



PERCUSSION DOCUMENTATION

CM1 Content Management System

Helpful Resource

Percussion has its own help website that contains written and video tutorials for editors and administrators. For an introduction to the Percussion interface, visit <http://help.percussion.com/>.

Logging In

Percussion works best in Chrome or Firefox browsers. Internet Explorer does not support Percussion.

Log in at <http://cms.framingham.edu:9992> with the username and password you received during initial training.

WELCOME

 PERCUSSION CM1

Documentation
All the basics on creating and maintaining your website(s) with CM1.

CM1 Community
Ask questions and discuss ideas with fellow CM1 users.

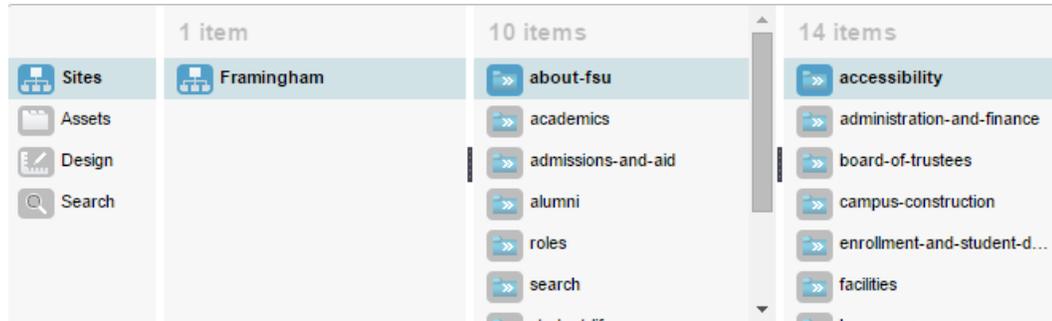
Add Percussion Linkback
Percussion Linkback provides quick access from your website back to CM1 to facilitate quick edits and easy navigation. When viewing a page on your website, click the Percussion Linkback bookmark, and you will be brought to the corresponding page in CM1 for you to edit.

Drag this button  to your bookmarks bar.
[More Info](#)

Helpful tip: Switch the view in the top left corner of your Percussion screen to “Dashboard” and follow the directions to “Add Percussion Linkback” to your browser. This will allow you to go straight from viewing your webpage on the live website to editing it within Percussion.

Creating A Page

1. Switch the view in the top left corner of your Percussion screen to “Editor.”
2. Navigate to your folder by single clicking on “Sites,” then “Framingham,” and so forth.



3. Select your folder, then navigate to the upper right-hand tool bar and choose the icon to add a page. 
4. Select the template for “Interior Page Template”
5. Fill in the “Display Title” field with the name of the page. The “File Name” field will automatically populate.
6. Click “Save.”

Editing A Page

1. Make sure you are in the “Editor” view in the top left of your Percussion screen
2. Navigate to your folder by single clicking on “Sites,” then “Framingham,” and so forth. Then double click on the page that you want to edit.

3. Choose “Edit.”



4. Make sure you are in the “Content” tab below the Finder window.
5. Click on the widget or block that you would like to edit, then select the pencil icon.
6. Save your changes.
7. When you are finished with a page, always either CLOSE or SUBMIT. If you navigate away from a page without closing or submitting, the page will become locked to other editors.
8. After submitting, if you are ready to publish your page, double click the page again and go in to Edit. You should now see the “Approve” button where you previously clicked “Submit.” Choosing “Approve” will send your page into the queue for publishing.



Inserting A Link

1. In the text editor of the widget, highlight the text that you want to link.
2. Click on the chain icon in the WYSIWYG, or choose “Insert,” then “Insert Link.”

3. If you are linking to any page or document within the Framingham.edu site, use the folder search icon to navigate to the page within Percussion. If you are linking to an external website, paste the URL in the URL field.



Insert link ✕

Url 

Target

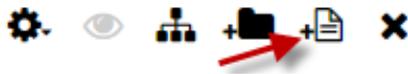
Title

4. If you are linking to a PDF or an external website, change the Target to “New Window.”
5. Add a title that describes the page or document to which you are linking.
6. Click “OK” and “Save” your changes if you are done editing the widget text.

Uploading Assets

Assets should be PDF documents or JPG images. To save a Word document as a PDF, open your document and click “File,” then “Save As Adobe PDF.”

1. Save your PDF or image to your desktop following the naming convention of all lowercase letters and no spaces (Ex. spring-courses-2015).
2. In the Finder window, single click “Assets”, then “Uploads,” and navigate to your area’s PDFs or Images folder.
3. Click on either PDFs or Images, depending on your asset type, then click the Add Asset icon in the top right of your Percussion screen.



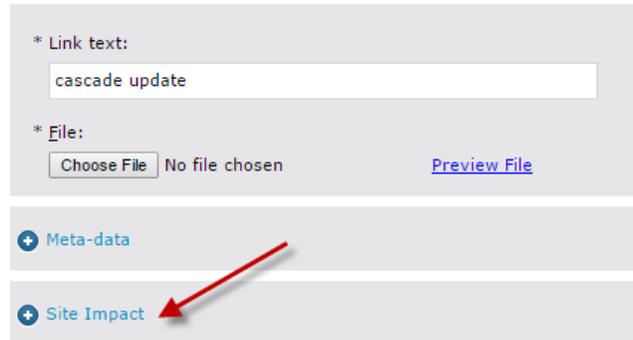
4. Use the gray arrows to scroll through the Asset Types and select either “File” or “Image.”
5. Click “Next.”
6. Click “Choose File” and browse through your desktop to select your PDF or image.
7. Fill in the “Link Text” field. This text will appear when someone hovers over a link to your document or image on the website.
8. Click “Save,” then click on the down arrow next to the Submit button, and choose “Approve.” You must APPROVE your assets or they will not be published.

Archiving/Deleting Pages

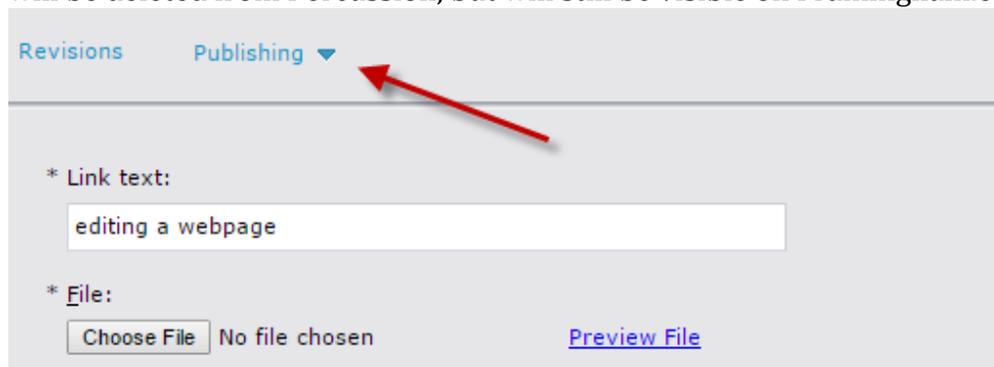
You should always archive a page before deleting it. You may choose to archive, but not delete, a page in order to unpublish it from the live website and keep it in Percussion for future use.

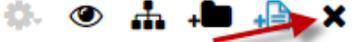
1. Navigate to and double click on the page or asset that you want to delete.

2. Click to “Edit.” For assets, you should then expand the “Site Impact” area to make sure you aren’t deleting an asset that is currently linked to live pages.



3. If the Site Impact is empty, or when you are in the edit view of your page, click the dropdown menu next to “Publishing” and select “Remove From Site.” If this option is not clickable, that means the asset is not currently published. If you do not Remove From Site before deleting, your page or asset will be deleted from Percussion, but will still be visible on Framingham.edu.



4. After removing, you will have to double click on the page or asset again. Then, click on the  “X” in the top right corner of your Percussion screen to “Delete Selected Item.”
5. You will be prompted to confirm that you want to delete the page or asset. Click “OK” if you still wish to do so.