

Migrating Your Content from Luminis 3.1 to Luminis 3.4

For support, call Information Technology Services - x5500

Luminis 3.4 is the new version of SIUE's Web Content Management System.

Any page on your Luminis 3.1 website that you updated/created or any file you imported after November 28th will need to be re-updated/re-created or re-imported into Luminis 3.4.

You should have been keeping a list of any pages you changed/created or files you imported after November 28th and you should use that list to update your Luminis 3.4 website.

To update your Luminis 3.4 pages with current content from Luminis 3.1:

Copying current content from Luminis 3.1 to an existing, outdated Luminis 3.4 page

- 1) Log into Luminis 3.1 by going to: <http://lcms.isg.siue.edu/lcms/> using your e-id or special account.
 - 2) From within your webview, choose a page that you need to copy content from and click 'edit' next to that file.
 - 3) From within the editor, click on the 'Source View' tab at the bottom of the editor to view the source of the page.
 - 4) Select (highlight) everything.
 - 5) Click 'CTRL + C' to copy the highlighted text.
 - 6) Open a new browser window or a new tab.
 - 7) Log into Luminis 3.4 by going to: <http://lcms2.isg.siue.edu/lcms/> using your e-id or special account.
 - 8) From within your webview, choose the page that needs to be updated with the content you copied from Luminis 3.1 and click 'edit' next to that file.
 - 9) Click the 'Source View' tab at the bottom of the editor.
 - 10) Delete all of the source view content.
 - 11) Paste the content you had copied from your Luminis 3.1 source view into the Luminis 3.4 source view.
 - 12) Click 'Save' which is now at the top left of the page.
 - 13) Click 'Submit' next to the file to start the publishing cycle for that page.
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Creating new pages in Luminis 3.4 & adding current content

You may have created a new page in Luminis 3.1 after November 28th. If so, here is how you create that page in Luminis 3.4.

- 1) Log into Luminis 3.4 by going to: <http://lcms2.isg.siue.edu/lcms/> using your e-id or special account.
- 2) From within your webview, browse to the folder in which the new page needs to be created and click 'New Document' from the list of folder actions at the upper right.
- 3) Name your new page **EXACTLY** as you named it in Luminis 3.1.
- 4) Assign the proper title (to comply with the State of Illinois' web accessibility standards, page titles should include your sectionheader word-for-word and letter-for-letter, and the first heading in the body of your page), also add your subject, keywords and expiration date.
- 5) Click 'Next'
- 6) Choose the proper layout.
- 7) Click 'Finish and Edit' to go straight into editor mode. If you get a popup window, check the 'Always trust' checkbox and click 'Ok' (it may also say, 'Run').
- 8) Click the 'Source View' tab.
- 9) Open a new Browser window or tab and follow the instructions above under, "**Copying content from Luminis 3.1 to an existing Luminis 3.4 page**" to copy the content from your Luminis 3.1 page to your Luminis 3.4 page.

Importing files into Luminis 3.4

Any file you imported (images, pdf's, etc.) into Lumins 3.1 will need to be re-imported into Luminis 3.4.

- 1) Log into Luminis 3.4 by going to: <http://lcms2.isg.siue.edu/lcms/> using your e-id or special account.
- 2) From within your webview, browse to the folder in which the new file(s) needs to be imported.
- 3) Click on 'Import' at the upper right of Luminis.
- 4) Click 'Add Files'
- 5) Browse your computer and select the image(s) that needs to be imported.
- 6) Click 'Next'
- 7) Make sure the file is named **EXACTLY** the same as it was when it was imported into Luminis 3.1.
- 8) **IMPORTANT:** From the 'Type' pulldown, change the type to 'SCT Web Document'.
- 9) Assign an expiration date.
- 10) Click 'Finish'
- 11) Click 'Submit' next to the file(s) you just imported.

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