Getting Started with AGNR Web Tools II

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Logging Into AGNR Web Tools II

1. The new login page for AGNR Web Tools is shown below.

![Login Page Screenshot]

2. Enter your regular University ID and Password to Login.

3. You’ll come to a start page that looks something like the following page. This page is called the “Dashboard.” Clicking a Cancel button to abort any operation will bring you back here. You can always return to this screen by clicking the Home link on the left side of the blue bar at the top of the screen or the Home link on the right side of the blue footer bar at the bottom of the screen.
4. Under the text My Starting Page click the My Web Pages link to view a list of the web pages you have access to (WARNING: It may take upwards of 3 minutes for the My Web Pages page to be displayed. This is a known issue that is currently unresolved.) Alternatively, if you already know which pages you have access to; you can use the directories list on the left hand side to navigate (NOTE: this is the preferred method of navigating within Cascade Server).
1. After logging into Web Tools, navigate to the page you want to edit.

2. From the dark blue menu bar, select **Edit**

3. Modify the form fields at the top of the page as necessary.
**Display Name** – The title of the page that appears in the bread crumbs and in the left-hand menu. *This name should be short – no more than about 25 characters – to ensure that the page layout is not oddly deformed.* Required

**Title** – This is the title that appears at the top of the page in large letters. Required.

**Summary** – A short description of the information to be found on the page. This information may appear on other pages that link to this page.

**Contact Email** – The email address of the person to contact for more information about the subject matter on this page. Required.

**Contact Name** – The name of the person to contact for more information about the subject matter on this page. This value will appear at the bottom of the page as clickable text linking to the email address entered above. Required.

**Menu Options** – If this page is an index page, you need to choose whether or not the page will display a short menu of Display Names on the left of the page, or a long menu of Titles and Summaries below the content. Hold down the CTRL key to select both. Required for index pages, not available for other pages.

**Display News on This Page** – Allows you to display current news items on the right hand side of the page. You can use the news filters in the Metadata section to refine what news stories will be displayed.

4. The **Configurations** link in the dark blue bar at the top of the form opens the configurations tab. You will not need to edit anything on this tab.
5. Click on the **System** link in the dark blue bar to open the system tab. It is unlikely that the system data will ever need to be changed after it has set, so feel free to skip this step, unless you are creating a new page.

- **System Name** – this is the name of the actual file for this webpage that resides on the server. This name should be short and concise. Avoid using spaces if possible. If this is an index page, then the name must be “index.”
- **Parent Folder** – this is the folder where the page resides on the server. If you want to move this page to a different folder, you can do so by clicking on the folder icon and selecting a new folder in the pop-up window that will appear. The full URL of the page will be `http://+PageLocation+/+PageName+.cfm`
- **Publish** – if this box is checked, the page you create will be published live to the web server when you are ready. Non-published pages are not accessible to visitors through the website.
- **Index** – if this box is checked, the page you create will be listed in the menu of the index for the folder where it resides. Non-indexed pages are not listed in the menu.
- **The rest of the data on the System Tab should not be edited.**

6. The **Metadata** link in the dark blue bar opens the metadata tab for editing additional, optional metadata for the page. Information on this tab may be used by AGNR for improved functionality at some point in the future, but is currently not in use (aside from news filters).
7. Click Content link in the dark blue bar and scroll down to the Information label. The content of your page is the area of the template below the title, above the contact information and between the left menu and right margin. You can edit the content of the page using the WYSIWYG (What You See Is What You Get) editor. Keep in mind that the horizontal dimensions of a web page depend on the computer settings of the viewer, not the author, so don’t be flustered if the design window is smaller than you think it should be. Your content will be resized to horizontally fill the viewer’s browser, so lay out your content accordingly.

8. Click the Submit button at the bottom of the page when you are done editing. You should return to the Layout view of the page.

9. Once you have completed all of the editing that needs to be done, you need to publish your pages to the live server. See “Publishing Your Content for the Public” on page 37 for more information.
Using the WYSIWYG Editor

1. At the top right of the first row of buttons on the WYSIWYG tool bar is a pull-down box with formatting options. Because you don’t have control over font size, use these options to create headings and subheading for your page. On a web page, it is better to use headings rather than font sizes because heading assignments can be easily identified within the text and manipulated to increase functionality.

- **Paragraph** – displays text normally as it would appear in a paragraph with a document
- **Address** – displays the text in italic. Useful for extracting an address from a page. Rarely used.
- **Preformatted** – puts your text into a mono-spaced font (all letters are the same width) and honors individual space. This is useful for creating a simple table, or simple vertical alignments.
- **Heading 1** – this is the heading designated for the title of your page. Avoid using this heading within the content without good reason.
- **Heading 2** – use this for the primary headings within your page
- **Heading 3** – use this to denote sub headings with a section of your page
- **Heading 4** – equal to bold normal text. Use this if your subheadings are further broken down.

This is normal text.

**This is heading 2.**

This is heading 3.

**This is heading 4.**

This is heading 5.

This is heading 6.
• **Heading 5** – smaller than normal text. It will be rare for page content to require a fifth layer of headings. This is more useful for small print, or photo captions.
• **Heading 6** – smaller still. Rarely used.

2. These first eleven buttons on the top bar should be pretty self explanatory. Simply click the button and begin typing or highlight the text in the display window and then click the appropriate button.

<table>
<thead>
<tr>
<th>![Button Images]</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Custom Character]</td>
</tr>
<tr>
<td>![Subscript]</td>
</tr>
<tr>
<td>![Superscript]</td>
</tr>
<tr>
<td>![Bold]</td>
</tr>
<tr>
<td>![Italic]</td>
</tr>
<tr>
<td>![Underline]</td>
</tr>
<tr>
<td>![Strikethrough]</td>
</tr>
<tr>
<td>![Left Align]</td>
</tr>
<tr>
<td>![Center Align]</td>
</tr>
<tr>
<td>![Right Align]</td>
</tr>
<tr>
<td>![Justify Align]</td>
</tr>
</tbody>
</table>

Here are a few custom characters: © ©

H2O  E=MC²  (sub and superscripts)

**I AM BOLD!**

*Slantedly italic.*

Underline for emphasis

This sentence is false.

• **Custom Character** – opens a palette that will allow you to insert custom characters into your page
• **Subscript** – use to make text small and appear below the normal line level (Ex. the 2 in H₂O)
• **Superscript** – use to make text small and appear above the normal line level (Ex. the 2 in x²)
• **Bold** – use to make text appear darker than normal. Useful for adding emphasis
• **Italic** – use to emphasis text
• **Underline** – use underlined text with caution. Most people assume that underlined text on a web page is a link.
• **Strikethrough** – use strikethrough text to indicate a change to previous information.
• **Left Align** – align text (or image) to the left side of the page
• **Center Align** – align text (or image) to the center of the page
• **Right Align** – align text (or image) to the right side of the page
• **Justify Align** – align text (and images) to take up an equal amount of space per line

3. The next row of buttons contains many familiar tools. Below is a description (in order) of each tool.

<table>
<thead>
<tr>
<th>![Button Images]</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Cut]</td>
</tr>
<tr>
<td>![Copy]</td>
</tr>
<tr>
<td>![Paste]</td>
</tr>
<tr>
<td>![Find and Replace]</td>
</tr>
<tr>
<td>![Bulleted List]</td>
</tr>
<tr>
<td>![Numbered List]</td>
</tr>
</tbody>
</table>

• **Cut** – use to remove text from one location in order to move it to another location
• **Copy** – use to copy text from one location in order to reproduce it in another location
• **Paste** – use to place cut or copied text into a new location
• **Find and Replace** – will open a new window that allows you to search for certain text and replace it with other specified text.
• **Bulleted List** – use to create a bulleted list (also called an unordered list)
• **Numbered List** – use to create a numbered list
- Bulleted list item number 1
- Bulleted list item number 2
- Bulleted list item number 3

1. Numbered list item 1
2. Numbered list item 2
3. Numbered list item 3 (redundant isn’t it!)

- Outdent – use to move a block of text to the left (this is the opposite of indenting)
- Indent – use to move a block of text to the right

This text has not been indented.

This text has been indented once. This text has been indented once. This text has been indented once. This text has been indented once. This text has been indented once. This text has been indented once. This text has been indented once. This text has been indented once.

This text has been indented twice. This text has been indented twice. This text has been indented twice. This text has been indented twice. This text has been indented twice. This text has been indented twice. This text has been indented twice. This text has been indented twice.

- Undo – clicking this will undo the last change you made to the page you are editing
- Redo – clicking this will redo the last change you made to the page you are editing
- Insert/Edit Link – use to create or modify links within the body of the page. In order to create or modify a link, highlight the intended (or already) linked text and click this button. When you click the button a box will pop up with two tabs. Select the internal tab to create links to web pages already inside of Cascade Server and select the external tab to create links to web pages outside of Cascade Server. On the Internal tab, click the file icon (next to the red circle icon) to open a window that will allow you to locate the page you wish to link to. When you have found the page, click it and then click the Confirm button. Then you can modify several link options. When you’re done click the Insert button to insert the link into your page.
• **Unlink** – use to get rid of a previously created link. In order to unlink some text, you must highlight an existing link and then click this button.

• **Insert/Edit Anchor** – use to create or modify a link to a specific part of the page you are editing.

• **Insert/Edit Image** – use to insert images into your page. In order to modify an image you must highlight it and then click this button. When you click the button a box will pop up with two tabs. Select the internal tab to insert images already inside of Cascade Server and select the external tab to insert images outside of Cascade Server (but already on the web). On the Internal tab, click the image icon (next to the red circle icon) to open a window that will allow you to locate the image you wish to insert. When you have found the image, click it and then click the Confirm button. Then you can modify various aspects of the image such as its alignment and size. When you’re done, click the Insert button to insert the image into your page.
• **Cleanup Messy Code** – use this to cleanup the underlying HTML code associated with the page you are editing (this is usually not necessary but it may help to resolve errors on some occasions).

• **Help** – displays information about the WYSIWIG editor (don’t confuse it with this document!)

• **HTML** – opens a new window containing the underlying HTML code associated with the page you are editing, allowing a skilled HTML coder to directly edit the code (it is not recommended that you use this option unless you are a skilled HTML coder)

• **Horizontal Rule** - use to place a horizontal bar across your page. This is useful for dividing separate areas of content.

• **Remove Formatting** – use this tool to remove formatting from an area of selected text

• **Insert a New Table** – use to insert a table (useful for displaying figures) into the page you are editing. When you click this button a box will pop up with options for creating your table. Fill in the options however you wish and click the Insert button to insert the table into your page.

• **Toggle guidelines/invisible elements** – turns invisible formatting elements on and off

4. When you’re done editing the content of the page, click the Submit button at the bottom of the page below the WYSIWIG editor.

5. The spell checker will appear and point out any words in your content that it does not recognize. You’ll have four options for each of the suspected words.
• **Field: Content** – shows you the suspected word. Click on the word to see its use in context with the rest of the text.
• **Change To** – a new word that you type yourself.
• **Suggested** – select a word from those listed in the pull down menu.
• **Ignore** – the word because you know it is spelled correctly. This is the default selection for all suspect words.
• **Add** – the word to the spell checker’s vocabulary.
Uploading a New File

Use this option to upload a file such as a .doc, .pdf or .zip file. If a file is placed in a normal folder, it will appear in the menu of the index page for that folder. If the file is placed in the specially configured files folder, it will not appear in any menu and can be linked to with a text link in the body of the page.

1. After logging into Web Tools, navigate to the index page of the folder where you want to upload a file (an “index page” is a page that displays a menu of its folder’s contents). You can identify an index page by the vertical line that runs down the left side of the page between the content and the menu, even if no menu is displayed. New folders can only be added to index pages.

2. From the blue menu bar at the top of the page, select New > File

3. In the resulting form, modify the form fields as necessary.
• **Display Name** – the name of the file as it appears in the left-hand menu. *This name should be short – no more than about 25 characters – to ensure that the page layout is not oddly deformed.*

• **Title** – the title of the file as it appears in the long menu below the text.

• **Upload (file)** – use the Browse button to select the file off of your hard drive that you wish to upload to the server.

• **Folder** – click on the yellow folder icon to select the folder you wish to place the file in. A folder tree window will that will allow you to drill down to the folder you want to put the file in (you will not be allowed to put the file in a folder you do not have access to, even though those folders may be visible)

4. In the dark blue menu bar below the text New File click the System link. Fill in the form and click the Submit button when finished. Your new file will be uploaded to the directory specified by the Parent Folder field.
• **System Name** – this is the name of the actual file that resides on the server. This name should be short and concise. Avoid using spaces if possible. If this is an index page, then the name **must** be “index.”

• **Parent Folder** – this is the folder where the file resides on the server. If you want to move this page to a different folder, you can do so by clicking on the folder icon and selecting a new folder in the pop-up window that will appear.

• **Publish** – if this box is checked, the file you upload will be published live to the web server when you are ready. Non-published files are not accessible to visitors through the website.

• **Index** – if this box is checked, the file you upload will be listed in the menu of the index for the folder where it resides. Non-indexed files are not listed in the menu. **NOTE:** the files folder is a special type of folder and indexing does not apply to it

• *The rest of the data on the System Tab should not be edited.*
Adding a new Folder of Web Pages

1. After logging into Web Tools, navigate to the location where you want to add a folder.

2. The AGNR site is divided into two major categories of Academics and Extension. Because of this you must select the proper option when creating a new Web Folder. This example will show how to create a Web Folder for a web site within the Extension section. You could easily follow the same steps to create a Web Folder for a web site within the Academics section by selecting the proper option from the menu. From the blue menu bar at the top of the page, select **New > Extension > Web Folder with Index Page**

3. In the resulting form, fill in the **Display Name**, **Title**, and **System Name** of the new folder. All three values can be the same. Make sure that the **Publish** and **Index** boxes are checked and click Submit.
• **Display Name** – the name of the file as it appears in the left-hand menu. *This name should be short – no more than about 25 characters – to ensure that the page layout is not oddly deformed.*
• **Title** – the title of the file as it appears in the long menu below the text.
• **System Name** – this is the name of the actual file that resides on the server. This name should be short and concise. Avoid using spaces if possible.
• **Parent Folder** – this is the folder where the file resides on the server. If you want to move this page to a different folder, click on the folder icon and select a new folder in the pop-up window that will appear.
• **Publish** – if this box is checked, the folder you create will be published live to the web server when you are ready. Non-published folders (and their contents!) are not accessible to visitors through the website.
• **Index** – if this box is checked, the folder you create will be listed in the menu of the index for the folder where it resides. Non-indexed folders are not listed in the menu.

4. You will see a listing of the contents of the new folder you have just created. The only thing in it should be the new index page. Click on the *index* page to view it.

5. You should see an empty page template. See the instructions for *Editing an Existing Web Page* to add content to the index page.
Adding a New Web Page into a Folder

1. After logging into Web Tools, navigate to the folder that you want to add a new page to. New pages can only be added to folders with index pages.

2. The AGNR site is divided into two major categories of Academics and Extension. Because of this you must select the proper option when creating a new Web Page. This example will show a how to create a new Web Page for a web site within the Extension section. You could easily follow the same steps to create a Web Page for a web site within the Academics section by selecting the proper option from the menu. From the blue menu bar at the top of the page, select New > Extension > Web Page

3. Modify the form fields at the top of the page as necessary.

- **Display Name** – The title of the page that appears in the bread crumbs and in the left-hand menu. *This name should be short – no more than about 25 characters – to ensure that the page layout is not oddly deformed.* Required
- **Title** – This is the title that appears at the top of the page in large letters. Required
• **Summary** – A short description of the information to be found on the page. This information may appear on other pages that link to this page.

• **Contact Email** – The email address of the person to contact for more information about the subject matter on this page. Required.

• **Contact Name** – The name of the person to contact for more information about the subject matter on this page. This value will appear at the bottom of the page as clickable text linking to the email address entered above. Required.

• **Menu Options** – If this page is an index page, you need to choose whether or not the page will display a short menu of Display Names on the left of the page, or a long menu of Titles and Summaries below the content. Hold down the CTRL key to select both. Required for index pages, not available for other pages.

• **Display News on This Page** – Allows you to display current news items on the right hand side of the page. You can use the news filters in the Metadata section to refine what news stories will be displayed.

4. The **Configurations** link in the dark blue bar at the top of the form opens the configurations tab. You will not need to edit anything on this tab.
5. Click on the **System** link in the dark blue bar to open the system tab.

- **System Name** – this is the name of the actual file for this web page that resides on the server. This name should be short and concise. Avoid using spaces if possible. If this is an index page, then the name *must* be “index.”
- **Parent Folder** – this is the folder where the page resides on the server. If you want to move this page to a different folder, click on the folder icon and select a new folder in the pop-up window that will appear. The full URL of the page will be `http://+PageLocation+/+PageName+.cfm`
- **Publish** – if this box is checked, the page you create will be published live to the web server when you are ready. Non-published pages are not accessible to visitors through the website.
- **Index** – if this box is checked, the page you create will be listed in the menu of the index for the folder where it resides. Non-indexed pages are not listed in the menu.
- **The rest of the data on the System Tab should not be edited.**

6. The **Metadata** link in the dark blue bar opens the metadata tab for editing additional, optional metadata for the page. Information on this tab may be used by AGNR for improved functionality at some point in the future, but is currently not in use (aside from news filters).
7. Click the **Content** link in the dark blue bar and scroll down to the Information label. The content of your page is the area of the template below the title, above the contact information and between the left menu and right margin. You can edit the content of the page using the WYSIWYG (What You See Is What You Get) editor. Keep in mind that the horizontal dimensions of a web page depend on the computer settings of the viewer, not the author, so don’t be flustered if the design window is smaller than you think it should be. Your content will be resized to horizontally fill the viewer’s browser, so lay out your content accordingly.

- The WYSIWYG editor allows you a great deal of versatility in laying out the content of a web page. It will be discussed in detail in the section titled *Using the WYSIWYG Editor*.
- Alternately, you can use the HTML button in the WYSIWYG editor to edit raw HTML code if you prefer.

8. Click the **Submit** button at the bottom of the page when you are done editing. You should return to the Layout view of the page.

9. Once you have completed all of the editing that needs to be done, you need to publish your pages to the live server. See “*Publishing Your Content for the Public*” on page 37 for more information.
Adding Divider Text to a Menu

Divider Text is non-clickable text that appears in the auto-generated menu of an index page. It’s used to separate and organize areas of the menu.

1. After logging into Web Tools, navigate to the index page where you want to add Divider Text to the menu (an “index page” is a page that displays a menu of its folder’s contents). You can identify an index page by the vertical line that runs down the left side of the page between the content and the menu, even if no menu is displayed.

2. From the blue menu bar at the top of the page, select New > Divider Text

3. In the resulting form, fill in the form fields. Click the Submit button when you’re done.

   a. **Display Name** – the text that will appear in the Short Menu on the left-hand side of the screen. *This text should be short – no more than about 25 characters – to ensure that the page layout is not oddly deformed.*

   b. **Title** – the text that will appear in the Long Menu below the contents of the pages.
c. **Link** – the text that will be used as a Divider

4. Click on the **System** link in the dark blue bar to open the system tab.

<table>
<thead>
<tr>
<th>Create</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Metadata</td>
</tr>
<tr>
<td>System Name</td>
<td>4-H Clubs Divider</td>
</tr>
<tr>
<td>Parent Folder</td>
<td>❯ ![Extension/local/Garrett]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced Options »</th>
<th></th>
</tr>
</thead>
</table>

| Submit | Cancel |

a. **System Name** – this is the name of the actual file for this web page that resides on the server. This name should be short and concise. Avoid using spaces if possible. If this is an index page, then the name **must** be “index.”

b. **Parent Folder** – this is the folder where the divider resides on the server. If you want to move this page to a different folder, click on the folder icon and select a new folder in the pop-up window that will appear.

5. Click the Submit button when finished. The new divider text will be placed in the folder you navigated to earlier.

6. See “Arranging Menu Items and Using the Folder View” for information about positioning your Divider Text in the menu.
Adding a New External Link to the Menu

External Links are clickable items that appear in the auto-generated menu of an index page and take the user to a web page or other online resource that is not maintained through AGNR Web Tools.

1. After logging into Web Tools, navigate to the index page you want to add an External Link to (an “index page” is a page that displays a menu of its folder’s contents). You can identify an index page by the vertical line that runs down the left side of the page between the content and the menu, even if no menu is displayed.

2. From the blue menu bar at the top of the page, select New > AGNR > Link - External

3. In the resulting form, fill in the form fields. Click the Submit button when you’re done.

- **Display Name** – the clickable text that will appear in the Short Menu on the left-hand side of the screen. *This text should be short – no more than about 25 characters – to ensure that the page layout is not oddly deformed.*
- **Title** – the clickable text that will appear in the Long Menu below the contents of the pages.
- **Link** – The URL for the page you want to create a link to, beginning with http:// For example: http://www.umd.edu
4. Click on the **System** link in the dark blue bar to open the system tab.

   ![New Link]

   **Create**
   
<table>
<thead>
<tr>
<th>Content</th>
<th>Metadata</th>
<th>System</th>
</tr>
</thead>
</table>
   
   **System Name**
   
   **Parent Folder**

   ![Advanced Options](#)

   ![Submit | Cancel](#)

   a. **System Name** – this is the name of the actual file for this web page that resides on the server. This name should be short and concise. Avoid using spaces if possible. NOTE: It is a good idea to add “- Link” to the name of external links so you remember that they are links and not actual pages.

   b. **Parent Folder** – this is the folder where the external link resides on the server. If you want to move this page to a different folder, you can do so by clicking on the folder icon and selecting a new folder in the pop-up window that will appear.

5. When you click the Submit button, the Spell Check screen may appear. See “**Using the WYSIWYG Editor**” step 17 for more information on the Spell Checker.
6. A web page (or other resource) that resides at the URL you entered in the Link field will appear when you’ve successfully submitted your External Link.

7. See “Arranging Menu Items and Using the Folder View” for information about positioning your Divider Text in the menu.
Adding a New Internal Link to the Menu

Internal Links are clickable items that appear in the auto-generated menu of an index page and take the user to another AGNR web page or resource such as a .pdf, .doc, or .zip file that is maintained through AGNR Web Tools. By using Internal Links, a page or resource cannot be moved or deleted without the link being updated.

1. After logging into Web Tools, navigate to the index page you want to add an Internal Link to (an “index page” is a page that displays a menu of its folder’s contents). You can identify an index page by the vertical line that runs down the left side of the page between the content and the menu, even if no menu is displayed.

2. From the blue menu bar below the Cascade Server logo, select New > AGNR > Link _ Internal

3. In the resulting form, fill in the form fields. Click the Submit button when you’re done.
a. **Display Name** – the clickable text that will appear in the Short Menu on the left-hand side of the screen. *This text should be short – no more than about 25 characters – to ensure that the page layout is not oddly deformed.*

b. **Title** – the clickable text that will appear in the Long Menu below the contents of the pages.

c. **Choose a web page [page]** – clicking the yellow folder icon will open a folder tree interface (see below). Navigate through the folder tree until you come to the web page you’re looking for. *Use this option for web pages only.* Click the name of the page you wish to link to. Finally, click the Confirm button to confirm your choice. You can click on the red circle icon to clear this choice if you change your mind.

d. **Or Choose a file [file]** – clicking the yellow folder icon will open a folder tree interface (see below). Navigate through the folder tree until you come to the file you’re looking for. *Use this option for files such as .pdf, .jpg or .zip files only.* Click the name of the file you wish to link to. Finally, click the Confirm button to confirm your choice. You can click on the red circle icon to clear this choice if you change your mind.

*Note:* use only one of these two options only. If you select both a web page and a file, the link will default to the web page.

![Folder Tree Interface](http://128.69.143:8000 - Cascade Server - Mozilla Firefox)

4. Click on the System link in the dark blue bar beneath the text “New Page” to open the system preferences. In the System Name field, enter the text that will appear in the folder view when you arrange menu items. It is a good idea to include the word “Link” in this field so that your link text is easily recognizable in the folder view. **None of the other options under System need to be changed.** Click the Submit button to save the new System Name.
5. Click on the **Metadata** link in the dark blue bar beneath the text “New Page” to open the metadata options. Enter a short description of what the visitor will find at this page. This description will be displayed along with the Title in the Long Menu below the page content. You can enter other metadata too if you wish, but none of it is currently in use. Click the Submit button to save the new metadata.

6. When you click the Submit button, the Spell Check screen may appear. See “*Using the WYSIWYG Editor*” step 17 for more information on the Spell Checker.
7. A blank page with the path of your link will appear when you’ve successfully submitted your Internal Link. This is an odd quirk of the software, not an error. To continue select the folder in which you placed the internal link you just created. The internal link will now be displayed on the short menu (and long menu if you have it selected) of the index page in the folder.

8. See “Using the Folder View” on page 36 for information about positioning your Divider Text in the menu.
Using the Folder View (Arranging Menu Items)

The folder view displays the contents of a folder on the web server and allows you to rearrange those resources, as well as add and delete new items. Both the Long and the Short Menus displayed on your web page display the contents of the folder, so by reordering the folder contents, you can effectively reorder the menu on the page.

1. In order to arrange menu items (which appear only on index pages) you must navigate to the folder that contains the index page on which you wish to arrange menu items.
2. Below is the basic structure of the folder view as well as a description for each option. You can click on any grey column header (Name, Order, Last Modified, etc.) to sort the list by that criterion. The list is always automatically sorted by Name unless you manually change it.

<table>
<thead>
<tr>
<th>Name</th>
<th>Order</th>
<th>Last Modified</th>
<th>Last Modified By</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-H Youth Development</td>
<td>4</td>
<td>May 22, 2006 2:52 PM</td>
<td>susano</td>
<td></td>
</tr>
<tr>
<td>Agriculture &amp; Natural Resources</td>
<td>3</td>
<td>Oct 21, 2005 1:34 PM</td>
<td>susano</td>
<td></td>
</tr>
<tr>
<td>files</td>
<td>15</td>
<td>Sep 1, 2005 4:31 PM</td>
<td>admin</td>
<td></td>
</tr>
<tr>
<td>Garrett Co. Information</td>
<td>9</td>
<td>May 22, 2006 10:09 AM</td>
<td>susano</td>
<td></td>
</tr>
<tr>
<td>Health and Nutrition</td>
<td>5</td>
<td>May 22, 2006 2:10 PM</td>
<td>susano</td>
<td></td>
</tr>
<tr>
<td>Images</td>
<td>14</td>
<td>Sep 1, 2005 4:31 PM</td>
<td>admin</td>
<td></td>
</tr>
<tr>
<td>Nutrient Management</td>
<td>6</td>
<td>Oct 21, 2005 1:46 PM</td>
<td>susano</td>
<td></td>
</tr>
<tr>
<td>Western MD 4-H Education Center</td>
<td>7</td>
<td>Oct 21, 2005 1:44 PM</td>
<td>susano</td>
<td></td>
</tr>
<tr>
<td>HGT Link</td>
<td>10</td>
<td>May 22, 2006 10:33 AM</td>
<td>susano</td>
<td></td>
</tr>
<tr>
<td>index</td>
<td>2</td>
<td>Jul 6, 2006 11:41 AM</td>
<td>contributor</td>
<td></td>
</tr>
<tr>
<td>MCE Page</td>
<td>8</td>
<td>May 22, 2006 11:40 AM</td>
<td>susano</td>
<td></td>
</tr>
<tr>
<td>MCE Publication - line</td>
<td>13</td>
<td>May 22, 2006 11:08 AM</td>
<td>susano</td>
<td></td>
</tr>
<tr>
<td>PersonnelDirectory</td>
<td>12</td>
<td>Mar 2, 2006 8:56 AM</td>
<td>msolute</td>
<td></td>
</tr>
<tr>
<td>UM Homepage - Link</td>
<td>1</td>
<td>Jul 11, 2006 11:51 AM</td>
<td>decoer</td>
<td></td>
</tr>
<tr>
<td>UpcomingEvents</td>
<td>11</td>
<td>Jan 13, 1970 7:20 PM</td>
<td>Hill</td>
<td></td>
</tr>
</tbody>
</table>

- **Name** – this column displays the names of the various resources in your folder. Clicking on the name of any of these resources will take you to the layout view. NOTE: The layout view for things like Links and Dividers may look a little odd.

- **Order** – this is the order in which the contents of the folder are displayed on the menu. Not all items in the folder view are displayed in the menus however. The index page is the page on which the menu is displayed, so it would not be included in the menu. It is positioned at the top of the order for convenience. Also the folders called “files” and “images” are specially configured not to display in the menu. They are usually (but not necessarily) positioned at the bottom of the order to keep them out of the way. All newly created items are placed at the top of the order by default.

- **Last Modified** – this column shows the date/time on which the resource was last edited.

- **Last Modified By** – this column shows the user name of the last person who edited a particular resource.

- **Actions** – the icons in this column are clickable. The actions they represent are described below.
  - Move to top – click this icon to move the item to the top of the menu (e.g. make item 1 in sort)
  - Move up – click this icon to move the item up one space on the menu
  - Move down – click this icon to move the item down one space on the menu
  - Move to bottom – click this icon to move the item to the bottom of the menu
  - Edit – click this icon to open the item in edit an edit screen. See Editing an Existing Web Page.
3. In order to facilitate easier arranging of menu items, click the grey column header labeled Order to sort the list by the order specified in the Order column.

4. Using the buttons in the Actions column, arrange the pages, folders, and links how you want them to appear in the menu on the index page. Remember that some pages, folders, and links can be set so they are not displayed in the menu even though they have a number in the Order column (for instance the files and images folders). It is generally a good idea to keep pages, folders, and links that are not displayed in the menu towards the bottom of the list so they are not confused with other pages, folders and links that will be displayed in the menu.

5. When you are finished arranging the menu items click the index page to view the newly arranged Short (and/or Long) Menu.
Welcome to Garrett County Extension

Welcome to the Maryland Cooperative Extension, Garrett County Office!

Our Mission: Maryland Cooperative Extension (MCE) is a statewide, non-formal education system within the College of Agriculture and Natural Resources and the University of Maryland Eastern Shore. MCE educational programs and problem-solving assistance are available to citizens and are based on the research and experience of land-grant universities such as the University of Maryland, College Park.

Established by Congress in 1914, Cooperative Extension is an educational network, centered in the country's seventy-two land-grant universities. MCE provides research-based practical education to the problems of American families, agriculture, business, and industry. In Maryland, MCE operates through the University
Publishing Your Web Content for the Public

When you are creating or editing web pages in Cascade Server, you are working on a development server, a machine the public does not see. The web pages seen by the public are stored on the live server, a machine that is accessible through a url such as http://www.agnr.umd.edu. In order for the public to see the web pages you develop on Cascade Server, you have to publish them to the live sever. This is analogous to creating a web page on your personal computer and then using FTP to publish it to your web server.

When you have completed work on a web page or group of pages, you need to publish it. There are two ways of doing this. You can either publish individual pages (or files, images, etc.), or you can publish a whole folder full of pages, files, images and even other folders.

To publish an Individual Item

Publishing single items such as pages or images is generally pretty fast because their file size is generally small. Use this option if you making minor changes to pages that already exist.

1. Navigate to the page (a “page” could also be a file, an image, or another resource) you wish to publish.

2. From the tabs above the dark blue menu bar, select Publish.

3. The Publishing options will appear. You need not modify any of these options. Click the Submit button to begin publishing the page. NOTE: If the page you are publishing contains new photos or links to new files, those items must be published as well. If the page is new, then the index page for the folder must also be published so that a link to the new page is generated. If you are simply updating the text on an old page, then publishing the single page will be sufficient. ALSO NOTE: Depending the size of the page (or file) you are publishing as well as the number of other jobs remaining to be published, it could take several minutes to and hour (in extreme cases) for your page (or file) to be published.
To publish an Entire Folder

Publishing an entire folder can take a long time, especially if there are numerous folders within the folder you are publishing, but it can be more efficient than publishing many individual items separately. Use this option if you have a lot of items to be published at once.

1. Navigate to the Folder you wish to publish.

2. From the blue menu bar, select Publish.

3. The Publishing options will appear. **You need not modify any of these options.** Click the Submit button to begin publishing the page. NOTE: If the page you are publishing contains new photos or links to new files, those items must be published as well. If the page is new, then the index page for the folder must also be published so that a link to the new page is generated. If you are simply updating the text on an old page, then publishing the single page will be sufficient. ALSO NOTE: Depending the size of the folder (including the size of subfolders) you are publishing as well as the number of other jobs remaining to be published, it could take several minutes to and hour (in extreme cases) for your folder to be published.
Checking the Status of Publication

Cascade Server is only capable of processing one publish request at a time. Even with a high speed connection it can take the development server time to send information to the live server, particularly if you are trying to publish a very large folder. Even if you are only trying to publish a small item like a web page, there could be publish requests lined up in front of you. Depending on the number and size of publish requests ahead of yours, it could take an hour or more before your content is published. Fortunately, there is a way of checking on the status of your publication.

1. From the blue menu bar at the top of the page, select **Tools > Other > Publish Status**

2. The publish status screen is designed to refresh itself every five seconds, so as the publication proceeds, the % Finished value is updated. Depending on your browser settings and other programs that may be running, this does not always happen. If the Publish Status screen does not refresh itself automatically, you may need to reload it manually, or check back at a later time to see progress.
Removing Old Content from the Web

There are two ways to remove content (pages, folder, links, files, etc.) from your website.

- **Delete**: the content is removed from both the live server and the development server. For a short time, it can still be recovered, but basically the content is permanently deleted. This is a good option for content that is no longer relevant or that you no longer wish to maintain.

- **Un-publish**: the content is removed from the live server, but it is retained on the development server so that it can be re-published again at a later date. This is a good option for seasonal content, content that is undergoing a lengthy update, or any content that will be needed again.

Deleting Content

1. Navigate to the page, file, or folder you wish to permanently delete. **WARNING: Deleting a folder automatically deletes the entire contents of the folder.**

2. Above the dark blue menu bar, select the Delete tab.

3. The Delete confirmation screen will appear. Click the Submit button to permanently delete the page, file or folder.
Un-Publishing Content

1. Navigate to the page, file, or folder you wish to un-publish.

2. Above the dark blue menu bar, select the Publish tab.

3. The Publishing options will appear. Under the heading Publish Mode select Un-publish instead of Publish. Then click the Submit button and the page, file, or folder you selected will be un-published from the live web server.