Ingenuity

TeamCMP User's Guide

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ACCESSING THE TEAMCMP EDITOR

TeamCMP can be accessed in two ways. The most common way is to view your website in your web browser, browse to the page you wish to edit and then press CTRL-U on your keyboard. The second method is to browse to your website with "/cmpedit" appended to the end of the address. For example, if your website can be found at http://www.mywebsite.com, then you would go to http://www.mywebsite.com/cmpedit to reach the TeamCMP login screen. Either of these methods will take you to the TeamCMP login screen.

Now type your user name and password and click Log In. This will bring you to the CMP editor:
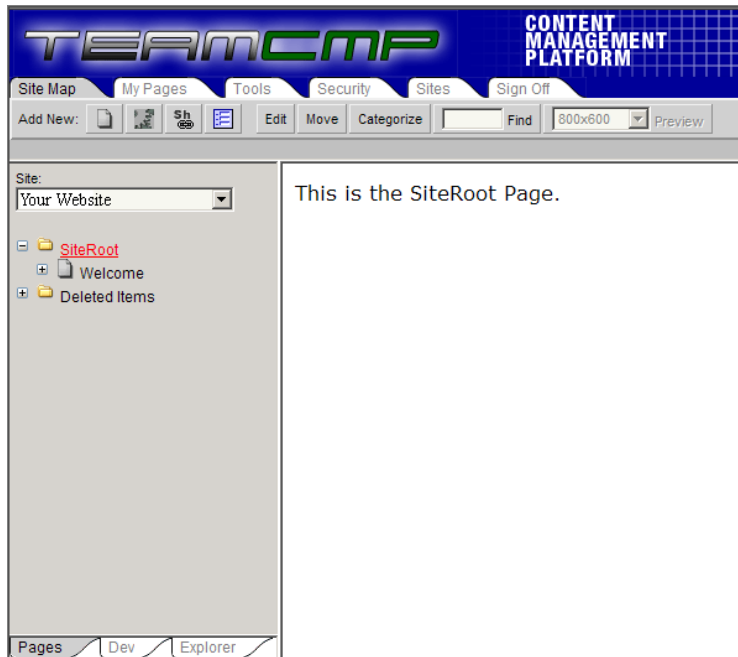
CONTENT

Content refers to static information on web pages not stored in a TeamCMP application. You can think of a content page as just a document – it can contain text, images, etc., but will always be displayed just as you've entered it. For example, a content page may include your organization's history, or a map with directions on how to locate your office. Content—when first created and saved—is tagged "In Progress." Once the page holding the content is published, that content's status changes to "Published." Only *published* content is visible on the website.

CREATING A NEW CONTENT PAGE

To create a new page, click on the [ ] button on the toolbar with the left mouse button. The new page will be created "underneath" the currently selected page. For example, if the "SiteRoot" is selected, your new page will sit at the top level of the website, although you can always move a page within the site hierarchy. 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.

To edit an existing content page, double-click it in the Site Map navigation tree on the left-hand side of the screen. Then, click the [Edit] button in the (Site Map's) menu bar.

Tip!

Note: If a page is already checked out by another user, you will be notified as such and be unable to make any revisions. Also, if you lack administrative privileges to create or edit content, you will be unable to do so. Check with your TeamCMP system administrator.

The content pane will feature the content Editor, which is composed of the content toolbar, Canvas, and page properties.

Page Properties

The page properties tab is first displayed when creating a new page, and is always accessible by clicking on the "Page Properties" tab at the bottom of the content pane. It is used to set all attributes of the content page.
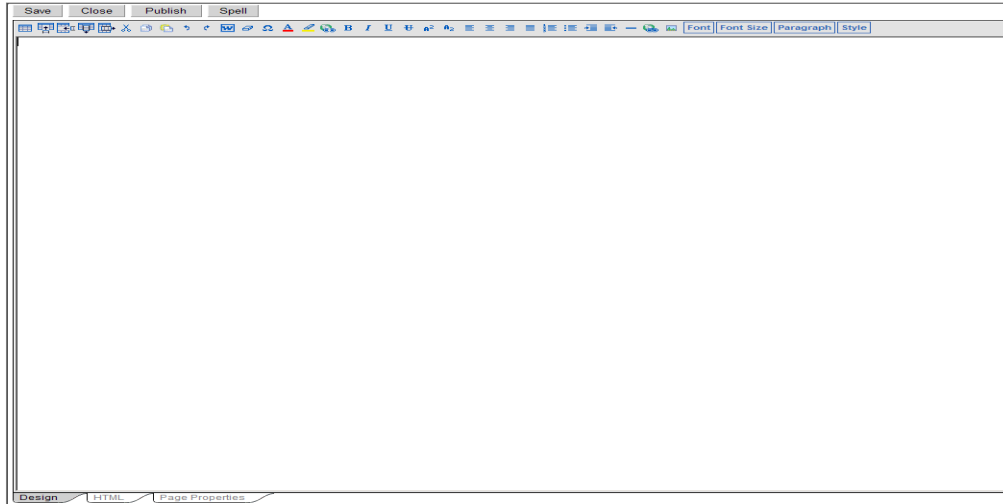

Page Name

Enter an appropriate name for the page. This name will appear in the Site Map.

Extra Information (viewable only when editing)

You can optionally add any other comments or notes about the page.

Design Mode

To access the page's design canvas and toolbar, click the "Design" tab.

The top of the content pane features the content toolbar. Below it is the canvas (the big white space), a WYSIWYG (What You See Is What You Get) HTML editor. Similar to a word processing application, you can use the array of buttons in the toolbar to edit the content you are creating or editing.

> **Tip!**
>
> Tip: The "Enter ↵" key, when used, will start a new paragraph after an empty line. To begin a new line without the added space, hold down the "Shift" key while pressing the "Enter ↵" key.

Toolbar Components

Starting from left to right, top to bottom, the following are some of the toolbar's more commonly-used components (others are listed in *Appendix 1*):

Table Button

Tables are useful for achieving complicated page layout structures. A table is simply a grid, with any number of columns and rows, each cell of which can contain any sort of text, images, or even additional (nested) tables.

To create a new table, position the cursor and click the 🔲 button. The following popup window will emerge:

Create/Edit Table X

Create Table	Edit Table	Edit Row	Edit Cell

Rows: `2`   Columns: `2`

Width: `100` percent ▾   Height: `[  ]` percent ▾

Background Color: `[  ]` Pick

Background Image URL: `[                    ]`

Border Size: `0`   Alignment: `[      ]` ▾

Border Color: `[  ]` Pick

Cell Padding: `0`   Cell Spacing: `0`

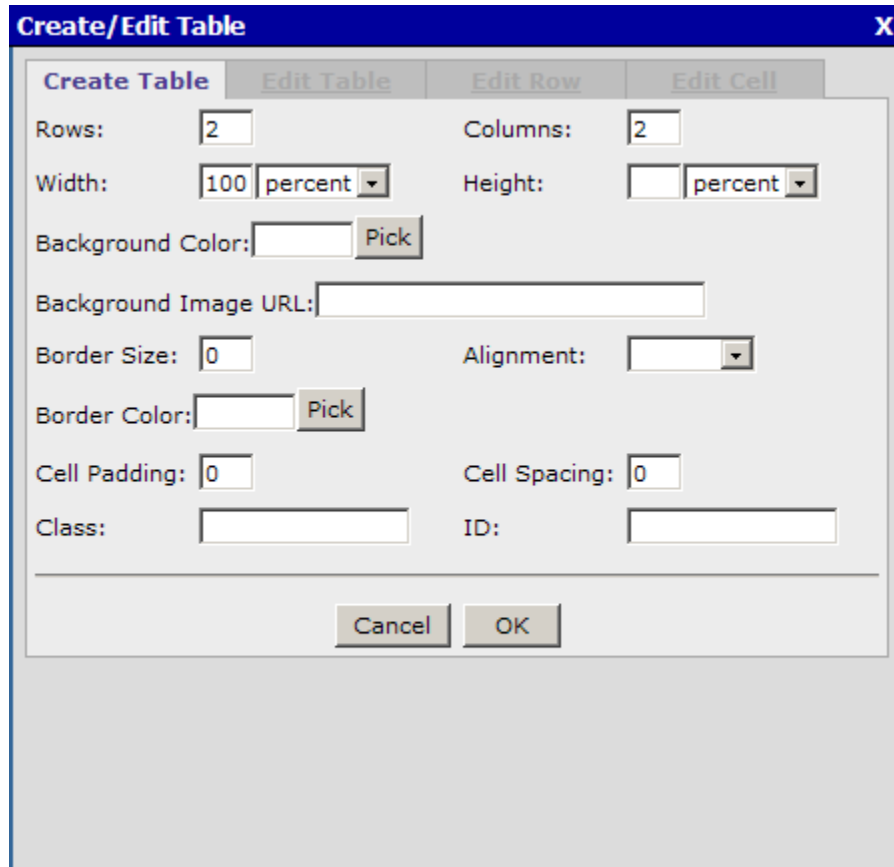Class: `[          ]`   ID: `[          ]`

Cancel   OK

A 2 x 2 table is set by default, but you can set any of the table's attributes in the available fields.   Clicking on the "Pick" for the Background and Border colors expands the menu and allows you to visually select a color, or you may enter it manually if you know the six-character hexadecimal code for the color. To create the table once you have set all the attributes, click "OK." To cancel the table creation, click the "Cancel" button or the "X" in the upper right.

Tip!

Tip: When using tables for page layout functionality, the tables themselves are often "hidden" so that they enforce placement of objects throughout the page without showing their cell lines. This is accomplished by setting a border size of zero (0). However, initially setting the border size to 0 will result in an invisible table from the onset, which makes entering text or graphics into its cells difficult. Therefore, it is recommended to always create tables with a border size of at least 1. Once you have finished filling its cells with content, you can then edit the table and set the border size to 0.

Editing a Table

To edit an existing table, position the cursor anywhere within any of the table's cells, and click the ⊞ button. The following popup window will emerge:

By default, the "Edit Cell" tab is selected, which enables you to edit the current cell where the cursor is positioned. There, you can edit the cell's background color, its background image (expressed as a relative URL path to an image, such as images/background_image.jpg), its width, height, alignment, and whether or not to wrap text. You can also insert or delete a row or column into/from the table.

⚠️ Warning: The "Undo" functionality does not work with respect to table creation or editing, so save your work often.

Alternately, you may alter the whole table itself, by clicking on the "Edit Table" tab, which displays the following:
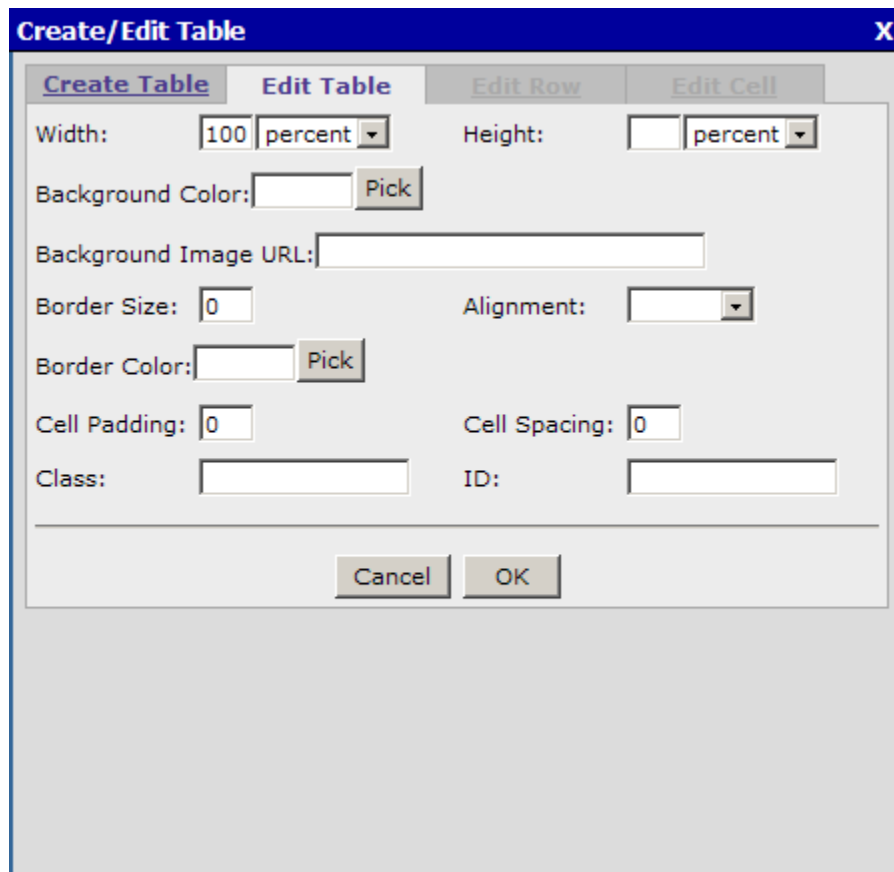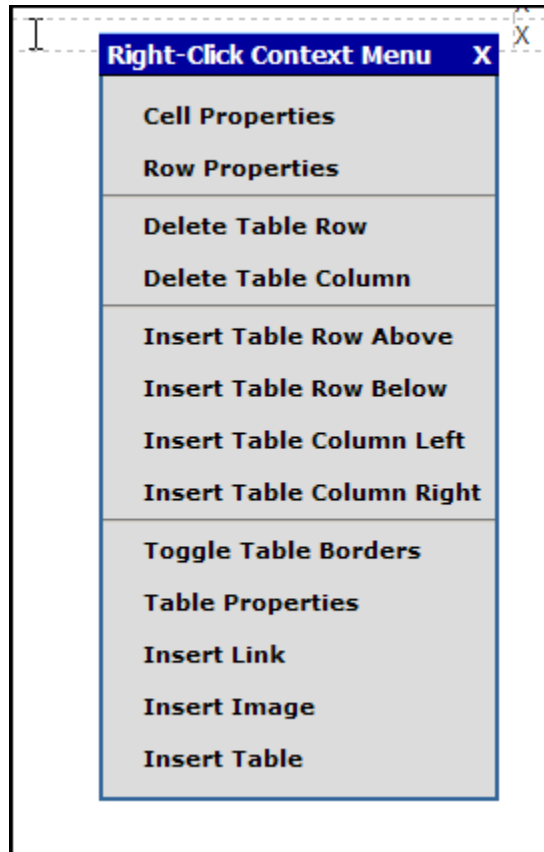
This window features a subset of the "Create Table" tab's functionality, and allows you to manipulate several of the table's properties.

Finally, you can alternatively click on the "Create Table" tab, in order to create a nested table within the one you're currently editing. There is no limit to the number or complexity of tables you can nest in order to achieve sophisticated page layout structures. However, be aware that multiple-nested tables, especially when one or more are invisible (border size of 0), it becomes increasingly difficult to navigate through and manage them.

Right-Click Shortcut Menu

Right-clicking somewhere within the borders of an existing table will produce the following contextual menu:

Right-Click Context Menu   X

Cell Properties

Row Properties

Delete Table Row

Delete Table Column

Insert Table Row Above

Insert Table Row Below

Insert Table Column Left

Insert Table Column Right

Toggle Table Borders

Table Properties

Insert Link

Insert Image

Insert Table

Each of the choices represents a convenient way to access table properties or make common changes (such as inserting rows). See the applicable subsections for additional information about these functions.

Insert / Edit External Link Button

An external link is a hyperlink referencing an external (from your own site) website or page. There are two ways to create such a link: If you have a section of text or an image you wish to act as the link, highlight that text or image, and

click the button. Alternately, if you wish to create a link and have the actual path (another page e.g. www.teamingenuity.com) serve as the link itself, simply click the button.   Either way, the following popup will emerge:
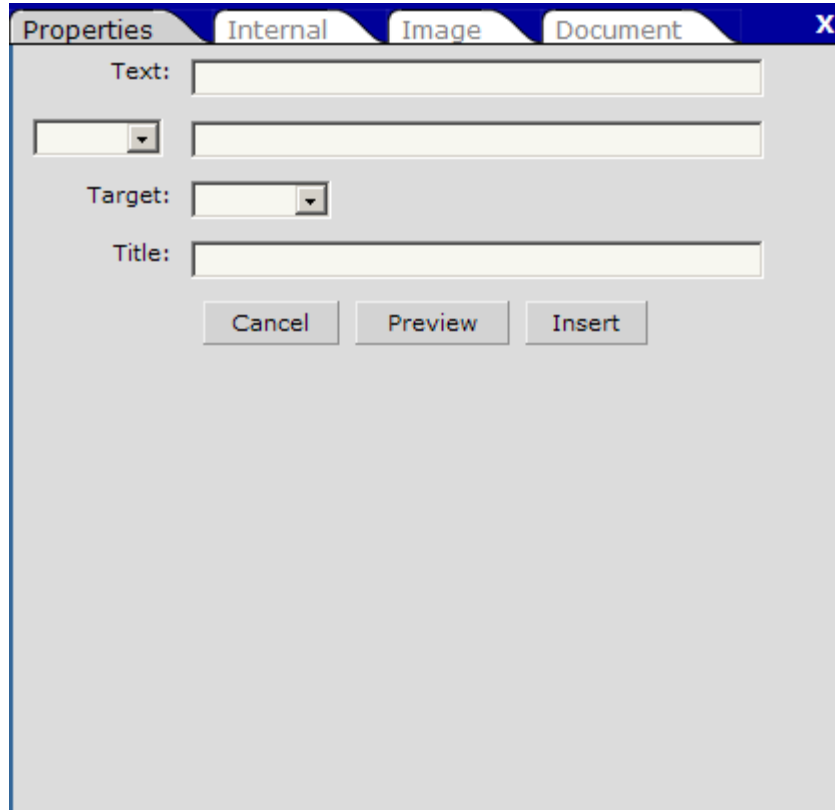
Tip: You may also access the link properties by double-clicking on a link.

The text box to the right of the drop-down is for the link's path. For website addresses, enter the full URL address (without the "http://" prefix). For e-mail addresses, enter the email address (e.g. "joe@domain.com").

Tip: When linking to websites, you can simply copy the entire URL (e.g. http://www.teamingenuity.com) and paste it in the address path, leaving the drop-down empty. If you select "http://" in addition, the path will be incorrect, because there will now be 2 http://'s.

To edit an existing link, position the cursor over the text link (or select the image that is linked). Then, click the 🔗 button, which will enable to you to edit the link's path.

Insert / Edit Internal Link Button

The 🔗 button creates or edits an internal link or page anchor. An internal link is a hyperlink referencing an internal (your own site's) page.

There are two ways to create an internal link: If there's a section of text or an image you wish to act as the link, highlight that text or image, and click the 🔗 button. The following popup will emerge similar to this one:
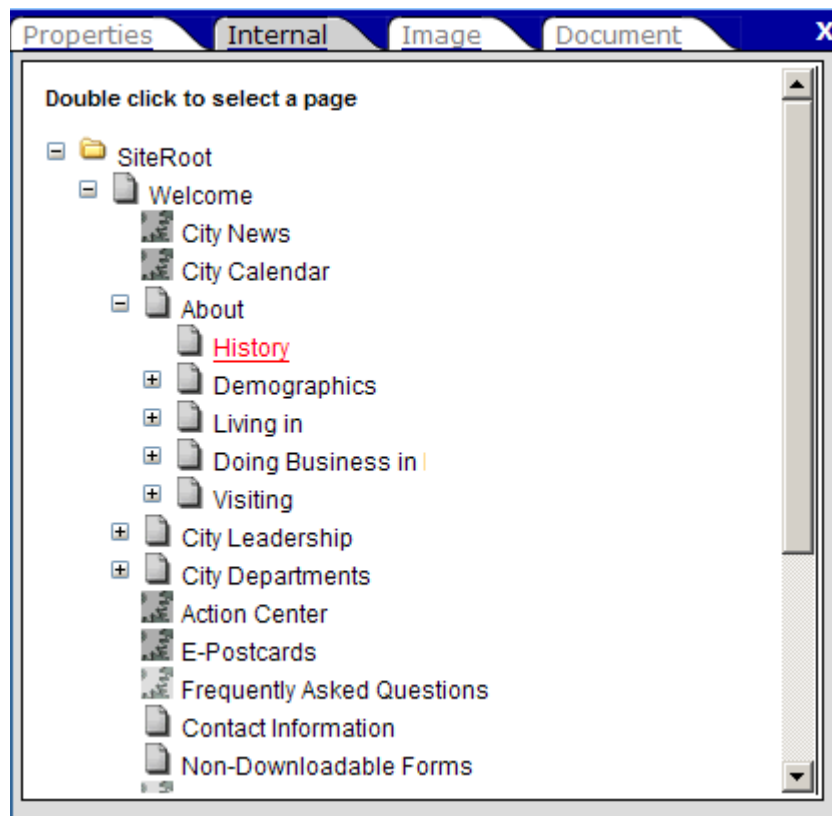
Tip: You may also access the link properties by right-clicking on a link, which will display the edit link menu link:
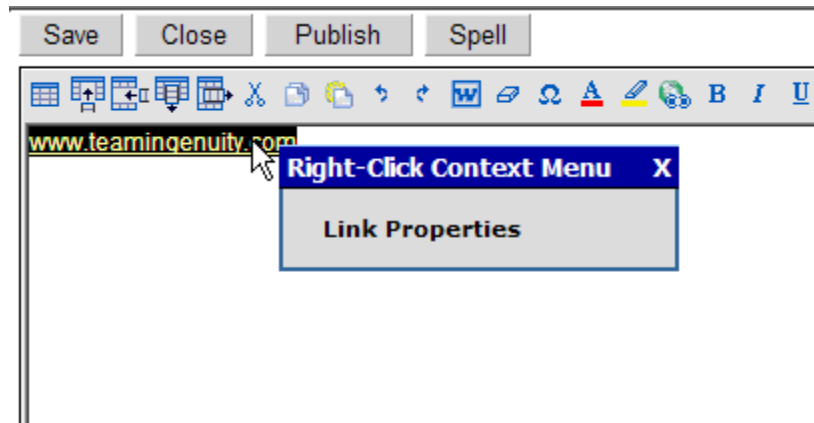
By default, a list of pages in the current page's category is listed. To select a page as the link, double-click the desired page.

To edit an existing internal link, highlight the text link (or select the image that is linked) and click the 🌐 button. Then, choose a new link in the manner described above.

Insert Document Link Button
The Document Link functionality enables linking to documents—such as Adobe Acrobat files—from text or images in a page.

There are two ways to create a document link: If there's a section of text or an image you wish to act as the link, highlight that text or image, and click the 🌐 button, then select the Document tab.

Alternatively, if you wish to create a link and have the actual path (e.g. Documents/category/document.pdf) serve as the link itself, simply click the 🌐 button and select the Document tab. Either way, the following popup will emerge:
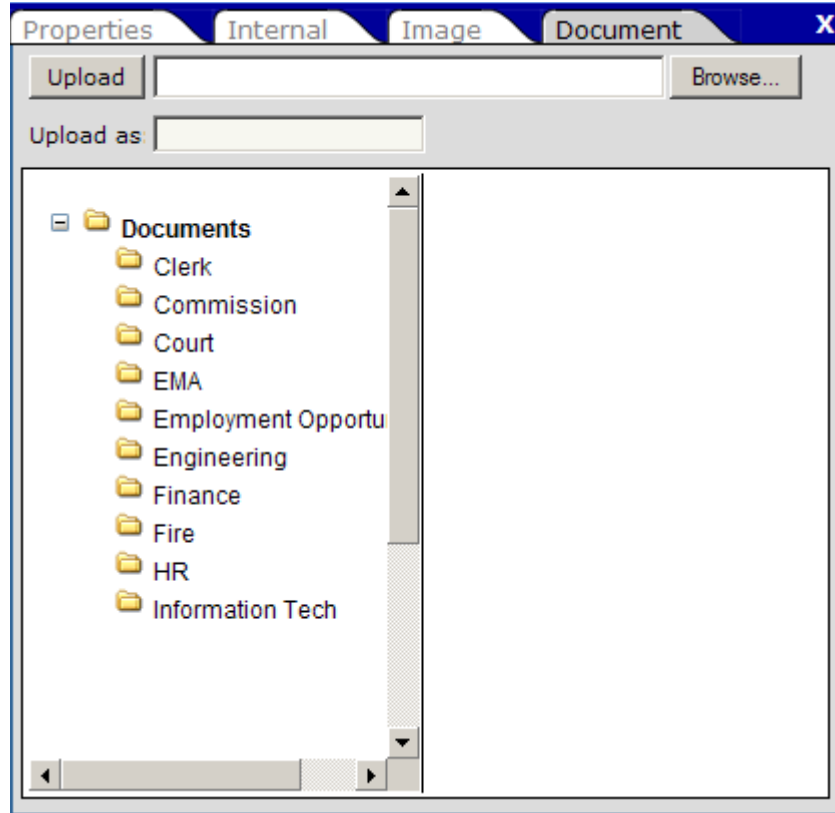
Tip: You may also access the link properties by double-clicking on a link.

By default, documents from the current page's category are listed. To preview what one of the documents looks like, click its Name link, which will open a new browser window and display the document. To select a document as the link, click the desired document.

To view another category's documents, simply select that category from the drop-down list, which will display a new list of pages.

Alternatively, you may add a new document to the system. First, click the "Browse" button, which will produce a file upload window. Navigate to the document you wish to use, and click the "Open" button. Then, select the category that new document will be classified under. Then, click the "Upload" button to upload the file. The new document will then appear in the list. Simply click the document to select it.

To edit an existing document link, highlight the text or image to which the document is linked, and click the [icon] button. Select a new document in the manner described above.

Insert / Update Image Button

<u>To insert an image</u>, position the cursor where the image should be, and click the [icon] button. The Insert Image popup will emerge:
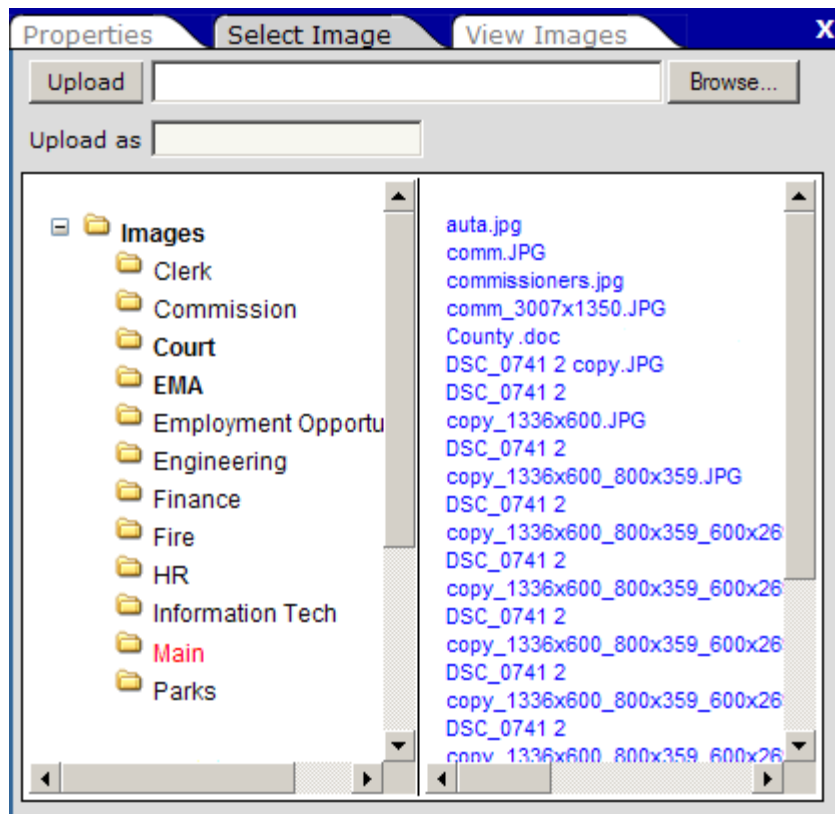
By default, images from the current page's category are listed. To preview what one of the documents looks like, click its View Images tab, which will display thumbnails of the pictures in that folder in the preview pane. To select an image to insert, click on its Name link and then click the "Insert" button.

Alternatively, you may add a new image to the system. First, click the "Browse" button, which will produce a file upload window. Navigate to the image (*.gif or *.jpg) you wish to use, and click the "Open" button. Then, select the category that new document will be classified under. Then, click the "Upload" button to

upload the file. The new document will then appear in the list. Select it in the manner described above.

You may optionally set attributes for the image you are adding:

Alternate Text: This is text that will appear when a user's mouse hovers over the image for a second or two. It will also be used for old text browsers that cannot display images.

Alignment: This attribute defines how the image is positioned on the page:

Value	Description
<Not Set>	Default alignment.
absBottom	Aligns the bottom of the image with the bottom of the current line.
absMiddle	Aligns the middle of the image with the middle of the current line.
baseline	Aligns the bottom of the image with the baseline of the text in the line. Same as "bottom."
bottom	Aligns the bottom of the image with the baseline of the text in the line. Same as "baseline."
left	Places the image at the current left margin, temporarily changing this margin, so that subsequent text is flowed along the image's right-hand side.
middle	Aligns the middle of the image with the baseline of the text.

right	Places the image at the current right margin, temporarily changing this margin, so that subsequent text is flowed along the image's left-hand side.
textTop	Aligns the top of the image with the top of the text in the line.
top	Aligns the top of the image with the top of the largest item in the line.

Width and Height: When used, these enforce the size of an image (measured in pixels). They can be used for expanding, scaling down, or distorting the proportions of an image.

Tip: Instead of using the width and height attributes, you can visually alter the image's size once it has been created. Simply click on an image, which will display points at the corners and sides, similar to:

By clicking on one of those points and dragging it, you can more intuitively scale the image larger or smaller, or skew its proportions.

Image Border: This places a black frame around the image (measured in one-pixel increments).

Horizontal and Vertical Spacing: These apply margins around the image (measured in pixels).

Insert or update Image Button
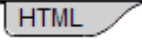
To edit an existing image, highlight the image and click the 🖼 button. Edit its properties in the same manner as choosing as new image, as described above. Finally, click the "Update" button.

Alternatively, to quickly modify an image's properties, double-click on the image.

Other Buttons in Design Editor

For a complete list of buttons and their function, refer to *Appendix 1*, located at the end of this document.

Editing HTML

To access the page's design canvas and toolbar, click the HTML tab.

In HTML mode, you have full control over the content's HTML code without the help of the content toolbar.

> Advanced: Editing HTML code directly should be done only by users familiar and comfortable with the language. Users interested in learning more about HTML and how to use it can refer to countless reference books and websites on the topic. One such website is http://www.w3.org/MarkUp/Guide/.

Spell Checking

When in edit mode, to spell check the open page, click Spell.

Each word not found in the dictionary will be displayed. To correct the spelling, select the correct version of spelling from the list of displayed options. To add the word to the dictionary, simply click 'Add Word'.

Saving and Closing Content

After you have finished editing the current page, you will have the option to save, close, revoke publication, or publish. Clicking 'publish' will save and make

the page viewable, while saving the page will simply save the work on the current page. To save the page, click the Save button at the top of the content pane. To close the page without saving, click the "Close" button. You will be prompted to save.

<u>Moving a Page in the Site Map</u>
Moving a page is helpful during the process of adding new or adjusting old pages. Sometimes you will find that a page would be more appropriate if it were located elsewhere in your website. To move a page, simply select that page in the site map on the left side of the editor by clicking once on the page name. Once selected, the page should be displayed in the viewer to the right of the site map and the page name should be colored red. Next, click the move button at the top of the page: [Move]. This page should then display:

Page selected for move: **Contact Information**   Page ID: 21

Click icons to chose the postion you wish to move the currently selected page.

[Finished]

– Welcome	Sort Select
City News	Sort Select
City Calendar	Sort Select
+ About	Sort Select
+ City Leadership	Sort Select
+ City Departments	Sort Select
Action Center	Sort Select
E-Postcards	Sort Select
Frequently Asked Questions	Sort Select
Contact Information	(Selected)
Non-Downloadable Forms	Sort Select
City Links	Sort Select
Site Map	Sort Select
Site Search	Sort Select
Privacy Policy	Sort Select
Quick Links	Sort Select
Terms Of Use	Sort Select

The page that is to be moved having (Selected) beside it will be the one that is moved. Clicking the down arrow next to another page will move the selected page after that page, placing it on the same "level" as the other page. Clicking the up arrow next to another page will place the selected page above the new page on the same level. Clicking the bent arrow next to a new page will move the selected page "under" the new page, making the new page the selected page's "parent."

After moving the selected page to its desired location, you may now move another page around if needed. Simply click the select button on the right of the page to be moved and follow the above steps again.

Finally, when you are finished re-ordering the pages, you will click the Finished button on the top of the page. This will return you to the selected page view.

Deleting a page

When building and maintaining a website, often one needs to discard outdated or unwanted pages. TeamCMP allows you to easily delete as well as restore pages in your website.

To delete a page, simply select it from the site map on the left-hand side of the editor. Then right-click that page name in the site map and it will bring up the content menu:
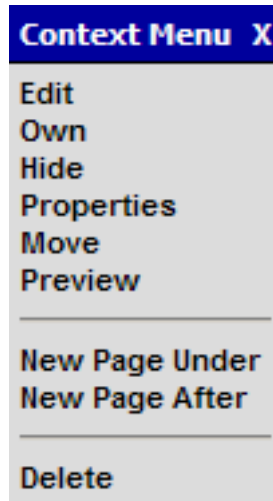
In this content menu, you are able to do many things with the selected page. Clicking 'Delete' will move the page into the deleted items folder at the bottom of the site map. Read *Restoring a Deleted Page* to understand how to undelete a specific page.

Restoring a Deleted Page

Often there are pages that have been deleted which you may need to restore to the website. Luckily, TeamCMP allows you to restore all previously deleted pages, as long as the deleted folder has not been emptied.

Process

At the bottom of the site map is a folder named Deleted Items. Simply click that folder and a list of the deleted pages will appear. Find the page that you would like to restore and with the right mouse button click on that page. This option list should appear:

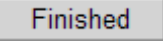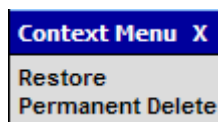Click on the Restore button and it will bring up the Move Page list:

Page selected for move: **Contact Information**   Page ID: 21

Click ⬇ ⬆ ⬇ icons to chose the postion you wish to move the currently selected page.

Finished		
− Welcome	⬇⬆⬇	Sort Select
City News	⬇⬆⬇	Sort Select
City Calendar	⬇⬆⬇	Sort Select
+ About	⬇⬆⬇	Sort Select
+ City Leadership	⬇⬆⬇	Sort Select
+ City Departments	⬇⬆⬇	Sort Select
Action Center	⬇⬆⬇	Sort Select
E-Postcards	⬇⬆⬇	Sort Select
Frequently Asked Questions	⬇⬆⬇	Sort Select

Select where the page will be restored and click the Finished button at the top when done. The page should now appear on the site map and in your website. At this point you may edit the page if desired or leave it as it was when it was deleted.

Clicking the Permanent Delete will do exactly what it says. If this is done, the page will no longer be available to be restored in the future.

OVERVIEW OF FORMS

Forms are essentially content pages with the added ability to capture form-entered information from users and forward it (by e-mail) to designated recipients.

TeamCMP forms embrace maximum flexibility by enabling you to design custom forms with varied and content-rich layouts. The additional form functionality includes the ability to add the following common form elements:
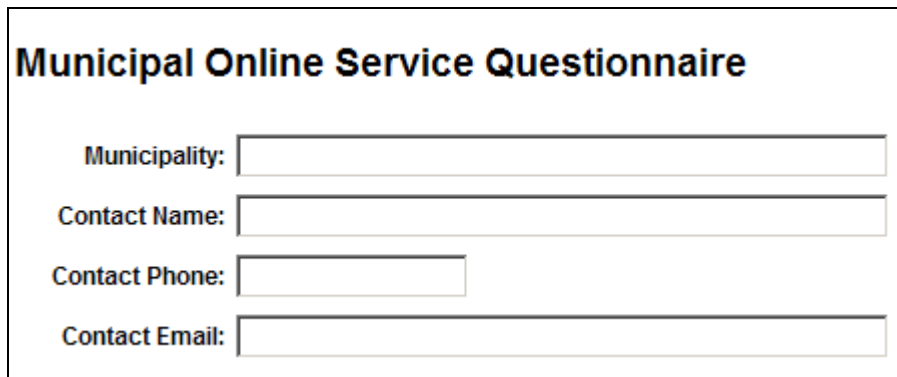
▪ Text box

▪ Password box

- Text area

- Check box

- Radio button

- Selection (drop-down) list

Form elements support data validation. For example, you can enforce a text field to require between four and eight characters.

In addition, you can specify multiple e-mail recipients, carbon-copy recipients, the email subject, as well as a "thank you" page to redirect to after submitting the form.

The following image illustrates a simple form that includes form elements:

The Form Table

When creating a new form page, an empty table (except for submit and reset buttons) is created by default and will contain a place to type the name of the form. The table structure, its content and its form elements can be modified like any other in a regular content page.

Adding or Editing a Form Page

Click on the ▦ button in the (Site Map's) menu bar. A new form page will be created under your current position. (For example, if the "SiteRoot" is selected,

your new form page will sit at the top level of the website, although you can always move a page within the site hierarchy.) To create a new form at the same level, right-click the [icon] button.
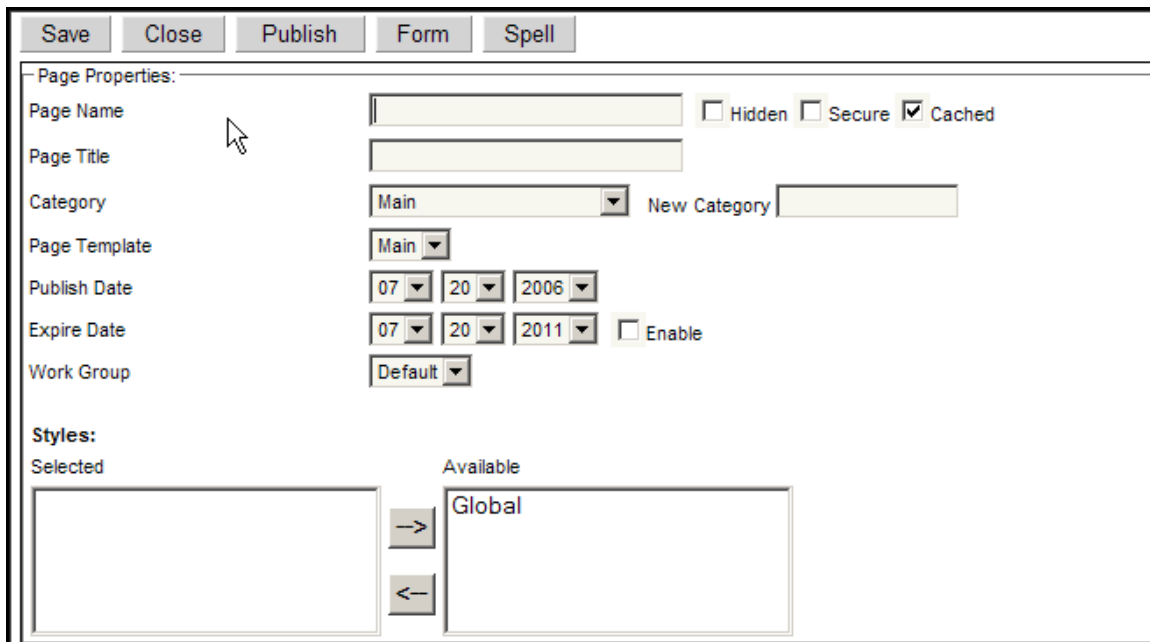
To edit an existing form page, select it in the Site Map pane. Then, click the [Edit] button in the (Site Map's) menu bar.

Content Toolbar and the Canvas

The content toolbar and the Canvas function in a similar fashion as they do for content pages.

Form Elements

This section discusses how to create and configure TeamCMP form elements (e.g. text boxes, check boxes, selection drop-down lists, etc.). To add any form elements for the current form, click the [icon] button in the top of the content pane, which opens the following browser window:

Enter the appropriate page name for the form in the page name box and then click the Design button at the bottom of the page to edit the form.

At the design page click the Form button Form and the Form Builder dialogue box should appear. Click create new with text box selected in the drop down menu and the dialogue box should look like this:

Text Box

The Text Box menu appears as follows:

Field	Description
Display Name	The text description that will appear adjacent to the text box.
Field Name	The unique name assigned to this form element (e.g. 'txt1').
Default Value	(Optional) The initial value to be displayed in the text box.

Size	(Optional) The width (in characters) of the text box (default is 10).
Data Type	(Optional) The type of text to require. The choices are: Any: Accepts any characters Text: Accepts only non-numeric characters Integer: Accepts only numeric (0-9) characters Number: Accepts numeric characters and decimals (.).
Min/Max Length	(Optional) The minimum and/or maximum length (in characters) that can/must be typed.
Error Message	(Optional) The error message to display if the data validation rules are not met.
Class	(Optional) The CSS style to use for the text box.
ID	(Optional) The CSS ID to use for the text box.

To create (or commit the changes to) the text box, click the Save button. To return to the list of inputs, click the "List Inputs" link.

Password Box

The Password Box menu appears as follows:

Field	Description
Display Name	The text description that will appear adjacent to the password box.
Field Name	The unique name assigned to this form element (e.g. 'pw1').

Default Value	(Optional) The initial value to be displayed in the text box. (Note that, since password boxes automatically mask characters, only asterisks will be visible.)
Size	(Optional) The width (in characters) of the password box (default is 10).
Data Type	(Optional) The type of text to require. The choices are: Any: Accepts any characters Text: Accepts only non-numeric characters Integer: Accepts only numeric (0-9) characters Number: Accepts numeric characters and decimals (.).
Min/Max Length	(Optional) The minimum and/or maximum length (in characters) that can/must be typed.
Error Message	(Optional) The error message to display if the data validation rules are not met.
Class	(Optional) The CSS style to use for the password box.
ID	(Optional) The CSS ID to use for the password box.

To create (or commit the changes to) the password box, click the Save button. To return to the list of inputs, click the "List Inputs" link.

Text Area

The Text Area menu appears as follows:

Field	Description
Display Name	The text description that will appear adjacent to the text area.
Field Name	The unique name assigned to this form element (e.g. 'ta1').
Default Value	(Optional) The initial value to be displayed in the text area.
Columns and Rows	(Optional) The size of text area, expressed as number of character columns and line rows (default is 20 x 2).
Data Type	(Optional) The type of text to require. The choices are: Any: Accepts any characters Text: Accepts only non-numeric characters Integer: Accepts only numeric (0-9) characters Number: Accepts numeric characters and decimals (.).
Min/Max Length	(Optional) The minimum and/or maximum length (in characters) that can/must be typed.
Error Message	(Optional) The error message to display if the data validation rules are not met.
Class	(Optional) The CSS style to use for the text area.
ID	(Optional) The CSS ID to use for the text area.

To create (or commit the changes to) the text area, click the Save button. To return to the list of inputs, click the "List Inputs" link.

Check Box

The Check Box menu appears as follows:

Field	Description
Display Name	The text description that will appear adjacent to the check box.
Field Name	The unique name assigned to this form element (e.g. 'cb1').
Default State	(Optional) Whether or not to check off the check box by default.
Class	(Optional) The CSS style to use for the check box.
ID	(Optional) The CSS ID to use for the check box.

To create (or commit the changes to) the check box, click the Save button. To return to the list of inputs, click the "List Inputs" link.

Radio Button

The Radio Button menu appears as follows:

Field	Description
Display Name	The text description that will appear adjacent to the radio button.
Field Name	The name assigned to this radio button (e.g. 'wants_to_enroll'). Note: Since radio buttons are usually used in groupings (enabling a user to select one of several choices), all radio buttons in a group must share the same field name.
Choice	The choice displayed next to the radio button (e.g. "Yes, please").
Value	The choice value captured by the form (not displayed) (e.g. "yes"). May be the same as "Choice."
Selected	Whether or not to initially keep this radio button selected. Note: Only one radio button per grouping may selected at any time.
Class	(Optional) The CSS style to use for the radio button.
ID	(Optional) The CSS ID to use for the radio button.

To create (or commit the changes to) the radio button, click the Save button. To return to the list of inputs, click the "List Inputs" link.

Selection List

The Selection List menu appears as follows:

Field	Description
Display Name	The text description that will appear adjacent to the selection list.
Field Name	The unique name assigned to this selection list (e.g. 'number_of_widgets').
Height	The height of the selection box. A typical "drop-down" list has a height of 1, and can accommodate only one choice. Note: If enabling "multi-select," the height must be greater than 1.
Allow Multi-Select	Whether or not to allow multiple choices (by holding down the CTRL key) from the list. If enabled, the height must be greater than one.
Option	The value of the selection list's current item that will be displayed (e.g. "3 widgets"). To save the current option item, click the "Add" button. To remove an option item, click the "Del" button.
Value	The value of the current item that will be captured by the form (not visible) (e.g. "3").
Sel	Whether the current item will be the default selection. By default, the first item is the default selection.
Class	(Optional) The CSS style to use for the selection list.
ID	(Optional) The CSS ID to use for the selection list.

To create (or commit the changes to) the selection list, click the Save button. To return to the list of inputs, click the "List Inputs" link.

<u>Form Properties</u>

This section discusses how to create and configure TeamCMP form properties (such as setting e-mail recipients, the redirect page, etc.). To add or edit any form properties for the current form, click the Save button in the top of the content pane. Then click the Form button Form to bring up the form editor.

To edit one of the form properties, select it from the second drop-down list and click the "Edit Form Property" link beside it.

Email To

The Email To property sets one or more recipients of the email messages which capture form information. The menu appears as follows:
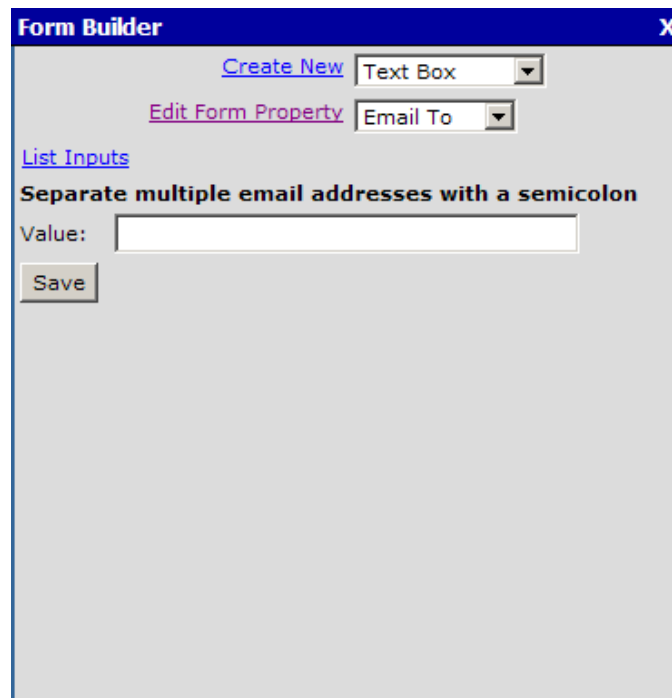
Enter the list of email recipients (separated by a semicolon [;]), and click the Save button.

CC To

The CC To property sets one or more carbon copy recipients of the email messages which capture form information. The menu is identical to the Email To menu.

Enter the list of email recipients (separated by a semicolon [;]), and click the Save button.

Subject

The Subject property sets the email message's subject value. The menu appears as follows: *Enter subject of form results email*.

Enter the email message subject value, and click the Save button.

Redirect

The Redirect property sets the URL path (web address) of the page to redirect to after a successful form submission. If the Thank You property is used as well, the redirect page will appear as a hyperlink from the Thank You page. The menu appears as follows: *Enter a url to be redirected to after form submittal*.

Enter the redirect page's URL (either local/relative URL or an external, absolute URL), and click the Save button.

Thank You

The Thank You property defines the text to be displayed upon successful form submission and will appear in a new page using the same page template. If the Redirect property is also used, a hyperlink will appear below the Thank You text to redirect to that page. The menu appears as follows: *Enter a thank you message*.

Enter the thank you text, and click the Save button.

From Email

The From Email property sets the sender's email address in the email messages which capture form information. The menu appears as follows: *Enter a from email address for the from results email*.

Enter the sender's email address, and click the Save button.

Submit

The Submit property sets the Submit Button value on the form (which by default is set to "Submit Form"). The menu appears as follows: *Enter the Submit Button name*.

Enter the Submit Button's value, and click the Save button.

Reset

The Reset property sets the Reset Button value on the form (which by default is set to "Reset Form"). The menu appears as follows: *Enter the Reset Button name*.

Enter the Reset Button's value, and click the Save button.

Page Properties

The page properties area functions in the same fashion as it does for content pages.

Saving and Closing

To save the form page, enter a page Name, and click the Save button at the top or bottom of the content pane. To close the page without saving, click the "Close" button. You will be prompted to save.

Viewing Form Results

After selecting an existing form page from the site map, just above the horizontal rule at the top of the content pane you'll see the following button:


Click here to view results
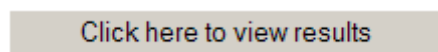
Click here to view results

Clicking on the link will produce a report of all submissions of this form, including the date and time of their submission. For example:

Test Form

Entry: 1 12/31/2002 10:37:26 AM
Entry: 2 12/31/2002 10:38:34 AM
Entry: 3 12/31/2002 11:16:43 AM
Entry: 4 12/31/2002 11:16:53 AM
Entry: 5 12/31/2002 11:18:11 AM
Entry: 6 12/31/2002 3:35:35 PM
Entry: 7 12/31/2002 3:36:24 PM

Figure 1: Form submissions report

At this point you may sort the results by clicking the "Sort Ascending" button, or you may delete all form entries. These buttons appear at the top of the results page:

| Sort Ascending | Delete All |

Name of Form

No Entries Found
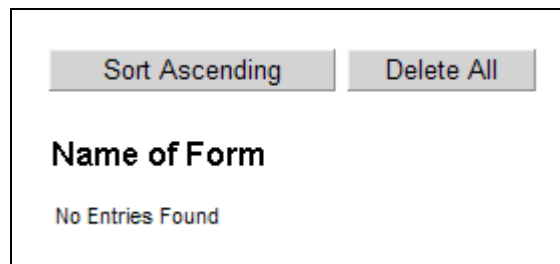
Clicking on one of the form submission entries will display that individual form's results, such as:

Test Form

Entry: 5
tb1:   text
pw1:   pass
ta: area2
rb1:   yes
sel1:   opt1
subform: Submit!

back   print

Figure 2: A form submission's results

> Note that the form elements in this example were named somewhat cryptically, and therefore appear confusing.

Clicking the "back" link will return to the main form results page and clicking "print" will bring up the print option on your web browser.

APPLICATION

Not to be confused with the TeamCMP application itself, "applications" refer to a group of programs that operate within TeamCMP websites. They include, for example, the Calendar, links, and E-Postcard applications. You may edit and even add new applications to suit your needs.

ADDING A TEAMCMP APPLICATION

In the Site Map menu bar, click the button, which will create a new application page under the currently selected page. To create an application page at the same level, right-click the button. The application menu will be displayed in the content pane:

Select the application to create from the drop-down list, and check off the "Activate" box to render the application live (published). Then, enter the page properties values.

Page Properties

The page properties section resides at the bottom of the content pane, and is used to set all attributes of the application page.

The following attributes can be set:

Page Name

Enter an appropriate name for the page. This name will appear in the Site Map.

Hidden Page

If the page will be hidden (i.e. outside the Site Map hierarchy but still accessible), select "Yes."

Tip: You may wish to use a hidden page in cases where it doesn't easily or appropriately belong anywhere specific in the context of the Site Map.

Publish and Expire Dates

By default, all pages are set to be published on the date created. You can edit the date to automatically enable the page to be visible only from a certain date.

The expiration date similarly enables you to set a date at which point the page will no longer be visible. It defaults to five years in the future from the date of creation, but it is not activated unless the "Enabled" checkbox is checked.

Finally, click the Save button to add the application, or "Close" to exit without saving. To access the application itself, click "Close" after saving, or click on the application page in the Site Map.

APPENDIX 1

Table Shortcut Buttons

The following buttons allow you to quickly modify a table's structure:

adds a table column.

adds a table row.

removes a table row.

removes a table row.

Cut Button

To cut a section of text, a table, or an image, simply highlight it with the mouse and click the button. It will be copied to the computer's clipboard, enabling you to paste it back elsewhere in the Canvas.

Copy Button

To copy a section of text, a table, or an image, simply highlight it with the mouse and click the button. It will be copied to the computer's clipboard, enabling you to paste a duplicate of the selection back elsewhere in the Canvas.

Paste Button

To paste a previously cut or copied section of text, a table, or an image, position the cursor in the Canvas where you wish to paste the selection, and click the button.

Undo Button

To undo the previous action, click the button.

> Tip: Alternatively, you may hold down the Control and 'Z' keys on your keyboard simultaneously to perform the same "undo."

Redo Button

To re-do the previous "undone" action, click the button.

Paste from Word Button

If you are creating or editing content in a Microsoft Word document, use this special "Paste from Word" button to remove many (but not necessarily all of the) erroneous tags and formatting that are carried over from Word. First, select and copy text from the Microsoft Word document. Then, click the button in TeamCMP.
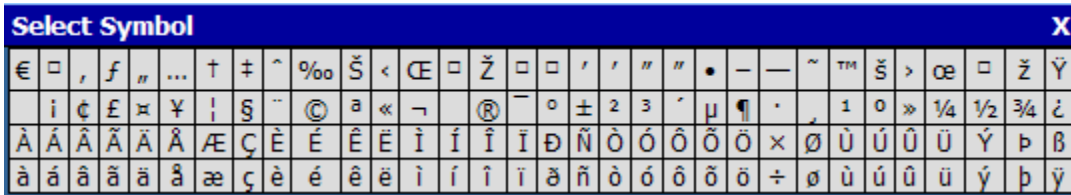
> Tip: If you are still having trouble pasting correctly from a Word document, paste the text first in a plain text editor (such as Notepad). Then, copy the text from that application, and paste it in the Canvas.

Remove Formatting Button

The button will remove all applied formatting to the selected text.

Insert Symbol Button

The button will open the following popup menu:

To insert a symbol at the cursor position, select one of the symbols in the window. To cancel, click the "X" in the top right corner.

Foreground Color Button

To change the foreground (text) color, highlight the text you wish to edit, or position the cursor where you wish to start typing with the new text color, and click the button. The Foreground Color palette will emerge:

Select whichever color you prefer by clicking on it. While moving your mouse over the options, a larger sample will appear in the box on the left, along with the 6-character hexadecimal representation of the color. White is in the lower hand right corner, and black in the upper left hand corner. To cancel, click the "X" in the top corner of the window.

Background Color Button

To change the background (highlight) color, highlight the text you wish to edit, or position the cursor where you wish to start typing with the new text background color, and click the ✎ button. The Background Color palette will emerge:

Select whichever color you prefer by clicking on it. While moving your mouse over the options, a larger sample will appear in the box on the left, along with the 6-character hexadecimal representation of the color. White is in the lower right hand corner, and black in the upper left hand corner. To cancel, click the "X" in the top corner of the window.

Unlink Button

The 🌐 button removes any and all hyperlinks (internal or external web page, anchor, or document) from the selection.

To remove a link, position the cursor over an existing link (or select an image that contains a link) and click the ⬛ button.

Bold Button

To apply bold formatting, highlight the text to bold, and click the **B** button.

> Tip: Alternatively, you may use the Control and 'B' keys on your keyboard simultaneously to perform the same "bolding" of the text.

Italics Button

To apply italics formatting, highlight the text to italicize, and click the *I* button.

Underline Button

To apply underline formatting, highlight the text to underline, and click the U button.

Strikethrough Button

To apply strikethrough formatting, highlight the text to strikethrough, and click the θ button.

Superscript Button

To apply superscript formatting, highlight the text to superscript, and click the A^2 button.

Subscript Button

To apply subscript formatting, highlight the text to subscript, and click the A_2 button.

Left Justify Button

To left-justify a selection of text, table, or graphic, highlight the content to justify and click the ☰ button.

Center Justify Button

To center-justify a selection of text, table, or graphic, highlight the content to justify and click the ≡ button.

Right Justify Button

To right-justify a selection of text, table, or graphic, highlight the content to justify and click the ≡ button.

Full Justify Button

To full-justify a selection of text, table, or graphic, highlight the content to justify and click the ≡ button.

Numbered (Ordered) List Button

To create a numbered list, position the cursor where the list should begin, and click the ⌄≣ button. The first number will automatically be created and indented. Every time you press the Enter key, the next numbered line will be created automatically. When done with the list, you can press the Enter key twice, which will return you to normal text mode or you may deselect the ⌄≣ button . You may also transform one or several lines of text into a numbered list by highlighting them and clicking on the ⌄≣ button.

Unordered (Bulleted) List Button

To create an unordered list, position the cursor where the list should begin, and click the ⋮≣ button. The first bullet will automatically be created and indented. Every time you press the Enter key, the next bullet will be created automatically. When done with the list, you can press the Enter key twice, which will return you to normal text mode or you may deselect the ⌄≣ button.. You may also transform one or several lines of text into a bulleted list by highlighting them and clicking on the ⋮≣ button.

Indent (Right) Button

To tab or indent a line of text, image, or table, highlight or position the cursor in front of the item, and click the ⇥≣ button.

Outdent (Left) Button

To remove an indent for a line of text, image, or table, highlight or position the cursor in front of the item, and click the ⯈ button.

Horizontal Line Button

To insert a horizontal line (rule), click the — button.

Font Name

To utilize a different font, highlight the text you've entered in the Canvas, click on the Font button, and select one of the fonts from the popup window that appears. The Canvas will display the selected text with the applied font type.

Font Size

To utilize a different font size, highlight the text you've entered in the Canvas, click on the Font Size button on the Font Size dropdown's menu, and select the desired value from the popup window that appears. The Canvas will display the selected text with the applied font size.
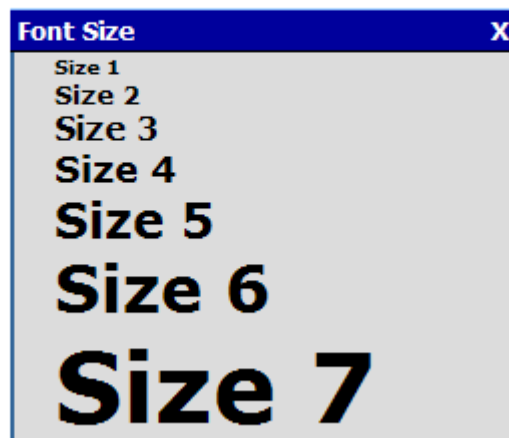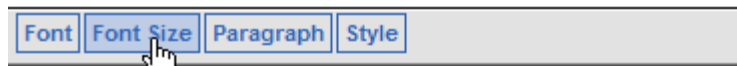
Paragraph Style

To apply one of the paragraph styles to text you've entered in the Canvas, highlight the text, click on the Paragraph button on the menu, and select one of the styles from the popup window that appears. The Canvas will display the selected text with the applied style.