

HANDS – ON WITH HACC AND COMMONSPOT

HACC's CommonSpot Login:

Please go to <http://dev.hacc.edu/login.cfm>

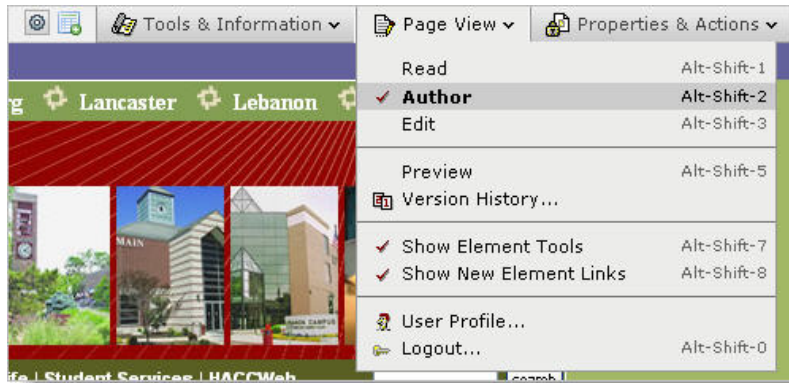




The screenshot shows a web form titled "User Login" with a dark blue header. Below the header, the text "Please enter your user name and password." is displayed. The form contains two input fields: "User ID:" with the value "editor" and "Password:" with masked characters. Below the password field is a checked checkbox labeled "Show Pending User Actions". At the bottom of the form are two buttons: "OK" and "Change Password...".

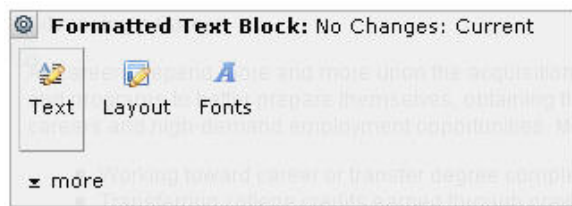
By default, after logging on, the Pending Actions window will open. This will show you any broken links on any of your pages, as well as any Work in Progress (pages you may have been working on). You may safely close out of this window.

EDIT TEXT ON AN EXISTING PAGE

1. To edit a page first you will need to navigate to the page you wish to edit. You can use the web site's navigation tools.
2. To edit the page toggle on 'Author' mode.



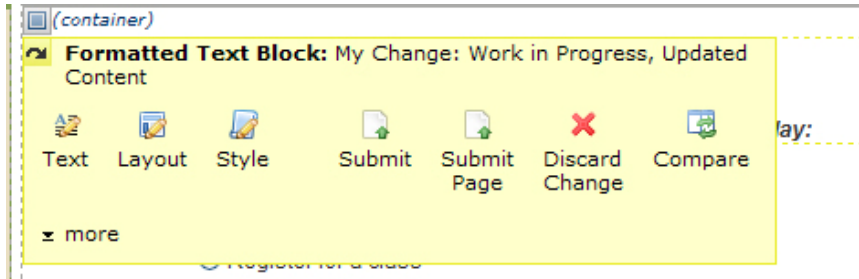
3. Then look for the  Edit indicator next to the content you have rights to edit. Click on the  to bring up the menu and then select Text from the list. It will open up the Rich Text Editor.




4. Make any text changes as necessary. When you're done, click the Finish button in the lower right hand side of the Rich Text Editor.

NOTE: *If the Check Spelling box is checked, please let the spell checker run through! If you cancel out of the spell checker, your changes will be lost.*

5. Once finished, you'll notice the Edit indicator is now a yellow box with a black arrow. At this point, your edits have been saved and only you can view them. You may log out and come back later to make more changes if you wish. If you're ready, you may 'push' these changes to the live website by clicking on the yellow box to bring up the menu and select 'Submit' from the list.

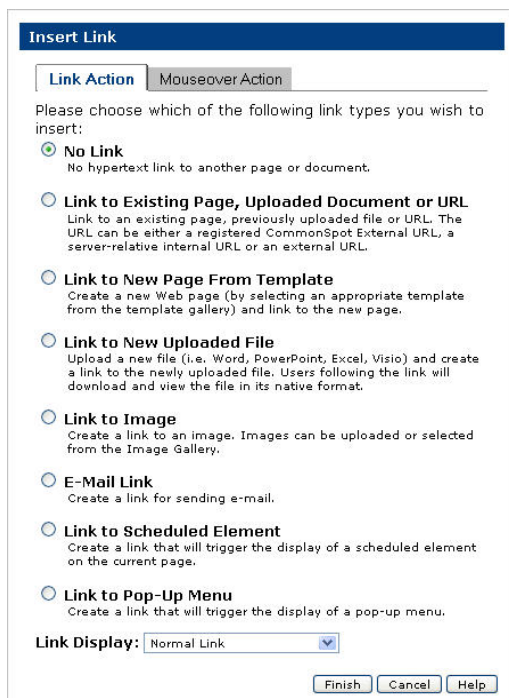


UPLOADING A DOCUMENT AND LINKING TO IT WITHIN RICH TEXT EDITOR

1. To create or insert a hypertext link to an existing page you must first select the text you want to be the link and then click on the link  icon in the top tool bar.

Select the 'link to new uploaded file' option from the resulting 'Insert Link' dialog then click Finish.

NOTE: If you are uploading a revised document, you will see a new radio button for "New Document Version" in this list. This option will let you upload and automatically overwrite the current document while keeping everything else the same.




The Upload New Document window will open. Browse to the file you wish to upload (please have it in pdf format) and add a title and description. You may wish to insert a few keywords. Keep all of the other default options selected. Then click Next. Your document will be uploaded and the link created. Remember to then Submit your page!

Upload New Document

Please enter the following information to create a new uploaded document. An asterisk (*) next to a field indicates that the field is required.


***Local Filename:**
The full path (directory and filename) of the document to upload.

***Title:** 
The title of the uploaded document.


Description:
A brief summary of the uploaded document's content.


Category:
The category this uploaded document belongs to.

Keywords:
Enter a comma delimited list of keywords, or press 'Select Keywords' to choose from a list of existing keywords.

Publication Date: 03/15/2010 15:13:11 
Pick the scheduled publication date for this uploaded document. Before this date, this uploaded document will only be available to authors, approvers and administrators.


Availability:
 Page Index Page Gallery
 Page Finder Search Results
Select the places that this page will appear by checking the appropriate options above.

Expiration: 

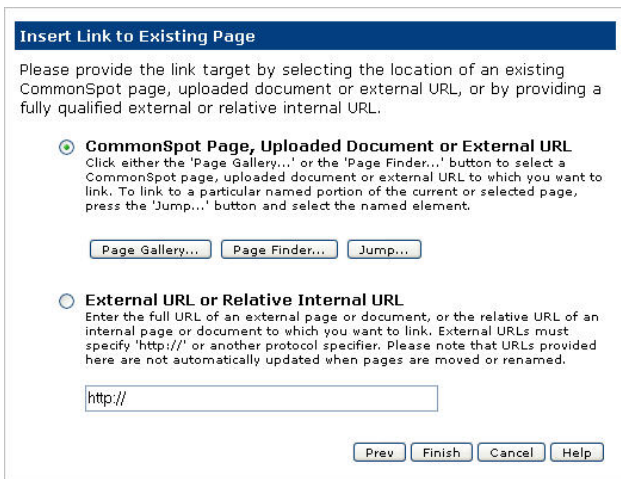
Freshness Reminder: 

Check Spelling

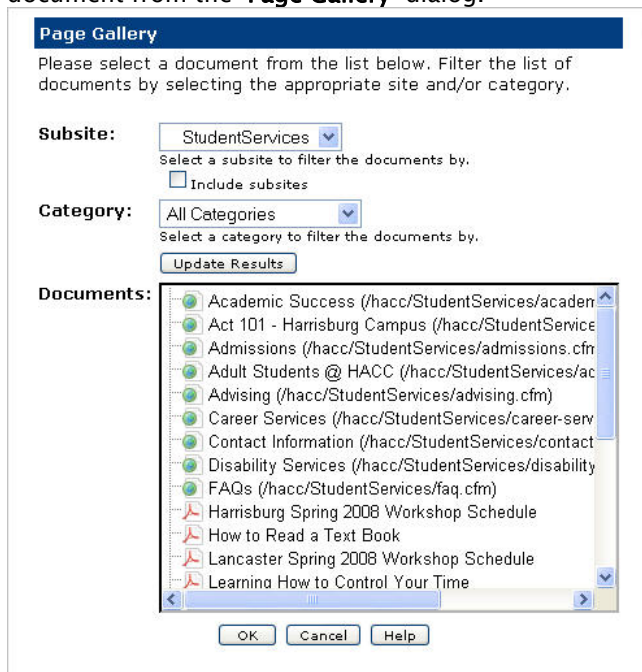
CREATING A HYPERLINK TO AN EXISTING HACC WEB PAGE OR TO AN EXTERNAL WEBSITE WITHIN RICH TEXT EDITOR

1. To create or insert a hypertext link to an existing page you must first select the text you want to link and then click on the link  icon in the top tool bar.

Select the appropriate option from the resulting 'Insert Link' dialog. The first option is used to link to another web page or already uploaded document on the HACC website. The second option is to link to an external website and you can select that radio button and then manually type the external address in the field below.




If you selected the first option, you can search the subsites to find and select the desired Web page or document from the 'Page Gallery' dialog.

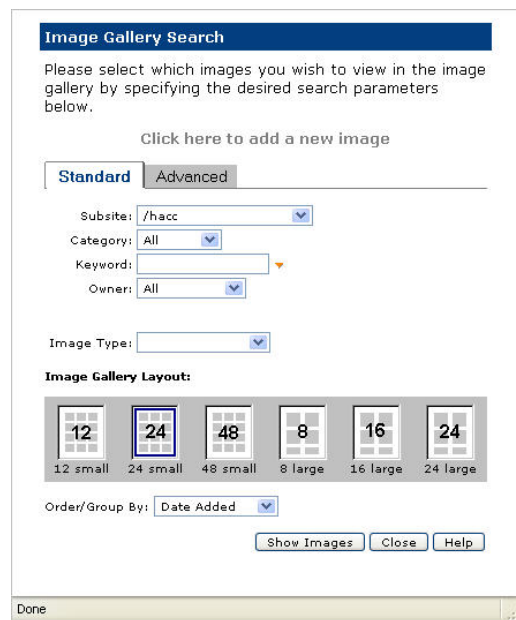
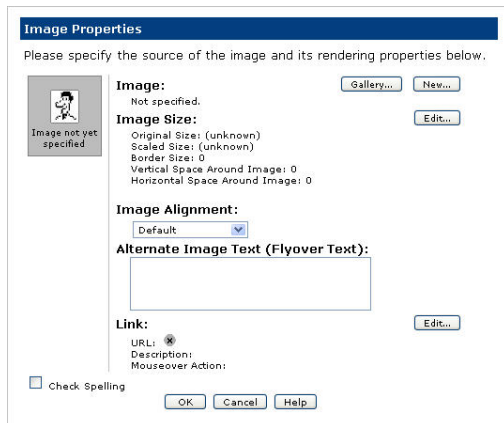


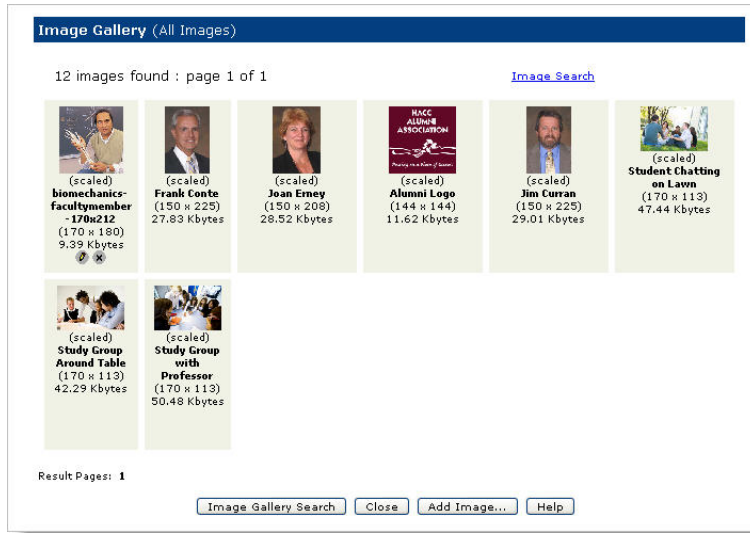
Click OK to create the link to that page or document. Remember to Submit your changes!



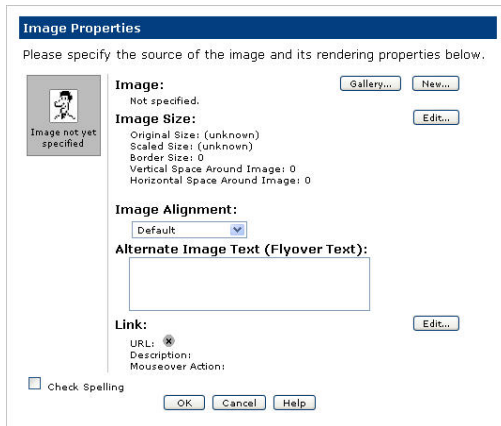
INSERTING AN IMAGE WITHIN RICH TEXT EDITOR

1. To add an image to the rich text editor you need to click on image icon  in the WYSIWYG toolbar. This will invoke the 'Image Properties' dialog.
2. To add a image from the Gallery, you can use the metadata attributes to find the image you are looking for or have it show all 12/24/48 images.



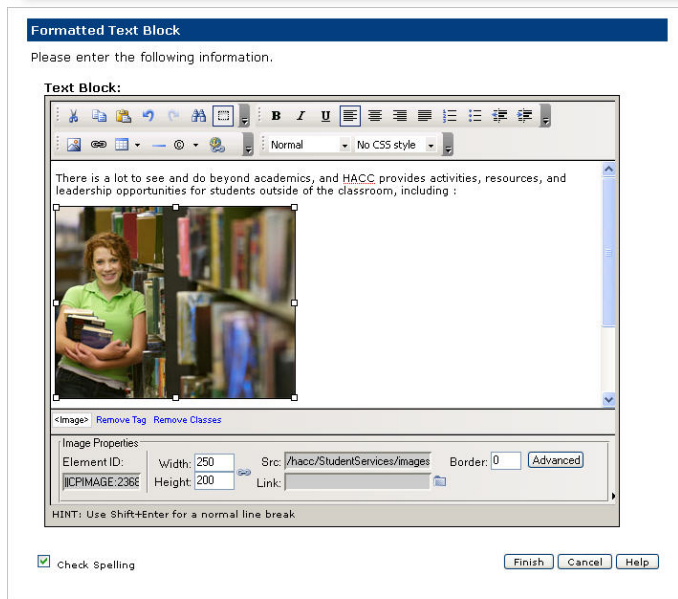
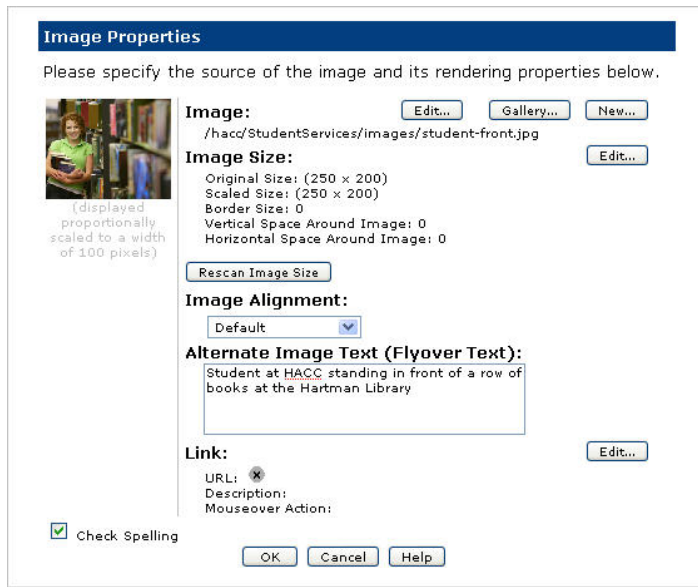


3. The other option is to upload a new image. To do so, click on the 'New' button.

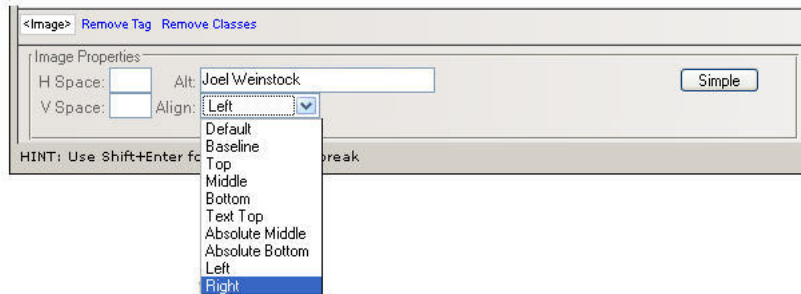
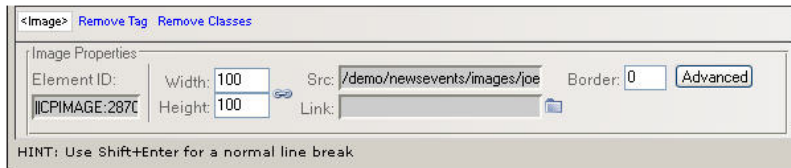


- You can then manage the image properties such as vertical and horizontal spacing via the wizard and provide Flyover text to ensure it meets 508 accessible standards. When finished click 'OK'.

Please be sure your images are optimized for web use before placing on a web page! This includes resolution as well as size. Email webmaster if you're not sure about your images.



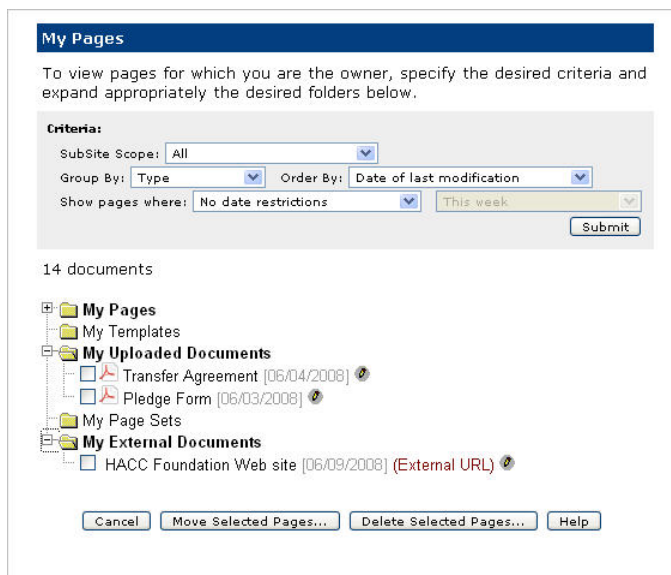
You can also control the alignment of the image by selecting in the properties tool bar at the bottom of the WYSIWYG editor Advanced and choosing 'Right' from the drop down list.




DOCUMENT MANAGEMENT

Navigate to 'My Pages' and open the 'My Uploaded Documents' section to view a list of page (web pages, uploaded documents and external URLs) that YOU have uploaded with your user id.

****Please note that uploaded documents WILL display when using the Search function. You need to delete the document when it's obsolete so it won't show up anymore.****



From within this interface you can manage your documents. Click on the  to view a list of options. From this one interface you can upload another version of the document, delete the document from the server, change the title of the document (standard metadata), change ownership (document information) and more.

