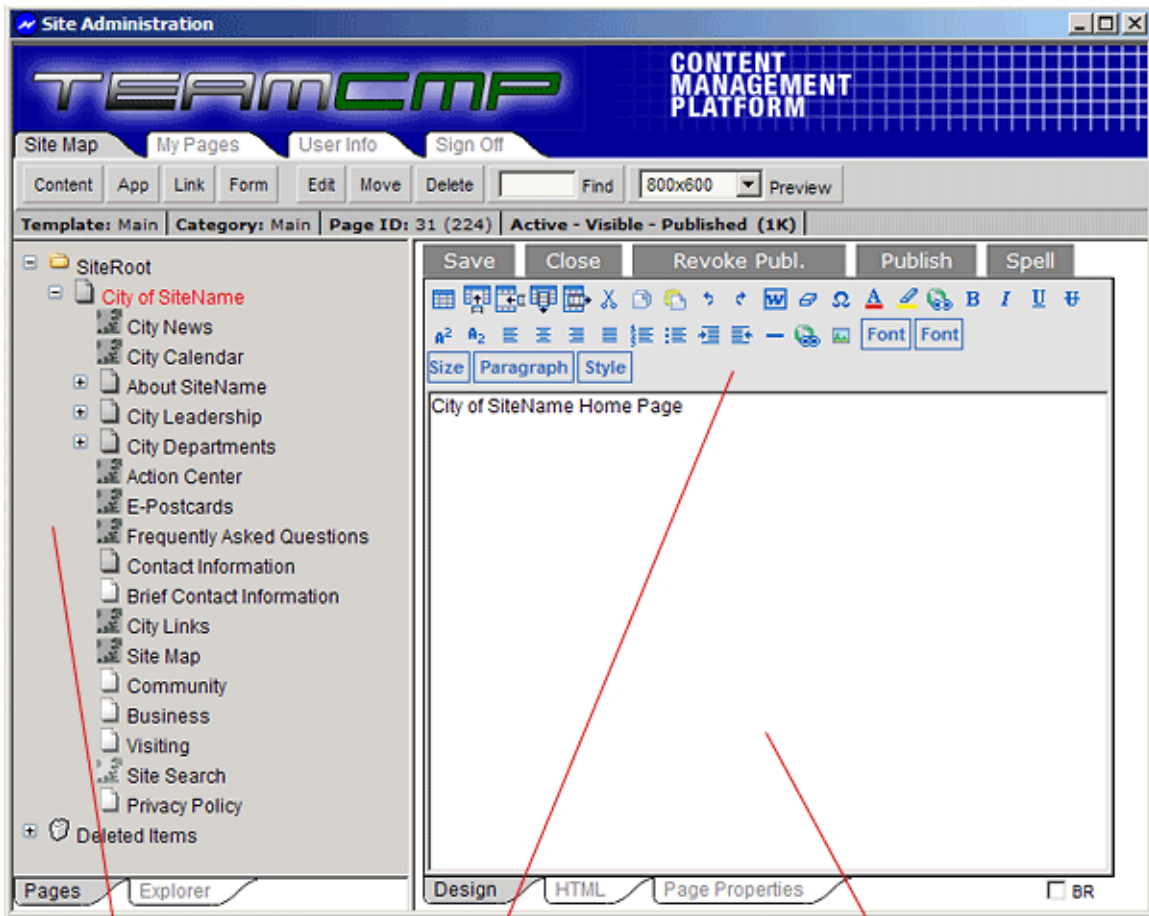# Quick Reference

Site Map   Editor Toolbar   Content Window

Introduction

The image above shows the basic screen layout for TeamCMP. Along the top are the primary **navigation tabs**, which allow you to access some of the high-level functions of TeamCMP. Below that is the **main toolbar**, which provides you with buttons for the main page-level functions such as creating new pages, moving and deleting pages, and previewing your work. Below that is the **status bar** which displays useful information about the currently selected page.

Next, on the left-hand side is the **Site Map**. The Site Map is a representation of all of the pages and applications on the site in a hierarchical tree similar to Microsoft Windows Explorer. This section has two tabs on the bottom allowing you to switch between the Site Map and the Explorer view, which allows you to view and manage images or documents in folders.

On the right side is the **Editor Window**, where you can edit content in a page. The top of the Editor Window is the **Editor Toolbar**, which provides buttons for the tasks you might need to perform while editing text, much like those in a word processing application such as Microsoft Word. Below the toolbar is the **Content Window** which is where text is entered to be displayed on the page. At the bottom of this window are three tabs: Design, HTML and Page Properties. The **Design tab** allows you to see and edit text as it will appear on the site. The **HTML tab** allows you to view your content in its native HTML format. The **Page Properties** tab allows you to edit certain aspects of a page, such as its title, the template it uses, its publication date, etc.

Site Map

The Site Map is where you actually manage the pages on the site. From here you can add, delete, rearrange and edit pages. A few things to note about the Site Map:
- The currently selected page will be shown in red on the Site Map.
- Clicking only once on a page will select it and display its content in the content window.
- Double-clicking on a page will put it into edit mode.
- You can right-click on a page to get a list of functions that you can perform on that page.
- The different icons in the Site Map can tell you several things about a page at a glance:
  - If the icon is grey the page is visible; if it is white the page is hidden.
  - Content pages have an icon that looks like a sheet of paper.
  - Applications have an icon that resembles two gears working together.
  - Navigation links have an icon that look like a chain link.
  - Online form pages have an icon that resembles an online form.

Editor

The editor is where you will make your changes to the text on a page. You can format the text using fonts and colors, add tables for layout control, insert images and hyperlinks and much more from within this tool. A few things to note about the editor:
- If you want to do something to only a certain part of the text rather than the whole page, highlight it first by clicking and dragging with your mouse.
- You can hover your mouse cursor over any of the buttons on the toolbar for a short explanation of its purpose.
- You can right-click in the editor window for a list of functions you can perform on that page or object.

Common Tasks

1. **Edit a page**
   To edit a page, double-click on it in the Site Map or right-click on it and choose "Edit" from the resulting menu. You can also click on it once (to highlight it red) and then click the "Edit" button in the toolbar above.

2. **Create a new page**
   To create a new page, click on the "Content" button on the toolbar. The new page will be created "underneath" the currently selected page. To create a new page "after" the currently selected page (at the same level) use the right mouse button to click the "Content" button on the toolbar.

3. **Create/Edit application data**
   To enter or update data in any of the applications such as News, Calendar, Links, etc., simply click once on the page in the Site Map to select it. That will bring up the administrative screen in the content window where you can enter a new item. To edit existing items, click on the "edit" button associated with the item you wish to edit.

4. **Insert/Update a hyperlink**
   To insert a hyperlink in a content page, click on the Insert/Update Link button on the editor toolbar. Select the type of link you want to create by clicking on the appropriate tab along the top of the dialog. To create a link to an internal page, use the tree on the "Internal" tab to find the page you want to link to, and then double click on the page. To create a link to an image or a document, click on the appropriate tab and then either select the file from the list or use the "Browse" and "Upload" buttons to upload a new file or image. To edit an existing link, double-click on the link in the editor window.

5. **Insert/Update an image**
   To insert an image in a content page, click on the Insert/Update Image button on the editor toolbar. Double-click the image you want to insert from the tree on the "Insert Image" tab, or click "Browse" and then "Upload" to upload an image from your computer. Fill in the other fields on the "Properties" tab as appropriate. To edit an existing image, double-click on the image in the editor window.

6. **Rearrange pages**
   To change the order or hierarchy of pages right-click on the page you wish to move in the site map and select "Move" from the resulting menu (or select the page you wish to move and then click "Move" on the toolbar). In the right-hand pane find the page you want to move the selected page near, and click on one of the arrows to the right that indicates where you would like to place the selected page – before, after, or under. You can move other pages while still in the Move utility, then click "Finished" when you are done. The changes should be reflected on the Site Map to the left.

7. **Hide a page**
   Right-click on the page you want to hide in the Site Map and select "hide" from the resulting menu. Alternatively, you can check the "hidden" box on the Page Properties tab and then click "save".

8. **Delete a page**
   Right-click on the page you want to delete in the Site Map and select "delete" from the resulting menu. Alternatively you can select the page you want to delete in the Site Map and then click the "Delete" button on the toolbar.

Tips

- **Double-spacing vs. Single-spacing**
  By default, hitting ENTER in the editor causes a new paragraph to be created, which results in "double spacing". To enter a line break without a new paragraph, press Shift-ENTER. To change ENTER to make a single space by default, check the BR box in the lower right of the editor window.

- **Changes not showing up?**
  If the changes you made aren't showing up on the website, try clearing the server cache by pressing CTRL-0 (zero) while viewing the site. Also, try clearing your browser's cache by selecting Internet Options from the Tools menu in Internet Explorer, and then clicking the "Delete Files" button.

Support

<div style="border:1px solid black; text-align:center">

For technical support email
websupport@teamingenuity.com

</div>

If your problem or question is urgent or if you can't use email you can contact one of the following people:

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