

Collage CHEAT SHEET

Making a new page

1. Be sure to be in "Contribution" mode, not "Deploy Folders" (under Content tab).
2. Navigate to the folder where the new page will reside.
3. Click the "New Document" button.
4. Name the file with all lower case letters, no spaces and no extension (like .xml or .html). The name you enter will appear in the URL of the page followed by .html.
5. Enter a description for the page. Whatever you enter will be exactly what appears if this page is used in the left navigation area. So, if you want a left navigation button with a link for "Contact Us" enter Contact Us as the description. You can always change the description later in the metadata area when editing the page.
6. New window will open. Fill in fields, adjust metadata if needed.
7. Click the "Preview" tab at any time to see a preview of the page.
8. Click save to complete.

Editing a page

1. Be sure to be in "Contribution" mode, not "Deploy Folders" (under Content tab).
2. Navigate to the folder where the page resides.
3. Click on the file name to launch the editor.
4. Edit the file and adjust metadata if needed.
5. Click the "Preview" tab at any time to see a preview of the page.
6. Click save to complete.

Inserting an image

1. Follow the instructions above to create a new page or edit a page.
2. Once the page is open for editing., click where you would like the image to appear. (In the body area field.)
3. Click the image icon. Navigate to your image (should be in images folder) and select.
4. You must enter required ALT tag information (a description of the image).
5. Set alignment and padding.
6. Click OK to place image.
7. Once image is placed, select the image and click the image icon to edit the image settings.

Setting left navigation

1. Click on "Site" tab.
2. Check out the site structure.
3. To add a link to the site structure, click the "New" icon
3. Select "Existing asset" and then click on the button with three dots to navigate to the page you want to include. Select the page and click OK. Page (called a "node") will be added to the site structure.
4. To change the order of the navigation, select the page you want to move by clicking its checkbox and then use the arrows on the other page icons to place it in the correct position.
5. Remember, the metadata "Description" dictates what words will appear as links in the navigation.

Deploying files

1. Be sure all files are checked in and changes approved.
2. Click on "Deploy" tab and then on the "Deploy" icon (has three arrows).
3. Leave default setting to deploy only "Changed Assets." Leave deploy map set to typrite.neu.edu. Change "Deploy termination error level" to "Only fatal errors."
4. Click OK to deploy files.