NASA Portal
Content Management System (CMS) Training

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Jet Propulsion Laboratory

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Welcome

Welcome to NASA Portal Publishing Training. As content creators, publishers, or editors who will publish to the NASA Portal, you will use the Content Management System (CMS). This training focuses on how to use the CMS to create and publish Portal content.

Training Objectives

To publish in the CMS you need to know

- The purpose and function of the NASA Portal.
- The Portal and CMS Information Architecture.
- How to navigate within the CMS.
- How to create content using Authoring and Presentation Templates
- How to manage digital files (“assets”) in the CMS.
- How to apply Workflow to publish your pages in a distributed publishing environment.
- How to ensure 508 compliance to make your content accessible for broad audiences.

Training Approach

To accommodate different learning styles, this training will include

- Short demos and lectures on Portal functions, features and navigation.
- Hands-on exercises.
- Question-answer sessions

An assumption…

- We assume that trainees have basic knowledge of Web publishing and HTML.

Introductions

Please share with us:

- Your name and affiliation
- Your experience with the NASA Portal or other NASA websites
- Your goals for this training

Module 1:

The NASA Portal Tour

Purpose of the NASA Portal

"Beginning in early 2003, NASA will provide an integrated and user-friendly NASA-wide Internet portal that will provide improved public access to NASA Mission results and other products, improved visibility into NASA plans and programs, and enhanced communication among NASA employees and contractors."

NASA Administrator Sean O'Keefe,
2003 NASA Strategic Plan

Purpose of the NASA Portal *(cont'd)*

To provide NASA audiences with a single point of entry to NASA information resources—specifically:

- Provide NASA audiences with the most up-to-date information.
- Allow NASA audiences to navigate easily to find the information they seek.
- Present a consistent "look and feel" for the NASA "image."
- Provide quality content to the general public.
- Create a positive experience for NASA audiences.

Portal Benefits

Quality

- Ensures consistency of NASA organization image.
- Ensures editorial integrity of published content for various audiences.
- Ensures version control of published content to allow easy roll-back.
- Optimizes public experience based on tested user feedback.
- Allows users to personalize content using *My NASA.*
- Extends the public experience to other NASA sites through versatile Search tools.

Portal Benefits *(cont'd)*

Security

- **Provides a secure data center environment that results in fewer attacks**
- **Reduces the high cost of security breach investigations**

Efficiency and Costs

- **Automates routine tasks for easier content creation**
- **Automates publishing—distributed Publish Workflows with automatic low-bandwidth parallel**
- **Provides integrated 508 compliance checks.**
- **Provides integrated metrics reporting and standards testing**
- **Provides a consolidated, high-availability hosting environment.**
  - Static html page delivery – (sub-second response)
  - High bandwidth streaming and on-demand multimedia delivery
    - 300 mbps window with +1,500 mbps instantaneous

To Ensure the Portal's Success

Content providers should

- Understand the needs of internal and external NASA constituents.
- Ensure that content promotes NASA's vision.
- Commit to providing timely and compelling content to the Portal.
- Integrate their sites into the Portal Content Management System to promote content sharing and ensure a consistent user experience.

Editorial and Style Guidelines

To ensure a consistent “look and feel” that enhances the user’s experience and encourages return visits, the Portal provides a consistent style and format:

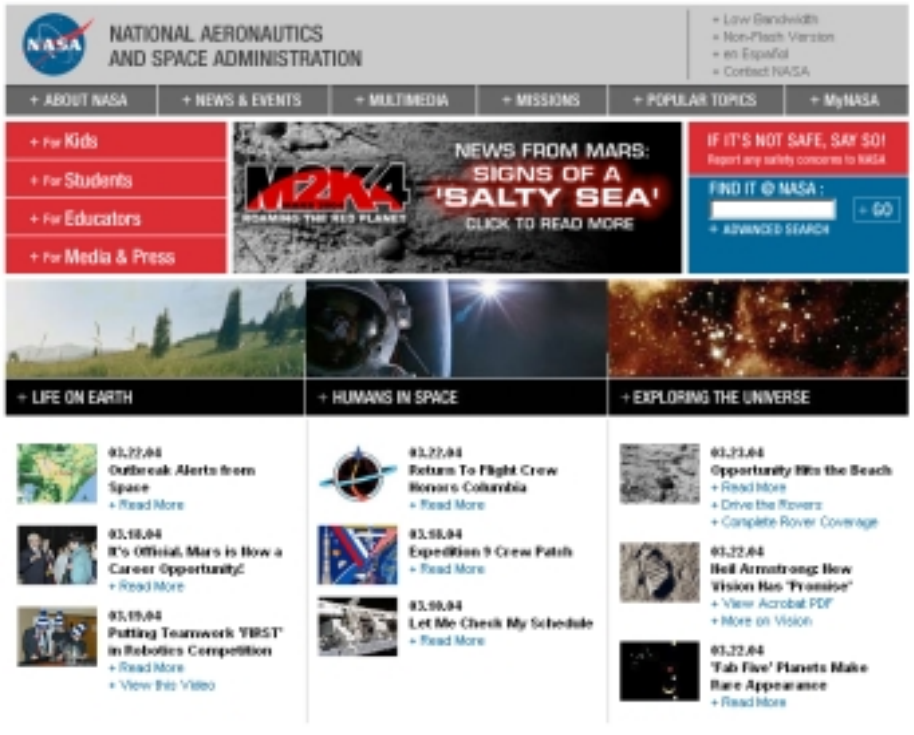
- The NASA Portal Editorial Board gives direction and establishes standards for content and style.
- Online Style Guides
  http://www.hq.nasa.gov/pao/portal/docs/standards_index.pdf
  - Define standards for content presentation.
  - Enable brand consistency, efficiency, and usability.
  - Encourage consistency in “voice” in a distributed publishing community.

Touring the Portal

http://www.nasa.gov

- Information Architecture
- Terminology

Home Page


NATIONAL AERONAUTICS
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NEWS FROM MARS:
SIGNS OF A
'SALTY SEA'
CLICK TO READ MORE
IF IT'S NOT SAFE, SAY SO!
FIND IT @ NASA :
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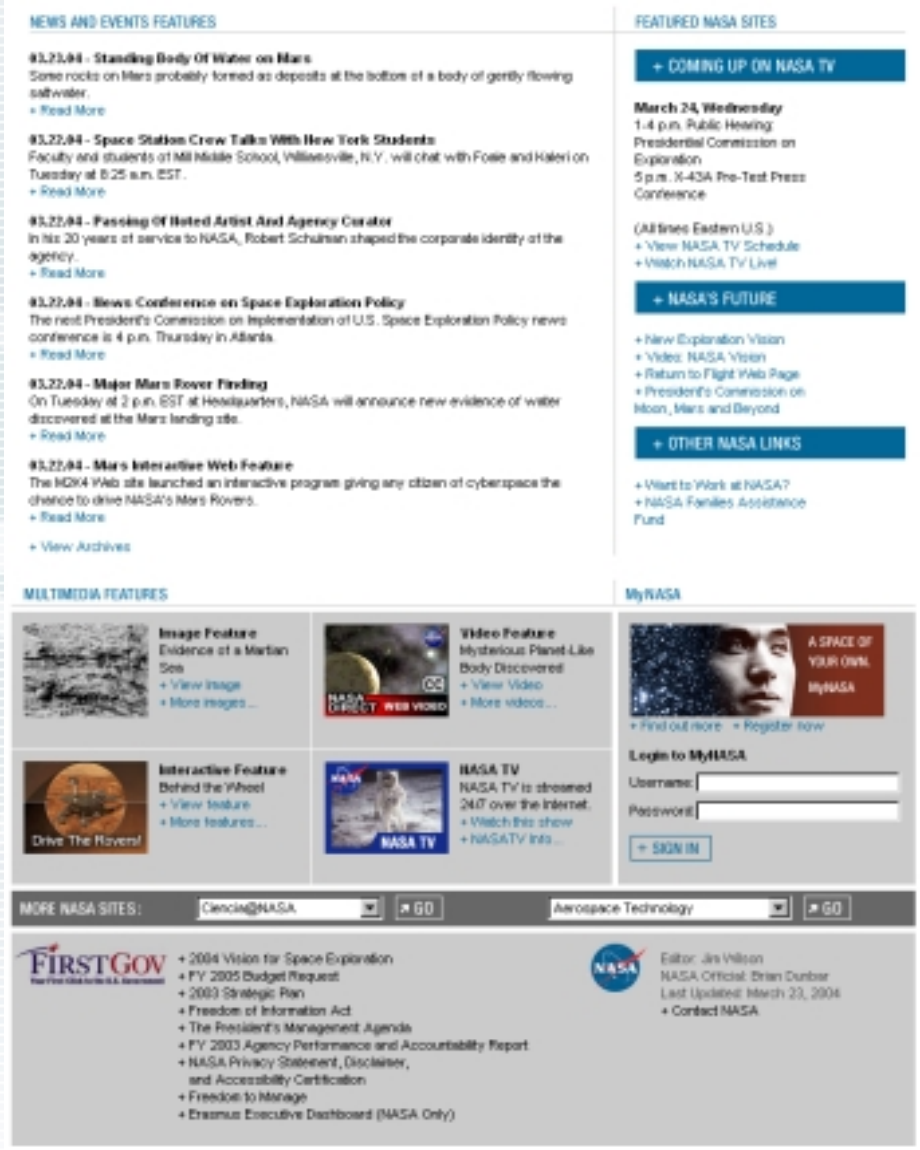
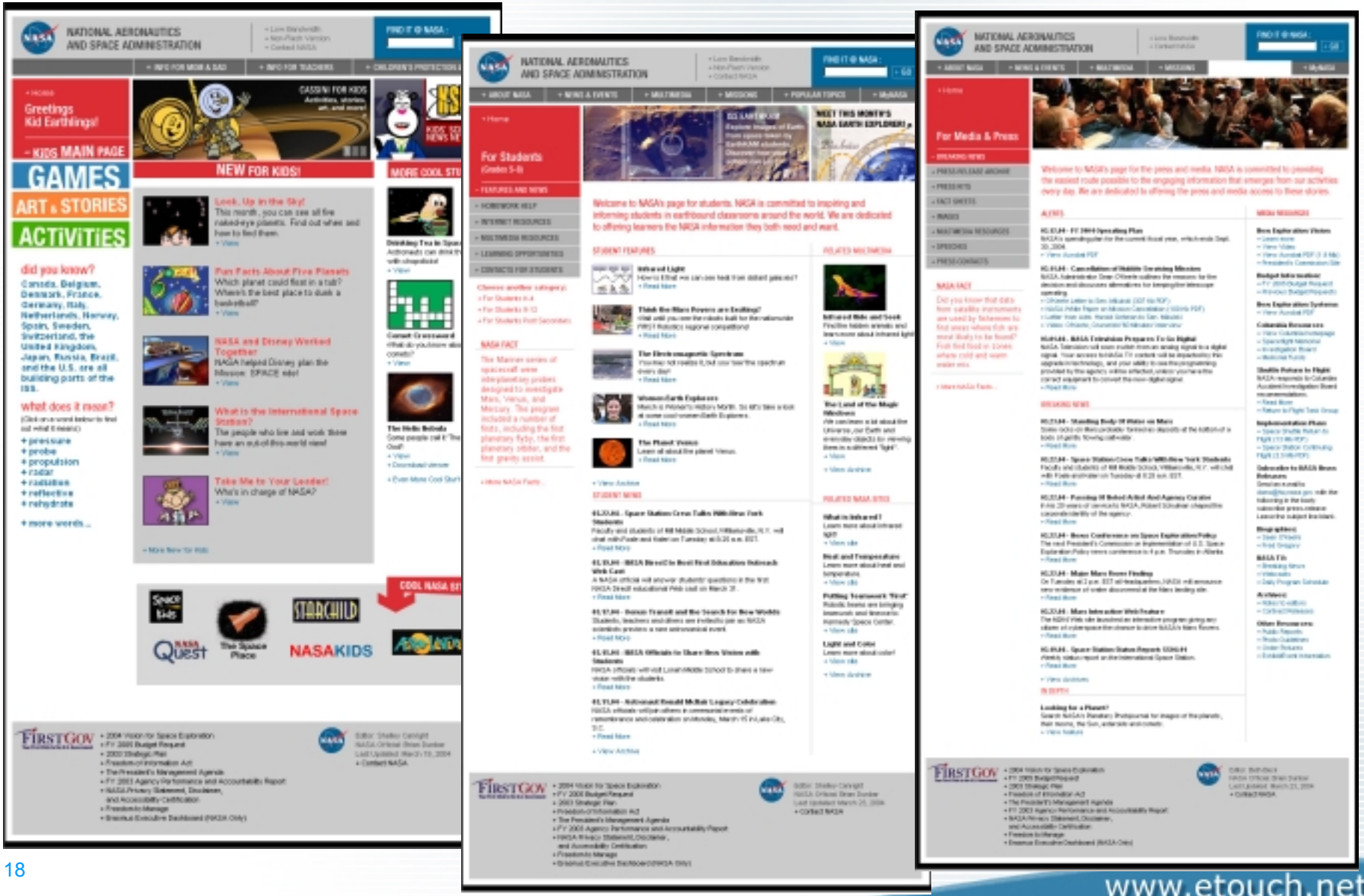
+ LIFE ON EARTH
+ HUMANS IN SPACE
+ EXPLORING THE UNIVERSE


NEWS AND EVENTS FEATURES
FEATURED NASA SITES
+ COMING UP ON NASA TV
+ NASA'S FUTURE
+ OTHER NASA LINKS
MULTIMEDIA FEATURES
MyNASA
MORE NASA SITES:
FIRSTGOV

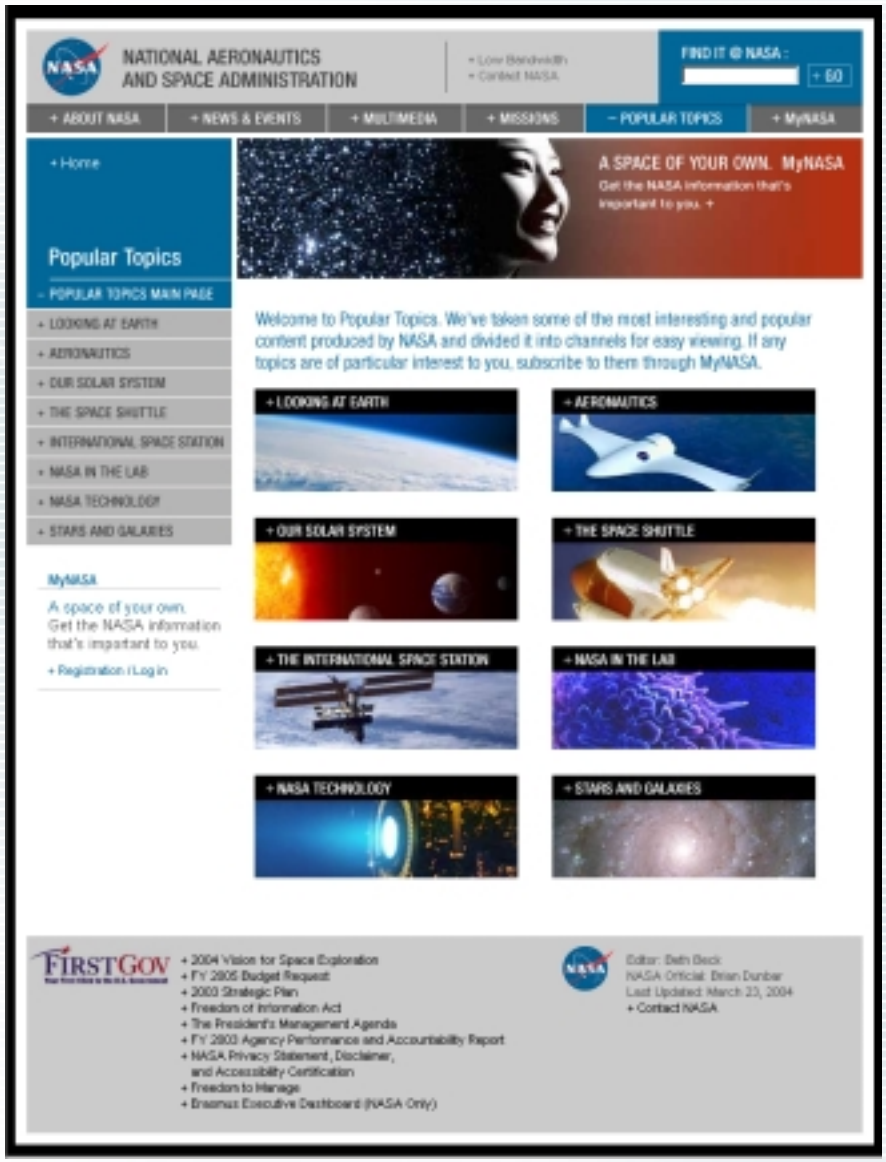
Typical Landing (Index) Pages

Vision Landing (Index) Pages

Audience Landing (Index) Pages *(cont'd)*



Popular Topics



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A SPACE OF YOUR OWN. MyNASA
Get the NASA information that's important to you.
LOG IN TO MyNASA
Username:
Password:
+ SIGN IN
Forgot your password?
Enter your email address below and we will send it to you.
+ SUBMIT
Welcome to MyNASA. Sign up to customize your own MyNASA page with specific and up-to-date news and features.
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Register for MyNASA and get the NASA information you want. As a member you can customize your MyNASA page with the NASA channels and content that interests you. Members can also bookmark articles and features throughout the NASA.gov portal for quick access during future visits.
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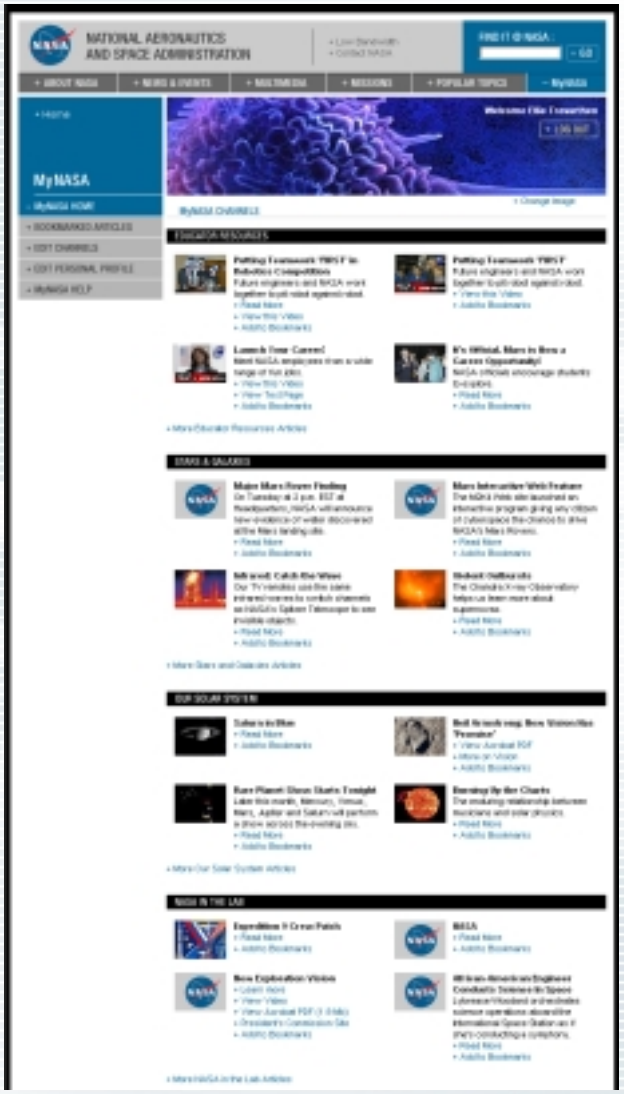
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Typical Detail Page

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+ Home

Missions

+ MISSIONS HIGHLIGHTS
+ NASA MISSIONS TIMELINE
+ SHUTTLE AND STATION
+ LOOKING AT EARTH
+ EXPLORING OUR SOLAR SYSTEM
+ SPACE SCIENCE & TECHNOLOGY
+ DEEP SPACE MISSIONS
– RESEARCH AIRCRAFT

FEATURE

Reflections on Life...In the Jungle 03.19.04

Brilliantly colored strawberry poison dart frogs singing in the jungle below didn't notice the NASA DC-8 flying laboratory passing overhead. After all, there is little disturbance to the rain forest by an aircraft far above.

Image to right: A colorful strawberry poison dart frog (Dendrobates pumilio) brightens the Costa Rican rain forest. Credit: NASA/Jim Ross

The DC-8's mission is NASA's AirSAR 2004 campaign, a three-week Earth science expedition by an international team of scientists. Flying over the La Selva rain forest in Costa Rica, scientists aboard the flying laboratory are using an all-weather imaging tool called the Airborne Synthetic Aperture Radar (AirSAR).

The radar, developed by NASA's Jet Propulsion Laboratory, Pasadena, Calif., can penetrate the dense rain forest canopy and scan through clouds to produce highly accurate topographic computer models.

Recently, triangular radar reflectors were set up in the La Selva jungle at precise points on the ground so that scientists aboard the aircraft could calibrate the AirSAR radar from the air. The silver, aluminized reflectors temporarily added a decidedly high-tech look to the natural surroundings in which they were placed.

Image to left: JPL scientist Paul Siqueira sets up one of several radar reflectors used for AirSAR calibration by mission scientists. Credit: NASA/Jim Ross

AirSAR 2004 scientists are endeavoring to accurately inventory Costa Rica's tropical rain forests and irreplaceable archaeology by characterizing past and present human impacts on them. The plan is to help prevent further loss of the country's unique natural and cultural resources.

The DC-8 and its AirSAR sensors provide unique data not available from other space-based or commercial airborne platforms. The unique aircraft has flown hundreds of Earth science payloads such as the AirSAR, contributing to the ever-growing knowledge base of science data gleaned from the air.

Image to right: The view from NASA's DC-8 down on a Costa Rican rain forest during the AirSAR 2004 mission. Credit: NASA/Jim Ross

NASA's Dryden Flight Research Center, located at Edwards Air Force Base, Calif., operates the aircraft, along with two high-altitude ER-2 science platforms.

Following the rain forest radar imaging effort, the DC-8 is off to ice-covered Antarctica, where it will begin characterizing the impact of climate change on glaciers and ice shelves in the Antarctic Peninsula area which seem to be contributing to sea level rise.

Image to left: NASA's DC-8 being towed at Juan Santamaria International Airport in San Jose, Costa Rica. Credit: NASA/Jim Ross

AirSAR's 2004 campaign is a collaboration of many U.S. and Central American institutions and scientists, including NASA, the National Science Foundation, the Smithsonian Institution, the National Geographic Society, Conservation International, the Organization of Tropical Studies, the Central American Commission for Environment and Development, and the Inter-American Development Bank.

For information about AirSAR, visit: http://airsar.jpl.nasa.gov and http://www.dfrc.nasa.gov/Research/AirSci/index2.html

Photos of NASA's DC-8 flying laboratory and the AirSAR 2004 campaign can be downloaded at: http://www.dfrc.nasa.gov/Gallery/Photo/DC-8/index.html

Movies of NASA's DC-8 flying laboratory and the AirSAR 2004 campaign can be downloaded at: http://www.dfrc.nasa.gov/Gallery/Movie/DC-8/index.html

Gray Creech
NASA's Dryden Flight Research Center

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Search: Simple

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SIMPLE SEARCH

Enter Search Term:

+ GO

For the latest information about the Mars Exploration Rovers, visit Spirit and Opportunity on the Web.

Please enter search query and click on GO or press Enter

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ADVANCED SEARCH

* Enter Search Term

Search for results containing:
all of the words

without these words:

Show pages where Search Term is:
anywhere in the page

Only show pages of type:
Any Type

+ GO

Search pages within domain or site:

e.g. nasa.gov, science.nasa.gov, etc.

Only show pages updated in the:
anytime

Show Results per page:
10 Results

Display results:
With Summary

Sort by:
Relevance Date Title

* Search Term is required

For the latest information about the Mars Exploration Rovers, visit Spirit and Opportunity on the Web.

Please enter search query and click on GO

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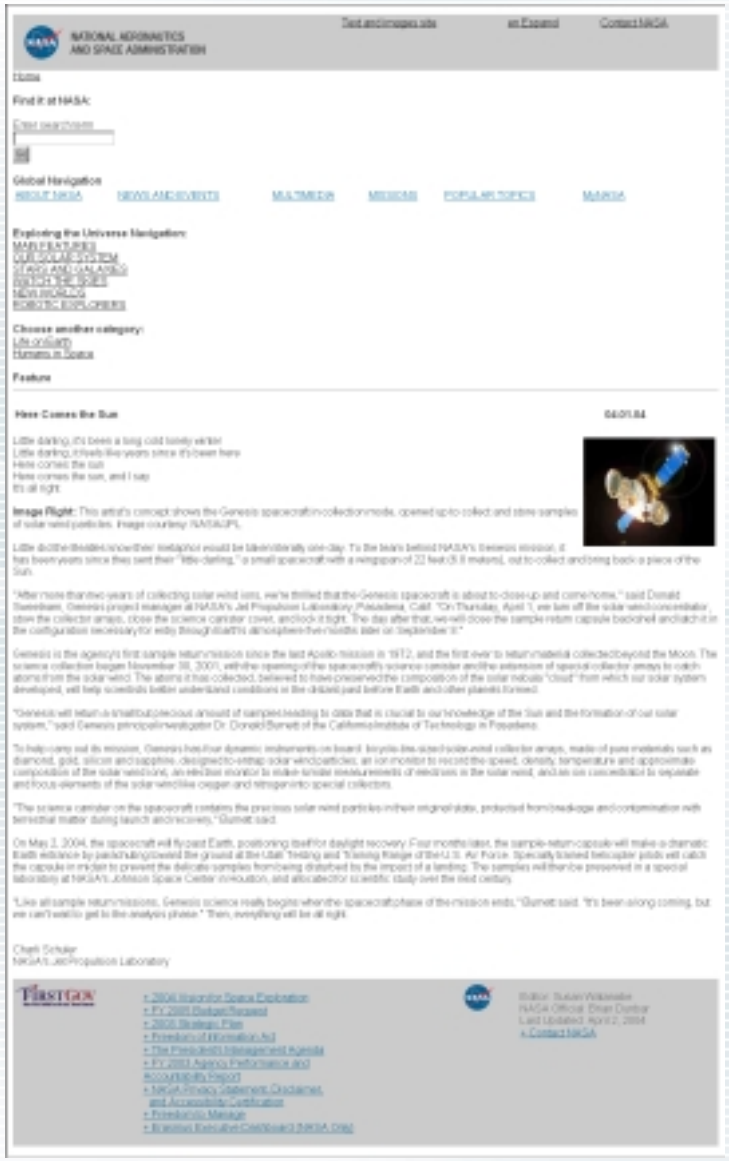
Search: Category

Low-Bandwidth (Text-only) Site

The CMS automatically generates a Low-Bandwidth version of the site for 508 Compliance. Content creators do not have to create duplicate text-only pages.

Exception: Flash assets require that a separate text-only document be created and embedded into the Flash javascript wrapper.



Group Exercise 1: Portal Navigation

Start at the Home Page

- Name the global navigation choices
- Name the 3 *Vision* areas
- Name the audience segments
- Click on one *Vision* area
  - List the left navigation buttons
  - List the global navigation buttons

Return to the Home Page

- Click on a different *Vision* area and compare with the previous one.

Click on a Landing Page

- How many Collections are on this page?
- How many “Promotional Snippets”?
- What are the elements of a “Promotional Snippet”?

Questions?

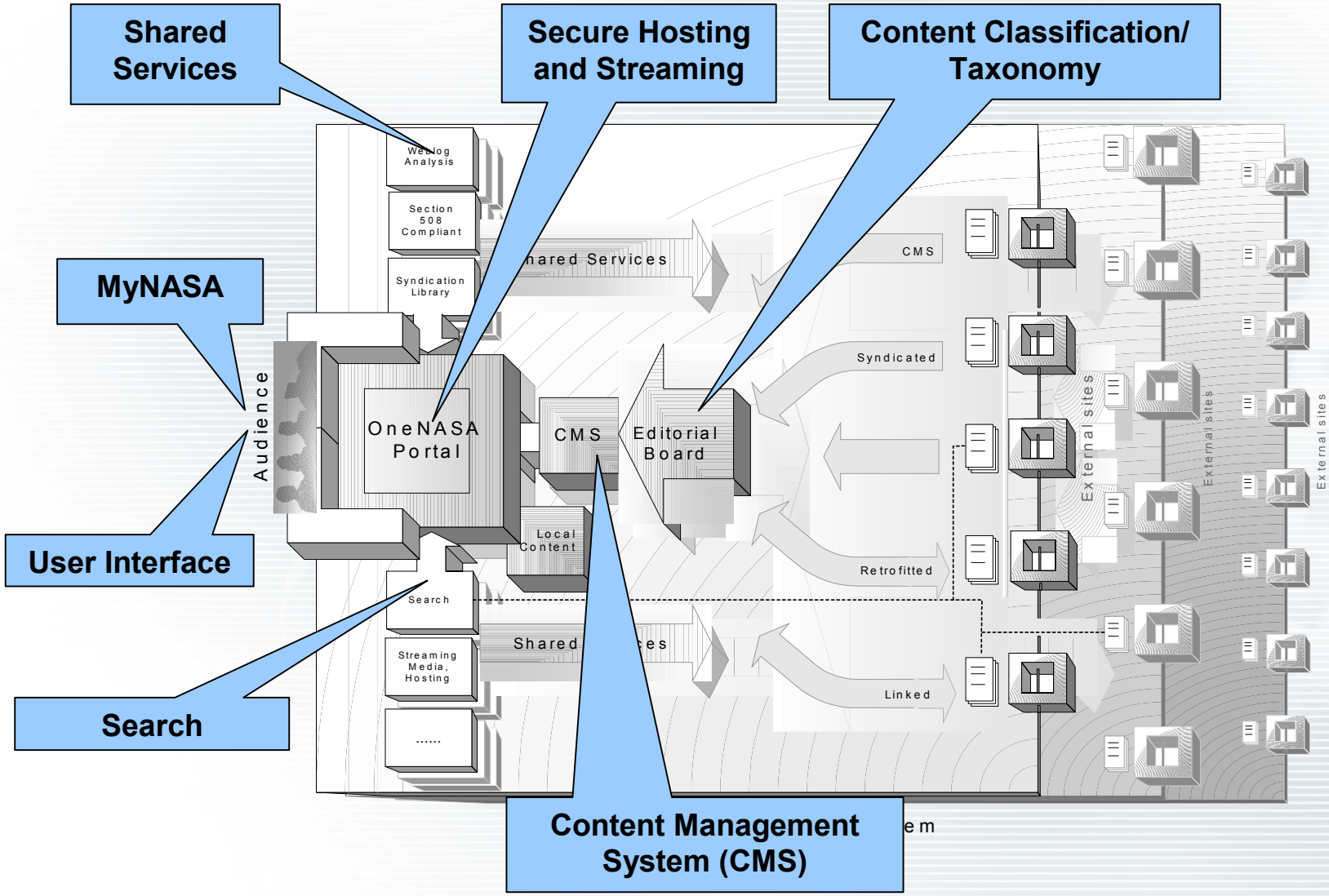
Module 2:

Content Management System (CMS) Tour

In Module 2 You Will Learn About:

- Portal Infrastructure Elements and Services.
- Portal Information Architecture.
- Portal and CMS Terminology.
- How the CMS Manages Content
- Hosting and Streaming
- Portal Search
- Shared Services
- *Etc.*

Portal Infrastructure Elements



Information Architecture (IA)

- **Description**
  - Elements include navigation systems, labeling systems, organization systems, indexing, and searching methods.
- **Purpose**
  - Determines what navigation is used on Presentation Templates.
  - Provides a structure for the user-focused presentation of content.
  - Supports NASA's communication objectives.
- **Benefits**
  - Ease of use.
  - Helps branding (clean and logical structure).

Taxonomy

Description

- Method of classification.
- Drives the Information Architecture (CMS Category folders).
- Descriptive taxonomy drives content metatagging for controlled classification.
- Controlled classification allows content capture for browsable directories.

Purpose

- Facilitates publication of content.
- Provides classification based on subject matter.

Benefits

- Ease of information retrieval.
- Efficiency of publication.
- Allows potential re-organization of presentation conventions.

User Interface

- **Designed for Easy User Navigation**
  - Independent usability studies determined the look and feel of the Portal interface.
  - Designed to minimize the number of clicks required to get to meaningful content.
- **Designed for Consistent Look and Feel**
  - Scripted templates specify a consistent presentation format.
- **Benefits**
  - Recognizable NASA “brand” image.
  - Easy for users to find the information they need.
  - Easy site maintenance.
  - Efficient publication process.

CMS Features

Scalable, standards-based architecture that automates and controls

- Content submission, creation, editing, and approval.
- Content classification (metatagging based on the Dublin Core).
- Content publishing.

How the CMS Manages Content

The CMS manages content by providing

- Central repositories for document and media files (images, movies, Flash files, pdfs, etc.).
- Asset versioning.
- Process flow with escalation and notification.
- Access control and delegation.
- Multiple site publishing.
- Automated content generation and publishing.
- Functions that separate authoring from presentation, governed by NASA-approved style guidelines.
- Audit trail reporting.

Hosting and Streaming

Description

- Sprint hosts the hardware for all applications and web servers
- Servers in datacenters in Reston, VA, Santa Clara, CA, and Denver, CO.
- Data Centers are secure, hardened, world-class facilities that provide 99.95% server availability.
- Speedera provides caching infrastructure on more than 100 global edge servers.
- Speedera provides streaming capacity.

Purpose

- Provide a world-class content delivery system.

Benefits

- Delivers content efficiently during NASA events.
- Provides excellent delivery performance for NASA images.
- Allows plenty of capacity for NASA multimedia presentations.
- Consolidates management of internet security.

Portal Search

- **Description**
  - Verity K2 Enterprise is the search engine for nasa.gov.
  - Verity Intelligent classifier for content classification
  - Industry leader in search engines
- **Purpose**
  - Provides the means to search NASA-wide content.
  - Provides the means to classify content by defining relevancy weightage and business rules.
- **Benefits**
  - Find information quickly, without knowing where it is.
  - Advanced Search and Browsable Site Directory for power search users.

Shared Services

- **Description**
  - Robust Accessibility Management and Production (RAMP)—stand-alone Section 508 accessibility compliance checker for HTML documents.
- **Purpose**
  - Verify Section 508 compliance of HTML pages
- **Benefits**
  - Automates analysis and remediation of Section 508 rules and W3C WAI Web Content Accessibility Guidelines.

Urchin Weblog Analysis

Description

- Urchin is the Weblog Analysis tool for the NASA.gov portal.

Purpose

- Tool to determine what end users are most interested in.
- Sophisticated Weblog analysis.
- Secure authenticated Web-based reporting.
- Top search terms.
- Periodic analysis reports (daily, weekly, monthly, ...).

Benefits

- Site owners can continually improve the content needs of their end users.
- Site owners can ensure that content is being delivered to all end users in a timely manner and under all conditions.

CMS Terminology—Assets

- Assets are
  - Documents (structured)
  - Library items (unstructured)
- Asset components:
  - Properties
  - Content Body
  - Promotional Elements
  - Metadata
- Assets are stored in Categories
  - Categories are like folders

CMS Terminology—Documents

- Documents—Structured content created using an Authoring Template
  - Documents consist of Properties, Content, Promotional Elements and Metadata.
  - Some documents can be embedded within other documents
- Documents can be
  - Embeddable—inserted into other documents, such as NASA Facts
  - Non-embeddable, e.g., Detail Pages, Landing (index) Pages
- Documents are transformed into publishable, flat HTML pages using
  - Presentation Templates

CMS Terminology—Library Items

- Library Items—Reusable, unstructured pieces of content, typically
  - Images
  - Movies
  - Flash modules
  - PDFs
  - etc.

CMS Terminology—Categories

Categories—Document and Library assets are stored in hierarchical Categories that function like directories (folders) and correspond to the Portal Information Architecture (IA). Correct storage of assets in the CMS Category hierarchy is essential so that published pages display with the appropriate global and left navigation.

CMS Terminology—Templates

- Templates are
  - A special document type used for creating or presenting content
  - Contain scripts (program code) that may
    - Retrieve or submit content
    - Format and style content
    - Provide additional boilerplate text
    - Invoke standard, reusable parts of a page
- The CMS employs two types of structured Templates
  - Authoring
  - Presentation

CMS Terminology—Templates *(cont'd)*

Authoring Templates

- Define body content and promotional elements for a variety of page types.
- Are supported by background style sheets that control fonts and other attributes for a consistent Portal look and feel.

Presentation Templates

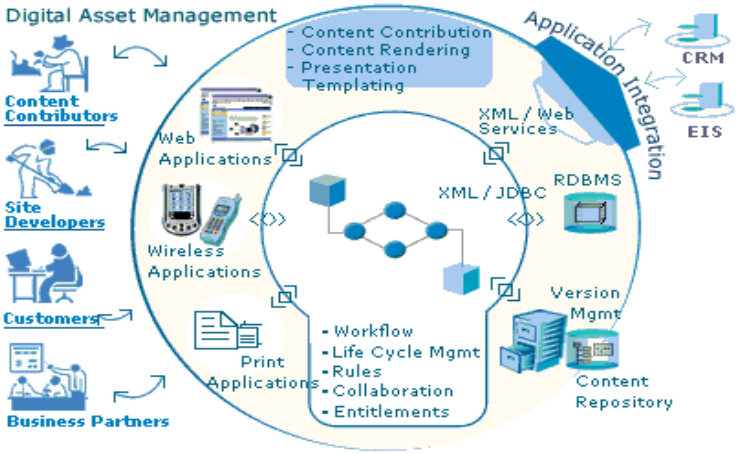
- Retrieve and display structured content with a defined look and feel. The *wrapper defines the position and style of various fields*.
- Allow various content elements to be *displayed in a pre-defined form.*
  - Header, footer, and other attributes are defined and may not be altered by the content creator.

CMS Login

http://cms.nasa.gov/

Digital Asset Management - (v1.3.1.0.13)

eTouch Digital Asset Management (DAM) empowers non-technical users to contribute and edit content using pre-defined and customizable templates with easy-to-use graphical interface. Business users who have little or no understanding of HTML can copy and paste from existing documents or create new content. The eTouch DAM Solution also provides the ability to define full content lifecycle and set up role-based workflows to ensure that content goes through the proper approval process before being published to the Web. The content is version controlled and audit trails are maintained for tracking all changes to content. The content is stored in XML format which enables the same content to be automatically repurposed to web-ready formats such as HTML, WML or PDF.



eTouch Digital Asset Management Solution includes:

- Content Contribution and Editing
- Content Repository and Versioni
- Workflow and Approval
- Presentation Templates
- Content Rendering

Login Name and Password

Login to eTouch Digital Asset Management:

Login Name:

Password:

Login Reset

Forgot Password

Forgot Password Link

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CMS User *Home* Page

Search Content in the CMS

Alerts from the CMS Admin

Add Bookmark

Contextual Help

Logout

List of *Active* Workflow Assets for the signed-in User. "My Workitems" changes to "All Workitems" when there are no items in the active Workflow awaiting action by the signed-in user.

Digital Asset Management

Welcome Ea

Document

Locale: English(United States)

Content Tools

- Home
- Content Authoring
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration
- My Profile
- Bookmarks
  - Content Admin
  - Imported Content
  - Vision
  - Library viewer
  - Document viewer
  - May Prez Tmpl
  - Feb Prez Tmpl

Alerts

IMPORTANT: Categories for May

The "-May" extension has been removed from all categories created specifically for the May release. Authors have to be careful about the categories where they are creating their assets.

IMPORTANT: Landing Pages/Collections for May

Landing Pages and Collections meant for the May Release would be getting made in all the categories. Landing pages will be called index1 instead of index. Authors for current release please take note.

IMPORTANT: Presentation templates for May

Authors creating content specifically for May Release please note, you need to associate a different set of presentation templates to get the May look-n-feel. These templates are within a separate category under NASARoot(Production).

My Workitems — My Workitems

Asset Name	Category	Workflow	Current State	Notes	Audit
ellora_test	Root > NASA WorkArea > CMSTraining > CMSTrainingContent > Eashwer	TrainingWorkflow	Content Approved		

Content Authoring Screen

eTouch

Digital Asset Management

Welcome Venugopal Shastri | Document | Advanced Search | Bookmarks | Locale: English(United States)

Content Authoring | Log out

Content Tools

- Home
- Content Authoring
  - Documents
  - Library Items
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration
- Bookmarks
  - Document viewer
  - Library viewer
  - Home index
  - Doc Explorer
  - Lib Explorer

Content Authoring

Content Authoring

Documents

Library Items

Two Content Authoring repositories:

1. ***Documents***
2. ***Library Items*** **(images, pdfs, movies, Flash files, etc. that will be embedded in document assets.)**

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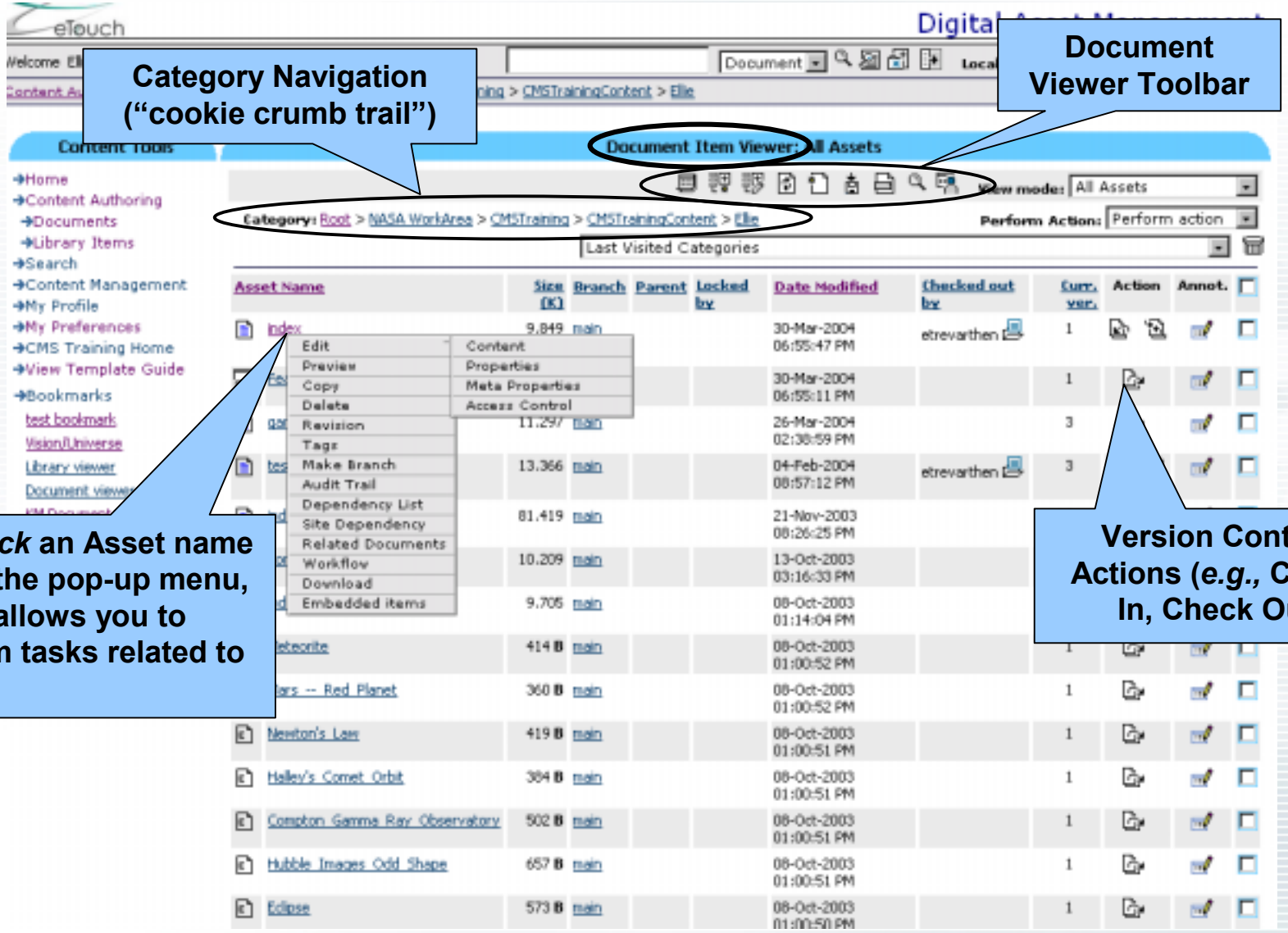
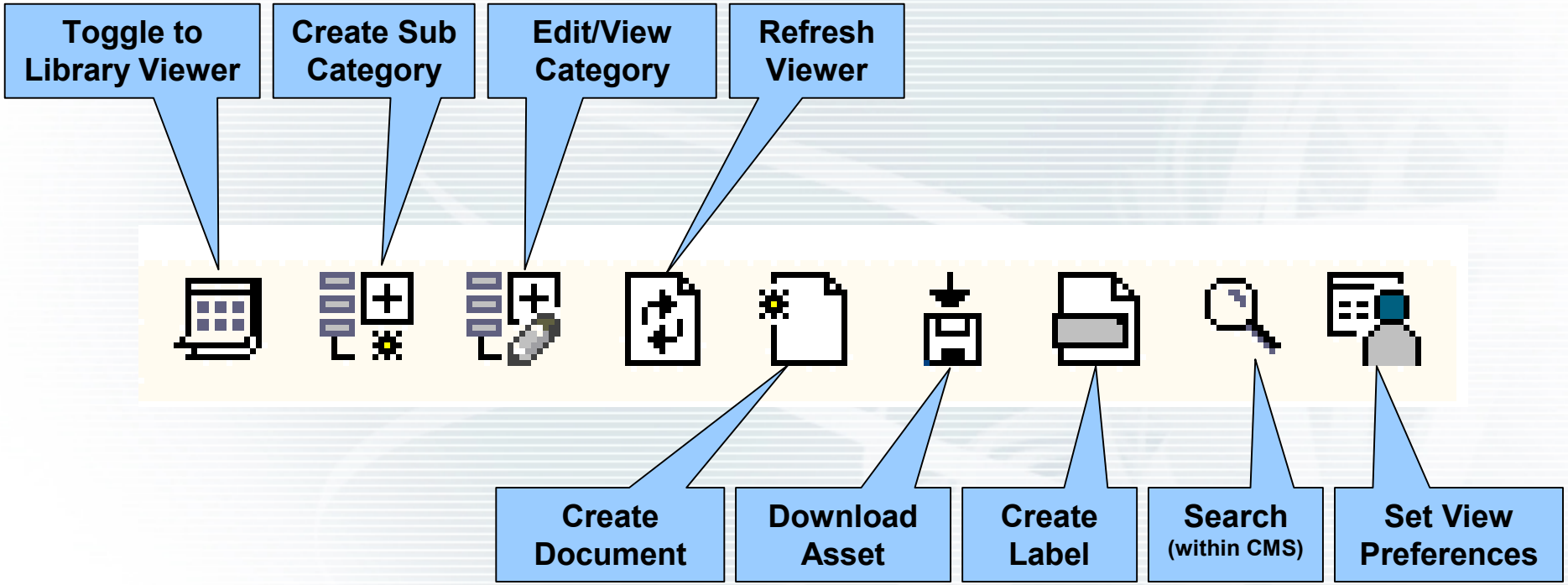
Document Item Viewer



Left-click **an Asset name to see the pop-up menu, which allows you to perform tasks related to assets**

Document Viewer Toolbar



Library Item Viewer

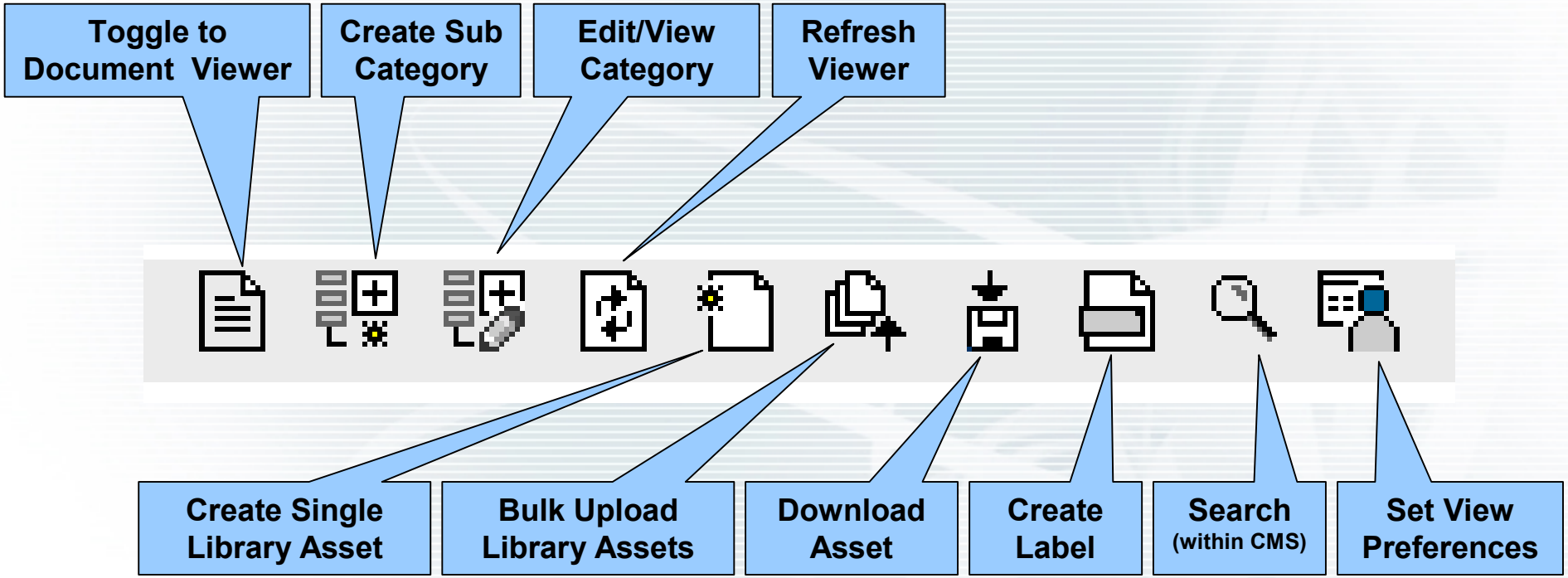
Category Navigation ("cookie crumb trail")

Library Item Viewer Toolbar

Left-click an Asset name to see the pop-up menu, which allows you to perform tasks on assets.

Version Control Actions (*e.g.*, Check In, Check Out

Library Item Viewer Toolbar



Questions?

Module 3:

Content Creation: Creating Library Items

In Module 3 You Will Learn To:

- Log in/out of the CMS.
- Create bookmarks to aid navigation.
- Use the toolbar to navigate between Document and Library Item Viewers.
- Create a single library asset.
- Upload and define Properties for bulk Library assets.
- Check in assets (versioning).

Progress: 5-Step Process for Creating and Publishing Documents

1. *Upload pre-sized images and/or media files to CMS Library area and create Library Assets.*
2. Create Detail Page in Document Viewer area of CMS using a structured Authoring Template.
3. Create a Collection of Detail Page documents.
4. Create a Landing (index) Page (collection of Collections).
5. Apply the Publish Workflow to appropriate assets.

Pre-Size Images in Advance

- **Images *must* be pre-sized and processed in Photoshop or another image processing tool before creating or bulk uploading image assets in the CMS.**
- **Remember to create one representative Promotional Thumbnail image (64 W x 48 H).**
- **Name images with easy-to-recognize file names.**
  - *Examples:*
    - aurora_borealis_220x200.jpg
    - aurora_borealis_tn.jpg *or* aurora_borealis_thumb.jpg
    - aurora_borealis_hi-res.jpg

Navigate to Library Item Viewer

Content Tools

- Home
- Content Authoring
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration
- Bookmarks
  - Imported Content
  - Vision
  - Library viewer
  - Document viewer
  - May Prez Tmpl
  - Feb Prez Tmpl
  - Docroot

At "Home" click *Content Authoring*

Home

IM

Th ll categories created specifically for the May release. Authors ha
categories where they are creating their assets.

IMPORTANT: Landing Pages/Collections for May

Landing Pages and Collections meant for the May Release would be getting made in all the categories. Landing p
instead of index. Authors for current release please take note.

IMPORTANT: Presentation templates for May

Authors creating content specifically for May Release please note, you need to associate a different set of pres
May look-n-feel. These templates are within a separate category under NASARoot(Production).

All Workitems

Asset Name	Category	Workflow	Current State	Locked by	Priority
Mercury_Transit	Root > May 1 Temp Content Area > Submitted URL	URL Submission Workflow	Content URL Received		1
Hurricane Plankton	Root > May 1 Temp Content Area > Submitted URL	URL Submission Workflow	Content URL Received		1
Why_Sun	Root > May 1 Temp Content Area > Submitted URL	URL Submission Workflow	Content Imported		1
Test for the BGA	Root > May 1 Temp Content Area > Submitted URL > GRC	URL Submission Workflow	Content Rejected		1

Navigate to Library Item Viewer *(cont'd)*

eTouch

Digital Asset Management

Welcome Venugopal Shastri | Document | Advanced Search | Bookmarks | Locale: English(United States)

Content Authoring | Log out

Content Tools

- Home
- Content Authoring
  - Documents
  - Library Items
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration
- Bookmarks
  - Document viewer
  - Library viewer
  - Home index
  - Doc Explorer
  - Lib Explorer

Content Authoring

Content Authoring

Documents

Library Items

Under Content Authoring, click *Library Items*

[About] [Contact Us]

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Navigate to Library Item Viewer *(cont'd)*

Welcome Ellie Trevarthen

Document

Content Authoring > Library Items > Root > NASA WorkArea > CMSTraining > CMSTrainingContent

Content Tools

- Home
- Content Authoring
  - Documents
  - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
  - Vision/Universe
  - Library viewer
  - Document viewer
  - KM Documents
  - KM Library
  - ASK
  - APPL
  - Facts
  - Ellie Documents
  - Ellie Library Items

Library Item Viewer:

Category: Root > NASA WorkArea > CMSTraining > CMSTrainingContent

Last Visited Categories

Chris	Eashwer	
GRC	Jerry	
KSC	Mike	
phild	rosemarys	
student1	student10	
student12	student13	
student15	student16	
student18	student19	
student20	student21	student22
student23	student24	student25
student3	student4	student5
student6	student7	student8
student9		

Navigate to *CMSTrainingContent*.

The "Cookie Crumb Trail" tracks your path in the Category structure, and you can use it to move forward or backward in the path.

Note: Use the "student" folder assigned by your instructor.

Let's digress a moment to:
Create a Bookmark to Aid Navigation

- You may bookmark CMS Categories (directories) for quick access on future visits to the CMS.
- You must create separate bookmarks for the same Category in the Document Viewer *and* the Library Viewer.
- To begin, click the Bookmarks icon (see next page).

Create Bookmarks

eTouch

Digital Asset Management

Welcome Ellie Trevarthen | Document | Locale: English(United States)

Content Authoring > Documents > Root > NASA WorkArea > CMSTraining > CMSTrainingContent > Ellie

Click the *Bookmarks* Icon

Content Tools

- Home
- Content Authoring
  - Documents
  - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
  - Vision/Universe
  - Library viewer
  - Document viewer
  - KM Documents
  - KM Library
  - ASK
  - APPL
  - Facts
  - Ellie Documents
  - Ellie Library Items

Document Item Viewer: All Assets

View mode: All Assets

Category: Root > NASA WorkArea > CMSTraining > CMSTrainingContent > Ellie

Perform Action: Perform action

Last Visited Categories

Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked out by	Curr. ver.	Action	Annot.
index	9.849	main			30-Mar-2004 06:55:47 PM	etrevarthen	1		
Feature_Collection	1.067	main			30-Mar-2004 06:55:11 PM		1		
gamma_ray_burst	11.297	main			26-Mar-2004 02:38:59 PM		3		
test_for_langley	13.366	main			04-Feb-2004 08:57:12 PM	etrevarthen	3		
index_ASK_Lessons_OLD	81.419	main			21-Nov-2003 08:26:25 PM		12		
home	10.209	main			13-Oct-2003 03:16:33 PM		2		
index_OLDER	9.705	main			08-Oct-2003 01:14:04 PM		2		
Meteorite	414 B	main			08-Oct-2003 01:00:52 PM		1		
Mars -- Red Planet	360 B	main			08-Oct-2003 01:00:52 PM		1		
Newton's Law	419 B	main			08-Oct-2003 01:00:51 PM		1		

Create Bookmarks *(cont'd)*

Type a Bookmark name

Bookmarks

To add this page in your bookmark list, pl ype the name and click submit.

Name: Submit

Organize folders: Click on folder name to create ew sub-folder or to save bookmark.

/
- Vision/Universe
- Library viewer
- Document viewer
- KM Documents
- KM Library
- ASK
- APPL
- Facts

***Refresh Page* Icon**

- **Click *Submit*.**
- **Close the pop-up window.**
- **Click the CMS Refresh ( ) icon or your browser's refresh icon.**
- **Look for your new bookmark under *Content Tools / Bookmarks* in the CMS left navigation.**

Back to Creating a Library Item

Welcome Ellie Trevarthen

Document

Content Authoring > Library Items > Root > NASA WorkArea > CMSTraining > CMSTrainingContent

Content Tools

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- Bookmarks
  - Vision/Universe
  - Library viewer
  - Document viewer
  - KM Documents
  - KM Library
  - ASK
  - APPL
  - Facts
  - Ellie Documents
  - Ellie Library Items

Library Item Viewer: All Assets

View mode: All Assets

Category: Root > NASA WorkArea > CMSTraining > CMSTrainingContent

Perform Action: Perform action

Last Visited Categories

Click *Create Library Item* icon

Chris	Eashwer	
GRC	Jerry	
KSC	Mike	enricop
phild	rosemarys	rsangillo
student1	student10	student11
student12	student13	student14
student15	student16	student17
student18	student19	student2
student20	student21	student22
student23	student24	student25
student3	student4	student5
student6	student7	student8
student9		

Library Items *Properties* Tab

Library (New)

Properties | Content | Meta Data

Asset Name*: AstroGallery

Element Type: image

Keyword: Astro Galler, Astronomy Picture of the Day

Start Date: 07-MAY-2003

End Date: 15-JUN-2007

Priority: 1

Owner:

Originator:

Modified by:

Date Modified:

Active: ☑

Locale*: English(United States)

Description: This is a AstroGallery Image for the Multimedia Section

Create | Back

Type an *Asset Name* (* = Required) – *no spaces!*
Use the same name as the file name for easy recognition.

Select an *Element Type* (Image, File, Flash, Link)

Type comma-separated *Keywords*

Type a *Description* (used by Search Engines, as in the example shown below).

NASA - **Mars**
... Looking for information about the **Mars** Rovers, Spirit and Opportunity? **Mars** Exploration Rovers Website. ... NASA's **Mars** Exploration Program Website. ...
Description: Various sections: Extreme Planet, Follow the Water, **Mars** Rocks, Life on **Mars**?, T
Category: Science > Astronomy > Solar System > Mars > Exploration
mars.jpl.nasa.gov/ - 10k - Cached - Similar pages

Library Items *Content* Tab

Properties | Content | Meta Data | Access Control | Related Documents

Asset: Astro Gallery **Modified by:** eashwersp **Date:**05/09/2003

Mode: [Editable]

Location of image: Browse...

File: (/Library-Creation4.gif)

Hspace of image:

Vspace of image:

Height of image: 519

Width of image: 802

Border of image:

Alternate text for image: Library Creation Process

Alignment of image: Bottom

Update | Update & Check In | Back

Click *Preview* icon to Preview the asset

Click *Browse* and select the file from your Desktop

Alternate ("ALT") Text required for *all* images—Section 508 Compliance (accessibility)

Click *Update* to save (repeatable) *or Update and Check In* to version the asset

Bulk Upload Library Items

Welcome Ellie Trevarthen

Document

Content Authoring > Library Items > Root > NASA WorkArea > CMSTraining > CMSTrainingContent

Content Tools

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  - KM Documents
  - KM Library
  - ASK
  - APPL
  - Facts
  - Ellie Documents
  - Ellie Library Items

Library Item Viewer: All Assets

View mode: All Assets

Category: Root > NASA WorkArea > CMSTraining > CMSTrainingContent

Perform Action: Perform action

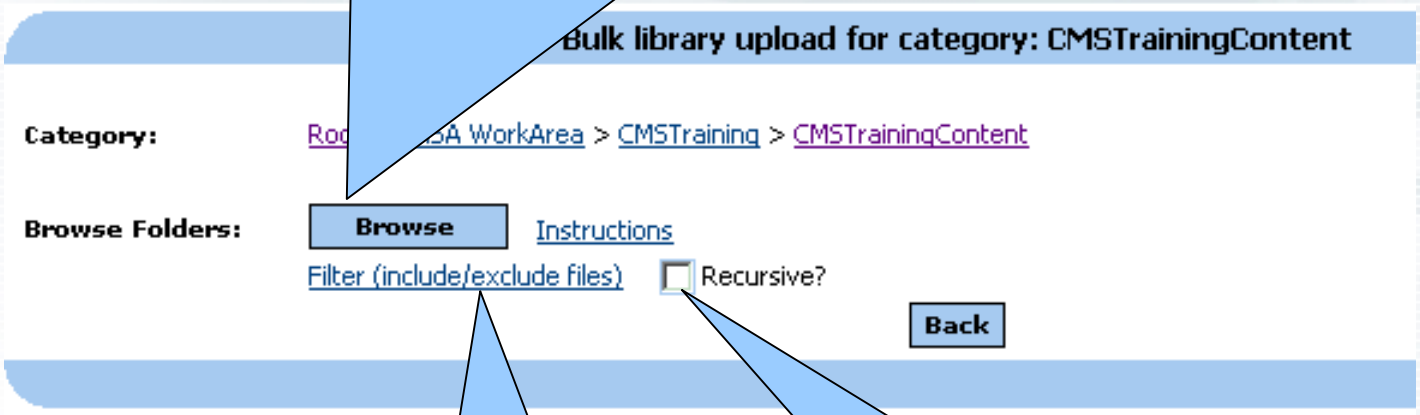
Last Visited Categories

Click Bulk Upload Icon

Chris	Eashwer	Ellie
GRC	Jerry	dy
KSC	Mike	icop
phild	rosemarys	ngillo
student1	student10	student11
student12	student13	student14
student15	student16	student17
student18	student19	student2
student20	student21	student22
student23	student24	student25
student3	student4	student5
student6	student7	student8
student9		

Library Items *Bulk Upload* Screen

Click *Browse* to locate folder of images. *(Note: Bulk Upload operates on entire folder, not on individually selected files.)*



Mime Type Filter Settings

Recursive—Get Files from all Sub Folders also

Set Bulk Upload Filter

Bulk Library File Filter

You can filter files for upload by specifying extensions of files. From selected folder, only Include Files will be selected. If you donot want to filter files leave blank. Provide the filter extensions in this way:
Include Files: gif, tif, jpeg, doc...
Exclude Files: tmp,exe...

Include Files gif,jpg

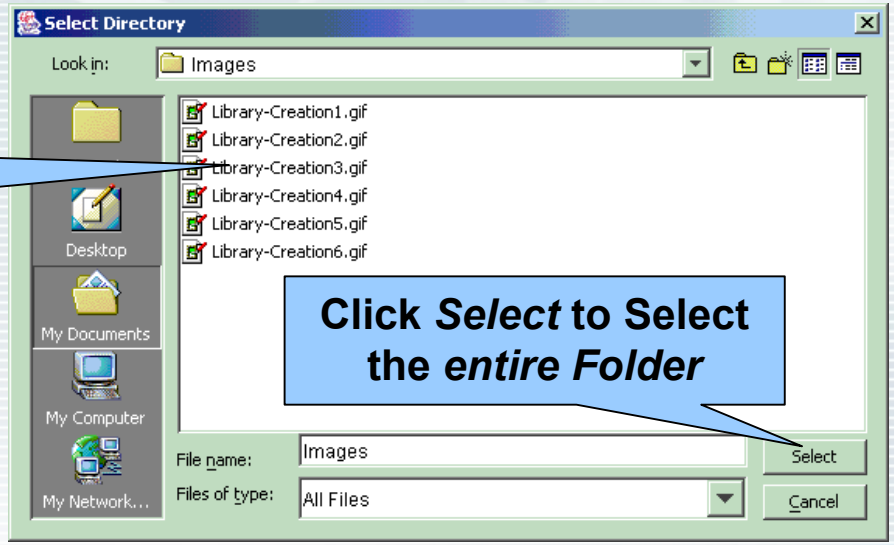
Exclude Files doc

Save

Comma-separated list of mime types to *in*clude

Comma Separated List of mime types to *ex*clude

List of Files and Folders from your Desktop



Click *Select* to Select the *entire Folder*

Define Properties for Each Asset

Bulk library upload for category: CMSTrainingContent

Category: Root > NASA WorkArea > CMSTraining > CMSTrainingContent

Browse Folders: Browse Instructions

Filter (include/exclude files) Recursive?

Define Meta Properties for all items

: 7 **Files to upload : 7** **Files to checkin : 7**

File Name	Size (K)	Type	Props	Upload?	Check In?
Library-Creation1.gif	16.003	Image	Props	☑	☑
Library-Creation2.gif	14.37	Image	Props	☑	☑
Library-Creation3.gif			Props	☑	☑
Library-Creation4.gif			Props	☑	☑
Library-Creation5.gif			Props	☑	☑
Library-Creation6.gif			Props	☑	
Library-Creation7.gif	12.042	Image	Props	☑	

Upload Files Back

Click *Props* to define properties for each asset

Click *Upload* for individual assets or check the box at the top for all assets

Click *Check in* if you want the assets checked in during upload

Click *Upload Files* when ready

Define Properties *(cont'd)*

Properties (Library-Creation7.gif)

Asset Name: Library-Creation7.gif

Hspace of image:

Vspace of image:

Height of image: 48

Width of image: 64

Border of image: 0

Alternate text for image: Alternate Text for Image

Alignment of image: Bottom

Set

Fill in Asset Name and Alternate Text ONLY. Height and width will populate automatically during asset creation. *Images must be sized appropriately in advance.*

Option to modify Properties will be available when embedding the image into a document.

Group Exercise 2: Create Library Items

- Create a single Library Item, define its Properties, and Version it.
- Bulk upload several Library Items, define their Properties, and Version them.

Questions?

Module 4:

Content Creation: Creating Detail Pages

In Module 4 You Will Learn To:

- Create a document asset for a Detail Page.
- Apply the appropriate Authoring Template.
- Apply the appropriate Presentation Template.
- Create content body and add simple HTML tags to break paragraphs, format captions, add optional hyperlinks, etc.
- Add promotional elements.
- Embed Library items (images, movies, etc.).
- Update and version your document asset.

Progress: 5-Step Process for Creating and Publishing Documents

✓ 1. Upload images/media files to CMS Library area and create Library Assets.

➢ 2. *Create Detail Page in Document Viewer area of CMS using a structured Authoring Template.*

3. Create a Collection of Detail Page documents.

4. Create a Landing (index) Page (collection of Collections).

5. Apply the Publish Workflow to appropriate assets.

Elements of a Detail Page

Page Title

Title

Embedded Image

Credits

Promotional Date

Body, including formatted image caption, hyperlinks, etc.

Creating a Document Asset

eTouch

Digital Asset Management

Welcome Venugopal Shastri | Document | Advanced Search | Bookmarks | Locale: English(United States)

Content Authoring | Log out

Content Tools

- Home
- Content Authoring
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  - Library Items
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration
- Bookmarks
  - Document viewer
  - Library viewer
  - Home index
  - Doc Explorer
  - Lib Explorer

Content Authoring

Content Authoring

Documents

Library Items

At *Home*, click *Content Authoring*, then click *Documents*

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Creating a Document Asset *(cont'd)*

Use "cookie crumb trail" to navigate to the Category where the document should be created. During training, navigate to *CMSTrainingContent*.

NOTE: It's critical to create document assets in the Category appropriate to the document content. The left navigation on the published page will correspond to the placement of the document in the CMS Category architecture.

Content Tools

- Home
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- Admin Reports
- System Configuration
- Bookmarks
  - Document viewer
  - Library viewer
  - Home index
  - Doc Explorer
  - Lib Explorer

Document Viewer: All Assets

View mode: All Assets

Perform Action: Perform action

Category: Root > NASARoot(Production) > Content > about > budget

content

Asset Name	Size (K)	Branch	Parent	Date Modified	Checked out by	Curr. ver.	Action	Annot.
AN_Budget_04_detail	14.381	main		03/19/2003 03:27:49 PM		4		
AN_Budget_BD_030204- do be deleted	4.506	main		03/12/2003 06:16:43 PM		2		
May-Related Multimedia Collection	2.226	main		05/07/2003 02:53:31 PM		1		
May-Related Sites Collection	2.179	main		05/07/2003 02:53:24 PM		1		
index	7.116	main		04/21/2003 07:49:42 AM		11		
index1	4.033	main		05/07/2003 02:54:29 PM		2		

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Creating a Document Asset *(cont'd)*

Welcome Ellie Trevarthen

Document

Content Authoring > Library Items > Root > NASA WorkArea > CMSTraining > CMSTrainingContent

Content Tools

- Home
- Content Authoring
  - Documents
  - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
  - Vision/Universe
  - Library viewer
  - Document viewer
  - KM Documents
  - KM Library
  - ASK
  - APPL
  - Facts
  - Ellie Documents
  - Ellie Library Items

Library Item Viewer: All Assets

View mode: All Assets

Category: Root > NASA WorkArea > CMSTraining > CMSTrainingContent

Perform Action: Perform action

Last Visited Categories

Chris, GRC, KSC, phild, student1, student12, student15, student18, student20, student23, student3, student6, student9, Eashwer, Jerry, Mike, rosemarys, student10, student13, student16, student19, student21, student24, student4, student7, student11, student14, student17, student2, student22, student25, student5, student8

When in the appropriate Category, click *Create Document* Icon

Document (New)—*Properties* Tab

Welcome Ellie Trevarthen

Document

Content Authoring > Documents > Root > NASARoot(Production) > Content > vision > universe

Content Tools

- Home
- Content Authoring
  - Documents
  - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
  - Vision/Universe
  - Library viewer
  - Document viewer
  - KM Documents
  - KM Library
  - ASK
  - APPL
  - Facts
  - Ellie Documents
  - Ellie Library Items

Document (New)

Properties | Content | Meta Data | Access Control | Related Documents

Asset Name*:	spitzer_telescope
Auth. Template*:	Detail Page Template
Pres. Template:	Detail Page Template(1 colu Select Clear
Doc Type*:	Non-Embeddable
Doc Family*:	Document
Keyword:	galaxy, stars, universe
Start Date:	18-MAR-2004
End Date:	26-APR-2008
Priority:	1
Owner:	
Originator:	
Modified by:	
Date Modified:	
Active:	☑
Locale*:	English(United States)
Description:	

Create | Back

Type an *Asset Name* (* = Required) – *no spaces!*

Type comma-separated *Keywords*

Select an *Authoring Template*

eTouch

Welcome Venugopal Shastri

Content Authoring > Documents > Root > NASARoot(Production) > Content > about > budget

Content Tools

- Home
- Content Authoring
  - Documents
  - Library Items
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configurat
- Bookmarks
  - Document viewer
  - Library viewer
  - Home index
  - Doc Explorer
  - Lib Explorer

Document (

Properties | Content | Meta Data | Access Control | Relat

Asset Name*: mars_mission

Auth. Template*: Detail Page Template Select

Pres. Template: Clear

Doc Type*: Non-Embeddable

Doc Family*: Document

Start Date: 07-MAY-2003

End Date: 15-JUN-2007

Priority: 1

Owner:

Originator:

Modified by:

Date Modified:

Active:

Click *Select* to choose an *Authoring Template*: *Detail Page Template*

Digital Asset Management - Microsoft Internet Ex

- Root
  - AssetRefTemplate
  - Search Template
  - Html Stylesheet Template
  - Html Authoring Template
  - NASARoot(Production)
    - Content
      - Kids Glossary Template
      - Automated Collection Template
      - Main Home Page Template-May
      - Kids Landing Page Template-May
      - Archive Page Template - May
      - Manual Collection Template
      - NASA-Fact Template
      - Landing Page Template-May
      - Archive Page Template
      - Plain HTML Page Template
      - Main Home Page Template
      - Embeddable HTML Snippet
      - Press Release Template
      - Gallery Detail Page Template
      - Landing Page Template
      - Detail Page Template
      - Channel Page template
    - about

Select a *Presentation Template*

Welcome Elle Trevarthen

Content Authoring > Documents > Root > NASARoot(Production) > Content > vision > universe

Content Tools

- Home
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  - KM Documents
  - KM Library
  - ASK
  - APPL
  - Facts
  - Elle Documents
  - Elle Library Items

Document

Properties | Content | Meta Data | Access Control | Rela

Asset Name*: spitzer_telescope

Auth. Template*: Detail Page Template Select

Pres. Template: Detail Page Template(1 colu Select Clear

Doc Type*: Non-Embeddable

Doc Family*: Document

galaxy, stars, uni

Owner:

Originator:

Modified by:

Date Modified:

Description:

Create

Presentation Templates

Category : Root > NASARoot(Production) > Presentation Templates

Collection Templates | Docket Templates | XSL Includes | flash | javacode | portalsites | templateimages

Asset name	Version	Checked in By	Date Checked in
Archive Page Template	21	asinha	16-Oct-2003 07:32:44 PM
Classic Page Template	20	asinha	29-Sep-2003 06:37:32 PM
Detail Page Template(1 column)	40	system	22-Aug-2003 07:33:27 PM
Detail Page Template(2 column)	12	asinha	14-Jun-2003 07:51:39 PM
Detail Page Template(no leftnav)	31	asinha	10-Jun-2003 10:32:37 PM
Embeddable Snippet Prez. template	2	system	13-Apr-2003 07:26:04 PM
ForMedia Archive Page Template	1	asinha	03-Dec-2003 10:39:26 PM
Gallery Detail Page Template	14	asinha	15-Sep-2003 02:41:05 PM
Generic Prez template	2	system	01-May-2003 07:56:21 PM
Home Page Template	62	system	01-Jan-2004 05:54:08 PM
Kids Glossary Page Template	4	asinha	10-Jun-2003 10:33:18 PM
Kids Landing Page Template	23	asinha	10-Jun-2003 10:27:25 PM
Landing Page Template(1 column)	19	asinha	13-Jun-2003 09:19:17 PM
Landing Page Template(2 column)	83	asinha	13-Jun-2003 09:26:55 PM
Mars Home Page Template	6	system	03-Jan-2004 11:22:26 PM
Plain HTML Page Template	9	cenger	03-Mar-2004 11:04:15 AM
Plain HTML Page Template (White Background)	2	system	22-Jan-2004 04:58:08 PM
Press Release Template	10	asinha	26-Sep-2003 10:08:08 PM
Publish XML template	2	system	23-May-2003 06:56:57 PM
Redirection Page Template	3	system	05-Aug-2003 09:35:40 PM
Safety Home Page Template	7	system	01-Jan-2004 06:00:10 PM
Text-Only Press Release Template	5	system	26-Jan-2004 05:13:51 PM
XML Content Prez. template	1	asinha	31-Mar-2003 05:43:21 PM

Click *Select* to choose a *Presentation Template* from a pop-up window: *Detail Page Template(1 column)* or *Detail Page Template(2 column)*

Use defaults for the remaining fields.

Click *Create*

Create Content—Authoring Template

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  - Library viewer
  - Document viewer
  - KM Documents
  - KM Library
  - ASK
  - APPL
  - Facts
  - Elle Documents
  - Elle Library Items

Document Content (gamma_ray_burst)

Properties | Content | Meta Data | Access Control | Related Documents

Asset: gamma_ray_burst Modified by: etrevarthen Date: 03/18/2004 Branch: main Version: Draft

Mode: [Editable] Lock: Perform Action

(Content) WYSIWYG:

Detail Page

Page Title: Feature

Title*:

Gamma-Ray Burst Reveals Explosive Activity

Body:

<?lib name="gamma_ray_eyes.gif" id="8220" branchid="main" version="*" props="2=10|-|3=10|-|4=75|-|5=100|-|6=0|-|7=Night time sky with gamma|-|8=Right" elementId="3" ?>

While the crew of the International Space Station hovered on a large screen at NASA's Dryden Flight Research Center, teacher Kim Cantrell from Edwards Air Force Base Middle School asked a question. Tom White from Flagstaff, Ariz. stood next in line with his question. Photo credit: NASA/Tom Tschida

Can you imagine how much more you would appreciate Earth after leaving your home planet behind? Do you think space travel can increase your capacity to tolerate hot sauce?

Teachers attending a workshop at NASA's Dryden F ... und out these answers...and more as they peppered the two-person Station crew ... >

The 25 teachers, representing five schools, are participating ... ew NASA Explorer Schools program. The program establishes a three-year partnership between NASA and the schools, des ... to increase middle school students' interest, participation, and ability to apply science, mathematics, and technology concepts.

<?lib name="mm_2mass" id="34892" branchid="main" version="*" props="2=10|-|3=10|-|4=75|-|5=100|-|6=0|-|7=Keyhole Nebula|-|8=Left" elementId="3" ?>

Teachers talked to the Station crew on a large glass screen in Dryden's auditorium, while a phone patch provided audio communication with a delay of a couple seconds. The teachers discussed a range of issues -- from using the space station to chart coastal erosion over long periods of time, to how students should prepare for selection as future astronauts. "The important thing is that you find something you really like doing," explained American astronaut Ed Lu, because specialties may vary with future

... an body. Russian cosmonaut Yuri Malenchenko, ... ss could sometimes equal the duration of a ... very from weightlessness within the first few days

Select a Page Title (typically *Feature*)

***Title* is a required field (corresponds to HTML <TITLE> tag**

Embedded image code

**Type or paste body content. Create clean code! Use

 at the end of each paragraph for best cross-browser compatibility.**

Create Content—Authoring Template *(cont'd)*

Promotional Attributes (see next page for how these attributes appear in a Portal Collection.

Promotional Date:
07.25.03

Promotional Date **Format: mm.dd.yy**

Promotional Title:
Gamma-Ray Burst

Promotional Title: **Can be the same as the feature title but should be brief**

Promotional Thumbnail Image:
<?lib name="black_hole_tn" id="33553" branchid="main" version="*" elementId="3" ?>

Embedded thumbnail image code

Promotional Leader Sentence:
Can you imagine how much more you would appreciate Earth after leaving your home planet behind?

Promotional Leader Sentence: **A teaser to draw the reader's interest to the article's content.**

Promotional Link URL:

Promotional Link URL: **Leave blank, unless the article contains no body content and is just pointing off to a page outside the Portal.**

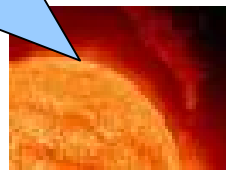
Promotional Link Label: + Read More

Promotional Link Label: **Choose default "Read More" for feature articles to conform to Portal editorial style guidelines**

Create Content—*Promotional Attributes* (Correlation to Collection Presentation)

Promotional Thumbnail Image

Promotional Title



A Prominent Prominence

The Sun unleashes enormous plumes of gas to get our attention. Friday's was the length of 50 Earths.

+ Read More

The *Link Label* and the Promotional *Thumbnail* Image both click off to the *Detail Page*.

Promotional Link Label

Promotional Leader Sentence

Promotional Date

03.22.04 - Space Station Crew Talks With New York Students

Faculty and students of Mill Middle School, Williamsville, N.Y. will chat with Foale and Kaleri on Tuesday at 8:25 a.m. EST.

+ Read More

NOTE: The Promotional Attributes appear in a Collection as the "promotional snippet." The choice of Presentation Template for a given Collection determine which attributes appear in that Collection. *E.g.,* some collections use the thumbnail image, some do not. Some include a Promotional Date, some do not. *Best practice:* Create all the above Promotional Attributes when you populate the Authoring Template, so the asset can easily be included in a variety of Collections, without requiring re-work.

Create Content—Authoring Template *(cont'd)*

Additional Link URL1:

Additional Link Label1:

Additional Link URL2:

Additional Link Label2:

Additional Link URL3:

Additional Link Label3:

Additional Link URL4:

Additional Link Label4:

Four <u>additional</u> Link URLs and accompanying Link Labels can be typed directly into these fields. They appear as the second and subsequent Link Labels in a promotional snippet as shown in the example below.

***Promotional* Link Label and the Thumbnail point to the Detail Page created in the CMS**

03.19.04

Drive the Mars Rove

+ View feature

+ Complete Rover Coverage

+ Interactive Photo Gallery

***Additional* Link Labels 1 and 2 point out to Additional Link URLs 1 and 2. They can also point to embedded CMS assets (another published page, a movie, etc.).**

Create Content—Authoring Template *(cont'd)*

Optional fields

Credits:

Credit: Fred Johnsen, Dryden Flight Research Center

Include a by-line in the *Credits* field. Standard format: *Name, Affiliation*

NASA Fact:

Type or embed a *NASA Fact* from the CMS *Facts* Category. Note: This field has a character limit for directly typed facts; longer facts can be embedded.

Related Collection1:

Related Collection2:

Embed Related Collections if using the *Detail Page Template(2 Column)* Presentation Template. See sample at: http://www.nasa.gov/vision/universe/features/F_Venus_Transit.html

Update | Update & Check In | Preview | Back

***Update (repeatedly* to save your work**

***Update & Check In* when done and ready to version the asset.**

***Preview* the asset to see what it will look like when published.**

Create Content—Embedding Library Items

Click the field labels to obtain helpful information about the fields.

Use these icons to embed other documents or library items (images, movies, etc.) into the body of your document.

Document Content (gamma_ray_burst)

Meta Data | Access Control | Related Documents

Modified by: etrevarthen Date: 03/18/2004 Branch: main Version: Draft

Lock: Perform Action

(Content) WYSIWYG:

Page

Page Title: Feature

Title*:

Gamma-Ray Burst Reveals Explosive Activity

Body:

<?lib name="gam... -|5=100|-|6=0|-|7=Night time sky with gamma...

While the crew of the Internat... rch Center, teacher Kim Cantrell from Edwards Air Force ... d next in line with his question. Photo credit: NASA/Tor...

Can you imagine how much mor... ou think space travel can increase your capacity to tolerate...

Teachers attending a workshop at NASA's Dryden Flight Research Center in California's Mojave Desert found out these answers...and more as they peppered the two-person Station crew with questions through a NASA downlink.

The 25 teachers, representing five schools, are participating in the new NASA Explorer Schools program. The program establishes a three-year partnership between NASA and the schools, designed to increase middle school students' interest, participation, and ability to apply science, mathematics, and technology concepts.

<?lib name="mm_2mass" id="34892" branchid="main" version="*" props="2=10|-|3=10|-|4=75|-|5=100|-|6=0|-|7=Keyhole Nebula|-|8=Left" elementId="3" ?>

Teachers talked to the Station crew on a large glass screen in Dryden's auditorium, while a phone patch provided audio communication with a delay of a couple seconds. The teachers discussed a range of issues -- from using the space station to chart coastal erosion over long periods of time, to how students should prepare for selection as future astronauts. "The important thing is that you find something you really like doing," explained American astronaut Ed Lu, because specialties may vary with future astronauts.

The educators asked several questions about the effects of weightlessness on the human body. Russian cosmonaut Yuri Malenchenko, speaking through an interpreter, said full recovery time from a period of weightlessness could sometimes equal the duration of a mission in space. Lu explained that astronauts and cosmonauts experience rapid recovery from weightlessness within the first few days

Create Content—Embedding Library Items

- **Two types of image embedding**
  - ***Select*** and ***embed***—Use when you want to simply embed an image into the body of your document.
  - ***Select*** and ***link***—Use when you want to embed a low-resolution image into your document and enable it to link to a higher-resolution version of the image or a related multimedia item, such as a movie, etc.

Create Content—Embedding Library Items *(cont'd)*

Document Content (gamma_ray_burst)

Properties | Content | Meta Data | Access Control | Related Documents

Asset: gamma_ray_burst Modified by: etrevarthen Date: 03/18/2004 Branch: main Version: Draft

Mode: [Editable] Lock: Perform Action

(Content) WYSIWYG:

Detail Page

Page Title: Feature

Title*:

Gamma-Ray Burst Reveals

Click the *Embed Library Item* icon to begin the embed.

Body:

<?lib name="gamma_ray_eyes.gif" id="8220" branchid="main" version="*" props="2=10|-|3=10|-|4=75|-|5=100|-|6=0|-|7=Night time sky with gamma|-|8=Right" elementId="3" ?>

While the crew of the International Space Station hovered on a large screen at NASA's Dryden Flight Research Center, teacher Kim Cantrell from Edwards Air Force Base Middle School asked a question. Tom White from Flagstaff, Ariz. stood next in line with his question. Photo credit: NASA/Tom Tschida

Can you imagine how much more you would appreciate Earth after leaving your home planet behind? Do you think space travel can increase your capacity to tolerate hot sauce?

Teachers attending a workshop at NASA's Dryden Flight Research Center in California's Mojave Desert found out these answers...and more as they peppered the two-person Station crew with questions through a NASA downlink.

The 25 teachers, representing five schools, are participating in the new NASA Explorer Schools program. The program establishes a three-year partnership between NASA and the schools, designed to increase middle school students' interest, participation, and ability to apply science, mathematics, and technology concepts.

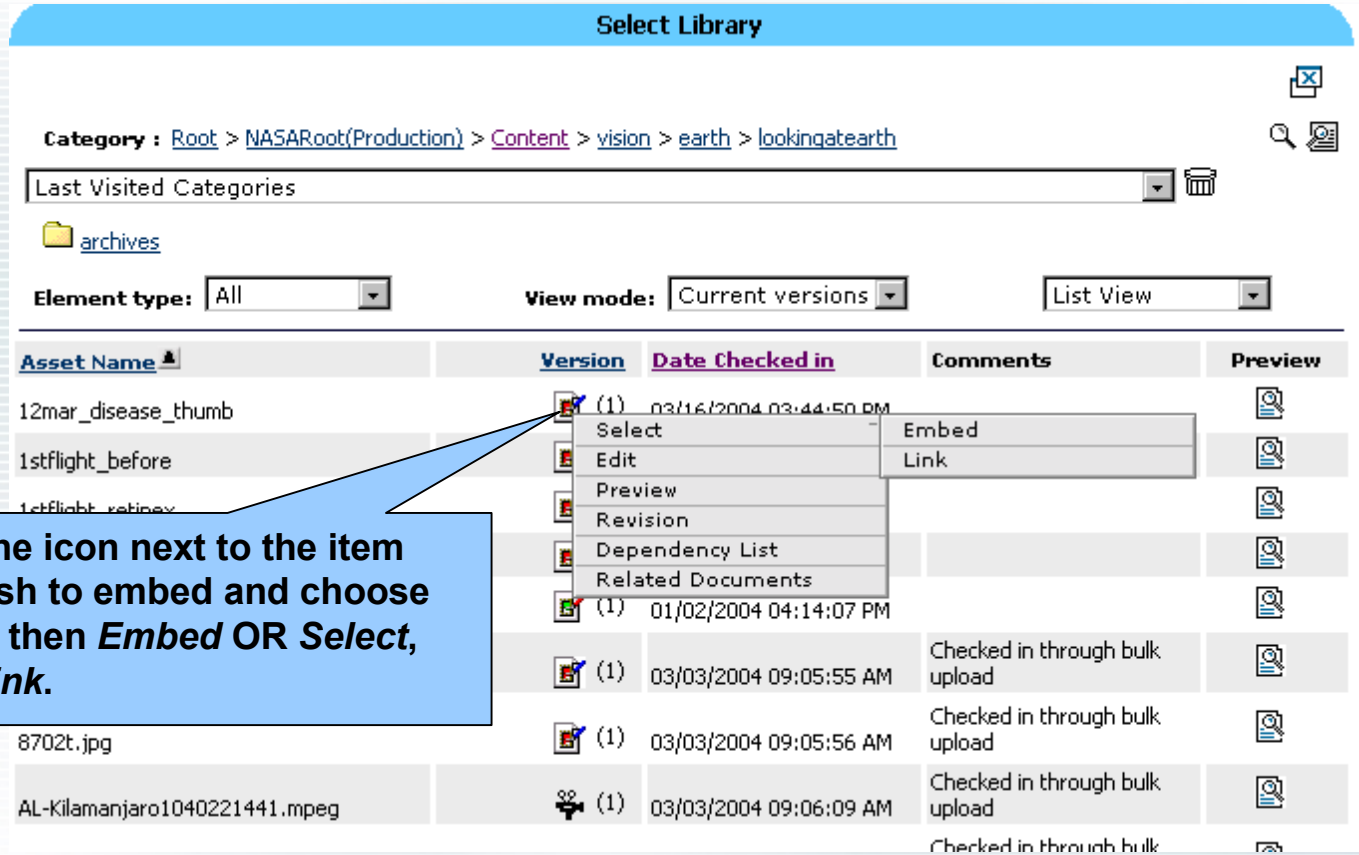
<?lib name="mm_2mass" id="34892" branchid="main" version="*" props="2=10|-|3=10|-|4=75|-|5=100|-|6=0|-|7=Keyhole Nebula|-|8=Left" elementId="3" ?>

Teachers talked to the Station crew on a large glass screen in Dryden's auditorium, while a phone patch provided audio communication with a delay of a couple seconds. The teachers discussed a range of issues -- from using the space station to chart coastal erosion over long periods of time, to how students should prepare for selection as future astronauts. "The important thing is that you find something you really like doing," explained American astronaut Ed Lu, because specialties may vary with future astronauts.

The educators asked several questions about the effects of weightlessness on the human body. Russian cosmonaut Yuri Malenchenko, speaking through an interpreter, said full recovery time from a period of weightlessness could sometimes equal the duration of a mission in space. Lu explained that astronauts and cosmonauts experience rapid recovery from weightlessness within the first few days

Create Content—Embedding Library Items *(cont'd)*

The Select Library pop-up window appears. Navigate to the Category in the Library where your image assets are stored.



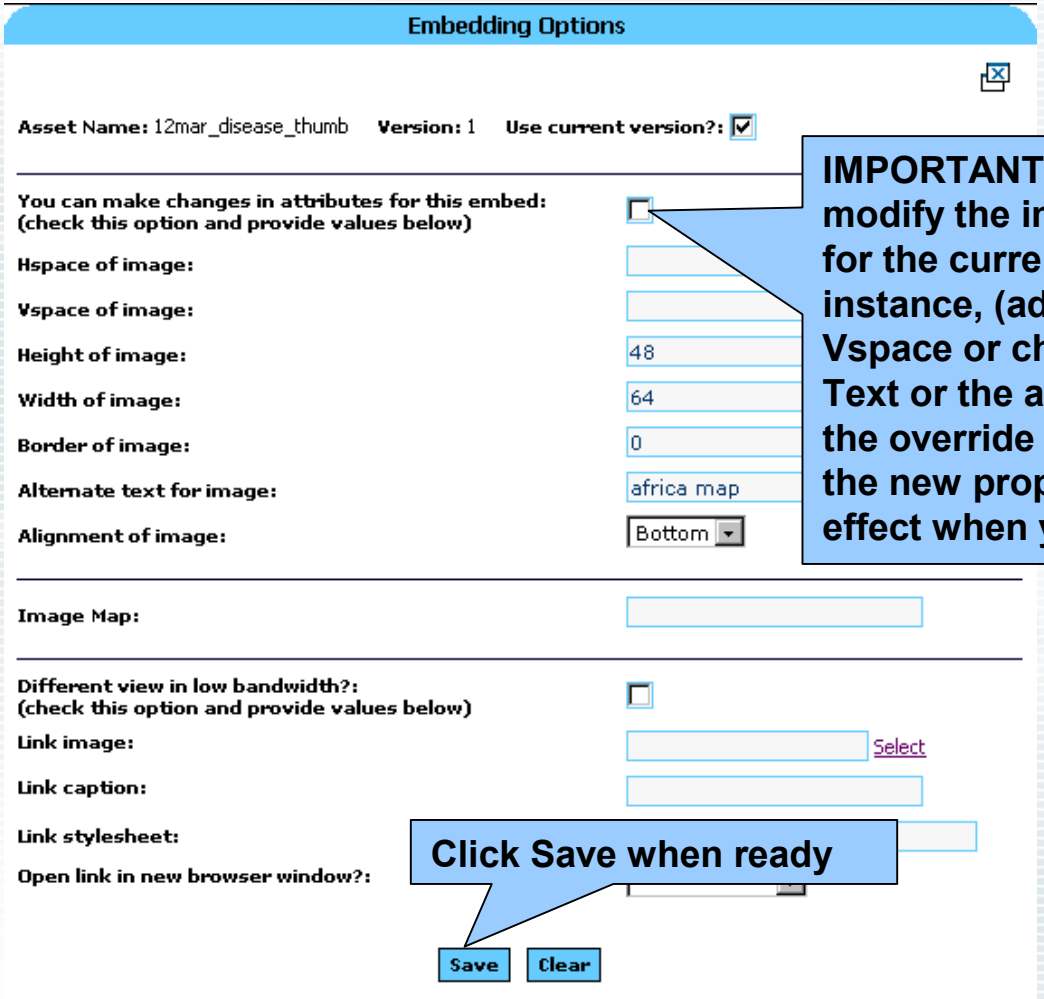
Click the icon next to the item you wish to embed and choose *Select*, then *Embed* OR *Select*, then *Link*.

Create Content—Embedding Library Items *(cont'd)*

Review the *Embedding Options*. If they are acceptable as is, click Save.

Best Practices:

- Alignment of thumbnails is always *Bottom*.
- Do not alter height and width!
- Use 5-8 pixels of Hspace for wrapped images.
- All images require ALT text for Sec. 508 compliance (accessibility).
- Leave border set to "0".



IMPORTANT! If you wish to modify the image *Properties* for the current embed instance, (add Hspace or Vspace or change the ALT Text or the alignment), check the override check-box so the new properties will take effect when you click *Save*.

Click Save when ready

Create Content—Embedding Library Items
(cont'd)

Select and Embed:

<?lib name="aspen_fire_true.jpg" id="45114" branchid="main" version="*" elementId="3" ?>

Select and Embed (Embedding Options Override Selected):

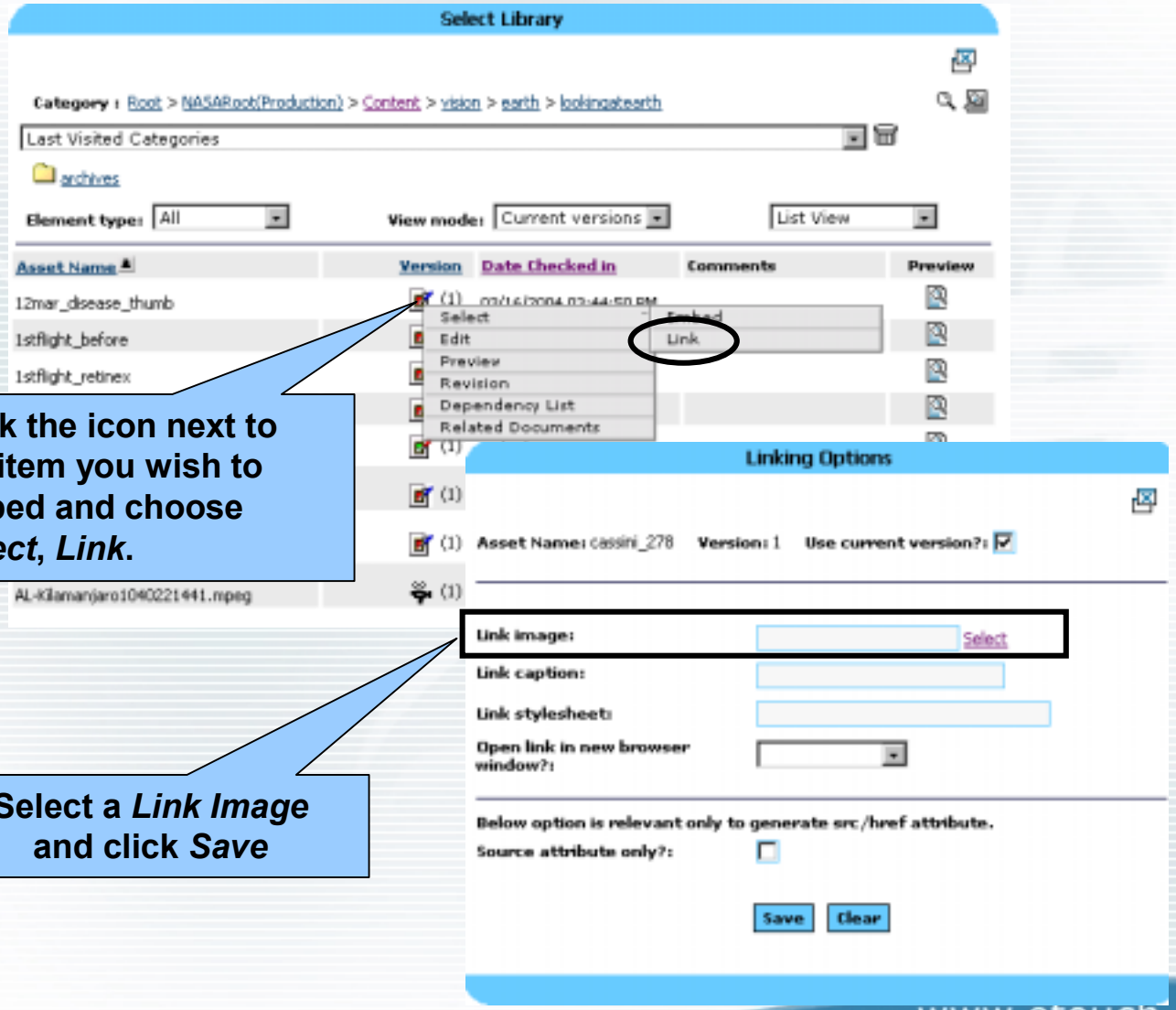
<?lib name="aspen_fire_false.jpg" id="45113" branchid="main" version="*" props="2=0|-|3=0|-|4=248|-|5=330|-|6=0|-|7=False color image of the Aspen Fire near Tucson, AZ|-|8=Bottom" elementId="3" ?>

Over-riding the Embedding Options allows you to see the image Properties in the image embed code that drops into the Authoring Template. You can make changes there without navigating back to the Library Viewer and re-opening the base image asset. For example, you could change the ALT text (#7), the Hspace (#2), the alignment (#8), etc.

Create Content—Embedding Library Items *(cont'd)*

Choose *Select / Link* when you want a small image to link out to a higher-resolution version of the image or to a movie.

Begin with the high-resolution image or movie, then designate the small image as the *Link Image*



Click the icon next to the item you wish to embed and choose *Select, Link*.

Select a *Link Image* and click *Save*

Image Caption Tag and URLs in Body Content

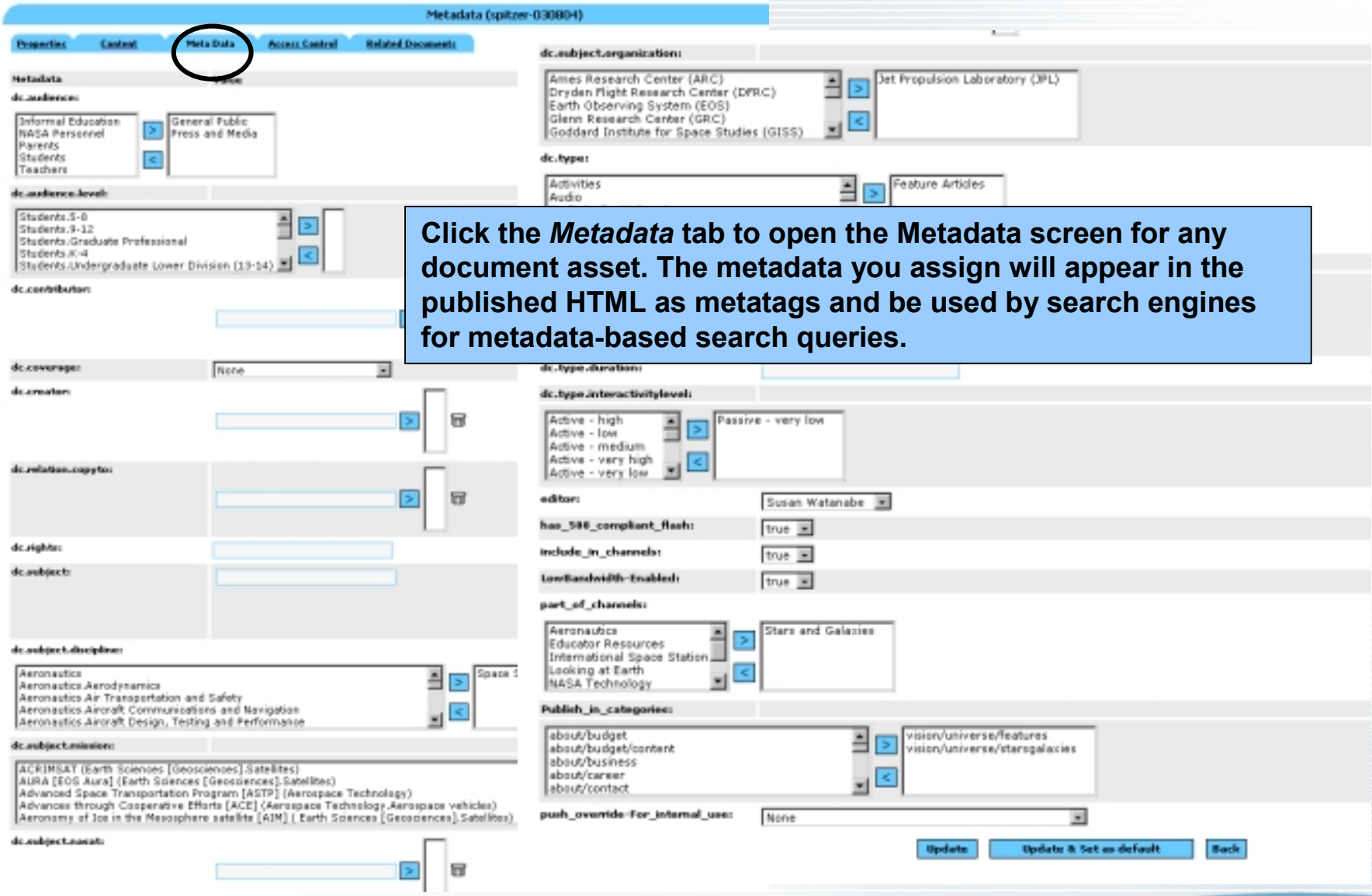
- **Use the following tag for image captions to appear in light grey:**

INSERT IMAGE CAPTION HERE

- **URLs that point to pages outside the Portal should open in a new browser window. Use the following syntax and javascript tag for this situation (note the use of single and double quote marks):**

JPL Home Page

Assigning Metadata



Click the *Metadata* tab to open the Metadata screen for any document asset. The metadata you assign will appear in the published HTML as metatags and be used by search engines for metadata-based search queries.

Group Exercise 3: Create a Detail Page

- Create a Detail Page

Questions?

Module 5:

Creating Collections

In Module 5 You Will Learn To:

- Create a *Collection* of documents that you can embed on a *Landing (Index) Page*.
- Apply an appropriate Authoring Template for your Collection.
- Apply an appropriate Presentation Template for your Collection.
- Embed documents in your Collection.
- Preview your Collection.
- Update and Check In (Version) your Collection.

Progress: 5-Step Process for Creating and Publishing Documents

✓ 1. Upload images/media files to CMS Library area and create Library Assets.

✓ 2. Create Detail Page in Document Viewer area of CMS using a structured Authoring Template.

➢ *3. Create a Collection of Detail Page documents.*

4. Create a Landing (index) Page (collection of Collections).

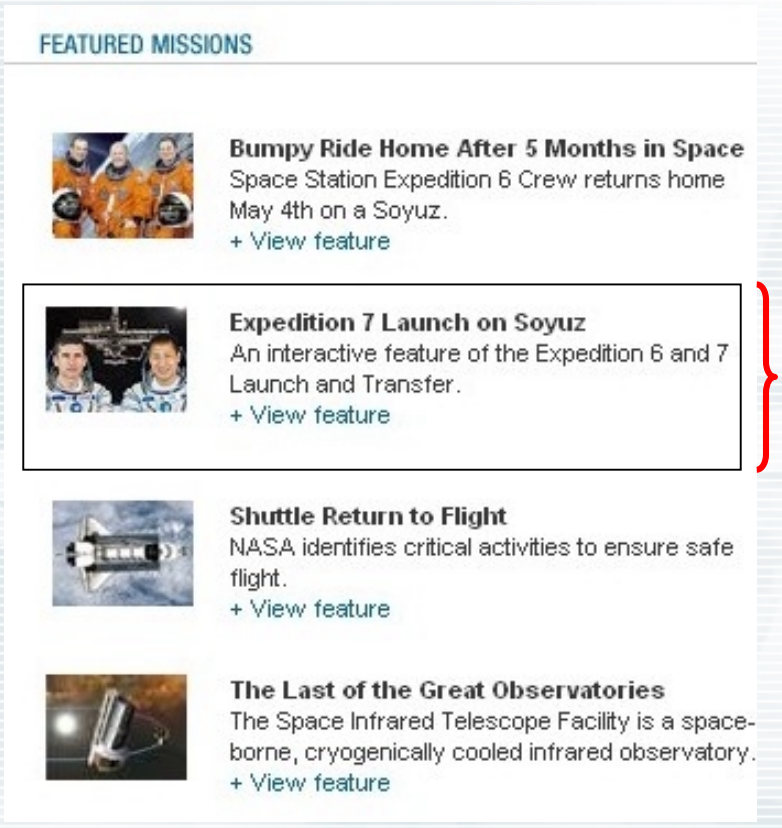
5. Apply the Publish Workflow to appropriate assets.

What is a *Collection*?

- A Collection is a group of documents promoted together on a Landing (Index) Page. A two-column Landing Page may have up to 8 Collections, but most Portal Landing Pages have 3-4 Collections

- A Collection consists of a number of "promotional snippets." Each snippet consists of some or all of a document asset's Promotional Elements.

Collection



Snippet

What is a Collection? *(cont'd)*

- **A Collection asset can be created in two ways:**
  - **Manual (Asset Reference)**
    - User creates a Collection by embedding documents in a collection Authoring Template.
    - *Example:* Any Collection on any regular Landing Page.
  - **Automated (Search Agent)**
    - CMS Administrator defines and runs a metadata query. The CMS returns the documents that satisfy the query, either within the same Category or across Categories.
    - *Examples:* "Popular Topics" collections, MyNASA Channel collections, "More NASA Facts" collections.
- **Collections use two Presentation Templates:**
  1. A ***Wrapper Template*** for the Collection as a whole
  2. An ***Item Template*** for each item in the Collection.

Create a Collection

- Navigate to the Document Viewer Category where the Collection should reside.
- Click the Create Document ( ) icon in the toolbar.
- The Document (New) screen appears with the *Properties* Tab open.
- Type a name for your collection, e.g., *features_collection.*

Create a Collection *(cont'd)*

- Click Select to choose an Authoring Template. In the *List of Templates* window that appears, navigate to *NASA(RootProduction) > Content* and select the Authoring Template *Manual Collection Template*.
- Click *Select* next to *Presentation Template*. Navigate to *NASA(Root Production) > Presentation Templates > Collection Templates > Wrapper Templates* and select *Landing Page Collection Wrapper* or *Landing Page Collection Wrapper with Archives*, as appropriate for your situation.
- The *Doc Type* is Embeddable.
- The *Doc Family* is Asset Reference.

Properties Tab

Digital Asset Management

Welcome Ellie Trevarthen

Type an *Asset Name* (* = Required) – *no spaces!*

Select an Authoring Temple*: *Manual Collection Template*

Select a Presentation Template* (Wrapper): Typically *Landing Page Collection Wrapper* or *Landing Page Collection Wrapper with Archives*

A Collection "Doc. Type is always Embeddable—the Collection will be "embedded" in a Landing Page.

A Collection's "Doc. Family" is either Asset Reference (Manual Collection) or Search Agent (Automated Collection)

Click Update to save.

*See following pages

Select Authoring Template

Select Presentation Template

Presentation Templates

Category : Root > NASARoot(Production) > Presentation Templates > Collection Templates > Wrapper templates

	Asset name	Version	Checked in By	Date Checked in	Comments
	2003 ForMedia Landing Page Collection Wrapper with Archives	1	system	09-Jan-2004 09:06:44 PM	
	COPY-Image Gallery Wrapper with Archives	21	vshastri	09-Oct-2003 08:51:37 PM	
	Channel Wrapper	8	asinha	29-Sep-2003 06:40:00 PM	
	Facts Collection Wrapper	7	asinha	12-May-2003 09:58:15 PM	
	ForMedia Landing Page Collection Wrapper with Archives	57	system	31-Dec-2003 09:05:47 PM	
	Home Multimedia Wrapper	4	system	24-Apr-2003 02:35:35 PM	
	Home Page Vision Collection Wrapper	4	system	14-Jun-2003 05:27:07 PM	
	Home Vision Banner Collection Wrapper	3	system	09-Jun-2003 04:07:09 PM	
	Image Gallery Wrapper	5	system	27-May-2003 03:59:13 PM	
	Kids Glossary Collection Wrapper	1	system	10-Jun-2003 11:31:37 PM	
	Kids Glossary Teaser Collection Wrapper	2	smehta	13-Jun-2003 01:11:48 AM	
	Kids Image Gallery Wrapper	1	asinha	11-Sep-2003 03:20:11 PM	
	Kids Landing Page Collection Wrapper	12	vshastri	07-Oct-2003 02:36:01 PM	
	Kids Landing Page Collection Wrapper with Archives	11	system	26-Jan-2004 09:56:15 PM	
	Landing Page Collection Wrapper	20	smehta	13-Jun-2003 01:24:39 AM	
	Landing Page Collection Wrapper with Archives	9	system	31-Dec-2003 08:14:10 PM	
	Topics Dynamic Image Collection Wrapper	1	system	19-May-2003 03:29:34 PM	
	Topics Landing Collection Wrapper	14	vshastri	29-Sep-2003 03:27:34 PM	
	XML Collection Wrapper	7	system	30-May-2003 04:08:29 PM	

Typically

Define Collection Content

Select a Collection Title from the drop-down controlled vocabulary.

Select an Item Presentation Template*: e.g., *Features Collection Item (With TN image)*

Click *Select Document* and navigate to the asset you wish to add to the Collection*. Repeat for all the documents you wish to add to the Collection.

Click *Update* to save or *Update & Check In* when done.

*See following pages

Select Item Presentation Template

Presentation Templates

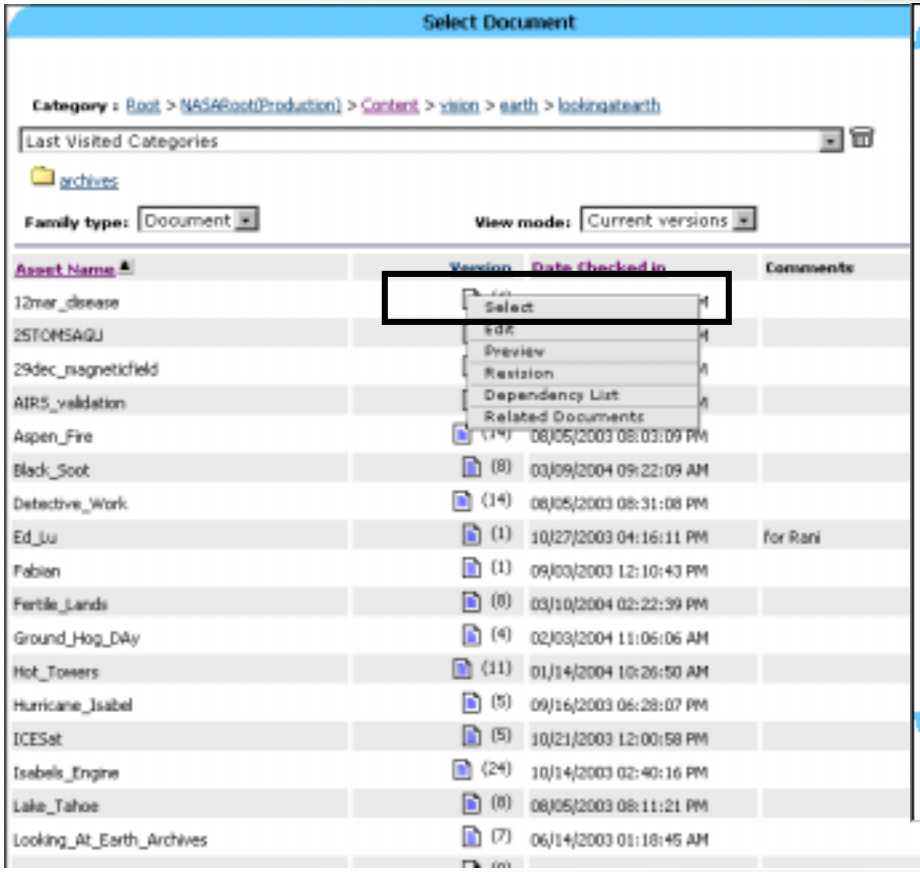
Category : Root > NASARoot(Production) > Presentation Templates > Collection Templates > Item templates

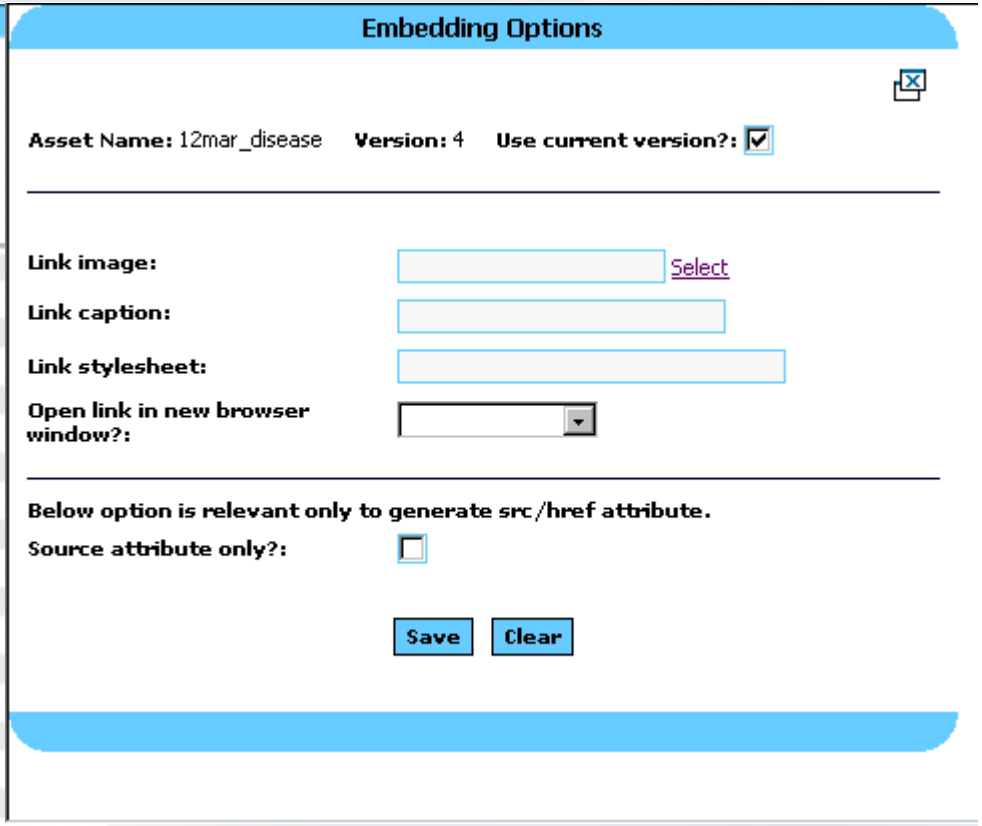
Asset name	Version	Checked in By	Date Checked in	Comments
Channel Item	19	system	26-Jun-2003 02:28:10 AM	
Dynamic Image Item	5	asinha	10-Jun-2003 01:33:15 PM	
Embeddable Doc Item	3	rweintraub	02-Jun-2003 06:43:59 PM	
Features Collection Item (With TN image)	22	vshastri	07-Oct-2003 07:15:26 PM	
HomePage Vision Collection Item (With Date and TN image)	6	system	13-Jun-2003 06:35:37 PM	
Image Gallery Item	2	system	15-Apr-2003 03:00:55 PM	
Image of the Day Item	7	system	08-May-2003 05:55:23 PM	
Kids Features Collection Item (With TN image)	4	system	13-Jun-2003 03:55:34 AM	
Kids Glossary Collection Item	1	system	02-May-2003 08:14:10 PM	
Kids Image Gallery Item	1	asinha	11-Sep-2003 03:21:38 PM	
Landing Page Promotion Preview	3	system	21-May-2003 10:52:44 PM	
Multimedia Features Collection Item (With TN image)	4	system	05-Jun-2003 05:15:38 PM	
Multimedia ImageFeature Item	7	system	12-Jun-2003 12:13:25 PM	
Multimedia Interactive Feature Item	3	system	17-Jun-2003 02:35:39 PM	
Multimedia NASATVFeature Item	3	system	02-Jul-2003 06:00:36 PM	
Multimedia VideoFeature Item	1	system	22-Apr-2003 11:06:16 PM	
NASA Fact Item	5	system	12-May-2003 05:35:41 PM	
NASA Fact Item (Blue)	4	system	08-Apr-2003 10:06:24 PM	
NASA Fact Item (Red)	1	system	10-Apr-2003 09:13:53 PM	
News Collection Item (No TN Image With Date)	12	vshastri	07-Oct-2003 07:38:12 PM	
Popular Topics Item	6	system	26-Jun-2003 01:28:45 AM	
Related MM Collection Item (With TN image)	10	vshastri	07-Oct-2003 06:47:19 PM	
Related Sites Collection Item (No TN image)	10	vshastri	07-Oct-2003 06:56:47 PM	
XML Item	9	system	09-Dec-2003 08:42:50 PM	

Select Document Assets for Collection

Navigate to the location of the Document and click the icon under Version, then *Select*.

Click *Save* in the Embedding Options pop-up (leave all other settings blank).





Set Order of Collection Assets

Document Content (Feature_Collection)

Properties | Content | Meta Data | Access Control | Related Documents

Asset: Feature_Collection Modified by: etrevarthen Date: 03/29/2004 Branch: main Version:
Mode: [Editable] Lock:

Collection Title*: Living Things Features
Item Presentation Template*: Features Collection Item (With Th Select
Collection (Asset References)*:

Title	Branch	Version	Link Caption
1. 25feb_greenhouses	main	*	
2. 23feb_yeastgap	main	*	
3. 03feb_fruitfly	main	*	
4. 20jan_marsmice	main	*	
5. lizards	main	*	
6. AGU_coral_reef_health	main	*	
7. 01dec_yeast	main	*	
8. gardengrow	main	*	
9. 07oct_dna	main	*	
10. penguins	main	*	
11. microbes_goldilocks	main	*	
12. glowing_algae	main	*	
13. artifical_cells_sng	main	*	
14. 16jul_firemoss	main	*	
15. 19jun_cytoskeletons	main	*	
16. 23jan_cellwars	main	*	
17. 15jan_nano	main	*	
18. 14feb_heart	main	*	
19. Tais_That_Bind	main	*	

Add more items:
Add on top Add at bottom Add multiple assets

Set Order

Select Document Clear
Select Document Clear
Select Document Clear

Use up-down arrows to set order.

25feb_greenhouses
23feb_yeastgap
03feb_fruitfly
20jan_marsmice
lizards
AGU_coral_reef_health
01dec_yeast

Update Cancel

Save Your Collection Asset

Digital Asset Management

Document | Locale: English(United States)

> Root > NASARoot(Production) > Content > vision > earth > livingthings

Document Content (features_collection)

Properties | Content | Meta Data | Access Control | Related Documents

Asset: features_collection **Modified by:** N/A **Branch:** main **Version:** Draft

Mode: [Editable] **Lock:** Perform Action

Collection Title*: Features

Item Presentation Template*: Select

Collection (Asset References)*:

Title	Branch	Version	Link Caption	Delete

Add more items: Set Order

Add on top / Add at bottom / Add multiple assets

Select Document — Clear

Select Document — Clear

Select Document — Clear

Select Document — Clear

Select Document — Clear

Archive Link Label:

Override Archive Link URL:

Table Width*: 367

Background Color: #ffffff

Paging Start Index: 3

Items Per Page: 10

Update | Update & Check In | Back

Click *Update* to save or *Update & Check In* when done.

Group Exercise 3: Create a Collection

- Create a Collection.

Questions?

Module 6:

Creating Landing (Index) Pages

In Module 6 You Will Learn To:

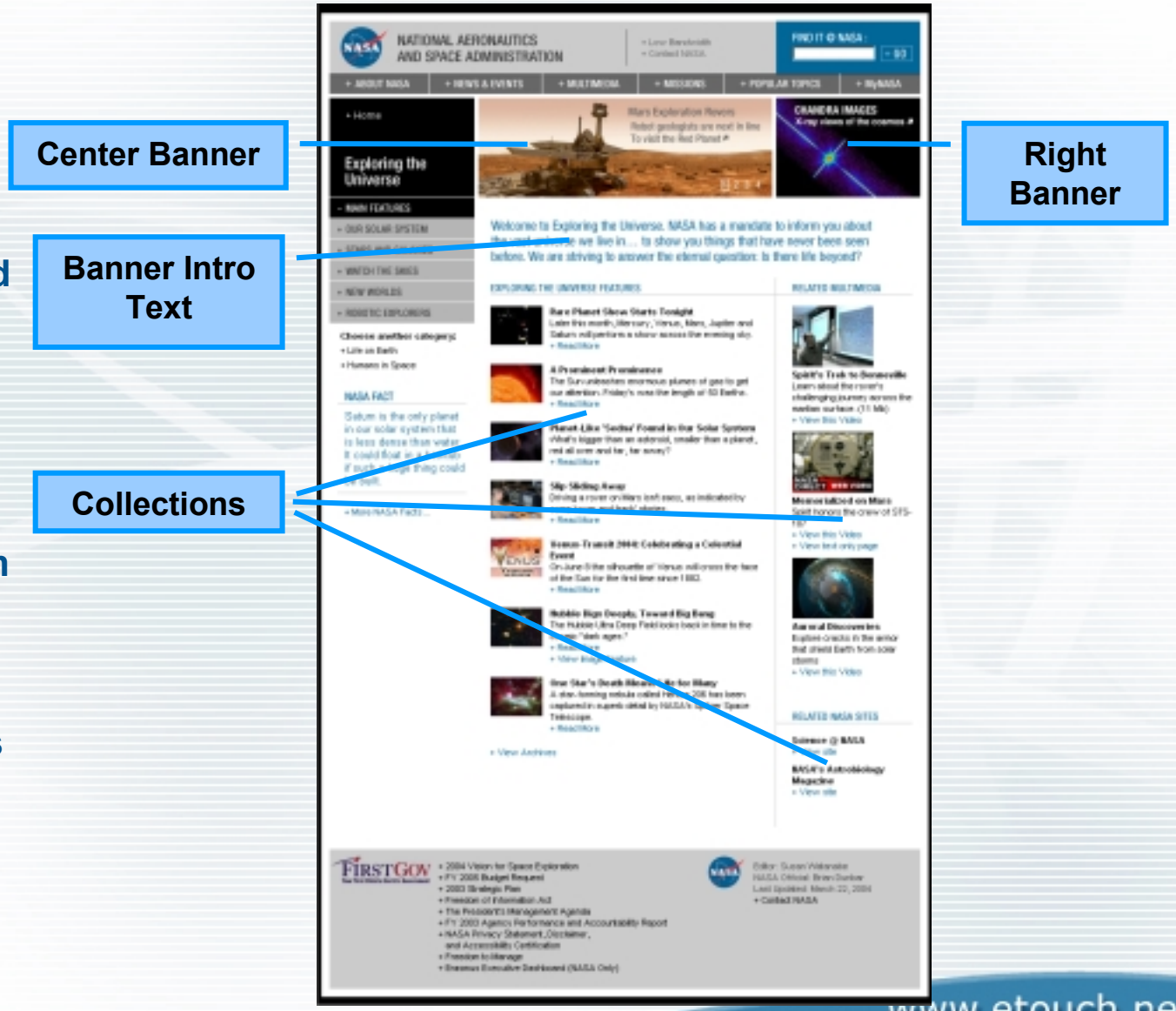
- Create a *Landing (index) Page.*
- Apply an appropriate Authoring Template for your Landing Page.
- Apply an appropriate Presentation Template for your Landing Page.
- Embed image *Banners* and *Collections* in your Landing Page.
- Preview your Landing Page.
- Update and Check In (Version) your Landing Page.
- Apply Workflow to publish your Landing Page.

Progress: 5-Step Process for Creating and Publishing Documents

- ✓ 1. Upload images/media files to CMS Library area and create Library Assets.
- ✓ 2. Create Detail Page in Document Viewer area of CMS using a structured Authoring Template.
- ✓ 3. Create a Collection of Detail Page documents.
- ➢ *4. Create a Landing (index) Page (collection of Collections).*
- 5. Apply the Publish Workflow to appropriate assets.

What is a *Landing (index) Page*?

- A *Landing Page* is a collection of Collections.
- It typically contains a *Center Banner* and a *Right Banner.* Either banner could be a Flash module.
- It typically contains *Banner Intro Text*— an image made from text that gives a brief overview statement of what that Portal section's content covers.



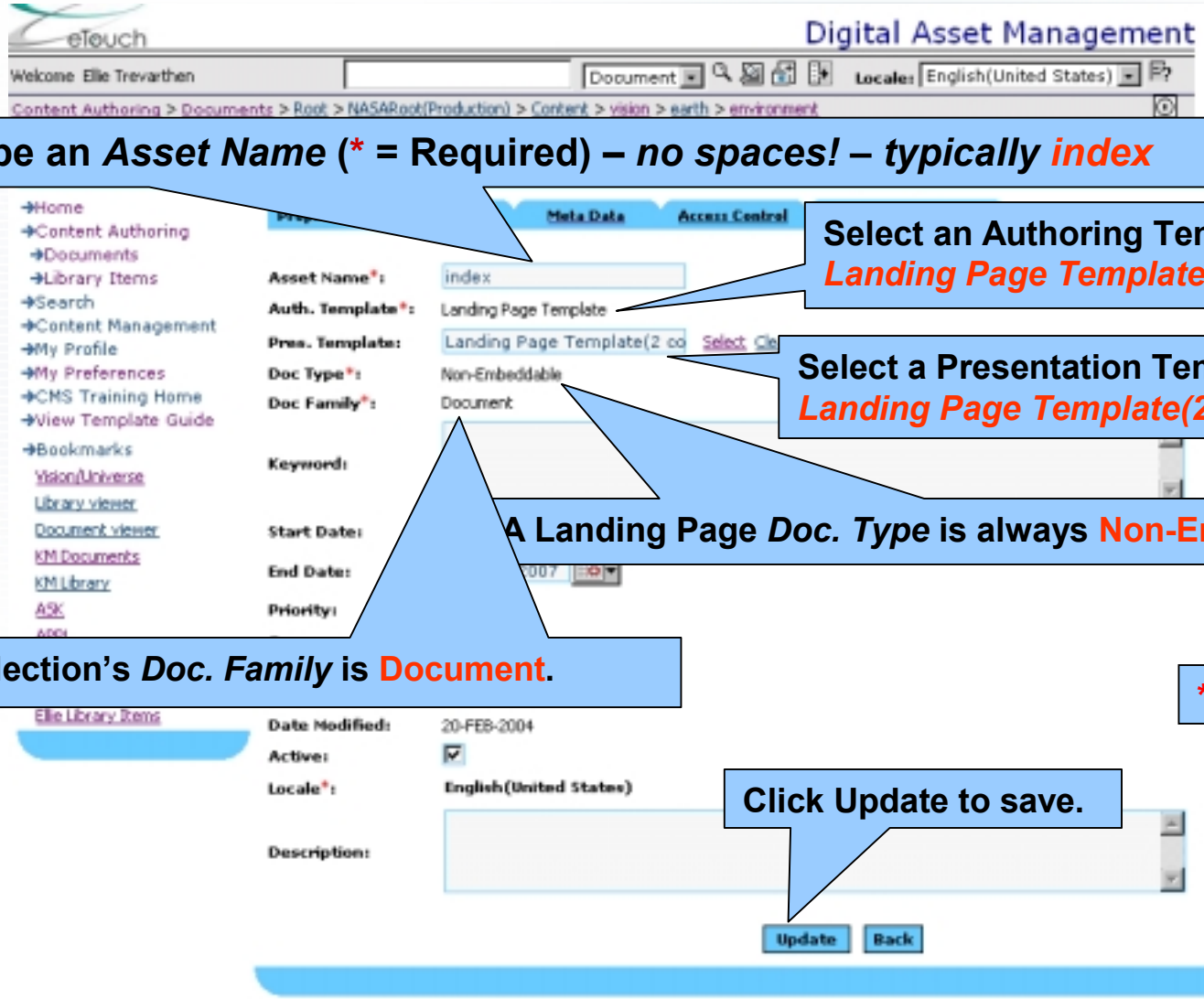
Create a *Landing Page*

- Navigate to the Document Viewer Category where the Collection should reside.
- Click the Create Document ( ) icon in the toolbar.
- The Document (New) screen appears with the *Properties* Tab open.
- Type a name for your landing page—typically, ***index.***

Create a Landing Page *(cont'd)*

- Click *Select* next to Authoring Template. In the *List of Templates* window that appears, navigate to *NASA(RootProduction) > Content* and select the Authoring Template *Landing Page Template*.
- Click *Select* next to *Presentation Template*. Navigate to *NASA(Root Production) > Presentation Templates* and select *Landing Page Template(2 Column)* (typically).
- The *Doc Type* is Non-Embeddable.
- The *Doc Family* is Document.

Properties Tab



Type an *Asset Name* (* = Required) – *no spaces! – typically* ***index***

Select an Authoring Temple*: ***Landing Page Template***

Select a Presentation Template*: typically, ***Landing Page Template(2 Column)***

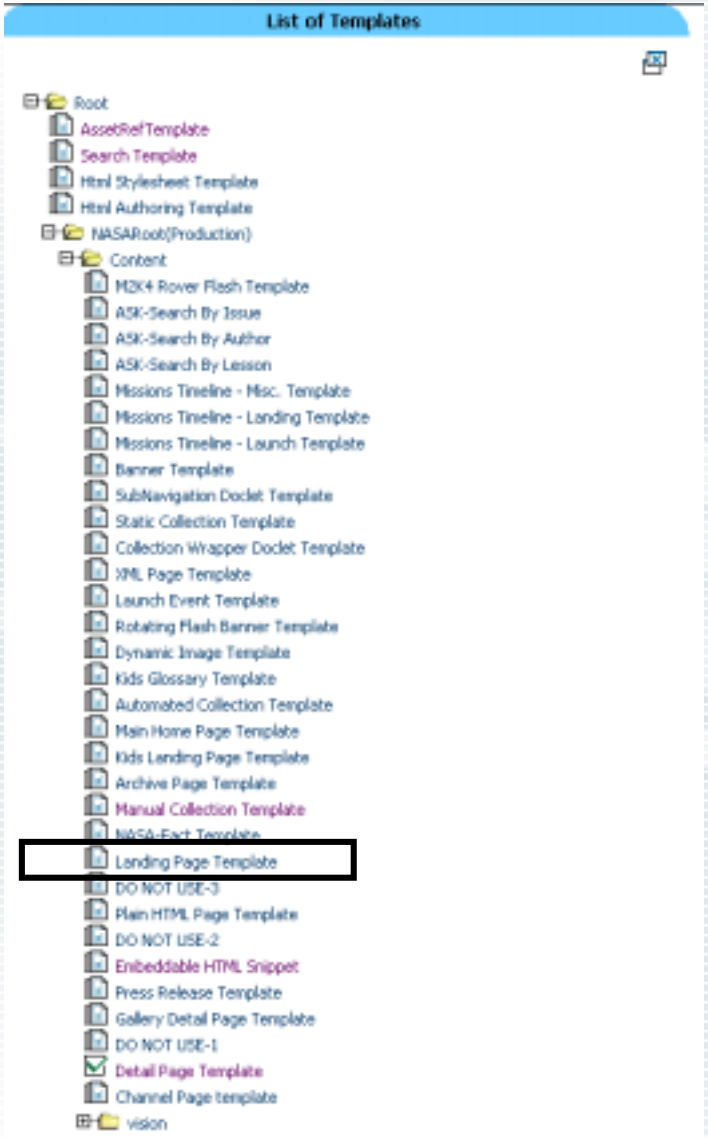
A Landing Page *Doc. Type* is always **Non-Embeddable**.

A Collection's *Doc. Family* is **Document**.

*See following pages

Click Update to save.

Select Authoring Template



Select Presentation Template

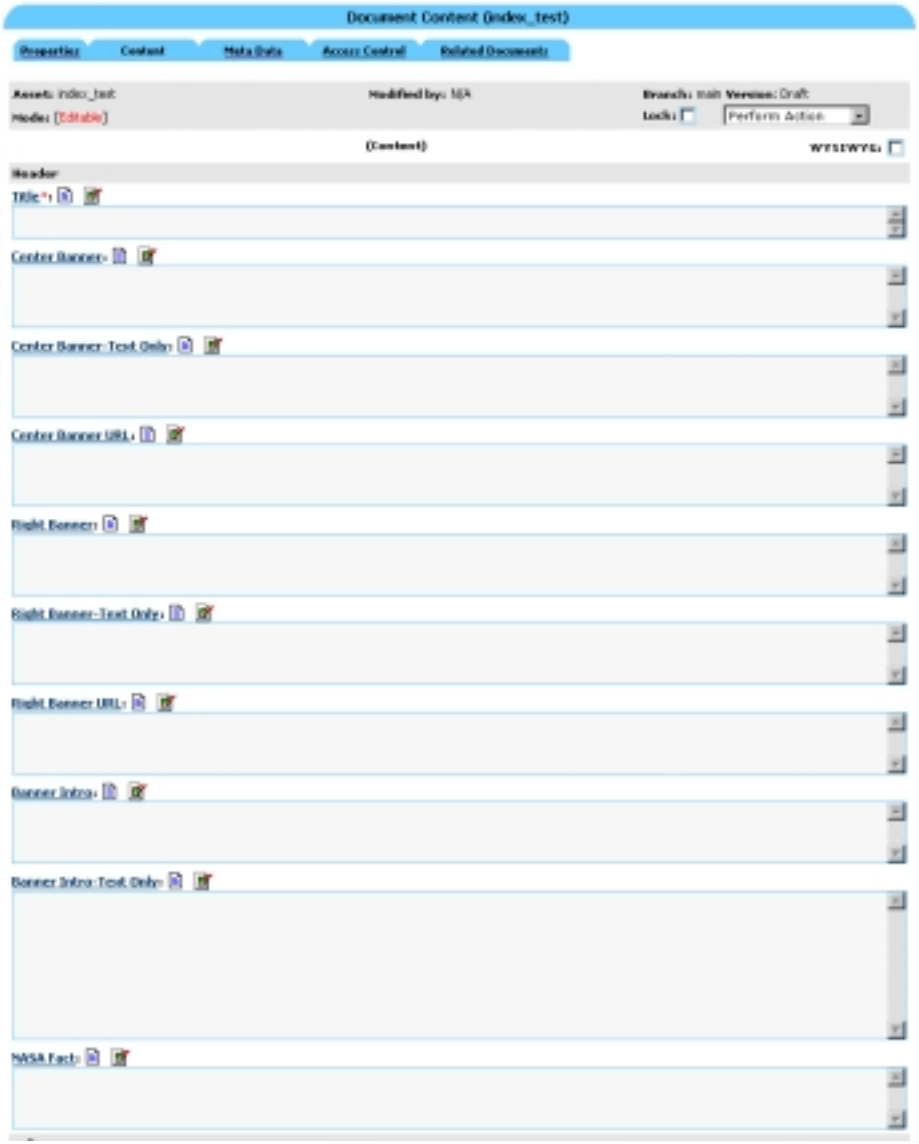
Presentation Templates

Category = Root > NASARoot(Production) > Presentation Templates

Collection Templates
Codet Templates
XSL Includes
flash
javacode
portalsites
templateimages

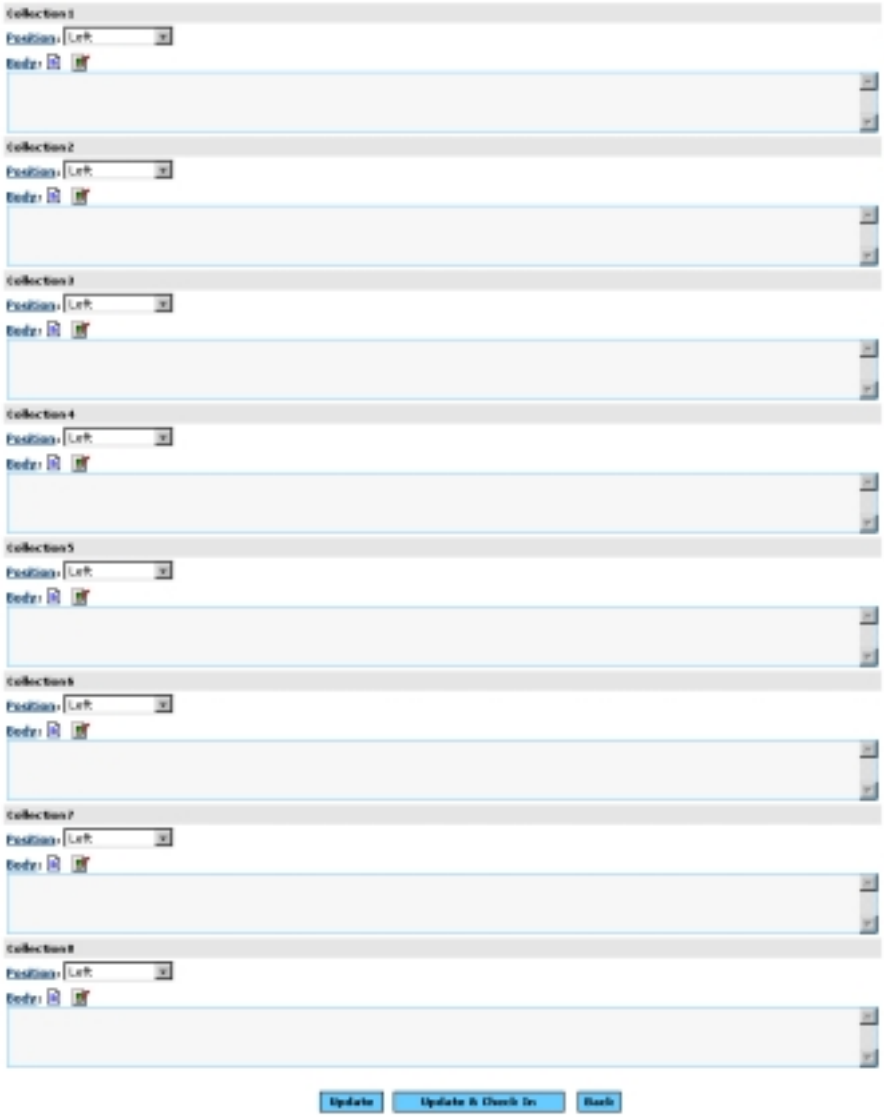
	Asset name	Version	Checked in By	Date Checked in	Comments
	Archive Page Template	21	asinha	16-Oct-2003 07:32:44 PM	
	BigFlash Home Page Template	11	nangilo	14-Apr-2004 02:12:56 PM	
	Channel Page Template	20	asinha	29-Sep-2003 06:37:32 PM	
	Detail Page Template(1 column)	40	system	22-Aug-2003 07:33:27 PM	rolling back version
	Detail Page Template(2 column)	12	asinha	14-Jun-2003 07:51:39 PM	
	Detail Page Template(no leftnav)	31	asinha	10-Jun-2003 10:32:37 PM	
	Embeddable Snippet Pres. template	2	system	13-Apr-2003 07:26:04 PM	
	FlashMedia Archive Page Template	1	asinha	03-Dec-2003 10:39:26 PM	
	Gallery Detail Page Template	14	asinha	15-Sep-2003 02:41:05 PM	
	Generic Pres template	2	system	01-May-2003 07:56:21 PM	
	Home Page Template	62	system	01-Jan-2004 05:54:08 PM	
	Kids Glossary Page Template	4	asinha	10-Jun-2003 10:33:18 PM	
	Kids Landing Page Template	23	asinha	10-Jun-2003 10:27:25 PM	
	Landing Page Template(1 column)	19	asinha	13-Jun-2003 09:19:17 PM	
	Landing Page Template(2 column)	83	asinha	13-Jun-2003 09:26:55 PM	
	Mars Home Page Template	6	system	03-Jan-2004 11:22:26 PM	
	Old Safety Home Page Template	7	system	01-Jan-2004 06:00:10 PM	
	Plain HTML Page Template	9	ganger	03-Mar-2004 11:04:15 AM	
	Plain HTML Page Template (White Background)	2	system	22-Jan-2004 04:58:08 PM	
	Press Release Template	10	asinha	26-Sep-2003 10:08:08 PM	
	Publish XML template	2	system	23-May-2003 06:56:57 PM	
	Redirection Page Template	3	system	05-Aug-2003 09:35:40 PM	
	Safety Home Page Template	1	system	16-Apr-2004 07:53:19 PM	
	Syndicit Template	1	system	28-Apr-2004 08:25:35 PM	
	Test Home Page Template	5	system	05-May-2004 07:42:19 PM	
	Text-Only Press Release Template	5	system	26-Jan-2004 05:13:51 PM	
	XML Content Pres. template	1	asinha	31-Mar-2003 06:43:21 PM	

Define Landing Page Content



- Type a Title (required—corresponds to HTML <title> tag).
- Embed Center and Right Banner images.
- Embed Banner Intro Text image.
- Type Center Banner-Text Only and Right Banner Text Only—not required but useful. Banner text should be embedded in the images when they are processed before being uploaded into the CMS.
- Type Center Banner and Right Banner URLs—where the banners will link out to (could be a page within or external to the Portal).
- Type or embed a NASA Fact

Define Landing Page Content *(cont'd)*



- Embed Collection 1 up to Collection 8 and designate Left/Right Position (see next page).
- Click *Update* to save or *Update & Check In* when done.

- When embedding Collections, designate the *From index:* and *To index:* to specify how many documents should appear in the Collection, typically From index: 1 to To Index: 6.
- Click *Save* to save the Embedding Options.
- Additional documents in the Collection will roll over to the corresponding Archive Collection.

Group Exercise 4: Create a Collection

- Create a Landing Page.

Questions?

Module 7:

Applying Publish Workflow

In Module 7 You Will Learn To:

- Apply a Publish Workflow to start your created document assets on their way toward being published on the production Portal.

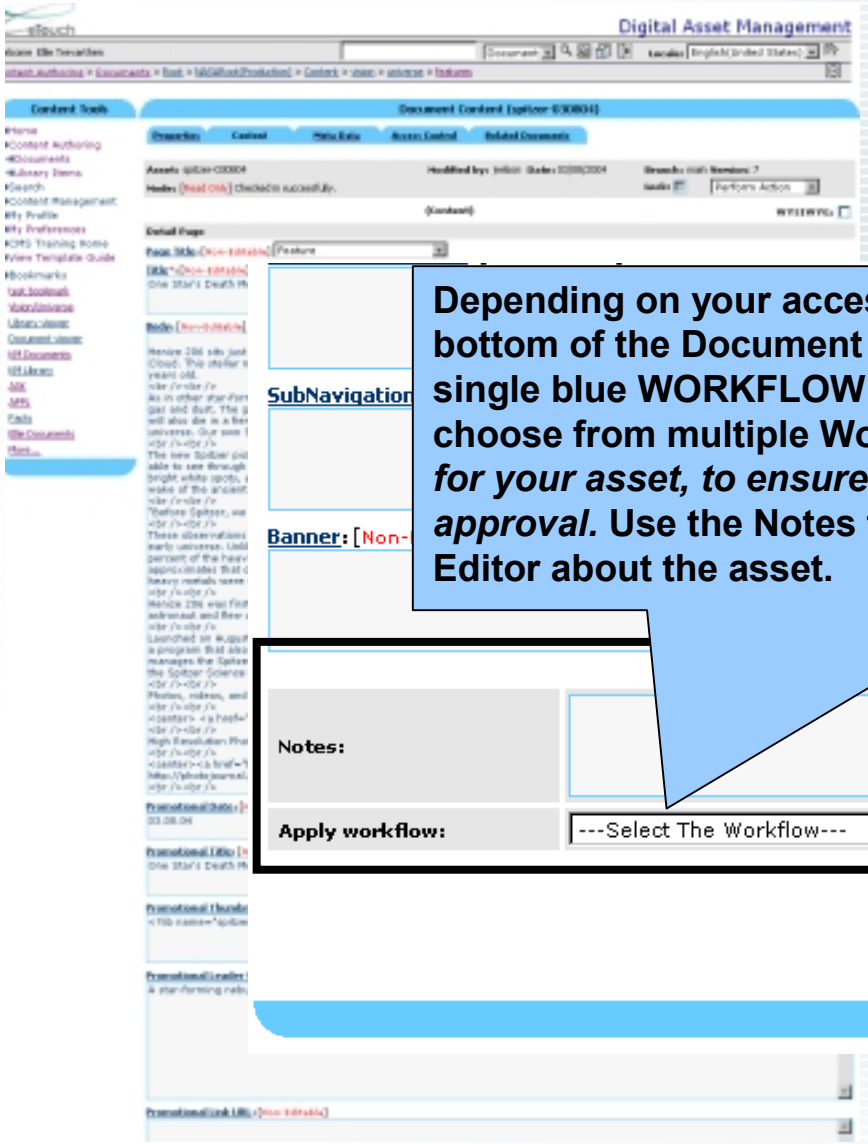
NOTE:

- Assets MUST be checked in before you can apply Workflow.
- Most Portal content authors simply create Document assets (Detail Pages) with embedded Library items, then apply the appropriate Workflow for the corresponding Section Editor to approve, then publish. Section Editors (or their delegates) are responsible for building the Collections and creating/maintaining their assigned Landing (index) Pages.

Progress: 5-Step Process for Creating and Publishing Documents

- ✓ 1. Upload images/media files to CMS Library area and create Library Assets.
- ✓ 2. Create Detail Page in Document Viewer area of CMS using a structured Authoring Template.
- ✓ 3. Create a Collection of Detail Page documents.
- ✓ 4. Create a Landing (index) Page (collection of Collections).
- ➢ *5. Apply the Publish Workflow to appropriate assets.*

Apply Workflow



Depending on your access privileges, in the *Apply Workflow* field at the bottom of the Document Content authoring template, you will see either a single blue WORKFLOW button or a drop-down menu allowing you to choose from multiple Workflows. *You must choose the appropriate Workflow for your asset, to ensure that it flows to the appropriate Section Editor for approval.* Use the Notes field if you wish to communicate with the Section Editor about the asset.

Apply Workflow *(cont'd)*

eTouch

Digital Asset Management

Welcome Ellie Trevarthen

Document | Locale: English(United States)

Content Authoring > Documents > Root > NASA WorkArea > CMSTraining > CMSTrainingContent > Ellie

Content Tools

- Home
- Content Authoring
  - Documents
  - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
  - test bookmark
  - Vision/Universe
  - Library viewer
  - Document viewer
  - KM Documents
  - KM Library
  - ASK
  - APPL
  - Facts
  - Ellie Documents
  - More...

Document Item Viewer: All Assets

View mode: All Assets

Category: Root > NASA WorkArea > CMSTraining > CMSTrainingContent > Ellie

Perform Action: Perform action

Last Visited Categories

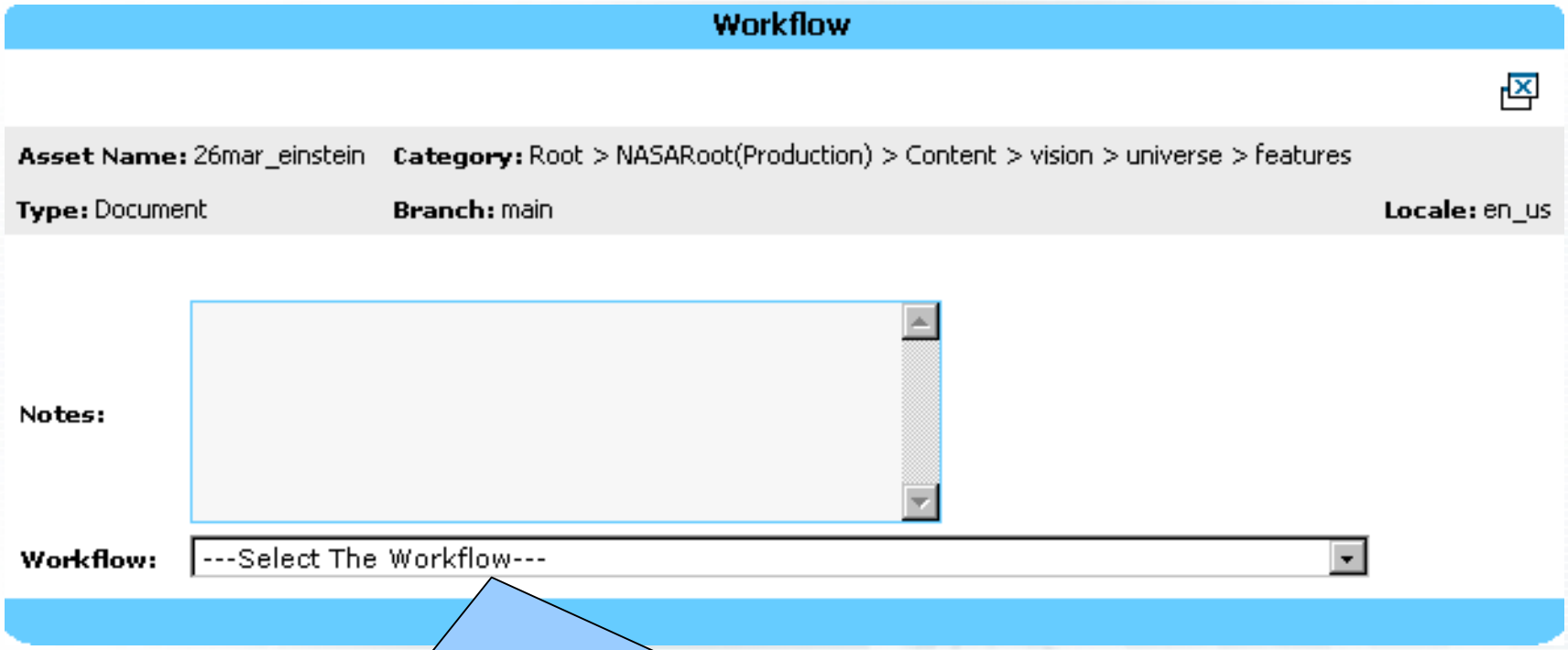
Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked out by	Curr. ver.	Action	Annot.
index	9,849	main			30-Mar-2004 06:55:47 PM	etrevarthen	1		
Fe					30-Mar-2004 06:55:11 PM		1		
ga	11,297	main			26-Mar-2004		3		
tes	13,366	m							
ind	81,419	m							
ho									
ind	9,705	main			01:14:04 PM				
Meteorite	414 B	main			08-Oct-2003 01:00:52 PM		1		
Mars -- Red Planet	360 B	main			08-Oct-2003 01:00:52 PM		1		
Newton's Law	419 B	main			08-Oct-2003 01:00:51 PM		1		
Halley's Comet Orbit	384 B	main			08-Oct-2003 01:00:51 PM		1		
Compton Gamma Ray Observatory	502 B	main			08-Oct-2003 01:00:51 PM		1		
Hubble Images Odd Shape	657 B	main			08-Oct-2003 01:00:51 PM		1		
Eclipse	573 B	main			08-Oct-2003 01:00:50 PM		1		

Edit | Preview | Copy | Delete | Revision | Tags | Make Branch | Audit Trail | Dependency List | Site Dependency | Related Documents | Workflow | Download | Embedded items

Content | Properties | Meta Properties | Access Control

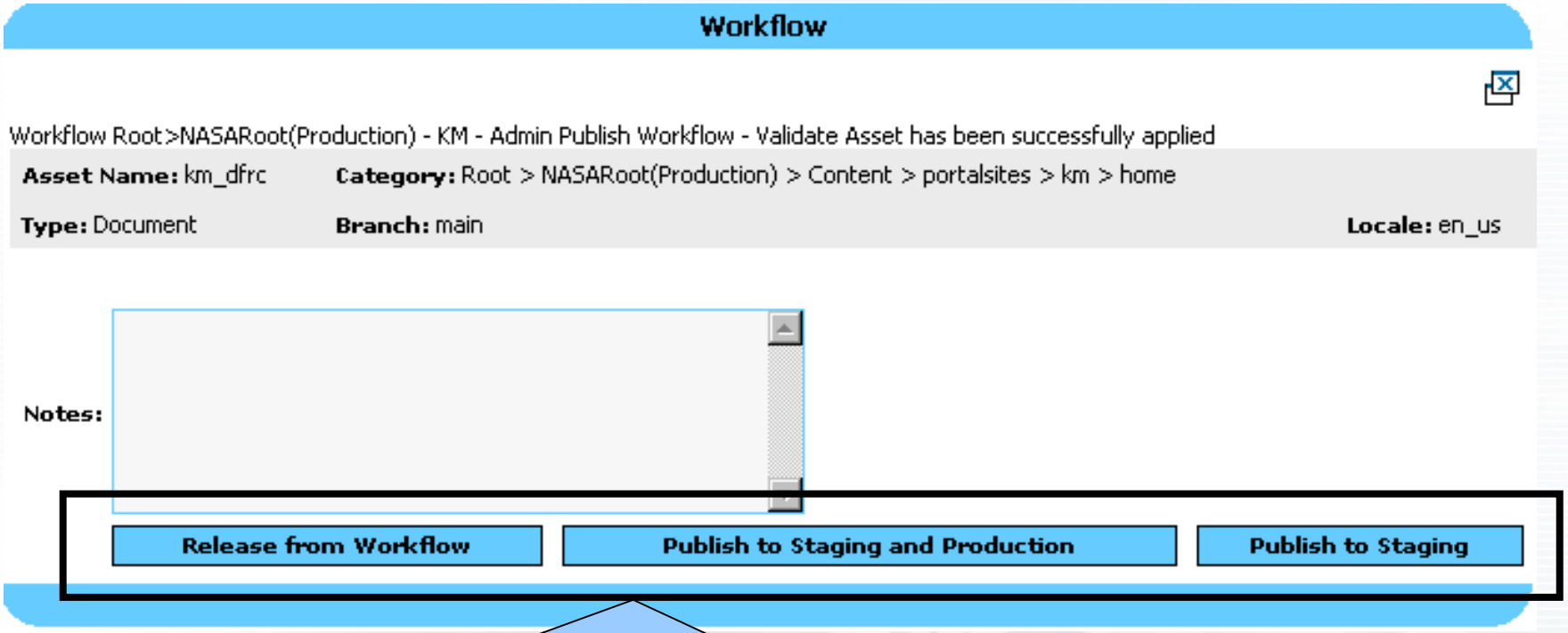
You may also apply Workflow from the Document Item Viewer. Left-click the asset name and select *Workflow* from the pop-up menu.

Apply Workflow *(cont'd)*



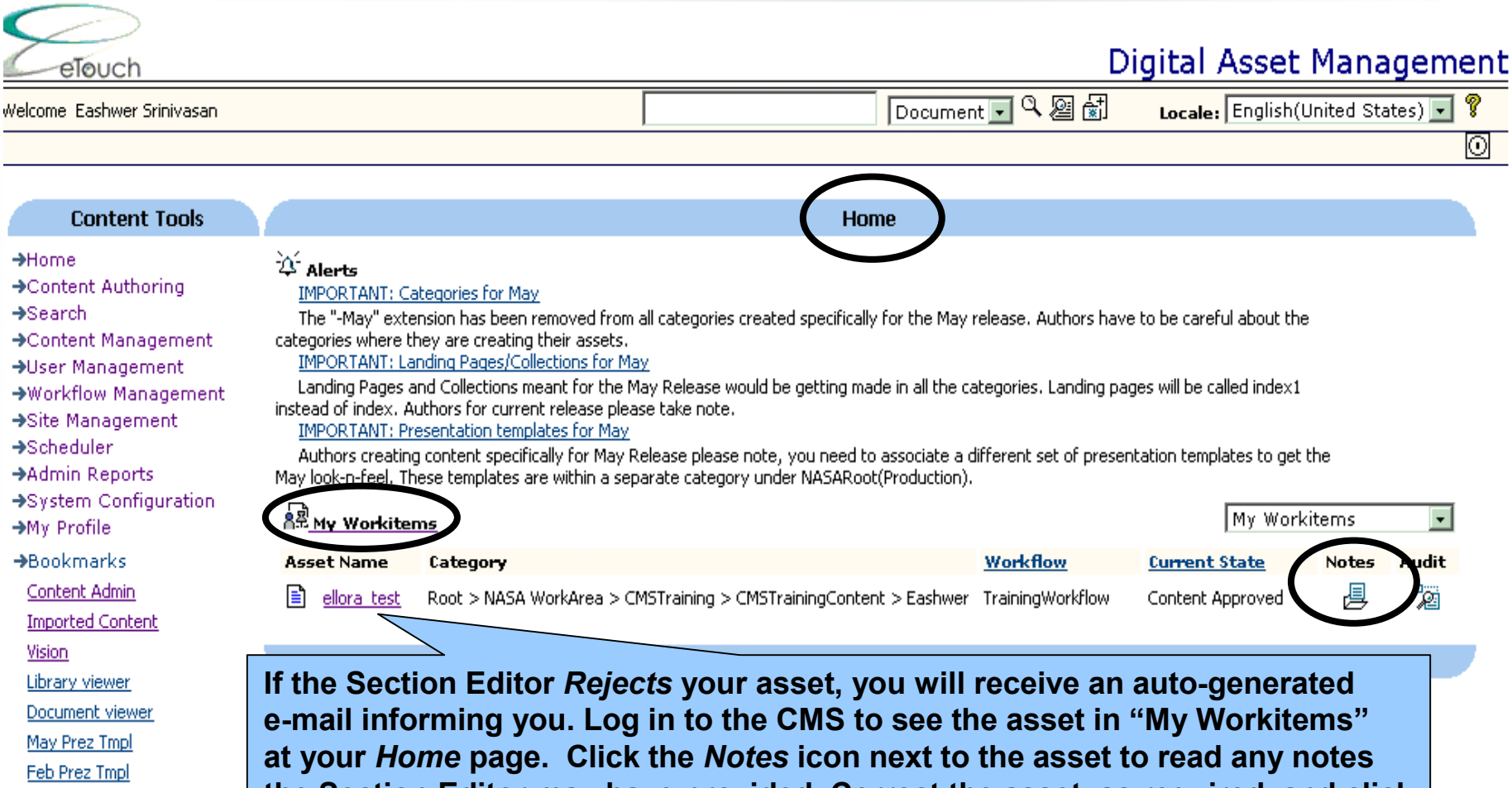
The Workflow window appears, and you will see either a single blue WORKFLOW button or a drop-down menu allowing you to choose from multiple Workflows. *Again, you must choose the appropriate Workflow for your asset, to ensure that it flows to the appropriate Section Editor for approval.* Use the *Notes* field if you wish to communicate with the Section Editor about the asset.

Apply Workflow *(cont'd)*



Depending on the current state of the asset in the Workflow and the roles that you are authorized to perform, you will see different action buttons.

Apply Workflow *(cont'd)*



If the Section Editor *Rejects* your asset, you will receive an auto-generated e-mail informing you. Log in to the CMS to see the asset in "My Workitems" at your *Home* page. Click the *Notes* icon next to the asset to read any notes the Section Editor may have provided. Correct the asset, as required, and click the appropriate Workflow action button or, if necessary, re-apply the Workflow to send the asset back through for review and approval.

Workflow (*My Workitems*)

Items in the active workflow for a particular individual to take action.

Home

Alerts

New CMS Version Released Monday 07/28/2003

Click Here to view the Release Notes

Tips for better Content Authoring

View Document

My Workitems

My Workitems

Asset Name	Category	Workflow	Current State	Notes	Audit
index	Root > NASARoot(Production) > Content > audience > forstudents > postsecondary > features	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > postsecondary > internet	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > postsecondary > multimedia	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 9-12 > internet	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 9-12 > features	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 9-12 > multimedia	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 5-8 > features	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 5-8 > internet	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 5-8 > multimedia	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > k-4 > home	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > k-4 > internet	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > k-4 > multimedia	STUDENTS - Content Publish Workflow	QC Request Received		

Workflow (*All Workitems*)

Items in the active workflow waiting for various individuals to take action (shows the Last Action, who performed it, and the Current State).

Home

Alerts

New CMS Version Released Monday 07/28/2003

Click Here to view the Release Notes

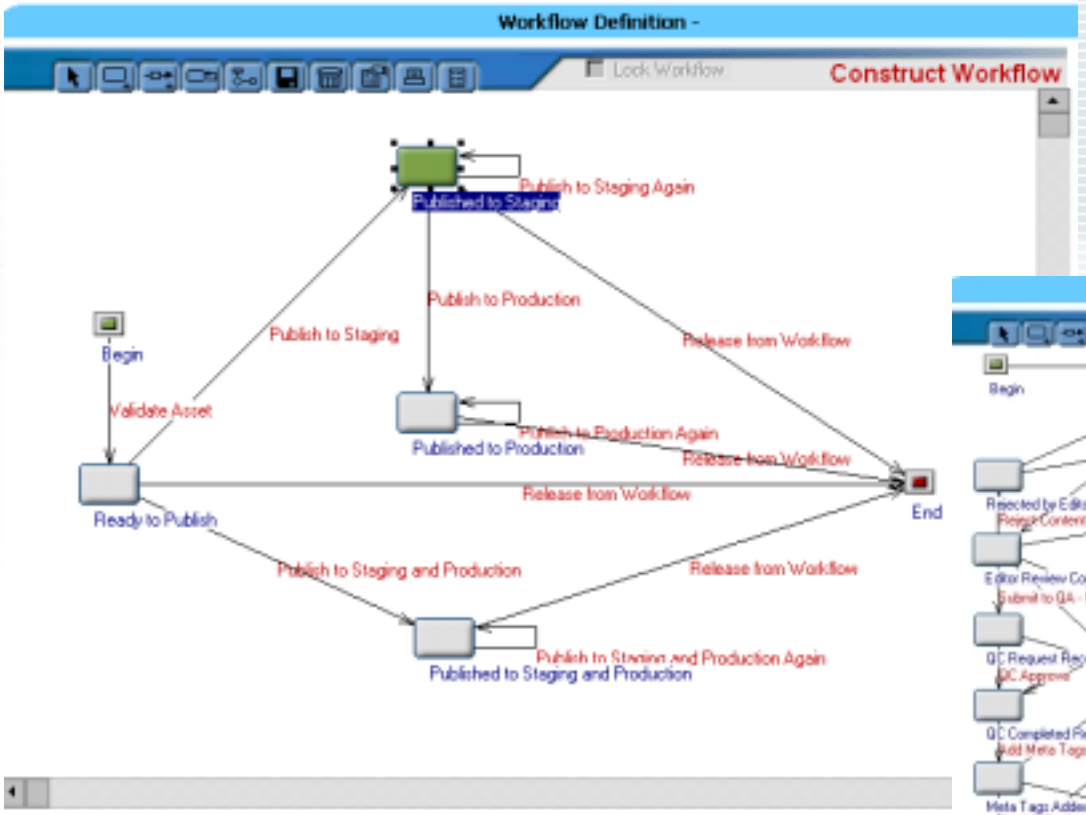
Tips for better Content Authoring

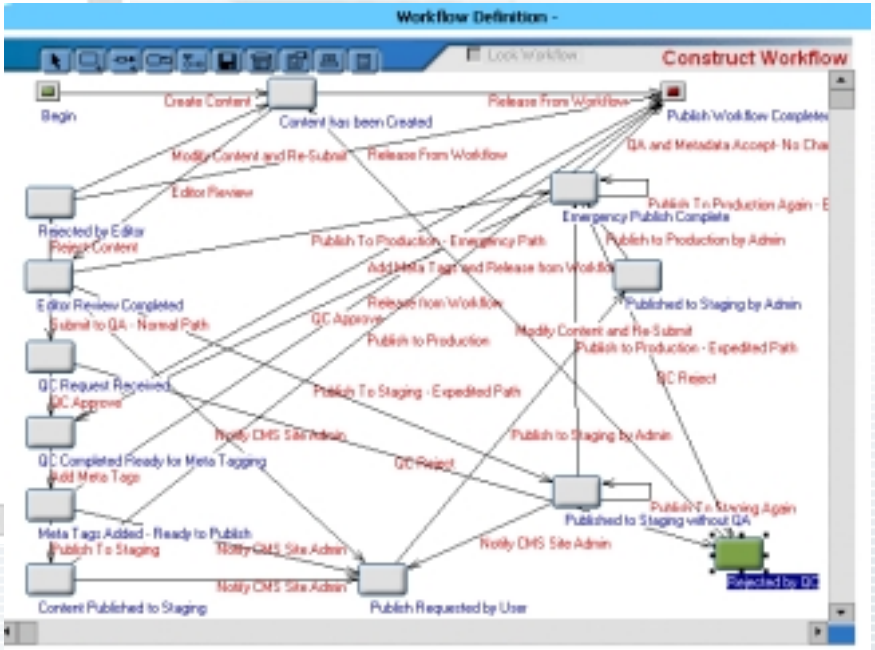
All Workitems

All Wo

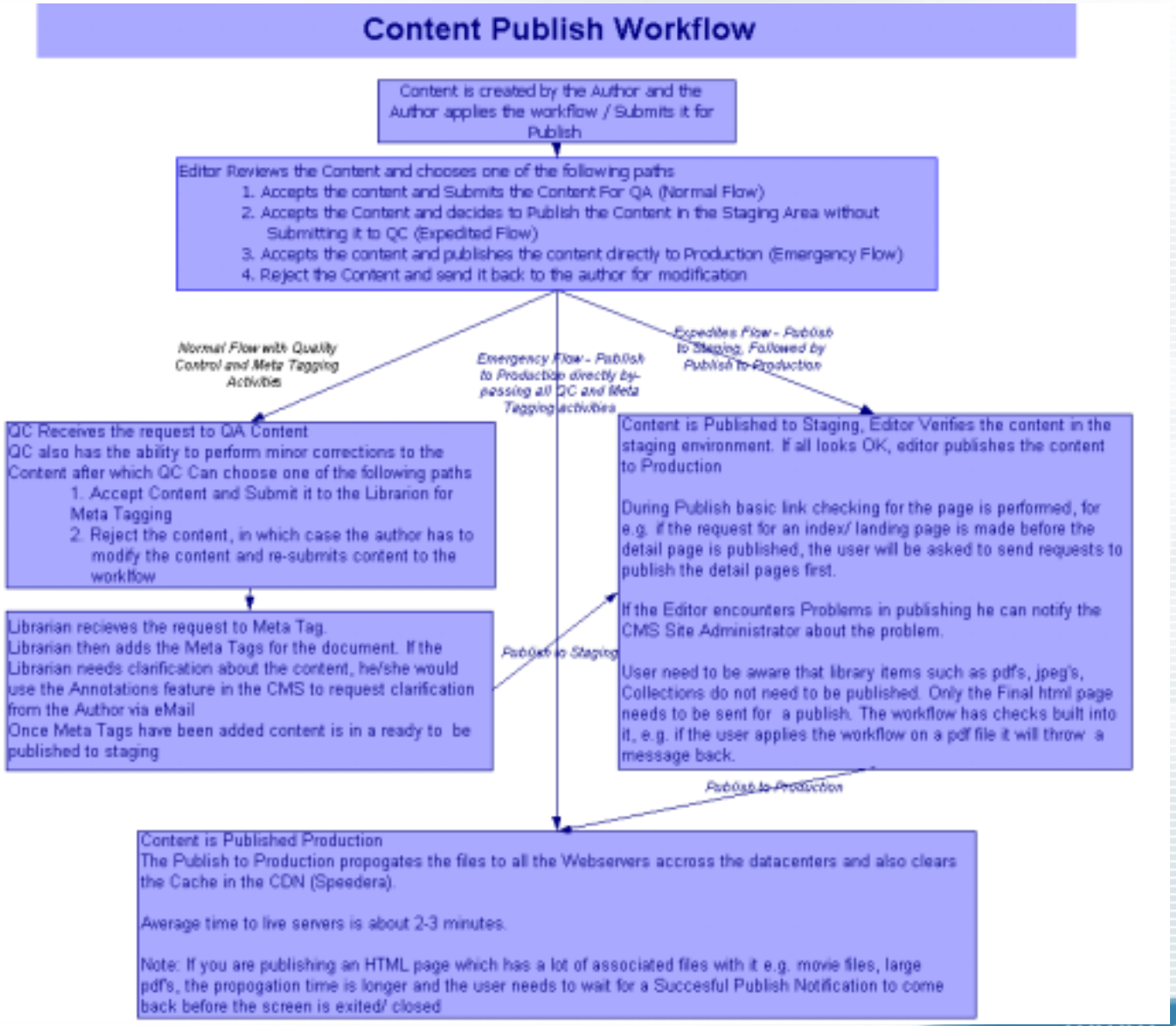
	Current State	Category	Workflow	Performed by	Last Action
index	QC Completed Ready for Meta Tagging	Root > NASARoot(Production) > Content > audience > forkids > home	KIDS - Content Publish Workflow	etrevarthen	QC Approve
index	QC Completed Ready for Meta Tagging	Root > NASARoot(Production) > Content > audience > forkids > activities	KIDS - Content Publish Workflow	etrevarthen	QC Approve
index	QC Completed Ready for Meta Tagging	Root > NASARoot(Production) > Content > audience > forkids > games	KIDS - Content Publish Workflow	etrevarthen	QC Approve
index	QC Completed Ready for Meta Tagging	Root > NASARoot(Production) > Content > audience > forkids > artsstories	KIDS - Content Publish Workflow	etrevarthen	QC Approve
genesis-0401	Content has been Created	Root > NASARoot(Production) > Content > vision > universe > solarsystem	UNIVERSE - Content Publish Workflow	jheidecker	Create Content
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > postsecondary > features	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > postsecondary > internet	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > postsecondary > multimedia	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > 9-12 > internet	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > 9-12 > features	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > 9-12 > multimedia	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > 5-8 > features	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > 5-8 > internet	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > 5-8 > multimedia	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > k-4 > home	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
dsn-apr04	Content has been Created	Root > NASARoot(Production) > Content > vision > universe > solarsystem	UNIVERSE - Content Publish Workflow	jheidecker	Create Content
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > k-4 > internet	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Completed Ready for Meta Tagging	Root > NASARoot(Production) > Content > audience > foreducators > informal > features	EDUCATORS - Content Publish Workflow	kmunsell	QC Approve
index	QC Request Received	Root > NASARoot(Production) > Content > audience > forstudents > k-4 > multimedia	STUDENTS - Content Publish Workflow	fwild	Submit to QA - Normal Path
index	QC Completed Ready for Meta Tagging	Root > NASARoot(Production) > Content > audience > foreducators > informal > internet	EDUCATORS - Content Publish Workflow	kmunsell	QC Approve
index	QC Completed Ready for Meta Tagging	Root > NASARoot(Production) > Content > audience > foreducators > informal > multimedia	EDUCATORS - Content Publish Workflow	kmunsell	QC Approve

Sample Workflows





Content Publish Workflow Overview



Module 8:

NASA Portal Simple Content Submission Form ("CMS Lite")

(Non-technical Web-based Content Submission)

In Module 8 You Will Learn To:

- Submit content for a Portal *Detail Page* (feature article)—with or without associated images—using a simple Web-based form. Your submission will be imported into the Portal Content Management System (CMS), where the content will be reviewed by a Section Editor and considered for publication on the Portal.

Using CMS Lite

- ***The submitter is responsible to vet the content for technical accuracy and have it ITAR-cleared for external (public) release BEFORE submitting it via CMS Lite.***
- **Content submitted via CMS Lite goes to the Section Editor responsible for the submitter-selected category, who will review and Accept/Reject it. The content may be edited, as necessary. The submitter should quality check the content for correct spelling and grammar, etc., prior to submission.**
- **The submitter will receive an e-mail notification auto-generated by the CMS acknowledging receipt of the submission. The Section Editor will communicate directly with the submitter to resolve any questions about the content.**
- **You must be connected to the nasa.gov network, either via a trusted direct connection from a NASA workspace or via a sponsored VPN connection.**

Using CMS Lite *(cont'd)*

- **You must provide an e-mail address that ends with *nasa.gov*. Examples:**
  - John.Doe@nasa.gov
  - John.Doe@mail.arc.nasa.gov
  - John.Doe@larc.nasa.gov
- **You need NOT have any knowledge of HTML, the CMS, or the Portal Information Architecture. However, simple HTML is acceptable in the *Body* field, such as bold, italic, and underline tags, and simple tables, as required. The Portal style sheets control most display attributes, ensuring a consistent Portal "look and feel" and visitor experience.**
- **IMPORTANT! Remove all "smart" (curly) apostrophes, quotation marks, em-dashes (—), en-dashes (–), and other special characters from your article text. Use two standard hyphens to replace an em-dash, *e.g.*,**

  The sun has a dark side -- it regularly experiences solar explosions.

Using CMS Lite *(cont'd)*

- **You may select a high-level topical category in which you would like your content published, or select "Not Sure" and the Section Editor will determine appropriate placement in the Portal Information Architecture.**

- ***If you opt to submit images,* they must be appropriately sized with an image processing tool (*e.g.,* Photoshop) prior to submission. Refer to the *Portal Editorial and Style Guidelines* for appropriate image sizes—available at: http://www.hq.nasa.gov/pao/portal/docs/standards_index.pdf *Section 1.4, Production Guidelines / Image Usage***

- ***If you opt to submit images,* a caption of reasonable length and alternate text (an ALT tag) must be supplied for each image. The ALT tag is required for Sec. 508 (accessibility) compliance.**

See following pages for visual descriptions of CMS Lite form fields.

NASA Portal Content Submission Form

NASA Portal Content Submission Form

Content Submission Form:

Use the following form to submit your article to the NASA Portal Editors.
After you have submitted you will be contacted by a NASA Portal Editor

Contact Information:

Required fields are marked with a red asterisk(*).

Name:*
Phone Number:
Organization:
Email Address:*

Article Category:

Please indicate where you believe this Article should be published by selecting a category in the dropdown box below. If you are not sure where your Article belongs, simply leave the selection on the default of "Not Sure".

Category:*

Not Sure
Not Sure
about
earth
educators
kids
media
missions
multimedia
news
space
students

Article Details:

ody using regular text or simple html. A Portal editor will format for you.

Title:*
Keywords: (Comma-separated list)
Body:

*** = Required field.**

Contact info will be used by Section Editor to reach you if there are questions about your submission.

Select one category from the drop-down list of the Portal navigation main categories in which you would like your content piece to appear. If you don't know, choose *"Not Sure"* and a Section Editor will decide.

Title should be a reasonable length, e.g., *Blast Wave Blows Through the Solar System*

Provide 4–6 comma-separated keywords, *e.g., mars, MER, rover, robot.* Keywords help visitors find your content via search engines.

Type or cut/paste the body of your article with double spacing between paragraphs. *Optional (but helpful):* Insert <Image 1>, <Image 2>, etc. where you want your images to appear.

IMPORTANT! Remove all smart apostrophes, quotation marks, and special characters, such as em-dashes and en-dashes from all fields in the form.

NASA Portal Content Submission Form *(cont'd)*

Every submitted image must have Alternate (ALT) text for Sec. 508 (usability) compliance.

Promotional Attributes appear in a Portal Collection as a lead-in to your article (see samples and details on following pages),

Promotional Title: The following optional fields will be used to create links to this article.

Promotional Title:

Thumbnail Image: *(64 wide x 48 high)* Browse...

Thumbnail Image Alternate Text:

Leader Sentence: *(~90 Characters)*

Link URL: *(Optional)*

Additional Links: The following optional fields are for additional Promotional link info

Additional Link URL1:

Additional Link Label1:

Additional Link URL2:

Additional Link Label2:

Additional Link URL3:

Additional Link Label3:

Additional Link URL4:

Additional Link Label4:

Browse your local computer to select and attach a thumbnail image (see example on following pages).

NASA Portal Content Submission Form *(cont'd)*

Every submitted image must have corresponding Image Alternate (ALT) Text and a Caption.

Image Uploads:

Upload any images using the fields below. You may include position references for each image in the text of your article (<Image 1>, etc).
NOTE: YOU WILL BE REQUIRED TO ADD AN ALTERNATE TEXT TAG ON EVERY IMAGE THAT YOU UPLOAD.

Image Upload 1: Browse...
Image Alternate Text 1:
Image Caption 1:
Image Upload 2: Browse...
Image Alternate Text 2:
Image Caption 2:
Image Upload 3: Browse...
Image Alternate Text 3:
Image Caption 3:
Image Upload 4: Browse...
Image Alternate Text 4:
Image Caption 4:
Image Upload 5: Browse...
Image Alternate Text 5:
Image Caption 5:

Browse your local computer to select and attach up to 5 images that will be embedded into your article. If you want them to appear in a particular order in your article body, indicate <Image 1>, <Image 2>, etc. in the text in the "Body" field.

Use the Additional Comments field to provide helpful information about your article to the Section Editor who will review it and decide whether to publish it on the Portal.

Additional Comments:

Enter any addition comments for the Portal Editor.

Additional Comments:

☐ This content has been vetted for technical accuracy. This content is free of ITAR-sensitive information and has been cleared for release to

This box must be checked, indicating that your content is technically accurate and cleared for release to the public.

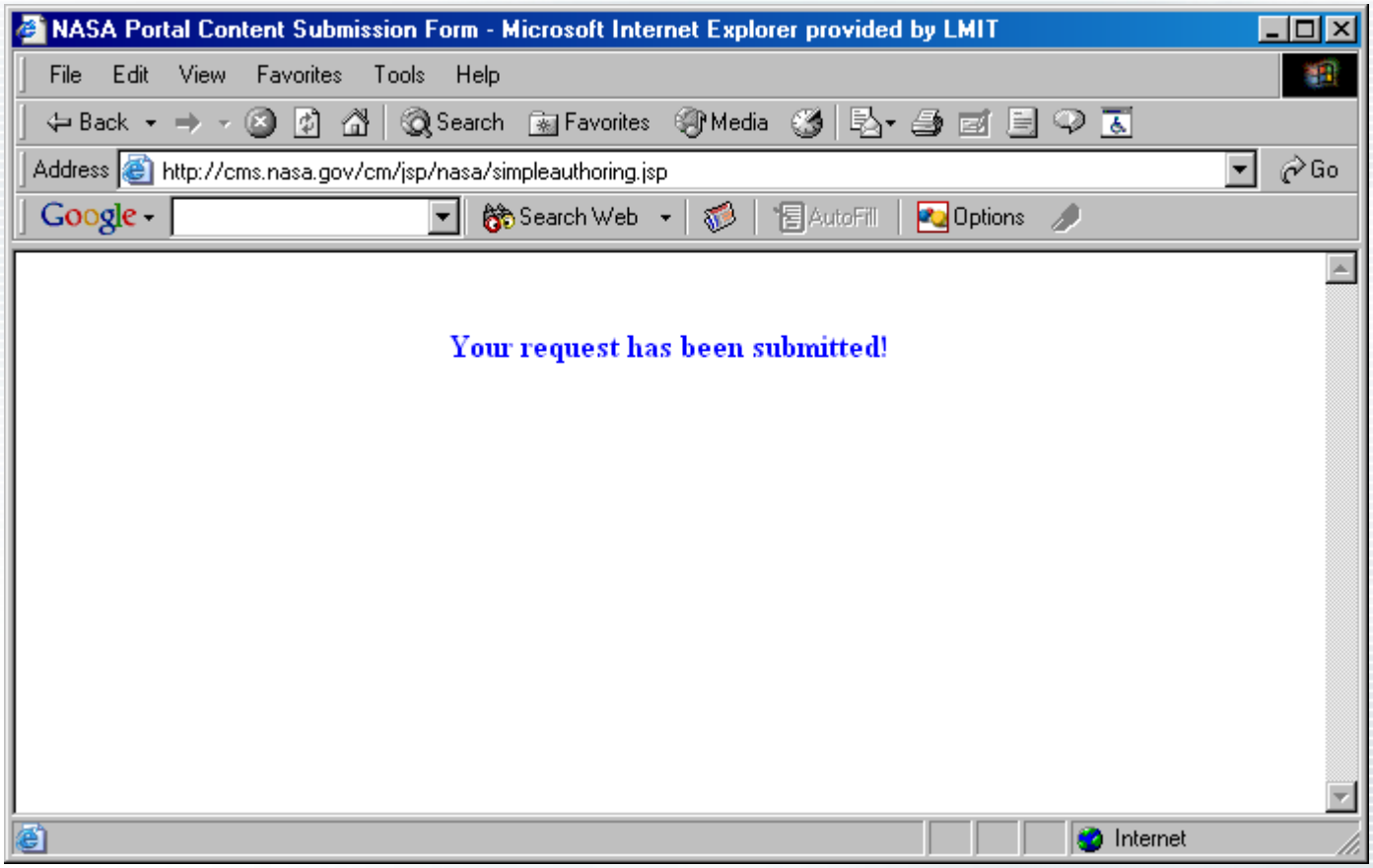
Submit

Click submit to send your content to the Publish Workflow.

Please click submit only once. The import process can take up to several minutes depending on the number of images you are uploading. The page will refresh automatically when the submission is complete and you will receive an email confirmation.

NASA Portal Content Submission Form *(cont'd)*

After clicking Submit, you will see the following screen confirming that your request has been submitted.



NASA Portal Content Submission Form *(cont'd)*

After clicking *Submit*, you will also receive an e-mail auto-generated from the Portal Content Management System, confirming that your submission has been imported and the Portal Editors have been notified.

```
Date: Wed, 14 Jul 2004 23:25:51 -0400
From: cms-Admin@nasa.gov
Subject: eTouch Digital Asset Management (CMS) - Import Status Notification
To: Ellie.Trevarthen@jpl.nasa.gov
X-Mailer: sendhtml
Original-recipient: rfc822;Ellie.Trevarthen@jpl.nasa.gov
```

NATIONAL AERONAUTICS
AND SPACE ADMINISTRATION

Content Submission Notification

This auto-generated message is your notification for Successful Content Submission

---

Article Name: Test_CMS

The NASA Portal Editors have been notified about this submission.

Notification e-mail from your local instance of NASA Portal Content Management System (CMS).

Sample of a Collection

Collection

FEATURED MISSIONS

Bumpy Ride Home After 5 Months in Space
Space Station Expedition 6 Crew returns home May 4th on a Soyuz.
+ View feature

Expedition 7 Launch on Soyuz
An interactive feature of the Expedition 6 and 7 Launch and Transfer.
+ View feature

Promotional Attributes for one piece of content.

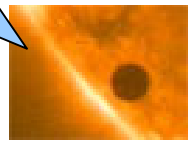
Shuttle Return to Flight
NASA identifies critical activities to ensure safe flight.
+ View feature

The Last of the Great Observatories
The Space Infrared Telescope Facility is a space-borne, cryogenically cooled infrared observatory.
+ View feature

Sample Promotional Attributes

Promotional Thumbnail Image (64 pixels W x 48 pixels H)

Promotional Title—short and catchy to attract the reader's attention.



Venus Transits the Sun

Some of the best views of the rare celestial event came from space and the Web.

+ Read More
+ View Image Feature
+ 1.4 Mb QuickTime

Promotional Leader Sentence

Promotional Link Labels
The first *Link Label* and the Promotional *Thumbnail* Image both click off to the body of your article, with Title and embedded images. Optional additional Link Labels should start with a + and require a corresponding URL to which they will point. Additional Link Labels typically point to a Web page related to your article that is outside the Portal, or to a piece of related multimedia stored on a server outside the Portal.

Module 9:

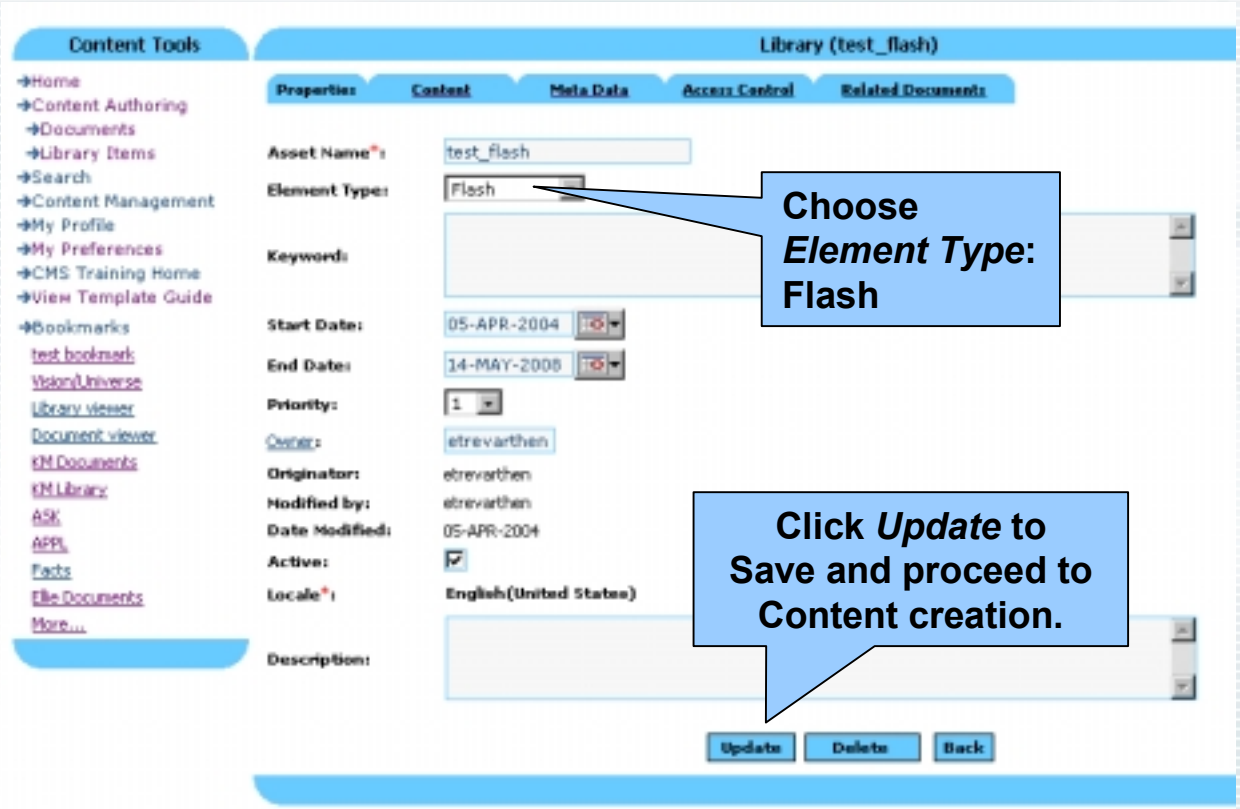
Flash Content

In Module 9 You Will Learn To:

- Create stand-alone and external Flash content in the CMS.
- Ensure that your Flash content is 508 compliant for accessibility.
- Flash assets can prevent some site visitors who use screen readers from tabbing through the content. Two types of Flash assets are used on the Portal:
  - Stand-alone Flash assets are typically small .swf files used for banners. They can be uploaded into the CMS Library and embedded and previewed like other images.
  - Complex (external) Flash modules with referenced images are typically used in dynamic galleries in the Portal Multimedia area.

Creating Stand-alone Flash Assets

- Simple Flash assets are created in the Library Item Viewer.
- Use the Create Library Item ( )icon



Creating Stand-alone Flash Assets *(cont'd)*

Content (test_flash)

Properties | Content | Meta Data | Access Control | Related Documents

Asset: test_flash Modified by: N/A Branch: main Version: Draft

Mode: [Editable] Lock: Actions: Perform action

Movie: Browse...
Width of the movie:
Height of the movie:
Name/Id of the movie:
Quality: autohigh
Background color:
Scale: Default (Show All)
Menu of the movie: False
ClassId: clsid:D27CDB6E-AE6D-11cf-96B8-444553540000
Location of the player(Object specific): http://download.macromedia.com/pub/shockwave/c
Location of the player(Embed specific): http://www.macromedia.com/go/getflashplayer
Mime_Type: application/x-shockwave-flash

Update | Update & Check In | Back

Browse to locate the .swf file on your local system. Accept the defaults for all other fields. The width and height will be populated when you click *Update*.

Content (banner_universe2-3-19-04)

Properties | Content | Meta Data | Access Control | Related Documents

Asset: banner_universe2-3-19-04 Modified by: etrevathan Date: 04/08/2004 Branch: main Version: Draft

Mode: [Editable] Lock: Actions: Perform action

Movie: Browse...
File: (/banner_universe_solar-system2.swf)
Width of the movie: 363
Height of the movie: 123
Name/Id of the movie:
Quality: autohigh
Background color:
Scale: Default (Show All)
Menu of the movie: False
ClassId: clsid:D27CDB6E-AE6D-11cf-96B8-444553540000
Location of the player(Object specific): http://download.macromedia.com/pub/shockwave/cabs/flash/swflash.cab#version=5
Location of the player(Embed specific): http://www.macromedia.com/go/getflashplayer
Mime_Type: application/x-shockwave-flash
(Workflow)

Notes:

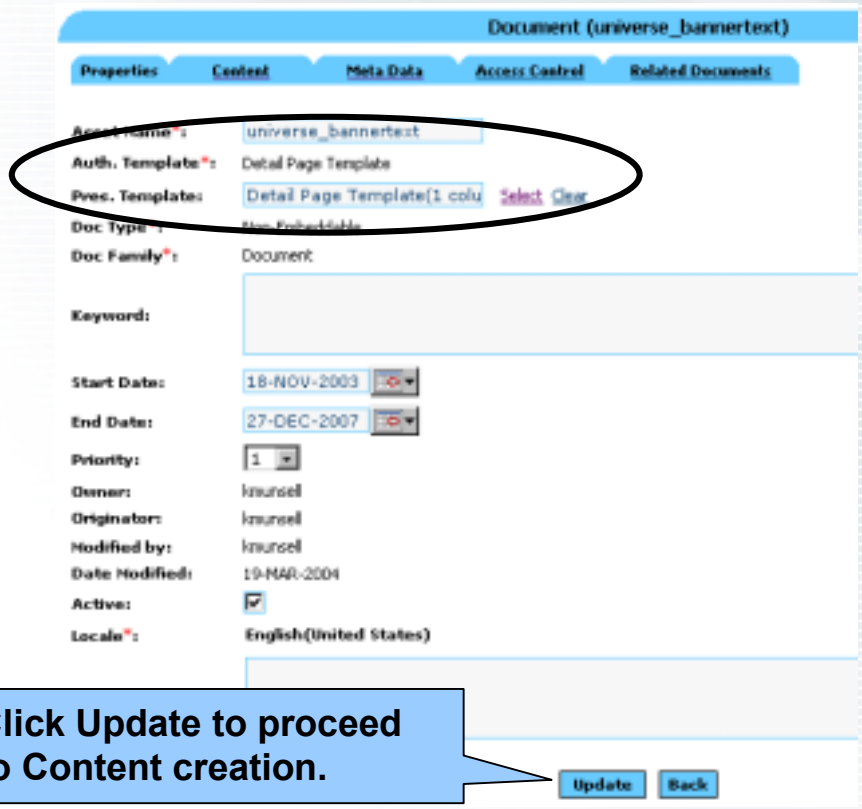
Apply workflow: ---Select The Workflow---

Update | Update & Check In | Back

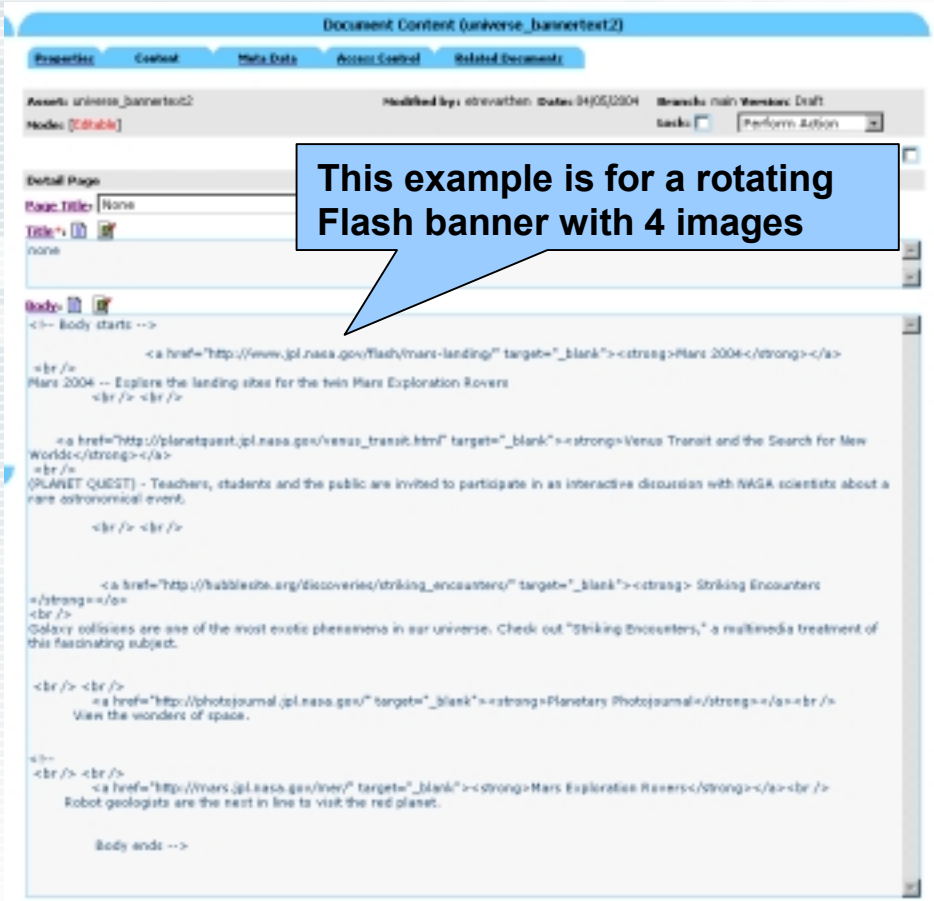
After Update, click the *Preview* icon to preview the Flash. Click *Update & Check In* when done.

Creating Stand-alone Flash Assets *(cont'd)*

- For 508 compliance you must create a text-only version of your Flash asset.
- Navigate to the corresponding Category in the Document Item Viewer and create a new document asset.
- Use: Authoring Template: *Detail Page Template*
  Presentation Template: *Detail Page Template(1 column)*



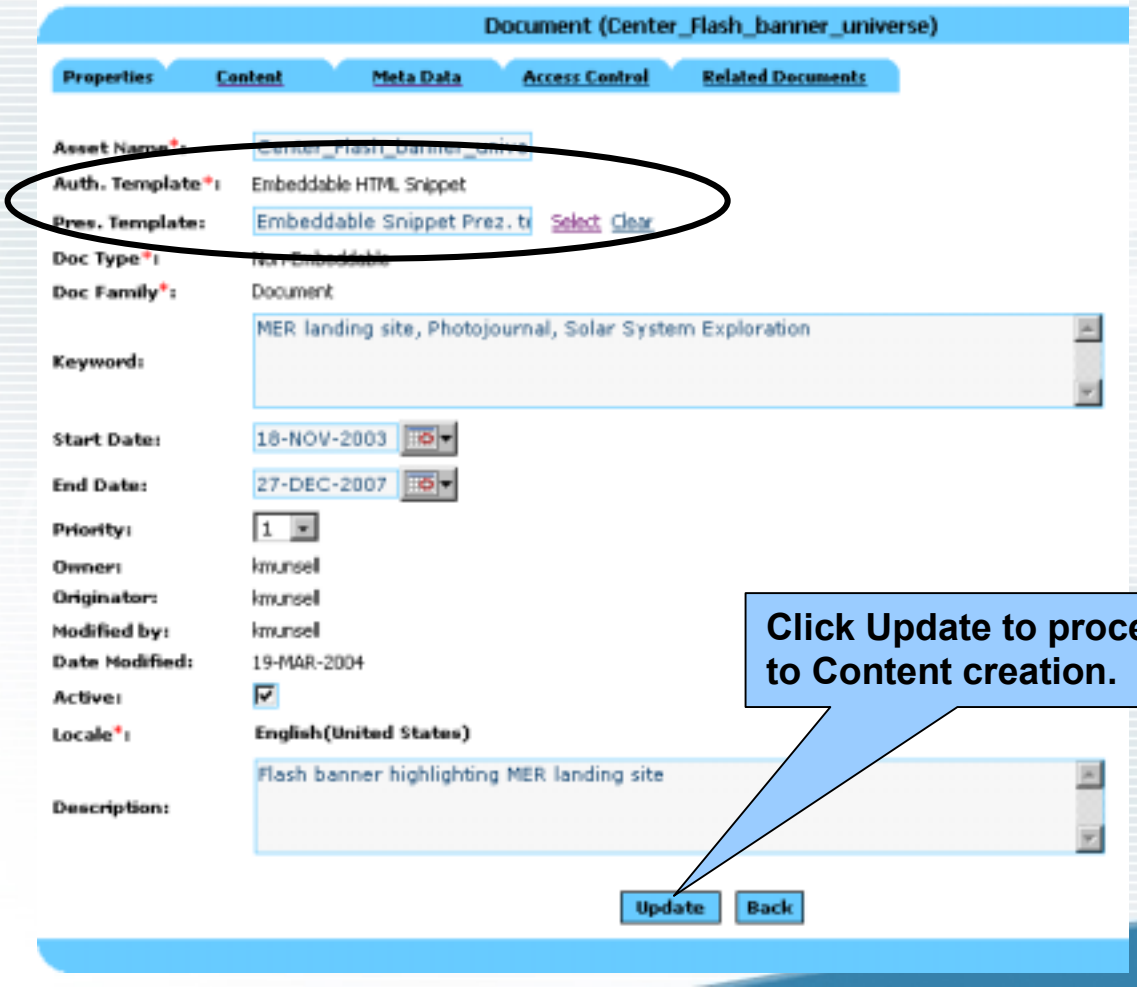
Click Update to proceed to Content creation.



This example is for a rotating Flash banner with 4 images

Creating Stand-alone Flash Assets *(cont'd)*

- **Finally, create the document asset into which you will embed your Flash asset and the text-only document**
- **Use: Authoring Template: *Embeddable HTML Snippet***
  Presentation Template: *Embeddable Snippet Prez. Template*



Creating Stand-alone Flash Assets *(cont'd)*

- Use the following Script in the *Content* field of the Authoring Template.
- Embed your Flash Library asset and your banner text document.

Document Content (Center_Flash_banner_universe)

Properties | Content | Meta Data | Access Control | Related Documents

Asset: Center_Flash_banner_universe **Modified by:** agreicius **Date:** 03/19/2004 **Branch:** main **Version:** 4

Mode: [Read Only] Checked in successfully. **Lock:** Perform Action

WYSIWYG:

Embeddable HTML Snippet

Content: [Non-Editable]

```
<script language="javascript" type="text/javascript">
        var fstr = '';
        if(hasFlash(5)) {
                fstr+='<?lib name="banner_universe2-3-19-04" id="57052" branchid="main" version="*" elementId="10" ?
><br />';
        } else {
                fstr+='<a href="<?doc name="universe_bannertext" id="26537" branchid="main" version="*"
sourceonly="true" family="3" ?>"><?lib name="venusTransit_363_123_ad.jpg" id="56358" branchid="main" version="*"
elementId="3" ?>';
        }
        with(document) { open('text/html'); write(fstr); close(); }
</script>
```

Embedded Flash library item

Embedded text-only document asset

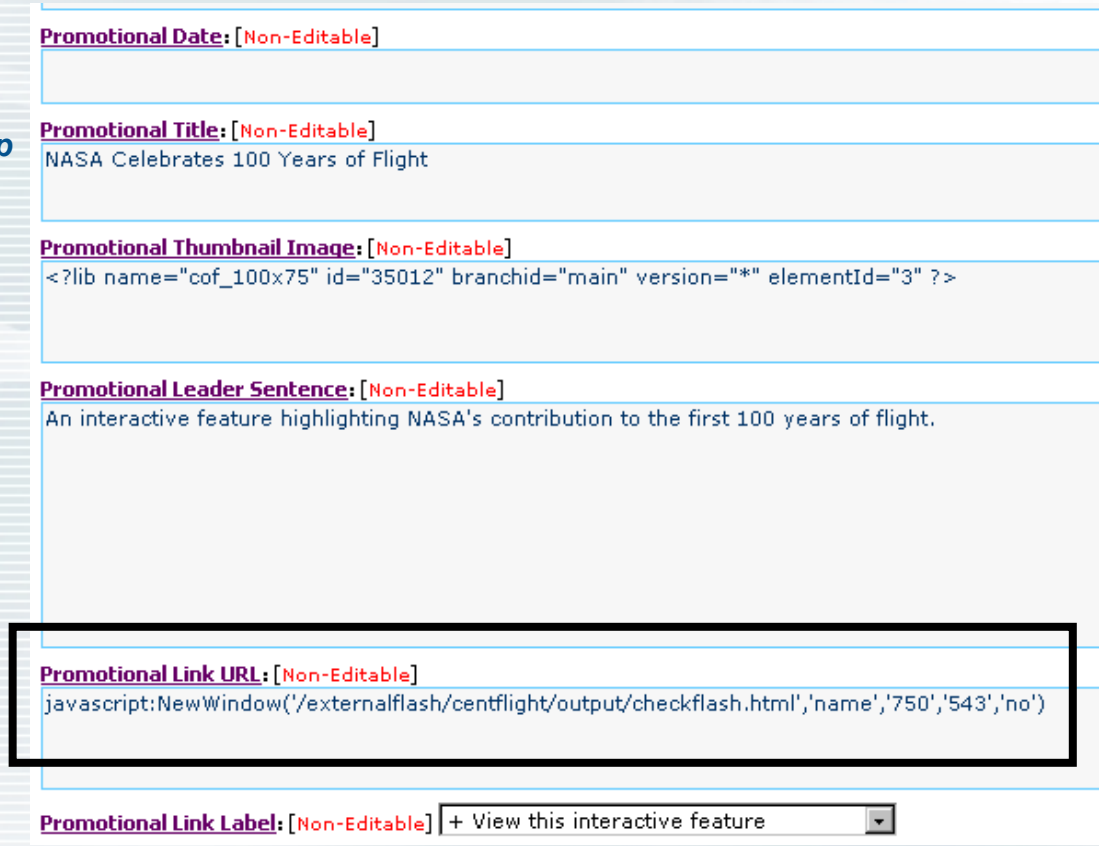
External (Complex) Flash Assets

- External Flash assets
  - Are typically a bundle of one or more files.
  - Are developed outside the CMS, “zipped” from the topmost directory, then uploaded into the CMS Library as a single “zip” file.
  - Cannot be previewed within the CMS.
  - Must be published (*i.e.* unzipped) using a special Publish Workflow before the Flash asset can be referenced in a CMS document.

External (Complex) Flash Assets

Steps for Creating an External Flash

- Assemble all the required elements on your Desktop in the required directory structure. Test the Flash! The entire Flash should work as a stand-alone on your Desktop before you upload it into the CMS.
- Give the topmost directory a descriptive name, e.g., *soyus_photo_gallery*.
- Zip the files from the topmost directory and name the zip archive with the same name, e.g., *soyus_photo_gallery.zip*
- Upload the zip file into the CMS Library Category:
  Root > NASARoot(Production) > Content > externalflash
- Apply the *Unzip Flash Files Workflow* to publish (unzip) the files onto the Staging/Production server. The files get unzipped within the external flash folder under the docroot.
  NOTE: Only designated content creators have access to use this Workflow. If you need to create external flash modules, please request access.
- Once the Flash is published, create a document asset, using only the Promotional attributes of the Authoring template. Embed the Flash into the Promotional Link URL field. The embed must start with: javascript:NewWindow('/externalflash/...



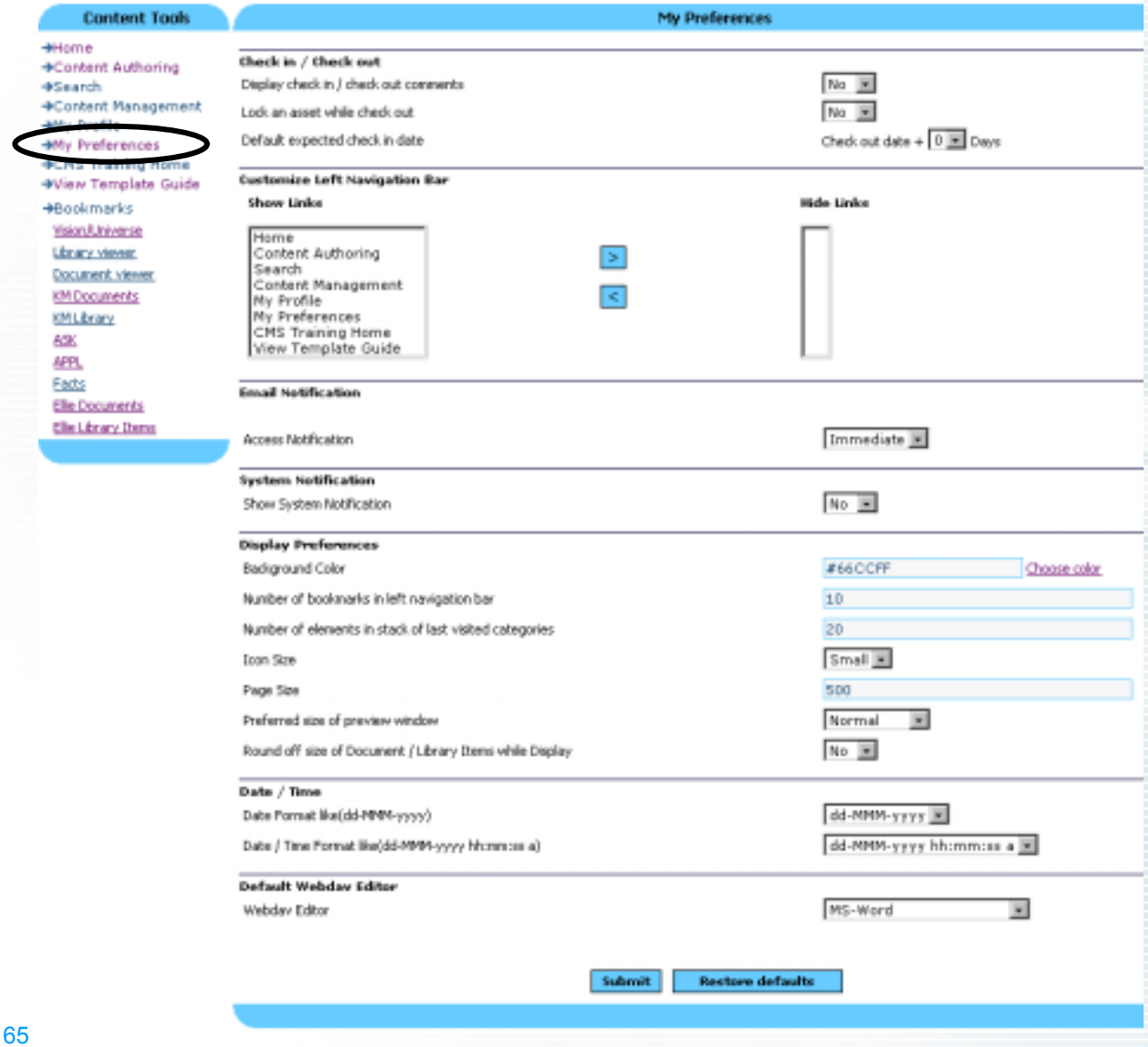
Appendix

Portal Publishers Support Site

- Publishing Resources
- Portal Documentation and Tools
- Editorial and Production Standards and Guidelines
- Portal Project Links
- Affinity Kit
- Contact Info
- Portal News
- FAQ

http://www.hq.nasa.gov/pao/portal/

Set Preferences (General)



- Click *My Preferences* under *Content Tools* in the CMS left navigation to modify your general CMS preferences.
- Remember to click *Submit* to save your changes. You may also use the *Restore Defaults* button.

Set View Preferences

Viewing Preferences-Library Viewer (All Assets)

Filter Options

Select library type:

file
Flash
image
link
XSL-Include

View Columns

Show Columns

Size
Parent Branch
Locked by
Checked out by

Sorting Option

Columns:

Order:

Thumbnail View:

Columns in each ro

Save permanently

Viewing Preferences-Document Viewer (All Assets)

Filter Options

Clear Filters

Select document type:

Xml
Xsl
Document
Document Template
Html

Asset Name like:

View Columns

Show Columns

Hide Columns

Type
Checked out by

Order:

Descending

Save permanently

Save for this session

Click the Set View Preferences icon ( ) in both the Document Item Viewer and the Library Item Viewer to set view and sorting preferences for the pop-up windows that appear when embedding a library item or document. You must set View Preferences for both the Document Item Viewer and the Library Item Viewer separately. Remember to *Save permanently* or *Save for this session*.

Set View Preferences *(cont'd)*

eTouch Digital Asset Management

Welcome Ellie Trevarthen | Document | Locale: English(United States)

Content Authoring > Documents > Root > NASARoot(Production) > Content > vision > universe > features

Content Tools

- Home
- Content Authoring
  - Documents
  - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
  - test bookmark
  - Vision/Universe
  - Library
  - Docu
  - KM Do
  - KM Lib
  - ASK
  - APPL
  - Facts
  - Ellie Documents
  - More...

Document Item Viewer: All Assets

View mode: All Assets
- My Assets
- My Check outs
- All Assets
- History (all versions
- Current versions

Perform Ac

Category: Root > NASARoot(Production) > Content > vision > universe > features

Last Visited Categories

Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked out by	
features	16.656	main			01-Apr-2004 10:45:41 AM		90
26mar_einstein	25.649	main			01-Apr-2004 10:39:19 AM		2
universe_bannertext	9.189	main			19-Mar-2004 07:23:54 PM		3
spitzer-030804	12.613	main			08-Mar-2004 01:11:08 PM		7
universe_bannertext2	9.161	main			02-Mar-2004 06:19:15 PM		2
make_3D	20.69	main			02-Mar-2004 04:25:54 PM		12
shortcut_stardust	7.77	main			31-Dec-2003 11:30:49 AM		1
shortcut_mer	7.798	main			31-Dec-2003 11:20:12 AM		2
INT_Aurora	7.798	main			03-Dec-2003 12:41:54 PM		4
banner_flash_MER-landing	1.153	main			02-Dec-2003 12:48:16 PM		1

For maximum flexibility you must set preferences individually for the various *View modes*: My Assets, My Checkouts, All Assets, etc.

CMS Icon Reference

- Advanced Search
- Alert
- Asset Reference (Manual Collection)
- Authoring Template
- Bookmarks
- Branch
- Bulk Upload
- Check In
- Check Out
- Close Popup Window
- Content Category
- Copy
- Create Category
- Create Label (Tag)
- Create New Asset
- Delete
- Difference
- Document
- Download
- Draft
- Edit
- Edit Category
- Error
- Help
- Hyperlink
- Information
- Logout
- Manual Task
- Manual Task Preferences
- Merge
- Move
- New asset (not yet versioned)
- Notes
- Open Document Viewer
- Open Library Viewer
- Pipeline
- Presentation Template
- Preview
- Refresh Page
- Rule
- Schedulable Task Preferences
- Scheduled Tasks
- Search
- Search Agent (Dynamic Collection)
- Undo Checkout
- User
- User Access Profile
- User Access Validity Dates
- User Preferences
- Version
- View Audit Trail
- Warning
- Workflow
- Workitem
- Workitem Preferences