

TERMS TO KNOW:

CONTENT MANAGEMENT

SYSTEM: A content management system (CMS) such as a document management system (DMS) is a computer application used to manage work flow needed to collaboratively create, edit, review, index, search, publish and archive various kinds of digital media and electronic text. *(Say what you want about Wikipedia, this is a strong definition of what a CMS does. We can have a debate about Wikipedia another day, but there is a lot of great, factual info there.)*

CMS OPTIONS:

There are a variety of CMS programs you can use to build your site. The cool thing about all of these listed below is that they are all Web-based, allowing students to work on and update the Web anywhere at any give time -- as long as they have the internet and a password.

[MY.HSJ.ORG](http://my.hsj.org) - Entry level CMS created by ASNE and funded by the Knight Foundation. Options within are limited but workable option for some.

The following CMS options require you to buy a URL and hosting somewhere but are much more flexible on the back end. All are free open source software solutions.

Wordpress.org
Joomla.org
Drupal.org

Deciding on a platform (Static v. Dynamic)

Now that you have a URL and some hosting space, it's time to decide what to do with that space.

The first thing you must decide is whether or not you want a static Web site or a dynamic Web site. Here are is a video to help you make that decision:

<http://tinyurl.com/nt2opj>

My recommendation for you all is that you choose to make a dynamic, rather than a static web site.

- Most all news organizations have moved to dynamic sites.
- Once the site is up it's easier for staffs to learn dynamic sites.
- There are a variety of dynamic content management systems out there you can use for free that are very good. Free is always a good price in my book.
- The content management systems (CMS) that I am going to show you here are all Web based, meaning that students can make



changes by logging in with an internet connection. This allows them to make updates not only from any computer at school, but also from home or even from some cell phones if they have the access information.

Let's look at what a content management system is. Please check this out:

<http://tinyurl.com/nc6oz7>

For the record. That is not me in the video. Now that you know what things are, let's get started.

CMS: Wordpress 101

Go ahead and take a look at a free dynamic CMS that is online for you that your students could choose to use for your newspaper. It's called Wordpress. There are two version of Wordpress, you can find one at Wordpress.com and the other at Wordpress.org.

Here is the [difference between Wordpress.com and Wordpress.org](#).

First, login to your site. Here's how:
<http://tinyurl.com/l67lbo>

Next, give your site a new look:
<http://tinyurl.com/qebsnk>

URL: Setting a Theme

Let's go ahead and install a theme.

- Go into "Appearance" and click "Themes."
- Search for the look of a theme you want and activate it by clicking the "Activate" option under the theme screenshot.

Now just 'browse' the dashboard interface and see what kind of options Wordpress gives you.

If you'd like to see an overview of Wordpress, watch this. It's a couple weeks old and was released prior to the latest version but it should do the job. <http://tinyurl.com/mnzhoz>