Overview

dotCMS, version 1.9.x, offers several end-user improvements and a few screen design changes. This job aid will discuss:

1. New log-in screen

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2. Dashboard changes

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3. A more convenient method to add HTML pages or content to a web site

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4. The improved Spell Checker

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5. New ability to upload images on-the-fly

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6. A more powerful Content Search

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7. The ability to delete content.

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Log-In

The Log In screen, different in appearance, is unchanged. Use the same url.
Dashboard

1. The home page looks different but works the same. Your log-in still determines which tabs you see.

Website

2. Click the Website tab to browse directories and create or edit HTML pages.

3. Use the pane splitter to adjust Sites and Folders width.
4. Use the **Add New** button to quickly add new folders, files, or pages.

5. When editing existing pages or content, **do not** adjust Permissions as they are now managed by the web team.
Content

1. Click the **Content** tab to create new content or search for existing content.

2. Use the **+Add New** button to quickly add new content.
3. Toggle the improved **Spell Check** tool for as-you-type spell checking. The toggle button enables or disables spell checking for the current content.

   a. Spell Check off

   ![Image of Spell Check off]

   ```plaintext
   Not sew suddle spil error
   ```

   b. Spell Check on

   ![Image of Spell Check on]

   ```plaintext
   Not sew suddle spil error
   ```

   c. Grammar is not checked.
4. Add images on-the-fly to your content.

   a. Click **Insert/edit image**

   b. Click **Browse**

   c. Click-select a target folder then click **Upload New File**.

(Continued on next page)
d. Click **Choose File** and browse for an image on your computer.

![Upload a file dialog]

- Click **Choose File** and browse for an image on your computer.
- Title: `raisin`
- Description: 
- Folder: `/training/images/`
- Click **save** or **save and publish**

f. dotCMS now accepts both **jpeg** and **jpg** extensions.
Content Search

dotCMS uses a more powerful search engine for content search.

1. To facilitate content search, a common practice at UA is to include a tag inside the content title. Common tags include law, UL, and author initials.

Now, searching content based on a phrase or one’s initials, dotCMS returns matches if a match is found anywhere in the title.

In this example, we search for content in the title field using the tag rds.

2. The result, 128 content title matches. Note the matches include content where rds occurs anywhere within the title.

   This is more powerful as you can now search for a sequence of letters, a partial filename, inside of all titles. However, what if you want to limit the results to files where ‘rds’ is separate from other words?
3. To restrict a search to certain words only, enclose the search phrase in “quotes”. In our example, we place quotes around rds:

![Search interface](image)

a. For these five results:

```
| Training Services Landing Page: Faculty & Staff tab August 19 2010 rds |
|---------------------------|---------------------------------|
| training services landing page sidebar 28 sep 2010 rds                  |
| Training Services Landing Page: Students tab Sep16 2010 rds              |
| Training Services Landing Page: Home tab August 19 2010 rds              |
| Training Services Landing Page: Home tab August 19 2010 rds              |
```
Delete Content

You can now delete content again.

1. Follow the same three steps: Unpublish, Archive, and Delete.

2. Note the warning at the Delete step.... **deleting content cannot be undone.**

For support questions regarding dotCMS, contact 7758 or webmaster@uakron.edu

For dotCMS training, register at www.uakron.edu/seminars