Web CMS Guide

Interactive Systems & Security

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Ektron Content Management System

Ektron CMS400 is a content management system (CMS) designed to allow non-developers to access and update web pages using a common set of templates and styles. These templates and styles are created by Bright House Networks web developers to foster consistent branding across all participating divisions.

By working with the web CMS, you'll be contributing to a company-wide effort to increase freshness and responsiveness while streamlining content creation, revision and approval.

Conventions in this Guide

This guide will use Central Florida web site examples. Whenever a URL includes "cfl," please substitute your own prefix, e.g., "tampabay." When logging in, select the domain specified by your administrator.

Onscreen buttons and links will be signified by a **bold** font; keyboard keys will be indicated with **CAPS AND BOLD**. URLs will be highlighted using a `blue Courier` font style.

Login

To log in, enter your CMS site URL into the browser address field:

`http://cms.cfl.mybrighthouse.com/admin/` or

`http://cms.tampabay.mybrighthouse.com/admin/`

A login screen with two buttons will appear.

Login screen

Click **Login**. The Login dialog box will open.

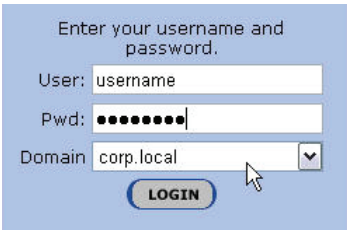
It may take several seconds for the login dialog box to appear.

Trouble logging in?

Close all browser windows, open a new browser window, then clear cookies and cache.

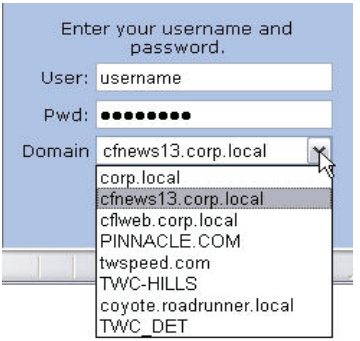
In the dialog box, enter your user name and password in the User and Pwd fields.

Your user name and password will likely be the same as your Outlook login.



Login dialog

Select your domain from the Domain dropdown list; your administrator will tell you the appropriate domain.



Login dropdown

Workarea/Logout Screen

When logged in successfully, a Logout screen with four buttons will appear.

Installation help

If an error message or a download/ installation request appears, and you don't have admin privileges, see your administrator.

Workarea buttons

Here, you can use **Logout**; **Workarea**, which gives you access to the Smart Desktop and content; **Preview**, which is used with the Workarea screen; and **Help**, where you can supplement the information in this small guide with extensive documentation on Ektron CMS400.

Access Content in Ektron CMS400

There are two ways to access content in Ektron CMS400. Try both methods to find the one that suits you best. You can also use the Search feature to locate content.

Access through the CMS Web Site

Web Site Method: After login, you can open the live site in CMS mode, locating and editing existing content through the CMS-enabled live public web site. This is a useful view when modifying existing content blocks.

To access content directly through the live site, select **File/New** or **CTRL + N** from the login window to create a new window, then enter: `http://cms.cfl.mybrighthouse.com/`. This opens the live site. **"cms" must be a part of the URL to edit.** As you move the cursor around the screen, you'll notice red, green, yellow and grey boxes appear around content. See page 5 to learn more about content status.

Access through the CMS Workarea

Workarea Method: After login, click the **Workarea** button to open the Workarea where you can access, manage, assign, edit, approve and publish content. The Workarea and the Smart Desktop help you navigate using a folder structure. (You can also access the Workarea from the right-click menu in the CMS web site.)

Your division only

Content is restricted to users with permissions for that division. If you have permissions to access more than one division, you can access them all through the Workarea.

Two ways to work

Web Site Method:

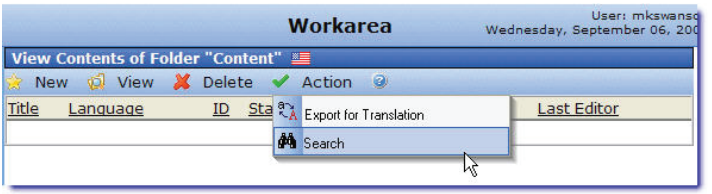
Open the live site in CMS mode and locate and edit content through the public web site.

Workarea Method:

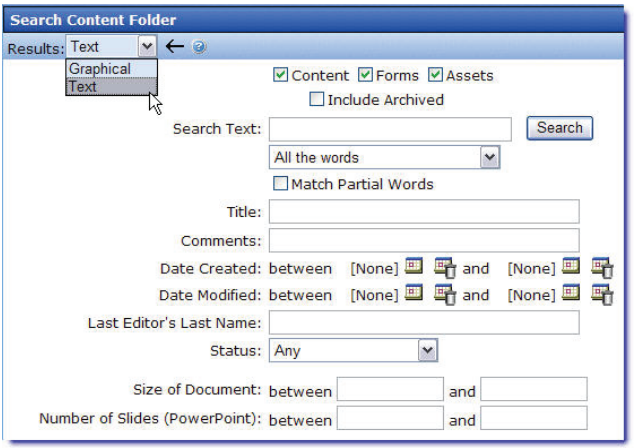
Open the Workarea to access, manage, assign, edit, approve and publish content.

Search for Content

The Search feature, accessed using the **Search** button under the **Action** menu in the Content section of the Workarea, can be used to locate content.



Search button



Search screen

For More Help and Information

You have several options for learning more about Ektron CMS400:

- Use the built-in Help files available within CMS using the Help button or open the Settings folder in left panel of the Workarea.
- Go to `http://www.ektron.com/cms400-web-cms.aspx?id=922` and view the flash tutorials.
- Download the User Guides on Ektron's web site at: `http://www.ektron.com/web-content-management-solutions.aspx?id=4020`.

Remember that some items in the Ektron materials may not match your administrative setup.

Modifying Existing Content

The simplest way to modify content that is already on the public web site is by logging in, then opening the live site in CMS mode (the **Web Site Method**.

After logging in, enter the URL: `http://cms.cfl.mybrighthouse.com/` to go to the CMS site.

Content Status

As you move the cursor around the screen, you'll notice red, green, yellow and grey boxes appear around content. The boxed elements are called "content blocks." The colored boxes indicate the status of the content block:

green	**Published** or **Checked in**. Active and available to edit.
red	**Checked out** by another user (cannot be edited).
yellow	**Submitted** for publication or deletion and in the approval process (editable by approval group only).
grey	**Pending go live**. Ready to be published, but the go-live date has not occurred. (See the Managing Content chapter, Schedule/Expire Content.)

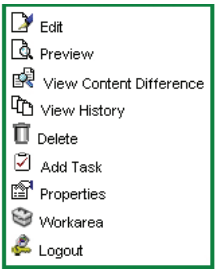
Content Block Status

Navigate through the web site to find the content you want to edit. Right-click within that content; a menu will appear. If the content block is available for editing (green), **Edit** will be a menu choice.

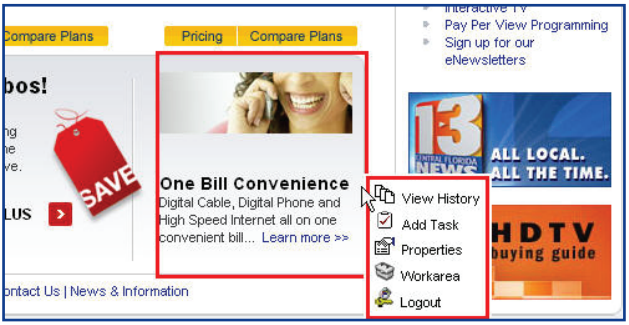
Catch the menu!
The menu may appear on a part of the screen that's out of view. If you right-click and don't see the menu, right-click on a CORNER of the content block.

Content block available to edit (green) and right-click menu

If the right-click menu has a Preview selection, as in the example below, the content has been edited and checked in.



Right-click menu for edited and checked in content



Content block unavailable to edit (red) and right-click menu

If the content block is red (checked out), and you need to access it, please contact your CMS administrator.

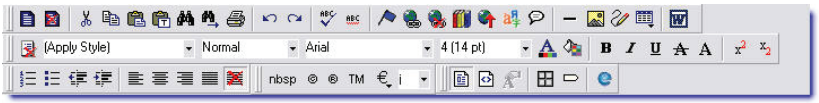
Edit Content Block

Click **Edit** to open the content block. The Edit window opens to the Content tab, where the default editor is similar to popular word processing software. In the Edit window, you can enter your desired text, then change how it displays in a browser by using the buttons at the top, the right-click menu or keyboard shortcuts to format it. You can also use HTML to edit content once you have opened the content block.

If you have not previously used Ektron CMS, error messages may appear indicating that you need to install eWebEditPro, turn on ActiveX, or install Ektron DMS400 (the Document Management software). Ask your administrator for assistance.

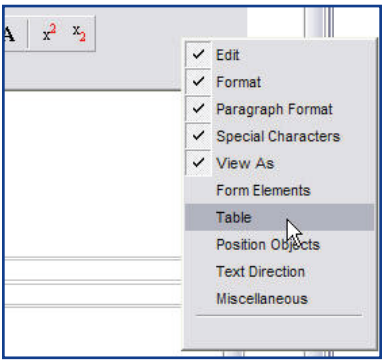
Toolbars

Your administrator governs what selections are on your standard editing toolbars and which toolbars appear by default.



Standard toolbars

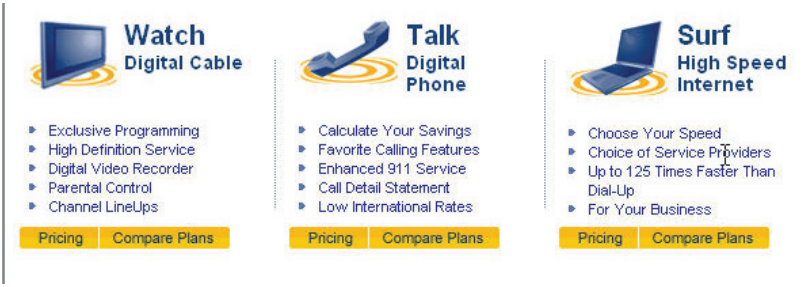
You can select other toolbars to appear, or deselect others. Right-click on the toolbar.



Select toolbar

View Options

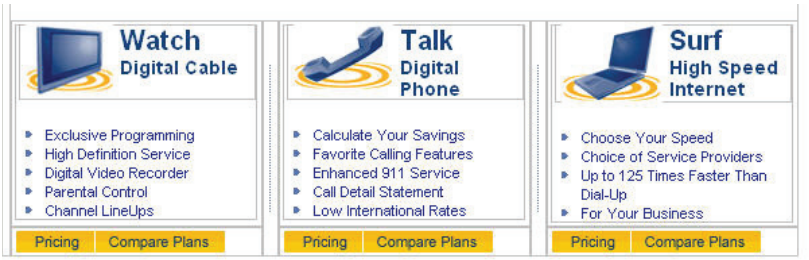
Other View elements that can help you when editing content are View as WYSIWYG or HTML, Show Borders (of tables) and Show Invisible.



View as WYSIWYG

```
<tr valign="center" height="100">
<td valign="top" width="190">
<div class="buildBlock">
<p class="blueBold14" style="COLOR: #0f427a"><a
href="/products_and_pricing/digital_cable/default.aspx"><img title="tv_left_facing"
height="53" alt="tv_left_facing" hspace="5"
```

View Source (HTML)



Show Borders

Show Invisible Elements

Link and Insert Tools

Some elements on the Toolbar in Edit mode may be unfamiliar: Create Hyperlink, Remove Link, Files/Images/Hyperlinks (Library); Insert Table; nbsp (non-breaking space) and other symbols.

Hyperlink, Library and other symbols

Add Text

Creating text in the Edit screen is very similar to any current word processing program: you can write all the text you want on the page and then click the toolbar buttons (such as Bold, Italic and Style) to modify the text. The results will be very similar to what a visitor to your site will see, but not always identical. Use **Preview** to see how it will really look!

To learn about Preview, see the preview section later in this chapter. For a complete description of each toolbar button, see the Appendix.

Styles

Styles are defined by the CMS administrator. You can select the page element styles and font styles, faces and sizes from the dropdown boxes on the editing toolbar. Generally, it is best to use the BHN web style guide, Chapter 4 of this guide.

Remove Style, Apply Style

Heading, Font, Size

Tips for adjusting line breaks:

Using View Source (HTML), look for extra   or <li> tags, which indicate paragraphs and line breaks.

Reapply the desired style to all associated text.

Remove extraneous tables or table cells.

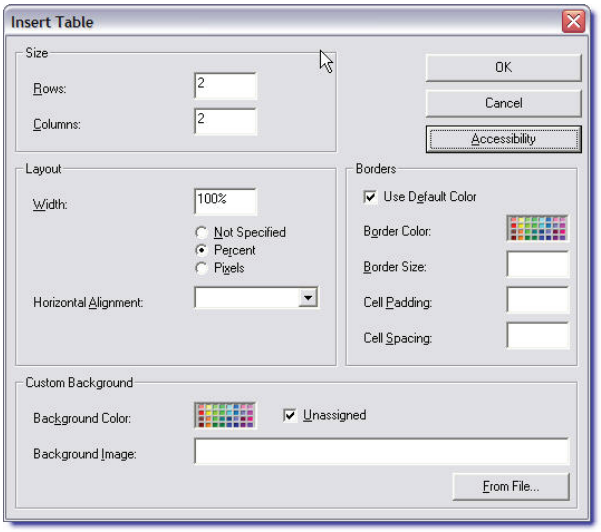
The main body text should be font face Arial (Helvetica, sans-serif) with a size of 11 px and web color #37383B (almost black). If you start typing in a new area, main body text will be the default.

- To apply a style to text, use the (Apply Style) dropdown box. Select the appropriate style according to the Web Style Guide.
- To remove a style, use the **Remove Style** button, to the left of the (Apply Style) dropdown box.
- To change the size of a heading, use the Heading dropdown box.
- To change the font face, use the Font dropdown box.
- To change the size of a font, use the Size dropdown box.

See the Web Style Guide chapter for more about how to select Bright House Networks styles.

Insert Table

To insert a new table, click the **Insert Table** button on the toolbar. A dialog box will appear. By default, tables are set up with cell padding (space between cells), but no borders or fill, and this is generally what should be used.



Insert Table dialog box

Create a table with the desired number of cells now, or add rows and columns in the editor later by selecting Table or Cell Properties from the **Table** button dropdown menu. Other options can also be changed here after the table is created.

To see the tables you are working with, click the Show Borders button.

To select the tools for creating and modifying tables, select the table or put the cursor inside the table. Then, select the table dropdown button and scroll down to Cell or Table Properties.

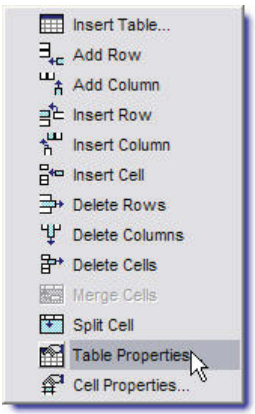


Table dropdown menu

You can also display the Table toolbar by right-clicking the toolbar area and selecting Table from the dropdown menu. See page 7.

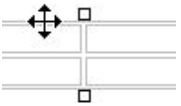
Now you can modify the table and enter copy.

Remove Table

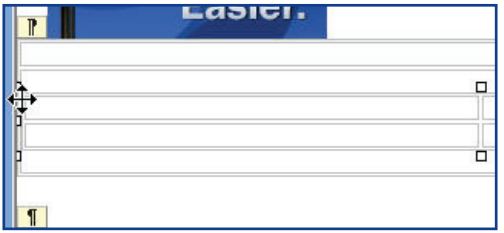
Remove an unwanted table by selecting it and pressing **DELETE** or **BACKSPACE**, or by clicking **Delete** on the toolbar.

When you don't specify a location for your image, it falls in-line with the text.

To select the table in the editor, move the mouse over the table border until you see a double arrow. A selected table will have indicator square over and under each internal border.



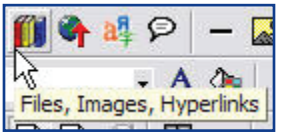
Double arrow with selected table



Unwanted table highlighted for removal
(Show Invisible and Show Borders are selected)

Insert Image

You can insert an image or file into a content block from the library or by browsing for a file outside of the CMS library. When inserting an outside file you should also place it in the library.



Insert Image, Hyperlink or File (as link)

Valid image extensions are: gif, jpeg, jpg, bmp, png.

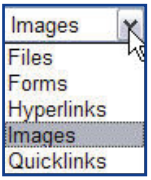
Insert Image from Library

To add a an image already in the Library to a content block:

1. Place the cursor within the content where you want the image to appear.
2. Click the **Library** button (Files, Images, Hyperlinks) on the toolbar to open the library folder.

Search, Add to Library, Insert, Preview, Back

3. From the file types dropdown, select Images.



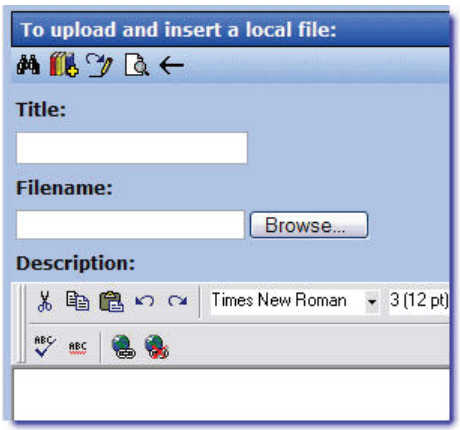
File Types

4. Navigate to the folder using the left panel folder structure and select the desired image. (Preview using the **Preview** button .)
5. Click the **Insert** button to insert the file.

Images should be saved in the size they will be displayed. In other words, the image should be the correct size when opened in a browser. If the image is not the correct size, use the Width and Height fields in Picture Properties to change the size.

Insert Image from Local Files and Add to Library

1. Place the cursor within the content where you want the image to appear.
2. Click the **Library** button (Files, Images, Hyperlinks) to open the library folder.
3. Click the **Add to Library** button to locate the image file in your local file system.



Upload and insert local file

4. Click **Browse** and select the file from your local folders. The file location will appear in the Filename field.
5. Enter a title for the file in the Title field.
6. Enter a description in the Description field.
7. Click the **Add to Library** button . The Picture Properties will appear.
8. In the Picture Editor (see page 15), enter the size, spacing and other options to adjust the image. Click **Preview** to see how the file will look. To keep the image as it is, leave the fields blank.
9. Click **OK** to insert the file and add it to the library.

Placing an Image with Tables

You can use tables to place an image within a content block. When you don't specify a location for your image, it falls in-line with the text, which is usually appropriate. However, a table provides anchor points so the browser can place the image where you want it.

See how the tables in the example below define the space for each element.

Image Editor changes the library image (the image accessed by all users). This is important when modifying shared images.

Picture Editor does not change the original image in CMS, only the instance of the image you are modifying.

Images and text placed in tables

Insert a Non-Image File

When a file other than an image is inserted, the file name appears as a hyperlink within the content and is linked to the file. When a site visitor clicks the hyperlink, the referenced file is opened.

To insert a non-image file, follow the instructions on page 12 for inserting an image file.

Valid file extensions are: ppt, pdf, xls, doc, swf, exe, mov, hqx, zip, fla, wav, wmv.

Remove Hyperlink

To remove a hyperlink from text or graphics, select the hyperlink and click the **Remove Link** button in the Edit menu.

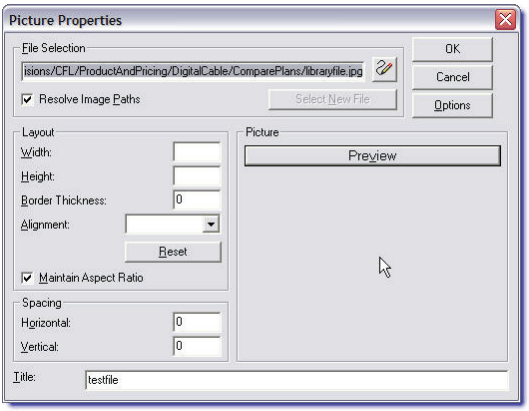
Modify Image

You can modify an image from Ektron CMS in two ways: the Picture Editor, accessed by adding an image to the library or by right-clicking on an image in a content block and selecting Picture; or the Image Editor, accessed by right-clicking and selecting Image Editor.

Picture Editor

In the Picture Editor, you can modify the size, spacing, border, alignment, and aspect to adjust the image.

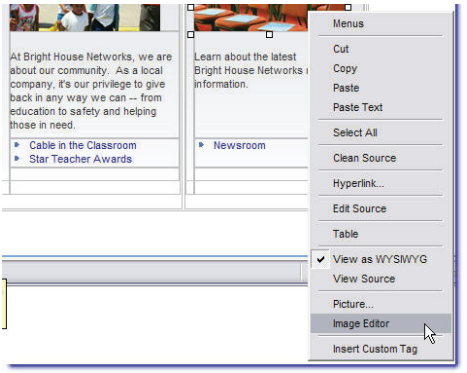
Using the Picture Editor will not change the library image.



Picture properties

Image Editor

The Image Editor is the preferred method for making changes to images in Ektron CMS. However, if you need an image similar to one in the library, but you do not wish to make changes to the original in the library, make a copy of the image and insert in the desired content block before modifying the image.



Open Image Editor

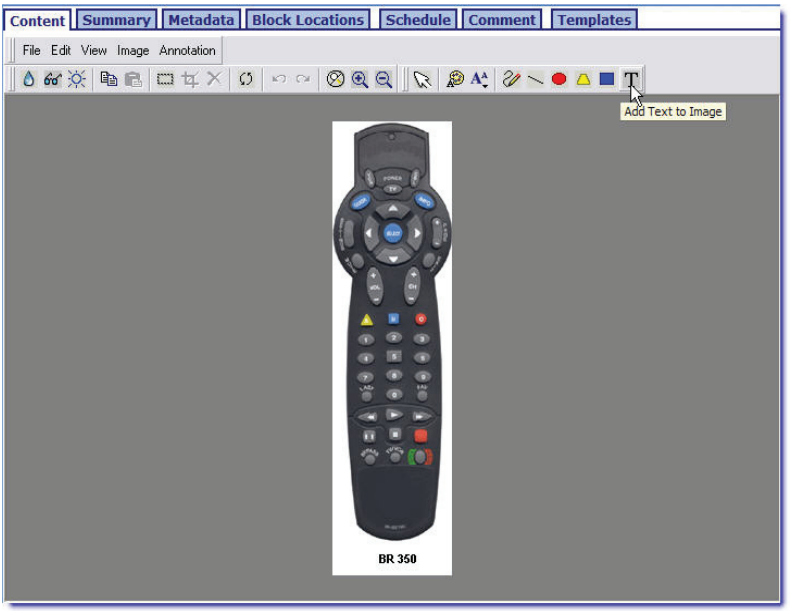
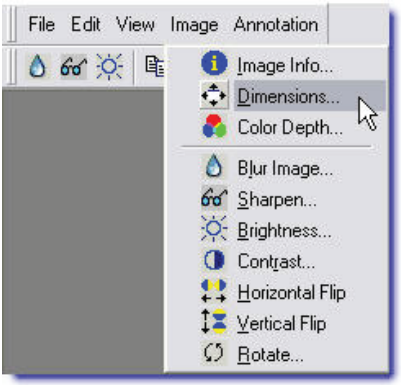


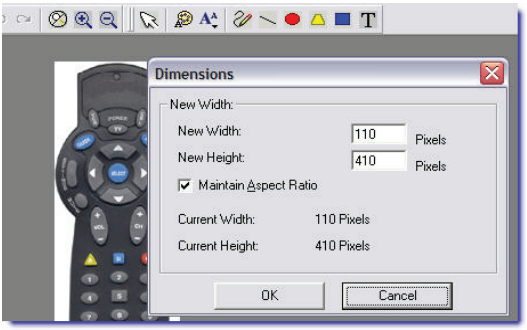
Image Editor

To use the Image Editor, right-click on the image you want to modify and select Image Editor. A new window will open in the Workarea that includes the image only. From the toolbar, among other options, you can blur and sharpen; select, crop, copy and paste; add objects, lines, color; and add text. From the Image Editor menu, you can change dimensions and contrast; flip; and use all the tools available on the toolbar.

The Image Editor WILL change the library image.



Select image dimensions

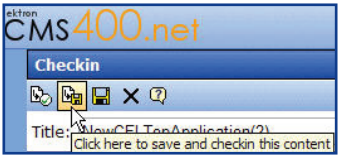


Change image dimensions

Publish, Submit, Checkin, Save or Cancel

It's important to know the difference between publish, submit, checkin, save and cancel. When you have completed your work, you'll check in, submit or publish the content. If you are not yet finished with your edits, you might save the content, or you may want to cancel any changes you've made.

- To cancel edits, click **Cancel** "X" in the CMS toolbar.
- To check content back in and save edits, click **Checkin**.
- To save edits but keep content checked out, click **Save**.
- Never close an editing window using the window close "x" icon!



CMS toolbar with Checkin button highlighted

Button	Name	Result
	Submit	Accept changes to the content and approve for publishing to the site. The **Submit** button appears if there are other approvers in the chain.
	Publish	Accept changes to the content and publish to the site. The **Publish** button appears if you are the last approver in the approval chain (or the only one).
	Checkin	Check in for others to edit, saving the content. **Checkin** does not submit the content for approval, nor does it publish content to the site.
	Save	**Save** the content, but do not make available for others to edit. The content cannot go through the approval chain.
	Cancel	**Cancel** all editing changes and return to previous Checkin state. Use the cancel icon "X" within the editing window instead of using the window close icon "x" in the top right corner.

If you click Publish but the content has a task assigned that is incomplete, an error message appears saying that the content cannot be published. The user must complete the assigned task before the content can be published.

Preview

Use Preview to view edited content as it will appear on the web site after publishing.

To preview your changes:

1. Make changes to content block.
2. Click **Save**.
3. Go back to web page.
4. Click the browser **Refresh** icon.
5. Right-click on content block and click **Preview**.

You cannot edit from Preview.

View Content Difference

Use View Content Difference to see how the current unpublished version of the content block compares to the published version.

View History

View History gives the user a summary of dates on which the content block was edited and published, as well as which user was the last to edit the content block on those dates. The round green icon indicates publish dates.

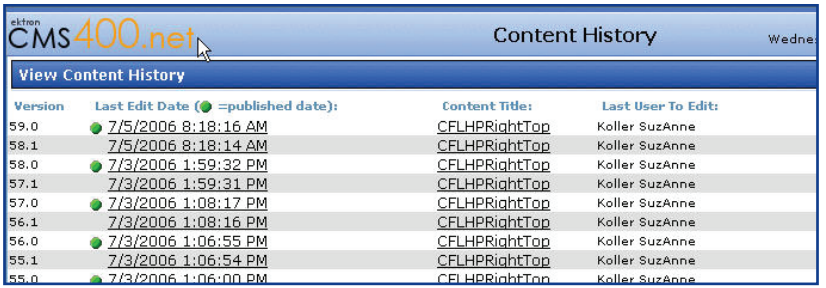
Only administrators can check in content that has been checked out by others (not authors or editors). Non-administrators can assign a task to check in the content.

To cancel edits, click Cancel "X" in the CMS toolbar.

To check content back in and save edits, click Checkin.

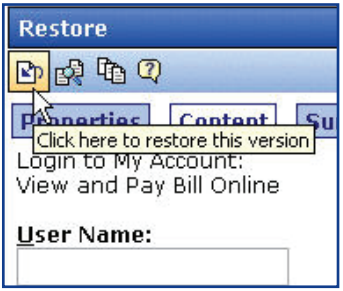
To save edits but keep content checked out, click Save.

Never close an editing window using the window close "x" icon!

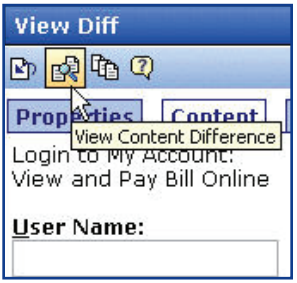


History of content block

From the History screen, users with appropriate permissions can retrieve previous versions of a content block. From there, the user can view the difference between the current content block and this previous version, and even restore the previous version if desired.



Restore previous version



View difference

You must save or checkin to use View Content Difference.

Add (Assign) Task

For information on how to use this feature, see the Managing Content chapter.

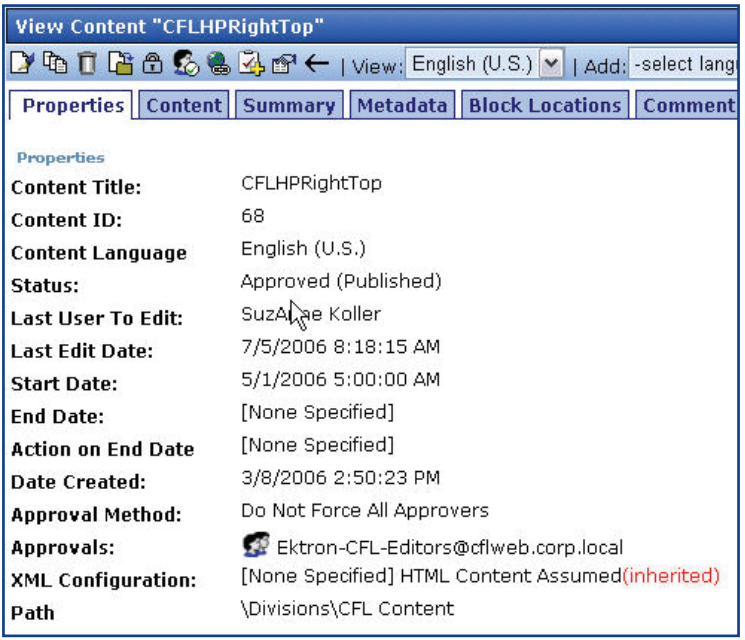
View Tasks

Once a task is added, (with the exception of users given permission to create tasks) only the user who assigned the task and those to whom the task was assigned can view it.

To view tasks assigned to you, go to the Smart Desktop in the Workarea and click Tasks/Assigned to Me.

Properties

Selecting Properties opens the Properties tab in the Content section of the Workarea. Here, you can see quickly the content block ID, the last user to edit the block, dates in the life of the content block, and the path to the block using the Content navigation (on the left side of the Workarea.)



Properties tab

Workarea

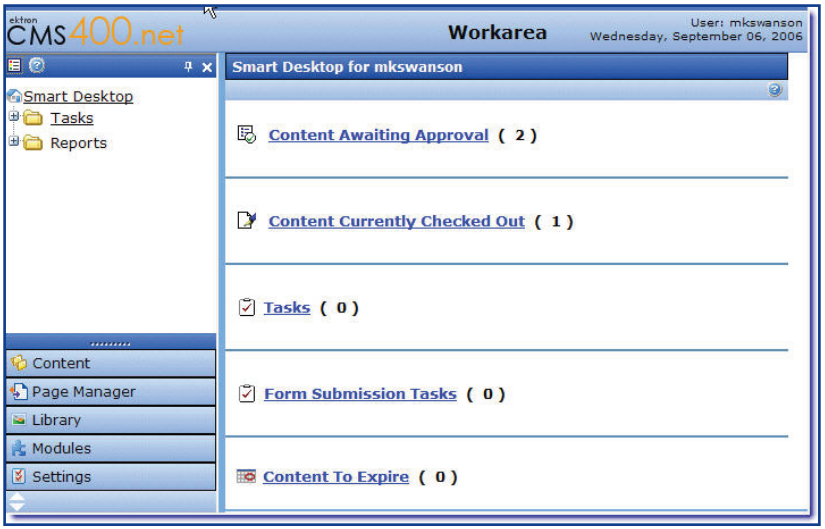
See the Managing Content chapter for information on using the Workarea.

Managing Content

Editors may find it easier to manage content from the CMS Workarea. From the Workarea, you can access the Smart Desktop, which includes tasks and reports and top level folders, as well as access and edit content blocks just as you can from the CMS site. Access the Workarea using the button in the login/logout screen or from the right-click menu in the CMS site.

Using the Workarea

The Smart Desktop is the main screen in the Workarea. On the top left are the Smart Desktop folders, Tasks and Reports; on the bottom left are the site folders for Content, Page Manager, Library, Modules and Settings. To get back to the Smart Desktop at any time from the Workarea, click the button above the left panel. To hide the left panel and increase the work space, click the white "x" above the left panel. To reopen, move the mouse arrow over the bar next to the hidden panel.



Smart Desktop

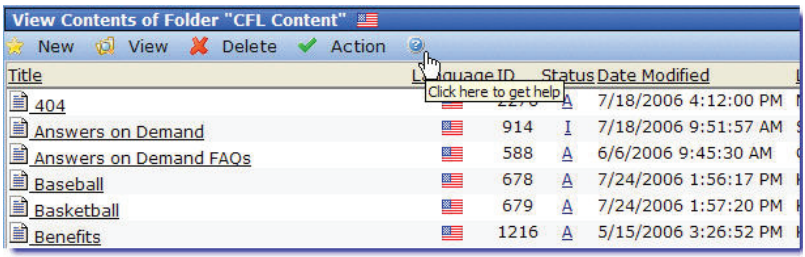
Content

To access content from the Workarea, click the Content folder or button in the left panel.

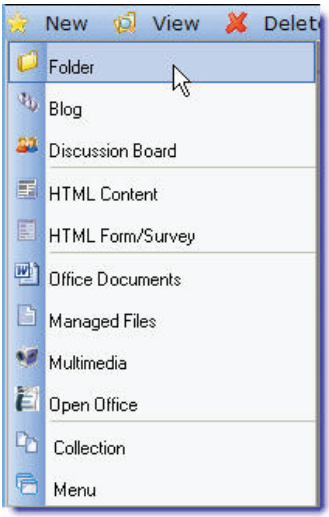
To access content blocks, select the content folder for your site by clicking on its name in the folder structure.

From the top-level Content folder, using the menu buttons at the top, you can add new content, folders, blogs and discussions; view collections, menus, archived content, folder properties, etc.; delete content and folders; search the folder; and move and copy content (see page 28).

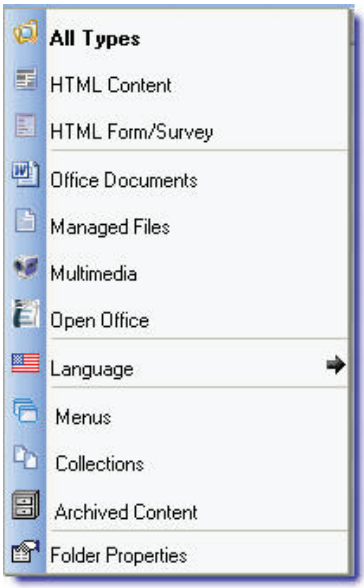
To access Ektron CMS Help, click the question mark button on the right. (This is the same help as can be accessed from the Help button on the login/logout page.)



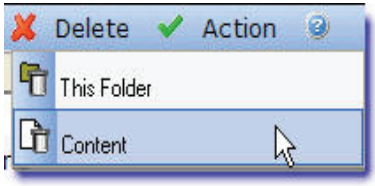
Content top-level buttons



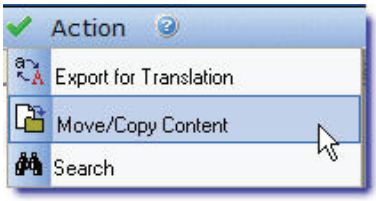
New Menu



View Menu



Delete Menu



Action Menu

You can only view content in groups to which you have access.

To hide the left panel and increase the work space in the Workarea, click the white "x" above the left panel. To reopen, move the mouse arrow over the bar next to the hidden panel.

Content Sub-folders

From the content sub-folder, select the content block you wish to edit. For each content block, you can see its name, language, ID, status, date modified and last editor.

ID

The content ID is a unique ID assigned by the system so each piece of content can be identified for display by the CMS.

Status

The status of content shows the same information as the colors of the box surrounding a content block, except here, status is more closely defined. Below, each status is described and related to the color used on the CMS site.

From a content sub-folder, you can also add, delete and move or copy content; add and delete folders; view collections and menus; search folders; view archived content; and view folder properties.

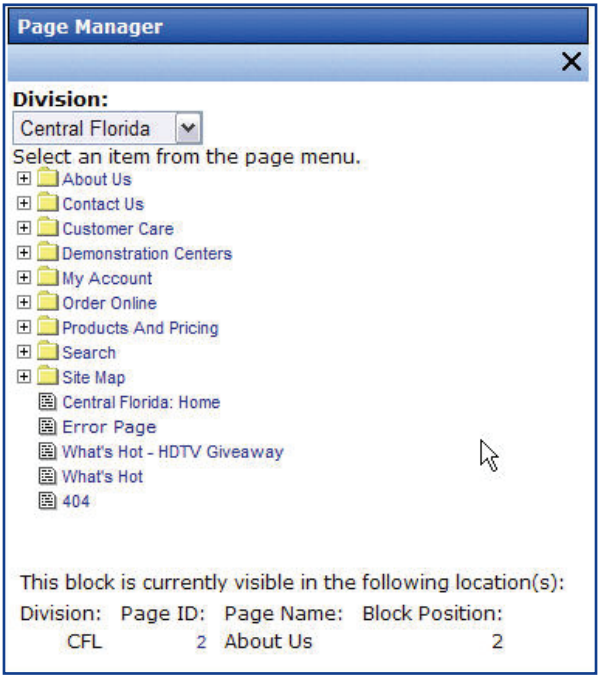
A	green	Published to the site. **Active** and available to edit.
I	green	Checked **In**. Available to edit.
O	red	Checked **Out** by another user (cannot be edited).
S	yellow	**Submitted** for publication in the approval process.
M	yellow	**Marked** (or Submitted) for deletion.
P	grey	**Pending go live**. Ready to be published, but the go-live date has not occurred.
T		Awaiting completion of **Tasks**.
D		Pending **Deletion**. Created, but scheduled for deletion before scheduled start date.

Sharing Content Blocks

You can share a content block across multiple pages or divisions. Edit it once and all the content blocks that use that as a source will change too. This is most effective on content blocks that are shared across many pages, or across divisions.

To share a content block:

1. Select the content block.
2. Click **Edit**.
3. Select the Block Locations tab.
4. From the Divisions menu, select the division where you want to share the content block.
5. Select the page where you would like to have this content block.
6. Choose from the template the block where you want to place the content.
7. Click **Submit**.



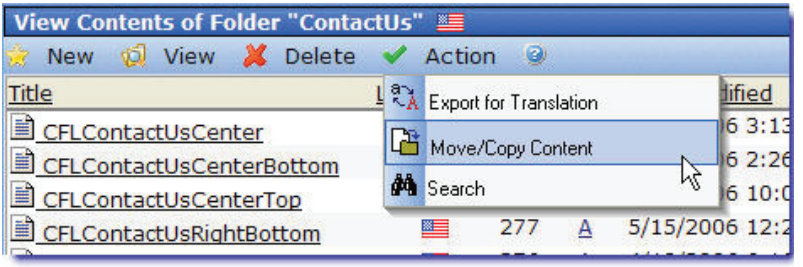
Block locations

Content block template of page

Move or Copy Content Blocks

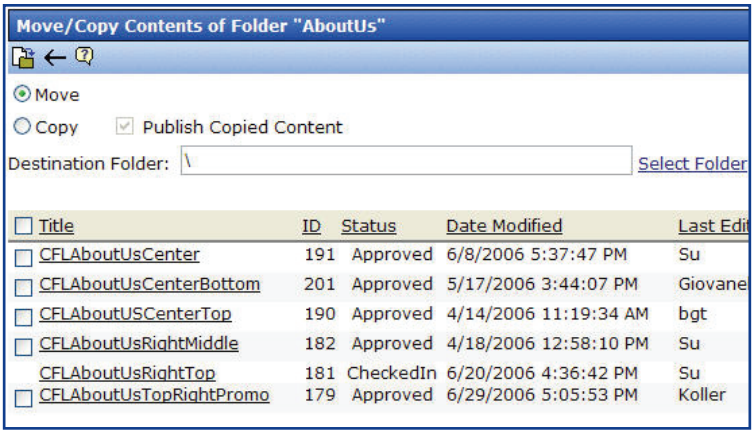
To move or copy content blocks, select **Move/Copy** from the Action menu on the toolbar from the content sub-folders.

Moving a block in the folders will not change how or where it is displayed in the page. A copy leaves the original unaffected.



Content sub-folder with Action menu open to Move/Copy Content

The Move/Copy screen will appear.



Move screen

Select the destination folder, select the items you wish to move or copy using the check boxes, then click **Move/Copy** .

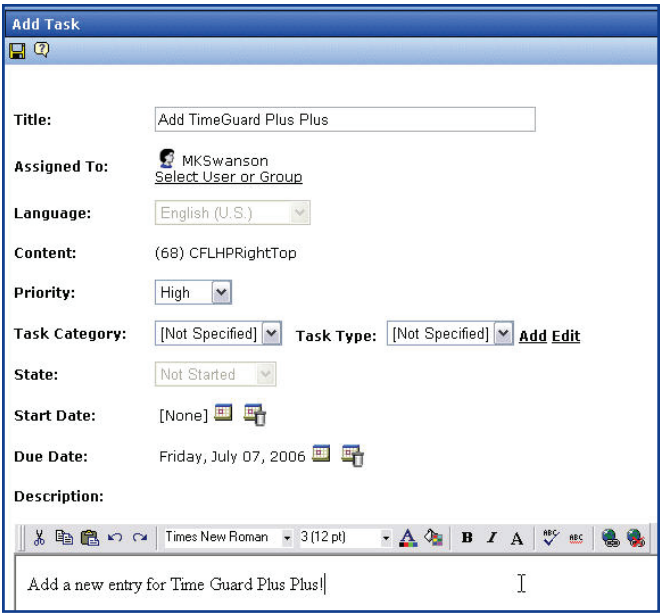
Assign Task

A task can be assigned from the Tasks folder, from a content block in the content folders using the tasks tab, or from a content block on the CMS site, using the right-click menu.

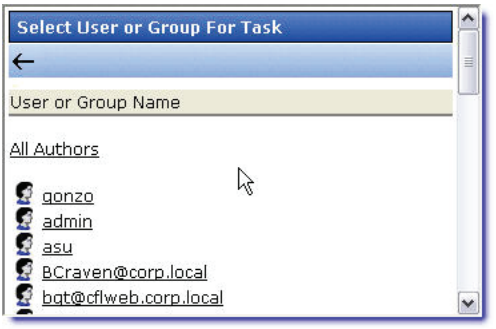
To get to the Tasks folder, go to the Smart Desktop and click the Tasks folder. In the Tasks folder, click the **Add Tasks** button .

In the Task fields, enter the name, then select the person the task will be assigned to, content to which the task refers, priority, the start date, and the due date. In the description field, tell the person to whom the task is assigned exactly what is required.

The assigned person can use the State field to report the stage of the task's completion: active, awaiting data, in hold, completed, etc.



Add Task (Assign Task)



Select User

View Tasks

Once a task is added, only the user who assigned the task and those to whom the task was assigned can view it (with the exception of users given permission to create tasks).

To view tasks you have assigned, go to the Smart Desktop in the Workarea and click Tasks/Assigned by Me.

Approve/Decline Content

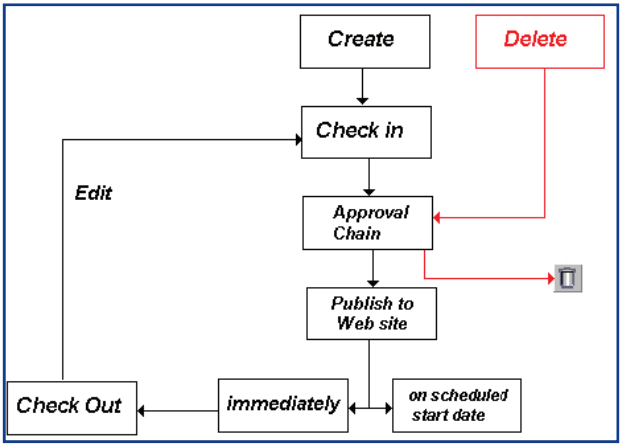
The site administrator establishes an approval chain and approver sequence for each folder or content item. The approval chain is a list of people or groups who must approve new or edited content before it is published to the web site, and any deletions from the web site. Any user in a user group assigned to an approval chain can approve content.

Reviewers in the approval chain may:

- change content
- approve it
- decline it

When the last reviewer who is required in the approval chain approves content, the content is published to the Internet.

The chart below illustrates the approval process.



Approval Process

Approval Report

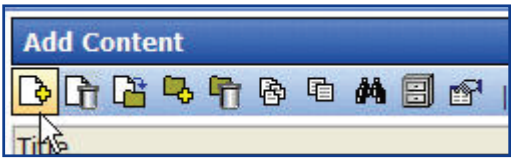
To approve or decline content through the approval report:

1. From the main Workarea screen (the Smart Desktop), click Reports.
2. Under Reports, click Approvals.
3. Select the content you want to approve or decline. (To select all displayed content, click Select All at the top of the screen.)

The content appears. A toolbar at the top of the screen under the title bar lists tasks you can perform.

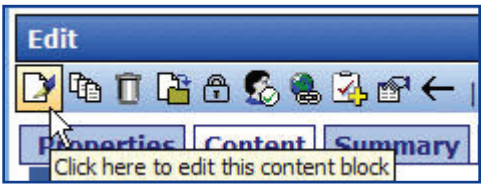
Add/Edit Content from the Workarea

To add a content block, select the folder to which you wish to add content and click the Add Content button.



Add Content button (content folder)

To edit a content block from the Workarea, select the content block you wish to edit and click the Edit button.



Edit button (content block selected)

Use the Edit Content section from Modifying Existing Content chapter to learn more about editing content.

Schedule/Expire Content

Scheduling content lets you control when content becomes visible on the Web site (a "go live" date). BHN does not use the expiration option.

Unless you schedule a start and end date, content will be published immediately after all editors have selected Publish, and removed only when deleted.

Reports can be generated letting content managers know that content is about to reach its end date (expire) or has expired.

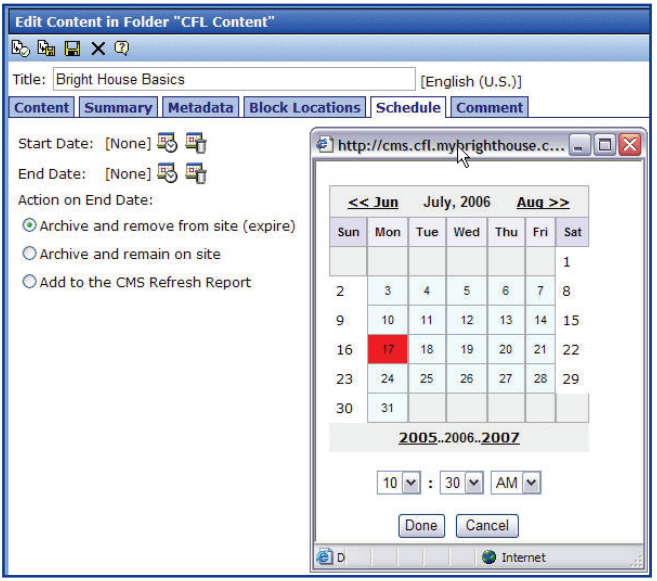
Content that is published but is in "Pending go-live" status will be indicated by a grey box around the content block.

To schedule content (or set an expiration date):

1. Select the content block you wish to schedule.
2. Click the Edit button.
3. Select the Schedule tab.

4. Enter the Start and End date.

When you select Edit from the Workarea content blocks, the left panel automatically minimizes. Once you leave the edit screen, the left panel will open again.



Schedule tab

Expire, Archive, Report (Archive Options)

You can also set options for what happens to content after reaching its end date.

Archive and remove from site

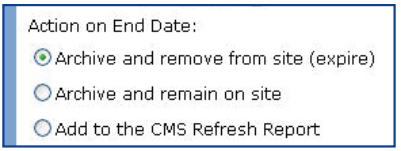
Archive and remain on site

Relocates the item into the CMS archive folder.

Add to the CMS Refresh Report

Lets content managers know that this content block is stale and needs to be updated.

None of the options removes the content block from Ektron CMS; CMS authors and editors will still be able to locate, edit and re-publish.

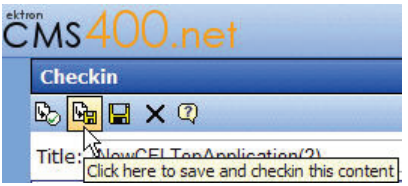


Archive Options

Publish

It's important to know the difference between publish, submit, checkin, save and cancel. When you have completed your work, you'll check in, submit or publish the content. If you are not yet finished with your edits, you might save the content, or you may want to cancel any changes you've made.

- To cancel edits, click **Cancel** "X" in the CMS toolbar (the "X" below the title bar).
- To check content back in and save edits, click **Checkin**.
- To save edits but keep content checked out, click **Save**.
- Never close an editing window using the window close "x" icon!



CMS toolbar with Checkin button highlighted

Button	Name	Result
	Submit	Accept changes to the content and approve for publishing to the site. The Submit button appears if there are other approvers in the chain.
	Publish	Accept changes to the content and publish to the site. The Publish button appears if you are the last approver in the approval chain (or the only one).
	Checkin	Check in for others to edit, saving the content. Checkin does not submit the content for approval, nor does it publish content to the site.
	Save	Save the content, but do not make available for others to edit. The content cannot go through the approval chain.

	Cancel	Cancel all editing changes and return to previous Checkin state. Use the cancel icon “X” within the editing window instead of using the window close icon “x” in the top right corner.

If you click Publish but the content has a task assigned that is incomplete, an error message appears saying that the content cannot be published. The user must complete the assigned task before the content can be published.

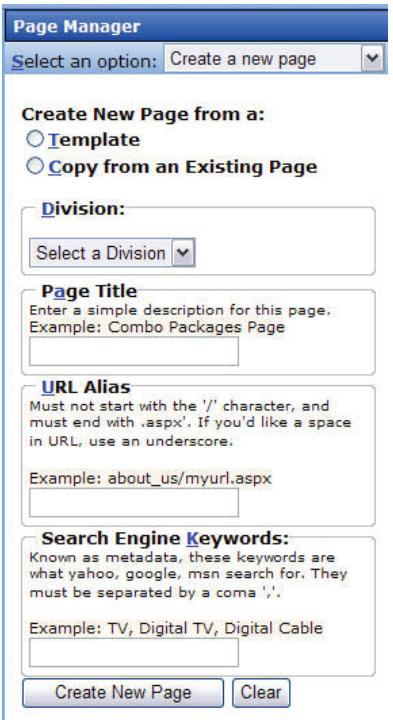
Page Manager

Page Manager (beta) allows you to create a new web page (in contrast to a content block), delete a page, or modify an existing page.

Move between fields in the Page Manager by pressing **ALT + UNDERLINED LETTER**.

Create New Page

Select “Create a new page” to add an entirely new page to the site. Once you have added this page, the page itself can be modified by selecting it using the “Modify existing page;” the page content can be modified through editing the page’s content blocks.



Create New Page

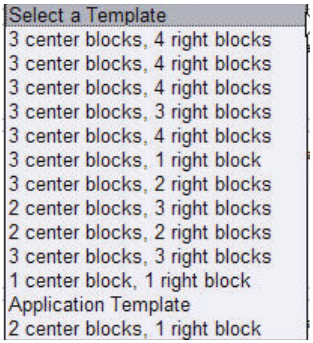
Until later this year, there is no approval process for new pages–once created, the page is published to the live site, accessible by entering its URL. Each content block on the page, however, will be published via the approval chain.

Create Page from Template

To create a new page using a blank template:

1. Click the Template radio button.
2. Select your division from the Division dropdown list.
3. Choose the template you would like to use from the Template dropdown list. Preview an example of a template by selecting it.
4. Enter the page title in the Page Title field. The page title will appear at the top of the browser window of the published page and in the title bar.

5. Enter the URL alias. The URL alias is the relative or internal link to the page; for instance, in `http://cfl.mybrighthouse.com/customer_care/default.aspx`, the URL alias or relative link is "`customer_care/default.aspx`."
6. Enter keywords (part of the page's metadata) into the Search Engine Keywords field. Separate each word or phrase with a comma.
7. Click **Create New Page**.



Templates

Create Page by Copying an Existing Page

To create a new page by copying an existing page and then modifying the content:

1. Click the Copy from an Existing Page radio button.
2. Select your division from the Division dropdown list.
3. A folder structure will appear in the Existing Page ID section. Select the page you wish to copy from the folder items. A page ID will appear in the Page ID field.

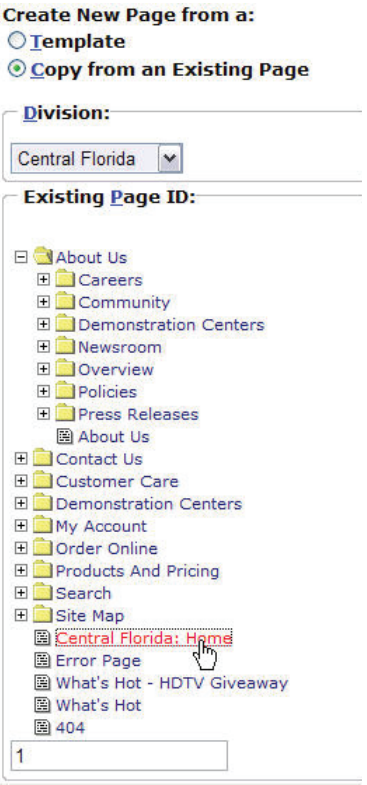
For steps 4,5, 6 and 7, see "Create New Page from Template," above.

Create Page using Application Template

To create a new page with an application embedded in the page:

1. Click the Template radio button.
2. Select your division from the Division dropdown list.
3. Choose Application Template from the Template dropdown list.

4. Enter the URL of the application you wish to access in the Application URL field. (The application will be located in a special domain, not on the public site. This URL will be provided by ISS.)
5. Enter the height of the application (aka, length) in pixels. (Again, this information will be supplied by MIS or your administrator.)
6. Enter the page title in the Page Title field. The page title will appear at the top of the window of the published page or the orange title bar.
5. Enter the URL alias. The URL alias is the relative or internal link to the page; for instance, in `http://cfl.mybrighthouse.com/customer_care/default.aspx`, the URL alias or relative link is "`customer_care/default.aspx`."
6. Enter desired keywords (part of the page's metadata) into the Search Engine Keywords field. Separate each word or phrase with a comma.
7. Click **Create New Page**.



Page ID

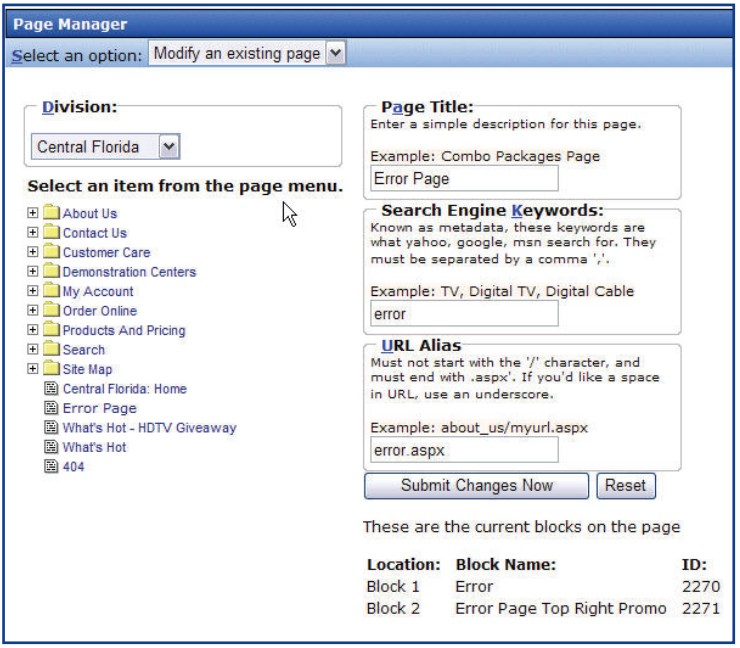
Relative vs. Absolute Hyperlinks

An absolute hyperlink in HTML contains a complete Internet address; the link will work as long as the destination page exists. Example: <a href=”http://cfl.mybrighthouse.com/default.aspx”>

A relative hyperlink is a partial address, starting at the level of the web folder you wish to access. (In CMS, the “folder” is virtual, but the concept is the same.) Example: <a href=”/about_us/careers/default.aspx”>.

Modify Page

Using Modfiy Page, you can modify the title, keywords and URL alias (relative URL) of an existing page.



Modify Page

Delete Page

Using Delete Page, you can select a page and delete it from the public site. This does not delete the content blocks on the page, but all links to the deleted page will no longer work.

Library

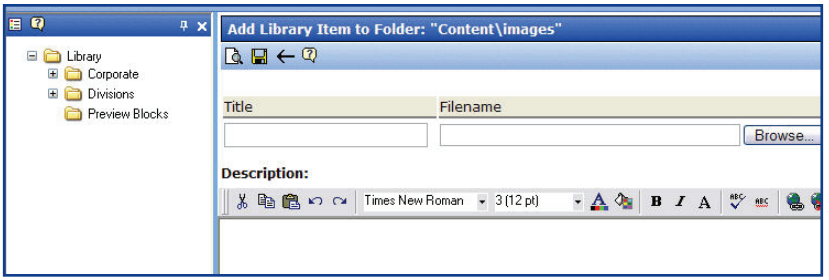
The library is the location where image files and other files are stored so they can be accessed by CMS. You can select files, forms, hyperlinks, images and quicklinks.

A hyperlink goes to an outside page; a Quicklink is an internal link which goes to a page on your site.

Valid image extensions are: gif, jpeg, jpg, bmp, png. Valid file extensions are: ppt, pdf, xls, doc, swf, exe, mov, hqx, zip, fla, wav, wmv.

Add Files to Library

1. Go to the Library folder. The page will display all of the images and files which have been uploaded to the system.
2. Select the folder from the left hand navigation; if you don't make a selection it will put the file in the root directory.
3. Click the **Add to Library** button to locate the file in your local file system.



Upload and Insert Local File

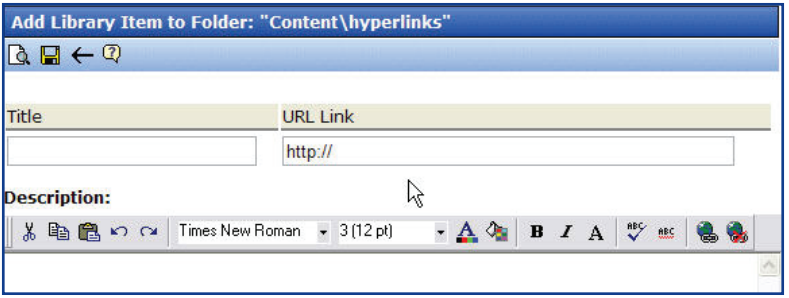
4. Click **Browse** and select the file from your local folders. The file location will appear in the Filename field.
5. Enter a title for the file in the Title field. This is how Ektron will access the file when you browse on your system.
6. Enter a description in the Description field.
7. Click the **Save** button.

When uploading images or PDFs make sure you select the appropriate folder and the proper file type. Uploading a PDF in the Images mode creates a thumbnail of the image instead of linking to the file.

Add Hyperlinks

Hyperlinks can be added to the library so that content creators can insert them into content blocks. To add a hyperlink or quicklink, select Hyperlink from the dropdown menu and enter data in the fields.

BHN uses relative hyperlinks within the CMS. It is best to use absolute hyperlinks when linking to external sources.



Add Hyperlink to Library

Web Style Guide

This is a guide to styles used on Bright House Networks web sites. Use the Quick Guide on pages 43 and 44 for a quick reference and the style guide on pages 45-48 for more information.

Quick Guide to Style

Fonts

When in CMS, use the drop options from the Style button to select brand approved fonts and types

Header Text

- If the text is a header and is over a gradient or a paragraph lead-in, .blackBold14
- If the text is a header over a blue background or white background, .blueBold14

Body Text

Body text on a blue or white background: .blue or .blue9x

Links

This is the styling for links on the pages.

a:link, a:visited, a:active

font: Arial, Helvetica, sans-serif

size: 11px

color: #000099 which is a standard blue

Lists

The ul.arrow class is applied like this.

```
<ul class=”arrow”>
    <li>First List Element</li>
    <li>Second List Element</li>
```

Third List Element

This will look similar to the bullets below, however, with the correct html formatting and layout.

- First List Element
- Second List Element
- Third List Element

Tables

The .altRows class is the wrapper class for the table. It will place a white border around the table. The subsequent classes are .even and .odd.

Examples of how to use these are below:

<table class=”border>

<tr>

<td>This is a table test</td>

</tr>

</table>

This is a table test

FOR OTHERS – SEE DETAILS IN STYLE GUIDE

Guide to Web Style

Fonts

These fonts are used in the Bright House Networks web pages:

- Body text

  Arial, Helvetica, sans-serif

- Text Boxes in forms

  Verdana, Arial, Tahoma

The main body text of the page should be Arial, Helvetica, sans-serif, with a font size of 11px and a color of #37383B .

There are several classes used in the style sheet which relate specifically to font styling:

.blue, **.blue9px**, .**whiteReg11**, .**whiteBold11**, **.blueGrayReg11**, **.whiteBold11**, **.blackBold18**, **.blackBold16, .five**, **.nine**, **.eleven**, **.blackBold11**, **.blackBold12**, **.blackBold14**, **.blueBold12**, **.blueBold14**, **.blueBold16**, **.blackReg14**, **.gray12px**.

Headers

If the text is a header and is over a gradient or a paragraph lead-in, then the classes will be: **.blueGrayReg11**, **.blackBold18, .blackBold16**, **.blackBold14**, **.blackBold12** or **.blackBold11**.

If the text is a header over a blue background or white background, then the classes will be: **.blueBold16**, **.blueBold14**, **.blueBold12**.

Classes **.whiteReg11**, **.whiteBold11**, **.gray12px** are reserved for navigational buttons and banner logos, both of which must be placed over a dark blue color: #000099 .

Body Text

The body text will be **.blue**, .**blue9x**, **.nine** or **.eleven**.

Body text on a blue or white background will usually be blue. This can be achieved using the **.blue** or **.blue9x**.

Most other text will be inherited from the main body style or the size can be tweaked using the **.nine** or **.eleven**. The **.five** style can be used, but is not recommended due to legibility problems.

Links

This is the styling for links on the pages:

a:link, a:visited, a:active

font: Arial, Helvetica, sans-serif

size: 11px

color: #000099 (a standard blue)

There is no link underline or other change to links, by default.

Additional styles:

curser: hand Changes the curser to a hand icon when you move over a link.

a: hover Same as above, except uses a link underline.

The other link styling in the style sheet is for the various navigational items like the top navigation or the left side navigation.

Lists

List are very important to the Bright House Networks brand. There are several types of list and several classes.

The classes related to list are: **ul.arrow, ul.arrowGray, ul.noArrow, ul.noBullets, ul.noMargins, ul.arrow ul**.

The **ul.arrow** class is applied like this:

```
<ul class="arrow">
   <li>First List Element</li>
   <li>Second List Element</li>
   <li>Third List Element</li>
</ul>
```

This will look similar to the following, but with the correct html formatting and layout.

- First List Element
- Second List Element
- Third List Element

The arrow bullet has been set in the style sheet; if path to the file is incorrect, the list will display as the default style list, which in most cases is a small black circle.

ul.arrowGray is similar to the above class, except the bullet used is a gray arrow. It is used for News items.

li.noArrow is used on a single list item when the arrow bullet of either type is not needed or wanted–most cases where you have a nested list. Because of the **ul.arrow** ul style, the bullets will be applied to the sub list.

```
<ul class="arrow" >
   <li>Item 1</li>
   <li>Item 2</li>
   <li class="noArrow">Item 3
      <ul>
         <li>Item 3 Sub Item 1</li>
         <li>Item 3 Sub Item 2</li>
      </ul>
   </li>
</ul>
```

- Item 1
- Item 2

Item 3

- Item 3 Sub Item 1
- Item 3 Sub Item 2

If you want to have a list with three levels, the last level will not contain the Bright House Networks arrows. To create them, use this class: **ul.arrow ul** ul; then just copy the information inside the brackets for the **ul.arrow** ul class.

Final list case

To have the layout of a list without the list bullets (e.g., where you want elements to be aligned without formatting by hand), use the **ul.noBullets** class. This class is different from the **li.noArrow** class; the **li.noArrow** class turns off styling on one item, not the whole list.

Tables

Tables are used extensively for layout on the Bright House Networks pages. One of the available table classes is the **.border** class which places a grey border around all the table elements. The other more advanced set of classes are used for tables containing information which is best displayed delineated by row.

.altRows is the wrapper class and will place a white border around the table. The subsequent classes are **.even** and **.odd**.

Standard table

```
<table class="border>
 <tr>
 <td>This is a table test</td>
</tr>
</table>
```

This is a table test

Alternating rows

```
<table class="altRows">
   <tr class="even">
        <td> This is an even row</td>
    </tr>
    <tr class="odd">
        <td>This is an odd row</td>
     </tr>
</table>
```

This is an even row

This is an odd row

Finally, there is a class called **whiteLeft** which will place a white border on any cell that it is declared in. So `<td class="whiteLeft">` will display a white line on the left side of the cell.

Appendix

EWebEditPro editor toolbar buttons and their functions.

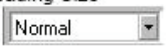
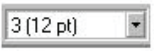
Button	Equivalent Keystroke (Internet Explorer only)	Function
Cut	Ctrl+X	Remove selected text and graphics. Place that data into temporary memory, also known as the "clipboard." (If you later cut or copy more information onto the clipboard, the new information overwrites the original information.)
Copy	Ctrl+C	Copy selected text and graphics into temporary memory. Leave selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)
Paste	Ctrl+V	Insert the most recently cut or copied text and graphics at the current cursor location.
Paste Text		Paste the contents of the clipboard as plain text. That is, all HTML tags (including images) are not pasted. This button is helpful when you want to eliminate the HTML formatting of the text being copied.
Replace		Launches the Search and Replace dialog box. The dialog searches for (and lets you optionally replace) text that you specify.
Find Next		Find next occurrence of the string entered into the Find What field of the Search and Replace dialog box.

Undo	Ctrl+Z	Reverse the most recent action, as if it never occurred. You can undo as many actions as you wish.
Redo	Ctrl+Y	Reverse the undo action.
Spell Check (manual)		Begin spell checker.
Spell Check (automatic)		Turn on or off spell check as-you-type feature.
Edit Hyperlink		Change information about a hyperlink.
Remove Hyperlink		Remove a hyperlink.
Library		Insert a library file
Upload Files		Upload any external files (such as images) to the server.
Translate		Translate content into another language
Add Comment		Insert a comment into the content
Picture		Insert a picture.
Image Editor		Edit an image.
Table		Insert or edit a table.
Edit in Microsoft Word		Edit content in Microsoft Word.

Button	Equivalent Keystroke (Internet Explorer only)	Function
View as WYSIWYG		Display the page content as WYSIWYG (What You See Is What You Get). WYSIWYG is the ability to see in the editor what will appear when user views the Web page.
View as HTML		Display the page content as HTML.
nbsp		Insert a blank space character. Although you can add spaces in the editor using the <space> bar on the keyboard, those spaces are ignored when the content is displayed by a browser.
Copyright		Insert copyright symbol.
Registered Trademark		Insert registered trademark symbol.
TM		Insert trademark symbol.
and Special Characters		Insert special characters (such as £ µ Ñ) from a drop down list. To view the list, click the black down arrow.
About **eWebEditPro+XML**		Display a dialog box that shows your version of **eWebEditPro+XML** and your license keys.

Button	Equivalent Keystroke (Internet Explorer only)	Function

Remove Style		Remove all style information applied to selected text. (You apply styles using the Style dropdown list.) For example
		Before
		`<P class=note>This is initial content. </P>`
		After
		`<P>This is initial content.</P>`

Style 		Display a list of styles. Users can select from the list to apply a style to selected text. Note that the list can change depending on the formatting of the selected line. Your Webmaster determines which styles are available.
Heading Size 		Change the heading size. Your Webmaster determines which heading sizes are available.
 Font Style		Change the font style. Your Webmaster determines which fonts are available. Note: If more than one font appears in a selection, the browser on the reader's PC tries to display text using the first font. If the browser cannot find that font, it tries to use the second, etc.
 Font Size		Change the font size. Your Webmaster determines which font sizes are available.
Font Color		Change the font color.
Background Color		Change the background color of the text. Note: To remove background color from selected text, click the Normal button (A).

Button	Equivalent Keystroke (Internet Explorer only)	Function
Bold	Ctrl+B	Make the text **bold**.
Italic	Ctrl+I	Make the text *italic*.
Strikethrough		Apply strikethrough to selected text. For example: ~~Here is some text~~
Normal		Remove all formatting from selected text.
Superscript		Make selected text appear smaller and above text line
Subscript		Make selected text appear smaller and below text line
Number		Begin the line on which the cursor rests with a number. If the line above this line is • not numbered, assign this line 1 • numbered, assign a number one more than the line above
Bullet		Begin the line on which the cursor rests (or all selected lines) with a bullet (•).
Indent		Increase or decrease the current line's distance from the left margin.
Left, Center, and Right Justify		Align paragraph so that it is arranged • evenly on the left side (uneven on the right) • in the center of each line • evenly on the right side (uneven on the left) • evenly on right and left side

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