



Ektron CMS300 Quick Start Manual

Version 4.8, Revision 1

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Introduction

Welcome to the Ektron CMS300 Quick Start Manual. The purpose of the manual is to quickly get you using Ektron CMS300; in it we will cover the following:

- "Selecting a Sample Site" on page 1
- "Logging Into the Sample Web Site" on page 2
- "Entering the Work Area" on page 4
- "Selecting and Editing a Content Block" on page 5
- "Publishing Content" on page 8
- "Closing the Work Area" on page 8
- "Logging Out of the Sample Site" on page 9
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Selecting a Sample Site

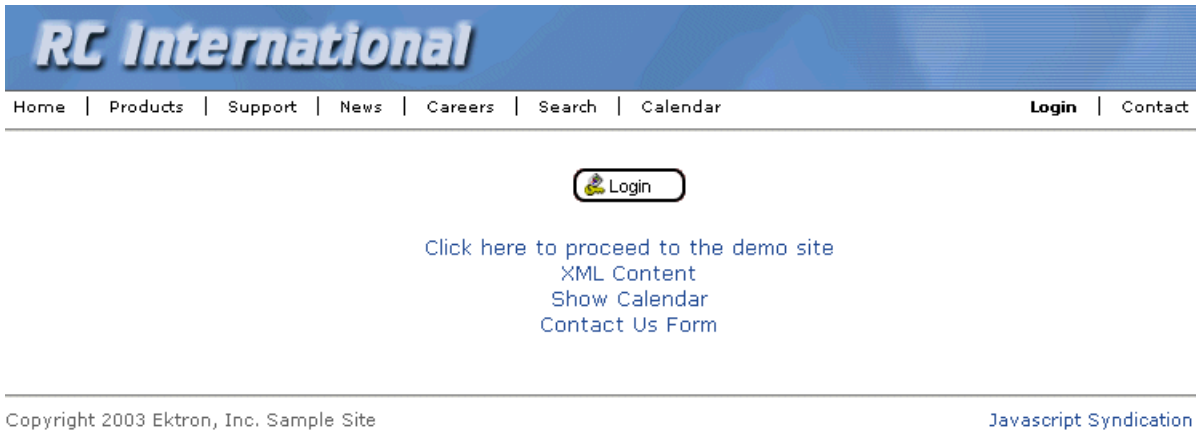
1. On the desktop, click **Start > Programs > Ektron > CMS300 > CMS300 Sample Sites Menu**.
2. In the folder tree to the left of the Thank you page, click on a sample site.

NOTE Only sample sites chosen during the install have content. This Quick Start uses the RC International sample site.

NOTE It is **STRONGLY** recommended that you use the RC International site while reading this Quick Start manual.

3. Click on **RC International**.

The sample website's Login page appears.




Login Help: username *admin* and password *admin*

Quick tips:

Icons

 Edit content block


 Help icon

Now, you can check out the sample site by clicking on any of the links.

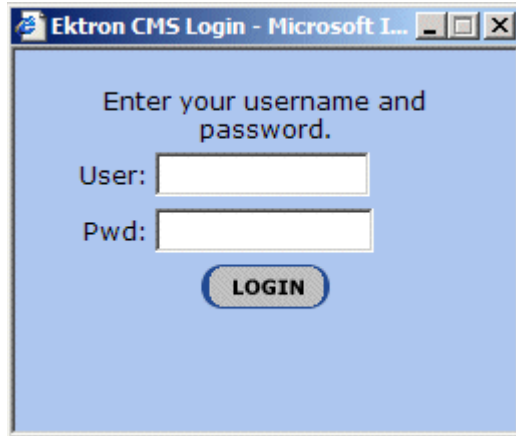
To return to the login page, click **Login** in the upper right corner of the page.

The next section explains how to log in.

Logging Into the Sample Web Site

1. Click **Login** at the top right corner of the page. (If you are already on the Login page, go to step 3.)
2. The login page appears.
3. Click the **Login** button .

-
4. The login dialog box appears.



5. Enter your **username** and **password**.
User: **jedit** Pwd: **jedit**
Or you can use:
User: **admin** Pwd: **admin**
6. Click the **Login** button.
7. The Login page refreshes.

You can navigate around your Web site as you could before signing in. But now, a colored box surrounds the content when you move the cursor over it (illustrated below). This is a content block.

Lots of new features in Ektron CMS300!

Welcome to RC International!

RC International is dedicated to the RC racing fanatics! We eat, work, play, and live RC. For years RC International has become one of the leading manufacturers of RC racing and dedication to the sport, and the enthusiasts who play it, has endeared our products to you. We will continue striving to improve our affordable products and hope you will become an active member.

NEW FEATURE: Trinity In-Line Pipe

Trinity's new pipe and manifold are for rear exhaust engines and are now used in both the Sportster and the cheetah. Both the manifold and pipe are made from high-quality aluminum. This new pipe is more durable and will withstand a bad crash.

NEW PRODUCT: Introducing

RC International is proud to introduce the RC Redstar. This new addition to the RC International fleet brings new options to our customers. With laser-cut balsa wings and a wing span of 71", this is one plane that has to be seen.

For more information on what the colors represent, please consult the Ektron CMS300 Users Guide, Appendix A: Content Statuses.


Entering the Work Area

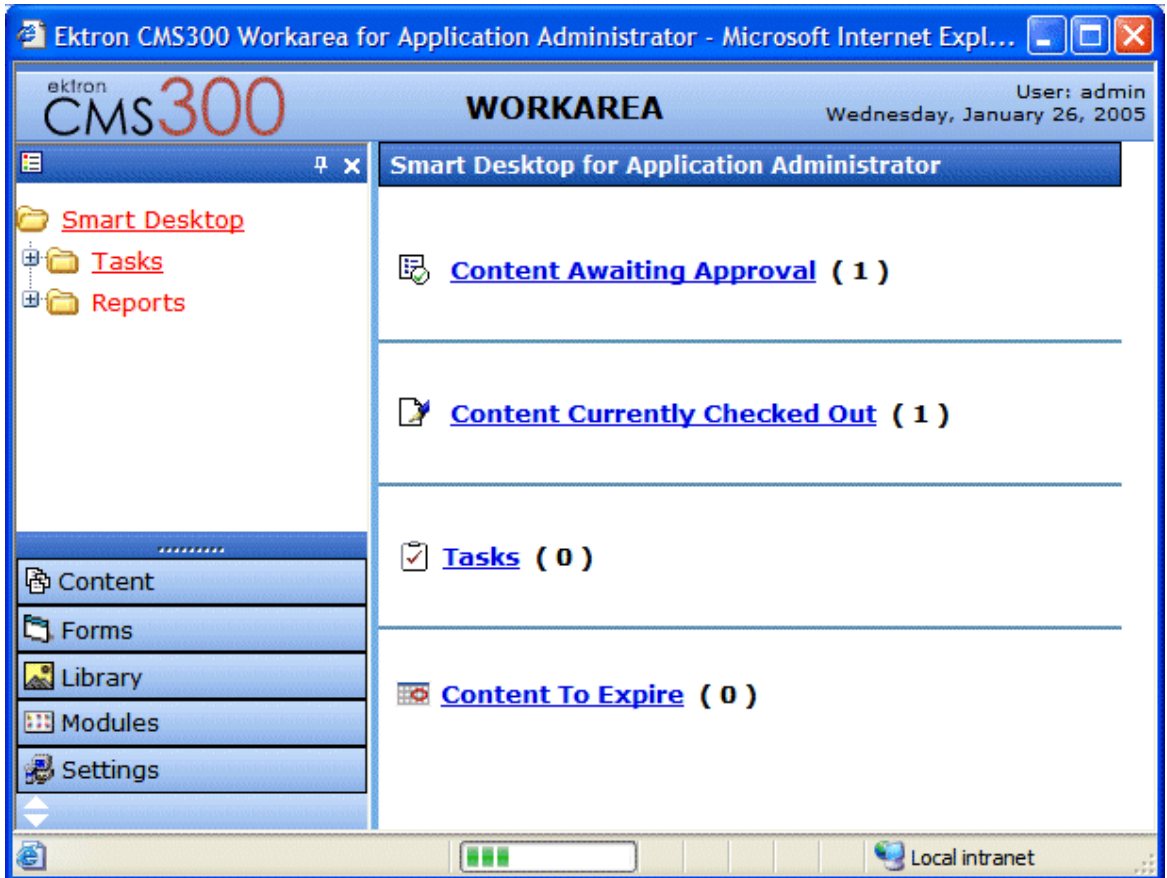
The Workarea is a central screen from which you can perform all activities within Ektron CMS300.

1. Click **Home** in the upper left corner.
2. Hover your mouse pointer over a content block.
3. Right click on the content block.
4. A floating toolbar pops up.

NEW PRODUCT: Introducing the RC Redstar

RC International is proud to introduce the RC Redstar. This new addition to the RC International fleet brings new options to our customers. With laser-cut balsa wings and a wing span of 71", this is one plane that has to be seen.

5. Click the **Workarea** button () on the floating toolbar.
6. The workarea appears.



Selecting and Editing a Content Block

Now that you have entered the Workarea, you can select and edit a content block.

Selecting a Content Block

1. Click **Content** from the lower left side of the workarea.
2. The View Contents of Folder screen appears.
3. Under the Title column, click **Home Page Content**.
4. The Home Page Content screen appears.

Editing a Content Block

Now you can edit the content block. Let's change the word enthusiasts to fanatics to learn how to edit.

1. Click the **Edit** button () located above the tabs.

NOTE The first time you edit a content block, you need to install eWebEditPro with WebImageFX. Please follow the instructions on the pop-up screen.
THE INSTALLATION ONLY HAPPENS ONCE.

NOTE Netscape & Firefox Users, go to the end of the section for special install instructions.

2. The editor appears.




Edit Content


Title: Home Page Content [English (US)]

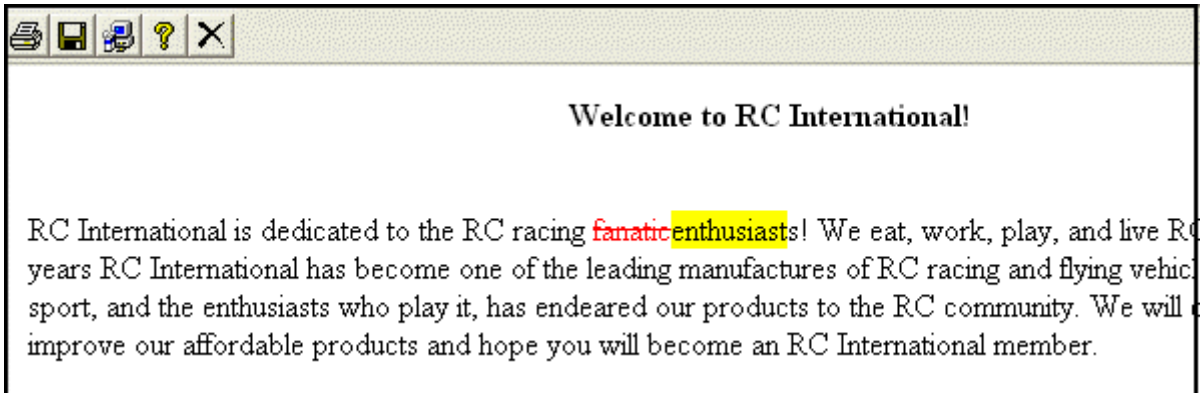
Content Summary Metadata Schedule Comment

(Apply Style) Normal Verdana 2 (10 pt)

RC International is dedicated to the RC racing enthusiast! We eat, work, play, and live RC racing. In three short years RC International has become one of the leading manufactures of RC racing and flying vehicles. Our dedication to the sport, and the enthusiasts who play it, has endeared our products to the RC community. We will continue striving to improve our affordable products and hope you will become an RC International member.

3. Double click the word **enthusiasts**. (This selects the word).
4. Type **fanatics**.
5. Click the **Checkin** button () above the tabs.
6. The view contents screen reappears.

7. To see the changes that will take place, click the **View Diff** button () located above the tabs. This screen indicates the changes that will occur when the content block is published.



8. Click the **X** in the toolbar to close this window.

Installing eWebEditPro for Netscape & Firefox Users

1. When a client first accesses a Web page that hosts eWebEditPro, the browser displays a text box where eWebEditPro should appear.
2. Below the box are instructions that direct the user to click some text to begin installation. Click the text.
3. A standard Windows dialog box for saving a file appears. Save the file (ewebeditproclient.exe) to a directory on the client's hard drive.
4. Close all open Netscape or Firefox Windows.
5. Using Windows Explorer, go to the directory to which you saved the file and double click the saved file.
6. You are prompted to select a language for the installation windows. This language affects only the installation, and has no effect on using eWebEditPro. (To learn more about changing the language of eWebEditPro, see the chapter "Modifying the Language of eWebEditPro" in the Developer's Reference Guide.)
7. A series of dialog boxes guides you through the rest of the installation.

After completing the installation, log in to the sample site and continue "Editing a Content Block" step 2.

Publishing Content

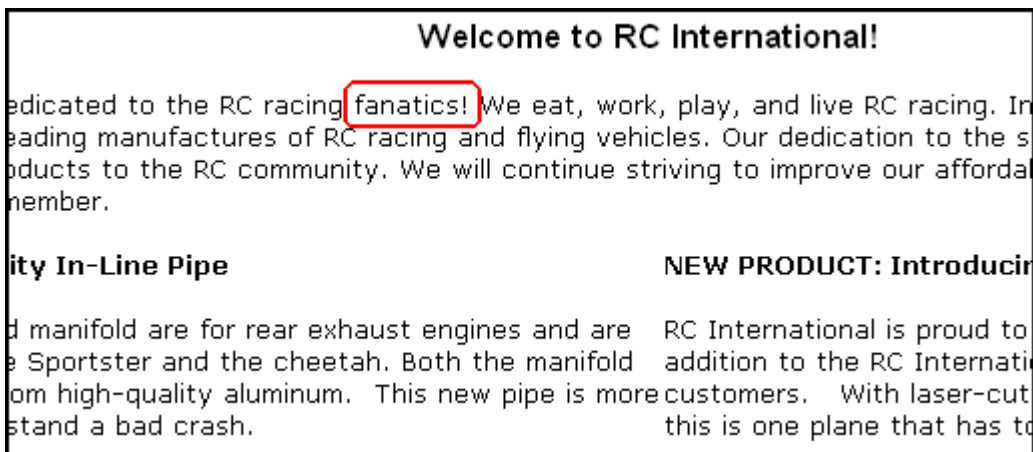
Now you can publish the "Home Page Content" content block.

1. Click the **Publish** button () located above the tabs.

This publishes your changes to the RC International Web site.

NOTE [On your web site, you can set up a group of approvers to review a content block before it goes to the live site.](#)

2. Click on the open window that shows the RC International site.
3. Click on the link for Home.
4. Notice that, under "Welcome to RC International!," enthusiasts has been replaced with fanatics.



Congratulations! You've just published your first content block.

To learn how to create a new content block read "Adding a Content Block" in the Users Manual.


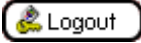
Now you can go back, close the work area, and log out.

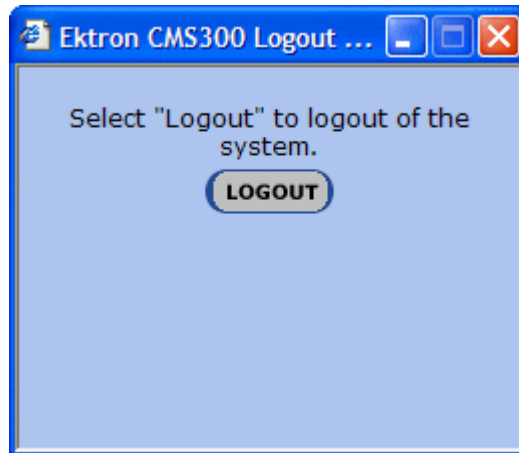
Closing the Work Area

To close the workarea, click the X in the upper right corner of the window. When you close the workarea, you return to the Ektron CMS300 view of your Web site. You do not exit (Logout) from Ektron CMS300.

Logging Out of the Sample Site

To log out of Ektron CMS300, follow these steps.

1. Click the **Logout** button () in a content block's floating toolbar, or click the **Logout** button  located on the login page.
2. The Logout dialog box appears.



3. Click the **Logout** button.
4. The page refreshes, the Login page reappears.

More Information

Thank you for taking the time to go through this Quick Start Manual. For more information on other great features, please use the following tools.

The Ektron CMS300 User Manual

The Ektron CMS300 Administrator Manual

Or, visit the Ektron Learning Center Website at the following link for animated tutorials and other feature explanations.

<http://www.ektron.com/cms300-web-cms.aspx?id=922>