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Introduction
Faculty Web is a very useful web content management system that provides easy access to update your faculty web content. With its accessibility, WYSIWIG (What You See Is What You Get) toolbar, and other features, Faculty Web allows you to publish, manage, as well as organize a wide array of content for your website.

Learning Objectives
The following topics are covered in this document:
- Accessing your site for editing
- Becoming familiar with the WYSIWIG editor
- Editing Existing Pages
- Creating New Webpages
- Deleting/Recycling Existing Pages
- Version Control
Logging into Faculty Web

With the Faculty Web DirectEditor, you can navigate to any webpage that you have editing permissions for and access the page for editing. The following explains how to access the Faculty Web DirectEditor in order to edit webpages.

1. In an Internet browser, navigate to the KSU page that you wish to edit (see Figure 1).

   ![Figure 1 - Navigate to your Website](image)

   Note: You must have editing access to the page to log in to the page.

2. Click on the DirectEdit button (see Figure 2).

   ![Figure 2 - DirectEdit Button](image)

   Note: The DirectEdit button appears as the Copyright symbol located at the bottom of the page.
3. Log in with your NetID and NetID password (see Figure 3).

![Figure 3 - Enter your NetID](image1)

4. Click on Login (see Figure 4).

![Figure 4 - Click on Login](image2)

5. You will be taken to the DirectEdit page (see Figure 5).

![Figure 5 - Webpage Editor](image3)
Editing Your Page

When you are in the DirectEdit page, you will have the ability to edit your webpage, preview your page, view page properties, check in/check out of your page, and view various versions of your webpage. The layout of the DirectEdit page is as follows (see Figure 6).

![DirectEdit Page Diagram](image)

**Figure 6 - DirectEdit Page**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. The Content Button</strong></td>
<td>Allows you to view pages on the site and move pages into the <em>Recycle Bin</em></td>
</tr>
<tr>
<td><strong>B. User Settings</strong></td>
<td>Allows you to change user settings and logout of the system</td>
</tr>
<tr>
<td><strong>C. Preview Button</strong></td>
<td>Allows you to preview your web page</td>
</tr>
<tr>
<td><strong>D. The Edit Button</strong></td>
<td>Allows you to add/remove content from the page</td>
</tr>
<tr>
<td><strong>E. The Properties Button</strong></td>
<td>Allows you to edit page properties and view the page editing logs</td>
</tr>
<tr>
<td><strong>F. Check In/Check Out</strong></td>
<td>Allows you to check in/check out of the page when editing</td>
</tr>
<tr>
<td><strong>G. The Publish Button</strong></td>
<td>Publishes the page to the public</td>
</tr>
<tr>
<td><strong>H. MultiEdit</strong></td>
<td>Allows you to edit information in the <em>Contact</em> section of the webpage</td>
</tr>
<tr>
<td><strong>I. Navigation Bar</strong></td>
<td>Allows you to edit/add items to the navigation bar of your page</td>
</tr>
<tr>
<td><strong>J. Main Content</strong></td>
<td>Allows you to edit the content on your page</td>
</tr>
<tr>
<td><strong>K. Contact</strong></td>
<td>Contact and office hours section of the page. Content is generated from the <em>MultiEdit</em> button.</td>
</tr>
</tbody>
</table>
Accessing the In-Line Editor

The *In-Line editor* allows users to make in place edits to the webpage with incredible ease. The following explains how to access the *In-Line* editor:

1. In the *DirectEdit* page, click on the **Main Content** button (see Figure 7).

2. You will be taken to the *In-Line editor* where you will be able to add/edit text as well as access the WYSIWYG (see Figure 8).

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![Figure 7 - Main Content](image7)

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![Figure 8 - In-Line Editor](image8)
The WYSIWYG Editor
The WYSIWYG (What You See Is What You Get) editor is your way to edit pages quickly. The WYSIWYG editor layout* is as follows (see Figure 9):

- **File Functions**: Save or revert changes on a page.
- **Cut, Copy, & Paste**: Cut, copy, and paste text.
- **Find Functions**: Find specific content on the page.
- **Undo Redo**: Undo/redo changes made on a page.
- **Spell Check**: Run spell check on the content.
- **Clear Formatting**: Remove all selected text formatting and return text back to the default settings for a page.
- **Basic Font Properties**: Add bold, italic, underline, and strikethrough to selected content.
- **List & Indent**: Create an ordered list or indent content.
- **Superscript/Subscript**: Change your text to superscript or subscript.
- **Alignment Functions**: Move selected text (left, center, right) or justify the text.
- **Link Tools**: Insert/edit links.
- **Mail Tool**: Insert and Edit a Mailto link.
- **Paragraph/Font Styles Options**: Define paragraph style and add site-specific font styles.
- **Insert Media**: Add/edit images and videos on a page.

Entering & Formatting Text
1. In the In-Line editor, click on the In-line Editor field (see Figure 10).

![Welcome to Kennesaw State University](image)

Kennesaw State University is the third-largest university in Georgia, offering over 100 undergraduate, graduate and doctoral degrees. A member of the University System of Georgia, Kennesaw State is a comprehensive university with more than 32,000 students from 130 countries. In January 2015, Kennesaw State and Southern Polytechnic State University consolidated to create one of the 50 largest public universities in the country.
2. Begin typing in the *In-line Editor* (see Figure 11).

![Faculty Web Training](image)

Figure 11 - Adding Text

3. When you are done editing your text, click on the **Save and exit** button (see Figure 12).

![Save and exit](image)

Figure 12 – Save and exit

Note: Clicking on the Save and exit button will take you out of the editor and back to the page. To save a page but remain in the editor, use the keyboard shortcut *Ctrl+S* to save and continue editing.

**Uploading, Adding, & Publishing Images**

When adding images to your website, it is recommended that you first upload your image to the website’s directory, publish the image, and then add the image to the webpage that you are editing. The following explains how to do so.

**Uploading and Publishing Images**

1. From the webpage that you are editing, click on **Pages** (see Figure 13).
2. You will be taken back to your website’s *root directory*. Click on **images**. You will be taken to your *Images* folder (see Figure 14).

![Figure 14 - Images](image)

3. From the *Images* folder, click on the **Upload** button, located at the top of the page (see Figure 15).

![Figure 15 - Click on Upload](image)

4. Click on **Add Files** (see Figure 16).

![Figure 16 - Add Files](image)
5. Navigate to and select your file (see Figure 17).

![Select Your File](image17.png)

**Figure 17 - Select Your File**

**Note:** Filenames must be all lowercase with no spaces.

6. Click on **Open** (see Figure 18).

![Open](image18.png)

**Figure 18 - Open**

7. Click on **Start Upload** (see Figure 19).

![Start Upload](image19.png)

**Figure 19 - Start Upload**

8. Your file will be uploaded and you will see the file appear in the **Images** folder. To publish the image, first hover your mouse over the image (see Figure 20).

![Hover your Mouse](image20.png)

**Figure 20 - Hover your Mouse**

9. Click on the **Publish** button that appears (see Figure 21).

![Click on Publish](image21.png)

**Figure 21 - Click on Publish**
10. Click **Publish**. Your image will be made public and you may add the image to your page (see Figure 22).

![Figure 22 - Click on Publish](image)

**Adding Images to Your Page**

Upon publishing your image, you are now ready to add the image to your preferred page. The following explains how to add published images to a webpage.

1. Click on the **Root Folder** button in your website directory (see Figure 23).

![Figure 23 - Training](image)

2. Click on the page that you wish to add your picture to (see Figure 24).

![Figure 24 - Click on the Page](image)
3. Click on the **Main Content** button (see Figure 25).

![Main Content Button](image)

**Figure 25 - Main Content Button**

4. Place your cursor where you wish to add your image (see Figure 26).

![Place your Cursor](image)

**Figure 26 - Place your Cursor**

5. Click on the **Insert/Edit Image** button on the WYSIWYG (see Figure 27).

![Insert/Edit Image](image)

**Figure 27 - Insert/Edit Image**

6. The **Insert/edit Image** window will appear. Click on the **Search** button (see Figure 28).

![Search](image)

**Figure 28 - Search**
7. Double click on the **images** folder (see Figure 29).

![Figure 29 - Images Folder](image)

8. Click on the **image** that you wish to upload (see Figure 30).

![Figure 30 - Click on the Image](image)

9. Click on **Insert** (see Figure 31).

![Figure 31 - Insert](image)
10. Enter a **description** of the image in the *Description* field (see Figure 32).

![Figure 32 - Description](image)

**Note:** A description is required when adding images.

11. To set the image size and location that you wish to place the image relative to your text, select the appropriate image class in the *Class* dropdown (see Figure 33).

![Figure 33 - Image Class](image)

**Note:** You must adjust the image size from the class field. You cannot adjust the image size from the *Dimensions* field.

12. Click **OK** (see Figure 34).

![Figure 34 - Click OK](image)
13. Your image will appear on the web page (see Figure 35).

![Figure 35 - Your Image](image_url)

**Adding Files**

Like images, when adding files to a page, it is recommended that you first upload a file to the website, publish the file, and then add the file to the webpage. The following explains how to do so.

**Uploading and Publishing a File**

1. From the webpage that you are editing, click on **Pages** (see Figure 36).

![Figure 36 - Click on Pages](image_url)

2. You will be taken back to your website’s **root directory**. To upload your file, click on **Upload** (see Figure 37).

![Figure 37 - Click on Upload](image_url)
3. The Upload window will appear. Click on Add Files (see Figure 38).

![Figure 38 - Add Files](image)

4. Navigate to and select your file (see Figure 39).

![Figure 39 - Select Your File](image)

5. Click Start Upload (see Figure 40).

![Figure 40 - Start Upload](image)
6. Your file will be uploaded to your website. To publish your file, hover your mouse over the file that you wish to publish (see Figure 41).

![Figure 41 - Hover Your Mouse](image)

7. Click on Publish (see Figure 42).

![Figure 42 - Click on Publish](image)

8. Click on Publish (see Figure 43).

![Figure 43 - Click on Publish](image)

9. The Publish window will appear. Click on Publish (see Figure 44).

![Figure 44 - Click on Publish](image)
Adding Files to Your Page
Upon publishing your file, you are now ready to add the image to your preferred page. The following explains how to add published files to a webpage.

1. Click on the page that you wish to add your file to (see Figure 45).

![Figure 45 - Click on the Page](image)

2. Click on the Main Content button (see Figure 46).

![Figure 46 - Click on Main Content](image)

3. Highlight the text that you wish to link your file to (see Figure 47).

![Figure 47 - Highlight your text](image)
4. Click on **Insert/edit Link** (see Figure 48).

![Figure 48 - Click on Insert/edit Link](image)

5. The **Insert Link** window will appear. Click on the **Search** button located next to the **URL** field (see Figure 49).

![Figure 49 - Click Search](image)

6. Navigate to and select the **file** that you wish to link (see Figure 50).

![Figure 50 - Select the File](image)
7. Click on **Insert** (see Figure 51).

![Figure 51 - Click on Insert](image)

8. Click on the **Target** drop-down menu (see Figure 52).

![Figure 52 - Target Dropdown](image)

9. Click on **New Window**. This will launch the file in a new window when clicked (see Figure 53).

![Figure 53 - Click on New Window](image)

10. Click **OK** (see Figure 54).

![Figure 54 - Click OK](image)
Adding Hyperlinks

When adding hyperlinks to your page, it is recommended that you either copy/paste the link or type the link into the hyperlink fields. The following explains how to add hyperlinks into your website.

1. In the webpage you are editing, select the text that you wish to hyperlink (see Figure 55).

![Figure 55 - Select the text](image)

2. Click on the Insert/Edit Link button (see Figure 56).

![Figure 56 - Insert/Edit Link](image)

3. Type your link into the URL field (see Figure 57).

![Figure 57 - URL Field](image)
4. The **Text to Display** field is the text that is displayed for the hyperlink. If you have selected text prior to clicking on the **Insert/Edit Link** button that text will appear in this field (see Figure 58).

![Figure 58 - Text to display Field](image)

5. To have the link open in a new window, select **New window** in the **Target** field (see Figure 59).

![Figure 59 - New Window](image)

6. Click **OK** (see Figure 60).

![Figure 60 - Click OK](image)
7. If you receive a *The URL you entered seems to be an external link* pop-up, click **OK** to add the required [http://](http://) prefix (see Figure 61).

![Figure 61 - Click OK](image)

8. Your hyperlink will be added to your page (see Figure 62).

![Figure 62 - Hyperlink](image)

**Embedding YouTube Videos**
The following explains how to add YouTube videos to your webpage:

1. Place your cursor where you wish to add your media (see Figure 63).

![Figure 63 - Place Your Cursor](image)
2. Click on the **Insert/Edit Video** button (see Figure 64).

![Insert/Edit Video](image1.png)

Figure 64 - Insert/Edit Video

3. Open a new browser window in your preferred Internet browser.
5. In *YouTube*, navigate to the video that you wish to add (see Figure 65).

![Navigate to your video](image2.png)

Figure 65 - Navigate to your video

6. Copy the video link from the address bar (see Figure 66).

![Copy Your Address](image3.png)

Figure 66 - Copy Your Address

7. In the **Insert/Edit Embedded Media** screen located in Faculty Web, paste your **YouTube link** in the **Source** field (see Figure 67).

![Source Field](image4.png)

Figure 67 - Source Field
8. Click OK (see Figure 68).

![Figure 68 - Click OK](image)

9. A Placeholder will appear in your webpage editor (see Figure 69).

![Figure 69 - Placeholder](image)

10. Click on Save and Exit (see Figure 70).

![Figure 70 - Click on Save](image)
11. Your video will appear in your webpage (see Figure 71).

Figure 71 - Webpage Video

Publishing a Page in Faculty Web
The following explains how to publish a page in Faculty Web.

1. After completing your edits to the page, click on the **Save and Exit** button (see Figure 72).

   ![Figure 72 - Click on Save](image)

2. Click on **Publish** (see Figure 73).

   ![Figure 73 - Click on Publish](image)

3. The *Final Check* page will appear. To scan your page for spelling and hyperlink validity, click on the **Spelling** and **Links** buttons (see Figure 74).

   ![Figure 74 - Run All](image)
4. Upon running your checks, you will see your error report. To view any errors, click on the **Show Results** link (see Figure 75).

5. When you have completed reviewing your errors, click on **Close** (see Figure 76).

6. When you are ready to publish the page, click on **Publish** (see Figure 77).
Adding Office Hours

On the bottom of your website you will find a space to place your Office Hours. The following explains how to edit your office hours in Faculty Web.

1. From your webpage, click on the MultiEdit button, located at the top of the page (see Figure 78).

![Figure 78 - MultiEdit](image)

2. Enter your office hours in the Office Hours field (see Figure 79).

![Figure 79 - Office Hours](image)

3. Click on Save (see Figure 80).

![Figure 80 - Save](image)

4. You will be taken back to your page. For the changes to be visible, you must publish the page. For publishing instructions, refer to pages 28-29 of this document.

Navigating to Other Pages on the Website

The following explains how to navigate to different pages on your website.

1. From the page you are editing, click on Pages (see Figure 81).

![Figure 81 - Pages](image)
2. You will be taken to your website’s Directory. From here, click on the page that you wish to edit (see Figure 82).

![Figure 82 - Click on the Page](image)

3. You will be taken to your page. To begin editing, click on the Main Content button (see Figure 83).

![Figure 83 - Main Content](image)
4. When you have finished editing your page and are ready to publish, click on **Publish** (see Figure 84).

![Figure 84 - Publish](image)

5. Click on **Publish** (see Figure 85).

![Figure 85 - Publish](image)

6. Your page will be successfully published (see Figure 86).

![Figure 86 - Successful Publishing](image)
Creating a New Page in Faculty Web

The following explains how to create a page in Faculty Web.

1. In the webpage editor, click on the **Content** tab (see Figure 87).

![Figure 87 - Click on Content](image)

2. Click on the **New** button (see Figure 88).

![Figure 88 - New Button](image)

3. Select your **Webpage** type (see Figure 89).

![Figure 89 - Webpage Type](image)

4. Enter the **title of the page** in the **Page Title Field** (see Figure 90).

![Figure 90 - Page Title Field](image)
5. Enter a **brief description of the page** in the *Description* field (see Figure 91).

![Figure 91 - Description Field](image1)

**Note:** The description will be displayed by search engines.

6. If you do not wish to add this page to your navigation bar, select **No** in the *Add Navigation Item* dropdown (see Figure 92).

![Figure 92 - Add Navigation Field](image2)

7. Enter the **filename** for the page in the *Filename* field (see Figure 93).

![Figure 93 - Filename field](image3)

8. The *Page Options* field provides options such as overwriting any existing file of the same name in the same location as well as setting who has access to edit the page (see Figure 94).

![Figure 94 - Page Options](image4)

9. When you are ready to create the page, click on **Create** (see Figure 95).

![Figure 95 – Create](image5)

10. Your content will be created and you will be taken to your newly created page.
Deleting Pages

When deleting pages from your website, you must first move your page to the recycle bin. From there, you will be able to delete your page from the site. The following explains how to do so:

Moving Pages to the Recycle Bin

1. Click on Content (see Figure 96).

   ![Figure 96 - Click on Content](image)

2. Locate the page that you wish to delete (see Error! Reference source not found.).

   ![Figure 97 - Locate the Page](image)

3. Hover your mouse over the page you wish to delete (see Figure 98).

   ![Figure 98 - Hover Your Mouse](image)

4. Click on the File tab that appears (see Figure 99).

   ![Figure 99 - File Tab](image)

5. Click on Move to Recycle Bin (see Figure 100).

   ![Figure 100 - Move to Recycle Bin](image)
6. In the confirmation window, click on **Move to Recycle Bin** (see Figure 101).

![Figure 101 - Move to Recycle Bin](image)

**Deleting Pages from the Recycle Bin**

The following explains how to delete web pages using Faculty Web.

1. Hover your mouse over the **Content** tab (see Figure 102).

![Figure 102 – Content](image)

2. In the drop-down menu, click on **Recycle Bin** (see Figure 103).

![Figure 103 - Recycle Bin](image)

3. Locate the page that you wish to delete (see Figure 104).

![Figure 104 - Locate Your Page](image)

4. Hover your mouse over the page that you wish to delete (see Figure 105).

![Figure 105 - Hover your Mouse](image)
5. Click on the **Delete** button (see Figure 106).

6. You will be taken to the **Permanently Delete** confirmation page. To confirm that you wish to delete the page, type **delete** in the field (see Figure 107).

7. Click on the **Delete** button (see Figure 108).

---

**Restoring Pages from the Recycle Bin**

The following explains how to restore a web page from the Recycle Bin using Faculty Web.

1. Hover your mouse over the **Content** tab (see Figure 109).

2. In the drop-down menu, click on **Recycle Bin** (see Figure 110).
3. Locate the page that you wish to restore (see Figure 111).

![Figure 111 - Locate the Page]

4. Hover your mouse over the page that you wish to delete (see Figure 112).

![Figure 112 - Hover Your Mouse Over the Page]

5. Click on the Restore button (see Figure 113).

![Figure 113 - Click on Restore]

6. In the confirmation window, click on Restore (see Figure 114).

![Figure 114 - Click on Restore]

**Versioning**

Faculty Web allows you to review and compare different versions of your website as well as restore older versions of your web page. The following explains how to view older versions of your web page.

**Viewing an Older Version of Your Web Page**

1. Navigate to the page that you wish to edit (see Figure 115).

![Figure 115 - Navigate to a Page]
2. Click on the **Check In** button to check in to the page (see Figure 116).

![Figure 116 Checking In](image)

3. Click on the **Versions** button (see Figure 117).

![Figure 117 - Click on Versions](image)

4. You will be taken to a page that has the different versions of the website, the date it was created, as well as the user who created the document. To view an older version of the page, hover your mouse over the page version you wish to view (see Figure 118).

![Figure 118 - Hover Your Mouse Over the Page Version](image)

5. Click on **View** (see Figure 119).

![Figure 119 - Click on View](image)

6. You will see the older version of the webpage.
Comparing an Older Version of the Web Page with the Current Version

1. Navigate to the page that you wish to edit (see Figure 120).

![Figure 120 - Navigate to the Page](image)

2. Click on the Check In button to check in to the page (see Figure 121).

![Figure 121 Checking In](image)

3. Click on the Versions button (see Figure 122).

![Figure 122 - Click on Versions](image)

4. Hover your mouse over the page version that you wish to compare (see Figure 123).

![Figure 123 - Hover your mouse over the page](image)
5. Click **Compare** (see Figure 124).

![Figure 124 – Compare](image)

6. You will be able to see the various changes between the two versions (see Figure 125). Objects in red indicate deleted content. Green objects indicate added content.

![Figure 125 - Comparing the Two Versions](image)

### Reverting to an Older Version of Your Web Page

The following explains how to revert to an older version of your website.

1. Navigate to the page that you wish to edit (see Figure 126).

![Figure 126 - Navigate to the page](image)
2. Click on the **Check In** button to check in to the page (see Figure 127).

![Figure 127 - Click on Main Content](image1)

3. Click on the **Versions** button (see Figure 128).

![Figure 128 - Click on Versions](image2)

4. Hover your mouse over the **page version** you wish to revert to (see Figure 129).

![Figure 129 - Hover Your Mouse Over the Page](image3)

5. Click on **Revert** in the **Confirmation Window** (see Figure 130).

![Figure 130 - Click on Revert](image4)
6. Your web page will be reverted to the version you have selected (see Figure 131).

![File reverted to revision 8 on the staging server.](image)

**Figure 131 - File has been Reverted Pop-Up**

**Note:** You must publish the reverted website version in order for the public to view it.

### Checking Out of Pages

It is important to note that only one person can edit a webpage at a time. Therefore, when you edit a page, other users with edit rights will be unable to edit the page. This process is called “checking in” to a page. When you have completed your edits, you must “check out” of the page so that other users may edit the page in the future. The following explains how to check out of a page that you have finished editing.

1. Navigate to the **page** that you wish to edit (see Figure 132).

![Just an Example for Training](image)

**Figure 132 - Navigate to the Page**

2. Click on the **Direct Edit** button (see Figure 133).

![Direct Edit Button](image)

**Figure 133 - Direct Edit Button**

3. Log in to the page using your NetID if necessary.
4. Make the necessary edits to the page.
5. When you have completed your edits, click on **Save and Exit** (see Figure 134).

![Save & Exit](image)

**Figure 134 - Save & Exit**
6. To check out of the page, click on the **Check In** button, located above the WYSIWYG. This will check you out of the page (see Figure 135).

![Figure 135 - Check In](image)

**Additional Help**

For additional help, please contact the *KSU Service Desk* in either of the following ways:

- **Phone:** 470-578-6999  
- **Email:** service@kennesaw.edu

You can learn more about the KSU Service Desk by visiting their website: [http://uits.kennesaw.edu/servicedesk/index.html](http://uits.kennesaw.edu/servicedesk/index.html)