CSN

COLLEGE OF SOUTHERN NEVADA

Sitebuilder Toolkit

Version 2008.02.01

Site Builder Toolkit Basics

This document covers the basic elements of Site Builder Toolkit (SBT). Some areas covered are templates, layout, creating and editing pages, and navigation. Please take some time to become acquainted with the information contained here-in.

Site Builder Toolkit

Site Builder Toolkit 2.1 (SBT) is a completely browser-based website content management solution created by SunGard Collegis, Inc. The simple and intuitive SBT user interface facilitates web content management through:

Standardized page templates, including automated page headers and footers
Automated navigational content
Simple procedures for adding and editing page content, and for managing page organization

The content management approach to website development allows you to develop, edit, maintain and manage your department's content with minimal training and it requires no HTML experience.
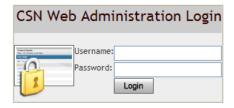
> **As you read through this manual, please keep in mind the screens you see here may or may not be the same as what you see on your screen. This is due to differences in permissions / rights assigned through the application**

LOGGING IN TO SBT

While viewing your website's home page, modify the browser address box so it is of the form

http://www.csn.edu/pages/3.asp

A login dialog, like this example, appears on the page.

Enter your **USERID** and **PASSWORD** in the appropriate fields; press **<ENTER>** or click the **<LOGIN>** button). When you successfully log in, you see two new icons in the page footer:

on the left followed by **[USERNAME]**
on the right, preceded by your name in brackets

> **These icons are explained in Site Builder Toolkit Icons. Unless you have permission to modify the home page (most users will not), these are the only new icons you'll see.**

SBT TOOLKIT ICONS

This is a list of Icons that you will see **based on the permissions/rights** of your SBT user account.

	Open the full toolkit	Present when you are logged into Site Builder Toolkit.
	Logout of Site Builder Toolkit. Note your user name appears to the left of this icon.	
	Edit this page	Present if you have the appropriate permissions to perform the function represented by the icon.
	Copy this page	
	Delete this page	
	Add a page to this container page	Present only if the page is a container (parent) page—one that may have subordinate (child) pages connected to it.

NAVIGATE TO YOUR PAGE(S)

There are numerous ways to navigate to a given page for editing:
Login and navigate to the page using the links provided within the site just as you would to view the page normally.
Login and navigate to the toolkit using the toolkit icon [icon] and type in the page number.
Login and navigate to the toolkit using the toolkit icon [icon] and type in the title of the page.

> **There may actually be more ways than this to navigate to any given page for editing, however, to keep things simple, we will stick with these..**

CREATE A CONTAINER PAGE

MODIFY AN EXISTING PAGE TO BE A CONTAINER PAGE

While viewing the page you wish to be a container page, click the ![Page Edit Icon] Page Edit Icon.

b

In the **Manager's Toolkit** window, click the **Page Control** tab.

For the option **Will this page contain other pages?**, click **Yes**.

Click the **Publish** button.

This step is essential; if you forget it, the change will not be saved and the page will not be a container page.

(see *Get Acquainted with the Edit Screen* for a discussion of the **Save** button).

Wait for confirmation of the publishing action. If you go to the next step too quickly, you may cancel the publishing action.

Click the **Back To Home Page** button.

With the ![Add Page Icon] **ADD PAGE ICON** in the middle group at the bottom of the page, you're ready to add a new child page to this parent page.

If the ![Add Page Icon] **ADD PAGE ICON** doesn't appear, you may not have permission to add pages. Check with your local site administrator to remedy this.
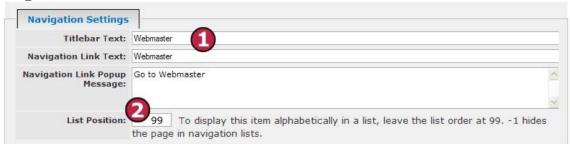
CREATE A NEW PAGE

New pages must be added as subordinates (children) of a container (parent) page. If the page you're viewing is a container page, you'll see the [+] ADD NEW PAGE ICON in the middle group of the page footer or header. If this icon isn't present, you must make it a container page before you can add a child page.

> **While viewing the page that will be the parent of the new page, click the** ADD PAGE **ICON (**[+] **in the middle of the page footer or footer).**
>
> **If you don't see the** DELETE **ICON (** [X] **), you don't have permission to delete pages.**

Page Navigation

1   Replace **New Untitled Page** with the name by which you want the page to be known.

2   Generally, leave this as is. When you create a child page, SBT assumes you want the new page included in the navigation panel of the parent page.

All such navigation links are included in alphabetical order—unless you change this value.

A positive value less than 99 identifies the page as one in a group that will be sequenced above those with the 99 value. Thus, if you give one group of pages the value 50 and another group a value of 70, the links are sequenced in the navigation panel with all the 50-numbered pages in alphabetical order, followed by the 70-numbered pages in alphabetical order, followed by the 99-numbered pages in alphabetical order.

• Any negative value indicates the page's link should not appear in the navigation panel, making the page available only by an explicit link in another page. This typically is appropriate for detail pages linked from a main page that you omit from the navigation panel to minimize clutter.

PAGE CONTROL

3	**Active** generally is the correct option. Selecting **Inactive** allows you to create and publish the page (save it to the website), but keeps it hidden from users. Selecting **Deleted** marks the page for deletion; it's not gone from the system—it's just hidden from view and flagged for later deletion.
4	You may be allowed to select a different page template (this typically is restricted to site administrators and webmasters)
5	Click **Yes** *only if this page will be a parent to other child pages.* It's more efficient to leave **No** selected if you're not sure. You may always change this as described in *Modify an Existing Page to be a Container*
6	**No** generally is a good choice. Opening too many browser windows can confuse users
7	You can set a date for the page to start appearing and another date when the page should expire; the latter isn't required.

Click the **Continue** button. SBT returns you edit mode.
Click **Publish** to save the new page on the website.
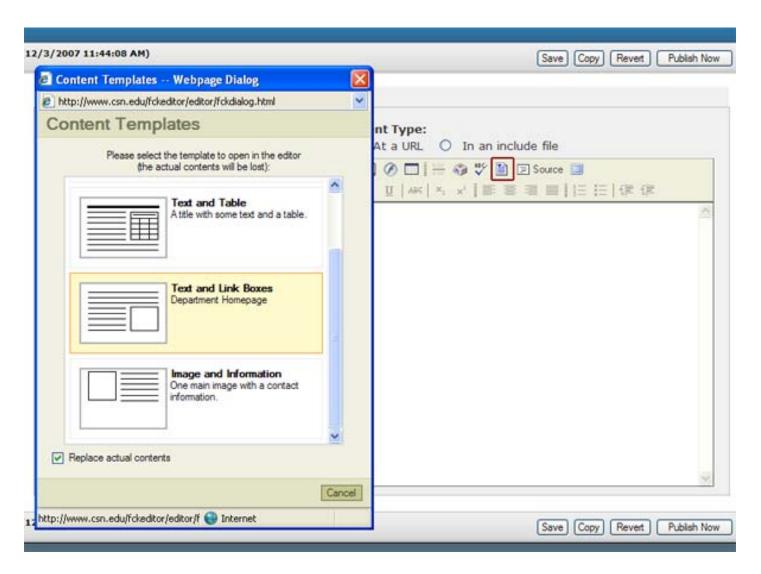
TEMPLATES

Web page templates will be provided to help the users create an attractive page for their department or organization.

SCHOOL / DEPARTMENT TEMPLATES

The Interim Vice President of Academic Affairs has developed the content guidelines for a School or Department Web page. Web page templates are provided through SBT to assist Page Owners in creating complete and consistent Web pages for schools, departments and faculty/staff listing pages.

To create a School or Department template, select the Template icon on the tool bar (highlighted in red) and the choose the Text and Link Boxes-Department Homepage layout as highlighted.

The page will appear as the following layout. Replace the placeholder text with actual text describing the School or Departments programs. Complete as much other information and links as provided on the page. Delete any unnecessary content.

Department of NAME

Mission Statement

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. In erat tortor, sollicitudin ac, vestibulum facilisis, sagittis id, tortor. Morbi vestibulum ultrices tortor. Pellentesque consectetuer imperdiet nisi. Vestibulum justo ipsum, condimentum a, cursus eget, venenatis in, dui. Aliquam erat volutpat. Etiam purus. Nunc ac magna. Cras pede. Curabitur vehicula. Etiam enim odio, fringilla non, ornare in, posuere sed, enim. Morbi adipiscing eros ut erat. Nullam in sem a est porta tincidunt. Ut scelerisque augue eget massa. Praesent cursus laoreet nisl. Proin ligula nunc, egestas ac, convallis at, adipiscing et, sapien. Maecenas sit amet justo. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Donec tellus ipsum, sagittis eget, iaculis et, tempor non, leo. Aliquam nunc libero, consectetuer a, pharetra quis, hendrerit quis, enim. Proin vel enim.

DEPARTMENT CHAIR, Chair, Department of NAME

Areas of Concentration:

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. In erat tortor, sollicitudin ac, vestibulum facilisis, sagittis id, tortor. Morbi vestibulum ultrices tortor. Pellentesque consectetuer imperdiet nisi. Vestibulum justo ipsum, condimentum a, cursus eget, venenatis in, dui. Aliquam erat volutpat. Etiam purus. Nunc ac magna. Cras pede. Curabitur vehicula. Etiam enim odio, fringilla non, ornare in, posuere sed, enim. Morbi adipiscing eros ut erat

Courses

DEPARTMENT Courses

Faculty & Staff

DEPARTMENT Faculty & Staff

Careers

Careers in DEPARTMENT FIELD (Tech Prep Brochure?)

Contacts

Name
Department Chair
Phone: (702) 651-xxxx
Fax: (702) 651-xxxx
Campus, Room Location

Name
Administrative Assistant
Phone: (702) 651-xxxx
Fax: (702) 651-xxxx
Campus, Room Location

Mailing Address

Department of DEPARTMENT-Mailstop
Street Address
City, ST, Zip

DEPARTMENT Programs:

- Program Page
- Program Advising Sheet

Upcoming Events:
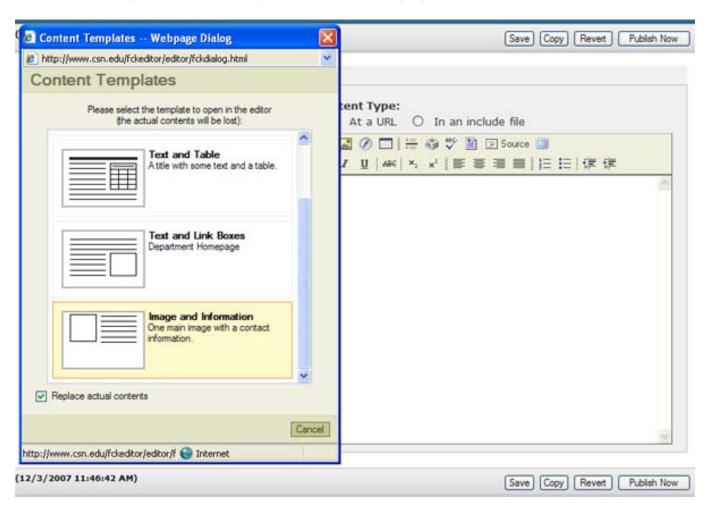
- Event Link
- Event Link

DEPARTMENT Preview:

- Brochure
- Presentation
- Video
- Newsletter
- Photo Gallery/Slideshow
- Student Success Stories
- Department website
- Make a Donation

SCHOOL / DEPARTMENT FACULTY AND STAFF LISTING PAGE

To create a Faculty and Staff Listing template, select the Template icon on the tool bar (highlighted in red) and the choose the Image and Information layout at the bottom as highlighted.

The page will appear as the following layout. Replace the placeholder text with actual text listing the Faculty/Staff information. Delete any unnecessary content.

Department of NAME

Faculty and Staff

80px x 100px

PHOTO HERE

Name
Title
Credentials
Discipline/Courses
Phone
Email
Homepage

80px x 100px

PHOTO HERE

Name
Title
Credentials
Discipline/Courses
Phone
Email
Homepage

80px x 100px

PHOTO HERE

Name
Title
Credentials
Discipline/Courses
Phone
Email
Homepage

80px x 100px

PHOTO HERE
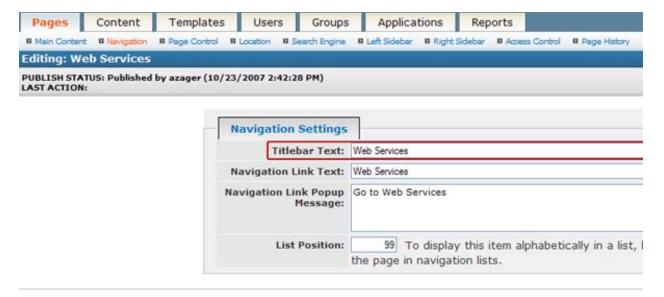
Name
Title
Credentials
Discipline/Courses
Phone
Email
Homepage

META DATA

The metadata of an HTML lets authors specify meta data -- information about a document rather than document content -- in a variety of ways. For the purposes of the CSN website, the following Metadata tags can be included through SBT; Page title and Keywords. This metadata is used as descriptors for search engines to locate the page on the web.

PAGE TITLE

The webpage title is a required element of your webpage. Replace **New Untitled Page** with the name by which you want the page to be known. The title is used by the major search engines as the most important piece of information available in order to help them determine the topic of your page, and thus to determine the ranking of your page in their search results. The title is displayed in the search results as the most prominent piece of information available to searchers. The title is displayed by the visitor's browser in the border of the viewable screen as the visitor is viewing your website and used as the name for a favorite or bookmark.
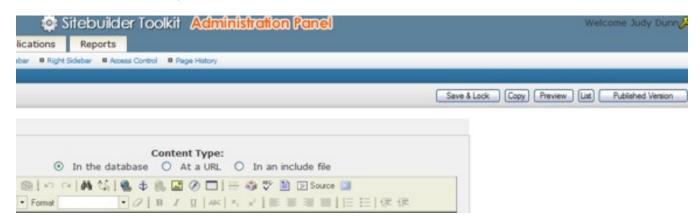
KEYWORDS

Keywords tag is supposed to be a brief and concise list of the most important themes of your page. Pick the 10 or 15 terms that most accurately describe the content of the page. Meta keywords tags should adhere to the following guidelines: (1) keep your list of keywords or keyword phrases down to 10 - 15 unique words or phrases; (2) separate the words or phrases using a comma (you do not need to leave a space between words separated by commas); (3) do not repeat words or phrases; (4) put your most important word or phrases at the beginning of your list. Click the Search Engine link on the toolbar and type a few keywords in the keywords box.

CLONE A PAGE

It may be expedient to create a new page based on an existing page, instead of creating it from scratch. This applies if you've invested significant effort in the layout of a page and you want to create a new page with all or most of the same formatting—where content is the main difference.

While viewing the existing page you want to clone,
click the **COPY BUTTON**
In the **Manager's**. SBT returns you edit mode.
Click **PUBLISH** to save the new page on the website.

At this point, you have created an exact copy of the original page—with the following exceptions:
It will not be a container page, even if the original page was—therefore, it also will not have any subordinate (child) pages.
Two names likely are not as you want them:
The navigation panel link for the cloned page is identical to the original page link.
The Title Bar name is "Copy of xxxx", where xxxx is the original page's name.

To correct these issues and while viewing the page in edit mode (where SBT returns you after you made the copy), click the **NAVIGATION** tab and change:
To the name you want to appear in the page's Title Bar;
To the name you want in the navigation panel for this page;

To the pop up hint you want to give the user when the mouse pointer is hovered over the link.
Click **Publish** to save the changes
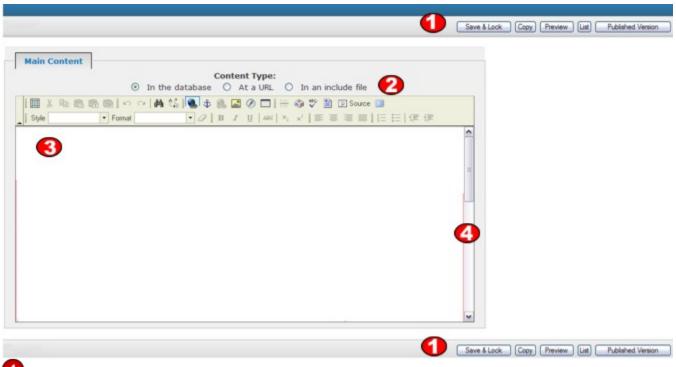
If you navigate to a different page without clicking Publish**, your
changes are lost**

EDITING PAGE CONTENT

Editing the content of pages with SBT is similar in many ways to editing with MS Word and many other document
editors. SBT also does well accepting material copied from other sources and pasted in its editing window. You
may not achieve exactly the results you want by pasting from another source if the formatting is complex. Keep
this in mind if you chose to create your content in another application (Word, WordPerfect, FrontPage, etc.) then
copy it into the SBT editing window: don't use overly complex formatting. Plain text, such as you'd copy from
Notepad, is a safe source.

Editing page content typically involves navigating to the page and clicking the Edit this page icon in the page
footer or header, which opens the Edit screen with the Pages tab and Main Content option selected.

GET ACQUAINTED WITH THE EDIT SCREEN

1 Two occurrences of **disposition buttons** (top and bottom):

Save & Lock	Saves the content to the web server, but does not publish it (changes are not visible to users navigating to the page). Useful when content is in process, but not complete. You should click Save at any point in your editing where you don't want to risk losing what you've done.
	Appears after page is SAVED. Will not appear if you do not have publishing permissions.
Publish	Saves the content and publishes it, replacing what users see.
	If you fail to click either Save or Publish before leaving a viewing mode—even within the Pages tab—you lose all unsaved edits.

Preview

OR

Published Version

Returns to the website, displaying the page you were editing. You lose all unsaved edits if you click this button without first clicking **SAVE** or **PUBLISH** .

Button shows up only after page is saved.

Revert

This is the major "oops" button—it restores the content of the page being edited to what most recently was saved or published. All unsaved edits are lost. Useful when you decide your edits are so badly compromised you want to revert to your last saved version.

List

Closes the edit window and reverts to the "picklist"—the screen that allows you to select a page to manage. You lose all unsaved edits if you click this button without first clicking **SAVE** or **PUBLISH** .

② **Content options**:
In the database —the default setting that defines a page whose content is stored in the SBT database and edited using SBT tools.
At a URL —defines a pass-through page that redirects the user to a different web page
In an include file —content from a file is presented to the user as if it were on this page. This is a special-use option whose use is beyond the scope of this document.

③ This is the content area for the page as it appears when a page is newly created—it's your empty canvas for creating your page.

④ The scroll bar for the content editing area (not to be confused with the scroll bar for the full browser window).

FORMATTING TEXT CONTENT

To maintain a standard look and feel on the website, much of the formatting is determined by the style sheet(s) associated with the template on which your page is based. This includes the typeface and font size available on your page. SBT provides toolbar icons for bolding, underlining, font color, etc., that are similar in function to what you use in typical document editing applications (such as Word). If you have legitimate needs outside these options you should discuss them with the Web Oversight Committee or the Webmaster.

See *Clean Up Content from Other Sources* for tips on dealing with copying text from another source.

It's easier to apply text formatting attributes after the fact, as follows:
Type the full paragraph (pressing Enter to end the paragraph).
Select the text (all or part of the paragraph) you wish to format.
Click the appropriate formatting icon.

SBT provides a few text formatting toolbar options not directly analogous to Word:

x^2 Superscript—creates a smaller font size above the standard baseline.

x_2 Subscript—creates a smaller font size below the standard baseline.

FORMAT WITH STYLE

The template on which your page is based likely includes defined styles. To see the available styles for page, click the down-arrow on the style box on the left side of the toolbar. CCSN defined styles are as follows:

Normal Body Text — used for most text on the page.
Heading 1 — a main heading (comparable to Heading 1 in Word), used by SBT as the page heading. Using this heading elsewhere on the page should signify importance equal to the page heading.
Heading 2 — a heading subordinate to the page heading (comparable to Heading 2 in Word).
Heading 3 through 6 — each a subordinate of the Heading previous to it

Without going into great detail, there are many good reasons for using styles appropriately instead of applying explicit formatting to text. If you think you have a valid requirement for additional styles, discuss it with the Web Oversight Committee or the Webmaster.

CREATING TABLES

ORGANIZE TABULAR INFORMATION

SBT provides a table function that is conceptually similar to tables in Word, but the manipulation is somewhat more constrained. Tabular information copied from Word, Excel and many other sources generally paste nicely into the SBT editing area. You may find it easier to create your tables in another application and copy/paste them

into your SBT-based page. It generally is easier to do all the formatting in the other application before copying and pasting into the SBT edit space. Making other than simple changes in SBT is more difficult and may require editing HTML tags.

ADD A TABLE

To add a table using SBT's table function:

Position your cursor where you want the table.
Click the Insert Table icon ⊞ in the toolbar.
Change values in the **Table** dialog as follows...
Rows: and **Columns:** determine the table structure.
Padding: controls the space between text and the cell borders. The default is 1 pixel.
Spacing: value controls the space between cell borders. The default is 1 pixel.
BG Color: allows you to select a background color for the table.
Border: determines the weight of the table's outside border —higher numbers give heavier borders: use 0 for no border and 9 for the heaviest border. Changing border color requires HTML coding.
Width: determines width of the table in pixels (an absolute number, such as **780**) or percentage (such as **100%**). Percentage generally is the better way to specify width.
Height: determines the overall minimum height of the table in pixels. Table content determines the actual height, overriding a too-small specification.
Align: determines how the table will be placed on the page if the width is less than 100%. Options are **Left**, **Center** or **Right**.
Style: is beyond the scope of this discussion. It allows you to include HTML table parameters.
Click **OK**.
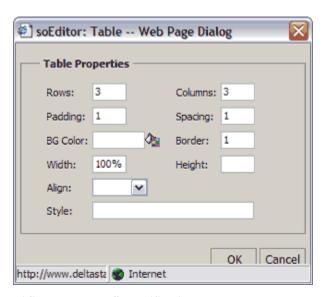
> **All options except** Rows: **and** Columns: **may be modified after you create the table. Rows and columns may be added and/or deleted using the table icons in the toolbar, as described in the following topic**, *Edit a Table* .
> **SBT creates the table with columns of equal width. When you start typing content in the first cell you may be surprised at what happens: SBT increases the column to a width greater than you expect. Don't be concerned; as you type content in remaining cells, SBT dynamically balances the column widths. The following topic explains how you may override SBT's actions.**

EDIT A TABLE

Editing table content is a WYSIWYG function... just type away. Editing table attributes involves use of SBT table tools.

> If you specified Border: 0 the border will be invisible when published. It may, however, be helpful to have borders visible For the following actions or while adding and editing content.

Start by hovering your mouse pointer over any table border.
When the pointer changes to ✛ ...
To modify the table creation attributes:
Right-click to open the dialog.
Modify parameters as described in *Add a Table* on page 11.
To manually stretch/shrink the table:
Left-click to select the table.
Click a sizing handle (side, top, bottom or corner) and drag to resize.
To specify horizontal alignment:
Left-click to select the table.
Click an alignment icon in the toolbar ≡ ≡ ≡ for left, center or right alignment.
To add a row or column, put your cursor in the last row or column and right click to reach the shortcut menu.
From there, click on your choice.

> **Fortunately,** Ctrl+Z **(or clicking Undo ↺) reverses an action you try.**
> **Occasionally it may take more than one undo action to completely undo a table change — it seems SBT makes some changes in a series of steps, each requiring an undo action.**

MANIPULATE CELLS

To split a cell into two cells:

Position your cursor in the cell.
Right click for shortcut menu
Left click on CELL
Click on the **SPLIT CELL** icon ▦

To merge two or more horizontally adjacent cells into one cell:

Position your cursor in the cell.
Right click for shortcut menu
Left click on CELL

Click on the **MERGE CELL** icon

> **You will achieve more predictable results if the cells to be merged contain at least one character. Note that SBT does not allow merging cells vertically.**

To set cell attributes explicitly:

Position your cursor anywhere in the cell.
Right click for the shortcut menu
Left click on Cell Properties
Modify cell attributes...
Selecting **Do not wrap contents** forces the cell content to be on one line. This attribute overrides table and cell width attributes.

> **A long text string, with** Do not wrap contents **specified, can make a table extend beyond a screen's width.**

Width: and **Height:** specifies the minimum width/height of the cell. The values may be specified in pixels (an absolute number such as **20**) or percentage (such as **20%**). In either case, cell content may override your width/height settings.

> **When specifying width/height values, consider including the column width only in the top cell of the column and the row height only in the leftmost cell of the row. This way, you have just one cell to modify for each column/row if you decide to resize the columns/rows.**

BG Color: applies a background color to the cell, overriding the table background for the cell.
Border color: applies a color to the one-pixel border around the cell.

Align: controls horizontal text alignment. You may achieve the same results without opening this dialog, using the alignment icons in the toolbar ☰ ☰ ☰.
Vert Align: controls the vertical text alignment.
Click **OK**.

> **Many cell attributes are not absolute—they interact with other cell and table attributes. The best way to determine the outcome is through experimentation.**

> *Without going into great detail, there are many good reasons for using styles appropriately instead of applying explicit formatting to text. If you think you have a valid requirement for additional styles, discuss it with your local site administrator and/or webmaster. SBT provides a table function that is conceptually similar to tables in Word, but the manipulation is somewhat more constrained. Tabular information copied from Word, Excel and many other sources generally paste nicely into the editing area. You may find it easier to create your tables in another application and copy/paste them into your based page. It generally is easier to do all the formatting in the other application before copying and pasting into the edit space.*

INSERTING IMAGES

The adage "A picture is worth a thousand words" is true only when the picture, or graphic image, is relevant and concise. Using images merely as decoration can distract readers of your web page. And, since graphic images require relatively large file sizes, they may contribute to longer load time for your page. In this sense, a large picture literally may be cost more than a thousand words—an unnecessary picture being equivalent to extended, off-subject, verbal ranting.

Consider using thumbnail or text links to non-essential graphics. Users are much more accepting of page load time when they specifically request an image by clicking a link than they are of graphics they are forced to view every time a page loads.

Keep your images as small as possible by optimizing them before including them in the SBT image library.

There are two components to this guideline…
The image file should be sized as closely as possible to the space allocated for it on the page. Dynamically sizing an image in the SBT editor, by clicking and dragging a sizing handle, does not change the image file size nor does it affect the page load time.
The image should be in a compressed file type (such as .jpg or .gif). Bitmap images (.bmp file type) are extremely large.

PREPARE THE GRAPHIC

Including a graphic image requires a little preparation.

The image should be sized and/or cropped to fit as-is in the space on your page. While it's true you may dynamically resize the image once you've included it in your page, the sizing has no effect on the graphic file size. Dynamic resizing also may adversely affect the image quality.

Be sure you have appropriate rights to use the image. Be sure to include proper attribution if you don't own the image or it isn't in the public domain.

The image file must be on a storage medium accessible from the PC on which you are using SBT.

There must be no special characters or spaces in the file name. Limit the characters in your file names to alphabetic [a - z], numeric [0 - 9], dash [-], underscore [_], left parenthesis [( ] and right parenthesis [ )] characters. A file name incorporating any other characters, including the ever popular ampersand [&] and space [ ], will cause problems—even though the name is perfectly acceptable to Windows Explorer.

For example:
> **this_is_a_good**_(and_proper)-file-name
> this file name will cause problems [because of the spaces]
> this_is_a_bad_file_name&will_cause_problems [because of the ampersand]

START THE PROCESS

Position your cursor where you want the image to appear; a table cell is an appropriate candidate location.
Click the **Image** icon 🖼 in the toolbar.
In the **Image** dialog...
URL: is where you may type the path to the image file. Alternatively, and less prone to mistakes, you may click **BROWSE SERVER**, discussed next.
Alt. Text: allows you to specify text to display if the user's browser can't display the image.
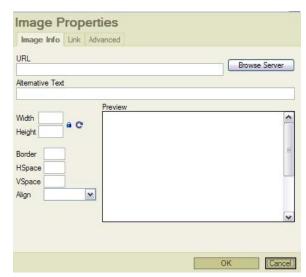
See **Fine-tune the Graphic Layout** for the discussion of the remaining options.

GET THE IMAGE FILE

If the image file you intend to use already exists within SBT's control, including it in your page is relatively simple. The process is a little more involved if the file exists elsewhere.

If the File Already Exists on Web Server

Click on **BROWSE SERVER** to the right of the **URL** field.

In the **Open Image** dialog, you will see the files are stored in directories associated with individual departments and groups.
Navigate to your department or groups directory, if the file you intend to use is listed in the right panel, double-click the file name.
If the Image dialog appears again, click **OK**

To Upload an Image

Please see the section on **Uploading Documents and Images**

> *NOTE: Files larger than 1mb cannot be uploaded in the manner described. You must either change the resolution to 72dpi if an image, or break up the file into 1 or more documents if a word or word-type document. If neither is an option, contact your Webmaster.*

FINE-TUNE THE GRAPHIC LAYOUT

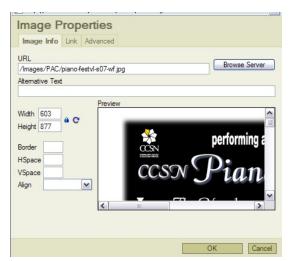After the image is included in your page, you may fine-tune its placement by right-clicking the image to reopen the Image dialog and manipulating the options.

Width: and Height: initially show the implicit size of an image. You may type new values to override the implicit size, affecting only the display size on your page.

> **Changing the values does not affect the image file size. It's better if the image is sized to your usage before you include it, rather than use these controls to dynamically resize it**

HSpace: controls the amount of horizontal space to the left and right of the image.
VSpace: controls the amount of vertical space at the top and bottom of the image.
Border: controls the weight in pixels of the border or frame around the image. A value of 0 (zero) specifies no border.
Align: controls the alignment of the image with respect to the text line in which it occurs.

Including a graphic image at the cursor and manipulating the Align: option has the following effects:

Left	Right
Without going into great detail, there are many good reasons for using styles appropriately instead of applying explicit formatting to text. If you think you have a valid requirement for additional styles, discuss it with your local site administrator and/or webmaster. **SBT** provides a table function that is conceptually similar to tables in Word, but the manipulation is somewhat more constrained. Tabular information copied from Word, Excel and many other sources generally paste nicely into the editing area. You may find it easier to create your tables in another application and copy/paste them into your based page. It generally is easier to do all the formatting in the other application before copying and pasting into the edit space.	Without going into great detail, there are many good reasons for using styles appropriately instead of applying explicit formatting to text. If you think you have a valid requirement for additional styles, discuss it with your local site administrator and/or webmaster. **SBT** provides a table function that is conceptually similar to tables in Word, but the manipulation is somewhat more constrained. Tabular information copied from Word, Excel and many other sources generally paste nicely into the editing area. You may find it easier to create your tables in another application and copy/paste them into your based page. It generally is easier to do all the formatting in the other application before copying and pasting into the edit space.

Top	Middle
Without going into great detail, there are many good reasons for using styles appropriately instead of applying explicit formatting to text. If you think you have a valid requirement for additional styles, discuss it with your local site administrator and/or webmaster. **SBT** provides a table function that is conceptually similar to tables in Word, but the manipulation is somewhat more constrained. Tabular information copied from Word, Excel and many other sources generally paste nicely into the editing area. You may find it easier to create your tables in another application and copy/paste them into your based page. It generally is easier to do all the formatting in the other application before copying and pasting into the edit space.	Without going into great detail, there are many good reasons for using styles appropriately instead of applying explicit formatting to text. If you think you have a valid requirement for additional with your local site administrator and/or webmaster. **SBT** provides a table function that is conceptually similar to tables in Word, but the manipulation is somewhat more constrained. Tabular information copied from Word, Excel and many other sources generally paste nicely into the editing area. You may find it easier to create your tables in another application and copy/paste them into your based page. It generally is easier to do all the formatting in the other application before copying and pasting into the edit space.
Bottom	**Absmiddle**
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Texttop	Baseline
Without going into great detail, there are many good reasons for using styles appropriately instead of applying explicit formatting to text. If you think you have a valid requirement for additional styles, discuss it with your local site administrator and/or webmaster. **SBT** provides a table function that is conceptually similar to tables in Word, but the manipulation is somewhat more constrained. Tabular information copied from Word, Excel and many other sources generally paste nicely into the editing area. You may find it easier to create your tables in another application and copy/paste them into your based page. It generally is easier to do all the formatting in the other application before copying and pasting into the edit space.	Without going into great detail, there are many good reasons for using styles appropriately instead of applying explicit formatting to text. If you think you have a valid requirement for additional styles, discuss it with your local site administrator and/or webmaster. **SBT** provides a table function that is conceptually similar to tables in Word, but the manipulation is somewhat more constrained. Tabular information copied from Word, Excel and many other sources generally paste nicely into the editing area. You may find it easier to create your tables in another application and copy/paste them into your based page. It generally is easier to do all the formatting in the other application before copying and pasting into the edit space.

The differences among some options aren't obvious. The best way to see how the Align: option affects your page is to experiment with it.

It requires HTML markup beyond the scope of this document to have other than simple text-wrapping around an image.

A table can be a simple and effective alternative to complicated HTML markup for placing an image in relation to text.
Include a one-row table with two or three columns.
Include the graphic in the appropriate cell.
Include text in adjacent cells.
Control the layout using the table functions discussed in **Manipulate Cells**.
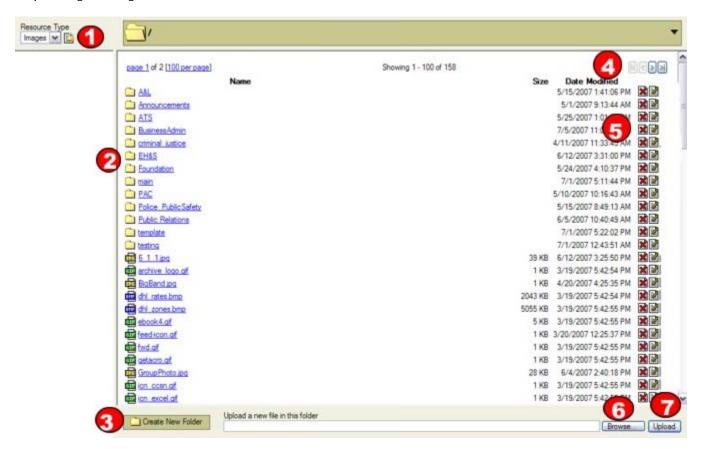
INSERT SPECIAL CHARACTERS

Position your cursor at the point you want to insert a special character.
Click the Special Characters icon on the toolbar.
Click a special character in the dialog window to insert the character.

UPLOADING DOCUMENTS AND IMAGES

If you are linking to a document, open up the **LINK** Dialog page by clicking on the **LINK** icon.

If uploading an image, click on the **IMAGE** icon.

The following is true for either linking to a document or uploading an image:
Click on Browse Server

1   Make sure the **RESOURCE TYPE** is correct for what you're doing.

2   Navigate to your departmental folder. If a folder doesn't exist, click on **3 CREATE NEW FOLDER** and

generate one. Make sure you check for multiple pages **4** .

6   Click on **BROWSE**. This will take you to your local system's hard drive. Navigate to the file you want to
upload to the Web Server. Double click on it. The name will appear **UNDER UPLOAD A NEW FILE IN THIS FOLDER.**

7   Click on **UPLOAD**. The file will be uploaded to the Web Server and appear in the folder / area you chose.
Double-click on the file name. It now transfers to the Link / Image Dialog page and into your document.

5   **NOTE:** If you want to delete old content from your departmental folder, click the ![x] icon. If you want to rename a file, click the ![edit] icon.

CREATING AND "BREAKING" HYPERLINKS

Pages you create automatically are included in the navigation panel, unless you specify otherwise. You also may, in the page content, make specific reference to other pages—within your website and in outside sites—by including a hyperlink in your page.

CREATE THE LINK

Highlight the page element you want as the hyperlink (one or more characters of text and/or a graphic image), then, either...
Right-click the selection and select **Insert Hyperlink**...
Click the **Hyperlink** icon ![icon] in the toolbar.
Select the **URL** button, if not already selected.
In the **URL:** field...
If the reference is to another page in your website, type **nnn.asp** , where nnn is the SBT-assigned page number (for example **/pages/687.asp**).
If the reference is to an outside page, include the full URL. You may type it or open another browser instance, go to the page, copy the URL from the address field and paste it in this field.
In the **Target:** field, type **new** if you want the referenced page to open in a separate browser window.
Click **OK**.

> **PLEASE NOTE !!!**
>   When linking to another page on the "core" CSN website, change the **PROTOCOL** to **OTHER**; and do not include **www.csn.edu** in the URL; i.e.: /pages/486.asp
>   /administration/faculty/resources.asp
>
> **The ADVANCED tab is beyond the scope of this tutorial.**

SBT assigns a font size and color to the hyperlink as defined by the template's style sheet(s). It generally is not a good idea to impose your own explicit formatting to the hyperlink. Consistent appearance helps users know what to expect.

WEBSITE LINKS

Highlight the page element you want as the hyperlink (one or more characters of text and/or a graphic image), then, either...

Right-click the selection and select **Insert Hyperlink**...
Click the **Hyperlink** icon 🌐 in the toolbar.
Select the **URL** Link Type, if not already selected.
Type or paste the URL (web address) into the URL box. Click OK.

EMAIL LINKS

Highlight the page element you want as the hyperlink (one or more characters of text and/or a graphic image), then, either...
Right-click the selection and select **Insert Hyperlink**...
Click the **Hyperlink** icon 🌐 in the toolbar.
Select the **E-Mail** Link Type
Type the email address into the E-Mail Address box. (You can add an Optional Subject for the email). Click OK.

CSN WEBPAGE LINKS

Highlight the page element you want as the hyperlink (one or more characters of text and/or a graphic image), then, either...
Right-click the selection and select **Insert Hyperlink**...
Click the **Hyperlink** icon 🌐 in the toolbar.
Select the **URL** Link Type, if not already selected.
Change the protocol to Other.
Type the page number of another CSN webpage (For example: **/pages/687.asp**).

CSN DOCUMENT LINKS

Highlight the page element you want as the hyperlink (one or more characters of text and/or a graphic image), then, either...
Right-click the selection and select **Insert Hyperlink**...
Click the **Hyperlink** icon 🌐 in the toolbar.
Select the **URL** Link Type, if not already selected.
Click Browse Server.
Choose the Resource Type from the upper left hand pull down menu.
Browse to the specific directory where the document is located and click the file name.
Click OK.
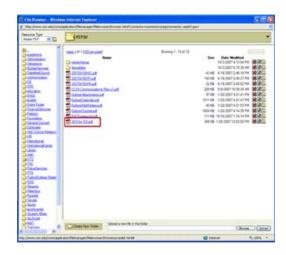
BREAK THE LINK
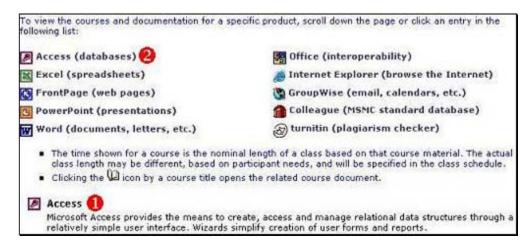
If you decide to eliminate the link, even if you intend to delete the page element to which you assigned the link...
Position your cursor anywhere within the defined hyperlink element.
Click the **Remove Hyperlink** icon 🔗 on the toolbar.

> **You risk leaving extraneous HTML markup in your page if you fail to remove the link before deleting the text/image—not necessarily catastrophic, but messy.**

LINK TO ON-PAGE REFERENCES (ANCHORS)

On-page references can be particularly helpful on long pages. For example, here's the top portion of a relatively long page, listing descriptions for several product-related courses:

To give the user the option of going directly to a specific description—instead of scrolling down the page looking for it...

Select the first target (the anchor) ① in the above Anchor Point Example

Click the **ANCHOR** icon ⚓ on the toolbar.
In the **ANCHOR** dialog **NAME:** field, type the anchor name (**access** , for example).
Click **OK**.

Select the text/image in the list that will represent the link ② in the above Anchor Point Example

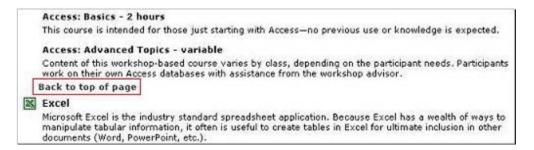

Right-click and select **Insert Hyperlink** (or click the Hyperlink icon 🌐).
In the Hyperlink dialog...
Click the **Anchor** button.
Click the down arrow in the **Name:** field and select the anchor name (access in this example).
Click **OK**.

Repeat the steps above for the rest of the target anchors and links on the page.

Consider including another set of anchor links to assist users returning to the top of the page (not everyone knows about **Ctrl+Home**). In this example, the phrase **Back to top of page** occurs following each course description (see the red box in the sample—the box is not part of the page).

Access: Basics - 2 hours
This course is intended for those just starting with Access—no previous use or knowledge is expected.

Access: Advanced Topics - variable
Content of this workshop-based course varies by class, depending on the participant needs. Participants work on their own Access databases with assistance from the workshop advisor.
Back to top of page

Excel
Microsoft Excel is the industry standard spreadsheet application. Because Excel has a wealth of ways to manipulate tabular information, it often is useful to create tables in Excel for ultimate inclusion in other documents (Word, PowerPoint, etc.).

All occurrences of this anchor link refer to an anchor established on the page header.

CLEAN UP CONTENT FROM OTHER SOURCES

When you paste content from other sources, you often get baggage—markup from the source application—that you don't need and that may complicate your editing activity in SBT. These options for cleaning source text involve Notepad and editing HTML tags.

USE NOTEPAD

The safest approach is to use Notepad as an intermediate step.
Open Notepad (Start ' Programs ' Accessories ' Notepad).
Select and copy the source text in its native application (Word, FrontPage, browser page, etc.).
Paste the copied text into the Notepad document. This removes all tags, leaving you with plain text.
Select and copy the text in the Notepad document.
Paste the copied text in the SBT page.
Format the text using SBT's tools.

A few sweeping generalizations:

It's generally a good idea to save the page before you paste content from another source. If, after you paste the content and the code sweep causes problems, you merely click **Reset** to return to the previously saved content.
You may need to run two sweeps— **Microsoft Word mark-up** and **Font Tags** —to achieve the desired results.
Consider **All HTML Tags** a sweep of last resort; the resulting content has no markup. All headings and other legitimate markup are lost.
The last resort is to toggle to the HTML editing mode using the HTML editing icon and clean it up yourself, which can be daunting if you are unfamiliar with HTML markup.

RELOCATE A PAGE

You may find after you add a page you really would prefer it to be associated with a different container (parent) page. SBT provides a simple way to relocate the page with minimum effort.
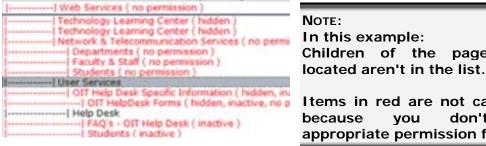

While viewing the page for editing
click the Location option.
SBT displays where the page currently is located (as a child of Professional Development & Training in this example). To relocate the page, click the down arrow.
Click the new parent location (any page in black is a candidate).
Click **Publish** (or at least **Save**).

NOTE:
In this example:
Children of the page to be located aren't in the list.

Items in red are not candidates because you don't have appropriate permission for them.

DELETE A PAGE

You may delete a page anywhere you see the Delete icon . This includes while viewing the page on the website (after logging in to Site Builder Tools) and from any of the find page functions available in SBT.

SITE BUILDER TOOLKIT - FAQS

WHAT'S MY USER ID?

Usually, it's the first initial of your first name and your entire last name.

CAN I WORK ON MY WEB PAGES FROM HOME?

Yes, the software is browser based, which means you can work on your pages from any computer that has Internet Explorer or a like application. However, you will need a CSN "VPN" account (virtual private network) account; contact the Held Desk to obtain one.

HOW DO I EDIT PAGES?

The in-line editor icons are located at the bottom of each page you have access to. To:
Edit a page—choose the page with pencil icon
Copy a page—choose the two pages icon
Delete a page— choose the X icon
Add a page—choose the dog-eared page (only visible if you said yes to a specific question when creating the page; see below for more information)

HOW DO I MAKE A PAGE A CONTAINER PAGE (MEANING I CAN ADD PAGES TO IT)?

When creating or editing the page, choose the page control sub-menu and answer yes to the question, 'Will this page contain other pages?'

HOW DO I ADD A PAGE?

Once you are logged in, select the page you want to add a page to and click on the add a page icon on the in-line editor.

WHY CAN'T I ADD A PAGE?

If you do not see the icon, you did not make this page a container page and you are unable to add a page. To rectify this, choose the edit page icon and choose the page control sub-menu. For the question, 'Will this page contain other pages?' choose the yes radio button. (The default answer is no.) Go back to the page you want to add a page to and add a page icon should now be visible.

HOW DO I TITLE MY PAGE?

Always title your page when adding new pages. If you don't, the words 'New Untitled Page' will appear when you publish the page to the site.

Title Bar—the text displayed in the browser title bar of the Web browser.

Link Text—how text is displayed in automated navigation links.

Help Text—text that pops up when users hover over the link.

HOW DO I CHANGE THE LOCATION OF MY PAGE(S)?

To move one of your pages to another location, select the edit page icon , and select location. Choose the new location from the drop-down menu. You will be only able to move your pages to other pages that you have been given access.

HOW DO I MAKE A PAGE INACTIVE AND WHY WOULD I WANT TO DO THAT?

Make a page inactive by editing the page and selecting the navigation control. Under page status, select 'inactive'.

Choose to make a page 'inactive' when it needs to be approved by a content manager or when it's a work in progress and is not ready to be active and published to the Web site.

HOW DO I ORDER MY PAGES, EITHER ALPHABETICALLY OR IN A SPECIFIC ORDER?

On the page you want to order, select the edit page icon and select the navigation menu. In the box with the question, 'What position in a navigation sequence should this link be?' type the number of the order of the page (1, 2, 3, etc.). The default is 99 which means that pages will be ordered alphabetically. To hide a page, type a negative number (-1).

WHY CAN'T I CUSTOMIZE MY TEXT WITH THAT FONT I LOVE, MAKE IT PURPLE AND MAKE IT HUGE, LIKE 48 POINTS?

Because we want to present a consistent look and image to our viewers, there are fewer choices for customizing your test than you have been used to in the past. We want your content to be the message not the page's individual design.

There are several styles available for you in SBT. Select one of the Heading styles or the Normal font depending on your needs.

WHAT'S THE DIFFERENCE BETWEEN DELETE AND PURGE?

Deleting a page means that you can still go back and find the page on the page listing. (Make searching for your deleted pages easier by filtering only on deleted pages.) Deleting a page is recommended if you think you might want to reactivate the page or use the content again.

Purging a page means that it's gone forever. Any copy or images on the page will have to be recreated if you want it again.

> **The majority of the SBT Users will NOT have permissions to Purge.**

WHAT ARE NAVIGATIONAL AND HYPERTEXT LINKS AND HOW DO I ADD THEM?

A navigational link connects to information within the CCSN website. Creating navigational links is recommended rather than recreating content on your page. Consult the site map, A to Z index, or the search function if you are looking for particular information and want to know if it already exists on the site.
Add a navigational link by creating the link information (text) within your main content. Highlight the text and select the 'link' (chain) icon in the editor. On the URL line, type the page number of the page you want to link followed by .asp.

A hypertext link connects to an external Web site or an original document created in Acrobat, Word, or Excel. Follow the same directions for adding a navigational link. However, to link to an external Web site, you must type the entire Web site address. Also, in the target line, type the word 'new'. This will open the site or document in a new browser window and is required for all hypertext links.

WHEN COPYING/PASTING PAGES FOR MIGRATION, HOW DO I 'CLEAN UP' MY PAGES?

Cleaning up pages means removing any font or tab markups from the original document. It will make it much easier for you to apply the style sheets in SBT to your copy. Removing all HTML tags is not recommended. First, sweep out the Microsoft Word mark ups; then the font tags; and finally, the span tags.

HOW DO I USE SPELL CHECK?

In the editor (main content) menu, highlight the text you want to check and select the ABC icon.

HOW DO I INSERT A PICTURE OR GRAPHIC ON MY PAGE?

Be sure the name of the picture contains no special characters or blank spaces. (A file named "Dog Splashing & Tub/yesterday.jpg" won't work). Dashes, underscores, upper and lower case letters are acceptable. (Files named like this: DoginTub.jpg or dog_in_tub.jpg will work).

Before placing the picture or image on your page, manipulate the size, file format and resolution in image-editing software such as Photoshop Elements or Microsoft's Photo Editor. If the picture is from a digital camera, use the editing software that came with the camera.

The image size should be no larger than 150 K. (Subject to change; use this until further notice).
Required file formats are GIF for line art and JPEG for pictures. Required resolution for Web images is no more than 72 dpi.

To place a photo or image on your page, select the picture frame icon and browse to where the picture is stored on the web server.

HOW DO I ADD ALT TEXT TO MAKE MY PICTURES AND IMAGES ADA COMPLIANT?

When adding an image, complete the alt text box with the appropriate text.

If the image is already part of your content, simply right click on the image and complete the alt text box that appears.

I WANT TO PUT A TABLE ON MY PAGE. WHAT'S THE BEST WAY TO DO THAT?

Either use one of the pre-defined tables or create the table in Microsoft Word or Front Page and then place it on your page.

I ADDED CONTENT AND WENT BACK TO THE WEB SITE, BUT MY CONTENT WAS NOT THERE. WHAT HAPPENED?

More than likely you saved the page, but didn't publish it to the Web site. Select the hammer and screwdriver icon and find your page and select it. Publish the page to the site to drive the information to the site.

HOW DO I ENTER A SOFT RETURN? (ONE-LINE)

To create a paragraph break or hard return (two-lines), Hit the enter key. To create a one line return or soft return hit shift + enter at the same time.