GENTICS ®

Content.Node
Editor Manual

1. Table of Contents

2. Foreword – Infoportal and Support

Gentics Contetn.Node is an enterprise Content Management System product which allows you to create, edit und publish contents of your webpage. This document serves to support your common work with Gentics Content.Node. It is intended to introduce you to the basic functions of Gentics Content.Node. If you need more detailed information please visit the Gentics Infoportal www.gentics.com/infoportal. It is available to all Gentics customers and represents a platform for the exchange of information. In this Infoportal you will find articles on frequently asked questions (FAQ) to help you expand your knowledge of Gentics products and you can contact our Gentics help desk via this platform.

3. First steps

The following chapter gives a brief overview of your first steps using Gentics Content.Node.

3.1 Login and logout

Enter your login and password at the login mask. If you do not have a login yet, please contact your administrator.

Image 1 - Login to Gentics Content.Node application server

Note: You have to allow pop-ups for Gentics Content.Node in your web browser otherwise you can't login.

Image 2 – Stream: right corner

The logout button is located at the top right corner of your browser window.

Note: Always log out correctly using the logout button. Do not simply close the window! Other persons with access to your workstation could continue to work within a certain time under your login in Gentics Content.Node.

3.2 Password change

Your login as well as the button to edit your user profile is displayed above the log out button (refer to Image 2). Clicking on "Edit profile" allows you to change your password. Enter a new (identical) password twice to change your password.

3.3 User rights

Your user rights are automatically linked to your login. These are assigned by the system administrator and define the possible work steps that you are allowed to carry out in the system. The display of elements in the navigation tree and in the menu is also linked to the user rights. User rights can be changed by the system administrator at any time.

3.4 Start page

As soon as you log in to the system, important information will be listed in the content section (refer to Image 3).

The left-hand column indicates whether you have received new messages via the internal messaging system and which users are currently logged in to the system as well as the quickjump (For detailed information about the quickjump, please read section 4.2 "Navigation" page 7).

The last five pages edited by you and their status are displayed in the right-hand column. Below, you will find the folders that you have visited last and administrative information like the Gentics Content.Node version you are using, how many pages are waiting for publication and how long this will take approximately.
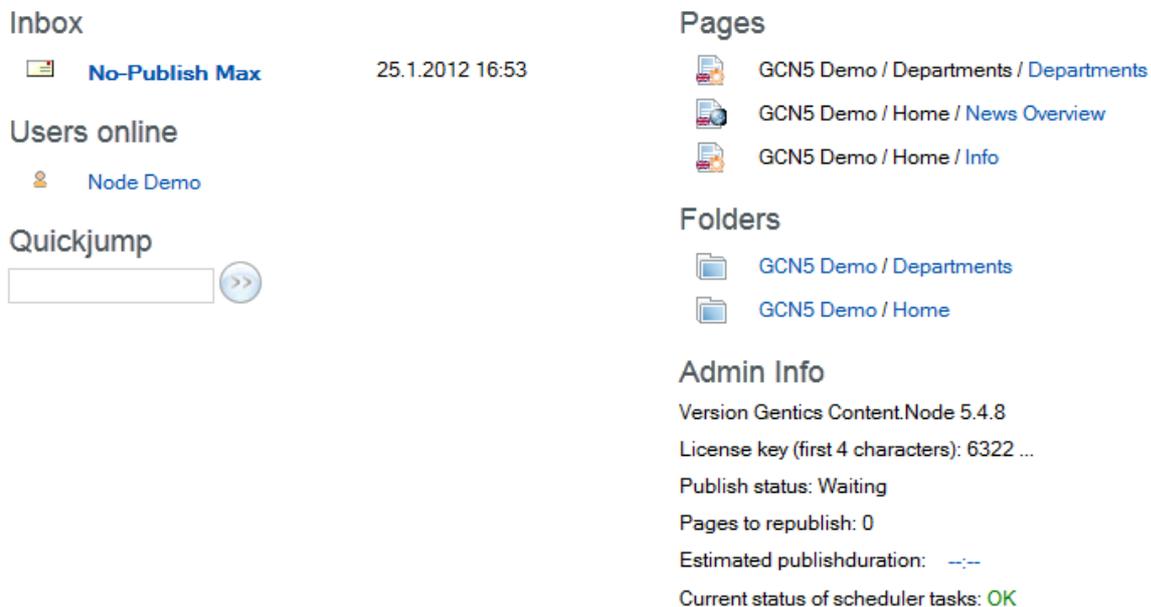
Image 3 – Start page

4. Interface

The Gentics Content.Node interface is simply and clearly arranged and is oriented to existing industry standards.

The user interface consists of the following sections:

1. Stream section	2. Navigation	3. Menu bar
4. Assistant area	5. Content area	
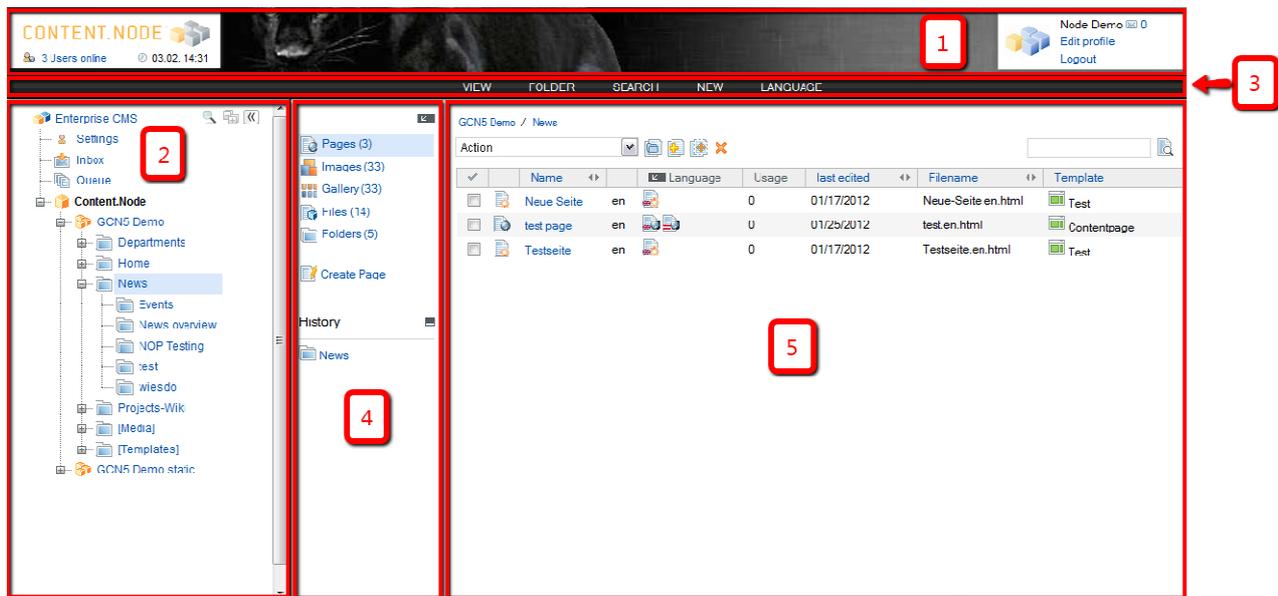
Image 4 - Gentics Content.Node interface

4.1 Stream and status line

The *stream* is an image mask in the upper section of Gentics Content.Node that can be adapted individually under [Settings] in the navigation section. In the foreground you'll find the *status line elements* which contain information such as the number of new messages in your inbox as well as the current date and time and the number of users currently logged in.

Image 5 – Stream: left corner

4.2 Navigation

In the left column, the navigation section for the CMS is allowing you (depending on your permissions) to access various Gentics Content.Node functionalities, the individual projects, the whole folder structure within the individual projects in the form of a "tree structure", as well as [Settings] for your

login, [Inbox] for sending and receiving messages and the [Queue] a list of all the pages waiting for publication, if such a workflow is defined and you got rights to see it.
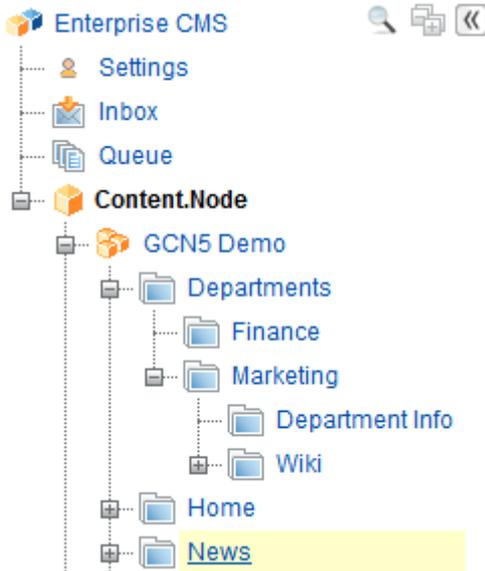
Image 6 - Navigation and folder structure

Note: Clicking on 🔍 or pressing crtl+q opens the quickjump. After filling in a page ID or part of a page title you can jump easily to this page without clicking at any folder in the tree navigation. Clicking on ⧉ collapses the tree in the navigation section. Clicking on ≪ minimizes the whole navigation section, if you got a small display like on some laptops and need a larger content area.

4.3 Menu bar

The menu bar allows you to call up the individual functions for the active point in the navigation section. The menu adapts itself to the current situation depending on your user rights and displays the all actions available for you.
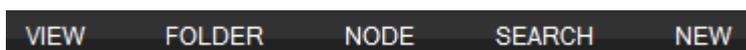
Image 7 – Menu bar

4.4 Assistant area

To the right of the navigation section you can switch between different views (pages, images, files or folders) and you will find an additional list of menu items most frequently used in the respective view as well as your history of used folders, pages etc.

If you need a larger content area, you can minimize the assistant area through clicking on ◤.

Pages (3)
Images (33)
Gallery (33)
Files (14)
Folders (5)

Create Page

History

News
Departments
Departments
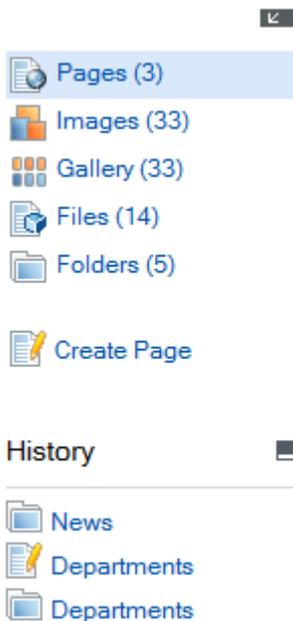
Image 8 – Assistant area

4.5 Content area

The content area is the central working area in Gentics Content.Node. It displays all the objects which you can select via the navigation section. You can find information about your current position in the folder structure at the breadcrumb menu in top-left at the content area and different actions and functions, depending on your current view in the action menu.

GCN5 Demo / Home

✓		Name		Language		Usage	last edited		Filename		Template	
☐		Welcome		en		0	01/25/2012		Welcome.en.html		Contentpage	
☐		News Overview		en		0	11:21		Hello-World.en.html		Contentpage	
☐		Info		en		0	11:15		Testseite_PD.en.html		Contentpage	

Image 9 – Content Area with [View > Pages] view

At the content area you will edit or preview pages, upload images etc.
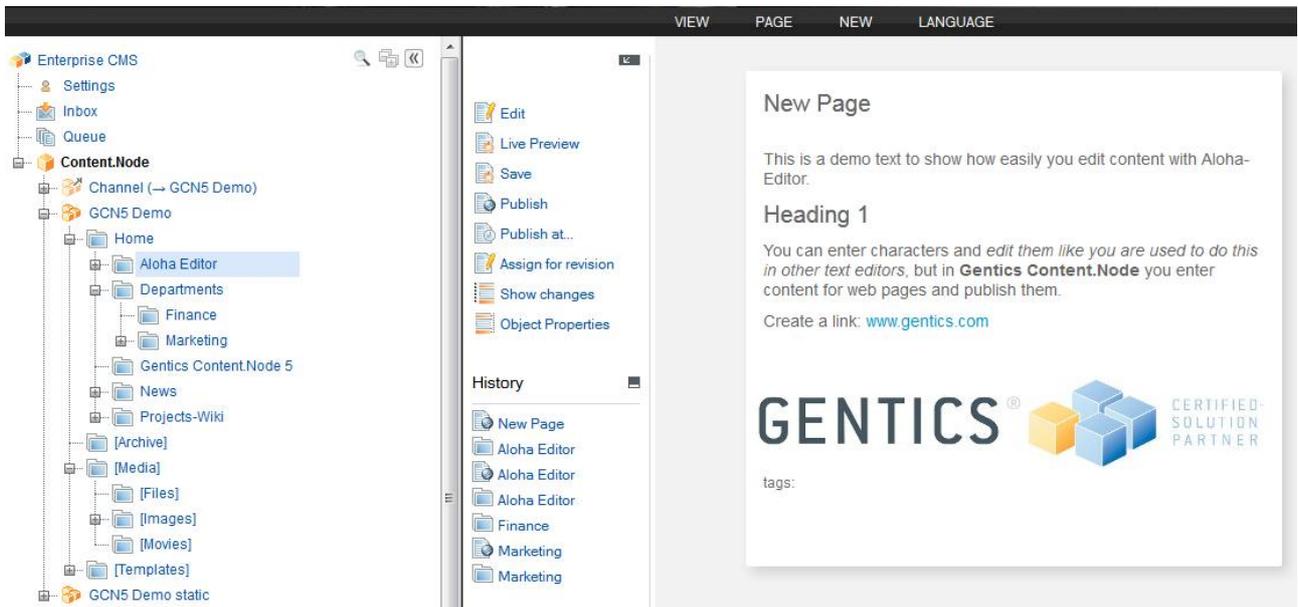
Image 10 – Content area with [Page > Preview]

5. Working with Gentics Content.Node

All objects in Gentics Content.Node are displayed in lists. If you select a folder in the navigation section, a list of pages contained in this folder is displayed in the content area. All listed contents can be sorted, according to the respective column, by clicking on the column header (e.g. name, last edited, etc.). In the list view, you can quickly and easily carry out [Actions] on one or more objects in the list. It depends on your [View] (e.g. [View < Pages] or [View > Images]) which action you can carry out.

There are two possibilities for applying an action to an object:

- Right-click on the name of an object and the context menu will be displayed.
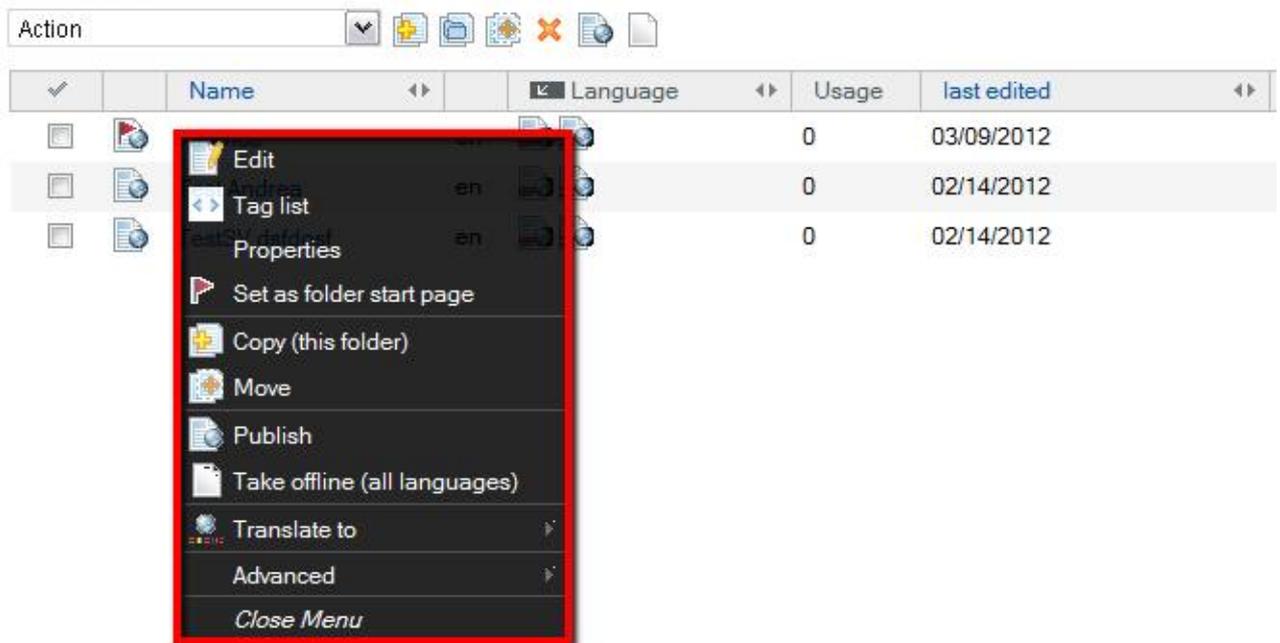
Image 11 - Context menu via right-clicking on objects

Enterprise Portals and Content Management Systems

www.gentics.com

- Mark one or several objects via selecting their checkbox in the left column (the background of the selected objects turn blue) and select an action from the action dropdown menu.
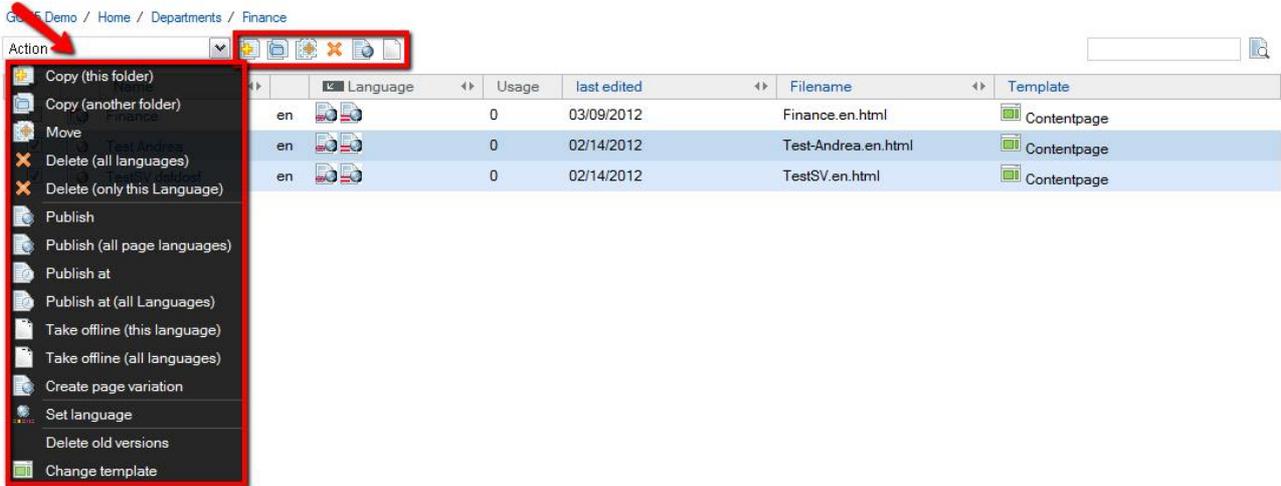
Image 12 - Carrying out actions on objects via the action dropdown menu

5.1 Working with folders

In Gentics Content.Node are two types of folders: Nodes (=projects) and folders ( ) for content like pages, images etc. Nodes are created by the administrator and represent the highest hierarchical level within a project and are clearly recognizable with a project name. Folders serve for clear management of objects and often are used as a basis for the website navigation structure.

5.1.1 Folder structure and view

Each folder can have an arbitrary number of sub-folders. Clicking on the symbol in front of the folder name in the navigation section opens the tree structure with the subordinate folders (refer to Image 13). If the contents of a folder are to be displayed, click on the folder name. The folders, pages, etc. managed in this folder are displayed in the content section.
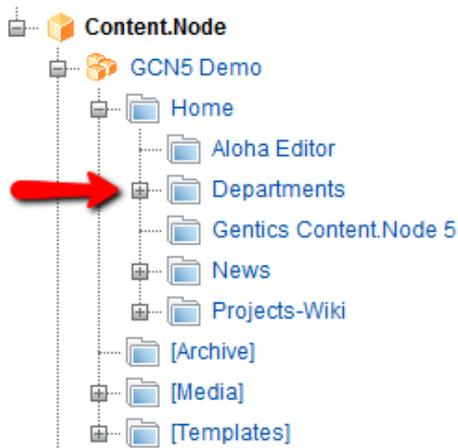
Image 13 – Folder structure

In order to call up the correct view select [View -> Folders], [View -> Pages], etc at the menu bar (refer to Image 14) or at the assistant area.
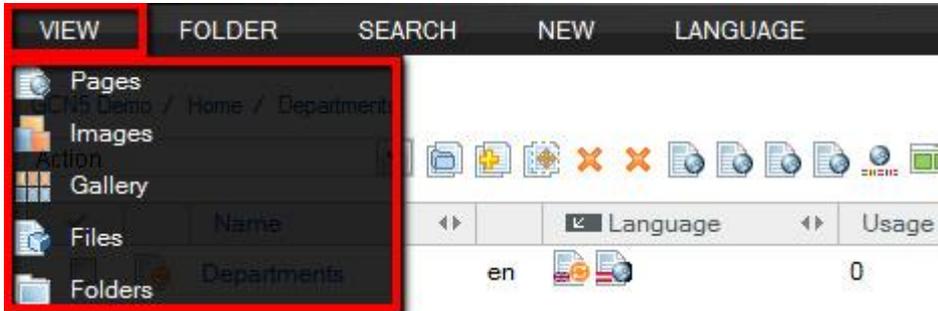
Image 14 - View

Note: The structure in Gentics Content.Node does not necessarily have to correspond exactly to the structure on the website. You can, for example, create an "archive" folder in Gentics Content.Node in which outdated pages are stored, even if the website does not contain a menu item "Archive" and the archived pages are no longer published.

Note: Attention must be paid to logical consistency and clarity when creating and naming folders. A good structure is the best way to avoid confusion.

5.1.2 Create a folder

In order to create a new folder select the node or folder in the navigation section in which you want to create a new folder. The menu contains the command [New -> Folder] with which a new folder is created (refer to Image 15).
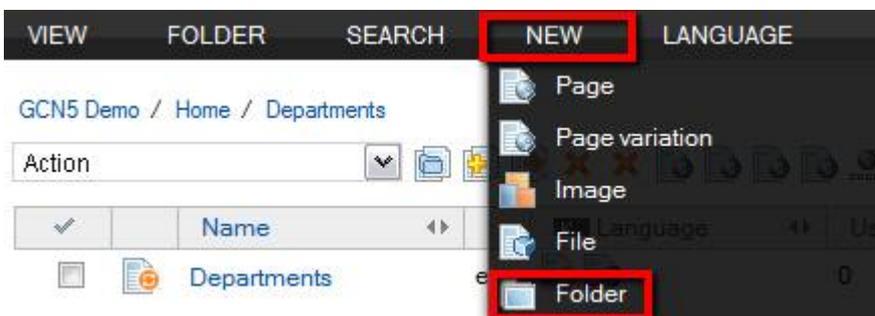
Image 15 – Menu bar: New folder

As soon as you select [New -> Folder] in the menu bar, a dialog window opens in the content section (refer to Image 16).

(1) You can enter the name of the new folder.

(2) You can define the name of the directory under which all objects contained in a folder are stored on the web server which has effect to the URL of the containing pages, images etc. For example: http://www.gentics.com/Content.Node/directory/

If you do not wish to specify a directory of your own, simply leave this field blank. Then all pages stored in this and maybe folder(s) are published in the same directory e.g. http://www.gentics.com/Content.Node/

Note: Within a directory on the web server, file names for pages and images (e.g. "news.html" or "logo.gif") most only be used once!

(3) You can enter the information that is to be displayed in the assistant area when you move the mouse over the respective folder name under [View -> Folder] (refer to Image 17).
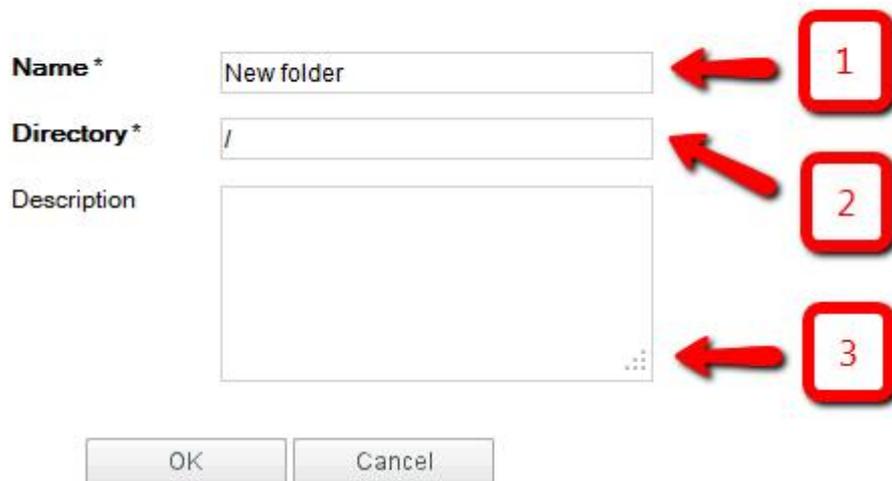
Image 16 – New folder dialog

Clicking on [OK] confirms your input and you return to the list view. The new folder can be selected in the navigation section.
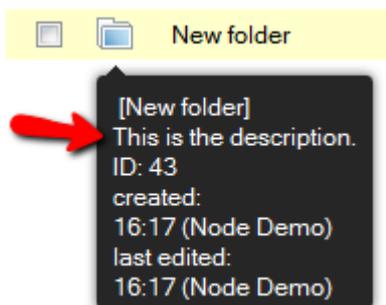
Image 17

5.1.3 Move a folder

In order to move one folder to another click on the higher ranked folder, if necessary change the view [View -> Folder], mark the folder to be moved by selecting the checkbox and then select [Move] via the action menu (refer to Image 18) or the context menu via right-click on the folder.
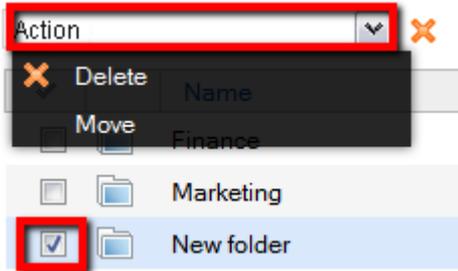
Image 18 – Action menu

To confirm the action click on specified target folder (refer to Image 19).
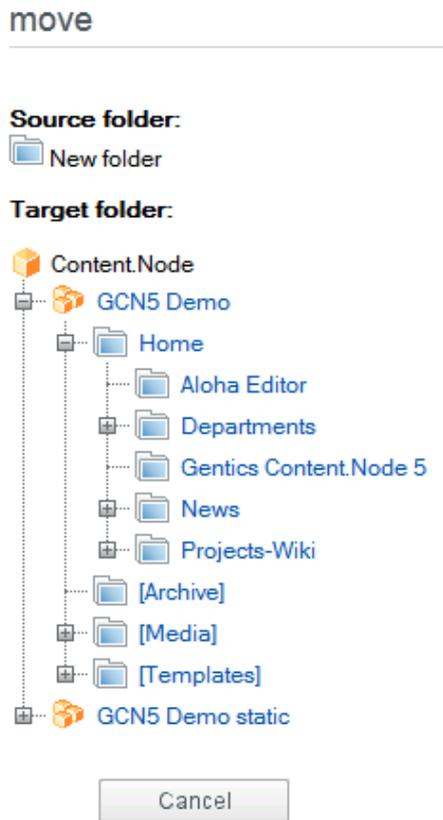
Image 19 – Select target folder

Note: If you wish to move several folders at the same time, the selected folders can only be moved to the same target folder, not to different folders.

When moving folders all links are automatically moved at the same time. This saves you having to link pages, files and images again if the publication directory of the folder should have changed.

5.1.4 Rename a folder

Select the desired folder and click on [Folder -> Properties] at the menu bar or right-click on the folder's name at the navigation tree and select [Properties] and the folder properties dialog appears. At the dialog window you can edit (1) name of the folder, (2) the directory and (3) the description of the selected folder (refer to Image 20).

Image 20 – Folder properties
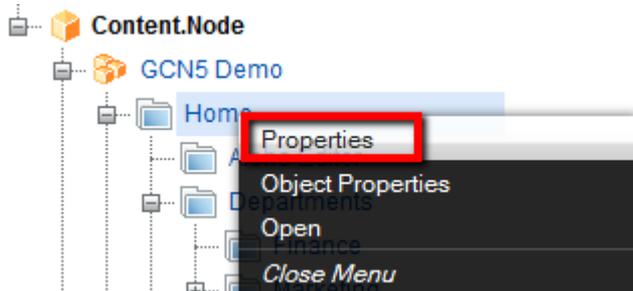
Image 21 – Right-click menu

5.1.5 Delete a folder

To delete a folder, you have to select the higher-ranking folder or node in the hierarchy and change to [View -> Folder]. Mark the checkboxes of all the folders you want to delete and select [Delete] via the action menu or the delete-symbol next to it (refer to Image 22). Individual folders can also be deleted by right-clicking on the folder name.
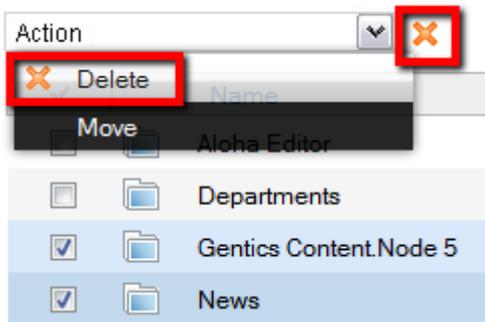
Image 22 - Delete folders

Note: All objects such as pages, images, files that are contained in the folder or subfolders including their content are lost when a folder is deleted. Although the link management of Gentics Content.Node prevents invalid links occurring on the page by deactivating these links, you should nevertheless take care not to inadvertently delete objects linked from other pages.

5.2 Working with Pages

Pages generally provide contents for websites and are always based on a template providing you with editable parts to enter content into the page. Page statuses

Every page has a status which is important for editing and publishing. You can identify the status of a page based on its icon in the list view. Following page states are possible:

	The page is *published*.
	The page is *stored*, but not published. This page version is maybe different to the published page version. Everybody can edit or publish this page.
	The Page is *locked for editing*. This page is locked, has not been saved and currently cannot be edited by another user.
	The Page is *waiting in queue* to be reviewed by an editor with publishing permissions.

5.2.1 Create a page

Select the folder in which you want to create a new page and select [New -> Page] at the menu bar and a dialog window will be displayed (refer to Image 23):
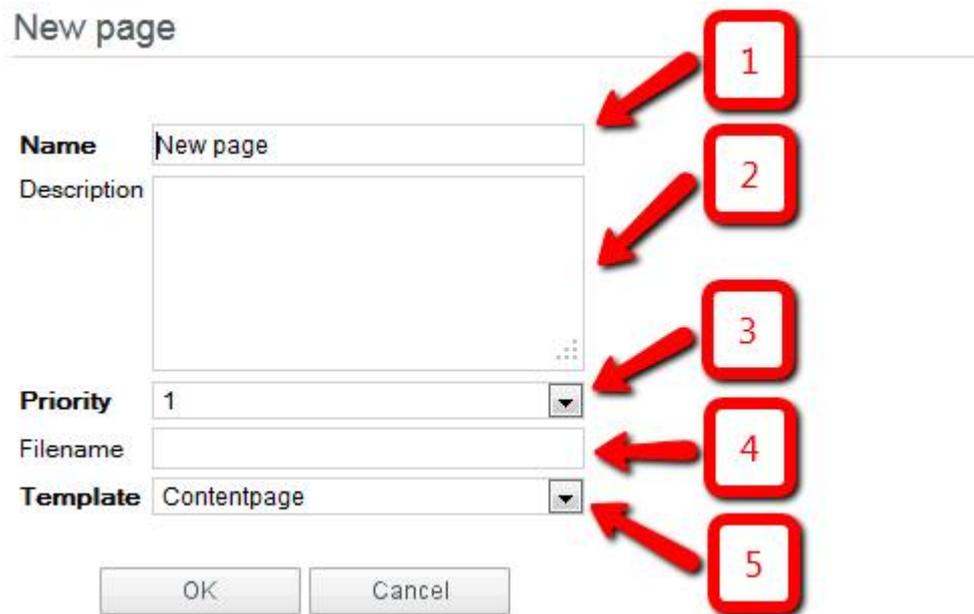
Image 23 – New page

(1) Enter a name for your page in the field [Name]. The page name is often used as page header (This might be different in your specific website project, since it depends on the project's implementation).
(2) You can enter a [Description] of the page using key words or full sentences.
(3) A [Priority] can then be assigned if the page is to be sorted by priorities (e.g. in overviews). Whether or not you should use the field [Priority] is determined by your administrator.
(4) The filename will be created automatically based on the page name while clicking [OK]. If you assign the file name yourself, you must ensure that the correct file extension is used and that no special characters, accents or blanks are employed. You can omit the extension (e.g. .html); the system then adds this extension automatically.
(5) You can choose a template for your page. The number of available templates depends on the implementation of your website

Note: The choice of the template is particularly important. The templates available in this folder are displayed in a drop-down field. When you select the template, you define the appearance and function of the new page.

After confirming your inputs via clicking [OK] the page will be opened in editing mode. In section "

Edit content with Aloha Editor" (page 26), we explain how you continue editing a new page.

5.2.2 Move a page

When you are in [View -> Pages], select the checkboxes of the pages you want to move and select [Move] in the action menu. The move dialog will be displayed and you confirm the target folder by clicking on it.

Note: If you want to move several pages at the same time by activating the checkboxes, you can only select one target folder for all the pages.

When pages are moved, all links are automatically updated by the system.
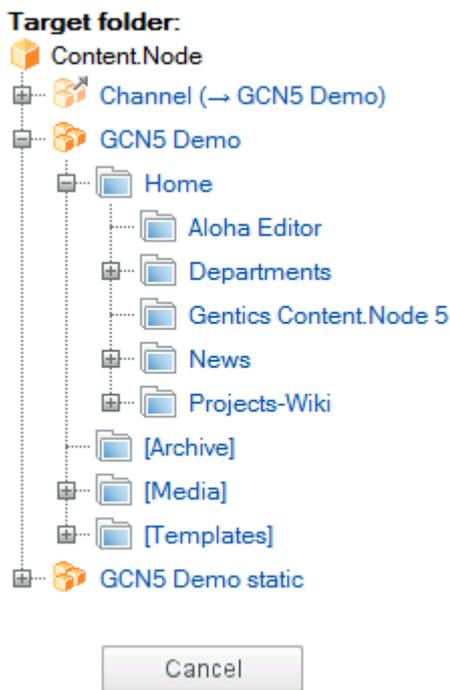
Image 24 – Move dialog

5.2.3 Rename a page

If you are in the edit mode of a page [Page -> Edit] you can rename the page via the menu bar [Page ->Properties]. The same dialog appears when creating a new page. All the relevant changes can now be made (refer to Image 23 – New page).

5.2.4 Copying of pages

If you are listing pages of a folder [View -> Pages], mark the checkboxes of the pages to be copied and select [Copy (Current folder)] or [Copy (Other folder)] in the action menu.

If [Copy (Current folder)] is selected, the copy will be created in the same folder, [Copy (Other folder)] requires the selection of the desired folder to which the copy will be created.

For individual pages this action is also available via the context menu with the right mouse key.

5.2.5 Delete a page

Select the pages to be deleted in the list view [View -> Pages] by selecting the respective checkboxes. Use the action menu or the context menu by right-clicking and selecting [Delete in this language]. Additionally it is possible to delete all language versions of the page with [Delete in all languages].

Note: As soon as you confirm the delete action, it cannot be reversed! Please also note the following: If you delete a page, the respective links to this page on all other pages linked to this page will be automatically deactivated via the automatic link management routine.

5.2.6 Saving a page

Select [Page -> Save] in the menu bar in preview or edit mode. Saving a page means that all changes are saved, but the page is not published to the web server. This means that the last published version of the page is still visible to the visitors to your website. For this reason you should use [Page -> Save] particularly when you or another user wishes to edit/review the page again before it is placed "online" by publishing.

5.2.7 Preview a page

If you click on a page's name in the list view or you click [Page > Preview] you open a page in the preview mode. This means, that you see the current version of the page without any node tag icons (for further information read section **6.2 Content elements**, page 33), comments or other things which will not be published and visible at the frontend.

5.2.8 Live Preview

The live preview [Page > Live Preview] opens the selected page in another tab or window without any the stream, navigation and assistant area of Gentics Content.Node and it looks in the same way as a published page at the frontend.

5.2.9 Publishing a page

The publication of pages means that the page on your web server is made accessible to all visitors to your website. During the course of the publication, all pages linked to the newly published page are also updated. In the event of changes to a page listed on an overview, the page and the overview page will be published. Pages that are linked by links are also published in the same way. With each publication run (e.g. every 15 minutes), Gentics Content.Node transfers all pages published by you or other users since the last publication to the web server.

In order to publish a particular page click - as long as you are in the page edit mode - in the menu bar or assistant section on [Page -> Publish]. This step can also be performed at the same time for several or all pages in a folder by activating the check boxes for those pages via the action menu in [View -> Pages]. Individual pages can also be published via the context menu with the right mouse key.

5.2.10 Queues/chief editor

A workflow is a process by means of which pages have to be submitted to one or various higher-ranking users or administrators for release before the final publication. Only when the page has passed through the full release workflow is it published on the web server. Workflows are defined by the administrator on the basis of user rights and folder properties. If, for example, a chief editor of an online medium or a head of department in a company has to approve changes made by employees

before publication, he will be notified when a new page is ready for release by means of a system message or via the "queue".

5.3 Working with files and images

5.3.1 Working with images

Every file with the extension .jpg, .gif, .png and .bmp is recognized by Gentics Content.Node as an image. Other image formats, such as e.g. .tiff, .psd or .eps. are not displayed by any web browser - that is why they are handled by Gentics Content.Node as "File".

5.3.1.1 Upload an image

In order to use an image in Gentics Content.Node you have to upload one. Open the desired folder at the navigation and click [New > Image] at the menu bar.
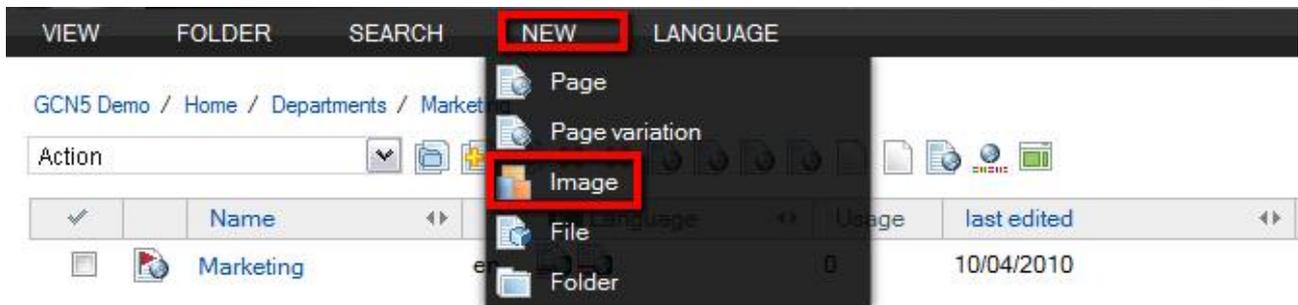
Image 25 – Upload new image

Now a dialog will be displayed and you can choose a file on your hard drive for uploading at field [File] (1) (refer to Image 26). (2) You must enter a file name for your image. Always enter the correct file format like .jpg or .gif, otherwise the image will not work correctly. (3) You can choose an image size. There are some sizes given or you can enter a number of pixels or percent of the original size of the image. (4) You can enter an image description. Confirm your input via clicking [OK] and you will return to the list presentation of your selected folder's content.
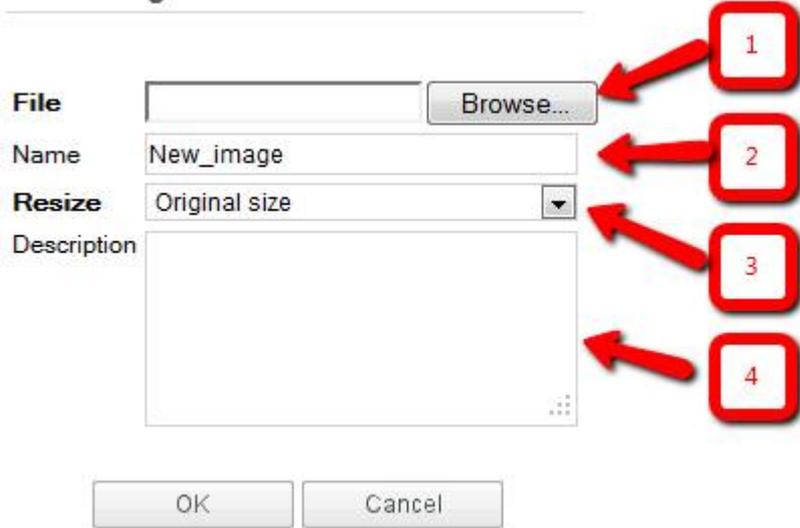
Image 26 – New image dialog

Note: You can upload an image as well at the dialog of the image node tag. For further information please read section **6.2.1 Insert an image page,** page 34.

In order du upload several images us the multi-file upload for files (section 5.3.2.1 "Upload a file", page 23).

Image 27 – List presentation

If you click on [Preview] your chosen image will be open in another tab or window to preview it. In order to start the Gentics Content.Node Imagemanipulator, click on the name of the desired image.

5.3.1.2 Image properties

You can change the image name or the description of the properties via the Gentics Content.Node Imagemanipulator. In order to edit all properties, you have to open the image with the Gentics Content.Node Imagemanipulator and click [Image > Properties] and the properties dialog will be displayed.

(1) In order to update an image, you can open the properties dialog and select another image from your hard disc. This will replace the previous image version in all the places in your project where the

picture has been used. (2) Enter a new name for the selected image. (3) Edit the description of the selected image.

Image 28 – Image properties

Note: After replacing an image, the previous version of the image will get.

5.3.1.3   Move an image

In order to move one or several images to another folder, mark the images and select [Move] via the action menu. In case of moving several images at one time you can only choose one destination.

5.3.1.4   Delete an image

In order to delete one or several images, mark the images and select [Delete] via the action menu.

Note: After deleting an image it will be lost and will a not be displayed in any page even if an image tag refers to the deleted image.

5.3.2   Working with other files

All files not recognized as images are handled as files in Gentics Content.Node. Examples are files with the extension .docx, .xlsx, .pdf, or .zip, but also image files that cannot be displayed by a browser, such as .tiff or .eps.

Files can be displayed in a separate list view with [View -> Files].

5.3.2.1   Upload a file

In order to upload a new file, click on [New > File] at the menu bar and a dialog will be displayed.

Fileupload

Please select the file you want to upload.

[Upload files]

[OK]

Image 29 – New file

Now click on [Upload files] and choose one or several files to upload. After confirming the finished upload via clicking on [OK] you will return to your previous view.

5.3.2.2 Edit a file

If you click on a file name, you have the opportunity to overwrite an existing file or change the file name or description in the file properties dialog. This essentially follows the same logic as for the images: If you wish to change a file centrally, it is advisable to overwrite the file. In this case the previous version of the file is lost.
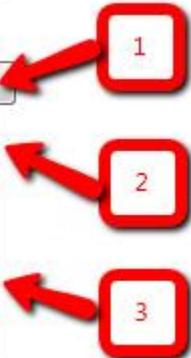
Image 30 – File properties

(1) In order to change a file without uploading a new one, you can select another file which replaces the old one without editing all sites where the file is integrated. In this case the previous version is lost. (2) Enter a new name for the selected file. (3) Edit the description of the selected file.

5.3.2.3 Move a file

In order to move one or several files from one to another folder, mark the files and select [Move] via the action menu. In case of moving several files at one time you can only choose one target folder.

5.3.2.4 Delete a files

In order to delete one or several files, mark the files and select [Delete] via the action menu.

Note: After deleting a file it will be lost and will a not be displayed in any page even if an tag refers to the deleted file.

6. Edit content with Aloha Editor

Aloha Editor is an HTML5 based "what you see is what you get"- editor (short "WYSIWYG"). This means with the Aloha Editor, you work directly in the page and not in a form-based pop-up window. You therefore see the text during editing almost exactly in the same way as the published page looks on the frontend or in the live preview mode.

Aloha editor does not require browser specifications. It is compatible across multiple browsers and operating systems.

6.1 Edit content

After creating a page or clicking on [Page > Edit] the page gets opened in the editing mode and yellow rectangles highlight the editable areas (refer to Image 42). When you click into one of the yellow areas the floating menu from Aloha Editor will be displayed right above the cursor and the rectangle turns into blue (refer to Image 31). You can move the Aloha Editor to other areas on your screen while

clicking into the grey area at the top and the cursor turns into this. Do not release the mouse key and move the cursor to the right position. You can fix the Aloha Editor at the new position through clicking on the pin at the top right corner.
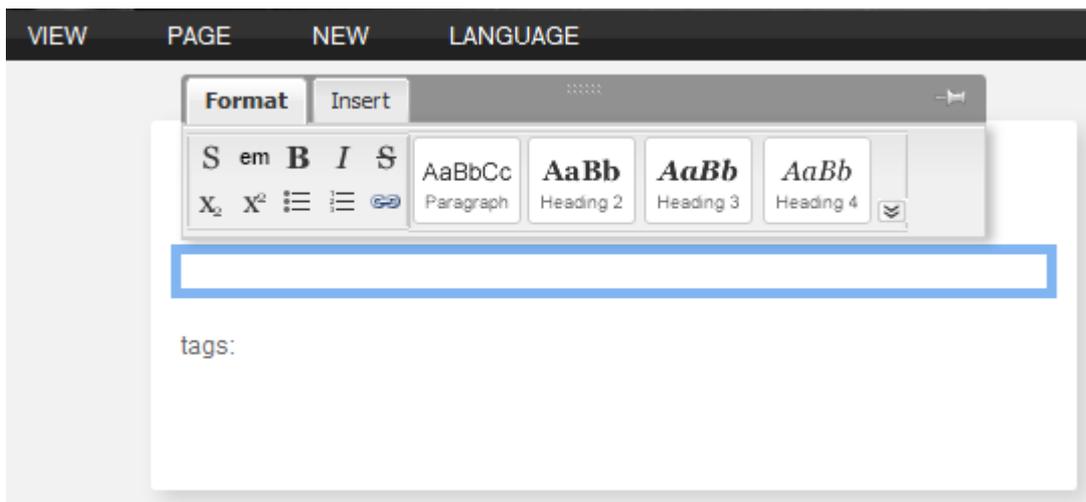
Image 31 – Aloha Editor

Now you can enter all your content or copy it straight out of a text editor (e.g. Microsoft Word). Aloha Editor will recognize formatting like bold or italic, headlines, lists, tables etc. But you can format or reformat you content with Aloha Editor as well. Just mark the text and choose one of the given formatting like [Paragraph] for normal text or [Heading 2] to [Heading 6] for headlines (refer to Image 32).
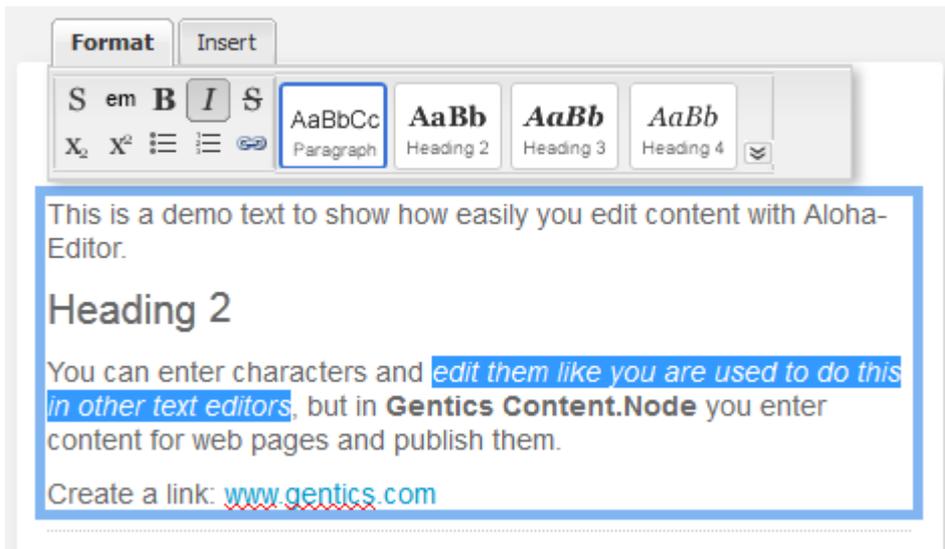
Image 32 - Working with Aloha Editor

6.1.1 Real Editor

In order to get more "what you see is what you get" ("WYSIWYG") you can edit a page with the [Real Editor]. This means that the selected page opens in a new tab or window and you are able edit the page with Aloha Editor without the Gentics Content.Node interface surrounding the content area.

6.1.2 Create a link

If you want to create a link with Aloha Editor, you have to select the words which have to be linked and click on the link-icon (refer to Image 33).
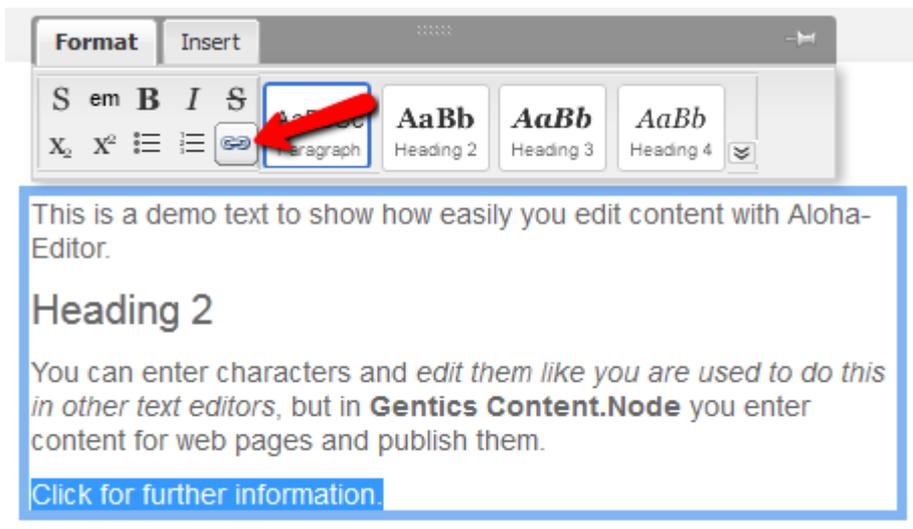

Image 33 – create a link

Now you can (1) enter an external URL (like http://gentics.com) or (2) choose a page from the Gentics Content.Node or (3) delete the link-function (refer to Image 34).
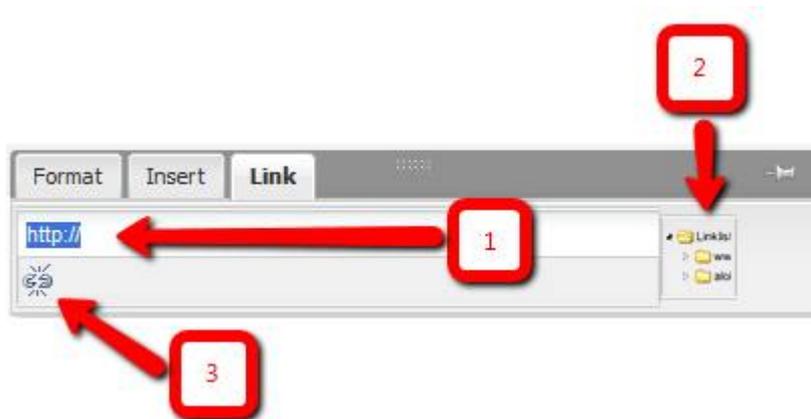
Image 34 – Link menu

If you want to choose a page from your project via Gentics Content.Node, the repository browser will be displayed (refer to Image 35). Now you can browse through the folders and choose your page. To confirm your selection you have to click on the selected page.

Note: If you know the page name or a part of it from the page you want to link, you can enter the name into the field (1) and Gentics Content.Node will automatically suggest a list of one or several pages including your search term in their page name.
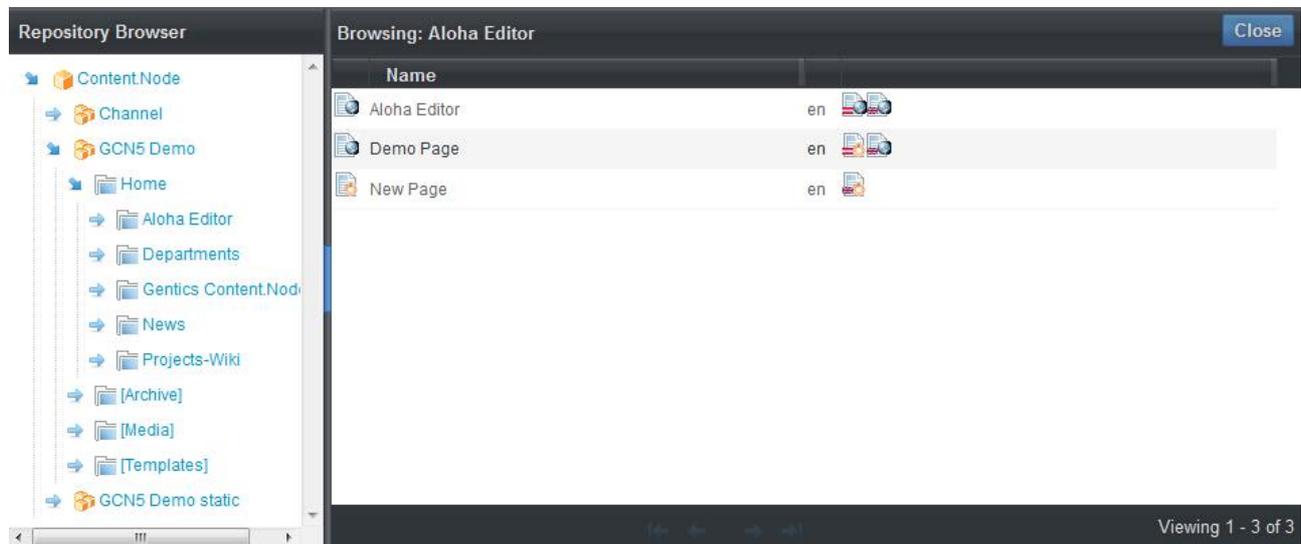

Image 35 – Repository Browser

After entering a URL or selecting a page from Gentics Content.Node you can edit some link properties by clicking on the grey arrow the top right of the content area and open the so called sidebar (refer to Image 36).
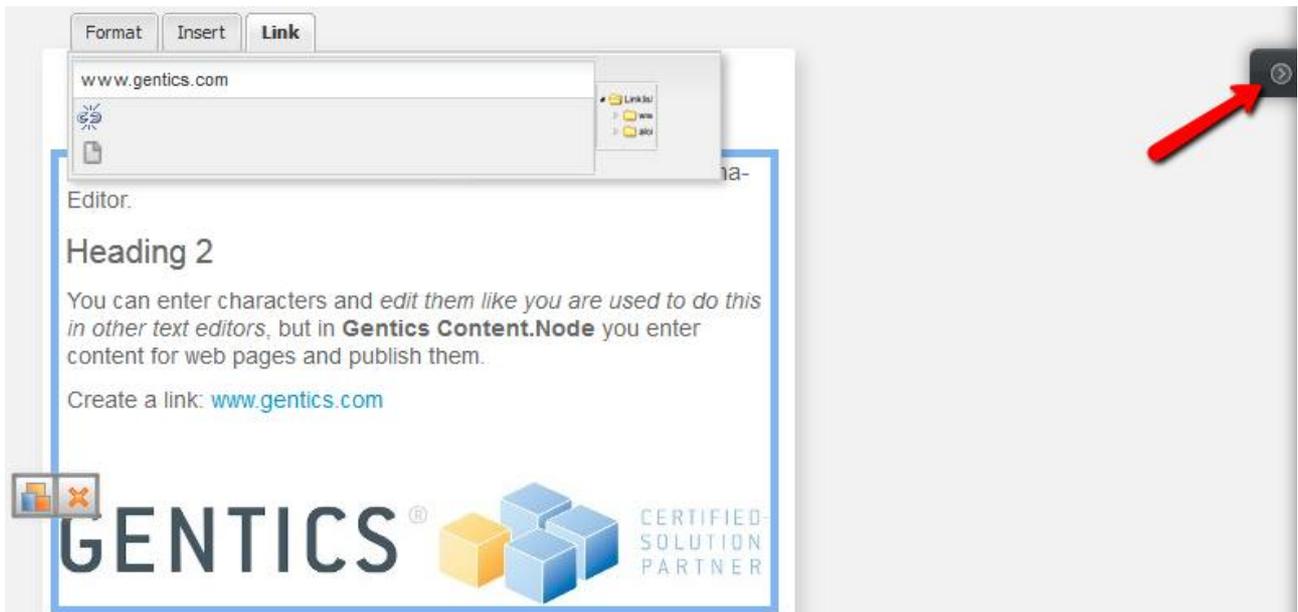
Image 36 – Open link properties

Now an overlay dialog is displayed on the right side of the content area allowing to select the link target (e.g. open in self window) and enter a link title.
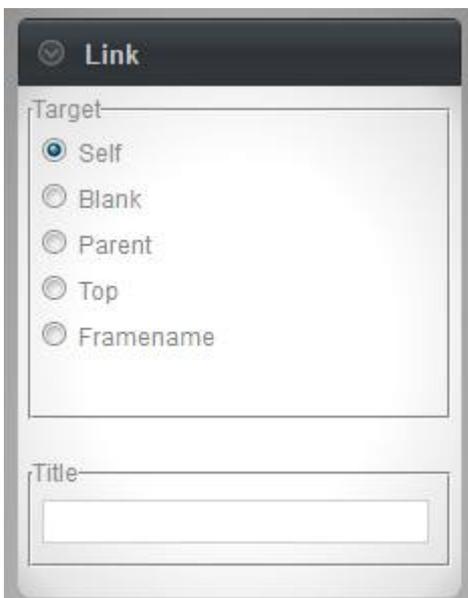

Image 37 – Link properties

6.1.3 Create a list

There are two ways to creating a list with the same result. (1) Enter all list elements, mark the entered text and click on [numbered list] or [unnumbered list]-icon (refer to Image 38).
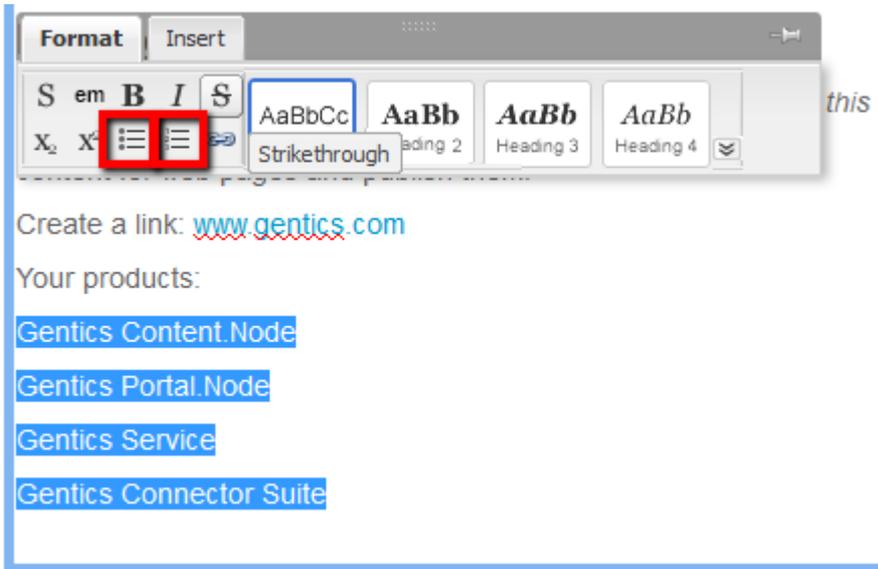
Image 38 – Create a list

(2) Change the formatting before inserting the text by clicking on one of those list-icons and enter your list elements. Both ways have the same result.

Note: In some cases it is better to enter some blank lines at the end of a page before starting editing. If you do not need them you can delete them at any time.

6.1.4 Create a table

In order to create a table, click on the position where the table should be created. The floating menu from Aloha Editor will be displayed. Change into tab [Insert] and now you have to click on the table-icon (refer to Image 39 – red arrow). After clicking on the icon a pattern is displayed where you can decide how man cells your table should have. Move over a number of cells and they automatically get marked and turn blue. With clicking on a cell you will get a table with the numbers of marked cells.
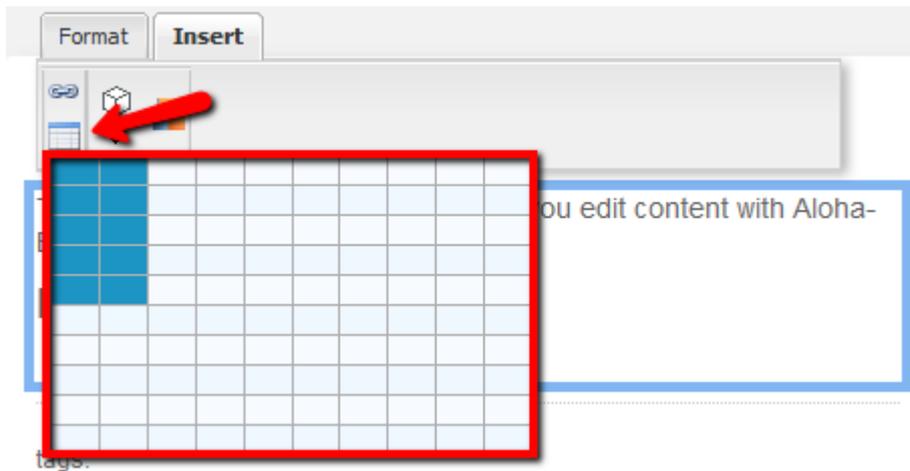
Image 39 – Create a table with Aloha Editor

After entering content into the cells you can format the text, create links, etc. In order to do this you have to switch from [Insert] to the [Format]-tab at the top of Aloha Editor.

6.1.5   Edit a table

At any time you can edit your table and add or delete rows or columns, make one or several rows or columns as table headers etc. In order to do this you have to mark a row or cell and choose the desired action at the automatically switched new tab at Aloha Editor (refer to Image 40 - red rectangle).
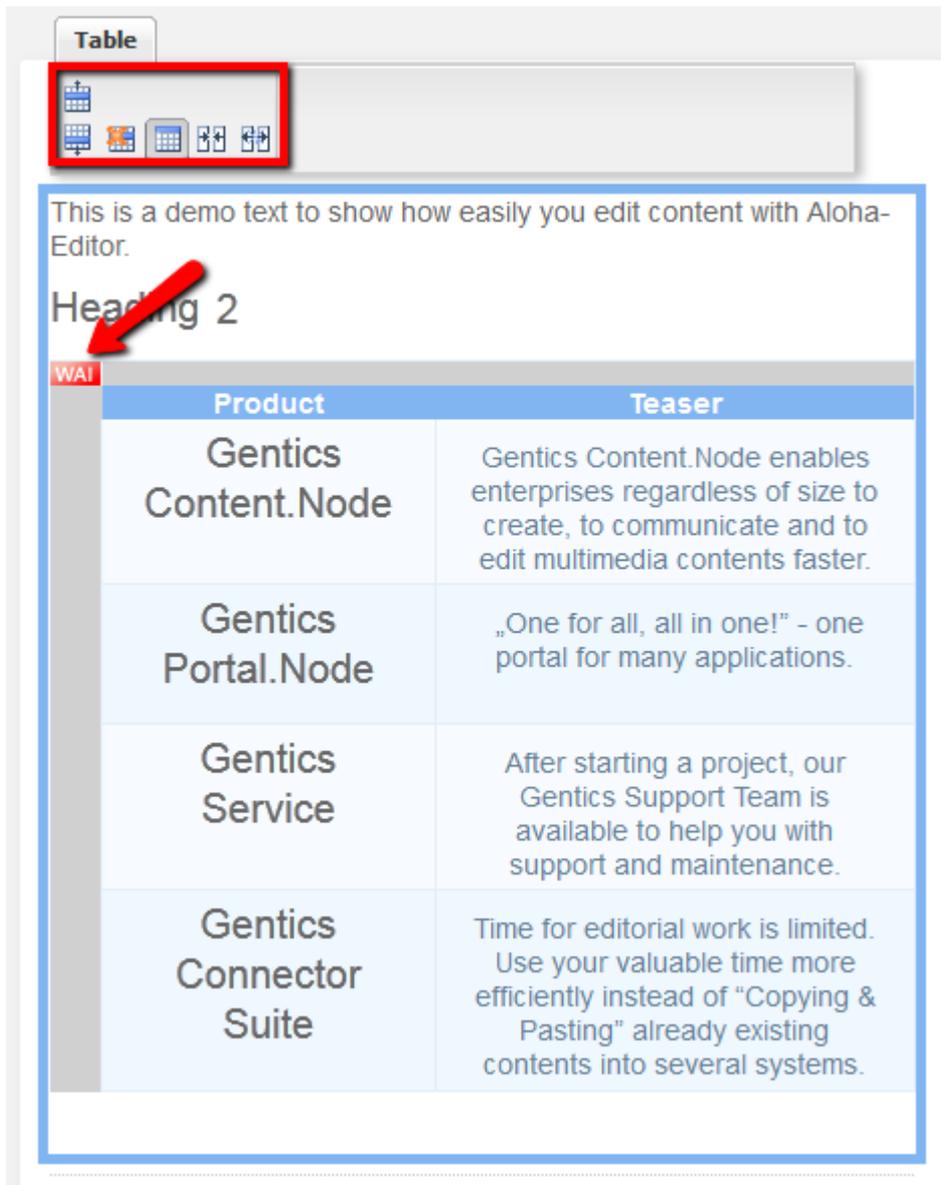
Image 40 – Edit a table with Aloha Editor

After creating a table you can see a red and white icon at the left top corner of your table (refer to Image 40 - red arrow). WAI stands for "Web Accessibility Initiative" a taskforce which improves the accessibility of web for people with disabilities. A red WAI-icon means that your table has no good accessibility for people with disabilities. In order to achieve this you have to click on the icon and enter a caption for your table (refer to Image 41). Now the icon turns green and your table complies to the WAI-criteria.
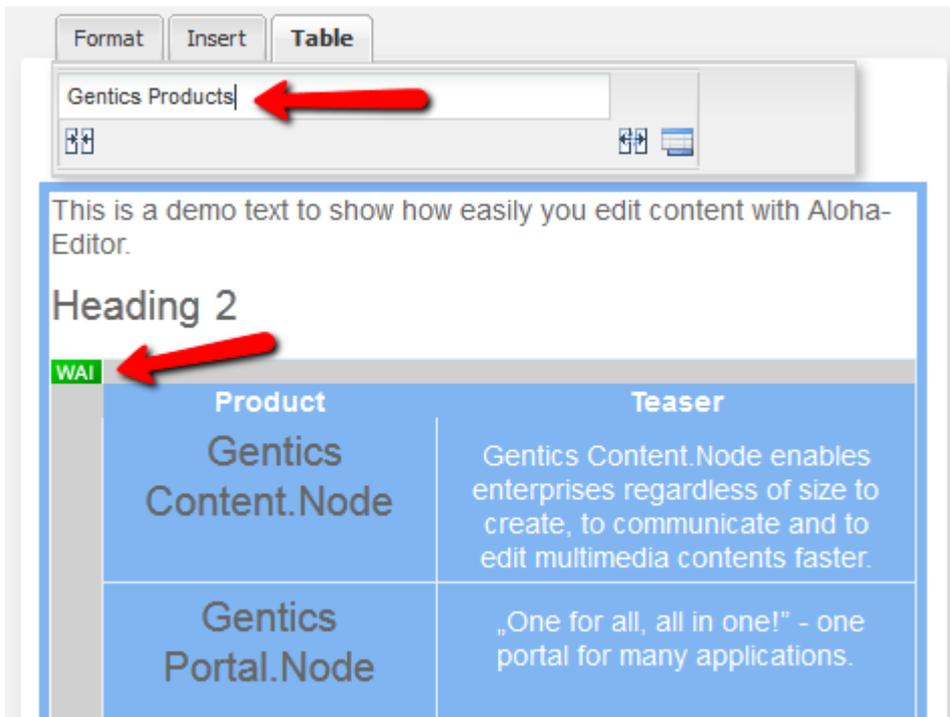
Image 41 – make your table WAI ready

6.2 Content elements

In Gentics Content.Node, all elements of a page that an editor can process are displayed by "node tags". These node tags are indicated by different icons (e.g. symbols for images, videos, download links etc.) when you are on a page in editing mode (refer to red rectangle Image 42). Clicking on the respective icon opens an editor in which the node tag can be edited.

The fundamental function of node tags is best explained using a simple example: If you wish to insert an image on a page, use a node tag "Image". In a simple image node tag, you define only the source of the image, i.e. you select the image file you wish to insert. An image can, however, also have additional properties such as e.g. the size in which it is to be displayed on the page, but this depends on your project's implementation.
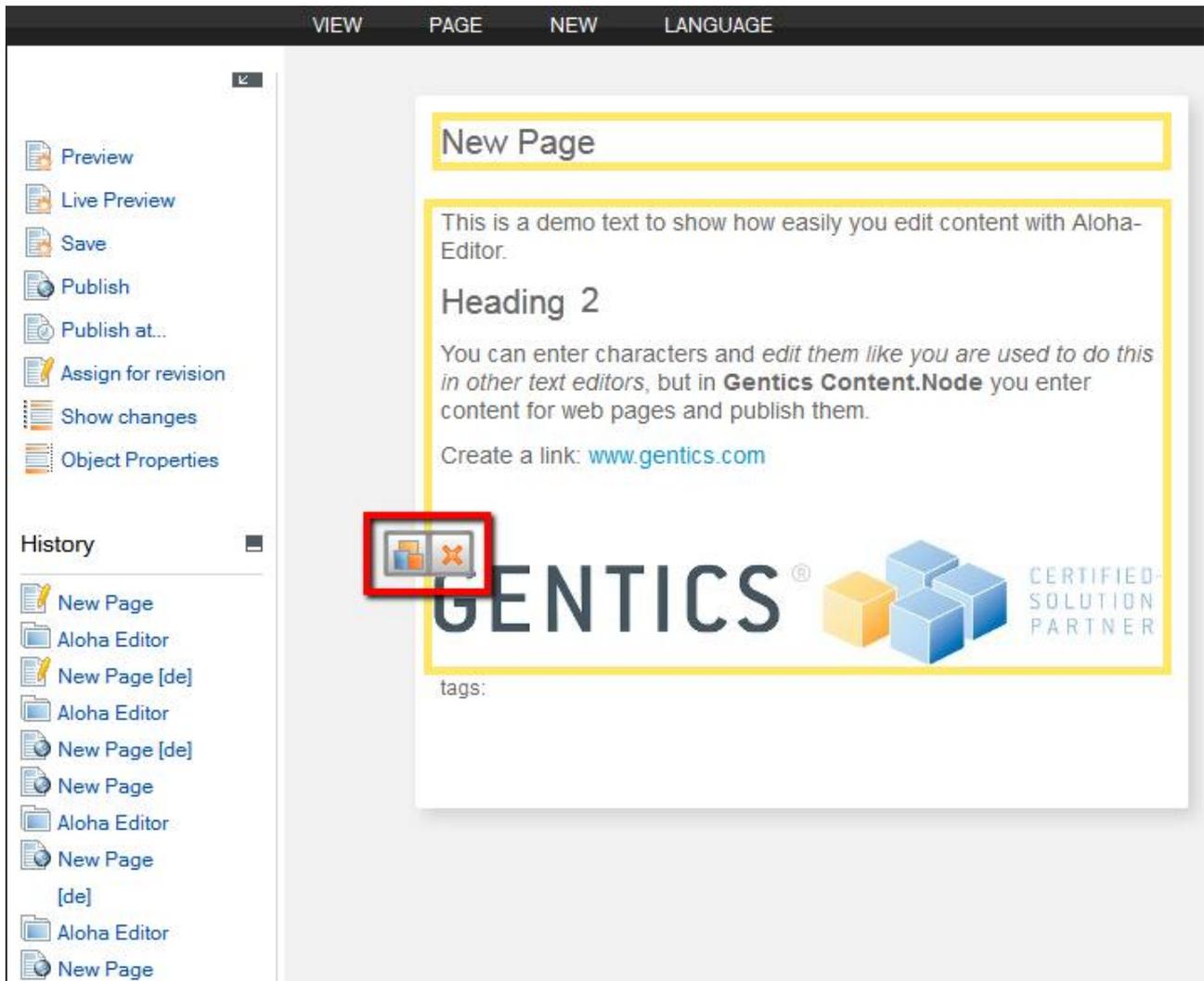
Image 42 – Content elements

6.2.1   Insert an image

Move the cursor to the desired position and change the tab from [Format] to [Insert]. Now you can choose the node tag [Image] (refer to Image 43).

Note: It depends on your implementation and supplied node tags and group of node tags how the [Insert] tab looks like and in which group the node tag [Image] is located.
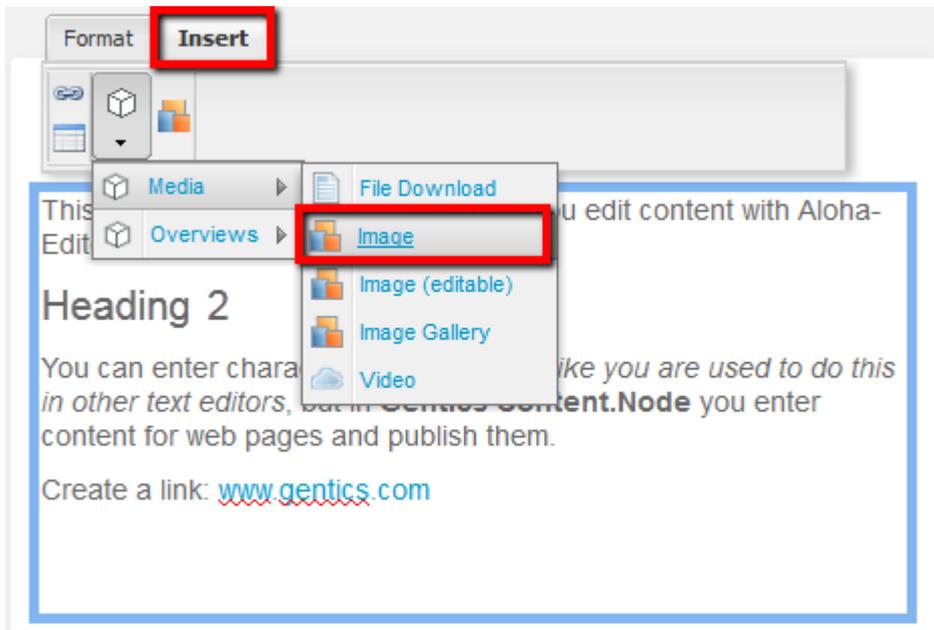
Image 43 – Paste an image

Now click on [Image] and the node tag will be insert into your page (refer to Image 44).
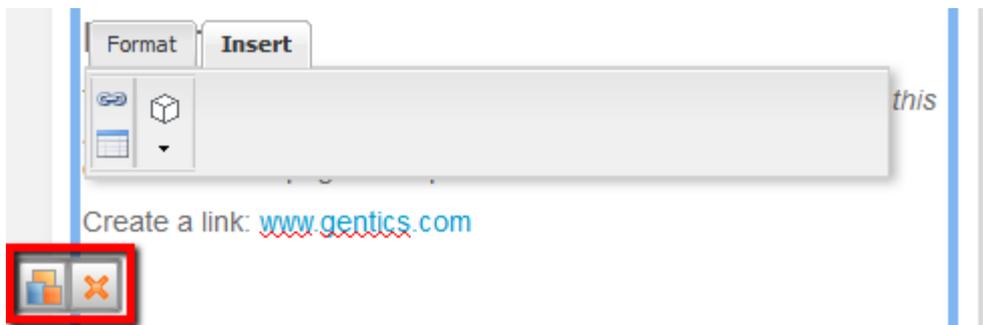

Image 44 – Node tag icons

In order to delete the node tag click on ✖, for purpose of choosing an image and fill out your image node tag click on 🖼 and a dialog will be displayed.

Image

Image-URL *

blank.gif

GCN5 Demo/[Media]/[Images]

New image   Imagemanipulation

1

Alternative text

2

Size

Small

3

Ausrichtung *

center

4

OK   Cancel

(1) If you have already upload an image to Gentics Content.Node you can choose your desired image via clicking on [Repository Browser]-icon .

Repository Browser   **Browsing: Marketing**   Input search text...   Close

Content.Node

Channel

GCN5 Demo

Home

Aloha Editor

Departments

Finance

Marketing

Gentics Content.Node

News

Name

Gentics_logo.jpg

Viewing 1 - 1 of numerous
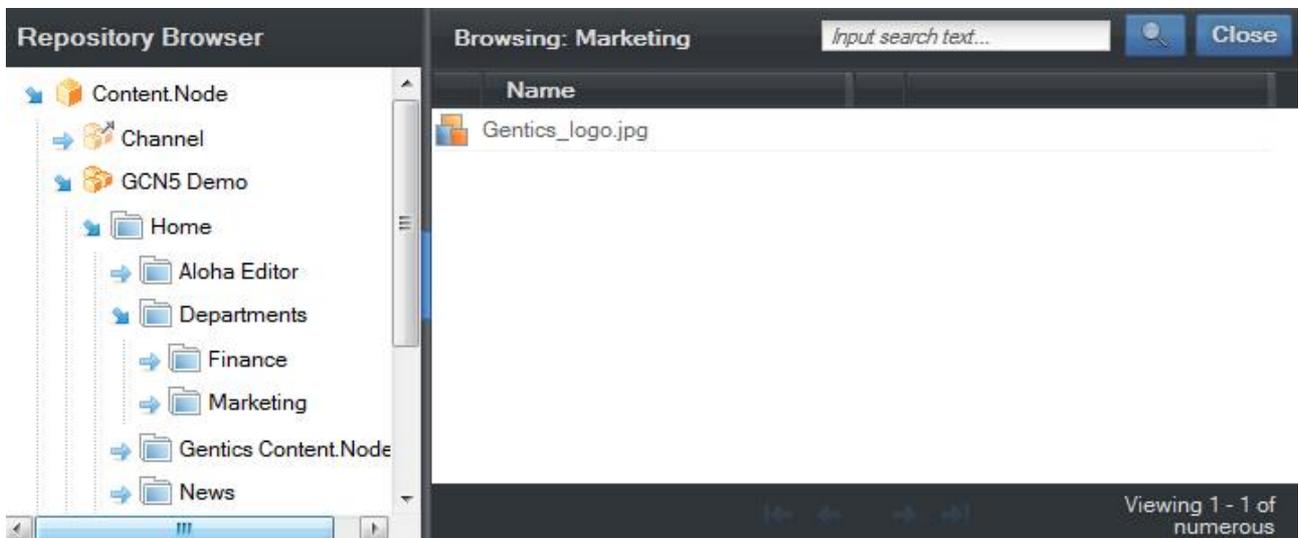
Image 45 – Repository browser

Now you can choose your desired image and confirm via clicking on the image name.

If you want to upload a new image, click on [New image]. For detailed information about uploading an image take a look at section 5.3.1.1 Upload an image (page 21). If you want to edit your chosen

image, click on [Imagemanipulation]. For detailed information about the Gentics Content.Node Imagemanipulation take a look at 7.3 Gentics Content.Node Imagemanipulator (page 44).

(2) Here you can enter an alternative text for your image. At (3) and (4) you can choose a given size and define the image alignment.

You confirm your settings with clicking on [OK] and you will return to the edit mode of your page.

6.3   Tag list

All node tags used in a page as well are editable are listed in the [Tag list] of a page. In order to see the tag list, open a page and select [Page > Tag list] via the menu bar. The listed tags are heavily dependent on the structuring and implementation of your website.
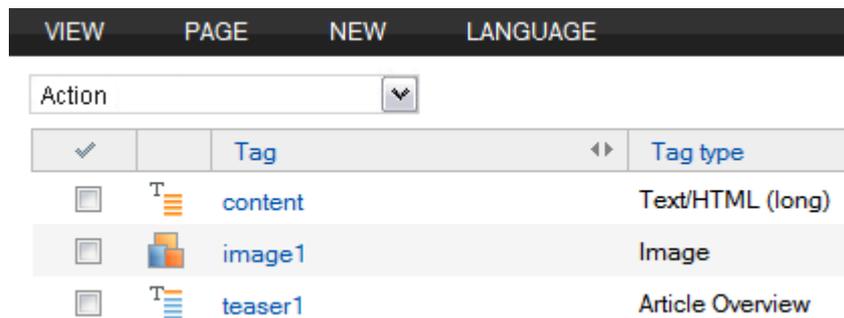
Image 46 – Tag list of a page

In the tag list of a page you see all used tags and open and edit all tags via clicking on the tag name.

Note: Working inside the tag list is recommended only for users with good knowledge of Gentics Content.Node.

7. Advanced working with Gentics Content.Node

In this section you will learn about Gentics Content.Node features for advanced editors.

7.1 Create a Navigation

As said as before the structure in Gentics Content.Node does not necessarily have to correspond exactly to the structure on the website, but you can easily manage the structure with this CMS. The created folders and pages, corresponding to the desired structure of your website, are the starting point for our navigation.

Depending on your implementation you have edit some object, folder and page properties.

7.1.1 Set start page

First you have to determine a start page for your node. In order to do this, click on the node at the navigation section and click [Folder -> Object properties] at the menu bar. Now click on [Start page] and choose your desired page as starting page for your website.

Image 47 - Object properties: Start page

Now your website got a start page but every folder needs a start page too. To determine this, open the desired folder via clicking on the desired folder at the navigation tree. Now select your folder start page via right-click on the desired page and click [Set as folder start page].
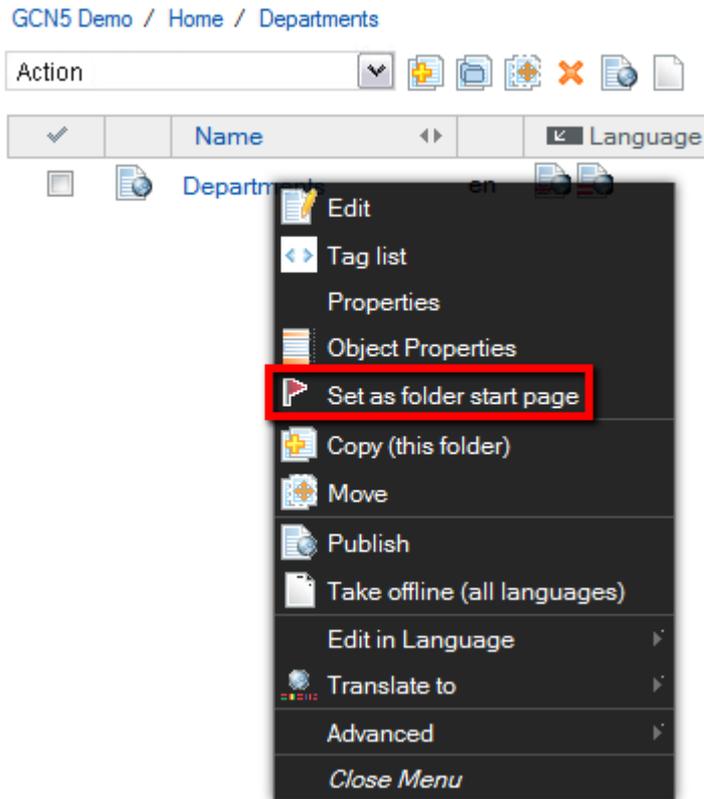
Image 48 – Set folder start page

Your chosen folder start page got a red flag added to its status icon.
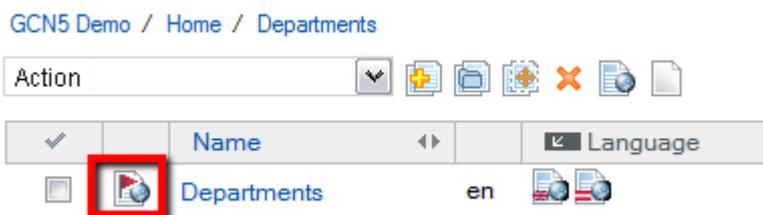
Image 49 - folder stat page status icon

Now, if someone clicks on a navigation element at the frontend, the set start page will be opened.

Note: You can easily change the start page of your folder while setting another page as the folder start page.

7.1.2 Sort navigation elements

You can sort your navigation elements in every order you want. Just open the [Object Properties] of a folder and choose [Sorting] and enter a number.

For Example: The first element of you navigation gets "10", the second "20" the third "30" and so on. Now the CMS creates the navigation in this order but only at the frontend. At the CMS all folders will always be listed alphabetically at the navigation tree.

Note: This sorting method has a big benefit: You can always add new elements without changing the others. Just create a new folder and enter e.g. "25" at the object property. In our example, this folder will be the third element and the previous third element will automatically become the fourth.

7.1.3 Disable in navigation

Not every folder should be displayed at frontend e.g. archives or special folders for images etc. and should not be part of the frontend navigation. In order to do this, open the object properties of such a folder and activate the object property [Disable in navigation].

If your folder has any subfolder you can apply this to them via right-click on the object properties and choose [Apply to subfolders] at the context menu.
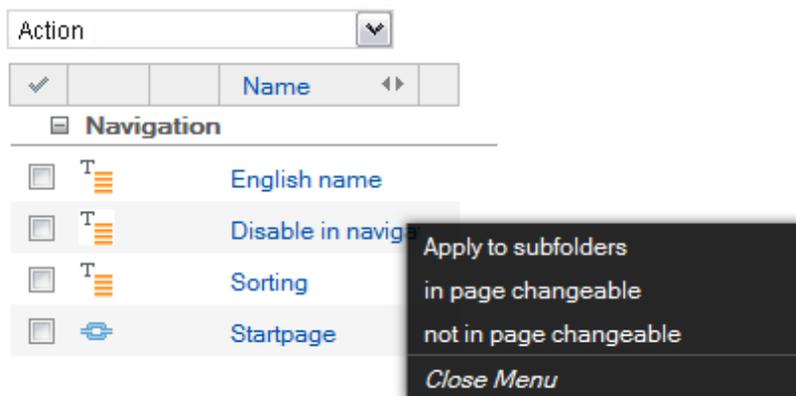
Image 50 - Disable in navigation: Apply to subfolders

7.1.4 Multi-language navigation

If you webpage has more than one language you can set translations for each navigation element. Just open the object properties of such a folder and enter the navigation elements name for every language e.g. [English name]. Depending on your displayed language at the frontend, the translation of every navigation element will be displayed now.

7.2 Advanced working with pages

7.2.1 Time management of a page

Using the time management of Gentics Content.Node you can define in advance when and how long each individual page is to be online. In order to access the time management, open the page and click in the menu bar on [Page -> Time management] or select it using the context menu. A dialog box will be displayed.

Image 51 - Time management of a page

The date on which the page was created for the first time appears in the field [Creation date]. You can overwrite this date as you wish. The creation date can also be relevant on your website (depending on the specific implementation of your project) if it is displayed automatically on your website as "News" date. In case you need to prepare news for a future date to be published you could edit the date in this dialog.

[Date] and [Time] are additionally split into the fields [from] and [until]. The date and time when the page is to be published and/or is to be automatically removed from the server are entered here. If you enter [Date] and [Time] only in the field [from], the page will be published from this point and then remains online for an indefinite period.

The assistant, which will be displayed while moving the mouse over an input field, shows you which format has to be used for the individual input fields.

In the field [Weekday] you mark the days of the week on which the page is to be online using the corresponding checkboxes.

Note: If you only want to specify when an existing already published page is to be published again, change to [Publish at] via [Page > Publish at] at the menu bar and fill in your desired date and time.

1 Page publish at

Publish at*   07.03.2012

12:13

[OK]   [Cancel]

Image 52 – Publish at

7.2.2   Take pages offline (removing pages from the server)

If a page is removed from the server, this means that it is no longer on the web server and is therefore no longer accessible and only exists in the CMS. As these pages can be published again at any time, this is the better solution in many cases than deleting a page. Related pages and links are changed and automatically deactivated. Mark one or several pages and click [Take offline] in the action menu or in the right-click context menu.

7.2.3   Versioning of contents

All changes made by you are saved as versions, whereby the simple saving of a page results in an incrementing of the version number by one-tenth of a point and in the publication number by one point.

Open a page and select [Page > Versions] at the menu bar or right-click on a page and select [Versions] and all versions of this page will be listed at the content area.

VIEW	PAGE	NEW	LANGUAGE			
✓	Version		Date	User	Preview	Restore
☐	0.1		13.02.2012 15:53:04	Node Demo	preview	restore
☐	0.2		13.02.2012 15:53:52	Node Demo	preview	restore
☐	0.3		13.02.2012 16:04:53	Node Demo	preview	restore
☐	0.4		13.02.2012 16:06:09	Node Demo	preview	restore

Image 53 - Versioning

Now you can choose and older version of your site and review or restore it or compare two versions.

7.2.4   Comparing versions

Go to the version view of a page and mark the versions to be compared by means of the checkboxes and then start the action "Compare versions" to switch to the preview mode.

The changes are now highlighted in red and green, with red indicating removed parts and green new contents. In addition you will see a 'plus' sign if you have added something to the content, or a 'minus' sign if you have deleted something from the content. If the change corresponds to a replacement, this is indicated by a yellow dot. Clicking on the icons will present you with a detailed view on the changes made.
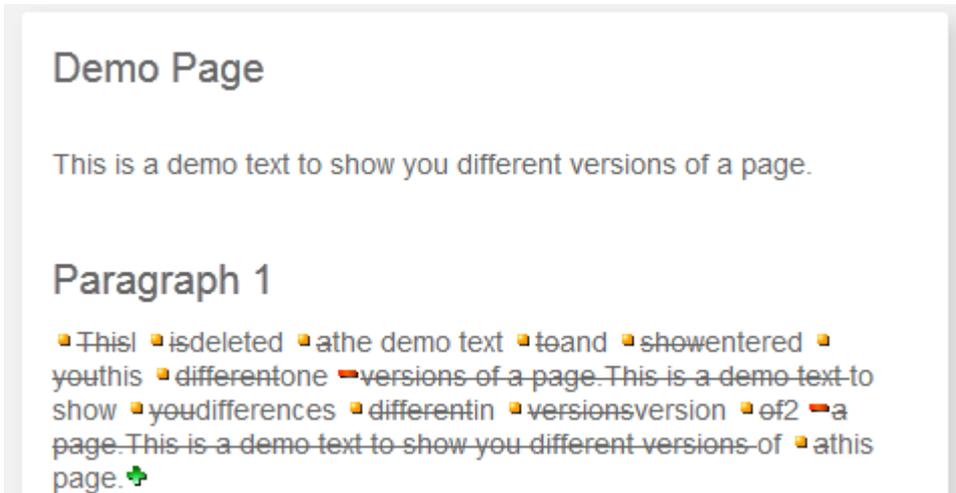
Image 54 – Comparison of two different versions of a page

In order to compare the source code of the selected versions, there is a second mode that can be called up via the assistant area from the preview mode.

7.2.5 Translating pages using split screen

If you wish to translate a page to another language by yourself, you can use the editing mode with split screen. Right-click on the page to be translated and select "Translate to" and the target language at the menu.
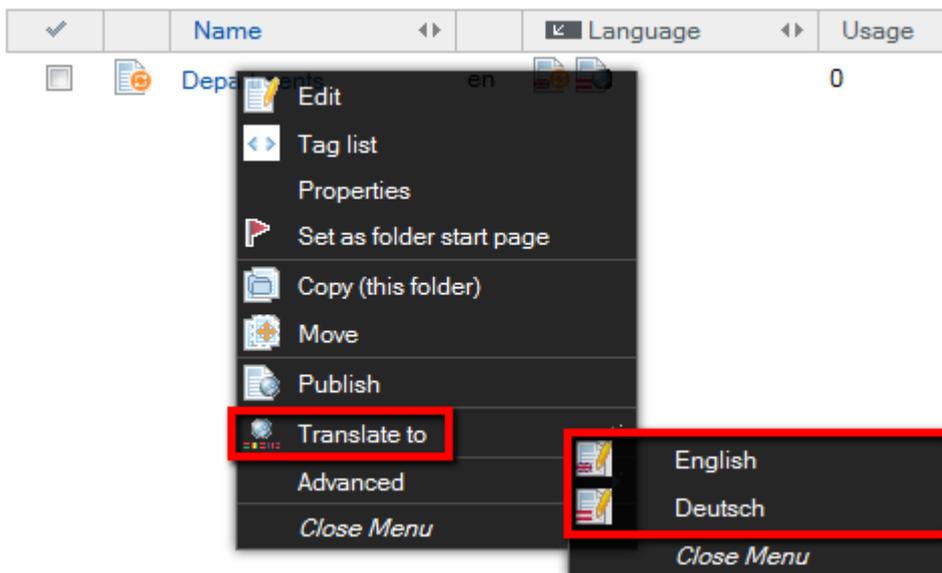

Image 55 - Translate into another language

Now you can see that the original language version is displayed in the upper part of the display (refer to Image 56). The lower part shows the new language version. Now you can edit the new language version and finally publish the new page.
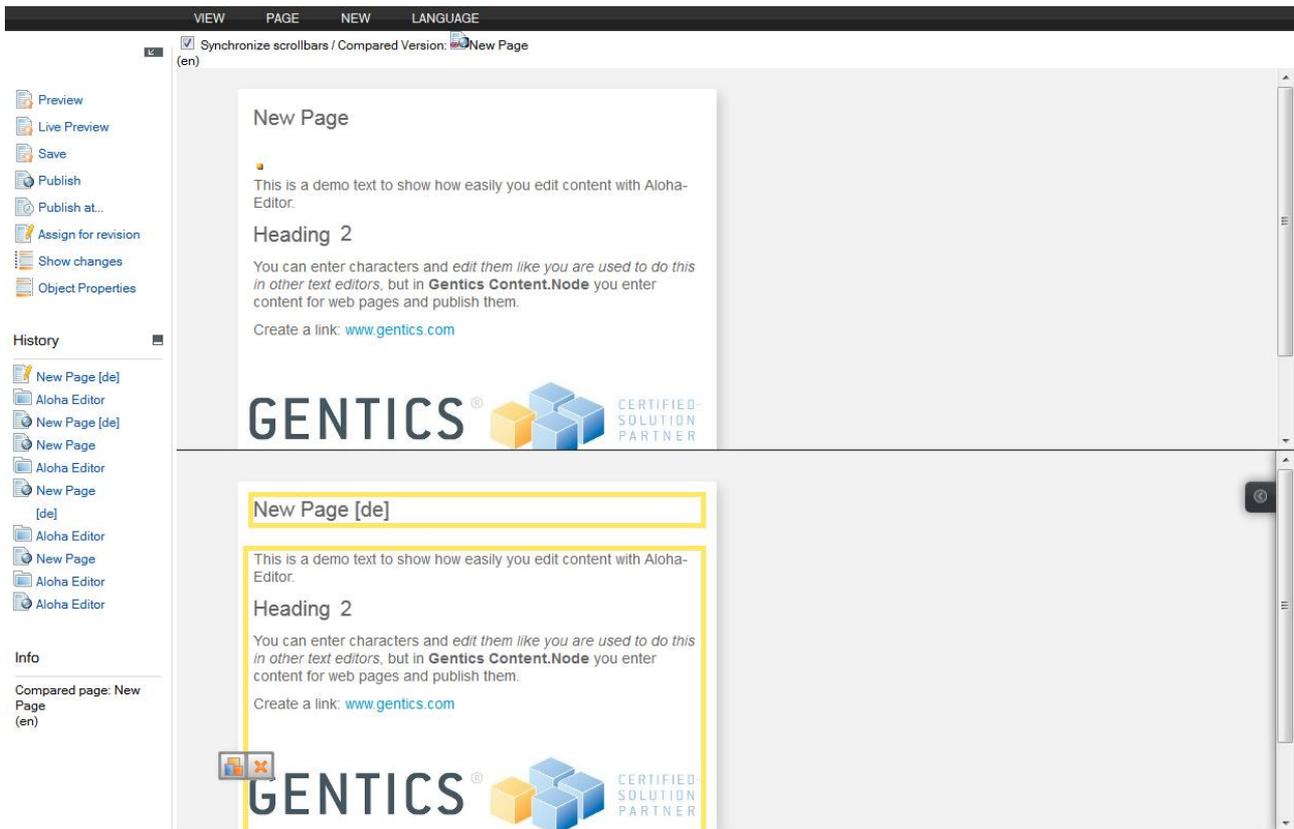
Image 56 - Translation mode: split screen

7.3 Gentics Content.Node Imagemanipulator

With the Gentics Content.Node Imagemanipulator you can edit images e.g. resize or crop it. Just click on the name of an image at the list presentation at the Gentics Content.Node Imagemanipulator will be started.

Image 57 - Gentics Content.Node Imagemanipulator and image properties

On the right side, the image properties are located (refer to Image 57 - red rectangle). You can change the file name, or edit the description, or close the properties (red arrow).
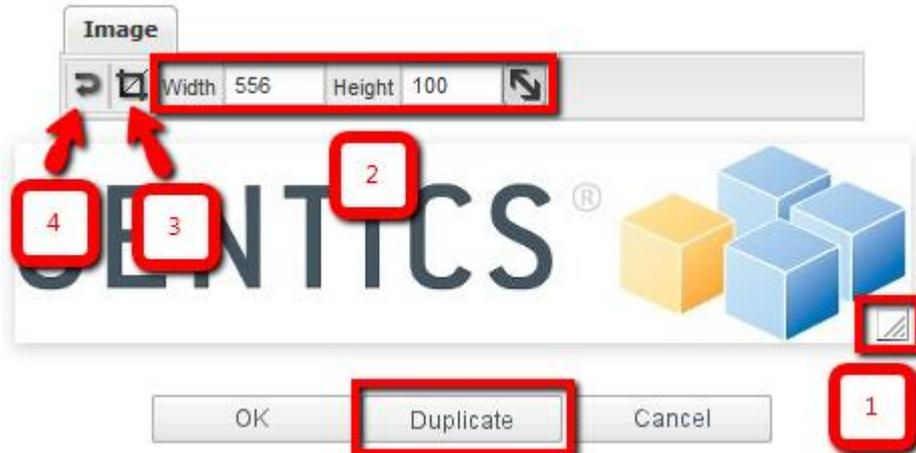
Image 58 - Gentics Content.Node Imagemanipulator: functions

With the Imagemanipulator you can resize the image using drag and drop (1), enter a number of pixels (2) or crop out one part of the image (3). You can even reset your manipulations (4) or make a duplicate of the opened image.

7.3.1 Resizing an image

In order to resize an image enter your desired width and/or height or drag & drop the icon on the bottom right corner of your image.

If you do not activate the aspect ratio or change the picture size via drag and drop, your image get may be blurred.

7.3.2 Cropping an image

For cropping, open an image with the Gentics Content.Node Imagemanipulator, click on the cropping icon, and select the area to be cropped. You can move and change the size of the area. By clicking the green icon you confirm your configuration.

Image 59 – Cropping an image

7.4 Search for contents in the CMS

The list view of a folder has a quick search function which is located below the logout button. Enter a search term in the search field and start the search with pressing the enter key or clicking on the search symbol.

This search function searches only through the active folder and their subfolders. Depending on the listed objects, the search term is compared with certain properties of the objects. Key properties here are the name and the corresponding description (key search word) of the object. For full-text search please use the detailed search.

Note: Do not forget to delete your search term or clear the results through clicking on the delete symbol ![symbol] otherwise all other objects in this folder are not being listed.

7.4.1 Detailed search

Via [Search] in the menu bar you also have additional search options to allow refining the results of your search.

Note: All search functions always relate to the active folder, and to the type of your search [Pages, Images, and Files]. For example: If you want to search you complete web project for a particular image, you have to be on the uppermost level of the folder structure before you enter the search term as well as check the option "Include Subfolders

Image 60 - Detailed search

7.5 Show usage of objects in Gentics Content.Node

There is a way to find out in which folders, pages, templates etc. objects like images or files are used. For example: It is good to know, in which pages an image is used before editing or deleting. In order to learn how an object is used in your projects, right-click on your desired object and click [Show usage] in the context menu.

Usage overview for 1 Image

	Name	total	without Permission
	Pages	0	0
	Templates	0	0
	Folders	0	0
	Images	0	0
	Files	0	0

Back

Image 61 – Usage of an image

7.6   Object properties

Object properties are additional information that can be linked to a wide range of objects in a wide variety of forms. This additional information can then be used individually on the page. Depending on this information, the page set-up of the title of the page can be changed in the various languages. Object properties are heavily dependent on the structuring and implementation of your website and can therefore be kept very simple or made very complex.

Change into your desired [View] and right-click on the name of an object and select [Object Properties] or mark the object and select [Object properties] via the action menu.
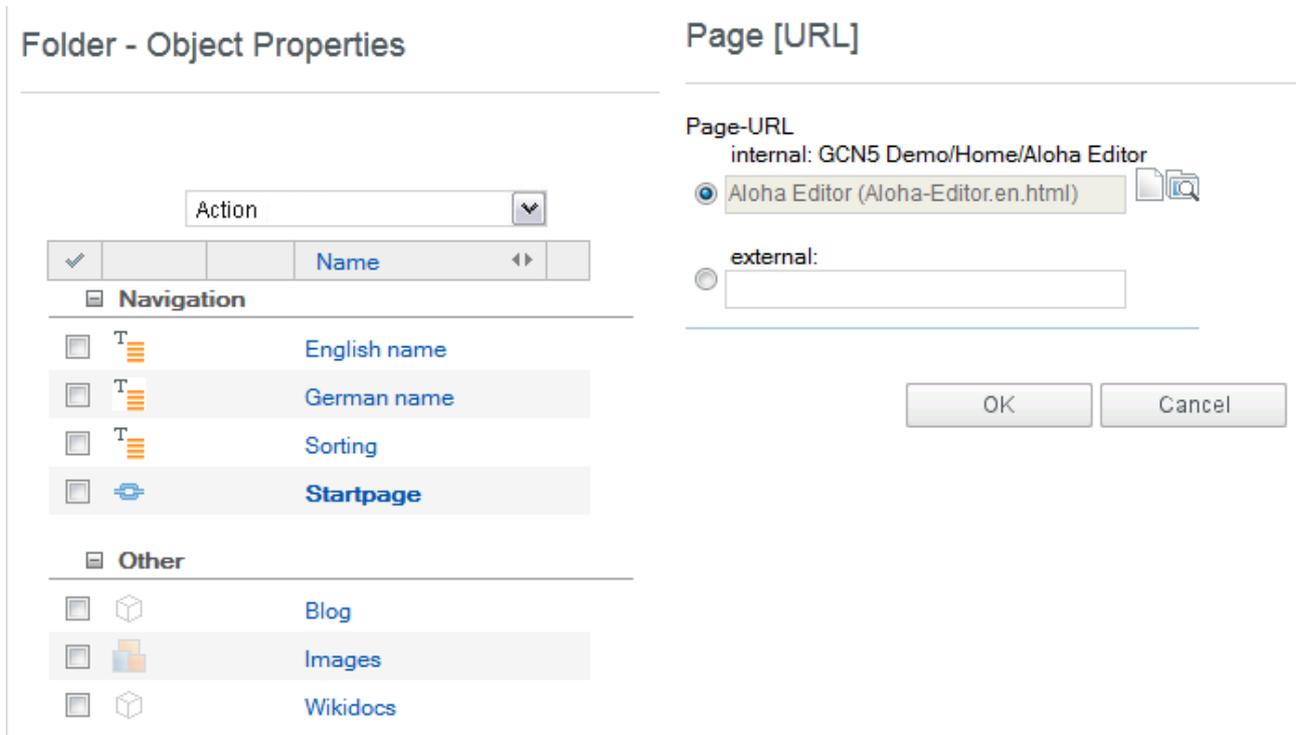
Image 62 – Object properties: e.g. folder object properties

To edit an object property click on the name and a dialog will be displayed to the right of the object properties list.

7.6.1 Folders

Folder object properties serve, as the name indicates, to define further information for folders. One example of folder object properties is the creation of a multilingual navigation in which each folder represents a navigation point. In order to translate these folders, object properties can be defined which represent the navigation names in the various languages (e.g. English name, German name).

7.6.2 Pages

Just as with folder object properties, object properties can also be added to pages. The page object properties can vary widely. They can range from additional information for the formatting of the date through to information concerning the navigation.

7.6.3 Images

Image object properties are additional information that you can link to an image file. Apart from the properties predefined in the system (name, description), the administrator can also add new properties (e.g. image caption, logo, etc.). In the list of image object properties, you will find elements that you can fill in. This allows you to also assign text (e.g. an image caption), alternative text, border, etc. to an image. The information contained in the image object properties is saved with the image and is then available automatically every time the image is used in a page. In the case of information such as e.g. a copyright note, etc., it is therefore useful if this information is assigned directly to each image – particularly if the image is used on different pages.

7.6.4 Files

Files have certain predefined properties (e.g. file name, description), and new properties can be added by the administrator (e.g. copyright, etc.). In the list of file object properties you will find defined elements that you can fill in, i.e. not only text, but also links, images, etc. can be assigned to a file. The advantage of the file object property is that the information on the file is saved. In the case of information such as e.g. a file description, download note or similar text, it is far more expedient if this information is assigned directly to the file.

Now you have reached the end of this manual. You got introduced to the basic functions of Gentics Content.Node. If you need more detailed information please visit the Gentics Infoportal www.gentics.com/infoportal

Thank you for reading the Gentics Content.Node editor manual.