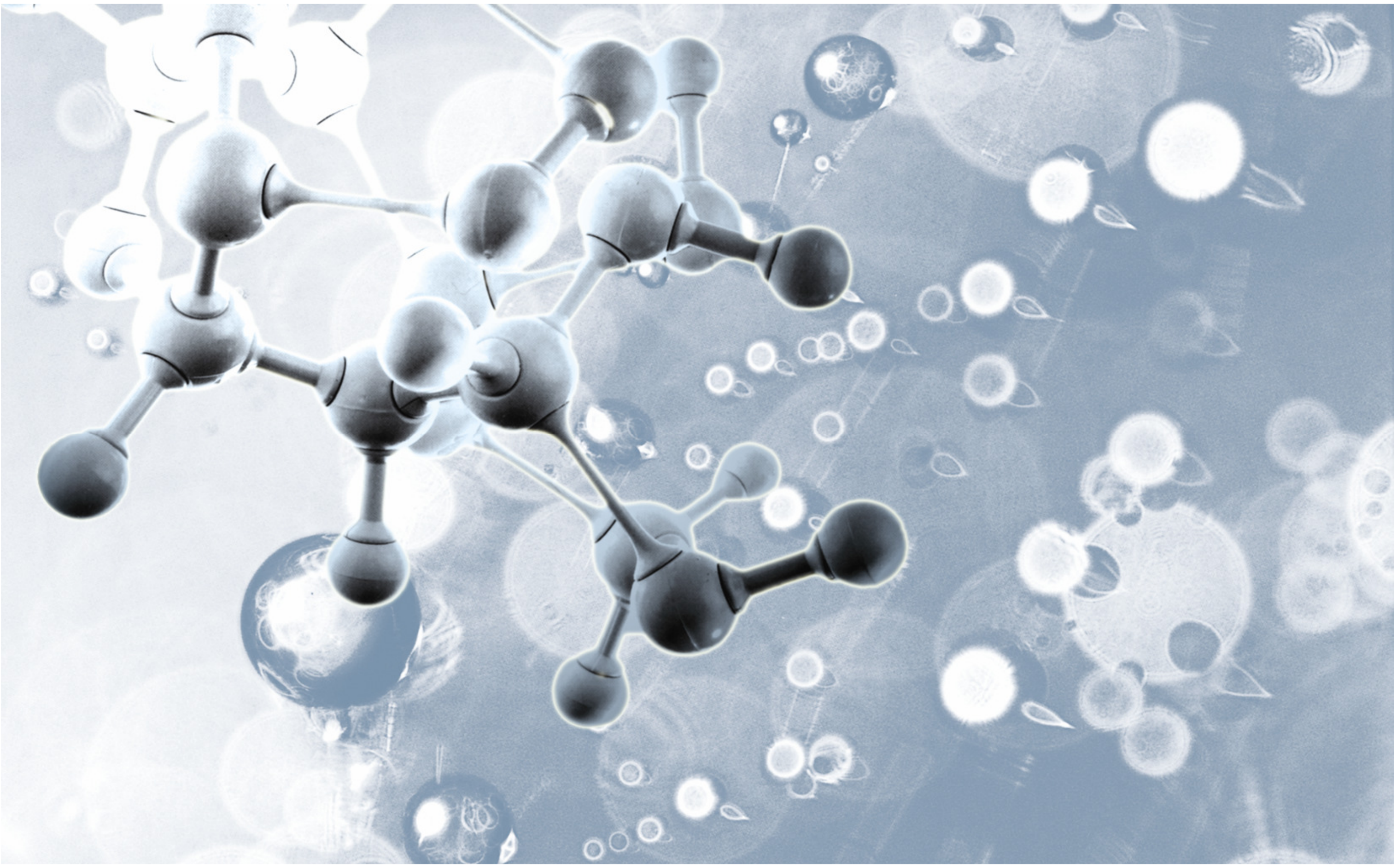

User Guide

CMD 5

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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. Documents, 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 Document Editor which is used for editing Documents.

Each Content Item, e.g. an image of the company logo or a document 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 are 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 as well as standard menus and commands. Default Permissions are presupposed in this Guide.

System Requirements

CMD is optimised to run on Microsoft Internet Explorer 7.0 or newer or Firefox 2.0 or newer in a minimum screen resolution of 768 by 1024 pixels.

What’s New

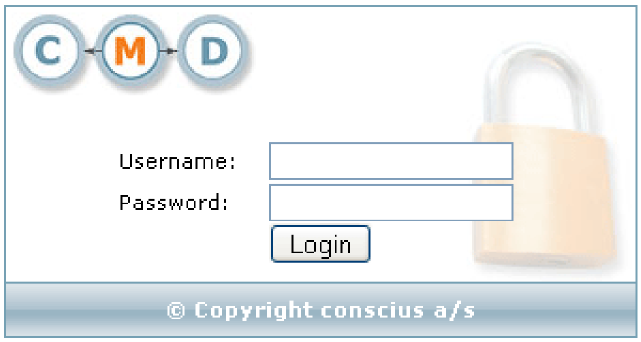
- New look and feel user interface which supports the users knowledge from other systems
- A new content type – Document, which include a WYSIWYG editor
- Enhanced preview mode
- Quick and easy Front side editing
- Support for JSR-168 portlets in an embedded servlet- and portlet container
- Parameters for templates
- New parameter/preference system for components, templates and portlets
- Altered “magical values” for parameter values (uri changed to $content etc.)
- Location aware dependencies
- Improved page layout editor GUI
- Shortcut keys
- Content Items with time management which makes it possible to publish and unpublish the Content at a given time in the future.

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:

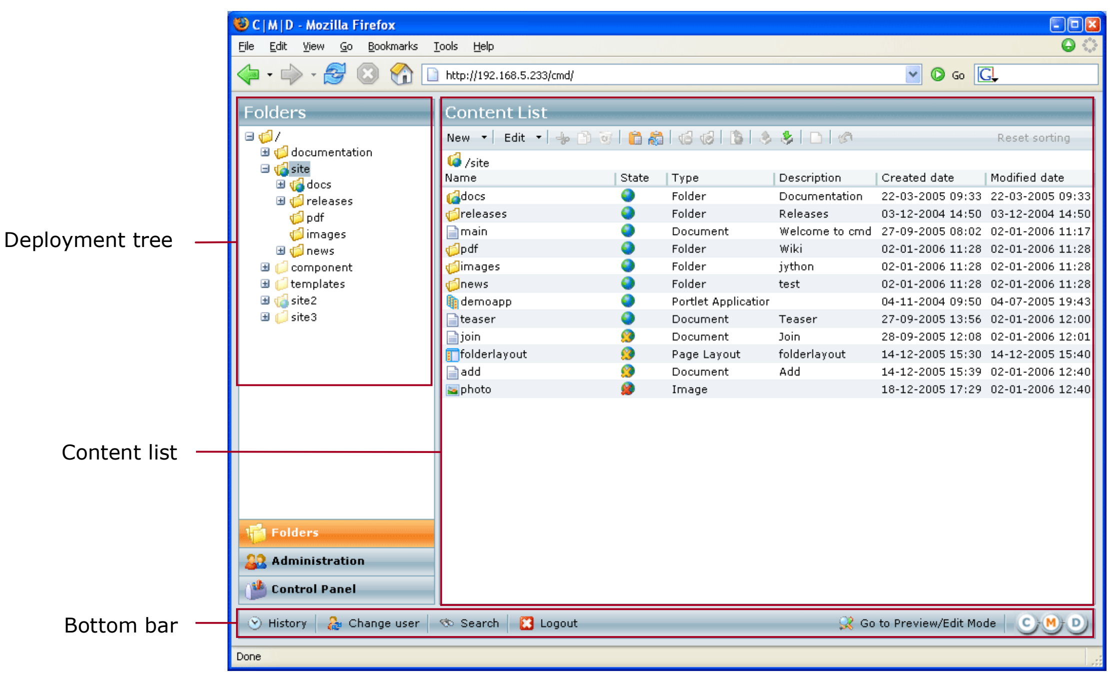


The log-in screen.

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.



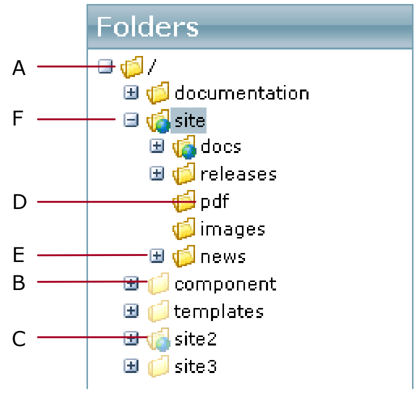
The CMD interface.

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.

Navigating the Deployment Tree

You can navigate the Deployment Tree by expanding and collapsing the Folders in it. This is done with either the "+" and "-" buttons located left of each Folder or by clicking on a Folder name to expand the Folder and double-clicking the Folder name to collapse the 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

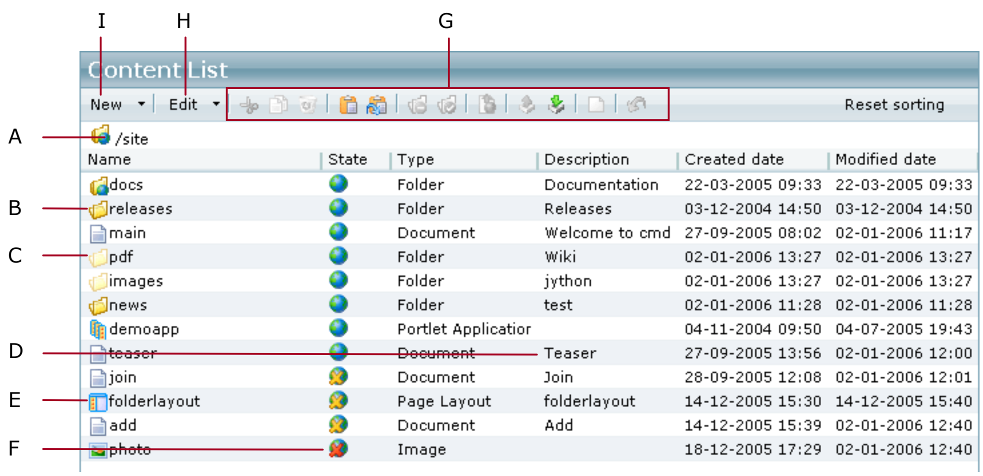
The Content List displays the Subfolders and Content Items of each Folder. It is presented in the right side of the CMD interface and is visible when you navigate Folders and Content Items in the Deployment Tree.

When you double-click on a Folder in the Content List the Content List will be updated to show the Content Items you are allowed to see in this Folder.

For information on how to create and edit Folders, please refer to "The Folder Editor".

When you double-click on a Content Item, an Editor that allows you to view or edit information about the chosen Content Item will open in a new window. Content Items may be Documents, Media-files, Images, PDF-files, etc.

Please refer to the corresponding chapters in this User Guide for a description of these Content Types.



The Content List.

***A**: Path to the current Folder. **B**: Shown Folder. **C**: Hidden Folder. **D**: Description of a Folder or Content Item. **E**: Icon for the Content Item and Name. **F**: State (published/draft). **G**: Quick Access Bar. **H**: Edit > drop down menu. **I**: New > drop down menu for creating Content Items.*

Name

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

Please note "Character limitations"

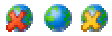
A double-click on the Name of a Content Item will open the corresponding Editor. For information on how to edit Folders and Content Items, please refer to the following chapters.

Character limitations

All printable ISO-8859-1 characters except the following can be used:

! " * / : < = > ? \ { | } ¤

State



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 three states, "Draft" (globe with a red cross), "Published" (globe) or "Published is older than draft" (globe with a yellow cross).

By default a Content Item which has just been created is in the Draft state. Draft Content Items can be published by selecting the Content Item and choosing Edit > Publish. If a published Content Item is edited the state will change to Published is older than draft.

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 double-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.

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.

Edit >

A drop down menu used together with a selection in the Content List. All features in the Edit > drop down menu are the same as the features in the right-click menu (cf. "Right-click menu") and many of the icons in the Quick Access Bar, see below.

Please note that if no Folders or Content Items have been selected, no features are available.

Sort

The Content List can be sorted according to Name, State, Type, Description, Created Date and Modified Date all in both ascending and descending order. Click the Name of the column you want to sort.

Sorting the Content List according to Name.

It is also possible to sort by Sequence, which often is the sequence that will be shown online e.g. in a menu.

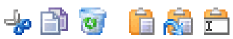
By default the Content List is sorted by Sequence. If the List has been sorted according to something else, it is possible to return to the Sequence sort by clicking Reset sorting in the right-top corner.

Reset sorting button.

The Quick Access Bar

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

Please note that if no Folders or Content Items have been selected, 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.

Please note that it is not possible to delete a Content Item if there are References to it.

It is not possible to delete a Content Item which has References to it, unless the References are deleted first.

Hide - Show

Hide and show features can be activated from here. When a Folder or a Content Item has been selected, 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 Edit > 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 make the Content Item available online.

Unpublish

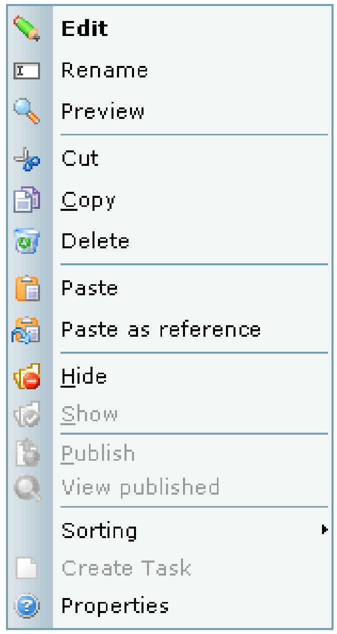
Please note that this feature only applies if your CMD system has Version Control (cf. "Version Control").

The Unpublish feature is used when a published Content Item should no longer be available online. Instead of deleting the Content Item completely, the Unpublish feature keeps the Content Item in the Content List to be used later if desired.

Right-click Menu

Beside the same features as the Quick Access Bar, the right-click menu of the Content List contains some additional features which it has it common with the Edit > menu.

Please note that if no Folders or Content Items have been selected, most of the icons will be dimmed.



The right-click menu

Edit

The Edit feature is marked with bold indicating that this feature is activated by a double-click. The Editor of the chosen Content Item will open in a new window.

Rename

It is possible to rename the chosen Folder or Content Item using this feature

Preview

The selected Folder or Content item will be shown in a preview mode if possible.

View Published

If the selected Folder or Content Item has a published version, this feature will show you the published version. It is not possible to edit the published version.

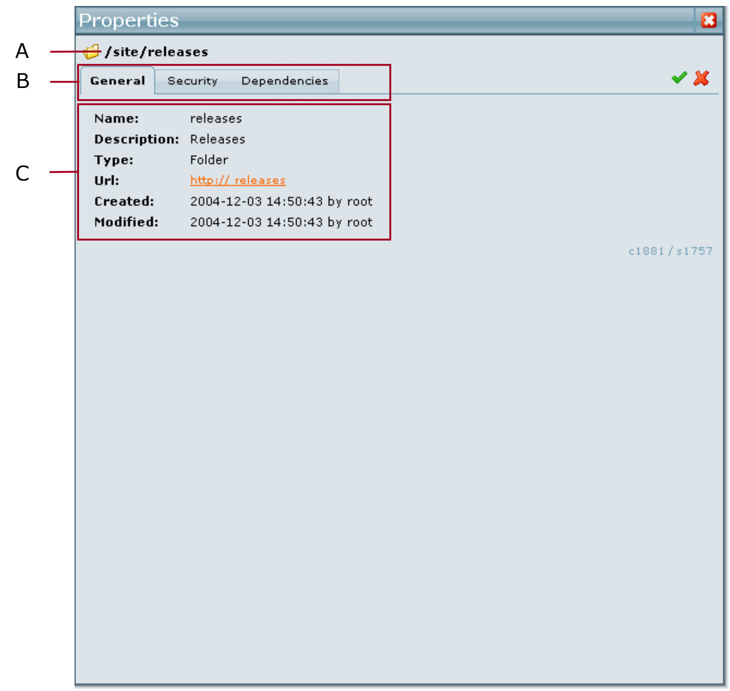
Move Up – Move Down

When there is more than one Folder or Content Item in your Content List, it is possible to place them in any order. Move Folders or Content Items by clicking Sorting > Move Up /Move Down. This will move the Folder or Content Item 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.

Properties

The Properties dialogue will open a new window with information about the selected Folder or Content Item. Depending on the Content Type it can contain up to three tabs with various information about the Content Item. The three tabs are: General, Security and Dependencies.



The Properties Dialogue.

***A**: Path to the current Content Item. **B**: General tab, Security 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, version number, when it is published from and when it will stop being published.

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 depending on. For a Document this could be a list of Images referred to in the Document.
- **Used by:** The lower part of the tab contains a list of Content Items that depends on the current Content Item. For a Document this could be a Page Layout that references the Document, or another Document that contains a link to the current Document.

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

The Bottom Bar

At the bottom of the browser window is a blue bar with different buttons and information.

The Bottom Bar.

***A**: History button. **B**: Change Simulated User button. **C**: Meta Data Search button. **D**: Logout button. **E**: Go to Preview/Edit Mode button. **F**: About CMD button.*

History

This button enables you to go back and forward in time to see how your site used to look, or how it is going to look on a certain time.

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.

Search

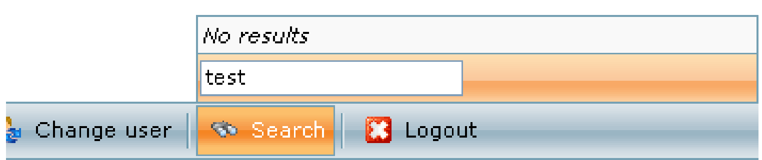
The Search function in CMD searches for file names, contained text, etc. similar to the search string.

The Search function is accessed by clicking the Search icon in the bottom bar.

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.

Click "Search" to open the Search box.



The Search box.

Logout

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

Go to Preview/Edit Mode

The Preview/Edit button lets you see a preview of the Folderlayout for the folder in which you stand. If the Folder do not have a Folderlayout, the button in inactivated. In the Preview/Edit mode you are furthermore able to edit the different Content Items used in the Folderlayout and save the changes afterwards.

About CMD

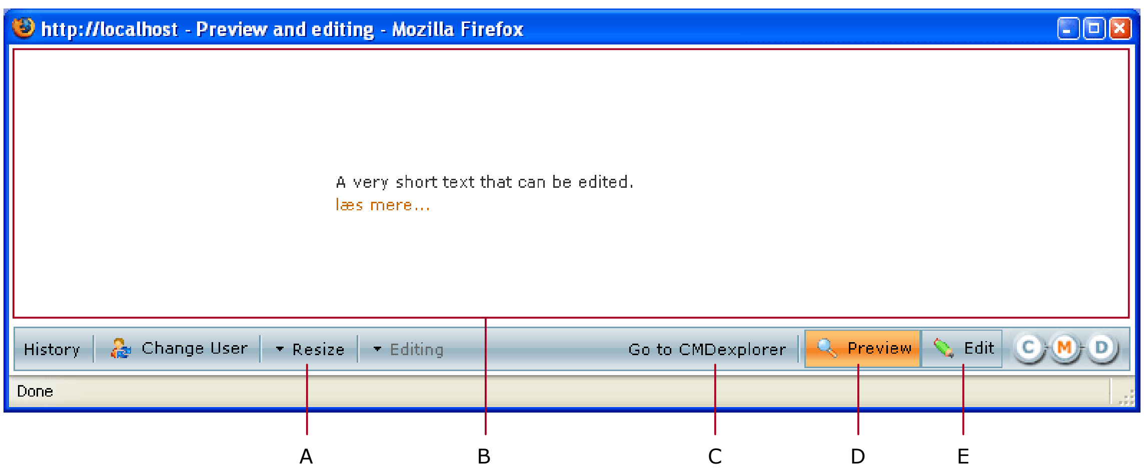
This button opens a window with information about CMD – version number, copyright etc.

Front Side Preview and Edit Mode

CMD has an extended preview mode, which enables the CMD user to see newly created content before it is published and thereby online accessible. The front side view also includes an edit mode, for small changes.

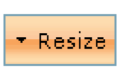
Preview

In order to see the front side preview mode, navigate to a folder that includes a FolderLayout (it does not need to be published), and click the Go to Preview/Edit Mode button in the Bottom Bar. A new window will open with a preview of the Folder Layout.



The Front Side Preview

A*: Resize button.* ***B****: Preview of the Folder Layout.* ***C****: Go to CMDexplorer button.* ***D****: Preview button.* ***E****: Edit button.*



Resize

It is possible to resize the window to some predetermined sizes e.g. 800x600, 1024x768, 1152x864 etc. This makes it possible to see how the layout and design will be seen on different screen resolution.

Please note that it is not possible to resize the window to be bigger that the screens resolution.

Go to CMDexplorer

This button automatic closes the window and return to the Content List.

Preview

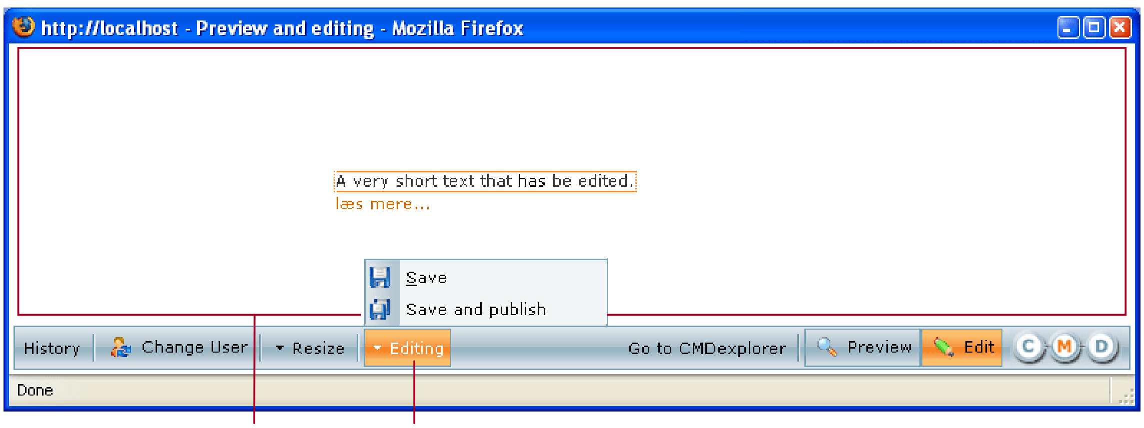
The Preview button indicates when you are in the preview mode. It will stay activated (orange) until you press the Edit button or close the window.

Edit

The Edit button indicates when you are in the edit mode. It will stay activated (orange) until you press the Preview button or close the window.

Edit

When the Edit button is clicked, the window automatically changes to the edit mode. The Preview button will stop being active, and instead the Edit button will become active. Furthermore an orange dotted box will appear around the components, which are suitable for editing.



A B

The front side edit

***A**: The orange dotted box indicates that the component can be edited. **B**: The Editing button with Save and Save and publish options.*

To edit a component simply place the cursor inside the orange dotted box and start typing or deleting. It is also possible to make bold, italic and underlined text. To do this, mark some of the text and use the following shortcut keys to get the desired effect:

- **Ctrl + B**: Bold
- **Ctrl + I**: Italic
- **Ctrl + U**: Underlined

Please note that some components including Articles can not be edited.

When a change has been made there are two ways of saving it.

Save

This button will save the changes, but not publish it.

Save and publish

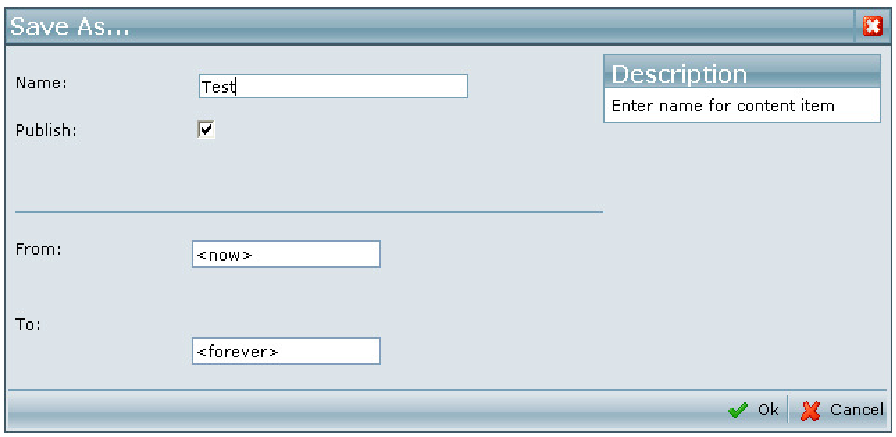
This button will save the changes and publish it, thereby making it accessible online.

Time Management

The Time Management function in CMD can publish and unpublish Content at a given date and time, thereby making it possible to make changes to your site ahead of time. The function can be controlled In the Save as… dialogue in CMD.

The Save as… Dialogue

When Content is saved via the Save as… function a Save as dialogue window appears, as seen below.



The Save as… Dialogue.

When the checkbox to the right of Publish are checked, the options From and To appears. From can be set to "now" or to a date and time in the future. To can be set to "forever" or to a date and time in the future. By clicking the textboxes, a calendar appears in which a date and time can be selected.

Please note that it is not possible to set To to a date and time prior to the From date and time.

Shortcut Keys

In CMD it is possible to use shortcut keys to perform some basic functions. The shortcut keys in the Content List are as follows:

- **Shift + Ctrl + C**: Copy a Content Item from the Content List
- **Shift + Ctrl + X**: Cut a Content Item from the Content List
- **Shift + Ctrl + V**: Paste a Content Item in the Content List
- **Shift + Ctrl + N**: Rename a Content Item in the Content List
- **Shift + Ctrl + H**: Hide a Content Item in the Content List
- **Shift + Ctrl + S**: Show a Content Item in the Content List
- **Shift + Ctrl + P**: Publish a Content Item in the Content List

- **Alt + W**: Go to Preview/Edit Mode
- **Delete**: Delete a Content Item from the Content List

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 **Document** content type is meant as a long-term replacement for Articles. It contains a title, a synopsis and a body of text. The body contains XHTML markup for presentation purposes. The **Document** editor contains WYSIWYG editing of the body text.

The **Article** Content Type 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 with no markup. This content type is by default not versioned nor historically accessible.

The Media Module

The **Image** Content Type is used for working with Images. An Image must be created and saved outside CMD as a GIF, a JPG or another file type suitable for web, 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 Types 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 (a Document, an Image, etc.) which appears in the draft state. This means that it is not accessible on the output channel.

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.

Version Number

Each Content Item under Version Control has a Version Number which shows how many times the Content Item in question has been revised. The version number can be found in the properties dialogue. 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.

Text Module

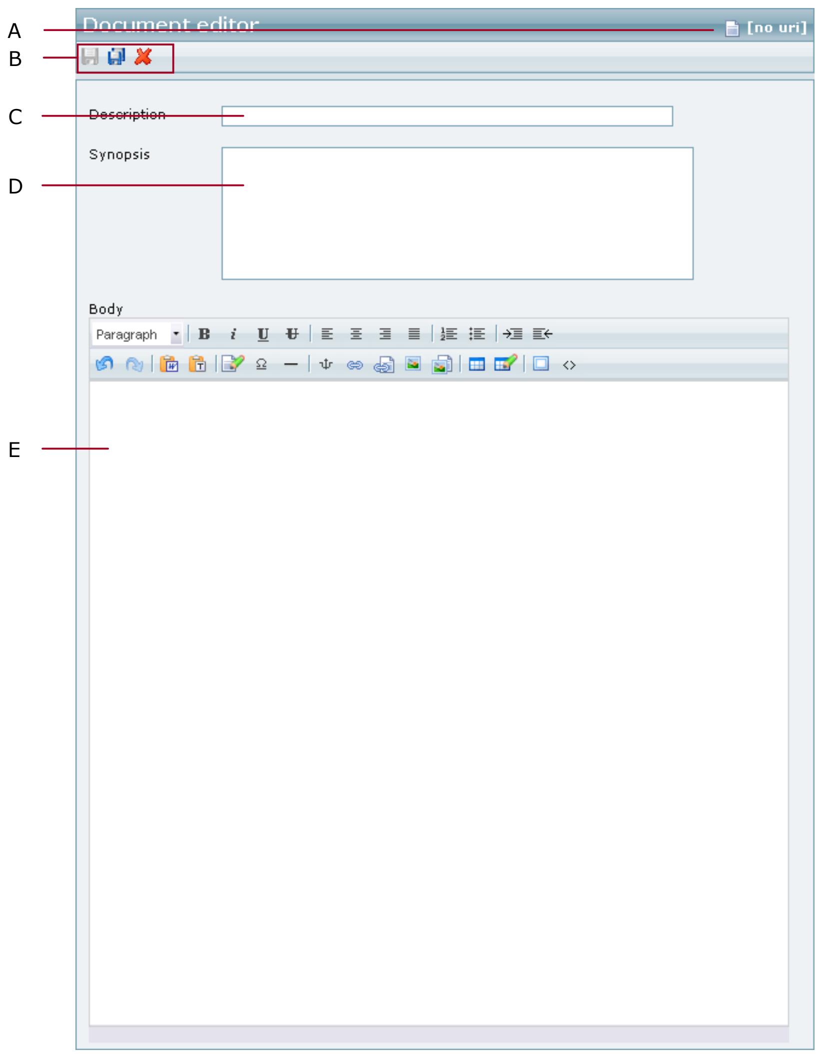
In the New > drop down menu, the various Content Types are sorted according to which Modules they belong to. The Text Module contains the Document, the Article and the Simple Text Content Types.

Document

Document is used for text and can contain markup.

The Document Editor

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



The Document Editor.

__A__: Path to the current Content Item __B__: Save, Save as… and Cancel buttons. __C__: Description (heading). __D__: Synopsis. __E__: Body with the WYSIWYG editor.

Description

Enter the title/heading of the Document.

Synopsis

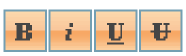
Enter the Synopsis of the Document.

Body

Enter the Body text and edit the formatting.

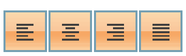
Paragraph

By using the paragraph dropdown menu it is possible to select different headlines or paragraph styles like <h1>, <h2>, <p>, <div> etc.



Bold, Italic, Underline and Strikethrough

The text entered in the body field can be formatted. To apply bold, italic, underlined or strikethrough text, mark the text and click on the corresponding button.

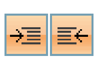


Text Justify

The text entered in the body field can be left, center, right and full justified. To apply the desired text justify, mark the text and click on the corresponding button.

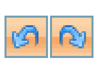
Numbering and Bullets

Numbering and bullets are easy to make in the Document Editor. Simply mark the text and click on the corresponding button. The numbering and bullets can be modified by clicking the Styles & Formatting button and selecting List Formatting.



Indent and Outdent

A text paragraph can be moved to the right by clicking Indent and to the left Outdent.



Undo and Redo

It is possible to undo and redo changes made to the text by clicking the corresponding button.

Paste from Word

The user can create the text in Microsoft Word and afterwards paste the text to the Document Editor. The Paste from Word function converts the Word text to valid xhtml which can be used on the internet. The most common text formatting made in Word will be kept after the paste.

Paste Text

To be sure that the text being pasted to the Document Editor does not contain invalid code, the Paste Text function is used.

Styles & Formatting – List Formatting

The numbering and bullets can be modified by clicking the Styles & Formatting button and selecting List Formatting.

Styles & Formatting – Custom CSS

The Custom CSS feature allows the user to make his own CSS style or to refer to a style from a style sheet.

Special Characters

An amount of special characters e.g. ©, §, £ etc. are available.

Line

The Line button inserts a standard break line known as a <hr> in html.

Bookmark

The Bookmark button inserts a hidden bookmark in the Document which can be linked to another place in the Document e.g. a "To the top" link. The link is made using the Hyperlink button.

Hyperlink

The Hyperlink function is used to make links to external sites or to make "mailto" links.

Internal Link

The Internal Link button is used to make links to pages and content in CMD.

Please note that the pages and content must be created in advance.

Internal Image

The Internal Image button is used to insert images into the Document.

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

Insert Table and Edit Table/Cell

Tables can be created by clicking Insert table and afterwards it can be edited by using the Edit Table/Cell function.

Full Screen

Clicking the Full Screen button will make the Document appear in full screen which can be useful when working with a Document that contains a large table or image.

View/Edit Source

It is possible to view and edit the Documents html source by clicking on the View/Edit Source. The source editor verifies the source entered is valid xhtml. If that is not the case, the editor will try to make it valid.

Save

When you want to save the Document, you are asked to enter the Name for the Document. The Name functions as the internal CMD file name and is required.

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

Editing a Document

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

Document without Version Control

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

Document with Version Control

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

When the relevant fields have been edited, publish the content by selecting it, then choose Edit > Publish. This will replace the published Document, and the Version Number will increase.

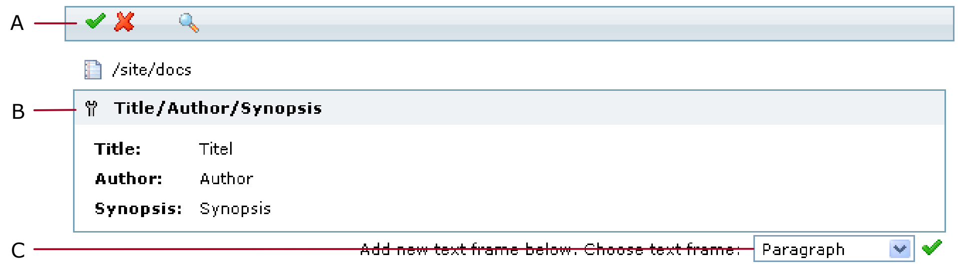
Please note that the "less than" character ">" cannot be used directly within a document text, as it is used for indicating the beginning of a macro. A backslash must be put before the "less than" character to use it literally.

The Article Editor

An Article consists of Title, Author, Synopsis and one or more text frames. It is also possible to insert 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".

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

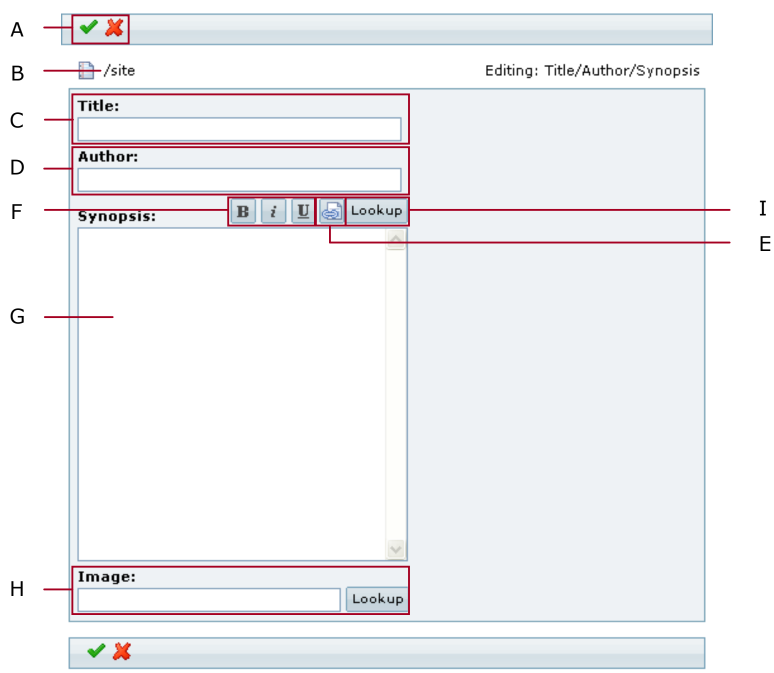
Delete a text frame by clicking the Delete icon.

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 the window below 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. **I**: Lookup button for Phrase or Macro functions.*

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.

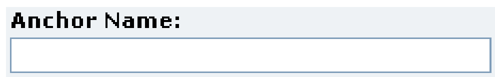
Anchor

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.



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.

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</bold>"). 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.com).

Please note that it is not possible to browse to external URLs. It is only possible to enter the URL directly.

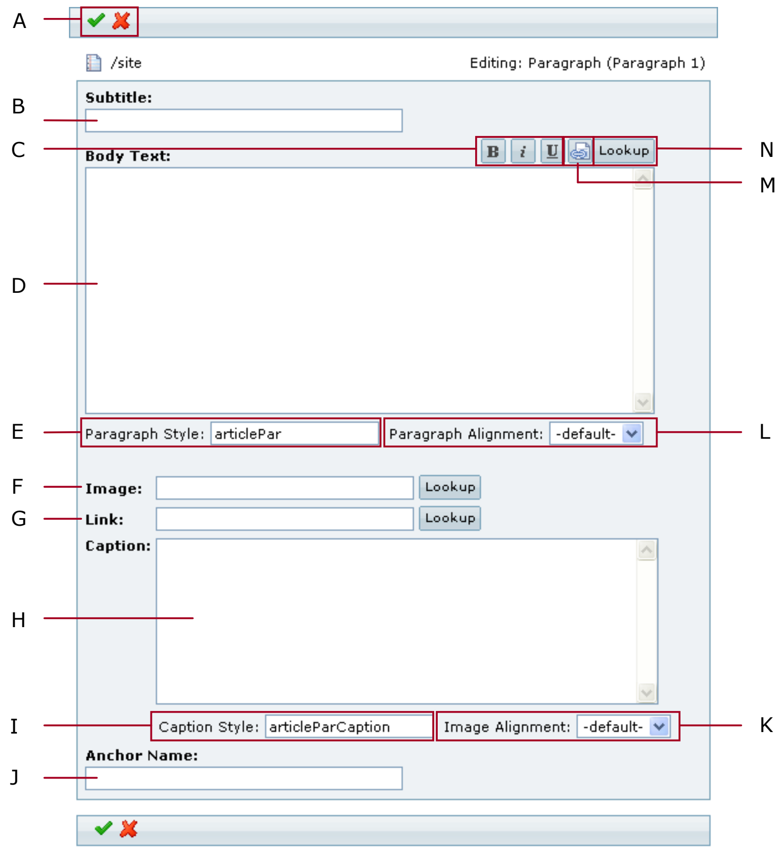
- **Email link**: Enter the desired email address (e.g. info@conscius.com).

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**: Cascading style sheet for the Image Caption. **J**: Field for entering Anchor Name. **K**: Alignment for the Image. **L**: Alignment for the Body and the Subtitle. **M**: Hyperlink button. **N**: Lookup button for Phrase or Macro functions.*

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.

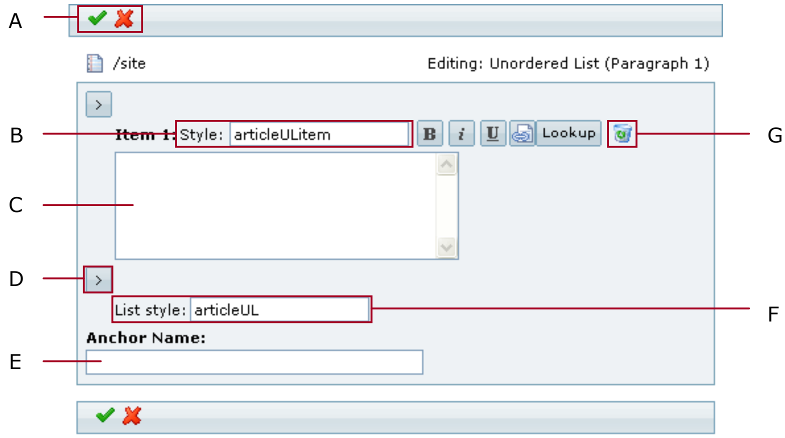
Update

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**: Field for entering Anchor Name. **F**: Cascading style sheet for the entire List. **G**: Delete an Element from the 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.

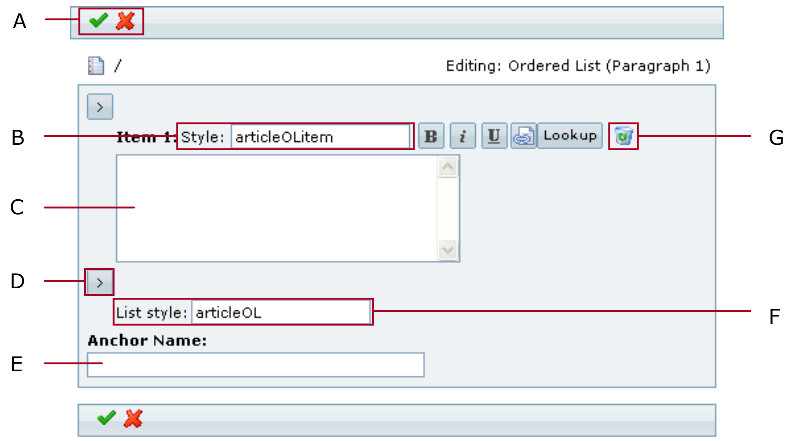
Update

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**: Field for entering Anchor Name. **F**: Cascading style sheet for the entire List. **G**: Delete an Element from the 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.

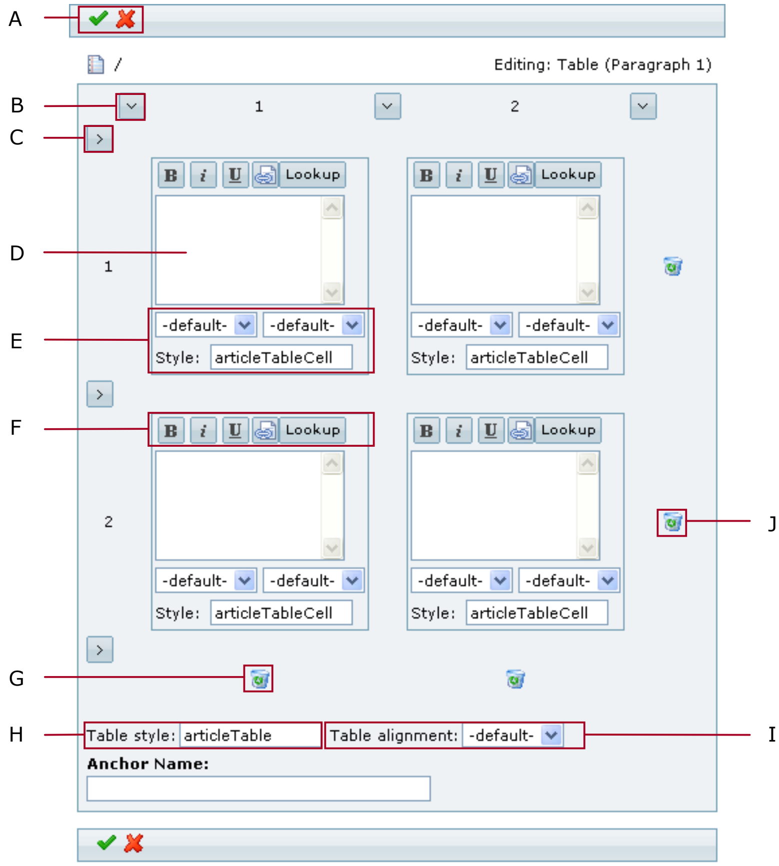
Update

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 Column. **C**: Add Row. **D**: Table Cell. **E**: Cascading style sheet, horizontal and vertical alignment of a single Cell. **F**: Buttons for styling the text. **G**: Delete Column. **H**: Cascading style sheet for the entire Table. **I**: Alignment for the entire Table. **J**: Delete Row.*

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

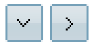
It is possible to set the alignment of the text within each Table Cell. The two drop down lists contains horizontal and vertical alignment options, respectively.

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 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 desired row or column.

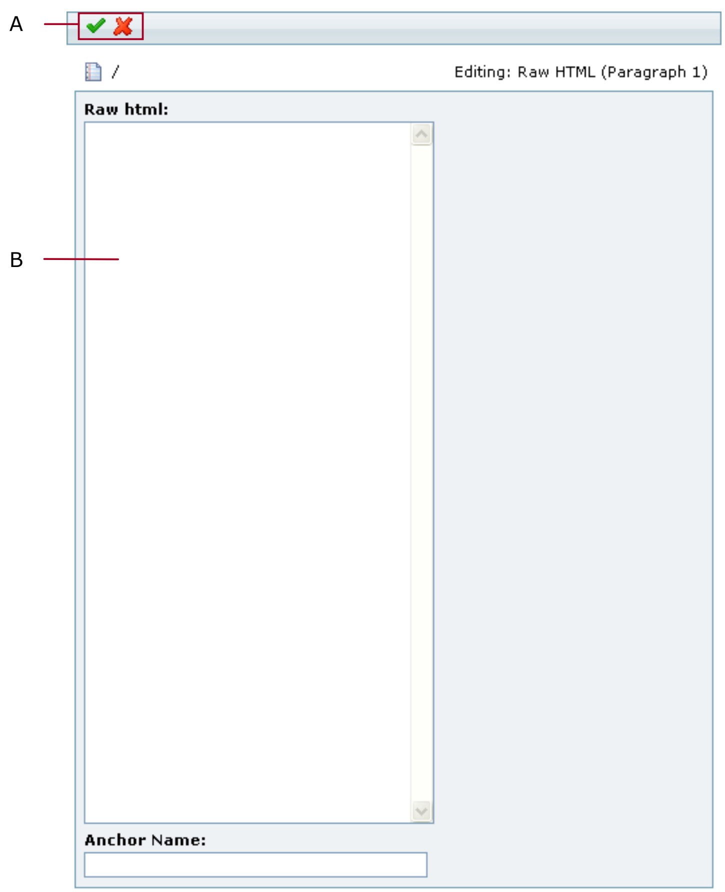
Update

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 IFRAME's, 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

In the Content List, double-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

In the Content List, double-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.

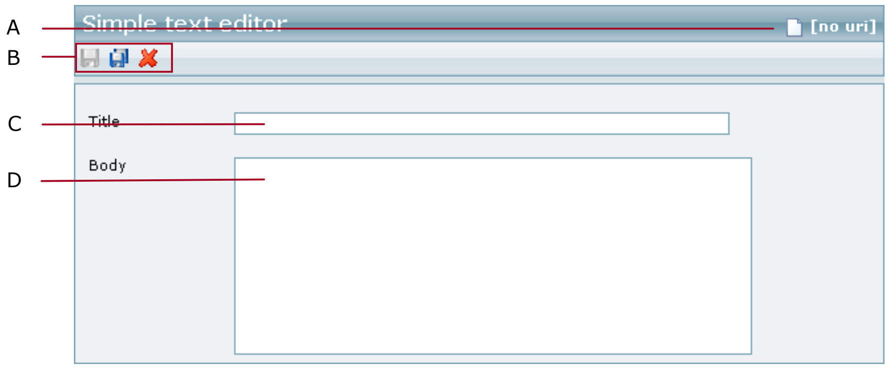
When the Article has been saved, publish the content by selecting it, then choose Edit > Publish. This will replace the originally published Article, and the Version Number will increase.

Simple Text

Simple Text is used for small pieces of text that do not need the various possibilities which the Document Editor and 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**: Path to the current Simple Text. **B**: Save, Save as… and Cancel buttons. **C**: Title (heading). **D**: Body.*

Title

Enter the Title of the Simple Text.

Body

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

When you want to save the Simple Text, you are asked to enter the Name for the Simple Text. The Name functions as the internal CMD file name and is required.

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

Editing a Simple Text

Simple Text without Version Control

In the Content List, double-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. If necessary publish the simple text afterwards.

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, Media file and PDF 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

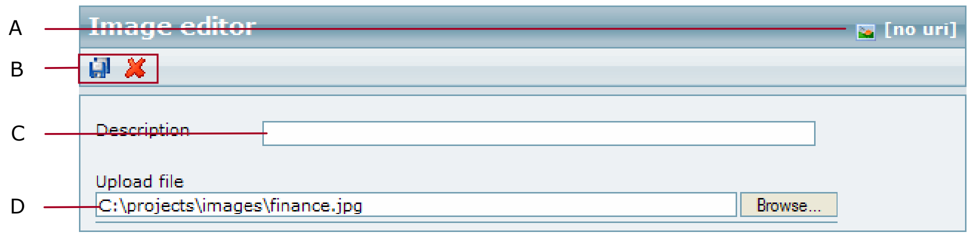
An Image which is to be used in CMD must be created and saved in an application outside CMD, e.g. Adobe Photoshop. It is recommended that the file format is either GIF or JPG in order for the Image to be used in a web environment.

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**: Path to the current Image. **B**: Save as… and Cancel buttons. **C**: Description. **D**: Path and file name to the external file.*

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 double-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 Image original name.

Upload File

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

Browse...

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 Uploading Progress Bar

When you click Save as.. to upload an Image, the save as… dialog appears. By default CMD enters the image original name in the name text area. Simply change the name, if another name desired. The Name functions as the internal CMD file name and is required. When ok is clicked, an uploading image appears at the middle 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.

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

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").

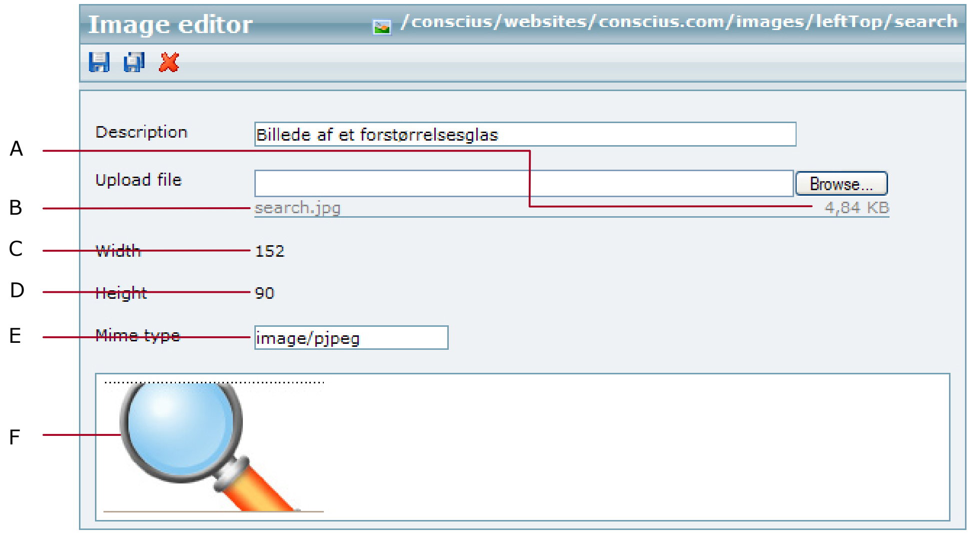
Image without Version Control

In the Content List, double-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

In the Content List, double-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.

When the Image has been saved, publish the Image by selection it, then choose Edit > Publish. This will replace the published Image, and the Version Number will increase.



The Image Editor after upload.

***A**: File size. **B**: Original file name. **C**: Width in pixels. **D**: Height in pixels. **E**: MIME type. **F**: Preview of the Image.*

File Size

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

File Name

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

Width/Height (GIF/JPG only)

The dimensions of an Image in pixels.

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.

Media Files

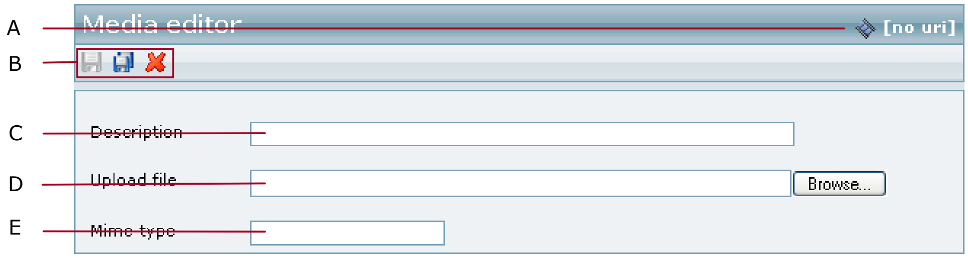
A Media file which is to be used in CMD must be created and saved in an application outside CMD. Media files are different kinds of file types, e.g. Word documents, .exe files, Flash movies, QuickTime movies, AVI files and sounds.

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**: Path to the current Media file. **B**: Save, Save as… and Cancel buttons. **C**: Description. **D**: Path and file name to the external file. **E**: Mime Type.*

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 double-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 files original name.

Upload File

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

Browse...

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.

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.

When you want to save the Media, you are asked to enter the Name for the Media. The Name functions as the internal CMD file name and is required.

Please note “Character limitations”

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

The Uploading Progress Bar

When you click OK to upload a Media file, an uploading image appears at the middle 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").

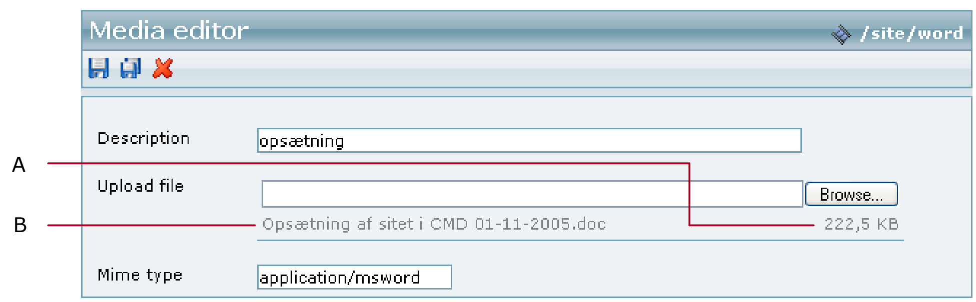
Media File without Version Control

In the Content List, double-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

In the Content List, double-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.

When the relevant fields have been edited, publish the Media by selecting it, then choose Edit > Publish. This will replace the published Media file, and the Version Number will increase.



The Media Editor after upload.

***A**: File size. **B**: Original file name.*

File Size

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

File Name

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

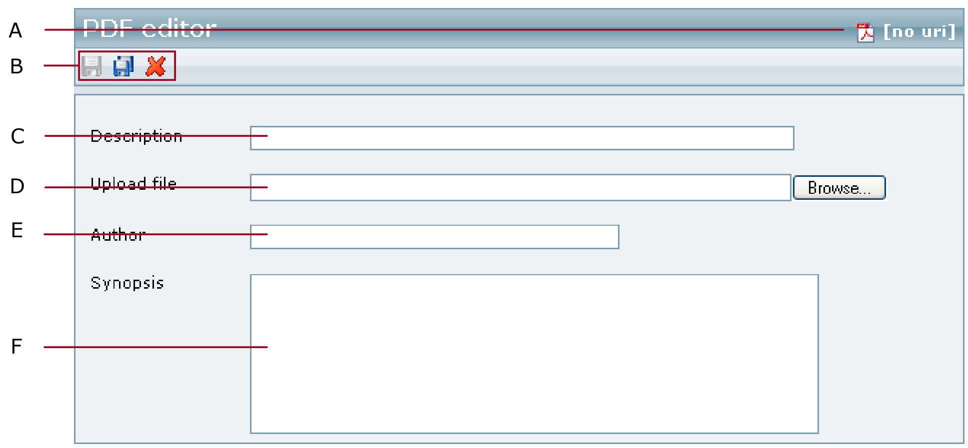
PDF Files

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**: Path to the current PDF file. **B**: Save, Save as… and Cancel buttons. **C**: Description. **D**: Path and file name to the external file. **E**: Author. **F**:Synopsis.*

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 PDF files original name.

Upload File

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

Browse...

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.

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.

When you want to save the PDF file, you are asked to enter the Name for the PDF file. The Name functions as the internal CMD file name and is required.

Please note "Character limitations"

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

The Uploading Progress Bar

When you click OK to upload a PDF file, an uploading image appears at the middle 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 in fact a PDF file.

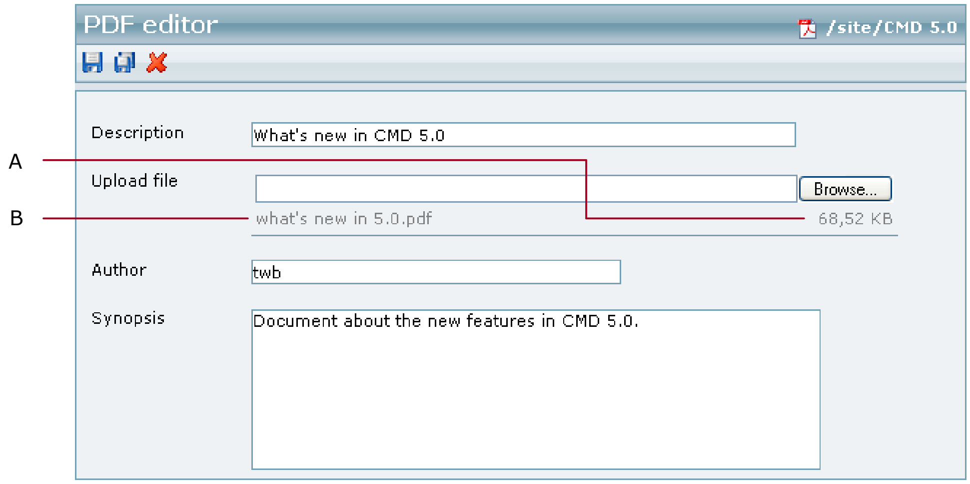
PDF File without Version Control

In the Content List, double-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

In the Content List, double-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.

When the relevant fields have been edited, publish the PDF file by selecting it, then choose Edit > Publish. This will replace the published PDF file, and the Version Number will increase.



The PDF Editor after upload.

***A**: File size. **B**: Original file name.*

File Size

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

File Name

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

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

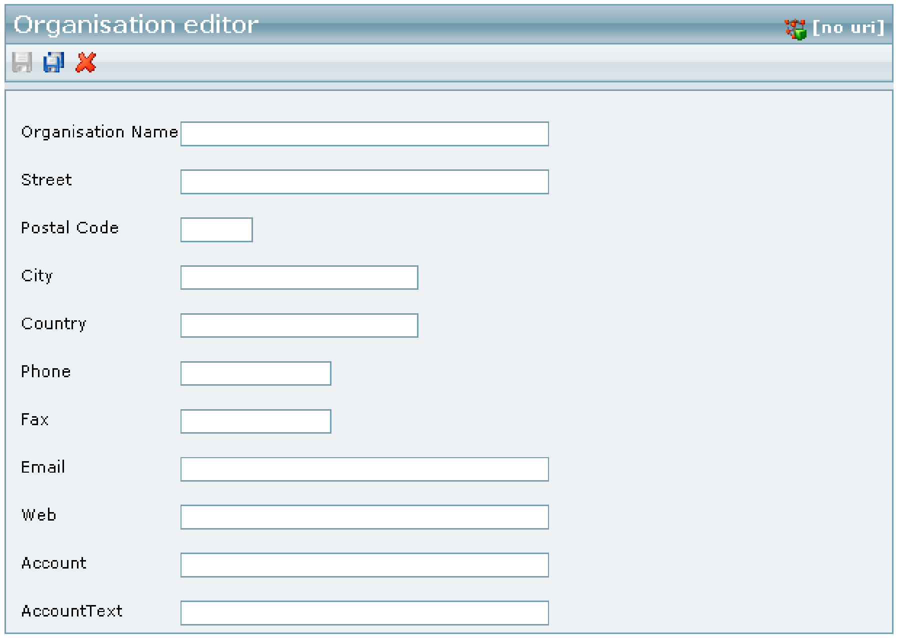
In order to create an Organisation, navigate to the place in the Deployment Tree where you want it to be located, and choose New > Folder (for information about how to create Folders, please refer to "Folder"). Name this Folder after the Organisation you wish to represent. This Folder will be the top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

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.

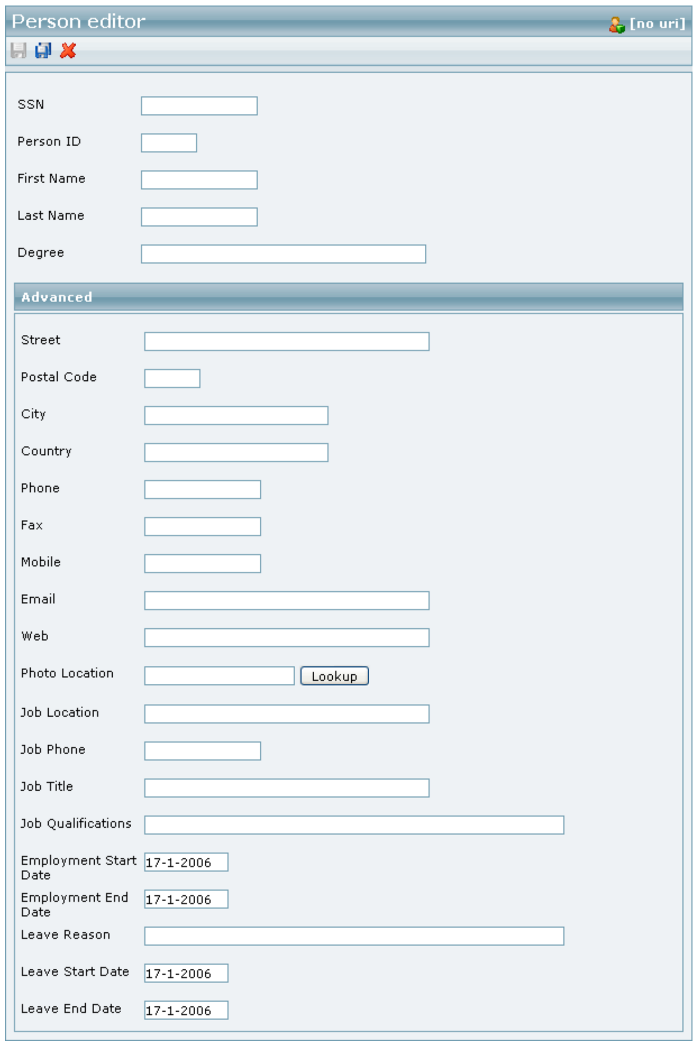
When you want to save the Organisation, you are asked to enter the Name for the Organisation. The Name functions as the internal CMD file name and is required.

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

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.

SSN

The social security number of the person or equivalent.

Person ID

A secondary and optional code which identifies the Person in an Organisation.

Examples include employee numbers such as “2007-56” 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 7F, room F2-24”.

Job Phone

The Person’s business phone number.

Job Title

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

The date at which the Person was associated with the Organisation, most often through employment.

Employment End Date

The date from which the Person is no longer associated with the Organisation.

Leave Reason

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

When you want to save the Person, you are asked to enter the Name for the Person. The Name functions as the internal CMD file name and is required.

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

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.

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.

End Date

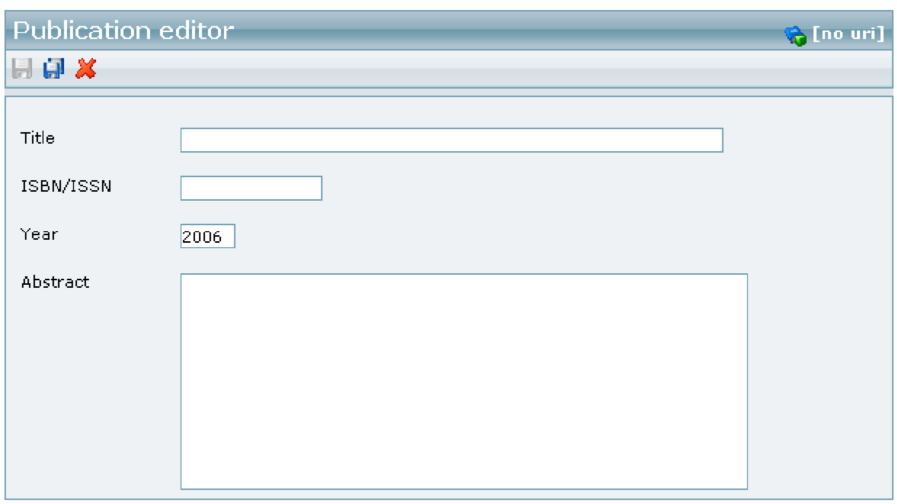
The date at which this Project was terminated or will be terminated.

When you want to save the Project, you are asked to enter the Name for the Project. The Name functions as the internal CMD file name and is required.

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

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.

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 not 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.

When you want to save the Publication, you are asked to enter the Name for the Publication. The Name functions as the internal CMD file name and is required.

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

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

In the Content List, double-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

In the Content List, double-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.

When the relevant fields have been edited, publish the Organisation by selection it, then choose Edit > Publish. This will replace the published Organisation, and the Version Number will increase.

Structuring an Organisation

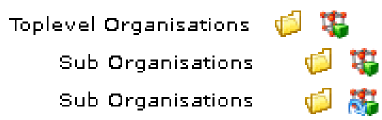
In order to structure the four Content Types of the Organisation Module, you must create a hierarchy of Folders in the Deployment Tree which contains the structural information of your Organisation. The Folders of this hierarchy are used for grouping related elements, such as the Projects and Persons 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.

Please Note that 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.

Please note that 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 Project 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 to a 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	

Matrix.

Example

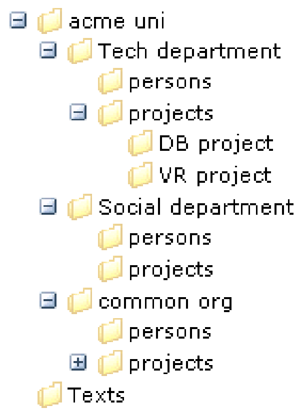
The following example illustrates the concepts discussed above:

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"), and save it as "organisation".
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

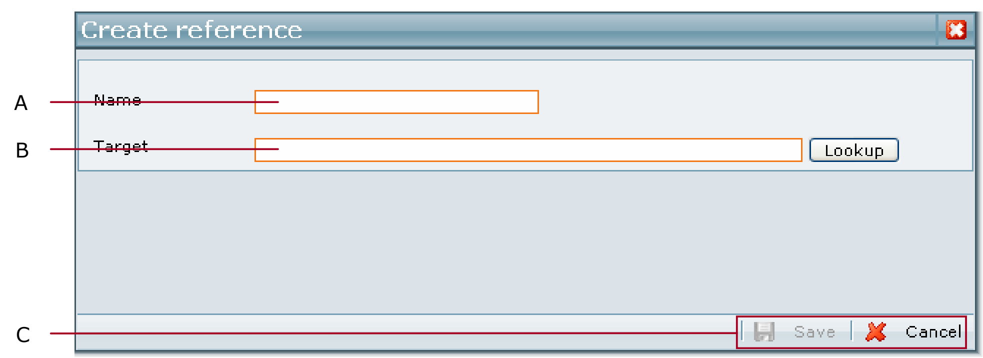
You can create References to all Folders and published Content Items in the Deployment Tree.

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

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"

Target

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. This field is also required indicated by the orange border.

The Reference Editor

In the Content List, double-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

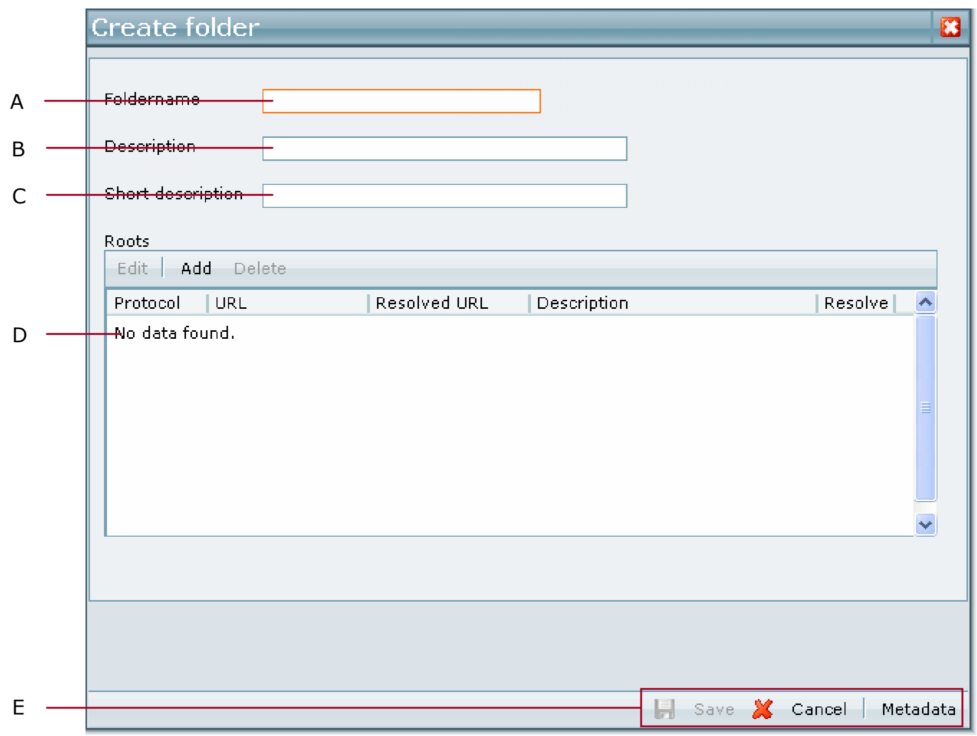
Folders are similar to the folders on your operating system. In the Deployment Tree they are used for storing (Sub-)Folders and Content Items.

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**: Foldername. **B**: Description. **C**: Short Description. **D**: List of Webroots if any. **E**: Save, Cancel and Metadata buttons.*

Foldername

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

Please note "Character limitations"

When a Folder is cut or copied and pasted 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 right-clicking on the Name or icon in the Content List and selecting Edit. 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 right-clicking on the Name or icon in the Content List and selecting Edit. 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, right-click on the icon or the Name of the Folder and select Edit 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 overall structure of the Page Layout

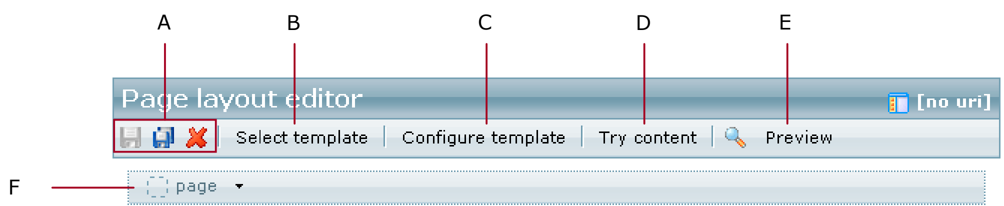
The Page Layout Editor

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.

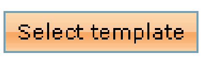
Creating a Page Layout

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.

***A**: Save, Save as… and Cancel button. **B**: Select template button. **C**: Configure template button. **D**: Try content button. **E**: Preview button. **F**: The Canvas area.*

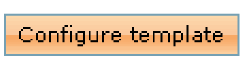


Select Template

In this Lookup window you can select a Template in the Deployment Tree or from registered portlet application.

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

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



Configure Template

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

To configure parameters of a template click the "Configure template" button. In certain cases, a template may not have any visible Parameters. In this case, you will not be able to change the Parameters of the template.

Otherwise, the Parameters for the template will be listed in the Edit Parameters window with their Name and Value. Depending on the template, 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.

Try Content

The Try 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 a Document.

Preview

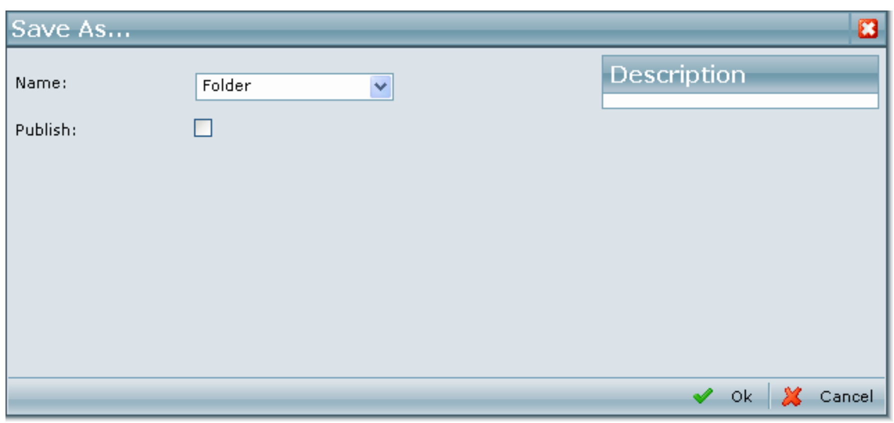
Click the Preview button for a preview of the Page Layout. You will see the Content Items as they will appear on e.g. a web page. To exit the preview mode, you can either click Preview again (back to edit mode), Cancel (back to the Content List without saving), or Save/Save as… (saves the Page Layout).

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.

Save and Save As…

Click Save or Save as… to save the Page Layout. When you save the Page Layout for the first time (Save as…), a dialogue box will appear asking for a Name.



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

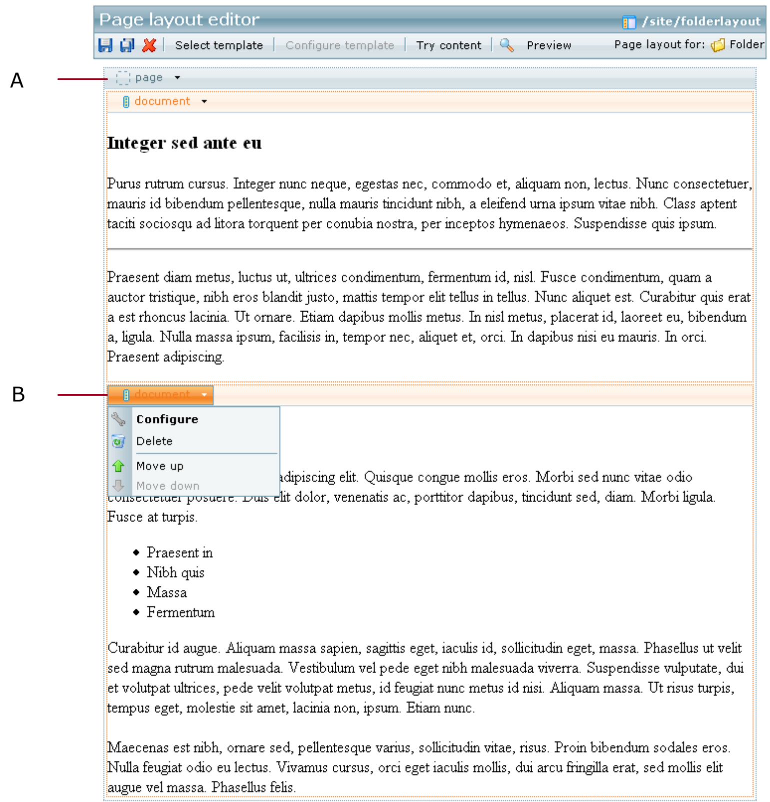
Components/Portlets

In order to display Content Items, Components or Portlets are needed. Components and Portlets are developed to display a specific Content Type in a special manner, and often a Component or portlet is only able to display a certain Content Type. For instance, to be able to display a Document, it is necessary to use a Document Component or Portlet which knows how to display Documents.

Add Portlet/Component

To insert a Portlet or a Component in a Canvas, click the Add Portlet/Component button in the Page Layout Editor. A Lookup window appears which enables you to select a Component in the Deployment Tree or a Portlet from a Portlet application. 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 one Canvas containing two Components.

***A**: The Canvas name and drop down button for Add Portlet/Component. **B**: The Component name and drop down button for Configure, Delete, Move up, Move down.*

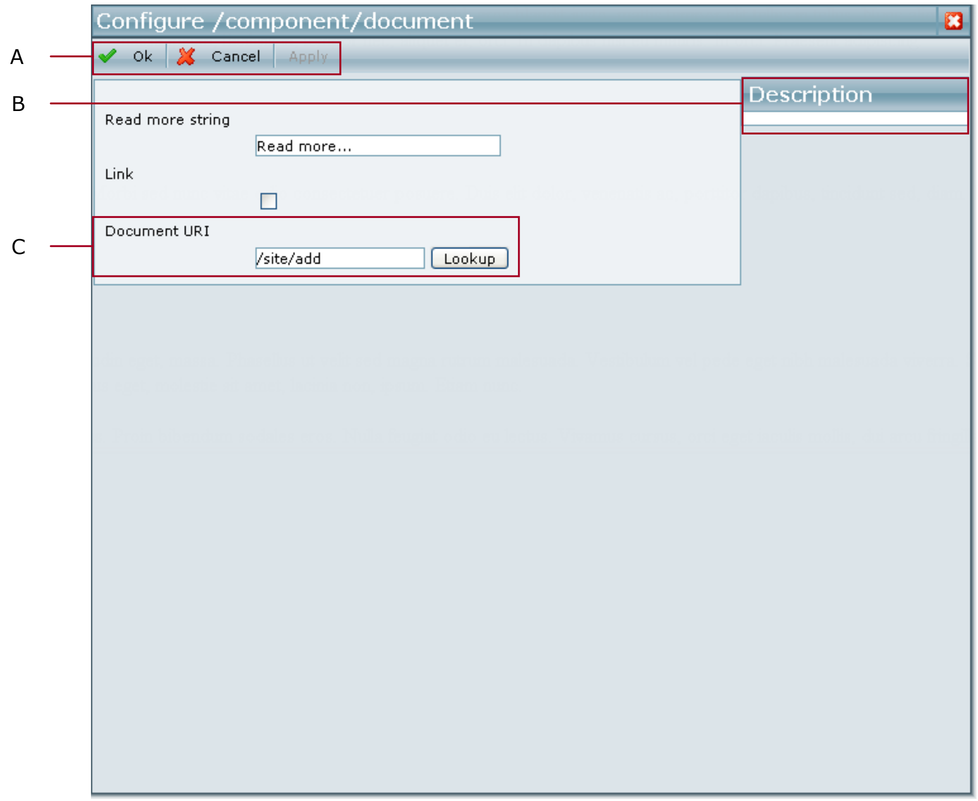
Configure

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

To change the Parameters of a Portlet or a Component, click the name of the Portlet/Component. In certain cases, a Portlet/Component may not have any visible Parameters. In this case, you will not be able to change the Parameters of the Portlet/Component.

Otherwise, the Parameters for the Portlet/Component will be listed in the Configure window with their Name and Value. Depending on the Portlet/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.



An example of a configure Portlet/Component window.

***A**: OK, Cancel and Apply buttons. **B**: Description of a selected Parameter. **C**: Name and Value for a Parameter.*

- **Text field with Lookup button**: Parameters editable in this manner must be told which Content Type to display. Depending on the Portlet/Component, this could for instance be a Document or a Folder. The easiest way of setting the Parameter is to locate and select the Content Item via the Lookup button.
  However, three special tokens are associated with this way of setting Parameters. These tokens are `$content`, `$folder` and `$webroot`.
  The `$folder` token is used for accessing the path to the current Folder, i.e. the Folder where the Page Layout is placed. The `$content` token is used for accessing the path to the current Content Item applicable to all Content Items (Folders included). `$webroot` is used as a symbol for the current web root's URI.
- **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. An indication of what is required is shown in the Description box at the right.
- **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

In the Content List, double-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

In the Content List, double-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.

When the relevant fields have been edited, publish the Page Layout by selecting it, then choose Edit > Publish. This will replace the 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 Documents 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 a Document, CMD will search for a Page Layout to display the Document with - a "documentlayout". 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 a Document must be named "documentlayout" and must contain a Document 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 Document: MyWebRoot/articles/myDocument. The Page Layout for the Document is called/documentlayout: /MyWebRoot/documentlayout. The documentlayout has an inserted Component which can show Document. This Component is configured to use the Document URI $content.

The Document is accessed, for instance through a link.

In the Folder /MyWebRoot/documents/ CMD searches for a Page Layout named documentlayout. This does not exist, so documentlayout is searched for in the Folder / MyWebRoot/. In this Folder, documentlayout is found and is used for displaying the Document Component with the Content Item $content which is substituted by the Document URI /MyWebRoot/articles/myDocument.

Second Document: MyWebRoot/document/subfolder/mySecondDocument

The second Documentis accessed, and the Page Layout used for displaying this Documentis resolved to /MyWebRoot/documentlayout. This time $content in the Document Component is substituted by /MyWebRoot/documents/subfolder/mySecondDocument, and this Document is displayed in the same Page Layout as the first Document.

The behaviour of the documentlayout 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 two ways for the End Users to leave their mark on the output channel, and therefore also two Content Types available internally in CMD. These are Forum and Guestbook. 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:

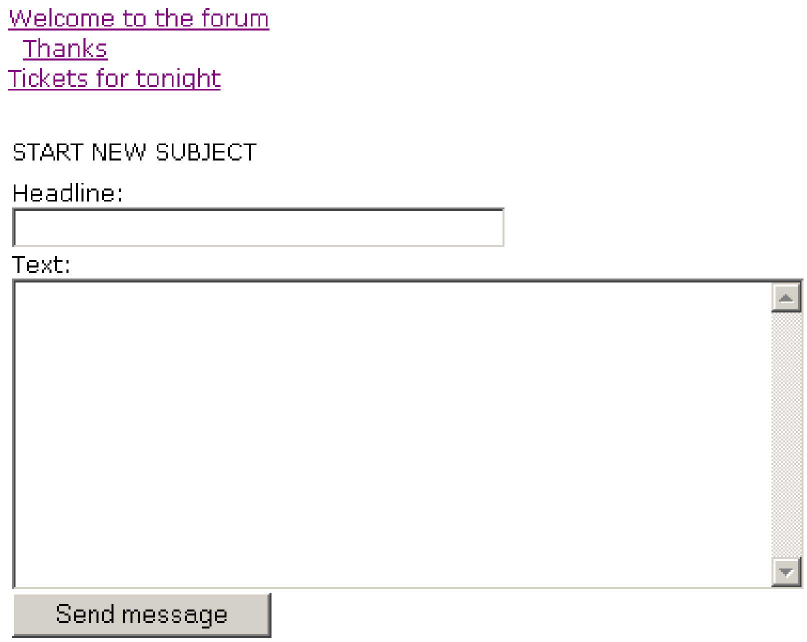
- The **Forum Message**, which is a Content Type, represents a single message from one user. The Forum Message is created automatically every time an End User creates a Message online in a Forum. The Forum Message can also be created internally in CMD, but that is not intended for common use.
- The **Forum 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.

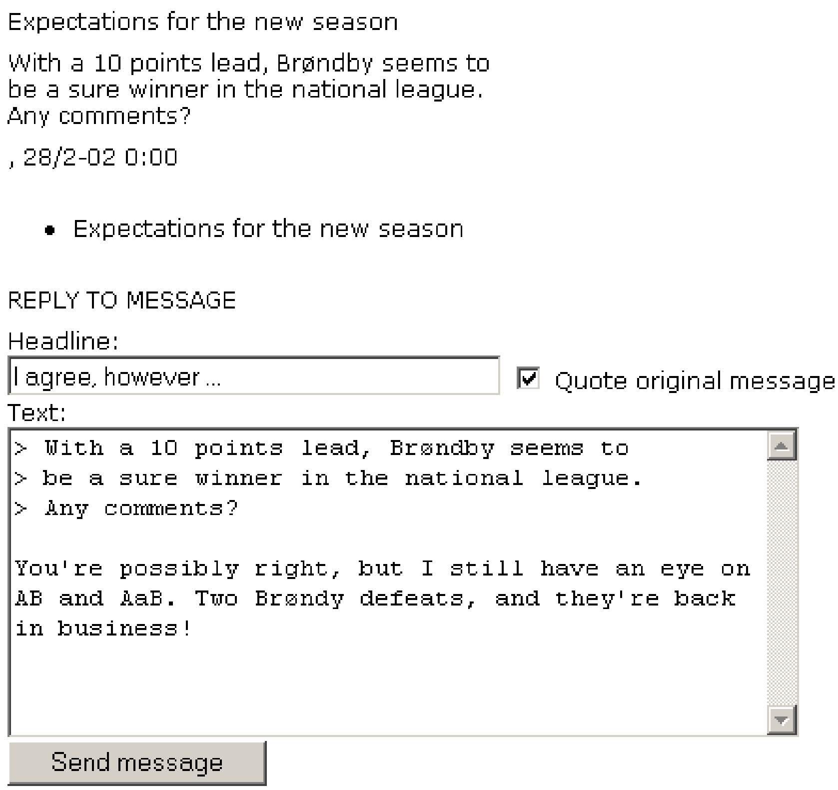


The New Message dialogue. Purple links are existing threads.

- **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, with the possibility to quote text from the original message.



The Reply to Message dialogue. The original message is shown at the top of the dialogue and is also included in the new message if the "Quote original message" is selected.

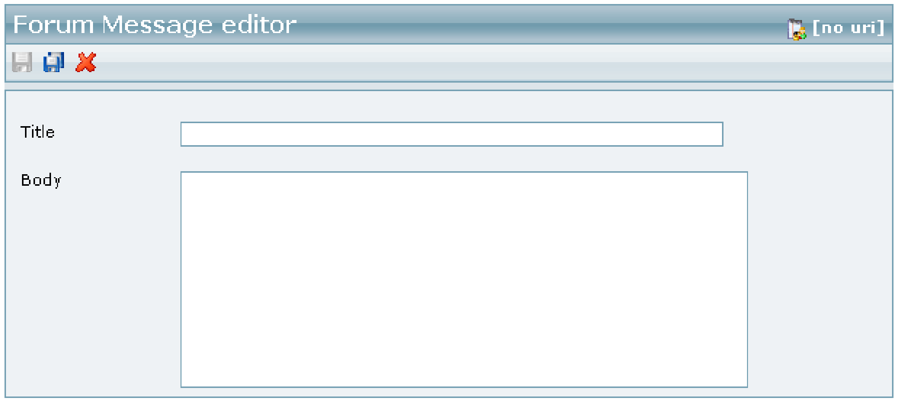
- **Quote original message:** When this check box is checked, the original message is included in the text field. The message is quoted with ">" in front of each line.

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 or will be stored, and select New > Community > Forum Message from the drop down menu.

The Forum Message Editor has two fields which both require an input.



The Forum Message Editor.

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

To save the Message Forum, click the Save or Save as… button. If Save as… is chosen, a new window will open, where it is possible to give the Forum Message a name. 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".

Editing and Deleting Messages

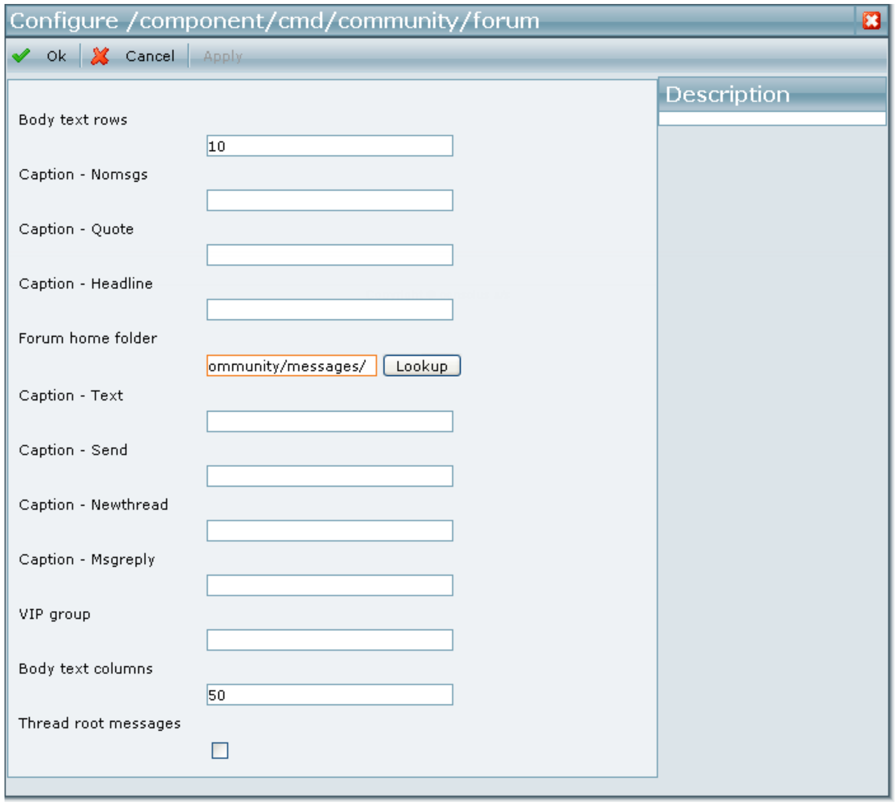
In the Forum it is possible to perform censorship, but it is not possible to delete messages from the Forum online - only from the CMD interface. Locate the Forum Message in question in the Content List and edit it by double-clicking on it or delete it by clicking the Delete icon.

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 and then add the Forum Component. Open the Components drop down menu and click Configure.

For information on how to apply the Forum Component to a Page Layout, please refer to the User Guide, "Page Layouts".



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.

Body Text Rows

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

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: Headline

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

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 `$folder`, 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.

Caption: Text

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

Caption: Send

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

Caption: Newthread

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

Caption: Msgreply

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

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.

Body Text Columns

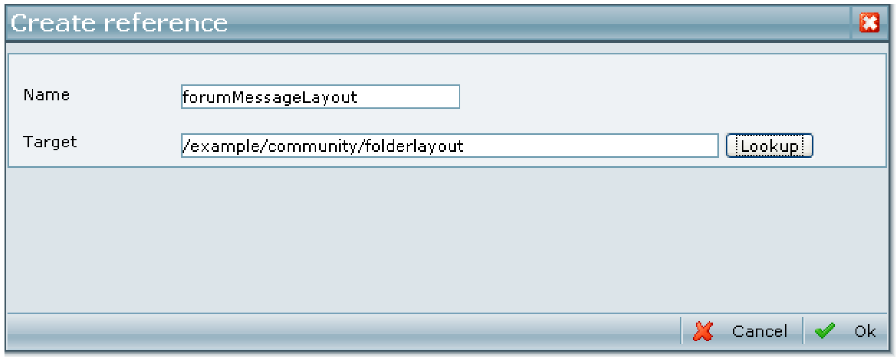
Used for regulating the vertical size of the online text editor. The size is measured in number of characters.

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.

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.

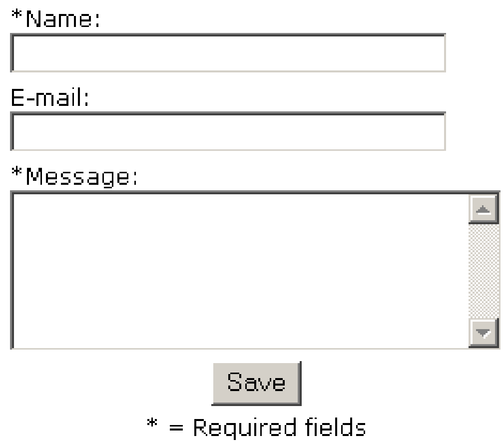
The Guestbook consists of two parts: the Guestbook Entry and the Guestbook Component.

- 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.



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

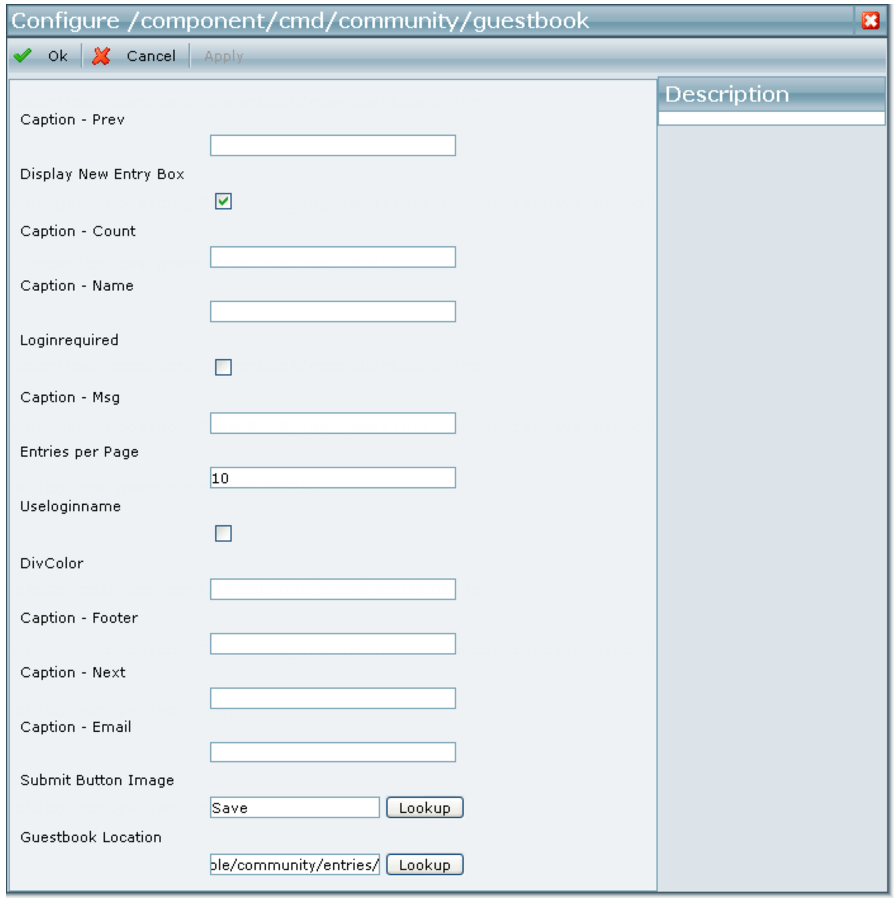
In the Guestbook it is possible to perform censorship, but it is not possible to delete entries from the Guestbook online - only from the CMD interface. Locate the Guestbook Entry in question in the Content List, then delete it by clicking the Delete icon.

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 and then add the Guestbook Component. Open the Components drop down menu and click Configure.

For information on how to apply the Guestbook Component to a Page Layout, please refer to the User Guide, "Page Layouts".



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.

Caption - Prev

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

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.

Caption - 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)*

Caption - Name

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

Loginrequired

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

Caption - Msg

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

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.

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.

DivColor

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

Caption - Footer

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

Caption - Next

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

Caption - Email

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

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 URLs (e.g. `http://www.portal.com/images/logo.gif` or `/images/logo.gif`) can be used.

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 `$folder`, 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.

Community - an Example

In this example a Community will be created, including a Forum and a Guestbook.

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/. Click on the Folder in the Deployment Tree to access it.
2 Select the Folder in the Content List, and choose Edit > Show to make it visible.
3 In this Folder, create a Subfolder called "/messages/".
4 Still in the Community Folder, choose New > Deployment > Page Layout.
5 Find and select a Template. The Template used in this example is called "AaB_Template".
6 In the Canvas, select the drop down menu and click Add Portlet/Component.
7 Find and select the Forum Component. The Forum Component in this example is called "Forum". Click OK.
8 Open the Components drop down menu and click Configure to edit the Component.
9 Under the Forum home Folder, enter /example/community/messages/, or find the Folder with the Lookup button.
10 Under Body text columns, enter 60, and under Body text rows, enter 10, and make sure that thread root messages is checked. Click OK.
11 Click Save as… to save the Page Layout. Select the Folder and click OK, and the Page Layout is saved as "folderlayout".
12 Select this Folder Layout and choose Edit > Publish
13 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.

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 Select the Folder and choose Edit > 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 Template used in this example is called “AaB_Template”.

6 In the Canvas, select the drop down menu and click Add Portlet/Component.

7 Find and select the Guestbook Component. The Guestbook Component in this example is called “Guestbook”. Click OK.

8 Open the Components drop down menu and click Configure 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 and click OK. Afterwards click Save as… to save the Page Layout. Select the Folder and click OK, and the Page Layout is saved as “folderlayout”.

11 Select this Folder Layout and choose Edit > Publish.

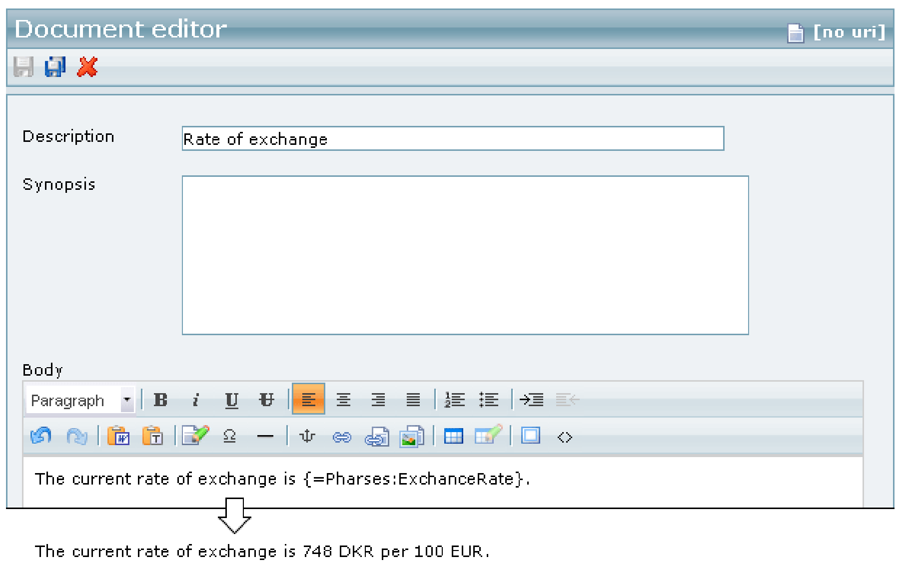
Guestbook example.

Macros and Phrases

Macros are small pieces of programming which are typically used for formatting text in Documents. They can be entered in text fields in Documents, 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 a Document, and it will automatically be updated whenever an End User is reading the Document.



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 Documents

To insert a Macro or a Phrase in a Document, enter it manually using the special Macro syntax with curly brackets { }.

Macro Syntax

The standard way to apply a Macro to a Document is to add {name("Body")} to the Document 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", "BundleName")}
```

Or in HTML style:

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

Please note that the HTML code has to be written in the Documents Body field and not in the source.

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

```
{=BundleName: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

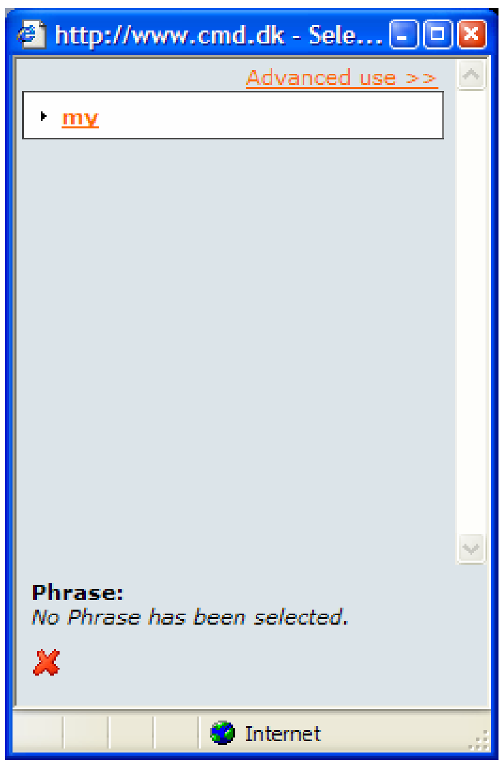
For easy application of a Phrase or a Macro, several Editors such as the Article Editor make use of a common Lookup window for finding Phrases or constructing Macros.

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.

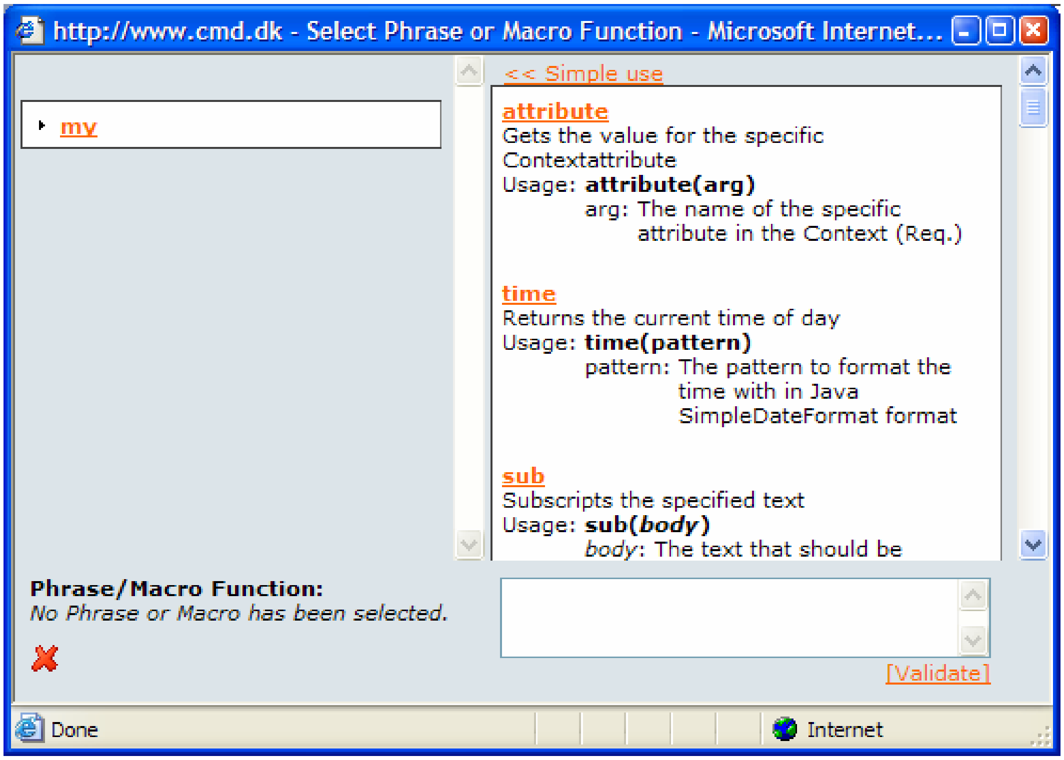


The Simple Select Phrase window.

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.

Standard Macros

A number of built-in Macros are available when writing Documents, 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).

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".

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".

RequestUri

Returns the current request URI.
Usage: **requestUri()**

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".

Special Macros for Articles

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

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.

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.

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)**
scr = 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).

Right
Aligns the text to the right.
Usage: **right(body)**
body = the text that should be right aligned.

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.

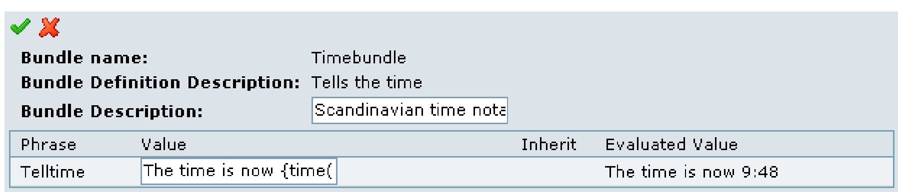
- **Inherit:** If the Phrase value in the Phrase Bundle has been changed from its original value, this value can be changed back by clicking Inherit. The value is then reset to the value given in the Phrase Bundle Definition.

Examples

Creating Phrase Bundles

This example will guide you through the process of creating a Phrase Bundle. In the example a Phrase Bundle Definition called "Timebundle – Tells the time" is created by an Administrator.

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. (The Pharse Bundle Editor, as seen below, will open).
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 Save.



The Phrase Bundle Editor.

Now, every Documents in the Time Folder and any Subfolders will use the value from this Phrase Bundle.

Using Phrases in Documents

This example will create a section containing an overview of upcoming soccer matches. The Documents are dynamically rendered using Phrases.

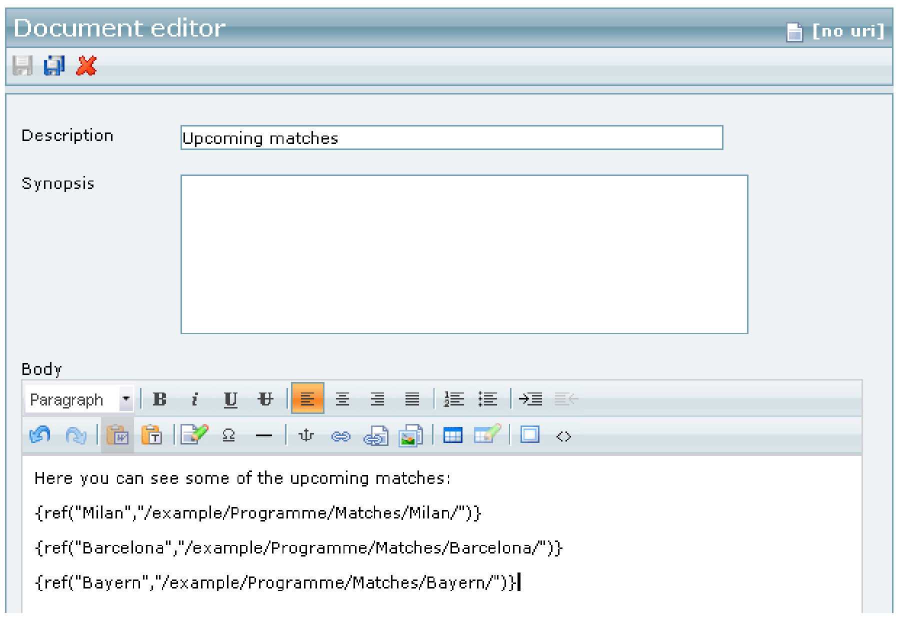
Creating Folders

1 Create a Folder by choosing New > Folder in the Content List, and name it "Programme".
2 Select the Folder and choose Edit > Show to make it visible.
3 Open the Folder "Programme".
4 In this Folder, create another Folder, and name it "Matches".
5 Open the Folder "Matches".
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 > Document to create a Document.
9 In the Description field, enter "Upcoming matches" (as seen on the picture below).
10 Now, links (References) must be made to three new pages containing further information on the matches. In the Body field, enter the following (as seen on the picture below):

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/")}

11 Click Save as…



The Document Editor.

12 Name the Document "Programme" and click OK.
13 Select the Document, and choose Edit > Publish.
14 Now create a Folder Layout. Still in the Programme Folder, choose New > Deployment > Page Layout.
15 Find and select a Template. The Template used in this example is called "AaB_Template".
16 In the Canvas, select the drop down menu and click Add Portlet/Component.
17 Find and select the Document Component and click OK.
18 Open the Components drop down menu and click Configure to edit the Component.

19 Under DocumentUri, enter /example/Programme/Programme, or find the Document with the Lookup button.
20 Make sure that the check boxes next to “Show Title” and “Show Synopsis” are marked. Click OK.
21 Click Save as… to save the Page Layout. Select “Folder” and click OK, and the Page Layout is saved as “folderlayout”.
22 Select this Folder Layout and choose Edit > Publish.

Creating a Document with Phrases

1 Open the Folder “Matches” from the Deployment Tree.
2 Choose New > Text > Document to create a Document.
3 In the Description field, enter the following (as seen on the picture below):

{=Bundle:HomeTeam} vs. {=Bundle:GuestTeam}

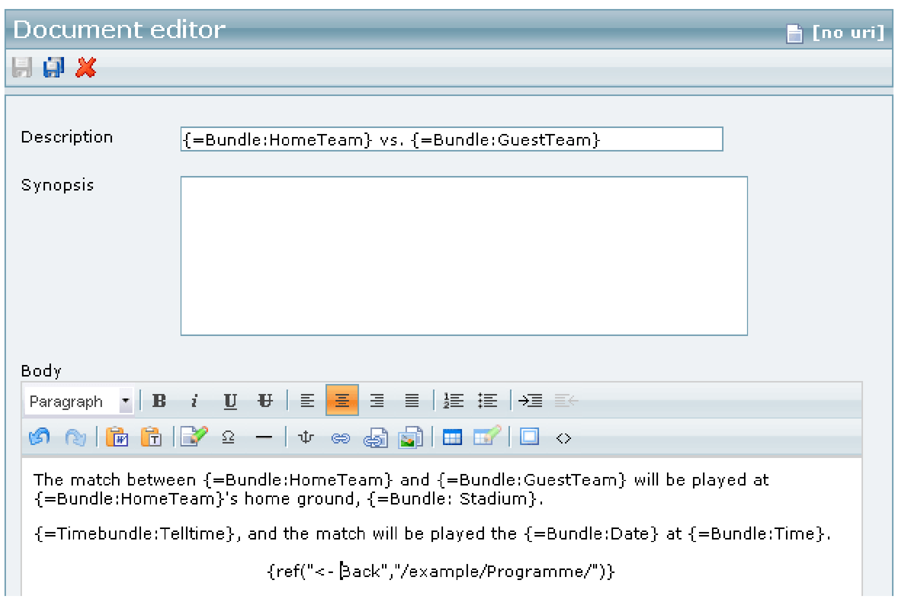
4 In the Body field, enter the following (as seen on the picture below):

The match between {=Bundle:HomeTeam} and {=Bundle:GuestTeam} will be played at {=Bundle:HomeTeam}'s home ground, {=Bundle: Stadium}.

{=Timebundle:Telltime}, and the match will be played the {=Bundle:Date} at {=Bundle:Time}.

5 At the bottom of the Synopsis field, make a centred Back-button by entering the following Macro (as seen on the picture below) and clicking the Justify Center button:

{ref("<- Back","/example/Programme/")}



The Document Editor.

6 Click Save as…
7 Name the Document “Matches”.
8 Select the Document, and choose Edit > Publish.
9 Now, create a Folder Layout. Still in the Programme Folder, choose New > Deployment > Page Layout.
10 Find and select a Template. The Template used in this example is called “AaB_Template”.

11 In the Canvas, select the drop down menu and click Add Portlet/Component.
12 Find and select the Document Component and click OK.
13 Open the Components drop down menu and click Configure to edit the Component.
14 Under DocumentUri, enter /example/Programme/Matches/Matches, or find the Document with the Lookup button.
15 Make sure that the check boxes next to "Show Title" and "Show Synopsis" are marked. Click OK.
16 Click Save as... to save the Page Layout. Select "Folder" and click OK, and the Page Layout is saved as "folderlayout".
17 Select this Folder Layout and choose Edit > Publish

Making Phrase Bundles

In the example a Phrase Bundle Definition called "Bundle" is created by an Administrator.

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:

Bundle name: Bundle
Bundle Definition Description: Programme bundle
Bundle Description: Milan

Phrase	Value	Inherit	Evaluated Value
HomeTeam	Aab		(home team)
GuestTeam	Milan		(guest team)
Stadium	Aalborg Stadium		(stadium)
Date	02.02.06		(date)
Time	15.00		15.00

The Phrase Bundle Editor.

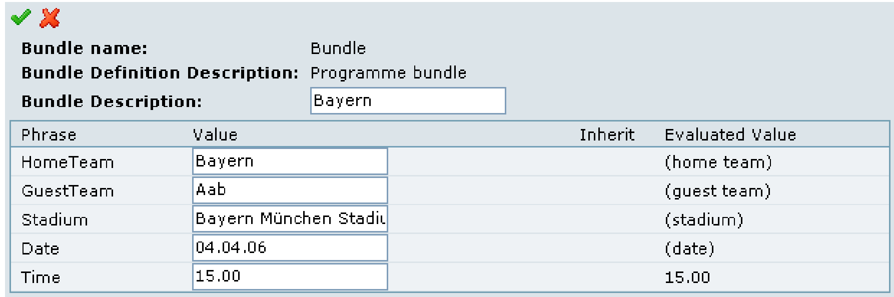
5 Click Save.
6 Choose the Folder "Barcelona" from the Deployment Tree.
7 Choose New > Phrase Bundle
8 Select the Phrase Bundle called "Bundle" and click OK.
9 Now edit the Phrases according to the following screenshot:

Bundle name: Bundle
Bundle Definition Description: Programme bundle
Bundle Description: Barcelona

Phrase	Value	Inherit	Evaluated Value
HomeTeam	Barcelona		(home team)
GuestTeam	Aab		(guest team)
Stadium	Nou Camp		(stadium)
Date	03.03.06		(date)
Time	15.00		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:



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 Document in the Matches Folder. A change in this Document will affect all subpages, making it easy to control a number of pages from one place.