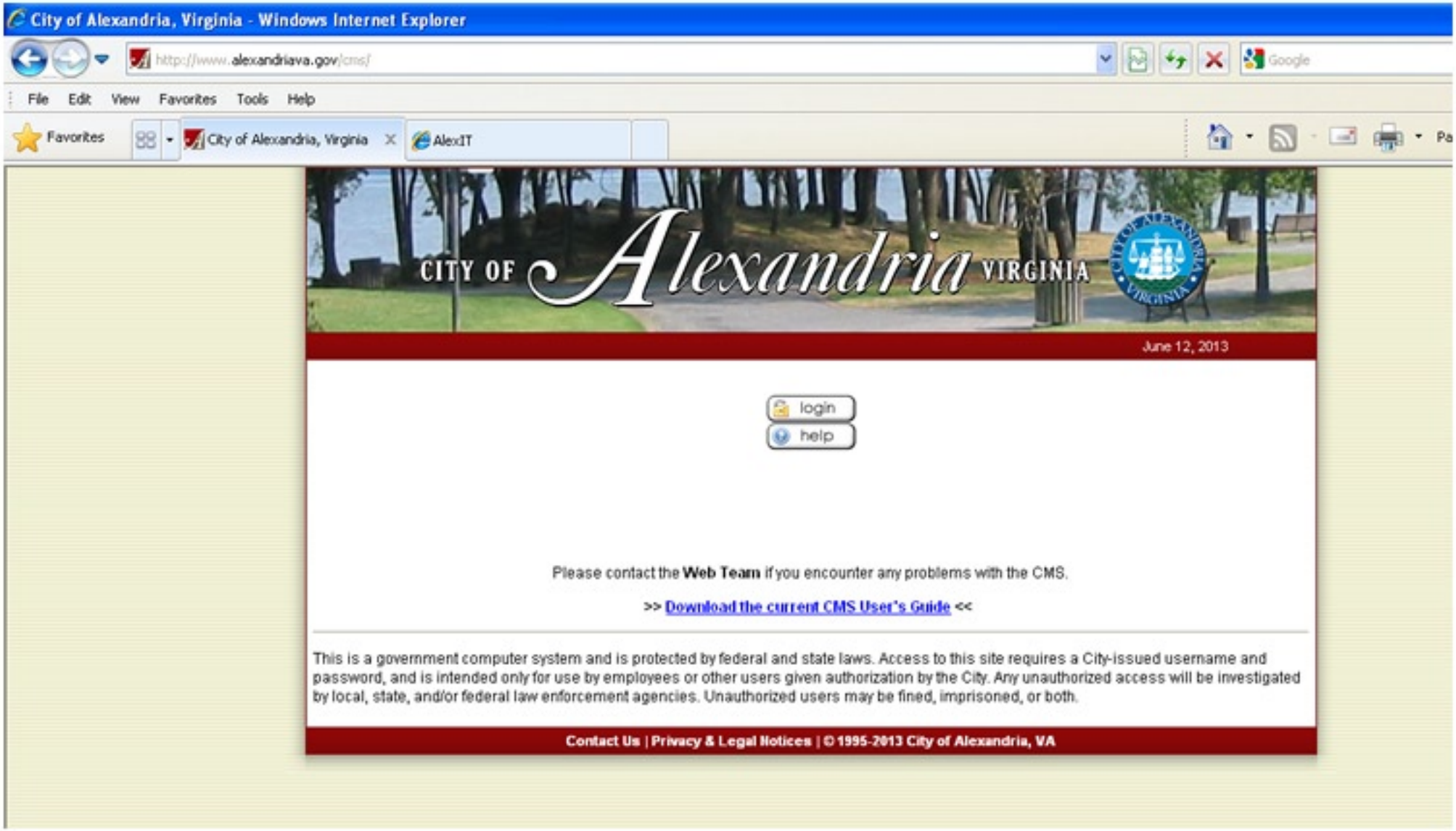
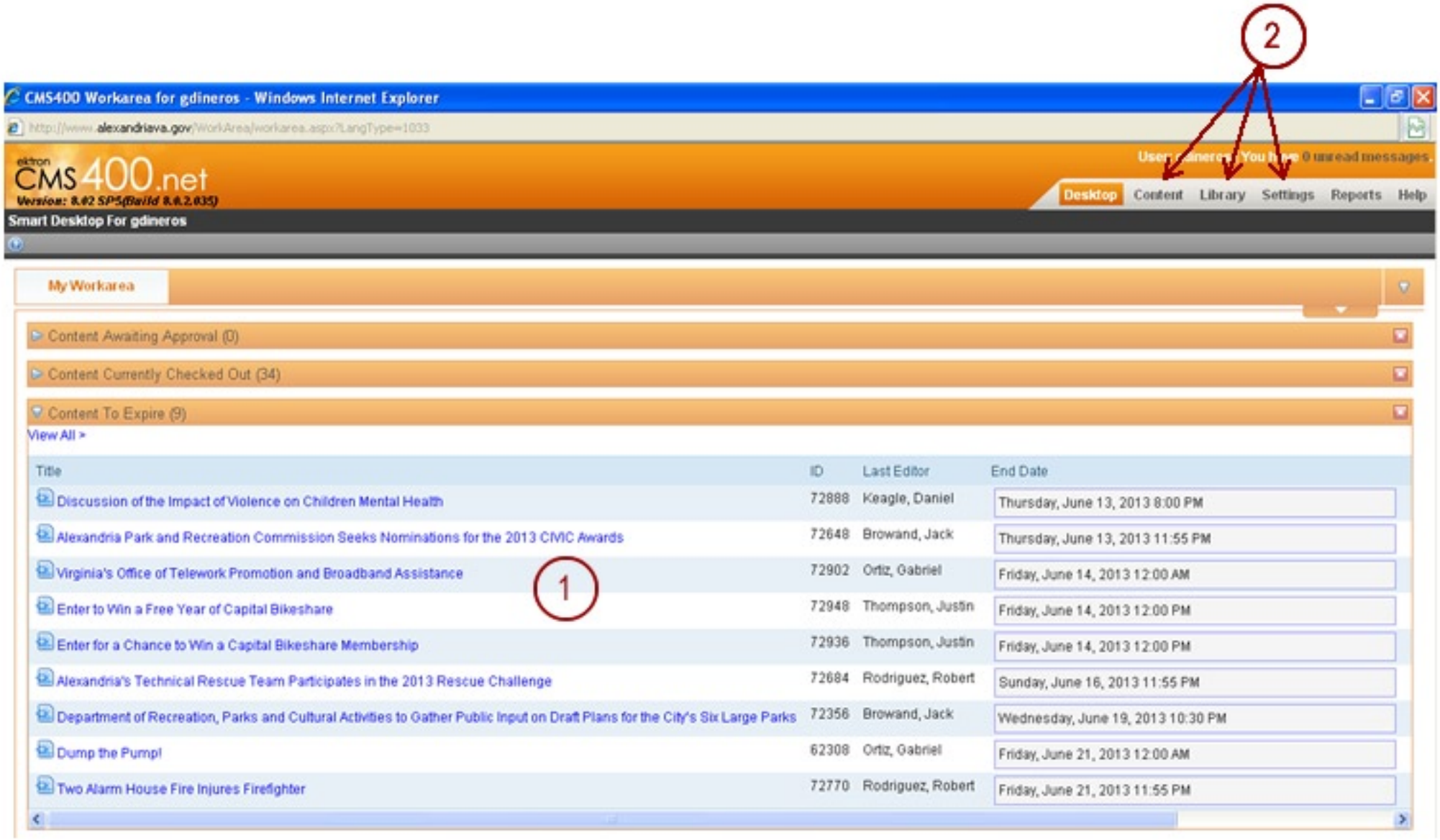
Quick Guide to the Latest Version of the CMS

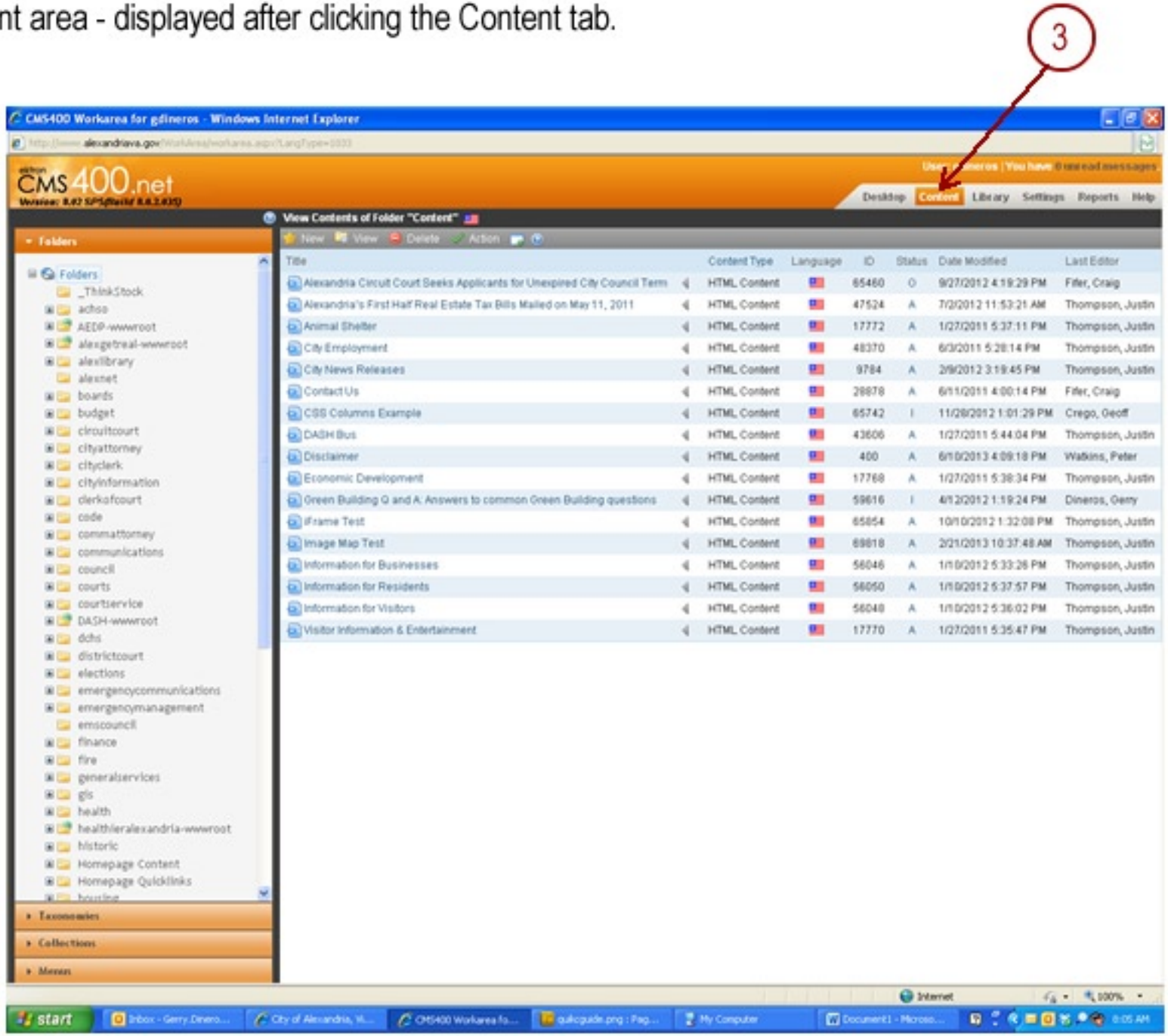
Login page - http://www.alexandriava.gov/cms



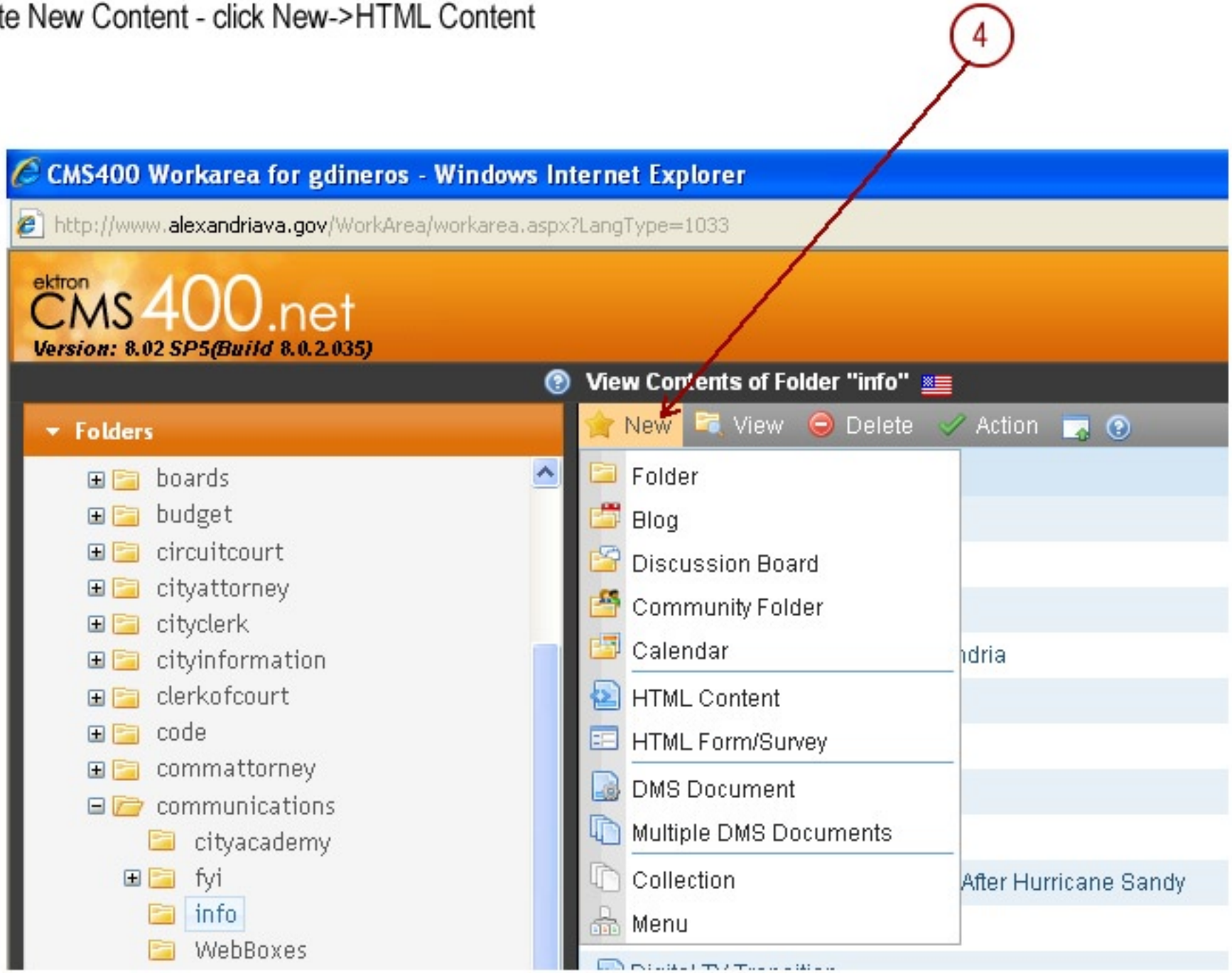
1. Workarea
2. Tabs to go to Content, Library, Settings, etc.



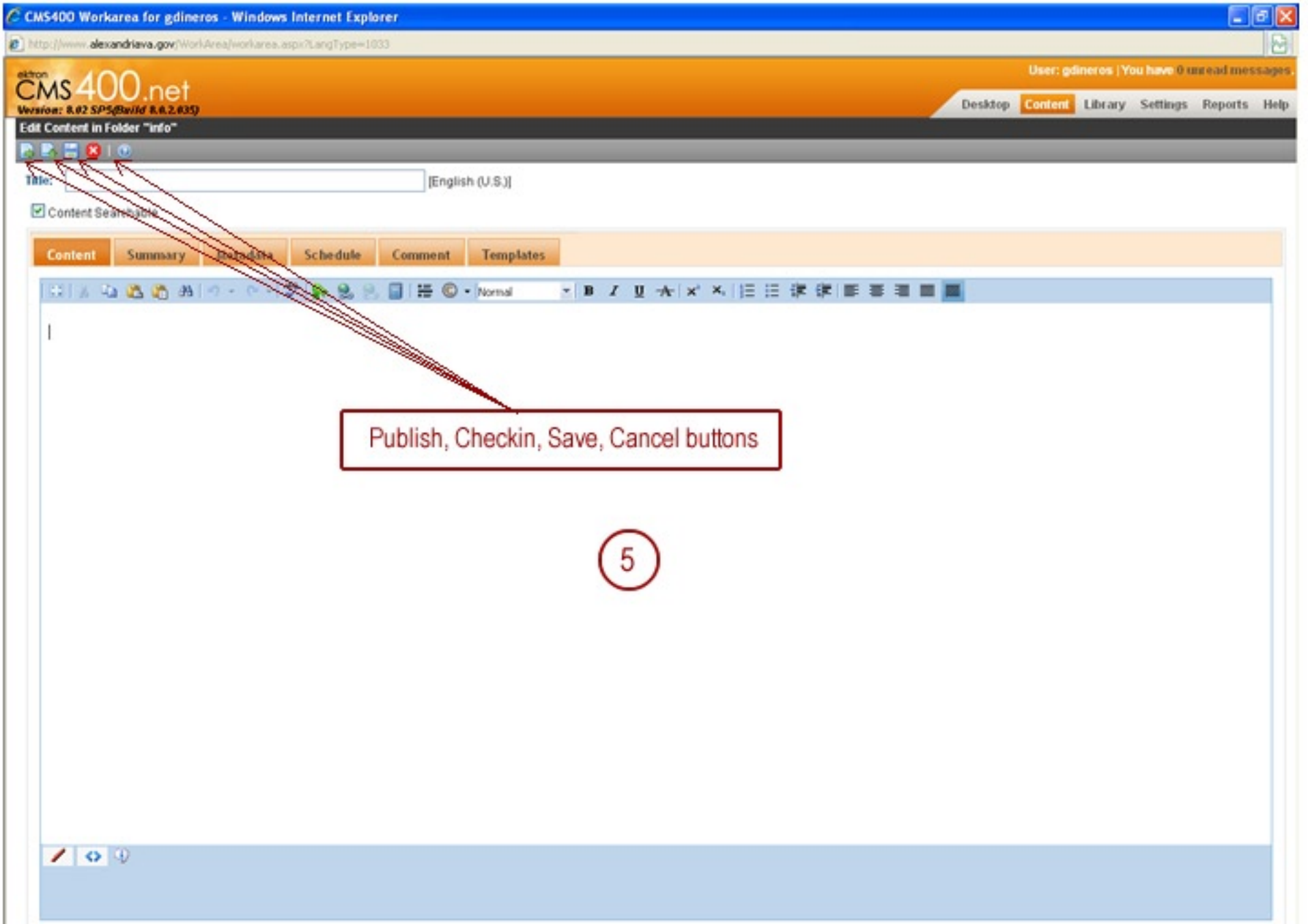
3. Content area - displayed after clicking the Content tab.



4. Create New Content - click New->HTML Content



5. New Content Area



6. Upload Library Items - click Library tab in the Workarea

6

CMS400 Workarea for gdineros - Windows Internet Explorer

http://www.alexandriava.gov/WorkArea/workarea.aspx?LangType=1033

CMS400.net

Version: 8.02 SP5(Build 8.0.2.035)

User: gdineros | You have 0 unread m

Desktop | Content | Library | Settings | Repor

Library Folder: "communications\images"

Folders

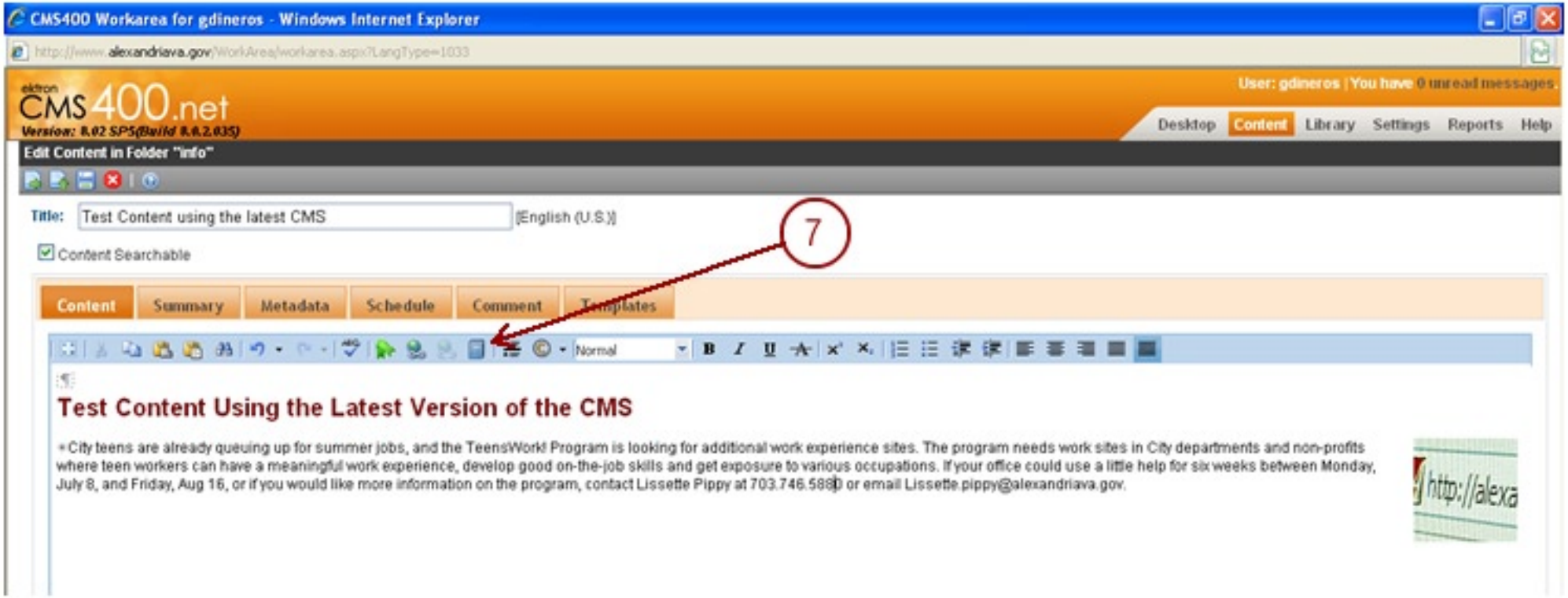
- Library
  - _ThinkStock
  - achso
  - AEDP-wwwroot
  - alexgetreal-wwwroot
  - alexlibrary
  - alexnet
  - boards
  - budget
  - circuitcourt
  - cityattorney
  - cityclerk
  - cityinformation
  - clerkofcourt
  - code
  - commattorney
  - communications
    - cityacademy
    - fyi
    - info
    - WebBoxes
  - council
  - courts
  - courtservice
  - DASH-wwwroot
  - dchs

Images | English (U.S.)

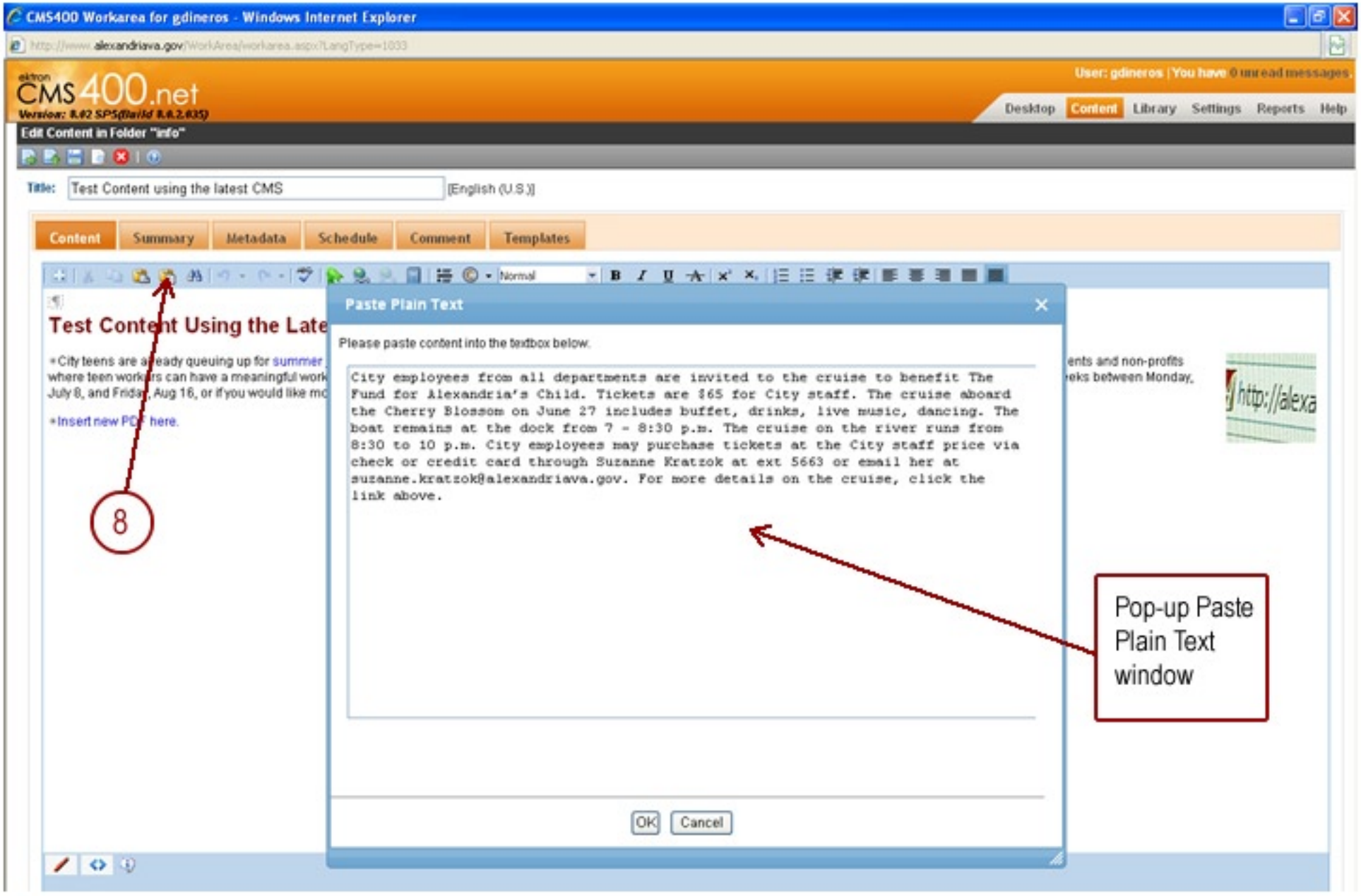
Title	ID	Date Modified	Filename
Communications image1	16606	10/1/2008 1:27:13 PM	/uploadedImages/communications/comm1.jpg
Communications image2	16608	10/7/2008 4:23:45 PM	/uploadedImages/communications/comm2.jpg
Communications image3	16640	10/1/2008 2:41:01 PM	/uploadedImages/communications/comm3.jpg

Image, File, Quicklinks dropdown box

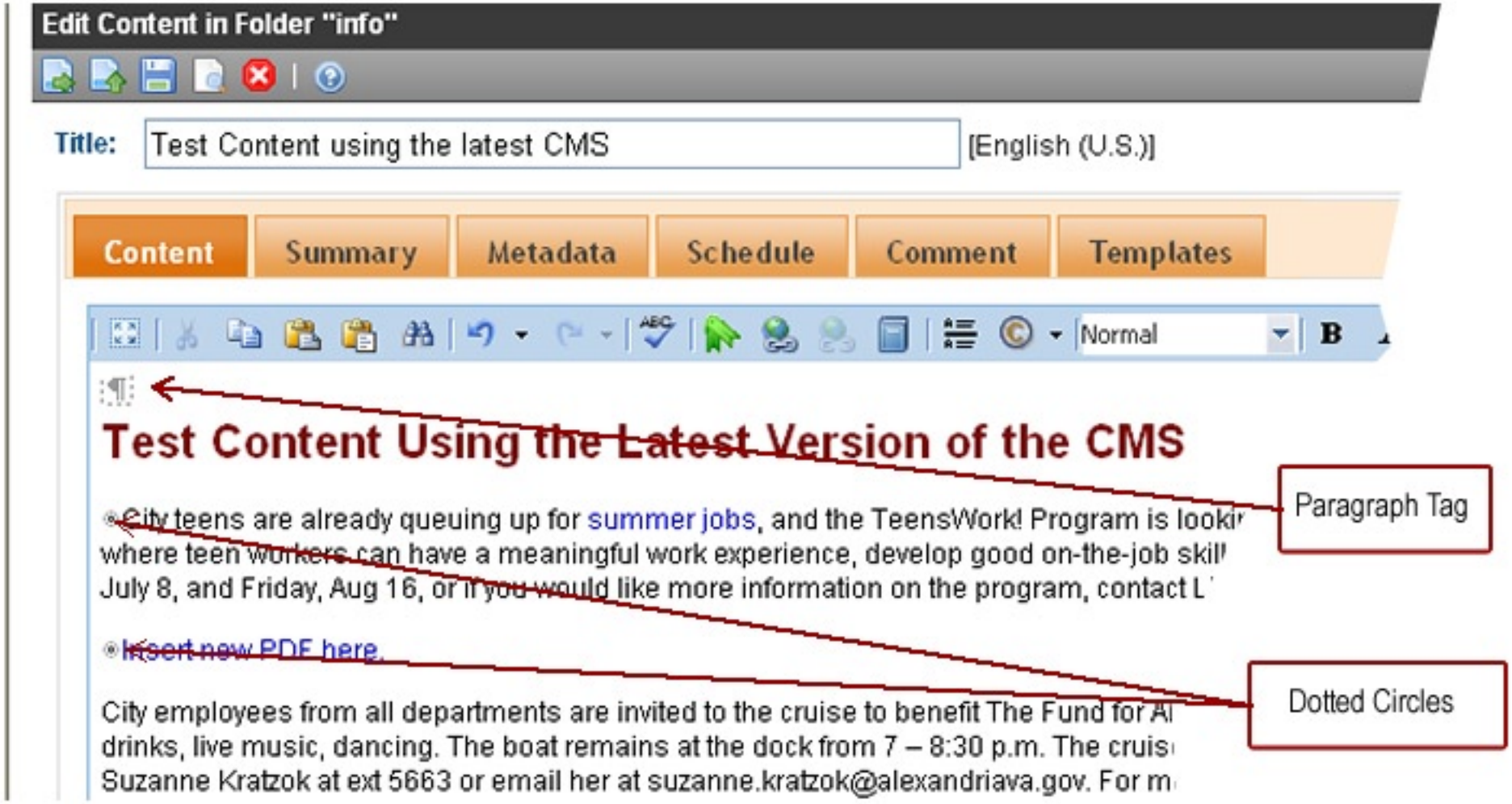
7. Using Library items (pictures, files) - click the Library (cabinet) button to access Library items



8. Pasting Plain Text to the Content Area - when copy/pasting text from Word or other html pages, set the cursor to where you want to paste the text, click the Paste Plain Text button and follow the instruction on the pop-up Paste Plain Text window.



9. Dotted Circles and Paragraph Tags - when creating content or editing existing content, you might notice that there are dotted circles in front of paragraphs or lines of text that have hyperlinks. Please ignore these dotted circles for now. When you see Paragraph tags, please ignore them as well for now.



Please contact the Web Team if you encounter any problems with the CMS.