

In addition to being a Universal Client for Mac and PC users , Ingeniux Version 6.0 offers some enhancements to help make managing your Web content easier and more efficient. These are the basic highlights. We encourage you to use the new Help feature and try a few actions to become familiar with what's new.

****Reminder: The client is browser specific. Mac users: Use Safari PC Users: Use Internet Explorer 7**
Using a different browser will lead to less than optimal performance.

Main Toolbar:

There are 2 new buttons, Dashboard and New. In addition, drop-down menus are being used for some, but not all, actions.

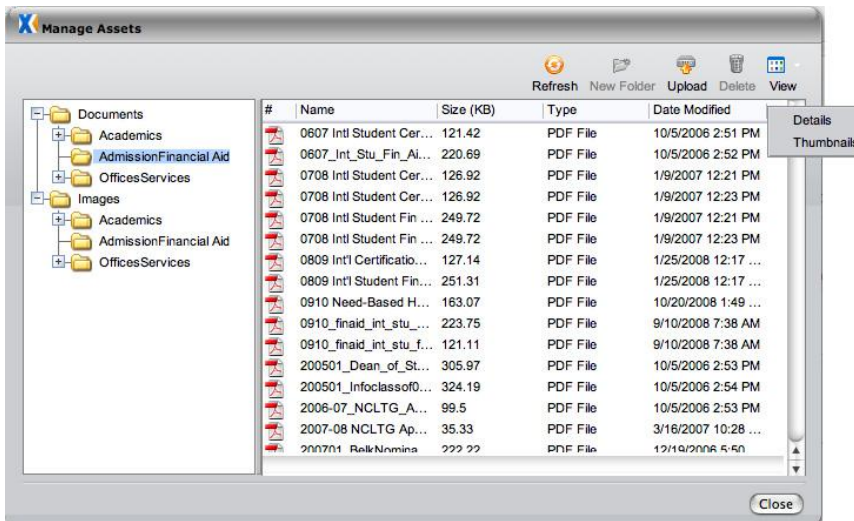


- **Dashboard**
Here, you can see who is logged in, create shortcuts to pages that you update regularly, use shortcuts to create content, and view the pages that you've updated most recently.
- **New**
Here, you can create all types of content (pages, folder, components) using one action step.
- **Advance**
Includes an *optional* workflow step. If you have a question about a specific content, use this button to send the page to College Communications and request assistance with actions such as:
 - Formatting an image
 - Formatting/organizing content on the page
 - Structuring new content
 - Uploading and linking files
 - Managing components, news or events
- **Help**
This button has three options, however the first allows you to get help with more general questions.
- 1) *Ingeniux CMS Help* has customized text and images specific to Davidson. Users can access only while logged in. *CMS Help* opens Web pages in a separate window and allows user friendly browsing to locate specific information while in the CMS.
- 2) *Online Support* links to Ingeniux's Support Site and is accessed only by Administrators.
- 3) *Custom Help* redirects users to Ingeniux CMS Help. (the first option)

Managing Assets

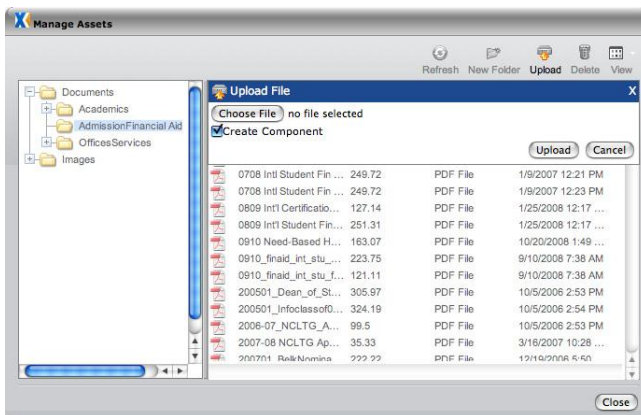
Ingeniux 6.0 offers 4 new features that make it easier for you to manage assets.

- The navigation look is more detailed and allows you to change the view using either details (date, file size and type) or thumbnail.

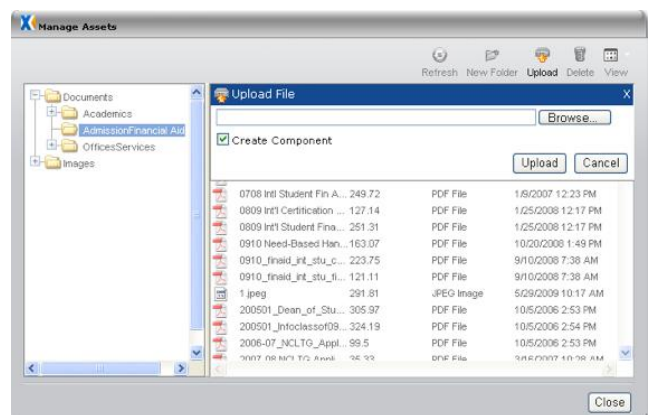


- Performance in browsing images is improved after the first time you perform the “browse” action.
- You can now upload files and create a component at the same time using a checkbox. Once you’re done, you will receive a confirmation dialogue stating the component has been created. There is a *slightly* different view for Mac and PC.

MAC



PC



Based on your role as a CU or a CM, you will now have new ways to manage images and documents uploaded to the server. All users can upload; in addition, Content Managers can now also delete files. *Please be thoughtful when choosing to delete files! Before deleting, verify that what you plan to delete is:

- not being used in a link component or image component (right column content or highlight)
- not being used in the body copy of any page.

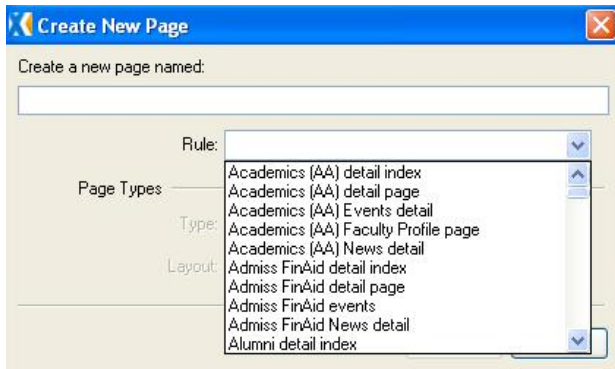
Deleting these files when they are in use will create broken links.

Deleted files cannot be recovered and will need to be reloaded by you.

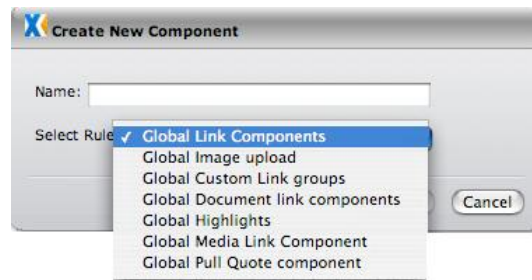
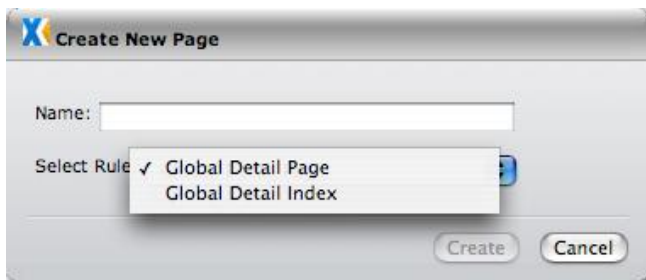
Page Creation Rules

With the old version of Ingeniux, people across campus used different rules to create new content. With the 6.0 version, everyone on campus will follow the same steps to create new content

Old options:



New:



New WYSIWYG Editor

Tiny MCE is now the editor being used to help format content. Because of this, you have access to some new tools.



- More consistent copy/paste action
- Superscript/subscript tool
- Custom character tool (symbols and foreign language accents)
- Find and replace
- Select all
- More detailed table options for formatting
- More flexible insert image tool (allows alignment without using tables)
- Access HTML in the toolbar * Only those with a high proficiency should be editing HTML

***Please remember WYSIWYG (What You See Is What You Get) is not 100% accurate. Using the PREVIEW tab will help reduce errors and ensure your content has been formatted correctly.**