

Collage User Guide



Bentley
www.bentley.edu

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Overview

Collage is a web-based content management application which you will use to maintain your department's web site. Available from both on and off campus, Collage can be accessed by opening Internet Explorer and going to <https://collage.bentley.edu>. You will be prompted to log in to the system using your network username and password (i.e. jsmith@bentley.edu with your network password).

What is Collage?

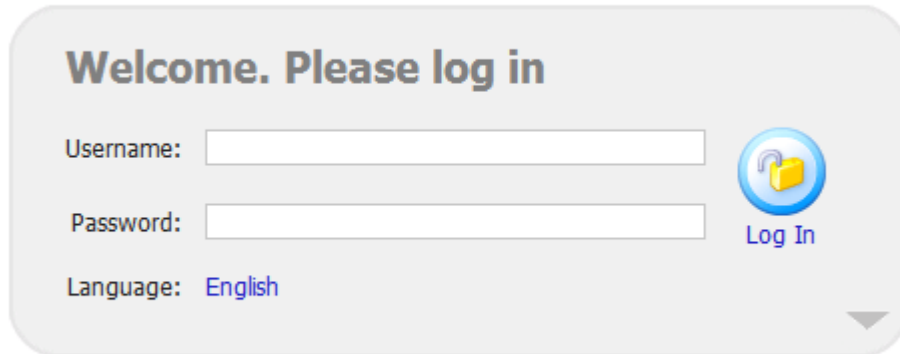
Collage is not...	Collage is...
A locally installed application like Front Page	A web based application that transmits data securely through SSL and stores data in a database. As a result, it will be slightly slower than Front Page.
A system where changes are stored on your locally computer	A system that keeps track of your changes with versioning, and allows you to rollback those changes if needed
A system where you need to worry about FTP.	A system that can publish your changes simultaneously to multiple servers, allow Bentley to have a fully redundant web site and keep you site from going down
The wild, wild west	A system that is subject to the styles, colors and fonts standards set by Marketing and Web Services. However, you can upload any images and create additional pages on your own.
A stand alone system	A system that pulls on one master template. When design changes are made to the Bentley website, your site will be updated automatically.

Logging In and Out of Collage

Logging In

1. Open Internet Explorer and go to <https://collage.bentley.edu>. Please note that Collage uses SSL (Secure Socket Layer) which protects our data from theft, so you must use **https** in the URL.

- Click the 'Yes' button when prompted with Security Alerts.
The Collage login page will appear as seen below.




Welcome. Please log in

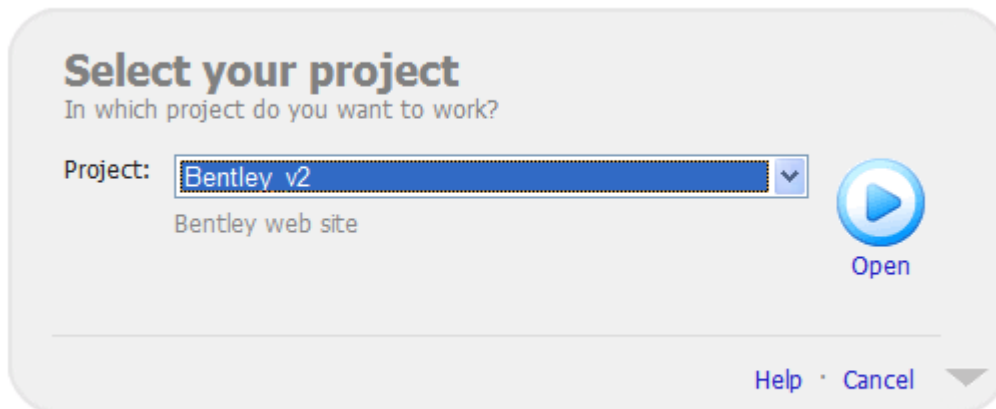
Username:

Password:


Language: [English](#)

 **Log In**


- Type your network username (Bentley e-mail address) in the Username text box.
- Type your network password in the Password text box.
- Click the 'Login' button.
The Login Options screen will appear as seen below.




Select your project
In which project do you want to work?

Project: 

Bentley web site

 **Open**

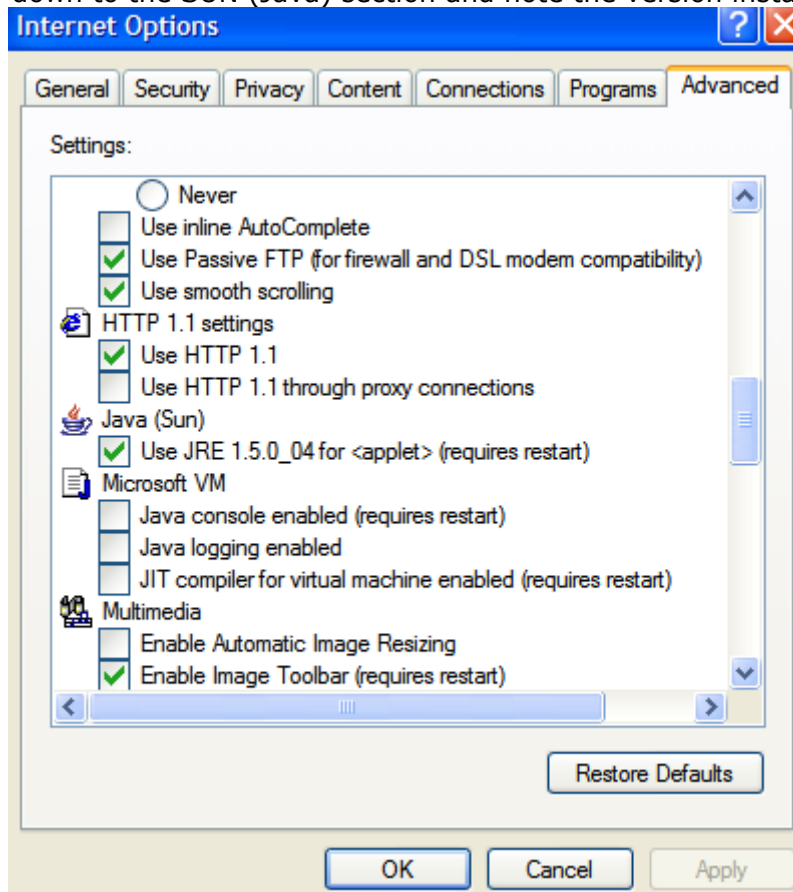
[Help](#) · [Cancel](#) 

- The Bentley_v2 project will default.
- Click the 'Open' button.
You will be logged in to Collage and brought to Content Contribution view.

Please note the first time you log in from a computer, you will need to install ActiveX on that computer and select "Always" to the security certificate. These are one time only processes.

You should also be using SUN JVM 1.5.0_04 or higher for Collage to function properly. You can check the version of SUN JVM by doing as follows:

1. Open Internet Explorer.
2. Click on Tools, Internet Options.
3. Click the Advanced tab.
4. Scroll down to the SUN (Java) section and note the version installed.



If you don't have JRE 1.5.0_04, you can install it by going to N:\BTS_FAQs\All Divisions\Documentation\Collage\Collage 5.1 Upgrade and double clicking on the jre-1_5_0_04-windows-i586-p.exe file.

Logging Out

It is very important that you properly logout of Collage when you are finished.

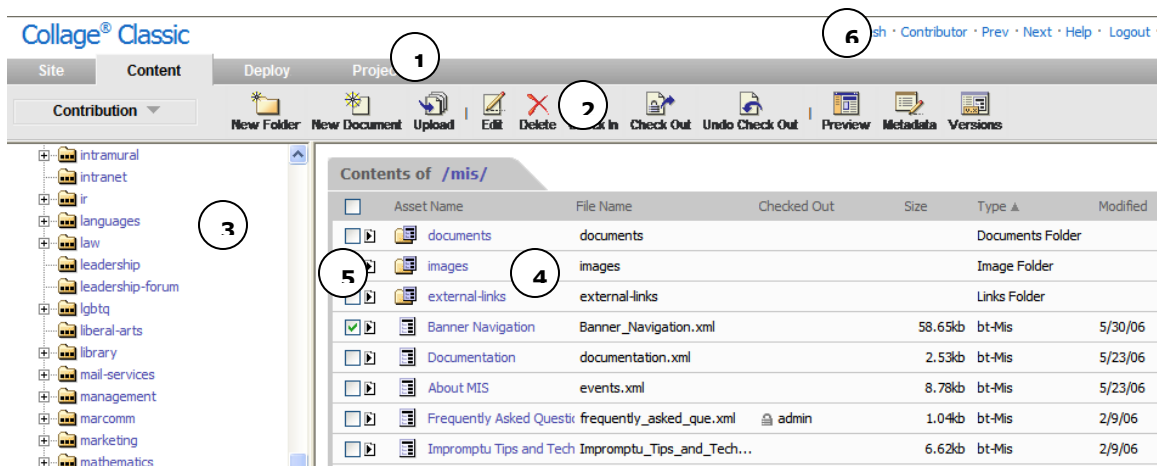
1. Click the 'Logout' button on the Program Bar.

Content Contribution View

When you first log in to Collage, you should be brought to Content Contribution view. This view allows you to access and maintain your department's web site. You can see in the image below, that the 'Content' tab is selected on the Views Bar (#1) and 'Contribution' is selected in the Project Pane (#3).

These are the main elements of Content Contribution view:

1. Views Bar
2. Toolbar
3. Project Pane
4. Detail Pane
5. Drop-down Menus
6. Program Bar



Similar to Windows Explorer, Content Contribution view is a split-screen environment. The folders you have access to are displayed on the left side of the screen in the Project Pane (#3) while the contents of the selected folder are displayed on the right side of the screen in the Detail Pane (#4). In Collage, each page is referred to as an Asset.

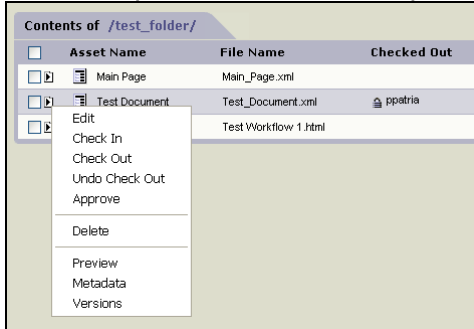
The buttons on the Toolbar (#2) can be used to create new pages, edit existing pages, delete pages, and check pages in and out of Collage. In addition to using the buttons, you can also perform many functions using the drop-down menus (#5) next to each asset.

Checking Pages In and Out

In order to modify a page, you must first check it out. This locks the page for editing so no one else can work on it at the same time you are. When you check a page out, the page will be stored locally on your computer until you check it back in. When you are finished working on a page, you must then check it back in. This will allow others to work on the page and will also allow the page to continue in the workflow.

Checking a Page Out

1. In the Project Pane, select the folder that contains the page you want to check out. The contents of the folder will appear in the Detail Pane.
 2. Click the arrow next to the name of the page you want to work on and select 'Check Out.'
- Your username will appear in the Checked Out column with a lock icon – this indicates you have successfully checked the page out.



Checking a Page In

1. In the Project Pane, make sure the folder that contains the page you want check in is selected. The contents of the folder will appear in the Detail Pane.
2. Click your username in the Checked Out column next to the page you want to check in or click the arrow next to the name of the page you want to check in and select 'Check In.'

Asset Name	File Name	Checked Out	Size	Type	Modified
Main Page	Main_Page.xml		0.35kb	Bentley Official	1/20/05
Test Document	Test_Document.xml	ppatria	0.32kb	Bentley Official	1/20/05

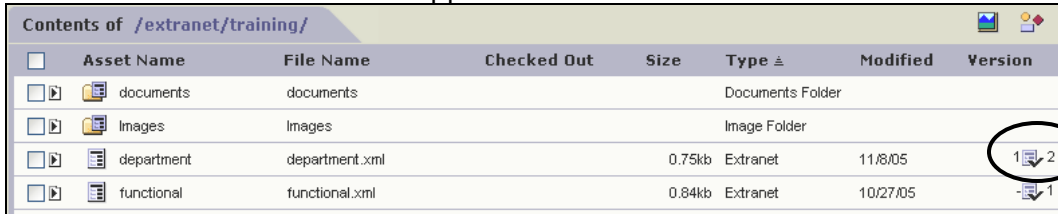
Approving Assets and Publishing Your Work to the Web

In order to be published, all assets (documents, images, web pages, etc.) **must be approved** once they have been modified in any way. You should only approve an asset when you want it to be published. Collage is set to automatically publish all files at noon and 7:00 p.m. every day.

WWW Contributors should e-mail ga_collagepublishing@bentley.edu for asset approvals.

1. [Make sure you are in Content Contribution view.](#)
2. In the Project Pane, make sure the folder that contains the page you want approve in is selected.

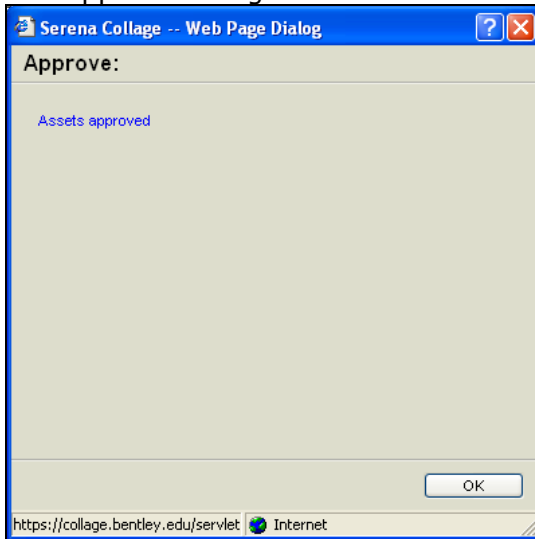
The contents of the folder will appear in the Detail Pane.



<input type="checkbox"/>	Asset Name	File Name	Checked Out	Size	Type	Modified	Version
<input type="checkbox"/>	documents	documents			Documents Folder		
<input type="checkbox"/>	Images	Images			Image Folder		
<input type="checkbox"/>	department	department.xml		0.75kb	Extranet	11/8/05	1 2
<input type="checkbox"/>	functional	functional.xml		0.84kb	Extranet	10/27/05	1

- Click the icon in the Version column next to the page you want to approve. If there is no icon in the Version column, the page has not changed and approval is not necessary.

The Approve dialog box seen below will appear.





- Click the 'OK' button.








Working with Text

Collage makes it easy to create and modify the content of your department's web pages. You can create text directly within Collage (recommended) or you can copy and paste content into Collage from Notepad or WordPad.

Placeholders on each page make content organization simple and easy. Although formatting is limited, you can use the buttons on the toolbar to apply simple formatting changes such as bold and italics.

The following formatting tools are available when working with text:

Tool	Button	Description
Spell		Checks spelling in the current field
Bold		Bolds the selected text

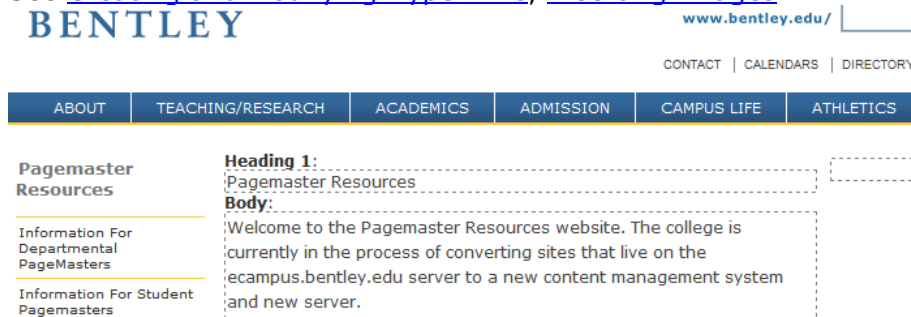
Tool	Button	Description
Italic		Italicizes the selected text
Style		Applies a pre-defined style to the current paragraph heading, such as cascading style sheets
Alignment		Aligns selected text to the left, right or center
Indent		Indents the current paragraph
Outdent		Removes the indents for the current paragraph
List		Converts the current selection to a bulleted or numbered list item
Table		Enables you to define and insert a table to the selected point in the text

Opening and Modifying an Existing Page

Collage makes it easy to modify your department's web pages. You can create and modify text, insert hyperlinks and images, create tables, and much more.

1. [Check out the page you want to modify.](#)
2. Click the file name to open the page.
3. Make any necessary modifications.

See [Creating and Modifying Hyperlinks](#), [Inserting Images](#).



BENTLEY www.bentley.edu/

CONTACT | CALENDARS | DIRECTORY

ABOUT | TEACHING/RESEARCH | ACADEMICS | ADMISSION | CAMPUS LIFE | ATHLETICS

Pagemaster Resources

Information For Departmental PageMasters

Information For Student Pagemasters

Heading 1:
Pagemaster Resources

Body:
Welcome to the Pagemaster Resources website. The college is currently in the process of converting sites that live on the ecampus.bentley.edu server to a new content management system and new server.

- If you want to remove formatting (**bold**, *italic*), highlight the text you want to change, click the Clear Formatting button at the bottom right of the screen.

Heading 1:
Pagemaster Resources

Body:
Welcome to the Pagemaster Resources website. The college is currently in the process of converting sites that live on the ecampus.bentley.edu server to a new content management system and new server.
converted.
As a Bentley Pagemaster you should be familiar with Bentley's [E-commerce Policy](#).

Clear Formatting

- To enter a soft return in your text (to position a new line directly below an existing line without spaces), click **Shift+Enter**. For double spaced paragraphs, simply click **Enter**.
- Click the 'Save' button.
- Select the 'Preview' tab at the top of the page to preview the page – this is how the page will look once it is published.

Pagemaster Resources

Edit Source **Preview**

Save Exit Metadatas

BENTLEY www.bentley.edu/ GO

CONTACT | CALENDARS | DIRECTORY | DIRECTIONS

ABOUT | TEACHING/RESEARCH | ACADEMICS | ADMISSION | CAMPUS LIFE | ATHLETICS | ALUMNI

Pagemaster Resources

Information For Departmental PageMasters

Information For Student Pagemasters

Pagemaster Resources

Welcome to the Pagemaster Resources website. The college is currently in the process of converting sites that live on the ecampus.bentley.edu server to a new content management system and new server.

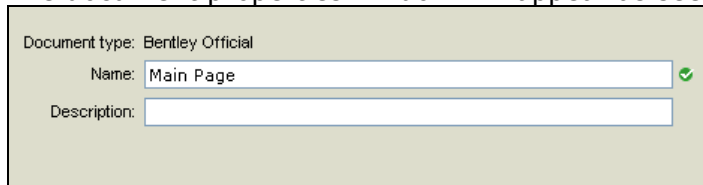
If you are a **student pagemaster**, this does not apply to you at this point. Please continue on to the [Information for Student Pagemasters](#) site.

- Select the 'Edit' tab to modify the page further and then save and preview the page again.
- Click the 'Exit' button when you are finished to return to Content Contribution view.
- [Check in the page you just finished modifying.](#)
- [Approve this page if it is ready to be published.](#)

Creating a New Page

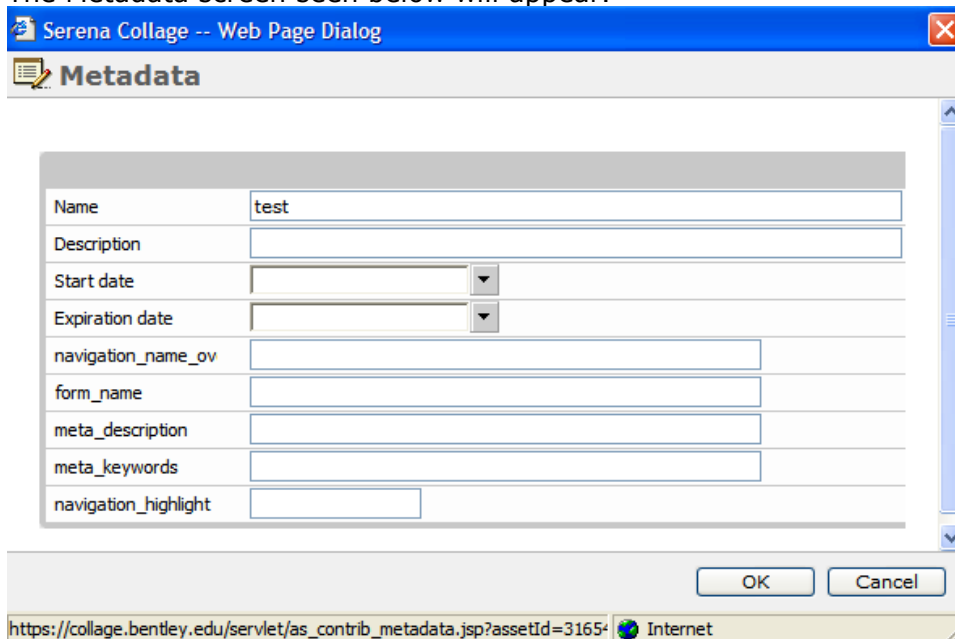
You can create new pages under your existing folder structure.

1. Select the folder in the Project Pane that you want to create a new page in.
2. Click the 'New Document' button icon on the toolbar.
The document properties window will appear as seen below.



Document type: Bentley Official
Name: ✓
Description:

3. Type the name of the new page in the Name text box. For proper web formatting, use - (dashes) instead of spaces (i.e. Main-Page)
4. Type a description of the new page in the Description text box if applicable.
5. Click the 'OK' button.
The new page will automatically be checked out to you and open.
6. If desired, click the 'Metadata' button on the toolbar to add metadata. This allows you to change the description displayed to users, start date and expiration date, enter key words or tie a form from Bentley Forms to Collage.
The Metadata screen seen below will appear.



Serena Collage -- Web Page Dialog

Metadata

Name	<input type="text" value="test"/>
Description	<input type="text"/>
Start date	<input type="text"/>
Expiration date	<input type="text"/>
navigation_name_ov	<input type="text"/>
form_name	<input type="text"/>
meta_description	<input type="text"/>
meta_keywords	<input type="text"/>
navigation_highlight	<input type="text"/>

OK Cancel

https://collage.bentley.edu/servlet/as_contrib_metadata.jsp?assetId=31654 Internet

7. Click the 'OK' button.

8. Type the title of the page in the Heading 1 placeholder.

Heading 1:
 [Dashed box for heading text]



Body:
 [Dashed box for body text]

9. Type the content of the page in the Body placeholder.
10. Click the 'Save' button.
11. Select the 'Preview' tab at the top of the page to preview the page.
12. Select the 'Edit' tab to modify the page further and then save and preview the page again.
13. Click the 'Exit' button when you are finished to return to Content Contribution view.
14. [Check in the page you just finished modifying.](#)
You can now open and modify this page as an existing page from this point forward.
15. [Approve this page if it is ready to be published](#) or contact ga_collagepublishing.

Creating and Modifying Hyperlinks

Creating and modifying links in Collage is easy. There are several types of links in Collage: internal links, external links, e-mail links, and current page links. All links should be created in the page's Body Content placeholder and you should always test newly created links while previewing your web page.

The following tools are available when working with links:

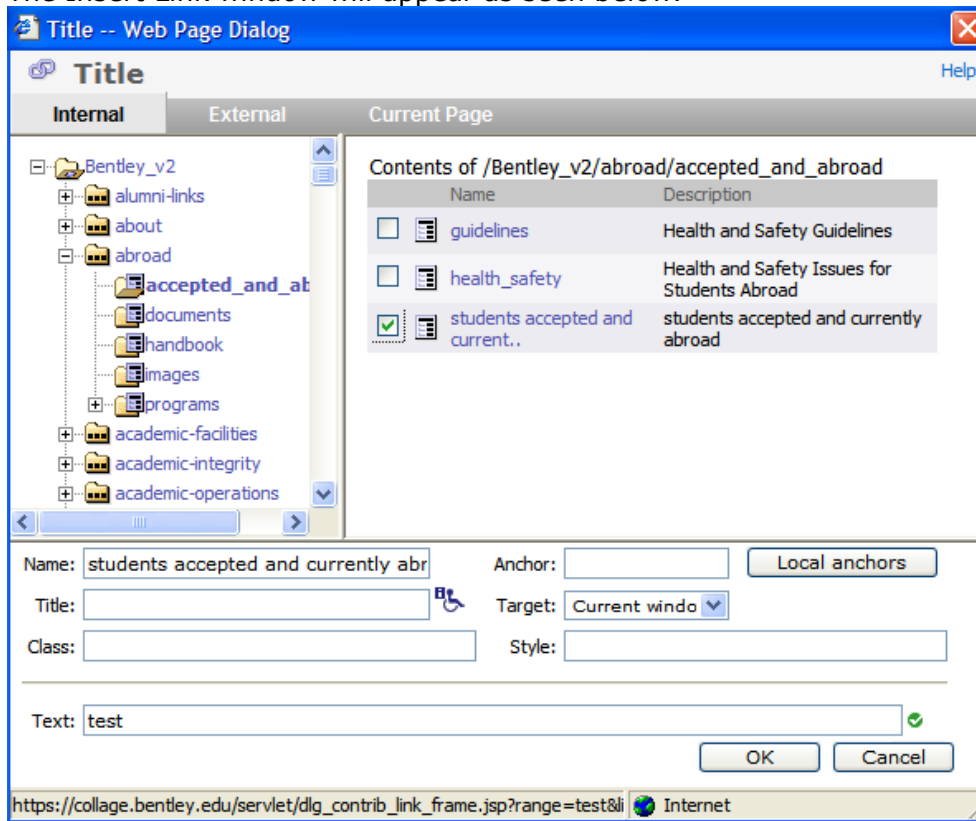
Tool	Button	Description
Link		Enables you to define and insert an HTML link to the selected point in the text
Anchor		Enables you to insert/create an anchor to use with a current page link

Internal Links

An internal link is a link to any web page on www.bentley.edu.

1. Type and select the text you want to create into a link (i.e. Click here to go to the department home page).
2. Click the 'Link' button on the toolbar.

3. Select the 'Internal' tab.
The Insert Link window will appear as seen below.



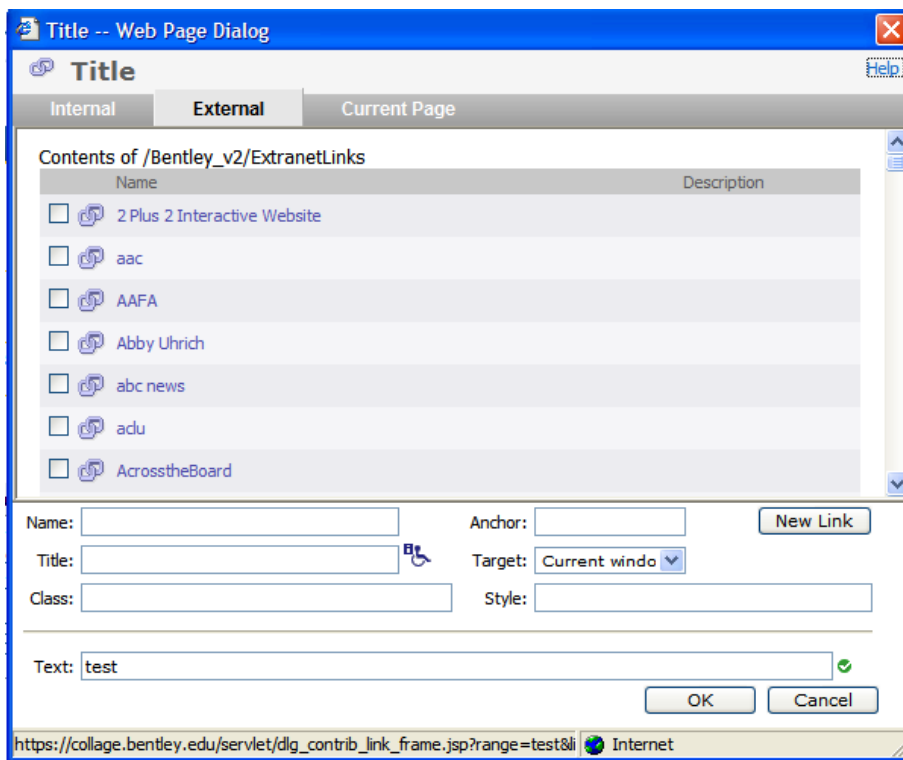
4. On the left, browse to the folder that contains the page you want to link to. The contents of the folder you select will appear on the right.
5. Check the checkbox next to the page you want to create a link to.
6. Click the 'OK' button.

External Links

An external link is a link to any web page that is external Bentley. As you work, Collage will remember the external links you create, enabling you to reuse those links in the future. Most departments will have their own external link folder.

1. Type and select the text you want to create into a link (i.e. Click here to go to Google).
2. Click the 'Link' button on the toolbar.
3. Select the 'External' tab.

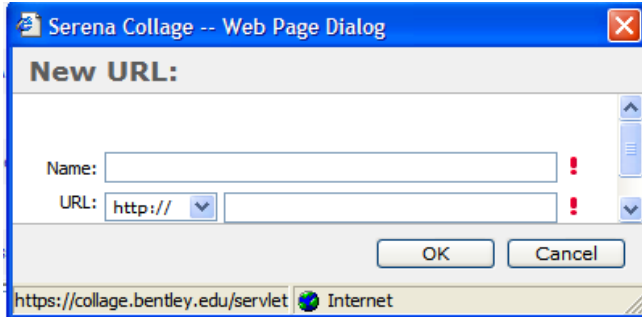
The Insert Link window will appear as seen below.



External links which have been created will be listed.

4. If the link you want to create exists in this list, check the checkbox next to the page you want to create a link to and then skip to step 10. Otherwise, continue with step 5.

5. If the link you want to create is a new external link, click the New Link button. The New URL window will appear as seen below.

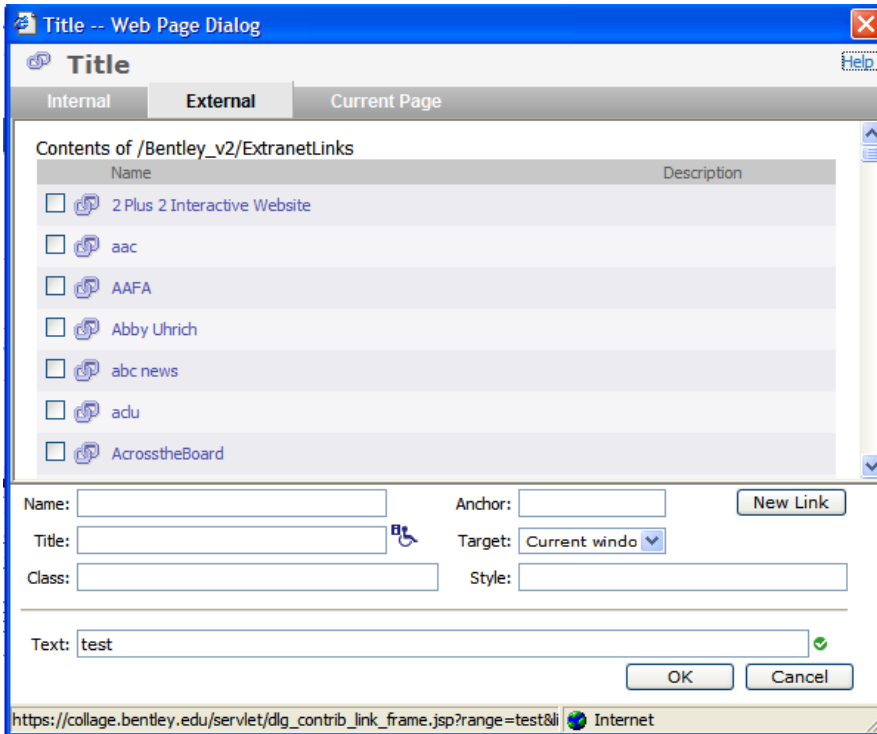


6. Type a description in the Name textbox. This is what will appear in your list of existing external links for future use.
7. Type the URL in the URL textbox.
8. Click the 'OK' button. This will return you to your list of external links.
9. Check the checkbox next to the page you want to create a link to.
10. Select 'New window' from the Target drop-down list.
11. Click the 'OK' button.

E-mail Links

An e-mail link is a link which allows visitors to send an e-mail to the specified recipient. E-mail links can be created two ways: you can either choose to display an e-mail address (someone@somewhere.com) or you can choose to display other text (Click here to e-mail Jane). To display an e-mail address, simply type the e-mail address and press the Spacebar or the Enter key on the keyboard – the link will automatically be created.

1. Type and select the text you want to create into a link (i.e. Click here to e-mail Jane).
2. Click the 'Link' button on the toolbar.
3. Select the 'External Page' tab. The Insert Link window will appear as seen below.



4. If the e-mail link you want to create exists in this list, check the checkbox next to the e-mail address you want to create a link to and then skip to step 10. Otherwise, continue with step 5.
5. If the link you want to create is a new e-mail link, click the New Link button. The New URL window will appear as seen below.
6. Type a description in the Name textbox.
This is what will appear in your list of existing external links for future use.
7. Select 'mailto:' from the URL drop-down box.
8. Type the e-mail address in the URL textbox.
9. Click the 'OK' button.
This will return you to your list of external links.
10. Check the checkbox next to the e-mail address you want to create a link to.
11. Click the 'OK' button.

Current Page Links

A current page link is a link to a specific location on a page within your department's web site – these links are also referred to as bookmark links. Current page links are not currently supported by Serena Collage. A current page link you may be familiar with is 'Return to Top.'

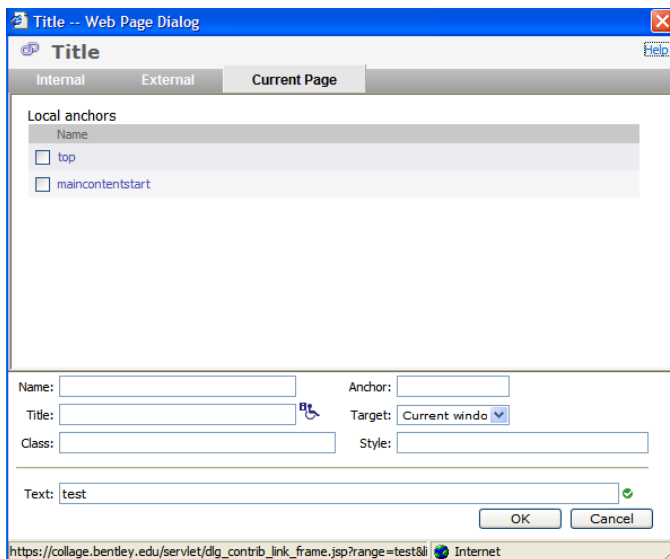
Creating a current page link is a two-step process: you must first insert an anchor (this marks the specific location you want to link to/end up) and then you must create the current page link to the anchor (what you want to click to go to the anchor).

Inserting an anchor:

1. In the Body Content placeholder, place the cursor where you want to insert the anchor.
This is where you want to end up when you click the link.
2. Click the 'Anchor' button on the toolbar.
3. Select 'Insert/Edit Anchor.'
4. Type the name of the anchor in the Name text box.
The name should be all lowercase letters and should not contain any spaces.
5. Click the 'OK' button.

Creating the current page link:

1. Type and select the text you want to create into a link (i.e. Return to Top).
2. Click the 'Link' button on the toolbar.
3. Select the 'Current Page' tab.
The Insert Link window will appear as seen below.



Anchors you have created on this page will be listed.

4. Check the checkbox next to the anchor you want to create a link to.
5. Click the 'OK' button.


Modifying Links

1. Select the link you want to modify.
2. Click the 'Link' button on the toolbar.
3. Modify the link.
4. Click the 'OK' button.

Inserting Images

Your department's directory contains an image sub-directory which you will use to store all of the images used in your web site.

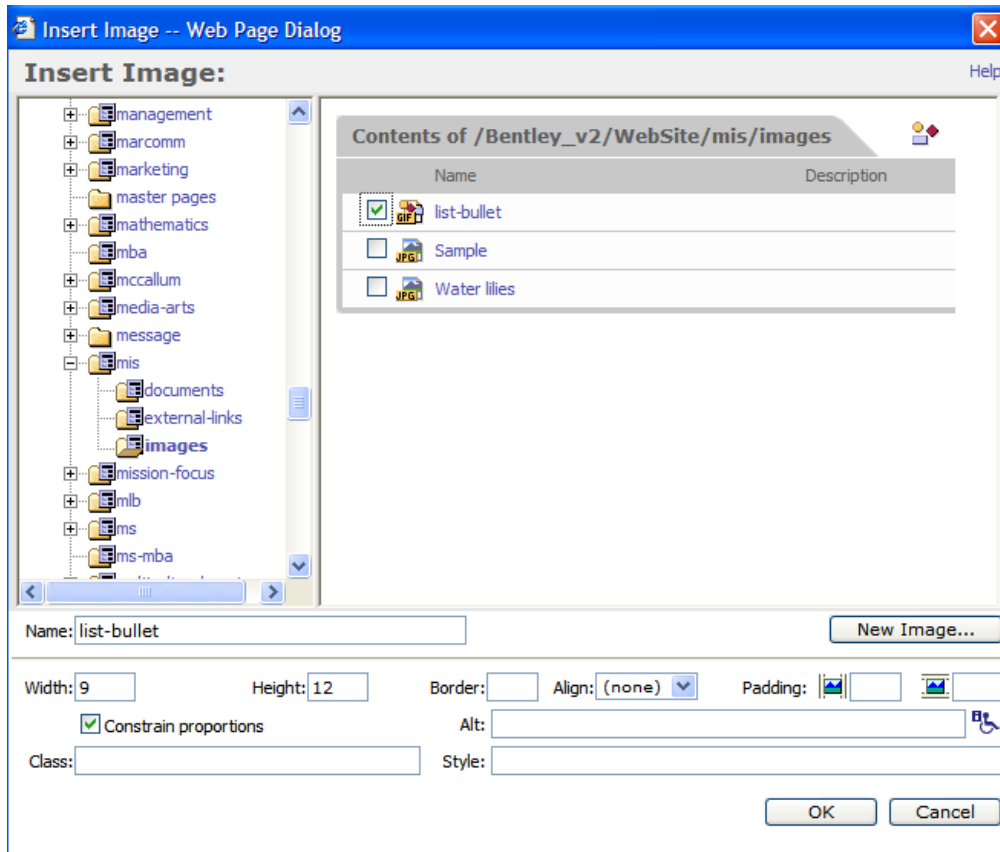
The following tools are available when working with images:

Tool	Button	Description
Image		Enables you to browse for an insert an image to the selected point in the text

Inserting an Existing Image

1. Make sure the cursor is blinking where you want to insert an image.

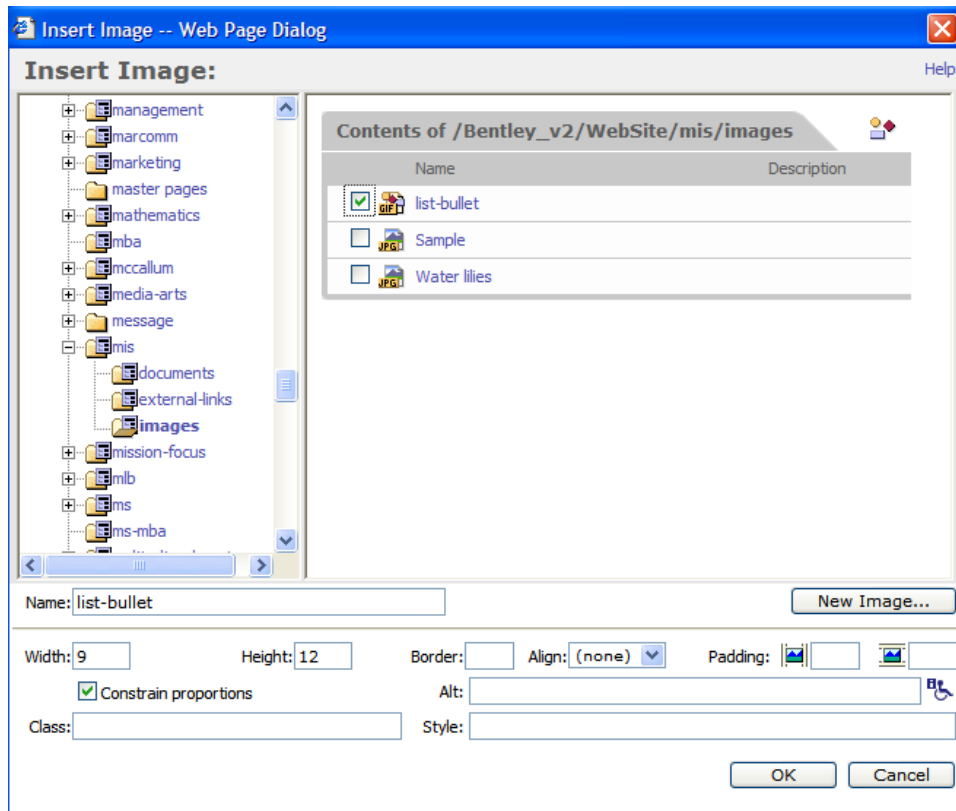
2. Click the 'Image' button on the toolbar.
The Insert Image window will appear as seen below.



3. On the left, browse to your department's image. The contents of the folder you select will appear on the right.
4. Check the checkbox next to the image you want to insert.
5. Click the 'OK' button.

Inserting a New Image

1. Make sure the cursor is blinking where you want to insert an image.
2. Click the 'Image' button on the toolbar.
The Insert Image window will appear as seen below.




3. Click the 'New Image' button.
4. Find the image you want to insert and select it.
5. Click the 'Open' button.
6. Click the 'OK' button.
This image will be added to the image library for future use.

Please note that if you add new images, you must approve them or have them approved before they will be published, even if you link them to your page.

Inserting Reusable Content

Reusable content fields are available within Collage and allow you to select and insert dynamic content from a drop-down list without having to manually type the content in.

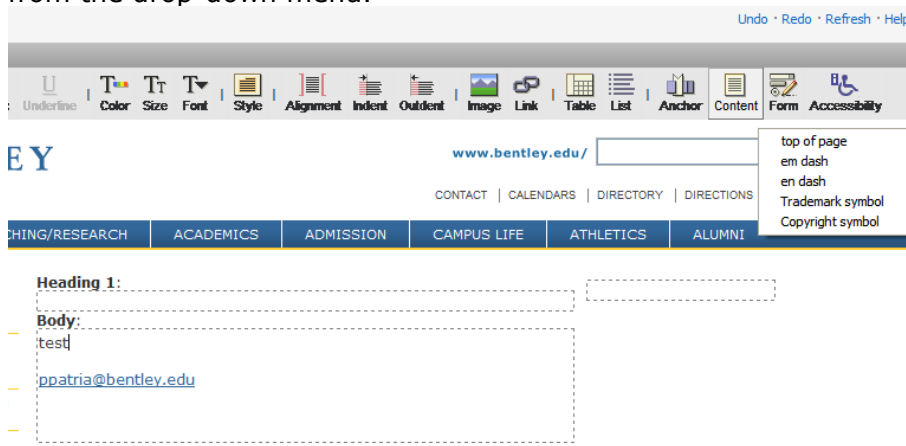
The following tools are available when working with reusable content:

Tool	Button	Description
Content		Inserts a pre-defined, reusable content snippet (like tuition)

The following reusable content is available:

- Top of Page: puts in a top of page marker on pages with lots of sections
- Left Single Quote: enters a special character left single quote
- Right Single Quote: enters a special character right single quote
- Left Double Quote: enters a special character left double quote
- Right Double Quote: enters a special character right double quote
- Copyright: inserts a © symbol.
- Trademark: Inserts a ™ symbol
- Em dash: Inserts an — dash
- List Insert: Inserts a new level in your list

1. Make sure the cursor is blinking where you want to insert the reusable content.
2. Click the 'Content' button on the toolbar and select the content you want to insert from the drop-down menu.



The screenshot shows the Bentley Collage editor interface. At the top right, there are links for "Undo · Redo · Refresh · Help". Below that is a toolbar with various icons for text formatting (Underline, Color, Size, Font), alignment, indent, outdent, image, link, table, list, anchor, content, form, and accessibility. The "Content" button is highlighted, and its dropdown menu is open, showing options: "top of page", "em dash", "en dash", "Trademark symbol", and "Copyright symbol". Below the toolbar, the page content area shows a "Heading 1:" field and a "Body:" field containing the text "test" and a link "ppatria@bentley.edu". The Bentley logo and navigation menu are also visible.

Creating Forms

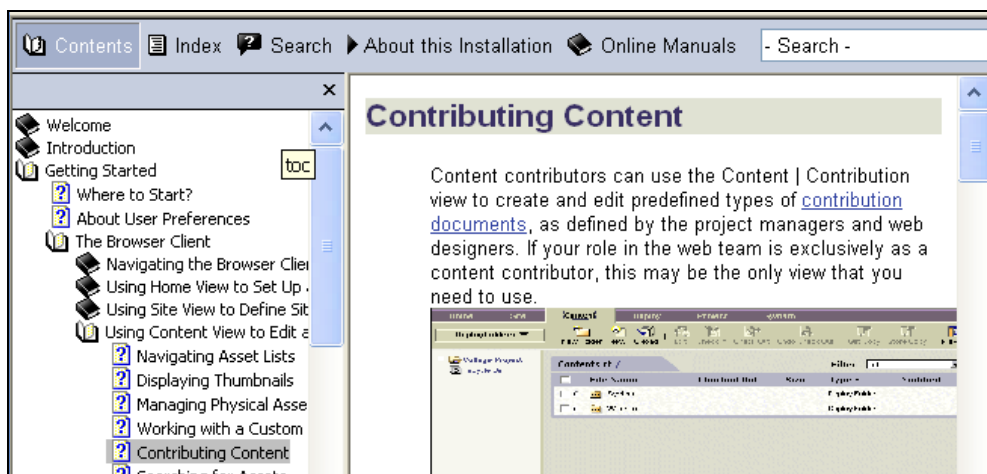
There are two types of forms at Bentley. For forms that require e-commerce transactions (money is collected via credit card, debit card, etc.), Bentley contracts with CollegeNet for all form processing. Please contact The Conference Center for more details. For all other forms on the www.bentley.edu web site, Bentley developed a Form Builder utility that collects data securely through SSL and stores data in an Oracle database. Any PageMaster can build a form and link it to their web site. To request a form be placed in Collage, please contact ga_collagepublishing@bentley.edu. The Bentley Form Builder utility is accessible from <https://www.bentley.edu/bentleyforms>.

Need Help?

Collage Help Menu

Collage's Help Menu can be accessed at any time when you are logged in to Collage. The Help Menu is content specific, which means that information will be displayed based on the current task you are working on – making it easy to find the information you are looking for. The full Help Menu can be accessed with an additional mouse click.

1. Click the 'Help' button on the Program Bar.
The content specific Help Menu is displayed.
2. Click the 'Show Navigation' link to view the full Help Menu as seen below.



The PageMaster Resource Center

This web site contains information regarding training and support, policies and procedures, request forms, and much more.

<http://www.bentley.edu/pagemaster-resources/>.

The Bentley Help Desk

If you need additional help at any time, please contact The Bentley Help Desk at (781) 891-2854 or helpdesk@bentley.edu.

Who to Call

Help Desk (x2854 or helpdeskadmin@bentley.edu)	Collage Publishing (ga_collagepublishing@bentley.edu)
<ul style="list-style-type: none">• Collage Questions<ul style="list-style-type: none">○ I can't log in to Collage.○ I can't see my changes.○ I need to create a PDF.○ I need to post a document.○ How do I resize my images?• Other Collage issues	<ul style="list-style-type: none">• New Sites• Assistance on an existing site• Content approvals for contributors• Minor changes for contributors• Editorial support• New Technologies in existing sites• New Left Menu Buttons