

Liferay - Web Content Management Basics

Use **Firefox 3 for best results**. Do not use older Firefox versions or Internet Explorer 6 as the Liferay system will not work correctly. **NOTE:** There is no spell checker on the Web site. The Google Toolbar add-in for Firefox or Internet Explorer provides a spell checker that you can use while creating your content in the Web portal system. For installation instructions and online help go to <http://toolbar.google.com/>.

Log into Your Web site

1) Open browser and go to: **<http://liferaydemo.unl.edu/c/portal/login>**

2) In the Already Registered tab under the “regular account” section on the left side of the “Sign In” dialog box, login with your username and password. Click on the Sign In button immediately below the Password text box. **NOTE:** Please see page 12 for information on changing your password.



3) Once logged in you will see the generic “Signed In” page. To go to your site’s homepage...

- Hover the mouse-pointer arrow over the **Welcome** menu bar on the upper right side of your screen to open the drop-down menu.
- Move the mouse-pointer arrow over the **My Places** option to open the pop-out submenu.
- Click on the site name and then click on **Public Pages** option to go to the editing mode of your Web site.



Be sure to preview your Web pages in both Internet Explorer and Firefox browsers. Each can have unique display problems if there is “bad coding” on the page or if an image, table, or link “word” is too long. The edit view is 99% correct, but it is always best to preview your page in the “public view.” Before the Liferay version of your site goes live, the public view Web address is

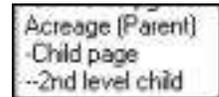
<http://liferaydemo.unl.edu/web/xyz> (replace xyz with the name of your site)

When finished editing your Web site, go to the Welcome menu and click on Sign Out.

Add a New Page with the Add/Modify Page applet

There are two ways to add new pages. We will first use the custom Add/Modify Page applet created by CIT. This applet allows you to create a page, select the layout style of the page, and put empty content holder places on the page while using one dialog box.

- 1) Hover the mouse-pointer arrow over the **Welcome** menu to open the drop-down menu.
- 2) Click on the **Add / Modify Page** option to open the dialog box.
- 3) Complete the 4 Required fields.
 - a) **Create Parent page or Child page** - New Parent page is at the same level as the Home page. A Child page is below a parent page, like folders on your computer. HINT: You may create a child page under a child page. Each new sub-level



- (folder) of page will be shown with a dash. No dash = top level (Parent). One dash = child page. Two dashes = 2nd level child page. And so on.
 - b) **FileName** - Use a unique name for each page as this is part of the Web address. Must contain only letters and numbers, no spaces.
 - c) **Page Title** - Enter succinct and descriptive title that is used by Web page visitors and search engines. It shows in the browser title (blue) bar and is the **first item used for ranking by search engines**.
 - d) **Navigation Title** - Enter succinct title that will show in the UNL Navigation Breadcrumb trail. You will use this title to find this page during the editing process. This title may contain multiple words.
- 4) You may change the **Page Type** by selecting 1 of the 5 options available with the UNL template.
- 5) You may change the **Content Area Layout Type** by selecting one of the layout options. NOTE: as of November 1 only 3 options are available. More options will be added to provide the full array of options within the 4-column content area.
- 6) **Navigation Title Display Status** - The default setting is Hide which means the Navigation Title will NOT be visible in a menu. Select “Display” to make the Navigation Title visible in the top Navigation menu or a left navigation menu (menu items need to be short, 2 or 3 words max).
- 7) **Meta Tags** - OPTIONAL - The Meta Description option is often used by search engines as the description shown for your site on the results page. Write an effective meta description, unique for each page. It may help with “click-through” rate, but most likely will not help page ranking.
- 8) Click on the **Add New** button to add this page.

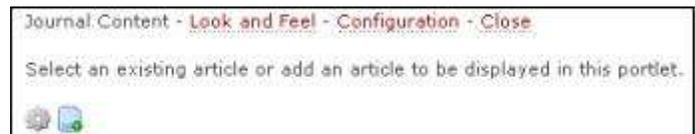
- 9) You will receive a confirmation message box that includes instructions on adding content to this page. Click on the **red X** to close the box.

If the Navigation Title is not visible in a menu, go to this page by...

- 1) Hovering the mouse-pointer arrow over the **Welcome** menu to open the drop-down menu.
- 2) Click on the **Sitemap** menu option to open the window displaying all page Navigation Titles.
- 3) Click on the Title of the page you want to edit and the page displayed will change to that page.

Add Content to the Page

All user-created content (text, links to other Web pages, links to downloadable documents, images) exists in “Journal Articles.” Content is entered in a Journal Content holder. Your content will replace the “Select an...” text line. One page may contain multiple articles.



- 1) Click on the **Add Article**  button to open the Journal Article dialog box.
- 2) Enter a unique **Navigation Title** for this article. NOT seen by public viewers. You may use this title to search for the article to use this content on another page or to delete the article at a future date.
- 3) **ADD your content** (text, images, and links) into the editor content box.
- 4) **APPROVE content** by clicking on the **Save and Approve** button. NOTE: Use Save and Continue button to save content on server and continue to edit the article. Use the Save button to save the article without making it viewable by the public.
- 5) All other fields are optional and seldom changed.

Update the article

After the first save, an Edit Article button  will be added at the bottom of the Journal Content holder (below the text). Click on the **Edit Article** button to return to the editor. Click on the **Save** button to save changes for public view. NOTE: Once an article is “approved” the Save and Approve button disappears.

Add text content

Type your text directly into the editor text box. It is recommended that you complete all formatting changes (bulleted list, header, etc.) before adding links.

WARNING about pasting text from another source: Whether you paste text from Microsoft Word, WordPerfect, Lotus Notes email, another Web page, or other source, **always use the Paste as Plain Text** option  or you will have problems with the display of your content. You will use the features in this editor to format your text.

Internet Explorer users: You will have 1 additional click to make sure you are using the Paste as Plain Text feature. When you click on the button in the editor, you will get this dialog box. Make sure to click on the *Don't allow* button and then you will see the regular Paste as Plain Text dialog box and can continue.



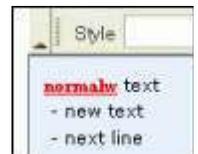
Copying from Dreamweaver: It will work best to copy from Dreamweaver's Code view (all codes inside the <body> tags, not including the <body> tags) into this editor's Source  view. If you need to put your content inside a Table, it is highly recommended that you use Dreamweaver because the Table feature in this editor does not work well.

Keyboard hints

- Enter key - creates a new paragraph with a blank line between paragraphs
- Shift+Enter - moves cursor to new line of entry, no blank line
- Space bar - there is no Tab function, use the space bar to indent a line of text

Google spell check

To spell check your text, click on the Spell Check button  in the Google toolbar. The editor content box background will change to blue and misspelled words will be highlighted in red (see image at right). Click on the word and then select the correct option from the pop-up menu. To stop spell checking, click on the "stop" button. 

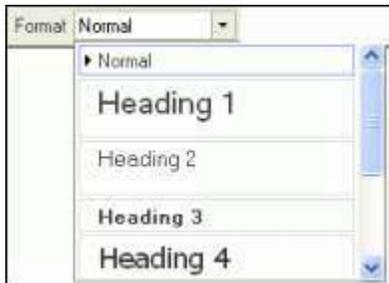


REMINDER:
You are editing a *LIVE* Web site.
All content on a Web page can be seen
by anyone finding this site.

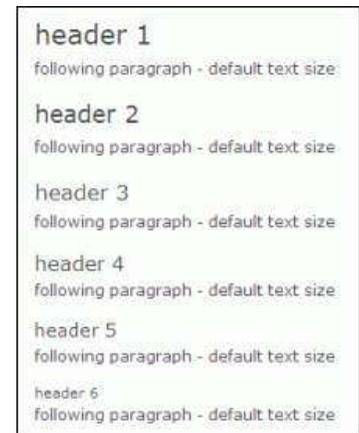
Text Format options

Many of the features (buttons) are the same as in your word processor, for example, Bold, Indent, Bullet List, Center Justify, etc. This guide will only explain those features unique to creating a Web page.

Use the **Format** feature to **properly code headings and subheadings**. This helps the reader scan your page and helps with search engine optimization.



Heading 1 is the largest heading and should be the first one used on the page. Heading 2 is next in size and so on. The screen capture image on the right shows the relative sizing and text spacing produced by the UNL template style sheet controls.



The **Style** feature offers custom styles from the UNL Style Sheet and should be used sparingly to highlight a particular piece of content on the page. NOTE: As of 11/2/09 the Style menu only contains styles from the 2006 UNL Template. This feature will only work on ONE paragraph of text. If you want to have multiple, separate lines within the colored area, you must use the Shift+Enter key. The options shown at right are the best ones to use as these provide a background color for text.



To use the Style option follow these steps.

1. Type the text and then select it.
2. In the Format drop-down menu, select Normal (DIV).
3. In the Style drop-down menu, select the option you want to use.

Since the UNL default style uses a dark gray text color, you can use the **Text Color** feature to use black to highlight selected text. The screen capture image at left shows the black color selected. Use other colors VERY SPARINGLY as most will not work well with the UNL style settings.



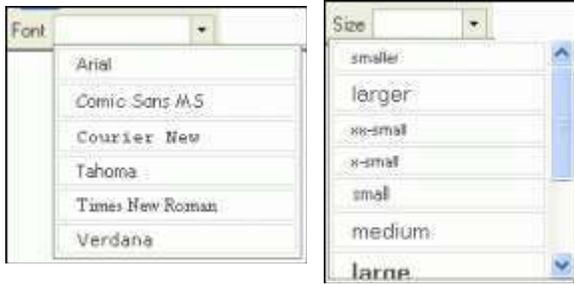
Use the **Blockquote**  feature to create double indented paragraph(s).

Use the **Insert Special Character**  button to add copyright symbol, special bullet characters, foreign language characters, and other non-keyboard characters. In the dialog box, click on the desired character. The box will close and the character is inserted at the cursor position.

Use the **Horizontal Line** feature to add a simple line between different pieces of content. Use it sparingly.



Very rarely should you use the Font or Size feature. The default UNL template style settings create a coordinated look.



Verdana is the default font of the UNL style sheet. This is a font created for on-screen reading. The only other font recommended for very limited use is Comic Sans MS. You can use this in headings on pages meant for youth or for a more informal feel.

If you select a different size, only use Smaller or Larger as each will look correct with the UNL template settings.

Link to a Web page on another Web site

Link text is important for accessibility issues and search engine optimization.

Accessibility:

Links should make sense out of context. Phrases such as “click here,” “more,” “click for details,” and so on are almost completely meaningless when read out of context. (Read WebAIM “Introduction to Links and Hypertext” article for more information, <http://www.webaim.org/techniques/hypertext/>.)

Search Engine Optimization:

One of the most important aspects of SEO-friendly site design is the structure of your navigation and internal links.... Include key search terms in your link text and focus on making your site easy to navigate for both users and search engines. (Read Search Engine Watch “SEO Site Structure 101, Part 2” article for more information, <http://searchenginewatch.com/3632212>.)

- 1) **Select the text** the reader will click on.
- 2) Click the **Insert/Edit Link** button (see image at right) to open the Link dialog box.
- 3) Enter the URL (Web address) in the URL text box.
 - a) **HINT:** To avoid a spelling error, open the page you want to link to in a separate browser window and copy the Web address. When you paste in a complete Web address, the `http://` portion of the address will automatically be eliminated by the editor Link function.
- 4) Click on the OK button to return to the editor content box.



Link to a new page within your site

- 1) **Select the text** the reader will click on.
- 2) Click the **Insert/Edit Link** button to open the Link dialog box.
- 3) Click on the **Browse Server** button (see image previous page) to open the Resources dialog box.
 - a) In the Resource Type menu (upper left) select **Page**.
 - b) Click on your Web site name in the right pane, then the dialog box will show the site structure of folders and files.
- 4) Go to the subfolder that contains the page to link to.
- 5) **Click on the page name** to create the link to the page. Click on the paper document icon  NOT the folder icon.
- 6) In the Link dialog box the “Protocol” setting will now show <other>, click on the **OK** button to return to the editor content box.



Link to a downloadable document file

PDF is the Web standard file format for sharing print-oriented documents. PDF is not a replacement for a regular Web (HTML) page. When sharing PowerPoint slide shows or Word documents with others who have no need to edit a file use the PDF version. Advantages are that PDF files are smaller than the native file and there is no problem with people using different versions of MS Office programs.

When you link to the PDF file, be sure to tell the reader it is a PDF file and give the file size (example: PDF 556 KB, 24 pages). Also, provide a link on the page for users to go to the Adobe site to download the free Adobe Reader. Put the following text (or similar text) with link at the bottom of your content.

* [Download free Adobe PDF Reader](http://get.adobe.com/reader/) [link to <http://get.adobe.com/reader/>]

Excel files (xls) can be used when providing an “executable application” for public download.

All downloadable documents linked to on pages within the Liferay system are uploaded to the server and reside in the Document Library. You can upload any file at the time of creating or editing an article.

NOTE: The maximum file size allowed is 3000k (3MB).

- 1) **Select the text** the reader will click on to open the file.
- 2) Click on the **Insert/Edit Link** button to open the Link dialog box.
- 3) Click on the **Browse Server** button (see image previous page) to open the Resources dialog box. Document is the default Resource Type.



- 4) Click on the site name in the right pane to go to the documents folder(s).
 - a) You cannot add files to the root folder, so on the first time in this dialog box, you will need to click on the **Create New Folder** button at the bottom of the box.
 - b) Type the name of the subfolder in the subsequent dialog box and click on the OK button. Per Web standards, the folder name should be one word.
- 5) Click on the new folder name to open it and then click on the **Browse** button at the bottom of the dialog box. Find your document file on your local computer and “Open” it so that the file name appears in the “Upload...” text box.
- 6) Click on the **Upload** button to add the file to the folder on the Liferay server.
- 7) **Click on the file name** of the document to link to it and return to the Link dialog box. You will see the unique URL for this file on the Liferay server. Do NOT change this address.
- 8) Click on the **OK** button to return to the editor content box.



HINT: Test all links with the Preview feature. 

Insert an image

Images *MUST be properly sized* (resized/cropped/adjusted in an image editing application) *before being uploaded* onto the Liferay server and used on a Web page.

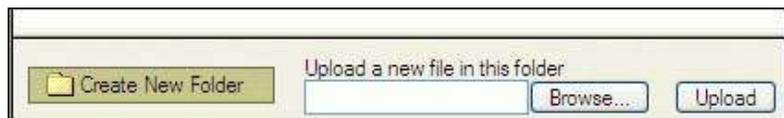
CIT supports two image editing applications: Adobe Photoshop & IrfanView. Step-by-step instruction sheets are available on the CIT Tips, Tricks, & Techniques site.

Adobe Photoshop - <http://cit.information.unl.edu/tips/photoshopinstructions.htm>

IrfanView - <http://cit.information.unl.edu/tips/irfanview.htm>

All images inserted on a page within the Liferay system are uploaded to the server and reside in the Image Gallery. You can upload an image file at the time of creating or editing an article. NOTE: Image file size can be no larger than 300KB.

- 1) **Click in the content area** where you want the image to reside, then click on the **Insert/Edit Image** button  to open the Image Properties dialog box (see sample image in Step 7).
- 2) Click on the **Browse Server** button to open the Image Resource dialog box.
- 3) **Click on the Web site name** in the right pane to go to the images folder(s).
 - a) You cannot add files to the root folder, so on the first time in this dialog box, you will need to click on the Create New Folder button.
 - b) Type the name of the subfolder in the subsequent dialog box and click on the OK button. Per Web standards, the folder name should be one word.



- 4) Click on the folder name to open it and then click on the **Browse** button at the bottom of the dialog box. Find your image file on your local computer and “Open” it so that the file name appears in the “Upload...” text box.
- 5) Click on the **Upload** button to add the image to the folder on the Liferay server.
- 6) **Click on the file name** of the image to return to the Image Properties dialog box and a preview of your image. You will see the unique URL for this file on the Liferay server. Do NOT change this address.
- 7) **Change 3 property settings** for correct display of your image.



- a) **Alternative Text:** Enter a succinct description of the image in the field. This is a Required field and **MUST** be completed to be compliant with UNL standards and 508 Compliance regulations for visually impaired readers.
- b) **Align:** Select Left or Right to have text wrap like in a printed document. If you place an image that is to have no text wrapped around it, use the Top align setting. Other options are rarely used.
- c) **Advanced - Style:** To add white space around the image, click on the Advanced tab. Enter this text in the Style text box at the bottom of the dialog box:
margin: 2px 5px ;



- 8) Click on the **OK** button to add the image to the article and return to the editor content box.

The next sections will deal with making changes on the page.

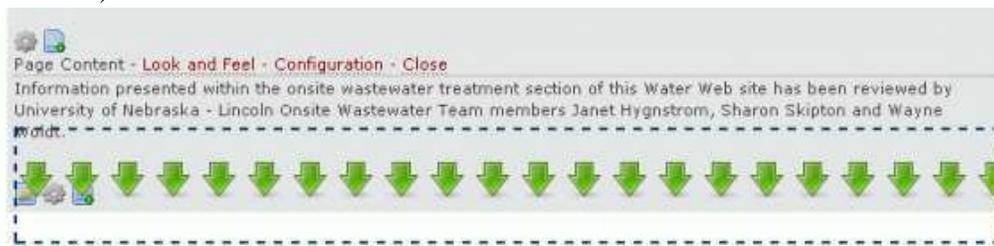
Add Journal Content holder to a page

When you need to add separate content and do not have an empty content holder, you must first add the content holder.

- 1) Hover the mouse-pointer arrow over the **Welcome** menu to open the drop-down menu.
- 2) Move the mouse-pointer arrow over the **Content Controls** option to open the pop-out submenu (see image at left).
- 3) Click on **Add Page Content** to open the **Add Application** dialog box.
- 4) Click on **Authoring**.
- 5) Click on the **Add** link for **Journal Content** to add an article holder to the page. HINT: You may add more than one at a time. Empty holders do NOT create blank space on the page.
- 6) Click on **red X** to close Add Application dialog box.



- 7) By default, the new Journal Content holder will be placed at the top of the page.
- 8) You can move the Journal Content holder to another location on the page.
 - a) Move the mouse-pointer arrow over the Journal Content title until it turns into 4-headed arrow. Click and hold the left mouse button.
 - b) Drag the outlined box to the location you want it in. When you see green arrows pointing to the correct location, release the mouse button to place the Journal Content holder in this position (see sample below).



Remove Content from a Page with the Close option

To remove a specific piece of content from a page click on the **Close** option next to the Content holder title.

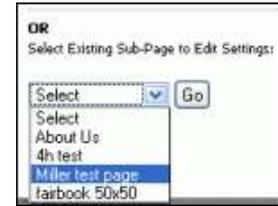
This only removes the content from the reader's view. The content still exists within the Liferay content management system in your website's Journal Article Library. You can edit the article, use the article on another page, or delete the article from the Web server. Please see the *Liferay - Use the "Libraries" to Manage Content* instruction sheet.



Change the Page Title using the Add/Modify Page feature

The Page Title is the first piece of content used by search engines to determine ranking. You need to make it very descriptive and unique for each page.

- 1) Open the **Welcome** menu and click on the **Add / Modify Page** option.
- 2) At the bottom of the dialog box, click on the **Select** drop-down arrow and **select the Title of the page** you want to edit (see image at right).
- 3) Click on the **Go** button to go to Edit form for that page (see image below).
- 4) The Page Title text box will show the current title text. Update the text.
- 5) Click on the **Save** button. Please note: this change has been made but will not show immediately.
- 6) You will receive a confirmation message in the dialog box and can now close the dialog box by clicking on the **red X** in the upper right corner.

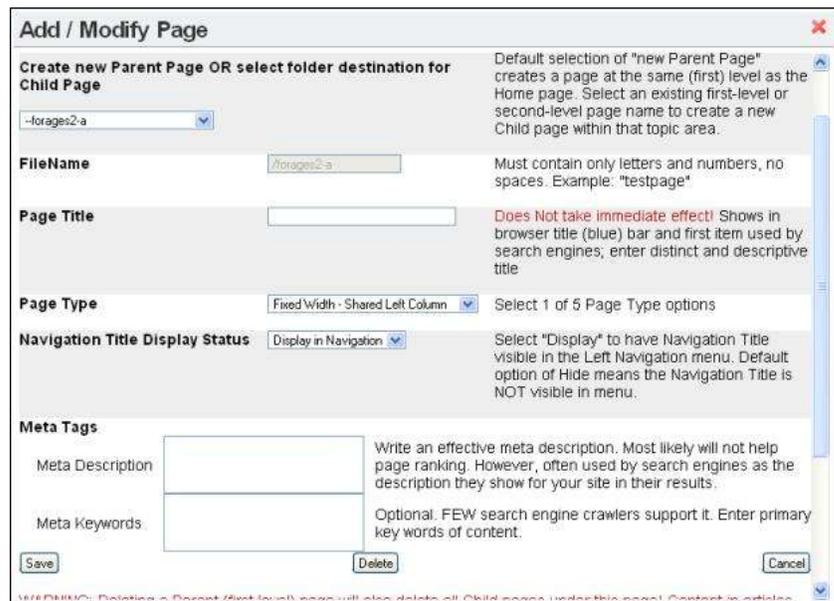


Delete a Page using the Add/Modify Page feature

REMEMBER: You are editing a LIVE Web site.

When you want to delete a page, you must first delete the link to that page. This will prevent the reader from clicking on a “dead link” that returns an error message. Also, when you delete a page, the page filename is still in the system so you cannot use that filename again.

- 1) At the bottom of the **Add / Modify Page** dialog box, click on the **Select** drop-down arrow and **select the Title of the page** you want to delete (see image above).
- 2) Click on the **Go** button to go to Edit form for that page.
- 3) Confirm that this is the page you want to delete and then click on the **Delete** button (see image at right).
 - a) **WARNING:** Deleting a page that has child pages under it will also delete all child pages under this page! Content in articles will not be lost as all Journal Articles are still accessible in the Journal Article Library.
- 4) You will receive a **warning message**; click **OK** to complete deleting the page.
- 5) You will receive a confirmation message in the dialog box and can now close the dialog box by clicking on the **red X** in the upper right corner.

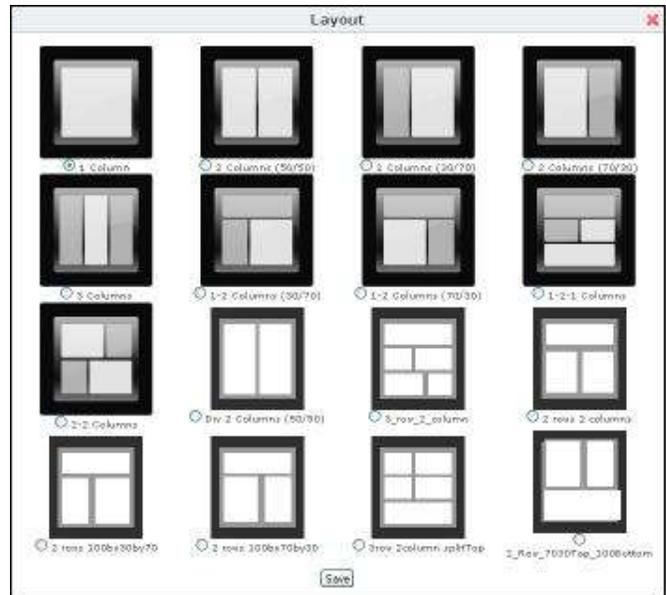


All content still exists within your website’s Journal Article Library. Please see the *Liferay - Use the “Libraries” to Manage Content* instruction sheet for information on working within the Library.

Modify the Layout of Content on the Page

You can change the arrangement of the content on the page with the Modify Page Layout feature.

- 1) Go to **Welcome - Content Controls** menu.
- 2) Click on the **Modify Page Layout** option to open the Layout dialog box.
- 3) **Click on the radio button of the name** of the layout you want to use.
- 4) Click on the **Save** button to return to the page.
- 5) You will most likely need to move the content pieces into the correct locations. See instructions in previous section.



Changing Your Password

- 1) Hover the mouse-pointer arrow over the **Welcome** menu to open the drop-down menu. Click on the **My Account** menu option to open this dialog box.
- 2) Click on the **Password** tab to open that section.
- 3) Enter your new password in the 2 text boxes displayed.
- 4) Click on the **Save** button above the tabs to save your change. You will see the “success” message shown below.



To use your new password, Sign Out (from the Welcome menu) and log back in using the new password.