Updating Web Pages Using Mura

Note: these procedures presume that you have system privileges to perform these tasks on the main site. If you do not see some options, you may not have the privileges.

Editing your Page

There are several methods to edit your site in Mura.

- You may log in to the back-end **admin** account to see the site tree and have all available edit options.

  http://board.thecb.state.tx.us/admin

- You may also access the site in front-end **inline edit** mode to see a WYSIWYG presentation of the content. From this view you can make minor wording changes. You may also open the full edit or site tree as needed.

Back-End Editing

Access the back-end administration area by adding "**/admin**" to your domain name and then log in.

http://board.thecb.state.tx.us/admin

Note: at top left notice that there is a site selector drop down. If needed, select the appropriate site to navigate.
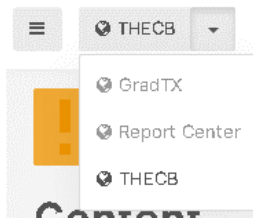
1. Once you have accessed the back-end administrator area, go to the "Content" view. Using either the "Tree View" or "List View" find the content item you wish to edit and select it.

    Hint: Click on the ⋮ icon and select **Zoom** to see all content associated with the folder.

Does the ⋮ icon have a product name? There is no mouse over information for it.
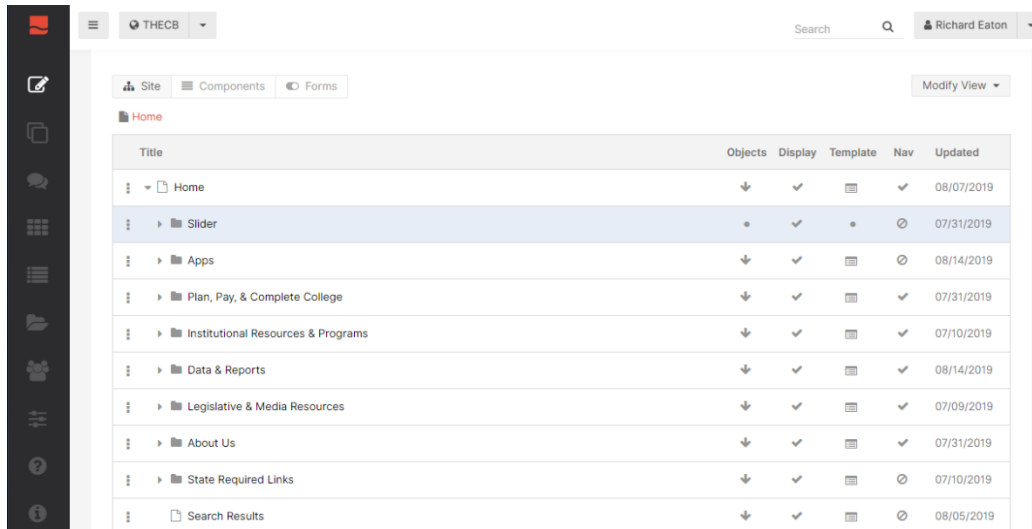
Note the features, information, and options available from this view such as when the content item was last updated, its "status" and a list of available "Actions."

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Edit Content

2. Make your content updates, links, and formatting changes in the content field.

3. If desired, update **Summary** information for the page.

4. Check and update the **Scheduling** information for the page.

5. Always select **Save Draft** or **Preview** to save your work. When ready, select **Publish**. See Saving and Publishing Your Page for more publish option information.

Front-end Inline Edit

Inline editing is useful for content managers who wish to see how their content will appear in context to the rest of the page. You can also add various display objects to different display regions using inline editing.

Note: Inline editing only allows minor wording changes. You may want to use the full edit mode or just log into the backend for most page updates.

1. Log into the front-end and navigate to the page you wish to edit.

http://board.thecb.state.tx.us/

2. Press the **Escape** key and the lowercase letter **L** (e.g., <ESC>+l).

3. You see a "Please Log In" screen. Once logged in, you should now see the Front-End Toolbar appear at the top of the browser viewport, as highlighted below.

4. From the Front-End Toolbar, hover over the pencil icon, and select **inline edit**.
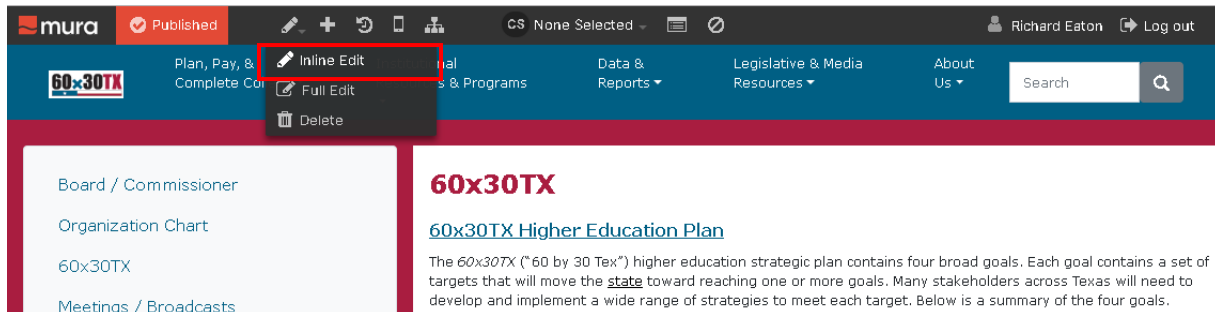

5. While in inline edit mode, a utility panel will open on the right-hand side of your browser window. The utility panel has several types of display objects that you can add to the various display regions throughout the page.

**Note**: Most of these options do not apply to our site currently.
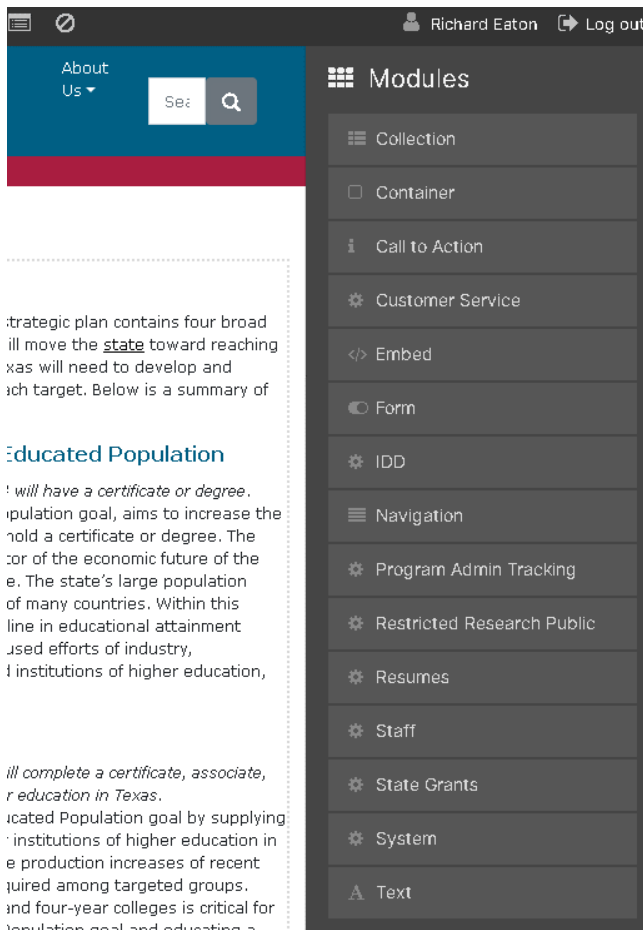
6. As you move your mouse around the browser window, the "Body" and other editable display regions will highlight. For example, if you hover over the "Body" region, a label will appear around it.
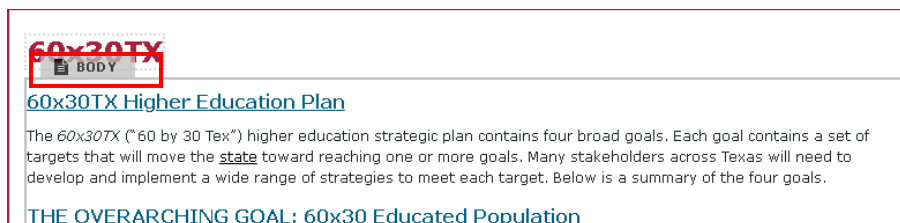
7. If you double-click inside the "Body" region, the utility panel will change to "Editing Content" and a content formatting toolbar will appear above the content region where you can make a change and apply any desired formatting.
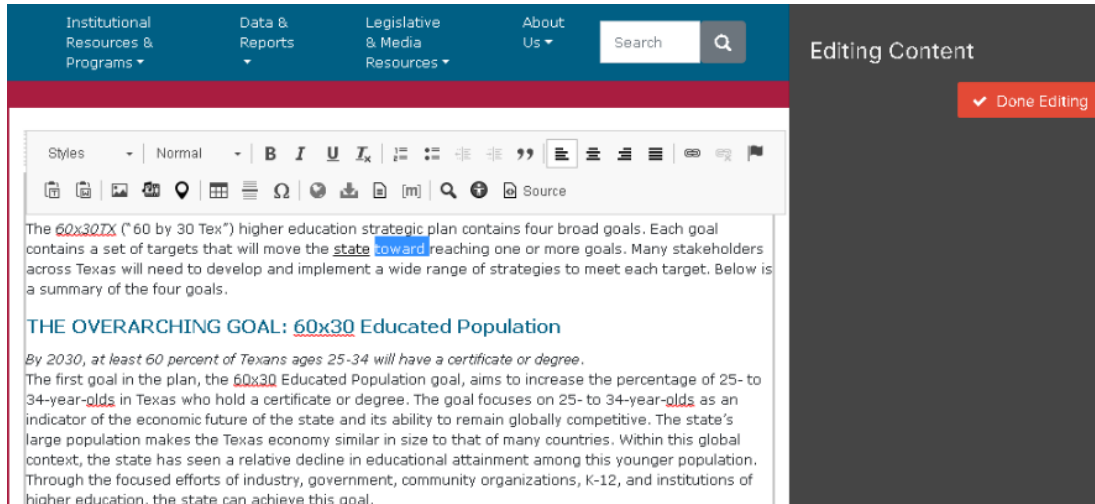
8. When finished making your content change(s), move your mouse to the Front-End Toolbar, hover over "Save" and select your desired publishing option (e.g., "Publish").
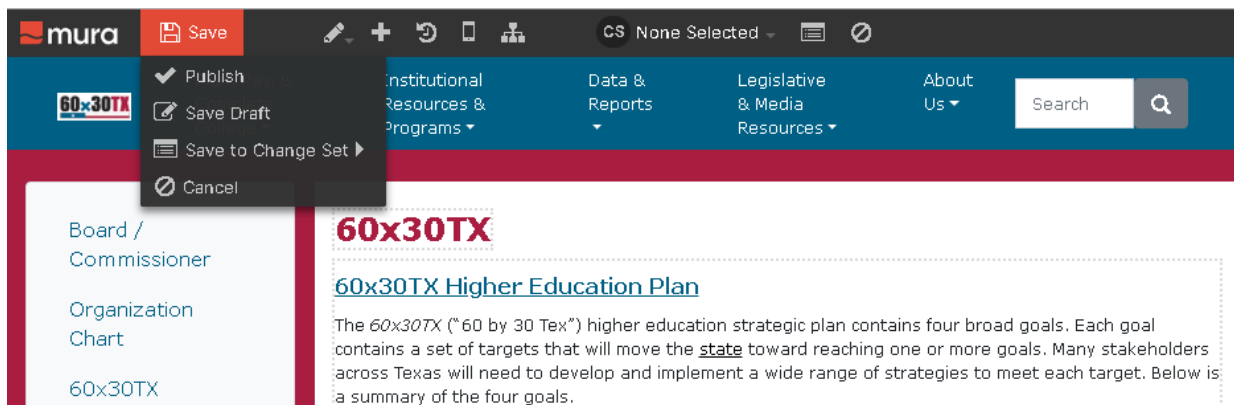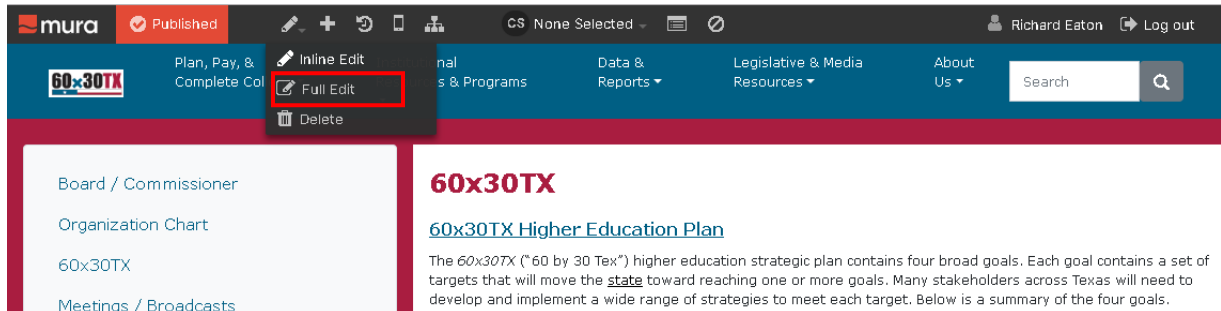
Adding Links from Inline Edit

When you need to edit something more than basic content and display objects, you will need to use "full edit" mode.

Note: Full edit mode is default when logging in in the **Admin** login.

1. From the Front-End Toolbar, hover over the pencil icon, and select "full edit."

2. Follow the procedures in Add and Link to a Document.

Adding and Linking to a Document

If you add new documents to the main site, first upload it to the document portal and copy the URL to link to that file.

Use Full edit mode to add links to your pages.

1. Sign in to Mura and go to the page you would like to edit.

2. Scroll down to the Content text box and highlight the word(s) where you would like to place the link to a file.

3. Click the **Link** icon.
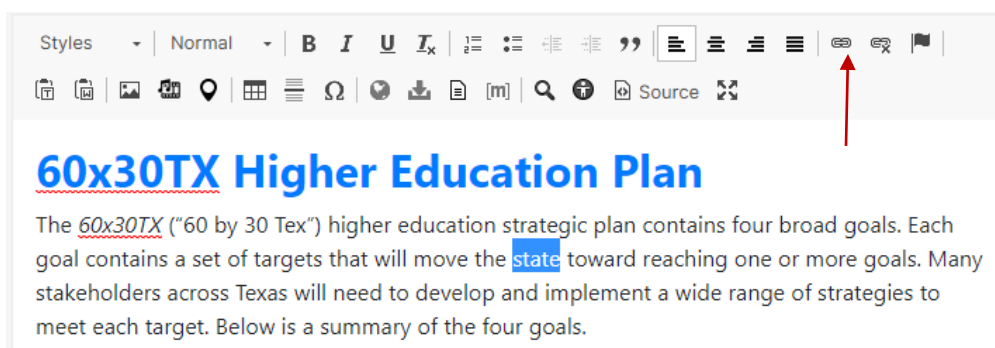
4. Enter or paste the desired URL in the document repository and click OK.
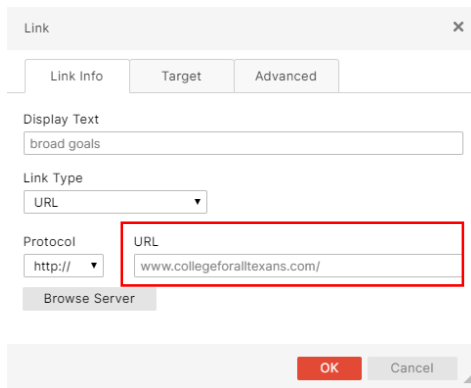
Note: There is also **Browse Server** button in this dialog. Do not use this feature to upload files on our sites. Always upload it to the document portal and copy the link to that file.

Can the Browse Server function show the content of the document portal?

*I get a 500 Server error when I click browse? (reported)*
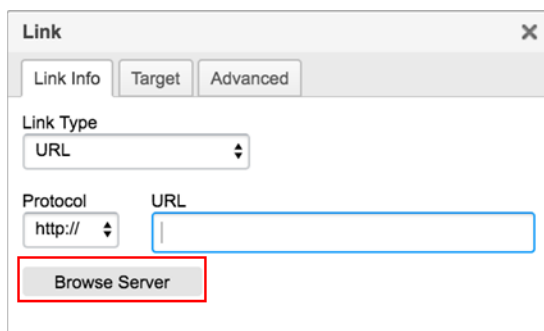
5. If you would like the file to open in a new window, click the **Target** tab. Select **New Window** from the Target dropdown menu and click **OK**.
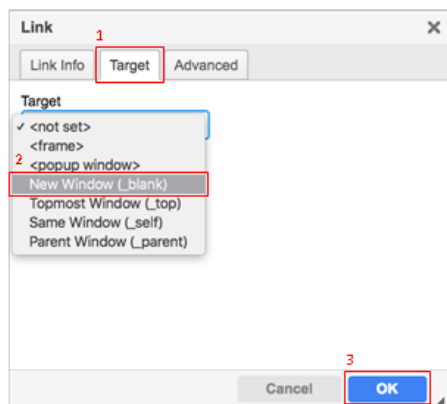
6. The text you selected is now a link that will allow users to download the document. Scroll to the bottom of the Full Edit page to save your draft, preview it, or publish it.

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Adding an Image to Your Page

1. Sign in to Mura and go to the page you would like to edit.

2. Scroll down to the Content text box and click where you would like to insert the image. Click the **Image** button.
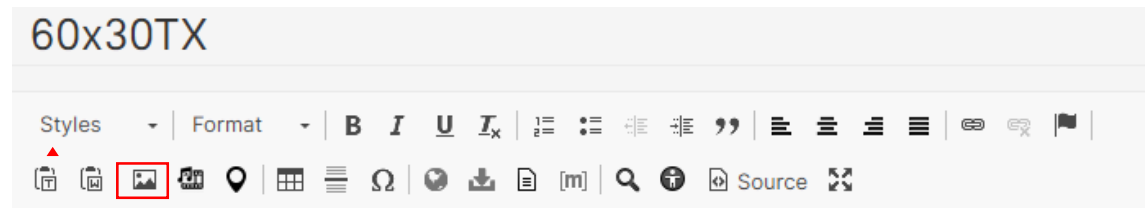
Note: make sure you are making edits to the Content box, not the Summary box. The text of the summary box does not appear on your website.
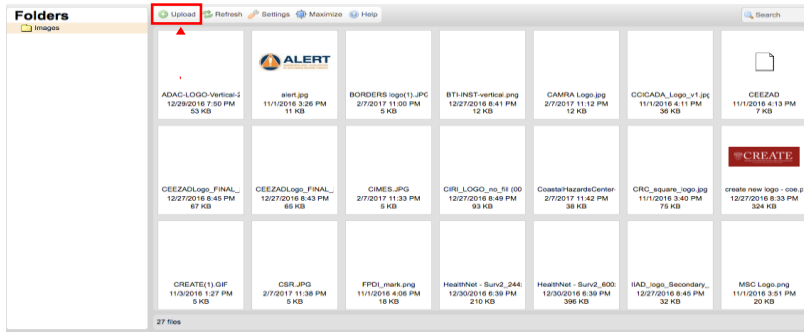
3. The Image Properties window will open. Click **Browse Server** to choose the image you would like to upload.

   *I get a 500 Server error when I click Browse Server? (reported)*
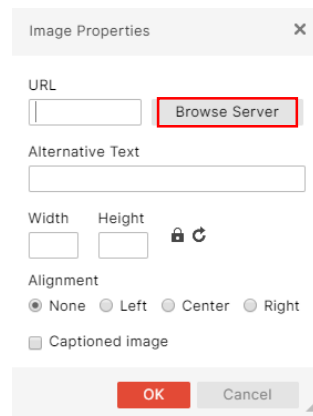
4. The CKFinder window will open. Click Upload to add a new image, or double click on an image uploaded previously.

Do we want to give users guidelines for uploading/storing images on the thecb site?

5. Select the image you'd like to upload from your computer hard drive, and click **Open**.

6. Your image will upload to the Mura server. When it is complete, double click on the image in the CKFinder window.
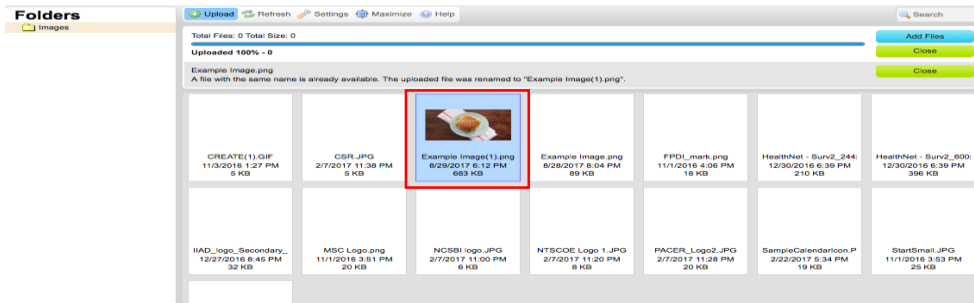
Note that the URL field of the Link Info window now appears with the address for the image.

7. Adjust size and settings of the image, including the alignment on the page. Click OK When you are finished. Scaling images down with a local photo management tool before uploading them to Mura, may be beneficial. (e.g. set a maximum image size of 800X800).
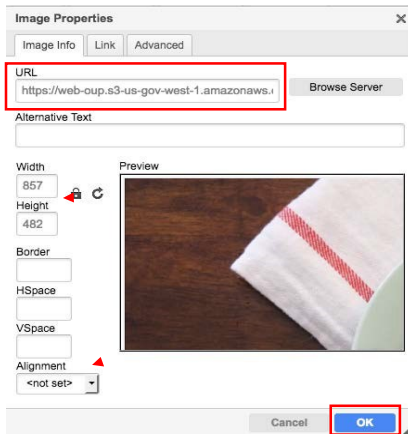
8. You will then be returned to the Full Edit page, and you will see your new image there.

*Note: You can also edit properties of the image (e.g., size, alignment, border, etc.) by right clicking on the image in the preview and selecting **Image Properties**.*

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9. Scroll to the bottom of the Full Edit page to save your draft, preview it, or publish it.

Adding Pages and Folders
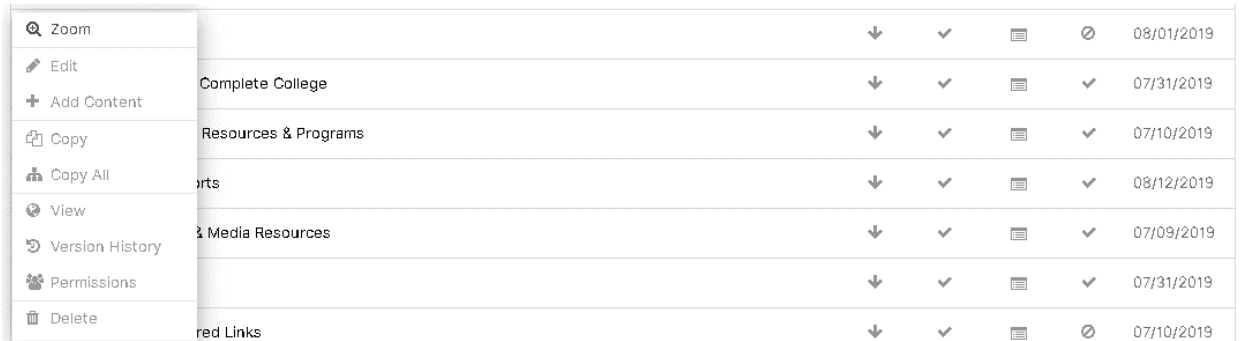
Find your folder in the site.

Continue this process until you get to your area. If permissions have been set up correctly you will have Edit, Add Content, Copy, Copy All, and Version History added to your Menu options.

1. Click the **Menu** button and select **+Add Content** to open the **Select Content Type** dialog
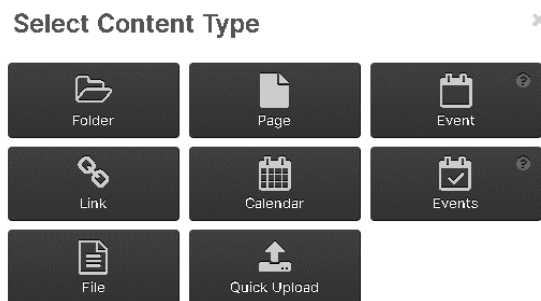
   box.

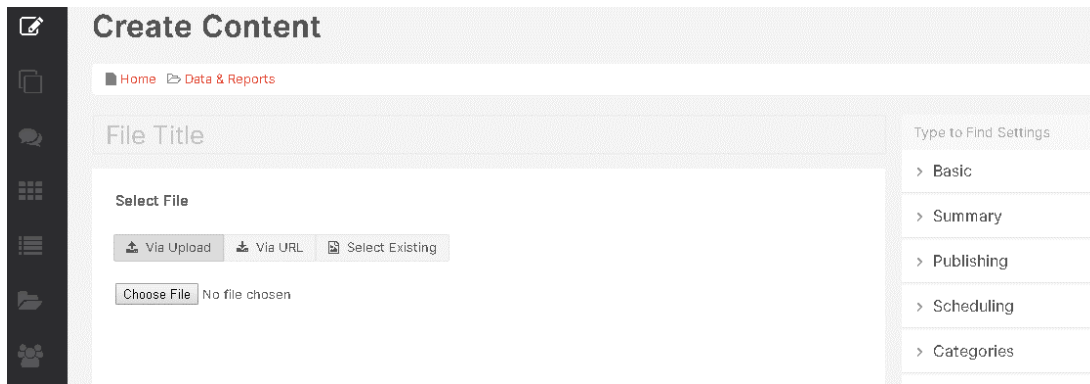Mura Content Contributor Job Aid
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Add a Page to Folders.

1. Find the desired folder to add the page to.

2. Click the ⋮ **Menu** button beside the desired Folder and click
   +Add Content.

🔍 Zoom		↓	✓	▤	⊘	08/01/2019
✏ Edit	Complete College	↓	✓	▤	✓	07/31/2019
✚ Add Content	Resources & Programs	↓	✓	▤	✓	07/10/2019
🗐 Copy	orts	↓	✓	▤	✓	08/12/2019
🖧 Copy All	& Media Resources	↓	✓	▤	✓	07/09/2019
🌐 View		↓	✓	▤	✓	07/31/2019
🕘 Version History	red Links	↓	✓	▤	⊘	07/10/2019
👥 Permissions						
🗑 Delete						

3. Click the **Page** button.

Select Content Type   ✖

Folder	Page	Event
Link	Calendar	Events
File	Quick Upload	

4. The Create Content page appears.

5. Add content, images, and links as desired.

6. Add **Summary** information if desired.
7. Click **Save Draft** or **Publish** when ready.

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Add a Folder

Do we want to add a note for user to get Website committee approval before adding a folder or other major new site content?

1. Find the desired area to add the new folder.

2. Click the ⋮ **Menu** button beside the desired Folder and click

   +Add Content.

3. Click the **Folder** button.
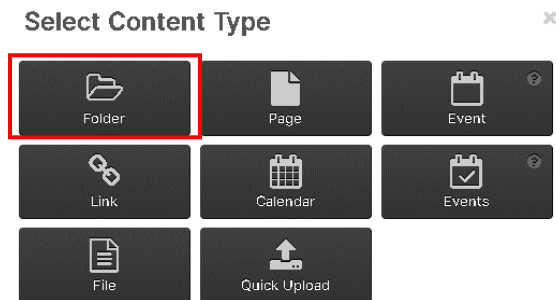
4. You should now be looking at the Create Content page. The top of this page is the same with any of the options except for Quick Upload, which will open a window where you can drag and drop files to upload.

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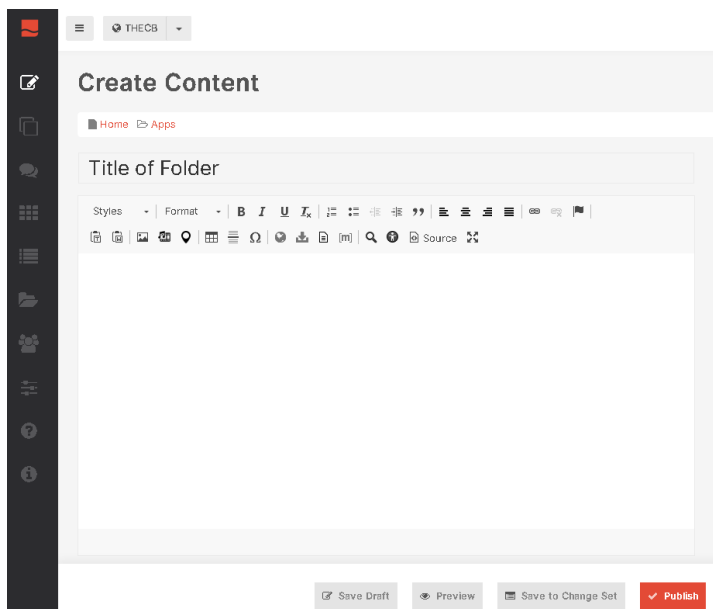
5. If at this point you decide you want a Page or Link instead of a Folder, you can click the drop-down menu button under Type and select a different object.
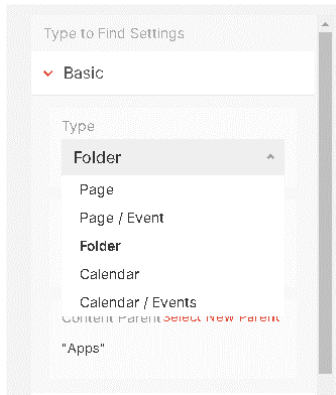
6. The Title field is a required field, Mura will not allow you to Publish or Save without information in this field.

7. Click in the **Title** field and type, **Test Folder**.

8. Click on **Summary** in the Type to Find Settings column.
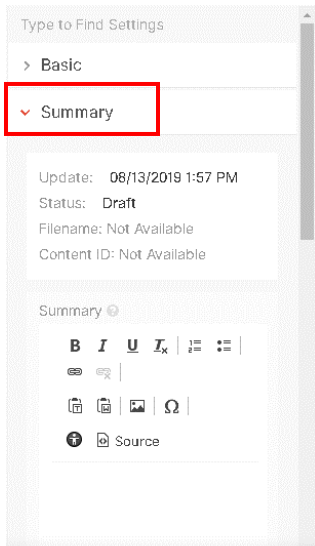
The Summary field is where you can add a summary of the content on the page. Click in the **Content** field and enter text if desired.

9. Click Save or Publish when ready.

Uploading Files to the Document Portal/Report Center?

1. Access the Mura Backend.

   http://board.thecb.state.tx.us/admin/
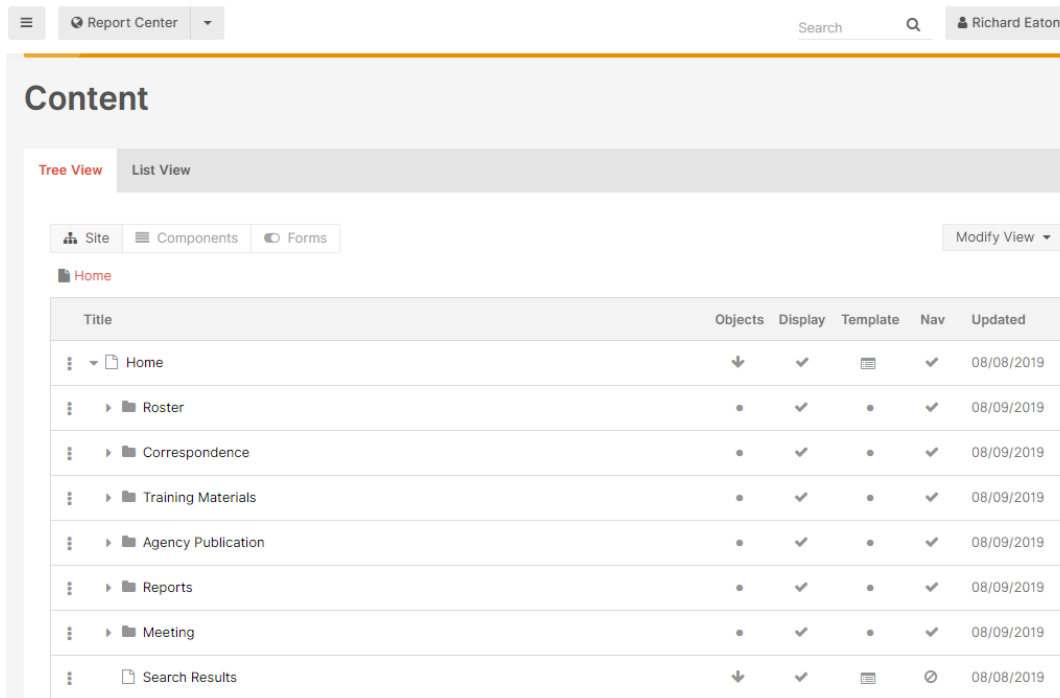
2. If needed, change the Site Selector to the Document Portal.

   Are we now calling this Report Center now?

3. Choose the appropriate folder or sub-folder to create a page and upload your document.

**Hint**: Click on the ⋮ icon and select **Zoom** to see all content associated with that folder.

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This lists the major document portal categories.

| Document Category	Description
Roster	Various topic rosters and lists of committee members
Correspondence	General correspondence between institutions and other agencies
Training Materials	All training related materials posted to the site
Agency Publication	• Guidelines and Manuals • Blank Forms and Templates • Miscellaneous Publications
Reports	Any Reports posted to the site
Meeting	Content meant to support various Agency meetings

4. Click on the ⋮ icon next to that folder and select Add Content.

5. At the Select Content Type window select **File**.
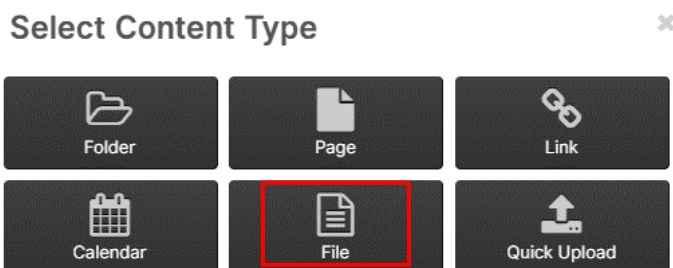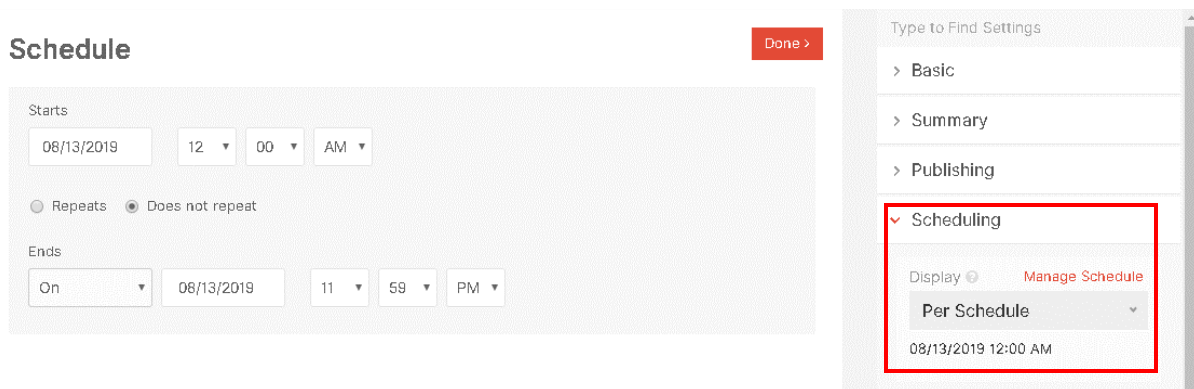

6. Give you page the proper Title Name.

7. Under Select File > Via Upload, click on **Choose File** and upload the desired document from you work space.
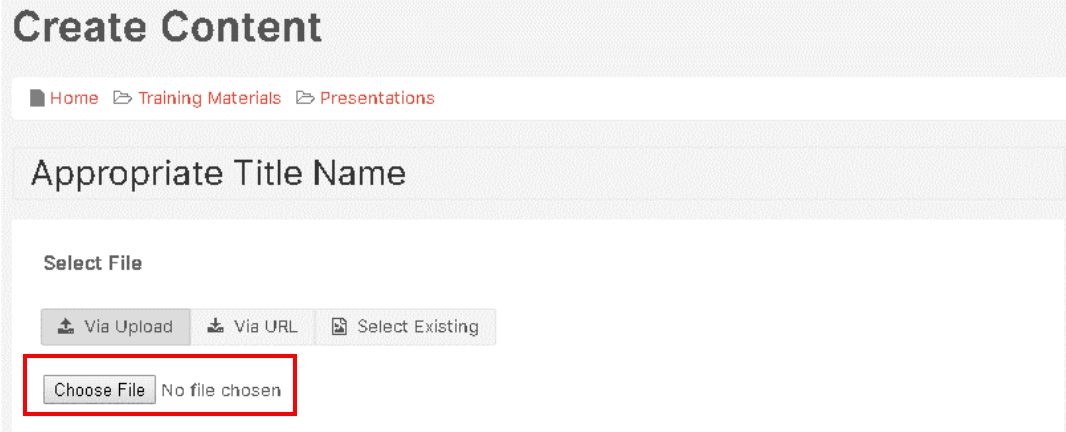
8. Under Type to Find Settings, click on Summary and describe the content in a few words.
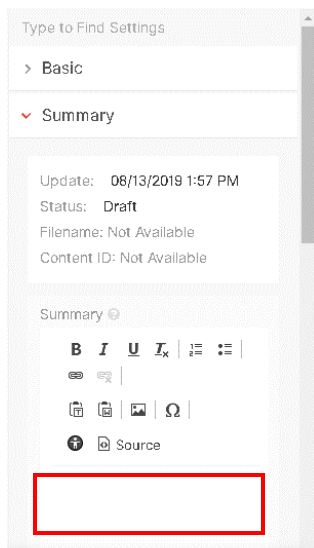

9. Click on Scheduling select **Per Schedule** and enter the desired start and end dates. Click done when ready.

10. Review and Publish your page.

11. The new document should appear in the tree where you uploaded it.

12. Click on the ⋮ icon next to that file and select **View** the published page.

13. Copy the URL of the published page. You may paste this into Notepad or another editor to keep it handy.

14. Use this copied URL to create the links to the document in any page or pages. See Add and Link to a Document.
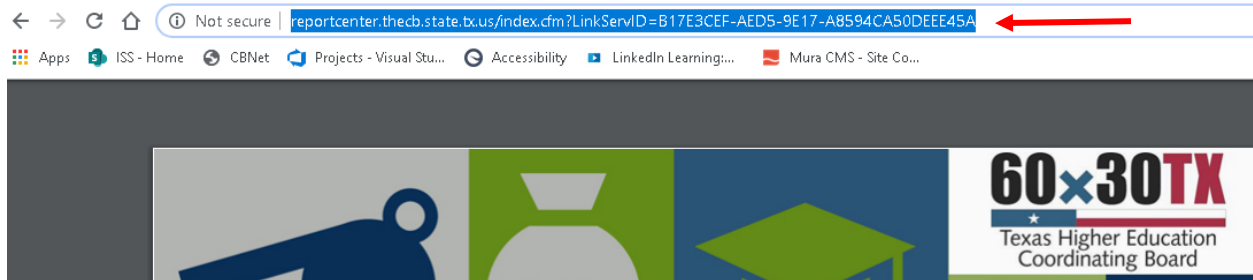
Managing Events and Topics of Interest

In the Mura environment you create and save Agency events under the **About Us** folder.

1. Log into the THECB back-end and display the site tree. Access the back-end administration area and then log in.
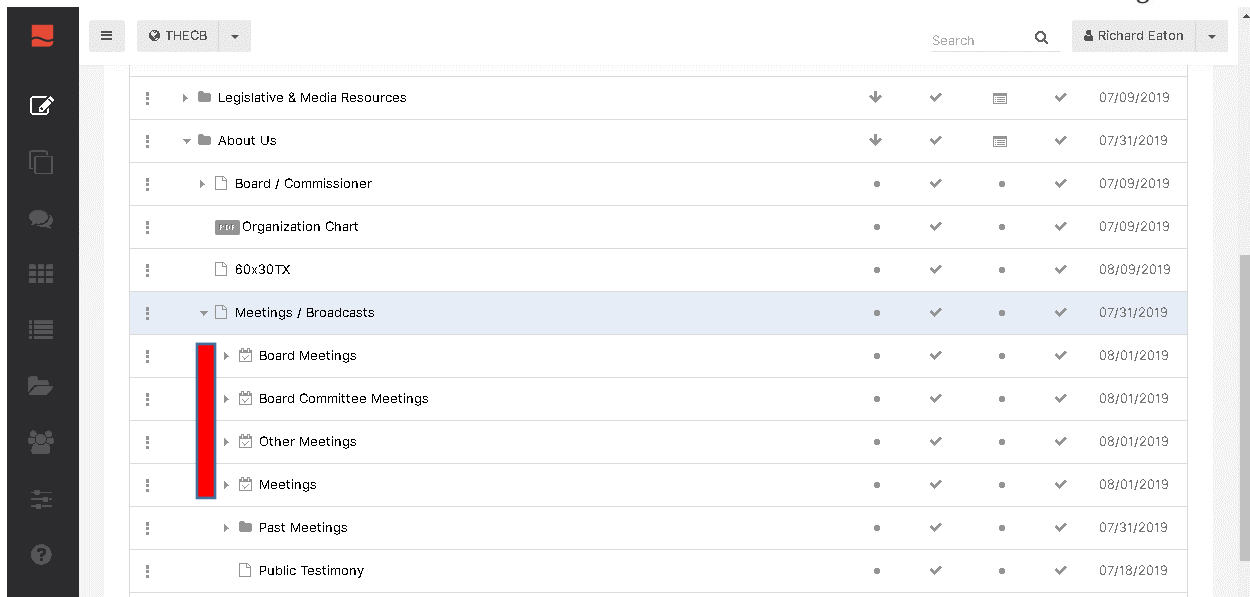
   http://board.thecb.state.tx.us/admin

2. Expand or **Zoom** on the **About Us** folder.

1. Expand or **Zoom** on the **Meetings/Broadcasts** folder.
2. Find the most appropriate event meeting folder for your event.

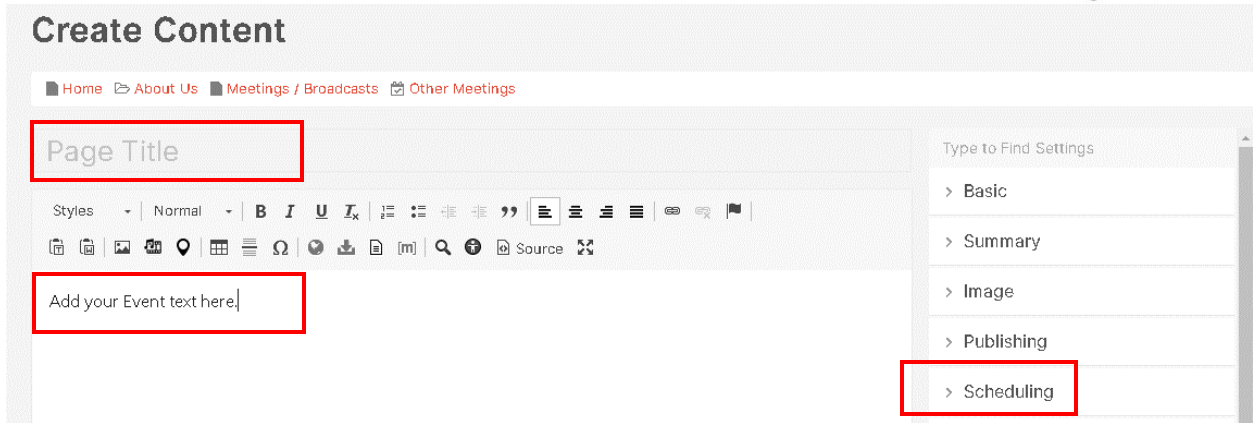3. Click on the ⋮ icon and select **Add Content**.
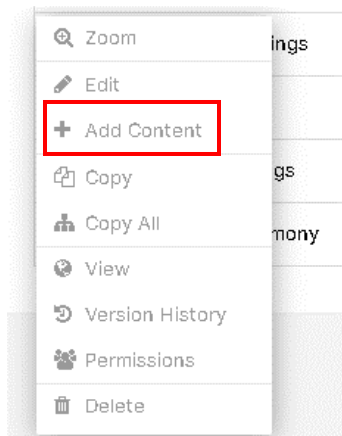
4. At the Select Content Type window select **Event**.

5. In the Create Content page add the event Title.

6. Add and format any needed information text to display for this event in the editor.

When the content is complete, click on **Scheduling**.

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7. Select **Per Schedule** in the dropdown and click **Manage Schedule**.

8. Enter your event's Date, Start, and Stop times as appropriate. Click done when ready.
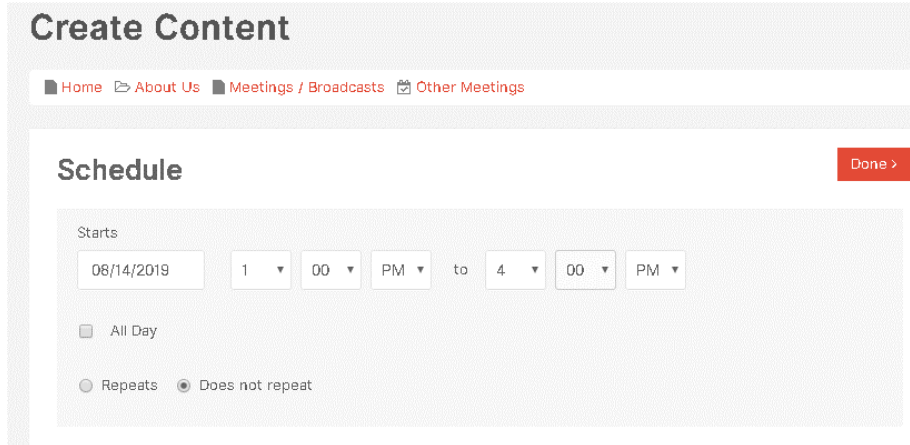

9. Save your draft, **Preview**, and **Publish** your event.

10. Verify that your event now exists in the chosen event meeting folder.

Note: There are many events in most cases. You may need to **Modify View** in the upper right corner dropdown to sort for the **Release Date** in an **Ascending** manner to see your event.
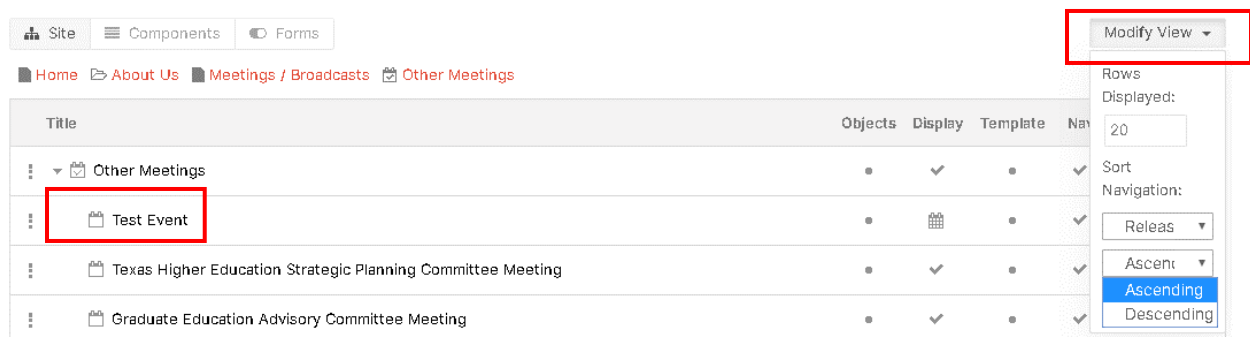
Saving and Publishing Your Page

Of course always select **Save Draft** or Preview to save your work. Depending on system privileges, content managers have several publishing options with Mura CMS. This is an overview of some of the various options below.
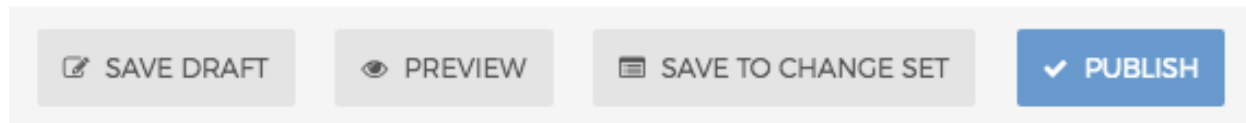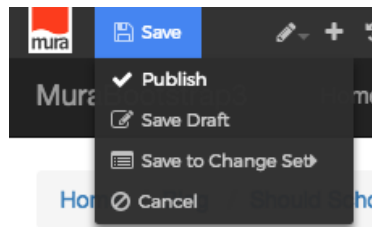
These are publishing options in "full edit" mode and publishing options in "inline edit" mode.

Save Draft

"Save Draft" allows you to save a temporary, non-published version of content for later editing or approval. Draft versions are available for review by the user who created the item, or any site administrators.

Preview

"Preview" does the same thing as "Save Draft" and then displays what the content would look like if published on the front-end view. If using "Preview" from the back end administration area, it will attempt to launch a new window.

Save to Change Set*

"Save to Change Set" saves a version of the content in the desired "change set." A "Change Set" is like a virtual bucket where you can store any changes you want to make "live" at the same time.

Publish*

"Publish" makes the content "live" and visible to the front-end public view of your site. The content item's status will become "Published." This action will also remove any "Draft" versions of the content item.

*Note: "Save to Change Set" and "Publish" options will only appear for groups that have "Editor" roles. They will not appear for groups with "Author" roles.