Introduction

About Web Press

Web Press is the web content management system for Missouri State University. It allows University unit content providers to update their web content without worrying about the technical details of editing web sites.

Staged Solution

Web Press is a staged solution, which means you can edit your web site in a protected location before publishing the changes for everyone to see. When you edit your site in Web Press, it will not affect your live web site until you approve and publish the changes.

Workflow Enabled

Built-in workflow features provide an approval process for content changes. Authors can create, edit, and read Web Press content. Editors can create, read, edit, approve, and publish Web Press content. Visitors can read Web Press content. Only users within these groups can access Web Press content prior to it being published to the live web site.

Managed Content

The content placed in Web Press is "managed," which means Web Press helps take care of your information. For example, if web page "A" links to web page "B", Web Press will make sure the link always points to the correct location—even if the web page "B" is moved. Web Press will also remove the link to web page "B" if it is deleted.

Another benefit of managed content is that web sites can share information. For example, an author or editor can pull an academic policy into their department web page. When the academic policy is updated, the department page is automatically updated as well. This allows the department to display needed information without having to maintain the content.

Pages

Most web developers think of a page as the finished web page that displays in the web browser. Web Press takes this concept to a new level—a "page" in Web Press is a *piece of information on a web page*. Every page that is created must be connected to a page that already exists.
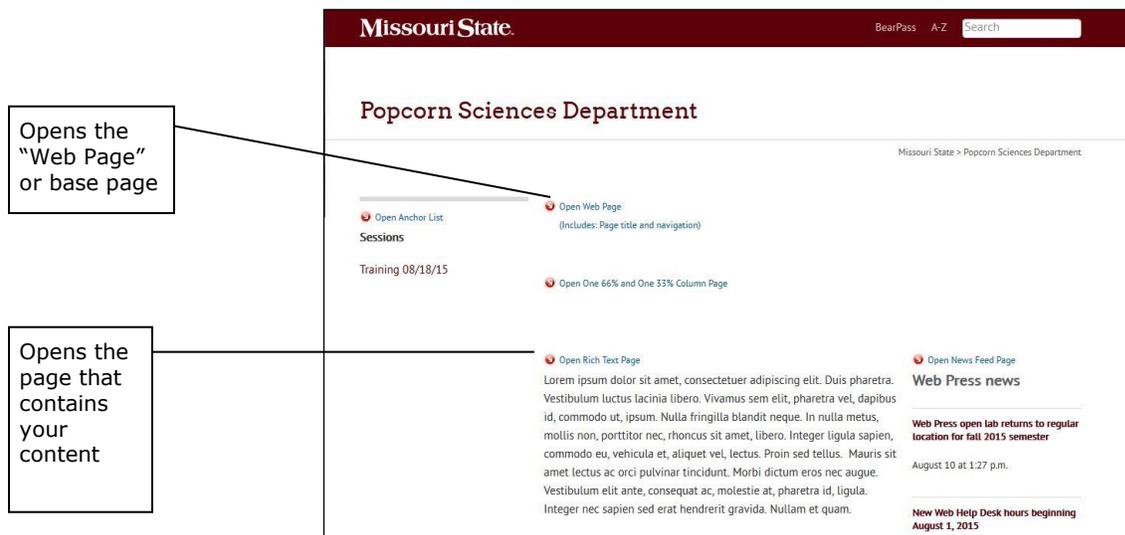
Accessing Web Press

To access Web Press, visit https://webpress.missouristate.edu. Click the **Log In** link in the navigation bar. Then enter your SGF or WP BearPass login and password to enter the system.

Editing Your Web Site

Web Press allows multiple people to edit a website; however, only one person can edit a specific Web Press page at a time. Each time a user opens a page, that page is locked in draft status to that user. The user must close the page to release it for others to edit.

Modify an Existing Page

1. Navigate to the desired page. Click the page's **Open <page type> Page** dot to open the page.
   The page will open and show the editing options.
2. Click the dot next to the item you would like to edit to access the desired content area.
3. Make your content changes and click the **Save** or **OK** button.
4. Click the **Close Page** dot when finished with edits.

Editing Freeform Content

When you edit a freeform (Rich Text) content area, it opens in a new editor window. Within this editor, you can format your page, make links, and paste content from Word. The following diagram explains the common functions of the toolbar.
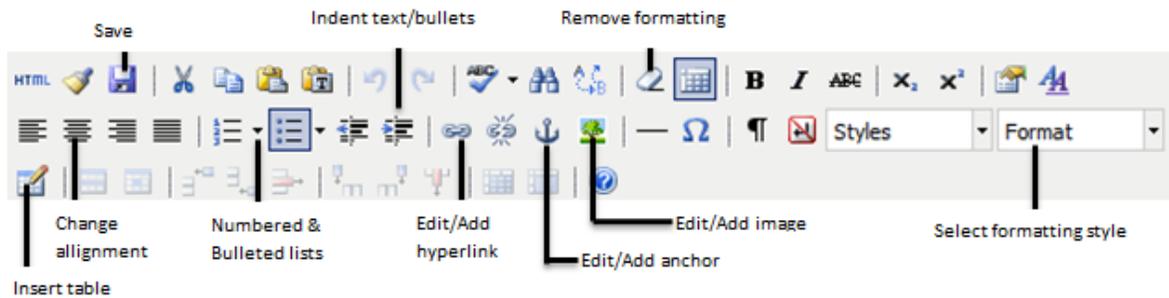

Adding New Pages

Every foundation page (i.e., Web Page) on your website needs to be connected to an anchor list page. When it is connected to an anchor list it can be referenced from many other places.

Create a New Web Page

1. Navigate to the desired page. Click the page's **Open Anchor List Page** dot to open the page.
2. Click the **Edit Link Properties** dot next to the empty link (NewLink) you would like to connect to a new page. The *Edit Link Element* window appears.
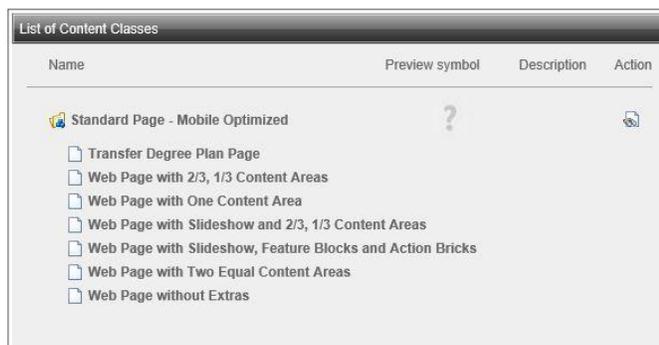
3. Enter a name you would like to appear in the navigation bar in the **Link name** box then click the **Create and Connect Page** option.
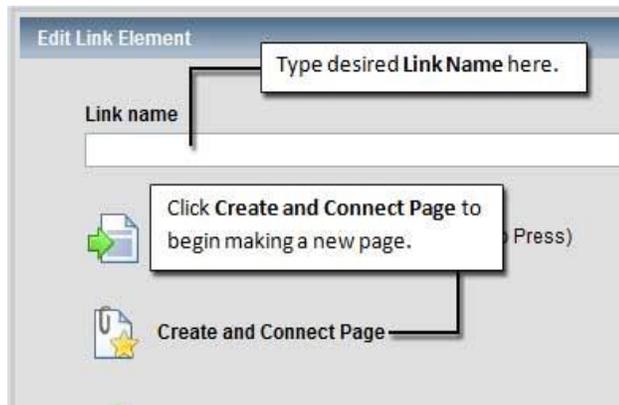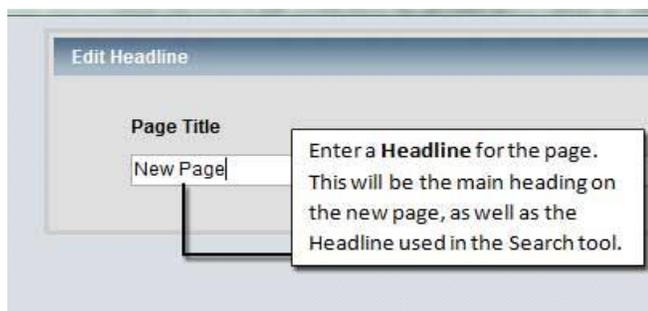

The list of content class groups appears.

4. Click the content class, or page layout style, you would like to use for your new page.
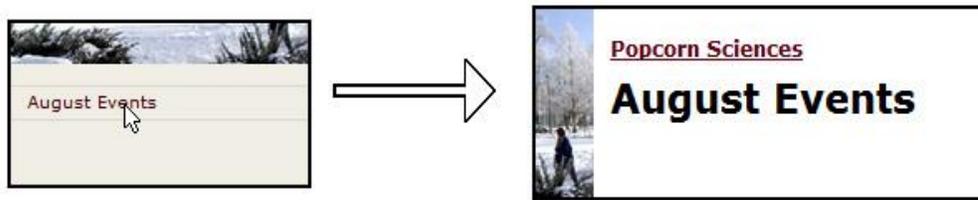

The *Edit Headline* window appears.

Enter a headline for the new page, which will appear as the main heading on the new page.

If possible, name the headline the same as the link name from step two above. Click the **OK** button. The web page displays the new link, which can be used to access and edit the new page.

Create a New "Content" Page

1. Navigate to the desired page. Click the page's **Open <page type> Column Page** dot to open the page.
2. Click the dot where you would like to include new Web Press page content. The label reads **Edit column contents**.

3. Click the **Create and Connect Page** option.

The list of content class groups appears.

4. Click the content class, or page style, you would like to use for your new page. The most frequently used page style is the **Rich Text Block** in the **Basic Content** group.

The *Edit Headline* window appears.

5. Enter a headline for the new page. The headline does not display on the web page, and it should begin with unit name and end with the page name, e.g. **Web and New Media Introduction - Content**.
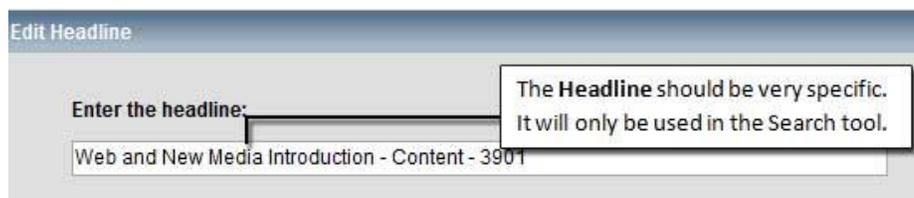

Click the **OK** button.

Using Navigation and Anchor Lists

Linking your page to other content can be done in many different ways within Web Press:

- Link to pages within Web Press
  Web Press allows you to reference pages that are already within the system. These are called "managed links" because these links will be monitored by Web Press and updated or removed when necessary.

- Link to external web address
  Web Press also allows you to connect to external web addresses (for content not stored within Web Press). This option should only be used after you have verified that the content is not within Web Press.
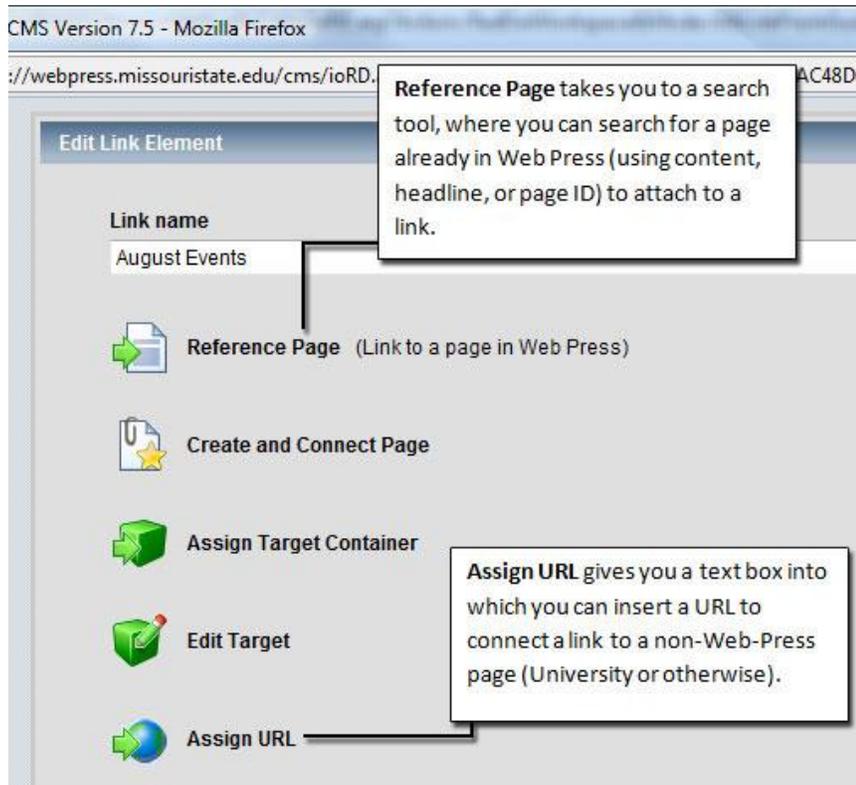
Add Additional Empty Links

1. Navigate to where the new page will be linked. Open the **Anchor List** (or **Hidden Links**) page.
   The page opens and shows editing options.
2. Click any **Edit Link Properties** dot next to a navigation link.
   The *Edit Link Element* window appears.
3. Click the **Expand Dynamic Link** option.
   The *Expand Dynamic Link* window appears.
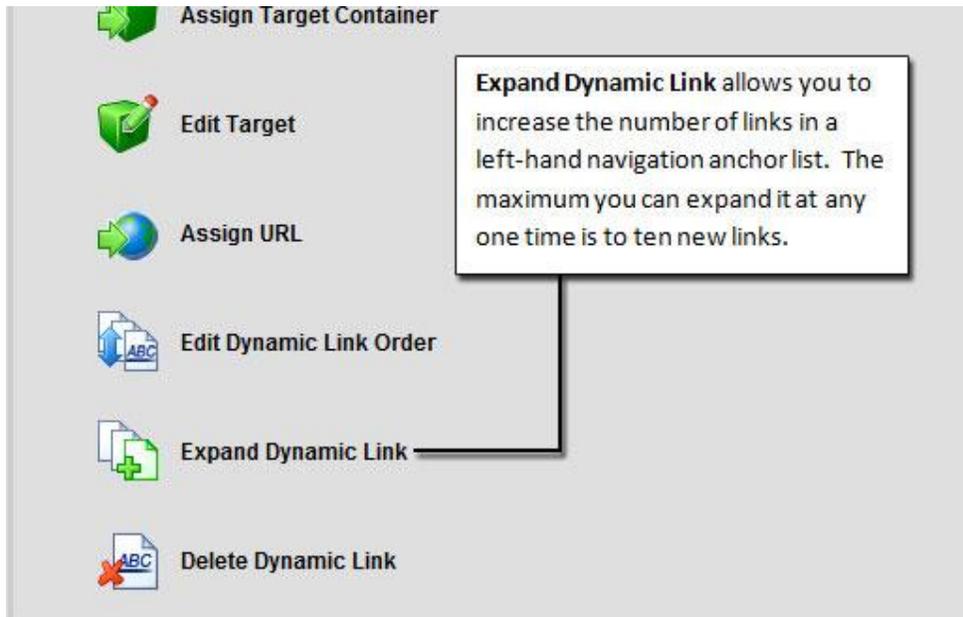
4. Enter the number of additional dynamic links to add and select **Do not create link names** in the Assignment of link name section. Click the **OK** button.
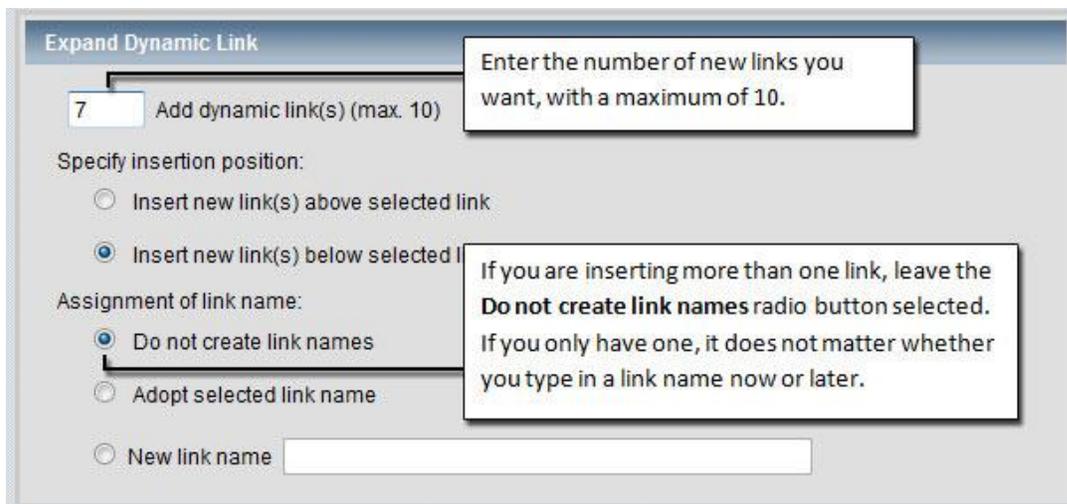
One or more new links—titled *NewLink*—appear in the navigation bar.

The new links display with a heading of NewLink when the foundation page is open.

● **Edit Group Heading**

● **Edit Link Properties**
August Events

● **Edit Link Properties**
NewLink

● **Edit Link Properties**
NewLink

● **Edit Link Properties**
NewLink

● **Edit Link Properties**
NewLink

● **Edit Link Properties**
NewLink

● **Edit Link Properties**
NewLink

● **Edit Link Properties**
NewLink

August Events

The links will not show up on the live site or an unopened foundation page in Web Press until there is a page connected to them. If the first link in a list is unconnected, the entire list will disappear. Thus, it is usually best to insert the links below the original link.

Link to External Pages outside Web Press
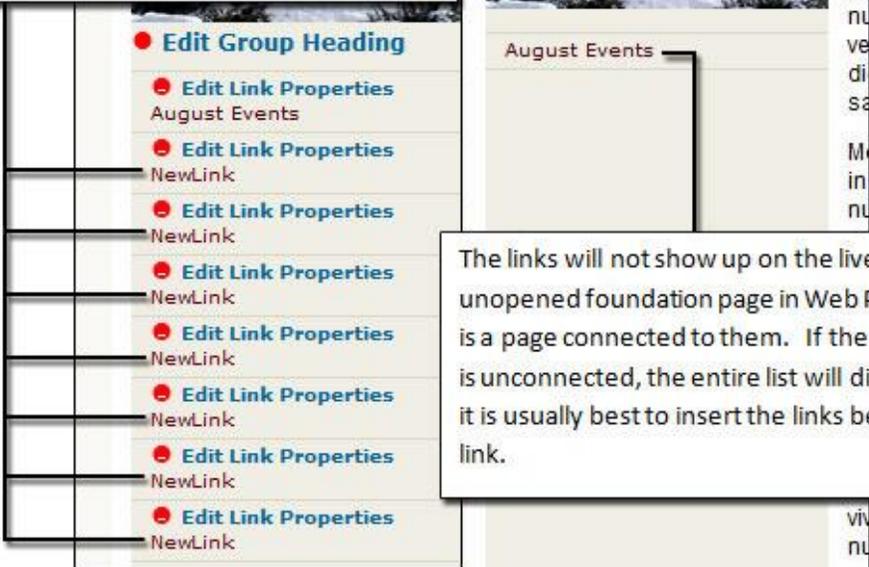
1. Navigate to the page that contains the link to be edited. Open the **Anchor List** (or **Hidden Links**) page. The page opens and shows editing options.
2. Click the **Edit Link Properties** dot.
   The *Edit Link Element* window appears.
3. Click the **Assign URL** option.
   The *Assign URL* window appears.

Assign URL

4. Enter the web address (including the "http://" portion) for the page you wish to link to. Click the **OK** button.
   The link is set to point to that web address.

Assign URL

URL http://en.wikipedia.org

Link to Web Pages within Web Press

1. Navigate to the page that contains the link to be edited. Open the **Anchor List** page.
   The page opens and shows editing options.
2. Click the **Edit Link Properties** dot.
   The *Edit Link Element* window appears.
3. Click the **Reference Page** option.
   The search window appears.

4. Enter the search criteria for the page you wish to link to, and then click the **Start** button.
   A window showing all of the matches appears.
5. Use the **Preview** link to find the content you would like to include. Once you have found the correct page, click the name of the page to which you would like the link to point.
   The link is set to point to this page.

Remove a Link

1. Navigate to where the content will be discontinued. Open the **Anchor List** page.
   The page opens and shows editing options.
2. Click the **Edit Link Properties** dot.
   The *Edit Link Element* window appears.
3. Select the **Disconnect Following Page** or **Delete Reference** option.
   A warning window appears.
4. Click the **Yes** button.
   The link is removed.

Reusing Existing Content

Web Press allows you to search for other content within Web Press and include it within your pages by using the **Connect Existing Page** option. Use this feature with content areas.

Include Content from Other Pages

1. Navigate to where the content will be included. Open the **Column/Row** page.
   The page opens and shows editing options.
2. Click the **Edit column contents** dot.
   The *Edit Link Element* window appears.
3. Click the **Connect Existing Page** option.
   The search window appears.
4. Enter the search criteria for the page you wish to include, and then click the **Start** button.
   A window showing all of the matches appears.
5. Use the **Preview** link to find the content you would like to include. Once you have found the correct page, click the name of the page you would like to include in your content area.
   The page content is included in your page.

Remove Content from Other Pages

1. Navigate to where the content will be discontinued. Open the **Column/Row** page.
   The page opens and shows editing options.
2. Click the **Edit column contents** dot.
   The *Edit Link Element* window appears.
3. Click the **Remove Items from List** option.
   A window showing all pages connected to this content area is displayed.
4. Place a check mark next to the page(s) to be disconnected. Click the **OK** button.
   The included content is removed.

Finishing Your Changes

When you are editing your web pages, the pages are locked in draft status and cannot be seen by other users within Web Press. You must submit your changes to workflow before others can see the pages. The pages must then be released to be published or for another person to make changes to the page.

Submit Changes to Workflow

1. Click the **Homepage** button in the Web Press navigation bar.
   The *Web Content Management* homepage appears.
2. Review the *Pages Saved as Draft* section and locate pages that are ready to be reviewed by editors.
1. **Right click** on a page.
   A menu appears showing the available options for the page.
2. Select the **Submit to Workflow** option.
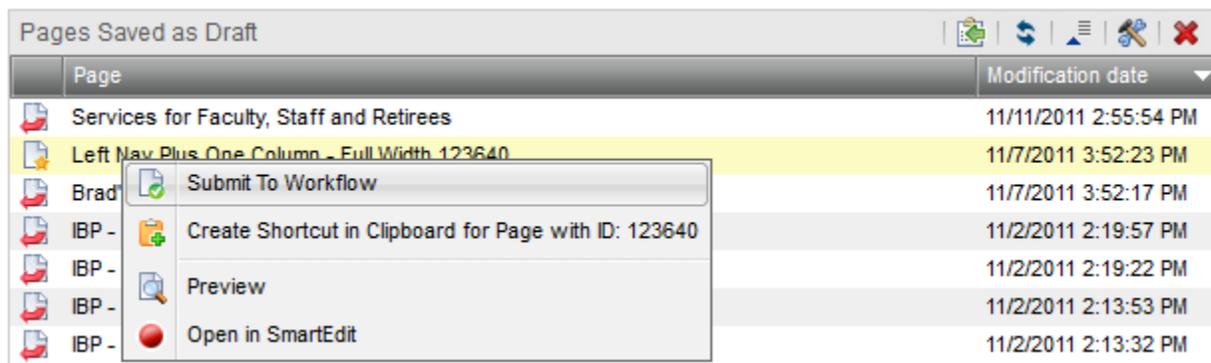
When submitted to workflow, the page disappears from the *Pages Saved as Draft* section.

Release a Page for Publishing

3. Click the **Homepage** button in the Web Press navigation bar.
   The *Web Content Management* homepage appears.
4. If the page was recently submitted to the workflow and does not show up in the Pages Waiting for Release section, hit the refresh icon

5. Review the *Pages Waiting for Release* section and locate pages that are ready to be released for publishing.
6. Right click on a page
   a menu appears showing the available options for the page.

7. Select the **Release** option.
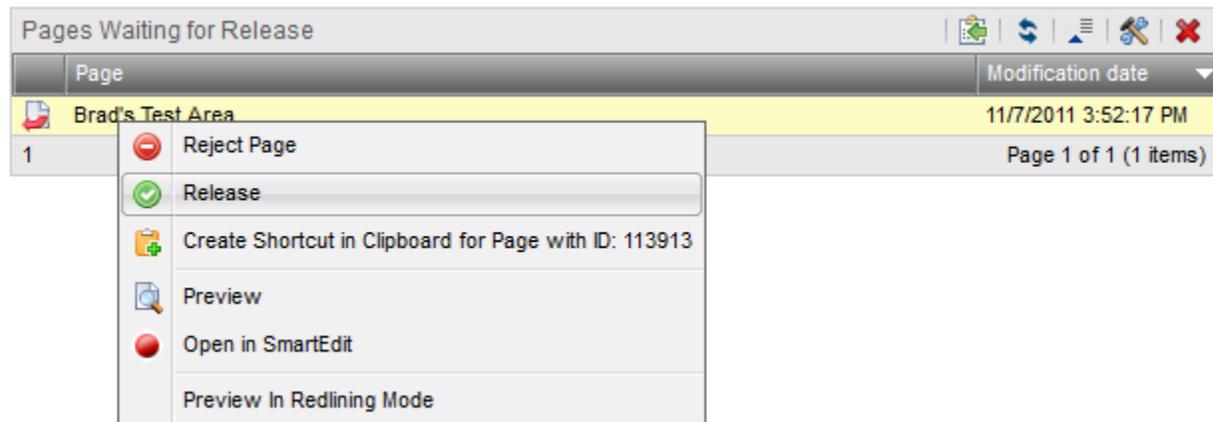
When released, the page disappears from the *Pages Waiting for Release* section. Publishing begins, and the updated page appears on the live web site within a few minutes.

Support

Web Press has many features not covered in this document. For more information, please use one of the methods below.

When in SmartEdit, Web Press includes a link on the navigation bar called **Help** that will connect you to all of the support documents for the web content management system.

The Web and New Media Department also offers a Web Help Desk to assist campus web developers. Contact the Web Help Desk in the following ways:

- By email to webpress@missouristate.edu
- By phone to (417) 836–5271
- During weekly open lab hours—see https://webpress.missouristate.edu/helpdesk.htm for schedule and location