



Pete's Pagebuilder

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Visit the website at: <http://www.utep.edu/petespagebuilder>
Email us at: petespagebuilder@utep.edu

News Briefs:

The updated Pete's Pagebuilder has been implemented since December 2007. The application has been running much faster with minimal downtime.

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What's New with Pete's Pagebuilder!

New!

Want to create your own skin? Now you can by using the Skin Tutorial which has been added to the Pete's Pagebuilder site. The skins tutorial will walk you through the basic steps in creating an HTML skin. There is also an example of a skin in the tutorial that will help in understanding the steps to create a skin. To view the tutorial, please go to:

<http://dnn.utep.edu/Portals/628/viewlets/CreateASkin/CreateASkin.swf> or download and print out the how-to manual by going to <http://dnn.utep.edu/Portals/628/HowToCreateASkin.pdf>.

"Tip: Please remember to have the Design set to '-' and the Mode set to 'edit'..."

Administering User Permissions:

Administrators: Please remember to periodically check the administrator role as well as any other custom roles created for administrator access. The best way to keep track is to make a list of all the sites you are responsible for as the main administrator or site owner, and if possible list all of the administrators assigned to each site. By keeping an up-to-date list, it will be easier to review your administrators on a monthly basis. As a refresher on where to access your site administrators, images have been inserted on where to go. **Image 1** - log in as admin, go to "Admin" and click on "Security Roles", there you will be able to view the various roles. **Image 2** - To view the users assigned to a specific role, click on the 👤 "Users" icon. Here you will need to have the userid to search and view their assigned roles.



Image 1



Image 2

Web Basics:

1. Things posted on the web can live on for <almost> forever. Be aware that unless things are behind a password protected site, search engines can read and cache the material. This can cause confusion and problems with users if they google a topic and find a page with information that is really outdated, but has no expiration or creation date. Include a creation date so at least the user can determine, reasonably, that a page is current or old.
2. Use of the utep beta site: Sites behind betadept.utep.edu/xxxx will no longer be searchable through external search engines. Also, you will not be able to connect to a betadept site without first connecting to VPN. Please keep in mind that this could take several weeks while google runs their analytics to clear out betadept data.
3. Are your pages ADA 508 compliant? Check and see with the www.totalvalidator.com prior to posting. Any errors with 508 can be worked through between IT and Department of Web Content. This is a very important step to follow, especially at some point if the state decides to audit. For more information, please review checklist at: <http://utminers.utep.edu/dmbatten/508webchecklist.html>.
4. Please remember to delete or disable your old web pages when they expire. An example would be a document that has expired since 2004. The only exception is when pages are needed to prove we complied with some state/UTEP mandate, in which case the pages should be archived in accordance with the governing area.

Contact Information:

For any questions or help you need with Pete's Pagebuilder, please visit the Pete's Pagebuilder website at: <http://www.utep.edu/petepagebuilder> or email petepagebuilder@utep.edu. If you need to speak with someone, please contact Michelle Thomas at (915) 747-5445.

Please send any question you have about Web Content to: webcontent@utep.edu.

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