Table of Contents

Topic	Feature	Page Number
Contact CIRA Support		Page 100
ezTask Support Center		Page 101

Accessing the website editor: Login Webpage

ezTaskTitanium™

Login Id

Password

Login

5.10.43.6

https://newtools.cira.state.tx.us/cms/login.aspx

- Login procedure
  - ** If you need access to edit the website, please contact CIRA at 1-800-456-5974*
- Logout procedure
  - **Please be sure to "log out" each time, not just "x" out of the browser.*

Project Manager: Your County's Website Dashboard

Account Management

- To update your account information – change email address, update password, etc. please click on the "edit" next to logout:
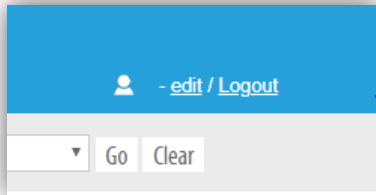
- You can also contact TAC CIRA at 1-800-456-5974 to update your password.
- We recommend that you do not share your username and password with another employee. This is for website security. We are happy to create an additional username for any employee that needs one.
  Please contact CIRA for the required authorization form.

Filter Options

- You are able to search our project manager for webpages by either searching by "Page Name" or
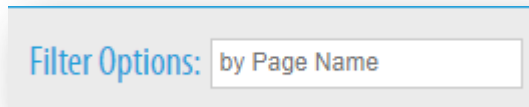
- Searching by Status
  *Tip: If you have cannot find a previously listed page, search by "Deleted"
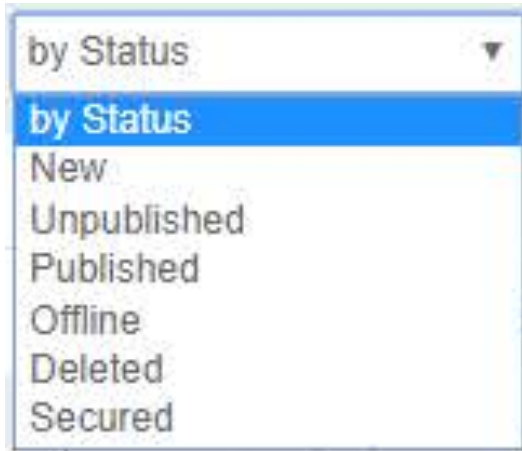
Actions

- Available tools & actions (overview of options found in project manager)
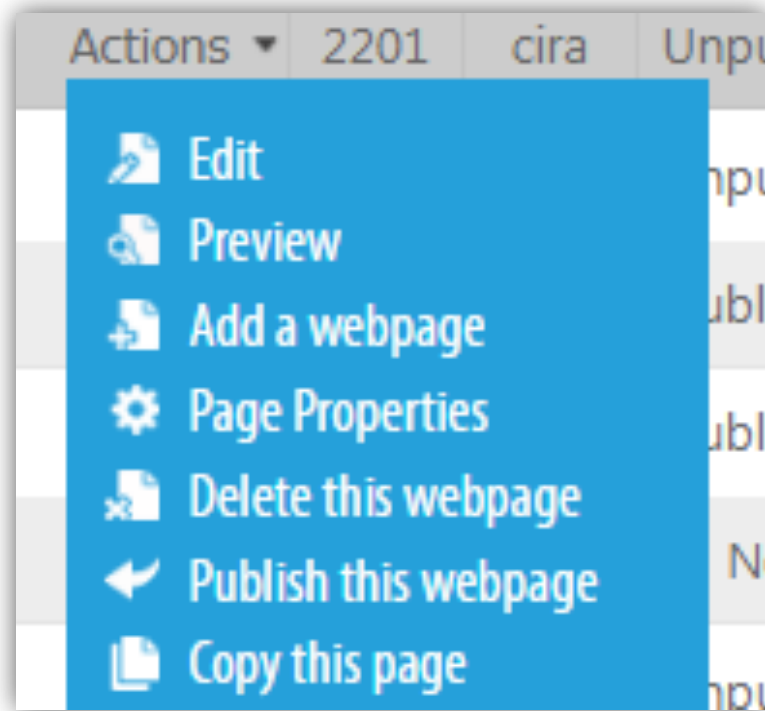
Page Properties

- To Edit the Page Properties, go to Actions and click on Page Properties
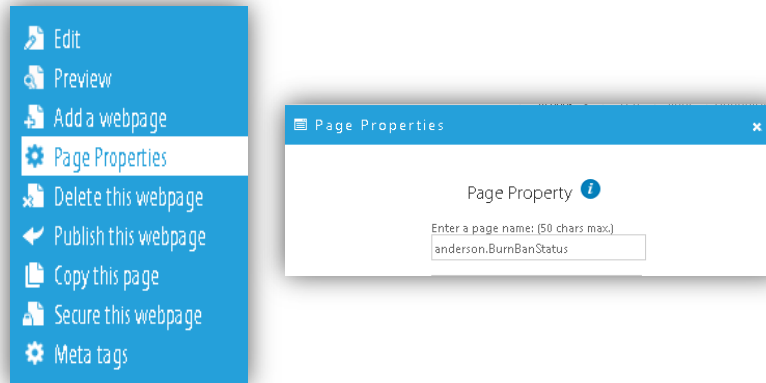
- Edit the title of the webpage (no spaces or special characters). Press apply.

Secure this page

- Securing a page allows you to make one of your webpages only visible to those that have a password.

- You will create a user name and password and confirm it.
- You have the ability to add a list of users, in csv format
- Should you want to secure other pages, you can do that from this screen as well.
- You with then provide the log-in information to the necessary users.

Secure this page

- Some counties use this feature to provide Jury information to their jurors.
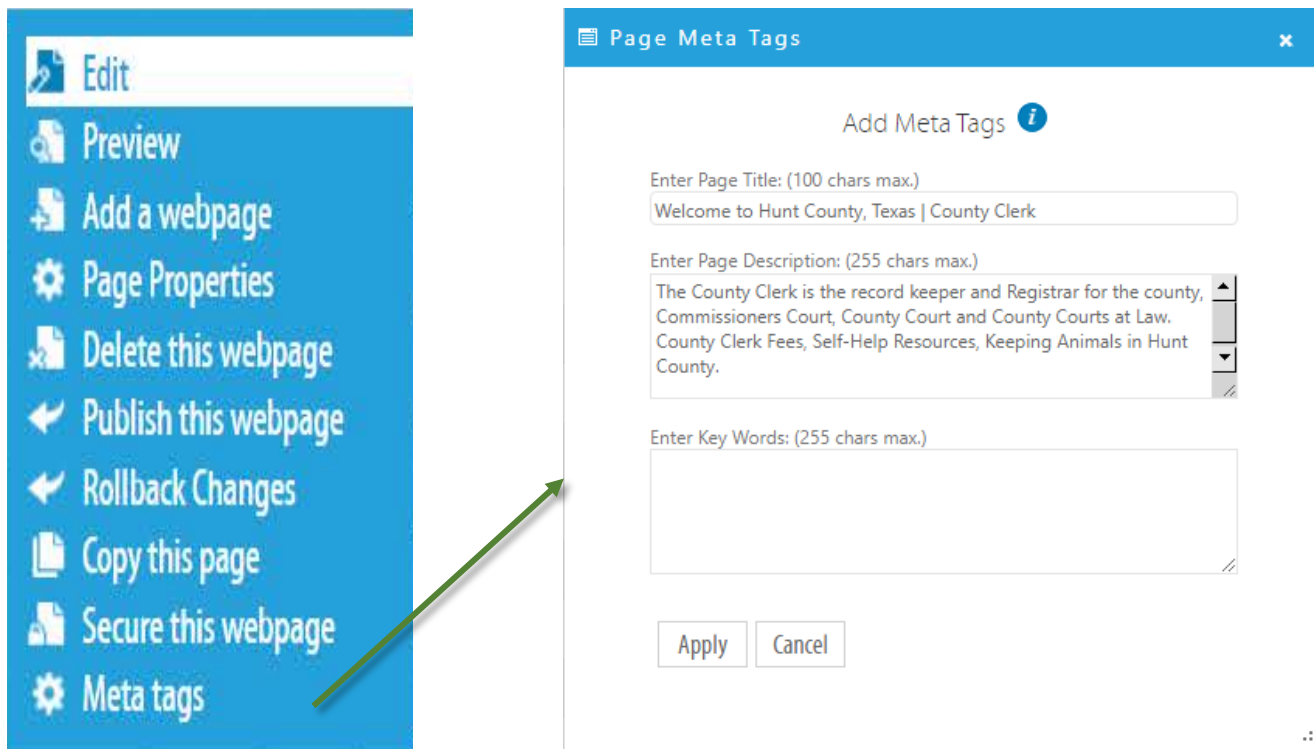
Meta Tags

- Meta tags are for search engine optimization, a global tag is an identifier for the whole website (Under Options).

- This can be important is another county in the United States with the same name causing your county to not be listed first in the search.

Edit

- To edit your webpage, you have multiple options.
  - You can click the page name, which is hyperlinked to the editing page itself

Page Name

cira.agendas1

  - Or click on Actions -> Edit

Edit
Preview
Add a webpage
Page Properties
Delete this webpage
Publish this webpage
Rollback Changes
Copy this page
Secure this webpage
Meta tags
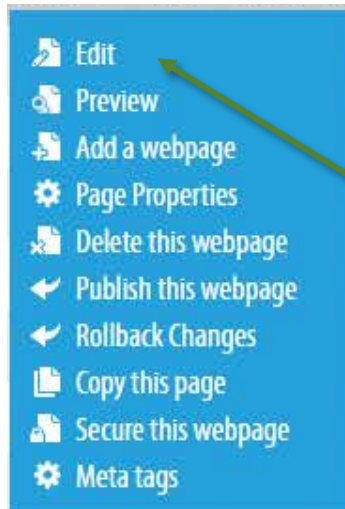
Publish this page

- If your users do not have the ability to publish a webpage and that your responsibility, you can publish from the Project Manager rather than having to open each page to publish it.

- Look at the Status column to determine if the page has been published, if it shows unpublished and you would like to publish it, click the Actions column -> Publish this webpage

- A window will come up asking if you want to publish this page, and you will click ok.
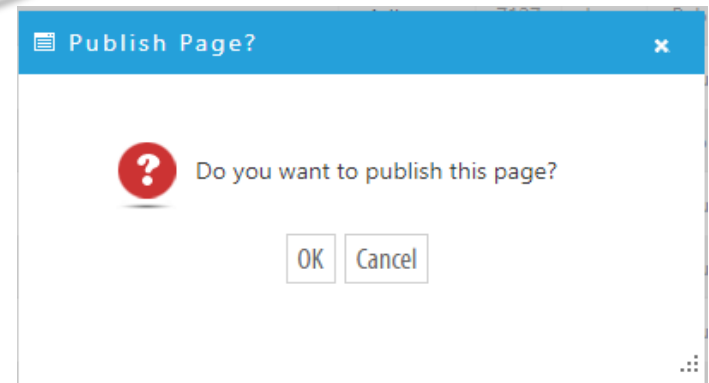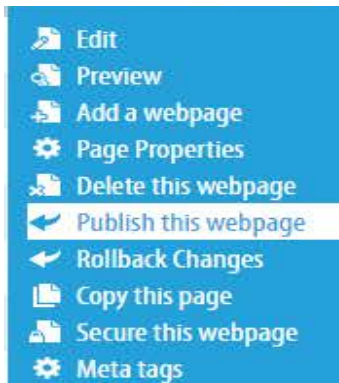
Add a page

- To add another webpage, go to the project manager and click on OPTIONS.
- Select Add a webpage.
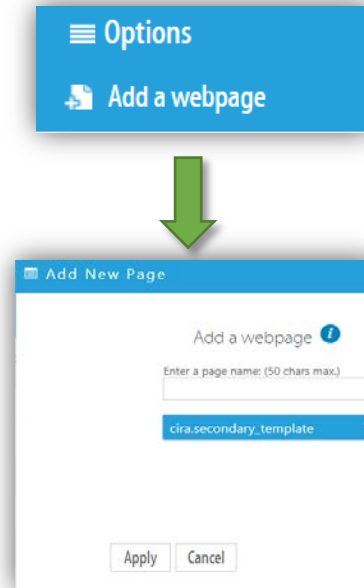
Create a title for the new webpage (no spaces or special characters).

Please note: Make sure to name your page with the county name first. Ex. archer.foreclosures, cochran.utilityreports

Select "Secondary template"

Press apply.

Copy a page

- You may want to copy a page, if you are trying to utilize the format of that page to create another page or if you want to archive this page and its data.
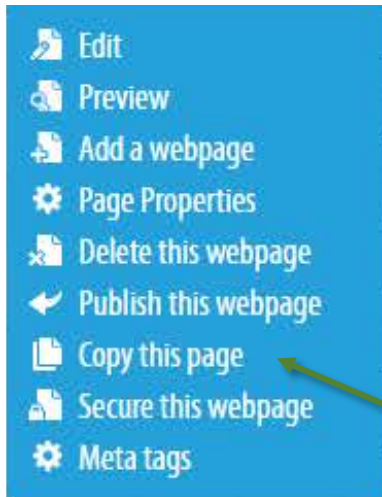
- Your copied page will have the same name as the initial page, but with "copy" at the end. To change the name, see "Page Properties".

- If you would like to add this page to your Quicklinks, please make sure this page is published prior to starting the quicklinks process.

Save Changes & Publish

- The CMS allows for a webpage to be a work in progress by allowing you to save and then publish when you are ready for it to "go live".

*Please Note: You **MUST** save changes prior to publishing, previewing, or navigating to the project manager or your changes will **NOT** be saved.

- Step 1: **Save Changes**
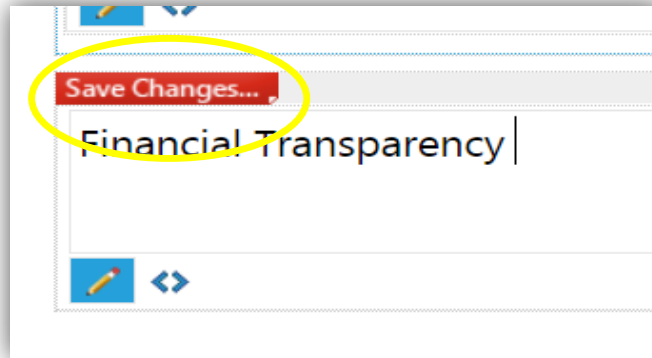
- Step 2: **Publish this page**
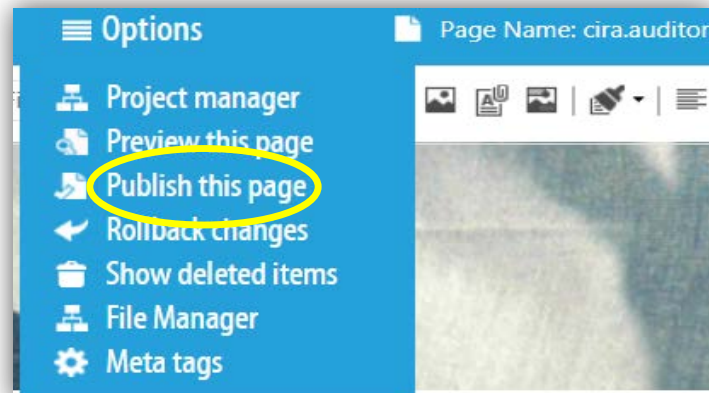
Preview & Design Mode

- Preview and Design Mode are present in the bottom right hand corner of your screen.
  - Preview allows you to preview your page in a live status prior to publishing your page for the public to see.
  - Design mode, takes you back to your editing screen, should you need to make additional changes.
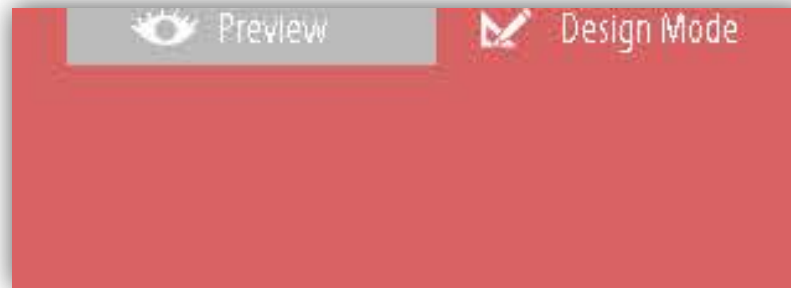
Recovering deleted items.

- If you delete a module, widget or layout, and want to recover it, look for the trash can symbol in the upper right corner

- Click the trash can.

- Any items that are available to be recovered will be shown across the top.

- Drag and drop the item back onto the webpage (to a "drop here" area or similar place).

- The content you removed will reappear. Publish the page to keep the changes.

- If you delete text from a text editor widget and want to recover, use the "undo" and "redo" options in your toolbar. These are located in the upper left corner of the toolbar. The toolbar activates upon clicking into the text editor

Rollback Changes

If you have made multiple changes to page and want to revert it to its original state:
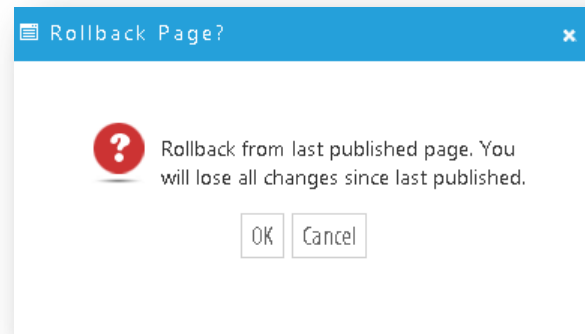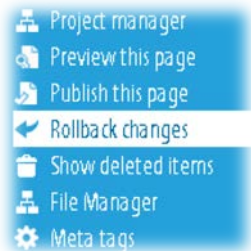
- Click on Options
- Select Rollback Changes.
- You will be prompted to confirm that you indeed do want to roll back all changes **since the page was last published**.

"Drop Here"

If you see "Drop here!" in red text on a webpage, that lets you know you can move a widget, layout, or module to that area.

In the bottom of your webpage, you will see a red strip. Using your cursor, select the item you wish to add, click/hold down and drag/drop onto the area.
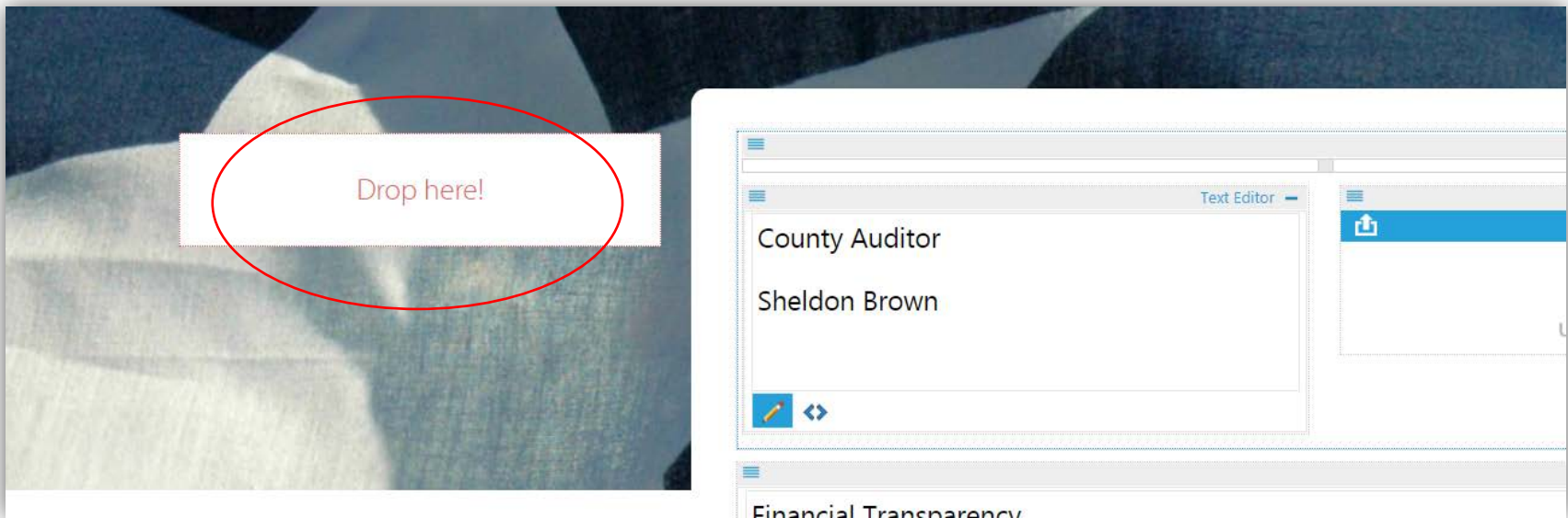
File Manager
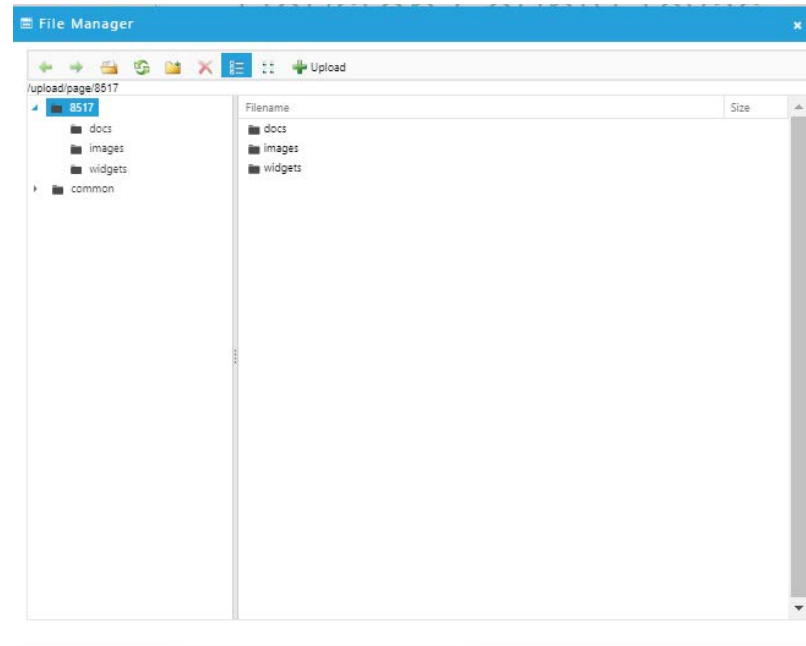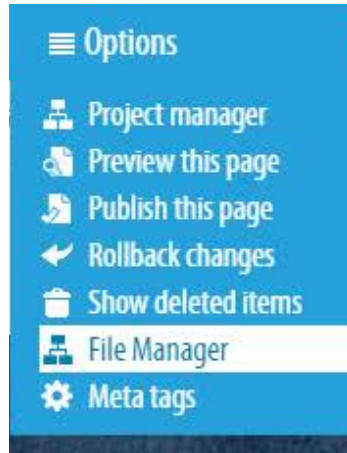
The file manager can be used to:
- Get the precise URL of a file posted on that page to make link or put it in an email
- To delete an old file and upload a new one with the same name

Layouts

You can update the way content is displayed for your page by incorporating layouts.
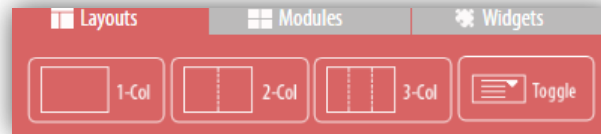
☐1 column
☐2 column
☐3 column
☐Toggle

☐2 column layout
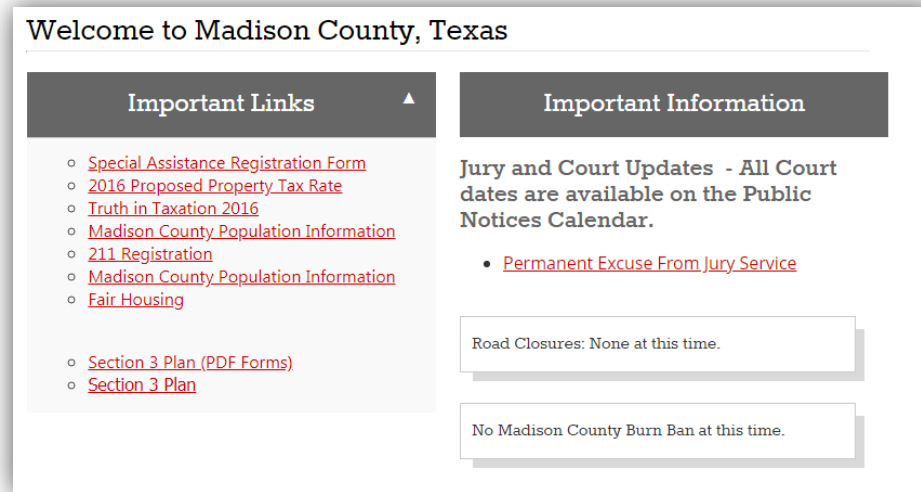
Toggles

Madison County Judge
C.E. McDaniel, Jr.

C.E. McDaniel, Jr.
103 West Trinity
Suite 113

936-241-6202 Office
936-241-6201 Fax

Assistant- April Covington
april.covington@madisoncountytx.org

Dockets, Commissioners Court agendas and County Holidays
are displayed on the Public Notices Calendar

| County Court Criminal Documents: ▼ |
| County Court Civil Documents ▼ |
| Commissioners Court Documents ▼ |
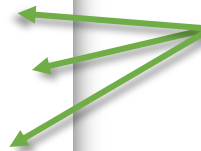
Each one of these is a toggle layout.

Toggles

When creating your toggle: Toggle

- Drag and drop the toggle layout button to the selected area

- Click on "Add a Title" and enter your requested title and press "Apply"
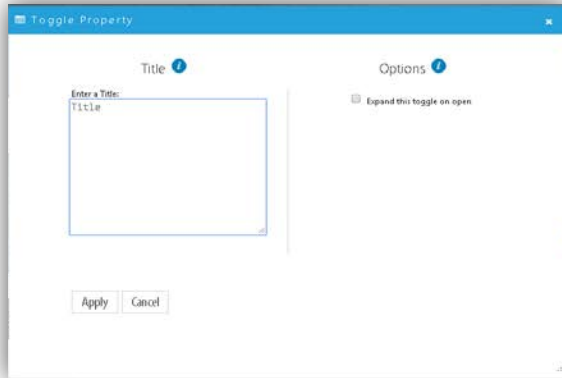
- Under "Drop Here" add additional layouts or widgets that you would like to expand or condense on your webpage
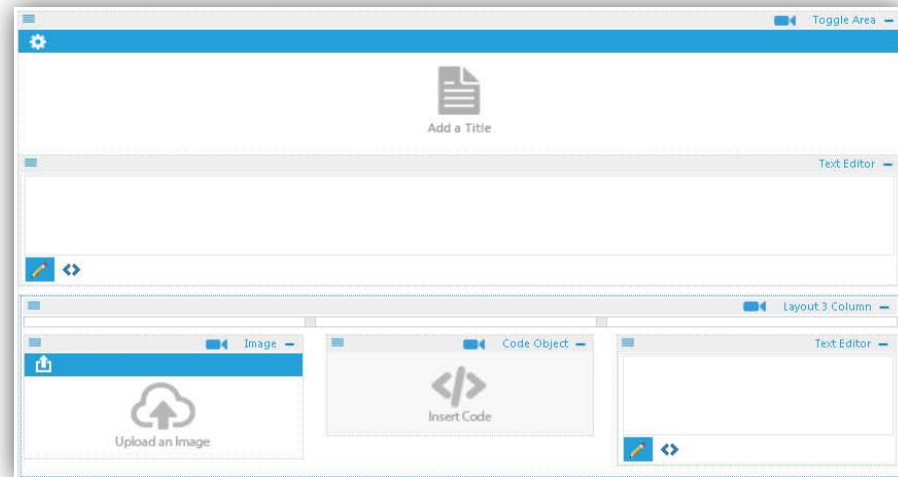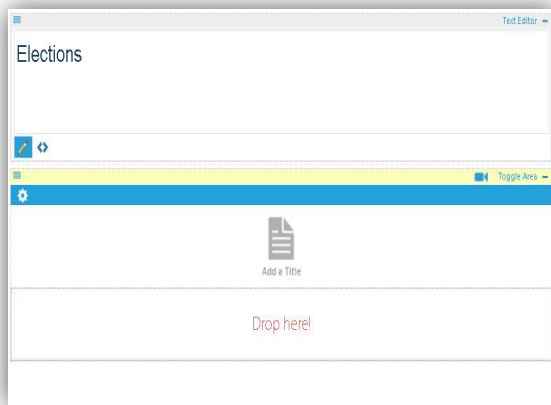
Toggles

- When you drop your layout or widget, a red line will appear letting you know that you are able to add the widget to that area.

- If you are creating adding a separate toggle or widget, be sure to add it below the last dashed line of the toggle/widget above.

Guided Practice

In your practice website, please open a webpage for editing.

Practice adding Layouts and Toggles to the page.

Remember to "drag and drop."

Widgets
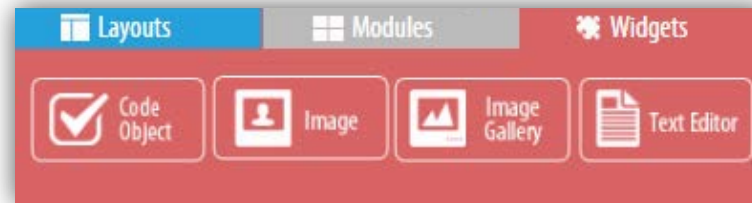
Text Editor: Add a content area to a webpage

Image: Add an image to a part of a webpage

Image Gallery: Add a gallery of images to a webpage

Code Object: scrolling banner, iframes, embed YouTube player

Widgets: Text Editor
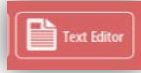
Text editor: [Text Editor]   The text editor widget allows you to:

- Add, edit, or format text on your page (ex. font, size, color, and justification)
- Add hyperlinks to your page (to a document, another page within your site, to an external website or to an email address
- Create a table

O   r.
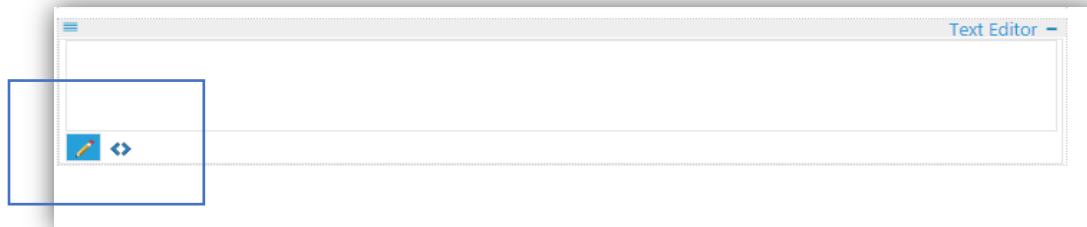
Tip: You can toggle between the WYSIWYG mode or the HTML mode.

Widgets: Text Editor

How to keep your webpage content uniform with the rest of the website and meet ADA compliance

When adding content to your webpage(s), if you will work with the existing style sheet, this will help keep it uniform across your website. You can select additional font styles from your menu:
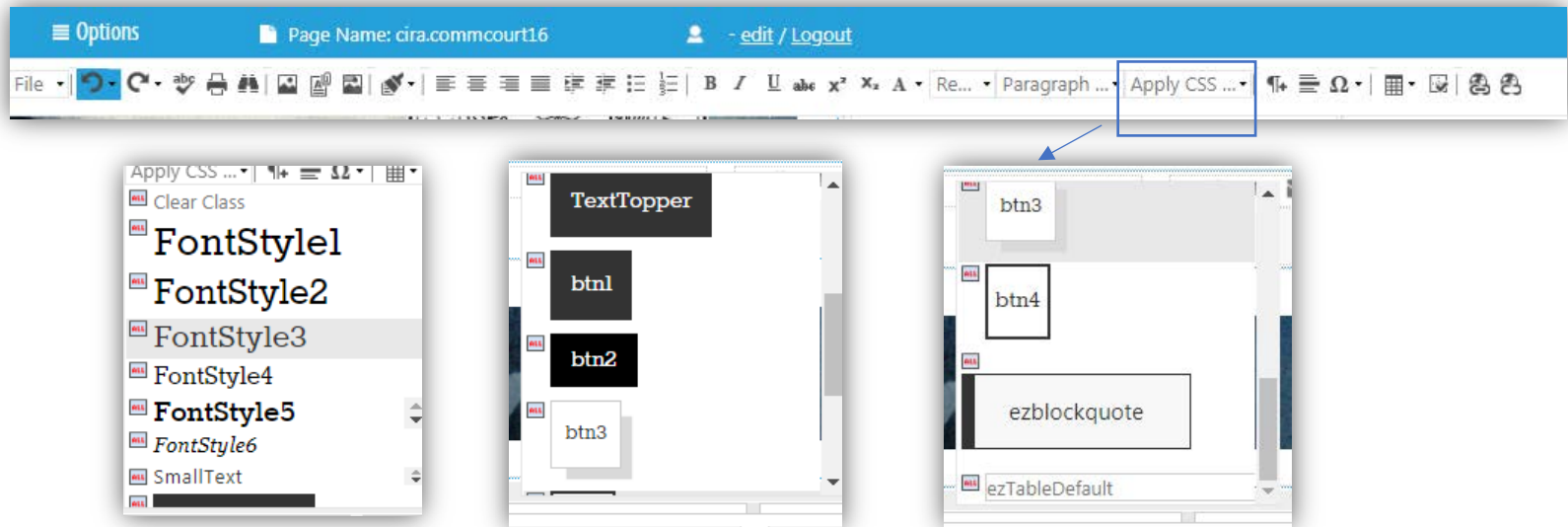
Examples to review:
[Coke County County](#)   [Madison County](#)   [Sterling](#)

Widgets: Adding images

You have a few options for adding and editing images. **With the first option, you can drag and drop images into the webpage when you have added the Image widget.**

- Once the image widget has been added to your page, you will be need to click on upload an image or on the icon in the left corner

- Click "Click to Browse or Drop files here" to add the image to your file manager or drop the image on the file manager and click apply.
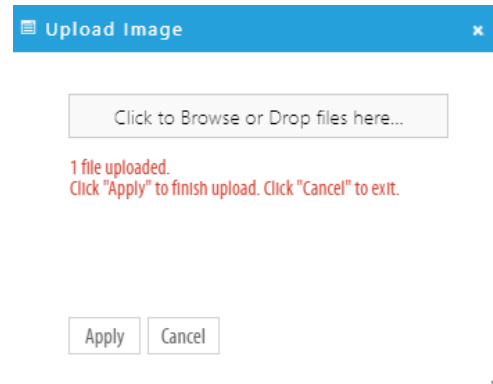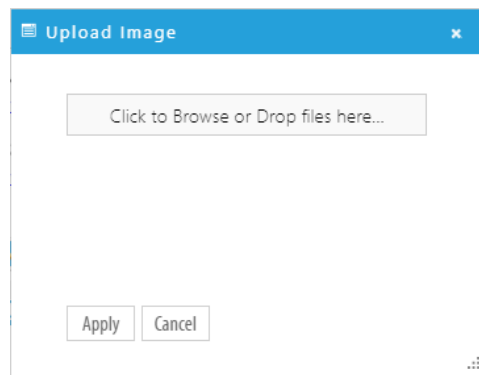
- When editing:
  - Select the Paintbrush icon to edit the image.
  - Select the gear symbol to adjust settings.
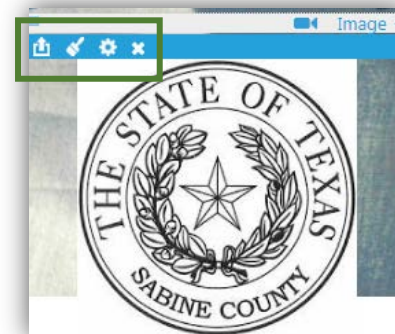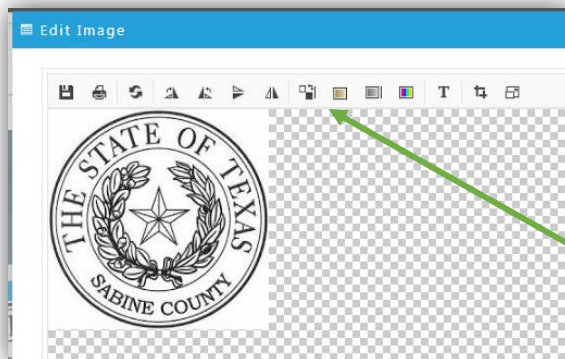
From here, we are able to rotate, resize, crop, etc.

Widgets: Adding images – Image Manager

With the second option

- Select the area with your cursor in the text editor that you are working in that you would like to add a picture.
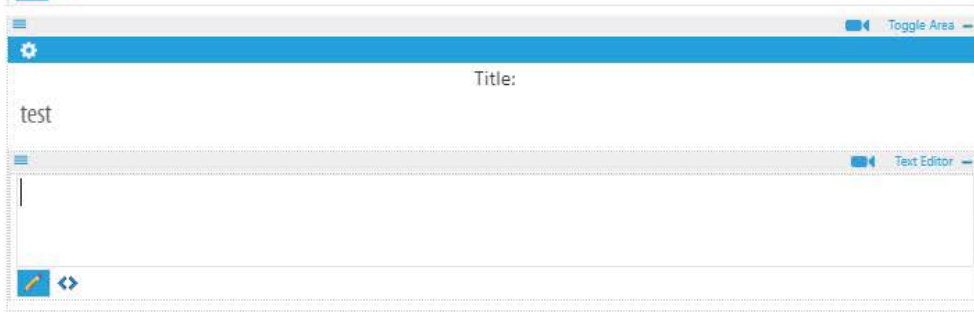
- Click on the image manager in the tool bar at the top of the page and upload your image.
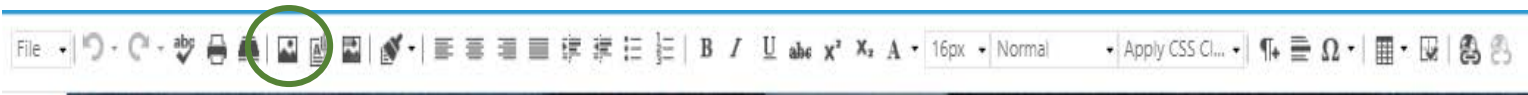
- Double click on the image or click insert.
- From here, resize the image utilizing the boxes around the border.

* Always add *Alt Tags* to your photos for ADA Compliance
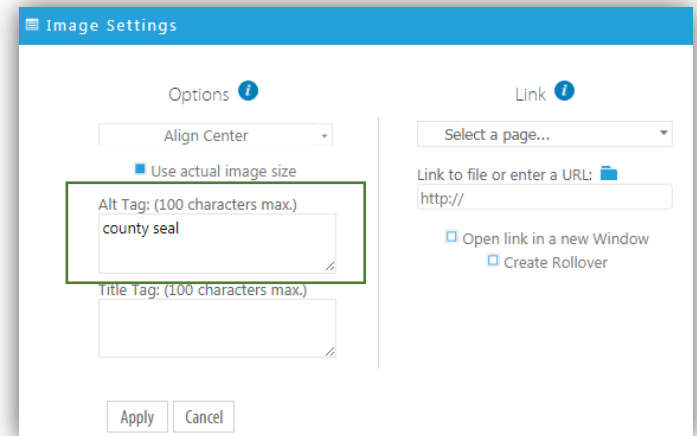
Guided Practice

In your practice website, please open a webpage for editing.

Practice adding an image to the page. An image has been provided.

Remember to "drag and drop" the image widget if one is not readily available on your webpage.

Widgets: Adding an Image Gallery

Drag and drop the image gallery widget to the part of the webpage you want it to appear.

Customize the slideshow by setting the style, size and animation for the slideshow.
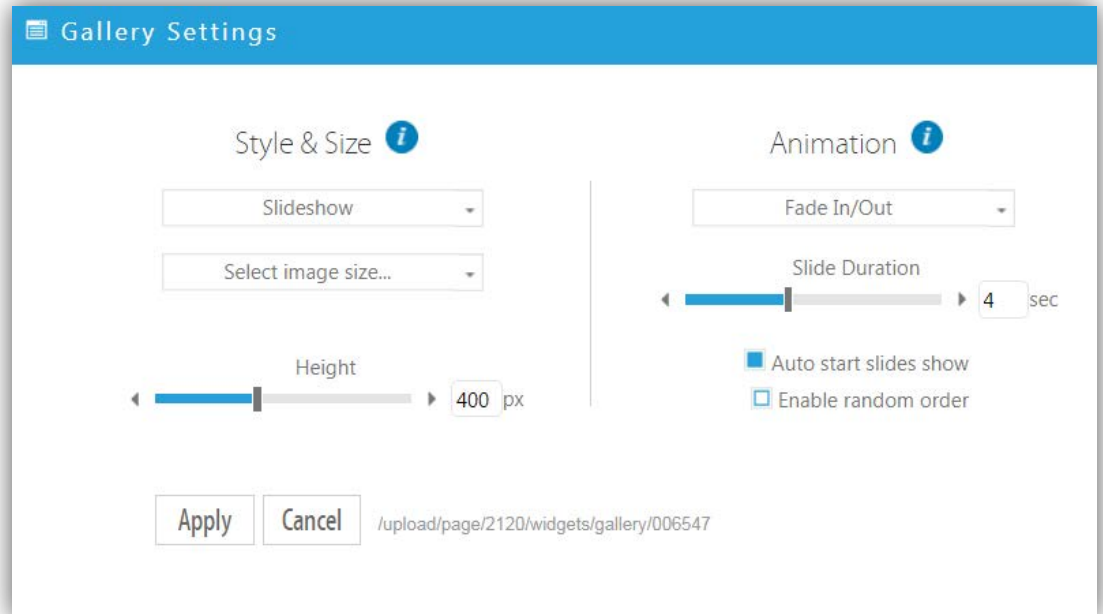
Widgets: Editing an Image Gallery
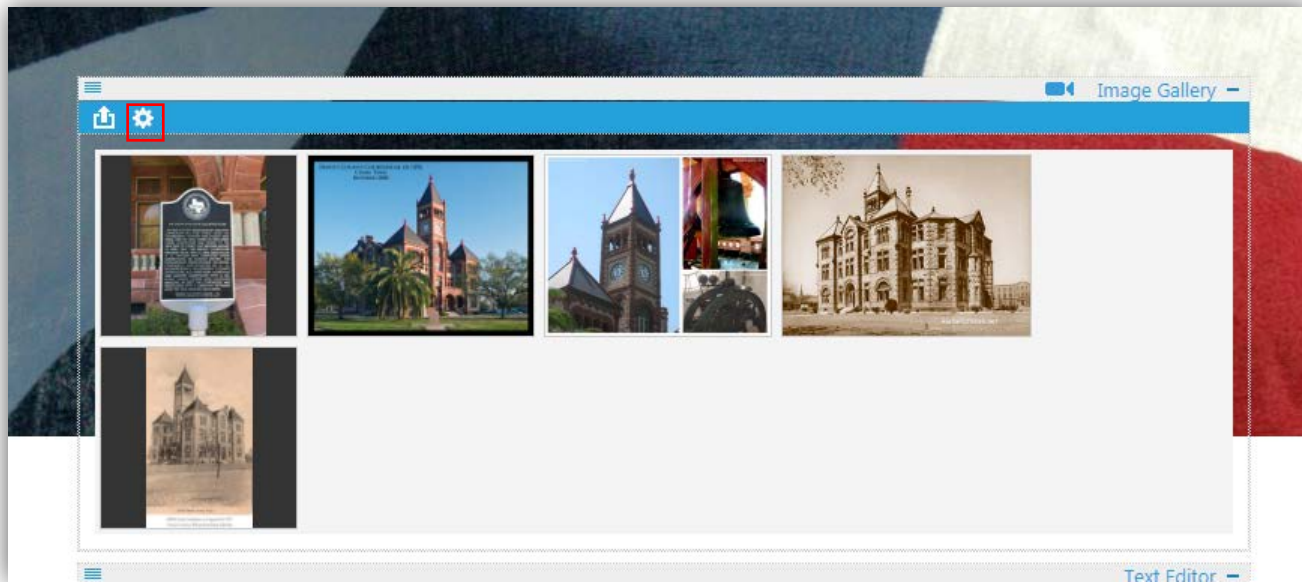
To edit an existing image gallery, open the webpage for editing.
Then click on the gear symbol to remove an image or edit an image.
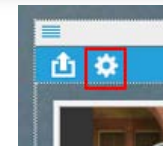
Then click on Options → Publish this page to publish the changes.

Guided Practice.

In your practice website, please open the homepage for editing.

Practice adding an image gallery to the webpage.

Note: Please utilize the sample photos on the lab laptops.

Remember to "drag and drop" the image widget if one is not readily available on your webpage.

Widgets: Code Object

Code Object:　　 　　Use for scrolling banner, iframes, embed YouTube player

- Drag and drop the widget to an area of the webpage you want it to appear.

- Click the "insert code" icon.

- Paste the code object (iframe, etc.) into the field.

- Weather widget, Facebook, YouTube, etc. are all great resources to pull an iframe or embed code object from.

- Example of code object: Jones County burn ban: https://co.jones.tx.us embed YouTube video, Facebook video.

  *The scrolling banner has to be programmed for the page by the vendor if it is not readily available on the page or in the trash can items

Widgets: Code Object

How to embed a video from YouTube or Facebook.
- Open the webpage for editing that you want to add the video to.
- Drag and drop a 'code object' widget onto the page. (If already exists, skip to #3).
- In another tab on your browser, go to the video you want to add. If on Facebook, go to Facebook and find the video. If on YouTube, pull up the video on YouTube.
- YouTube:
    1. Click on "Share"
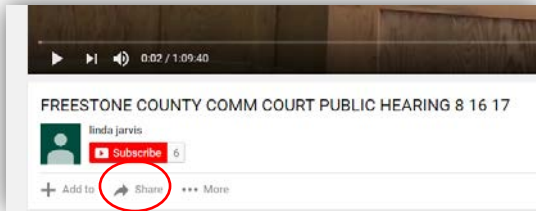
    2. Click on EMBED
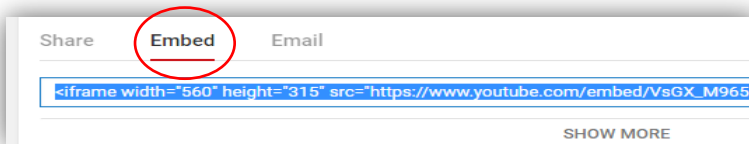
    3. Copy the entire text in the embed page beginning with the "<"
       Use CTRL + C to copy
    4. Paste the embed text directly into the code object widget.
       Use CTRL + V to paste.
    5. Publish the webpage. Preview.

Guided Practice

In your practice website, please open a webpage
Practice adding a code object. The video has been provided.

Modules
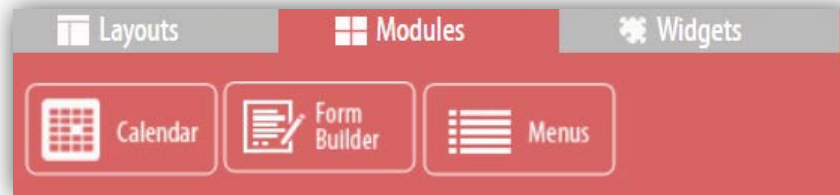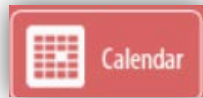
Calendar   Menus   Form Builder

Modules: Menus
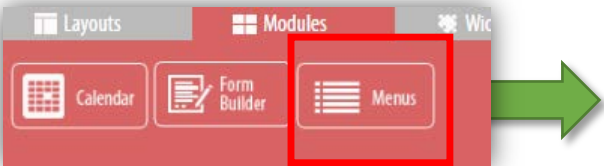
The **menus** module allows for you to creatively display items on your webpage.
Below is a page using the panel bar menu
To display PDFs of Budget files

County Budget Information

2018 Adopted Budget	2018 Proposed Budget
2017 Adopted Budget	

Menu Settings

Menu Type ℹ︎

Panel Bar

Animation ℹ︎

Expand Delay
0 ms

Collapse Delay
0 ms

☑ Allow all panels to expand
☐ Collapse all on start

Apply Cancel
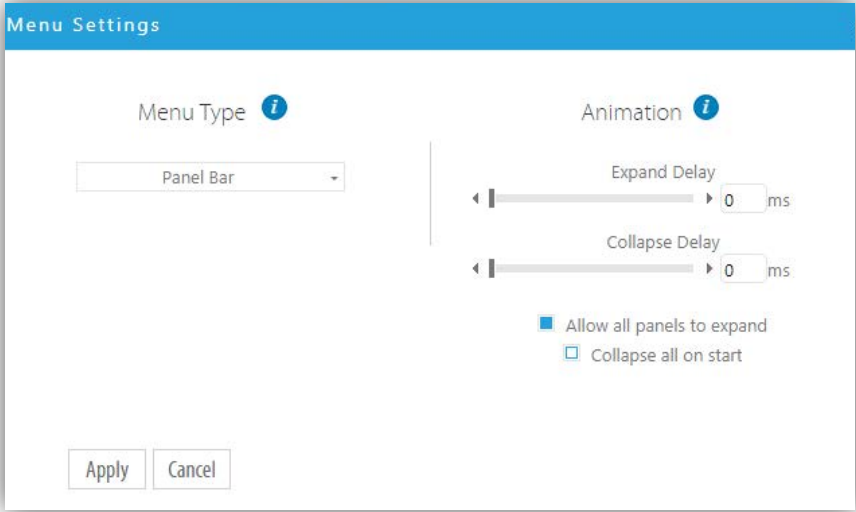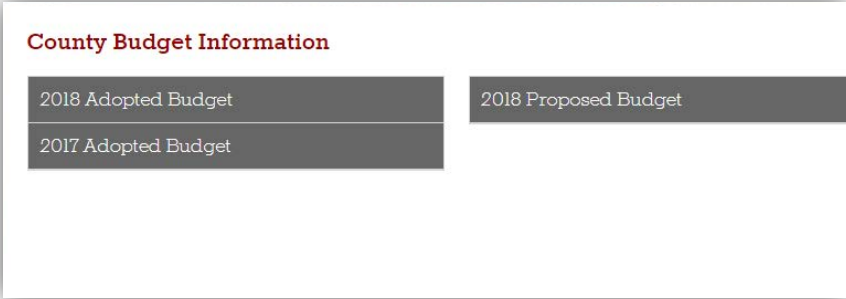
Modules: Menus
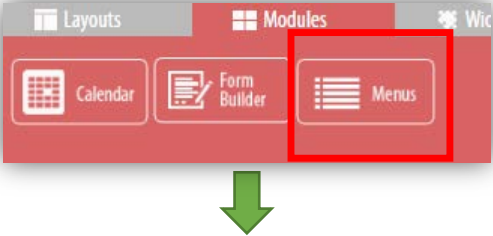
Menu types:
-Panel bar
-Dropdown list
-Vertical
-Horizontal
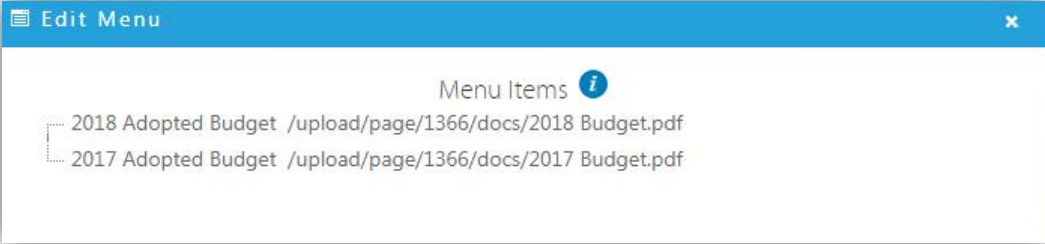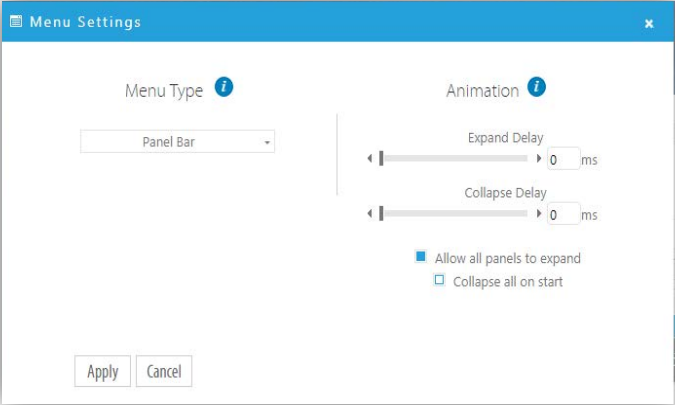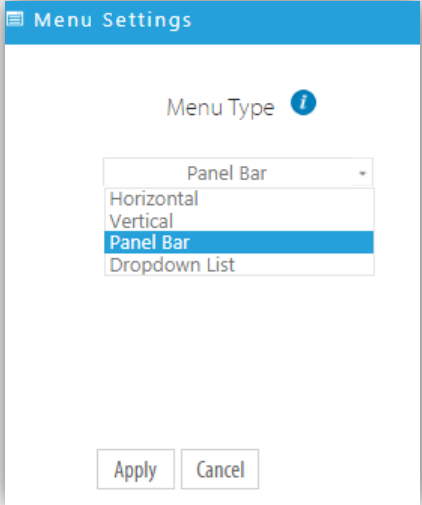
Guided Practice.

In your practice website, please open any webpage for editing.

Practice adding a menu to a webpage.

Remember to "drag and drop" the menu widget if one is not readily available on your webpage. The system will guide you to drop the menu to an area that is available. Wait for the red bar to appear to release.

Modules: Calendar

Modules: Calendar

- Each calendar item allows for the editor to include a link or links to documents within the event description.

- You are able to share a calendar on another page , by saving this calendar with a name, adding the module to the new page but opening the Shared Reference and finding the saved item.

- All items updated on one calendar will be reflected.
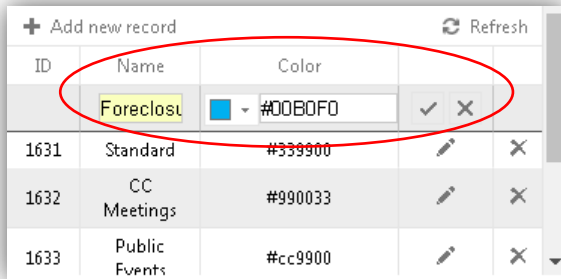
Modules: Calendar

- To add an item to the calendar, click on the date

- You want the item/event to appear on.

- Select "add new event"

- Add the event date and time
  - *Please note, that if a start time is added, an end time must be added as well

- Use the "Type" feature to color/organize events

- Subject: this is the text that appears on the calendar itself
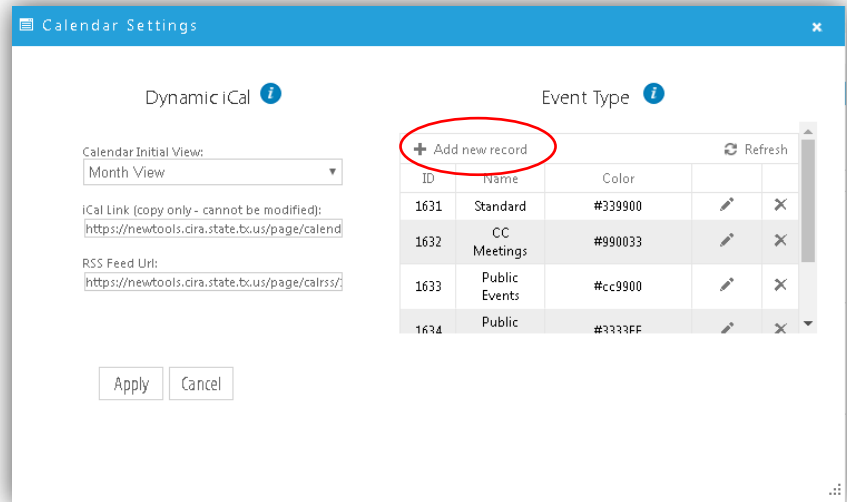
Modules: Calendar

- To add event types to your calendar, click on the gear icon ⚙
- Within your Calendar Settings, on + Add a new record
- Enter in the name of the type of event you would like to
  - add, select the color you want associated with it, and
  - press the check mark ✓ icon

- Click apply

Modules: Calendar

- To add an item to the calendar, click on the date
- You want the item/event to appear on.
- Select "add new event"
- Add the event date and time
- Use the "Type" feature to color/organize events
- Subject: this is the text that appears on the calendar itself

Description:
Use this field to add more information and hyperlink to documents if needed using the hyperlink manager

Modules: Calendar

- Add Event
  - On the "hyperlink" tab, click on the document manager to associate the text with a document and create a hyperlink
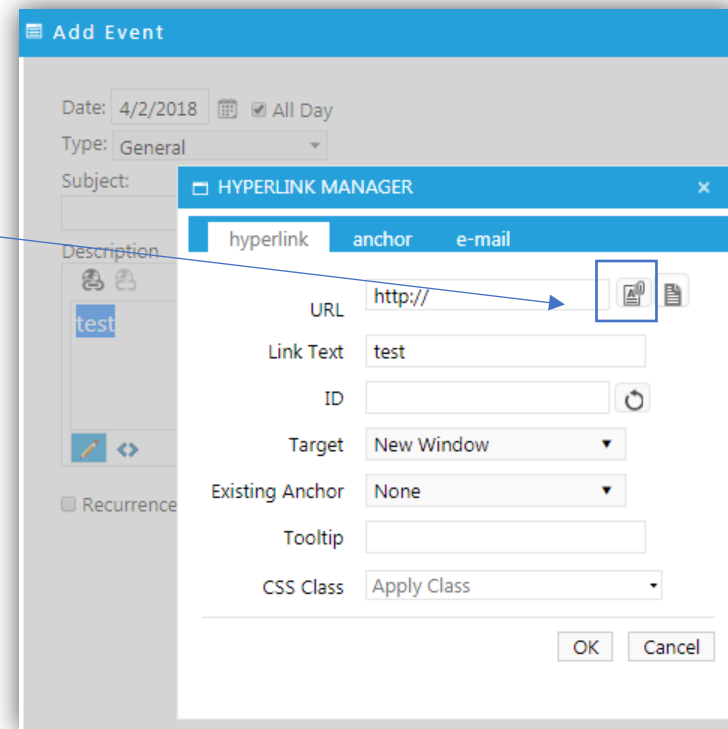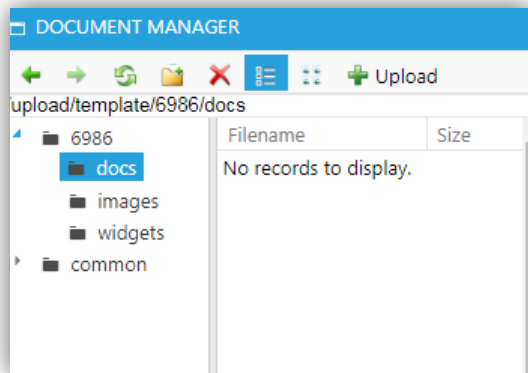
*After you open the document manager, select or add the folder you want the item to be stored in. Click on "upload" and locate the file within your computer.

Modules: Calendar
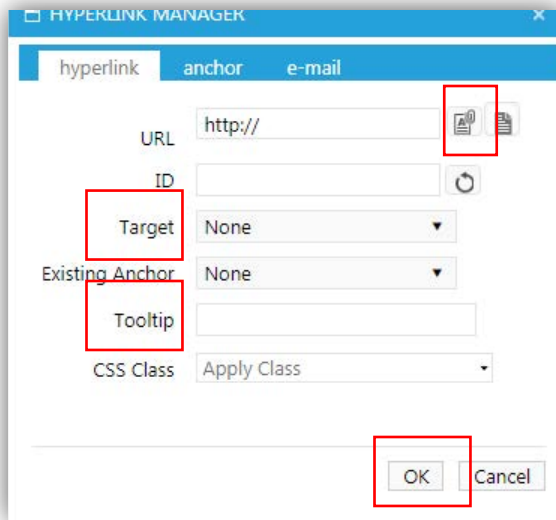
1. Click on the document manager icon to select or upload a file to use.

2. For target, select "new window"

3. Tooltip: put a description of the item

Example: Agenda for court meeting on May 8, 2018.

4. When finished, press "Ok".
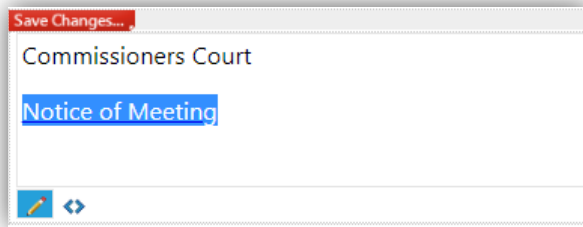
5. Save Changes.

6. Preview.

7. Options → Publish

Modules: Calendar
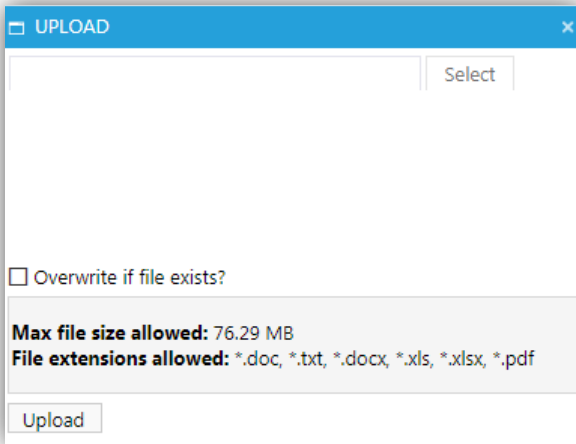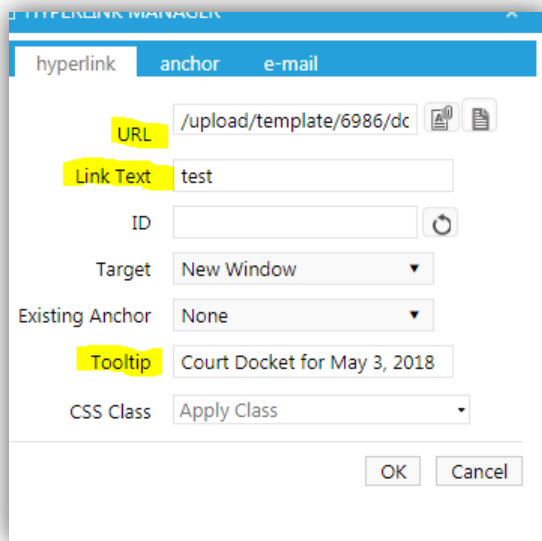
Press "Select" to locate the file on your machine/computer. When ready to upload, press "Upload."

Place a check in the box for "overwrite if file exists," if you are replacing an existing file with an updated copy.
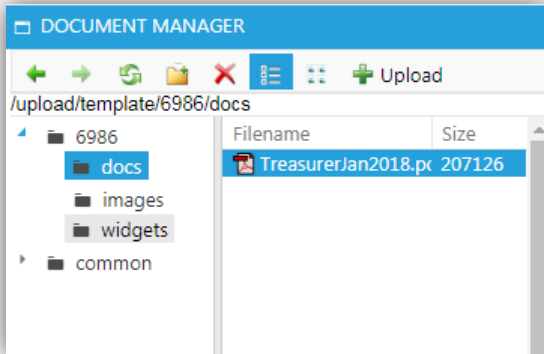
Double click the file you want to create the hyperlink with.

Modules: Calendar
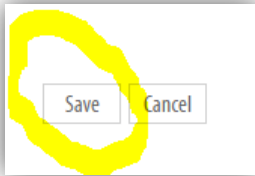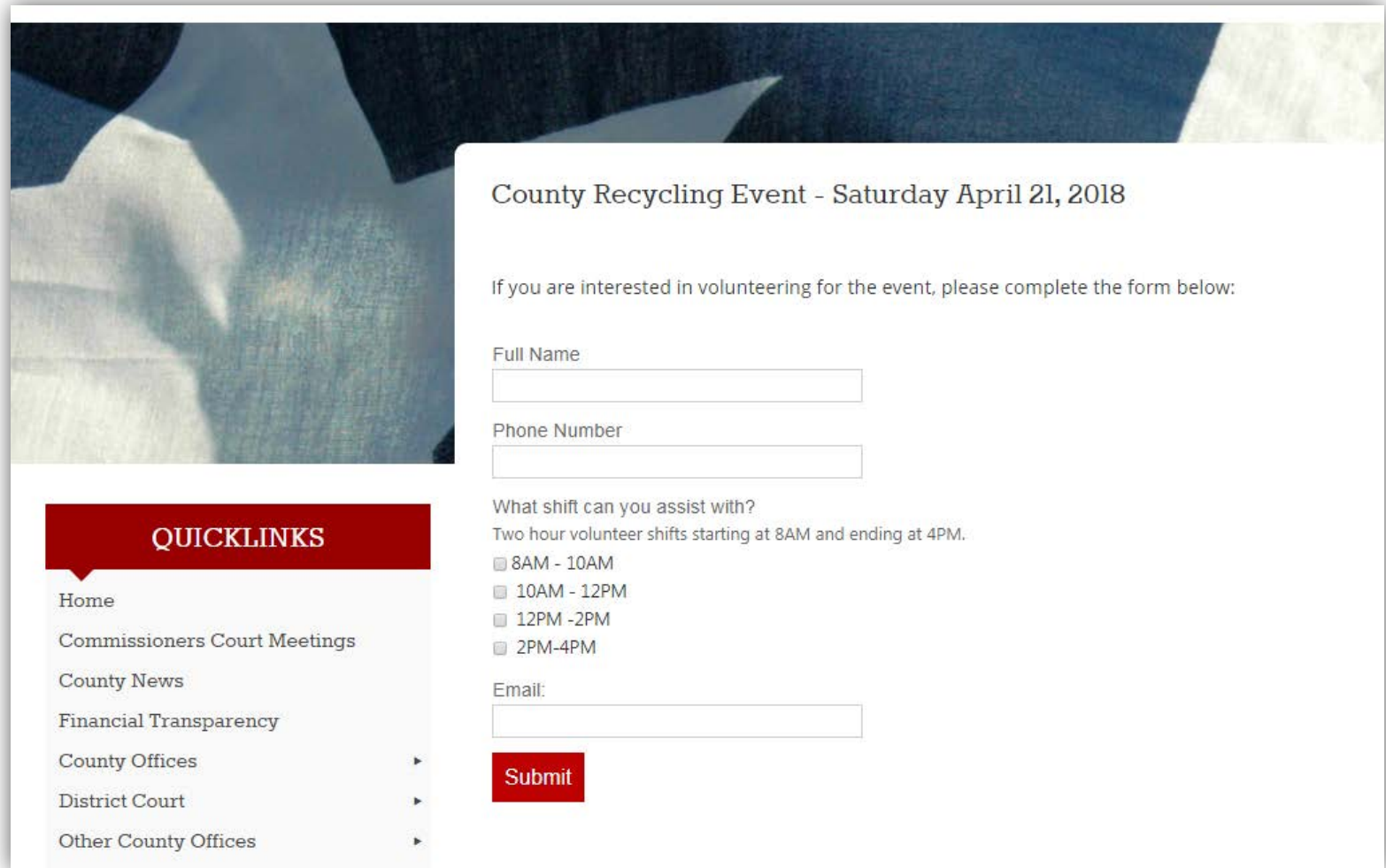
- ✓ Make sure the URL field includes the filepath to the download (file you selected)

- ✓ Link text

- ✓ Tooltip (important for ADA compliance)

- ✓ Press "OK" if all fields are complete.

- ✓ This will take you back to the hyperlink manager. Press "Save."

- ✓ Preview the event to check for errors.

- ✓ If ready for it to go "live,"Go the top left corner of the webpage. Select OPTIONS → Publish This Page

Modules: Form Builder

A form builder allows you to incorporate a web form into your webpage. TAC CIRA recommends using the Form Builder for contact forms to replace emails on your county websites which should help decrease SPAM.

Modules: Form Builder

Form example

Modules: Form Builder

Text Editor

Form

-Text Field
-Text Field
-Checkbox

If you are interested in volunteering for the event, pleas

Full Name

Phone Number

What shift can you assist with?

Two hour volunteer shifts starting at 8AM and ending at 4PM.
- 8AM - 10AM
- 10AM - 12PM
- 12PM -2PM
- 2PM-4PM

Modules: Form Builder: Adding Form Fields

- To add a form to your page, drag and drop the form button to the requested area. A drag and drop field will populate and a Form Objects [Form Objects] tab will show up in the pink banner at the bottom of your screen. Your form field options are listed below.

- Drag and drop your first button to the Drop here! Area
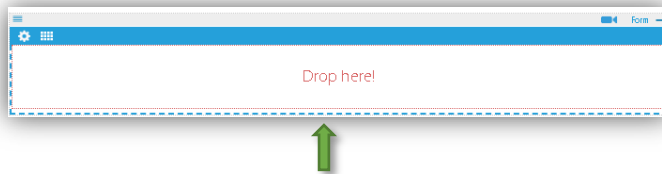
- All subsequent fields must be dropped above the bottom dashed line
    *Please note: All fields can be edited by clicking on the edit [icon] button

- Always make sure to add a submit button.
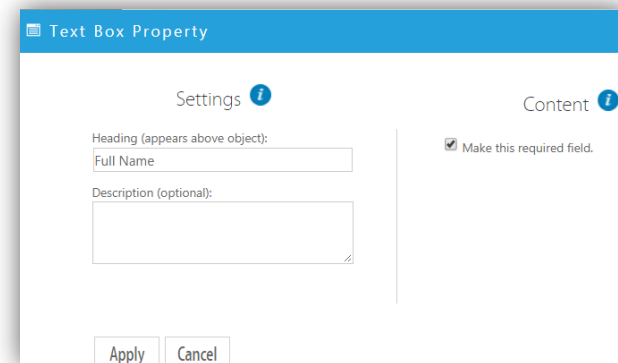
Modules: Form Builder: Adding Form Fields

Form fields:
- Dropdown
- Radiobuttons
- Checkboxes
- Comments
- Email Field
- Text Field
- Divider
- Submit

Modules: Form Builder – Form Report Setup
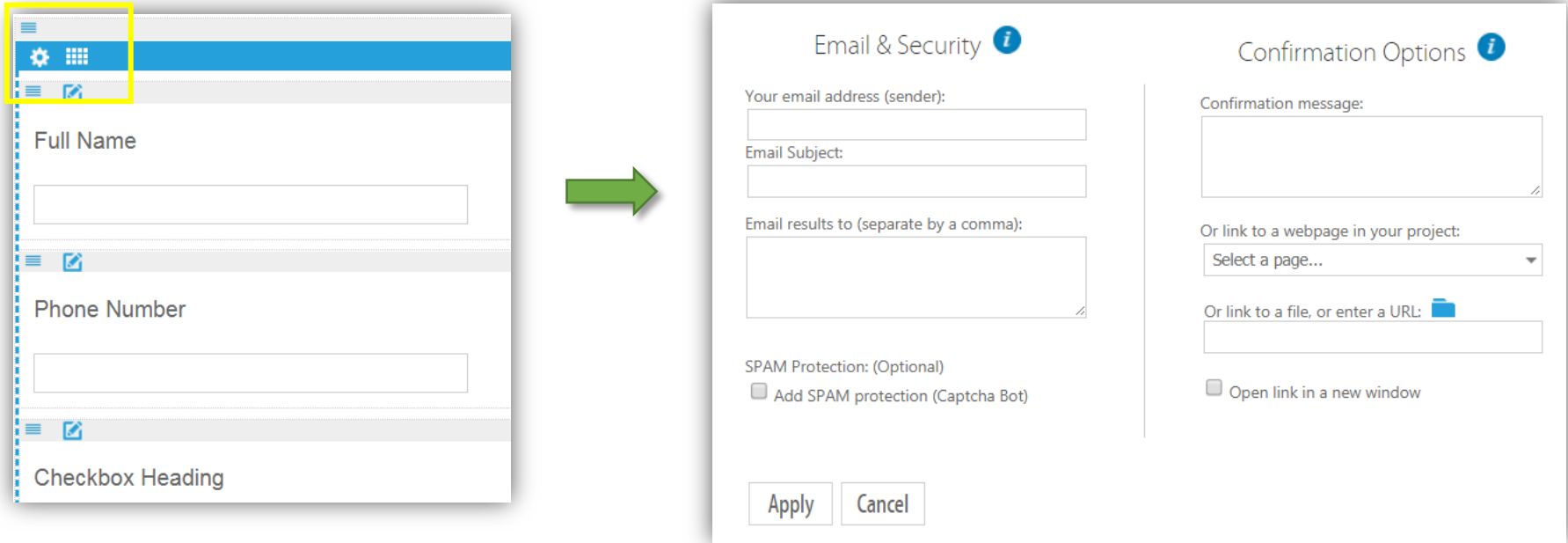
Click on the ⚙ symbol to open the settings for the form. You will need to include:

- An email address to have the form send "from." This is similar to when you place orders on amazon and always receive an email from orders@amazon.com. That would be the sender email. Some email servers will allow you to use a generic address.
- The email address you want to send the results to.
- These **CANNOT** be the same email address

Modules: Form Builder – Form Report Setup

click on the square symbol to adjust the form report settings

Form Report

Date Range ⓘ

Select a date range (optional):

Report Type ⓘ

Select a report type:

Download an Excel File (.csv) ▼

Last report created:

Apply   Cancel

Guided Practice

Please add a form to your practice page.

County Recycling Event - Saturday April 21, 2018

If you are interested in volunteering for the event, please complete the form

Full Name

Phone Number

What shift can you assist with?
Two hour volunteer shifts starting at 8AM and ending at 4PM.
☐ 8AM - 10AM
☐ 10AM - 12PM
☐ 12PM -2PM
☐ 2PM-4PM

Email:

Submit
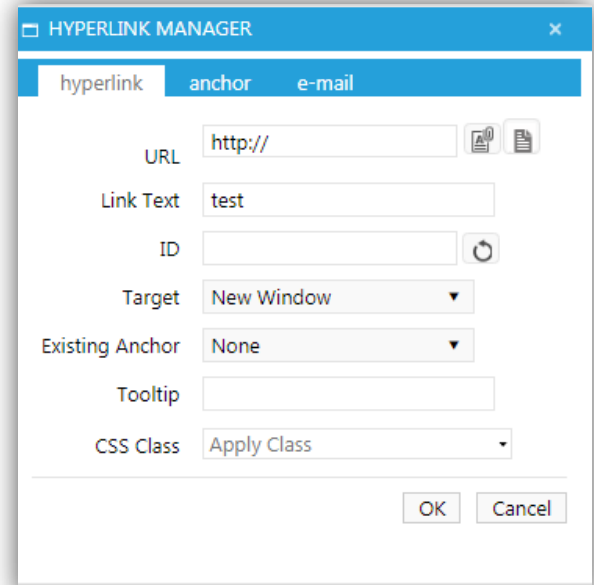
Linking: External Website

An external website refers to a website that is separate from the county's. For example, you could link to the local newspaper's website, local library, city website, regional airport, chamber of commerce., etc.

- To add an external link:

1. Open webpage for editing that you want the link to display on.
2. In the **Text Editor,** type out link text. This is typically the name of the website. For example,
   - *Austin Chamber of Commerce*
3. Using your cursor, highlight the text you just typed out.
4. Open a new tab in your browser. Pull up the website you wish to link to.
5. Leaving this window/tab open, click back onto the CMS website/tab.
6. In the toolbar, click on the hyperlink manager icon.
7. Go back to the other tab, highlight and copy (CTRL + C) the website address for the website.
8. Back on the hyperlink manager, paste (CTRL + V) the URL into the URL field.
9. Make sure Link text displays what you prefer.
10. Set target to "New Window"
11. Add a tooltip. Ex: Go to the City of Austin's Chamber of Commerce website.
12. Press "Ok."
13. Press "**Save Changes.**"
14. Options ➜ **Publish.**

Linking: Internal Webpage

To add an internal link:

1. Open webpage for editing that you want the link to display on.

2. In the **Text Editor,** type out link text. This will be the name of a webpage within   your project manager. For example,

   - *Archived Agendas and Minutes*

3. Using your cursor, highlight the text you just typed out.

4. In the toolbar, click on the hyperlink manager icon.

5. In the top right hand corner click on the paper icon

6. The Link to a Webpage window will pop up.

7. Select the page that you would like to link to from the drop down

8. Press "Apply**."**
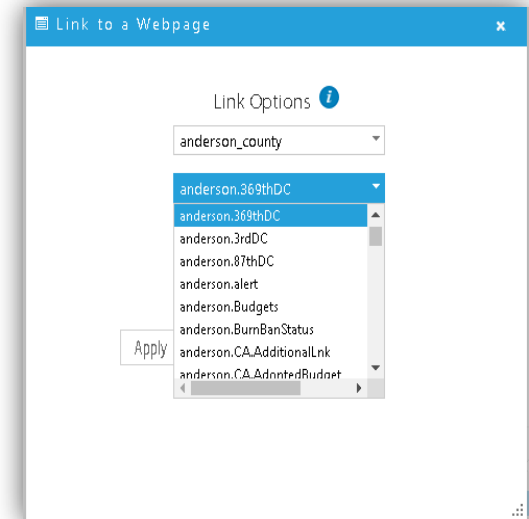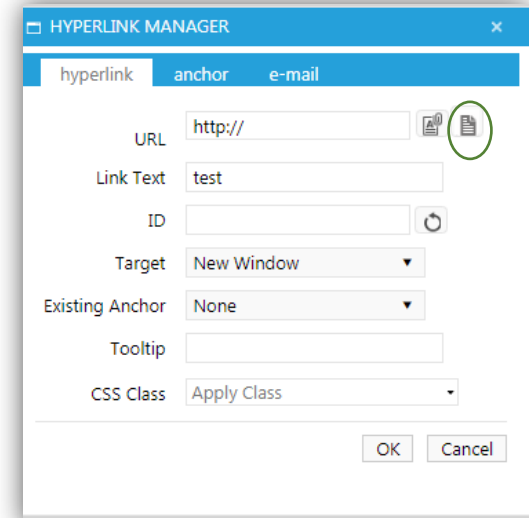
Linking: Email Address

To add a link to an email address:

1. Open webpage for editing that you want the link to display on.

2. In the **Text Editor,** type out link text. This will be the how you want the email to   be displayed.

- *Email, john.smith@co.mycounty.tx.us*
- ***Please note****: including your email address on your website, increases the chance of*

   your email address being harvested and increase the likelihood of you receiving SPAM.

   *Contact Forms are **highly recommended** as a form of email communication.*

3. Using your cursor, highlight the text you just typed out.

4. In the toolbar, click on the hyperlink manager icon.

5. Click on the "email" tab

6. Enter in the email address in the address field.

7. Confirm that the text you want to link is in the "link text" field

8. Press "OK**."**
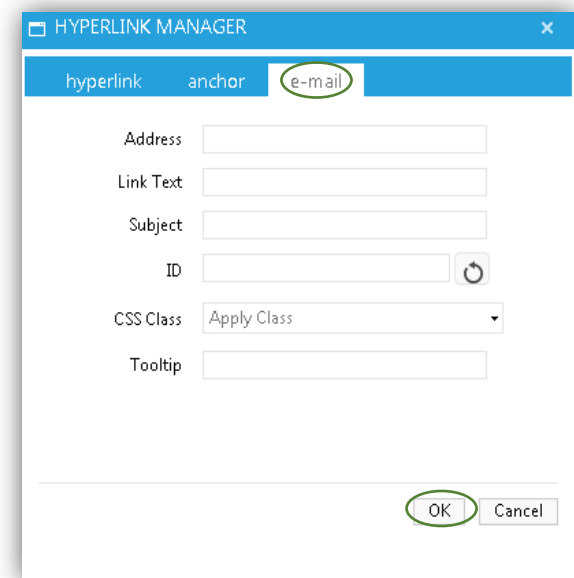
Guided Practice

On your practice page, practice adding a links to a document, email, and website.

Quicklinks

How to edit your menu

- Go to your quicklinks page: yourcounty.quicklinks
    1. Click on the edit this menu icon on the left hand side.
    2. An Edit Menu window will appear
    3. Right click on the desired area you would like to add/edit your menu option
    4. Select the Action you would like to perform
        - Add item above: add an item above your selection
        - Add item above: add an item below your selection
        - Add a submenu item: add a submenu to your selection
        - Edit Menu Item: edit menu text or link options for your selection
        - Delete Menu Item: delete menu item from your list of Menu Items
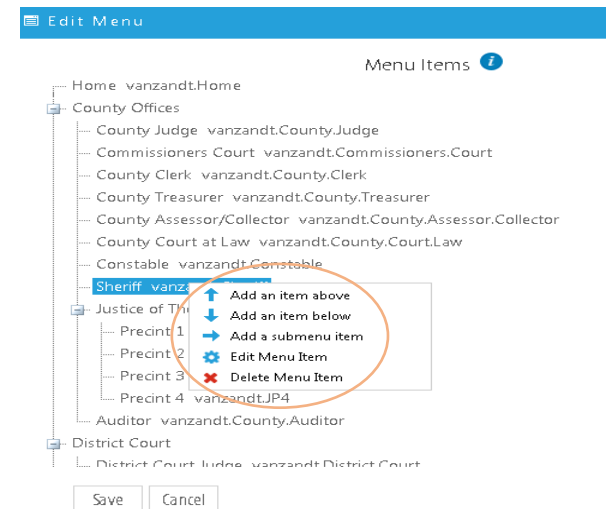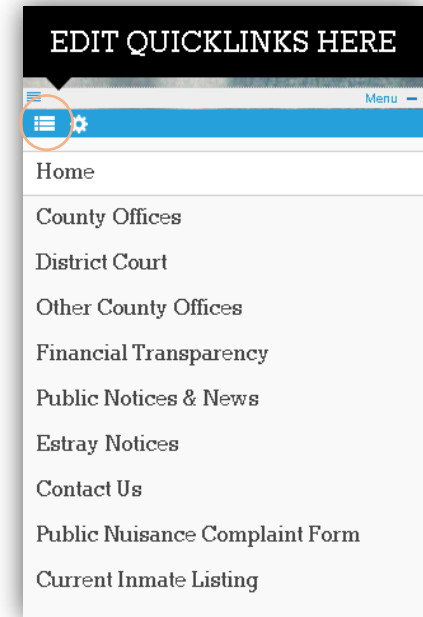
Quicklinks

How to edit your menu

1. Edit or Enter your Menu Text

2. If you are linking the text to a page, select the desired page under link options.

3. If you would like to link the text to a document select the folder icon and add upload your document.

4. To link to an outside webpage, enter in the the web address in the blank provided.
   - *Be sure to click "Open link in a new window*

3. Click "Apply" for your edit's to save

4. Click "Save" for your menu options to save

5. **Options → Publish.**
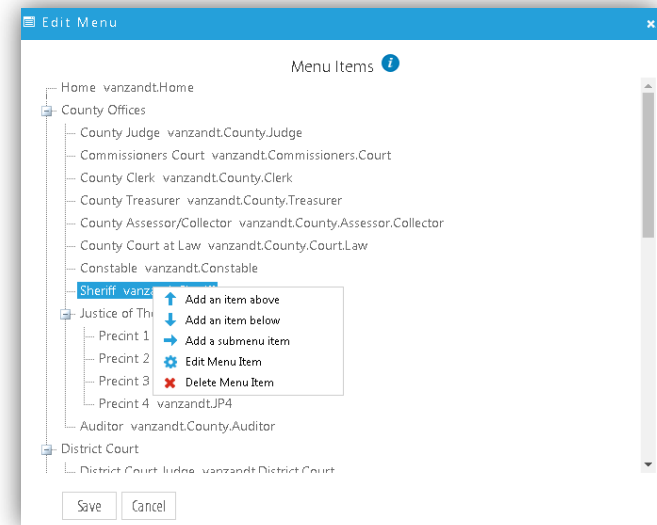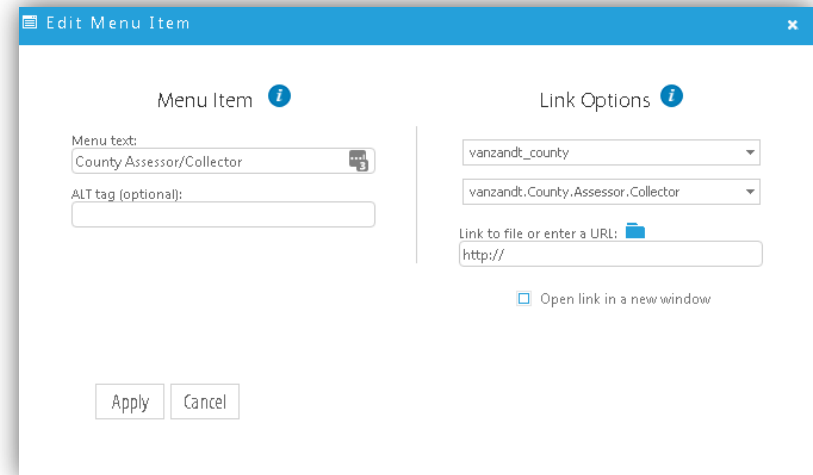
Mandated Posting Requirements

Next to your computer, you will find a print out of the state mandated postings for your county website. Please note, many of these mandates are population based and may not apply to your county. You are also able to find this document on our website under *Resources for County Websites*.

This handout does not indicate that your county's website is not in compliance. The handout is meant to be a helpful tool to assist you in managing the content for your website and providing information on what is legally required if your county has a website.

If you have additional legal or legislation based questions regarding these mandates, please consult with your county attorney or the TAC Helpline.
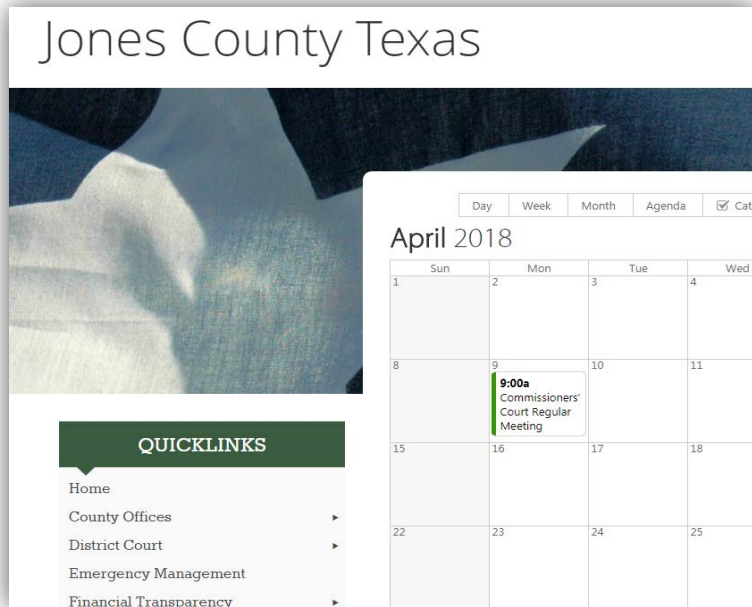
TAC Helpline: **888-275-8224**

Or submit a question online, https://county.org//member-services/legal-resources/Pages/default.aspx

How to post an Agenda, Docket, Foreclosure or Public Notice

There are a couple of methods of posting this information to your website.

- A public notices calendar (click here to view slides on working with the calendar)
- A basic webpage with links to agendas, dockets, foreclosures, or notices.

Posting using the calendar module

Posting using the calendar module

- To add an item to the calendar, click on the date you want the item/event to appear on.

- Select "add new event"

- Add the event date and time

- Use the "Type" feature to color/organize events

- Subject: this is the text that appears on the calendar itself

- Type your requested text into the description

- Highlight that text

- Click on the Hyperlink Manager
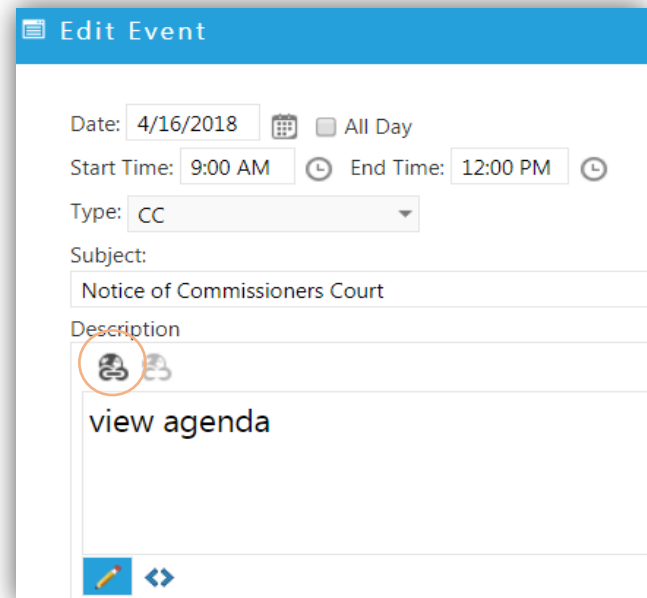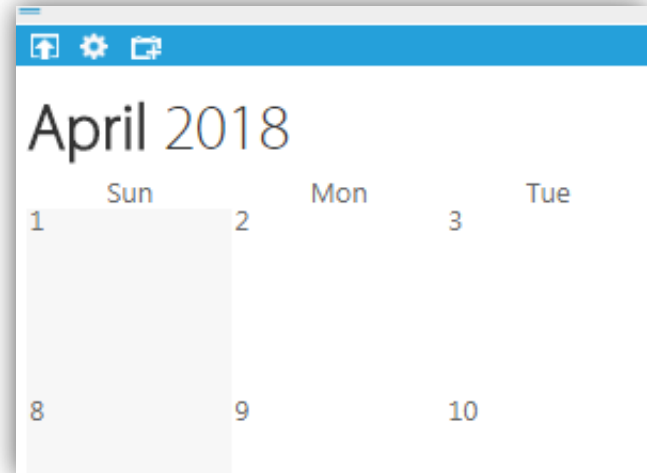
Posting using the calendar module

On the "hyperlink" tab, click on the document manager to associate the text with a document and create a hyperlink
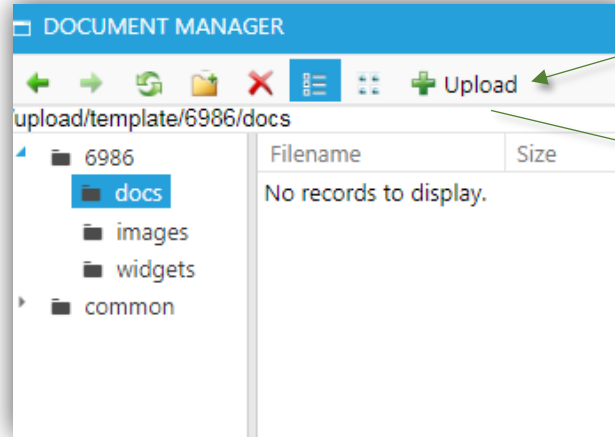
After you open the document manager, select or add the folder you want the item to be stored in. Click on upload and locate the file within your computer. Once uploaded, double-click the item or present insert
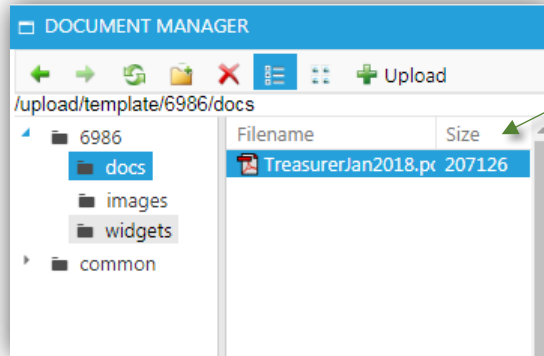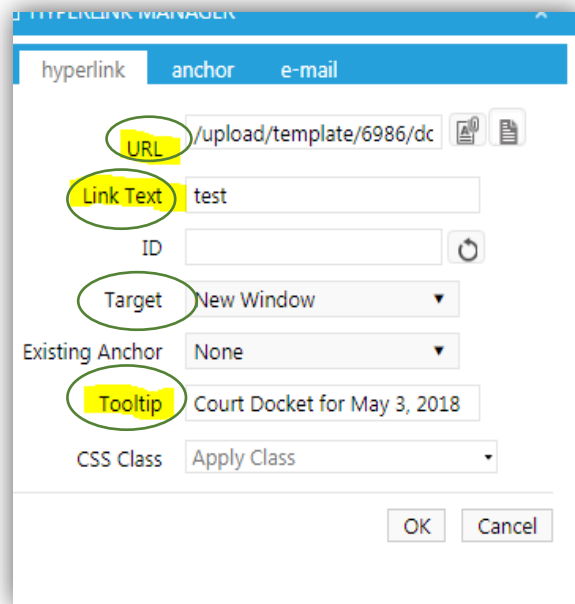
Double click the file you want to create the hyperlink with.
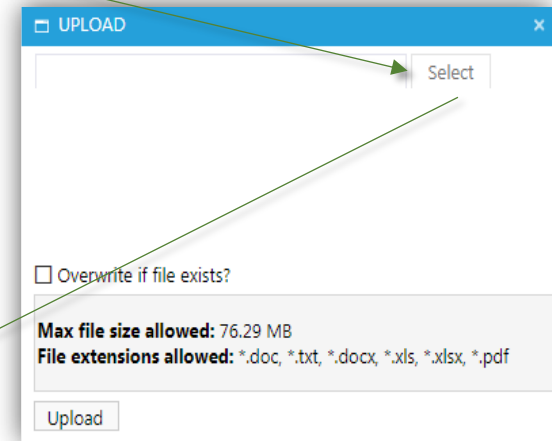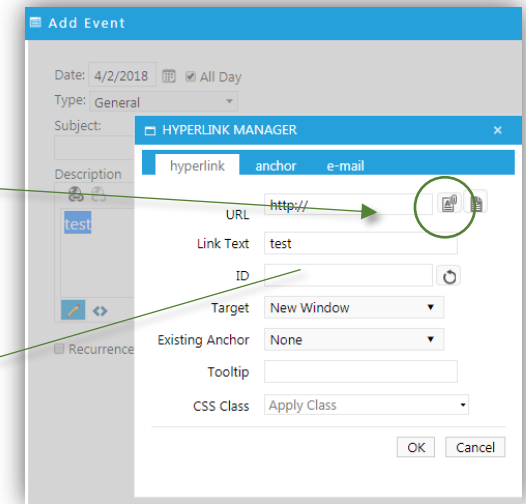
Press select to locate the file on your machine/computer. When ready to upload, press "Upload."

Place a check in the box for "overwrite if file exists," if you are replacing an existing file with an updated copy.

Posting using the calendar module

1. Once the document is inserted, you will be taken back to the hyperlink manager screen

* Make sure the URL field includes the filepath to the download (file you selected)

* Confirm that your "Link text" is filled out.

2. For target, select "new window"

3. Tooltip: put a description of the item

*Important for ADA compliance
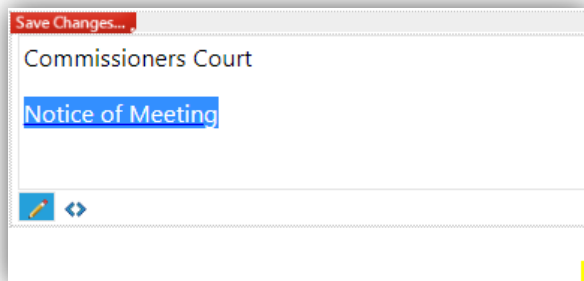
Example: Agenda for court meeting on May 8, 2018.

4. When finished, press "Ok".

5. "Save Changes."

6. "Preview."

7. Options → Publish

Posting an agenda or notice to a webpage without using the calendar module

- If you do not already have a page for public notices, go ahead and add the webpage. Option → Add a webpage. Title the page, "public notices" or similar and open for editing

- If there is not a text editor to work with, drag and drop a text editor module onto the webpage.

- Give the text editor a title. *Example, "Dewitt County Commissioners Court Agendas"*

- Tab down a bit

- Type out the meeting date and time, example:
  - *Notice of Special Session of Commissioners Court, May 8, 2018 at 10:00 AM view agenda*
  - Using your cursor, highlight the words "view agenda"
  - The toolbar above your text editor contains the hyperlink manager.
    Click on the hyperlink manager icon to add a link to the text "view agenda"
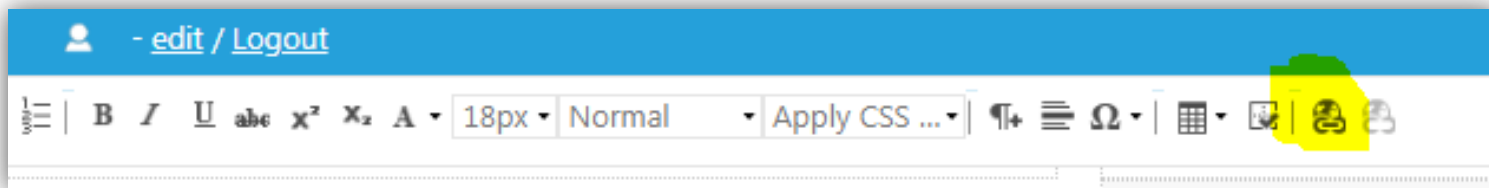
Guided Practice

In your practice website, please open the webpage "cira.publicnotices…" for editing.

Practice adding a notice of commissioners court/agenda to your calendar module.

Posting a financial report

- The same steps we went through for posting an agenda will be used for a financial report.

- Open the webpage for editing that you want to add document to.

- Example, "Budgets" or "TreasurersReports"

- If you do not already have a webpage for this financial report, go ahead and add the webpage.
Project Manager → Options → *Add a webpage*. Title the page, "financial" or similar and open for the webpage for editing.

- If there is not a text editor to work with, "Drag and Drop" a text editor module onto the webpage.

- Give the text editor a title. *Example, "Dewitt County Financial Reports"*

- Tab down a bit

- Type out the link text, example:
  - *Utility Report for May 2018*
  - Using your cursor, highlight the words "Utility Report for May 2018"
  - The toolbar above your text editor contains the hyperlink manager.
  Click on the hyperlink manager icon to add a link to the text "Utility Report…"

Posting a Job Opening

- The same steps we went through for posting financial report will be used to post a job opening.
- Open the webpage for editing that you want to add the job posting to.
- Example, "Dewitt.JobOpenings" or "Karnes.Jobs"
- If you do not already have a webpage for employment opportunities, go ahead and add the webpage.
  Project Manager → Options → *Add a webpage*. Title the page, "*countyname*.jobs" ex: "lee.jobs" or similar and open for the webpage for editing.
- If there is not a text editor to work with, "**Drag and Drop**" a text editor module onto the webpage.
- Give the text editor a title. *Example, "Dewitt County Employment Opportunities"*
- Tab down a bit.
- Type out the link text, example:
  - *Elections Administrator – full time*
  - Using your cursor, highlight the words "*Elections Administrator – full time* "
  - The toolbar above your text editor contains the hyperlink manager.
    Click on the hyperlink manager icon to add a link to the text "Elections Administrator…"
  - **Please note**: You are also able to have your job posted on TAC's websites. Contact TACMembership@county.org for more information

Scrolling Banner

- The scrolling banner is currently only available on the homepage. If you want it present on another page, please send a request to support@county.org and let them know which page you would like it on, where on the page it should be posted, and what information needs to be scrolling

- If it is not present on your page, it should be located in your deleted items.

- To update your scrolling banner, click on insert code, change the message, and click apply.

- Preview your page

- Publish
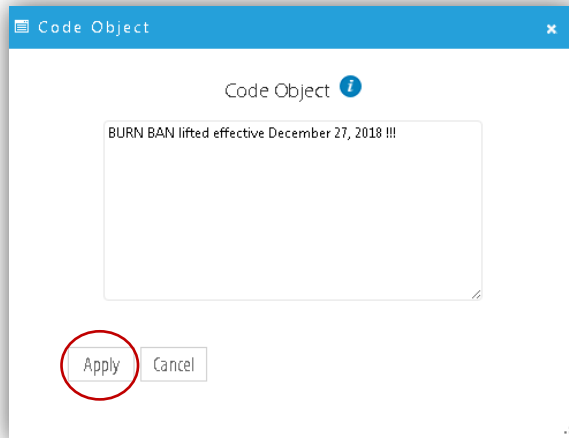
Alerts

- The alerts page will be listed in your project manager as yourcounty.alert (ex. caldwell.alert)

- The alerts page should be used for county office wide notices (ex. Closures due to inclement weather)

- Once added, the banner will appear in yellow at the top of your webpages

- You have the ability to select the amount of time that you want the banner to appear by opening the settings and adding a start date and end date to the attributes.

- Once updated, click apply

- Publish
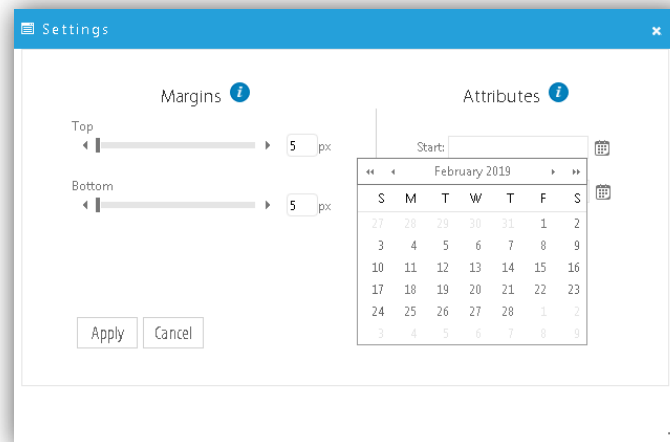
Video Support in the Editor

If you are working with a module, layout or widget and need guidance on how it works, look for the ◼ symbol
- Please note: Video Support is **NOT** available for the "Text Editor" Widget.
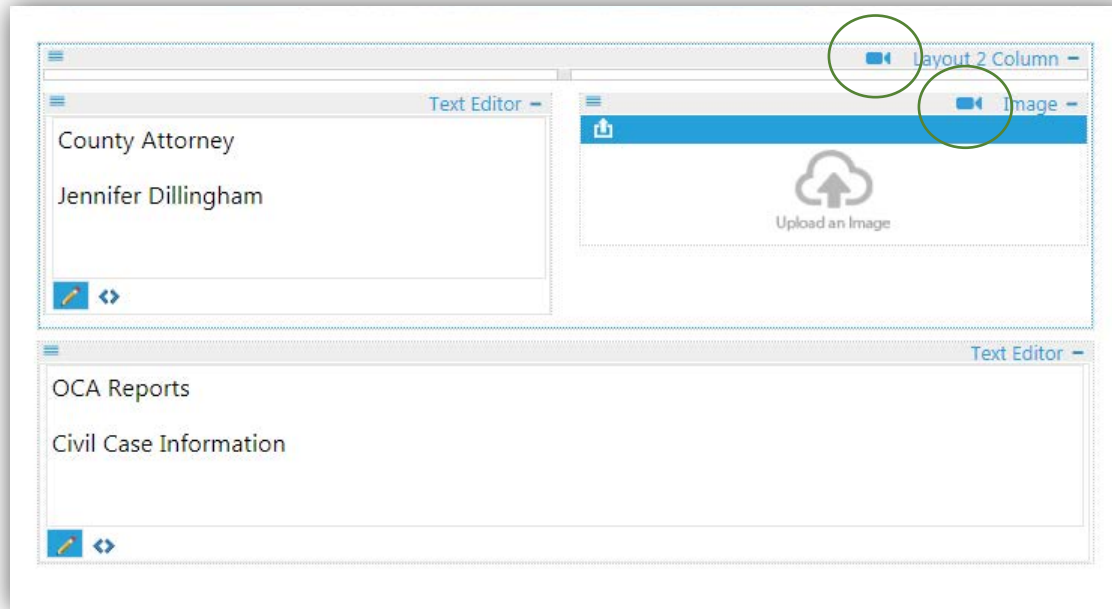
Editing Tips

Text Editor:

- **Spacing**

  - SHIFT + ENTER to single space

  - ENTER to double space

  - *Problem with the font from text that you have copied & pasted?*

    - Highlight and select "Strip Font Elements" from format painter

- **Tables:**

- When editing/adding a table. Use the table wizard to add/edit the table.

- Be sure to work in percentages %, not pixels. This addresses the responsive design aspect of a table. If you work in pixels, it will not auto adjust for the responsive design to work correctly. To make sure you work in percentage, right click on the table. Go to TABLE PROPERTIES. Click on the 2nd tab, TABLE PROPERTIES. Type in the Height/Width and place a **%** sign after the number. Using 100% will cause the table to take up the entire width of the text box.

- **Please note**: We recommend using the 2/3 column and toggle layouts to organize your information rather than tables.
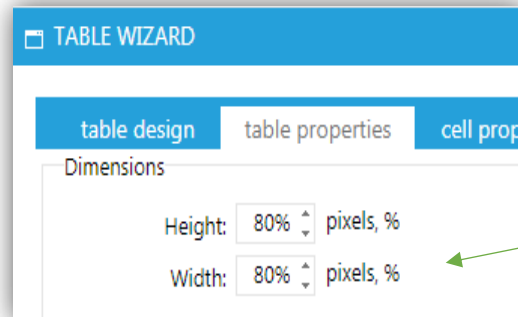
Adding Social Media

- **Facebook:** https://developers.facebook.com/docs/plugins/page-plugin/#

- **Instagram:** https://www.instagram.com/developer/embedding/

- **Twitter:** https://help.twitter.com/en/using-twitter/embed-twitter-feed

- **LinkedIn:** https://www.linkedin.com/help/linkedin/answer/86529/embedding-content-from-the-linkedin-feed?lang=en

Other:

- **Weather Widget:** https://weatherwidget.io/

- **Google Map:** https://support.google.com/maps/answer/144361?co=GENIE.Platform%3DDesktop&hl=en

FAQs

Q: If I preview without saving, will my changes/edits show?
A: Best practice is to save and then preview to make sure any edits or changes made will be saved. Because the new CMS allows for saving without having to publish to the live website, this allows for you to be able to edit as needed and review before "publishing" to the live website. It's great for a webpage that is a "work in progress" or a webpage that needs review/approval before going "live".

Q: Are we (the county) required to keep agendas on our website for "x" amount of time?
A: As of now, no. The Texas legislature specifies that an agenda/notice must be posted to your county's website (if you have one) 72 hours prior to the meeting date. It does not specify how long it must remain on the website. This is up to the county and best practice would be for the county to develop a website policy that includes a time limit/length of stay for posted agendas.

Q: Do I need to have my election materials posted on my website in Spanish?
A: Yes! The ACLU contacted counties in 2018 who did not have their election materials available in Spanish. Please see the Election Advisory No. 2018-28 on the Secretary of State's website.

Q: What internet browser should I use to edit my website?
A: We recommend using Chrome or Firefox. Internet Explorer tends to have glitches when accessing the CMS editor.

Q: How should I send my documents to you?
A: Through county.org at https://www.county.org/TAC-CIRA/Submit-a-Request or by sending an email to support@county.org

* Be sure there are no spaces or special characters (anything other than a period or dash/underscore) in your document title

FAQs

Q: How do I convert my file into a PDF?

A: When you select your printer from your word or excel document, select your pdf printer. It will convert it to a pdf file. PDFs are the preferred file format for posting to your county website. Some file formats, such as TIFF files, will not be able to be posted using the document manager.

Q: How do I add audio to my webpage

A: You must:

- Upload your mp3 file into your file manager.
- Add a code object widget to your page and click on insert code
- Enter in the following
  <audio controls>
    <source src="/upload/page/7780/audio/FisherCCM7-9-18.MP3" type="audio/mpeg">
  Your browser does not support the audio element.
  </audio>

These areas will be specific to your page and your file. All other information will remain the same.

Q: How do I adjust the content window?

A: Go to the bottom of the text editor and backspace until the last row of text. Then click save and publish.

Q: I am trying to hyperlink, but my text isn't showing in the link test field of my hyperlink manager. What do I do?

A: Create your hyperlink from the hyperlink manager

FAQs

Q: How do I add tables to my webpage?
A: Open a text editor. In your toolbar, click on the table icon, hover over the amount of columns and rows that you want to add. Once you have your desired amount, click. A table will pop on in your text editor. To edit the table, right click within a cell. You are able to add/delete any rows/columns, add text/color, or change the sizes of your cells here.

Q: How do I organize the file manager for this webpage?
A: You can add folders within the document or file manager by right clicking and selecting "New Folder." You can then create the folder name and click save.

Q: I am having trouble spacing or indenting in my text editor, what do I need to do?
A: If you are double spacing after a line of text, click "Enter." If you are single spacing after a line of text, click "Shift+Enter." To indent, click on the indent icon in your toolbar. To outdent, click on the outdent icon in your toolbar. The icons are located between the justification icons and the bulleting icons.

Q: Can we delete or remove webpages from our site?
A: No. CIRA must make any webpage deletions for you.

Q: Am I able to update my homepage or secondary template?
A: No. CIRA must update templates for you. Please submit your request to support@county.org or through county.org at https://www.county.org/TAC-CIRA/Submit-a-Request

FAQs

Q: *There are options for both Alt Tags and Title Tags on pictures, but the video shows 1 blank for both. The title tags show on the screen, but Alt Tags are required by the ADA. How do we get them to appear?*
A: Alt Tags should be filled-in on all images for compliance.   Alt stands for alternate text. Its purpose is to describe the image textually so that search engines and screen readers (software used by the visually impaired) can understand what the purpose of the image is. Title, is the title of your image. You see the Title tag when you hover over an image.

Q: *How often do the video trainings on the website get updated?*
A: When there are major updates to the widgets.

Q: *Can you have multiple scrolling banners on one page?*
A: It's possible but you shouldn't. It is generally frowned on to have a lot of moving text or animation on a website.

Q: *Why does the website say that it isn't secure? How do we make it secure?*
A: We can add a SSL certificate to any site. ezTask takes care of all aspects of the installation. The cost is $150.00/year. You are not required to do this, but it is a best practice.

Q: *How do I import ical feeds from outlook into the editor?*
A: You can sync with PUBLIC calendars. You can't put a calendar on the internet then expect it to traverse a Local Area Network. If you have a public Google Calendar you can add that to your calendar.

FAQs

Q: *Is there any way to copy files between folders in the document manager?*
A: Not at this time. **ezTASK** is in the process of rewriting the Document Manager and how it functions for the Titanium

Q: *Can we have access to file manager through project manager?*
A: Not at this time.

WAVE: Web Accessibility Evaluation Tool

WAVE is an evaluation tool that helps authors make their web content more accessible to individuals with disabilities. WAVE can identify many accessibility and Web Content Accessibility Guideline (WCAG) errors, but also facilitates human evaluation of web content. There are two ways to use this tool:

- You can go to: http://wave.webaim.org/ and enter in the website address that you want to run the accessibility tool on.

OR

- You can download the plugin from Chrome: https://chrome.google.com/webstore/detail/wave-evaluation-tool/jbbplnpkjmmeebjpijfedlgcdilocofh and click on the plugin while reviewing your site.

WAVE: Web Accessibility Evaluation Tool

WAVE: Web Accessibility Evaluation Tool

WAVE: Web Accessibility Evaluation Tool

Video Introduction to Web Accessibility

The above video is 4:07 and is from the W3C Web Accessibility Initiative. It offers a quick overview of website accessibility, why it's important and who benefits from accessible websites.

https://www.w3.org/WAI/videos/standards-and-benefits

Web Accessibility Perspectives: Colors & Contrast
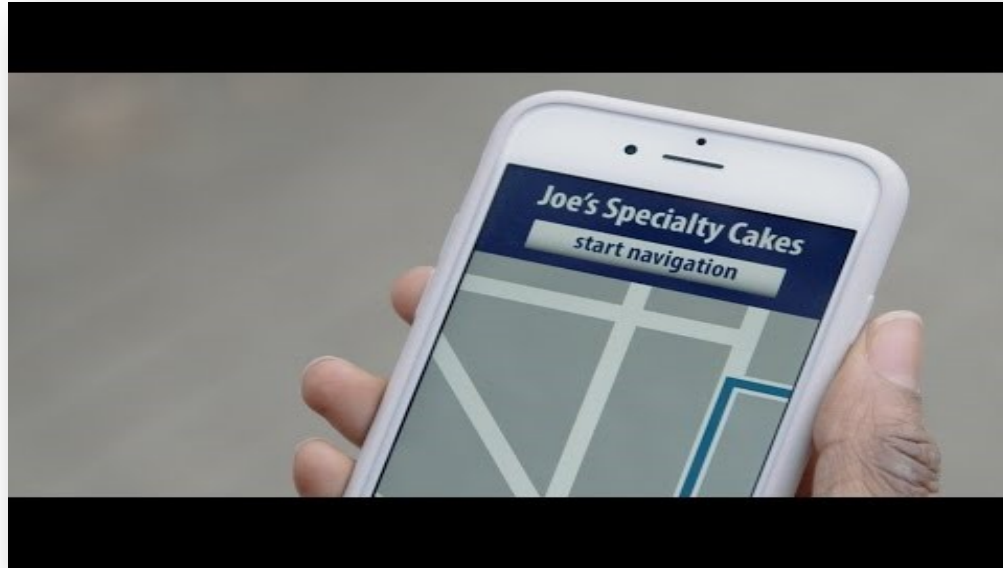
The above video and content is from the W3C Accessibility Initiative,
https://www.w3.org/WAI/perspectives/contrast.html

Web Accessibility: Additional Resources

- https://www.w3.org/WAI/perspectives/understandable.html
- https://www.section508.gov/

TAC CIRA Support

TAC CIRA Support
Email: support@county.org
Phone: 1-800-456-5974
Submit a request
CIRA Website Training

✉ : support@county.org

📞 : 1-800-456-5974

📄 : https://www.county.org/TAC-CIRA/Submit-a-Request
- Submit your postings
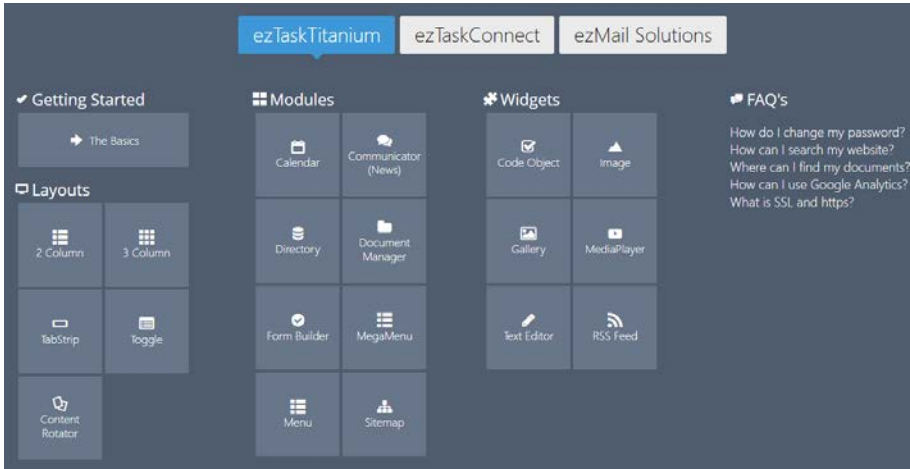- Request online, remote training

🖥 : https://www.county.org/TAC-CIRA/Website-Training
- CIRA Website Training Videos
- Updated Training Manual
- Tips for Submitting CIRA Request Tickets

ezTask Support

ezTask Support

Visit the ezTask Support Center
Titanium Full Documentation

ezTaskTitanium Documentation

USER MANUAL