OpenText v10

Upgrade
Today

- What and Why
- Screenshots of OpenText v10

Today is not a training

Training available by submitting a help desk ticket at http://www.ts.vcu.edu/helpit.html or call 828-2227

Or through self help in the TS Knowledge Base at http://www.ts.vcu.edu/kb/webcms
What?

We are upgrading OpenText v9 to v10 during the week of Thanksgiving break.

● resolve text editor issues
● resolve browser issues
● bring product under maintenance
● prepare for v11
Important Dates

November 21-28
System offline

November 29
New documentation available (with video) online
http://www.ts.vcu.edu/kb/webcms

~Fall 2012 Upgrade to v11 (?)
A new look

v9                                    v10
Browser Support for SmartEdit

- Internet Explorer 6, 7, and 8
- Mozilla Firefox 3.5, 3.6
- Safari 4.x

NOTE: TinyMCE is not currently working correctly in Firefox.
Navigation is now rendered in a collapsible panel. This is most useful for those projects who take advantage of the navigation manager.
NOTE: Shift + Enter will get you one line break versus a new paragraph.

ALSO NOTE: Take advantage of the right-click menu. It may be faster than ctrl+v this will help keep your formatting, paragraphs, back and forward, headers, etc.

The toolbar

The text editor works similar to Word. There is a red dot next to the text dot next to the text red dot that says [Edit Content]. You can click on this red dot and will contain a form of the form [Edit Content] that is other section available for editing.
Quick tabs on right panel

This allows a quick view of assets. If drag and drop is enabled on your page, assets can be directly dropped into the placeholder.

Panel view can be turned off.
Search Feature

[Website interface with a search feature and a table listing recent searches.]

[Search results with columns for ID, Article, Creation date, Last edit, Modification date, Content class, and Workflow.]

[Text area with a heading: "Getting Started with OpenText CMS" and subheadings for using the text editor, adding links, adding images, publishing, and more.]

[Text: "There are three text editor used by the CMS. Most projects at VCU use the Telerik editor. The documentation here is for those using the Telerik editor. The other two editors used are TinyMCE and the FCK Editor. More information on these can be provided by the content management administrator.

[Create and Connect new Articles here]" ]

[Text: "Adding images inside the text editor using the Telerik text editor"
"Adding links inside the text editor using the Telerik text editor"
"Using anchors and image placeholders"
"Adding pages, reordering navigation"
"Publishing"
"OpenText Next Steps"
"System Status"
"Supported Browsers"
"Bugs and Tips"
"Online tools"
"Video tutorials for users"
"askIT Knowledge Base A-Z" ]

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Additional Search Feature
Tasks
Help Desk Ticket

For faster help or to schedule training at anytime submit Help Desk Ticket:

http://www.ts.vcu.edu/helpit.html