



Ektron CMS400.NET Quick Start Manual

Version 5.1, Revision 1

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Introduction

Welcome to the Ektron CMS400 Quick Start Manual. The purpose of the manual is to quickly get you using **Ektron CMS400**. It covers the following topics:

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

Selecting the Sample Site

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

NOTE

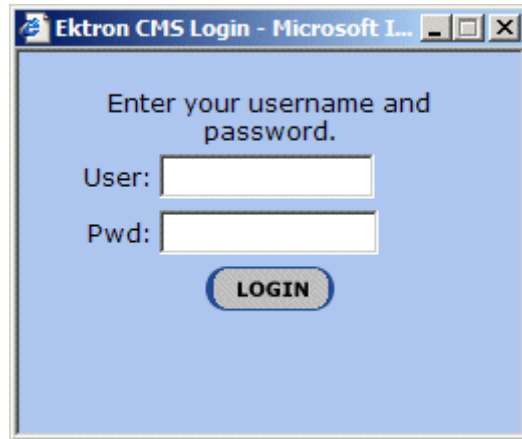
It is *strongly* recommended that you use the CMS400 Intranet site while reading this Quick Start manual.

2. In the browser, click **Intranet example**.
 3. The sample Web site's home page appears.
- Now, you can check out the sample site by clicking on any of the links.

The next section explains how to log in.

Logging Into the Sample Web Site

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



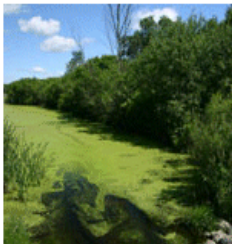
3. Enter your **username** and **password**.
User: **jedit** Pwd: **jedit**
Or you can use:
User: **admin** Pwd: **admin**
4. Click the **Login** button.
5. The home page refreshes.

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



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At the heart of Acme is our commitment to our customers, and our dedication to finding a better way to conduct business effectively and efficiently. Our mission is to develop best-of breed solutions that encompass scalability, flexibility, and ease-of-use without losing focus of being affordable.



In 1998, William Acme founded Acme Services — based on the philosophy that services should be simple and affordable. Today, Acme is based on the same principle.

Acme released its first product, a services tool that allows users to deliver services quickly and easily. Because this tool is so easy to integrate and use, sales quickly grew and Acme expanded with offices in Amherst, New Hampshire, the United Kingdom, and Germany. Acme's services tool has become a leader in the industry, and partnerships have been made with every major services vendor.

As a result, Mr. Acme and his team have had the unique opportunity to work with and listen to thousands of service providers learning exactly how they were using Acme's tool, as well as what challenges they faced and what they most valued in a services solution. Based on this valuable feedback, Acme developed its first services management platform solution built around Acme's market-leading tool. The response was outstanding, as it became immediately clear that there was a real need for services management solutions that are easy-to-use and integrate.

Today, Acme's family of products has evolved and grown—with tools and solutions that encompass the latest technologies and solve everyday services problems.

For more information on what the colors represent, see the **Ektron CMS400** User Guide, Appendix A: Content Statuses.

Entering the Work Area

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

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

3. A menu appears.

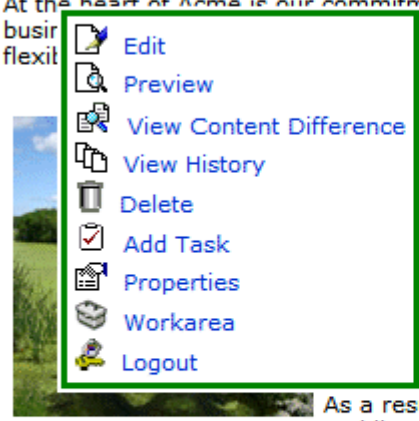
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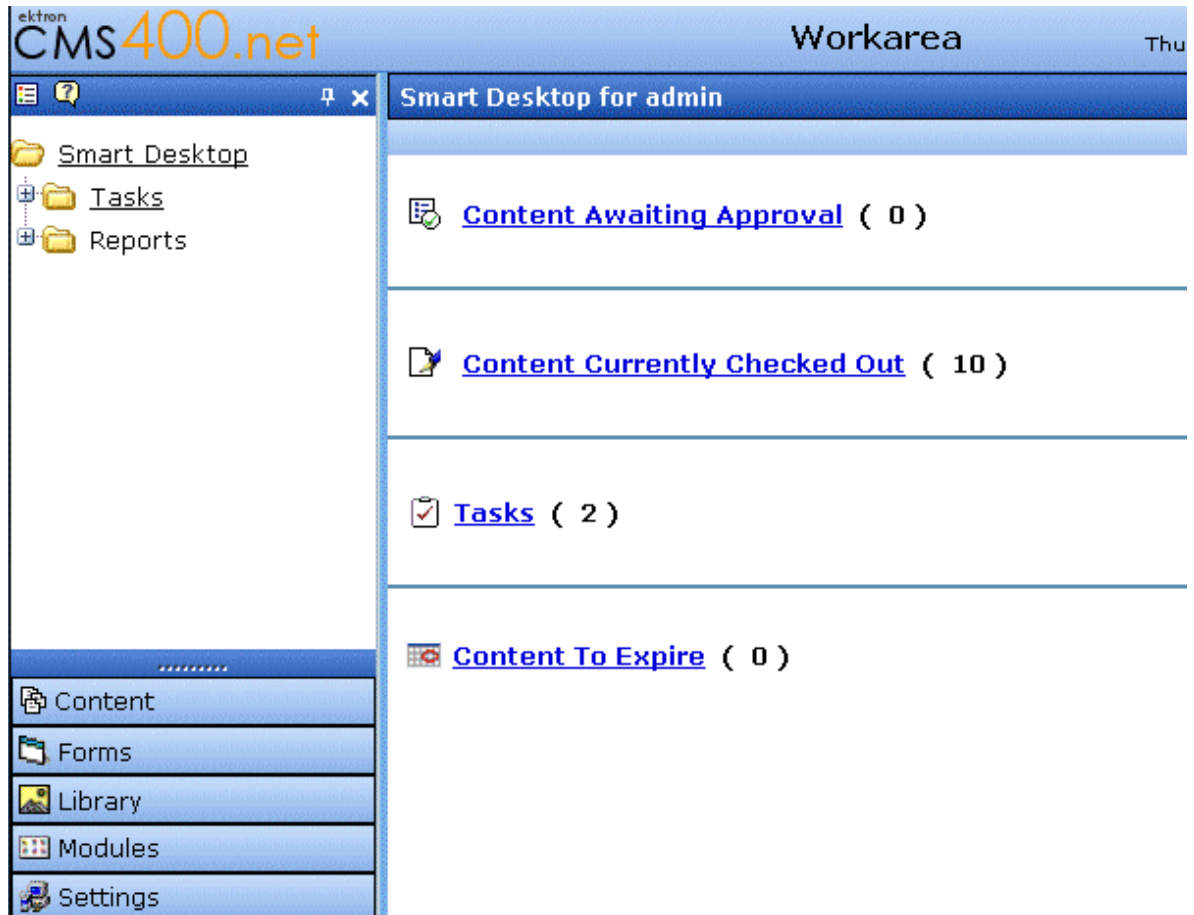
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- Edit
- Preview
- View Content Difference
- View History
- Delete
- Add Task
- Properties
- Workarea
- Logout

4. Click the **Workarea** button (📦).

5. The Workarea appears.



Selecting and Editing a Content Block

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

Selecting a Content Block

1. Click **Content** from the lower left side of the Workarea.
2. The View Contents of Folder screen appears.
3. Select the **IntranetBasic** Folder.
4. Under the Title column, click **Intranet**.
5. The Our Company Intranet content screen appears.

Editing a Content Block

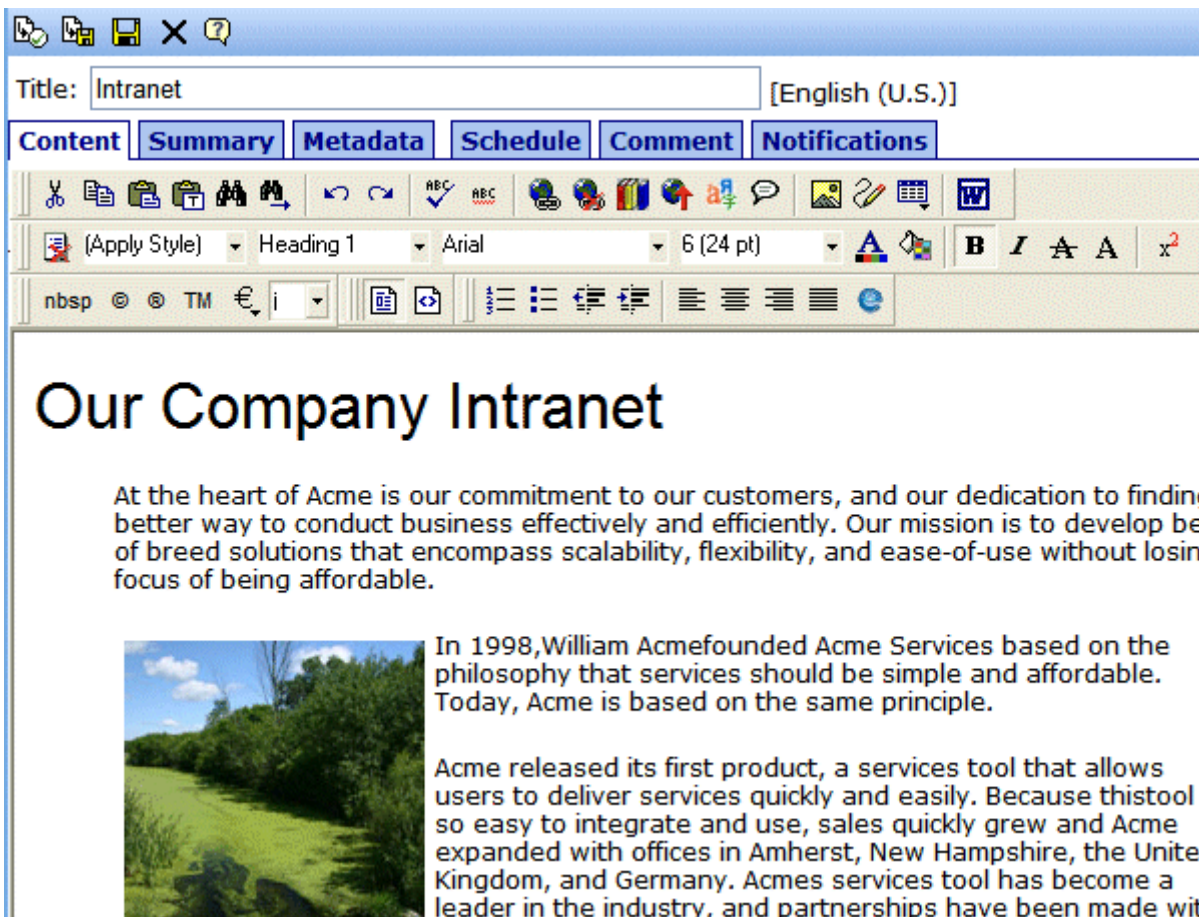
Now you can edit the content block. Let's change the word **heart** to **core** to learn how to edit.

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

NOTE The first time you edit a content block, you need to install eWebEditPro with WebImageFX. Please follow the instructions on the pop-up screen.
The installation only happens once.



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

2. The editor appears.



The screenshot shows the eWebEditPro editor interface. At the top, there is a title bar with 'Title: Intranet' and '[English (U.S.)]'. Below the title bar are several tabs: 'Content', 'Summary', 'Metadata', 'Schedule', 'Comment', and 'Notifications'. The 'Content' tab is active. The main editing area contains a toolbar with various icons for editing, including undo, redo, bold, italic, and text color. Below the toolbar, there are dropdown menus for 'Apply Style' (set to 'Heading 1'), 'Arial', and '6 (24 pt)'. The main content area displays a page titled 'Our Company Intranet'. The page content includes a paragraph of text: 'At the heart of Acme is our commitment to our customers, and our dedication to finding better way to conduct business effectively and efficiently. Our mission is to develop be of breed solutions that encompass scalability, flexibility, and ease-of-use without losin focus of being affordable.' Below this paragraph is a small image of a green field with trees in the background. To the right of the image is another paragraph of text: 'In 1998,William Acme founded Acme Services based on the philosophy that services should be simple and affordable. Today, Acme is based on the same principle. Acme released its first product, a services tool that allows users to deliver services quickly and easily. Because thistool so easy to integrate and use, sales quickly grew and Acme expanded with offices in Amherst, New Hampshire, the Unite Kingdom, and Germany. Acmes services tool has become a leader in the industry, and partnerships have been made wit

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

-
5. Click the **Checkin** button () above the tabs.
 6. The View Contents screen reappears.
 7. To see the changes that will take place, click the **View Diff** button () located above the tabs. This screen indicates the changes that will occur when the content block is published.
 8. Click the **X** in the toolbar to close this window.

Installing eWebEditPro for Netscape and Firefox Users


When a client first accesses a Web page that hosts **eWebEditPro**, the browser displays a text box where **eWebEditPro** should appear. Below it are instructions that direct the user to click some text to begin installation.

1. Click the text.
2. A standard Windows dialog box for saving a file appears. Save the file (ewebeditproclient.exe) to a directory on your hard drive.
3. Close all open Netscape or Firefox Windows.
4. Using Windows Explorer, go to the directory where you saved the file and double click the saved file.
5. You are prompted to select a language for the installation windows. This language affects only the installation, and has no effect on using eWebEditPro. (To learn more about changing the language of eWebEditPro, see the chapter "Modifying the Language of eWebEditPro" in the Developer's Reference Guide.)
6. A series of dialog boxes guides you through the rest of the installation.

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

Publishing Content

Now you can publish the "Intranet" content block.

1. Click the **Publish** button () located above the tabs.
This publishes your changes to the Intranet Web site.

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

2. Click the open browser window that shows the Intranet Web site.
3. Click your browser's Refresh button.
4. The page refreshes.
5. Notice that, under "Our Company Intranet" **heart** was replaced with **core**.

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



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

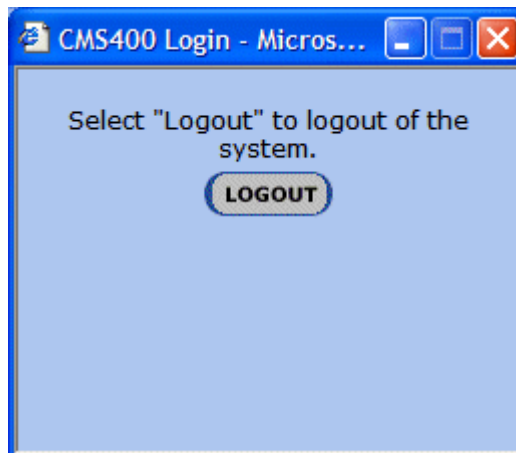
Closing the Work Area

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

Logging Out of the Sample Site

To log out of Ektron CMS400, follow these steps.

1. Click the **Logout** button () in a content block's menu, or click the **Logout** button () on the bottom right of the page.
2. The Logout box appears.



-
3. Click the **Logout** button.
 4. The page refreshes, and the home page reappears.

More Information

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

- Ektron CMS400 User Manual
- Ektron CMS400 Administrator Manual

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

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