

Common Tasks Performed in Savvy

Login

- a. <http://web.mnstate.edu/login.cfm>
- b. The updates/attention window
- c. Navigate to your page

The Savvy Toolbar

- a. Site – Adding pages to your own site
- b. Pages – Delete/Deactivate pages from your own site

Content Areas

- a. Areas Types
 - i. Unique – A content area that is exclusive to the page it's on only
 - ii. Shared – A content area that is shared across all pages on the template
- b. The Blue Box
 - i. Edit – Allows editing of the content region
 - ii. Action – Contains a list of actions available to the user
 1. History – Allows for the reverting to previously published content
 2. Schedule Expiration – Allows the user to set an expiration date on content. When the date is reached, it reverts back to the previously published content
 3. Publish Page – Publishes all changes made to all content areas on the current page
 4. Publish Object – Publishes all changes made to a particular content area on the current page

Editing pages on your site

- a. Open a web browser (Internet Explorer or Firefox)
- b. Login to Savvy: <http://web.mnstate.edu/login.cfm>
- c. Browse to your website or enter you url in the address bar. a. Go to the page you want to edit
- d. Click on the blue box in the area that you want to edit and click 'edit'
- e. Make the changes that you want and click 'save now'
- f. It will bring you back to the page you just made the edits on. To make it live you need to publish your content. The box that was blue is now a yellow color, click on it and go to 'action' and then click 'publish page' or 'publish object'.

The Edit Window

- a. Copy Bar – Cut, copy, past, undo, redo, search, spell check, code/design view, window resize, formatting cleanup, help
- b. Font Bar – Style selector, sub-style selector, font selector, font size selector
- c. Formatting Bar – Bold, Italic, Underline, left align, center align, right align, justify align, numbered list, bulleted list, out dent, in dent, font color, highlight color, superscript, subscript
- d. Link Bar – Create hyperlink, create anchor link, insert table, insert picture, insert document, content template, insert horizontal rule, insert special characters, show formatting symbols
- e. Content Area
- f. Properties Area
- g. Saving

Uploading a document or image to link on your site

- a. Follow above steps to #4.
- b. Type the text you want to link and then highlight it or if the text is already on the page just highlight the text.
- c. On the toolbar there is a button that looks like a world with a chain and if you hover over it should say 'Link'.
- d. Click on it
- e. On the bottom of your editing screen a box should appear that says 'Link Properties'.
- f. One of the boxes in the 'Link Properties' says 'Link: http://' next to that box there is a little folder icon, click on it.
- g. Your Remote File Explorer window is going to open
- h. On the left-hand side you will see all of the folders under the paralegal folder
- i. Highlight the 'classes' folder
- j. On the right-hand side you will see all of the documents under the 'classes' folder.
- k. Also on the right-hand side at the bottom you should see either an 'upload' or a 'browse' box.
 - a. Click on the 'Browse' or 'Upload' box
- l. You will then have a new window open up which allows you to choose a document from your hard drive.
- m. Find your document on your hard drive and click on it and then click 'open'.
- n. You will then see a button that says 'Upload' click it. It will upload your document into the folder you had selected and it should be highlighted. Then simply click the 'Insert' button.
- o. Make the changes that you want and click 'save now'
- p. It will bring you back to the page you just made the edits on. To make it live you need to publish your content. The box that was blue is now a yellow color, click on it and go to 'action' and then click 'publish page' or 'publish object'.

Calendars

- a. The Blue Box
 - i. Add Event
 - ii. Edit Event
 - iii. Remove Event