

Quick user guide to the ONLINE EDITOR for Magnolia CMS

This guide outlines:

1. List of modules available
2. Browser and software requirements
3. Admin Central
 - Page Structure and HTML Page Menu Options
 - Your Space
 - Create a new page
 - Copying from modules
4. Edit Mode
 - Returning to Admin view from edit mode
 - Types of paragraph
 - Tabs in a paragraph (Text, Audio, Image, Paragraph properties)
 - Adding and creating links
 - Tips and tricks: Popup windows and hiding pages from the menu
5. Exporting and Sharing
 - Scorm and HTML
6. Backups
7. Repository
8. Elements you cannot customize easily *within* the module without expert help
 - Flash files
 - Photoshop files
 - Camtasia files

1. **The modules available for customization are:**

- Module 1: Essay writing
<http://oil.otago.ac.nz/oil/module1.html>
- Module 2: Annotated bibliography
<http://oil.otago.ac.nz/oil/module2.html>
- Module 3: Business report
<http://oil.otago.ac.nz/oil/module3.html>
- Module 4: Lab Report
<http://oil.otago.ac.nz/oil/module4.html>
- Module 5: NZ Info Sources
<http://oil.otago.ac.nz/oil/module5.html>
- Module 6: Searching for Information
<http://oil.otago.ac.nz/oil/module6.html>
- Module 7: Evaluation of Information
<http://oil.otago.ac.nz/oil/module7.html>
- Module 8: Ethical use of information
<http://oil.otago.ac.nz/oil/module8.html>
- Module 9: Module 9: Digital Information Literacy
<http://oil.otago.ac.nz/oil/module8.html>
- Module 10: Pacific Information Sources
<http://oil.otago.ac.nz/oil/module8.html>
- Module 11: Māori Information Sources
<http://oil.otago.ac.nz/oil/module8.html>
- Module 12: Springboard module (FOR TEACHERS)
<http://oil.otago.ac.nz/oil/module8.html>

2. Browser requirements:

On a PC:

Internet 6.0 and above

Firefox (any version)

On a Mac:

You cannot use Safari for editing. You will need Firefox for Mac (<http://www.mozilla.com/firefox/>)

Software requirements:

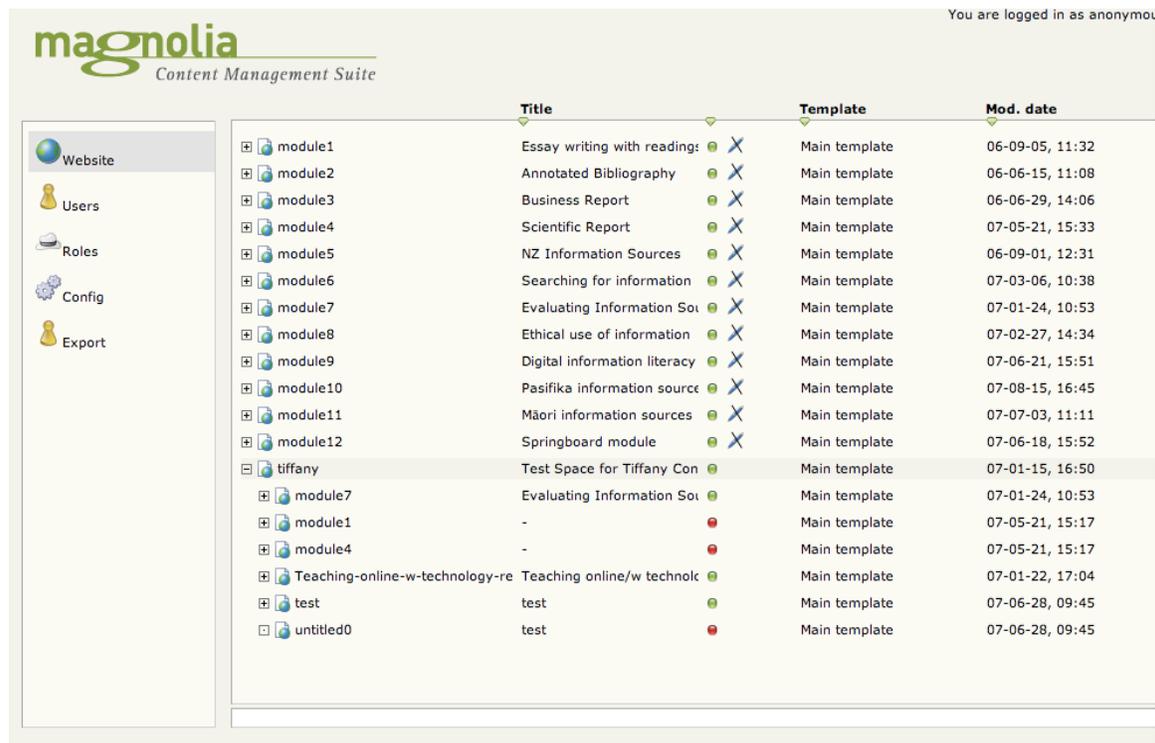
Adobe Acrobat Reader

Macromedia Flash Player 7 and above

Possibly Adobe Photoshop for editing graphics

3. ADMINCENTRAL

You are logged in as anonymous



The screenshot shows the Magnolia AdminCentral interface. On the left is a navigation menu with icons for Website, Users, Roles, Config, and Export. The main area displays a table of modules with columns for Title, Template, and Mod. date. Each row includes an activation button with a pencil icon and a status indicator (green dot for active, red dot for inactive).

	Title	Template	Mod. date
<input checked="" type="checkbox"/>	module1	Essay writing with reading:	06-09-05, 11:32
<input checked="" type="checkbox"/>	module2	Annotated Bibliography	06-06-15, 11:08
<input checked="" type="checkbox"/>	module3	Business Report	06-06-29, 14:06
<input checked="" type="checkbox"/>	module4	Scientific Report	07-05-21, 15:33
<input checked="" type="checkbox"/>	module5	NZ Information Sources	06-09-01, 12:31
<input checked="" type="checkbox"/>	module6	Searching for information	07-03-06, 10:38
<input checked="" type="checkbox"/>	module7	Evaluating Information Sou	07-01-24, 10:53
<input checked="" type="checkbox"/>	module8	Ethical use of information	07-02-27, 14:34
<input checked="" type="checkbox"/>	module9	Digital information literacy	07-06-21, 15:51
<input checked="" type="checkbox"/>	module10	Pasifika information source	07-08-15, 16:45
<input checked="" type="checkbox"/>	module11	Māori information sources	07-07-03, 11:11
<input checked="" type="checkbox"/>	module12	Springboard module	07-06-18, 15:52
<input checked="" type="checkbox"/>	tiffany	Test Space for Tiffany Con	07-01-15, 16:50
<input checked="" type="checkbox"/>	module7	Evaluating Information Sou	07-01-24, 10:53
<input checked="" type="checkbox"/>	module1	-	07-05-21, 15:17
<input checked="" type="checkbox"/>	module4	-	07-05-21, 15:17
<input checked="" type="checkbox"/>	Teaching-online-w-technology-re	Teaching online/w technolc	07-01-22, 17:04
<input checked="" type="checkbox"/>	test	test	07-06-28, 09:45
<input type="checkbox"/>	untitled0	test	07-06-28, 09:45

You will see the AdminCentral page where all the modules are listed as html pages. Remember that the pages you see here are the pages that appear in the menu of the module. For each of the 5 modules, you will notice an icon sitting beside the activation button that has a line through a pencil. This icon indicates that these modules are **read**

only. You cannot change these modules. You can only copy/read them as they are. So in the menu the only options that you can use are ‘open’, ‘copy’ and ‘refresh’.

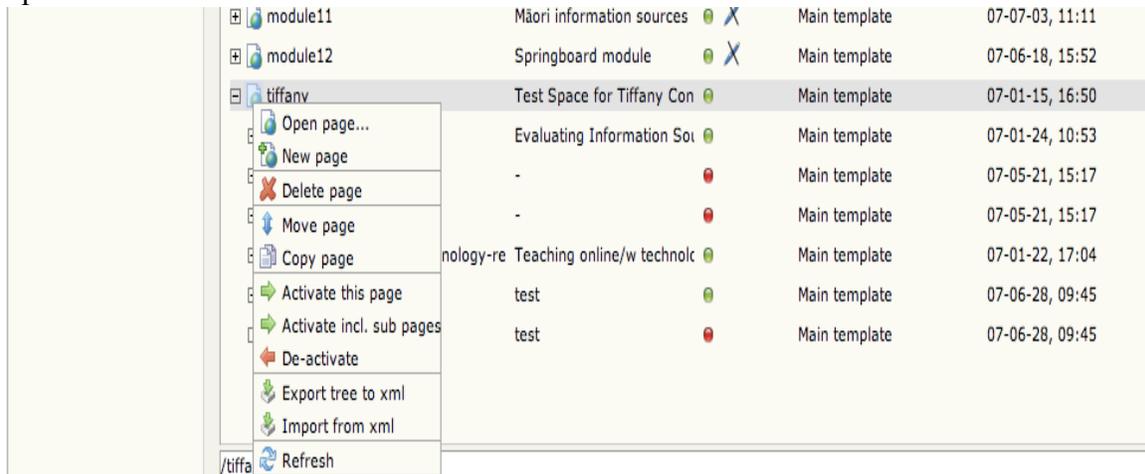
The name in the right hand column is the name of the HTML page. The name in the middle column is the TITLE of the page that will appear in the module menu. Every time you create a new page, you must give it a new name in both columns. Keep them the same for simplicity. To create a name, double click in the blank space where the name should go.

The green dot refers to activation – whether the page is able to be viewed by the public or is not yet available. The template refers to the template the page is created in, and ‘mod. Date’ refers to the last time the page was modified.

If you:

- Double click on any page icon then that page in the module will open.
- Click once on the + button BESIDE the page icon and module folders will open to reveal all the pages within the module (use this if you want to go to a particular page).

You can right click on each html page, and a menu will appear with the following options.



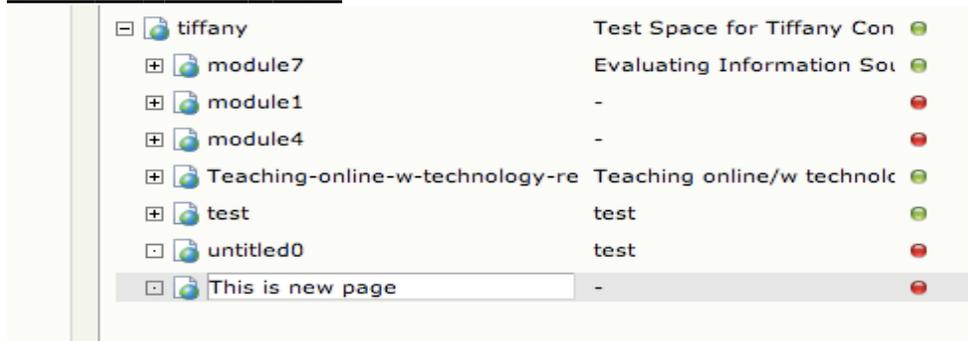
- **Open** – open this page to edit
- **Create new** – create a new page
- **Delete page** – delete this page (if you click this, you get another chance to stop it!)
- **Move page** – you can move the page into another section or above or below another page.
- **Copy page** – makes a copy of the page for you to put wherever you want to.
- **Activate or Deactivate** –

- Red means deactivated. A brand new page by default is always deactivated until you choose to activate it. Or, you may have made a significant change that has deactivated a page such as renaming the HTML name of it or shifting it.
- Yellow means activated but a new change has not been uploaded,
- Green means the page is activated.
- You can activate a single page, or an entire section (a page and it's subpages.)
- NOTE: Sometimes it may not let you activate a page and come up with a message saying 'cannot activate' for one reason or another. One trick you can try is clearing the cookies in your browser. In IE, go up to TOOLS/INTERNET OPTIONS/GENERAL/DELETE COOKIES or in Firefox, go to TOOLS/CLEAR PRIVATE DATA or OPTIONS/PRIVACY/COOKIES/CLEAR COOKIES NOW.
- **Export tree to xml.** This allows you to make a backup of your work. Exporting to xml will save a copy of the module as an xml file on your desktop. For more information on how this works, see the BACKUP section later in this guide.
- **Import tree to xml.** This allows you to import an xml file back into Magnolia. This is what you would do if you lost something and needed to re-import a saved xml backup copy. Refer to BACKUP section later in this guide.
- **Refresh.** This will refresh the full AdminCentral page

YOUR SPACE

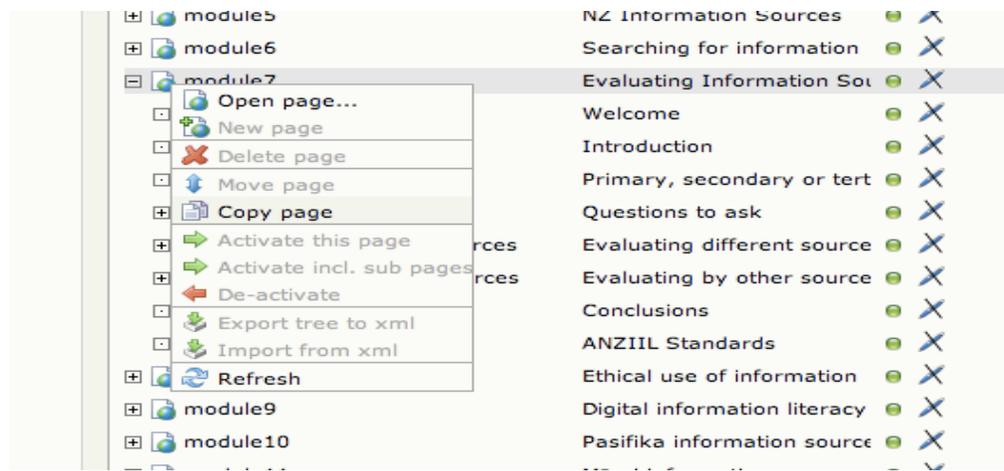
Beneath the modules you will see an html page with your name. This is your space for creating and editing new modules. You will see that initially there is nothing under your name. If you right click you will see that you have the full menu of options that you don't have on the modules above. This is because you have total control over your space but not the work of others. Initially you probably want to do one of two things: either create a new page from scratch or copy some pages from the above modules.

CREATE A NEW PAGE

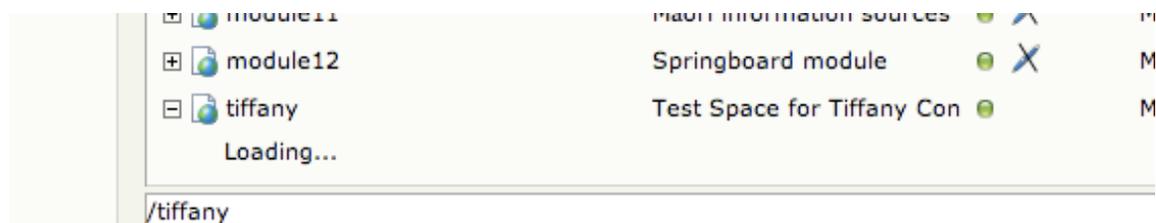


Every html page has to be connected to another page. Your name page is the ‘root’ page. Other pages branch off it and create sub pages. If you right click on this page, then select ‘new page’ you will see it creates a new page. You will see you need to give it two names. The name in the right hand column is the name of the HTML page. The name in the middle column is the TITLE of the page that will appear in the module menu. Every time you create a new page, you must give it a new name in both columns. Keep them the same for simplicity. To create a name, double click in the blank space where the name should go. Double click on the icon for this page to view it as public users/students would see it.

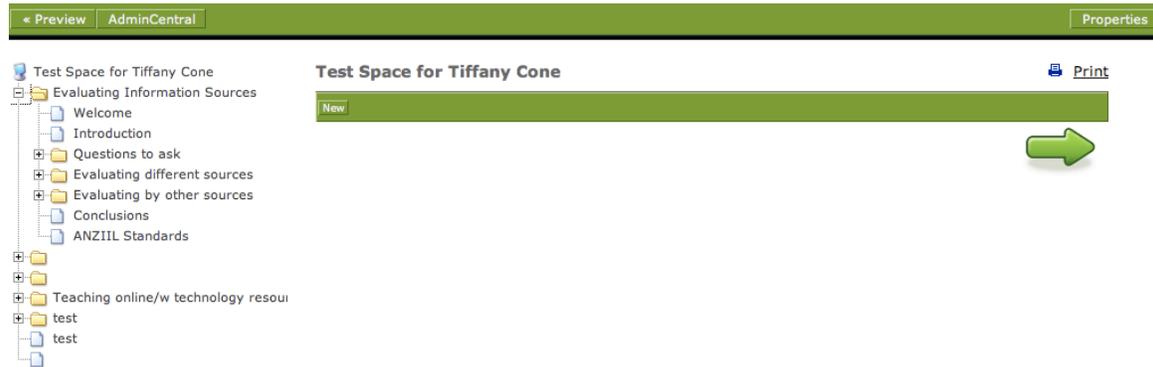
COPYING FROM MODULES



You will notice that all 12 modules are listed there, but you have only read access to them. The only thing you can do is copy the module or parts of the module. You can copy an entire module at once, but it will take about 5 minutes to do so. Alternatively you can copy a section of a module only which won't take as long. If a section has sub-pages attached to it, you will automatically get a copy of these as well if you copy the section they sit under. To copy, right click on the “page” icon, select “copy page”, and then scroll down the screen and click on your own page. You have pasted the pages into your space. You can now edit them.



In edit mode EDITING PAGES:



Every page can be accessed by using the menu on the left. In edit mode, on a blank page, a green line will appear. You can switch between this 'edit' mode and previewing the 'public' version by clicking on 'preview' at the top left of the screen. Just click the little green arrow in the preview version to go back to the edit version.



Blank page

If you are on a blank page all you will see is a green bar with a 'new' option. Click the 'new' option. Then select the type of paragraph you'd like to create. Once you've done this, you will be taken to the relevant view. If you selected text/image paragraph, you will see the text editor box. Here you can enter some text, or upload and image, or you can leave it blank. Now press save, and you've created an entry on the page!



Existing paragraphs

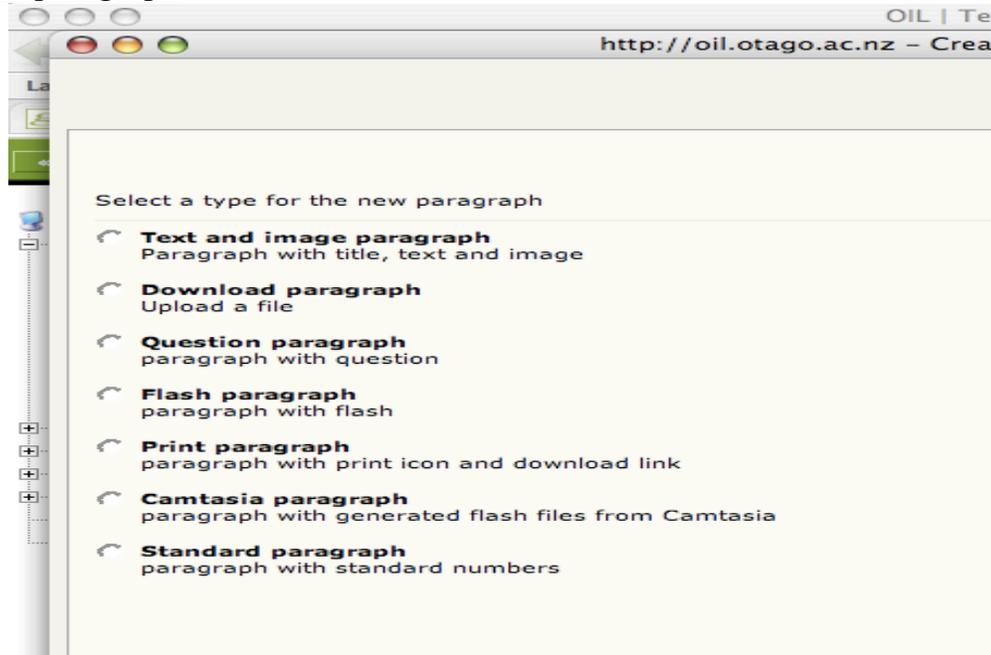
Once you've created a paragraph, or if you are editing pages already created, you will see more options appear for each paragraph on your main page.



- If you click 'edit' in the green bar, the editor box appears. Treat your text like a word document. To save or cancel any changes in the text box, press 'save' or 'cancel' at the bottom of this window. Your changes should appear if you pressed 'save'.
- If you click 'move' you can move the paragraph to a different position i.e there may be more than one paragraph on the page and you want to change the order of

- the paragraphs. Just click 'move' and drag the paragraph to sit on top of the 'move' of another paragraph. Have a go!
- If you click '**delete**' you have the option of deleting this paragraph. It just asks, 'are you sure you want to do this?'
 - As explained above, if there are no paragraphs on the page, then you will see a green bar that says 'new'. When you click on 'new' the various types of paragraphs appear. The 'new' option sits at the bottom of every page in edit mode.

Types of paragraph



There are several different types of paragraph.

- **Text and image paragraph** - Paragraph with title, text and image – *most commonly used*
- **Download paragraph** - Upload a file – use this when someone wants to put up a file for users to download (browse for file and press ok) – *second most commonly used*
- **Question paragraph** - paragraph with question – this is for creating pull down menu quizzes. Requirements for formatting these paragraphs are in red text in the paragraph itself.

Type your question (and any other text) in this first box. Insert the symbol [] directly after your question. This indicates where the possible answer options will appear. You can input what these answer options are below, and also choose how these options are displayed.

You can include more than one question in the same paragraph. This is handy if you have a list of questions with the same possible answers, such as "yes" or "no" questions.

e.g Is this plagiarism? Yes/No
Are you sure? Yes/No

- **Flash paragraph** - paragraph with flash – this is if someone wants to upload an animation made with Macromedia Flash software – use this paragraph type to upload it (again, select flash tab, browse file and press ok)
- **Print paragraph** - paragraph with print icon and download link – this is for when you want to create a print icon that links to a document for printing.
- **Camtasia paragraph** – paragraph used to insert Camtasia files (XML, HTML and FLASH (SWF) content).
- **Standard paragraph** – paragraph that allows you to add an ANZIIL standard from 1-6. You can control what appears in the 3rd column “How module relates to standard”. You can insert any number of ANZIIL standards at any point throughout the module.

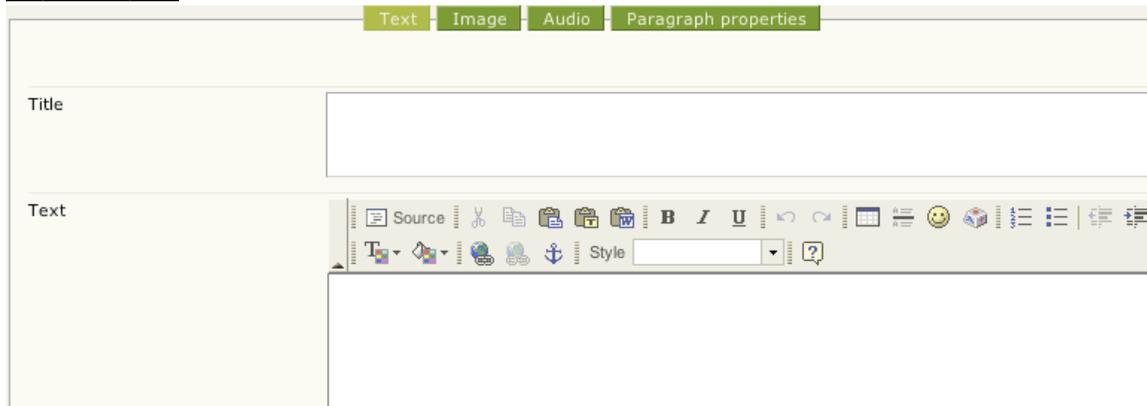
In the editor:

Text and image paragraph:

In this paragraph, you will see the tabs up the top.

- Text
- Image
- Audio
- Paragraph properties

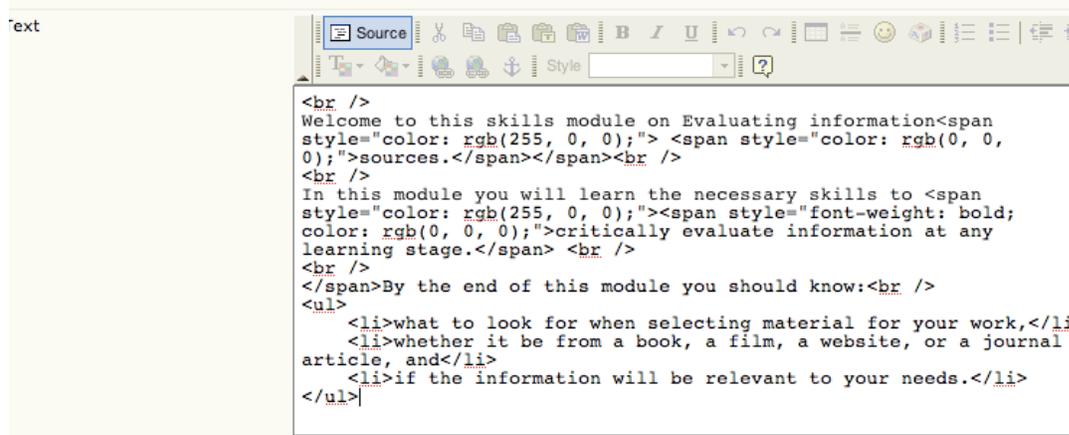
In TEXT tab:



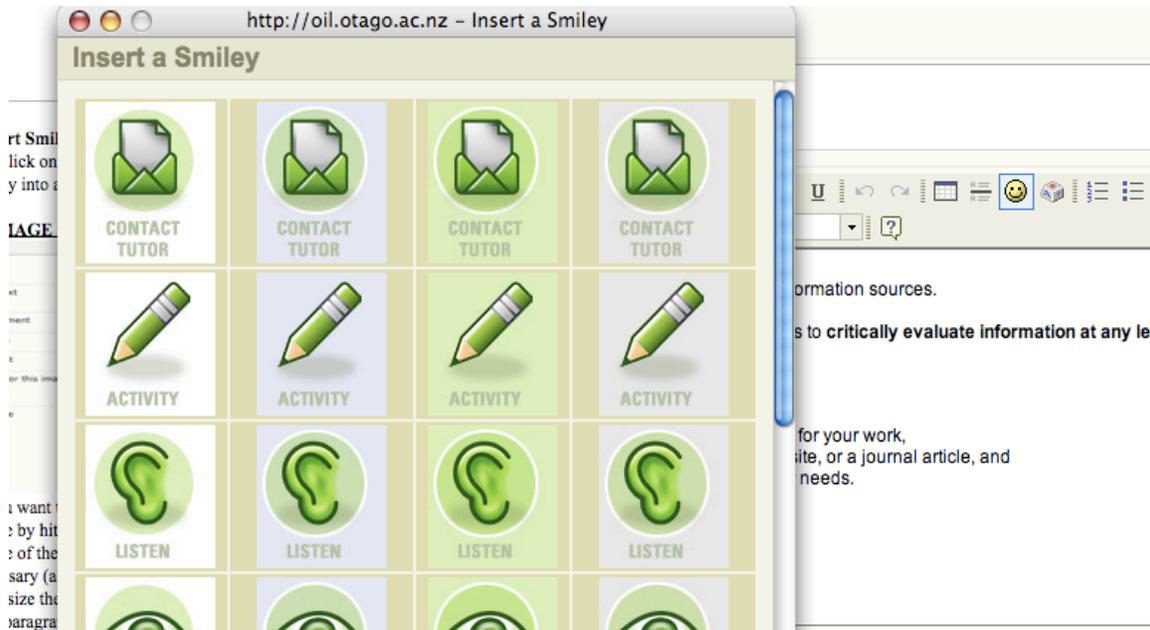
Use this like you are in a word document. You can format the paragraph (centre, left, right etc) and make the text italics, bold etc.

IMPORTANT POINT – **Always** import any text sent to you using the **'paste as plain text'** button.

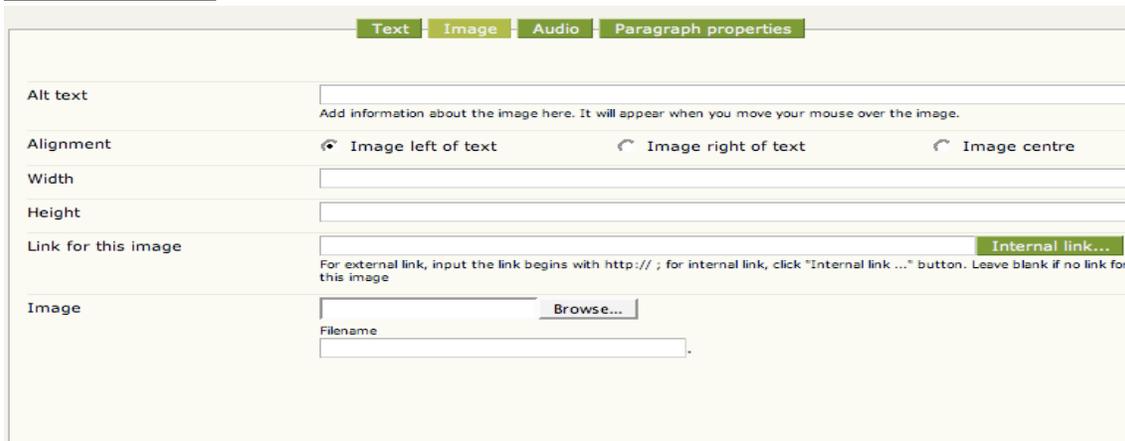
The **'Source'** button lets you see the HTML code that formats the page. If you experience a problem you can't fix in your text box, there may be a problem in the source code.



'Insert Smiley' – this is where all the icon buttons are kept – 'look', 'listen', etc. When you click on this smiley face icon, select the icon you'd like to use.



In IMAGE tab:



The screenshot shows the 'IMAGE' tab selected in a rich text editor. The interface includes the following elements:

- Alt text:** A text input field with a placeholder: "Add information about the image here. It will appear when you move your mouse over the image."
- Alignment:** Three radio button options: "Image left of text", "Image right of text", and "Image centre".
- Width:** A text input field.
- Height:** A text input field.
- Link for this image:** A text input field with an "Internal link..." button. A note below reads: "For external link, input the link begins with http:// ; for internal link, click 'Internal link ...' button. Leave blank if no link for this image".
- Image:** A "Browse..." button and a "Filename" text input field.

If you want to add an image, make sure it is saved onto the desktop. Then upload the image by hitting 'browse'. You can change the position of the image to left, right or centre of the page or text. You can also change the width and height of the images if necessary (although this can reduce resolution. You are better to import the image the right size the first time). To create a paragraph with just an image and no text, just open a new paragraph, select text and image paragraph, go to the image tab, upload an image, and press save.

In AUDIO tab:

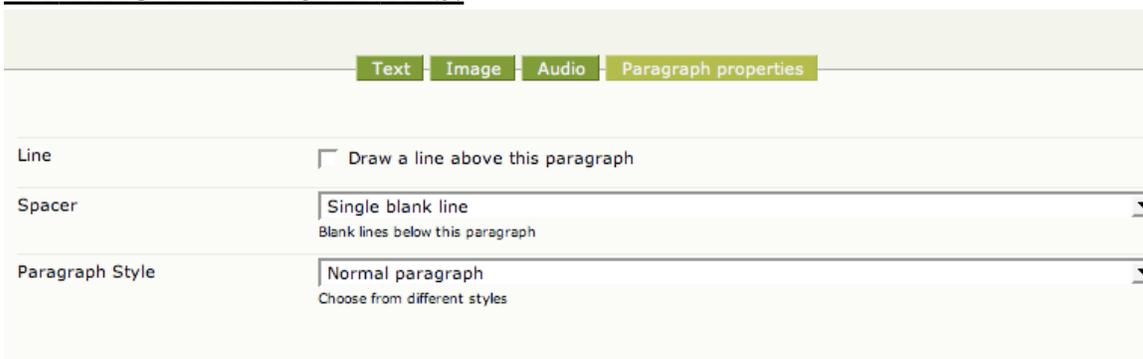


The screenshot shows the 'AUDIO' tab selected in a rich text editor. The interface includes the following elements:

- Audio title:** A text input field.
- MP3 audio file:** A "Browse..." button and a "Filename" text input field.

Here you can upload an audio file if necessary and give it a title. Again just have it sitting on your desktop, hit browse, and select the file.

In PARAGRAPH PROPERTIES:



The screenshot shows the 'PARAGRAPH PROPERTIES' tab selected in a rich text editor. The interface includes the following elements:

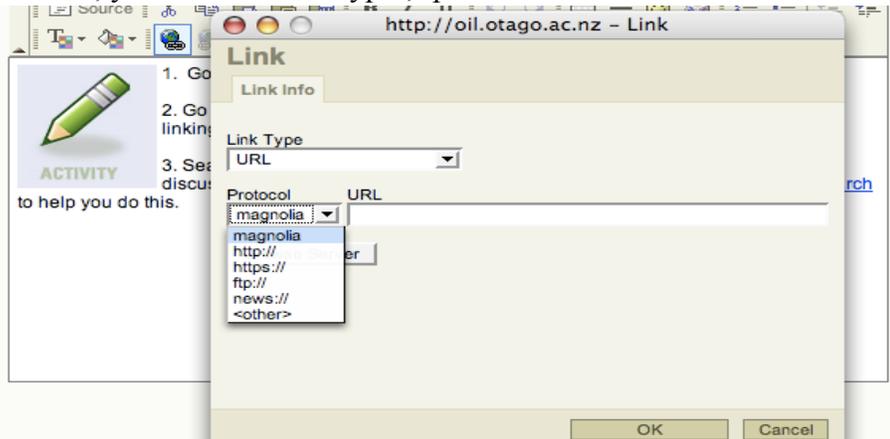
- Line:** A checkbox labeled "Draw a line above this paragraph".
- Spacer:** A dropdown menu with options: "Single blank line" and "Blank lines below this paragraph".
- Paragraph Style:** A dropdown menu with options: "Normal paragraph" and "Choose from different styles".

Here you can: draw a line about a paragraph, put a single spacer, double spacer or no spacer beneath a paragraph, and change the paragraph style. Paragraph style refers to the different colour and border options for a paragraph. Have a play!

Links

To add links, go the TEXT editor box. Click on the links symbol (an earth with little metal link beneath it).

In this box, you will see 'link type', 'protocol' and 'URL'.



Link type:

You have three options here.

- If you want to link to another page in the module or on the web, select 'URL'.
- If you want to insert a link to another part within the same page select 'anchor in this page'.
- If you want to insert an email address, select 'email'.

Protocol:

This refers to the server system you want to link to. Most of the time you will want to link to another page in magnolia or on the internet.

- If you want to link to another page in magnolia, make sure magnolia is selected in this box, then hit 'browse'. The directory of pages in magnolia will appear. Click on the page you want to link to, press ok, and the url will now appear in the URL box in the link window. Press OK. You have created a link!
- To link to a page on the web, simply copy and paste the URL you'd like into the URL box and make sure the protocol box says 'HTTP'.

TIPS AND TRICKS (Once you've mastered the basics!)

Linking smiley icons.

Ok, let's say you've got a 'look' icon and you want to put it to the right of the screen, and make it a link to another page.

1. Click on insert smiley
2. Select your smiley
3. Press ok
4. Right click on the smiley in the text box
5. Select 'image properties'
6. In here you can change the alignment of the icon. Select 'right' in the alignment menu, and give it a border – always choose '0'.
7. You can add links in this window but I find it much easier to add a link to an image in the same way I add a link to some text. Click on ok and return to the text box.
8. Make sure you have the image or icon selected.
9. Click on the 'add link' button.
10. In the same way as you linked text, insert the link for this icon by browsing magnolia or copy and pasting the internet URL.
11. Voila!

Hiding pages in the menu and creating popup pages.

Ok, let's say you've got a page that we want to hide from the main menu and turn into a popup window.

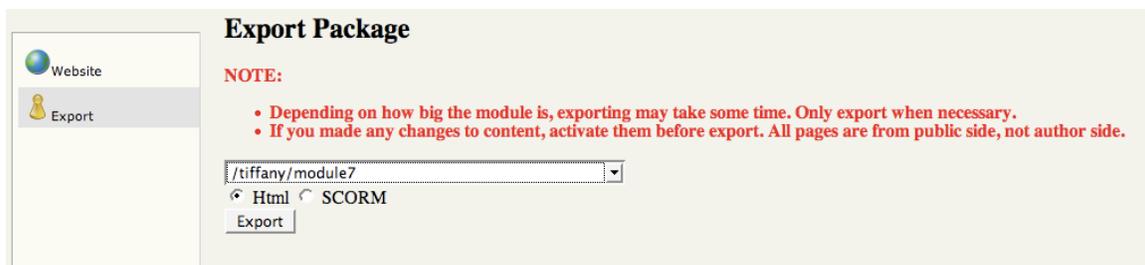
1. Open the page.
2. Go to the 'properties' tab in the top right of the screen
3. You will see an option that says "Do not show this page in the navigation. Do not show navigation in this page." Check the box next to this.
4. Now the page will not be seen in the menu. But how do we find it?
5. We now need to create a link to it off another page.
6. So select the text on the page you want to link from.
7. Add a link to this hidden page like we have discussed, by 'browsing' magnolia.
8. Now we have created a link to the page. But now we have a page with no arrows and no way of getting back. We need to make this a smaller window – a 'popup' window.
9. A quick way of doing this is to insert some html. Go to the page where the link is. Click on 'edit'. Then 'source'.
10. Here is an example of a link in html code. This is the link you want to make into a popup window : ``

11. Simply add in the following html to the link - **type="popup"** in between the 'a' and the 'href'.
12. ``
13. Press save

You have a created a popup link to a page hidden in the menu!

5. Exporting and Sharing

When you are ready to export, click on export. You will see you can export as a scorm package or an html package.

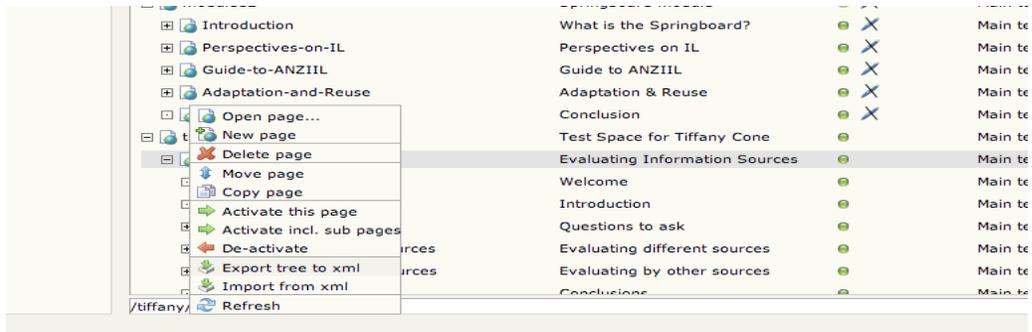


- SCORM PACKAGE: this allows you to export a copy of the module as a SCORM package that can be re-imported into a SCORM compliant Learning Management System (LMS).
- HTML PACKAGE: creates a copy of all the html pages as a zip file that you can keep to look at offline.
- You can only export pages which have been activated. If you don't activate pages, you will get an empty package.
- You can only export at the first level.

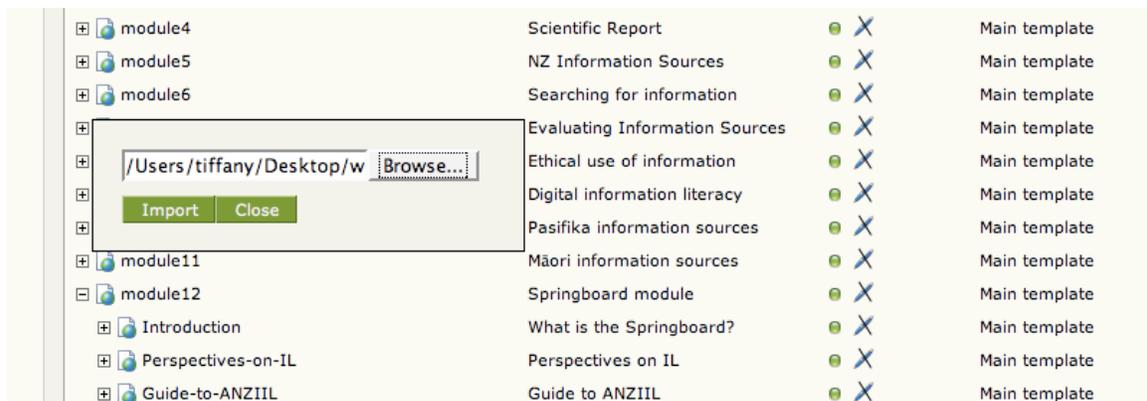
6. Backups

We don't do backups of your material so remember to **BACK UP YOUR OWN WORK**. How do you do this?

1. SAVING CONTENT - Right click on the pages you want to save to activate the list of options. Go down to 'Export tree to xml' option. It will ask if you want to continue. Say yes! A copy of your content will be saved in a specified destination of your choice in XML format.



2. IMPORT BACK INTO MAGNOLIA: In the future, if you have lost a section or all of your work, you can take your saved xml file and import it back into Magnolia. To do this, right click in the area you want to load the file, select “Import from XML”, select the correct file and it will load back into Magnolia.



TIP: It pays to back up your work daily if you are developing content within Magnolia frequently.

7. Repository

We have setup an online demonstrator system that allows teachers to share their customised modules by uploading them to a collaborative community online space. It also allows teachers to download other people's modules, import them into Magnolia and then edit them as they wish.

Go here for more information:

- <http://oil.otago.ac.nz/oil/module12/Adaptation-and-Reuse/demonstrator.html>

8. Things you cannot customize without specific expertise:

Some flash and image objects cannot be changed easily within Magnolia itself. You may need to seek advice from a Flash or Photoshop expert if you want to replace some of the

flash or image files with your own. Flash files such as :

- overview map
 - jigsaw puzzle
 - understand the reference
 - a tip for visual learners
- The Splash screens with signposts that sit at the start of every section of a module. They would need to be redone/replaced in Photoshop.
 - Camtasia files: You would need to create your own if you wanted to replace these. You can download a free trial of Camtasia from <http://www.techsmith.com/camtasia.asp>.

Contacts:

If you have any general questions about the online information literacy project or the online editor please contact Jenny McDonald (jenny.mcdonald@stonebow.otago.ac.nz). If you have any questions in relation to the research evaluation of the Online Editor, please contact Bronwyn Hegarty (bronwynh@tekotago.ac.nz)