WELCOME TO THE CONTENT MANAGEMENT SYSTEM (CMS) TRAINING

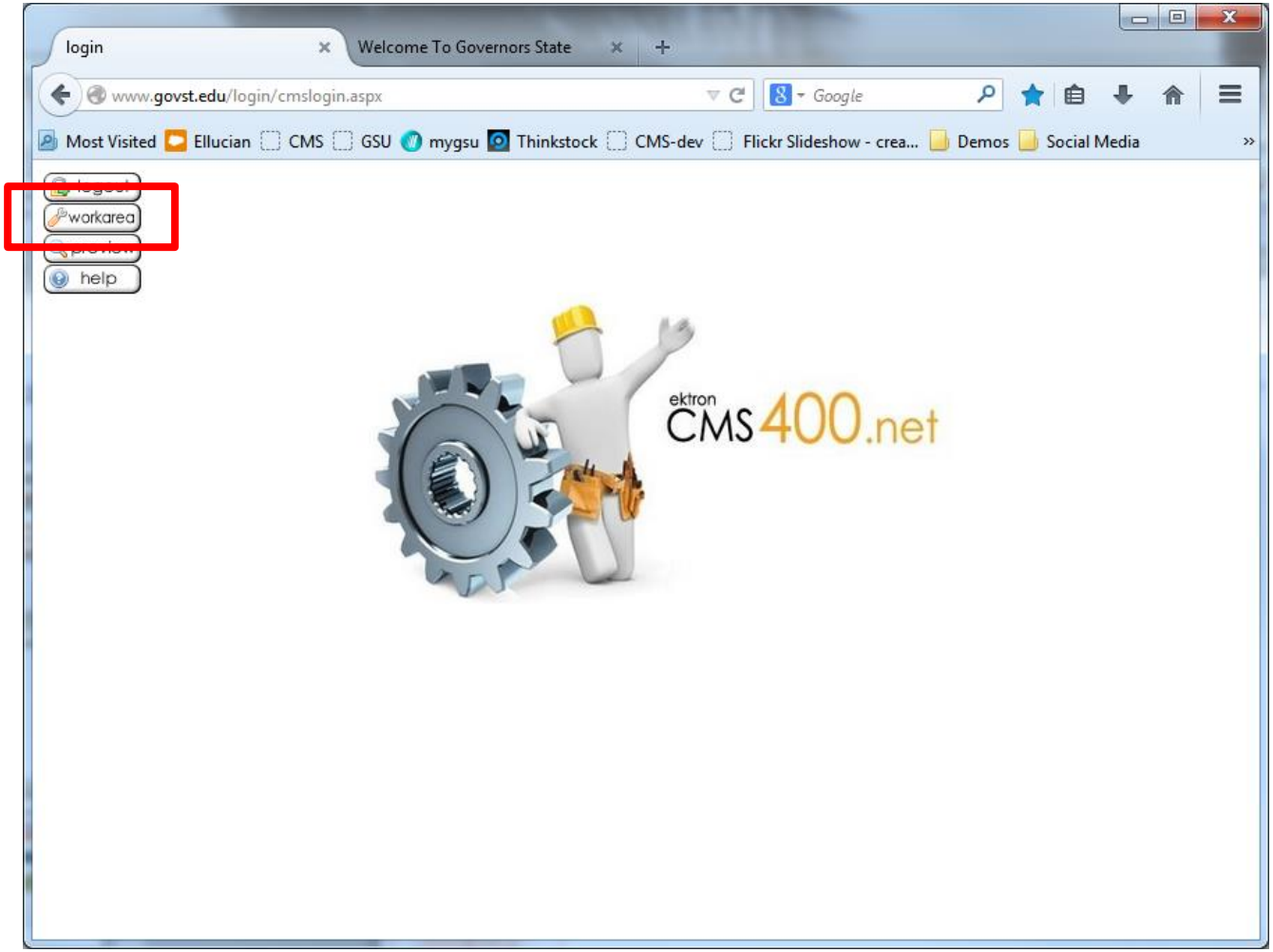
1. Open a browser (Firefox preferably)
2. Type in these URLs to download training material
   - http://www3.govst.edu/adecastro/CMS/
3. Download the files to your desktop

GOVERNOR STATE UNIVERSITY

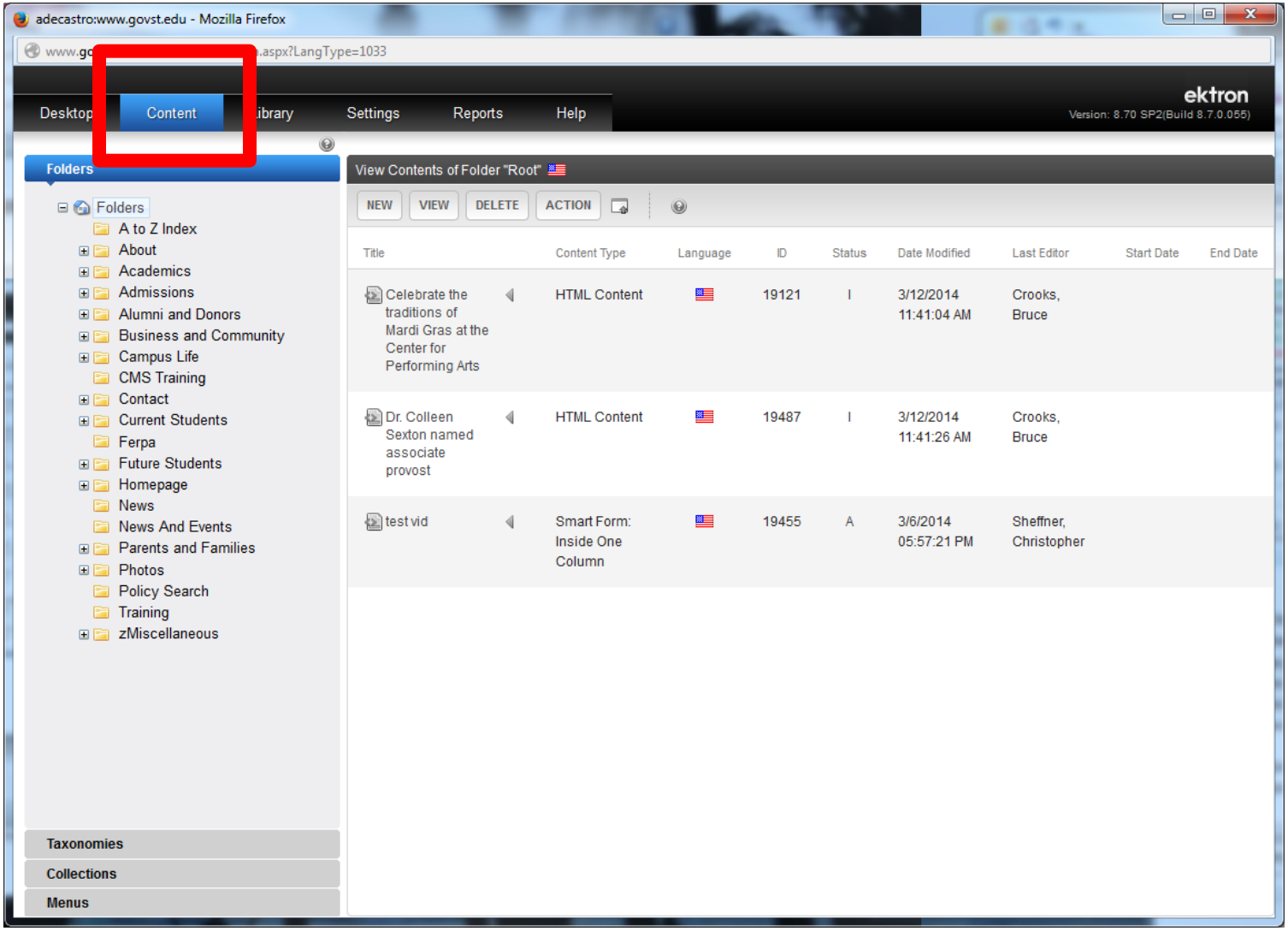
CONTENT MANAGEMENT SYSTEM (CMS) TRAINING

1. Log in to your GSU Account in the computer
2. Open up a browser (preferable Firefox)
3. Type in the URL: http://www.govst.edu/login/cmslogin.aspx
4. Click on LOGIN
5. Sign in using your GSU account info

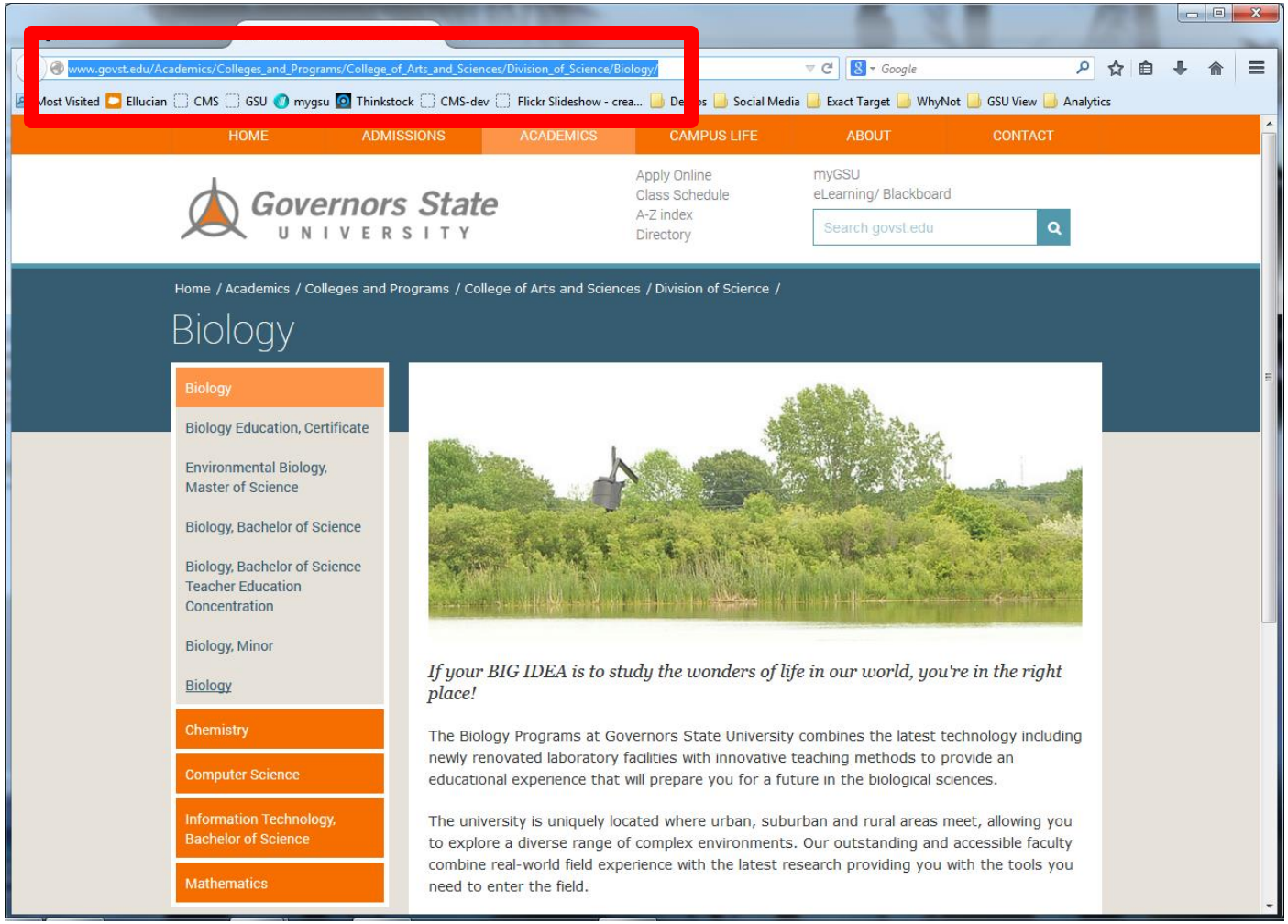
1. In the CMS window, click on Workarea



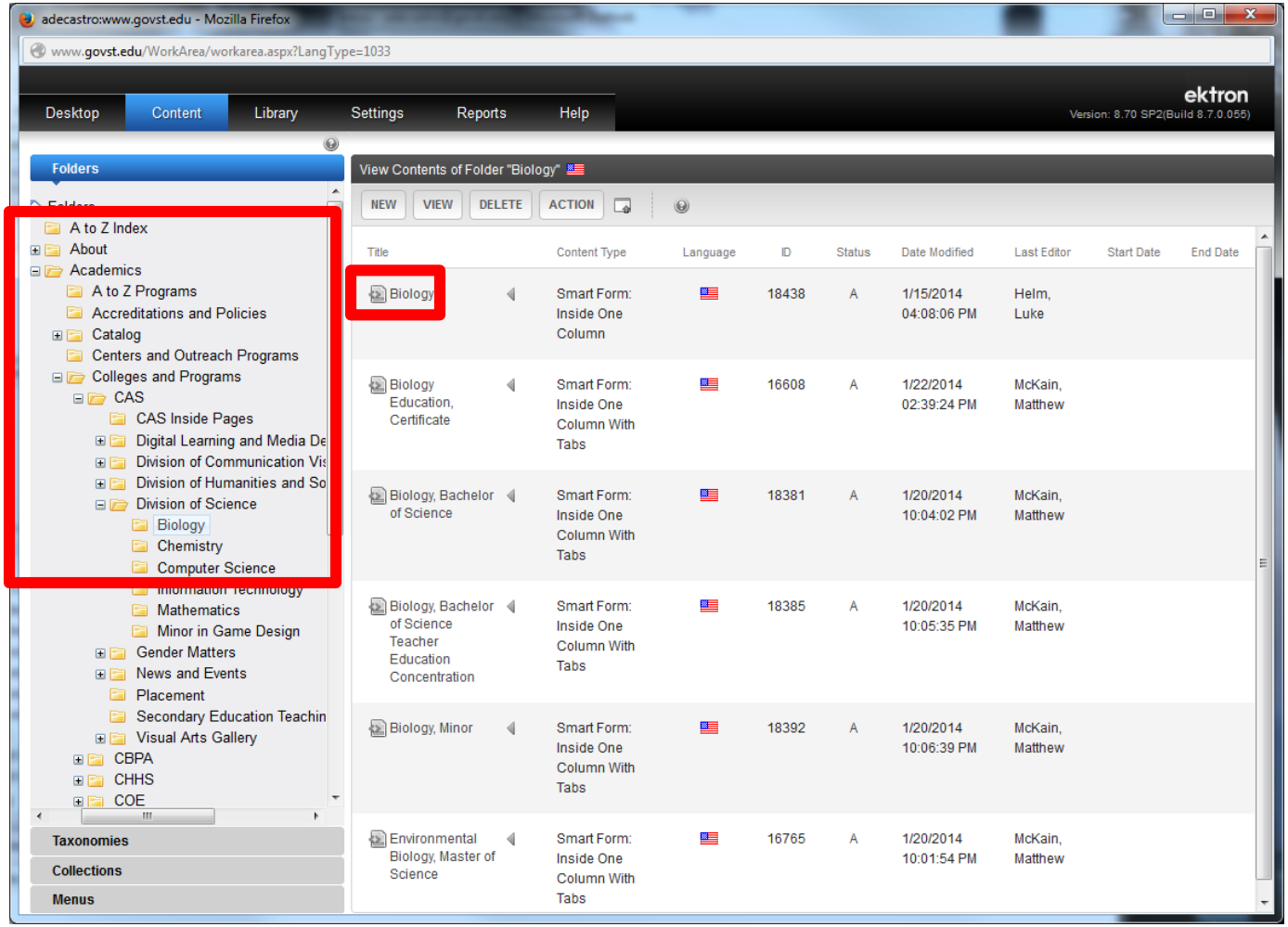
1. Another window will appear. This is your workarea. Click on Content tab to access the webpages on the GSU Website .



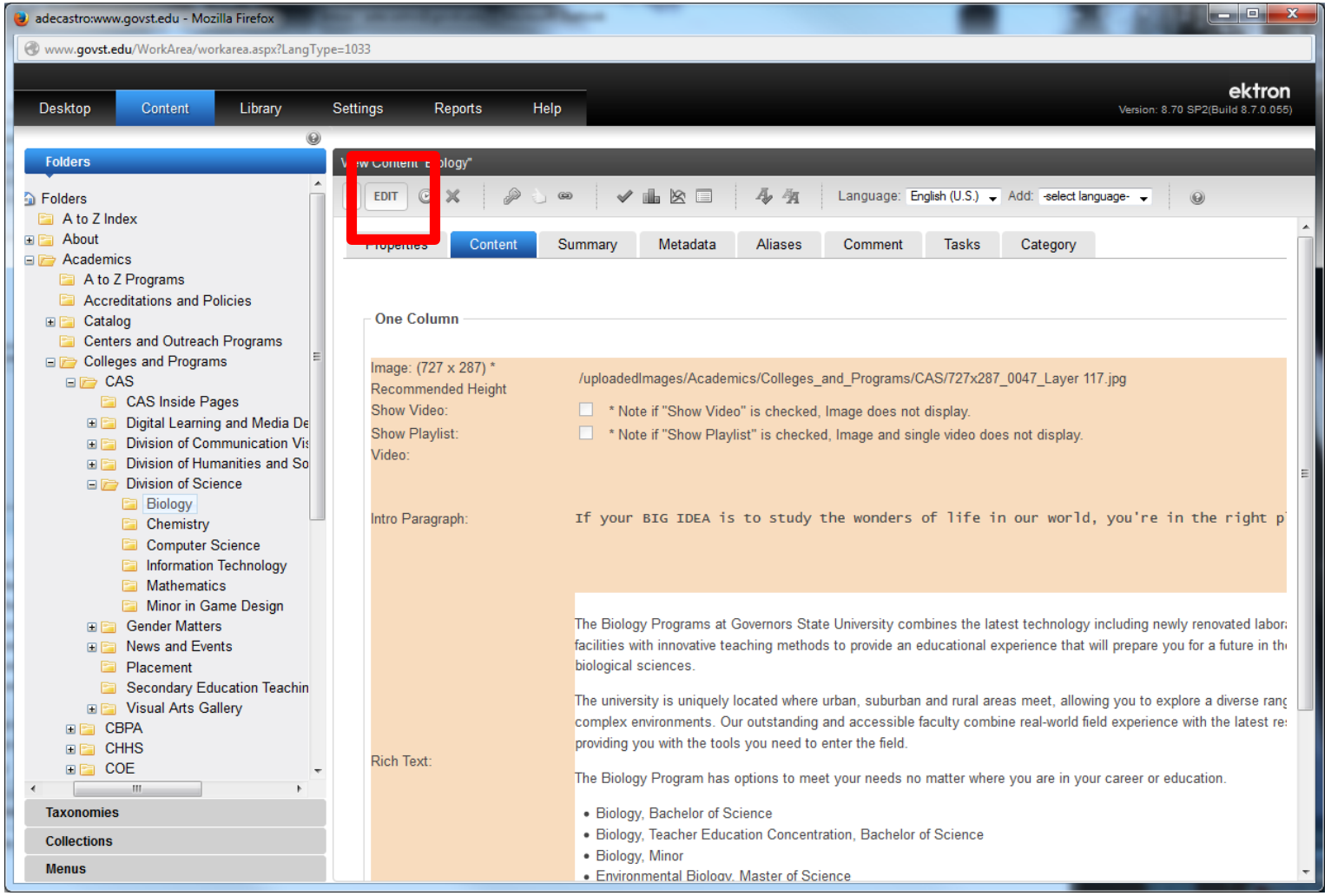
1. To access your page look at the URL of your webpage:
2. In this example it's
   /Academics/Colleges_and_Programs/College_of_Arts_and_Sciences/Division_of_Science/Biology/

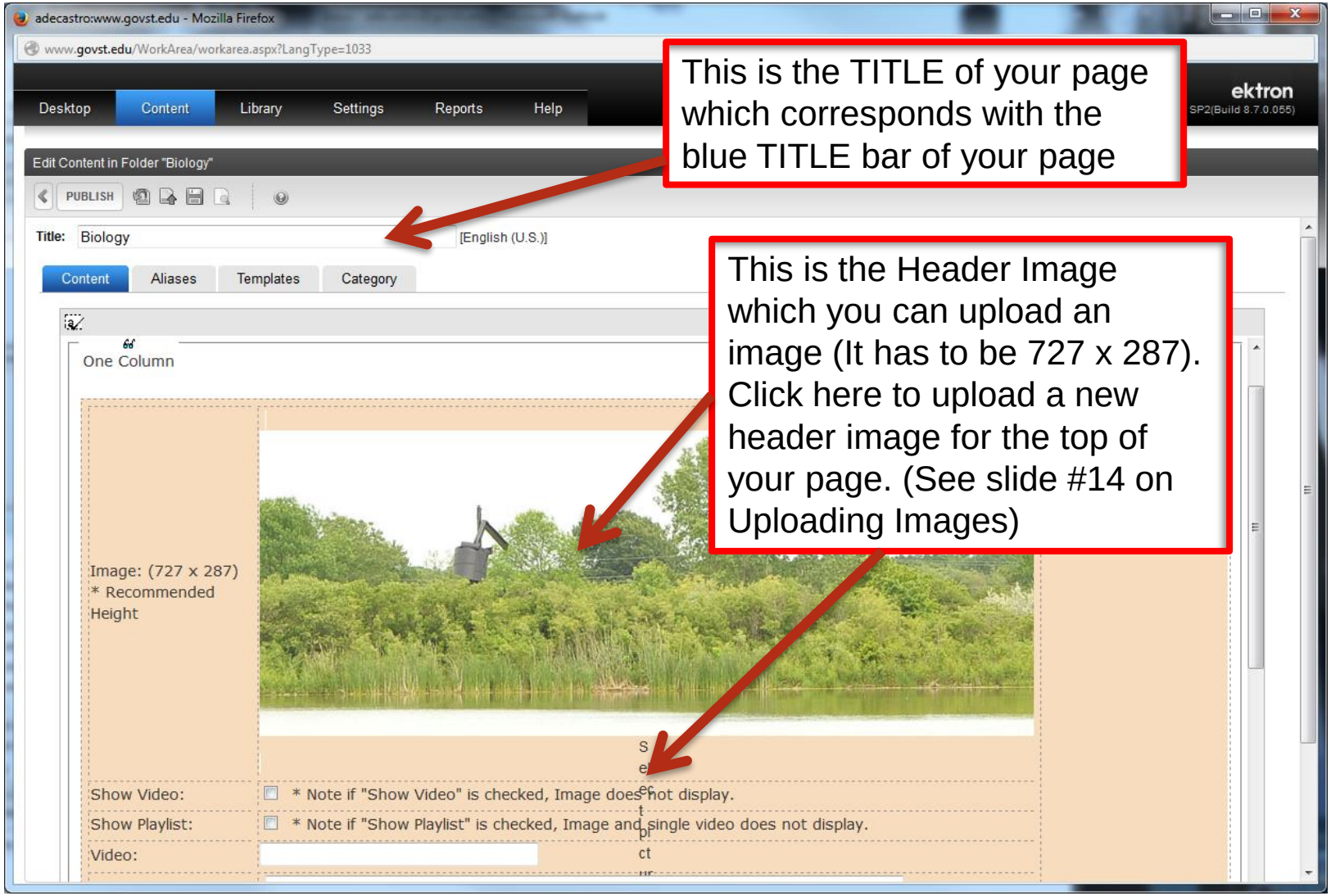


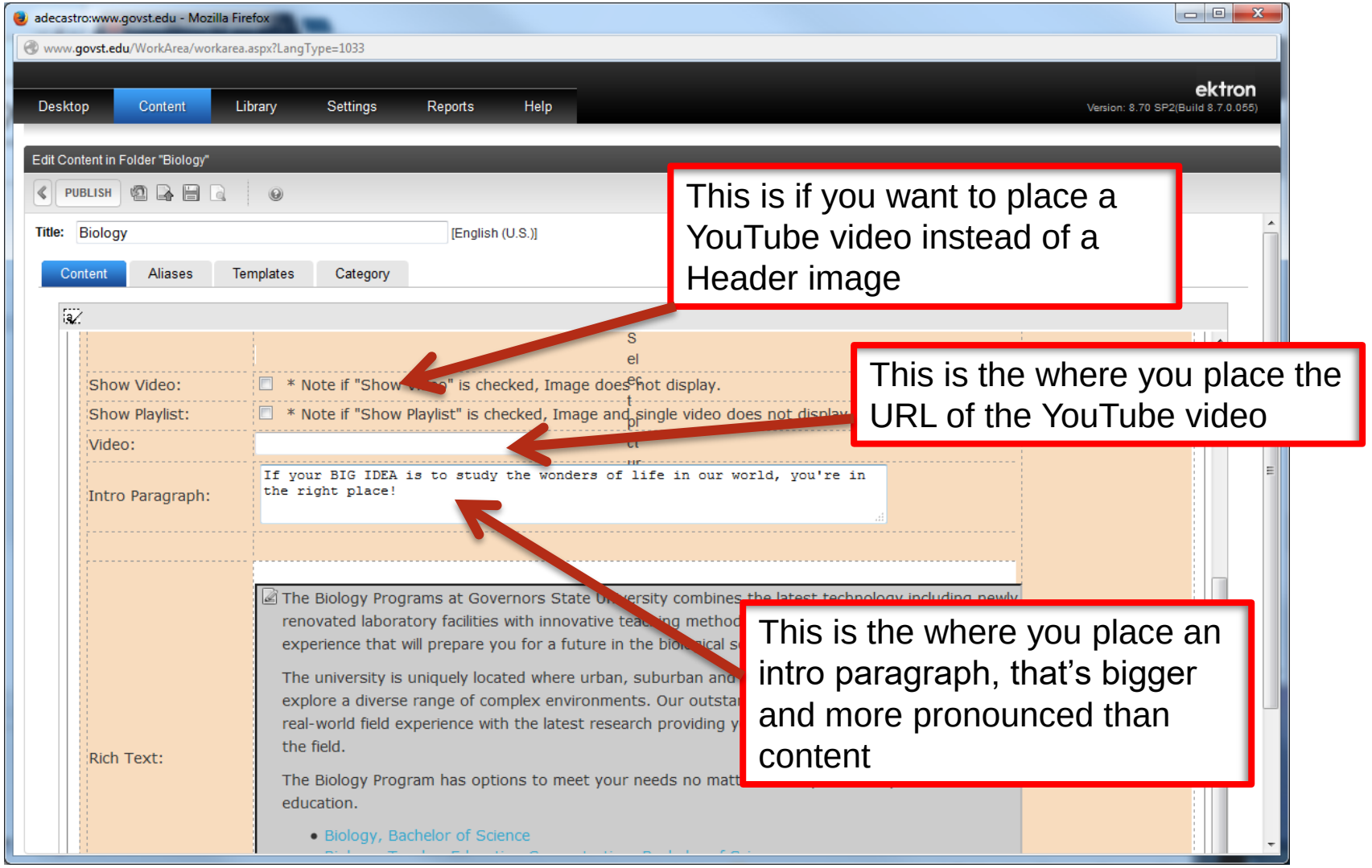
1. In the work area look for the corresponding directories (folders). In this example it's: Academics>Colleges_and_Programs>College_of_Arts_and_Sciences (CAS) > Division_of_Science >Biology
2. Click on the page you want to edit in the right column



1. Then once on the page, click on the EDIT Button



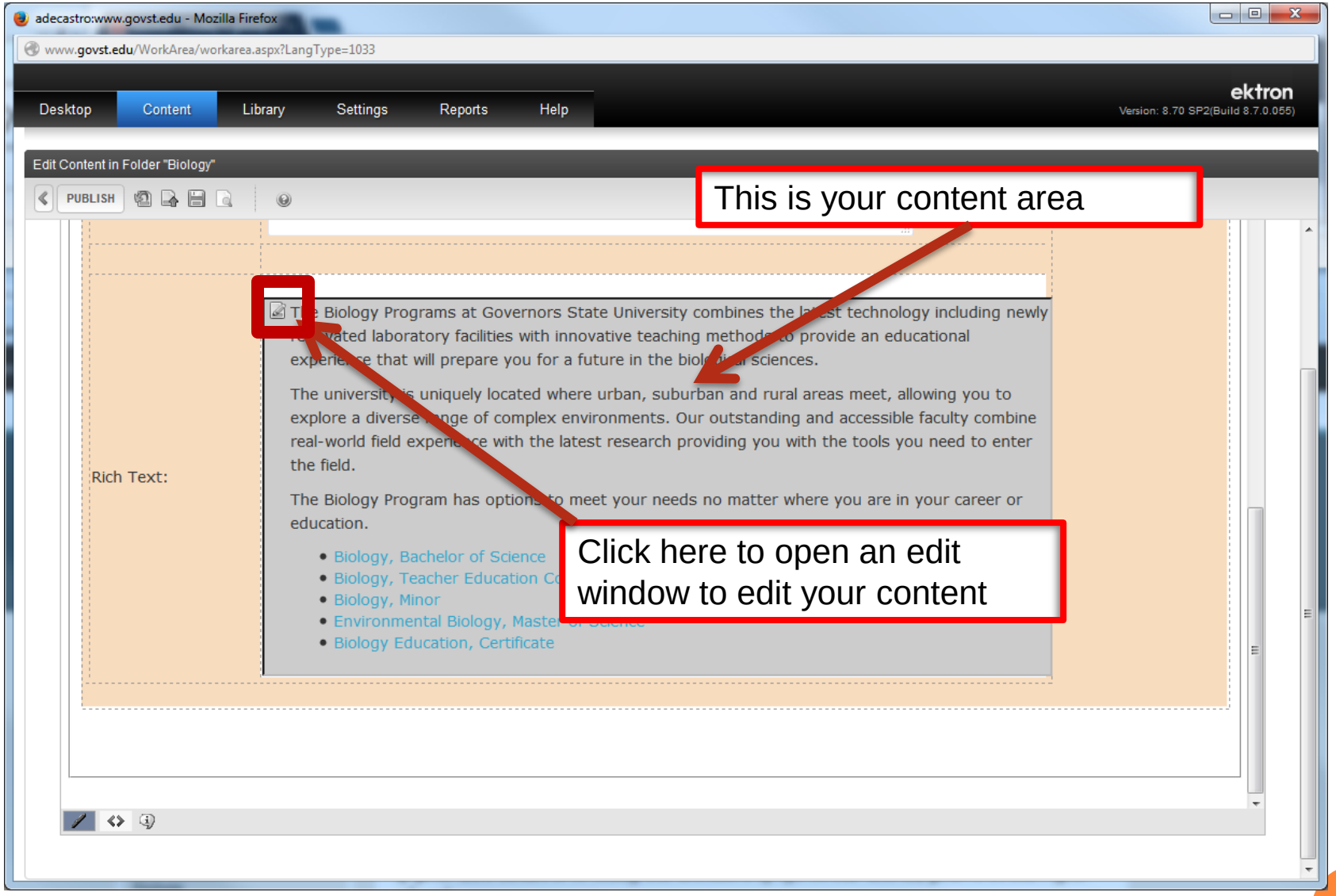

This is the TITLE of your page which corresponds with the blue TITLE bar of your page
This is the Header Image which you can upload an image (It has to be 727 x 287). Click here to upload a new header image for the top of your page. (See slide #14 on Uploading Images)
adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Edit Content in Folder "Biology"
PUBLISH
Title:
Biology
[English (U.S.)]
Content
Aliases
Templates
Category
One Column
Image: (727 x 287)
* Recommended Height
Show Video:
* Note if "Show Video" is checked, Image does not display.
Show Playlist:
* Note if "Show Playlist" is checked, Image and single video does not display.
Video:

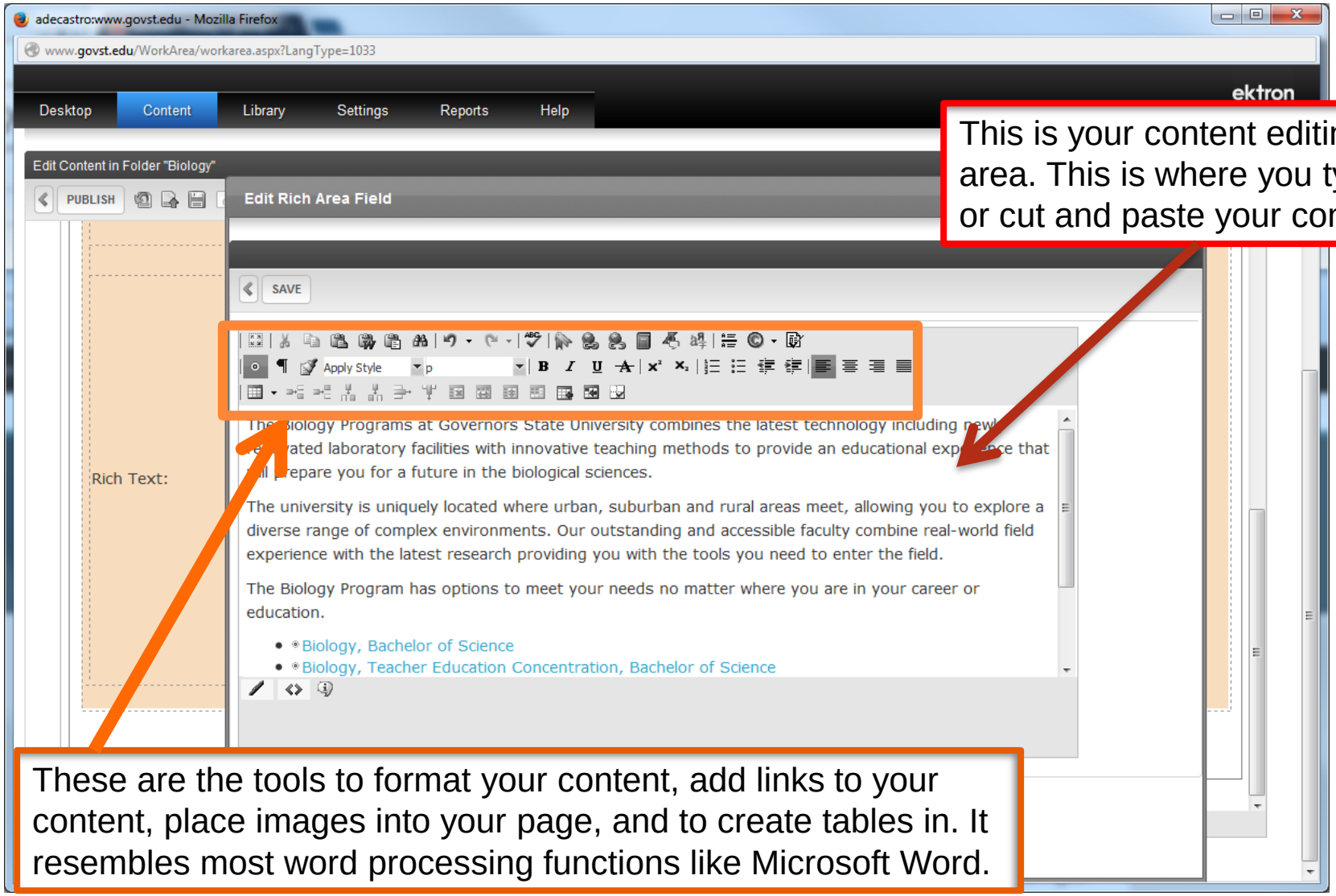


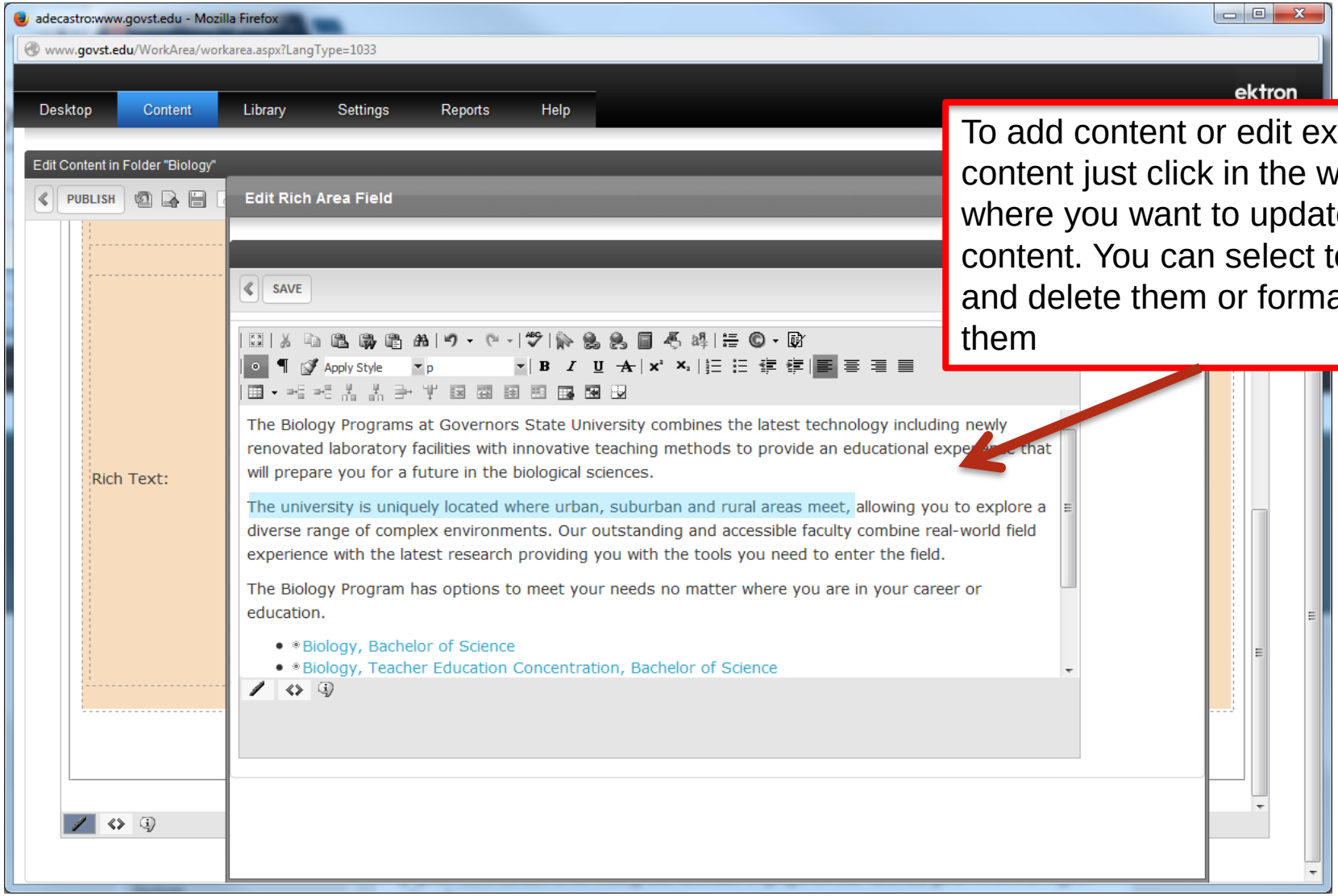
This is if you want to place a YouTube video instead of a Header image

This is the where you place the URL of the YouTube video

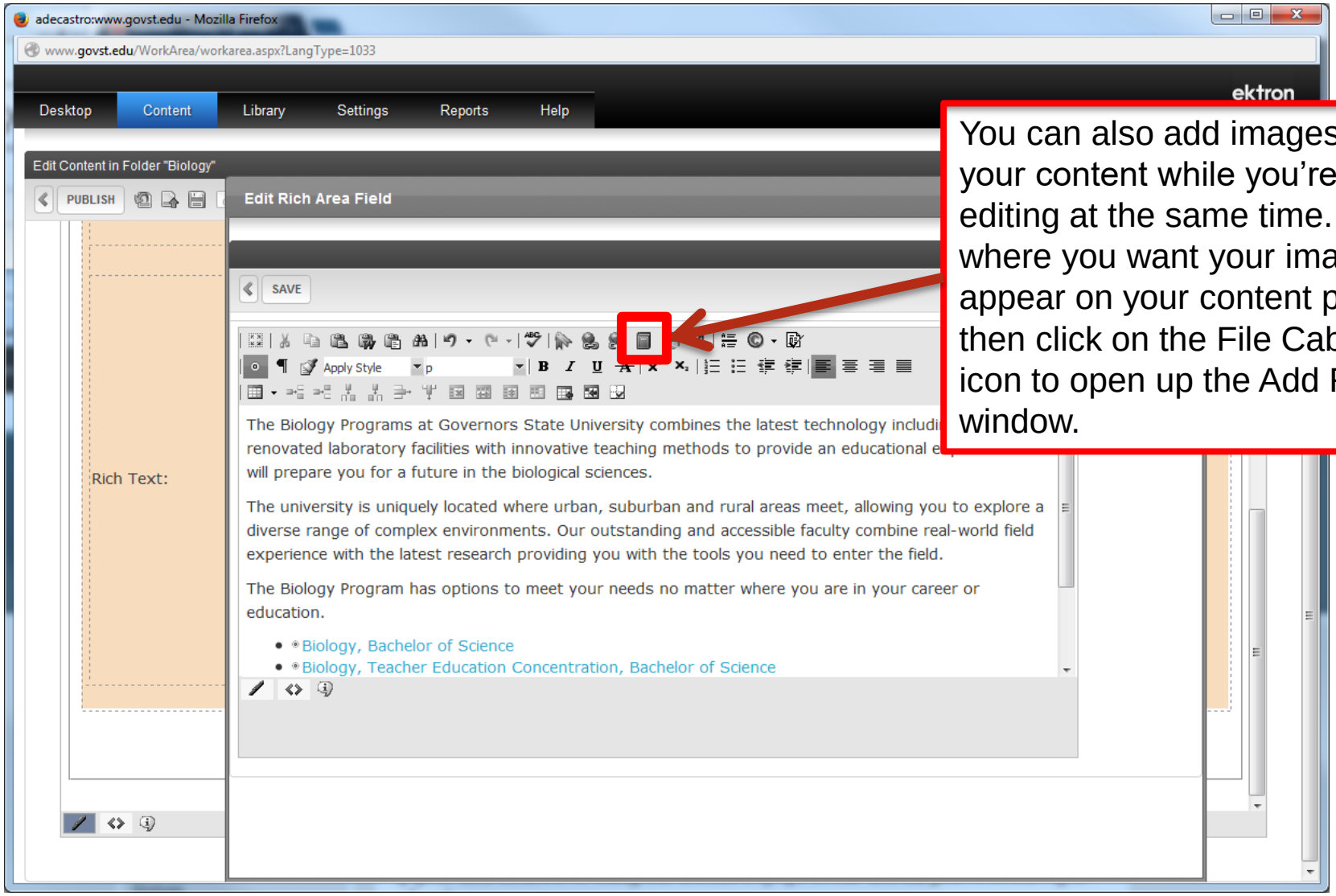
This is the where you place an intro paragraph, that's bigger and more pronounced than content


adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Folder "Biology"
PUBLISH
This is your content area
Rich Text:
The Biology Programs at Governors State University combines the latest technology including newly renovated laboratory facilities with innovative teaching methods to provide an educational experience that will prepare you for a future in the biological sciences.
The university is uniquely located where urban, suburban and rural areas meet, allowing you to explore a diverse range of complex environments. Our outstanding and accessible faculty combine real-world field experience with the latest research providing you with the tools you need to enter the field.
The Biology Program has options to meet your needs no matter where you are in your career or education.
Biology, Bachelor of Science
Biology, Teacher Education
Biology, Minor
Environmental Biology, Master of Science
Biology Education, Certificate
Click here to open an edit window to edit your content

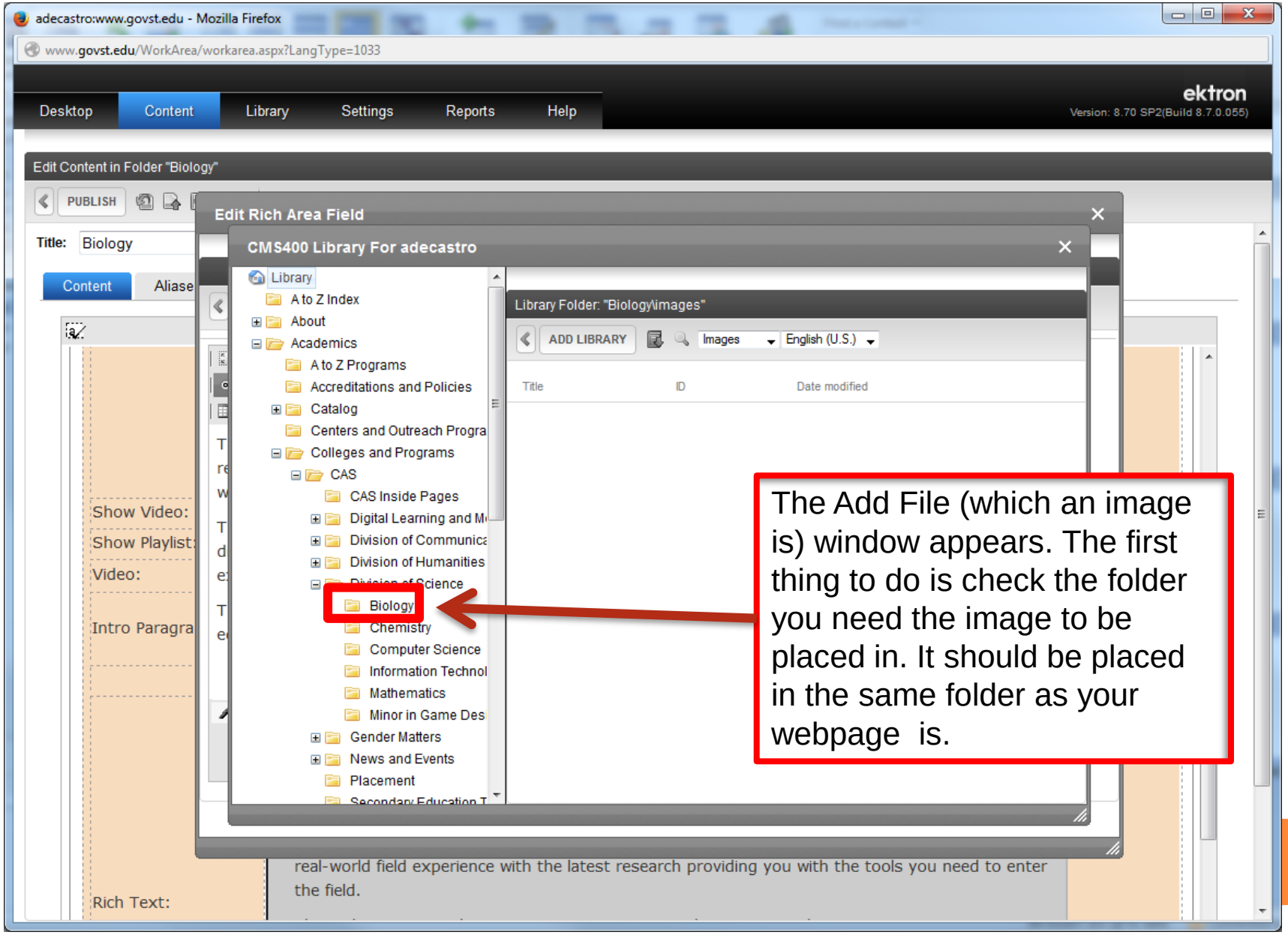

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Edit Content in Folder "Biology"
PUBLISH
Edit Rich Area Field
SAVE
Apply Style
p
Rich Text:
The Biology Programs at Governors State University combines the latest technology including new
vated laboratory facilities with innovative teaching methods to provide an educational exp ce that
ll prepare you for a future in the biological sciences.
The university is uniquely located where urban, suburban and rural areas meet, allowing you to explore a diverse range of complex environments. Our outstanding and accessible faculty combine real-world field experience with the latest research providing you with the tools you need to enter the field.
The Biology Program has options to meet your needs no matter where you are in your career or education.
Biology, Bachelor of Science
Biology, Teacher Education Concentration, Bachelor of Science
This is your content editing area. This is where you type in or cut and paste your content
These are the tools to format your content, add links to your content, place images into your page, and to create tables in. It resembles most word processing functions like Microsoft Word.

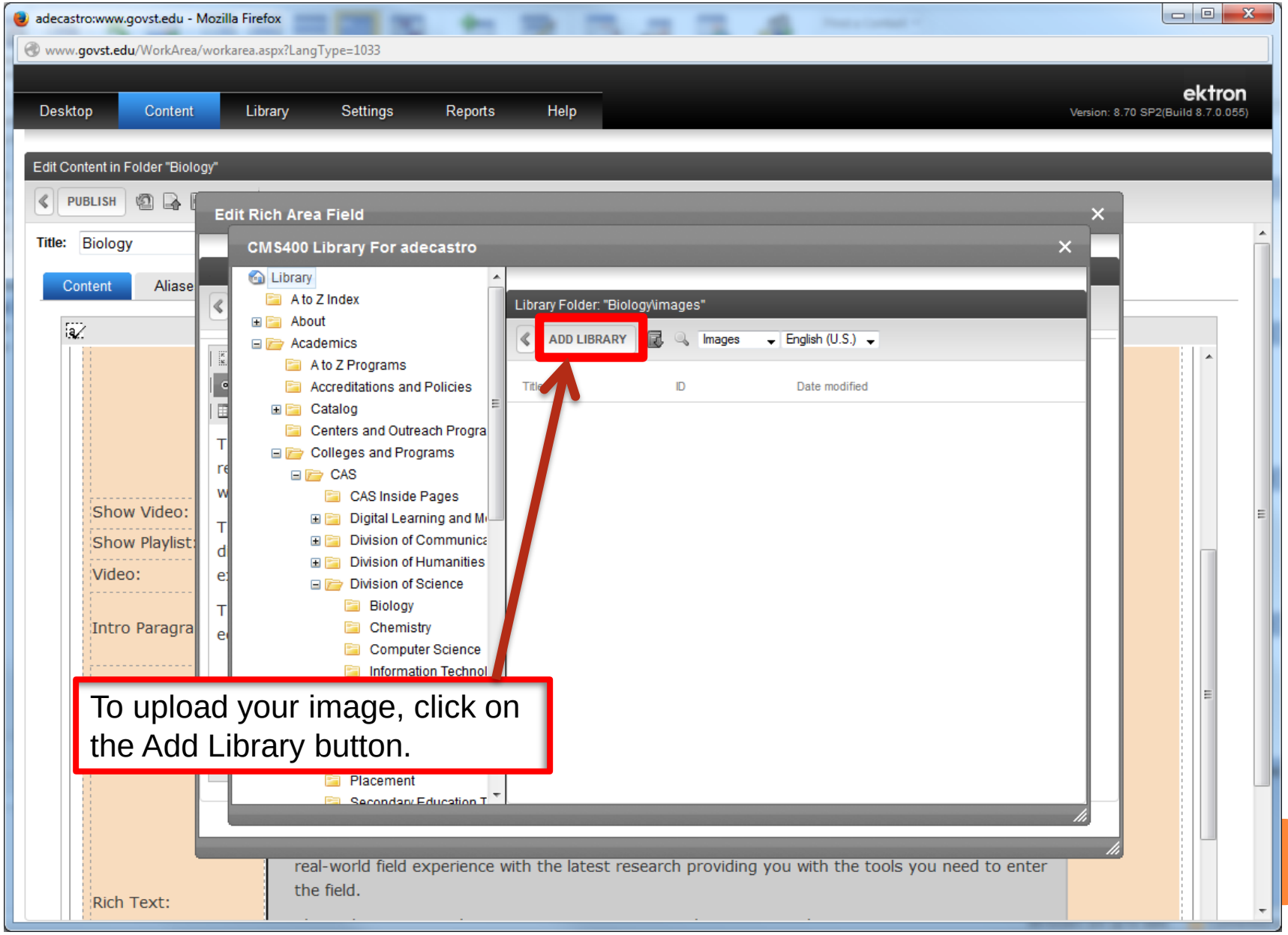


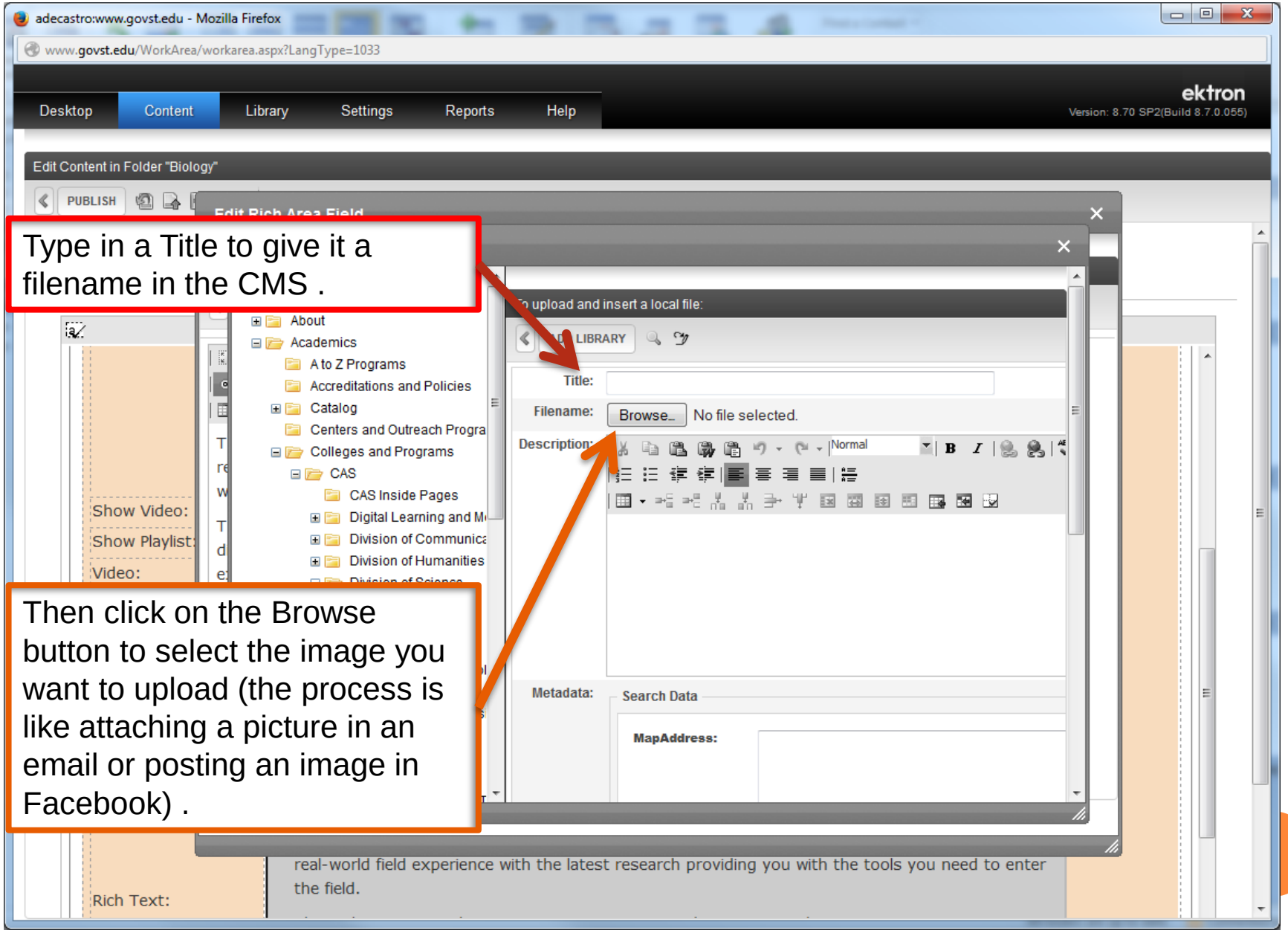
To add content or edit existing content just click in the window where you want to update your content. You can select text and delete them or format them



You can also add images into your content while you're editing at the same time. Click where you want your image to appear on your content page, then click on the File Cabinet icon to open up the Add File window.

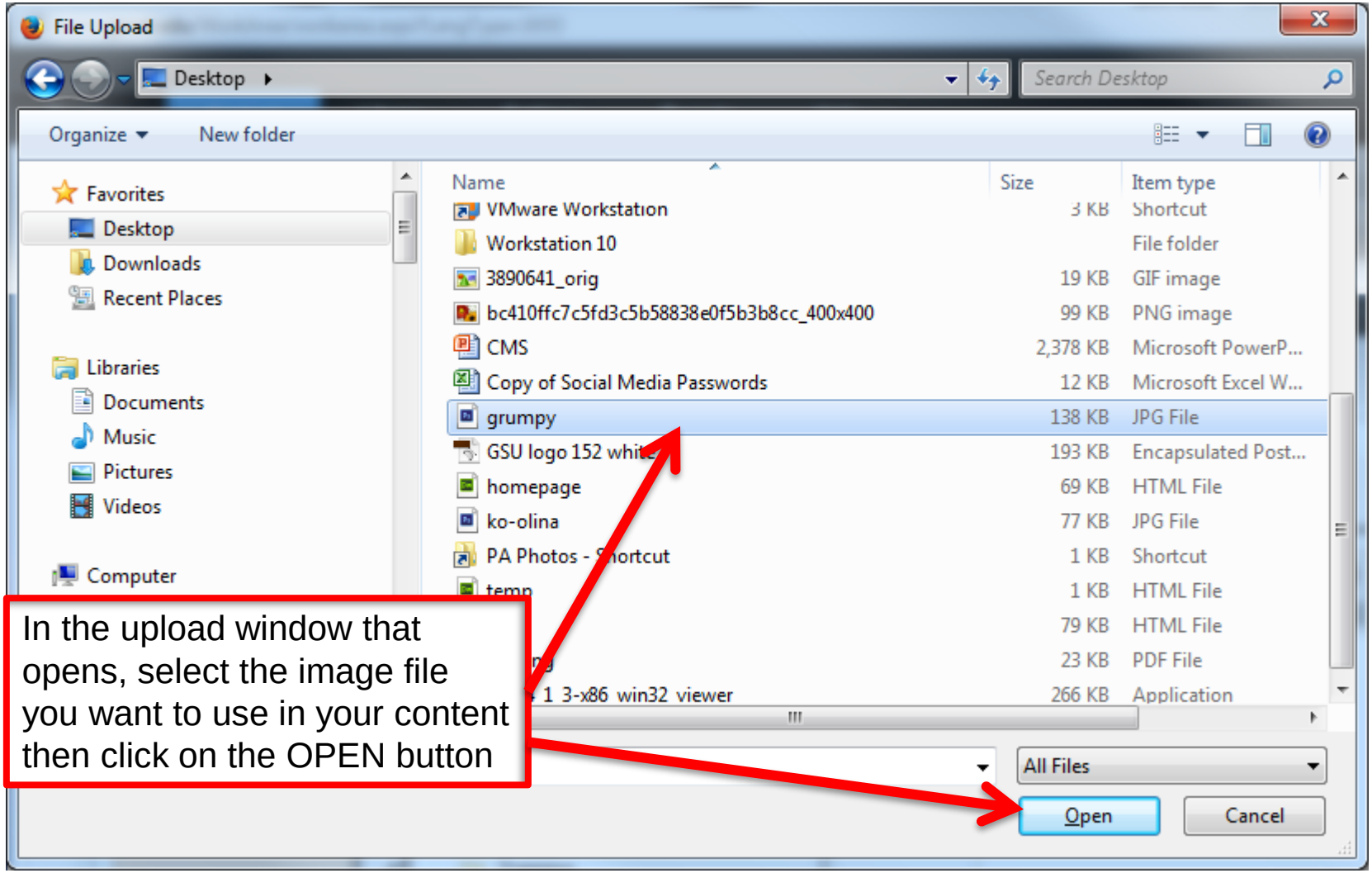

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Folder "Biology"
PUBLISH
Title: Biology
Content
Aliase
Edit Rich Area Field
CMS400 Library For adecastro
Library
A to Z Index
About
Academics
A to Z Programs
Accreditations and Policies
Catalog
Centers and Outreach Progra
Colleges and Programs
CAS
CAS Inside Pages
Digital Learning and M
Division of Communica
Division of Humanities
Biology
Chemistry
Computer Science
Information Technol
Mathematics
Minor in Game Des
Gender Matters
News and Events
Placement
Library Folder: "Biology\images"
ADD LIBRARY
Images
English (U.S.)
Title
ID
Date modified
Show Video:
Show Playlist:
Video:
Intro Paragra
Rich Text:
real-world field experience with the latest research providing you with the tools you need to enter the field.
The Add File (which an image is) window appears. The first thing to do is check the folder you need the image to be placed in. It should be placed in the same folder as your webpage is.

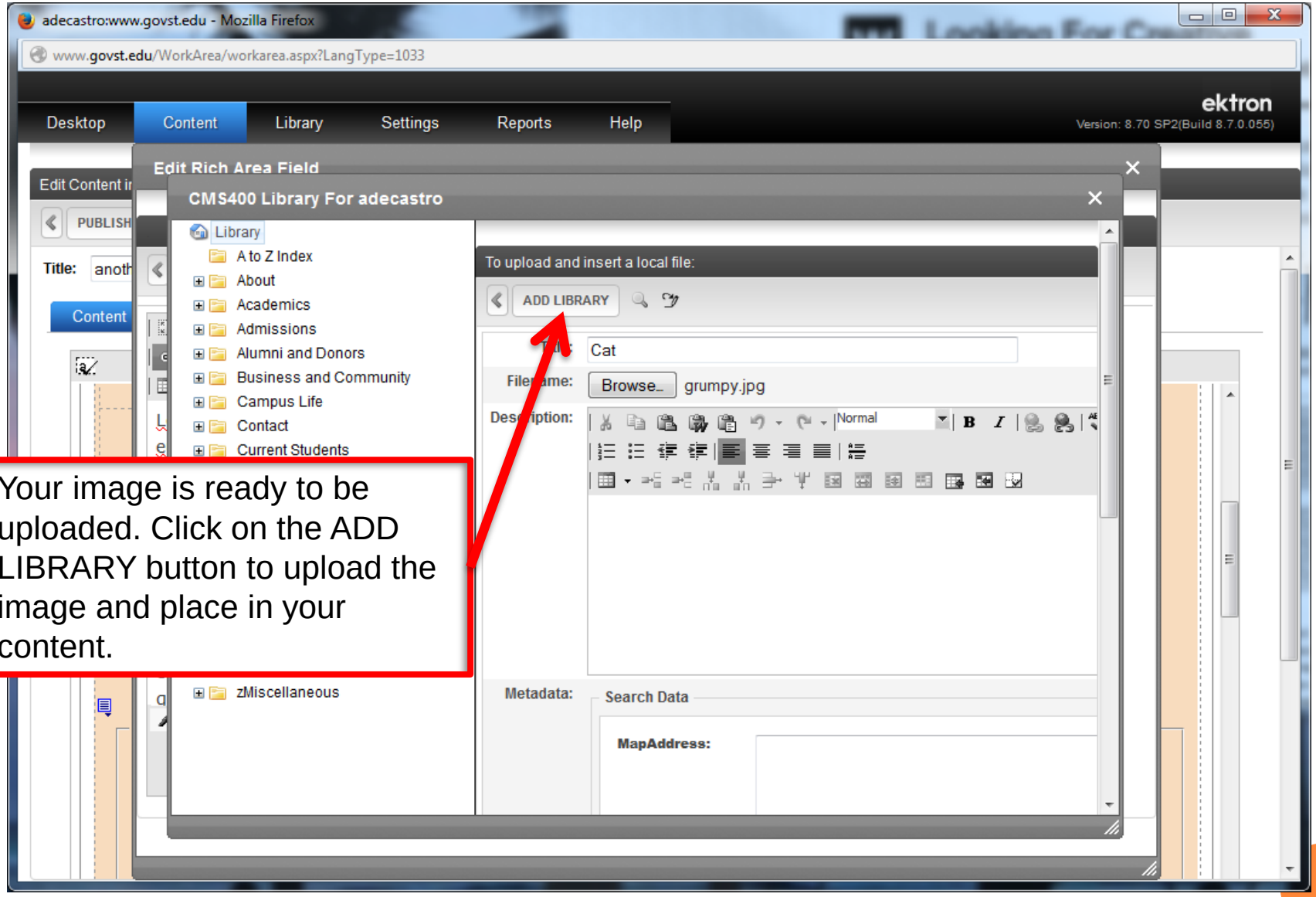

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Folder "Biology"
PUBLISH
Title: Biology
Content
Aliase
Edit Rich Area Field
CMS400 Library For adecastro
Library
A to Z Index
About
Academics
A to Z Programs
Accreditations and Policies
Catalog
Centers and Outreach Progra
Colleges and Programs
CAS
CAS Inside Pages
Digital Learning and M
Division of Communica
Division of Humanities
Division of Science
Biology
Chemistry
Computer Science
Information Technol
Placement
Library Folder: "Biology\images"
ADD LIBRARY
Images
English (U.S.)
Title
ID
Date modified
Show Video:
Show Playlist:
Video:
Intro Paragra
Rich Text:
real-world field experience with the latest research providing you with the tools you need to enter the field.
To upload your image, click on the Add Library button.

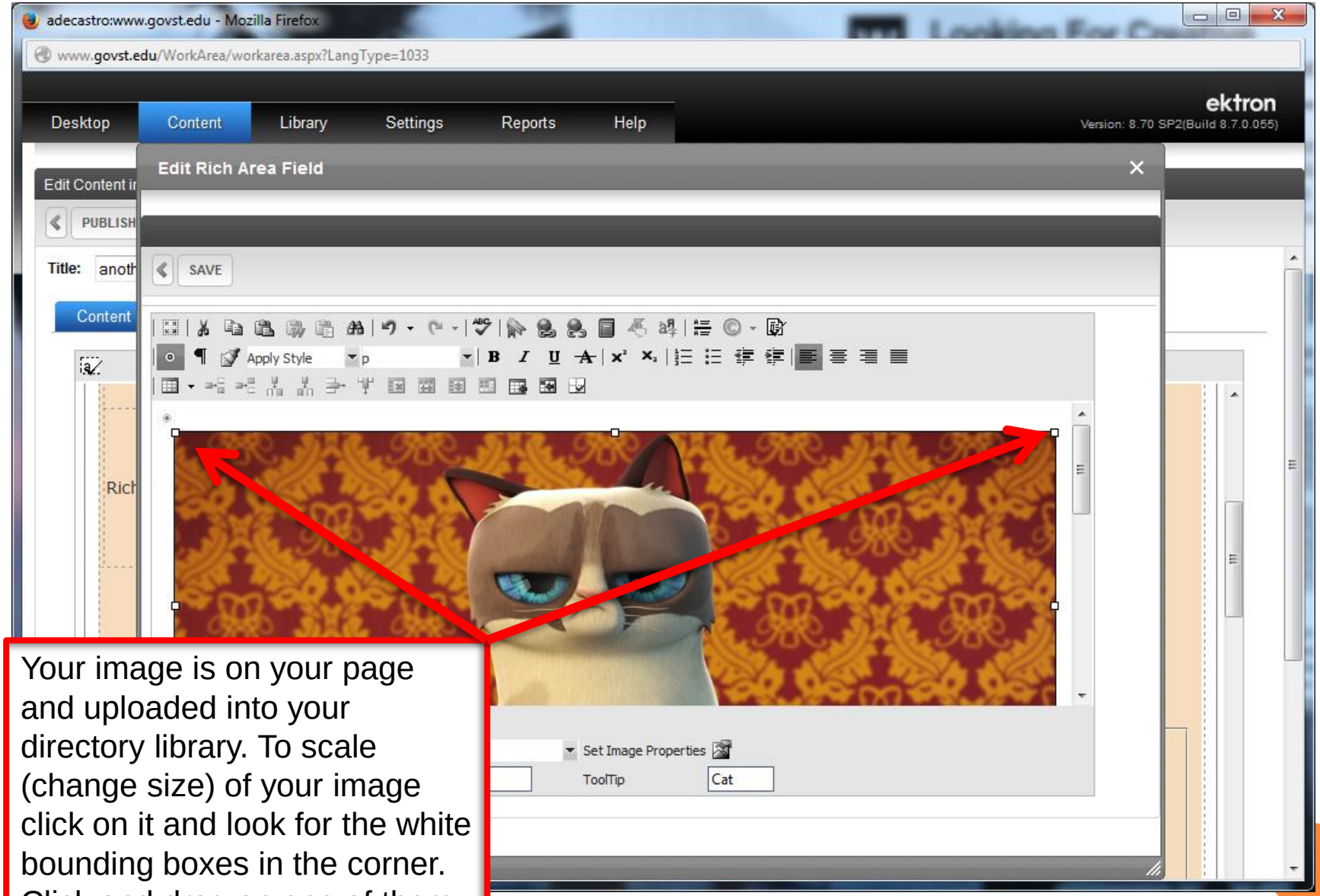


Type in a Title to give it a filename in the CMS .

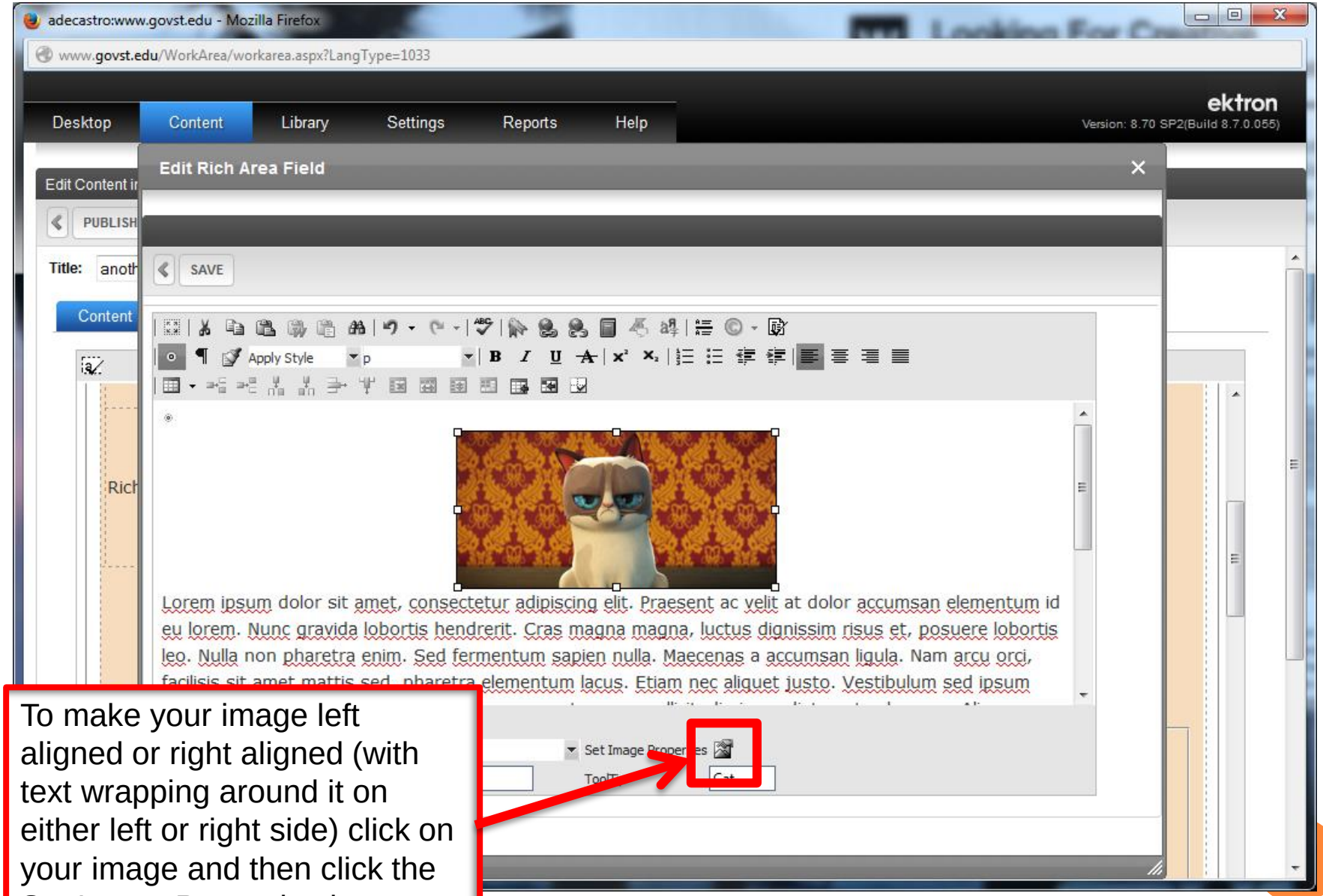
Then click on the Browse button to select the image you want to upload (the process is like attaching a picture in an email or posting an image in Facebook) .


File Upload
Desktop
Search Desktop
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Name
Size
Item type
VMware Workstation
3 KB
Shortcut
Workstation 10
File folder
3890641_orig
19 KB
GIF image
bc410ffc7c5fd3c5b58838e0f5b3b8cc_400x400
99 KB
PNG image
CMS
2,378 KB
Microsoft PowerP...
Copy of Social Media Passwords
12 KB
Microsoft Excel W...
grumpy
138 KB
JPG File
GSU logo 152 white
193 KB
Encapsulated Post...
homepage
69 KB
HTML File
ko-olina
77 KB
JPG File
PA Photos - Shortcut
1 KB
Shortcut
temp
1 KB
HTML File
79 KB
HTML File
23 KB
PDF File
1 3-x86 win32 viewer
266 KB
Application
All Files
Open
Cancel
In the upload window that opens, select the image file you want to use in your content then click on the OPEN button

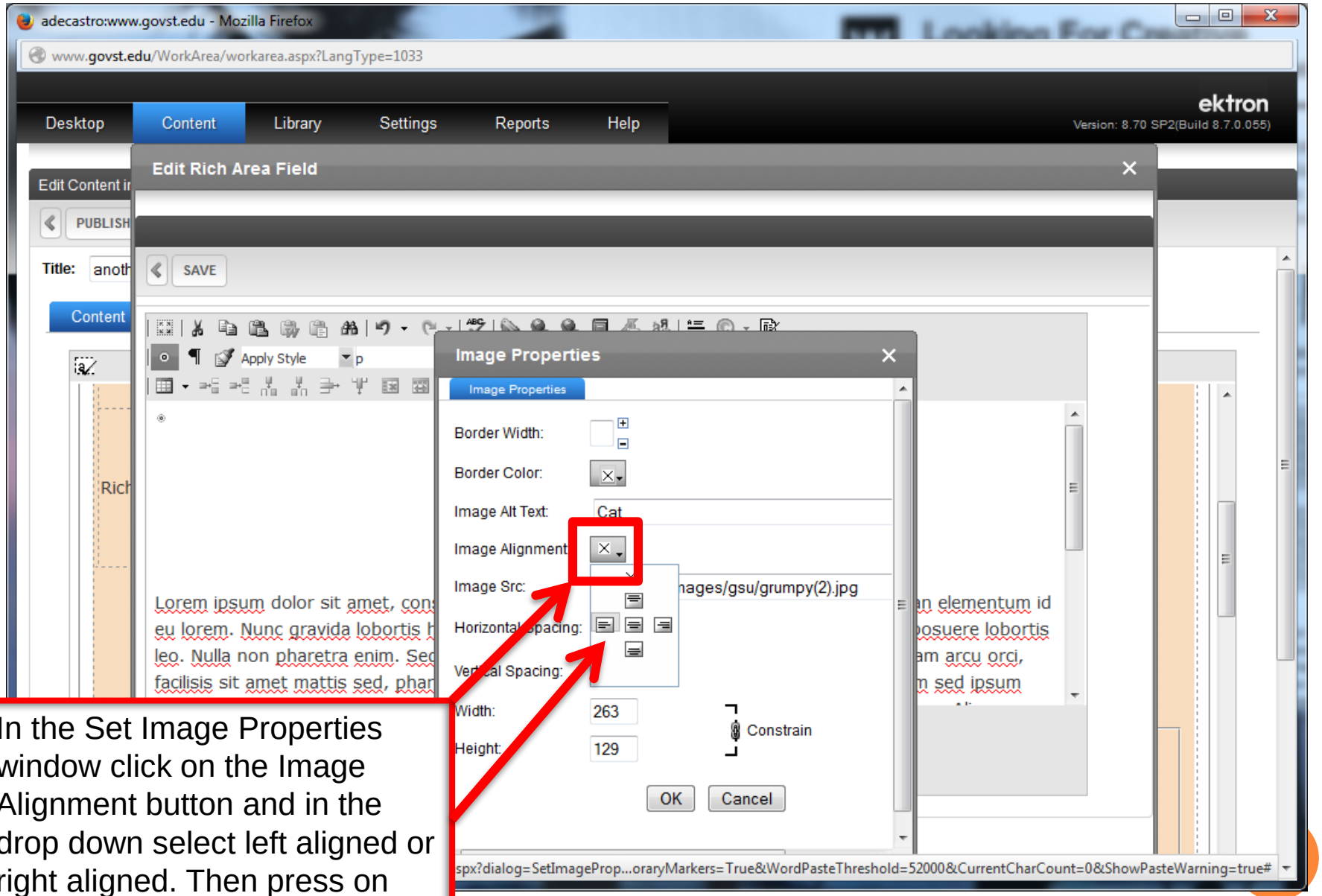

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Rich Area Field
CMS400 Library For adecastro
Library
A to Z Index
About
Academics
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Current Students
zMiscellaneous
To upload and insert a local file:
ADD LIBRARY
Cat
Browse...
grumpy.jpg
Normal
Metadata:
Search Data
MapAddress:
Your image is ready to be uploaded. Click on the ADD LIBRARY button to upload the image and place in your content.



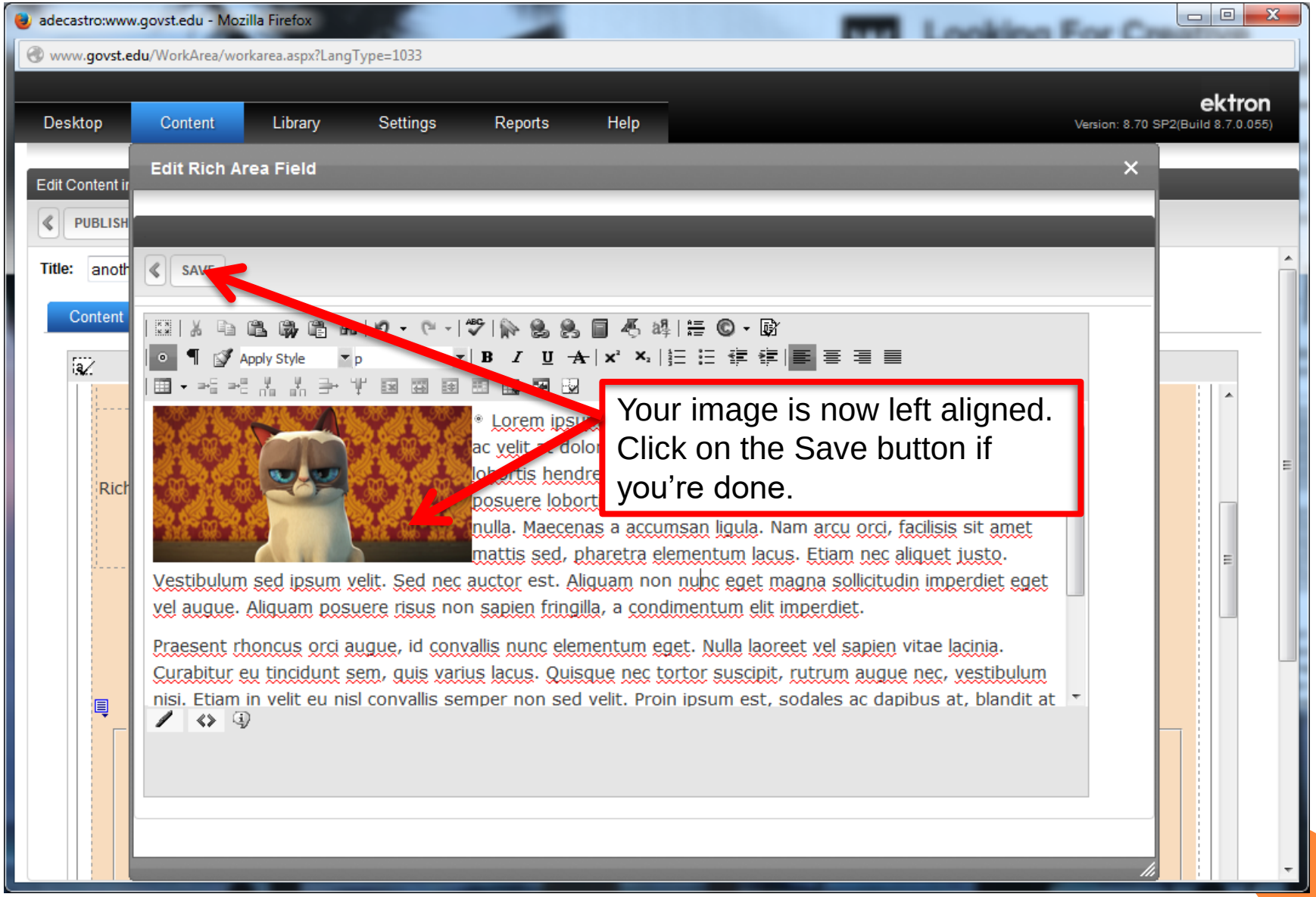
Your image is on your page and uploaded into your directory library. To scale (change size) of your image click on it and look for the white bounding boxes in the corner. Click and drag on one of them to shrink your image.

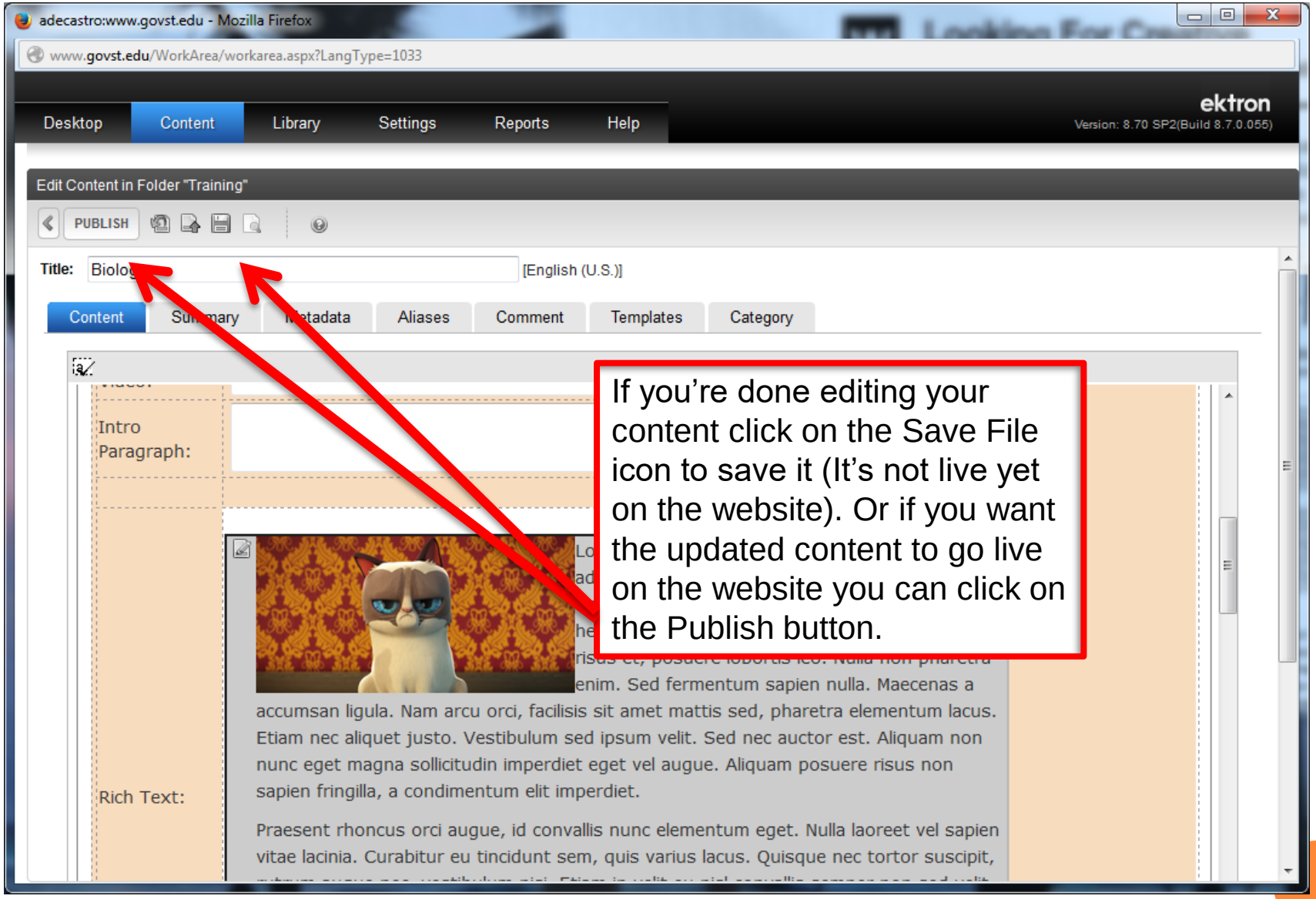


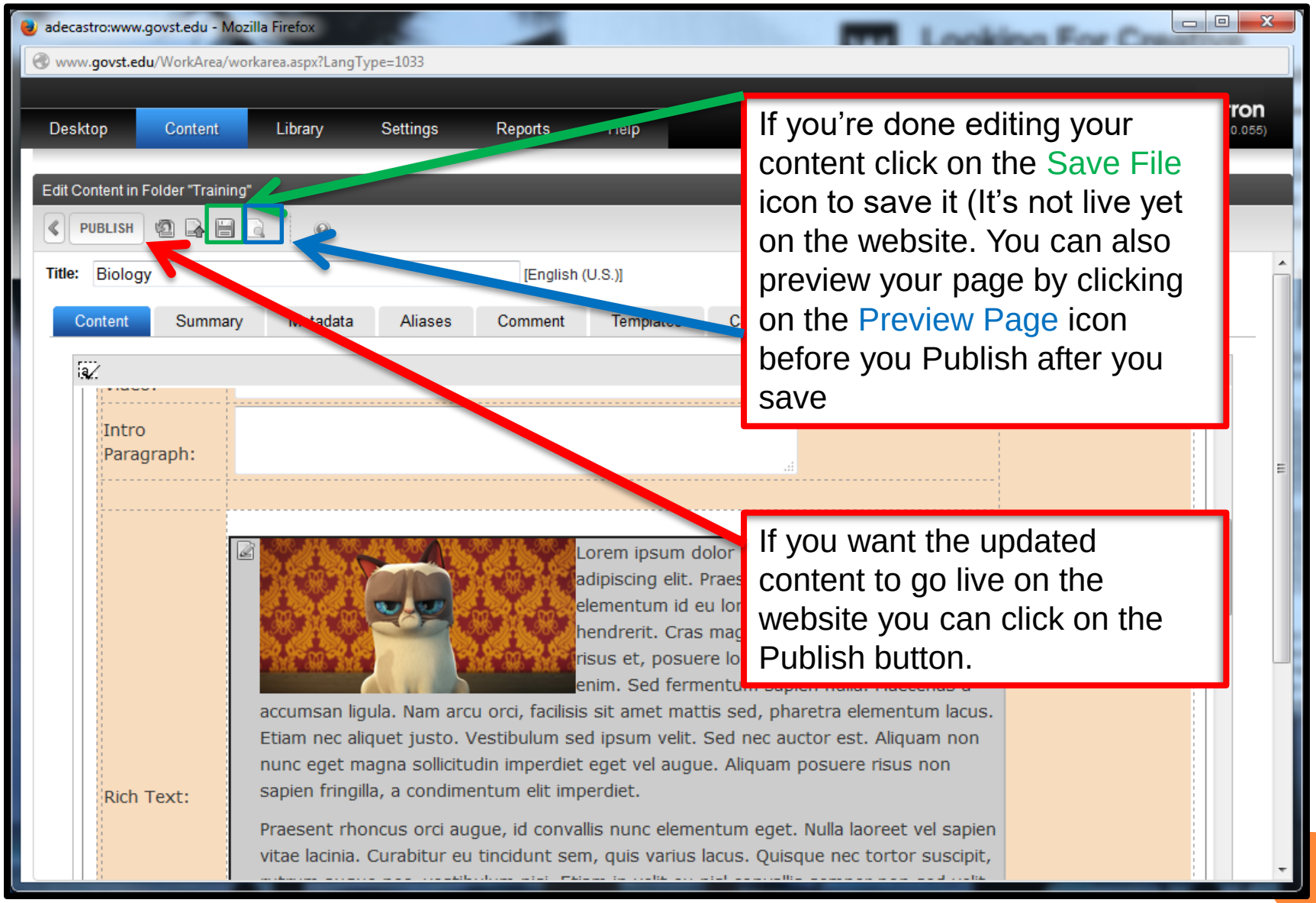
To make your image left aligned or right aligned (with text wrapping around it on either left or right side) click on your image and then click the Set Image Properties icon

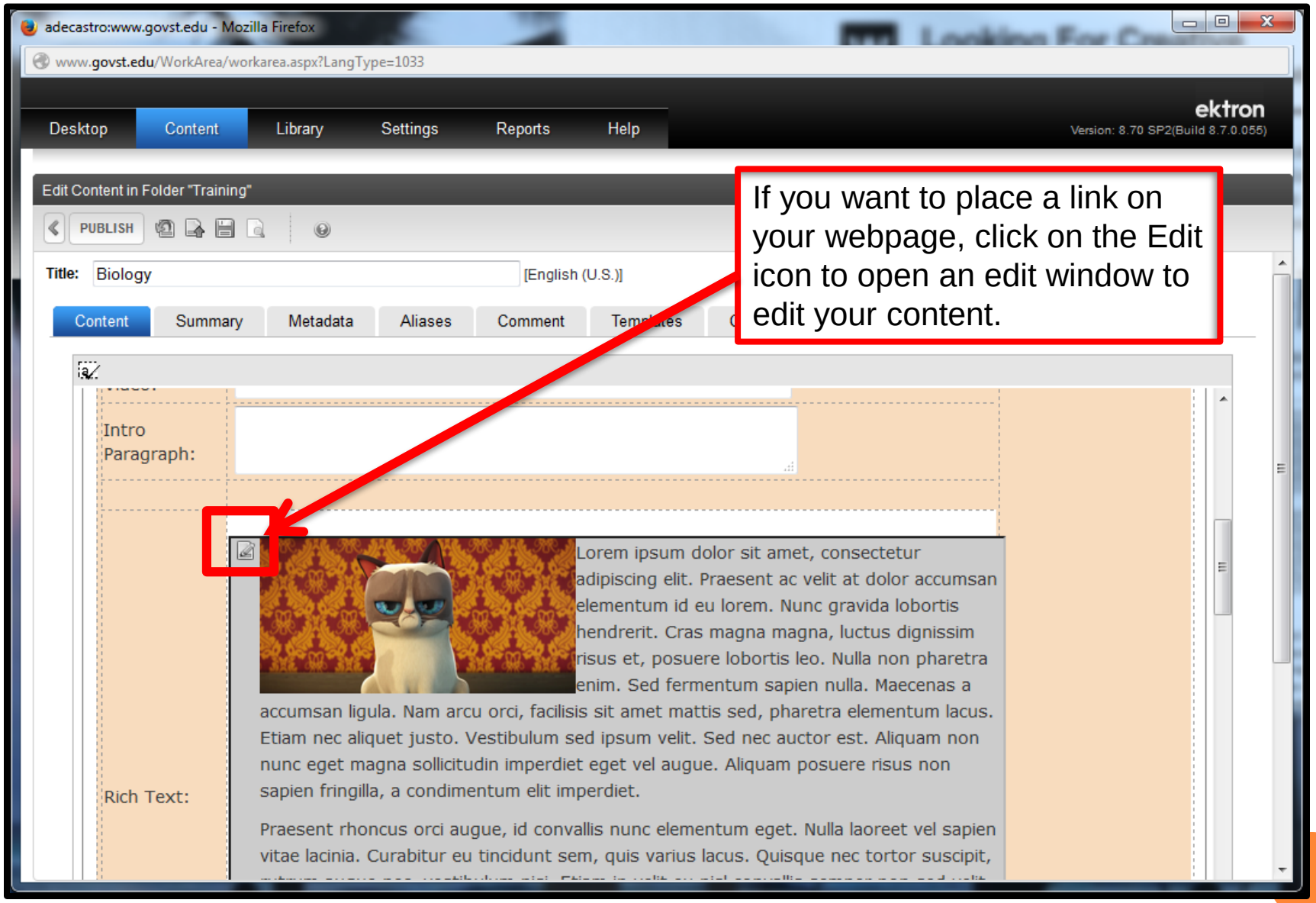


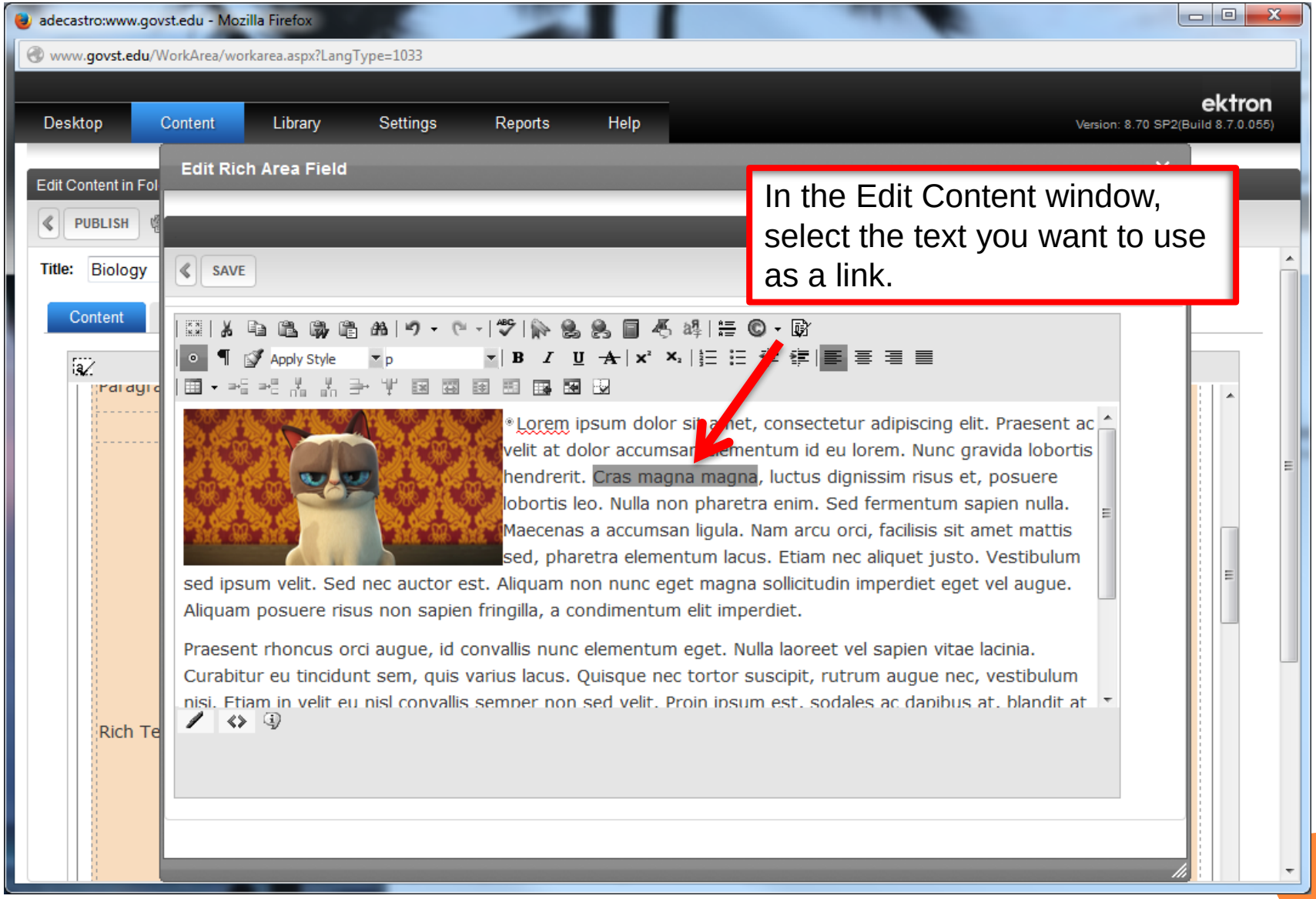
In the Set Image Properties window click on the Image Alignment button and in the drop down select left aligned or right aligned. Then press on the OK button.

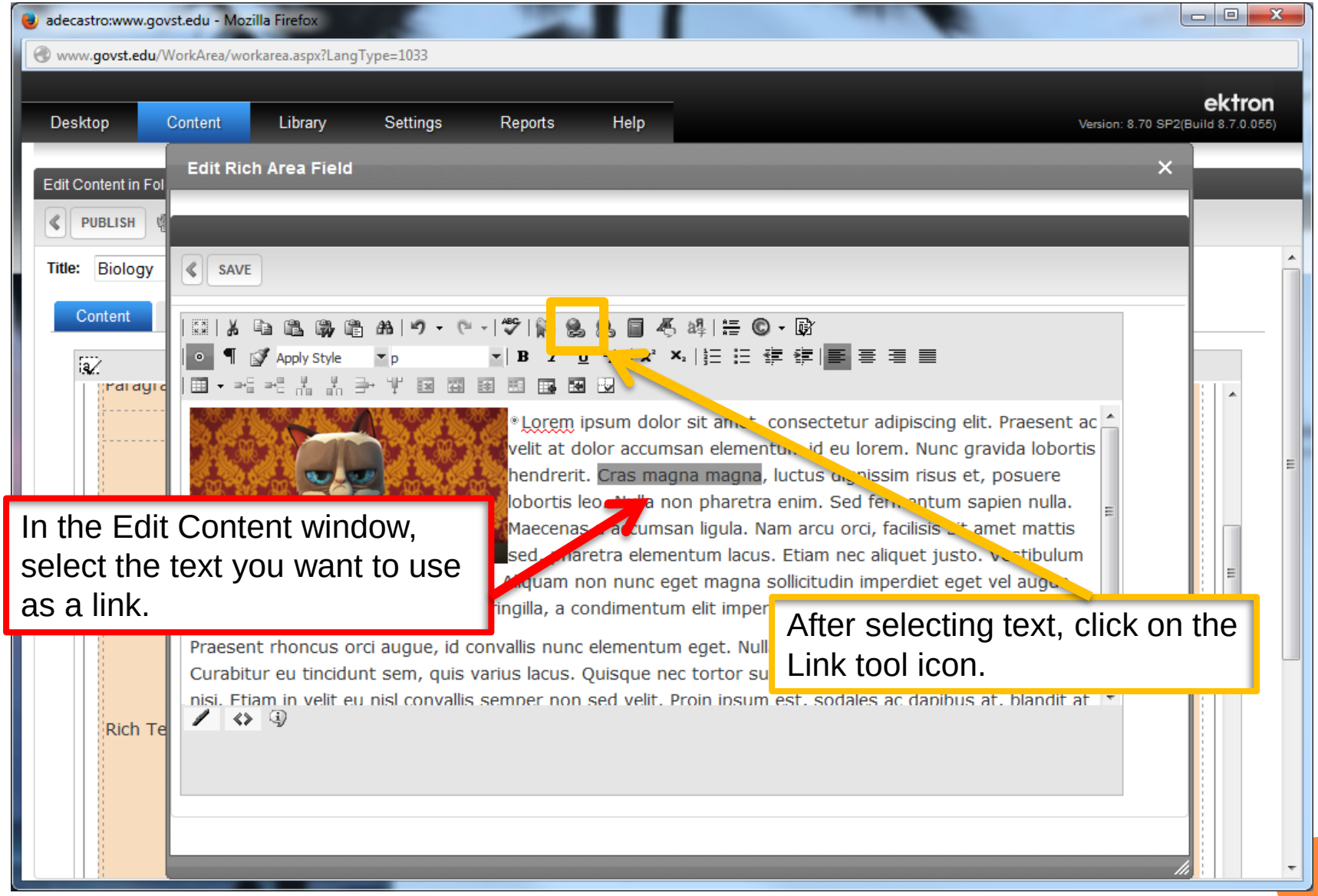

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Rich Area Field
SAVE
Apply Style
p
Your image is now left aligned. Click on the Save button if you're done.
Lorem ipsum
ac velit
posuere lobort
nulla. Maecenas a accumsan ligula. Nam arcu orci, facilisis sit amet mattis sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue. Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit, rutrum augue nec, vestibulum nisi. Etiam in velit eu nisl convallis semper non sed velit. Proin ipsum est, sodales ac dapibus at, blandit at
Edit Content in
PUBLISH
Title:
Content

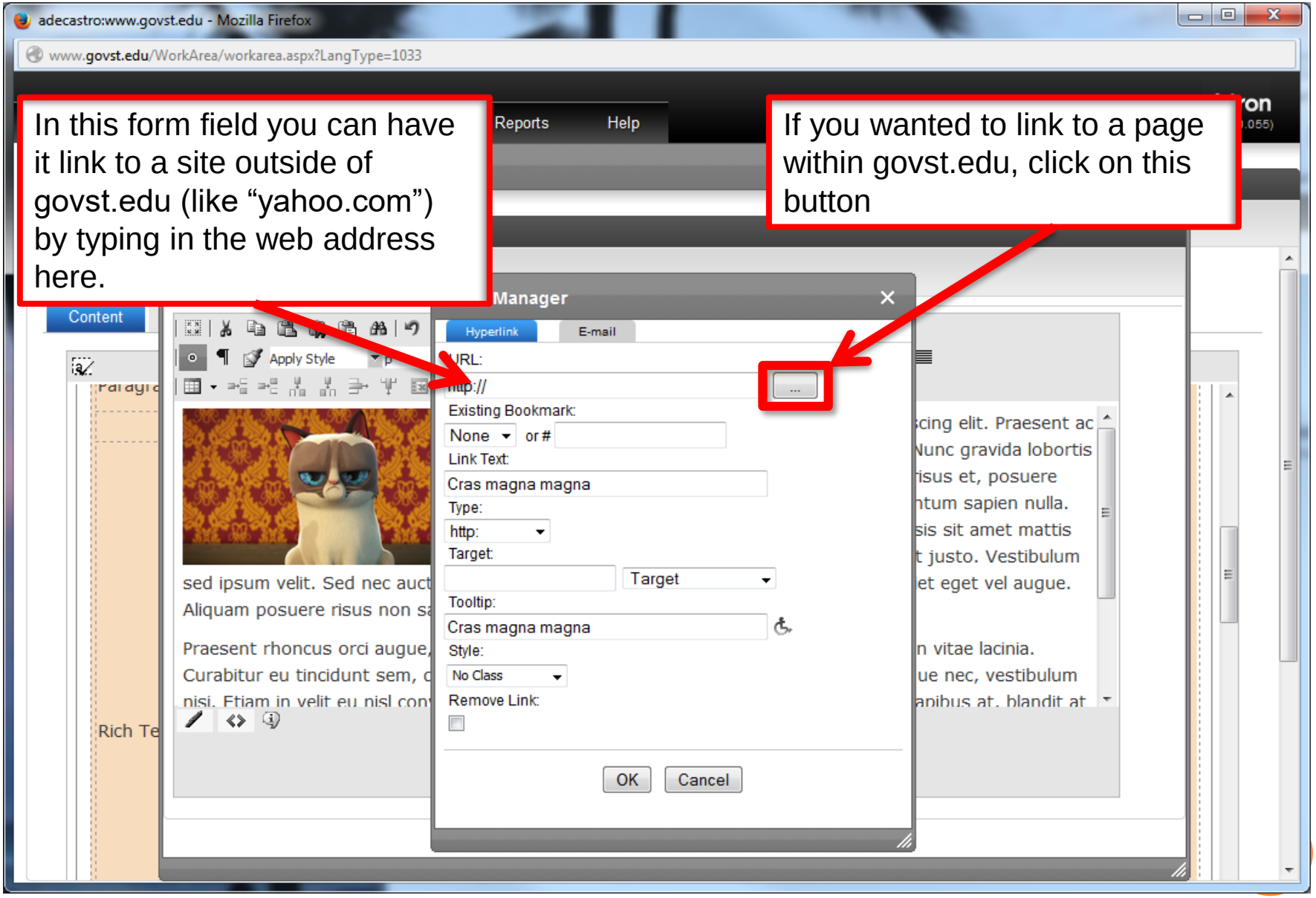

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Folder "Training"
PUBLISH
Title:
[English (U.S.)]
Content
Aliases
Comment
Templates
Category
Intro Paragraph:
Rich Text:
enim. Sed fermentum sapien nulla. Maecenas a accumsan ligula. Nam arcu orci, facilisis sit amet mattis sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue. Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit,
If you're done editing your content click on the Save File icon to save it (It's not live yet on the website). Or if you want the updated content to go live on the website you can click on the Publish button.

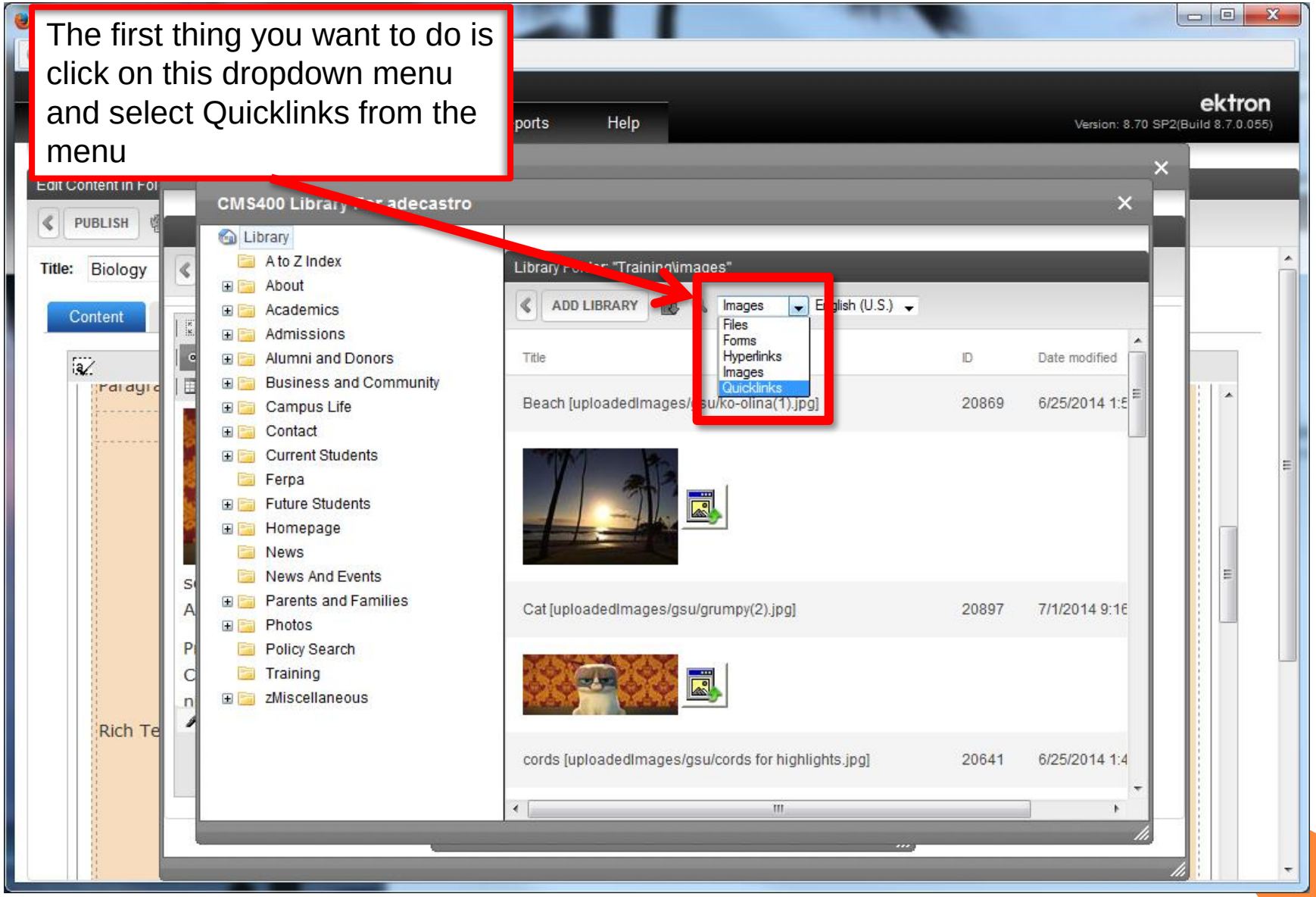

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
[English (U.S.)]
Content
Summary
Aliases
Comment
Intro Paragraph:
Rich Text:
Lorem ipsum dolor
adipiscing elit. Praes
elementum id eu lor
hendrerit. Cras mag
risus et, posuere lo
enim. Sed fermentu
accumsan ligula. Nam arcu orci, facilisis sit amet mattis sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue. Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit,
If you're done editing your content click on the Save File icon to save it (It's not live yet on the website. You can also preview your page by clicking on the Preview Page icon before you Publish after you save
If you want the updated content to go live on the website you can click on the Publish button.

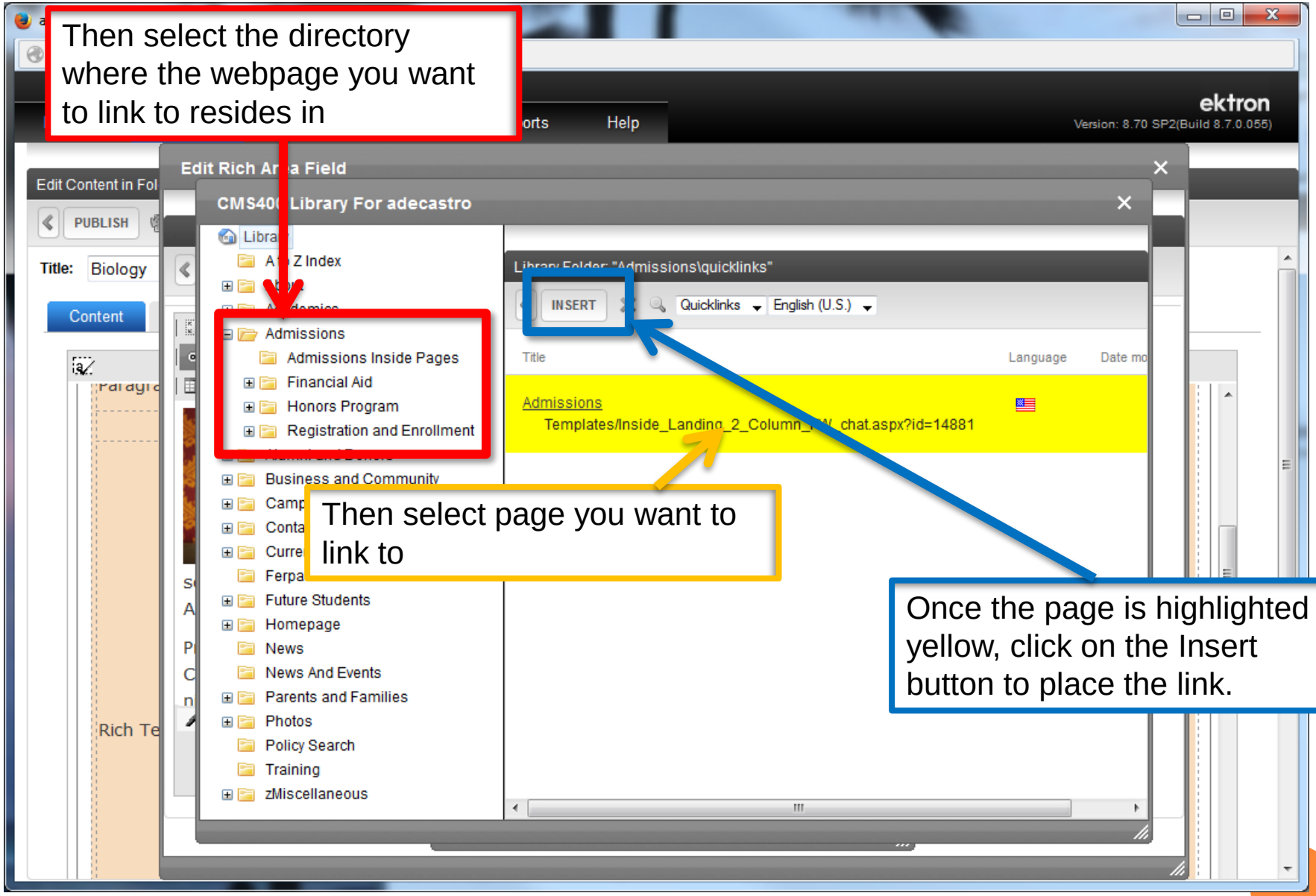

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
[English (U.S.)]
Content
Summary
Metadata
Aliases
Comment
Intro Paragraph:
Rich Text:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac velit at dolor accumsan elementum id eu lorem. Nunc gravida lobortis hendrerit. Cras magna magna, luctus dignissim risus et, posuere lobortis leo. Nulla non pharetra enim. Sed fermentum sapien nulla. Maecenas a accumsan ligula. Nam arcu orci, facilisis sit amet mattis sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue. Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit,
If you want to place a link on your webpage, click on the Edit icon to open an edit window to edit your content.

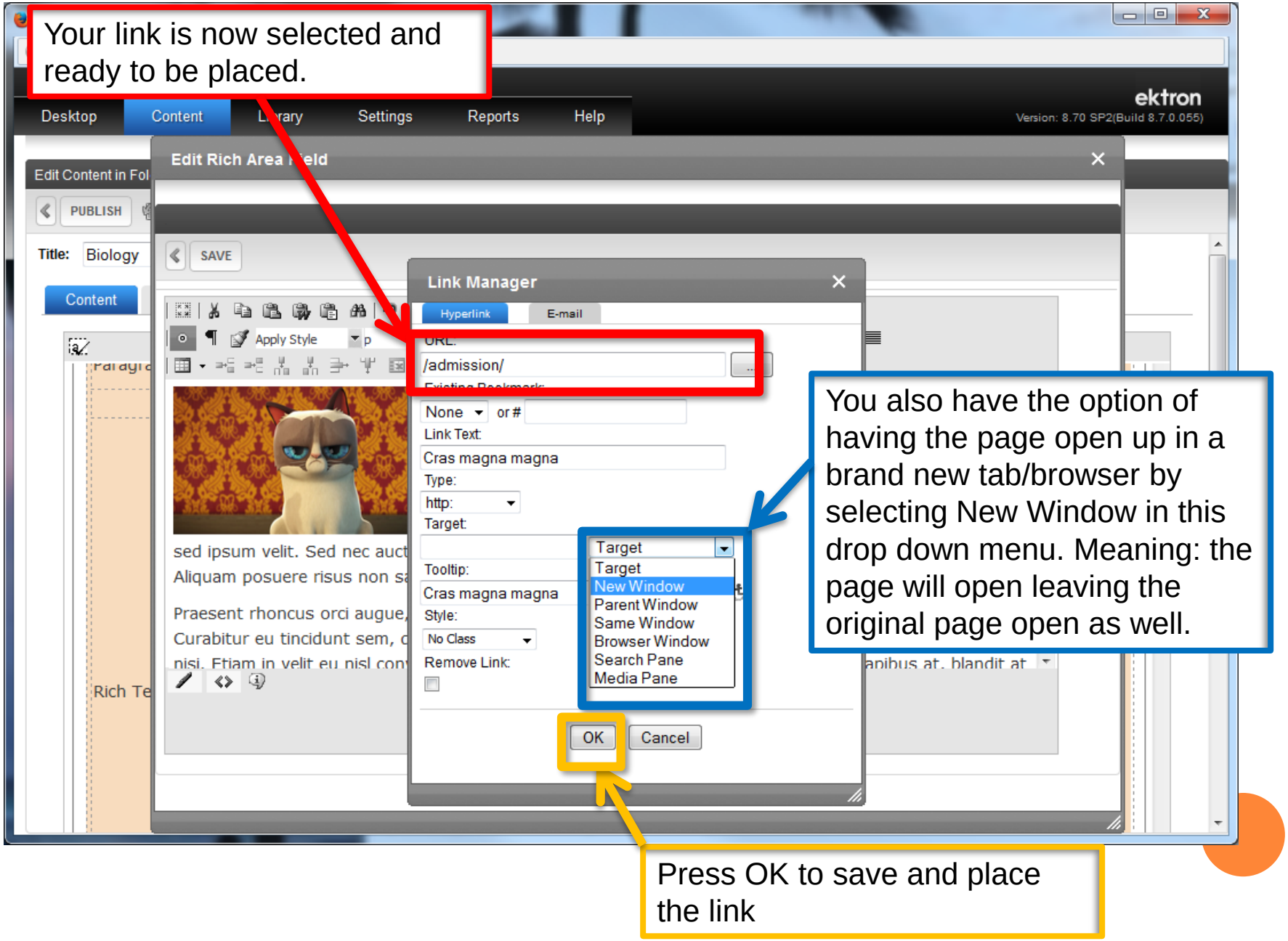

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Fol
PUBLISH
Title:
Biology
Content
Edit Rich Area Field
SAVE
In the Edit Content window, select the text you want to use as a link.
Apply Style
p
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac velit at dolor accumsan fermentum id eu lorem. Nunc gravida lobortis hendrerit. Cras magna magna, luctus dignissim risus et, posuere lobortis leo. Nulla non pharetra enim. Sed fermentum sapien nulla. Maecenas a accumsan ligula. Nam arcu orci, facilisis sit amet mattis sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue. Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit, rutrum augue nec, vestibulum nisi. Etiam in velit eu nisl convallis semper non sed velit. Proin ipsum est, sodales ac dapibus at, blandit at
Rich Te

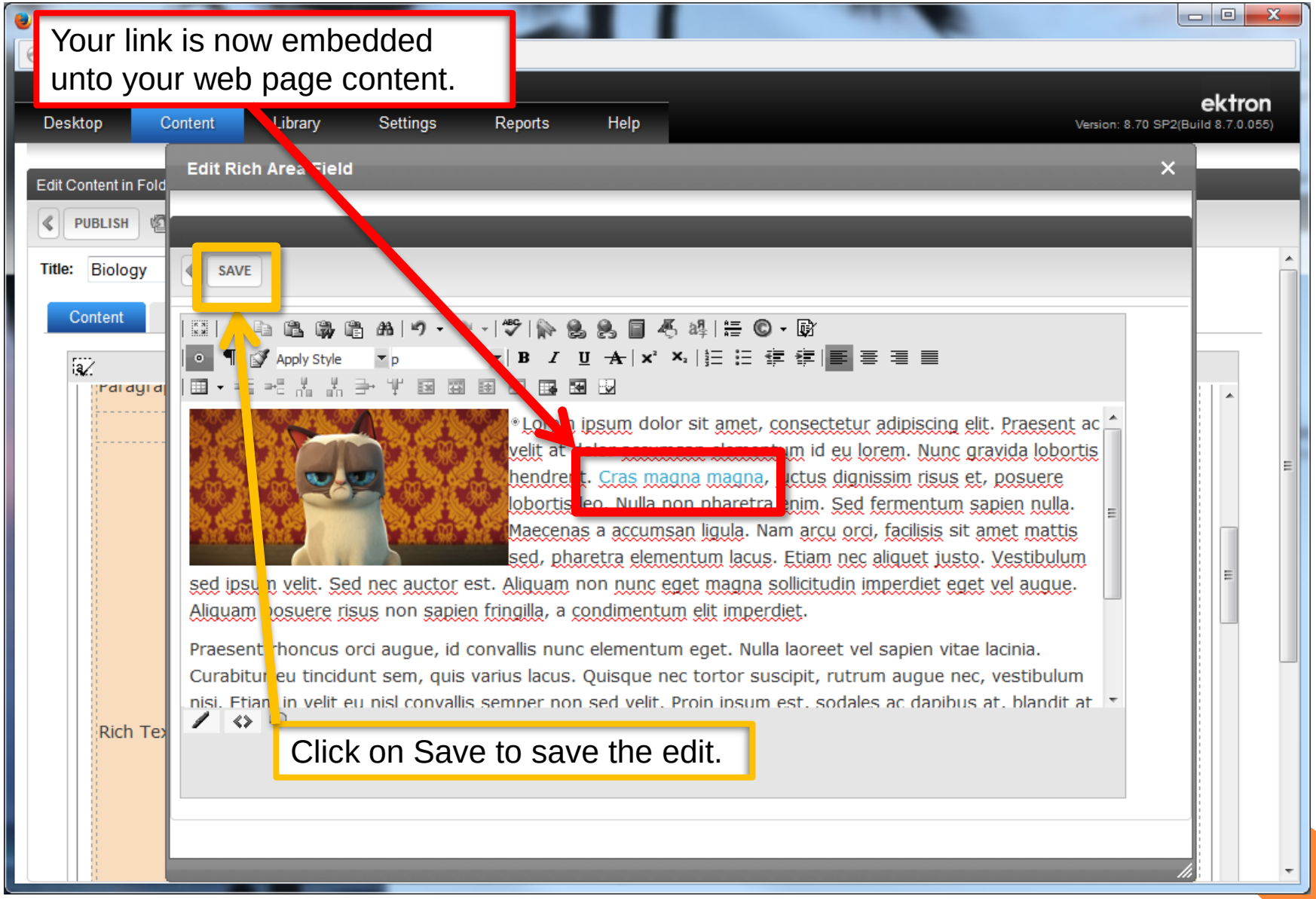

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Fol
PUBLISH
Title:
Biology
Content
Edit Rich Area Field
SAVE
Apply Style
p
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac
velit at dolor accumsan elementum id eu lorem. Nunc gravida lobortis
hendrerit. Cras magna magna, luctus dignissim risus et, posuere
lobortis leo. Nulla non pharetra enim. Sed fermentum sapien nulla.
Maecenas accumsan ligula. Nam arcu orci, facilisis sit amet mattis
sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum
Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue
fringilla, a condimentum elit imper
Praesent rhoncus orci augue, id convallis nunc elementum eget. Null
Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor su
nisi. Etiam in velit eu nisl convallis semper non sed velit. Proin ipsum est, sodales ac dapibus at, blandit at
Rich Te
In the Edit Content window, select the text you want to use as a link.
After selecting text, click on the Link tool icon.

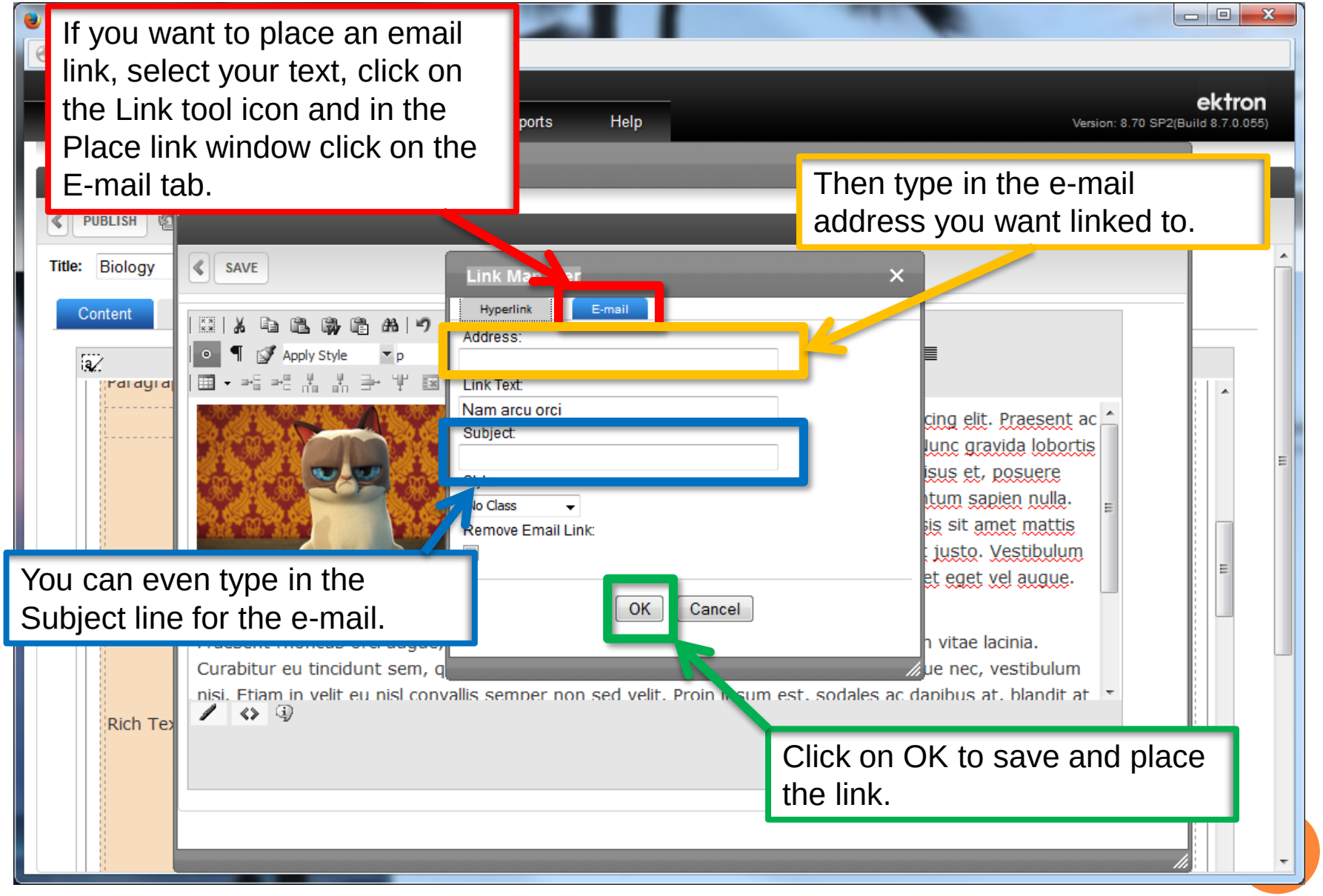

In this form field you can have it link to a site outside of govst.edu (like “yahoo.com”) by typing in the web address here.
If you wanted to link to a page within govst.edu, click on this button
adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Reports
Help
Content
Manager
Hyperlink
E-mail
URL:
http://
Existing Bookmark:
None
or #
Link Text:
Cras magna magna
Type:
http:
Target:
Target
Tooltip:
Cras magna magna
Style:
No Class
Remove Link:
OK
Cancel
Apply Style
Rich Te

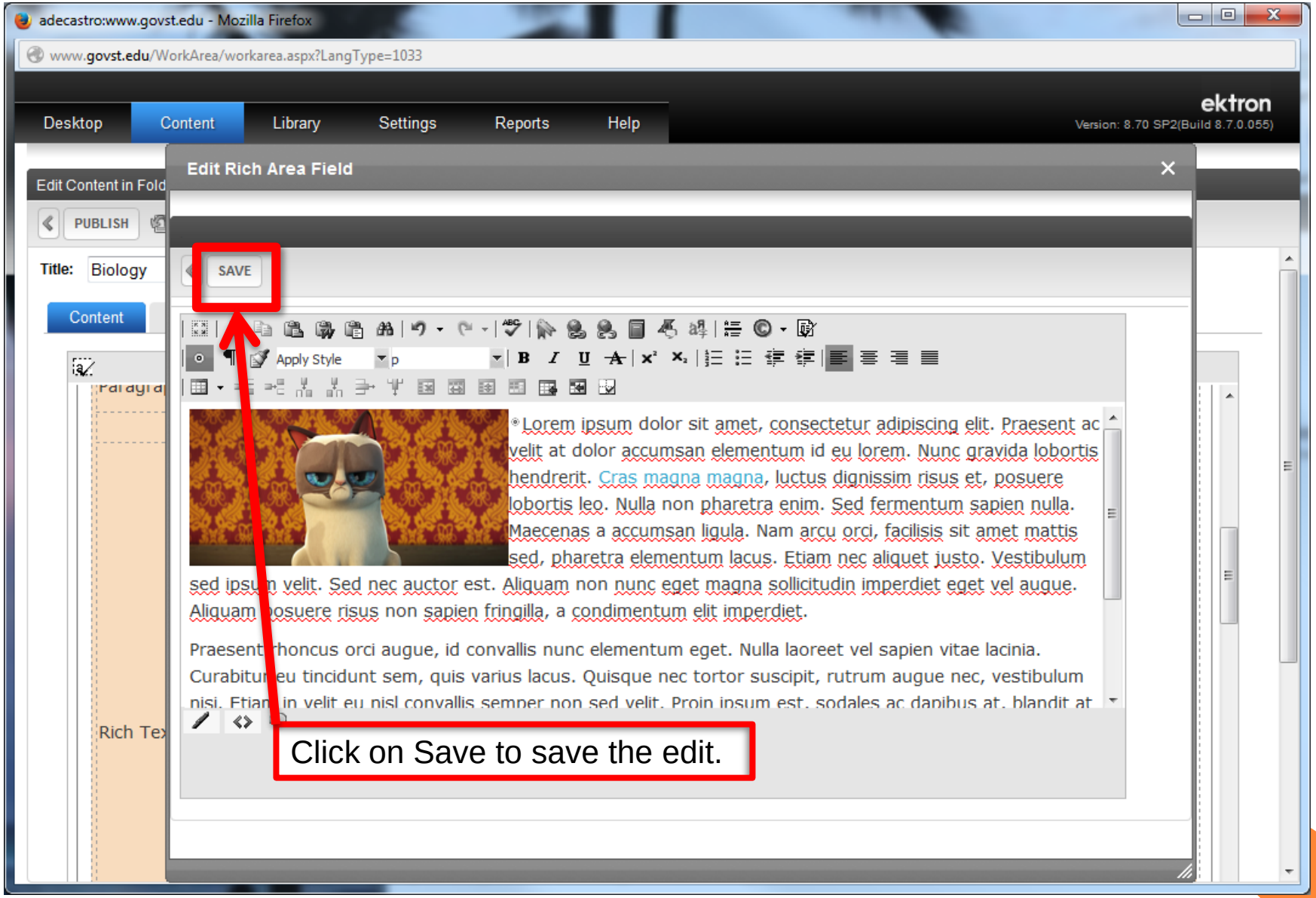

The first thing you want to do is click on this dropdown menu and select Quicklinks from the menu
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Help
PUBLISH
Title: Biology
Content
CMS400 Library
Library
A to Z Index
About
Academics
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Current Students
Ferpa
Future Students
Homepage
News
News And Events
Parents and Families
Photos
Policy Search
Training
zMiscellaneous
ADD LIBRARY
Images
Files
Forms
Hyperlinks
Images
Quicklinks
Title
ID
Date modified
Beach [uploadedImages/gsu/ko-olina(1).jpg]
20869
Cat [uploadedImages/gsu/grumpy(2).jpg]
20897
cords [uploadedImages/gsu/cords for highlights.jpg]
20641

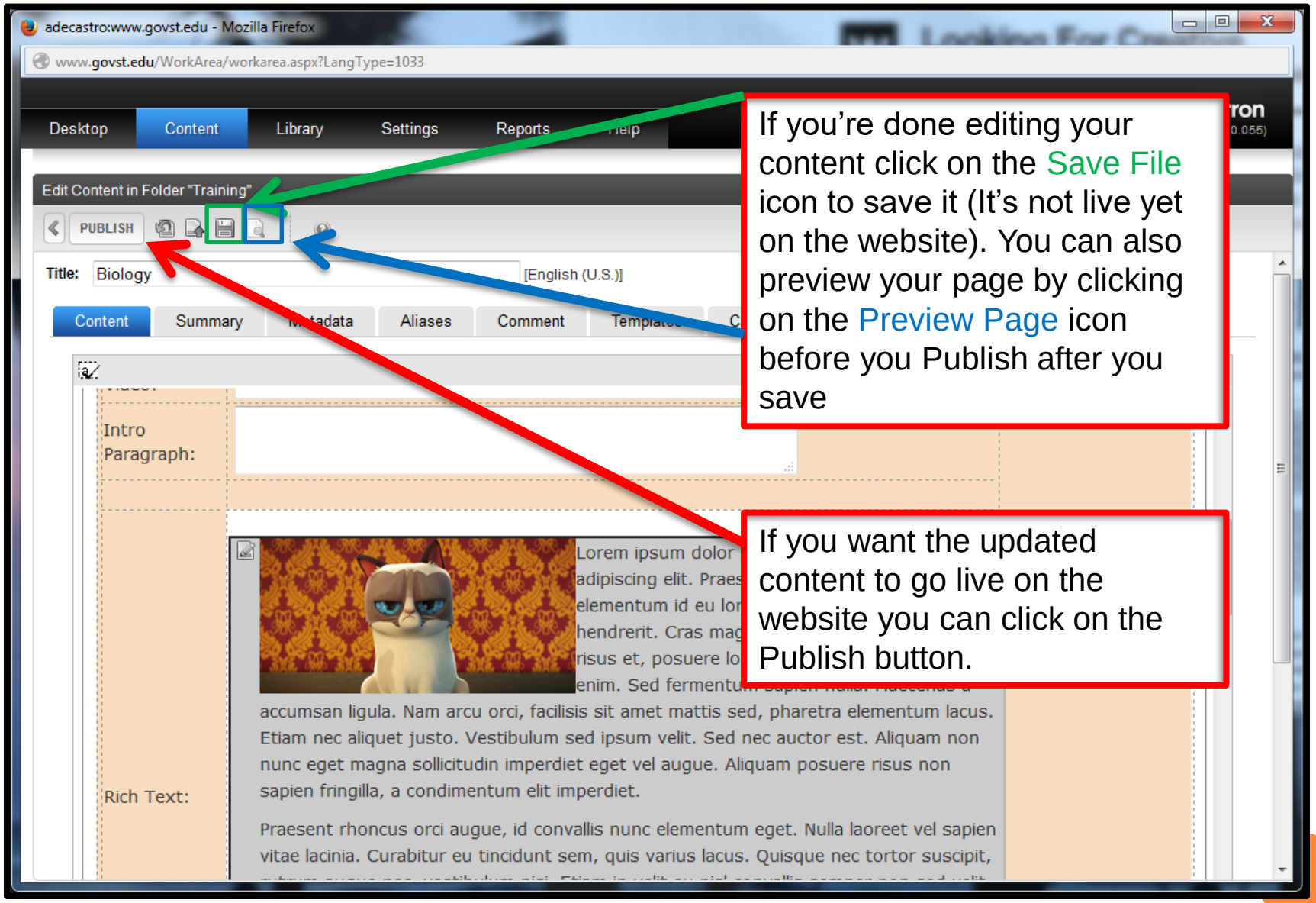

Then select the directory where the webpage you want to link to resides in
Then select page you want to link to
Once the page is highlighted in yellow, click on the Insert button to place the link.
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Rich Area Field
Library For adecastro
Admissions
Admissions Inside Pages
Financial Aid
Honors Program
Registration and Enrollment
Future Students
Homepage
News
News And Events
Parents and Families
Photos
Policy Search
Training
zMiscellaneous
INSERT
Quicklinks
English (U.S.)
Title
Language
Admissions
PUBLISH
Title: Biology
Content

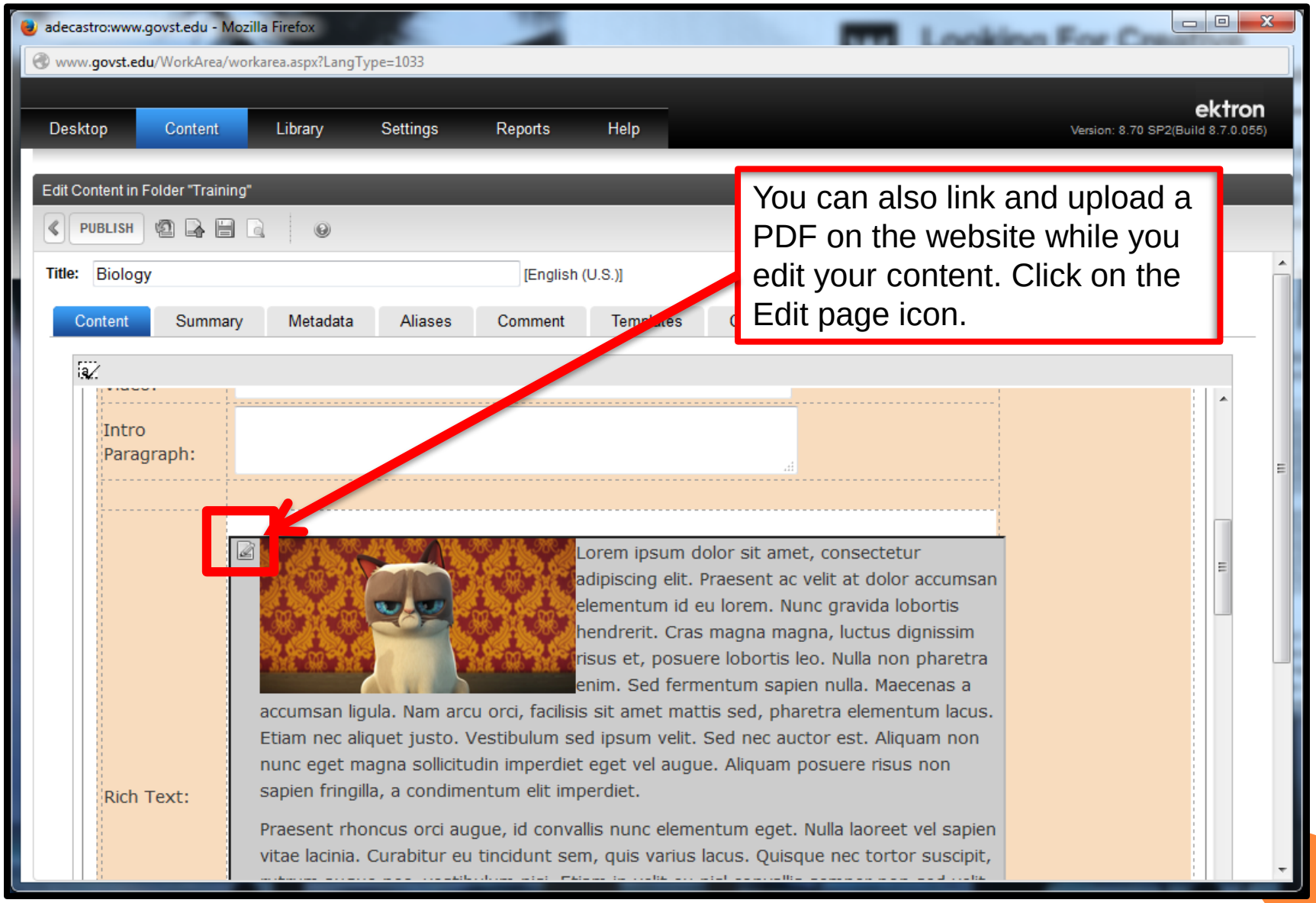

Your link is now selected and ready to be placed.
Desktop
Content
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Rich Area Field
Edit Content in Fol
PUBLISH
Title:
Biology
Content
SAVE
Apply Style
Link Manager
Hyperlink
E-mail
URL:
/admission/
None
or #
Link Text:
Cras magna magna
Type:
http:
Target:
Tooltip:
Cras magna magna
Style:
No Class
Remove Link:
Target
Target
New Window
Parent Window
Same Window
Browser Window
Search Pane
Media Pane
OK
Cancel
You also have the option of having the page open up in a brand new tab/browser by selecting New Window in this drop down menu. Meaning: the page will open leaving the original page open as well.
Press OK to save and place the link

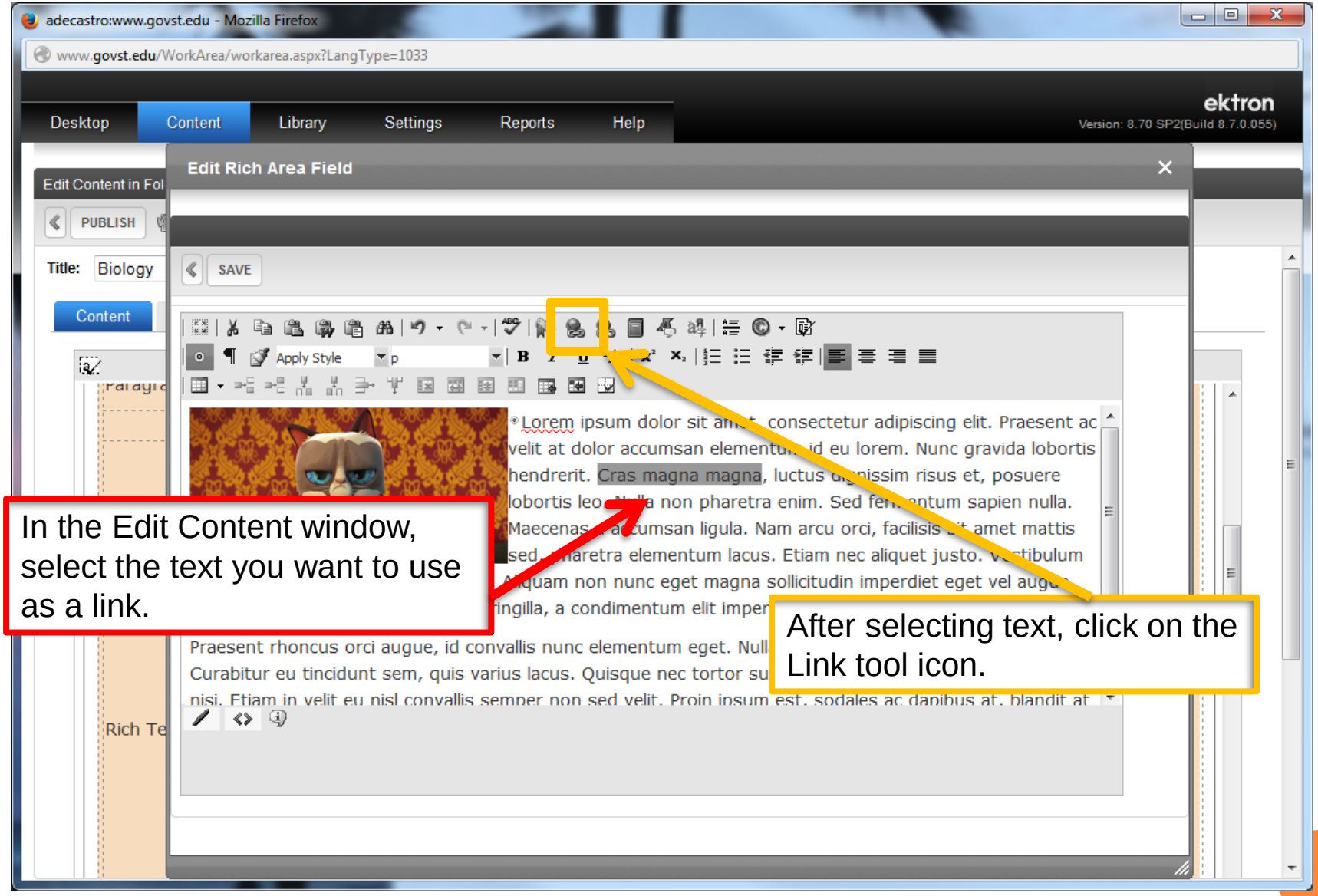

Your link is now embedded unto your web page content.
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Rich Area Field
Edit Content in Fold
PUBLISH
Title:
Biology
Content
SAVE
Apply Style
p
Rich Tex
Click on Save to save the edit.

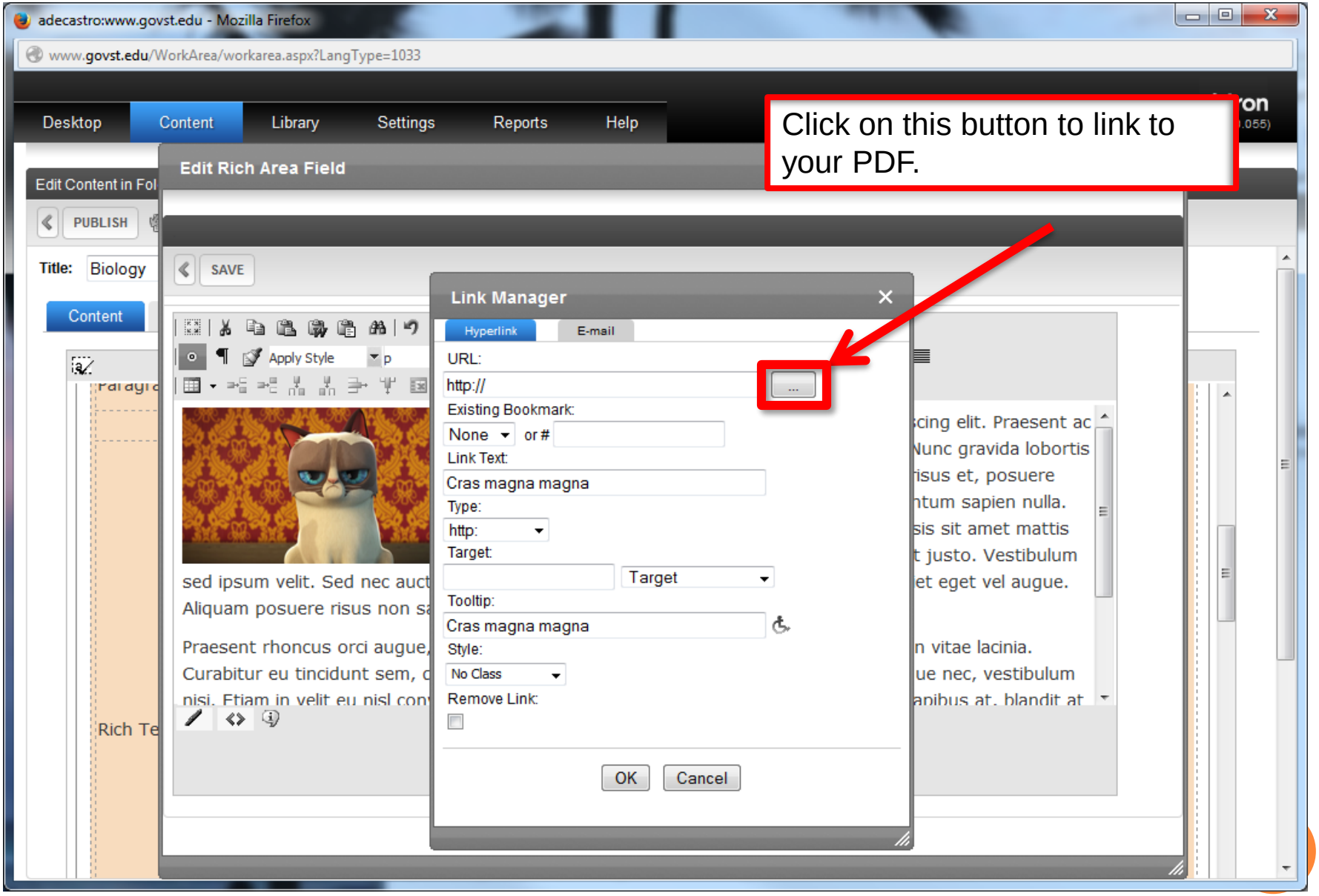

If you want to place an email link, select your text, click on the Link tool icon and in the Place link window click on the E-mail tab.
Then type in the e-mail address you want linked to.
You can even type in the Subject line for the e-mail.
Click on OK to save and place the link.
ektron
Version: 8.70 SP2(Build 8.7.0.055)
PUBLISH
Title:
Biology
Content
SAVE
Hyperlink
E-mail
Address:
Link Text:
Nam arcu orci
Subject:
Remove Email Link:
OK
Cancel
Apply Style

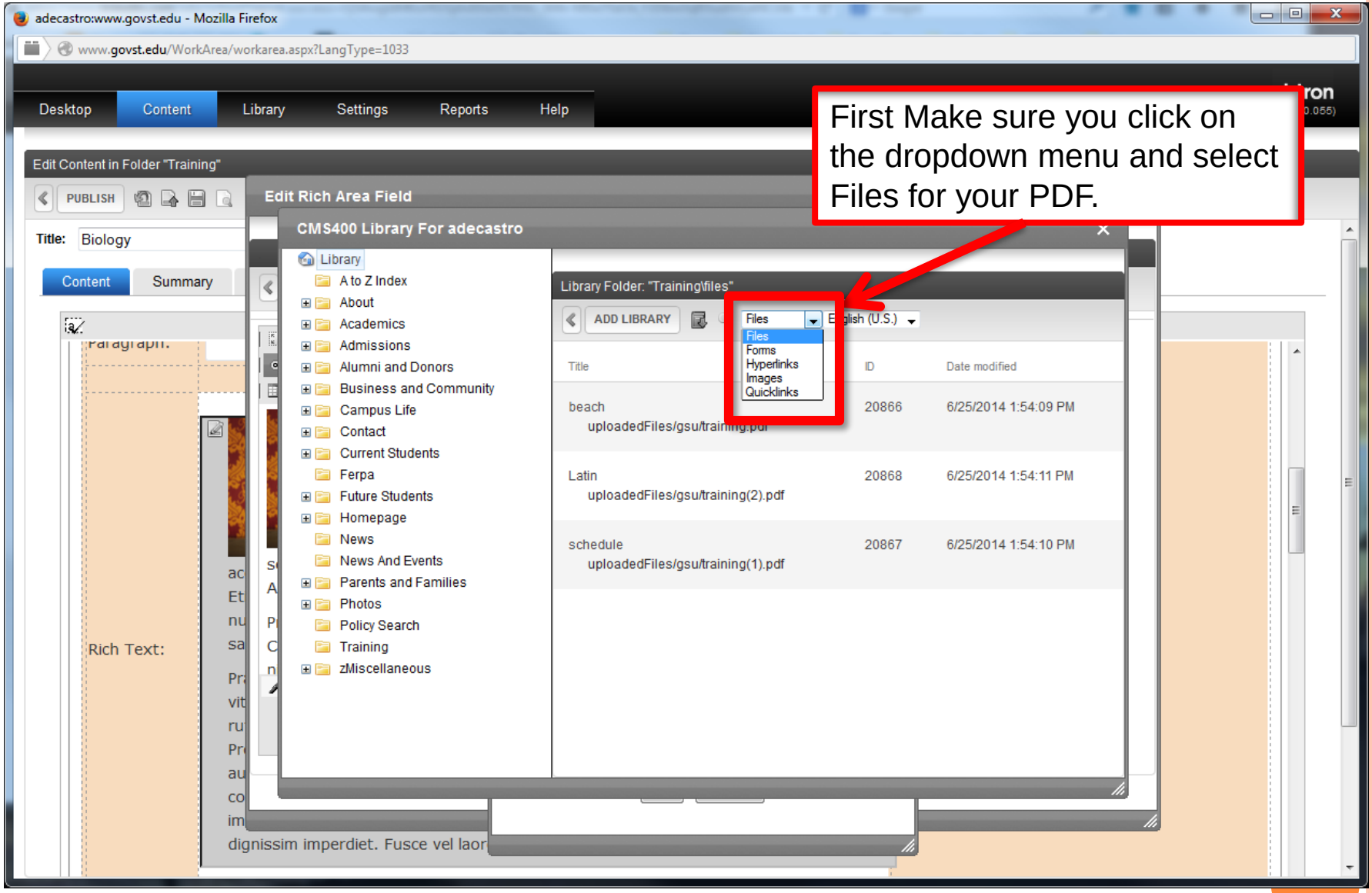

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Rich Area Field
Edit Content in Fold
PUBLISH
Title:
Biology
Content
SAVE
Apply Style
p
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac velit at dolor accumsan elementum id eu lorem. Nunc gravida lobortis hendrerit. Cras magna magna, luctus dignissim risus et, posuere lobortis leo. Nulla non pharetra enim. Sed fermentum sapien nulla. Maecenas a accumsan ligula. Nam arcu orci, facilisis sit amet mattis sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue. Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit, rutrum augue nec, vestibulum nisi. Etiam in velit eu nisl convallis semper non sed velit. Proin ipsum est, sodales ac dapibus at, blandit at
Click on Save to save the edit.

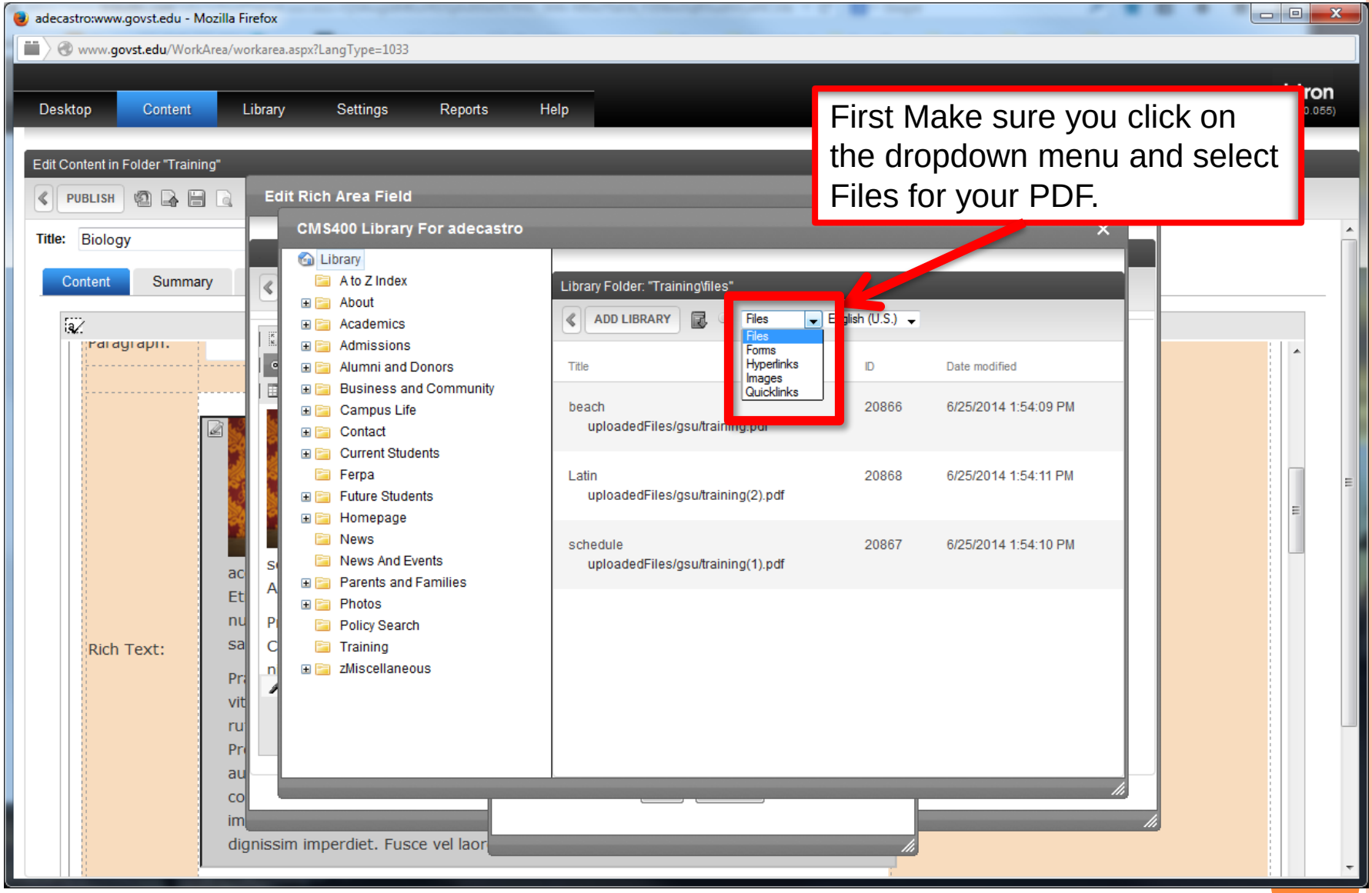

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
[English (U.S.)]
Content
Summary
Aliases
Comment
Intro Paragraph:
Rich Text:
Lorem ipsum dolor
adipiscing elit. Praes
elementum id eu lor
hendrerit. Cras mag
risus et, posuere lo
enim. Sed fermentu
accumsan ligula. Nam arcu orci, facilisis sit amet mattis sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue. Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit,
If you're done editing your content click on the Save File icon to save it (It's not live yet on the website). You can also preview your page by clicking on the Preview Page icon before you Publish after you save
If you want the updated content to go live on the website you can click on the Publish button.

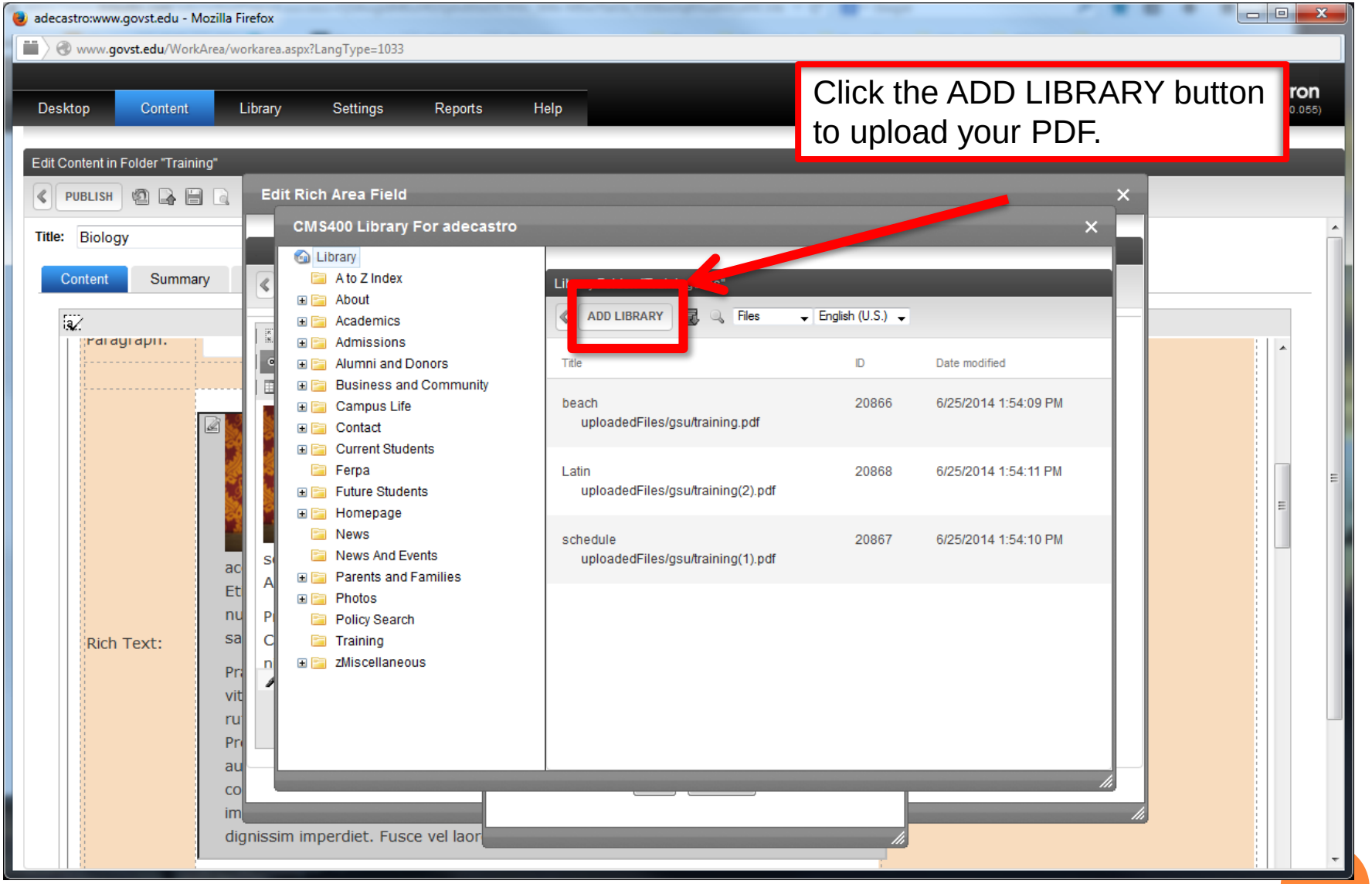

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
[English (U.S.)]
Content
Summary
Metadata
Aliases
Comment
Intro Paragraph:
Rich Text:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac velit at dolor accumsan elementum id eu lorem. Nunc gravida lobortis hendrerit. Cras magna magna, luctus dignissim risus et, posuere lobortis leo. Nulla non pharetra enim. Sed fermentum sapien nulla. Maecenas a accumsan ligula. Nam arcu orci, facilisis sit amet mattis sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue. Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit,
You can also link and upload a PDF on the website while you edit your content. Click on the Edit page icon.

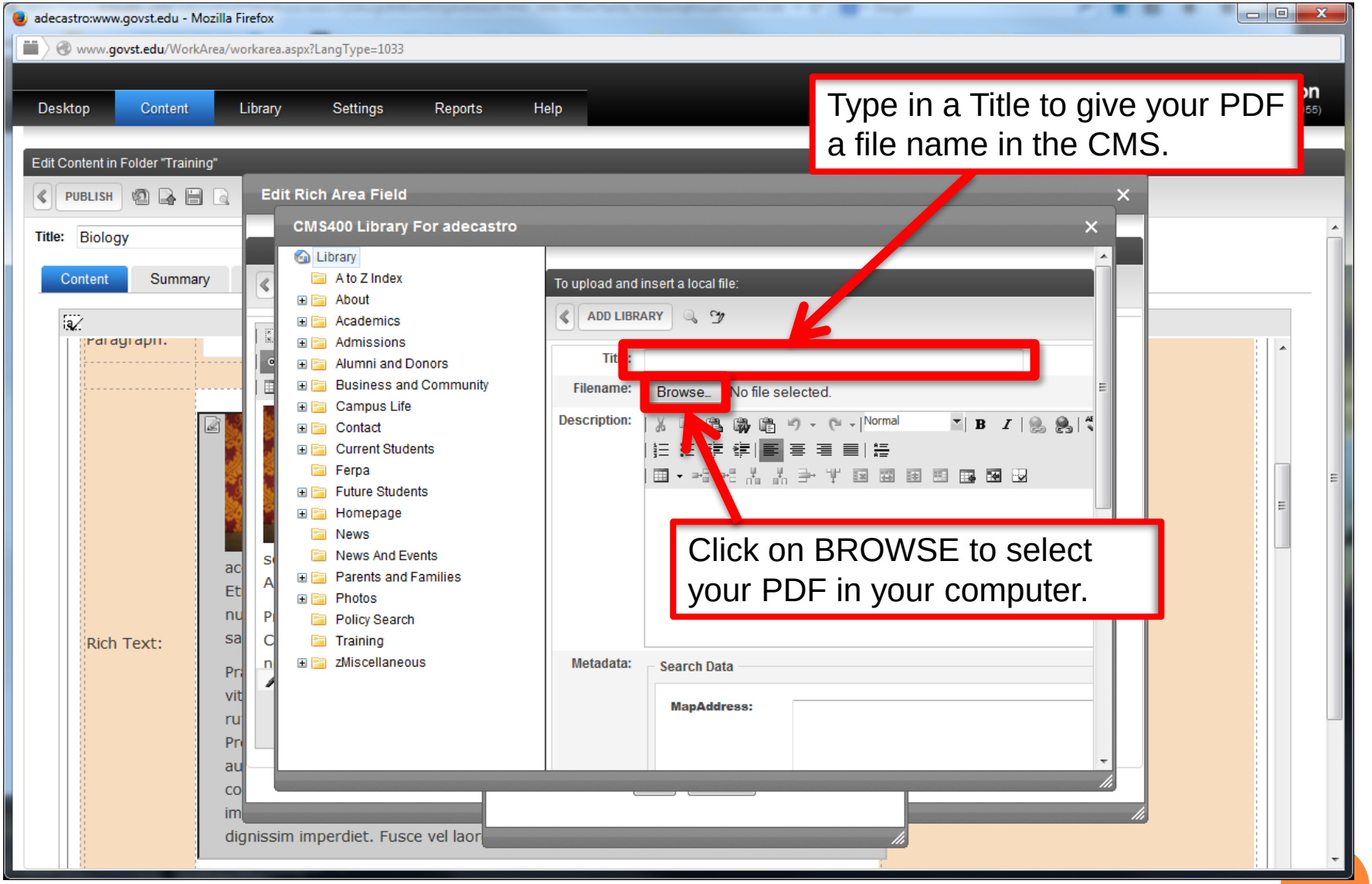

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Rich Area Field
Edit Content in Fol
PUBLISH
Title:
Biology
Content
SAVE
Apply Style
p
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac
velit at dolor accumsan elementum. Id eu lorem. Nunc gravida lobortis
hendrerit. Cras magna magna, luctus dignissim risus et, posuere
lobortis leo. Nulla non pharetra enim. Sed fermentum sapien nulla.
Maecenas accumsan ligula. Nam arcu orci, facilisis sit amet mattis
sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum
Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue
fringilla, a condimentum elit imper
Praesent rhoncus orci augue, id convallis nunc elementum eget. Null
Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor su
nisi. Etiam in velit eu nisl convallis semper non sed velit. Proin ipsum est, sodales ac dapibus at, blandit at
Rich Te
In the Edit Content window, select the text you want to use as a link.
After selecting text, click on the Link tool icon.

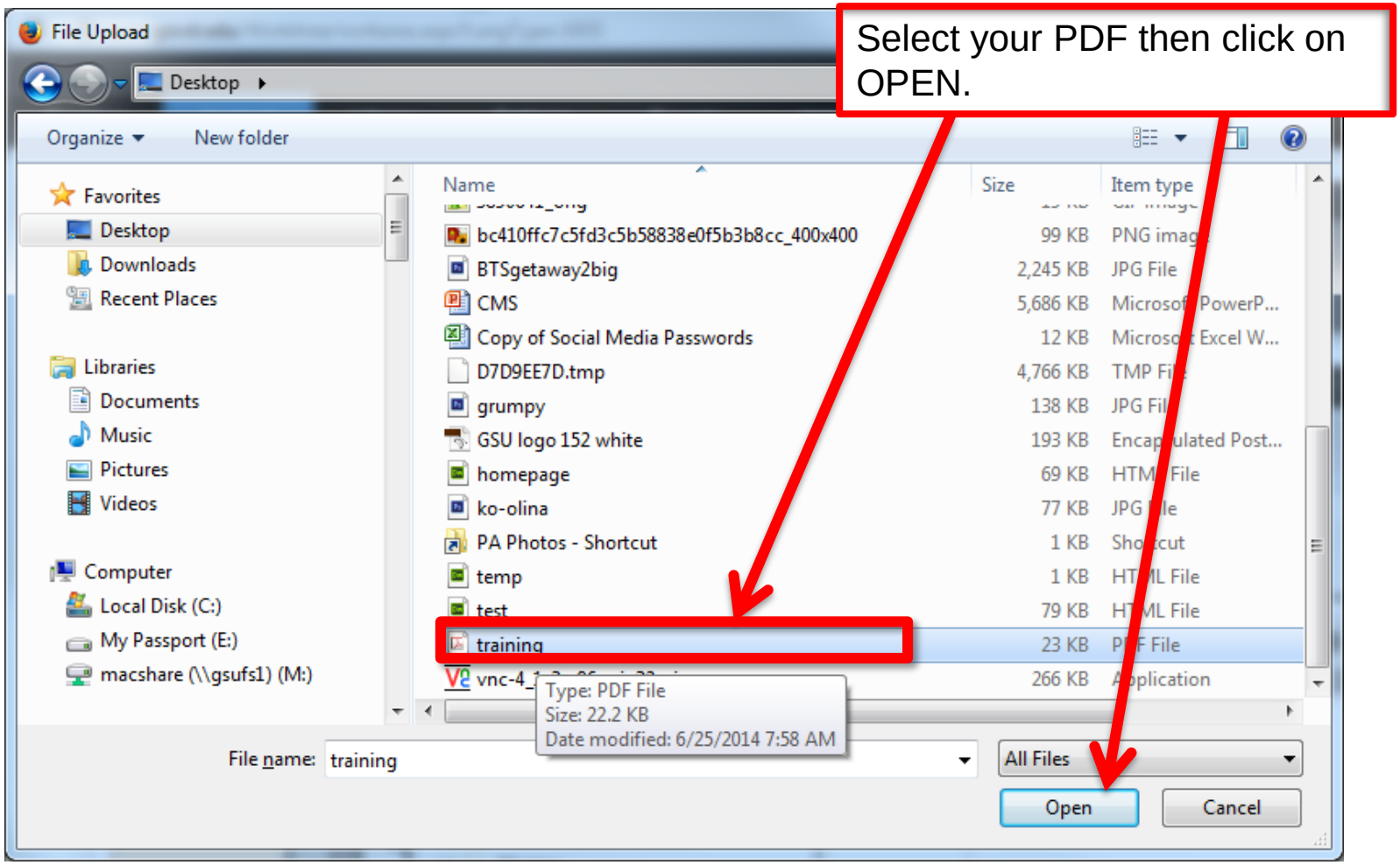

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
Edit Rich Area Field
Edit Content in Fol
PUBLISH
Title:
Biology
Content
SAVE
Apply Style
Link Manager
Hyperlink
E-mail
URL:
http://
...
Existing Bookmark:
None
or #
Link Text:
Cras magna magna
Type:
http:
Target:
Target
Tooltip:
Cras magna magna
Style:
No Class
Remove Link:
OK
Cancel
Click on this button to link to your PDF.

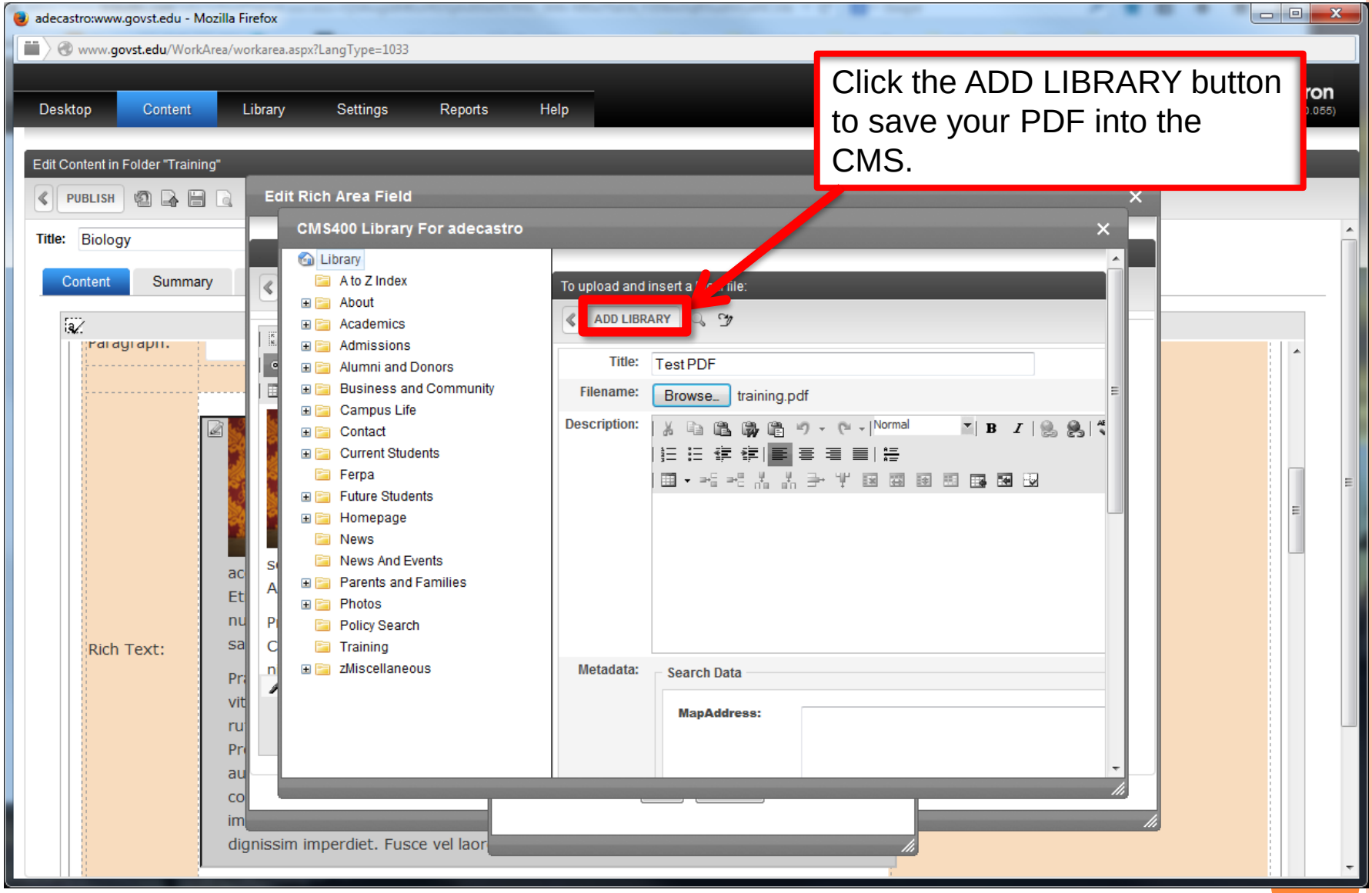

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
Content
Summary
Edit Rich Area Field
CMS400 Library For adecastro
Library
A to Z Index
About
Academics
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Current Students
Ferpa
Future Students
Homepage
News
News And Events
Parents and Families
Photos
Policy Search
Training
zMiscellaneous
Library Folder: "Training\files"
ADD LIBRARY
Files
Forms
Hyperlinks
Images
Quicklinks
Title
ID
Date modified
beach
uploadedFiles/gsu/training.pdf
20866
6/25/2014 1:54:09 PM
Latin
uploadedFiles/gsu/training(2).pdf
20868
6/25/2014 1:54:11 PM
schedule
uploadedFiles/gsu/training(1).pdf
20867
6/25/2014 1:54:10 PM
Rich Text:
First Make sure you click on the dropdown menu and select Files for your PDF.

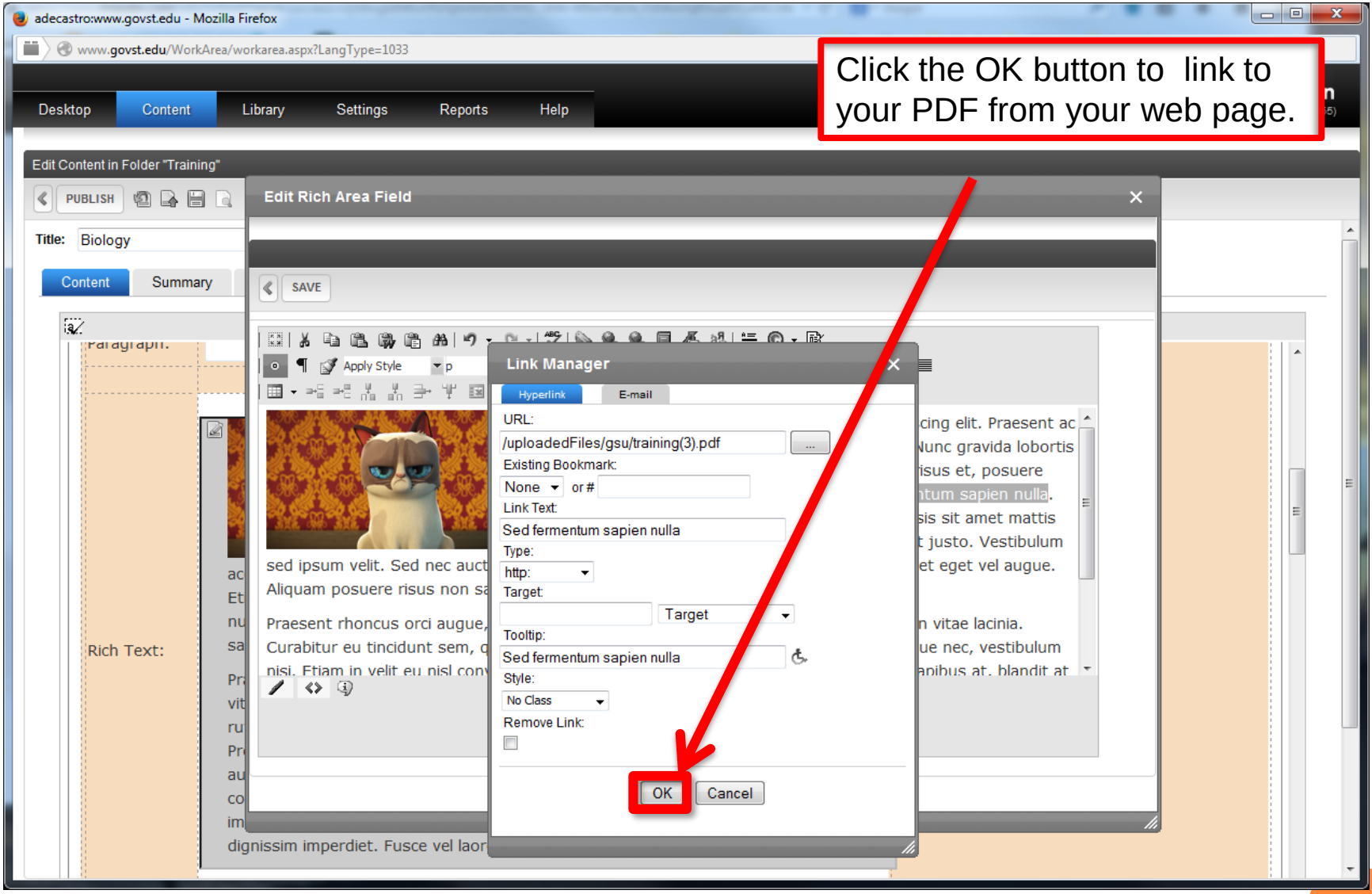

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
Content
Summary
Edit Rich Area Field
CMS400 Library For adecastro
Library
A to Z Index
About
Academics
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Current Students
Ferpa
Future Students
Homepage
News
News And Events
Parents and Families
Photos
Policy Search
Training
zMiscellaneous
Library Folder: "Training\files"
ADD LIBRARY
Files
Forms
Hyperlinks
Images
Quicklinks
Title
ID
Date modified
beach
uploadedFiles/gsu/training.pdf
20866
6/25/2014 1:54:09 PM
Latin
uploadedFiles/gsu/training(2).pdf
20868
6/25/2014 1:54:11 PM
schedule
uploadedFiles/gsu/training(1).pdf
20867
6/25/2014 1:54:10 PM
Rich Text:
First Make sure you click on the dropdown menu and select Files for your PDF.

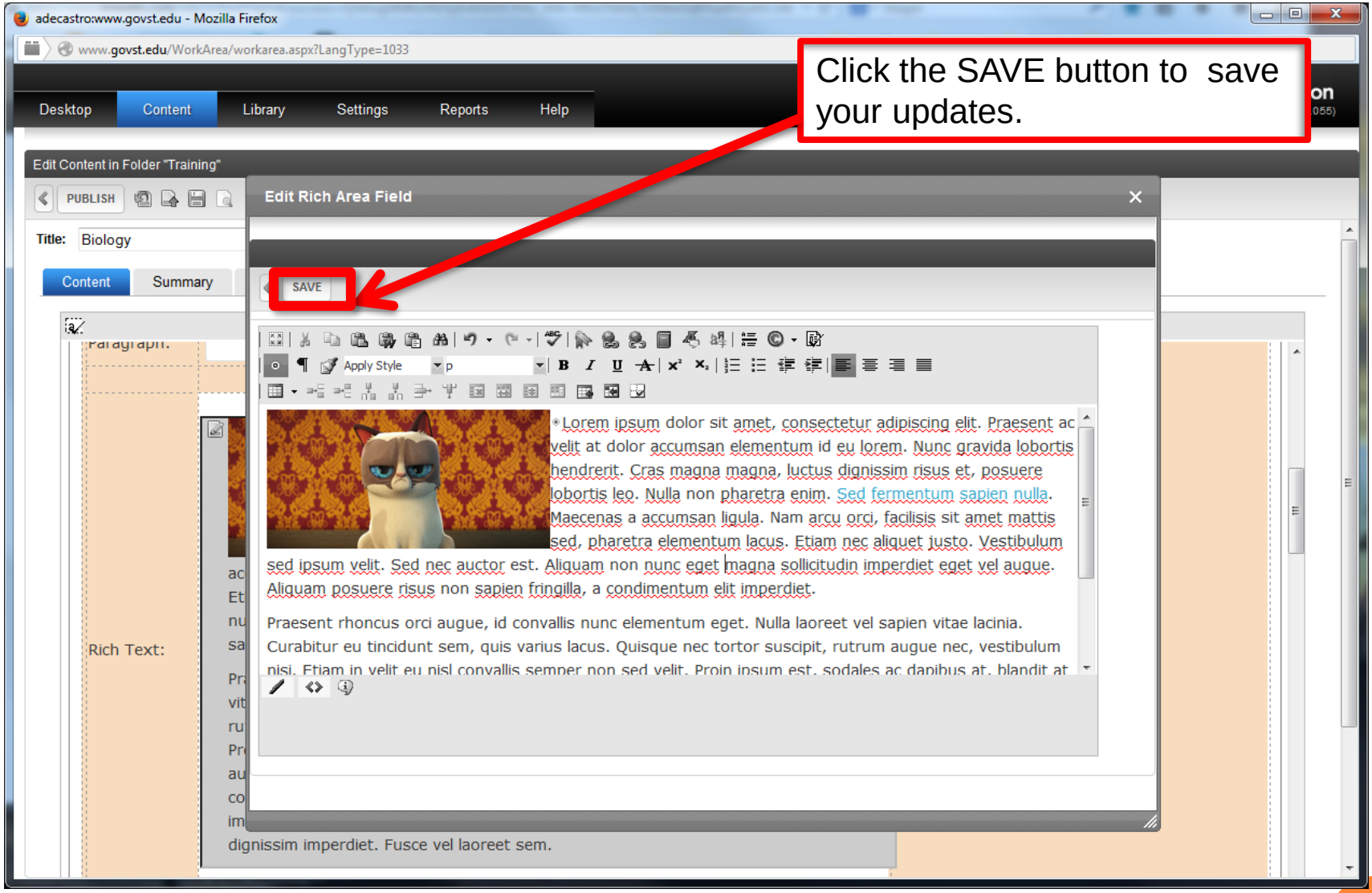

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
Click the ADD LIBRARY button to upload your PDF.
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
Content
Summary
Edit Rich Area Field
CMS400 Library For adecastro
Library
A to Z Index
About
Academics
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Current Students
Ferpa
Future Students
Homepage
News
News And Events
Parents and Families
Photos
Policy Search
Training
zMiscellaneous
ADD LIBRARY
Files
English (U.S.)
Title
ID
Date modified
beach
uploadedFiles/gsu/training.pdf
20866
6/25/2014 1:54:09 PM
Latin
uploadedFiles/gsu/training(2).pdf
20868
6/25/2014 1:54:11 PM
schedule
uploadedFiles/gsu/training(1).pdf
20867
6/25/2014 1:54:10 PM
Rich Text:
dignissim imperdiet. Fusce vel laor

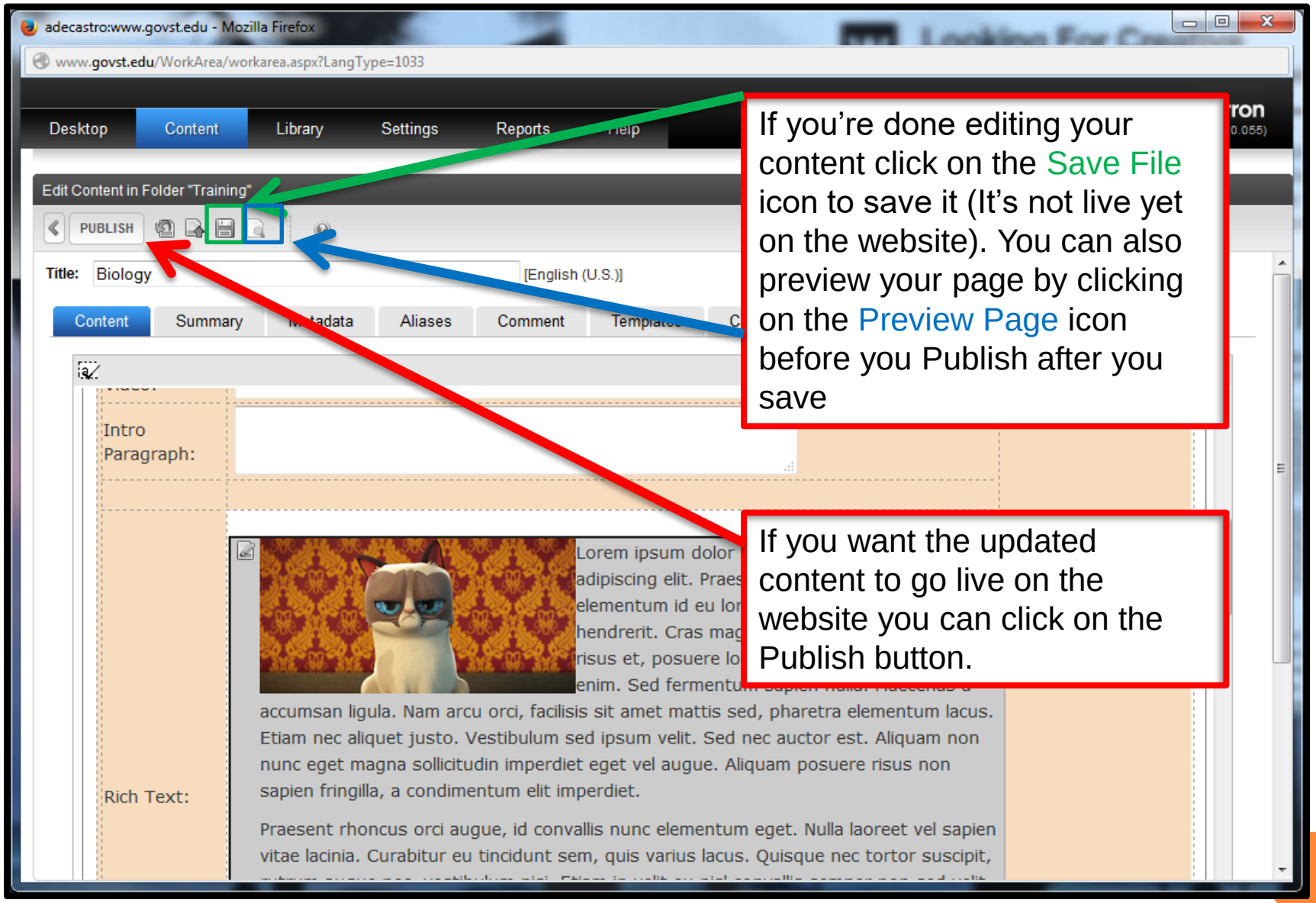

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
Edit Content in Folder "Training"
PUBLISH
Title: Biology
Content
Summary
Rich Text:
Edit Rich Area Field
CMS400 Library For adecastro
Library
A to Z Index
About
Academics
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Current Students
Ferpa
Future Students
Homepage
News
News And Events
Parents and Families
Photos
Policy Search
Training
zMiscellaneous
To upload and insert a local file:
ADD LIBRARY
Filename:
Browse...
No file selected.
Description:
Normal
Metadata:
Search Data
MapAddress:
Type in a Title to give your PDF a file name in the CMS.
Click on BROWSE to select your PDF in your computer.
dignissim imperdiet. Fusce vel laor


Select your PDF then click on OPEN.
File Upload
Desktop
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
My Passport (E:)
macshare (\\gsufs1) (M:)
Name
Size
Item type
bc410ffc7c5fd3c5b58838e0f5b3b8cc_400x400
99 KB
BTSgetaway2big
2,245 KB
JPG File
CMS
5,686 KB
Copy of Social Media Passwords
12 KB
D7D9EE7D.tmp
4,766 KB
grumpy
138 KB
GSU logo 152 white
193 KB
homepage
69 KB
ko-olina
77 KB
PA Photos - Shortcut
1 KB
temp
1 KB
test
79 KB
training
23 KB
266 KB
Type: PDF File
Size: 22.2 KB
Date modified: 6/25/2014 7:58 AM
File name: training
All Files
Open
Cancel


Click the ADD LIBRARY button to save your PDF into the CMS.
adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
Edit Content in Folder "Training"
PUBLISH
Title: Biology
Content
Summary
Edit Rich Area Field
CMS400 Library For adecastro
Library
A to Z Index
About
Academics
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Current Students
Ferpa
Future Students
Homepage
News
News And Events
Parents and Families
Photos
Policy Search
Training
zMiscellaneous
ADD LIBRARY
Title: Test PDF
Filename: Browse... training.pdf
Description:
Normal
Metadata:
Search Data
MapAddress:
Rich Text:
dignissim imperdiet. Fusce vel laor

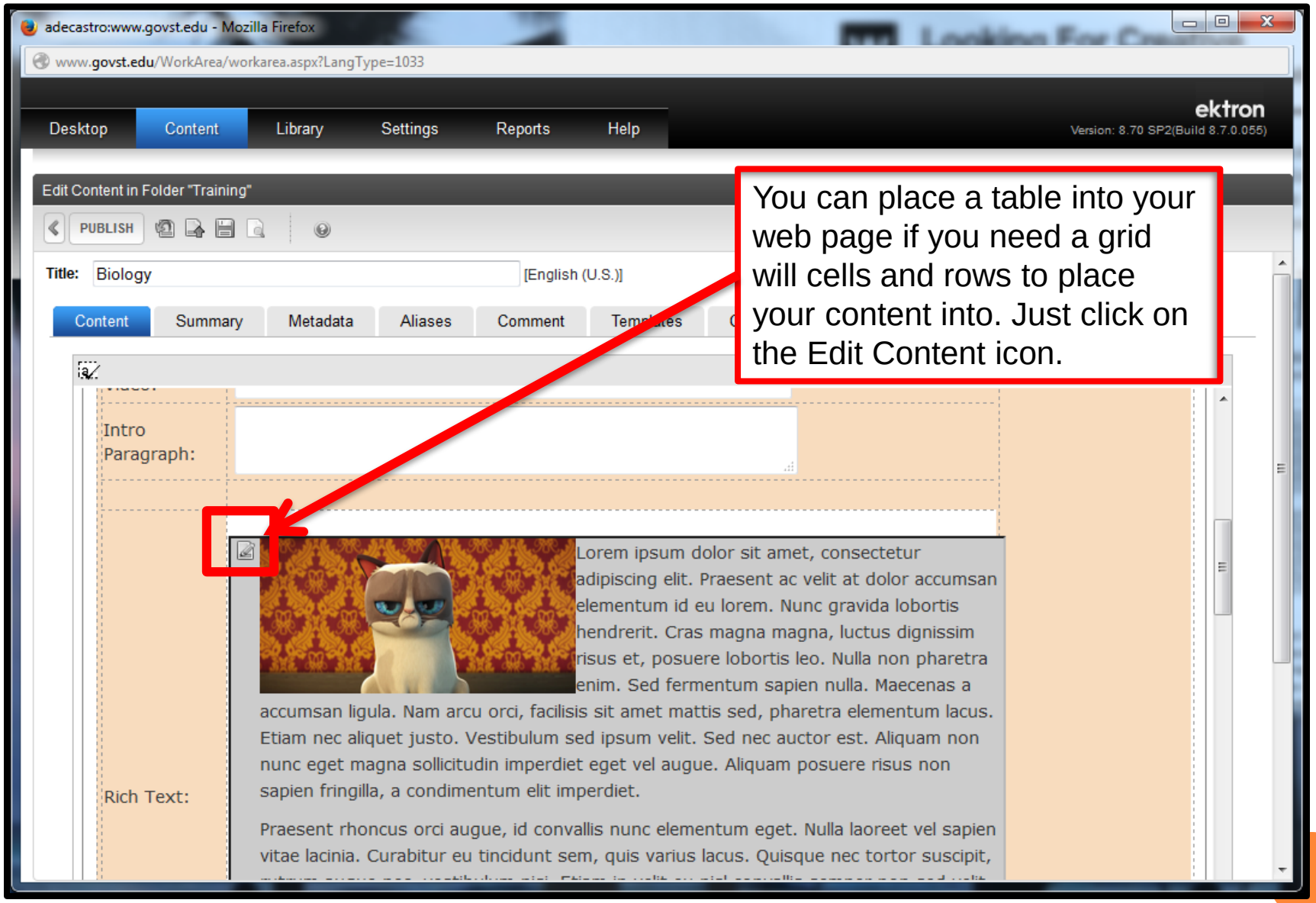

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
Click the OK button to link to your PDF from your web page.
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
Content
Summary
Edit Rich Area Field
SAVE
Apply Style
Link Manager
Hyperlink
E-mail
URL:
/uploadedFiles/gsu/training(3).pdf
Existing Bookmark:
None
or #
Link Text:
Sed fermentum sapien nulla
Type:
http:
Target:
Target
Tooltip:
Sed fermentum sapien nulla
Style:
No Class
Remove Link:
OK
Cancel
Rich Text:

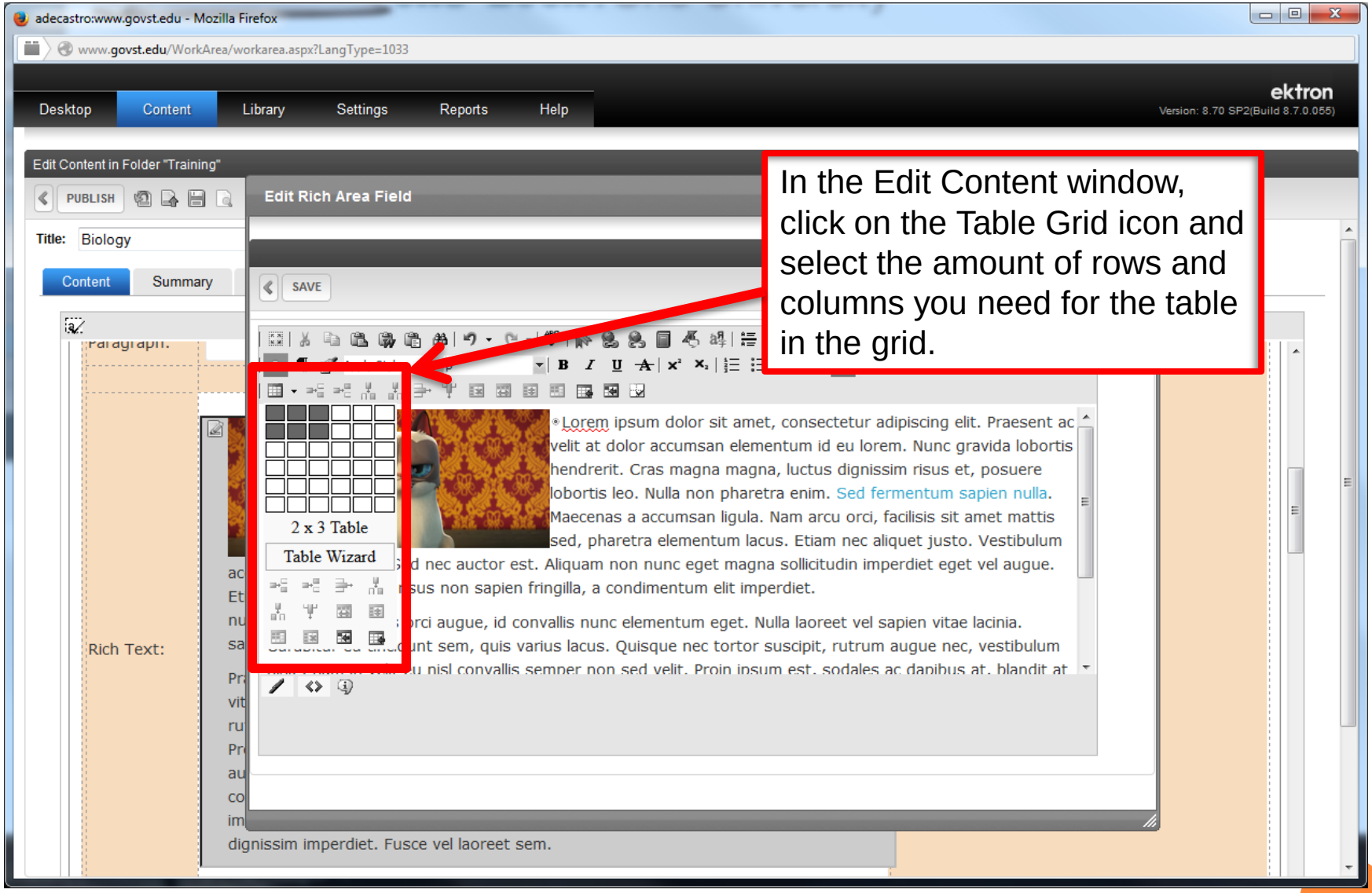

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
Click the SAVE button to save your updates.
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
Content
Summary
Edit Rich Area Field
SAVE
Apply Style
p
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac velit at dolor accumsan elementum id eu lorem. Nunc gravida lobortis hendrerit. Cras magna magna, luctus dignissim risus et, posuere lobortis leo. Nulla non pharetra enim. Sed fermentum sapien nulla. Maecenas a accumsan ligula. Nam arcu orci, facilisis sit amet mattis sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue. Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit, rutrum augue nec, vestibulum nisi. Etiam in velit eu nisl convallis semper non sed velit. Proin ipsum est, sodales ac danibus at, blandit at
Rich Text:
dignissim imperdiet. Fusce vel laoreet sem.

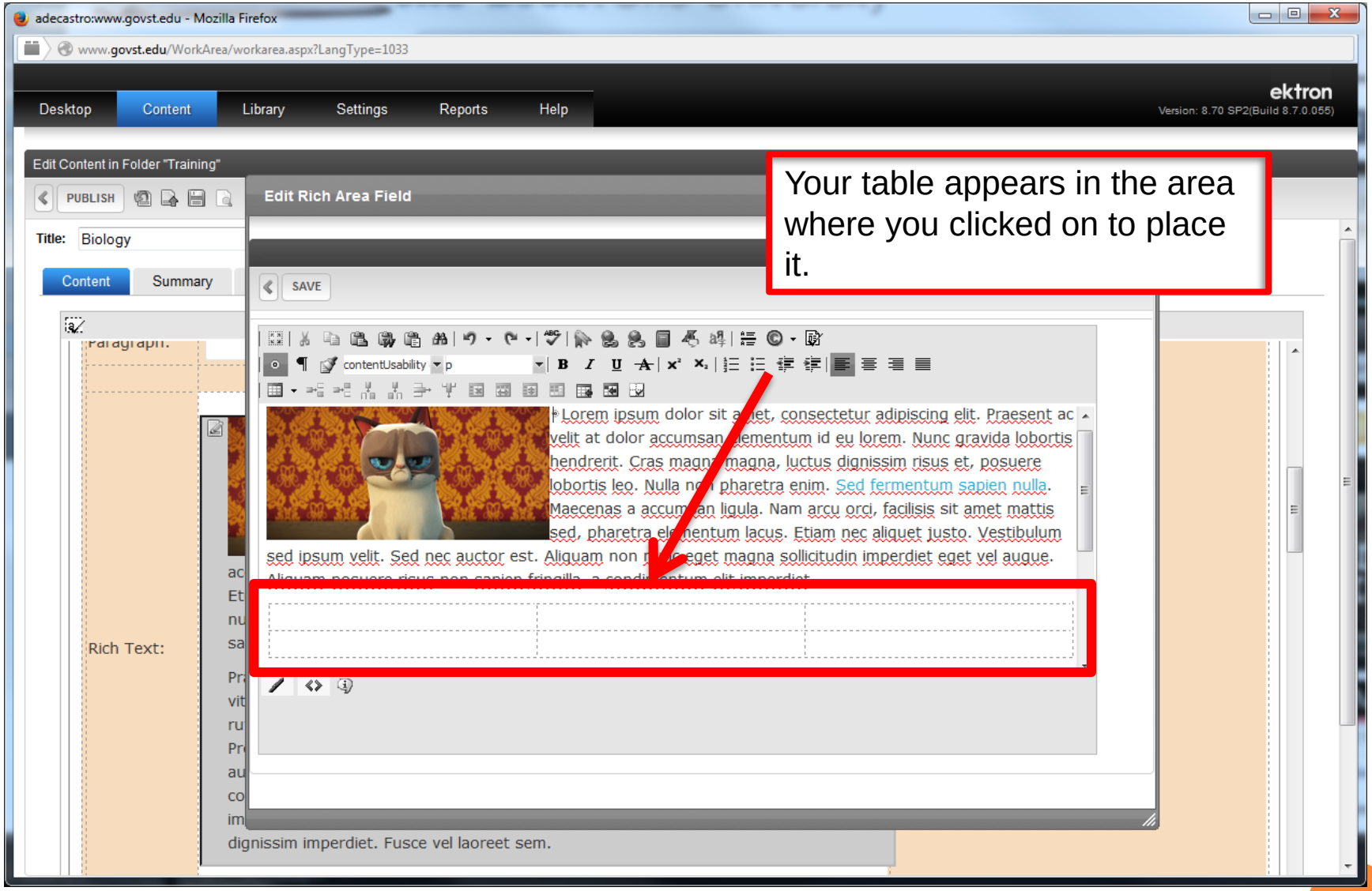


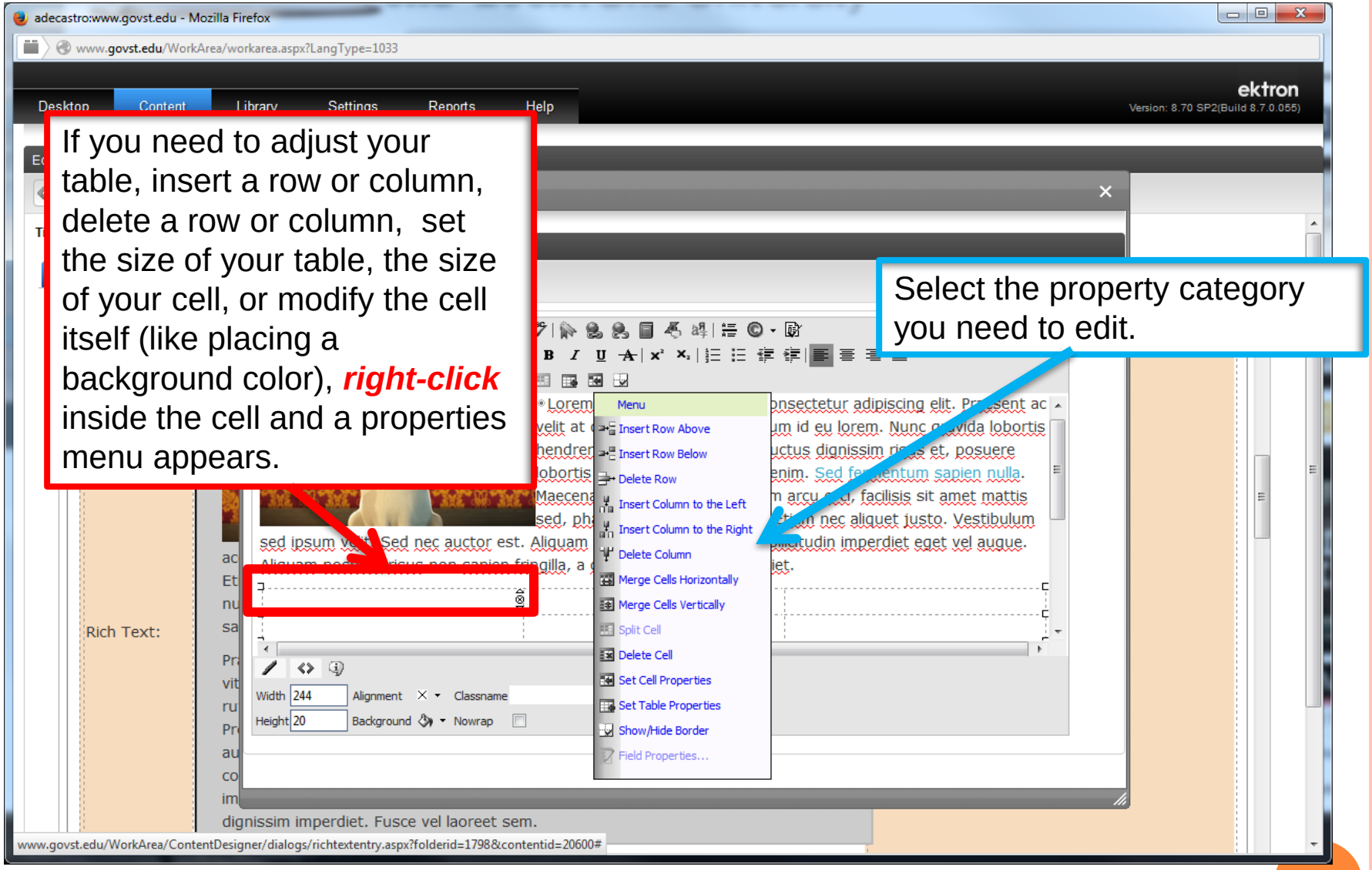
If you're done editing your content click on the Save File icon to save it (It's not live yet on the website). You can also preview your page by clicking on the Preview Page icon before you Publish after you save

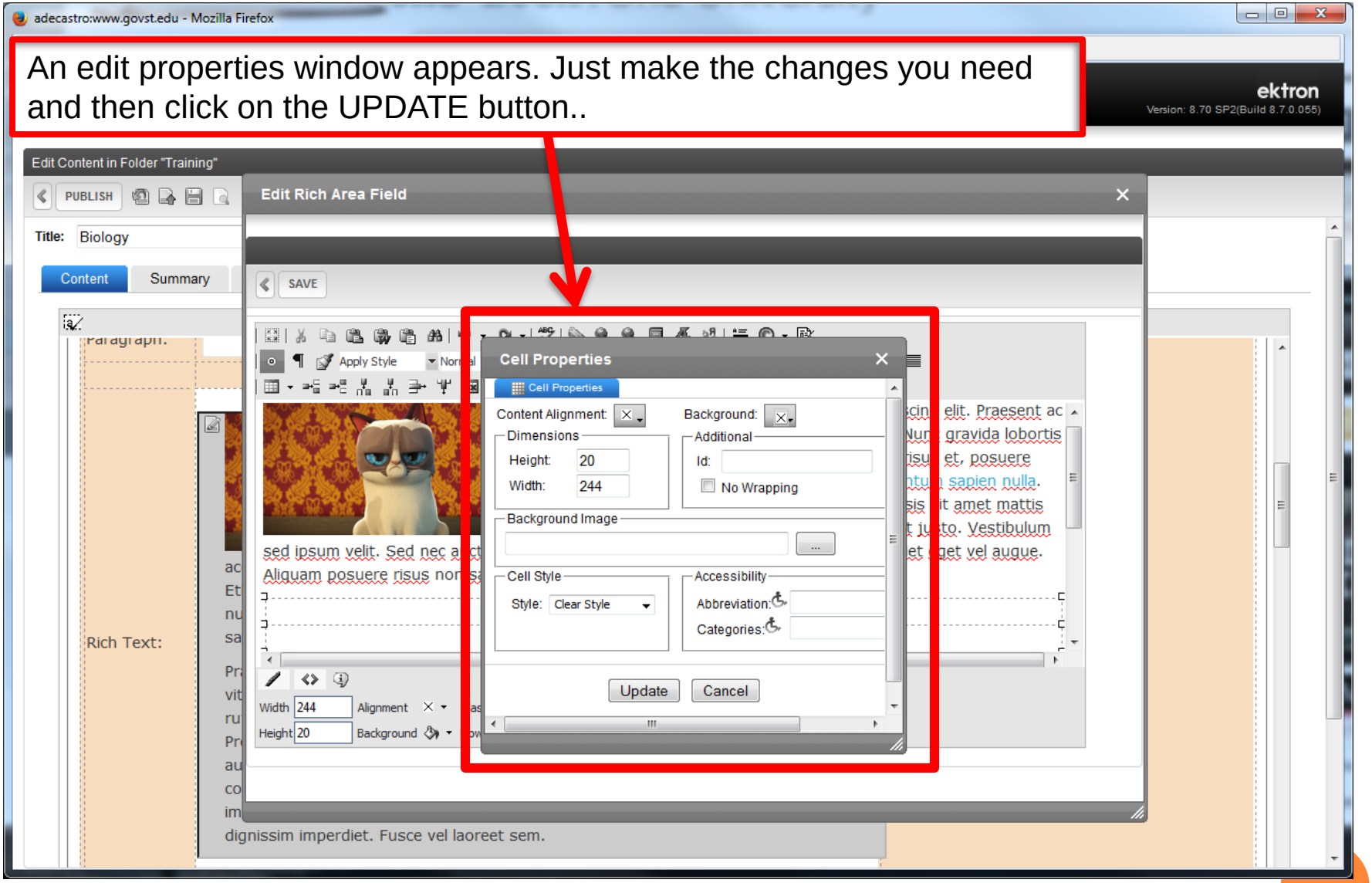
If you want the updated content to go live on the website you can click on the Publish button.

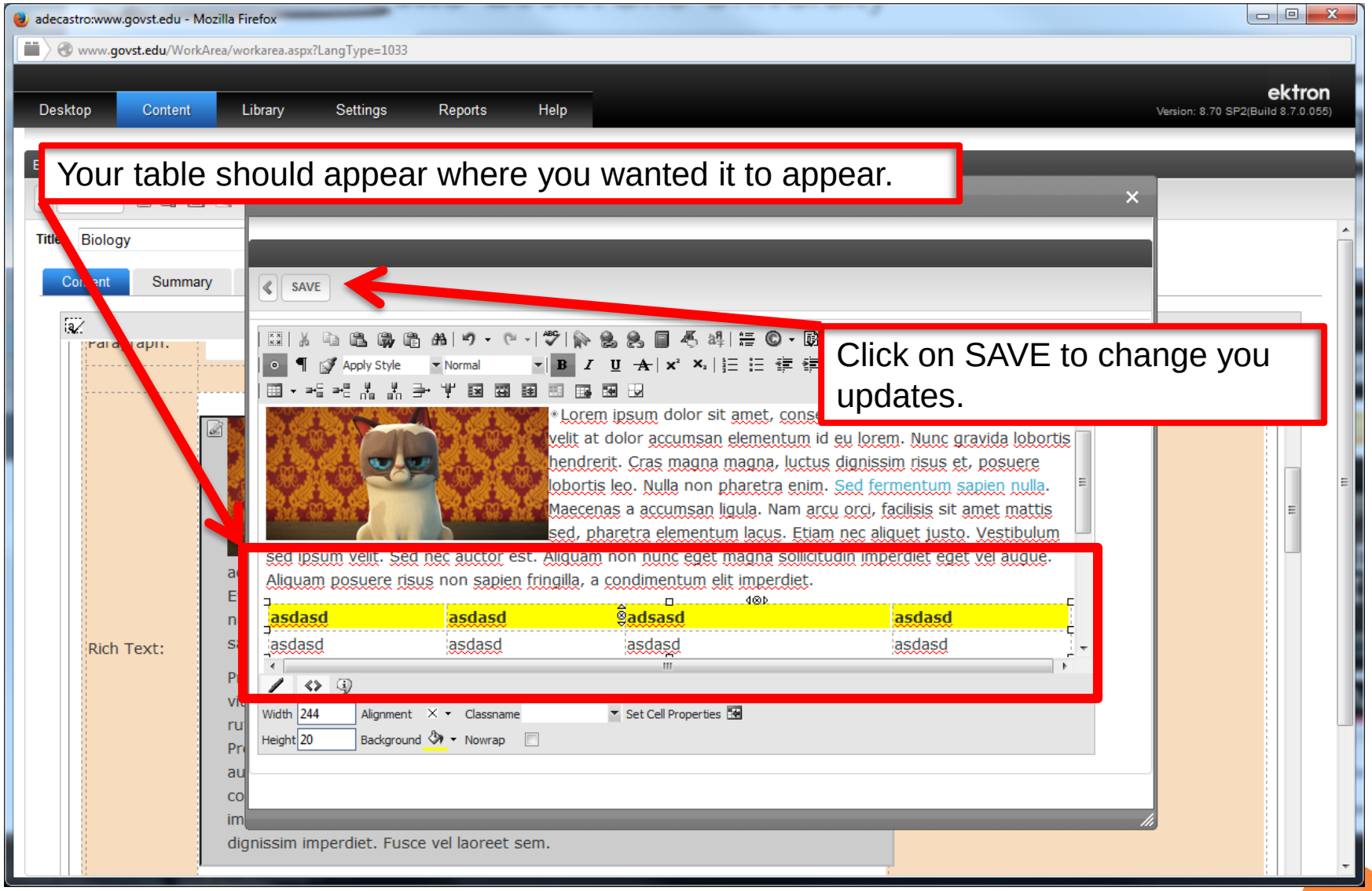

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
[English (U.S.)]
Content
Summary
Metadata
Aliases
Comment
Intro Paragraph:
Rich Text:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac velit at dolor accumsan elementum id eu lorem. Nunc gravida lobortis hendrerit. Cras magna magna, luctus dignissim risus et, posuere lobortis leo. Nulla non pharetra enim. Sed fermentum sapien nulla. Maecenas a accumsan ligula. Nam arcu orci, facilisis sit amet mattis sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue. Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit,
You can place a table into your web page if you need a grid will cells and rows to place your content into. Just click on the Edit Content icon.

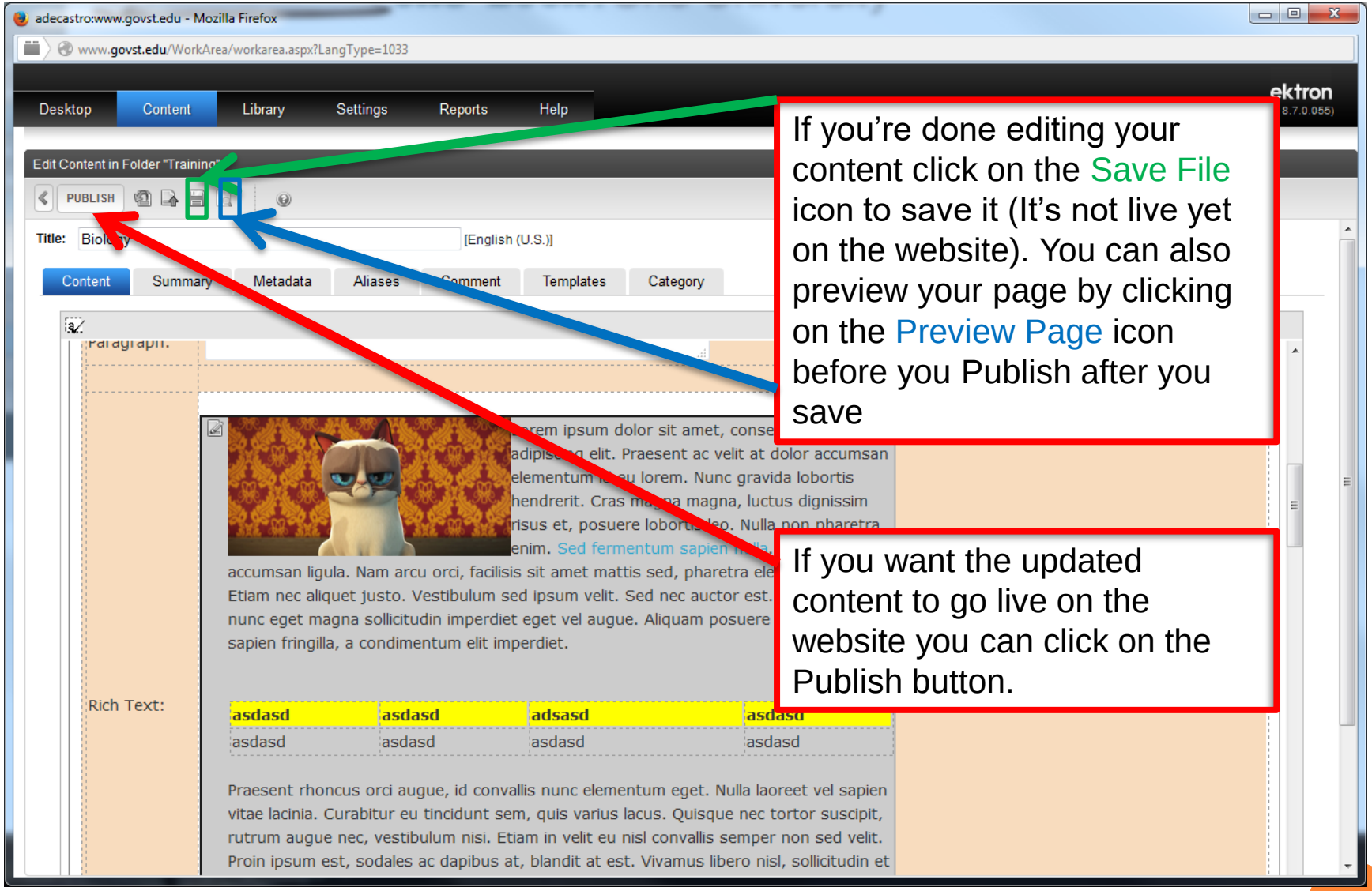

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Folder "Training"
PUBLISH
Title:
Biology
Content
Summary
Edit Rich Area Field
SAVE
2 x 3 Table
Table Wizard
Rich Text:
dignissim imperdiet. Fusce vel laoreet sem.
In the Edit Content window, click on the Table Grid icon and select the amount of rows and columns you need for the table in the grid.


adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Folder "Training"
PUBLISH
Edit Rich Area Field
Title:
Biology
Content
Summary
SAVE
Your table appears in the area where you clicked on to place it.
Rich Text:
dignissim imperdiet. Fusce vel laoreet sem.


If you need to adjust your table, insert a row or column, delete a row or column, set the size of your table, the size of your cell, or modify the cell itself (like placing a background color), right-click inside the cell and a properties menu appears.
Select the property category you need to edit.
adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Menu
Insert Row Above
Insert Row Below
Delete Row
Insert Column to the Left
Insert Column to the Right
Delete Column
Merge Cells Horizontally
Merge Cells Vertically
Split Cell
Delete Cell
Set Cell Properties
Set Table Properties
Show/Hide Border
Field Properties...
Width 244
Alignment
Classname
Height 20
Background
Nowrap
Rich Text:
dignissim imperdiet. Fusce vel laoreet sem.
www.govst.edu/WorkArea/ContentDesigner/dialogs/richtextentry.aspx?folderid=1798&contentid=20600#

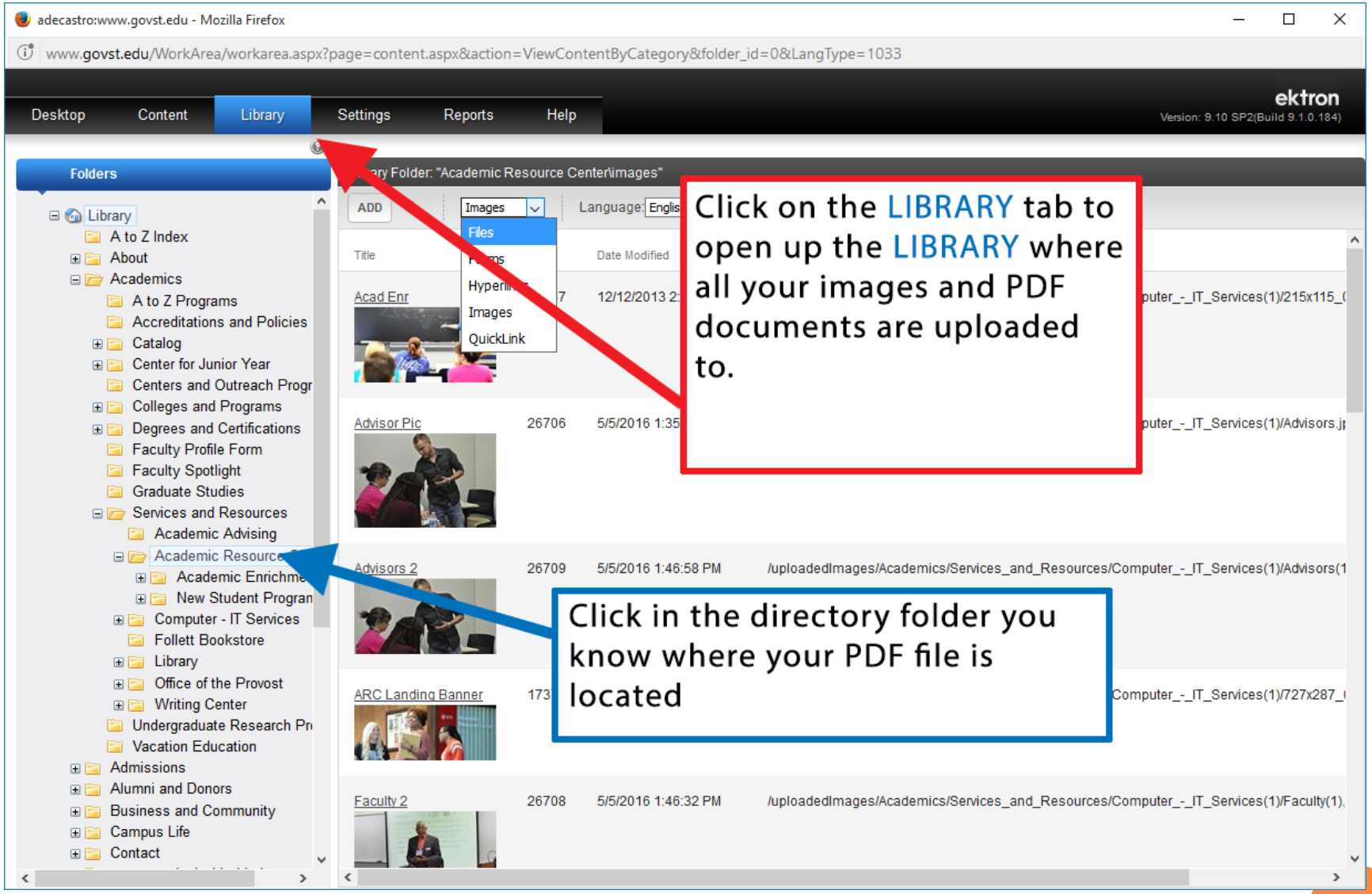

An edit properties window appears. Just make the changes you need and then click on the UPDATE button..
adecastro:www.govst.edu - Mozilla Firefox
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Edit Content in Folder "Training"
PUBLISH
Title: Biology
Content
Summary
Edit Rich Area Field
SAVE
Cell Properties
Content Alignment:
Background:
Dimensions
Height: 20
Width: 244
Additional
Id:
No Wrapping
Background Image
Cell Style
Style: Clear Style
Accessibility
Abbreviation:
Categories:
Update
Cancel
Rich Text:
dignissim imperdiet. Fusce vel laoreet sem.

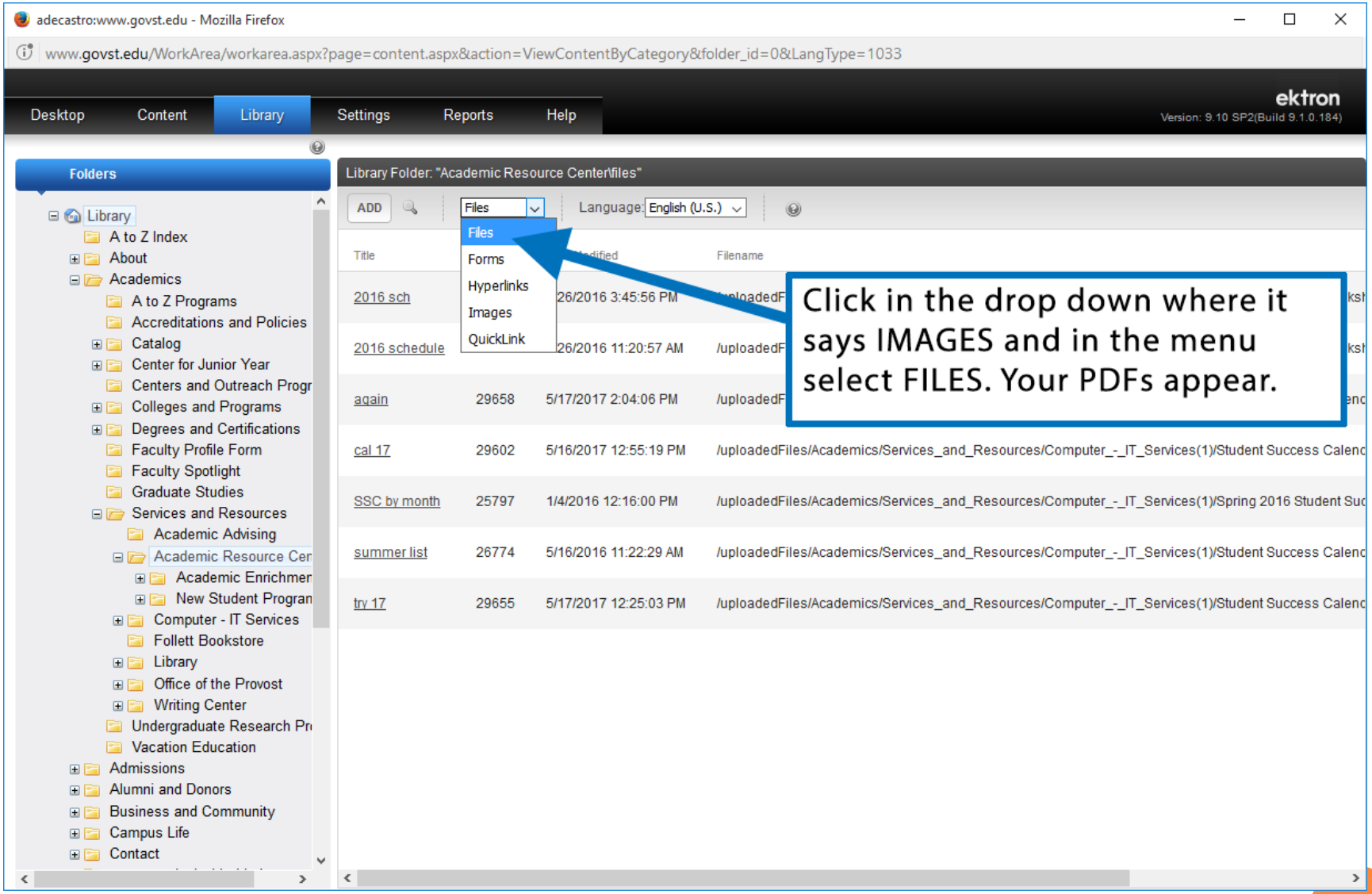

Your table should appear where you wanted it to appear.
Click on SAVE to change you updates.
adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 8.70 SP2(Build 8.7.0.055)
Title
Biology
Summary
SAVE
Apply Style
Normal
Lorem ipsum dolor sit amet, cons
velit at dolor accumsan elementum id eu lorem. Nunc gravida lobortis
hendrerit. Cras magna magna, luctus dignissim risus et, posuere
lobortis leo. Nulla non pharetra enim. Sed fermentum sapien nulla.
Maecenas a accumsan ligula. Nam arcu orci, facilisis sit amet mattis
sed, pharetra elementum lacus. Etiam nec aliquet justo. Vestibulum
sed ipsum velit. Sed nec auctor est. Aliquam non nunc eget magna sollicitudin imperdiet eget vel augue.
Aliquam posuere risus non sapien fringilla, a condimentum elit imperdiet.
asdasd
asdasd
adsasd
asdasd
asdasd
asdasd
asdasd
asdasd
Width
244
Alignment
Classname
Set Cell Properties
Height
20
Background
Nowrap
Rich Text:
dignissim imperdiet. Fusce vel laoreet sem.

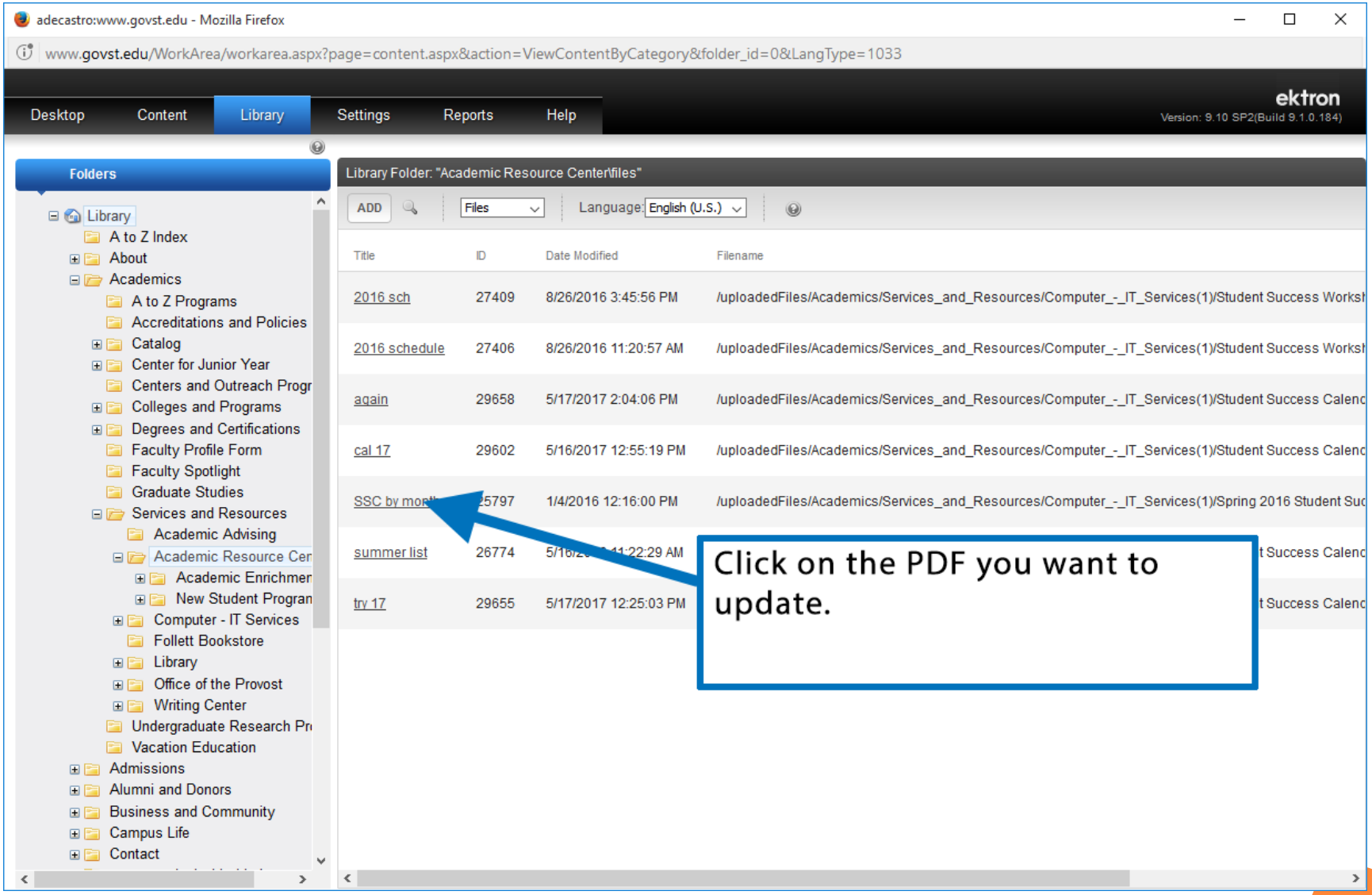

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Edit Content in Folder "Training"
PUBLISH
Title:
[English (U.S.)]
Content
Summary
Metadata
Aliases
Comment
Templates
Category
Paragraph:
Rich Text:
asdasd
asdasd
adsasd
asdasd
Praesent rhoncus orci augue, id convallis nunc elementum eget. Nulla laoreet vel sapien vitae lacinia. Curabitur eu tincidunt sem, quis varius lacus. Quisque nec tortor suscipit, rutrum augue nec, vestibulum nisi. Etiam in velit eu nisl convallis semper non sed velit. Proin ipsum est, sodales ac dapibus at, blandit at est. Vivamus libero nisl, sollicitudin et
If you're done editing your content click on the Save File icon to save it (It's not live yet on the website). You can also preview your page by clicking on the Preview Page icon before you Publish after you save
If you want the updated content to go live on the website you can click on the Publish button.

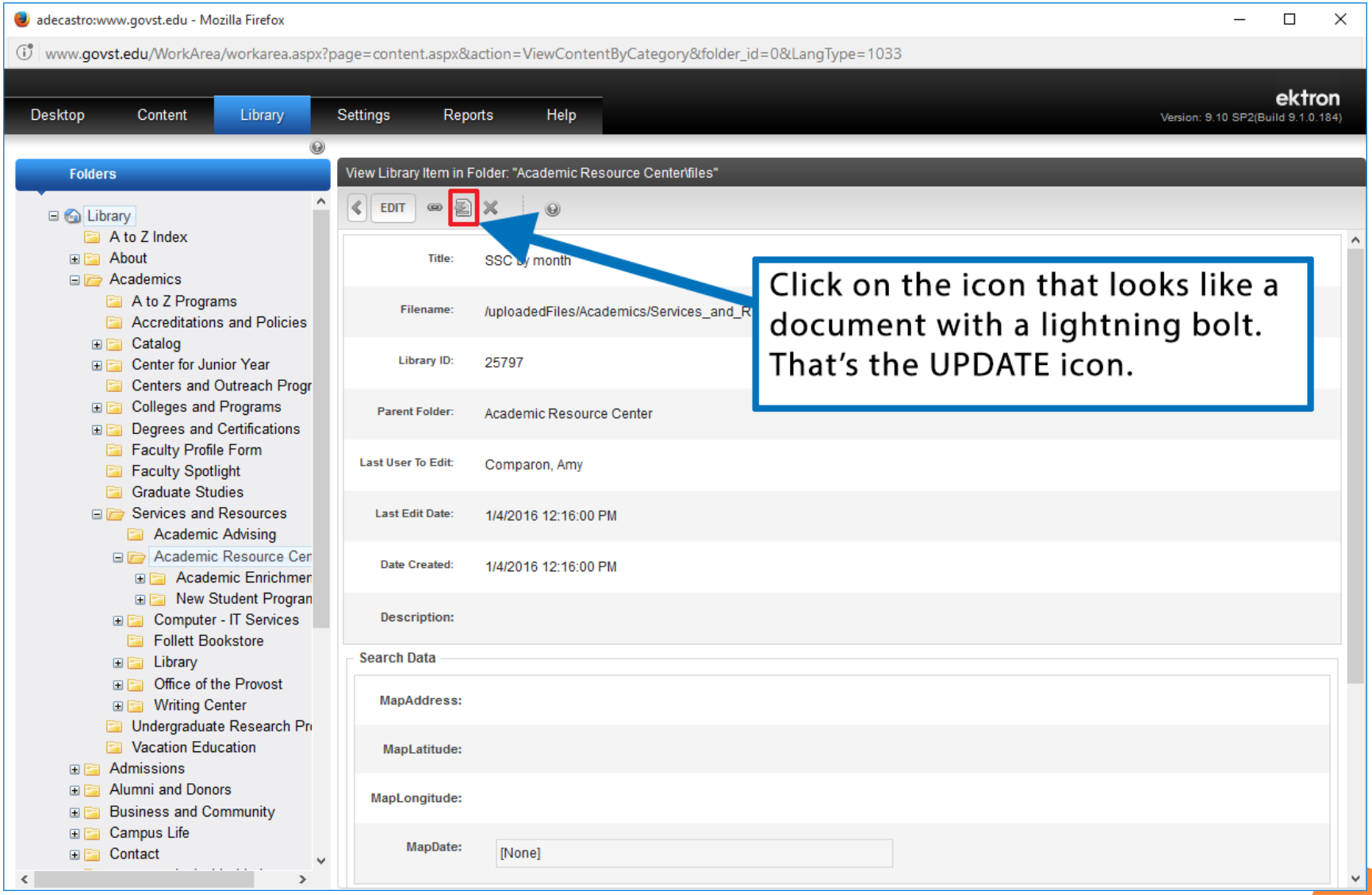
How To Update an Existing PDF File

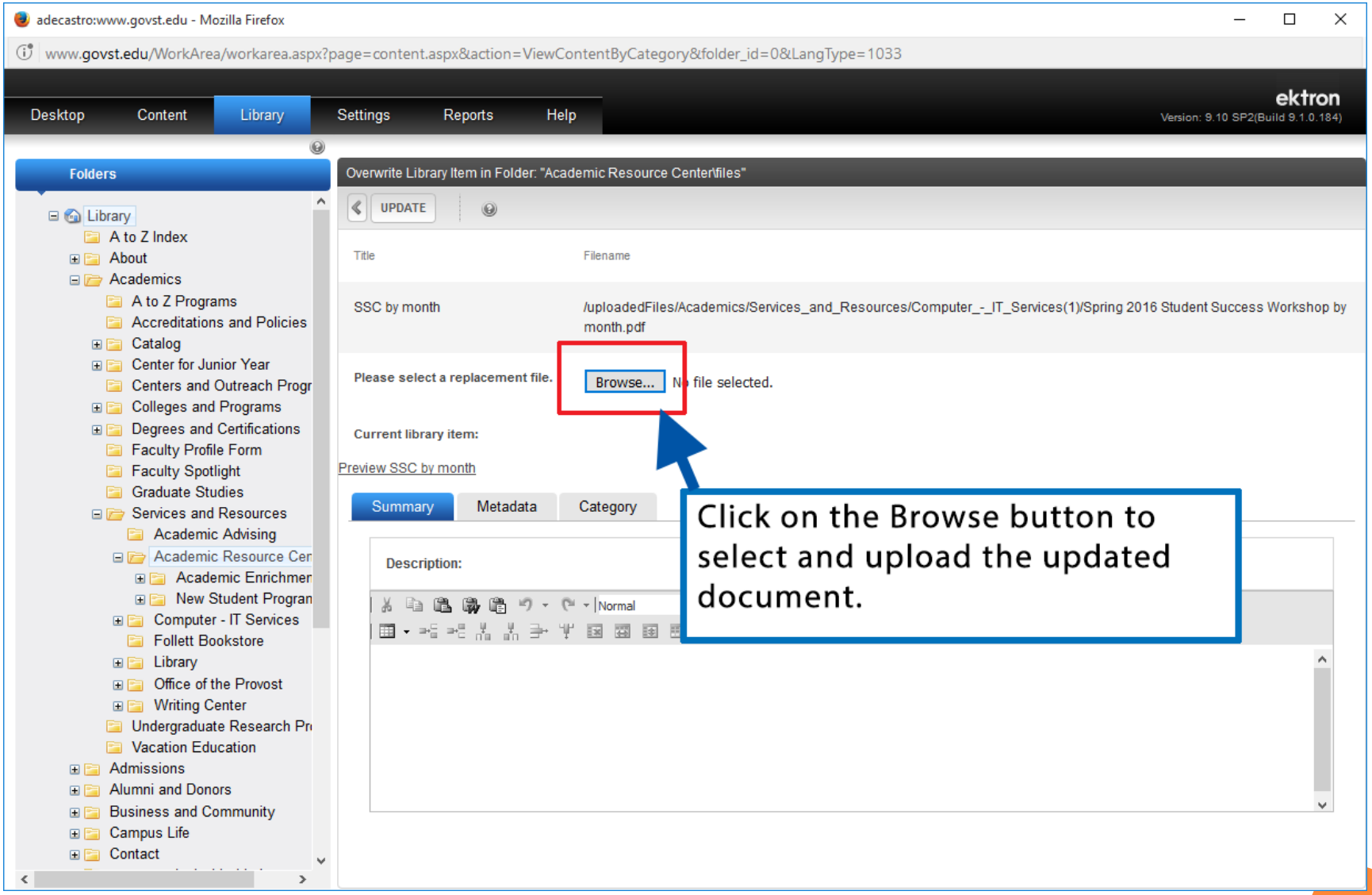
- There will always be a need to update an existing PDF file from an outdated file
- By using this method, all links that lead to this document will remain intact, meaning by updating this document users will not go to a broken link. It's the same link just an updated document.

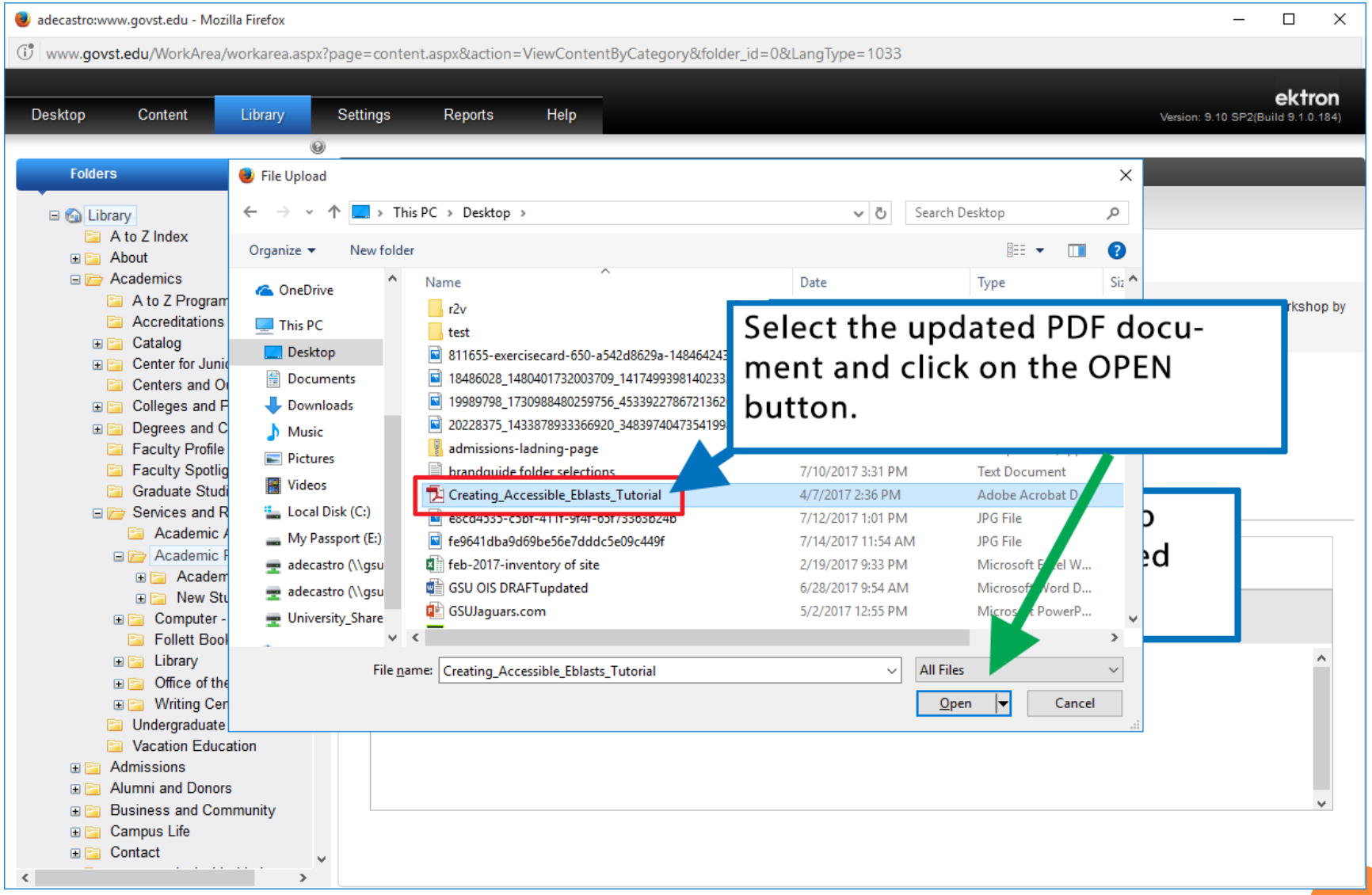

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?page=content.aspx&action=ViewContentByCategory&folder_id=0&LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 9.10 SP2(Build 9.1.0.184)
Folders
Library
A to Z Index
About
Academics
A to Z Programs
Accreditations and Policies
Catalog
Center for Junior Year
Centers and Outreach Progr
Colleges and Programs
Degrees and Certifications
Faculty Profile Form
Faculty Spotlight
Graduate Studies
Services and Resources
Academic Advising
Academic Enrichme
New Student Progran
Computer - IT Services
Follett Bookstore
Library
Office of the Provost
Writing Center
Undergraduate Research Pr
Vacation Education
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
ADD
Images
Files
Images
QuickLink
Language:
Title
Date Modified
Acad Enr
12/12/2013
Advisor Pic
26706
5/5/2016 1:35
Advisors 2
26709
5/5/2016 1:46:58 PM
/uploadedImages/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Advisors(1
ARC Landing Banner
Faculty 2
26708
5/5/2016 1:46:32 PM
/uploadedImages/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Faculty(1).
Click on the LIBRARY tab to open up the LIBRARY where all your images and PDF documents are uploaded to.
Click in the directory folder you know where your PDF file is located

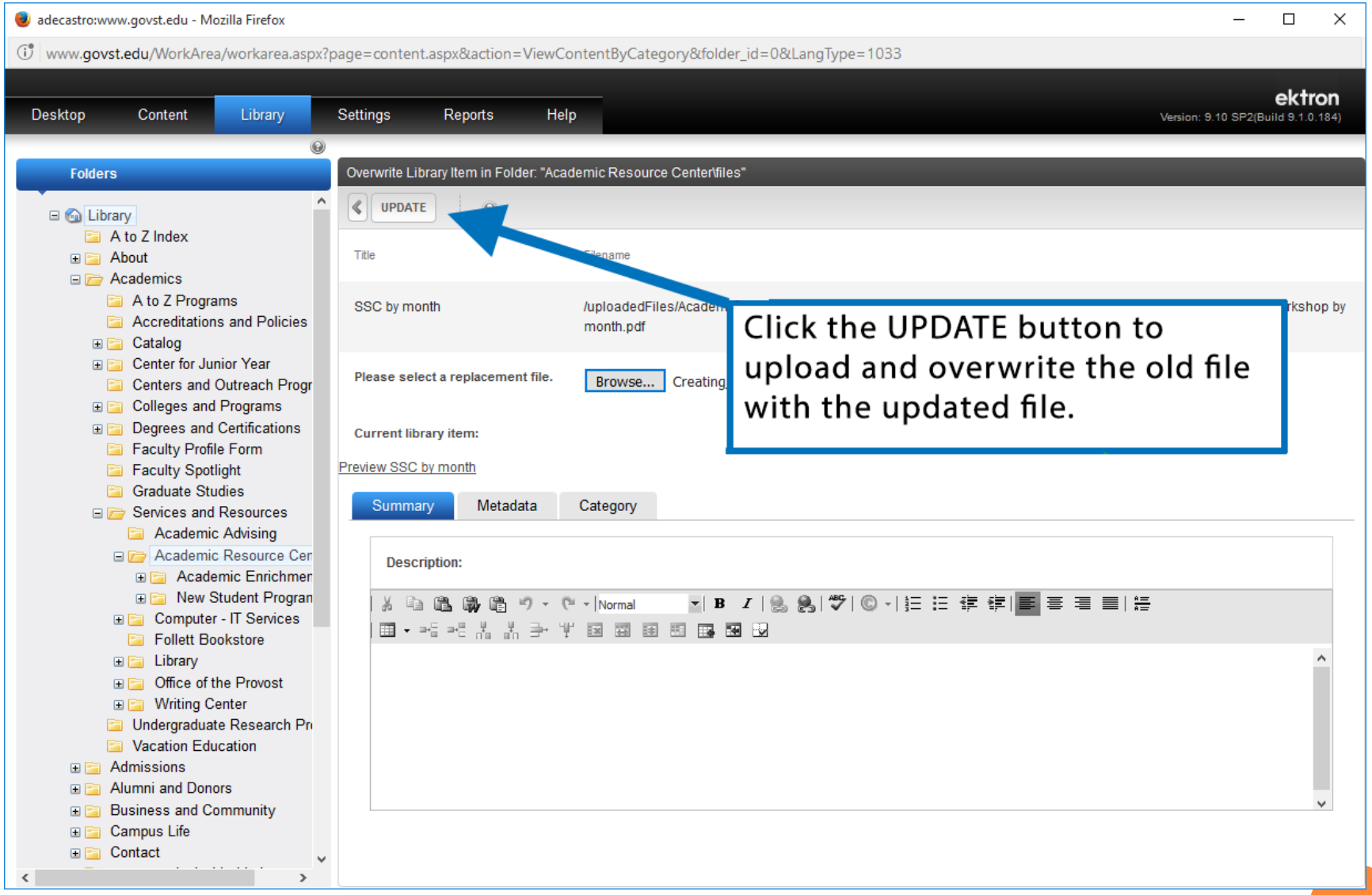

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?page=content.aspx&action=ViewContentByCategory&folder_id=0&LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 9.10 SP2(Build 9.1.0.184)
Folders
Library
A to Z Index
About
Academics
A to Z Programs
Accreditations and Policies
Catalog
Center for Junior Year
Centers and Outreach Progr
Colleges and Programs
Degrees and Certifications
Faculty Profile Form
Faculty Spotlight
Graduate Studies
Services and Resources
Academic Advising
Academic Resource Cer
Academic Enrichmer
New Student Progran
Computer - IT Services
Follett Bookstore
Library
Office of the Provost
Writing Center
Undergraduate Research Pr
Vacation Education
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Library Folder: "Academic Resource Center\files"
ADD
Files
Language: English (U.S.)
Files
Forms
Hyperlinks
Images
QuickLink
Title
Filename
2016 sch
26/2016 3:45:56 PM
2016 schedule
26/2016 11:20:57 AM
/uploadedF
again
29658
5/17/2017 2:04:06 PM
/uploadedF
cal 17
29602
5/16/2017 12:55:19 PM
/uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Student Success Calenc
SSC by month
25797
1/4/2016 12:16:00 PM
/uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Spring 2016 Student Suc
summer list
26774
5/16/2016 11:22:29 AM
/uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Student Success Calenc
try 17
29655
5/17/2017 12:25:03 PM
/uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Student Success Calenc
Click in the drop down where it says IMAGES and in the menu select FILES. Your PDFs appear.

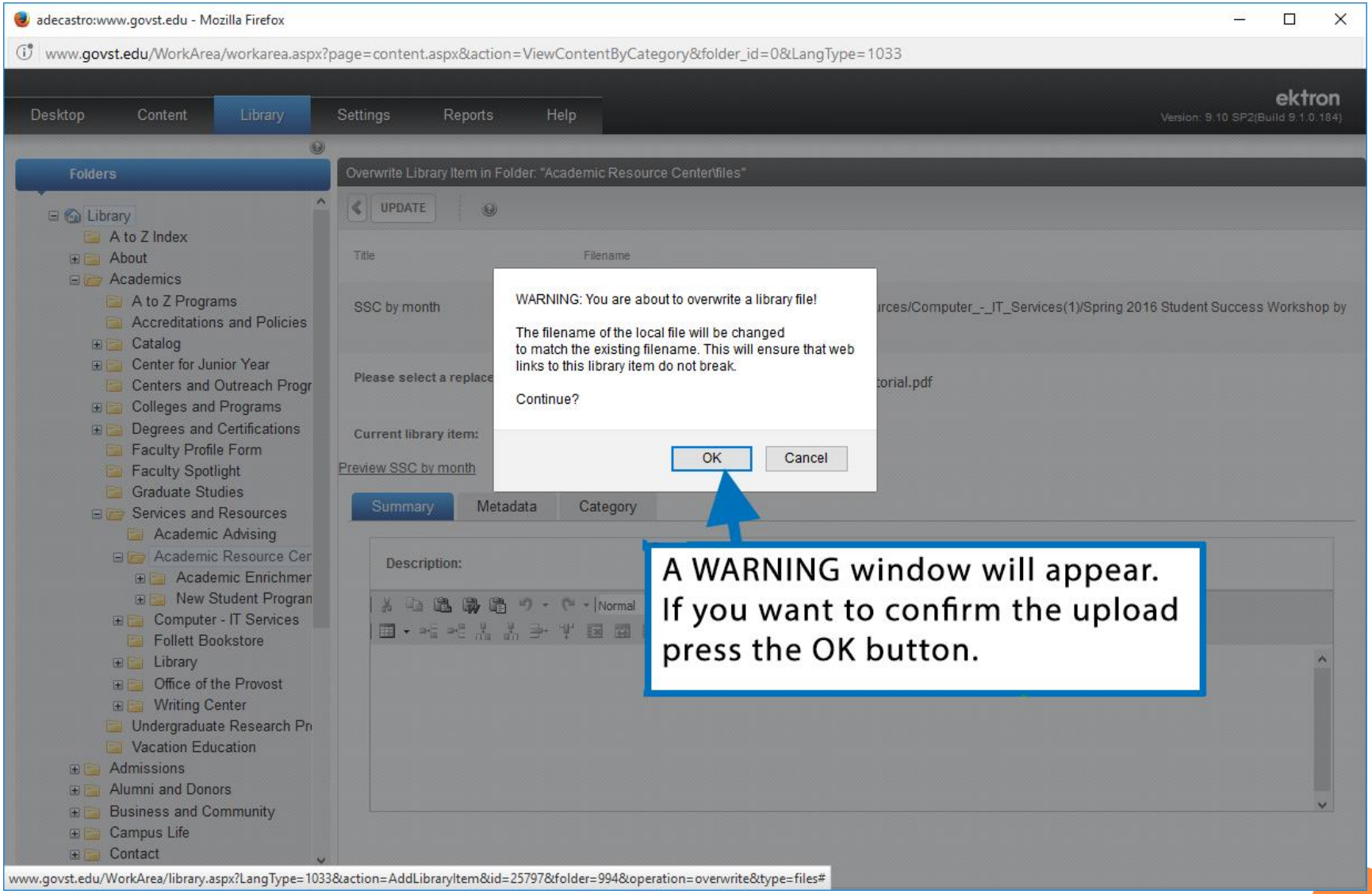

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?page=content.aspx&action=ViewContentByCategory&folder_id=0&LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 9.10 SP2(Build 9.1.0.184)
Folders
Library
A to Z Index
About
Academics
A to Z Programs
Accreditations and Policies
Catalog
Center for Junior Year
Centers and Outreach Progr
Colleges and Programs
Degrees and Certifications
Faculty Profile Form
Faculty Spotlight
Graduate Studies
Services and Resources
Academic Advising
Academic Resource Cer
Academic Enrichmer
New Student Progran
Computer - IT Services
Follett Bookstore
Library
Office of the Provost
Writing Center
Undergraduate Research Pr
Vacation Education
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Library Folder: "Academic Resource Center\files"
ADD
Files
Language: English (U.S.)
Title
ID
Date Modified
Filename
2016 sch
27409
8/26/2016 3:45:56 PM
/uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Student Success Worksh
2016 schedule
27406
8/26/2016 11:20:57 AM
/uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Student Success Worksh
again
29658
5/17/2017 2:04:06 PM
/uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Student Success Calenc
cal 17
29602
5/16/2017 12:55:19 PM
/uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Student Success Calenc
SSC by mon
25797
1/4/2016 12:16:00 PM
/uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Spring 2016 Student Suc
summer list
26774
try 17
29655
5/17/2017 12:25:03 PM
Click on the PDF you want to update.

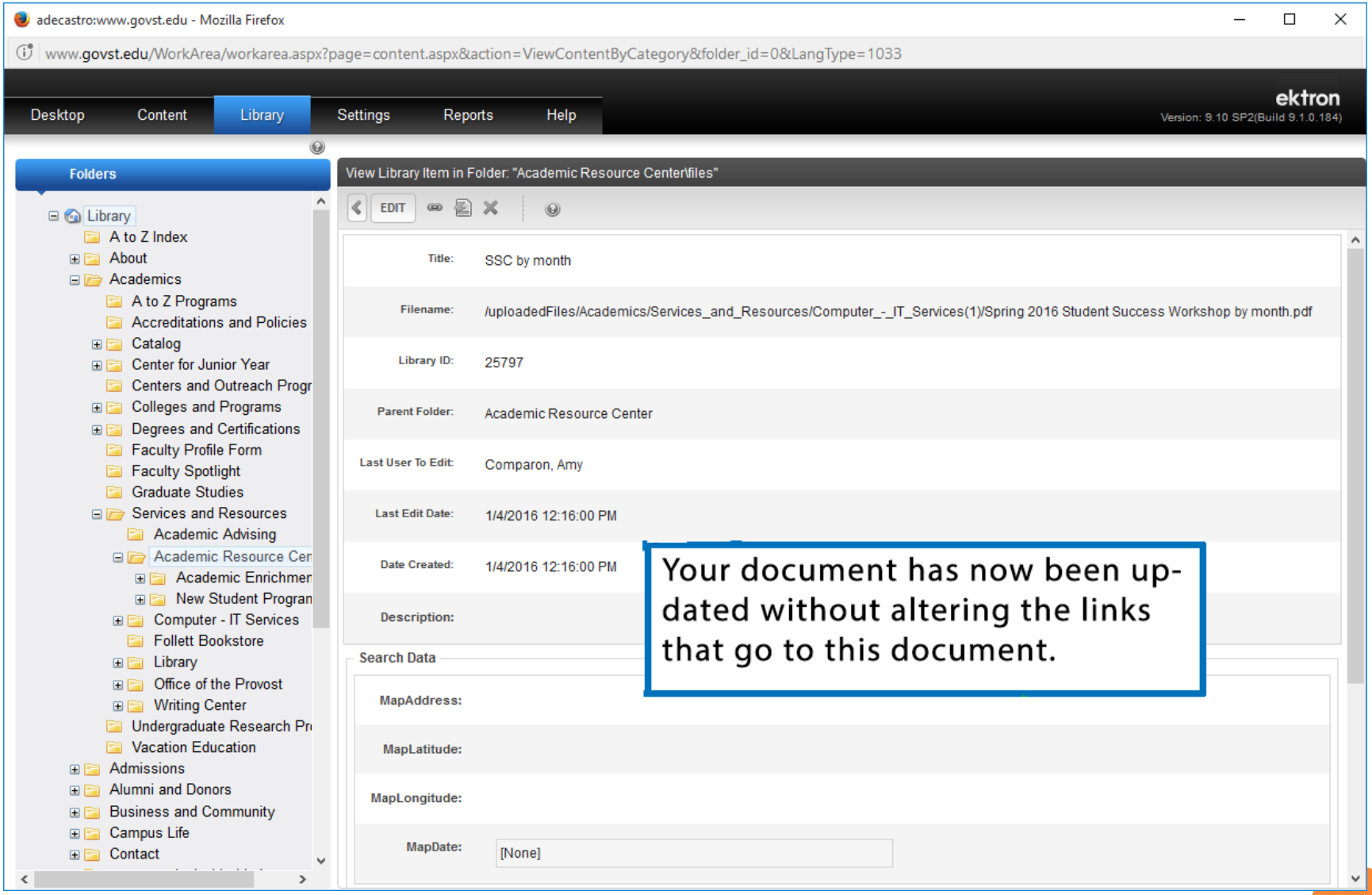

adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?page=content.aspx&action=ViewContentByCategory&folder_id=0&LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 9.10 SP2(Build 9.1.0.184)
Folders
Library
A to Z Index
About
Academics
A to Z Programs
Accreditations and Policies
Catalog
Center for Junior Year
Centers and Outreach Progr
Colleges and Programs
Degrees and Certifications
Faculty Profile Form
Faculty Spotlight
Graduate Studies
Services and Resources
Academic Advising
Academic Resource Cer
Academic Enrichmer
New Student Progran
Computer - IT Services
Follett Bookstore
Library
Office of the Provost
Writing Center
Undergraduate Research Pr
Vacation Education
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
View Library Item in Folder: "Academic Resource Center\files"
EDIT
Title:
SSC by month
Filename:
/uploadedFiles/Academics/Services_and_R
Library ID:
25797
Parent Folder:
Academic Resource Center
Last User To Edit:
Comparon, Amy
Last Edit Date:
1/4/2016 12:16:00 PM
Date Created:
1/4/2016 12:16:00 PM
Description:
Search Data
MapAddress:
MapLatitude:
MapLongitude:
MapDate:
[None]
Click on the icon that looks like a document with a lightning bolt. That's the UPDATE icon.


adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?page=content.aspx&action=ViewContentByCategory&folder_id=0&LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 9.10 SP2(Build 9.1.0.184)
Folders
Library
A to Z Index
About
Academics
A to Z Programs
Accreditations and Policies
Catalog
Center for Junior Year
Centers and Outreach Progr
Colleges and Programs
Degrees and Certifications
Faculty Profile Form
Faculty Spotlight
Graduate Studies
Services and Resources
Academic Advising
Academic Resource Cer
Academic Enrichmer
New Student Progran
Computer - IT Services
Follett Bookstore
Library
Office of the Provost
Writing Center
Undergraduate Research Pr
Vacation Education
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Overwrite Library Item in Folder: "Academic Resource Center\files"
UPDATE
Title
Filename
SSC by month
/uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Spring 2016 Student Success Workshop by month.pdf
Please select a replacement file.
Browse...
No file selected.
Current library item:
Preview SSC by month
Summary
Metadata
Category
Description:
Normal
Click on the Browse button to select and upload the updated document.


adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?page=content.aspx&action=ViewContentByCategory&folder_id=0&LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 9.10 SP2(Build 9.1.0.184)
Folders
Library
A to Z Index
About
Academics
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Vacation Education
File Upload
This PC › Desktop ›
Search Desktop
Organize
New folder
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
My Passport (E:)
University_Share
Name
Date
Type
r2v
test
admissions-ladning-page
brandguide folder selections
7/10/2017 3:31 PM
Text Document
Creating_Accessible_Eblasts_Tutorial
4/7/2017 2:36 PM
Adobe Acrobat D...
7/12/2017 1:01 PM
JPG File
fe9641dba9d69be56e7dddc5e09c449f
7/14/2017 11:54 AM
JPG File
feb-2017-inventory of site
2/19/2017 9:33 PM
GSU OIS DRAFTupdated
6/28/2017 9:54 AM
GSUJaguars.com
5/2/2017 12:55 PM
File name:
Creating_Accessible_Eblasts_Tutorial
All Files
Open
Cancel
Select the updated PDF document and click on the OPEN button.


adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?page=content.aspx&action=ViewContentByCategory&folder_id=0&LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 9.10 SP2(Build 9.1.0.184)
Folders
Library
A to Z Index
About
Academics
A to Z Programs
Accreditations and Policies
Catalog
Center for Junior Year
Centers and Outreach Progr
Colleges and Programs
Degrees and Certifications
Faculty Profile Form
Faculty Spotlight
Graduate Studies
Services and Resources
Academic Advising
Academic Resource Cer
Academic Enrichmer
New Student Progran
Computer - IT Services
Follett Bookstore
Library
Office of the Provost
Writing Center
Undergraduate Research Pr
Vacation Education
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
Overwrite Library Item in Folder: "Academic Resource Center\files"
UPDATE
Title
Filename
SSC by month
/uploadedFiles/Academ
month.pdf
rkshop by
Please select a replacement file.
Browse...
Creating
Current library item:
Preview SSC by month
Summary
Metadata
Category
Description:
Normal
Click the UPDATE button to upload and overwrite the old file with the updated file.


adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?page=content.aspx&action=ViewContentByCategory&folder_id=0&LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 9.10 SP2(Build 9.1.0.184)
Folders
Overwrite Library Item in Folder: "Academic Resource Center\files"
UPDATE
Title
Filename
SSC by month
WARNING: You are about to overwrite a library file!
The filename of the local file will be changed to match the existing filename. This will ensure that web links to this library item do not break.
Continue?
OK
Cancel
Please select a replace
Current library item:
Preview SSC by month
Summary
Metadata
Category
Description:
A WARNING window will appear. If you want to confirm the upload press the OK button.
Library
A to Z Index
About
Academics
A to Z Programs
Accreditations and Policies
Catalog
Center for Junior Year
Centers and Outreach Progr
Colleges and Programs
Degrees and Certifications
Faculty Profile Form
Faculty Spotlight
Graduate Studies
Services and Resources
Academic Advising
Academic Resource Cer
Academic Enrichmer
New Student Progran
Computer - IT Services
Follett Bookstore
Library
Office of the Provost
Writing Center
Undergraduate Research Pr
Vacation Education
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
www.govst.edu/WorkArea/library.aspx?LangType=1033&action=AddLibraryItem&id=25797&folder=994&operation=overwrite&type=files#


adecastro:www.govst.edu - Mozilla Firefox
www.govst.edu/WorkArea/workarea.aspx?page=content.aspx&action=ViewContentByCategory&folder_id=0&LangType=1033
Desktop
Content
Library
Settings
Reports
Help
ektron
Version: 9.10 SP2(Build 9.1.0.184)
Folders
Library
A to Z Index
About
Academics
A to Z Programs
Accreditations and Policies
Catalog
Center for Junior Year
Centers and Outreach Progr
Colleges and Programs
Degrees and Certifications
Faculty Profile Form
Faculty Spotlight
Graduate Studies
Services and Resources
Academic Advising
Academic Resource Cer
Academic Enrichmer
New Student Progran
Computer - IT Services
Follett Bookstore
Library
Office of the Provost
Writing Center
Undergraduate Research Pr
Vacation Education
Admissions
Alumni and Donors
Business and Community
Campus Life
Contact
View Library Item in Folder: "Academic Resource Center\files"
EDIT
Title: SSC by month
Filename: /uploadedFiles/Academics/Services_and_Resources/Computer_-_IT_Services(1)/Spring 2016 Student Success Workshop by month.pdf
Library ID: 25797
Parent Folder: Academic Resource Center
Last User To Edit: Comparon, Amy
Last Edit Date: 1/4/2016 12:16:00 PM
Date Created: 1/4/2016 12:16:00 PM
Description:
Search Data
MapAddress:
MapLatitude:
MapLongitude:
MapDate: [None]
Your document has now been up-dated without altering the links that go to this document.

If you need assistance you can contact:

Antonio De Castro
Web Design Manager
adecastro@govst.edu

Or call (708) 534-8951