

Revize Content Management System

Revize allows you to easily edit the content of your pages. You no longer have to wait for someone else to do it for you, and you don't have to worry about disturbing the presentation of the page.

General instructions for editing and creating pages

Log In

1. In your Internet browser, go to your Web site.
2. Click on the RZ symbol. () Usually located near the bottom of the page.
3. Enter your username and password for Revize and click the "login" button.

*Note that if you have a pop-up blocker installed, you'll need to turn it off or add <http://www.samford.edu> to your allowed sites.

Log Out

1. Click on the RZ symbol.
2. Click on logout.

To Edit a Page

1. Click on the "Edit This Page" button.
2. Modify any of the available fields.
3. When you are satisfied with your changes, click the "Save" button. If you'd like to start over, click the "Cancel" button.
4. If you need to modify other pages, navigate to them and repeat the above steps. If you are finished, click on the RZ symbol in the lower corner and click on the "logout" button.


Create a New Page

To create a new page, you'll need to use the "Revize Link Manger" to create the link for the new page. Then, click on the link and follow the instructions for editing a page, above.

Revize Link Manager

The link manager lets you add links to the menu or create links within a page using the rich text editor.


To Create a Link and Open the Link Manager

- To create or edit a link in a basic menu, click on “new” above the link list or “edit” beside the individual links.
- To create a link in a list, click on “edit this list”. A window will pop up that says "Enter folder for new page (enter "/" for root)". Enter a forward slash (/) here and click ok.
- To create a link within the text of the page, click on “edit this page” to open the rich text editor. In the editor, highlight the word you want to be the link, and click on the insert link image. ().

Link Manager Options

- *Text Displayed for Link* – This is what will appear on the webpage
- *Link Sequence Number* – The links are ordered by this number. Can use decimals.
- *Select Type of Link from choices below*
 - *None* – Select this if you want to place text in the link list (for example, a heading before a list of other links) or if you want to add a link but will add the content to the linked page later.
 - *Existing Page* – Select this if you want to link to a page existing on your site or another site. Enter the entire url (example: <http://www.samford.edu>).
 - *Uploaded File* – Select this if you want to link to an image, .pdf file, etc that will open directly from the link. Clicking on “upload file” will allow you to browse your computer and upload the file. (Please see the note regarding .pdf files on page 3.)
 - *Update Existing Revize Web Page based on design selection below* – Select this to create a new page. Generally, you will select “yoursite_subpage” from the dropdown box. (You can leave the description box blank.) Once you select a page from the dropdown box, an option to name the page will appear. You only need to enter the filename. Please keep in mind that this name will also be the url, so use lowercase letter and no spaces. If you need a space, use the underscore instead. For example, if you are adding a page of faculty bios, then enter the filename as “faculty_bios”. This will make the url of the new page http://www.samford.edu/yoursite/faculty_bios.html
- *Open link in new window* – Generally, you want to select no if the link is on your site, and yes if the link is on another site.

To Delete a Link

- To delete a link from the menu, just click on delete next to the menu item you wan to delete.
- To remove a link from a page using the rich text editor, either delete the word and retype it, or highlight the word and click on the remove link image (.

Working with the Rich Text Editor

The rich text editor allows you to add formatting to your content without knowing any html. If you are familiar with Microsoft Word or WordPerfect, you'll notice that it's similar. This reference will only cover a few of the tools with special options.

Links

See the link manager section where the link options are discussed in detail.

Images

There are several things to consider when uploading images and placing them on the page.

- Make sure the images are on your computer or have already been uploaded using the images interface.
- If this is your first image for your site, create a new folder for your site by clicking on "Create New Folder" on the right side. This will allow you to find your images more easily later.
- When naming images, try to give them a descriptive name so that you will be able to identify it later.
- Do not use spaces in image names. Also, lowercase letters are best.
- Upload only .gif and .jpg files. (Generally, photographs need to be .jpg)

To upload and place an image:

- Click on the folder in which you want to place the image.
- Click "Browse" to find the image on your computer. Your image will appear in the box on the left.
- Select the alignment from the dropdown box just under the picture.
- You may add some space around the picture by filling in the boxes but you don't have to. It is not recommended that you add borders to photographs.

Formatting Text Online

- Change the font size and color sparingly, if at all.
- Divide your text up into smaller sections with headings (under styles in the Rich Text Editor). This will make it easier for your visitors to scan for the information they are looking for.
- Do not capitalize text for emphasis. Use bold and italic. It's more polite and it gives the underlying text more meaning.
- Do not use bold and italics for headings. As noted above, use style headings. Again, this gives the underlying code more meaning and creates pages that look more consistent.
- Do not underline text. People will confuse text underlined for emphasis for links.
- When creating links do not use spaces or capital letters in filenames (the url). If you need a space for readability, use an underscore (like_this).
- Do not decorate your images with backgrounds or text. You can include small text with a credit, if necessary.

Other Notes

While you can upload and link to .pdf files directly, they require special software to open. It is better to create a link to a new page with a separate link to the .pdf file and the following text ([example](#)):

This document is in Adobe Acrobat format. The Adobe Acrobat Reader is available as a [free download](#). If you experience problems, please call User Support at 726-2662 or e-mail at support@samford.edu.

Internet Explorer 7 Users

In order to view the rich text editor when editing pages in IE 7, you must perform the following steps:

- Tools/Internet options
- Security tab/Custom level
- Scroll down to Active X controls and plug-ins
- Click Enable under Allow Scriptlets

Please note that this does not apply to other browsers, including other versions on IE.