



**Easy Publisher Web publishing system**

# **User manual**

**Version 1.6**

**Torped Strategi och Kommunikation AB**

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## INTRODUCTION

### Levels of difficulty

Several tasks in Easy Publisher can be achieved in various ways. Choose the simplest way first, and higher levels of difficulty only if the simple ones don't match your need. The levels of difficulty are numbered from 1 to 5, where 1 is the easiest way and 5 is the most advanced way to perform a task. The higher the level, the more prior knowledge about web publishing is required.

Levels of difficulty:

- 1 The easiest way, where you work directly in Easy Editor and use Easy Publisher's management interface only occasionally. Suitable for any user. No requirements for prior knowledge of HTML or other web code languages.
- 2 Just as simple as level 1, but you start from the management interface with more features and menus to choose from. Suitable for most users. No requirements for prior knowledge of HTML or other web code languages.
- 3 This level sometimes requires some knowledge in HTML and other web code languages. Suitable for users with some prior knowledge of web publishing, who would like to use their own web code rather than work in Easy Editor.
- 4 Tasks that require a higher level of authority, such as permission to change the settings and add users in the Easy Publisher system.
- 5 Level for super users who have extensive authority such as permission to add new templates. Requires good knowledge in web publishing and design.

### References within the manual

Most chapters in this user manual close with a tip on how to proceed in your current working process. Words in bold italic style are references to ***another chapter***, where you'll find more information on the subject.

## INTERFACES AND MENUS

There are two important menus in Easy Publisher and Easy Editor. These are the upper menu and the Editor menu. You'll also find the Explorer in Easy Publisher quite useful during your work with the web site.

### THE UPPER MENU IN EASY PUBLISHER AND EASY EDITOR

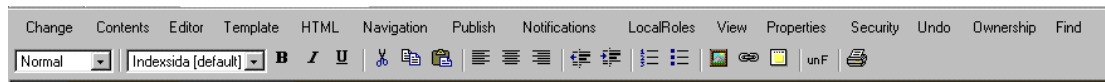
The upper menu appears in both the Editor and in the Publisher. We'll explain all features below, but your access to them depends on your permissions within the system.

Change	Click on Change to save the work you've done. This button only appears in the menu of the Editor. In the Publisher interface, the Change-button is placed below the various forms on the pages.
Contents	A list of all objects (documents, files, images, etc.) on the individual web page. Every object item on the list is also a link. If you click on it, you'll be transferred to the object's own list page. If the object contains other objects (such as children pages to a parent page, images, etc.), you'll get a list of those. In this way, you may navigate further down in the web site's structure. From this view, you may move documents, rename your files, etc.
Editor	Click on this tab for accessing Easy Editor (if you're not already in the Editor).
Template	This view contains the design templates for the web site. Available only to users with permission to choose and work with templates.
HTML	Here you'll find a form for inserting your own web code. Suitable only for users with experience in web design.
Navigation	In this view, you may change the title of the web page and the navigation title. You may also sort and change the order of all the navigation titles in your web site's menu.
Publish	A view where you may choose to publish or remove/archive a page on your web site.
Notifications	Settings for automatically generated e-mail notifications to users involved in a document/web page. The e-mail notifications are sent when the status of the document changes. An author could for example be notified when his/her article is accepted and published.
Local roles	Interface for managing local roles, such as delegate the responsibility for a web page to an author or a reviewer.
View	A preview of the web page. This is how the page will appear on the Internet when it's published.
Properties	A view for managing metadata and other information belonging to the web page.
Security	Role-based security settings. Only system managers have access to this view.
Undo	A view where you may undo the work you've done within the system.
Ownership	This view shows who has created the object/web page and who has the ownership of it.

**Find** Search for different objects within the Easy Publisher system, for example images and files.



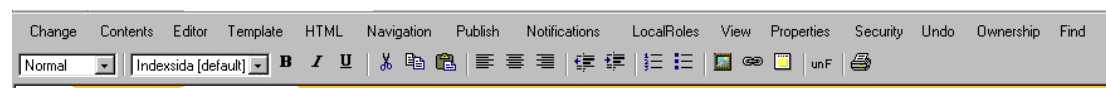
The management interface menu



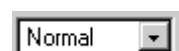
Here's the same menu at the top of the Easy Editor page. In this view you'll also find the Change-button for saving your work in the Editor.

## THE EDITOR MENU IN EASY EDITOR

You'll find the editor menu below the upper menu in Easy Editor. Use it to edit the content on the web pages. The access to the features may vary depending on the settings in the design template.



The editor menu.



Type of text. From this list, you may choose the type of text (normal, different headings, etc.).



Templates. Choose the design template you wish to apply to the web page.



B. Bold text style.



I. Italic text style.



U. Underlined text style.



Cut. Cut marked content.



Copy. Copy marked content.



Paste. Paste the cut or copied content.



Left alignment (default). Aligns content to the left on the page.



Centered alignment. Aligns content to the center on the page.



Right alignment. Aligns content to the right on the page.



Undo. You may undo the change you've just made of the page's content.



Redo. You may redo the change you just undid.



Left indent. Moves the content to the left. Also used for making multilevel lists.



Right indent. Moves the content to the right. Also used for making multilevel lists.



Numbered list.



Bullet list.



Image. Opens the Image dialogue for uploading and inserting images on the web page.



Link. Opens the Link dialogue for placing links on the web page.



Editable area. When you click on this icon, colored plates will indicate the areas on the web page where you may edit the content.

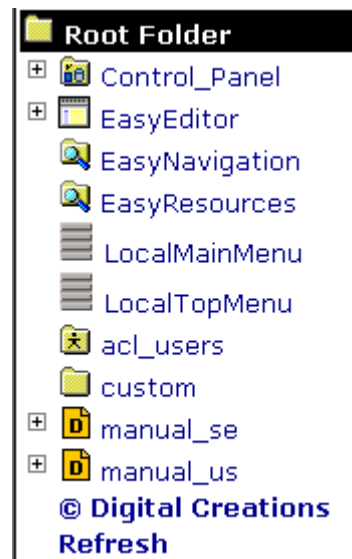


unF. Mark the formatted content and click on this icon to remove the formatting.



Print. Will print a copy of the web page.

## THE EXPLORER



In the management interface, you'll find an Explorer to the left. It gives you a view over all documents on the web site. When you add new objects and documents, the Explorer might need a refresh. Click on the "Refresh"-link at the bottom of the Explorer.

At the top of the Explorer, you'll find some other objects in addition to the web site documents.

Root Folder	This is usually the start page of the web site. If you'd like to work with the start page, click on the Root Folder link in the Explorer and then choose Editor in the upper menu.
Easy Navigation	When you click on this link, you'll get an overview of all your documents in the Workflow-view.
Acl_users	This is the user database, and most users will not need to work in this object.
Easy Editor	This is the object for Easy Editor, and should not be used by anyone but the system manager. If you'd like to work with the Editor, you should choose the Editor tag in the upper menu, not this object.

There may be additional objects in the Explorer but they're usually only of concern for the system manager.



## CREATE, EDIT AND PUBLISH PAGES

This chapter will show you how to create new pages, edit content, accept and publish the pages, choose templates and much more.

### LOG INTO THE SYSTEM AND START EDITING A PAGE

Level of difficulty: 1-3

When editing a page, there are three levels of difficulty to choose from. Level 1 is the easiest, but it is also constraining because you won't have any overview of the web site structure. Use it only when you need to update a single page and nothing more.

We recommend you to choose level 2, but if you're a skilled web designer you might like to work on level 3 where you may add your own web code in the HTML-view.

Level of difficulty: 1  
Edit a page in Easy Editor

Open your web browser, go to your web site and the page you'd like to edit. Add the words /manage\_editor to the Internet URL and click on the Enter key on your keyboard.

Example: If you'd like to edit the page:

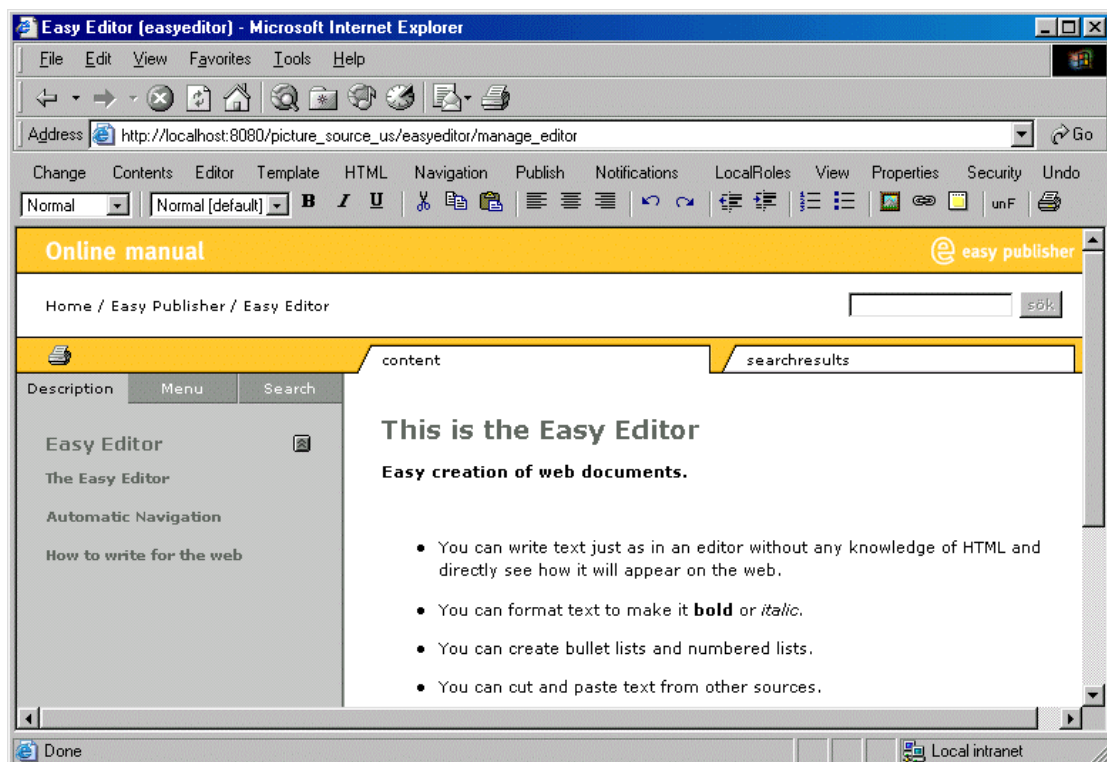
<http://www.domain.com/area>

Add /manage\_editor at the end of the URL so that the complete URL will look like this:

[http://www.domain.com/area/manage\\_editor](http://www.domain.com/area/manage_editor)

If you're not already logged into Easy Publisher, you'll be asked to give your user name and password. Do this and click OK to log in.

You may now start **editing** the unlocked areas of the page.



This is what Easy Editor looks like in your web browser. You may edit the content directly on the page.

When you're done, click on Change (to the far left in the Editor's upper menu) to save your work.

**Notice!** Although this is the easiest level of difficulty, it comes with certain constraints since you'll only access one single page at the time and won't have any overview of the web site structure. If you know that you're going to edit several pages during your session, choose level 2 which gives you access to the Explorer overview and allows you to navigate between the pages.

**Warning!** ALWAYS remember to click on CHANGE to save your work before leaving the Editor view, even when you temporarily interrupt your work session. Otherwise, your work will be lost. A dialog box asking you if you'd like to save your work will appear in most cases, but not in all.

To preview the page, choose View in the Editor's upper menu.

To **undo** the changes you've made to the page, choose the Undo-feature in the upper menu.

**Hint!** A safer way to undo your changes is to delete them directly in the Editor or in the Publisher, instead of using the Undo feature. If you, for example, should regret creating a new page it is safer to choose Contents, check the box in front of the new document name and click on the Delete-button to remove the page from the system.

**Hint!** If you make extensive changes of the page content, you might need to update the page's **metadata**.

Level of difficulty: 2

Edit page in Easy Editor within the Easy Publisher interface

Open your web browser and go to your web site's start page. Add the word /manage to the Internet URL and click on the Enter key on your keyboard.

Example: If you'd like to edit a page on this web site:

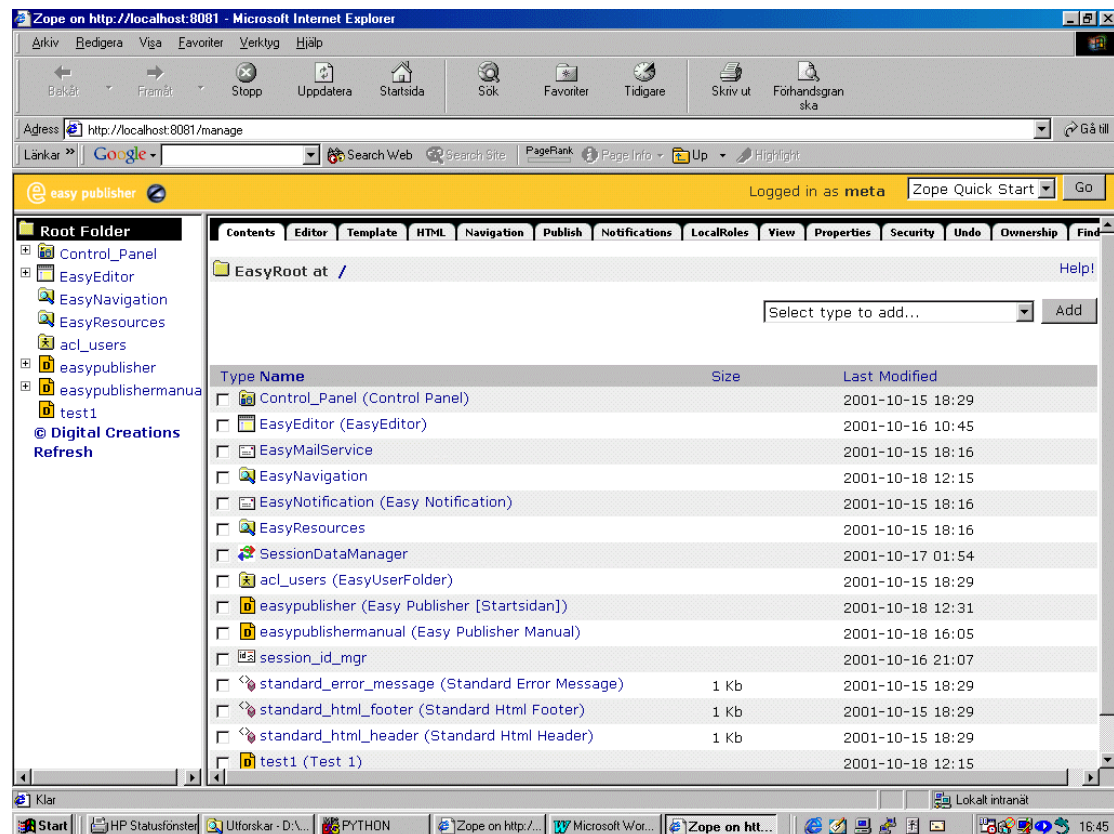
<http://www.domain.com>

Add /manage at the end of the URL so that the complete URL will look like this:

<http://www.domain.com/manage>

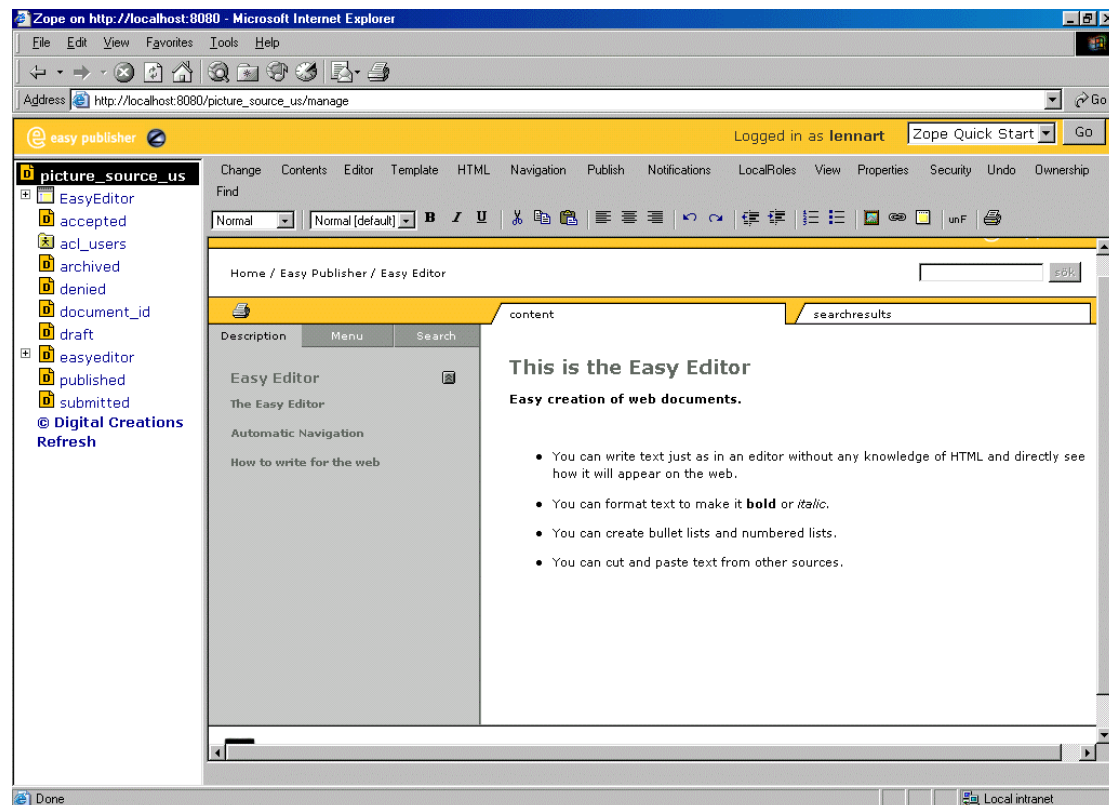
If you're not already logged into Easy Publisher, you'll be asked to give your user name and password. Do this and click OK to log in.

You'll get an overview of the web site's contents in the Explorer.



In the left margin, the Explorer gives you an overview of the contents. In the main frame is a list of all objects on the web site's start page.

Click on the link to the document you'd like to edit. In the main frame, you'll get a list of the objects within this document. At the Publisher's upper menu, choose Editor. Now, the web page will show in the main frame, and you may start **editing** the unlocked areas on the page.



Starting with the Publisher's interface and then choosing the Editor from the upper menu, allows you to use the Editor and at the same time keep an overview and navigation possibilities in the Explorer in the left frame.

When you're done, click on Change (to the far left in the Editor's upper menu) to save your work.

**Warning!** ALWAYS remember to click on CHANGE to save your work before leaving the Editor view, even when you temporarily interrupt your work session. Otherwise, your work will be lost. A dialog box asking you if you'd like to save your work will appear in most cases, but not in all.

To preview the page, choose View in the Editor's upper menu.

To **undo** the changes you've made to the page, choose the Undo-feature in the upper menu.

**Hint!** A safer way to undo your changes is to delete them directly in the Editor or in the Publisher, instead of using the Undo feature. If you, for example, should regret creating a new page it is safer to choose Contents, check the box in front of the new document name and click on the Delete-button to remove the page from the system.

**Hint!** If you make extensive changes of the page content, you might need to update the page's **metadata**.

Level of difficulty: 3  
Edit a page in Easy Publisher's HTML-view

Open your web browser and go to your web site's start page. Add the word /manage to the Internet URL and click on the Enter key on your keyboard.

Example: If you'd like to edit a page on this web site:

<http://www.domain.com>

Add /manage at the end of the URL so that the complete URL will look like this:

<http://www.domain.com/manage>

If you're not already logged into Easy Publisher, you'll be asked to give your user name and password. Do this and click OK to log in.

In the management interface of Easy Publisher, click on the link to the document you would like to edit. Choose HTML in the upper menu. The web code for the editable regions on the web page will show in a form. Begin to edit the code to make your changes.

Contents Editor Template HTML Navigation Publish Notifications LocalRole

EasyDocument at /picture\_source\_us/html\_edit\_view

## Edit HTML

Title

Region Content

content

image1

In the HTML-view you may add your own web code.

When you're done, click on the Change-button below the form to save your work.

**Warning!** ALWAYS remember to click on CHANGE to save your work before leaving the Editor view, even when you temporarily interrupt your work session. Otherwise, your work will

be lost. A dialog box asking you if you'd like to save your work will appear in most cases, but not in all.

To preview the page, choose View in the Editor's upper menu.

To **undo** the changes you've made to the page, choose the Undo-feature in the upper menu.

**Hint!** A safer way to undo your changes is to delete them directly in the Editor or in the Publisher, instead of using the Undo feature. If you, for example, should regret creating a new page it is safer to choose Contents, check the box in front of the new document name and click on the Delete-button to remove the page from the system.

**Hint!** If you make extensive changes of the page content, you might need to update the page's **metadata**.

## CREATE A NEW PAGE

Level of difficulty: 1-3

Open your web browser and go to your web site's start page. Add the word /manage to the Internet URL and click on the Enter key on your keyboard.

Example: If you'd like to edit a page on this web site:

<http://www.domain.com>

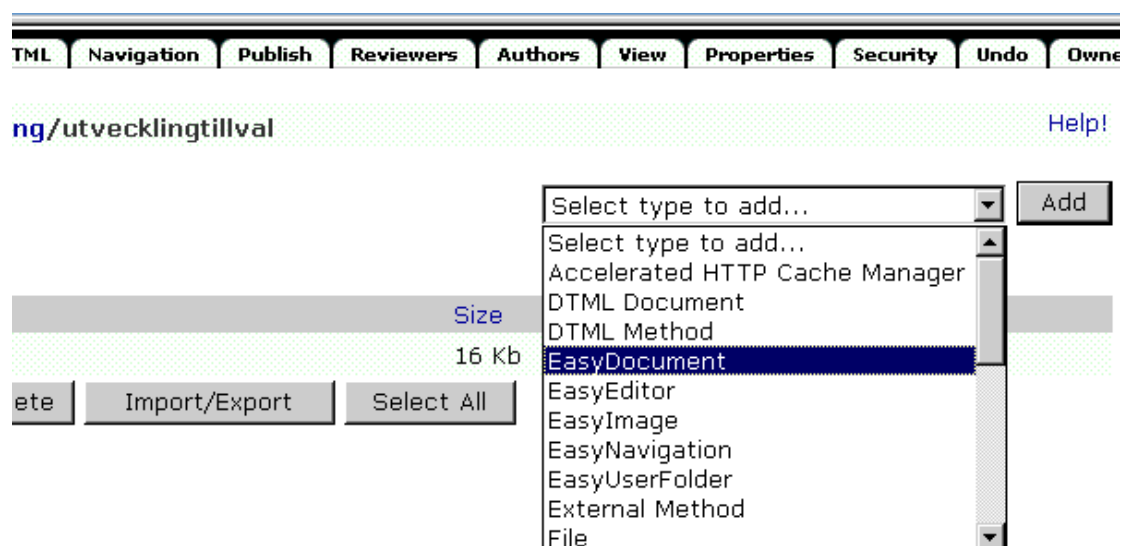
Add /manage at the end of the URL so that the complete URL will look like this:

<http://www.domain.com/manage>

If you're not already logged into Easy Publisher, you'll be asked to give your user name and password. Do this and click OK to log in.

If your new page is going to be linked from the web site's main menu, skip to the next step. If your new document is going to be linked from a submenu, search in the Explorer for the start document/page of the area where you'd like to place your new page. Click on the link to this local start page so that you'll get the object list of the document.

To the right in the main frame, you'll find a dropdown list that says "Select type to add". Choose Easy Document from this list.



You'll be automatically transferred to a page named Add Easy Document.

## Add Easy Document

<b>Id</b>	<input type="text" value="filename"/>	ID String
<b>Title</b>	<input type="text" value="Page title"/>	String
<b>Navigation Title</b>	<input type="text" value="Menu title"/>	String
<b>Description</b>	<input type="text" value="A couple of sentences describing the content of the web page."/>	Text
<b>Language</b>	<input type="text" value="Chinese"/>	Selection
<b>Category</b>	<input type="text" value="No Category"/>	Multiple Selections
<b>Subjects</b>	<input type="text" value="keywords for better results searching"/>	Lines
<b>Template</b>	<input type="text" value="Normal"/>	Selection

Give the page an Id. This is the new page's filename. Since the filename will be included in the URL, you may only use the characters a-z, the numbers 0-9 and usual "URL-characters" such as underscore ( \_ ) and hyphen ( - ). Avoid any blank spaces, upper-case letters and characters from your local alphabet, since these only will obstruct the management for you and the web site visitors. To play safe, use only lower-case characters. It's a good idea to choose an Id that represents the content of the page.

Example: A page containing information about sponsoring could be given the filename "sponsoring". Write the word sponsoring in the field for the Id.

Give the page a title. The title is important, since it is the text showing at the top bar in the web browser window, and it is also the text that shows up in your favorite list when you bookmark the web page. The title also forms the headline in the list of hits from the search engines. You may use any characters that you'd like, even upper-case characters, blank spaces and characters from your local alphabet. It's a good idea to choose a title that represents the content of the page. In that way, you'll make it easy for the web visitor to find the page in his or her favorite list and in the list of hits from a search page.

Example: Let's say that the page is about the sponsoring of a concert with Elton John. A good title could be "Domain Ltd. proudly presents Elton John at the Wembley Arena". Write the title in the field for Title.

For the web page visitor to find the page, a link from the menu is needed. Give the page a Navigation title for the menu. Keep the Navigation titles short in order to keep a good overview of structure and content in the menus. Long titles have a tendency to give a muddled impression of the web site's content. Write the Navigation title in the proper form field.

Example: In our fictive case, the Navigation title may be "Current sponsor projects" or more detailed "Elton John in concert".

Fill the different property fields with information about the web page. (Read more in the chapter about **metadata**.) In the Description field, write 2-3 sentences as a summary of the page's content. In Language, you may choose the language you'd like your page to be categorized in. In the Category box, choose the appropriate category for the page. If you want the page to belong to more than one category, hold the Ctrl-key and click on the categories you want for your page. In the Subjects field you may add keywords for the content. Divide the keywords or key phrases with line breaks.

In Template you have the opportunity to change the design template for the page, if you'd like. Read more in the chapter about **Changing template for the page**.

Click on the Add-button. You'll get the Contents list where you notice that the page "sponsoring" now have been added, but it has not yet got any content and it is not published on the web site.

It's time to add some content to the page. We'll show you how to do this in the following chapter **Add content to the page**.



## ADD CONTENT TO THE PAGE

There are a couple of different ways to fill your pages with content. The easiest way is of course to use Easy Editor (Level of difficulty 1-2), but the advanced user may want to work directly with his or her own web code. (Level of difficulty 3).

### Add content with Easy Editor

Level of difficulty: 1-2

Click on the link to your new page in the Contents list and then on the Editor tab in the upper menu. When you see your empty page in the Editor, it's ready for you to add text, images, links and other content to the page. Read more about the possibilities in the chapter ***Editing with Easy Editor***.

**Warning!** ALWAYS remember to click on CHANGE to save your work before leaving the Editor view, even when you temporarily interrupt your work session. Otherwise, your work will be lost. A dialog box asking you if you'd like to save your work will appear in most cases, but not in all.

To preview the page, choose View in the Editor's upper menu.

To **undo** the changes you've made to the page, choose the Undo-feature in the upper menu.

**Hint!** A safer way to undo your changes is to delete them directly in the Editor or in the Publisher, instead of using the Undo feature. If you, for example, should regret creating a new page it is safer to choose Contents, check the box in front of the new document name and click on the Delete-button to remove the page from the system.

For making the new page accessible for web site visitors, you have to **publish** it.

### Add content in the form of HTML code

Level of difficulty: 3

Click on the link to your new page in the Contents list and then on the HTML tab in the upper menu. You may now add your own web code to the page code in the form fields.

**Warning!** ALWAYS remember to click on CHANGE to save your work before leaving the Editor view, even when you temporarily interrupt your work session. Otherwise, your work will be lost. A dialog box asking you if you'd like to save your work will appear in most cases, but not in all.

To preview the page, choose View in the Editor's upper menu.

To **undo** the changes you've made to the page, choose the Undo-feature in the upper menu.

**Hint!** A safer way to undo your changes is to delete them directly in the Editor or in the Publisher, instead of using the Undo feature. If you, for example, should regret creating a new page it is safer to choose Contents, check the box in front of the new document name and click on the Delete-button to remove the page from the system.

For making the new page accessible for web site visitors, you have to **publish** it.

## PUBLISH A PAGE

Level of difficulty: 1-2

For making the new page accessible for web site visitors, you have to publish it. Choose Publish in the upper menu of Easy Editor or Easy Publisher.

You'll get the Publish view where you can make different choices:

The screenshot shows the 'Publish' view of the Easy Publisher application. At the top is a navigation bar with tabs: Contents, Editor, Template, HTML, Navigation, Publish (active), Notifications, and LocalRoles. Below the navigation bar is a header area with a document icon and the text 'EasyDocument at /easypublisher/utkast'. The main content area is divided into several sections:

- Publish status:** A red 'X' icon followed by the text 'This document is currently not published.'
- Workflow status:** A yellow pencil icon followed by the text 'Draft'. Below this are two buttons: 'Submit' and 'Publish'.
- Author:** A 'Delegate To' button followed by a dropdown menu showing 'meta'.
- Publish Date:** A text input field with a 'Change Publish Date' button below it.
- Archive Date:** A text input field with a 'Change Archive Date' button below it.
- Comment:** A large text area with a vertical scrollbar on the right side.

Choose if you'd like to publish, archive or submit the page for review.

Publish status shows whether the page is published or not. Workflow status shows what status the page has. Read more in the chapters **For authors** or **For reviewers**.

If the page is to be published immediately:  
Click on the Publish-button.

If the page is to be removed/archived immediately:  
Click on the Revoke-button.

**Contents** **Editor** **Template** **HTML** **Navigation** **Publish** **Notifications** **LocalRoles**

EasyDocument at /easypublisher/publicerad

**Publish status:** This document is published.

**Workflow status:** Published

**Revoke**

**Author:** **Delegate To** meta ▼

**Publish Date:**

**Change Publish Date**

**Archive Date:**

**Change Archive Date**

**Comment:**

This is what the Publish view looks like when a document is published.

If the page is to be submitted to a reviewer before being published:

Click on the Submit-button.

Below the buttons and text fields, you'll find a field for Comments. Here's your opportunity to add your own comments and thoughts on the new page, to the reviewer. Your comments will remain on the page, and will also be sent with the e-mail notification to the reviewer.

You may check the current status on your articles/pages in the Workflow list. Through that list you may also submit several pages and documents for review as a batch. Read more in the chapter **For authors**.

If you'd like to publish the page at a certain date:

Fill in the date in the field Publish Date, and click on the Change Publish Date button.

If you'd like the page to be removed from the web site or archived at a certain date:

Fill in the date in the field Archive date and click on the Change Archive Date-button.

When the page is "Archived", it's no longer accessible from the menu, but it remains in the Easy Publisher system. You may choose to republish the page at a later date. Some companies using Easy Publisher have chosen to let archived pages be moved to a special news archive. In that case, the page is still accessible, but from the special Archive menu.

**Hint!** You may even decide on the time of the day when the page will be published or archived by adding the time after the date.

## FOR AUTHORS: INFORMATION ABOUT YOUR PAGES AND ARTICLES

Level of difficulty: 2

In the Easy Publisher Explorer, you'll find a link to an overview of all your documents:

Open your web browser and go to your web site's start page. Add the word /manage to the Internet URL and click on the Enter key on your keyboard.

If you're not already logged into Easy Publisher, you'll be asked to give your user name and password. Do this and click OK to log in.

Click on the link Easy Navigation in the Explorer. In the main frame of the window, you'll get a page called Workflow. Here is the overview of your documents:

The screenshot shows the 'Workflow' tab selected in the top navigation bar. Below the navigation bar, there's a search bar with 'EasyNavigation at /EasyNavigation' and a 'Help!' link. A 'Show:' section contains several checkboxes: ☒ Draft, ☒ Submitted, ☒ Denied, ☒ Review/Published, ☒ Only Documents I Author, and ☐ Only Documents I Review. A 'Change' button is to the right. Below this, it says 'Position: 1 | Total: 6 | Batch Size: 10, 20, 30'. The main part of the page is a table with columns: Type, Title, Author, Reviewer, State, ByPublish Date, and Archive Date. The table lists six document types: Draft, Submitted for review, Denied for publishing, Accepted and published, Accepted but not yet published, and Archived. Each row has icons for edit, view, and other actions. At the bottom, there are buttons for 'Submit', 'Publish/Accept', 'Deny/Revoke', 'Change Publish Dates', and 'Change Archive Dates'.

Type	Title	Author	Reviewer	State	ByPublish Date	Archive Date
<input type="checkbox"/>	Draft <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	—	—
<input type="checkbox"/>	Submitted for review <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	—	—
<input type="checkbox"/>	Denied for publishing <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	—	—
<input type="checkbox"/>	Accepted and published <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	—	—
<input type="checkbox"/>	Accepted but not yet published <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	020101	—
<input type="checkbox"/>	Archived <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	—	010101

Below the Workflow tab, you'll find a list of your documents.

Make sure that the box "Only documents I author" is checked, to get a list of your own documents. If it's not, check the box and click on the Change-button.

You may also filter your list on different types of documents (drafts, submitted, accepted, etc.) by using the checkboxes on the top of the page and clicking the Change-button.

On the bottom of the Workflow page, you may choose which article data types you'd like to see. Check the boxes in front of the data types and click on the Change-button.

Show columns

☒ Type  
☒ State  
☒ Title  
☒ Author  
☒ Reviewer  
☐ Owner  
☒ State By  
☐ Archived By  
☐ State Date  
☐ Created Date  
☒ Publish Date  
☒ Archive Date

Change

Below "State" on the page, the list shows the current status of your articles. The different status levels are marked with symbols:

Pencil	Draft (neither submitted for review nor published)
Magnifying glass	Submitted for review
Thumb's up	Reviewed and accepted
Eye	Published
Red hand	Reviewed but not accepted
Archive drawers	Archived

		Draft
		Submitted for review
		Denied for publishing
		Accepted and published
		Accepted but not yet published
		Archived

Here are some examples of the icons showing the different types of document status.

Beside every filename are two links: "Edit" and "View". View your article by choosing "View", and edit your article by choosing "Edit" and then the Editor tab. Notice that the page will open in a new browser window when you click on the links Edit and View.

At the bottom of the Workflow page there's a whole set of buttons. You may send several articles for review as a batch by checking the articles and click on the Submit button. You'll be transferred to a page where you may leave additional comments on your articles to the reviewer. Your comments will remain on the page, and will also be sent with the e-mail notification to the reviewer. Click on the Change button to send your articles for review.

## FOR REVIEWERS: ACCEPT AND PUBLISH ARTICLES SENT TO YOU FOR REVIEW

Level of difficulty: 2

In the Easy Publisher Explorer, you'll find a link to an overview of all documents sent to you for review:

Open your web browser and go to your web site's start page. Add the word /manage to the Internet URL and click on the Enter key on your keyboard.

If you're not already logged into Easy Publisher, you'll be asked to give your user name and password. Do this and click OK to log in.

Click on the link Easy Navigation in the Explorer. In the main frame of the window, you'll get a page called Workflow. Here is the overview of the articles waiting for your review:

Workflow Contents Catalog Properties Indexes Metadata Find Objects Advanced Undo Security Ownership

EasyNavigation at /EasyNavigation [Help!](#)

Show: ☒ Draft ☒ Submitted ☒ Denied ☒ Review/Published  
☒ Only Documents I Author ☐ Only Documents I Review [Change](#)

Position: 1 | Total: 6 | Batch Size: 10, 20, 30

Type	Title	Author	Reviewer	State	By	Publish Date	Archive Date
<input type="checkbox"/>	Draft <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	—	—	—
<input type="checkbox"/>	Submitted for review <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	—	—	—
<input type="checkbox"/>	Denied for publishing <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	—	—	—
<input type="checkbox"/>	Accepted and published <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	—	—	—
<input type="checkbox"/>	Accepted but not yet published <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	020101	—	—
<input type="checkbox"/>	Archived <a href="#">[edit]</a> <a href="#">[view]</a>	lennart	lennart	lennart	—	—	010101

[Submit](#) [Publish/Accept](#) [Deny/Revoke](#)  
[Change Publish Dates](#) [Change Archive Dates](#)

Below the Workflow tab, you'll find a list of your documents.

Make sure that the box "Only documents I review" is checked, to get a list of these documents. If it's not, check the box and click on the Change-button.

You may also filter your list on different types of documents (drafts, submitted, accepted, etc.) by using the checkboxes on the top of the page and clicking the Change-button.

On the bottom of the Workflow page, you may choose which article data types you'd like to see. Check the boxes in front of the data types and click on the Change-button.

Show columns
<input checked="" type="checkbox"/> Type
<input checked="" type="checkbox"/> State
<input checked="" type="checkbox"/> Title
<input checked="" type="checkbox"/> Author
<input checked="" type="checkbox"/> Reviewer
<input type="checkbox"/> Owner
<input checked="" type="checkbox"/> State By
<input type="checkbox"/> Archived By
<input type="checkbox"/> State Date
<input type="checkbox"/> Created Date
<input checked="" type="checkbox"/> Publish Date
<input checked="" type="checkbox"/> Archive Date
<input type="button" value="Change"/>

Below "State" on the page, the list shows the current status of your articles. The different status levels are marked with symbols:

Pencil	Draft (neither submitted for review nor published)
Magnifying glass	Submitted for review
Thumb's up	Reviewed and accepted
Eye	Published
Red hand	Reviewed but not accepted
Archive drawers	Archived

		Draft
		Submitted for review
		Denied for publishing
		Accepted and published
		Accepted but not yet published
		Archived

Here are some examples of the icons showing the different types of document status.

Beside every filename are two links: "Edit" and "View". View your article by choosing "View", and edit your article by choosing "Edit" and then the Editor tab. Notice that the page will open in a new browser window when you click on the links Edit and View.

Do you just want to view the article before accepting it?  
Choose the link "View" beside the filename.

Do you want to make some changes in the document before publishing?  
Choose Edit, and then Editor in the upper menu of the Contents list. Start editing the page.

Are you not satisfied with the article, and would like to return it to the author for revision? Or would you like to revoke your acceptance of the article?  
Check the box beside the filename and click on the Deny/Revoke button. You'll be transferred to a page where you may leave additional comments on your articles to the author. Your

comments will remain on the page, and will also be sent with the e-mail notification to the author. Click on the Change button to send the article back to the author. If the article has been published and you revoke your decision, it will be removed from the web site's menu until you choose to accept and republish it.

Are you satisfied with the work and want to accept and/or publish the article? Check the box beside the filename and click on the Publish/Accept button. You'll be transferred to a page where you may leave additional comments on your articles to the author (why not some praise for a job well done?). Your comments will remain on the page, and will also be sent with the e-mail notification to the author. Click on the Change button to publish the article.

If you don't want to publish the web page at the same time you accept it, fill in a date in the Publish Date field and choose the Change Publish Date button to postpone the date for release *before* accepting the article. If the article hasn't been given a certain date for publishing, it will be published immediately on acceptance. If you know that the article should be archived at a certain date, you may fill in the Archive Date and choose the Change Archive Dates button. Read more about publishing and archiving articles in the chapters **Publish** and **Archive**.

You may accept, revoke, archive or publish several articles as a batch by checking the articles and click on one of the buttons in the set.



## REMOVE OR ARCHIVE A PAGE ON THE WEB SITE

Level of difficulty: 1-2

You may remove a page from the web site by choosing the Publish tab in the upper menu in Easy Editor or Easy Publisher.

In the Publish view, you have a couple of choices:

If you wish to remove the page at a certain date:

Fill in the Archive Date field and click on the Change Archive Date button.

If you wish to remove the page right away:

Click on the Revoke button.

The screenshot shows the 'Publish' tab selected in the top navigation bar. Below the navigation bar is a breadcrumb trail: 'EasyDocument at /easypublisher/publicerad'. The main content area displays the following fields and controls:

- Publish status:** An eye icon and the text 'This document is published.'
- Workflow status:** A thumbs-up icon and the text 'Published'. Below this is a 'Revoke' button.
- Author:** A 'Delegate To' button and a dropdown menu currently showing 'meta'.
- Publish Date:** An empty text input field. Below it is a 'Change Publish Date' button.
- Archive Date:** An empty text input field. Below it is a 'Change Archive Date' button.
- Comment:** A large, empty text area with a vertical scrollbar on the right.

Choose if you'd like to archive/remove the web page immediately or at a certain date.

When the page is "Archived", it's no longer accessible from the menu, but it remains in the Easy Publisher system. You may choose to republish the page at a later date. Some companies using Easy Publisher have chosen to let archived pages be moved to a special news archive. In that case, the page is still accessible, but from the special Archive menu.

**Warning!** Even if the page no longer is accessible from the web site menu, it remains in the Easy Publisher system. You may want to delete the page completely from the system. Read the chapter on ***How to delete a page from the Easy Publisher system.***

**Hint!** When you archive a page it is still accessible for web site visitors who have the page in their favorite lists. To remove this access, go to the archived page's Content list and choose the Security tab. In the column for the role Anonymous (that is the web site visitor), you uncheck the box for the permission View (almost at the bottom at the permission list). Click on Save Changes. The visitor can no longer access the page. Remember to reinstate this permission if and when you republish the page in the future.

**Hint!** You may even decide on the time of the day when the page will be published or archived by adding the time after the date.

## Delete a web page from the Easy Publisher system

Level of difficulty: 2

Look in the Explorer frame in the management interface. If you're in Easy Editor, choose Contents, to get to the Easy Publisher interface. Click on the link to Root at the top of the Explorer. Do you find the page you'd want to delete? If not, search for the start page of the area where the page may be and click on the link to that page. Do you find the page here? If not, navigate further down in the structure until you find the right page.

Check the box before the filename and click on the Delete button at the bottom of the Contents list.

**Warning!** Only delete a page if you are absolutely sure that you want to remove it completely. If all you want is to remove the page from the published web site, you should choose to **remove or archive** it instead.

## UNDO CHANGES YOU HAVE DONE WHILE WORKING IN EASY PUBLISHER

Level of difficulty: 1-2

Click on the Undo tab in the upper menu of Easy Publisher or Easy Editor. You will be transferred to a view where all changes are listed. The list contains information about in what document or object the changes have been done, the name of the user who has made the changes and the date and time they were done. Check the box in front of the particular change you'd like to undo. You may undo several changes in a batch by checking several boxes.

When you've checked the boxes for all the changes you'd like to undo, click on the Undo button.

**Hint!** A safer way to undo your changes is to delete them directly in the Editor or in the Publisher, instead of using the Undo feature. If you, for example, should regret creating a new page it is safer to choose Contents, check the box in front of the new document name and click on the Delete-button to remove the page from the system.

## MOVE A PAGE FROM ONE AREA ON THE WEB SITE TO ANOTHER

Level of difficulty: 2

Maybe you've created a new page but happened to put it under the wrong subject area and submenu? Or you may want to move a page for another reason? If you're not already logged into the system, do that and go to the management interface.

Use the Explorer to find the page you'd want to move and click on the page link to the "parent page" to get the Contents list. Check the box before the filename of the page you'd want to move and click on the Cut button after the list. Now you've cut out the page.

Use the Explorer to find the new parent page in the area where you want to paste the page. Click on the page link to get the Contents list. Click on the Paste button and paste the page into its new place in the web site structure.

## RENAME A DOCUMENT

Level of difficulty: 2

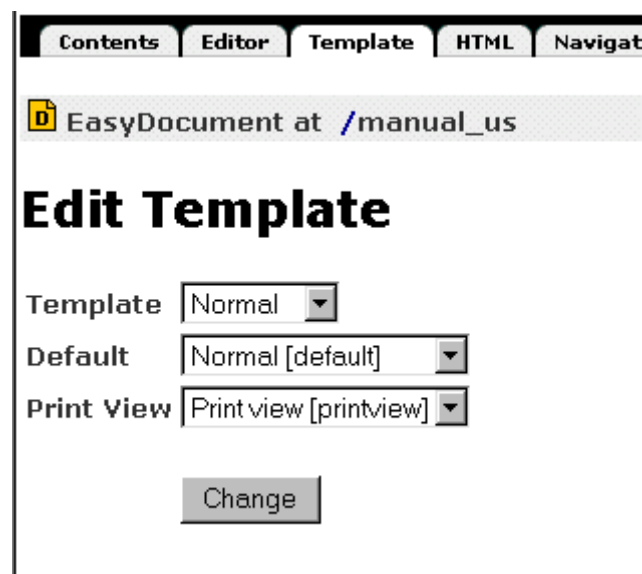
If you'd want to rename (change the filename) a document, go to the Contents list where the document is placed. Check the box before the filename and choose the Rename button. Write the new name in the text field and click OK.

Since the filename will be included in the URL, you may only use the characters a-z, the numbers 0-9 and usual "URL-characters" such as underscore ( \_ ) and hyphen ( - ). Avoid any blank spaces, upper-case letters and characters from your local alphabet, since these only will obstruct the management for you and the web site visitors. To play safe, use only lower-case characters. It's a good idea to choose an Id that represents the content of the page.

## CHANGING THE TEMPLATE FOR A PAGE

Level of difficulty: 1-2

If there are several different design templates to choose from for a page, and you don't want to use the default template, you may switch template. Go to the page you'd want to switch the template for. You may switch the template by choosing template in the dropdown list in Easy Editor's menu, or you can use the Templates tab in the upper menu of Easy Publisher.



In the dropdown list named Template, choose the template you'd wish to use. Click on the Change button.

**Warning!** Do NOT touch the list "Default View" or "Print View" since these should be the same for all pages.

**What does "Acquired" mean?** When it says Acquired after the template's name, it means that the template is acquired (inherited) from the pages higher in the web site structure. All pages will automatically get the same template as their "parent page" at the creation. If you choose a template denominated as acquired, all the pages that is created under this page will inherit the template. If you don't want this to happen, choose a template without the denomination "acquired".

## METADATA AND PROPERTIES

### WHAT IS METADATA?

All information connected to a web page but not visible to the web site visitor is called metadata or properties. This could be virtually any kind of information, but below is a description of the most common metadata categories:

Subjects	Usually called keywords, but in the Easy Publisher system this category is called Subjects (following the Dublin Core standard). This is a set of keywords describing the content of the web page. Write the keywords in the field for Subject.
Title	The page's title. You create the title when you add a new page to the system.
Description	Two or three sentences describing the content of the web page.
Category	Used when the pages on the web site are organized in different categories. This is necessary when you have a site map or site directory with sorted links to all pages on the web site.
Author	Since you're the author of the page, write your own name in this field.

Read more in the chapter ***Connect metadata and properties to documents***.

### WHAT'S THE USE OF METADATA?

Why connecting loads of not visible information to a web page? This is why:

- You want the search function of the web site to present the appropriate hits in a nice and easy browsable manner when your visitors search for information.
- You want the link directory of the web site to automatically place the page links within the right categories and to present a description of the page content. If the internal search function allows for filtering on categories, it's important that the pages have been organized in categories.
- You want external search services such as Altavista to present your web site in an appropriate way with a relevant title and a good description whenever someone gets your web pages in his or her list of hits.

## CONNECT METADATA AND PROPERTIES TO DOCUMENTS

Level of difficulty: 1-2

If you'd like to see the metadata of the page, you may click on the Properties tab in the upper menu. It will transfer you to the view of the page's metadata. The metadata should already have been written when you created the page (in the Add Easy Document view).

Contents Editor Template HTML Navigation Publish Notifications LocalRoles View Properties Security Undo Owner

EasyDocument at /picture\_source\_us/document\_id

Properties allow you to assign simple values to Zope objects. To change property values, edit the values and click "Save Changes".

Name	Value	Type
title	The title of the page	string
description	Here you can enter a short description of the page. This is useful to show in menus or search results.	text
subject	Each line here Is a short Description Or category Used when searching	lines
category	Transport	multiple selection

Below the Properties tab, you may view the different types of metadata belonging to the page.

On the Properties page you may change or add to the original metadata. In the Description field, write 2-3 sentences as a summary of the page's content. In Language, you may choose the language you'd like your page to be categorized in. In the Category box, choose the appropriate category for the page. If you want the page to belong to more than one category, hold the Ctrl-key and click on the categories you want for your page. In the Subjects field you may add keywords for the content. Divide the keywords or key phrases with line breaks.

Click on the Save Changes button.

### Adding new categories

Below the box Category, there's another box named Categories. Here, you may add new categories by making a line break where you want to place the new category and write the category name. Check the box before "Categories" and click on the Save Changes button at the bottom of the page.

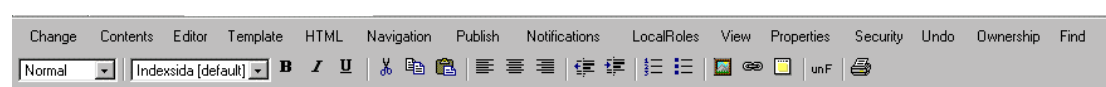
**Hint!** Be restrictive with the addition of new categories. Try to place your page within an existing category first. Otherwise, the number of categories will soon expand beyond control and this property will lose its value for the web site's search function and directory.

## EDITING WITH EASY EDITOR

Level of difficulty: 1-2

With Easy Editor it is easy to handle the content of the pages of the web site. You don't need any knowledge of web coding and you work with the content in an interface similar to an ordinary word processing program. Easy Editor shows the whole page with all the graphic elements included and in that way you'll get an idea of what the complete page will look like, while you're working on it.

### TEXT AND FORMAT



The editing menu in Easy Editor makes it possible to format your texts, create lists, add links and images, and so on.

#### Add text

To add text you click with the pointer at the place where you want to insert the text.

Do you want to paste text from another document such as a Word document? Read the section about **Cut, copy, paste**.

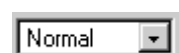
**Hint!** If you only want a simple line break instead of a whole new paragraph, you just hold the Shift-key down while you click on the Enter-key.

#### Mark text and other content

Click in front of the text you want to mark, keep the mouse button down and draw the pointer over the content.

**Notice!** When you mark a long text section and you need to scroll down the page to mark the whole text, you should be careful not to let the pointer slide away over the screen. Make sure the pointer is in the field just below the page, below the area you are editing. If you go outside this area with the pointer the scrolling will cease.

#### Choosing type of text



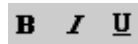
In the editing menu, at the far left, is a dropdown list where you choose the kind of text you'd want to write. It is also possible to choose this format afterwards, when the text is already in place. When you insert a text without choosing the type, it is formatted as body text.

You can choose from such formats as body text, heading 1 (first heading), heading 2 (subheading), preamble, and other types of text.

If you choose type of text after having inserted the text, you just mark the section of text you want to format and choose type of text from the list.

## Choosing format on text

Sometimes you'd want to put some emphasis on some word or paragraph. Choose from Bold text style, Italic text style and Underlined text style. Mark the word or paragraph and click on B (Bold) to get bold text style, or I (Italic) to get Italic text style, or U (Underline) to get underlined text style.



**Warning!** Never use underlined text on a web site! Underlined words are mistaken for links by a visitor, and she will get really disappointed when she tries to click on the marked word and realizes that it is only an underlining and no link.

## The alignment of the text on the page

The following group of setting shows how the text is aligned on the page. As default, the text will align the content to the left margin of the page (as on the first among the three alignment icons).



If you want the text in the center of the page, which gives uneven margins on both sides, you mark the text and click on the icon to in the middle.

If you want the text aligned to the right and get an uneven left margin, you click on the icon to the right.

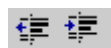
## Undo and Redo

The two buttons let you undo and redo your changes on the page.



## Indents

With the following indent icons you can make indents in your text. This is particularly good when making lists with several levels, or if you want to put some emphasis on a quotation or a paragraph by making an indent on the page.



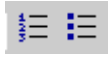
Mark the text you want to indent and click on the indent icon to the right. You will now see how the text has moved a bit to the right on the page. To have the text further indented, just click on the icon one more time.

Do you want a smaller indent or no indent at all, in a text that already is indented? Then you mark the indented text and click on the indent icon to the left. You will now see how the indented text is moved back to the left margin.



## CREATE LISTS

Mark the text you want to make a list of. Click on one of the list icons in the editing menu.



Click on the left list icon if you want the list to be numbered. Click the right list icon if you want the list to be a bullet list.

If you'd like the list to have more than one level, mark the sub level part of the list and click on the icon for right indent in the editor menu. This can be done again and again, which allows for several levels in your list.

## CUT, COPY AND PASTE

Sometimes you want to use the same content on several places on the page or on several pages. To cut a text, link or image or copy it, mark the text and use one of the first two icons Cut or Copy.



The icons Cut, Copy and Paste

Now you are going to paste the cut or copied text someplace else. Go to this place or to the wanted page. Click with the mouse to place the pointer where you want the text to begin. Click on the Paste icon.

**Hint!** The common Windows shortcuts also works in Easy Editor, Ctrl+C to copy, Ctrl+V to paste, Ctrl+X to cut, Ctrl+Z to undo, etc.

## Paste text

It is possible to cut a text from another document and simply paste it on the web page in the Editor.

**Warning!** Paste your text in a place that is formatted as body text. This is because the whole text will get the same format as the one specified in the style chooser of the Editor. If the style chooser is on Heading, the whole text will get the heading format. If you have a longer text with subheadings, it is easiest to paste everything as body text and then only format the headings when the whole text is in place.

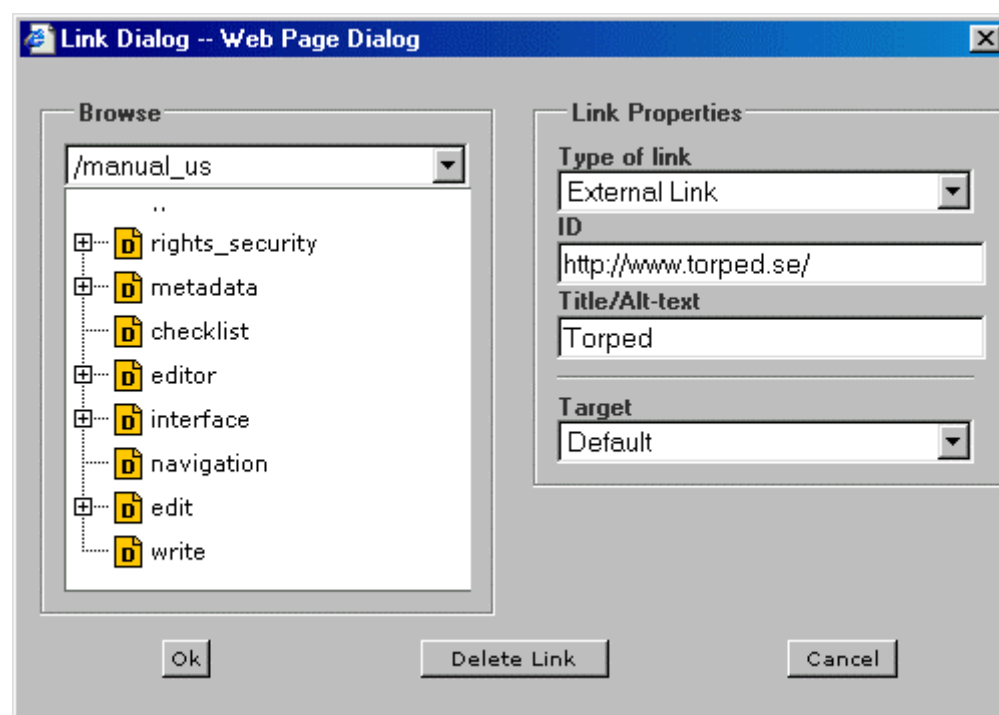
**Hint!** To keep as much of the formatting in the original document as possible, for example line breaks and paragraphs, hold the keys Shift and Ctrl+V down on your keyboard while pasting the text into the Editor.

**Hint!** The common Windows shortcuts also works in Easy Editor, Ctrl+C to copy, Ctrl+V to paste, Ctrl+X to cut, Ctrl+Z to undo, etc.

## LINKS

### Create a link

Mark the word or phrase you want to link. Click on the link icon and a link dialog box will appear.



Use the link dialog to create internal and external links, e-mail links, etc.

If you want to link to another page within the web site:

Choose Internal Link in the Type of Link list and choose from the files in the dialog. If the page is not among the documents that appear, browse by double clicking on the folders until you find it. Mark the page/document you want to link to and click OK.

If you want to link to another web site:

Choose External Link in the Type of Link list and write the whole Internet address in the field for ID. Remember to include the complete URL keeping the "http://" -text.

If you want to link to a file within the Easy Publisher system:

To link to a file that the visitor can download you have to start by uploading the file to the Easy Publisher system (see the chapter about how to **upload a file**). Then you open the wanted page in the Editor, mark the word you want to link the file to, click on the link icon so the link dialog opens. Choose Internal Link in the Type of Link list and mark the file in the dialogue. Click OK.

If you want to link to a file on an external server:

Choose FTP in the Type of Link list. Remember to keep the text "ftp://" when you write the URL to the file.

If you want to make an e-mail link:

Mark the word or name you want to link and click on the link icon. In the link dialog that opens, choose Mail in the Type of Link list. Remember to include the text "mailto:" and write the wanted e-mail address after that. Example: mailto:info@torped.se

If you want the page you are linking to be opened in a new window when the visitor clicks on the link, choose New Document under the heading Target in the link dialog.

**Hint!** In the link dialog you also have the possibility to write a short text as alt tag (see description in the chapter What is an ***alt tag?***).

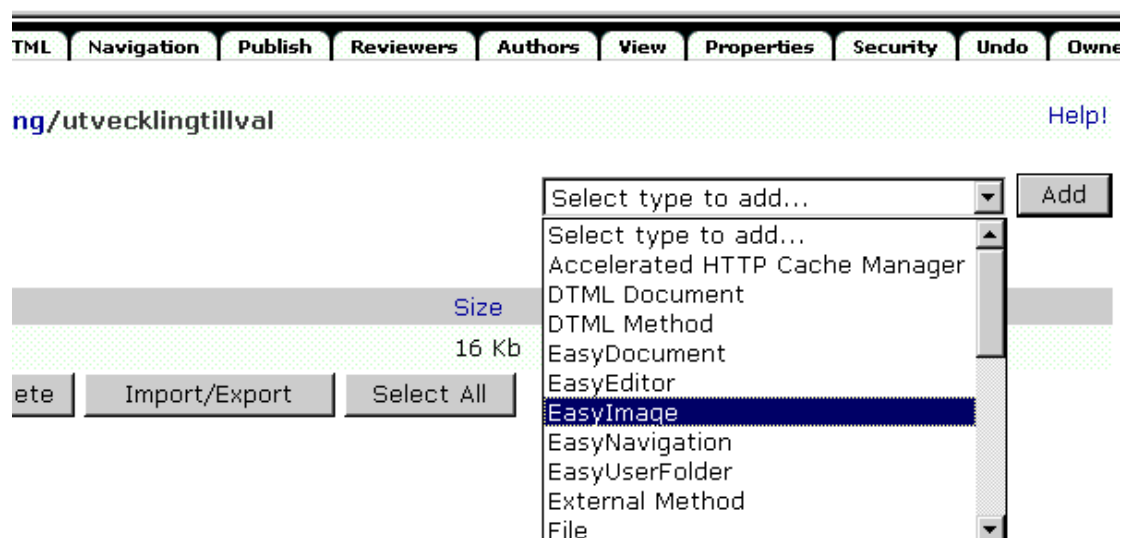
**Warning!** If you are going to link to another web site or to an e-mail address, you have to write down the URL or the e-mail address right after the link type (http:// or mailto:), without any blank spaces.

## IMAGES AND FILES

## Upload an image to the Easy Publisher system

To be able to insert an image on the page, you'll have to upload it to the Easy Publisher system. Usually, you do this while inserting the image on the page using the Editor's image dialog (read more in the passage about ***inserting an image on the web page***). Occasionally though, you want to upload images to the system without immediately publishing them at a certain page. Such an occasion could be when you want to collect several images in an Image bank folder or an Image database. This is how you do it:

Click on Contents in the upper menu. First go to the document where you want the image to be placed, by browsing the documents in the Explorer or in the Contents list. In the dropdown list "Select type to add", choose "EasyImage".



You are now transferred to the page "Add Image".

## Add Easy Image

Select a file to upload from your local computer by clicking the *Browse* button.

<b>Id</b>	<input type="text" value="image_name"/>
<b>Title</b>	<input type="text" value="An optional title"/>
<b>File</b>	<input type="text" value="C:\WINDOWS\Cloud.gif"/> <input type="button" value="Browse..."/>
	<input type="button" value="Add"/>

Click on the Browse button and search for the file you want to upload from the local disk or network. Mark the file and click on Open. Now you can see how the text field at File has been filled with the search path to the file you have chosen.

Give the image an Id. This is the new image's filename. Since the filename will be included in the URL, you may only use the characters a-z, the numbers 0-9 and usual "URL-characters" such as underscore ( \_ ) and hyphen ( - ). Avoid any blank spaces, upper-case letters and characters from your local alphabet, since these only will obstruct the management for you and the web site visitors. To play safe, use only lower-case characters. It's a good idea to choose an Id that represents the content of the image.

If you want to you can also add the correct file extension of the image, like .gif or .jpg, but this is not necessary.

Example: An image that represents an eagle can be called "eagle". Write the word eagle in the field for ID. If you would like to you can add the correct file extension as well. In this case the image's ID would be either eagle or eagle.jpg

You can also write in a Title (title) to name the image (Eagle, in our example), but this is not necessary.

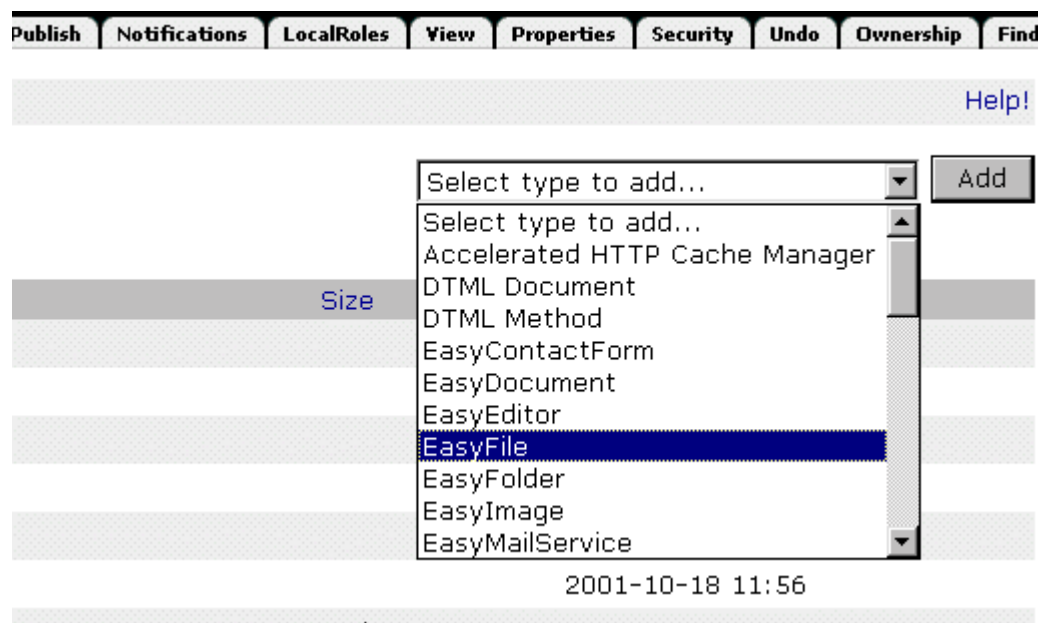
Click on the Add button and the image will be uploaded to the Easy Publisher system.

To place the image at the web page, follow the instructions in the passage on ***insert an image on the web page***.

## Upload a file to the Easy Publisher system

If you have a file (for example in pdf or word format) to which you want to link, you will first have to upload the file to the Easy Publisher system. This is how you do it:

Click on Contents in the upper menu. First go to the document where you eventually want the file to be placed by browsing in the Explorer or in the Contents list. In the dropdown list "Select type to add" choose "EasyFile".



You are now transferred to the page "Add File".

## Add EasyFile

Select a file to upload from your local computer by clicking the *Browse* button.

<b>Id</b>	<input type="text" value="filename"/>
<b>Title</b>	<input type="text" value="An optional title"/>
<b>File</b>	<input type="text" value="C:\WINDOWS\Desktop\swoos"/> <input type="button" value="Browse..."/>
<input type="button" value="Add"/>	

Click on the Browse button and search for the file you want to upload from the local disk or network. Mark the file and click on Open. Now you can see how the text field at File has been filled with the search path to the file you have chosen.

Give the file an Id. This is the new file's filename/address. Since the filename will be included in the URL, you may only use the characters a-z, the numbers 0-9 and usual "URL-characters" such as underscore ( \_ ) and hyphen ( - ). Avoid any blank spaces, upper-case letters and characters from your local alphabet, since these only will obstruct the management for you and the web site visitors. To play safe, use only lower-case characters. It's a good idea to choose an Id that represents the content of the file. You should also add the file extension to make it easier to the visitor to understand what kind of file it is.

Example: A pdf of a sales brochure can be named "salesbrochure". Write the word salesbrochure in the field for ID. Add a correct file extension too. In this case the file's ID would be salesbrochure.pdf

You can also write in a Title (title) to name the file, but this is not necessary.

Click on the Add button and the file will be uploaded to the Easy Publisher system.

When you then want to make the link on the web page, to allow the visitor to download the file, do like this:

Mark the word in the text where you want the link. Click on the Link icon, in order to open the link dialog. Choose Internal in the Type of Link list and mark the file in the dialog. Click OK. Also see the passage about **Links**.

## Insert an image on the page

To insert an image on the page, you start with going to the wanted page (if you're not already there) and choose Editor. Place the pointer where you want the image to be. Choose the Image icon in the upper menu to open the Image dialog box.

### *Upload the image to the system*

To be able to insert an image on the web page, you first have to upload the image file to the Easy Publisher system. If the image you want to use already is in the system, perhaps in an image database, you may skip this step. Otherwise you upload the image by clicking on the Upload image button at the top of the dialog. Find the image file you want to upload by using the Browse button. Mark the file and click on Open. Now you can see how the text field at File has been filled with the search path to the file you have chosen.

Give the image an Id. This is the new image's filename. Since the filename will be included in the URL, you may only use the characters a-z, the numbers 0-9 and usual "URL-characters" such as underscore ( \_ ) and hyphen ( - ). Avoid any blank spaces, upper-case letters and characters from your local alphabet, since these only will obstruct the management for you and the web site visitors. To play safe, use only lower-case characters. It's a good idea to choose an Id that represents the content of the image.

You should also add the file extension to make it easier to the visitor to understand what kind of file it is.

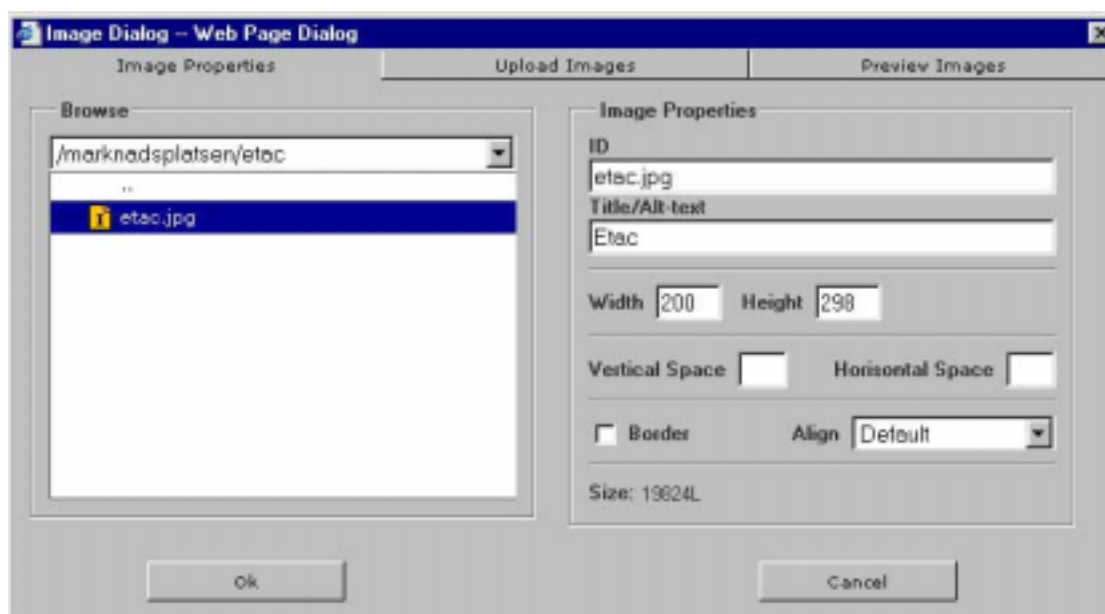
If you want to, you could also add the correct file extension of the image, for example .gif or .jpg, but this is not necessary.

Example: An image representing an eagle could be named "eagle". Write the word eagle in the field for ID. If you want to, you can add the correct file extension too. In this case, the image's ID would be either eagle or eagle.jpg

Click on the Add button to upload the image to the Easy Publisher system.

### *Insert the image on the page*

If the image is uploaded to the system, but is not in the article's own folder, you will have to browse through the folder system (use the dropdown list at the top of the dialog box) until you find the image. Double click in the folders order to open and browse the content of the different folders.



Here is the image dialog.

When you have found the image that you want to add to the page, mark the image in the list. You will now see how the field for ID is filled with the name of the image. In the image dialog you also have the possibility to write a short text for the alt tag (see ***What is an alt tag?***), change sizes of pixels, etc. To preview the image, click on the Preview Images bar. Click on OK to place the image on the page.

**Hint!** You can always return to the image dialog by selecting the image and clicking on the Image icon. This is good when you need to change alt tags, change sizes, etc.

**Hint!** If you want to change the size of the image, you can either do this in the image dialog or by marking the image and pulling the “handles” which then are shown around the image. This is not really the best way to change the size of the image, because a heavy image remains as heavy, no matter how much you reduce its visible size. Use a image processing program to give the image its correct size before you put it on the page.

**Hint!** To replace an image that is already on the page with another image, select the existing image by clicking on it. Then choose the Image icon in the menu and do exactly as in the description above.

## Delete an image from the page

To delete an image that you have inserted on the page there are a couple of alternatives: Select the image by clicking on it with the mouse. Then push the Delete button on the keyboard. (It has to be the Delete button – the backspace key does not work in this case.)

Or

Insert the pointer at the lower right edge of the image and push the backspace key on the keyboard.

Or

Select the image by clicking on it with the mouse. Cut it (but do not paste it).



## Replace an image on the page

Do you want to replace an image that is already on the page with different one?  
Select the image by clicking on it with the mouse. Click on the Image icon in the Editor menu to make the image dialog open. Choose a new image and insert it as usual.

### What is an alt tag?

An alt tag allows you to make a short description of the content of an image or a link. If you are using Internet Explorer for accessing the Internet, and keep the pointer over an image for a moment, you will notice that a yellow box with text appears (provided that there is an alt tag to the image, that is). If you for example have an image of a butterfly, you can choose to write "Butterfly" as an alt tag. Avoid writing too extensive descriptions in an alt tag. The content of the image should be possible to describe in a few words or maximum a few sentences. The best advantage of the alt tag is that it is a good help for people with vision problems or other physical challenges who are using special equipment to access web sites. If you have been using alt tags these visitors will know what the different images on your web site represent.

## OTHER FEATURES

### How do I undo a formatting?

Mark what you have formatted and click on the UnF icon or unmark what you have previously chosen in the editor menu. If you for example have chosen to make a list, and want to unformat it, just mark the list and then click on the UnF icon or on the list icon in the menu. Then all text in the list will go back to normal body text.

If you want to delete a heading or a whole paragraph of text, just mark this whole paragraph and push the Backspace or Delete key on the keyboard.

### How do I delete content such as images and files?

You can in the Editor position mark what you have inserted on the page and push the Delete key on your keyboard. But to play safe you should also enter the Contents list, check the box before the object you want to delete, and click on the Delete button. Otherwise these images and files will remain in the system even if they no longer are visible at the web site.

### Print the page you are editing

To print the page you are editing, just click on the Print icon.

## NAVIGATION AND MENUES

Level of difficulty: 2

### CHANGE THE NAVIGATION TITLE ON A PAGE

Search for the page where you want to change the navigation (menu) title in the Explorer and click on the page link to get the Contents list. Choose the Navigation tab. In the field Navigation Title, you'll see the navigation title you gave the page when you created it. Write the new navigation title in the field and click on the Change button.

In this view, you may change the page Title as well.

Contents Editor Template HTML **Navigation** Publish Notifications Properties

EasyDocument at /manual\_us

Id manual\_us

Title

Navigation Title

Last modified 2001/10/23 15:42:40.89 GMT+2

### Sub Menu

Navigation Title (manage navigation)	ID	URL (view)
<input type="checkbox"/> <input checked="" type="checkbox"/> Metadata	metadata	/manual_us/metadata
<input type="checkbox"/> A checklist for authors	checklist	/manual_us/checklist
<input type="checkbox"/> <input checked="" type="checkbox"/> Editing possibilities in Easy Editor	editor	/manual_us/editor
<input type="button" value="Move First"/> <input type="button" value="Move Up"/> <input type="button" value="Move Down"/> <input type="button" value="Move Last"/> <input type="button" value="Remove Item"/>		

#### Sub Documents

#### Cross Link

This must be an internal URL in this site, expressed as an absolute url from the root excluding the host part. Example: /document/another\_document

### SORTING THE NAVIGATION TITLES IN THE

If you feel that the order of navigation titles in the menus need some sorting, click on the Navigation tab in the upper menu. You will work with the area Sub Menu at the bottom of this view.

Check the box before the navigation title you want to move and click on the appropriate button. Choose between the following buttons:

Move First, will place the navigation title first in the menu.

Move Up, will move the navigation title one step up in the menu.

Move Down, will move the navigation title one step down in the menu.

Move Last, will place the navigation title last in the menu.

You may check several titles and move them as a batch.

Navigation titles followed by a plus sign contain sub menus. When you move a "parent navigation title", the whole sub menu will move with it.

**Warning!** If you click on the button Remove Item the navigation title will be deleted!

## CHECKLIST FOR AUTHORS

Here's a simple checklist to use when you add a new page or edit an article.

- Did you place your page within the right content/subject area on the web site. If not, choose the Contents tab, cut the document and paste it into the appropriate area.
- Did you connect or update the metadata and Properties for the page? If not, choose the Properties tab in the upper menu and fill in the fields.
- Did you make sure that the links and images in the content are working? If not, click on the View tab to preview the page and check the links.
- Did you publish the page or submit it for review? If you've published the page, did you set a certain date for publishing (not needed if you want the page to show on the web site immediately)? Will the page be archived on a fixed date? If you've forgotten some of the above, choose the Publish tab.
- When the page is published, is the navigation title in the right place in the menu? If not, move the navigation title under the Navigation tab.

## SECURITY

Easy Publisher's role based security system can manage roles and permissions down to the level of a unique page or object. One user can have different roles and permissions on different areas or pages at the web site. The roles are also important for the Workflow system, since the roles Author and Reviewer defines the management interface and the functions within Easy Publisher.

### ROLES AND PERMISSIONS

Level of difficulty: 4

To manage the different roles and permissions, click on the Security tab in the management interface.

**Notice!** There is one Security view for each document and object within the Easy Publisher system. You don't need to set the security on each page, because the roles and permissions are being acquired downwards in the structure. If you manage the security settings from the Root folder, the same settings will be inherited in all sub documents and objects.

If one user should have different roles and permissions on different documents and objects, you have to manage the settings separately for the sub documents.

The Security view contains a long list of permissions within the system. The columns show the different roles. Example of roles:

Anonymous	The web site visitor. Usually the visitor only has permission to view the web pages, do searches on the web site and fill out and send forms.
Manager	This is the system manager.
Reviewer	An editor who reviews the articles that are sent from the authors. Reviewers are often responsible for individual content or subject areas within the web site.
Author	Provides content for the web site.

It's easy to manage the permissions. You just check or uncheck the box before each permissions and then click the Save Changes button.

**Warning!** The greatest security risk in the Easy Publisher system is you! Be careful and thorough when you manage the Security settings and make sure that you haven't checked one of the permission boxes by mistake.

Permission	Roles				
	Anonymous	Author	Manager	Owner	Reviewer
Access contents information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Add Accelerated HTTP Cache Managers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Content Region Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Database Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Documents, Images, and Files	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Add Easy Template	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add EasyEditor Style	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add EasyNavigations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add EasyUserFolders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add External Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add MailHost objects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Python Scripts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add RAM Cache Managers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Site Roots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add User Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Versions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Virtual Host Monsters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Vocabularies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This is the view behind the Security tab.

## Add a new role

At the bottom of the Security view is a small form for adding new roles to the system. This will be useful when your content management organization grows and need more roles than the default ones.

Give the new role an appropriate name and write it in the form field. Click on the Add Role button. The new role will show in the columns of the permission list.

You can define new roles by entering a role name and clicking the "Add Role" button.

### User defined roles

<input type="text"/>	<input type="button" value="Add Role"/>
<input type="text" value="Author"/>	<input type="button" value="Delete Role"/>

Managers are allowed to add and delete roles in the system.

## Delete a role

Are there some roles that no longer are useful in the system? Delete a role by choosing the role in the dropdown list and click on the Delete Role button.



## Local roles and permissions

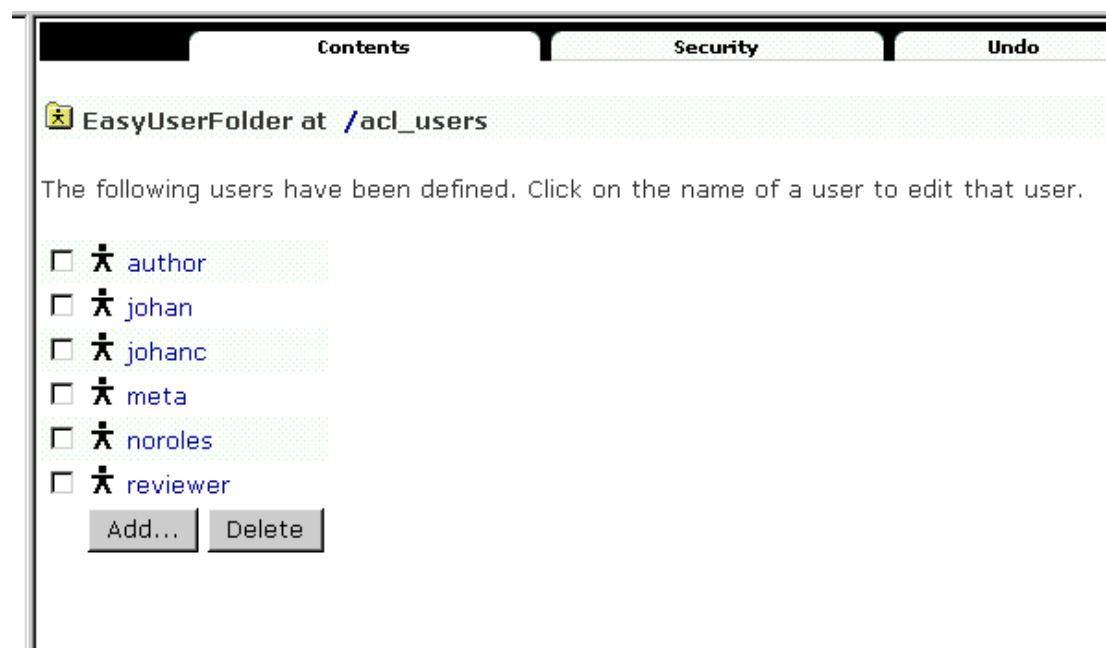
You may add and delete roles, and manage permissions locally (in every unique object) within the system. Find the object for which you'd like to manage the Security settings and click on the Security tab.

Also read the chapter **Local Roles** for guidance on how to set up local roles for specific users.

## THE USERS

Level of difficulty: 4

When you've set the roles and permissions, it's time to give this roles to real people. You register the users in the folder "acl\_users". The link in the Explorer will take you to the Contents view for users.



### Add a user

Click on the Add button to get to the view Add User.

## Add User

To add a new user, enter the name ,password, confirm password, optional list of domains from which the user is allowed to log in.

Name	<input type="text" value="john"/>
Password	<input type="password"/>
(Confirm)	<input type="password"/>
Full name	<input type="text" value="John Brown"/>
E-mail	<input type="text" value="john.brown@domain.com"/>
Domains	<input type="text"/>
Roles	<div><div>Author</div><div>Manager</div><div>Owner</div><div>Reviewer</div></div> <div>Add</div>

Fill in the fields with the user name (this could be the person's real name or a made up name) and the password (including a password confirmation), the user's full name (usually the real name) and the e-mail address. Choose a role for the user from the list and click on the Add button.

**Notice!** One single user could have more than one role. If you'd like to give a user several roles, just hold the Ctrl-key and choose the roles you want for the user.

## Delete a user

Check the box beside the name of the user you wish to delete. Click on the Delete button.

## Change the user information

Click on the link with the user's name, and you will get the page where you may change password, e-mail address, role, etc. Click on the Change button. Notice that the user name cannot be changed. If you'd like to change the user name, you'll have to delete the user and add him or her again under a different user name.

## LOCAL ROLES: DELEGATE DOCUMENTS AND AREAS TO RESPONSIBLES

Level of difficulty: 2

If you click on the tab Local Roles, you will get a page with a list of users and their roles for the specific document or the sub area. This could be the role of an Author, Reviewer or Manager. These roles are acquired from top to bottom within the web site structure. It means that if a user got the role as a Reviewer for a specific content area within the web site, the same user is automatically Reviewer for all pages created inside this area. The roles who are acquired are marked in blue with the sign "++" after the role name. If you'd want to change the roles on a local web page, you may change these roles locally within the documents or objects.

The list does not only show the local roles, but also the Global Roles, which are the roles of the user on the web site as a whole. It also shows Effective Roles, which is the sum of all roles for the user.

To delegate a document (and/or sub documents and objects) to an author or reviewer, choose the Local Roles tab. Scroll down the page to "Add a Local User". Choose among the users in the User list. Choose the role in the Roles list and click on the Add button. The user name and the role are now showing on the top of the list.

One document may have several authors and reviewers. If you'd like to add more users to the document, just hold the Ctrl-key and choose among the users in the User list. Click on the Add button.

In addition, one user may have several roles within the same document. Just hold the Ctrl-key and choose among the roles in the Roles list. Click on the Add button.

Below the list of current local users, you may add roles for one or more of the listed users by checking the box beside the user name, mark the role in the list and click on the Add Local Role button. You delete roles for users in the same manner, but in that case you choose the Remove Local Role button. You may also temporarily disable or enable the roles for a user by using the buttons Disable or Enable Local Role.

Contents Editor Template HTML Navigation Publish Notifications LocalRoles View Properties Security Undo Ownership Find

EasyDocument at /easypublisher/funktioner [Help!](#)

### Manage Local Roles

Local roles allow you to give particular users extra roles in the context of this object, in addition to the roles they already have.

The following users have been given local roles. To modify the local roles given to a particular user, click on the name of the user.

User	Global Roles	Local Roles	Effective Roles
<input type="checkbox"/> meta	Author, Manager, Owner, Reviewer	Author++, Reviewer++	Author, Manager, Owner, Reviewer
<input type="checkbox"/> johanc	Manager, Owner	Author++, Manager++, Reviewer++, Owner++	Manager, Owner, Author, Reviewer

Symbols: LocalRole, Acquired++, and Disabled--  
(Disabling only applies to locally defined roles or acquired local roles.)

Author  
 Manager  
 Owner  
 Reviewer

## NOTIFICATIONS – E-MAIL NOTIFICATIONS WHEN A DOCUMENT'S STATE CHANGES

Level of difficulty: 2

Choose the tab Notifications for managing the settings for the users who should receive a notification by e-mail every time the document's state changes. An author could want to comment an article he's submitting to his editor for review. The editor could want to notify the author when the article's been published.

Notice that the Notification settings are inherited down the web site structure. If the same users are responsible for an area within the site, you only have to set the Notifications for the start page within that area. If you want special settings for unique pages, you'll have to do the settings for those specific pages.

Create a list of users responsible for the document. Mark the users in the list and click on the Add Users button.

Check the boxes in the different columns for the Notification occasions and click on the Change Notifications button. The e-mail messages are sent automatically through the system. On different views within the Easy Publisher system, the user will find Comment boxes where they may attach their comments to the e-mail notifications. Such Comments boxes are found in the Publish view and other places.

Contents Editor Template HTML Navigation Publish Notifications LocalRoles View Properties Security Undo Ownership Find

EasyDocument at /easypublisher

**Manage: Local Notification List**

User	Notify on publish	Notify on deny	Notify on submit	Notify on revoke	Notify on delegate
<input type="checkbox"/> johanc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> meta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> anders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Notifications Remove User(s)

anders  
johanc  
lennart  
meta

Add User(s)

Remove the Local Notification List

### Change the settings in Notifications

If you'd like to change on what occasions the user should be notified, check or uncheck the boxes in the columns and click on the Change Notifications button.

### Delete users from the Notifications list

You may delete users from the list by checking the box before the user name and click on the Remove User button.

## UNDO SECURITY SETTINGS

Level of difficulty: 2

If you'd like to immediately undo your changes to the security settings or other changes you've made, choose the Undo tab and check the changes you'd like to undo. Click on the Undo button.

**Notice!** It is not possible to undo the Undo command, so don't click on the Undo button unless you're absolutely sure that you want to delete the changes you've made.

**Hint!** A safer way to undo your changes is to delete them directly in the Easy Publisher view where you made the changes, instead of using the Undo feature.

## HOW TO WRITE FOR THE WEB

Here are some small hints on how to write for the web.

### **Cut the advertising lingo!**

Visitors on a web site want solid facts and no nonsense.

### **Avoid empty phrases and clichés**

We have heard them all before.

### **Straight talk**

Avoid circumlocutions. What do you want to say? Just say it.

### **Put the most important information on top of the page**

Help the reader to quickly grasp what the content is about.

### **Tighten the text**

Do not use too many words for something that can be said in brief.

### **Brief texts and headings**

The reader wants to know what it is all about as soon as possible.

### **Simple and short words**

Try to find synonyms for long difficult words.

### **Short sentences**

A long sentence can often be divided in two.

### **Rhythm: one long, one short, one long**

In a long text you can create a comfortable flow by mixing long sentences with shorter ones. That creates a nice rhythm (like here!).

### **Don't repeat yourself**

It is unnecessary to explain the same thing twice although in different wording. Be careful not to repeat the same words often in the text.

### **The text is no Christmas tree**

Remove unnecessary "decorations" – like parenthesis, quotation marks, hyphens (and others). These can be useful now and then, but do not fill a whole page with a lot of small "signs and symbols". Avoid abbreviations and business terms. Do not use uppercase letters in the middle of sentences, since every capital letter means a short stop in the reading.

### **Use punctuation for taking a breath**

Place a comma where it is natural with a breathing space, for example in long sentences like this one.

### **Do not be overly explicit**

Help texts or instructions can be placed separately from the main content.

### **Enter with a bang**

Start with an interesting and exciting opening sentence (or a heading if one is needed), preferably with a statement or a question.

Example:

Chickens are too cute to be eaten.

Are chickens too cute to be eaten?

**Have many entrances to the text:**

- preambles
  - summaries
  - lots of subheadings
  - image texts
  - graphics
  - tables
  - lists
  - indents
  - lots of paragraph and line breaks
- This will make the content easy to browse.