

2016 TRTA Content Managers Resource Guide

How to update and edit your local unit website.

Roy Varney, TRTA Multimedia Specialist

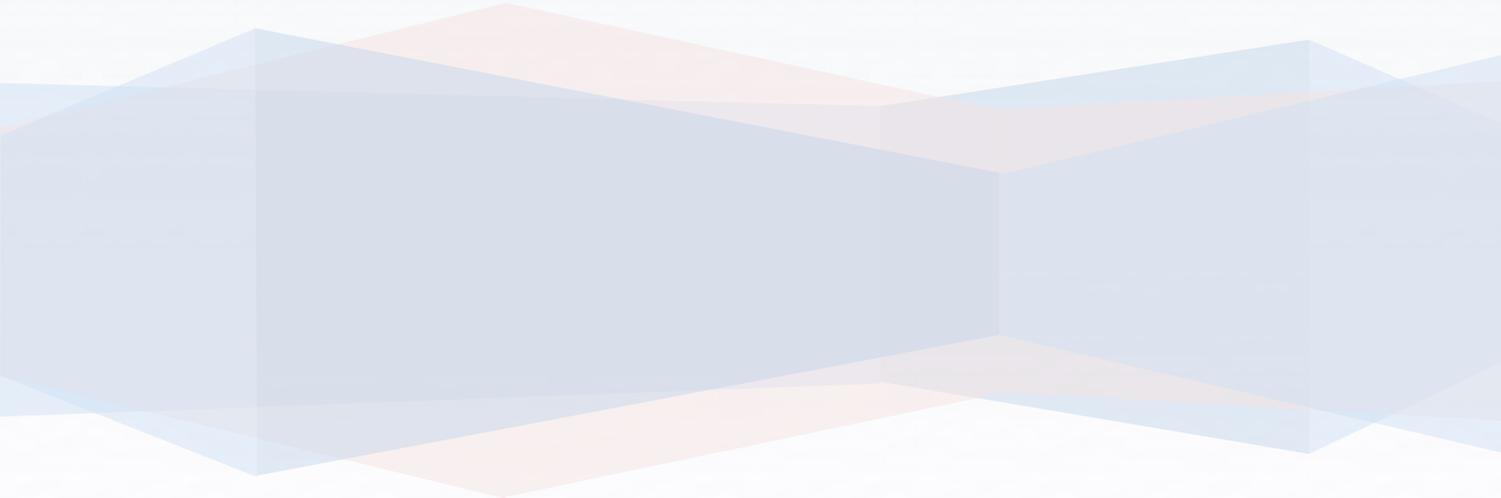


Table of Contents

Introduction	1
Basic information	1
- How to log in	1
- The Dashboard	2
-The site manager button	2
-The modules button	2
-The users button	3
-User activity, popular content and top searches	3
- Navigating to home page	3
- How to edit pages	4
-Copying text	5
-Formatting text	5
-Hyperlinking	5
-Adding images	6
- How to publish your changes	7
Intermediate information	8
- Understanding the parent-child relationship	8
- Site structure	8
-Columns in Site Manager	9
-Setting page order	10
-Previous versions	11
-Content types	11
- How to add pages	13
- Page layout	13
-One, two and three column layouts	14
-Default layout settings	15
-Selecting page layout from Site Manager	15
- Content objects	16
Expert information	17
- Front-end editing	17
- The other page editing tabs	17
-Mobile	18
-SEO	17
-Tags	18
-Related content	19
-Publishing	19
- The other content types	21
-Folder content	21
-Calendar content	21
-Adding an event	23
-Image galleries	25
-Uploading multiple images	27

-Creating forms 28
-Placing your form on your home page 30
Congratulations..... 32
Helpful Resource Videos 32

Introduction

Welcome to the 2016-17 TRTA Content Managers Resource Guide. This guide will instruct you on the use of the Mura Content Management System. Mura CMS is one of the most powerful Content Management Systems in the World, but it was chosen as the platform for TRTA's local unit websites due to its ease of use. This guide is split into four sections, each of which features information with different levels of difficulty.

While it is not necessary to master all of the information provided in this guide, it is advisable to be aware of what is possible in Mura, as well as what information is available to use in managing your local unit's website.

The purpose of this guide is to teach you how to edit and update your local unit's website in an easy, efficient manner. In addition to this guide, there are a variety of useful resources available on the TRTA Content Manager's website, which is located at www.localunits.org/help.

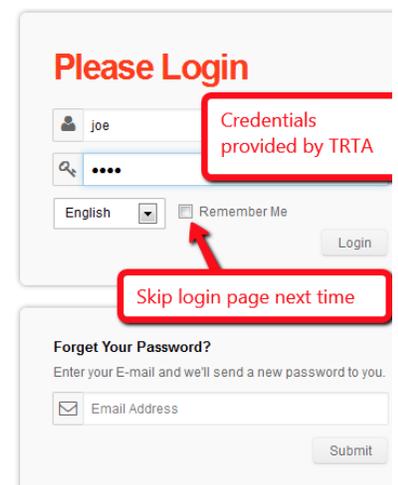
The guide is divided into three primary sections: basic information, intermediate information and expert information. The difficulty of these sections is based on my sense of the difficulty of the content. Thus, they are subjective measures by which your ability as a content manager should not be judged. For instance, you may be able to complete a task listed in the expert section but not in the basic section. This does not mean you lack basic understanding, but means my sense of what is basic may not apply to you.

I hope you find this guide useful and if you have any questions, please feel free to contact me at roy@trta.org.

Basic information

Logging in

- 1) Go to <http://www.localunits.org/admin>.
- 2) Type in your username and password into the Login screen (see figure to the right).
- 3) Click **Login**.



The screenshot shows the login interface for the Mura CMS. At the top, it says "Please Login" in red. Below this are two input fields: one for the username (containing "joe") and one for the password (containing "****"). A red box highlights these two fields with the text "Credentials provided by TRTA". Below the password field is a language dropdown menu set to "English" and a "Remember Me" checkbox. A red arrow points from a red box containing the text "Skip login page next time" to the "Remember Me" checkbox. To the right of the "Remember Me" checkbox is a "Login" button. Below the login form is a "Forgot Your Password?" section with the text "Enter your E-mail and we'll send a new password to you." and an "Email Address" input field with a "Submit" button.

The Dashboard

Dashboard

Overview Session Search Top Content Top Referrers Top Searches Top Rated Recent Comments

User Activity (Advanced Session Search)

Recent Activity		Member Activity	
Current Visitors (Last 15 Minutes)	13	Current Members (Last 15 Minutes)	0
Visits (Last 1 Days)	733	Member Visits (Last 1 Days)	3
Return Visits (Last 1 Days)	117		

Popular Content (Last 1 Days)

Pages (View Report)	Top Searches (View Report)
Member Benefits (61 Views)	retirement seminars (2 Searches)
TRTA Prepares for TRS-Care B (60 Views)	clemens (2 Searches)
Board of Directors and Stand (49 Views)	benefits (2 Searches)

Recent Comments (Last 100 Comments)

Recent Comments	Posted	Drafts for Your Review
OTXOuwu commented on TRS Board Meeting Review	02/04/2014 2:57 PM	There are no drafts for your review.
tJNAbE commented on TRS Releases August 2013 Actuarial Valuation; Provides Update on TRS-Care	02/04/2014 7:25 AM	

Site Summary

- Active Pages: 370
- Files: 100
- Links: 25
- Internal Feeds: 3
- Site Members: 0
- System Users: 4

Recent Content

- 3 New Columns by Laura Rios (02/05/2014)
- Features_Column by Laura Rios (02/05/2014)
- Convention Events by Laura Rios (02/05/2014)
- Test by Laura Rios (02/05/2014)
- TRS-Care Town Hall Meeting: How You Can Participate by Andy Peterson (02/05/2014)

Once logged in to the Site Administrator, you will see the Dashboard.

The Dashboard provides you a bird's eye view of your site activity, including current users, popular content and searches from your users and site stats. You can also search for keywords in your site so that you can quickly find the page to edit it. Also, you can click on the pages you have recently updated in the Recent Content section.

From the header, you can access your website at any time to see how it looks from the public's perspective by clicking on the red **Current Site** button.

Site Manager

This tab is where you will spend most of your time editing and updating the pages of the site.

Modules

Modules will allow you to add content that you may wish to reuse on more than one page. Many areas in the Modules section will be covered later in the advanced information.

Users

The Users tab allows you to view other content managers for your site.

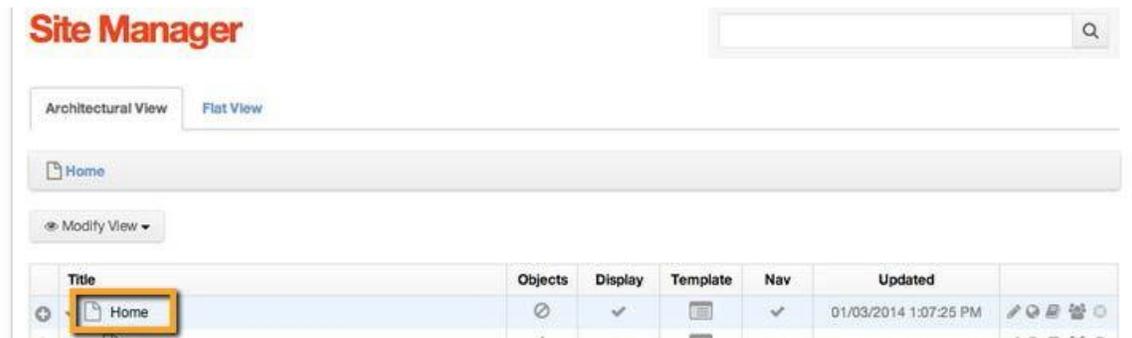
User Activity, Popular Content and Top Searches

On the Dashboard (screen print above) are several helpful widgets. For example, **User Activity** gives you an idea of the number of visitors to your site.

Now that we have an understanding of what's on the screen, let's start editing!

Navigating through your home page

1) Navigate to your Site Manager, and click on your **Home** Page:



2) When you do, along the left side are eight tabs, the first being the **Basic Tab**. Here is where you will manage the **Title** and **Content** of your page:

Type

Page

Title

About Us

Select Associated Image to Upload

Choose File No file chosen Select Existing Image

Summary

Source [Icons] [B I U S x₂ x²] [List] [Align] [Link] [Flag] [Image] [Table] [Ω] [Download] [m] Styles Format [Reset] [Help]

body p

Content

Source [Icons] [B I U S x₂ x²] [List] [Align] [Link] [Flag] [Image] [Table] [Ω] [Download] [m] Styles Format [Reset] [Help]

3) Listed below are some brief explanations of each field in this tab:

- Type:** This is the content type (e.g., Page, Folder, Calendar, Gallery, etc.)
- Title:** Also known as the "Long Title" or "Page Title." Text entered here is displayed above the main content of each page.
- Associated Image:** You can upload a primary associated image for this content. A thumbnail of this image appears on Folders and as well as on the page itself.
- Summary:** This is a brief summary of the content on the page. If you are creating a page within a Folder, this summary may be displayed along with other pieces of information.
- Content:** Aside from the Title, this is the most important field on the basic tab. This is where you edit the body of your page. Mura has a visual "WYSIWYG (What you see is what you get)" editor to help you style and format content for your page.

How to Edit Pages

When it comes time to add content to the page, there are many, many functions available to you.

Copying Text from Microsoft Word

Sometimes you may receive a Microsoft Word document containing images, hyperlinks, pictures and other special formatting, and you've been asked to place the text on the website.

- 1) To copy text, highlight the text and on your keyboard press CTRL + C (for PC) or Command + C (for Mac).
- 2) To paste text, click in the area where you would like to see the text and on your keyboard press CTRL + V (for PC) or Command + V (for Mac).

Formatting Text

If you copy and paste the text and images from Word, Mura strips out most of the formatting that will cause problems with the rendering of your site. Fortunately, many formatting options are available to you in Mura CMS.

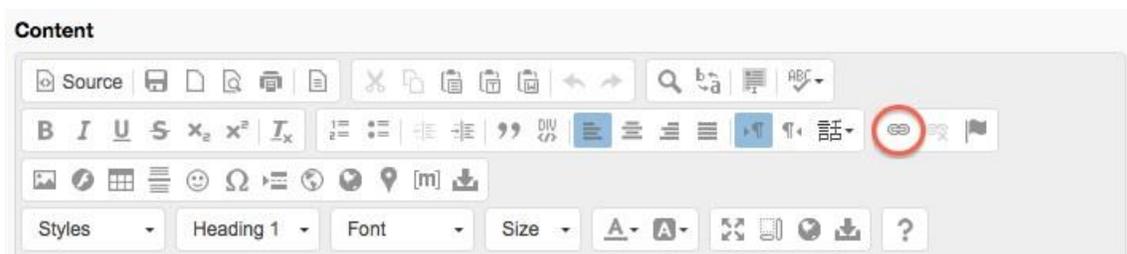
- 1) Highlight the text you would like to format.
- 2) In the bottom row of formatting icons, the second icon says "Format." Choose "normal" for normal text or "heading 1" for a headline.

Hyperlinking Text

Let's say you have the following text that you want to link to an email:
"Click here to send me an email."

For this to work, we have to make that text a hyperlink.

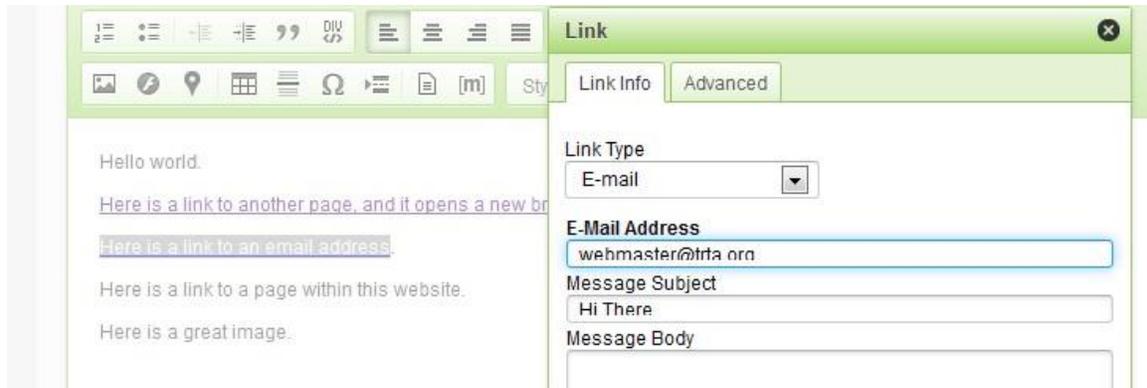
- 1) Highlight the text you wish to make a hyperlink.
- 2) Click on the "chain" icon. It is on the second row of icons and is the third from the last on the right.



3) A new window will appear. Type in or paste the address you wish the link to take the user. If you wish the link to open in a new window, click **Target** and select **New Window**.

If your hyperlink is not another web page, but rather an email address, choose E-mail from the **Link Type**, and then enter your email address:

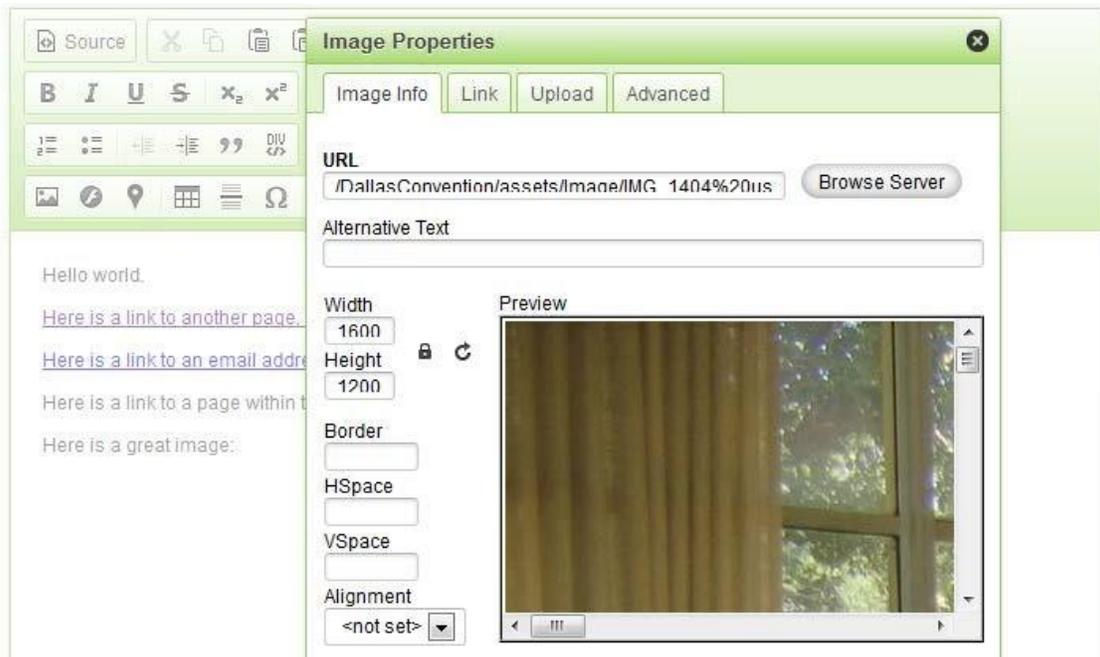
4) Click **ok**.



Adding Images

1) Place your cursor in the location that you would like for the image to be located.

2) Click on the Image button, which is the first icon on the third row. The **Image Properties** window opens.





There are a few page-publishing options that you have.

First, you can click **Publish** button at the bottom of an edited page, and you will be publishing your content immediately.

Second, **Saving as a Draft** and **Saving Draft and Preview** allow you to save a temporary, non-published version of content for later editing or approval.

Save Draft & Preview allows you to view your changes in a modal popup window with a preview of the content in draft form. I highly suggest using **Save Draft and Preview** to view your changes before you publish.

Saving to Change Set allows you to Publish several pages all at once.

Intermediate information

Understanding the Parent-Child Relationship

A parent-child relationship refers to the hierarchy of pages in your website. Below you will find an example of how a parent-child relationship is organized. Items at the top **and** left are parents, and items below **and** right are children.

	Title	Objects	Display	Template
+	Home			
+	Gallery			
+	List.jpg			
+	Hood of Car.jpg			
+	Lights.jpg			
+	ornaments.jpg			
+	Landscape.jpg	.	✓	.

Home is a parent to Gallery.

Gallery is a parent to List.jpg

Gallery is also a child of Home

List.jpg is a child of Gallery

Building Your Site Structure

Arguably, the **first step** to building your local unit website in Mura CMS is to set up

the **site structure**. Organizing parent-child page relationships is important for readability and intuitive understanding when viewing the structure later.

To view how your site is structured, click on the **Site Manager** button. The following screen print shows you how it might look.

	Title	Objects	Display	Template	Nav	Updated	
+	HOME	↓	✓	☰	✓	08/09/2013 4:40:38 PM	✎ 🔍 🗑️ ⚙️
+	▶ ABOUT US	↓	✓	☰	✓	11/08/2013 1:58:09 PM	✎ 🔍 🗑️ ⚙️
+	▶ MEMBERSHIP	↓	✓	☰	✓	08/23/2013 12:58:13 PM	✎ 🔍 🗑️ ⚙️
+	▶ FEATURES	•	⊗	•	✓	08/05/2013 10:22:11 AM	✎ 🔍 🗑️ ⚙️
+	▶ LEGISLATION	↓	✓	☰	✓	07/04/2012 4:14:35 PM	✎ 🔍 🗑️ ⚙️
+	▶ TRTA NEAR YOU	↓	✓	☰	✓	11/08/2013 2:03:15 PM	✎ 🔍 🗑️ ⚙️
+	▶ Local Unit Directory	↓	✓	☰	✓	11/08/2013 2:14:43 PM	✎ 🔍 🗑️ ⚙️
+	▶ District Directory	•	✓	•	✓	11/08/2013 2:11:56 PM	✎ 🔍 🗑️ ⚙️
+	▶ District Map	•	✓	☰	✓	11/08/2013 1:55:43 PM	✎ 🔍 🗑️ ⚙️
+	▶ COMMITTEES	↓	✓	☰	✓	08/09/2013 6:21:55 PM	✎ 🔍 🗑️ ⚙️
+	▶ FORMS	↓	✓	☰	✓	08/07/2013 2:03:40 PM	✎ 🔍 🗑️ ⚙️
+	▶ CONTACT US	↓	✓	☰	✓	11/08/2013 2:10:54 PM	✎ 🔍 🗑️ ⚙️
+	▶ CALENDAR	↓	✓	☰	✓	11/08/2013 1:06:05 PM	✎ 🔍 🗑️ ⚙️
+	▶ TRTA 61st Annual Convention	•	✓	•	✓	02/04/2014 10:33:08 AM	✎ 🔍 🗑️ ⚙️
+	▶ Board of Directors and Standing Committee Meetings	•	✓	•	✓	11/08/2013 9:50:43 AM	✎ 🔍 🗑️ ⚙️
+	▶ District Meetings	•	✓	•	✓	01/22/2014 1:43:28 PM	✎ 🔍 🗑️ ⚙️
+	▶ 60th Annual Convention and District Events	•	⊗	•	✓	11/08/2013 10:54:05 AM	✎ 🔍 🗑️ ⚙️
+	▶ FACEBOOK	•	✓	•	✓	08/05/2013 10:26:51 AM	✎ 🔍 🗑️ ⚙️
+	▶ TWITTER	•	✓	•	✓	08/05/2013 10:27:30 AM	✎ 🔍 🗑️ ⚙️

Columns in Site Manager

	Title	Objects	Display	Template	Nav	Updated	
+	Home	↓	✓	☰	✓	03/04/2013 3:03:00 PM	✎ 🔍 🗑️ ⚙️
+	Pictures	•	⊗	•	✓	02/09/2013 3:40:00 PM	✎ 🔍 🗑️ ⚙️
+	▶ News Releases	↓	✓	☰	✓	03/02/2013 4:01:00 PM	✎ 🔍 🗑️ ⚙️
+	▶ Link to TRTA.ORG	•	✓	•	✓	03/02/2013 4:01:00 PM	✎ 🔍 🗑️ ⚙️
+	▶ Another Page	•	✓	•	✓	02/09/2013 3:41:00 PM	✎ 🔍 🗑️ ⚙️
+	▶ Calendar	•	⊗	•	⊗		✎ 🔍 🗑️ ⚙️

Annotations in the image:

- Showing of Page Titles (points to Title column)
- Content Objects Displayed (points to Objects column)
- Show or hide this page (points to Display column)
- Choose page layout (one column, two column, etc.) (points to Template column)
- Date Updated (points to Updated column)
- Does this page show in navigation? (points to Nav column)
- Plus signs on the left (points to the plus sign in the leftmost column)

Here's a description of the columns in your Site Manager:

- The leftmost column shows a **plus sign** for each page shown. Hover over that plus sign to add content, copy the page so that you can create one just like it, or zoom in to the page.
- The **Title** shows you the title of the link for the page found in the web site's Menu.

- The **Objects** column lets the user know what types of objects are on that page. A down arrow indicates that objects that are on that page cascade to those below it. A dot indicates that that page inherits the objects from above it. For example, your Local Unit Officers are set up for your site on your home page by default by using a Content Object we created for you. By default, all pages “inherit” the Local Unit Officer Content Object.
- Your **Display** options are threefold. You can display a page, hide a page, or display a page per start and stop dates. This is very useful for pages that announce events. If you want that page to automatically disappear after the event ends, you can do that.
- The **Template** column indicates whether or not a template has been explicitly assigned to a specific page. For example, you can choose whether a page has three columns, two columns, or one column.
- The **Nav** column indicates whether a page is included in the site navigation, and the **Updated** column shows you the last time the page was updated.
- The buttons in the last column are **Edit**, **View**, **Version History**, **Permissions**, and **Delete**. The **Edit** button does the same thing as clicking on the name of the page – it allows you to edit the contents of the page. The view button allows you to view the content node. **Version History** allows you to view all of your past versions of the page, keeping you from having to worry about ever overwriting something good, and losing it forever. **Permissions** allows you to restrict or grant access by groups of people. This is handy if you want to create an “extranet” of users, preventing others from seeing certain pages. **Delete** allows you to delete a page. However, if you ever delete a page and later regret it, [contact me at roy@trta.org](mailto:roy@trta.org) and I can probably restore it for you.

Setting Page Order

By default, newest pages you add go on top of the site structure. **Dragging** and **dropping** pages will allow you to reorder. To reorder, hold down the mouse button over the page you want to change the order of, and drop it into the desired position in the list. Click the **Update** button.

When you're done re-ordering, click "Update." Update

Title	Objects	Display	Template	Nav	Updated	
Home	↓	✓	☰	✓	03/04/2013 3:03:00 PM	✎ 📄 🗑️ ⚙️
News Releases	•	✓	•	✓	03/02/2013 4:04:00 PM	✎ 📄 🗑️ ⚙️
Link to TRTA.ORG	•	✓	•	✓	03/02/2013 4:01:00 PM	✎ 📄 🗑️ ⚙️
Another Page	•	⊗	•	✓	02/09/2013 3:41:00 PM	✎ 📄 🗑️ ⚙️
Calendar	•	⊗	•	⊗	02/09/2013 3:40:00 PM	✎ 📄 🗑️ ⚙️

Previous Versions

All old versions of pages are archived and added to a Version History page. Accessing Version History can be done on the Site Manager page:

Modify View ▾

Click this button to see all the versions of this page you've Published in the past.

Title	Objects	Display	Template	Nav	Updated	
HOME	↓	✓	☰	✓	08/09/2013 4:40:38 PM	✎ 📄 🗑️ ⚙️
ABOUT US	↓	✓	☰	✓	11/08/2013 1:58:09 PM	✎ 📄 🗑️ ⚙️

You can look at each version of page, and even restore it over the existing version of the page if need be. If you do that, the existing version will then become the second row in the Version History list.

Version History

Back to Components Clear Version History Delete Content Permissions

There is a saved copy of every version of your page you publish. Click on an old version, and then publish it to make it the live version on your site again.

Title	Notes	Change Set	Status	Display	Objects	Feature	Nav	Update	Time	Author/Editor	
3 New Columns			Published	✓	•	⊗	⊗	02/06/2014	11:24 AM	Laura Rios	✎ 📄
3 New Columns			Archived	✓	•	⊗	⊗	02/05/2014	1:35 PM	Laura Rios	✎ 📄
3 New Columns			Archived	✓	•	⊗	⊗	02/05/2014	1:34 PM	Laura Rios	✎ 📄
3 New Columns			Archived	✓	•	⊗	⊗	02/05/2014	1:29 PM	Laura Rios	✎ 📄

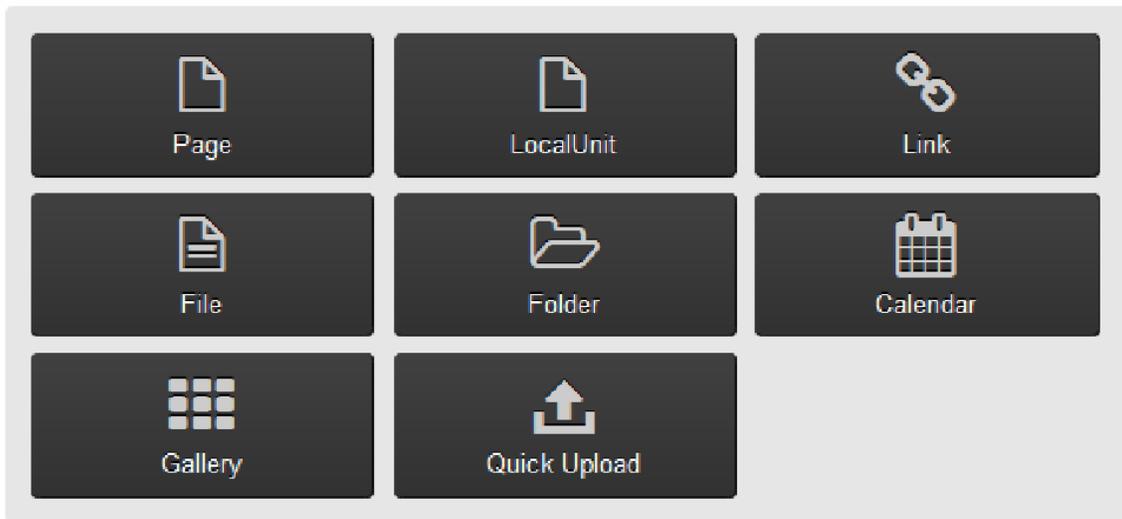
Content Types

When it is time to add a page (or any other type of content), hover over the **Add Content Icon** (the **plus sign**) next to any row from the Site Manager to reveal a menu of links to add new content to the site.

Click **Add Content** to reveal a **Select Content Type Dialog Window**:

Title	Objects	Display	Template	Nav	Updated	
Zoom	↓	✓	☰	✓	03/04/2013 3:03:00 PM	✎ 📄 🗑️ ⌵
Add Content	•	✓	•	✓	03/09/2013 2:15:00 PM	✎ 📄 🗑️ ⌵
Copy	•	⊘	•	✓	02/09/2013 3:40:00 PM	✎ 📄 🗑️ ⌵
Copy All	•	✓	•	✓	03/02/2013 4:04:00 PM	✎ 📄 🗑️ ⌵
Link to TRKX.ORG	•	✓	•	✓	03/02/2013 4:01:00 PM	✎ 📄 🗑️ ⌵
Another Page	•	⊘	•	✓	02/09/2013 3:41:00 PM	✎ 📄 🗑️ ⌵
Calendar	•	⊘	•	⊘	02/09/2013 3:40:00 PM	✎ 📄 🗑️ ⌵

Select Content Type



Determining Content Type

Before adding content, it is best to be familiar with the different types of content you can add. Each type has a unique function that can meet your needs.

Type	Description	Example
Page	Page content types are the website pages of your site. They are the most commonly used content types containing text, images and links.	Your home page.
File	File content types are files that have been uploaded to and managed from File Manager. File icons denote common file types such as PDF, Word, Excel, Zip and others.	Newsletters stored as PDF files.
Folder	Folder content types allow you to combine related content into a defined group. It's content includes the summary of the content within it, along with a link to that content.	Typed meeting minutes, a blog or news releases.

Calendar	Calendar content types allow you to display scheduled content in a traditional calendar format using start/stop dates display the content.	Local unit calendar.
Gallery	Gallery content types are collections of images. They allow you to aggregate and display images as galleries.	Convention pictures!

How to add pages

To add pages follow these steps:

- 1) From the **Site Manager**, mouse over the plus sign next to Home.
- 2) Click **Add Content**, then select **Add Page**.
- 3) Enter the **Title** of the page in the page title field (e.g., Our History).
- 4) **Publish** the page.
- 5) Repeat this step for each of the following pages: **About Us, Our History, ect.**

Page Layout

The layout tab (located on the left side of a page when editing) determines how the page is structured. There are several layouts you can choose from for your page.



Below you will find examples of a three-column layout, a two-column layout and a one-column layout.

Tag Cloud

There are currently no tags

Three Column Layout

Information can be placed along the left and right sides of the main column.

LOCAL UNIT OFFICERS
 Bonnie J Parks
 Local President
 (817) 558-9016

Betty Cook
 Local Immediate
 Past President

Two Column Layout - Sidebar Right

The most popular layout.

LOCAL UNIT OFFICERS
 Bonnie J Parks
 Local President
 (817) 558-9016

Betty Cook
 Local Immediate
 Past President
 (817) 648-1230

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus vitae velit erat. Praesent eu orci vel ante facilisis dapibus. Nunc suscipit nunc eget justo rutrum non gravida orci dapibus. Nullam dolor odio, hendrerit ut porta quis, venenatis at est. Praesent hendrerit, arcu a accumsan lacinia, lorem felis dictum nisi, vel placerat est purus et velit. Cras rutrum eleifend metus non sollicitudin. In hac habitasse platea dictumst. Vestibulum convallis fermentum quam id eleifend. Morbi eu ipsum sodales magna rutrum pulvinar id in sem. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Proin hendrerit ornare dolor condimentum bibendum. Aliquam auctor massa ut neque vehicula tincidunt.

Two Column Layout - Sidebar Left

Main section has a left handed sidebar for supporting text.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus vitae velit erat. Praesent eu orci vel ante facilisis dapibus. Nunc suscipit nunc eget justo rutrum non gravida orci dapibus. Nullam dolor odio, hendrerit ut porta quis, venenatis at est. Praesent hendrerit, arcu a accumsan lacinia, lorem felis dictum nisi, vel placerat est purus et velit. Cras rutrum eleifend metus non sollicitudin. In hac habitasse platea dictumst. Vestibulum convallis fermentum quam id eleifend. Morbi eu ipsum sodales magna rutrum pulvinar id in sem. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Proin hendrerit ornare dolor condimentum bibendum. Aliquam auctor massa ut neque vehicula tincidunt.



Dallas' Other Teachers Association

One Column Layout

Great for really big pictures, calendars, image galleries. If you have display objects in either the left hand or the right hand column, you will not see them.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus vitae velit erat. Praesent eu orci vel ante facilisis dapibus. Nunc suscipit nunc eget justo rutrum non gravida orci dapibus. Nullam dolor odio, hendrerit ut porta quis, venenatis at est. Praesent hendrerit, arcu a accumsan lacinia, lorem felis dictum nisi, vel placerat est purus et velit. Cras rutrum eleifend metus non sollicitudin. In hac habitasse platea dictumst. Vestibulum convallis fermentum quam id eleifend. Morbi eu ipsum sodales magna rutrum pulvinar id in sem. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Proin hendrerit ornare dolor condimentum bibendum. Aliquam auctor massa ut neque vehicula tincidunt.

Donec sed turpis tortor. Nam venenatis erat id sapien malesuada vitae aliquam nulla consequat. Quisque viverra euismod lectus, nec congue velit vehicula ut. Nunc ultricies mattis sem. vitae venenatis tortor sodales venenatis. Curabitur vitae sem quis lorem posuere volutpat et id purus. Vivamus non ipsum

Home » Session II » Events Calendar

Basic
 SEO
 Mobile
 Layout & Objects

Layout Template ?
 one_column.cfm

Inheritance Rules ?

This content node is currently inheriting Display Object

Default Layout Settings

Unless you specify otherwise, any new page you add will inherit the layout of its parent:

Layout Template This page will receive its parent's layout.

Alternate Child Layout Template Any page you add below this one will have one column.

Inheritance Rules

In another example, the page shown below uses the Two Column Layout, with the Sidebar on the Right (`two_column_sr.cfm`). All pages below it use the same template, because “none” is selected as the Alternate Child Layout Template:

Layout Template

Alternate Child Layout Template

Choose the layout you would like for your page(s) to have.

Inheritance Rules

Selecting Page Layout from Site Manager

Your layout selections can be chosen in the **Site Manager**. You can update the **Layout Template** by clicking on the Template column icon to reveal a Layout Template popup form.

Site Manager

For the Home page, a special layout template called "home.cfm" is being used.

By default, pages below "home" in the Site Manager, such as About Us, are using a Two Column Layout with a Sidebar on the Right. Hence the name "two_column_SR.cfm."

Layout Template

home.cfm

Alternate Child Template

two_column_SR.cfm

Submit

Title	Objects	Updated
Home	✓	03/15/2013 4:10:00 PM
About Us	✓	03/15/2013 4:20:00 PM

Once the popup form opens, choose from the One Column, Two Column (with sidebar on right), Two Column (with sidebar on left) and Three Column Templates. *Note: Local Unit Pages typically use all three types depending on different scenarios. Feel free to experiment!*

Content Objects

Content Objects, sometimes referred to as **Display Objects**, are reusable pieces of content that you can place in either side bar (as well as the main section) to enhance the page information or add functionality. Content Objects allow you to add certain features to your columns. (Such as a list of your local unit officers.)

The screenshot shows the 'Content Objects' configuration interface. At the top, there are 'Inheritance Rules' with three radio buttons: 'Inherit Cascade', 'Start New Cascade' (selected), and 'Do Not Inherit Cascade'. Below this is the 'Content Objects' section, which includes a 'Select Object Type' dropdown menu. To the right, there are three columns: 'Left Column Content Objects', 'Main Content Content Objects', and 'Right Column Content Objects'. The 'Main Content Content Objects' column contains two items: 'Component - Facebook Live Stream' and 'Data Collector - testing 7'. The 'Right Column Content Objects' column contains one item: 'Component - Local Unit Officers - Local'. Red callout boxes provide instructions: one points to the 'Select Object Type' dropdown with the text 'Select the Display Objects you would like to use here, and arrow them over to the left, middle, or right hand columns.'; another points to the 'Inheritance Rules' section with the text 'These Inheritance Rules pertain to Content Objects'; and a third points to the 'Start New Cascade' radio button with the text 'Determine if you would like your Content Objects to start fresh or just use the ones from the page above it.'

In the figure above, you can see that there is a Content Objects section. Over to the right hand corner of the page, we see three rectangles: Left Column Content Objects, Main Content Content Objects, and Right Column Content Objects.

Placing Content Objects into these sections will display those objects them on the page.

Your local unit officials are being added to your site using a Content Object provided by the TRTA:

This close-up shows the 'Right Column Content Objects' section. A yellow callout box on the left contains the text 'Your local unit officer listing comes from a component called Local Unit Officers.' An arrow points from this box to the 'Component - Local Unit Officers' item in the 'Right Column Content Objects' list.

Expert Information

Front-end editing

You can edit pages from the front end if you are logged in. While logged in, you should have the Front End Navigation Bar. From here, if you hover over the Edit button, **Full Edit** and **Quick Edit** options are available.



Full Edit will take you to the Edit Content screen in “modal view” (like a popup window) found in the administrator area. The **Quick Edit** will allow you to edit the text directly on the page. Click in to the text, and the buttons will appear, along with a Save button at the top of the page:



The other page editing tabs

In addition to the Basic and Layout & Objects tabs, page editing offers a variety of other options. This section will focus on those options.

SEO Tab

Search Engine Optimization (SEO) contains some of the core information in your site coming up under search engines like Google.

The **Navigation Title** is the name on the hyperlink to that page. It is, by default, the same as the **Page Title**, which is the heading at the top of your page. If you wish to change the name of the link of the page to something different than the **Page Title**, then you may do so here in the SEO tab. SEO here stands for Search Engine Optimization.

The remainder of these fields pertain to making sure your page ranks as high as possible in search engines.

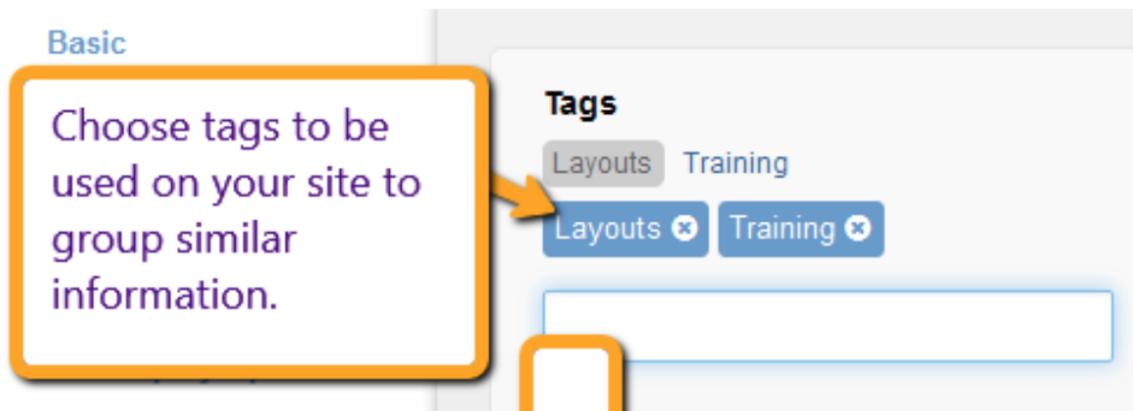


The image shows a screenshot of a web application's SEO configuration interface. It features three vertically stacked input fields, each with a label and a help icon (a question mark in a circle). The first field is labeled "Navigation Title (Optional)" and contains the text "About Us". The second field is labeled "URL Title (Optional)" and contains the text "about-us". The third field is labeled "HTML (Browser) Title (Optional)" and contains the text "About Us". The entire form is enclosed in a light gray border.

Tags Tab

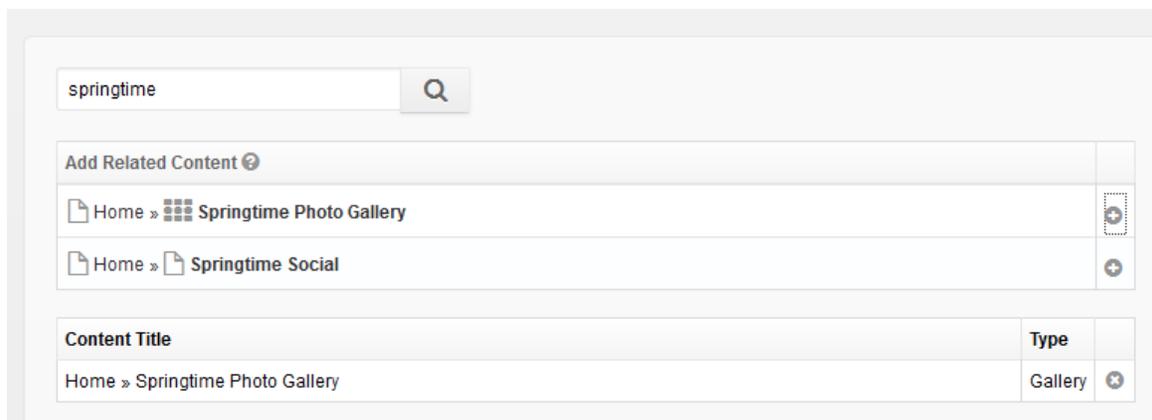
You can add tags to each of your pages as well. Tags are a list of words that identify what that page is about. Then, if you have a bunch of pages in a folder, and each of those pages has tags, you can add a Tag Cloud component that will show the user how much each tag word is used.

adding assist attention backups badge basic calendars
 comment content desk districts documentation draws editing
 facebook feature form forward galleries help home images
 input insert instruction link local lot manual others page photo picture please
 question read resources restore shows site text trta unit upload
 video vids walkthrough web website whole



Related Content Tab

If the page you are working on has a relationship with another page on your site, say for example you're writing a page about the Springtime Social and an image gallery, you can associate that image gallery with the page by adding it as related content.



Now, by adding the **Related Content** Content Object, your users can access all the Springtime information all on one page, even if the information is scattered throughout your site.

Publishing Tab

<input checked="" type="checkbox"/> Include in Site Navigation	
<input type="checkbox"/> Open in New Browser Window	
<input type="checkbox"/> Exclude from Site Search	
Content Release Date (Optional) <input type="text"/> 12 <input type="text"/> 00 AM <input type="text"/>	
Display <input type="text" value="Yes"/>	
Content Parent: "Home" [Select New Parent]	
Content Expiration <input type="text"/> 12 <input type="text"/> 00 AM <input type="text"/>	
<input type="checkbox"/> Assign Content Expiration Notifications	
Feature in this section? <input type="text" value="No"/>	
Notifications <input checked="" type="checkbox"/> Notify For Review	
Send to None Peterson, Andy (Editor) Peterson, Andy (Editor) Rios, Laura (Editor) Withington, Steve (Editor)	Message This email is to notify you that there is new content for your review and/or approval. Please click the link below to view new content.

The publishing tab allows you to set specific options on how your pages will be published. For instance, you can **Restrict Access to Specific Group(s)**, but you first have to set up that group.

If you wish for your page to be available in a direct link, but not in site navigation, you may uncheck the **Include in Site Navigation** box.

You can also have this page **Open in New Browser Window**, and you can choose the size of that window if you wish.

You can also exclude the page from site searches for any reason.

If you would like to release the content at a later date, choose that date in the

Content Release Date field.

If you would like the page to display only for a certain time period, such as an upcoming event, select **Per Start/Stop Dates** to schedule when your content appears and is removed from your site.

If you would like to move your page underneath a different section in your site, such as moving a picture gallery underneath a Pictures Folder, click **Select New Parent** under **Content Parent**.

If your content expires, you can choose to be notified if you **Assign Content Expiration Notifications**.

If you select your page as **Featured Content**, you can set up a Local Content Index that you can then feature your **Featured Content** pages in.

If you would like to send this page to someone else on your CMS team for review, then check the Notify For Review, and select the user's name and add a note if you wish.

The other content types

Folder content

Throughout the Internet, it is not uncommon to see a web page that contains a listing of content that is located beneath it.

In Mura CMS, there is a special content type called **Folder** that does exactly that. For instance, you could create a Local Unit Officers page set up as a collection of "Officer Pages" that displays a thumbnail image, name, title and summary of each officer (if they so choose).

This content type should be set up as a **Folder** rather than a **Page** in order to pull in the officer's summary information within this section.

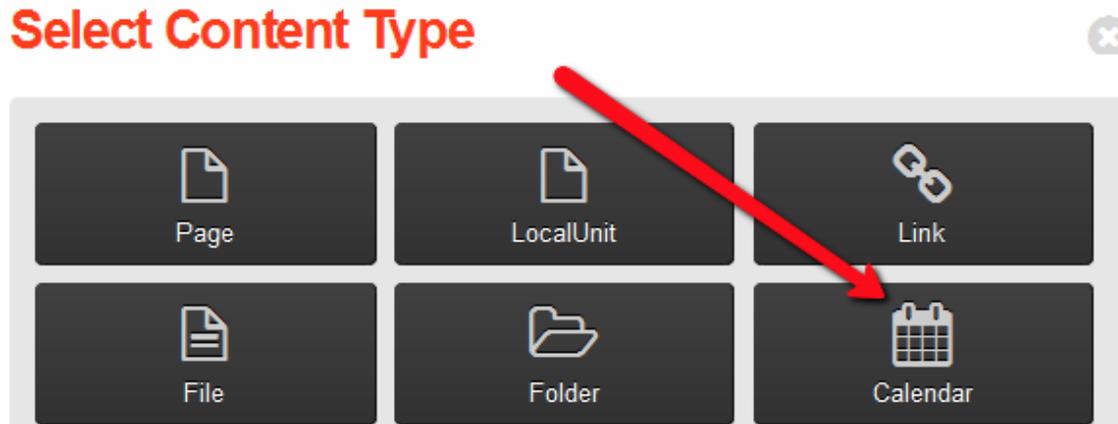
Calendar content

Adding a Calendar is a very useful tool to give your users a visual of what is happening in the life of your local unit. You could easily create a simple page to list out your events in a bulleted list, but you could also take advantage of some of Mura's advanced features, such as Event Reminders.

To create a calendar, follow these instructions.

1) From Site Manager, hover over the plus sign next to home, and choose **Add Content**.

2) Click **Calendar** from the **Select Content Type** dialog window that opens:

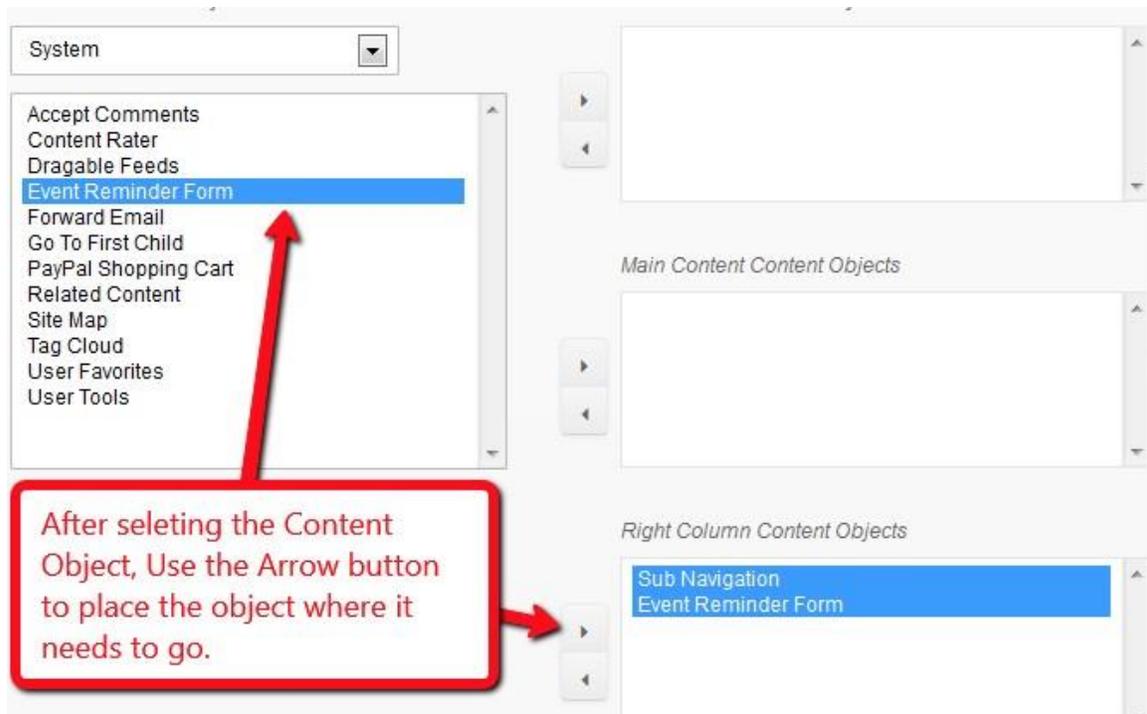


3) Enter the name of your **Calendar**, such as Events Calendar.

4) Include a short description of the calendar in the **Summary** section, if you like.

5) In the **Layout and Objects** tab, we are going to add **Sub Navigation** and **Event Reminders**. Click on the **Layout and Objects** tab. Click the **Start New Cascade** radio button to clear out any Content Objects from the page above your calendar.

6) Select **Sub Navigation** from the **Select Object Type** drop down, and choose **Navigation**. Highlight **Sub Navigation** over and arrow it over to the right column. Select **System** and arrow **Event Reminder Form** over the Right Column.



7) Scroll down and click **Publish**. Your calendar has now been created!
Now your calendar has been created. Let's add an event!

Adding an event

- 1) To add an event, hover over the Calendar you just created and choose **Add Content**. Select add page from the **Select Content Type** box that opens.
- 2) Add a **Title** and some **Content**.
- 3) Click on the **Publishing** tab, and choose your start and end dates for the event. In the example below, the content is going to be shown for three days – from April 10th to April 12th.

Publishing

Content Release Date (Optional)

12 00 AM

Display

Per Stop / Start Dates

Start Date / Time

04/09/2013 12 00 AM

Stop Date / Time

04/11/2013 11 59 PM

Display Interval

Daily

4) Click **Publish**.

Your Events Calendar now has clickable events for the duration given.

«	April 2016						»
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10 TRTA Convention	11 TRTA Convention	12 TRTA Convention	
13	14	15	16	17	18	19	

Clicking on TRTA Convention on the 10th gives you details on the event that you added in the Content. To the right is an event reminder form that the user can use to be reminded prior to the event. This is an **Event Reminder Content Object** added to the right hand column of this page.

TRTA Convention

Set Event Reminder

Email Address*

Send me a reminder before this event.

Image gallery content

Image galleries are a great way to display your pictures. Once you upload each picture, Mura CMS will resize them for you. The Gallery navigation is set in such a way that the user has Previous and Back buttons, making it easy to scroll through the pictures one at a time.

Now we will learn how to add an Image Gallery to your site, as well as images to that gallery. When we're done, our site manager will look something like this:

	Title	Objects	Display	Template	Nav	Updated	
+	Springtime Photo Gallery	•	✓	•	✓	03/10/2013 2:39:00 PM	   
+	Lilac	•	✓	•	✓	03/15/2013 2:38:00 PM	   
+	Lilly	•	✓	•	✓	03/15/2013 2:39:00 PM	   
+	Bergonias	•	✓	•	✓	03/15/2013 2:39:00 PM	   
+	Purple Cone Flower	•	✓	•	✓	03/15/2013 2:39:00 PM	   
+	Christmas Cactus	•	✓	•	✓	03/15/2013 2:39:00 PM	   

Here are the steps to add an Image Gallery. Let's create a gallery of pictures of flowers.

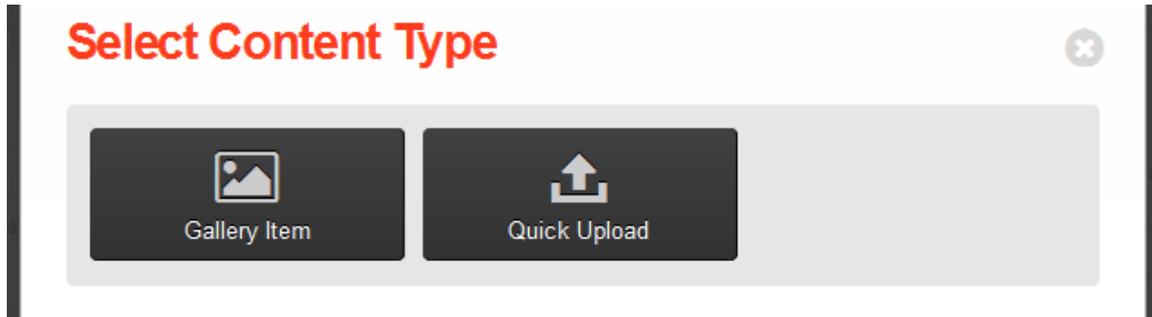
- 1) Hover over the plus sign next to home, and choose **Add Content**.
- 2) Choose **Gallery** from the **Content Dialog Window** that opens up.
- 3) Enter a Title, such as **Springtime Flower Gallery**, a one sentence **Summary**, and a paragraph in the **Content** section describing your gallery.
- 4) Click **Publish**.

Now it is time to upload images to the **Gallery**.

- 5) In Site Manager hover over the plus sign next to the **Gallery** you just created.

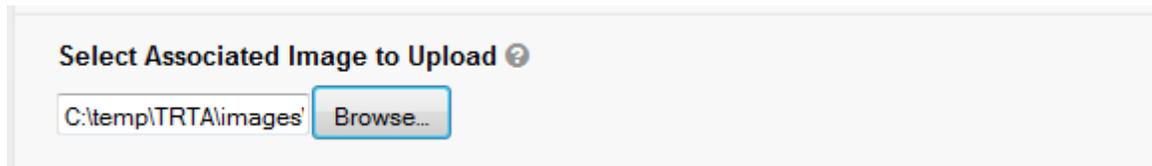
6) Choose **Add Content**.

7) A **Select Content Type dialog window** opens up with an unfamiliar set of options. Choose **Gallery Item**.



8) The page to add a Gallery Item opens up. Give your item a name, a description, and then **Browse** to find the image on your computer.

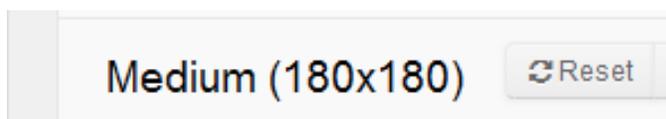
9) Once you double click the image, the window into your files should close, and you should see text next to the Browse button:



10) **Publish** your page.

11) Instead of going back to the Site Manager, a different window pops up, showing you the three sizes Mura created out of the one picture you uploaded. Now, Mura gives you powerful cropping features in the event you want to remove some of the background from the picture. You can see in the image here, I am cropping the picture so that only the one flower shows in the picture.

12) Select the **Re-Crop** button.

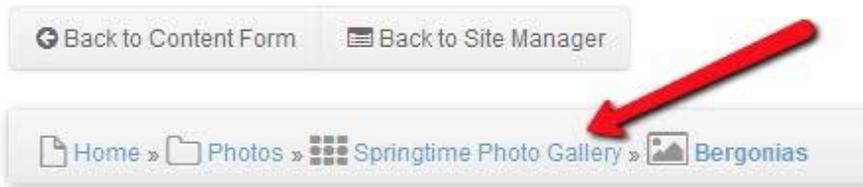


13) In the window that opens, drag your mouse from the upper left to the lower

right of the part of the image you want to keep. (You can only draw the square dimension – circles or squares will not work)

14) Click **Apply Cropping**. Your newly cropped image replaces your old one. You are done cropping your image.

15) Select your photo gallery to return to the Gallery you're working on.



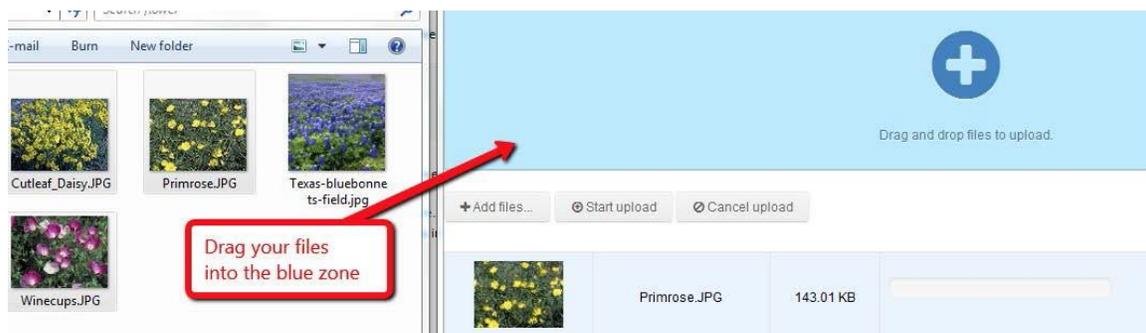
Now let's try to add multiple images at once. Ready?

Adding Multiple Images at Once

16) Hover over your gallery again, choose **Add Content**, and this time, choose **Quick Upload**.

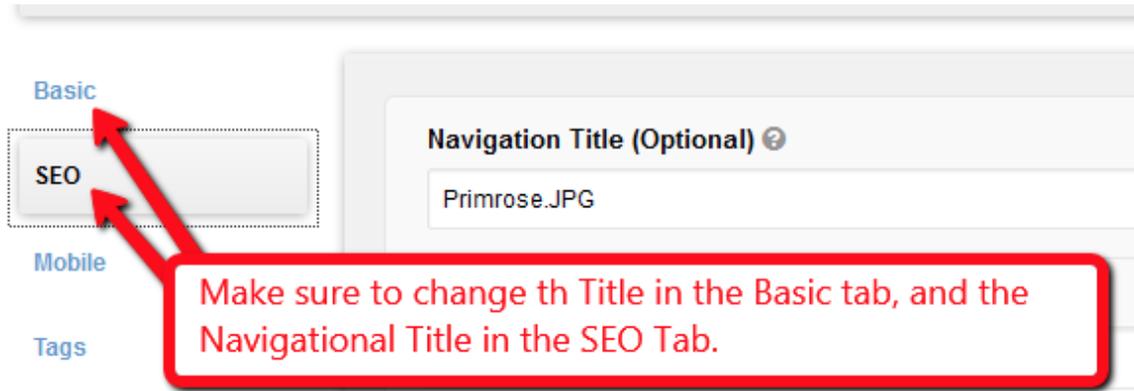
17) This part is tricky (but hey, we're in the expert section now!). Reduce the window size of Mura to about half your total screen, and in the area that's now available for a second window to be open, open File Manager, find your folder where you've stored your pictures. To select multiple files at once, hold down the CTRL (Command on Macs) key and click each picture you want in your gallery. When ready, drag them all into the area in Mura where the background color is blue. Release your mouse button. Your pictures will appear below that blue section, but you're not done!

18) Click the **Start Upload** button just below the blue area, and watch the file transfer process take place. Once done, click back on the name of your Gallery.



19) One thing you will need to remember is that even though you may have saved

time with the multiple uploads, you now have to click on the name of each one if you want to give it a name different than it's file name. For example, if the name of your picture was 329943_x.jpg, that is what your users will see on your website. So, you will have to change that name to something more descriptive. Click on the name in the File Manager, and change the Title of the picture. Then, click on the SEO tab, and change the Navigational Title.



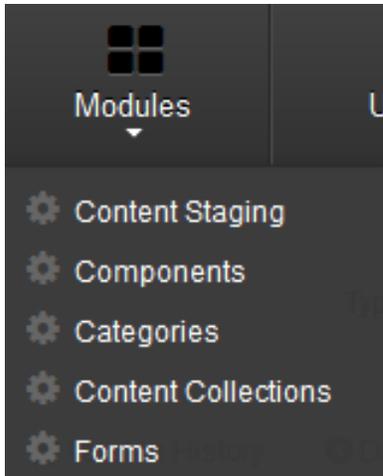
19) Click Publish.

One thing that may make the multiple file uploads easier is to place the images that you want to upload onto your desktop. Then, when you reduce the size of your browser window that shows Mura, you will see the desktop and the icons representing the images there. Instead of opening File Manager, you can just drag the files from your desktop!

Creating Forms: Contact Us

Of course, you can always add your email address to a form, but a lot of times, spam bots can capture your email address, and the next thing you know, you are receiving a lot of spam mail. For that reason and others, you can create a form that will capture the information for you and email it to you as well.

1) From the **Modules** link at the top, click on forms.



Forms Manager



2. Next, choose Add Form with Form Builder, as shown above.

3. Give your form a Title of Contact Us!

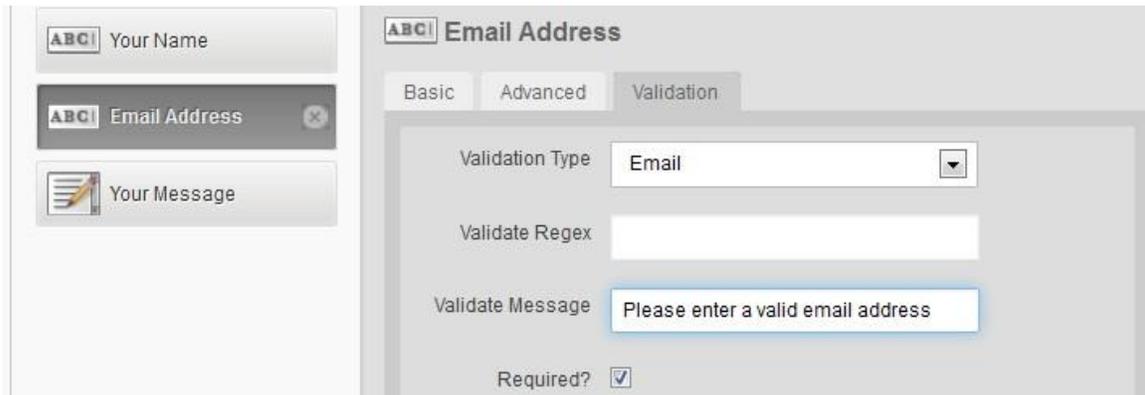
4. Below that, click on the button that looks like a rectangle with the letters ABC in them. Next, click on that same rectangle. Finally, click on the button to the right of that which shows what looks like a pencil writing on a pad of paper. Three Fields will be automatically added for you: A Text Field to collect the user's name, a Text Field to collect the user's email address, and a Text Area to collect the user's message, as showing in the following screen print:

A screenshot of the Forms Manager interface. At the top, there's a 'Title' field containing 'Contact Us!'. Below it is a 'Content' section with a toolbar containing icons for 'Section', 'ABC', a pencil on paper, a dashed box, a list, a grid, a mobile device, a plus, and a 'ST' logo. The main area shows a form with three fields: 'Your Name' (with a pencil icon), 'Email Address' (with a pencil icon), and 'Your Message' (with a pencil icon). The 'Your Name' field is expanded to show configuration options: 'Basic', 'Advanced', and 'Validation' tabs. Under 'Basic', the 'Label' is 'Your Name' and the 'Name' is 'yourname'.

5) Click on the first New Text Field. In the **Basic Tab** to the right, type Your Name in the label.

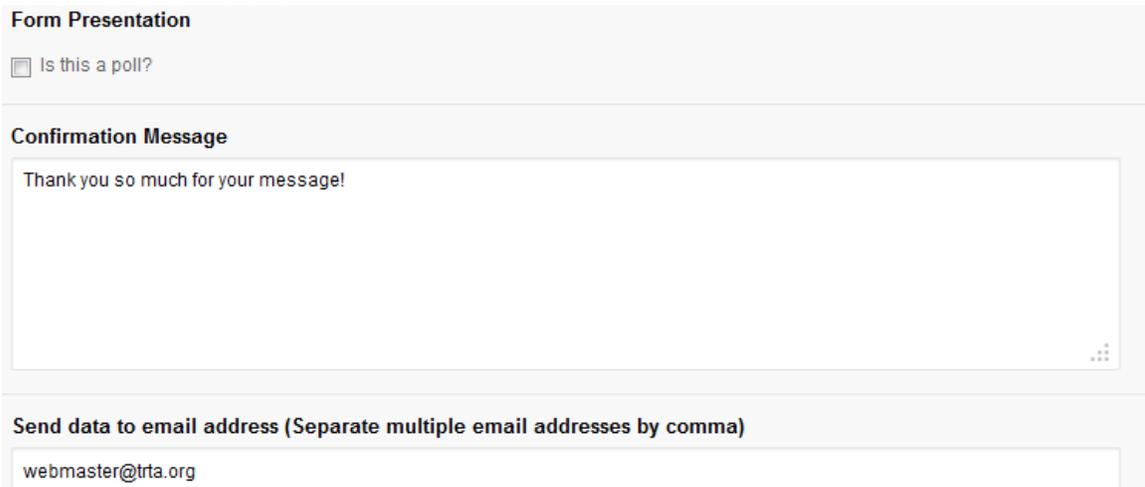
6) In the **Validation Tab**, click on **Required**. This will require the field to have something in it.

7) Click on the second New Text Field. In the **Basic Tab**, type in Email Address, and in the Validation tab, click required. In the **Validate Message**, type “Please enter a valid email address.”



The screenshot shows a configuration panel for a form field. On the left, there is a list of fields: 'Your Name', 'Email Address' (selected), and 'Your Message'. The main panel is titled 'Email Address' and has three tabs: 'Basic', 'Advanced', and 'Validation'. The 'Validation' tab is active. It contains the following settings: 'Validation Type' is set to 'Email'; 'Validate Regex' is empty; 'Validate Message' is 'Please enter a valid email address'; and 'Required?' is checked.

8) Scroll down to the Form Presentation section. In the Confirmation Message, type in “Thank you so much for your message!” and enter your email address in the next line. Click Publish.



The screenshot shows the 'Form Presentation' section. It includes a checkbox for 'Is this a poll?' which is unchecked. Below that is the 'Confirmation Message' section with a text area containing 'Thank you so much for your message!'. At the bottom, there is a field for 'Send data to email address (Separate multiple email addresses by comma)' with the value 'webmaster@trta.org'.

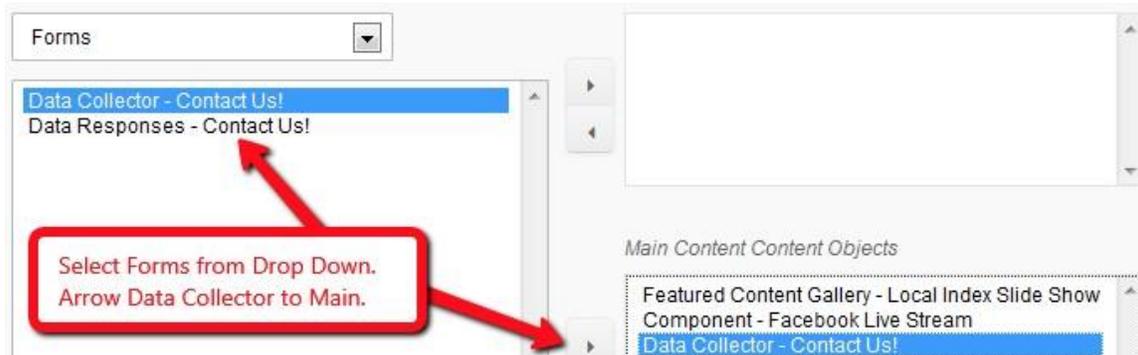
Placing your Form on your Home Page

To place your form on the home page, please do the following:

9) Visit the **Home Page** from the **Site Manager**.

10) Click on the **Layout & Objects** tab. Choose **Forms** from the drop down, as

shown in the following screen print.



Once you Publish your page, Go to your site by clicking on your **Current Site** button at the top. You should see your Contact Us form on your home page!

Contact Us!

Your Name *

Email Address *

Your Message

Once you fill out your form and click Submit, you will receive the confirmation message.

Contact Us!

Thank you so much for your message!

In addition, the message will be emailed to you (if you entered a correct email address and Mura is set up with the correct mail server settings – email roy@trta.org if you have any questions). In addition, if you go to your Dashboard, you will see all of your Form Activity.

☰ Form Activity

Title	Last Response	Total Responses
Contact Us!	03/15/2013 4:32 PM	1

Congratulations!

You finished the Content Manager Resource Guide! You are now an expert Mura user. Of course, there is always more to learn. If there was something we didn't cover or you have a question about, be sure to check out localunits.org/help or contact Roy Varney at roy@trta.org!

Helpful resource videos

[Welcome video](#)

[Maintaining your local unit officer list video](#)

[Adding a YouTube video to your site video](#)

[Building out a multiple page website in Mura video](#)

[Ordering your pages video](#)

[How to change the name of your web page video](#)

[How to insert a picture into your website video](#)