



# Advanced usage Manual

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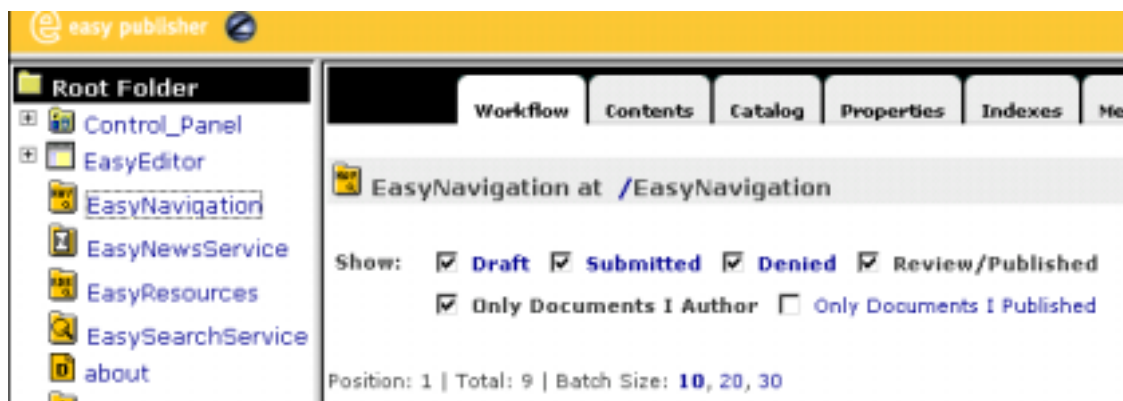
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## The workflow overview

If you have many documents that you need to change the workflow status for, the workflow overview is useful for this. In the overview you will see a list over documents, and you can select several documents and operate on them at one time.

You go into the workflow overview by clicking on the object called **EasyNavigation** in the management interface.



### Filtering objects

When entering the workflow overview, you will see a list over all documents that you author. This is not always what you want, and you use the checkboxes over the document list to select what is shown. Uncheck the **Only Documents I Author** checkbox.

You can change a checkbox by clicking on the text associated with the checkbox. The page will then refresh with the new setting. If you want to change several settings at once, set the checkboxes as you want them (without clicking on the checkbox labels) and press the **Change** button.

### Selecting columns

At the bottom of the workflow page you can select what columns to show.

### The document list

In the list of documents you select what documents to work with by checking the box in front of the document. You can also click in the **[edit]** or **[view]** links to work specifically with that document.

**[view]** opens a new window with the document for viewing.

**[edit]** opens a new window with the documents main management view. From there you can go on to editing, changing properties or navigation or any other type of document management.

### Changing the workflow state

The three buttons **Submit**, **Publish/Accept** and **Deny/Revoke** will act on all the documents you have selected. When you press one of these buttons you will get a list of all the selected documents, and a view over how they will be changed. Documents if a certain workflow action isn't valid for a selected document this will be shown. For example, if you press **Publish/Accept** for a document that is already published, that action wouldn't result in a change in the workflow state, and therefore that action is not applicable for that document.



You are about to change the following documents to be Published:

Document paths			
Id	Path	Current State	New State
<input checked="" type="checkbox"/> about	/about/	Denied	-> Published
<input checked="" type="checkbox"/> can_do	/can_do/	Denied	-> Published

This action is not applicable for the following documents:			
news	/news/	Published	
applications	/can_do/applications/	Published	

You can uncheck a document if you change your mind about any of the documents. Press **Change** to commit the workflow change.

## Setting the publish and archive dates

The **Change Publish Dates** and **Change Archive Dates** buttons will act on all the documents you have selected. When you press one of these buttons you will get a list of all the selected documents.

Path	Current Date	New Date
<input type="radio"/> Change dates per document:		
<input checked="" type="checkbox"/> /news/	2002/04/16	<input type="text" value="2002/04/16"/>
<input checked="" type="checkbox"/> /news/createnews/	2002/04/11	<input type="text" value="2002/04/11"/>
<input checked="" type="checkbox"/> /news/ep16release/	—	<input type="text"/>
<input checked="" type="radio"/> Change for all selected:		<input type="text" value="2002-04-16 00:00"/>

Here you can uncheck the documents if you change your mind about any of the documents. You can also choose between setting all the documents to the same date, or entering one date for every document. Even if you select to change all documents only the documents that are checked will be changed.

Press **Change** to commit the date change.

## Easy News Items

Easy News Items behave just like Easy Documents, except that they don't appear in menus, they appear in news lists. You can create Easy News Items anywhere, and they will all end up in the news listing. Just as Easy Documents, Easy News Items will not show up for visitors to the site unless the items are published, and they will not show up before the publish date.

With news items it is recommended that you always enter a publish date, even if the news should be published immediately. This is both because news is a fresh product, so your visitors will want to know when the news was current, and also because most news listings show the date the news was current, and it may look strange to have a news listing that does not list a date.



## The Easy File objects

The Easy File object is an extension of the standard Zope file object. It has two enhancements:

- It appears in the Easy Resource catalog. This makes it easy to do create file archives.
- It has Dublin Core meta data that is indexed in the search catalog for use in search forms.

## The Easy Image objects

The Easy Image object adds many features to the standard Zope file object. Only Easy Image objects appear in the insert image dialog in the Easy Editor.

- It appears in the Easy Resource catalog, useful for making image archives.
- It has Dublin Core meta data that is indexed in the search catalog for use in search forms.
- It has automatic thumbnail creation.
- It understands many file formats.
- You can convert the image to JPG, PNG or BMP.
- You can resize the image.
- Preserves the original image. This means that repeated resizing or repeated conversion between formats will not degrade quality, since the resizing and conversion will use originally uploaded image.

The thumbnail, conversion and resizing function requires that the system have the PIL imaging library installed. This is installed by default when installing on Windows. If the management tabs for conversion and resizing doesn't appear the reason for this is most likely a missing or incorrectly installed imaging library. An incorrectly installed library will result in error messages when trying to use this functionality.

### Creating

You create Easy Images the normal Zope way with the **Select type to add** list box in the Zope Management interface, or you can add them from the **Upload** tab of the insert image dialog of the Easy Editor.

If you do not specify an id for the image, the id will be the filename of the image without the suffix. The reason for this is that when you convert the file type, the name will not be changed. This does not cause any problems for a browser, but it can cause some confusion if you download an image to your computer. Of course, if you want the image id to have extension, you can just specify it.

### Making preview

When you create a new image or when you upload a new file a thumbnail for preview of the image is created by default. You can view this thumbnail from the **Edit** management page of the object.

If you want to change the size of the thumbnail, first delete the old thumbnail. You will then get edit boxes where you can set the desired size of the new thumbnail. If you check **Keep aspect ratio** these sizes will be used as the maximum size and the thumbnail will preserve the proportions of the picture. If you uncheck **Keep aspect ratio** the thumbnail will have the height and width you specify.



## Converting

In the **Convert** tab you can convert to and from several image formats. Easy Image understand more image formats than the typical browser, so this enables you to upload images in formats browsers do not understand and then convert them. You can also upload images in image formats that are large and inefficient and convert them to a more efficient format such as JPEG or PNG.

Easy Image today understands JPEG, GIF, PNG, BMP, PPM, and most types of TIFF and older versions of PSD. Other formats may be added in the future. Easy Image can today convert to JPEG, PNG and BMP. Other formats may be added. GIF uses a type of compression called LZH that requires a license if you want to make GIFs with that compression. We have therefore opted to not support GIF, since the size of uncompressed GIFs make them impractical. We recommend that you use JPEG or PNG instead, both formats that do not require any licensing and have widespread support.

## Resizing

If you want to change the size of the picture you can do that in the Resizing tab. Set the desired size of the picture and click **Resize**. If you check **Keep aspect ratio** the desired sizes will be used as maximum size, and the picture will preserve its original proportions. If you uncheck **Keep aspect ratio** the image will be resized to the height and width you specify.

## Setting defaults in EasyResource

If you want to have another default size for the thumbnails you can set this in the Easy Resource service. Enter the Easy Resource service and go to the properties tab. There you will see three properties:

- **Default\_preview\_create** selects if thumbnails will be created by default or not. By setting this to 0 no thumbnails will be created by default. You can still create thumbnails manually.
- **Default\_preview\_height** and **default\_preview\_width** will set the maximum sizes for height and width of the default created thumbnail.

When you create a form you need to set up the options on the E-mail options field.