

Content Manager

The Content Manager is a central storage location for your ISM. It contains a list of folders, some are system-generated and others that have been created by you or your customer service representative.

View Content Tab

Navigating the Folders

- Click on the NAME of the folder (not the edit icon) to view the contents.
- To go back to the previous page of the Content Manager, click on the two small dots at the top. This acts as the 'Back' button. Do not use your browser's backward/forward buttons to navigate!
- Before you create new items, make sure you are in the applicable folder first.

Creating a New Folder

1. Click on New.
2. Click Go on Folder.
3. Type in the Name of the Folder.
4. Save.
5. Note that you cannot edit the name of a folder once you save it.

Creating HTML Documents

HTML documents, used synonymously with "text blocks" are created using the Content Manager. Text Blocks can be used on any page of the site, but they are primarily used for information-heavy pages (Directions to Stadium, for example)

1. Click on the name of the folder where you want to add the text block.
2. Click on New.
3. Click on Go next to HTML Document.
4. This will open into the text editor page where you will enter a name and enter your information. Notes on using the text editor can be found below.
5. There is a drop-down menu under Prepend To – this is where you will select the page that the text block needs to go on.
 - a. Prepend – displays the document at the top of the page above the plug-in/content
 - b. Append – displays the document at the bottom of the page below the plug-in/content
6. Save. You will need to save the page twice first to create the page and then second to prepend or append to a page on your site.

Creating Multimedia Files

This function can be used to upload almost any kind of file into the ISM – word docs, PDFs, jpegs, audio files, video files, etc.

1. Click on New.
2. Click on Go on Multimedia File.
3. Click on the gray Browse button.
4. This will open to a dialog box where you can access files on your computer.
5. Select the file.
6. Save.
7. Once the file has uploaded, you can click on the name of the file in the Content Manager, and this will open the file in a new browser, and there will be a URL associated with it. You can use this URL to create a link to open to this particular file.

Bulk Upload

This feature allows you to upload multiple files at once, up to 20 MB at a time; however you must have Java installed on your computer. If you do not have it, there is a link for you to install it.


1. Click on New.
2. Click Go next to Bulk Upload.
3. (Install Java if applicable.)
4. Make sure that the items you are uploading have been placed in a folder on your Desktop.
5. Shrink your ISM screen so that you can access the folder on your desktop.
6. Click on the items and drag and drop them into the white box in the bulk uploader.
7. The system will start to move the files, and you will see a dialog box with an upload progress. Note that if you try and upload more than 20 MB, the system will not allow it; you will have to break the items into groups that total 20 MB or less, and upload each group.
8. Once the files have uploaded successfully, you will see the names of the files inside the white box.
9. The Save button will be grayed out, but if you click on the View Content tab, you will be able see the files that you just uploaded.

Deleting/Moving Items in the Content Manager

1. Check the box to the left of the item.
2. Click on the orange Delete Selected button at the bottom of the screen; click OK.
3. Note that you cannot move items to different folders. The only way to accomplish this is to create a new document in the correct location and then copy and paste the information into the new document. (Then delete the old document.)

Creating a Custom Field

Creating custom fields is identical no matter what component you're editing.

1. When you are viewing the Custom Fields tab, you will have a place to create an entry.
2. Type in the name of the custom field.
3. The type refers to the type of information that will be entered.
 - a. Drop-down Box – drop-down menu of choices
 - b. Multiple Select Box – user can select multiple answer choices from the list
 - c. Checkbox Array – displays checkboxes, but the user can only select one choice
 - d. Radio Array – displays circles for you to select, but the user can only select one choice
 - e. Small Text – this allows the user to type in information such as a name or address
 - f. Large Text – allows the user to type in information, but this gives them a lot more characters than a Small Text box; generally used when the user needs to type sentences or paragraphs
 - g. Photo – allows the user to upload a photo
4. Required – it's up to you if you want to require it or not, but if you select Yes, then the user will have to enter that field in order to submit the information or save.
5. Click the orange Add Field button (), and this will save the Custom Field.
6. Once you have added the custom field, it will show up automatically on the back end, but depending on where you are adding it, it may or may not display on the front end. If it does not show up, you will need to contact your customer service representative or enter a task in the task manager for this field to appear.

Publish All Items Tab

This button should not be used unless changes made more than thirty (30) minutes old have not appeared on the site. It will push changes live that have been made to the site

Search Tool

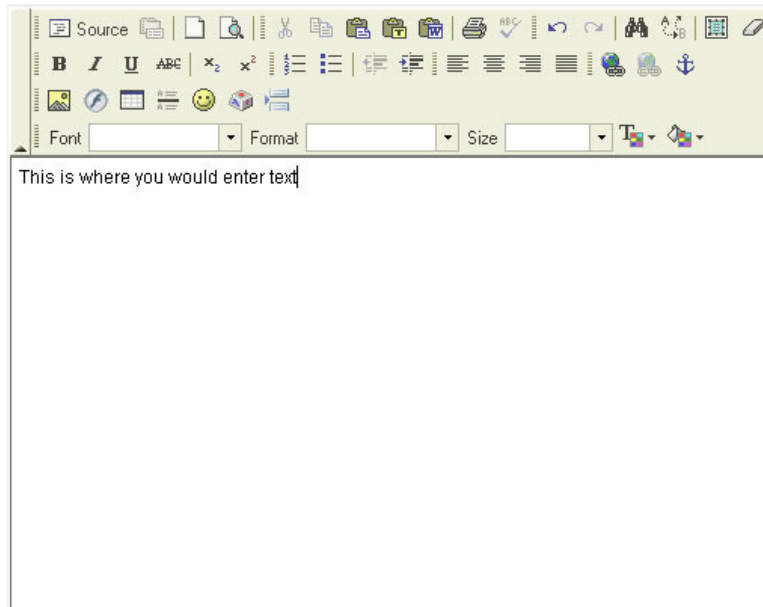
In the right margin, there is a search tool that allows you to look for items in the Content Manager. Type in your search criteria, and click the Search button.

Notes/Tips on Using the Text Editor and the Content Manager



- When trying to use the Image icon (mountain with sun) to insert an image, many browsers will block the dialog boxes that the ISM attempts to open in the process. If this happens, you will need to edit the Pop-Up Blocker Settings in their browser, and then add ISM3 to the list (<http://ism3.infinityprosports.com>)
- Do not copy and paste from Microsoft Word. If you are copying and pasting, it is recommended to copy and paste from a **Notepad** document.
- When working with the text editor there are two way to return to the next line of text, “Shift +Enter” inserts and HTML
 or line break tag giving you single spaced lines. If you press “enter” it will create an HTML <p></p> tag and will appear to be double spaced.
- Even if you copy and paste from Notepad, you may have to retype apostrophes and quotes.
- Keep your content manager organized; make sure all HTML documents (text blocks) are created within a folder.
- As time goes by, delete any content that is not being used in order to maximize your storage capacity.
- Overage fees may be incurred if the limit of 250MB for the storage capacity in ISM3 is exceeded, so it is recommended that all images/items be sized down prior to uploading them.
- Make sure images are saved for web prior to uploading them or they may not display.
- Make sure that images are saved in RGB format, not CMYK!



The Text Editor Explained

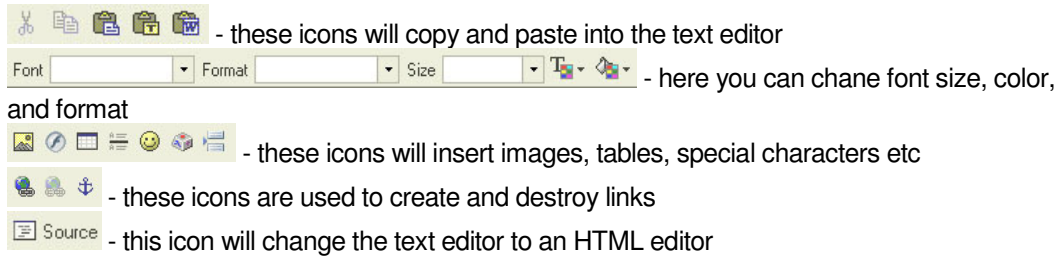
This image shows the basic WYSISYG editor available in the ISM.



B *I* U ABC ^{x₂} _{x₂} - these icons will add **bold** *italics* underline ~~strikethrough~~ ^{super} and _{sub} text

  - these icons will undo and redo changes made in the text editor

    - these icons will left, center, right, and full justify text



A WYSIWYG editor is very similar to Microsoft Word. One important thing to remember is to NEVER copy from Word into the ISM text editor. Word will copy additional coding that is not compatible with the ISM system. If you are familiar with HTML coding you can press the "source" button and enter that directly into the box.