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## CREATE A COMMONSPOT ACCOUNT

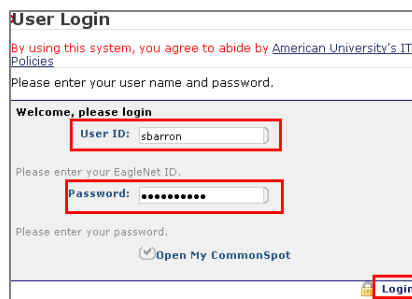
Before you can begin working with CommonSpot, you'll need to request access to a specific subsite within CommonSpot. To obtain access to your departmental subsite, contact your department's **Webmaster** or the **AU Help Desk** at 202-885-2550 or ext. 2550.

## LOG ON TO COMMONSPOT

Open a browser and enter the following web address, replacing your-dept-name with the site name of your department:

- <https://cms.american.edu/your-dept-name/login.cfm>
- For example, OIT Training department staff will login using the web address:
  - <https://cms.american.edu/training/login.cfm>

Enter your login credentials (MyAU Portal id and password). Then, click the **LOGIN** link.



**User Login**

By using this system, you agree to abide by [American University's IT Policies](#)

Please enter your user name and password.

**Welcome, please login**

User ID: sbarron

Please enter your EagleNet ID.

Password: \*\*\*\*\*


Please enter your password.

Open My CommonSpot

Login

If you encounter difficulties logging on to Commonspot, please contact the **OIT HELP DESK** by telephone at **202-885-2550** (ext. x2550) or, by email, at [help@american.edu](mailto:help@american.edu).

## VIEW AND WORK MODES IN COMMONSPOT

1. You will find a pencil icon at the top right-hand corner of the screen, . Select the icon and it will slide out a complete menu.



To view the page in **Production** mode and have access to the menu bars, select **VIEW PAGE IN COMMONSPOT**.

To view the page in **Edit** mode and have access to the menu bars, select **WORK ON THIS PAGE**. The recommended **Work** mode is **All Changes** (vs **My Changes**) so that if another person is also editing the same page, you will see those changes in addition to your changes.

## COMMONSPOT MENU BARS



- At the first level, the **Top Bar (T)** contains a Quick Find feature.
- The second level contains the **CommonSpot Dashboard (D)** tools, with information specific to your site.
- The third level contains **page-specific (P)** tools.
- The fourth level contains a **dynamic bread crumb bar (B)**. Selecting a folder from it will display a complete subsite listing.

## LOG OUT OF COMMONSPOT

You will be automatically logged out of the CMS after a certain period of time has elapsed without activity, or if you close the browser window.

1. To explicitly log out of CommonsSpot, do the following:
  - While logged into your site and on any page, click on the **LOGOUT** link in the upper right hand corner.



- **Scanned PDFs Versus Text PDFs**

Scanned PDFs are essentially a picture of a document. Just like a paper copy, the information is not accessible to people who are blind and to many people who have low vision. Text PDFs, however, can be accessible if they are prepared correctly.

- **Distinguishing Between Scanned and Text PDFs**

If you can highlight text in the document, then it's a Text PDF. If you can't, the document has not been rendered by an OCR tool, and assistive technology will not be able to read it.

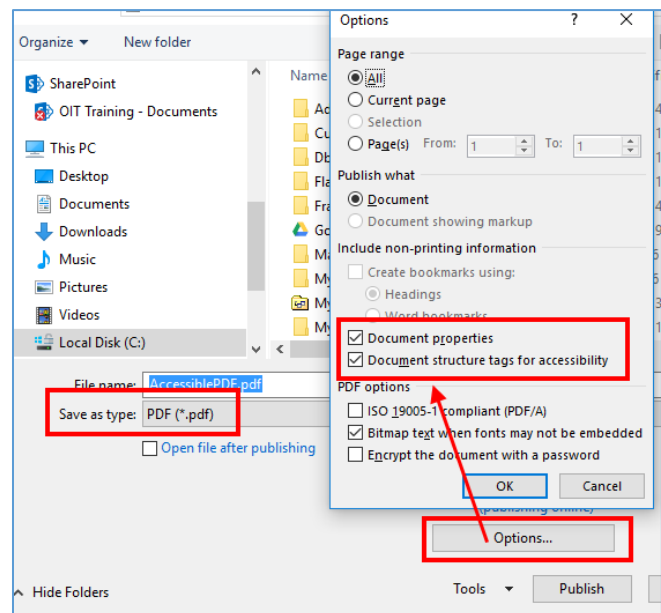
**NOTE:** A PDF with recognized text still requires work to ensure it includes **alternative text** describing all images and objects that are not “background”.

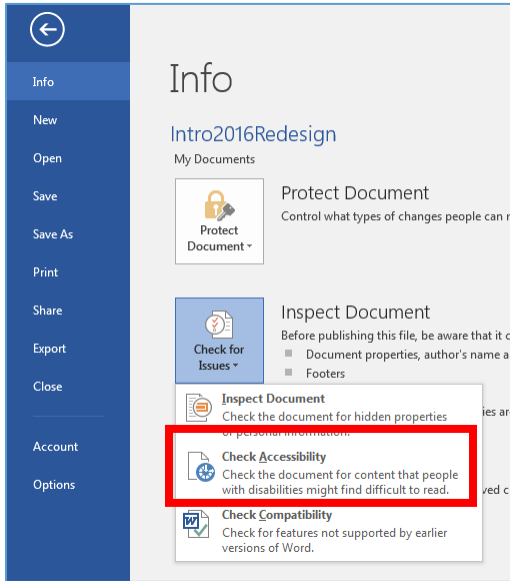
**Save an accessible PDF with Microsoft Word 2016:**

- Click **File > Save As** and choose where you want the file to be saved.
- In the **Save As** dialog box, choose **PDF** in the **Save as type** list.
- Click **Options**, make sure **Document structure tags for accessibility** check box is selected, and click **OK**.

**Save an accessible PDF with Mac for Office:**

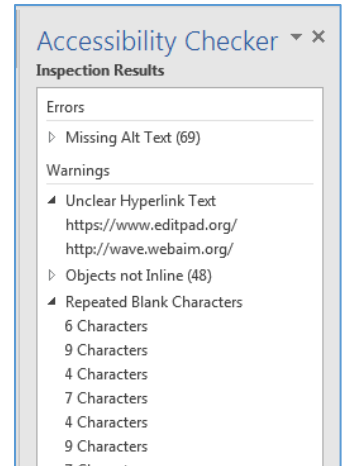
- Select **File > Save As** (or press **Command+Shift+S**), and choose where you want the file to be saved.
- In the **Save As** dialog, go to the **File Format** drop down box. Use the Down Arrow to browse through file types, and select **PDF**.
- Select the radio button "**Best for electronic distribution and accessibility (uses Microsoft online service).**" This ensures the PDF is tagged.
- Select **Save**.



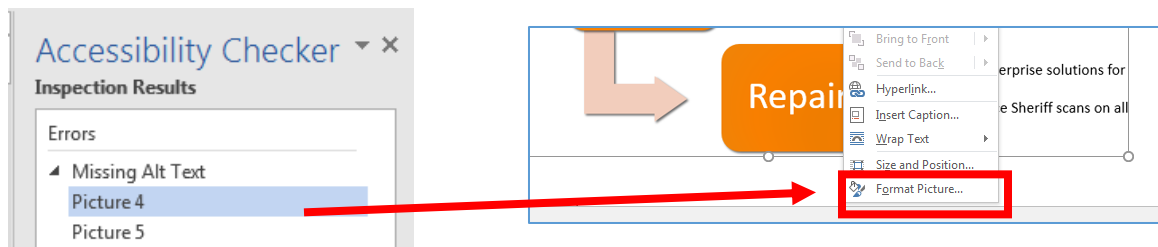


1. From your document in **MS Word**, click the **FILE** tab on the ribbon, and in the **INFO** section, click **Check for Issues** and select **Check Accessibility**.

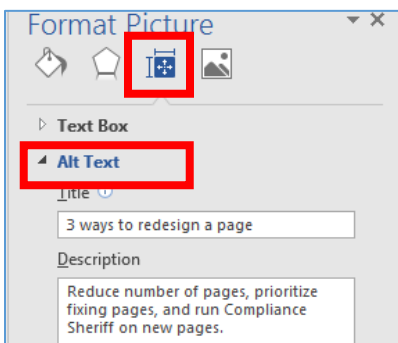
2. The **Accessibility Checker** pane opens to the right of the document.  
 ○ To see information on why and how to fix an issue, under **Inspection Results**, select an issue. Results appear under **Additional Information**, and you're directed to the inaccessible content in your file.



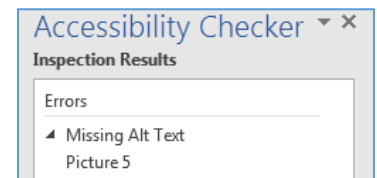
3. **Picture4** is missing **Alt-Text**. Click the picture to select it, **right-click**, and choose **Format Picture**.



4. In the **Format Picture** pane, select the **Layout & Properties** icon, and enter a **Title** and **Description**.

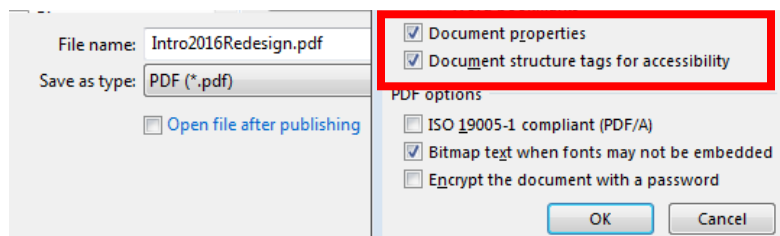


Titles and descriptions provide alternative, text-based representations of the information contained in tables, diagrams, images, and other objects. A **Title** can be read to a person with a disability and is used to determine whether they wish to hear the **Description** of the content.



The **Accessibility Checker** automatically updates and removes errors as they are fixed on the page.

5. To save as a PDF, click **FILE, EXPORT, Create PDF**, click the **Options** button, and select **Document structure tags for accessibility**.



## STEPS FOR CREATING/EDITING A WEBPAGE

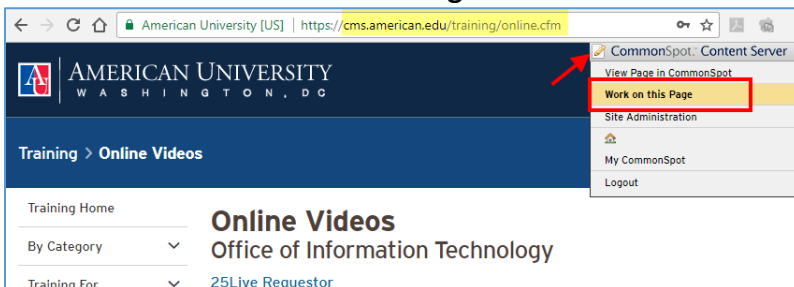
- If you need to first create a new webpage, and then add elements to the page, go to **page 6**.
- If you are editing an existing webpage, follow the steps below. Detailed instructions for editing the elements, creating links, and adding additional containers and elements, are found in the following pages of this document.

1. Login to your website.

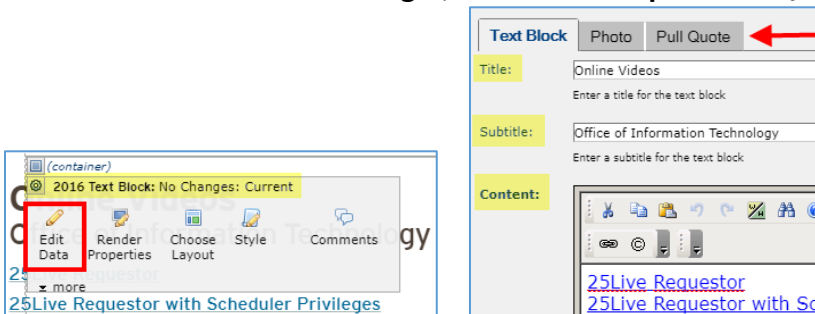
<http://cms.american.edu/your-department/login.cfm>

(ie <http://cms.american.edu/cas/history/login.cfm>)

2. Navigate to the page you want to edit. Then, click the **pencil icon** in the upper-right corner of the page, and select **Work on this Page**.

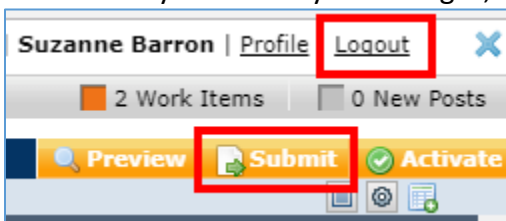


3. Click the element's **widget**, and select the **pencil icon/Edit Data** to open the element's dialog box.



4. Make your changes; click **Save** or **Cancel**.

5. When you are ready for your changes to appear on 'www', click the **Submit** button. If you are not ready to submit your changes, click **Logout**. Your changes will not be seen on 'www'.



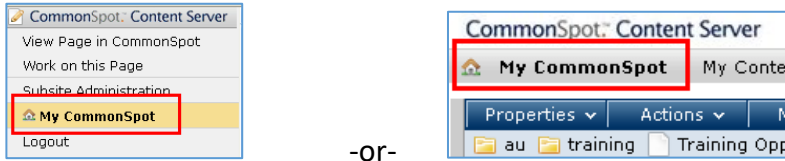
Changes will only appear on the **www** site when the page has been **Submitted and Approved**.

6. Be sure to click **Logout** when exiting Commonsport, and then close the browser. Sometimes a page will become locked for editing, if **Logout** is not selected before closing the browser.

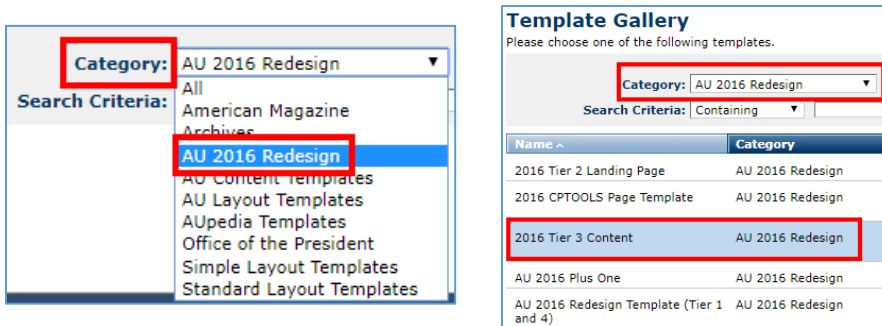
*Contact your webmaster first, with any Commonsport questions or issues!  
The AU HelpDesk should only be contacted if you are unable to reach your webmaster.*

## CREATING A SITE PAGE

1. After logging in to CommonsSpot, click the Pencil icon to open the slider menu and select **MY COMMONSPOT**. You can also select **MY COMMONSPOT** from the menu bars, if the webpage you're viewing is in **Edit** mode.



2. Select **NEW, PAGE**.
3. Select the **DESTINATION SITE** and, then, click **NEXT**.
4. Choose **AU 2016 REDESIGN** from the **Category** dropdown, select **2016 TIER 3 CONTENT**, and click **NEXT**.



5. Complete the fields on the **metadata page**, and click **NEXT**.
  - o **Name:** webpage name without adding .cfm (ie. AboutUs). If you have a space in the name, it will be replaced by a dash(About Us -> About-Us).
  - o **Title:** used to alphabetically list the pages in your website (ie. About our staff).
  - o **Title Bar Caption:** used by Google Search as the clickable-link to your page (ie. About OIT staff).
  - o **Description:** 1-2 lines of text displayed in a Google Search.
  - o **Publication Date, Expiration Date:** only used if a page will be published at a date later than the Submit date, or if a page will be deleted and users routed to another page.

**Name:** RedesignExample2  
A short name for the page from which the page's url will be derived.

**Title:** Redesign Example 2  
The title of the page.

**Title Bar Caption:** Example 2 | OIT | American University  
The title to appear in the browser's caption bar.

**Description:** Use this page as a starting point for your website redesign.  
A brief summary of the page's content.

**Category:** CommonSpot Pages  
The category this page belongs to.

**Keywords:**  
Enter a comma delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords.  
Select Keywords...

**Publication Date:** 07/10/2017 15:35:16  
Pick the scheduled publication date for this page. Before this date, this page will only be available to authors, approvers and administrators.

**Confidentiality:** Unknown

**Include In:**  Page Indexes  Full Text and Search Element Results

**Expiration Date:** None  
Content will expire at the specified date and time (server time)

Check Spelling

**Layout** Social Graph and Options

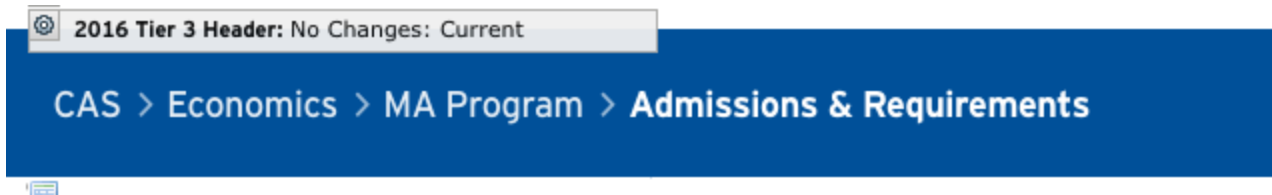
**Tier:** Tier 3

Redesign-Only: Is this a Tier 1 (Content) page?

Include Title Bar?  
Required for most pages.

6. After clicking **NEXT**, choose **Tier 3** from the dropdown and click **SAVE**.

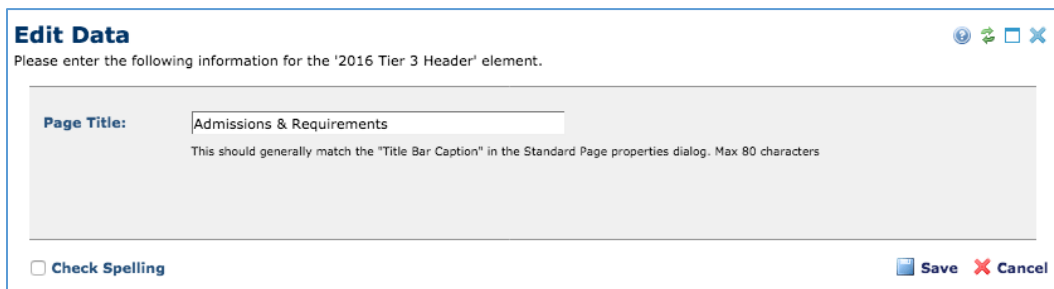
## TIER 3 HEADER



The **TIER 3 HEADER** is the breadcrumb trail: the page name will not be clickable b/c you're on that page; the subsite names to the left of the page name will be clickable.

In the above example, **Admissions & Requirements** is not clickable but **MA Program**, **Economics**, and **CAS** are clickable. **Admissions & Requirements** is the only portion of the header that you can edit.

1. Click the **2016 Tier 3 Header** widget for access to the **Page Title** field. By default, the text you entered in the Metadata dialog box when creating the page, in the **Title** field, will display. You can change this text, if necessary.

A screenshot of the 'Edit Data' dialog box. The title is 'Edit Data' and the subtitle is 'Please enter the following information for the '2016 Tier 3 Header' element.' The main content area has a 'Page Title' label followed by a text input field containing 'Admissions & Requirements'. Below the input field is a note: 'This should generally match the "Title Bar Caption" in the Standard Page properties dialog. Max 80 characters'. At the bottom left is a 'Check Spelling' checkbox. At the bottom right are 'Save' and 'Cancel' buttons.

**Note:** If you don't enter a **HEADER**, an empty blue bar will display across the top of the page as you scroll down the page.

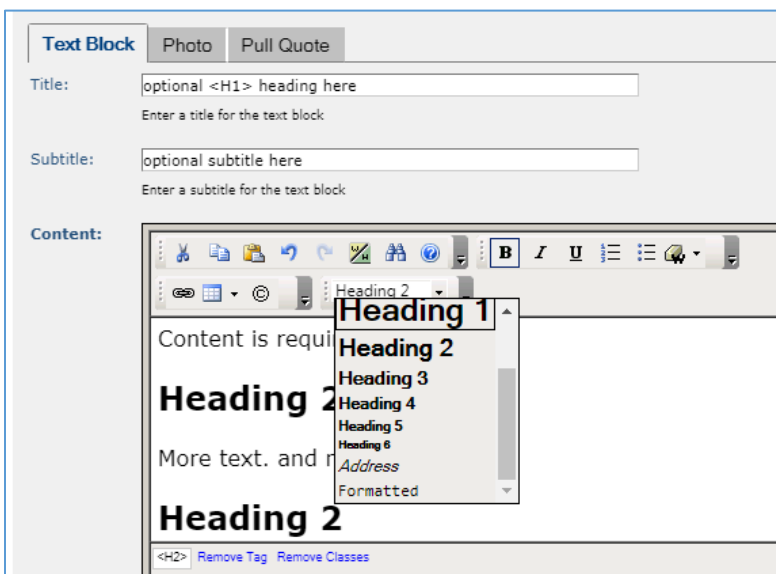


## TEXTBLOCK

1. Select **Click to insert new element**. In the **Element Gallery**, click the **AU 2016 Redesign** section, and choose **2016 Text Block**.
2. You'll be returned to the webpage; click **Define the Text Block settings** to open the Text Block dialog box.



3. The only mandatory field is **Content**. If you enter text in the **Title** or **Subtitle** fields, that text will be formatted differently than the text entered in the **Content** field.
  - **Title** - text here uses **H1 (Heading1) tag**
  - **Subtitle** – uses smaller text
  - **Content** – type/paste text here
    - If you want to outline (use a different style), be sure to follow an **H1 tag** with **H2 tags**.
    - If you are outlining below an **H2 level**, use an **H3 tag**.
    - You should not follow an **H1 tag** with an **H3 tag** because your page will no longer follow accessibility standards for ADA/Section 508 compliance.



If you want an outline:

<H1>**Title**

<H2>**Category 1**

Normal style text

<H3>**Subcategory 1**

Normal style text

<H2>**Category 2**

Normal style text

<H3>**Subcategory 2**

Normal style text

4. If you do not see the dropdown for the **Heading styles**, click the dropdown arrow, select **Add/Remove**, check **Format**.

5. **REMEMBER:** the default style is **Normal**.



You can have one photo or one quote per TextBlock. Click the appropriate tab at the top of the dialog box. If you have both a photo and a quote, the photo will display, and not the quote.

If you want an existing picture upload to the webserver so you can use it on the webpage:

1. Right-click and save the image
2. Click the **Photo** tab in the **TextBlock** dialog box
3. Click **Select Image**
4. Click **New**
5. On the next screen, click **Choose File** and navigate to the location of the photo file on your computer.
6. The **Description** field is required for ADA/Section 508 compliance. This text will be read aloud by a browser reader to a visually-impaired person.
7. Click **Save**.

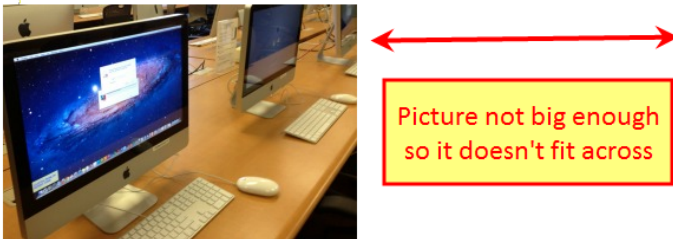
- Choose **Image/Quote Layout** dropdown to change the size of the photo. A **Pull Quote** may look better by changing the **Padding** to **BOTH**.

- **Full Width** – Picture/Quote will display above the text, span across the width of the container.
- **Half Left/Right** – Picture/Quote will display next to the text, and the text will wrap to the side of the picture/quote.
- **One Third Left/Right** – Picture/Quote will display much smaller next to the text.

The new elements (in the **AU 2016 Redesign** dropdown) have many options. Try different options for different looks.  
 Login to: <http://cms.american.edu/cptools/login.cfm> and, in the left nav bar, choose **EXAMPLES** to learn about the options for the new elements.

(container)

**Title Field**  
subtitle

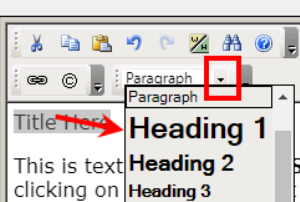


Picture not big enough so it doesn't fit across

This is text in the **Content Section** of a **TextBlock**. A photo is added, clicking on the **Photo** tab at the top of the **TextBlock dialog box**. Below the **Content Section** of the **TextBlock** is the **Image/Quote Layout** field. The default is **Full Width**. Notice how the title is above the picture. You can change that by removing the text in the title field, adding it as the first line in the **Content Section**, and changing the font style from **Paragraph** to **Heading 1**. If the photo is too small (as it is in this example), it won't fit across the top of the text box - you can change from **Full Width** to **Half Left**, **Half Right**, **Third Left** or **Third Right**. If you do that, the text will wrap around the photo.

Click to insert new element

Content:



Title Here

Heading 1


Heading 2

Heading 3

This is text clicking on

I selected 'Title Here', click the dropdown next to **Paragraph**, and changed to **Heading 1** to make it have the same style as it did when it was in the **Title Field**. You don't have to do this; just showing how to replicate if you want a title style.

(container)



**Title Here**

Heading 1 text under photo

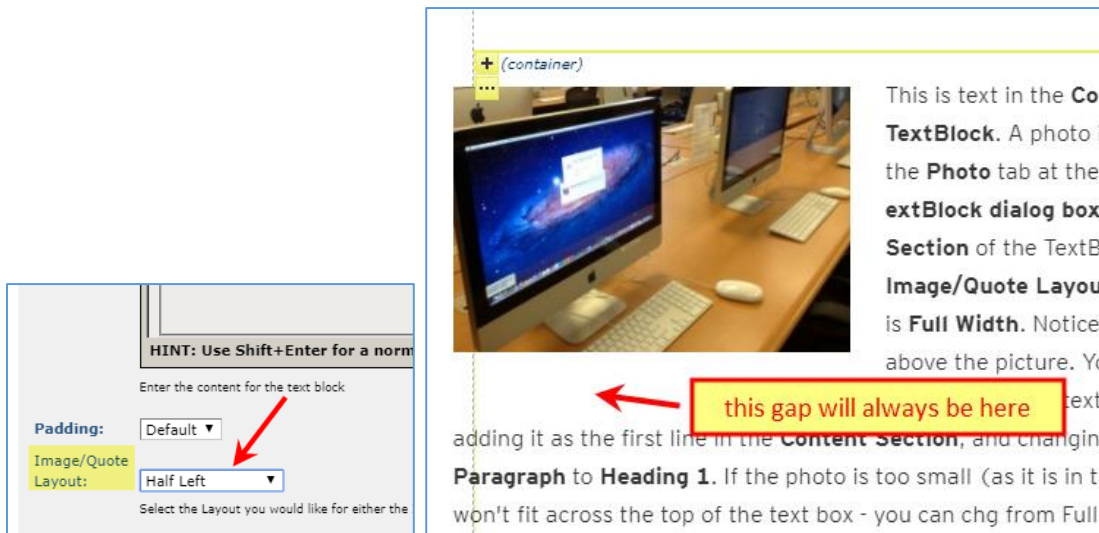
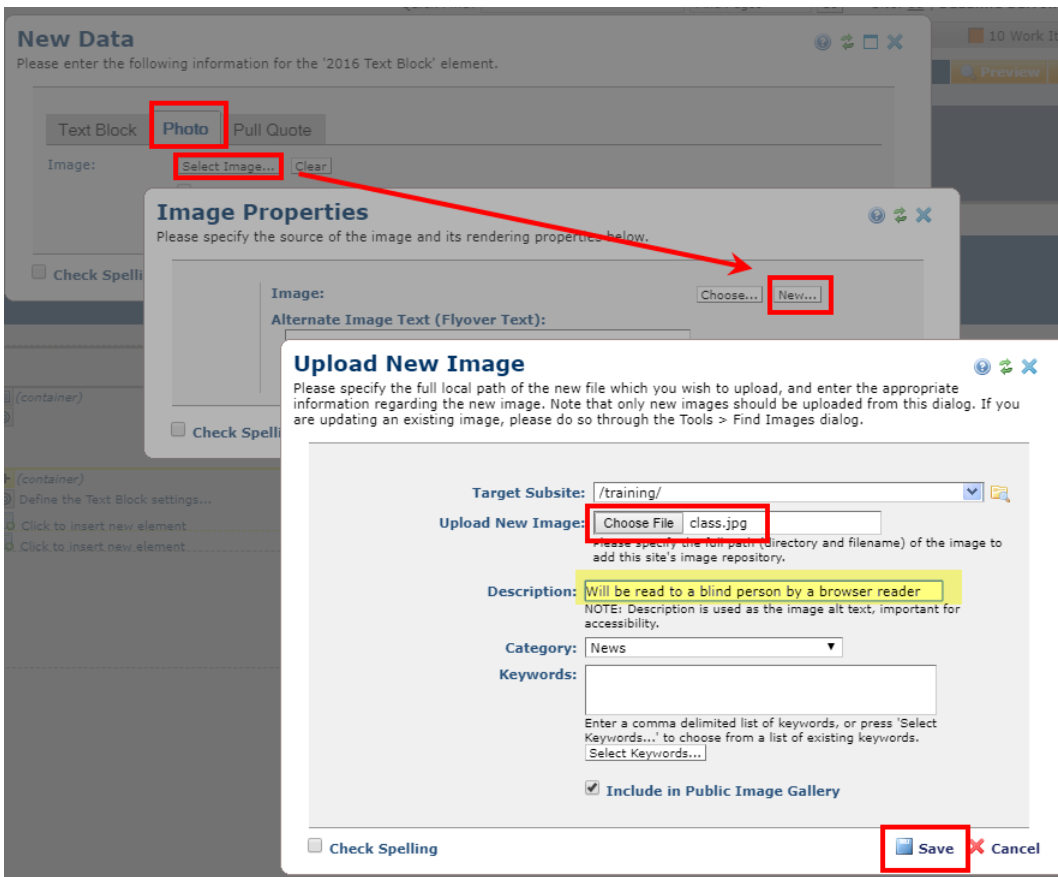
This is text in the **Content Section** of a **TextBlock**. A photo is added,

(container)



Text without a Title or Heading 1 style

This is text in the **Content Section** of a **TextBlock**. A photo is added, the **Photo** tab at the top of the **TextBlock dialog box**. Below the C



Another method for adding a large photo to the top of the webpage. See next page:

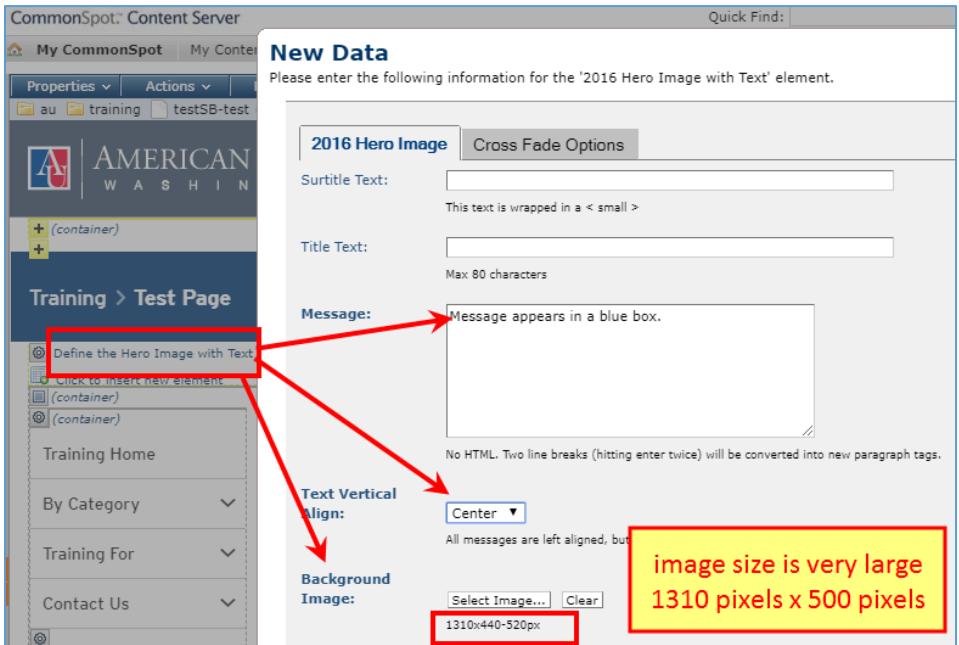
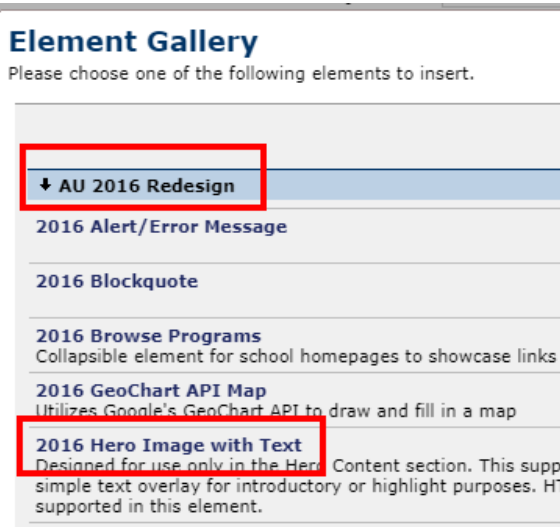
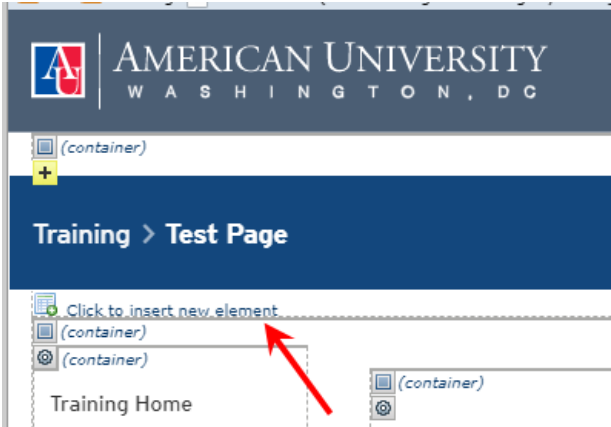
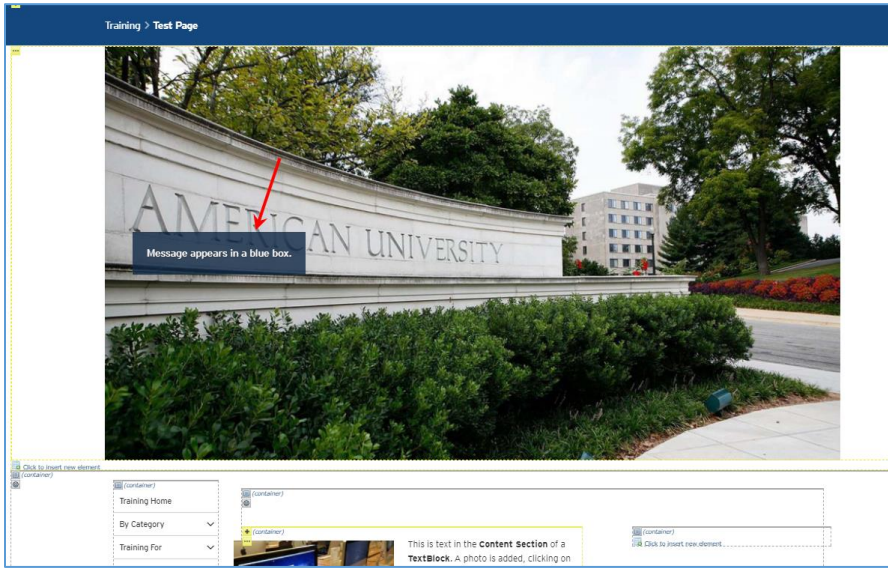


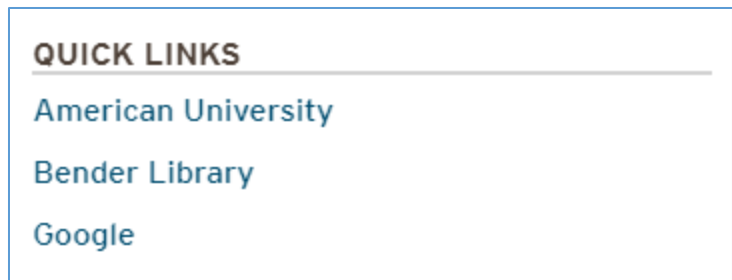
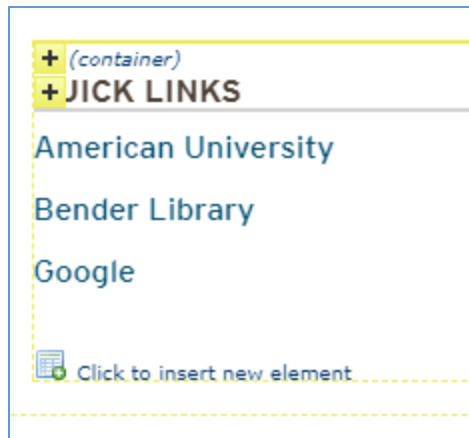
image size is very large  
1310 pixels x 500 pixels

Hmmm...a bit too big, would need to make height smaller:



## LINK LIST

- Uses a **Grid Layout Container**.
- Must be bulleted or numbered – although they won't appear
- If you receive an error after page refreshes, go back to the **Content** section, delete everything, restart.



### Edit Data

Please enter the following information for the '2016 Link List (Local)' element.

**CMS-Only**  
**Name:**   
Try to create a unique identifier for this list of links in order to distinguish multiple Global

**Header**  
**Text:**   
Max 30 characters. Should be something like Quick Links, Related Links, etc. Two words

**Link List:**

- [American University](#)
- [Bender Library](#)
- [Google](#)

[Remove Tag](#) [Remove Classes](#)

**Properties**  
This panel will help you configure special properties for the elements in your pag

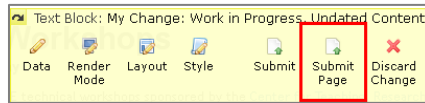
**HINT: Use Shift+Enter for a normal line break**

WARNING: Content outside of an ordered or unordered list will be stripped.

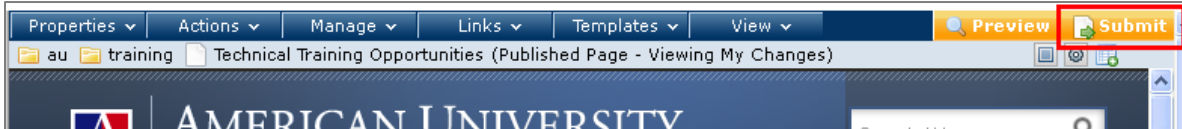
**List Style:**  Select the style of the list

## SUBMIT A PAGE

1. Do one of the following to submit changes for approval:
  - Click the **yellow arrow** and, then, click **SUBMIT PAGE** to submit all the changes on the page at once.



- Use the one-click **SUBMIT** option in the upper right corner of the page.



2. If you have no approval or publish rights, the **SUBMIT ALL CHANGES** dialog displays an informational workflow message at the top of the dialog, without options to bypass approval or approve automatically.

A screenshot of a dialog box titled "Submit All Changes for Publication". The dialog contains the following elements:

- Approval By Others:** A section stating "The following other users and/or groups must approve some or all of these changes before they can be published." Below this, a user "admin-issues (Approver)" is listed.
- Publication Comment:** A text input field with the prompt "Please enter an appropriate comment for this change."
- Actions:** A list of checkboxes:
  - Treat content change as major
  - View page as published after submission
  - Send publication notification
- Send publication notification:** A section with the text "When this change is published, send email notifications to the following people (enter a comma delimited list of email addresses):" followed by an empty text input field.
- Send approvers notification email
- Check Spelling
- Buttons:** At the bottom right, there are "Submit" (with a green checkmark icon) and "Cancel" (with a red X icon) buttons, both highlighted with a red rectangular box.

3. Log out of a page after submitting your changes. Go to **View, View As Published** (which won't show the changes you just made until they get approved).



- If you are a member of a group with approval rights you have the option of approving and publishing page changes at once on submit, as shown below, or optionally de-selecting the approval group to either request approval from another group member or to re-review and approve at a later time.

**Submit All Changes for Publication**

Enter the following information to submit your changes for publication.

**Approval:** You are an approver for one or more of the changes you are submitting. Check the approvals you wish to perform upon submission. Uncheck those that you wish another group member to perform, or that you want to do yourself at a later time.

CPAdmin (Publisher)

**Publication Comment:**



Please enter an appropriate comment for this change.

**Actions:**  Treat content change as major  
 View page as published after submission  
 Send publication notification

When this change is published, send email notifications to the following people (enter a comma delimited list of email addresses):

Send approvers notification email

Check Spelling

- Once you have submitted the new content or the changes for approval, the **PENDING APPROVAL** icon, , replaces the **WORK IN PROGRESS** icon, , next to the content in question.

## QUICK LINKS ENTRIES

### Link to an Existing Commonspot Page

- In the **Link Action** dialog, select **PAGE OR BOOKMARK ON PAGE** from the **Type:** dropdown. Then, click the **CHOOSE FROM CURRENT SUBSITE** button.

**Link Action** | Mouseover Action | Link Window Properties

To change the link action, select the appropriate link type below, then specify the action.

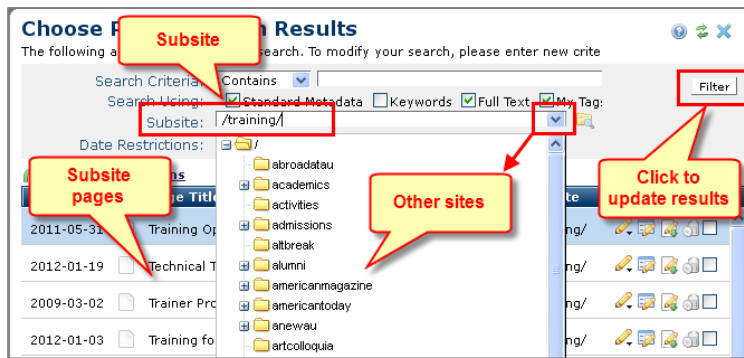
Type: Page or Bookmark on Page

Link to an existing page, previously uploaded file or registered URL.

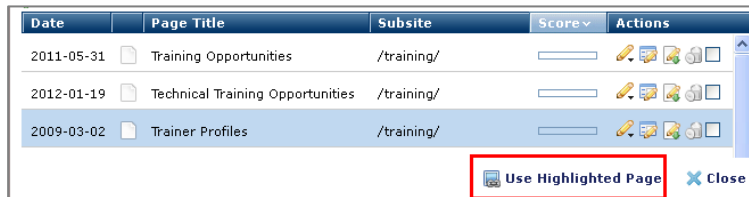
- Click the **Subsite:** dropdown to change site location, if necessary.
  - If you do change location, click the **FILTER** button to update the page results.



3. Click a **Subsite Page** to select that page.



4. After selecting the page, which will be highlighted in blue, click the **USE HIGHLIGHTED PAGE** link.



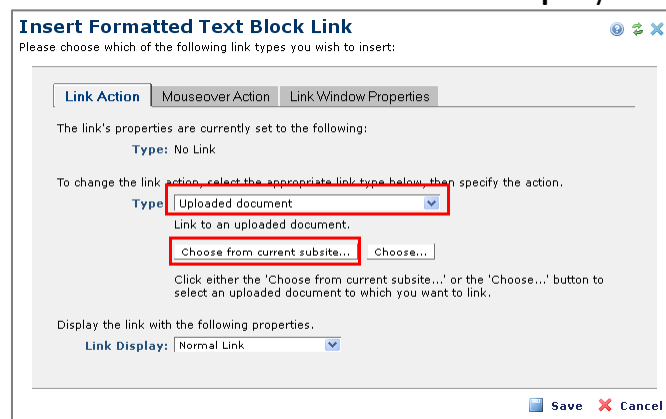
5. Click **SAVE**. Then, click **CLOSE**.

### **Link to an Uploaded .PDF**

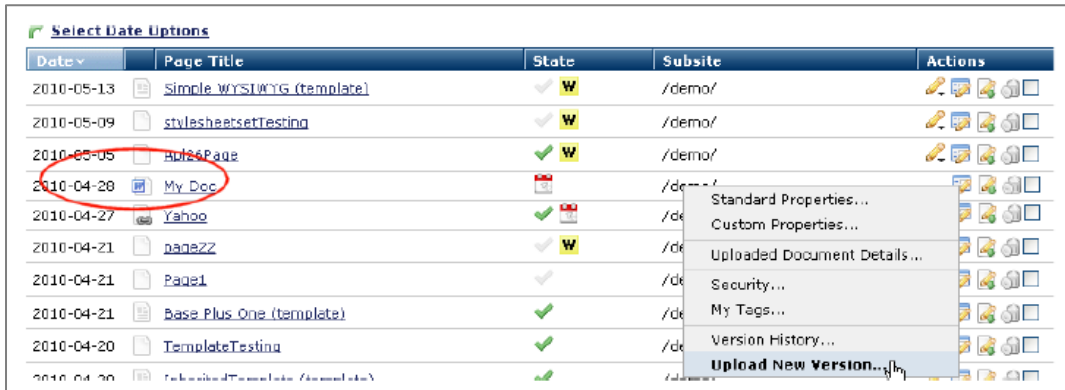
**Note:** You can upload a .pdf and link to it at the same time by choosing **NEW UPLOADED DOCUMENT**.

Linking to a document uploaded to the CMS is a two-step process:

1. Upload the document
  - While in edit mode on any page in your site, click the **NEW** menu on the Dashboard.
  - Select **UPLOADED DOCUMENT**.
  - Select your site folder and click **NEXT**.
  - Click the **BROWSE** button next to **Local Filename**, locate and select the file you want to upload; then, click **OPEN**.
  - When you return to the **Upload New Document** window type a unique name in **TITLE** box. Complete any additional information, as necessary, and click **NEXT**.
2. Add the link.
  - In the Link Action dialog, select **Uploaded Document** from the **Type:** dropdown.
  - Click **CHOOSE FROM CURRENT SUBSITE** and select the **.pdf** you uploaded to the site.

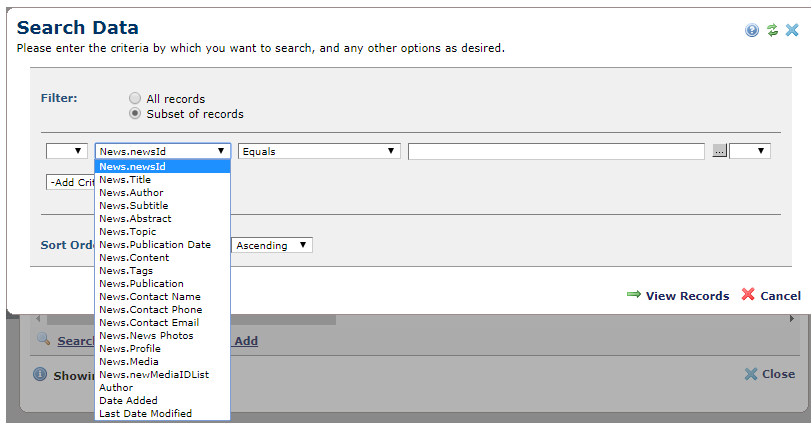
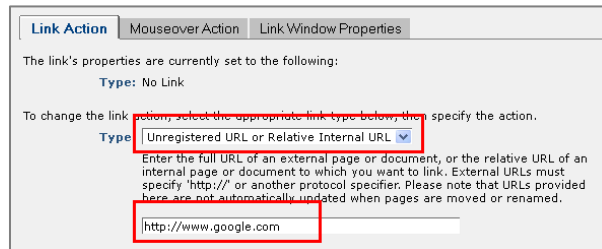


- You can upload new versions of existing documents, through the **FIND** or **MY UPLOADED DOCUMENTS** dialogs or through reports: click the **Metadata & Security** icon for a selected document, then click **UPLOAD NEW VERSION**.



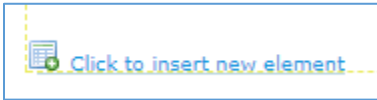
### Link to an External Website

- In the **Link Action** dialog, select **UNREGISTERED URL OR RELATIVE INTERNAL URL** from the **Type:** dropdown.
- Type or paste the full URL of the page you wish to link to, starting with the **http://** protocol.



## 2016 REDESIGN CONTAINERS

A container is added to a webpage to establish the layout of the page, and elements are added within the containers. To add a container to the page, select the **CLICK TO INSERT NEW ELEMENT** link.



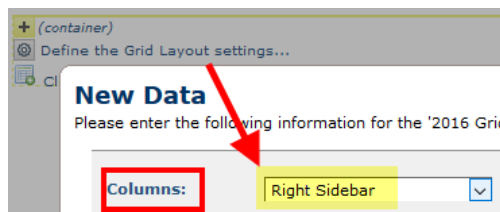
Choose **AU 2016 REDESIGN: CONTAINERS** from the **Element Gallery**.

↓ AU 2016 Redesign: Containers
<b>2016 Edge to Edge Background Container</b> Adds a colored container to the page
<b>2016 Flex Grid Container</b> The container grid for the Flex and Facts elements
<b>2016 Flip Gallery Container</b> The container grid for a flip gallery
<b>2016 Grid Layout Container</b> Provides the ability to create various column layouts.
<b>2016 Tabbed Container</b> Anywhere from 2 to 5 tabs with corresponding containers.

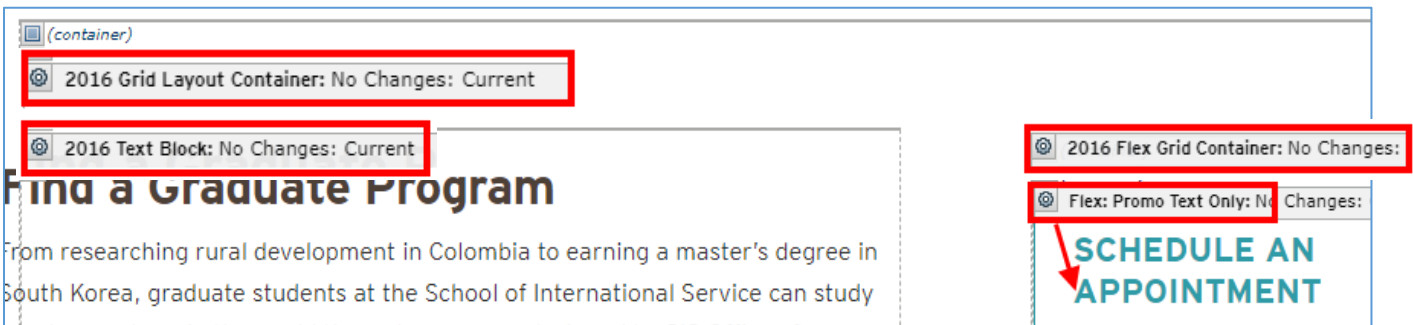
A **GRID CONTAINER** is used when selecting an element from the 2016 Redesign gallery.

A **FLEX GRID CONTAINER** is used when selecting an element from the 2016 Flex Modules gallery.

If you want an additional container (ie. for a **Promo** element or **Quicklinks**), insert the Grid Container, select the **DEFINE THE GRID LAYOUT SETTINGS** link, and choose **RIGHT SIDEBAR** from the **Columns** dropdown.



**Below:** a **Grid Container with Sidebar**; there are now 2 containers. The larger container has a **TextBlock**, and the smaller sidebar container has a **Flex Grid Container**, which contains the **Flex:Promo Text Only** element.



Flex elements **MUST** go in a flex container. So...in your sidebar container, add a **Flex Grid Container** if you want something like a **Promo** element (previously Tout). Click to define the **Flex Grid Container** and choose **1** from the dropdown. **THE NEW CONTAINER WILL LOOK TINY!!** Don't let this bother you, it will all work out. :)

## FLEX GRID CONTAINER

Use the **FLEX GRID CONTAINER** w/a layout of **3 Boxes** (can use 3 or 6) for the **FLEX: PROMO** elements (Promo with Image, Promo Text Only):

The image shows a screenshot of a web editor interface. At the top, there is a header for "Program Offerings". Below it, an "Edit Data" dialog box is open, prompting the user to enter information for the "2016 Flex Grid Container" element. The dialog includes a "Grid Title" field with the value "Program Offerings" and a "Number of Boxes" dropdown menu set to "3". Below the dialog, a preview of the layout is shown, featuring two columns of text: "Costa Rica: University for Peace" and "Japan: Ritsum University".

Red arrows point from the "Edit Data" dialog to the "Flex: Promo Text Only: No Changes: Current" element in the preview. Another red arrow points from the "Flex: Promo with Image: No Changes: Current" element in the preview to a detailed view of that element. This detailed view shows a "Select Image..." button, a "Clear" button, and a text field containing "640x366 recommended. 350x200 minimum".

Below the main preview, a separate window shows a detailed view of a "2016 Flex Grid Container" element. The container has a title "SCHEDULE AN APPOINTMENT" and a text block: "Have a question about a specific program? Meet with OIP staff to discuss your questions and options." Below the text is a button labeled "EMAIL US".