Contents

Logging Into/out of Rhythmyx ................................................................. 2
Creating Pages ........................................................................................................ 2
Working within the Body Ephox Editor .............................................................. 4
Adding content to Pages ......................................................................................... 5
Adding Headings to your page .............................................................................. 6
Creating Lists on your page ..................................................................................... 6
Creating Tables ........................................................................................................ 7
Adding a Link or Hyperlink to your page .............................................................. 8
Linking to a PDF or Word document ...................................................................... 9
Anchor Tags ............................................................................................................. 10
Creating Images and Banner images ................................................................. 11
Adding Images/Banners to pages ......................................................................... 12
Previewing your pages .......................................................................................... 15
Editing your Pages ................................................................................................. 16
WorkFlow and Style Guides - How to create the look of your page ................. 17
Logging Into Rhythmyx

URL: https://webedit.law.harvard.edu/

1. Click the Login button - Use your LDAP credentials to sign in
2. Make sure you’re in the Correct Community by checking the top right hand corner of the screen. Click on the Community that is listed to choose a different option.

Logging out

1. Click the Logout button in the upper right hand corner of the Content Explorer. Rhythmyx terminates your session.

Creating a New Page

1. Select the folder where you would like your new page to appear.

On the menu bar click Content > New > New Item > Generic Page
2. In the System Title field > Title within Rhythmyx. This information will not appear on your website. This is an internal field used within Rhythmyx. You mainly will use this information when searching for pages within Rhythmyx.

3. In the Page Title field > This will appear as the title on your web page.

4. In the Start Date field, enter the date in the following format YYYY-MM-DD. The default start date will be today’s date.

5. In the Meta Keywords field, enter the search terms for the page

6. In the Meta Description field, enter general description terms

Note: The Teaser and Body Field of the page have an Ephox Editor that sometimes takes a few seconds to load. Once it is loaded you will have edit capabilities that appear at the top of that section. They look like this:

Teaser Field: Enter a small paragraph describing your page (this is not required).
**Body Field: Using ePhox EditLive!**

1. Fields that use the ePhox EditLive control will display the Pencil icon (Teaser and Body Fields).

![Image of ePhox control](image1)

2. To begin adding information to the body field, click on the pencil icon to “activate” Ephox. Wait for Ephox to load.

![Image of Ephox editor](image2)

4. The ePhox controls will now be available to you. Many will be immediately obvious as they are similar to many Microsoft Office products.

![Image of ePhox controls](image3)
**Adding Content to your Page**

When adding content to the Body Field of your page it is important to follow a few rules to make sure that it appears exactly as you plan.

**If copying/pasting content from a website:** make sure that you cut and paste this information into a program that strips it of any invisible code or formatting that is attached to it. On a PC you can go to Programs > Notepad (on a Mac go to > Applications > Text Edit) and paste your Internet content here. Then copy this content from Notepad (or Text Edit) and paste it into the Body Field of your generic page.

**If adding content from a Word.doc:** you may not necessarily need to paste into a Notepad. Simple copy content and while in the Body Field click paste. You’ll see these options when you try to paste into the body Field:

**Paste As:**
- Plain Text
- Clean HTML
- Styled HTML (Inline)
- Styled HTML (Embedded)

If there are hyper links within the copied content choose “Clean HTML”. If there are not any hyper links you can choose “Plain Text”.

Once all content is pasted into the **Body field**, you might need to make sure there is appropriate spacing between sentences.

Scroll to the Bottom of the Page and click “Insert” to save the page.

Once your new page is created it will be in “Draft” state. To make it viewable online you’ll need to move it into the Public State.

To do this simple click on your page > **Workflow > Submit**

This will ensure that your page will be picked up during the next Publish Cycle.
**Adding Headings to your page.**

In the Body Ephox Editor you can organize content by making the headings of sections stand out. To do so, highlight the title or group of words you’d like to use for the title and click on the drop down Headings list. You’ll see several options but will most likely want to use Heading 2, Heading 3 or Heading 4 options. Heading 1 is used for the title of the page automatically.

Example of Heading 2

Example of Heading 3

Example of Heading 4

**Creating Lists on your Page:**

When creating a bulleted list you can either create it from scratch within the Body of a page or copy and paste a list you had located elsewhere. To create a list from scratch:

1. Type the words or list directly into the Body Field Ephox Editor.
2. Highlight the completed list
3. Choose the “Unordered List” or “Ordered List” option in within the menu bar of the Body page. An Unordered list will give you bullets and an ordered list will give you numbers!

If you are pasting your list from a word document or another website you should first paste the list into Notepad (PC) or TextEdit (Mac) and then paste it into the Body field.

1. Then highlight your list and click the Ordered List button
2. NOTE: You might notice is only assigns a bullet or number to the first item. If this happens (often with copied content) simple hit the backspace button on the 2nd item until it appears the same line as the 1st and then hit enter so that it moves back down to a new item.

3. Once these steps are complete, you have a list!

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday

**Creating A Table:**

If there is information you’d like to add to a page and format within a table there are three table options for you in the CMS.

Within the Body field Ephox Editor:

1. Locate the table icons at the top of the Body Field

2. Choose the table option you’d like: “Insert Table”, “Insert Border Table”, “insert Striped Table”. The best options are Border Table and Striped Table because they allow readers to distinguish between content on the page.

3. Once your table is created you can add additional columns by right clicking on the particular cell or , adding more rows by pushing “enter” at the end of the table.

**To add an Email address to a content item in the CMS:**

Within the Body field Ephox Editor:

1. Highlight the content that you’d like to link to:  
   i.e. “shoekwater@law.harvard.edu”

2. Select the Insert Hyperlink button (World + link sign).

3. Select the Email Address button on the left side of box, add the email address to the indicated area.

4. Click Ok.
Creating a Link on your Page

1. External link or Hyperlink (e.g. link outside of HLS)
2. CMS link (link to another CMS page)

If you would like to link to another website or an item that is not within the HLS website you’ll use a hyperlink which is a single link connected to the body of your page. Many times you’ll want to highlight a word or group of works in the body of your page and link to an outside source. To do this, follow these directions:

To add a Hyperlink (link to anything outside of the HLS website) to your Page:

1. Locate and open the page > Right Click > Quick Edit
2. In Body Field select the title or group of words that will be linked to hyperlink.
3. Highlight words/phrase > Click on Insert Hyperlink button
4. Paste URL into slot > Save
5. Update page and close

If you would like to link to another page, or file upload within the HLS website you’ll use a CMS Link.

To add an internal link to your Page (link to something within the HLS website):

1. Locate and open the page > Right Click > Quick Edit
2. In Body Field select the title or group of words that will be linked to hyperlink.
3. Highlight words/phrase > Click on Insert Rhythmyx Inline Link button
4. Search box appears > search for the Generic Page, News Article or File Upload
5. Find it > click insert
6. Save page
**Linking to a File (e.g. PDF or Word docs)**

PDFs or other Documents can be added to your page as **File Uploads** in Rhythmyx. First you must add them to the CMS as a file and then you must add them to your specific page.

1. Save your file to your desktop
2. In Rhythmyx > Content > New > New Item > **File Upload**
3. Browse for your document on your desktop
4. Submit > Close
5. Your document is now within Rhythmyx

**Adding the PDF to your Page:**

1. Locate and open the page > **Right Click > Quick Edit**
2. In Body Field select the title or group of words that will be linked to the file.
3. Click on > Insert Rhythmyx inline link icon (insert image of icon)
4. Search for File > Link to slot
5. Update page and close
Creating Anchor Tags

Anchor tags are helpful when you are trying to fit a large amount of information on one page. They help users to jump from the top of the page to sections of the page without scrolling through other content.

To create Anchor tags:

1. Create a listing of items or topics at the top of your page.

For Example:
- About Us
- Directions
- Resources

2. Once your lists of topics are created, add the additional content within your page and make each topic Heading 2.

Example:

About Us ➔ Make this Heading 2
Harvard Law School offers an energetic and creative learning environment, a diverse and dedicated faculty.....

Directions ➔ Make this Heading 2
Turn Left, Then Right....

3. Go back up to your list, highlight each topic and choose the Hyperlink option (World, link logo).
4. From here choose the 3rd option (Link to Place in Document) and choose the corresponding title.
5. Do this for each item.
**Creating Images and Banner Images**

If you have digital photos that you would like to add to your page you will first need to upload them onto your computer and resize them to fit dimensions that will work well inside an HLS page. Having access to Photoshop makes this easy. Most photos work well if they are high resolution and cropped to be 200 wide x 300 high.

Banner images will need to be between 100-200 pixels high x 690 pixels wide (they will not upload to the CMS if they are not the correct dimensions.) Most banner images look best at 150 high x 690 wide.

Once you have an edited your image or banner image you will need to add it to the CMS.

1. New Item > **Image (or Banner image)**.

2. In the System Title field, enter **name for image (or banner image) in CMS**
3. In the Page Title field, enter **title of photo**
4. In the Start Date field, enter the date in the following format YYYY-MM-DD
5. In the Meta Description field, enter **brief description of image**
6. In the Image field, browse to the image (located on your desktop or somewhere else in your computer) you would like to use and select it. (required)
7. In the Image Alt Text field, enter **text to describe image (required)**
8. In the Image Caption field, enter **a caption**
9. In the Photo Credit field, enter **source of photo (if applicable)**
10. **Don’t worry about the slot for the “promo” image or “thumbnail” image.**
11. Click **Insert**
12. Click **Close**
Adding Images and Banner Images to your page

For regular images that you would like to appear on the top of the page:

1. Find Generic Page
2. Right Click > Quick Edit your page
3. Click on the Ephox Editor/ Body Field of your page.
4. Within your page, place your cursor where you would like to add your image.
5. Then click on the Yellow CMS Image Icon located at the top of the Body Field on your page. A search box will open and you can find your image.

6. Look for your image in the CMS by typing in the “Title” of the image or by the content ID (this is the quickest option).

7. Once your image is found, select it > Link to page > Click Update > Close
8. Your image should now appear on your page! However it may need to be moved or formatted to fit with any text that you have include in the page.
9. To format your image, right click on the image and find Image Properties
10. In the Image properties drop down choose Left Alignment (or Right) and type in “5” for Horizontal and Vertical Spacing (to provide 5 pixels of space between the image and the text. (see below)
Adding a Banner image to a page in the CMS

1. Find your Generic Page
2. Right Click > Quick Edit > (Scroll to bottom of page) click on “Edit All “
3. Click on > hls Banner Image Slot
   (Search box appears)
4. Enter the Title of your Banner image or the Content ID and select “Banner Image” as the Content Type. (see below)
5. Select Banner image > Link to page > Update > Close
(REMEMBER to move your item back into the public state if you want your change to update on the live site.)
Previewing your Page/Images/Content Items

Once in the CMS you will be able to see content items such as generic pages, images, file uploads and navons.

1. Right click on content item (Generic Page)
2. Select HLS Preview and then select the appropriate content type (for example, choose Generic Page for generic pages and News Article for a news article).

3. Your item will appear in Preview Mode
4. To Exit close out of your browser
Editing your Pages

1. Highlight the folder that contains the item you would like to edit.
2. Right click on the content item you would like to edit and select **Edit**
   Right click > Edit
3. The content item form will open up allowing you to edit the fields of that item
   ![Content Form](image)
4. Edit the appropriate fields
5. Scroll to bottom of page > **Click Update**
6. Click **Close**
7. If no more changes are needed, Click on content > Workflow > **Move to Public.**
   Your changes will appear the next time the site is published. Published times are 10am, 12:30pm, 3:30pm, and 6pm.

**Note:** If you are editing an item that has already been published then you will be given the option to do a quick edit. See below:
Quick Edit

If the user wishes to make changes to an item in the Public item the Quick Edit state must be used. To move an item into the Quick Edit state, right click on the item select Workflow and then select Quick Edit.

After you have made your changes, please remember to move your item back in to the Public state. IF YOU LEAVE YOUR PAGE IN THE QUICK EDIT STATE, YOUR CHANGES WILL NOT APPEAR WHEN THE SITE IS NEXT PUBLISHED.

Workflow

Content is created in a “Draft” state and remains in that state for editing until complete. When the draft is complete, the creator initiates a transition to the “Public State”. Items in the public state will be viewable on the live site. Items left in the draft state cannot be viewed on the live site. To move an item into the public state:

a. Right click on Generic Page and select “Approve”.

Quick Edit

If the user wishes to make changes to an item in the Public item the Quick Edit state must be used. To move an item into the Quick Edit state, right click on the item select Workflow and then select Quick Edit.

After you have made your changes, please remember to move your item back in to the Public state. IF YOU LEAVE YOUR PAGE IN THE QUICK EDIT STATE, YOUR CHANGES WILL NOT APPEAR WHEN THE SITE IS NEXT PUBLISHED.

Note: It is important to remember when working with workflows that not only does the Page need to be in a public state, but all the other related content items that have been added to that page need to be placed into a public state. For example, all images associated with a page must also be in the public state.

Style Guides

When creating your page it is important to main HLS web style guides to ensure a consistent look to your page and the website.

Please adhere to these directions:

1. Content/Text Alignment: Regular, left side of page. No centering
2. Titles: The title tags can be used to make sections of your page stand out. For example, Heading 1 is always used as the Title of the page (when it is created). Heading 2 can be used as sub heading and so forth for Headings 3 and Headings 4
3. Text should be in black/grey color
4. Images should be high resolution and not include branded items (such as Coke bottles or other products that stand out).