

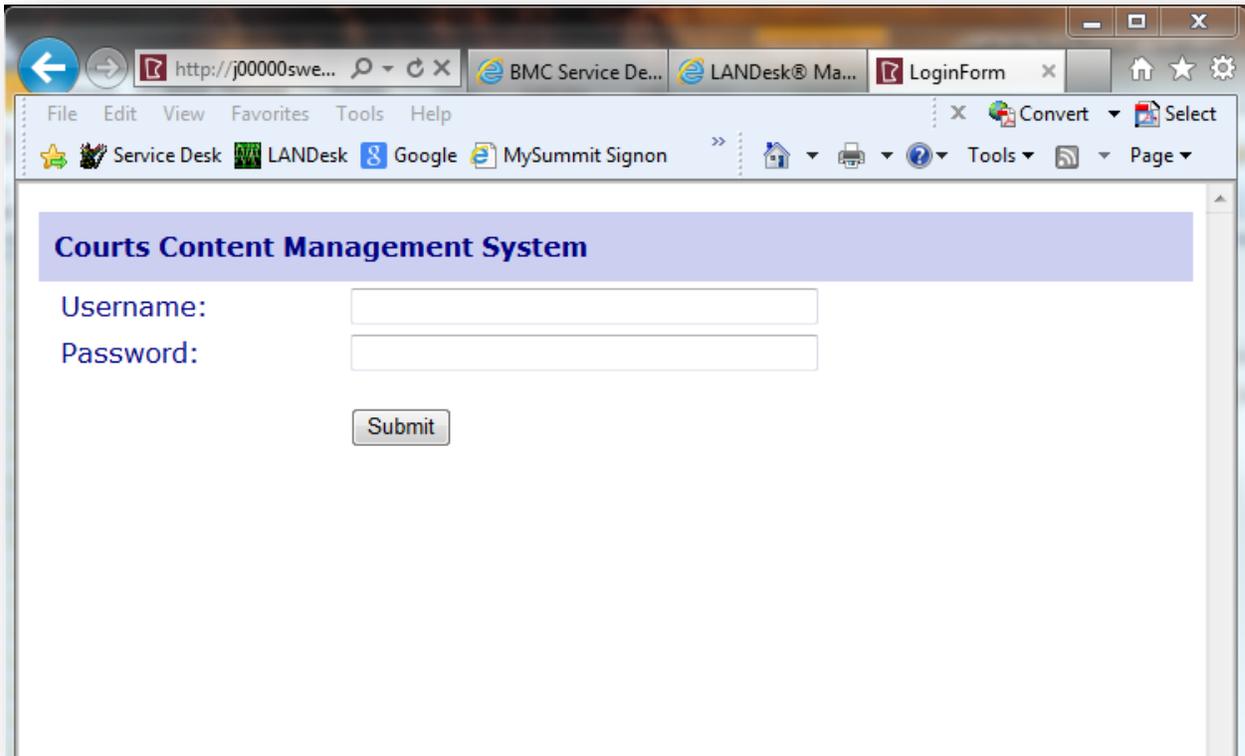
# Intro to CMS

Logon

<http://j00000swebstg/CourtsCMS/loginform.aspx>

Username: Playground

Password: test



The screenshot shows a web browser window with the following elements:

- Address Bar:** <http://j00000swe...>
- Browser Tabs:** BMC Service De..., LANDesk® Ma..., LoginForm
- Menu Bar:** File, Edit, View, Favorites, Tools, Help
- Toolbar:** Convert, Select, Service Desk, LANDesk, Google, MySummit Signon, Home, Print, Tools, Page
- Page Header:** Courts Content Management System
- Form Fields:**
  - Username:
  - Password:
- Submit Button:** Submit

# The CMS Site Menu page:

Current User: playground

## MJB Content Management System

Page Content ▾ Templated Content ▾ Admin ▾

hid.	cat.	page title	sort	options	stage update	live update	Update
		<a href="#">Playground Home</a>			2/10/2006 7:17:10 PM	2/10/2006 7:17:10 PM	(updated)
		<a href="#">2nd District test</a>			3/7/2006 3:40:44 PM	3/7/2006 2:36:14 PM	<input type="checkbox"/>
		<a href="#">Criminal/Traffic Div.</a>			3/7/2006 9:23:37 AM	3/7/2006 9:23:37 AM	(updated)
		<a href="#">Amanda</a>			3/8/2006 11:40:12 AM	--	<input type="checkbox"/>
		<a href="#">Michael</a>			3/8/2006 11:39:31 AM	--	<input type="checkbox"/>
		<a href="#">Michael</a>			3/8/2006 11:40:55 AM	--	<input type="checkbox"/>
x		<a href="#">child support [contactDirectory]</a>			3/3/2006 10:13:53 AM	3/3/2006 10:00:22 AM	<input type="checkbox"/>
		<a href="#">In Forma Pauperis</a>			2/21/2006 3:04:47 PM	2/21/2006 3:04:47 PM	(updated)
		<a href="#">Civil Division - for testing purposes</a>			2/21/2006 3:04:47 PM	2/21/2006 3:04:47 PM	(updated)
		<a href="#">Family Testing</a>			3/7/2006 4:05:17 PM	--	<input type="checkbox"/>
		<a href="#">Red District</a>			3/8/2006 11:04:15 AM	2/27/2006 2:19:39 PM	<input type="checkbox"/>
x		<a href="#">Second page</a>			1/9/2006 4:02:54 PM	--	<input type="checkbox"/>
		<a href="#">henhouse</a>			2/16/2006 8:55:26 AM	2/16/2006 8:55:26 AM	(updated)
		<a href="#">fox</a>			3/2/2006 11:08:58 AM	--	<input type="checkbox"/>
		<a href="#">Probate Playground</a>			2/16/2006 10:54:57 AM	2/16/2006 10:54:57 AM	(updated)
		<a href="#">Guard</a>			2/21/2006 3:04:47 PM	2/21/2006 3:04:47 PM	(updated)
		<a href="#">Chicke</a>			2/27/2006 2:31:48 PM	--	<input type="checkbox"/>
		<a href="#">Pigs</a>			2/21/2006 1:28:10 PM	--	<input type="checkbox"/>
					2/27/2006 2:16:30 PM	--	<input type="checkbox"/>

Update Checked Pages

Click this icon or click the page title to begin editing the page.

Click this icon to view the page as it will appear on the web.

Click this icon to add a new page as a "child" of the existing page.

Check the Update box, then click the Update Checked Pages to move your changes from the Staging Site to the Live Site.

# The Editing Page

**Edit Menu Item**

Current User: playground

parent page: Playground Home (current parent)

link text: 2nd District test

browser title: 2nd District test Home Page

content title: 2nd District Home

Hidden

[Upload Attachments/Documents](#) | [Upload Images](#) | [Editor Help](#) (links open in new window)

The 2nd District Home Page would contain general information about 2nd District and some advice on how to find particularly popular pages, including the fine payment page.

The Second Judicial District Court (Ramsey County) is a unified trial court with general jurisdiction to hear all types of civil and criminal cases. The Court has a total of 29 judges, four referees and four magistrates. Judges can hear any criminal or civil matter brought before them, so they are assigned to various calendars as determined by the Chief Judge who has the authority to assign judges and referees. The main Courthouse is located in downtown St. Paul. The Second District is legislatively mandated to maintain a suburban court site, which is located in the city of Maplewood.

- Court Organization:** The Second Judicial District Court is organized into five areas; Administrative Services, Assignment Office, Criminal and Traffic Division, Civil and Public Services Division and the Special Courts Division (including Family and Juvenile Courts).

**Administrative Services:** Includes the Interpreters, Jury and Personnel Unit. The primary focus of these groups to support the Court and trial process.

**Assignment Office:** Schedules cases and courtroom assignments. Their responsibility includes handling Civil and

from Content: none

Does this page include any custom content tools? (Most pages will be set to 'none')

Record Update: playground | 3/7/2006 3:40:44 PM

**Save** Save and Continue Editing Cancel

Links to tools listed on the CMS Home page

These fields describe the page in various places on the web site.

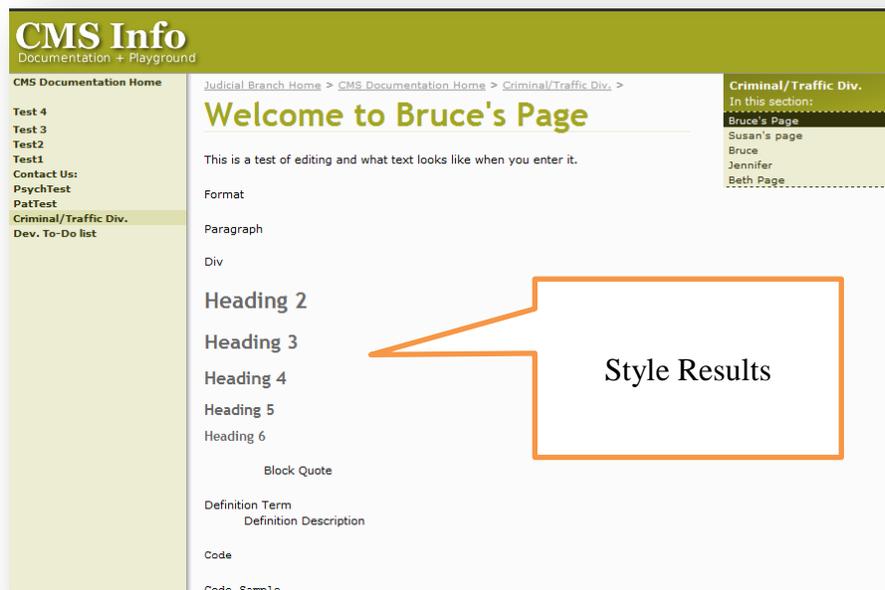
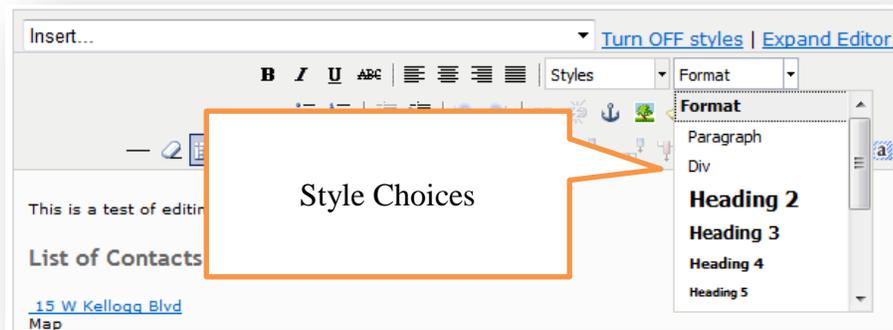
The Editing Toolbar

Enter your web text, pictures and links here

When you're done, click "Save" to return to the Site Menu Page and view your changes

Periodically, click "Save and Continue Editing."

## Formatting



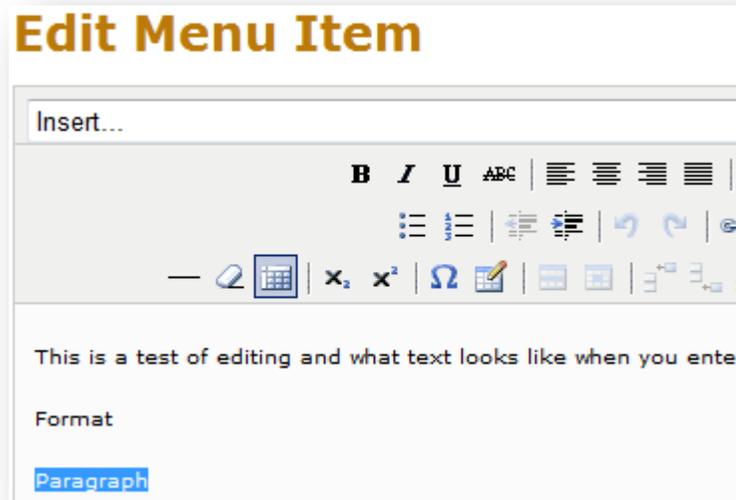
- Only one formatting style per paragraph. There is always a blank line between paragraphs.
- Format, Paragraph, and Div all look the same, but only Paragraph behaves predictably. Don't use the other two.
- Headings format is for headings only. Don't use it to emphasize paragraph text. Bold, Italic, and underline are available for this.
- Block Quotes will indent and are useful for announcements that you want to stand out from regular text.
- Definition Term and Description are useful when paired as shown when you don't want a paragraph space between the heading and text.

Whenever you make a change, click "Save and Continue Editing." View the change by clicking on the View button.



## Inserting a Hyperlink

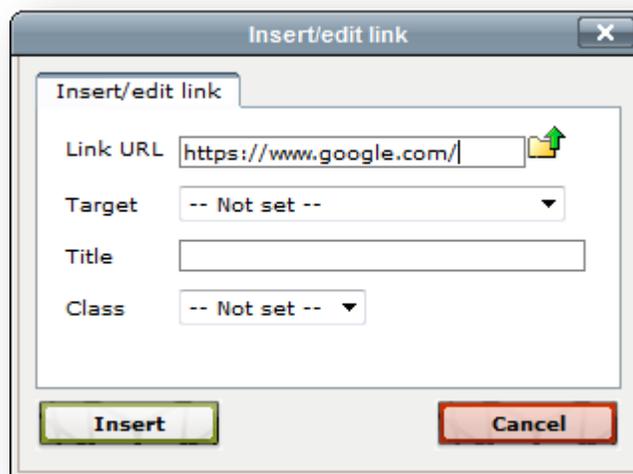
- Type the text and highlight it:



- Click the *Insert/Edit Link* button:



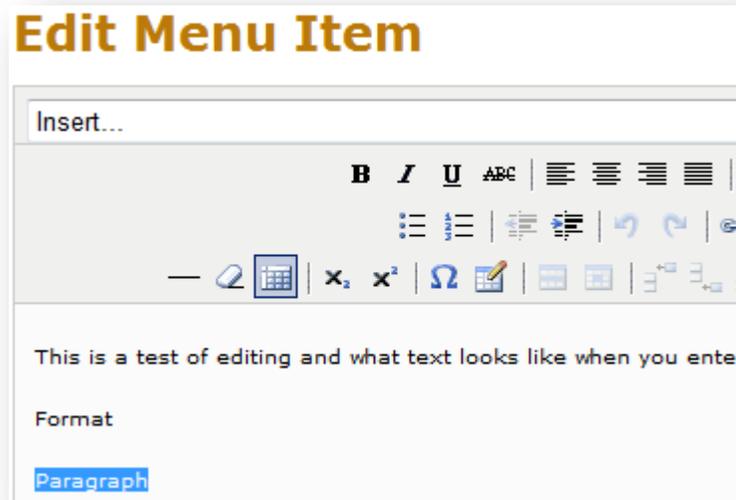
- Either type or copy and paste the link into the Link URL field, then click Insert:



Note: if you are adding a link to a page in the Judicial District, remove the text <http://mncourts.gov> from the URL.

## Inserting a hyperlink to a File

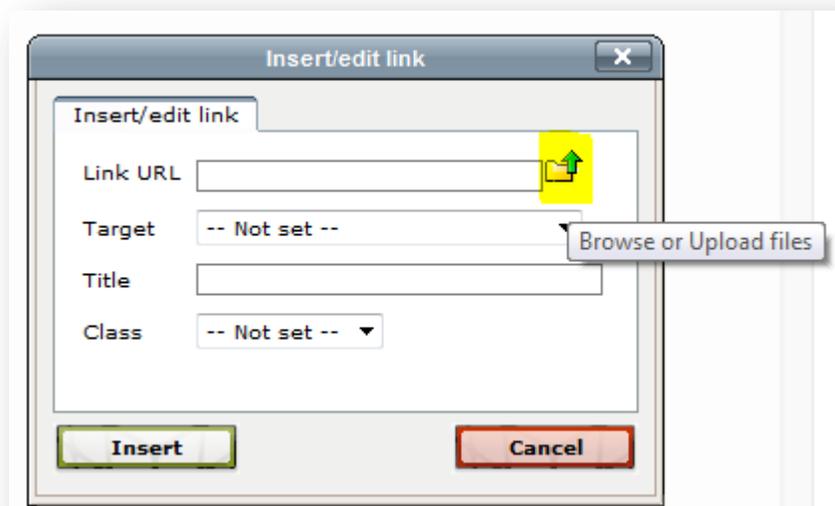
- Type the text and highlight it:



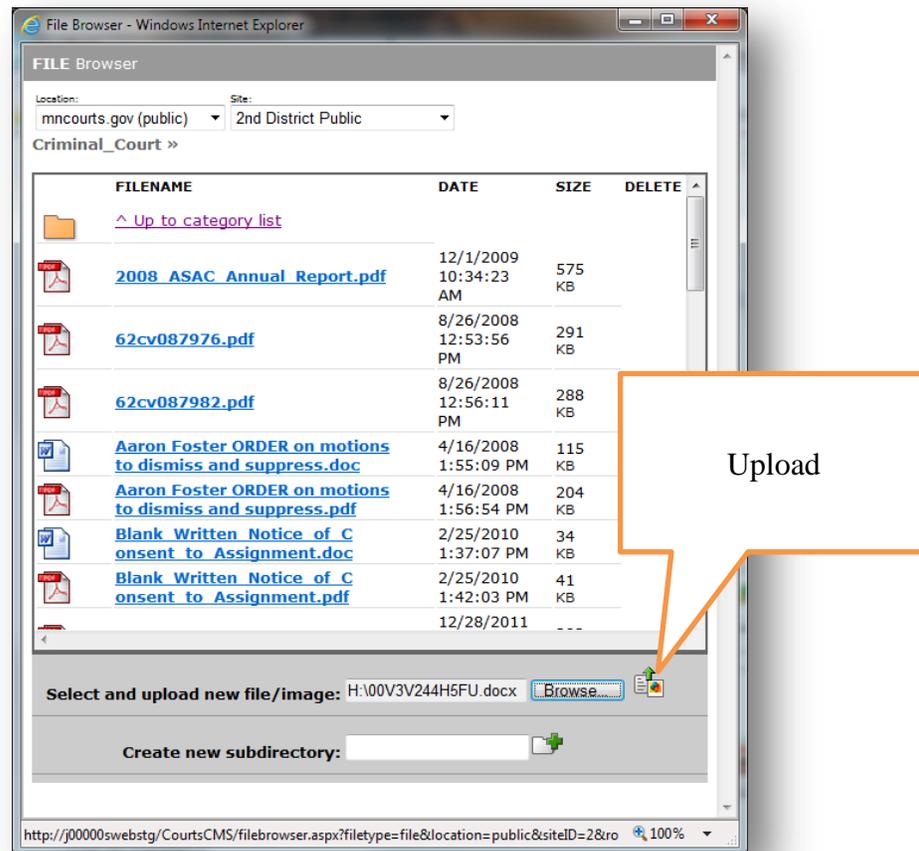
- Click the *Insert/Edit Link* button:



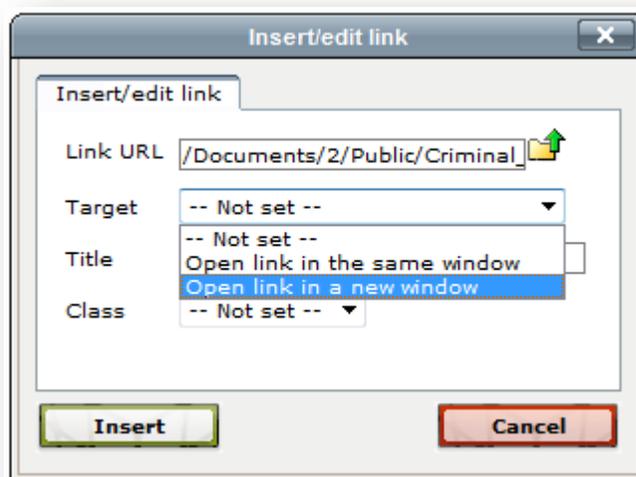
- Click Browse or Upload Files.



- Pick *mncourts.gov*, then pick *2<sup>nd</sup> District Public*, then pick one of the file folders. You'll need to remember later which folder you chose. If your document isn't in the folder yet, click on Browse. Find the file on your PC, then click upload:



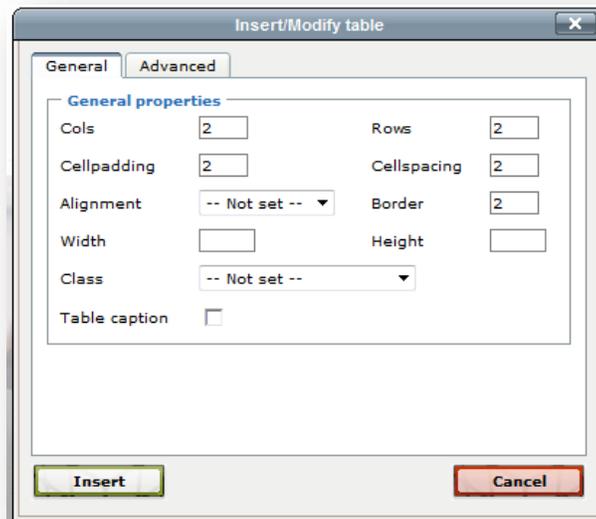
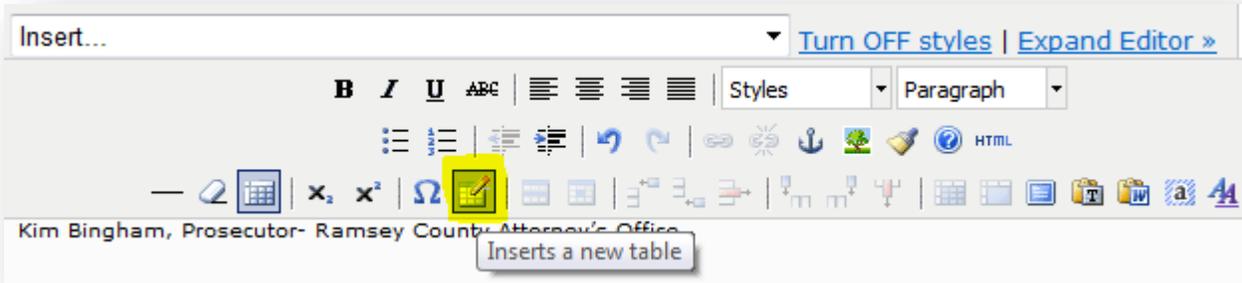
- Once you've uploaded, the file will be in the list. Click on the file and you'll be back to your Insert/Edit dialog. Set the target to open in a new window by clicking the drop-down. When finished, click Insert.



## Tables

Tables are useful for themselves and as a way to arrange content side by side.

Click the Insert Table button. Choose the number of rows and columns and decide whether the edges of the table will show on the website.



The table will be tiny until you add content. It will scale to whatever you put in the cells.



To add a picture to a table, place the cursor in the cell you want and use the Insert/Edit Image button the same way you use the Insert/Upload File feature. Remember to describe the image for ADA purposes. Adjust the size of the image with the Dimensions field. Otherwise, it will go in its original dimensions.

