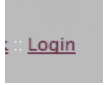
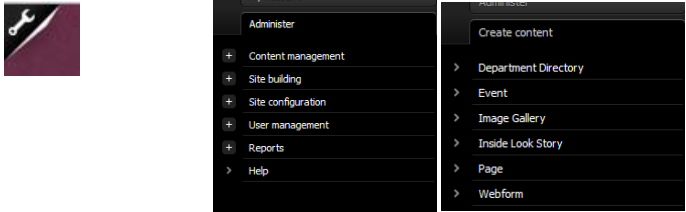




# QUICK START GUIDE

## EKU CMS INSTRUCTION

<h3>Content Types</h3> <ol style="list-style-type: none"> <li>1. Event</li> <li>2. Image Gallery</li> <li>3. Inside Look Story</li> <li>4. Page</li> <li>5. People</li> </ol>	<h3>Login</h3> <p>Scroll to bottom of page.</p> <p>Click login. </p> <ul style="list-style-type: none"> <li>• Username is your EKU email address.</li> <li>• Password is your EKU email password.</li> </ul>	<h3>Control Panel</h3> 	
<h3>Site Configuration</h3> <p>Where you enter... Contact Information</p> <div data-bbox="99 814 342 968" style="border: 1px solid gray; padding: 5px;"> <p><b>Creative Services</b> 521 Lancaster Avenue Perkins 345 Richmond, KY 40475 creativeservices@eku.edu</p> </div> <p>Social Networking Settings</p> <div data-bbox="99 1079 282 1272" style="border: 1px solid gray; padding: 5px;"> <p><b>Connect</b></p> <p> Twitter  Facebook  YouTube</p> </div>	<h3>Menus</h3> <p>On the Control Panel: Choose: +Site Building Menus</p> <div data-bbox="386 835 708 1255" style="border: 1px solid gray; padding: 5px;"> <p><b>MENU ITEM</b></p> <ul style="list-style-type: none"> <li>+ Home</li> <li>+ EKU CMS Basic Tutorials</li> <li>+ Introduction to CMS</li> <li>+ Document Types</li> <li>+ Login</li> <li>+ Control Panel</li> </ul> </div>	<h3>Create a Page</h3> <p>On the Control Panel: Choose: Create content &gt;Page</p> <div data-bbox="743 835 1073 1360" style="border: 1px solid gray; padding: 5px;"> <p>Home » Create content Create Page</p> <p>PAGE HEADER IMAGE(S):</p> <p><input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p> <p>+ Maximum Filesize: 8 MB Allowed Extensions: .png .gif .jpg .jpeg</p> <p>A single image or set of images to be displayed as the page header. <input type="button" value="Add another item"/></p> <p>Display Method: * Random <input type="button" value="v"/></p> <p>Select the display method for the header image(s). Random loads a refresh.</p> <p>Caption: _____</p> <p>Title: * _____</p> <p><input type="button" value="MENU SETTINGS"/></p> </div>	<h3>Publish</h3> <p>Click the Publish tab to make your content "live."</p> <div data-bbox="1101 842 1523 947" style="border: 1px solid gray; padding: 5px;"> <p><input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/> <input type="button" value="Publish"/></p> </div> <h3>URL Path Settings</h3> <p>A URL path setting is automatically created for you based on the page title.</p> <div data-bbox="1101 1171 1539 1325" style="border: 1px solid gray; padding: 5px;"> <p><input checked="" type="checkbox"/> <b>URL PATH SETTINGS</b></p> <p><input checked="" type="checkbox"/> Automatic alias An alias will be generated for you. If you wish to cr</p> <p>_____</p> </div>
<h3>Directory</h3> <p>On the Control Panel: Choose: Create content &gt;Department Directory</p> <div data-bbox="99 1598 293 1892" style="border: 1px solid gray; padding: 5px;"> <p>Create People</p> <p>Email: * _____</p> <p>Photo: <input type="button" value="Choose File"/> No file chosen Maximum Filesize: 8 MB Allowed Extensions: .png .gif .jpg .jpeg</p> <p>Prefix: _____</p> <p>First Name: _____</p> <p>Middle Name: _____</p> <p>Last Name: * _____</p> </div>	<h3>Embed Video</h3> <p><b>Embedded Video:</b></p> <p>Enter the URL or Embed Code here. The embed The following services are provided: archive.org, UStream.TV (Live Streams), Vimeo, VoiceThread,</p> <p>Find the embed code from a video service such as YouTube</p> <div data-bbox="375 1486 716 1885" style="border: 1px solid gray; padding: 5px;"> <p>The Power of Maroon PowerOfMaroon 239 videos · Subscribe</p>  </div>	<h3>File Attachments</h3> <p>In most Content Types, you can attach a file.</p> <div data-bbox="743 1499 1073 1772" style="border: 1px solid gray; padding: 5px;"> <p><input checked="" type="checkbox"/> <b>FILE ATTACHMENTS</b></p> <p>Changes made to the attachments are n</p> <p><b>Attach new file:</b></p> <p><input type="button" value="Choose File"/> No file chosen</p> <p>The maximum upload size is 8 MB</p> <p><input type="button" value="Attach"/></p> </div>	<h3>Image Gallery</h3> <p>A repository for your images. On the Control Panel: Choose: Create content &gt;Image Gallery Gallery Name Here</p> <div data-bbox="1101 1598 1344 1892" style="border: 1px solid gray; padding: 5px;"> <p>Image Gallery description text here.</p>  </div>

# CK Editor

The CK Editor Toolset

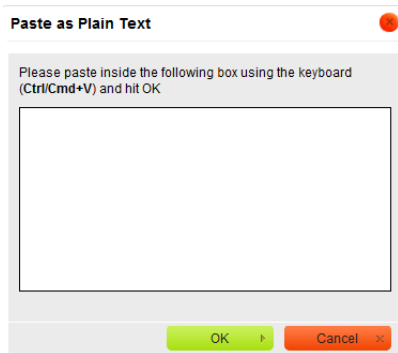


Source: toggles to the source code view.



Cut, Copy, Paste, Paste as Plain Text, Paste from a Word Document

Paste as Plain Text: strips off any formatting created by the editor in another program.



Undo, Redo, Find, Replace



Select All, Remove Format, Maximize



Bold, Italic, Underline



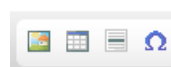
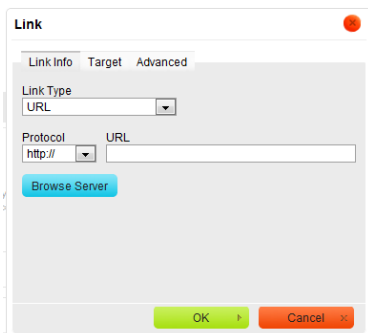
Subscript, Superscript



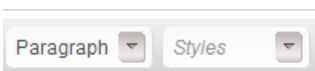
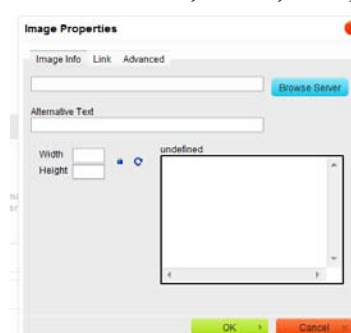
Insert/Remove Numbered List  
Bulleted List



Link, Unlink, Anchor



Insert Picture, Table, Line, Insert Special Character



Paragraph allows you to choose a heading size. Styles are used in inserting inline images.