

# dotCMS: Upgrade Job Aid 1.9.3



**The University of Akron**

**Software Training Services**

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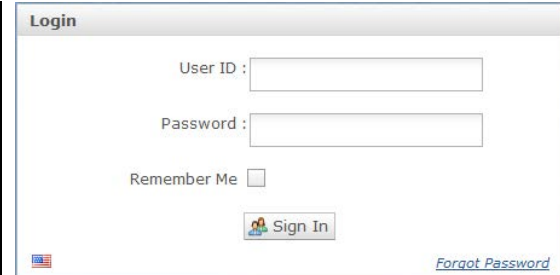

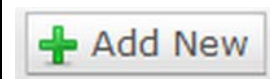
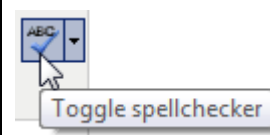



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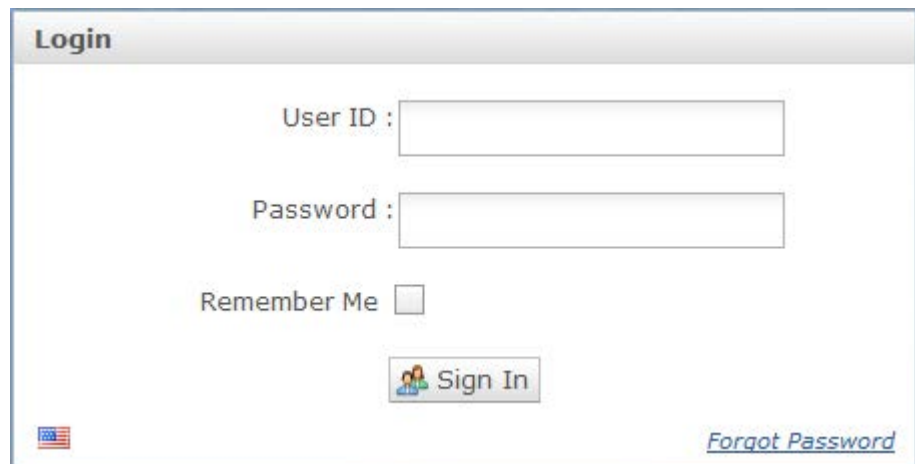
## Overview

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	
2. Dashboard changes	
3. A more convenient method to add HTML pages or content to a web site	
4. The improved Spell Checker	
5. New ability to upload images on-the-fly	
6. A more powerful Content Search	
7. The ability to delete content.	

## Log-In

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


A screenshot of a web login form. The form has a title bar at the top that says "Login". Below the title bar, there are two input fields: "User ID :" followed by a text box, and "Password :" followed by a text box. Below the password field is a "Remember Me" checkbox. Below the checkbox is a "Sign In" button with a small icon of two people. In the bottom left corner, there is a small American flag icon. In the bottom right corner, there is a link that says "Forgot Password".


**Login**

User ID :

Password :

Remember Me ☐

 Sign In

 [Forgot Password](#)

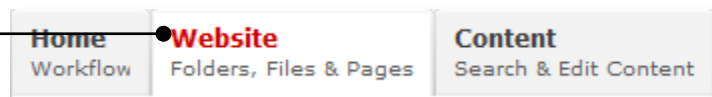
## Dashboard

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

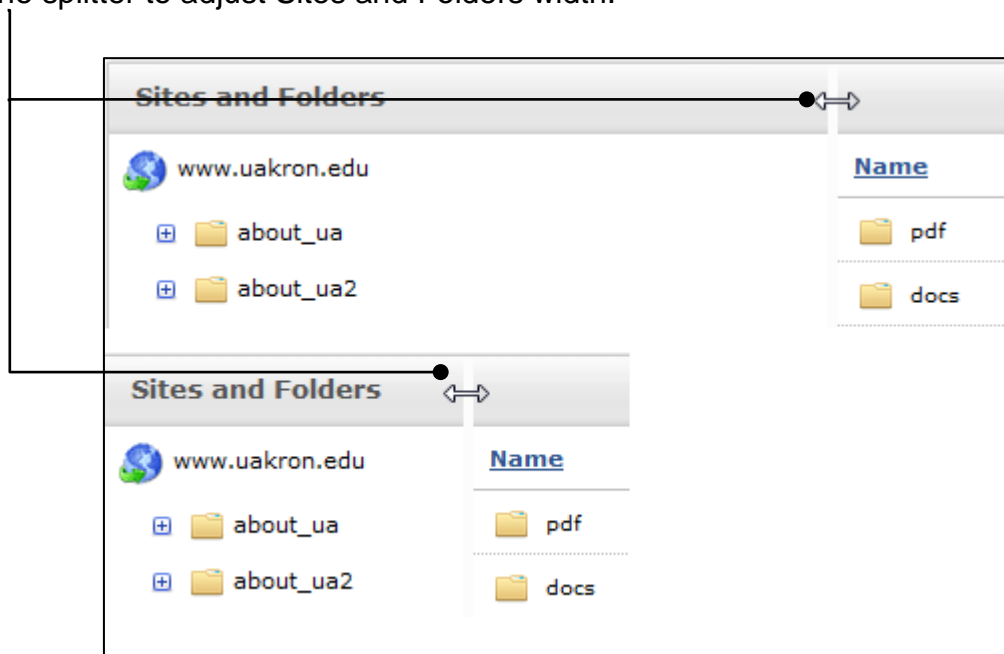


## Website

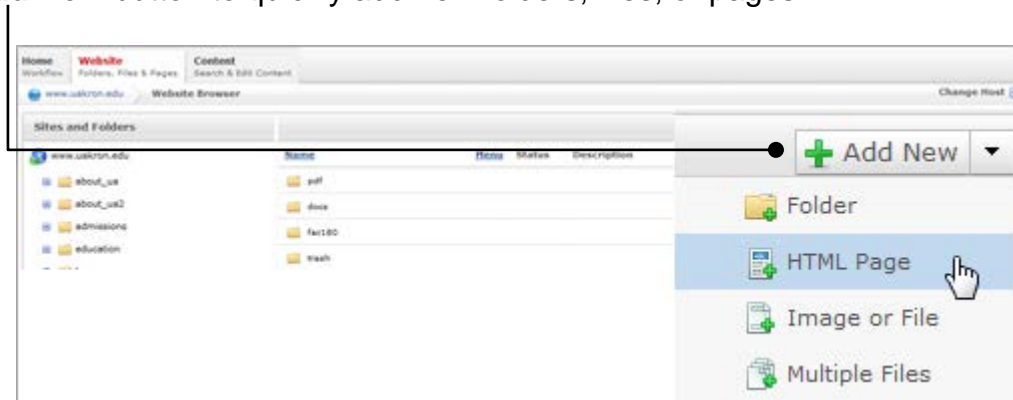
2. Click the **Website** tab to browse directories and create or edit HTML pages.



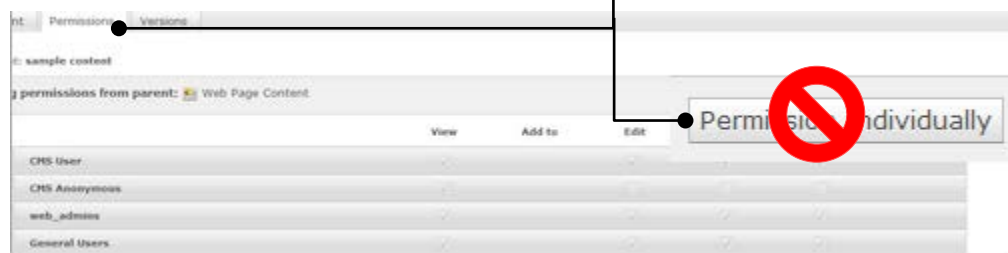
3. Use the pane splitter to adjust Sites and Folders width.



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.

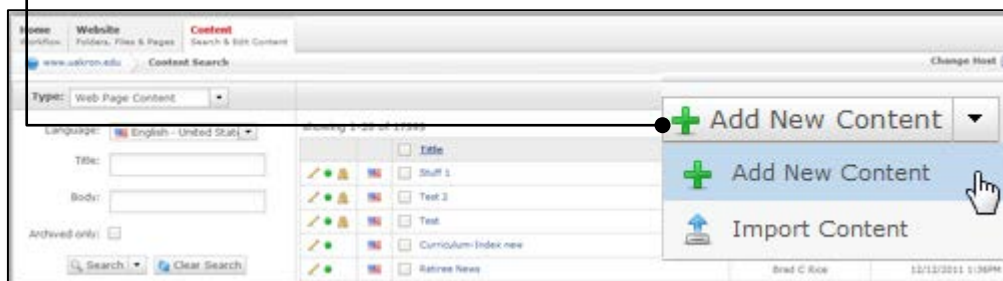


## Content

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

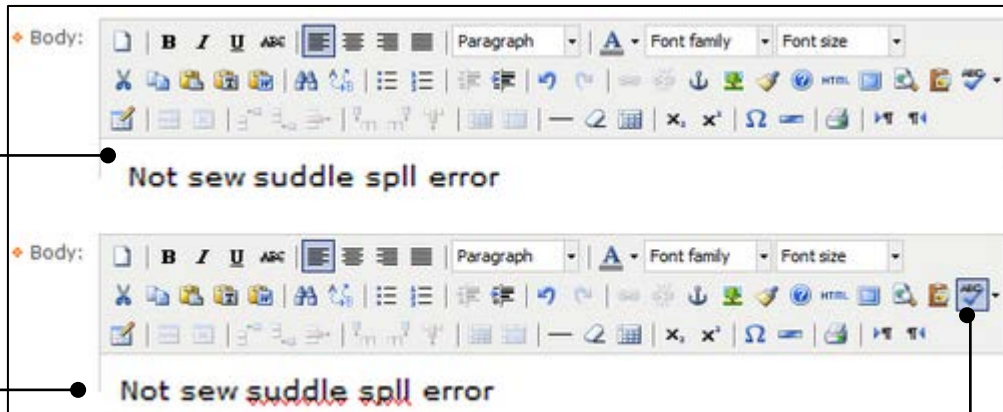


2. Use the **+Add New** button to quickly add new content.



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.

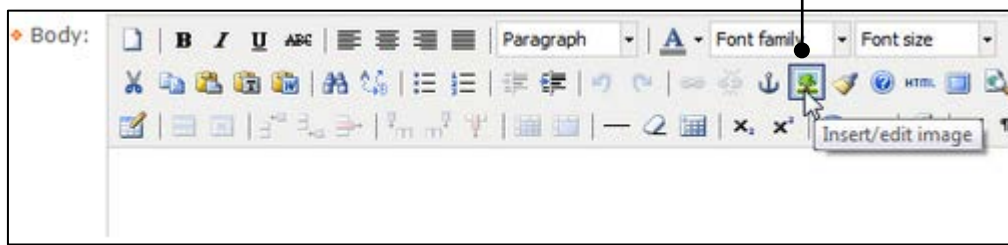
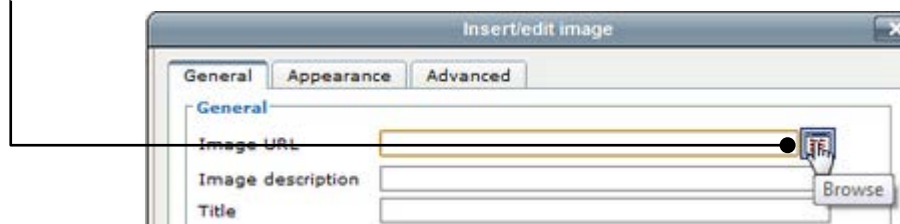
- a. Spell Check off



- b. Spell Check on

- 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

Basic Properties Advanced Properties

Upload New File: Choose File raisin.JPEG

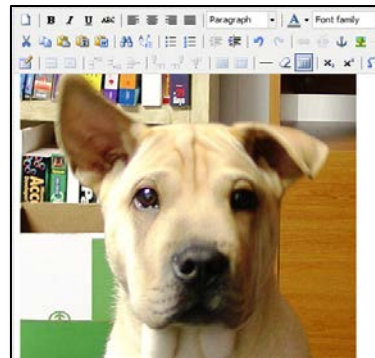
Title: raisin

Description:

Folder: /training/images/

save save and publish Cancel

- e. 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.

showing 1-20 of 128		
		<input type="checkbox"/> <a href="#">Title</a>
 		<input type="checkbox"/> <a href="#">Training Services Landing Page: Faculty &amp; Staff tab August 19 2010</a> <span>rds</span>
 		<input type="checkbox"/> <a href="#">SSLPA - GSLPP Admissions Standards Main</a>
 		<input type="checkbox"/> <a href="#">DAW Awards Info</a>
 		<input type="checkbox"/> <a href="#">w! Regional Writing Awards</a>
 		<input type="checkbox"/> <a href="#">w! Student Writing Awards</a>

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:



**Type:** Web Page Content ▼

**Language:**  English - United States ▼
















**Title:** "rds"

**Body:**

**Archived only:** ☐

 Search ▼  Clear Search

a. For these five results: \_\_\_\_\_

showing 1-5 of 5				
		<input type="checkbox"/> <u>Title</u>		
 		<input type="checkbox"/> Training Services Landing Page: Faculty & Staff tab August 19 2010	rds	
 		<input type="checkbox"/> training services landing page sidebar 28 sep 2010	rds	
 		<input type="checkbox"/> Training Services Landing Page: Students tab Sep16 2010	rds	
 		<input type="checkbox"/> Training Services Landing Page: Home tab August 19 2010	rds	
 		<input type="checkbox"/> Training Services Landing Page: Home tab August 19 2010	rds	

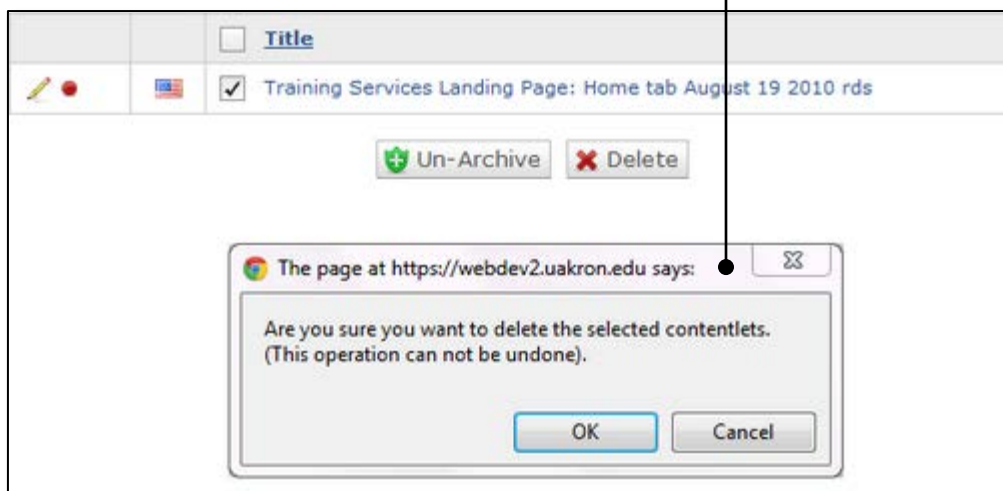
## Delete Content

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](mailto:webmaster@uakron.edu)

For dotCMS training, register at [www.uakron.edu/seminars](http://www.uakron.edu/seminars)