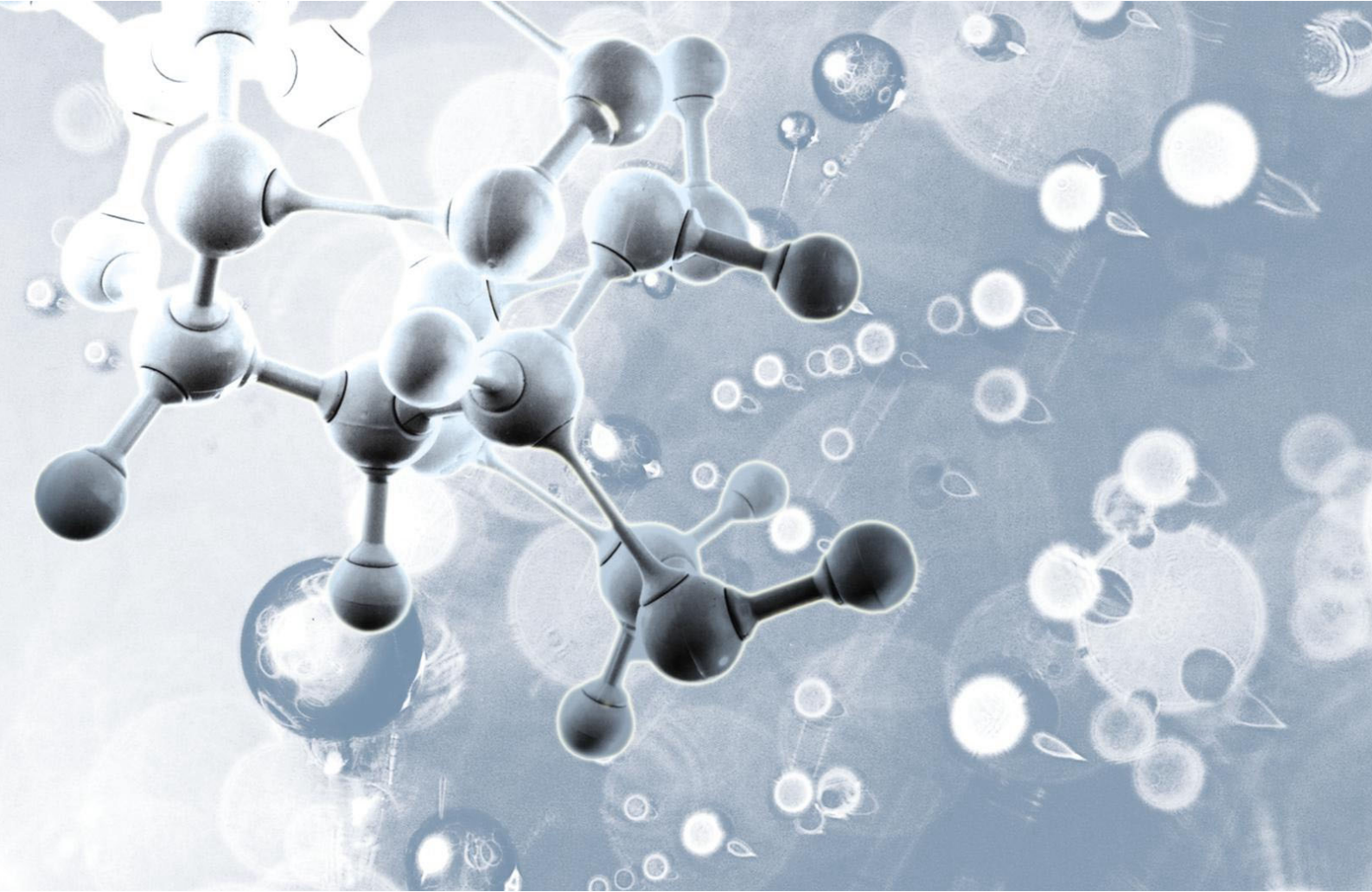




Content Management and Deployment



User Guide

CMD 3.1

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Introduction

CMD, Content Management and Deployment, is a software system developed by conscius a/s for managing and deploying information.

CMD provides management of content in a structured system. “Content” is the various pieces of information that are created and stored in the system, e.g. Articles, Images and PDF files, but also a number of more specialised Content Types. Which Content Types you can work with depends on the Permissions (access rights) assigned by the Administrator of CMD. Each Content Type has its own Editor which handles all the specifics of that Content Type, for instance the Article Editor which is used for editing Articles.

Each Content Item, e.g. an image of the company logo or an article about a new product, is stored in CMD’s virtual file system where a hierarchy of Folders is constructed, called the Deployment Tree.

In CMD, content and how it is deployed, e.g. shown on a website, are separated. The deployment of content depends on Page Layouts which define the entire layout of a page and how a given Content Item should appear. This separation between content and deployment means that each Content Item - without any further revision - can be used several times and in various contexts, e.g. both on an internet site and on an intranet site. It also means that when a person edits a Content Item, this will have no effect on how it is presented in terms of layout - and vice versa.

The access structure of CMD is highly flexible. The Administrator defines which parts of the system is accessible to whom so that each group of users only sees what is relevant to them.

Users of CMD

This Guide distinguishes between five roles involved in working with the system: Content Suppliers, Content Publishers, Administrators, Deployment Developers and System Developers.

CMD Users

- **Content Suppliers** create or provide the various Content Items.
- **Content Publishers** edit and publish Content Items and edit Layouts.
- **Administrators** define Users and Groups, assign Permissions, define Meta Data, and administer the system in general.
- **Deployment Developers** develop Components and Templates used by Content Publishers to present content.
- **System Developers** develop extra Modules and functionality which extend existing CMD functionality.

As a common group, these five roles are referred to as CMD Users.

End Users

Persons who can be characterised as external users, e.g. visitors to a website created with CMD, are referred to as End Users. Two types of End Users exist:

- **Registered Users** are visitors who have registered themselves so that they have been assigned Permissions and are thus recognised by CMD.
- **Guests** are anonymous users who are not recognised individually by CMD. As a common Group, Guests have limited Permissions.

It should be noted that this text mentions “user” as a generic reference when the roles of the user, CMD User or End User, coincide or are unimportant.

About this User Guide

The User Guide explains the interface of CMD and how to work with the various Content Types and the deployment of these. It is intended for CMD Users, primarily Content Suppliers and Content Publishers.

Please note that because of the flexible access structure in CMD, the Administrator can assign very specific Permissions. Therefore, this User Guide may describe features and functionalities that you do not have access to with your present User Log-in and the corresponding Permissions.

The User Guide begins by describing basic features and gradually becomes more advanced. There is no sharp distinction between the responsibilities of Content Suppliers and Content Publishers as these depend on the above mentioned Permissions. Therefore, the User Guide is not split into sections according to roles.

The User Guide assumes you have a working knowledge of your computer and its operating conventions, including how to use a mouse as well as standard menus and commands. Default Permissions are presupposed in this Guide.

System Requirements

Operating system

CMD is designed to function on any compliant Java 2 virtual machine, and will therefore function on all operating systems where such a virtual machine is available. This includes most modern operating systems.

Client configuration

The CMD user interface is web-based and must be accessed with a web browser. Because the CMD interface relies on web technologies which are supported to a different extent by the available web browsers, CMD only fully supports the following browsers:

- Microsoft Internet Explorer (version 5 or later)
- Netscape Navigator (version 4.7 or later).

It is recommended that the most recent version of the browser is used.

Since all pages in the CMD user interface are highly active, it is important that the web browser does not maintain a cache of CMD pages, but always requests the pages from the server (the cache is where the most recently downloaded internet files are saved). It is therefore strongly recommended that the browser is configured to have a cache as small as possible.

Below it is described how to configure Microsoft Internet Explorer 5.5 (English and Danish versions) and Netscape Navigator 4.7 (English version). For other browsers and versions, please refer to your browser's documentation.

Please note that the browser configuration only applies to CMD Users, i.e. when working with the CMD interface, not when End Users browse websites created with CMD.

Setting a small cache in Internet Explorer

Setting a small cache in Microsoft Internet Explorer 5.5:

English version

- 1 Choose Tools > Internet Options...
- 2 Choose the General tab.
- 3 Under Temporary Internet files, choose Settings...
- 4 Under Check for newer versions of stored pages, mark Every visit to the page.
- 5 Under Temporary Internet files folder, Amount of disk space to use, enter 1 MB.
- 6 Click OK on the Settings window.
- 7 Click OK on the Internet Options window.

Danish version

- 1 Vælg Funktioner > Internet-indstillinger...
- 2 Vælg fanen Generelt.
- 3 Under Midlertidige Internet-filer, vælg Indstillinger...
- 4 Under Kontroller om der er nye versioner af tidligere gemte sider, vælg Ved hvert besøg på siden.
- 5 Under Mappen Temporary Internet Files, Tilladt brug af diskplads, skriv 1 MB.
- 6 Klik OK på vinduet Indstillinger...
- 7 Klik OK på vinduet Internet-indstillinger...

Setting a small cache in Netscape Navigator

Setting a small cache in Netscape Navigator 4.7:

English version

- 1 Choose Edit > Preferences...
- 2 Under Category, choose Advanced, Cache.
- 3 Set Memory Cache to 1024 KBytes and Disk Cache to 0 KBytes.
- 4 Click the buttons Clear Memory Cache and Clear Disk Cache.
- 5 Under Document in cache is compared to document on network, mark Every time.
- 6 Click OK.

Proxy configuration

Using a proxy server between the client machine and the CMD system may cause problems with regards to uploading large files to CMD. It is recommended that you configure your browser to bypass the proxy server and connect to CMD directly. Please refer to your browser documentation for adjusting your browser's proxy configuration.

Software

The following is a list of software required to run CMD. More recent versions may also be used, if they are compatible with the versions listed.

- A web server or application server implementing Java Servlet 2.3 and JSP 1.2 (e.g. Tomcat 4.0 or WebLogic 7.0).
- Java 2 SDK, Standard Edition, v. 1.3.1.
- Oracle 8i or IBM DB2 Universal Database V7.

To be able to utilise CMD's search functionality (cf. the System Developer Guide), the following must also be installed:

- InterMedia Text Cartridge (Oracle only).
- NetSearch Extender (DB2 only).

If other non-CMD sites are running on the server where CMD is to be installed, a web server is needed to proxy requests along to Tomcat. This can be done by using e.g. Apache 1.3 with mod_proxy or mod_jk installed.

Hardware

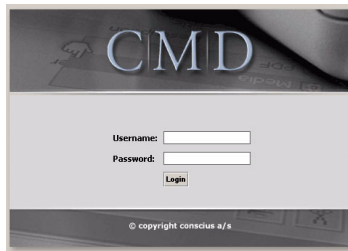
There are no specific hardware requirements as this depends on the amount of data the installation should handle and how frequently is it accessed and modified.

The CMD interface

The following sections describe the log-in procedure and the CMD interface - the part of CMD activated at start-up.

Logging in

To access CMD, open your web browser and enter the URL of your CMD website in the Address/Location field. The log-in screen will appear:

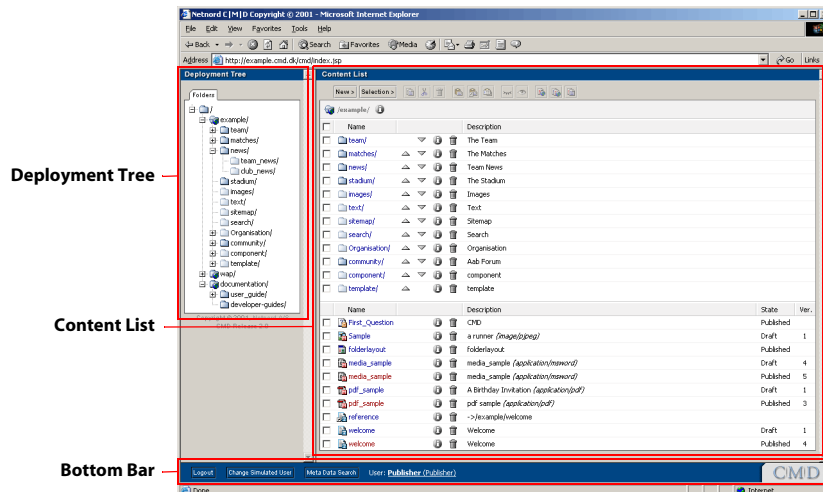


The log-in screen.

Enter your username and password and click Login. Your identity as a CMD User and your Permissions will now be checked by CMD, and you will enter the CMD interface.

Contact the Administrator if you have problems logging in.

The interface that appears when you access CMD consists of three parts: the Deployment Tree, the Content List and the Bottom Bar.

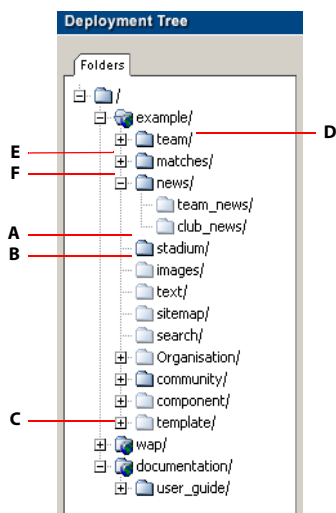


The CMD interface.

Deployment Tree

The Deployment Tree is presented in the left side of the CMD interface.

All content in CMD is attached to the Deployment Tree - a structure tree which in many respects mimics a file system. All Folders are attached to the Deployment Tree, and through navigation herein, Content Items in the various Folders become available in the right side of the CMD interface, the Content List. The Deployment Tree shows the part of the CMD site that is accessible to you in accordance with your Permissions. This may or may not be the entire CMD site. This is decided by the Administrator.



The Deployment Tree.

A: Shown Folder. **B:** Hidden Folder. **C:** Webroot Folder. **D:** Folder Name. **E:** Expanding Subfolders. **F:** Collapsing Subfolders.

The Folders and Content Items in the Deployment Tree can be deployed to various channels. For instance, a Folder can be the root of a website, called a Webroot Folder, which is marked with a globe. This is done by the Administrator. The website will then assume the structure of that Folder and contain what the Folder contains. This Folder can contain Subfolders and the Content Items of the website or References to these Content Items.

The information below the Deployment Tree shows you the CMD version number.

Navigating the Deployment Tree

You can navigate the Deployment Tree by expanding and collapsing the Folders in it. This is done with the “+” and “-” buttons located left of each Folder.

When you click on a Folder in the Deployment Tree, the Content List in the right side of the CMD interface will be updated to show the Content Items you are allowed to see in this Folder.

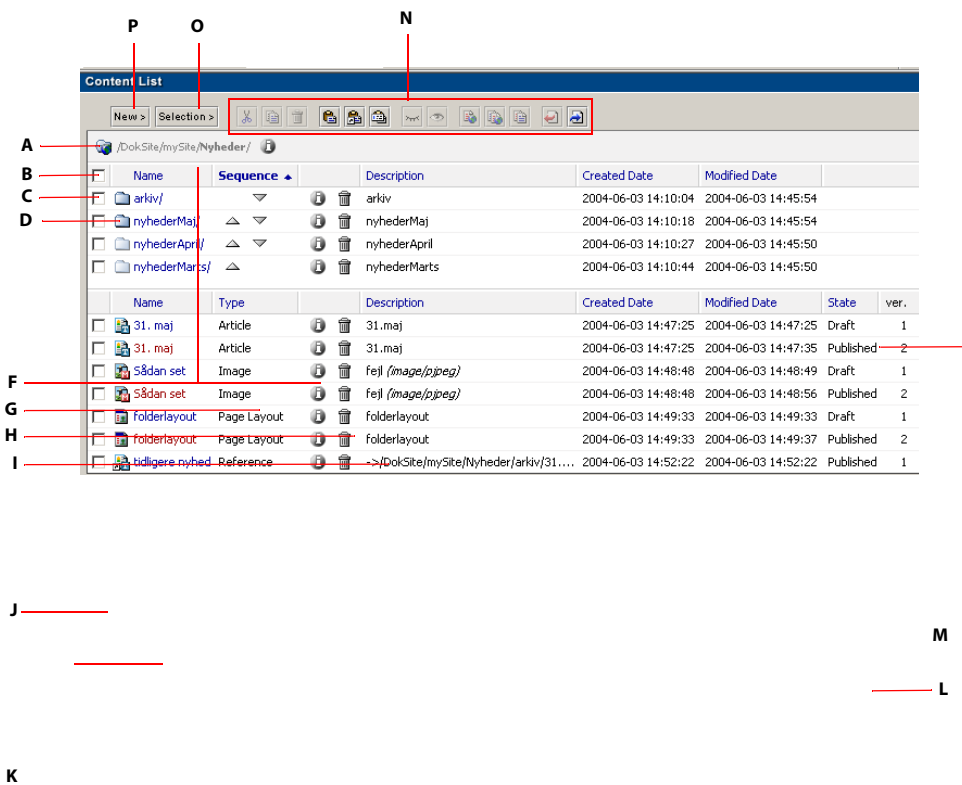
Content List

The Content List displays the Subfolders and Content Items of each Folder. It is presented in the right side of the CMD interface and is visible when you navigate Folders and Content Items in the Deployment Tree.

When you click on a Folder, the Content List is replaced by the Folder Editor where you can view or edit Folder information (for information on how to create and edit Folders, please refer to “The Folder Editor”).

When you click on a Content Item, the Content List is replaced by an Editor that allows you to view or edit information about the chosen Content Item. Content Items may be Articles, Media files, Images, PDF files, etc. (please refer to the corresponding chapters in this User Guide for a description of these Content Types).

Please note that you cannot navigate Folders in the Content List. Instead, use the Deployment Tree.



The Content List.

- A:** Path to the current Folder.
- B:** Check box for selecting all Folders and Content Items in the Folder.
- C:** Check box for selecting a single Content Item.
- D:** Shown Folder.
- E:** Hidden Folder.
- F:** Information Dialogue Box.
- G:** Move.
- H:** Delete.
- I:** Description of a Folder or Content Item.
- J:** Icon for the Content Item and Name.
- K:** Reference.
- L:** Version number.
- M:** State (published or draft).
- N:** Quick Access Bar.
- O:** Selection > drop down menu.
- P:** New > drop down menu for creating Content Items.

Check boxes

Check boxes are used for selecting or de-selecting Folders and Content Items. They are used together with the Selection > drop down menu (cf. “Selection >”). When marked, the Folder or Content Item becomes available to the features in

the Selection > drop down menu. You may select one or more Folders and Content Items at a time. The isolated check box at the top allows you to select all Folders and Content Items in a Folder at once.

Name

The Name for the Folder or Content Item. The Name functions as the internal CMD file name.

Please note “Character limitations”

To rename a Folder or Content Item, use the following procedure:

Mark the desired Folder or Content Item by clicking the corresponding check box.

- 1 Choose Selection > Cut.
- 2 Choose Selection > Paste as...
- 3 Enter a new Name and click OK.

Please note that published Content Items under Version Control (cf. “Version Control”) will be pasted as draft Content Items.

A click on the Name of a Folder or Content Item will open the corresponding Editor. For information on how to edit Folders and Content Items, please refer to the following chapters.

Character limitations

Please note that you can use only a limited set of characters in the Name: English letters, digits, hyphens (-) and underscores (_). Use neither æ, ø, å, nor space. CMD will convert any illegal character to the nearest legal representation of that character (e.g. “Åge Høst” will be converted to “Aage_Hoest”).

Description

The Description of the Folder or Content Item. The Description is used as an internal explanation of the Name and is displayed next to the Name in the Content List.

The Description can be changed by clicking on the Name or icon in the Content List. This opens the corresponding Editor. It is not necessary to give a Folder or Content Item a Description. If you do not enter a Description, by default, CMD will insert the chosen Name.

State and Version Number

Please note that these features only apply if your CMD system has Version Control (cf. “Version Control”).

When Content Items are under Version Control, they can be in two states, “Draft” (the Name of the Content Item is in blue) or “Published” (the Name of the Content Item is in red).

You can edit the draft version, but not the published version. To edit already published Content Items, you must make a new draft version. This is typically done by CMD Users with Content Publisher Permissions.

- 1 Mark the Content Item by clicking the corresponding check box.
- 2 Choose Selection > Create draft.

Draft Content Items can be edited and published afterwards by clicking the check box and choosing Selection > Publish. Draft Content Items can also be published as copies, while the original draft is still kept, via Selection > Create pub. version. In both cases the original Name of the Content Item remains the same.

Each Content Item under Version Control has a Version Number which shows how many times the Content Item in question has been revised. When a Content Item is updated and a new draft or published version is created, the Version Number increases. In this manner it is possible to determine if a Content Item has been altered. Versioning always stores a historic version of updated Content Items of all types. This can be configured in /cmd/version/nonhistoricTypes. A general configuration key, for turning versioning off is available /cmd/version/enabled.



Move

When there are more than one Folder in your Content List, it is possible to place them in any order. Move Folders by clicking on the arrow between Name and Description. This will move the Folder one place up or down in the Content List, and this may have an effect on how e.g. your website is presented on the output channel.



Delete

Delete the selected Folder or Content Item by clicking the Delete icon.

Please note that this is not a recycle bin. When items are deleted, they cannot be recovered.

You can also delete several Folders and Content Items at once by using the check boxes in combination with Delete in the Selection > drop down menu or the Delete icon in the Quick Access Bar.

Restoring a folder also restores all subfolders and everything in the folders recursively. This is done in the History pane.

Please note that it is not possible to delete a Content Item if there are References to it. If you try to delete a Content Item which has References to it, a list of the References is displayed at the top of the Content List in red. You may delete the Content Item when these References have been deleted.



New >

A drop down menu used for adding Content Items, Folders or References (cf. the following chapters). A list of available Content Types etc. will be displayed to select from. The number of available Content Types may alter from user to user, depending on your Permissions.



Selection >

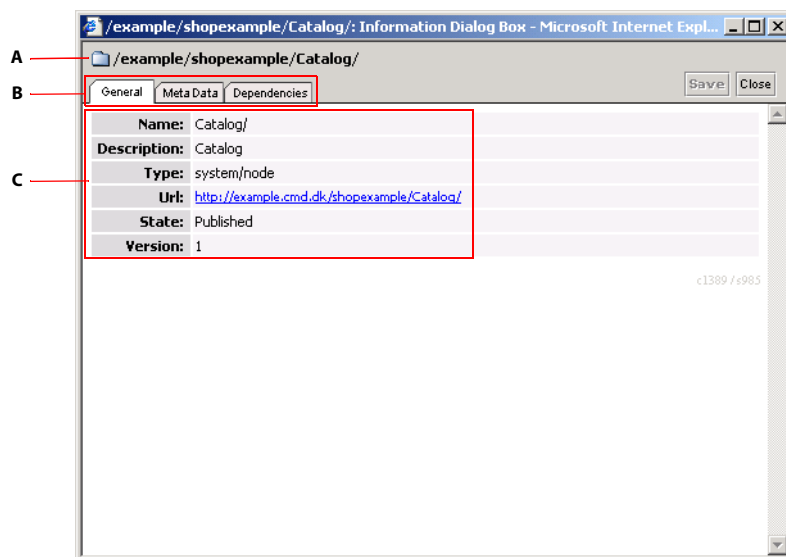
A drop down menu used together with the check boxes (cf. “Check boxes”). All features in the Selection > drop down menu are the same as the icons in the Quick Access Bar, see below.

Please note that if no Folders or Content Items have been marked in their check box, no selections are available.



The Information Dialogue Box

To the right of all Content Items there is an “i” icon. Click it to access the Information Dialogue Box. Depending on the Content Type it can contain up to four tabs with various information about the Content Item. The four tabs are: General, Meta Data, Security and Dependencies.



The Information Dialogue Box.

A: Path to the current Content Item. **B:** General tab, Meta Data tab and Dependencies Tab.
C: Various fields, depending on the Content Type.

The **General** tab displays various general information about the selected Content Item. Depending on the Content Type, this may include fields such as Name, Description, Content Type, web URL, when the Content Item was created, modified and by whom, and version number.

On the **Meta Data** tab text and values can be entered in the Meta Data fields that have been registered for Items of that Content Type. Depending on your Permissions, you can edit various Meta Data fields. If there are no Meta Data fields associated with the current Content Item, the Meta Data tab is hidden.

The **Security** tab is used for managing Permissions for Content Items located below a Folder. This tab is only shown if the current Content Item is a Folder and you are allowed to edit Permissions. For a description of how to use the Security tab, please refer to the Maintenance chapter in the Administrator Guide.

The **Dependencies** tab contains two parts:

- **Depends on:** The upper part of the tab contains a list of the Content Items that the current Content Item is dependent on. For an Article this could be a list of Images referred to in the Article.
- **Used by:** The lower part of the tab contains a list of Content Items that are dependent on the current Content Item. For an Article this could be a Page Layout that references the Article, or another Article that contains a link to the current Article.

Click on a Content Item in either part of the tab to display information for that Content Item.

The Quick Access Bar

The Quick Access Bar is used in the same manner as the Selection > drop down menu.

Please note that if no Folders or Content Items have been marked in the check box, the icons will be dimmed.



Cut - Copy - Delete - Paste - Paste as Reference - Paste as...

Clipboard features are available here. It is possible to copy or cut a Content Item to the clipboard and paste or paste as it afterwards. A cut or copied Content Item may be pasted or paste as with a new Name or as a Reference. Selected Content Items can also be deleted using the Delete icon.



Hide - show

Hide and show features can be activated from here. When a Folder or a Content Item has been marked in the check box, you are able to either hide or show it.

By default, Folders are hidden when they are created. This means that they are not visible online, but they are still available to the CMD User. In the Content List, a hidden Folder or Content Item is displayed with a dimmed icon. When shown, the Folders or Content Items will be accessible online.

To change the status of a Folder or Content Item:

- 1 Mark the desired object by clicking the corresponding check box.
- 2 Choose Selection > Hide or Show.

The Content List and the Deployment Tree will be updated according to your choice.



Publish

Please note that this feature only applies if your CMD system has Version Control (cf. "Version Control").

The Publish feature allows you to change a Content Item's state from draft to published, and the Content Item becomes available online.



Create pub. version

Please note that this feature only applies if your CMD system has Version Control (cf. "Version Control").

The Create pub. version feature publishes your selected Content Item, but keeps the draft original for further editing.

Hint: Create pub. version is an easy way of making recurring updates of your website. When updates are needed, you correct the draft version, select it, and then choose Selection > Create pub. version.



Create draft

Please note that this feature only applies if your CMD system has Version Control (cf. “Version Control”).

The Create draft feature is used when a published Content Item needs editing, and no draft copy is present. The selected published Content Item remains online and published, but a draft copy is created for editing. This copy can then, when updated, take the place of the published version by using the Publish button.

The Bottom Bar

At the bottom of the browser window is a blue bar with three buttons and information about your user status.



The Bottom Bar.

A: Logout button. **B:** Change Simulated User button. **C:** Meta Data Search button. **D:** User identity.

Logout

This button logs you out of CMD and takes you back to the log-in screen.

Change Simulated User

If your CMD site has different appearances for different groups of End Users, it can be relevant to view the site from different End User perspectives. This feature allows you to simulate different End Users and view a specific site layout for each Group.

Meta Data Search

This button takes you to a search engine for Content Items.

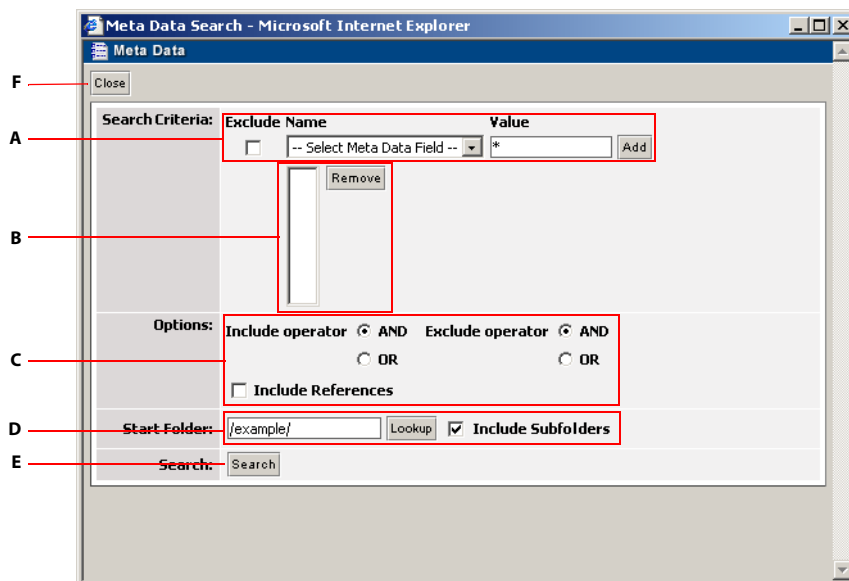
User

You can click on your own User ID to access a window where you can alter your current password. Enter the new password in the text field and click Save. Your password is upper/lower case sensitive, and it is possible to use space and the Danish letters æ, ø and å.

Meta Data Search

It is possible to search for Content Items that e.g. share a certain type of Meta Data in the Meta Data Search window.

The Search engine is split into the following parts: Search Criteria, Options, Start Folder, Search and Results. These parts are described below.



Meta Data Search.

A: Enter Name and Value. **B:** Search Criteria entered in A. **C:** Options regarding the Search Criteria. **D:** Start Folder. **E:** Search Button. **F:** Close button.

Search Criteria

Search Criteria consists of a selection box which initially is empty. Before the search can be performed, one or more Search Criteria must be stated.

To establish a criterion, a Meta Data field must be selected from the **Name** drop down box. *If no Meta Data has been defined for any Content Item, this drop down box will be empty, and a Meta Data Search cannot be performed.*

Enter the desired text or value of the Meta Data field in the **Value** field. In this field the wild card “*” can be used and appears by default.

The **Add** button adds the Search Criteria to the selection box. A Search Criteria can be removed from the selection box by selecting the criteria and clicking the **Remove** button.

Example: The Person Content Item has a Meta Data field called “Shoe Size”. You want to find all Content Items with shoe size thirty to thirtynine. Thus, the Name in the Search Criteria should be “Shoe Size”, and the value should be “3”.*

When the **Exclude** check box is marked, the current set of Name and Value is explicitly excluded as a criterion in the search.

*Example: The Search Criteria “Exclude Shoe Size *” will find all Content Items that do not have Shoe Size as a Meta Data field.*

Options

The **Include** operator has an effect on all Search Criteria which are included from the Search Criteria section. **AND** states that the Content Item should have both criteria 1 and criteria 2 and so on. **OR** states that the Content Item should have either criteria 1 or criteria 2.

The **Exclude** operator has the same effect as the Include operator, but on excluded criteria.

Check the **Search Subfolders** check box if all Subfolders should be searched as well.

Include References indicates whether References that fulfil the Search Criteria should be included in the search results.

Start Folder

The default Folder will be the current Folder which the Content List is showing. If a different Folder is to be searched, you can either locate the Folder via the Lookup button, or enter the path to the Folder in the field manually. If **Search Subfolder** is marked, all Folders beneath the Start Folder will be searched as well.

Search

The search starts when this button is clicked.

Results

Search results are displayed at the bottom of the search window with the icon, the Name of the Content Item, and the path to the Folder in which the Content Item is located. When the path to the Folder is clicked, the Content List is loaded with this Folder.

Content Types

A main principle in CMD is that content is categorised into various Content Types. The Deployment Developers create Templates and Layouts for the deployment of each Content Type, so the job of the Content Supplier becomes, literally, one of supplying only the Content Items, i.e. the actual content. In that manner, a consistent end result with an even layout is ensured.

Content Types and Modules

The Content Types are assigned to different Modules. The following is a list of the various Content Types with a short description of each. The Content Types are described thoroughly in the following chapters.

The Text Module

The **Article** Content Type is the main text Content Type and is used for creating text. Various options are possible, e. g. Synopsis, Paragraph, Ordered and Unordered Lists, Tables and Images attached to text.

The **Simple Text** is another text Content Type which is used for creating simple text only. No options are available.

The Media Module

The **Image** Content Type is used for working with Images. An Image must be created and saved outside CMD as either a GIF or a JPG file before it can be uploaded and used as a Content Item.

The **Media file** Content Type is used for working with different file types, e.g. Word documents, .exe files, Flash movies, QuickTime movies, AVI files and sounds. The various files must be created and saved outside CMD before they can be uploaded and used as Content Items.

The **PDF file** Content Type is used for working with PDF files. A PDF file must be created and saved outside CMD before it can be uploaded and used as a Content Item.

The Organisation Module

The **Organisation** Content Type is used for setting up Organisations together with the rest of the Content Types in the Organisation Module. These Content Types are cross referenced, so the Organisation Content Type can display information about affiliated Persons, Projects and Publications.

The **Person** Content Type enables you to describe and categorise Persons in an Organisation. It is connected to the other Content Types in the Organisation Module, so it can display information about affiliated Projects, Publications and Organisations.

The **Project** Content Type is used for describing Projects within the Organisation. It is linked to the Persons Content Type, so you can see the participants of the Project. It is also linked to the Publication Content Type, so you can see which Publications are involved, and lastly it is connected to the Organisation Content Type, so you can seek information about the various Projects in the Organisation.

The **Publication** Content Type is used for describing Publications used inside an Organisation. Cross references to the other Content Types in this Module enable you to seek information about a Publication's connections to Projects, Persons and the Organisation.

Page Layouts

The **Page Layout** Content Type is kept separate, since it is not similar to other Content Types. Page Layouts concern the deployment part of CMD and define how content should be displayed on e.g. a website.

Version Control

Please note that Version Control is a special extension to CMD, the Version Manager. It is only possible to use Version Control, if the Version Manager has been purchased and implemented as part of your CMD system.

Version Control is a two step process related to deploying Content Items. In the first step the Content Supplier creates a Content Item (an Article, an Image, etc.) which appears in the draft state. This means that it is not accessible on the output channel.

When a Content Item is created, its Name is shown in blue, and it is in draft state which indicates that editing is possible. To edit the Content Item, click on its Name or icon.

The second step of Version Control is the part of the Content Publisher. When Content Suppliers have created Content Items, the Content Publisher can read them, select what is relevant and suitable for the output channel and publish chosen Content Items. In order to do so, the Content Publisher has access to the publishing features (cf. "Publish") (default Content Publisher Permissions are required). When a Content Item is in published state, it is presented on the output channel.

When a Content Item has been published, its Name is shown in red, and it cannot be edited. When you click on the Name or icon of a published (red) Content Item, you can preview the Content Item, but you are not allowed to edit it.

To make a published Content Item editable, the Content Publisher can create a draft copy for editing and then publish the copy after editing as described in the chapters of the various Content Items. The effect is that valid Content Items are always accessible online.

Text Module

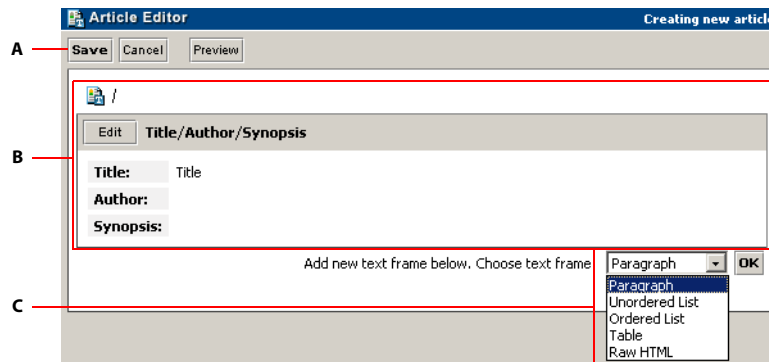
In the New > drop down menu, the various Content Types are sorted according to which Modules they belong to. The Text Module contains the Article and Simple Text Content Types.

The Article Editor

An Article consists of Title, Author, Synopsis and one or more text frames. It is also possible to place Images and hyperlinks in the text.

In the Article Editor you can alter or add text in a text frame or in the Title, Author and Synopsis fields by clicking the corresponding Edit button.

You can add text to an Article by typing it or by pasting text from a word-processing application. To add text to your Article, select a text frame from the drop down menu and click OK.



The Article Editor.

A: Save and Cancel buttons. **B:** Button for editing the Synopsis. **C:** Drop down menu for selecting a text frame.

You can select and combine the following text frames:

- Paragraph
- Ordered list
- Unordered list
- Table
- Raw HTML

Please note that you cannot choose font, size, colour etc. All these parameters are defined by style sheets. This is a fundamental feature of CMD, as all Content Types are separated from the presentation. Layout is defined separately in Page Layouts (cf. “Page Layouts”), and depends on the output channel. By default, editing layouts is assigned to Content Publishers (cf. “Users of CMD”) and may not be accessible at your user level.

Save and Name

Click the Save button to save changes to the Article. A dialogue box will appear asking for the Name of the Article.

Enter the Name for the Article. The Name functions as the internal CMD file name and is required.

please note "Character limitations"

To rename an Article, use the following procedure:

- 1 Mark the desired Article by clicking the corresponding check box.
- 2 Choose Selection > Cut.
- 3 Choose Selection > Paste as...
- 4 Enter a new Name and click OK.

Please note that published Articles under Version Control (cf. "Version Control") will be pasted as draft Articles.

Cancel

Click the Cancel button if you wish to cancel the editing of the Article. The Article will not be saved.

Preview

Click the Preview button to see a preview of the text in the Article. The preview only shows the text that is shown online (cf. "Shown").



Arrows

If more than one text frame are present, you can place the various frames in any order. One click on an arrow will move a text frame one step up or down within the Article.

Shown

By default, this check box is marked meaning that the text frame is shown as part of the Article.

If you are working on an Article it is possible to hide text frames until they are ready to be published. Click the check box to remove the check mark, so that the text frame will be hidden. The rest of the text can now be published without that text frame.

When you are ready to publish the text frame, click the Shown check box again so that the check mark appears.

Please note that only shown text frames will be displayed when the Article is previewed as the preview mode only displays what is shown online.



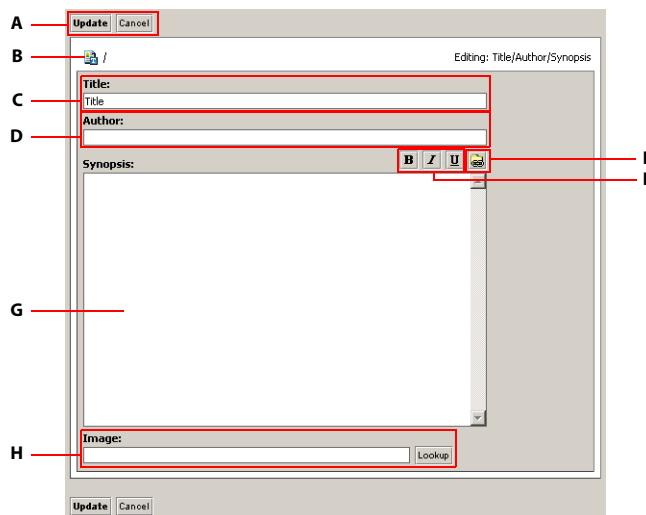
Delete

Delete a text frame by clicking the Delete icon.

Please note that this is not a recycle bin. When the text frame is deleted, it cannot be recovered.

Creating an Article

To create an Article, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Text > Article. The Article Editor appears. Start by entering Title, Author and Synopsis. Click on the Edit icon, and this window will appear:



The Synopsis of an Article.

A: Update and Cancel buttons. **B:** Path to the current Article. **C:** Title (heading). **D:** Author. **E:** Hyperlink button. **F:** Buttons for formatting text.. **G:** Synopsis of the Article. **H:** Image with the Synopsis..

Title

Enter the Title. This will be the heading of the Article. This field is required.

Author

Enter the name of the Author of the text. This field is not required.

Synopsis

Enter a Synopsis of the Article. For instance, the Synopsis can be used in a news list on a website. This field is not required.

Image

If you want an Image to accompany your Synopsis, enter the path to the desired Image or click the Lookup button to find the Image. If the Image has not been uploaded to CMD yet, you must do this first (cf. "Uploading an Image").

Please note that Images, or References to Images, must be placed under a Webroot Folder (cf. "Folder") in order to be shown on a website.

Text formatting syntax

The markup syntax is a reflection of the Macro syntax. There are, however, two major functional differences: Arguments are identified by name instead of position, and arguments can only consist of strings.

The same markup tags are available as Macro functions. They behave identically and are interchangeable.

The markup syntax is much like HTML or XML where the tags/elements represent a Macro function. Attributes can be specified for the markup tags, and an optional body text between the start and end tags is possible. This body text can also contain both Macros and markup tags.

A start tag consists of a left angle bracket `<`, a Macro function identifier, an optional attribute list and a right angle bracket `>`. The attribute list consists of a number of attributes separated by one or more spaces. Each of these attributes contains the argument name an equals sign `=`, and then a double quote `"` delimited string.

An end tag is like a start tag but contains a slash `/` after the left angle bracket and has no attributes.

To sum it up, the prior way of formatting text, `COMMAND{text}`, has been replaced with `<command>text</command>`.

Most common text Macros

These are the most common text formatting Macros:

`<bold>text</bold>` = Text will be set in bold.

`<italic>text</italic>` = Text will be set in italic.

`<underline>text</underline>` = Text will be underlined.

`<center>text</center>` = Text will be centred.

`<right>text</right>` = Text will be right justified.

`<justify>text</justify>` = Text will be set justified left and right.

Anchor

It is now possible to create a Reference to a specific Paragraph, Table or List in an Article.

Creating the Reference

First of all, the Paragraph, Table or List in question must have an Anchor Name. In the bottom of the specific Editor in the Article Module, this name can be entered.

Anchor Name:

Field for entering Anchor Name.

When referring to this Anchor from another Article, the following syntax is used:

`ref(body, uri, anchor)`

- **Body:** The text of the link.
- **Uri:** The target Article path of the link.

- **Anchor:** The Anchor Name of the link.

For example, if you want to create a Reference with the caption “Click here!” which links to the Paragraph with the Anchor Name “Anchor” in the Article “readme”, enter the following:

```
{ref("Click here!", "/example/Articles/readme", "Anchor") }
```

or

```
<ref uri="/example/Articles/readme" anchor="Anchor">
Click here!</ref>
```

Phrase and Macro Lookup

The Article Editor contains an easy way of looking up Macros and Phrases. This lookup can be invoked by clicking the Lookup icon which will bring up the Select Phrase window.



The Lookup icon.

Update

When the relevant fields have been filled, click Update.

Please note that updating a text frame does not save the changes. To save, exit the Article Editor completely by first clicking Update and then Save.

Text frames

You can select and combine the following text frames:

- Paragraph
- Ordered list
- Unordered list
- Table
- Raw HTML

Shared text frame features

The text frames Paragraph, Ordered List, Unordered List and Table share the following features:



Formatting characters

Within each text frame you have a number of options regarding character formats. To apply bold, italic or underlined text, mark the text and click on the corresponding button.

Please note that a formatting tag is added to the text you marked (e.g. “BOLD{test}”). This is not an error, and the tag will only appear in the editing mode.



Hyperlinks in a text

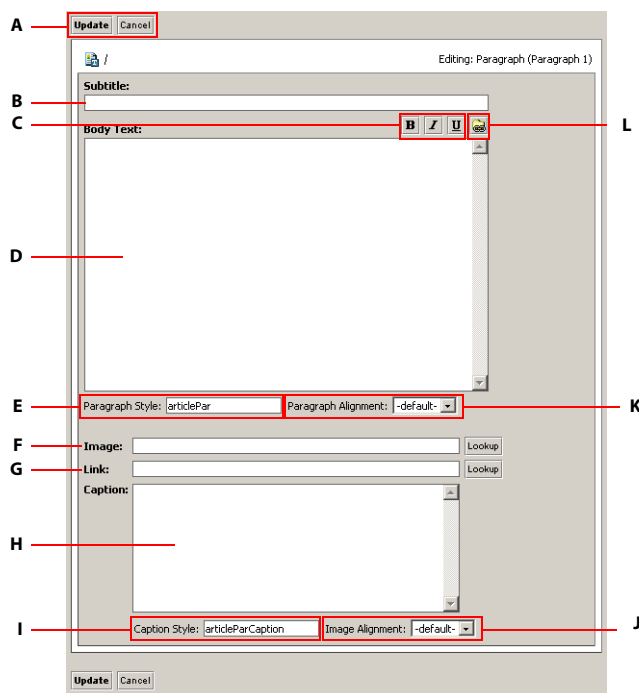
To apply a hyperlink to a text, mark the text and click on the link icon. A Lookup window appears where you can choose between the following links:

- **Internal link:** Enter the path to the target of the link, or click the Lookup button to select the target in the Lookup window.
Please note that what you link to must be placed under a Webroot Folder (cf. “Folder”) in order to be shown on a website.
- **External link:** Enter the URL of the website you want to link to (e.g. http://www.Conscius.dk).
Please note that it is not possible to browse to external URLs. It is only possible to enter the URL directly.
- **Email link:** Enter the desired email address (e.g. info@Conscius.dk).
Please note that updating a text frame does not save the changes. To save, exit the Article Editor completely by first clicking Update and then Save.

Text frame: Paragraph

You can combine Body (text), Images and Image Captions in the Paragraph text frame.

A Paragraph consists of a Subtitle field, a Body field, an Image field and an Image Caption field. It is optional to enter text in each field.



Text frame: Paragraph.

A: Update and Cancel buttons. **B:** Subtitle. **C:** Buttons for formatting text. **D:** Body of the Paragraph. **E:** Cascading style sheet for the Body. **F:** Path to the desired Image. **G:** URL if the Image is a link. **H:** Image Caption for the Image. **I:** Alignment for the Image. **J:** Cascading style sheet for the Image Caption. **K:** Alignment for the Body and the Subtitle. **L:** Hyperlink button.

Subtitle

Enter a Subtitle for the Paragraph if necessary.

Body

Enter the Body of the Paragraph.

Style

By default, this field contains the name of the style that defines how the Paragraph's Body should be displayed. This style only has an effect if the Deployment Developers have defined the given style name in a cascading style sheet. As a general rule, this field should not be changed.

Alignment

You can choose between different alignments for the Paragraph. The alignment influences both Subtitle and Body. The default alignment is "left".

You can align the Body to the left, to the right, in the centre or justified. In a justified text, all lines (except for the last line) are extended to the margins, thus preventing a ragged edge.

Image

If you want an Image to accompany your Paragraph, enter the path to the desired Image or click the Lookup button to find the Image. If the Image has not been uploaded to CMD yet, you must do this first (cf. "Uploading an Image").

Please note that Images, or References to Images, must be placed under a Webroot Folder (cf. "Folder") in order to be shown on a website.

Link

If you want the Image to be a link, enter the path to the target of the link, or click the Lookup button to select the target in the Lookup window.

Image Caption

The Image Caption is always shown under the Image.

Align Image

You can choose between different alignments for the Image. The default alignment is "right".

You can align the Image to the left, to the right or in the centre.

Image Caption style

By default, this field contains the name of the style that defines how the Image Caption should be displayed. This style only has an effect if the Deployment Developers have defined the given style name in a cascading style sheet. As a general rule, this field should not be changed.

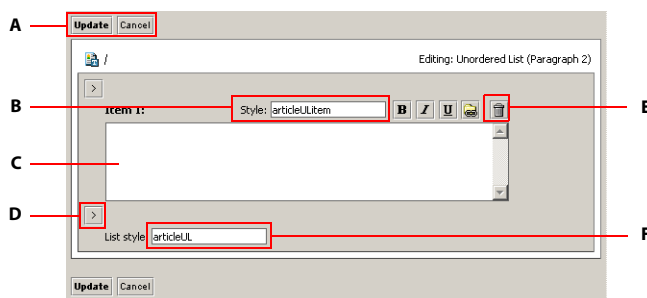
Update

Click the Update button to exit the text frame.

Please note that updating a text frame does not save the changes. To save, exit the Article Editor completely by first clicking Update and then Save.

Text frame: Unordered List

An Unordered List (or bulleted list) is displayed with bullets. The text is automatically indented.



Text frame: Unordered List.

A: Update and Cancel buttons. **B:** Cascading style sheet for the individual entry. **C:** Bullet entry.

D: Add Element to the List. **E:** Delete an Element from the List. **F:** Cascading style sheet for the entire List.

Style

By default, this field contains the name of the style that defines how the individual entry in the Unordered List should be displayed. This style only has an effect if the Deployment Developers have defined the given style name in a cascading style sheet. As a general rule, this field should not be changed.

Style of list

By default, this field contains the name of the style that defines how the Unordered List's text should be displayed. This style only has an effect if the Deployment Developers have defined the given style name in a cascading style sheet. As a general rule, this field should not be changed.



Number of Elements in List

The number of Elements in the List can easily be changed: Click on the arrow icon to insert a new Element. The new Element will be inserted according to where the arrow icon is placed. To remove an Element from the List, click the Delete icon next to the Element.

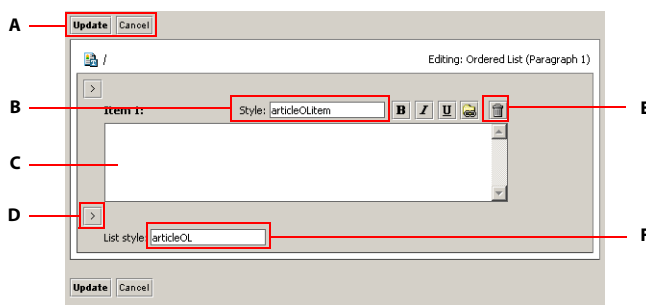
Update

Click the Update button to exit the text frame.

Please note that updating a text frame does not save the changes. To save, exit the Article Editor completely by first clicking Update and then Save.

Text frame: Ordered List

An Ordered List (a numbered list) is displayed with numbers. The text is automatically indented.



Text frame: Ordered List.

A: Update and Cancel buttons. **B:** Cascading style sheet for the individual entry. **C:** Bullet entry. **D:** Add Element to the List. **E:** Delete an Element from the List. **F:** Cascading style sheet for the entire List.

Style

By default, this field contains the name of the style that defines how the individual entry in the Ordered List should be displayed. This style only has an effect if the Deployment Developers have defined the given style name in a cascading style sheet. As a general rule, this field should not be changed.

Style of list

By default, this field contains the name of the style that defines how the Ordered List's text should be displayed. This style only has an effect if the Deployment Developers have defined the given style name in a cascading style sheet. As a general rule, this field should not be changed.



Number of Elements in List

The number of Elements in the List can easily be changed: Click on the arrow icon to insert a new Element. The new Element will be inserted according to where the arrow icon is placed. To remove an Element from the List, click the Delete icon next to the Element.

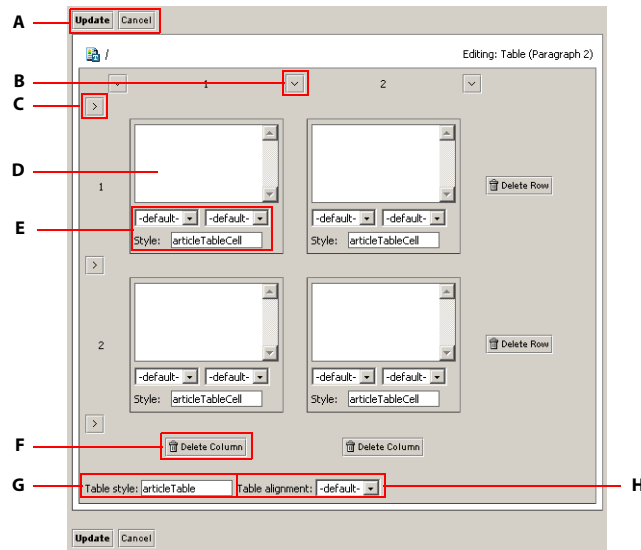
Update

Click the Update button to exit the text frame.

Please note that updating a text frame does not save the changes. To save, exit the Article Editor completely by first clicking Update and then Save.

Text frame: Table

Tables can be inserted in an Article.



Text frame: Table.

A: Update and Cancel buttons. **B:** Add Row. **C:** Add Column. **D:** Table Cell. **E:** Cascading style sheet, horizontal and vertical alignment of a single Cell. **F:** Delete Column/Row. **G:** Cascading style sheet for the entire Table.

Style

By default, this field contains the name of the style that defines how the individual Table Cell should be displayed. This style only has an effect if the Deployment Developers have defined the given style name in a cascading style sheet. As a general rule, this field should not be changed.

Alignment

It is possible to set the alignment of the text within each Table Cell. The two drop down lists contain horizontal and vertical alignment options, respectively.

Table Style

By default, this field contains the name of the style that defines how the Table should be displayed. This style only has an effect if the Deployment Developers have defined the given style name in a cascading style sheet. As a general rule, this field should not be changed.

Table Alignment

The horizontal alignment of the entire Table can be chosen in this drop down list.



Number of Elements in Table

The number of rows and columns in the Table can easily be changed: Click on the arrow icon to insert a new row or column. The new new row or column will

be inserted according to where the arrow icon is placed. To remove a new row or column from the List, click the Delete icon next to the it.

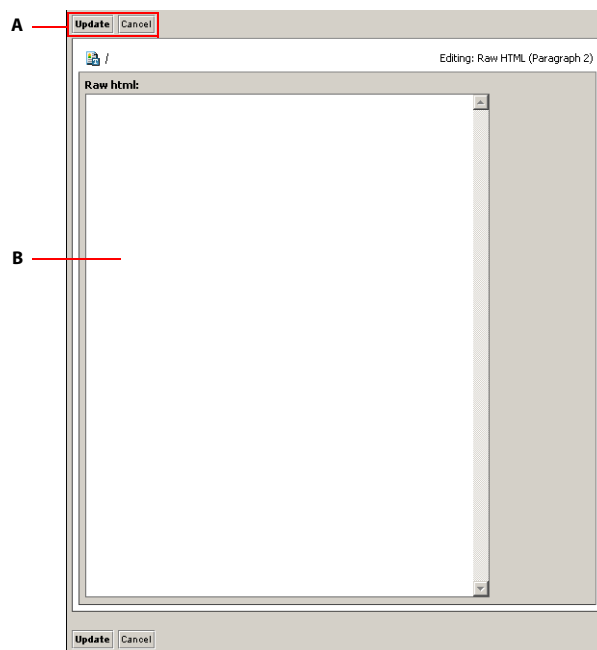
Update

Click the Update button to exit the text frame.

Please note that updating a text frame does not save the changes. To save, exit the Article Editor completely by first clicking Update and then Save.

Text frame: Raw HTML

If it is necessary to use advanced HTML features such as forms or IFRAMES, standard HTML can be entered into the specialised HTML text frame.



Text frame: Raw HTML.

A: Update and Cancel buttons. **B:** Field for raw HTML code.

Example: Creating a horizontal line

To create a horizontal line in an Article, insert a Raw HTML text frame where you want the horizontal line and enter

```
<hr>
```

This will result in a horizontal line in the browser's default colours. If a different colour or style is needed, the following can for instance be used:

```
<hr style="color:#ff0000; border-style:dashed; width:50%;"  
align=right>
```

This results in a red, right aligned, dashed line which spans 50% of the total browser window width.

For the complete set of options, please refer to the HTML and CSS documentation found at www.w3.org.

Example: Avoiding Images overlapping the following Paragraph

In certain cases Images may overlap several Paragraphs of an Article. If this behaviour is not wanted, the following method can be used to avoid it:

Between the Paragraphs where this takes place, a Raw HTML text frame is inserted with the following text:

```
<br clear=all>
```

This means that the following Paragraph will begin where the Image ends.

Accessing the Article Editor

How to access the Article Editor depends on whether the Article is under Version Control (cf. "Version Control").

Article without Version Control and Article with Version Control in draft state

In the Content List, click on the icon or the Name of the Article to access the Article Editor. Edit the relevant fields and text frames and save by clicking the Save button or discard by clicking the Cancel button.

Article with Version Control and in published state

To edit a published Article it is necessary to first make a draft copy of it. In the Content List, mark the desired published Article and choose Selection > Create draft.

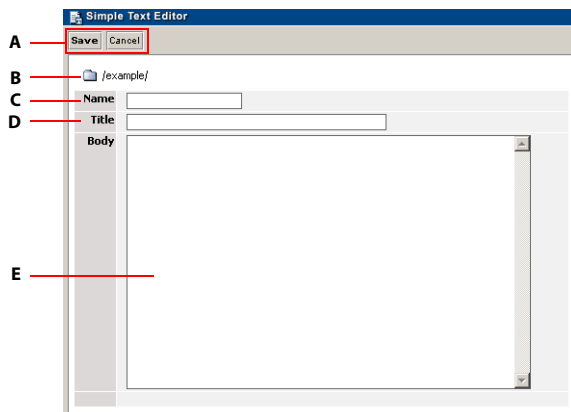
Now there is a Article in the Content List with the same Name as the published Article, but in draft state. Edit this draft copy as described in the section above. When the relevant fields have been edited, publish the draft copy by marking the corresponding check box, then choose Selection > Publish. This will replace the originally published Article, and the Version Number will increase.

Simple Text

Simple Text is used for small pieces of text that do not need the various possibilities which the Article Editor provides.

The Simple Text Editor

To create a Simple Text, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Text > Simple Text. The Simple Text Editor will appear:



The Simple Text Editor.

A: Save and Cancel buttons. **B:** Path to the current Simple Text. **C:** Name. **D:** Title (heading).
E: Body.

Name

Enter the Name for the Simple Text. The Name functions as the internal CMD file name and is required.

Please note “Character limitations”

To rename a Simple Text, use the following procedure:

- 1 Mark the desired Simple Text by clicking the corresponding check box.
- 2 Choose Selection > Cut.
- 3 Choose Selection > Paste as...
- 4 Enter a new Name and click OK.

Please note that published Simple Texts under Version Control (cf. “Version Control”) will be pasted as draft Simple Texts.

Title

Enter the Title of the Simple Text.

Body

Enter the Body. It is not possible to format the text.

Editing a Simple Text

How to access the Simple Text Editor depends on whether the Simple Text is under Version Control (cf. “Version Control”).

Simple Text without Version Control and Simple Text with Version Control in draft state

In the Content List, click on the icon or the Name of the Simple Text to access the Simple Text Editor. Edit the relevant fields and save by clicking the Save button or discard by clicking the Cancel button.

Simple Text with Version Control and in published state

To edit a published Simple Text it is necessary to first make a draft copy of it. In the Content List, mark the desired published Simple Text and choose Selection > Create draft.

Now there is a Simple Text in the Content List with the same Name as the published Simple Text, but in draft state. Edit this draft copy as described in the section above. When the relevant fields have been edited, publish the draft copy by marking the corresponding check box, then choose Selection > Publish. This will replace the originally published Simple Text, and the Version Number will increase.

Media Module

In the New > drop down menu, the various Content Types are sorted according to which Modules they belong to. The Media Module contains three Content Types: Image, PDF file and Media file. Media files are different kinds of file types, e.g. Word documents, .exe files, Flash movies, QuickTime movies, AVI files and sounds, which can be uploaded to CMD.

Image

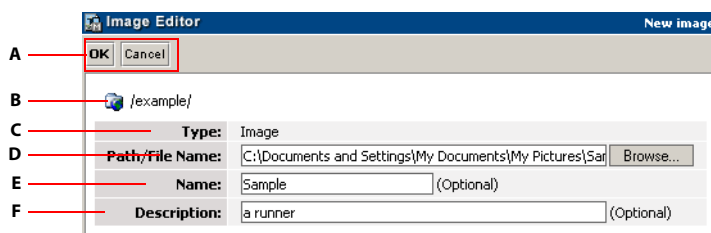
An Image which is to be used in CMD must be created and saved in an application outside CMD, e.g. Adobe Photoshop. It is recommended that the file format is either GIF or JPG in order for the Image to be used in a web environment.

In order to use Images in CMD you must upload them from your computer or network.

Uploading an Image

To upload an Image, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Media > Image. The Image Editor will appear.

Please note that Images, or References to Images, must be placed under a Webroot Folder (cf. "Folder") in order to be shown on a website. The Images can be placed directly under the Webroot Folder or in any Subfolder beneath it.



The Image Editor before upload.

A: OK and Cancel buttons. **B:** Path to the current Image. **C:** Content Type. **D:** Path and file name to the external file. **E:** Name. **F:** Description.

Type

The Content Type of the Content Item you are about to upload.

Path/file name

Enter the path to the Image you want to upload or click Browse... (Gennemse...).



Browse... (Gennemse...)

A window opens which enables you to browse the contents of your file system. Select the Image you want to upload and click OK. (The text on the button depends of the language settings of your operating system.)

Name

Enter the Name for the Image. The Name functions as the internal CMD file name. If you do not enter a Name, by default, CMD will insert the original file name.

Please note “Character limitations”

To rename an Image, use the following procedure:

- 1** Mark the desired Image by clicking the corresponding check box.
- 2** Choose Selection > Cut.
- 3** Choose Selection > Paste as...
- 4** Enter a new Name and click OK.

Please note that published Images under Version Control (cf. “Version Control”) will be pasted as draft Images.

Description

Enter the desired Description of the Image. The Description is used as an internal explanation of the Name and is displayed next to the Name in the Content List.

The Description can be changed by clicking on the Name or icon in the Content List. This opens the Image Editor. It is not necessary to give an Image a Description. If you do not enter a Description, by default, CMD will insert the chosen Name.

The uploading progress bar

When you click OK to upload an Image, an uploading progress bar appears at the top of the window and an animation starts. The uploading time may vary, depending on the file size and your network connection. The upload is completed when the animation stops and you see the Content List.

The Image Editor

The Image Editor displays information about an Image and allows you to alter certain fields.

How to access the Image Editor depends on whether the Image is under Version Control (cf. “Version Control”).

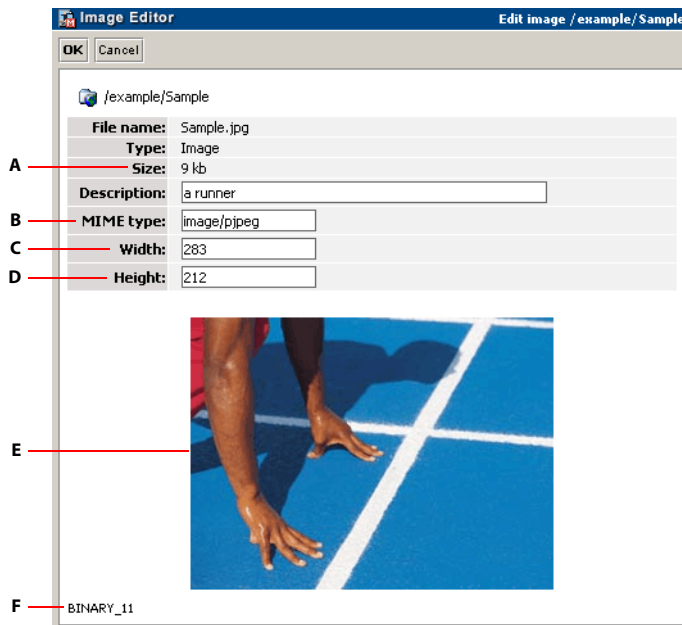
Image without Version Control and Image with Version Control in draft state

In the Content List, click on the icon or the Name of the Image to access the Image Editor. Edit the relevant fields and save by clicking the Save button or discard by clicking the Cancel button.

Image with Version Control and in published state

To edit information for a published Image it is necessary to first make a draft copy of it. In the Content List, mark the desired published Image and choose Selection > Create draft.

Now there is an Image in the Content List with the same Name as the published Image, but in draft state. Edit this draft copy as described in the section above. When the relevant fields have been edited, publish the draft copy by marking the corresponding check box, then choose Selection > Publish. This will replace the originally published Image, and the Version Number will increase.



The Image Editor after upload.

A: File size. **B:** MIME type. **C:** Width in pixels. **D:** Height in pixels. **E:** Preview of the Image. **F:** Internal file name (generated by CMD).

File name

The original file name of the Image. This field cannot be edited.

Type

The Content Type of the file. This field cannot be edited.

Size

The file size in kilobytes. This field cannot be edited.

Description

The Description of the Image. The Description is used as an internal explanation of the Name and is displayed next to the Name in the Content List.

MIME type

The type of Image ("image/gif" or "image/jpeg"). This information is sent to CMD at the time of upload. Usually this field will be filled correctly when the

Image is uploaded, but in rare cases it is not possible to determine the MIME type of the Image. In those cases it will be necessary to complete the field yourself.

Width/Height (GIF/JPG only)

The dimensions of an Image in pixels. For GIF and JPG images this information is sent to the browser by CMD. Usually this field will be filled correctly when the Image is uploaded to CMD, but in certain cases it is not possible to determine the dimensions of the Image at the time of upload. In those cases it will be necessary to complete the field yourself.

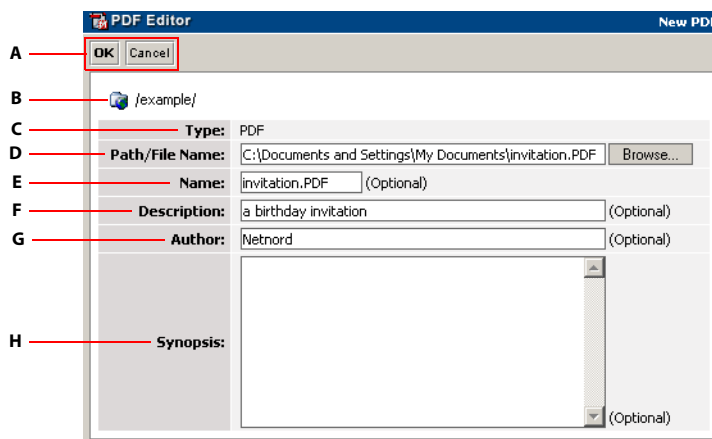
PDF files

A PDF file which is to be used in CMD must be created and saved in an application outside CMD.

In order to use PDF files in CMD you must upload them from your computer or network.

Uploading a PDF file

To upload a PDF file, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Media > PDF. The PDF Editor will appear:



The PDF Editor before upload.

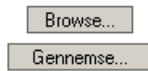
A: OK and Cancel buttons. **B:** Path to the current PDF file. **C:** Content Type. **D:** Path and file name to the external file. **E:** Name. **F:** Description. **G:** Author. **H:** Synopsis.

Type

The Content Type of the Content Item you are about to upload.

Path

Enter the path to the PDF file you want to upload or click Browse... (Gennemse...).



Browse... (Gennemse...)

A window opens which enables you to browse the contents of your file system. Select the PDF file you want to upload and click OK. (The text on the button depends of the language settings of your operating system.)

Name

Enter the Name for the PDF file. The Name functions as the internal CMD file name. If you do not enter a Name, by default, CMD will insert the original file name.

Please note "Character limitations"

To rename a PDF file, use the following procedure:

- 1** Mark the desired PDF file by clicking the corresponding check box.
- 2** Choose Selection > Cut.
- 3** Choose Selection > Paste as...
- 4** Enter a new Name and click OK.

Please note that published PDF files under Version Control (cf. "Version Control") will be pasted as draft PDF files.

Description

Enter the desired Description of the PDF file. The Description is used as an internal explanation of the Name and is displayed next to the Name in the Content List.

The Description can be changed by clicking on the Name or icon in the Content List. This opens the PDF Editor. It is not necessary to give a PDF file a Description. If you do not enter a Description, by default, CMD will insert the chosen Name.

Author

Enter the name of the Author of the PDF file.

Synopsis

Enter a Synopsis for the PDF file.

Please note that the Description, Author and Synopsis fields combined can be used for a Free Text Search on a website; the PDF file itself is not searched. Therefore it is important to enter a descriptive synopsis for the PDF file in order to optimise web searches.

The uploading progress bar

When you click OK to upload a PDF file, an uploading progress bar appears at the top of the window and an animation starts. The uploading time may vary, depending on the file size and your network connection. The upload is completed when the animation stops and you see the Content List.

The PDF Editor

The PDF Editor displays information about a PDF file and allows you to alter certain fields.

How to access the PDF Editor depends on whether the PDF file is under Version Control (cf. “Version Control”).

The PDF Editor makes a test to verify that the loaded file is infact a PDF file.

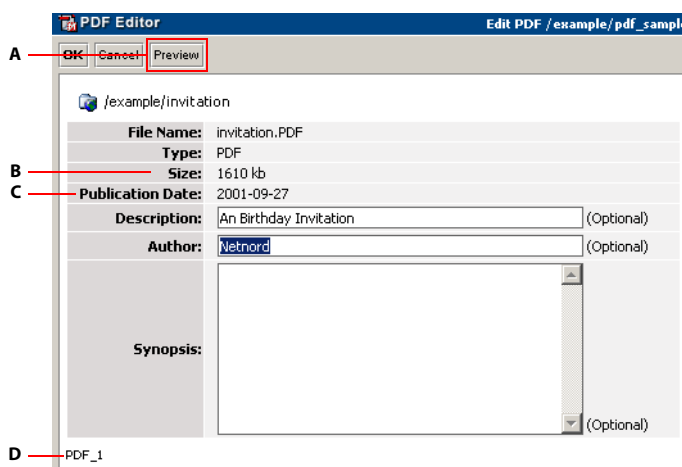
PDF file without Version Control and PDF file with Version Control in draft state

In the Content List, click on the icon or the Name of the PDF file to access the PDF Editor. Edit the relevant fields and save by clicking the Save button or discard by clicking the Cancel button.

PDF file with Version Control and in published state

To edit information for a published PDF file it is necessary to first make a draft copy of it. In the Content List, mark the desired published PDF file and choose Selection > Create draft.

Now there is a PDF file in the Content List with the same Name as the published PDF file, but in draft state. Edit this draft copy as described in the section above. When the relevant fields have been edited, publish the draft copy by marking the corresponding check box, then choose Selection > Publish. This will replace the originally published PDF file, and the Version Number will increase.



The PDF Editor after upload.

A: Preview the PDF file. **B:** File size. **C:** Date of upload to CMD. **D:** Internal file name (generated by CMD).

File name

The original file name of the PDF file. This field cannot be edited.

Type

The Content Type of the file. This field cannot be edited.

Size

The file size in kilobytes. This field cannot be edited.

Publication Date

The date when the PDF file was uploaded to CMD.

Description

The Description of the PDF file. The Description is used as an internal explanation of the Name and is displayed next to the Name in the Content List.

Author

The name of the Author of the PDF file.

Synopsis

A Synopsis of the PDF file.

Please note that the Description, Author and Synopsis fields combined can be used for a Free Text Search on a website; the PDF file itself is not searched. Therefore it is important to enter a descriptive synopsis for the PDF file in order to optimise web searches.

Preview

Generate a preview of the PDF file by clicking the Preview button. Depending on the configuration of your computer, it either opens a separate Adobe Acrobat Reader to view the document or opens a web browser window containing the Adobe Acrobat Reader. It is necessary to have Adobe Acrobat Reader installed on your computer in order to preview PDF files.

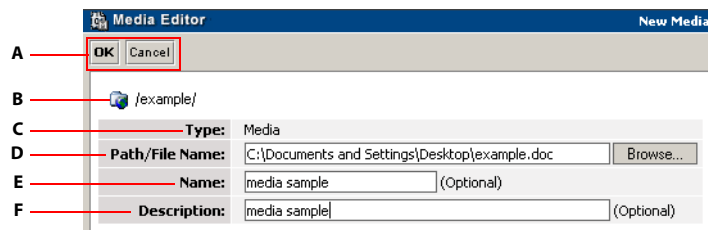
Media files

A Media file which is to be used in CMD must be created and saved in an application outside CMD. Media files are different kinds of file types, e.g. Word documents, .exe files, Flash movies, QuickTime movies, AVI files and sounds. Please note that Images and PDF files are treated as separate Content Types, cf. the sections above.

In order to use Media files in CMD you must upload them from your computer or network.

Uploading a Media file

To upload a Media file, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Media > Media. The Media Editor will appear:



The Media Editor before upload.

A: OK and Cancel buttons. **B:** Path to the current Media file. **C:** Content Type. **D:** Path and file name to the external file. **E:** Name. **F:** Description.

Type

The Content Type of the Content Item you are about to upload.

Path/file name

Enter the path to the Media file you want to upload or click Browse... (Gennemse...).



Browse... (Gennemse...)

A window opens which enables you to browse the contents of your file system. Select the Media file you want to upload and click OK. (The text on the button depends of the language settings of your operating system.)

Name

Enter the Name for the Media file. The Name functions as the internal CMD file name. If you do not enter a Name, by default, CMD will insert the original file name.

Please note "Character limitations"

To rename a Media File, use the following procedure:

- 1 Mark the desired Media file by clicking the corresponding check box.
- 2 Choose Selection > Cut.
- 3 Choose Selection > Paste as...
- 4 Enter a new Name and click OK.

Please note that published Media files under Version Control (cf. "Version Control") will be pasted as draft Media files.

Description

Enter the desired Description of the Media file. The Description is used as an internal explanation of the Name and is displayed next to the Name in the Content List.

The Description can be changed by clicking on the Name or icon in the Content List. This opens the Media Editor. It is not necessary to give a Media file a Description. If you do not enter a Description, by default, CMD will insert the chosen Name.

The uploading progress bar

When you click OK to upload a Media file, an uploading progress bar appears at the top of the window and an animation starts. The uploading time may vary, depending on the file size and your network connection. The upload is completed when the animation stops and you see the Content List.

The Media Editor

The Media Editor displays information about a Media file and allows you to alter certain fields.

How to access the Media Editor depends on whether the Media file is under Version Control (cf. “Version Control”).

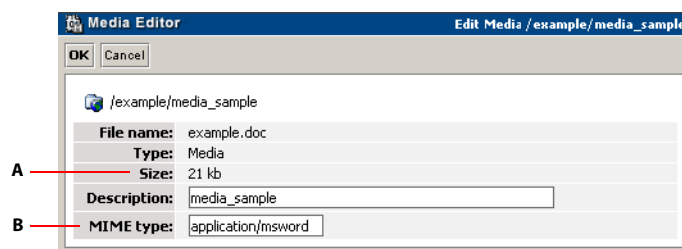
Media file without Version Control and Media file with Version Control in draft state

In the Content List, click on the icon or the Name of the Media file to access the Media Editor. Edit the relevant fields and save by clicking the Save button or discard by clicking the Cancel button.

Media file with Version Control and in published state

To edit information for a published Media file it is necessary to first make a draft copy of it. In the Content List, mark the desired published Media file and choose Selection > Create draft.

Now there is a Media file in the Content List with the same Name as the published Media file, but in a draft state. Edit this draft copy as described in the section above. When the relevant fields have been edited, publish the draft copy by marking the corresponding check box, then choose Selection > Publish. This will replace the originally published Media file, and the Version Number will increase



The Media Editor after upload.

A: File size. **B:** MIME type.

File name

The original file name of the Media file. This field cannot be edited.

Type

The Content Type of the file. This field cannot be edited.

Size

The file size in kilobytes. This field cannot be edited.

Description

The Description of the Media file. The Description is used as an internal explanation of the Name and is displayed next to the Name in the Content List.

MIME type

The type of Media file. This information is sent to CMD at the time of upload. Usually this field will be filled correctly when the Media files is uploaded, but in rare cases it is not possible to determine the MIME type of the Media file, and CMD will insert “application/octet-stream”. Replace this by entering the right MIME type.

Organisation Module

In the New > drop down menu, the various Content Types are sorted according to which Modules they belong to. The Organisation Module has four Content Types with matching Editors:

- Organisations
- Persons
- Projects
- Publications

You may edit any of the various attributes of an Organisation, Person, Project or Publication in their respective Editors. The Editor sections of this chapter list the purpose of the various editable attributes found in the Editors.

Creating an Organisation

In order to create an Organisation, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Folder (for information about how to create Folders, please refer to “Folder”). Name this Folder after the Organisation you wish to represent. This Folder will be the top level of your Organisation.

To make it an Organisation Folder, it is necessary to create an Organisation Content Item in it by choosing New > Organisation > Organisation. In the same Folder you can now place (Sub-)Organisations, Persons, Projects and Publications in each their Subfolder which should be named accordingly (i.e. “organisation”, “persons”, “projects” and “publications”).

Each of the four Content Types can be related to each other through references in the Deployment Tree. For example, Persons can be associated with Organisations, Projects and Publications through employment, participation and authorship, respectively. The entire Organisation structure is illustrated through the Subfolders which you place in the main Folder that represents your Organisation. Further information about these internal relations can be found in the sections “Structuring an Organisation”, and “Using the Organisation Module”.

The Organisation Editor

An Organisation and its associated information can be managed by using the Organisation Editor. To create an Organisation, navigate to the place in the

Deployment Tree where you want it to be located, and choose New > Organisation > Organisation. The Organisation Editor will appear:

The Organisation Editor.

Name

Enter the Name for the Organisation. The Name functions as the internal CMD file name and is required. Sample Names are “organisation” or “sales”.

Please note “Character limitations”

To rename an Organisation, use the following procedure:

- 1 Mark the desired Organisation by clicking the corresponding check box.
- 2 Choose Selection > Cut.
- 3 Choose Selection > Paste as...
- 4 Enter a new Name and click OK.

Please note that published Organisations under Version Control (cf. “Version Control”) will be pasted as draft Organisations.

Organisation Name

The full name of the Organisation. This field is required. An example of an Organisation Name is “Sales Department”.

Various Organisation information

Enter various relevant information about your Organisation. Fields include: Street, Postal Code, City, Country, Phone, Fax, Email and Web. None of these fields are required.

Account

A code identifying which account in an overall collection of Organisations this particular Organisation is associated with. For example “institut8” for the account of an institute. This field is not required.

Account Text

A text associated with the account specifying which type of account it is. An example could be “tek-nat” signifying that the account regards “Det Teknisk-Naturvidenskabelige Fakultet”. This field is not required.

Show...

You can view a list of Persons, Projects and Publications associated with the Organisation by clicking the “Show...” links in the lower part of the Editor.

Please note that these lists may be very long for some Organisations and may therefore take some time to load.

The Person Editor

A Person and associated information can be managed by using the Person Editor. To create a Person, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Organisation > Person. The Person Editor will appear:

The Person Editor.

Name

Enter the Name for the Person. The Name functions as the internal CMD file name and is required. Sample Names are “john_doe” or “assist_prof_2”.

Please note “Character limitations”

To rename a Person, use the following procedure:

- 1 Mark the desired Person by clicking the corresponding check box.
- 2 Choose Selection > Cut.
- 3 Choose Selection > Paste as...
- 4 Enter a new Name and click OK.

Please note that published Persons under Version Control (cf. “Version Control”) will be pasted as draft Persons.

SSN

The social security number of the person or equivalent. This field must be unique across all Persons and is required.

Person ID

A secondary, optional code which identifies the Person in an Organisation. Examples include employee numbers such as “2001-56” and “EMP1234”.

First Name

The first name(s) of the Person. This field is required.

Last Name

The last name of the Person. This field is required.

Degree

An optional field for entering the Person’s academic degree, for example “M. Sc.”.

Various Person information

Enter various relevant information about the Person. Fields include: Street, Postal Code, City, Country, Phone, Mobile, Fax, Email and Web. None of these fields are required.

Photo Location

The location where a photograph of the Person can be found.

This location can be either a URL pointing to an image on a web page or a path pointing to an Image uploaded to CMD. Enter the path to the desired Image, or click the Lookup button to select the Image in the Lookup window. Examples are “http://www.acme.com/whois?emp=256” or “/sales/employee_photographs/emp_256”.

Job Location

The primary location at which the Person is placed within the Organisation. For example “Fredrik Bajers Vej 7E, room F2-24”.

Job Phone

The Person’s business phone number.

Job Occupation

The Person’s business title, for example “Research Director” or “Sales Manager”.

Job Qualifications

A list of qualifications of the Person, for example “accounting, web content provider”.

Employment Start Date and Date is not applicable

The date at which the Person was associated with the Organisation, most often through employment. If a date is not applicable or available, the check box Date is not applicable should be marked.

Employment End Date and Date is not applicable

The date from which the Person is no longer associated with the Organisation. If a date is not applicable or available, for example in the case of the Person still being employed, the check box Date is not applicable should be marked.

Leave Reason

If the Person is on leave, enter the reason for the leave in this field, for example “Maternity Leave”.

Leave Start Date and Date is not applicable

The date from which the Person’s leave period started or will start. If the Person is not on leave or scheduled for such, the check box Date is not applicable should be marked.

Leave End Date and Date is not applicable

The date from which the Person’s leave period ends or is scheduled to end. If the Person is not on leave or scheduled for such, or the Person is currently on leave and no end date for the leave period is known, the check box Date is not applicable should be marked.

Show...

When References have been created to Organisations, Projects and Publications associated with the Organisation, you can view these by clicking the “Show...” links in the lower part of the Editor.

Please note that these lists may be very long for some Organisations and may take some time to load.

The Project Editor

A Project and its associated information can be managed by using the Project Editor. To create a Project, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Organisation > Project. The Project Editor will appear:

The Project Editor.

Name

Enter the Name for the Project. The Name functions as the internal CMD file name and is required. Sample Names are “project” or “project_234”.

Please note “Character limitations”

To rename a Project, use the following procedure:

- 1 Mark the desired Project by clicking the corresponding check box.
- 2 Choose Selection > Cut.
- 3 Choose Selection > Paste as...
- 4 Enter a new Name and click OK.

Please note that published Projects under Version Control (cf. “Version Control”) will be pasted as draft Projects.

Title

The title of the Project, for example “Project for the Study of Nifty Scientific Stuff”.

Purpose

A brief description of the purpose of the Project.

Abstract

A description of the goals, approaches, results, breakthroughs, etc. of the Project.

Start Date

The date at which the Project was started. If this date is not known, the check box Date is not applicable should be marked.

End Date

The date at which this Project was terminated or will be terminated. If this date is not known, the check box Date is not applicable should be marked.

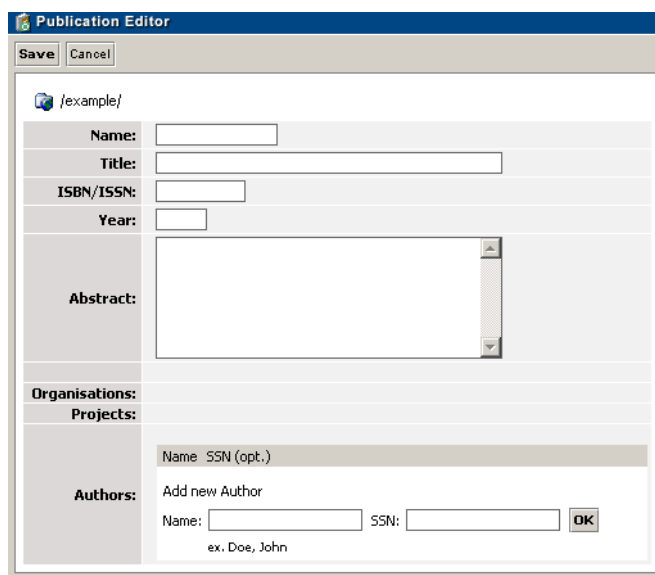
Show...

When References have been created to Organisations, Persons and Publications associated with the Organisation, you can view these by clicking the “Show...” links in the lower part of the Editor.

Please note that these lists may be very long for some Organisations and may take some time to load.

The Publication Editor

A Publication and its associated information can be managed by using the Publication Editor. To create a Publication, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Organisation > Publication. The Publication Editor will appear:



The Publication Editor.

Name

Enter the Name for the Publication. The Name functions as the internal CMD file name and is required. Sample Names are “publication” or “publication_john_doe_3”.

Please note “Character limitations”

To rename a Publication, use the following procedure:

- 1 Mark the desired Publication by clicking the corresponding check box.
- 2 Choose Selection > Cut.
- 3 Choose Selection > Paste as...
- 4 Enter a new Name and click OK.

Please note that published Publications under Version Control (cf. “Version Control”) will be pasted as draft Publications.

Title

The title of the Publication. This field is required.

ISBN/ISSN

The International Standard Book Number or the International Standard Serial Number of the Publication. This field is required.

Year

The publication year of the Publication. This field is required.

Abstract

A short description of the Publication. As this field is used in connection with searching for Publications, it is recommended that the abstract contains relevant key words.

Authors

A list of pairs of author name and social security number (optional).

Show...

When References have been created to Organisations, Persons and Projects associated with the Organisation, you can view these by clicking the “Show...” links in the lower part of the Editor.

Please note that these lists may be very long for some Organisations and may take some time to load.

Accessing the Editors of the Organisation Module

How to access the Editor of either of the four Content Types depends on whether the Content Type is under Version Control (cf. “Version Control”). The sections below describe access to the Organisation Editor, but the same procedure applies to the Person Editor, the Project Editor and the Publication Editor.

Organisation without Version Control and Organisation with Version Control in draft state

In the Content List, click on the icon or the Name of the Organisation to access the Organisation Editor. Edit the relevant fields and save by clicking the Save button or discard by clicking the Cancel button.

Organisation with Version Control and in published state

To edit a published Organisation it is necessary to first make a draft copy of it. In the Content List, mark the desired published Organisation and choose Selection > Create draft.

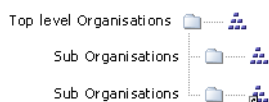
Now there is an Organisation in the Content List with the same Name as the published Organisation, but in draft state. Edit this draft copy as described in the section above. When the relevant fields have been edited, publish the draft copy by marking the corresponding check box, then choose Selection > Publish. This will replace the originally published Organisation, and the Version Number will increase.

Structuring an Organisation

In order to structure the four Content Types of the Organisation Module, you must create a hierarchy of Folders in the Deployment Tree which contains the structural information of your Organisation. The Folders of this hierarchy are used for grouping related elements, such as the Projects and Persons associated with an Organisation. Any of the Content Types are related to the other three, either directly or indirectly. The following explains how you can express this as a Deployment Tree structure.

The main backbone of the Organisation is a Folder hierarchy of Organisations, Sub-organisations, and so forth. Within each Organisation Folder in this hierarchy, a single Organisation Content Type is placed which holds the actual information about the Organisation, such as its address and name. The Name used for identifying the Organisation must be “organisation”.

Sub-organisations may be linked into the structure from other related Organisations or parts of these. The below figure illustrates a simple Organisation hierarchy. It shows an Organisation which contains two Sub-organisations of which one is linked in from elsewhere in the Deployment Tree.



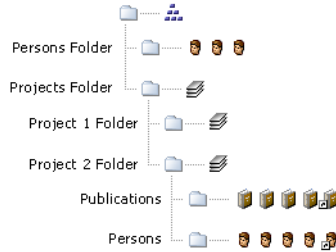
A simple Organisation hierarchy.

Within the Organisation Folders, Persons and Projects are placed in two Folders called “persons” and “projects”. In the “persons” Folder you simply place one or more Person Content Items or make a Reference from elsewhere (for information about how to create References, please refer to “Reference”).

Projects, however, are more complex, as they may contain Publications and Persons. Therefore, the individual Projects should be placed in a Folder of its own under the main “projects” Folder. Such “project” Subfolders must contain a single

Project Content Item holding the relevant information about the Project. This Project must have the word “project” as its Name.

The “persons” and “projects” Folders are illustrated in the below figure. It shows a single Organisation with its “projects” and “persons” Folders. The “projects” Folder contains two Projects. One of the Projects has a “publications” and “persons” Folder containing the corresponding Content Items or References to Content Items.



An Organisation with Subfolders.

The relationship between the four Content Types can be summarised in the following matrix:

	Organisation	Person	Project	Publication
Organisation		Place or link to a Person in the “persons” Folder	Create a Project Subfolder in the “projects” Folder. In this new Folder, place either the Project or a Reference to it. Name it “project”	Associate a Publication containing the Publication with the Organisation
Person	Place or link the Person into the Organisation’s “persons” Folder		Put a Person in a Project by linking to the Person from the Project “persons” Folder	Add a Person to a Publication via Meta Data on the Publication
Project	Place or link the Project into the Organisation’s “projects” Folder	Place Persons or links to Persons in the Project’s “persons” Folder		Place Publications or links to Publications in the Project’s “publications” Folder
Publication	Make a Project in the Organisation’s “projects” Folder containing the Publication or a Reference to it	Edit the Meta Data of the Publication to contain the Name and optionally the Social Security Number of the Person	Add a Publication to a Project by creating a Reference to the Publication in the Project’s “publications” Folder	

Example

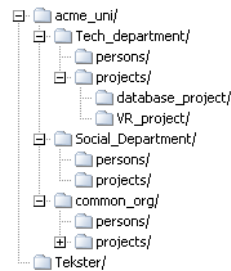
The following example illustrates the concepts discussed above:

Acme University consists of the main Organisation itself with two faculties, namely for technical and social sciences.

The employees are associated with only one faculty, and each faculty has a number of Projects running.

People from both faculties have created a centre where they can collaborate on larger Projects.

The technical faculty has two main Projects, each with a number of Persons and a number of Publications. Some of the Publications from the “database” Project are also part of the Publications of the “democratic data” Project in the joint centre



The Organisation structure for Acme University.

Using the Organisation Module

How to create an Organisation in CMD

This is a step-by-step method to construct a simple Organisation with only one Organisation, its employees (Persons) and Projects:

- 1 Create a Folder (cf. “Folder”) and name it after your Organisation.
- 2 Click on the Folder in the Deployment Tree to access it.
- 3 In the Folder, create an Organisation Content Item by choosing New > Organisation > Organisation.
- 4 Fill out the relevant information in the Organisation Editor (cf. “The Organisation Editor”). Click Save.
- 5 In the Folder, create two Subfolders, “persons” and “projects”.
- 6 In the “persons” Subfolder, create a Person by choosing New > Organisation > Person.
- 7 Fill out the relevant information in the Person Editor (cf. “The Person Editor”). Click Save.
- 8 Create as many Persons as necessary.
- 9 In the “projects” Subfolder, create a Subfolder called “project1” and a Subfolder called “project2”.
- 10 In the “project1” Subfolder, create a Project by choosing New > Organisation > Project.
- 11 Fill out the relevant information in the Project Editor (cf. “The Project Editor”). Click Save.
- 12 Repeat with the “project2” Subfolder.

Now you have created a simple Organisation.

Associating Content Items within the Organisation Module

Based on the Organisation created above, this section will explain how to associate Persons with Projects, and it will be explained how to associate other Content Items within the Organisation Module with each other.

To associate a Person from the “persons” Subfolder with Project 1, do the following:

- 1** Create another Subfolder in the “project1” Subfolder. Name this Subfolder “persons”.
- 2** In the new “persons” Subfolder, create a Reference to the Persons on the Project by choosing New > Reference (cf. “Reference”).
- 3** Click Lookup and navigate to the first “persons” Subfolder (the one directly under the top Organisation Folder). Locate the relevant Person and select him. Click OK.
- 4** Give the Reference (to the Person) a Name and click OK .

Now you have associated this Person with Project 1.

This principle applies to all Content Items in the Organisation Module. If one Content Item needs to be associated with another, place the Content Item itself, or a Reference to it, in an appropriate Subfolder in the Folder of the other Content Item.

A way of describing it is that CMD finds associated Content Items by looking downwards in the Deployment Tree. Therefore, all Sub-Organisations, Persons, Projects and Publications will be part of the top Organisation Folder.

Reference

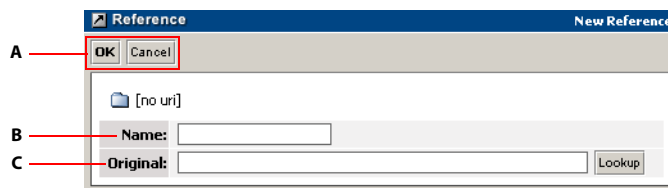
You can create References to all Folders and published Content Items in the Deployment Tree.

References can facilitate the task of updating Content Items. For instance, if the same information appears in three different places, as one original Content Item and two references to this Content Item, the information will be updated in all three places as soon as the original is updated.

References are also useful when it is necessary to create links or cross-references between Content Items, e.g. when creating an Organisation (cf. “Organisation Module”).

Creating a Reference

To create a Reference, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Reference. The Reference Editor will appear:



The Reference Editor.

A: OK and Cancel buttons. **B:** Name. **C:** Path to the original file.

Please note that Images, or References to Images, must be placed under a Webroot Folder (cf. “Folder”) in order to be shown on a website. The Images can be placed directly under the Webroot Folder or in any Subfolder beneath it.

Name

Enter the Name for the Reference. The Name functions as the internal CMD file name and is required.

Please note “Character limitations”

To rename a Reference, use the following procedure:

- 1 Mark the desired Reference by clicking the corresponding check box.
- 2 Choose Selection > Cut.
- 3 Choose Selection > Paste as...
- 4 Enter a new Name and click OK.

Original

Enter the path to the Content Item you want the Reference to point to, or click Lookup to browse the contents of your Deployment Tree and choose the relevant Folder or Content Item. Click OK.

The Reference Editor

In the Content List, click on the icon or the Name of the Reference to access the Reference Editor. Edit the relevant fields and save by clicking the Save button or discard by clicking the Cancel button.

Reference behaviour

It is not possible to delete a Content Item if there are References to it. You may delete the Content Item when these References have been deleted.

Folder

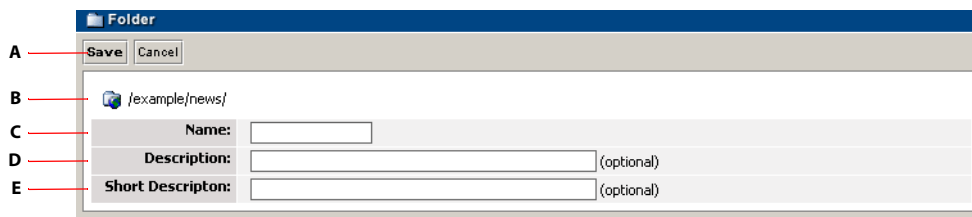
Folders are similar to the folders on your operating system. In the Deployment Tree they are used for storing (Sub-)Folders and Content Items.

The Folders in the Deployment Tree can be deployed to various channels. For instance, a Folder can be the root of a website, called a Webroot Folder, which is marked with a globe. This is done by the Administrator. The website will then assume the structure of that Folder and contain what the Folder contains. This Folder can contain Subfolders and the Content Items of the website or References to these Content Items. How Folders function on e.g. a website depends on the deployment rules set up as part of the Page Layout (cf. “Page Layouts”).

The Folder Editor

To create a Folder, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Folder. The Folder Editor will appear.

Please note that when Folders are created, by default they are hidden.



The Folder Editor.

A: Save and Cancel buttons. **B:** Path to the current Folder. **C:** Name. **D:** Description. **E:** Short Description.

Name

Enter the Name for the Folder. The Name functions as the internal CMD file name and is required.

Please note “Character limitations”

To rename a Folder, use the following procedure:

- 1 Mark the desired Folder by clicking the corresponding check box.
- 2 Choose Selection > Cut.
- 3 Choose Selection > Paste as...
- 4 Enter a new Name and click OK.

Please note that you cannot rename a Folder that contains published Content Items.

When a Folder is cut or copied and pasted with a new Name or the same Name in another location, the Content Items in the Folder will be cut and pasted along with the Folder itself.

Description

Enter the desired Description of the Folder. The Description is used as an internal explanation of the Name and is displayed next to the Name in the Content List.

The Description can be changed by clicking on the Name or icon in the Content List. This opens the Folder Editor. It is not necessary to give a Folder a Description. If you do not enter a Description, by default, CMD will insert the chosen Name.

Short Description

Enter the desired Short Description. The Short Description is an external description of the Folder which can e.g. be shown as a menu item on a website.

The Description can be changed by clicking on the Name or icon in the Content List. This opens the Folder Editor. It is not necessary to give a Folder a Short Description. If you do not enter a Short Description, by default, CMD will insert the chosen Name.

Editing a Folder

In the Content List, click on the icon or the Name of the Folder to access the Folder Editor. Edit the relevant fields and save by clicking the Save button or discard by clicking the Cancel button.

Page Layouts

A Page Layout is used for defining how to structure and display content on output channels such as web pages. The philosophy behind using Page Layouts is that they ensure a consistent layout when Content Items are presented to and viewed by End Users. The use of Page Layouts is based on one of the main features of CMD - separation between content and deployment.

A Page Layout consists of a Template with one or more canvases in which Components can be placed.

Templates and Components are created by Deployment Developers and are employed by Content Editors and Administrators for creating the framework for the presentation of Content Items on the output channel.

Basically, Templates contain the overall design and layout of a page, e.g. the number of columns, navigation menus, headers and footers. They contain Canvases - sections in which Components can be placed. Components are used for displaying Content Items.

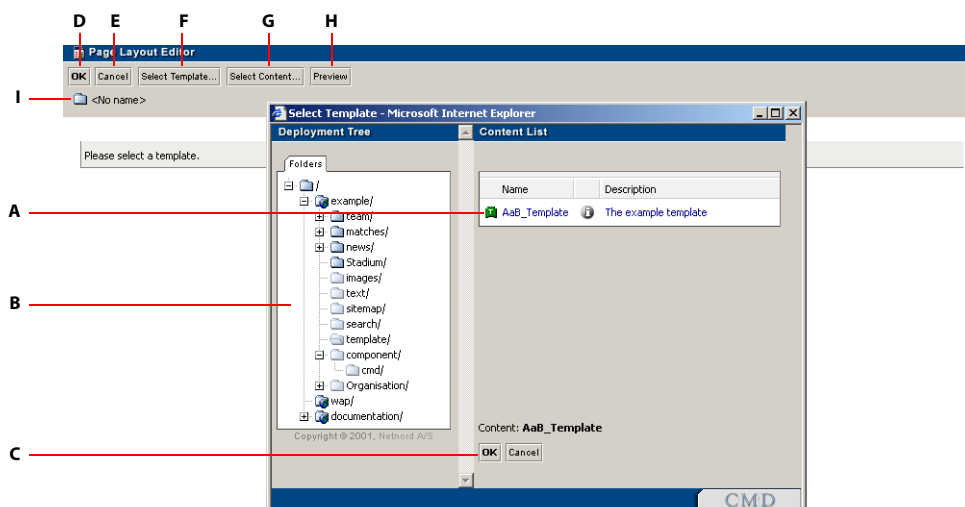
The Page Layout Editor

The Page Layout Editor works in two modes, “Edit” and “Preview”. In the edit mode a Template can be selected, Components can be inserted in the Canvas of a Template, etc. The preview mode hides all Page Layout Editor related controls and displays the final result.

Please note that it is important to avoid clicking links or submitting forms which are not part of the Page Layout Editor. Such items are “live”, and using them will cause the Page Layout Editor to behave unpredictably.

Creating a Page Layout

To create a Page Layout, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Deployment > Page Layout. The Page Layout Editor will appear, and a Lookup window will appear asking for a Template.



The Page Layout Editor with the Select Template... Lookup window.

A: The selected Template. **B:** Deployment Tree. **C:** OK button (Select Template Lookup window). **D:** OK button (Page Layout Editor). **E:** Cancel button. **F:** Select Template... button. **G:** Select Content... button. **H:** Preview button. **I:** Path and Name of the current Page Layout.

Select Template...

Select Template...

In this Lookup window you can select a Template in the Deployment Tree. Click OK when a Template has been selected.

This button can also be used for changing the Template for a Page Layout.

Select Content...

Select Content...

The Select Content... button functions as a test button where you can load the Page Layout with the selected Content Item as argument. Thus, one can see how the Page Layout will appear when presented with this Content Item.

Select the Content Item that the Page Layout should be instructed to show. This opens a Lookup window which enables you to select any Content Item in the Deployment Tree. The Content Item will then be shown with the Page Layout that is being edited. Please note that not all Page Layouts are affected by all Content Types. Typically, any given Page Layout expects a Content Item of a certain Content Type, e.g. a Folder or an Article.

Preview

Preview

Click the Preview button for a preview of the Page Layout. You will see the Content Items as they will appear on e.g. a web page. To exit the preview mode, you can either click Edit (back to edit mode), Close (back to the Content List without saving), or Save (saves the Page Layout).

Cancel

Cancel

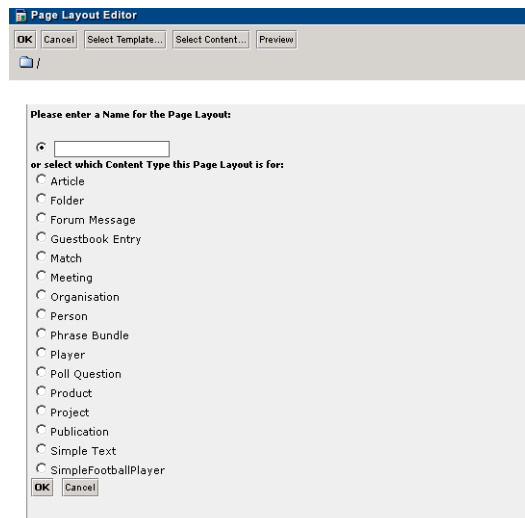
Click Cancel to close the Page Layout Editor and return to the Content List without saving. If a change has been made, a dialogue box will ask whether the

change should be discarded, or whether the exit from the Page Layout Editor should be cancelled.



OK

Click OK to save the Page Layout. When you save the Page Layout for the first time, a dialogue box will appear asking for a Name. You can enter a Name or choose one from the list.



This dialogue box appears when the Page Layout is saved for the first time.

Components

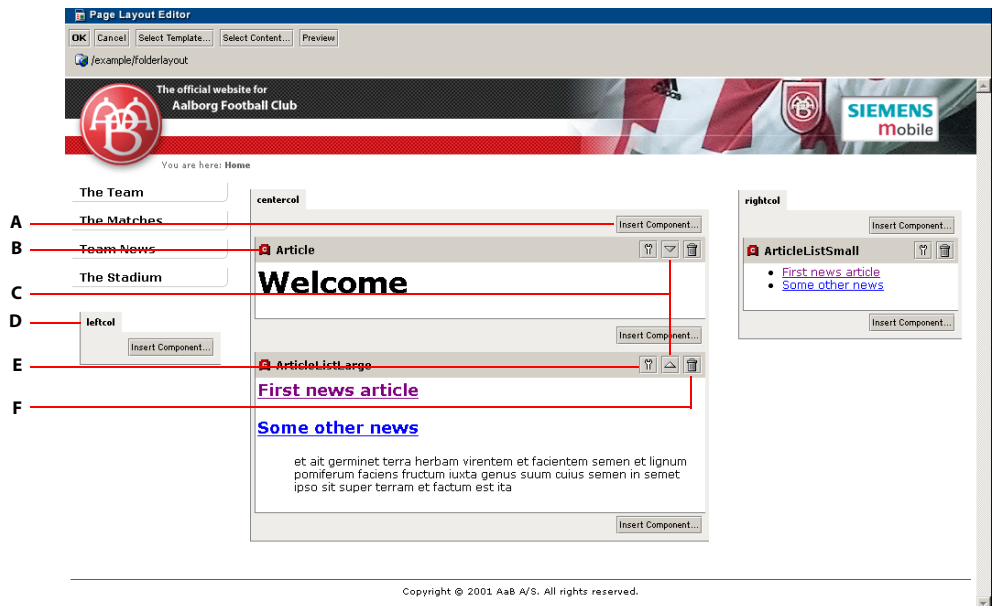
In order to display Content Items, Components are needed. Components are developed to display a specific Content Type in a special manner, and often a Component is only able to display a certain Content Type. For instance, to be able to display an Article, it is necessary to use an Article Component which knows how to display Articles.



Insert Component

To insert a Component in a Canvas, click the Insert Component... button in the Page Layout Editor. A Lookup window appears which enables you select a Component in the Deployment Tree. Click OK when a Component has been selected.

Please note that a Component may not work properly before its Parameters have been set.



A Template with three columns and three Components.

A: Insert Component... button. **B:** Component Name. **C:** Move buttons. **D:** Canvas Name. **E:** Tool button for editing Parameters. **F:** Delete a Component in a Canvas.



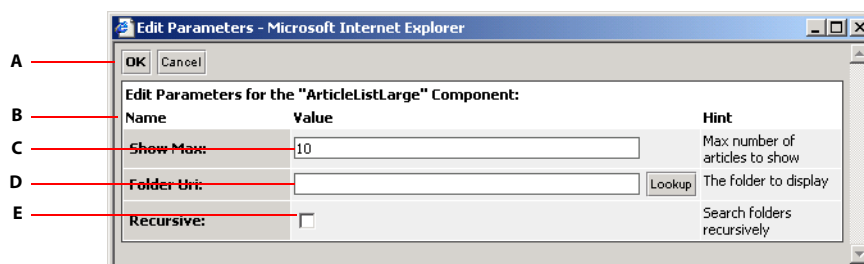
Tool button

Parameters are settings which can be adjusted in order to define how a Component should display Content Items.

To change the Parameters of a Component, click the Tool button. In certain cases, a Component may not have any visible Parameters, and the following message will appear: "No visible Parameters are associated with the Component." In this case, you will not be able to change the Parameters of the Component.

Otherwise, the Parameters for the Component will be listed in the Edit Parameters window with their Name, Value and Hint. Depending on the Component, there may be one or more Parameters to adjust.

Depending on the type of the Value, a Lookup button can be associated with the Value. This Lookup button can be used for locating the content instead of entering the path manually.



The Edit Parameters window.

A: OK and Cancel buttons. **B:** Name, Value and Hint for a Parameter. **C:** Text field. **D:** Text field with Lookup button. **E:** Check box.

- **Text field with Lookup button:** Parameters editable in this manner must be told which Content Type to display. Depending on the Component, this could for instance be an Article or a Folder. The easiest way of setting the Parameter is to locate and select the Content Item via the Lookup button. However, two special tokens are associated with this way of setting Parameters. These tokens are `$nodeuri$` and `uri`.
The `$nodeuri$` token is used for accessing the path to the current Folder, i.e. the Folder where the Page Layout is placed. The `uri` token is used for accessing the path to the current Content Item applicable to all Content Items (Folders included).
- **Text field:** Parameters editable in this manner can take a number of arguments depending on the Component. Valid arguments can be integers, decimal numerals and text strings, all depending on what is needed. Indications of what is needed appears from the Name of the Parameter or in the Hint next to it.
- **Check box:** Parameters represented by check boxes have features that can be toggled on and off by marking or unmarking the check box.



Move

When more than one Component are put in a Canvas, you have the opportunity of arranging them. Move a Component up or down within the Canvas by clicking the arrows.



Delete

Remove the Component from the Canvas in which it has been placed.

Accessing the Page Layout Editor

How to access the Page Layout Editor depends on whether the Page Layout is under Version Control (cf. “Version Control”).

Page Layout without Version Control and Page Layout with Version Control in draft state

In the Content List, click on the icon or the Name of the Page Layout to access the Page Layout Editor. Edit the relevant fields and save by clicking the Save button or discard by clicking the Cancel button.

Page Layout with Version Control and in published state

To edit a published Page Layout it is necessary to first make a draft copy of it. In the Content List, mark the desired published Page Layout and choose Selection > Create draft.

Now there is a Page Layout in the Content List with the same Name as the published Page Layout, but in draft state. Edit this draft copy as described in the section above. When the relevant fields have been edited, publish the draft copy by marking the corresponding check box, then choose Selection > Publish. This will replace the originally published Page Layout, and the Version Number will increase.

Using Page Layouts

Most of the Content Types in CMD can have a Page Layout attached in order to present Content Items of that Type on an output channel, for instance web pages. Some of these Content Types are Folders and Articles which will be used as examples in the following sections. Page Layouts for other Content Types are used in a similar manner.

Naming Page Layouts

When an End User on e.g. a website wants to view an Article, CMD will search for a Page Layout to display the Article with - an “articlelayout”. Similarly, a Folder needs a “folderlayout” to display a Folder with, and so forth for all other Content Types.

A Page Layout used for displaying an Article must be named “articlelayout” and must contain an Article Component. The Components used in Page Layouts must be created to handle the Content Type in question.

Inheritance of Page Layouts

When a Content Item is accessed, a Page Layout for the given Content Type is searched for in the same Folder as the Content Item is located. If a Page Layout for the given Content Item is not found in that Folder, CMD will use the first Page Layout for that Content Type found when searching up through the Deployment Tree towards the root. If no Page Layout is found, an error is shown.

In other words, Page Layouts are inherited down through the Folders of the Deployment Tree. The inheritance of Page Layouts ensures that similar Content Items are displayed in a similar manner.

Example

First Article: MyWebRoot/articles/myArticle. The Page Layout for the Article is called/articlelayout: /MyWebRoot/articlelayout. The articlelayout has an inserted Component which can show Articles. This Component is configured to use the Article URI \$uri\$.

The Article is accessed, for instance through a link.

In the Folder /MyWebRoot/articles/ CMD searches for a Page Layout named articlelayout. This does not exist, so articlelayout is searched for in the Folder /MyWebRoot/. In this Folder, articlelayout is found and is used for displaying the Article Component with the Content Item \$uri\$ which is substituted by the Article URI /MyWebRoot/articles/myArticle.

Second Article: MyWebRoot/articles/subfolder/mySecondArticle

The second Article is accessed, and the Page Layout used for displaying this Article is resolved to /MyWebRoot/articlelayout. This time \$uri\$ in the Article Component is substituted by /MyWebRoot/articles/subfolder/mySecondArticle, and this Article is displayed in the same Page Layout as the first Article.

The behaviour of the articlelayout in the example is similar to the behaviour of Page Layouts for other Content Types.

Community Module

The Community Module is a tool which makes communication between End Users possible. There are three ways for the End Users to leave their mark on the output channel, and therefore also three Content Types available internally in CMD. These are Forum, Guestbook and Poll. These Content Types are accessible through the New > Community drop down menu.

Forum

Forum is a type of communication similar to newsgroups. End Users can submit texts that are viewable online. Other End Users or CMD Users can then reply or add their own contributions to the discussion, making threads which can be followed and read. If a Forum is maintained correctly and End Users contribute to it, it can develop into a community that End Users return to again and again, to debate or acquire information.

The Forum consists of two parts: the Forum Message and the Forum Component:

- The **Forum Message**, which is a Content Type, represents a single message from one user. The Forum Message is created automatically every time an End User creates a Message online in a Forum. The Forum Message can also be created internally in CMD, but that is not intended for common use.
- The **Forum Component** implemented on a Page Layout is the manager of the entire Forum, i.e. the place where the Forum is defined and controlled.

Forum Message

The Forum Message is generated when an End User accesses the Forum online and submits his message. A message can be a new message, when the End User starts a new thread, or a reply to an existing message, thereby extending the thread.

New Forum Message/New thread

The Forum Component offers two ways of entering a message – either New message or Reply to message. If no message is selected, the Forum will show the New message dialogue.

[Welcome to the forum](#)
[Thanks](#)
[Tickets for tonight](#)

START NEW SUBJECT

Headline:

Text:

The New Message dialogue. Purple links are existing threads.

- **Headline:** The headline or subject of the message. All characters are allowed here. This is a required field.
- **Text:** The message text itself. All characters are allowed here. This is a required field.
- **Send message:** After clicking this button, the message is sent and will appear immediately in the corresponding Forum.

Reply to an existing message

When a message is selected in the Forum, the Reply to Message dialogue is shown. Here it is possible to quote text from the original message.

Expectations for the new season

With a 10 points lead, Brøndby seems to be a sure winner in the national league. Any comments?

, 28/2-02 0:00

- Expectations for the new season

REPLY TO MESSAGE

Headline:

 Quote original message

Text:

> With a 10 points lead, Brøndby seems to
 > be a sure winner in the national league.
 > Any comments?

You're possibly right, but I still have an eye on AB and AaB. Two Brøndby defeats, and they're back in business!

The Reply to Message dialogue. The original message is at the top of the dialogue and is also included in the new message.

- **Quote original message:** When this check box is checked, the original message is included in the text field. The message is quoted with ">" in front of each line.

Please note that any existing text in the text box will be overwritten when the quoted message is inserted.

Creating a Forum Message from the CMD interface

To create a new Forum Message in the CMD interface, go to the desired Folder where the messages are stored, and select New > Community > Forum Message from the drop down menu.

The Forum Message Editor has three fields which all require an input.

The Forum Message Editor.

- **Name:** Enter the Name for the Forum Message. The Name functions as the internal CMD file name and is required.
Forum Messages created online are automatically given a number as Name.

Please note "Character limitations"

- **Title:** The Title (subject) of the Message. All characters are allowed here.
- **Body:** The message itself. All character are allowed here.

Editing and deleting Messages

In the Forum it is possible to perform censorship, but it is not possible to delete messages from the Forum online - only from the CMD interface. Locate the Forum Message in question in the Content List and edit it by clicking on it or delete it by clicking the Delete icon.

The Forum Component

The Forum Component IS the Forum online. When it has been added to a Page Layout that is accessible online and the relevant configurations have been made, the Forum will function for End Users.

To view or change the Parameters for the Forum Component, create a Page Layout, add a standard Template, then add the Forum Component and click the Tool icon.

The default location for the Forum Component is the Folder `/component/cmd/`. If it is not located there, consult a Deployment Developer. For information on how to apply the Forum Component to a Page Layout, please refer to the User Guide, "Page Layouts".

Name	Value	Hint
Forum home folder:	<input type="text" value="/example/community/messages/"/> <input type="button" value="Lookup"/>	Folder where Messages are stored
Body text columns:	<input type="text" value="50"/>	How many character columns should there be in the body field?
Body text rows:	<input type="text" value="10"/>	How many character rows should there be in the body field?
Thread root messages:	<input checked="" type="checkbox"/>	Show root messages?
VIP group:	<input type="text"/>	Postings by users in this group are marked VIP
Caption: Headline:	<input type="text"/>	Caption: Headline
Caption: Msgreply:	<input type="text"/>	Caption: Msgreply
Caption: Newthread:	<input type="text"/>	Caption: Newthread
Caption: Nomsgs:	<input type="text"/>	Caption: Nomsgs
Caption: Quote:	<input type="text"/>	Caption: Quote
Caption: Send:	<input type="text"/>	Caption: Send
Caption: Text:	<input type="text"/>	Caption: Text

The Forum Component with all Parameters visible.

Each Parameter is described below.

Please note that some of these Parameters may be hidden, depending on the setup of the Component. Please refer to the Deployment Developer Guide, "Components", for information on how to hide and show Parameters.

Forum home Folder

The path of the Folder where the Forum Messages are stored. It is recommended to store the Forum Messages in a Subfolder. In the example in "Community - an example", the Forum Messages are stored in `/example/community/messages/`.

If the Folder is set to `$nodeuri$`, which is the default, the Component will show the Folder that has been requested by the End User, the Page Layout Folder. To insert another path, click the Lookup button and browse to the desired Folder.

Body text columns

Used for regulating the vertical size of the online text editor. The size is measured in number of characters.

Body text rows

Used for regulating the horizontal size of the online text editor. The size is measured in number of text lines.

Thread root messages

When this check box is marked, all replies to a Forum Message are also listed on the Forum site. When the check box is not marked, the start of each thread is listed without replies. This gives a better overview if there are many messages and threads in the Forum.

VIP group

If some CMD Users need to appear different from ordinary End Users in the Forum (for instance if a CMD User is the editor of the Forum and wants his remarks to stand out), this feature can be used. Indicate here the Name of the special VIP Group which must be defined under Groups by the Administrator. If a CMD User belongs to the VIP Group, Forum Messages created by this CMD User will be marked with another colour in the Forum (this feature depends on the style sheet used). By default, this field is blank.

Caption: Headline

The text displayed over the Subject field in the Forum. The default value is "Headline:"

Caption: Msgreply

The text displayed over the headline when replying to Messages. The default value is "REPLY TO MESSAGE".

Caption: Newthread

The text displayed over the headline when starting a new Message. The default value is "START NEW SUBJECT".

Caption: Nomsgs

The text displayed when the Forum contains no messages. The default value is "No messages".

Caption: Quote

The text displayed next to the quote check box. The default value is "Quote original".

Caption: Send

The text displayed on the Send button. The default value is "Send message".

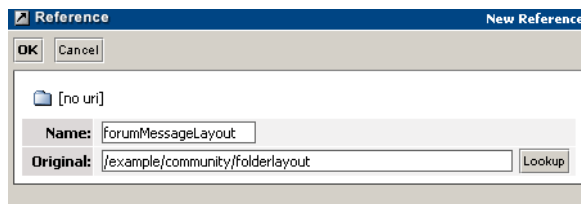
Caption: Text

The text displayed over the Message Body field. The default value is "Text:".

Linking Forum Messages to the Component

Since the Forum Messages are stored in the Message Folder, a Folder Layout is also required in this Folder to be able to see a selected Forum Message. This is done

by creating a Reference in the Message Folder. Name it “forumMessageLayout” and set the Reference to point at the Page Layout.



The Reference from Forum Message to the Forum's Page Layout.

Please note that the name of the Reference must be “forumMessageLayout” with the exact case used here – otherwise CMD will return the error “404 Not Found” when trying to read a Forum Message.

Guestbook

The Guestbook is, like the Forum, a way for the End User to add text to an online site. The End User can add a short text, his name and email to a list of entries. No replies are possible here, other than by email. The Guestbook is used for shorter messages and comments, not for discussions.

The Guestbook consists of two parts: the Guestbook Entry and the Guestbook Component.

- The **Guestbook Entry**, which is a Content Type, represents a single entry (a text message) from an End User. The Guestbook Entry is created automatically every time an End User creates a Guestbook Entry online in a Guestbook. The Guestbook Entry can also be created internally in CMD, but that is not intended for common use.
- The **Guestbook Component** implemented on a Page Layout is the manager of the Guestbook, i.e. the place where the Guestbook is defined and controlled.

Guestbook Entry

The Guestbook Entry is generated when an End User accesses the Guestbook online and submits an entry.

To create a Guestbook Entry, fill out the fields in the Guestbook Entry Editor.

*Name:

E-mail:

*Message:

* = Required fields

Guestbook Entry Editor.

- **Name:** The End User's name (or alias). This name will be shown at the top of the Guestbook Entry. This is a required field.
- **Email:** The End User may also enter an email address. This field is not required.
- **Message:** The Guestbook entry itself. This is a required field.

Click Save to save the Guestbook Entry which will appear immediately in the Guestbook.

Deleting Guestbook Entries

In the Guestbook it is possible to perform censorship, but it is not possible to delete entries from the Guestbook online - only from the CMD interface. Locate the Guestbook Entry in question in the Content List, then delete it by clicking the Delete icon.

The Guestbook Component

The Guestbook Component IS the Guestbook online. When it has been added to a Page Layout that is accessible online and the relevant configurations have been made, the Guestbook will function for End Users.

To view or change the Parameters for the Guestbook Component, create a Page Layout, add a standard Template, then add the Guestbook Component and click the tool icon.

The default location for the Guestbook Component is in the Folder / component / cmd /. If it is not located there, consult a Deployment Developer. For information on how to apply the Guestbook Component to a Page Layout, please refer to the User Guide, "Page Layouts".

Name	Value	Hint
Display New Entry Box:	<input checked="" type="checkbox"/>	display the create-new-guestbook-entry-box - deprecated
DivColor:	<input type="text"/>	Color between bars
Submit Button Image:	Save <input type="button" value="Lookup"/>	URI to image or Text for submit-new-guestbook-entry (req)
Loginrequired:	<input type="checkbox"/>	New messages requires that the user is logged in. (Viewing can still be done by all)
Entries per Page:	10 <input type="text"/>	max guestbook entries pr page
Caption: Count:	<input type="text"/>	Caption: Count
Caption: Email:	<input type="text"/>	Caption: Email
Caption: Footer:	<input type="text"/>	Caption: Footer
Caption: Msg:	<input type="text"/>	Caption: Msg
Caption: Name:	<input type="text"/>	Caption: Name
Caption: Next:	<input type="text"/>	Caption: Next
Caption: Prev:	<input type="text"/>	Caption: Prev
Guestbook Location:	/example/community/guestbook/entries/ <input type="button" value="Lookup"/>	URI to guestbook-node to use (req)
Useloginname:	<input type="checkbox"/>	Set to true if the Name should be taken from the current users name. (Only if logged in)

The Guestbook Component with all Parameters visible.

Each Parameter is described below.

Please note that some of these Parameters may be hidden, depending on the setup of the Component. Please refer to the Deployment Developer Guide, "Components", for information on how to hide and show Parameters.

Display New Entry Box

When this check box is marked, End Users are able to enter new Guestbook Entries. By default, this check box is marked.

DivColor

The colour (hex value) of the horizontal rule which divides the Guestbook Entries. The default value is #000000 (black).

Submit Button Image

The path to the Image used as the Save button. The path can be entered manually, or the Lookup button can be used. In addition, a piece of text can be entered which will automatically generate an Image with the text as caption.

Both CMD URIs (e.g. /portal/images/logo) and http URIs (e.g. http://www.portal.com/images/logo.gif or /images/logo.gif) can be used.

Login required

When this check box is marked, only registered End Users can write Guestbook Entries. By default, this check box is not marked.

Entries per page

Used for regulating the number of Guestbook Entries shown on each page. The number indicated is the maximum value. Older messages can be viewed by clicking a More button. The default value of this field is 10.

Count

The text displayed, indicating which entries are shown and the total number of entries.

The text codes are:

- First entry shown: (%first)
- Last entry shown: (%last)
- Total number of entries: (%total).

For example, the line: "Entry %first to %last of a total of %total" would, if listing entries 11-20 in a Guestbook with 42 entries, result in following output: "Entry 11 to 20 of a total of 42"

The default value is *%first-%last (out of %total)*

Email

The text displayed over the Email field in the Guestbook. The default value is "Email:".

Footer

The text displayed in the footer of the Guestbook. The default value is “* = Required fields”.

Msg

The text displayed over the Message field in the Guestbook. The default value is “Message:”.

Name

The text displayed over the Name field in the Guestbook. The default value is “Name:”.

Next

The text displayed as a link to the next page of Guestbook Entries (if any).
The default value is “Next”.

Prev

The text displayed as a link to the previous page of Guestbook Entries (if any).
The default value is “Prev”.

Guestbook Location

The path to the Folder where the Guestbook Entries are stored. It is recommended to store the Guestbook Entries in a Subfolder. In the example in “Community - an example”, the Guestbook Entries are stored in `/example/community/entries/`.

If the Folder is set to `$nodeuri$`, which is the default, the Component will show the Folder that has been requested by the End User, the Page Layout Folder. To insert another path, click the Lookup button and browse to the desired Folder.

Userloginname

When this check box is marked, the Name will be taken from the Name of the current End User. The Name is left blank if the End User is not logged in.

Poll

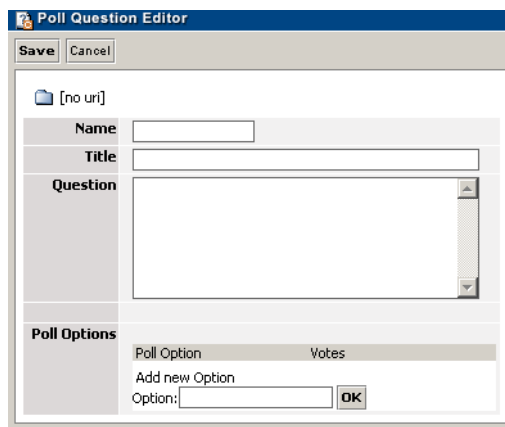
In the Poll section of the Community Module, surveys can be created. End Users can vote on a subject, and the votes are registered by CMD.

The Poll consists of two parts: the Poll Question and the Poll Component.

- The **Poll Component** implemented on a Page Layout is the manager of the Poll, i.e. the place where the Poll is defined and controlled.
- The **Poll Question** represents a single question.

Poll Question

To create a Poll Question, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Community > Poll Question. The Poll Question Editor will appear.



The screenshot shows the 'Poll Question Editor' dialog box. At the top, there are 'Save' and 'Cancel' buttons. Below them is a folder icon and the text '[no uri]'. The main area is divided into sections: 'Name' with a text input field, 'Title' with a text input field, and 'Question' with a large text area. At the bottom, there is a 'Poll Options' section containing a table with two columns: 'Poll Option' and 'Votes'. Below the table is an 'Add new Option' button, followed by an 'Option:' label and a text input field, and an 'OK' button.

The Poll Question Editor.

Name

Enter the Name for the Poll Question. The Name functions as the internal CMD file name and is required

Please note "Character limitations"

Title

The Title of the Poll Question. This is the headline for the Poll Question shown online. All characters are allowed here.

Question

The actual question displayed online. All characters are allowed here.

Poll Options

The Poll Options are the possible answers the End User can choose between. To add a new answer, fill out the field below Add new option and click OK. The sequence of the options is the sequence in which they were added. A click on the Delete icon deletes an option.

The Poll Component

When the Poll Component has been added to a Page Layout, the output will be the question defined in the Component. The Poll will usually appear as the following illustrations before and after the End User has voted.


Have you ever bought anything on the web?

Yes

No

Poll where the End User has not voted yet.

Have you ever bought anything on the web?

100% 

Yes

0% |

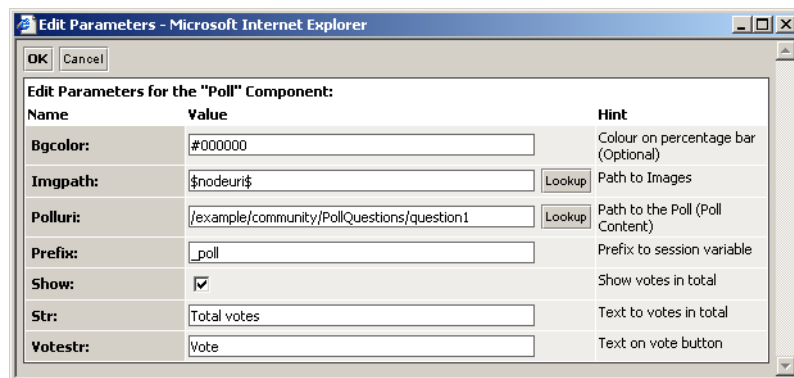
No

1 Total votes

Poll where the End User has voted.

To view or change the Parameter values for the Poll Component, create a Page Layout, add a standard Template, then add the Poll Component, and click the Tool icon.

The default location for the Poll Component is the Folder `/component/cmd/`. If it is not located there, consult a Deployment Developer. For information on how to insert the Poll Component on a Page Layout, please refer to the User Guide, "Page Layouts".



Name	Value	Hint
Bgcolor:	#000000	Colour on percentage bar (Optional)
Imgpath:	\$nodeuri\$	Path to Images
Polluri:	/example/community/PollQuestions/question1	Path to the Poll (Poll Content)
Prefix:	_poll	Prefix to session variable
Show:	<input checked="" type="checkbox"/>	Show votes in total
Str:	Total votes	Text to votes in total
Votestr:	Vote	Text on vote button

The Poll Component Parameters.

Each Parameter is described below.

Please note that some of these Parameters may be hidden, depending on the setup of the Component. Please refer to the Deployment Developer Guide, "Components", for information on how to hide and show Parameters.

Bgcolor

Indicate the background colour of the percentage bar that indicates the distribution of votes. This is an optional field.

Imgpath

The path to the Folder where the Images to paint the percentage bar, indicating the distribution of votes, are stored. If the path is set to `$nodeuri`, which is the default, the Component will search for Images in the Page Layout Folder.

If no background colour is set, the Component expects the Image “pollback.gif” in the Folder.

Finally, the Image “1x1.gif” is needed. This transparent Image is used for sizing the Poll results correctly.

Polluri

The path to the Poll Question to be used. In the example “Community - an example”, Poll questions are stored in `/example/community/PollQuestions/`.

If the path is set to `$uri`, which is the default, the Component will show the Poll Question selected by an End User. It is necessary to have a list of Poll Questions for the End User to choose from in order for this to work. The usual way to use this Component Parameter field is to indicate a specific Poll Question and alter it every time a new Poll Question is required.

Prefix

The Prefix is used when a Page Layout contains several Polls. Each Poll must have a unique Prefix. The default value is “_poll”.

Show

When this check box is marked, which is the default, the total number of votes is shown below the percentage bar.

Str

The text displayed used for indicating the total number of votes. The default value is “Total votes”.

Votestr

The text displayed on the vote button. The default value is “Vote”.

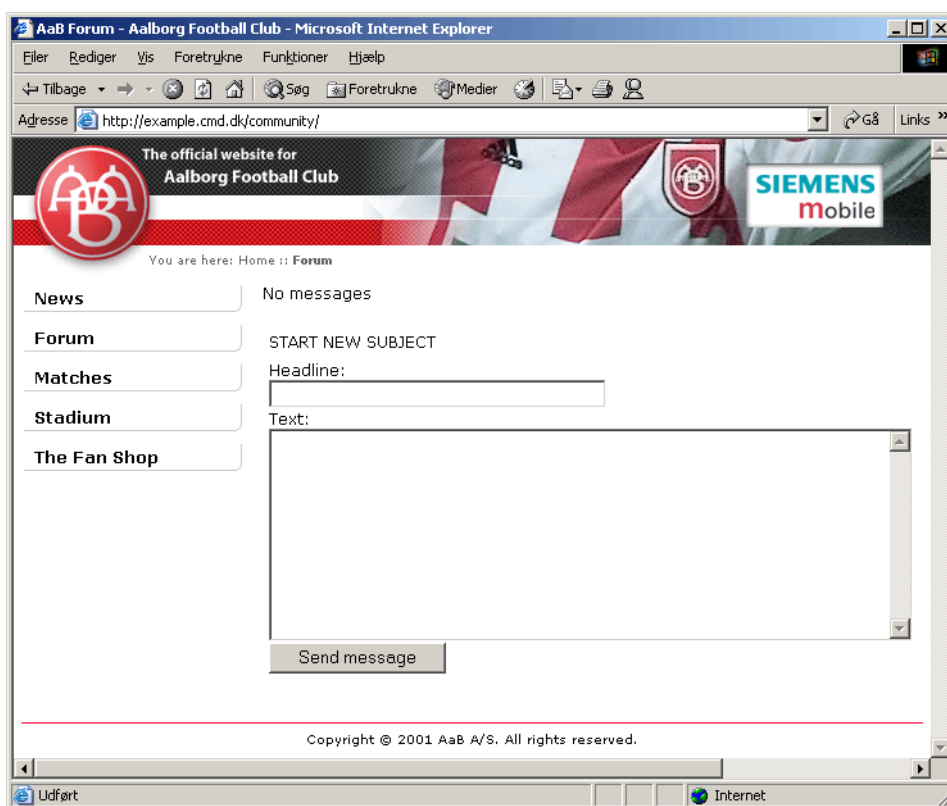
Community - an example

In this example a Community will be created, including a Forum, a Guestbook and a Poll. The Community example can be found at <http://example.cmd.dk>

Creating a Forum

- 1 Create the Folder in which you wish to store the Community by choosing New > Folder from the drop down menu. In this example the Folder is called `/example/community/`.
- 1 Mark the check box next to the Folder, and choose Selection > Show to make it visible.

- 2 In this Folder, create a Subfolder called “/messages/”.
- 3 Still in the Community Folder, choose New > Deployment > Page Layout.
- 4 Find and select a Template. The default location for Templates is /template/ at the root of CMD. The Template used in this example is called “AaB_Template”.
- 5 On the “centercol” Canvas, click Insert Component.
- 6 Find and select the Forum Component. The default location for Components is /component/cmd/ at the root of CMD. The Forum Component in this example is called “Forum”. Click OK.
- 7 Click the Tool icon to edit the Component.
- 8 Under the Forum home Folder, enter /example/community/messages/, or find the Folder with the Lookup button.
- 9 Under Body text columns, enter 60, and under Body text rows, enter 10, and make sure that thread root messages is checked. Click OK.
- 10 Click OK to save the Page Layout. Select the Folder and click OK, and the Page Layout is saved as “folderlayout”.
- 11 Mark this Folder Layout and choose Selection > Publish
- 12 In the /example/community/messages/ Folder, select New > Reference and enter the following:
Name: forumMessageLayout
Original: /example/community/folderlayout.
The Original can also be found with the Lookup button. Click OK.
- 13 Check if the Forum works by entering example.cmd.dk online and clicking on the Forum menu item.



The Forum.

Creating a Guestbook

Next, a Guestbook will be added in a Subfolder on the Community page.

- 1 Create a Folder in the `/community/` Folder by choosing New > Folder from the drop down menu, and name it “guestbook”.
- 2 Mark the check box next to the Folder and choose Selection > Show to make it visible. With the example Template, this will result in a submenu item named Guestbook under the Community menu item.
- 3 In the Guestbook Folder, create a Folder named “entries”.
- 4 Still in the Guestbook Folder, select New > Deployment > Page Layout
- 5 Find and select a Template. The default location for Templates is `/template/` at the root of CMD. The Template used in this example is called “AaB_Template”.
- 6 On the “centercol” Canvas, click Insert Component.
- 7 Find and select the Guestbook Component. The default location for the Components is `/component/cmd/` at the root of CMD. The Guestbook Component in this example is called “Guestbook”. Click OK.
- 8 Click the Tool icon to edit the Component.
- 9 Under “Guestbook Location”, enter `/example/community/guestbook/entries/` or find the Folder with the Lookup button.
- 10 Leave the rest of the Parameters. Click OK twice to save the Page Layout. Select the Folder and click OK, and the Page Layout is saved as “folderlayout”.
- 11 Mark the Folder Layout and choose Selection > Publish.
- 12 Check if the Guestbook works by entering the `example.cmd.dk` site online and clicking on the Guestbook submenu item under Forum.

Football Fan - soccer@hotmail.com 28/02-2002, 05:51
Greetings to all football fans!

George Smith - G.S@football.com 28/02-2002, 05:50
Nice page!

*Name:

E-mail:

*Message:

* = Required fields

1-2 (out of 2)

Guestbook example.

Creating a Poll

As the last part of the Community site, a Poll will now be created in the Forum.

- 1 In the “`/example/community/`” Folder, create a Poll Question Folder called “`/PollQuestions/`”.
- 2 In the Poll Questions Folder, select New > Community > Poll Question.
Enter the following:
Name: `question1`

Title: Web navigation

Question: How did you arrive at this site?

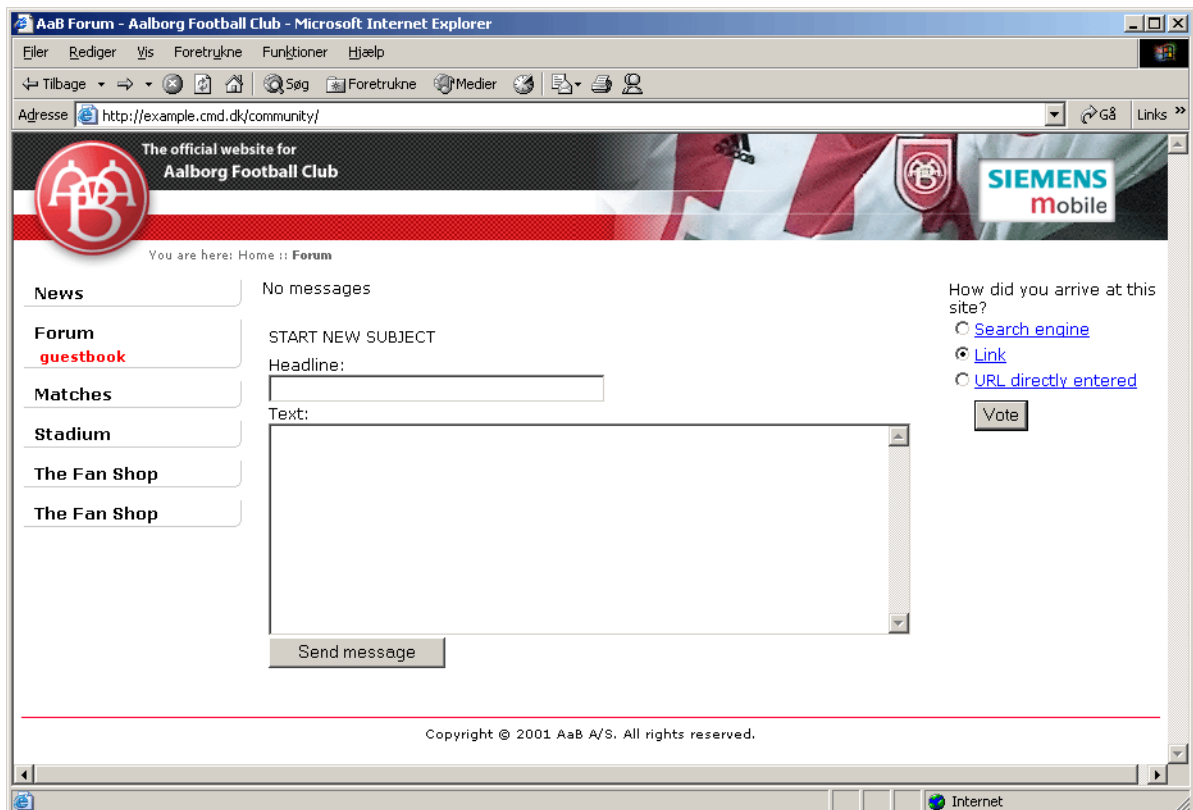
Poll Options:

Search engine (click OK)

Link (click OK)

URL directly entered (click OK and then Save).

- 3 In the “/community/” Folder, create a draft of the Folder Layout. Click on it to enter the Page Layout Editor.
- 4 In the “rightcol” Canvas, click Insert Component.
- 5 Find the Poll Component. The default location for Components is /component/cmd/ at the root of CMD. The Poll Component in this example is called “Poll”. Click OK.
- 6 Click the Tool icon to edit the Component.
- 7 Under Polluri, enter /example/community/PollQuestions/question1 or find the Poll Question with the Lookup button.
- 8 Leave the rest of the Parameters. Click OK twice to save the Page Layout.
- 9 Mark the Folder Layout and choose Selection > Publish
- 10 Check if the Poll works by entering the example.cmd.dk site online.



The example Community with a Forum and a Poll.

WAP deployment

In CMD content can be deployed to various output channels. Most commonly, the output channel is an internet or intranet site, accessed through a web browser, but there are other possibilities: one example is accessing CMD content through a handheld device.

Wireless Markup Language (WML) is a HTML-like language for handheld devices like cellular phones and PDAs (Personal Digital Assistants, small handheld computers). WML is made for small devices, so functionality is limited. The display is small, and memory, processor and bandwidth are very limited, so WML-based pages have to be simple.

WML is transmitted to the device via the Wireless Application Protocol (WAP) – a set of rules each device must follow in order to communicate with the servers. WAP devices use a special graphic format called WBMP.

Please note that most WAP devices have some limitations as to the size of the display and Images. The Components cannot detect the actual limits, as the limitations differ from phone to phone, but as a general rule the output should not exceed 1,400 bytes in total – this includes both text and WML code. The recommended maximum size of an Image is 96 x 80 pixels in monochrome (approx. 1 KB). Larger Images are possible, but are not guaranteed to work on all WAP devices. As these Images cannot be viewed or edited with normal image editing programs, special plugins have been created for the most popular image editing programs.



Example of a WAP page with an Image.

Components

There are four Components available in CMD for WAP deployment. Due to the required simplicity, most regular Components are not suitable for WAP deployment.

The available Components, which are explained separately below, are:

- Article
- Image
- ContentList
- ImageIntro

The Article Component

The WAP Article Component displays Article Content Items, like the HTML Article Component does, but it differs by showing only the synopsis of the Article and not the Paragraph or other text frames. This makes it possible to have two output channels for the same Content Item and still comply with the demand for simplicity in WAP.

Normally, Article Content Items used on a WAP site will be the same Article Content Items as shown on a CMD website. Therefore, the Articles placed in the WAP Article Folder are often References to Articles placed in the CMD website's Article Folder.

To view or change the Parameter values for the Article Component, create a Page Layout, add a WAP Template (please refer to "The WAP Template"), then add the WAP Article Component and click on the Tool icon.

Name	Value	Hint
Article:	<input type="text" value="\$uri\$"/> <input type="button" value="Lookup"/>	Path to the Article
CardId:	<input type="text"/>	Id on card
CardTitle:	<input type="text"/>	Title on card
Author:	<input checked="" type="checkbox"/>	Show Article author
Date:	<input checked="" type="checkbox"/>	Show Article date
Link:	<input type="checkbox"/>	Show Article link
Title:	<input type="checkbox"/>	Show Article title
By:	<input type="text" value="By"/>	Caption: By
DateFormat:	<input type="text"/>	Caption: Date Format
More:	<input type="text" value="More"/>	Caption: More

The Article Component Parameters.

Each Parameter is described below.

Please note that some of these Parameters may be hidden, depending on the setup of the Component. Please refer to the Deployment Developer Guide, "Components", for information on how to hide and show Parameters.

Article

The path to the Article to be shown. If the path is set to `uri`, which is the default, the Component will show the Article that has been requested by the End User. It is also possible to enter a specific path, if the Component is always going to show the same Article.

CardId

An optional Id of the Card. The CardId can be used for referring to a Card directly through e.g. WmlScript. By default, this field is blank.

CardTitle

The Title of the Card. If this field is left blank, which is the default, the Card Title is set to the Title of the Article. It functions as a header. The concept of Cards will be explained in "Creating Templates".

Author

When this check box is marked, the Author is displayed.

Date

When this check box is marked, the creation date of the Article is displayed.

Link

When this check box is marked, a "More" link is displayed which accesses another WAP page. This is used, for instance, if an Article is too long for one page.

Title

When this check box is marked, the Title is displayed.

By

The text displayed to the left of the Author. The default value is "By:".

Date

The date format. The default value is "d. MMMM, yyyy".

More

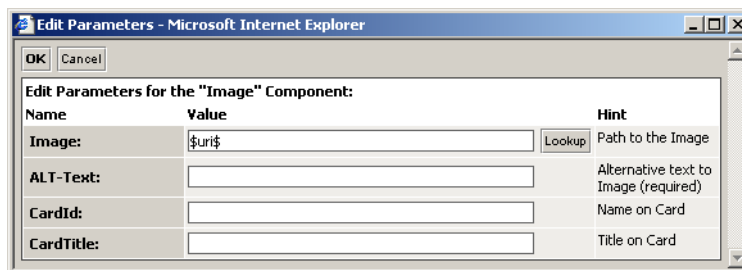
The text displayed when linking to more information. The default value is "More".

The Image Component

Like the Article Component, the Image Component is also a modified version of the HTML Image Component for deployment to a website – it just displays WBMP files instead of JPEG and GIF.

When viewed by a standard browser, a WBMP Image is converted to an XBM Image. This makes the WBMP Image visible in an ordinary browser (please also refer to "Image Parameter problems").

To view or change the Parameter values for the Image Component, create a Page Layout, add a WAP Template (please refer to "The WAP Template"), then add the WAP Image Component and click the Tool icon.



The Image Component Parameters.

Each Parameter is described below.

Please note that some of these Parameters may be hidden, depending on the setup of the Component (please refer to the Deployment Developer Guide, "Components", for information on how to hide and show Parameters).

Image

The path to the Image to be shown. If the path is set to `uri`, which is the default, the Component will show the Image that has been requested by the End User. It is also possible to enter a specific path, if the Component is always going to show the same Image.

ALT-text

The alternate text for the Image. This text will be displayed instead of the Image, if the Image cannot be loaded. This field is required, as something has to take the place of a missing Image. If no text is wanted, a space will do.

CardId

An optional Id of the Card. The CardId can be used for referring to a Card directly through e.g. WmlScript. By default, this field is blank.

CardTitle

The Title of the Card. If left blank, which is the default, the Card Title is the Title of the Image. Functions as a header. The concept of Cards will be explained in "Creating Templates".

The ContentList Component

The ContentList Component generates a list of specific Content Items.

To view or change the Parameter values for the ContentList Component, create a Page Layout, add a WAP Template (please refer to "The WAP Template"), then add the WAP ContentList Component and click the Tool icon.

Name	Value	Hint
ContentList:	<input type="text" value="/example/wap/News/Articles/"/> <input type="button" value="Lookup"/>	Path to the ContentList
CardId:	<input type="text"/>	Name of card
CardTitle:	<input type="text"/>	Title of card
Maxlinks:	<input type="text" value="10"/>	Max. number of links per page (max 10)
Recursive:	<input checked="" type="checkbox"/>	Recurse Folders
Type:	<input type="text" value="text/article"/>	Content Type to list

The ContentList Component Parameters.

Each Parameter is described below.

Please note that some of these Parameters may be hidden, depending on the setup of the Component (please refer to the Deployment Developer Guide, "Components", for information on how to hide and show Parameters).

ContentList

The path to the Folder where the Content Items to be listed are located. If the path is set to `$nodeuri$`, which is the default, the Component will show the Folder that has been requested by the End User. It is also possible to enter a specific path, if the Component must always show the same Folder.

CardId

An optional Id of the Card. The CardId can be used for referring to a Card directly through e.g. WmlScript. By default, this field is blank.

CardTitle

The Title of the Card. If left blank, which is the default, the Card Title is the Title of the Image. Functions as a header. The concept of Cards will be explained in “Creating Templates”.

Maxlinks

An integer field indicating the maximum number of links per page. If more than the selected number of links exist, these will be available by clicking a “More” button which will access another WAP page where the rest of the links will be displayed.

Recursive

When this check box is marked, the Folders located below the ContentList path will also be included in the Content List.

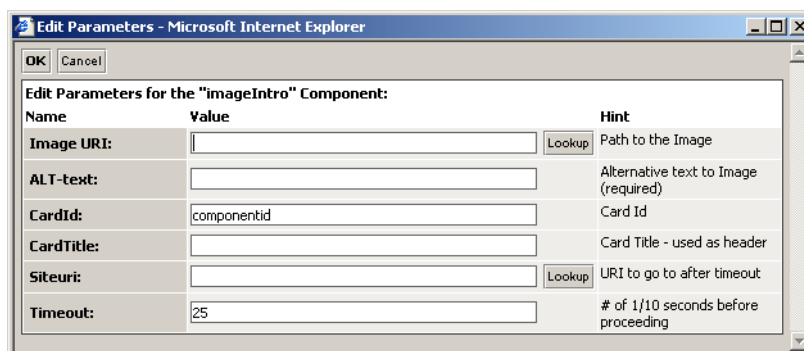
Type

The Content Type to search for and make a list of. The Component needs to know which Content Type to list, so a Content Type must be specified. The most common Content Types are “system/node” for a Folder, “binary/image” for all types of Images, and “text/article” for an Article.

The ImageIntro Component

This is a modification of the Image Component. It displays an Image for a short time and then activates another Page Layout. It is intended for use as a front page for a WAP site. For information on how to upload an Image, please refer to the User Guide, “Media Module”, “Uploading an Image”. For WBMP Images certain exceptions exist – please refer to “Image Parameter problems”.

To view or change the Parameter values for the ImageIntro Component, create a Page Layout, add a WAP Template, then add the WAP ImageIntro Component and click the Tool icon.



The ImageIntro Component Parameters.

Each Parameter is described below.

Please note that some of these Parameters may be hidden, depending on the setup of the Component (please refer to the Deployment Developer Guide, "Components", for information on how to hide and show Parameters).

ImageURI

The path to the Image to show. This field is required.

ALT-text

The alternate text for the Image. This text will be displayed instead of the Image, if the Image cannot be loaded. This field is required, as something has to take the place of a missing Image. If no text is wanted, a space will do.

CardId

An optional Id of the Card. The CardId can be used for referring to a Card directly through e.g. WmlScript. The default value is "componentid".

CardTitle

The Title of the Card. If left blank, which is the default, the Card Title is the Title of the Image. Functions as a header. The concept of Cards will be explained in "Creating Templates".

Siteuri

The Folder shown after the Image has been shown. This field is required.

Timeout

An integer field indicating the timeout value for the Image. Timeout indicates for how long the Image will be shown before the user is taken to the actual site. If the Image has not been loaded before that time, the loading process will be cancelled. Time is indicated in 1/10 seconds; hence a value of 25 means 2.5 seconds. The default value is 25.

How to use Components

In this example a small news service will be created using the ContentList Component, the Article Component and the ImageIntro Component. The ContentList Component lists the news which are stored as Articles, and the Article Component will display the Articles. The ImageIntro Component will display an Intro Image to the news service.

The example is located in a Folder for the WAP site on example.cmd.dk called /example/wap/, but another Rootfolder or Subfolder can just as easily be implemented.

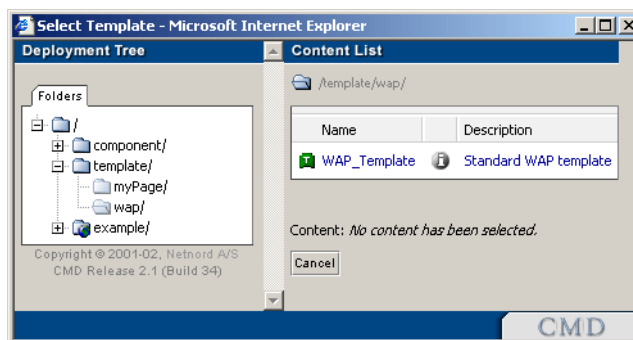
Creating the Folders

First the Page Layout from where the news will be listed and read must be created. The Page Layout will be stored in the Folder “News”.

- 1 Go to the /example/wap/ Folder and choose New > Folder to create a new Folder, and name this Folder “News”.
- 2 Create a Subfolder under “News” called “Articles” for storing the Articles. The Articles could also be placed in the “News” Folder, but the Article Folder is recommended for clarity and manageability.

Creating the Page Layout

- 1 Create a Page Layout (by selecting New > Deployment > Page Layout) in the “News” Folder. A window opens and asks you to select a Template. The Template holds a basic design of the WAP pages, and although there is not much design on a WAP page, it is needed as a Canvas to place Components on.
- 2 Select the WAP Template stored in the “Template” Folder, usually found in the root of CMD. This Template is used for deploying WAP pages. When done, click OK in the top left corner.



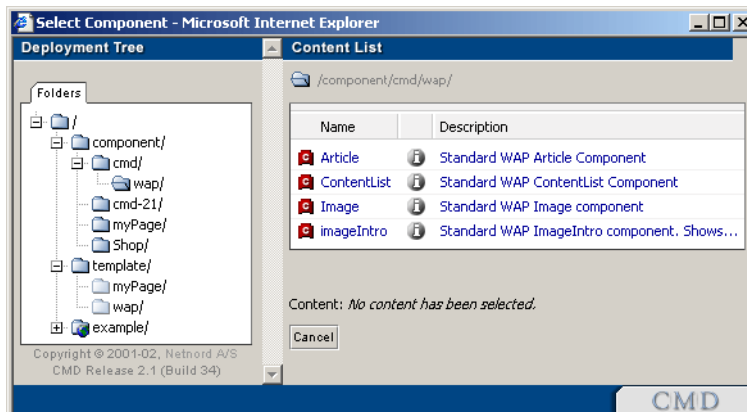
The Select Template window.

- 3 Set the Page Layout type to “Folder” and click OK.

Inserting a ContentList Component

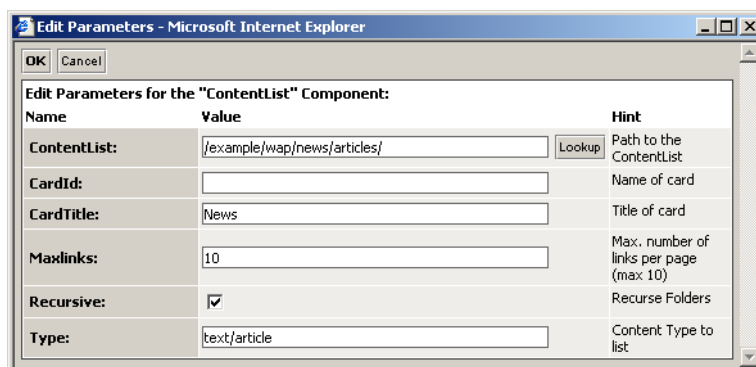
- 1 Select the newly created Page Layout and click “Insert Component” to insert the ContentList Component. A window opens in which you can browse your

way to the Component. The WAP Components are usually stored in `/component/cmd/wap`.



Selecting the Component to be inserted.

- 2 Select the ContentList Component and click OK. This returns you to the Page Layout Editor. Now the ContentList Component must be told from where it should get the Content Items, in this case the news Articles.
- 3 Click the Tool icon. The ContentList Parameters will appear:



The ContentList Parameters with the new values.

- 4 First select where to search for Content Items: At the Contentlist parameter, click Lookup and select the Folder "Articles".
- 5 Now enter the Content Type in the Type field. It should be `text/article` instead of the default `system/node`.
- 6 Leave the other settings as they are and click OK.
- 7 In the Page Layout Editor, click OK and then OK again to save the changes.
- 8 Publish the Page Layout in order for it to have effect online. Now we have created a Page Layout which lists the Content Items of the Folder `/example/wap/News/Articles`, but some Content Items are required in order to test if the news service functions properly.

Insert Content Item

Normally, the Articles used on the WAP site will be the same Articles as shown on the CMD website. Therefore, the Articles placed in the WAP Article Folder are often References to the Articles placed in the CMD website's Article Folder. For the sake of simplicity in the example, we create an Article directly in the Folder:

- 1 Access the Folder “Articles” and select New > Text > Article.
- 2 Enter the data below in the Article Editor:
 Title: My first Article
 Author: Me
 Synopsis: Here you can read the Article ...
- 3 Click Update and Save when finished, and name the Article “article1”. Click Save again to save the changes to the Article.
- 4 Publish the Article by marking the check box next to the Article and select Selection > Publish.
- 5 Now go back to the Page Layout in /example/wap/News/ and access the Page Layout Editor.

The ContentList now lists the Articles in the “Article” Folder. The caption of the Component is “Articles”. This is taken from the Folder's Name. If you wish to change that Name, create a draft version of the Page Layout, access the Page Layout, and click the Tool icon to enter the desired Name into the cardTitle parameter. Publish the Page Layout afterwards. Only one step remains before the news service works. In order to view the Article, we need a Page Layout with an Article Component.



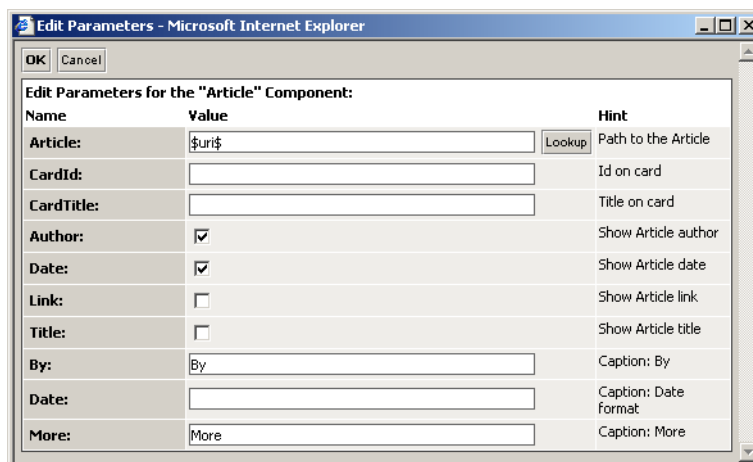
C|M|D WAP Emulator

The Page Layout Editor with a ContentList with Content Items.

Inserting the Article Component

- 1 First create a Page Layout in the /example/wap/News/ Folder. This is done in the same way as “Creating a Page Layout” above, except that the Page Layout must be stored as an Article Layout instead of a Folder Layout.

- Then insert the Article Component and edit the Parameters. The Article Component is here set to show the Article's date and the Author of the Article.



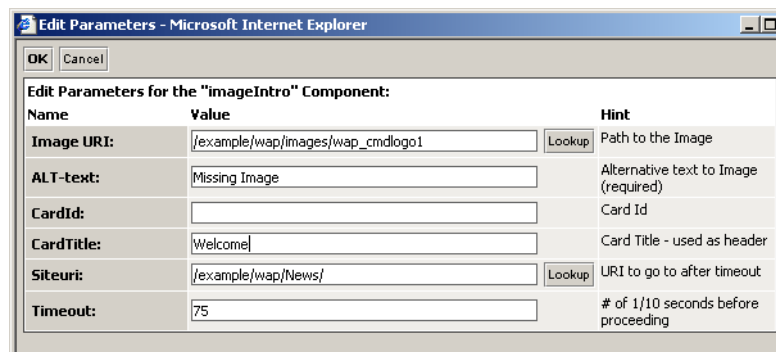
Name	Value	Hint
Article:	<input type="text" value="\$uri\$"/>	Path to the Article
CardId:	<input type="text"/>	Id on card
CardTitle:	<input type="text"/>	Title on card
Author:	<input checked="" type="checkbox"/>	Show Article author
Date:	<input checked="" type="checkbox"/>	Show Article date
Link:	<input type="checkbox"/>	Show Article link
Title:	<input type="checkbox"/>	Show Article title
By:	<input type="text" value="By"/>	Caption: By
Date:	<input type="text"/>	Caption: Date format
More:	<input type="text" value="More"/>	Caption: More

The Parameters for the Article Component.

- When finished, click OK to save and publish the Page Layout. You have now created a news service – it can be viewed with a normal browser, or a WAP phone if the pages are available online.

Adding the ImageIntro Component

- First create a Page Layout in the `/example/wap/` root and save it as a Folder Layout.
- Insert the ImageIntro Component on the page, and access the Parameters by clicking the Tool icon.
- Enter a path to a WBMP Image in the Image URI field.
- Enter the following in the remaining fields:
 ALT-text: Missing Image
 CardTitle: Welcome
 Siteuri: `/example/wap/News/`
 Timeout: 75
- Click OK, save the Page Layout and publish it.

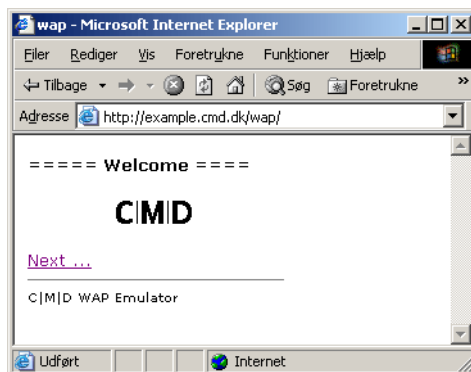


Name	Value	Hint
Image URI:	<input type="text" value="/example/wap/images/wap_cmdlogo1"/>	Path to the Image
ALT-text:	<input type="text" value="Missing Image"/>	Alternative text to Image (required)
CardId:	<input type="text"/>	Card Id
CardTitle:	<input type="text" value="Welcome"/>	Card Title - used as header
Siteuri:	<input type="text" value="/example/wap/News/"/>	URI to go to after timeout
Timeout:	<input type="text" value="75"/>	# of 1/10 seconds before proceeding

The ImageIntro Parameters.

Please note that the Image URI must point to a WBMP Image. The Site URI must point to the Folder (Folder Layout) to show after the timeout. In this case it should point to the `/example/wap/News/` Folder where our News service is stored.

Please note that if you test the ImageIntro in an ordinary browser and are logged into CMD with editor rights, the ImageIntro will not redirect you to the “/example/wap/news/” page. Instead a link with the text “Next ...” will be shown. The reason for this behaviour is that if the Component always redirects to the given page, you would never be able to edit the Page Layout, as the Page Layout would redirect to the new page while inside the Editor.



The ImageIntro with the “Next ...” link.

Test

- On a WAP phone or WAP emulator, enter the URL to the ImageIntro Page Layout (e.g. <http://example.cmd.dk/example/wap/>). The output should be as in the illustration below.



Viewing the logo for 2.5 seconds.



The list of news Articles.



The selected Article.

Errors

- If you get an “Unsupported Content-Type: text/html” error or similar, an URL to a Folder or Folder Layout is probably not correct. You can test the URL in your browser. Errors like “404 Not Found” will be shown in the browser, not on the phone.
- You could also get a general WML Error. In this case the display shows an error message telling you where the error occurred.

Creating Templates

This section is primarily intended for Deployment Developers.

The creation of WAP Page Layouts is to similar to creating HTML Page Layouts, but basic WML knowledge is required. Two concepts, “Card” and “Decks”, are important for creating WML Page Layouts.

Cards and Decks in CMD

WML divides a page into smaller sections, called Cards. Each Card is the same as one display on the phone. One or many Cards are grouped into one Deck which is the same as one WML page. In CMD, one WML page always corresponds to one Card, i.e. one display on the WAP application. Because of this construction with one Card to one Deck, Components as the Article and ContentList Components in the example above must be put into separate Page Layouts.

The WAP Template

All the Page Layouts in this chapter use the WAP Template. It is possible to create new WAP Templates, but that is rarely used in CMD as the Templates dictate the overall design with tables, logos, menus, etc., and WAP does not have a design like that.

The WAP Template detects the type of browser viewing the site - this could be a WAP phone or a HTML browser - and initiates the WML code. All tags between `<card> ... </card>` (including the card tags) are resolved by the individual Components. The only exception from this is when an error occurs: then the Template will generate an error Card.

Please note that this error Card will only be visible on a WAP device if the Component does not display any output. Output from a Component or the CMD core could return a “Server does not respond” error on the phone, as the WML code with error message included is perceived as invalid WML code containing un-closed tags.

For further information, please refer to this file:

`/package/cmd/templates/wmlTemplate.jsp`

Registering Components

This section is primarily intended for Deployment Developers.

The Component registration is a top-level Parameter Editor for a Component. Here Parameters can be hidden or set visible, or they can be assigned a default value. The Components can be found in `/component/cmd/wap/`.

In the following section it will be explained how to change the parameters for the WAP Components. For an introduction on how to handle Components, please refer to the Deployment Developer Guide, "Components".

All Components

All WAP Components have the Parameter fields `CardId` and `CardTitle` in common. The default value for these fields should be set to blank, leaving it to the Component to find a default value.

Some of the Components also have other text Parameters, used for configuring the text output of the Components in different languages. An example is the Article Component's "By:" Parameter which is used in the author string ("By: John Doe").

In most cases, the text Parameters can be hidden, as there is no need for changing the value more than once, and this can be done during the registration of the Component.

CardId

This Parameter holds the Id for the Card. The `CardId` can be used for referring to a Card directly through e.g. `WmlScript`.

In many cases the `CardId` field can be made hidden, as this field is only used by Deployment Developers.

CardTitle

This Parameter holds the Card Title of the current Card. The Card Title is shown in the top of the display on most WAP devices.

The Article Component

The Article Component displays the Article Content Type. It is the standard WAP Article Component.

Name

This field indicates the Name of the Component, in this case "Article".

File name

`/package/cmd/component/wap/Article.jsp`

Add new Parameter

This makes it possible to create custom-made Parameters for the Component.

The following is a description of the various Parameters already available in the Article Component:

component.article

This Parameter indicates where the Article that the Component will show on the Page is located – the path to the Article.

The default value will be set to `uri`, unless anything is defined in the “Default Value” field. This means that the Component will show the Article that has been requested by the End User.

component.article.show.date

When activated, this Parameter shows the creation date of the Article. The default value will be set to “True”, unless anything is defined in the “Default Value” field.

component.article.show.link

When activated, this Parameter shows a “More” link, please also refer to “The Article Component”. The default value will be set to “False”, unless anything is defined in the “Default Value” field.

component.article.show.title

When activated, this Parameter shows the Title of the Article. The default value will be set to “False”, unless anything is defined in the “Default Value” field.

component.article.show.author

When activated, this Parameter shows the Author of the Article. The default value will be set to “False”, unless anything is defined in the “Default Value” field.

component.article.text.by

If the name of the Author is shown, this Parameter contains the text next to the Author name. The default value will be set to “By:”, unless anything is defined in the “Default Value” field.

component.article.text.more

This Parameter contains the text used when linking to more information. The default value will be set to “More”, unless anything is defined in the “Default Value” field.

component.article.text.date

This Parameter decides the date format. Standard Java date formatting is used when writing the date of the Article. The default value is "d. MMMM, yyyy".

Token	Name	Required	Show	Default value (opt.)	Hint (opt.)	Data type	Delete
component.article	Article	<input type="checkbox"/>	<input checked="" type="checkbox"/>	{uri\$}	Path to the Article	Article	
component.article.cardid	CardId	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Id on Card	String	
component.article.cardtitle	CardTitle	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Title on Card	String	
component.article.show.author	Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>	false	Show Article Author	Boolean	
component.article.show.date	Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>	false	Show Article date	Boolean	
component.article.show.link	Link	<input type="checkbox"/>	<input checked="" type="checkbox"/>	false	Show Article link	Boolean	
component.article.show.title	Title	<input type="checkbox"/>	<input checked="" type="checkbox"/>	false	Show Article title	Boolean	
component.article.text.by	By	<input type="checkbox"/>	<input checked="" type="checkbox"/>	By	Caption: By	String	
component.article.text.date	Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Caption: Date format	String	
component.article.text.more	More	<input type="checkbox"/>	<input checked="" type="checkbox"/>	More	Caption: More	String	

The Article Component Parameter Editor.

The Image Component

The Image Component displays WBMP files. It is the standard WAP Image Component.

Name

This field indicates the Name of the Component, in this case "Image".

File name

/package/cmd/component/wap/Image.jsp

Add new parameter

This makes it possible to create custom-made Parameters for the Component.

The following is a description of the various Parameters already available in the Image Component:

component.image

This Parameter indicates where the Image is located - the path to the Image.

The default value will be set to {uri\$}, unless anything is defined in the "Default Value" field. This means that the Component will show the Image that has been requested by the End User.

component.image.alttext

This Parameter contains the alternative text for the Image. This text will be displayed instead of the Image, if the Image cannot be loaded. It is recommended to be a required field, as something must take the place of an Image that is not loaded.

component.image.cardid

This Parameter holds the Id for the Card. The CardId can be used for referring to a Card directly through e.g. WmlScript.

In many cases the CardId field can be made hidden, as this field is only used by Deployment Developers.

component.images.cardtitle

This Parameter holds the Card Title of the current Card. The Card Title is shown in the top of the display on most WAP devices.

Parameters	Token	Name	Required	Show	Default value (opt.)	Hint (opt.)	Data type	Delete
	component.image	Image	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$_uri\$	Path to the Image	Image	
	component.image.alttext	ALT-Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Alternative text to Image (required)	String	
	component.image.cardid	CardId	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Name on Card	String	
	component.image.cardtitle	CardTitle	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Title on Card	String	

The Image Component Parameter Editor.

The ContentList Component

The ContentList Component generates a list of specific Content Items. It is the standard WAP ContentList Component.

Name

This field indicates the Name of the Component, in this case “ContentList”.

File name

`/package/cmd/component/wap/ContentList.jsp`

Add new Parameter

This makes it possible to create custom-made Parameters for the Component.

The following is a description of the various Parameters already available in the ContentList Component:

component.contentlist

This Parameter decides the path to where the Component can find its Content Items. The default value will be set to `$nodeuri$`, unless anything is defined in the “Default Value” field. This means that the Component will look for Content Items in the Folder requested by the End User.

component.contentlist.cardid

This Parameter holds the Id for the Card. The CardId can be used for referring to a Card directly through e.g. WmlScript.

In many cases the CardId field can be made hidden, as this field is only used by Deployment Developers.

component.contentlist.cardtitle

This Parameter holds the Card Title of the current Card. The Card Title is shown in the top of the display on most WAP devices.

component.contentlist.maxlinks

This Parameter decides the maximum number of links per page. If the ContentList finds more links than maxlinks allows, a “More” button is displayed which allows the user to turn to the next page. The default value will be set to 10, unless anything is defined in the “Default Value” field.

component.contentlist.recursive

This Parameter decides whether the Content List besides root Folders should list Subfolders. By default, this Parameter is set to “true” which means that all Folders will be listed.

component.contentlist.type

This Parameter decides the Content Type to search for. The default value will be set to `system/node` unless anything is defined in the “Default Value” field.

Parameters	Token	Name	Required	Show	Default value (opt.)	Hint (opt.)	Data type	Delete
	component.contentlist	ContentList	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<code>{nodeuri}</code>	Path to the ContentList	Node	
	component.contentlist.cardid	CardId	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Name of Card	String	
	component.contentlist.cardtitle	CardTitle	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Title of Card	String	
	component.contentlist.maxlinks	Maxlinks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	Max. number of links per page (max 10)	Integer	
	component.contentlist.recursive	Recursive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	true	Recurse Folders	Boolean	
	component.contentlist.type	Type	<input type="checkbox"/>	<input checked="" type="checkbox"/>	system/node	Content Type to list	String	

The ContentList Component Parameter Editor.

The ImageIntro Component

The ImageIntro Component displays WBMP files for a short period, then activates another Page Layout. It is the standard WAP ImageIntro Component.

Name

This field indicates the Name of the Component, in this case “ImageIntro”.

File name

`/package/cmd/component/wap/ImageIntro.jsp`

Add new Parameter

This makes it possible to create custom-made Parameters for the Component.

The following is a description of the various Parameters already available in the ImageIntro Component:

component.intro

This Parameter indicates where the Image is located - the path to the Image. It is recommended that this field is required, as the Intro Image most likely will be at an absolute location.

component.intro.alttext

This Parameter indicates the alternate text. This text will be displayed instead of the Image, if the Image cannot be loaded. It is recommended that this field is required, as something has to take the place of an Image that does not load.

component.intro.cardid

This Parameter holds the Id for the Card. The CardId can be used for referring to a Card directly through e.g. WmlScript.

In many cases the CardId field can be made hidden, as this field is only used by Deployment Developers.

component.intro.cardtitle

This Parameter holds the Card Title of the current Card. The Card Title is shown in the top of the display on most WAP devices.

component.intro.siteuri

This Parameter indicates which Folder (with a Folder Layout) to go to after the Image has been shown. It is recommended that this field is required, as a specific location is needed.

component.intro.timeout

This Parameter indicates for how long the Image will be shown before accessing the Folder indicated in `component.intro.siteuri`. The value "1" equals 1/10 of a second. The default value will be set to 25 (2.5 seconds), unless anything is defined in the "Default Value" field.

Parameters	Token	Name	Required	Show	Default value (opt.)	Hint (opt.)	Data type	Delete
	component.intro	Image URI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Path to the Image	Image	
	component.intro.alttext	ALT-text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Alternative text to Image (required)	String	
	component.intro.cardid	CardId	<input type="checkbox"/>	<input checked="" type="checkbox"/>	componentid	Card Id	String	
	component.intro.cardtitle	CardTitle	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Card Title - used as header	String	
	component.intro.siteuri	Siteuri	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		URI to go to after timeout	Node	
	component.intro.timeout	Timeout	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25	# of 1/10 seconds before proceeding	Integer	

The ImageIntro Component Parameter Editor.

Tips and tricks

The following is information that may be useful to keep in mind when creating WML pages in CMD.

WML hints

When creating WML pages, keep in mind that your page can and will be viewed on small devices with small displays. Here are some guidelines to follow when generating a good WML page:

- **Avoid Images:** Images are often heavy to download and have an extensive memory usage. In addition, some WAP mobile phones cannot display Images.
- **Keep it simple:** Show only relevant information – remove headlines, menus and irrelevant links.
- **Visit other WAP sites:** See how other WAP sites are designed, and try them out.

WAP testing

Testing a WAP application can be done in many ways. The most simple way is to test in a normal browser, as CMD offers the possibility of viewing WML pages as if they were HTML pages.

The best method, however, is to test on a real WAP phone, but this requires that the CMD you are working on is made accessible online. It is recommended to test on different phone models and different brands.

It is also possible to test with a WAP emulator. WAP emulators can be found in many versions, some emulate a specific phone or palmtop, others emulate general WAP.

WAP emulators

There are many emulators which serve different purposes on the Internet. If you want to create Templates or Components, you should look for a WAP emulator that can show you the generated source code, something that will save time in the testing process.

A relatively simple online WAP emulator to use is Gelon (<http://www.gelon.net>). Gelon emulates the most popular phones and provides you with a good idea of how the final result will look, but it requires that the WAP pages are outside your firewall – just like a real WAP phone.

M3Gate (<http://www.m3gate.com/>) is a WAP emulator, working together with Explorer 5.x or Netscape 6.x. It can be set to launch automatically when the browser encounters WML code. It is the only emulator mentioned here which is also able to emulate a PDA.

PyWeb (<http://www.pyweb.com>) has created Deck-It - another WAP emulator. It functions like a normal browser and can also show the generated source code.

Image Parameter problems

You might want to check the Image by clicking on it from the Content List. When viewed from Internet Explorer, height and width are wrong, and the Image is not shown.

The reason is that WBMP is not a part of the HTML standard, and therefore WBMP Images cannot be viewed in the browsers. An exception from this is the Opera 5 browser which displays WBMP files correctly.

To check if the Image functions properly, you must either test with Opera 5 or insert a (WAP) Image Component and then view the Image.

WML coding hints

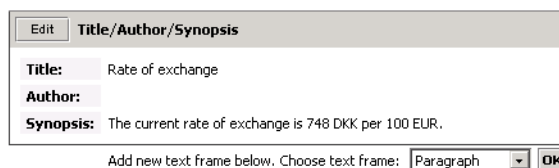
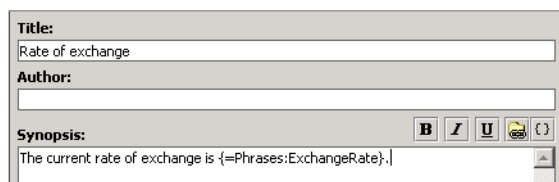
- **Avoid <table><tr><td>:** These tags do not work on all WAP devices. This means that text etc. can only be formatted with <p>...</p>.
- **Avoid user input if possible:** Entering information in an input box with a WAP phone is time consuming and may result in the user being annoyed. If the information can be obtained without textual user input, navigation may move faster, and it is more likely that the user will not be annoyed. For instance, if you prompt the user for his favourite colour, this information could be obtained from a drop down box with the available colours.

Macros and Phrases

Macros are small pieces of programming which are typically used for formatting text in Articles. They can be entered in text fields in Articles, Folders and Page Layouts using a special Macro syntax.

Phrases are short, predefined pieces of text. They are very flexible and can consist of other Phrases and Macros.

For instance, a Macro may locate the current rate of exchange, and a Phrase may tie the rate to an informative piece of text in a specific language. All the User has to do is to insert the Phrase into an Article, and it will automatically be updated whenever an End User is reading the Article.



Example of entering a Phrase and the rendering of it.

Phrase Bundle Definitions

Phrases are created by an Administrator and stored in Phrase Bundle Definitions. As a Content Publisher, you will be able to browse these Phrase Bundle Definitions and use Phrases from them in various Text Fields, but you will not be able to edit the original Phrases.

However, Phrase Bundles, which are redefinitions of Phrase Bundle Definitions, can be placed in different Folders in the Deployment Tree when specific variations of the original Phrase Bundle Definition is required.

Using Macros and Phrases in Articles

To insert a Macro or a Phrase in an Article, either enter it manually using the special Macro syntax with curly brackets { }, or lookup the Macro or Phrase using the Lookup icon.

Macro Syntax

The standard way to apply a Macro to an Article is to add

```
{name ("Body" ) }
```

to the Article text.

Name

The Name of the Macro.

Body

The Body usually contains the text which the Macro is meant to format.

Sometimes a Macro has arguments besides the Body. These are written next to the Body, separated by commas like this:

```
{name ("Body", "Argument1", "Argument2" ) }
```

The Macro can also be activated using a HTML-like syntax with angle brackets:

```
<name>Body</name>
```

If the Macro carries arguments, these are included in the first tag:

```
<name Argument1="" Argument2="">Body</name>
```

Phrase Syntax

Phrases are basically handled like Macros. To display a Phrase, the Macro “Phrase” is called:

```
{phrase ("PhraseName" ) }
```

Or in HTML style:

```
<phrase phrase="PhraseName" />
```

In addition, a short-cut to activate the Phrase exists:

```
{=Phrasename}
```

PhraseName

The Name of the Phrase in question. If the Phrase is not located in a default Phrase Bundle Definition called `default`, it is necessary to include the Name of the Phrase Bundle in the PhraseName separated by a colon, for instance “BundleName:PhraseName”.

Escaping characters

When using certain characters in plain text, they must be escaped by putting a backslash (\) in front of them. The following characters must be escaped as follows in order to not be interpreted as Macro syntax:

Character	Escaped character
{	\{
<	\<
\	\\

Phrase and Macro Lookup

For easy application of a Phrase or a Macro, several Editors such as the Article Editor make use of a common Lookup window for finding Phrases or constructing Macros.

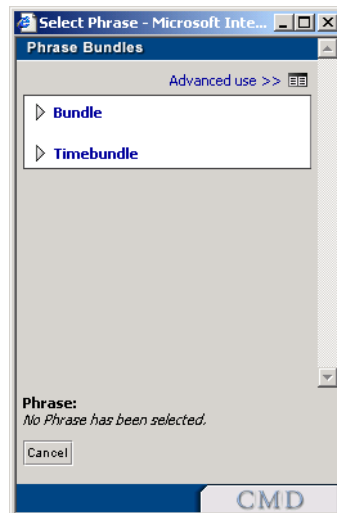
This lookup can be invoked by clicking the Lookup icon which will bring up the Select Phrase window.



The Lookup icon.

Select Phrase window

This window provides an overview of all Phrase Bundle Definitions. Click one of the Phrase Bundles in the List, and it will unfold.

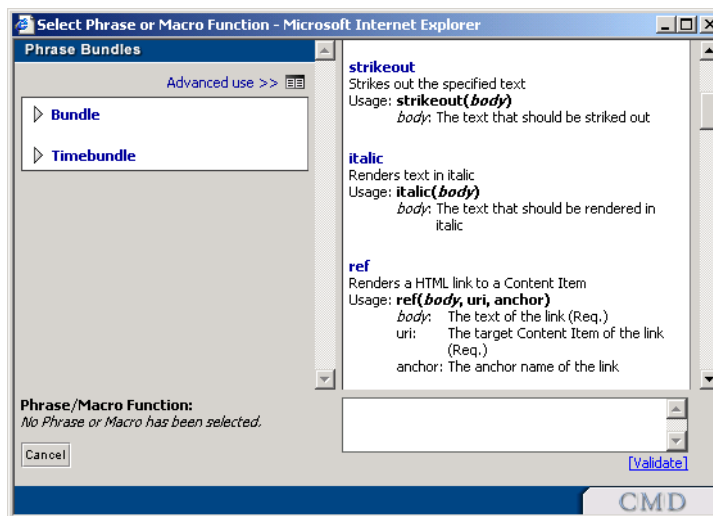


The Simple Select Phrase window.

Then choose a Phrase and click OK. The chosen Phrase will be merged into the text.

Select Phrase and Macro Function

To lookup a Macro, click “Advanced use” which will bring up the following window:



The Advanced Select Phrase window.

Choose a Macro from the list of Macros to the right. Notice that the Macro syntax is shown at the bottom of the window, making it possible to edit and validate a Macro before applying it to the text.

Example

To illustrate how Macros work, consider the following snippet from an Article text:

```
the spokesman said: <italic>"I have no memory of that
action."</italic>
```

When the Article snippet is about to be displayed, the `<italic>` tag will be detected, and the italic Macro will take effect on the text inside the tag, rendering the following text:

```
the spokesman said: "I have no memory of that action."
```

Standard Macros

A number of built-in Macros are available when writing Articles, creating Page Layouts, etc. These are accessed through the Advanced Select Phrase window or simply by using ordinary Macro syntax in a text field.

uppercase

Renders the text in uppercase.

Usage: `uppercase(body)`

body = the text that should be rendered in uppercase.

session

Gets the value for the specific Session attribute in the Context.

Usage: **session**(arg)

arg = the name of the specific Session attribute in the Context (required).

strikeout

Strikes out the specified text.

Usage: **strikeout**(body)

body = the text that should be stroked out.

italic

Renders text in italic.

Usage: **italic**(body)

body = the text that should be rendered in italic.

ref

Renders an HTML link to a Content Item.

Usage: **ref**(body, uri, anchor)

body = the text of the link (required).

uri = the target Content Item of the link (required).

anchor = the anchor name of the link.

super

Superscripts the specified text.

Usage: **super**(body)

body = the text that should be superscripted.

lowercase

Renders the text in lowercase.

Usage: **lowercase**(body)

body = the text that should be rendered in lowercase.

time

Returns the current time of day.

Usage: **time**(pattern)

pattern = the pattern to format the time in Java SimpleDateFormat format.

Example: `{time("k:mm")}` returns "13:47".

dateTime

Returns the current date and time of day.

Usage: **dateTime**(pattern)

pattern = the pattern to format the date and time in Java SimpleDateFormat format.

Example: `{time("dd/MM-yyyy k:mm")}` returns "27/03-2002 13:48".

link

Renders a HTML link to an URL.

Usage: `link(body, url, anchor)`

body = the text of the link (required).

url = the target URL of the link (required).

anchor = the anchor name for the link.

sub

Subscripts the specified text.

Usage: `sub(body)`

body = the text that should be subscripted.

underline

Renders text with an underline.

Usage: `underline(body)`

body = the text that should be rendered with an underline.

requestFolder

Returns the Folder of the current request URI.

Usage: `requestFolder()`

userName

Gets the name of the principal.

Usage: `userName()`

attribute

Gets the value for the specific Contextattribute.

Usage: `attribute(arg)`

arg = the name of the specific attribute in the Context (required).

phrase

Resolves a Phrase and returns its value.

Usage: `phrase(phrase, bundle)`

phrase = the Phrase Name of the Phrase to resolve (required).

bundle = The Phrase Bundle Name.

Example: `{phrase("Testbundle", "Testphrase")}` displays the Phrase "Testphrase" from the Phrase Bundle "Testbundle".

size

Renders the text in a specified size.

Usage: **size(size, body)**

size = the font size (required).

body = the text that should be rendered in the specified size.

image

Includes an internal Image.

Usage: **image(src, border)**

src = the Image to include (required).

border = the thickness of the border around the Image.

Example: `{image("/Folder/picture", "4")}` displays the Image "picture" with a border 4 pixels wide.

imageExternal

Includes an external Image.

Usage: **imageExternal(src, border)**

src = the URL to the external Image to include.

border = the thickness of the border around the image.

Example: `{imageExternal("http://www.test.com/picture.gif", "4")}` displays the Image "picture.gif" with a border 4 pixels wide.

bold

Renders text in bold.

Usage: **bold(body)**

the body = the text that should be rendered in bold.

email

Renders the text as an email address.

Usage: **email(address, body)**

address = the specific email address (required).

body = the text that should be marked as an email address.

Example: `{email("info@cmd.dk", "Email")}` returns an email link with the caption "Email".

color

Renders the text in specified colour.

Usage: **color(color, body)**

color = the colour (required).

body = the text that should be rendered in the specified colour (required).

requestUri

Returns the current request URI.

Usage: `requestUri()`

right

Aligns the text to the right.

Usage: `right(body)`

body = the text that should be right aligned.

date

Returns the current date.

Usage: `date(pattern)`

pattern = the pattern to format the date in Java SimpleDateFormat format.

Example: `{time("dd/MM-yyyy")}` returns "27/3 2002".

center

Aligns the text to the center.

Usage: `center(body)`

body = the text that should be centred.

Phrase Bundles

A Phrase Bundle can be considered a redefinition of a Phrase Bundle Definition. A number of Phrase Bundles with the same Name as one of the existing Phrase Bundle Definitions can be placed in various places in the Deployment Tree as necessary. This makes it possible to have local variations of the original Phrase Bundle Definition.

A Phrase Bundle cannot exist without a corresponding Phrase Bundle Definition with the same Name. Values can only be defined for the Phrases that exist in the corresponding Phrase Bundle Definition.

Inheritance

Phrases can be inherited from Phrase Bundles placed at a higher level in the Deployment Tree. A Phrase Bundle can omit to define a value for a Phrase that exists in the corresponding Phrase Bundle Definition. In this event the Phrase value is looked for in Phrase Bundles with the same Name located in the parent Folders of the original Phrase Bundle.

This inheritance works much like inheritance of Page Layouts, making it possible to define Phrases for an entire subtree instead of each individual Folder.

Creating a Phrase Bundle

To create a Phrase Bundle, navigate to the place in the Deployment Tree where you want it to be located, and choose **New > Phrase Bundle**. The Phrase Bundle Editor will appear.

The Phrase Bundle Editor works much like the Phrase Bundle Definitions Editor, except that you cannot create new Bundles.

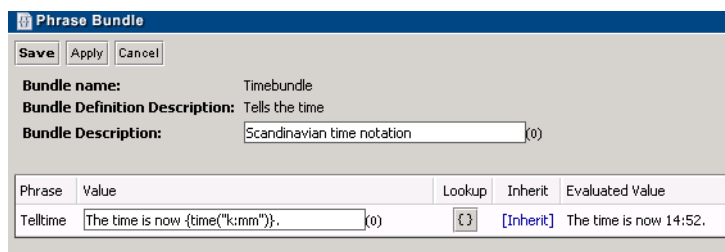
- **Inherit:** If the Phrase value in the Phrase Bundle has been changed from its original value, this value can be changed back by clicking **Inherit**. The value is then reset to the value given in the Phrase Bundle Definition.

Examples

Creating Phrase Bundles

This example will guide you through the process of creating a Phrase Bundle.

- 1 Create a Folder by choosing **New > Folder** in the Content List, and name it "Time".
- 2 In this Folder, choose **New > Phrase Bundle** to create a Phrase Bundle.
- 3 Select the Phrase Bundle Definition "Timebundle - Tells the time" and click **OK**.
- 4 Enter the following Bundle Description for this Phrase Bundle: `scandinavian time notation`
- 5 We want to change the Phrase "Telltime" so it uses standard Scandinavian time notation. Change the Phrase Value to:
`The time is now {time("k:mm")}`.
- 6 Click **Apply** and note that the Evaluated Value is now different. Furthermore, an **Inherit** button is visible, making it possible to revert the Phrase to its original value.



The Phrase Bundle Editor.

- 7 Click **Save**.

Now, every Article in the Time Folder and any Subfolders will use the value from this Phrase Bundle.

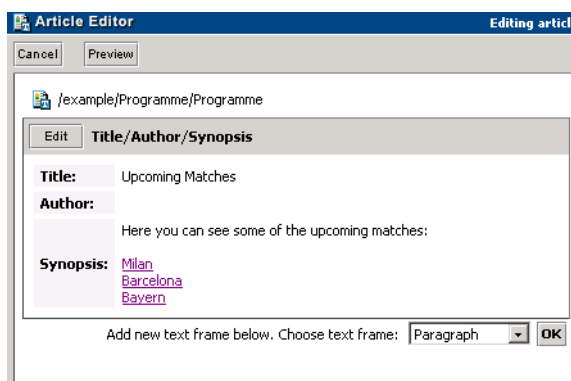
Using Phrases in Articles

This example will create a section on the `example.cmd.dk` website containing an overview of upcoming soccer matches. The Articles are dynamically rendered using Phrases.

Creating Folders

- 1 Create a Folder by choosing New > Folder in the Content List, and name it “Programme”.
- 2 Mark the check box next to the Folder and choose Selection > Show to make it visible.
- 3 Open the Folder “Programme” from the Deployment Tree.
- 4 In this Folder, create another Folder, and name it “Matches”.
- 5 Open the Folder “Matches” from the Deployment Tree.
- 6 In this Folder, create three Folders and name them “Milan”, “Barcelona” and “Bayern”.
- 7 Open the Folder “Programme” from the Deployment Tree.
- 8 In this Folder, choose New > Text > Article to create an Article.
- 9 Click Edit.
- 10 In the Title field, enter “Upcoming matches”.
- 11 Now, links (References) must be made to three new pages containing further information on the matches. In the Synopsis field, enter the following:
Here you can see some of the upcoming matches:

```
{ref("Milan", "/example/Programme/Matches/Milan/") }
{ref("Barcelona", "/example/Programme/Matches/Barcelona/") }
{ref("Bayern", "/example/Programme/Matches/Bayern/") }
```
- 12 Click Update.



The Article Editor.

- 13 Click Save.
- 14 Name the Article “Programme” and click Save.
- 15 Mark the check box next to the Article, and choose Selection > Publish.
- 16 Now create a Folder Layout. Still in the Programme Folder, choose New > Deployment > Page Layout.
- 17 Find and select a Template. The default location for Templates is `/template/` at the root of CMD. The Template used in this example is called “AaB_Template”.
- 18 On the “centercol” Canvas, click Insert Component.
- 19 Find and select the Article Component. The default location for Components is `/component/cmd/` at the root of CMD. Click OK.
- 20 Click the Tool icon to edit the Component.
- 21 Under ArticleUri, enter `/example/Programme/Programme`, or find the Article with the Lookup button.
- 22 Make sure that the check boxes next to “Show Title” and “Show Synopsis” are marked. Click OK.
- 23 Click OK to save the Page Layout. Select “Folder” and click OK, and the Page Layout is saved as “folderlayout”.

24 Mark this Folder Layout and choose Selection > Publish.

Creating an Article with Phrases

1 Open the Folder “Matches” from the Deployment Tree.

2 Choose New > Text > Article to create an Article.

3 Click Edit.

4 In the Title field, enter the following:

```
{=Bundle:HomeTeam} vs. {=Bundle:GuestTeam}
```

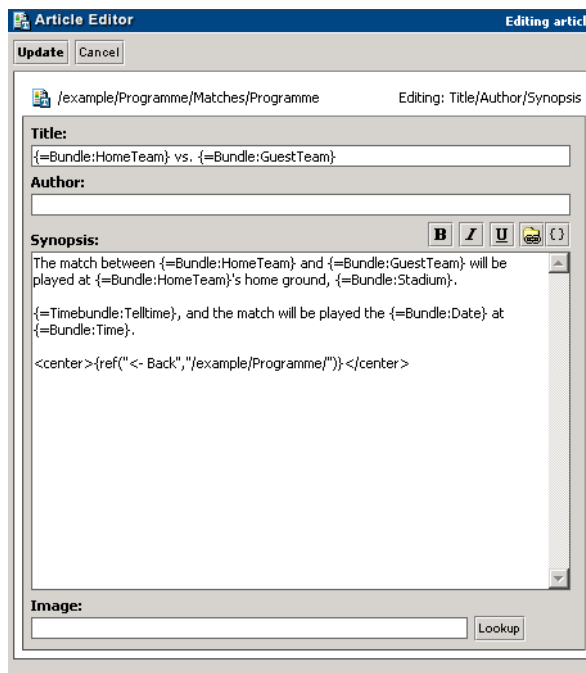
5 In the Synopsis field, enter the following:

```
The match between {=Bundle:HomeTeam} and {=Bundle:GuestTeam}
will be played at {=Bundle:HomeTeam}'s home ground, {=Bun-
dle:Stadium}.
```

```
{=Timebundle:Telltime}, and the match will be played the
{=Bundle:Date} at {=Bundle:Time}.
```

6 At the bottom of the Synopsis field, make a centred Back-button by entering the following Macro:

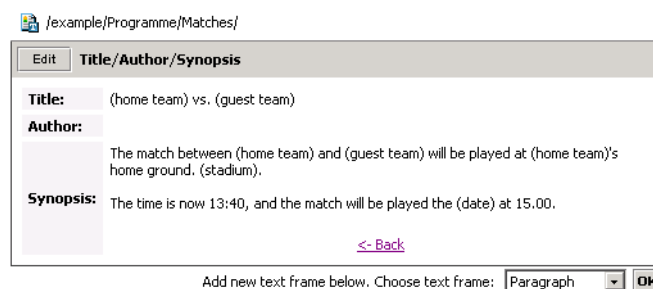
```
<center>{ref("<- Back", "/example/Programme/")}</center>
```



The Article Editor.

7 Click Update.

8 Make sure that the text is rendered without errors (indicated by a red colour).



The Article with rendered Phrases.

- 9 Click Save.
- 10 Name the Article “Matches”.
- 11 Mark the check box next to the Article, and choose Selection > Publish.
- 12 Now, a Folder Layout is created. Still in the Programme Folder, choose New > Deployment > Page Layout.
- 13 Find and select a Template. The default location for Templates is `/template/` at the root of CMD. The Template used in this example is called “AaB_Template”.
- 14 On the “centercol” Canvas, click Insert Component.
- 15 Find and select the Article Component. The default location for Components is `/component/cmd/` at the root of CMD. Click OK.
- 16 Click the Tool icon to edit the Component.
- 17 Under ArticleUri, enter `/example/Programme/Matches/Matches`, or find the Article with the Lookup button.
- 18 Make sure that the check boxes next to “Show Title” and “Show Synopsis” are marked. Click OK.
- 19 Click OK to save the Page Layout. Select “Folder” and click OK, and the Page Layout is saved as “folderlayout”.
- 20 Mark this Folder Layout and choose Selection > Publish

Making Phrase Bundles

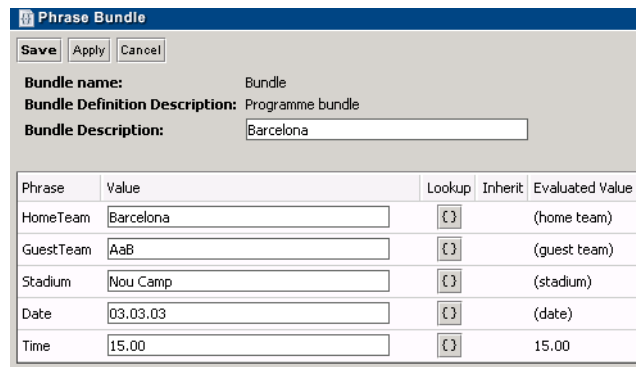
- 1 Choose the Folder “Milan” from the Deployment Tree.
- 2 Choose New > Phrase Bundle
- 3 Select the Phrase Bundle called “Bundle” and click OK.
- 4 Now edit the Phrases according to the following screenshot:

Phrase	Value	Lookup	Inherit	Evaluated Value
HomeTeam	AaB	[Lookup]		(home team)
GuestTeam	Milan	[Lookup]		(guest team)
Stadium	Aalborg Stadium	[Lookup]		(stadium)
Date	02.02.02	[Lookup]		(date)
Time	15.00	[Lookup]		15.00

The Phrase Bundle Editor.

- 5 Click Save.
- 6 Choose the Folder “Barcelona” from the Deployment Tree.
- 7 Choose New > Phrase Bundle
- 8 Select the Phrase Bundle called “Bundle” and click OK.

9 Now edit the Phrases according to the following screenshot:



Phrase Bundle

Save Apply Cancel

Bundle name: Bundle
Bundle Definition Description: Programme bundle
Bundle Description: Barcelona

Phrase	Value	Lookup	Inherit	Evaluated Value
HomeTeam	Barcelona	<input type="checkbox"/>	<input type="checkbox"/>	(home team)
GuestTeam	AaB	<input type="checkbox"/>	<input type="checkbox"/>	(guest team)
Stadium	Nou Camp	<input type="checkbox"/>	<input type="checkbox"/>	(stadium)
Date	03.03.03	<input type="checkbox"/>	<input type="checkbox"/>	(date)
Time	15.00	<input type="checkbox"/>	<input type="checkbox"/>	15.00

The Phrase Bundle Editor.

10 Click Save.

11 Choose the Folder “Bayern” from the Deployment Tree.

12 Choose New > Phrase Bundle

13 Select the Phrase Bundle called “Bundle” and click OK.

14 Now edit the Phrases according to the following screenshot:



Phrase Bundle

Save Apply Cancel

Bundle name: Bundle
Bundle Definition Description: Programme bundle
Bundle Description: Bayern

Phrase	Value	Lookup	Inherit	Evaluated Value
HomeTeam	Bayern	<input type="checkbox"/>	<input type="checkbox"/>	(home team)
GuestTeam	AaB	<input type="checkbox"/>	<input type="checkbox"/>	(guest team)
Stadium	Bayern München Stadium	<input type="checkbox"/>	<input type="checkbox"/>	(stadium)
Date	04.04.02	<input type="checkbox"/>	<input type="checkbox"/>	(date)
Time	15.00	<input type="checkbox"/>	<input type="checkbox"/>	15.00

The Phrase Bundle Editor.

15 Click Save.

Now, an index page and three subpages have been created. All subpages are based on the Page Layout and Article in the Matches Folder. A change in this Article will affect all subpages, making it easy to control a number of pages from one place.

The pages can be tested on the `example.cmd.dk`-site in the Programme menu entry.

Search and Sort

Introduction

The Search function in CMD has been extended, and it is now possible to search for not only MetaData, but also file names, contained text, etc. Furthermore, a sort mechanism has been introduced, making it possible to sort either the result list of a search or the Content List.

Finally, searching and sorting in the Lookup window is also possible. This makes it much easier to find specific content without knowing its location in the Deployment Tree. The single and double quotes are ignored by the DB2 and Oracle searcher implementations.

Creating Meta Data fields

To make fully use of search and sort, it is necessary to create the following Meta Data fields for **all** Content Types:

CreatedBy (Field name); String (Meta type)

modifiedBy (Field name); String (Meta type)

CreatedDate (Field name); date and time (Meta type)

ModifiedDate (Field name); date and time (Meta type)

These Meta Fields should be attached to each Content Type in the Meta Data windows under the System tab.

The screenshot shows a window titled "Meta Data" with "Save" and "Cancel" buttons. Below the title bar is a section labeled "Order" with a list of fields to be added to a Content Type. The fields are listed in a table with columns for Name, Description, List, Read only, Required, Default value, and Meta type. Each field has a corresponding input box for the description and a dropdown menu for the meta type. There are also checkboxes for List, Read only, and Required. At the bottom, there is an "Add new field" section with a "Field name:" input box and an "OK" button.

Fields:	Name	Description	List	Read only	Required	Default value	Meta type
	createdDate	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	date and time
	modifiedDate	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	date and time
	createdBy	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	string
	modifiedBy	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	string

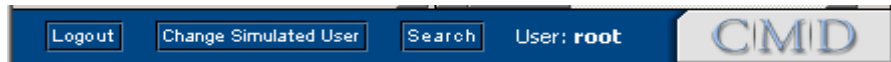
Add new field
Field name:

Creating Meta Data fields for a Content Type.

These Meta Data fields are subsequently set automatically when a new Content Item is saved or an existing is edited, making the Search function a powerful tool.

Search

The Search window is accessed by clicking the Search icon in the blue Bottom

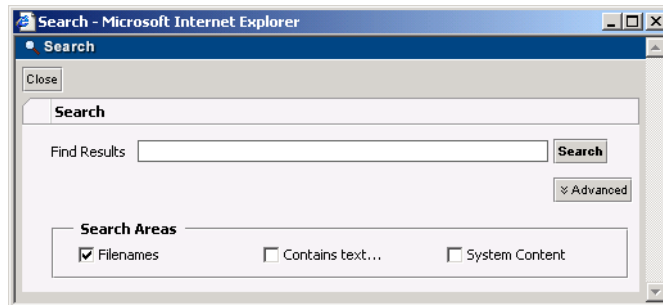


Bar.

Simple Search

Simple Search lets you search according to these parameters:

- **File names:** Search for file names.
- **Contains text...:** Search for any words contained in text files.
- **System Content:** Search for System Content.



The Simple Search window.

Click “Search” to begin the Search.

Advanced Search

Click the “Advanced Search” icon to access Advanced Search. The following options are available:

The Advanced Search window.

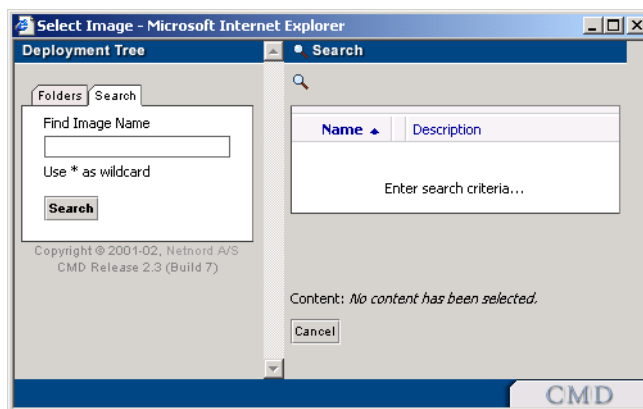
- **Search Areas:** The same as in Simple Search.
- **Content State:** Search for Published and/or Draft content.
- **Start Folder:** Indicate the Folder in which the Search starts. If the “Include Subfolders” check box is marked, the Search will also include Subfolders.
- **Content Type:** Search for one specific Content Type. Select one from the drop down box or search in all Content Types by selecting “All Content Types”.
- **Date:** Search for files created or modified in a specific timeframe. This Search is based on the createdDate and modifiedDate Meta Data.
- **User:** Search for files created or modified by a specific User. This Search is based on the createdBy and modifiedBy Meta Data.
- **Meta Data criteria:** Search for any value in a Meta Data Field. Choose a Meta Data field in the drop down menu, enter a value, and click the “Add” button.

The Search can also exclude files with a certain Meta Data value by marking the “Exclude” check box before adding the Meta Data Field to the Search list. Finally, choose whether all Field conditions should be met (AND), or if it is sufficient that one of the Fields match (OR). Meta Data search can be combined with Text search.

Click “Search” to begin the Search.

Lookup Search

It is also possible to initiate a Search within the Lookup window.



The Search tab in the Lookup window.

A Search tab has been added to the Lookup window. Enter the file name of the Content Type to search for. It is possible to use wild cards (*).

The Search result can be sorted by clicking the Name of the column you want to sort.

Sort

The Content List can be sorted according to Name, Sequence, Description, State, Created Date and Modified Date in the first row and Type in second row all in both ascending and descending order. Click the Name of the column you want to sort.

Sorting the Content List according to category.

<input type="checkbox"/>	Name ▾	Sequence	Description	Created Date	Modified Date
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Sorting the Content List according to category row 2.

	Name	Type	Description	Created Date	Modified Date	State	ver.
--	------	------	-------------	--------------	---------------	-------	------