Getting started with Easy Publisher 1.6
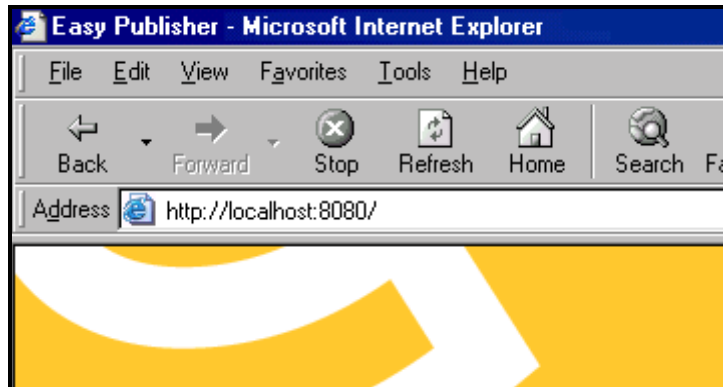
1. The management interface

Exercise 1.1 – Logging in

This exercise teaches you how to log in and enter the management interface of Easy Publisher.

1. Enter the URL to your web site (or the local address if you're system is accessible only from a local server or computer) and press enter to access the main web page.

2. Add "/manage" at the end of the web-address to log in and enter the management interface (shown in the image below).

    You will need to enter your username and password in the log in dialog box.

Exercise 1.2 – Navigation

This exercise teaches you how to move around in the management interface.

1. In the left window there is an Explorer type tree where you can navigate.

   Click one of the [+] signs to expand that branch of the tree and view the subobjects.

2. Click on one of the documents that appeared to go directly to that document's content list.

3. The right window contains the management tabs and the corresponding management screens.

   Click on the tabs to see how the contents of the management screen changes.

   Which tabs are visible depends on the object. The manual tells you more about the different features behind every tab.
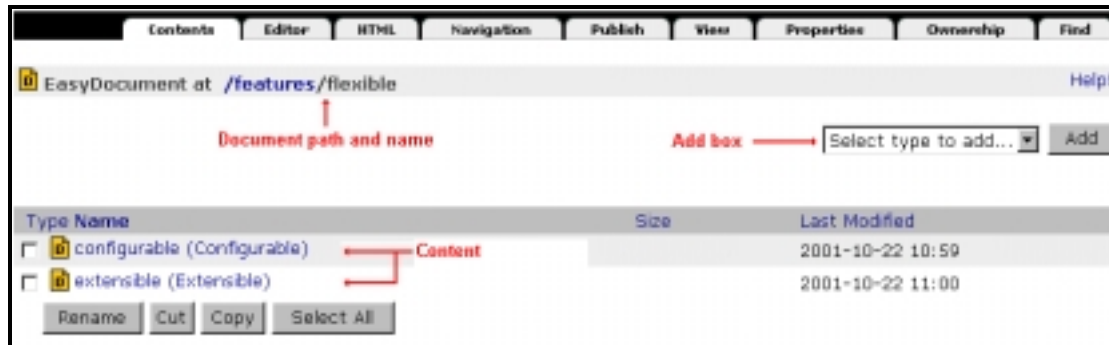   An Easy Image doesn't have the same tabs as an Easy Document. You will also only see the tabs that you have the permission to see.

4. Click on the Content-tab.

   This management screen lists the contents of the object. An object is just like a folder, and may contain various sub objects (for example sub documents, images, files, etc.). All objects that work like folders are linked in the content list.

5. You can click on any linked object listed in the content list to enter that object and its content list.

   Click on one of the Easy Documents in your Content view.

6. The content tab also shows the document path as an "navigation trail". You can click on any name in that path to go directly to that document.

   Click on the document directly above the document you are in to go back to the last document.

7. The first slash in the document path leads to the main object in the web, which usually is your web site's start page. This document is called the "root".

   Click on the slash to go to the root.

Exercise 1.3 – Object management

This exercise teaches you how to add, remove, copy, move and rename objects.

1. The Add box contains a list of objects that you can add.

    Select Easy Document to add a new Easy Document.

    The id of a document is what will appear in the path and the URL of the document. It can contain any characters, but for convenience it should only contain lower case 'a' to 'z', the numbers '0' to '9' and underscore '_'.

    Write "document_id" in the Id field.

    Title is the full name of the document. This is the title shown in your favorites list if you bookmark the web page, so it is vital that you give a correct description of the web page's content. It may contain any characters.
    Navigation Title is the title shown in the menu of the web page. Keep it short.

    Write "This is the full title" in the Title field.

    Write "Short title" in the Navigation Title field.

2. When you have added a document named document_id it will appear in the Content-list.

    Press the 'Refresh' link below the navigation tree to the left to make the new document appear in the Explorer too.

3. The check boxes that are in front of the objects are used together with the row of buttons at the bottom of the list.
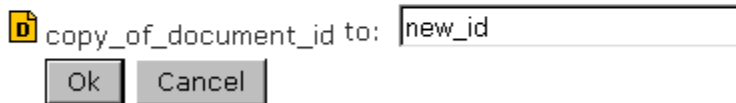   To make a copy of the document_id document:

    Click the check box in front of the Easy Document you just created and press 'Copy'.

    Then press the 'Paste' button.

    Now there should be a document called document_id and a document called copy_of_ocument_id in the Content-list.

4. Rename new copy copy_of_ocument_id by checking the checkbox and pressing the 'Rename'-button.

Rename Items

copy_of_document_id to: new_id

[Ok] [Cancel]

5. You can also move the document to another place in the web by cut and paste.

    Mark the copy you made (by clicking the checkbox) and click the 'Cut'-button.

    Then click on the link of another document so you enter the Contents list of that document. Press 'Paste'.

    The document appears in the new location. Go back to the old location and you will see that it no longer appears there.

6. Mark the document you created and press 'delete' to remove it.

2002-04-14

2. The Editor

Exercise 2.1 – Create a document and add content

This exercise teaches you how to create a document and add content. Please note that you will use Easy Editor that requires MS Internet Explorer 5.5.

1. Create a new document, exactly as you did in exercise 1.3, step 1. But before you click the Add-button, you should add some metadata:

2. In the fields for various types of metadata, you may enter information about the document. This information will never show on the actual web page. There's more information about metadata in the manual.

Name	Value	Type
title	SOT	string
description		text
subject		lines
category	Transport Subway Train Bus	multiple selection
content_type	text/html	string
language	English	selection
rights	Copyright Context Transport	selection
author	johanc	string
contributors	author demo heiki jan johanc	multiple selection

3. In the Description field you can enter a couple of sentences, describing the content of your web page.

    Enter a Description

4. In the Subject field you can enter keywords or short phrases, describing the content of the web page. Divide the keywords with line breaks.

    Enter some Subjects (keywords)

5. To save your new document, press the Add-button at the bottom of the page. You'll enter the former Contents-list where you can find your new document. Click on the link to the new document and move to the Contents-list of your new web page.

6. Go to the 'Editor'-management tab. The Editor will now start.

7. In the Editor toolbar press the to show which parts of the page where you may add content.

8. Enter an editable region by clicking on the screen and type in some text. Try the different editing options by marking your text and clicking on the various icons in the editing menu. Read more about the different editing features in the manual.

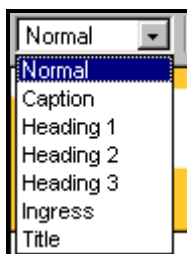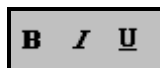9. Save the changes by pressing the 'Change' button on the Editor menu.

Exercise 2.2 – Changing the text formatting

This exercise teaches you how to edit a document.

1. Put the cursor in the paragraph you just entered and choose between the different paragraph types.

2. Select a longer stretch of text. Try out the Bold, Italic and Underline buttons.

3. Try out the buttons for paragraph alignment and indentation.

4. Use the buttons for numbered and bullet list to create a numbered list and then a bullet list.
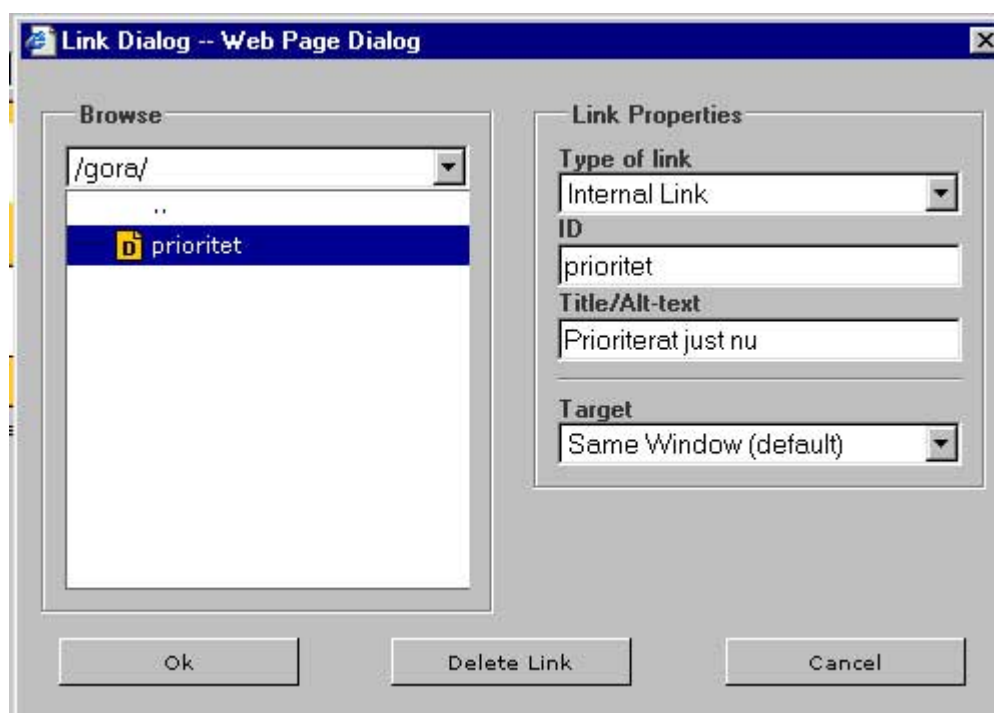
Exercise 2.3 – Adding links

This exercise teaches you how to edit a document.

1. With the Editor started mark a single word or a short section of the text and click the link button.

2. In the left window you can walk through the documents of the web site.
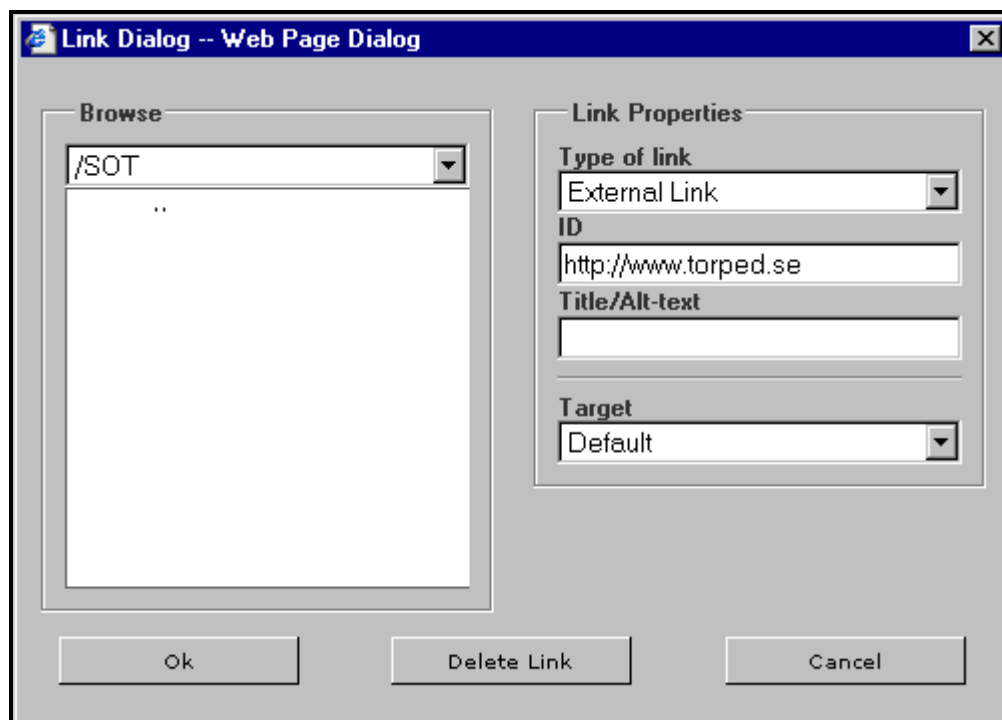
    Select one and press OK to make the selected text into a link.

3. Select another bit of text and open the link dialog again. This time select external link.

    Note that the address box now starts with http://. This notification is always used for external links. Enter a full address to a web page, http://www.torped.se/.

    Press Ok.

3.

4. Place the cursor in one of the links you just created.

    Press the link button

    You can go in and change the properties. Change the target window of the link to new window.
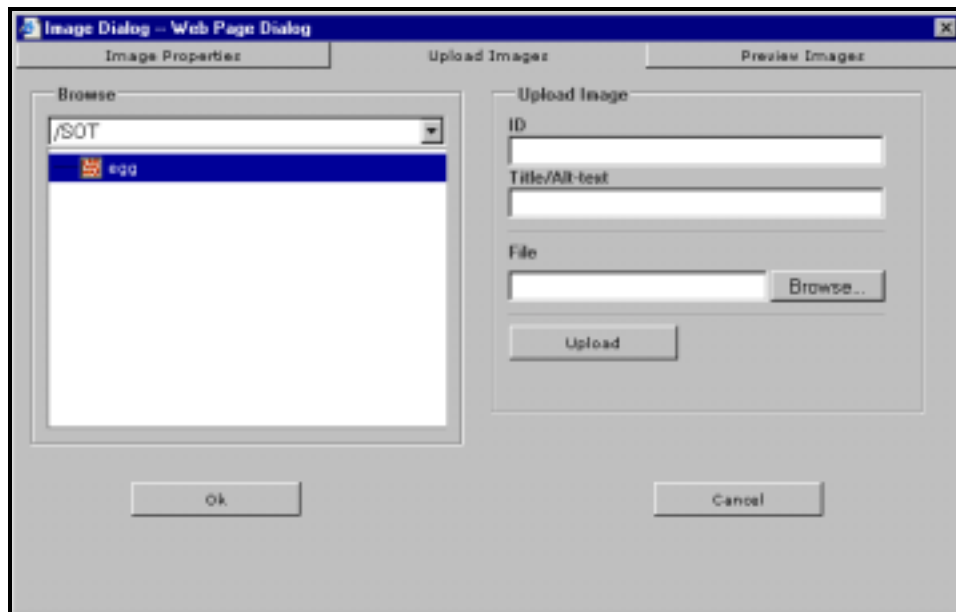
Exercise 2.4 – Adding pictures

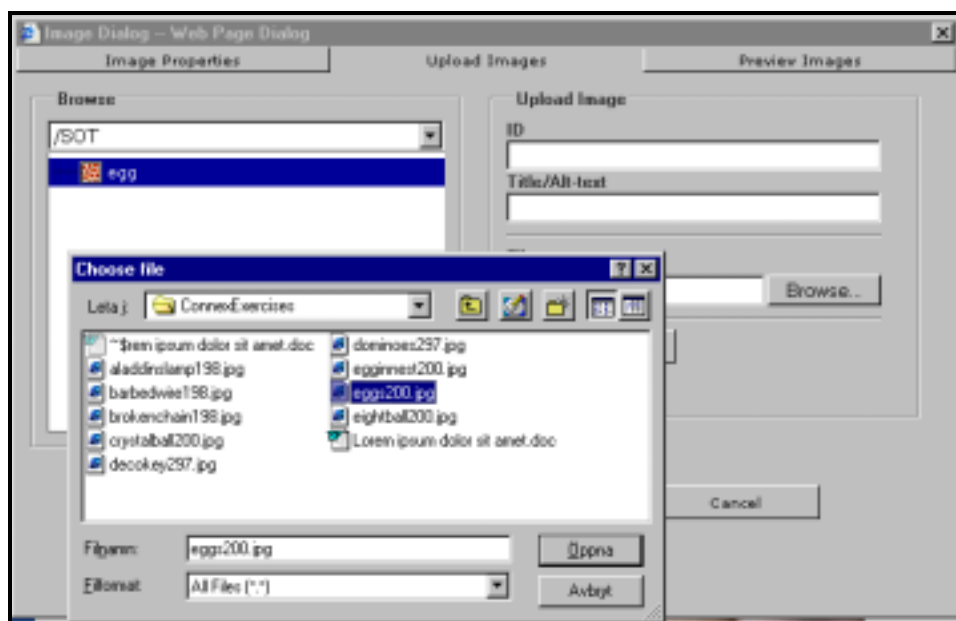This exercise teaches you how to add and change images in your documents.

1. Place the cursor where you want the picture and press the image button.
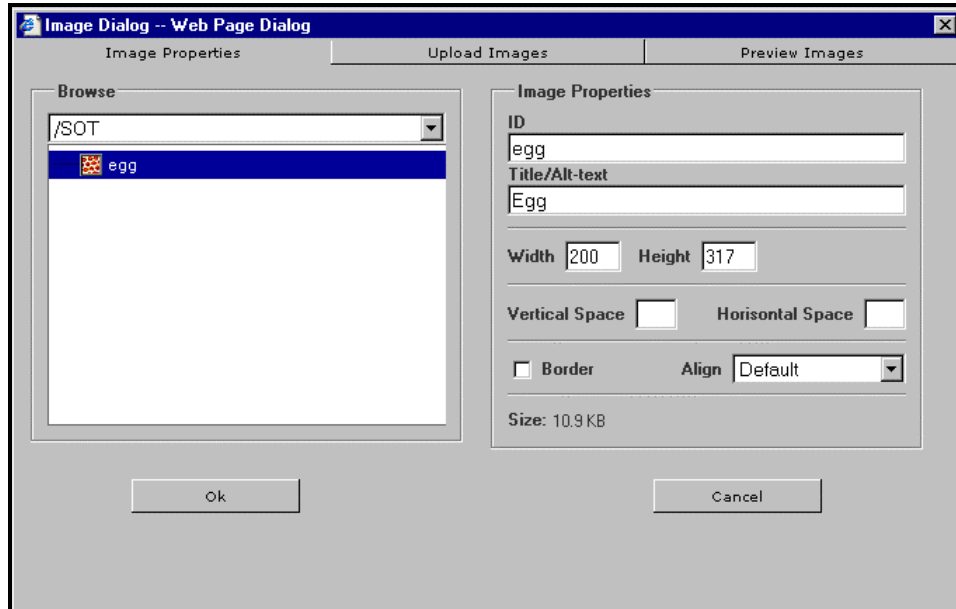
2. Select Upload Images.

3. Press browse to select an image file stored on your computer.

4. Enter a file name for the image, for example "egg.gif", and then enter an ALT-text describing the content of the image and press upload.

    The file will now appear in the list to the left.

5. Mark the file in the list and click on Preview to preview the image. Press OK.

6. Click on the image on the page.

    Small squares will appear around it, called 'handles'. You can drag these handles to resize the image.
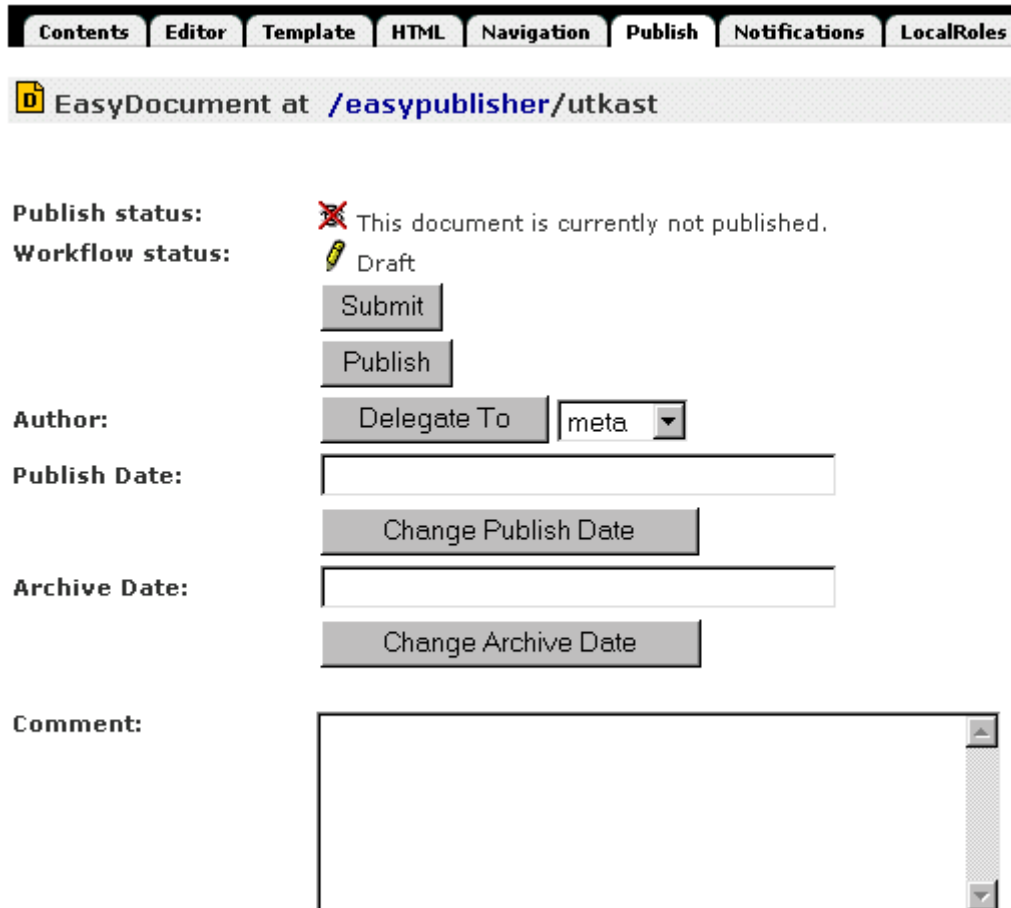
7. To remove an image, click on it and then press the 'Delete' button on your keyboard.

3. Publishing

Exercise 3.1 – Publishing a document

This exercise teaches you what you need to do to publish a document.

1. Go to the Contents list of the document you'd like to publish. Choose the Publish-tab to get to the publishing view.

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

    D EasyDocument at /easypublisher/utkast

    Publish status: ✗ This document is currently not published.
    Workflow status: ✏ Draft

    [Submit]

    [Publish]

    Author: [Delegate To] [meta ▼]

    Publish Date: [_____]

    [Change Publish Date]

    Archive Date: [_____]

    [Change Archive Date]
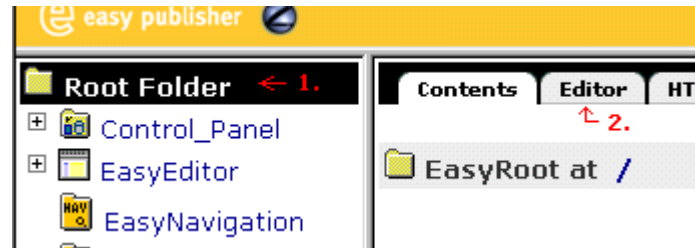
    Comment: [_____]

2. Press the Publish-button.

    As you can see in the image above, you may also enter a special date for publishing or archiving, etc. from this view. Read more in the manual.

4. Getting started on your own website

Exercise 4.1 – Updating the front page

1. Click on the Root Folder object in the Navigation bar to go to the frontpage object.

2. Click on the Edit tab to open the editor.

3. Make the changes you want, and click "Change" to save the changes.

Exercise 4.2 – Creating news items

1. You'd probably want your own news items in the news box on the front page. You create new news items by creating EasyNewsItem objects. These can be located anywhere in the database, but usually you'd want to keep them in the same place. You'd also want to have, not only a news box with the most recent news on the frontpage, but a page where all news are being listed. The default site has a News page for a listing of all news, and it makes the most sense to also place the news objects there.

2. In the folder tree click on "News" to open the management view for the news page.

3. You will see a couple of news items. The news items are the objects with a yellow 'N' icon. Check the boxes in front of the news items and press delete to remove our example news items.

4. From the "Select items to add" list, select "EasyNewsItem".

5. Enter an id and a title and any other meta data you'd like. Press the "Add" button to create the news item.

6. Click on the new news item to open the management view for that item. From here you can edit and publish the news item just as you would with a document, and it will automatically appear in both the news box on the front page and the list of news on the news page.
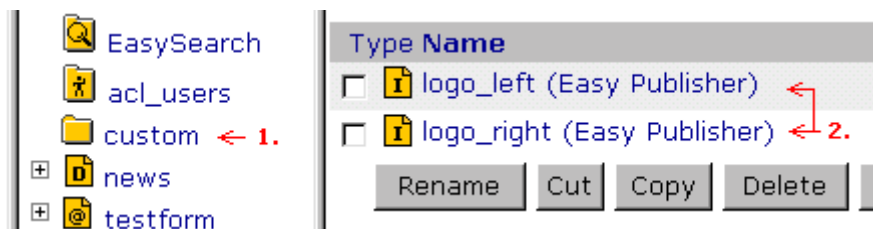
5. Customizing the design

The templates shipped with Easy Publisher are designed for customization to your requirements. You can add your own logos and change the colors. The modifications are done in the "custom" folder.

Exercise 5.1 – Customizing the logos

First you must have one or two logos in an image format supported by Easy Image. It is easiest for you to prepare the images of the correct size and format (JPG, GIF or PNG) in an external image application. It is possible to resize and convert the image to JPG and PNG within Easy Publisher, though. (Also see the Advanced User Guide for information on how to use the Easy Image object.) The design can use any size of the images, but is adapted to images that are smaller then 200 pixels wide and 100 pixels high, and may look strange with larger images.

1.   Enter the custom folder. There you will see two objects, logo_left and logo_right.

2.   Click on logo_left to open it.

3.   Press Browse and locate the file you want to use as the left logo.

4.   Press Upload to load it into the server.

5.   Repeat with the logo_right.

   If you don't want to have an image to the left, you can just delete logo_left, and if you don't want to have a logo to the right, you can delete logo_right. If you later change your mind you can just create new Easy Images with the right names.

Exercise 5.2 – Customizing the colors

1. In the custom folder, click on the Properties tab. Here you see a list over the properties of the folder. Six of these modify the color settings, and the three properties dark_color, mid_color and light_color set the color scheme of the site.

2. The mid_color is the main color of the site. The light_color and dark_color is used for the highlights and shadows that create a 3D effect of the design. The light_color is also used for the background of the news box.

3. You change the color by entering the color number (including the #) in the properties boxes. And pressing "Save Changes".

    The number should be entered as a standard web "hex value". If you are unsure about how to express the desired color as a hexvalue, you can convert colors to their hex value with many image editing programs.

    The web page http://the-light.com/colclick.html also have a color palette where you can see the hex value for many colors. These colors also have the added benefit of being "web safe", that is they look good even on computers that have only a 256 color palette.

    There are also 16 color names that are predefined for you to use. These are Black, Silver, Gray, White, Maroon, Red, Purple, Fuchsia, Green, Lime, Olive, Yellow, Navy, Blue, Teal and Aqua.

2002-04-14

Exercise 5.3 – Setting the site title

1. In the custom folder, click on the Properties tab. Here you see a list over the properties of the folder.

2. If you want to have a title on the site you can enter that in the site_title property box and press "Save Changes". The site title will appear between the two logos.