



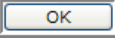

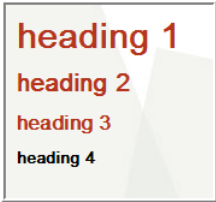







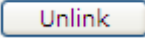
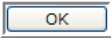









University of Denver

Community and Visitors

Collage Instructions

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 <i>/communityvisitors/images</i> folder – Save documents in the <i>/communityvisitors/documents</i> folder 	<ol style="list-style-type: none"> 1. View the main Content window. 2. Click + to expand the /communityvisitors/ folder. 3. Click  to view the folder's contents. 4. Click . 5. Click Browse and locate the file to upload. 6. Click .
<p>Open a webpage</p>	<ol style="list-style-type: none"> 1. View the main Content window. 2. Click + to expand the /communityvisitors/ 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>Convert Word document to text to allow copy/paste <i>You can NOT copy and paste directly from Word into Collage.</i></p>	<p>This procedure is required when copying text from a Word document into Collage.</p> <p>Step 1-Convert Word document to txt document.</p> <ol style="list-style-type: none"> 1. Open Word document. 2. Choose File Save As. 3. In Save as type, select Plain text (*.txt) 4. In the file conversion window, mark Other encoding and select US-ASCII 5. Mark the box that says Allow Character substitution. 6. Click OK. 7. Close Word. <p>Step 2 - Copy txt document into Collage.</p> <ol style="list-style-type: none"> 1. Open Wordpad (start...All Programs, Accessories, Wordpad.) 2. Choose File...Open from the menu and select the txt file you created. 3. Copy and paste from this file into the body of the Collage page. 4. Select all (Ctrl+A) the Body text and click Clear Formatting in the bottom right. 5. Remove any extra spaces. Save and preview.

Task	Steps
Format a bulleted list	<ol style="list-style-type: none"> 1. Select the items to be bulleted 2. Click  3. Select Unordered-type Disc.
Format a heading 	<ol style="list-style-type: none"> 1. Select heading text. 2. Click  and choose Heading 2, 3 or 4 (2 being largest). Use headings instead of applying bold and other formats individually. <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>
Create an internal link (a link to a page within the communityvisitors website)	<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.
Create an external link (a link to a page outside of the communityvisitors website or to an e-mail address)	<ol style="list-style-type: none"> 1. Select the text you want to link from. 2. From the toolbar, click  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.
Remove a link	<ol style="list-style-type: none"> 1. Click on the link text and choose  2. Click , then .
Change a link	<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>

Task	Steps
<p>Insert an Image <i>Images are stored in the /communityvisitor/images/ folder.</i> <i>Upload image files before starting this process.</i></p>	<ol style="list-style-type: none"> Click where you want the image to appear. Click . Mark the image you want to insert. In the class box, enter align-right or align-left to indicate which side of the page the image should appear on. In the Alt: filed, enter a description of the image. Click OK.
<p>Save a webpage</p>	<ol style="list-style-type: none"> From the Toolbar, click .
<p>Preview in Collage</p>	<ul style="list-style-type: none"> From inside the Collage Editor: Click the  tab. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> From the Content tab: check the page name and click .
<p>Close a webpage</p>	<ol style="list-style-type: none"> From the Toolbar, click .
<p>Preview on Staging Server <i>The Collage staging site allows changes to be viewed before they go live. Changed assets update on the staging server every 30 minutes on the hour.</i></p>	<ol style="list-style-type: none"> Open your web browser. Type staging.du.edu/communityvisitors/ in the address box. Navigate to the edited page. Check all changes. If additional changes are required, return to the editing steps. If all of the changes are correct, approve all changed assets.
<p>Approve assets <i>Approved assets will go live on the hour.</i></p>	<ol style="list-style-type: none"> From the main Content window, select the directory where the revised page is saved. In the version column, click the  for the document you revised.
<p>Revert to previous versions</p>	<ol style="list-style-type: none"> Log on to Collage. Locate and check the desired file. From the toolbar, click the  button. Select the version number you want to revert to. Click OK. Approve the asset as usual.