



Administrative Training

Mura CMS Version 5.6

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Mura CMS Overview

Dashboard

The Dashboard gives you a quick look at recent activity within your site, including recent visits, updated content, form submissions, comments, etc.

Site Manager

The Site Manager contains the core of Mura functionality – enabling you to add, update and delete site content. You can also re-order content, set permissions and more.

Drafts

Mura lets you store drafts of pages that are unpublished or in progress. You can review, update and publish these drafts, or send them to other CMS users for further review.

Components

Mura Components are most often used as content “includes” that can be created and placed on pages across your website.

Categories

Mura has powerful category-based functionality, enabling you to create extensive category/subcategory structures (and set up navigation based on these structures).

Content Collections: Local Content Indexes

One of Mura's more powerful features. Here you can easily create indexes of content from within your site, based on almost any business rule you can dream up - no code or SQL needed.

Content Collections: Remote Feeds

Remote Feeds allow you to select and place content from external RSS feeds in your Mura site.

Forms

Mura's Forms manager allows you to create simple forms to collect, view and download data.

Site Members

You can create site member groups, add members to the groups and allow them access to specific sections of the web site.

File Manager

Contains all of the files associated with your web site. Accessible only by the Site Admin.

Permissions

Manage access to the CMS functions and web site content for administrative users and member groups.

Administrative Users

Create and maintain administrative user groups and profiles to manage the web site.

Site Settings

Configure key settings for your site including mail server settings, CMS Modules, Extranet Settings, Display Regions, Gallery Settings and Site Resources.

Creating the Site Structure

Organizing parent-child page relationships for readability and intuitive understanding when viewing the structure later.

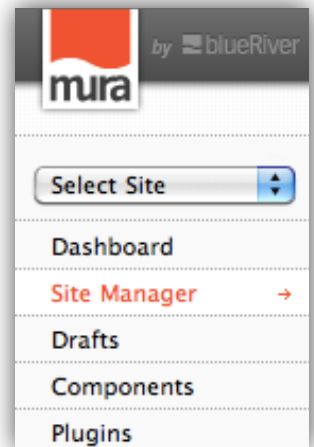
The first step to building a site in Mura CMS is to set up the site structure. This involves adding the pages below the home page and creating the navigational links on the site.

For this step, it is always beneficial to work with a clearly defined site structure. For our example we will refer to the *Sitemap* on Page 1 of the *Sample Specifications document*.

Access the Site Manager


The Site Manager is the primary tool for organizing and maintaining your website content. It provides several features for viewing your site structure, allowing you to easily locate content in your website. Some key tools include:

1. Content Search
1. Architectural View and Flat View
2. Drag and drop node ordering
3. "Toggle-able" viewing of child content/nodes
4. "Quick-Edit" controls for editable items in the Site Manager grid
5. User Permissions for all content
6. Version History




Click on the **Site Manager** in the navigation on the left of Mura Admin to view and use the Site Manager. The Site Manager interface will appear. There will only be one page in the site structure labeled **Home**. All new pages will be added below the home page.





































































Architectural View

The Site Manager's default view shows an **Architectural View** of content (i.e. pages or sections) in your site. This is merely a hierarchal view of content as it resides within the site. By default, the Site Manager displays the Home page and the first level of sub-pages. Clicking the "Arrow"  icon next to a node with children will reveal the children of that node.

Site Manager

 Home

Modify View
Rows Displayed

	Title	Objects	Display	Template	Nav	Updated	
	 Home	Cascade	Yes		Yes	01/21/2012 1:39:10 PM	   
	 About Us	Cascade	Yes	Inherit	Yes	01/22/2012 12:03:12 AM	   
	 Our History	Inherit	Yes	Inherit	Yes	01/21/2012 2:22:16 PM	   
	 Our Staff	Inherit	Yes	Inherit	Yes	01/21/2012 2:22:19 PM	   
	 Board of Directors	Inherit	Yes	Inherit	Yes	01/21/2012 2:31:58 PM	   
	 News	Cascade	Yes	Inherit	Yes	01/21/2012 2:34:50 PM	   
	 Blog	Cascade	Yes	Inherit	Yes	01/21/2012 2:48:37 PM	   
	 Photo Gallery	Inherit	Yes		Yes	01/21/2012 11:39:20 PM	   
	 Contact Us	Inherit	Yes	Inherit	Yes	01/21/2012 10:21:06 AM	   
	 Members Only	Inherit	Yes	Inherit	Yes	01/21/2012 10:21:20 AM	   
	 Search Results	Inherit	Yes	Inherit	No	01/21/2012 1:45:00 PM	   

Flat View

The Flat View enables an in-depth look at almost every aspect of your site's content by allowing users to conduct advanced searching and filtering of content.

Advanced searching and filtering include:

- Keyword Searching
- Filter by content Type (Page, File, Portal, Calendar, Gallery, etc.)
- Filter by Tag
- Filter by Category

There are a number of pre-set searches that you can run with a single click:

- All Expiring Content
- My Expiring Content
- My Drafts
- Files I'm Editing Offline


You can also sort your search results by Last Updated, Date Created and Title.

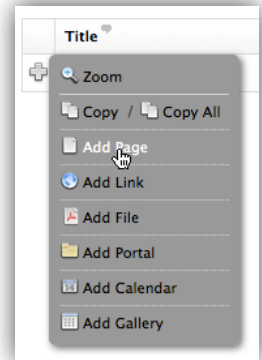
The screenshot displays the 'Site Manager' interface in 'Flat View' mode. At the top, there's a search bar and a 'Search' button. Below this, tabs for 'Architectural View' and 'Flat View' are visible. A 'Sort By:' section offers options: 'Last Updated' (selected), 'Created', and 'Title'. It also indicates 'Showing 1-10 of 23 Results' with pagination controls (1, 2, 3, >).

The main content area lists items with expandable details. The first item is 'About Us', showing its location (Home » About Us), update/creation dates, and author. The second item, 'Laptops and Widgets Make Good Holiday Gifts', is highlighted and includes a 'Preview' button. The third item is 'Kids Like Widgets More Than Video Games', also with a preview button. The fourth item is 'Photo Gallery'.

The right sidebar contains several filter sections: 'All Site Content' with links to 'All Expiring Content', 'My Expiring Content', 'My Drafts', and 'Files I'm Editing Offline'; 'Filters' with a 'KEYWORDS' search box; 'TYPE' with a dropdown set to 'All'; 'TAGS' with a 'Blog Widgets' tag; and 'CATEGORIES' with a '+ News Categories' link. A 'Filter' button is at the bottom of the sidebar.

The "Add Content" Button (Plus Sign)

Mouseover over the "Add Content" icon  next to any page or section within the site to reveal a menu of links to add new content to the site (e.g., Pages, Links, Files, etc.)



Title

The "Title" shows the Navigation Title of each node. Click the Title to edit a node or page.

Objects

The "Objects" column shows the current setting for the Content Object cascade of each node. Click on the the setting to edit the Object Cascade Inheritance setting for each node. Options include "Inherit, Start New Cascade, or Reject (Do Not Inherit)".

Display

The "Display" column shows the current display setting of each node. Options include "Yes, No or a specific start and stop date and time".

Template

The "Template" column shows if a template has been assigned to a specific node. Click the setting or template icon to edit the layout template for a specific node.

Nav

The "Nav" column indicates whether a node is being included in site navigation. Click the setting to edit it.

Buttons

To the right of each item in the Site Manager is a panel of buttons. Each button performs a specific task. Knowing each button's function is essential to using the Site Manager.



Using this button, you can open a specific page for editing within the Edit Content page.



The preview button allows you to view a page or file.



You can view the page's version history by clicking this button.



This button will allow you to edit the page's permissions.









The delete button will delete a specific page from the site manager.

Tooltips

Mousing over the speech bubble next to any label in Mura will display a "Tooltip" providing a brief explanation of the field or functionality.

Content Types

Before adding content, it is best to be familiar with the different content types available in Mura CMS. Each type has a unique function that can meet your needs. Below is a description of each type.

Type of Content	Description
	Page - Page content types are the website pages of your site. These are the most commonly used content types containing text, images and links.
	Link - Link content types are links to other content items. They can be used to link to other websites from the main site or to another section of your existing website.
	File - File content types are files that have been uploaded to and managed from File Manager. File icons denote common file types such PDF (shown), Word, Excel, Zip and others.
	Portal - Portal content types allow you to aggregate related content into a defined group. It has no content of its own, but displays both title and summary of each content item within the group.
	Calendar - Calendar content types allow you to display scheduled content in a traditional calendar format. Content placed under a calendar is scheduled by its “Start/Stop Dates”
	Gallery - Gallery content types are collections of images. They allow you to aggregate and display images as galleries.

Content Formatting

Basic HTML/styling guidance for things like margins, fonts and padding, and how to do that in the content editor.

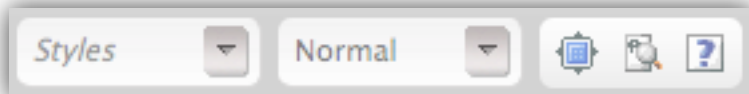
Text Styling

Text styling determines the way your text will look in the document. Advanced capabilities in setting text format is what distinguishes CKEditor from a standard form textarea or a basic editor. Font styling, changing the size of the text and its color, or applying a pre-defined set of consistent styles, all take seconds and one mouse click.

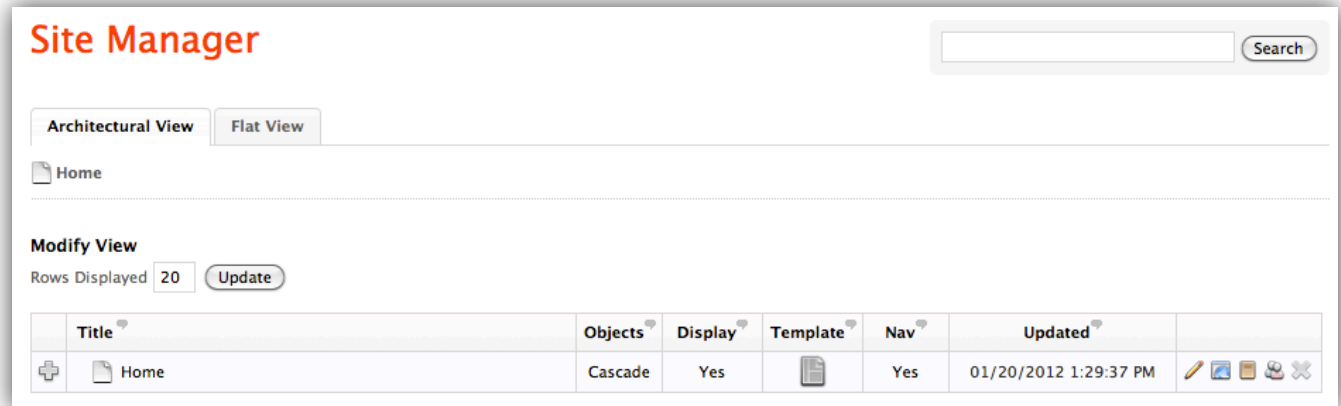


In CKEditor the text styling features are grouped together on the toolbar. Some are simple buttons that turn the style on and off when you click them.

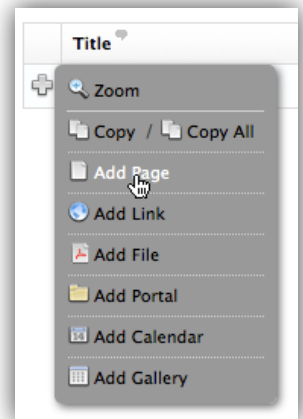
Other text styling options are available as a drop-down list. Upon clicking them the list opens, and you can select a styling option.



Add Pages for Each Main Navigation



1. Mouse over the plus sign to the left of the home page and select **Add Page** from the menu.
2. This will display the **Edit Content** screen.
3. Enter the following fields for each page that you are adding:
 - 3.1. **Title** - The title that will display on the page - Use "About Us"
 - 3.2. **Navigation Title** - The title that will display in the navigation
4. Select the "Publish" button at the bottom of the screen.
5. You will be redirected to the Site Manager after the page is published.
6. Repeat this step for each of the following pages:
 - 6.1. About Us
 - 6.2. News
 - 6.3. Blog
 - 6.4. Photo Gallery
 - 6.5. Contact Us
 - 6.6. Members Only
 - 6.7. Search Results
 - 6.8. When complete, your site structure will appear as follows.

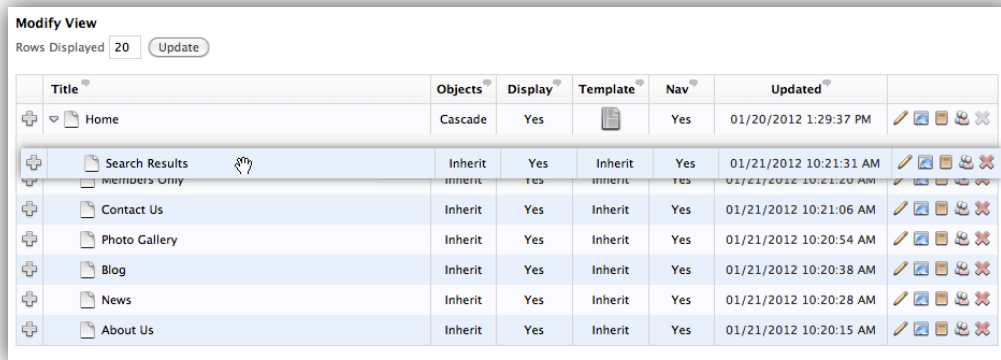


	Title	Objects	Display	Template	Nav	Updated	
+	Home	Cascade	Yes		Yes	01/20/2012 1:29:37 PM	
+	Search Results	Inherit	Yes	Inherit	Yes	01/21/2012 10:21:31 AM	
+	Members Only	Inherit	Yes	Inherit	Yes	01/21/2012 10:21:20 AM	
+	Contact Us	Inherit	Yes	Inherit	Yes	01/21/2012 10:21:06 AM	
+	Photo Gallery	Inherit	Yes	Inherit	Yes	01/21/2012 10:20:54 AM	
+	Blog	Inherit	Yes	Inherit	Yes	01/21/2012 10:20:38 AM	
+	News	Inherit	Yes	Inherit	Yes	01/21/2012 10:20:28 AM	
+	About Us	Inherit	Yes	Inherit	Yes	01/21/2012 10:20:15 AM	

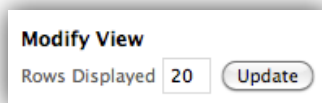
Setting Page Order

By default, pages added to Mura will display in the order they were added **with the most recent on top**. If you want to change the order of your pages, you can simply drag and drop them into the desired order.

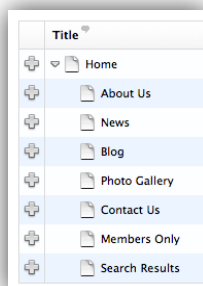
1. Mouse over the title area (not the title text itself), and your cursor will change to the “Drag” icon



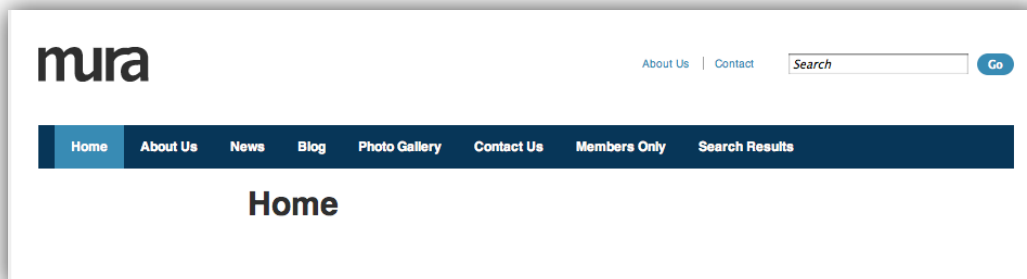
2. Click and hold the item you want to move, and drag it to the position you want
3. Once you have set the order for each page in the structure, select the “Update” button above the page listing.



4. After clicking update, the order of your pages will change to reflect the order you set.



5. Your site structure will now be reflected in the main navigation on the front end of the web site.



6. To hide Search Results from the main navigation, go back to the Site Manager.
7. Then click on the Yes in the Nav column to reveal a Display in Navigation pop-up form.

	Blog	Inherit	Yes	Inherit	Yes	01/21/2012 10:20:38 AM			
	Photo Gallery	Inherit	Yes	<div>Display in Navigation</div> <div>No</div> <div>Submit</div>					
	Contact Us	Inherit	Yes						
	Members Only	Inherit	Yes	Inherit	Yes	01/21/2012 10:21:20 AM			
	Search Results	Inherit	Yes	Inherit	Yes	01/21/2012 1:43:41 PM			

8. Change the dropdown to No, then click Submit.
9. Now the Search Results link will not appear in the main navigation.

Selecting Layout Templates

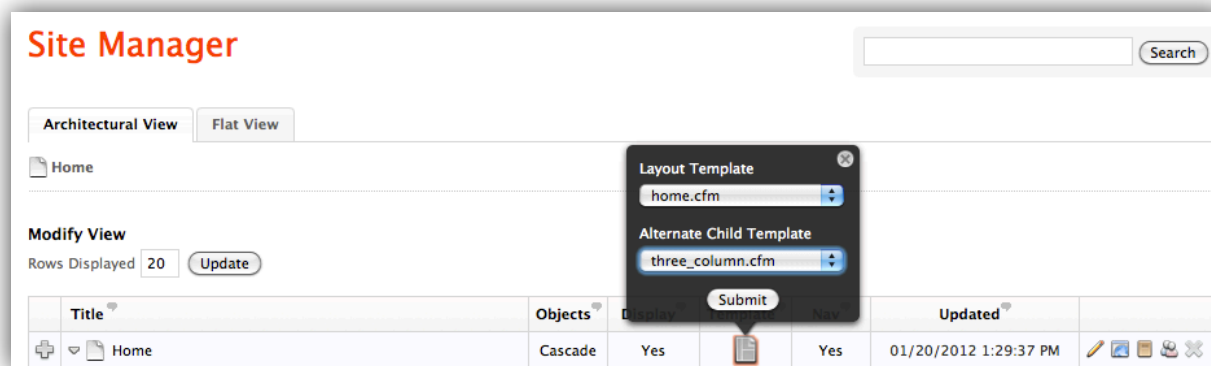
By default pages created below the home page will inherit the template applied to the home page. You may also select an Alternate Child Template to serve as the default template for all children beneath the home page. This same functionality is also available for all sections within the site.

There are two primary ways to alter the desired primary Layout Template and Alternate Child Templates:

1. Edit directly from the Site Manager.
2. Edit on the Content Edit screen.

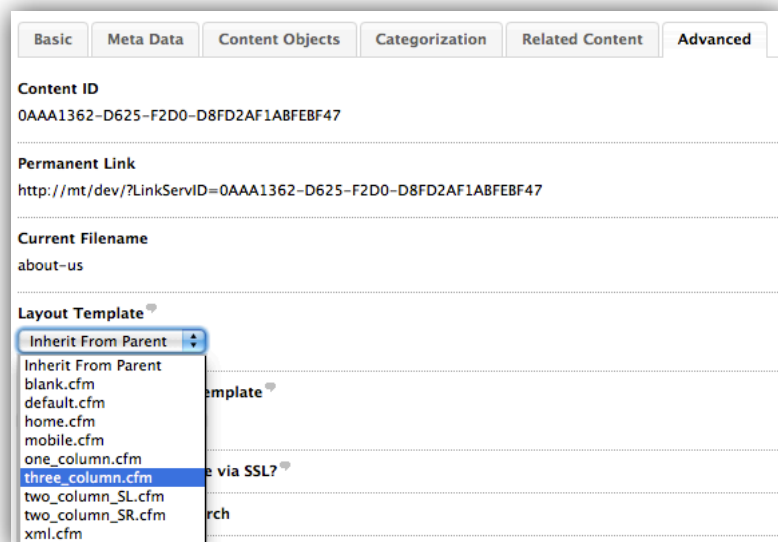
Edit Layout Templates from the Site Manager

You may update the Layout Template directly from the Site Manager, by clicking within the Template column to reveal a Layout Template pop-up form. Simply select the desired primary Layout Template and desired Alternate Child Template and click Submit.



Edit Layout Templates on the Content Edit Screen

To update the Layout Template on the Content Edit screen, simply select a page to edit, select the **Advanced** tab, and then select your desired Layout Template (e.g., three_column.cfm).



About Us


This section will focus on building the About Us section. For this step, you will need to reference the About Us content folder and refer to page 4, 5 and 6 of the site specifications document.

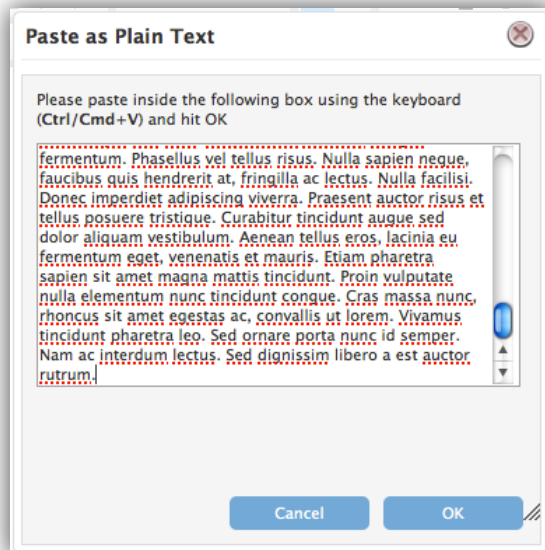
Select Layout Template

If you haven't already done so, follow the instructions from Selecting Layout Templates and apply the `three_column.cfm` template to this page.

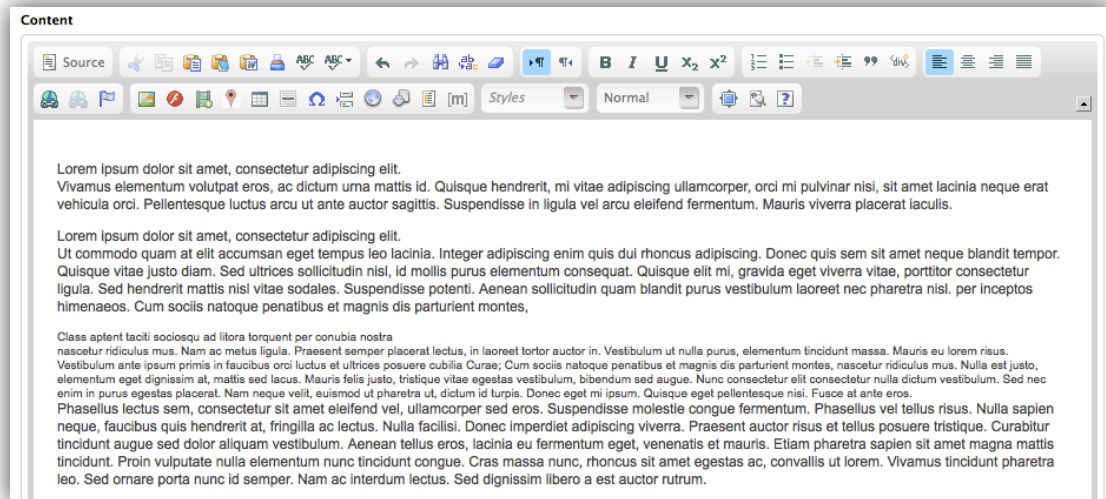
Adding Content to the Page

To edit the content on the About Us landing page, follow these steps.

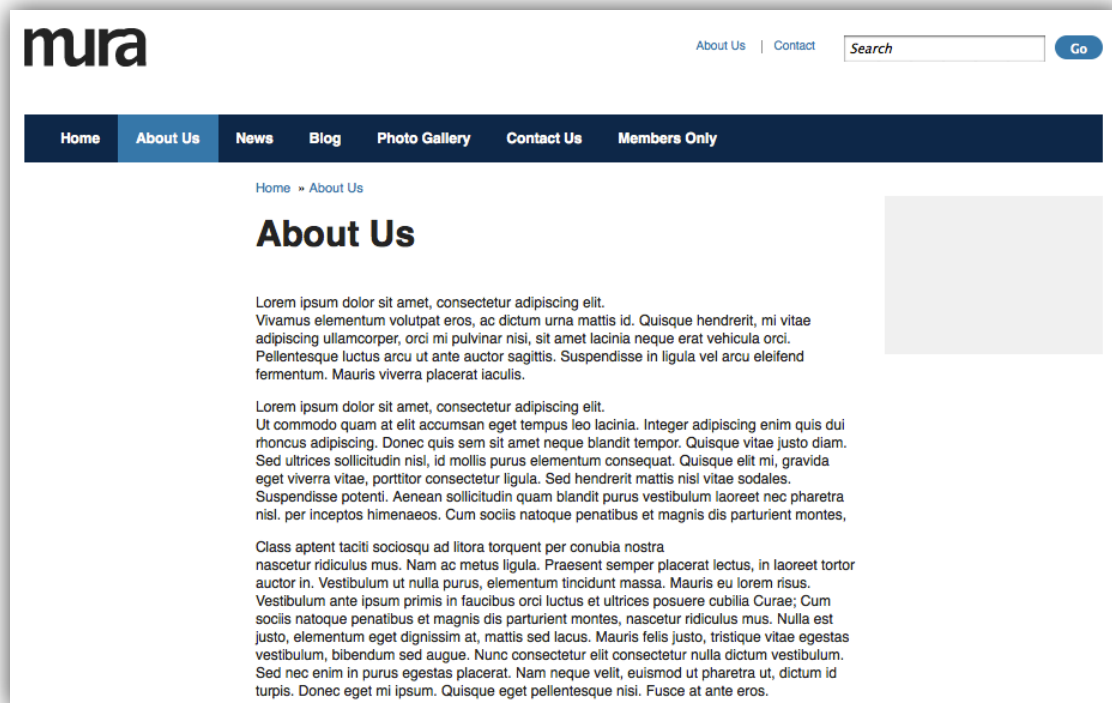
1. On the **basic** tab, scroll down to the **Content** field
2. Open the document from your sample content folder titled **about-us-landing.doc**
3. Copy the content from that document and browse to the **Content** field.
4. Select the **Paste as Plain Text**  option.
5. Paste your content into the text area on the pop up window and select **OK**.



6. The content will be pasted into the Content area of the editing screen without any formatting.



7. Click **Publish** to see your results so far.



Edit Content

Whether editing existing content or creating new content, you will first encounter details about the item you are editing.

Edit Content

Type: Page Status: Published Update: 01/21/2012 1:55 PM

[Home »](#) [About Us](#)

- **Type:** This specifies the type of content node you are editing.
- **Status:** This is the current status of the item you are editing. Published means the page is published onto your live site. Draft means the page is saved, not published, and therefore not accessible by users on the front end.
- **Update:** The date/time of the last update.

Just below the item details is a set of useful links:

[▶ View Active Content](#) [▶ View Content Version](#) [▶ Version History](#) [▶ Delete Content](#) [▶ Permissions](#)

- **View Active Content:** Opens the currently published version of the content in a new browser window.
- **View Content Version:** Opens the current version of the content that is being edited. The difference from View Active Content is that this version has not yet been published.
- **Version History:** Opens the Version History page. Here you can see previous versions of the page being edited. Visit the Version History page for more information.
- **Permissions:** Opens the options for user permissions for the content that is being edited.

Next are the edit content tabs. Each tab gives you several options for customizing your page.

[Basic](#) [Meta Data](#) [Content Objects](#) [Categorization](#) [Related Content](#) [Advanced](#)

The Basic Tab

Despite its name, the Basic tab is one of the most important tabs of the Edit Content page. Here you will manage the titles and body content of your page.

Here are some brief explanations of each field in this tab:

- **Title:** Also known as the "long title". This is the title displayed at the top of your body content of each page.
- **Navigation Title:** This is the title of the page used in site navigation, or "short title". This field is optional and will automatically be filled in if blank.
- **SEO Titles:** This contains the URL title and HTML title. This section is automatically filled in if left blank.
- **URL Title:** Used in the creation of the page's URL.
- **HTML Title:** Used as the page's "browser title", placed between the title tags within the head tags of the document.
- **Associated Image:** You can upload an associated image for this content.
- **Content Summary:** This is a brief summary of the content on the page. If you are creating a page within a portal, this description can be displayed along with its link.

- **Content:** The most important part of the basic tab. This is where you edit the body of your page. Mura has a visual editor to help you with this process.

The WYSIWYG Editor

The Visual Editor helps you format the content summary and content added to the body of your page. Several of the buttons are similar to that of a standard word processor. However, there are a few buttons to make note of:



Add Internal Link: This button will add a link to another page in your site. The features that make it different from the Hyperlink button is the search feature which helps you select exactly which page you would like to link to.

When adding an internal link, a search dialog will appear. Type in a keyword or phrase for the content item you would like to link to and press Search. A list of results will display. Select the radio button associated with your desired content item to add a link to it.



Insert Component: This button inserts a pre-built component into a page's body content. This component can be edited and manipulated within the visual editor. See the [components section](#) for more information on components.

When clicking this button, the Select Component dialog will appear. Select your desired component from the list and click OK. The component will be inserted into the content box.

Publishing Options

Content Release Date: The Content Release Date is an optional field. This field assigns a specific release date to the page. If edited or updated at a later time, the release date will remain static. This is useful for organizing content and can be used as a filter in content indexes. The release date will not affect the display date of your page.

Display: The display field offers a drop down menu of display options. This can also be edited directly in the Site Manager. Options are Yes, No, Per Start/Stop Dates

Content Parent Item: This field allows you to search and select a parent content item for the current page being edited or created. If you already created this page under another content item, it will be displayed here.

Feature this Section? Featuring content flags a content item so that it may be featured on other pages or local content indexes. Content may also be featured during specific dates using the same procedure as in the Display options.

Include in Site Navigation: Check this box to include this item in the site navigation. This can also be edited directly in the Site Manager.

Open in New Browser Window: Check this box to open the page in a new browser window. Additional options are displayed for the size, location, and display of the new window.

Notify for Review: Checking Notify for Review to notify other Mura users of the changes you've made to content. Select the users you want to notify in the list that appears. You can also send a personalized message, which will be sent via email.

Add Notes: You can also add notes to the page by clicking the associated Expand link. A text area will appear where you may add notes. These notes will not be visible by users.

When you are finished with the publishing options above, you can publish the item by clicking Publish at the bottom of the page.

Change Sets

Change sets allow you to simultaneously publish multiple pages of content at once. You can save a page by clicking Save to Change Set at the bottom of the Edit Content page. Like regular publishing, you publish sets manually or set a specific publish date.

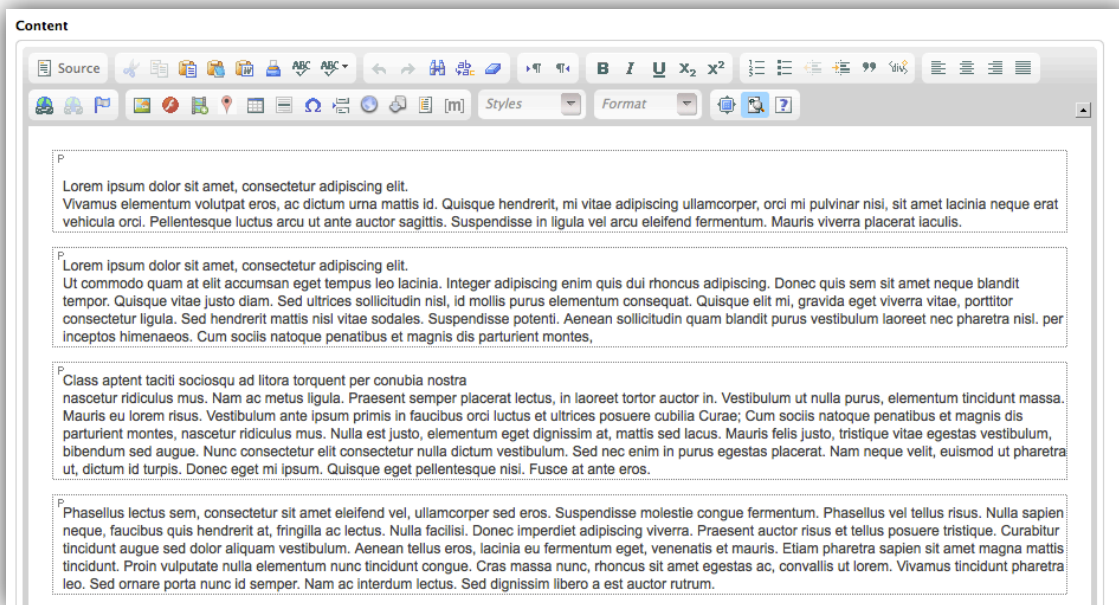
Note: The option to save to a change set will not appear unless change sets are enabled and a set is created. View the page on [change sets](#) for more information.


Formatting the About Us Content

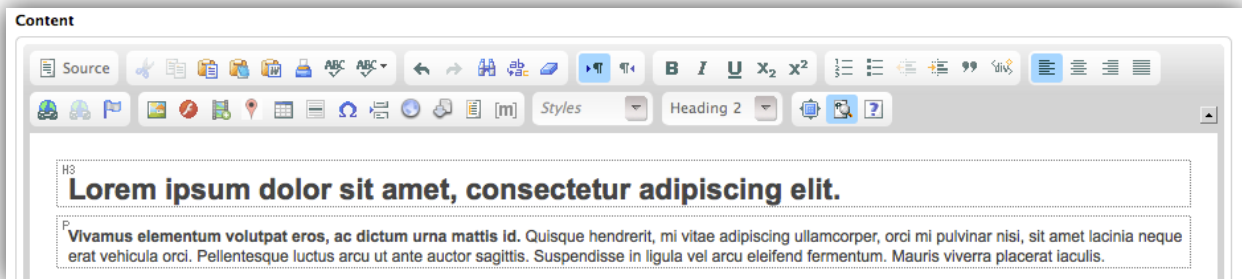
Now that the content is on the page and the correct template is applied, you will want to format the content to match the content document.

1. On the Basic tab, scroll down to Content.

2. Select the “Show Blocks” icon  from the tool bar to display the paragraph breaks in the current content.

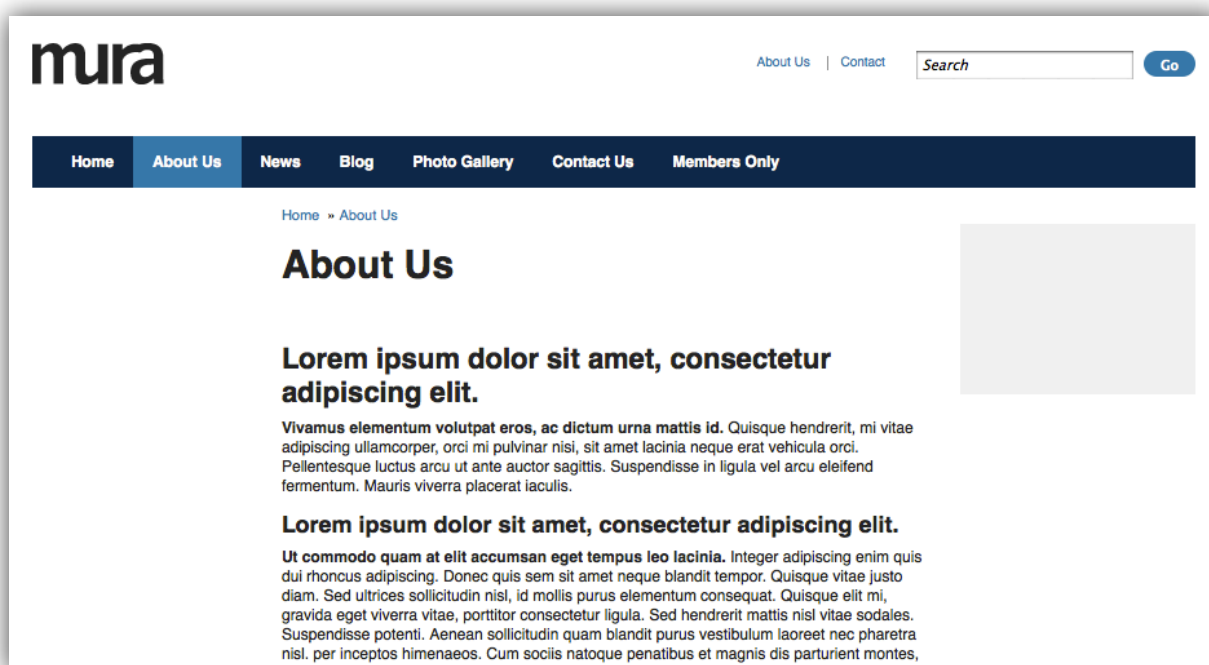


3. At the end of each of the paragraph headings in the content hit “enter” on your keyboard to ensure a paragraph break is between each heading and the text below it.
4. Highlight the first line of content and select **Heading 2** from the **Format** drop down.
5. Highlight the first sentence of each paragraph, and click the **B** button  in the formatting toolbar to make it bold. Your formatting changes will be reflected in the content editor.




6. Repeat this step for each paragraph heading and subheading within the content.

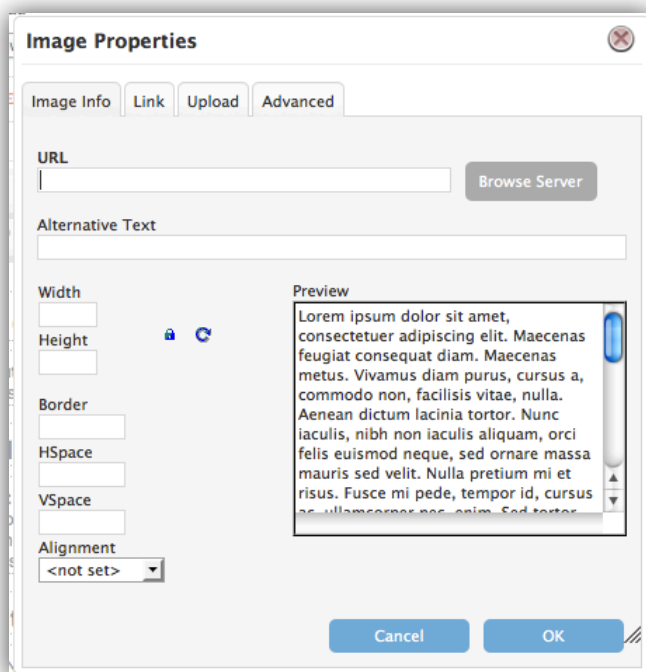
7. Click the “Publish” button to see your results so far.



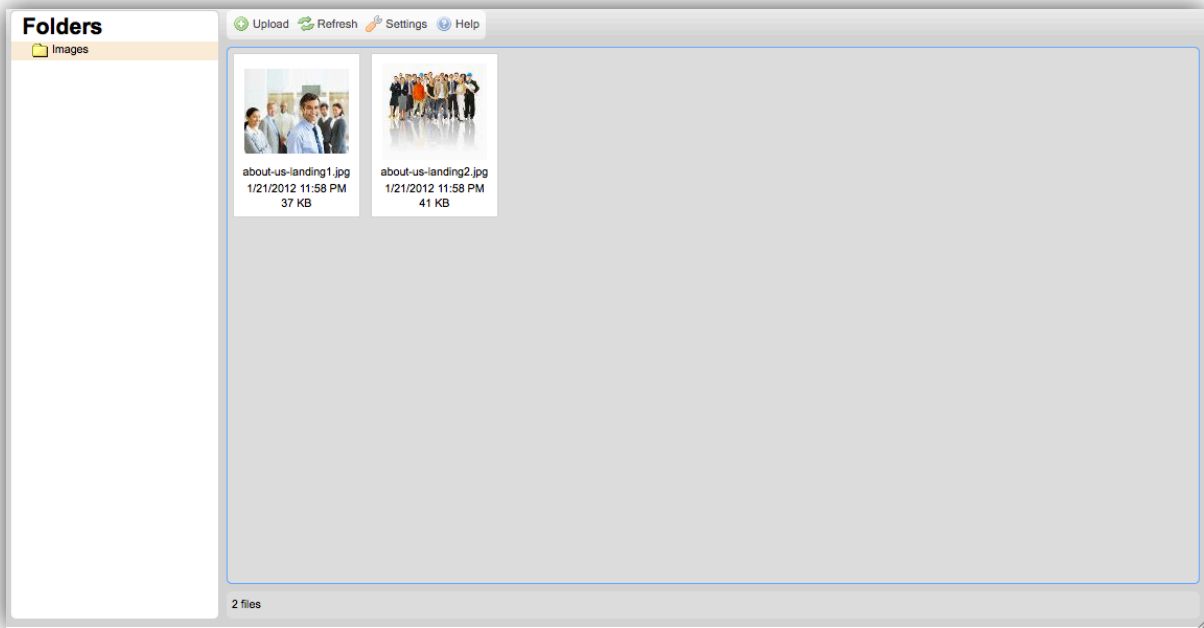
Adding Images to Content

The specified content includes two images. To add those to the content, follow these steps.

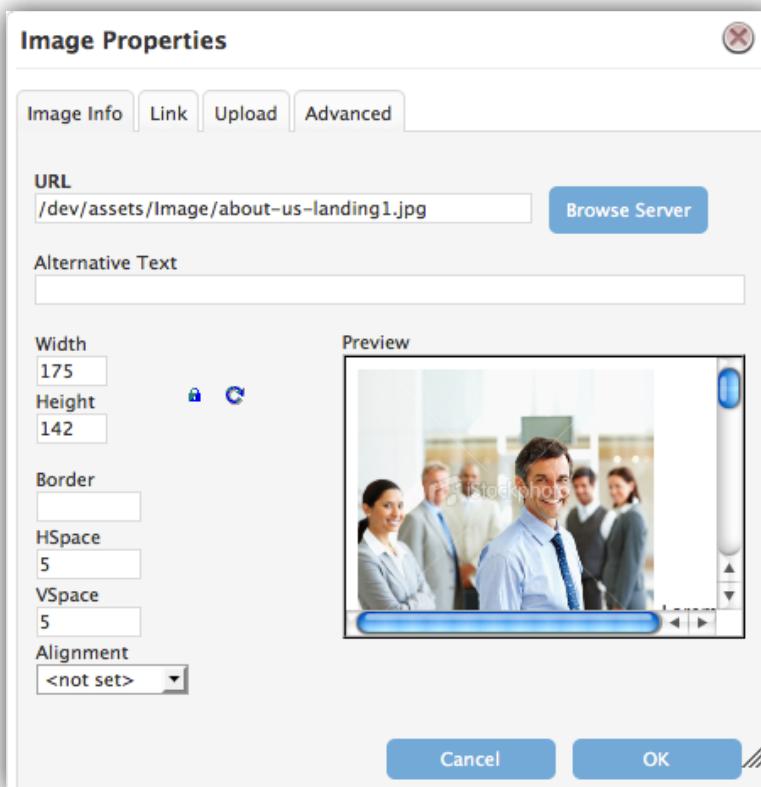
1. On the basic tab, scroll down to the “Content Field”.
2. Place your cursor in the location you would like to place the image.
3. Select the image icon  from the editing toolbar.
4. From the “Image Properties” window, select “Browse Server” button.



5. This will display the **images** folder within the site assets directory for your site. If your image exists on the server already it will be listed here.

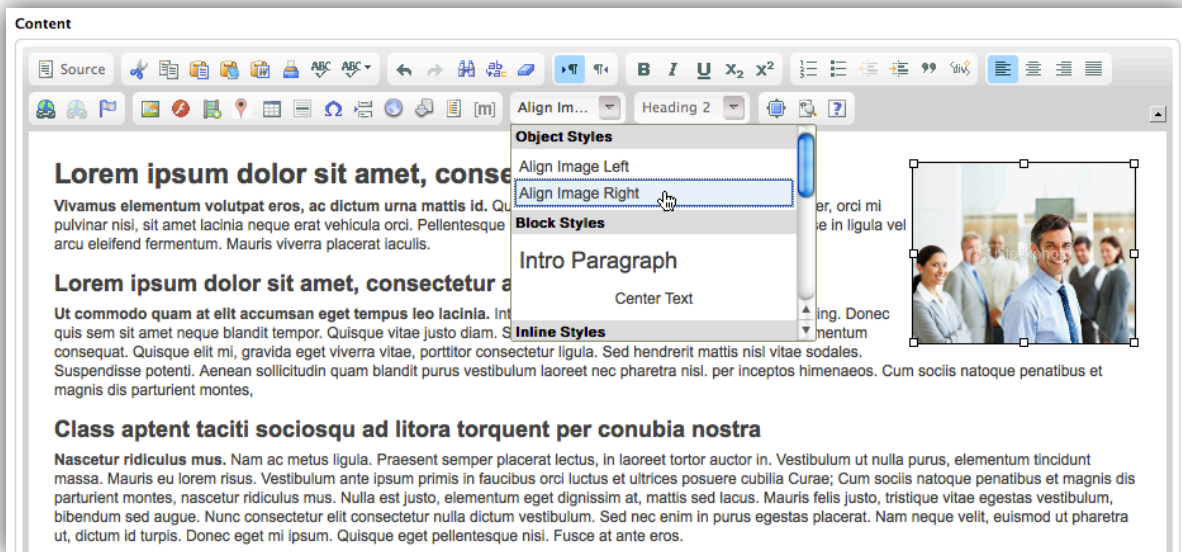


6. If it does not exist, you can **Upload** images to use in your content.
7. Once the image is uploaded into the Resources Browser, then you can select it by clicking on it.
8. Once selected, the image will appear in the **Preview** window within the **Image Properties** form.

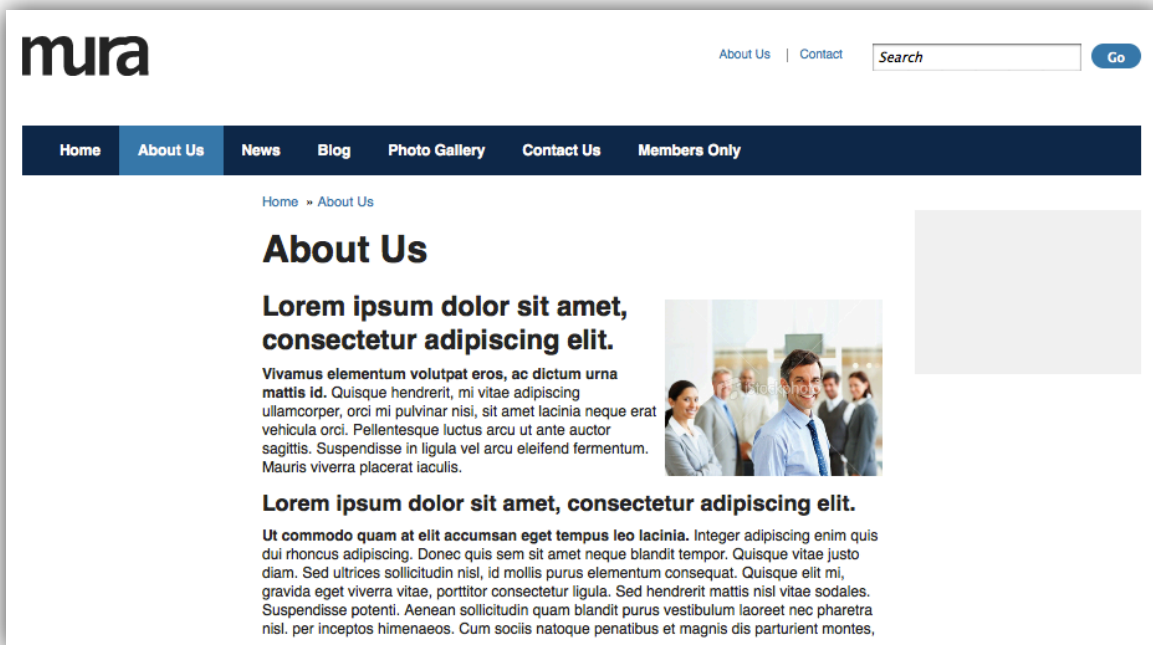


9. Here you can add **Alternative Text** (alt tags) for the image as well as adjust the **Height** and **Width** of the image.
10. Click **OK** to insert the image into your content.

11. The image will be inserted in the location of your cursor. You will want to align the image (left or right).
12. To align the image correctly, click on the image in the content field and select “Align Image Right” from the “Style” drop down.



13. Your image will now be right aligned with the paragraph.
14. Repeat this process for each image on the page.
15. Click **Publish** to see your results so far.



Adding Pages Below the About Us Landing Page

To add pages below the About Us landing page, follow these steps.

1. *From the Site Manager, mouse over the plus sign next to About Us.*
2. *Select **Add Page** from the menu.*
3. *Enter the Title of the page in the page title field.*
4. *Publish the page.*
5. *Repeat this step for each of the following pages (Our History and Board of Directors)*

Content Objects

Content Objects are reusable pieces of content and/or code that can be placed on one or more pages within your site to either enhance the page layout or add functionality. These content display objects are controlled via the Mura CMS interface and can be implemented on a per-site, per-section, or per-content node basis.

When you click on the Content Objects tab, you will see something like this:

The screenshot shows the 'Content Objects' tab in the Mura CMS interface. At the top, there are tabs for 'Basic', 'Meta Data', 'Content Objects' (selected), 'Categorization', 'Related Content', and 'Advanced'. Below the tabs, there is a section for 'Inheritance Rules' with three radio buttons: 'Inherit Cascade' (unselected), 'Start New Cascade' (selected), and 'Do Not Inherit Cascade' (unselected). The main section is titled 'Content Objects' and contains a list of 'Available Content Objects' on the left and three columns for placing objects on the right. The 'Available Content Objects' list includes 'System', 'Multi-Level Navigation', 'Peer Navigation', 'Portal Navigation', 'Related Content', 'Sequential Nav', 'Site Map', 'Standard Navigation' (highlighted), 'Sub Navigation', 'Tag Cloud', and 'User Favorites'. The three columns on the right are 'Left Column Content Objects', 'Main Content Content Objects', and 'Right Column Content Objects'. Each column has a '>>' button to add objects and a '<<' button to remove objects. The 'Left Column Content Objects' column currently contains 'Standard Navigation'. Each column also has 'Up' and 'Down' buttons for reordering.

Inheritance Rules

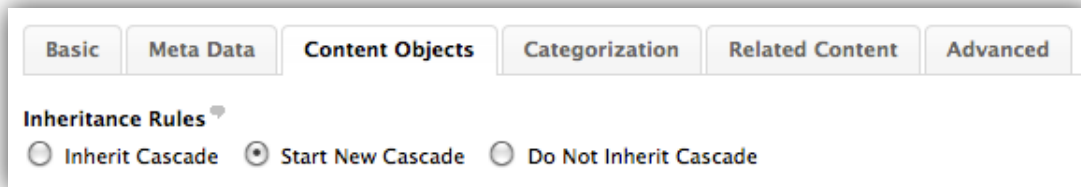
You can control the inheritance of content objects by selecting one of these three choices. This can also be edited directly in the Site Manager.

1. **Inherit Cascade**
This choice inherits the content objects of the parent item or whichever grand-parent started a new cascade.
2. **Start New Cascade**
Starting a new cascade causes any child items of the current page to inherit its content objects.
3. **Do Not Inherit Cascade**
This choice will ignore any content object cascades and only apply objects placed on this content node.

To change inheritance rules for a page within the site, follow these steps.

1. From the Site Manager, click the title of the section you desire to edit.
2. Click the **Content Objects** tab

3. Select the radio button next to the rule you want that page to follow.

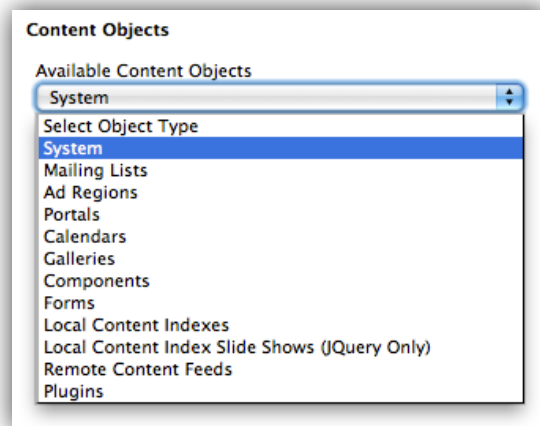


The screenshot shows a tabbed interface with tabs for 'Basic', 'Meta Data', 'Content Objects', 'Categorization', 'Related Content', and 'Advanced'. The 'Content Objects' tab is active. Below the tabs, the 'Inheritance Rules' section contains three radio buttons: 'Inherit Cascade', 'Start New Cascade' (which is selected), and 'Do Not Inherit Cascade'.

4. Publish the Page.

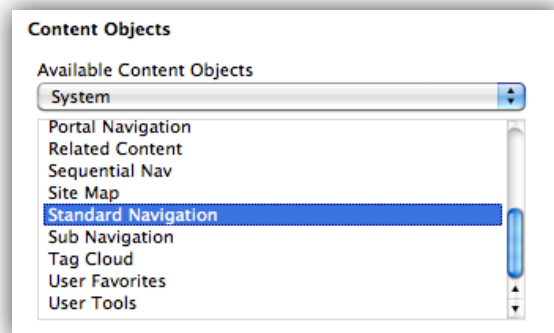
Content Objects

Under *Available Content Objects* there is a drop-down menu containing the content objects available to you. Select an Available Content Object (e.g., System) and the available content objects will be displayed below.





The screenshot shows the 'Content Objects' panel. At the top, there is a section titled 'Available Content Objects' with a dropdown menu currently set to 'System'. Below this, a list of object types is displayed, including 'System', 'Mailing Lists', 'Ad Regions', 'Portals', 'Calendars', 'Galleries', 'Components', 'Forms', 'Local Content Indexes', 'Local Content Index Slide Shows (jQuery Only)', 'Remote Content Feeds', and 'Plugins'. 'System' is currently selected and highlighted in blue.

You can then select an object for placement in a display region (e.g., Left Column, Main Content, etc.).



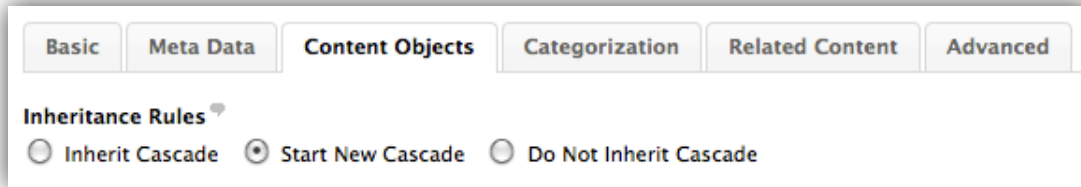
This screenshot shows the 'Content Objects' panel with the 'Available Content Objects' dropdown still set to 'System'. The list of object types is expanded, showing 'Portal Navigation', 'Related Content', 'Sequential Nav', 'Site Map', 'Standard Navigation' (which is highlighted in blue), 'Sub Navigation', 'Tag Cloud', 'User Favorites', and 'User Tools'.

To place a content object within a display region, click the double right arrow  next to your preferred display region and Publish the page. To remove a content object from a display region, simply select the content object in the display region, and then click the double left arrow  and Publish the page.

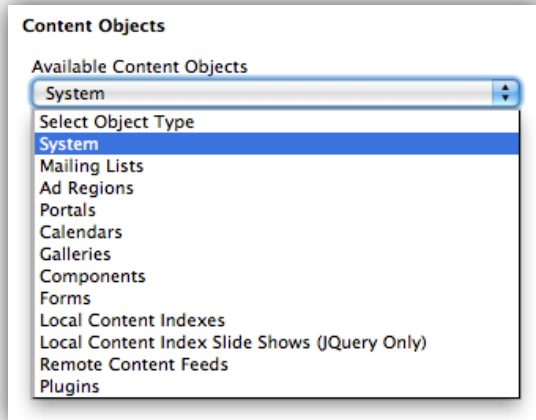
Adding Sub Navigation

Most sections below the home page contain navigation on the left side of the screen. To add navigation to a section (e.g., About Us), follow these steps.

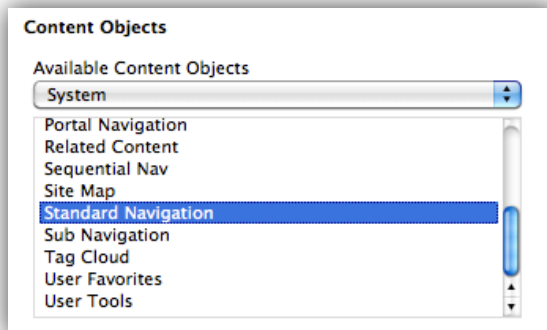
1. From the Site Manager, click the title of the section that you want to edit.
2. Click the **Content Objects** tab




3. From the Content Objects drop down, select **System**



4. The available **System** content display objects will appear.



5. Select **Standard Navigation** from the list of objects.
6. Select the double right arrow button  to assign it to the **Left Column** Content Objects display region.



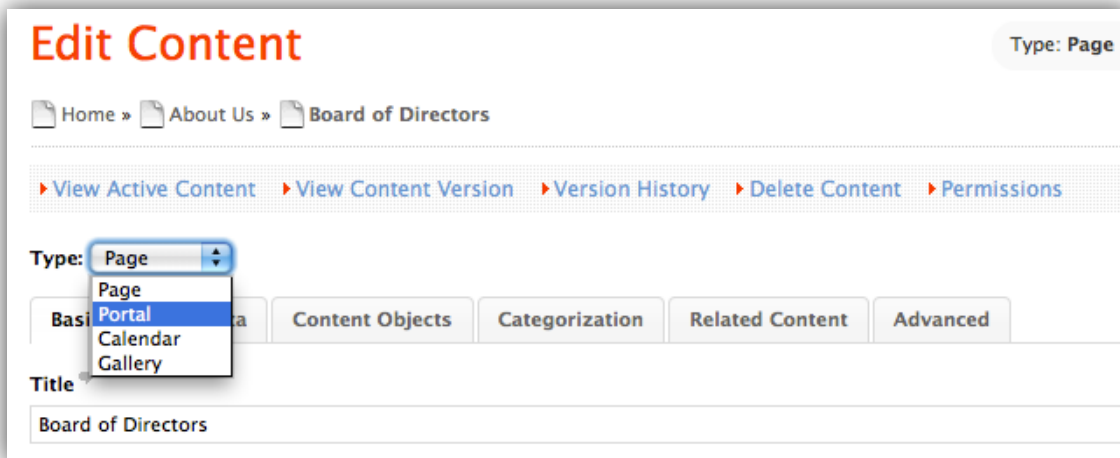
Board of Directors

The Board of Directors page is a collection of directors that displays a thumbnail image, name, title and summary of each director. This content node should be set up as a “Portal” rather than a page in order to dynamically aggregate the director’s summary information within this section.

Changing Content Type from Page to Portal

To change the content type of the Board of Directors page you can follow these steps:

1. From the Site Manager, select *Board of Directors* below the *About Us* section.
2. On the content editing screen, select **Portal** from the **Type** drop down near the top of the page.



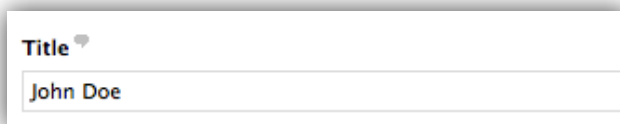
The screenshot shows the 'Edit Content' interface for the 'Board of Directors' page. At the top, the breadcrumb trail is 'Home » About Us » Board of Directors'. Below this are links for 'View Active Content', 'View Content Version', 'Version History', 'Delete Content', and 'Permissions'. The 'Type' dropdown menu is open, showing options: 'Page', 'Portal' (highlighted), 'Calendar', and 'Gallery'. The 'Title' field contains the text 'Board of Directors'.

3. Publish the Portal.

Adding Pages Below the Portal

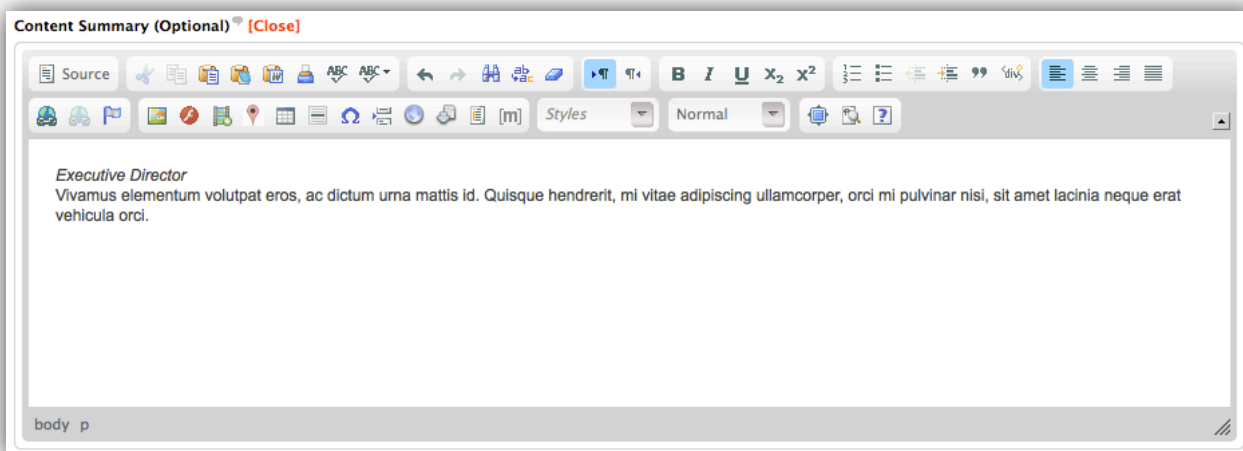
A portal dynamically displays the title, summary, thumbnail and link to read more for each content node listed below it. In this example you will be adding a new content node (page) for each Director on the Board of Directors.

1. In the Site Manager, mouse over the plus sign next to the *Board of Directors* portal.
2. Select “Add Page” from the menu.
3. The content editing screen will appear.
4. Complete the following fields
5. Title - Name of the Director

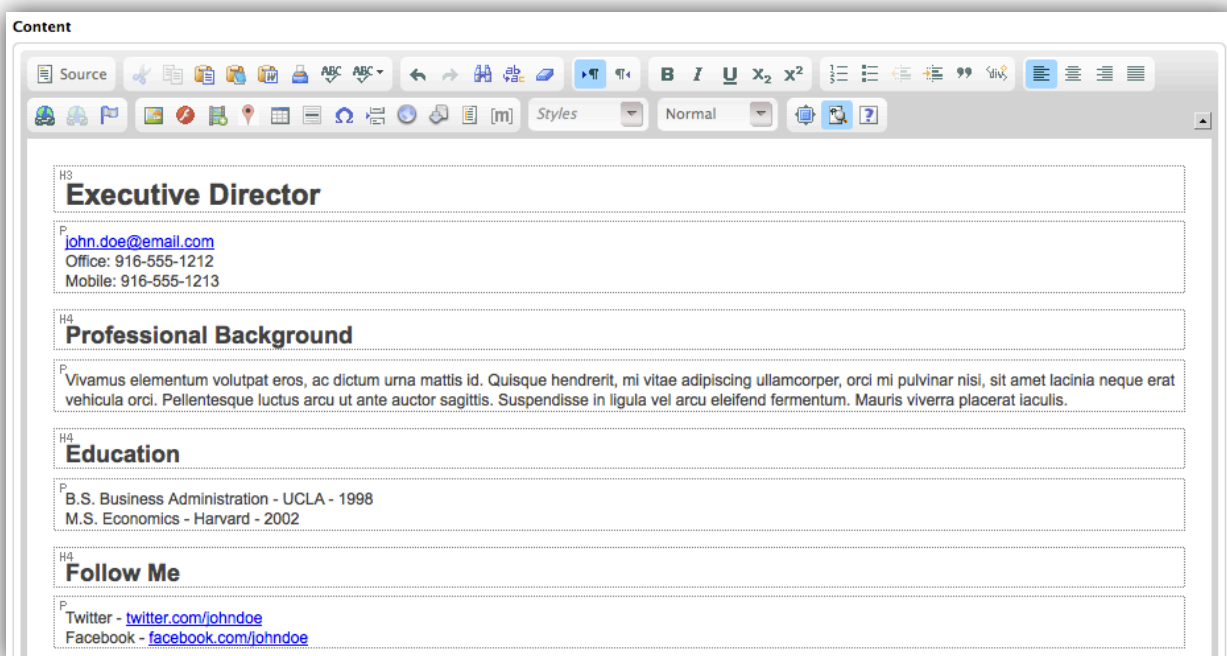


The screenshot shows a single text input field labeled 'Title'. The field contains the text 'John Doe'.

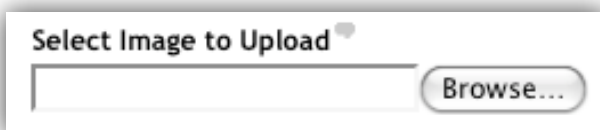
6. *Content Summary - A brief description of the director*



7. *Content - The content included within the sample document (bod1.doc)*

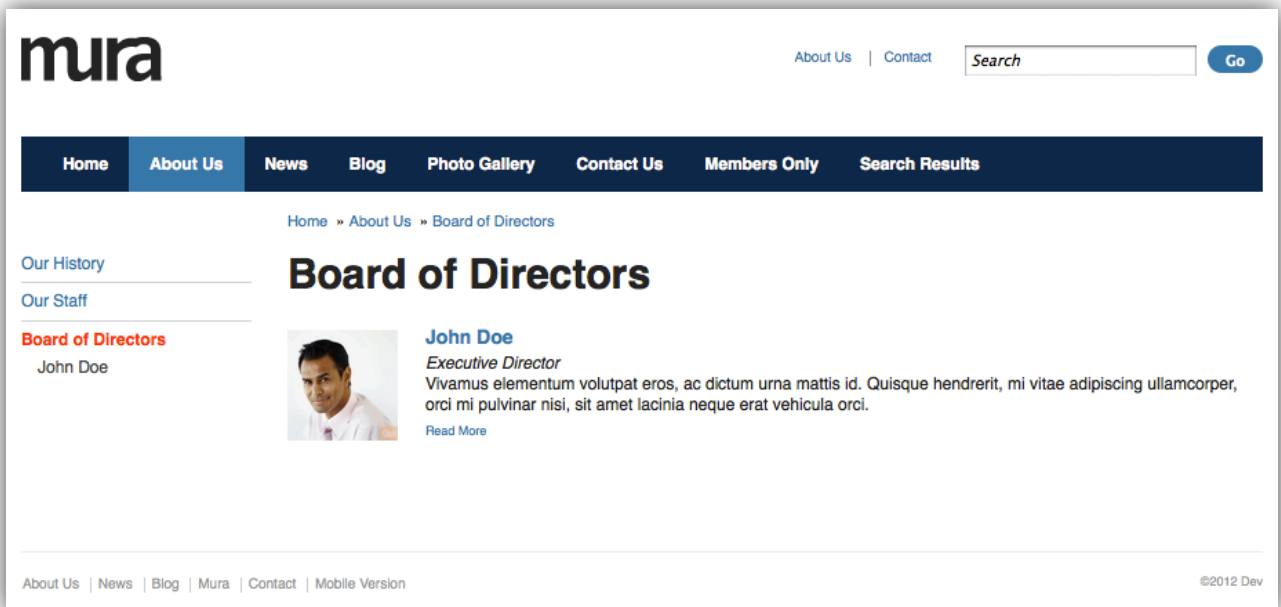


8. *Select Image to Upload - This allows you to select a single image and Mura will create a thumbnail, medium image and large image for the selected image. For this example, use the sample images provided in the Board of Directors folder.*

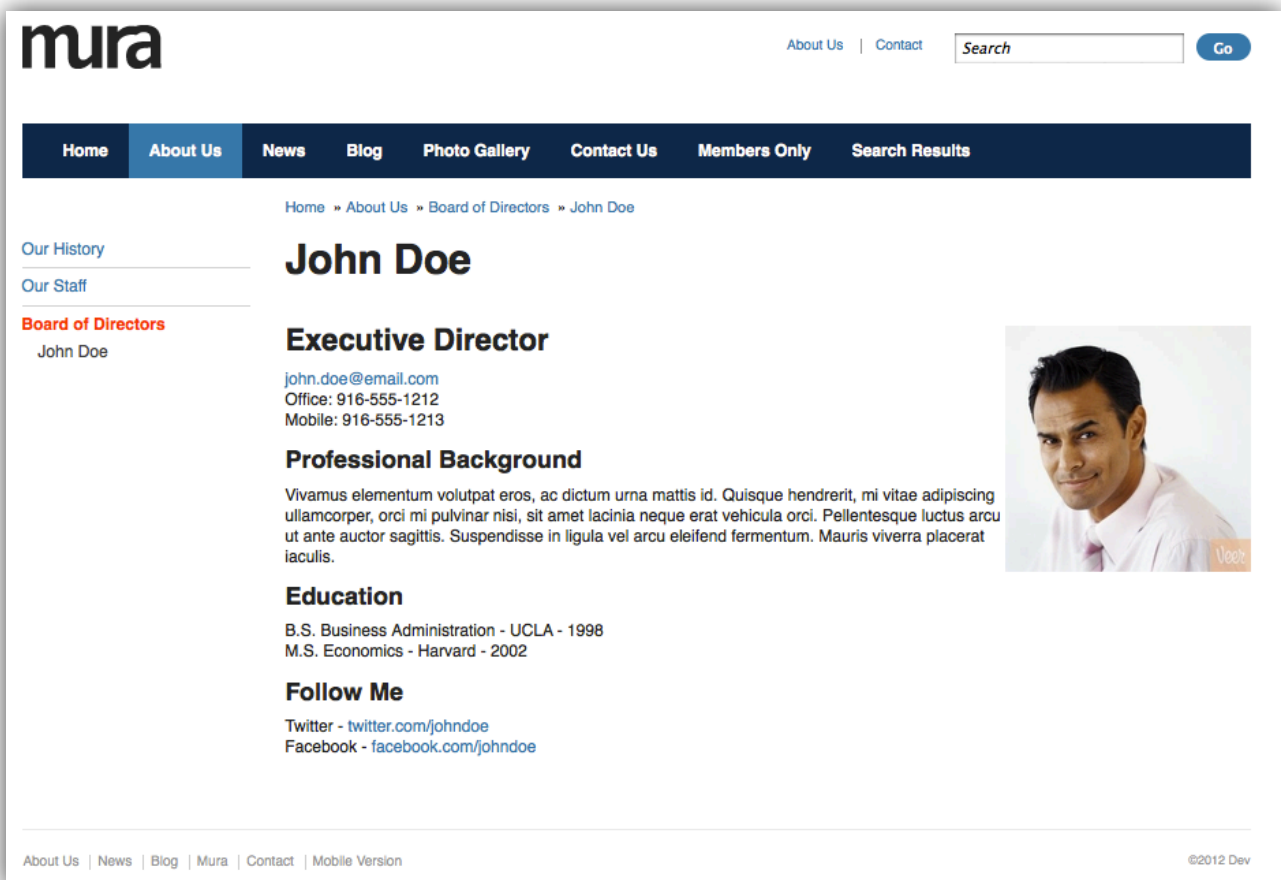


9. *Click **Publish***

10. The Board of Directors page will be updated to reflect the newly added content node.



11. Click on the content node from the Board of Directors page will display the details of each director.



12. Repeat these steps for each director in the list.

News

Much like the Board of Directors section, the News section is an aggregate display of news items listed by date in descending order. In addition to the news item listing, we will also focus on introducing a categorical filter on the News Section to allow users to filter news items by category.

Changing Content Type from Page to Portal

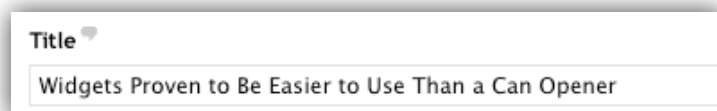
1. From the Site Manager, select News section.
2. On the content editing screen, select **Portal** from the **Type** drop down near the top of the page.
3. Publish the page.

Adding Pages Below The News Section

1. In the Site Manager, mouse over the plus sign next to the News portal.
2. Select **Add Page** from the menu.
3. The Edit Content screen will appear.
4. On the Basic tab, complete the following fields

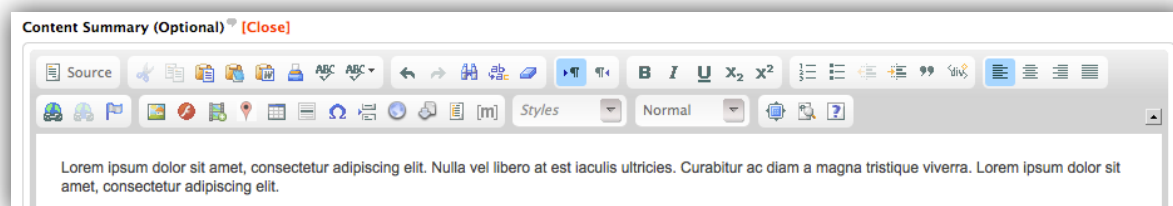
Title

Title of the News Release

A screenshot of a web form titled "Title" with a heart icon. Below the title is a text input field containing the text "Widgets Proven to Be Easier to Use Than a Can Opener".

Content Summary

A brief description of the news item.

A screenshot of a web form titled "Content Summary (Optional)" with a heart icon and a "[Close]" button. Below the title is a rich text editor with a toolbar containing various icons for text formatting, alignment, and linking. The text area contains placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla vel libero at est iaculis ultricies. Curabitur ac diam a magna tristique viverra. Lorem ipsum dolor sit amet, consectetur adipiscing elit."

Content

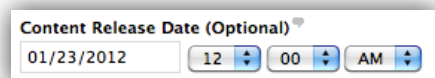
The content included within the sample document (News1.doc)

Select Image to Upload

This allows you to select a single image and Mura will create a thumbnail, medium image and large image for the selected image. For this example, use the sample images provided in the News assets folder.

Content Release Date

The date of the news release.

A screenshot of a web form titled "Content Release Date (Optional)" with a heart icon. Below the title is a date and time picker. The date is set to "01/23/2012", the time is set to "12:00 AM", and there are dropdown arrows for each component.

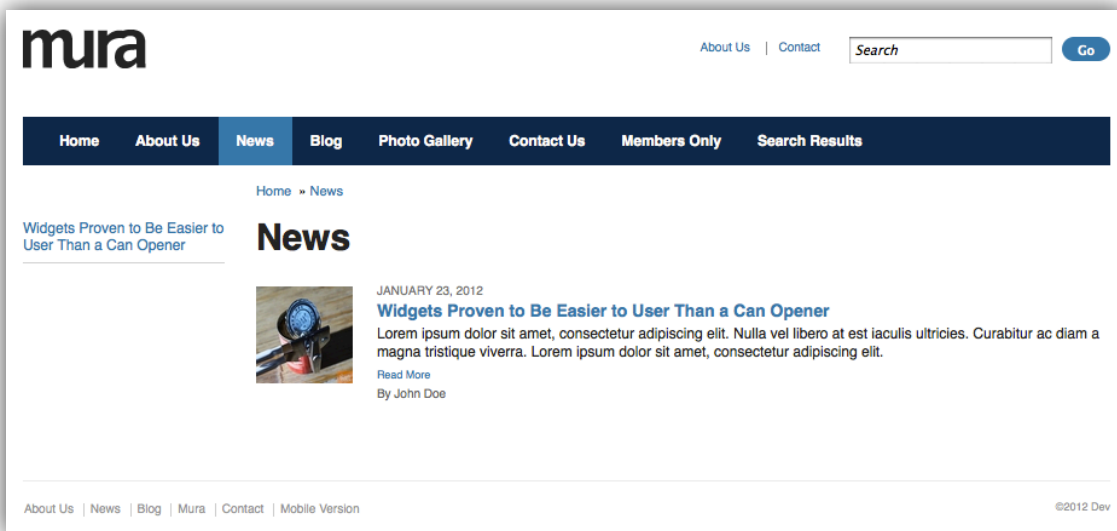
5. Click on the “Meta Data” tab and browse to the “Credits” field.

Basic	Meta Data	Content Objects	Related Content	Advanced
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6. Enter the name of the author in this field.

Credits
John Doe

7. Publish the Page.
8. The News page will be updated to reflect the newly added content node.



9. Clicking on the title or “read more” link from the news page will display the news item details page.

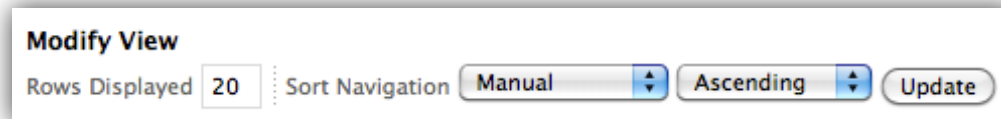


10. Repeat for each news item you want to add.

Content Sorting

Mura includes various sort options that control how content on your website is displayed.

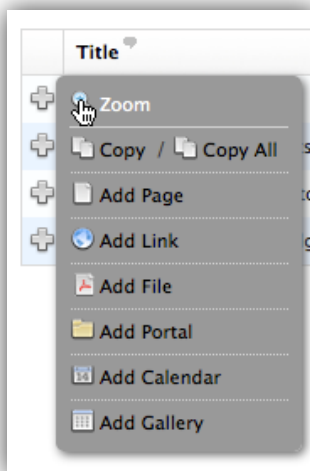
The default sort order in Mura CMS is **Manual**. With this option, the user has the control of ordering nodes which will affect how they are displayed on the front-end of the website.



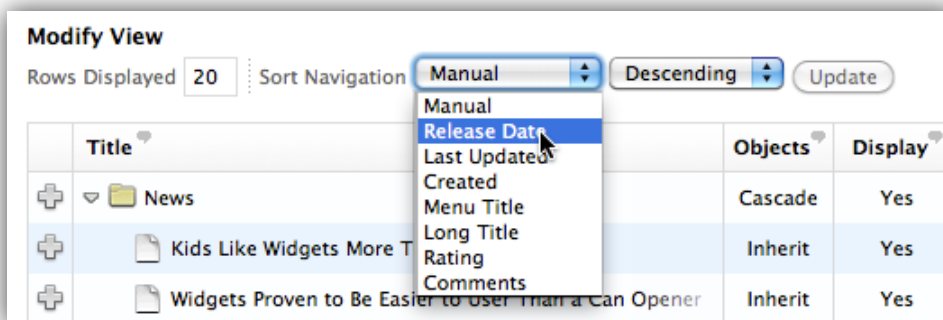
However there are many different sort options to control how your content is displayed. One of the more functional options, as shown in this example, is by **Release Date**.

Changing Sort Order

1. From the Site Manager, hover over the plus sign next to News and click **Zoom**



2. From the **Modify View** section, select **Release Date** from the **Sort Navigation** select menu, and also select **Descending**.



3. Click **Update** to apply your changes.

When using this sort option, you will want to make sure you assign Content Release Dates to your pages. This date is displayed on the front-end of the site when viewed on a Portal, along with other summary information.

Category Manager

To view the Category Manager, click Categories in the left panel menu of the admin panel. The Category Manager will load to the right in the main display area.

Category Manager					
Add New Category					
	Category	Assignable	Interest Group	Active	
	News Categories	No	No	Yes	
	Domestic	Yes	No	Yes	
	International	Yes	Yes	Yes	

Within the Category Manager, you can create , edit , or delete categories. You can also add sub categories which become nested just like pages in the Site Manager. There is no limit to the amount of categories or sub categories you can make.

Creating a Category Filter

The sample project specifications include a categories filter in the right column of the news page.

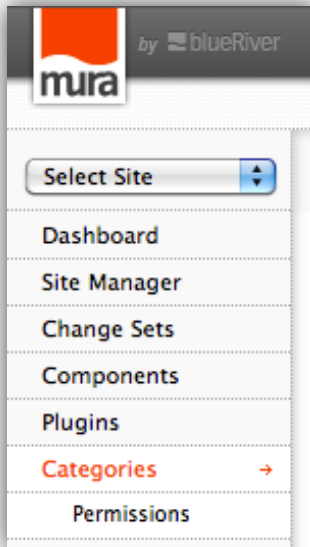
<h2>News</h2> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent lacinia pulvinar augue, quis luctus tortor varius ac. Proin tempus magna in eros consectetur quis vulputate risus vulputate.</p>	<h3>Categories</h3> <p>Domestic (3) International (5) View All</p>
---	--

In this example, we will create the categories, categorize content and apply the category filter display on the news page.

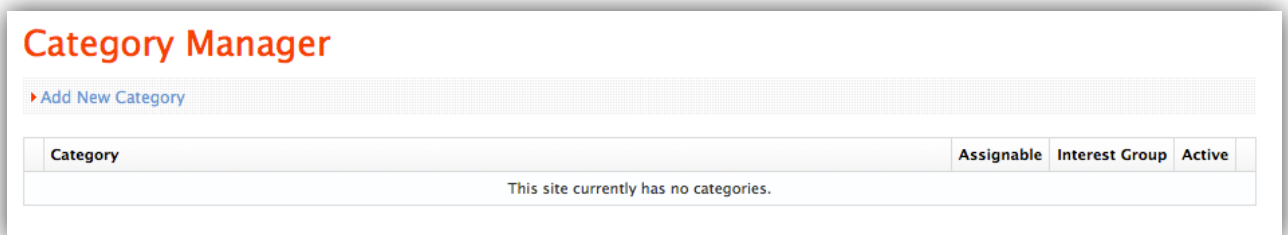
Creating Categories

To create categories for use in categorizing content follow these steps.

1. Select "Categories" from the left hand menu in Mura CMS.



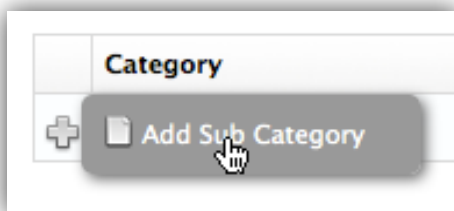
2. This will display the "Category Manager" screen.



3. Select "Add New Category"
4. Complete the fields on the Add Category form as follows.
 - 4.1. Name - News Categories
 - 4.2. Parent - Primary
 - 4.3. Interest Group - No
 - 4.4. Allow Content Assignments - No
 - 4.5. Active - Yes
 - 4.6. Restrict Access - Allow All Groups
 - 4.7. Notes - Leave blank
5. Click **Add**
6. You will now have a primary category created called "News Categories".



7. Mouse over the plus sign next to the primary category and select “Add Sub Category”.



8. Complete the fields on the Add Category form as follows.
 - 8.1. Name - Name of the category (e.g., Domestic, International, etc.)
 - 8.2. Parent - News Categories
 - 8.3. Interest Group - No
 - 8.4. Allow Content Assignments - Yes
 - 8.5. Active - Yes
 - 8.6. Restrict Access - Allow All Groups
 - 8.7. Notes - Leave blank
9. Do this for each category you want to add within News Categories.

Category Manager					
Add New Category					
	Category	Assignable	Interest Group	Active	
+	News Categories	No	No	Yes	
+	Domestic	Yes	No	Yes	
+	International	Yes	Yes	Yes	

Categorizing Content

Now that categories have been created, you can then categorize your content by following these steps.

1. In the site manager, navigate to the content that you want to categorize and click to edit.
2. Click the **Categorization** tab in the content editing screen.

Basic	Meta Data	Content Objects	Categorization	Related Content	Advanced
-------	-----------	-----------------	-----------------------	-----------------	----------

Available Categories

News Categories	
Domestic	Yes
International	No

3. Select **Yes** from the drop down next to each category that you want to apply to this content.
4. Click **Publish**
5. Repeat this for each piece of content that you want to categorize.

Placing the Category Filter Object

To place the category filter object on a page, follow these steps.

1. In the Site Manager, navigate to the page you want to add the category filter to and click to edit (e.g., News).
2. Click the **Content Objects** tab in the content editing screen.
3. Select **Portals** from the Available Content Objects drop down.
4. Select **News** from the portals list
5. Select **News - Category Summary**

Type: Portal

Basic Meta Data **Content Objects** Categorization Related Content Advanced

Inheritance Rules
☐ Inherit Cascade ☒ Start New Cascade ☐ Do Not Inherit Cascade

Content Objects

Available Content Objects
Portals
News
News - Category Summary
News - Related Content
News - Calendar Navigation
News - Archive Navigation

>> Left Column Content Objects
<< Standard Navigation Up Down

>> Main Content Content Objects
<< Up Down

>> Right Column Content Objects
<< Up Down

6. Select the  button to assign it to the **Right Column** Content Objects display region.
7. You will now be presented with a **Configure Category Summary** dialog window.

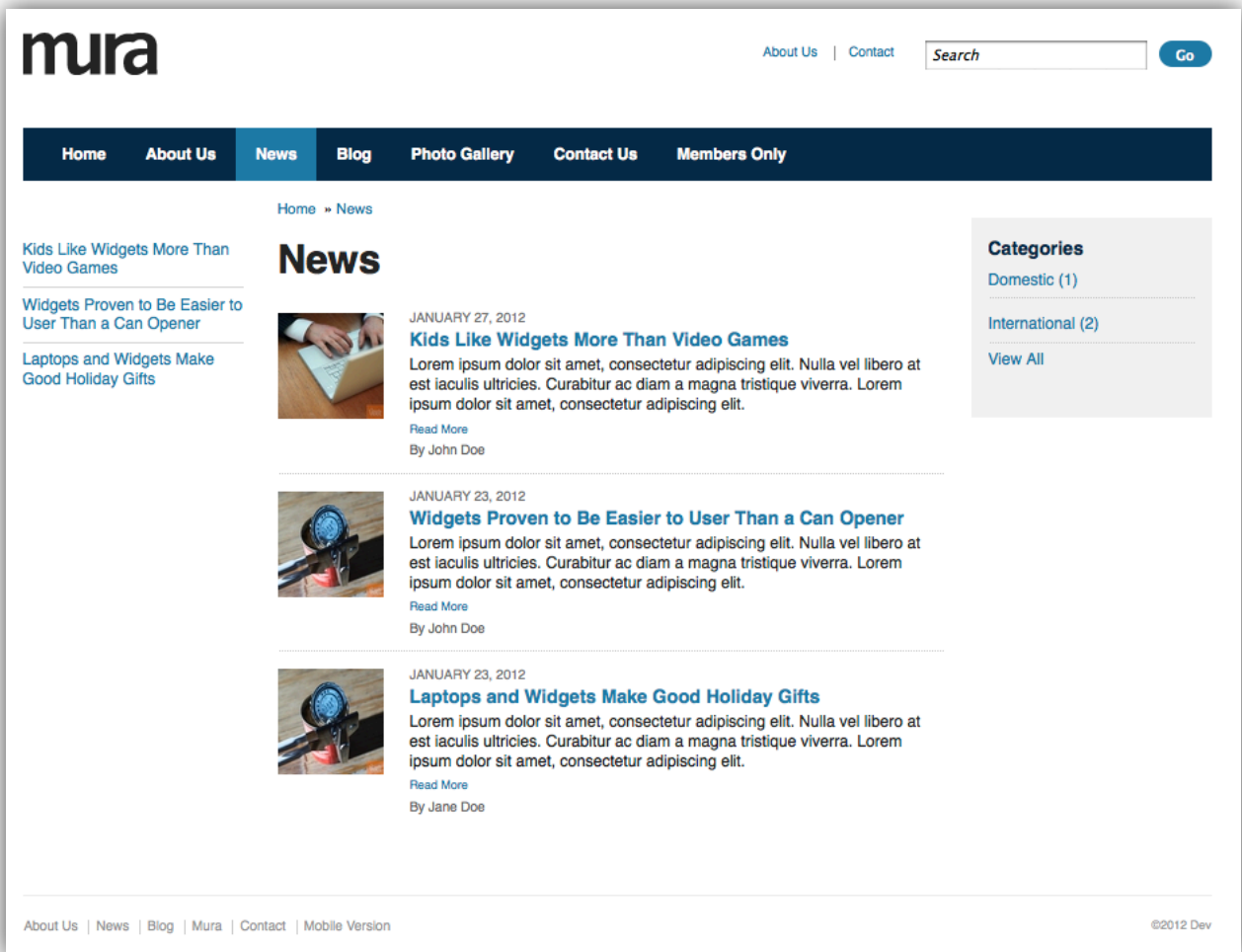
Configure Category Summary

Display RSS?
☐ Yes ☒ No

Cancel Save

8. Click **Save**.
9. Click **Publish**.

10. The News page will now be updated to reflect the Category Filter feature in place.



Blog

The Blog section of the sample site is set up as a Portal. It displays blog posts by Release Date in *descending* order (most recent on top) and contains a category feed as well. In addition to the blog portal features, each Blog entry has the following features; Comments Feature and Content Ratings. This exercise will focus on adding blog entries and applying these features to each entry.



Changing Content Type from Page to Portal

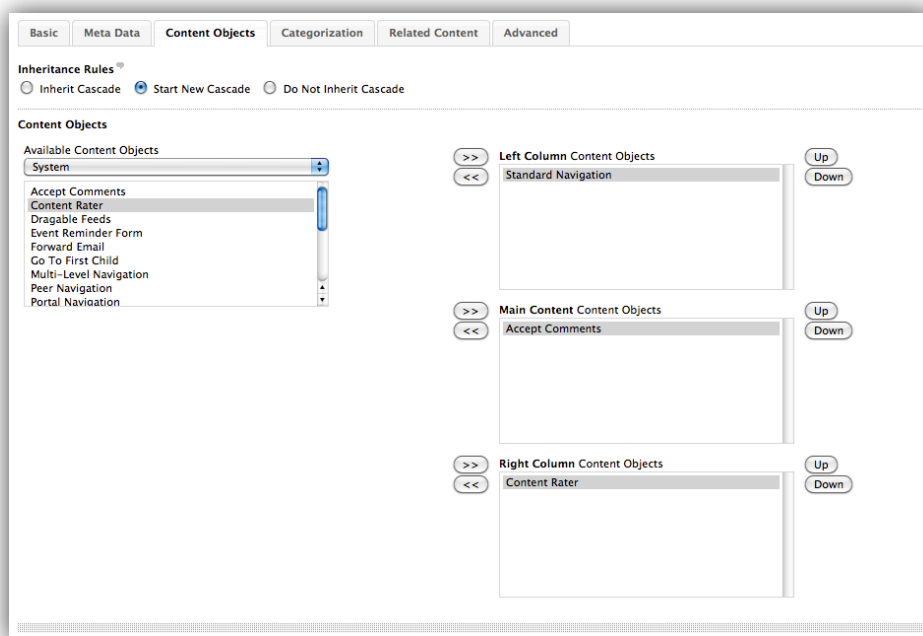
In order to display content on the Blog landing page, we will need to change the content from a page to a portal.

1. From the site manager, select *Blog* section.
2. On the content editing screen, select **Portal** from the **Type** drop down near the top of the page.
3. Publish the page.

Add Content Objects (*Accept Comments and Content Ratings*)

Because the Blog section is a portal, we can set the content objects cascade at the Blog landing page level and each page below this section will inherit these objects. To set the Comments Feature and Ratings on the Blog Section you can follow these steps.

1. From the Site Manager, navigate to the Blog section and click to edit.
2. Click the “Content Objects” tab.
3. Select “Start New Cascade” from the inheritance rules section
4. Select “System” from the Available Content Objects drop down
5. Select “Accept Comments” and use the arrow  to move it to the Main Content Content Objects display region
6. Select “Content Rater” and use the arrow  to move it to the Right Column Content Objects display region.

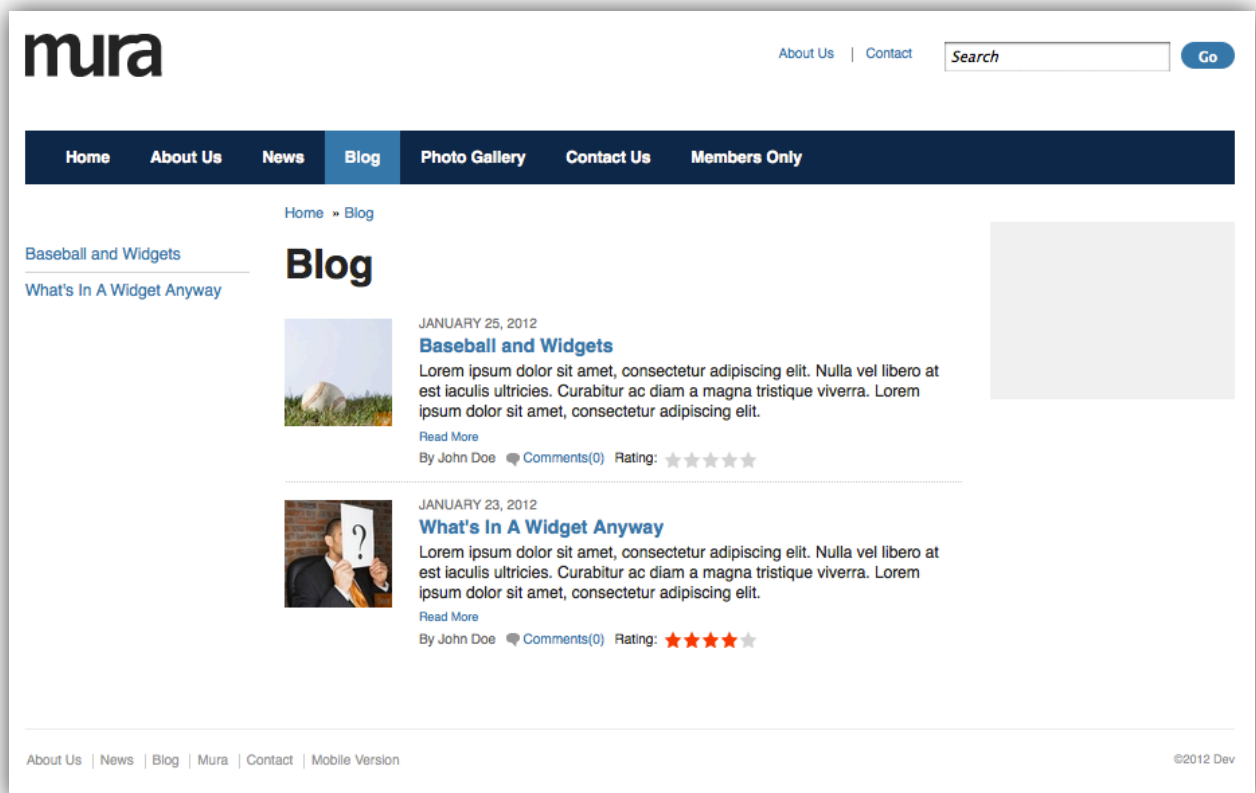


7. Click **Publish**.

Adding Pages Below The Blog Section

Now that the content objects are set on the Blog landing page, we can simply add blog entries as pages below the Blog portal and they will automatically display the Accept Comments feature and the Content Rating feature. To add entries below the Blog portal, simply follow these steps (as previously performed in the News section).

1. In the Site Manager, mouse over the plus sign next to the Blog portal.
2. Select "Add Page" from the menu.
3. The content editing screen will appear.
4. On the Basic tab, complete the following fields
 - Title
 - Content Summary
 - Content
 - Select Image to Upload
 - Content Release Date
5. On the Meta Data tab, enter the name of the author in the credits field.
6. Click **Publish**.
7. The Blog portal will update to display the entries and their associated information including Title, Summary, Author, Comments, Ratings.



8. The Blog details will display the content and the Accept Comments feature as well as the Content Ratings feature.

What's In A Widget Anyway

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla vel libero at est iaculis ultricies. Curabitur ac diam a magna tristique viverra. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras in leo quis metus egestas aliquet. Nunc convallis lorem venenatis dui scelerisque lobortis. Suspendisse eget mauris ut risus sodales sagittis. Nunc vel nibh ante. Vivamus vel eros venenatis nibh varius feugiat. Ut elementum consequat iaculis. Phasellus quis justo odio. Donec commodo, est sit amet venenatis sodales, libero enim venenatis arcu, id ultrices lorem nulla quis enim. Etiam aliquam metus et purus faucibus sed mattis leo vulputate. Integer rutrum ultrices sapien, eget faucibus libero aliquam et. Vestibulum ut nisi augue, id consequat nunc. Integer venenatis feugiat orci non porttitor. Donec et ipsum sit amet mauris convallis tristique vel et lacus.



Rate this



Average Rating (1 vote)



Comments

Post a Comment

Name Email URL Comment ☐ Remember My Information☐ Subscribe

*Required Field

Adding Tags to Content

In our example specifications it is required that we display any tags associated with a Blog entry. To add tags to an item, you can follow these steps.

1. In the Site Manager, navigate to the content that you would like to add tags to.
2. Click on the "Meta Data" tab
3. Navigate to the "Tags" field and enter tags in a comma separated list.

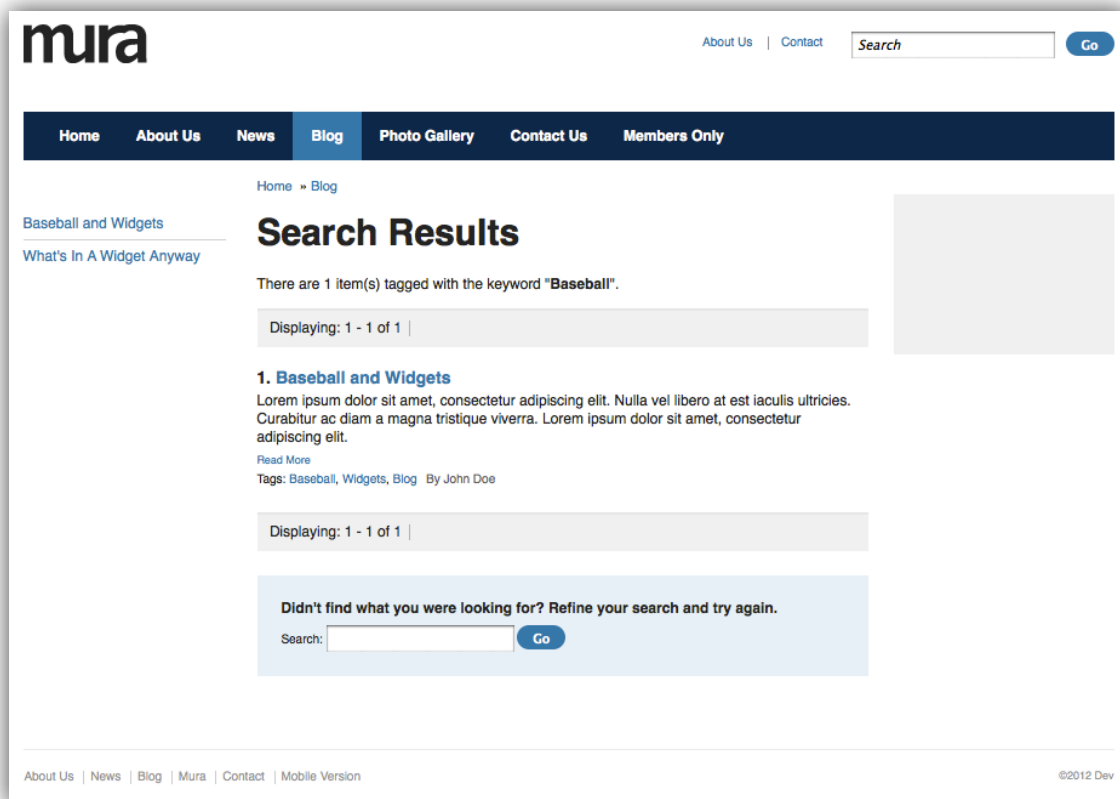
Tags

4. Click **Publish**.

5. The tags that were entered will be displayed on the Blog landing page near the comments and ratings for each blog.




6. Click on a specific tag from this list will invoke a site search for all content that is tagged with that specific term.

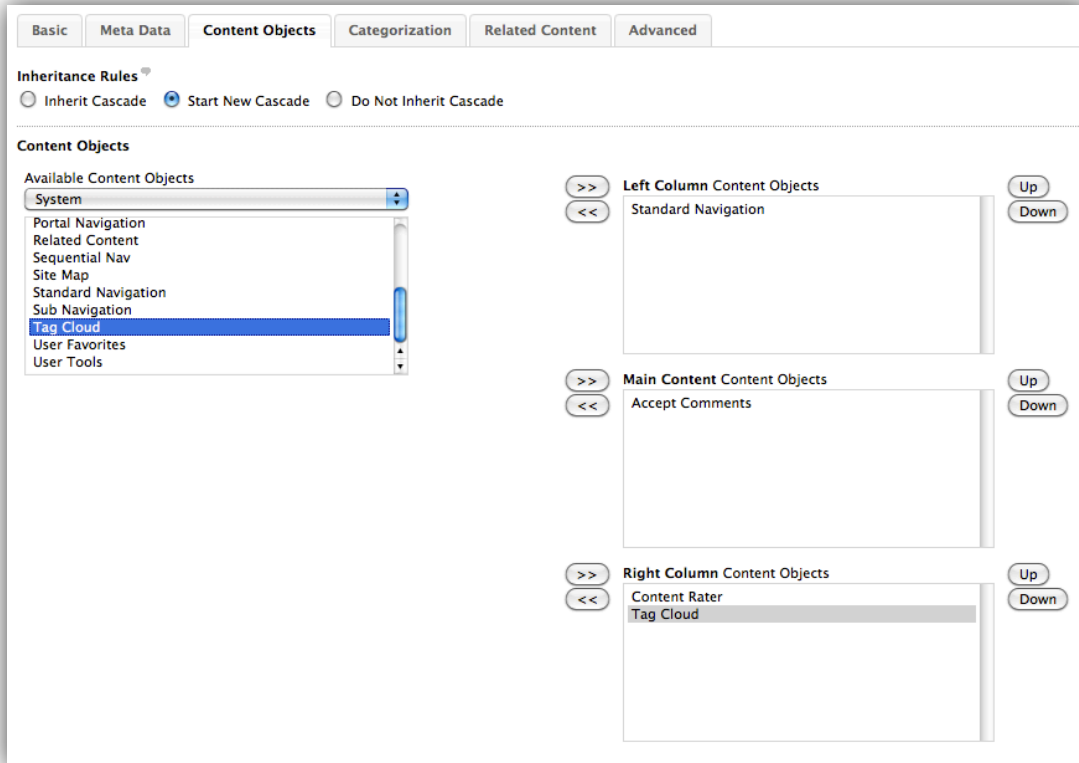


Adding a Tag Cloud

To add a tag cloud to the Blog portal follow these steps.

1. In Site Manager, navigate to the Blog portal and click to edit.
2. Select the **Content Objects** tab.
3. Select **System** from the Available Content Objects drop down

4. Select **Tag Cloud** and use the arrow  to move it to the **Right Column Content Objects** display region



5. Click **Publish**.
6. A **Tag Cloud** will now appear in the right column of the **Blog** portal

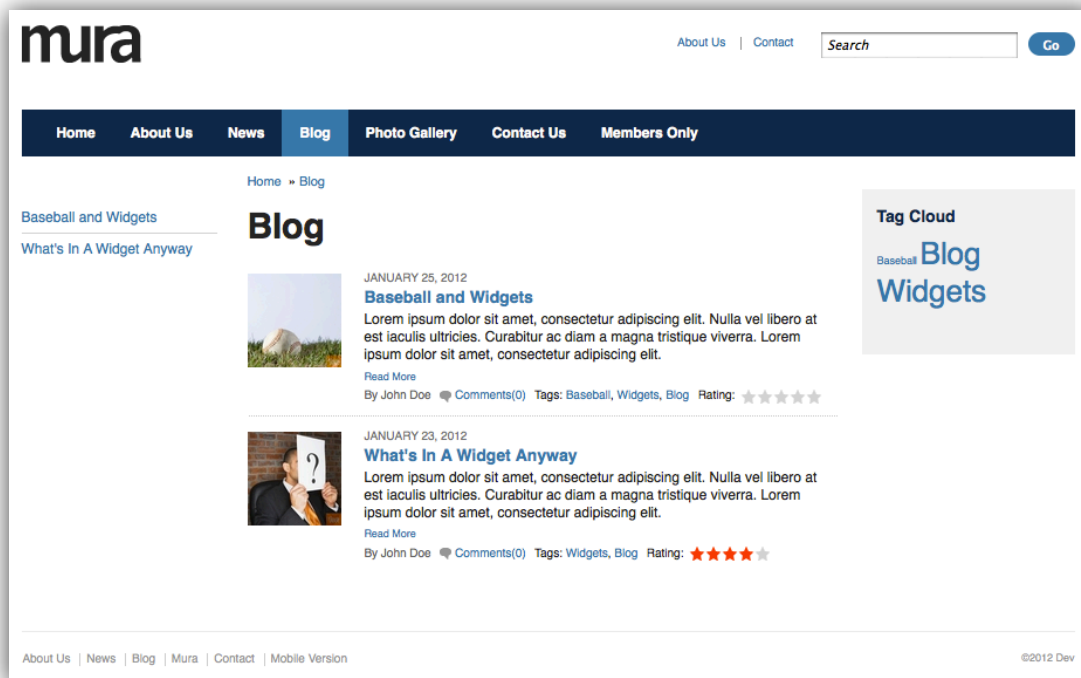


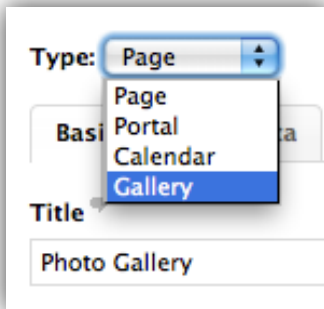
Photo Gallery

Per the example specifications, we are going to add a photo gallery option to the site. In this exercise, you will go through the process of adding a gallery to the site structure and adding images below the gallery.

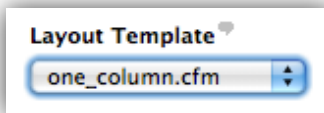
Changing Content Type to Gallery

In order to display content on the Photo Gallery page, we will need to change the content from a page to a Gallery.

1. From the Site Manager, select Photo Gallery section.
2. On the content editing screen, select **Gallery** from the **Type** drop down near the top of the page.



3. Go to the **Advanced** tab and change the **Layout Template** to **one_column.cfm**

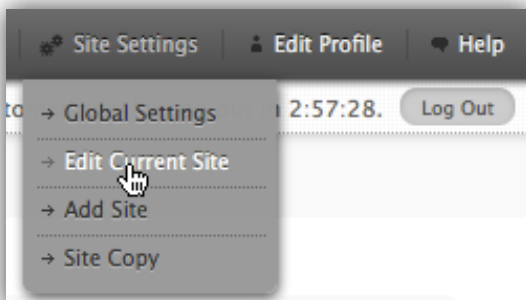


4. Publish the page.

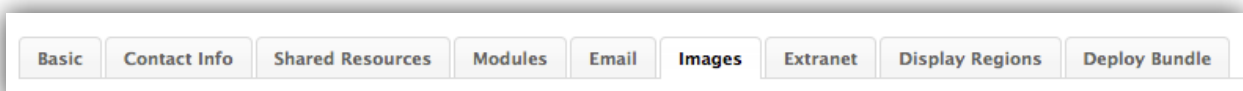
Setting Image Sizes

Mura will automatically create a thumbnail (small), medium and large size image for any image uploaded to a gallery. The settings for these image sizes are found in the Site Settings menu and can be changed via the following steps.

1. In the Mura CMS admin, hover over the **Site Settings** menu in the top right and select **Edit Current Site**.



2. Select the **Images** tab from the Site Settings menu.



3. *Alter the size and constraint settings for the three image sizes. For this example, we are using the following settings.*

Site Settings

▶ Class Extension Manager ▶ Trash Bin ▶ Update Site Files to Latest Version ▶ Create Site Bundle

Basic Contact Info Shared Resources Modules Email **Images** Extranet Display Regions Deploy Bundle

Small (Thumbnail) Image Size

80 px

Constrain Small Images by

☐ Width ☐ Height ☒ Square (Recommended)

Medium Image Size

180 px

Constrain Medium Images by

☐ Width ☐ Height ☒ Square (Recommended)

Large (Full) Image Size

600 px

Constrain Large Images by

☐ Width ☒ Height

Delete Update

4. *Once you have set your image sizes, you can **Update** the site settings.*

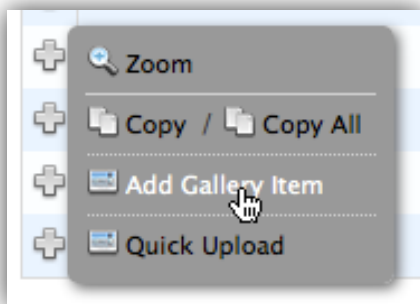
Adding Images to the Gallery

Mura provides two methods for adding images to a gallery. You can either add them one at a time, similar to how most other content is added to Mura, or use a faster, more traditional, file upload functionality to upload multiple images quickly and easily.

Adding One Image

To add a single image to a gallery, you can follow these steps:

1. *In Site Manager, mouse over the plus sign next to Photo Gallery and select **Add Gallery Item**.*



2. *The Content Edit screen will display*
3. *Complete the following fields on this screen.*
 - **Title** - The title of the image will display above the image on the image details page.
 - **Navigation Title** - The navigation title will display below the image thumbnail on the Photo Gallery page.

Navigation Title (Optional) ♥

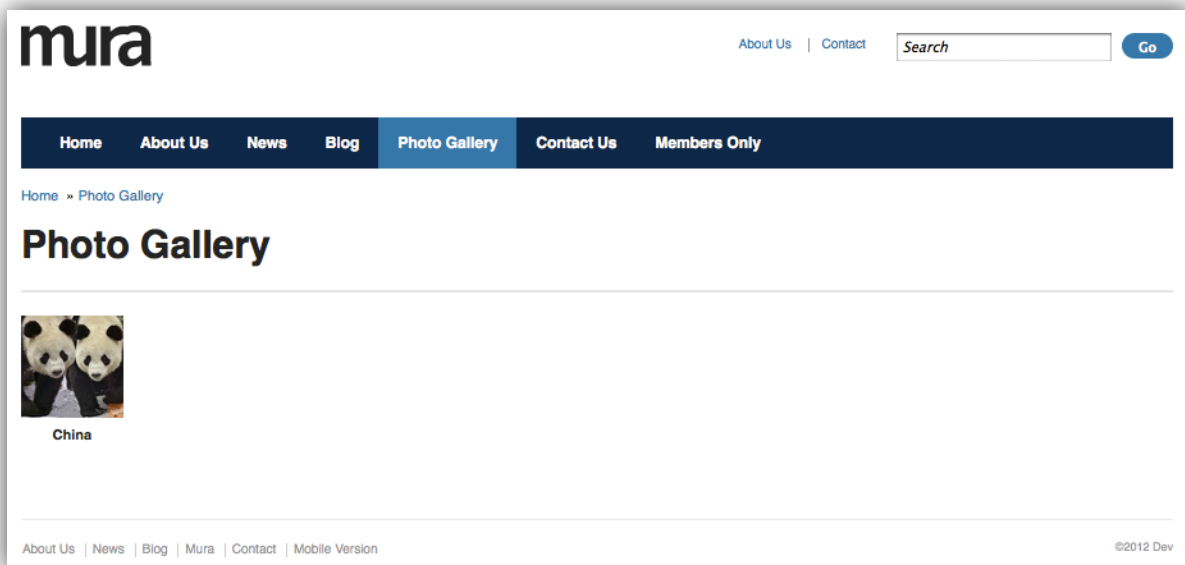
China

- **Select File to Upload** - This is the image file that you will add to the gallery.

Select File to Upload

Browse...

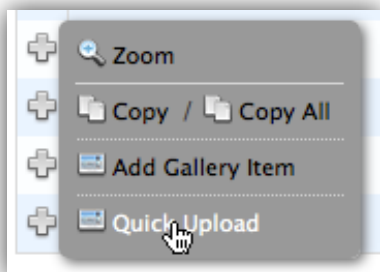
4. *Summary and Release date are not output by default.*
5. *Publish the Image.*
6. *The Photo Gallery page will be updated to display the recently added image as a thumbnail.*



Adding Multiple Images

To add multiple images to a gallery, you can follow these steps:

1. *In Site Manager, mouse over the plus sign next to Photo Gallery and select **Quick Upload**.*



2. *This will display the **Quick Upload** screen.*

Quick Upload

Home » Photo Gallery

Please select one image at a time to upload. Uploading will begin as soon as you click Ok on the Open Dialog box.

Upload Image

3. Select **Upload Image**, then browse to locate and select any images from your local network to upload to the gallery.

Quick Upload

Home » Photo Gallery

Please select one image at a time to upload. Uploading will begin as soon as you click Ok on the Open Dialog box.

Upload Image

1. Image2.jpg
2. Image3.jpg
3. Image4.jpg
4. Image5.jpg
5. Image6.jpg

4. The images will be added to the Gallery in the order they were added. Image titles will be the file name of the image.

Site Manager

Search

Architectural View Flat View

Home » Photo Gallery

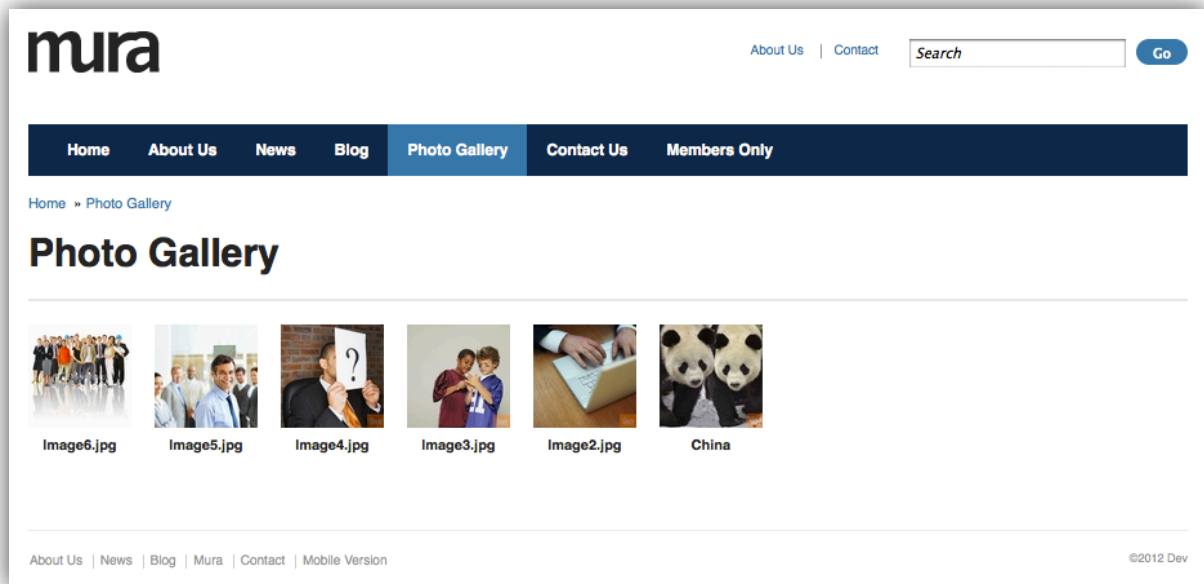
Modify View

Rows Displayed 20 Sort Navigation Manual Ascending Update

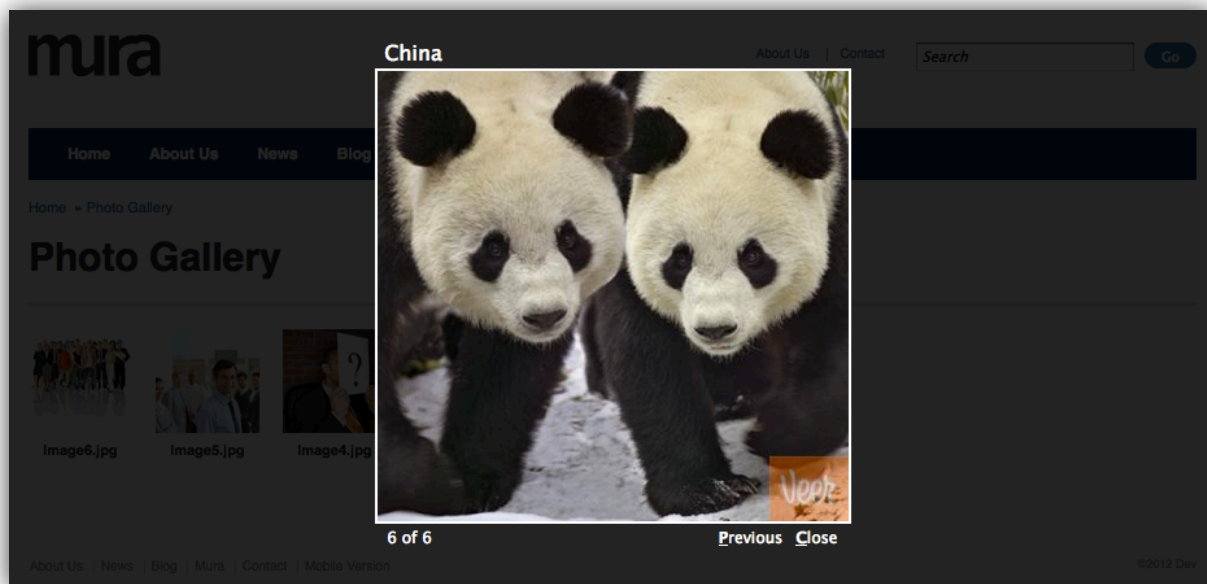
	Title	Objects	Display	Template	Nav	Updated	
+	Photo Gallery	Inherit	Yes		Yes	01/21/2012 11:12:17 PM	
+	Image6.jpg	Inherit	Yes	Inherit	Yes	01/21/2012 11:19:00 PM	
+	Image5.jpg	Inherit	Yes	Inherit	Yes	01/21/2012 11:18:51 PM	
+	Image4.jpg	Inherit	Yes	Inherit	Yes	01/21/2012 11:18:39 PM	
+	Image3.jpg	Inherit	Yes	Inherit	Yes	01/21/2012 11:18:36 PM	
+	Image2.jpg	Inherit	Yes	Inherit	Yes	01/21/2012 11:18:32 PM	
+	China	Inherit	Yes	Inherit	Yes	01/21/2012 11:09:56 PM	

5. To edit an image title, you can click on the image and change the title within the content editing screen.

6. The Photo Gallery page will be updated to display the thumbnails of each image added to the gallery.



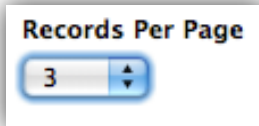
7. Clicking on a thumbnail image in the gallery will display the large version of the image in a modal pop-up window.



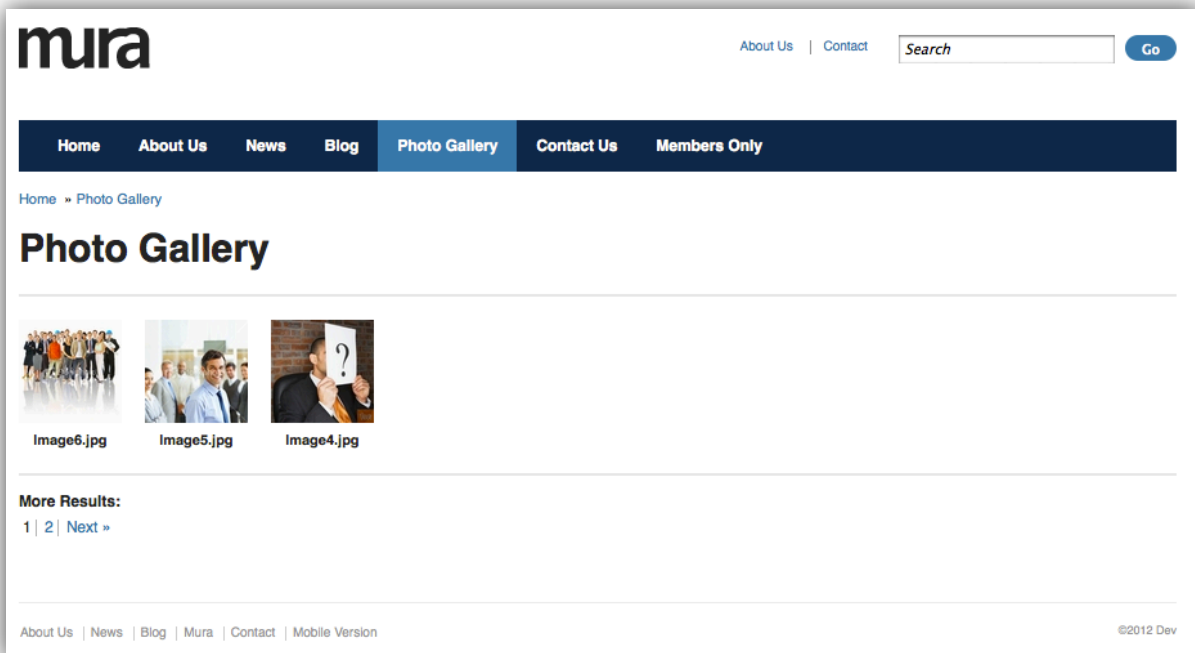
Setting the Number of Thumbnails Per Page

Mura CMS allows you to set the number of records displayed on a single page for Portals and Galleries. To change the number of items displayed on a page, follow these steps:

1. From the Site Manager navigate to the Portal or Gallery you desire to change and select.
2. Select the **Advanced** tab
3. Scroll down to the “Records Per Page” drop down and select your desired number.



4. Click **Publish**.
5. The Gallery will be updated to display the number of records you selected.
6. Pagination navigation will appear automatically once the total number of records exceeds the records per page setting.



Contact Us

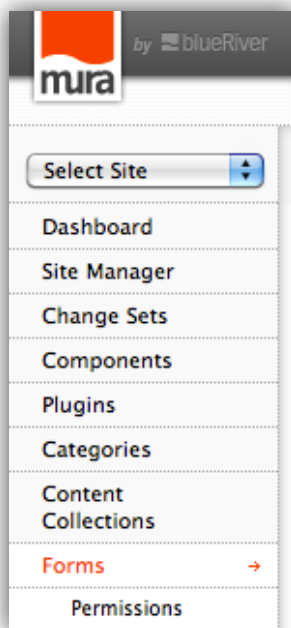
The Contact Us section in the Sample Specifications includes an embedded Google map and a contact form. This exercise will walk you through creating both of these features and applying them to this section.

Creating a Contact Form

There are two methods in Mura CMS you can use to create a form to collect information and store the data in a database. You can create forms using either the normal content editor, or an easy-to-use, drag-and-drop Form Builder. In this exercise, we will use the **Form Builder** to create a basic contact form for the Contact Us page.

Building the Form

1. Select **Forms** from the left menu in the Mura admin area.



2. This brings you to the **Forms Manager**.



3. Select **Add Form with Form Builder**.

4. This will take you to the **Edit Form** screen.

5. Enter a Title for the form (e.g., Contact Us)
6. Click the **Section** button to create a section for the form.
7. Click on **New Section** in the left column and enter **Your Information** in the **Label** field.

8. Click the **Text Field** button to add it to the form.

9. Click on the **New Text Field** to reveal and edit the form field details.

10. There are three tabs available for editing the form field details: Basic, Advanced, and Validation.

11. Enter the **First Name** in the **Label** field.

The screenshot shows the 'Content' editor interface. On the left, a sidebar titled 'Your Information' contains a list of fields: 'First Name' (highlighted with a red 'X' icon) and 'Last Name'. The main area displays the configuration for the 'First Name' field. It has three tabs: 'Basic', 'Advanced', and 'Validation'. The 'Basic' tab is active, showing the 'Label' field set to 'First Name', the 'Name' field set to 'firstname', and an empty 'Value' field.

12. Click the **Advanced** tab

13. Type **Please enter your First Name** in the **Validate Message** field

14. **Check** the **Required?** field to make the form field required.

15. Your Advanced tab should look similar to this:

The screenshot shows the 'First Name' field configuration in the 'Advanced' tab. The 'Validation Type' is set to 'None'. The 'Validate Regex' field is empty. The 'Validate Message' field contains the text 'Please enter your First Name'. The 'Required?' checkbox is checked.

16. Repeat this process for **Last Name**

17. Repeat this process again for **Email**

18. On the **Validation** tab for **Email**, select **Email**

The screenshot shows the 'Content' editor interface. On the left, a sidebar titled 'Your Information' contains a list of fields: 'First Name', 'Last Name', and 'Email' (highlighted with a red 'X' icon). The main area displays the configuration for the 'Email' field. It has three tabs: 'Basic', 'Advanced', and 'Validation'. The 'Validation' tab is active, showing the 'Validation Type' dropdown menu open with 'Email' selected. The 'Validate Message' field contains the text 'Please enter a valid Email address'. The 'Required?' checkbox is checked.

19. Create a new **Section** called **Your Message**

The screenshot shows the Content Designer interface. On the left, the 'Your Information' section contains three text input fields labeled 'First Name', 'Last Name', and 'Email'. Below them is a 'Your Message' section with a red 'X' icon. On the right, the 'Your Message' section is being added, showing a 'Label' field with the text 'Your Message' and a 'Name' field with the text 'yourmessage'.

20. Click the **Text Area** form field tool to add it to the form.

The screenshot shows the Content Designer interface. A tooltip 'Click to insert a Text Area' is visible over the 'Text Area' form field tool icon in the top toolbar. The 'Your Message' section on the right now includes a 'New Text Area' button with a pencil icon.

21. Type **Message** in the Label

The screenshot shows the Content Designer interface. The 'Your Message' section on the left now contains a 'Message' button with a pencil icon. On the right, the 'Message' section is being added, showing a 'Label' field with the text 'Message' and a 'Name' field with the text 'message'. The 'Value' field is empty.

22. Click the **Validation** tab

23. Type **Please enter your Message** in the **Validate Message** field and make the field required.

The screenshot shows the 'Content' form editor. On the left, there's a 'Your Information' section with fields for 'First Name', 'Last Name', and 'Email', each with an 'ABC' placeholder. Below that is a 'Your Message' section with a 'Message' field and a red 'X' icon. On the right, the 'Message' section is active, showing three tabs: 'Basic', 'Advanced', and 'Validation'. The 'Validation' tab is selected, displaying a 'Validate Message' field with the text 'Please enter your Message' and a 'Required?' checkbox that is checked.

24. Enter a message in the Confirmation Message section. This message will be displayed after the form has been submitted.

The screenshot shows the 'Confirmation Message' section. It contains a text area with the message: 'Thank you for your message. A representative will contact you shortly. If you need immediate assistance, please call 800.555.1212.'

25. If you would like to send an email notification to anyone once the form has been submitted, simply enter the email address(es) in the **Send data to email address** field. **NOTE:** Please do not use this field unless you have entered your email server settings under the Site Settings!


The screenshot shows the 'Send data to email address (Separate multiple email addresses by comma)' field. The text 'info@getmura.com' is entered in the field.

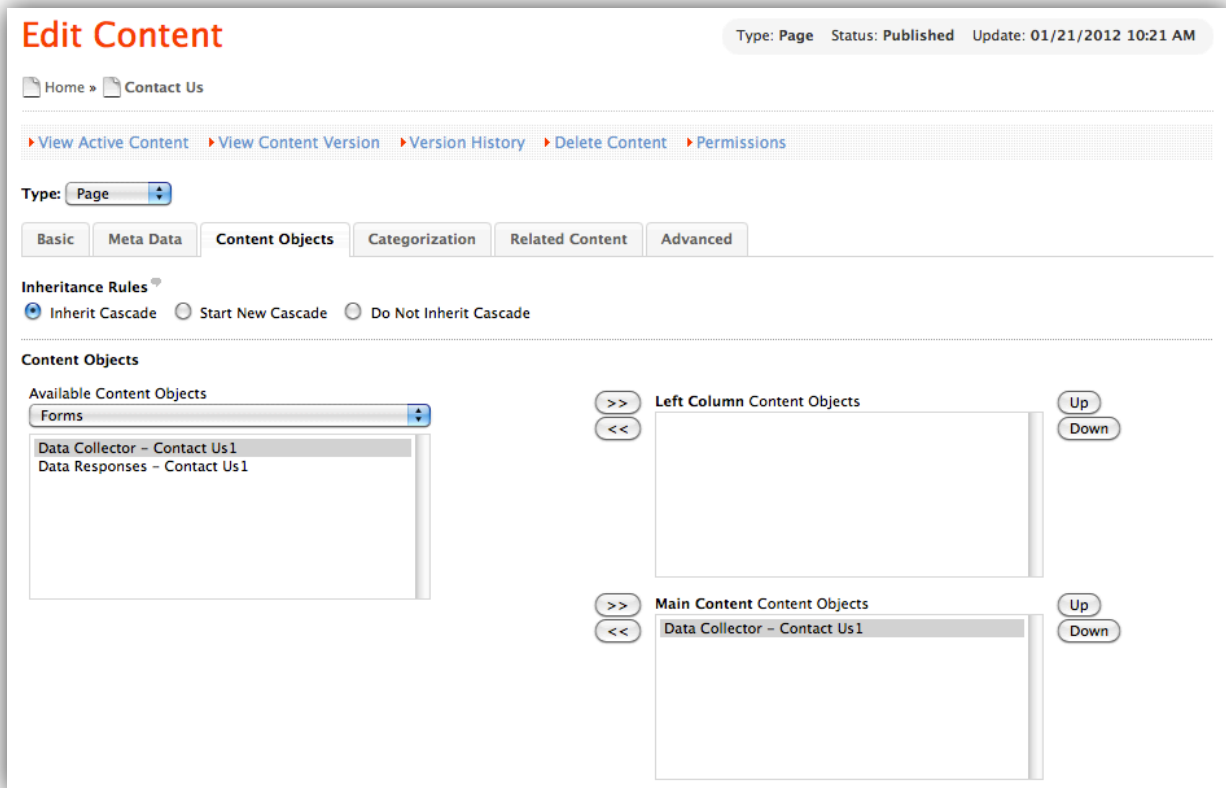
26. Click the **Advanced** tab.
27. Deselect (uncheck) **Display Title**. Otherwise, the title of the form will appear directly above the form.

The screenshot shows the 'Advanced' tab in the form editor. It displays the 'Content ID' as '3AFE2369-D8A9-C351-B23BCB7BFC7C0785'. Below this, there are four checkboxes: 'Force SSL', 'Display Title', 'Exclude from Site Cache', and 'Lock Node'. The 'Display Title' checkbox is unchecked. At the bottom, there are two buttons: 'Save Draft' and 'Publish'.

28. Click **Publish**.

Adding the Form to a Page

1. From the Site Manager, select the Page you want to add the form to (e.g., Contact Us)
2. Select the **Content Objects** tab
3. Select **Forms** from the Available Content Objects select menu.
4. Select **Data Collector - Contact Us** and use the right arrow  to assign it to the **Main Content** Content Objects display region.



Edit Content Type: Page Status: Published Update: 01/21/2012 10:21 AM

Home » Contact Us

View Active Content View Content Version Version History Delete Content Permissions

Type: Page

Basic Meta Data **Content Objects** Categorization Related Content Advanced

Inheritance Rules

☒ Inherit Cascade ☐ Start New Cascade ☐ Do Not Inherit Cascade

Content Objects

Available Content Objects

Forms

- Data Collector - Contact Us 1
- Data Responses - Contact Us 1

Left Column Content Objects

Main Content Content Objects

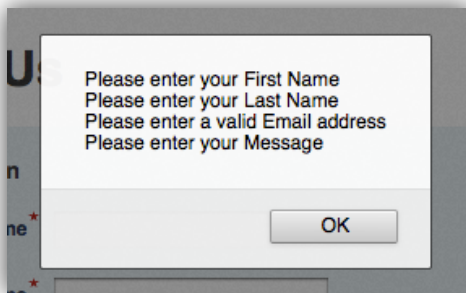
- Data Collector - Contact Us 1

5. Click **Publish**.

6. The Form should now be displayed on the desired page in the selected display region.

The screenshot shows the Mura website's 'Contact Us' page. The header includes the Mura logo, navigation links (About Us, Contact, Search), and a secondary navigation bar (Home, About Us, News, Blog, Photo Gallery, Contact Us, Members Only). The main content area is titled 'Contact Us' and contains a form with two sections: 'Your Information' and 'Your Message'. The 'Your Information' section has three required fields: First Name, Last Name, and Email. The 'Your Message' section has a single required field: Message. A 'Submit' button is located at the bottom right of the form.

7. Click Submit.
8. Any messages you created for required form fields should be displayed.




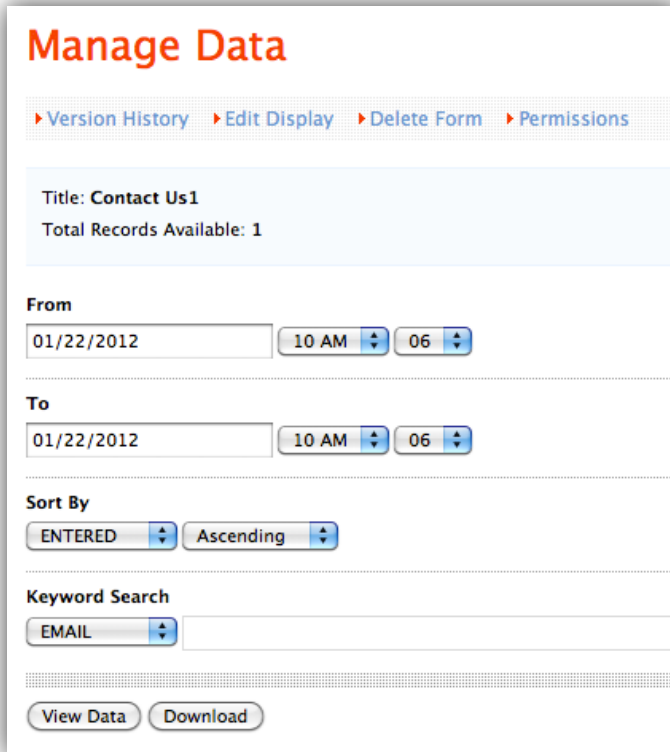
9. Once the form is submitted by a user, the confirmation message will appear and an email will be generated to the specified email addresses (assuming the email server settings have been setup properly for the site).

The screenshot shows the Mura website's 'Contact Us' page after the form has been submitted. The form fields are now empty, and a green confirmation message box is displayed in the center of the page. The message reads: 'Thank you for your message. A representative will contact you shortly. If you need immediate assistance, please call 800.555.1212.' The footer of the page includes links to About Us, News, Blog, Mura, Contact, and Mobile Version, along with the copyright notice '©2012 Dev'.

Viewing Collected Form Submission Data



Each form developed in Mura CMS automatically collects the submitted data and stores it in the database for retrieval. To access this data, follow these steps:

1. In the **Forms Manager**, click the manage data icon  next to the form you want to view data for
2. The Manage Data screen will appear. This screen indicates the total number of records collected by the selected form.

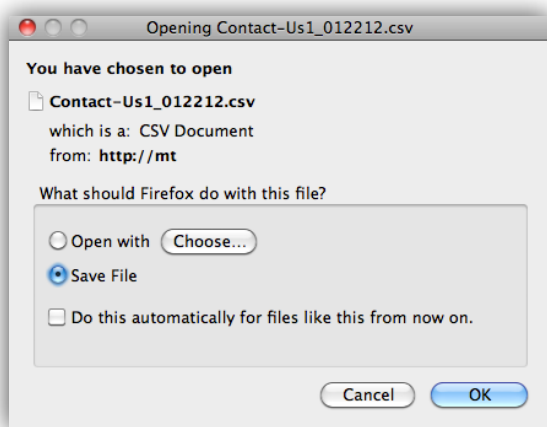


The screenshot shows the 'Manage Data' interface for a form titled 'Contact Us1'. It displays 'Total Records Available: 1'. The interface includes filters for 'From' and 'To' dates (both set to 01/22/2012) with time selectors (10 AM and 06). There is a 'Sort By' section with 'ENTERED' and 'Ascending' options. A 'Keyword Search' section has a dropdown set to 'EMAIL' and an empty search box. At the bottom are 'View Data' and 'Download' buttons.

3. The From and To date fields are auto-populated with the oldest and newest form submissions still maintained in the database. If you wish to narrow the date range, simply change these as desired.
4. Choose the field you would like to Sort By.
5. Click the **View Data** button to display the data on screen.

	Date/Time Entered	EMAIL	FIRSTNAME	LASTNAME	MESSAGE
 	01/22/2012 10:06 AM	john@doe.com	John	Doe	This is totally awesome!!!

6. Or, click the **Download** button to download a .csv file of the data.

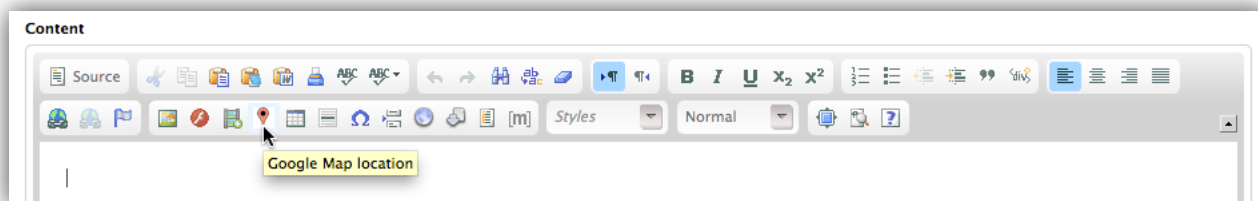


Embed a Google Map

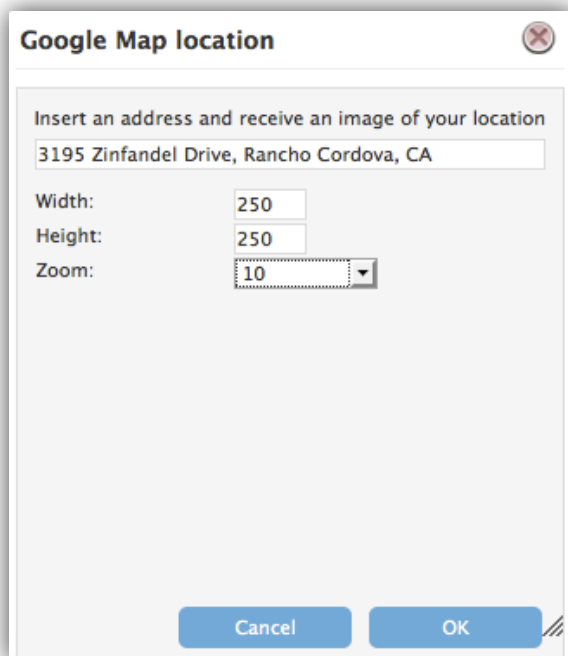
While there are several ways to embed maps on your website, including the use of Mura CMS Plugins, there's a quick and easy way to do it from right within Mura's Edit Content area.

Here's a few simple steps on how to embed a Google map:

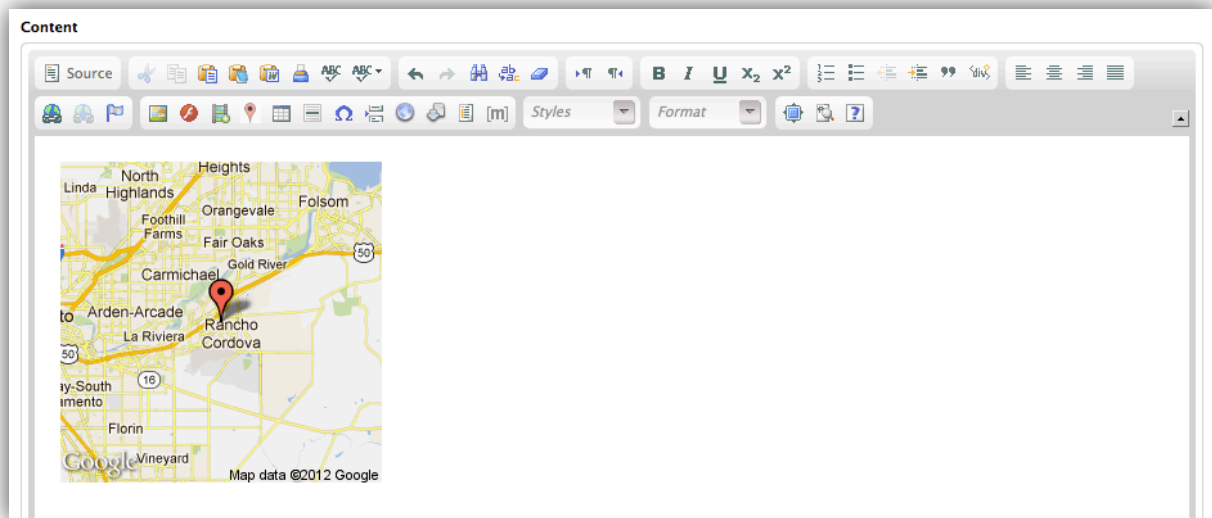
1. From the **Site Manager**, open the **Contact Us** Page to edit it.
2. On the Content toolbar, located the Google Map marker and click it.



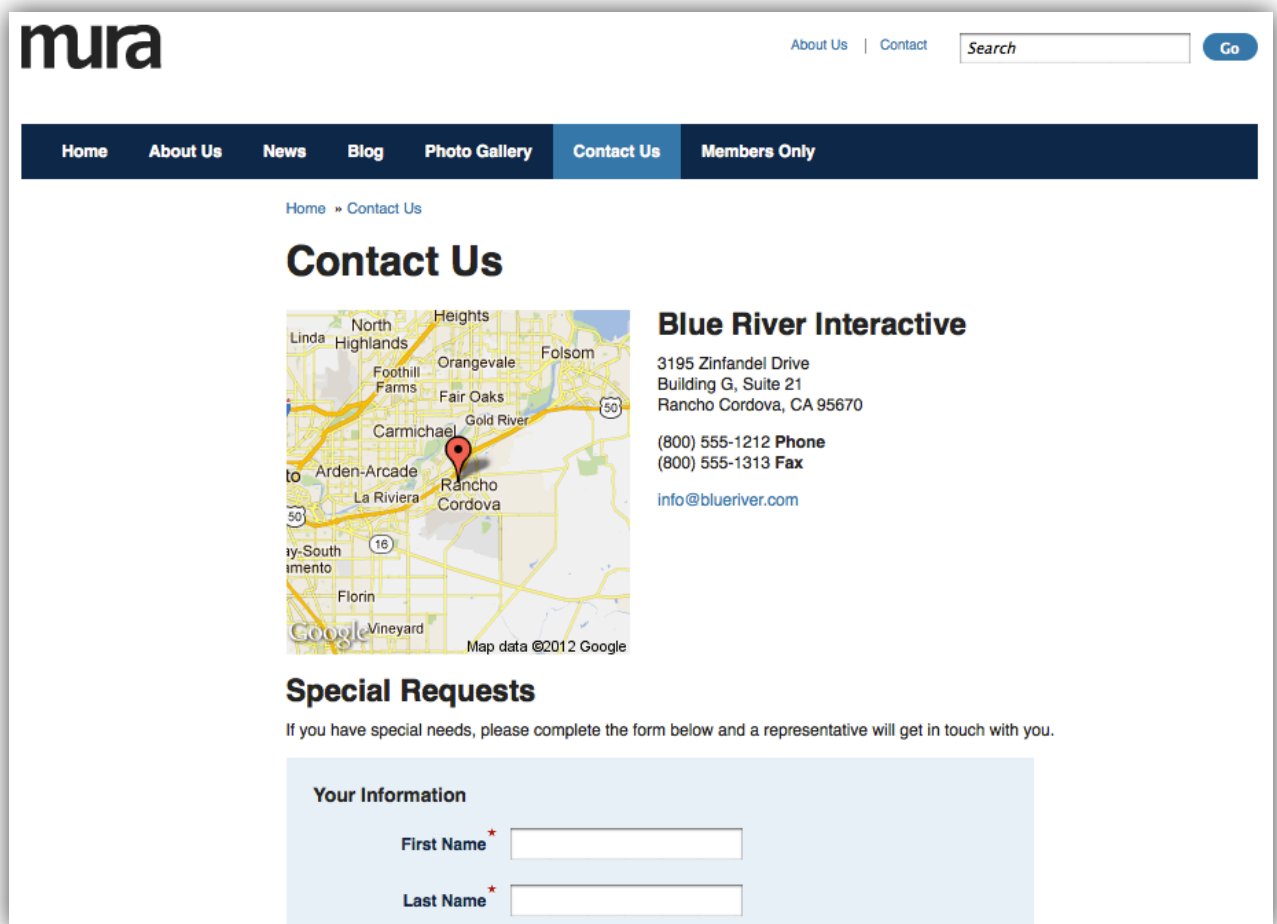
3. This will launch the **Google Map location** dialog window. Simply enter an **address**, set the **Width**, **Height** and **Zoom** to your desired settings, then click **OK**.



-
-
-
4. You should see something similar to this in your Content editor window:



-
-
-
-
5. Click **Publish**.
6. You should now see a Google map appear above the Contact Us form.
7. Add any other details as you wish.



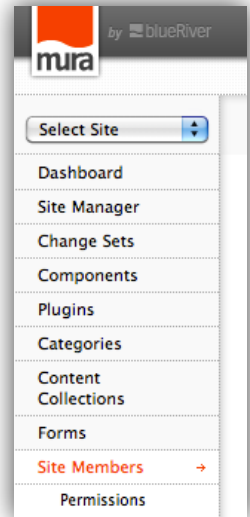
Members Only

The Members Only section in the Sample Specifications is a password protected area of the site where specific user group(s) will have access to. This exercise will walk you through creating a user group and then password protecting an area of the site.

Site Members

Site Members are **public** users of your site who have either created a profile themselves or had one created by an administrator of the site. This is often used for password protecting sections of a site to provide access to additional functionality and/or specific content.

To view the current groups and users of the site, click **Site Members** in the left panel menu. The **Site Members & Groups** page is displayed.



Create a Site Member User Group

To create a user group, simply follow these steps:

1. Select **Site Members** from the left panel menu in the Mura CMS admin area.

A screenshot of the 'Site Members & Groups' page in the Mura CMS admin interface. The page has a title 'Site Members & Groups' in orange. Below the title is a search bar with 'Search' and 'Advanced' buttons. There are two links: 'Add Member' and 'Add Group'. Below these is a section titled 'User Groups'. It contains a table with columns: 'Name (Members)', 'Email', 'Update', and 'Author/Editor'. The table is currently empty, and a message below it says 'Your search returned no results.'

2. Click **Add Group** near the top of the page.
3. Complete the following fields for the **Group Maintenance Form**:
 - 3.1. **Group Name**: The name used to identify the group.
 - 3.2. **Email**: Enter an email address here that will be used to contact the group.
 - 3.3. **Content Tab Assignments** - Select **All**
 - 3.4. **Include on Contact Form?** If checked, the group name will display on the default Mura Contact form.
 - 3.5. Your form should look something like this:

Group Maintenance Form

Group Name

Email

Content Tab Assignments

All

Basic

Meta Data

Content Objects

☐ Include on Contact Form?

[Add](#)

3.6. Click **Add**

4. The group will now display in the User Groups list

Site Members & Groups

[Search](#)
[Advanced](#)

[▶ Add Member](#)
[▶ Add Group](#)

User Groups

Name (<i>Members</i>)	Email	Update	Author/Editor	
Board Members (0)	board@blueriver.com	01/22/2012 1:10 PM	Steve Withington	✎ ✕

Add Members to a Group

To add members to a group you can follow these steps.

1. Click on **Site Members** on the left panel menu in the Mura CMS admin area.
2. Click the **Add Member** link at the top of the page.

Site Members & Groups

[▶ Add Member](#)
[▶ Add Group](#)

3. On the **Basic** tab, complete the following required fields

- First Name
- Last Name
- Email
- Username
- Password
- Confirm Password

- On the **Group Memberships** tab, select the user group(s) you would like to place the user into.

Member Maintenance Form

*Required, **Required to login to Site

Basic Address Information **Group Memberships** Interests Advanced

User Groups

☒ Board Members

Add



- Click **Add**.
- You will then be taken back to the **Site Members & Groups** landing page.



Site Members & Groups

Search Advanced

▶ Add Member ▶ Add Group





User Groups

Name (Members)	Email	Update	Author/Editor	
Board Members (2)	board@blueriver.com	01/22/2012 1:10 PM	Steve Withington	 

From this page you can now edit a group by clicking the **Edit**  button or the **Delete**  button. The **Edit** button opens the **Group Maintenance Form** page from where you can both Update or Delete the group. The **Delete** button opens the confirmation dialog and clicking OK will delete the group's or user's record.

The number of members in a group is indicated by the number within parentheses beside the group's name. You can search for users with the **Search** functionality.

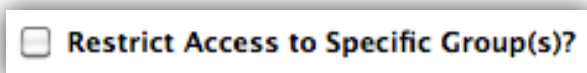
If you click on the Edit button or the group name, you will now be able to see any members associated with that particular group at the bottom of the page.

Group Members					
Name	Email	Update	Time	Author/Editor	
Member, Suzie	suzie@member.com	01/22/2012	1:18 PM	Steve Withington	 
Member, Joe	joe@member.com	01/22/2012	1:28 PM	Steve Withington	 

Restricting Access to User Groups

To restrict access of a page to one or more user groups, you can follow these steps.

1. In **Site Manager**, navigate to the page that you want to restrict access to and click to edit (e.g., *Members Only*).
2. Click the **Advanced** tab on the Edit Content screen.
3. Scroll down and located the **Restrict Access to Specific Group(s)?** form field.



☐ **Restrict Access to Specific Group(s)?**

4. Check the box next to *Restrict Access to Specific Group(s)?* to reveal a listing of groups in use for your site. For example, select **Allow All Groups** for the *Members Only Page*.



☒ **Restrict Access to Specific Group(s)?**

- Global Settings**
 - Allow All Groups
 - Restrict All Groups
- Member Groups**
 - Board Members
 - Employees

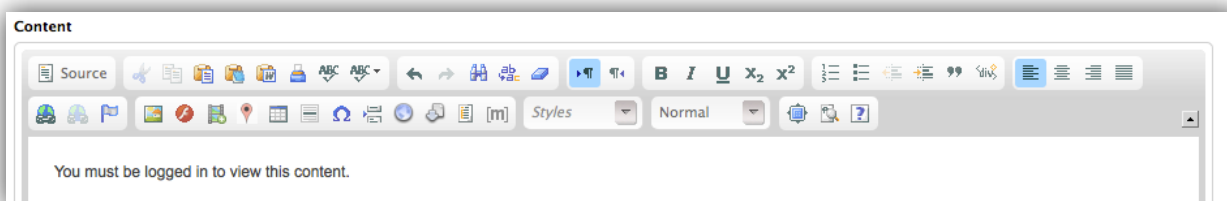
4.1. Global Settings

- 4.1.1. **Allow All Groups:** This allows all Site Member groups and Administrative User groups access to the content. It doesn't matter which group you belong to, as long as you belong to at least one of them.
- 4.1.2. **Restrict All Groups:** Will not allow any users who belong to a Site Member group access to the content. However, Administrative Users may still have access to the content unless they've been explicitly denied access to the content.

4.2. Member Groups

- 4.2.1. Select one or more Site Member group(s) that you would like to enable access for.

5. Click the **Basic** tab, and enter some text in the Content area.



Content

Source [Rich Text Editor Icons] [Styles] Normal [More Options]

You must be logged in to view this content.

6. Click **Publish**.
7. Navigate to the **Members Only** page and **Log Out**.

8. A Login Form should now appear in the Main Content display region of the page.

The screenshot shows the Mura website's 'Members Only' page. At the top, the 'mura' logo is on the left, and 'About Us' and 'Contact' links are on the right, along with a search bar and a 'Go' button. A dark blue navigation bar contains links for 'Home', 'About Us', 'News', 'Blog', 'Photo Gallery', 'Contact Us', and 'Members Only' (which is highlighted). Below the navigation bar, a breadcrumb trail reads 'Home » Members Only'. The main heading is 'Members Only' in a large, bold font, followed by 'Please Log In' in a slightly smaller bold font. The login form is a light blue box containing two input fields: 'Username*' and 'Password*', each with a red asterisk indicating a required field. Below these fields is a checkbox labeled 'Remember Me' and a 'Log In' button. Below the login form is a section titled 'Forgot Username or Password?' with the text 'Enter your email address and we'll send it to you.' and an 'Email' input field, followed by a 'Get Password' button. A red asterisk and the text '*Required Fields' are positioned to the left of the login form. A large, empty gray rectangular area is visible on the right side of the page.

9. Log in with either a valid and authorized Site Member or Administrative User account to see the content on this page and any content beneath it.

The screenshot shows the Mura website's 'Members Only' page after a successful login. The layout is identical to the previous screenshot, but the login form and the 'Forgot Username or Password?' section are no longer visible. Instead, the text 'You must be logged in to view this content.' is displayed below the 'Members Only' heading. The large, empty gray rectangular area on the right side of the page remains. The footer at the bottom of the page contains links for 'About Us', 'News', 'Blog', 'Mura', 'Contact', and 'Mobile Version', along with the copyright notice '©2012 Dev'.

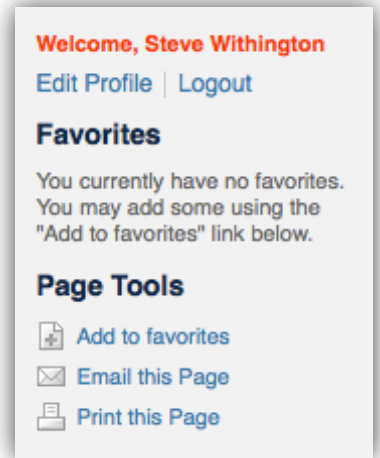
User Tools

When Admin Users are logged in, they have a toolbar that runs along the top of the window when viewing the site from the Front-End.



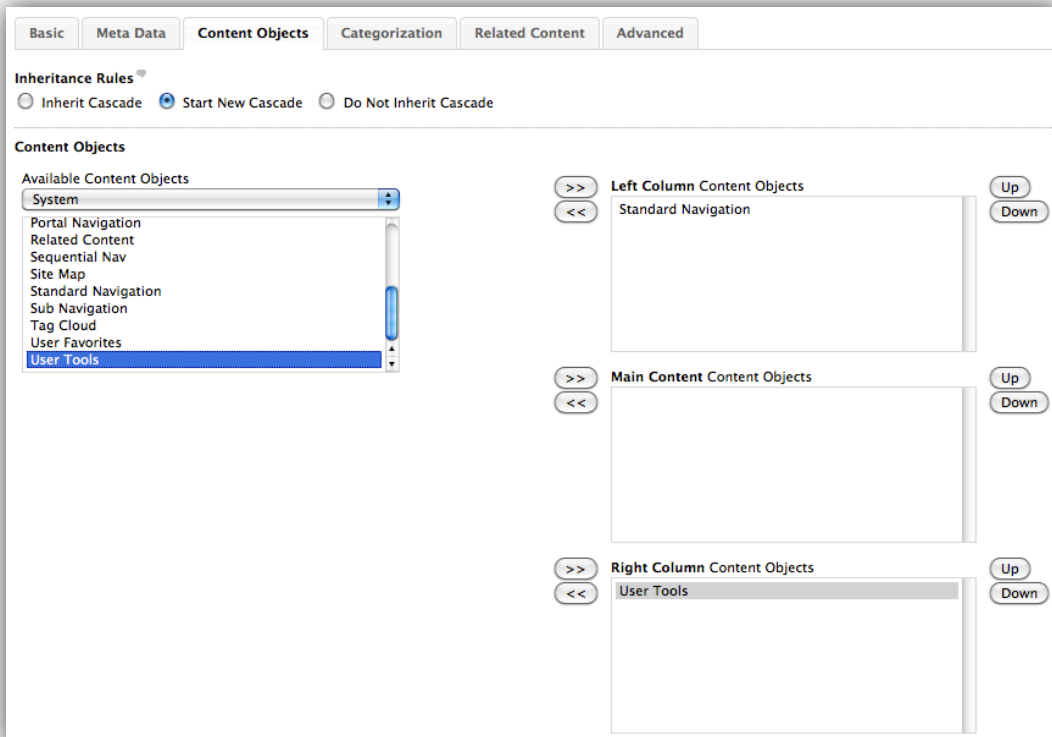
This toolbar includes a number of links and buttons such as **Log Out**. However, when a Site Member is logged in, they are not presented with this toolbar. So Mura CMS offers a handy **User Tools** content display object which contains some useful “tools” that provide some functionality for authenticated users. These tools include:

- User Recognition
- An Edit Profile Link
- A Log Out Link
- User Favorites and More

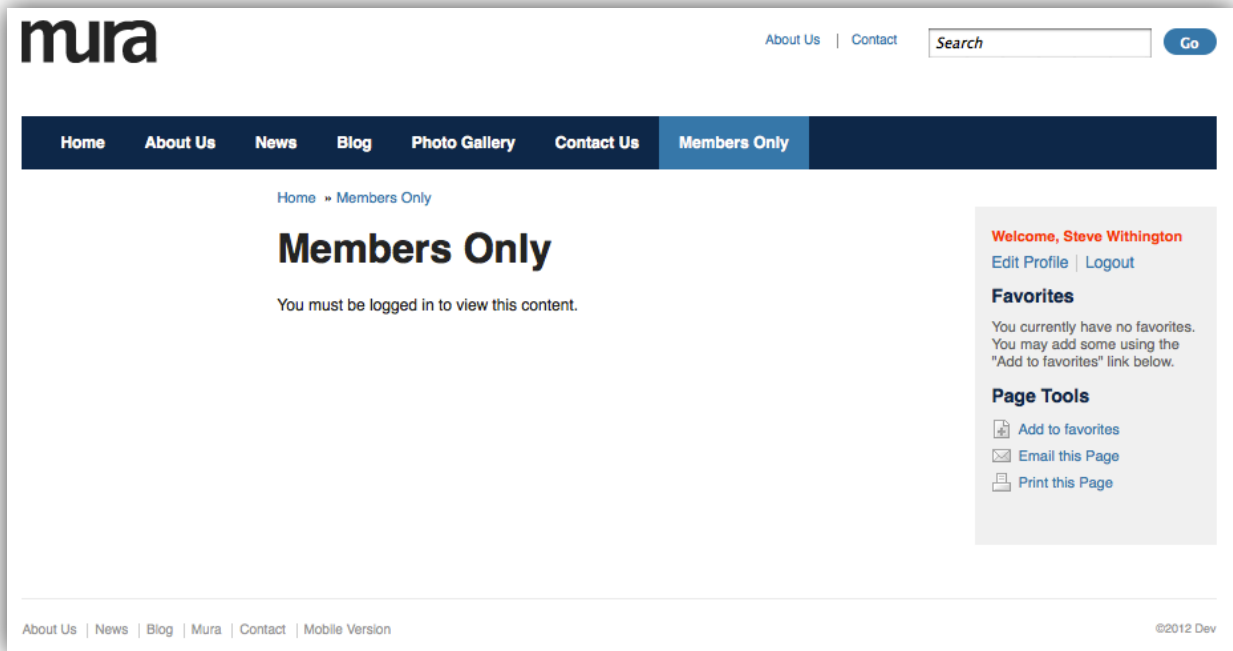


Add User Tools to a Page

1. In the **Site Manager**, navigate to the page you want to add the User Tools to (e.g., *Members Only*).
2. Click the **Content Objects** tab.
3. Select **System** from the **Available Content Objects** select menu.
4. Select **Standard Navigation** and assign it to the **Left Column Content Objects** display region.
5. Select **User Tools** and assign it to the **Right Column Content Objects** display region.



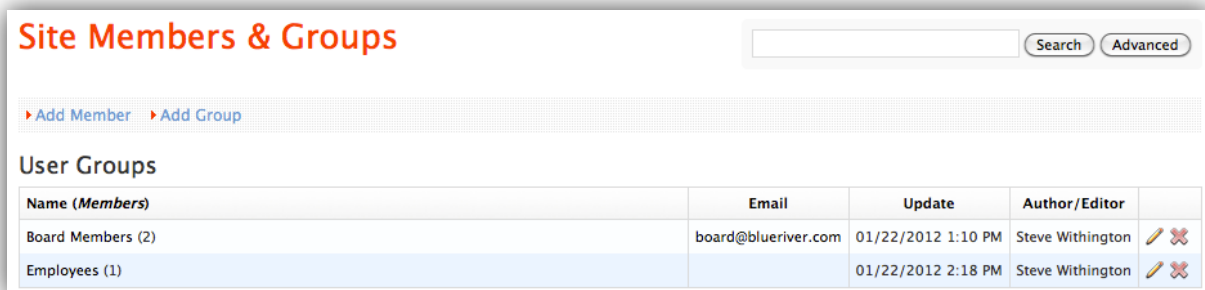
6. Click **Publish**.
7. Upon successful log in, the User Tools will appear on the desired page.















Multi-Level Content Restrictions

To add additional levels of content restriction security within a password protected area, you can follow these steps:

1. Create one or more additional Site Member group(s) (e.g., Employees).



2. Add one or more member(s) to the group(s).
3. Add content below the current password protected page.
 - 3.1. For example, under the **Members Only** section, you might have a Portal for **Board Members Only** and another for **Employees Only**.

Title	Objects	Display	Template	Nav	Updated	
Members Only	Cascade	Yes	Inherit	Yes	01/22/2012 2:28:58 PM	   
Employees Only	Inherit	Yes	Inherit	Yes	01/22/2012 2:29:55 PM	   
Board Members Only	Inherit	Yes	Inherit	Yes	01/22/2012 2:29:58 PM	   

- 3.2. For the Board Members Only Portal, *restrict access* to Board Members only.



☒ **Restrict Access to Specific Group(s)?**

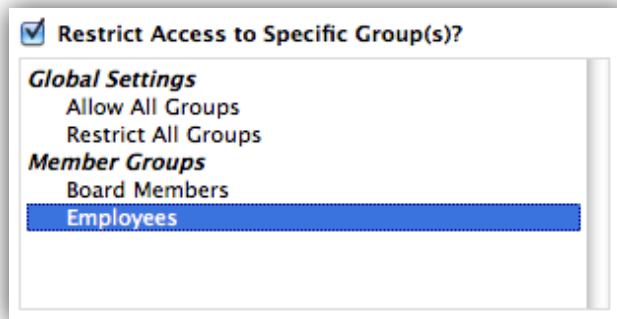
Global Settings

- Allow All Groups
- Restrict All Groups

Member Groups

- Board Members**
- Employees

- 3.3. For the Employees Only Portal, *restrict access* to the Employees only.



☒ **Restrict Access to Specific Group(s)?**

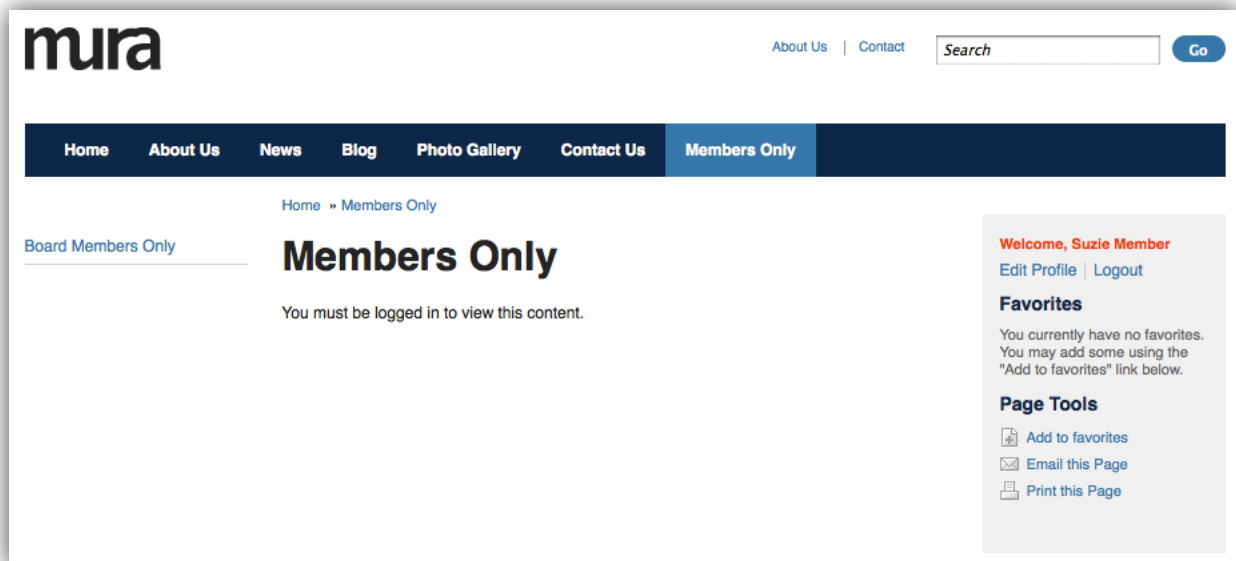
Global Settings

- Allow All Groups
- Restrict All Groups

Member Groups

- Board Members
- Employees**

4. Now, when a member of the Board Members Site Member group logs in to the Members Only area, they will see a navigational link to the Board Members Only section, but they will not see a link to the Employees Only section, and vice versa.



Building the Home Page

Because the Home page is generally a unique page that aggregates content from many other sections in the site, we recommend building this page last. This exercise will cover the following items related to the Home page:

- Creating a Slideshow
- Creating a Dynamic News Feed
- Placing a Home Page Content Component

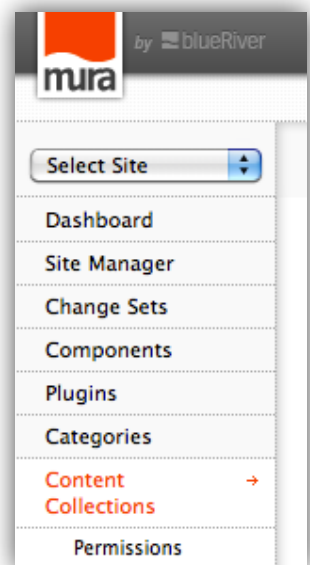
Creating a Slideshow

Mura offers built-in slideshow functionality. You can quickly create a feature area that cycles through specific content located throughout the site. Before we can actually use the built-in slideshow display object, we need to create a unique index of the content we would like to display in this featured, high-traffic area of the site.

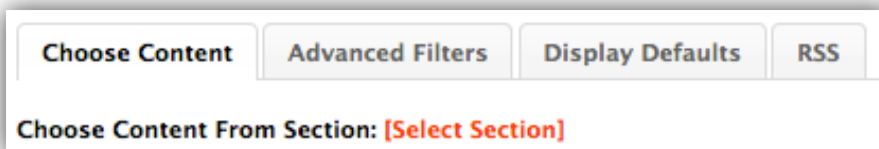
Create a Local Content Index

A Local Content Index is essentially a collection of content which has been indexed and aggregated from specified areas of the site. Once created, these content indexes can be used throughout multiple areas of the site. To create a Local Content Index, follow these steps:

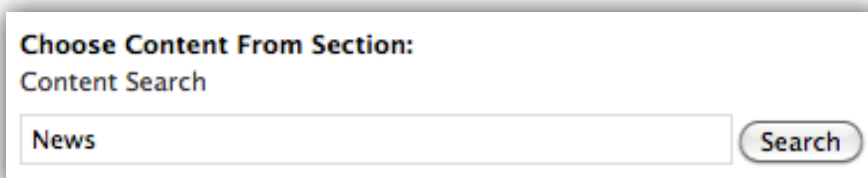
1. Click **Content Collections** from the left panel menu in the Admin area.
2. Click the **Add Local Index** link near top of the Content Collections screen.




3. Enter a **Name** for your index. (e.g., Homepage Slideshow)
4. From the **Choose Content** tab section, click **Select Section**.



5. In the Content Search field, enter a search keyword to located a specific section or page of the site, then click Search (e.g., News)






6. Results will be displayed below. Locate and select the plus sign  next to the section you would like to include in the Local Index.

Choose Content From Section:
Content Search

News

Select Section

 Home »  News 

7. Once you click the plus sign, it should then appear under the Section area.

Select Section

 Home »  News 

Section	Type
News	Portal 

8. If you select the wrong section, simply remove it from the Section by clicking the red X.
9. Repeat this step for each section that you would like to select content from.
10. You can narrow the search results by applying additional filters. For example, by selecting the Domestic from the Category Filters, Mura will only include content that has been categorized as Domestic News.

Category Filters

☐ News Categories

☒ Domestic

☐ International

11. You can narrow the search results even further by selecting **Yes** or **No** from the **Include Features Only?** option. If Yes, then only content where **Yes** has been selected on the **Feature in this section?** option in **Site Manager**.

Include Features Only?

☐ Yes ☒ No

12. Click the **Display Defaults** tab and complete the following fields:

- **List Image Size:** List Image refers to the Primary Associated Image of any content. Options are Small, Medium, Large, and Custom. The dimensions for Small, Medium and Large are found under the Site Settings > Image tab. Custom allows you to enter your desired default Width and Height values.

List Image Size

Image Width

AUTO

Image Height

AUTO

- **Display Name on Content Object?:** Yes, will display the name of the Local Content Index on screen above the results. No will not display the title at all.
- **Max Items:** The maximum number of items you wish to be displayed.
- **Items Per Page:** The number of items displayed before pagination would automatically appear.
- **Available/Selected Fields:** You can control which fields you would like to appear when this Local Content Index is displayed on the screen. Simply drag and drop from and/or to the Available and/or Selected Fields area.

The screenshot shows a user interface for selecting fields. On the left, under the heading "Available Fields" with the instruction "Drag Fields from Here...", there are three buttons: "ReadMore", "Comments", and "Rating". On the right, under the heading "Selected Fields" with the instruction "...and Drop Them Here.", there is a dashed red box containing six yellow buttons: "Date", "Title", "Image", "Summary", "Credits", and "Tags".

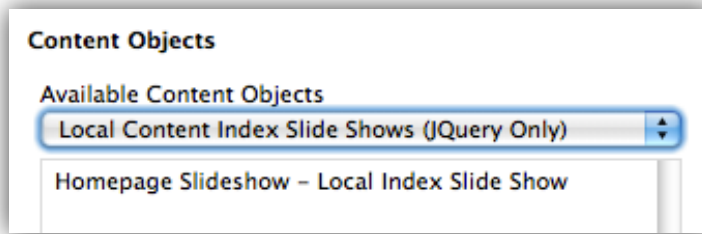
13. Click **Add**
14. The Local Index is now ready to use throughout the site. Let's use it to populate our slideshow.

Placing the Slideshow

1. In **Site Manager**, navigate to the Home page and click to edit.
2. Click the **Content Objects** tab.
3. Select **Local Content Index Slide Shows (jQuery Only)** from the **Available Content Objects** list.

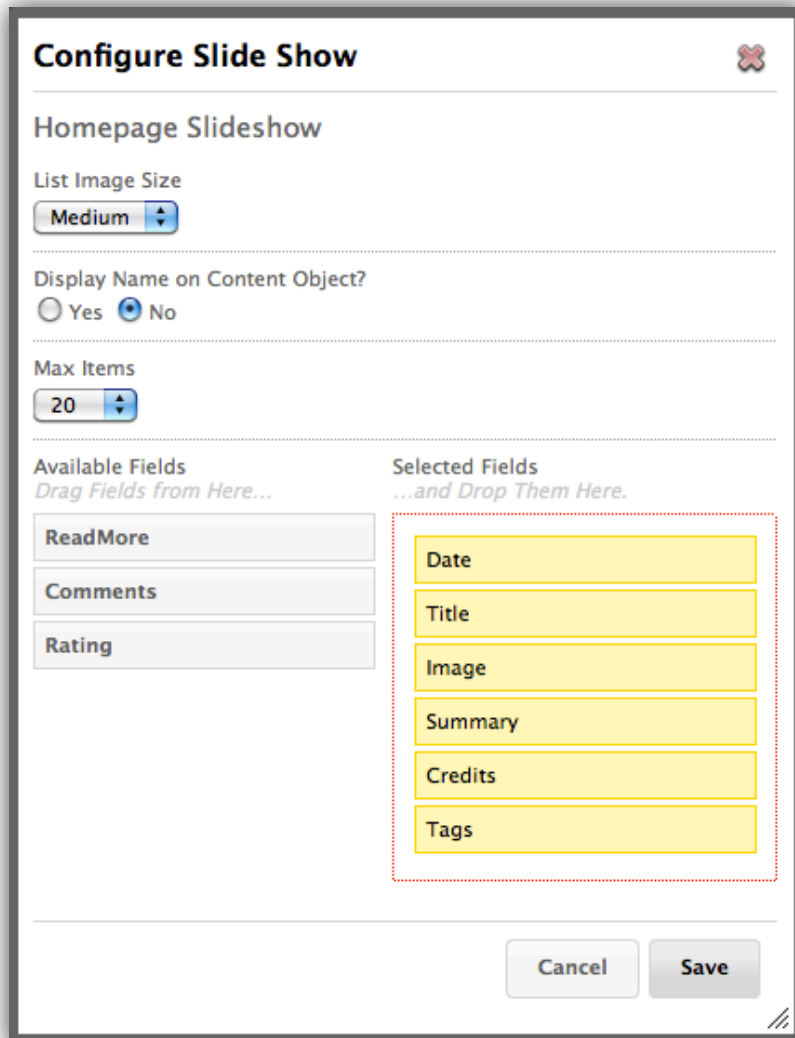
The screenshot shows a dropdown menu titled "Content Objects". The "Available Content Objects" section is expanded, showing a list of options. The option "Local Content Index Slide Shows (jQuery Only)" is highlighted with a blue background and a mouse cursor is pointing at it. Other visible options include "Select Object Type", "System", "Mailing Lists", "Ad Regions", "Portals", "Calendars", "Galleries", "Components", "Forms", "Local Content Indexes", "Remote Content Feeds", and "Plugins".

4. A list of available **Local Content Indexes** will appear.



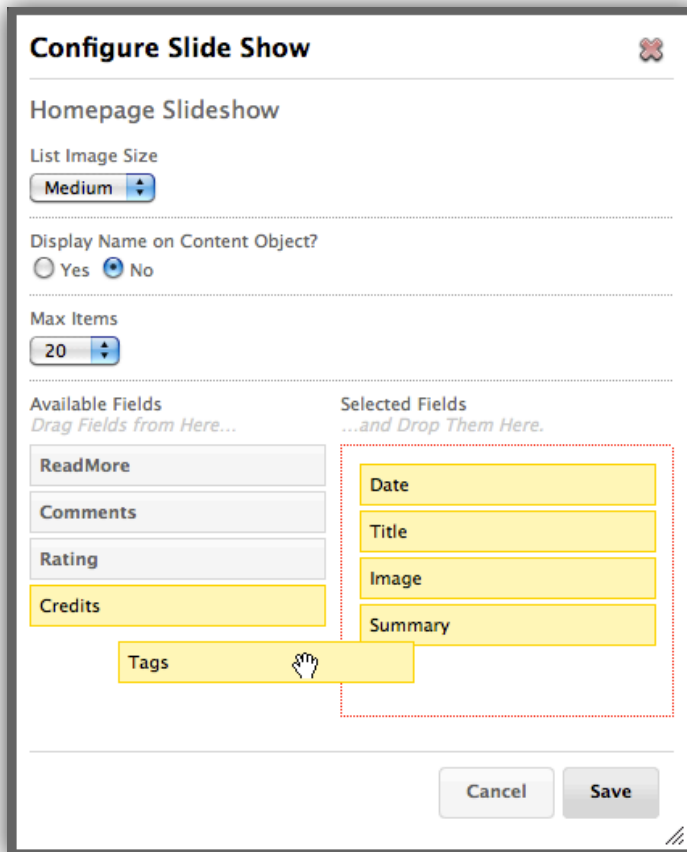
The 'Content Objects' dialog box has a title bar 'Content Objects'. Below it is a section 'Available Content Objects' containing a dropdown menu. The dropdown is open, showing 'Local Content Index Slide Shows (jQuery Only)' as the selected item. Below the dropdown is a list box containing 'Homepage Slideshow - Local Index Slide Show'.

5. Select **Homepage Slideshow - Local Index Slide Show** and assign it to the **Main Content** Content Objects display region. This will launch the **Configure Slide Show** configurator.



The 'Configure Slide Show' dialog box has a title bar 'Configure Slide Show' with a close button. The main title is 'Homepage Slideshow'. It contains several settings: 'List Image Size' with a 'Medium' button; 'Display Name on Content Object?' with 'Yes' and 'No' radio buttons, where 'No' is selected; 'Max Items' with a '20' button. Below these are two columns: 'Available Fields' with 'ReadMore', 'Comments', and 'Rating' buttons; and 'Selected Fields' with 'Date', 'Title', 'Image', 'Summary', 'Credits', and 'Tags' buttons. A red dashed box encloses the 'Selected Fields' buttons. At the bottom are 'Cancel' and 'Save' buttons.

6. You can then drag default fields from *Selected Fields* and drop them in the *Available Fields* area to remove them from the default display.

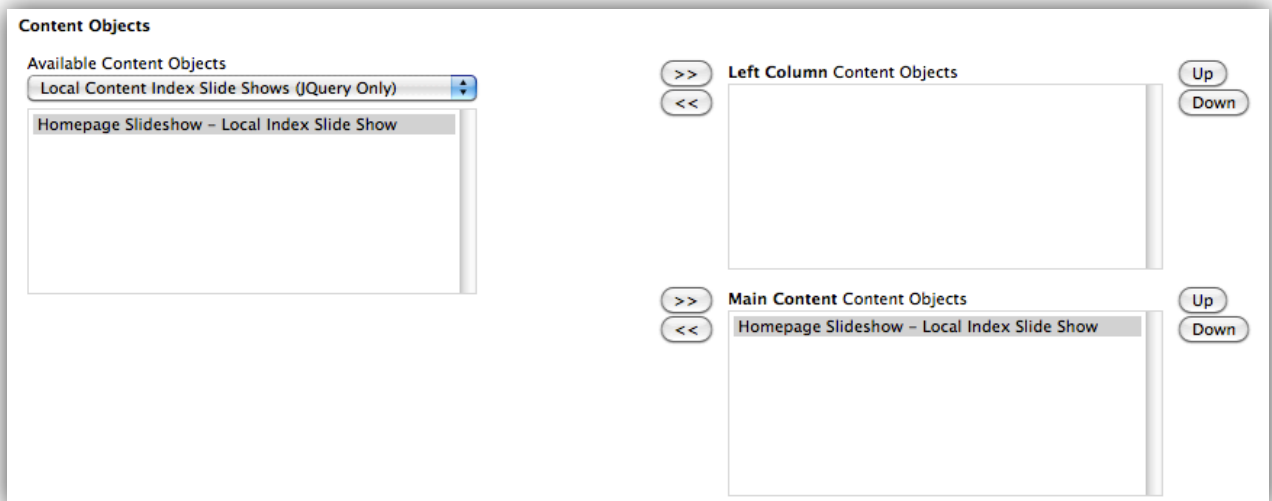


The **Configure Slide Show** dialog box is shown. It has a title bar with a close button. The main content area is titled **Homepage Slideshow**. It contains the following settings:

- List Image Size:** A dropdown menu set to **Medium**.
- Display Name on Content Object?:** Radio buttons for **Yes** and **No**, with **No** selected.
- Max Items:** A dropdown menu set to **20**.
- Available Fields:** A list of fields with a "Drag Fields from Here..." instruction. The fields are: **ReadMore**, **Comments**, **Rating**, **Credits**, and **Tags**. The **Tags** field is highlighted with a hand cursor.
- Selected Fields:** A list of fields with a "...and Drop Them Here." instruction. The fields are: **Date**, **Title**, **Image**, and **Summary**. A red dashed box surrounds this list.

At the bottom right are **Cancel** and **Save** buttons.

7. Click **Save** to close the configurator.



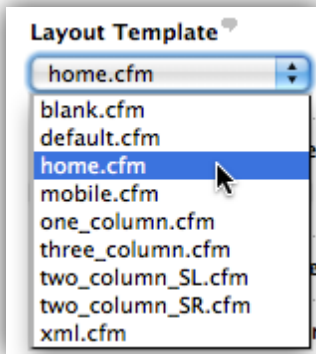
The **Content Objects** dialog box is shown. It has a title bar. The main content area is titled **Content Objects**. It contains the following elements:

- Available Content Objects:** A list of content objects. The first item is **Local Content Index Slide Shows (jQuery Only)**, and the second is **Homepage Slideshow - Local Index Slide Show**. The second item is selected.
- Left Column Content Objects:** A list of content objects. It is currently empty. To its right are **Up** and **Down** buttons.
- Main Content Content Objects:** A list of content objects. It contains the item **Homepage Slideshow - Local Index Slide Show**. To its right are **Up** and **Down** buttons.

Navigation buttons (**>>** and **<<**) are located between the **Available Content Objects** list and the **Left Column Content Objects** list, and between the **Left Column Content Objects** list and the **Main Content Content Objects** list.

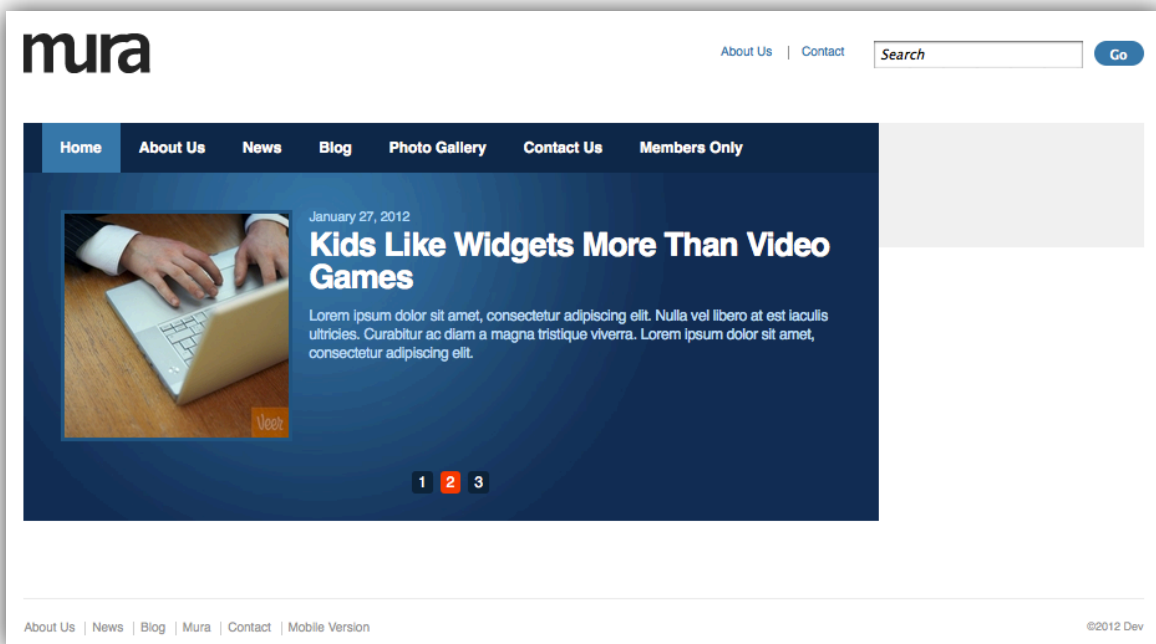
8. Click the **Advanced** tab.

9. Make sure the **Layout Template** is set to **home.cfm**



10. Click **Publish**.

11. Preview the Home page to view the **Homepage Slideshow** displaying the Local Content Index as a **Local Index Slideshow**.

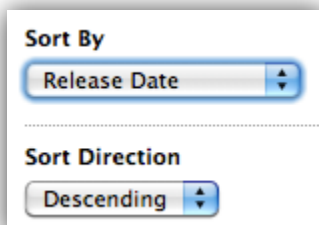


Creating Another Local Content Index

In this example, we will create another Local Content Index of the Blog section and assign it to display in the right column of the Home page.

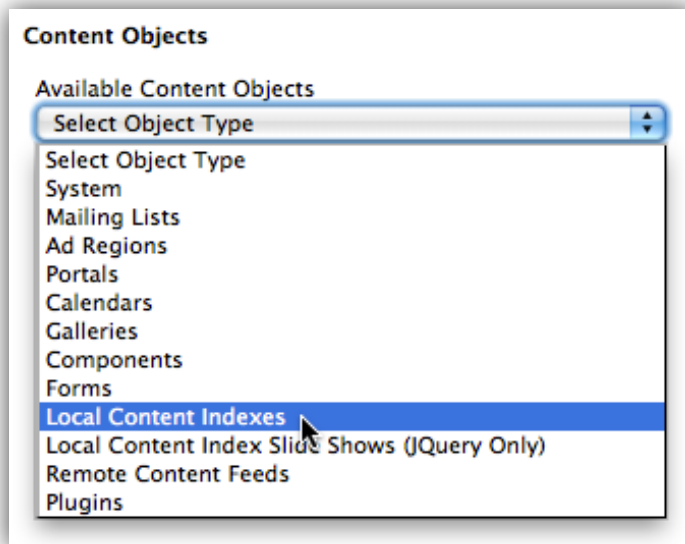
Create a Local Index

Follow the instructions in the previous example to create a local content index for the Blog section titled **From Our Blog**. Set the Sort By to Release Date, and set the Sort Direction to Descending.

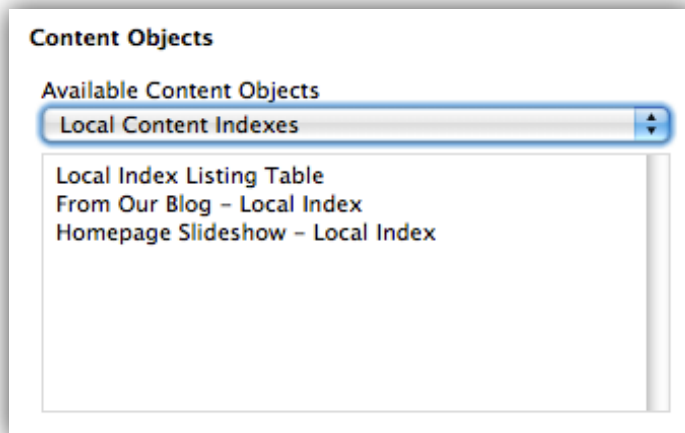


Placing the Local Index

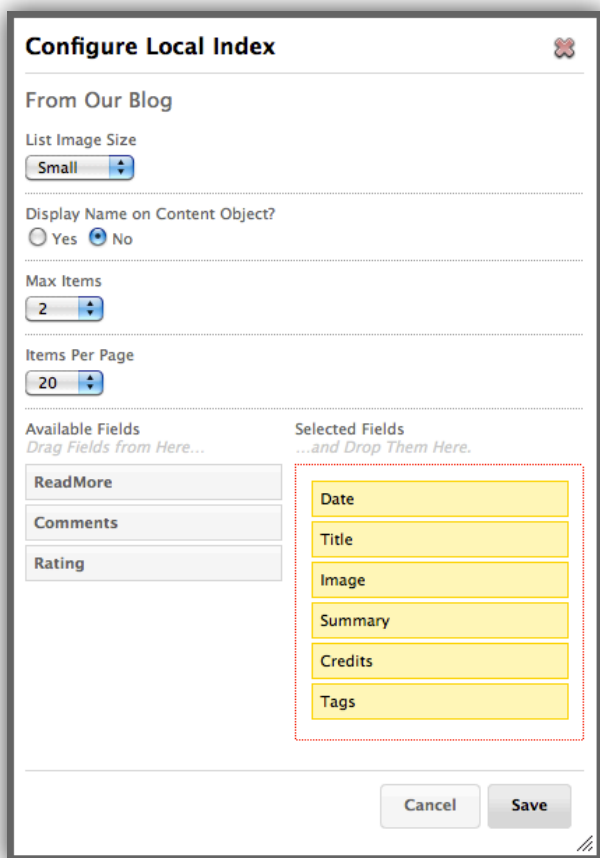
1. In **Site Manager**, navigate to the Home page and click to edit.
2. Click on the **Content Objects** tab.
3. Select **Local Content Indexes** from the **Available Content Objects** list.



4. A list of available Local Content Indexes will appear.



5. Select **From Our Blog - Local Index** and assign it to the **Right Column** Content Objects display region. This will launch the **Configure Local Index** configurator window.



The image shows a 'Configure Local Index' window with a title bar and a close button. The window is divided into several sections. The 'From Our Blog' section contains a 'List Image Size' dropdown set to 'Small', a 'Display Name on Content Object?' section with 'Yes' and 'No' radio buttons (where 'No' is selected), a 'Max Items' dropdown set to '2', and an 'Items Per Page' dropdown set to '20'. Below these is a field selection area with 'Available Fields' (ReadMore, Comments, Rating) and 'Selected Fields' (Date, Title, Image, Summary, Credits, Tags). The 'Selected Fields' are highlighted with a red dashed border. At the bottom are 'Cancel' and 'Save' buttons.

Configure Local Index

From Our Blog

List Image Size
Small

Display Name on Content Object?
☐ Yes ☒ No

Max Items
2

Items Per Page
20

Available Fields
Drag Fields from Here...

ReadMore
Comments
Rating

Selected Fields
...and Drop Them Here.

Date
Title
Image
Summary
Credits
Tags

Cancel Save

6. Drag **Image** from **Selected Fields** and drop it under **Available Fields**. Check **Yes** for **Display Name on Content Object?** then click **Save**.

Configure Local Index

From Our Blog

List Image Size
Small

Display Name on Content Object?
☒ Yes ☐ No

Alternate Display Name

Max Items
2

Items Per Page
20

Available Fields
Drag Fields from Here...

Selected Fields
...and Drop Them Here.

Image

ReadMore

Comments

Rating

Date

Title

Summary

Credits

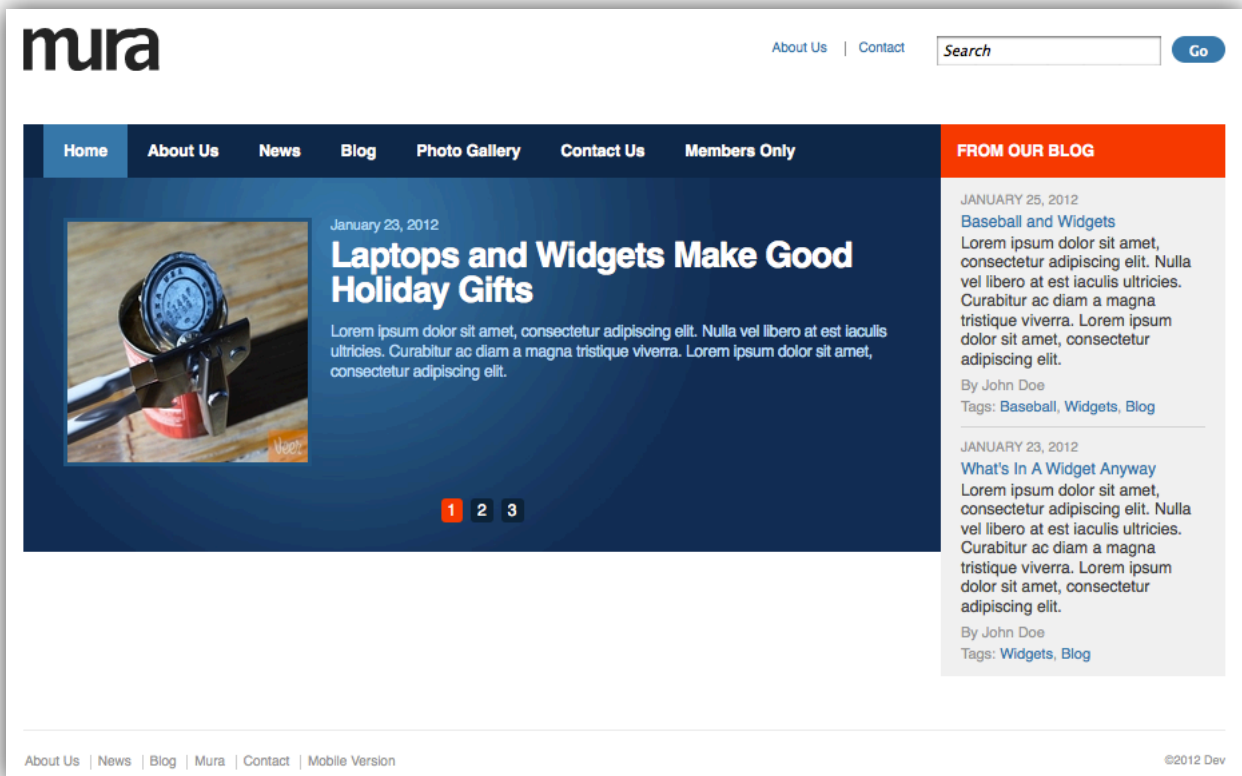
Tags

Cancel

Save

7. Click **Publish**.

8. The Local Content Index of recent Blog posts should now appear in the Right Column of the Home page.



Publishing Options

There are several publishing options to consider when creating content in Mura CMS.

Publish


When editing or creating content clicking the publish button will publish that version of the content to the site. This action will also remove any draft versions of this content.

Save as Draft

Saving as a draft allows you to save a draft version of content for later editing. Draft versions are available for review via the Drafts menu, Site Manager or Version History.

Preview

Previewing content will display a web preview of the content you are currently editing in a browser window. You can access preview while editing the content or from the site manager or version history list by selecting the


preview icon .


































Version History



Each time content is published, a new version is created and the previously published version is archived. Each version of the content is available for preview, editing and publishing through the Version History menu.


Accessing Version History

To access Version History for content, you can follow these steps:

1. From the Site Manager, click on the Version History icon .
2. This will display the Version History list for that content.


Version History											
Home » About Us											
Clear Version History Delete Content Permissions											
Title	Notes	Change Set	Status	Display	Objects	Feature	Nav	Update	Time	Author/Editor	
About Us			Published	Yes	Cascade	No	Yes	01/22/2012	12:03 AM	Steve Withington	  
About Us			Archived	Yes	Cascade	No	Yes	01/21/2012	2:21 PM	Steve Withington	  
About Us			Archived	Yes	Cascade	No	Yes	01/21/2012	2:13 PM	Steve Withington	  
About Us			Archived	Yes	Cascade	No	Yes	01/21/2012	2:13 PM	Steve Withington	  
About Us			Archived	Yes	Cascade	No	Yes	01/21/2012	1:55 PM	Steve Withington	  
About Us			Archived	Yes	Cascade	No	Yes	01/21/2012	1:54 PM	Steve Withington	  
About Us			Archived	Yes	Cascade	No	Yes	01/21/2012	1:39 PM	Steve Withington	  
About Us			Archived	Yes	Cascade	No	Yes	01/21/2012	12:55 PM	Steve Withington	  
About Us			Archived	Yes	Cascade	No	Yes	01/21/2012	12:54 PM	Steve Withington	  
About Us			Archived	Yes	Cascade	No	Yes	01/21/2012	11:35 AM	Steve Withington	  
About Us			Archived	Yes	Inherit	No	Yes	01/21/2012	10:20 AM	Steve Withington	  

3. Clicking the edit icon  will allow you to edit and publish a version.
4. Clicking the preview icon  will allow you to preview that version in a new window.

5. Clicking the delete icon  will delete that particular version.
6. Clicking Clear Version History will remove all archived versions.

Rolling Back to a Previous Version

To roll back to a previous version, you can follow these steps.

1. Clicking the edit icon  will allow you to edit the archived version.
2. After making your edits, select the publish button.
3. That version will become the published version and the previously published version will become archived.

Include in Site Navigation

There are many instances where you may not want to include content in the navigation on the site but still to be accessible via a url or direct link within content.

1. On the basic tab, uncheck the include in navigation box.

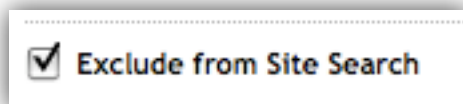


2. Click **Publish**.
3. The page will now be published and available via the url.

Exclude from Site Search

To exclude content from the built-in Mura CMS site search, you can follow these steps.

1. On the advanced tab, check the "Exclude from Site Search".

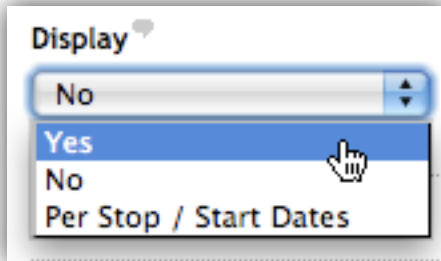


2. Publish the page.
3. The page will no longer be returned by the site search.

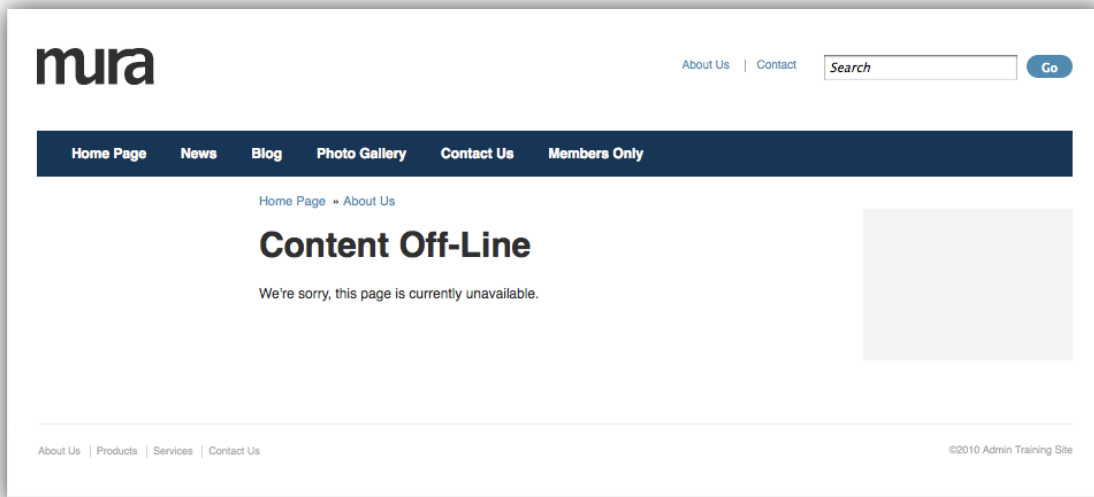
Display Options

The display feature in Mura CMS allows you to choose to display content on the web site or not. To manage the display attribute, follow these steps.

1. On the basic tab, select Yes, No or by Start and Stop dates in the Display field.



2. If Yes is selected, the content will be displayed on the web site.
3. If No is selected, the content will not be displayed on the web site and the end user will receive the default "Content Off-Line" message.



4. Select "Per Start / Stop Dates" to enter a display start date and display end date. The content will display beginning on the start date and time and will stop displaying on the end date and time.

A screenshot of the 'Display' form in the Mura CMS interface. The 'Display' dropdown is set to 'Per Stop / Start Dates'. Below this, there are two sections: 'Start Date / Time' and 'Stop Date / Time'. Each section has a date picker (showing '1/4') and time selection buttons (hour, minute, and AM/PM). The 'Start Date / Time' section is set to 12:00 AM, and the 'Stop Date / Time' section is set to 11:59 PM.

Page Titles and URLs

Mura CMS allows you to set the various page titles and URLs.

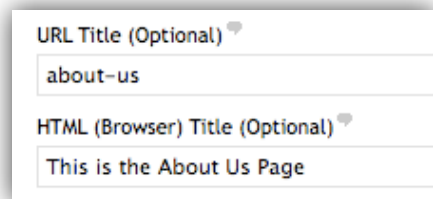
Standard Page Titles

There are two (2) standard title attributes for each content node; Title and Navigation Title. **Title** is the text that displays on the content details page. **Navigation Title** is the text that display in the navigation for that content. In the example below, the title is “About our Company” and the navigation title is “About Us” .

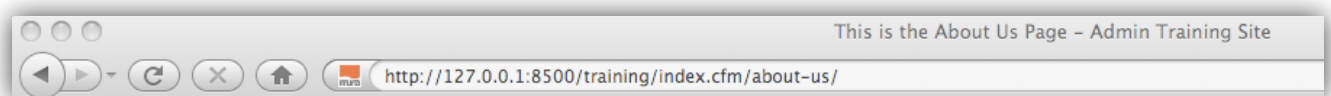
SEO Titles

There are two SEO title attributes for each content node; URL Title and HTML Browser Title. You can adjust these titles to optimize them for search engines.

- The **URL title** is the actual url for the content node.
- The **HTML Browser Title** is the title that appears in the browser
- Both titles are optional and if left blank will populate with the default Title (Browser) and Navigation title (URL).



The image shows a configuration form with two input fields. The first field is labeled "URL Title (Optional)" with a heart icon and contains the text "about-us". The second field is labeled "HTML (Browser) Title (Optional)" with a heart icon and contains the text "This is the About Us Page".



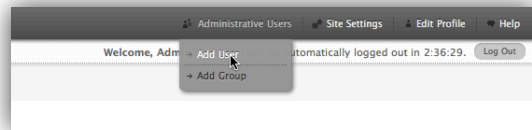
Administrative Users and Groups

Administrative Group

By default, there is a single administrative group labeled “Admin”. Any users added to this group will have access to all enabled functions within Mura CMS.

Adding Users to the Admin Group

1. In the top, right menu, select “Add User” from the Administrative Users menu.

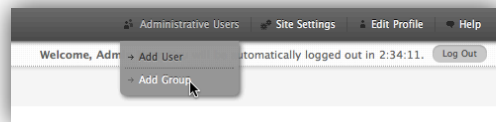


2. Complete the information on the Basic tab for the Administrative User profile
3. Click on the Group Membership tab and check the box next to “Admin”.
4. Click Add.

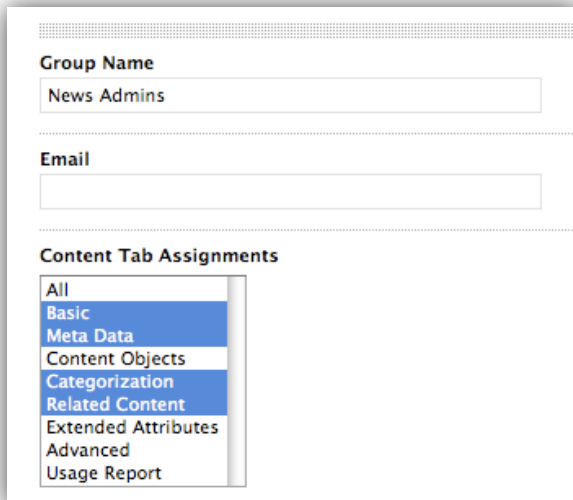
Creating Alternate Admin Groups

Creating alternate admin groups allows you to assign content editing permissions to specific groups. To create an alternate admin group, follow these steps.

1. In the top, right menu, select “Add Group” from the Administrative Users menu.



2. Enter the name of the group in the Group Name field.
3. Select which content tabs they should have access to when editing content.







4. Click Add.
5. The group will now appear in the Administrative Users list.

Administrative Users & Groups

Search for Administrative User

Administrative Groups

Name (Members)	Email	Update	Author/Editor	
Admin (1)				 
News Admins (0)		06/18/2010 12:57 PM	Admin User	 

Adding New Members to a Group

1. In the top, right menu, select "Add User" from the Administrative Users menu.
2. Complete the information on the Basic tab for the Administrative User profile.
3. Click on the Group Membership tab and check the box next to the group they belong to.

Administrative User Maintenance Form

*Required, **Required to login to Site

Administrative Groups

☐ Admin

☒ News Admins

4. Click Add.

Adding Existing Administrative Users to a Group

To add an existing administrative user to a group, follow these steps.

1. Click on the Administrative Users menu in the top right.
2. Click the name of the group you would like to add users to.
3. Click "Add Administrative User to Group"

Administrative Group Maintenance Form

▶ [Add Administrative User to Group](#)

Group Name

News Admins

4. Search for the user by last name or company.

Select User

Search by Last Name or Company

Name
Thompson, Ryan

5. *Click the name of the user you would like to add.*
6. *The selected user will be added to the group.*

CMS Permissions

Granting Access to Admin Groups

Before members of an administrative group can access and use Mura CMS, permissions need to be granted to each group.

1. Click the *Permissions* link in the lower left menu.
2. Below “Administrative Groups”, check the box next to the administrative groups that you would like to grant access to.



The screenshot shows a web interface titled "Permissions" in orange. Below the title is a text instruction: "To set permissions for *Content Manager*, simply check the box of the User Groups youd like to have access." Below this is a section header "Administrative Groups". Underneath is a table with two columns: "Allow" and "Group". The "Allow" column contains a checkbox, and the "Group" column contains the text "News Admins".

Allow	Group
<input type="checkbox"/>	News Admins

3. Click *Update*.
4. Members within the selected groups will now have access to Mura CMS.

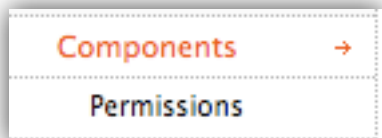
Setting Permissions on Modules

Mura CMS provides the ability to limit or grant access to the following CMS modules.

- Components
- Plugins
- Categories
- Content Collections
- Site Members

To set permissions for each module follow these steps.

1. Click on the module tile in the left hand menu.
2. Click the *Permissions* link below the selected item.



3. Select the permission level for each administrative group.

Permissions

To set permissions for *Component Manager*, simply select the radio button of the User Groups you would like to have authoring and/or editing permissions.

Administrative Groups


Editor	Author	Inherit	Deny	Group
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	News Admins

- Editor - has the ability to publish items within the selected module.
- Author - has the ability to publish drafts within the selected module.
- Inherit - global administrative permissions are applied to this module.
- Deny - no access is granted for this module.

4. Click *Update*.

Setting Permissions on Content Nodes

Mura CMS provides the ability to limit or grant access to each content node within the Site Manager.

1. In Site Manager, select the permissions icon  next to the content that you want to set permissions for.
2. Select the permission level for each administrative group.

Permissions

 Home Page

To set permissions for *Home Page*, simply select the radio button of the User Groups you would like to have authoring and/or editing permissions.

Administrative Groups

Editor	Author	Inherit	Read Only	Deny	Group
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	News Admins

- Editor - has the ability to publish items within the selected module.
- Author - has the ability to publish drafts within the selected module.
- Inherit - global administrative permissions are applied to this module.
- Read Only - can only read the contents within the selected node.
- Deny - no access is granted for this module.

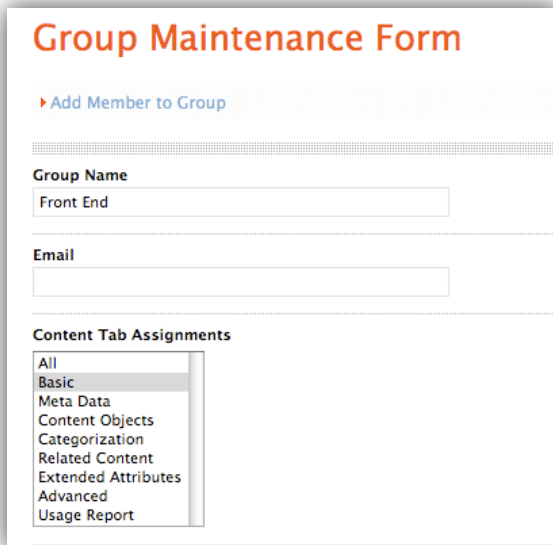
3. Click *Update*.

Front End Editing

By default, when you are logged in as an administrative user, the front end editing tools will appear while browsing the web site. Mura CMS also allows you to enable editing capabilities for site member groups.

Create a Site Member Group

1. *Select Site Members from the left hand menu*
2. *Enter the name of the group*
3. *Select the tabs that you would like them to see when editing content*

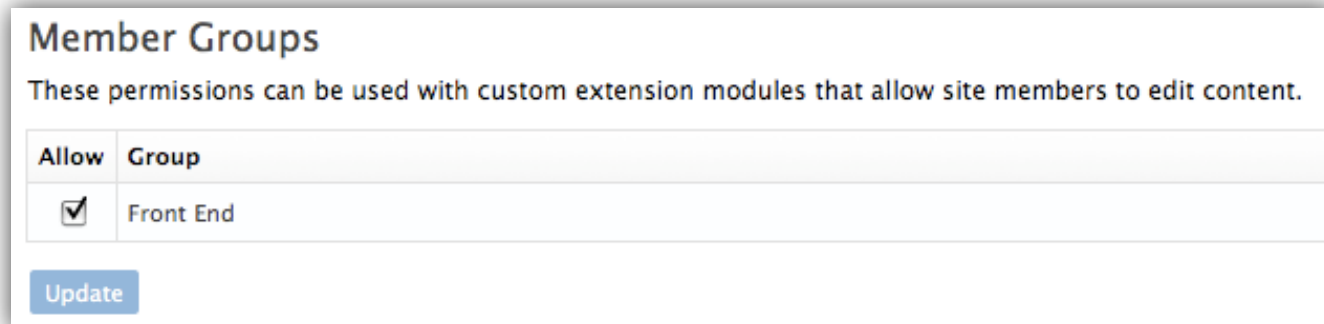


The screenshot shows the 'Group Maintenance Form' in Mura CMS. It has a title 'Group Maintenance Form' in orange. Below the title is a link 'Add Member to Group'. The form contains three sections: 'Group Name' with a text input field containing 'Front End'; 'Email' with an empty text input field; and 'Content Tab Assignments' which is a dropdown menu. The dropdown menu is open, showing a list of options: 'All', 'Basic' (which is highlighted), 'Meta Data', 'Content Objects', 'Categorization', 'Related Content', 'Extended Attributes', 'Advanced', and 'Usage Report'.

4. *Click Add.*

Set Editing Permissions

1. *Click the Permissions link in the lower left menu.*
2. *Below "Member Groups", check the box next to the administrative groups that you would like to grant access.*
3. *Click Update.*
4. *Members within the selected groups will now have access to Mura CMS front end editing capabilities.*




The screenshot shows the 'Member Groups' permissions page. It has a title 'Member Groups' and a subtitle 'These permissions can be used with custom extension modules that allow site members to edit content.' Below this is a table with two columns: 'Allow' and 'Group'. The table has one row with a checked checkbox in the 'Allow' column and 'Front End' in the 'Group' column. Below the table is a blue 'Update' button.

Allow	Group
<input checked="" type="checkbox"/>	Front End


Update

Setting Permissions on Content Nodes

Mura CMS provides the ability to limit or grant access to each content node within the Site Manager.

1. In Site Manager, select the permissions icon  next to the content that you want to set permissions for.
2. Select the permission level for each member group.

Permissions

 Home Page

To set permissions for *Home Page*, simply select the radio button of the User Groups you would like to have authoring and/or editing permissions.

Administrative Groups

Editor	Author	Inherit	Read Only	Deny	Group
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	News Admins

Member Groups

These permissions can be used with custom extension modules that allow site members to edit content. These settings override any basic permissions set on a nodes advance tab.

Editor	Author	Inherit	Read Only	Deny	Group
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Front End

[Update](#)

- Editor - has the ability to publish items within the selected module.
- Author - has the ability to publish drafts within the selected module.
- Inherit - global administrative permissions are applied to this module.
- Read Only - can only read the contents within the selected node.
- Deny - no access is granted for this module.

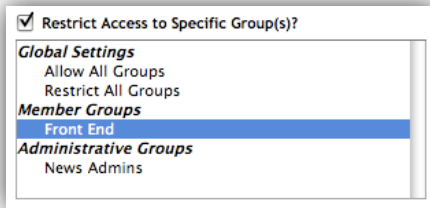
3. Click *Update*.

Restrict Access to Content

In order for member groups to access the content editing tools from the front end, they must authenticate. In order to allow authentication to a specific section of the site, you must restrict access to that member group.

To restrict access of a page to one or more user groups, you can follow these steps.

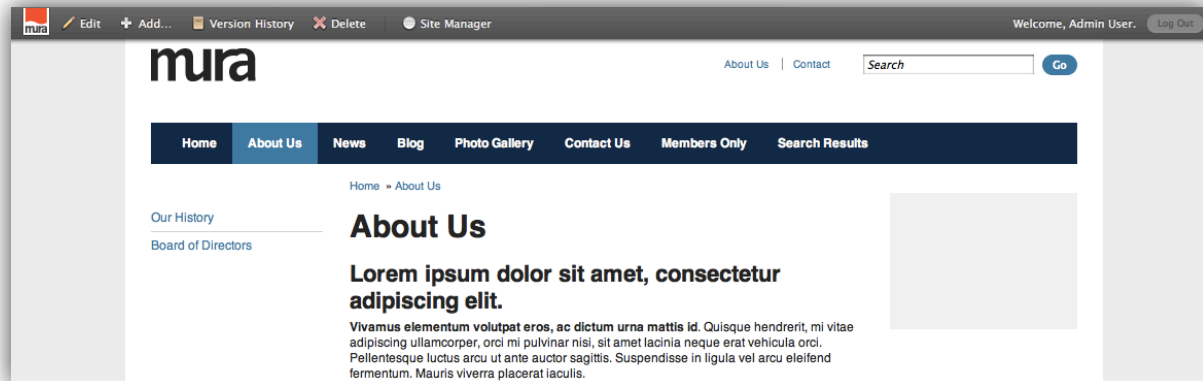
1. In Site Manager, navigate to the page that you want to restrict access to and click to edit.
2. Select the “Advanced” tab on the content editing screen
3. Check the box next to “Restrict Access to Specific Group(s)? field.



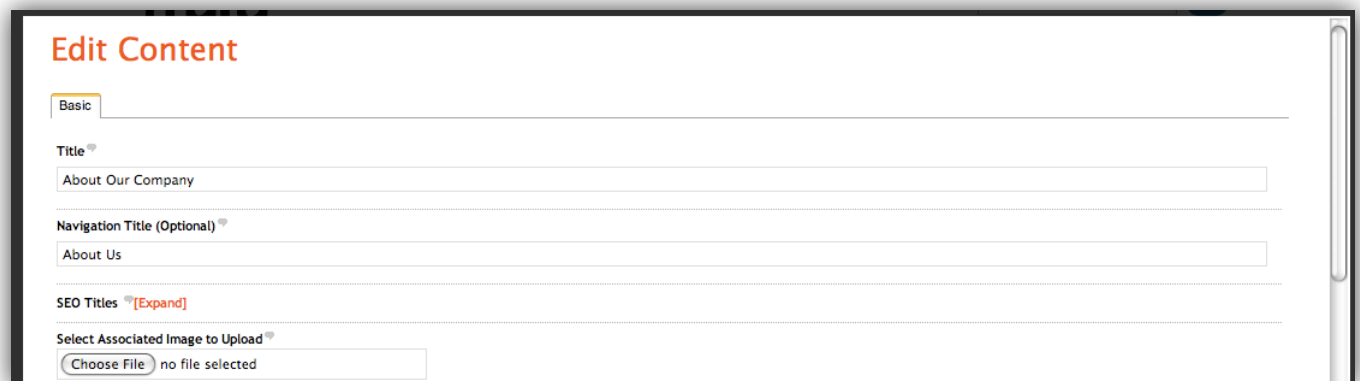
4. Highlight the groups you would like to restrict access to.
5. Click Update.

Front End Tools

Once a user authenticates successfully, they will be presented with the front end editing toolbar.



When a user adds or edits content they will only see the tabs that were assigned to that group in the group creation process. The example below shows only the basic tab because that is the only tab they've been given access to.



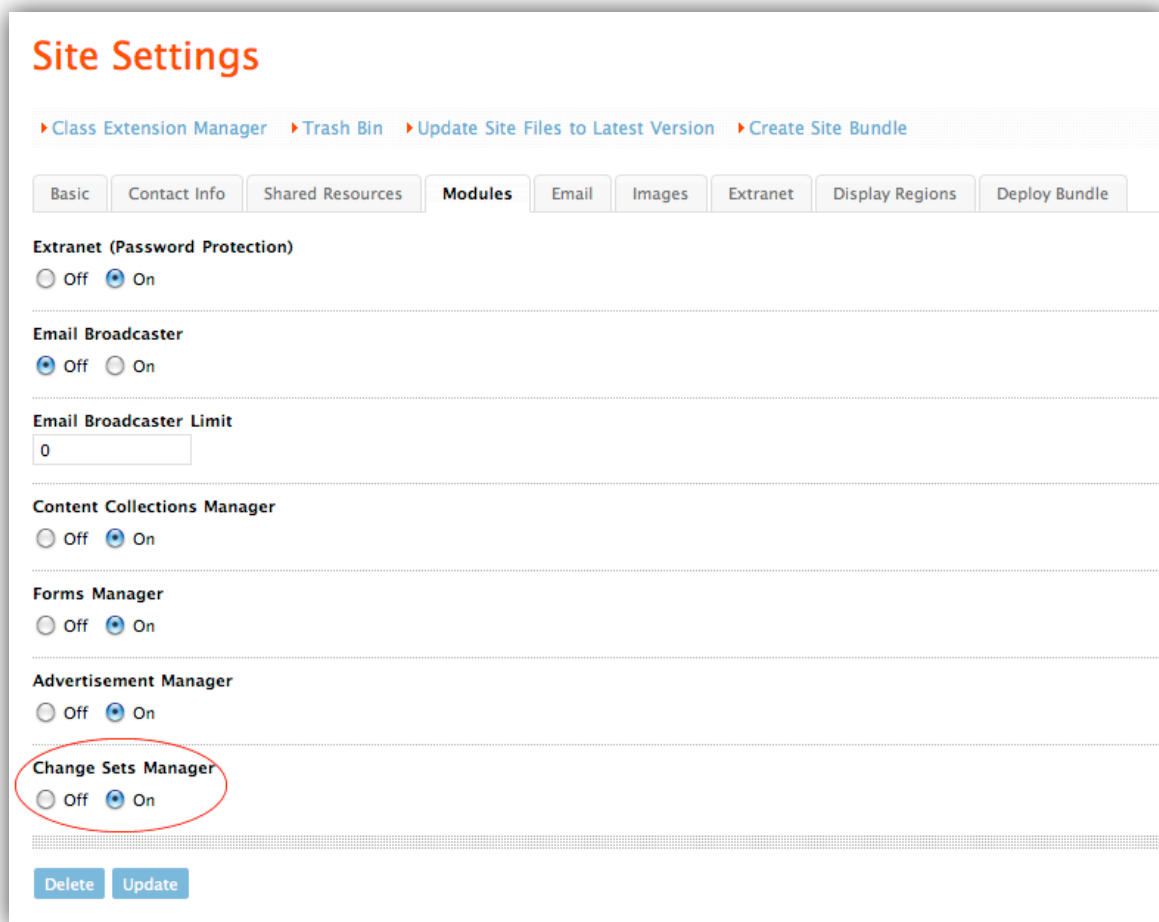
Change Sets

Change Sets provide a way to simultaneously publish multiple versions of site content all at the same date and time.

In addition, one can preview a site as if the content assigned to specific Change Sets has been published, providing an easy way to see exactly what state a site is in after a Change Set goes live.

Activating the Change Sets Module

1. Go to "Site Settings > Edit Current Site"
2. Select Modules Tab
3. Set Change Sets is set to "On"



The screenshot shows the 'Site Settings' interface with the 'Modules' tab selected. The 'Change Sets Manager' module is highlighted with a red circle, and its 'On' radio button is selected. The 'Update' button at the bottom right is also highlighted.

Site Settings

▶ [Class Extension Manager](#) ▶ [Trash Bin](#) ▶ [Update Site Files to Latest Version](#) ▶ [Create Site Bundle](#)

Basic | Contact Info | Shared Resources | **Modules** | Email | Images | Extranet | Display Regions | Deploy Bundle

Extranet (Password Protection)
☐ Off ☒ On

Email Broadcaster
☒ Off ☐ On

Email Broadcaster Limit

Content Collections Manager
☐ Off ☒ On

Forms Manager
☐ Off ☒ On

Advertisement Manager
☐ Off ☒ On

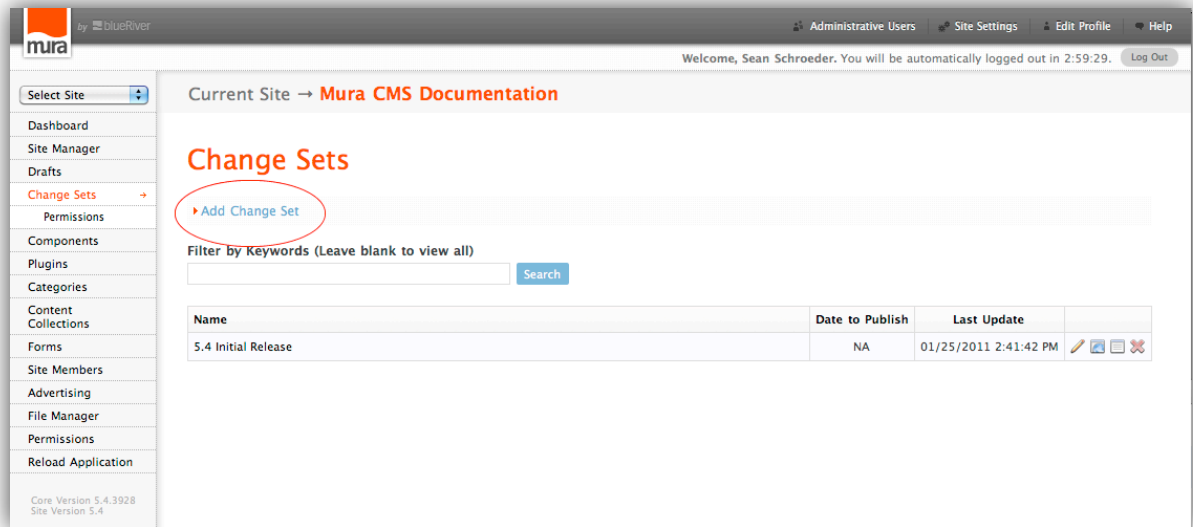
Change Sets Manager
☐ Off ☒ On

[Delete](#) [Update](#)

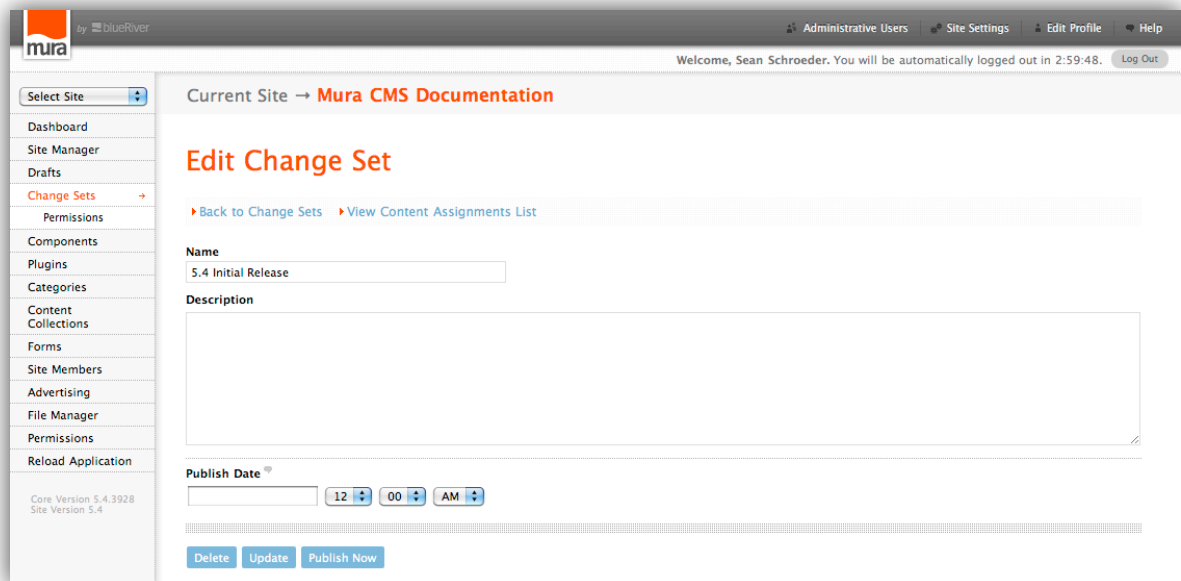
4. Click **Update**

Creating a Change Set

1. Click "Change Sets" in left-hand navigation in the Mura Admin
2. Click "Add Change Set"



3. Give the Change Set a Title, Description, and Publish Date/Time



4. Click "Save"

Adding Content to a Change Set

1. Edit any content node from the Site Manager
2. Make desired edits and click "Save to Change Set"

Previewing a Change Set

- Click "Change Sets" in left-hand navigation in the Mura Admin
-

Content Release Date (Optional)

12 00

Display

No

Content Parent: "User Guide" [\[Select N...\]](#)

Feature in this section?

No

☒ Include in Site Navigation

☐ Open in New Browser Window

☐ Notify For Review

Add Notes [\[Expand\]](#)

Assign to Change Set

	Name
<input checked="" type="radio"/>	5.4 Initial Release
<input type="radio"/>	None

3. Select an available Change Set and desired settings (if available)
4. Click "Save"
5. Repeat as necessary to produce a complete set of changes

Previewing a Change Set

1. Click "Change Sets" in left-hand navigation in the Mura Admin
2. In the list of Change Sets, click the preview icon on the far right of the table.

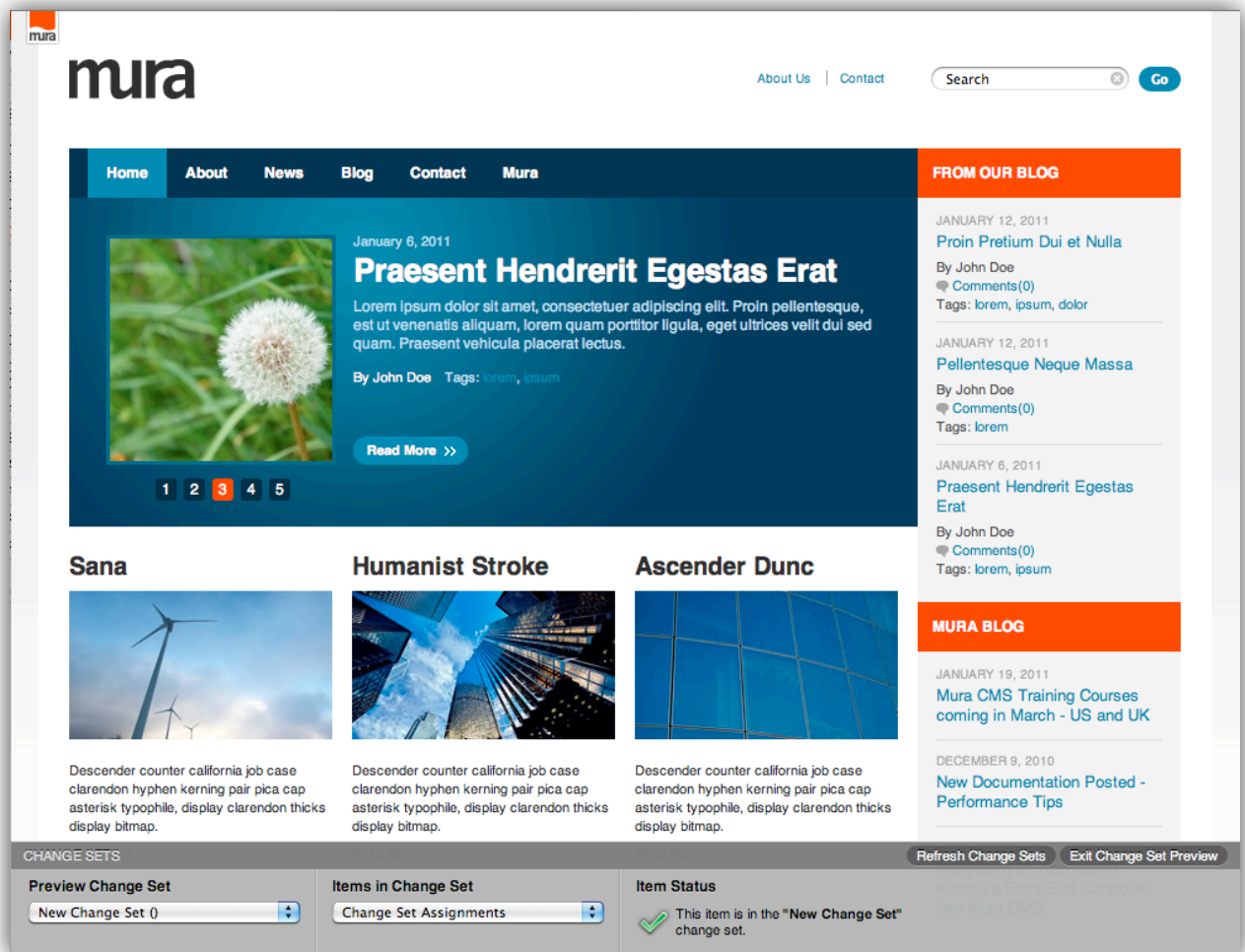
Change Sets

[Add Change Set](#)

Filter by Keywords (Leave blank to view all)

Name	Date to Publish	Last Update	
5.4 Initial Release	NA	01/25/2011 2:41:42 PM	

A new window with the home page of your site will be displayed with the Change Sets toolbar.



3. You can now browse your site as if the items in the Change Set have been published, using the dropdown menus to toggle between Change Sets and the items assigned to each.
4. Alternatively, you can preview an item in a Change Set from the Change Set Item List in the Mura Admin.

Publishing a Change Set

You can publish a a Change Set two ways: Manually or scheduled by a specific date & time.

1. Click "Change Sets" in left-hand navigation in the Mura Admin
2. Click the title of the Change Set or the "Edit" icon


Edit Change Set

[▶ Back to Change Sets](#) [▶ View Content Assignments List](#)

Name

5.4 Initial Release

Description

Publish Date 

01/31/2011

12

00

AM

Delete

Update

Publish Now

3. If publishing manually, click the "Publish Now" button
4. If not, schedule a specific date & time using the available fields

Additional Resources

Download Mura CMS

<http://www.getmura.com/download/>

Mura CMS Free Support Forum

<http://www.getmura.com/forum/>

Mura Plugins

<http://www.getmura.com/marketplace/mura-plugins/>

Mura CMS Support Services

<http://www.getmura.com/support/paid-support/>