Section Webmasters Guide to Editing and Updating Section Websites in Savvy CMS

Savvy Content Manager Login
screen: http://www.asanet.org/login.cfm

Username and Password: ASA Webmaster will provide

ASA Webmaster
Redante Asuncion-Reed
Email: rasuncion-reed@asanet.org
Phone: (202) 383-9005 ext. 304
How to enter your Section website as an Admin

1. Go to http://www.asanet.org/login.cfm
2. Log in with your username and password
3. Once you are logged in, open a new tab in your browser
4. Type in the browser bar the URL of your Section website
5. If you are successful in logging in you will see the homepage of your site overlaid with small blue, square boxes on several point of the screen. See below example
How to edit an existing page in your Section website

1. While logged in to your section website as an Admin with the blue boxes visible, navigate to the page you want to edit via the menu items on the side.

2. Hovering over the blue boxes, you will see that when you over some boxes nothing happens while if you hover over other boxes, a segment of the content changes color and gets greyed out. The greyed out areas are editable to you with your level of permissions. See below screenshot as I hover over the blue square right above “Disability Studies”.

American Sociological Association
Section on Disability and Society

Disability Studies: Book Series

Research in Social Science and Disability

Editors: Drs. Barbara Atkinson and Sharon Hartnett. Research in Social Science and Disability is devoted to the scholarly, social scientific analysis of significant issues in disability.

The interdisciplinary approach of the series permits contributors to explore the social origins of disability in society, and provides a basis for examining cross-cultural differences in approaches to disability, as well as the economic, social and psychological consequences for individuals, families and social institutions and organizations. The series includes research framed by a variety of theoretical perspectives and research methodologies.

Lynne Rienner Publishers: Disability in Society

Editor: Dr. Ronald J. Burger

More than eighteen percent of the U.S. population lives with some kind of physical, sensory, or cognitive impairment and the construction of impairments as “disability” is a social phenomenon affecting not just those individuals but also their families, friends, employers, colleagues, and communities. Drawing on a variety of perspectives, Disability in Society seeks to illuminate the social forces shaping the diverse experiences of disability. We invite proposals for manuscripts that will investigate a range of subjects including but not limited to: “disability as a dimension of social stratification” “the intersection of disability, race/ethnicity, class, gender, and sexual orientation” “the construction and management of disability” “identity, the intersectional, emotional, and bodily experience of disability” “media representations of disability” “the institutional, organizational, and policy contexts of disability” “the disability rights movement” “to discuss a possible project or submit a book proposal, please contact the series editor, Professor Ronald J. Burger, University of Wisconsin - Whitewater Department of Sociology, Whitewater, WI 53190. Phone: (262) 472-1133 burger@uwec.edu

Ashgate Interdisciplinary Series in Disability Studies

Series Editor: Mark Sherry. We launched the first book of the series, entitled Disability, Human Rights and the Limits of Humanitarianism and have many more books coming up including Disability and Social Movements, Disability and Discourse Analysis, and others. You can find more about Ashgate at http://ashgate.com/

If you have a book, or a book proposal, that engages in an interdisciplinary dialogue between disability studies and other disciplines, we would love to hear from you. If you would like to submit a book proposal, please send an email to Claire at special@ashgatepublishing.com.
3. Click on the blue square with the content greyed out. It will reveal two items, Edit and Action. Click on Edit.
4. It will reveal an editing screen (WYSIWYG or “what you see is what you get”) that contains the content to be edited. The controls are similar and functions the same way to what you will find in MS Word. You can edit directly on the screen. If you are proficient in HTML you can click on the “Source” button to reveal HTML code and you may also do your editing there.

5. Once you are finished editing, click on “Save Now” on the upper left. This will put into effect your changes.
6. Once you click on Save Now, the color of the square for that content item changes to orange/brown. Click on it again while it is that color. It will reveal two items: Edit and Action. Click on Action.
7. Hovering over action will reveal a menu with several choices. Click on **Publish Object**. You will be prompted to confirm if you do, indeed, want to publish this item. Click on Yes. Your item will be published instantly.
Working with Images

Before any image is uploaded to Savvy, it should be formatted and resized using a photo editing tool like Photoshop. General rule is to set it to 72 for the file resolution, file size to less than 200 KB and to set width and height according to how you plan on laying out the page. A small headshot, therefore, should be around 80px wide by 100px high. A larger photo to fill half the screen should be set to 300 px wide and around 400 px high. Do not exceed 600 px wide for larger images.

To upload an image, click on the image icon (circled in red below) and choose browse server. This will give you a view of the images folder. Choose your section folder. Find your image and click select.
You may also upload your image via: upload >> browse >> upload image. It will be highlighted blue. Click select. You will get the menu below.

Make sure to fill out the Alternative text. Leave the width and height alone. Border should be 0. Hspace and Vspace should be 10. If you are linking the image, use the link menu.
Uploading and Linking to Files (images, PDFs, etc)

1. Go to the page you want to edit (either put in an image or make a link to a PDF)
2. Click on the blue box to edit it
3. The WYSIWYG editor will appear

To upload and link to a file

- Highlight in the WYSIWYG to the text you want to make a link
- Click on the Link tool (circled in red)

- When you get the screen above, click on the blue "Browse Server" button (oblong in red)
- You will get the screen below. The folders on the left will show the folders in the back end that your Section has access to. Click on the “Files” folder to see uploaded PDF files or to upload a file. Same procedure with images.

- If you want to use a pre-existing file in the folder, double click on it. If you want to upload a file to the folder, click on the “Upload” button on the mid-upper left (circled).
- Follow the prompts until your link is active.
- Follow the steps to publish your page (selecting “Publish Object”)
How to Add a New Page

1. From the homepage of your Section website on the upper left is a button labeled “Savvy Tools” – click on that. It will reveal a menu. Click on “Site”
2. It will reveal a page that has three tabs: Add a page, Site map and Publish All. In addition, it will say what templates you have permission to create a new page from. In this case, the name of the template is “Section 34.” Click on the Section 34 link to create a new page using that template.
3. Fill in the filename you would like the page to have and page title. When done click on the “Create page” button.
4. A blank page with template elements will appear onscreen. Blue boxes indicate editable elements. Follow the instructions previously given to edit and populate this page with content. It will not be live until you make it live. Note the URL – it will be named the label that you gave it on the previous screen.
Editing the Navigation

1. Clicking on the blue box above the navigation items will reveal the screen below. It will show the current navigation tree where you can drag and drop elements, reposition items and put in new links. Click on the “Save Nav Layout” button when you are done. Click on the “Create new Nav item” button if you want to add a new page that currently is not included in the navigation.
Setting Up a Website External to Savvy CMS

Some ASA Sections choose to have their websites external to the Savvy CMS. Some reasons may be they want better control over functionality, look/feel and appearance, or that the Savvy CMS is too basic for their needs and they need more advanced functionality that would be difficult or not cost-effective to integrate with Savvy. In these cases I recommend they explore some free options for operating their section website such as Wordpress, Blogger, etc. Below is a quick guide on available resources and examples of sections using those resources.

Free Resources

1. Blogger (requires login to a Gmail account): Recommended for beginner or novice to web development, web design and HTML

   Getting started
   - https://support.google.com/blogger/?hl=en#topic=3339243

   Example of ASA Section using Blogger
   - http://asa-emca.blogspot.co.uk/

2. Wordpress.com (free hosted service): Recommended for beginner or novice to web development, web design and HTML

   Getting started
   - http://en.support.wordpress.com/start/

   Examples of ASA Sections using Wordpress.com
   - http://oowsection.org/
   - http://sspps.wordpress.com/
   - http://sociologyofdevelopment.com/
3. **Wordpress.org (free software but self-hosted on your own server):** Recommended for Sections
with a dedicated webmaster who is proficient with HTML, CSS, other programming languages,
working with servers and databases

*Getting started*

- [http://codex.wordpress.org/](http://codex.wordpress.org/)

*Examples of ASA Sections using Wordpress.org*

- [http://asapoliticalsoc.org/](http://asapoliticalsoc.org/)
- [http://marxistsociology.org/](http://marxistsociology.org/)
- [http://asapoliticalsoc.org/](http://asapoliticalsoc.org/)

4. **Weebly:** Recommended for beginner or novice to web development, web design and HTML

*Getting started*


*Examples of ASA Sections using Weebly*

- [http://asalabormovements.weebly.com/](http://asalabormovements.weebly.com/)
- [http://sectionbodyembodiment.weebly.com/](http://sectionbodyembodiment.weebly.com/)
- [http://childrenandyouth.weebly.com/index.html](http://childrenandyouth.weebly.com/index.html)

5. **Google Sites (requires login to a Gmail account):** Recommended for beginner or novice to web
development, web design and HTML

*Getting started*

- [https://support.google.com/sites/answer/153197?hl=en](https://support.google.com/sites/answer/153197?hl=en)

*Examples of ASA Sections using Google Sites*

- [https://sites.google.com/site/rationalityandsocietysection/](https://sites.google.com/site/rationalityandsocietysection/)
- [https://sites.google.com/site/altruismmoralitysolidarity/](https://sites.google.com/site/altruismmoralitysolidarity/)
Other Examples

Through Your Department or School

May be free or may involve a fee. May include tech support through your school’s IT department. Check with your individual school or department to find out.

- http://csrn.camden.rutgers.edu/
- http://www.sscnet.ucla.edu/soc/groups/mathsoc/index.php
- http://www2.kent.edu/sociology/mentalhealth/index.cfm

Independently hosted by the Section

Recommended for: Sections with a dedicated webmaster who is proficient with HTML, CSS, other programming languages, working with servers and databases

- http://www.commurb.org/
- http://www.envirosoc.org/