

Introduction to Web Content Management with Echo CI

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Login to EchoCI

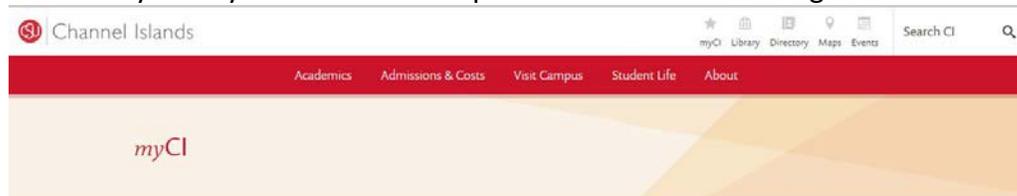
Login with Quick Edit

Built into the CSU Website there is a quick edit button. This quick edit button is located in the footer of every page. **This is the preferred way for editing your webpages.**

1. Navigate to the page you want to edit.
2. Go to the bottom of that page.
3. You will notice a copyright symbol.



4. Click the copyright symbol
 - a. You will be redirected to the myCI sign in page
5. Enter your myCI user name and password and click the “Sign In” button



6. You now be taken directly into editing the page you were just on.

Login with SiteList

1. Go to <http://go.csuci.edu/echoCI> in your web browser
 - a. You will be redirected to the myCI sign in page
2. Enter your myCI user name and password and click the “Sign In” button

The screenshot shows the myCI login interface. At the top, there is a navigation bar with links for myCI, Library, Directory, Maps, and Events, along with a search bar. Below this is a red header with navigation links: Academics, Admissions & Costs, Visit Campus, Student Life, and About. The main content area features the myCI logo and a login form. The form includes fields for 'Dolphin Name' and 'Dolphin Password', a checkbox for 'This is my home or office computer (Learn more)', and a 'Sign In' button. There are also links for 'Reset Password' and 'Help'. To the right of the login form, there is a 'NEW TO CI?' section with an 'Activate your account' button and a 'Help' link. Below that is a 'T&C UPDATES' section with the text 'No items to display at this time.' and a 'Help' link. At the bottom of the page, there is a dark red footer with 'INFORMATION FOR...' and links for 'Current Students' and 'Faculty'. On the right side of the footer, there are links for 'Contact', 'Careers', 'CI Alerts', and 'Giving', along with copyright information for 2014 California State University Channel Islands and contact details for the University Drive, Camarillo, CA, 93012.

3. Once you login successfully, you'll be taken to the EchoCI homepage

The screenshot shows the EchoCI Site List homepage. At the top, there is a blue header with the 'echoCI' logo and the text 'Site List'. Below the header, there is a table with a single column titled 'Sites'. The table contains a list of site names: anthro, appliedphysics, asi, bauhaus, business, chemistry, chicanostudies, choir, ciview, communication, computer_science, earlychildhoodstudies, econ, education, english, esm, extended_university, facdev, and healthsciences.

Sites
anthro
appliedphysics
asi
bauhaus
business
chemistry
chicanostudies
choir
ciview
communication
computer_science
earlychildhoodstudies
econ
education
english
esm
extended_university
facdev
healthsciences

4. From the list, choose the site you are going to be working on
 - a. If you don't see your site on the list, click "main" and it will be located within that directory

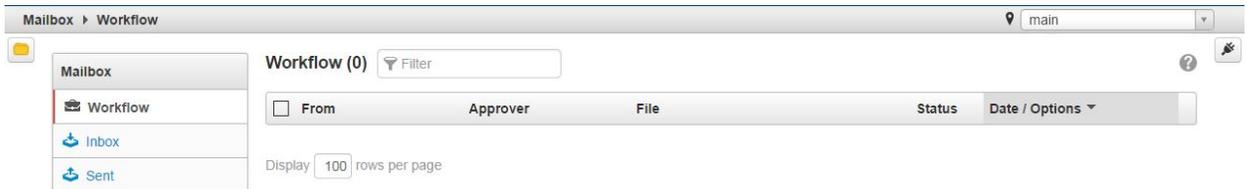
Site List

Sites
healthsciences
history
iger
liberalstudies
library
main
nativeplants
nursing
policy

The Dashboard

The Dashboard facilitates your account inbox and outbox as well as the ability to compose messages. It also shows current projects (pages checked out to you) and general user settings and preferences. There are several sections under the dashboard that are available to you:

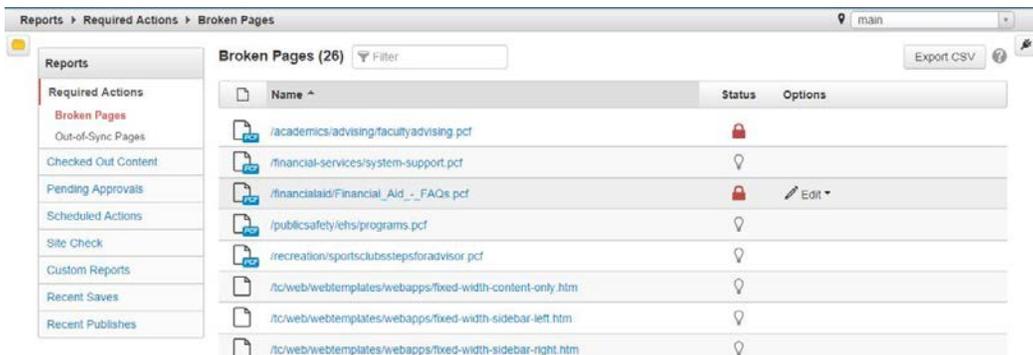
- **Workflow:** The Workflow facilitates your account inbox and outbox as well as the ability to compose messages.



- **My Checked-Out Content:** My Checked-Out Content displays a list of all the pages currently checked out (to you). You can edit, preview, and check in files, pass files on to the approval/publish system, and more. Anytime you are about to leave EchoCI, you should come to this page to view all the files that you currently have checked out and check them in unless you are certain you will be returning shortly. (Other users will be unable to edit files that you have checked out.)



- **Required Actions:** Fix Dependencies displays a list of all pages that have issues that need to be resolved, such as assets that have been deleted.



- **Settings/Preferences:** Settings/Preferences allows you to edit your user information such as your external e-mail address, and contact phone number. It also lists what user level you are and who your approver is, if your work requires approval prior to publication.

User Information

Username:

Password:
Leave blank for LDAP or to keep existing password.

First Name:

Last Name:

Phone:

Email:

Time Zone:

Locale:

Restrictions

User Level:
[Information on user levels](#)

Toolbar:

Allow WebDAV Access:
Allows the user to connect to the staging server with a WebDAV client.

WebDAV URL:

Preferences

Add to Dictionary:
Allows the user to add words to the custom dictionary.

Failed Login Notification:
Receive a notification when the user has made too many failed login attempts.

LDAP Configuration

Authentication Type:

Hostname:

DN:

Creating a New Web Page in EchoCI

Overview

1. In the “**Content**” tab and browse to the folder where you want to create your new web page
2. Create the new web page
3. Enter the headline and the body text, either by typing or by using copy-and-paste from Windows Notepad.
4. Format the body text as necessary, using “style” formatting to create a document structure
5. Save the file
6. Preview the file
7. Approve the file
8. The file is automatically deployed to the production web server

Step-by-Step Process for Creating a New Web Page

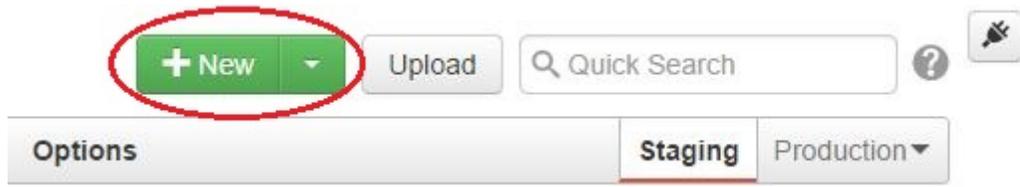
1. Log in to EchoCI as described above (<http://go.csuci.edu/echoCI>)
2. Navigate to the site folder you want to create a new page in
 - a. If the site folder you’re looking for isn’t located on the EchoCI homepage, click “main” and look for the folder there

Site List

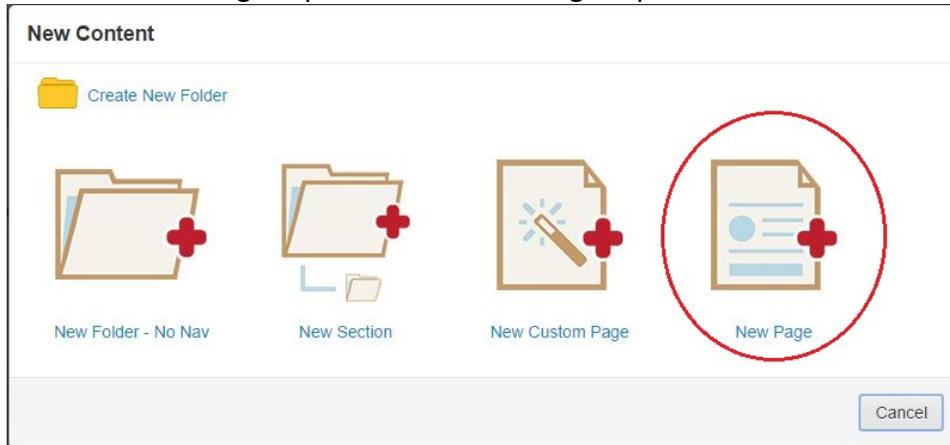
Sites
healthsciences
history
iger
liberalstudies
library
main
nativeplants
nursing
policy

- b. Click on the “**Content**” tab and navigate to the correct folder. You may have to click on a few folders to get to the right location. This information can be provided to you by Web Services.

3. Click the “New” icon



4. Click the “New Page” option on the resulting drop-down



5. In the dialog box that appears, fill in the following information:
 - a. **Page Title:** The title that appears at the top of the page above the content
 - b. **Keywords (optional):** Words that categorize your new page for search engines
 - c. **Description (optional):** A brief description of the page content
 - d. **Content:** The main content of the page. This section can be edited later on with the full editor as we will discuss in a bit
 - e. **New Page Filename:** The name of the webpage. This will be the name of the page as it appears in the URL to your website
 - i. For example, “aboutus” would be the page name for a page called “About Us”. The URL to the “About Us” page might then be <http://www.csuci.edu/myprogram/aboutus.htm>
 - ii. *Do not use spaces, special characters, or capital letters* when creating the page filename; however, you may use dashes in the “New Page Filename” field as desired.
 - iii. **Note about Home pages:** if this new page is going to be a web site home page, enter “index” in the New Page Filename field. “index” is a special file name that is reserved specifically for home pages.

New Standard Page

Page Title

Give your page a title and heading.

Keywords

Words that categorize your new page for search engines.

Description

A brief description of the page content.

New Standard Page Options

Filename

Use only lowercase letters, numbers, and hyphens in file names.

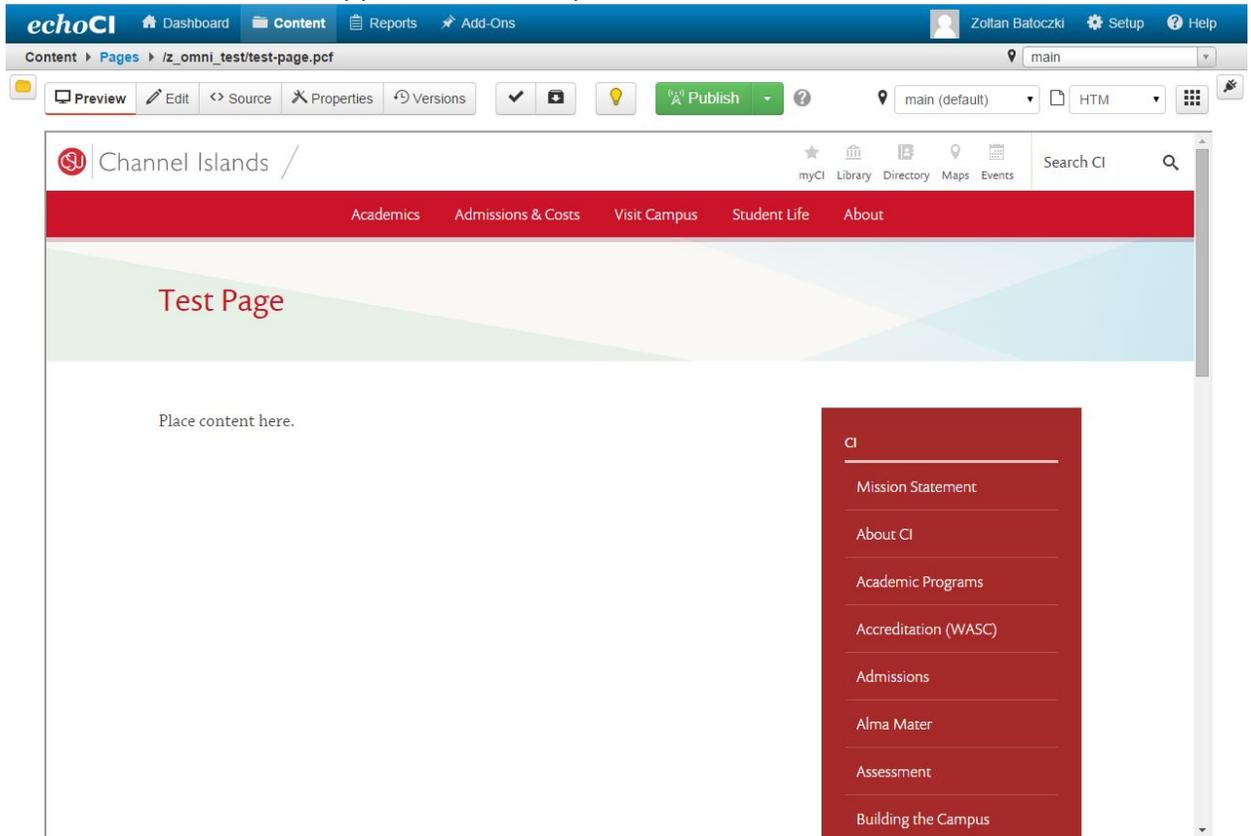
Overwrite Existing

If selected, this file will overwrite any existing file of the same name in the same location.

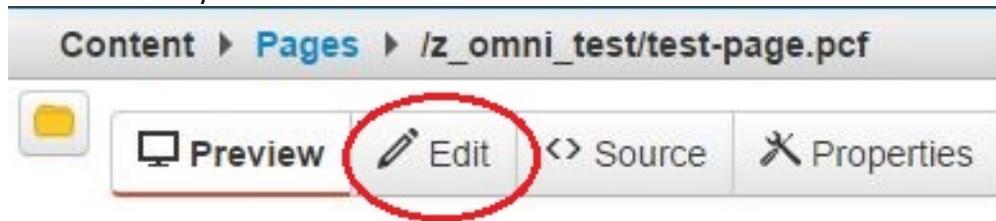
Cancel

Create

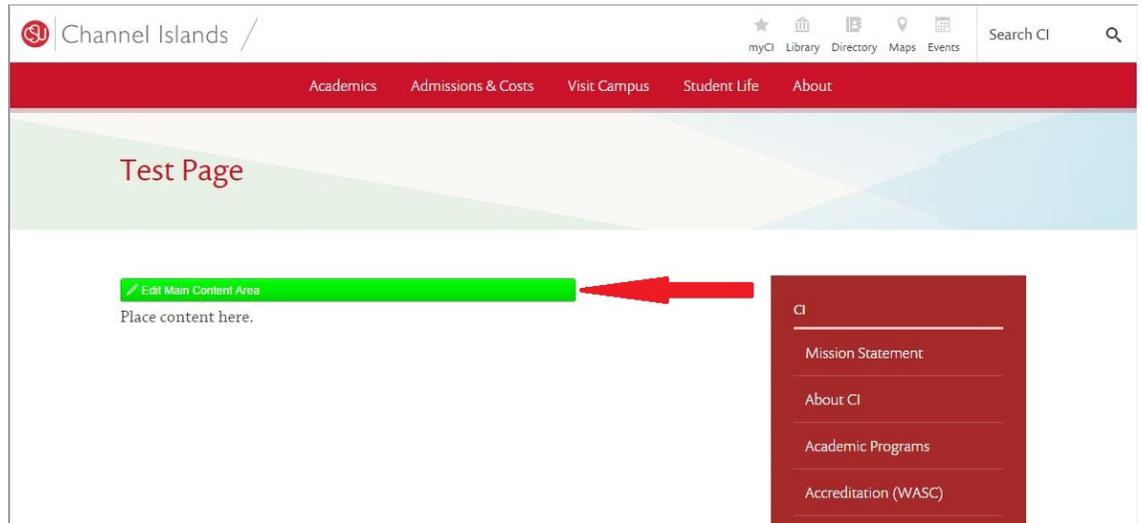
6. Your new document will appear in EchoCI's preview window



- 7. To edit the content of the page, click the "Edit" button
 - a. This will allow you to edit the main text area.



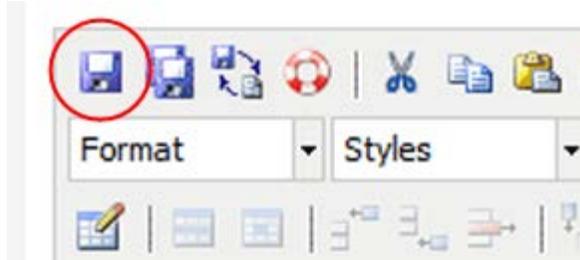
8. Edit the main text area
 - a. Click the “edit main text area” button



- b. To remove any extraneous formatting resulting from copy-and-paste
 - i. Highlight the text in the main text area section of the page
 - ii. Click on the “Remove Formatting” icon on the editor toolbar.



9. Next, click the “Save” icon to save your changes and exit



10. Verify that the text and layout appear as they should in the preview window that comes up upon saving the document. This is how your document will actually appear when it has been published. Hint: if it looks incorrect here, it will look incorrect when it is published to the web site.

Channel Islands /

myCI Library Directory Maps Events Search CI

Academics Admissions & Costs Visit Campus Student Life About

Test Page

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

- Bullet 1
- Bullet 2
- Bullet 3

Nome enim inquam voluptatem quis voluptas sit consernatur aut edicunt fruit ead quis

CI

- Mission Statement
- About CI
- Academic Programs
- Accreditation (WASC)
- Admissions
- Alma Mater
- Assessment
- Building the Campus

Approving and Publishing Your Document

You must “**publish**” your file in order to see the changes on the CSU Channel Islands website. The process in which you publish your files and webpages will vary depending on your authority level. Here is a brief overview of the different authority levels and what they allow you to do:

- **Reviewer** - Reviewers have the ability to view their Inbox/Outbox and to view currently checked out pages so that they (the reviewer) are able to publish files (as long as approver is set to "None")
- **Contributor** - Contributors have the abilities of Reviewers plus the ability to make minor updates to web pages. Most if not all Contributors, when finished editing a page, will send their edit for approval.
- **Editor** – Editors have the abilities of Contributors plus the ability to make more enhanced updates to the web pages. Most Editors will also send their edit for approval.
- **Designer** – Designers are able to pretty much do everything in the system short of actually administering the system. Their work usually does not require an approver, but this is determined by the system admin.
- **Admin** – Admins control the EchoCI system and its users. It is their responsibility to create users, create groups, and determine which level of user needs to send their editing for approval and more.

Publishing Your Document

1. When you are ready for your page to “go live,” do the following:
 - a. Find the document in the folder you previously chose in step 2.
 - b. Click the “**Check out**” icon in the row that contains your document



- c. The light bulb will become illuminated, indicating that the page has been checked out.
- d. Next, click the “**Publish**” icon in the row containing your document.



2. A final check dialog will then open

Publish - test-page.pcf ?

Final Check **Schedule**

Scan your page for spelling, link, W3C validation, and accessibility issues. Run all checks, or run individually by clicking the button.

htm

Spell Check Language
English

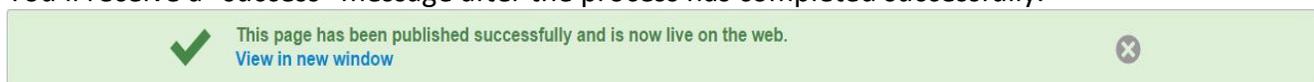
Publish Target Production

Version Description 0/256

3. Enter a short message describing the changes that have been made in the “**Version Description**” field
4. Click the “Publish” button

Version Description 0/256

5. You'll receive a “success” message after the process has completed successfully.

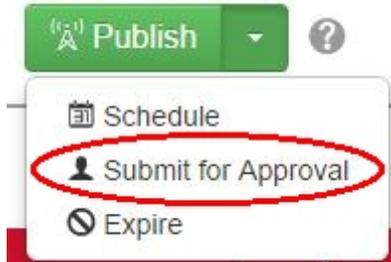


Sending Your Document for Approval

1. First, click the page that you have edited and are ready to send for approval.
2. Click the arrow next to the **“Publish”** icon near the top of the page.



3. Next, click the **“Submit for approval”** button about your page.



4. A message dialog will appear.

Submit for Approval - test-page.pcf ?

To

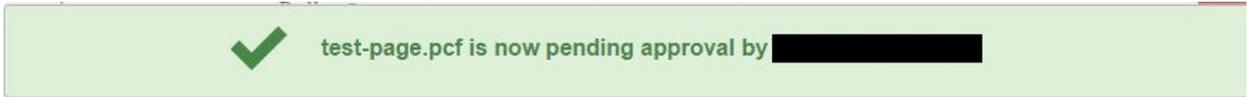
Subject

Message

Send Copy to Email
Send external email in addition to internal OU Campus message

5. Enter a subject such as **“Page Updated”** and type a description of the changes you made that need to be approved.
6. Click **“Submit”**

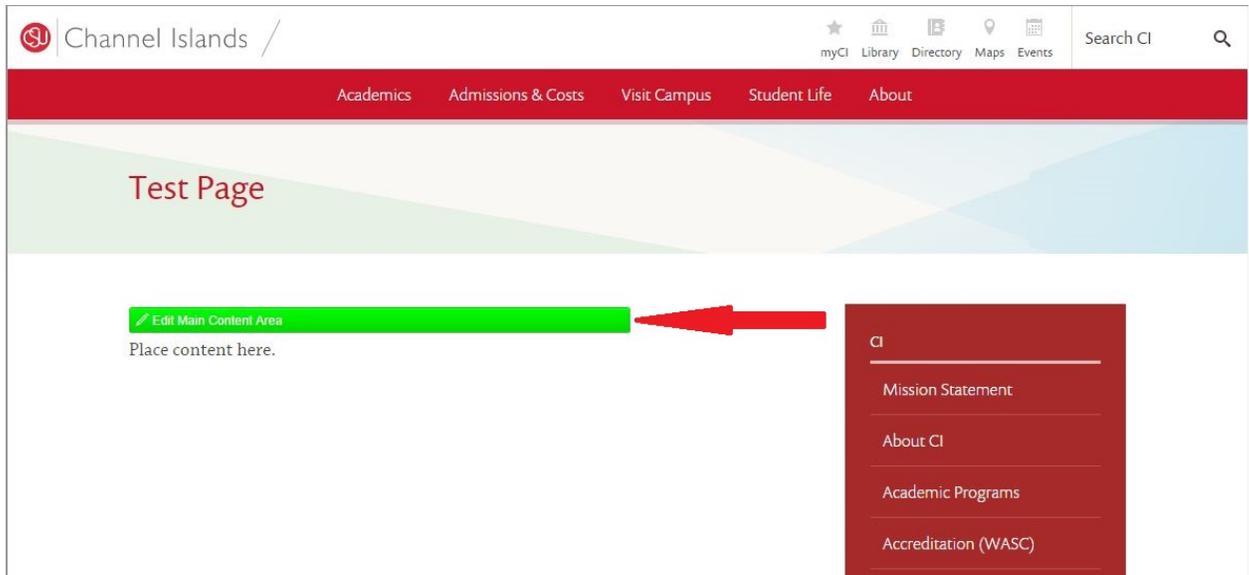
7. You will receive a success message after the approval request has been sent.



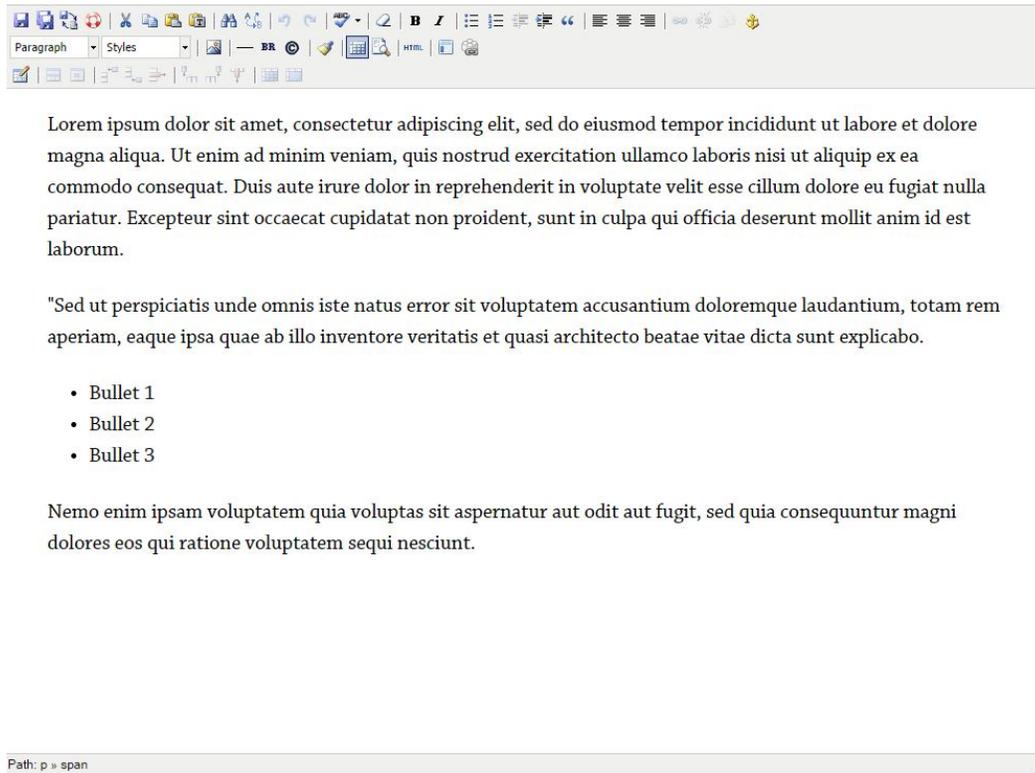
8. Once the approver has approved the page, it will be published to the production server. The approver also has the option of sending you a message, notifying you that the changes have been approved and published.

Editing an Existing Page

1. Login to EchoCI as previously described
2. Next, browse to the folder in EchoCI which contains your website
3. Click the name of the file that you wish to edit
4. Choose the area you want to edit by clicking the corresponding edit button



5. EchoCI's built-in editor will open your content for editing in a new window as shown:



6. You can now edit your page.
7. Notice that at the top of your window you have a full set of HTML editing tools at your disposal. These tools function in the same way as they would in a word processor, like Microsoft Word.
 - a. A summary of the use of these editing tools is provided later in this document.
 - b. Editing icons that are grayed out are unavailable for a given field or document type



8. When you are finished editing the page, click the “Save” icon



Summary of Editing Tools

Here is a brief synopsis of each of the icons use from the EchoCI Help Files followed by specific comments. Please note that not all tools will be available for all documents.

Tool	Button	Description
Save		Saves the current file on the staging server and exits the WYSIWYG editor. Remember, it will not be live on the production server until it is published by an authorized approver.
Save As...		Saves the current file with a new file name and exits the WYSIWYG editor.
Revert to Last Saved		Allows you to undo all changes and revert the editor to its original state.
Auto Draft		Allows you to undo recent changes and revert the editor to its most recent auto-save point.
Cut		Cuts selected text from the document.
Copy		Copies selected text from the document.
Paste		Pastes a previously copied or cut selection into the document.
Paste as Plain Text		This will open a new window where you can paste and then insert your text without any formatting.
Find		Searches for text on the current page.
Find/Replace		Searches for text on the current page and then replaces that text with other text.
Undo		Allows you to undo changes you have done one-by-one.
Redo		Allows you to redo changes you have undone and want back in place.
Spellchecker		Checks the spelling in the current field, and suggests corrections or alternates if any are available.
Remove Formatting		This will return the selected text back to the default settings.
Bold	B	Turns selected text into bold text .
Italic	<i>I</i>	Turns selected text into italicized text.
Unordered List		Turns the selected text into a bulleted list.
Ordered List		Turns the selected text into a numbered list.
Outdent		Removes indents for the current paragraph.

Indent		Indents the current paragraph.
Block Quote		Indents paragraph for use of a block quote structure
Superscript		Turns selected text into superscript text.
Subscript		Turns selected text into subscript text.
Align Left		Moves all selected text to the left.
Align Center		Centers all selected text.
Align Right		Moves all selected text to the right.
Insert/Edit Link		Enables you to define and insert an HTML link to the selected point in the text, or to convert selected text into an HTML link, if this is allowed for the current field.
Create/Modify a mailto Link		Enables you to define and insert a mailto: link that will link to a defined email address.
Unlink		Removes a previously created link.
Insert/Edit Anchor		Enables you to insert an HTML anchor in text fields in which anchors are permitted.
Help Icon		Users can click on the help icon to see while in the WYSIWYG Editor to what the various icons pertain. However, the help icon will show all available functions, not only those limited to the toolbar being used.

Applying Heading and Paragraph Styles

About the Use of Styles

The “Format” drop-down menu is used to format text according to present font color, size, style and weight criteria to any given paragraph; a “style” always applies to an entire paragraph.

Most importantly, the use of style applies **structure** to your web content that improves both usability and accessibility when done correctly.

EchoCI is configured to use pre-defined “styles” as defined by the CSU Channel Islands web style sheet to present a consistent graphic standard for formatting paragraphs, headings, and sub-headings.

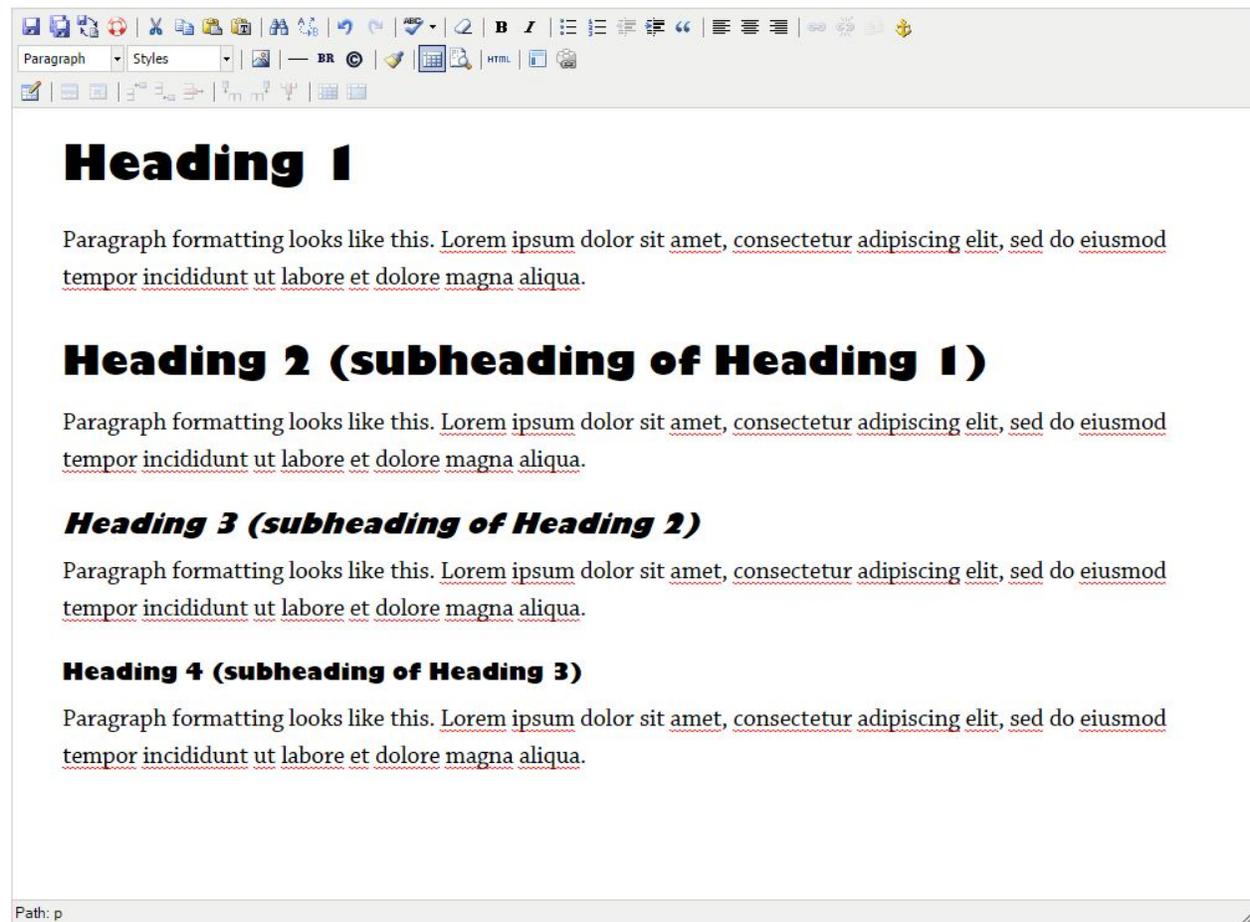
Rules for applying “Heading” styles in EchoCI

Special usability rules apply for the use of “Heading” styles, as follows

1. Heading styles must always be applied in numerical descending order according to the reading order of the page.
 - Example #1: you should never apply “Heading 3” style to any paragraph before a “Heading 2” style is used somewhere prior in the page.
 - Example #2: you should never skip a heading style, such as applying “Heading 4” to any paragraph before applying Heading 1, Heading 2 and Heading 3 to text earlier in your page.
2. It is perfectly acceptable to use the same heading style more than once, as long as it is in the correct order.
 - For example, you can use Heading 1 once, then three Heading 2’s.
3. It is perfectly acceptable to use a previously used same heading style more than once, as long as it is in the correct order.
 - For example, you can use Heading 1 once, then three Heading 2’s, then Heading 1 again.

Do not under any circumstances use bold and/or italics as a means of creating a content heading. Use only the predefined styles and the “Style” button to create page headings.

Example of Correctly Applied Heading and Paragraph Styles



The screenshot shows a rich text editor interface with a toolbar at the top. The main content area displays four levels of heading and paragraph formatting:

- Heading 1**: A large, bold heading followed by a paragraph of text with underlines.
- Heading 2 (subheading of Heading 1)**: A bold heading followed by a paragraph of text with underlines.
- Heading 3 (subheading of Heading 2)**: A bold heading followed by a paragraph of text with underlines.
- Heading 4 (subheading of Heading 3)**: A bold heading followed by a paragraph of text with underlines.

Path: p

How to Apply Heading and Paragraph Stylings

1. In the “main text area” of an EchoCI document, highlight a paragraph of text:

Heading 1

Paragraph formatting looks like this. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

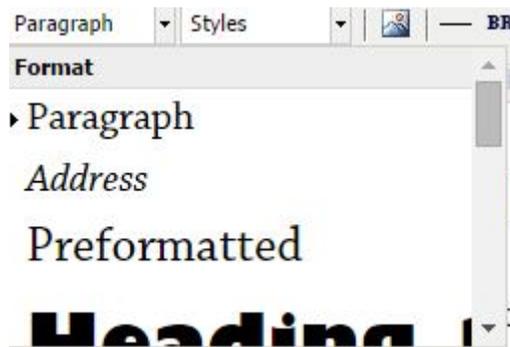
Heading 2 (subheading of Heading 1)

Paragraph formatting looks like this. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

2. Select the “Paragraph” button on the toolbar



3. From the dropdown menu that appears, choose one of the following styles:
 - a. **Paragraph**: used for paragraph text, including tables and lists
 - b. **Heading 1: typically not used**; used in page title bar only
 - c. **Heading 2**: body text major sub-headings
 - d. **Headings 3 through 6**: body text minor sub-headings



How to Add Emphasis Within a Paragraph

Frequently you may need to add emphasis to pieces of content within a web page. Use the following guidelines to help you determine how to judiciously add emphasis to certain words, phrases or sentences throughout a web page:

1. Use the “**Bold**” or “**Italic**” icons on the editing toolbar to judiciously add emphasis to key words, phrases or sentences in a paragraph.
2. Use “**Bold**” or “**Italic**” to apply emphasis to an entire paragraph only once or twice per page; rarely use “**Bold**” or “**Italic**” on two paragraphs in a row.
3. Feel free to use “**Bold**” or “**Italic**” to add emphasis to single words or short phrases throughout your page.
4. Never use “**Bold**” or “**Italic**” to create the appearance of a page heading.
5. Never use “**Underline**” to apply emphasis in EchoCI. The “**Underline**” HTML attribute is deprecated due to accessibility and usability issues.

Examples of Good and Bad Paragraph Formatting

Bad

Paragraph formatting looks like this. **Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.**

Good

Paragraph formatting looks like this. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Remove Formatting from Text

To remove incorrect formatting (such as colored link text), highlight the text and use the “Remove Formatting” tool on the toolbar



Insert an Image into Your Web Page

Before you insert an image, please make sure that the image has been resized to the correct pixel dimensions for web display. It is not recommended to upload original digital photos or scanned images into EchoCI that have not been optimized for web display. Resizing of images and web display optimization is typically done using a photo editing application such as Adobe Photoshop.

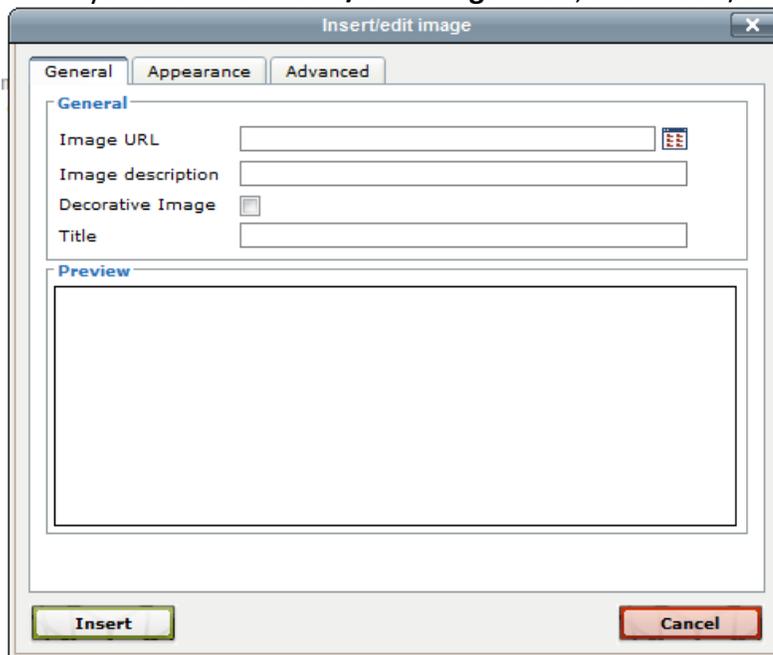
With the new version of EchoCI, image files will now be uploaded to the staging server and will need to be published.

To insert an image into your document:

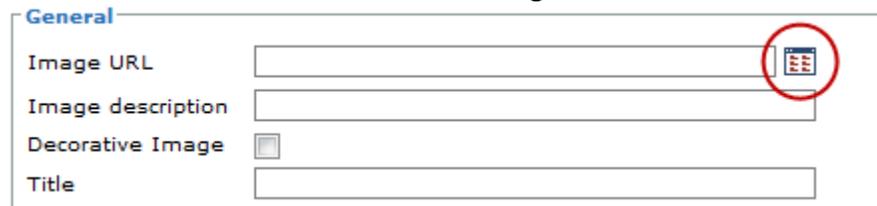
1. In the editing window, place your cursor where you would like the image to be inserted.

2. Next, click on the “**Insert/edit Image**”  icon in the editing toolbar.

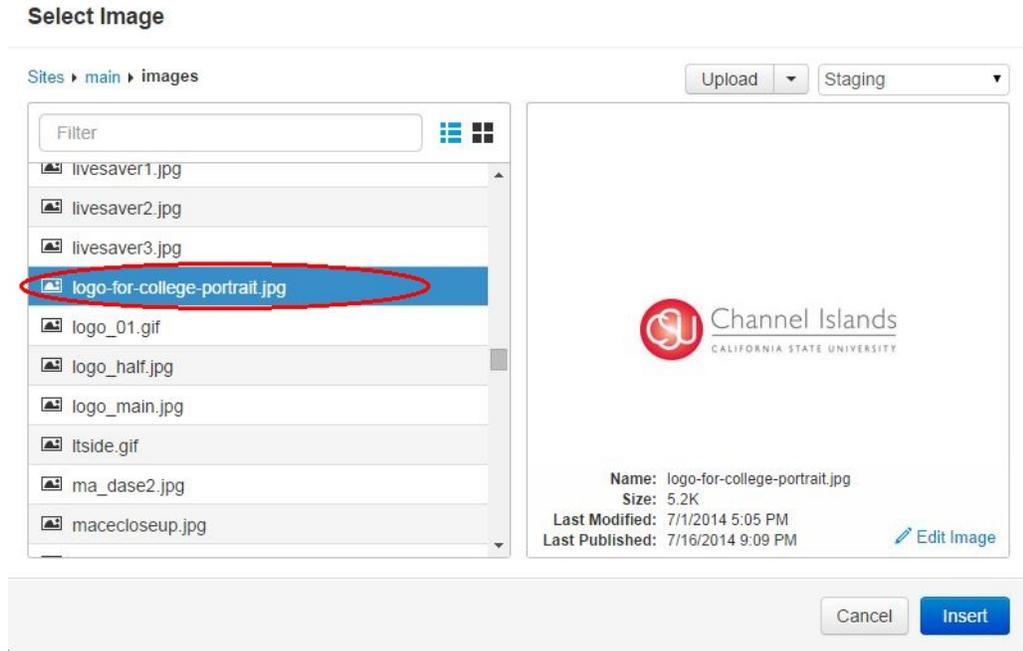
3. When you click the “**Insert/edit Image**” icon, the “**Insert/edit Image**” dialog will appear:



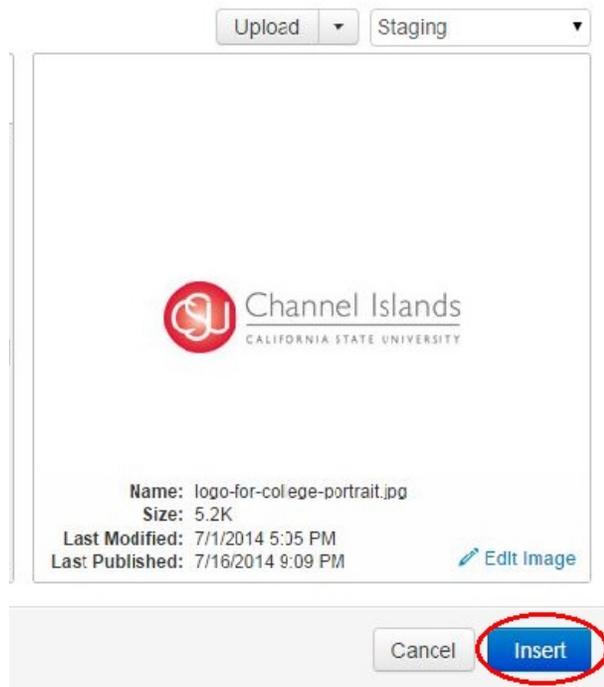
4. **If the image that you to add already exists in EchoCI:**
 - a. Click the “**Browse**” icon next to the “Image URL” field



- b. The OmniBrowser window will open. From the left panel, navigate to and click the image you want to insert



- c. A preview of the image will appear on the right. Choose "Insert"



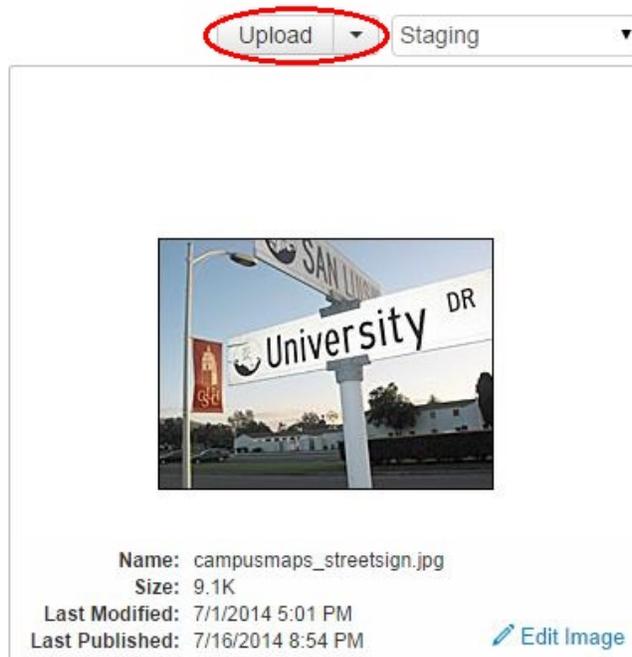
5. If you want to add a new image into your page (and into EchoCI):

- a. Click the “Browse” icon next to the “Image URL” field

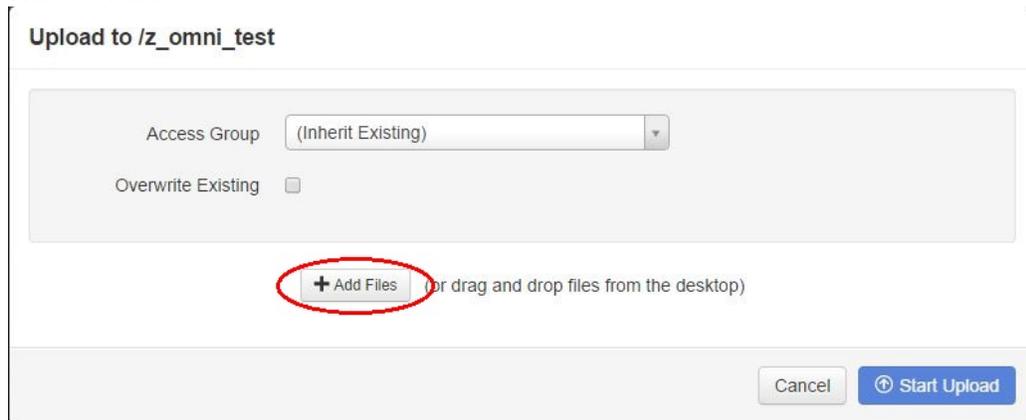
General

Image URL	<input type="text"/>	
Image description	<input type="text"/>	
Decorative Image	<input type="checkbox"/>	
Title	<input type="text"/>	

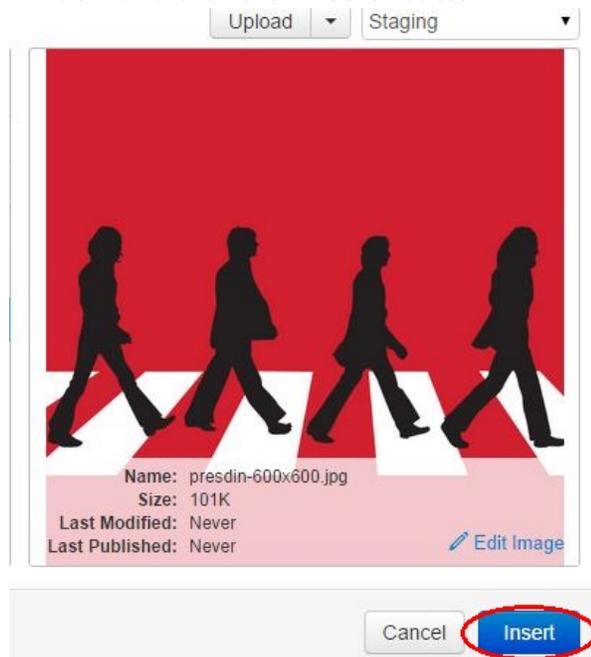
- b. The OmniBrowser window will open. Click the “Upload” button



- c. Click **“Add Files”** then locate the file(s) you want to upload and click Open.
Note: EchoCI does not accept file names containing capital letters or special characters. Use only lowercase letters, numbers, and hyphens. If the image you are uploading does not meet this criteria, enter a new file name in the **“New File Name”** field



- d. Click **“Start Upload”** to upload the image to the server
e. Now, click the image you just uploaded on the left panel of the OmniBrowser window and click the **“Insert”** button.



6. Finally, type in a short (80 characters or less) text description for any meaningful images (to meet University accessibility requirements) in the “Image Description” field as shown below.
 - a. NOTE: the “Image description” field cannot be left blank. If the image is for decorative purposes, check the “Decorative Image” check box

General

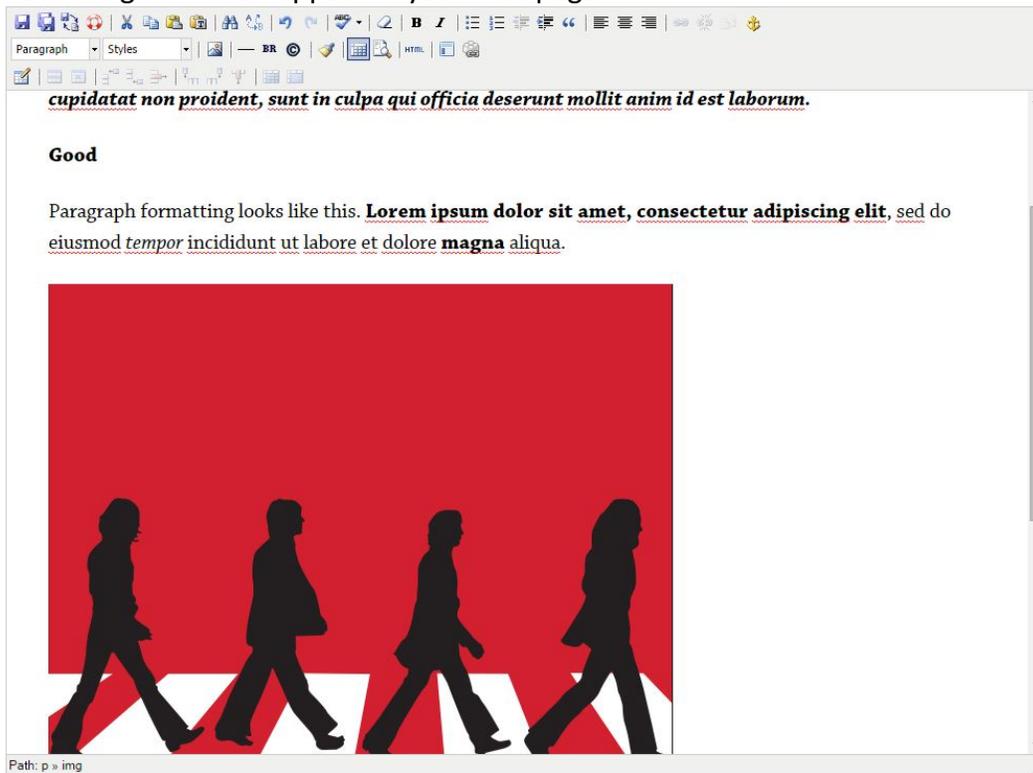
Image URL 

Image Description

Decorative Image

Title

7. To finish placement of the image, click the “Insert” button
8. Your image will then appear in your web page.



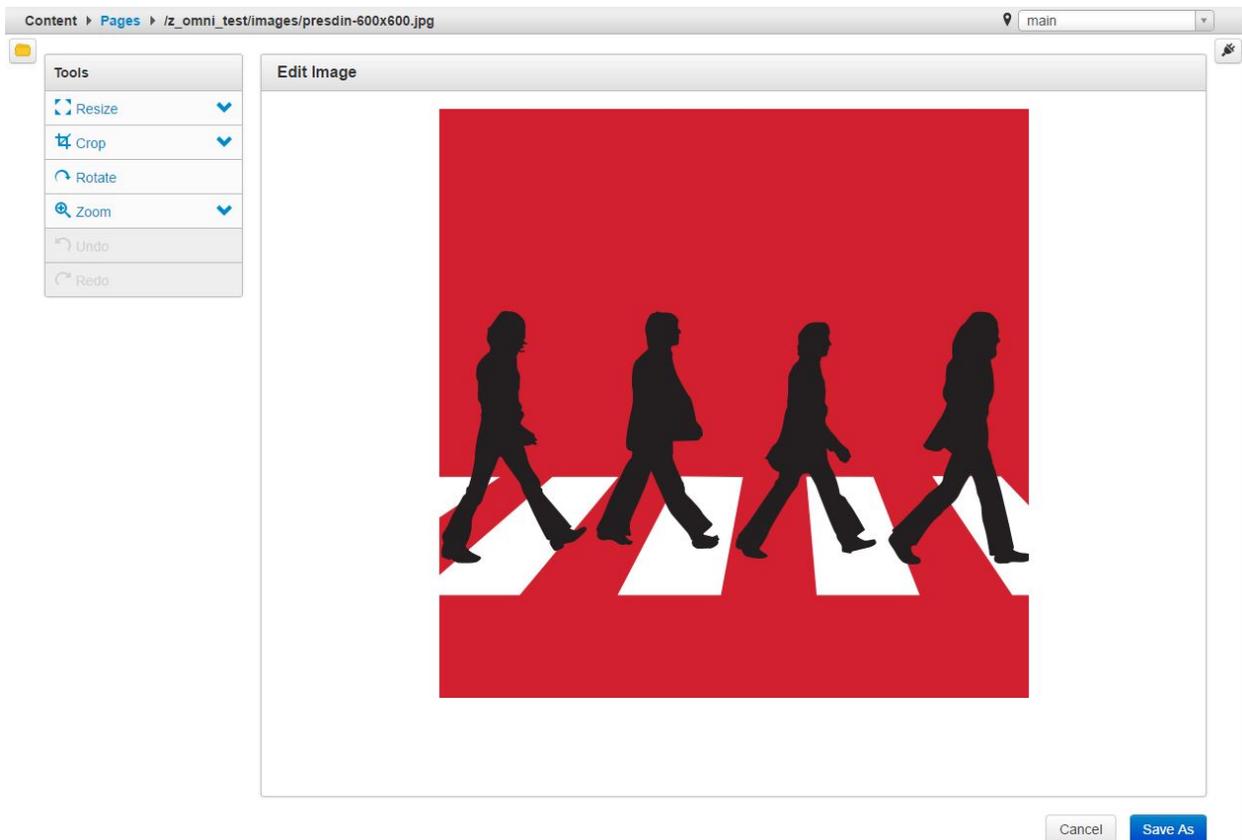
Editing an image with EchoCI's image Editor

After you have uploaded an image

1. Click on the image you want to edit. Here we are using “presdin-600x600.jpg” as our image



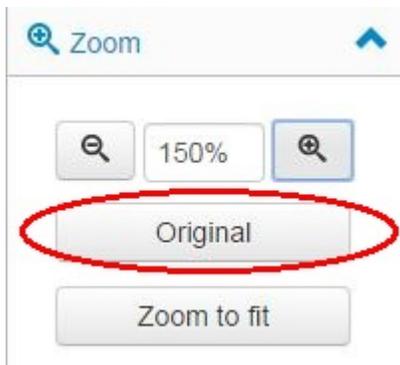
2. The editing window will pop-up and the picture will be shown in its full size (100%).



3. The Zoom on the toolbar relate to zooming in, out, returning to the original size, and zooming the image to fit in the window.



4. If you have zoomed in or out the "100%" zoom, clicking on "Original" returns the picture to the actual size of what you are editing.



5. If you would like to resize your image you can do so with the resize button on the toolbar



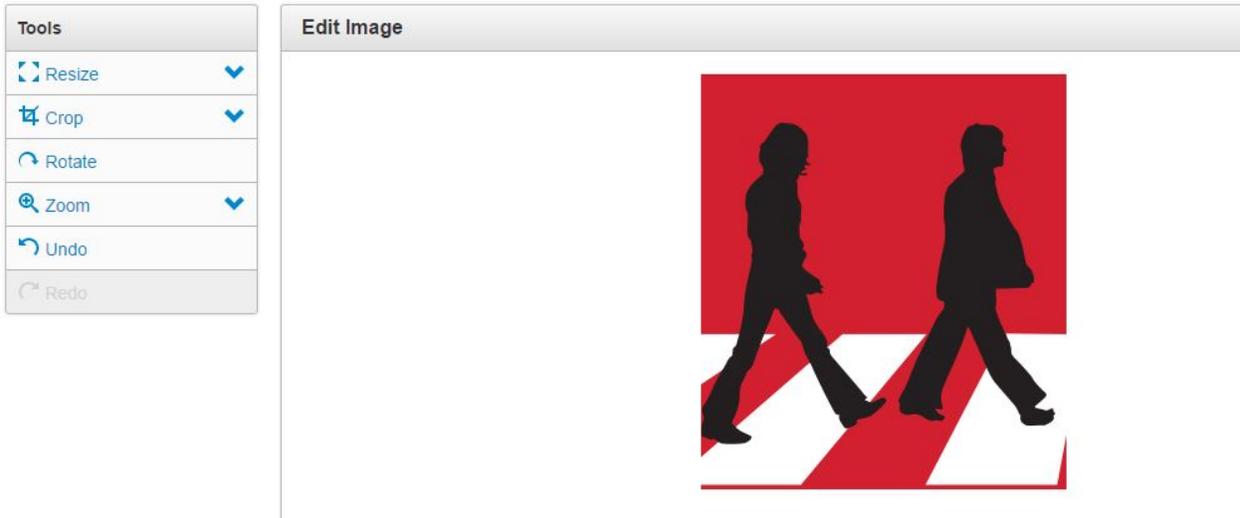
6. When this button is clicked, you can resize your picture by changing the values in "Width" and "Height". It is recommended that you leave "Preserve Ratio" box checked as this prevents skewing of the image.



7. The next button on the toolbar is "Crop." This cuts out the section you draw with the tool and this selection becomes the new image. You can resize the initial selection by dragging the resize tabs on the edges of the selection and/or using the selectable ratios.



8. This is the product of the crop above.

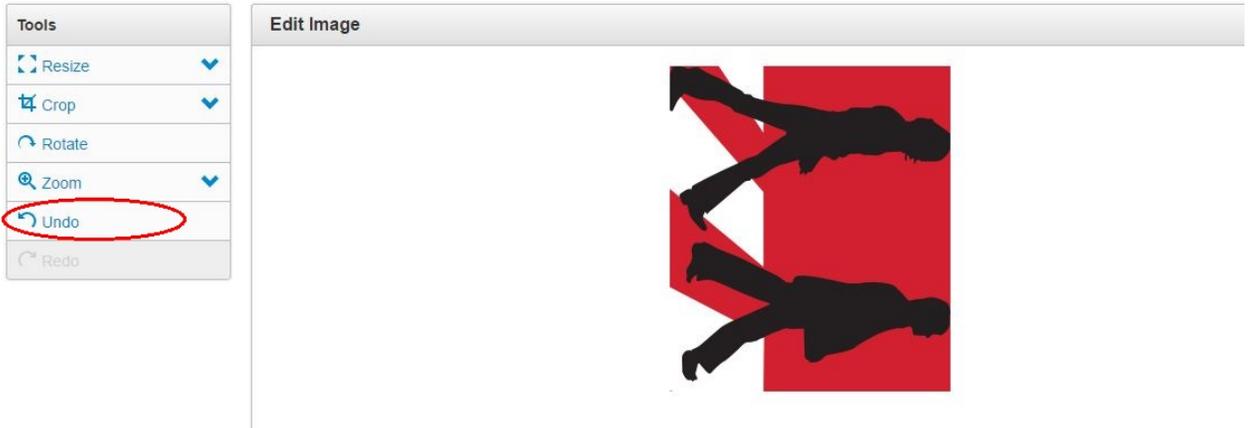


9. The next button on the toolbar is the “Rotate” button. This Rotates the image **90 degrees clockwise**.

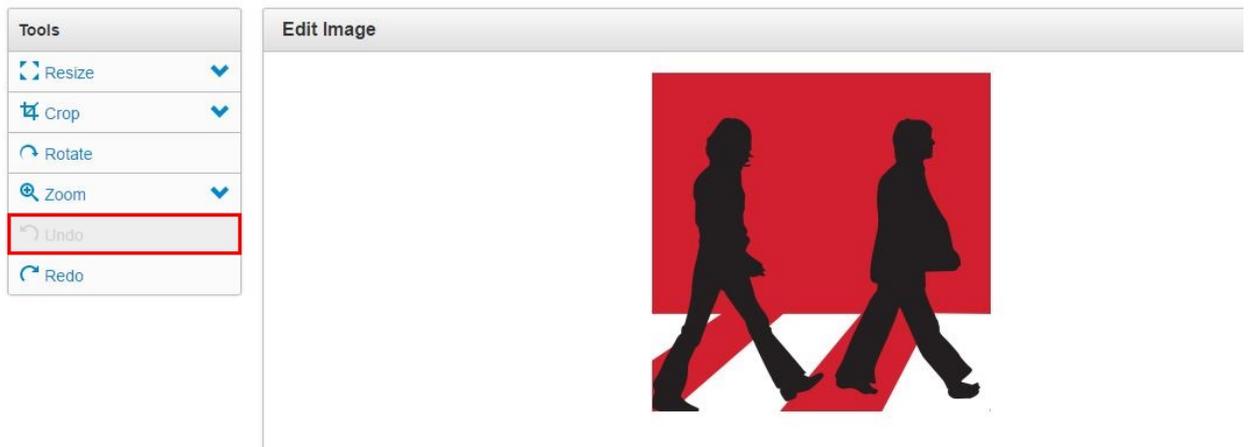


10. This is the product of one rotation button push.

11. The next button is the “Undo” button. Be careful because this button is only able to undo **one** change and there is **no** “Redo” button.



12. Here's the previously rotated image that undo was used on. As you can see, the undo button is grayed out and the picture is permanently rotated to its original orientation.



13. Once the image has been edited to your liking, you can resave the picture with the "Save As..." button at the bottom of the page



Creating Links Using the Insert/edit Link Tool

The “**Insert/edit Link**” tool allows you to:

1. Create a hyperlink to another document already within EchoCI
2. Create a hyperlink to a web page outside of www.csuci.edu
3. Create a link to a section in the current page (an anchor link in the current page)

Items #1 and #2 will be discussed in this introductory guide.

Create a hyperlink to another CI web page

1. Type in the name of the link. For this example, we will create a link to the CI home page.

Links

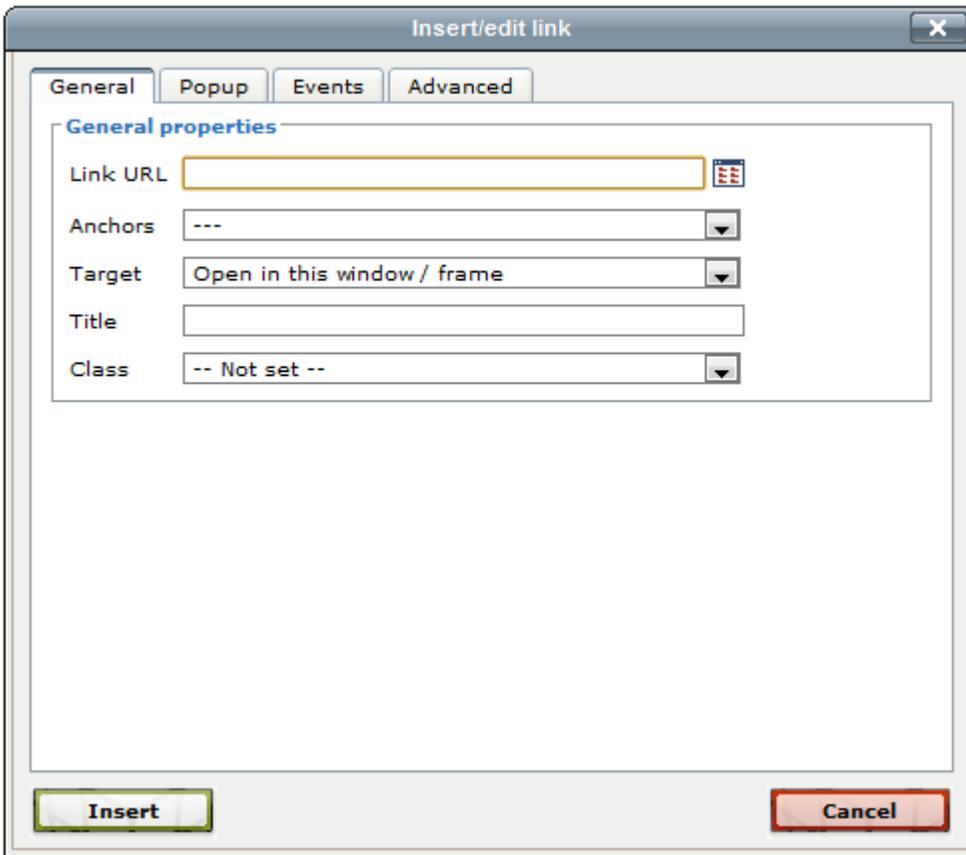
- CI Home Page
- CNN.com

2. Then, highlight the text you wish to make into a link

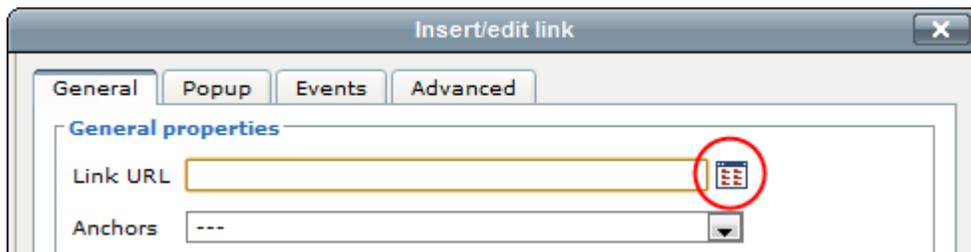
Links

- [CI Home Page](#)
- CNN.com

3. Click the “**Insert/edit Link**”  icon on the editing toolbar. This dialog box will open:

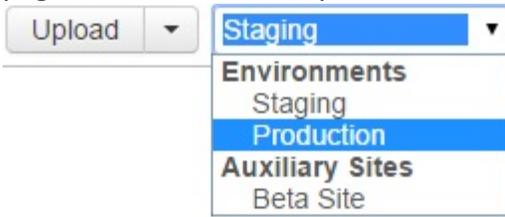


4. Click the **"Browse"** button next to the "Link URL" field

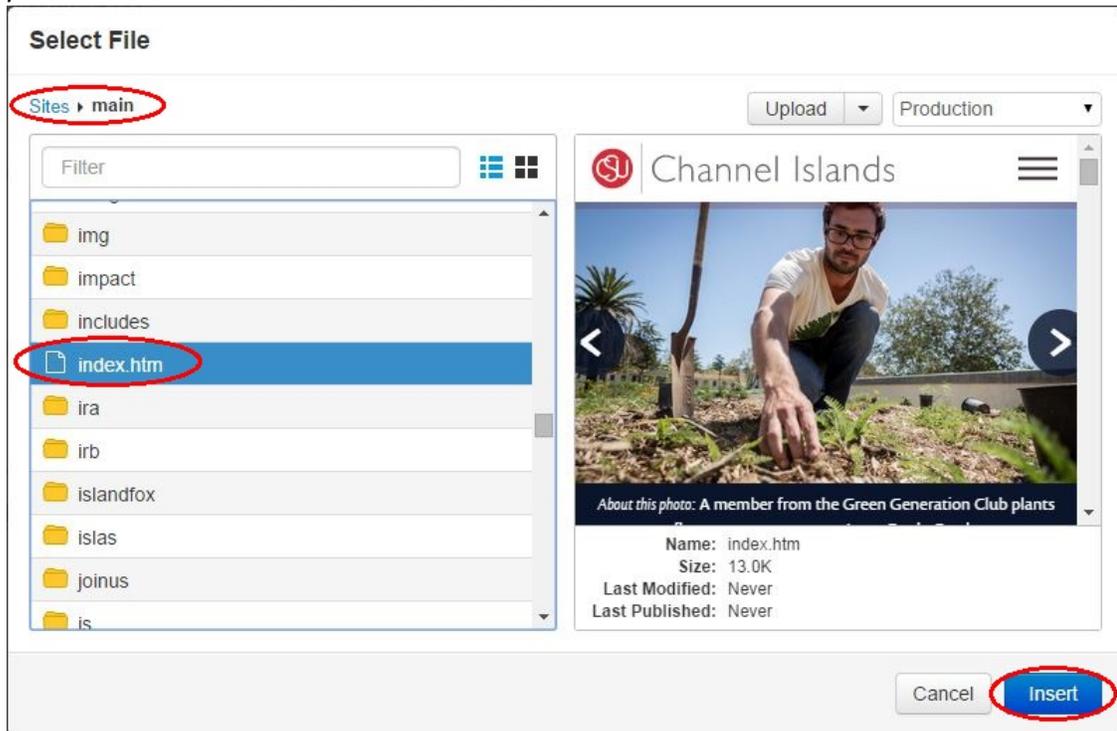


5. The OmniBrowser window will open. Make sure that the dropdown menu on the top-right is set to **"Production"**
NOTE: If the dropdown menu is not set to **"Production"** you will not see any of the web

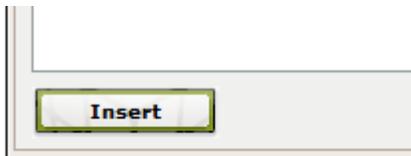
pages within the folder, you will see the .pcf files.



- Next, in the left panel of the OmniBrowser window, navigate to the page you want to link to and click it. In this case, the CI home page, called **"index"** and located in the **/main** folder. Then click the **"Insert"** button.



- Click the **"Insert"** button to create the link.



- An internal link has been created. The hyperlink will appear as underlined text as seen here.

Links

- [CI Home Page](#)
- CNN.com

Create a hyperlink to a non-HTML document, such as a PDF or MS Office document

In general, it's best to present content on your web site as web pages. However, sometimes you will need to post a PDF file, Word document or other Microsoft Office document. This process will show you how to correctly create a link to a PDF file or a Microsoft Office document.

1. Create your PDF file or Microsoft Office document on your computer.
2. Upload the document to EchoCI (see the *Uploading Files to EchoCI* section in this guide.)
 - a. Typically, you will upload your Word and PDF files to the “**documents**” folder within your organization’s web space in EchoCI
3. Once you upload the file, write down the file size of the uploaded Word or PDF document as displayed in EchoCI. You can view the file size in the main EchoCI window. You will need this for a later step.

NOTE: The document will need to be published in order to see it in Production

 > [z_omni_test](#) > [documents](#)

<input type="checkbox"/>		Name ^	Status	Modified
<input type="checkbox"/>		test-document.docx	16.8K 	10/8/2014 9:57 AM

4. Open up a web page for editing.

5. In the web page, type in the name of the link.
 - a. In this example, we will create a link to the Test Document, which is a MS Word document.

Links

- [CI Home Page](#)
- [Test Document](#)
- [CNN.com](#)

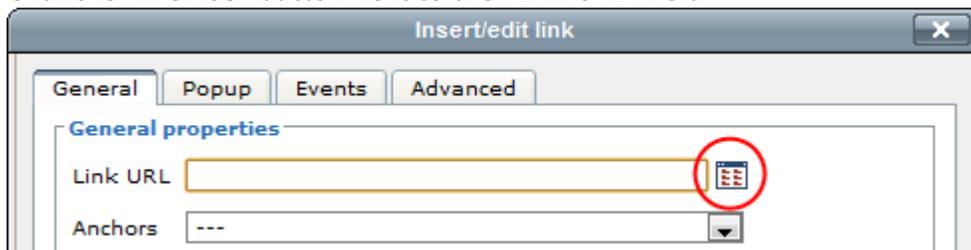
6. Then, highlight the text you wish to make into a link

Links

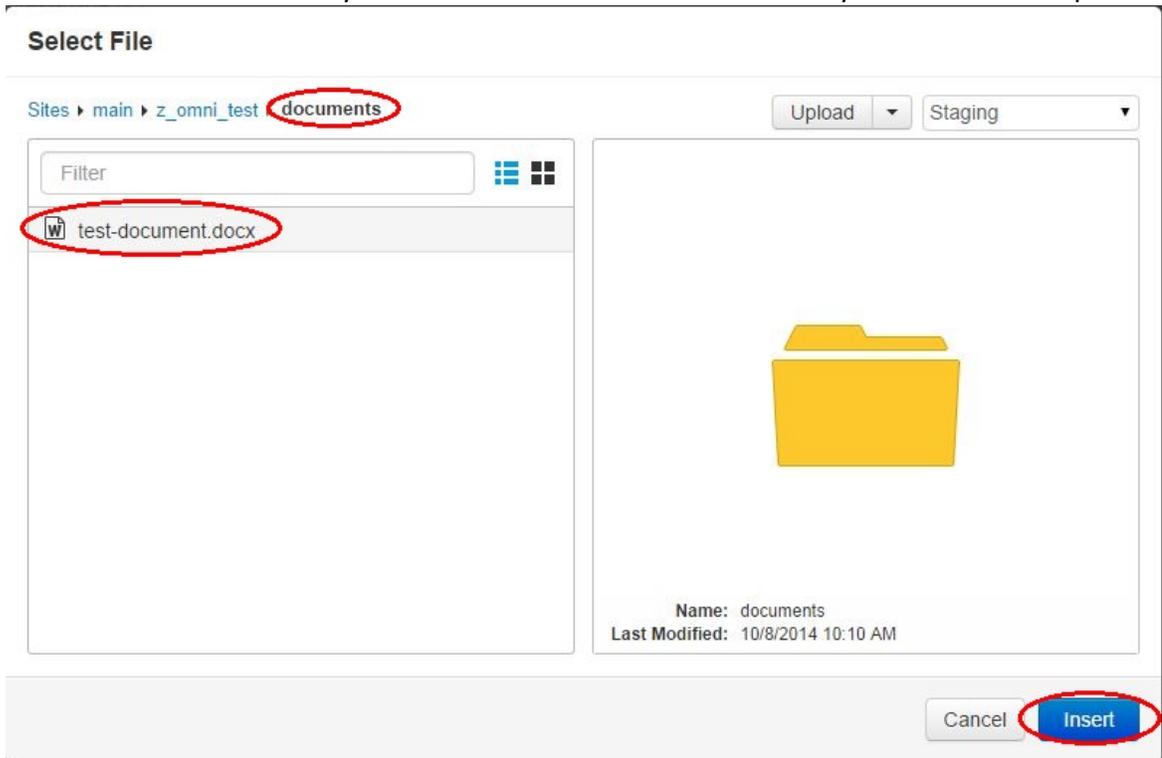
- [CI Home Page](#)
- [Test Document](#)
- [CNN.com](#)



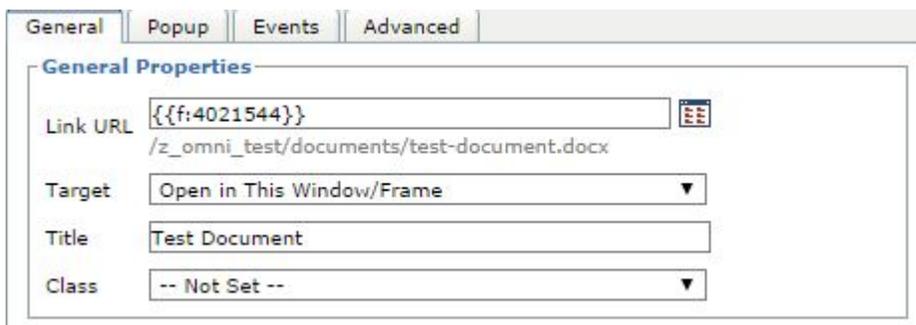
7. Click on the “**Insert/edit Link**” icon in the editing toolbar and the Insert/edit Link dialog will open.
8. Click the “**Browse**” button next to the “Link URL” field



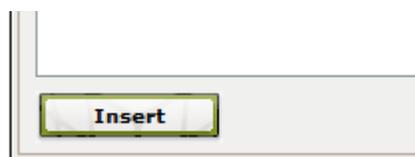
9. Next, in the left panel of the OmniBrowser window, navigate to the *folder* which contains the file to which you wish to link. Then click the “**Insert**” button.
- a. HINT: this will likely be in the “**documents**” folder within your EchoCI web space.



10. In the **Title** field, enter the text description of the link.
- NOTE: This descriptive text is **only** needed when the text being linked doesn't accurately describe where it's pointing to, or if there are two or more links with the same text.



11. Click the “**Insert**” button to create the link.



12. An internal link has been created. The hyperlink will appear as underlined text as seen here.

Links

- [CI Home Page](#)
- [Test Document](#)
- [CNN.com](#)

13. You're almost done. To satisfy Section 508 accessibility requirements, you must also place a link to the software which is required to read your Word document or PDF file on your web page.

14. Position your cursor after the newly created link, and add a space.

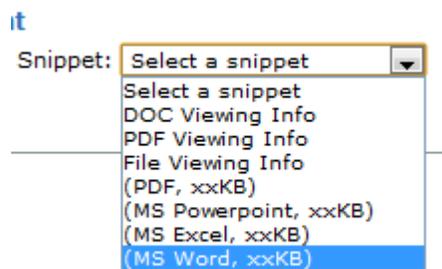
15. Click on the "Insert Predefined Snippet Content"  button on the editing toolbar.

16. From the "Category" dropdown menu, select "Accessibility"



17. From the "Snippet" dropdown menu, choose the content that is appropriate to the link you are creating.

- For PDF documents, choose "(PDF, xxKB)"
- For MS Word documents, choose "(MS Word, xxKB)"
- For Excel spreadsheets, choose "(MS Excel, xxKB)"
- For Powerpoint presentations, choose "(MS Powerpoint, xxKB)"



19. This will automatically insert a link to the appropriate software reader for the specified file type.

Links

- [CI Home Page](#)
- [Test Document \(MS Word, xxKB\)](#)
- [CNN.com](#)

20. Finally, replace the “XX” in the default text to the file size that you wrote down earlier in this process. You may use abbreviation KB for kilobytes or MB for megabytes.

Links

- [CI Home Page](#)
- [Test Document \(MS Word, 16.8KB\)](#)
- [CNN.com](#)

21. You have now created an accessible, usable link to a MS Word document.

Create an external hyperlink

1. For this example, we will create a link to the local weather forecast for Camarillo, using the following link to Weather.com:
<http://www.weather.com/weather/today/Camarillo+CA+93012>
2. First, type in the link text on your page, such as “**Local Weather Forecast**”. Once you have typed in the link text, highlight it.

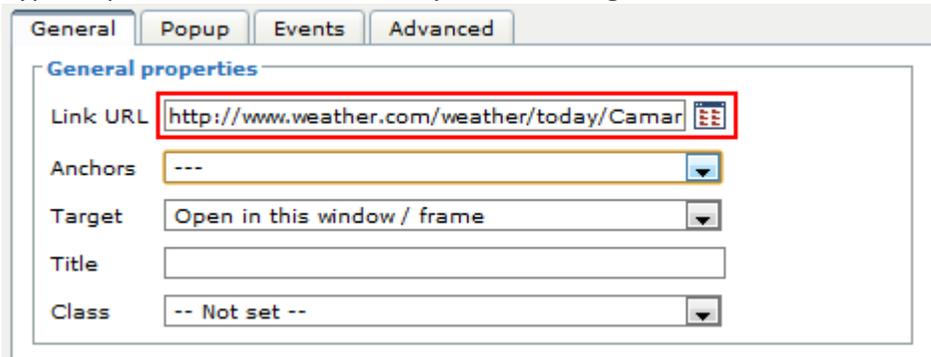
Links

- [CI Home Page](#)
- [Test Document \(MS Word, 16.8KB\)](#)
- [Local Weather Forecast](#)

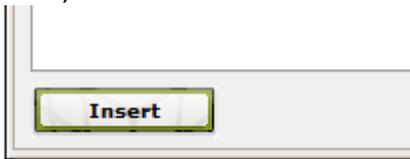


3. Click on the “**Insert/edit Link**” icon in the editing toolbar and the Insert/edit Link dialog will open.

4. Type or paste the URL of the site you are linking to in the “Link URL” field.



5. Next, click the “Insert” button to create the link.



6. The link will now be displayed in your page.

Links

- [CI Home Page](#)
- [Test Document \(MS Word, 16.8KB\)](#)
- [Local Weather Forecast](#)

Create a link to an Email Address

1. In the web page, type in the email address that you want to link to.

Links

- [CI Home Page](#)
- [Test Document \(MS Word, 16.8KB\)](#)
- [Local Weather Forecast](#)

john@csuci.edu

2. Then, highlight the email address you wish to make into a link

Links

- [CI Home Page](#)
- [Test Document \(MS Word, 16.8KB\)](#)
- [Local Weather Forecast](#)

john@csuci.edu

3. Next, click the “**Create or Modify a Mailto Link**”  icon on the editing toolbar. The following dialog will open:



4. In the “**Recipient Email**” field, type the email address you want to link to. Then click the “**Insert**” button.



5. The email link will now be displayed in your page.

Links

- [CI Home Page](#)
- [Test Document](#)(MS Word, 16.8KB)
- [Local Weather Forecast](#)

john@csuci.edu

Create an Anchor Link

Anchor links allow you to link to various parts of the current webpage (i.e.: a back to top link that takes the user back to the top of the page.)

1. First, place the cursor where you want the destination of the link to be. For this example we will be placing the anchor at the top of the page.



Bad

Paragraph formatting looks like this.

2. Click the “**Insert/edit Anchor**” tool  on the editing toolbar.
3. The following dialog box will appear. Enter a descriptive name such as “top” then click the “**Insert**” button.



4. You will see an anchor icon where the anchor has been created in the document

 **Bad**

5. Next, enter the text that you want to be clicked on to take users to the anchor you just created (i.e.: text that reads “back to top”)
6. Highlight the text that will be turned into a link.

Good

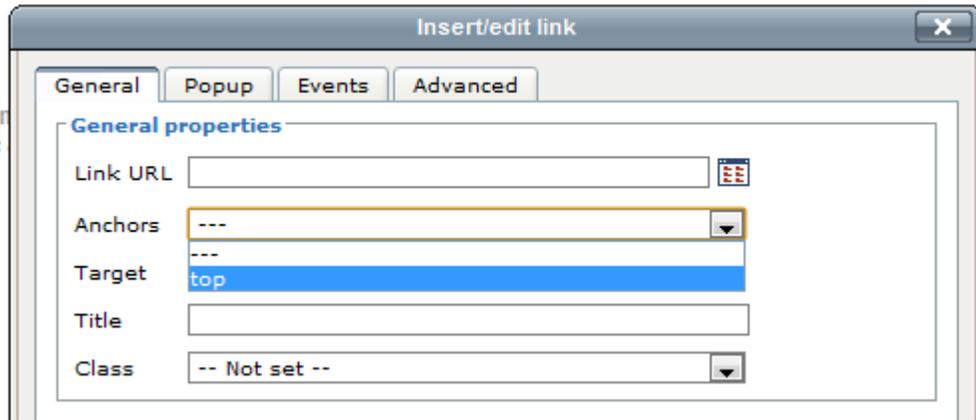
Paragraph formatting looks like this.

eiusmod tempor incididunt ut labore

back to top

7. Click the “**Insert/edit Link**”  tool on the editing toolbar.

8. The “**Insert/edit Link**” dialog will appear. From the “**Anchors**” dropdown, select the anchor you previously created.



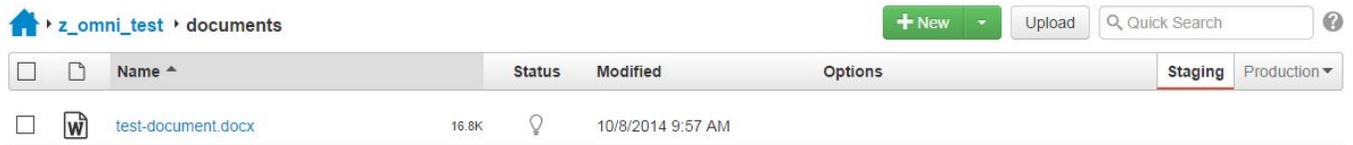
9. Click the “**Insert**” button
10. You will now have a working anchor link.

Uploading Files to EchoCI

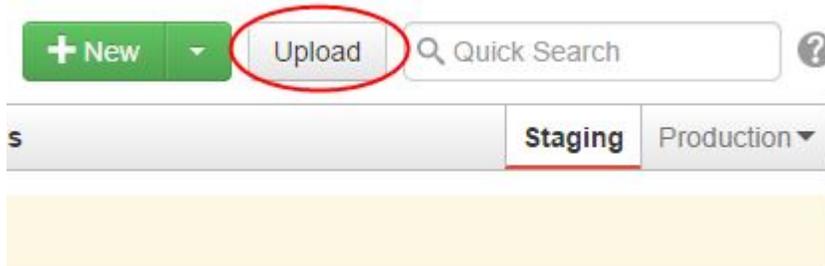
This procedure will allow you to upload Word documents, images, and PDF files into the EchoCI environment.

With the new version of EchoCI, files will now be uploaded to the staging server and will need to be published.

1. Log in to EchoCI.
2. Click on the **“Content”** tab.
3. In EchoCI, open the folder in which you wish to upload your new document.
 - a. In this example, we will upload a Word document called **“Test Document 2”** to z_omni_test folder located in the **/main/z_omni_test/documents** folder.
 - b. You should see the contents of the folder you wish to upload to in the main window



4. Select the **“Upload”** button on the EchoCI toolbar.



5. The “Upload” dialog drop-down will appear. Select “**Add Files**”.

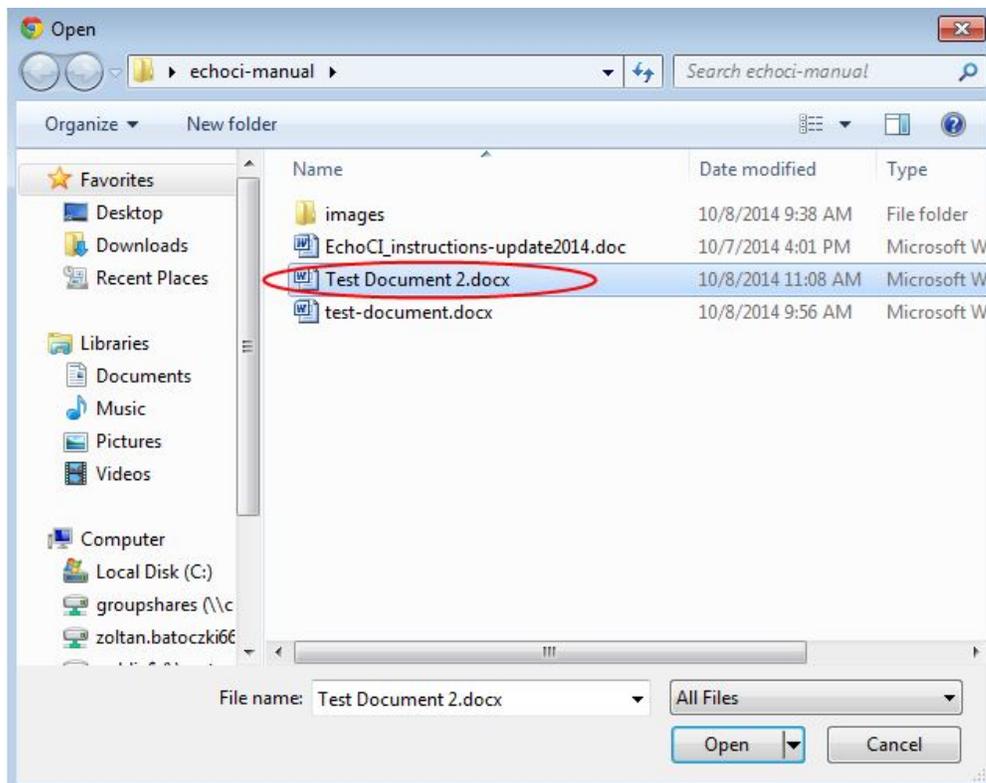
Upload to /z_omni_test/documents

Upload Type Standard Upload and Edit Image

Overwrite Existing

+ Add Files (or drag and drop files from the desktop)

6. Browse your computer to choose the location of the document that you wish to upload (from your Desktop or elsewhere on your computer). Once you have highlighted the file, click “**Open**”.



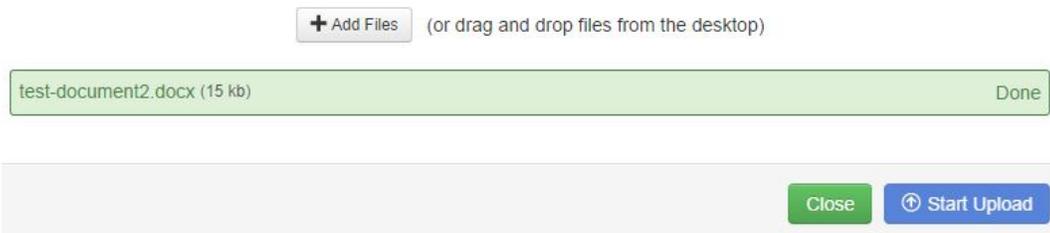
7. You may receive a message saying “Your-File.doc is an invalid filename.” EchoCI only allows lowercase letters, numbers and hyphens. If this is the case, enter a new file name in the “**File**” field



8. Next, click the “**Start Upload**” button to begin the file upload.



9. Depending on the size of the file(s) that you are uploading, this can take several minutes. Once the file is uploaded, a message will appear stating that the file was uploaded successfully.



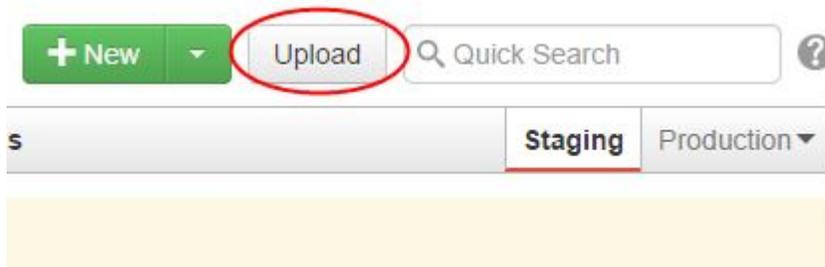
Replacing Single Files in EchoCI

At times, you may need to replace a document within EchoCI with a more recent version, while preserving all links within EchoCI to that document. The following procedure describes how to replace a single file in EchoCI.

1. Login to EchoCI.
2. Click on the **“Content”** tab
3. In EchoCI, go to the folder that you wish to replace a given document; in this example, we will replace the **“test-document2”** with a newer version.



4. Select the **“Upload”** button on the EchoCI toolbar.



5. The **“Upload”** dialog drop-down will appear. Check the box next to **“Overwrite Existing.”** This will tell EchoCI to overwrite the file if it already exists.

Upload to /z_omni_test/documents

Upload Type Standard

Overwrite Existing

+ Add Files

- Next, select the “**Choose File**” button.

+ Add Files (or drag and drop files from the desktop)

- Choose the location of the new file on your Desktop (or elsewhere on your computer). Once you have highlighted the file, click the “**Open**” button.
- Make sure that the file name in the “**File**” field is exactly the same as the original document that you are replacing. This will ensure that the previous copy is overwritten.
- Next, click the “**Upload**” button to begin the file upload.

Start Upload

- Depending on the size of the file(s) that you are uploading, this can take several minutes. Once the file is uploaded, a message will appear stating that the file was uploaded successfully.

+ Add Files (or drag and drop files from the desktop)

test-document2.docx (15 kb) Done

Close

Start Upload

Upload multiple files through Zip Files into echoCI

1. Login to EchoCI.
2. Click on the “Content” tab and navigate to the folder you want to extract all the files to.

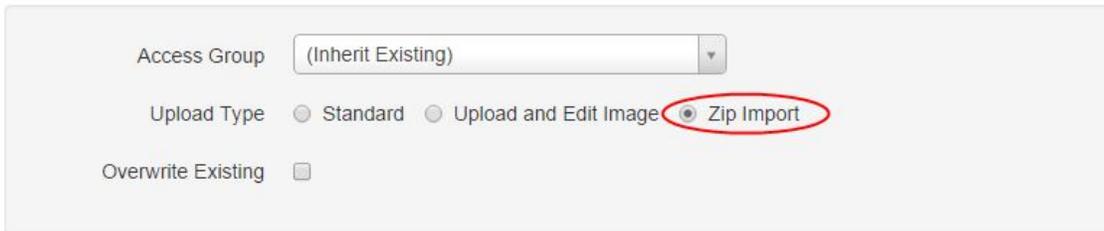


3. Select the “Upload” option in the top-right.



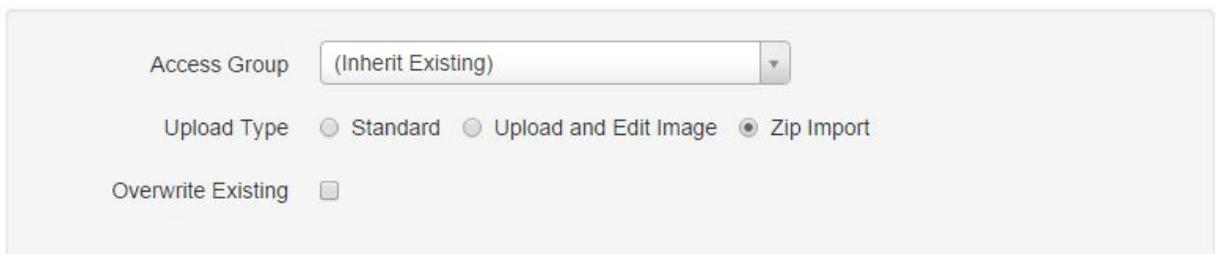
4. Choose the “Zip” radio button in the upload type area.

Upload to /z_omni_test/documents

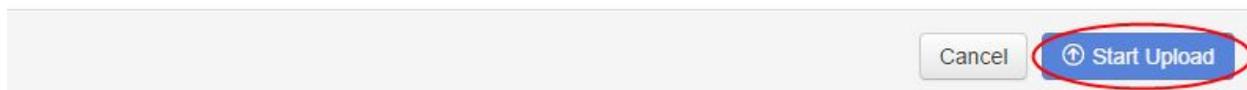
A screenshot of the upload configuration form. It includes a dropdown for 'Access Group' set to '(Inherit Existing)'. Under 'Upload Type', there are three radio buttons: 'Standard', 'Upload and Edit Image', and 'Zip Import', which is selected and circled in red. There is also an 'Overwrite Existing' checkbox which is unchecked.

5. Click “Add Files and navigate to the directory of the zip file, then click “Start Upload”

Upload to /z_omni_test/documents

A screenshot of the upload configuration form, identical to the previous one. The 'Zip Import' radio button is selected.

+ Add Files (or drag and drop files from the desktop)



6. A new window will appear showing the directory tree that the documents will be uploaded to, along with the name of all the files. Click on “Finish Upload” if this is correct or cancel if otherwise.

Content > /z_omni_test/documents > Upload main

Upload

Zip Import

Zip Files

Zip Import - word-documents.zip

The files selected below will be extracted to /z_omni_test/documents.
Click directly on the name of a file or folder to rename it.

[Show Errors Only](#)

Select All

test-document3.docx

test-document4.docx

Cancel Finish Upload

7. A notice will pop-up that will notify you of success or failure of the upload.

✓ The archive file has successfully been extracted. ✕

8. The documents will be placed in the appropriate folder.

> **z_omni_test** > **documents**

		Name ^	Status	Modified
<input type="checkbox"/>		test-document.docx	💡	10/8/2014 9:57 AM
<input type="checkbox"/>		test-document3.docx	💡	10/8/2014 11:39 AM
<input type="checkbox"/>		test-document4.docx	💡	10/8/2014 11:39 AM

Creating Lists

The “**Unordered List**” and “**Ordered Lists**” tools create bulleted and numbered lists. Lists are important for organizing items into logical groups, and are the correct way of creating “chunks” of content that make for easy-reading web pages.

Create a Bulleted List

1. First, type out your list. You **must** separate your list items using **paragraph breaks** (i.e., by pressing the “**Enter**” key on your keyboard at the end of each item). If you use line breaks, ordered and bulleted lists will not be created correctly.

CSUCI Home

Information Technology Home

Web Services Home

2. Highlight the items that you wish to convert into a list.



CSUCI Home
Information Technology Home
Web Services Home

3. Next, choose the “**Unordered List**”  tool from the editing toolbar.
4. A bulleted list will then be created from the highlighted text.

- CSUCI Home
- Information Technology Home
- Web Services Home

Create a Numbered List

1. Follow steps 1 and 2 as previously described in the section “Creating a Bulleted List”
2. Choose the “**Ordered List**”  tool from the editing toolbar.
3. A numbered list of the selected type will then be created from the highlighted text.
 1. CSUCI Home
 2. Information Technology Home
 3. Web Services Home

Removing Bullets and/or Numbered Lists

1. Highlight the text in the bulleted or numbered list.



2. Press the “**Outdent**” button  on the editing toolbar until the bulleted list or numbered list disappears.
3. The bullets or numbered list then reverts to type separated by line breaks.

CSUCI Home

Information Technology Home

Web Services Home

- a. NOTE: the list will not revert back to individual paragraphs as it was set up. Reverting back to separate paragraphs must be done with the format drop-down, selecting “Paragraph”.



Indenting Bulleted or Numbered Lists

1. Create your bulleted or numbered list, including the items to be indented.

Lists

- List item 1
- List item 2
- List item 2a
- List item 3
- List item 4
- List item 5

2. Position your cursor at the **beginning** of the line you wish to indent.

- List item 1
- List item 2
- |List item 2a
- List item 3
- List item 4
- List item 5

3. Then press the "**Tab**" key on your keyboard
4. The item will then be indented to be a sub-bullet of the item preceding it.

- List item 1
- List item 2
 - |List item 2a
- List item 3
- List item 4
- List item 5

- To add additional items to the indented list, position your cursor at the end of the list item, and press the “**Enter**” key on your keyboard to add additional bulleted or numbered items.

- List item 1
- List item 2
 - List item 2a
 - |
- List item 3
- List item 4
- List item 5

Creating Tables in EchoCI

The EchoCI editing environment will enable you to create tables for **data**:

Data tables are tables which contain grid-based information, such as a grid of names and phone numbers

Example Table and Procedure

Let’s say we want to create a table in EchoCI that looks like this:

Name	Email Address
Pat Smith	pat.smith@csuci.edu
Tracy Robinson	tracy.robinson@csuci.edu
John Musmire	john.musmire@csuci.edu

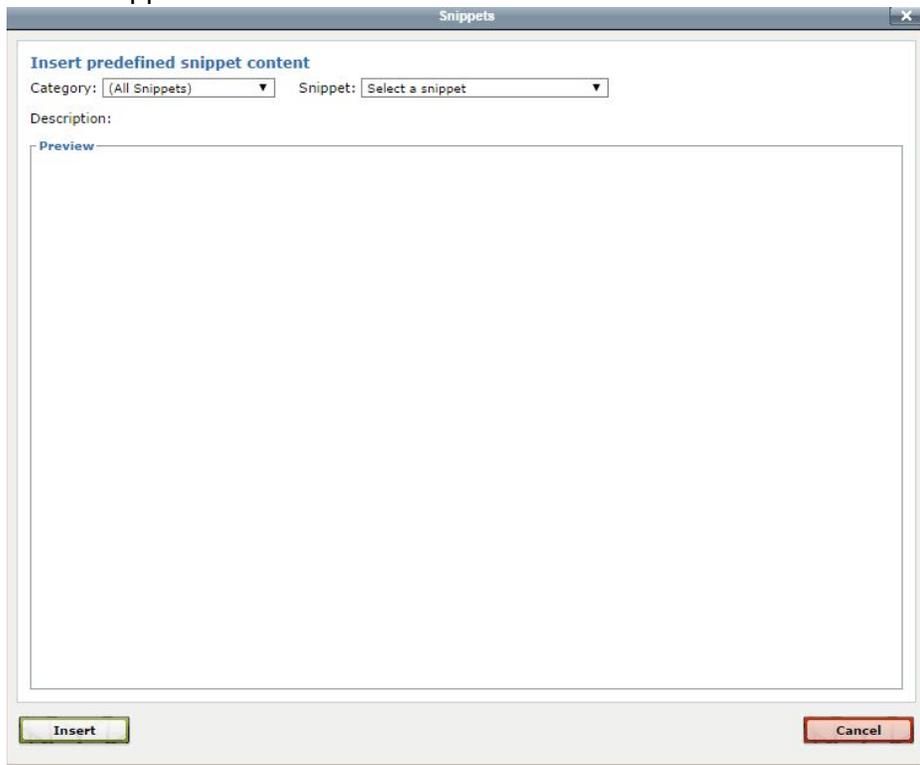
- Place the cursor where you would like to insert the table.



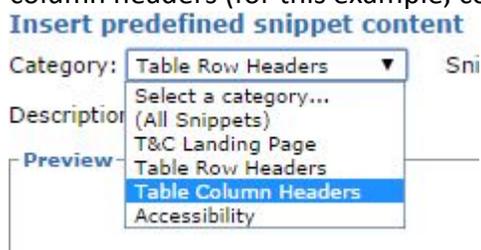
Our contact information can be found in the table below

|

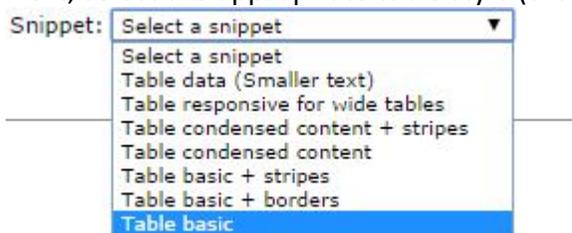
- Next, click the **“Snippet content”**  icon in the editing toolbar.
- A dialog box will appear that will allow you to pick the category of snippets and the actual snippet.



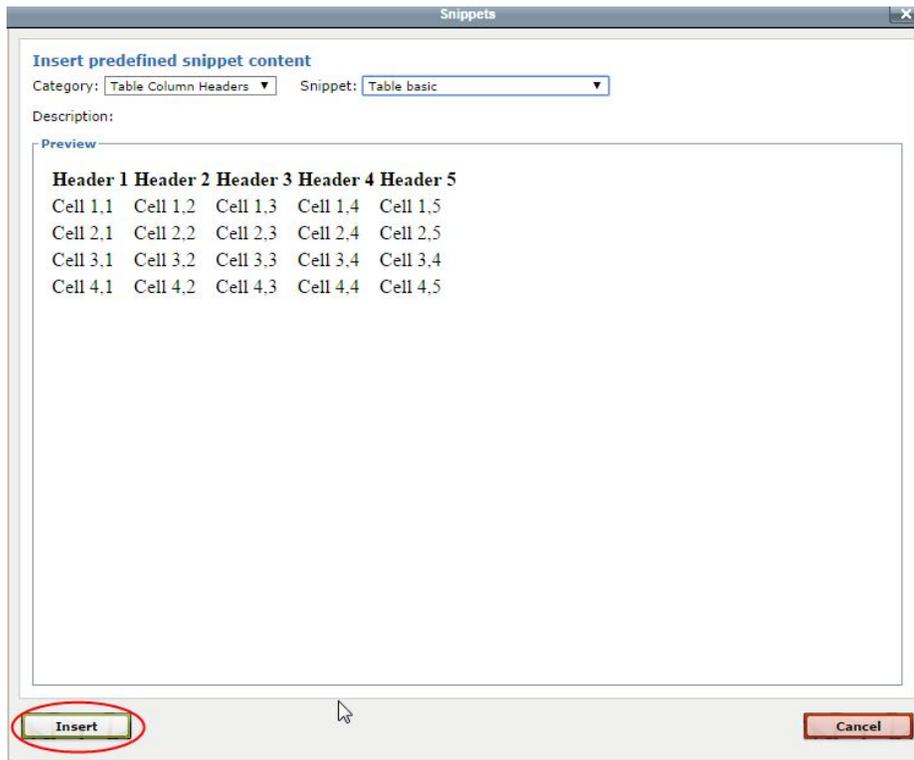
- First, select the table category. Options include tables with row headers or tables with column headers (for this example, column headers will be used).



- Next, select the appropriate table style (table basic will be used for this example).



6. A preview of the table will be shown. To insert the table, click on “Insert”. The table is now inserted in the editor.



7. To add in content, simply replace the default text in the table cells with your appropriate table content. You may also add or delete columns and rows, and merge cells using the various table specific tools in the editing toolbar. Hovering over these icons will display their actions.



Here is the result of our desired table.



Our contact information can be found in the table below

Name	Email Address
Pat Smith	pat.smith@csuci.edu
Tracy Robinson	tracy.robinson@csuci.edu
John Musmire	john.musmire@csuci.edu

Technical Support and Assistance

Please contact the Help Desk at helpdesk@csuci.edu or call 805-437-8552 with any questions about or problems that you experience with Collage. A work order created for you, assigned to the appropriate technician, and you will receive email confirmation of the work order creation, including a reference number.