

## CommonSpot Authoring

- A. Online Resources: Ohio Front Door; Offices menu; Information Technology; then Website Development tab: <http://www.ohio.edu/technology/web/>
- Guides and Tutorials: <http://www.ohiou.edu/pagemasters/commonsport/>
  - CommonSpot Authors Login: <http://author.admsrv.ohio.edu/secure.cfm>
- B. Install and Configure FireFox (first-choice for all platforms, Windows & Mac): <http://www.ohiou.edu/pagemasters/commonsport/pageint/firefoxsecurity.html>
1. Start session: <http://author.admsrv.ohio.edu/secure.cfm> (also linked from A)
  2. Scroll as needed and follow the link for your specific subsite, which will take you to <http://author.admsrv.ohio.edu/subsite/>
  3. Navigate to an existing page requiring work; if you cannot find it, go to your subsite administration page: <http://author.admsrv.ohio.edu/subsite/admin.cfm> and expand the last category, “Page, Image, and Link Management Reports”; then choose one of the first five specific reports, as appropriate.
  4. Select “Edit” mode from the top-right “Page View” tab’s menu.
  5. Scroll as needed, find an item needing change, and click on the gear icon at the upper-left of that element to bring up that element’s menu. Usually the top-left menu (choice closest to the gear) will let you change the content of that element.
  6. When finished, click on “Finish,” “Done,” or “OK,” as appropriate for that task.
  7. Click on the yellow work-in-progress tool icon (which has replaced the gear icon) and select “Submit,” “Submit Element,” or “Submit Page,” as appropriate.
  8. Type a description of the changes in the comment box and click on “OK.”
  9. If necessary, select “Read” mode from the top-right “Page View” tab’s menu, and then confirm that your updates are properly displayed.
  10. Click in the browser’s address bar; change “author.admsrv” to “www”; and press the “Enter” or “Return” key. Confirm that your updates are visible to the public. If not, wait ten minutes and re-load the page. If still not right, contact the OIT Service Desk immediately, at 593-1222, to report the problem. When the update flow from the authoring server to the public server is obstructed, it is obstructed for **every** page author, and it often requires manual intervention by systems staff to revive it, so the sooner we know about it the better.
  11. When finished, choose “logout” from the bottom of the “Page View” menu.
- C. Configure Microsoft Internet Explorer (second-choice, only with Windows XP): <http://www.ohiou.edu/pagemasters/commonsport/pageint/msiesecurity.html>