SiteMason Training

October 2nd 2007
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What Is and Why Use SiteMason?

SiteMason is what's known as a Content Management System or CMS for short.

Content Management Systems allow users with little or no html experience to create web sites and pages that take their look and feel from a template created to maintain a uniform web presence for an entity such as our University.

They also provide a way to apply updates and design changes across the entire web site with no interaction with or reliance on individual users.

You can read more about Content Management Systems like SiteMason here at Wikipedia:
http://en.wikipedia.org/wiki/Content_management_system

Logging In and Account Settings

To log in to SiteMason, you will need to open this web address in the browser of your choice:
http://sitemason.sewanee.edu

If this is your first time logging in to SiteMason, your username will be the same username you use to check your e-mail with. Your initial password will be given to you during class.

Once you have logged in, the first matter of business will be changing your password to something more personal.

1.) Click on "View Account Information" in the top center of the page.
2.) Click on the "Change Password" tab.
3.) Enter in your old password followed by your new password twice for confirmation.
4.) Click "Submit New Password".
5.) Click "Ok" on the pop-up dialogue box.
6.) Select the "Save Changes and Go Back" button above the tabs.
7.) Click on the link to "Leave the Secure Area".

You will immediately be sent an e-mail from SiteMason with your updated password information included so that you may store it for future reference.

Creating and Setting Up a SiteMason Website

Creating a website in SiteMason is much like creating a folder that will hold all the web pages associated with that website. It is the "root" level of your website. To create a website:

1.) Click on "Add New Web Site" on the yellow tab in the center of the page.
2.) Type in a "Site Name".
3.) Click on "Add Site".

That's it. Your site is now created! Before you do anything else, there is a bit of set up to attend to so that your site is useable.

1.) Click on the Name that you just gave to your site to edit the site.
2.) Click on "Choose" next to standard navigation at the bottom left of the blue box.
3.) Click the "Choose Template" tab at the top of the blue box.
4.) Select the radio button next to the "Sewanee 2006 Template".
5.) Click "Save Changes and Go Back".

Now your site is set up and ready to have pages added to it.

Creating a Basic Page in SiteMason

In SiteMason web pages are called tools. These are the bread and butter of a SiteMason site and this is what you will most likely do in SiteMason a good percentage of the time.

1.) Click on the yellow "Add a Tool" button to the far left of your Site Name.
2.) Choose the "Add One" button under Page Builder at the top of the left column.
3.) Click on the "Rename" button at the top center of the blue box.
4.) Type a descriptive title for your webpage in the box above the URL.
5.) Type a simple page name for the address in the box below the URL.
6.) Click on the "Save Name" button.

If you were to click on the "Save Changes and Go Back" button at this point you would have a site with a page in it. It would be a blank page but, it would be a page nonetheless. Before we do that, let's finish by adding content to our page, shall we?

7.) Click on the "Edit Elements" tab at the top of the blue box.
8.) Leaving the drop down menus unchanged, click on the "Add & Edit" button.
9.) Without changing anything else, type "Hello World" or anything you wish in the text box.
10.) Click the "Add" button below the text box.
11.) Click "Save Changes and Go Back".

Now you really do have a web site with a web page in it and, that web page has content! It may not be the most exciting page yet but, let's go check it out. To get an idea of how your site is looking, click on the yellow "Preview" button to the left of your Site Name. This will launch a new window displaying your web site.

Adding Elements to a SiteMason Page

First, we will start off by creating another page by following steps 1 – 6 in the "Creating a Basic Page in SiteMason" section before. Now let's copy and paste some data from a Word document into our newly created page.

1.) Click on the "Edit Elements" tab at the top of the blue box.
2.) Minimize SiteMason and open the "SiteMason Class" folder on the Desktop.
3.) Open the Word document "SM_Copy_&_Paste.doc".
4.) Holding down "Ctrl" on the keyboard, press "a" and then "c" to copy all.
5.) Return to SiteMason and making no other changes, click on the "Add & Edit" button.
6.) Holding down "Ctrl" on the keyboard, press "v" to paste the copied data into the text box.
7.) On some browsers you may be asked to "OK" access to your clipboard.
8.) SiteMason will ask if you want to clean up the Word data. Click "OK".
9.) Holding down "Ctrl" again, press "v" to paste the copied data into the text box.
10.) Click on the "OK" button at the bottom of the window.
11.) Click the "Add" button below the text box.

Next we will cover the most common way to insert an image into a page.

1.) Under "Inset a new…" change the drop down from "Paragraph" to "File/Picture".
2.) While making no other changes, click on the "Add & Edit" button.
3.) Next to the "Upload New File" field, click on the "Browse…" button.
4.) Browse to the "SiteMason Class" folder on the Desktop.
5.) Choose the "SM_Image.jpg" and click "Open".
6.) Click the "Save" button.
7.) Click on the "Edit" button beside the image you just added.
8.) If the first box under "Size" is larger than 490, change it to that or smaller.
9.) Click the "Save" button.

Now to round out our page we are going to add in some links. The first will be a link to a PDF file that we will make open in a new browser window.

1.) Making no other changes, click on the "Add & Edit" button.
2.) Type in "View My File" and then highlight the text.
3.) Click on the "Insert/Edit Link" from the toolbar just above the text box.
4.) Click on the "Target" tab at the top of the Link window.
5.) Choose "New Window (_blank)" from the Target drop down menu.
6.) Click on the "Upload" tab and choose "Browse".
7.) Browse to the "SiteMason Class" folder on the Desktop.
8.) Choose the "SM_File.pdf" and click "Open".
9.) Click on the "Send it to the Server" button.
10.) Click "OK" in the dialogue box that pops up and then click "OK" again in the link window.
11.) Click the "Add" button below the text box.

Now let's put in a link to a website to wrap things up.

1.) Making no other changes, click on the "Add & Edit" button.
2.) Type in "View My Link" and then highlight the text.
3.) Click on the "Insert/Edit Link" from the toolbar just above the text box.
4.) Click in the "URL" box and type in: "www.sewanee.edu/webteam" without the quotes.
5.) Click "OK" in the Link window and then click the "Add" button below the text box.
6.) Click the "Save Changes and Go Back" button at the top of the page.

That's it! You now have a multi-page site with links, files and images.

Site Navigation and Customization

In SiteMason, only the first page gets automatically added to the navigation so, in order to make your new pages available you will need to do the following.

1.) Click on the Name that you gave to your site to edit the site.
2.) Click on the "Organize Navigation" tab at the top of the blue window.
3.) Click the "Add" button after selecting your new page from the drop down.
4.) Click the "Save Changes and Go Back" button at the top of the page.

Now for the customization bit, we will focus on changing the banner at the top of the page and the sidebar image in the left pane on all the pages.

1.) Click on the Name that you gave to your site to edit the site.
2.) Click on the "Header and Footer" tab at the top of the blue window.
3.) Scroll down to the "Template Images" section.
4.) Click browse next to the "Upload Header Image" field.
5.) Browse to the "SiteMason Class" folder on the Desktop.
6.) Choose the "SM_Top.jpg" and click "Open".
7.) Click browse next to the "Upload Sidebar Image" field.
8.) Browse to the "SiteMason Class" folder on the Desktop.
9.) Choose the "SM_Side.jpg" and click "Open".
10.) Scroll up and click the "Save Changes and Go Back" button at the top of the page.

Click on the yellow "Preview" button to the right of your Site Name now and view your freshly created and customized web site.

Going Live with Your Site!

Once you are finished with your website you need have it published so that it will be 'Live" and available to the general public. Here's how.

1.) Under the Name that you gave to your site, highlight and copy the full URL.
2.) Pick out the desired final URL the site should have.
3.) E-mail this information on two separate lines to: web@sewanee.edu.

Your request should be processed immediately and you will receive a response e-mail containing a link to the site once the task has been completed.

Q&A Session Notes

Thanks for joining us today and please don't forget to leave your feedback here:
http://www.sewanee.edu/webteam/trainingfeedback/