

UNITED  
STATES  
ARMY

# USER MANUAL FOR NEW SIGNAL CMS

Fort Gordon Knowledge Management Office

Fort Gordon Knowledge Management Office

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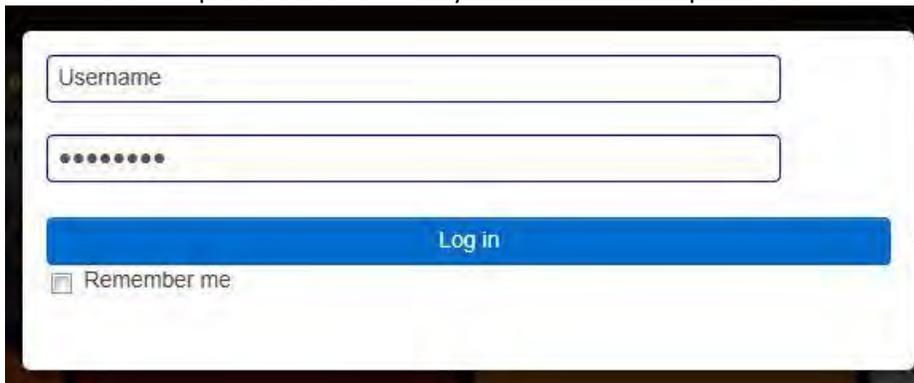
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## Logging in

After your account has been established, log in with your username and password. Go to the Help Menu and in the drop down select **Editors** as shown in the image below:



You will then be presented a form for your username and password

A screenshot of the login form on the SIGNAL.ARMY.MIL website. The form consists of two input fields: 'Username' and a password field (represented by dots). Below the password field is a blue 'Log in' button. At the bottom of the form is a checkbox labeled 'Remember me'.

**Another option to login:**

From ANY PAGE, add ?SigCoELogin to the end of the URL

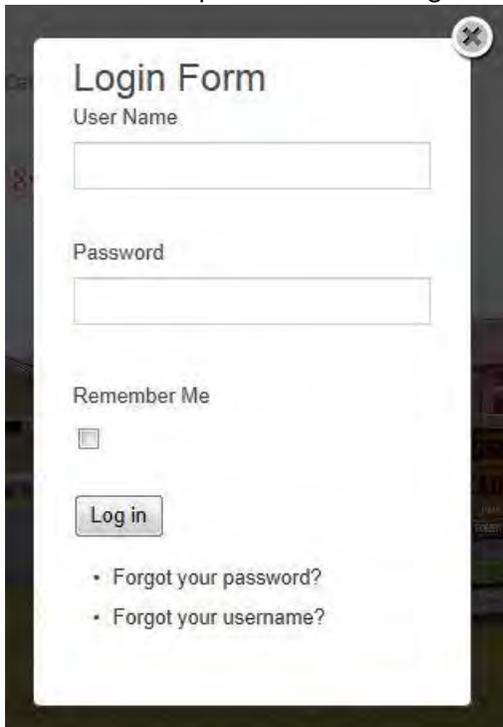
 <http://www.signal.army.mil/index.php/sigcoe/signal-towers/welcome-to-signal?SigCoELogin>

 <http://www.signal.army.mil/index.php/home-15th?SigCoELogin>

 <http://www.signal.army.mil/index.php/signal-units/rncoa/rncoa-home?SigCoELogin>

\*This word is CaSe SenSiTivE\*

You will then be presented with a login form for your username and password



The image shows a screenshot of a web browser window displaying a login form. The form is titled "Login Form" and is contained within a white box with a dark border. At the top right of the box is a close button (an 'X' in a circle). The form contains the following elements:

- A label "User Name" above a text input field.
- A label "Password" above a text input field.
- A label "Remember Me" above a small square checkbox.
- A button labeled "Log in".
- Two links at the bottom: "Forgot your password?" and "Forgot your username?".



# SIGNAL.ARMY.MIL

THE OFFICIAL HOMEPAGE OF THE U.S. ARMY SIGNAL CENTER

Newsflash: **For Soldiers considering applying for MOS 25D:** 25D

[Contact Us](#)[508 Compliance](#)[External Link Disclaimer](#)[Editors](#)[Site Map](#)[Advanced Search](#)[Search](#)[Create New Page](#)[Practice Area](#)

## Practice Area

Title Filter

Display # 20

Title	Modified Date	Edit Article
Test Article 1 • <a href="#">Edit</a>	05 September 2014	<a href="#">Edit</a>

Practice area viewable only after login

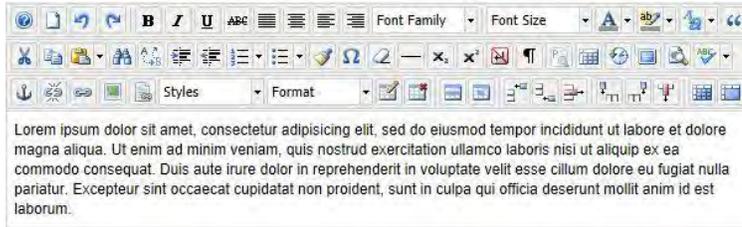
[+ New](#)



## Toolbar Functions

\* **Note:** Items that are not fully visible are obsolete.

The CMS HTML editor comes with a variety of tools to help create the look and feel of your site.



### Top Row Tools & functionality:



1. Help – this is where you can find help to manage the content within your HTML editor.
2. Clear all content - clear all the content within your HTML editor at once.
3. Undo – undo any changes made.
4. Redo – reestablished prior changes that were undone.
5. Bold – create bold text.
6. Italic – create italicized text.
7. Underline – underline text.
8. Strike through – create strike through lines on text.
9. Align Full- justifies text so the paragraphs are even at the left and right margins of the page.
10. Centered – centers text.
11. Align Left– flush the text to the left margin of the page.
12. Align Right – flush the text to the right of the page.
13. Font Family Drop Down - choose a font-family for your text.
14. Font Size Drop Down – choose a font size for your text.
15. Select Text color – choose a color for your text.
16. Select Background color – choose a color for text background.
17. Upper Case – gives you options to change text to UPPERCASE, lowercase, Sentence case and Camel Case.
18. Block Quote – places text within quotation marks.

### Second Row Tools & Functionality: (Left to Right)



1. Cut – select and snip content from your page.
2. Copy – copy content from your page.
3. Paste – paste content from your page.
4. Find – search for text quickly.
5. Replace – replace text quickly.
6. Indent – indent paragraph or text.
7. Outdent – remove unnecessary indentation from text.
8. Numbered – number a list within your text.
9. Bulleted – create a bullet list from your text.
10. HTML Cleanup – Clean up unnecessary HTML code.
11. Insert custom characters – inserts special characters into your text.
12. Remove Formatting on the selected text
13. Insert a horizontal rule (line)
14. Subscript – create subscript text.
15. Superscript – create superscript text.
16. Insert Non Breaking Space – use this control to stop the browser from breaking a line of text in the wrong place.
17. Visual Control Characters – this option can place and remove visual elements that are used as guidelines for paragraph text.
18. Visual Blocks – Display a visual representation of block elements.
19. Visual Aid – Toggle the Visual Aids
20. AutoBackup - Automatically save drafts of the current article at regular intervals.
21. Toggle Full Screen – show full editor screen.
22. Preview – Preview the page without table rows and columns.

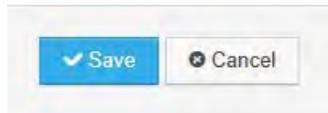
23. Spell Check – spell check page for grammatical errors and misspellings.

### Third Row Tools & Functionality: (Left to Right)



1. Anchor Text – Link text to another area of text within the page.
2. Unlink – Remove the link on the selected text or image.
3. Link – use to link text to web pages, files and other content.
4. Insert/Edit image – insert, upload and edit images.
5. Insert/ Edit Files – insert, upload and edit files.
6. Style Select – select a CSS class to apply to the selected text or element.
7. Format Select – Apply a block format to the selected text or element. (eg: Paragraph)
8. New Table – Inserts a new table.
9. Delete Table – Deletes a table.
10. Edit Table Row – Modify the properties of the table row.
11. Edit Table Cell – Edit table cell properties.
12. Insert Row Above – Inserts a row above the currently selected row.
13. Insert Row Below – Inserts a row below the current selected row.
14. Delete Row – Deletes the selected row.
15. Insert Column Before – Inserts a column before the currently selected column.
16. Insert Column After – Inserts a column after the currently selected column.
17. Delete Columns - Deletes the currently selected column.
18. Split Merged Table Cells – use to split table cells.
19. Merge Table Cells – use to merge table cells.

\*\*\*After editing your page, always remember to click SAVE or CANCEL\*\*\*



## Help/ Issues

For issues, please contact the Fort Gordon Knowledge Management Office via Help Desk on Sharepoint.

# NCO Academy Detachment (Ft. Meade)

Parent Category: Regimental NCO Academy (RNCOA) Category: NCO Academy Detachment (Ft. Meade)

Title \*

About NCO Academy Detachment

[Toggle Editor]



Images

Files

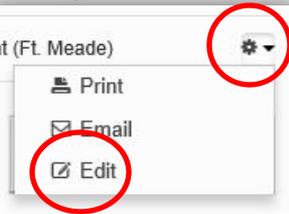
About us



Welcome to the official Signal Corps Regimental NCO Academy Detachment-Fort Meade webpage. We are the only active-duty NCO academy detachment in the US Army. This institution trains the best NCOs in CMFs 46 and 25, training more than 300 NCOs annually.

Mission

As the only active duty NCO Academy Detachment, our mission is to provide the Army with the finest concommissioned officers in CMFs 46 and 25 through training in the Advanced Leader course (ALC) and Senior Leader Course (SLC).



After you log in, Navigate to the Page you want to Edit.

MAKE SURE your Browser is not in Compatibility mode.



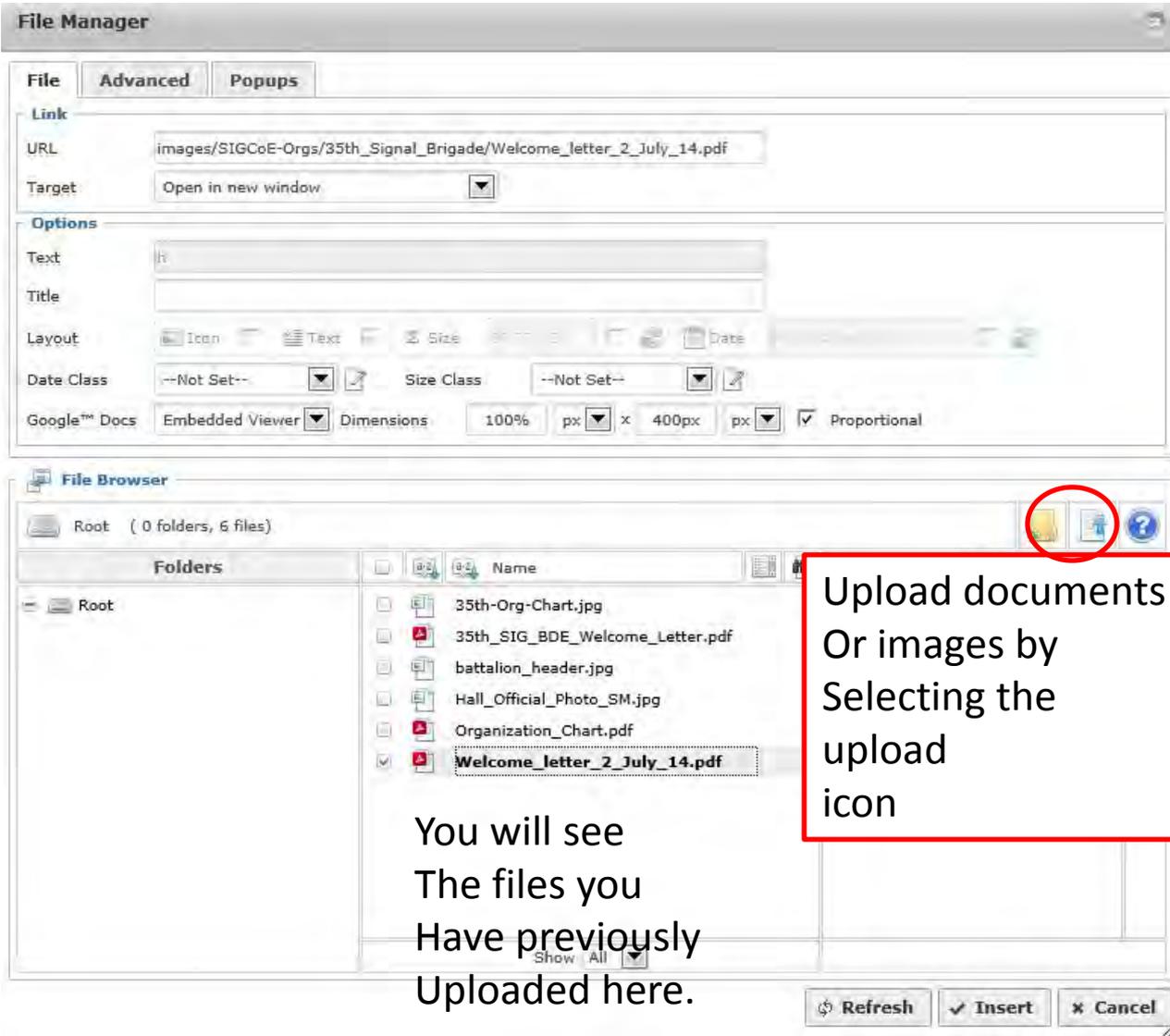
Look for the 'gear' Shaped icon, click And go to 'Edit'.

The article will Open in an editor.

For images or documents, Look at the bottom row, Left side.

To replace an image, select the image you want to replace, then click the image editor icon.

Google Docs Document viewer allows you to show documents right in the web page.



Upload documents Or images by Selecting the upload icon

You will see The files you Have previously Uploaded here.

**Properties**

URL:

Alternate Text:

**Preview**



am ipsum dolor  
sit amet, consectetur  
elit, sed diam nonummy  
tempor incididunt ut  
dolor magna aliquam  
sed diam voluptua.

**File Browser**

Root (0 folders, 1 files)

Name	Date	Size	Details
<input checked="" type="checkbox"/> logo.png	21/02/2014, 13:00	74.7 KB	<b>logo</b> png File Modified: 21/02/2014, 13:00 Size: 74.7 KB Dimensions: 200 x 200 Preview: 

Show 10



**<< Make sure your image has a check mark in the box, if not, click to select.**

Make sure  
The item you  
Want is in  
Both the details  
And in the  
Preview pane.  
Then, select  
Insert

# Create New Pages

After you login, you can go to Help->Editors->Create New Page



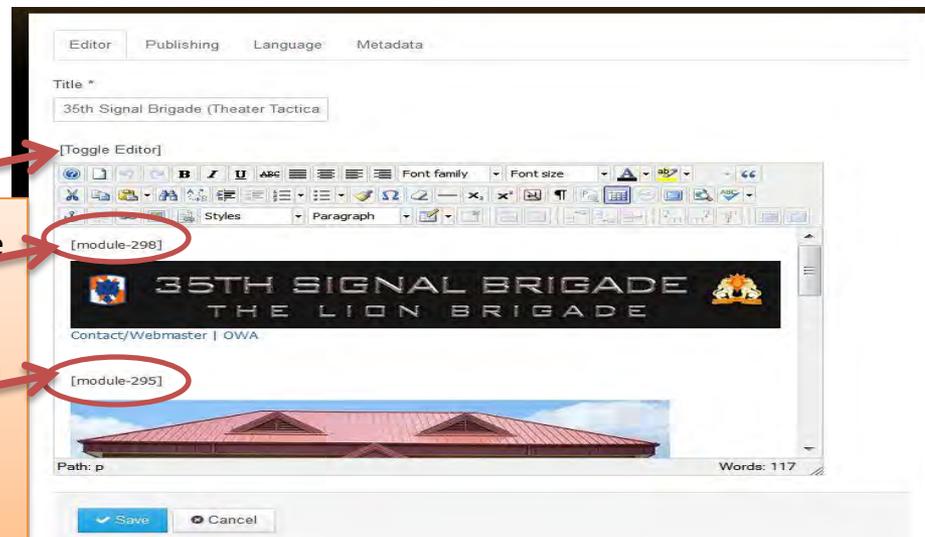
If your page has a template and you want your template on the new page, Go into the editor on a page that has the template you want to copy,

Look for [Toggle Editor]

This inserts the page style

This inserts the side menu

For details on your page [module-] codes, contact The signal.army.mil administrator



Clicking [Toggle Editor] allows  
You to see the code behind your page

`<div id="article-content">`  
This is all your page's content,  
Everything outside of this is part  
Of your page template.  
`</div>`

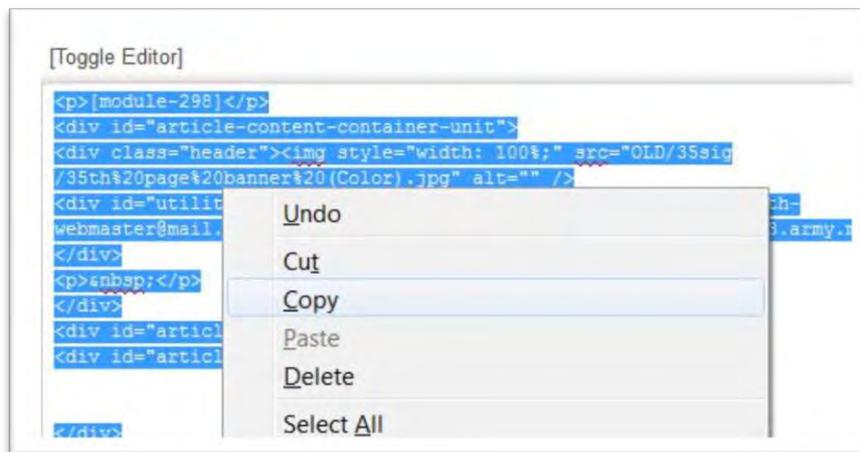
You can remove everything  
Inside the article-content  
Area and you will be left  
With a blank template of  
Your page. DO NOT REMOVE  
`<div id="article-content">`  
OR  
`</div>`  
Only remove the content inside.

[Toggle Editor]

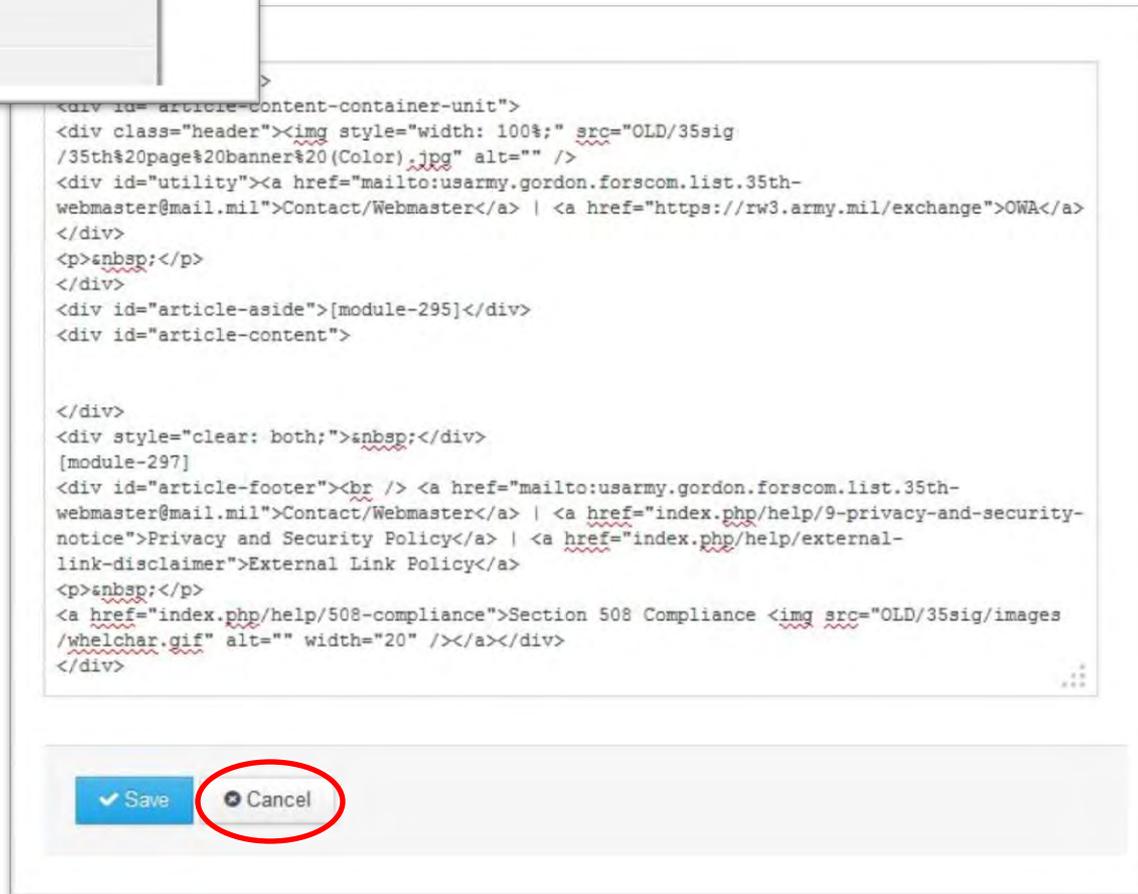
```
<p>[module-298]</p>
<div id="article-content-container-unit">
<div class="header">
<div id="utility"><a href="mailto:usarmy.gordon.forscom.list.35th-
webmaster@mail.mil">Contact/Webmaster</a> | <a href="https://rw3.army.mil/exchange">OWA</a>
</div>
<p>&nbsp;</p>
</div>
<div id="article-aside">[module-295]</div>
<div id="article-content">
<h4></h4>
<h4>35th Signal Brigade (Theater Tactical) HQ</h4>
<h4><span>The 35th Signal Brigade (Theater Tactical) is headquartered and located on Fort
```

[Toggle Editor]

```
<p>&nbsp;</p>
</div>
<div id="article-aside">[module-295]</div>
<div id="article-content">
<h4></h4>
<h4>35th Signal Brigade (Theater Tactical) HQ</h4>
<h4><span>The 35th Signal Brigade (Theater Tactical) is headquartered and located on Fort
Gordon, Georgia</span> and has the mission to rapidly deploy worldwide to provide and
protect Expeditionary C4 Systems and Networks to Army Service Component Commanders and
Combatant Commanders, as well as Joint Task Force and Coalition Headquarters in order to
enable joint and combined battle command across the full spectrum of network centric
operations and warfare.<br /></h4>
<table style="margin-left: 0px;" cellspacing="1" cellpadding="1">
<tbody>
<tr>
<td align="center"><a href="index.php/signal-units/35th-theater-tactical-signal-brigade
/sub-units-35th/50th-expeditionary-signal-battalion">  50th ESB Fort Bragg, NC</a></td>
<td align="center"><a href="index.php/signal-units/35th-theater-tactical-signal-brigade
/sub-units-35th/51st-signal-battalion">  51st ESB Joint Base Lewis McCord, WA</a></td>
<td align="center"><a href="index.php/signal-units/35th-theater-tactical-signal-brigade
/home-35th">  HHC 35th Signal BDE Fort Gordon, GA</a></td>
<td align="center"><a href="index.php/signal-units/35th-theater-tactical-signal-brigade
/sub-units-35th/63d-expeditionary-signal-battalion">  63rd ESB Fort Gordon, GA</a></td>
<td align="center"><a href="index.php/signal-units/35th-theater-tactical-signal-brigade
/sub-units-35th/67th-signal-battalion">  67th ESB Fort Gordon, GA</a></td>
</tr>
</tbody>
</table>
<p>&nbsp;</p>
</div>
<div style="clear: both;">&nbsp;</div>
[module-297]
<div id="article-footer"><br /> <a href="mailto:usarmy.gordon.forscom.list.35th-
webmaster@mail.mil">Contact/Webmaster</a> | <a href="index.php/help/guests">
```



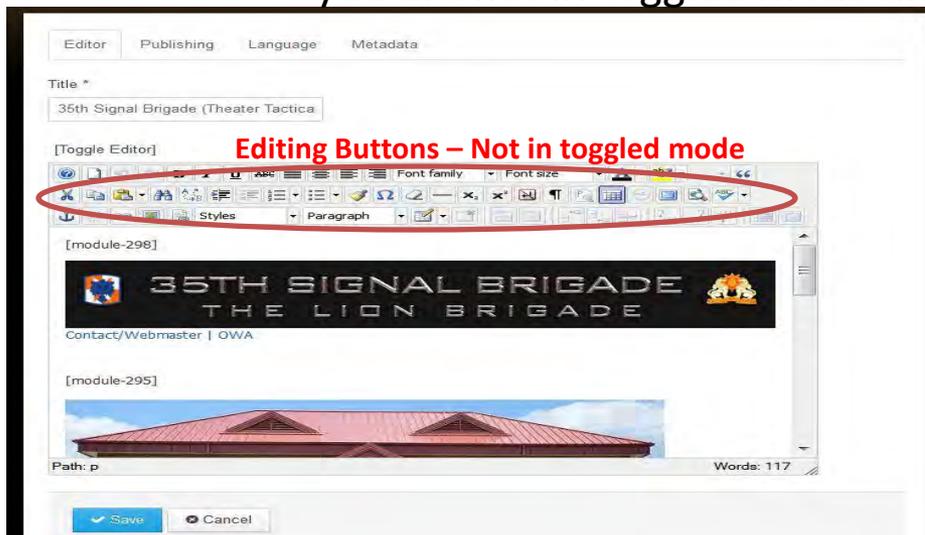
highlight and right click to  
COPY all the text that is left.  
**DO NOT SAVE.** Click Cancel  
To leave this editor.





Now go to the top, select Help->Editors->Create New Page

Paste the code you just copied into the editor window (make sure you are in 'toggled' mode first – If you see The editing buttons at the top of the editor window, you are not in toggled mode and need to click [Toggle Editor])



Editor Publishing Language Metadata

Title \*

Alias

[Toggle Editor]

```
</div>
<div id="article-aside">[module-295]</div>
<div id="article-content">

</div>
<div style="clear: both;"></div>
[module-297]
<div id="article-footer"><br /> <a href="mailto:usarmy.gordon.forscom.list.35th-webmaster@mail.mil">Contact/Webmaster</a> | <a href="index.php/help/9-privacy-and-security-notice">Privacy and Security Policy</a> | <a href="index.php/help/external-link-disclaimer">External Link Policy</a>
<p><br /></p>
<a href="index.php/help/508-compliance">Section 508 Compliance </a>
</div>
</div>
```

Save Cancel

Give your new page a title,  
Alias will be filled in automatically  
Based on the title you give

If you are not ready  
For the public to view  
This page, select  
Unpublished under  
The status dropdown.  
NOTE: You will only be  
Able to see this page  
When you are logged in  
To the site if the page  
Is unpublished.

**IMPORTANT!**

Click the Publishing  
Tab and select the correct  
Category for your new page

Editor Publishing Language Metadata

Category \*

- Signal Units

- Signal Units
- 35th Signal Brigade
- 63d Expeditionary Signal Battalion
- 50th Expeditionary Signal Battalion
- 51st Expeditionary Signal Battalion
- 67th Expeditionary Signal Battalion

Status

Published

Featured

No

Start Publishing

Finish Publishing

Access

Public

Editor Publishing Language Metadata

Title \*

35th Page Template

Alias

[Toggle Editor]

```
</div>
<div id="article-aside">[module-295]</div>
<div id="article-content">

NEW CONTENT HERE

</div>
<div style="clear: both;">&nbsp;</div>
[module-297]
<div id="article-footer"><br /> <a href="mailto:us...
href="index.php/help/9-privacy-and-security-notice">Privacy and Security Policy</a> | <a href="index.php/help/external-
link-disclaimer">External Link Policy</a>
<p>&nbsp;</p>
<a href="index.php/help/508-compliance">Section 508 Compliance </a>
</div>
```

“article-aside” is your page’s navigation area. If you remove this, Your page will not have it’s side navigation. This can be useful for Some page layouts, but be sure to include a link in the page to Assist users in getting back to your home page. Selection should include the <div ... /div> to remove navigation. [<div id=“article-aside”>...content...</div>](#)

Save Cancel

Return to the Editor Tab, and save your new page.  
You can click [Toggle Editor] to return to normal  
Editing mode to add content to the page.