

Modx Instructions

Here is the homepage for the new site: <http://oklibs.org>

Under Site Administration you can find OLA Website Manager, which gets you to the **Modx login page** <http://oklibs.org/modx/manager/>

There are 3 usernames/passwords associated with the OLA site. *The Modx username is your DRoC's email address* (for example, drocname@oklibs.org); the password will vary for each DRoC (this username and password is also used to access your DRoC's email). The second username/password is needed for accessing the Oklahoma Librarian and the membership directory. The third username/password is for editing submitted program planning forms. If you have lost or forgotten any username and/or password, please contact Tiffany Benson (tiffany-turner@utulsa.edu).

To Change Modx Login Password:

- Login using your DRoC's current username and password (please contact Tiffany Benson at tiffany-turner@utulsa.edu if you have any problems).
- At the top right of the page, you should see your DRoC's email address followed by orange text.
- Click on Change Password.
- Enter your new password in both boxes.
- Just below the top orange bar, you should see a green arrow and Save.
- Click on Save.

To Edit a Current Page:

- Find your DRoC on the right side of the page and click on it.
- That is your DRoC's homepage.
- Note when you add another page the page icon will turn into a folder but it will still be a page.
- On the main section of the page, you should see Edit, Move, Duplicate, and Delete with colored icons.
- Click on green Edit.
- ***On the top box, Document Setting, please make sure the Title, Document's Alias, Summary, and Menu Title are filled out.***
- Scroll down a little to Document Content (it looks like an MS Word mini-page).
- Type your content in here.
- When you're finished, scroll back up and in place of Edit should be a Save button.
- Click Save.
- You should be done.

To Create a Page:

- Find your DRoC's homepage on the right side of the page and click on it.
- On the main section of the page, instead of clicking Edit, look up to the orange bar and find New Document.
- Click on New Document.
- On the main section of the page, look at the first box Document Setting.
- ***You must fill out the Title, Document's Alias, Summary, and Menu Title.***
- (Note if the Document's Alias is more than one word, you should use dashes instead of spaces between the words because this will be a part of the web address and spaces don't work well in web addresses. For example, in this address <http://www.oklibs.org/modx/events/OLA-Awards.htm>, the Document's Alias is OLA-Awards.)
- You are welcome to fill out the rest of the empty boxes, but do not change anything that may already be there.
- Then, scroll down a little to Document Content (it looks like an MS Word mini-page). Type your content in here.
- When you're finished, scroll back up and in place of Edit should be a Save button.
- Click Save.
- Double-check to make sure your new page is where it should be, which is in the folder under your homepage. If it is not there, please contact Tiffany Benson (tiffany-turner@utulsa.edu) and she'll fix it for you.

To Add Document:

- Choose your page and click on Edit.
- It is suggested you convert Word documents to pdfs to protect your documents (if you can't, send the file to tiffany-turner@utulsa.edu and ask her to convert your file to pdf—she has a menagerie of tools at her disposal).
- Type your content onto your page.
- Highlight the content that refers to your document.
- Click on the image of a chain (right next to the image of a tree) on the tool bar at the top of the Document Content window; it should read "Insert/edit Link" when you hover over the chain.
- A pop-up should appear.
- The first choice is Link URL; to the right of that is a red, white, and blue box that reads "Browse" when you hover over it.
- Click on the red, white, and blue box.
- Another pop-up should appear.
- If this is the first time adding a document, please make a folder for your DROC's documents.
- To make a folder, click on Create New Folder at the bottom and name the folder after your DROC, please.
- Click on your new folder.
- You can now make additional folders if you'd like.
- Otherwise, click on Browse... to the right of the Create New Folder button.
- Choose your document.

- Click on Upload on the far right.
- Click on the image of the newly uploaded document to insert it in the Insert/edit Link box. (You may also click on the red X to delete the file or the pencil to rename the file.)
- Put a title for your document in the next to last box (be ADA compliant!).
- When you're done, click on Insert (the green box on the bottom left).
- You should be done!

To Add Image:

- Choose your page and click on Edit.
- The OLA size limit for images is 7 MB; if your image is larger you can send it to Tiffany (tiffany-turner@tulsa.edu) and she will resize it for you (blah...blah...menagerie of tools, etc.).
- Put your cursor where you want the image to appear.
- Click on the image of a tree on the tool bar at the top of the Document Content window; it should read "Insert/edit Image" when you hover over the tree.
- A pop-up should appear.
- The first choice is Image URL; to the right of that is a red, white, and blue box that reads "Browse" when you hover over it.
- Click on the red, white, and blue box.
- Another pop-up should appear.
- If this is the first time adding a document, please make a folder for your DROC's images.
- To make a folder, click on Create New Folder at the bottom and name the folder after your DROC, please.
- Click on your new folder.
- You can now make additional folders if you'd like.
- Otherwise, click on Browse... to the right of the Create New Folder button.
- Choose your image.
- Click on Upload on the far right.
- Click on the newly uploaded image to insert it in the Insert/edit Image box. (You may also click on the red X to delete the file or the pencil to rename the file.)
- Put a title for your image in the next to last box (be ADA compliant!).
- When you're done, click on Insert (the green box on the bottom left).
- You should be done!

To Check Email:

- Go to new homepage (<http://www.oklibs.org/modx/>) and click on OLA Email Client in the right side column.
- Enter your entire OLA email address as the username and your password into the popup box.
- You should see a page with 3 email reading choices—horde, SquirrelMail, and Round Cube. We suggest you use Round Cube but any will work.
- Click on Read Mail using Round Cube.

- You should be able to see your inbox.

To Change Email Password:

- Go to new homepage (<http://www.oklibs.org/modx/>) and click on OLA Email Client in the right side column.
- Enter your entire OLA email address as the username and your password into the popup box.
- You should see a page with 3 email reading choices—horde, SquirrelMail, and Round Cube. (You may instead see this page with a notice that you will be redirected to your chosen email reading client; please tell it to stop or simply use the Back button on your browser if you cannot stop it in time and you are redirected.)
- Under the 3 email reading choices, you should see Change Password, Forwarding Options, etc.
- Click on Change Password.
- Enter your new password or have a new password generated for you by clicking on Generate Password.
- Enter the new password again.
- Click Change.
- Success!

To Forward Email:

- Go to new homepage (<http://www.oklibs.org/modx/>) and click on OLA Email Client in the right side column.
- Enter your entire OLA email address as the username and your password into the popup box.
- You should see a page with 3 email reading choices—horde, SquirrelMail, and Round Cube. (You may instead see this page with a notice that you will be redirected to your chosen email reading client; please tell it to stop or simply use the Back button on your browser if you cannot stop it in time and you are redirected.)
- Under the 3 email reading choices, you should see Change Password, Forwarding Options, etc.
- Click on Forwarding Options.
- Click on Add Forwarder.
- Enter the email address you would like to receive the forwarded mail.
- Click Add Forwarder.
- To check that your request was successful, click the Home button on the top left of the page.
- Click on Forwarding Options.
- You should see a box showing the OLA email and the forwarding email (this is where you stop forwarding should you choose by clicking on Delete).
- Success!
- As usual, if you are having problems, please contact Tiffany.