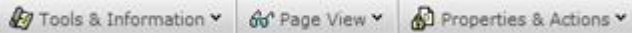


CommonSpot Quick Reference Guide

CommonSpot Interface

- Visible when logged in
- Contains drop-down menus for CommonSpot functions
- If you only see two buttons, make sure you're *on authoring.uwstout.edu* not *www3.uwstout.edu*



Notes:

- Most actions in this guide require you to be logged in and have selected **Page View > Author** or **Edit**.
- More detailed instructions can be found in the *Content Contributor Guide* at http://www3.uwstout.edu/webdev/commonspot_help.cfm

Logging in to CommonSpot


1. Open Internet Explorer 7 or Firefox 2/3 and navigate to this address: <http://authoring.uwstout.edu/yoursite/> and click the small login key at the top or go to [login.cfm](#).
2. Turn off the browser's pop-up blocker for this site.
3. When prompted, type your UW-Stout username and password into the fields.
4. A pop-up window will list your *Pending Actions*, such as pages that you have edited, but not published. To continue editing one of these pages, click the link to the page.
5. If you have no pending actions or you wish to work on a page not listed, close the *Pending Actions* window and navigate to the page you wish to edit.
6. To navigate to a specific page, type the page's address into your browser's address bar or from the *CommonSpot Interface*, select **Properties & Actions > My Pages**. From the *My Pages* window, you can follow a link to any page you own.

Tip: Bookmark (or add to Favorites) your CommonSpot login page.

Add an Element to a Page

1. Click the *Click to insert new element* link at the bottom of a container.
2. From the *Element Gallery* pop-up, click an element category such as *Text Elements*.
3. Click the title of the element you want, such as *Formatted Text Block (without header)*.

Edit an Element on a Page

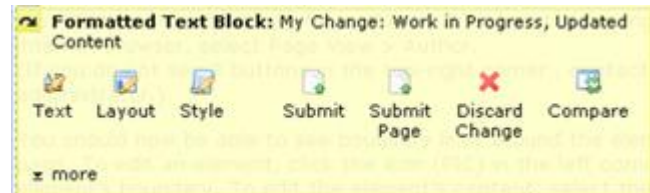
1. From the CommonSpot Interface, select **Page View > Author**. You should now be able to see boundary lines around the elements of the page.
2. To edit an element, click the  element icon in the upper left corner of the element's boundary.
3. To edit the element's content; select the first button in the pop-up menu. For more editing options, select the other buttons in the menu or select **more**.



For further information go to our *CommonSpot Help* page at: http://www3.uwstout.edu/webdev/commonspot_help.cfm or contact us at [commonspot@uwstout.edu](mailto:commonsspot@uwstout.edu).

Publish Elements Changes

1. Once you have made a change to an element, click the yellow icon.
2. From the element menu, select *Submit* or *Submit Page*.



Create a New Page

1. From the CommonSpot Interface, select **Properties & Actions > Create A New Page...**
 2. In the *Create Page* pop-up window, choose the subsite in which you want the page to exist. The drop-down list will default to the subsite you are currently in. Click *Next*.
 3. In the *Template Gallery* pop-up window, select your template from the appropriate category.
 4. In the *Create New Page* pop-up window, fill out the information for the new page, and click *Next*.
 5. In the *Custom Metadata* pop-up window on the *Layout* tab, select a *Page Style* and *Color Scheme*, if desired, for the new page from the drop-down menus.
- Note:** *Two Column Right* is reserved for top-level index pages.
6. When your new page opens, uncheck the box in the green header so that your page is not automatically published when you start making changes.




Upload New Document


1. From the CommonSpot Interface, select **Properties & Actions > Upload a New Document...**
 2. In the *Upload New Document* pop-up window, choose the subsite in which you want the page to exist. The drop-down list will default to the subsite you are currently in. Click *Next*.
 3. Use the *Browse* button to locate the document then complete the rest of the form. Click *Next*.
- Note:** Be sure to select *Other Document* from the *Category* drop-down list.
4. On the *Custom Metadata* form that appears, just click the *Finish* button.

Update an Uploaded Document

Note: you must be the document owner or an administrator to update a document.

1. From the CommonSpot Interface, select **Properties & Actions > My Pages...**
2. Expand the *My Uploaded Documents* folder and locate the document to be updated.
3. Click the  pencil icon to the right of the document name and select *Upload New Version...* from the shortcut menu.
4. Use the *Browse* button to locate the updated document on your computer then click the *Finish* button.
5. Click *Cancel* or close the *My Pages* pop-up window.

Link to a CommonSpot Page or Uploaded Document

1. In the *Formatted Text Block*, highlight the text for the link.
2. Click the  *Link* icon in the tool bar.
3. In the *Insert Link* pop-up window, select *Link to Existing Page, Uploaded Document or URL* and click *Next*.
4. In the *Insert Link to Existing Page* pop-up window, click *Page Gallery...*
5. From the *Subsite* drop-down menu, select the subsite of the page or document to which you want to link.
6. From the *Category* drop-down menu, select *CommonSpot Pages or Uploaded Documents*.
7. Click the *Update Results* button.
8. Search the updated list for the page or document and select it.
9. Click *OK*, then *Finish*.

Link to an UW-Stout Web Page Not Yet in CommonSpot

Links to UW-Stout web pages that will be moved into CommonSpot in the future are registered as External Links so that when linked page is moved into CommonSpot, all referring links can be updated at once.

Linking to an Registered External URL


1. Complete steps 1-4 above for creating a link, then select *externalURL* from the *Subsite* drop-down menu.
2. Select *external links* from the *Category* drop-down menu and click the *Update Results* button.
3. Select the external page and click *OK*, then click *Finish*.

Note: If the page you are looking for is not listed, you will have to register it as an *External URL* and then create the link.

Register an External URL

1. From the CommonSpot Interface, select *Properties & Actions > Register External Page...*
2. Select *externalURL* from the *Subsite* drop-down menu and click *Next*.
3. In the *URL* field, enter the address of the external page.
4. Create a *Title* and *Description* for the page.
5. Select *external links* from the *Category* drop-down field and click *Next*.
6. In the *Custom Metadata* pop-up window, select *Finish*.

Copy and Paste an Element

1. Click the  element icon in the upper left corner of the element's boundary, then click **more**.
2. Click *Copy...* in the expanded menu. A pop-up window will confirm the *Element has been copied*.
3. Navigate to the page where the element will be pasted and click a *Click to insert new element* link.
4. A *Paste Element* link will appear at the top of the *Element Gallery* pop-up list. Click this link to insert the copied element.

Apply CSS Styles

1. In a *Formatted Text Block*, enter your text then select the text you want styled.
2. Click the arrow next to *No CSS style* to expand the style list, and select the appropriate style. The results should be:
 - a. **ion** (citation) – indents all but first line 25px
 - b. **directory** – class applied to tables for staff directories
 - c. **footnote** – text size is set to 80% of normal
 - d. **left/right** – adds a span tag to float an object left or right
 - e. **tintBox** – puts text in a colored box and moves it to the right of the screen area; the box color is related to the page color

Insert a New Image Into Your Content

1. Click the *Click to insert new element* link at the bottom of a container.
2. From the *Element Gallery* pop-up, click the *Image Elements* category then click *Single Image*.
3. Click the *Click here to define the Single Image element* link to bring up the *Image Properties* pop-up window.
4. Select *Image: New...* then *Browse* to search your computer for the image to upload.
5. In the *Category* drop-down box, select the appropriate category according to the type of image or its location on the web page.
6. If the image should be available in the for others to use, check the *Include in Public Image Gallery* checkbox.
7. Click *Next*.
8. Add the *Height* and *Width* in the *Custom Metadata* pop-up window (optional) and then click *Finish*.
9. Finally, click *Finish* in the *Image Properties* pop-up window.

Maximum Image Sizes

The maximum width for images in each of the layouts is:

- One column – 710px
- Two column left
 - Left column – 200px
 - Content area – 510px
- Two column right
 - Content area – 467px
 - Right column – 240px
- Three column
 - Left column – 200px
 - Content area – 358px
 - Right column – 140px

Note: Exceeding these widths will break the page style.

Insert a Rounded Corner Box

1. Click the *Click to insert new element* link at the bottom of a container in the right column of a *Three Columns* layout.
2. From the *Element Gallery* pop-up, click the *Miscellaneous Elements* category then click *Custom Script*.
3. Click the *Click here to define the Custom Script element* link.
4. On the *Properties* tab in the *Existing CFM Modules* selection box, select */www/customcf/rnd_cnr_box_3-col.cfm* and click *Finish*. This will add a *Formatted Text Block* inside the *Custom Script* element.
5. Enter your text in the *Formatted Text Block*. The *Header* field will appear as the title of your rounded corner box.



Create a Template

1. Create a page, then select *Properties & Actions > Save As Template...*
2. Choose to convert the current page or copy it as a template.
3. Select a template *Category* and add a *Name* and *Description* then click *Finish*.

Notes:

- The word (*template*) will be added to your page title.
- Personal templates should be in the *My Templates* category.
- For public templates to appear in the template gallery you must select *Properties & Actions > Submit Template For Public Use*