

## Web Training

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Internet Services: <http://www8.utsouthwestern.edu/utsw/home/internetservices>  
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### Content Management Application (CMA)

Login Links: (Please use Internet Explorer 6.0)

<https://www8.UTSouthwestern.edu/cmaLogin.htm> (Internet)

<http://www8.utsouthwestern.edu/utsw/intranetcma/login> (Intranet)

**User Login and Password** Use your UT Southwestern ID and Password

- If you have problems with your ID or password please contact Information Resources Help Desk at x87600.

### **Create New HTML Page**

- Choose content category
  - Choose the channel you want the page to be created under
- Select stencil
  - Choose from the stencils available for your pages. Click on the stencil you want, click “Select”. You can change stencil selection after a page has been created/edited/approved.
- Refreshment and Launch Dates
- Choose Page Title (required)
  - Make sure you put in the page title before you start creating the page
  - DO NOT use the “&” sign in your title – search engines won’t search for words after certain characters.
- New Comments – comments from users within workflow
- Left Navigation
  - These are links that are important for every page on your site to have to make your department site as easily navigated as possible for your audience. You can “Import” your left navigation from your home page to each of your other pages without having to rebuild them on each page (**for more information click on link or see enclosed documents**)
- Quick Links
  - These are page specific links—not every page will have/need them.
  - Click on the “Select” button next to Quick Links, click on Add, enter the Link Title and URL (**click on link or see enclosed documents**)
- Choosing Images
  - You can choose from the preapproved images or submit your images for approval to put on your site (**click on link or see enclosed documents**)
- Body Text
  - You can Copy/Paste from your current site or other word documents or you can create new content in the box provided. **In order to remove possible .html tags click on the paste button on the tool bar that has a capital “T” in it. (click on link or see enclosed documents)**

- Assign Keywords – You must assign keywords to every page
  - Choose words from list provided that need to be associated with the page you are creating.
  - Double Click on the word(s) you want and they will appear in the smaller box below.
  - If the word(s) is not in listing provided please type into Custom Keyword section.
  - All words selected/entered will be attached to the page and searchable from search engine(s).

**Upload New Image** - The images have to be available on your computer in order for them to be uploaded. Choose to make available to “all departments” (everyone on campus can use the image) or department specific (only your department can use the image) (**click on link or see enclosed document**)

- Image Name
- Image Category
- Description Keyword
- Browse to find Image
- Save: Your image will be emailed to the Graphic Standards Committee for approval. You can view approval status by clicking on “My Images”.
- Image size:

**Upload New Document** - Allows user to upload Adobe .pdf, text .txt, and Word/WordPerfect .rtf documents. (**click on link or see enclosed document**)

- Name Document
- Browse to find Document
- Document Description
- Choose Document Subject you want your document to be associated with
- Save: Your image will be emailed to the Graphic Standards Committee for approval. You can view approval status by clicking on “My Images”.

### **Edit Existing Page**

- Search for existing page
  - Enter Search criteria, such as title keyword, Created by, (UT Southwestern ID), etc. to find the page you want to edit.
- Edit page
- Save page
- Go to My Tasks

**My Pages** - Search for pages you have either created or modified. You can view/edit/delete pages here.

**My Documents** - Search for documents you have uploaded for approval. View approval status/edit/delete document(s).

**My Images** - Search for images you have uploaded for approval. View approval status/edit/delete image(s).

### **My Tasks List**

- Approve, Reject, or Delete pages
- Preview pages
  - click on magnifying glass icon next to title and preview page