Tridion SiteEdit 2011 Training
Table of Content

**Introduction** 3

- Introduction 3
- Definitions 3

**Editing a Content in SiteEdit** 5

- Login to SiteEdit 5
- Formatting and Editing a Page 8
  - Making a List 8
  - Font Editing 9
  - Making a Link 11
    - Email address 11
    - Anchor 12
    - External Link 15
    - Internal Link 16
    - Removing a Link 20
  - Insert an Image in SiteEdit 20
  - Insert a Table in SiteEdit 21
  - Editing a Table in SiteEdit 22

**Add a New Component to an Existing Page in SiteEdit** 23

- Adding an Image Using Multimedia fields in Content Manager 25

**Creating a New page in SiteEdit** 26

- Adding an Existing component to a page in SiteEdit 28

**Uploading a Multimedia Component from Outside Tridion** 32

**Finishing an Activity** 38

**Appendix**

- Types of pages
**INTRODUCTION**

Tridion is a web site Content Management System. Component, pages, and BluePrints are the three most important concepts for end users. Like all CMS users Editors can write content, create pages, and publish only to staging presentation which is a server used for preview. Reviewers do the same, plus they can publish to live presentation as well. And Site managers are responsible for the overall management of their publication, and the coordination of different editors and reviewers.

**DEFINITIONS**

The various components available in Tridion are:

- **Content Manager**: a browser- based interface enables you to access, create, edit, publish, manage, and organize web site content easily and efficiently.

- **SiteEdit**: a browser-based interface for inline editing where the components are displayed within a page. SiteEdit is an add-on SDL product that lets you edit and manage content directly on the published Web page.

- **Component**: defines text or multimedia content in content manager components are displayed as forms with fields that can be filled. To ensure that content is consistent the content manager bases all content on schema. Schemas define fields and field types for specific types.

- **Page**: defines web content where components are added and displayed according to the desired presentation.

- **BluePrint**: is a hierarchy of publications in which parent publications share content with child publication, it enables editors to reuse structure, content, and design between publications.

- **03 Content WWW EN**: Publication that contains all the components

- **05 Content WWW EN**: Publication that contains all the pages
The page is like an empty room, where the components are the furniture (tables, chairs...)
EDITING A CONTENT IN SITE>Edit

LOGIN TO SITE>Edit

For the purpose of training check with your instructor about the test page assigned to each user. In the URL field type https://tcm.uml.edu:84/ followed by your department name, and have you UML email address and password ready. Example: https://tcm.uml.edu:84/engineering/mechanical or https://tcm.uml.edu:84/SHE/Nursing/ This will take you to Tridion server.

Click on

When prompt with the following dialog use the UML email address and password, and click Log In

![Authentication Required dialog]

You may want to bookmark this page for future editing.

The following page will be displayed (or similar)
Click (or click Tab key), the boxed areas of the page are the editable content.

Single click inside the box, to view the component toolbar at the bottom of the component.
Component Toolbar:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Save Component</td>
</tr>
<tr>
<td></td>
<td>Publish Component</td>
</tr>
<tr>
<td></td>
<td>Inline Editing: to edit the page directly on the website</td>
</tr>
<tr>
<td></td>
<td>Editing in the back end (Content Manager)</td>
</tr>
<tr>
<td></td>
<td>Refresh button</td>
</tr>
<tr>
<td></td>
<td>Finish activity button, this button will appear when you click Save</td>
</tr>
</tbody>
</table>

Select “**Edit Parent Component In Publication**” to initiate inline editing, and once the fonts changed (get smaller) the content becomes ready for editing.
FORMATTING AND EDITING A PAGE

Once you have your component open, editing is similar to that in Microsoft Word. You can insert, modify and remove text. When editing content, the following toolbar will be available:

In this step each user should become familiar with all the commands in the formatting toolbar:

- Insert, modify or delete
- Cut, copy and paste text
- Align text
- Format text: bold, italic, underline…

MAKING A LIST

Just as making a list in Microsoft words: type Apple, Oranges, Banana, and Kiwi each in a separate line; followed by a return (enter). Highlight them all and click Bullet List in the formatting toolbar.

FONTS EDITING

- Font Style
Highlight the word(s), and press **B** or *i* in the formatting toolbar for bold or italic fonts respectively.

You can use the drop down menu for heading in the formatting toolbar to customize the paragraph title. For example to make the paragraph look like a component, highlight the section’s title and select the heading 2 (see the example below)
• **Font and background color**

Highlight the word(s) to change font and background color, and select Font Selection button in the formatting toolbar. The following popup window will be displayed.

![Font Selection Window](image.png)

A variety of commands can be used to edit the content: Bold, Italic, Superscript, Subscript, Strikethrough. .... **To maintain consistency it is highly advisable no to change the font type, size, color, and the background color.**
IMPORTANT NOTE
When copying and pasting a text make sure you paste it first to notepad then copy from notepad to Tridion. Or use Ctrl+Shift+V when pasting, this way you clear any associated formatting style.

MAKING A LINK

In Tridion links can be to email addresses, to anchors, external websites (websites outside Tridion server), and internal websites (websites inside Tridion server).

- Making a link to an email address

Highlight contact Web Services and click on Hyperlink button. Now under Type field select mailto, in the URL field after mailto:(no space) types the appropriate email address, and in the Title field add a description of the email, then click ok.
• Making anchors

To link to the top of the page: single click on the top of the content, and select Anchor in the formatting toolbar. Type “Top” and in the Anchor Name field, and click ok.
Now highlight “Top” in the bottom of the content, select Hyperlink in the toolbar, and fill the Type and Anchor fields as shown below.

Highlight Top in the bottom of the content, select Hyperlink button, in Anchor field scroll down to top. In the Target field leave it Default to open in the same window, and click ok.
To have a quick links to different sections in the content, you can make the sections titles anchors, and duplicate them at the top of the content. You can then link the top titles with the corresponding sections. For example: “Introduction” as shown below is the section’s title, place the mouse around it, and single click. Select Anchor button, type introduction (no space when naming anchors), and click Ok.

Highlight “Introduction”, select Hyperlink button, under Type field select Anchor, and under Anchor field chose the corresponding anchor” introduction”.

14
• **Making an external link:**

The link is external if the web page to link to is outside Tridion server.

Highlight `[of Massachusetts Lowell]` in the content, and in the formatting tool bar select **Hyperlink**

Select `http://`, and fill the **URL** address for example:

Give a description of the link in the **Title** field
Note
If the link is within uml.edu, but is not in Tridion server then you need to type the complete URL address just like an external link. And in the Target field select Default. For all other external links select New Window in the Target field, to open the page in a new window.

Click ok to finish this activity.

Important Note
Most of the pages in Tridion server have aspx extension, while most of the pages outside Tridion server have html extension.

• Making an internal link:

To link to an item that is inside Tridion. Remember, a page in Tridion is displayed by components, therefore to link to a page you need to link to one of its components. So far you have been working in SiteEdit, which is the inline editing option in Tridion. Now you will be introduced to the back end of Tridion the” Content Manager” where the components and the pages are stored in publications and folders. All the components are located in the 03 Content WWW EN, and all the pages are located in 05 Website WWW EN.

  o Internal Link Example1, Link to a Main Page (Default Page):

To link to the default page of some departments, you should locate the landing page (which is a component) for that department (see the example below).

Let s link a the example component to the Admission's main page.
Highlight [address], Admission, and select Hyperlink button in the formatting toolbar. In the Type box select Component, and click browse button to search the Tridion server.

Go to Admission folder (in 03 Content WWW EN), and select “link this for undergraduate landing page” component.

Click Insert → ok

The next dialog will display a URL as a tcm number which is a unique ID number for a component, and title of the component.
DEFINITION

**Components** define text or multimedia content. Every Web page must contain at least one component.

**Pages** define web content. When you have created components, you need to add them to pages and publish them to web site. Each page requires the use of a **component** in order to store text or multimedia content.

- **Internal link, Example 2:**

To link to a specific page, you need to locate one component that form this page and make a link to it. As an example, let’s link the test page to “http://www.uml.edu/admissions/discover/default.aspx”.

From the URL address you can conclude that one of the components reside in Admissions/discover. This means the components of interest is located in 03 Content WWW EN/Building Blocks/Admission. Follow steps 1 to 3 to go to **Discover** folder.
Once you open the **Discover** folder, select each component, right click and select **Where Used**. When you select **Where Used**, it will show you all the pages that contain the selected component.

Now you can see that the page name is **default (aspx)**, which is the page you need to link to.
Close the window and click **Insert** when the component that used in the page of interest is known.

The following popup window will be displayed.

Click **Ok**, and the example page is linked to the page:


**Important Note**

When locating pages within Tridion, is important to know the equivalent of the URL address from the live site.

\05 Website WWW EN\Root\ in Tridion is the same as www.uml.edu in the live site.

A good habit when using Tridion is to give the same name to a page and one of its components.

**Removing a Link:**

To unlink a part of the content, highlight it, select **Hyperlink** button in the formatting toolbar.

And click on **Remove**️.

**INSERT AN IMAGE IN SITEEDIT**

Select the location where you want to insert the image, click on image button on the formatting toolbar. In the following popup window select browse button.
Go the folder containing the image of interest, select the image and click **Insert**. In the next popup window select **Advanced**.

In this step you can define the dimensions of the image. In the **Text** field write a description of the image—**ok**.

Click **Save**.

If you need to relocate the image in the same page: highlight the image and click on it twice until “*image <image>*” is selected in the formatting toolbar under **Current Element**. Then click **Insert image** button.

**Important Note**

In Tridion all the multimedia components (images, thumbnails, videos, flash...) are located inside a folder **Multimedia**. Each department has its own Multimedia folder.

**Insert a Table in SiteEdit**

Place your cursor at the location in which you want to insert the table. Select **table** from the formatting toolbar.

The Insert Table window appears, that lets you choose the numbers of rows and columns.
Click **ok**, and the **Table Editor** window appears.

Select **Cell**, Click inside the cell you want to edit, and type your data in the text field.

Save and Close

To maintain content consistency, the tables in Tridion will inherit a CSS style predefined by the content managers.

**EDITING AN EXISTING TABLE IN SITEEDIT**

To edit an existing table:

- Click on the border of the table you want to format.
- In the formatting toolbar scroll down **Current element**, and select **insert table< table >**.
On the format tab of the Component, click **Table**. The **Table Editor** opens.

Start editing your table.

Click ok to update the table, when done.

To remove an image or table just highlight, right click, and cut.

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**ADD A NEW COMPONENT TO AN EXISTING PAGE IN SITEEDIT**

The following steps show the process of adding a new component to an existing page.

1. Access SiteEdit by visiting [https://tcm.uml.edu:84](https://tcm.uml.edu:84)
2. Navigate to your area of the Web site.
3. Click on the **SiteEdit** button (see graphic below).

4. If prompted, please login using your UMass Lowell e-mail address and password.

SiteEdit is now started and will remain active during this browser session until you explicitly switch it off by selecting **SiteEdit > Switch off SiteEdit** from the main menu. This means accessing another Web page that is also SiteEdit-enabled causes SiteEdit to load automatically. To know which content is editable in SiteEdit click **Border View**.

Component borders are now displayed, even if you do not hover over a component or select a component. You can hide component borders again by clicking **Border View** again.

For the purpose of training we will use the training page:
Click on **Component** → **Add Component** → **New Generic Main Content** (see graphic below).
1. The following required fields (*) will need to be edited.
   a. **Name**: The name of the component. You should name this component something relevant (e.g. “About-Computer-Science” or “Types-of-Student-Loans”). No space is allowed, and use dash if needed
   b. **Heading**: This will contain the heading for the content, this title should have initial cap on every word
   c. **Body**: Contains the actual content.
2. Click **Save & Close** and the component will be saved and published to the Tridion Staging Server.

**BEST PRACTICE**
Make sure you name the component something recognizable, avoid space, and underscore, and use dash if needed.

**IMPORTANT NOTE**
In Tridion, an image, a flash, a video, an audio, a document (pdf or word) are all multimedia component.

**IMPORTANT NOTE**
The “New Generic Main Content” contains other options for adding multimedia component, such as image, flash…

Using the Multimedia fields (shown below) you can add other multimedia components.

To add any multimedia component, just go to the corresponding field and click browse to select the desired component.
**ADDING AN IMAGE USING MULTIMEDIA FIELDS IN CONTENT MANAGER:**

In the **Image** field click browse and select the location of the image you want to insert.

All images will be stored in a multimedia folder.

Once the page is refreshed, the new content added is displayed.

**CREATING A NEW PAGE IN SITE EDIT**

According to the specification of each web site, Tridion provides a variety of pages that can be used to display content on the web. In this training, creating and editing level 4-page and level 3-page (see **ADD A COMPONENT TO AN EXISTING PAGE**, page 14) are discussed in detail. For other
pages such as level 2-page, news-page, and faculty bios-page, an advanced training will be provided.

**Level 4-page:**
The level 4-page does not have a feature image or the sidebar. However, you can add a YouTube feed or an image or any other multimedia component within the main content.
To make a level 4-page:
In the toolbar click **Page → New Page**
This will open the following window.

Select **Page with no Picture (level 4)** from the drop menu

And then Fill the **Page title** and the **File name** fields. Training10-level4 is just example for this training. **Pay extra attention to the file name.**
BEST PRACTICE
Make sure to name the page something recognizable, avoid space, and underscore, and use dash if needed.

Click Create. A series of messages will appear at the top of the screen below the toolbar.

And the new page is displayed.

**ADDING AN EXISTING COMPONENT TO A PAGE IN SITE_EDIT**
To add an existing component to this page:
Step 1: Click **Component → add Existing Component**

In the window that opens in the **Content Manager** browser, select a test component (check with your instructor) → and under **Component Template** select **Generic Content Main Section** → Insert (click Insert once).
IMPORTANT NOTE

When you add an existing component, you have to click Insert only once. Each time you click Insert a copy of the component is added to your page.

After a series of messages that appear at the top of the screen below the toolbar, you click on the yellow bar that shows the last message.

And your page will display the new component.
To add an image or any other component, see the above example

To edit a new page follow the steps in **FORMATTING AND EDITING A PAGE**.
The same procedure can be followed to edit any page in Tridion.
UPLOADING A MULTIMEDIA COMPONENT FROM OUTSIDE TRIDION

Multimedia components store multimedia information such as images and common format such as Microsoft word documents.


Images, audio files, video files, flash, and all other multimedia files are grouped in Multimedia folder.

Within each department there is a docs folder and a Multimedia folder.

After you have the content ready to be edited (see display below), you can upload a multimedia component, by following the two steps below:

- **Step 1**: by choosing one of the following:
  1. Highlight the part of the content to link to the multimedia component in this case a word document, and click **Hyperlink**.

In the popup window select **Component** in the **Type** field and click **Browse**.

![Image of a popup window with options to select, including Component in the Type field and Browse button.](image-url)

33
Navigate to the publication and folder in which you want to create the new multimedia component. For **pdf** and **word** files you need to chose a folder named **docs**.

2. Click anywhere inside the editable content, click **Insert Image** from the formatting toolbar, The popup window will be displayed.
Click Browse, here again navigate to the folder where you want to create the new component in.

- **Step 2:**

  In the following window you click Create in the Ribbon List, click New Component, and select New Multimedia Component.
The following page will be displayed, and shows you the type of components you can create within the docs folder.

Now, scroll down the Multimedia Type field, and select Word document. Click Load from Disk.
Browse the location where the file is stored, single click on it and press **Open**.

The component’s edit window displays the following: the file name, its type, and logo.
Click **Save and Close**.

If you want to link to the new multimedia component. Go to the content you are editing, select what part of the content you want to link to the word document, select **Hyperlink**, click **Browse**, select the Tridion-training (test component), and click **Insert**.
To overwrite a multimedia component (pdf, word, excel, image, flash, video...), double click to open the component in 03 Content WWW EN publications. When the component edit window will be displayed, click **Load from Disk**, and locate the updated file outside Tridion. The file name should be the same as the one to be overwritten in Tridion.

**IMPORTANT NOTE**
When you overwrite a multimedia component, keep the name of the component that is shown in the URL the same.

**FINISHING AN ACTIVITY**

Once done editing a page, click on **Save** in the formatting toolbar. This action will update the component toolbar automatically to display “**Finish Activity**” icon.
Click and the following window pops up.

Summarize the changes made in the page, and click **Finish**.

At this stage your activity as end user is finished, and the web content team will review the page to publish it or sent it back for more editing.
Undergraduate Programs

Faculty Bios Page
Writing in the Family

Bozton Phoenix
11/15/2011
By Ray Zaitchik

Once a year, Joseph Zaitchik tells his favorite joke.

He has been telling it for nearly five decades, always on the first day of his "Bible as Literature" class, which he has taught continuously at the University of Massachusetts at Lowell since the Johnson administration. It goes like this:

One day, the Absentminded Professor is smoking his pipe in his 16th-floor office. After years of internal debate he finally has summoned the courage to quit smoking. "Damn pipe!" he shouts. "No more!" He leaps to his feet, tears the pipe out of his mouth, rushes to the upper-story window, and throws it outside.

Only, he forgets to let go . . .

Over chuckles and groans, Zaitchik explains the metaphor: fixed certainties, he says, are a lot like the Absentminded Professor's pipe — they can be hard to release when you must need to let them go.

Zaitchik — my grandfather — has never been one to cater to preconceived notions. For example, retirement. When he delivered his Absentminded