

SitePublisher User's Manual 1.0

SitePublisher Web site address: <http://sp.arsnet.usda.gov>

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Please remember to use the **Help**  within SitePublisher as well!

Login Screen

- Enter username and password.
 - o Note: Passwords are case sensitive, but usernames are not.
- First time user, you will be requested to change your password the first time you login
- Forgotten password? Request to have it emailed to from the link provided at the bottom of the login box.

Select-A-Site

- Select your site from those listed. You only have access to sites on this list.
- Training links:
 - o Orientation video
 - o Training videos
 - o User's manual
 - o FAQ
 - o Content mapping

Main Site Menu

Admin

Access Control List

To view user access to site(s), and grant and remove access to site(s) by setting up SitePublisher accounts. All users are site administrators to their respective site(s).

- To **display user access to site(s)**:
 - o Current Access Control List
 - Select site(s) and click 'Display ACL for these Sites'
- All users can grant access to any sites they administer. To **grant access to a new user**:
 - o Click on 'New user access controls'
 - o Type in name of new user, select from list, and click 'OK'
 - o Click 'Admin' box(es) for the desired site(s) under the new user, then click 'Apply these rights'
 - o If this is a brand new account, an email will be sent to the new user articulating account information (username and password) and provide links to training. The email will be from the creator of that account.
- All users can remove another user's access to any sites they administer. To **remove a user's access**:
 - o Select site(s) and click 'Display ACL for these Sites'
 - o Click on username to remove
 - Click 'No Access' box(es) for the desired site(s) under that user, then click 'Apply these rights'

Site Settings & Reports

- **Site Settings**
Displays site label, site type, and site code (i.e. modecode)
 - The site label can be changed
- **Activity Reports**
Document activity report displays complete list of active documents in the sites to which you have access. Listing includes document id, title, publication status, date last modified, and full name and phone number of person who last modified the page. This page is emailed to all site administrators on a weekly basis.
- **Site Logo**
Sites will have the ability to have their own graphic appear in the upper right hand corner of the header. Images must be in JPG format and must be 85 pixels high and between 200 and 300 pixels wide.
 - Warnings:
 - Images greater than 85 pixels high will be resized proportionately
 - Images greater than 300 pixels wide are accepted BUT may interfere with the text header (in the top left corner) causing it to wrap, so they are not recommended

Change my password

To change your password: Enter current password, then new password twice and save changes.

Content

Web Pages (Documents)

This is the area where the majority of your work will be done. All individual pages will be editable from here.

To create a new web page

- Select 'New Web Page' from drop down menu (Select One)
- 'Web Page Title':
 - For the default page within the 8 categories, the page name MUST be index
 - For all other pages, use any name desired
- Select the 'Page Category' from the drop down menu
- Click Save

To modify an existing page

- Select page from drop down menu (Select One)

Once a page has been created or selected

- Web page name appears in table header (Selected web page)
- MetaData, Document Editor, HTML Header, and Keywords tabs appear

MetaData Tab

- Initial creation of new web page(s)
- Web page names appear in the drop down menu list (Select One)
- Old URL option
 - This is used for site migration efforts. Enabling automatic redirection requires coordination between your old server administrator and the OCIO-Web Branch. For more information contact webmaster@ars.usda.gov
- Page Category
 - Which of the 8 categories this page fits into
- Published
 - Whether or not this page is accessible on the live site
 - Note: by default, when a non-index page is published, links to it will appear on the left hand navigation bar for all pages within that category. For more information, see the left and right navigation links section below.
- Related Links Selector
 - Chose from the list of preexisting right hand navigation bar links to display on this page.
 - For more information, see the left and right navigation links section below.

Document Editor Tab

- When the document editor tab is clicked, the document editor window opens automatically if this is a new page, or is opened by clicking on 'Edit this Page'
- As you modify options, always save changes by clicking on 'Update Page(s)'
- For each page, you have the option to:
 - Give the page a sub-title
 - Select wide page for large tables and graphics. When selected, these pages will have no right hand navigation bars.
 - Delete the page
 - Add a page by clicking on New Page. Page sub-titles and page numbers will be listed on the right hand side of web pages for navigation. (Note: This page listing is not part of a right hand navigation bar, it is part of the main page)
- Rearrange page order by reassigning page numbers
- Always save changes by clicking on 'Update Page(s)'
- Preview web pages by clicking on 'Preview'
- See Document Editor window details below

HTML Header Tab

- For advanced users, enter HTML header information in the box provided

Keywords Tab

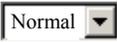
- Enter keywords to improve search engine function

Document Editor Window

The editor is similar to any word processing editor (i.e. Word or WordPerfect).

Use the editor's built in Help function for more information. The Help icon  is in the top right corner and displays "The WYSIWYG commands" listed below.

Using the button icons in the toolbar you can:

- cut, copy, and paste text   
- undo and redo keystrokes  
- spell check 
- change the color of font, make font bold, italicized, or underlined    
- make a header in varying sizes 
- increase or decrease indentation  
- add superscripts or subscripts  
- insert special characters 
- align text in four different ways    
- find/replace text 
- insert numbered or bulleted lists  
- remove text formatting 
- insert a horizontal line 
- insert/modify a table 
- insert/modify an image 
- insert/modify a hyperlink 
- insert an anchor 
- insert custom HTML 
- clean up HTML 
- get Help 

All of the actions above are explained and described in Help  and work exactly as described.

- Note: Not all options displayed in the help file have been enabled in this editor.

The Create or Modify link button  has been customized such that when the link manager window opens a list of all documents at your site is provided. Both web pages and uploaded static documents are on the list. This allows for easy reference to the other pages in your site, allowing you to click on an existing document to link to. All other links must contain the full path (i.e. <http://www.whitehouse.gov>)

When a graphic is inserted the image properties must be modified (do this by clicking on the image button ) and text inserted into the 'Alternate Text' field. This will enable screen readers (for the visually impaired) to interpret the image.

Advanced HTML users:

- Click the 'Source' button at the bottom of the editor to switch to HTML code editing mode.
- Click the 'Edit' button at the bottom of the editor to switch back to WYSIWYG editing mode.

- Body tags
 - The editor window is designed to edit that which falls between HTML body tags. Any HTML header information inserted here will be lost. Use the “HTML Header” tab instead.

Click the Save button and close the document editor window when you are finished.

Left and Right (navigation links)

Create left and right navigation column bars containing links here. By default, when a non-index page is published in the web pages (documents) section of SitePublisher, a left hand navigation bar containing the link to this document is created and will show up on all left hand columns of pages within that category. The name of this automatically created left hand navigation bar is ‘index(category) – left’. This default navigation bar can be modified as described below. Links on the left navigation bar must be to pages within the same category. Links on the right navigation bar can be to pages outside the category.

To create a new navigation bar

- Select New set of links from drop down menu (NavSystems Item)
- Label is title from web document creation section
- Select the Main Nav Section from the drop down menu (to match Page Category from web document creation section)
- Choose Left or Right Page Location
- Click publish when you want your pages to go to the live (accessible) site
- Click Save

To modify an existing navigation bar

- Select the navigation bar label from drop down menu (NavSystems Item)

Once a navigation bar has been created or selected

- Navigation bar name appears in table header (Selected Nav System)
- MetaData and Edit Nav tabs appear

MetaData Tab

- Initial creation of new navigation bar(s)
- Navigation bar names appear in the drop down menu list (NavSystems Item)
- Main Nav section
 - Which of the 8 categories this navigation bar fits into
- Page Location
 - Left or right
- Published
 - Whether or not this navigation bar is accessible on the live site
 - Un-clicking the Published check box for an automatically created left hand navigation bar (as described above) will result in the navigation bar not being seen at the web site.

Edit Nav Tab

- The Label is the linked text that shows up on the navigation bar
- The URL is the web address of the link. The link manager window has a list of all documents at your site. Both web pages and uploaded static documents are on the list. This allows for easy reference to the other pages in your site, allowing you to click on an existing document to link to. All other links must contain the full path (i.e. <http://www.whitehouse.gov>). Remember that all left hand navigation bar links must be to pages in the same category, the right hand navigation links can be to outside the category.
- Create new link with paper icon 📄
- Remove a link with trash can icon 🗑️
- Modify order of link listing using up and down arrows ⬆️ ⬇️
- Modify indentation of links using right and left arrows ⬆️ ⬇️
 - Indenting a link makes the indented link only appear on the parent page
- Click Save Changes
- Note: Right hand navigation bars will be listed on the Web Pages (documents) MetaData tab under the 'Related Links Selector'. This will enable you to insert a set of right hand links (i.e. Related Links) easily when you create web pages.
- Hint: Inserting a text label without a URL associated will make that text appear and can be used as a heading to a list of links.

Upload Static Documents

To upload files that will be available for user download (i.e. PDF, Word, Excel Spreadsheets)

- To upload a file, click 'Browse', select the desired file, click 'Upload'
- Listing of all uploaded files provided
- Rename or delete uploaded files ✏️ 🗑️
- Create, delete, or navigate folders of files 📁 🗑️ 📄
- Note: spaces in filenames are removed when uploaded
- Note: links to these files are found in the document editor window link manager window (see 🌐 under document editor window above)