Ektron

Redefining Web Content Management

Ektron
CMS400.NET Quick Start Manual

Version 4.7, Revision 4

Ektron® Inc.
5 Northern Blvd., Suite 6
Amherst, NH 03031
Tel: +1 603-594-0249
Fax: +1 603-594-0258
Email: sales@ektron.com
http://www.ektron.com

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Introduction

Welcome to the Ektron CMS400 Quick Start Manual. The purpose of the manual is to quickly get you using Ektron CMS400; in it we will cover the following:

- ”Selecting the Sample Site” on page 1
- ”Logging Into the Sample Web Site” on page 1
- ”Entering the Work Area” on page 3
- ”Selecting and Editing a Content Block” on page 5
- ”Installing eWebEditPro for Netscape and Firefox Users” on page 7
- ”Publishing Content” on page 7
- ”Closing the Work Area” on page 8
- ”Logging Out of the Sample Site” on page 8
- ”More Information” on page 9

Selecting the Sample Site

1. On the desktop, click **Start > Programs > Ektron > CMS400 >CMS400 Examples**.

NOTE It is STRONGLY recommended that you use the CMS400 Intranet site while reading this Quick Start manual.

2. In the browser, click **Intranet example**
3. The sample Website's Home page appears.

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

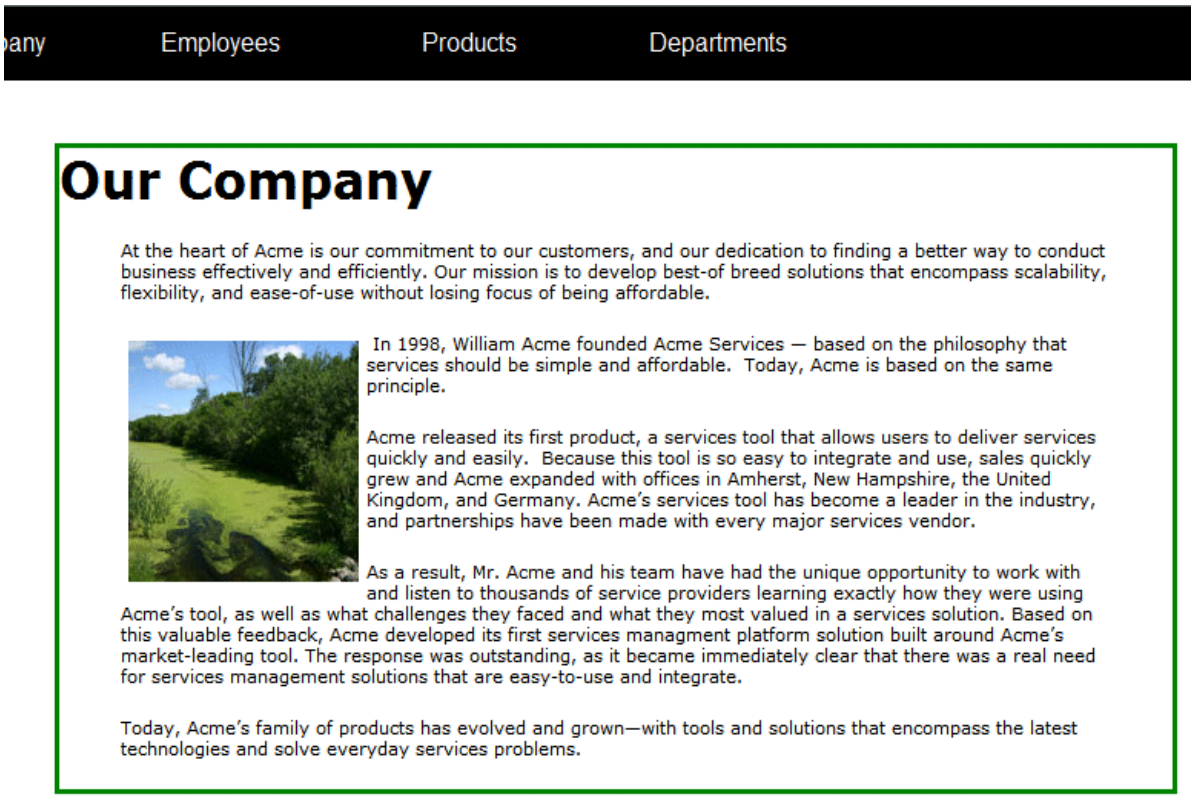
The next section explains how to log in.

Logging Into the Sample Web Site

1. Click the **Login** button at the lower left corner of the page.
2. The login dialog box appears.

3. Enter your **username** and **password**.
   User: **jedit** Pwd: **jedit**
   Or you can use:
   User: **admin** Pwd: **admin**
4. Click the **Login** button.
5. The home 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.



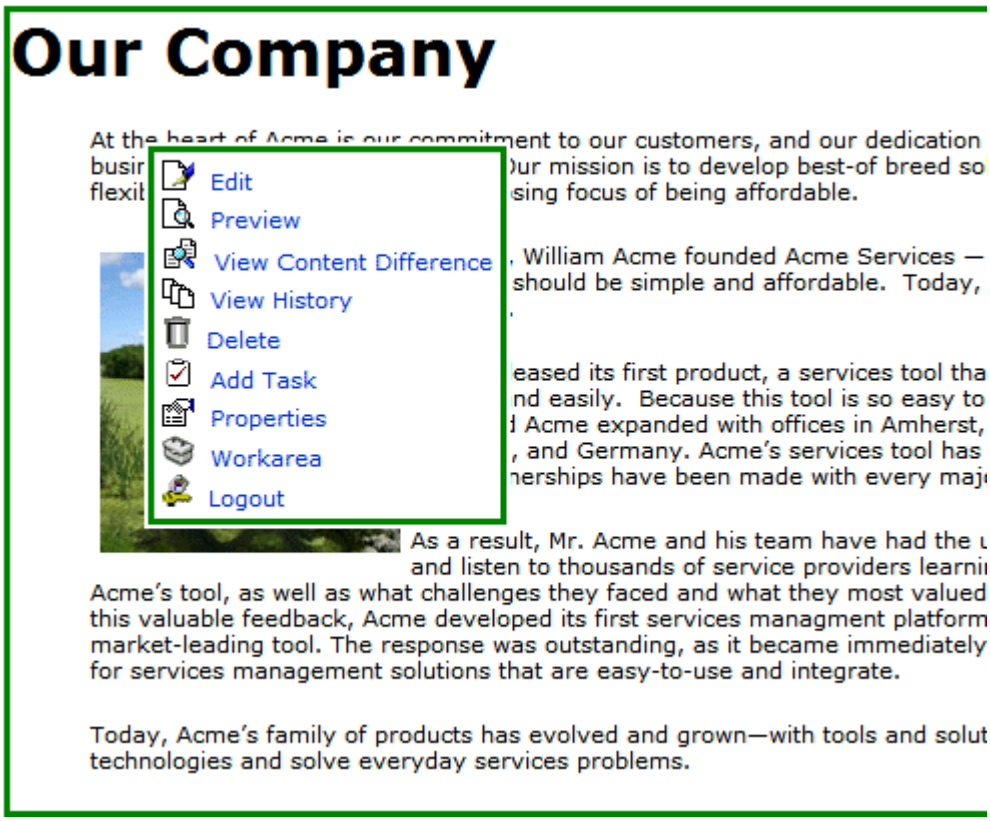
For more information on what the colors represent, please consult the Ektron CMS400 Users Guide, Appendix A: Content Statuses.

Entering the Work Area

The Workarea is a central screen from which you can perform all activities within Ektron CMS400.

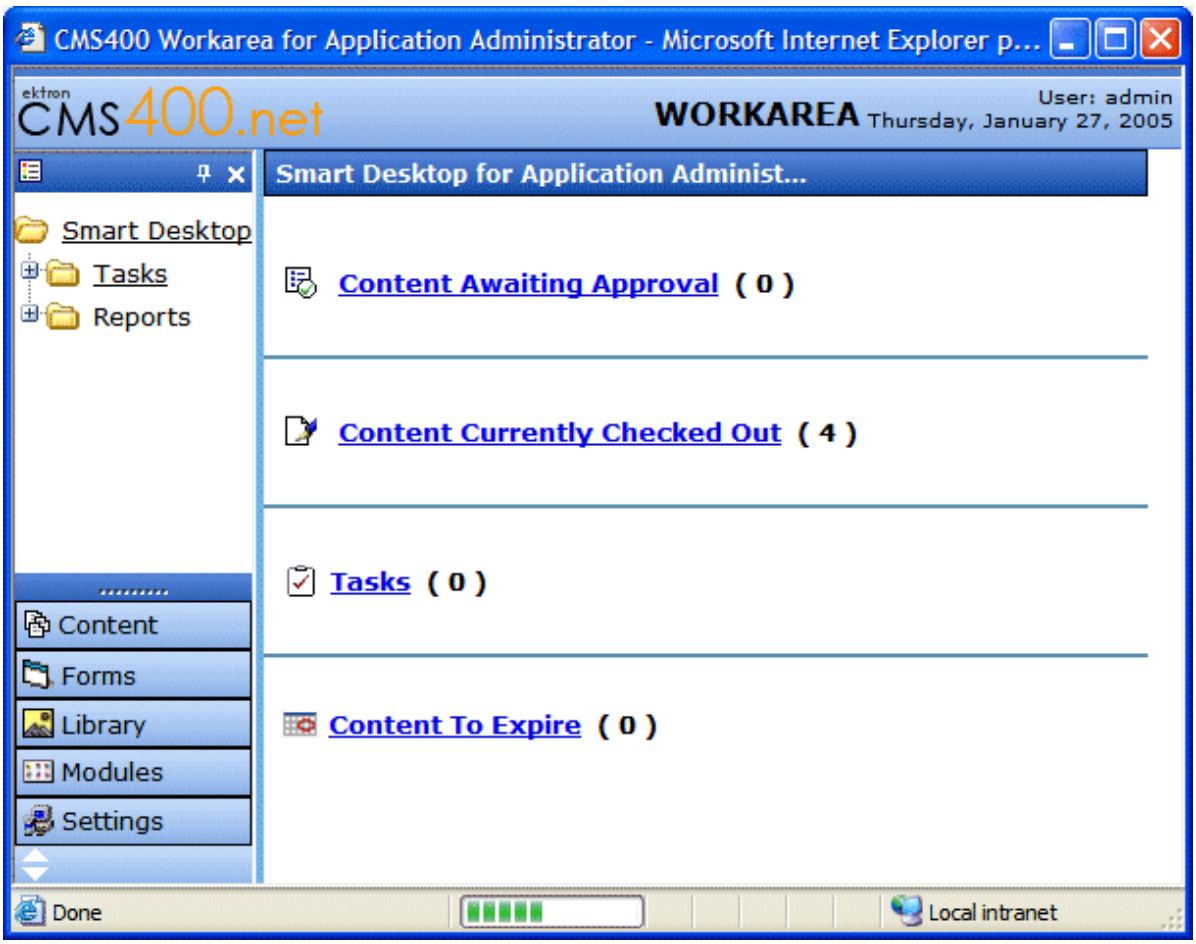
1. Hover your mouse pointer over a content block.
2. Right click on the content block.

3. A floating toolbar pops up.



4. Click the **Workarea** button ( ) on the floating toolbar.

5. 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. Select the **Intranet** Folder.
4. Under the Title column, click **Corporate**.
5. The Corporate Content screen appears.

Editing a Content Block

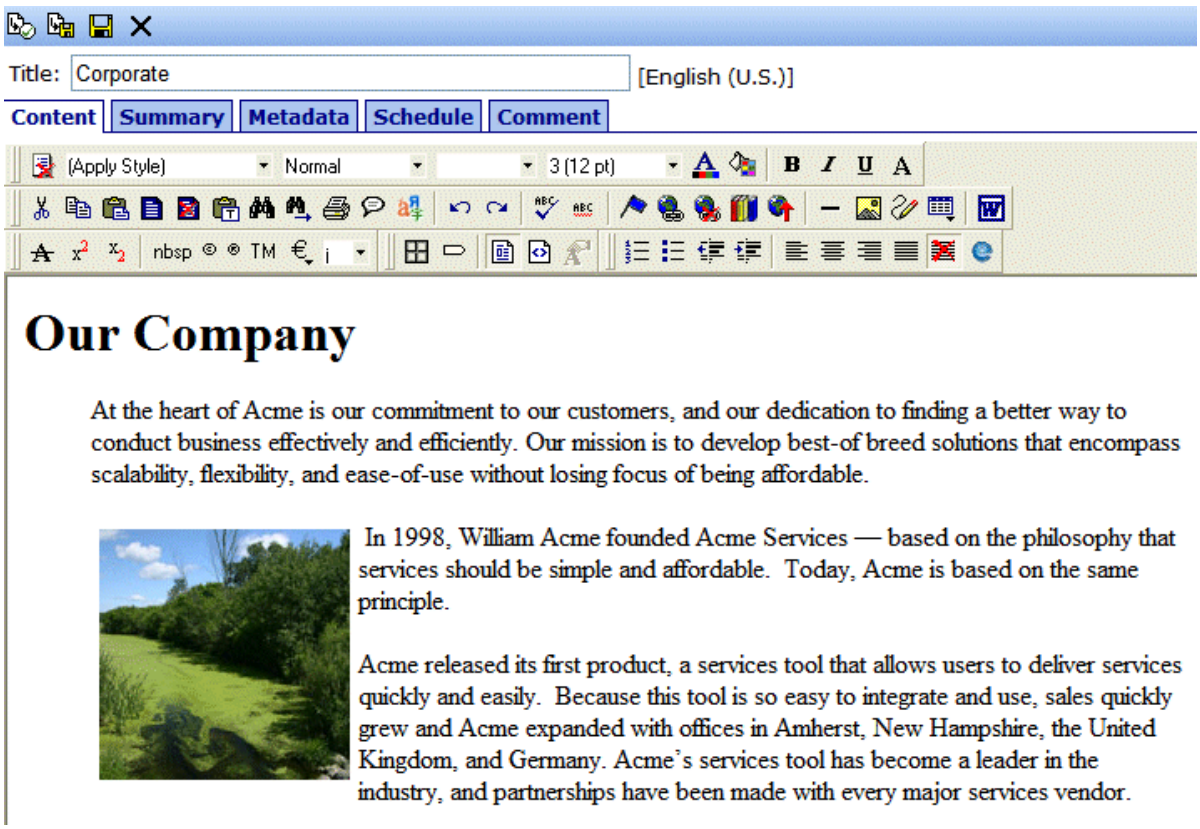
Now you can edit the content block. Let's change the word **heart** to **core** to learn how to edit.

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 and Firefox Users, go to "Installing eWebEditPro for Netscape and Firefox Users" on page 7 for special install instructions.

2. The editor appears.



3. Double click the word **heart**. (This selects the word).
4. Type **core**.
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 and Firefox Users

When a client first accesses a Web page that hosts **eWebEditPro**, the browser displays a text box where **eWebEditPro** should appear.

Below the box are instructions that direct the user to click some text to begin installation.

1. Click the text.
2. A standard Windows dialog box for saving a file appears. Save the file (ewebeditproclient.exe) to a directory on the client's hard drive.
3. Close all open Netscape or Firefox Windows.
4. Using Windows Explorer, go to the directory where you saved the file and double click the saved file.
5. 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.)
6. 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 Intranet 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 browser window that shows the Intranet Web site.
3. Click your browsers Refresh button.
4. The page refreshes.
5. Notice that, under "Our Company" **heart** has been replaced with **core**.

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

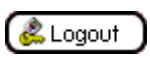
Now you can go back, close the work area, and log out.

Closing the Work Area

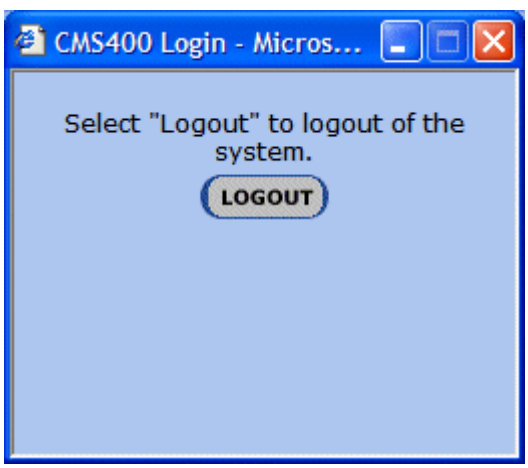
To close the workarea, click the **X** in the upper right corner of the window. When you close the workarea, you return to the Ektron CMS400 view of your Web site. You do not exit (Logout) from Ektron CMS400.

Logging Out of the Sample Site

To log out of Ektron CMS400, follow these steps.

1. Click the **Logout** button ( ) in a content block's floating toolbar, or click the **Logout** button 

located on the bottom right of the page.
2. The Logout dialog box appears.



3. Click the **Logout** button.
4. The page refreshes, the home 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 CMS400 User Manual

The Ektron CMS400 Administrator Manual

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

http://www.ektron.com/cms400-web-cms.aspx?id=922