GENTICS
CONTENT.NODE®4

Editors' Manual

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2. Foreword

2.1 Summary

This document serves to support your work with Gentics Content.Node. It is intended to introduce you to the basis functions of Gentics Content.Node and to guide you through the processing of simple and later also more complex contents.

2.2 Support for Gentics .Node products

Our Support hotline can be contacted both by e-mail and telephone for support in your work with Gentics products. Further information can be found in the Gentics Infoportal.

2.3 Gentics Infoportal

The Gentics Infoportal is available to all Gentics customers and represents a platform for the exchange of information between Gentics and all customers.

The Infoportal can be found under www.gentics.com/infoportal. In this Infoportal you will find articles on frequently asked questions (FAQ) to help you expand your knowledge of Gentics products.

3. Use of the system

The following chapter gives a brief overview of the standard methods of use of the system. It explains the quick familiarisation with the system and briefly the navigation in the system.

3.1 Login

Enter your login and your password in the login mask of the Gentics Content.Node application server. If you do not yet have a login, please contact your administrator.

In the login mask you can select the display mode for the Gentics Content.Node interface in your browser via a dropdown box:

- [Standard]: In this mode the window is displayed exactly as for the user's last working session.

- [This window]: Gentics Content.Node opens in the active browser window

- [New window]: A new, optimised window is opened. The browser bars (standard buttons and address bar) are hidden so that you have a larger workspace available.

- [Full screen]: The Gentics Content.Node interface is displayed over the full screen. The title bar and your start menu are also hidden so that the space on your screen can be used completely.

Note: If you have deactivated the display of pop-ups in your web browser (e.g. to suppress the display of undesirable advertising pop-ups), you can login only in the display mode [this window]!
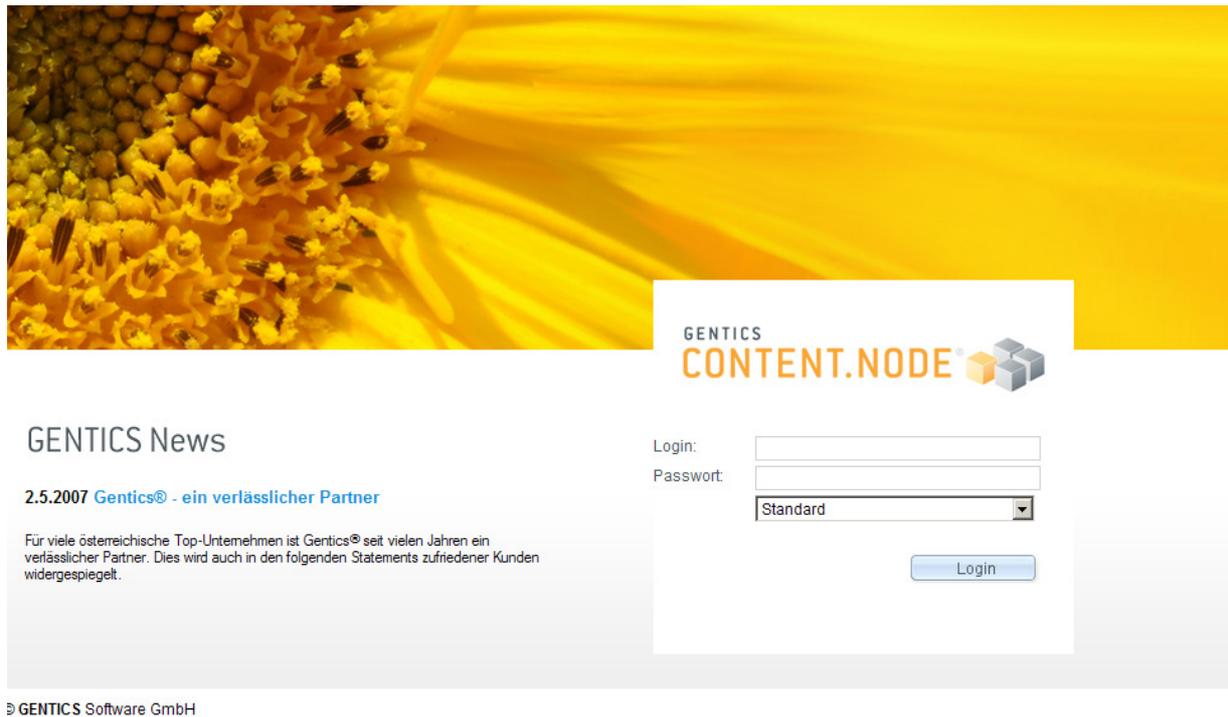
Figure 1 - Login to Gentics .Node application server

Note on the login and single sign-on:

Gentics .Node has interface to a number of single sign-on solutions (SSO). The login step can be eliminated if you use an SSO product supported byGentics .Node in your company. As technology partners of Netegrity Inc (www.netegrity.com), the world's leading provider of web-based security solutions, Gentics .Node products support genuine single sign-on, including external right management with system enviroments based on Netegrity Siteminder and LDAP v3 (iPlanet, NDS2, Active Directory ..) .

3.2 Logging out of the system

Click on in the menubar in the top right-hand corner of the screen. Gentics Content.Node remembers your selected settings and also the folders in which you worked before logging out.

At the beginning of your next Gentics Content.Node work session, you are immediately directed to the same point at which you were working when you logged out, i.e. in the same folder and on the same page. In addition, the last five pages edited and the corresponding folders are displayed on the start page of Gentics Content.Node.

Always log out correctly using the logout button. If you do not do that and simply close the window, other persons with access to your workstation could continue to work within a certain time under your user name in Gentics Content.Node.

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3.3 Password change

Your [UserName] is displayed in the top right-hand corner in menu (). Clicking on this menu allows you to change your password for the system. Enter a new (identical) password twice to change your password.

3.4 What is the meaning of the login in conjunction with my user rights?

Your user rights are automatically linked to the login that you use to log in to the system. 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 are not rigid; they can be changed by the system administrator at any time.

4. Interface

The Gentics Content.Node interface is simply and clearly arranged and is oriented to existing industrial standards, such as Microsoft Windows. In addition, there are numerous possibilities of adapting the user interface to your own personal wishes in order to make work with the Gentics products more comfortable.

This chapter describes the interface in more detail so that you can find you way around more easily in the following chapters.

The Gentics Content.Node user interface consists of the following sections:

1. Stream
2. Navigation section
3. Menubar
4. Assistant area
5. Content area

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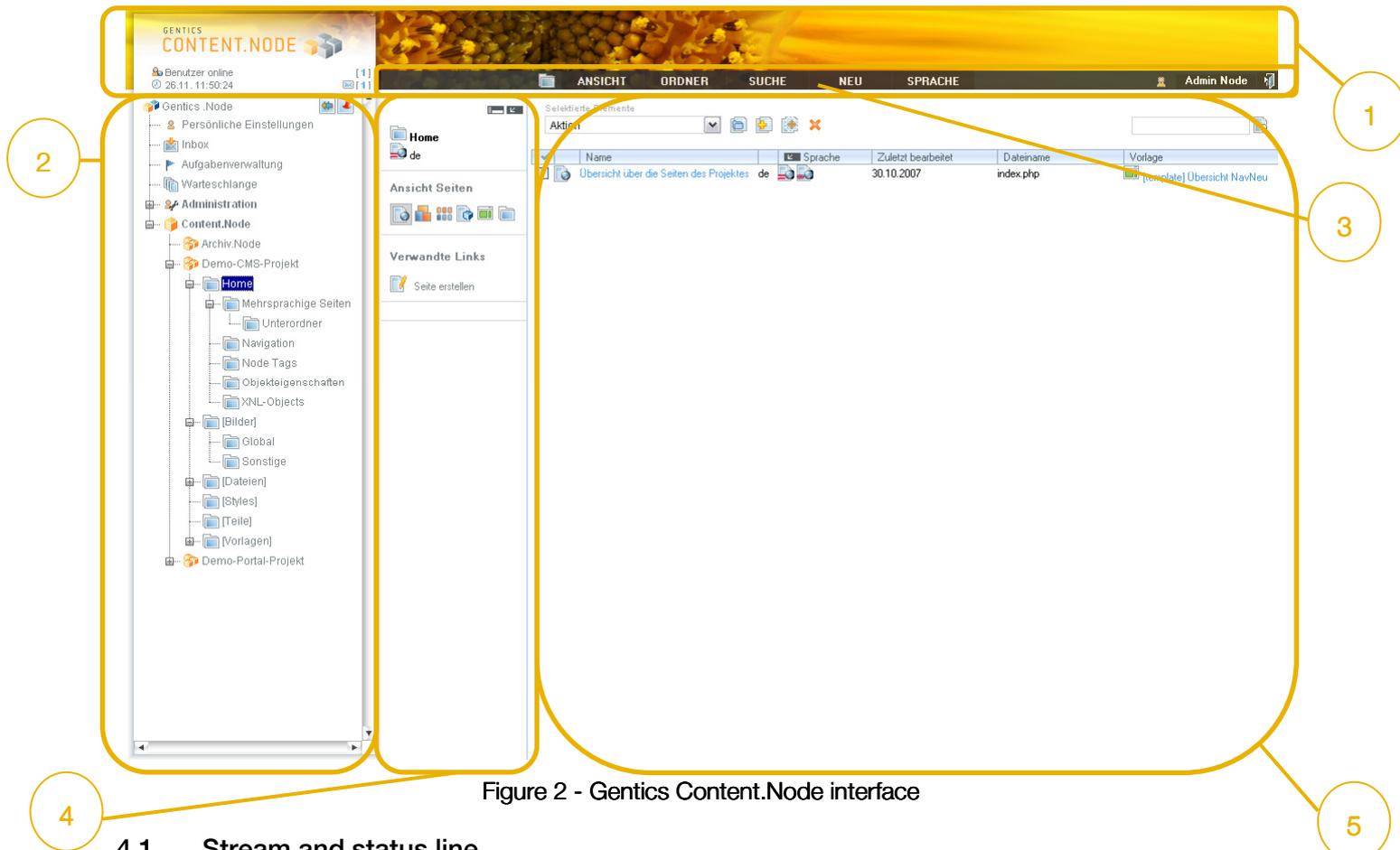
Figure 2 - Gentics Content.Node interface

4.1 Stream and status line

The **stream** is a mask in the upper section of Gentics Content.Node that can adapted individually under [Personal settings] in the navigation section. This mask can, for example, be adapted to match your corporate identity. If you work on a small monitor and the stream takes up too much space, you can hide it with the [Personal settings] – the display of the status line is not lost as a result.

A **status line** is integrated along the top of the screen that contains information such as the number of messages in your inbox, the number of users currently logged in to your Gentics.Node Server as well as any error messages or system information.

Figure 3 - Display in stream

In the left-hand column is the central navigation section for the whole system with which you can select the installed Gentics Content.Node products, the individual projects and the whole folder structure within the individual projects in the form of a "tree structure".
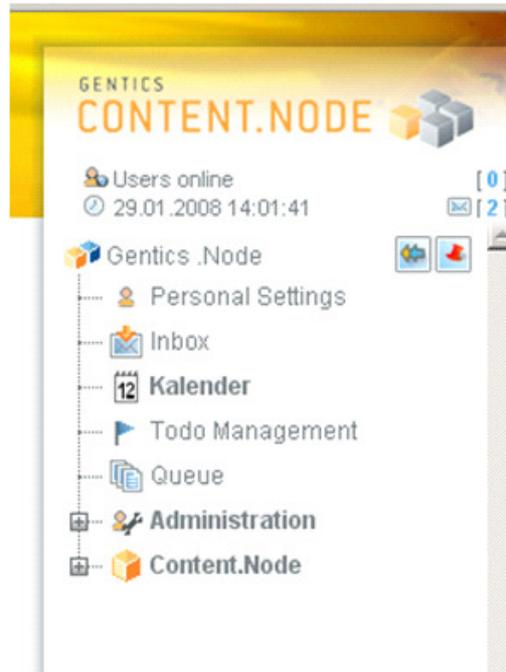
Figure 4 - Navigation section

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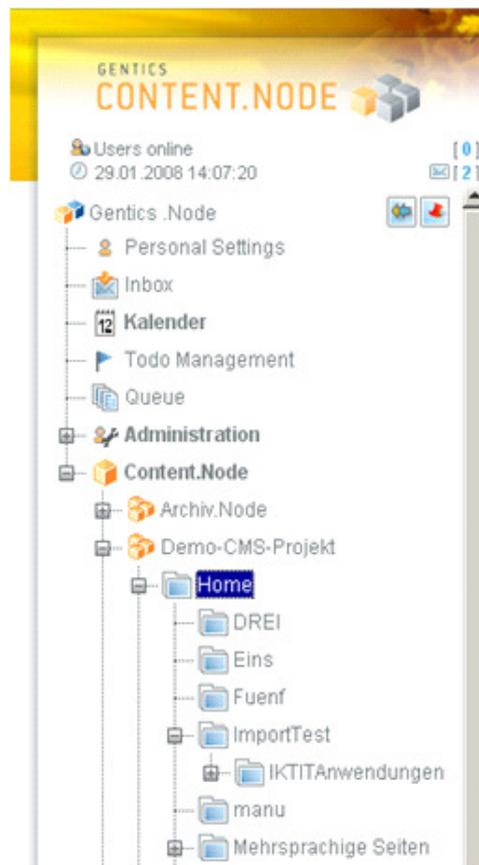
Figure 5 - Folder structure

Apart from a freely definable folder structure within the individual projects (e.g. websites), you will also find the [Personal settings], the "queue" (for contents to be released), as well as the individual sections and functions available to the system administrators in this section.

Use the [+] and [-] symbols to open and close the individual branches of the tree structure in the navigation section. Clicking on a point activates the menu item rather like a web link. The name of the active point is then marked in blue.

4.1.1 Personal settings

Above your individual nodes you will find general functions relating to the work with the whole system. These include the point [Personal settings] in which you can select the following options via file tabs:

4.1.1.1 Language

You can use the interface of Gentics Content.Node in various languages – i.e. all the menu items and system functions are available in several languages. This function is independent of the administration of multilingual websites and is limited exclusively to the operation of the system. A Gentics Content.Node standard installation is supplied in the languages "German" and "English". Please contact us if you require other language versions.

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4.1.1.2 Menu behavior

The click behaviour of the menu bar can be controlled here: If you select the option *Automatic*, the sub-menus drop down automatically when you move the mouse pointer over the items in the menu bar. Otherwise the sub-menus are opened with an active click

4.1.1.3 Connection

Depending on the speed of your Internet connection, you can optimise the work in Gentics Content.Node with the connection option. You can distinguish between a slower modem connection and a faster network or Internet connection. The transmitted contents are compressed more or less accordingly.

4.1.1.4 Reset session

Should you have selected wrong settings by mistake, you can install the default settings again using the function "Reset session". All personal settings and the appearance of the tree will be reset.

4.1.1.5 Streams

You can select between various image motifs or deactivate the stream if you have to work on a small monitor. Your system administrator also has the possibility of providing dedicated image motifs to adapt the Gentics Content.Node interface to your corporate identity.

4.1.1.6 Loading bar

Select the desired appearance of the loading bar or activate and deactivate the bar.
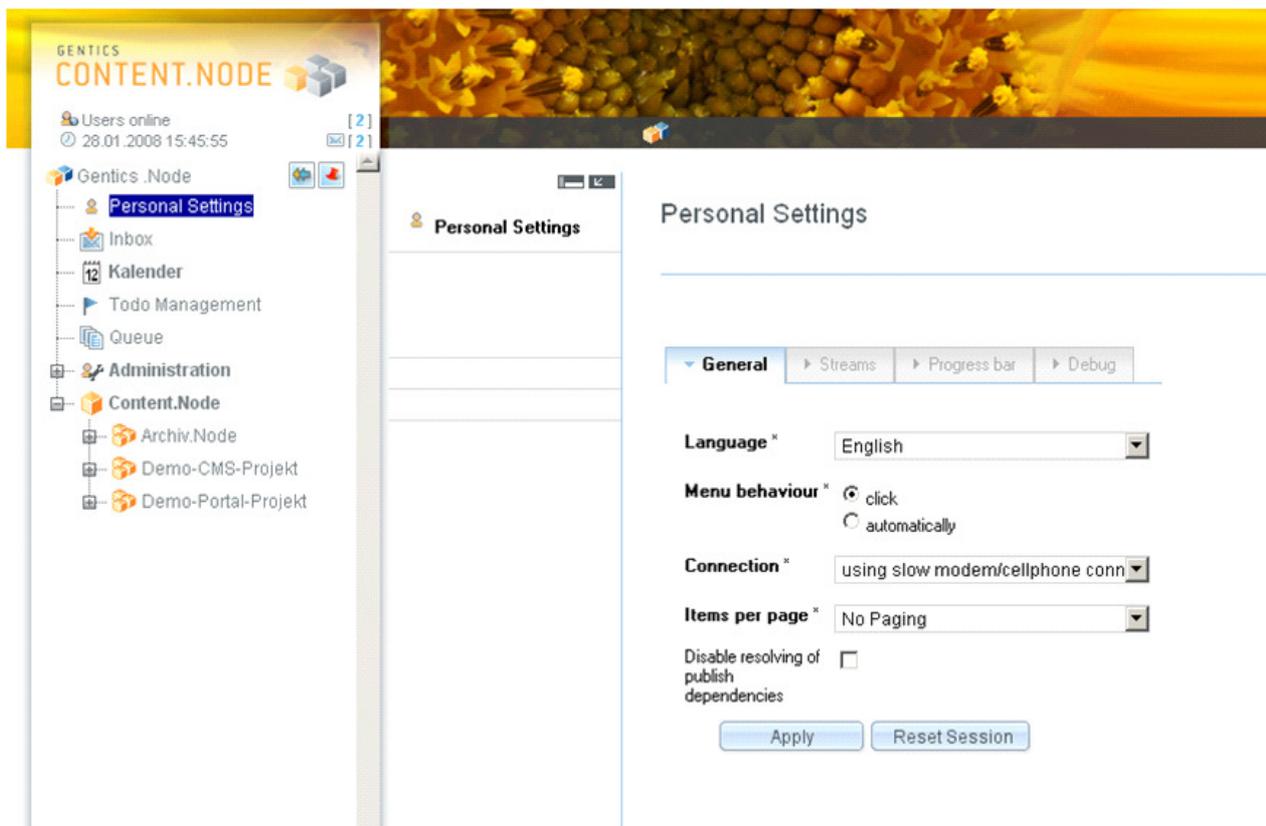
Figure 6 - Personal settings

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4.1.1.7 Sending of messages

Gentics Content.Node permits internal communication between the users by means of inbox messaging. In the navigation tree you can switch to the [Inbox] that contains a list of the users with whom you can communicate. This list contains the users who belong to the same group or to a subordinate group within the group hierarchy.

Messages can also be transmitted by e-mail, but this has to be set up by the administrator. To create a message, simply click on the name of the addressee.

In the inbox you will find a list of messages that you have already received. If a message is displayed in bold type, this indicates that the message has not yet been read.

The users that are currently online are displayed on the start page of the Gentics Content.Node application server. Here again, you can click on the name and send a message.

4.1.1.8 New messages

New messages in the inbox are signalled in the Content section on the start page of the Gentics Content.Node application server. You see the name of the author as well as the date and time of creation. Clicking on the name of the author displays the detail view of the message.

In the status section, the system indicates how many new messages there are in the inbox. Here again, you can switch to the inbox.
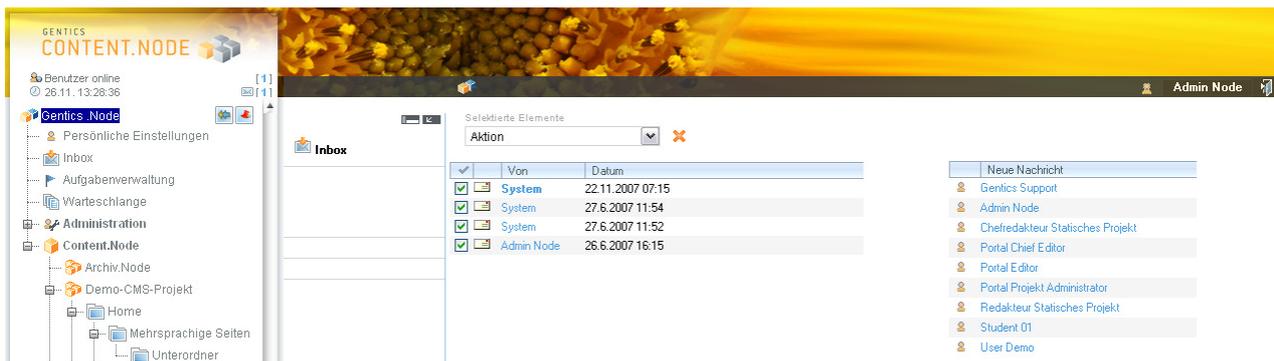
Figure 7 - Display of the messages in the personal inbox

4.1.2 Queue

The *queue* is a list of all the pages waiting for publication. If an editor creates a page that due to the defined workflow has to be released by a higher-ranking user or administrator before it can go online, then this page appears in the queue of the higher-ranking user or administrator. The higher-ranking user or administrator can reject the page or release it for publication.

4.1.3 Administration

The point *Administration* is visible only to user with the corresponding administrator rights. All Gentics Content.Node users, including their user rights, are generally managed here together with a few fundamental functions for the administration of the system. A more detailed description of the functions can be found in the Administrator section of this manual.

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4.1.4 Menu bar

The menu bar allows you to call up the individual functions for the currently active point in the navigation section. The menu adapts itself to the current situation and displays only the menu points available to you. Certain of the menu items are only displayed according to your user rights.
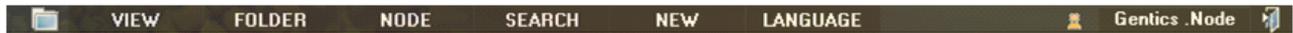
Figure 8 - Menu

The Gentics Content.Node menu bar contains main menus and sub-menus. In the "Personal settings" you can specify whether the sub-menus drop down automatically when you move over them with the mouse pointer or only at the click of the mouse.

4.1.5 Nodes

When you open the point "Content.Node" with the [+] symbol, one or more so-called *nodes* open underneath. A *node* comprises one completely self-contained web project. Therefore if you are the administrator of several different websites each with different contents and an independent design or that can be called up under different Internet addresses (URL) under Gentics Content.Node, these projects will be created in different *nodes* and displayed below one another in the navigation section.

4.2 Content section

The content section is the central working area in the Gentics Content.Node products. The content section displays all the objects that you can select via the navigation section. If, for example, you open and edit a page, this page will be displayed and opened for editing in the content section.

4.3 Start page

As soon as you login to the system, important information will be listed in the content section.

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. In addition you will find the link for starting entertainment modules, insofar as this function has been enabled for you.

The last five pages edited by you and their status are displayed in the right-hand column. Underneath you will find the folders that you last visited.

As soon as you select a specific folder in the navigation section, the start page disappears and the objects contained in the selected folder are displayed. An additional drop-down field with the name "Action" (action menu) is displayed under the menu bar in the content section and allows you to manage several objects at the same time.

If you wish to return to the start page overview while working in Gentics Content.Node, click on the menu item [Home] under your user name or on [Gentics.Node] in the menu bar.

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Figure 9 - Changing password and logout

4.3.1 List presentation

Lists are used to display all objects in the Gentics Content.Node product family. Irrespective of whether users, folders, pages, images, newsletters, user analyses, templates, products or news - everything is displayed in the same manner, thus simplifying the handling.

If you select a folder in the navigation section, a list with pages contained in this folder is displayed in the content section.

If objects of different types are contained in a folder (such as e.g. pages and images), you can switch between the individual types with the point [View] in the menu bar. If you are in the "View pages", the list contains only pages. If you wish to call up the list of images, change in the menu bar to [View -> Images] or [View -> Gallery].

4.3.1.1 Sorting

In the list presentation, the contents can be sorted according to the respective column by clicking on the column header. The column according to which the list was sorted is marked by an arrow pointing downwards. Clicking on the column header again reverses the sort sequence.

4.3.1.2 "Actions"

In the list presentation you can quickly and easily carry out *actions* on one or more objects in the list, such as e.g. move pages to another folder, delete pages, publish pages, etc.

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

• Click on the name of the object (e.g. a page) with the right mouse key and select e.g. [Publish] in the context menu

• Mark the "check box" in the left column alongside the object to be selected and select the corresponding action from the action menu

Via the *action menu* you can also apply an action to several objects at the same time by marking the respective check boxes. Using the check-mark icon in the column header you can activate or deactivate the check boxes of all the listed objects at the same time with a single click.
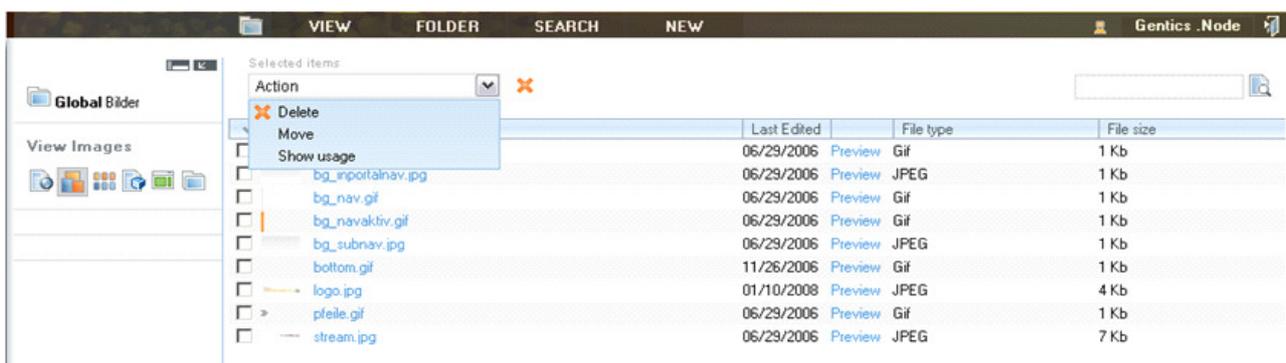
Figure 10 - Carrying out actions on objects

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4.3.2 Search

The list presentation has a quick search function that is located below the logout button. Enter a search term in the search field and start the search with the 'Enter' key or with a click on the search symbol.

This search function searches through the whole folder that you have activated in the navigation section, including any sub-folders. 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 seach word) of the object. No full-text search is performed.

The objects found are displayed in the content section in the form of a list. In order to cancel the search result again, click on the deleted search symbol next to quick search field.

4.3.2.1 Detailed search

Via the [Search] menu you also have additional search options with which you can limit the details of your search – e.g. when and by whom a searched object was created through to search of all objects managed in Gentics Content.Node.

Note: All search functions always relate to the *active folder*, and to the *active view*. If, for example, you want to search you complete web project for a particular image, you have to be in the [View -> Images] and click on the uppermost level of the folder structure before you enter the search term. Only then will *all* subordinate folders be searched for images!

Figure 11 - Detailed search

4.3.2.2 Expansion of the page search

In the "expanded page search" you can also search for the status and for templates to a page. Only the templates used in this section will be offered for selection in the filter.

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4.4   Assistant section

To the right of the navigation section you will find general information on the current position and on the status of the currently selected contants (pages, images, files, templates, etc.) in a column, together with an additional list of menu items most frequently used in the respective view. In the assistannt section you will be informed as to the folder and view in which you are currently working.
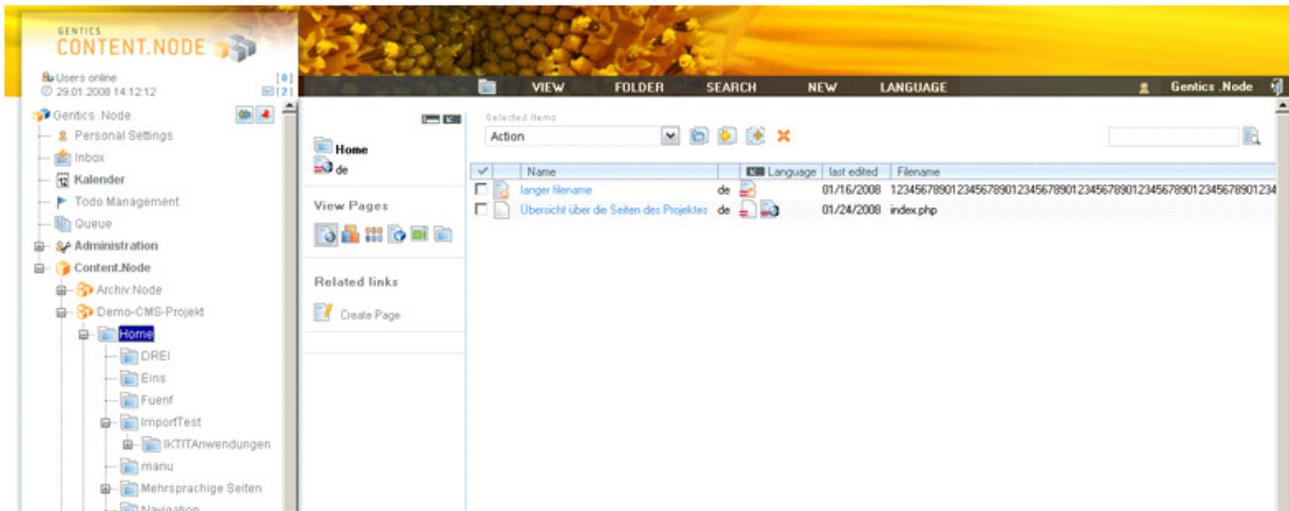
Figure 12 - Navigation section – Assistant section - Content section

- In the upper part of the assistant you will see the folder in which you are working under the word "Folder" (in our example: Product folder Content.Node in project "demo.gentics.net", in folder "Articles with object properties" with the sub-folder "Blue articles".

- In the middle of the assistant section, further useful functions are offered under the bar "Related links". These functions are frequently used in conjunction with the contents displayed in the content section. (Here you can see a list of the overviews to which you could change.) During editing of a page, functions such as "Edit page", "Save page", etc. are available in the middle section of the assistant.

- In the lower part of the assistant the user can always see under the bar "Info" now many objects (pages, folders, images, files) are contained in this folder.

The **form fields** are explained in the assistant as soon as you move the mouse over a field. When you move the mouse away, general information is displayed again. An example here is the additional information that is displayed during changing of the user password.

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Figure 13 - Change password

4.4.1 Hide the assistant?

You can completely hide the assistant to create more space in the content section by clicking on the white arrow. If you want to use the assistant again, click with the mouse key on the blue dot with the arrows pointing to the right.

It is also possible to move the assistant section from the right-hand edge to the lower edge of the working section. This is done by simply clicking with the mouse on the symbol to the left of the arrow.
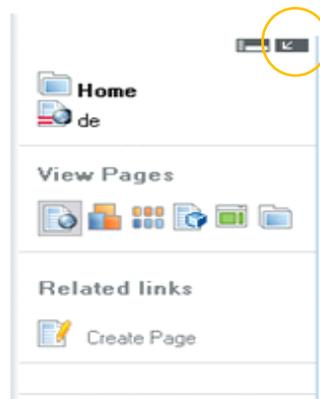
Figure 14 - Reduce size of assistant section

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4.5 Symbols of the system interface

Icon	What does this icon stand for?	Where does this icon appear?
	Gentics.Node products	Navigation section
	Projects ("nodes")	Navigation section
	Folders within a project	Navigation section
Node Tags	Indication that you are currently in this folder	Navigation section
	Icon for published page	Content section
	Icon for a *stored*, but not published page	Content section
	Page in process, page has not been saved and cannot be edited by another user in this condition.	Content section
	Page switched inactive (taken from the server). This page is not in process and has not been published	Content section
	Icon for templates	Menu and content section
	Images (gif, jpg, png and bmp file format)	Content section, assistant, menu
	File	Content section

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Folders

4.6 General

In Gentics Content.Node, a distinction is made between two types of folder: Nodes and folders for content. In addition, the navigation section contains various symbols or icons that offer different functions, such as e.g. [Personal settings]. These do not constitute folders for content management.

4.6.1 Nodes (projects)

In Gentics Content.Node, nodes correspond to managed projects. These projects are created by the administrator, they represent the highest hierarchical level in a project and are clearly recognisable with a project name.

4.6.2 Folders

Folders serve for clear management of objects (e.g. pages, images, files, etc.). Each folder can have a random number of sub-folders. Particular attention must be paid to logical consistency and clarity when creating and naming folders.

4.6.3 Structuring of folders and files

A good structure is the best way to avoid chaos later. This section is intended as a guide sy to how folders, pages, images and files can be structured. You can, of course, structure and manage your data as you wish.

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, for example, the archived pages are no longer published.

A few points should be considered and taken into account, however, when structuring folders. In Gentics Content.Node, user rights can only be assigned for folders, not for individual pages or objects. For this reason, all objects to which only the administrator or experienced users should have access (e.g. templates, navigation scripts, style sheets, etc.) should be grouped centrally in separate folders (outside the website structure).

Furthermore, remember when creating the folder structure that page contents can be defined via object properties (that are based on folders!). If, therefore, you use only one template for the complete website, but define specific properties such as colours, logos or headings for the individual sections via the object properties of the folders, the folder structure should take this fact into consideration. Further information on the possibilities of using object properties can be found in the Administrator section of this manual.

4.7 Contents of a folder

Via the view menu you can display contents such as pages, templates, images (also as a gallery), files (sub-)folders and workflows that a folder can contain.

Example: Clicking on a folder displays e.g. a list of images in the content section. Select [View -> Folders] via the menu bar or in the assistant section, thereby changing the view, and all the sub-folders in this folder will be displayed.

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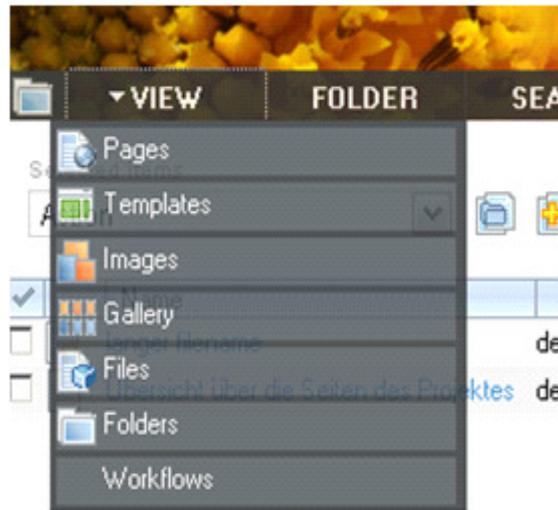
Figure 15 - View of objects

4.7.1 How can I view the pages in a folder?

If you are in a folder, you can change to the list view of the pages of a folder via the menu bar with [View -> Pages] or via the "Related links" in the assistant section. Top open a page, click on the page name.

4.7.2 How can I view the images from a folder?

Use the command [View -> Images] to obtain a list of all the images in the folder. More detailed information on what files are recognised as images can be found under 5 Images.

To view an image, click in the same line in the third column on the link [Preview]. The image is displayed in original size in a new window that opens automatically. If you click on the image name, the dialog window with the properties of the image is opened containing the fields [File], [Name] and [Description]. To the right of [File] is the button [Search]. This button is used to replace the image. It should be remembered, however, that this change affects all pages or templates into which this image is inserted. More on this topic can be found in section "Images".

4.7.3 How can I view the image gallery in a folder?

By analogy with the function [View -> Images], the function [View -> Gallery] is also available. It lists all the images in the form of an image gallery with thumbnails, small symbolic images that do not correspond to the original size of the image.

Underneath the image are the file name together with information on the image size (in pixels) and the file size. Clicking on the image opens a new window in which the image is displayed in its original size.

4.7.4 How can I view the files from a folder?

All files whose extension does not correspond to that of an image are recognised as files and can be listed in this view.

All the files in the folder are displayed with [View -> Files] in the menu or in the assistant section.

If you wish to open or view a file, click on [Open] to the right of the file name. The file then opens automatically in a new window.

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If you click directly on the file name, the dialog window with the "properties" of the file is opened. This contains the field [File], [Name] and [Description]. Alongside [File] is the button [Search] with which the file can be replaced. More information on this topic can be found in section -> "Files".

4.8 Basic functions of folders

Clicking on the [+] in front of the folder name in the navigation section opens the tree structure with the subordinate folders. 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. In order to call up the correct view, select [View -> Folders], [View -> Pages], etc.

If there is no [+] symbol in front of the folder name, either the tree structure is already open or there are no further folders in the folder.
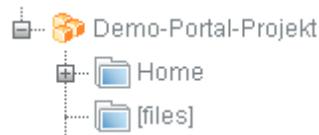
Figure 16 - Opening a folder

4.8.1 Create

In order to create a new folder, first select the node or folder in the navigation section in which you wish to create a new folder. The menu contains the command [New -> Folder] with which a new folder is created.

Note: In order to be able to create new folders. you need the corresponding rights that the administrator allocates. The function of Gentics Content.Node is very folder-oriented, i.e. user rights are allocated and templates assigned by means of folders. Ig, for example, the "News" on your website is to have its own layout, the administrator will define that only the corresponding template is available for selection when a page is created in the folder "News". For this reason, folders have a number of properties that can be automatically adopted ("inherited") when sub-folders are created. This has to be taken into consideration when creating new folders.

As soon as you select [New -> Folder] in the menu bar, a dialog window opens in the content section.

In the field [Name], define the name of the folder with which this is to be displayed in the navigation section of Gentics Content.Node. We recommend that a folder is given a name that gives an indication of the content. If, for example, it is a folder in which all the news is managed it can ideally given the name "News".

With [Directory] you define the name of the directory under which all objects contained in a folder are stored on the web server. This directory is also called the "publication directory". The directory can be seen in the URL (e.g. http://www.gentics.com/Content.Node/directory/). The names of directories must conform to the conventions for the respective web server, i.e. no special characters, accents or blanks may be used.

If you do not wish to specify a directory of your own, simply leave this field blank. Then all pages stored in this folder are published e.g. under the URL http://gentics.com/Content.Node/on the web server.

Note: Within a directory on the web server, file names for pages and images (e.g. "news.html" or "logo.gif") may only be used once as otherwise they may overwrite one another during the publishing process! In other words, if several or all folders publish in the same directory on the web server, you

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must ensure that different names are allocated to different objects. If, however, you create a separate publishing directory for each main section via the folder properties (e.g. /news, /ueberuns, /kontakt, etc.), then it is already far less likely that files with the same file name are saved to the same directory. The system naturally checks automatically whether images or files are already stored in folders with the same directory paths and warns you accordingly.

In the field [Description] you can enter the information that is to be displayed in the assistance section when you move the mouse over the respective folder name under [View -> Folder].

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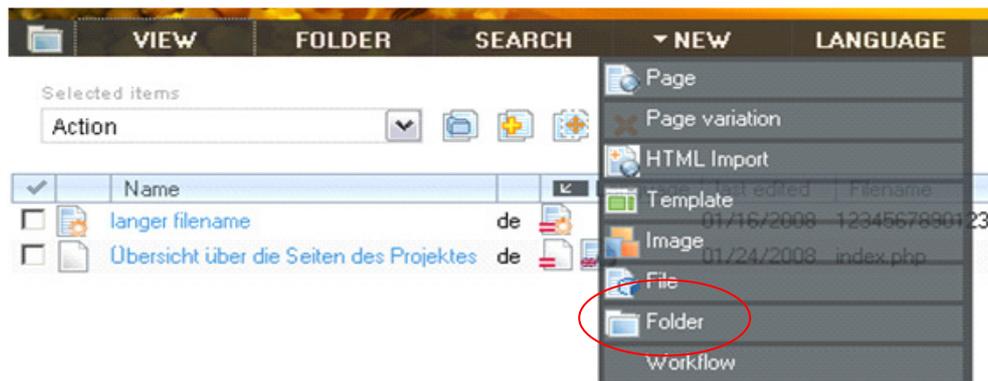
Figure 17Create new folder

4.8.2 Move

In order to move one folder to another, click on the superordinate folder, the folder to which the other folder is to be moved. In the [View -> Folder], mark the folder to be moved by means of the checkbox and then select [Move] via the action menu. When you confirm the action and then specify the target folder, the folder with its contents (pages, images, files) will be moved.

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. Please note, however, that the change in the publication directory automatically changes the URL of the page on the web server: If, for example, you move a message from a folder "News" (.../news/meldung1.html) to a sub-folder "Archive" that has defined its own publication directory, the new URL of the page could be ".../news/archiv/meldung1.html". If external pages or search machines are linked to this page, this link is no longer valid!

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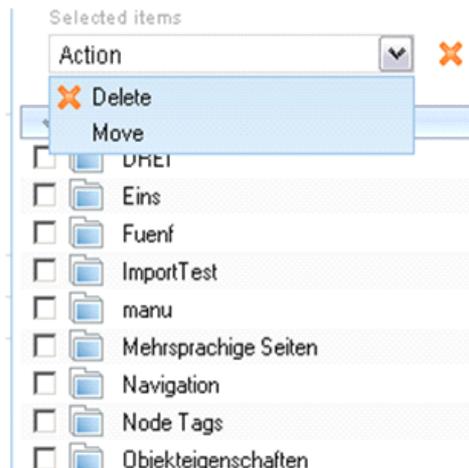
Figure 18 - Move folder

4.8.3 Rename

A folder is renamed by changing its properties.

Select the desired folder in [View -> Folder]. After clicking in the menu bar on [Folder -> Properties], a new dialog window appears in the content section in which you can overwrite the field [Name] with the new folder name. The name of the folder is now binding for the administration in the system and independent of the directory structure on the web server. Note, however, that with many websites the name of the folder is used e.g. for creating a dynamic navigation. (i.e. in this case you rename a menu item on the website when you change the folder name!)

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Delete

In order to delete a folder, you have to select the higher-ranking folder or node in the hierarchy. With [View -> Folder] you obtain a list of all the sub-folders, i.e. the folder you wish to delete is displayed in the content section.

Mark the check boxes of all the folders you wish to delete and select [Delete] via the action menu. Individual folders can also be deleted by clicking with the right mouse key on the folder name.

Note: All objects such as pages, images and files that are contained in the folder are lost when a folder is deleted. This applies also to any sub-folders and their contents that may exist in the folder. Therefore pay attention not to delete any folders containing pages, images or files that are linked from other pages! 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.
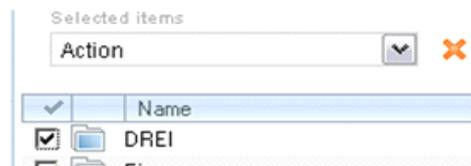
Figure 19 - Mark folder

4.8.3.1 Recreating folders

Deleted folders cannot be recreated unless corresponding backup solution have been implemented or corresponding archiving workflows have been set up. It is therefore advisable to be very careful and prident with the deletion of folders and other objects.

4.9   Miscellaneous

4.9.1   Intra-nodal operations

If you have rights for several nodes, you can also carry out intra-nodal operations. This means that you can use pages, images, files and templates from other nodes and thus save contents only once, e.g. on a central website, that can be used in other nodes.

If you create an internal link to a content that is not contained in the same node, the system creates an absolute link to this content, i.e. a link is assigned the domain (e.g. http://www.gentics.at/logo.gif) in the URL.

Intra-nodal operations are handled by the system in exactly the same way as working within a node.

4.9.2   Workflows

With a workflow, the administrator defines automated rules for objects in a folder that trigger certain actions. One example of this is a so-called "publication workflow": If an author publishes a page, a higher-ranking editor is automatically notified. He can check the page and release it, or return it to the author   for   correction.

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Pages

4.10 General

Pages generally provide contents for websites. A page is always based on a template with which the content can be input into the page. Only the part that has to be editable is therefore editable and processable for the editor. This ensures that all the pages in your web project look the same and cannot be wrongly designed by editors.

4.11 Basic functions of pages

Just as with images and files, pages can be created, renamed and deleted. In addition it is possible as an extra function to select different templates. Templates serve as the input mask or as a framework for the appearance of the page. Depending on the type of project, one or more templates can be contained in the project. Which templates can be selected and used in the various folders depends on the implementation.

4.11.1 Create

Change in the navigation window to the folder in which you wish to create a new page. In the menu bar select [New -> Page]. A dialog then appears in which you can enter information on the new page:

Define a clearly recognisable name for your page or enter the header of the page in the field [Name]. The page name is often used as the header. Furthermore, you can assign the page a [Description] that can contain key words or a more detailed description of the content.

A [Priority] can then be assigned if the page is to be sorted by priorities, e.g. in overviews, or if certain priorities are to be hidden. Whether or not you should use the field [Priority] is determined by your administrator and depends on the implementation of your website.

Every page has a file name on the Internet or Intranet that is defined in the field [File name]. You can either enter a file name yourself or you can leave this field blank so that the system automatically generates a name. If you assign the file name yourself, you must ensure that the correct 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.

The choice of the template is particularly important. The templates available in thsi folder are displayed in a drop-down field. When you select the template, you define the appearance and function of the new page. (Working with templates is described in the Administrator section of the manual!)

No attention has to be paid to the [Status] of the page when it is created; this becomes important only during the further working with this page.

Example: Creation of a press release

[Name]:   New manual for Gentics Content.Node available

[Description]:   Manual, product, CMS

[Priority]:   1

[File name]:   new_manual.php

[Template]:   Press release template

[Status]:   in process
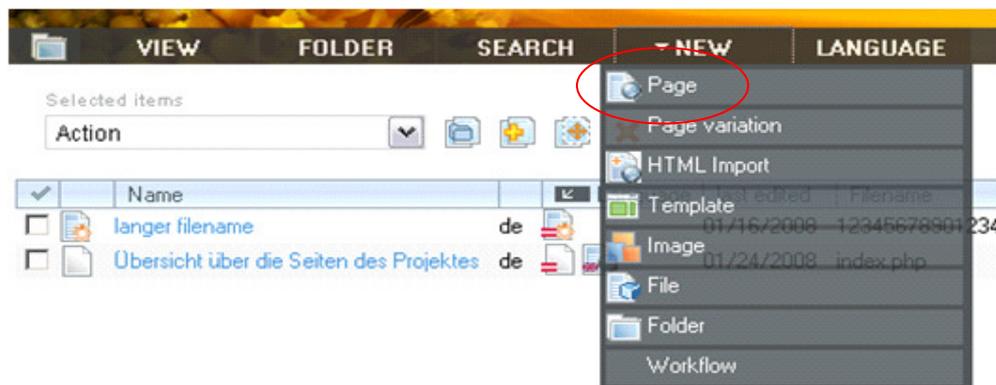
Figure 20 - Create new page

Figure 21 - Create new page - dialog

After confirming the inputs, you arrive at the editing mode for the new page. How you continue to work with the new page is described in section -> 4.16.2 Editors.

4.11.2 Move

When you are in [View -> Pages], mark the check boxes of the pages to be moved and select [Move] in the action menu. You will then be prompted to enter the target folder to which you wish to move the page(s).

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

When pages are moved, all links are automatically updated by the system.

4.11.3 Rename

If you are in [Page -> Edit] you can rename the page via the menu bar [Page ->Properties]. The same dialog appears as when creating a new page. All the relevant changes can now be made here.

4.11.4 Copying of pages

If you are in [View -> Pages], mark the check boxes 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 and named "Copy of xyz".

[Copy (Other folder)] requires the selection of the desired folder to which the "Copy of xyz" is to be created.

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

4.11.5 Delete

Select the page to be deleted in [View -> Pages] by activating the corresponding check box. Use the action menu or the context menu that is activated by clicking the right mouse key and select [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.

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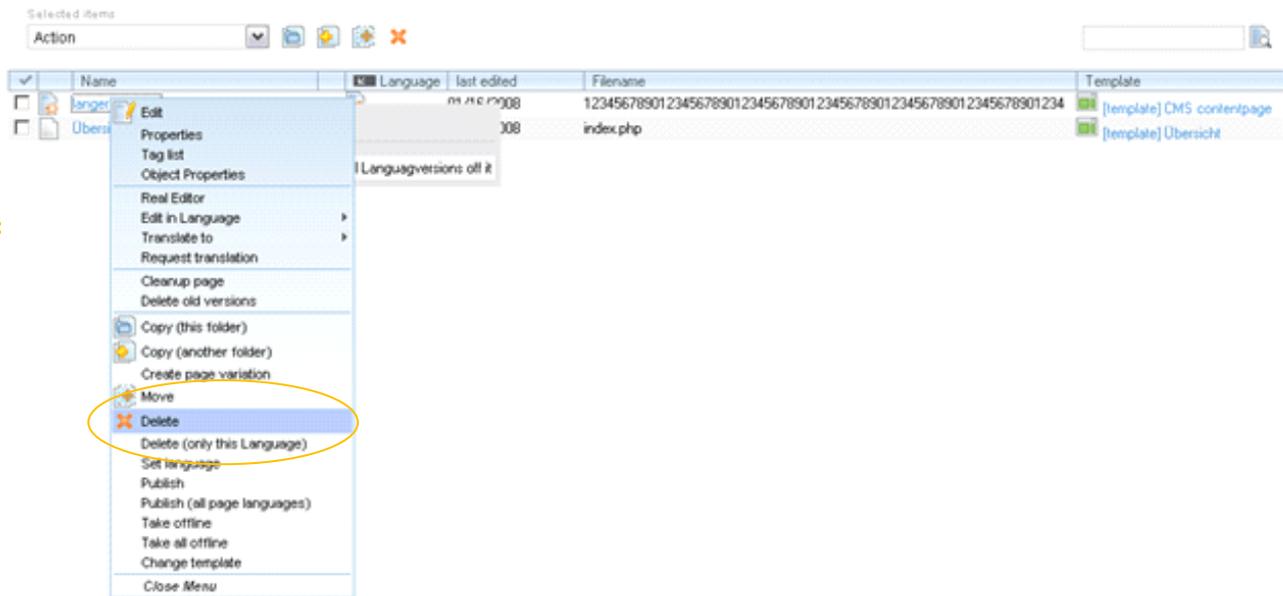
Figure 22 - Delete page

4.11.5.1   Recreate pages

Deleted pages cannot be recreated unless you have created the archive workflow available from Version 3.5. This allows you to recreate one of the available versions of the page and then to save or publish the page.

4.11.5.2   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.

Example:
Version 1.3
This page has been published once and has then already been saved 3 times.

In order to call up the version view, go to the desired page and select [Page - Versions] there via the menu bar. All versions available for the given version are then displayed. You can then view these individually or, as described below, compare them with one another (from Version 4.0). If you wish to recreate a page, clink on the link with [Recreate] and this version will be recovered; you can then place this version at the end of the recreation chain by either saving or publishing the page (i.e. a new updated version is created).

4.11.5.3   Comparing versions

Since Version 4.0 it has been possible to compare different versions of a page with one another and to have the differences displayed with an optical marker.

To do this, go to the version view of a page. This is called up in the section navigation with [Page] -> [Versions]. Then mark the versions to be compared by means of the check boxes and then start the action "Compare versions" to switch to the preview mode.

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The changes are now highlighted in reed and green, with red indicating the older version and green the newer version. In addition you will see a 'plus' sign of 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 dot.

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

4.11.5.4   Translating pages using split screen

If you wish to translate a page yourself, you can use the editing mode with split screen (from Version 4.0). This allows you to translate the page while constantly maintaining the original page in your sights parallel to the new page.
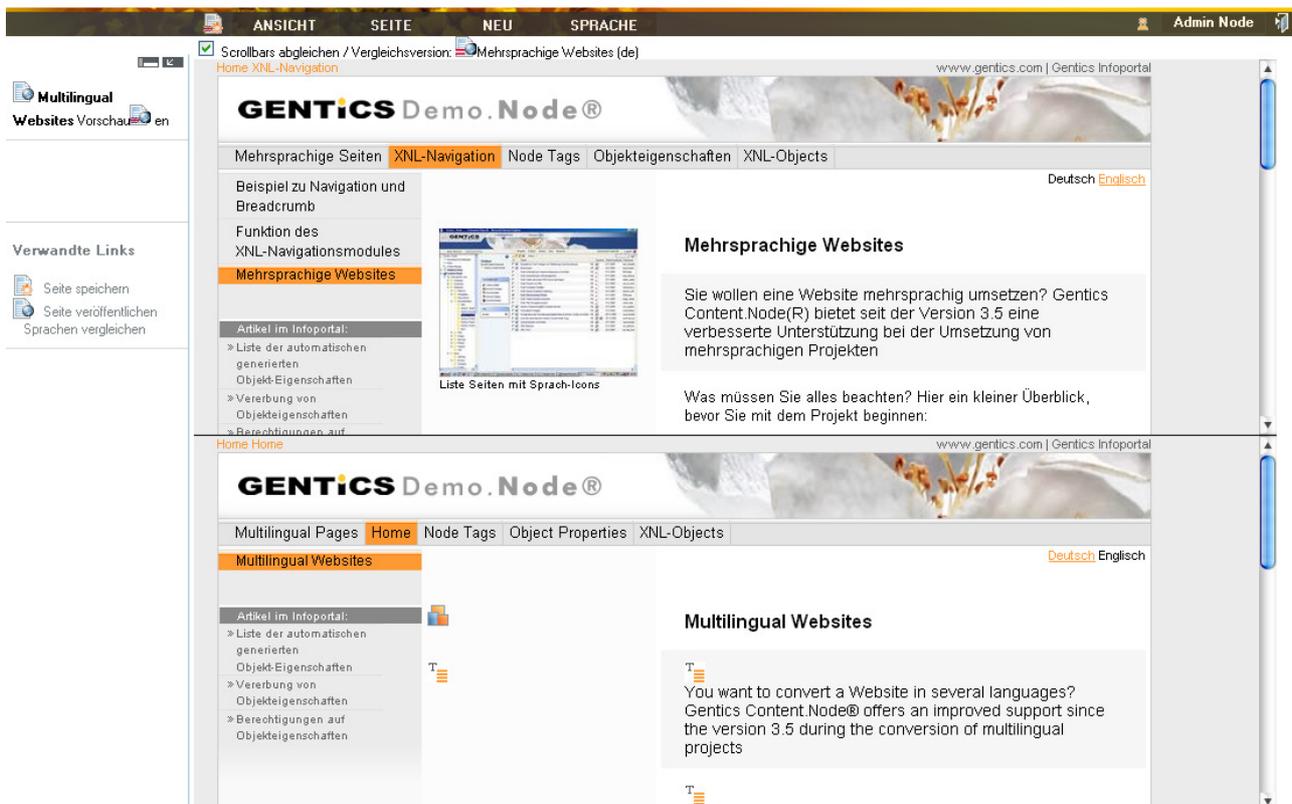
Figure 23 - Translation mode - split screen

Here you can see that the original language version is displayed in the upper part of the display. The lower part shows the new language version. Parallel to the original page displayed above, you can now edit the new language version.

In order to call up this view, go to the page view of the language that you wish to use as the original for the translation and then click with the right mouse key on the page to be translated. In the context menu, now select the option "Translate to" and the target language.

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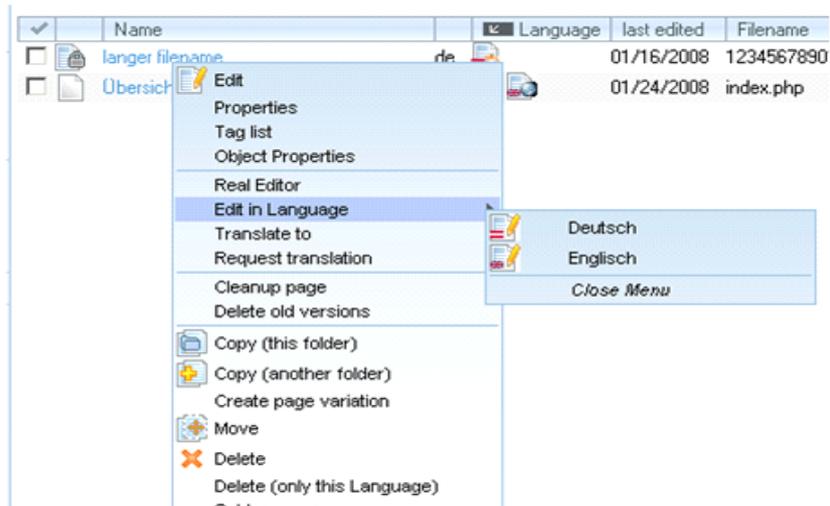
Figure 24 – Translate into target language

You can now comfortably translate the contents in the lower window in the same way as you have already learned from the editing mode.

4.12 Editing of pages

As soon as a page is processed by an editor, the page is locked. "Locking" of pages is a useful function that prevents several user from working on the same page at the same time. If a user is editing a page, no other user can work on that page. This prevents double working during editing. Locking is indicated by a lock symbol in the [View -> Pages].

In order to allow other users to edit pages, you should always save or publish a page.
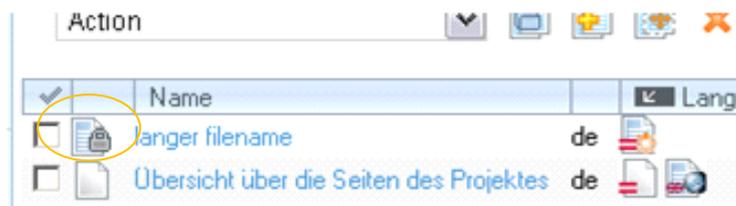
Figure 25 - Locking of pages

4.12.1 Saving

Select [Page -> Save] in the menu bar in preview or edit mode. Saving of a page means that all changes are saved, but the page is not published on 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 the page again before it is placed "online" by publishing.

If a page has already been published and has only been saved again after editing, the old version remains online and is only updated when the page is published again.

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Note: Pages with the status "in process" cannot be edited at the same time by any other user (except the system administrator). For this reason, the page should be made available to others for editing by saving or publishing after completion of the work.

The administrator can make a setting that ensures that the pages still having the status "in process" are automatically saved a given time after the user has logged out.

4.12.2 Publishing

The publication of pages means that the page on your web server is made accessible to all visitors to your website. With each publication routine (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.

During the course of the publication, all pages linked to the newly published page are also updated. In the event of changes to an overview page, the pages making up this overview are also published. Pages that are linked by links are also published in the same way.

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.

4.12.3 Queues/chief editor

An enable 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. Enable workflows are defined by the administrator on ths 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 approved 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".

4.12.4 Timed

Via the time management of Gentics Content.Node you can define in advance when and for how long each individual page is to be online. If, for example, you write a press release that is only to be published in three days, activate the time management so that the page is automatically published at the right time.

In addition it is also possible to define individual days of the weel on which the page is to be visible on the website.

In order to access the time management, click in the menu bar on [Page -> Time management]. A dialog box is displayed containing the following fields:

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Figure 26 - 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 if it is displayed automatically on your website as "News". In this case you can edit the date later here.

[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.

If you only wish to specify when the page is to be published new, then complete only the fields [Publish on]. By contrast with the [from] and [to] fields, the page is not removed from the server for the remaining period.

The assistant shows you which format has to be used for the individual inputs.

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

4.12.5 Removing pages from the server

If a page is removed from the server, this means that this is no longer on the web server and is therefore no longer freely accessible. It then only exists in the system. 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 replaced with a "#". (See also section "Link management")

The corresponding command [Remove from server] in the action menu or in the context menu with the right mouse key.

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4.13　Page variants

Page variants allow pages to be managed centrally in different variants. If a certain content is changed on a page, the change will be made to all page variants created from this page. It is generally recommended that pages and the corresponding page variants are always saved to the same folder.

In order to create a variant of a page, proceed as follows:

Select [New -> Page variant] in the menu.

In the dialog window, select the page of which you wish to create a variant.

Select a template for the new page and confirm with [OK].

Example: If you wish to publish e.g. an alternative version of a page without images, create a page variant of this page based on a "Text only template". The advantage compared with a copy of the page is as follows: If you change the text on the original page, the text change will be automatically carried out also on the page variant. This means that the two pages are linked in the system whereas a copy of a page is handled like a new, independent page by the system.

Note: Tags that exist only in the template and cannot be changed in the papge proper and not adopted in new page variants.

4.13.1 Possible applications of page variants

Page variants are particularly suitable for different output forms of pages. If you provide e.g. optimised pages for PDAs on your website, create a template to meet the requirements and then assign this to the page variants. You thus have pages in different layouts whose contents you only have to manage once.

4.13.2 How can page variants be created in several folders?

Since Version 3.6, page variants of one page can be created in several folders. The action menu contains a new item that offers this option.

The name, status and template for the original page are thereby adopted.

4.14　Language functions

If you have contents in different languages on your website or your Intranet, it is expedient to use the language management of Gentics Content.Node 3.5. This simplifies the administration of different languages by linking the different language variants in the system and presenting these under [View -> Pages] as language variants. If you translate a complete website, you can immediately see for which pages language variants already exist and for which there are no language variants.

In order to create language variants of pages, open the page in the preview of edit mode and select [Language] in the menu. A list of all the language variants defined for your page by the administrator then appears. Select the desired language. This action has to be performed for each individual language.

The corresponding language icons then appear for each selected language alongside the page name under [View -> Pages]. Using these icons or via the [Language] menu you can now change from one version to another.

Further information on this subject can be found on the Gentics.Node info portal under the search term >> LANGUAGES

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4.14.1 How do I create a page in several languages?

If you wish to create pages in different languages. Go to a folder a create a new page. As standard you are in the German language mode. This can be recognised from the fact that "View pages (German)" is displayed under the folder name.

Furthermore, the language code for German and a language icon with the corresponding flag is displayed in [View -> Pages] alongside the name of the page.

If you find more than one flag on a page, this indicates that the page has already been created in another language.

When you have published or saved your newly created page, you will find your page, the language code of the active language and a flag under [View -> Pages]. Click on the page name again to call up the preview mode of the current language version.

Figure 27 - Display of different language versions with language icons

Figure 28 - Display of different language versions and publication statuses

In the manu bar, click on [Language -> English] to create the page in a new language version, in this case Englisch. The contents of the German page are copied to the English language version so that you have a basis for translation.

When you have now translated and published the Englich page, an English language icon appears together with the German language icon under [View -> Pages]. Although a second page has been created in the background, the German and English versions appear in the list as a single page for reasons of clarity. Nevertheless, each language version has its own file name and its own settings (page name, etc.). The different language versions can also be based on different templates.

Each language version also has its own status, i.e. the German page can have the status "Published" while the English variant is "In process".

Note: Remember that a click on the page name always opens the active language version of the page that you had last selected via the menu [Language]. A click on one of the language icons, on the other hand, brings you straight to the preview mode of the respective language version. Via the action menu and the context menu you can delete either the page completely (with all the language versions) or a single language version. In addition you can edit individual language variants of the page via the context menu with the point [Edit language].

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A further possibility for translating a page into several language is offered by the function "Translate to". For this, simply click on the point "Translate to" with the right mouse key under the file name of the page and select the desired language. See "4.11.5.4 Translating pages using split screen".

4.14.2 How do I create links within multilingual projects?

If you wish to link a page or language version, proceed as normal and click e.g. on the node tag "Link". Not only the pages in the active language but also the other available language variants are displayed alongside each page in the form of language icons in the Gentics.Node mini browser. You can thus also link e.g. from the German website to pages of the English website by means of the language icons.

As standard the language for the link is always activated that you have previously selected under [View -> Pages] via the menu [Language].
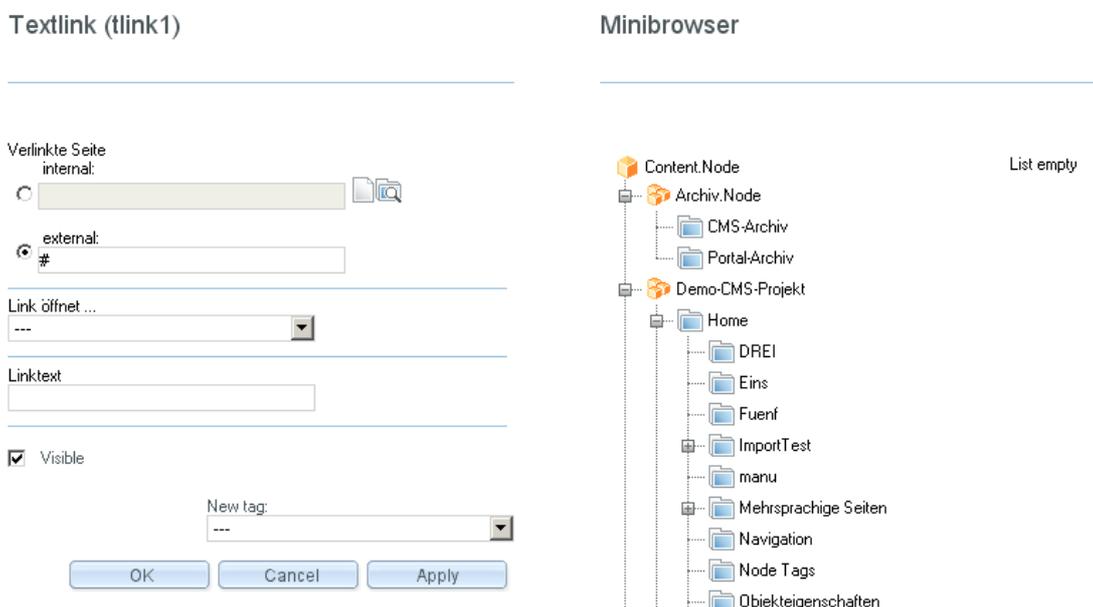
Figure 29 - Linking of different language versions

4.15 Publishing

Publishing means that the pages are transmitted to the web server as they were created in Gentics Content.Node. This process opens up the possibility of only creating page in Gentics Content.Node without publishing them. A page is visible on the website only when it has been published.

4.15.1 General

Publications generally run at a predefined interval of 15 to 30 minutes. This can mean that published pages have to wait for the next publication run before they become visible on the website.

4.16 Content elements / node tags

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 text, images, files, tables, lists, etc.) when you are on a page in editing mode.

Clicking on the respective icon opens an editor in which the node tage can be edited. Gentics Content.Node has different editors that are opened automatically, depending on the different node

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tag types (defined by the administrator). An editor is therefore nothing other than the "editing workspace" for a node tag.

The method of working with node tags in the individual editors in explained in the next section.

4.16.1 General

Node tags are wildcards for all the editable elements on a page. Each element is defined by a node tag.

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. For this reason there are also extended image node tags in which you can define the width and height of the image. There are, however, also image node tags that already predefined the width and height of the image, irrespective of how large the original image is that you select.

If you create a new page on the basis of a certain template and go to edit mode, you will already see a number of node tags that the system administrator has defined when creating the template. Node tags that are defined in the template always appear in the same position.

In Gentics Content.Node, however, you also have the possibility of adding your own node tags. When all the editable parts of a page have been defined with node tags, you have to position additional node tags within the node tags already available. You can therefore nest node tags in one another ("tag-in-tag").

For example, you can insert one or more node tags for images at the desired position with a node tag that defines a text field. You can thus design a page very flexibly - independently of a fixed frame that is normally defined in the template.
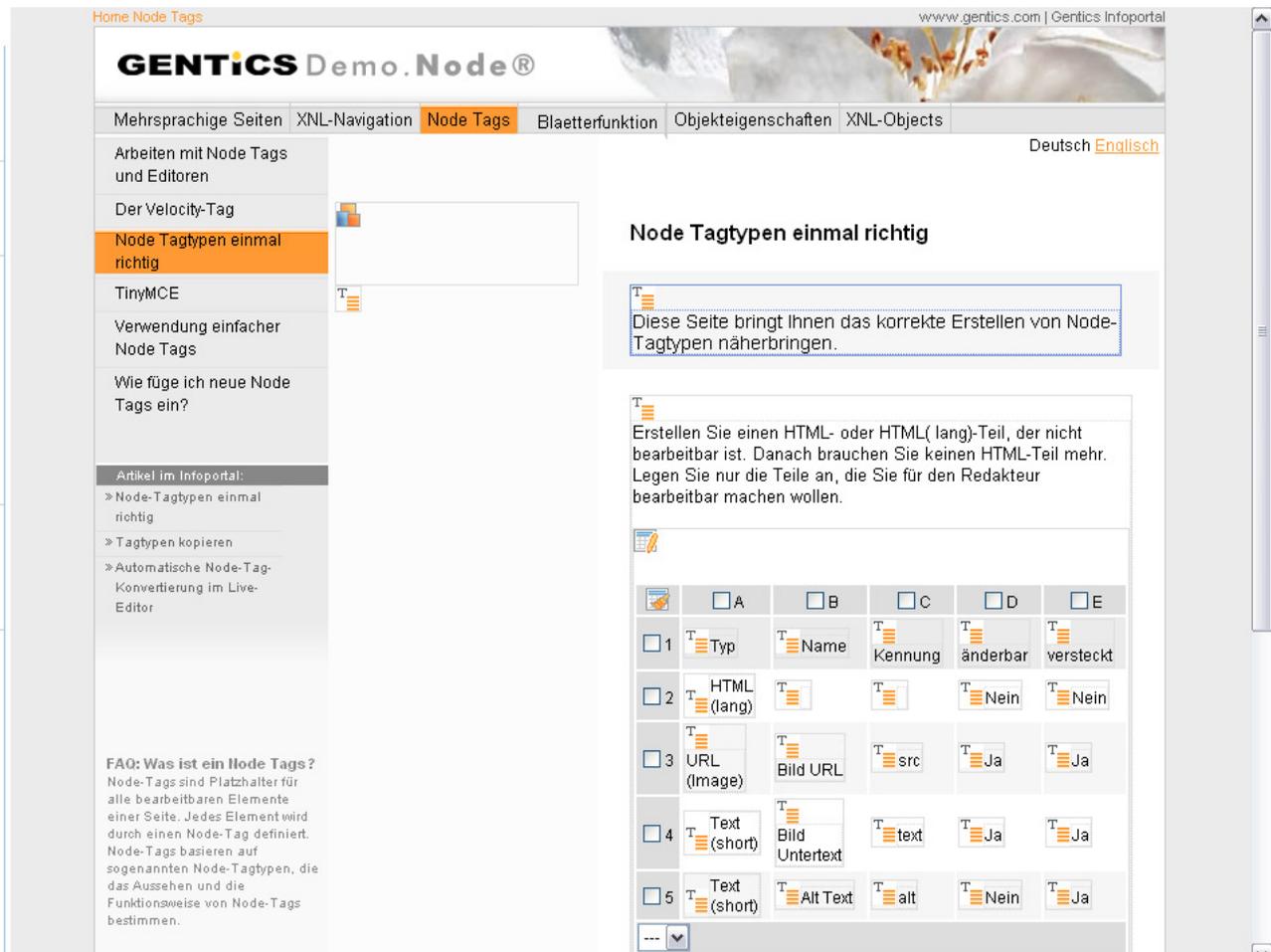
Figure 30 - Editing of a page

4.16.2 Editors

An editor is the input mask for a node tag. The editor opens as soon as you click on the icon of a node tag. Different editors can open, depending on the node tag.

The administrator defines the Gentics editor that opens during editing of a node tag in the individual "node tag types" that are linked to a project.

The different browsers available on the market have only a limited standardisation with respect to the display of websites. As you operate Gentics Content.Node via a web browser, the system must be compatible with different browsers and browser settings, and therefore provides different editor technologies.

At present the use of Microsoft Internet Explorer Version 5.5 and higher is recommended, as this browser offers the most user-friendly methods for entering contents. If you as an editor use this browser, you can use the new and effective Gentics.Node Live Editor. When using Netscape Navigator, Mozilla, Safari, etc., various other editors are available.

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4.16.2.1 The Gentics Editor

The Gentics.Node Editor is the "standard editor" that is available for all node tags and can be used with all the common browsers (Internet Explorer, Netscape, Mozilla, Safari, etc.) at the same time.

This editor consists essentially of individual form fields and always opens in a separate pop-up window that closes automatically when you have completed editing of the node tag.
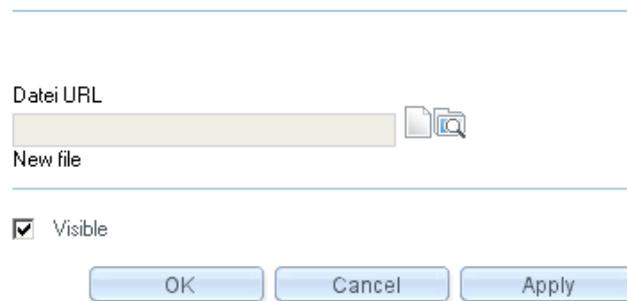
Figure 31 - Example of the Gentics.Node Editor

An important part of the Gentics editor is the so-called **mini-browser**. Using the Gentics mini-browser you can select objects that already exist in the system. If, for example, you wish to use an image that you or another user has already uploaded to Gentics Content.Node, you can navigate through the whole folder structure using the mini-browser to select a certain image.

The mini-browser opens on the right-hand side of the Gentics editor when you click on the mini-browser icon (indicated by a purple arrow icon) to select an object available in the system.

This can be, for example, a page within your node that you wish to link in a link node tag, or an image or file already available in the system that you wish to select. Clicking on the mini-browser icon displays the complete tree structure (as you find it in the navigation section) and you can navigate through the individual folders until you have found the desired object. Clicking on the object transfers it to the corresponding field of the editor.

Figure 32 - Mini-browser icon

If various folders have been opened in the mini-browser, the system uses the last setting and opens the tree in the same way as described above.

4.16.2.2 The Gentics Live Editor

The abbreviation "WYSIWYG" stands for "what you see is what you get". That means in this case that you work with the Gentics Live Editor directly in the page already in edit mode and not in a form-based pop-up window. You therefore see the text during editing in the same way as it appears on the website or in the live preview.

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This editor presupposes the use of Microsoft Internet Explorer 5.5++. If you use a compatible browser for your work in Gentics Content.Node, the Gentics Live Editor is ideal for quick and flexible editing of text fields.

In this editor you can work directly with the insert mark and the functions of the right mouse key just as in Microsoft Word. The possibilities offered are described in more detail in the following sections for the different elements.

4.16.2.3   Gentics Real Editor

The Gentics Real Editor offers the editor an alternative route to editing his pages. If you select [Page -> Real Editor] in the menu or in the assistant section, the page to be edited is displayed in full-screen mode in a WYSIWYG preview. A small mobile console in the top left-hand corner of the screen allows you to switch to edit mode or to publish the page from edit mode.

The special feature of Gentics Real Editor is that you can follow the links in the opened page in just the same way as you would surf through the real page. If you follow a link on the page, you arrive directly in the edit mode of the linked page, i.e. you are no longer restricted to the page on which you started your editing.

More detailed information on this subject can be found in the Info portal under the search term

>> **REALEDITOR**

4.16.2.4   Gentics.Node Java / DHTML editor (use no longer recommended)

The Java editor was developed to provide extended editing possibilities also with browsers such as e.g. Netscape, etc. The DHTML editor allows simple formatting of text to be carried out, but the Gentics .Node Live Editor offers a far wider range of functions.

The DHTML editor presupposes the use of Microsoft Internet Explorer 5.0++.

The two editors exist in the Gentics Content .Node only for compatibility reasons and for this reason will no longer be supported and taken into consideration in the future.

4.16.3 Editing node tags

Certain node tags are already released for editing by the administrator in the page templates. These are visible to you in edit mode and can be filled with a click on the icon. With the Gentics.Node Live Editor, the content can also be edited directly on the page.

There are elements in node tags whose completion or selection is mandatory, while others can be optional are require no content.

Example 1 – Insertion of an image:

You select an image node tag for which a border and an Alt text can also be defined. If you click on the icon of the image node tag, the Gentics Editor opens in a pop-up window. You can now make the necessary inputs. The image is selected for images already in the system via the mini-browser. If you wish to upload an image from your hard disc to the system, select [New image].

If, in the present example, you do not wish for the image to have a border, enter "0" in the field [Border] or leave the field blank. Further integer inputs define the width of the border in pixels. "1" indicates e.g. a border with a width of 1 pixel, "2" means 2 pixels, etc.

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[Alternative] stands for the Alt text that subsequently appears when the mouse is moved over the image.

Figure 33 - Mini-browser in the Gentics.Node Editor

Figure 34 - Editing of an image

Example 2 – Formatting of text:

Let us assume you wish to format a given wort in a text field in italics. In the Gentics Live Editor this can be done by marking the word and then selecting [italic] with the right mouse key.

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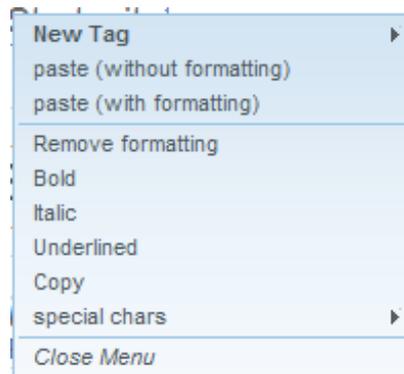
Figure 35 - Italic formatting of a text in the Gentics .Node Live Editor

Example 3:

Editing of the node tag [Text/HTML (long)] in the Gentics Editor. The editor containing this node tag opens in a pop-up window. Here you cannot work with the context menu via the right mouse key. If you wish to format e.g. the word "News" in bold type in the text field of the Gentics Editor, you can proceed as follows:

Insert a new node tag [Text (bold)] at exactly the point in the text field where the word "News" is to appear.

4.16.4 Inserting node tags

Additional node tags can be inserted into (nested in) certain node tags. If a new node tag can be inserted, a drop-down menu [New tag] appears in the pop-up window of the Gentics.Node Editor. Here the node tag can be selected and then dragged to the required point in the text field. The new node tag is displayed as "<node xyz>". The best example of a node tag that can be filled with others is [Text/HTML (long)]. Any number of new node tags can be inserted into this tag.

Example: Insert node tag [Image] in [Text/HTML (long)]

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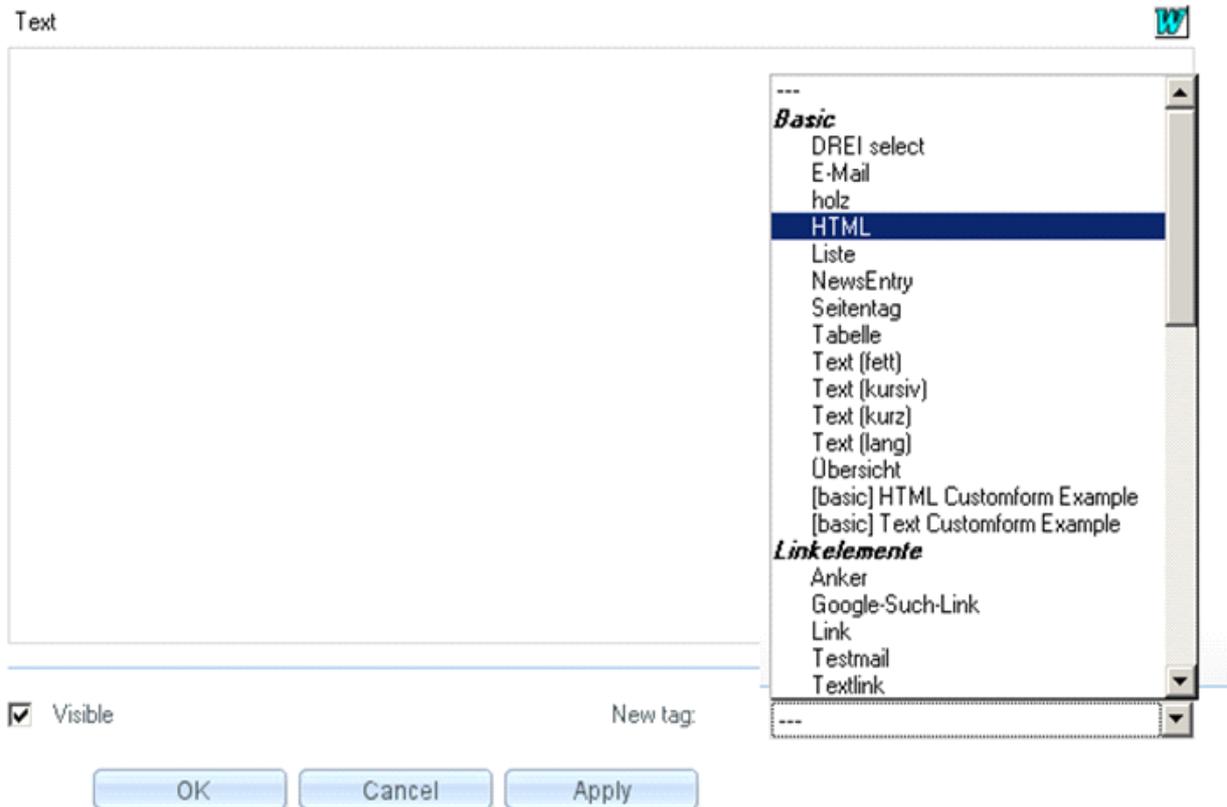
Figure 36 - Inserting a new image with the Gentics.Node Editor

Select [Image] in the drop-down menu.

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Text (lang) (textlang_maintext)

Text   **W**

[large empty text field]

☑ Visible   Drag the selected tag and drop it into the text
                                 New tag: <node email1>

                                 --- ▼

OK   Cancel   Apply

Figure 37 - Selecting the newly generated image node tag in the Gentics.Node Editor

The node tag type appears in the text field provided and has to be inserted or dragged into the editor.

Text (lang) (textlang_maintext)

Text

<node email1>

☑ Visible

Drag the selected tag and drop it into the text
New tag: <node email1>

[OK] [Cancel] [Apply]

Figure 38 - Inserting the image node tag in the Gentics .Node Editor

If the [New tag] drop-down menu is not displayed, no other tag can be inserted into this particular node tag (e.g. [Image].

In the Gentics Live Editor, new node tags are inserted using the right mouse key. Click on the desired insertion point and again select a tag with [New tag].
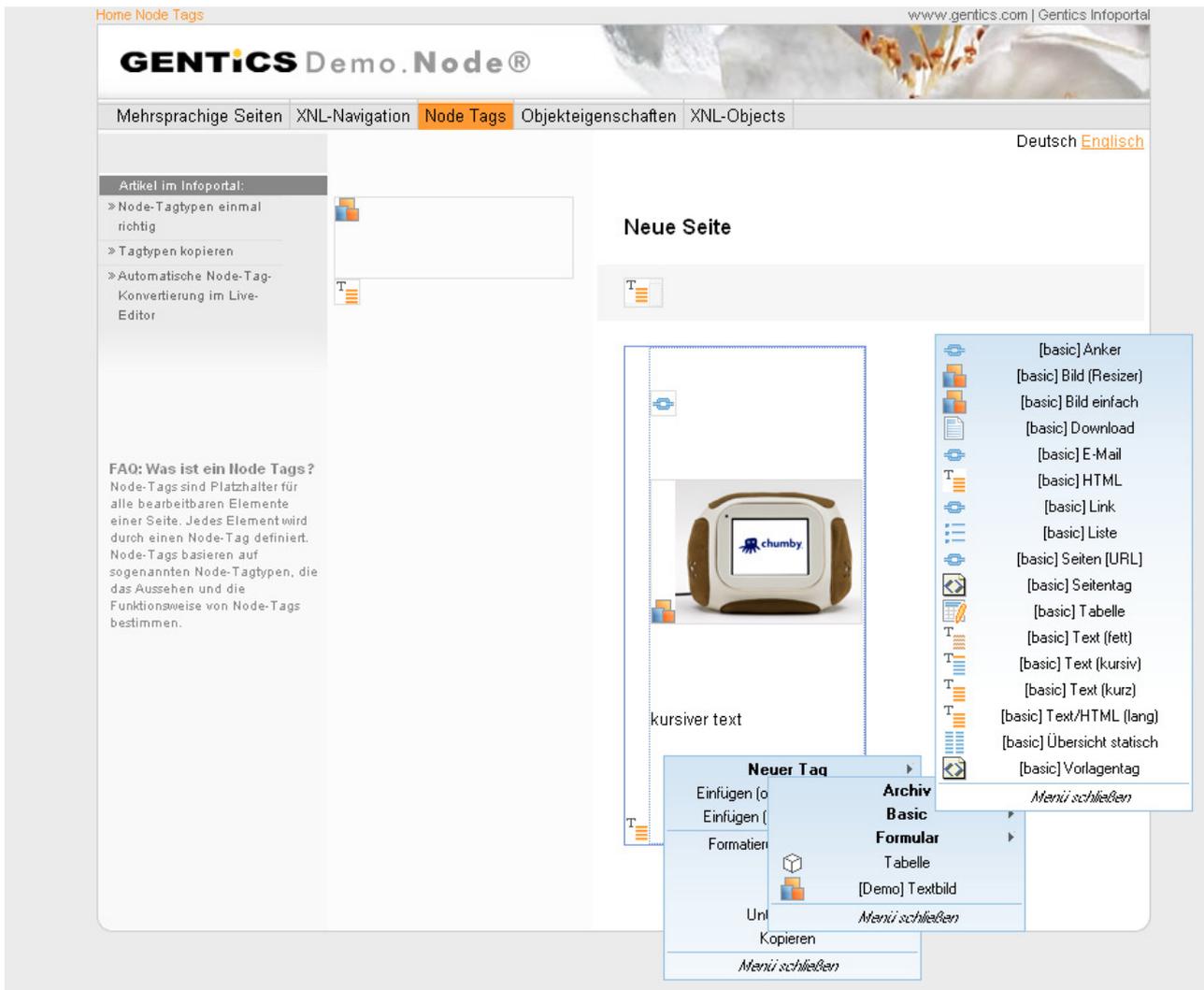
Figure 39 - Inserting new node tags in the Gentics .Node Live Editor

4.16.5 Special node tags

4.16.5.1 Node tags for images and files

There is a fundamental difference between images and files that have already been used in Gentics Content.Node and are therefore already in the system, and those that first have to be uploaded from your hard disc into the system.

For the images and files already in the system, use the mini-browser to select them again. To upload a new image or new file, click in the node tag on [New image] or [New file]. You can then locate the file with [Search] and it is automatically copied to the folder containing the page you are currently editing.

If, however, you wish to upload images or files to another folder (e.g. a central "Image" folder), you have to close the page and upload the images via the menu bar item [New -> Image] or [New -> File].

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Alternatively it is naturally possible to move all the images or files to another folder after editing the page.

4.16.5.2   Node tags for setting links (URLs)

Attention has to be paid here as to whether the link in an internal or external link.

Internal links reference pages that are in your website (i.e. node). Internal links are selected and linked with the mini-browser.

External links are those that direct you to third-party websites. External links have to be input completely, e.g. http://www.gentics.com.

4.17   Link management

If the link is an internal link and a page is taken from the server or is even deleted, the link naturally no longer functions. You do, however, receive a system message with the information as to which link node tag in which page is no longer valid.

Depending on the implementation, the links can then also be completely deactivated if this is provided for in the node tag types.

Detailed information on this subject can be found in the Gentics.Node Info portal unter the search term >> LINK MANAGEMENT

4.18   Resetting selected internal links

Since Version 3.6, internal links to pages, images or files already set can also be removed again. Empty the field for the internal link via the icon alongside the mini-browser icon.

4.19   How do I create/edit a table?

After inserting the node tag [Table], define the number of rows and columns and their node tag types with a click on the icon. This is necessary to create a table; you can change and edit these inputs at any time later.
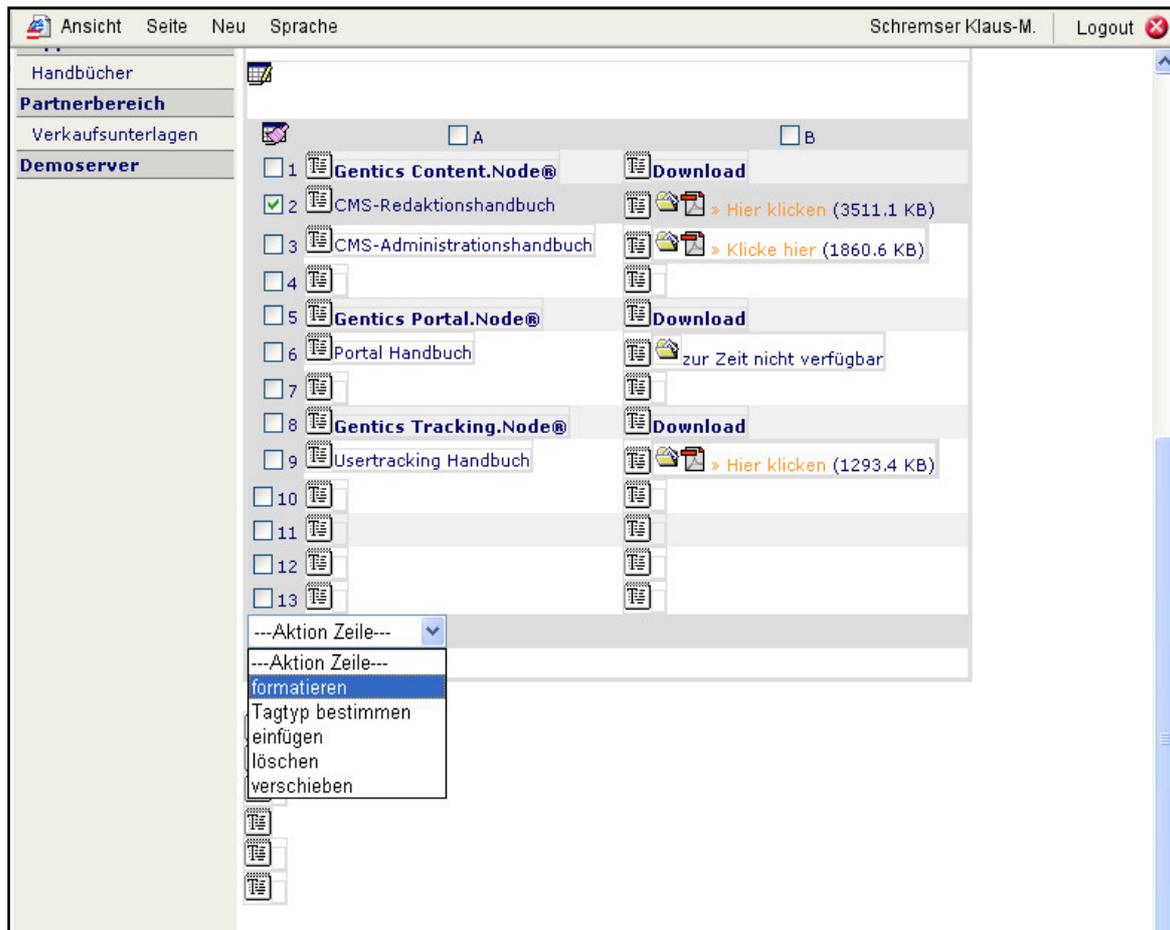
Figure 40 - Editing a table with the "Extended table module"

To edit general formatting for the whole table, click on the icon with the paintbrush in the top left-hand corner of the table. If you wish to edit only certain parts of the table, you first have to define the area to be edited. A column, row or cell can be selected by clicking on the individual check boxes 1, 2, etc. or a, b, etc. Below the table is the drop-down menu [Action - Column], [Action - Row] or [Action - Cell] that provides certain editing possibilities for the selected area of the table.

[Action -> Define tag type] allow the current node tags in the selected area to be changed.

[Action -> Format] defines the cell colour, orientation and formatting of the cells.

[Action -> Insert] allows new rows or columns to be inserted before or after the selected row or column.

[Action -> Delete] irrevocably deletes rows or columns.

[Action -> Move] allows columns or rows to be moveed.

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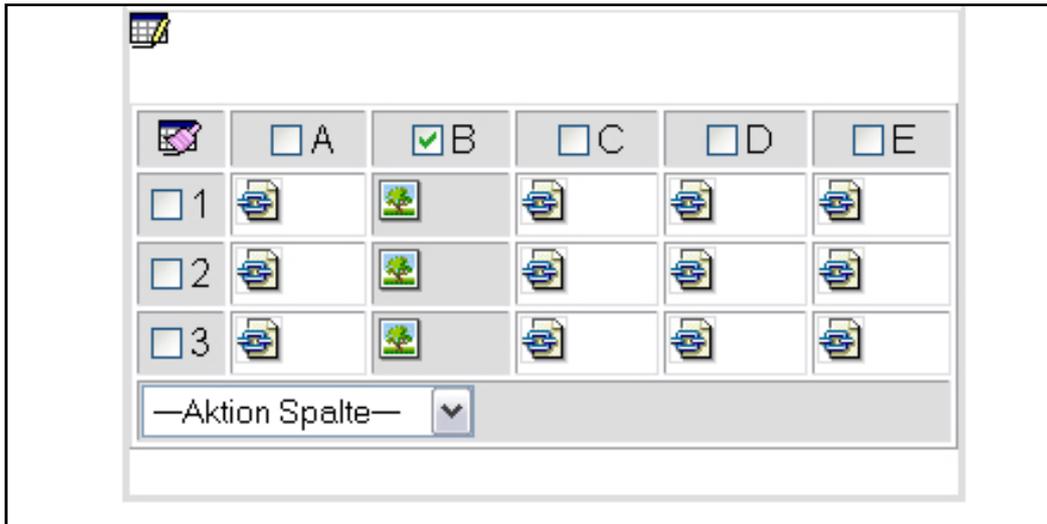
Figure 41- Editing of cells in the "Extended table module"

4.20   Versioning

Versioning means that different temporal statuses of a page remain stored in Gentics Content.Node. If you make changes to a page, the previous version of the page remains stored. You thus have the possibility of resetting pages to an older status and or recreating a different version.

Every time you open a page, edit the page contents and then "save" or "publish" the page, the previous version is saved. You will quickly recognise how practicable versioning can be when you really need an old version for the first time.

Example: You (or your boss?) are not satisfied e.g. with the latest changes, so it would be best to start all over again. It is just as possible that you accidentally delete contents or wish to see for teh sake of interest what content a certain page had 2 months ago.

If you just save a page, a minor version is created and the version number behind the decimal point is incremented (0.1). If you publish a page, a major version is created and the version number before the decimal point is incremented (1.0).

Figure 42 - Displaying and recreating versions of a page

4.20.1 How can I recreate old versions?

If you open a page, you will find a list of versions arranged according to creation date in the menu [Page -> Versions]. The date/time of the change and the name of the person who created this version is displayed alongside the respective version.

In addition you will find a link "Recreate" alongside each version. If you click on the link "Recreate" alongside the desired version, this older version is recreated as the current page. Your previous contents are naturally not lost - they remain stored as a separate version.

Detailed information on this subject can be found in the Gentics.Node Info portal under the search term >> VERSIONING

5. Images

5.1 General

Every file with the extension .jpg, .gif, .png and .bmp is recognised by Gentics Content.Node as an image. If you upload a file with this format to the system, it will be automatically saved under [View -> Images] in the selected folder.

In addition to these, there are other image formats, such as e.g. .bmp, .tiff, .psd or .eps. These images are not displayed by any web browser - that is why they are handled by Gentics Content.Node as "File". If, for example, you wish to offer a printable company logo in format .eps as a download in your press section, you have to use the node tag [File].

Define the image sizes and image formats that may be used for your project in advance in order to guarantee a uniform appearance.

5.2 Images in the Internet

Ensure that you use web-optimised (i.e.: compressed) images in a resolution of max. 72 dpi as otherwise the loading time for your website will be increased enormously. An image in the dimensions e.g. 300 x 200 pixels should normally have a file size of not more than 25 kB. The file format .jpg is ideal for images with a large number of colour graduations (e.g. a photo), whereas images containing a small number of colours or colour area (such as e.g. a graphic image or a logo) are far better compressed in the file format .gif and can also be displayed more sharply.

Define the image sizes and image formats that may be used for your project in advance in order to guarantee a uniform appearance.

5.3 Image information

With [View -> Images], you receive a list of all the images contained in a folder in the content section. Information such as name, file type and file size is displayed here. In addition you see a miniature view of the image, while clicking on [Preview] displays the original view in a new window. Information as to when which user uploaded an image to the system or created an image and who last edited the image on what date is displayed for each image in the assistant section. The dimensions of the image are also displayed here in pixels.
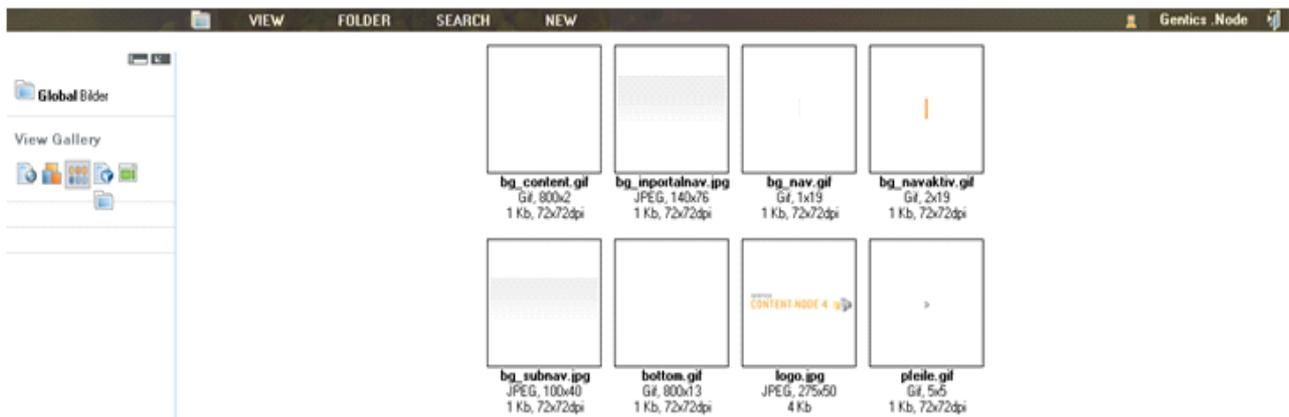
Figure 43 - Representation of the images in a folder in the gallery view

5.4 Automatically changing the size of images

Gentics Content.Node offers various possibilities for automatically changing the file size of images. You simply have to upload an image in a good quality to the system and thumbnails (preview images) are automatically created.

During the upload dialog [New -> Image] you can use the function for changing the image size. You will find the following selection in the drop-down menu [Change size]:

[Icon] adapts the image to a width or height of 22 pixels.

[Small] assigns a width or height of 50 pixels.

[Large] assigns a width or height of 400 pixels.

[Percentage] permits a random percentage change in size. We advise that the same inputs be made for width and height in order that the size ratio is not destroyed – otherwise the image will appear distorted.

[Pixels] requires the input of the exact number of pixels. In this case you have to pay attention to the exact ratio between width and height of the original image, otherwise you will distort the image.

The given settings (icon, small, large) can, however, also be extended by your administrator. In this case the image is already reduced in size during uploading to the system and the original version is not saved.

5.5 Handling images

If you wish to change an image on a particular page that you use several times, it is advisable to replace the image directly on the page by indicating a new image source in the image node tag. As a result, this page will be published new and the other pages are not affected. If, on the other hand, you wish to replace an image that is used on several pages, it is advisable to overwrite the image directly in [View -> Images]. In this case all the pages containing this image are published new.

The moveing of images from one folder to another in Gentics Content.Node results in a new publication of all pages referencing this image. The links are automatically refreshed.

Care should be taken when deleting images. The deletion process cannot be reversed. If you delete an image that is still included in pages, a crossed-out file symbol ("broken image") appears instead of the image.

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Note: The links to the deleted image are not recreated if you upload an image with the same file name again.

5.6 Integrated image processing

A special function of Gentics Content.Node is the editing of the images in the Gentics Content.Node proper. The edit mode for an image can be called up simply via the context menu (right mouse key).

In the next menu, the following functions that can be very intuitively used are available:

5.6.1 Brightness/contrast
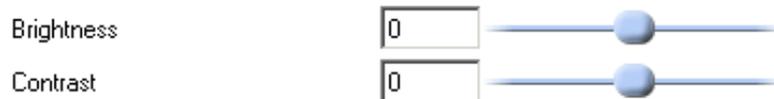
Figure 44 Brightness/contrast

The function "Brightness/contrast" allows these values of the image to be edited. There are 2 possibilities here: One the one hand, the values can be variably adjusted by means of a slider. Alternatively the values can be input in absolute figures in the text field in front of the slider. On the left-hand side below the slider is the original image. The right-hand side shows the original image with the changed values.

5.6.2 Adjusting the size

Figure 45 Adjusting the size

It is possible to change the size of images using the function "Adjusting size". Several modes are available for this.

With the "Proportional" mode, the scaling of the image is retained. This is to be recommended for most images, as otherwise they can look distorted after the change in size. The proportional size change can be carried out easily by entering a new variable (width/height) and leaving the other field blank. As soon as this input has been confirmed, the image is displayed as a preview under the input.

With the "Unproportional" mode it is possible to change the image independently of the scaling of the sides relative to one another. This can, however, also have the side-effect of distortion.

As with "Brightness/contrast", the changes made are again only adopted after clicking the "OK" button.

5.6.3 Cropping

Figure 46Cropping with parameters

Cropping of an image can be performed in two ways.

On the one hand it is possible to specify via the text boxes the extent to which the image is to be cropped. All values input here are immediately applied to the preview displayed below. It is thus possible to immediately view the changes made directly in the image.

Figure 47 – Cropping an image

The other method for cropping an image is to select the area to be cropped directly in the image. This is performed in the image displayed below in exactly the same way as for the manual input of the values. Simply selecting an area created a rectangle that represents the area to be cropped. This area can then be mooved and changed in size. The changes made to this area are displayed directly in the image on the right.

5.6.4 Effects

Effects can also be added to the images. A selection of different effects is available here:

- Sepia
- Grey values
- Softened
- Sharpening
- Mirror horizontally
- Mirror vertically
- Rotate through 90°
- Rotate through 180°
- Rotate through 270°

All these effects can be selected and applied to the preview of the image.

5.6.5 Encoding (file format)

If an image is available only in a format other than that required, it can be converted with this function. The following target formats are available:

- JPEG
- GIF
- PNG
- BMP

The target format simply has to be selected for the conversion. The converted image is then displayed in the preview.

Changes made using the different editing modifications are only finally saved after confirming by clicking the "OK" button. All previous changes displayed in the preview do not affect the original image proper.

6. Files

6.1 General

Files not recognised as images (with file name extension .jpg, .gif, .png, .bmp) are handled like files in Gentics Content.Node. Examples are files with the extension .doc, .xls 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]. If you click on a file name, you have the opportunity to overwrite an existing file. 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, however, the previous version is lost. If you wish to replace the file only on a certain page, then it is better to specify a different file in the file node tag on the page.

6.2 Create/delete/move

Files can be integrated into the system in several ways. A simple way is via the menu bar [New] -> [File] in the same way as with the images.

All the relevant data for the new file can be selected in the now familiar dialog. It is also possible to select the file in the local file system with the button "Search" and to upload the file.

Figure 48 – New file

As soon as the file has been uploaded, it can be viewed under [View] -> [Files] and integrated into the page using certain tags.

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6.3 Workplace integration

6.3.1 General

The workplace integration available from Version 3.6 allows editors to directly access the contents of folder via their PC without the installation of additional software.

Rather like a network drive (enable), folders from Gentics Content.Node can be opened locally on your desktop PC under Windows, Linux, etc. and contents (e.g. Office documents, images, etc.) can be directly edited, uploaded or deleted.

Workplace integration is based on the widespread WebDAV protocol (Web-based Distributed Authoring and Versioning), that permits direct access to data via the Internet. More information on WebDAV can be found under http://www.webdav.org.

Potential applications for the workplace integration:

- Publishing numerous event images at the same time

- Connect the digital camera to the PC, mive images to the corresponding folder using Drag & Drop and create a gallery with a few clicks via the node tag "Image overview"

- Direct editing of Office documents

Open the document to be edited directly from the Gentics Content.Node folder, edit it in the normal way with your Office application. Save and your document is immediately updated.

How can the workplace integration be used? Go to a folder and select [Folder -> Open] in the menu bar. A dialog then appears that you confirm and a Windows Explorer window appears in which you see the images and documents from this folder.
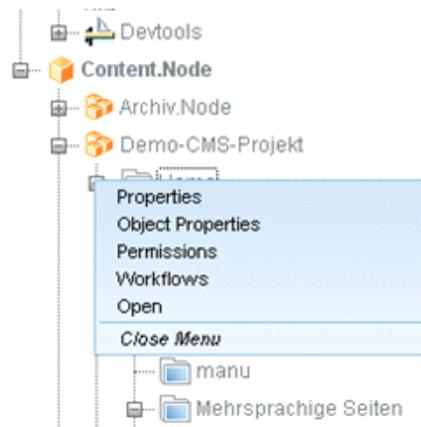
Figure 49 – Open folder

When you have completed your changes, close this window again and Gentics Content.Node shows you the changes from the folder. You can now confirm your changes or reject them again with [Cancel]. The data that have been changed or have been added are then saved back to the folder.

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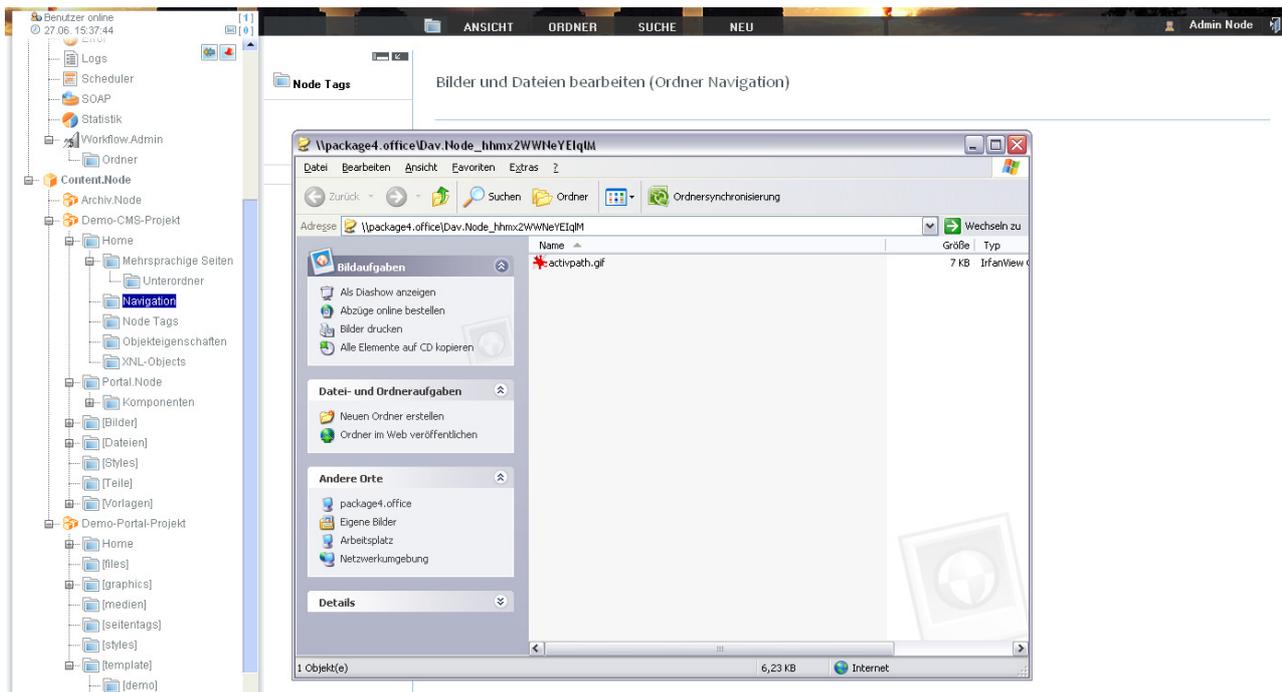
Figure 50 - Use of workplace integration when editing images

6.4 Object properties

6.4.1 General

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.

6.4.2 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.

6.4.3 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.

6.4.4 Images

Image object properties are additional information that you can link to an image file. In order to see what object properties are available, click on the name of the image in [View -> Images], then select [Image -> Object properties] in the menu bar. Apart from the properties predefined in the system (name, description), the administrator can also add new properties (e.g. image caption, logo, etc.). In

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the list of image object properties you will find node tags 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 employed. In the case of information such as e.g. a copyright note, etc., it is therefore expedient if this information is assigned directly to each image – particularly if the image is used on different pages.

6.4.5 Files

As with images, you also have the possibility to link information directly to the respective file. After clicking on the file name in [View -> Images], select [File -> Object properties] in the menu bar.

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 node tags 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.

6.5 Dynamic content with overviews

6.5.1 General

Overviews are list and references to elements of selected pages. Overviews can contain e.g. headings, banners, images and other elements from pages arranged according to defined sorting criteria. The appearance of such overviews can be freely selected. Overviews are refreshed automatically and do not have to be subsequently updated by hand.

Example: You wish for the headings and creation date of all pages created in the folder "News" to be automatically listed on an overview page. This overview list should be sorted according to creation date, so that the most recent articles is always shown at the top of the list.

Overviews can be used not only on pages, but since Version 3.5 also on images and files. Since Version 3.6 you can also created overviews for folders. You can thus create automatically updated image galleries or download lists.

6.5.2 Creating an overview

An overview is already defined by the administrator in der template. The positioning and layout is thereby defined and can vary with different implementations of Gentics Content.Node. In edit mode you will find the node tag [Overview] on the page that you can edit with a click on the icon. Editing is performed in two steps that are controlled with [Continue] and [Back].

Step 1:

In thsi step you define the objects you wish to display in your list. You have the choice between [Page], [File], [Image] and [Folder]. Select one of the objects. Define the type of source for your list and decide whether your objects are to be drawn from a [Folder], [Individual] [or automatically from the current folder].

With [Folder] you define one or more folders (possibly with sub-folders) from which the objects are to be read out.

[Individual] allows you to select individual pages, files, images or folders.

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[or automatically from the current folder] defines the current folder of the page containing the overview as the data source.

Step 2:

In the next step you define the source of the objects. Here you select either folders or individual pages from which the objects are to be drawn. In addition, you define the sorting criteria that can be [alphabetical], by [Editing date], [Priority], [Publication date] or [Creation date]. With images or files it is also possible to [self-define] the sorting criteria and, particularly with files, to sort [by size]. The selection is made via the drop-down menu. The sorting can be displayed in [ascending] or [descending] order.

If, in step 1, you have selected [Folder] or [Individual], the folder structure of the navigation section will be displayed on the right-hand side of the window. Select the folders or page(s) as data source. You can also selected several folders or objects.

To delete a selected data source, click on the check box and select in the [Action menu] the command [Remove from selection]. Furthermore, you can [self-define] the sorting criteria. Select with a click in the check box of one of the objects and use the functions [Start], [End], [upwards] and [downwards]. In thsi way you change the sorting criteria for [self-define].

Figure 51 - Editing of an overview – Selection of the objects and settings

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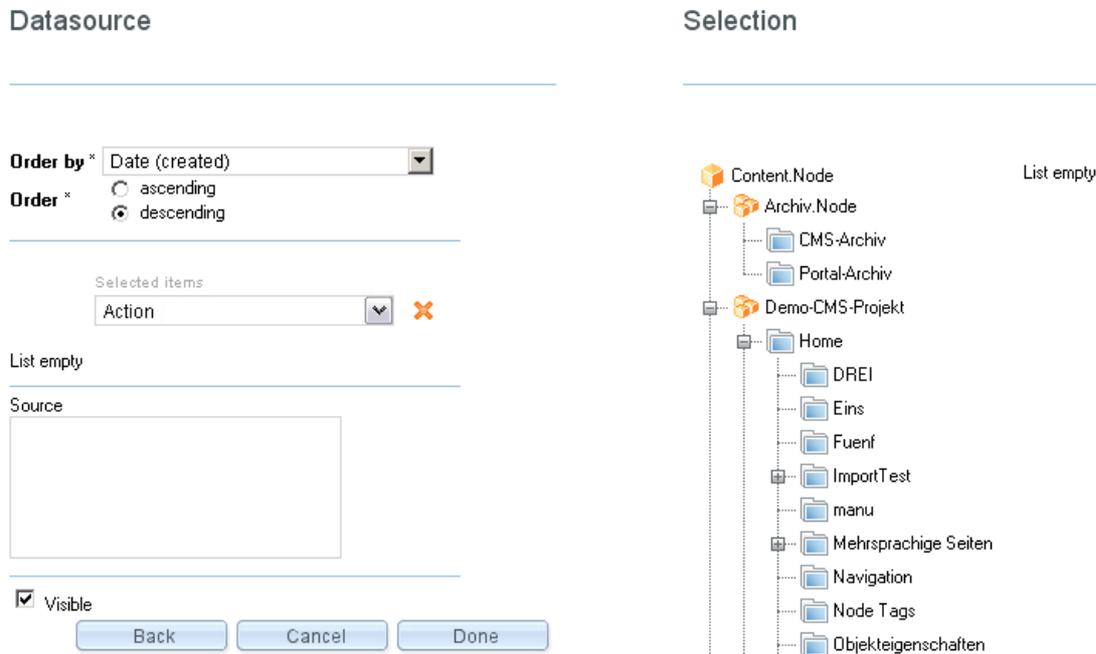
Figure 52 - Selection of the data source in an overview

7. Task management

Using the task management you can create tasks (ToDo's) and assign these to certain persons (users, editors).
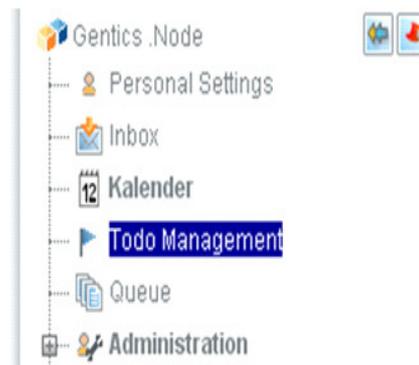
Figure 53 Task management in .Node Tree

To call up the overview of the tasks, click on the folder "Task management".

You now see an overview of all the tasks on the right-hand side. Tasks assigned to you are displayed as standard:

In the drop-down menu you can select which tasks are to be displayed. Either only your tasks, all tasks or tasks created by you.

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Figure 54 List of tasks

The respective tasks are displayed under the list. To display a task completely, click on the reference of the task.

7.1   Creating a task

7.1.1   Manually created tasks

In principle every user can assign tasks to other users. First, a new task has to be created. Click in the

task management on [New Task] . Then enter the details of the new task:

Figure 55 – Task management - master data

Enter a reference and a description for the task.

To attach a file, click on "Attached files", then on "Add" and select the desired file.

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Your name is automatically entered as the creator of the task.
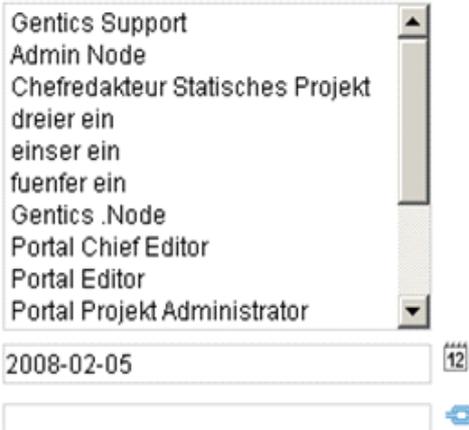
Figure 56 Choice of recipient

One or more recipients can be selected with a mouse click. To assign the task to several recipients, hold the Ctrl key depressed and click on the desired names.

You can also indicate an external link for the task. The indication of external links is mainly expedient for tasks relating to the market place.

IMPORTANT: Links must always start with http://.

The link contained in the text field can be called up by clicking on the "Link" symbol to the right of the input field for an external link.

When you have entered all the information on the new task, confirm by clicking on Save. The task is now automatically assigned to the recipients. Each recipient is informed about the receipt of a new task by e-mail.

7.1.2 Tasks created semi-automatically

7.1.2.1 Request translation

Tasks are also created if you request a translation of a page.

A translation of a page can only be requested by a chief editor or an editor with publication rights. If an editor without publication rights wishes to request a translation, this translation has to be requested by one of the authorised user after publication of the page.

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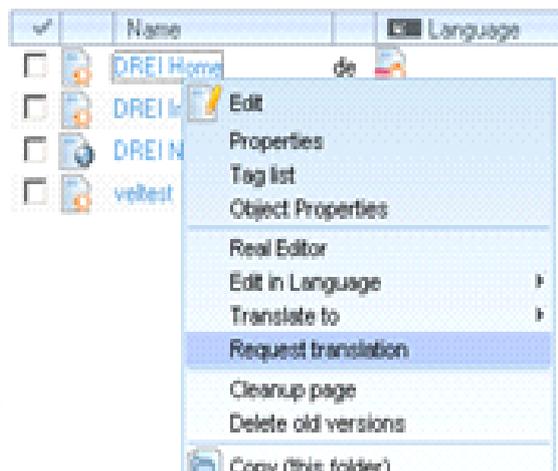
Figure 57 Request translation

In order to request a translation of a page, click with the right mouse key on the page in question and then select "Request translation".
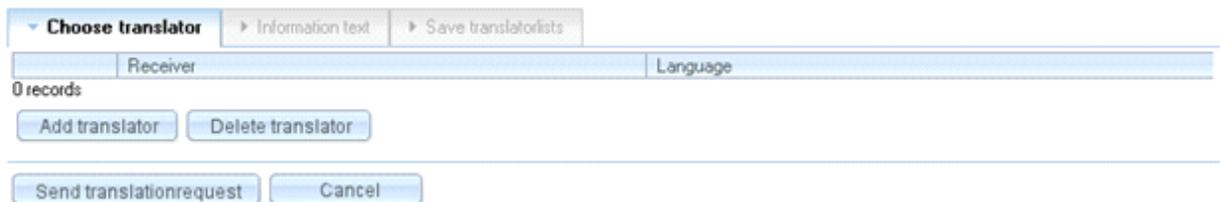
Figure 58 Add translator

In the next step you have to select a translator and the desired target language. First click on "Add translator".
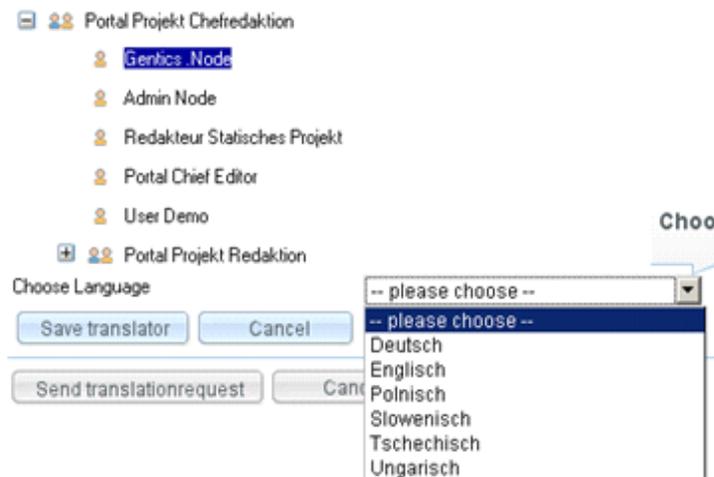
Figure 59 Select language for the translation

A list of the available translators is then displayed. Click on the + or - symbol in front of the respective group to display or hide their sub-groups. When you have found the desired translator, click on the name so that it is displayed on a grey background.

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Under the list of translators you will find a menu for the choice of language. Select the desired target language here with a mouse click.
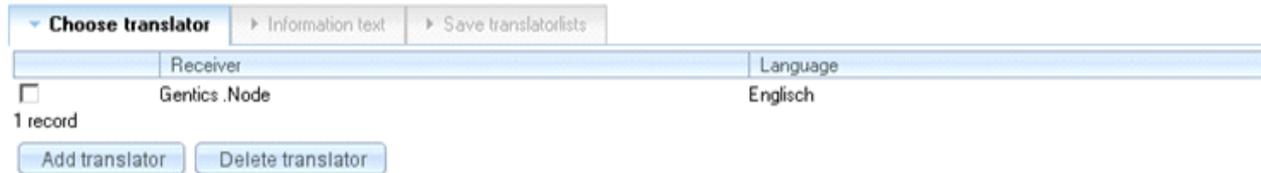
After selecting the translator and language, click on "Select translator".

Figure 60 - Select translator

The selected translator is now displayed in the list of selected translator (see above). In the same way you can also select other translators for other languages, if necessary.

Figure 61 - Request translation - info text

When you send off the translation request, the selected translator(s) will be automatically notified of the translation request. If necessary you can change the generated message under "Information text". As an option, the delivery date for the translation can also be changed.

Figure 62 - Translator lists

You can also save the newly created list under "Saved translator lists". To do this, enter the name under which the list is to be saved in the field "Save translator list as template". This list can then be used for new translation orders, when necessary.

To finally place the order for the translation, click on the button . The selected translator is now notified automatically of this translation request.

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7.1.2.2 Publish page

As soon as an editor without publication rights has edited a page and wishes to publish the page, a task is generated for all editors with publication rights in the higher-ranking user groups. This task functions similarly to the notification of a broken link.

▸ Basic Information	▾ **Linked CMS page**	▸ Status History	▸ Comments	▸ Attached files

Link   Go to Target Page
Language   Englisch

[Save] [Comment] [Cancel]
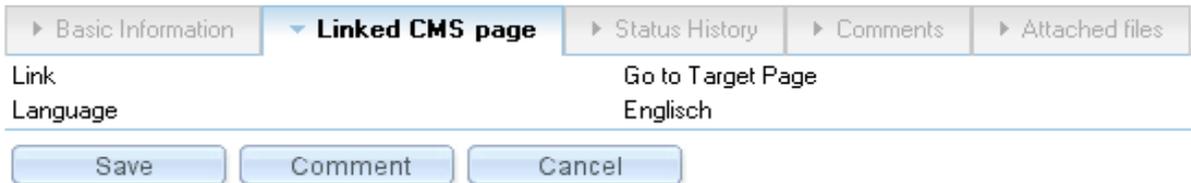
Figure 63 - Linked CMS page

Here again there is a link to the corresponding page that is to be published at the end of the task.

7.1.3 Tasks created fully automatically

7.1.3.1 Broken links

If, in Gentics Content.Node, a page is deleted or "taken from the server", all links referencing this page become invalid. This is detected automatically by the system and a message to the editors of the pages on which this link occurs is created. This message is transmitted in the form of a ToDo and can be processed directly by the editor (see 7.2 Completion of tasks).

▸ Basic Information	▾ **Linked CMS page**	▸ Status History	▸ Comments	▸ Attached files

Link   Go to Target Page
Language   Englisch

[Save] [Comment] [Cancel]
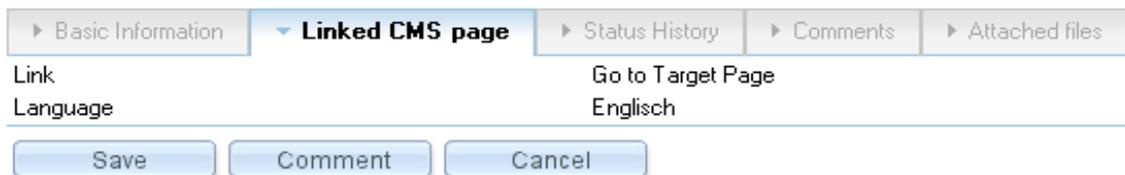
Figure 64 Linked CMS page

At the end of the ToDo is a link to the corresponding page containing the reference to the no longer existing page so that the correction can be carried out immediately.

7.2 Completion of tasks

When you are assigned a task, you will first be notified by e-mail.

The assigned task is displayed to you in the Gentics Content.Node under "Task management".

My Tasks ▾
My Tasks
My finished tasks
All Tasks
My created Tasks

Figure 65 Quick filter

Click with the mouse on "Task management" to display an overview of all the tasks on the right-hand side. Select here "My tasks" from the drop-down menu.

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Created ▲	Subject	Receiver	Deadline	Type	Status
☐ 2008-01-31	Re Da mÃ¶chte die Seite "emptyTest" verÃ¶ffentlichen	Chefredakteur Statisches Projekt	2008-02-07	Pagerelease	Open

Figure 66 List of the tasks

The respective tasks are displayed under the list. If there are several tasks, you can sort these e.g. by creation date, reference, etc. To sort the tasks e.g. by creation date, click on "Created" in the menu bar of the task display.

To display a task completely, click on the reference of the task. It is now possible to change the status and recipient of the task. If you wish e.g. to inform additional persons about the change is status, select these persons also as recipients.

Clicking on allows you to add a comment.

Figure 67 - Comments

All status changes carried out to date are displayed under "Status changes".

Under "Comments" you will find an overview of all the comments added.

Attached files are displayed or files can be attached under "Attached files".

To accept the changes to a task, click finally on . All selected recipients are now informed of the change.

Status changes are also recorded in the various predefined filters.

7.3 Searching for tasks

Search function allows you to search for specific tasks. Clicking with the mouse on the search symbol opens a search mask in which you can specify the search according to the following input fields:

Tasks with a particular reference are searched. Only tasks of a particular type are searched. Only tasks with a particular status are searched.

Figure 68 - Searching for tasks

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Figure 69 – Searching for tasks according to creator or recipient

It is also possible to search for tasks for a particular creator or recipient. Simply click on the respective name. To mark several names, hold the Ctrl key depressed and mark the desired names.

Figure 70 – Searching by groups

You can also limit the search to particular groups. First click on "Select group". Then click on the + or - symbol in front of the respective group to display or hide its sub-groups. When you have found the desired group, click on the required name. The group is then automatically set for the search.

Figure 71 - Search mask

To limit the search to a particular period, select the desired date by clicking with the mouse on the symbol to the right of the input field. You can search for tasks created either before or after a particular date. Optionally you can also search for a particular description.

When you have defined the search according to your wishes, click at the end of the page on [Search] to start the search. Clicking on [Cancel] brings you back to the overview page of the task management.