# Website Content Training

Revision Date:  1/30/2007

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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

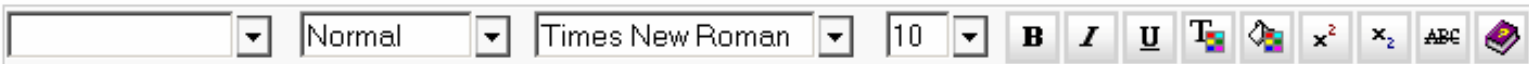
## Editor vs. Publisher

- 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, backcolor, 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, insertcellleft, insertcellright, deletecell, splitcell, mergecells, import, find, printbreak, print, preview

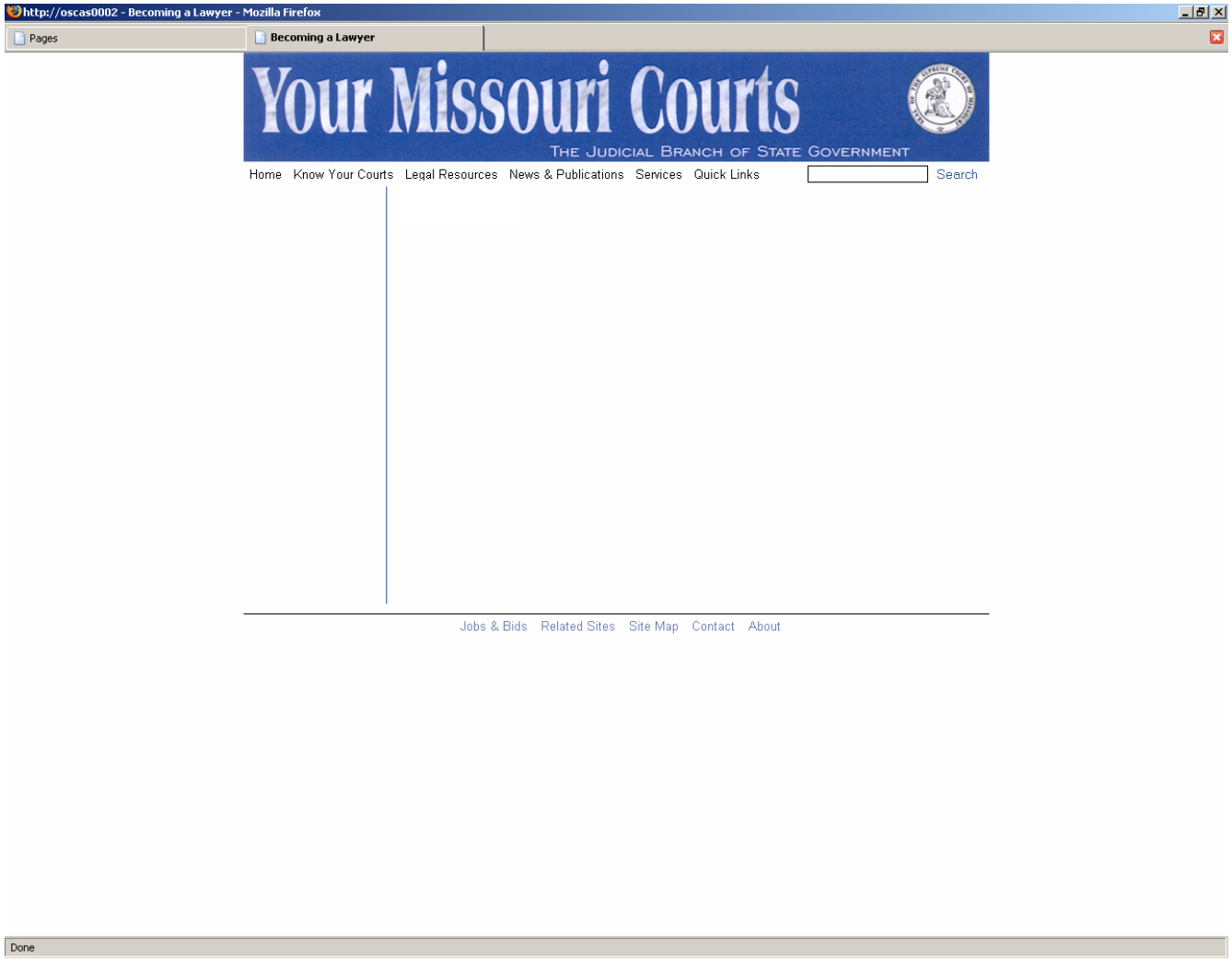
# Editor Toolbar

- 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


http://oscas0002 - Becoming a Lawyer - Mozilla Firefox
Pages
Becoming a Lawyer
Your Missouri Courts
The Judicial Branch of State Government
Home
Know Your Courts
Legal Resources
News & Publications
Services
Quick Links
Search
Jobs & Bids
Related Sites
Site Map
Contact
About
Done

# 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

Becoming a Lawyer - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
http://oscas0002/page.asp?mode=preview&id=379&version=8&0.2128107
Go
Getting Started
Latest Headlines
Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options
Pages
Becoming a Lawyer
Your Missouri Courts
THE JUDICIAL BRANCH OF STATE GOVERNMENT
Home Know Your Courts Legal Resources News & Publications Services Quick Links
Search
High Level Training Page
Know Your Courts
Legal Resources
News & Publications
Quick Links
Services
ADA Accommodations
Becoming a Lawyer
Missouri Board of Law Examiners
Boards & Commissions
Court Interpreter Services
Court Reporters
Ethics & Discipline
Find a Lawyer
Home :: Services :: Becoming a Lawyer
Jobs & Bids Related Sites Site Map Contact About
Done

# Dropdown Navigation Menu

# Search Area

Becoming a Lawyer - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
http://oscas0002/page.asp?mode=preview&id=379&version=&0.2128107
Go
Getting Started Latest Headlines
Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options
Pages
Becoming a Lawyer
Your Missouri Courts
THE JUDICIAL BRANCH OF STATE GOVERNMENT
Home Know Your Courts Legal Resources News & Publications Services Quick Links
Search
High Level Training Page
Know Your Courts
Legal Resources
News & Publications
Quick Links
Services
ADA Accommodations
Becoming a Lawyer
Missouri Board of Law Examiners
Boards & Commissions
Court Interpreter Services
Court Reporters
Ethics & Discipline
Find a Lawyer
Home :: Services :: Becoming a Lawyer
Jobs & Bids Related Sites Site Map Contact About
Done

# Breadcrumbs

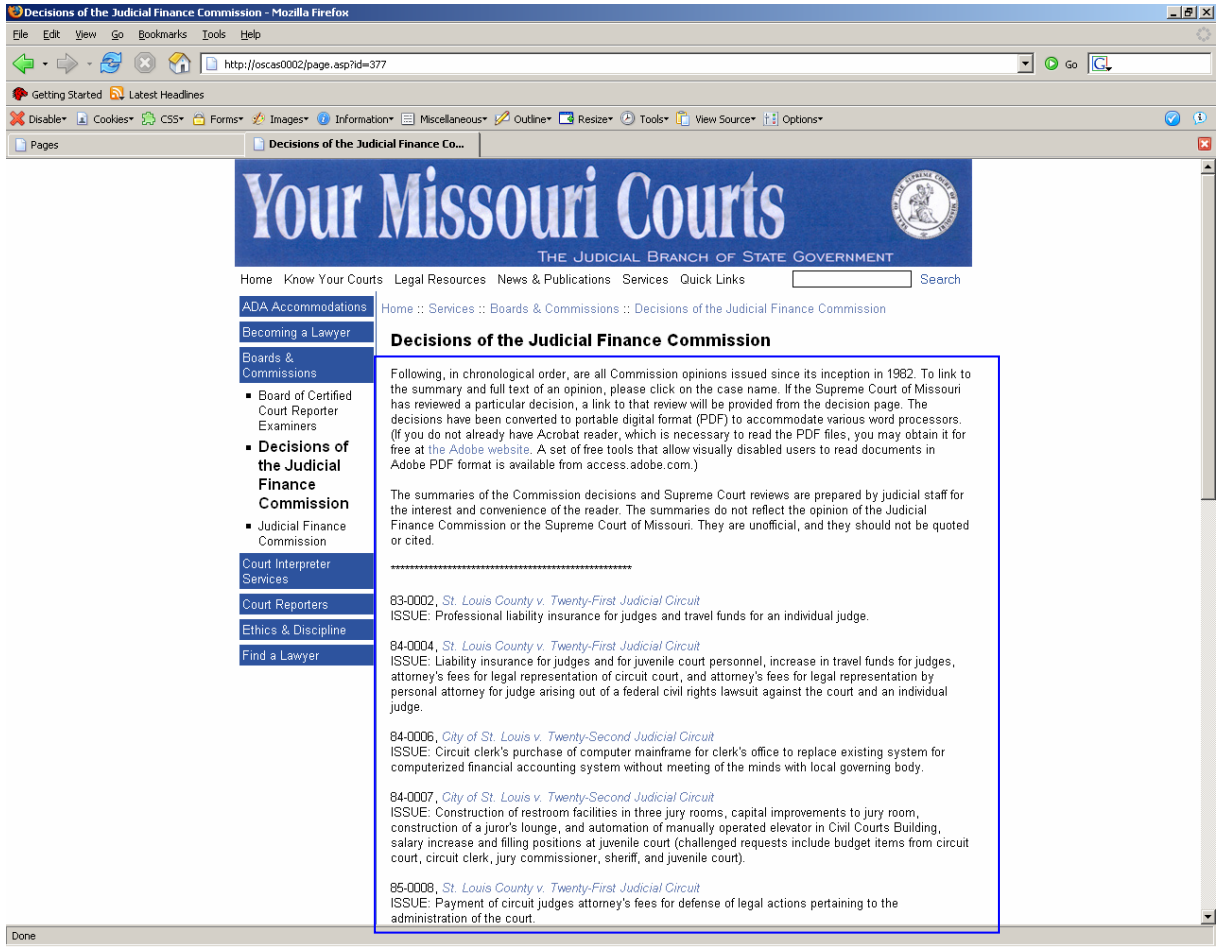
- Home :: Know Your Courts :: Supreme Court

# Dynamic Links

# Footer

Becoming a Lawyer - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
http://oscas0002/page.asp?mode=preview&id=379&version=&0.2128107
Go
Getting Started
Latest Headlines
Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options
Pages
Becoming a Lawyer
Your Missouri Courts
THE JUDICIAL BRANCH OF STATE GOVERNMENT
Home Know Your Courts Legal Resources News & Publications Services Quick Links
Search
High Level Training Page
Know Your Courts
Legal Resources
News & Publications
Quick Links
Services
ADA Accommodations
Becoming a Lawyer
Missouri Board of Law Examiners
Boards & Commissions
Court Interpreter Services
Court Reporters
Ethics & Discipline
Find a Lawyer
Home :: Services :: Becoming a Lawyer
Jobs & Bids Related Sites Site Map Contact About
Done

# Page




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

# Media Library

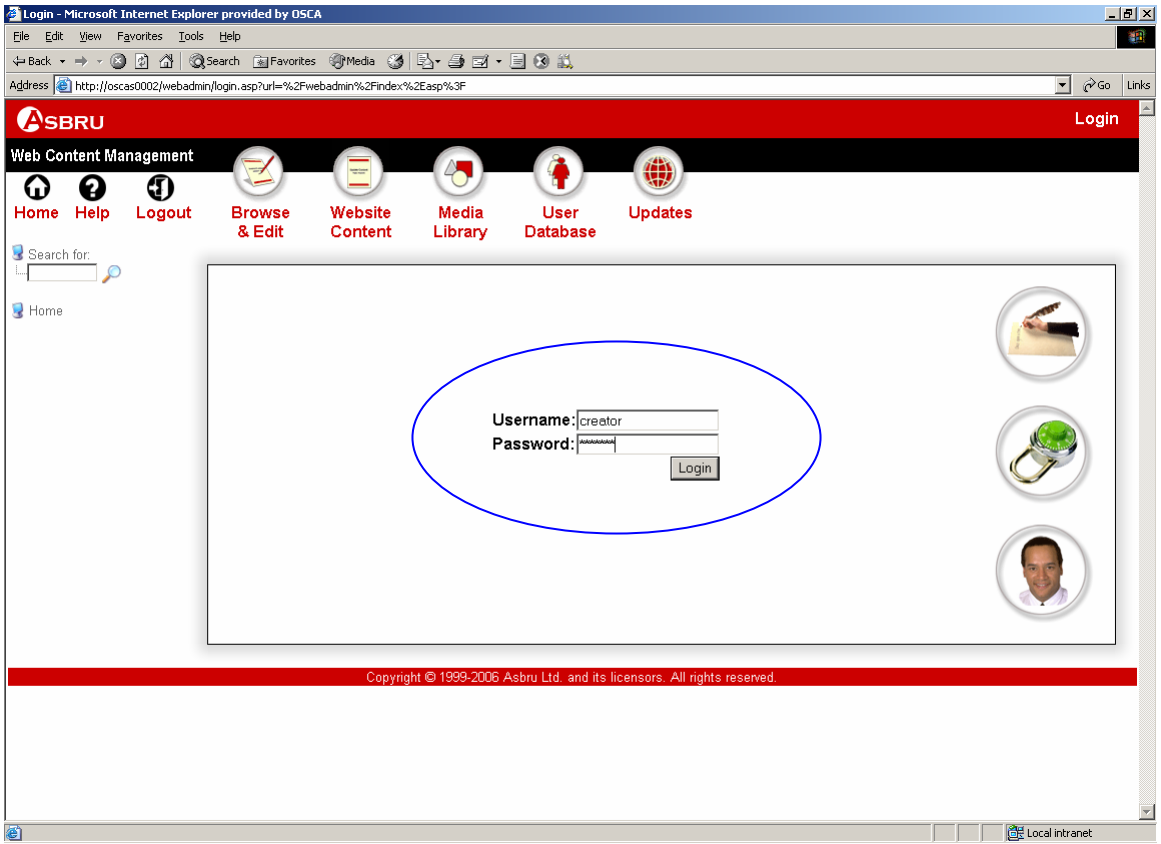
- Location in Asbru where it stores:
  - Pictures
  - Links
  - Files

# 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

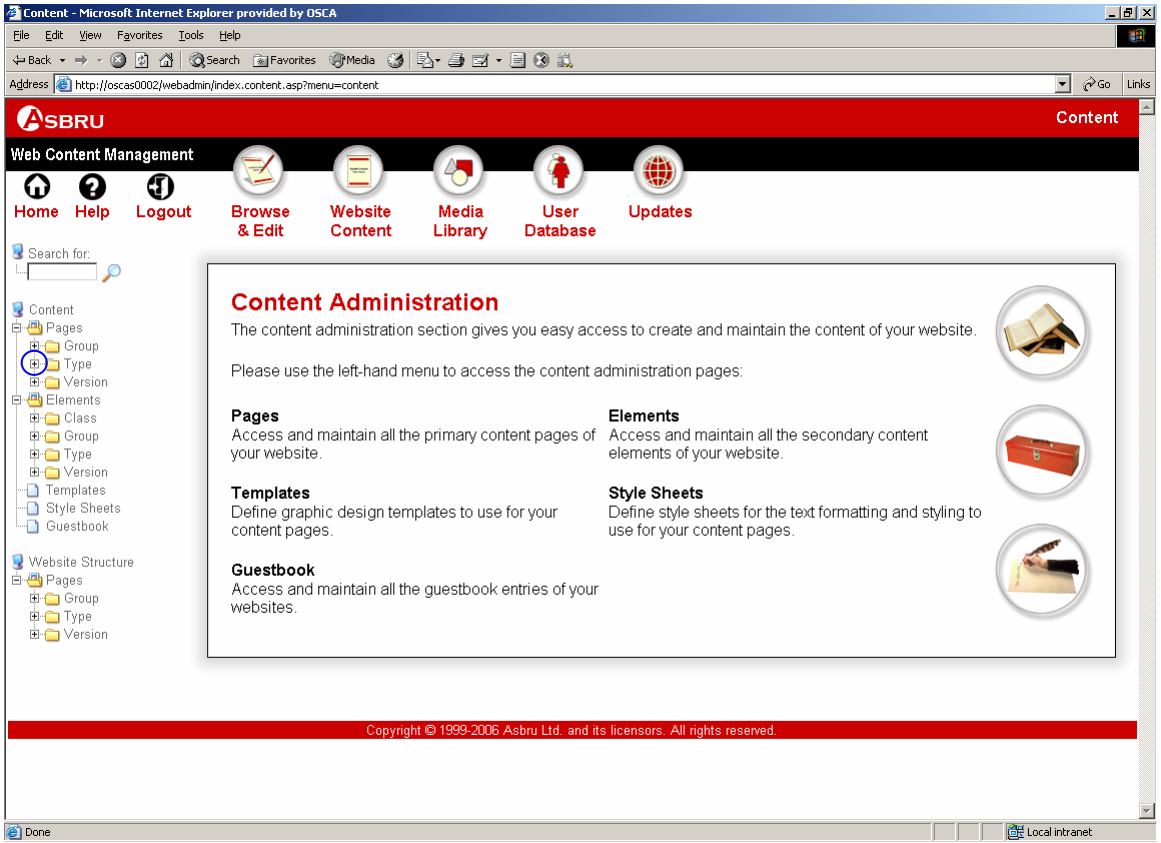



- Enter your User name and Password. Click “Login”.

# Creating a New Page

- Click “Website Content”.

# Creating a New Page



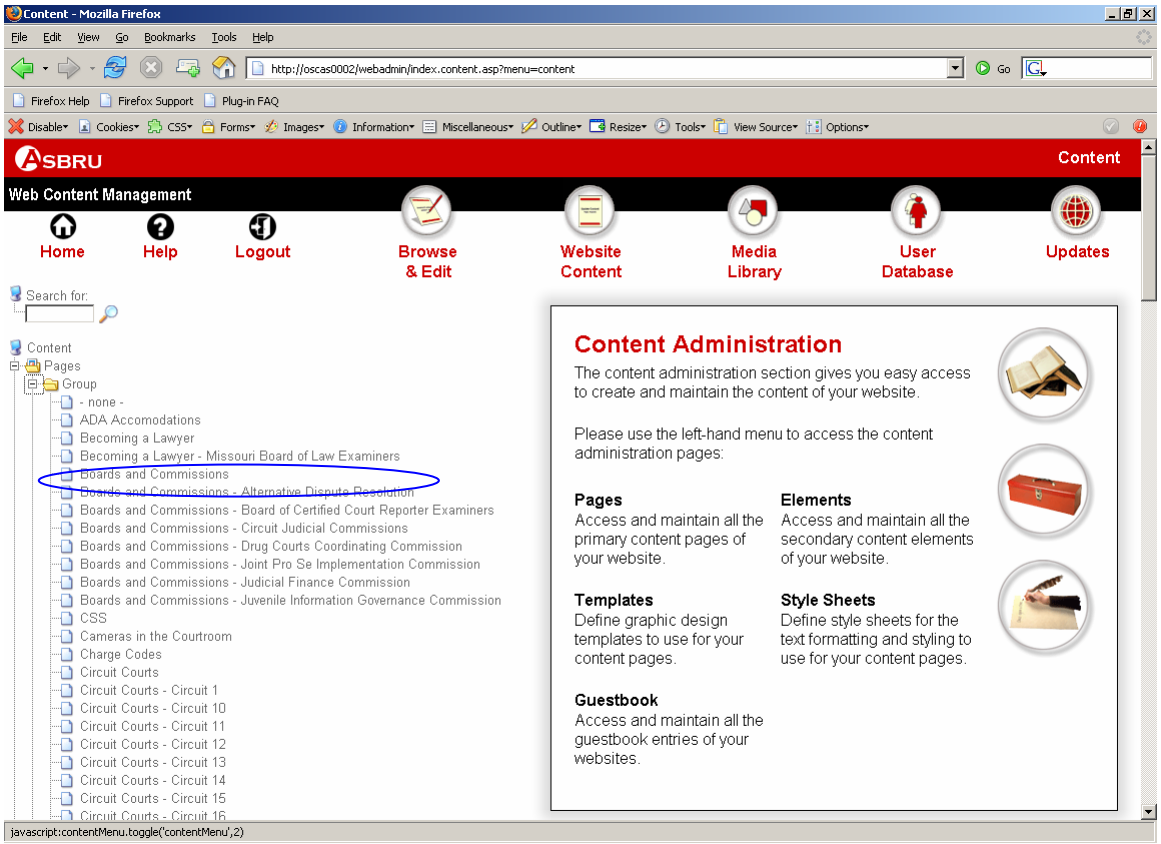

- Click "⊞" next to "Group" beneath the "Pages" header. Assigning the content group is a critical step. The group assigned determines the security. If an incorrect group is selected, the wrong people will have access to edit, update, or delete a page. Content groups are directly related with Appendix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

# Creating a New Page

<u>Security & Content Groups</u>

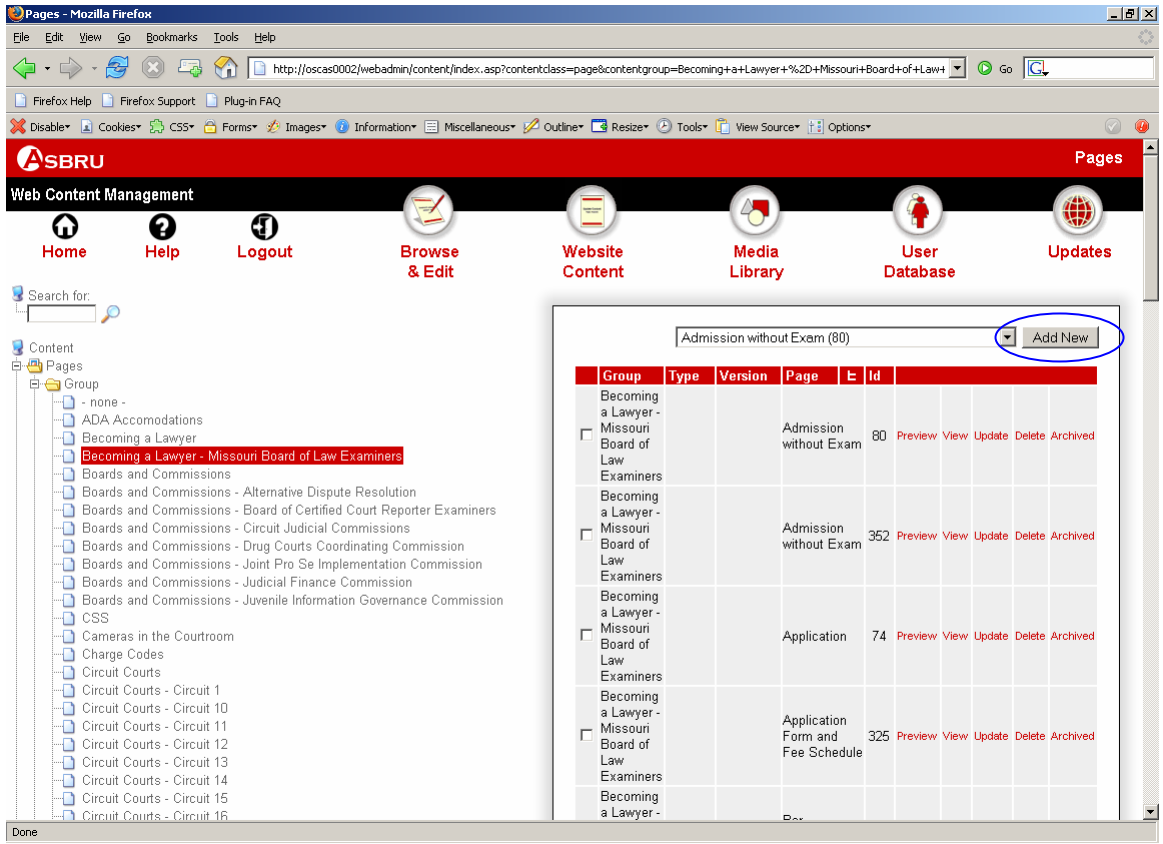
- Security Groups contain people who have access to web pages
- Content Groups contain web pages
- Security Groups are assigned to Content Groups (Example: the Becoming a Lawyer:  Board of Law Examiners content group has the CMS_BOLE security group set to it)
- By selecting a Content Group, you’re selecting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

# Creating a New Page



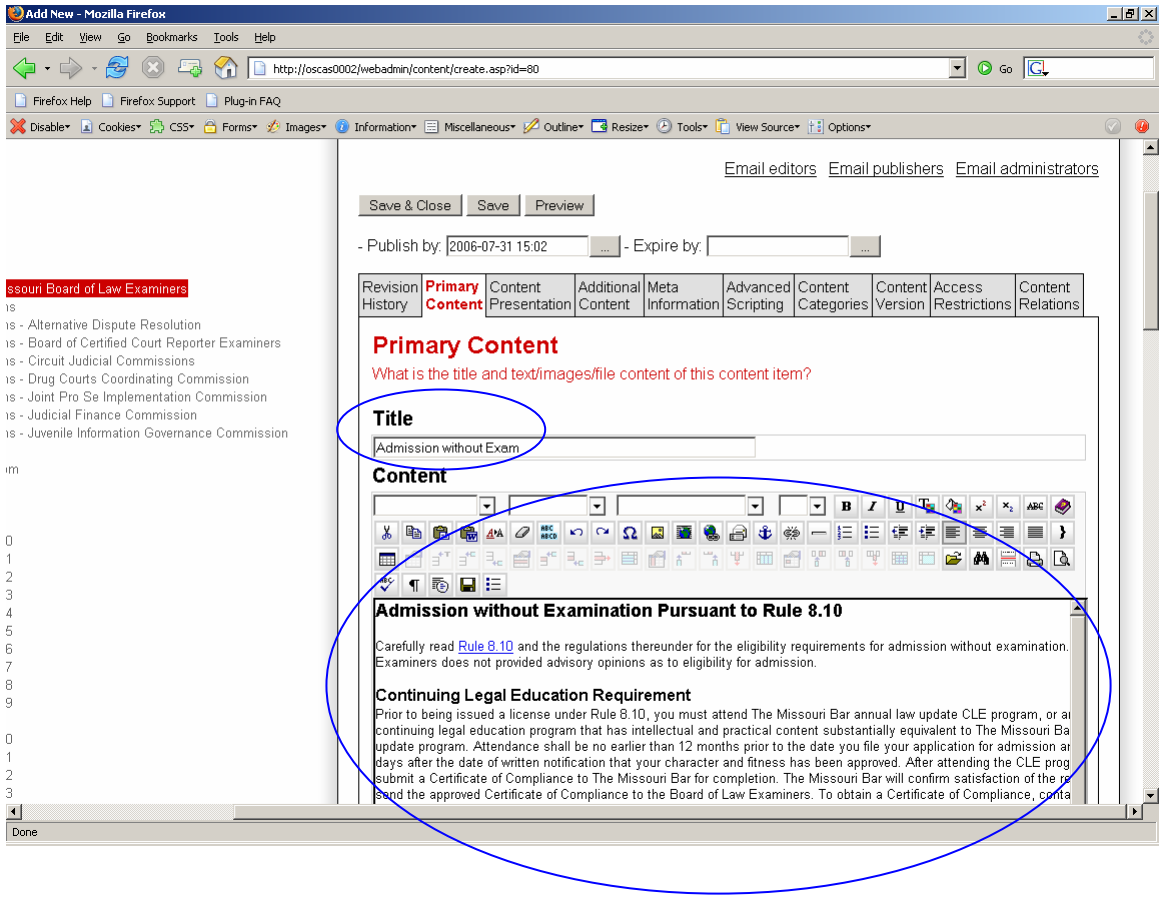

- All of the content group names are listed on the left side of the screen. You have to know which group you want to create a page within before you proceed. For this example, I'll be selecting "Becoming a Lawyer – Missouri Board of Law Examiners". Once again, pages have to be correctly grouped for security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

# Creating a New Page



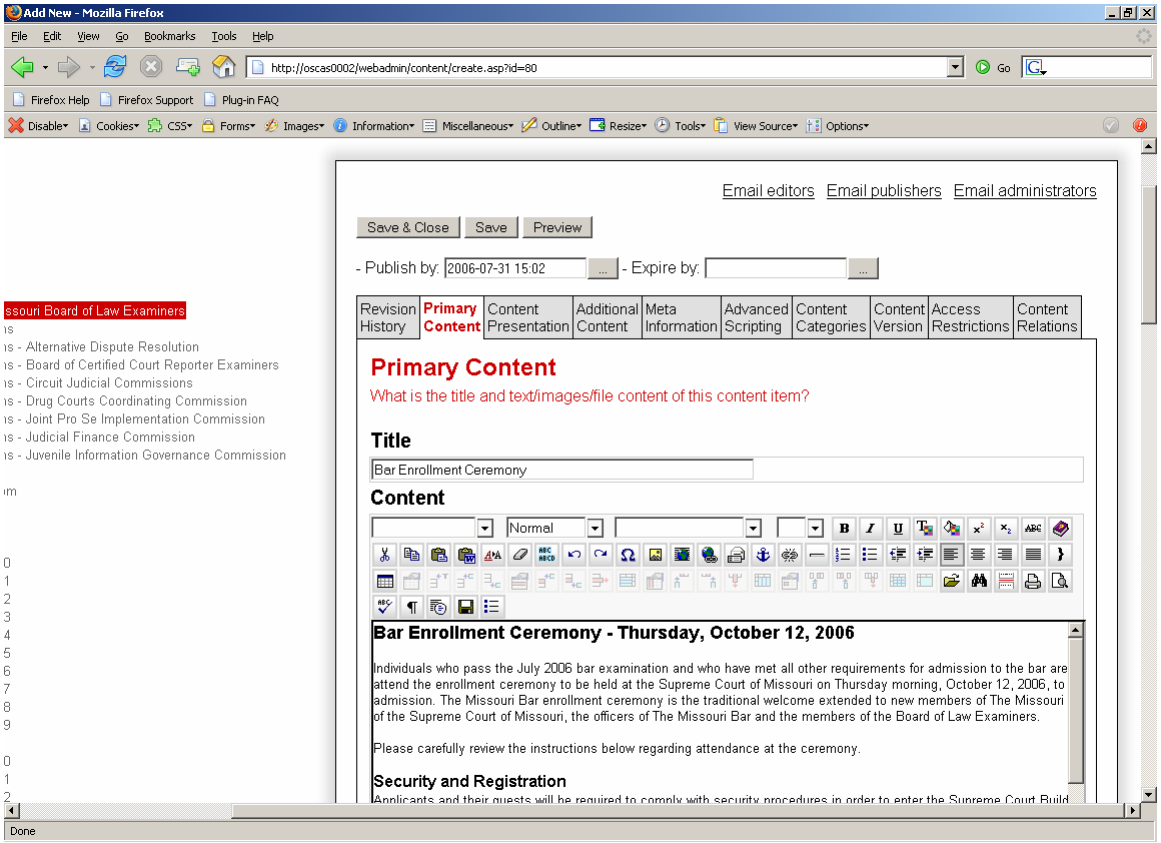

- Click “Add New”.

# 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.

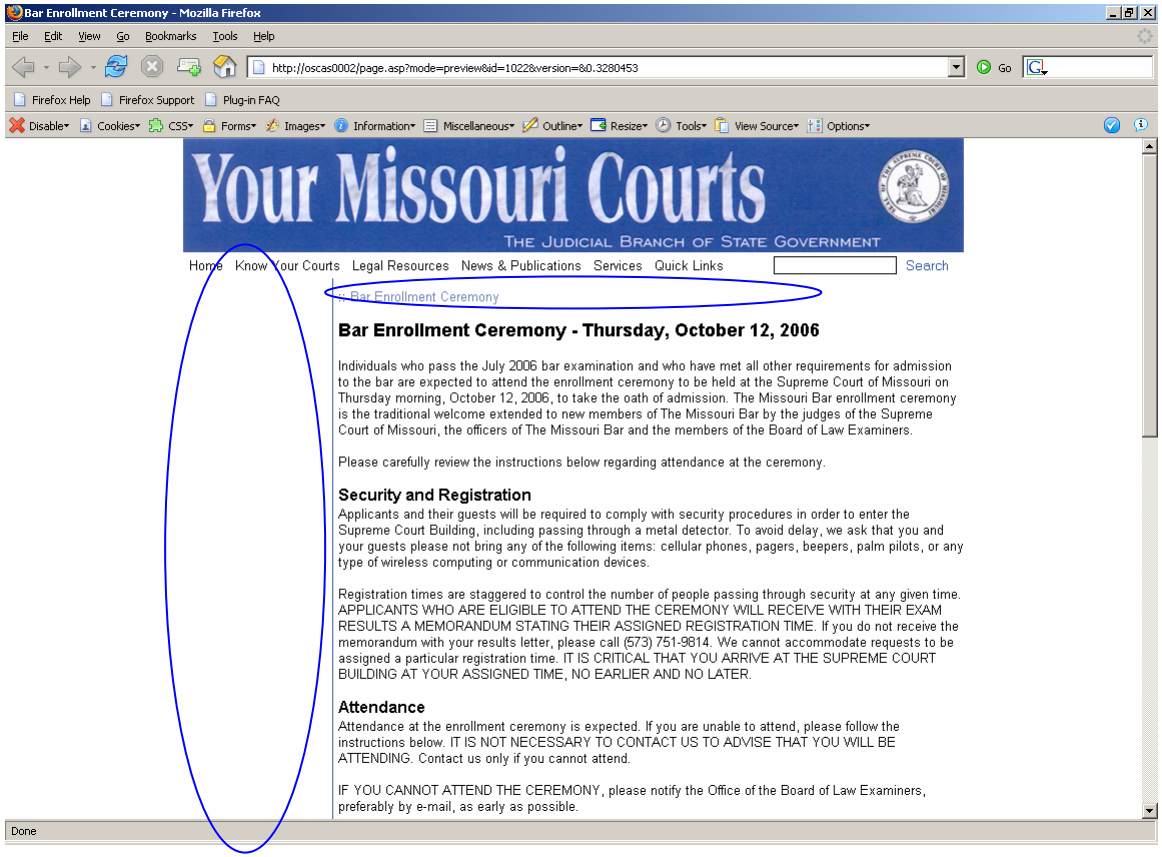
# Creating a New Page




- 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.

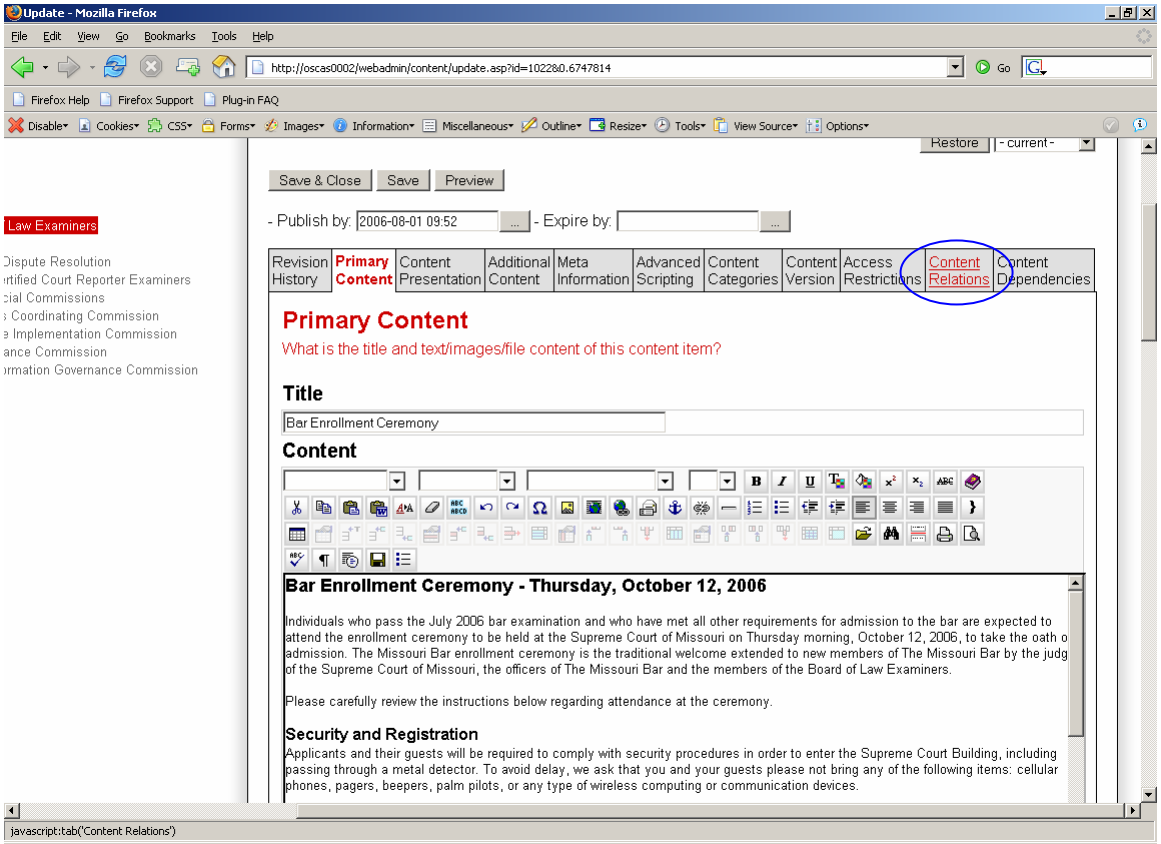
# Creating a New Page

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



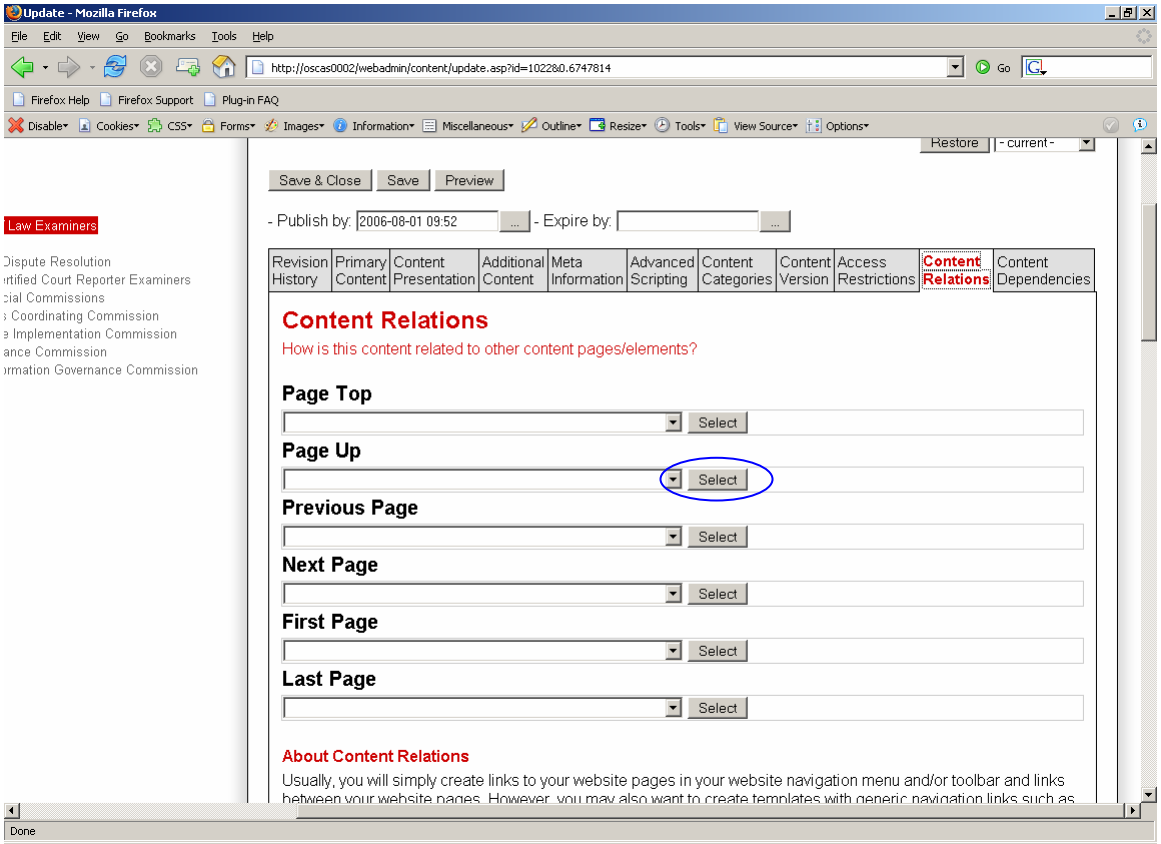

- The next step is to set the "Page Up" web page. If this step is not done, the page will not display correctly. Pages have a parent/child relationship within the hierarchy.

# Creating a New Page



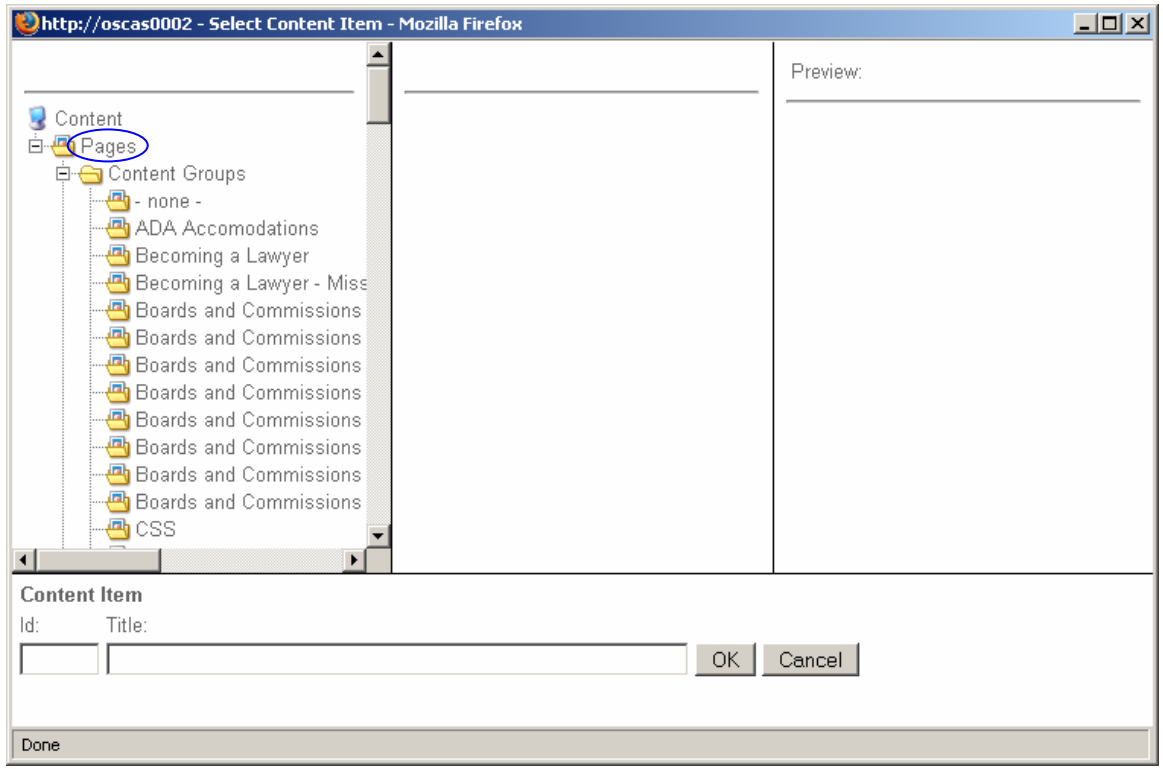

- To set the “Page Up”, first click on “Content Relations”.

# Creating a New Page



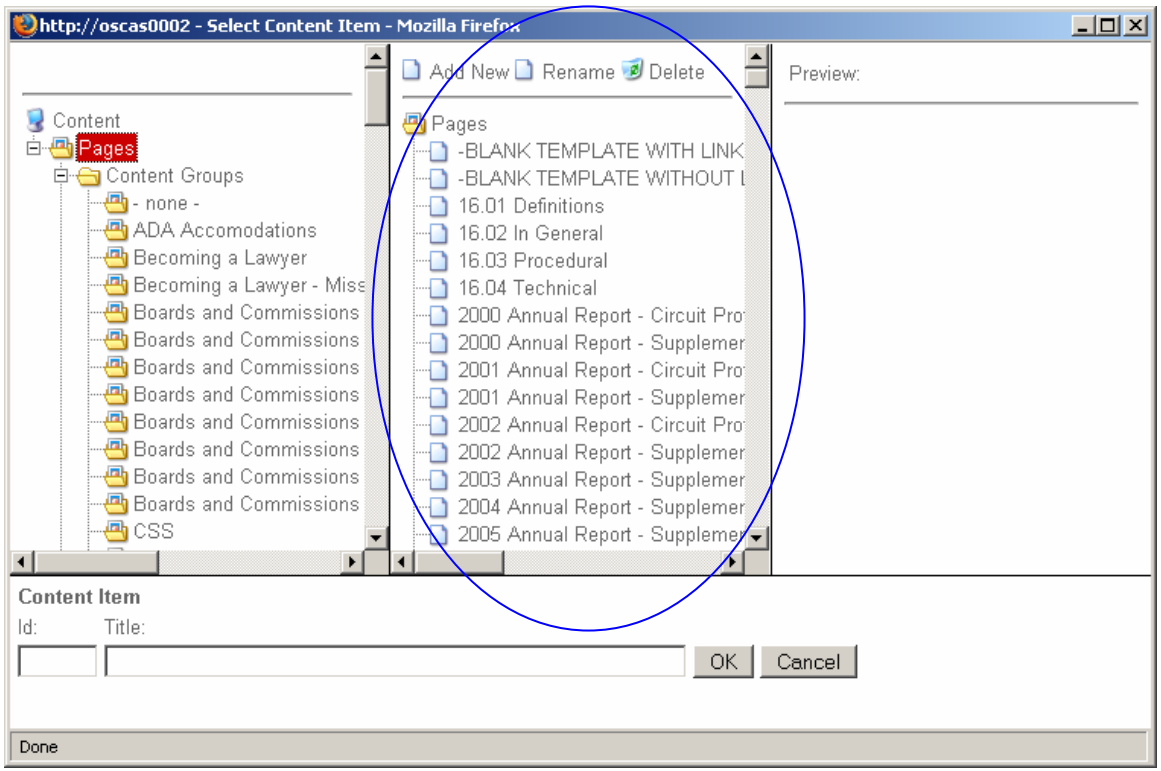

- Click “Select” next to Page Up.

# Creating a New Page



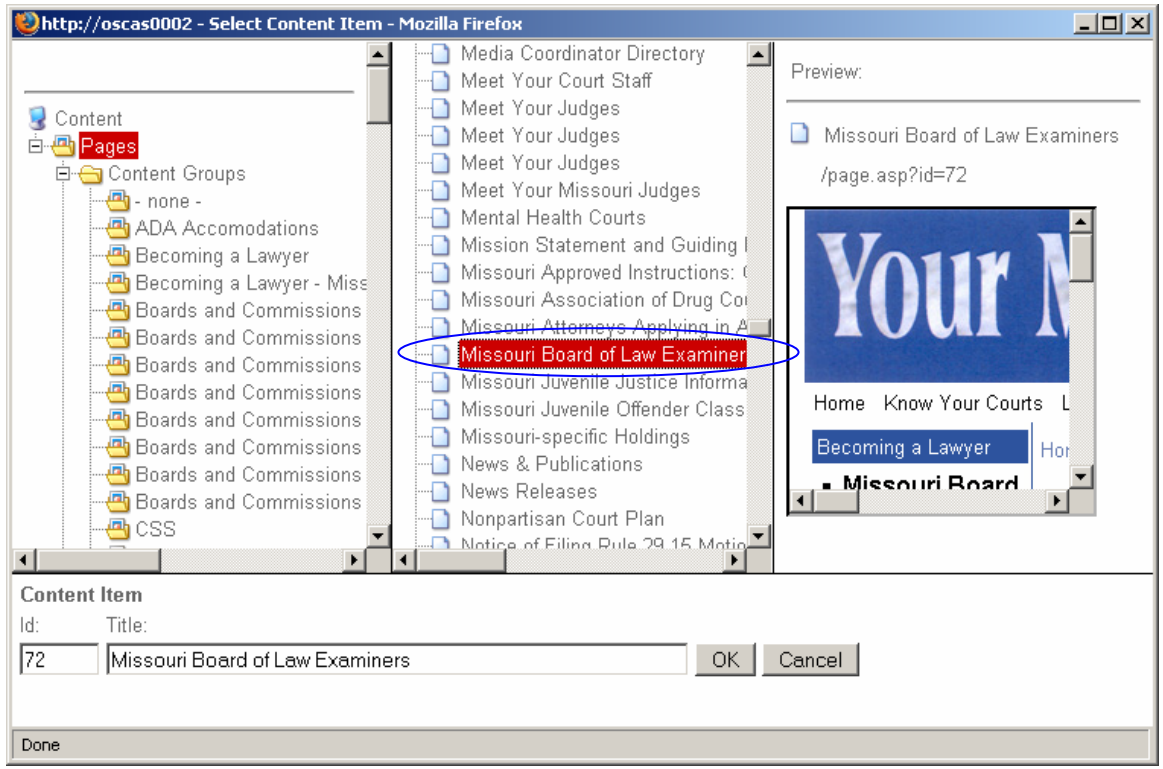

- A new window will pop up. Click “Pages”.

# Creating a New Page



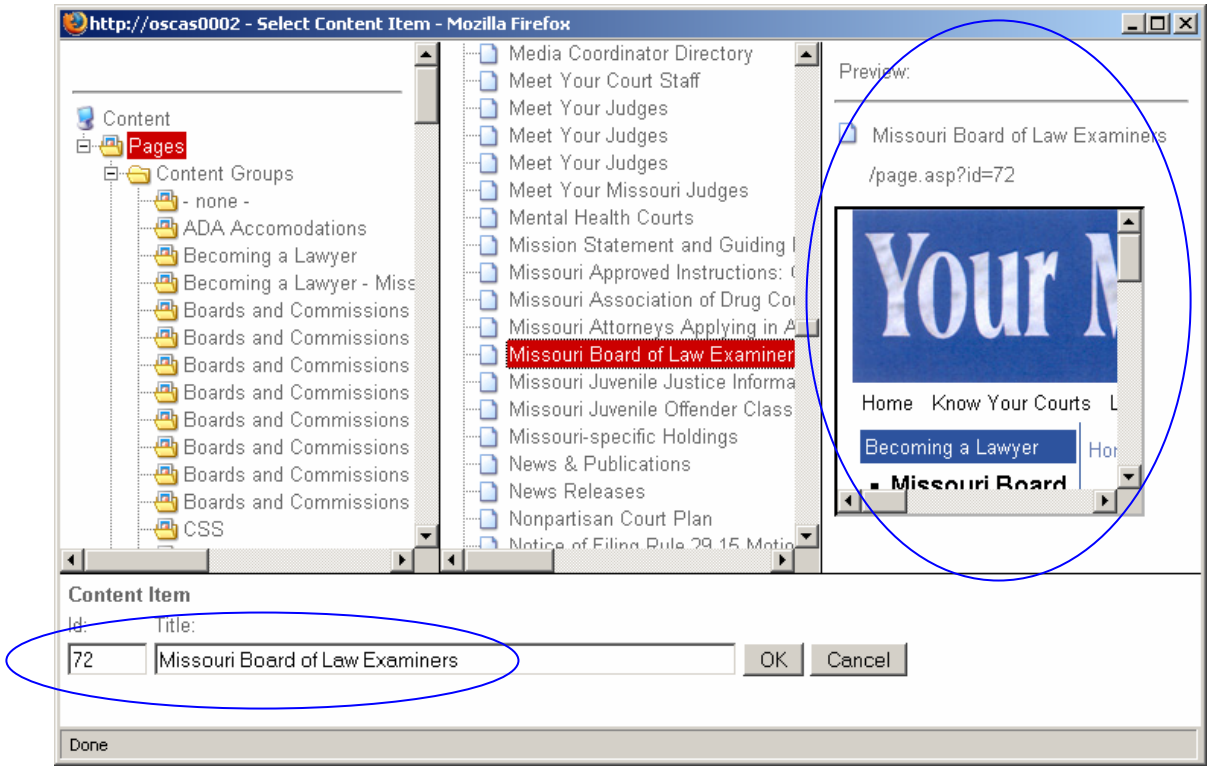

- The center pane will load with all pages that have been created. Scroll until you find the page directly above your current page.

# Creating a New Page



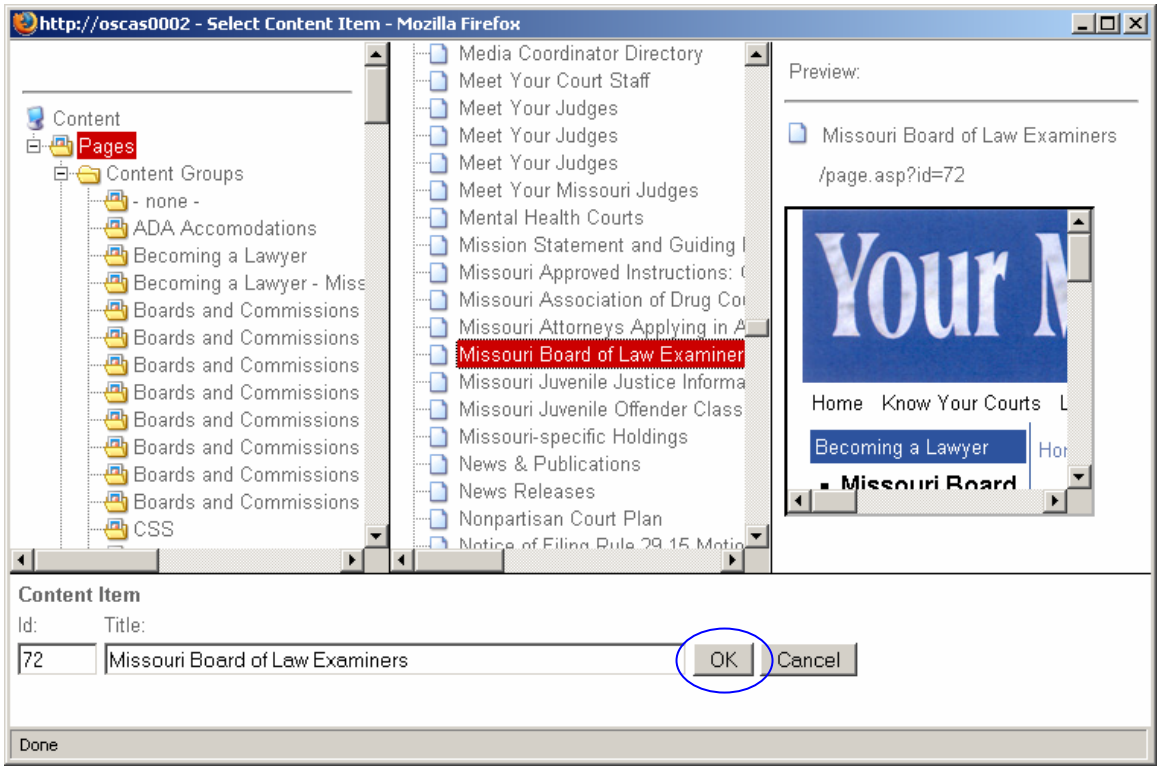

- When you find the page, select it.

# Creating a New Page



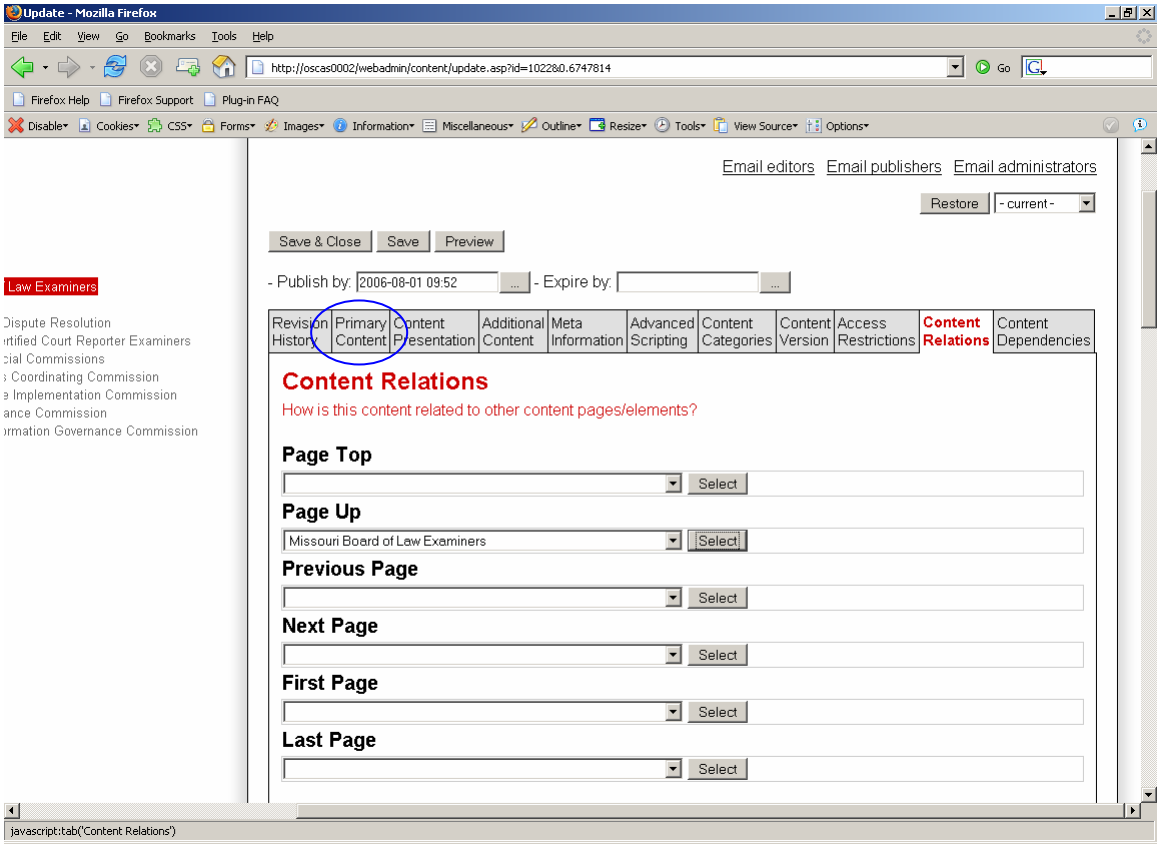

- After the page is selected, the right pane will fill with a page preview. The “Title” and “Id” boxes will auto fill with information as well.

# Creating a New Page



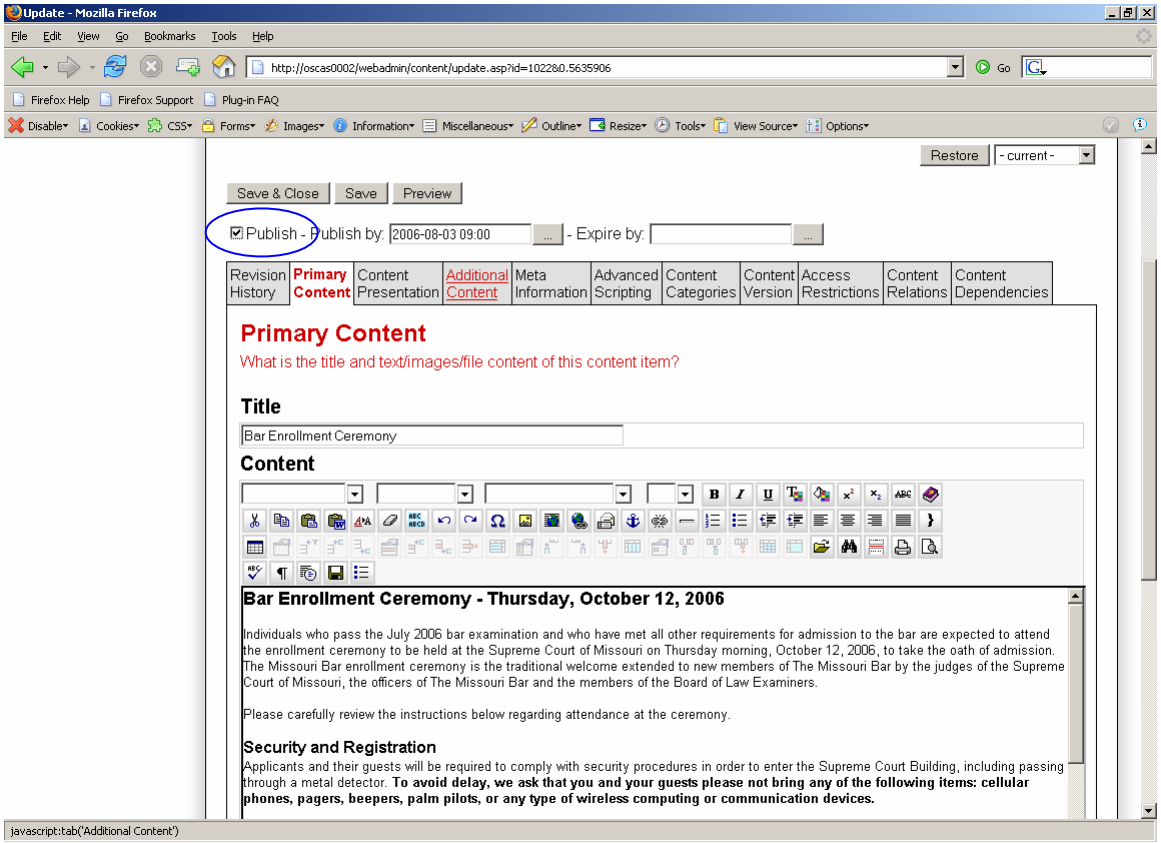

- Click “OK”.  This page will disappear.

# Creating a New Page




- Click “Primary Content”.

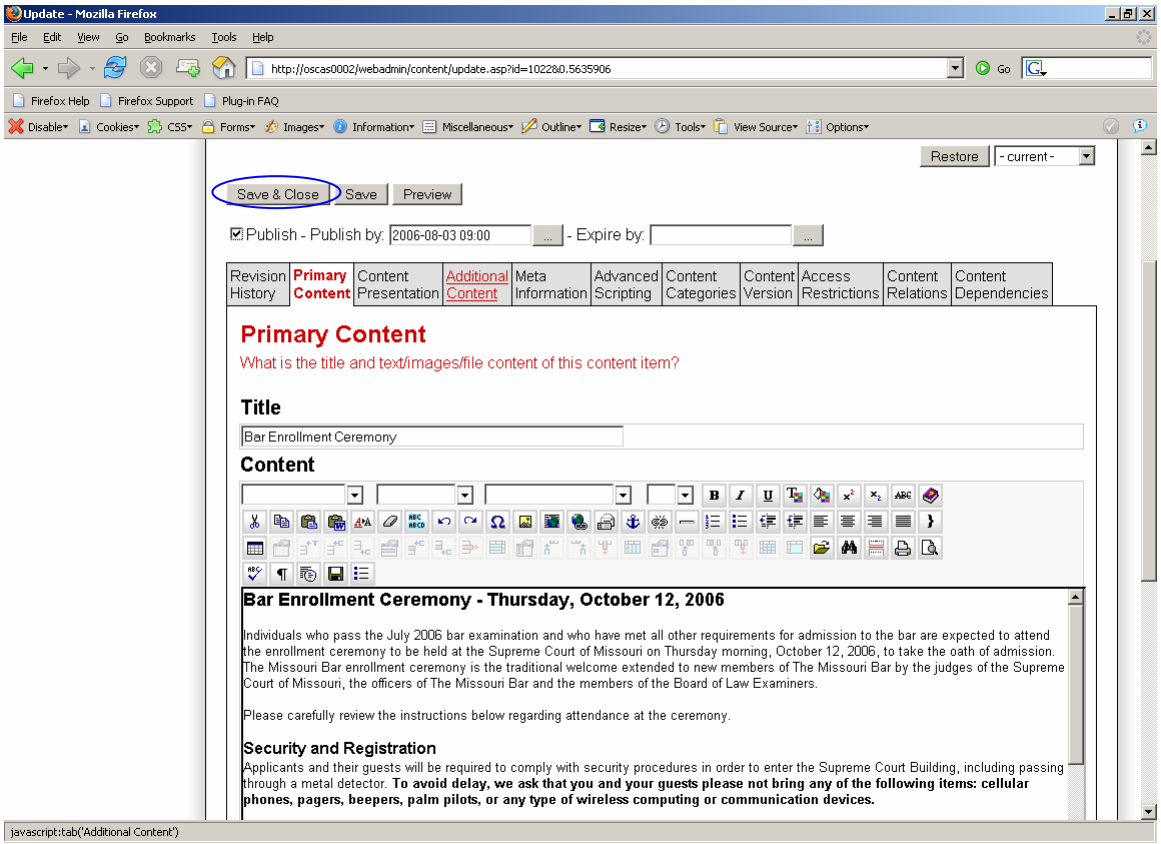
# Creating a New Page




- 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.

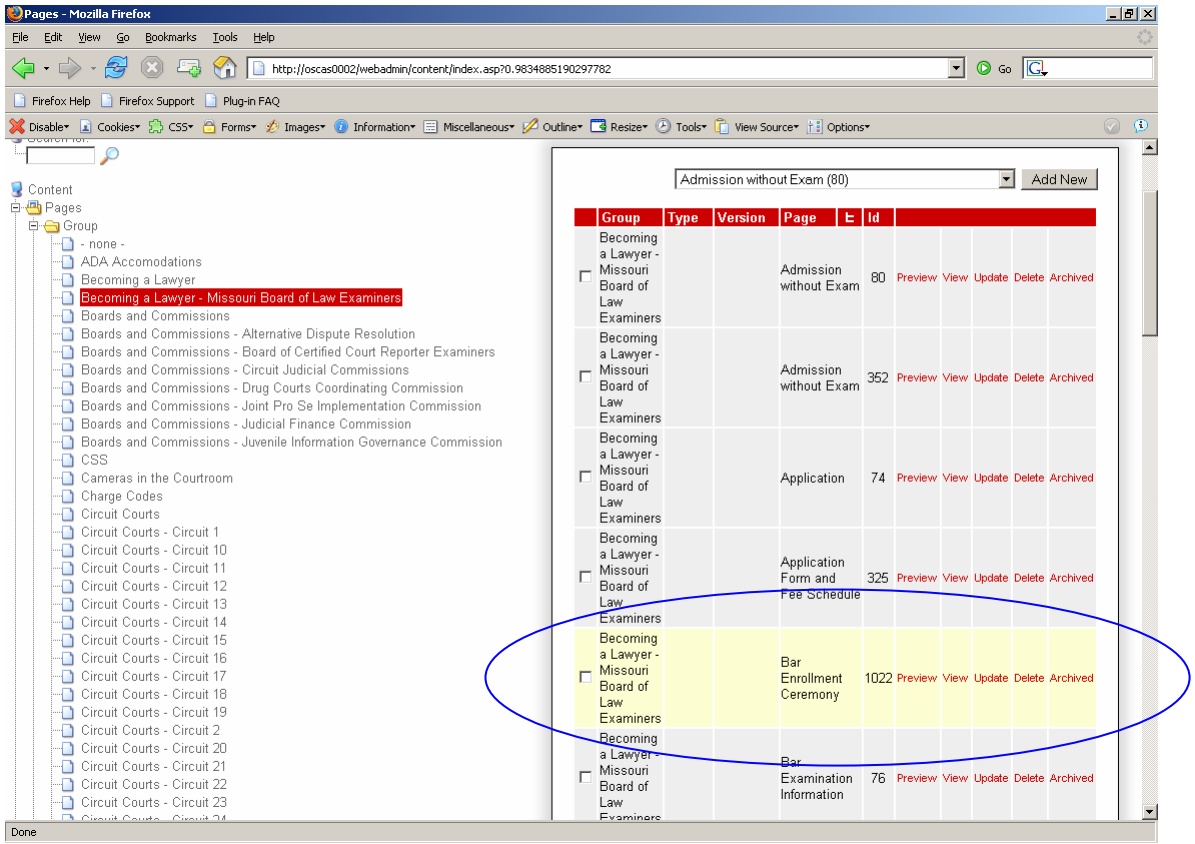
# Creating a New Page

Ctrl + S does not work to save.



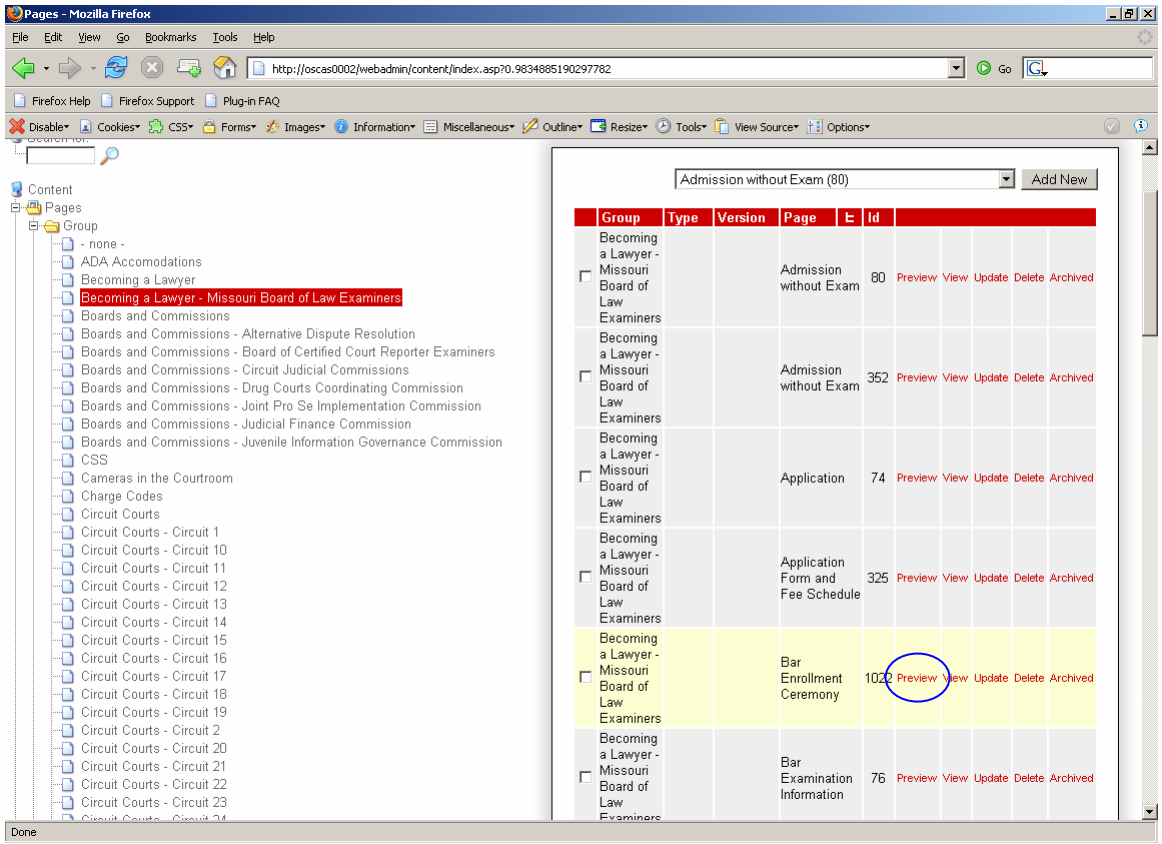

- After all of your content has been added, click “Save & Close”. Again, make sure you follow the page standards when adding text to the body. If you don’t want to save your new page, click “Website Content” at the top. Please Note: You will not receive a warning that you’re about to lose your new page!!!

# 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

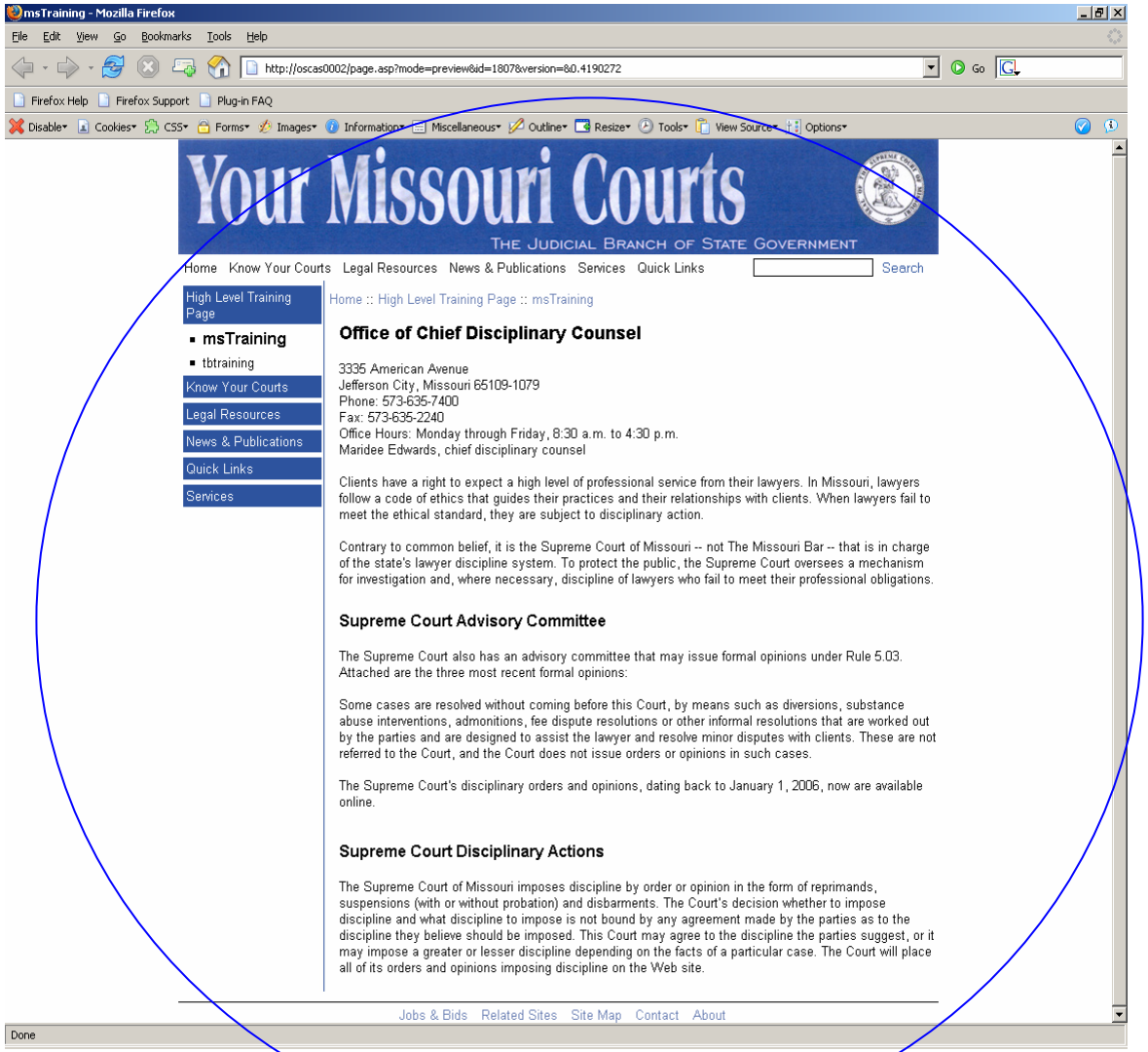



- You can preview how your new page will look by clicking on the “Preview” button.

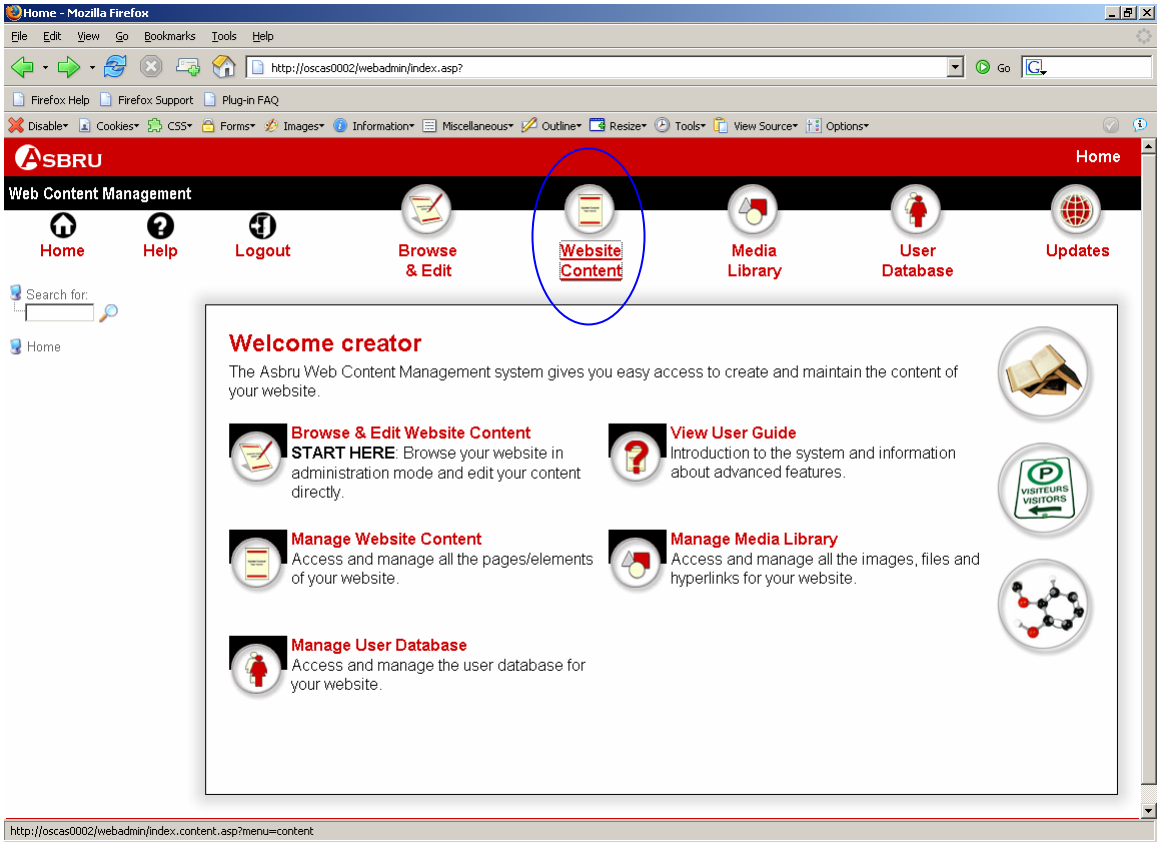
# Exercise:  Part 1

- 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

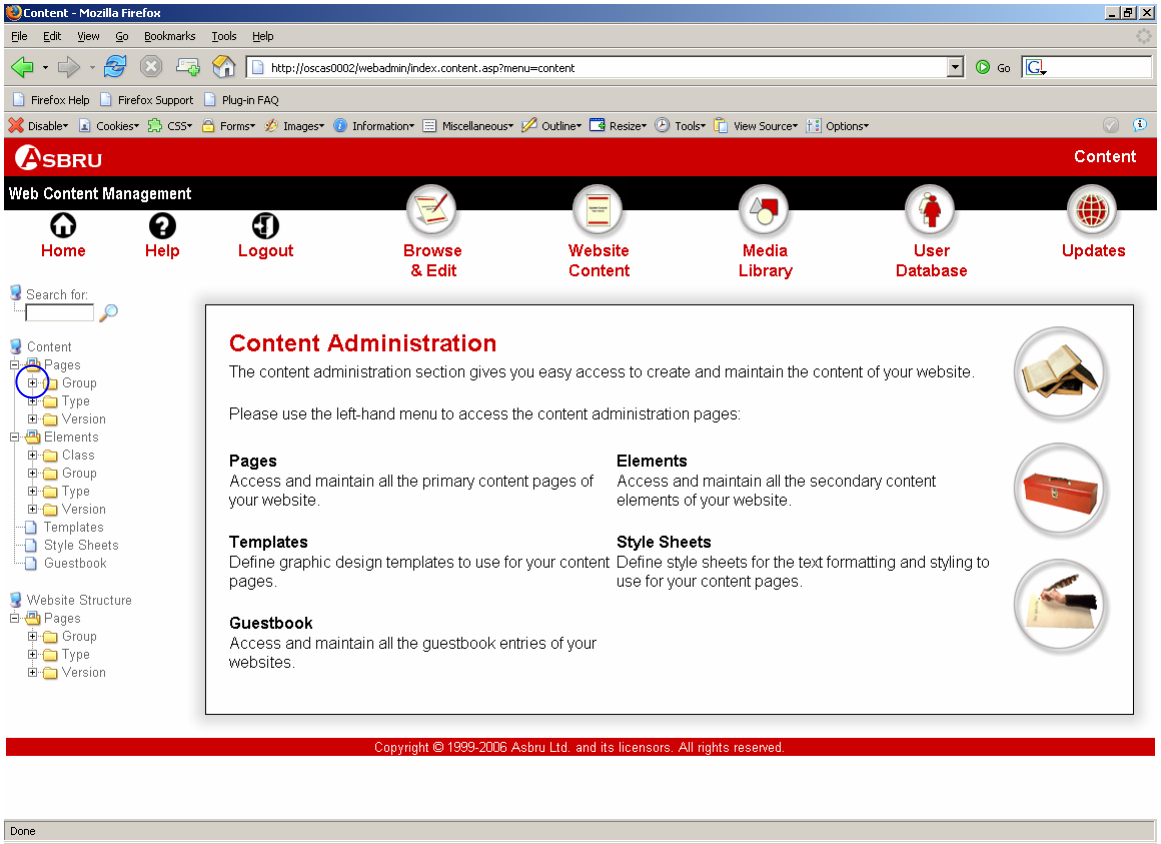


# Updating an Existing Page



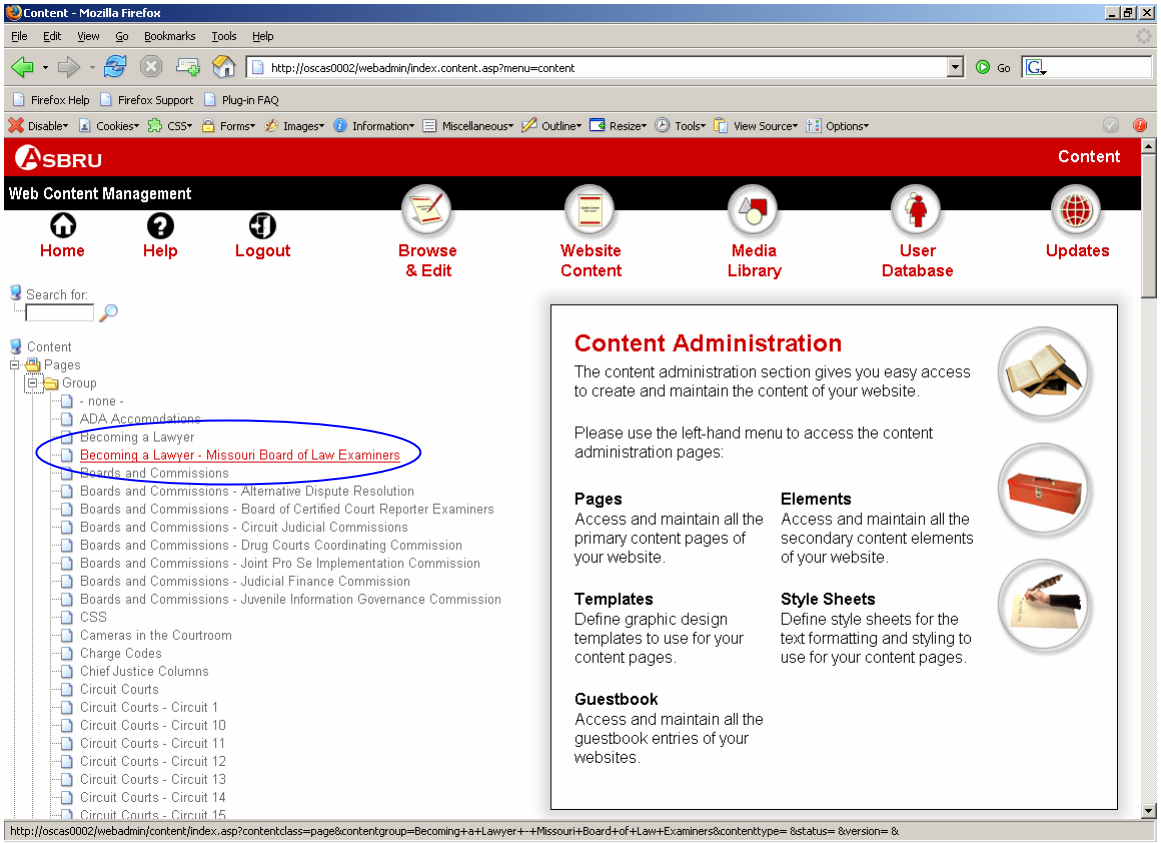

- Once you login, click “Website Content”.

# Updating an Existing Page



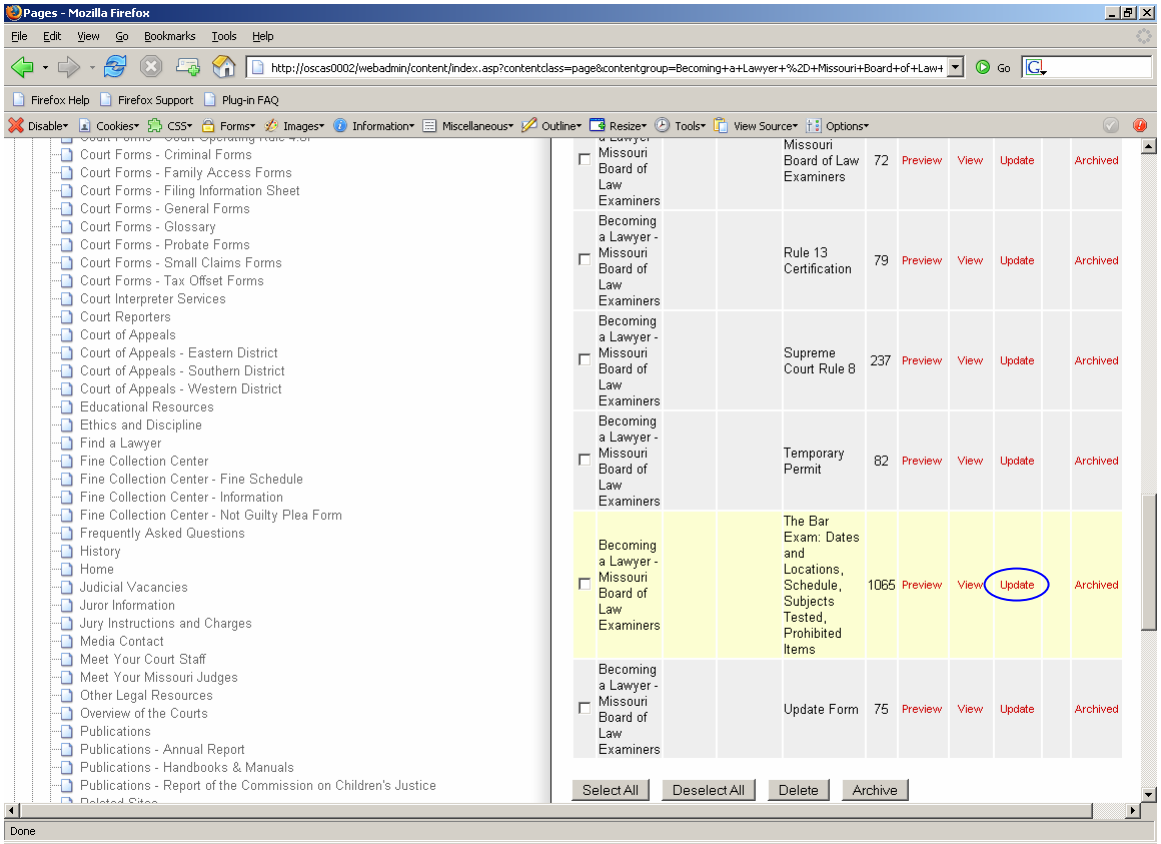

- Click “⊞” next to “Group” beneath the “Pages” header.

# Updating an Existing Page



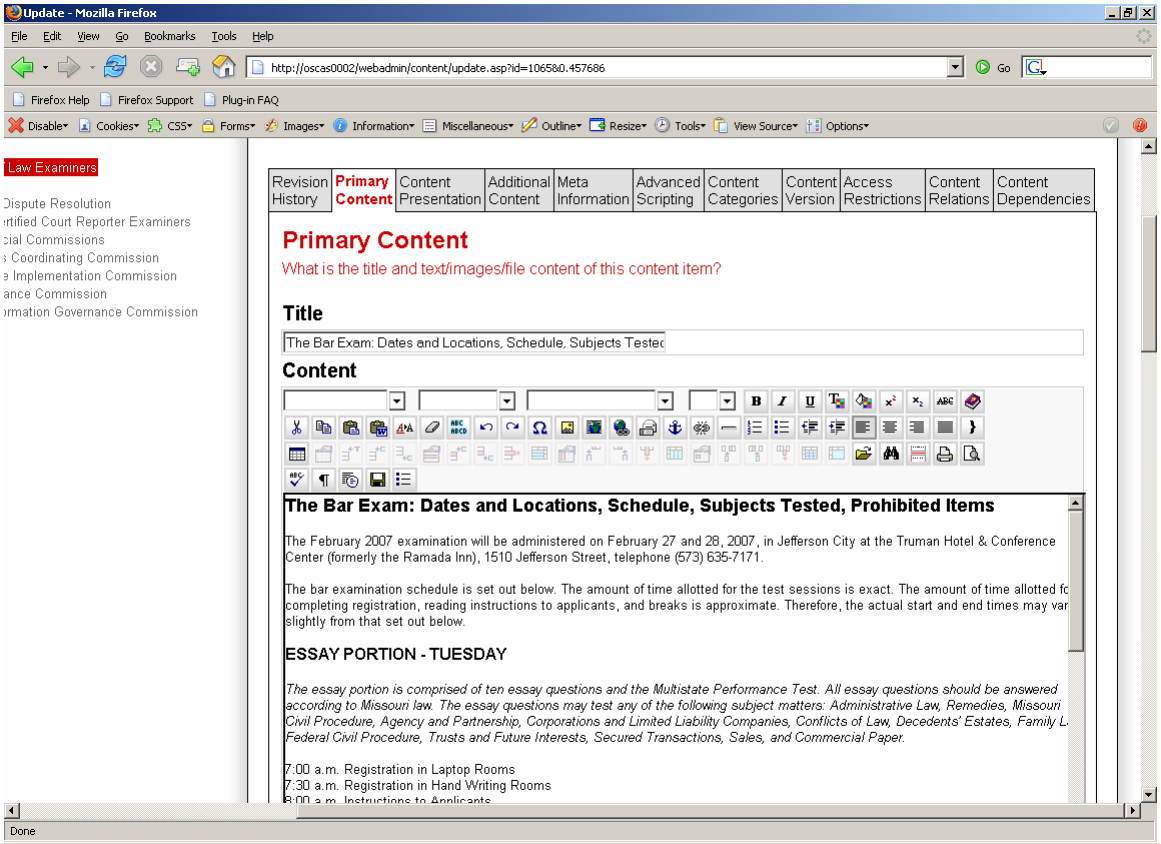

- Find your page group and click on it.

# Updating an Existing Page



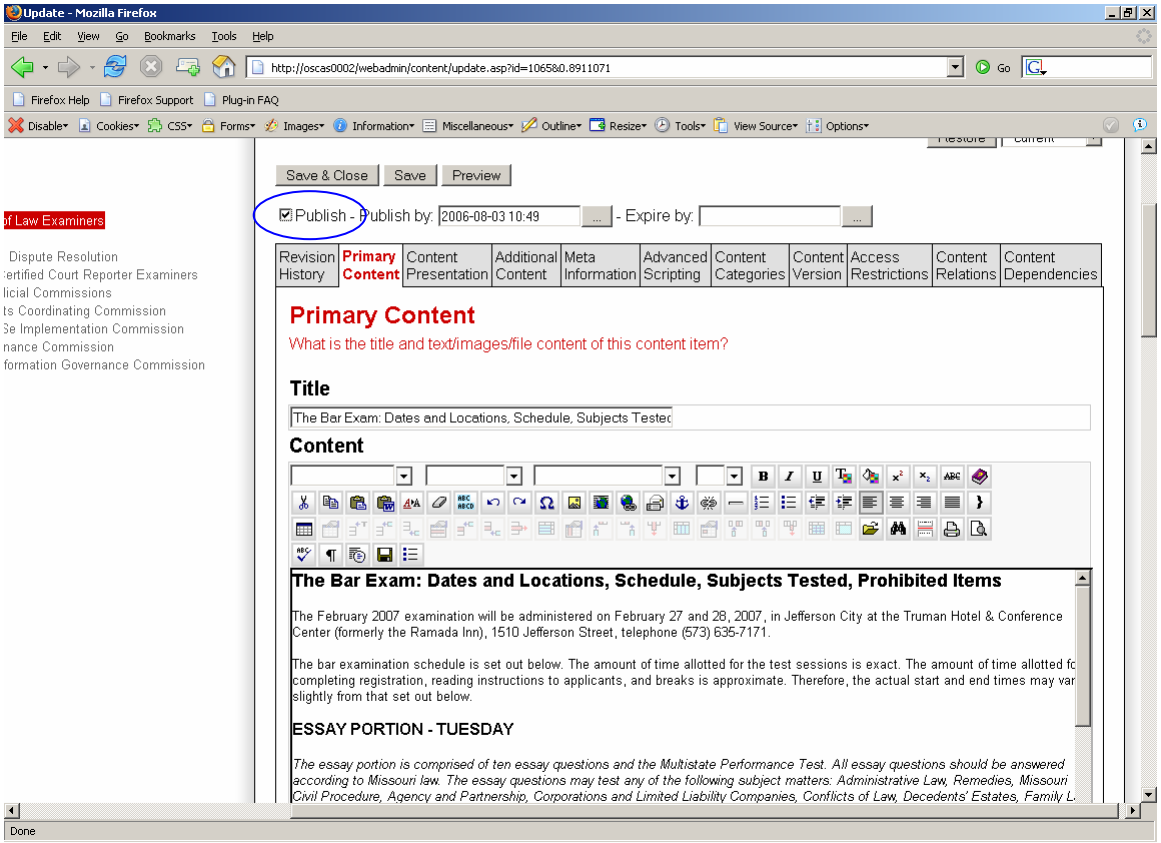

- The right side of the page will now load with all pages associated with the group you clicked on. Click “Update” next to the page you want to modify.

# Updating an Existing Page



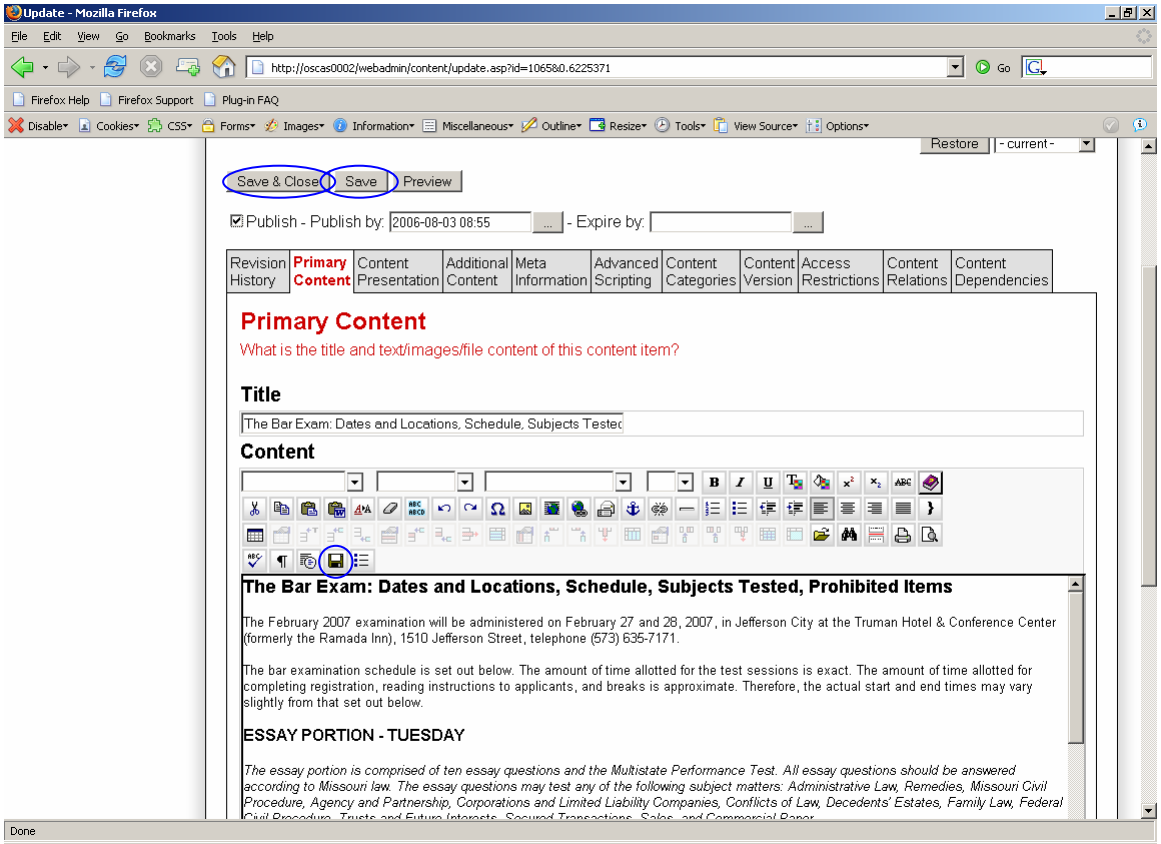

- The page will now load with the Primary Content editor. You can now edit any part of the page.

# 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

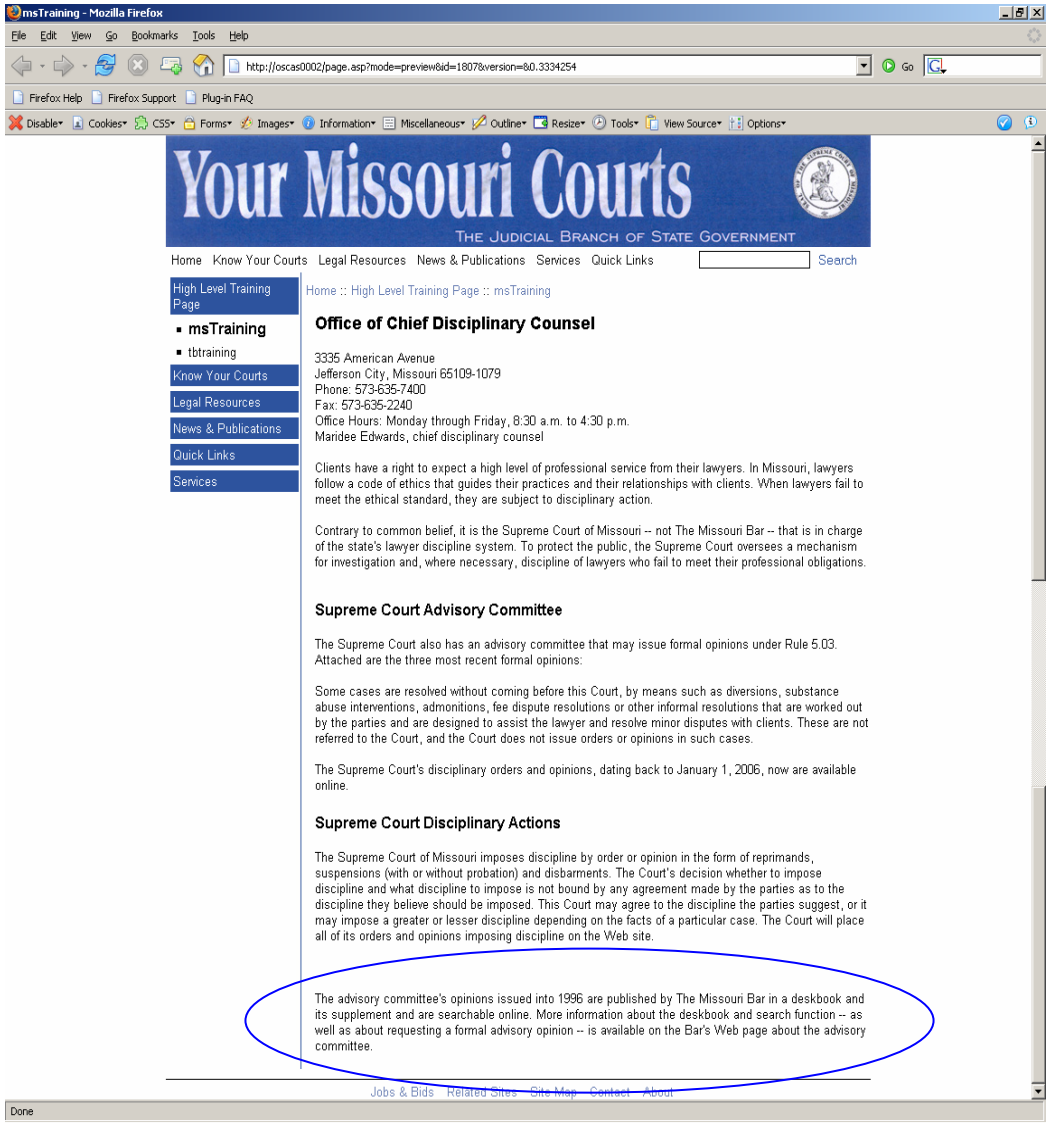



- Be sure and click one of the three save buttons after you've made your changes.

# 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



msTraining - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://oscas0002/page.asp?mode=preview&id=1807&version=8&0.3334254

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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High Level Training Page
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Know Your Courts
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Home :: High Level Training Page :: msTraining

**Office of Chief Disciplinary Counsel**

3335 American Avenue
Jefferson City, Missouri 65109-1079
Phone: 573-635-7400
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**

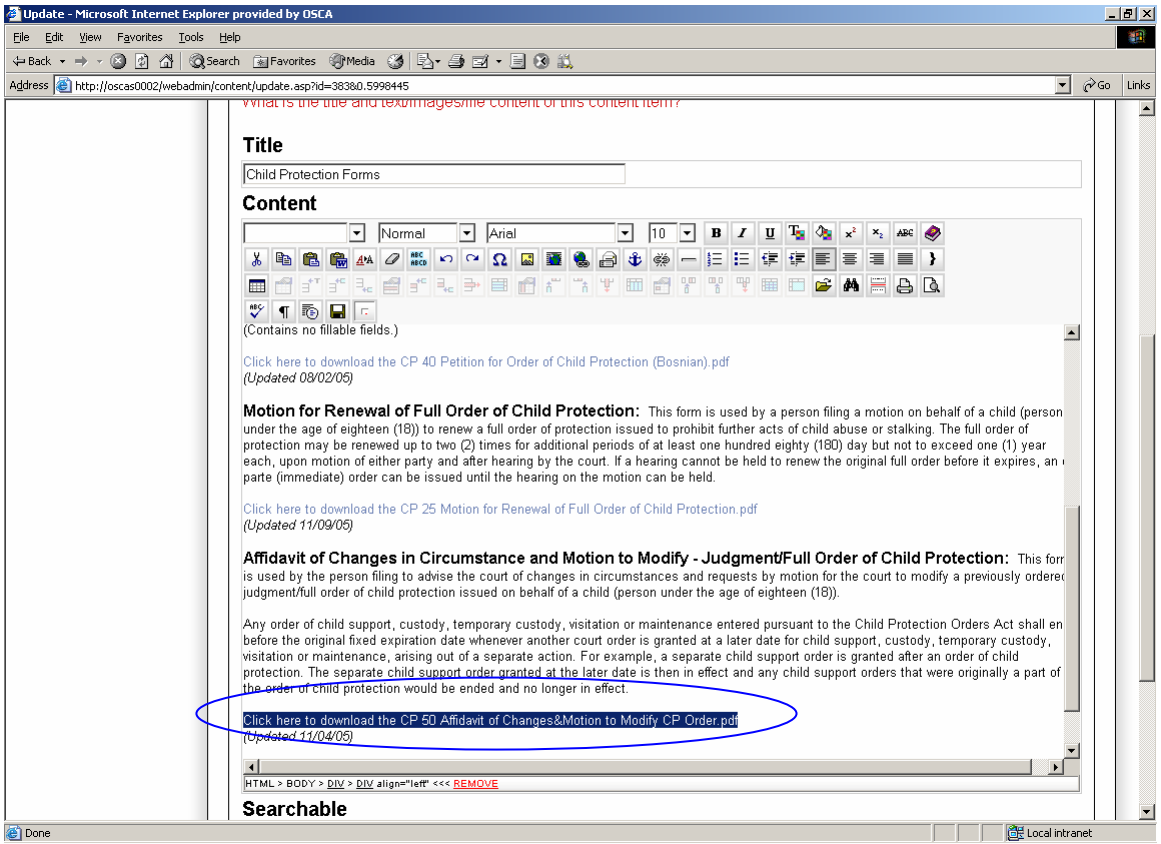
The Supreme Court of Missouri imposes discipline by order or opinion in the form of reprimands, suspensions (with or without probation) and disbarments. The Court's decision whether to impose discipline and what discipline to impose is not bound by any agreement made by the parties as to the discipline 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.

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

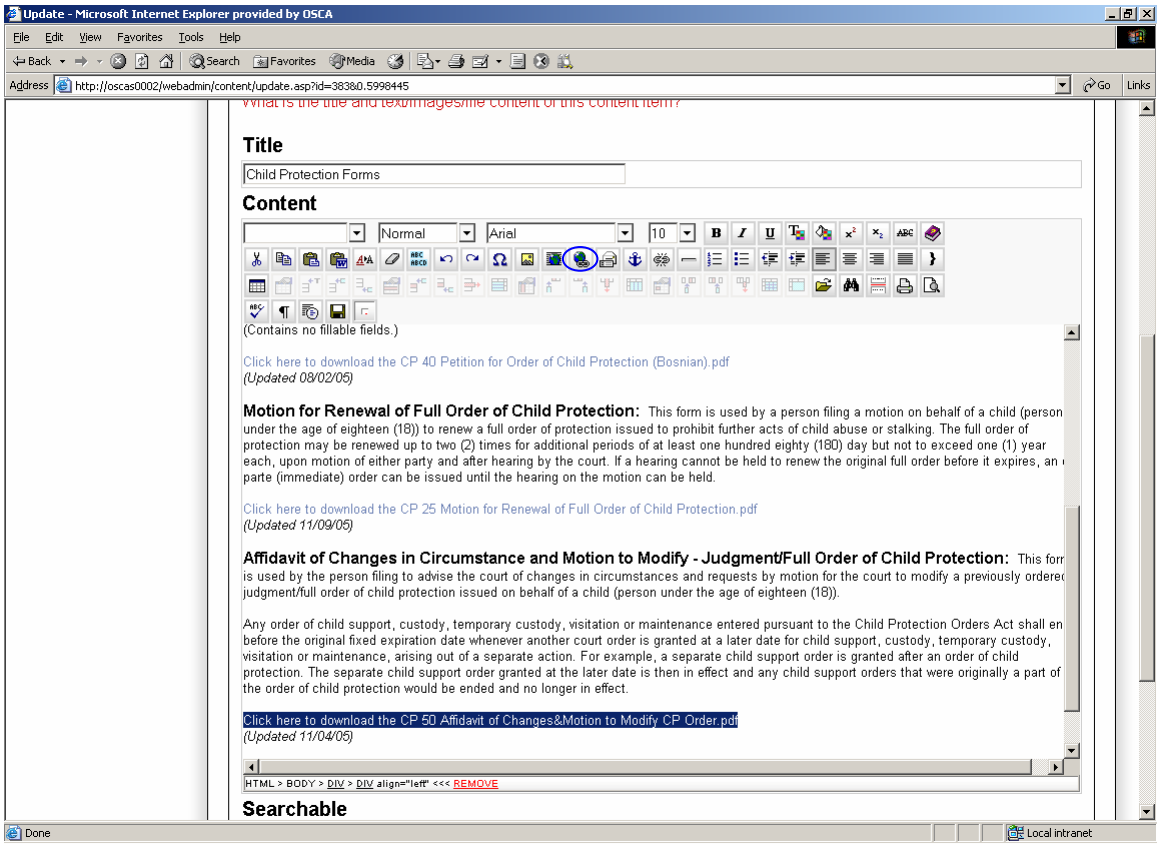
Done

# Attaching a Document



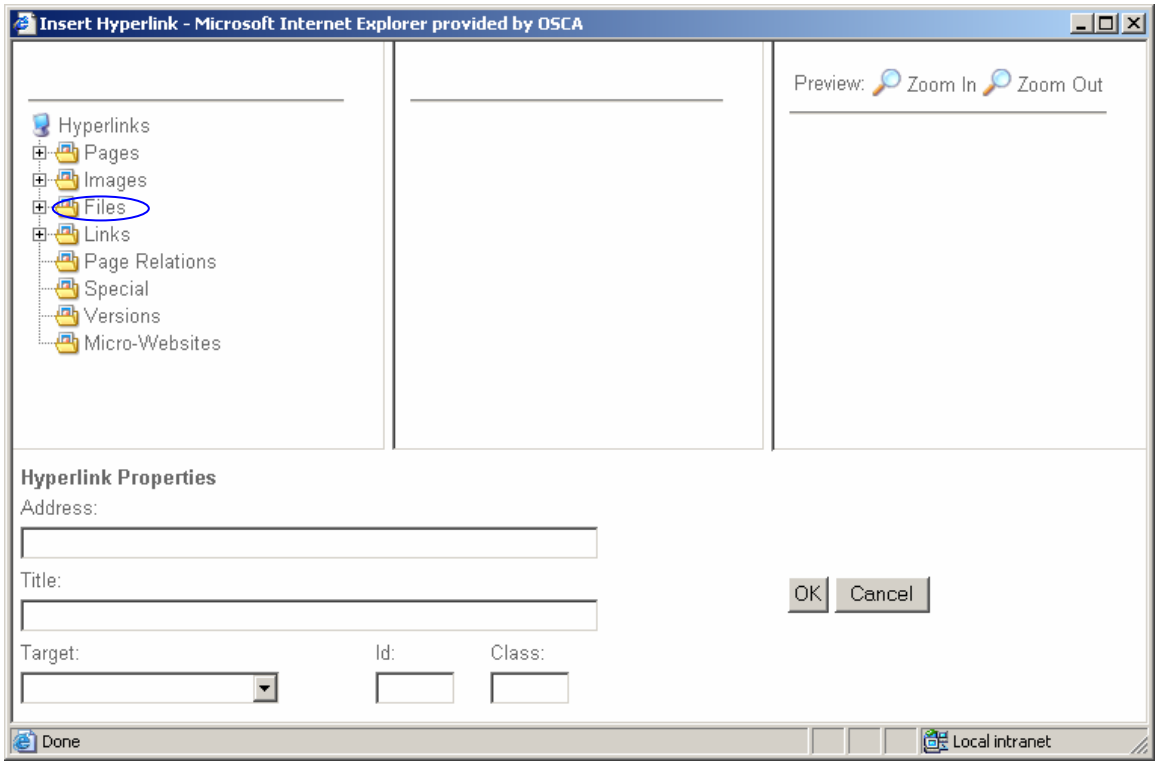

- Highlight the text you want to add a file download to.

# Attaching a Document




- Click “Insert Link”.

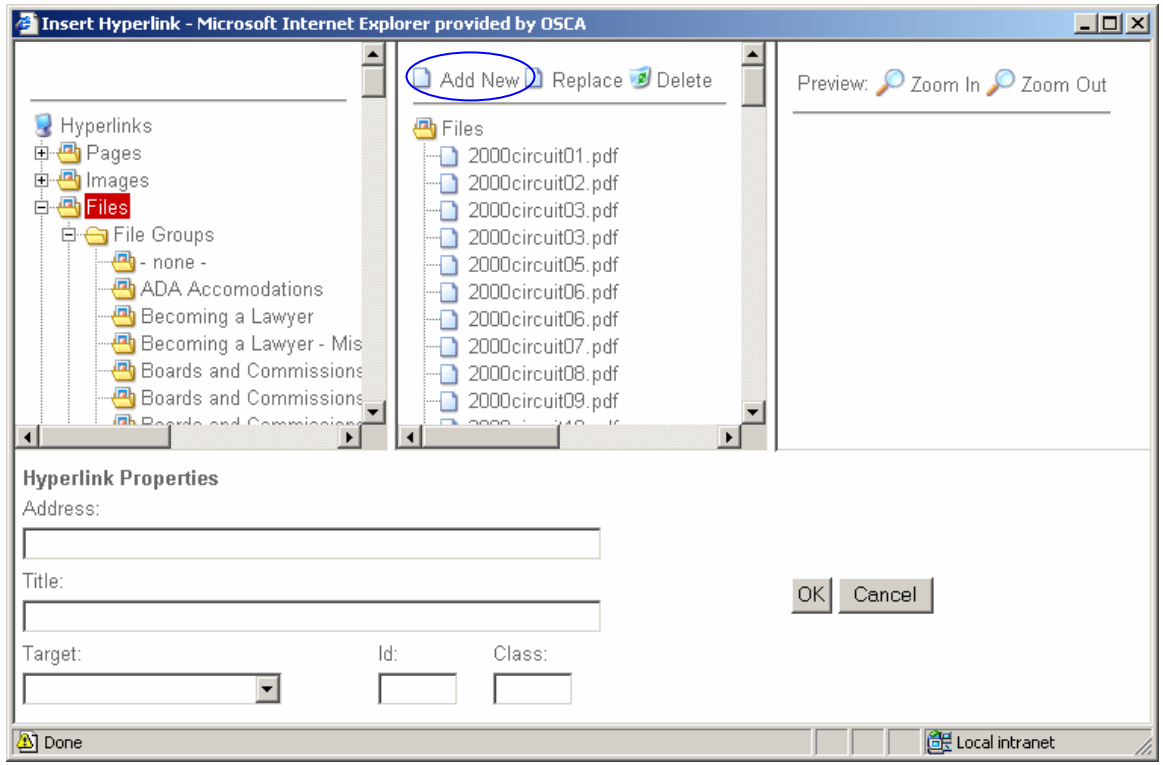
# Attaching a Document




- The following box will pop up. Click "Files".

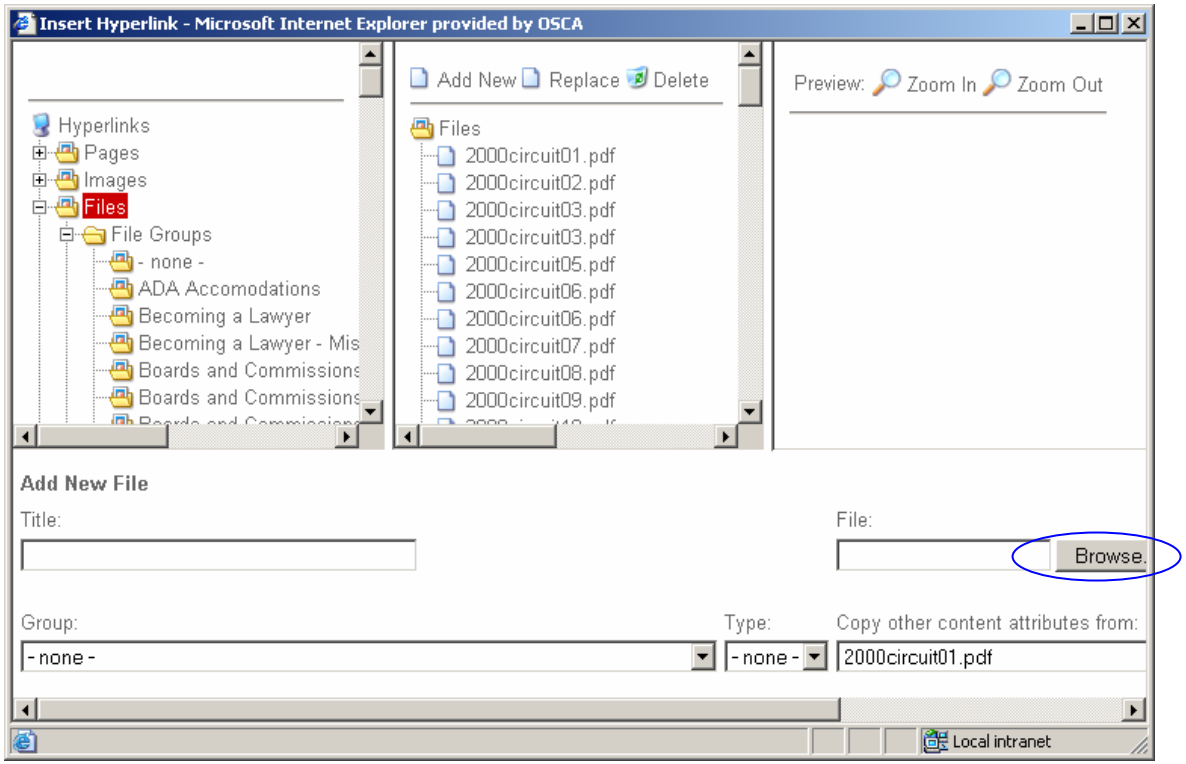
# Attaching a Document

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.



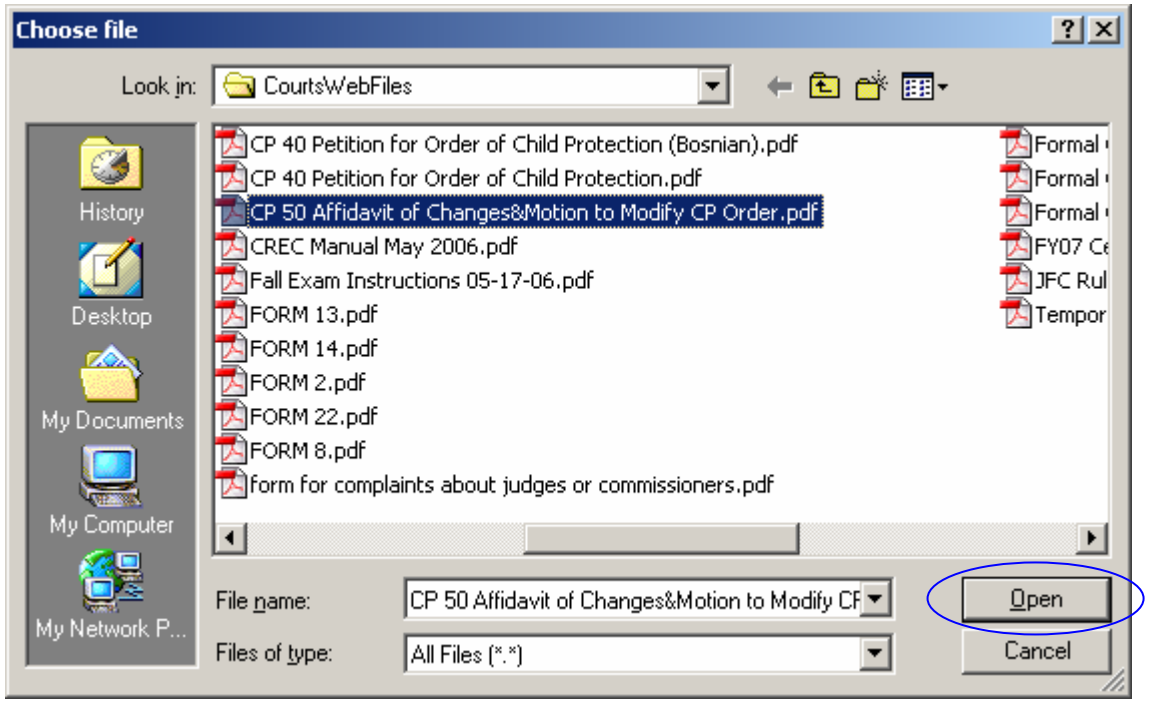

- The middle pane will load with options. Click "Add New".

# Attaching a Document



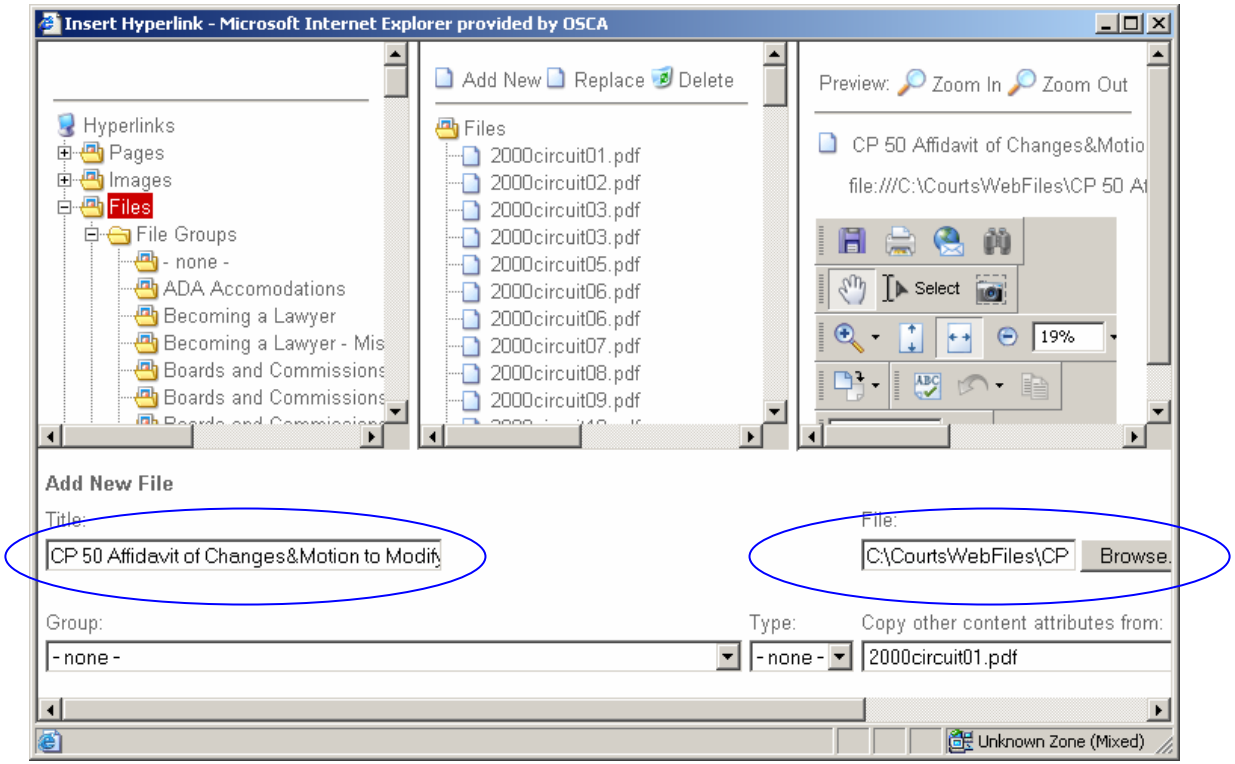

- The bottom pane will load with new options. Click “Browse” and search for the file you want to attach.

# Attaching a Document



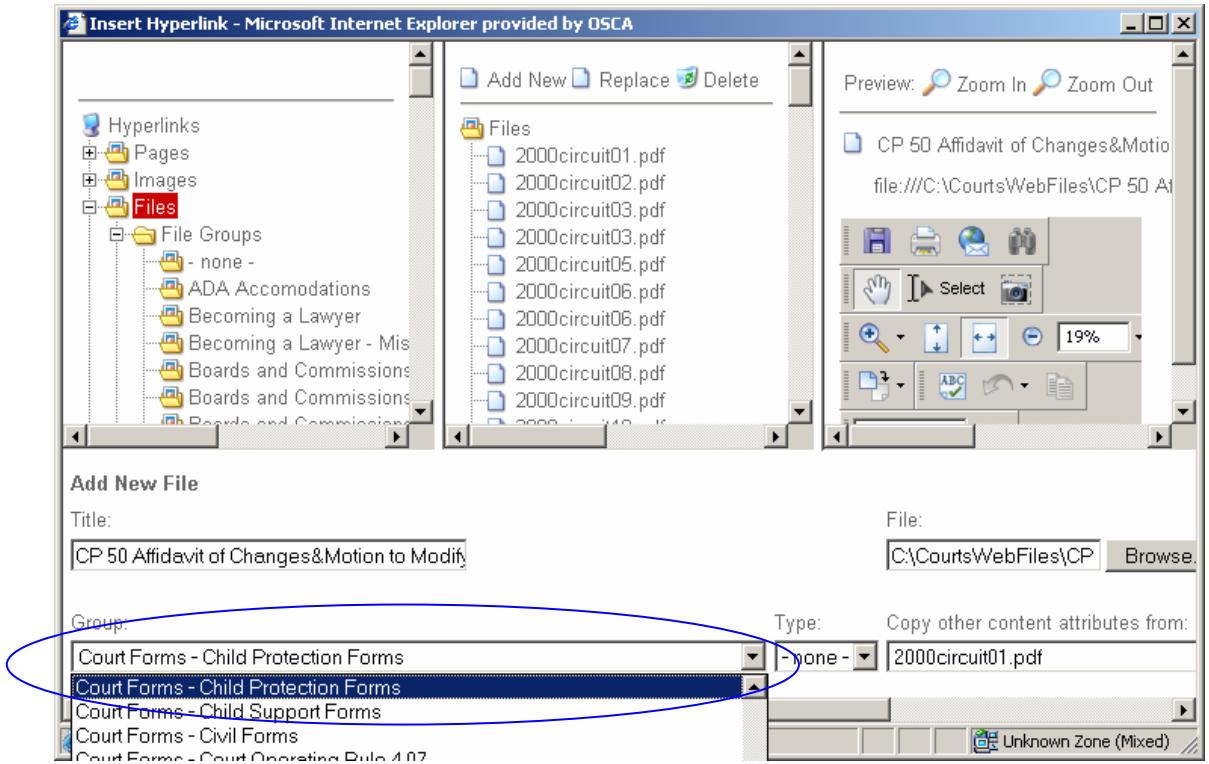

- Click “Open” when you find the correct file in the Choose File window.

# Attaching a Document



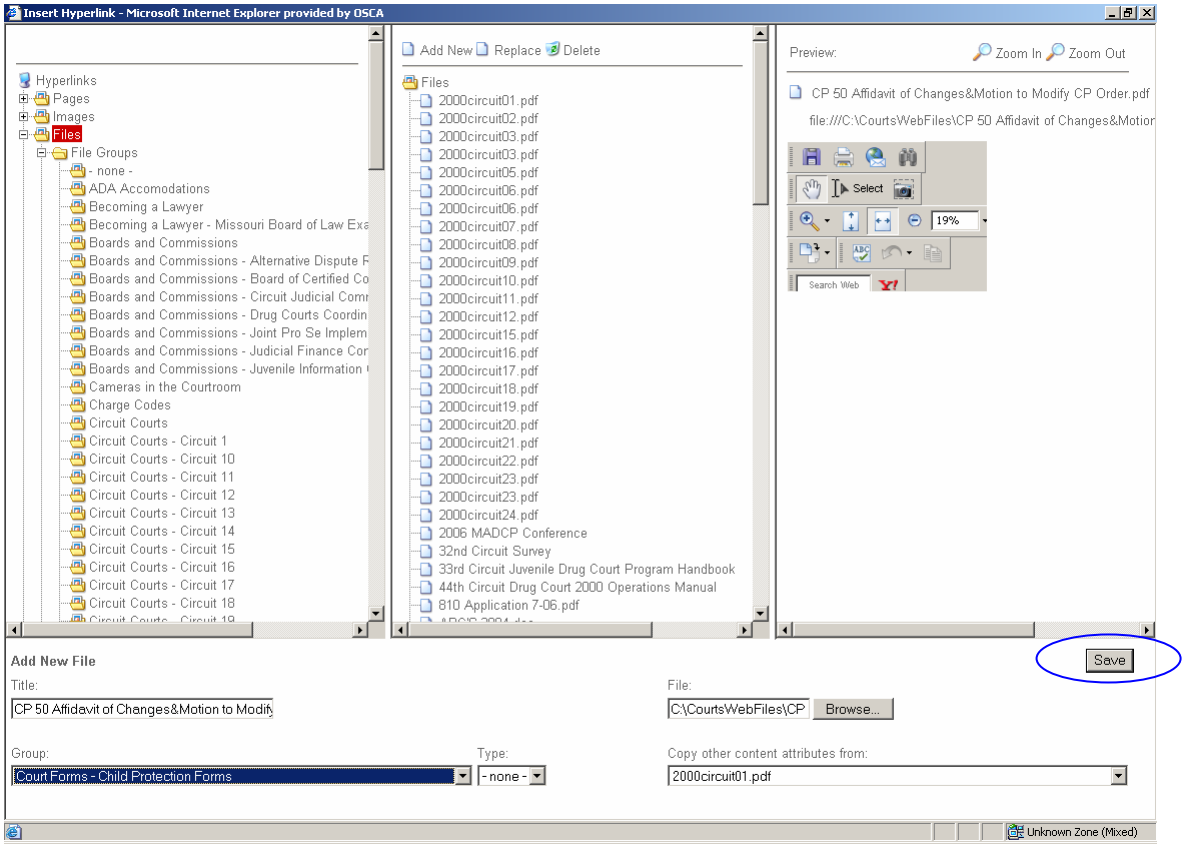

- “Title” and “File” should now be filled with information regarding the file selected for upload.

# Attaching a Document



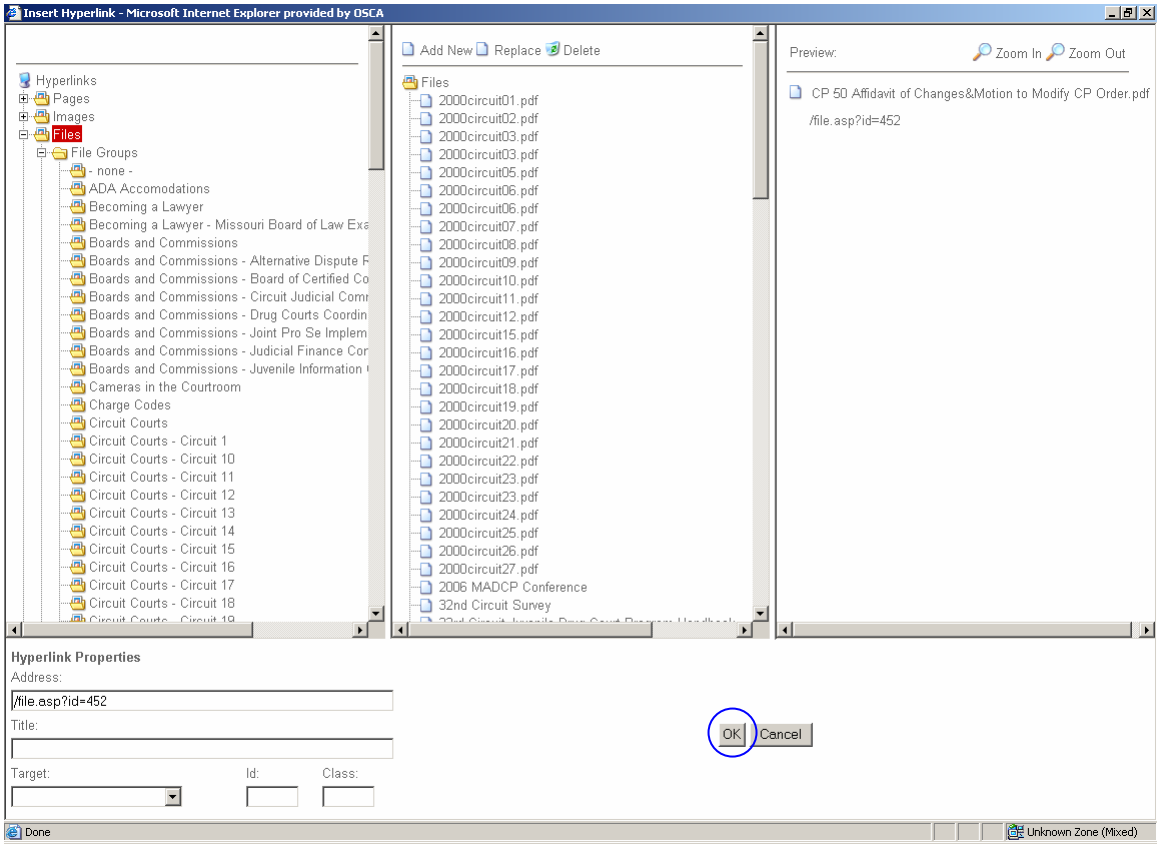

- Next you must add the attachment to a group. Since the above example is creating the Child Protection Forms page, “Court Forms – Child Protection Forms” is selected for the Group. Pick the same group as the page.

# Attaching a Document



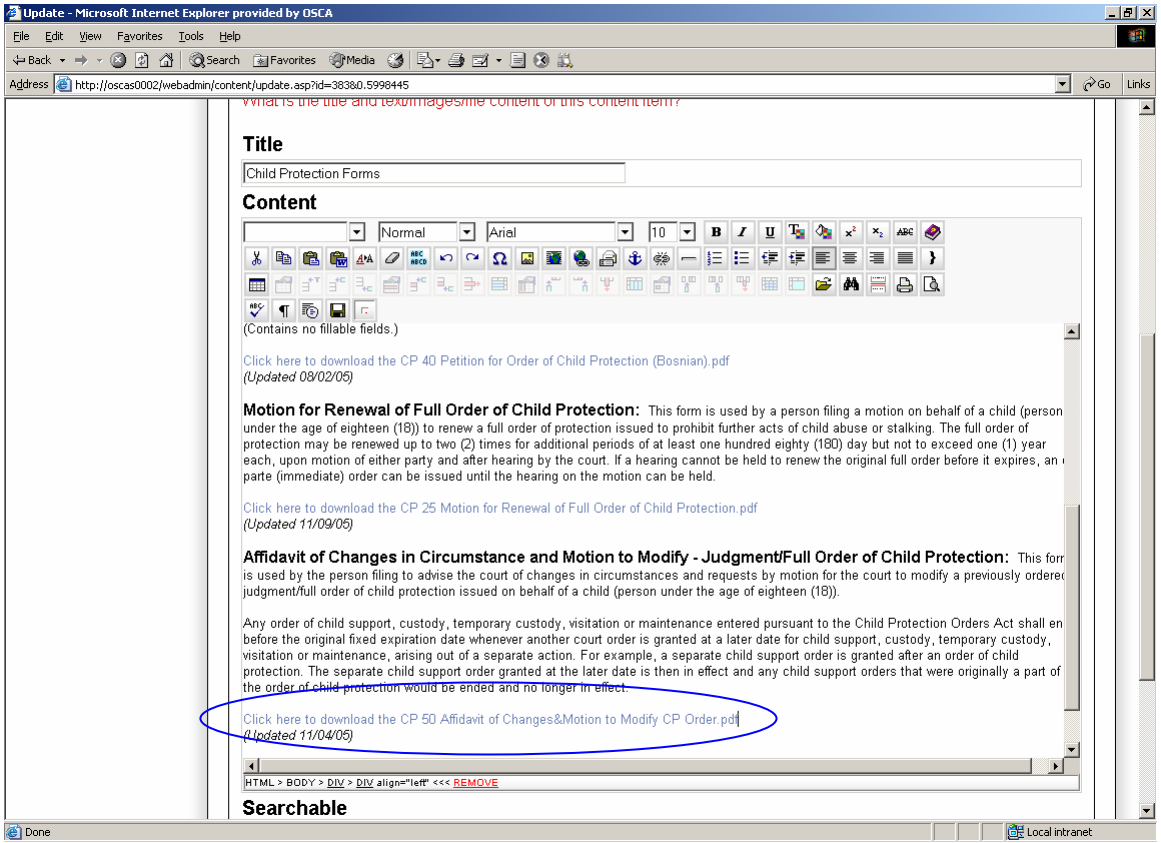

- Click “Save”. (Note: You may need to expand the page, or scroll to the right to find the “Save” button.)

# Attaching a Document



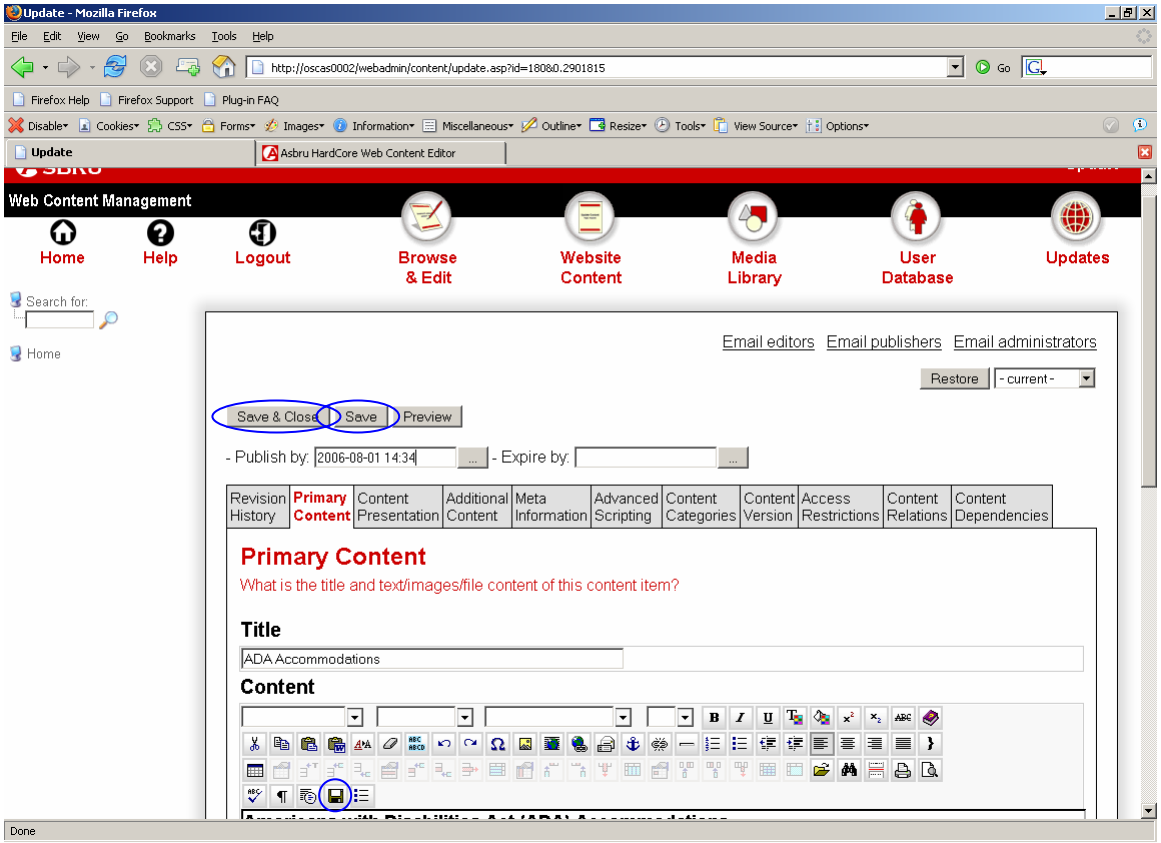

- Click “OK”.  This page will close.

# 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

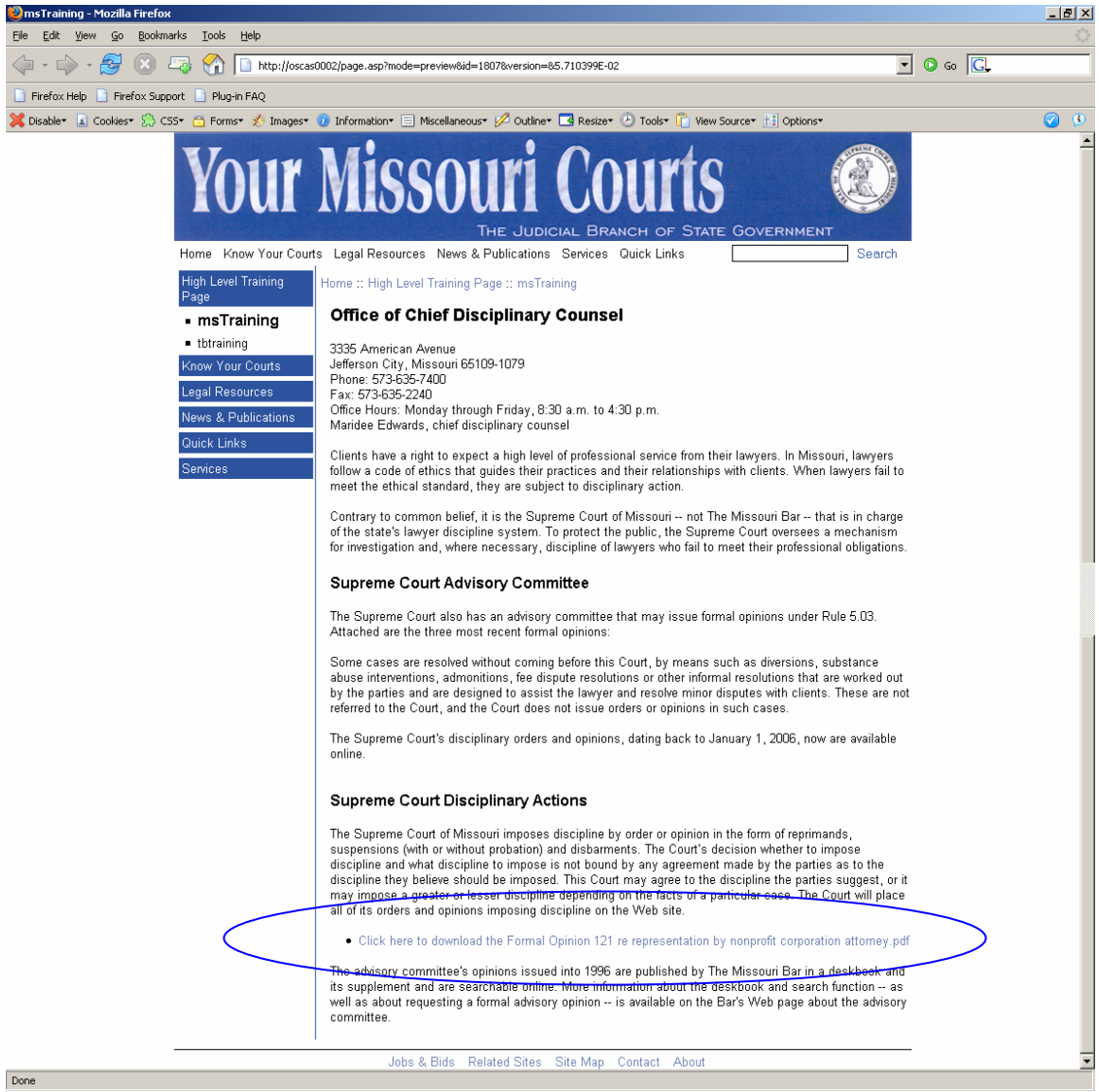



- Be sure and click one of the 3 save buttons after you’ve attached your file.

# 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



msTraining - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://oscas0002/page.asp?mode=preview&id=18078&version=&5.710399E-02

Firefox Help Firefox Support Plug-in FAQ

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

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**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.

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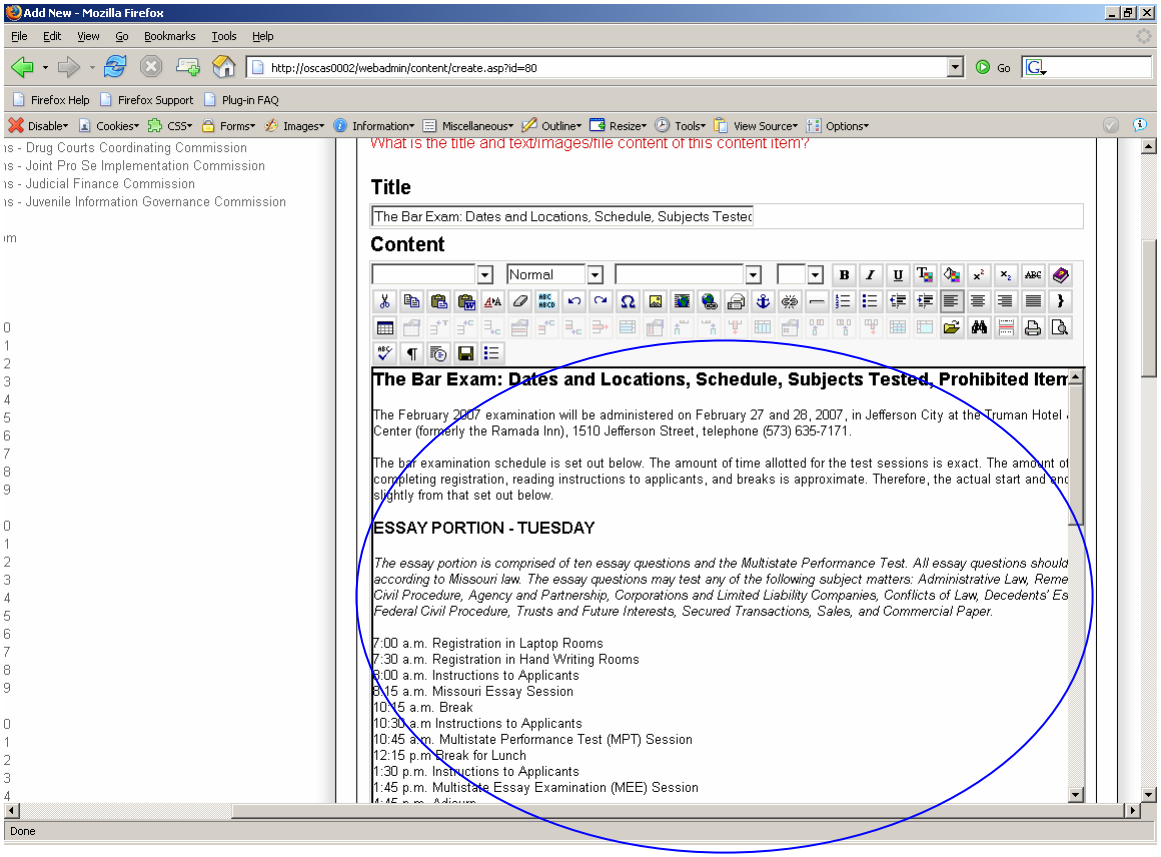
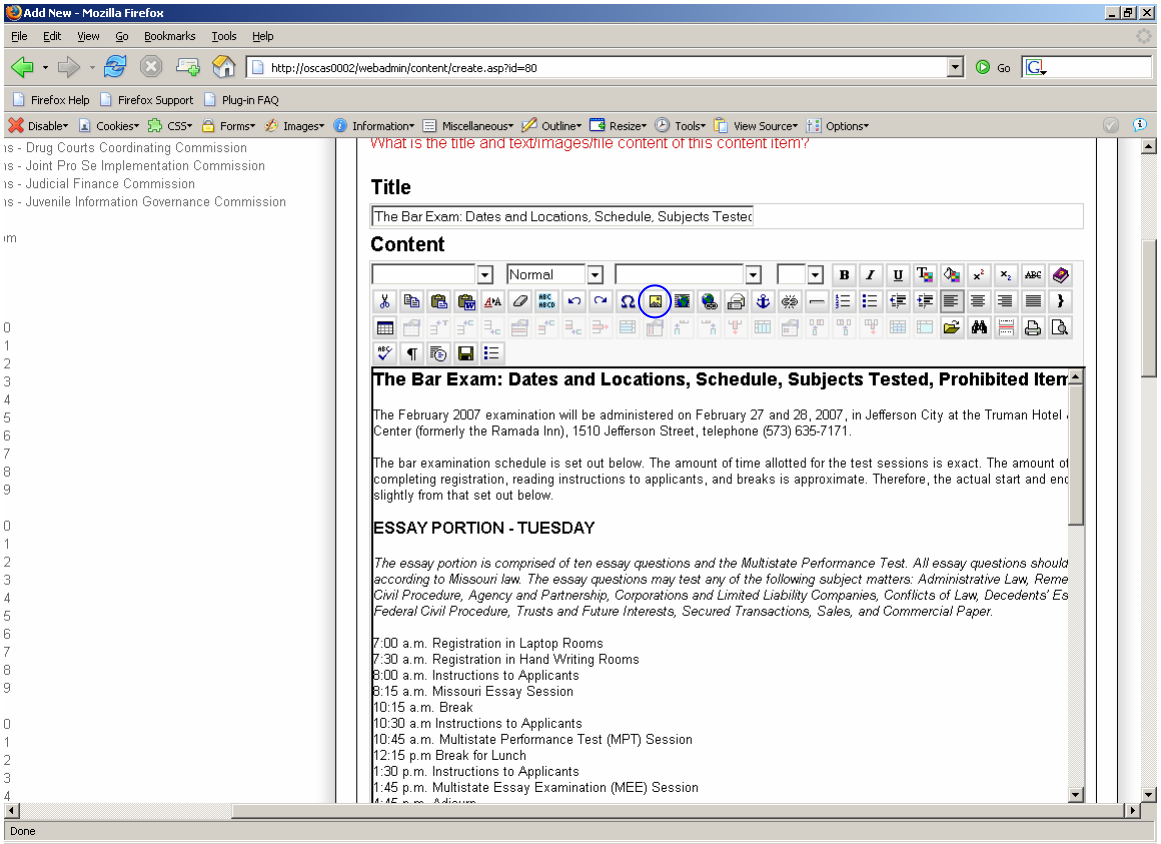
Done

# Inserting an Image



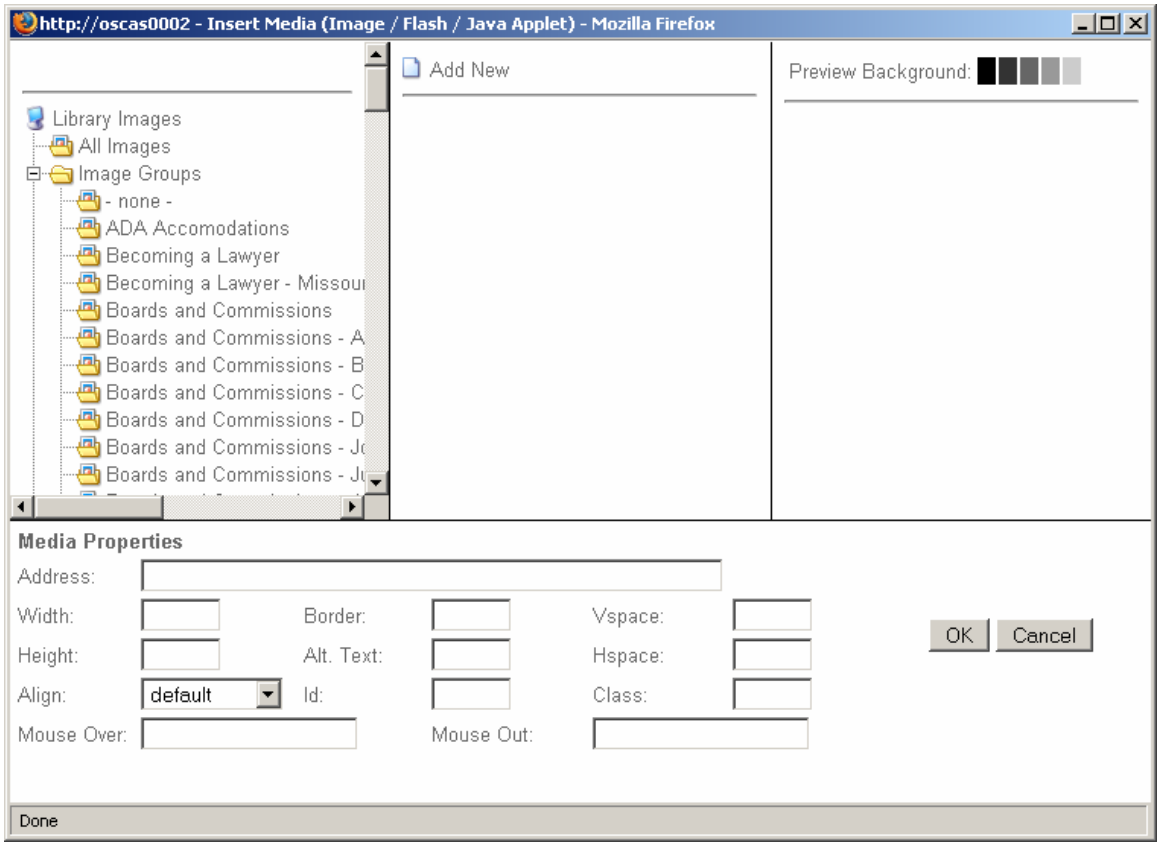

- Put the cursor within the content body.

# Inserting an Image



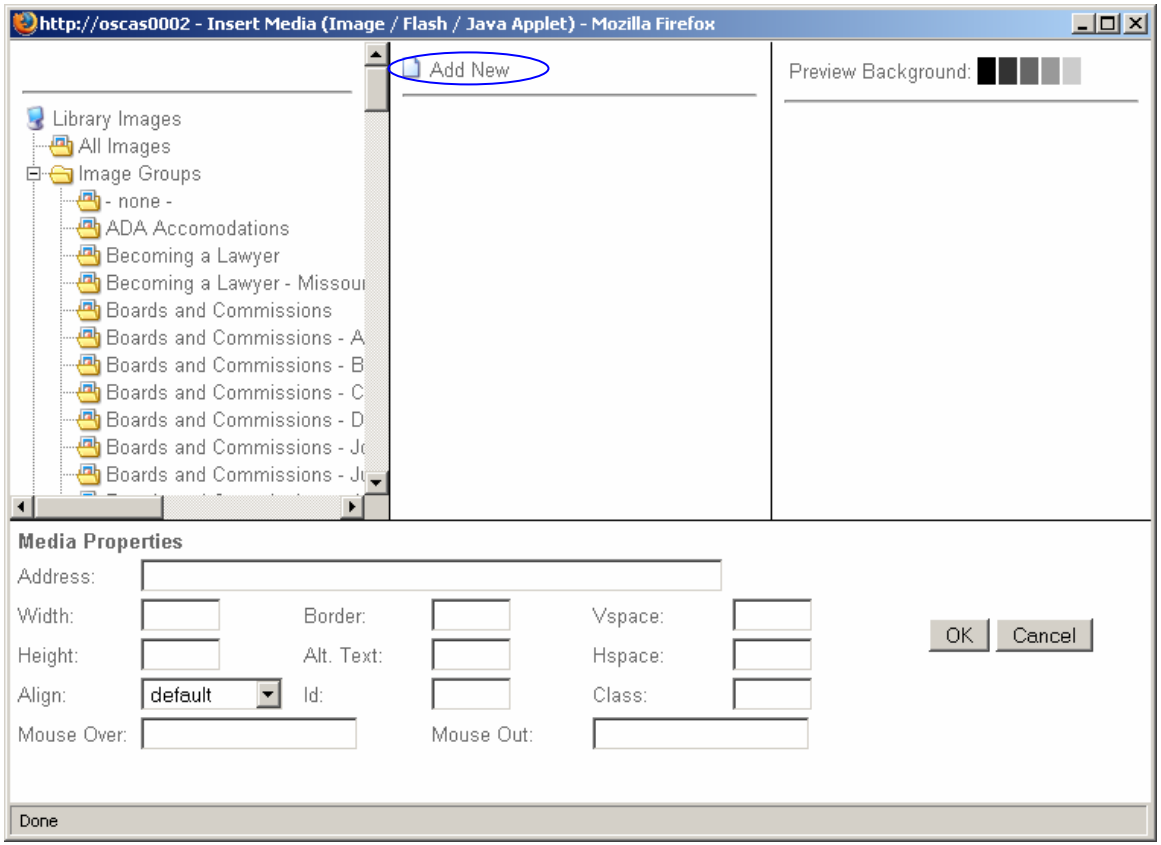

- Click the “Insert Media” button.

# Inserting an Image



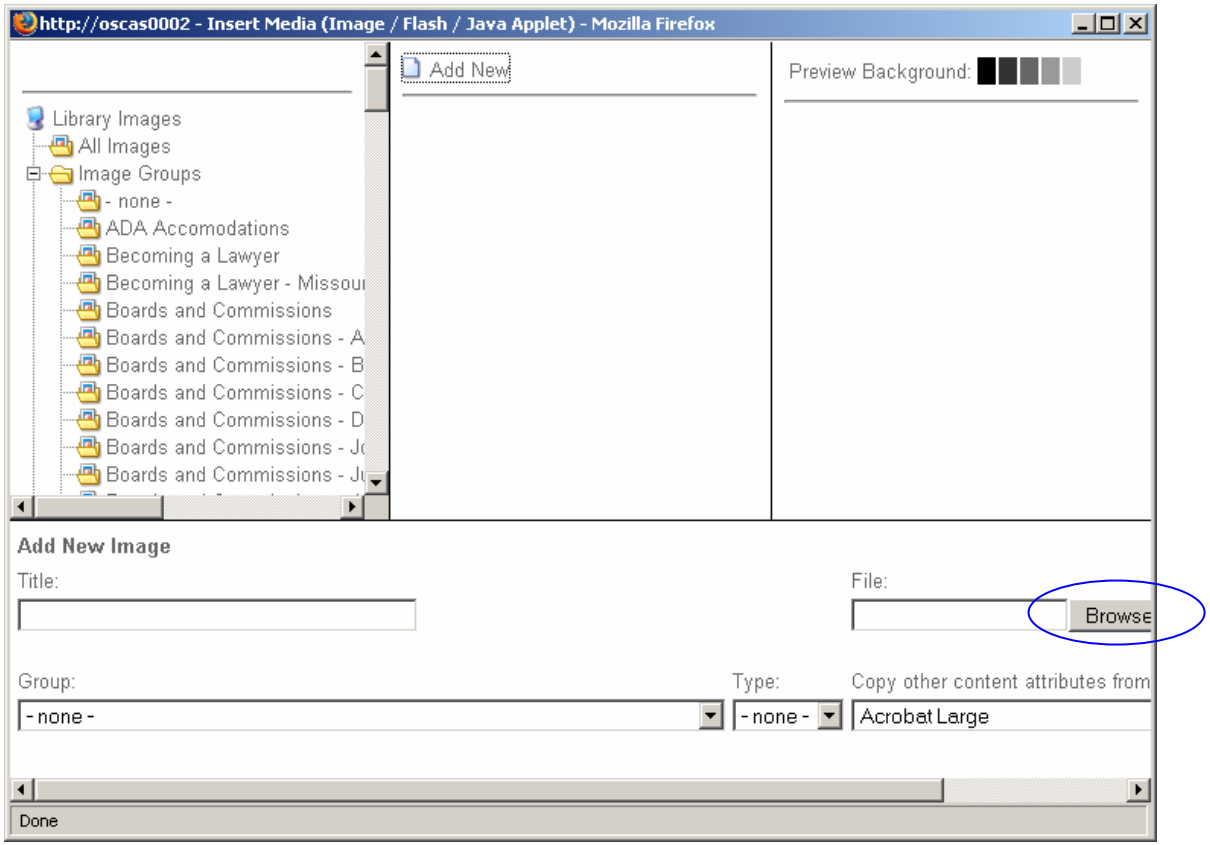

- The Insert Media page will pop up.

# Inserting an Image



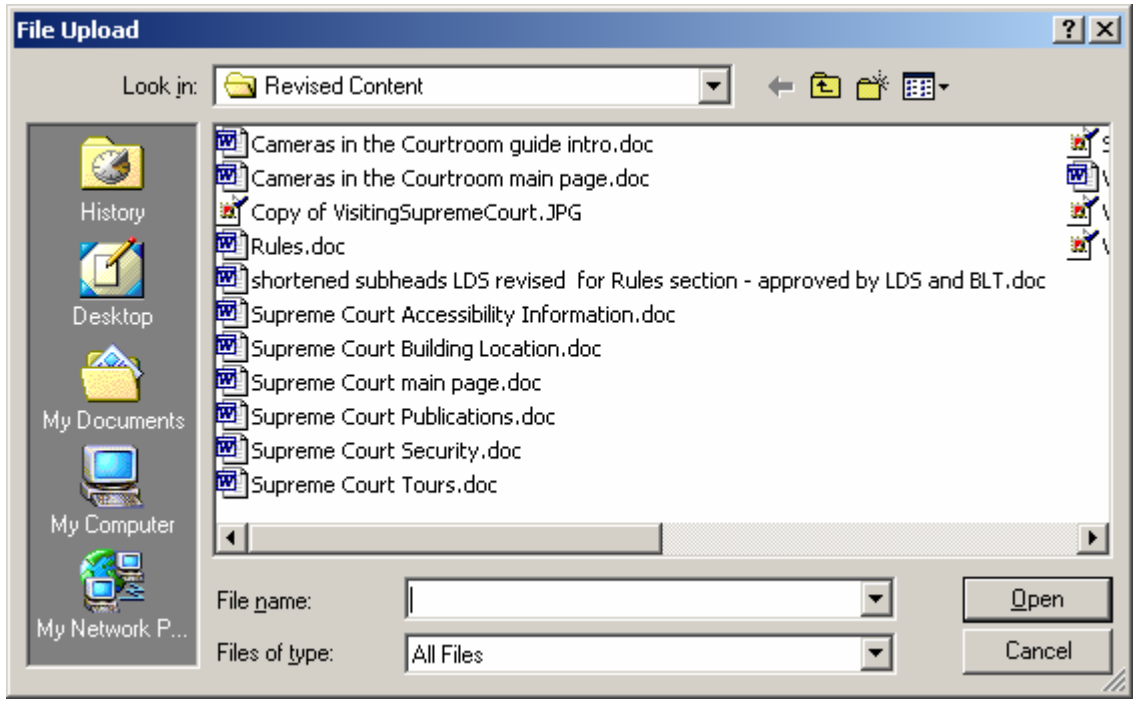

- Click “Add New”. (Note: you can use a previously uploaded picture by clicking on image groups and finding the picture)

# Inserting an Image



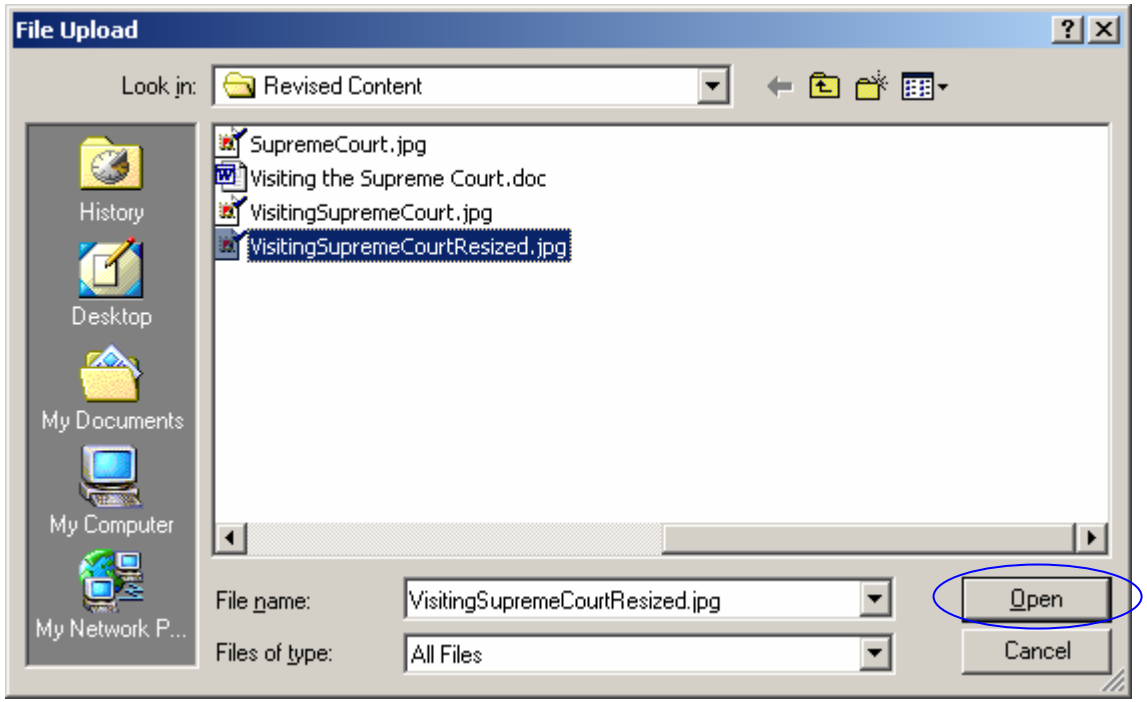

- Click “Browse”.

# Inserting an Image



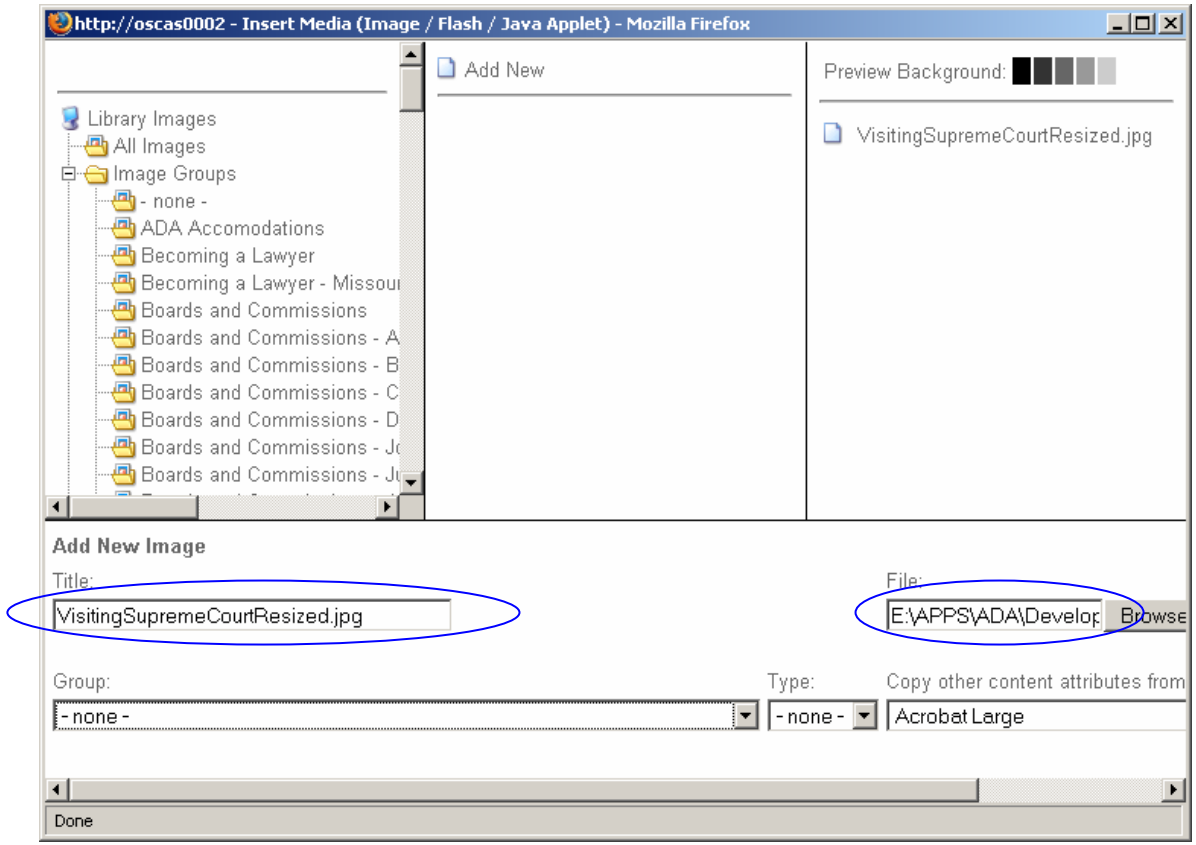

- The File Upload page will pop up.

# Inserting an Image



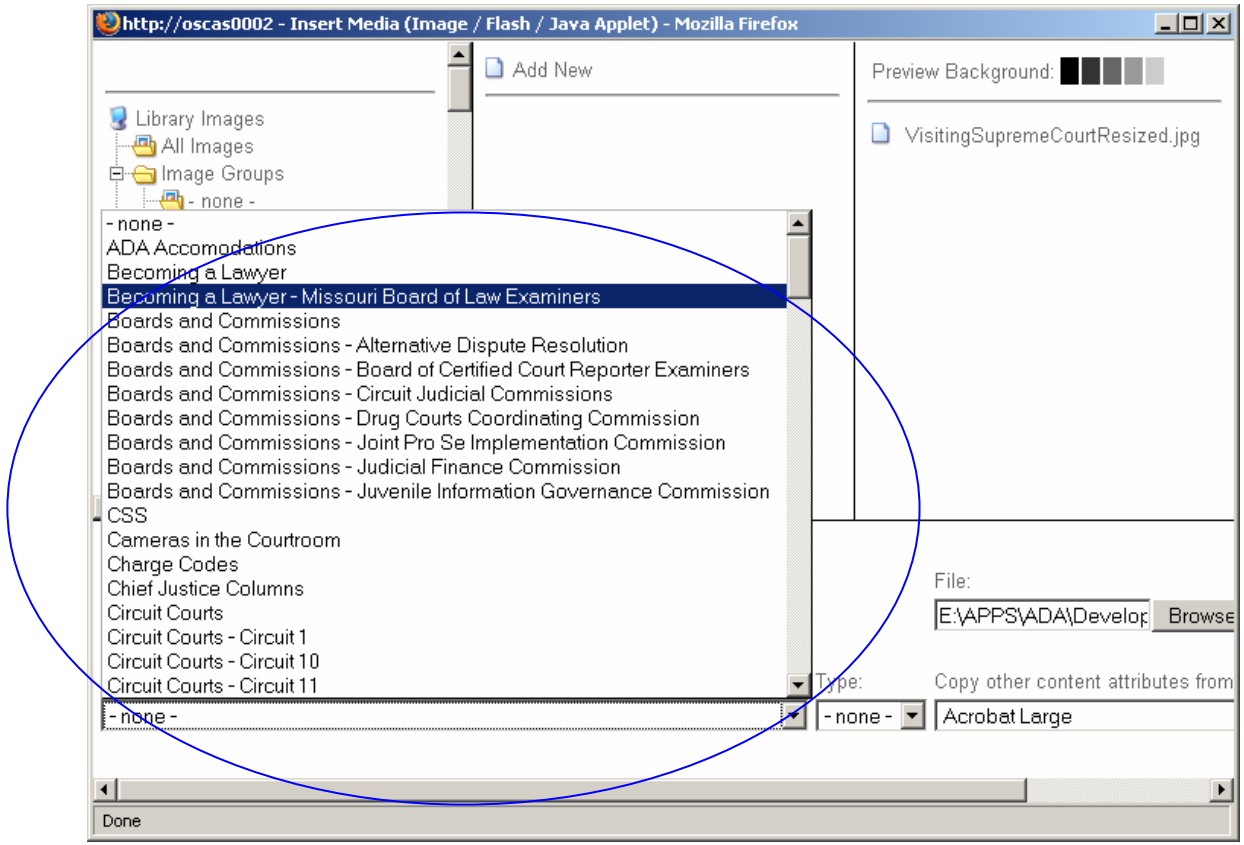

- Find the picture you want to insert. Click “Open”.

# Inserting an Image



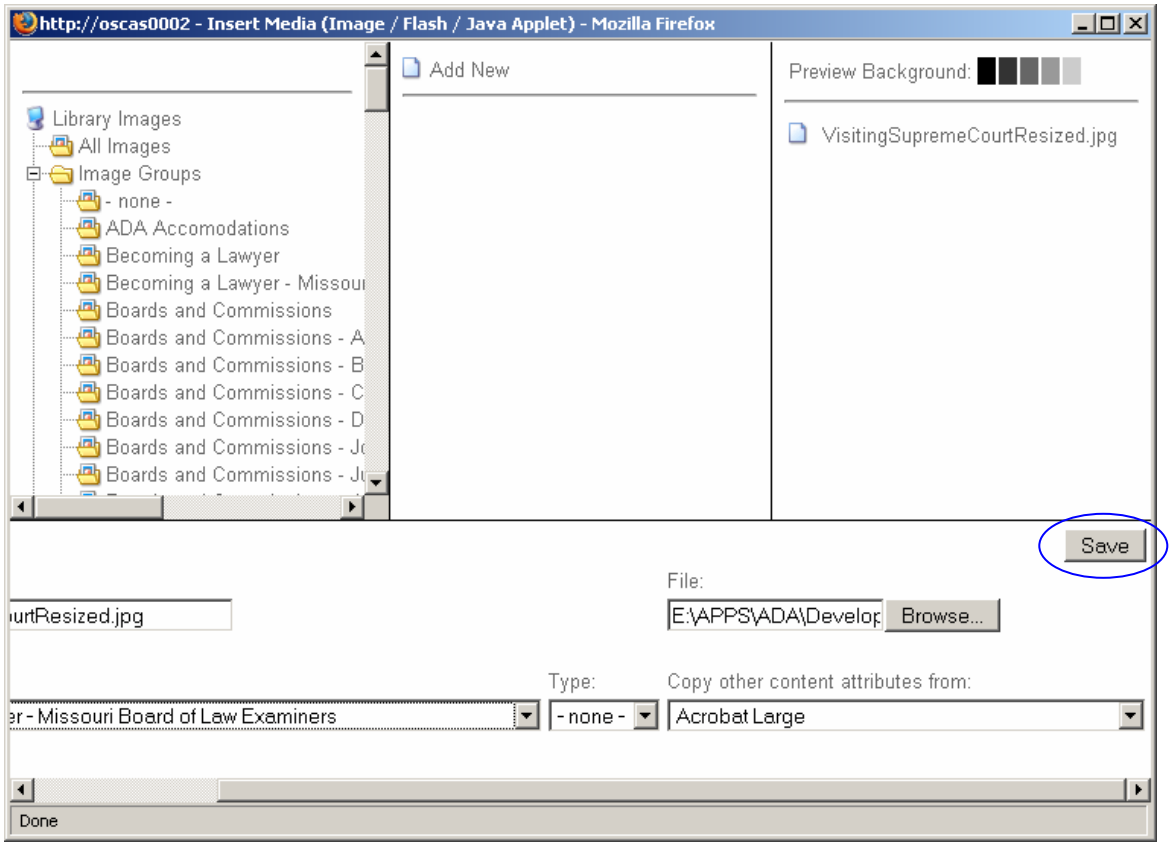

- Text will load into the “Title” and “File” boxes.

# Inserting an Image



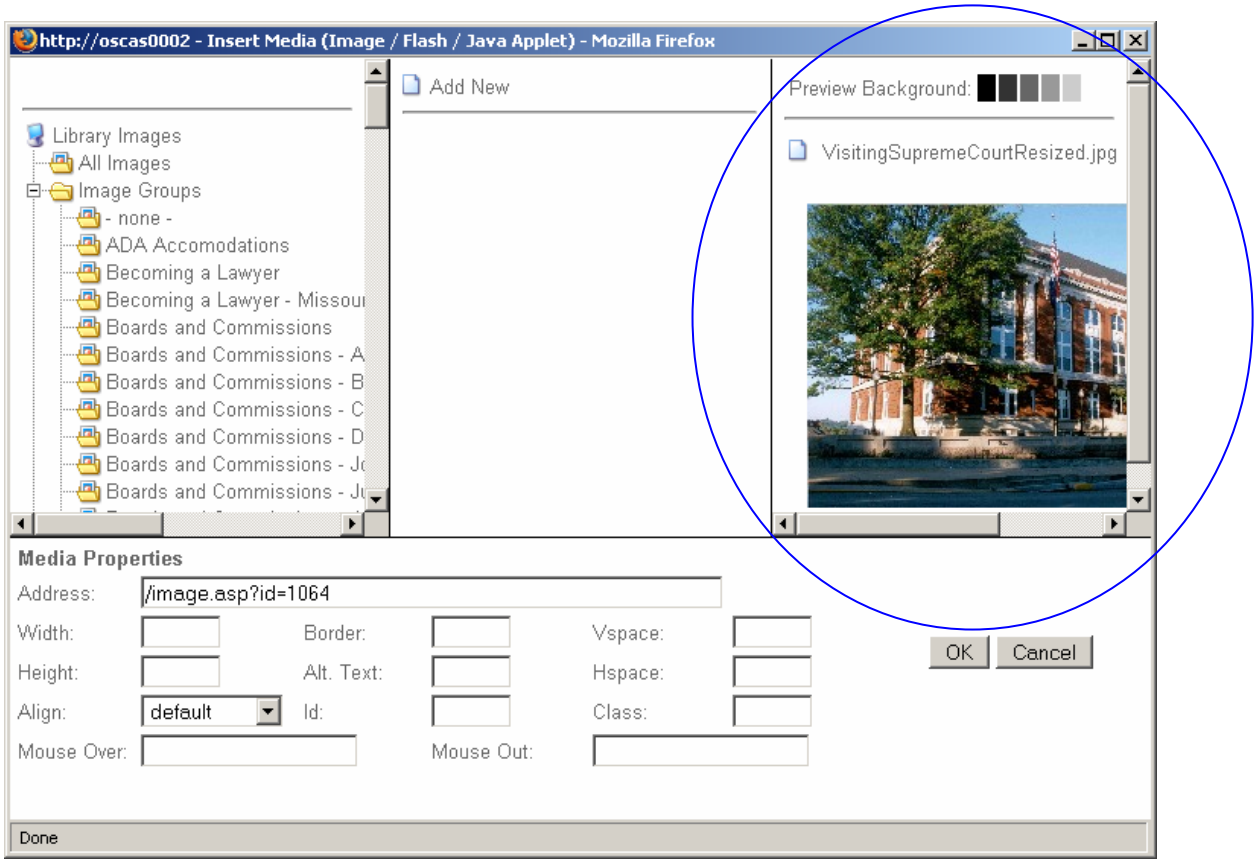

- Select the group you want to add the image to. Again, this is extremely important so the security is setup correctly.

# Inserting an Image



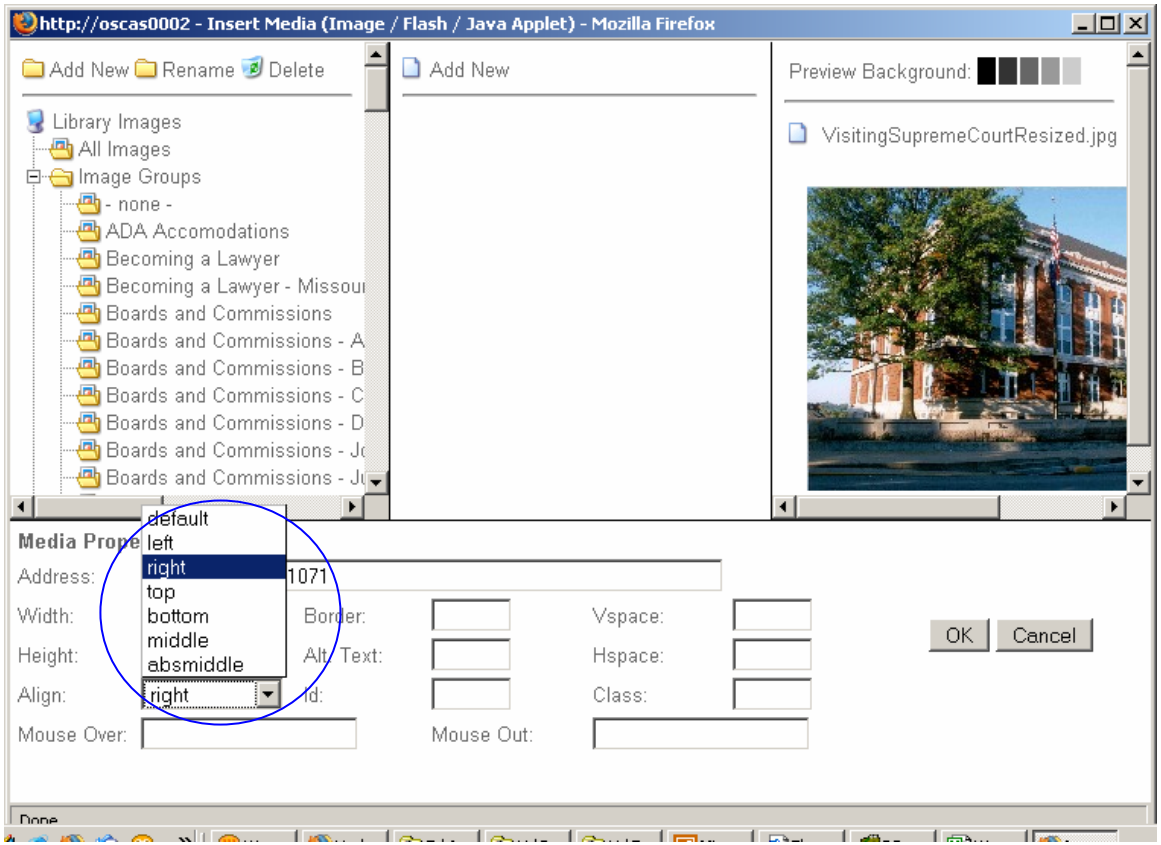

- After you select the appropriate group, click “Save”. (You might have to scroll to the right to see “Save”.)

# Inserting an Image



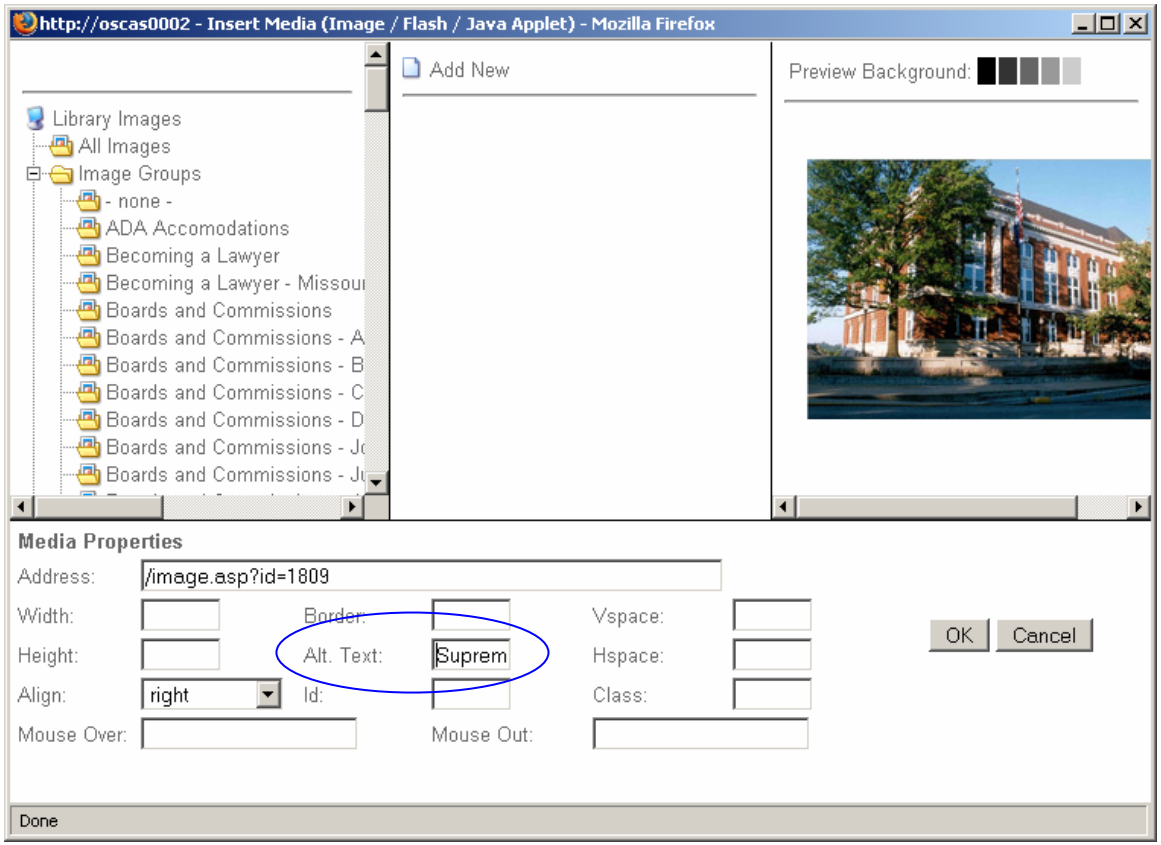

- A preview of the picture will load in the right pane.

# Inserting an Image



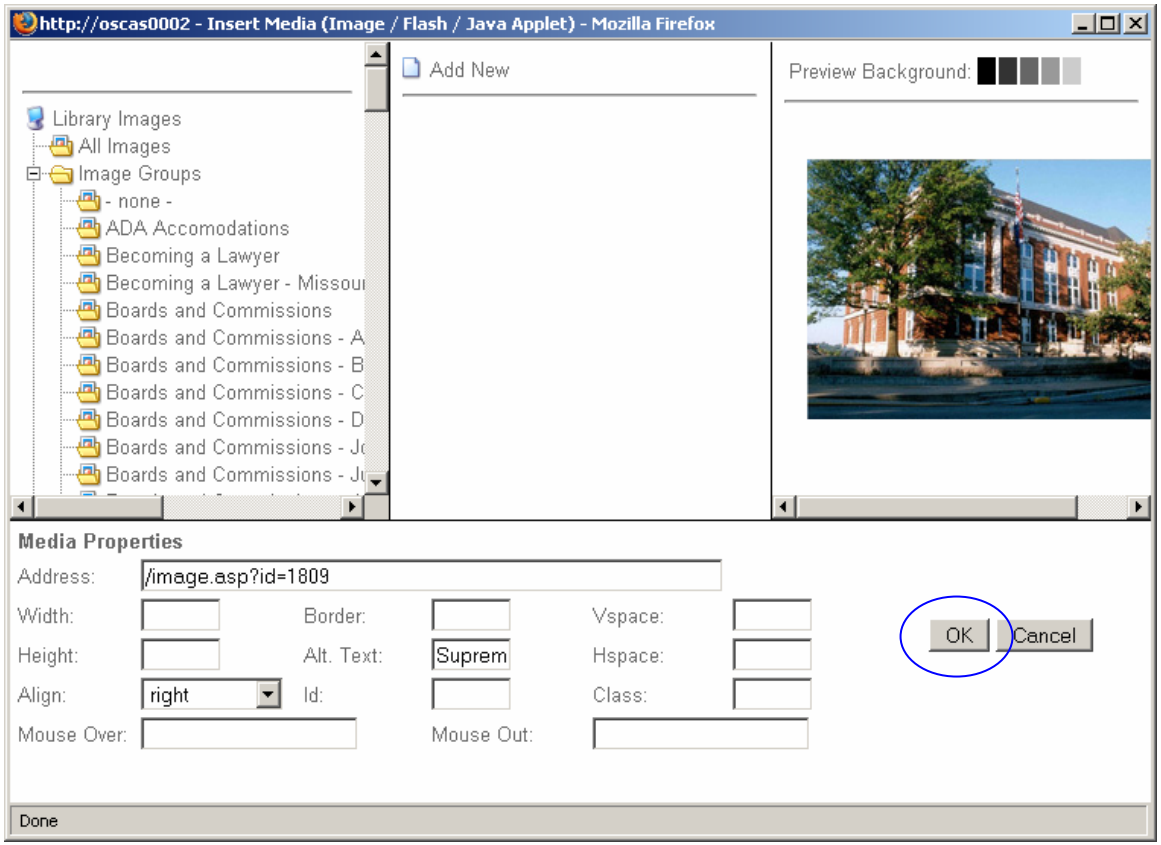

- Select how you want to justify the picture on your page. This is done in the “Align” drop down list. The page standard is “right”.

# Inserting an Image



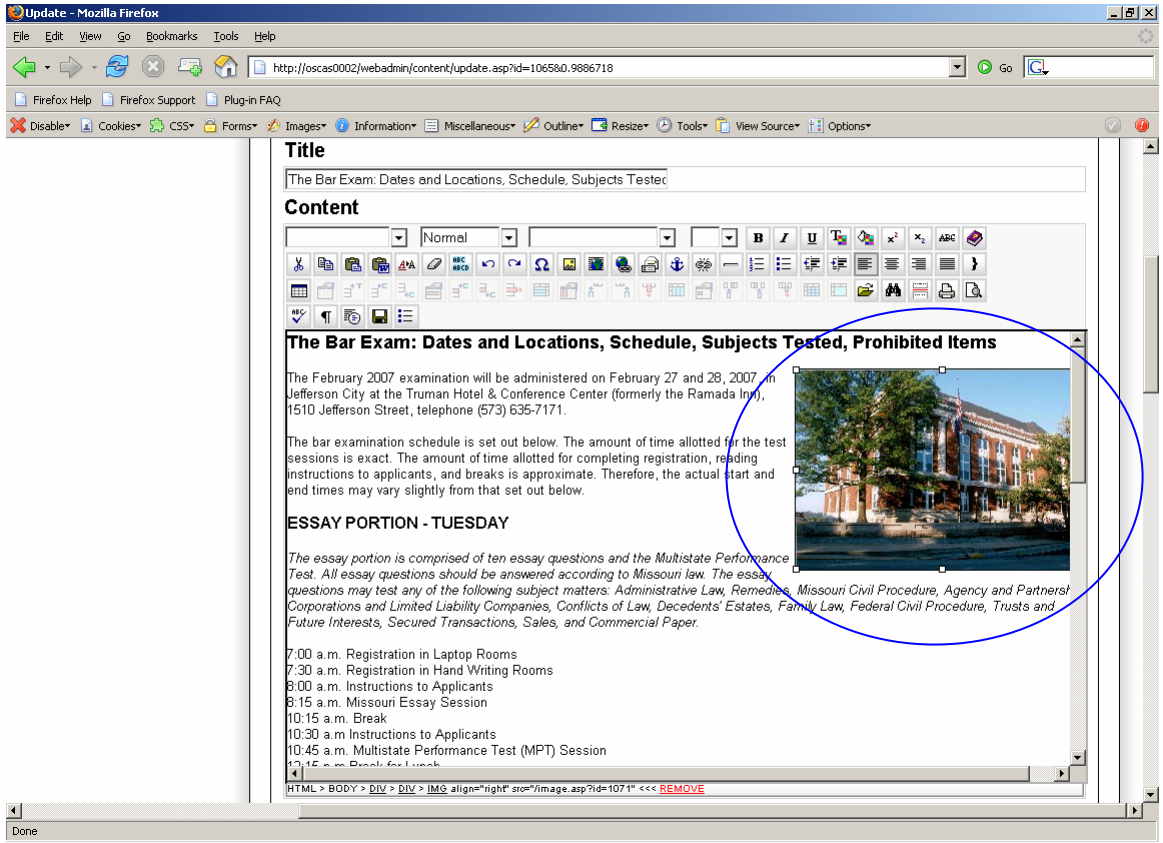

- Add “Alt Text” to the picture. This is to follow ADA compliance. Put a short description in this text box.

# Inserting an Image



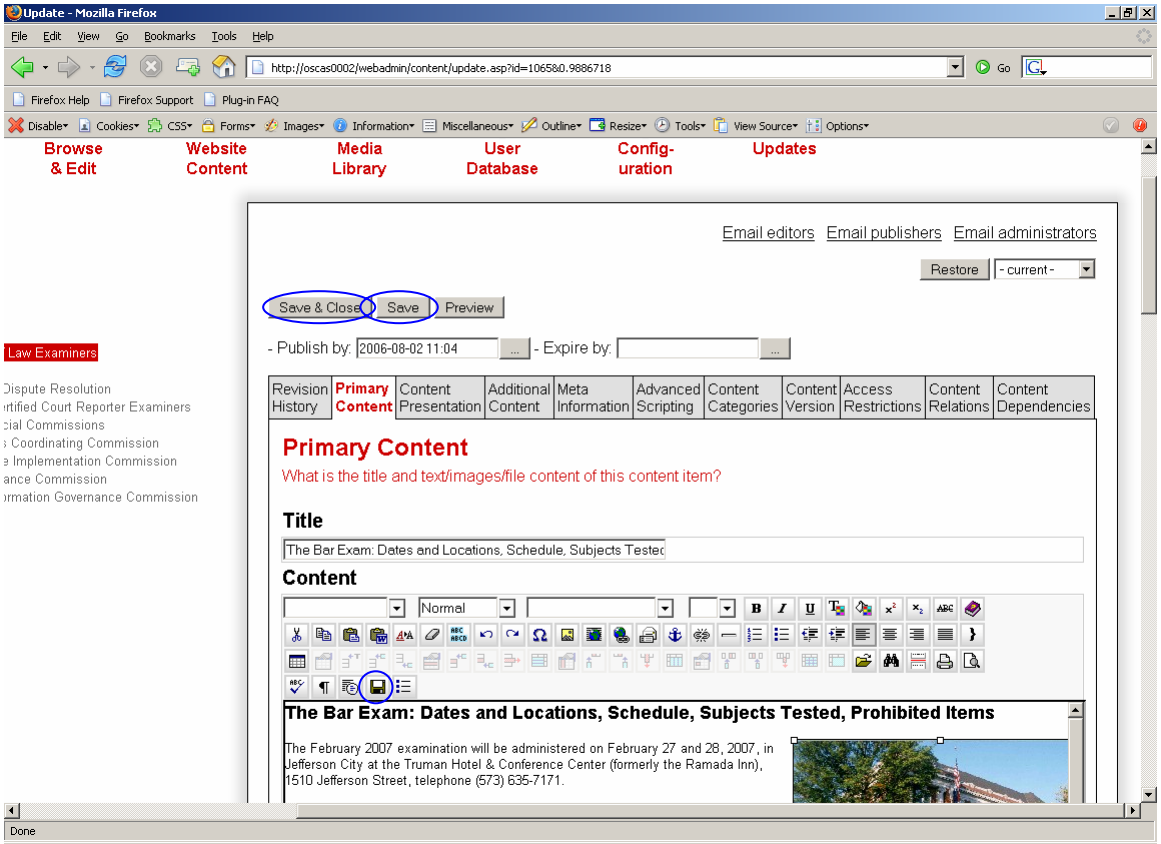

- Click “OK”.

# 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.

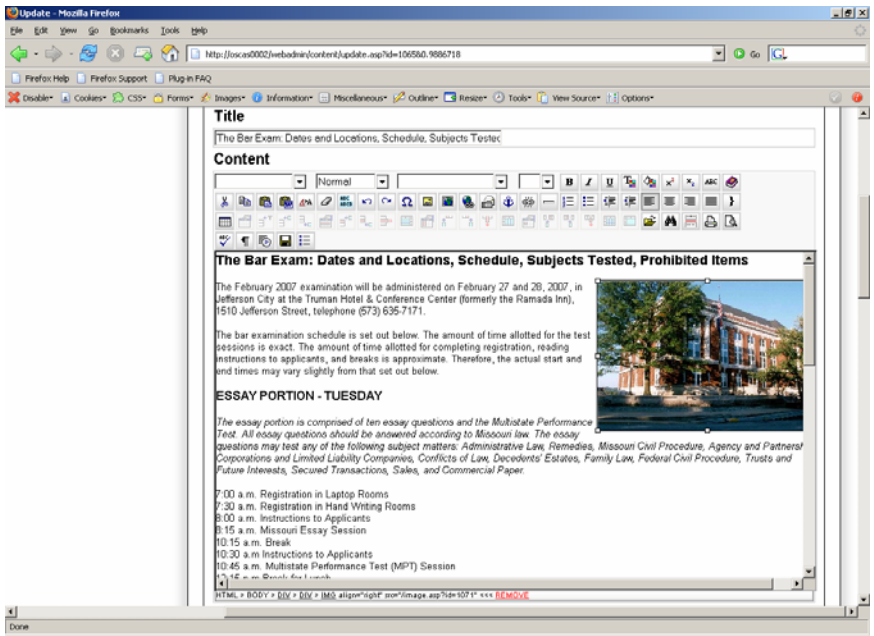
# Inserting an Image



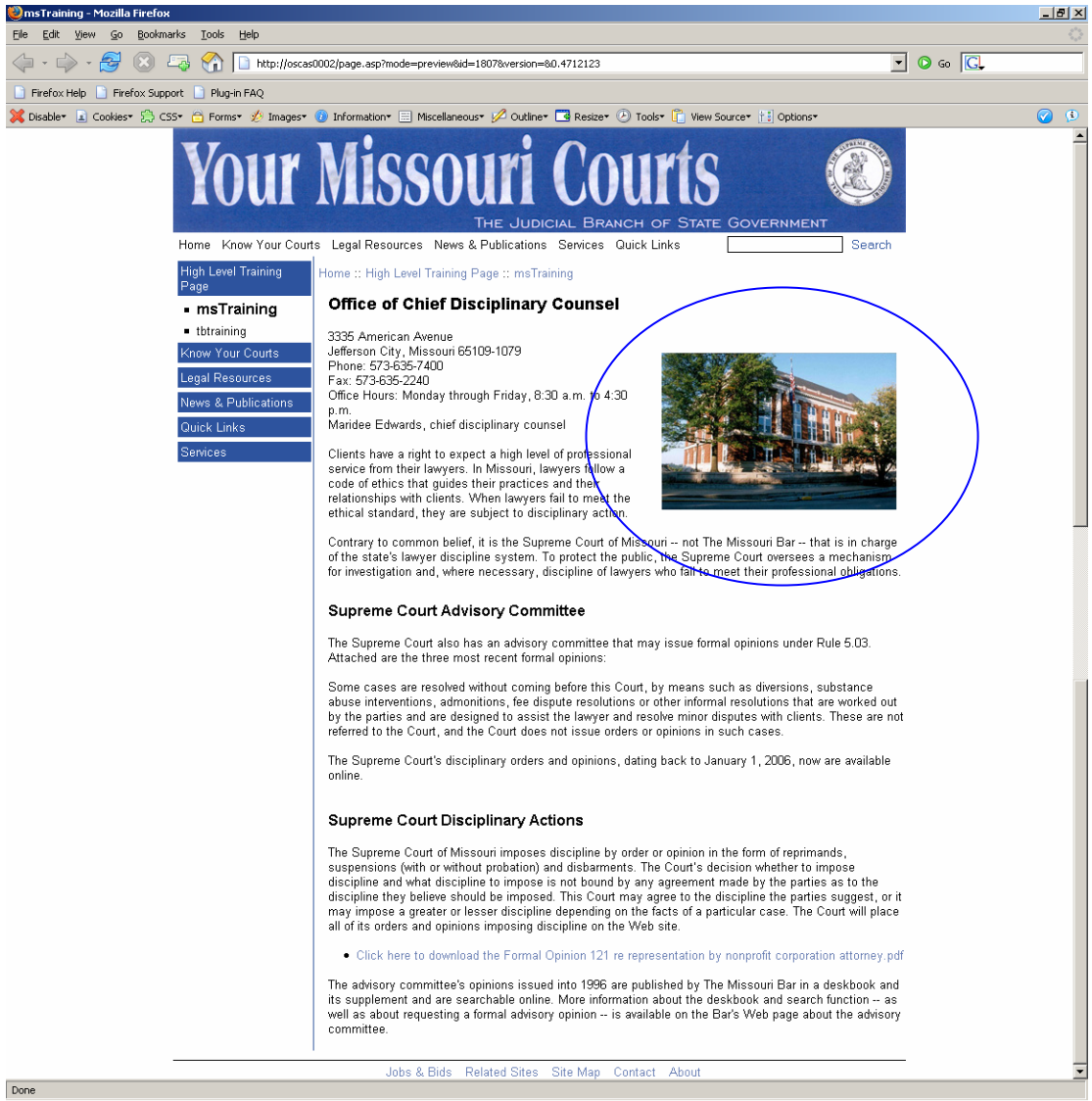

- Be sure and click one of the 3 save buttons after you’ve inserted your image.

# Exercise:  Part 4

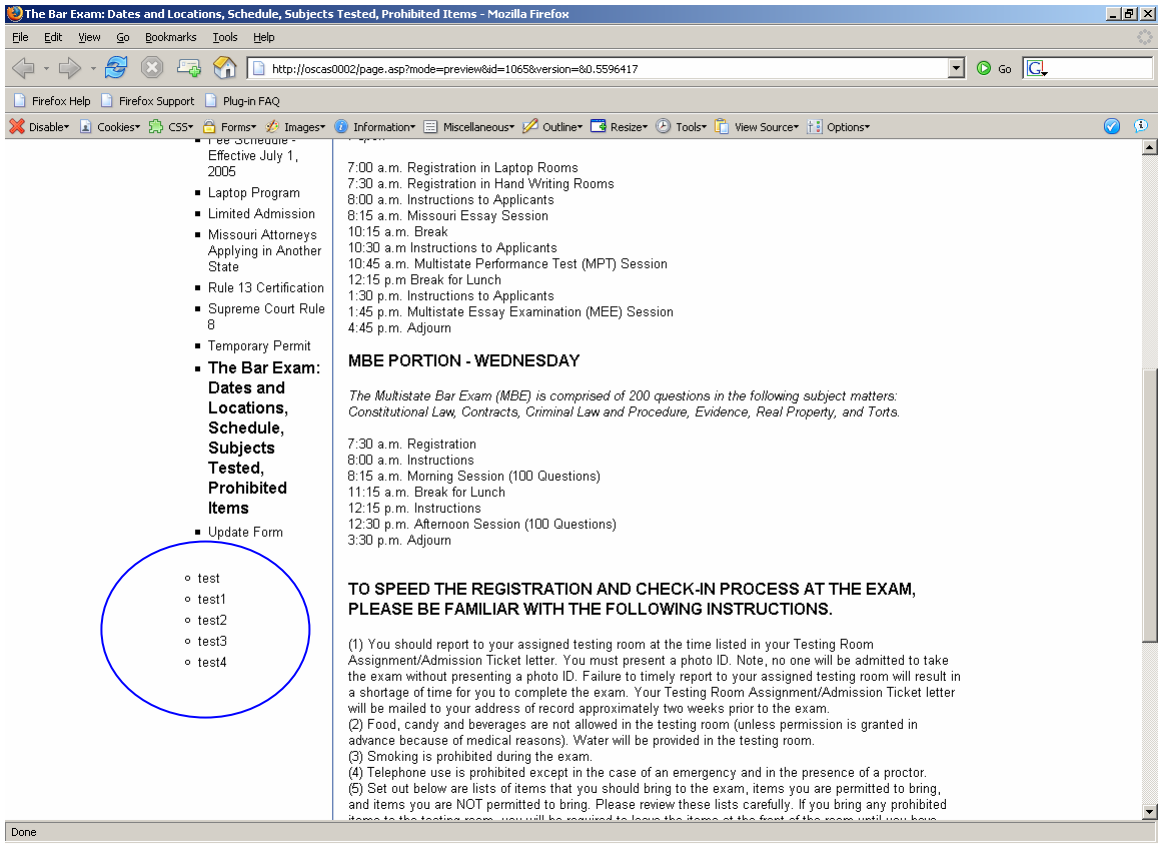
- Insert the following image into your training page: SupremeCourt.jpg
- Right justify the image at the top of your page, just beneath the title.
- When uploading the image, add your initials to the beginning of the image name (title) to make it unique.
- Add the image to the “Training” group.
- Save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



# Exercise: Part 4 Print Screen

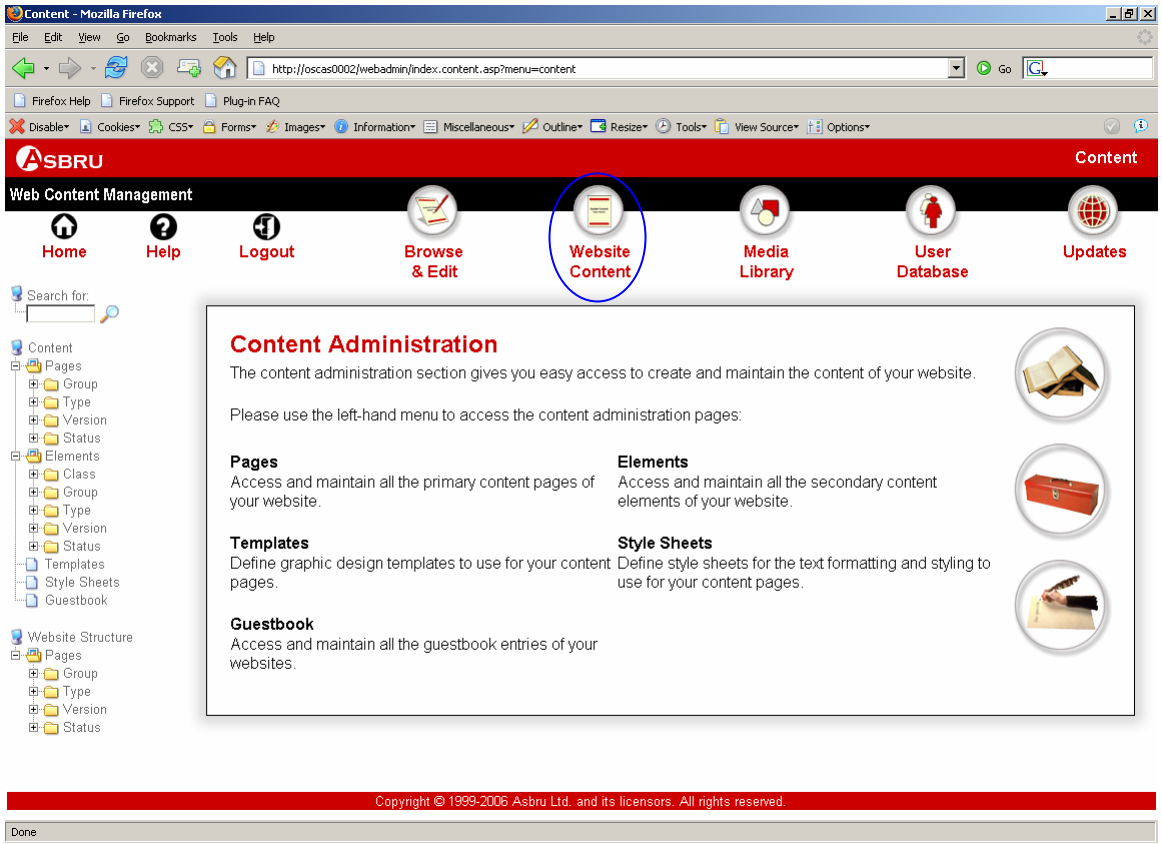


# Inserting Custom Navigation Links



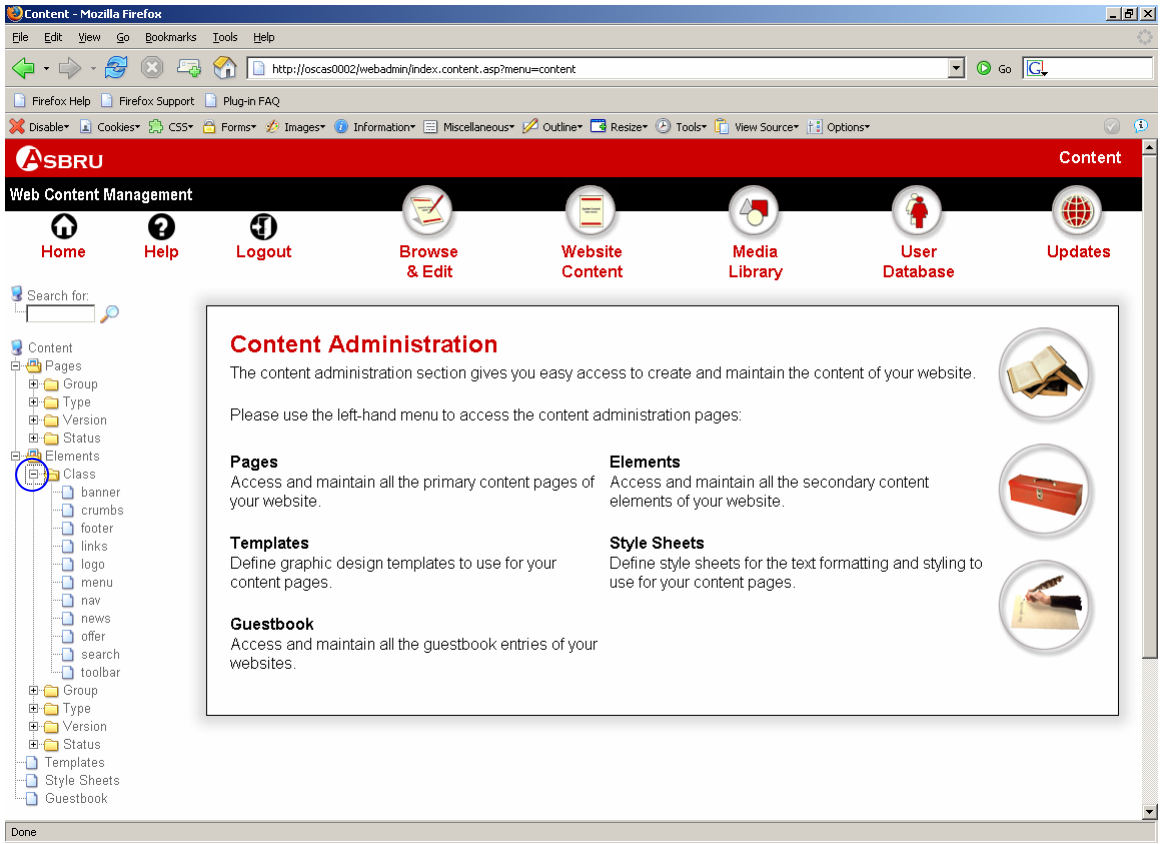

- Adds custom links to the left navigation bar. (Note: Be aware links will change, so use carefully.)

# Inserting Custom Navigation Links



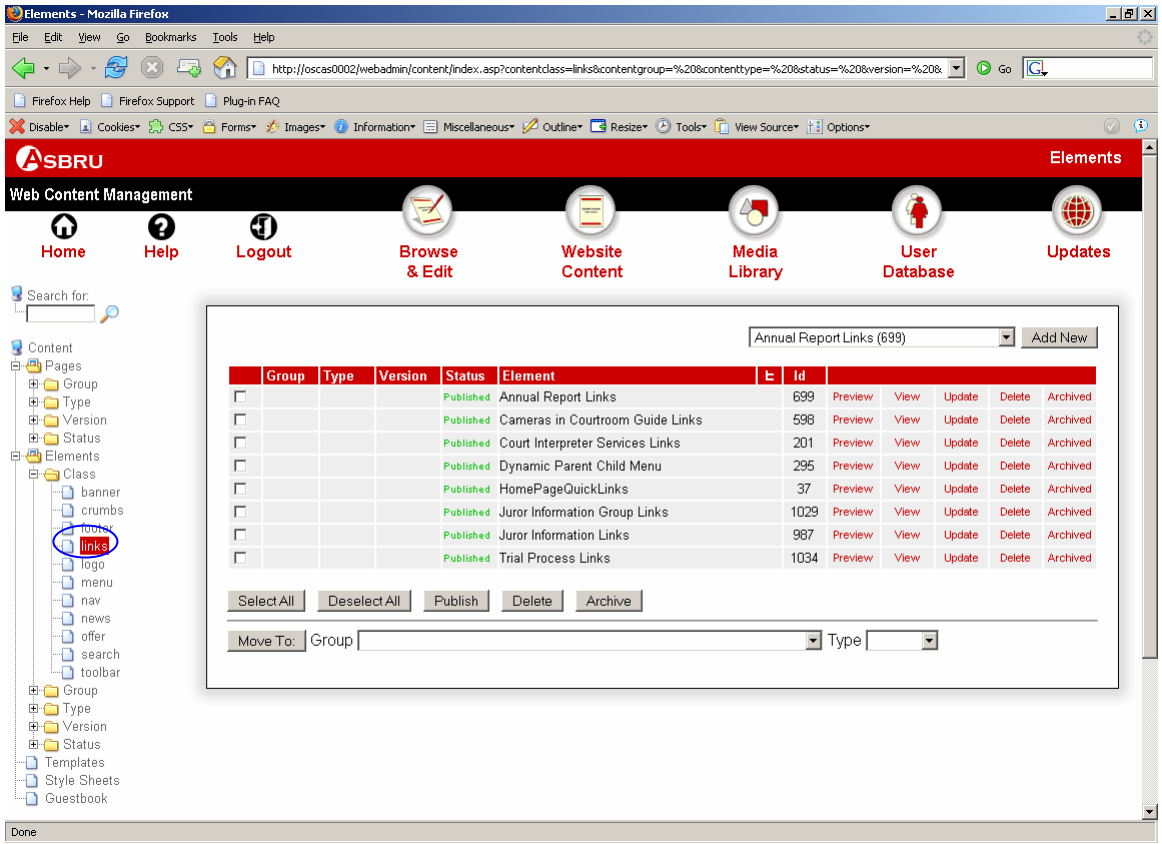

- Click “Website Content”.

# Inserting Custom Navigation Links



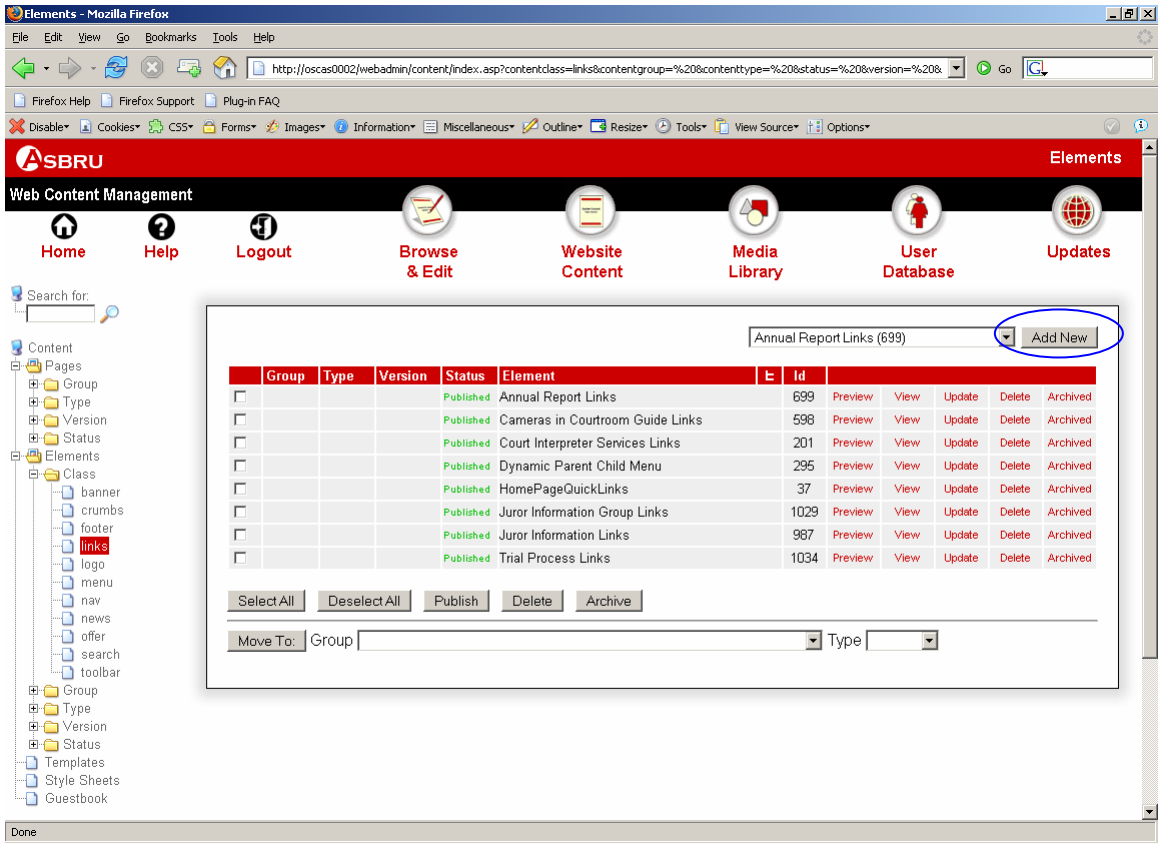

- Click “⊞” next to “Class” beneath “Pages”.

# Inserting Custom Navigation Links



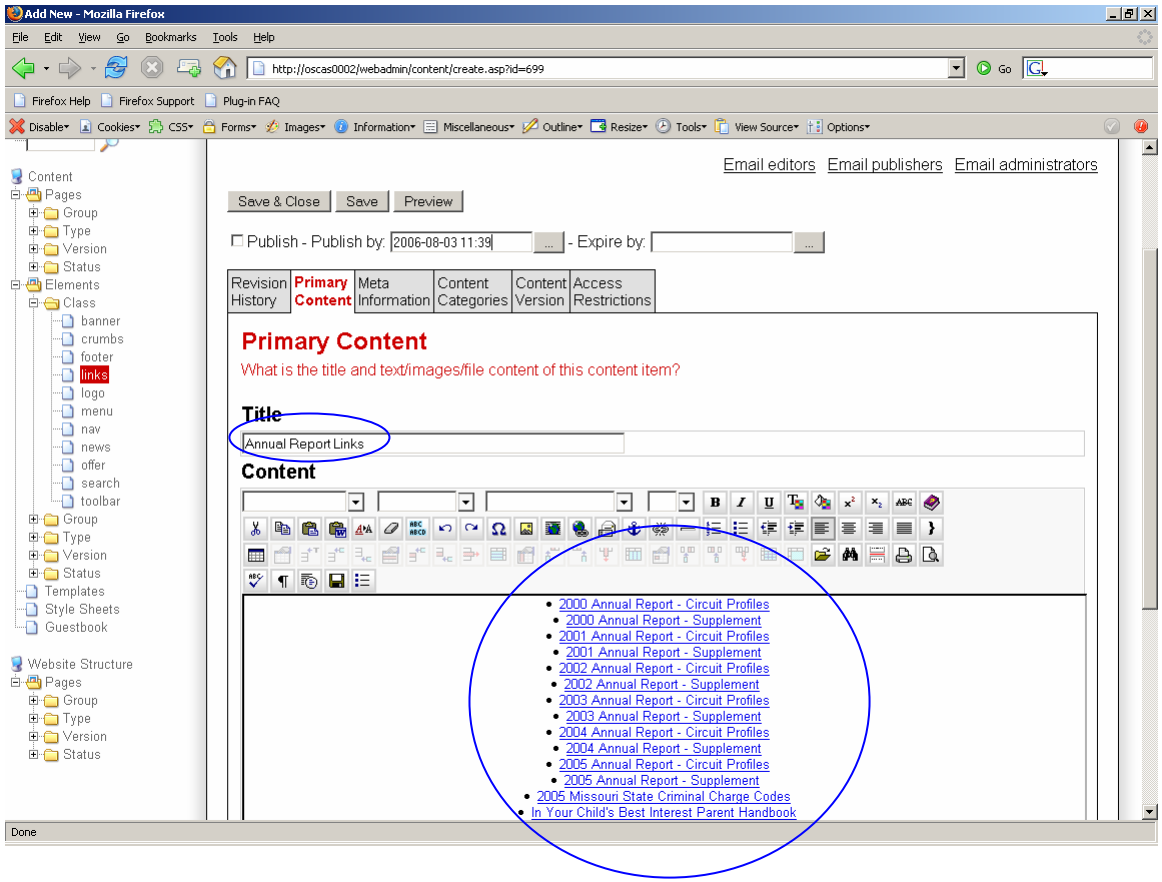

- Click “Links”.

# Inserting Custom Navigation Links



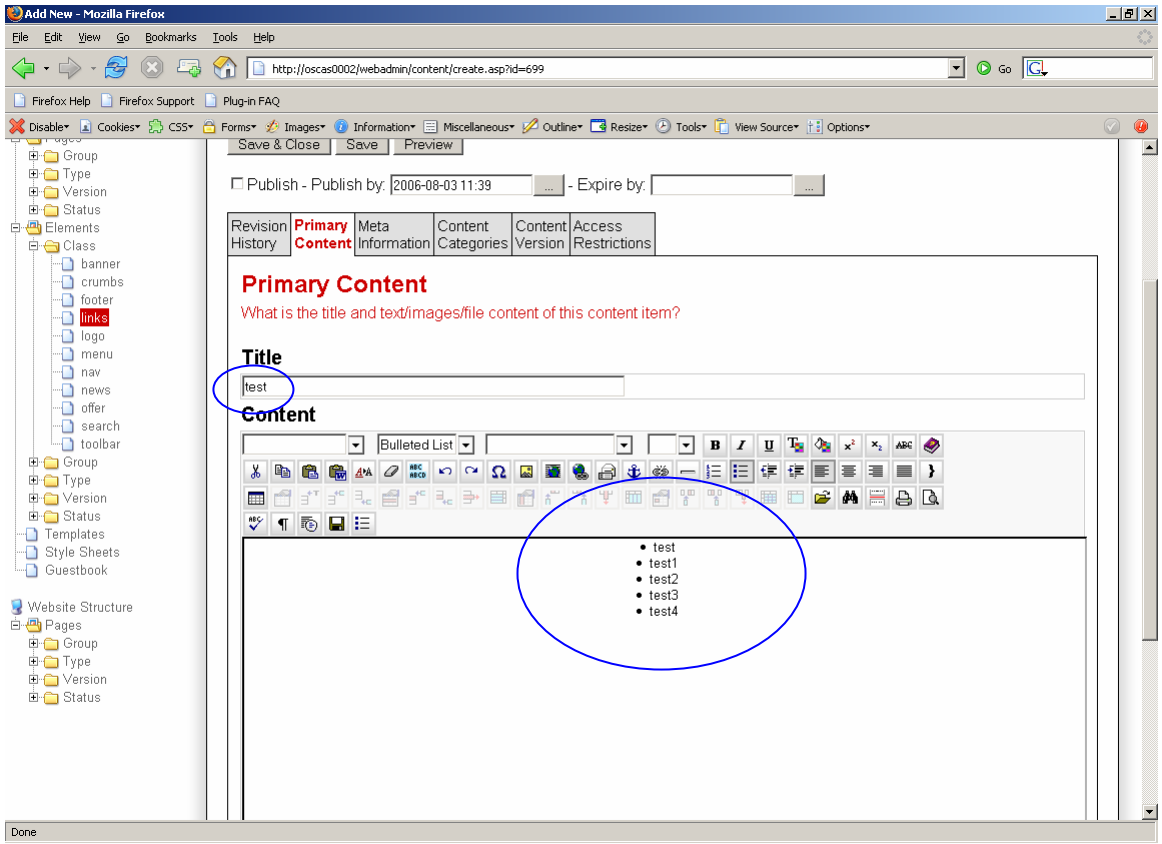

- Click “Add New”.

# Inserting Custom Navigation Links



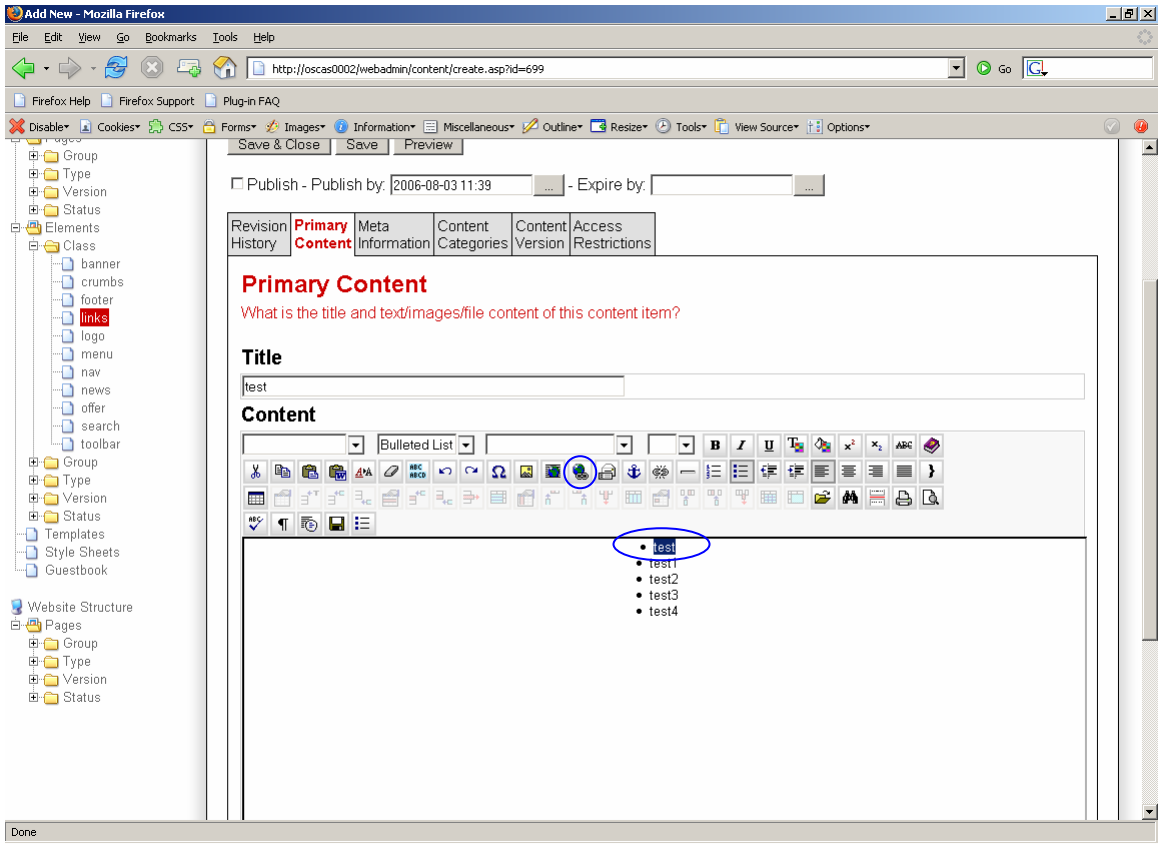

- There will be defaulted text in the “Title” and “Content” sections. This can be deleted.

# Inserting Custom Navigation Links



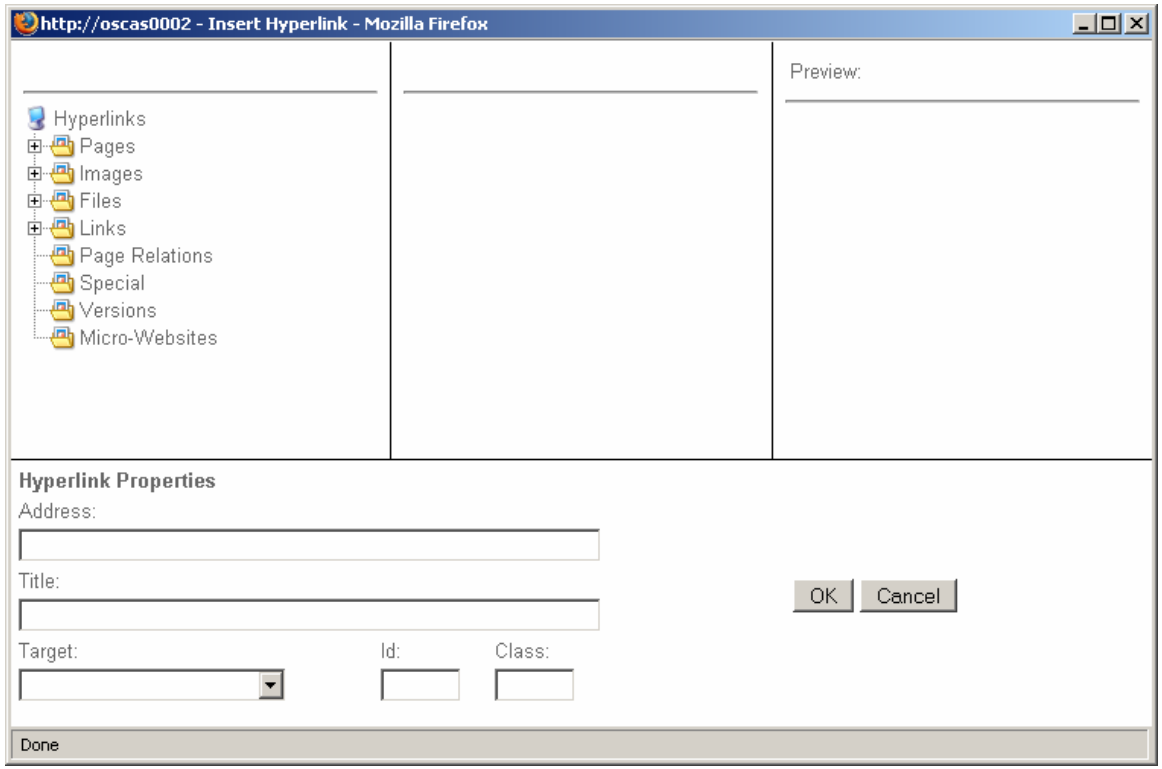

- Type in the title you want for your custom links. Type all of the link text in a bulleted list in the content section.

# Inserting Custom Navigation Links



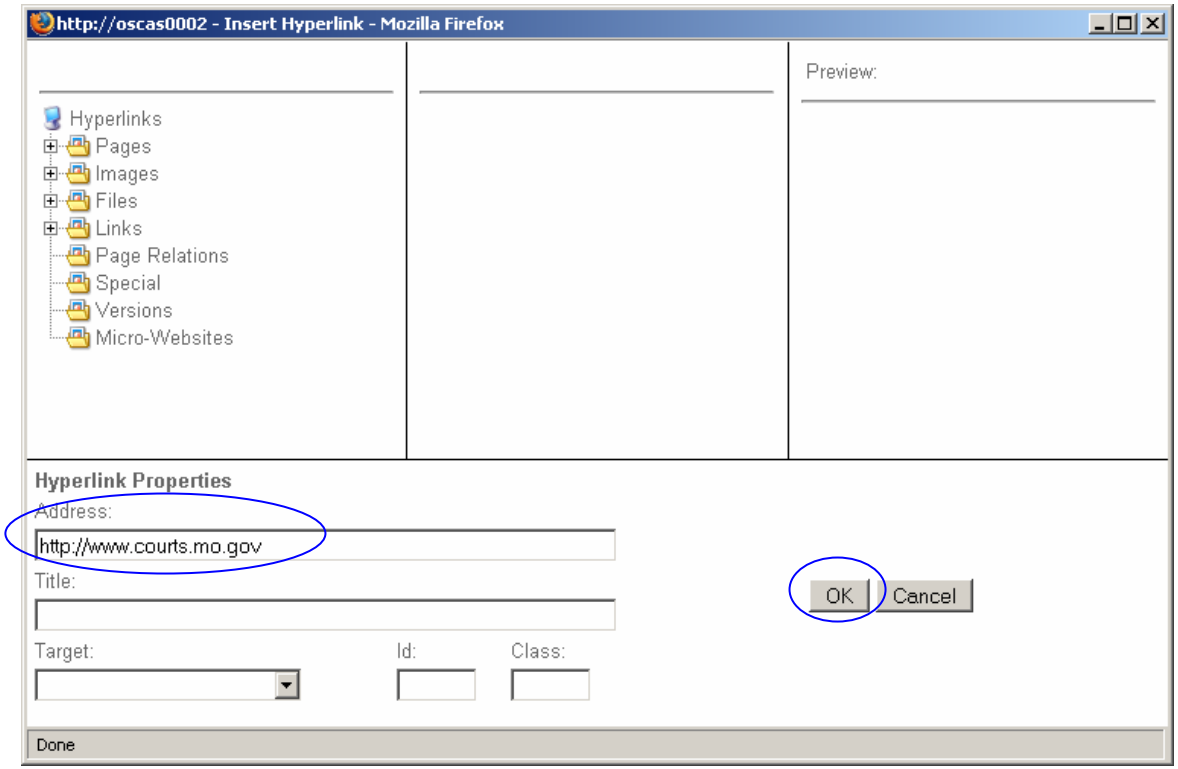

- Highlight your first text entry that will have a link associated. Next, click “Insert Hyperlink”.

# Inserting Custom Navigation Links



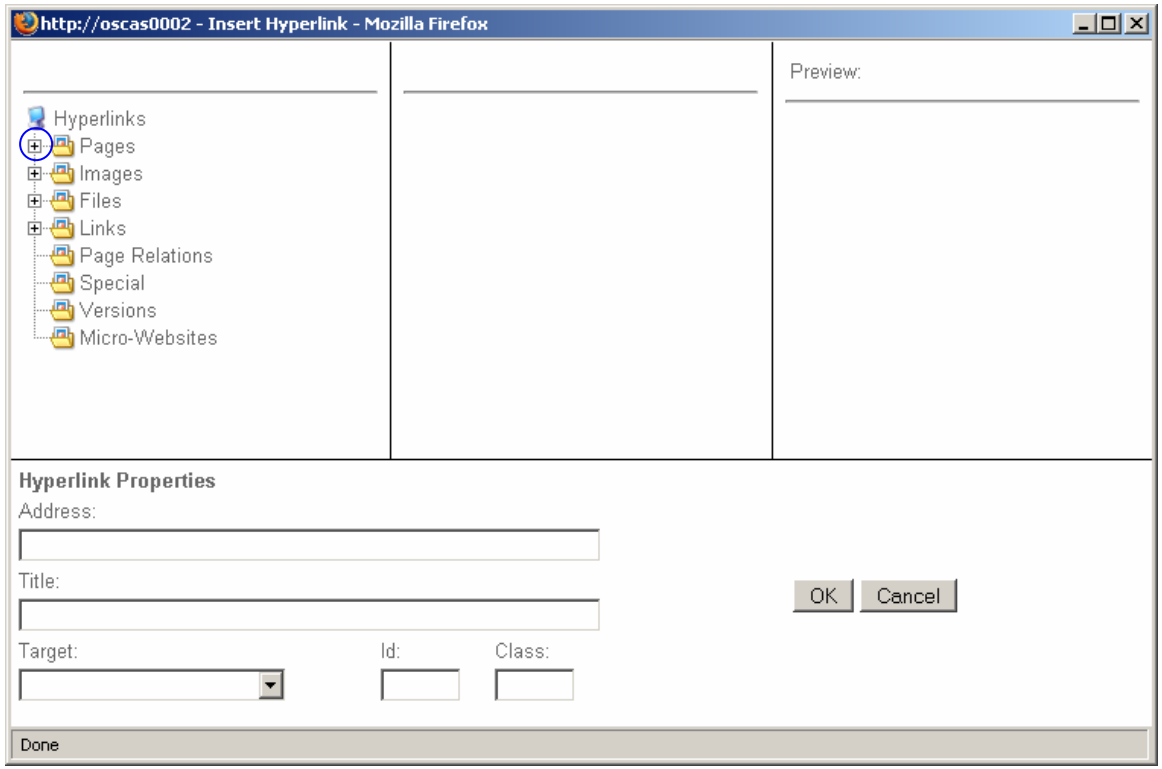

- The Insert Hyperlink window will pop up.

# Inserting Custom Navigation Links



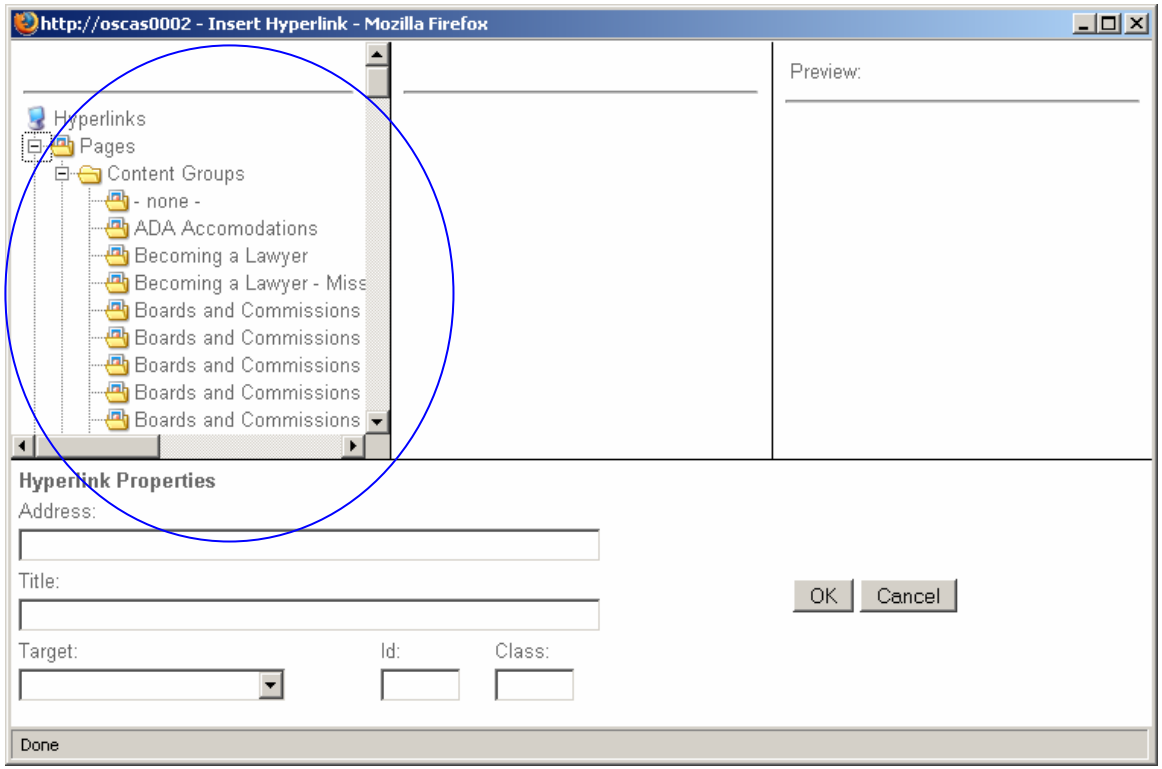

- If you're going to link to a website outside of the courts, type it in the "Address" box and click "OK". Click "Save & Close" on the next screen if you're adding a link this way.

# Inserting Custom Navigation Links



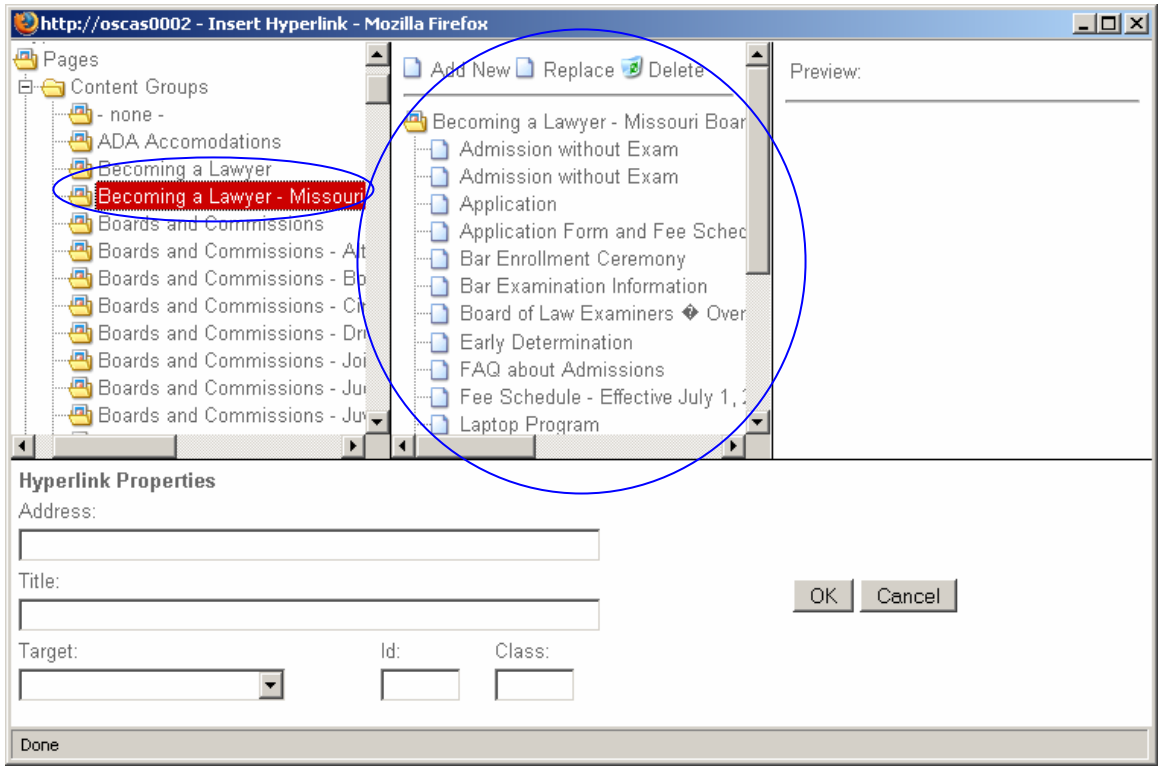

- If you're linking to a page that's already been created within the court's website, click "⊞" by Pages.

# Inserting Custom Navigation Links



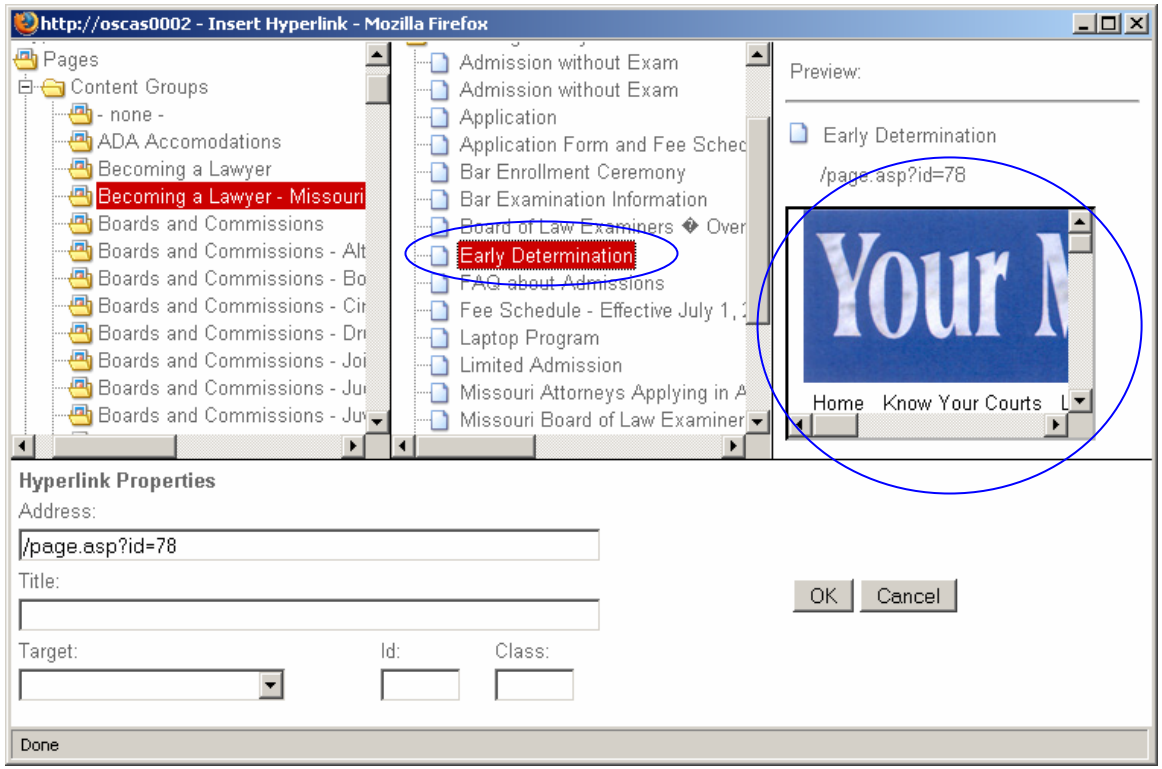

- You will see all of the available groups drop down.

# Inserting Custom Navigation Links



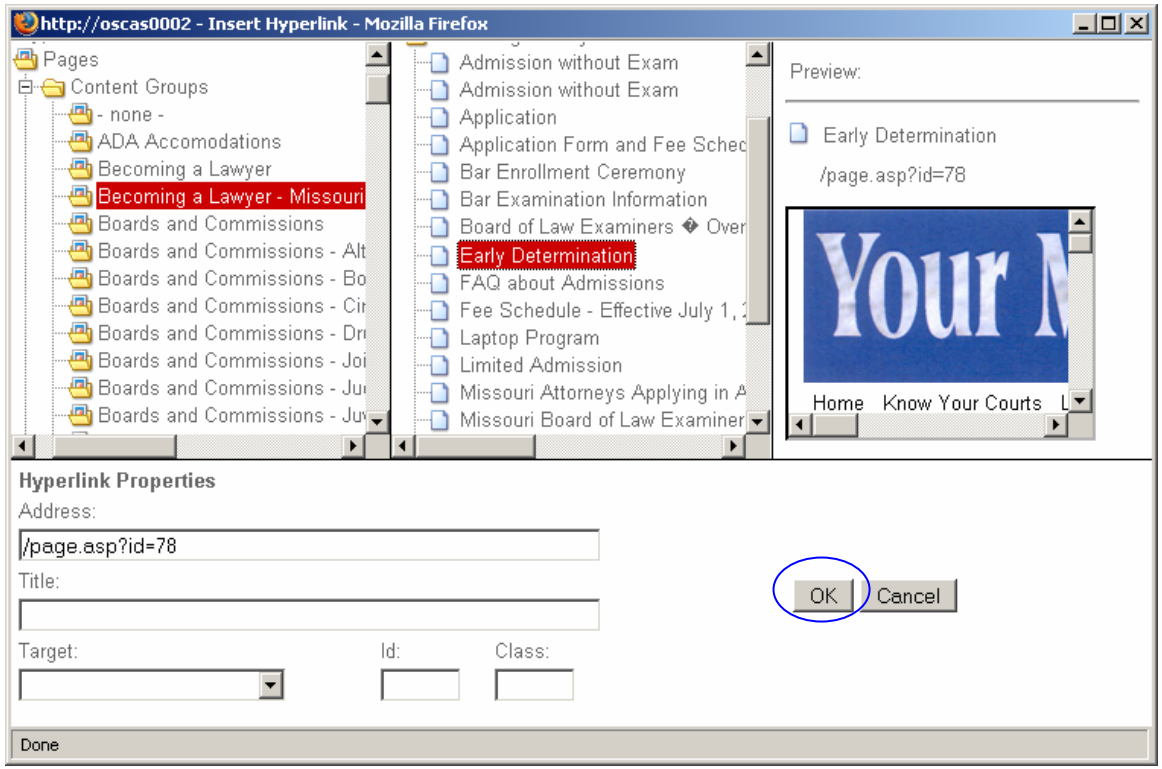

- Click the appropriate group, and you will see all of the associated pages load into the middle pane.

# Inserting Custom Navigation Links



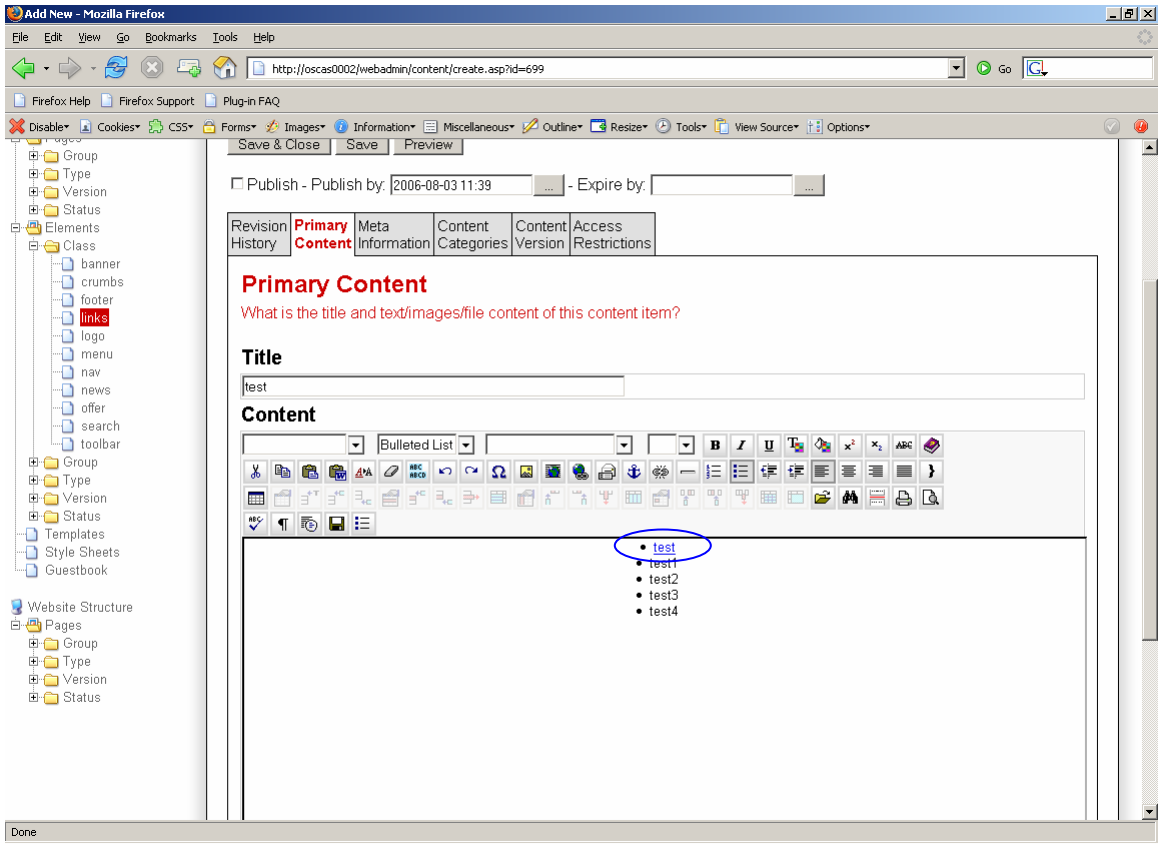

- Find the page you want to link to, and click it. You will see a preview in the right pane.

# Inserting Custom Navigation Links



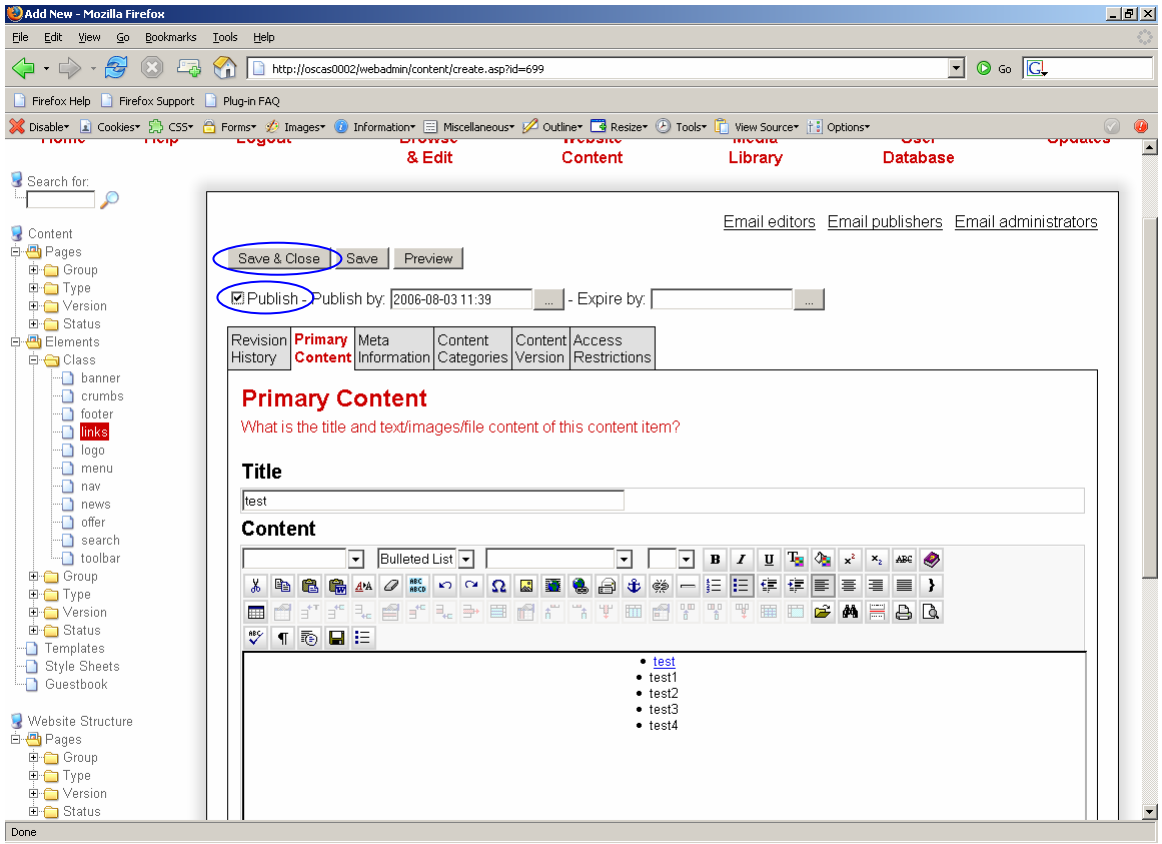

- Click “OK”.

# Inserting Custom Navigation Links



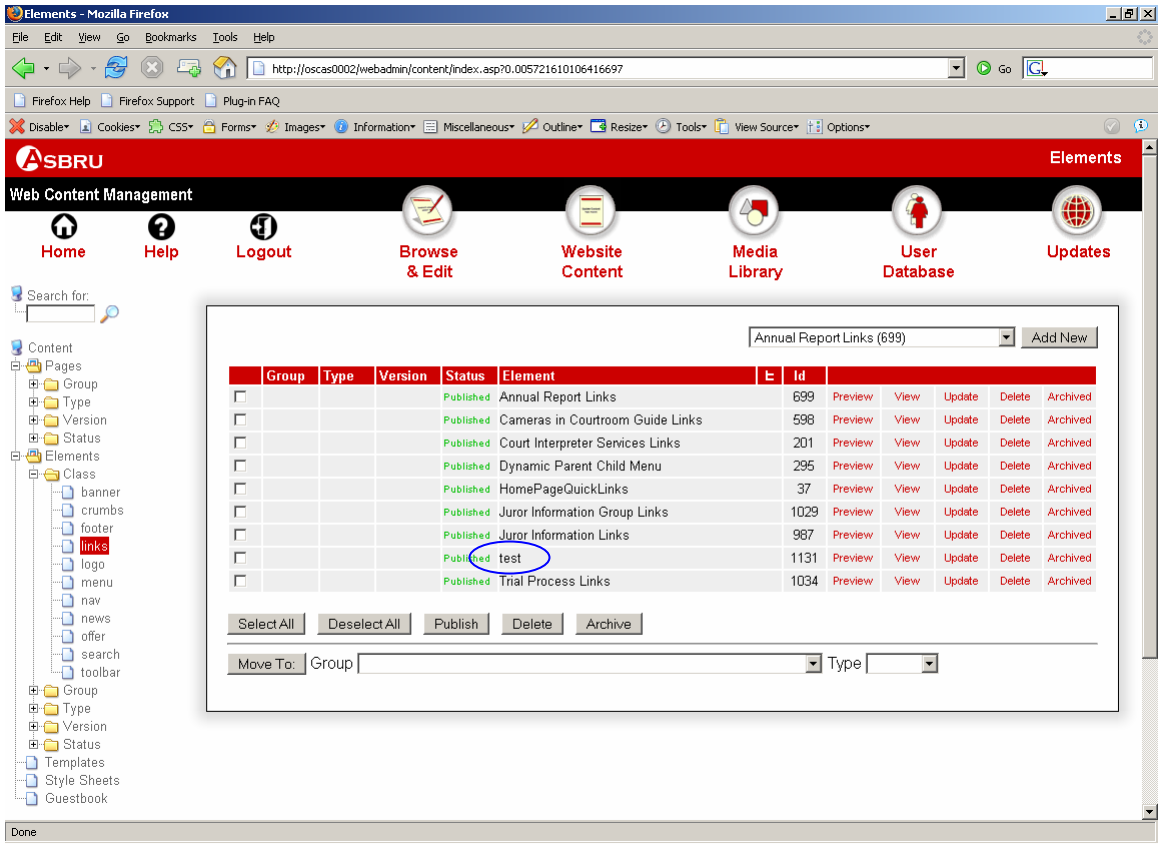

- You will now see your links page in the text editor. Notice that your text now has an active link associated.

# Inserting Custom Navigation Links



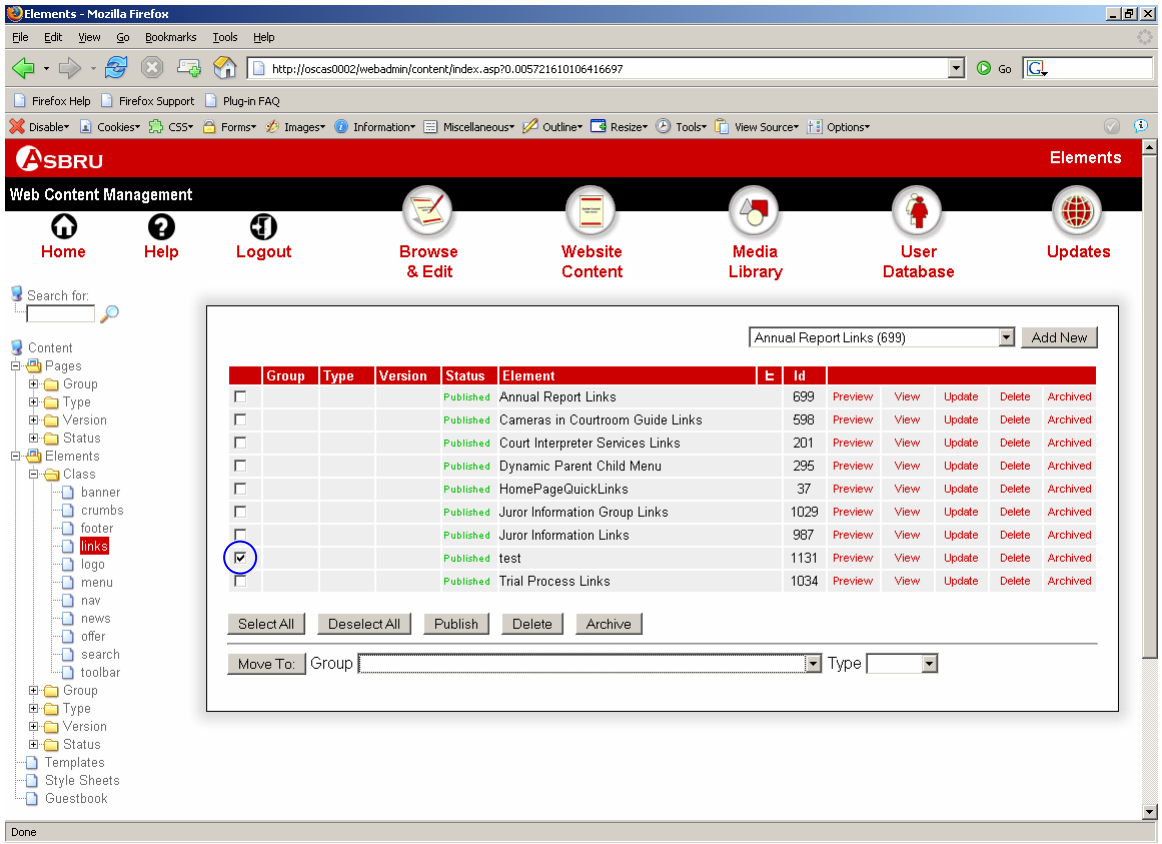

- Put a check in the box next to “Publish” or “Ready to Publish” if your page is complete. Click “Save & Close”.

# Inserting Custom Navigation Links



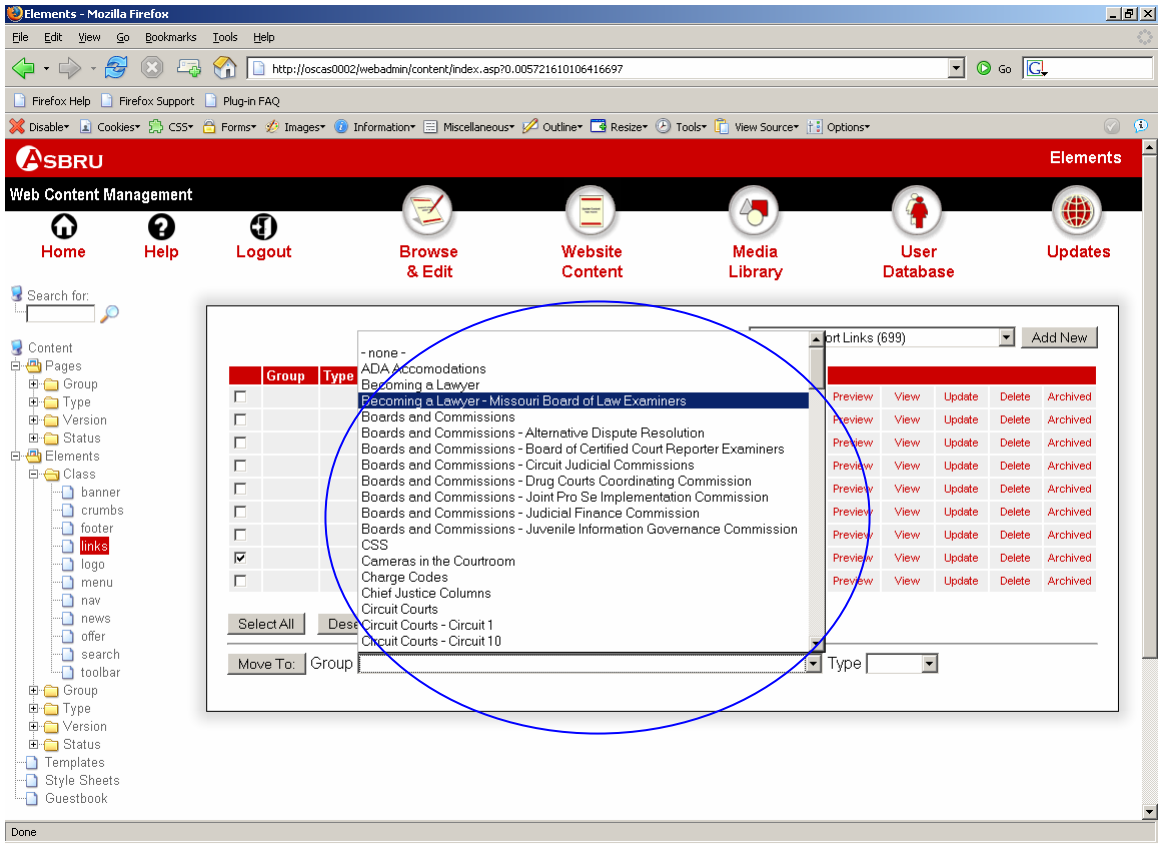

- You will now see your newly created links page in the list.

# Inserting Custom Navigation Links



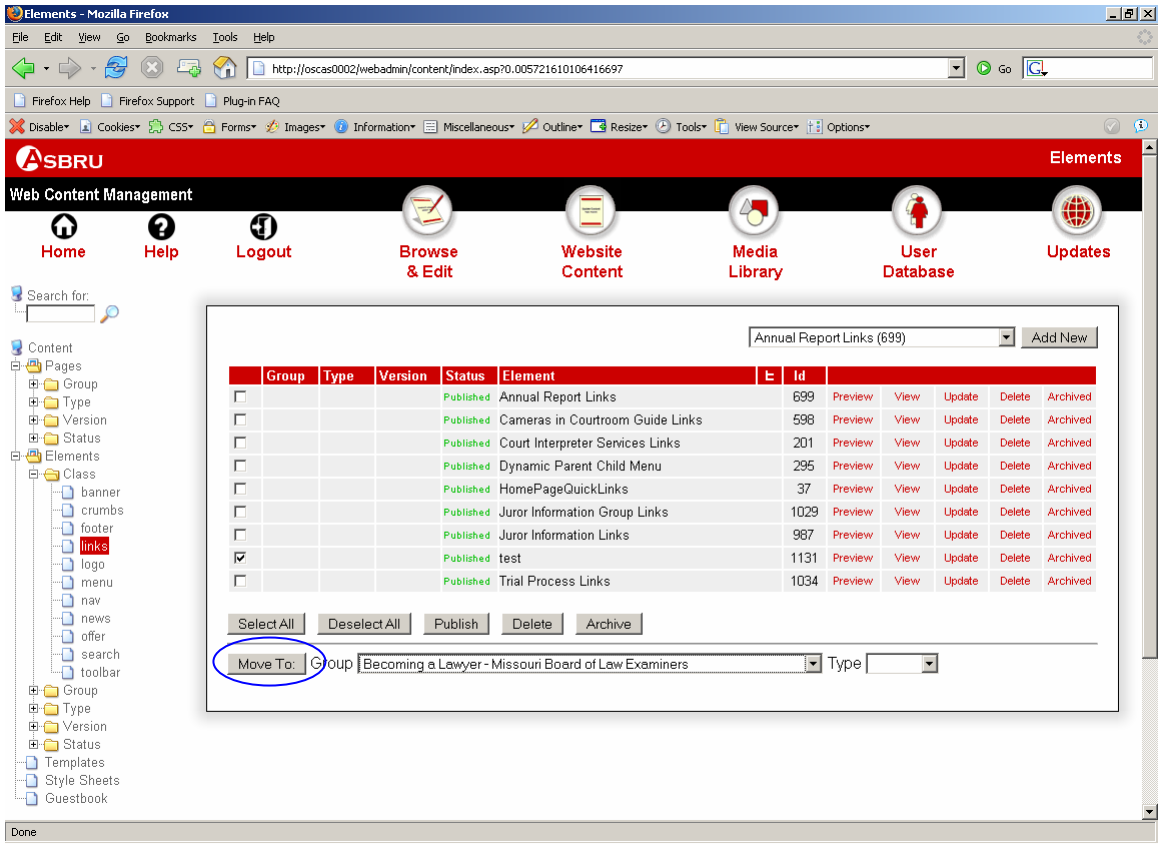

- Now it's time to group the links page. Check the box associated with your links page. Again, grouping is extremely important for security reasons.

# Inserting Custom Navigation Links



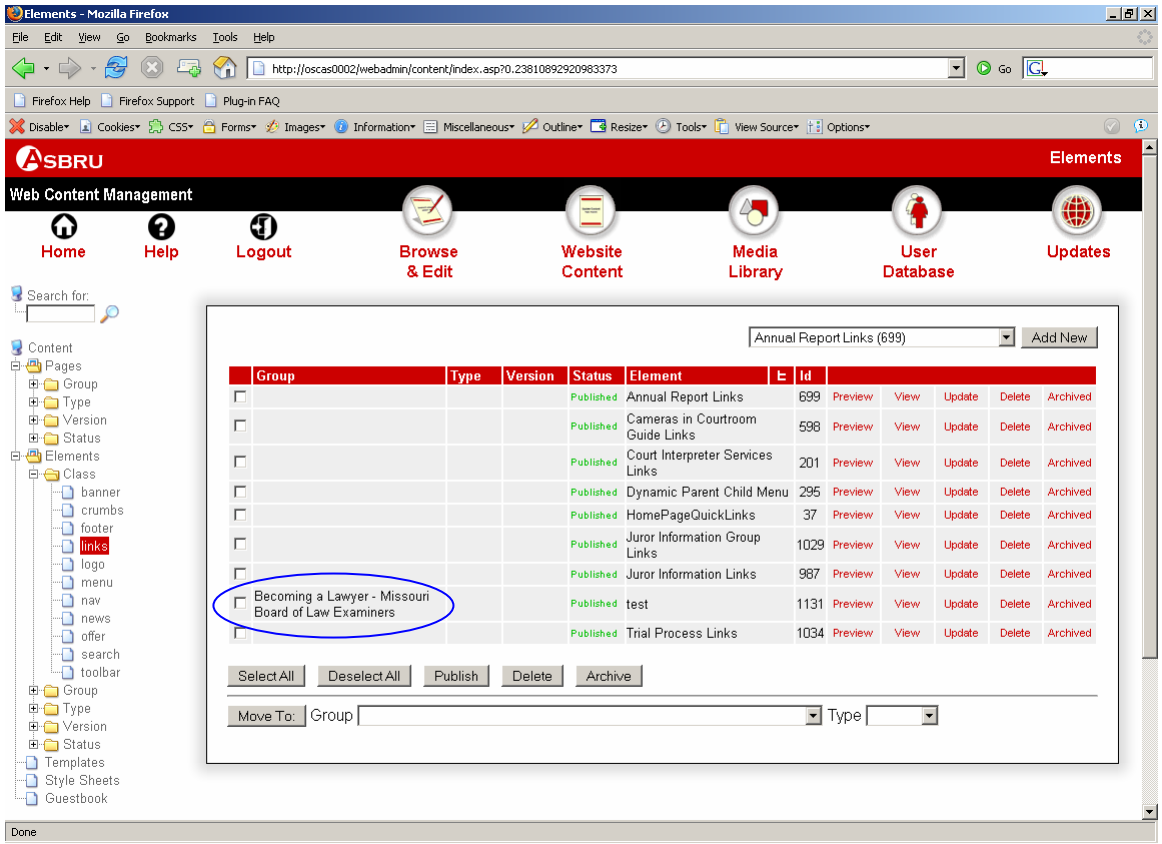

- Click the drop down list next to the “Group” box.

# Inserting Custom Navigation Links



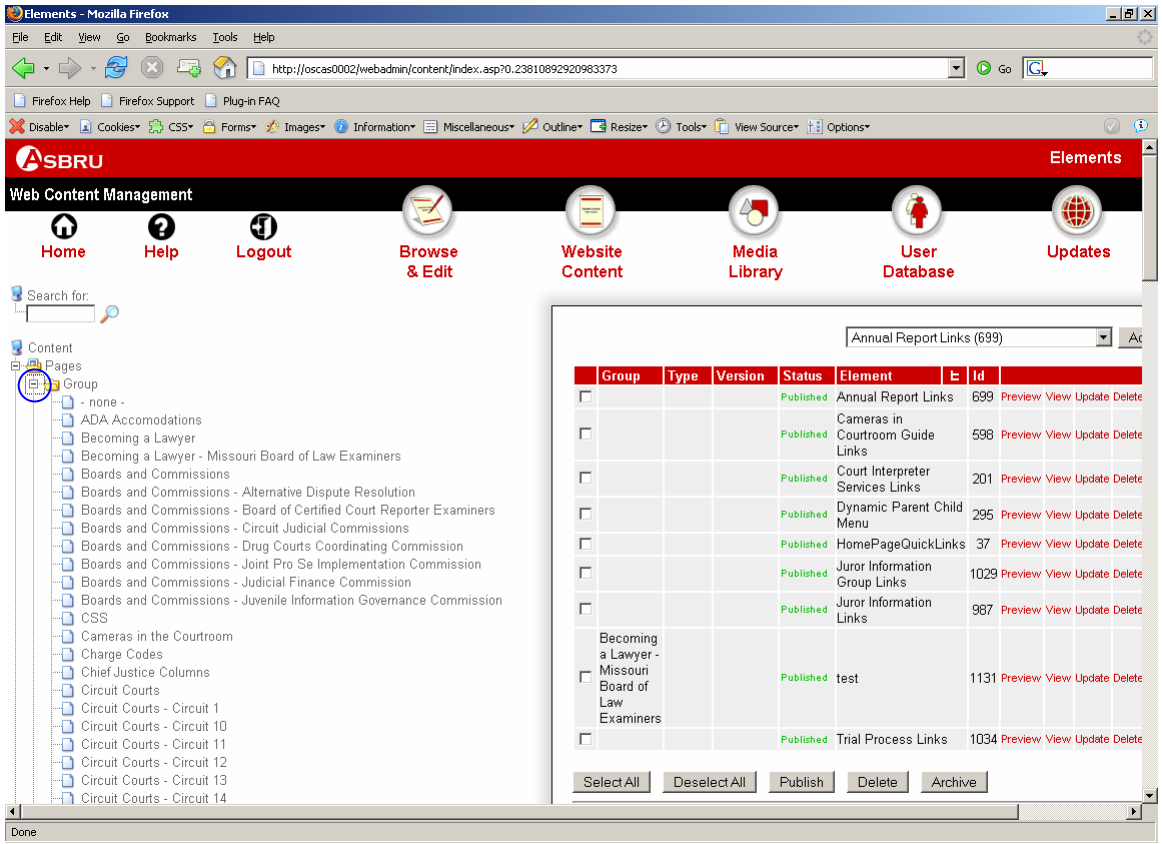

- Make your selection, and click “Move To”.

# Inserting Custom Navigation Links



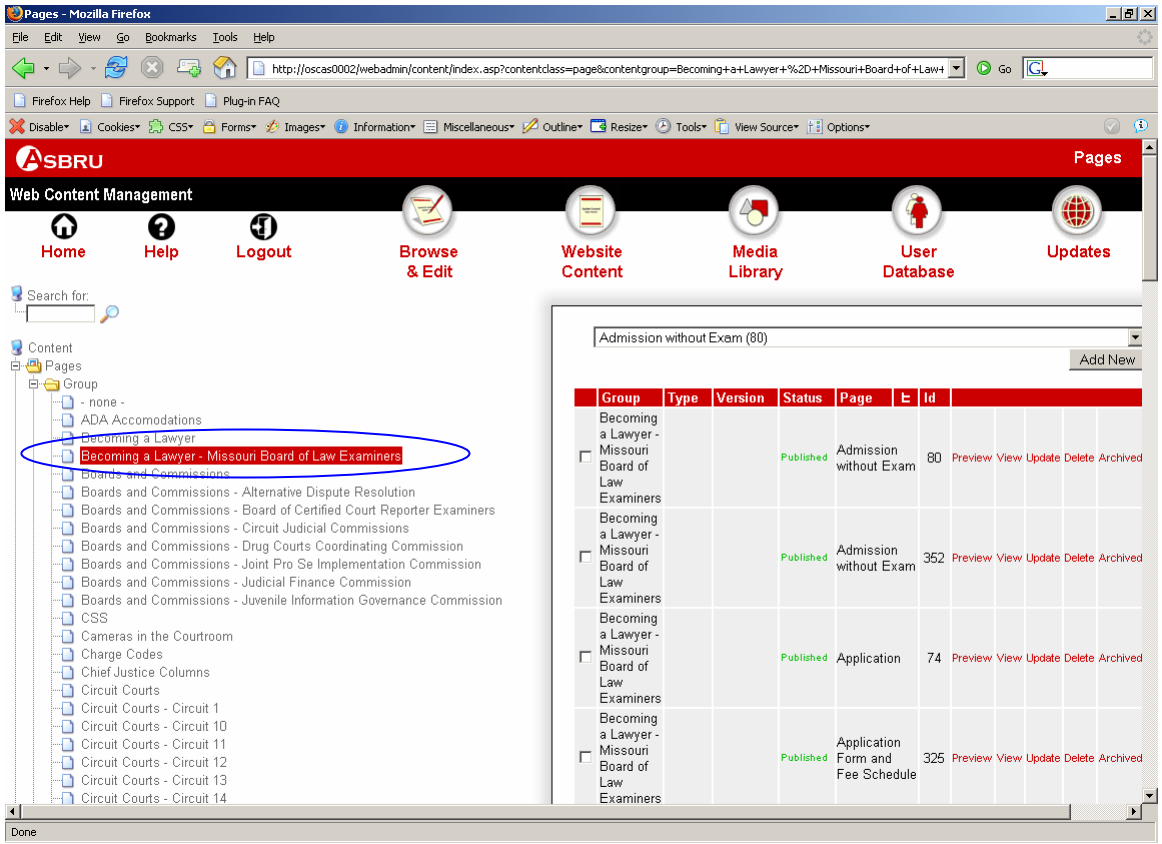

- You will now see the group column filled for the new links page.

# Inserting Custom Navigation Links



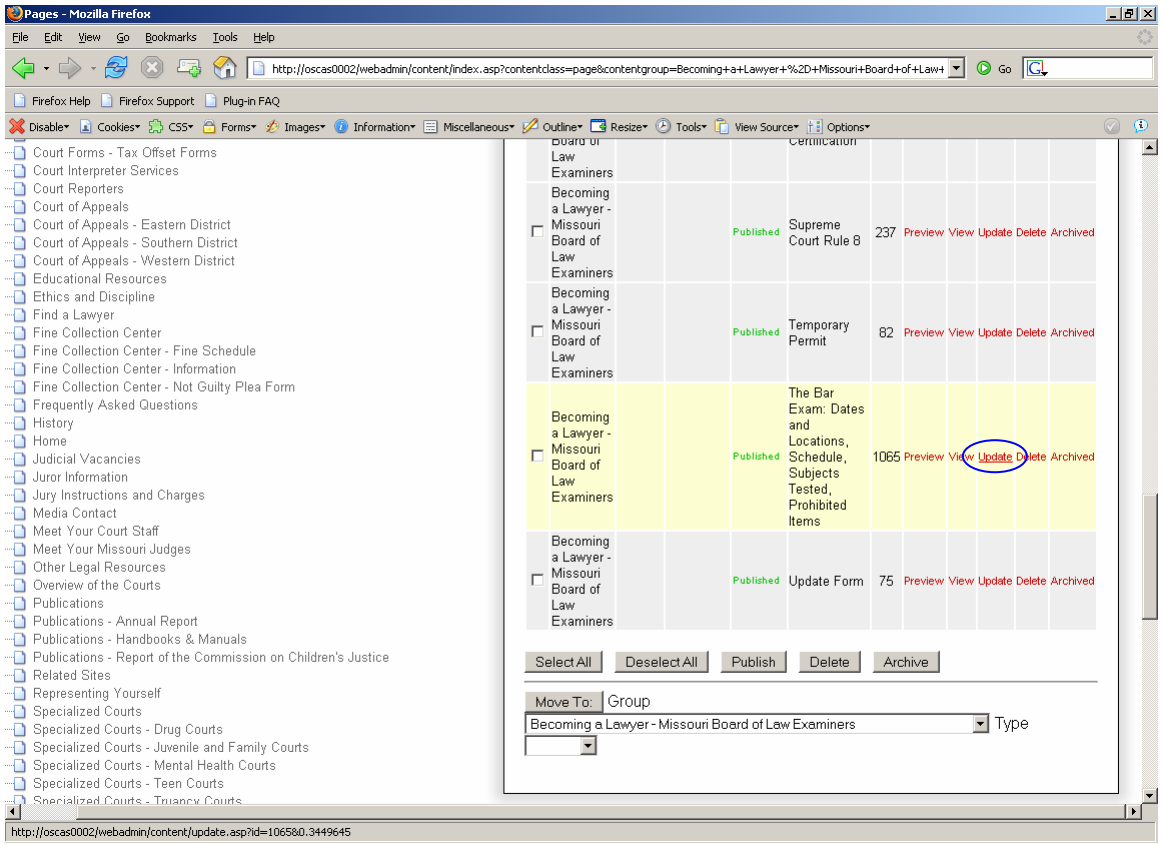

- Now you need to associate the new links page with the page it will appear on. Click "⊞" next to "Group" under the "Pages" heading.

# Inserting Custom Navigation Links



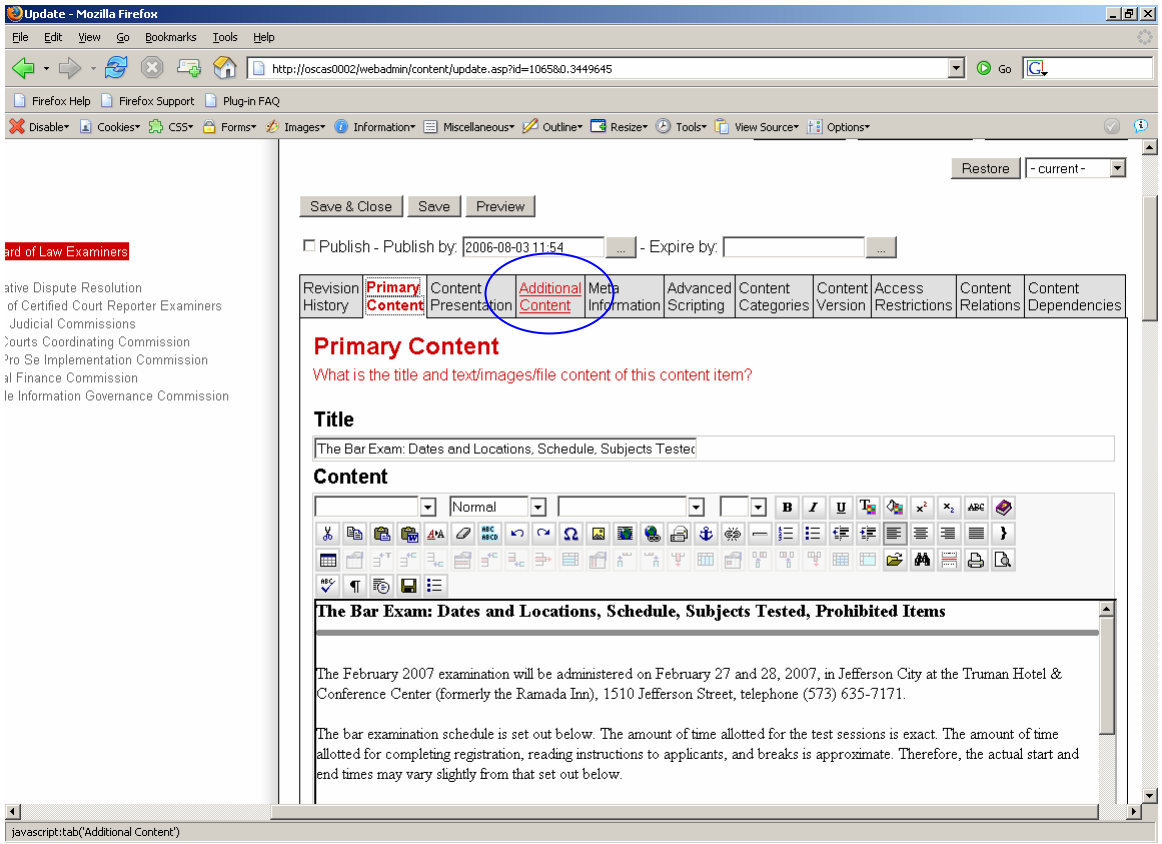

- Select the group your page is associated with.

# Inserting Custom Navigation Links



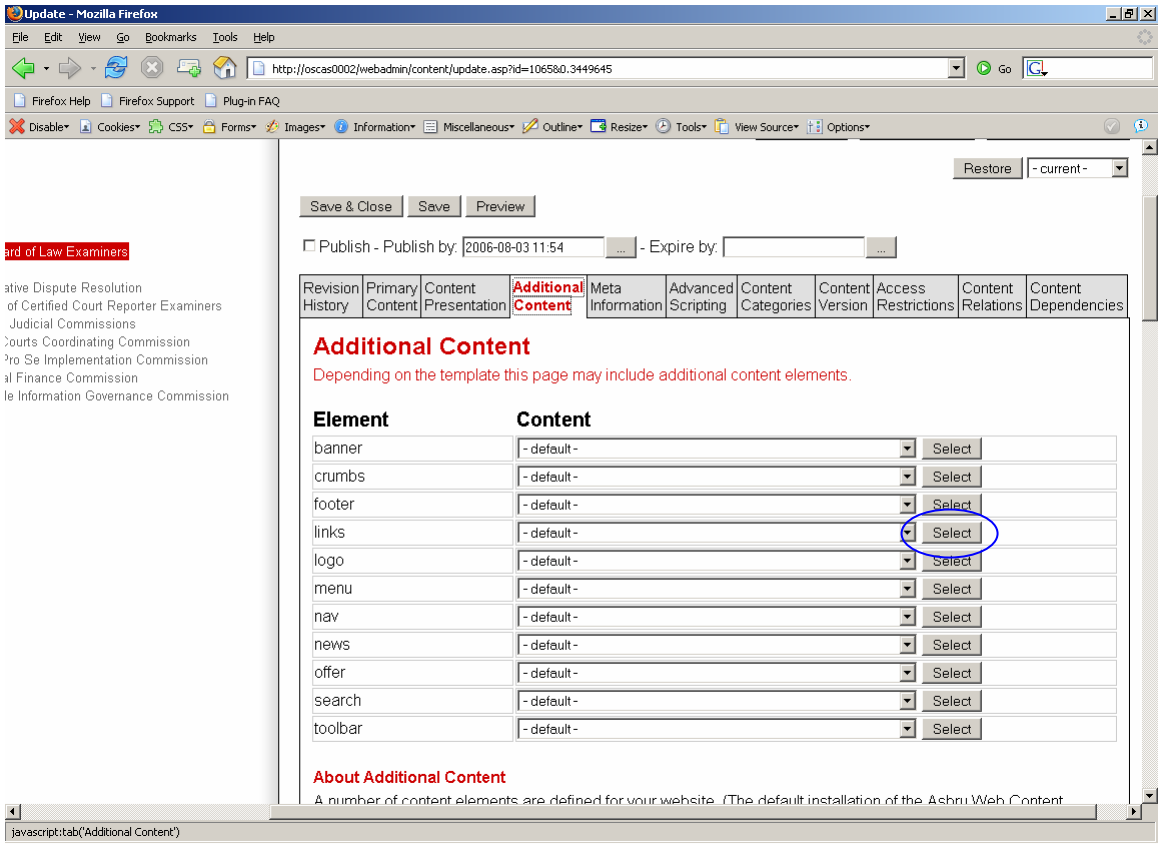

- Find the correct page on the right side of the screen. Select “Update”.

# Inserting Custom Navigation Links



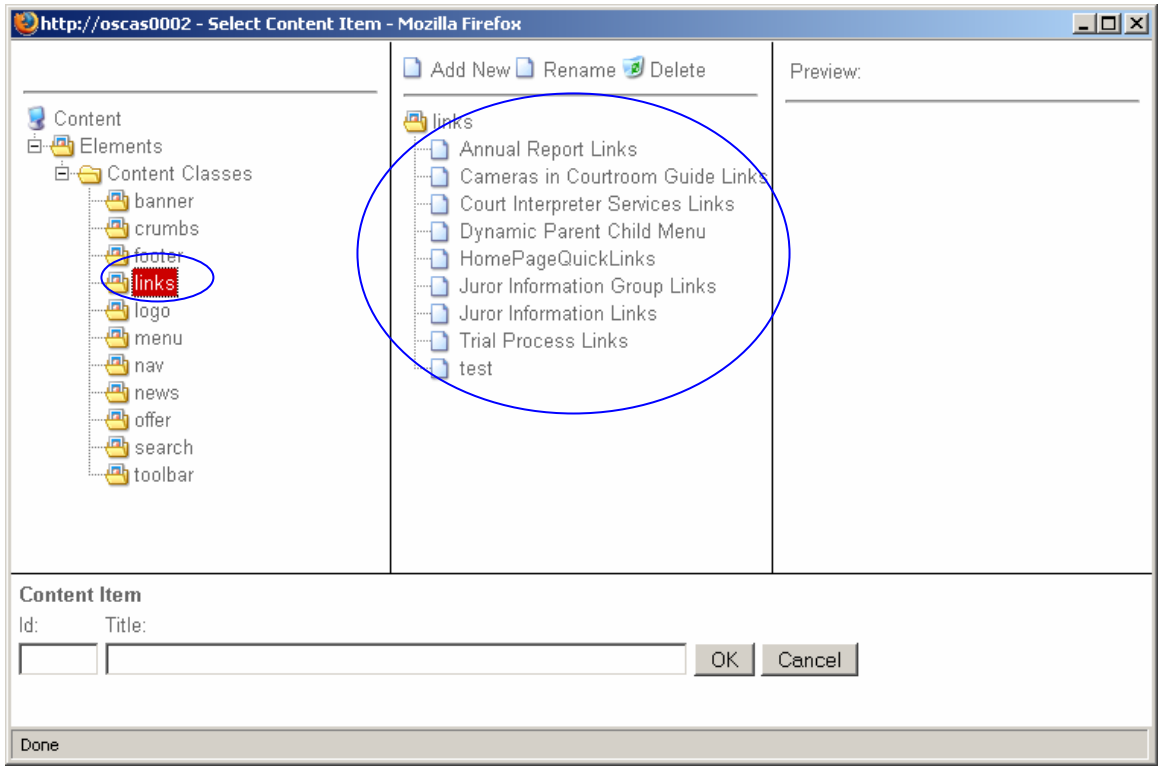

- The page will load into the WYSIWYG editor. Click the “Additional Content “ tab.

# Inserting Custom Navigation Links



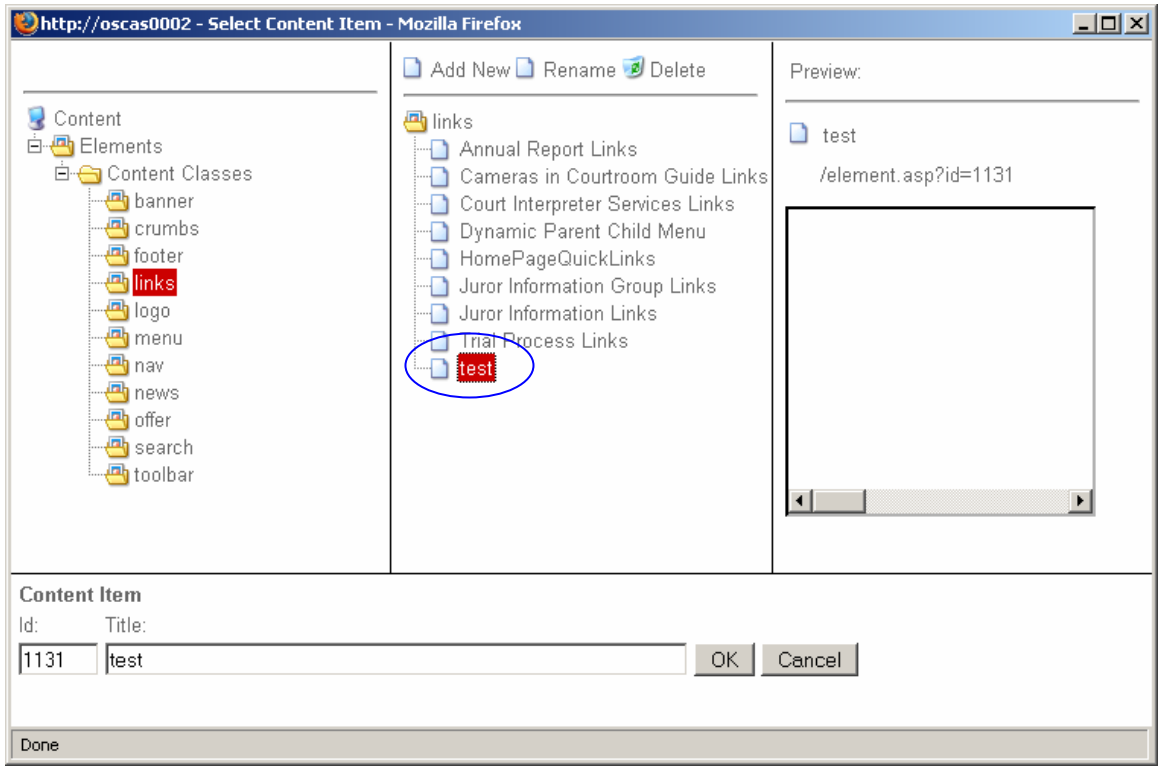

- Click “Select” next to “links”.

# Inserting Custom Navigation Links



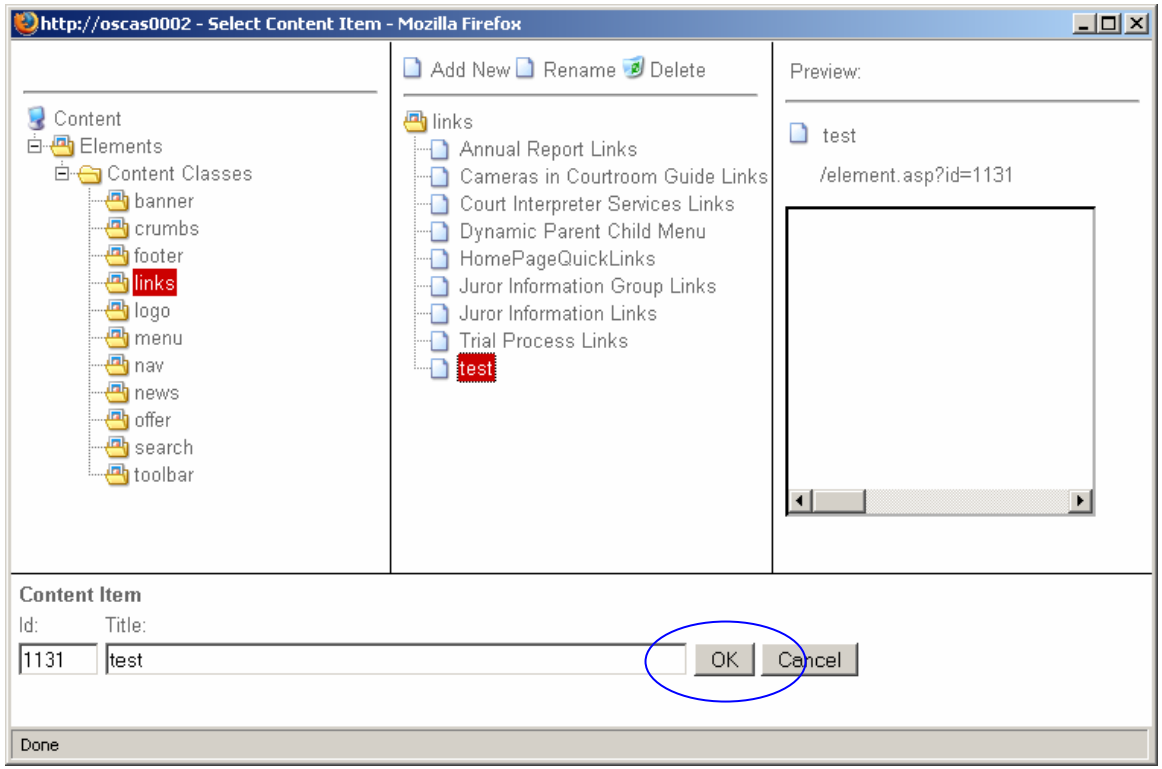

- Click “links” on the newly opened window. The middle pane will load with all available link pages.

# Inserting Custom Navigation Links



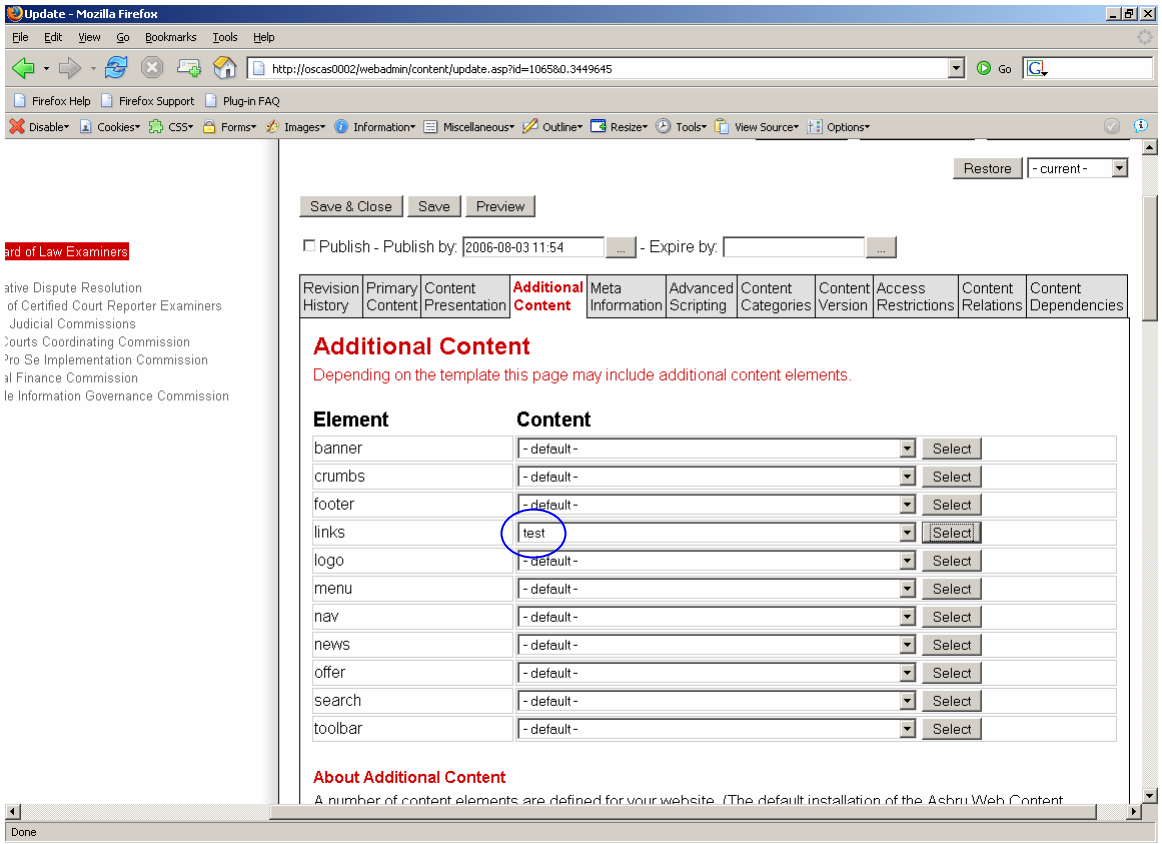

- Click on your new links page.

# Inserting Custom Navigation Links



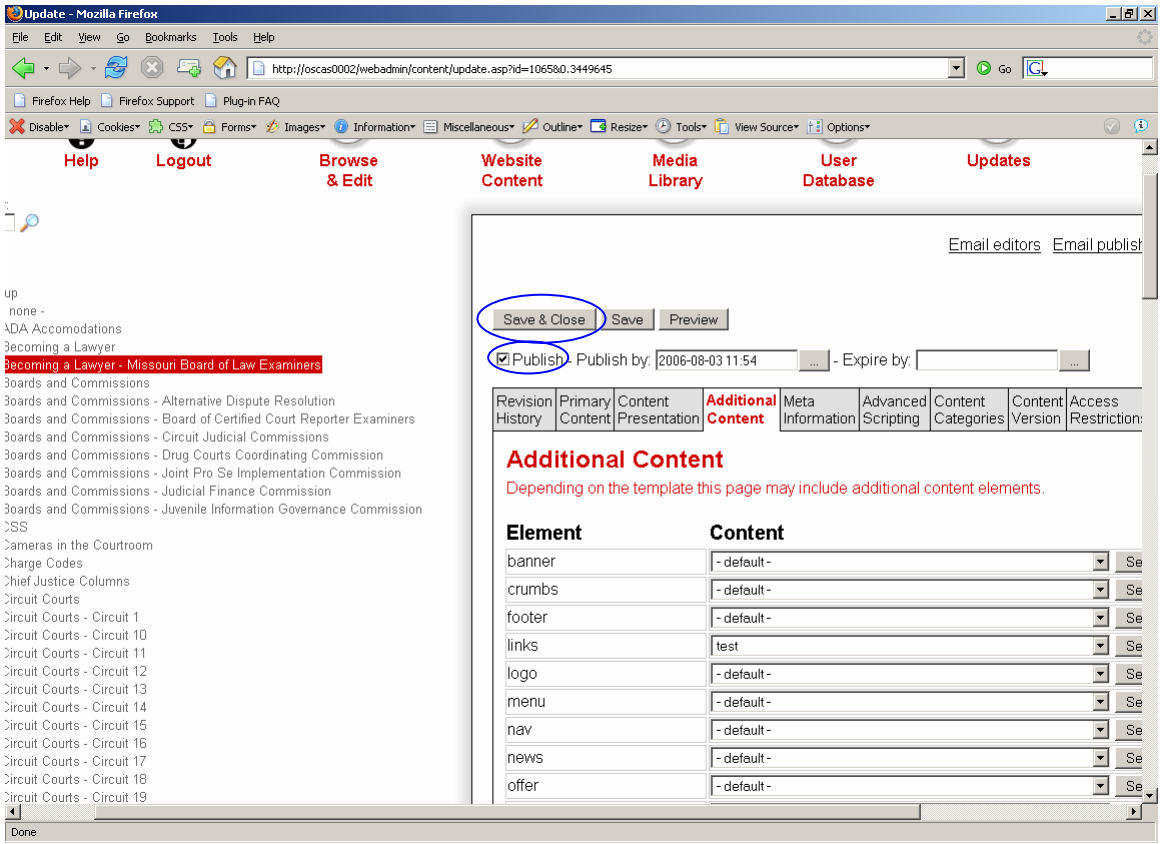

- Click “OK”.

# Inserting Custom Navigation Links



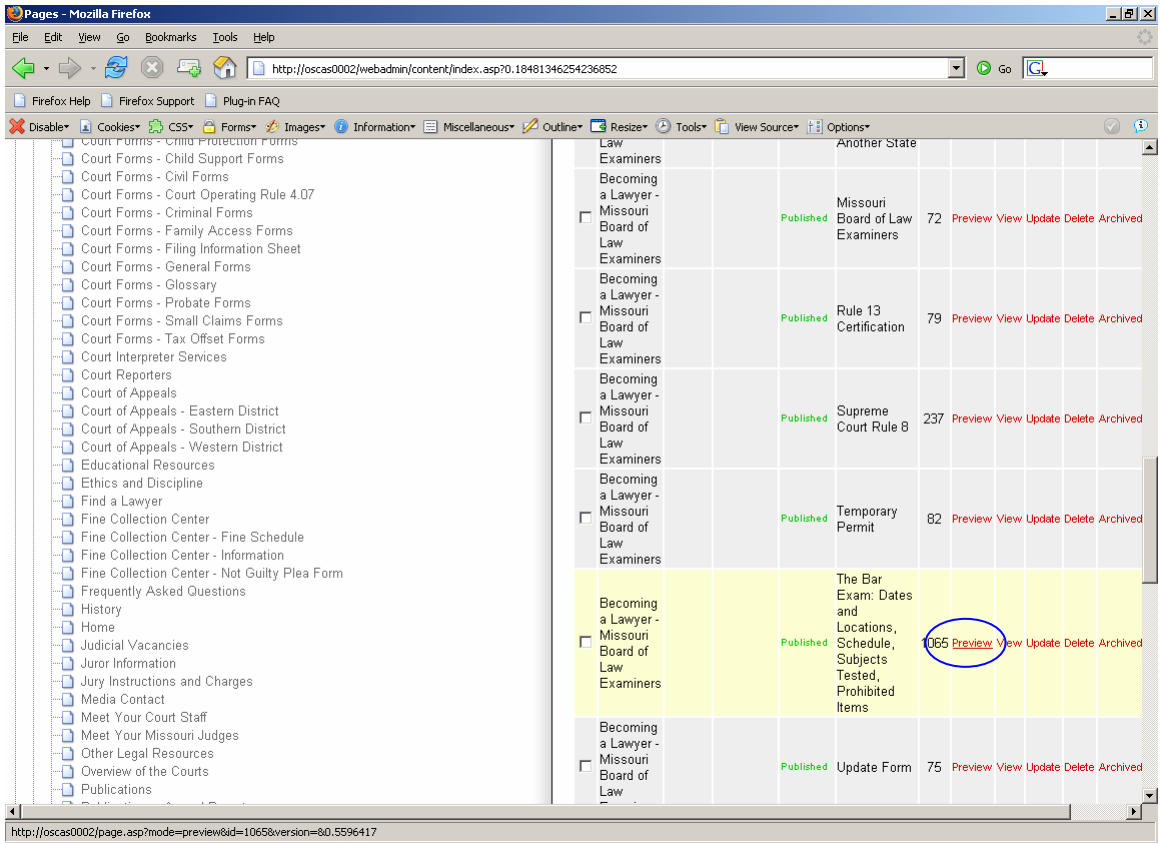

- You will now see your links page name in the content column for the links element.

# Inserting Custom Navigation Links



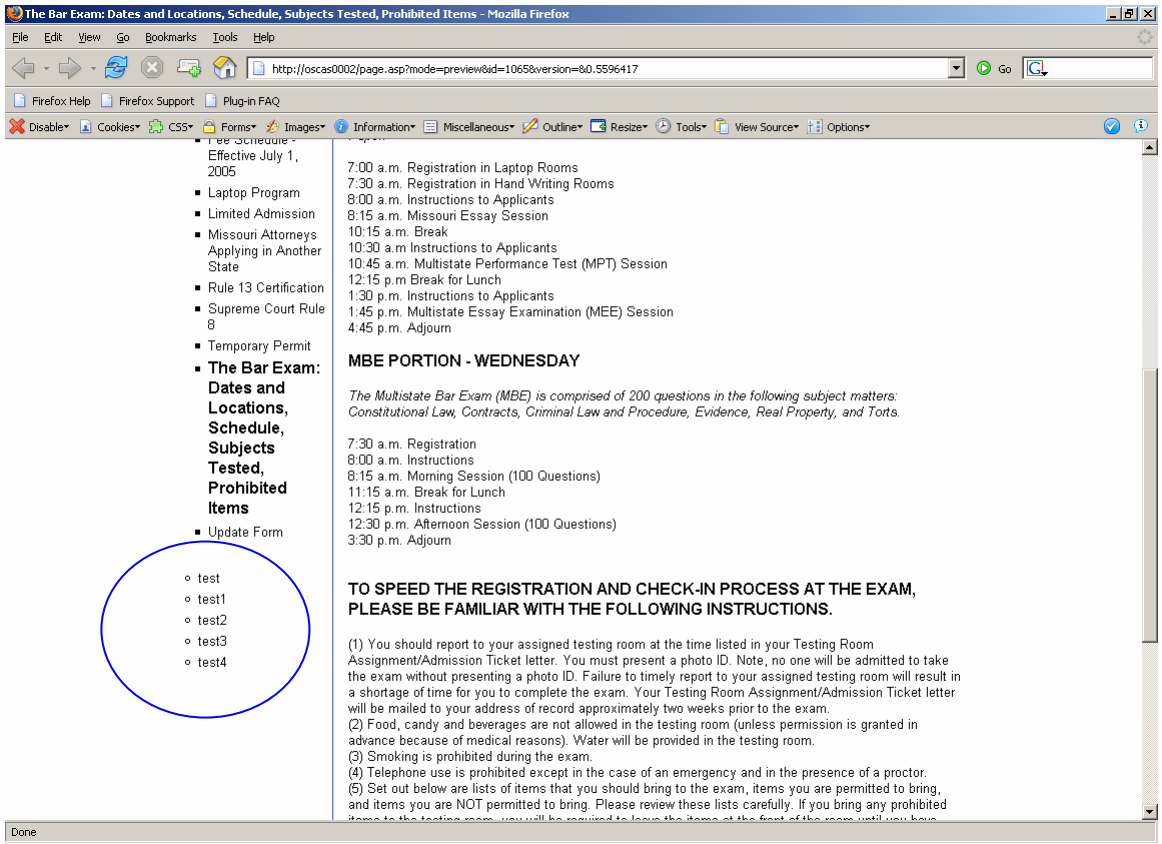

- Put a check next to “Publish” or “Ready to Publish” if your page is complete. Click “Save & Close”.

# 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://oscas0002/page.asp?mode=preview&id=18078&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

- High Level Training Page
  - msTraining
  - tbtraining
- Know Your Courts
- Legal Resources
- News & Publications
- Quick Links
- Services
  - Missouri Bar Association
  - State Courts Home Page

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.

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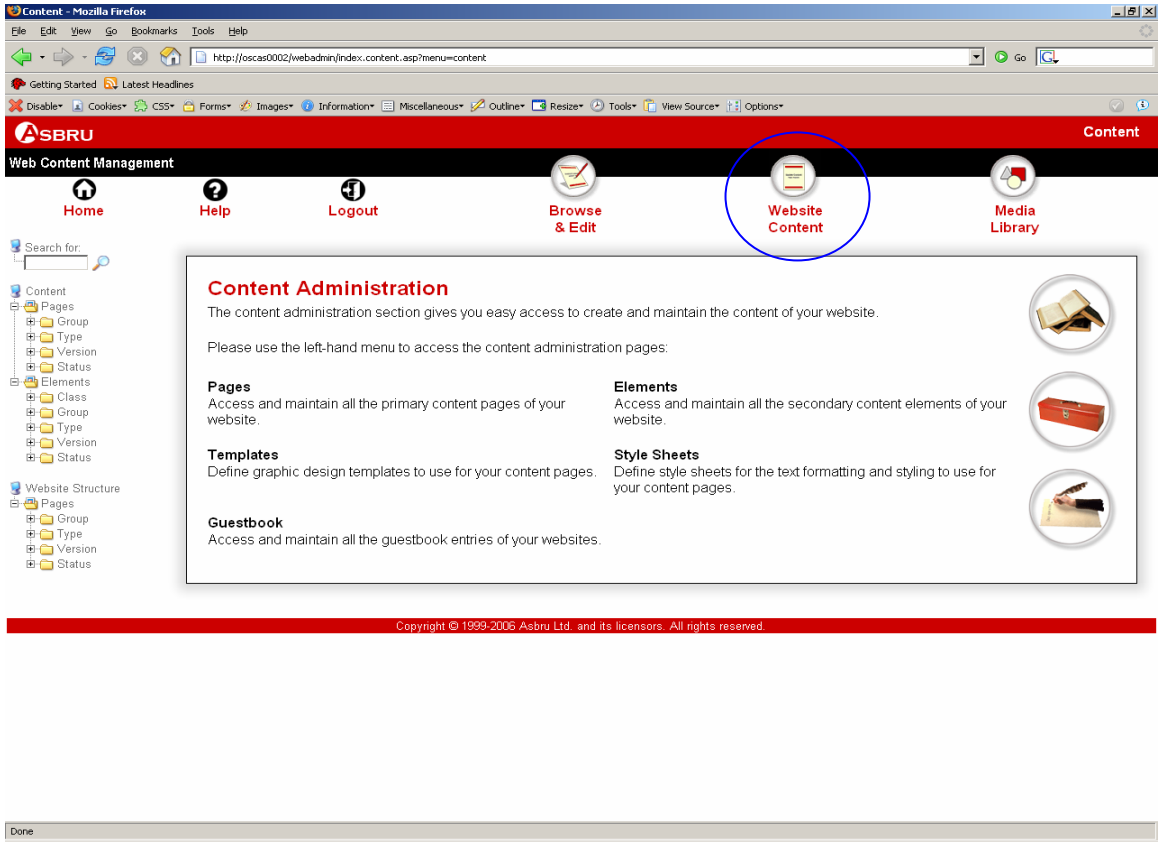
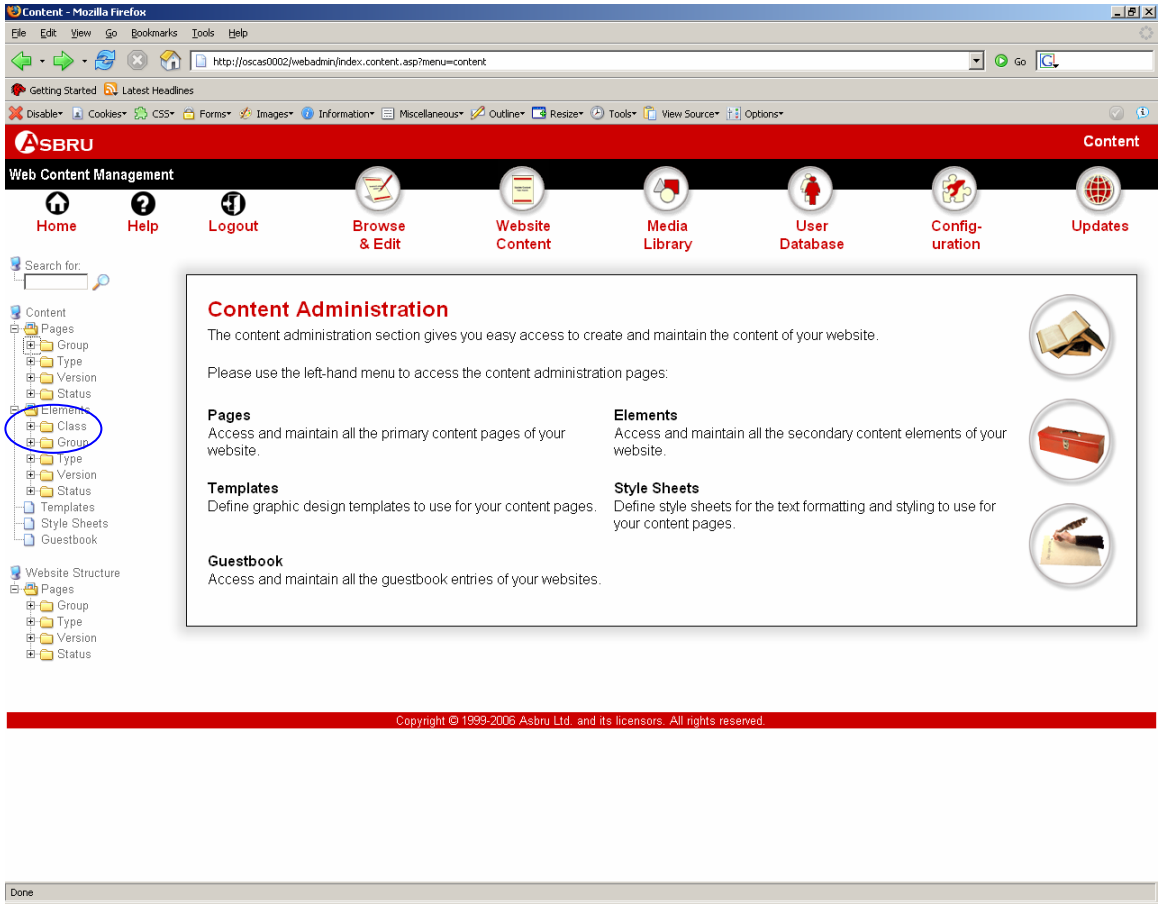
Done

# Updating News - “Today in the Courts”



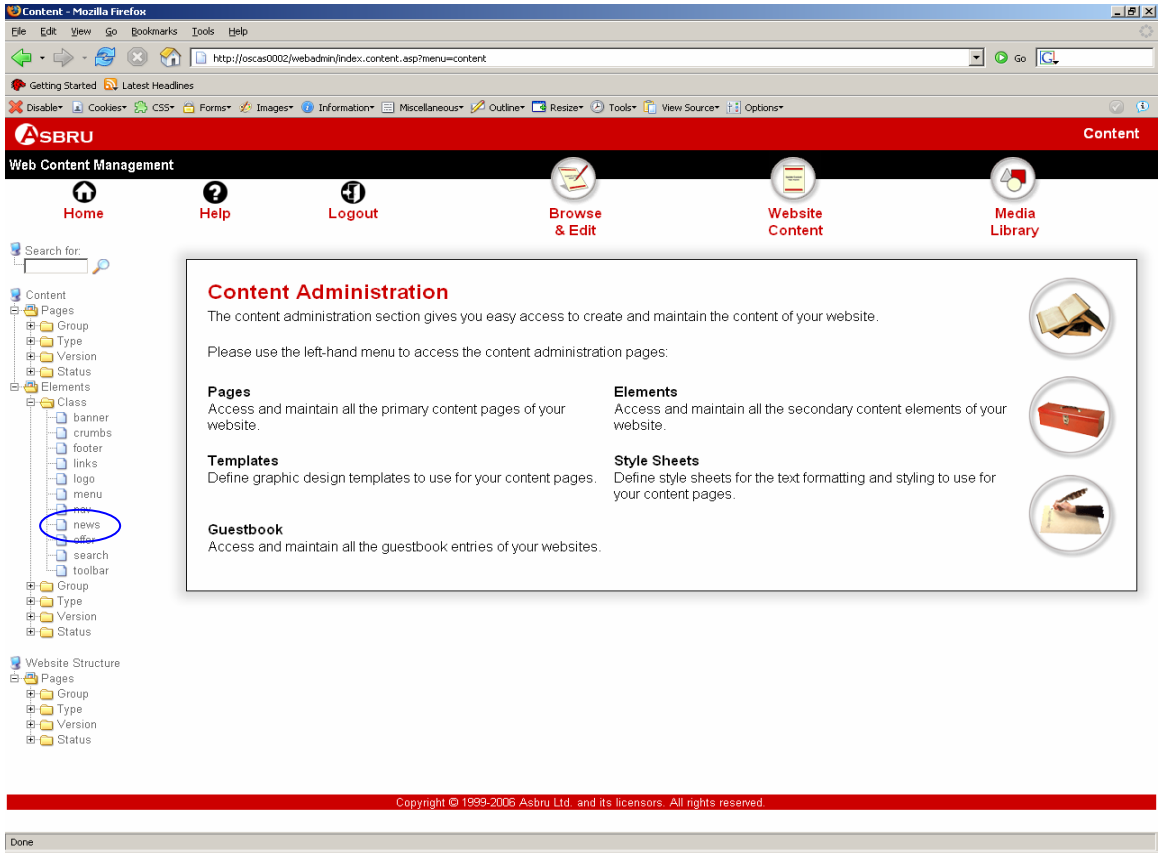

- Click on “Website Content”.

# Updating News - “Today in the Courts”



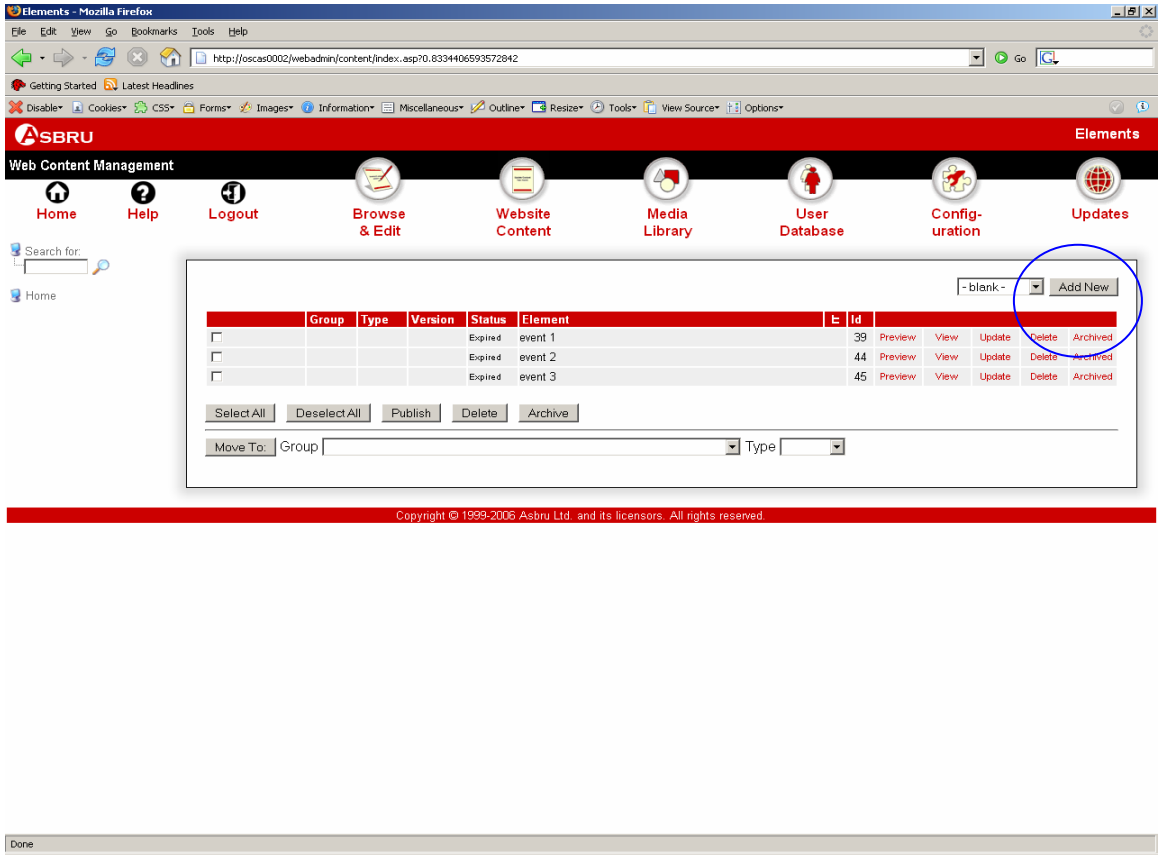

- Click on “⊞” next to “Class” under the “Elements” group.

# Updating News - “Today in the Courts”



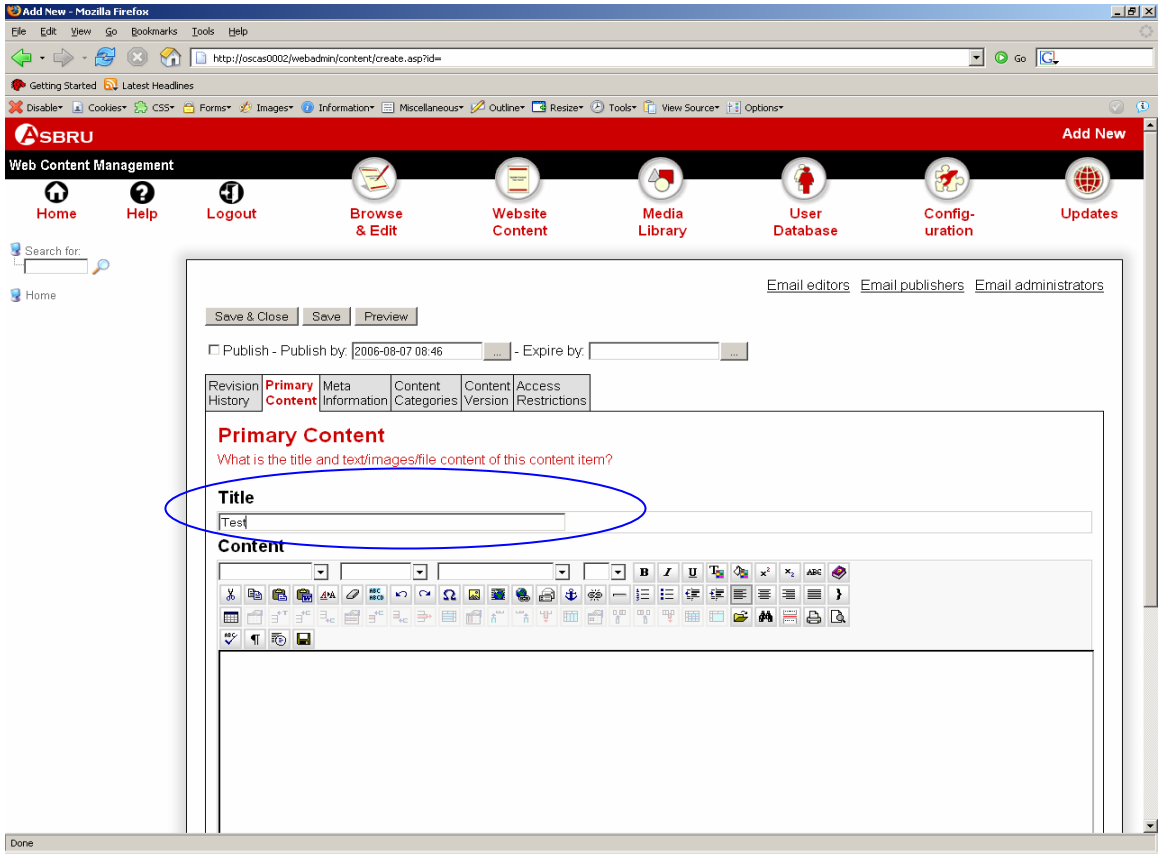

- Click on “news”.

# Updating News - “Today in the Courts”



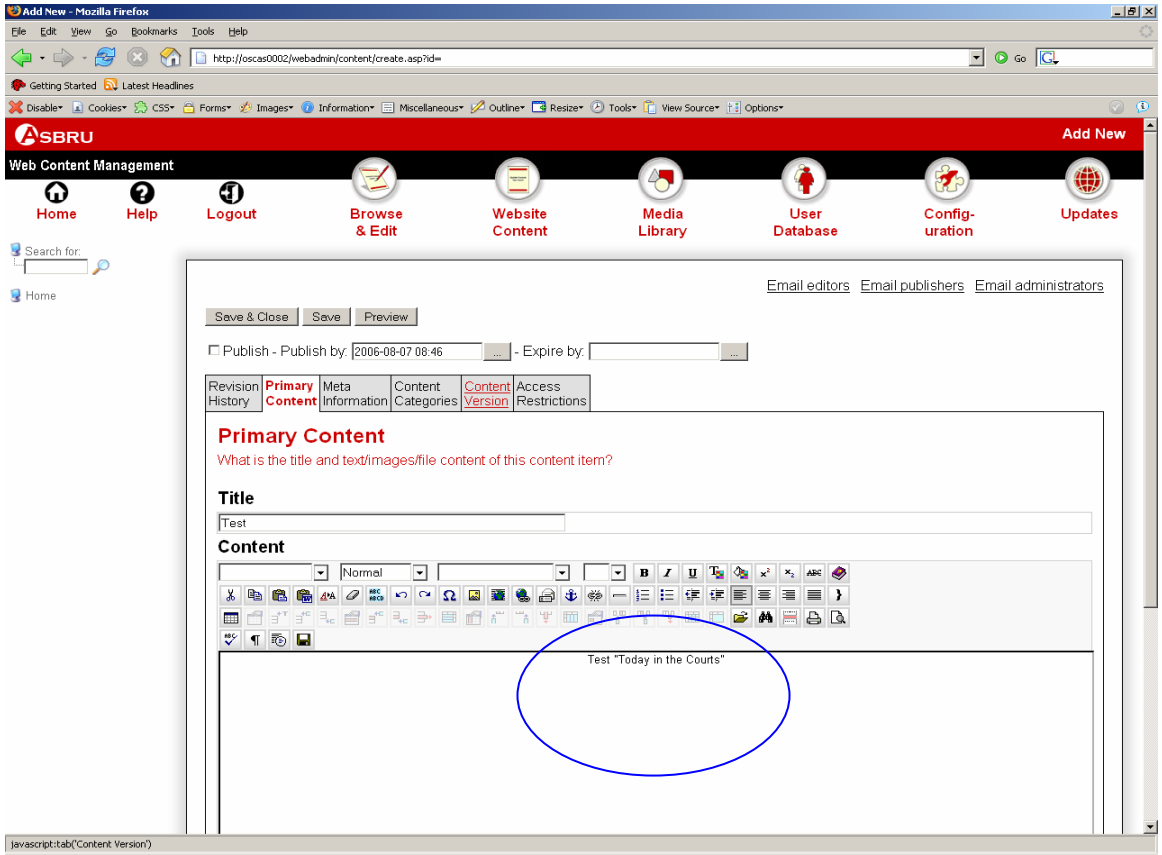

- Click on “Add New”.

# Updating News - “Today in the Courts”



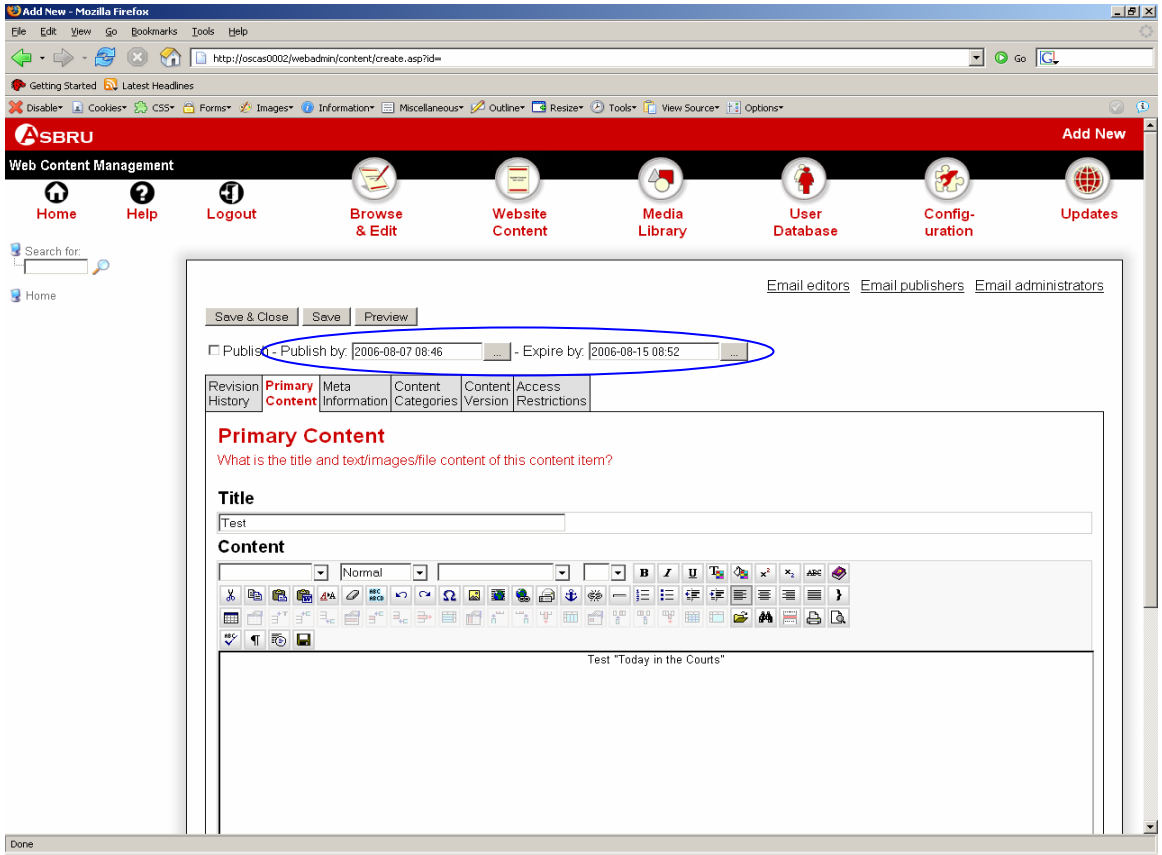

- Add a Title.

# Updating News - “Today in the Courts”



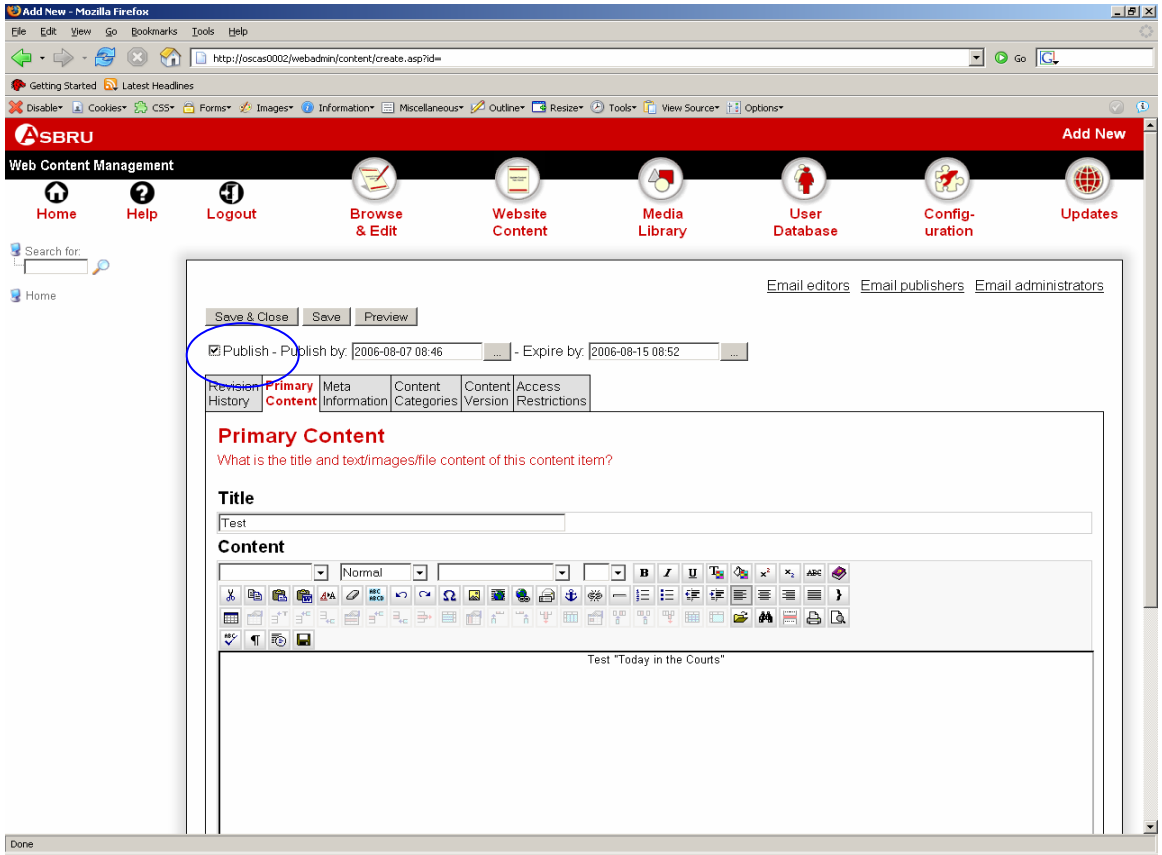

- Add desired content. Make sure the items are bulleted in the content.

# Updating News - “Today in the Courts”



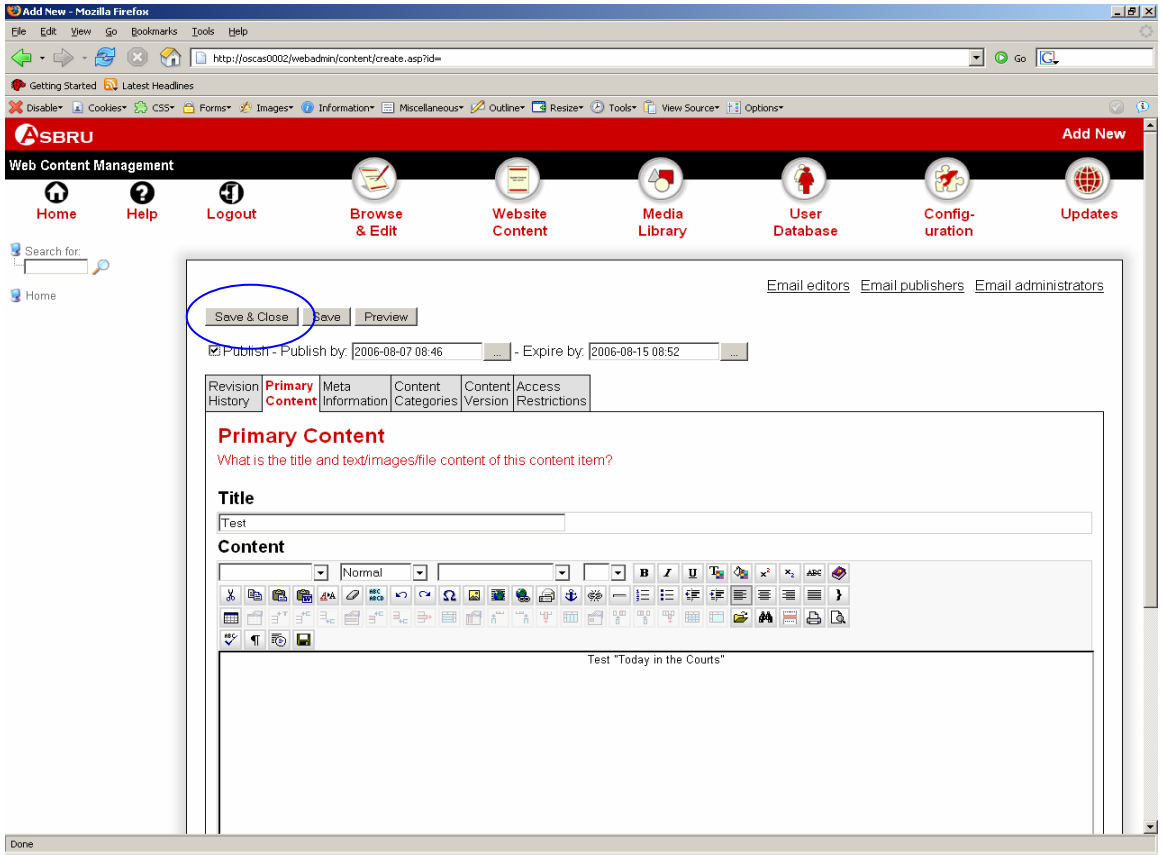

- Set the desired date ranges to be published.

# 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”

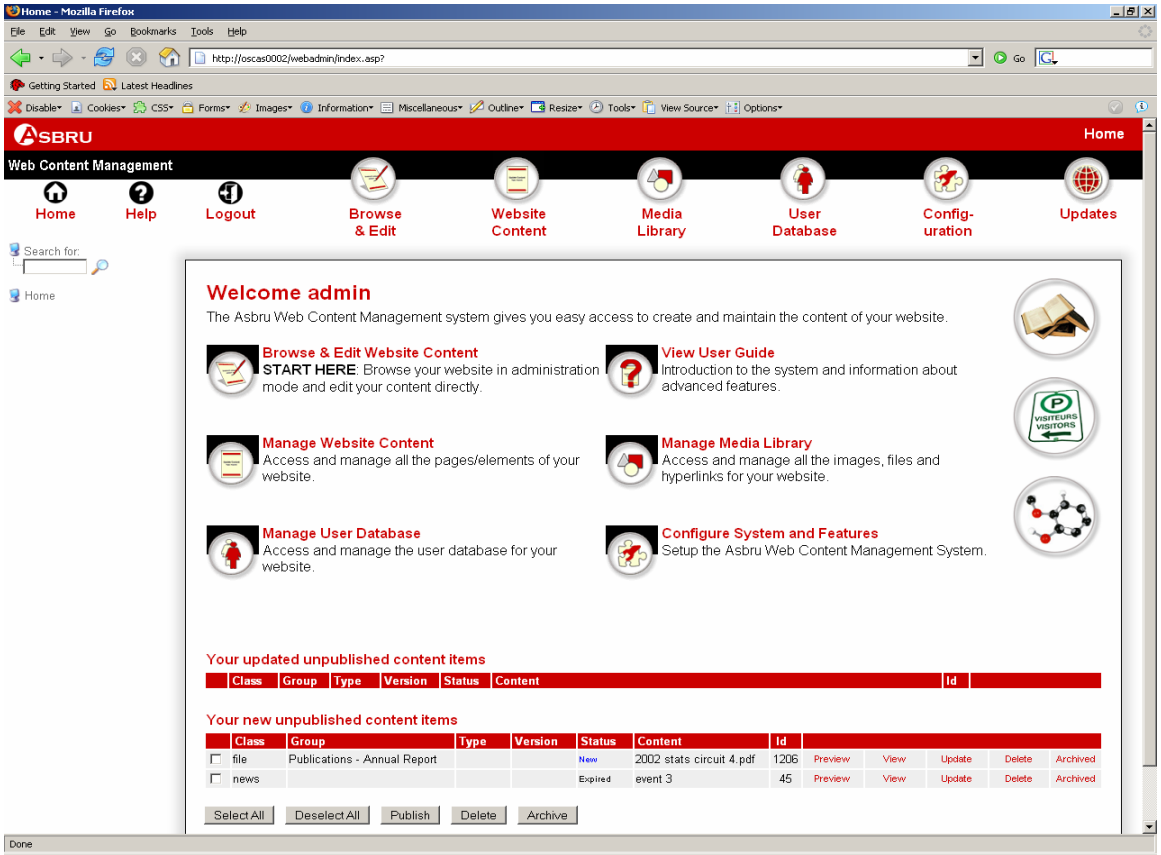
- The new message will appear in the news section on the front page. (When Published)

# 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.

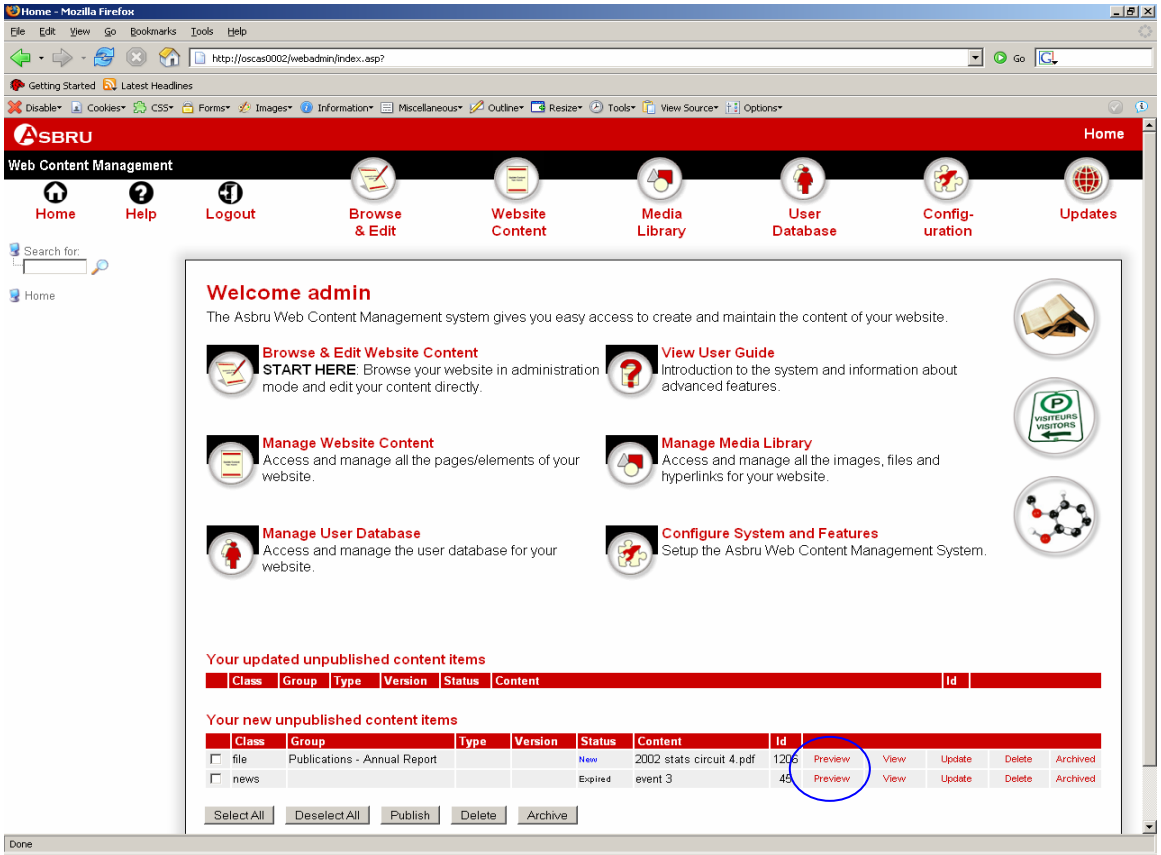
# Exercise:  Part 6 Print Screen

# Publishing



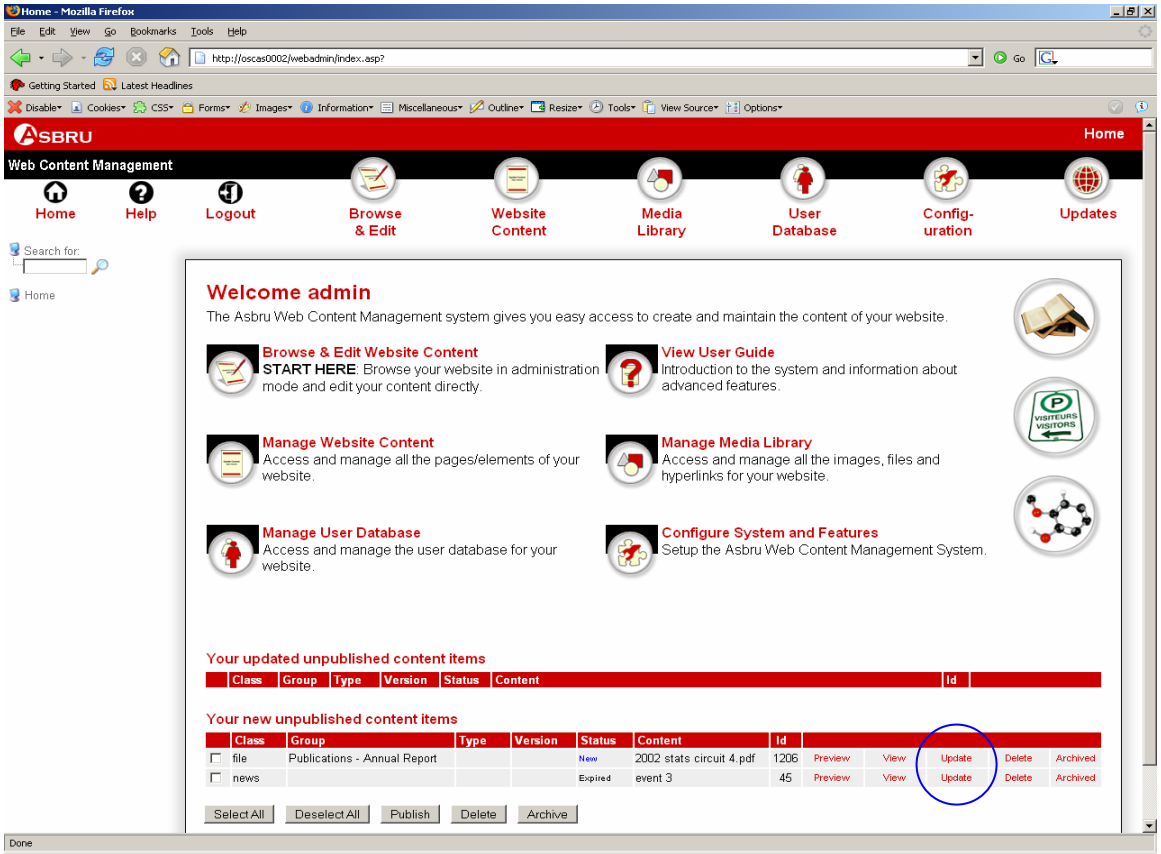

- Log in to the Content Management home page. Notice the sections “Your updated unpublished items” and “Your new unpublished items”.

# Publishing



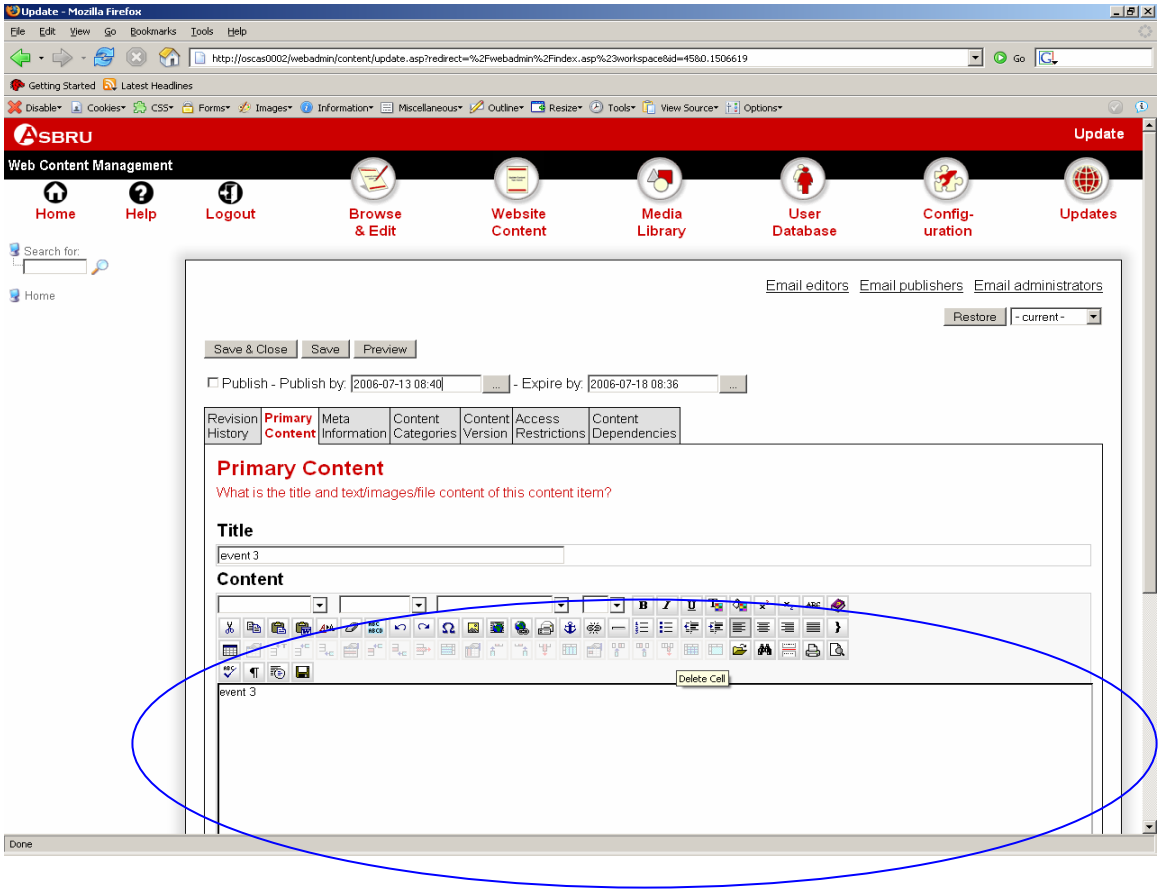

- Preview an item to publish.

# Publishing



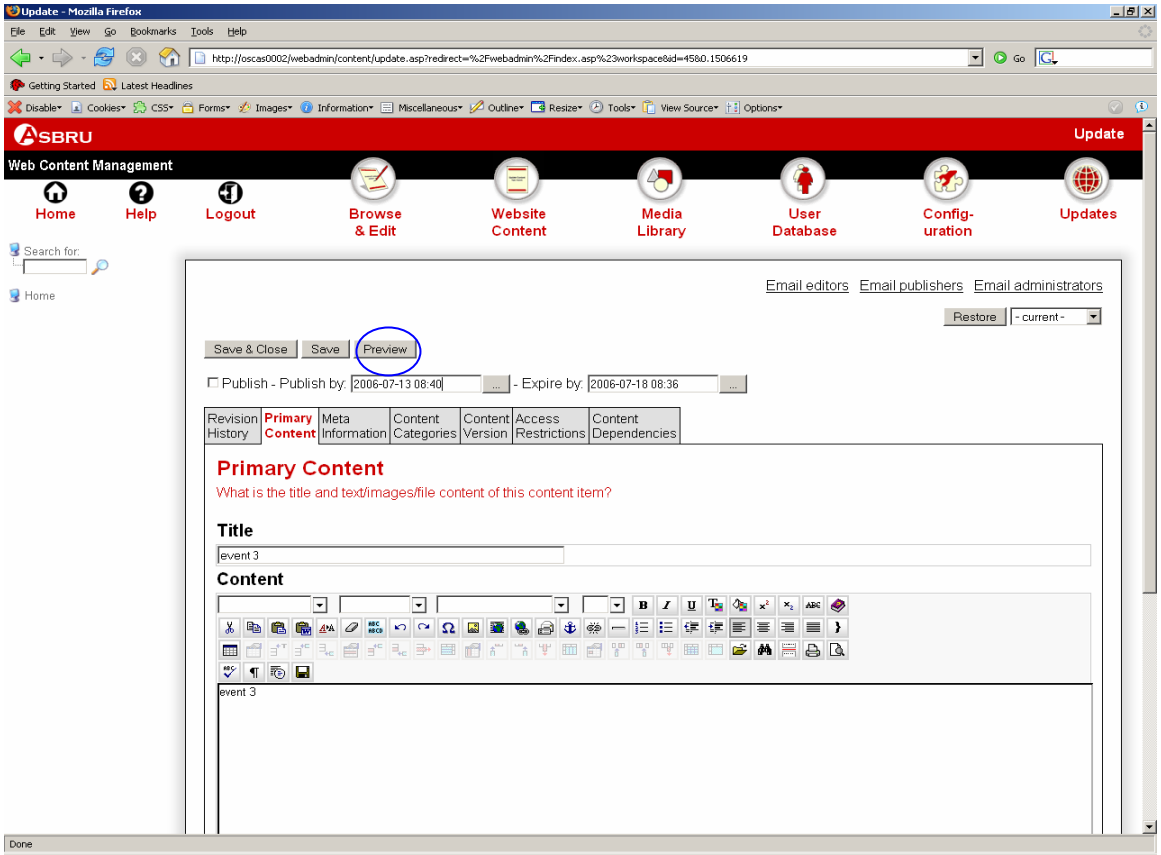

- If the page needs to be modified, click “Update”.

# Publishing



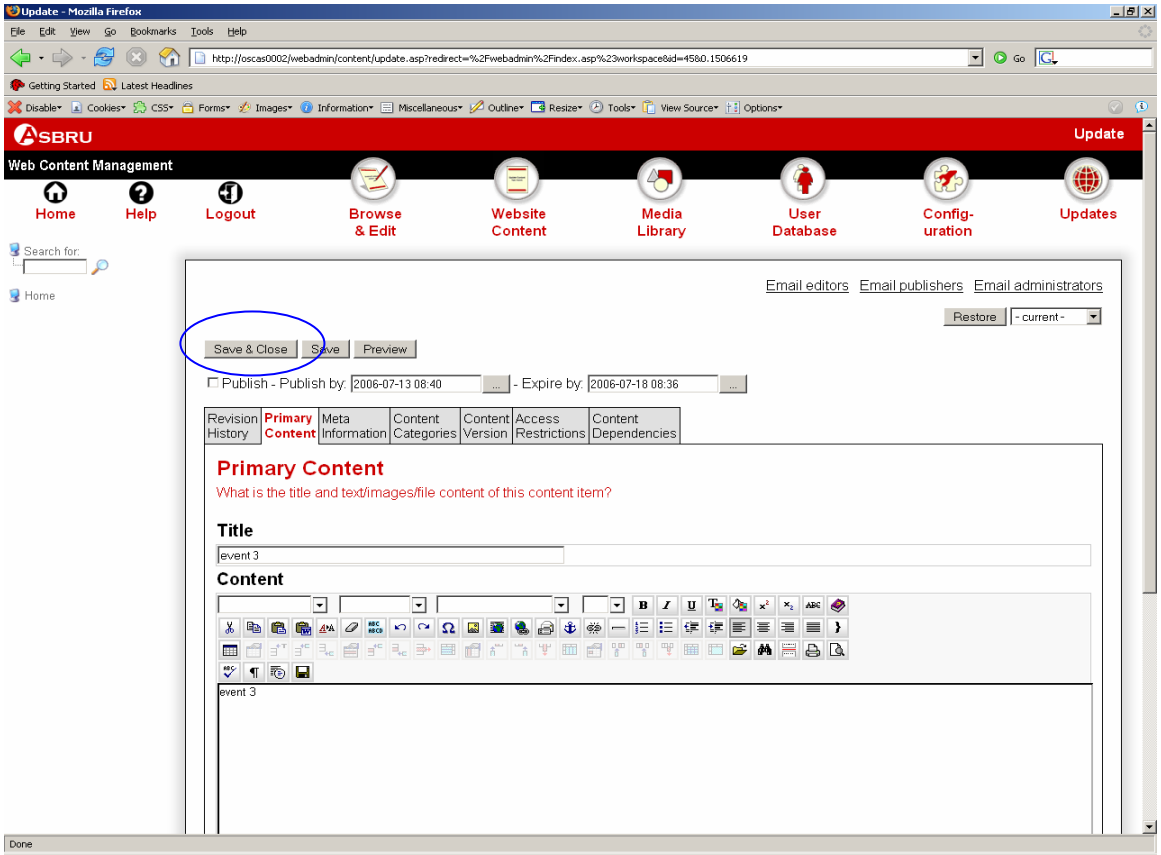

- Make any modifications to the page.

# Publishing



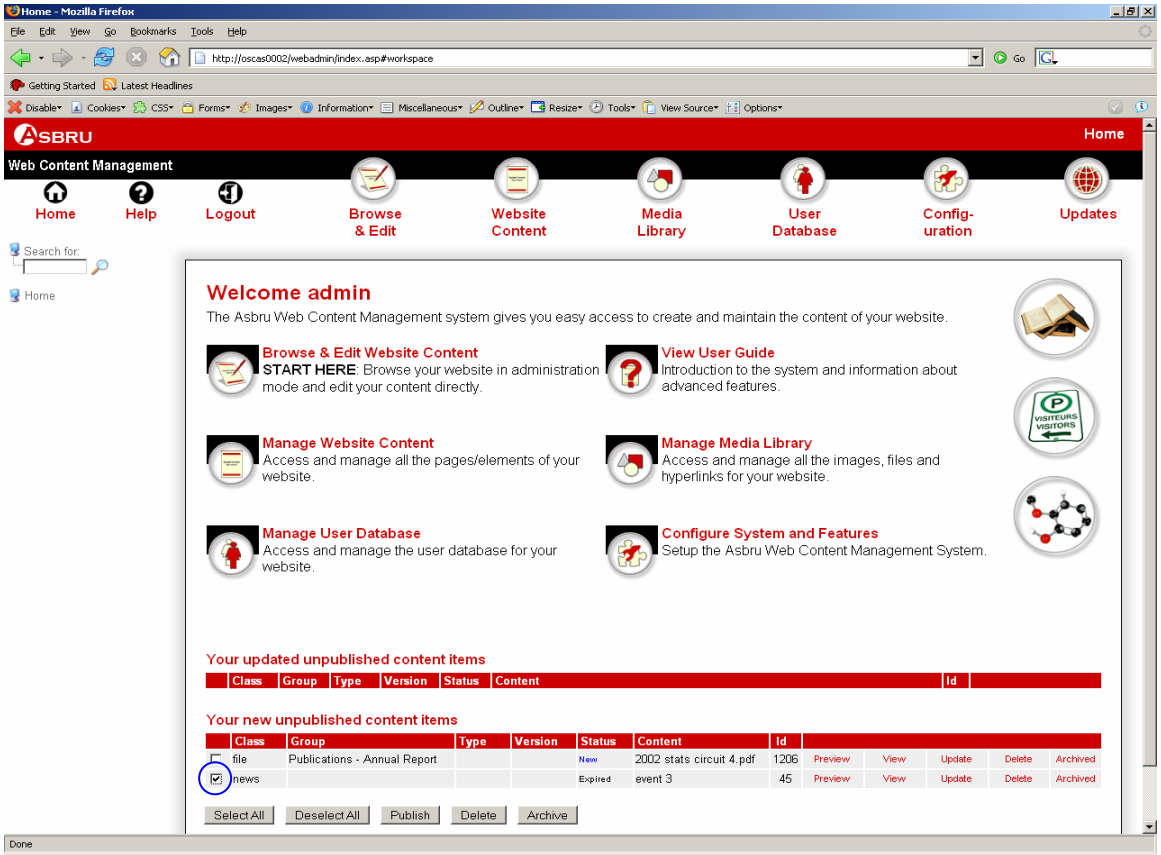

- Click “Preview” to verify the page looks right.

# Publishing



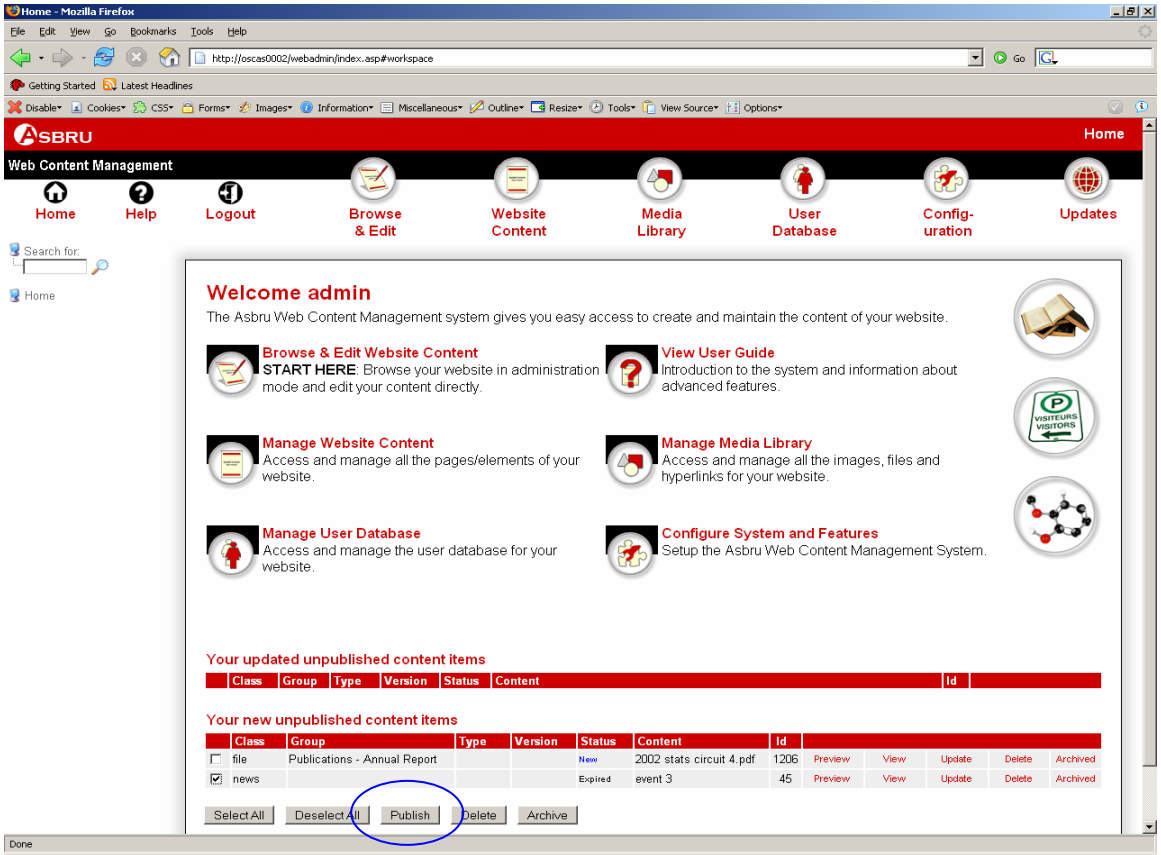

- If the page needs changes still, repeat the previous steps. If it is ok, click “Save & Close”.

# Publishing



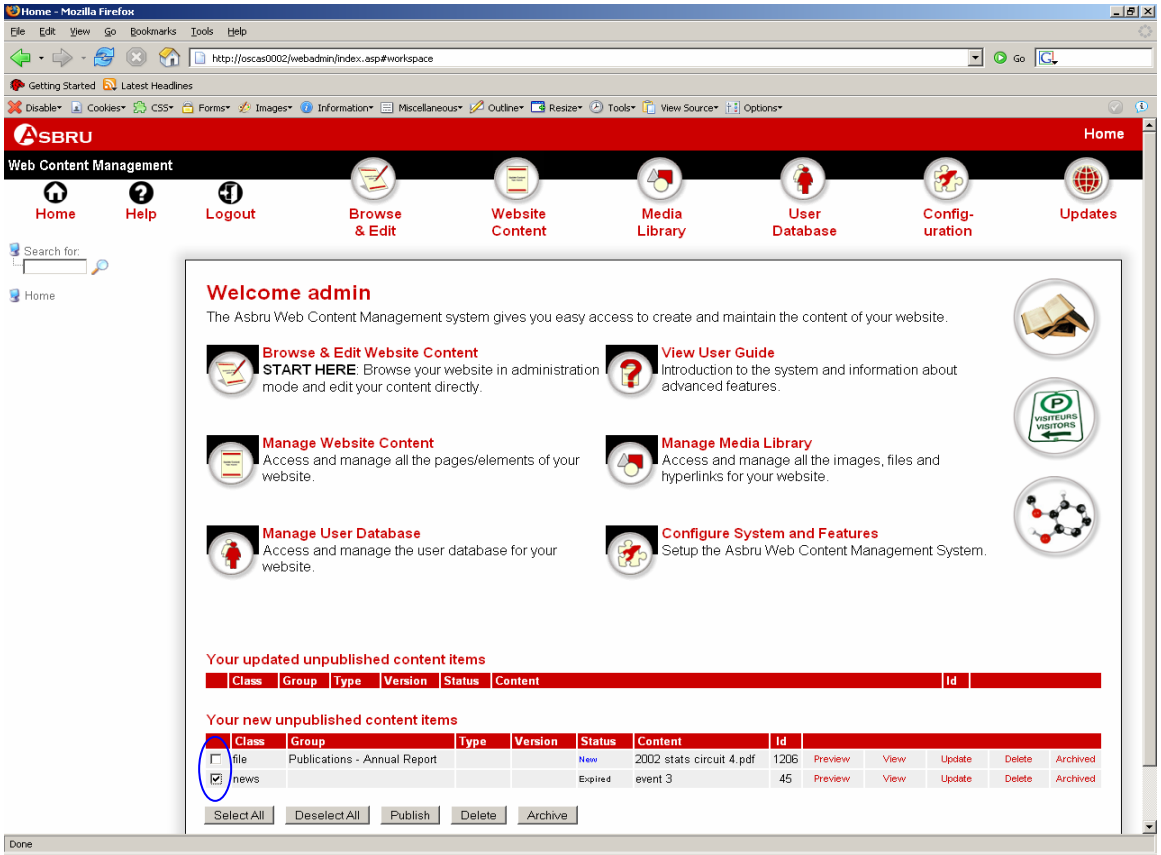

- Since the page is now ready for publishing, check the box next to the entry.

# Publishing



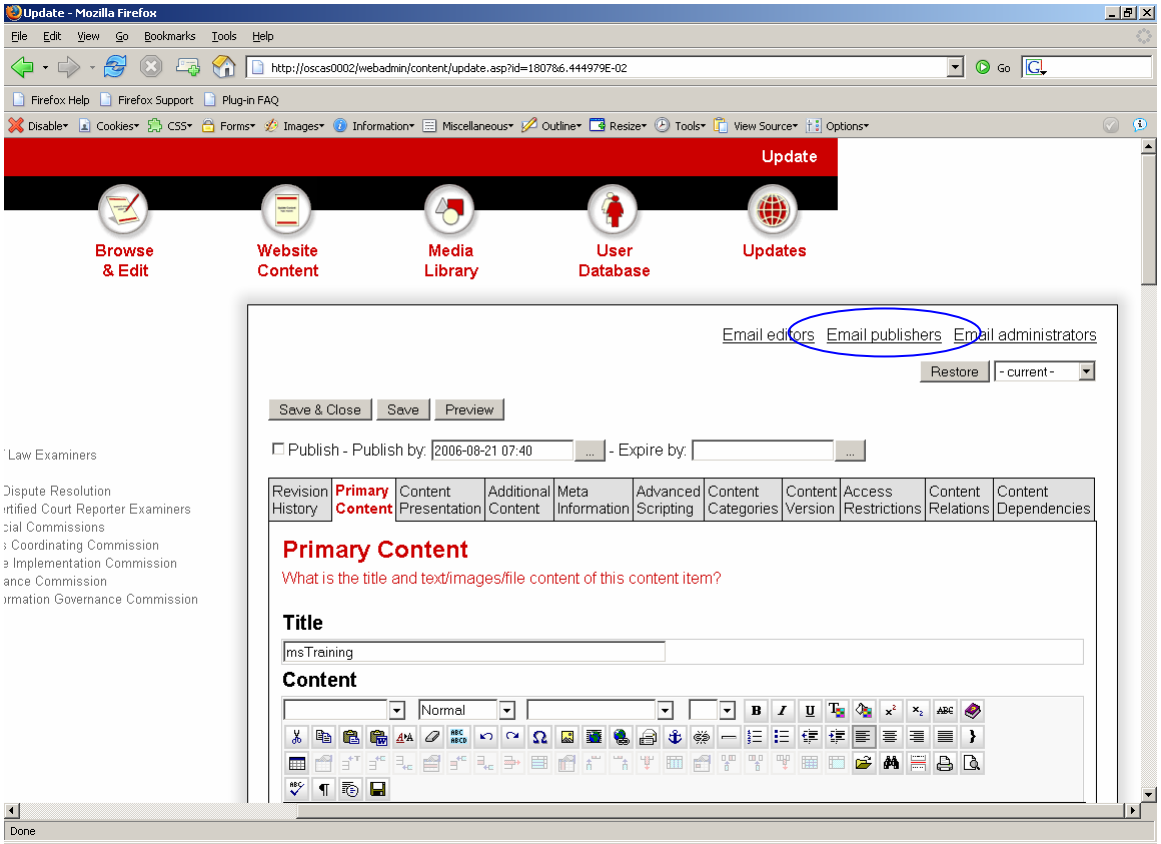

- Click the “Publish” button.

# Publishing



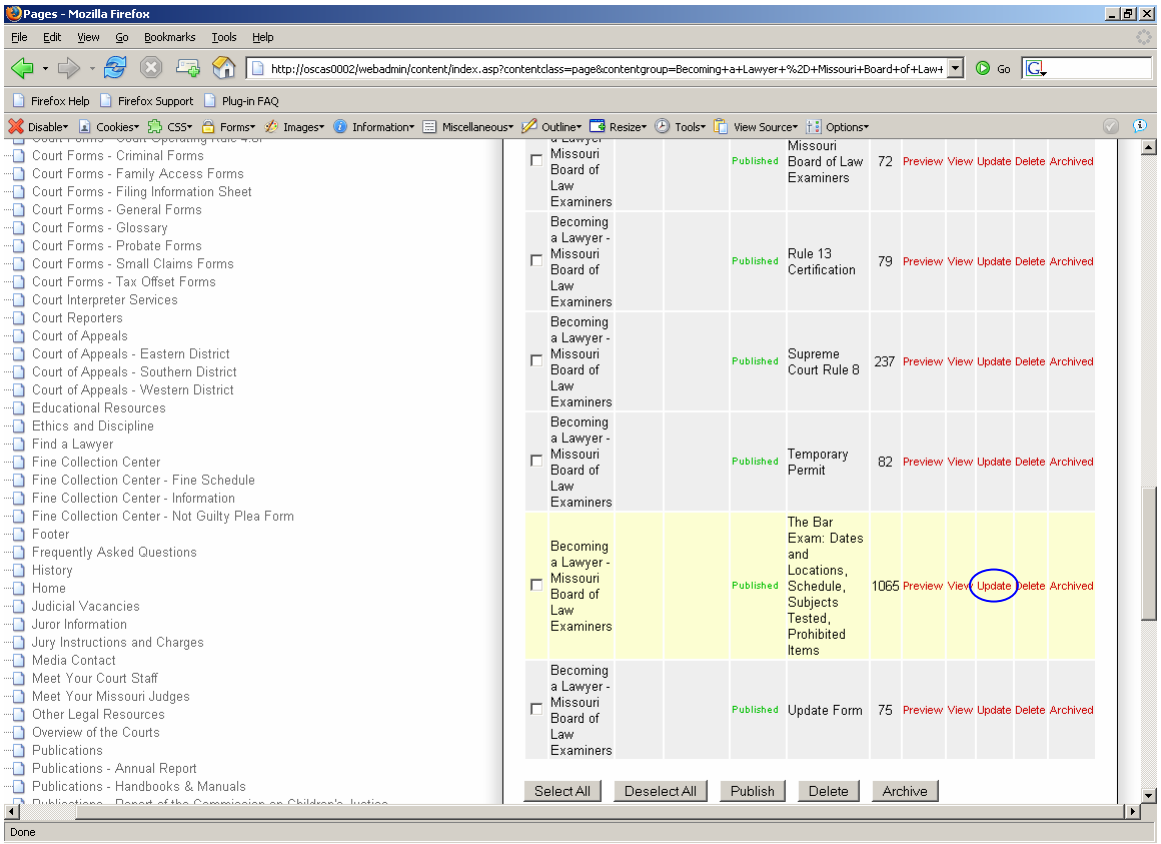

- Note that you may select more than 1 box at a time. Multiple files may be published at once by checking all the boxes you would like.

# Publishing



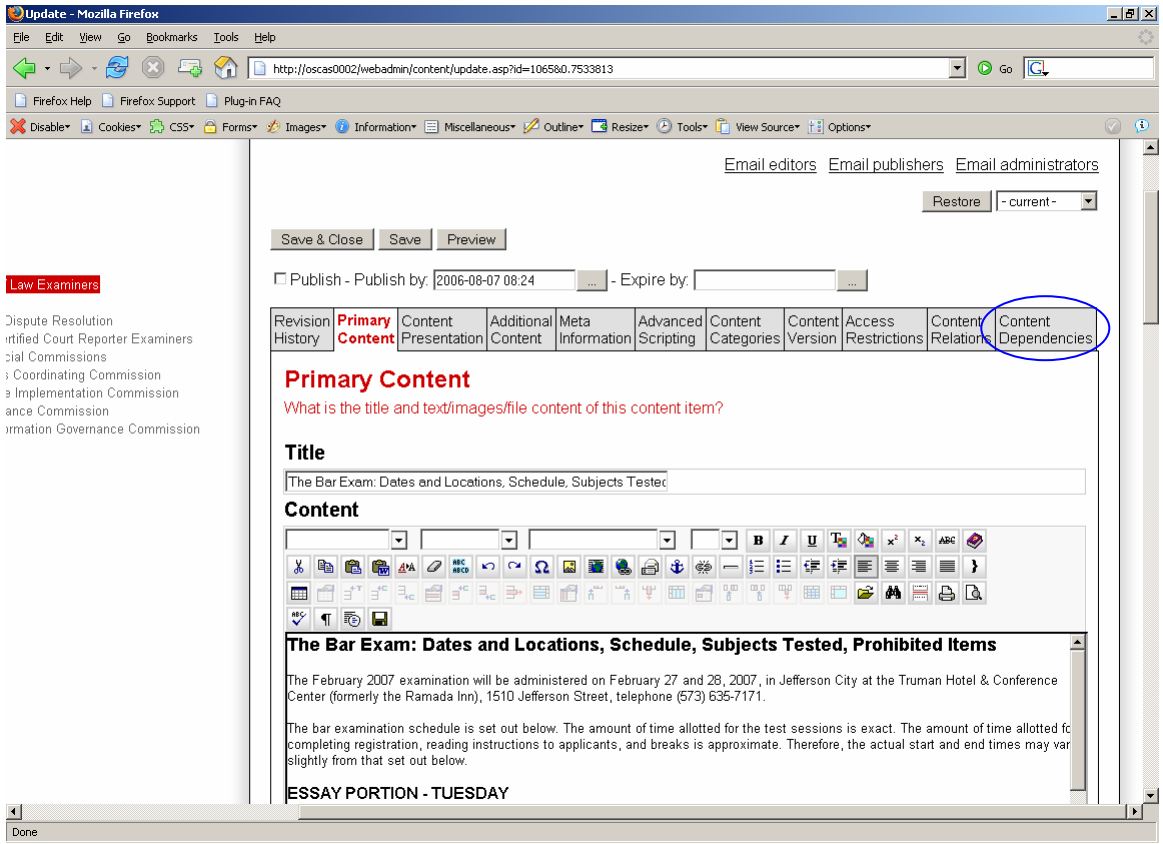

- The “Email publishers” link will open an email with a pre-filled subject line including the page name/id. This will allow quick communication to the publishers to let them know a page is ready.

# Deleting an Existing Page



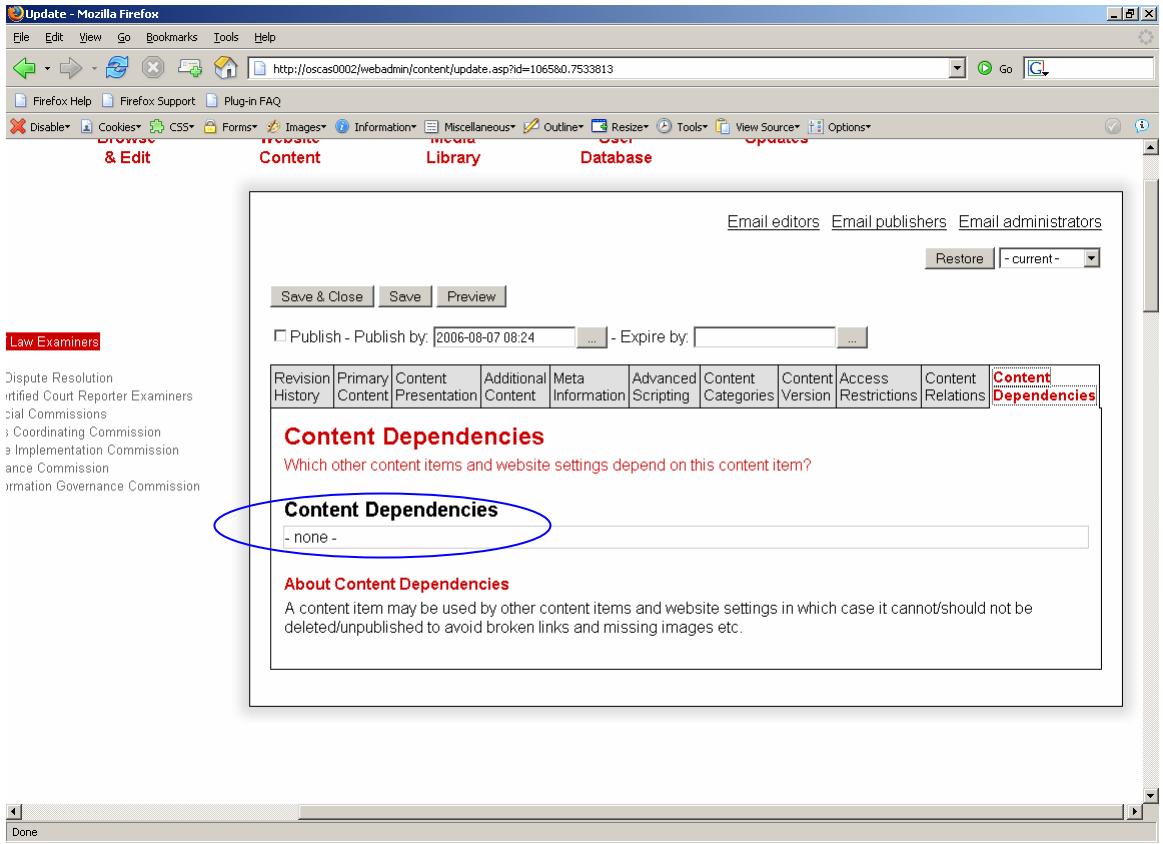

- Before deleting, check to see if there is a dependency on the page. To see the dependency, click “Update”.

# Deleting an Existing Page



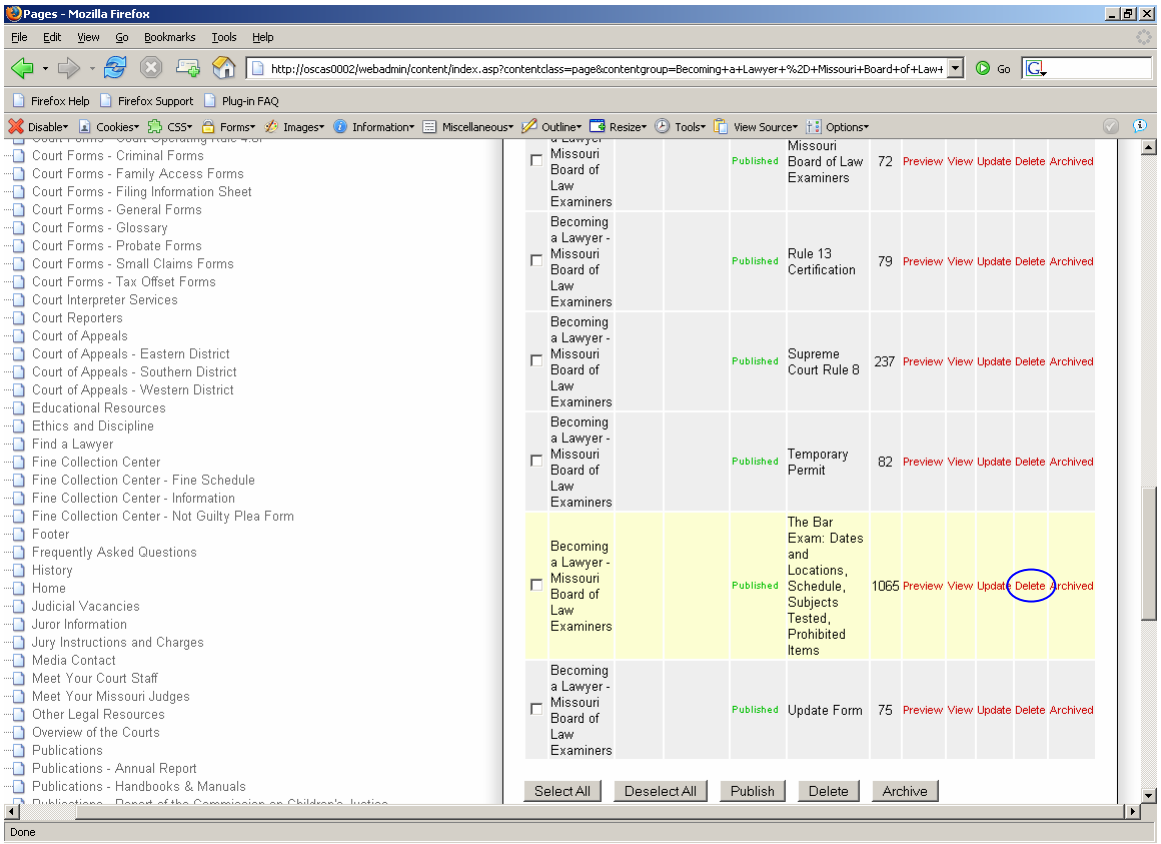

- Click “Content Dependencies”.

# Deleting an Existing Page



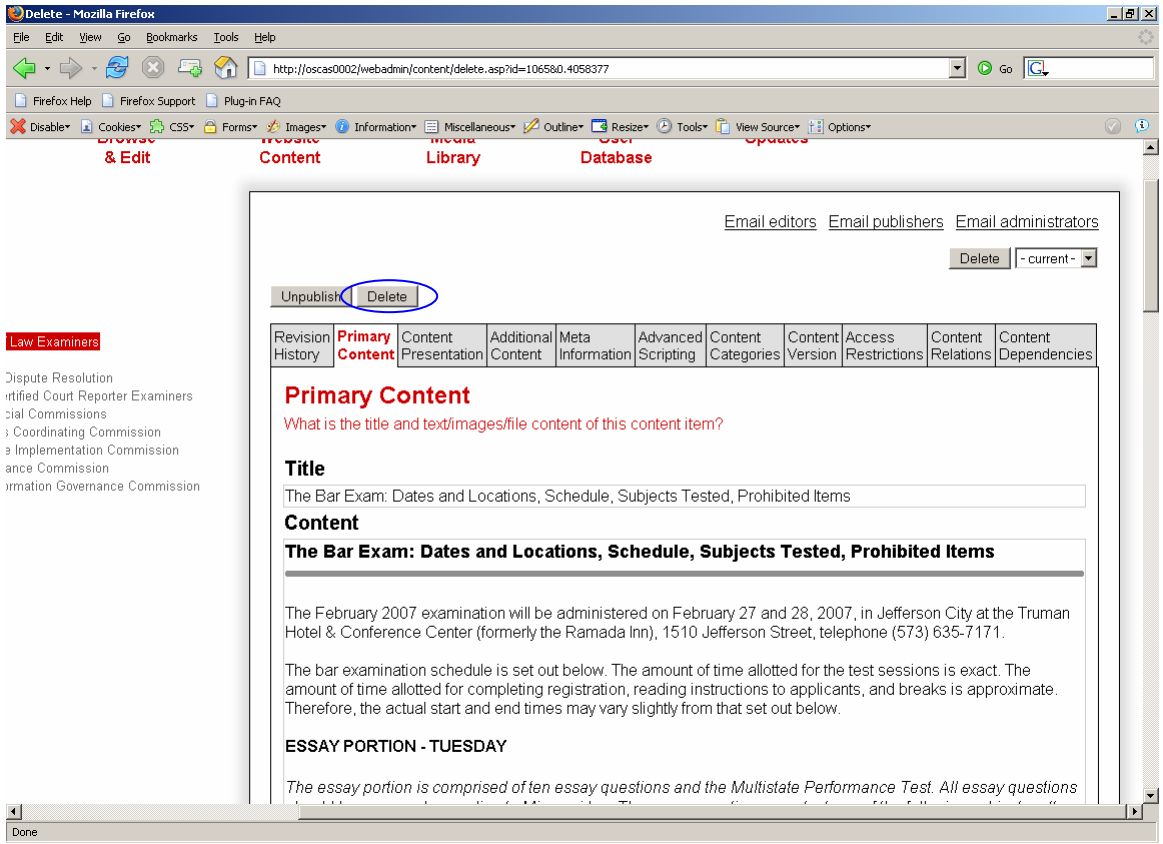

- The “Content Dependencies” text box will show what page or element has a dependency to the page trying to be deleted. You must remove this link before the page can be deleted.

# Deleting an Existing Page



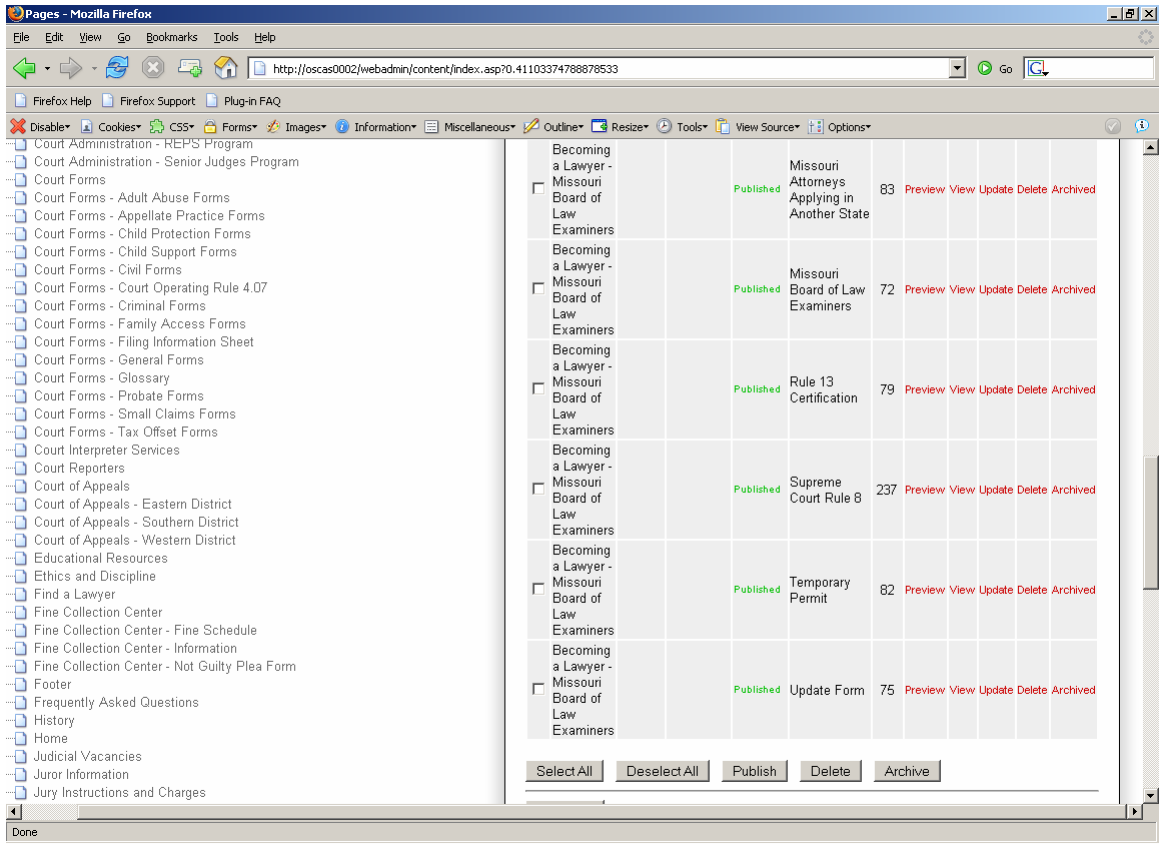

- After you have cleared all dependencies, go to the website content view, click “Delete”.

# Deleting an Existing Page



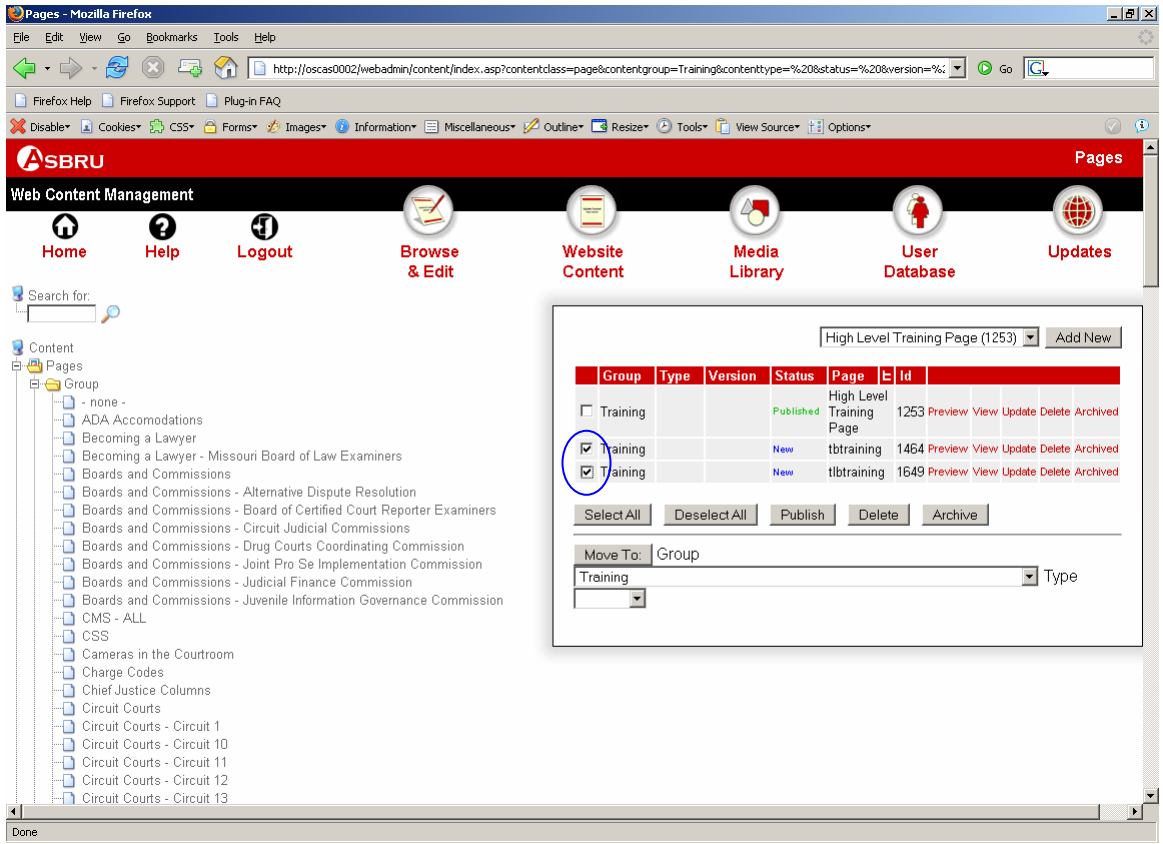

- Click “Delete”.

# Deleting an Existing Page



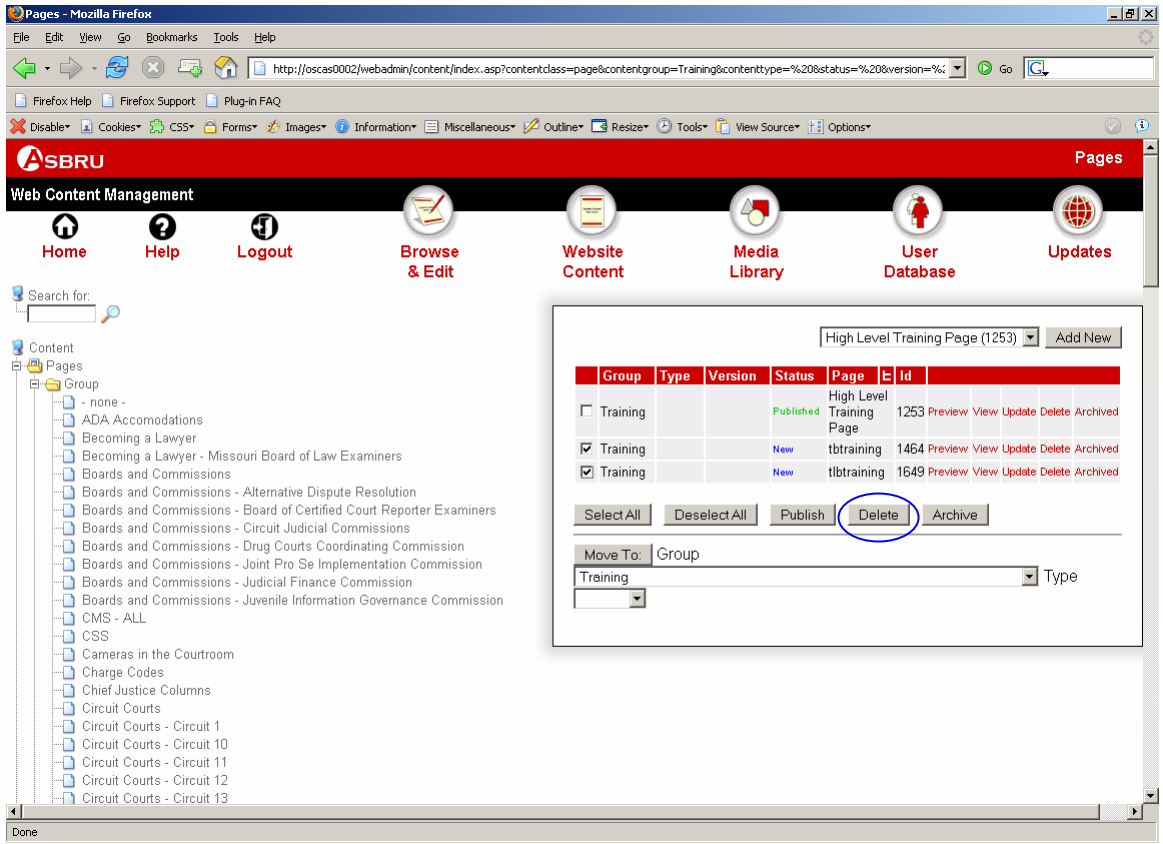

- It should now be deleted.

# Deleting an Existing Page



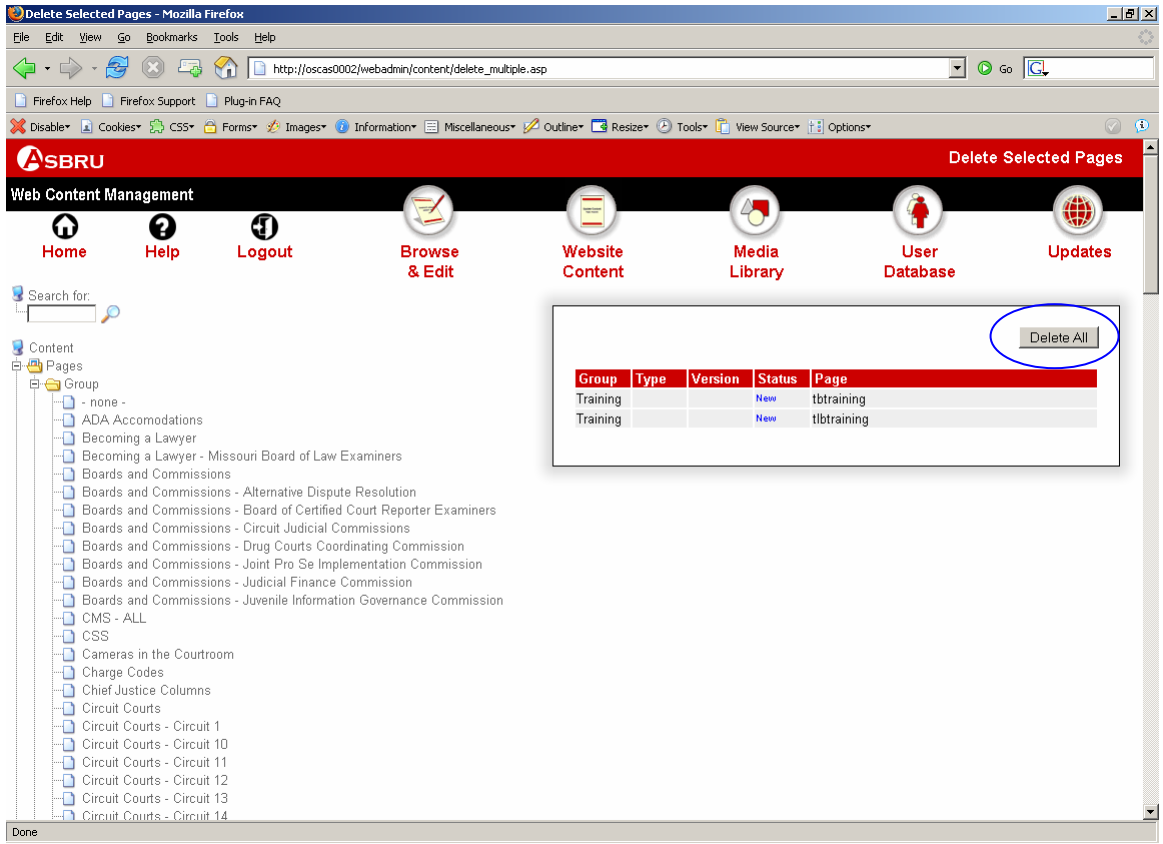

- To delete multiple pages: Put a check next to all pages that you wish to delete.

# Deleting an Existing Page




- 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”.

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| 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 Accomodations, 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 | |
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**2 The following members also have access: Beth Riggert, Terri Norris, Amanda Hoener, Amba (Bela) Malhotra, David Kliethermes, Karen Messerli, Lee Rotter, Pam Miller, Sheila Stark, Sue Hathaway Ligon, Karen Mote, Mary Blecha**