

Website Content Training

Revision Date: 10/13/2006

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Terms/Definitions

- Breadcrumbs – a hierarchical path a user took to arrive at the current webpage
- CSS – (cascading style sheet) controls how html code is displayed in a web browser
- Dependency – one webpage relying on another to properly function
- Editor – Content Management term for a person that can create and update web pages
- Page up – the parent page (step up in hierarchy) of a web page within Content Management
- Publisher – Content Management term for a person that can create, update, delete, and publish web pages
- WYSIWYG – what you see is what you get

About Content Management Tool

- Asbru is a web content management software tool
- Allows users with limited knowledge of HTML to create, publish, and manage web pages
- Designed for ease of use
- Secure

About Content Management Tool

Editor vs. Publisher

- Editors will be allowed to create files, update, and mark 'Ready to Publish'.
- Publishers can publish pages directly to the web and have the same abilities as the editor, as well as delete.

Content Management Components

- Pages – primary content item which consists of formatted text and may include images, files (attachments), and links
- Templates – pages in Content Management that have a common page layout and graphic design
- Elements – content items such as navigation menus, toolbars, and headers which appear on all pages
- Media Library – displays Content Management data for content items (images, files, and links)
- Browse & Edit – easy way to create and update the content of the website by browsing your website in administration mode and editing the page content and elements
- Website Content – displays data for each website content item

Editor Toolbar



- ROW 1: formatclass, formatblock, fontname, fontsize, bold, italic, underline, forecolor, bgcolor, superscript, subscript, strikethrough, help

Editor Toolbar



- ROW 2: cut, copy, paste, clean, removeformat, delete, selectall, undo, redo, specialcharacter, insertmedia, iframe, createlink, mailto, anchor, unlink, inserthorizontalrule, insertorderedlist, insertunorderedlist, outdent, indent, justifyleft, justifycenter, justifyright, justifyfull, nobr

Editor Toolbar



- ROW 3: createtable, tableproperties, insertcaption, insertrowhead, insertrowfoot, rowproperties, insertrowabove, insertrowbelow, deleterow, splitcellrows, columnproperties, insertcolumnleft, insertcolumnright, deletecolumn, splitcellcolumns, cellproperties, insertcelleft, insertcellright, deletecell, splitcell, mergecells, import, find, printbreak, print, preview

Editor Toolbar

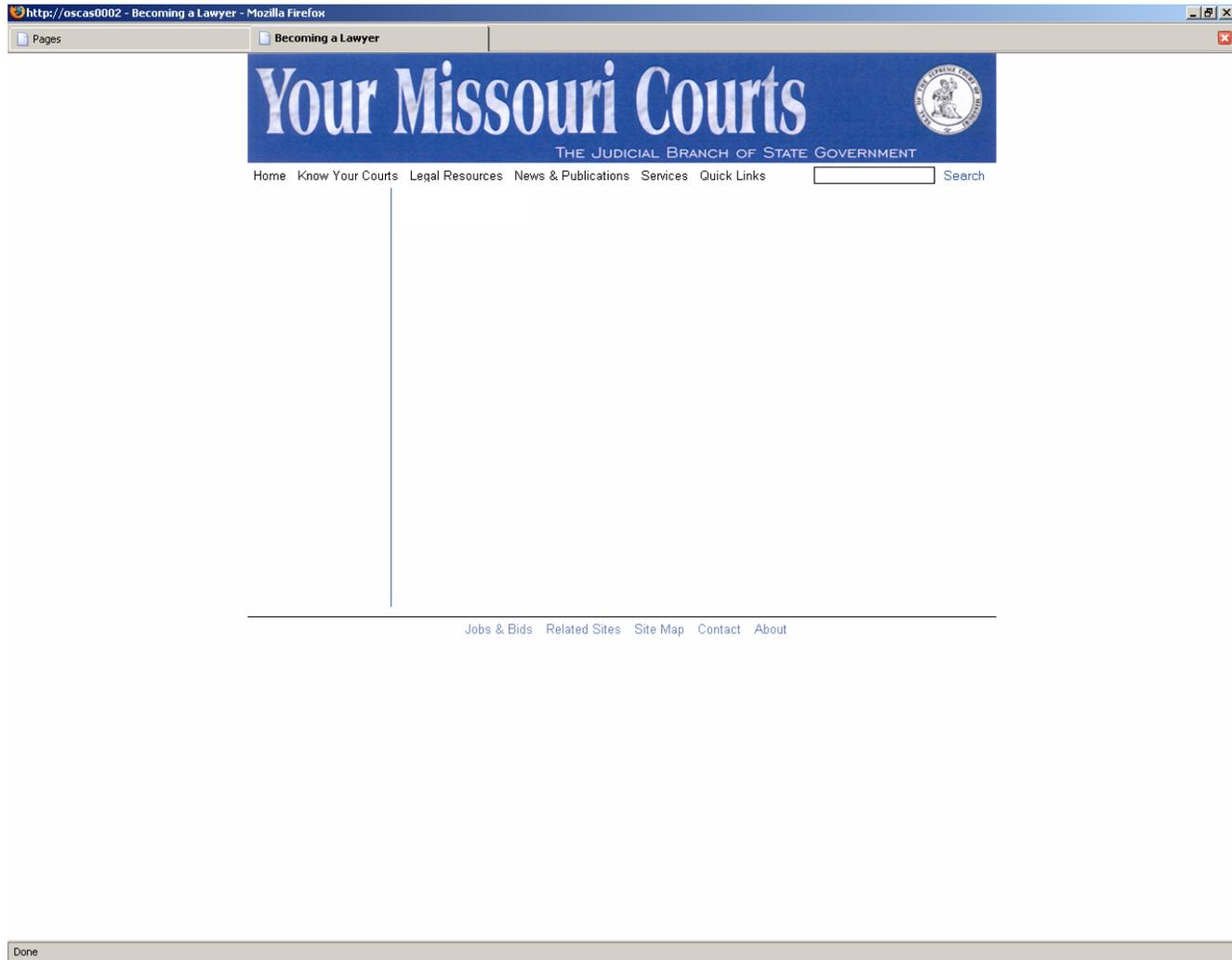


- ROW 4: viewdetails, viewsource, save

Templates

- 'Outer Page' of every page
- Creates the look of the website
- Not editable
- Every page is assigned a template automatically

Template



Elements

- Parts of the web page
- Examples: Header, Dropdown menu, left navigation

Template – With Elements



- The 5 elements in the Template above are included in every page by default.

Header



Dropdown Navigation Menu



Search Area

The screenshot shows a Mozilla Firefox browser window with the address bar containing the URL `http://oscas0002/page.asp?mode=preview&id=379&version=8.0.2128107`. The browser's menu bar includes File, Edit, View, Go, Bookmarks, Tools, and Help. The toolbar contains icons for Getting Started, Latest Headlines, Disable, Cookies, CSS, Forms, Images, Information, Miscellaneous, Outline, Resize, Tools, View Source, and Options. The page title is "Becoming a Lawyer".

The website content features a blue header with the text "Your Missouri Courts" and "THE JUDICIAL BRANCH OF STATE GOVERNMENT" next to the Missouri state seal. Below the header is a navigation menu with links for Home, Know Your Courts, Legal Resources, News & Publications, Services, and Quick Links. A search bar with a "Search" button is located to the right of the navigation menu and is circled in blue. Below the navigation menu is a breadcrumb trail: "Home :: Services :: Becoming a Lawyer".

A left sidebar contains a vertical menu with the following items: High Level Training Page, Know Your Courts, Legal Resources, News & Publications, Quick Links, and Services. Under the Services menu, there is a list of sub-items: ADA Accommodations, **Becoming a Lawyer**, Missouri Board of Law Examiners, Boards & Commissions, Court Interpreter Services, Court Reporters, Ethics & Discipline, and Find a Lawyer.

At the bottom of the page, there is a footer with links for Jobs & Bids, Related Sites, Site Map, Contact, and About. The browser's status bar at the bottom left shows "Done".

Breadcrumbs



- Home :: Know Your Courts :: Supreme Court

Dynamic Links



Footer



Page

Decisions of the Judicial Finance Commission - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://joscas0002/page.asp?id=377

Getting Started Latest Headlines

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Pages Decisions of the Judicial Finance Co...

Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT

Home Know Your Courts Legal Resources News & Publications Services Quick Links Search

Home :: Services :: Boards & Commissions :: Decisions of the Judicial Finance Commission

Decisions of the Judicial Finance Commission

Following, in chronological order, are all Commission opinions issued since its inception in 1982. To link to the summary and full text of an opinion, please click on the case name. If the Supreme Court of Missouri has reviewed a particular decision, a link to that review will be provided from the decision page. The decisions have been converted to portable digital format (PDF) to accommodate various word processors. (If you do not already have Acrobat reader, which is necessary to read the PDF files, you may obtain it for free at the [Adobe website](#). A set of free tools that allow visually disabled users to read documents in Adobe PDF format is available from [access.adobe.com](#).)

The summaries of the Commission decisions and Supreme Court reviews are prepared by judicial staff for the interest and convenience of the reader. The summaries do not reflect the opinion of the Judicial Finance Commission or the Supreme Court of Missouri. They are unofficial, and they should not be quoted or cited.

83-0002, *St. Louis County v. Twenty-First Judicial Circuit*
ISSUE: Professional liability insurance for judges and travel funds for an individual judge.

84-0004, *St. Louis County v. Twenty-First Judicial Circuit*
ISSUE: Liability insurance for judges and for juvenile court personnel, increase in travel funds for judges, attorney's fees for legal representation of circuit court, and attorney's fees for legal representation by personal attorney for judge arising out of a federal civil rights lawsuit against the court and an individual judge.

84-0006, *City of St. Louis v. Twenty-Second Judicial Circuit*
ISSUE: Circuit clerk's purchase of computer mainframe for clerk's office to replace existing system for computerized financial accounting system without meeting of the minds with local governing body.

84-0007, *City of St. Louis v. Twenty-Second Judicial Circuit*
ISSUE: Construction of restroom facilities in three jury rooms, capital improvements to jury room, construction of a juror's lounge, and automation of manually operated elevator in Civil Courts Building, salary increase and filling positions at juvenile court (challenged requests include budget items from circuit court, circuit clerk, jury commissioner, sheriff, and juvenile court).

85-0008, *St. Louis County v. Twenty-First Judicial Circuit*
ISSUE: Payment of circuit judges attorney's fees for defense of legal actions pertaining to the administration of the court.

- Outlined area is the page. This is the content (body) you will enter when making a new page.

Media Library

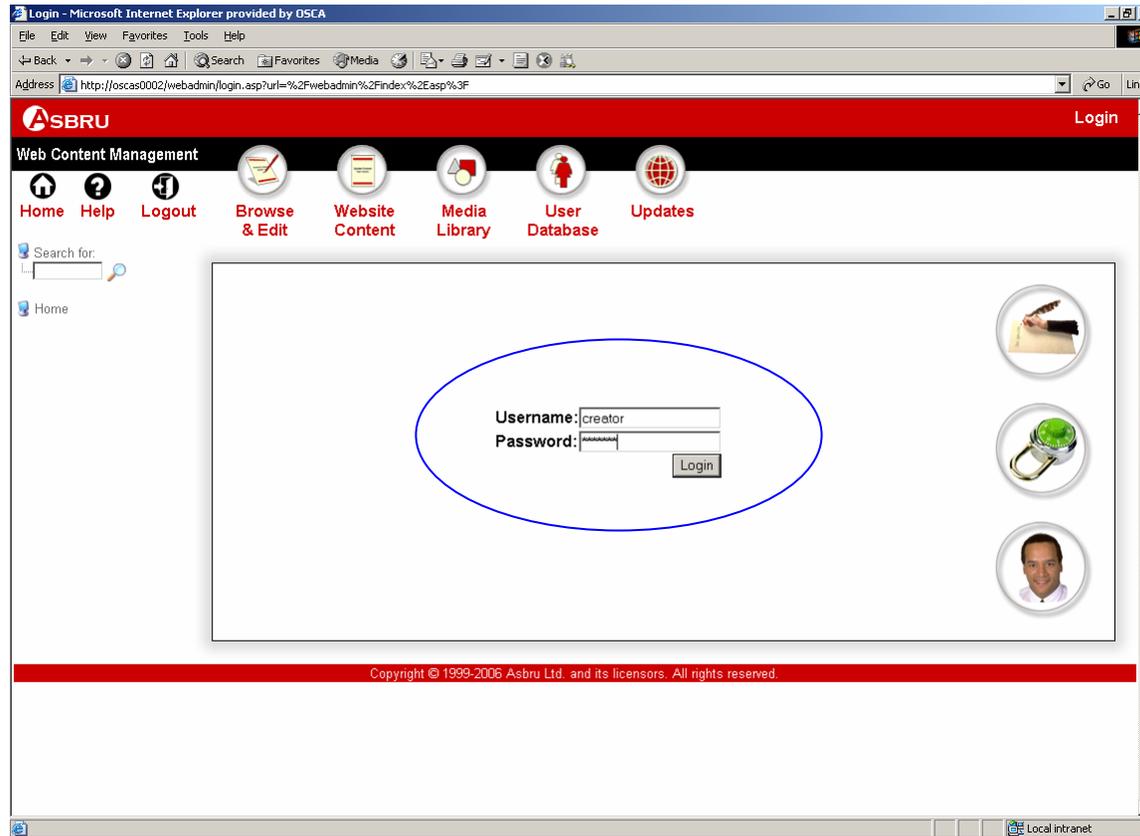
- Location in Asbru where it stores:
 - Pictures
 - Links
 - Files

Creating a New Page

Connecting to Asbru

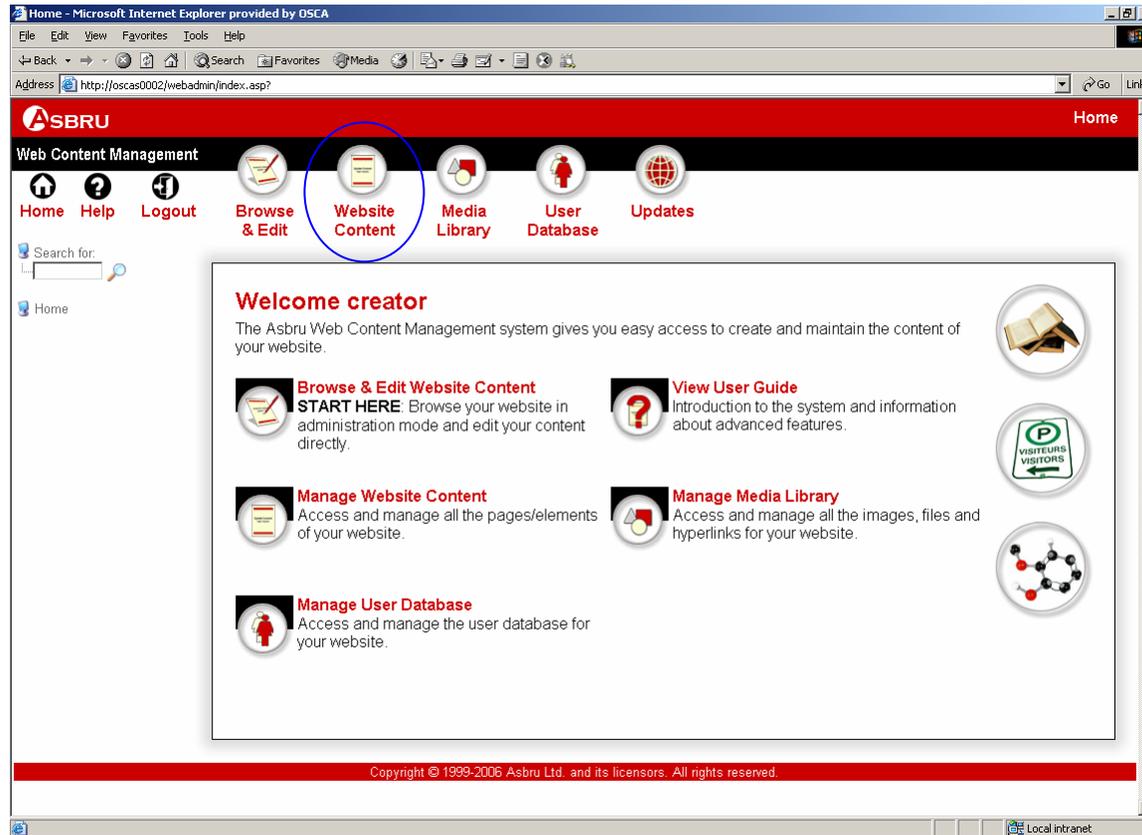
- <http://oscin0014/websiteadmin/>
- Username = your Windows username (1st 6 letters of last name (if name is 6 letters or longer), 1st initial of first name, 1st initial of middle name) – Example: bentontl
- Password = your Windows password

Creating a New Page



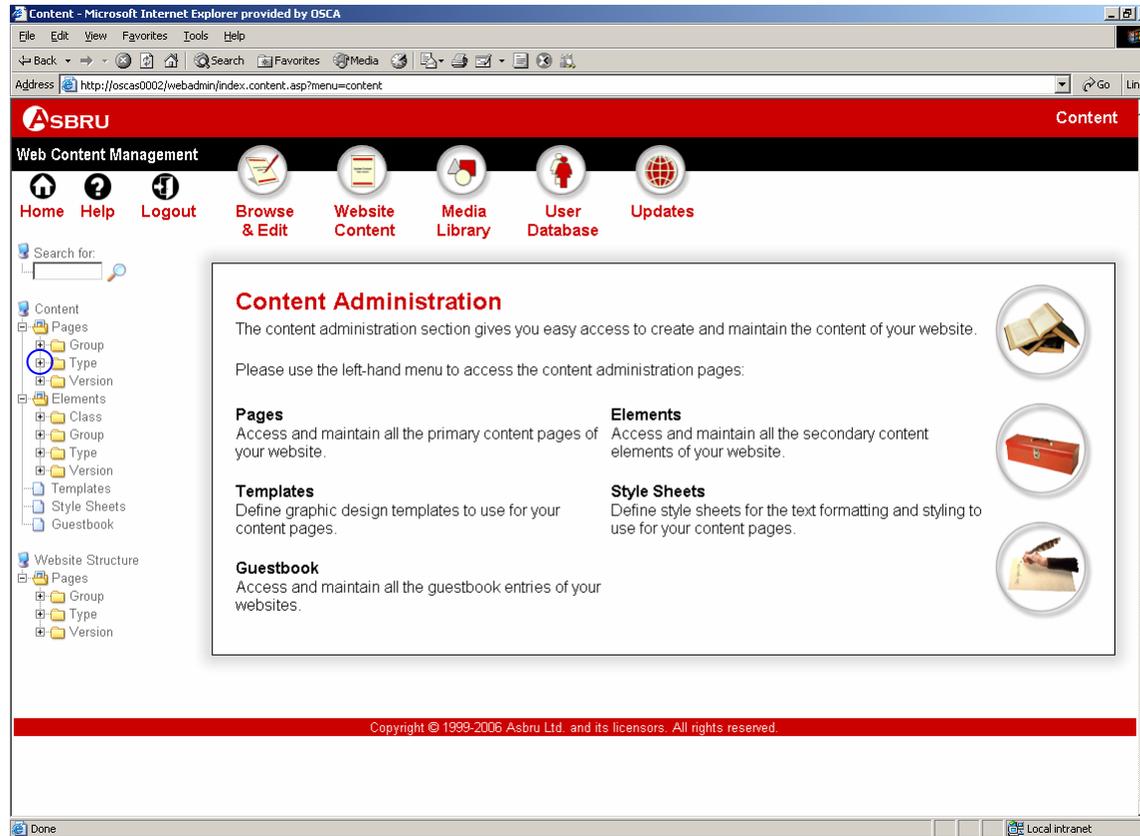
- Enter your User name and Password.
Click “Login”.

Creating a New Page



- Click “Website Content”.

Creating a New Page



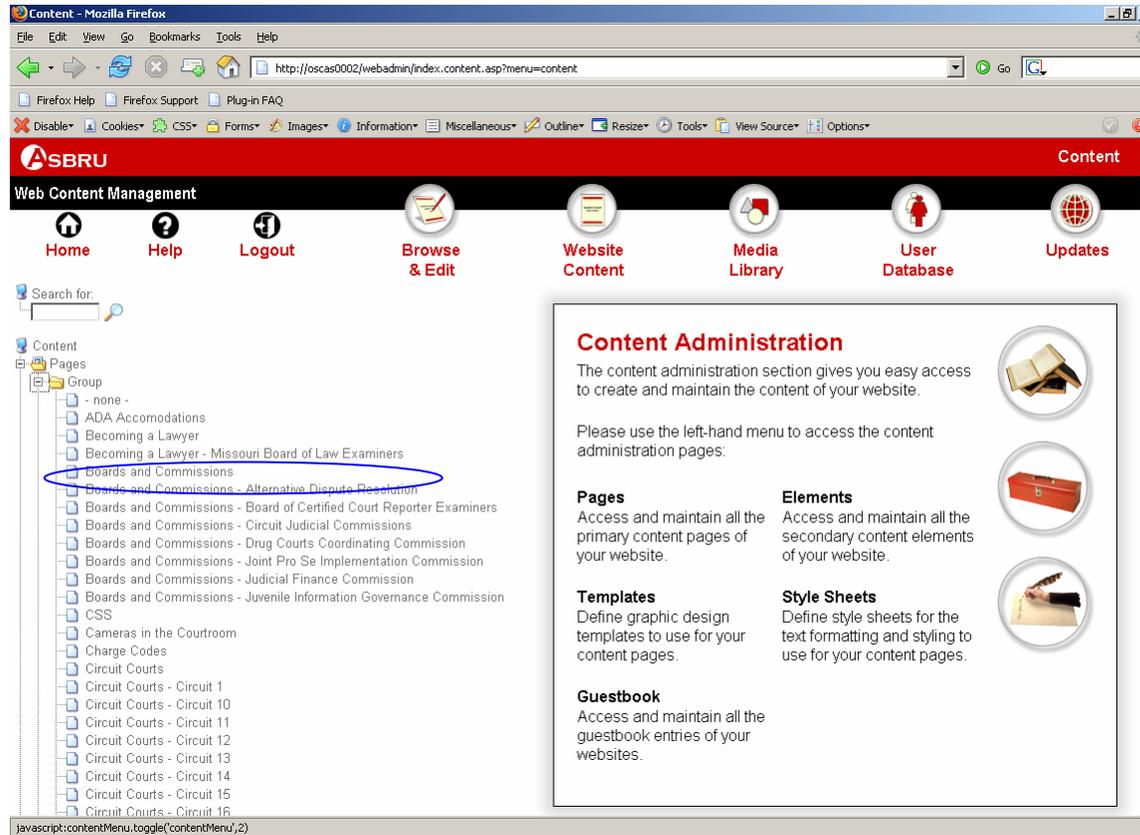
- Click “” next to “Group” beneath the “Pages” header. Assigning the content group is a critical step. The group assigned determines the security. If an incorrect group is selected, the wrong people will have access to edit, update, or delete a page. Content groups are directly related with Appendix B: Page Security Groups.

Creating a New Page

Security & Content Groups

- Security Groups contain people who have access to web pages
- Content Groups contain web pages
- Security Groups are assigned to Content Groups (Example: the Becoming a Lawyer: Board of Law Examiners content group has the CMS_BOLE security group set to it)
- By selecting a Content Group, you're selecting the people that get to Edit/Publish the page

Creating a New Page



- All of the content group names are listed on the left side of the screen. You have to know which group you want to create a page within before you proceed. For this example, I'll be selecting "Becoming a Lawyer – Missouri Board of Law Examiners". Once again, pages have to be correctly grouped for security reasons.

Creating a New Page

Pages - Mozilla Firefox

http://oscas002/webadmin/content/Index.asp?contentclass=page&contentgroup=Becoming+a+Lawyer+%2D+Missouri+Board+of+Law+

SBRU Pages

Web Content Management

Home Help Logout Browse & Edit Website Content Media Library User Database Updates

Search for:

Content

Pages

Group

- none -

ADA Accommodations

Becoming a Lawyer

Becoming a Lawyer - Missouri Board of Law Examiners

Boards and Commissions

Boards and Commissions - Alternative Dispute Resolution

Boards and Commissions - Board of Certified Court Reporter Examiners

Boards and Commissions - Circuit Judicial Commissions

Boards and Commissions - Drug Courts Coordinating Commission

Boards and Commissions - Joint Pro Se Implementation Commission

Boards and Commissions - Judicial Finance Commission

Boards and Commissions - Juvenile Information Governance Commission

CSS

Cameras in the Courtroom

Charge Codes

Circuit Courts

Circuit Courts - Circuit 1

Circuit Courts - Circuit 10

Circuit Courts - Circuit 11

Circuit Courts - Circuit 12

Circuit Courts - Circuit 13

Circuit Courts - Circuit 14

Circuit Courts - Circuit 15

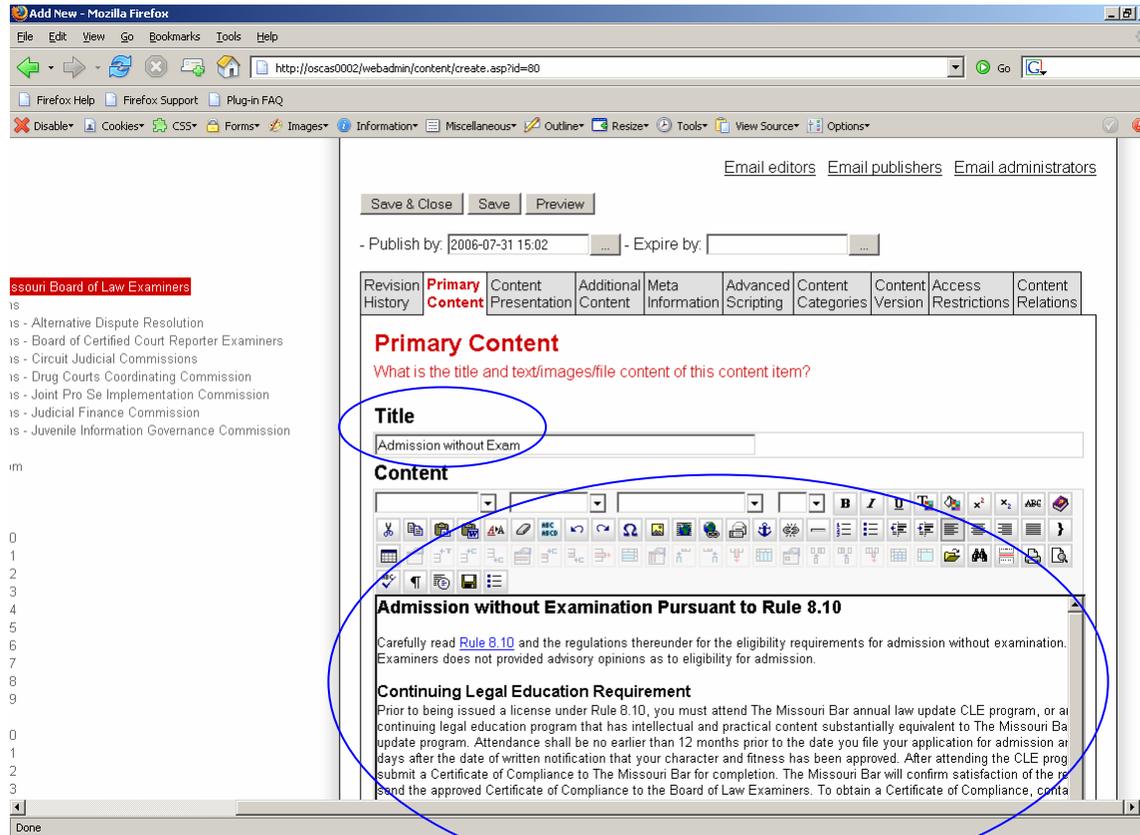
Circuit Courts - Circuit 16

Admission without Exam (80) Add New

Group	Type	Version	Page	Id						
Becoming a Lawyer - Missouri Board of Law Examiners			Admission without Exam	80		Preview	View	Update	Delete	Archived
Becoming a Lawyer - Missouri Board of Law Examiners			Admission without Exam	352		Preview	View	Update	Delete	Archived
Becoming a Lawyer - Missouri Board of Law Examiners			Application	74		Preview	View	Update	Delete	Archived
Becoming a Lawyer - Missouri Board of Law Examiners			Application Form and Fee Schedule	325		Preview	View	Update	Delete	Archived

- Click “Add New”.

Creating a New Page



- You may have to scroll to the right and down to get the entire content editor into your screen. By default, there will be data in the Title and Body. All of this text can be deleted.

Creating a New Page

ssouri Board of Law Examiners

18 - Alternative Dispute Resolution

18 - Board of Certified Court Reporter Examiners

18 - Circuit Judicial Commissions

18 - Drug Courts Coordinating Commission

18 - Joint Pro Se Implementation Commission

18 - Judicial Finance Commission

18 - Juvenile Information Governance Commission

0

1

2

3

4

5

6

7

8

9

0

1

2

Done

File Edit View Go Bookmarks Tools Help

http://oscas0002/webadmin/content/create.asp?id=80

Firefox Help Firefox Support Plug-in FAQ

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Email editors Email publishers Email administrators

Save & Close Save Preview

- Publish by: [2006-07-31 15:02] - Expire by: []

Revision History	Primary Content	Content Presentation	Additional Content	Meta Information	Advanced Scripting	Content Categories	Content Version	Access Restrictions	Content Relations
------------------	-----------------	----------------------	--------------------	------------------	--------------------	--------------------	-----------------	---------------------	-------------------

Primary Content

What is the title and text/images/file content of this content item?

Title

Bar Enrollment Ceremony

Content

Normal

Bar Enrollment Ceremony - Thursday, October 12, 2006

Individuals who pass the July 2006 bar examination and who have met all other requirements for admission to the bar are attend the enrollment ceremony to be held at the Supreme Court of Missouri on Thursday morning, October 12, 2006, to admission. The Missouri Bar enrollment ceremony is the traditional welcome extended to new members of The Missouri of the Supreme Court of Missouri, the officers of The Missouri Bar and the members of the Board of Law Examiners.

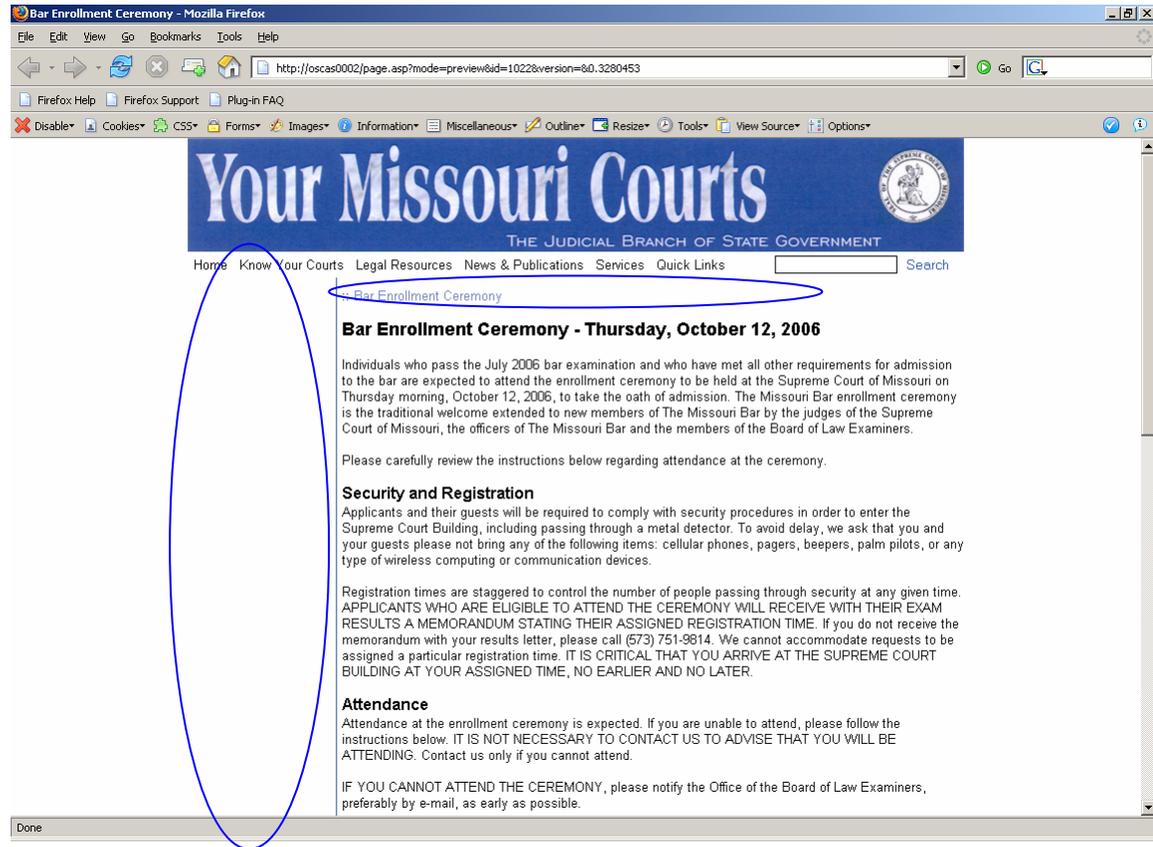
Please carefully review the instructions below regarding attendance at the ceremony.

Security and Registration

Applicants and their guests will be required to comply with security procedures in order to enter the Supreme Court Build

- When adding text to the page body, make sure you follow the page standards. The only modification to the body font should be size and/or bold. DO NOT set a font type. There is a CSS (cascading style sheet) file that sets font formatting. Changing these setting within the Content Management editor can alter how a page is displayed once published.

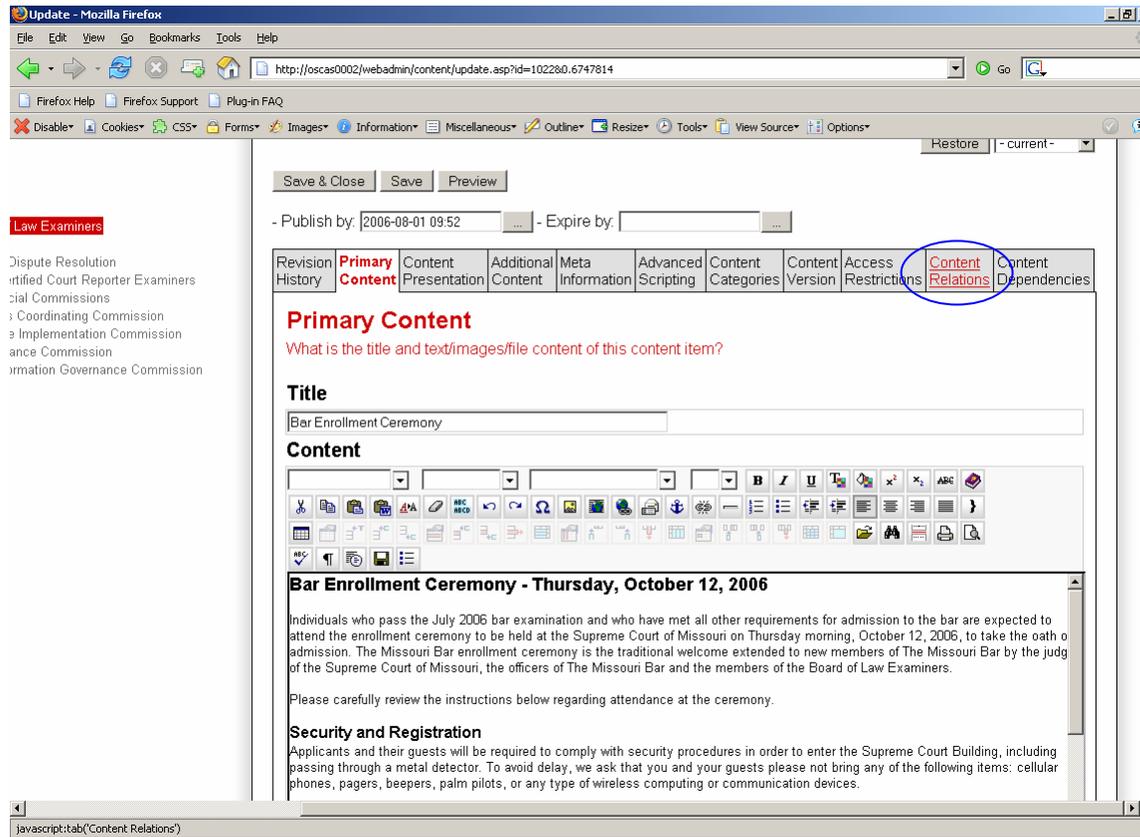
Creating a New Page



An example of how a page will display if the hierarchy hasn't been set up. The left navigation pane and breadcrumbs are blank.

- The next step is to set the "Page Up" web page. If this step is not done, the page will not display correctly. Pages have a parent/child relationship within the hierarchy.

Creating a New Page



- To set the “Page Up”, first click on “Content Relations”.

Creating a New Page

Update - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://oscas0002/webadmin/content/update.asp?id=102280.6747814

Firefox Help Firefox Support Plug-in FAQ

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Save & Close Save Preview

- Publish by: 2006-08-01 09:52 - Expire by:

Revision History	Primary Content	Content Presentation	Additional Content	Meta Information	Advanced Scripting	Content Categories	Content Version	Access Restrictions	Content Relations	Content Dependencies
------------------	-----------------	----------------------	--------------------	------------------	--------------------	--------------------	-----------------	---------------------	-------------------	----------------------

Content Relations

How is this content related to other content pages/elements?

Page Top

Select

Page Up

Select

Previous Page

Select

Next Page

Select

First Page

Select

Last Page

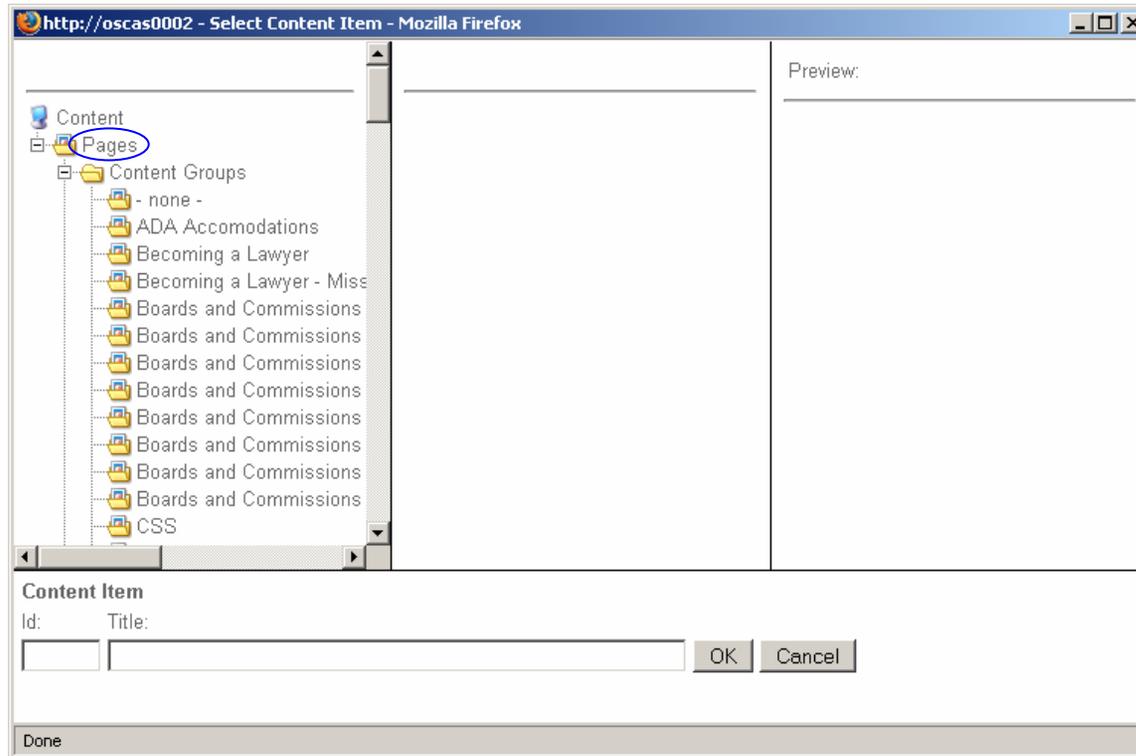
Select

About Content Relations

Usually, you will simply create links to your website pages in your website navigation menu and/or toolbar and links between your website pages. However, you may also want to create templates with generic navigation links such as

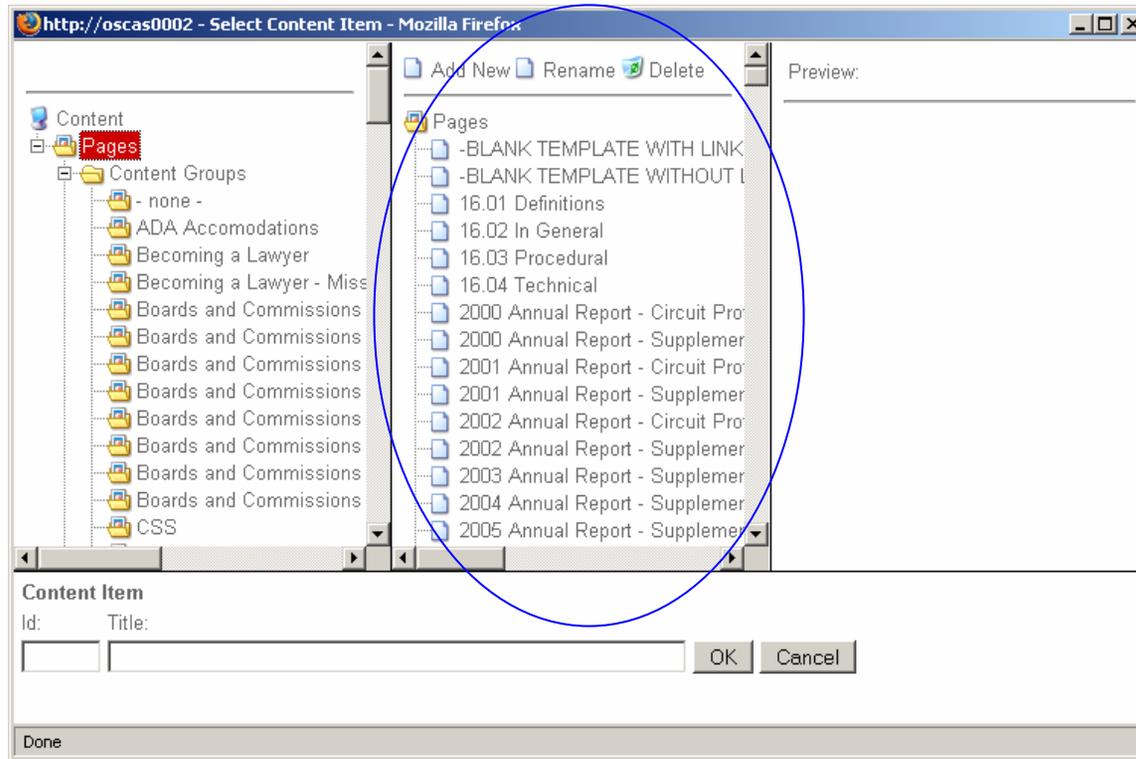
- Click “Select” next to Page Up.

Creating a New Page



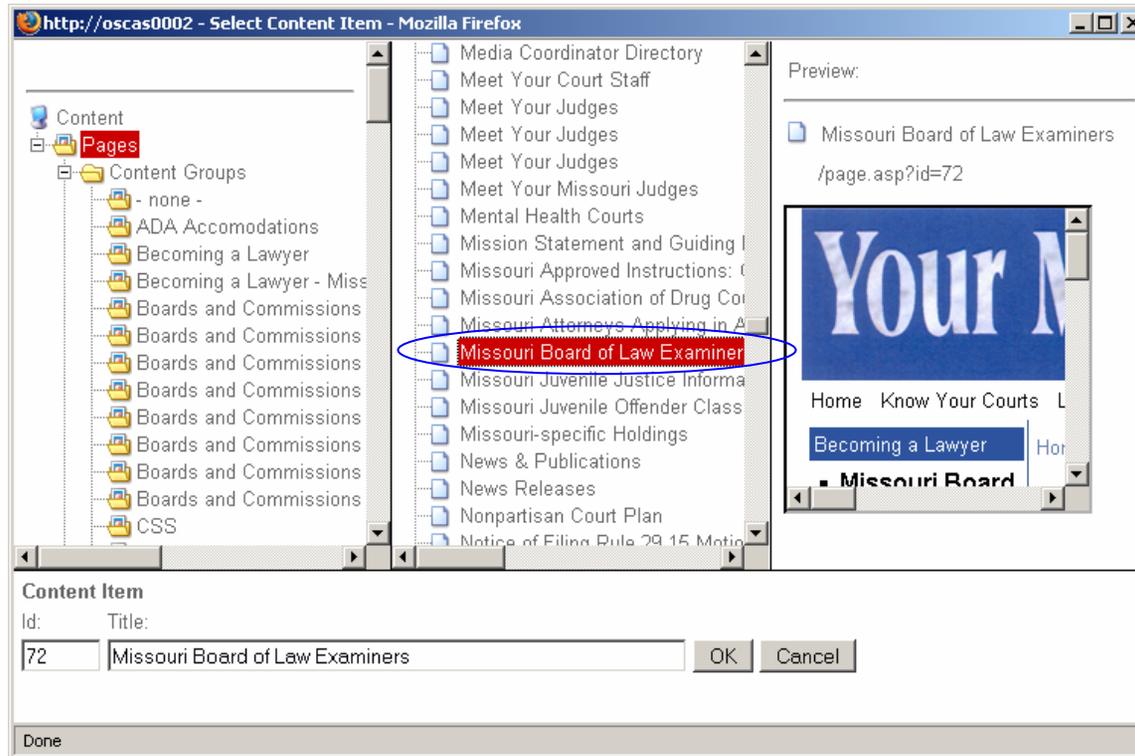
- A new window will pop up. Click “Pages”.

Creating a New Page



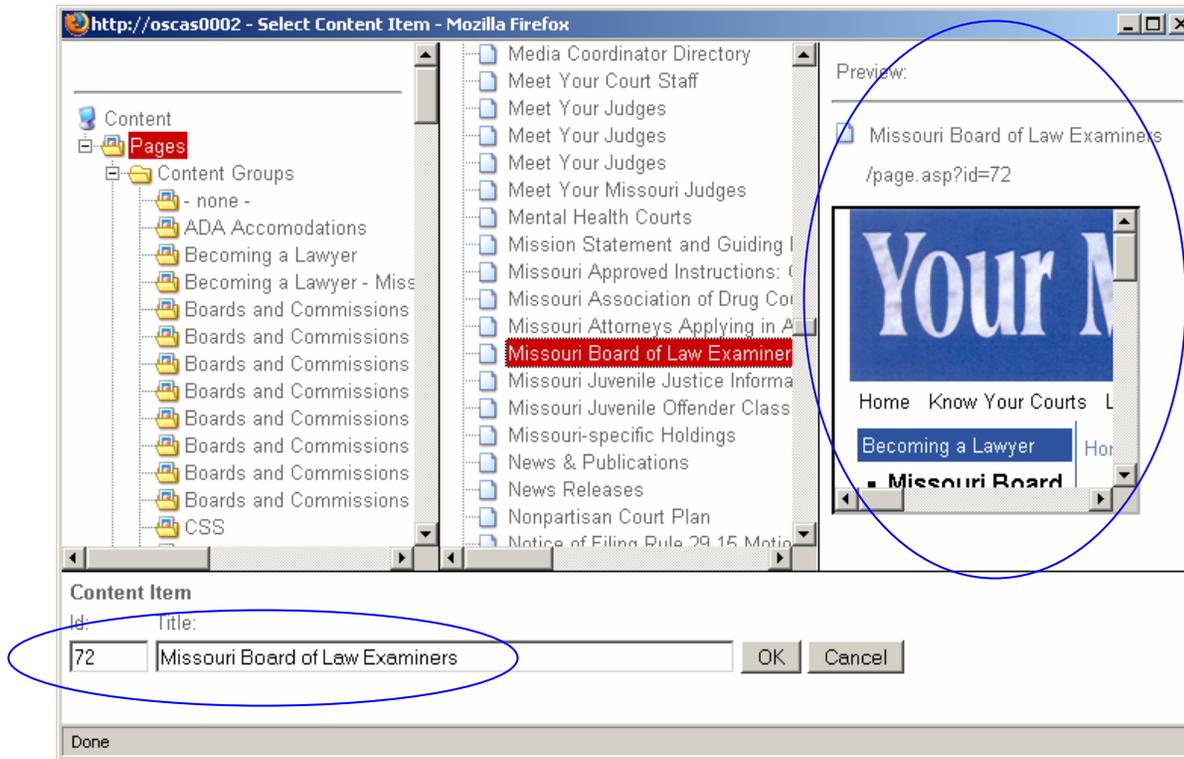
- The center pane will load with all pages that have been created. Scroll until you find the page directly above your current page.

Creating a New Page



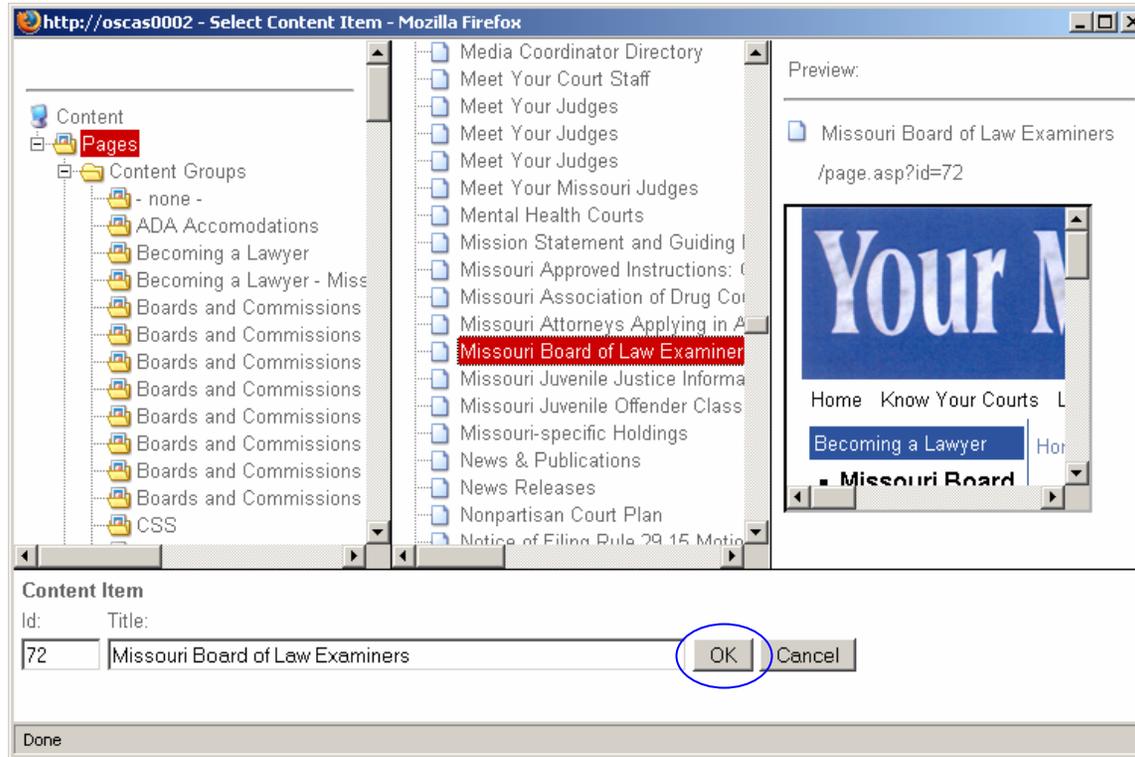
- When you find the page, select it.

Creating a New Page



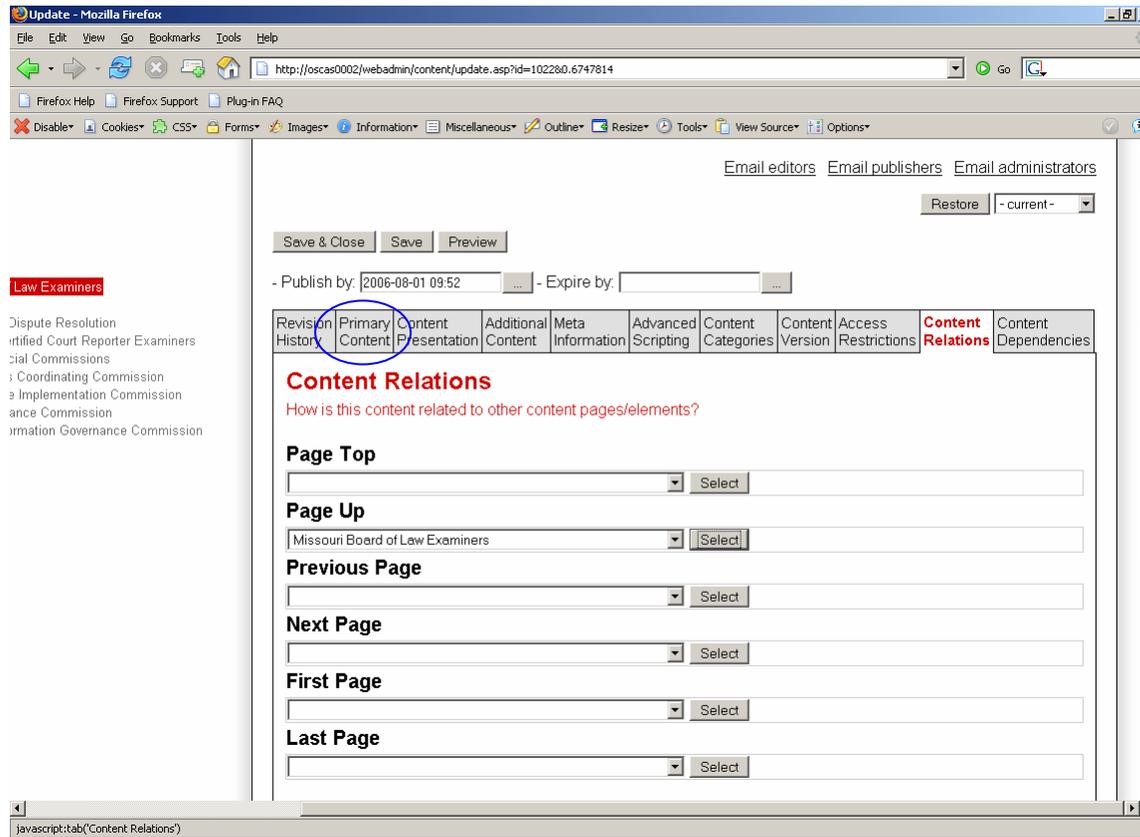
- After the page is selected, the right pane will fill with a page preview. The "Title" and "Id" boxes will auto fill with information as well.

Creating a New Page



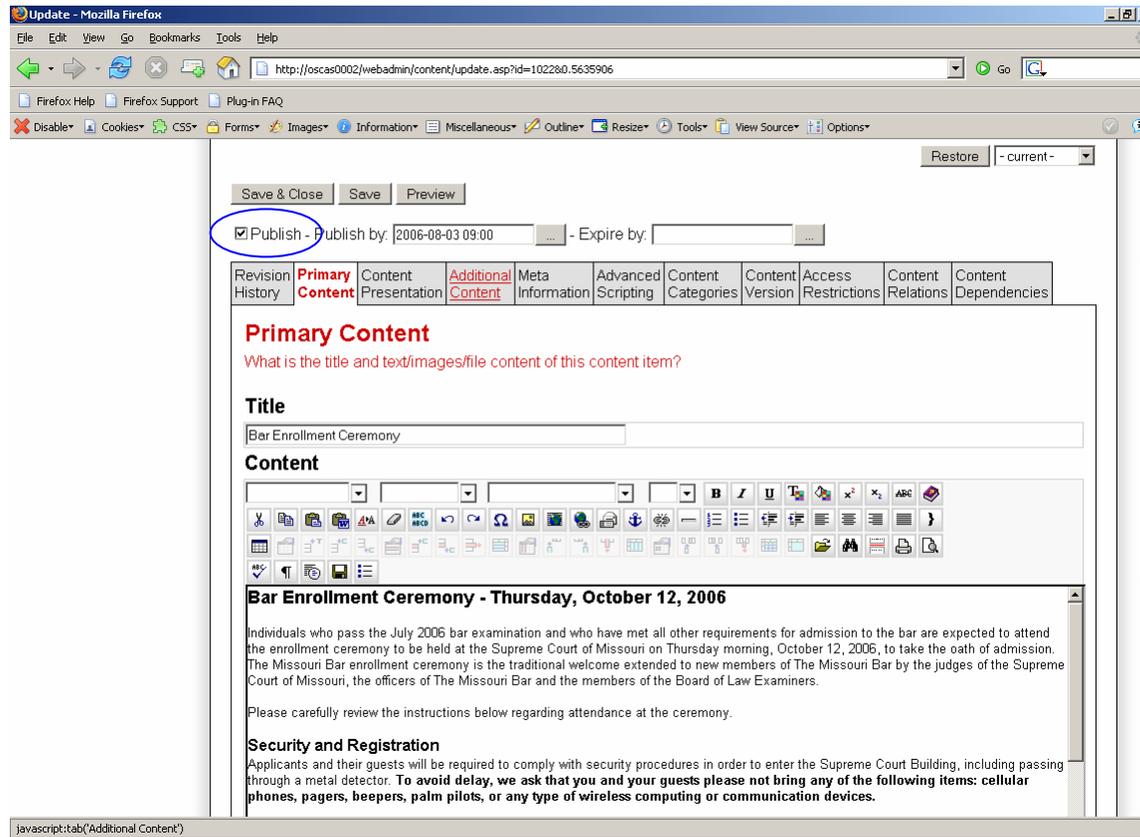
- Click "OK". This page will disappear.

Creating a New Page



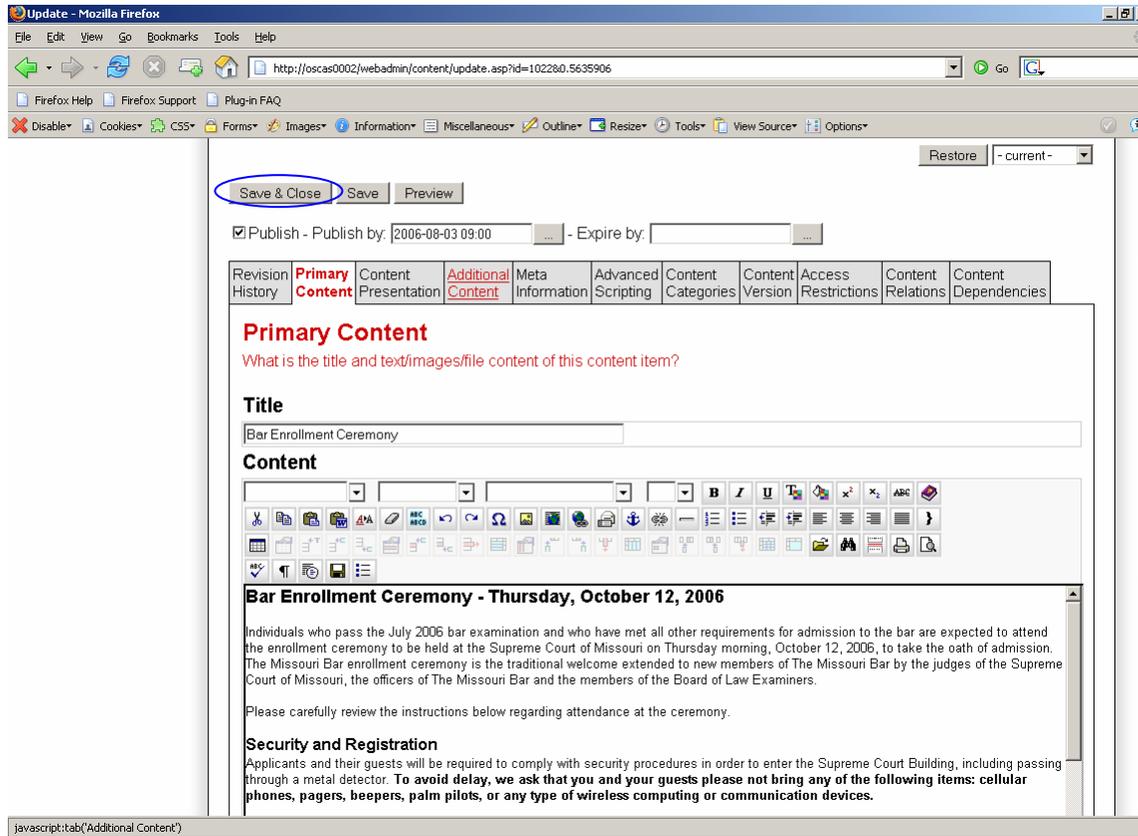
- Click "Primary Content".

Creating a New Page



- If you're a publisher, check the "Publish" box if you're ready to publish the page to the website. If you're an editor, check the "Ready to Publish" box if you're ready to set the page for review by the publisher.

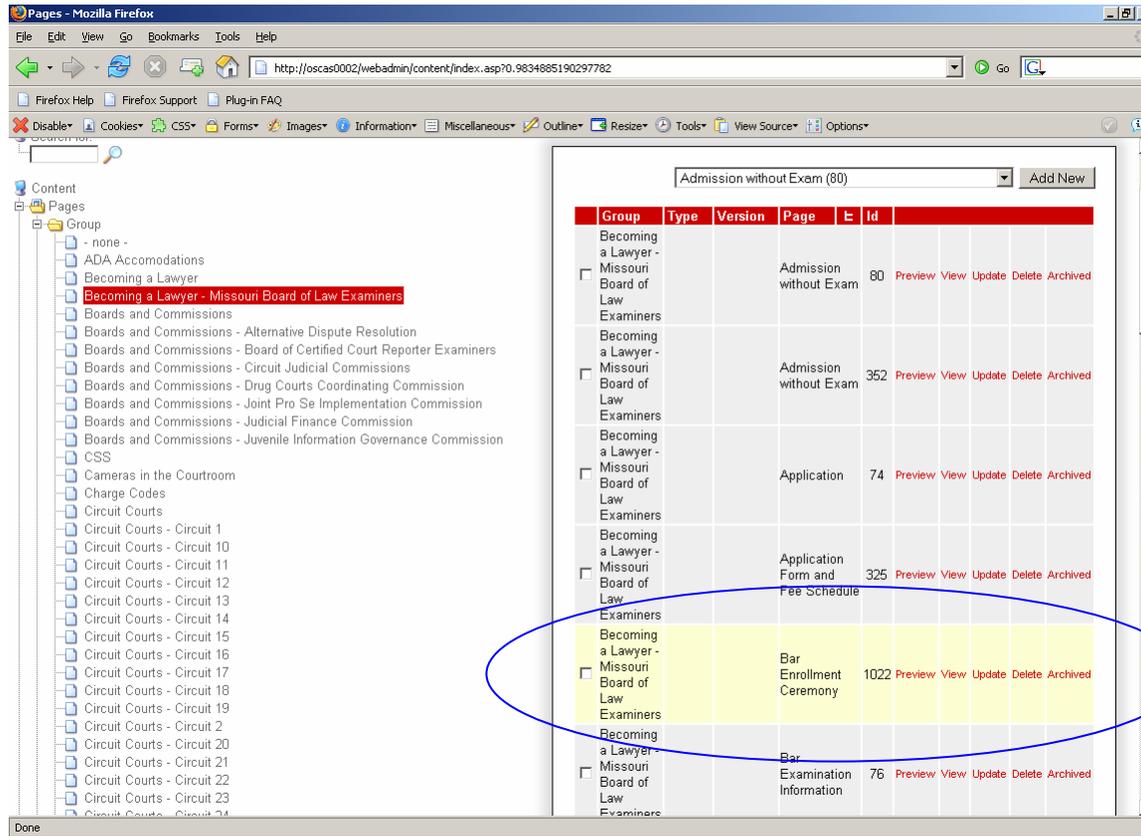
Creating a New Page



Ctrl + S does not work to save.

- After all of your content has been added, click “Save & Close”. Again, make sure you follow the page standards when adding text to the body. If you don’t want to save your new page, click “Website Content” at the top. Please Note: You will not receive a warning that you’re about to lose your new page!!!

Creating a New Page



- You can now see the new page when selecting the “Becoming a Lawyer – Missouri Board of Law Examiners” group.

Creating a New Page

The screenshot shows a Mozilla Firefox browser window displaying a content management system. The address bar shows the URL: <http://oscas002/webadmin/content/Index.asp?0.9834885190297782>. The left sidebar shows a tree view of pages, with 'Becoming a Lawyer - Missouri Board of Law Examiners' selected. The main content area displays a table of pages with columns for Group, Type, Version, Page, and Id. The 'Preview' button for the selected page is circled in blue.

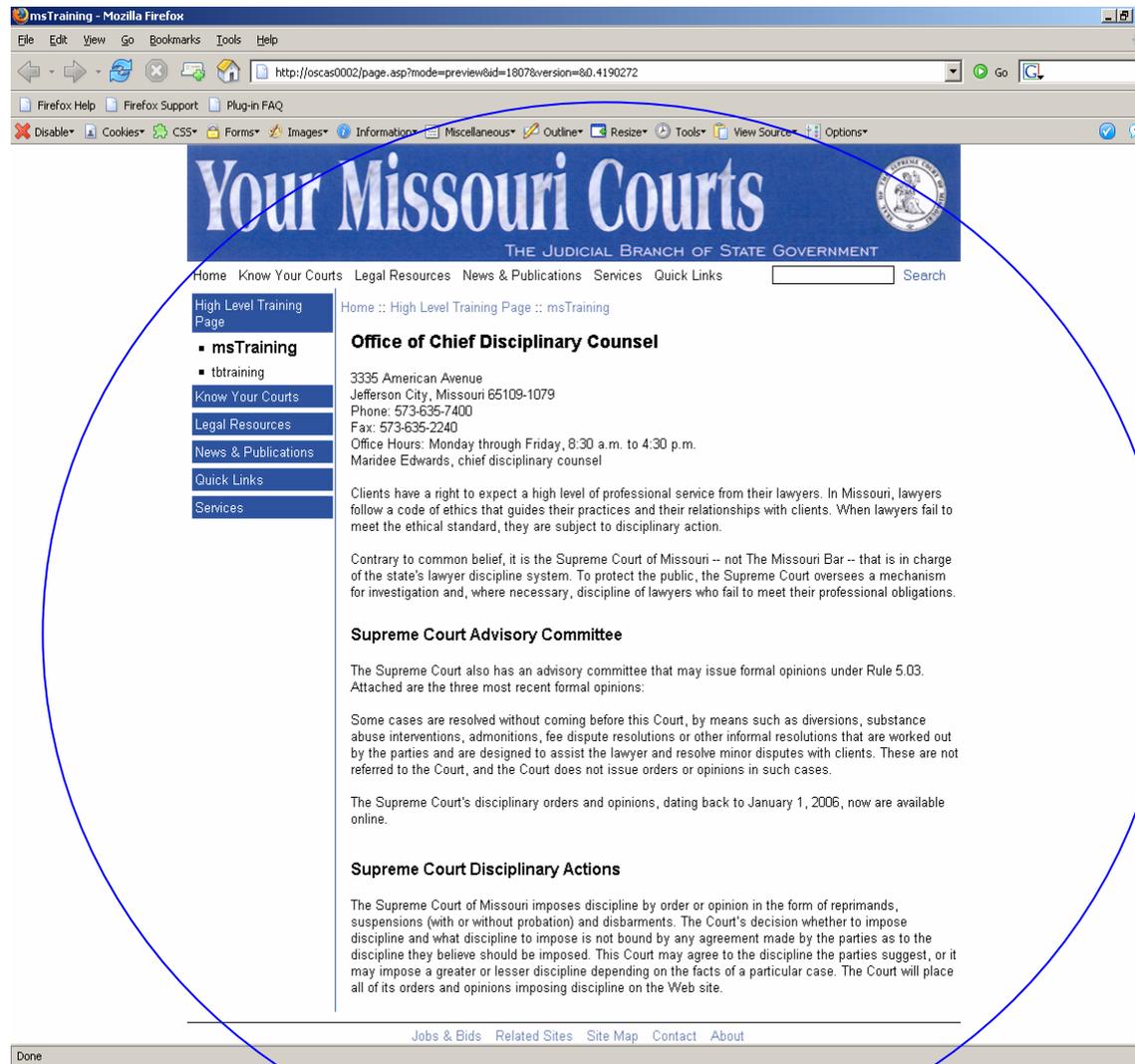
Group	Type	Version	Page	Id					
Becoming a Lawyer - Missouri Board of Law Examiners	Admission without Exam	80	Preview View Update Delete Archived						
Becoming a Lawyer - Missouri Board of Law Examiners	Admission without Exam	352	Preview View Update Delete Archived						
Becoming a Lawyer - Missouri Board of Law Examiners	Application	74	Preview View Update Delete Archived						
Becoming a Lawyer - Missouri Board of Law Examiners	Application Form and Fee Schedule	325	Preview View Update Delete Archived						
Becoming a Lawyer - Missouri Board of Law Examiners	Bar Enrollment Ceremony	1022	Preview View Update Delete Archived						
Becoming a Lawyer - Missouri Board of Law Examiners	Bar Examination Information	76	Preview View Update Delete Archived						

- You can preview how your new page will look by clicking on the “Preview” button.

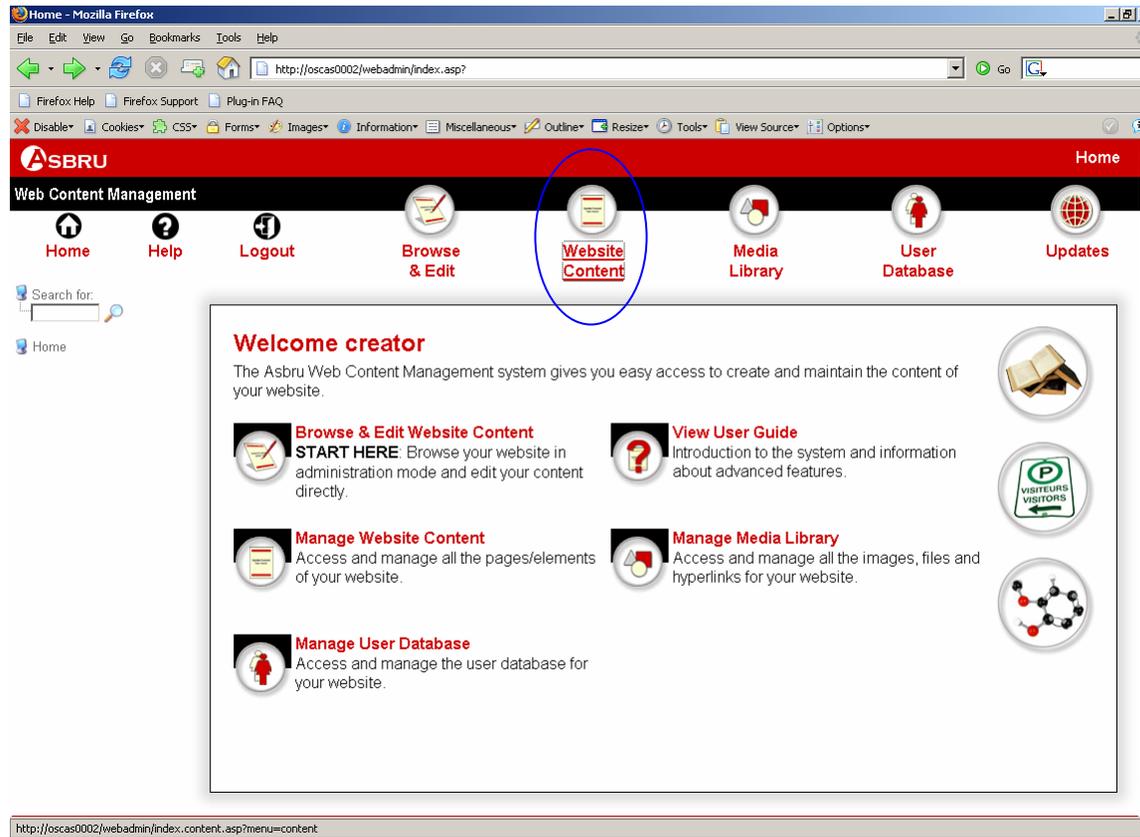
Exercise: Part 1

- Create a new page titled “your initials”+training (Examples: tbtraining or mstraining).
- Add the page to the “Training” group.
- Copy the text from the following document and paste into the content/body section of your new page:
“training_content.txt”
- Format the text according to the Page Standards (Appendix A)
- Set the page up to “High Level Training Page” in the hierarchy.
- Save & Close your new webpage.
- Preview your page.

Exercise: Part 1 Print Screen



Updating an Existing Page



- Once you login, click “Website Content”.

Updating an Existing Page

Content - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://oscas0002/webadmin/index.content.asp?menu=content

Firefox Help Firefox Support Plug-in FAQ

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

ASBRU Content

Web Content Management

Home Help Logout Browse & Edit Website Content Media Library User Database Updates

Search for:

Content

- Pages
 - Group
 - Type
 - Version
- Elements
 - Class
 - Group
 - Type
 - Version
- Templates
- Style Sheets
- Guestbook

Website Structure

- Pages
 - Group
 - Type
 - Version

Content Administration

The content administration section gives you easy access to create and maintain the content of your website.

Please use the left-hand menu to access the content administration pages:

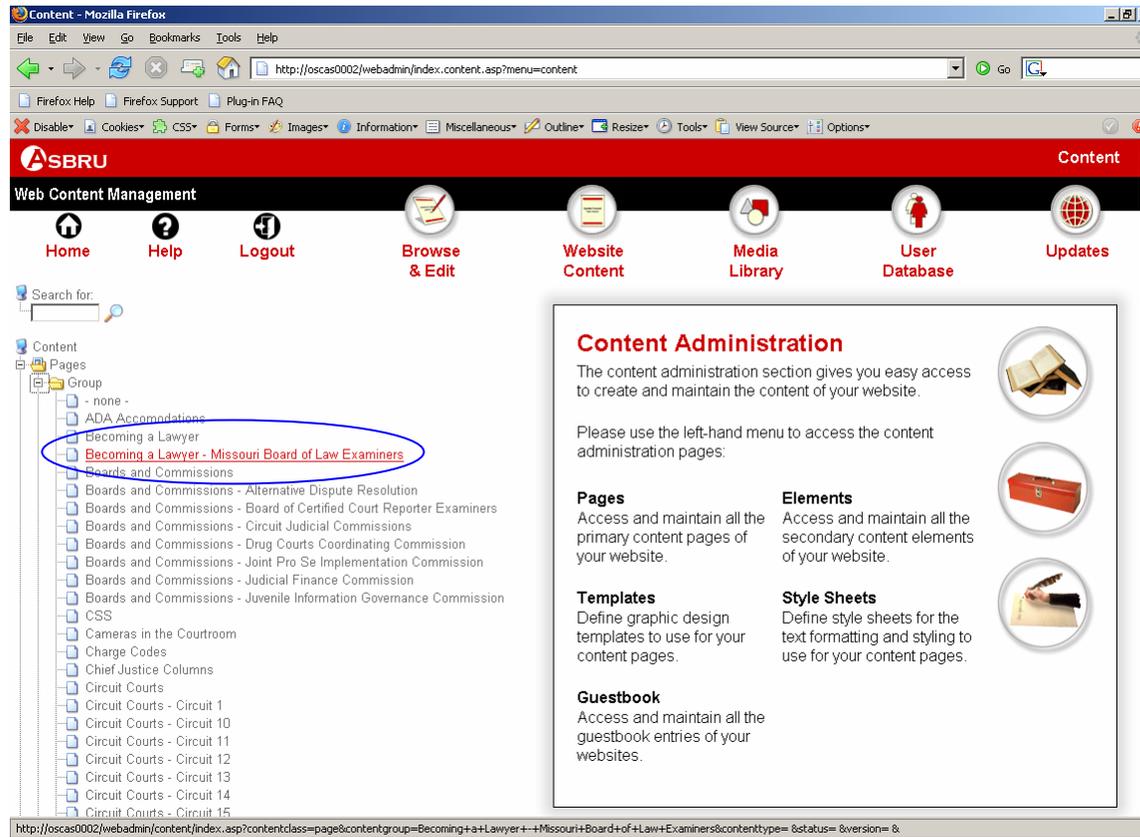
Pages Access and maintain all the primary content pages of your website.	Elements Access and maintain all the secondary content elements of your website.
Templates Define graphic design templates to use for your content pages.	Style Sheets Define style sheets for the text formatting and styling to use for your content pages.
Guestbook Access and maintain all the guestbook entries of your websites.	

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Done

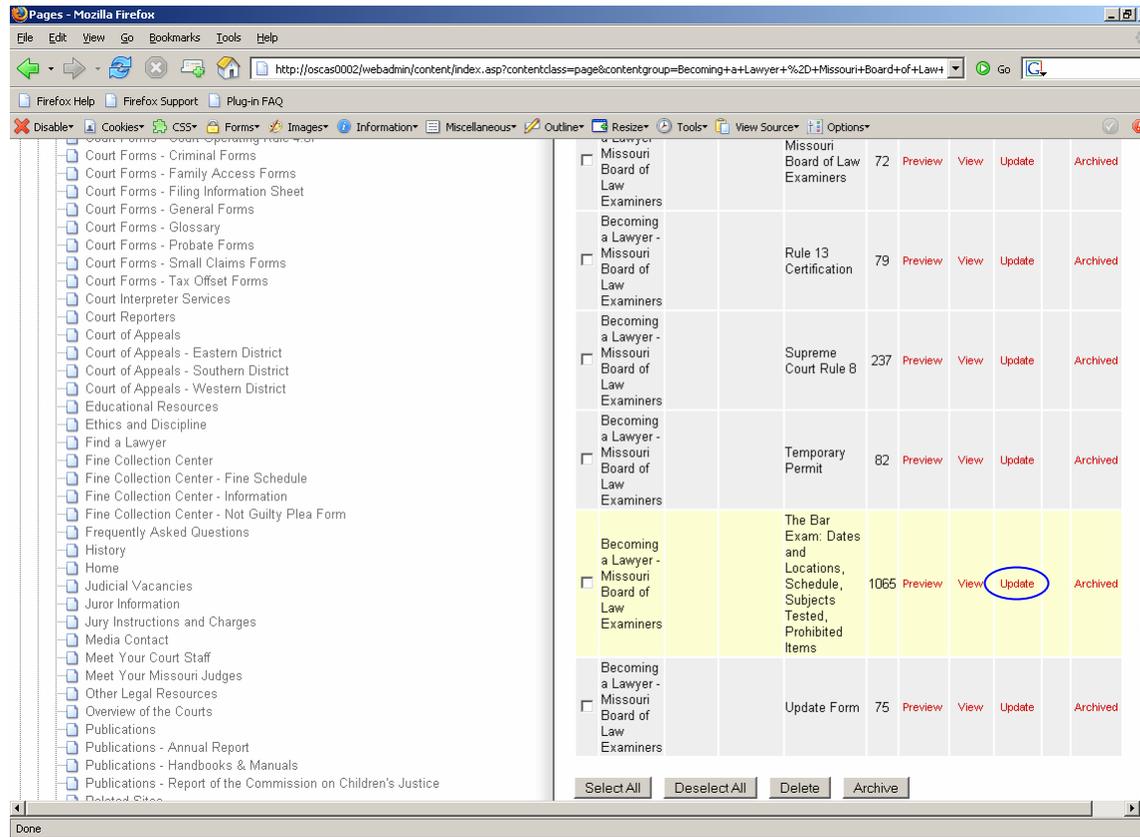
- Click “田” next to “Group” beneath the “Pages” header.

Updating an Existing Page



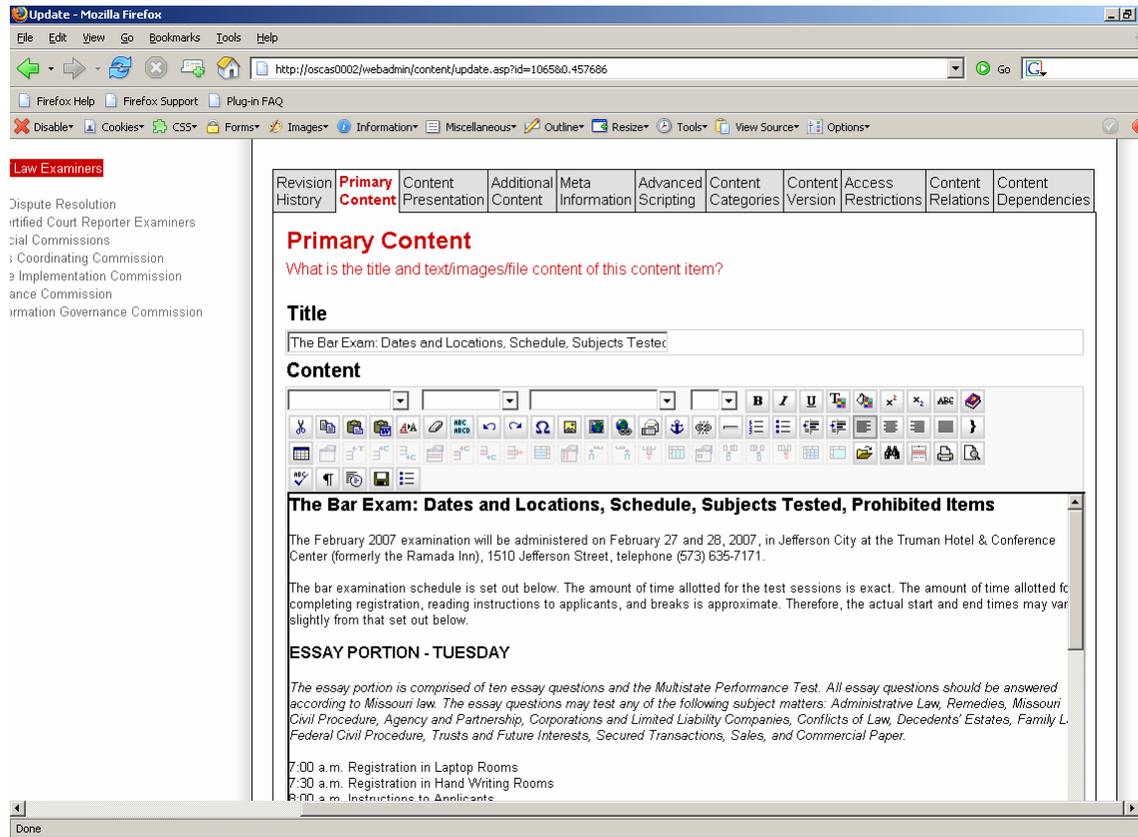
- Find your page group and click on it.

Updating an Existing Page



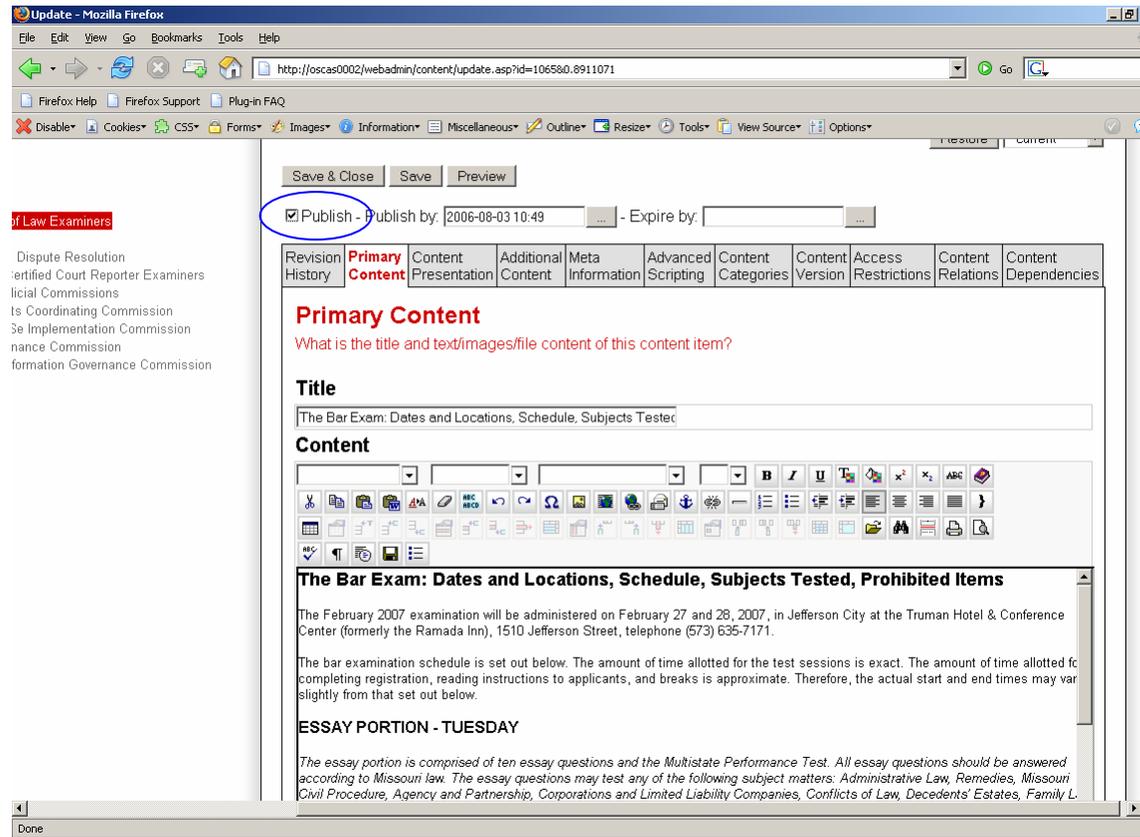
- The right side of the page will now load with all pages associated with the group you clicked on. Click “Update” next to the page you want to modify.

Updating an Existing Page



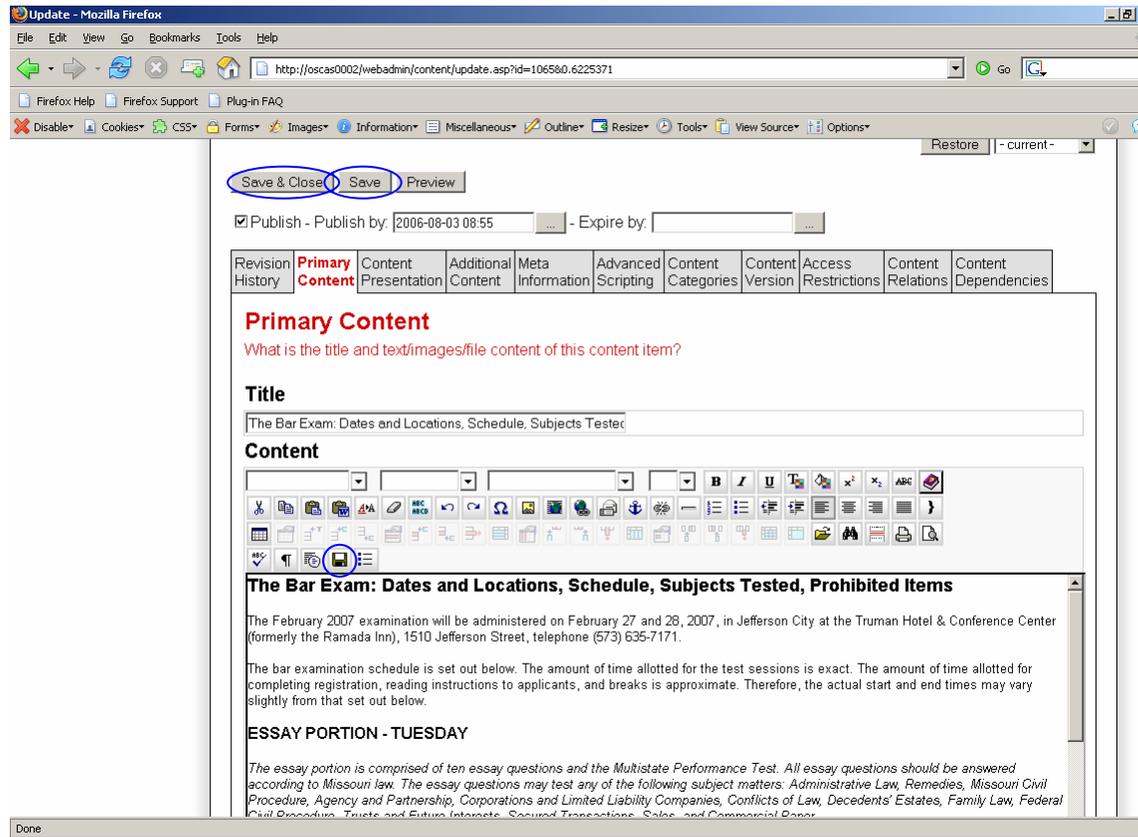
- The page will now load with the Primary Content editor. You can now edit any part of the page.

Updating an Existing Page



- If you're a publisher, check the "Publish" box if you're ready to publish the page to the website. If you're an editor, check the "Ready to Publish" box if you're ready to set the page for review by the publisher.

Updating an Existing Page



- Be sure and click one of the three save buttons after you've made your changes.

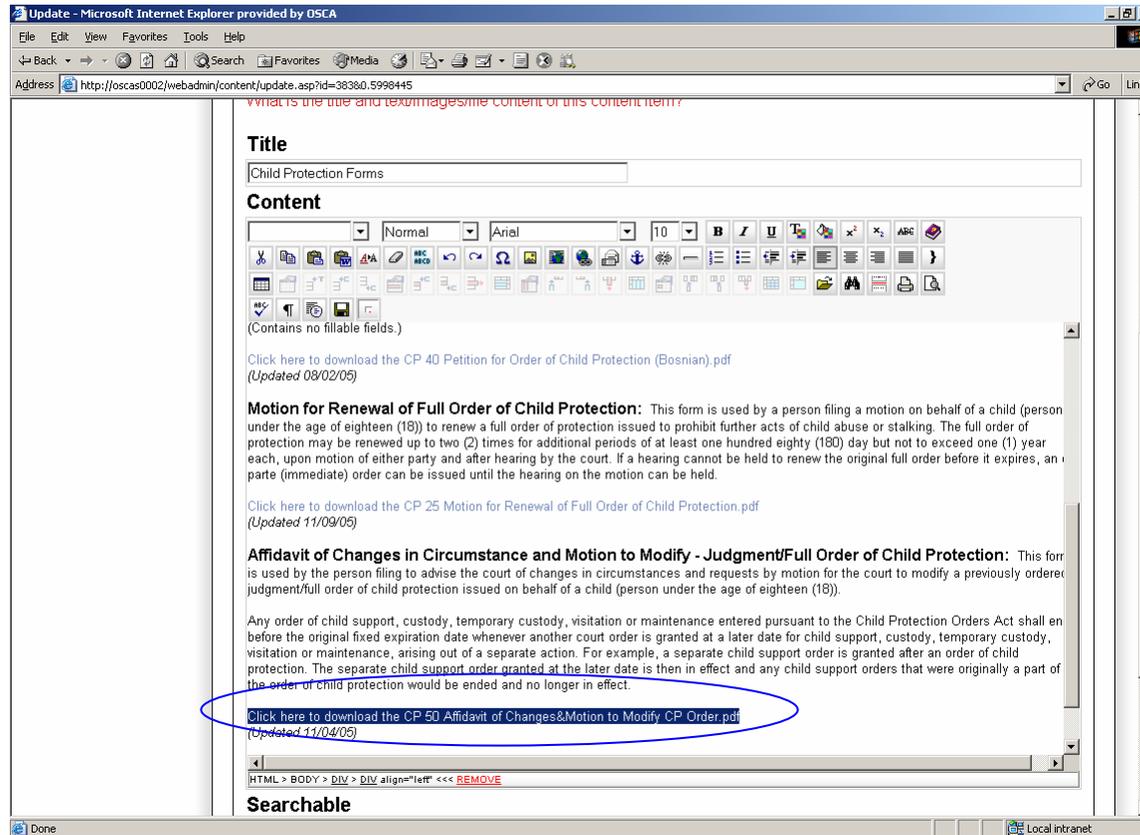
Exercise: Part 2

- Go to the end of the last line on your training page.
- Press enter 4 times (this will get the page ready for future modification).
- Copy and paste the text from the following document to the bottom of your training page: `training_content_update.txt`
- Save your page.
- Preview your page.

Exercise: Part 2 Print Screen

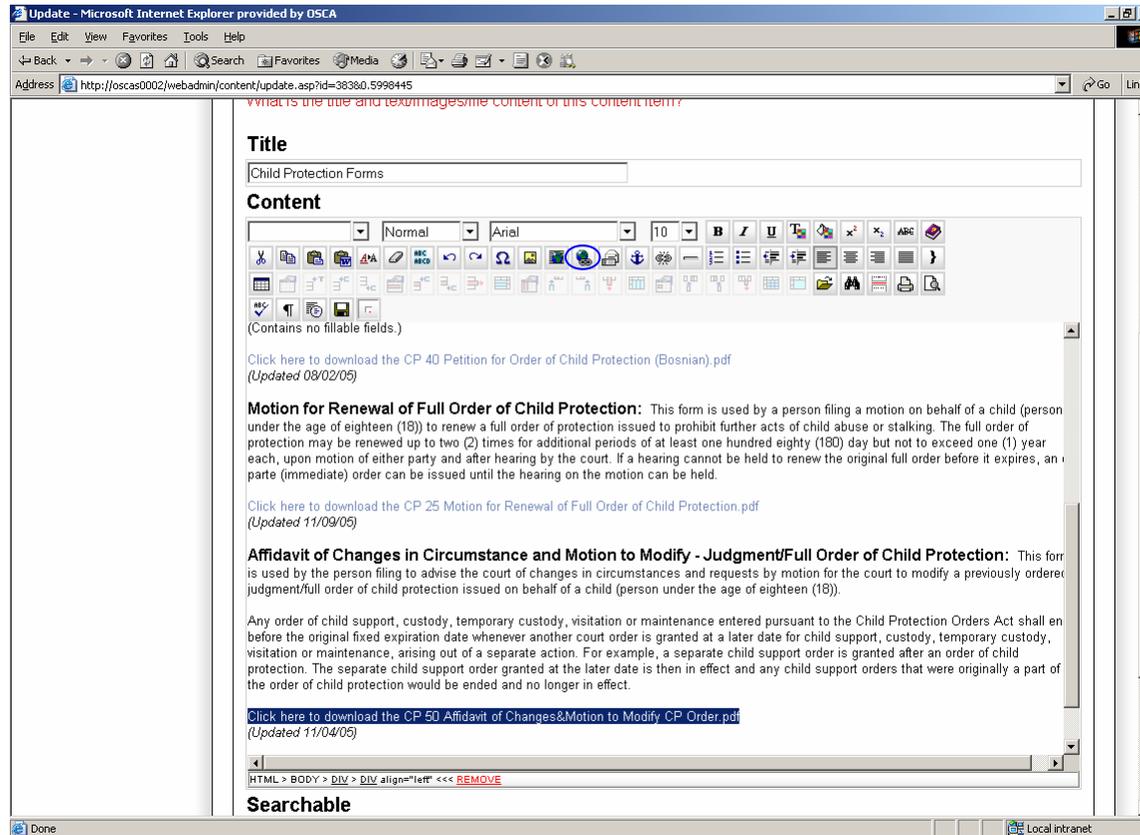
The screenshot shows a Mozilla Firefox browser window with the address bar displaying `http://locas0002/page.asp?mode=preview&id=1807&version=80.3334254`. The website header reads "Your Missouri Courts" with the subtitle "THE JUDICIAL BRANCH OF STATE GOVERNMENT". A navigation menu on the left includes links for "High Level Training Page", "msTraining", "tbtraining", "Know Your Courts", "Legal Resources", "News & Publications", "Quick Links", and "Services". The main content area is titled "Office of Chief Disciplinary Counsel" and provides contact information for the Missouri State Bar, including the address (3335 American Avenue, Jefferson City, Missouri 65109-1079), phone (573-635-7400), fax (573-635-2240), and office hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.). It also lists Mande Edwards as the chief disciplinary counsel. Below this, there are sections for "Supreme Court Advisory Committee" and "Supreme Court Disciplinary Actions". A blue oval highlights a paragraph at the bottom of the page that states: "The advisory committee's opinions issued into 1996 are published by The Missouri Bar in a deskbook and its supplement and are searchable online. More information about the deskbook and search function -- as well as about requesting a formal advisory opinion -- is available on the Bar's Web page about the advisory committee."

Attaching a Document



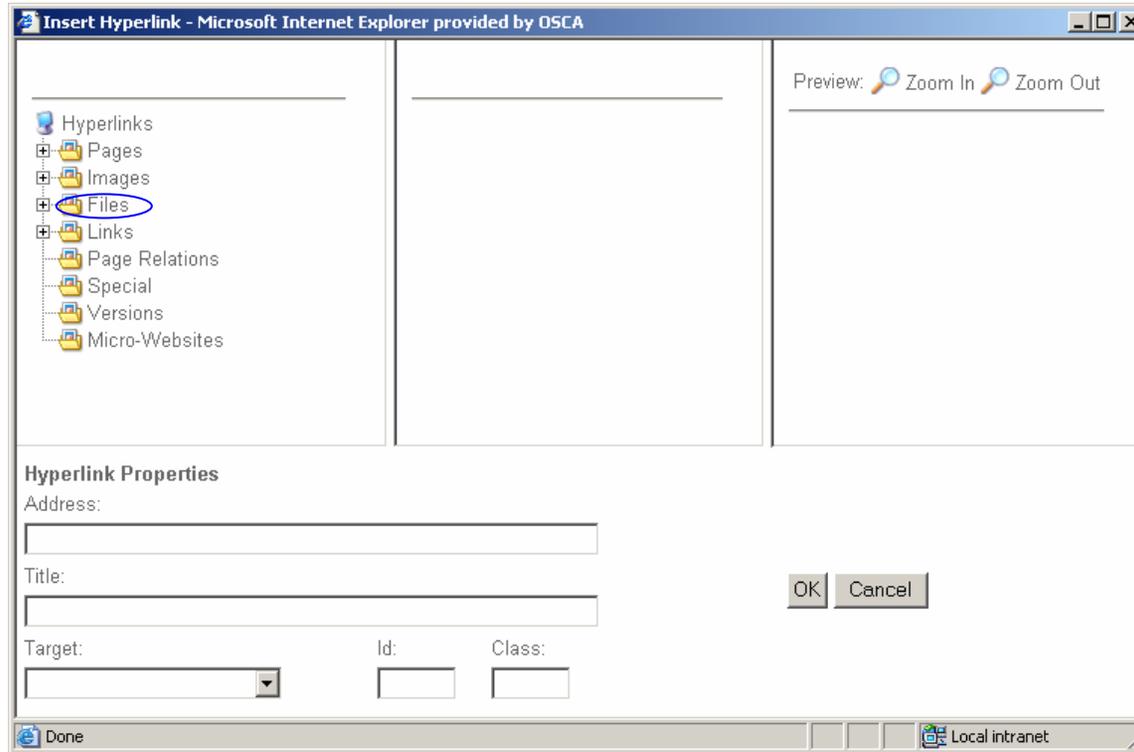
- Highlight the text you want to add a file download to.

Attaching a Document



- Click “Insert Link”.

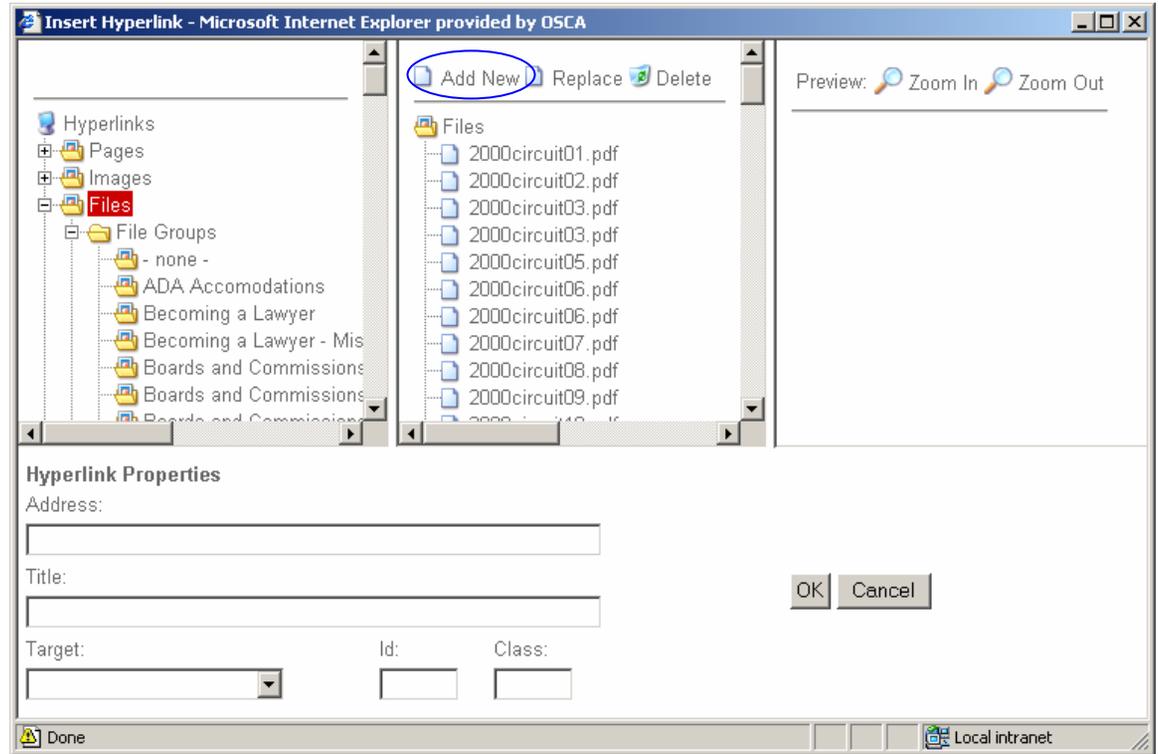
Attaching a Document



- The following box will pop up. Click “Files”.

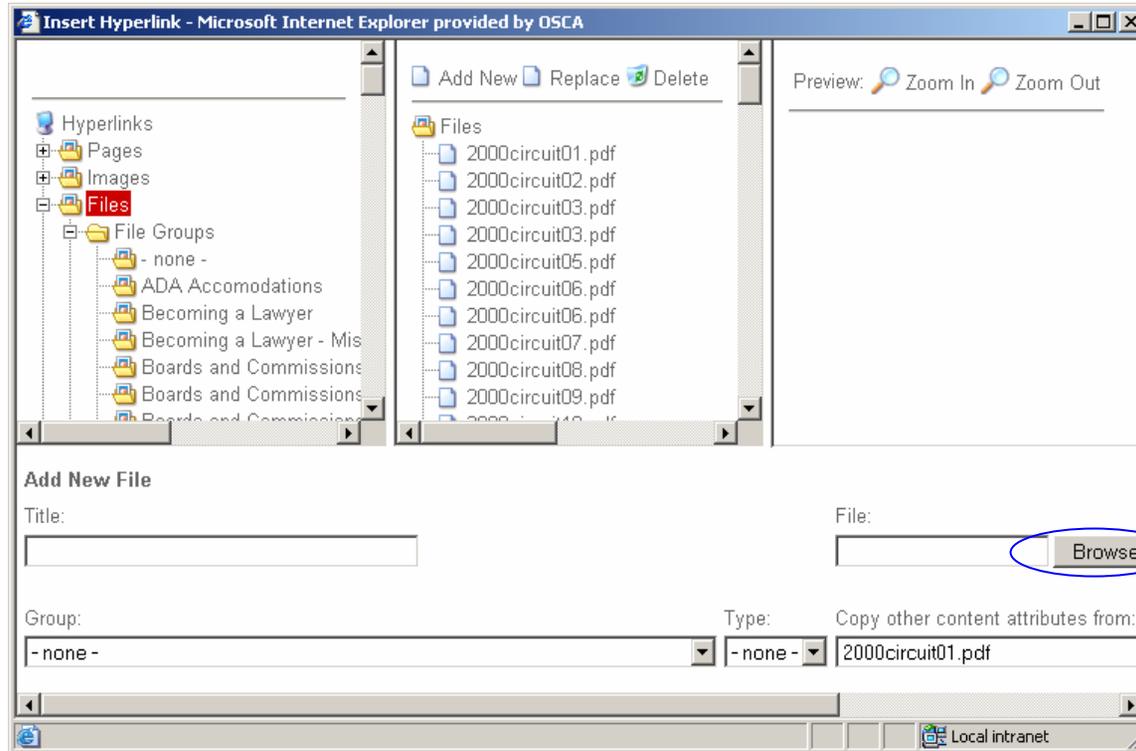
Attaching a Document

If you're attaching a document that's already been uploaded to Asbru, you can scroll down (middle pane) at this point and select that document.



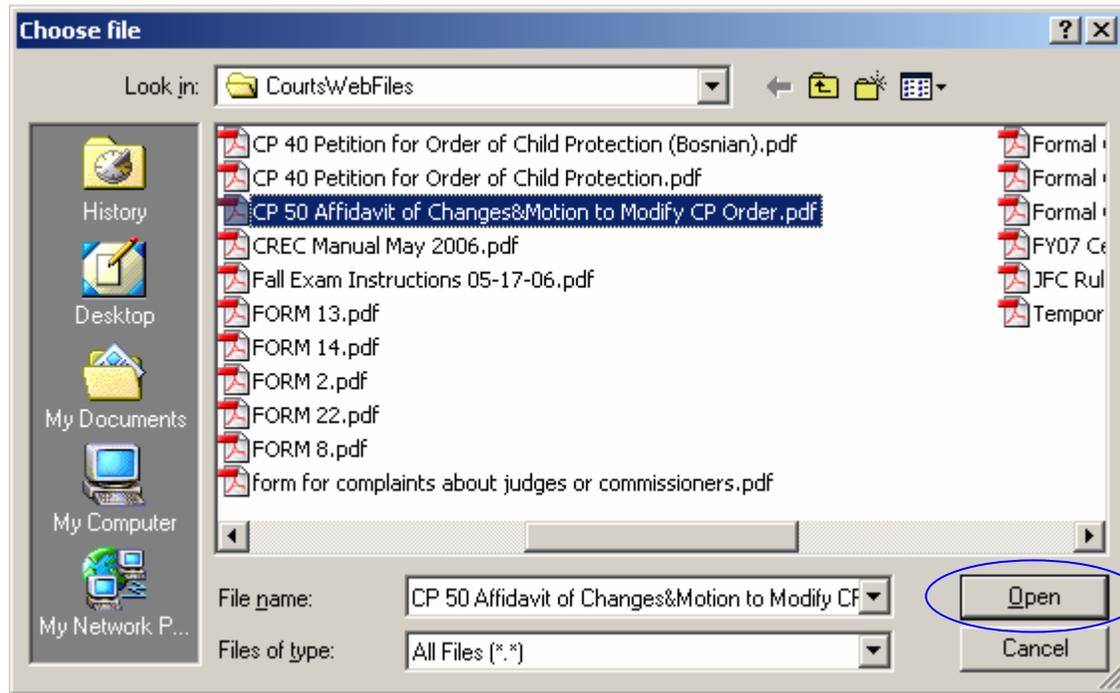
- The middle pane will load with options. Click “Add New”.

Attaching a Document



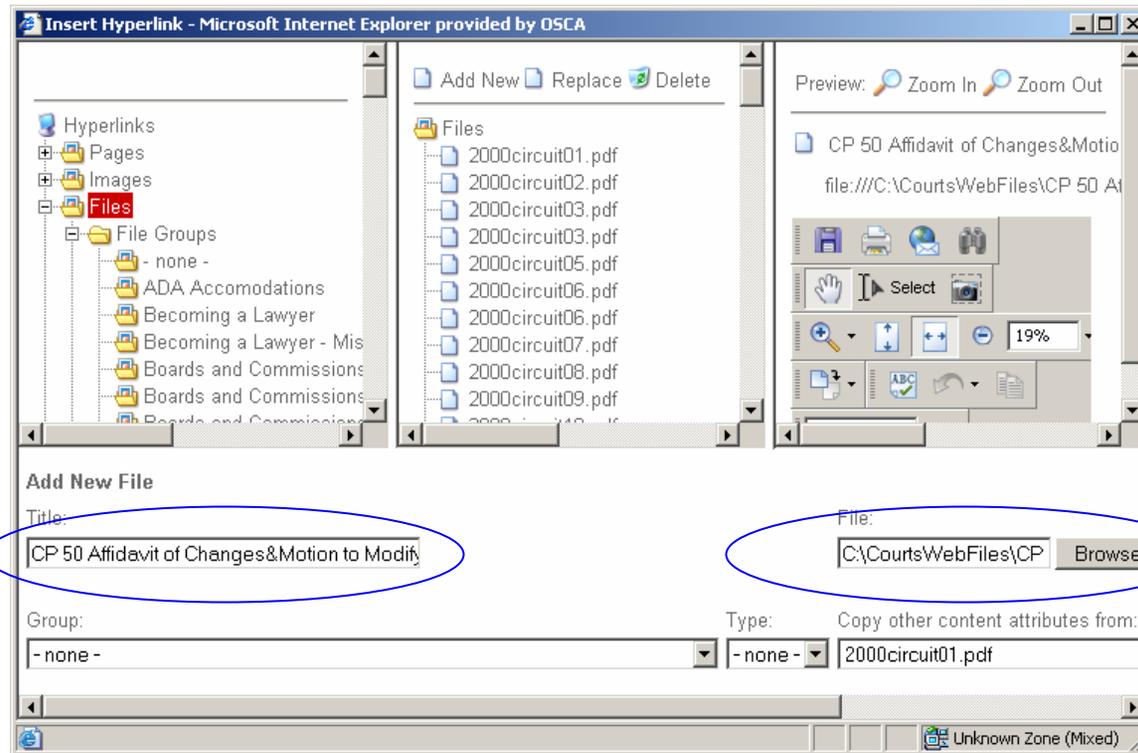
- The bottom pane will load with new options. Click “Browse” and search for the file you want to attach.

Attaching a Document



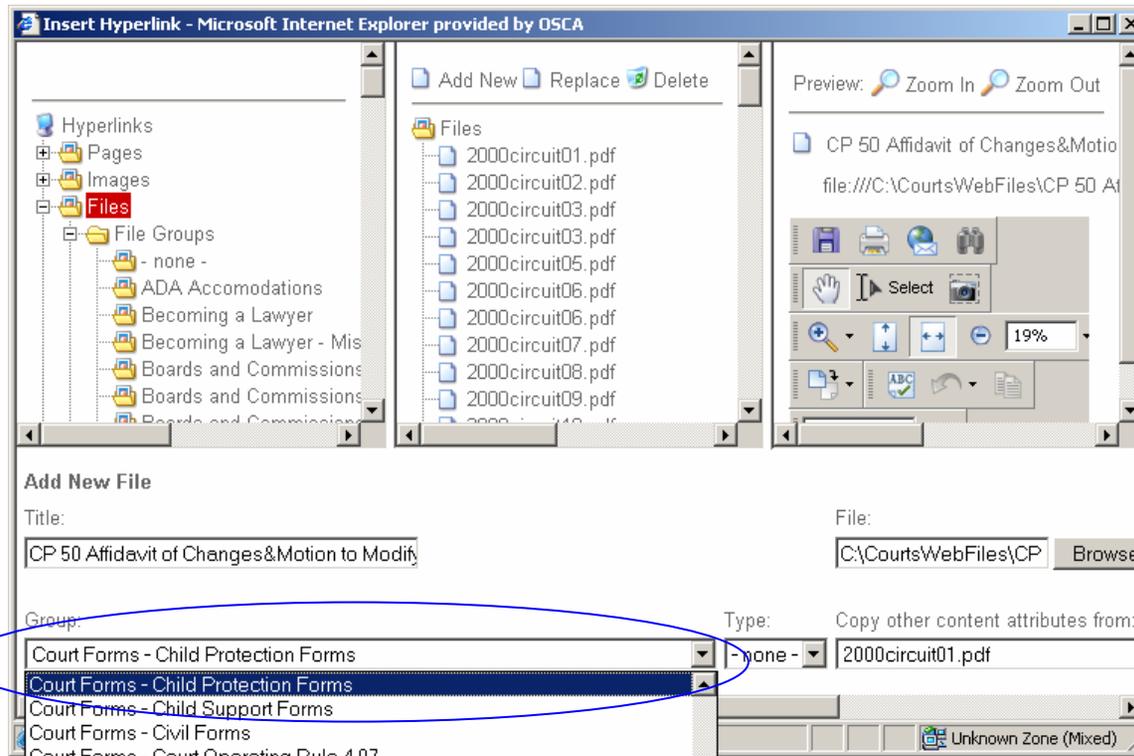
- Click “Open” when you find the correct file in the Choose File window.

Attaching a Document



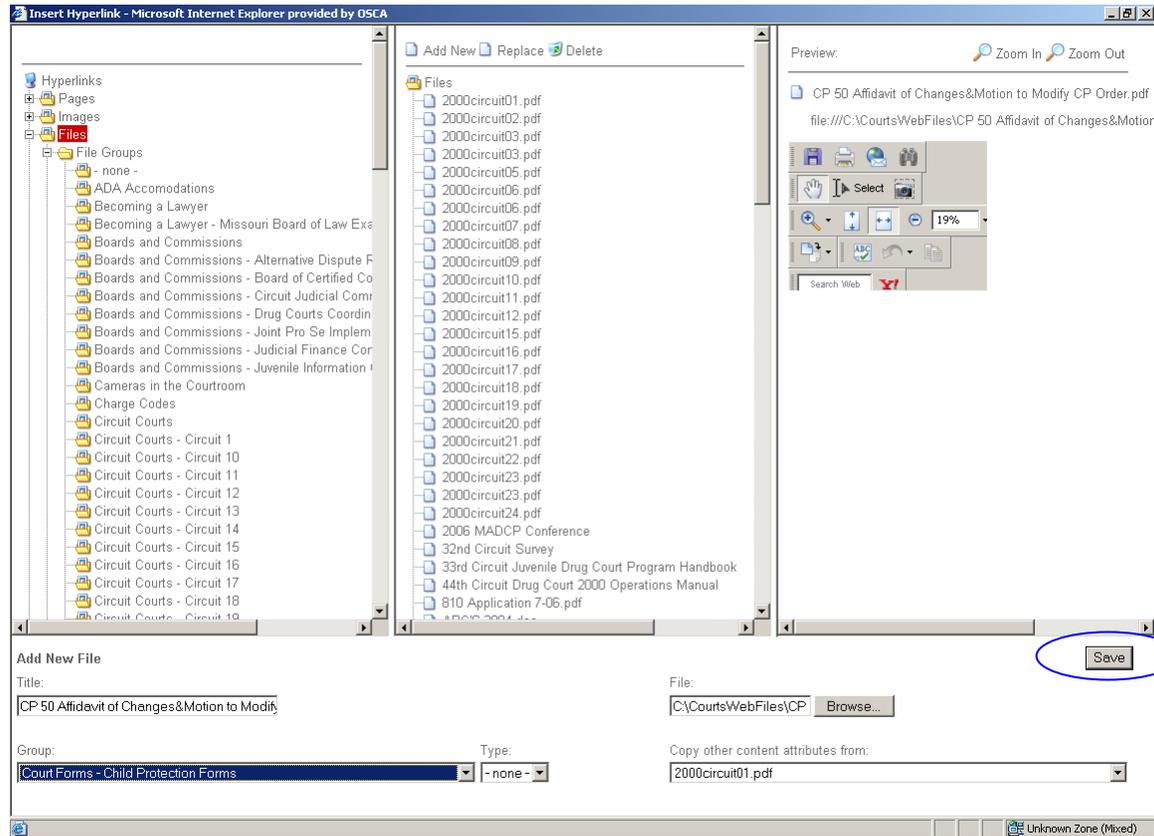
- “Title” and “File” should now be filled with information regarding the file selected for upload.

Attaching a Document



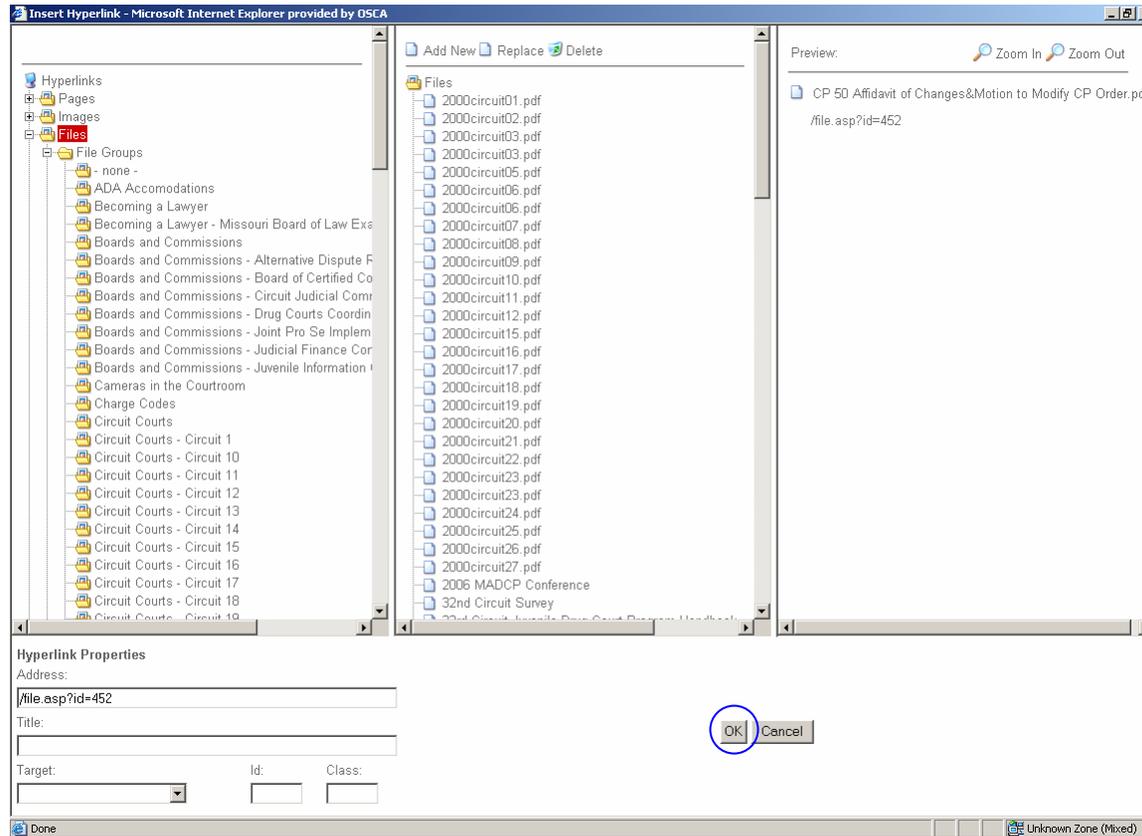
- Next you must add the attachment to a group. Since the above example is creating the Child Protection Forms page, “Court Forms – Child Protection Forms” is selected for the Group. Pick the same group as the page.

Attaching a Document



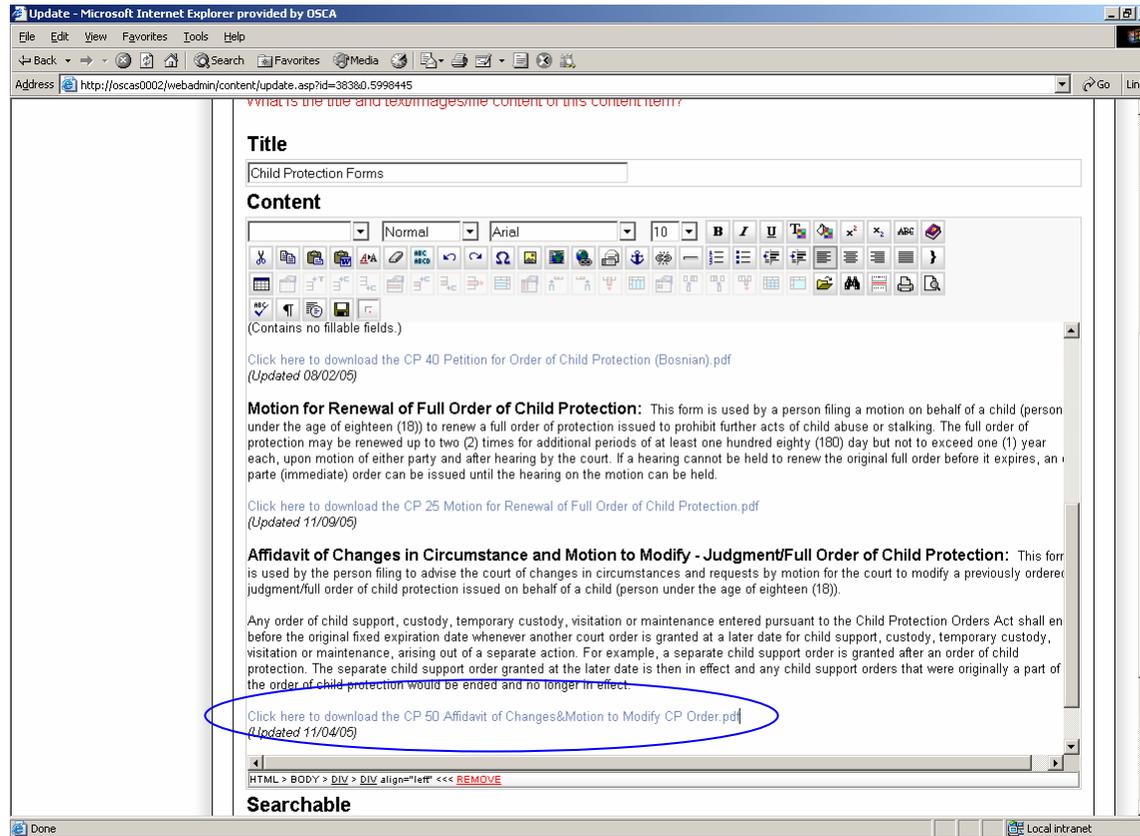
- Click “Save”. (Note: You may need to expand the page, or scroll to the right to find the “Save” button.)

Attaching a Document



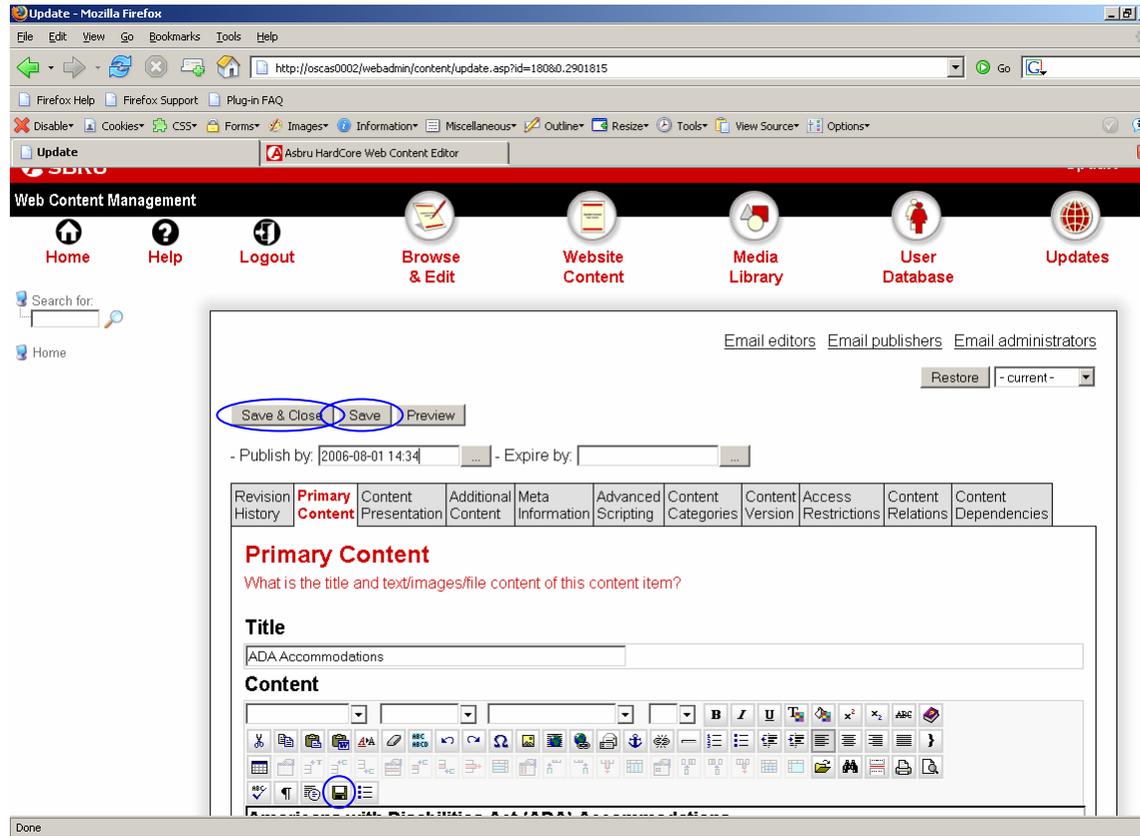
- Click “OK”. This page will close.

Attaching a Document



- You'll now notice the line you highlighted to add the attachment will now display with blue text. This means you correctly added a link to download the file.

Attaching a Document



- Be sure and click one of the 3 save buttons after you've attached your file.

Exercise: Part 3

- Add a link to the following document: Formal Opinion 121 re representation by nonprofit corporation attorney.pdf
- Remember to follow the standard: name_of_file.file_extension for the text and bullet the line
- Put this link before the last paragraph.
- When uploading the attachment, add your initials to the beginning of the attachment name (title) to make it unique.
- Add the attachment to the “Training” group.
- Save your page.
- Preview your page.

Exercise: Part 3 Print Screen

The screenshot shows a Mozilla Firefox browser window with the address bar displaying `http://oscas0002/page.asp?mode=preview&id=1807&version=65.710399E-02`. The website header features the text "Your Missouri Courts" and "THE JUDICIAL BRANCH OF STATE GOVERNMENT" with the Missouri state seal. A navigation menu includes links for Home, Know Your Courts, Legal Resources, News & Publications, Services, and Quick Links. A search box is also present.

The main content area is titled "Office of Chief Disciplinary Counsel" and provides contact information for the Missouri Bar: 3335 American Avenue, Jefferson City, Missouri 65109-1079. It lists the phone number (573-635-7400), fax number (573-635-2240), and office hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.). The chief disciplinary counsel is identified as Mandee Edwards.

The text explains that clients have a right to expect a high level of professional service from their lawyers. It states that in Missouri, lawyers follow a code of ethics that guides their practices and their relationships with clients. When lawyers fail to meet the ethical standard, they are subject to disciplinary action.

It further clarifies that contrary to common belief, it is the Supreme Court of Missouri -- not The Missouri Bar -- that is in charge of the state's lawyer discipline system. To protect the public, the Supreme Court oversees a mechanism for investigation and, where necessary, discipline of lawyers who fail to meet their professional obligations.

The "Supreme Court Advisory Committee" section notes that the Supreme Court also has an advisory committee that may issue formal opinions under Rule 5.03. Attached are the three most recent formal opinions. It explains that some cases are resolved without coming before the Court, by means such as diversions, substance abuse interventions, admonitions, fee dispute resolutions or other informal resolutions that are worked out by the parties and are designed to assist the lawyer and resolve minor disputes with clients. These are not referred to the Court, and the Court does not issue orders or opinions in such cases.

The text states that the Supreme Court's disciplinary orders and opinions, dating back to January 1, 2006, are now available online.

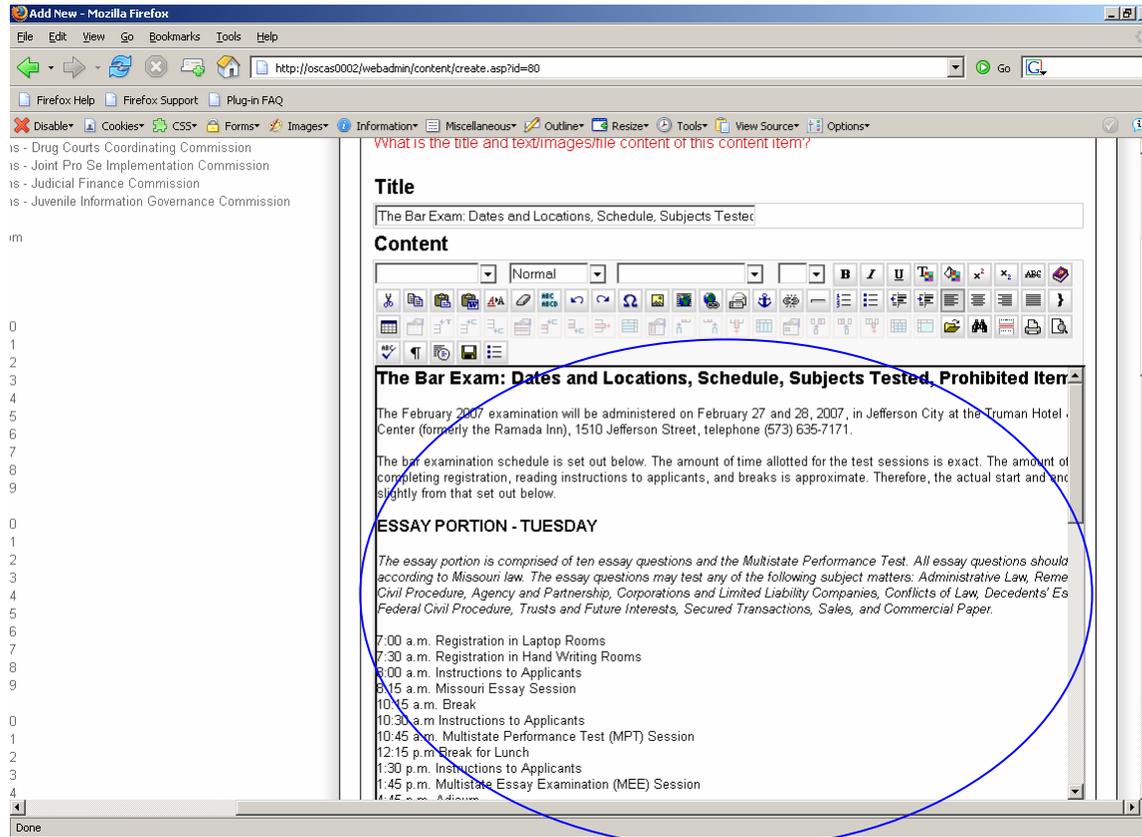
The "Supreme Court Disciplinary Actions" section explains that the Supreme Court of Missouri imposes discipline by order or opinion in the form of reprimands, suspensions (with or without probation) and disbarments. The Court's decision whether to impose discipline and what discipline to impose is not bound by any agreement made by the parties as to the discipline they believe should be imposed. This Court may agree to the discipline the parties suggest, or it may impose a greater or lesser discipline depending on the facts of a particular case. The Court will place all of its orders and opinions imposing discipline on the Web site.

A blue oval highlights a link: [Click here to download the Formal Opinion 121 re representation by nonprofit corporation attorney.pdf](#)

The text continues: [The advisory committee's opinions issued into 1996 are published by The Missouri Bar in a deskbook and its supplement and are searchable online. More information about the deskbook and search function -- as well as about requesting a formal advisory opinion -- is available on the Bar's Web page about the advisory committee.](#)

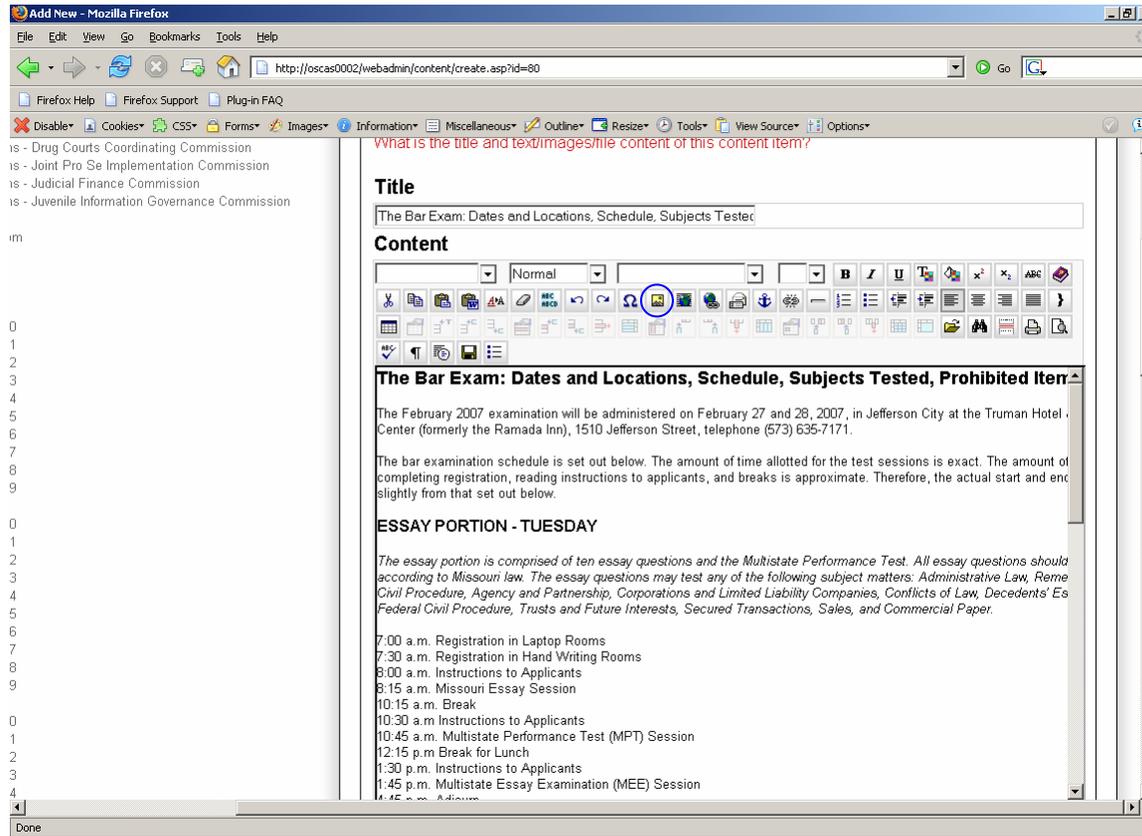
The footer of the website includes links for Jobs & Bids, Related Sites, Site Map, Contact, and About.

Inserting an Image



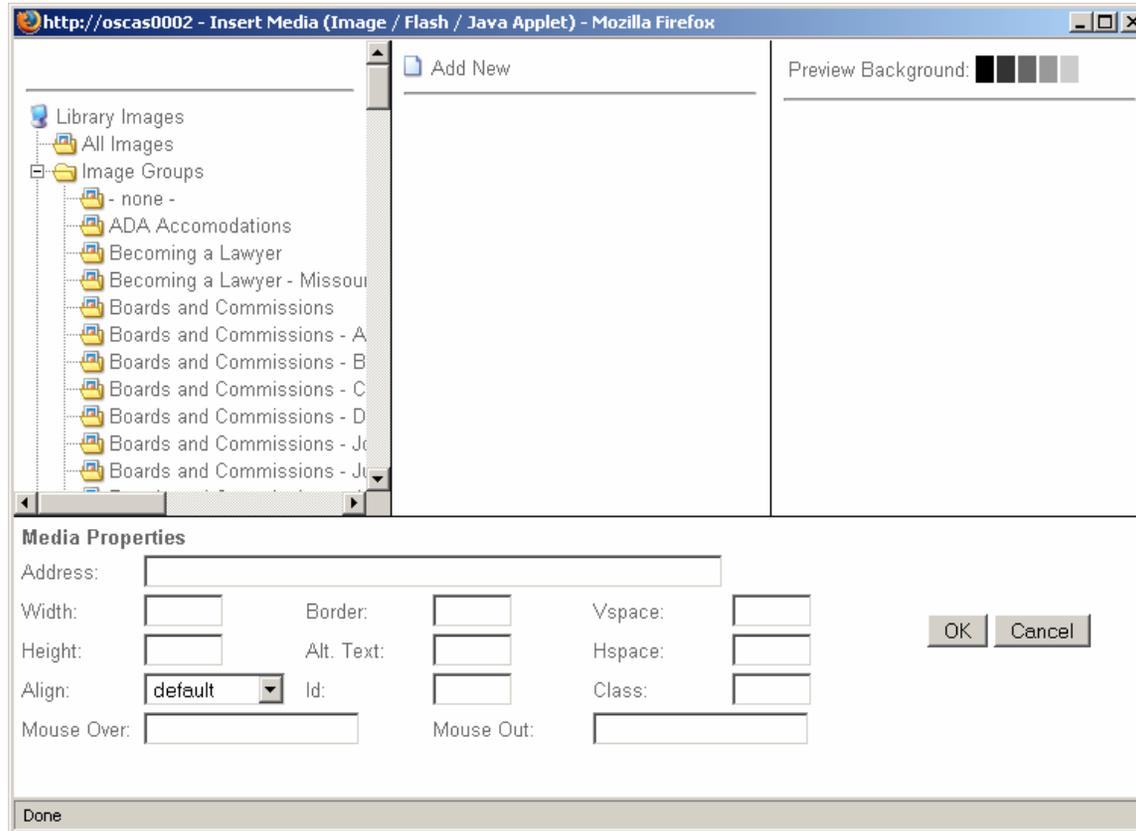
- Put the cursor within the content body.

Inserting an Image



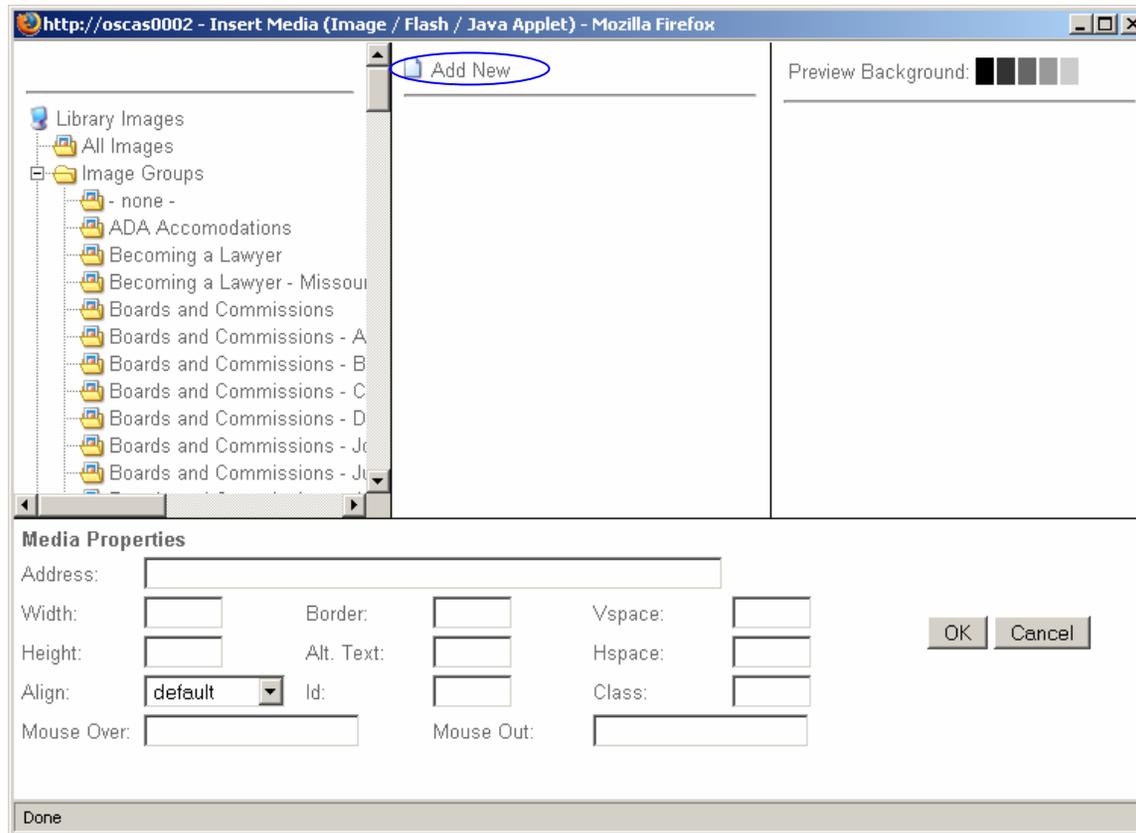
- Click the “Insert Media” button.

Inserting an Image



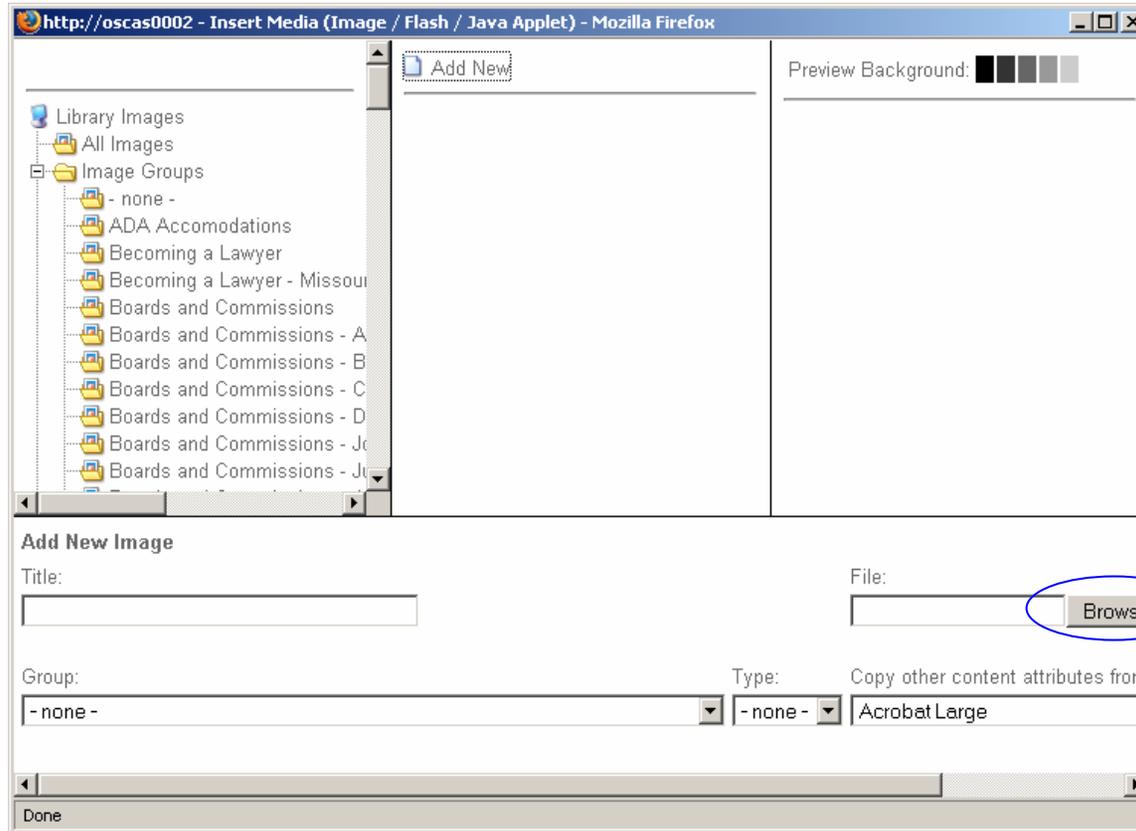
- The Insert Media page will pop up.

Inserting an Image



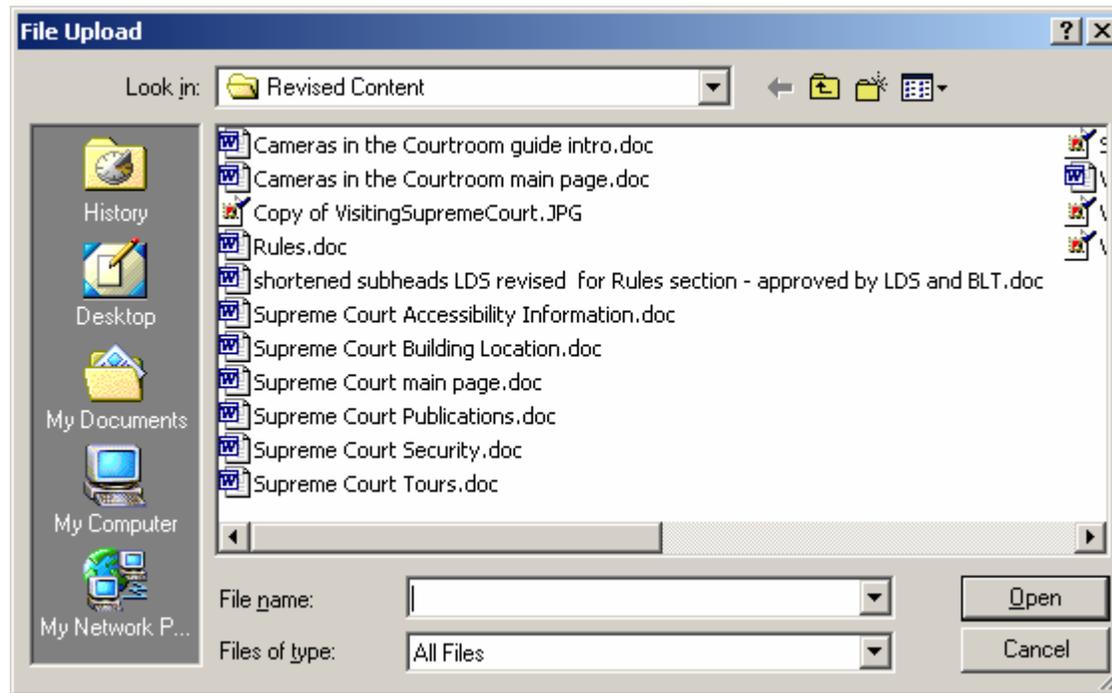
- Click “Add New”. (Note: you can use a previously uploaded picture by clicking on image groups and finding the picture)

Inserting an Image



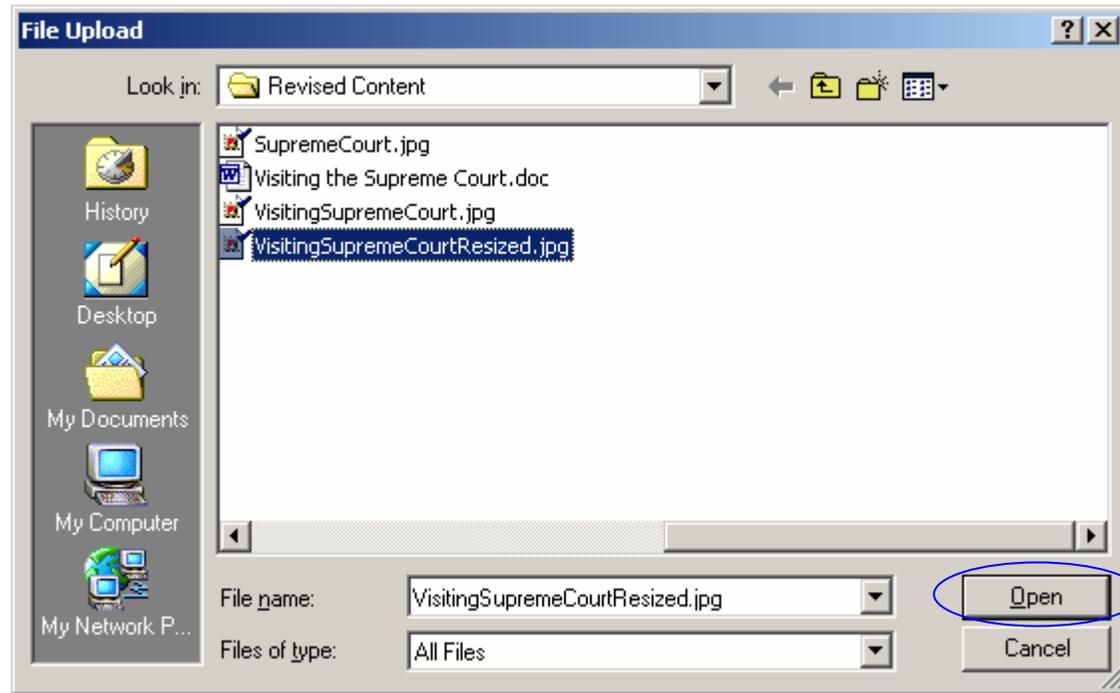
- Click "Browse".

Inserting an Image



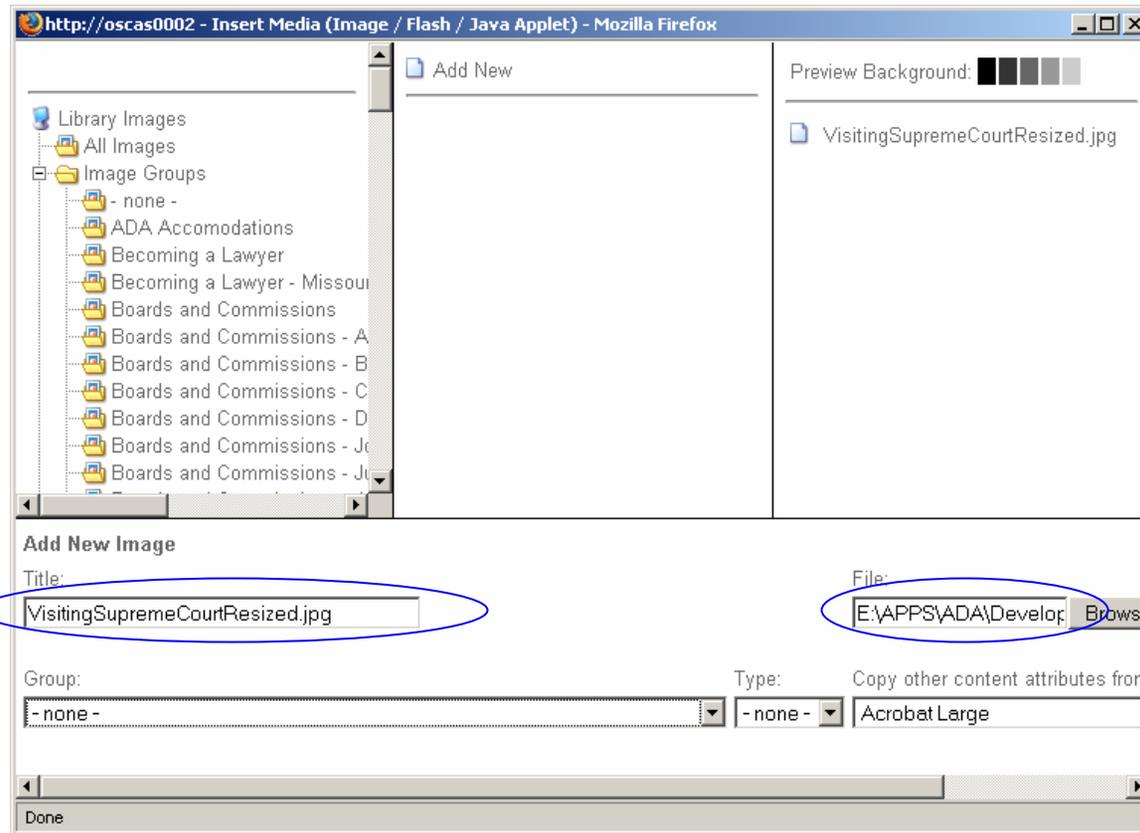
- The File Upload page will pop up.

Inserting an Image



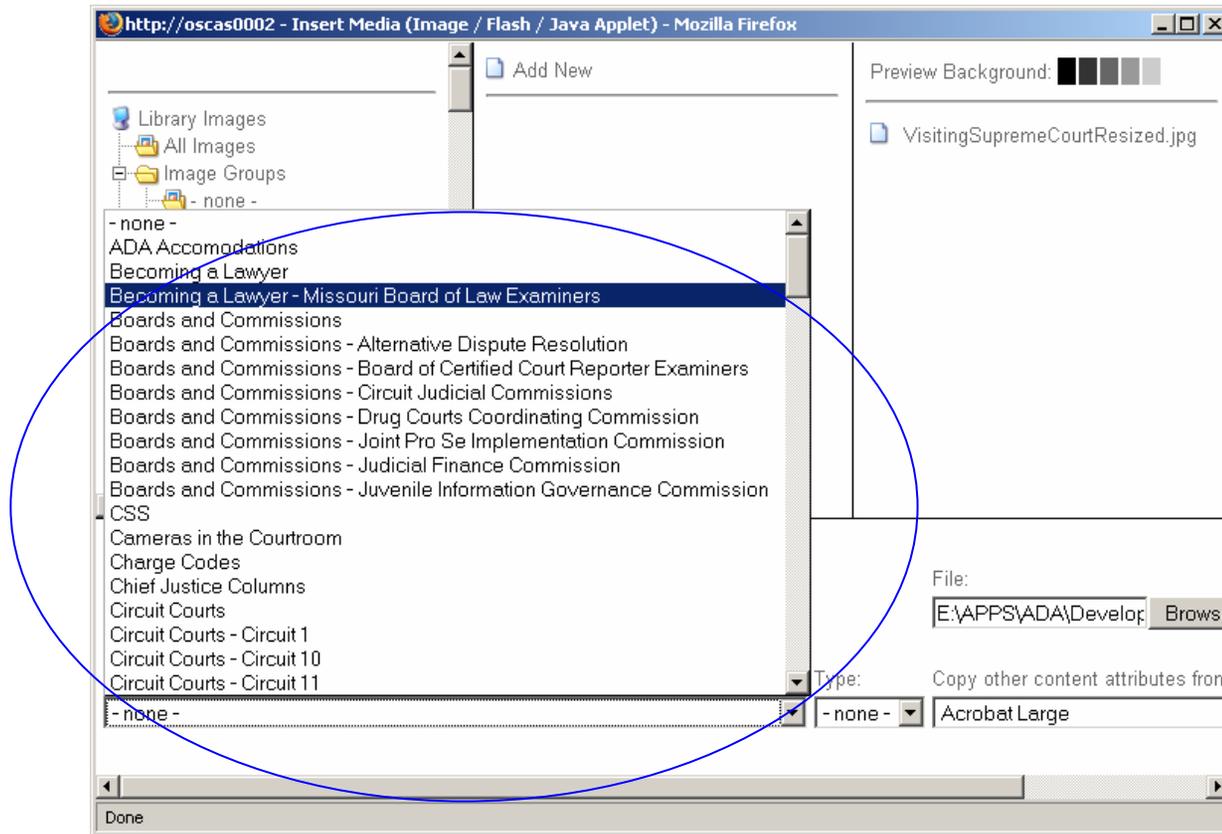
- Find the picture you want to insert.
Click “Open”.

Inserting an Image



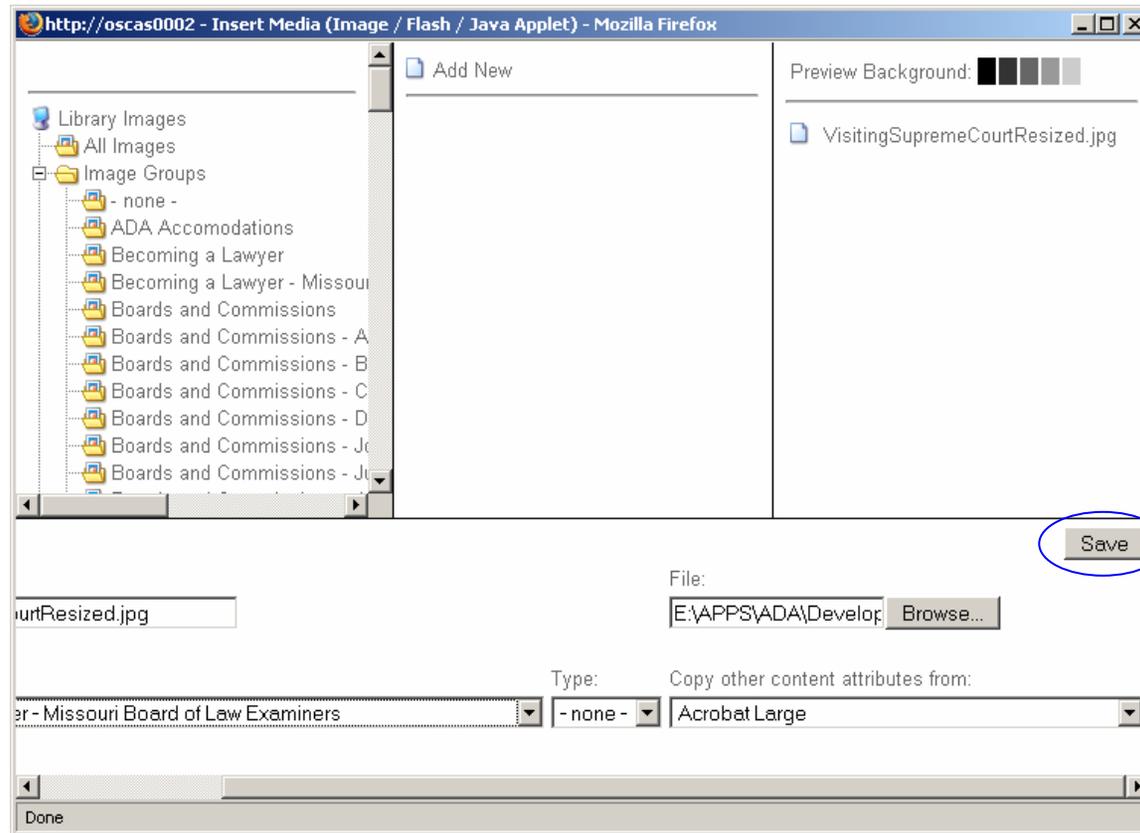
- Text will load into the “Title” and “File” boxes.

Inserting an Image



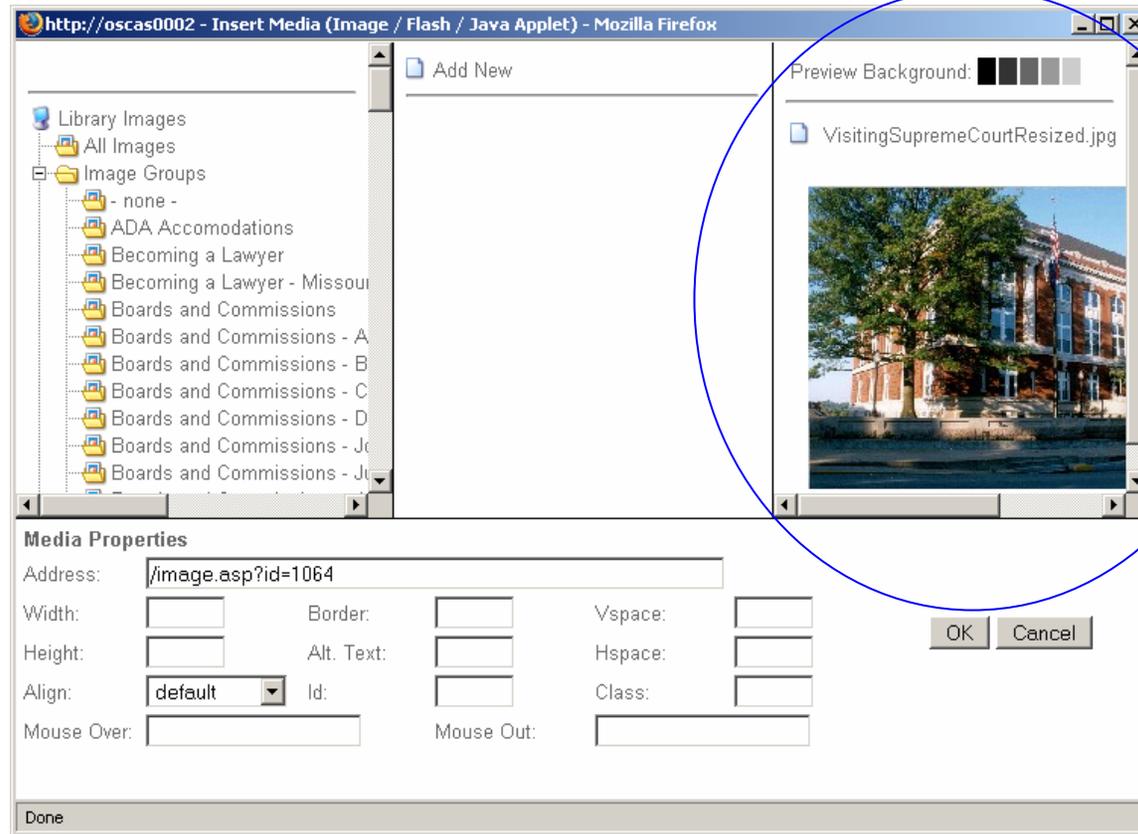
- Select the group you want to add the image to. Again, this is extremely important so the security is setup correctly.

Inserting an Image



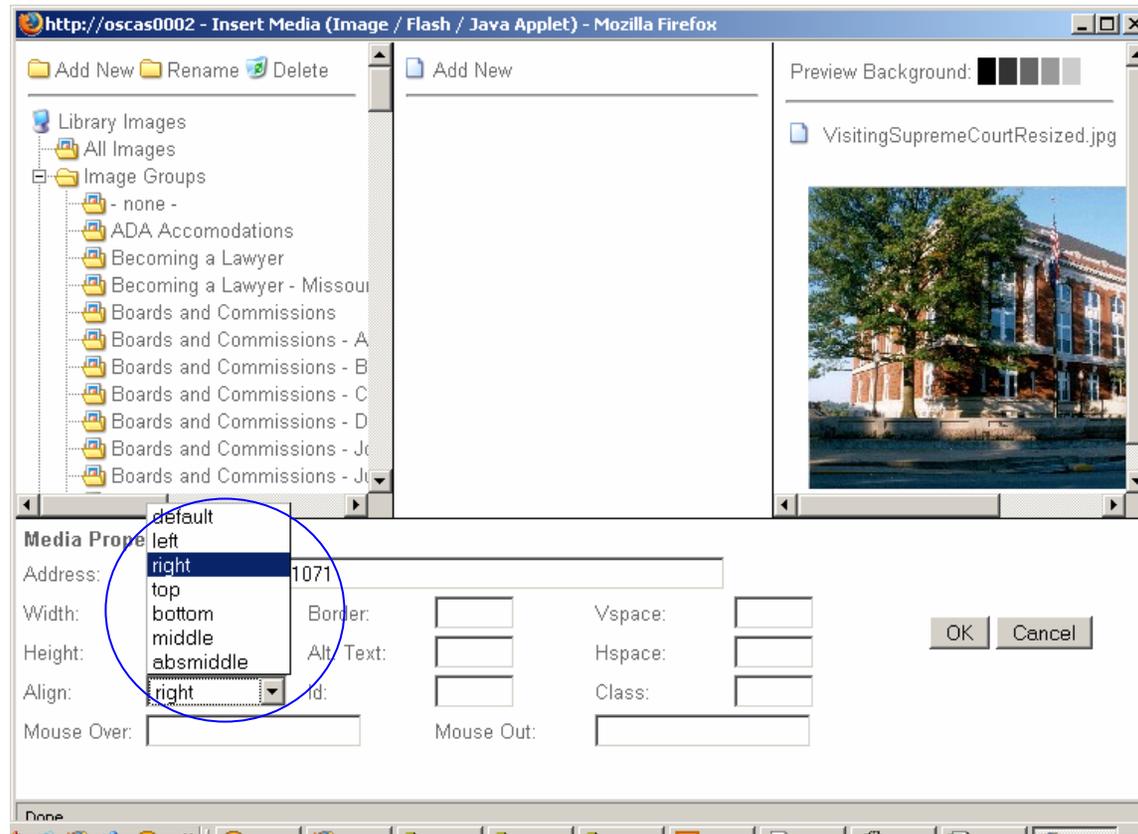
- After you select the appropriate group, click “Save”. (You might have to scroll to the right to see “Save”.)

Inserting an Image



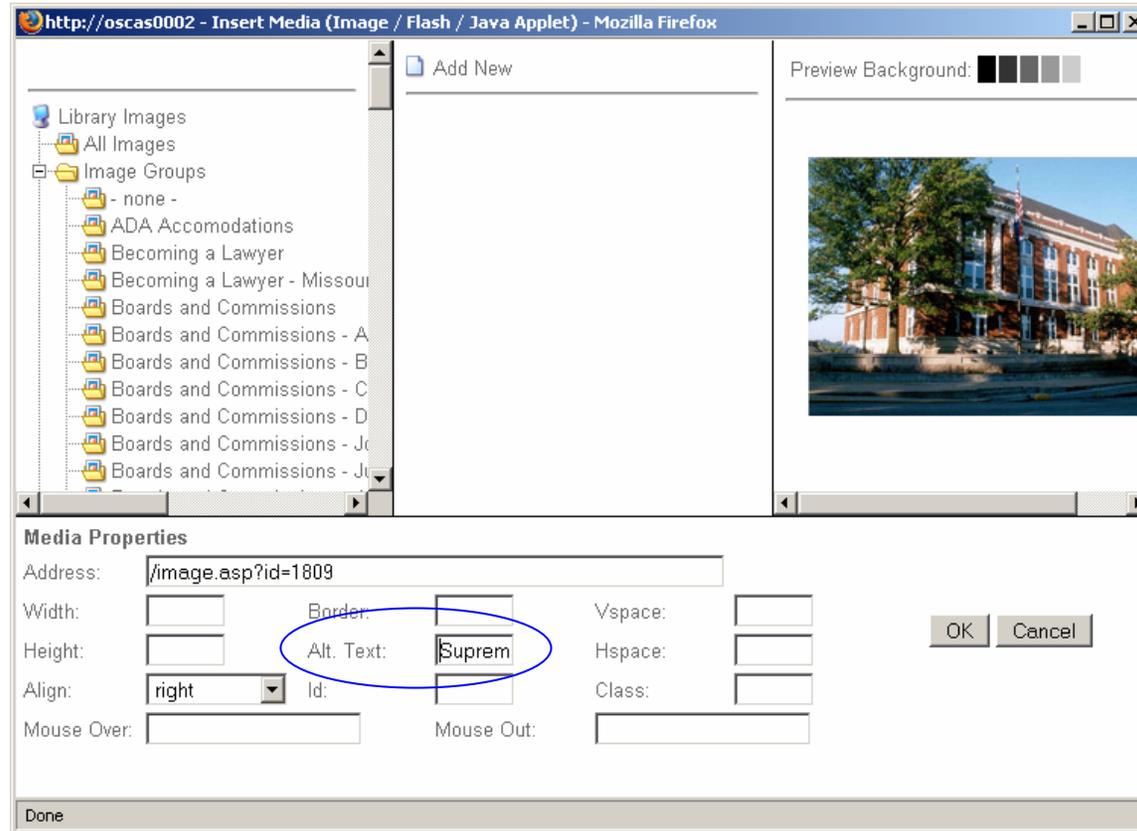
- A preview of the picture will load in the right pane.

Inserting an Image



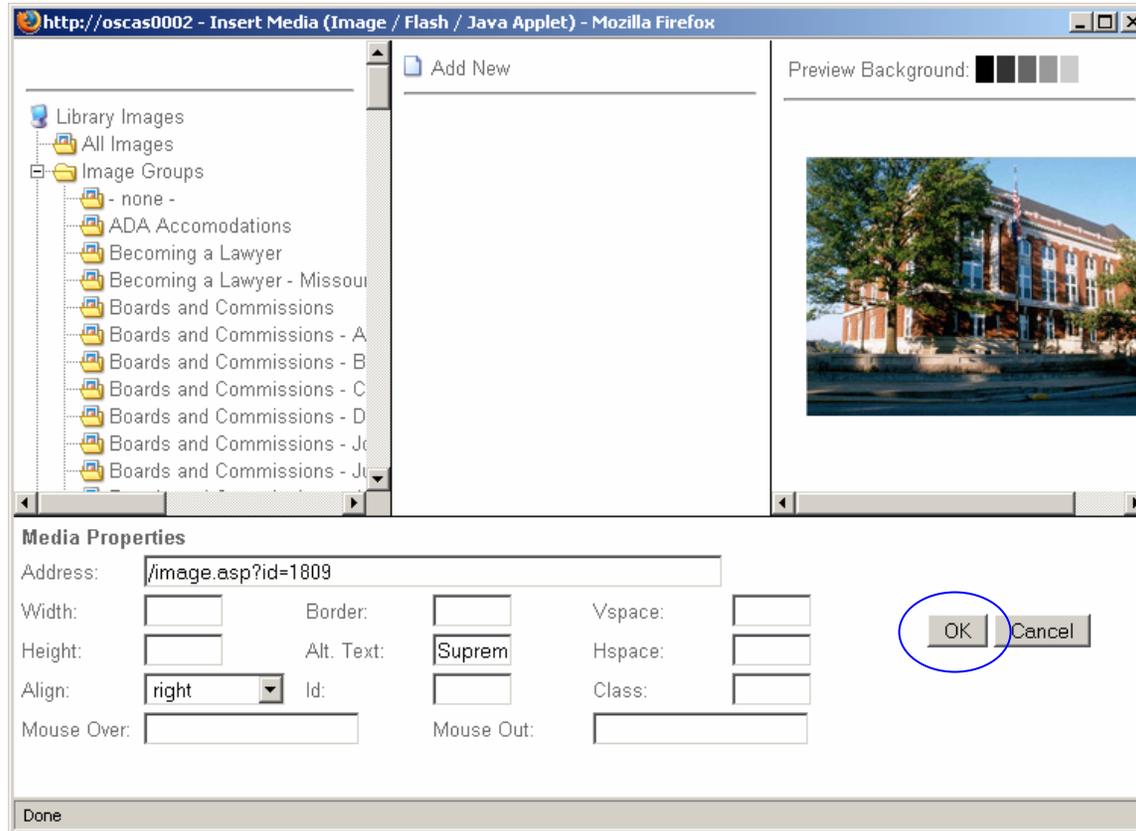
- Select how you want to justify the picture on your page. This is done in the “Align” drop down list. The page standard is “right”.

Inserting an Image



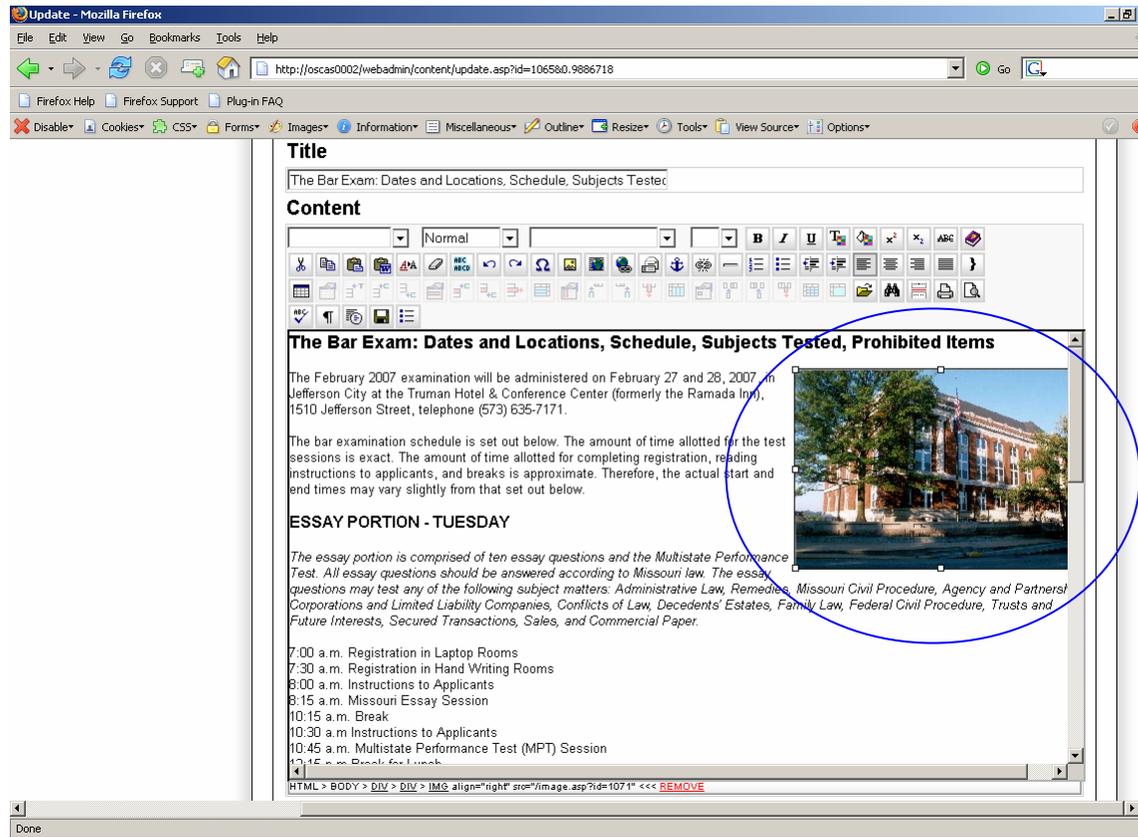
- Add “Alt Text” to the picture. This is to follow ADA compliance. Put a short description in this text box.

Inserting an Image



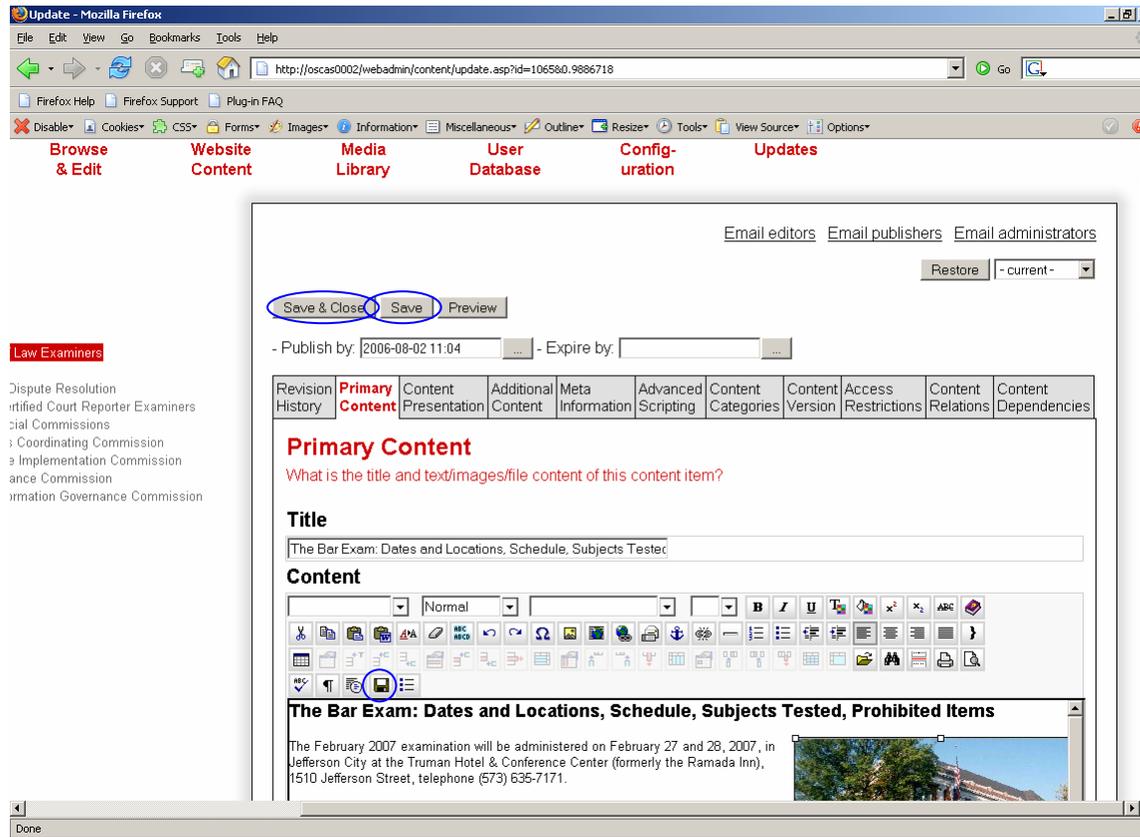
- Click "OK".

Inserting an Image



- You will now be back at your content page and see your inserted image. If you don't like where the picture is located vertically, you can drag and drop the image with your mouse.

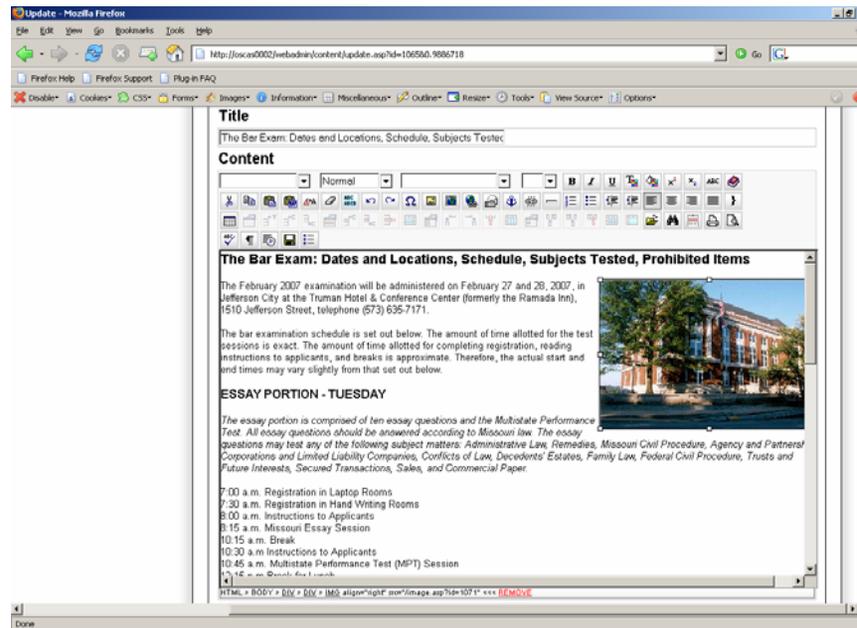
Inserting an Image



- Be sure and click one of the 3 save buttons after you've inserted your image.

Exercise: Part 4

- Insert the following image into your training page: SupremeCourt.jpg
- Right justify the image at the top of your page, just beneath the title.
- When uploading the image, add your initials to the beginning of the image name (title) to make it unique.
- Add the image to the “Training” group.
- Save your page.
- Preview your page.



Exercise: Part 4 Print Screen

msTraining - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://joscas0002/page.asp?mode=preview&id=1807&version=80.4712123

Firefox Help Firefox Support Plug-in FAQ

Disable Cookies CSS* Forms* Images* Information* Miscellaneous* Outline* Resize* Tools* View Source* Options*

Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT

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Home :: High Level Training Page :: msTraining

Office of Chief Disciplinary Counsel

3335 American Avenue
Jefferson City, Missouri 65109-1079
Phone: 573-636-7400
Fax: 573-636-2240
Office Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.
Maridee Edwards, chief disciplinary counsel

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Contrary to common belief, it is the Supreme Court of Missouri -- not The Missouri Bar -- that is in charge of the state's lawyer discipline system. To protect the public, the Supreme Court oversees a mechanism for investigation and, where necessary, discipline of lawyers who fail to meet their professional obligations.

Supreme Court Advisory Committee

The Supreme Court also has an advisory committee that may issue formal opinions under Rule 5.03. Attached are the three most recent formal opinions:

Some cases are resolved without coming before this Court, by means such as diversions, substance abuse interventions, admonitions, fee dispute resolutions or other informal resolutions that are worked out by the parties and are designed to assist the lawyer and resolve minor disputes with clients. These are not referred to the Court, and the Court does not issue orders or opinions in such cases.

The Supreme Court's disciplinary orders and opinions, dating back to January 1, 2006, now are available online.

Supreme Court Disciplinary Actions

The Supreme Court of Missouri imposes discipline by order or opinion in the form of reprimands, suspensions (with or without probation) and disbarments. The Court's decision whether to impose discipline and what discipline to impose is not bound by any agreement made by the parties as to the discipline they believe should be imposed. This Court may agree to the discipline the parties suggest, or it may impose a greater or lesser discipline depending on the facts of a particular case. The Court will place all of its orders and opinions imposing discipline on the Web site.

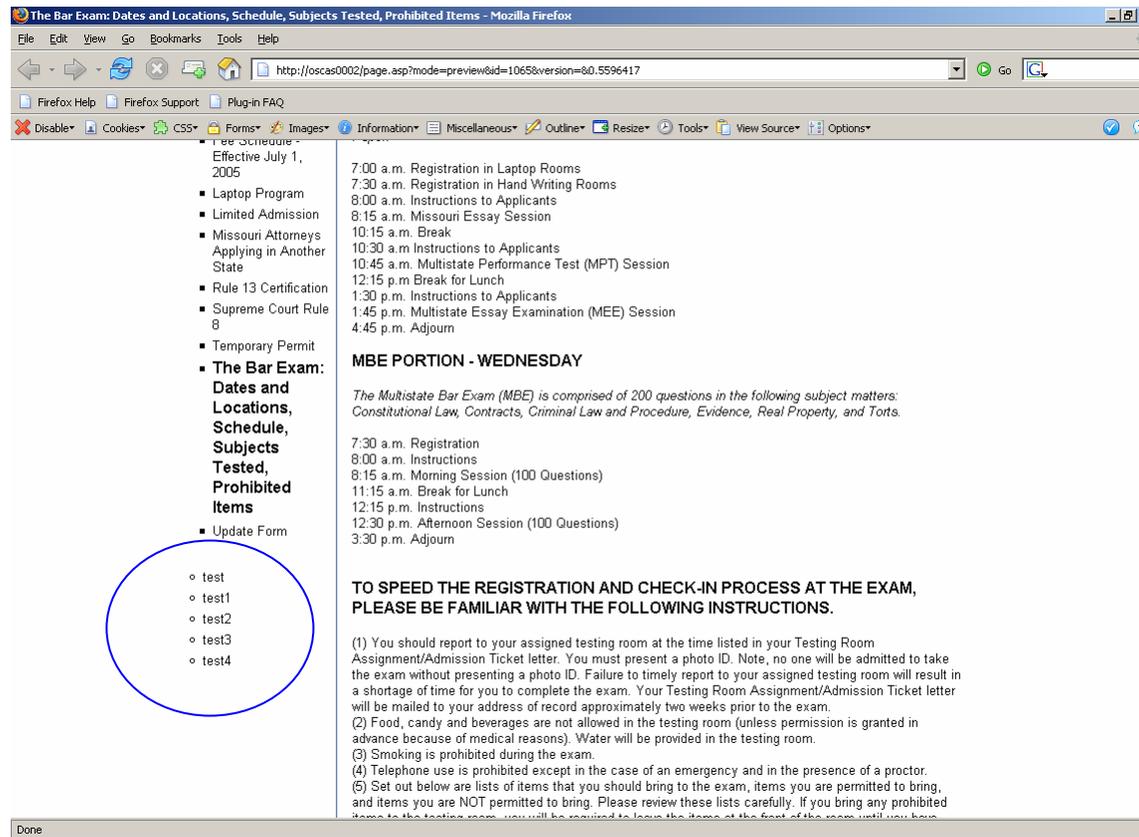
- Click here to download the Formal Opinion 121 re representation by nonprofit corporation attorney.pdf

The advisory committee's opinions issued into 1996 are published by The Missouri Bar in a deskbook and its supplement and are searchable online. More information about the deskbook and search function -- as well as about requesting a formal advisory opinion -- is available on the Bar's Web page about the advisory committee.

Jobs & Bids Related Sites Site Map Contact About

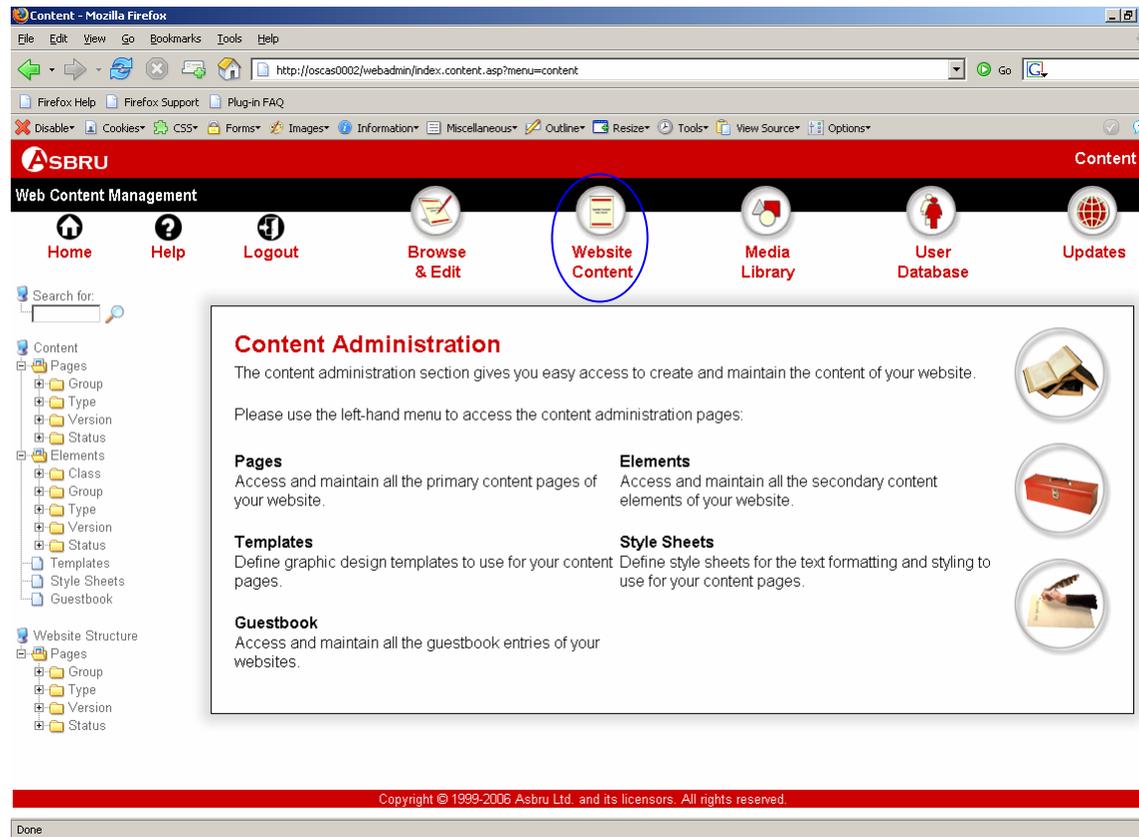
Done

Inserting Custom Navigation Links



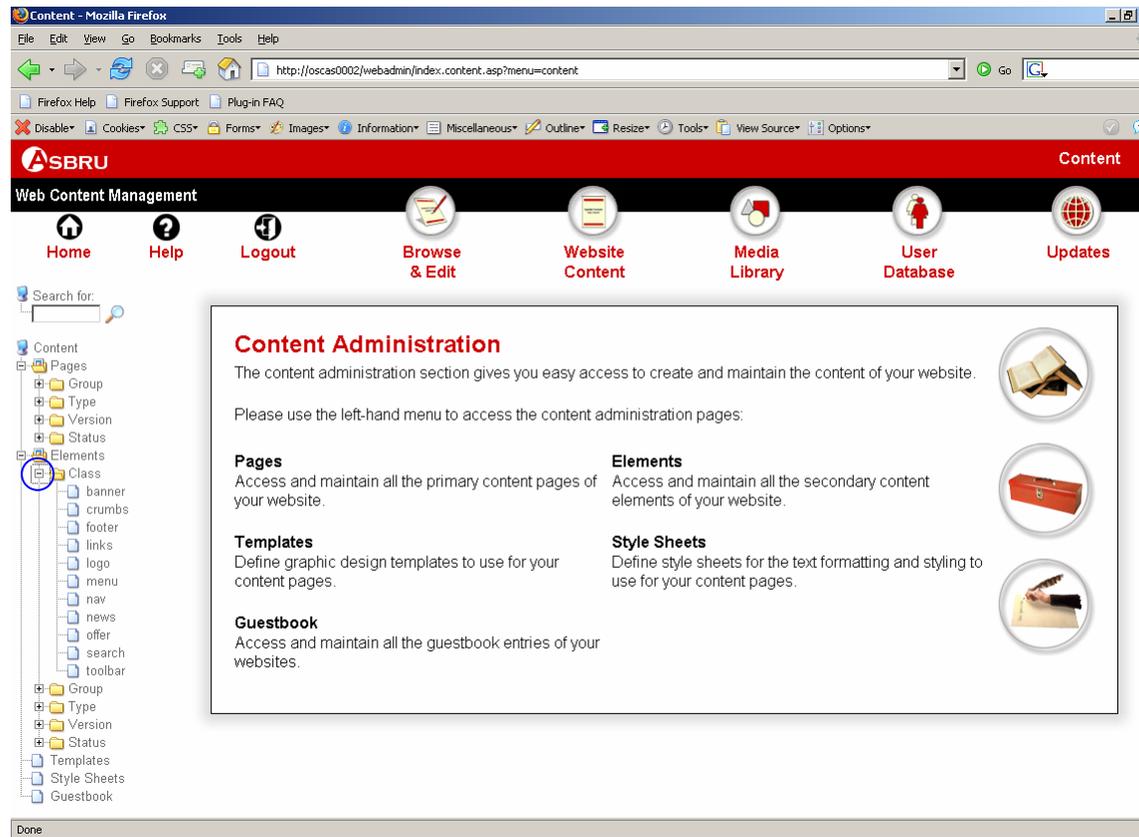
- Adds custom links to the left navigation bar. (Note: Be aware links will change, so use carefully.)

Inserting Custom Navigation Links



- Click “Website Content”.

Inserting Custom Navigation Links



- Click “田” next to “Class” beneath “Pages”.

Inserting Custom Navigation Links

Annual Report Links (699) Add New

<input type="checkbox"/>	Group	Type	Version	Status	Element	Id	Preview	View	Update	Delete	Archived
<input type="checkbox"/>				Published	Annual Report Links	699	Preview	View	Update	Delete	Archived
<input type="checkbox"/>				Published	Cameras in Courtroom Guide Links	598	Preview	View	Update	Delete	Archived
<input type="checkbox"/>				Published	Court Interpreter Services Links	201	Preview	View	Update	Delete	Archived
<input type="checkbox"/>				Published	Dynamic Parent Child Menu	295	Preview	View	Update	Delete	Archived
<input type="checkbox"/>				Published	HomePageQuickLinks	37	Preview	View	Update	Delete	Archived
<input type="checkbox"/>				Published	Juror Information Group Links	1029	Preview	View	Update	Delete	Archived
<input type="checkbox"/>				Published	Juror Information Links	987	Preview	View	Update	Delete	Archived
<input type="checkbox"/>				Published	Trial Process Links	1034	Preview	View	Update	Delete	Archived

Select All Deselect All Publish Delete Archive

Move To: Group Type

- Click “Links”.

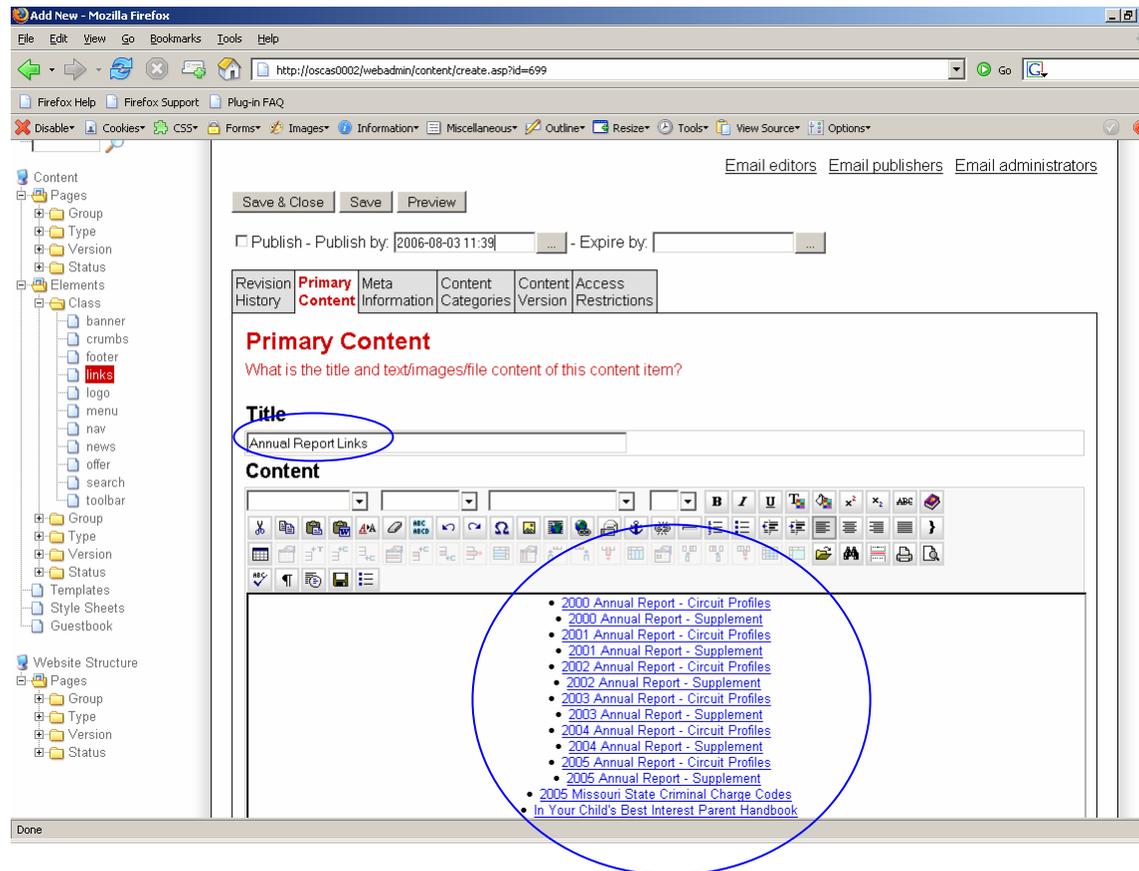
Inserting Custom Navigation Links

The screenshot shows the SBRU Web Content Management interface. The main navigation bar includes Home, Help, Logout, Browse & Edit, Website Content, Media Library, User Database, and Updates. The left sidebar shows a tree view of content categories, with 'links' highlighted. The main content area displays a table of 'Annual Report Links (699)' with columns for Group, Type, Version, Status, Element, and Id. The 'Add New' button is circled in blue.

Group	Type	Version	Status	Element	Id	Preview	View	Update	Delete	Archived
			Published	Annual Report Links	699					
			Published	Cameras in Courtroom Guide Links	598					
			Published	Court Interpreter Services Links	201					
			Published	Dynamic Parent Child Menu	295					
			Published	HomePageQuickLinks	37					
			Published	Juror Information Group Links	1029					
			Published	Juror Information Links	987					
			Published	Trial Process Links	1034					

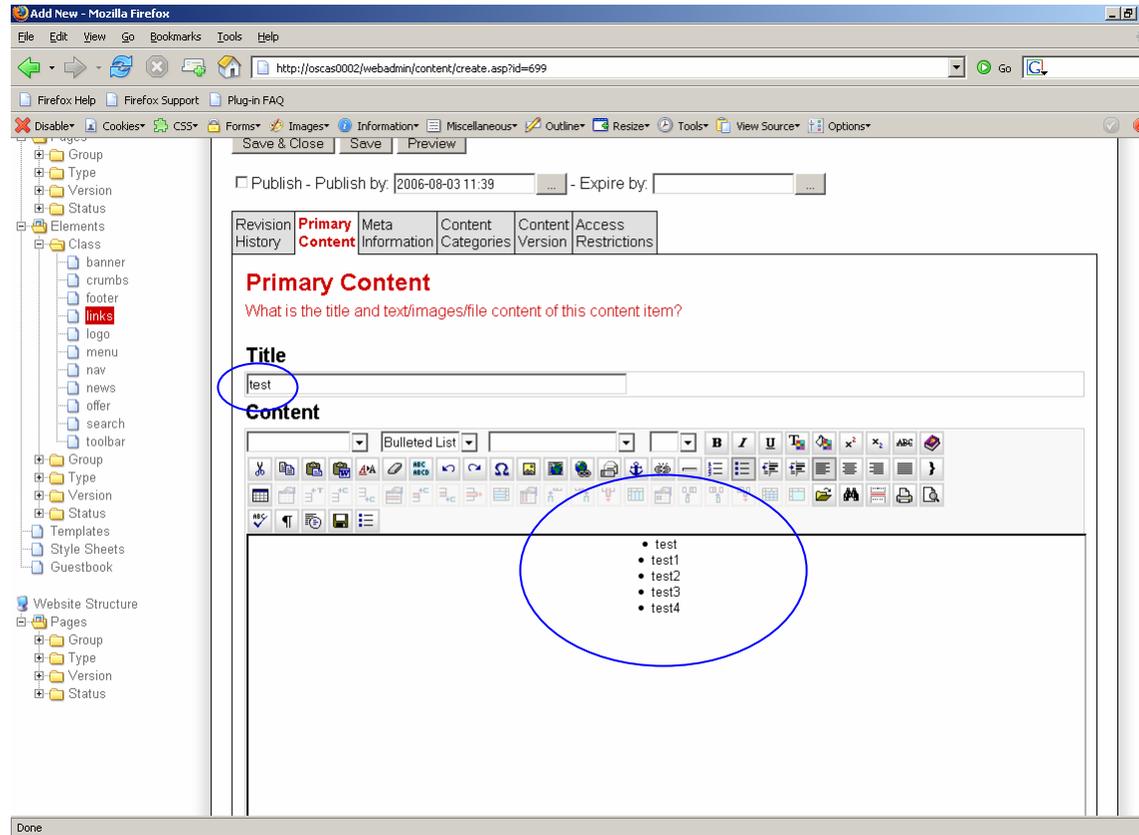
- Click “Add New”.

Inserting Custom Navigation Links



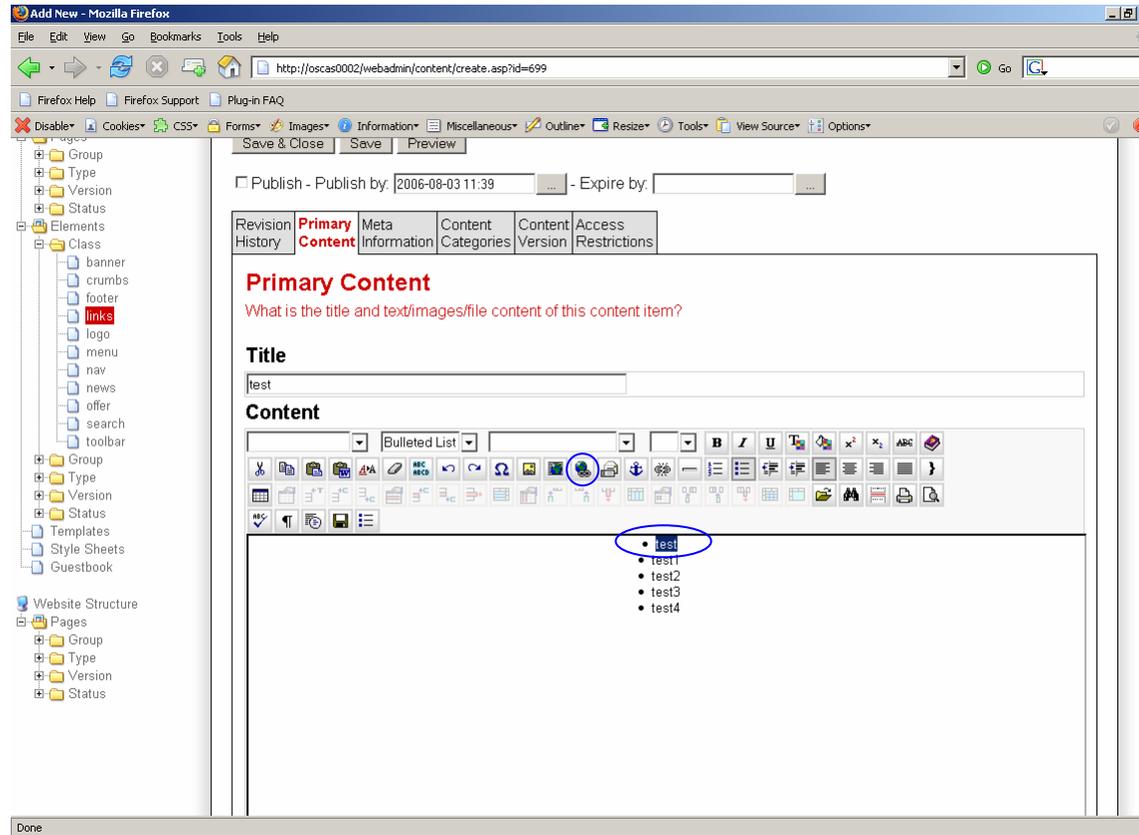
- There will be defaulted text in the “Title” and “Content” sections. This can be deleted.

Inserting Custom Navigation Links



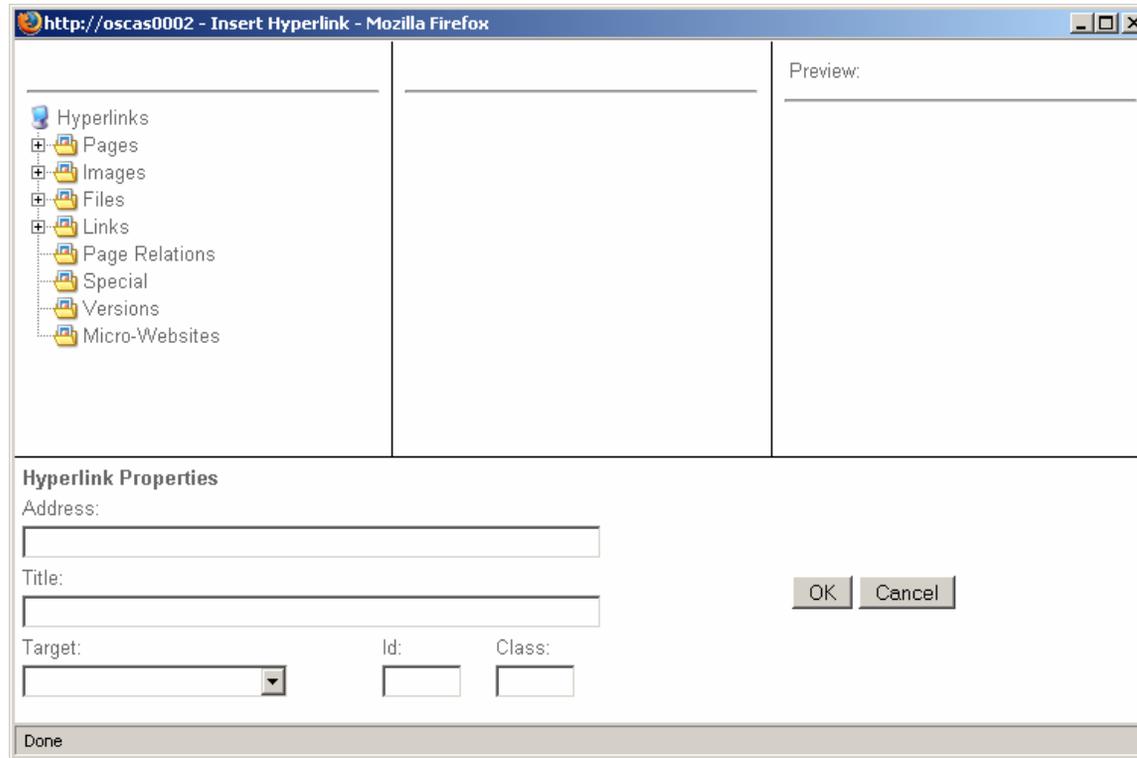
- Type in the title you want for your custom links. Type all of the link text in a bulleted list in the content section.

Inserting Custom Navigation Links



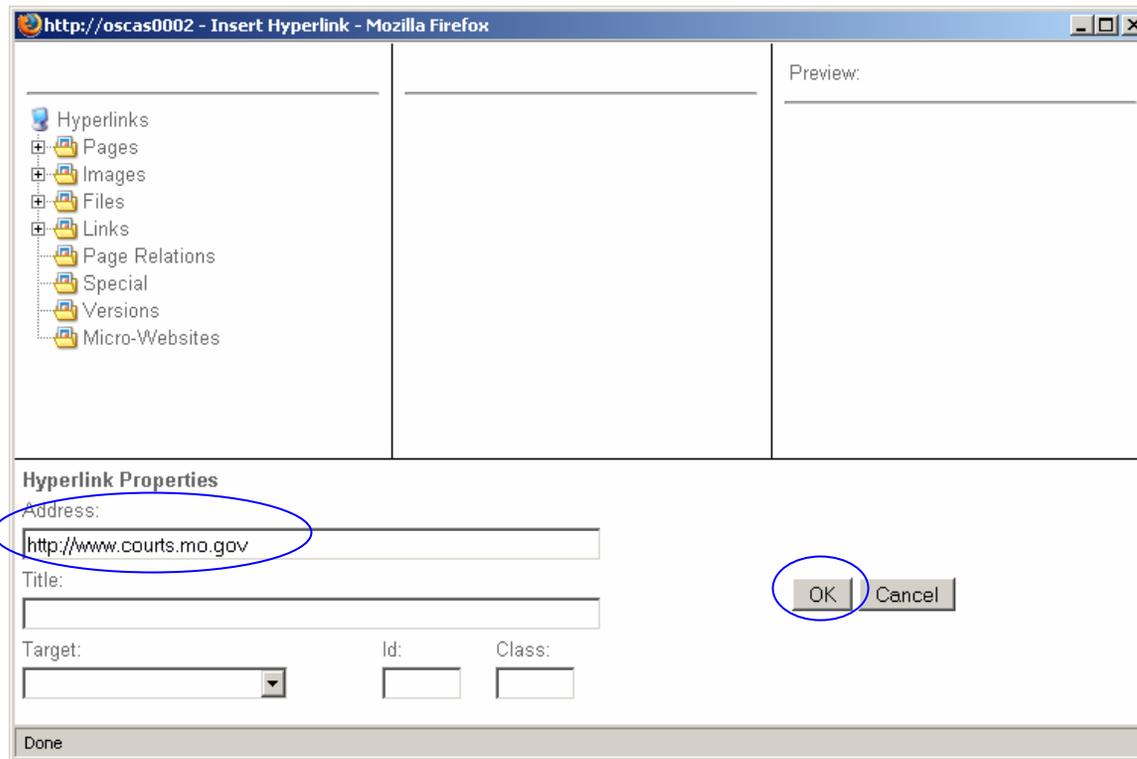
- Highlight your first text entry that will have a link associated. Next, click “Insert Hyperlink”.

Inserting Custom Navigation Links



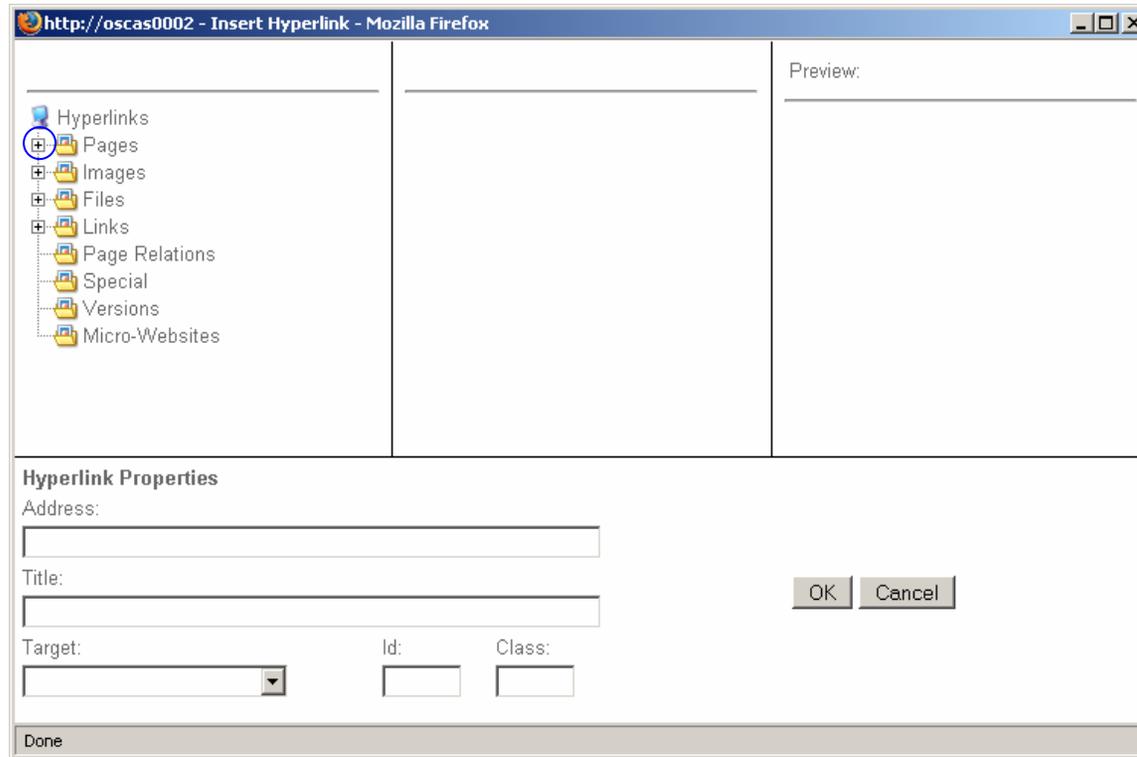
- The Insert Hyperlink window will pop up.

Inserting Custom Navigation Links



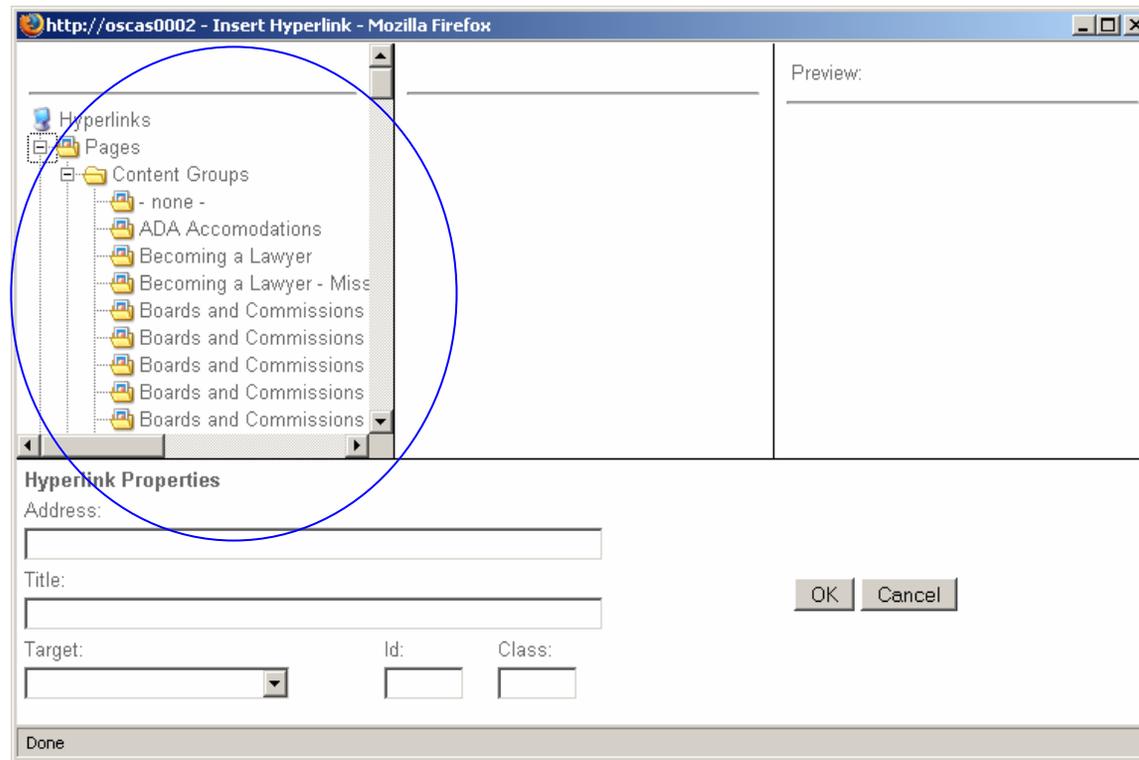
- If you're going to link to a website outside of the courts, type it in the "Address" box and click "OK". Click "Save & Close" on the next screen if you're adding a link this way.

Inserting Custom Navigation Links



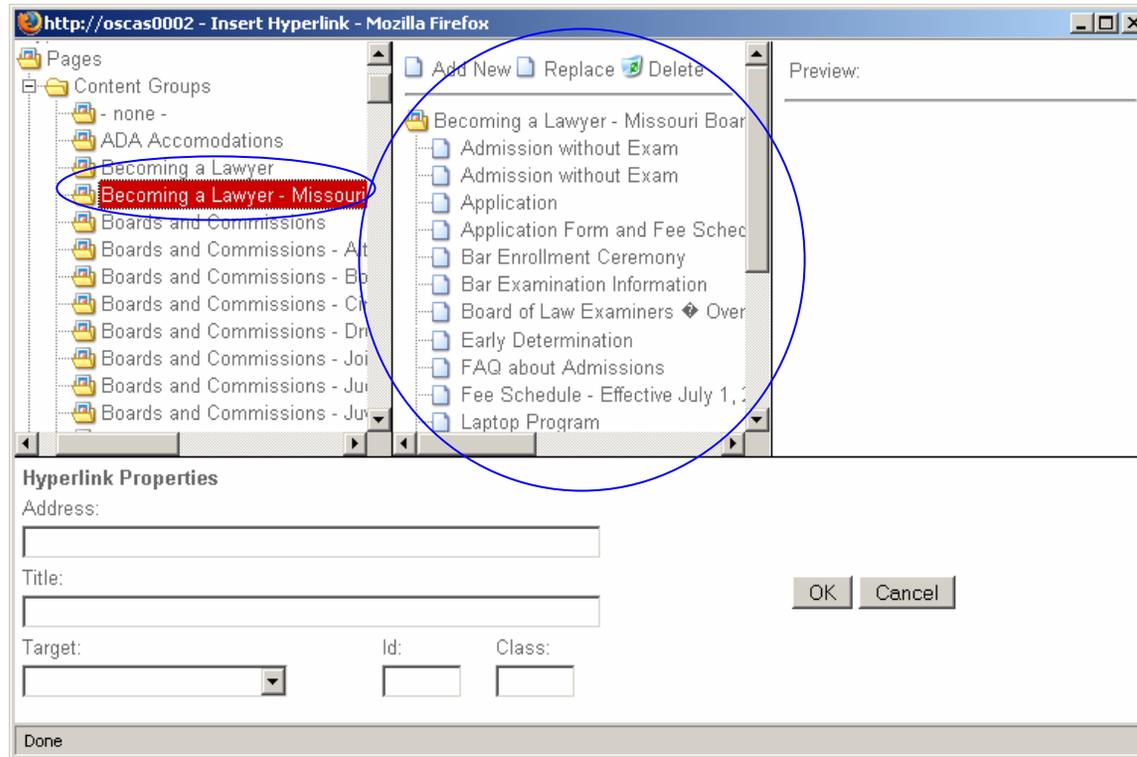
- If you're linking to a page that's already been created within the court's website, click "田" by Pages.

Inserting Custom Navigation Links



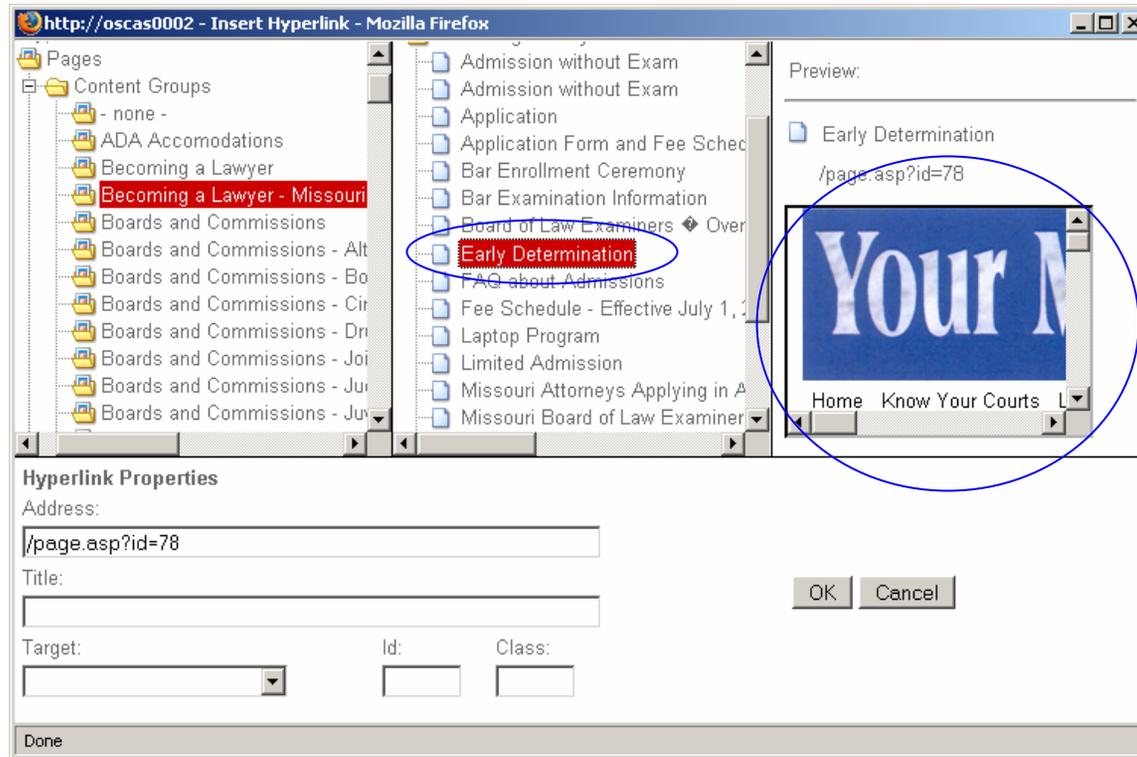
- You will see all of the available groups drop down.

Inserting Custom Navigation Links



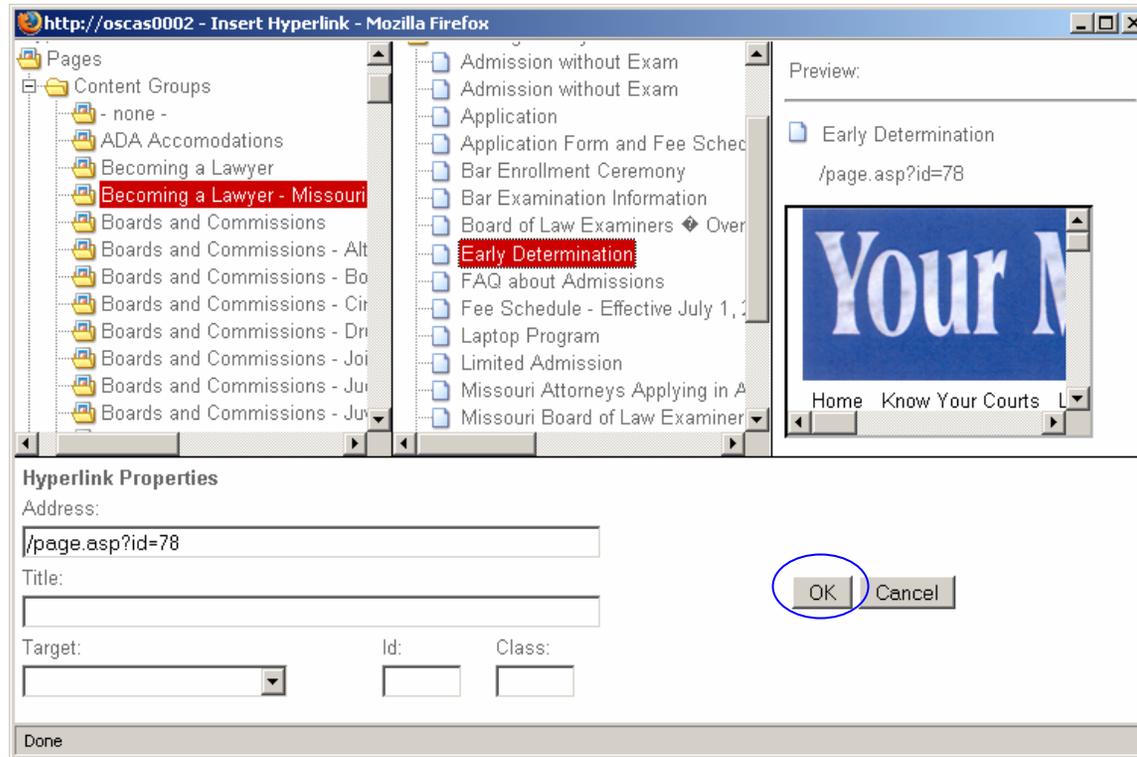
- Click the appropriate group, and you will see all of the associated pages load into the middle pane.

Inserting Custom Navigation Links



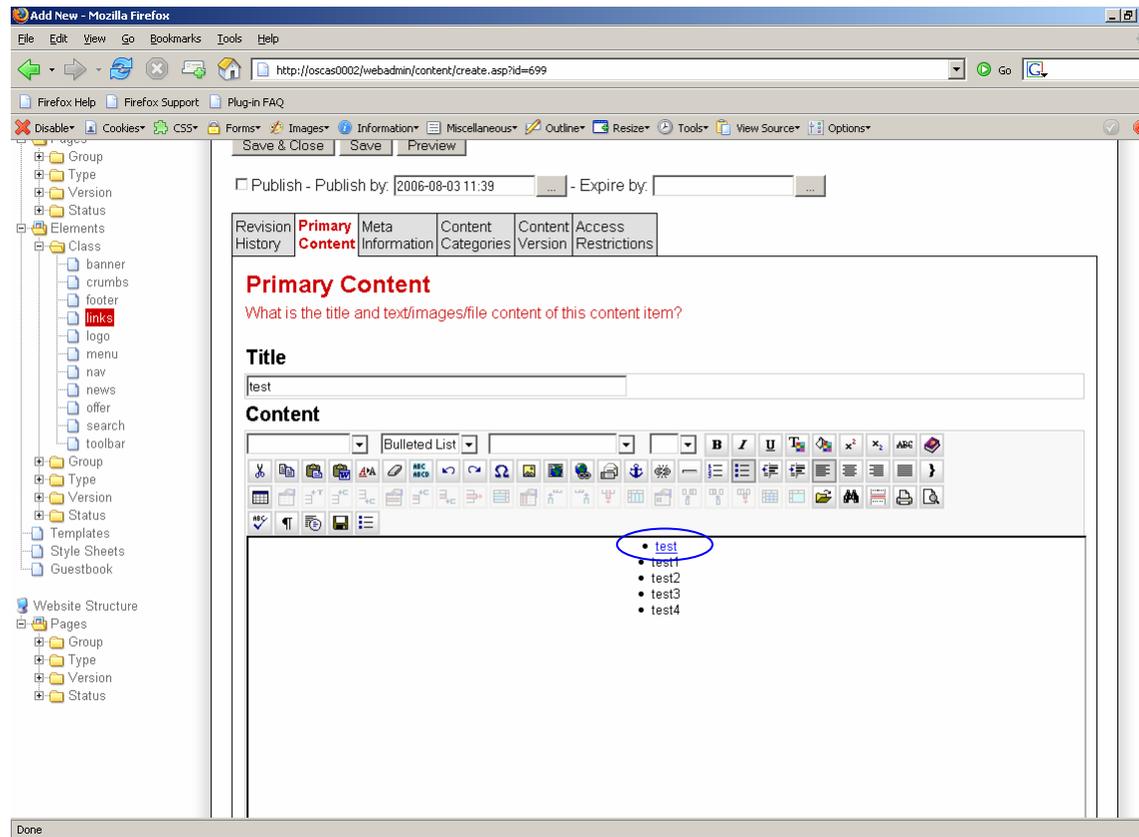
- Find the page you want to link to, and click it. You will see a preview in the right pane.

Inserting Custom Navigation Links



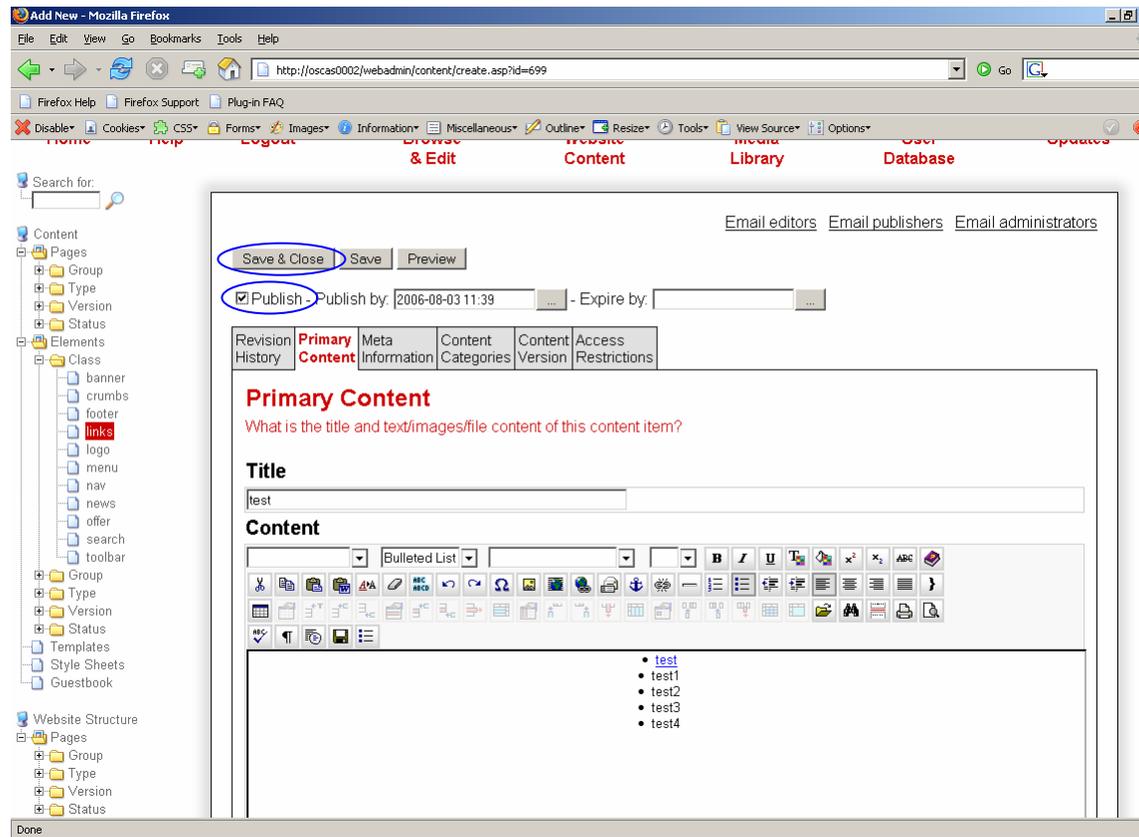
- Click "OK".

Inserting Custom Navigation Links



- You will now see your links page in the text editor. Notice that your text now has an active link associated.

Inserting Custom Navigation Links



- Put a check in the box next to “Publish” or “Ready to Publish” if your page is complete. Click “Save & Close”.

Inserting Custom Navigation Links

Annual Report Links (699) Add New

Group	Type	Version	Status	Element	Id	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Annual Report Links	699	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Cameras in Courtroom Guide Links	598	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Court Interpreter Services Links	201	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Dynamic Parent Child Menu	295	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	HomePageQuickLinks	37	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Juror Information Group Links	1029	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Juror Information Links	987	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	test	1131	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Trial Process Links	1034	Preview	View	Update	Delete	Archived

Select All Deselect All Publish Delete Archive

Move To: Group [] Type []

- You will now see your newly created links page in the list.

Inserting Custom Navigation Links

Annual Report Links (699) Add New

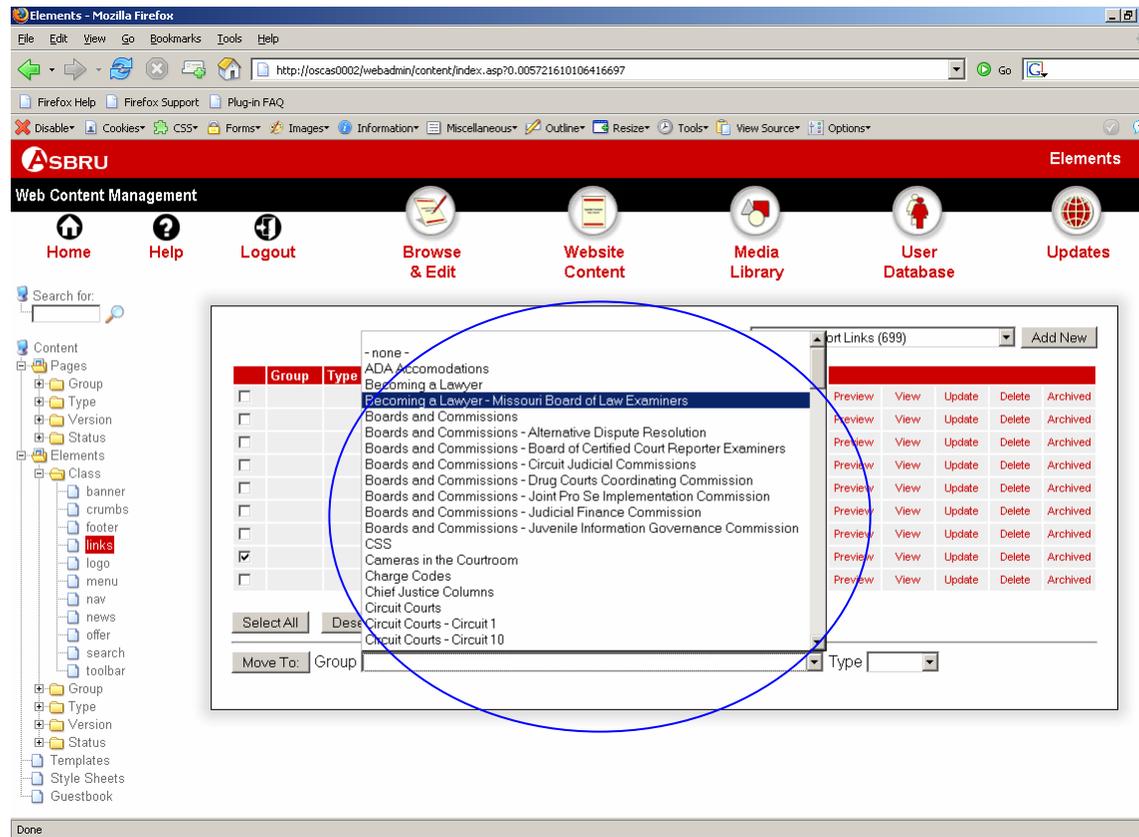
Group	Type	Version	Status	Element	Id	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Annual Report Links	699	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Cameras in Courtroom Guide Links	598	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Court Interpreter Services Links	201	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Dynamic Parent Child Menu	295	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	HomePageQuickLinks	37	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Juror Information Group Links	1029	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Juror Information Links	987	Preview	View	Update	Delete	Archived
<input checked="" type="checkbox"/>			Published	test	1131	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Trial Process Links	1034	Preview	View	Update	Delete	Archived

Select All Deselect All Publish Delete Archive

Move To: Group [] Type []

- Now it's time to group the links page. Check the box associated with your links page. Again, grouping is extremely important for security reasons.

Inserting Custom Navigation Links



- Click the drop down list next to the “Group” box.

Inserting Custom Navigation Links

The screenshot shows the SBRU Web Content Management interface. The main navigation bar includes Home, Help, Logout, Browse & Edit, Website Content, Media Library, User Database, and Updates. The left sidebar shows a tree view of content categories, with 'links' highlighted. The main content area displays a table of navigation links under the heading 'Annual Report Links (699)'. The table has columns for Group, Type, Version, Status, Element, Id, and actions (Preview, View, Update, Delete, Archived). The 'test' row is selected. Below the table, there are buttons for 'Select All', 'Deselect All', 'Publish', 'Delete', and 'Archive'. A 'Move To' button is circled in blue, with a dropdown menu showing 'Group: Becoming a Lawyer - Missouri Board of Law Examiners' and a 'Type' dropdown.

Group	Type	Version	Status	Element	Id	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Annual Report Links	699	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Cameras in Courtroom Guide Links	598	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Court Interpreter Services Links	201	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Dynamic Parent Child Menu	295	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	HomePageQuickLinks	37	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Juror Information Group Links	1029	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Juror Information Links	987	Preview	View	Update	Delete	Archived
<input checked="" type="checkbox"/>			Published	test	1131	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Trial Process Links	1034	Preview	View	Update	Delete	Archived

- Make your selection, and click “Move To”.

Inserting Custom Navigation Links

Annual Report Links (699) Add New

Group	Type	Version	Status	Element	E	Id					
<input type="checkbox"/>			Published	Annual Report Links		699	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Cameras in Courtroom Guide Links		598	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Court Interpreter Services Links		201	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Dynamic Parent Child Menu		295	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	HomePageQuickLinks		37	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Juror Information Group Links		1029	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Juror Information Links		987	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Becoming a Lawyer - Missouri Board of Law Examiners		1131	Preview	View	Update	Delete	Archived
<input type="checkbox"/>			Published	Trial Process Links		1034	Preview	View	Update	Delete	Archived

Select All Deselect All Publish Delete Archive

Move To: Group [] Type []

- You will now see the group column filled for the new links page.

Inserting Custom Navigation Links

Elements - Mozilla Firefox
http://oscas002/webadmin/content/Index.asp?0.23810892920983373

SBRU Elements

Web Content Management

Home Help Logout Browse & Edit Website Content Media Library User Database Updates

Search for:

Content

Pages

Group

Annual Report Links (699)

Group	Type	Version	Status	Element	E	Id	
			Published	Annual Report Links		699	Preview View Update Delete
			Published	Cameras in Courtroom Guide Links		538	Preview View Update Delete
			Published	Court Interpreter Services Links		201	Preview View Update Delete
			Published	Dynamic Parent Child Menu		295	Preview View Update Delete
			Published	HomePageQuickLinks		37	Preview View Update Delete
			Published	Juror Information Group Links		1029	Preview View Update Delete
			Published	Juror Information Links		987	Preview View Update Delete
becoming a Lawyer - Missouri Board of Law Examiners			Published	test		1131	Preview View Update Delete
			Published	Trial Process Links		1034	Preview View Update Delete

Select All Deselect All Publish Delete Archive

- Now you need to associate the new links page with the page it will appear on. Click “” next to “Group” under the “Pages” heading.

Inserting Custom Navigation Links

Search for:

Content

Pages

Group

- none -
- ADA Accomodations
- Becoming a Lawyer
- Becoming a Lawyer - Missouri Board of Law Examiners**
- Boards and Commissions
- Boards and Commissions - Alternative Dispute Resolution
- Boards and Commissions - Board of Certified Court Reporter Examiners
- Boards and Commissions - Circuit Judicial Commissions
- Boards and Commissions - Drug Courts Coordinating Commission
- Boards and Commissions - Joint Pro Se Implementation Commission
- Boards and Commissions - Judicial Finance Commission
- Boards and Commissions - Juvenile Information Governance Commission
- CSS
- Cameras in the Courtroom
- Charge Codes
- Chief Justice Columns
- Circuit Courts
- Circuit Courts - Circuit 1
- Circuit Courts - Circuit 10
- Circuit Courts - Circuit 11
- Circuit Courts - Circuit 12
- Circuit Courts - Circuit 13
- Circuit Courts - Circuit 14

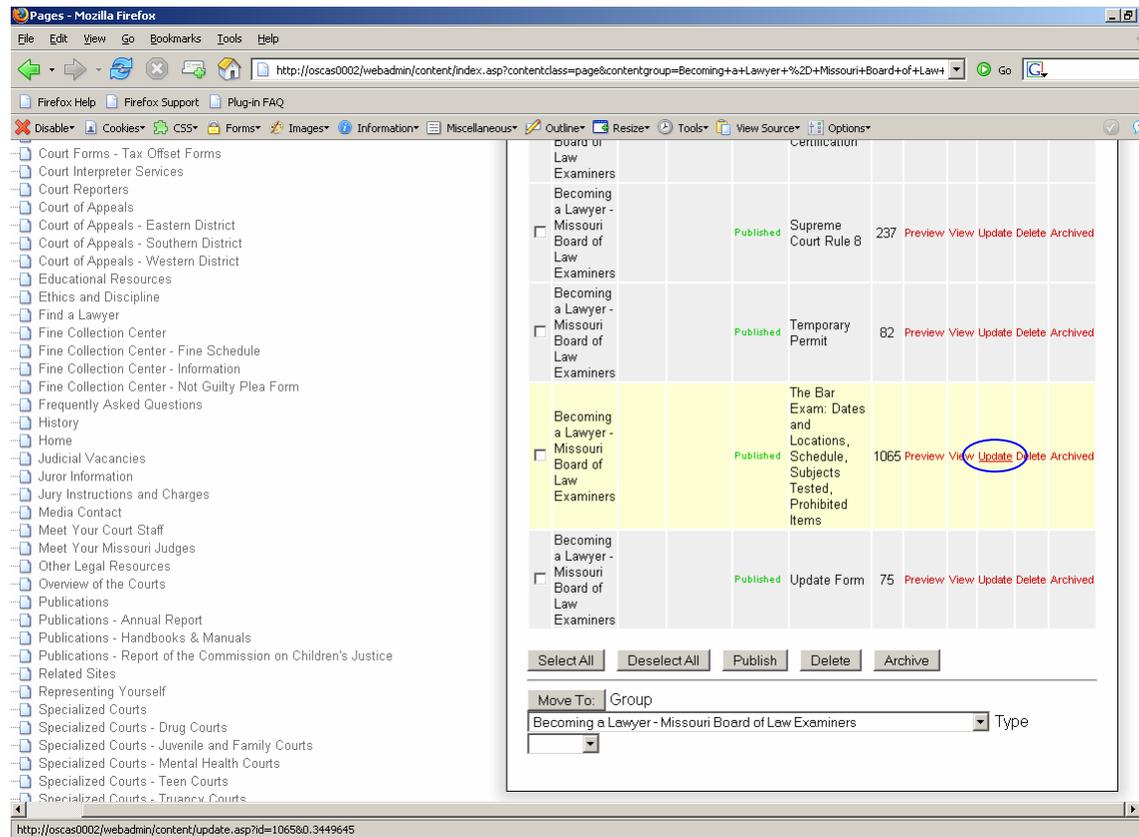
Admission without Exam (80)

Add New

Group	Type	Version	Status	Page	Id					
<input type="checkbox"/> Becoming a Lawyer - Missouri Board of Law Examiners			Published	Admission without Exam	80	Preview	View	Update	Delete	Archived
<input type="checkbox"/> Becoming a Lawyer - Missouri Board of Law Examiners			Published	Admission without Exam	352	Preview	View	Update	Delete	Archived
<input type="checkbox"/> Becoming a Lawyer - Missouri Board of Law Examiners			Published	Application	74	Preview	View	Update	Delete	Archived
<input type="checkbox"/> Becoming a Lawyer - Missouri Board of Law Examiners			Published	Application Form and Fee Schedule	325	Preview	View	Update	Delete	Archived

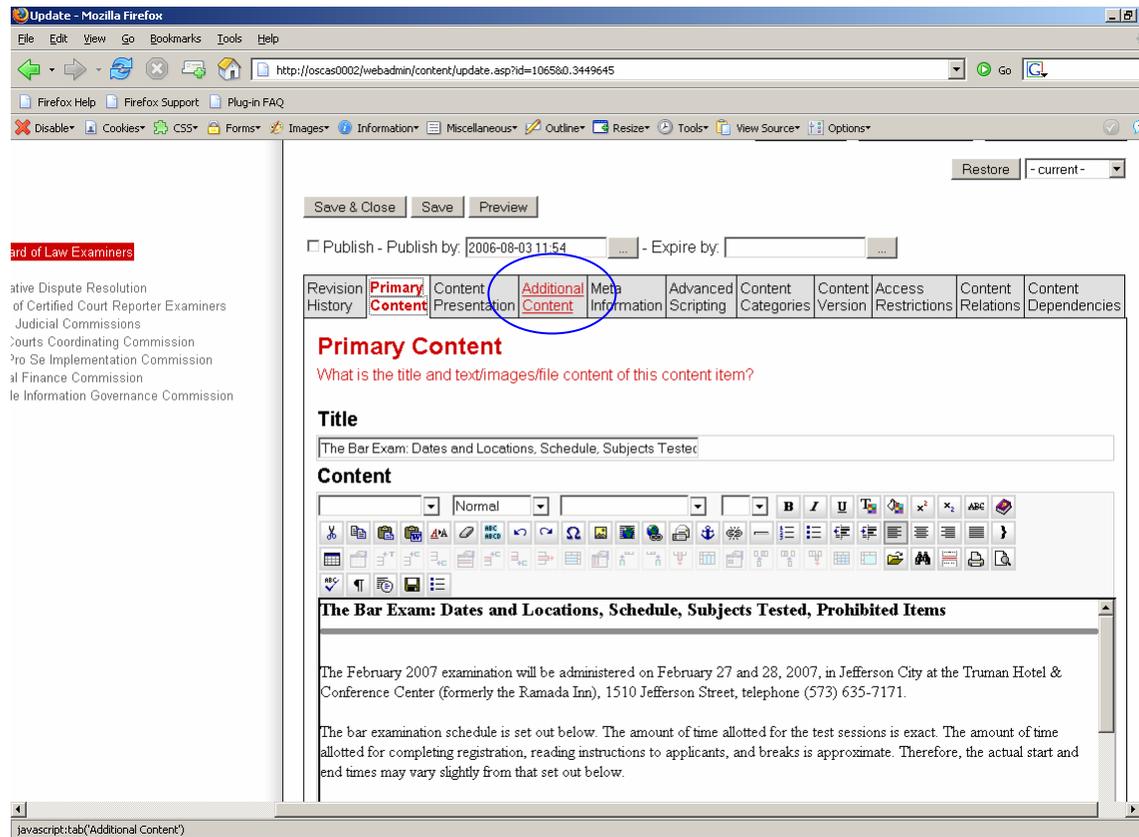
- Select the group your page is associated with.

Inserting Custom Navigation Links



- Find the correct page on the right side of the screen. Select “Update”.

Inserting Custom Navigation Links



- The page will load into the WYSIWYG editor. Click the “Additional Content “ tab.

Inserting Custom Navigation Links

Update - Mozilla Firefox

http://oscas002/webadmin/content/update.asp?id=1065&0.3449645

Save & Close Save Preview

Restore - current -

Publish - Publish by: 2006-08-03 11:54 - Expire by:

Revision History	Primary Content	Content Presentation	Additional Content	Meta Information	Advanced Scripting	Content Categories	Content Version	Access Restrictions	Content Relations	Content Dependencies
------------------	-----------------	----------------------	--------------------	------------------	--------------------	--------------------	-----------------	---------------------	-------------------	----------------------

Additional Content

Depending on the template this page may include additional content elements.

Element	Content
banner	- default - Select
crumbs	- default - Select
footer	- default - Select
links	- default - Select
logo	- default - Select
menu	- default - Select
nav	- default - Select
news	- default - Select
offer	- default - Select
search	- default - Select
toolbar	- default - Select

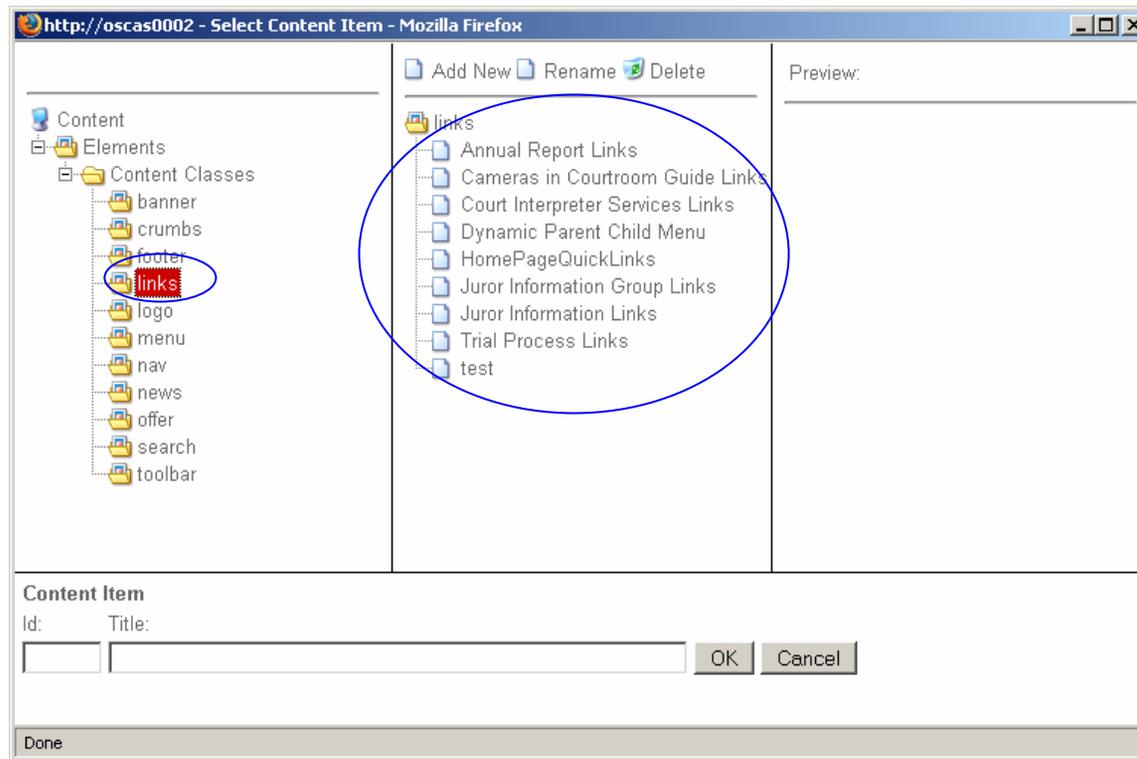
About Additional Content

A number of content elements are defined for your website. (The default installation of the Ashru Web Content

javascript:tab('Additional Content')

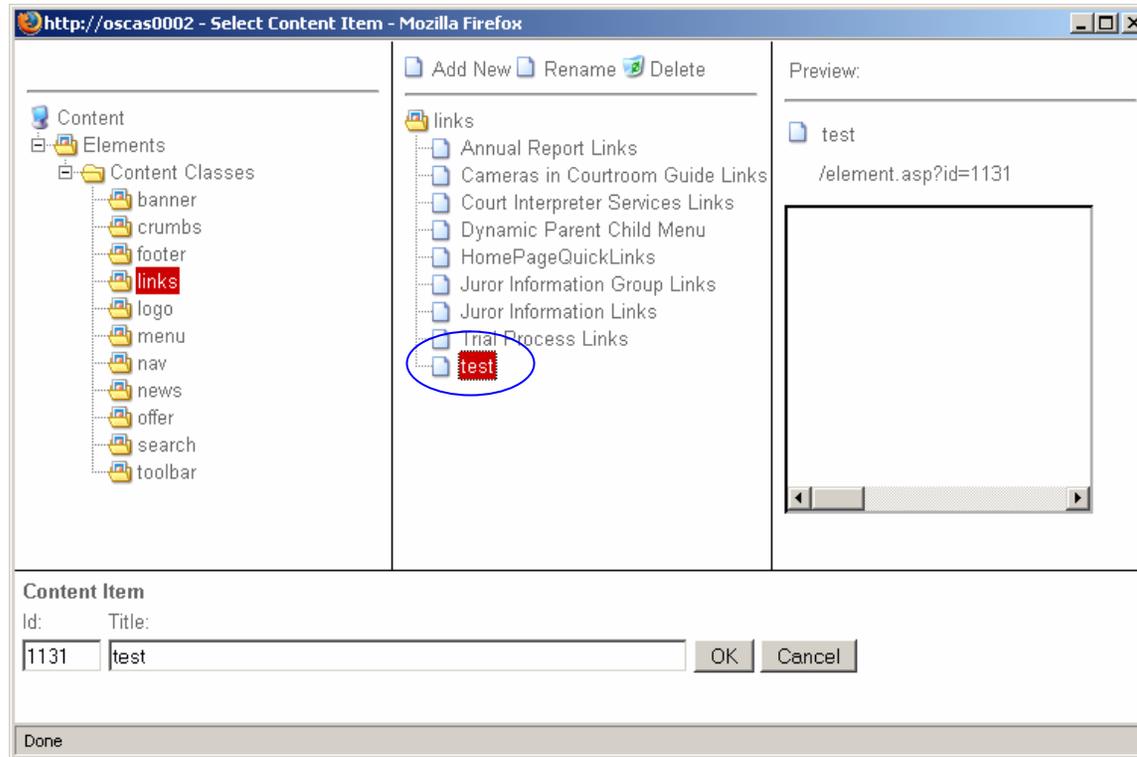
- Click “Select” next to “links”.

Inserting Custom Navigation Links



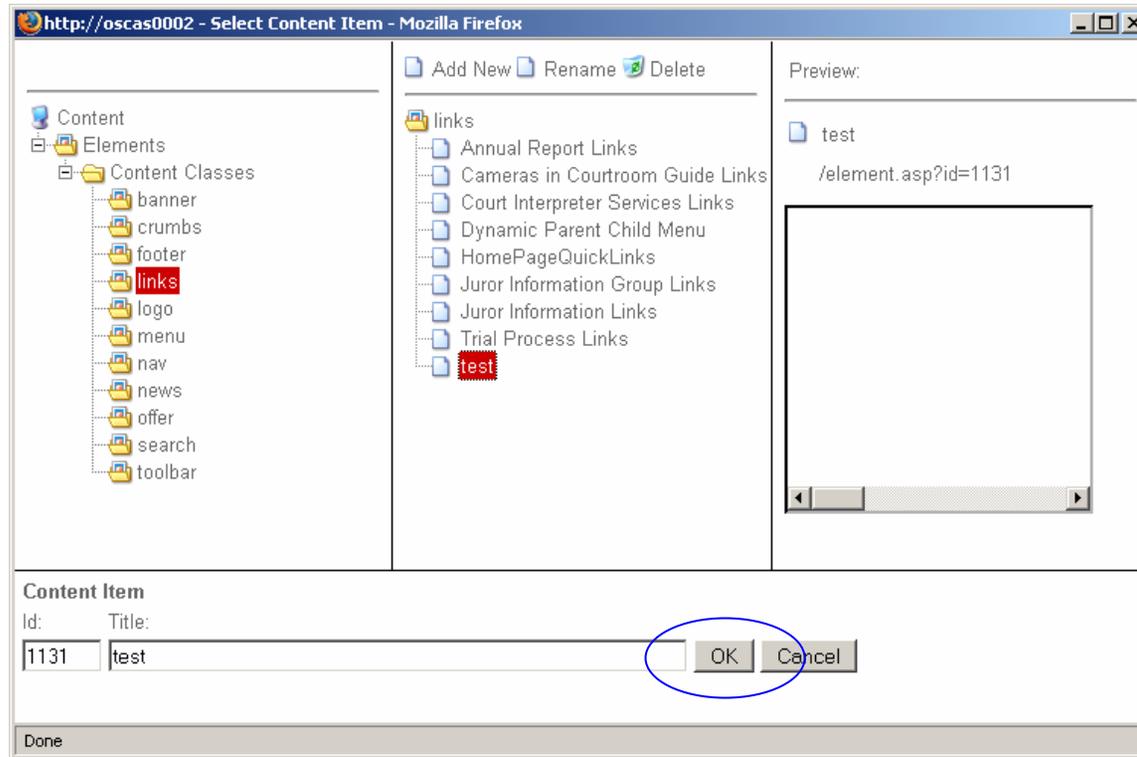
- Click “links” on the newly opened window. The middle pane will load with all available link pages.

Inserting Custom Navigation Links



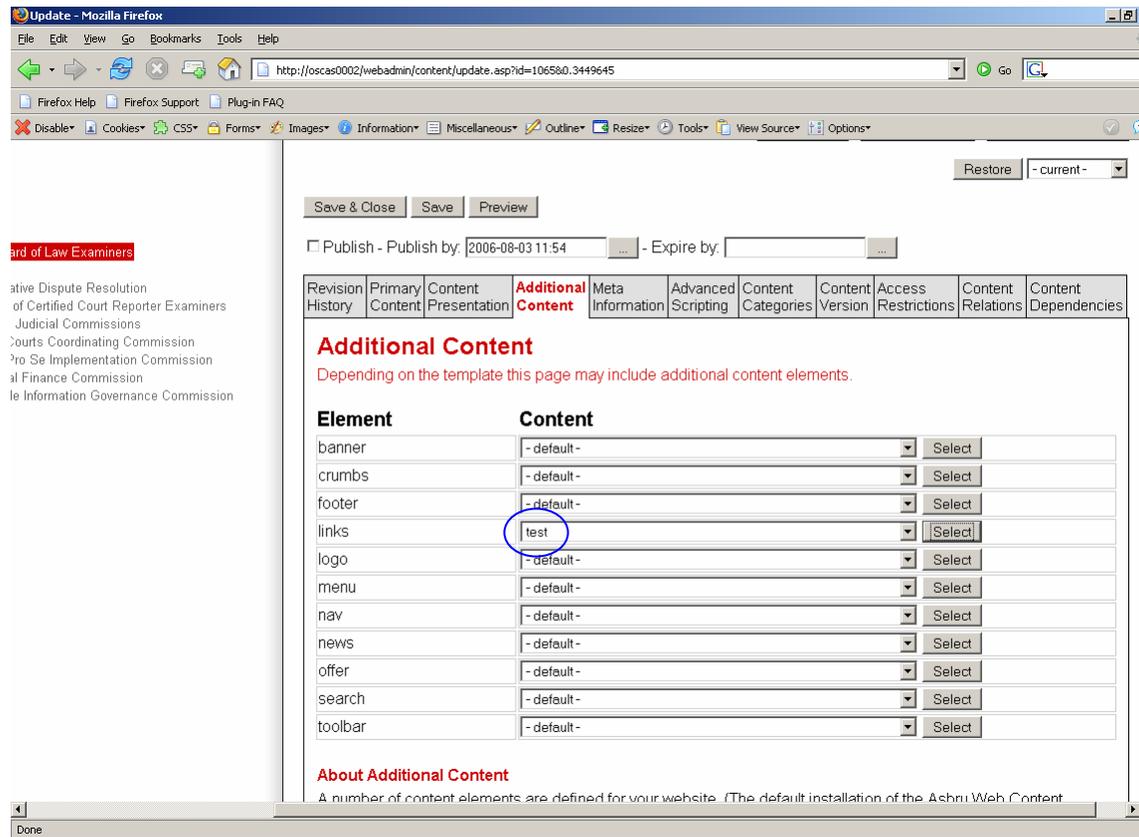
- Click on your new links page.

Inserting Custom Navigation Links



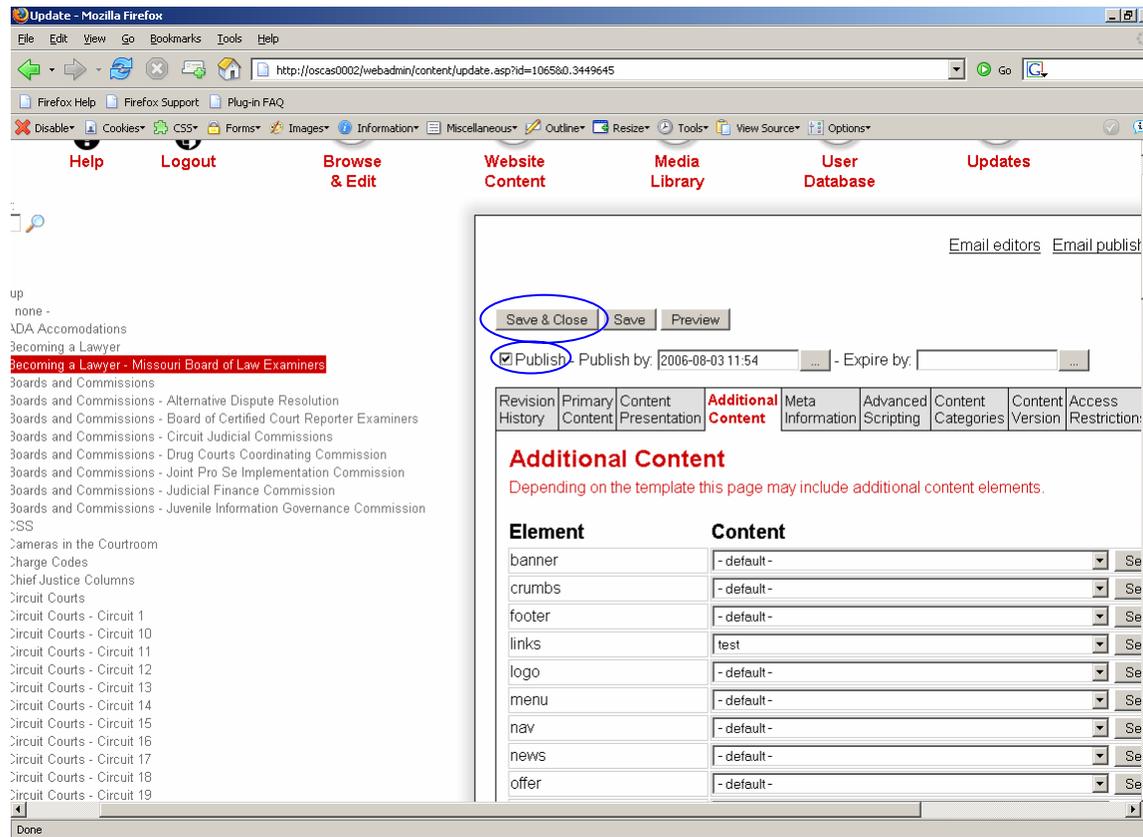
- Click "OK".

Inserting Custom Navigation Links



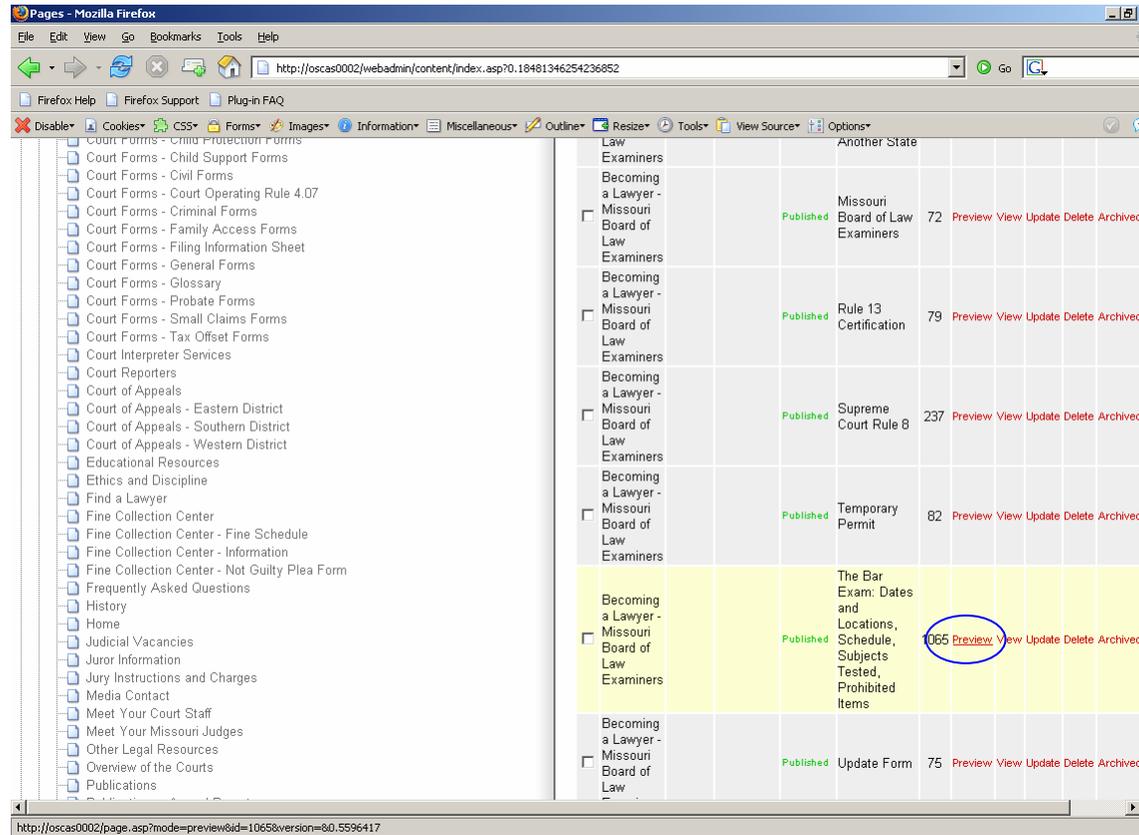
- You will now see your links page name in the content column for the links element.

Inserting Custom Navigation Links



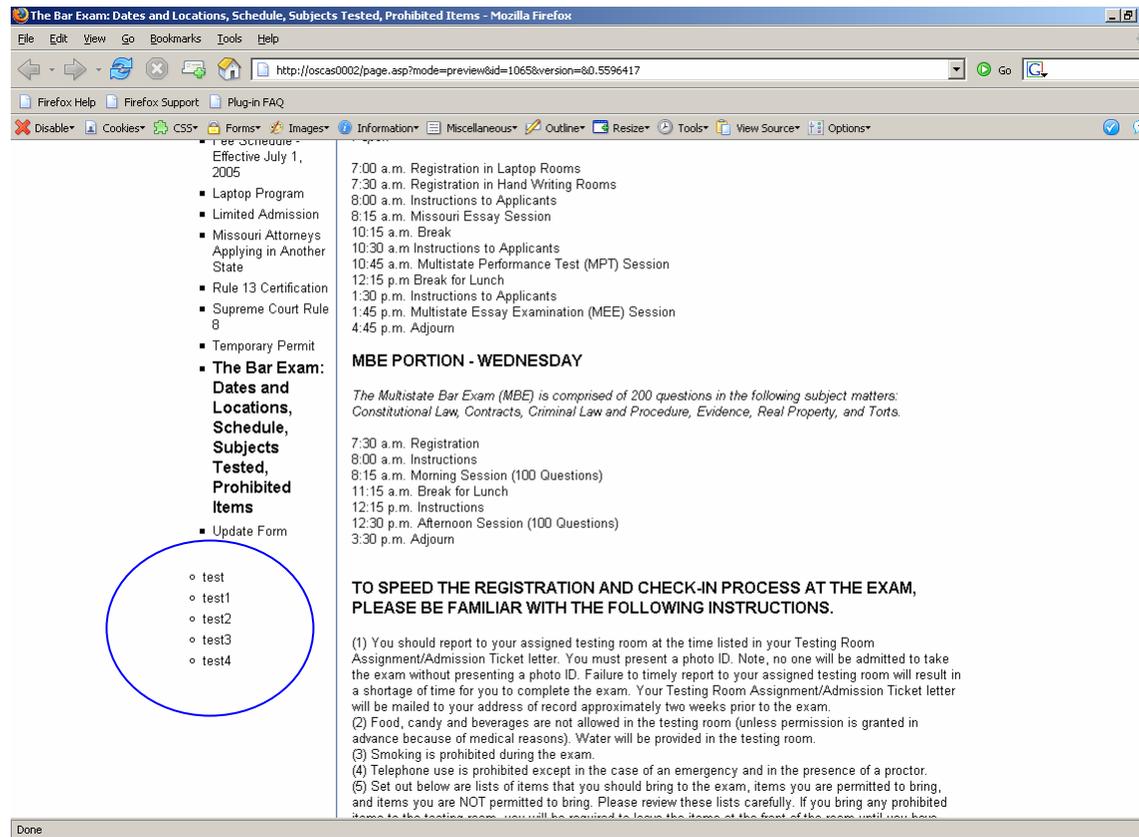
- Put a check next to “Publish” or “Ready to Publish” if your page is complete. Click “Save & Close”.

Inserting Custom Navigation Links



- Click “Preview” on the page to view your changes.

Inserting Custom Navigation Links



- You can now see your links in the left navigation pane.

Exercise: Part 5

- Add a custom navigation links page titled “your initials”+Training (Example: tbTraining, msTraining)
- Add 2 links to the content
- Type the following text for the first link: “Missouri Bar Association” and link to <http://www.mobar.org>
- Type the following text for the second link: “State Courts Home Page” and link to the Home page already created within the Content Management tool.
- Remember to bullet the 2 text items in the content (body).
- Preview your page.

Exercise: Part 5 Print Screen

msTraining - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://locsas0002/page.asp?mode=preview&id=1807&version=&0.380041

Firefox Help Firefox Support Plug-in FAQ

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT

Home Know Your Courts Legal Resources News & Publications Services Quick Links Search

Home :: High Level Training Page :: msTraining

Office of Chief Disciplinary Counsel

3335 American Avenue
Jefferson City, Missouri 65109-1079
Phone: 573-635-7400
Fax: 573-635-2240
Office Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.
Maridee Edwards, chief disciplinary counsel

Clients have a right to expect a high level of professional service from their lawyers. In Missouri, lawyers follow a code of ethics that guides their practices and their relationships with clients. When lawyers fail to meet the ethical standard, they are subject to disciplinary action.

Contrary to common belief, it is the Supreme Court of Missouri -- not The Missouri Bar -- that is in charge of the state's lawyer discipline system. To protect the public, the Supreme Court oversees a mechanism for investigation and, where necessary, discipline of lawyers who fail to meet their professional obligations.

Supreme Court Advisory Committee

The Supreme Court also has an advisory committee that may issue formal opinions under Rule 5.03. Attached are the three most recent formal opinions:

Some cases are resolved without coming before this Court, by means such as diversions, substance abuse interventions, admonitions, fee dispute resolutions or other informal resolutions that are worked out by the parties and are designed to assist the lawyer and resolve minor disputes with clients. These are not referred to the Court, and the Court does not issue orders or opinions in such cases.

The Supreme Court's disciplinary orders and opinions, dating back to January 1, 2006, now are available online.

Supreme Court Disciplinary Actions

The Supreme Court of Missouri imposes discipline by order or opinion in the form of reprimands, suspensions (with or without probation) and disbarments. The Court's decision whether to impose discipline and what discipline to impose is not bound by any agreement made by the parties as to the discipline they believe should be imposed. This Court may agree to the discipline the parties suggest, or it may impose a greater or lesser discipline depending on the facts of a particular case. The Court will place all of its orders and opinions imposing discipline on the Web site.

- Click here to download the Formal Opinion 121 re representation by nonprofit corporation attorney.pdf

The advisory committee's opinions issued into 1996 are published by The Missouri Bar in a deskbook and its supplement and are searchable online. More information about the deskbook and search function -- as well as about requesting a formal advisory opinion -- is available on the Bar's Web page about the advisory committee.

Jobs & Bids Related Sites Site Map Contact About

Done

Updating News - “Today in the Courts”

The screenshot shows the SBRU Web Content Management interface. The browser window title is "Content - Mozilla Firefox" and the address bar shows "http://escas0002/webadmin/index_content.asp?menu=content". The interface has a red header with the SBRU logo and the word "Content". Below the header is a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Content (circled in blue), and Media Library. A search bar is located on the left. The main content area is titled "Content Administration" and contains the following text:

Content Administration
The content administration section gives you easy access to create and maintain the content of your website.

Please use the left-hand menu to access the content administration pages:

Pages Access and maintain all the primary content pages of your website.	Elements Access and maintain all the secondary content elements of your website.
Templates Define graphic design templates to use for your content pages.	Style Sheets Define style sheets for the text formatting and styling to use for your content pages.
Guestbook Access and maintain all the guestbook entries of your websites.	

At the bottom of the page, there is a red footer with the text: "Copyright © 1999-2006 Asbru Ltd. and its licensors. All rights reserved."

- Click on “Website Content”.

Updating News - “Today in the Courts”

Content - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://oscas0002/webadmin/index.content.asp?menu=content

Getting Started Latest Headlines

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

SBRU Content

Web Content Management

Home Help Logout Browse & Edit Website Content Media Library User Database Configuration Updates

Search for:

Content

- Pages
 - Group
 - Type
 - Version
 - Status
- Elements
 - Class**
 - Group
 - Type
 - Version
 - Status
 - Templates
 - Style Sheets
 - Guestbook
- Website Structure
 - Pages
 - Group
 - Type
 - Version
 - Status

Content Administration

The content administration section gives you easy access to create and maintain the content of your website.

Please use the left-hand menu to access the content administration pages:

Pages
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Elements
Access and maintain all the secondary content elements of your website.

Templates
Define graphic design templates to use for your content pages.

Style Sheets
Define style sheets for the text formatting and styling to use for your content pages.

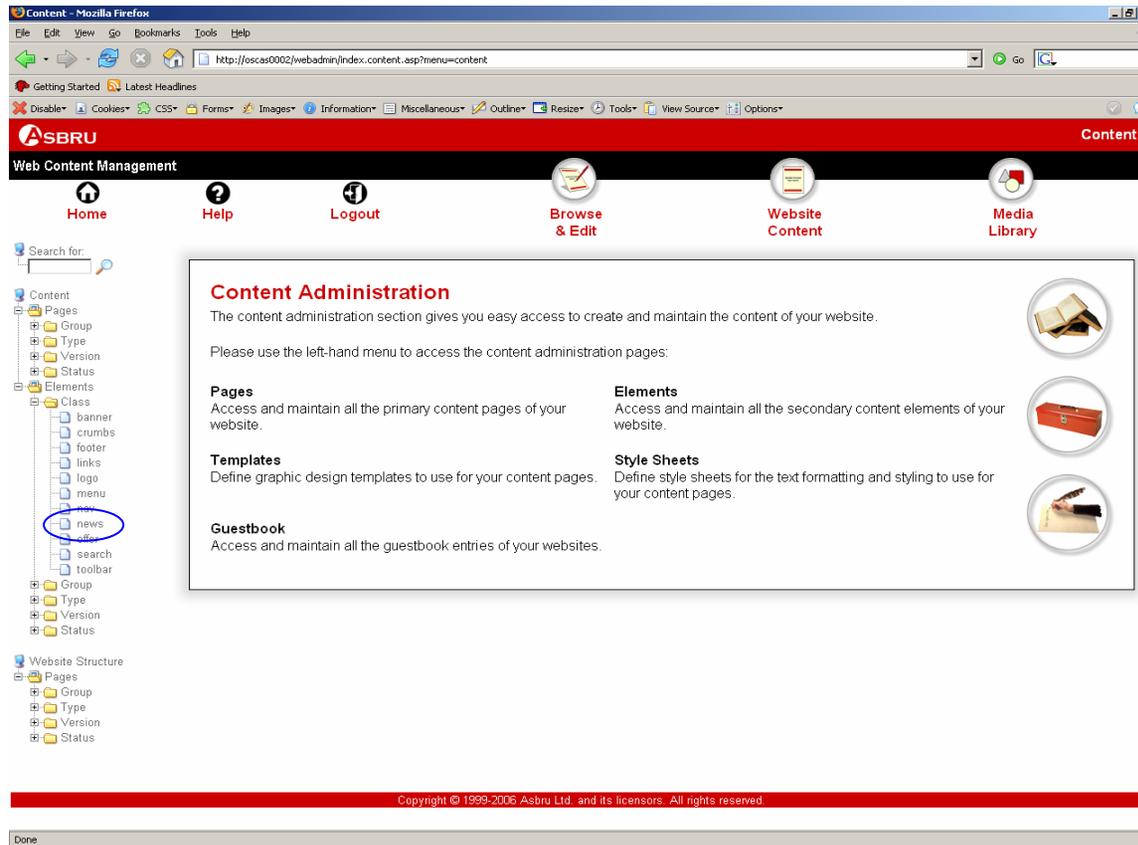
Guestbook
Access and maintain all the guestbook entries of your websites.

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Done

- Click on “田” next to “Class” under the “Elements” group.

Updating News - “Today in the Courts”



- Click on “news”.

Updating News - “Today in the Courts”

Elements - Mozilla Firefox

Http://oscar0002/webadmin/content/index.asp?0_8334406593572842

SBRU Elements

Web Content Management

Home Help Logout Browse & Edit Website Content Media Library User Database Configuration Updates

Search for: [input] Home

[- blank -] Add New

	Group	Type	Version	Status	Element	Id					
<input type="checkbox"/>				Expired	event 1	39	Preview	View	Update	Delete	Archived
<input type="checkbox"/>				Expired	event 2	44	Preview	View	Update	Delete	Archived
<input type="checkbox"/>				Expired	event 3	45	Preview	View	Update	Delete	Archived

Select All Deselect All Publish Delete Archive

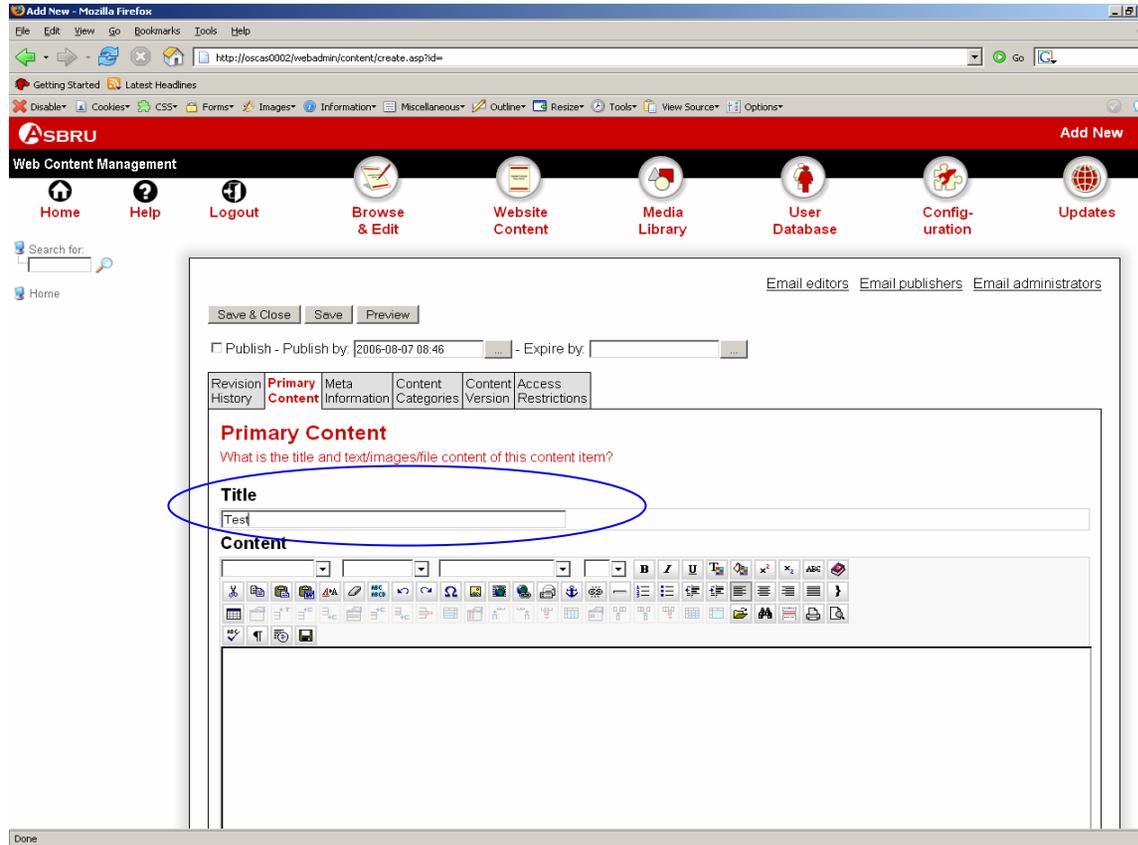
Move To: Group [input] Type [input]

Copyright © 1999-2006 Asbru Ltd. and its licensors. All rights reserved.

Done

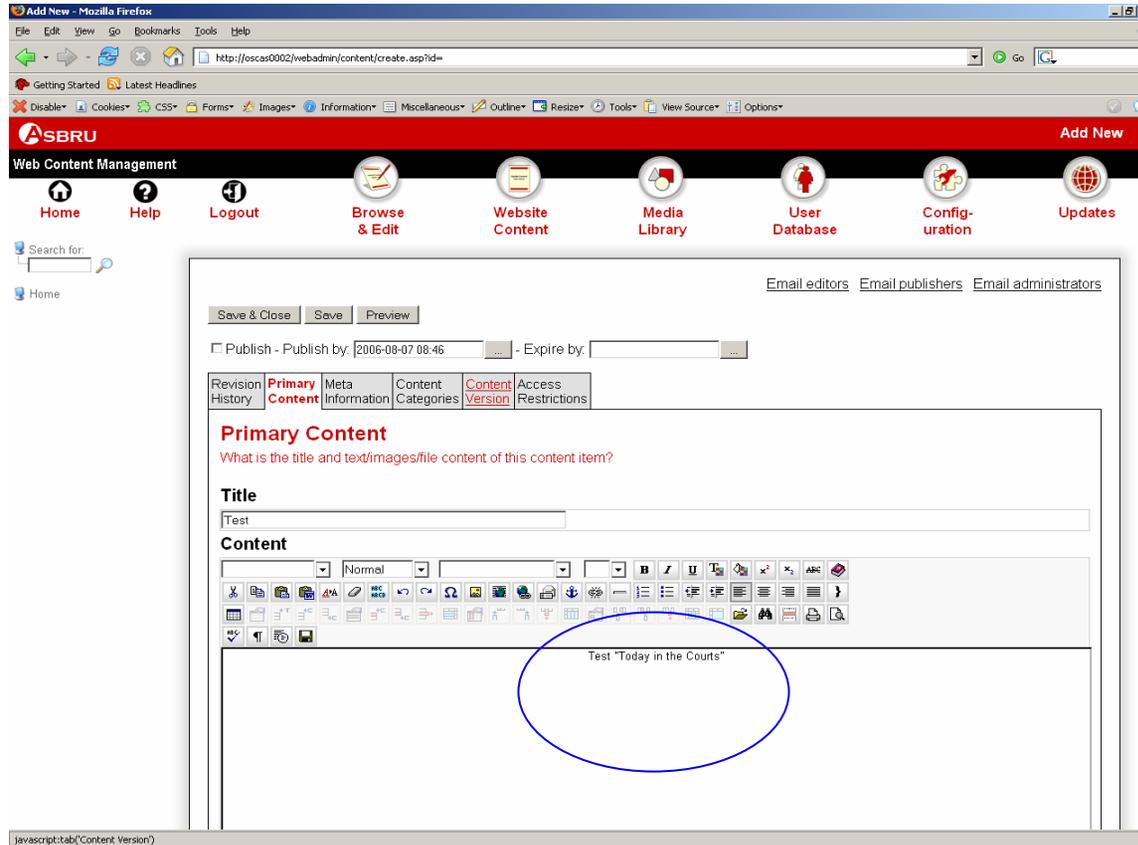
- Click on “Add New”.

Updating News - “Today in the Courts”



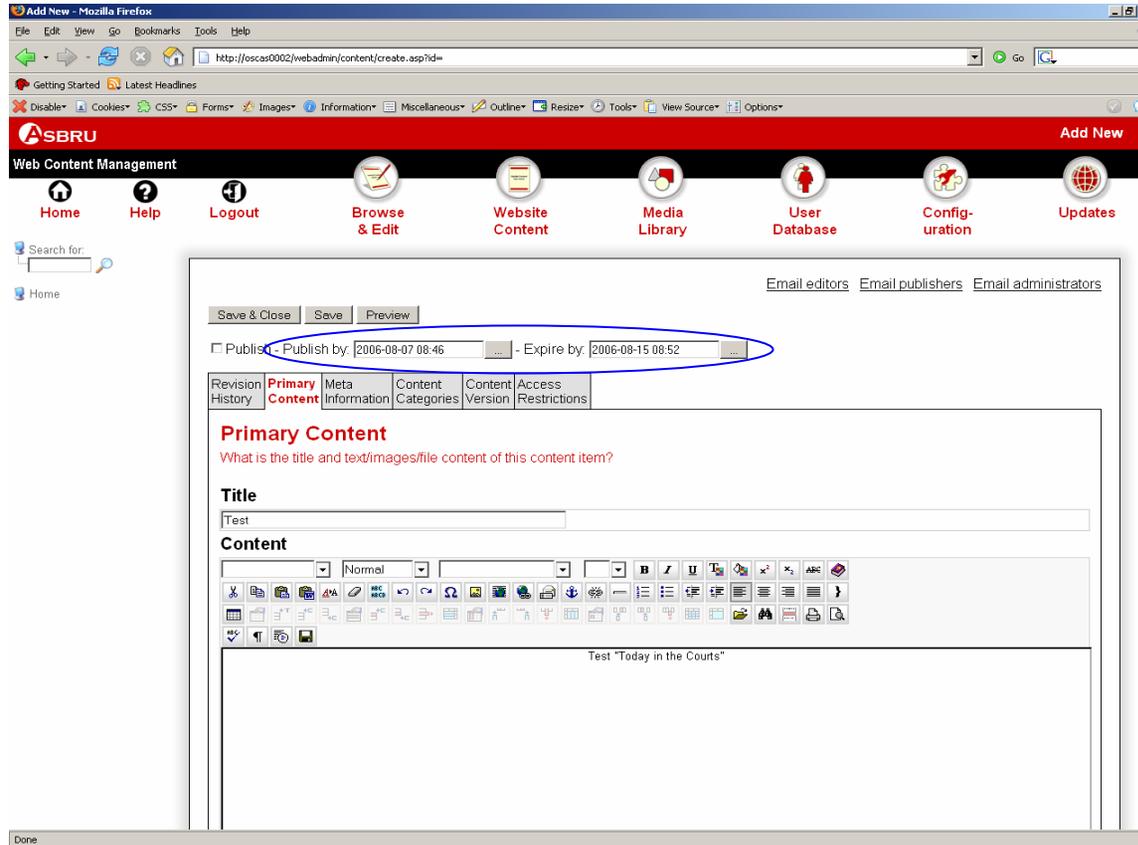
- Add a Title.

Updating News - “Today in the Courts”



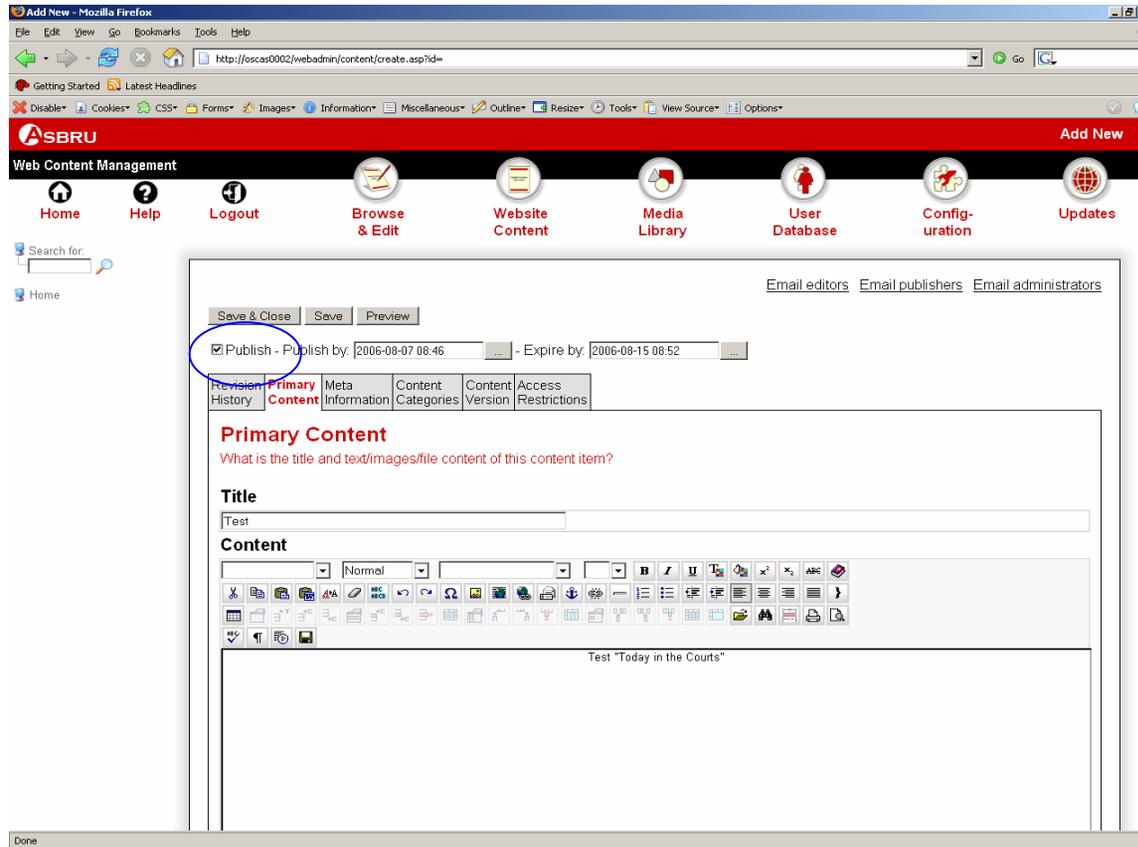
- Add desired content. Make sure the items are bulleted in the content.

Updating News - “Today in the Courts”



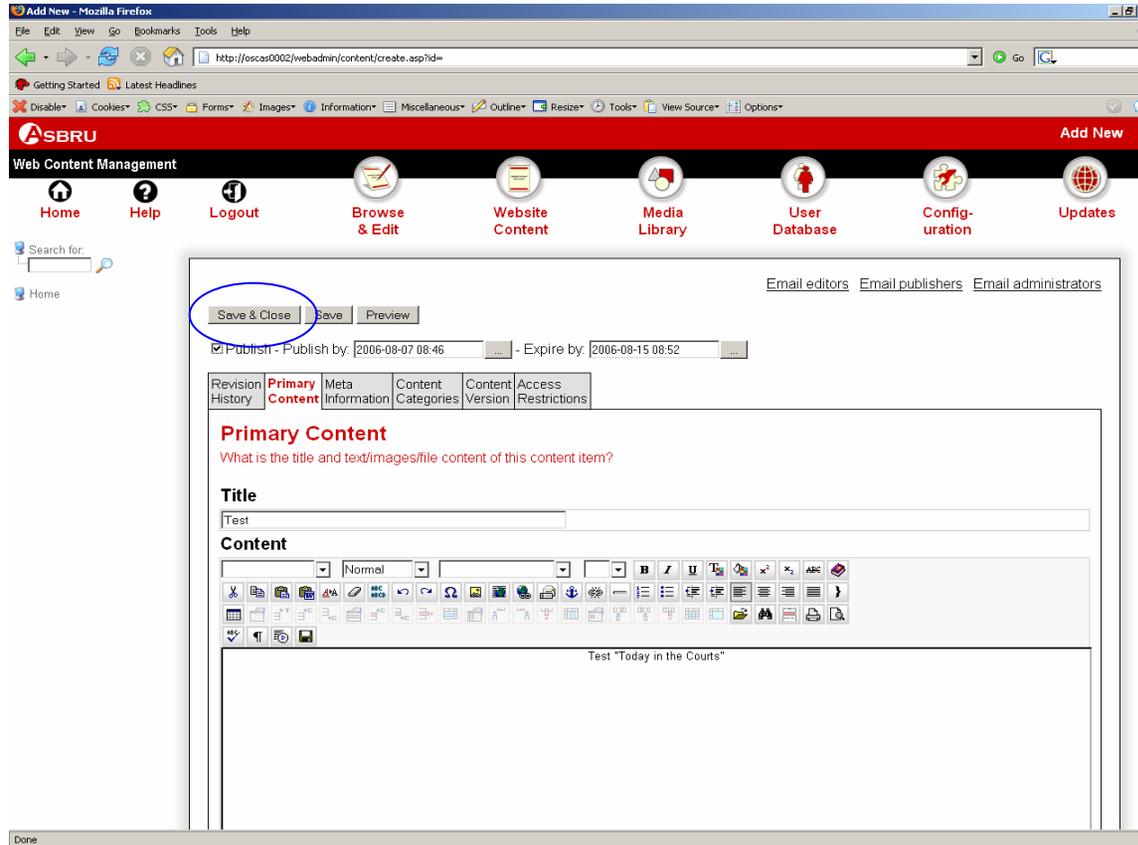
- Set the desired date ranges to be published.

Updating News - “Today in the Courts”



- Mark “Publish” if you are a publisher.
- Mark “Ready to Publish” if you are an editor.

Updating News - “Today in the Courts”



- Click “Save & Close”.

Updating News - “Today in the Courts”



- The new message will appear in the news section on the front page. (When Published)

Exercise: Part 6

- Add a test message to the News - “Today in the Courts” section.
- Title the message “your initials”+Message (Example: tbMessage, msMessage)
- Type any message in the content.
- Save your message.
- Preview the Home page.

Exercise: Part 6 Print Screen



Publishing

Welcome admin
The Asbru Web Content Management system gives you easy access to create and maintain the content of your website.

- Browse & Edit Website Content**
START HERE: Browse your website in administration mode and edit your content directly.
- View User Guide**
Introduction to the system and information about advanced features.
- Manage Website Content**
Access and manage all the pages/elements of your website.
- Manage Media Library**
Access and manage all the images, files and hyperlinks for your website.
- Manage User Database**
Access and manage the user database for your website.
- Configure System and Features**
Setup the Asbru Web Content Management System.

Your updated unpublished content items

Class	Group	Type	Version	Status	Content	Id

Your new unpublished content items

Class	Group	Type	Version	Status	Content	Id					
<input type="checkbox"/>	file	Publications - Annual Report		New	2002 stats circuit 4.pdf	1206	Preview	View	Update	Delete	Archived
<input type="checkbox"/>	news			Expired	event 3	45	Preview	View	Update	Delete	Archived

Select All Deselect All Publish Delete Archive

- Log in to the Content Management home page. Notice the sections “Your updated unpublished items” and “Your new unpublished items”.

Publishing

Welcome admin
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- Manage User Database**
Access and manage the user database for your website.
- Configure System and Features**
Setup the Asbru Web Content Management System.

Your updated unpublished content items

Class	Group	Type	Version	Status	Content	Id
-------	-------	------	---------	--------	---------	----

Your new unpublished content items

Class	Group	Type	Version	Status	Content	Id	Preview	View	Update	Delete	Archived
<input type="checkbox"/>	file	Publications - Annual Report		New	2002 stats circuit 4.pdf	1205	Preview	View	Update	Delete	Archived
<input type="checkbox"/>	news			Expired	event 3	45	Preview	View	Update	Delete	Archived

Select All Deselect All Publish Delete Archive

- Preview an item to publish.

Publishing

Home - Mozilla Firefox

http://oscas0002/webadmin/index.asp?

Getting Started Latest Headlines

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

SBRU Home

Web Content Management

Home Help Logout Browse & Edit Website Content Media Library User Database Configuration Updates

Search for:

Home

Welcome admin

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- Manage User Database**
Access and manage the user database for your website.
- Configure System and Features**
Setup the Asbru Web Content Management System.

Your updated unpublished content items

Class	Group	Type	Version	Status	Content	Id

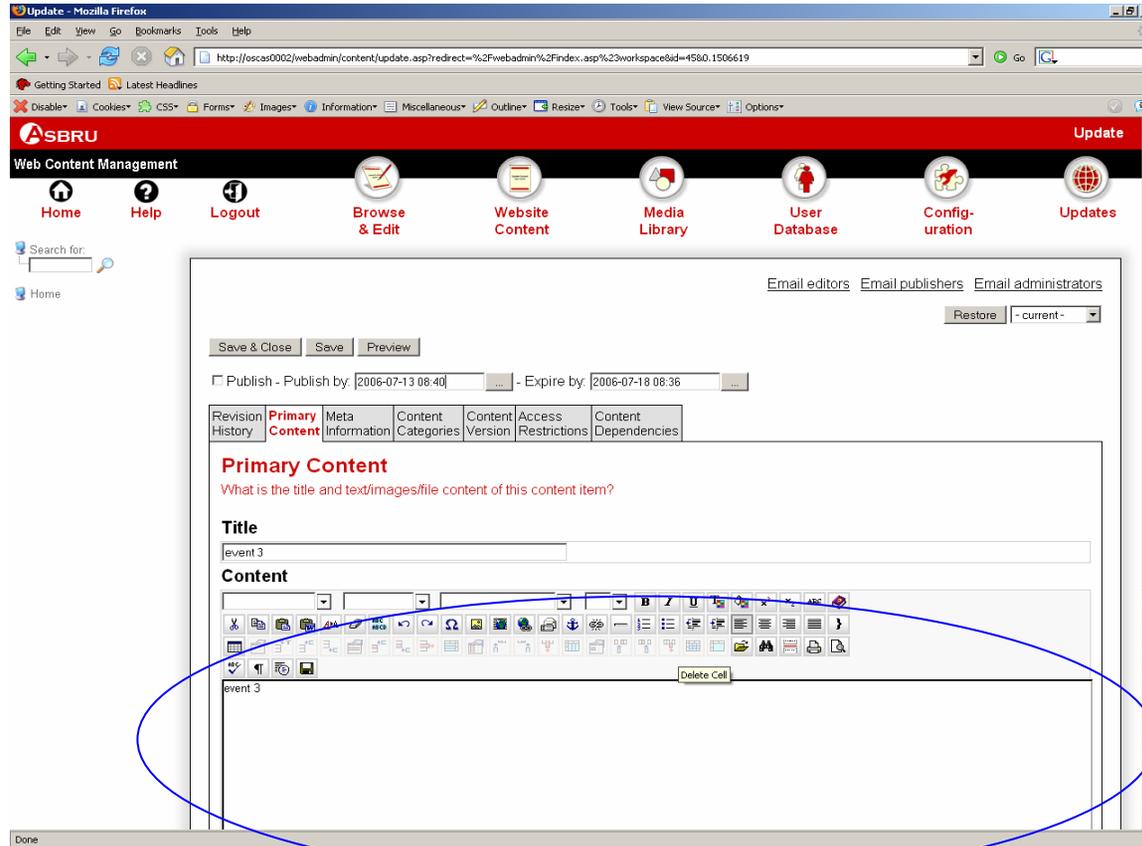
Your new unpublished content items

Class	Group	Type	Version	Status	Content	Id					
<input type="checkbox"/>	file	Publications - Annual Report		New	2002 stats circuit 4.pdf	1206	Preview	View	Update	Delete	Archived
<input type="checkbox"/>	news			Expired	event 3	45	Preview	View	Update	Delete	Archived

Select All Deselect All Publish Delete Archive

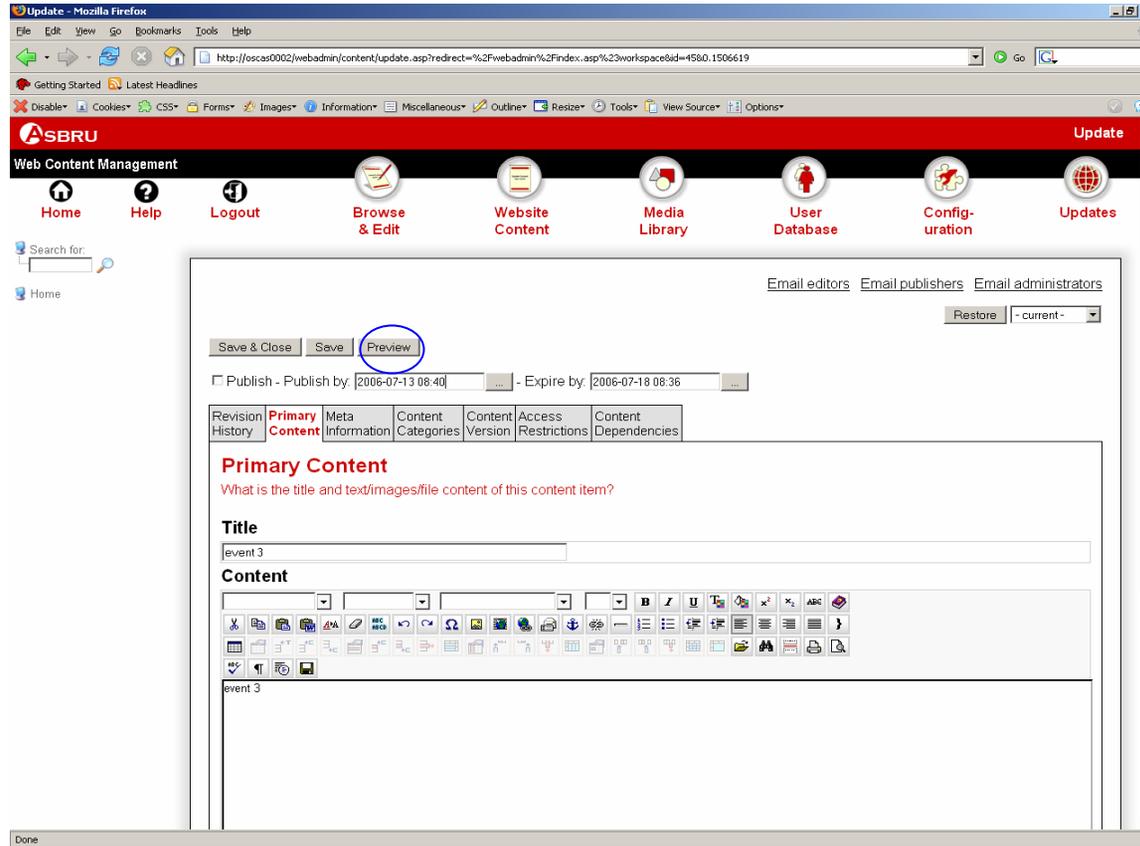
- If the page needs to be modified, click “Update”.

Publishing



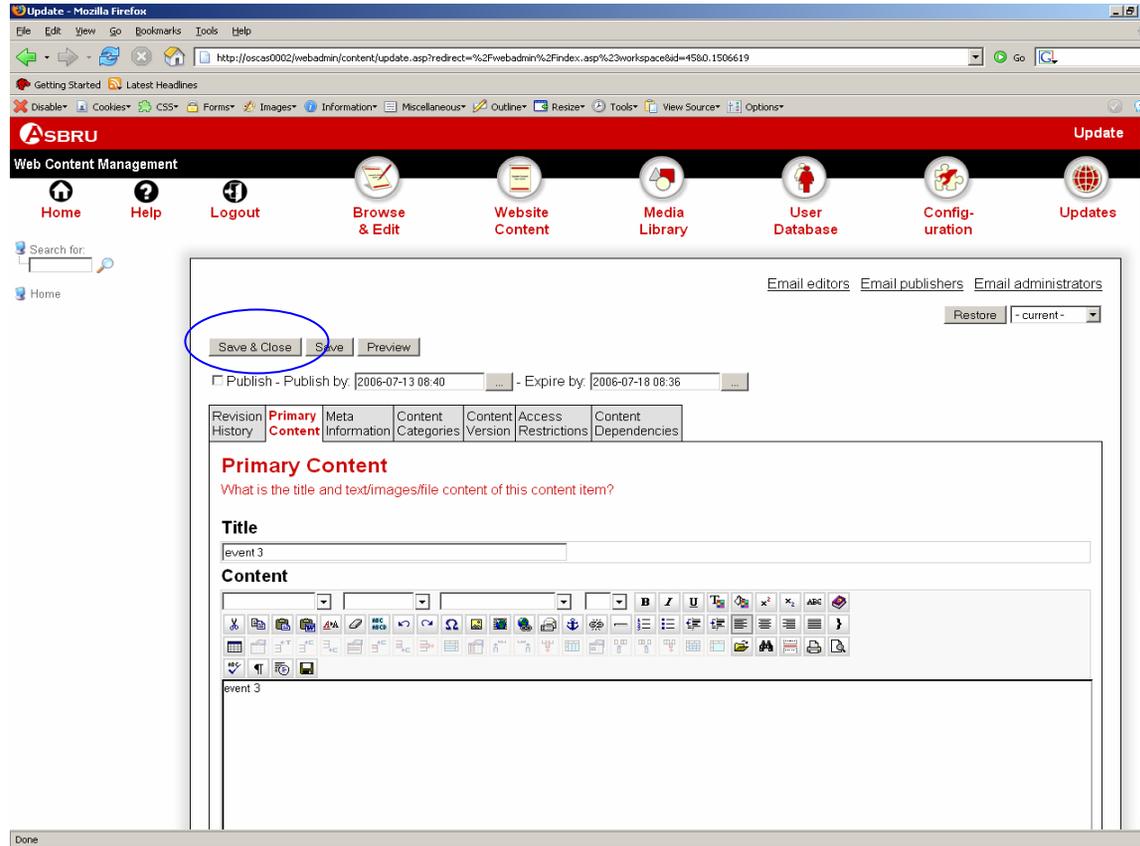
- Make any modifications to the page.

Publishing



- Click “Preview” to verify the page looks right.

Publishing



- If the page needs changes still, repeat the previous steps. If it is ok, click “Save & Close”.

Publishing

Home - Mozilla Firefox

Http://oscar0002/webadmin/index.asp#workspace

ASBRU Home

Web Content Management

Home Help Logout Browse & Edit Website Content Media Library User Database Configuration Updates

Search for:

Home

Welcome admin

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Setup the Asbru Web Content Management System.

Your updated unpublished content items

Class	Group	Type	Version	Status	Content	Id
-------	-------	------	---------	--------	---------	----

Your new unpublished content items

Class	Group	Type	Version	Status	Content	Id	Preview	View	Update	Delete	Archived
<input type="checkbox"/>	file	Publications - Annual Report		New	2002 stats circuit 4.pdf	1206	Preview	View	Update	Delete	Archived
<input checked="" type="checkbox"/>	news			Expired	event 3	45	Preview	View	Update	Delete	Archived

Select All Deselect All Publish Delete Archive

- Since the page is now ready for publishing, check the box next to the entry.

Publishing

Home - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://oscar0002/webadmin/index.asp#workspace

Getting Started Latest Headlines

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resizer Tools View Source Options

ASBRU Home

Web Content Management

Home Help Logout Browse & Edit Website Content Media Library User Database Configuration Updates

Search for:

Home

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Your updated unpublished content items

Class	Group	Type	Version	Status	Content	Id
-------	-------	------	---------	--------	---------	----

Your new unpublished content items

Class	Group	Type	Version	Status	Content	Id	Preview	View	Update	Delete	Archived
<input type="checkbox"/>	file	Publications - Annual Report		New	2002 stats circuit 4.pdf	1206	Preview	View	Update	Delete	Archived
<input checked="" type="checkbox"/>	news			Expired	event 3	45	Preview	View	Update	Delete	Archived

Select All Deselect All **Publish** Delete Archive

- Click the “Publish” button.

Publishing

Welcome admin
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Access and manage the user database for your website.
- Configure System and Features**
Setup the Asbru Web Content Management System.

Your updated unpublished content items

Class	Group	Type	Version	Status	Content	Id
-------	-------	------	---------	--------	---------	----

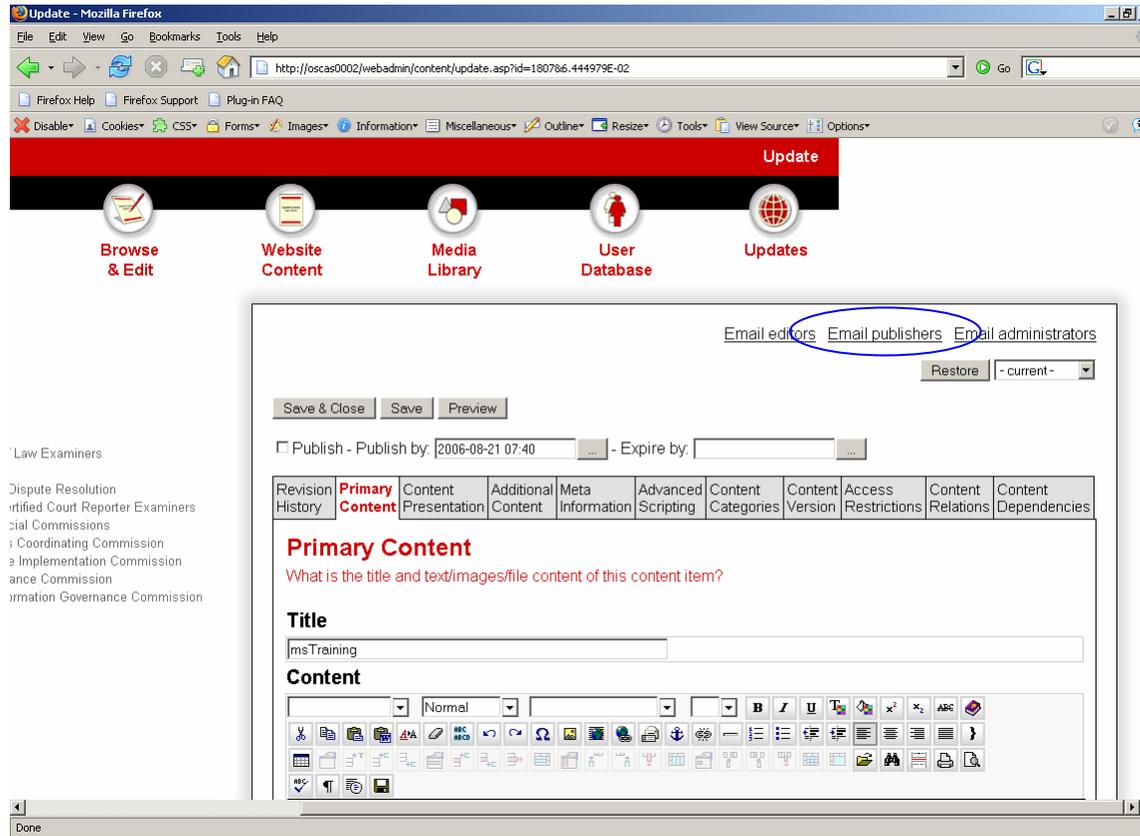
Your new unpublished content items

Class	Group	Type	Version	Status	Content	Id	Preview	View	Update	Delete	Archived
<input type="checkbox"/>	file	Publications - Annual Report		New	2002 stats circuit 4.pdf	1206	Preview	View	Update	Delete	Archived
<input checked="" type="checkbox"/>	news			Expired	event 3	45	Preview	View	Update	Delete	Archived

Select All Deselect All Publish Delete Archive

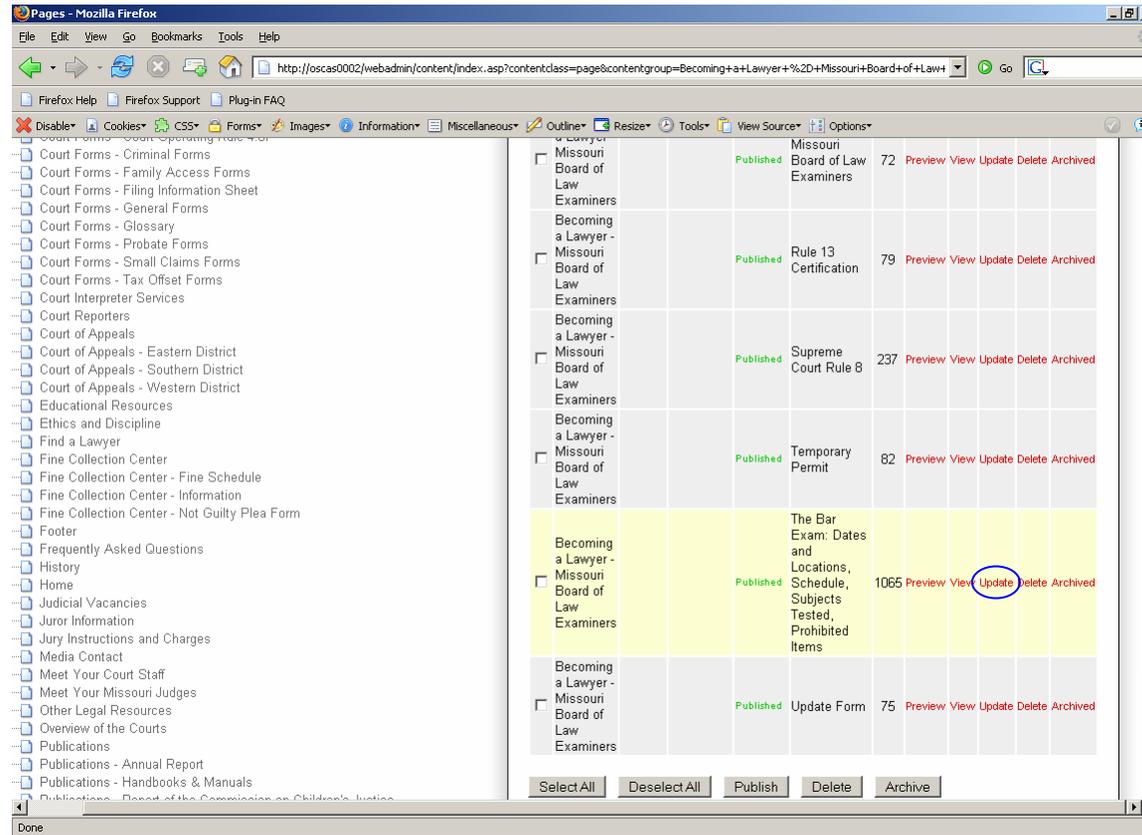
- Note that you may select more than 1 box at a time. Multiple files may be published at once by checking all the boxes you would like.

Publishing



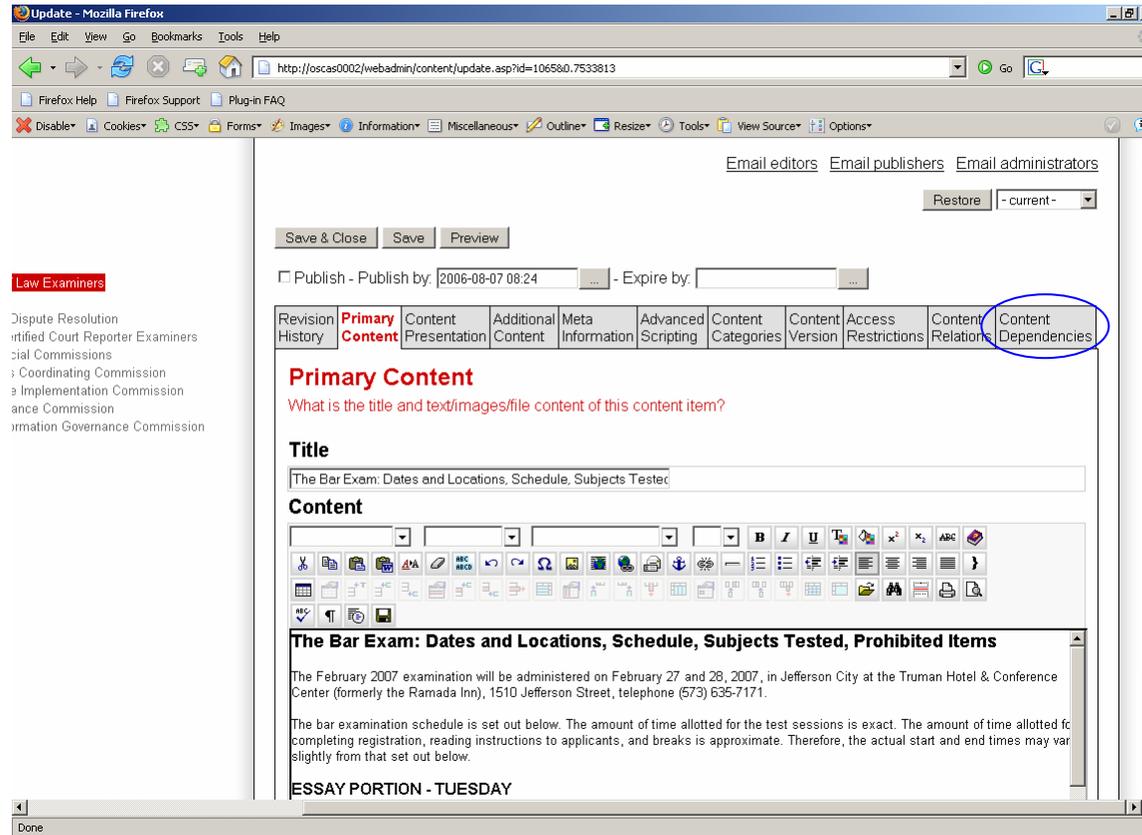
- The “Email publishers” link will open an email with a pre-filled subject line including the page name/id. This will allow quick communication to the publishers to let them know a page is ready.

Deleting an Existing Page



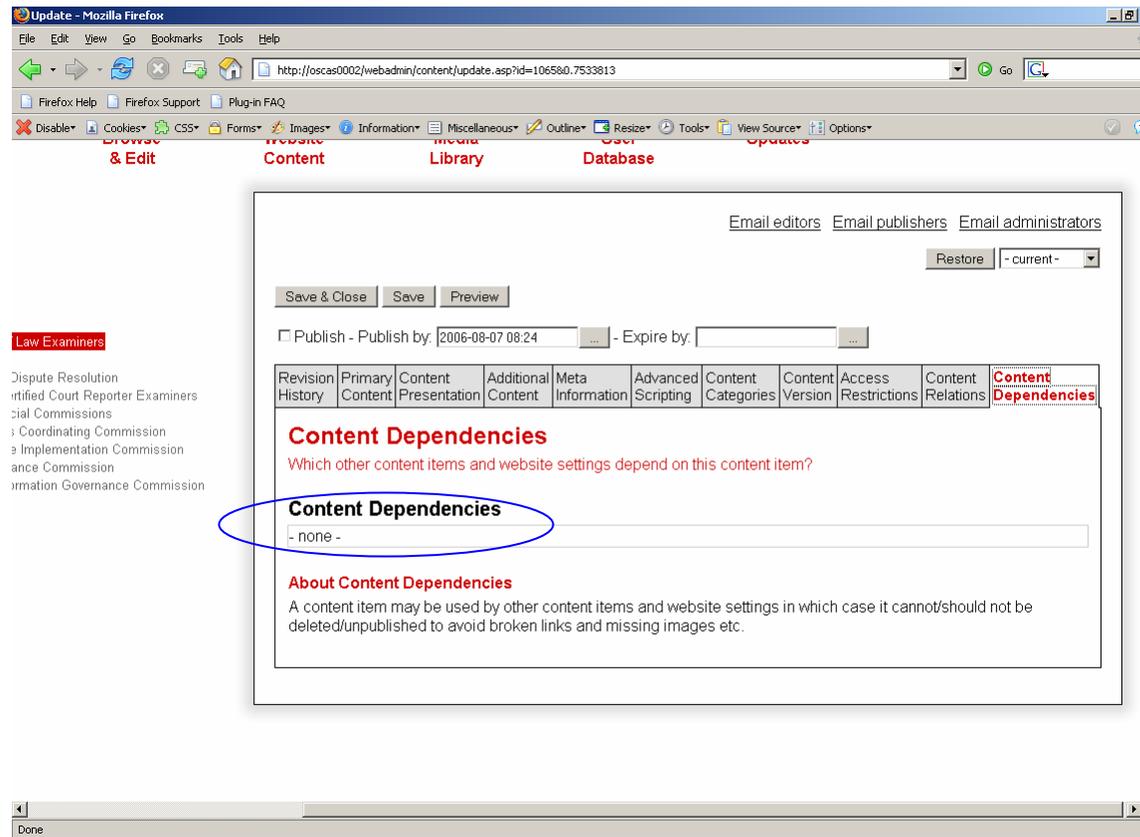
- Before deleting, check to see if there is a dependency on the page. To see the dependency, click “Update”.

Deleting an Existing Page



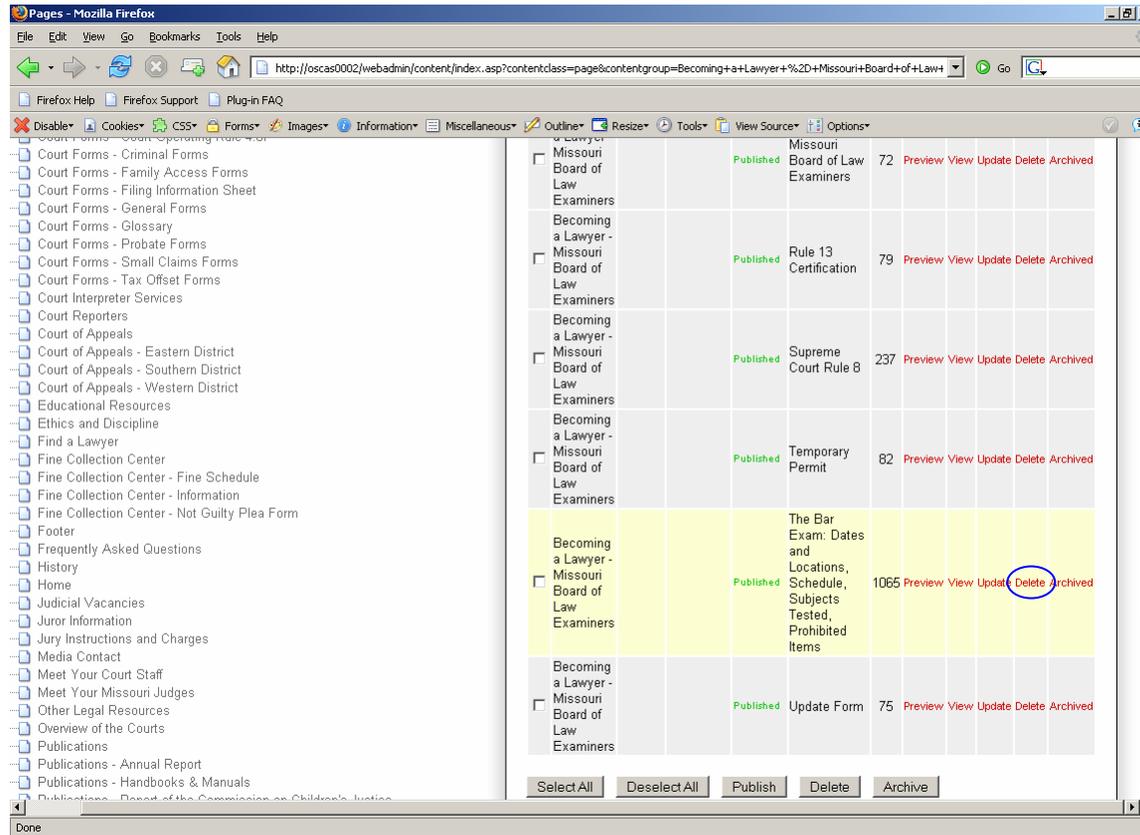
- Click "Content Dependencies".

Deleting an Existing Page



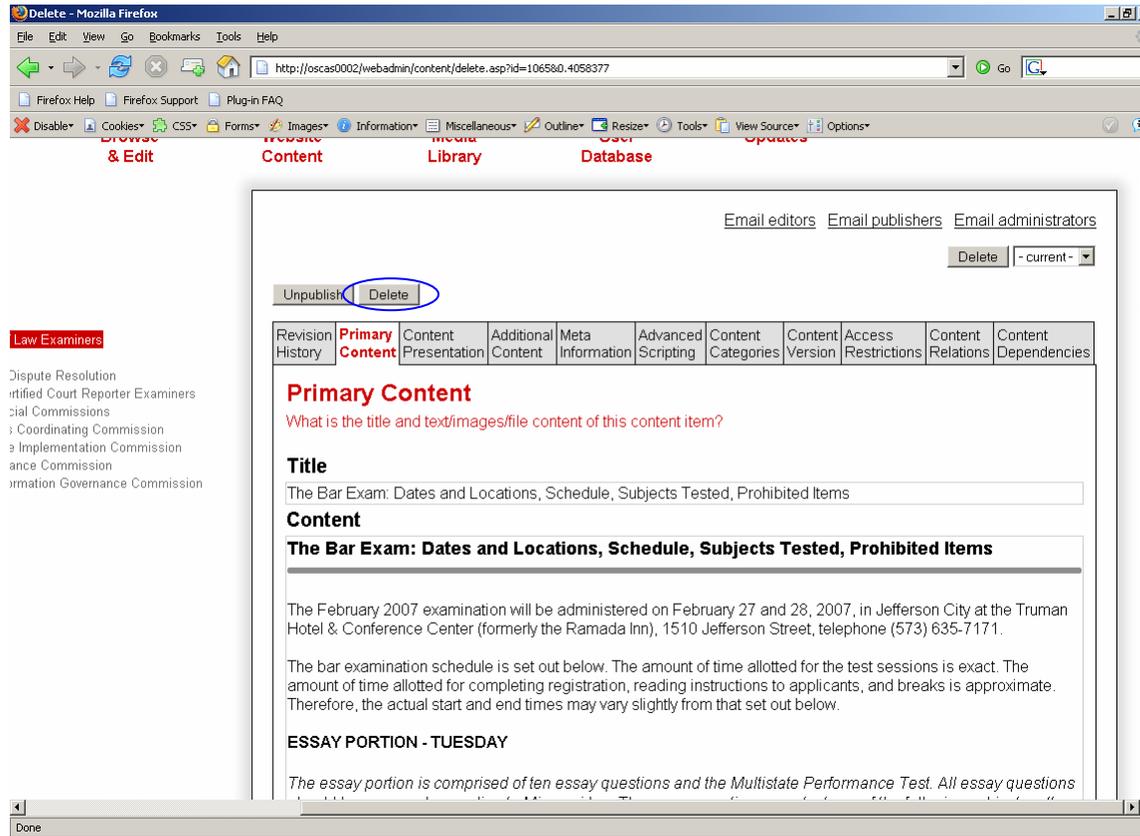
- The “Content Dependencies” text box will show what page or element has a dependency to the page trying to be deleted. You must remove this link before the page can be deleted.

Deleting an Existing Page



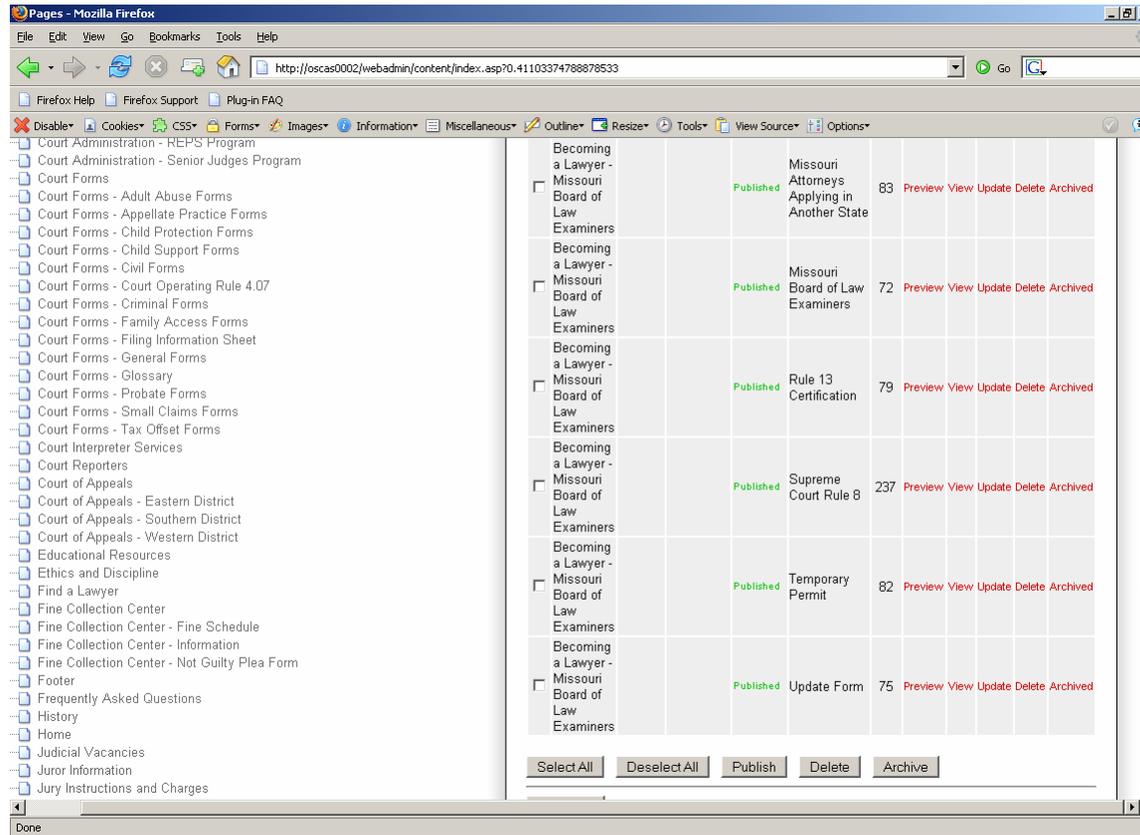
- After you have cleared all dependencies, go to the website content view, click “Delete”.

Deleting an Existing Page



- Click “Delete”.

Deleting an Existing Page



- It should now be deleted.

Deleting an Existing Page

The screenshot shows a web browser window displaying a web content management system. The browser's address bar shows the URL: `http://oscas002/webadmin/content/Index.asp?contentclass=page&contentgroup=Training&contenttype=%20&status=%20&version=%20`. The page title is "Pages - Mozilla Firefox". The main navigation bar includes "Home", "Help", "Logout", "Browse & Edit", "Website Content", "Media Library", "User Database", and "Updates". A search bar is located below the navigation bar. On the left side, there is a tree view of content groups, including "Group", "- none -", "ADA Accommodations", "Becoming a Lawyer", "Becoming a Lawyer - Missouri Board of Law Examiners", "Boards and Commissions", "Boards and Commissions - Alternative Dispute Resolution", "Boards and Commissions - Board of Certified Court Reporter Examiners", "Boards and Commissions - Circuit Judicial Commissions", "Boards and Commissions - Drug Courts Coordinating Commission", "Boards and Commissions - Joint Pro Se Implementation Commission", "Boards and Commissions - Judicial Finance Commission", "Boards and Commissions - Juvenile Information Governance Commission", "CMS - ALL", "CSS", "Cameras in the Courtroom", "Charge Codes", "Chief Justice Columns", "Circuit Courts", "Circuit Courts - Circuit 1", "Circuit Courts - Circuit 10", "Circuit Courts - Circuit 11", "Circuit Courts - Circuit 12", and "Circuit Courts - Circuit 13". The main content area displays a table of pages under the heading "High Level Training Page (1253)". The table has columns for "Group", "Type", "Version", "Status", "Page", and "Id". The table contains three rows of data. The second and third rows have checkboxes in the "Group" column that are checked. Below the table are buttons for "Select All", "Deselect All", "Publish", "Delete", and "Archive". There is also a "Move To:" section with a dropdown menu set to "Group" and a "Type" dropdown menu.

Group	Type	Version	Status	Page	Id	
<input type="checkbox"/>	Training		Published	High Level Training Page	1253	Preview View Update Delete Archived
<input checked="" type="checkbox"/>	Training		New	tbtraining	1464	Preview View Update Delete Archived
<input checked="" type="checkbox"/>	Training		New	tbtraining	1649	Preview View Update Delete Archived

- To delete multiple pages: Put a check next to all pages that you wish to delete.

Deleting an Existing Page

The screenshot shows a web browser window displaying a web content management system. The browser title is "Pages - Mozilla Firefox". The address bar shows the URL: <http://oscas002/webadmin/content/Index.asp?contentclass=page&contentgroup=Training&contenttype=%20&status=%20&version=%20>. The page features a red header with the "ASBRU" logo and the word "Pages". Below the header is a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Content, Media Library, User Database, and Updates. A search bar is located on the left side. A sidebar on the left contains a tree view of content groups, including "none", "ADA Accommodations", "Becoming a Lawyer", and various "Boards and Commissions". The main content area displays a table of pages under the heading "High Level Training Page (1253)". The table has columns for Group, Type, Version, Status, Page, and Id. The "Delete" button in the table's action column is circled in blue.

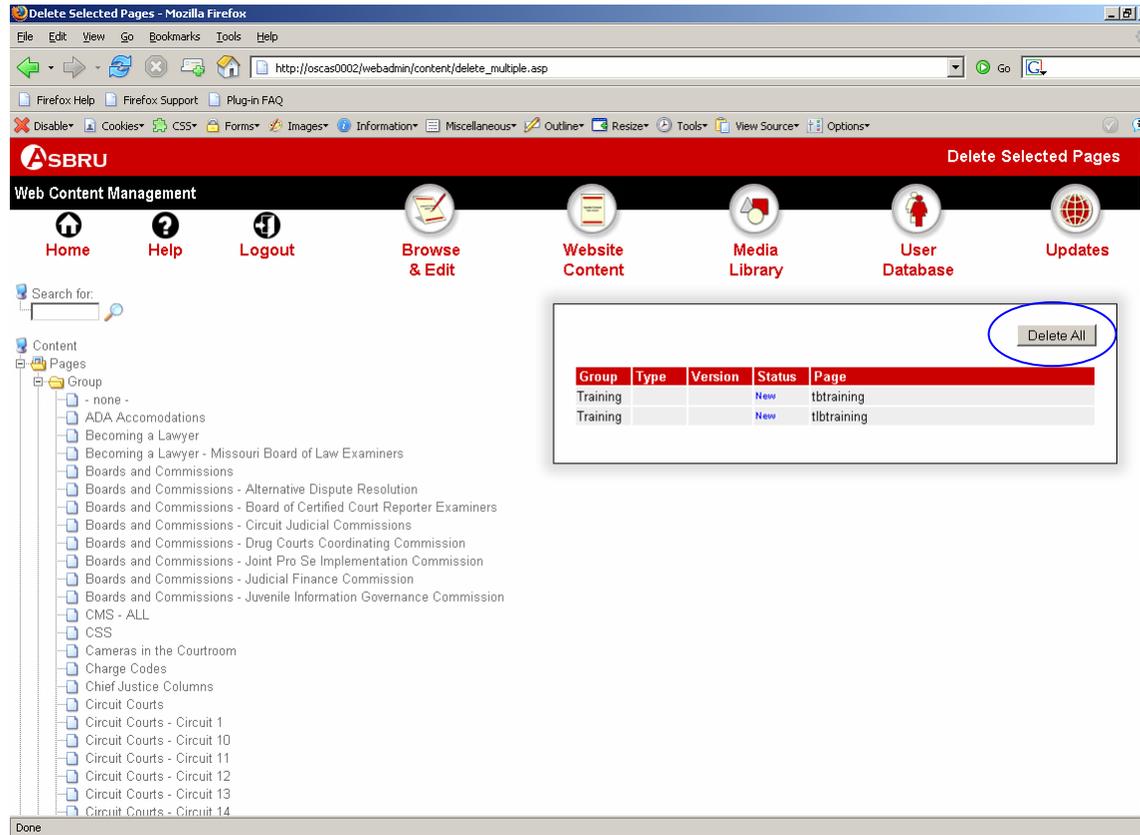
Group	Type	Version	Status	Page	Id	
<input type="checkbox"/>	Training		Published	High Level Training Page	1253	Preview View Update Delete Archived
<input checked="" type="checkbox"/>	Training		New	tbtraining	1464	Preview View Update Delete Archived
<input checked="" type="checkbox"/>	Training		New	tbtraining	1649	Preview View Update Delete Archived

Buttons: Select All, Deselect All, Publish, Delete, Archive

Move To: Group [Training] Type []

- Click "Delete".

Deleting an Existing Page



- Click “Delete All”.

Exercise: Part 7

- Delete your training page.
- Delete your News - “Today in the Courts” message.
- Click “Logout”.

Tips & Tricks

- When creating a bulleted list, only hit the bulleted list button once. If the text is left aligned, you will not see your bullet in the editor, but it will be there. Hitting it multiple times will cause formatting issues.
- View pages by selecting the group. Content Management will display all pages associated with that group. Viewing all pages at once (not by group) will cause your browser to respond slowly.
- If you click in the content body of the Content Management editor and your cursor doesn't appear, start typing and text should show up (and you'll get the cursor to appear).
- To add a page, image, or file to a group after it's already been created/uploaded, refer to pages 106-109. The process is the same whether it is a page, image, or file.

Appendix A: Page Standards

Page Standards	
Content (body) Text	Horizontal Justification - Left
	Font Family - Arial (DO NOT SET, CSS does this)
	Font Size - small, 10pt (DO NOT SET, CSS does this)
Webpage Headings	Vertical Justification - Top
	Horizontal Justification - Left
	Font Size - 14pt
	Font Weight - Bold
Webpage Sub-Headings	Horizontal Justification - Left
	Font Size - 12pt
	Font Weight - Bold
Pictures	Horizontal Justification - Right
Attachments	Include the file extension - such as .pdf or .doc in the link text
	Bullet all attachments (if the attachment link has it's own line)
List of Links	Bulleted
	CSS controls formatting of links
Breadcrumbs	Dynamically generated, this happens when the proper "Page Up" is set (hierarchy setup)
	CSS controls formatting of breadcrumbs
Left Navigation Pane	Dynamically generated, this happens when the proper "Page Up" is set (hierarchy setup)
	CSS controls formatting of the left navigation pane
Links (in body/content/footer)	Color - light blue #667cb2 (DO NOT SET, CSS does this)
	Hover over color - dark blue #002680 (DO NOT SET, CSS does this)
	Font Family - Arial (DO NOT SET, CSS does this)
	Font Size - small, 10pt (DO NOT SET, CSS does this)

Appendix B: Website Security

Security Group	Members	Content Groups	Publisher Email
CMS_PUBLISHER	Beth Riggert, Terri Norris, Karen Messerli, Karen Mote	Main Nav	
CMS_EDITOR, 1	Amanda Hoener, Amba (Bela) Malhotra, David Kliethermes, Lee Rotter, Nancy A. Gordon, Pam Miller, Sheila Stark, Sue Hathaway Ligon		
CMS_E_EAP, 1	Joy I. Hannel, Laura E. Roy, 2	Court of Appeals - Eastern District	CMS_P_EAP
CMS_P_EAP	Chad M. Dalton, Debra L. Drake, 2	Court of Appeals - Eastern District	
CMS_E_WAP, 1	2	Court of Appeals - Western District	CMS_P_WAP
CMS_P_WAP	Kathleen M. StJohn, Maria J. Menke, Terence G. Lord, 2	Court of Appeals - Western District	
CMS_E_SAP, 1	2	Court of Appeals - Southern District	CMS_P_SAP
CMS_P_SAP	Rick K. Wetzel, 2	Court of Appeals - Southern District	
CMS_E_COURTS	2	Publications, Publications - Report of the Commission on Children's Justice, Speeches & Presentations, Boards and Commissions - Joint Pro Se Implementation Commission, Boards and Commissions - Juvenile Information Governance Commission, Frequently Asked Questions, Court of Appeals, Boards and Commissions - Alternative Dispute Resolution, Related Sites, Publications - Annual Report, Publications - Handbooks & Manuals, Boards and Commissions - Circuit Judicial Commissions, Boards and Commissions, Boards and Commissions - Board of Certified Court Reporter Examiners, Boards and Commissions - Drug Courts Coordinating Commission, Boards and Commissions - Judicial Finance Commission, Representing Yourself	Court Website Publisher
CMS_E_SUPREME, 1	Debbie Alderson, Jana Jacob Emter, Kellie Early, 2	CMS_Supreme - Supreme Court, Supreme Court - Visiting the Supreme Court, Meet Your Missouri Judges, Chief Justice Columns, Supreme Court - History, Other Legal Resources, Find a Lawyer, Ethics and Discipline, Court Reporters, Supreme Court - Filing Information, Supreme Court - Supreme Court Judges, Supreme Court Library, Supreme Court - Public Records and Research, Supreme Court - Rules, SUP - Media, Overview of the Courts, Supreme Court - Supreme Court Administrative Organization, Meet Your Court Staff, Educational Resources, Jury Instructions and Charges, Charge Codes, Cameras in the Courtroom, Media Contact, Judicial Vacancies	CMS_P_SUPREME
CMS_P_SUPREME	2	CMS_Supreme - Supreme Court, Supreme Court - Visiting the Supreme Court, Meet Your Missouri Judges, Chief Justice Columns, Supreme Court - History, Other Legal Resources, Find a Lawyer, Ethics and Discipline, Court Reporters, Supreme Court - Filing Information, Supreme Court - Supreme Court Judges, Supreme Court Library, Supreme Court - Public Records and Research, Supreme Court - Rules, SUP - Media, Overview of the Courts, Supreme Court - Supreme Court Administrative Organization, Meet Your Court Staff, Educational Resources, Jury Instructions and Charges, Charge Codes, Cameras in the Courtroom, Media Contact, Judicial Vacancies	
CMS_E_OSCA, 1	Ben M. Connelly, Dana Lueckenotte, Jeanne Richardson, Leah Block, Michelle Fringer, Robin Gibson, Stephanie Parsons Jackson, Tina Jones, Tina Senter, Wanda Utermoehlen, 2	Traffic Guide, Judicial Education, Court Forms, Court Forms - Appellate Practice Forms, Specialized Courts, Specialized Courts - Juvenile and Family Courts, Specialized Courts - Mental Health Courts, Specialized Courts - Teen Courts, Specialized Courts - Truancy Courts, Court Administration, Court Administration - Court Technology, Court Administration Maps and Directions, Court Administration - REPS Program, Court Administration - Senior Judges Program, ADA Accommodations, Court Forms - Glossary, Court Forms - Adult Abuse Forms, Court Forms - Child Protection Forms, Court Forms - Child Support Forms, Court Forms - Civil Forms, Court Forms - Criminal Forms, Court Forms - Family Access Forms, Court Forms - Filing Information Sheet, Court Forms - Court Operating Rule 4.07, Court Forms - General Forms, Court Forms - Probate Forms, Court Forms - Tax Offset Forms, Fine Collection Center, Fine Collection Center - Information, Fine Collection Center - Fine Schedule, Fine Collection Center - Not Guilty Plea Form, Juror Information, Statistics, Specialized Courts - Drug Courts, Court Administration - Mission Statement and Guiding Principles, Court Interpreter Services, Court Forms - Small Claims Forms	Court Website Publisher
CMS_P_OSCA	2	Traffic Guide, Judicial Education, Court Forms, Court Forms - Appellate Practice Forms, Specialized Courts, Specialized Courts - Juvenile and Family Courts, Specialized Courts - Mental Health Courts, Specialized Courts - Teen Courts, Specialized Courts - Truancy Courts, Court Administration, Court Administration - Court Technology, Court Administration Maps and Directions, Court Administration - REPS Program, Court Administration - Senior Judges Program, ADA Accommodations, Court Forms - Glossary, Court Forms - Adult Abuse Forms, Court Forms - Child Protection Forms, Court Forms - Child Support Forms, Court Forms - Civil Forms, Court Forms - Criminal Forms, Court Forms - Family Access Forms, Court Forms - Filing Information Sheet, Court Forms - Court Operating Rule 4.07, Court Forms - General Forms, Court Forms - Probate Forms, Court Forms - Tax Offset Forms, Fine Collection Center, Fine Collection Center - Information, Fine Collection Center - Fine Schedule, Fine Collection Center - Not Guilty Plea Form, Juror Information, Statistics, Specialized Courts - Drug Courts, Court Administration - Mission Statement and Guiding Principles, Court Interpreter Services, Court Forms - Small Claims Forms	
CMS_E_BOLE, 1	Cindy L. Neagle, Margie A. Henry, 2	Becoming a Lawyer, Becoming a Lawyer - Missouri Board of Law Examiners	CMS_P_BOLE
CMS_P_BOLE	Kellie Early, 2	Becoming a Lawyer, Becoming a Lawyer - Missouri Board of Law Examiners	

1 Designates an "Editor" group. Editors will be allowed to create files, update, and mark 'Ready to Publish'. Publishers have the same abilities as editors, as well as publish and delete rights.
 2 The following members also have access: Beth Riggert, Terri Norris, Amanda Hoener, Amba (Bela) Malhotra, David Kliethermes, Karen Messerli, Lee Rotter, Nancy A. Gordon, Pam Miller, Sheila Stark, Sue Hathaway Ligon, Karen Mote