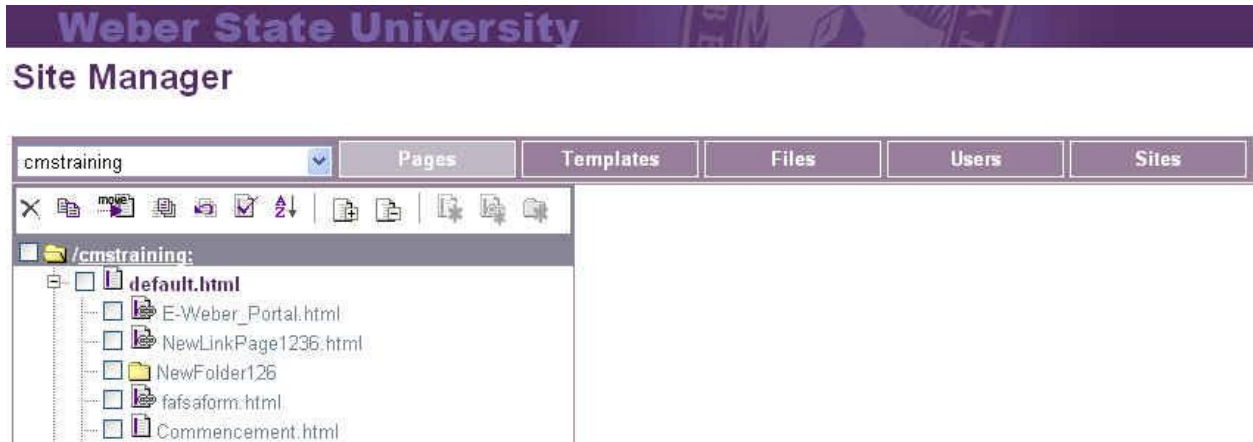


# Site Manager Help Guide

## 2009

For More Information, contact the  
IT Service Desk at ext. 7777

1. Log into Site Manager through your eWeber portal connection.
2. Click the drop-down menu to select the Web site you wish to update.







## Application Toolbar (available options, from left to right)

- **Site Dropdown List:** Select the web sites you wish to work with.
- **Pages Tab:** Work with the HTML pages of the selected site.
- **Templates Tab:** Descriptions of the different templates available for building a Web page.
- **Files Tab:** Upload files/ or work with files already uploaded into the site's folder on the server.
- **Users:** See the list of those who have access rights to edit the site.

## Pages Tab

- Select the Pages tab in the Application Toolbar to view a "tree view" representation of pages in your site. **Note:** You must click on your site name first in the tree view to activate icon options on the toolbar.
- Available icons (from left to right):
  - **Delete:** Check the box next to pages to be deleted
  - **Copy:** Allows duplication of pages.
  - **Move:** Check the box of the page to be moved. Click the move button. Click the arrow that points to the new location of the page. Cancel will exit "move" mode.
  - **Publish:** Check the boxes of pages that are to be published (visible outside of the Site Manager and visible within generated navigation components).
  - **Unpublish:** Check the boxes of pages that are to be unpublished.
  - **Check Expired Pages:** Will mark the checkbox of pages that are expanded (visible) and expired.

-  **AZ** ▼ : Check the box next to a node in the tree and it will order the child pages alphabetically
-  **New Page**: Creates a new page under the currently selected node(page) in the tree. Although a page name is generated, it should be changed to reflect the appropriate filename & Title.
-  **New External Link**: Creates a new external link under the currently selected node (page) which will appear in the Navigation as if it were a child or peer page.
-  **New Folder**: Creates a new folder under the currently selected node.

**Pages Working Area** (right side of page, appears when a page, link or folder is selected in the tree)

### Page Options

- **RecordNumber**: Unique page identifier (*technical use only*).
- **ChildNumber**: Local page order in tree (*technical use only*).
- **SiteName**: Name of your web site.
- **URL**: Public URL/web address of your web page.
- **PageName**: The web page name, part of your URL. (***always*** add a *default.html* page in the root of your web to serve as the Home page).
- **Page Template**: Defines the layout of the content. You must choose this before editing. It can be changed later.
- **Name Appearing in Navigation**: Name of the web page appearing in any dynamically generated navigation components (eg. purple bar navigation).
- **Display in Navigation**: Uncheck this option if you do not want the page to appear in any dynamically generated navigation components but would still want it published and viewable via the URL.
- **Start Date**: Date page will be made publicly available and published.
- **End Date**: Date page will be made unavailable and unpublished.
- **Save**: Save any changes to the Pages working area.
- **Edit**: Click button to open up the page editor window.
- **Preview**: Click button to preview the page in a browser.

### External Link Options

- **URL**: URL to which the page will be redirected.
- **Open In**: Same Window/New Window.

### Folder Options





- **Folder Name**: Name of the folder appearing in URLs.

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## Templates Tab

- Select the Templates tab in the Application Toolbar to read the descriptions of each template available for use in your web site.

## Files Tab

- Select the Files tab in the Application Toolbar to view a “tree view” representation of files uploaded to your web site. **Note:** You must click on your site name first in the tree view to activate icon options.
- Available icons (left to right)
  -  **Upload:** Will present the tools to upload a local file to the server. The file will be placed under the selected file or folder in the tree.
  -  **Delete:** Will delete any marked files or folders.
  -  **Move:** Clicking move after selecting a file will allow you to move a file to different folders. Cancel will exit “move” mode.
  -  **New Folder:** Creates a new folder underneath the working folder.

**Files Working Area** (right side of page, appears when a file or folder is selected in the tree)

### File Options

- **ID:** Unique identifier (*technical use only*).
- **URL:** The URL (web address) to your file.
- **Name:** Allows you to rename of the file (*use with caution, as links from pages to images or files in that folder may break*).

### Folder Options

- **ID:** Unique identifier (*technical use only*).
- **URL:** The URL (web address) to your folder.
- **Name:** Allows you to rename of the folder (*use with caution, as links from pages to images or files in that folder may break*).

NOTE: Although folders are useful for organization of files, adding a folder and placing files in the folder will add another level (forward slash) to the URL. (ie. Adding a folder for “facultyphotos” would mean the URL would become <http://weber.edu/training/facultyphotos/judy.jpg>).

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