

Percussion CMS

User Manual for okcu.edu

version 0.0.1

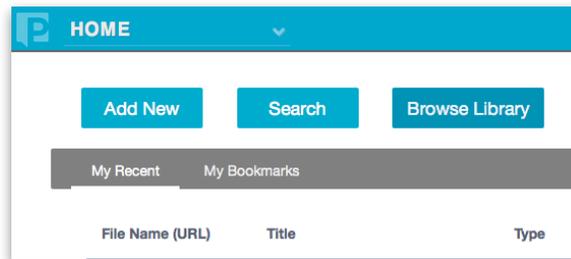
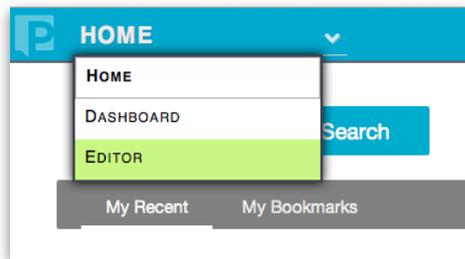
revised Tuesday, March 31, 2015

Important Vocabulary Word: Asset

An **Asset** is Percussion's name for a Thing In The CMS That Is Not a Page. 99 percent of the time, the assets you'll be working with are photos, PDFs, or Word Documents.

Where do Assets Live?

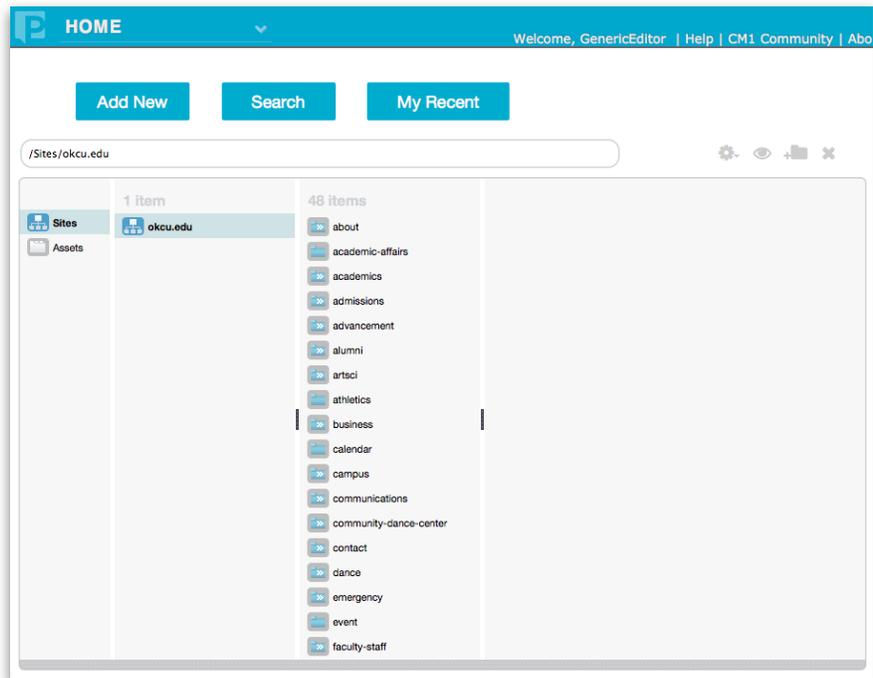
Assets live in a separate area of the CMS from Pages. To see the Assets area, either (below, left) click the HOME arrow at the top left, and select EDITOR, or



click the **Browse Library** button (above, right).

Either way you'll end up at a window that looks like this thing here on the right.

This is the **Finder**, so named because its familiar column structure makes it less difficult to find stuff in Percussion.



PAGES LIVE IN

SITES > OKCU.EDU

ASSETS LIVE IN

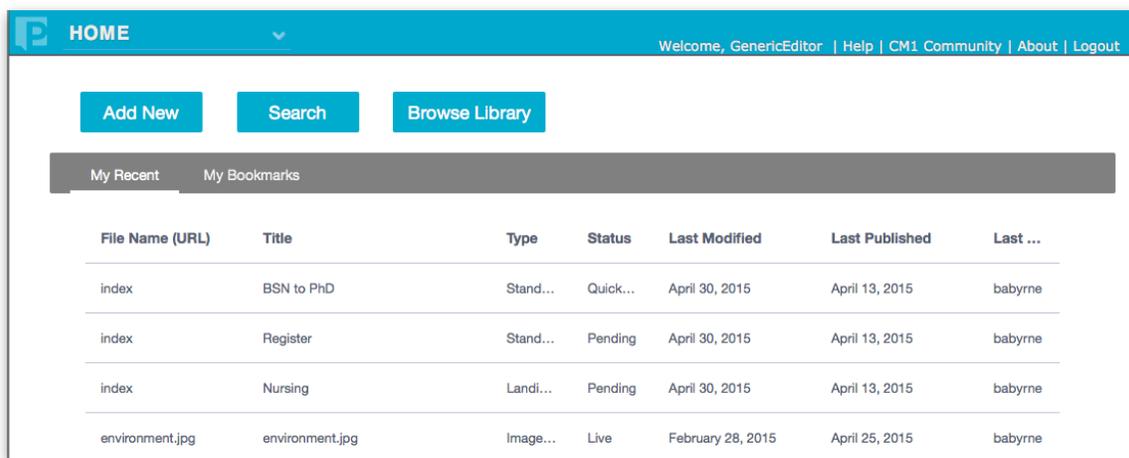
ASSETS > MAIN > WHICHEVER FOLDER IS THE ONE YOU'RE WORKING IN

Logging In

Visit <http://percussion.okcu.edu:9992/> and enter your OCU username and password (same as for your email) to log in to Percussion.

You'll see your home page:

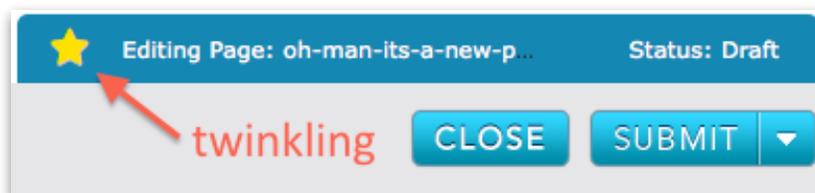
By default your home page will display **My Recent**, which are pages you've worked on recently. Maybe you'd already figured that out; good job, if so. The other options are **Search**, which works kind of OK but not great; and **Browse Library**, which we discussed earlier.



The screenshot shows the Percussion home page with a blue header containing 'HOME' and user information. Below the header are three buttons: 'Add New', 'Search', and 'Browse Library'. A tabbed interface shows 'My Recent' and 'My Bookmarks'. A table lists recent files with columns for File Name (URL), Title, Type, Status, Last Modified, Last Published, and Last ...

File Name (URL)	Title	Type	Status	Last Modified	Last Published	Last ...
index	BSN to PhD	Stand...	Quick...	April 30, 2015	April 13, 2015	babyrne
index	Register	Stand...	Pending	April 30, 2015	April 13, 2015	babyrne
index	Nursing	Landi...	Pending	April 30, 2015	April 13, 2015	babyrne
environment.jpg	environment.jpg	Image...	Live	February 28, 2015	April 25, 2015	babyrne

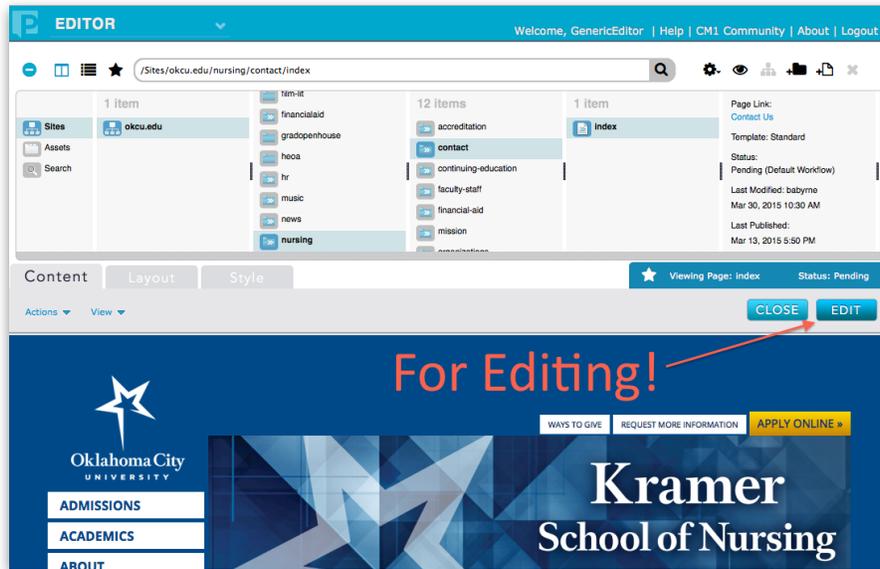
Browse Library is probably what you're gonna use most of the time, since for the most part you'll be working on existing pages rather than creating new ones. **BUT!** Please note the **My Bookmarks** link! This will be extremely helpful once you've bookmarked some pages. To bookmark a page, click the li'l star next to its filename in the page editor (we'll go over this again).



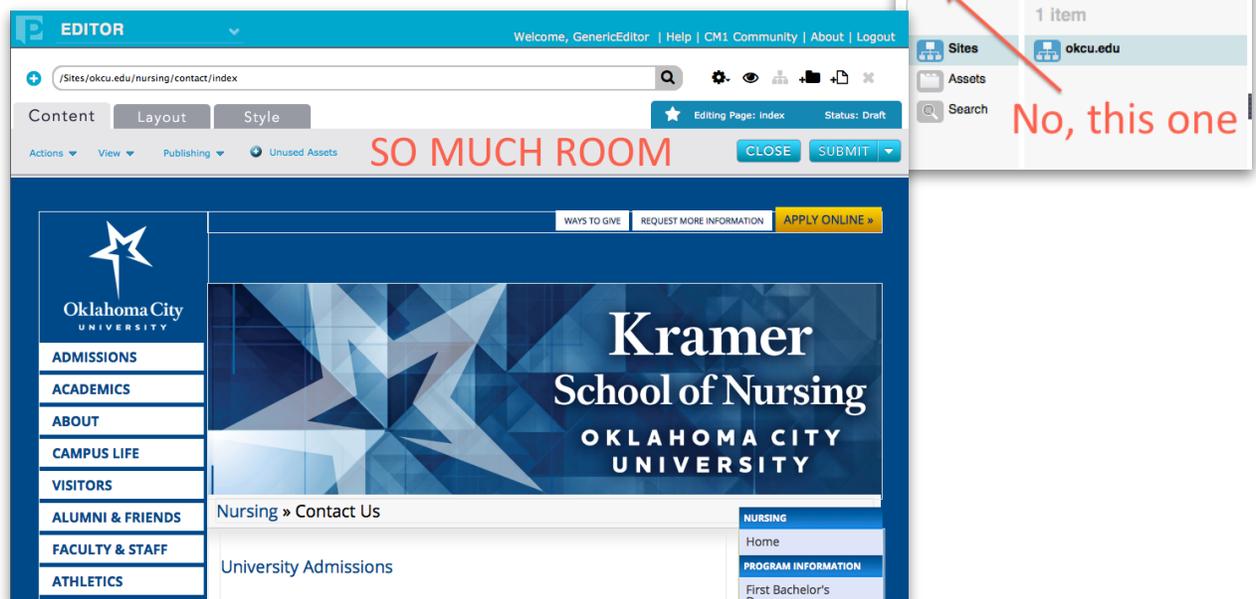
Editing a Page

Find the page you want to edit by browsing to it in the **Finder**. Since Chris Black is a good sport, we're gonna choose a page in Nursing as an example.

Now that you've found it, **double-click it** to view it. Once you see the preview, click the **EDIT** button to, uh, edit it.

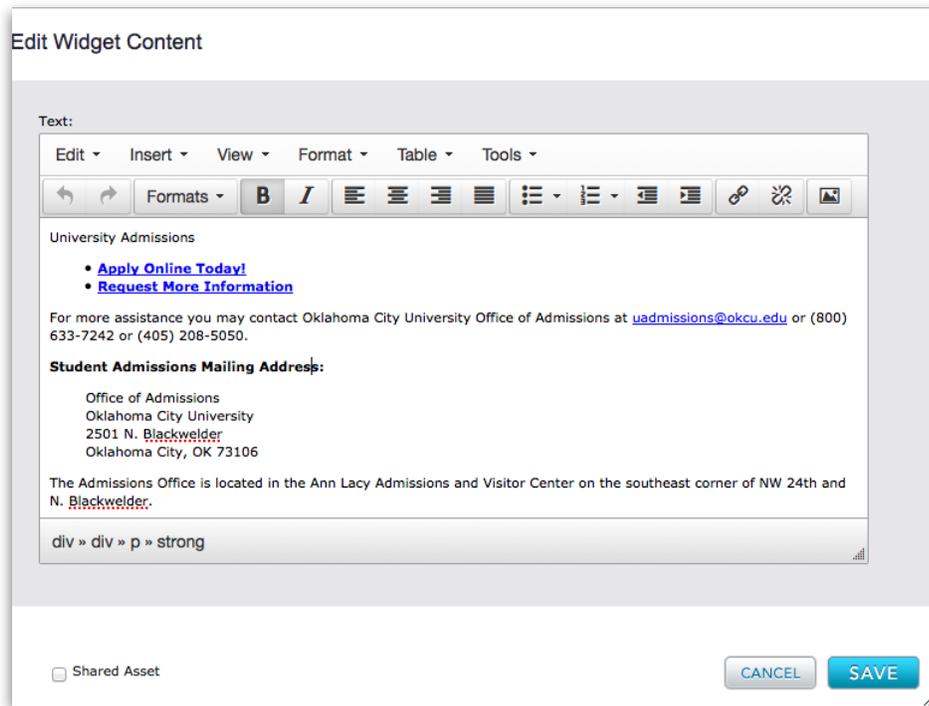
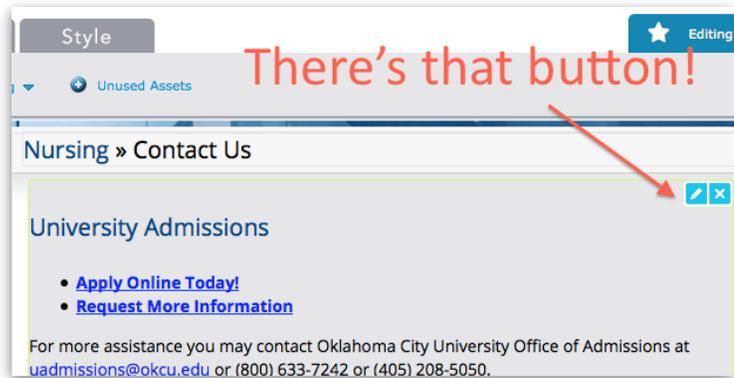


SEMI-PRO TIP: See this button here? Click it to hide the Finder. That way you'll have more room to see what you're doing.

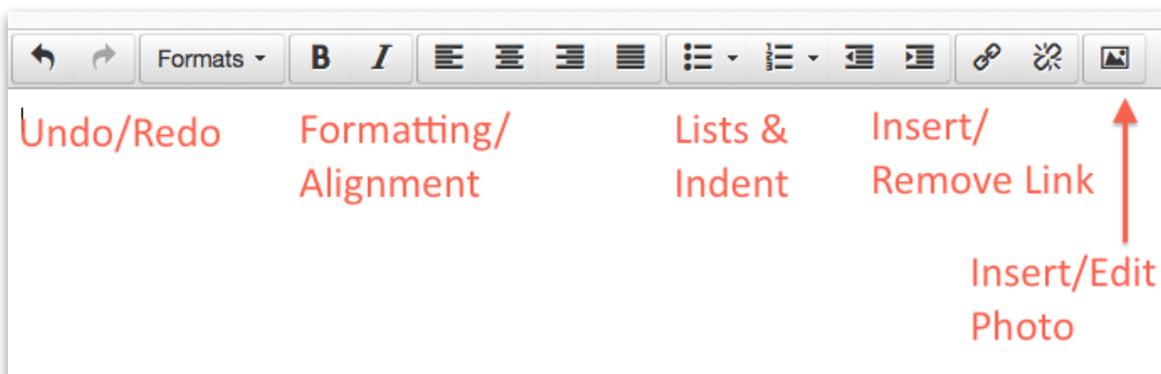


Now that you're in Edit mode, either click on the pencil icon or double-click the text region to edit the page.

This will bring up the Rich Text Edit window. If you've used Centerstar—or blogging software like Wordpress—you're probably familiar with the Edit window you'll see now.



Here are your options within the Rich Text Area:



They're pretty much the same as you'd see in MS Word, except a lot less complicated.

If you're editing an existing page, this is, of course, the part when you update the existing content. More on that in a moment, but: Once you've made the updates you want made, click the **SUBMIT** button at the top right corner of the edit window.

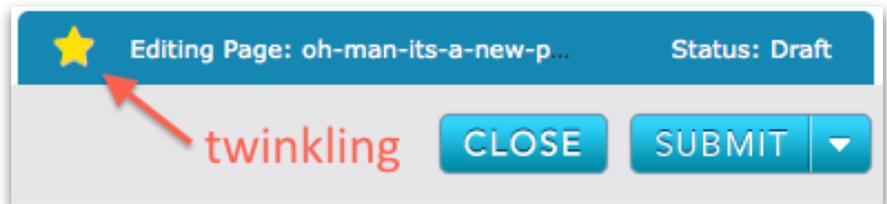


What happens then?

Once you've made and submitted changes to a page, it's sent to Web Services for a final checkup before it goes live. This lets us address any formatting errors (it's OK, everybody makes them) and double-check that everything looks right before the updated page gets published to the live site.

Remember to pick favorites!

If you're working on any of the pages in your section of the site, it's a good idea to bookmark them like we talked about earlier—that



way you can see them immediately in **My Bookmarks** on the home screen, instead of having to navigate to them in the Finder. Click the star in Edit mode to bookmark/favorite a page. Then you'll be able to get quick access to your pages from the get-go!

File Name (URL)	Title	Type	Status	Last Modified	Last Published	Last ...
index	Nursing	Landi...	Pendi...	April 30, 2015	April 13, 2015	babyr...
index	Register	Zold-...	Pendi...	April 30, 2015	April 13, 2015	babyr...
index	BSN to PhD					

Open Preview Copy Delete

BSN to PhD

File Name: index

Display Title: BSN to PhD

File Type: Zold-Standard

Last edited: April 31, 2015

Last edited by: babyrne

Last published: April 13, 2015

Scheduled publish dates:

Scheduled removal dates:

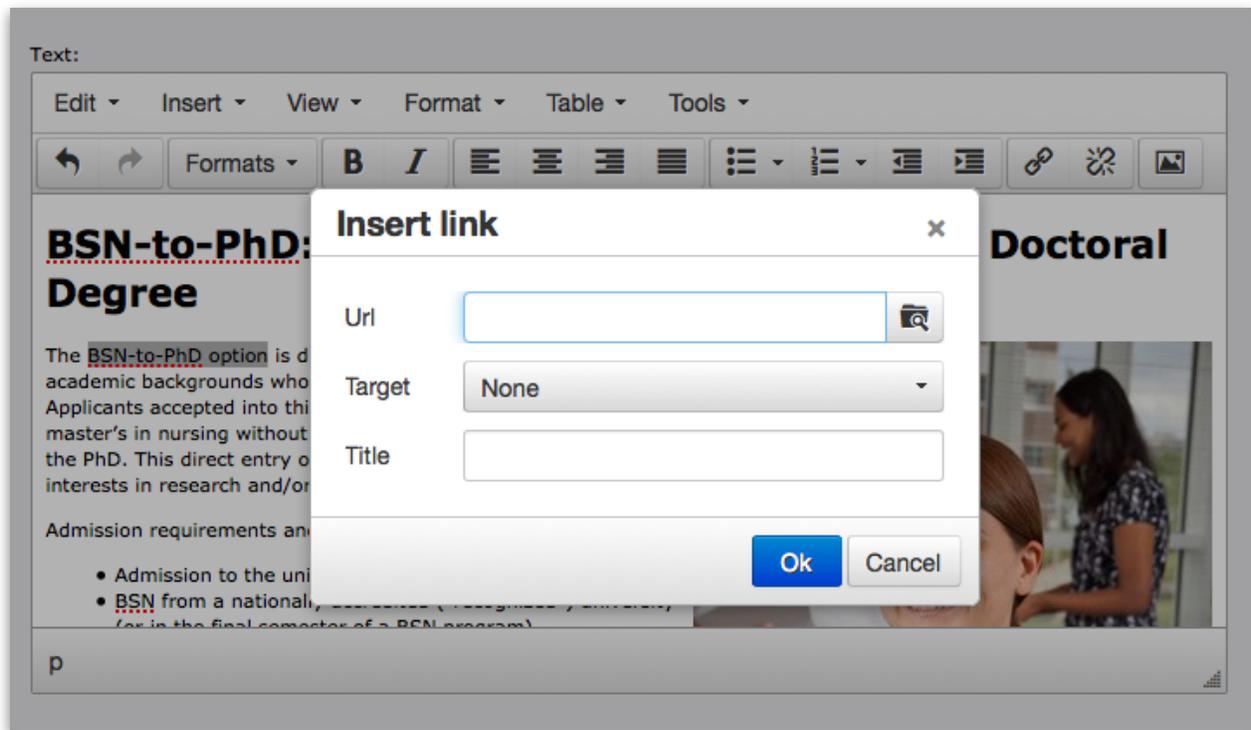
Folder Path: /Sites/okcu.edu/nursing/p...

Functions Within the Editor

Other than basic text editing and formatting, there are probably three functions you'll use most in the text edit window:

Creating/Editing Links

To create a link, select the text you want to appear as a link, then click the **Add/Edit Link** button.

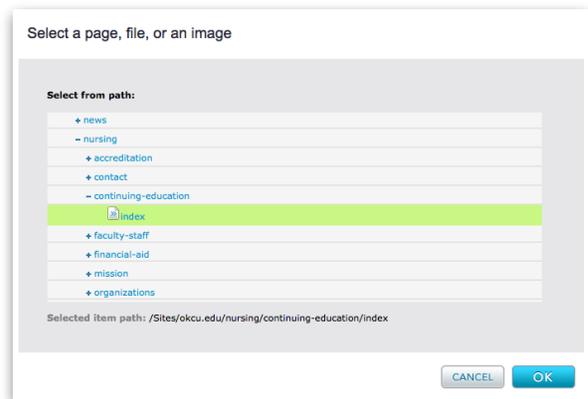


You now have two choices to add a link:

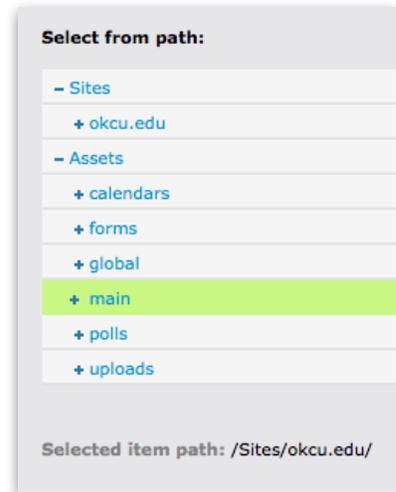
External Link: Copy and paste the URL of the external site you want to link to into the **URL** field, then click **OK**.

Internal Link: Click the folder and magnifying glass icon to the right of the URL field to bring up the Site/Asset picker.

The Site/Asset picker lets you find and choose either a page or an Asset (document, PDF) to link. By clicking the page/item name, you can navigate through the site's folders to the page or asset you're looking for. Click "OK" once you've selected the correct page or Asset.



IMPORTANT TIP: If you're choosing an asset, remember that whatever Asset you're looking for should be in Assets / Main / [path to your site section]. So if you're looking for a photo for the Nursing section, as Chris Black will no doubt be, you'd click Assets > main > nursing > images > chris-black-looks-great-today.jpg

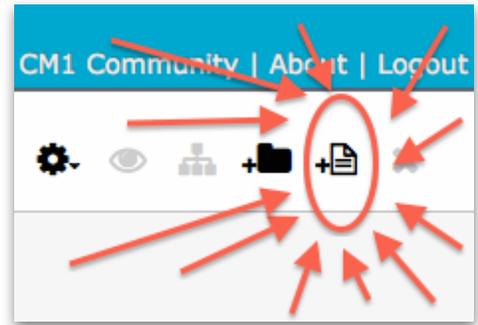


Adding a Single Photo

The first step in adding a photo is to navigate to the Assets area where you want your photo to live. In the Finder window, click "Assets" in the far left column, then

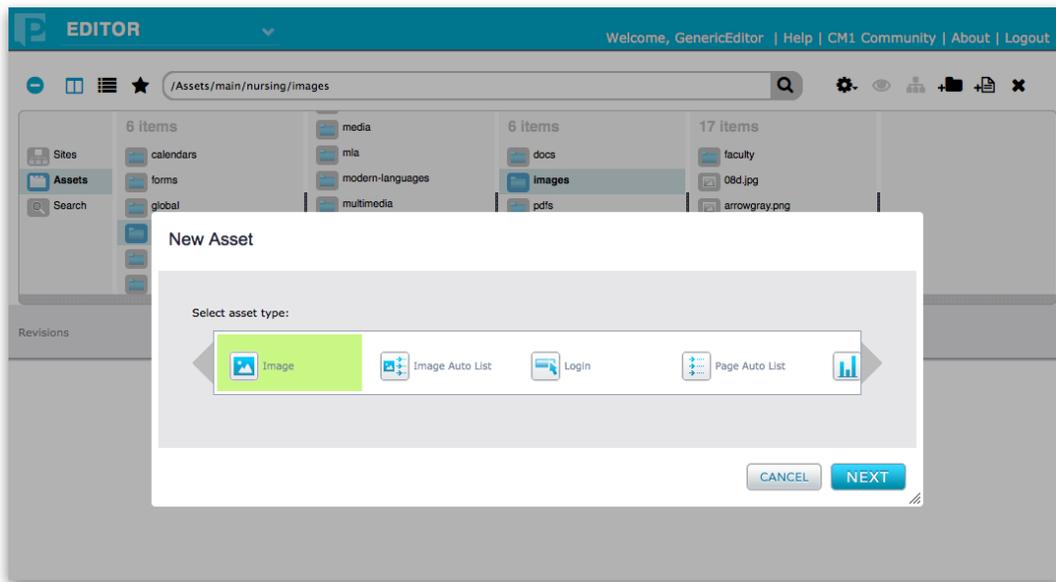
Uploading Assets

To upload individual photos, PDFs, or documents, use the Finder to navigate to the folder in the Assets area of the site where you want the new Asset to live — for example, Assets > Main > Nursing > Images. With the folder selected, click the **New Asset** icon at the top right corner of the screen.

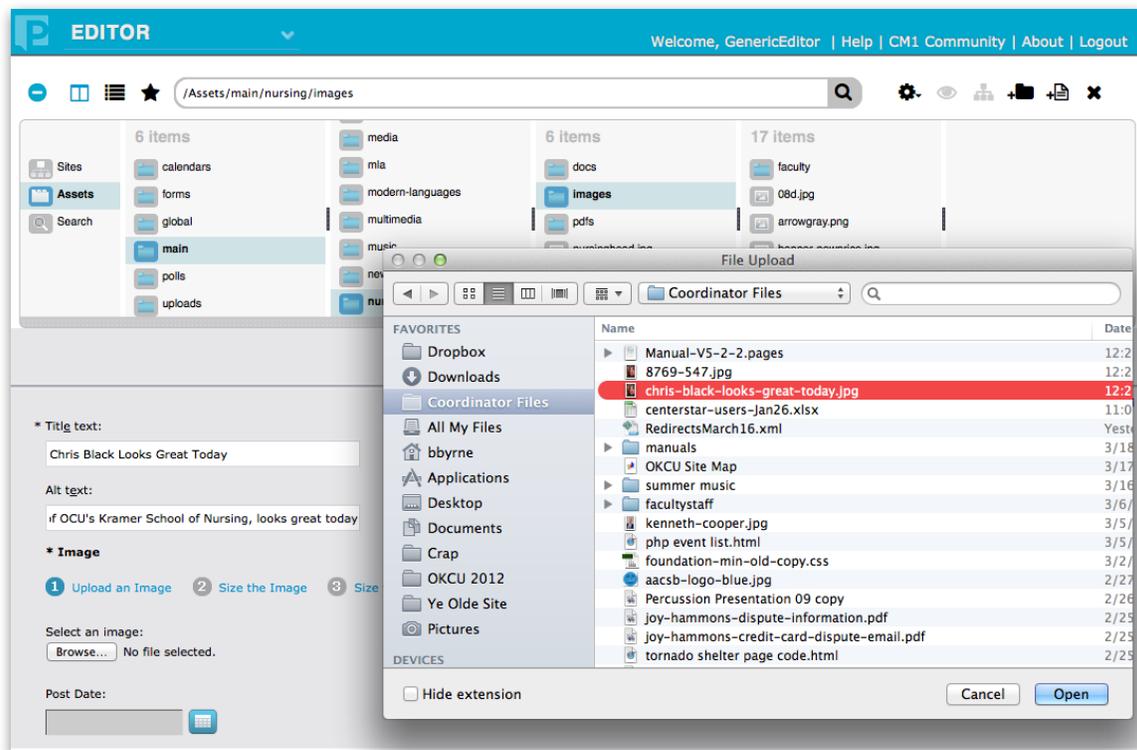


Once you've done that, a dialog box opens asking you to choose the Asset type. Note that it's **very important** to choose the correct Asset type—otherwise Percussion may not recognize an image file as an image, for example.

Fortunately you'll only be using about two asset types: Images and Files.



For this example we'll choose an Image. Click **NEXT**, then click **Select an Image:** to choose the image to be uploaded from your computer (see next page).



Once you've chosen the photo you want, complete the **Title Text** and **Alt Text** fields. **Title Text** is mainly for your benefit when you're looking through photos to use. **Alt Text** is very important: It should be a short description of what's in the graphic — including any text that appears in the graphic! This is for blind users of the web who use screen readers, and maintains our site's ADA accessibility.

MORE TO COME