

# CMS Newsletter

## Greetings to the Skidmore CMS Community

For some people the summer months are a time for vacation, but for others the months are packed with special programs and events. Whichever it is in your office, summer is also a key time to review the past academic year and catch up with web updates. Take a look over your site now – have students graduated? Have professors joined the department, or left the college? What needs to be done to have a great site waiting for the incoming students in September?

For new staff, the summer is a great time to attend to training. There are a variety of resources available on the [CMS Help Site](#), including training videos, most of the full beginner class, a variety of Frequently Asked Questions, and a complete user manual. To get a new site editor started, you should send an email to Jenn Crewell ([jcrewell@skidmore.edu](mailto:jcrewell@skidmore.edu))

to request that they be added as CMS editors for your site, and then if they cannot attend a training session, you can direct them to the help site and walk them through basic procedures.

As always, your first resource for CMS help is the [Help website](#). If you can't find an answer to your problem in any of our various online resources, you should email [jcrewell@skidmore.edu](mailto:jcrewell@skidmore.edu), or call Jenn Crewell at x8117.

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## Spruce Up Your Website For Summer

**Check your staff lists** – Are your lists up to date? Who has come and gone in the past year? Are room numbers, emails and phone numbers still correct? Will anyone be moving offices over the summer?

**Check your site permissions** – Who has access to edit your CMS website? If you've had a student worker who has since moved on, it's time to send a request through the [Help Form](#) to have that person's permissions removed. If there is someone new to your department who will need training, that's always done more easily in the summer months, when there is less competition for the computer labs where classes are held.

**Check Your Dates** – The main challenge any website faces is timely updates. Often you will have dated material on your site (Fall 2009 course lists, or due dates for various

materials, etc.) It's a good rule of thumb to look over your site once a month for making updates to "dated" materials like these, but once a semester is the absolute minimum you should plan. There's nothing more frustrating for your visitors than outdated content.

**Plan Ahead** – Do you know of projects that will have to be done in September? There is always a big rush for CMS support in late August and early September, as the campus kicks back into high gear. Get a head start on your website updates in June and July, and then publish them in August.

**Picture Perfect** – Do you still have images from fall and winter on your site? Brown grass, dead trees? Check out the recent [Portfolios](#) and the [Photo Library](#) to see if there are any good images you'd like to use for your website, and contact Pat Wright ([pwright@skidmore.edu](mailto:pwright@skidmore.edu)) for originals.

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## Other Items of Interest

**Uploading Documents from Office 2007/2008** – Now that the campus has been upgraded to Office 2007/2008, users are reporting a variety of errors trying to upload things created in Office 2007/2008. The Web Team would like to remind you of the following guidelines which may help:

- **Anything uploaded to the internet is best done in PDF form, to be accessible to the widest**

**audience.** Not everyone has Microsoft Office, or a compatible program to open those documents in. But anyone with a web browser can usually download a free plugin to view your PDFs.

- **Files from Word 2007/2008 (.docx) are not approved for uploading.** If you must upload something as a Word document, save it

down to Word 97-2003 format. That version of Office is more prevalent than the newer version of Office, and will give your documents a better chance of being opened by a wider selection of your readers.

- **Microsoft Publisher files are also not approved for uploading.** You will need to save those as PDFs first, in order to share them on CMS websites.

## Tips and Tricks from the Blog

**New Custom Script for Embedding Video** – Video is a great way to add depth and meaning to the message on your site. [This blog posting](#) gives some details and links to how to embed video in your CMS web pages using the new custom code application.

**Hot Topic: Facebook and Facebook Privacy** – There have been a number of changes in the way that Facebook presents information, both within the site and to the outside world. Take a look at the blog posts and links to get an understanding of the various Facebook privacy settings, and how you can protect your privacy while using the service.

[PC Weekly Article More on Facebook](#)

**Did You Know You Can Have Flash?** – Many offices and departments have taken advantage of the custom script to install a [rotating flash banner](#) on their home page. It's simple, easy to maintain, and adds a lot of impact to your first impression.

**Help, I Can't Copy/Paste!** – Have you ever been working along on your computer, and suddenly one of your applications stops responding to mouse commands for cut/paste? [This blog posting](#) gives you workaround commands for when you can't use your mouse for cut/paste functions.

**Copy/Paste Errors from Office 2007/2008**– After the campus was upgraded to Microsoft Office 2007/2008, many users discovered that pasting content from Office programs was resulting in garbled text. [This blog post](#) covers ways to edit out the background code for clean copy.

