






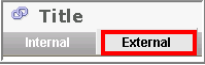


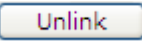







EDITING IN COLLAGE

Task	Steps
<p>Log on to Collage</p>	<ol style="list-style-type: none"> 1. Open Internet Explorer or Firefox. 2. Type cms.du.edu in the Address box and press Enter. 3. Login using your DU ID and passcode. 4. Click  . 5. Select du.edu as the project name. 6. Click  .
<p>Upload photos and documents</p> <ul style="list-style-type: none"> – Save photos in the images folder – Save documents in the resources folder 	<ol style="list-style-type: none"> 1. View the main Content window. 2. Click + to expand the specpro folder. 3. Click on images or documents to view the folder's contents. 4. Click  . 5. Click Browse and locate the file to upload. 6. Click OK.
<p>Open a webpage</p>	<ol style="list-style-type: none"> 1. View the main Content window. 2. Click + to expand the specpro folder. 3. Navigate to the page you want to edit. 4. Click the Asset Name to start the Collage editor.
<p>Edit text</p>	<ul style="list-style-type: none"> – Add and remove text as necessary. – Do not copy and paste text from Word into Collage. You can only paste unformatted text. – If you want to apply bold or italics, copy the text through Notepad and reapply the formats inside of Collage.
<p>Format a heading</p>	<ol style="list-style-type: none"> 1. Select heading text. 2. Click  and choose Heading 1 for a black heading or Heading 2 for an orange heading. <p>Note: The font you see while editing is not how the heading will display on the webpage. You must preview the page to view formatting.</p>
<p>Create an internal link (a link to a page within the specpro website)</p>	<ol style="list-style-type: none"> 1. Select the text you want to link from. 2. From the toolbar, click  . 3. Select the Internal tab.  4. Navigate through the directory structure to locate the page or file to link to. 5. Mark the check box in front of the file name and click OK.

Task	Steps
<p>Create an external link (a link to a page outside of the specpro website or to an e-mail address)</p>	<ol style="list-style-type: none"> 1. Select the text you want to link from. 2. From the toolbar, click  Link. 3. Select the External tab.  4. If the link already exists on another web page: <ol style="list-style-type: none"> a. Scroll through the links listed and mark the URL or email address you want to use. 5. If the link does not exist on another web page: <ol style="list-style-type: none"> a. Choose . b. Type a description of the link in the Name box and the web address in the URL field. c. Click OK. A Link Saved confirmation will appear. Click OK twice to return to the edited document. d. In URL, leave http:// if you are linking to a website and enter the full URL. If you are creating an email link, change the value in URL to email and enter the email address.
<p>Remove a link</p>	<ol style="list-style-type: none"> 1. Click on the link text and choose  Link. 2. Click .
<p>Change a link</p>	<p>The safest way to change a link is to remove the existing link, and then add a new one by following the steps above.</p>
<p>Save a webpage</p>	<ol style="list-style-type: none"> 1. From the Toolbar, click  Save.
<p>Close a webpage</p>	<ol style="list-style-type: none"> 1. From the Toolbar, click  Exit.
<p>Preview in Collage</p>	<p>– From inside the Collage Editor: Click the  Preview tab.</p> <p style="text-align: center;">OR</p> <p>– From the Content tab: check the page name and click .</p>
<p>Preview on Staging Server</p> <p><i>The Collage staging site allows changes to be viewed before they go live. Changed assets update on the staging server every 15 minutes on the hour.</i></p>	<ol style="list-style-type: none"> 1. Open your web browser. 2. Type staging.du.edu/specpro/ in the address box. 3. Navigate to the edited page. 4. Check all changes. 5. If additional changes are required, return to the editing steps. 6. If all of the changes are correct, notify approver that changes are ready.
<p>Approve assets</p> <p><i>Approved assets will go live on the hour.</i></p>	<ol style="list-style-type: none"> 1. From the main Content window, select the directory where the revised page is saved. 2. In the version column, click the  for the document you revised.