



CMS Container

{ User Guide }

[v. 05]

CONTENTS

Introduction.....	4
CMS Container in a nutshell.....	4
Target groups of this manual.....	4
Document structure.....	4
1. Overview.....	5
1.1 Login to the system.....	5
1.1.1 The Home page.....	5
1.1.2 The main menu bar.....	5
1.1.3 Work flow.....	6
1.1.4 Site management.....	6
1.1.5 Content repository.....	6
1.1.6 Tasks.....	6
1.1.7 My Profile.....	6
1.2 Common actions.....	7
1.2.1 Entries.....	7
1.2.2 Icons.....	7
1.2.3 Search boxes.....	7
1.3 The repository: an overview.....	8
1.3.1 Primary content: the Channel tree.....	9
1.3.2 Secondary content.....	9
1.4 General work flow process and user rights.....	9
1.4.1 User rights.....	9
1.4.2 The Work flow tab in CMS Container.....	10
1.5 Templates and portlets.....	10
1.5.1 Layout.....	10
1.5.2 Portlets.....	10
1.5.3 Views.....	10
2. Site creation.....	11
2.1 Setting up a site.....	11
2.2 Defining the channel tree structure.....	11
2.2.1 Adding channels.....	12
2.3 Adding content.....	12
2.4 Pages.....	13
2.4.1 Adding pages.....	13
2.4.2 Changing page order.....	13
2.5 Portlets.....	14
2.5.1 Portlet actions.....	14
2.5.2 Adding a portlet.....	14
2.5.3 Editing a portlet.....	15
2.5.4 Editing content from within a portlet.....	15
2.5.5 Deleting a portlet.....	15
2.6 Publishing.....	15
3. Creating content.....	16
3.1 Channels.....	16
3.2 New Content.....	16
3.3 Primary content types.....	16
3.3.1 Article.....	16
3.3.2 Event.....	16
3.3.3 FAQ item.....	17
3.3.4 Gallery.....	17
3.3.5 Mail form.....	17
3.4 Secondary content types.....	18
3.4.1 Images.....	18
3.4.2 Attachments.....	18
3.4.3 URLs.....	18

4. Editing content.....	19
4.1 Basic overview.....	19
4.2 Working with text.....	19
4.2.1 Paragraphs.....	19
4.2.2 Markup.....	20
4.2.3 Editing options.....	20
4.2.4 Special characters.....	20
4.3 URLs.....	20
4.3.1 Adding a link while typing.....	20
4.3.2 Adding a link using the button.....	20
4.3.3 Adding a link using the Content repository.....	21
4.3.4 Editing a link.....	21
4.3.5 Checking a link.....	21
4.3.6 Removing a link.....	21
4.4 Images.....	21
4.4.1 Inserting an image.....	21
4.4.2 Editing an image.....	22
4.4.3 Linking an image.....	22
4.5 Tables.....	22
4.5.1 Inserting a table.....	22
4.5.2 Editing a table.....	22
4.5.3 Other table options.....	23
4.6 Other features.....	23
4.6.1 Validate.....	23
4.6.2 Maximize/minimize editor.....	23
4.6.3 HTML code.....	23
5. Extra features.....	24
5.1 Right click contextual menus.....	24
5.2 Copy / Paste.....	24
5.3 Multilingual sites.....	24
5.4 Recycle bin.....	25
Glossary.....	26

INTRODUCTION

CMS Container is an open source content management system for creating and maintaining dynamic websites. The heart of the system is MMbase (<http://www.mmbase.org/>), also an open source system.

CMS Container in a nutshell

The main concept behind CMS Container is the work flow of a traditional editorial staff. This work flow and its accompanying roles (writer, editor, chief editor, and webmaster) are fully integrated into the maintenance process of a CMS Container-driven website. This will enable the web editorial staff to work fast and in a familiar way. The flexibility of the large content repository makes efficient re-use of content (that has already been created once) possible.

Target groups of this manual

This manual is targeted at several user groups. If you are new to the system you can start reading this document from the top, but if you need a quick reference you can navigate using the index.

Each section indicates the user group(s) to which a (sub)chapter applies. This is indicated by the **applies to** line, which is always found at the top of a chapter, section or subsection. If a section does not apply to your user group, you also won't be allowed to perform the actions in the system as described in that section.

This labeling system is used hierarchically, top-down wise:

indication at chapter: applies to everything in this chapter (including sections and subsections)
indication at section: applies to everything in this section (including subsections)
indication at subsection: applies to this subsection only

Document structure

1. Overview: this chapter globally outlines the basics of the system from a user perspective.

!Note We strongly recommend new users to read this chapter of the guide.

2. Site creation: this chapter gives a quick step-by-step explanation of setting up a site and its pages.

3. Creating content: this chapter sums up various primary / secondary content types, from creating to (re)using.

4. Editing content: this chapter covers all the possibilities of the editor, which is used while creating primary content.

5. Extra features: this chapter handles various additional (advanced) features of the system.

Glossary: the document ends with a glossary, which provides a basic explanation of several technical terms used in this document.

1. OVERVIEW

Applies to: everyone

CMS Container is a very flexible system with many possibilities. Before describing its possibilities in detail, this chapter will give a global overview of the basics of the system. When you are comfortable with this, you'll find yourself working in a more easy manner.

!Note We strongly recommend new users to read this chapter of the guide.

1.1 Login to the system

CMS Container is a browser based CMS, which enables users to log on from virtually anywhere over the world to access the system. You can login using your user name and password at the provided URL, where CMS Container resides. This information is provided with your CMS Container installation. The default user name and password are set to: admin / admin2k.

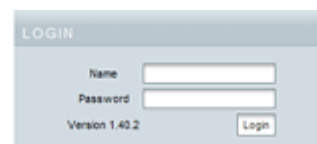


Figure 1 Login screen

!Note When you are finished using the CMS Container editors, you should **always** log out using the **Logout** option, which is visible in the top right corner of your window.

1.1.1 The Home page

When you log into the system, the **Home** page is displayed.

This page is divided into several sections:

- **The title row** (which also includes the **Logout** option)
- **The main menu bar** (explained in section 1.1.2)
- **A search column** (for quick searching)
- **A summary** showing the last ten elements which you have edited



Figure 2 CMS Container homepage

1.1.2 The main menu bar

You can navigate through the main sections of the system using the main menu bar.

This bar consists of the following sections:

- **Home:** the home page of the system
- **Workflow:** the content editing cycle
- **Site management:** the page structure of the site; you can edit / fill pages here
- **Content repository:** the central content repository which houses all content
- **Tasks:** task manager for the editorial staff
- **My profile:** changeable options for the current user

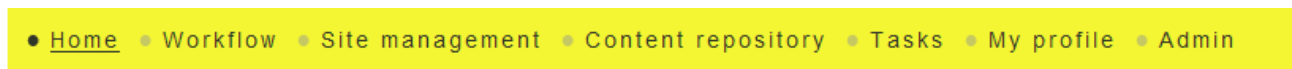


Figure 3 CMS Container main menu bar

!Note The available sections depend on your user rank and/or CMS Container configuration.

1.1.3 Work flow

The **Workflow** is the content editing cycle of the system. It is based on the traditional cycle found in an editorial staff: articles that are written can be reviewed a few times by editors before they are actually finished. Chief editors are allowed to publish or reject content that has been created. Articles are not visible on the website until they have been published.

1.1.4 Site management

The **Site management** tab is where the site structure resides. The trees found here are identical to the sitemap of each site; it's what the visitors get to see when they visit the web page. Pages can be based on different (predefined) layouts, can be edited and filled with existing content. It is possible to create multiple sites (with different underlying pages), but also multilingual mirrors.

1.1.5 Content repository

The **Content repository** is the central data center in CMS Container. It's the library that houses all primary and secondary content. Content that you create and put into the repository can be reused as often as you like, anywhere on your pages. You can quickly add new content elements and search for existing content.

1.1.6 Tasks

Chief editors can assign tasks in the **Tasks** tab to users that can log into the system. New tasks contain a deadline that the assignees have to meet. Users will also be alerted if their deadline is about to expire.

1.1.7 My Profile

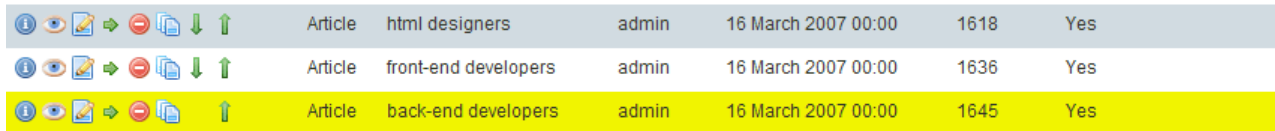
The **My profile** tab lets users change their password and interface language.






















1.2 Common actions

This section outlines common actions that can be performed in the system. Actions are reused in many parts of the system, enabling users to quickly know, feel and see what they are doing.

1.2.1 Entries

When browsing a list of entries, an entry gets a yellow rollover state when the mouse is hovered over the item (see figure 4). If you click the title of this selected entry, you will enter the edit mode. If nothing happens when clicking the highlighted title, an item cannot be edited.



      	Article	html designers	admin	16 March 2007 00:00	1618	Yes
      	Article	front-end developers	admin	16 March 2007 00:00	1636	Yes
      	Article	back-end developers	admin	16 March 2007 00:00	1645	Yes

Show : 1 - 5 of 5 results.

Page 1

Figure 4 A highlighted state in a list

1.2.2 Icons

Icons indicate many of the actions that are available to the user. Therefore, icons can be found in many places inside CMS Container, for example in entry lists and pop-up windows. To find out what an icon does, hover your mouse over the icon and a tooltip text will pop up.



Figure 5 Common icons

Figure 5 shows the most common icons: info, preview, edit, move, delete, version history and position of the current element.

1.2.3 Search boxes

Search boxes are found everywhere throughout the system. Just enter a search term and click the **Search** button. The results will be displayed.

- Entering *no* search term and clicking **Search** will return *all* (categorized) results found in the repository (this does not work on the Home page)
- When searching in the Content repository, the **Advanced Search** tab gives more accurate results when needing to find a specific item

A second type of search box is the location search box. These boxes have a "Go" button instead of a "Search" button. When entering terms here (that match), a helper menu drops down (which lists matching options where users can choose from). When the desired location has been entered, click the **Go** button. The location will be displayed.

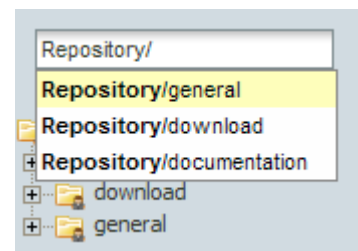


Figure 6 A helper menu in a location search box

1.3 The repository: an overview

CMS Container is used for creating and maintaining dynamic websites. This means that all content is stored in a database, which allows easy publishing, (re)using and editing of (existing) material.

An integral part of CMS Container is the **Content repository**. This can be seen as a large "storage warehouse" that houses all types of content. Provided is an image of this structure for the ease of understanding this concept.

Let's take a look at the image.

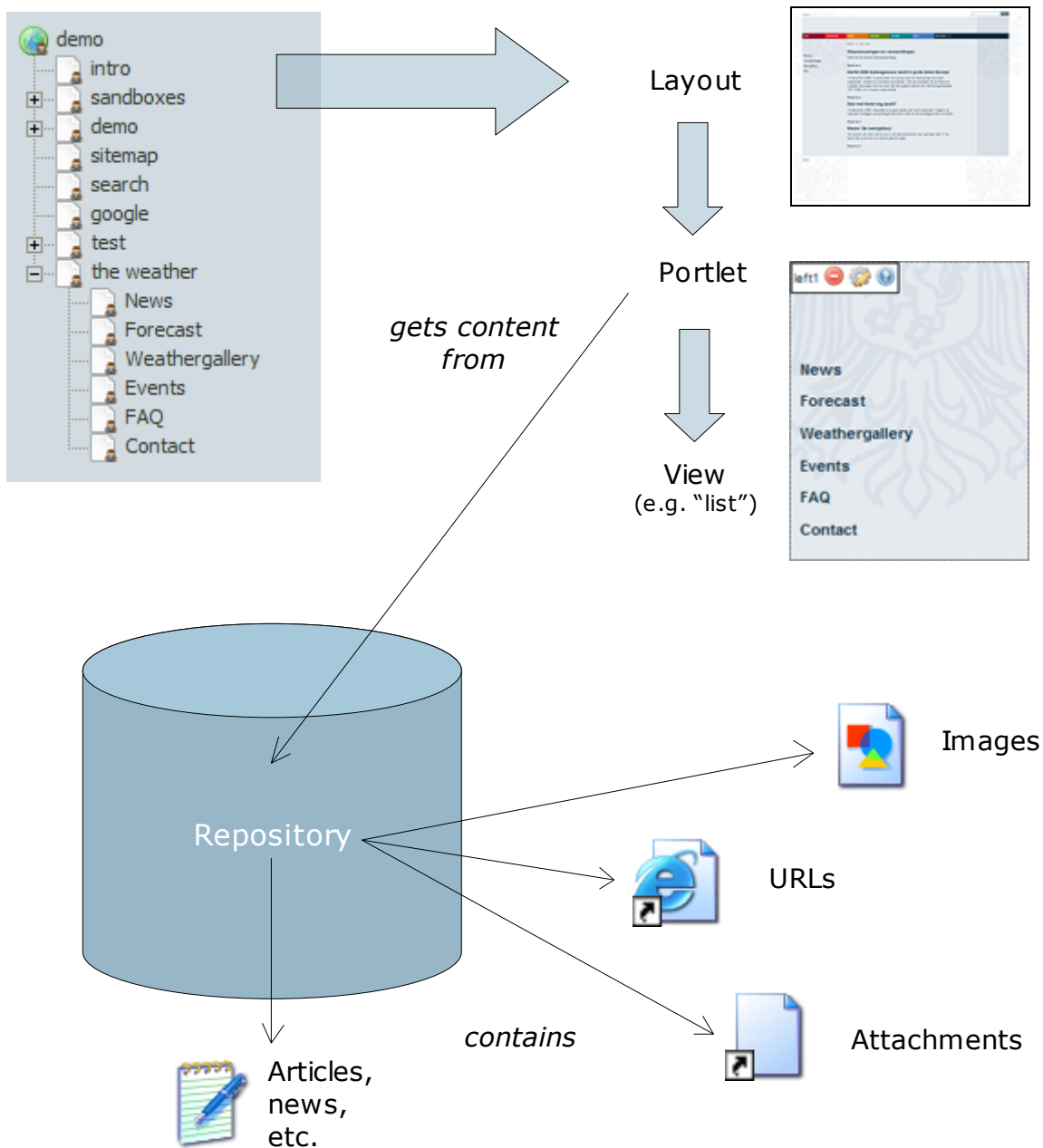


Figure 7 CMS Container system structure

The repository is found through the main menu > Content repository. It houses all *primary content* (categorized in channels) and *secondary content* (images, URLs, and attachments). Primary content can be articles, image galleries and FAQs (and other types, explained in chapter 3.3). Secondary content that is stored in the repository, such as images and attachments and URLs (see chapter 3.4) can be (re)used freely in primary content.

Pages are not stored in the repository, but have their own structure (tree, sitemap). Pages get their layout from templates, and all templates contain predefined spaces where portlets can be placed (see chapter 1.5). They can be filled with content from the repository. Portlets take care of the way how information will be displayed (the "view", for instance as a list with 10 items per page). By separating pages and content, all content in the repository can be used anywhere you want and as often as you like.

1.3.1 Primary content: the Channel tree

If you open the **Content repository** tab from the main menu, you see the **Channel tree**. It looks similar to Windows' file structure in Windows Explorer. It's where all the *primary content* is stored. Since pages are **not** part of the repository, this tree's structure is **not** linked to the site / page structure in any way.

The tree consists of several *Channels*, which are shown as sub-folders here. In most cases, each channel stores relevant content. For instance, in the figure all the news is stored in a separate channel.

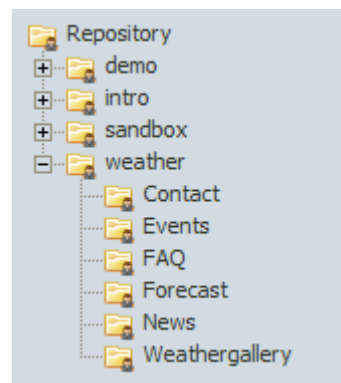


Figure 8 The Channel tree view

1.3.2 Secondary content

The secondary content is accessed through the **Search** menu in the **Content repository**, which can be found at the top of the left bar. You can search for images, attachments and URLs. A more in-depth description of secondary content is given in chapter 3.4.

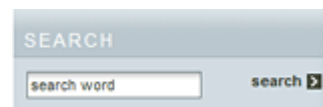


Figure 9 Search in the Content repository

1.4 General work flow process and user rights

The work flow process in CMS Container is an integral part of the whole site creation – maintenance cycle. Understanding how this is organized in CMS Container will make this process a whole lot easier.

1.4.1 User rights

As stated before, the work flow process is based upon roles used in a traditional editorial staff (see figure 10). There are four ranks in total, which can be assigned to users by the administrator. The rights of the current user are shown in both trees using the legend defined in the figure. The ranks can differ per tree; even parts of the tree!



The table below globally indicates the rights per user role. Basically, the "+" sign should be read as "all of the above, plus". All users can fill portlets!

Figure 10 User rights icons

Role	Site management	Content repository
Writer	Edit page	Add / delete content (existing channels), edit content, link channels
Editor	+ Delete page	+ Add / edit / delete channels, change content order
Chief editor	+ Add page, Cut / Copy / Paste	+ Publish, Cut / Copy / Paste
Webmaster	+ Mass publication	+ Mass publication
Administrator	All of the above + management	All of the above + management

Table 1 User roles / rights

1.4.2 The Work flow tab in CMS Container

When a writer writes an article, it gets the **Being edited** status. An editor can review and change this article. He also has the option to “finish” this document, which will give it the **Finished** status.

The article will **not** appear online until it is published. This is where the chief editor comes in: he is the only one who can publish this article. The article will appear in the **publish queue**, where the automated system process will put the article online in the background (this can take some minutes).

STATUS			
	Being edited	Finished	In publish queue
Content	0	0	0
Page	0	0	0
Channel		0	0

Figure 11 Document status

1.5 Templates and portlets

Only chief editors, webmasters and administrators can add pages to a website. However, it is important for everyone to know how pages are made up and how content is being displayed. Figure 7 can be used when reading this section.

1.5.1 Layout

Pages in CMS Container get their layout from *templates*, which provide the visual *layout* for pages. If the same template is used for pages, they will look the same. To bring more variety in, more templates can be implemented and selected (this depends on the design).

1.5.2 Portlets

An important part of CMS Container pages is the use of *portlets*. Portlets are basically (predefined) “blocks” on the page that can contain content. These portlets can be filled with fixed content of a site (for instance a menu, search function or a footer) or with dynamic content that is *already* stored in the repository (e.g. article lists or a news archive).

A template is set up by the administrator in advance. Each template can contain a number of portlets that can be filled with content later on. Each portlet can be configured (for instance, a list or detail view may have a maximum number of visible list items, whether or not to use paging, etc.). Fixed portlets, on the other hand, have no configuration and cannot be configured.

1.5.3 Views

Portlets that appear on the page can display content in several ways. This depends on which portlet type has been chosen. An example illustrates how this works.

For instance, we have a “News” page:



Template with default portlets, ready to be filled



One portlet filled with news (list view)



Only two items are shown on this page



All the news items are shown with full details

Figure 12 Portlet views

2. SITE CREATION

This chapter will cover the basic outline / tutorial when creating a CMS Container based site. A site contains underlying pages. These pages contain content from the repository, such as articles, news and galleries.

This chapter is set up as a tutorial: first you will create the site. Next you will add pages. You will add content to the Content repository and fill a portlet on one of your pages. As a final step everything will be published so that visitors can see your new site.

!Note When adding new items the fields marked in **red** are mandatory! If a tab is marked in red, fields on that page are mandatory as well. When you forget to fill in mandatory fields, the newly created item will refuse to save. First fill in the fields and then click **Save and Close**.

2.1 Setting up a site

Applies to: administrators

The first step in the process is to create a new site. If you want to create more sites, you'll have to repeat the steps below.

!Note Make sure you have defined at least one template before continuing the process!

Creating a new site:

1. Open the **Site Management** tab from the main menu
2. In the **Page selector**, click on **New site**
3. Enter the **Staging domain**, **Live domain** and **Title** for the site; e.g. "MySite". These are the upper red fields on the page. Generally, the content of these fields should be identical.
4. Select the template for the **Layout**
5. Click **Save and Close**

All other fields are optional.

The *staging domain* is the location where a test environment and the administrative part of the site(s) reside. The *live domain* is the location to where content is copied once published in the work flow. It is seen by the visitors of your Internet site.

2.2 Defining the channel tree structure

Applies to: editors, chief editors, webmasters, administrators

Before adding pages to the site, it is practical to define the channel tree structure. This is done in the **Content repository** tab. Be aware that the list view in a portlet will show **all** items in one channel. This is important when you have more than one primary content type in a channel. To illustrate this, take a look at the image below.

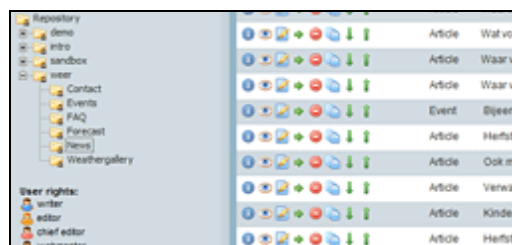


Figure 13 The content of a channel

The tree view shows all items in a channel named "News". If e.g. events are placed in this channel, these will be listed as well. If you only want to show news items, this is not correct (events are generally not part of the news archive). However, depending on your situation, it is possible to fill the channels with multiple types of primary content.

2.2.1 Adding channels

It can be practical if the channel structure is predefined, enabling everybody to automatically work in this structure. Although the channel tree is **not** linked to the site tree in any way, it is common to name the channels in a logical way. As already stated, both trees don't have to be identical in structure and/or name.

Adding channels to the channel tree:

1. Open the **Content repository** tab from the main menu
2. Right click on **Repository**
3. Choose **New channel**
4. Enter a **Title**
5. Click **Save and Close**

You can freely add channels in a hierarchical structure.

!Note Adding multiple primary content types to a channel will not always lead to a satisfactory result!

2.3 Adding content

Applies to: writers, editors, chief editors, webmasters, administrators

In order to fill a portlet with content later on, we need to create some documents first. The editorial staff will mainly repeat this process (creating new content, revising it several times and publish the final version).

!Note The available primary content types can vary per configured CMS Container installation.

As an example, we will add an article. However, other primary content can be added in a similar way.

Adding articles to a channel:

1. Open the **Content repository** tab from the main menu
2. Click on an existing channel
3. Select **Article** from the drop down menu on the right side of the screen
4. Click **Create**

Entering the article properties:

5. Enter a **Title**
6. Enter some **Intro** text
7. Enter a **Body** text
8. Click **Save and Close**

Repeat this process to add more articles to your newly created channel. It is possible to edit your content even after it has been published.

2.4 Pages

When a new site is defined and the channels in the repository are set up in a correct manner, it is time to finally add the pages to the site. Usually, the webmaster knows how the site will be structured.

2.4.1 Adding pages

Applies to: editors, chief editors, webmasters, administrators

Adding pages can be done in two ways; manually or using the Page wizard. Manually created pages will be totally empty, but pages created using the Page wizard will contain the information that was selected.

Manually adding an empty page:

1. Open the **Site management** tab from the main menu
2. Right click the root of the site
3. Select **New page** from the menu
4. Choose a **Title** for the page. This will be displayed in the breadcrumb view, if it's enabled.
5. Select a template for the **Layout**
6. Click **Save and Close**

If you rather want to add a page which already has content, use the Page wizard:

1. Open the **Site management** tab from the main menu
2. Right click the root of the site
3. Select **Page wizard** from the menu
4. Select the **Wizard** you want to use by clicking its title
5. Enter a **Title** for the page. This will be displayed in the breadcrumb view, if it's enabled.

Choose either an existing channel or use the option to create new content:

- New content: click the **Plus** icon to add content which has *not* yet been created. A step-by-step guide will be provided in this process.
 - Existing content: click the **Search** icon to add existing content. The **Channel tree** is shown. Click the channel you want to add.
6. When done, click the **Save** button. Your new page will be displayed!

!Note If you don't see any wizards to choose from, contact your administrator.

2.4.2 Changing page order

Applies to: editors, chief editors, webmasters, administrators

By default added pages are added to the bottom of the list. The page order in the Page selector is identical to what visitors see in the menu shown on the site. You can change the order in two ways: using the right click option in the site tree or using the site properties.

Using the right click menu:

1. Open the **Site management** tab from the main menu
2. Right click the root of the site
3. Choose **Reorder page**
4. Select the page you want to move and use the **Up** and **Down** arrows
5. When done, click **Save and Close**

Using the site properties:

1. Open the **Site management** tab from the main menu
2. Right click the root of the site
3. Choose **Page properties**
4. At the page properties view, navigate to the third tab (**Advanced**)
5. In the **Page** section you can move the items individually using the **Up** and **Down** arrows
6. When done, click **Save and Close**

2.5 Portlets

Applies to: writers, editors, chief editors, webmasters, administrators

When you have chosen to add pages manually, you need to add and configure the empty portlets on the page.

2.5.1 Portlet actions

When you click on one of your new pages in the **Page selector**, a preview is shown on the right side of the screen. In this case, an empty template with (empty) portlets is displayed. Each portlet has a name and several icons.

Common actions:

- To edit existing portlets' properties, click the **Gear** icon
- To edit the portlets' content, click the **Edit** icon
- To ask for help, click the **Help** icon
- To remove an existing portlet, click the **Remove** icon
- To cancel editing, click the **Green return arrow** icon

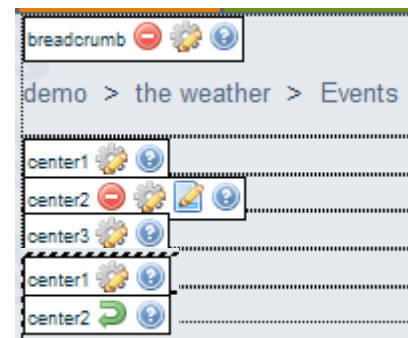


Figure 14 Portlet icons

2.5.2 Adding a portlet

As an example we will be adding some content to the portlet called "center2" on our empty page. The process of adding and configuring a portlet should be identical for most portlets, though.

!Note The portlet names depend on the template. This example has a section that is called "center2", but names can vary. The same goes for portlet configuration and its views, such as "News and articles".

Adding a portlet to the empty, newly-created page:

1. Click the **Gear** icon in the portlet-outline named "center2"
2. Select **List** as *Definition*
3. Choose **News and articles** as *View*
4. Click **Create**

More configuration options are shown in a new frame:

5. Select a channel from the Content repository using the **Select** icon. Click the channel you want to add.
6. On this page, you can select more options. An explanation of these options is provided using the **Help** icon
7. When done, click **Save**. If the selected channel contains content, a filled portlet will be displayed.

!Note Before adding a portlet to a page, the content must have been created previously! This cannot be done when adding a portlet to a page! When an empty channel (or no channel) is selected, no content will be displayed!

2.5.3 Editing a portlet

After adding a portlet, you can edit its options again using the **Gear** icon.

Editing a portlet on a page:

1. Click the **Gear** icon in the portlet that you want to edit
2. Change the options (e.g. **Max elements**: 10)
3. When done, click **Save**



Figure 15 Portlet details

2.5.4 Editing content from within a portlet

If content gets displayed in a portlet (for instance list or detail views), they can be visually edited from within a portlet.

Editing content from within a portlet:

1. Click the **Edit** icon
2. Content in the portlet will appear with buttons:
 - **New**: add a new content element
 - **Drag**: drag the element to a new position
 - **Save**: save the current element
 - **Edit**: open the edit screen to edit the contents of the element
3. When done, click the **Green return arrow**

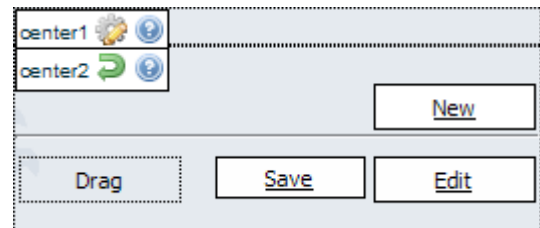


Figure 16 Edit content from within a portlet

2.5.5 Deleting a portlet

If you want to delete a portlet you have added to a page for whatever reason, you can simply use the **Remove** icon at the appropriate portlet.

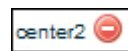


Figure 17 Remove portlet "center2"

2.6 Publishing

Applies to: chief editors, webmasters, administrators

Now that you've created a site and added pages and content, you are ready to publish the first batch of documents! This process needs to be repeated **each time** documents (whether it are articles, URLs or site properties) have been modified. If you do not (re)publish the modified documents, your visitors won't be able to view the most recent versions!

!Note It is also possible to publish documents on the fly using the **Publish** button when editing a content element.

Publishing from the work flow:

1. Open the **Work flow** tab. A number of documents are **Being edited** or **Finished**.
2. Click the number(s) that have the **Being edited** status (when applicable).
3. Check the checkboxes of the documents you want to finish.
4. Click the **Finish** button. The documents will get the **Finished** status.
5. Click the number(s) that have the **Finished** status.
6. Check the checkboxes of the documents you want to publish.
7. Click the **Publish** button. The documents will get the **Published** status.

!Note The documents that were published need to be processed by the server. This can take several minutes.

3. CREATING CONTENT

Applies to: everyone

In chapter 1, we discussed the central role of the Content repository. Inside the repository, there is a lot of content which can be reused in many ways. There are two types of content: *primary content* and *secondary content*. Both types can be reused, but are stored in different parts of the repository. This chapter will discuss various possible primary and secondary content types.

!Note The primary content types that are present can vary per configured CMS system. This guide will deal with the most common configuration. For additional content options that are not present in this manual, we refer to the extra documentation provided with your system.

3.1 Channels

The Channel tree is the central spot in the Content repository where all the primary content is stored. As the word "tree" indicates, related content can be ordered in a tree structure similar to Windows Explorer. This enables you to group all related content in a separate channel. Doing so is not only an easy way to order your content, but also necessary for certain portlet views.

3.2 New Content

Adding new primary content is a standard process that can be applied to any type. Configuration options, however, can vary and will be discussed per primary content type.

Adding content:

1. Navigate to the destined existing channel (or create a new channel)
2. On the right side of the screen, select the desired primary content type from the drop down menu
3. Click the **Create** button



Figure 18 Creating new primary content

3.3 Primary content types

Content can be divided into two types, *primary* and *secondary content*. Primary content is the first type we will discuss. These are items that can be displayed *directly* onto a page, inside a portlet.

3.3.1 Article

As the name indicates, an article is one of the most common primary content types available. It consists of a title, an introduction and a body. An introduction is only shown on a page when it is enabled (e.g. in a list view). Articles can be used for a lot of purposes.

!Note For news and FAQ content, use the appropriate types! News and FAQ content published as "article" types will not show up in portlet list views!

3.3.2 Event

An Event represents a social gathering or activity such as a pop concert or trade fair. Events are sorted in a fixed order based on the start date. They consist of a title, an intro and a body. Special properties are start and end date (including time), location and organizer.

3.3.3 FAQ item

A FAQ item is a single entry in a list of Frequently Asked Questions. The number given to a FAQ item depends on the order of the items. The FAQ portlet automatically displays a list of all FAQ item titles. Each FAQ item should use the FAQ item type.

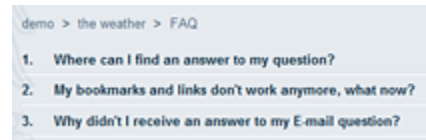


Figure 19 Example of a FAQ view

Note! Put all related FAQ items in a separate channel! If you have more than one FAQ, you can create a new channel that contains all the questions for that particular FAQ.

3.3.4 Gallery

A Gallery is a collection of a set of images that have a relation to each other (for instance, they can have a common subject or relate to a certain event). Images added to a gallery will automatically be resized in thumbnail view. When clicking on an image, the full view will be shown. The number of images which is displayed per page is a fixed number.



Figure 20 Example of a gallery

Adding images to a gallery can be done in two ways:

- Using the Content repository
- Uploading directly

Adding images using the Content repository:

1. Open the **Content repository** tab from the main menu
2. Create a new **Gallery**
3. Enter a **Title**
4. Click the **Search** button

A pop-up window appears, showing all images in the repository.

5. Select the images you want to add by clicking on the appropriate row.
 - You can select multiple images by clicking on multiple rows
 - De-selecting an image is done by clicking the selected row
 - You can also navigate through multiple pages; the selections you've made will not be erased!
6. When done, click **OK**
7. Click **Save and Close** to save the gallery

Uploading images directly into the gallery:

1. Open the **Content repository** tab from the main menu
2. Create a new **Gallery**
3. Click the **+ New** button
4. Browse for individual images or upload a zip archive containing multiple images
5. Repeat steps 2 + 3 when browsing for individual images
6. When done, click **Save and Close** to save the gallery

3.3.5 Mail form

A mail form allows visitors of your site to contact you. The contents of this form will be mailed when sent.

3.4 Secondary content types

Content can be divided into two types, *primary* and *secondary content*. Secondary content is the second type we will discuss. They can be used inside primary content, but cannot be displayed directly in a portlet. Secondary content is unlinked and can be freely (re)used in any primary content type of your choice. You will be able to search for secondary content types and/or add new ones.

3.4.1 Images

Images are stored in the Images section of the repository. When clicking the **Images** link in the Content repository, you are presented with a search screen (**Search in images**), where you can enter values to search for. Leaving the fields blank will return all the images in the repository. All images are stored uncategorized.

Uploading new images can be done using the **Upload new image(s)** tab. You can browse for individual images stored locally on your computer, but it is also possible to add one zip archive containing multiple images. This method saves a lot of time.

After searching, image properties can be edited. The **Edit** icon provides basic editing options for the selected image. You can add a description (making the image easier to be found) or you can even upload a new image that replaces the current image.

The **Info** icon provides a pop-up window with basic information for the selected image, including a preview.

3.4.2 Attachments

Attachments can be files such as Office documents or PDF files which can be attached to primary content. For instance, it can be useful when providing a downloadable fact sheet along with an article. When clicking the **Attachments** link in the Content repository, you are presented with a search screen (**Search in attachments**), where you can enter values to search for. Leaving the fields blank will return all the attachments in the repository. All attachments are stored uncategorized.

Uploading new attachments can be done using the **Upload new attachment(s)** tab. You can browse for individual attachments stored locally on your computer, but it is also possible to add one zip archive containing multiple attachments. This method saves a lot of time.

After searching, attachment properties can be edited. The **Edit** icon provides basic editing options for the selected attachment. You can add a description (making the attachment easier to be found) or you can even upload a new file that replaces the current attachment.

The **Info** icon provides a pop-up window with basic information for the selected attachment, including a link to open it.

3.4.3 URLs

URLs are all the links used in the sites that you've created with CMS Container. When clicking the **URLs** link in the Content repository, you are presented with a search screen (**Search in URLs**), where you can enter values to search for. Leaving the fields blank will return all the URLs in the repository. You can also choose to search for all **Broken** or **Reachable** URLs. All URLs are stored uncategorized.

URLs can be added to primary content (such as articles and news items). They are automatically added to the repository and cannot be separately added unlike other secondary content.

After searching, URL properties can be edited. The **Edit** icon provides basic editing options for the selected URL. You can add a description (making the URL easier to be found) or you can change the location of the URL.

The **Info** icon provides a pop-up window with basic information for the selected URL, including information of where the URL is being used.

4. EDITING CONTENT

Applies to: everyone

Previous chapters have dealt with site- and content creation in general. In this chapter we'll have an in-depth look at the capabilities of the editor, which can be found when creating various primary content. The functions of the editor work the same as in Office suites. This enables the editorial staff to work fast in a familiar way. Since the editor is integrated in the web interface of the CMS Container, it is accessible from virtually anywhere.

4.1 Basic overview

The editor has a bar with numerous icons that provide functionality. Below you'll find a table which quickly describes each functionality per icon. The following paragraphs provide a more detailed look at the essential functionalities.

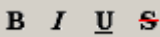









Icon	Description
	Bold Italic Underline Strike through
	Superscript Subscript
	Ordered list Bulleted list
	Cut Copy Paste
	Undo Redo Special Characters Link Image HTML code
	Validate the Form
	Help Full view Insert table Table borders Table properties
	Row: Properties Insert before Insert after Delete Split
	Column: Insert before Insert after Delete Split
	Cell: Properties Insert before Insert after Delete Merge Split

Table 2 Editor icons

!Tip The name of the icon is revealed as a tooltip text when you hover your mouse over the icons. The **Help** button provides a summary of available shortcuts.

4.2 Working with text

The intuitive editor, which is present in most primary content, enables the editorial staff to work as much in the CMS as possible. Text entered into the editor can be manipulated in real time using the interface.

!Tip It is possible to write your articles in your Office suite. You can paste your article in the editor, which will maintain its original markup as much as possible.

4.2.1 Paragraphs

Since the editor is HTML based, line breaks are handled differently compared to text editors.

Key combination	Result
Enter	New paragraph (2 lines)
Shift + enter	New line

Table 3 Line break key combinations

4.2.2 Markup

The editor provides common markup options (such as bold, italic, underline and strike through), and it is also possible to add lists. This works the same as in most popular Office suites.

Changing the text markup:

1. Select the word and/or phrase you want to markup
2. Choose your type of markup by clicking its button

4.2.3 Editing options

The Cut, Copy and Paste functions can be accessed :

- using the button in the icon bar
- using shortcuts (CTRL+X / CTRL+C / CTRL+V respectively)
- using the right click menu in the text area

The Undo / Redo functions can be accessed:

- using the icon bar
- using shortcuts (CTRL+Z / CTRL+Y respectively)

4.2.4 Special characters

Inserting special characters (e.g. é or á) can be done using the Special Characters button:

1. Set the cursor at its desired place
2. Click the **Special Characters** button
3. Click the character you want to insert

4.3 URLs

URLs (links) can be added in several ways. You will be able to create links on the fly or you can (re)use an existing URL from within the Content repository. You can also link to attachments, primary content (elements) and pages which are stored in the Content repository.

4.3.1 Adding a link while typing

1. Type a URL manually (www.<sitename etc.>) and press the space bar
2. The editor automatically converts the text to a clickable URL
3. Upon saving the element, the URL is added to the Content repository

!Note This only works in Internet Explorer!

It is also possible to create a link which displays as a clickable sentence or text instead of the www.* address.

4.3.2 Adding a link using the button

1. Select some text you want to link
2. Click the **Insert/Modify Link** button
3. Click the **New URL** button
4. Enter the **URL** (http://)
5. Enter a **Title** (tooltip) for the new URL (optional)
6. Enter a **Target** for the new URL (optional)
7. When done, click **OK**

!Note Before adding a link you need to select some text or else the new link won't be visible at all!

4.3.3 Adding a link using the Content repository

1. Select some text you want to link
2. Click the **Insert/Modify Link** button
3. Choose what type of link you want:
 - To choose an attachment, click the **Attachment** button
 - To choose a content element, click the **Element** button
 - To choose a page, click the **Page** button
 - To choose an existing URL, click the **URL** button

All options will show a pop-up window where you can select the appropriate link.

4. Click the item you want to select
5. Enter a **Title** (tooltip) for the new URL (optional)
6. Enter a **Target** for the new URL (optional)
7. When done, click **OK**

4.3.4 Editing a link

1. Set the cursor inside the link
2. Either do one of the following:
 - Click the **Insert/Modify Link** button
 - Right click and choose **Modify Link...**
3. Edit the **Title** (tooltip) and/or **Target** for the selected link
4. When done, click **OK**

!Note To change the link itself, you'll need to use the buttons provided in the pop-up window.

4.3.5 Checking a link

1. Set the cursor inside the link
2. Right click and choose **Check Link...**
3. The link will open in a new window

4.3.6 Removing a link

1. Set the cursor inside the link
2. Right click and choose **Remove Link...**
3. Confirm that the link can be removed

4.4 Images

It is possible to insert images that can illustrate an article on the fly.

4.4.1 Inserting an image

1. Set the cursor at its desired place
2. Click the **Insert image** button
3. Choose an image using the **Search** button. Here you can search in the Content repository for existing images or upload a new one (see chapter 3.4.1)
4. Choose the **Alignment** for the image (optional)
5. If you want a border, enter the **Border thickness** in decimals (optional)
6. When done, click **OK**

!Note It is **not** possible to manually link to an image which is hosted on another website. Images need to be in the Content repository first before they can be added!

4.4.2 Editing an image

1. Either do one of the following:
 - Click the image and click the **Insert image** button
 - Right click the image and choose **Image properties...**
2. Change the values in the pop-up window as you desire
3. When done, click **OK**

You can also click and drag the image to the desired position in your text.

!Tip It is even possible to rescale your image on the fly: click the image and drag the handles. To keep the aspect ratio intact, drag the handles on the edge of the image.

4.4.3 Linking an image

1. Either do one of the following:
 - Click the image and click the **Insert/Modify Link** button
 - Right click the image and choose **Make link...**
2. Add a link (see chapter 4.3)
3. When done, click **OK**

4.5 Tables

An extensive feature found in the editor is the use of tables. There are many configurable options available, which allow customization of created tables. Due to the fact that tables mostly aren't used on a daily basis, we will only provide basic explanation of table related features.

4.5.1 Inserting a table

1. Set the cursor at its desired place
2. Click the **Insert table** button
3. Enter the **Rows** and **Columns** for the new table
4. Enter the **Width** for the new table
5. If you want a border, enter the **Border thickness** in numbers (optional)
6. Enter the **Spacing** for the table cells (optional)
7. When done, click **OK**

!Note Keep the site layout in mind when creating a table. Creating tables wider than the website width will cause the site to look bad. Contact your webmaster if you have problems.

4.5.2 Editing a table

1. Select the table
Either do one of the following:
 - Manually select all the table rows / columns
 - Click the outer border of the table (cursor changes into a crosshair)
2. Click the **Table properties** button *or* right click and choose **Table properties**
3. Change the values in the pop-up window as you desire
4. When done, click **OK**

!Additional notes

1. Removing table borders (giving the **Border thickness** a "0" value) will not always work. This depends on the stylesheet attached to the site.
2. When removing the table border, the borders will become *fully* invisible! To see the "virtual border", use the **Toggle borders** button from the icon bar.
3. The **Toggle Borders** button will only *display* the tables without a border in the editor. If you want to remove the border of a table completely, set the **Border thickness** in the table properties to **0**.

4.5.3 Other table options

Editing a table layout works pretty similar as in Office suites. You can insert and delete rows / columns or merge cells. In the row and cell properties you can set various text alignment options.

It is also possible to click and drag a table to a desired position in the text. Keep in mind that this can create conflicts in the website layout.

4.6 Other features

The editor has some useful and advanced features.

4.6.1 Validate

It can happen that superfluous line breaks or white spaces have gotten into an article while creating it. To clean up these unwanted spaces (which you don't want to see in your published document), the editor contains an option called **Validate**. It checks the created content and removes unwanted markup.

To use this function, you only need to click the **Validate the Form** button (no selections required). If the Validate option has removed too much of your content, you can always *Undo* your action.

!Tip If you've written your article in an office suite and pasted it into the editor, you should use the Validate option to cleanup your text.

4.6.2 Maximize/minimize editor

You can maximize the text area you are editing. This can be very useful when you have two text areas where you can write in (e.g. an article has an *Intro* and a *Body*). To maximize the text area, click the **Maximize/minimize editor** button. Maximizing the current text area you are working in will hide the other text areas. To exit this mode, simply click the same button again.

4.6.3 HTML code

If you know how to write HTML code, you can use the **Toggle HTML source** button to view the code. The code will be shown in the area you're editing. To exit the HTML source view, simply click the same button again.

!Note Editing the HTML source is at your own risk. Markup modifications made from the HTML code may conflict with the stylesheet attached to the website! Code can also be removed when using the "Validate the Form" button.

5. EXTRA FEATURES

The final chapter of this guide will outline several extra features of CMS Container, which normally aren't found in other content management systems.

5.1 Right click contextual menus

Applies to: editors, chief editors, webmasters, administrators

A special feature of CMS Container is the use of right click contextual menus. These menus can be found when right clicking the items in the trees, but also when right clicking the input fields in the editors. The menus provide shortcuts to features, but also extra functionality which cannot be found elsewhere, for instance access to *page properties* and *page wizards* (see chapter 2.4.1).

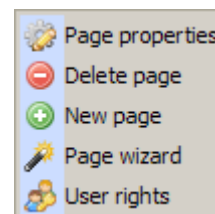


Figure 21 Editors' right click menu (Site management)

5.2 Copy / Paste

Applies to: editors, chief editors, webmasters, administrators

A very useful addition to the right-click contextual menus is the "Copy / Paste" function.

Copying an element:

1. Right click on the element (page or channel) which you want to copy
2. Choose **Copy**
3. Right click the location where you want to paste the item (e.g. the root)
4. Choose **Paste**
5. Change the properties and name of the element you've just copied

The **Cut** function is also accessible from the right-click contextual menu. It works in a similar way. The only difference is that the selected element will be moved to its new location.

5.3 Multilingual sites

Applies to: administrators

Within CMS Container, it is possible to add a multilingual mirror site for the main site. However, this process is still fully manual.

Creating an English mirror:

1. Open the **Site management** tab from the main menu
2. In the **Page selector**, click on **New site**
3. Enter the **Domain names** and **Title** for the site; e.g. "MySite-EN". These are the upper red fields on the page. Most commonly, all values should be identical.
4. Set the language to **EN**
5. Select the template for the **Layout**
6. Click **Save and Close**

It is possible to copy pages to an English mirror using the "Copy / Paste" function (see chapter 5.2).

!Note The page properties in the **Language** field of all Dutch pages need to be set to **NL**.

5.4 Recycle bin

Applies to: administrators

In CMS Container, a central Recycle bin is present and can be found in the **Content repository**. It works in the same way as recycle bins found in most computer Operating Systems.

Deleted items are stored in the bin after deleting; these items are not completely deleted. You can restore an item by clicking the **Green return arrow**. When clicking the **Delete** icon, you'll *permanently* delete the selected item from the system. The **Info** icon shows all sorts of information concerning the selected item.

!Note Upon deleting, content will enter the recycle bin, except for **Pages**. Be careful when deleting **Pages** (from the **Site management** tab)!

GLOSSARY

Channel tree: tree where all the primary content types are stored (hierarchically)

CMS Container: an open source content management system (based on MMBase) for creating and maintaining dynamic websites

Content elements: see also: primary content

Content repository: a large “storage warehouse” that houses all the content

Dynamic content: content of a website which is stored, edited and retrieved in/from a central database

Dynamic website: website driven by content which is retrieved from a central database

FAQ: Frequently Asked Questions

Gallery: a collection of a set of images that have a relation to each other

MMBase: an open source content management core which CMS Container is based upon (<http://www.mmbase.org/>)

Portlet: (predefined) “blocks” on the page that can contain content

Primary content: items that can be displayed directly onto a page, inside a portlet

Publishing: putting the edited content online

Secondary content: items that can be used inside primary content types, but cannot be displayed directly in a portlet

Site structure / tree: the pages of the site structure, ordered hierarchically

Target: used to define the target window when inserting a link

Template: the layout (design) of the pages of the website

Tooltip: extra (help) text that appears when hovering a mouse over a button or an image

URL: Unified Resource Locator; basically a (hyper)link

User rights: allowed or disabled functionalities based on user ranks

View: the way content is being displayed through a portlet

Work flow: the process of writing, editing and publishing articles onto a website