webEdition

Content Management System

The webEdition User Guide

webEdition Version 3.4

webEdition 3.4

User Guide

Standard 3.4.1
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About this document

Purpose of this document

The webEdition User Guide provides an overview of webEdition's features and an introduction to all the processes you will use to operate the Standard Version of webEdition. This manual has been designed to include a complete description of how to use webEdition to create new Web sites, and how to adopt and modify existing Web sites.

This User Guide has the following sections:

- Introduction to webEdition
- User controls and description of the webEdition interface
- Role of the webEdition editor
- Role of the webEdition administrator
- List of important terms

For additional information about the installation process and the suite of webEdition modules, see the *webEdition Installation, Update and Backup Procedures*. This document is available on the webEdition documentation Web page.

Audience

This document is intended for personnel in the following groups:

- Web administrators
- Web editors

The webEdition customer documentation suite

The documentation team publishes new webEdition documents to support the release of all webEdition features, modules and enhancements.

You can consult our documentation suite for detailed information about the modules you have purchased or about webEdition products that you may wish to purchase in the future. All customer documentation is available in portable document format (PDF) on the webEdition documentation Web page.

On-line reference documentation

The webEdition customer documentation suite comprises the following books, all of which you can obtain at URL:
http://www.webedition.de/english/downloads/Documentation.html

Standard webEdition documentation

The following books support the webEdition Standard suite:

- *The webEdition User Guide*
- *The webEdition Installation, Update and Backup Procedures*
- *The webEdition Tag Reference*

Documentation for webEdition modules

The following books support the webEdition modules:

- *The Customer Management and Customer Management PRO Module User Guide*
- *The Database/Object Module User Guide*
- *The Editor Plug-in User Guide*
- *The Newsletter Module User Guide*
- *The Scheduler and Scheduler PRO Module User Guide*
- *The Shop Module User Guide*
- *The Task/Messaging Module User Guide*
- *The User Management and User Management PRO Module User Guide*
- *The Workflow Module User Guide*

What precautionary messages mean

webEdition documents include attention and caution messages, which are designed to draw your attention to important instructions.

Attention boxes

An attention box identifies information that is necessary for the proper performance of a specified task. For example:

> **ATTENTION**
> You must have the appropriate permissions in your user profile to complete this procedure. Permissions are assigned to you by your webEdition system administrator. Contact your webEdition system administrator for further details.

Caution boxes

Caution messages indicate that there are possible risks to your software or database if you perform a specified task without taking the suggested appropriate precautions. For example:

CAUTION
Database warning
If you complete this procedure, your database will be overwritten.

How commands, system responses and we:tags are represented

The commands, system responses and webEdition tags (called we:tags) used in this document conform to the following conventions.

Web interface commands

Commands performed through a Web browser are shown in *italic* typeface. For example:

Click on the *Save* button.

Menu-based commands performed in a Web browser are shown in *italic* typeface. Drop-down or nested menu commands are separated by an input prompt (>). For example:

Select *Customers* > *New* from the main menu of the Customer Management Module.

webEdition tags and template code

The webEdition templates use a specialized set of programming tags based on the PHP programming language. These webEdition tags or we:tags are displayed in `courier` typeface and in angled brackets:

Opening tags appear thus: `<we:tag/>`

Closing tags appear thus: `</we:tag>`

The programming code used in webEdition templates is also represented in this document by `courier` typeface:

```
<we:sessionStart/>
<we:ifRegisteredUser>
Hello: <we:sessionField Last name="user name" type="print"/><br>
Logged in
</we:ifRegisteredUser>
```

Attribute variables

Attributes and variables appear in *`courier italic`* typeface. For example:

`<we:hidden name="`*`attribute1`*`">`

How to check the document version and issue

The information on the title page of this document indicates the version and issue for this publication. The version and issue also appear in the footer on every even-numbered page.

The first two digits in the document numbering scheme indicate the version. The version number increases each time the document is updated to support a new software release. For example, the first release of a document is 01.01. In the next software release cycle, the first release of the same document is 02.01.

The second two digits in the document numbering scheme indicate the issue. The issue number increases each time the document is revised and re-released in the same

software release cycle. For example, the second release of a document in the same software release cycle is 01.02.

Customer service

For further information about webEdition, please consult our Web page, or contact our customer service department:

- Web Page:http://www.webedition.biz/
- E-mail:
  - Technical support: technik@webEdition.de
  - Sales: sales@webEdition.de
  - Information/Help: info@webEdition.de

1 Introduction

This introduction is intended to help new users familiarize themselves with the webEdition content management software. If you have used previous versions of webEdition and are already familiar with the software, you can skip to Section 1.4, "What's new in webEdition 3.0?" on page 22.

This chapter treats the following topics:

- Section 1.1, "What is webEdition?" on page 19
- Section 1.2, "How does webEdition work?" on page 19
- Section 1.3, "webEdition users: template administrators and Web page editors" on page 21
- Section 1.4, "What's new in webEdition 3.0?" on page 22
- Section 1.5, "What's next..." on page 23

1.1 What is webEdition?

webEdition is a database-grounded Web content management system (CMS). A CMS is a software application that allows you to develop, administer and control the information and the format of your Web page. Unlike file-based systems, which write new content to new HTML pages and then manipulate the content using a complex management system, webEdition stores all content information (such as text, images, graphics, Flash movies, style sheets) in a central database.

The webEdition program only has to be installed once on the server of your service provider. This is done using a simple installation program run on a computer with Internet access. All operations thereafter are performed through a standard Web browser. There is no need for you to install any additional software on your local terminal.

The architecture of webEdition reflects the philosophy of separating content and layout. Your web content (text, images, etc.) is stored in a database; the layout of your web pages is controlled by templates.

1.2 How does webEdition work?

The following subsections describe how the webEdition CMS operates from the point of view of content architecture, layout and management. These concepts are integral to understanding how webEdition works.

1.2.1 About webEdition database architecture and content storage

webEdition uses MySQL, a database system that is supported by almost all major Internet service providers. There are several advantages to this architecture. Because all of your content is stored in a database, the HTML-coded web page itself does not have to be edited if the content has to be changed. An editor only has to change the database entry using the simple WYSIWYG webEdition interface and then re-save the corresponding page. In addition, the content stored in the database can be rapidly searched (and modified) or used in other ways (for example, as a central data repository). Moreover, the database runs primarily in the background, and once installed, its operation is transparent to the front-end user.

1.2.2 About webEdition templates and web page layout

webEdition works with templates. Templates are pages programmed using HTML and PHP that act as a guide to form the structure of a Web page. These pages contain the basic layout for your Web pages. Templates impose a consistent format upon your Web site, and permit only certain areas of the page to be edited.

Templates are normally created using HTML and expanded using we:tags. Non-variable areas of your page are coded in HTML. The areas you wish to edit or change (such as text, images, graphics) are marked with we:tags. The we:tags will act as placeholders for variable data.

If you are setting up a new web site, you can either create the templates yourself or you can have them created by your internal design department or by an agency. You can set up your entire Web site in webEdition, since it also acts as a completely functional HTML editing program. Templates developed using other HTML editing programs can be imported directly or merely copied and pasted to webEdition. Importing an existing Web site is also possible by merely inserting the appropriate we:tags where the hard-coded text, images, link lists etc. are located.

1.2.2.1 About graphics and images

webEdition differentiate between layout images and images/graphics that are dependent on content. Layout images have no connection to the content and only affect the appearance of the page. Layout images that are already present in the templates do not have to be imported to webEdition, since they do not have to be managed using the database. If, however, something in the layout needs to be modified, the template must be changed and re-saved.

Unlike layout images, content-related images or graphics (such as product photos or charts) are managed and edited with the webEdition system in the same way as texts.

1.2.3 About we:tags and content management

Web site content is managed using webEdition tags (we:tags). They comprise a syntax based on XML that stores functions in an actions library and then integrates them when the page is called. This system makes creating text areas, summary pages, or images a matter of entering a few we:tags. The we:tags are very simple in structure and are easily understood by anyone with a basic understanding of HTML. To make finding, understanding and using we:tags easy, webEdition also provides a Tag Wizard along with an on-line *Tag Reference Guide*.

The we:tags are only used by the administrator when a template is being created. Thereafter, the editor who will work with the templates to enter or edit data for the web pages does not have to be familiar with the we:tags.

1.3 webEdition users: template administrators and Web page editors

webEdition differentiates between the role of the editor and that of the administrator. Each role requires a different skill-set, and the tasks assigned to each role are governed by different webEdition user permissions. Depending on the size of your company or organization, the editor and the administrator can be one and the same person.

1.3.1 The role of template administrators

The template administrator is responsible for the design and creation of the templates. He or she is required to have a basic understanding of HTML, since the webEdition tags (we:tags) have to be inserted in a pages created using HTML.

Administrators also perform the following system-level tasks:

- Installing modules
- setting user permissions
- performing backup and restore functions

Note: The first person to install webEdition automatically has administrative rights for the system. For details regarding installation procedures and system-level permissions, see the *webEdition Installation, Update and Backup Procedures*. For an overview of the user-level controls available in the extended webEdition suite, see the *User Management Module User Guide*.

1.3.2 The role of Web site editors

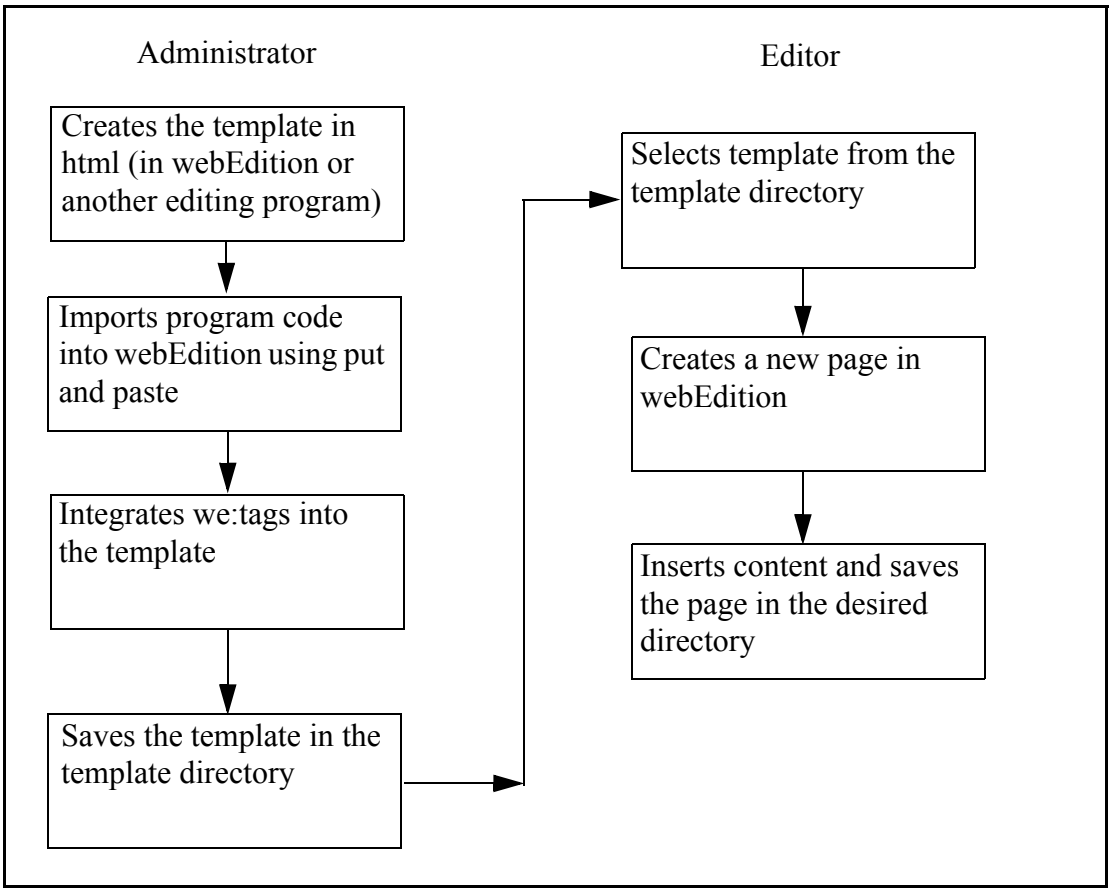
Editors are generally involved in creating and updating Web documents. The editor only has to know what the input boxes look like on the webEdition templates in order to fill the fields with text. Their tasks can also include such things as integrating images or generating link lists, but these tasks do not require any programming knowledge. The webEdition editors need not concern themselves with the database; they work directly with their Web sites using the input boxes on their actual Web pages.

If editors want to create a new page, they simply call up the template to be used for the page (so they do not have to worry about the layout), enter the desired text and/or images, and then save the new page. This process does not require editors to be familiar with HTML editing programs, or FTP.

1.3.3 The workflow within webEdition

A “workflow” refers to the activities a page must to pass through before it can be published. Figure 1 shows a diagram portraying a simplified workflow with webEdition and the roles played by both the administrator and the editor.

Figure 1 The webEdition workflow



1.4 What's new in webEdition 3.0?

If you have upgraded to webEdition 3.0, you will find the following changes and enhancements to the user interface:

- Revised menus on the webEditon main screen. The commands available from the drop-down menus have been reorganized. For further details, see Chapter 2, "User controls,".
- Super-Easy-Edit-Mode (seeMode). See Section 2.5.2, "The editing screen in Super-Easy-Edit Mode" on page 45.
- XML Import/Export.
- Extended full text search: the content of Word (.doc and .rtf), Excel and Powerpoint (.xls and .ppt /.pps) documents are fully searchable.

  All non-webEdition documents (such as PDF, Word, Excel, Powerpoint, .rtf, etc.), can be assigned a title, description, keywords and categories to facilitate the search feature. See Section 4.4.6, "Search feature" on page 123.
- Copy directories feature. You can copy all of the contents of a selected directory (including sub directories) to the currently active directory in one step. For details, see Section 3.2.8, "Copying the contents of one directory to another" on page 59

1.4.1 What's new in webEdition 3.2?

webEdition Version 3.2 introduces features for the production and care of accessible or "barrier-free" Web site contents. Some of the new features are:

- The WYSIWYG editor includes extended language settings, an acronym reader, and table and cell summaries that impart information about the structure of tabular data that would otherwise be lacking in voice output. For details, see Section 3.7.5.3, "Accessibility functions of the WYSIWYG Editor (Version 3.2)" on page 89
- Version 3.2 integrates services to check the validity and/or the accessibility of web sites in accordance with the rules of the World Wide Web Consortium (W3C). For information on validating your site, see Section 2.2.9, "Validation view (from Version 3.2)" on page 34, and Section 3.1.5, "The Documents Validation view" on page 53.
- Fields have been added to the hyperlink dialog boxes that provide the opportunity to enter alternative text strings that will describe the links. See Section 3.7.7.1, "Accessibility enhancements for links in Version 3.2" on page 97

1.5 What's next...

The rest of this *Guide* is written with a user-based workflow model in mind. The next chapter provides a description of the user interface. Thereafter, one chapter has been written for editors, who will be working with the finished templates and who do not need to be able to use we:tags. The other chapter is intended for administrators, who create the templates and are responsible for ensuring the integrity of their Web sites.

2 User controls

This chapter describes the webEdition user interface and how to use its basic controls. It is intended for both editors and template administrators. This chapter treats the following topics:

- Section 2.1, "Starting webEdition" on page 25
- Section 2.2, "Preferences" on page 28
- Section 2.3, "The webEdition menu structure" on page 37
- Section 2.5, "Viewing modes: standard and Super-Easy-Edit Mode" on page 44

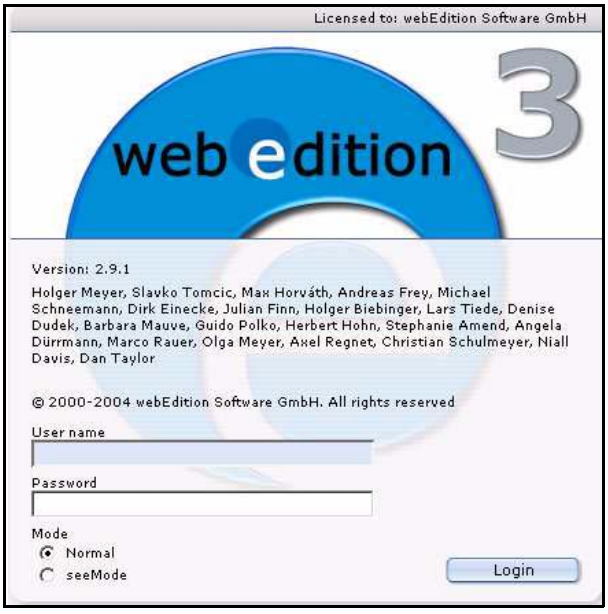
For information on installing webEdition, see *The webEdition Installation, Update and Backup Procedures*.

Specific information about how to create and maintain webEdition documents is found in Chapter 3, "Working with documents – the role of the editor" on page 49. Information on how to create and use templates is found in Chapter 4, "Creating templates—the role of the administrator" on page 103.

2.1 Starting webEdition

In your browser enter www.yourdomain.com/webEdition/. The login screen appears (see Figure 2). Enter your User name and Password in the designated fields.

Figure 2 The webEdition login screen



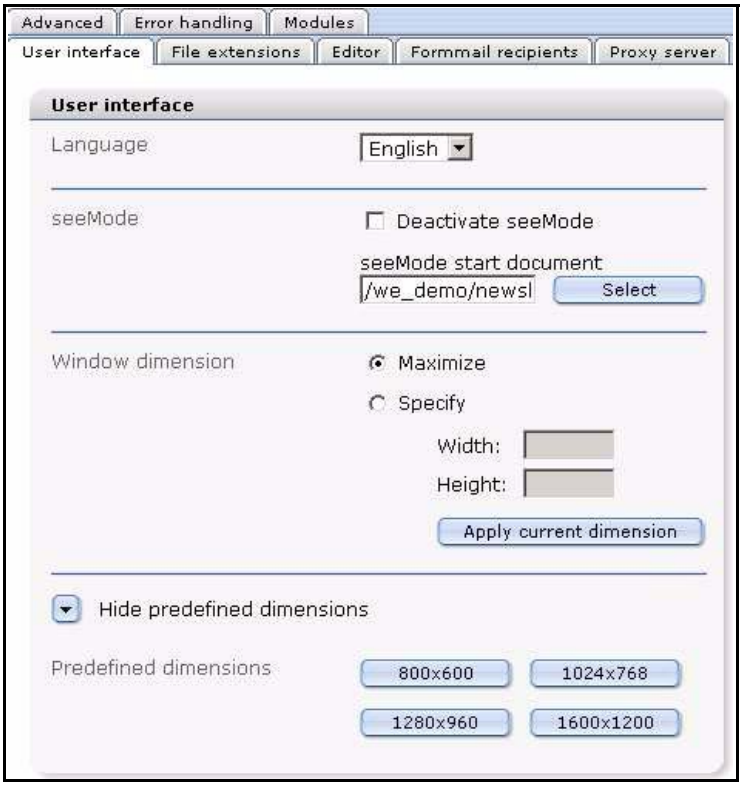
The first time you enter your user name and password, you always enter "admin" and "admin". After entering you user name and password, click *Login*.

At the bottom of the screen under the word *Mode* there are two radio buttons where you are given the option of choosing the viewing mode you wish to use, either *Normal* or *seeMode*. For more information about the two viewing modes in webEdition, see Section 2.5, "Viewing modes: standard and Super-Easy-Edit Mode" on page 44.

2.1.1 Selecting your language

Choose *Options* > *Preferences*.... The *Preferences* window opens. Click on the *User Interface* tab. The User Interface view appears (see Figure 3).

Figure 3 Preferences: selecting your language from the *User interface* view



In the *Languages* area, select your language from the select box. Click the *Save* button at the bottom of the window. After saving your language preference, the webEdition display changes to the language you have selected.

Note: Information about other functions in the *Preferences* window is presented in Section 2.2.

2.1.2 The webEdition main screen

The controls for webEdition can be found on the webEdition main screen in the drop-down menus *File*, *Options*, *Modules* and *Help*, located at the top of your browser window (see Figure 4). To the right of the menus, are the navigational control icons *Home*, *Reload*, *Back* and *Forward*. Below the drop-down menus on the left side of the screen, is the explorer menu which displays the structure of your Web site. To the right

of the explorer menu is the editing screen (which is explained in Section 2.5.1, "The editing screen in standard mode" on page 44).

Figure 4 webEdition main screen showing menus, tabs and *Quickstart* screen

Note 1: For your browser to be able to display the menu bar, it must be Java-compliant. If you do not have Java installed on your browser and do not plan to install it, the webEdition menus will be displayed as three individual drop-down menus. They will appear in the same order, but will only have one level.

Note 2: If you have only just installed webEdition, the menu will only display the we_demo directories with our sample Web site. All examples in this manual are based on we_demo. Your own pages will be set up in the root directory and not in the we_demo directory.

2.1.2.1 The *Quickstart* options

The *Quickstart* options are displayed in the middle of the editing screen (see Figure 4, "webEdition main screen showing menus, tabs and Quickstart screen" on page 27). You can start by performing one of the following basic actions:

- *Open document*. Opens a document or template
- *New document*. Creates a new document
- *New template*. Creates a new template
- *New directory*. Creates a new directory
- *Unpublished pages*. Shows an overview of unpublished pages
- *Preferences*. Opens the Preferences dialogue box

You can return to the webEdition main screen by selecting *File* > *Quickstart*.

2.2 Preferences

Select *Options* > *Preferences...* to open the *Preferences* screen (see Figure 3, "Preferences: selecting your language from the User interface view" on page 26).

Note: Some preferences are restricted to administrators. The preferences that are visible are dependent upon the User Management Module that you have installed.

- If you have installed either the User Management or the User Management PRO Module, the following preferences are available only to the administrator: *Proxy*, *Advanced*, *Modules*.
- If you have installed the User Management Module, the following preferences are available only to the administrator: *seeMode*, *File Extensions*, *Formmail recipients*.
- If you have installed the User Management PRO Module, the following preferences can be set by users if special permissions have been granted by the administrator: *seeMode*, *File Extensions*, *Formmail recipients*.

The *Preferences* screen has the several tabs (see Figure 3, "Preferences: selecting your language from the User interface view" on page 26); the functions of which are described in the following subsections.

2.2.1 The *User interface* view

The *User interface* view has the following areas (see Figure 3, "Preferences: selecting your language from the User interface view" on page 26):

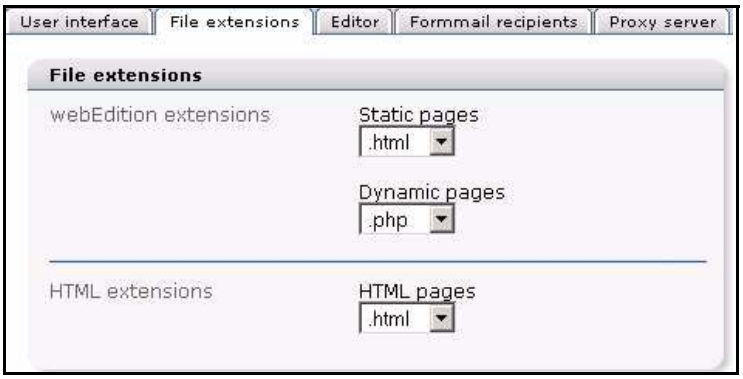
- *Language*. Use this select box to choose the language of the user interface.
- *seeMode start document*. When you login into seeMode, webedition needs to know what document it should display at startup. If no start document is set and you login into seeMode, webEdition automatically asks you for the start document.

  You can deactivate the seeMode by clicking on the *Deactivate seeMode* checkbox. If you do so, the seeMode option will not be available to you on the login screen
- *Treemenu*. Define the maximum number of items being displayed in the left navigation.
- *Window dimension*/*Predefined dimensions*. These settings allow you to manipulate the appearance of the webEdition interface. Select the *Maximize* radio button and the main webEdition window always opens as large as possible. If you prefer to have the window open in a different size, select *Specify* and set the pixel values or use the *Predefined dimensions* area to choose from commonly used pixel values.

2.2.2 The *File extension* view

The *File extensions* view has the following areas (see Figure 5):

Figure 5 *File extensions* view

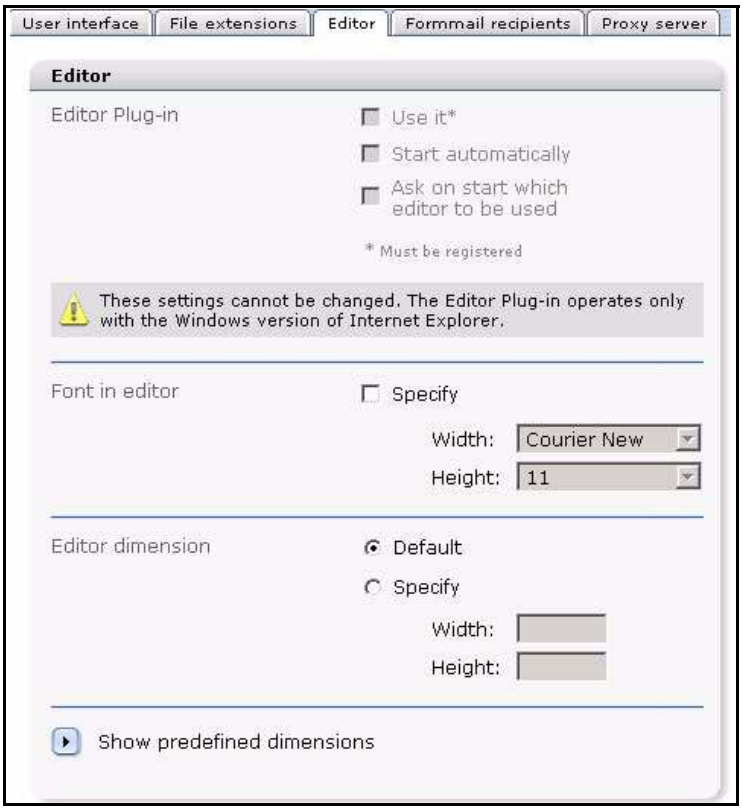


- *webEdition extensions*. In this section, you can specify the default extension for static and dynamic pages.
  - — *Static pages*. Choose the default extension for static pages from the select box. This value is generally .html or .htm for HTML pages. You can also set .asp for Active Server Pages or .jsp for Java Server Pages, if necessary. However, this should only be done if the appropriate code has been implemented in the template. If you wish to use PHP code in your template, you will have to store the page as a dynamic page (see the next item).
  - — *Dynamic pages*. Specify the extension for dynamic pages (generally .php or .PHP4). This extension will cause the Web server to execute PHP4.
- HTML extensions: Specify the default setting for HTML pages. If you primarily use PHP scripts or other similar scripts, you can also select the corresponding extension.

2.2.3 *Editor* view

The *Editor* view has the following areas:

Figure 6 The *Editor* view

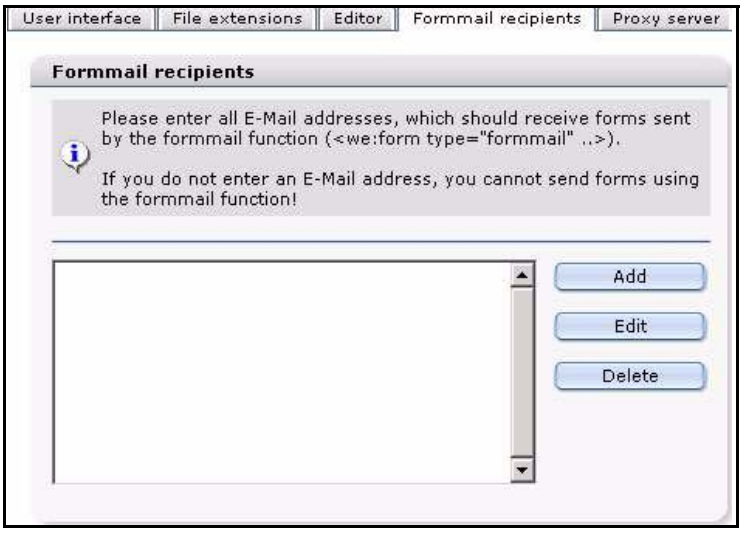


- *Editor-Plug-in*. This feature is only available if you use Microsoft Windows with the Internet Explorer, and if you have purchased a licence from webEdition to use the Plug-in. Activate the *Start automatically* checkbox to load the Plug-in every time you click the *Edit* tab in a template. Activate the *Ask on start...* checkbox, and webEdition will ask you which editor to use every time the Plug-in is started.
- *Editor dimensions*/*Predefined dimensions*. These controls operate like the *windows dimensions* described under the *User interface* view.

2.2.4 *Formmail recipients* view

With the *Formmail recipients* view, you can enter the addresses to which formmail can be sent. If no addresses are specified, the formmail function is blocked. If you have used the formmail function in prior versions of webEdition, you must enter the addresses which are defined in the template (<we:form type="formmail" ....> under "recipients") in the formmail recipients function. For further details, see Section 4.4.7, "E-Mailing a form" on page 124.

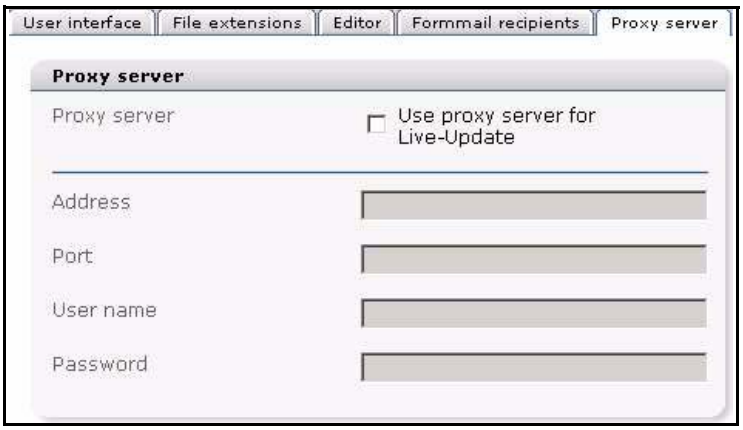
Figure 7 The *Formmail recipients* view



2.2.5 *Proxy server* view

Set the *Proxy server* view preferences if your Web server requires a proxy server to create a connection to the Internet (as in the case of a corporate network, or intranet).

Figure 8 The *Proxy server* view



2.2.6 *Advanced* view

The *Advanced* view has the following areas:

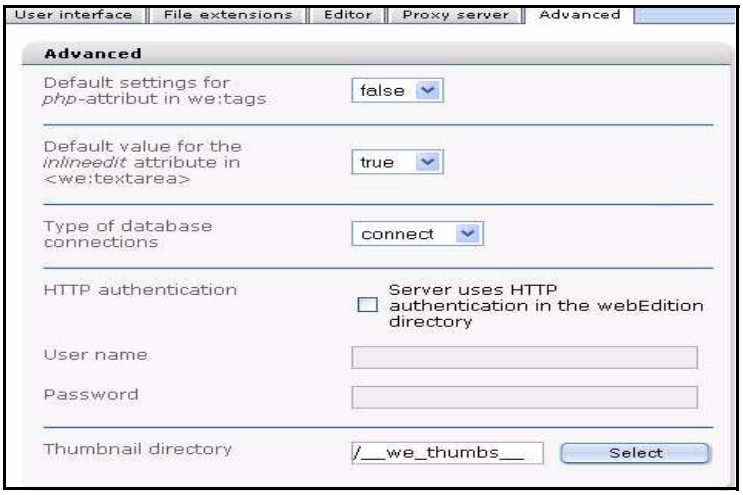
- *Default settings for the PHP attribute in we:tags*. You can assign whether or not the editor ought to be given the right to enter PHP code in an entry field (for example, <we:input type="text/>, <we:textarea/>). Generally the setting (default = false) is such that the editor is prohibited from writing PHP code in the entry field. In order to override this restriction, set the value in the drop-down menu to "true". It is also possible to override this restriction by using the we:tags (for example: <we:input type="text" php="true"/>).
- *Default value for the inlineedit attribute in <we:textarea>*. If you select *true*, you can edit the textarea directly on the same Web page. If you select *false*, you have to click first on the *Edit* button. A new window will open where you can edit the textarea. If there are many textareas, the value *false* is recommended, as the web page will load much faster.

- *Type of database connections*. Select the method in which you will connect to the MySQL database. There are two types:
  - — *connect*. Normal connection to the database. The system will connect to the database using the server address, MySQL account name and password that has been entered into webEdition by the administrator when the program was installed. If the connection fails, the program will stop running.
  - — *pconnect*. Persistent database connection. This type of connection behaves similarly to normal connections with two exceptions. Before a new connection is made to the database, the system attempts to use an existing persistent connection to the same database with the same user name and password. If no such idle connection exists, a new connection is established. Second, the connection to your MySQL server is not closed when the PHP script exits. It remains idle to be used at a later stage.

    Note: If you are unsure about what type of connection to use, choose *connect*.

- *HTTP authentication*. Activate the checkbox if your server uses HTTP authentication. Thereafter, enter your username and password in the required fields.
- *Thumbnail directory*. Select a directory for thumbnails.

Figure 9 The *Advanced* view



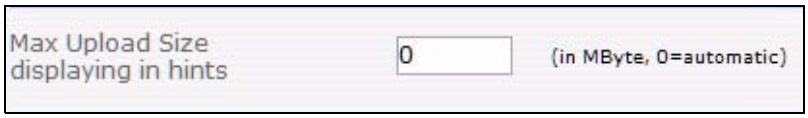
2.2.6.1 Options in the *Advanced* view from Version 3.2

The following options appear in the *Advanced* view from Version 3.2 on:

- *Max Upload Size displayed in mouse-over "hints"* (see Figure 10 on page 33). In order to ensure that when uploading files to their Web site, editors do not exceed the maximum upload limits set for your PHP server, webEdition allows the

administrator to enter a value that will be displayed in the hint (or mouse-over) text as guidance for editors.

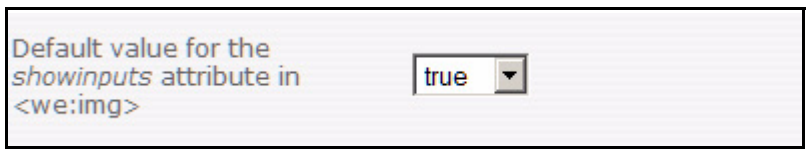
Figure 10 "Hint" text about the maximum upload size



> ***Note:*** The values provided by the server and PHP are not changed here; here the administrator defines a maximaum value (that is, a value less than that prescribed by the server) which is intended to help the editors.

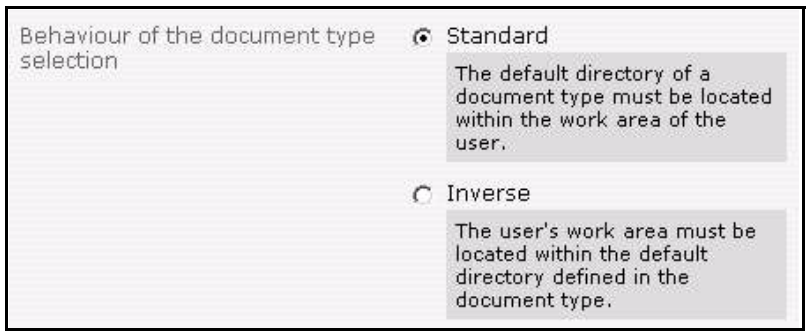
- *Default value for the showinputs attribute in <we:img>*. Set this attribute to *true* to display to your web site editors the *Alt* (alternative text) and *Title* fields for images if they are wrking with accessible or barrier-free sites. The *show inputs* field can be toggled to false (off), if you are not working with an accessible web site and want to keep unneccessary fields from the view of your editors.

Figure 11 Showinputs



- *Behaviour of the document type selection*. Use this field to define the document types available to your users.

Figure 12 Behaviour of the document type selection



2.2.7 *Error handling* view

This view gives you the opportunity to control what system-generated messages are displayed.

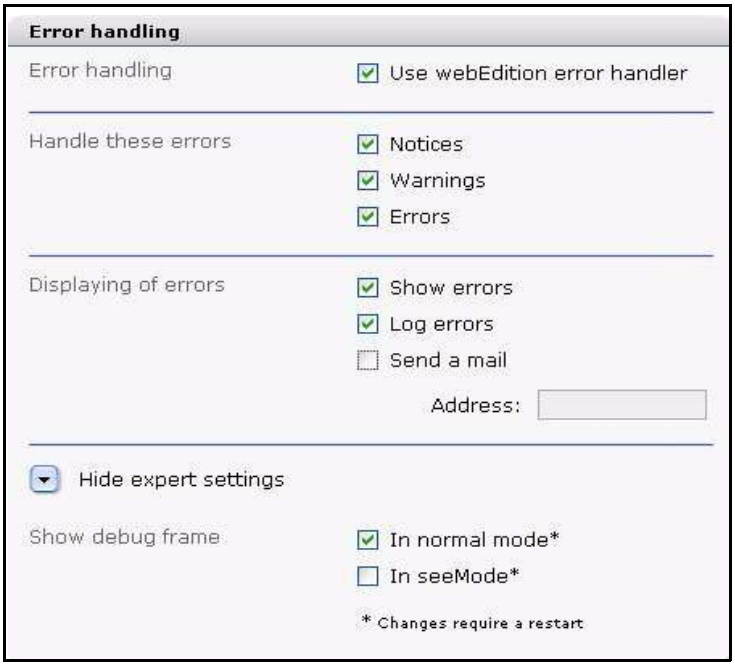


Figure 13 *Error handling* view

•*Error handling*. If you want webEdition to display notices, warnings and/or errors, activate the error handling.

•*Handle these errors*.These options allow you to select what error messages the system is to treat.

•*Displaying of errors*. These options allow you to view error messages immediately on-screen, in an error log, and as an E-mail message.

•*Expert settings: Show debug frame*. You can turn the debug frame on or off in either normal or seeMode by selecting the designated checkbox. When activated, a frame where debugging information can be seen appears at the bottom of your screen. The debugging frame can be used to diagnose problems.

2.2.8 *Modules* view

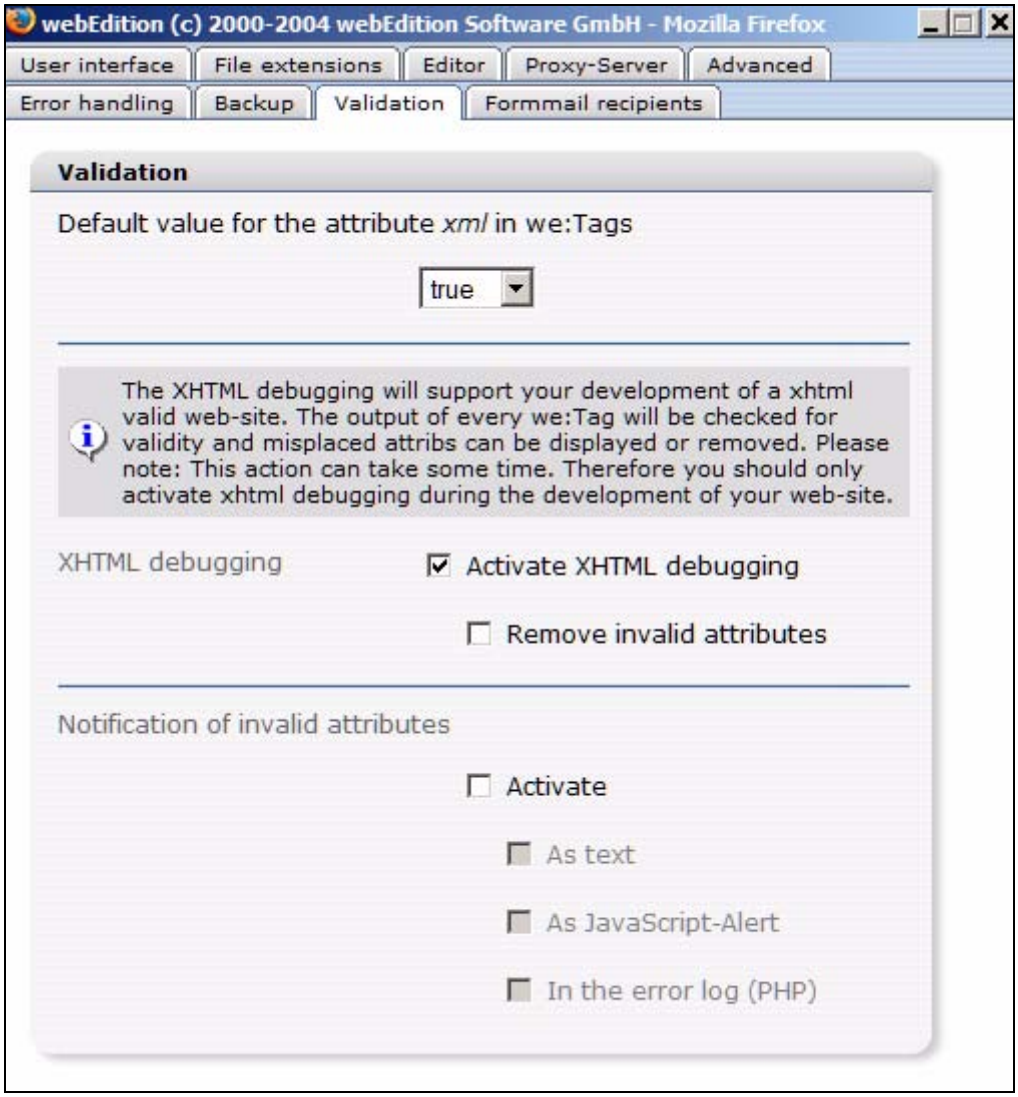
The *Modules* view allows you to set preferences for the modules you have installed. This view and its corresponding tab only appears if you have installed one of the webEdition modules.

2.2.9 *Validation* view (from Version 3.2)

Beginning in webEdition Version 3.2, the Preferences dialogue includes a *Validation* from which you can enter the *Validation* view.

The *Validation* view offers tools that are designed to assit you in the creation and maintenance of accessible or “barrier-free” Web sites.

Figure 14 *Validation* preferences



- *Default value for the attribute xml in we:Tags*: You can set the attribute xml=true globally for all tags (instead of having to do it for every tag). This command makes it possible to create valid XHTML-code.
- *XHTML debugging*: If you activate the checkbox, every we:tag will be checked for validity before output.

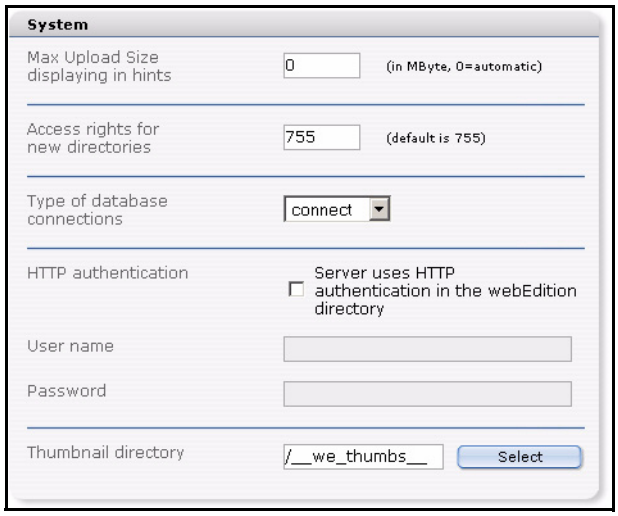
  Note: The debugging tool requires resources from your server and can affect perfomance of your site. Activate the debugging feature only during the testing of your site.

- *Notification of invalid attributes*: Activate this checkbox during testing to let the system display error messages either in an error log, a JavaScript alert box or in a text file.

2.2.10 The *System* tab (from Version 3.4)

In Version 3.4, a new Tab, System, has been added to the preferences.

Figure 15 *System* tab



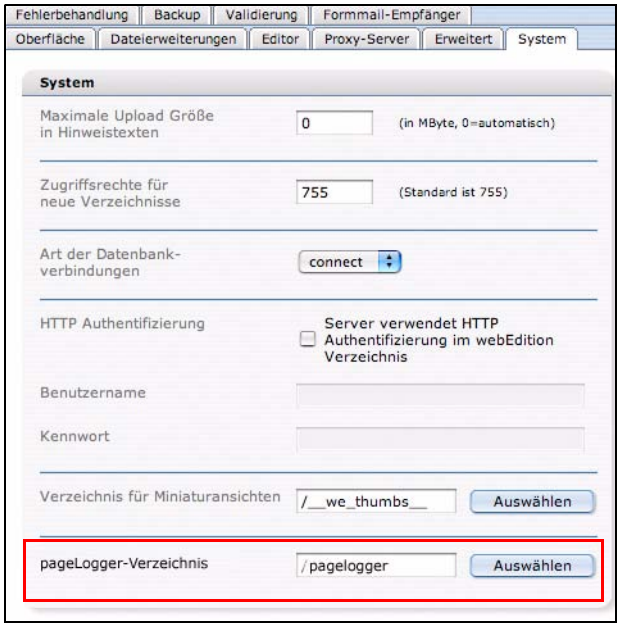
The areas *Max Upload Size displaying in hints*, *Type of database connections*, *HTTP authentication* and *Thumbnail directory* are taken off the *Advanced* tab to improve the clarity. You can now set the *Acess rights for new directories*. The default value is *755*. For more information about access permissions in Unix file systems, please ask your system administrator.

Note: The permissions set in the *Systems* view only apply to newly created directories, not to directories already existing!

2.2.11 System settings for pageLogger

From Version 3.4.0.8 on, the *pageLogger* area has been added to the *System* tab: *pageLogger-directory* (see Figure 16). Please select here the directory, where pageLogger is installed.

Figure 16 pageLogger-directory in system tab



As soon as the pageLogger directory is set here correctly, you are able to start pageLogger simply by clicking on *Modules* > *pageLogger*. Pleas note, that you have to restart webEdition for the changes to take effect.

> ***Note:*** For the *Single Login* feature to work correctly, a pageLogger user with the same name as the webEdition user has to be established. Furthermore, the user has to be marked as a *webEdition user* in the user preferences of *pageLogger*! For further information about webEdition users in pageLogger please consult the pageLogger documentation.

2.2.11.1 adding pageLogger to webEdition pages

To make the integration of pageLogger in webEdition-pages as easy as possibly, from webEdition Version 3.4.0.8 on, the new Tag `<we:pagelogger>` was created. This tag gives you the opportunity, besides using the code generated by the pageLogger Code Wizard, to easily integrate pageLogger into existing webEdition projects.

Further informationen about `<we:pagelogger>` can be found in the *webEdition Tag Reference* and the *pageLogger userguide*.

2.3 The webEdition menu structure

2.3.1 The *File* menu

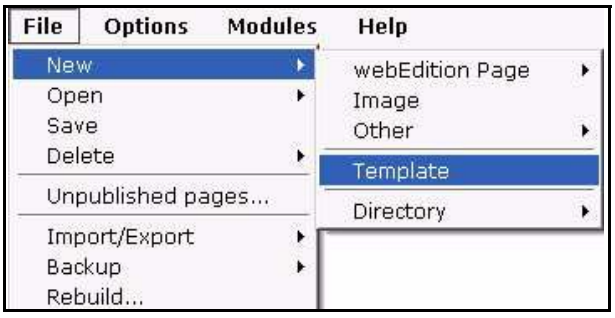
The *File* drop-down menu has the following items (see Figure 17).

Figure 17 The *File* menu

- *New*. This item allows you to create a new webEdition page, to load an image, to create other documents (HTML page, Flash movie, Quicktime movie, JavaScript, CSS style sheet, and plain text documents, and others such as *.doc, *.pdf, *.zip, and

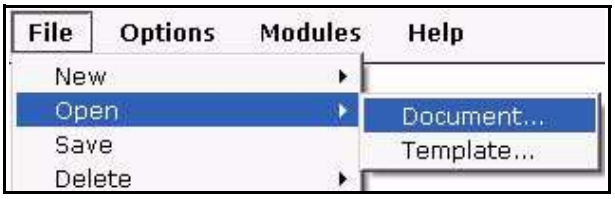
*.txt files) or a new template (see Figure 18). Furthermore, you can create new directories in both explorer menu views—Documents and Templates.

Figure 18 The *File* > *New* sub menu



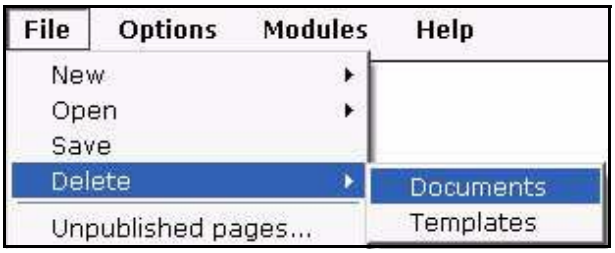
- *Open*. This command allows you to open documents (webEdition pages, images, etc.) and templates (see Figure 19). If you have installed the Database/Object Module, this menu item also allows you to open objects and object classes.

Figure 19 The *File* > *Open* sub menu



- *Save*. This item allows you to save the file that you currently have open in the edit view.
- *Delete*. This item allows you to delete a document or a template (as well as objects and classes if you have installed the Database/Object Module; see Figure 20).

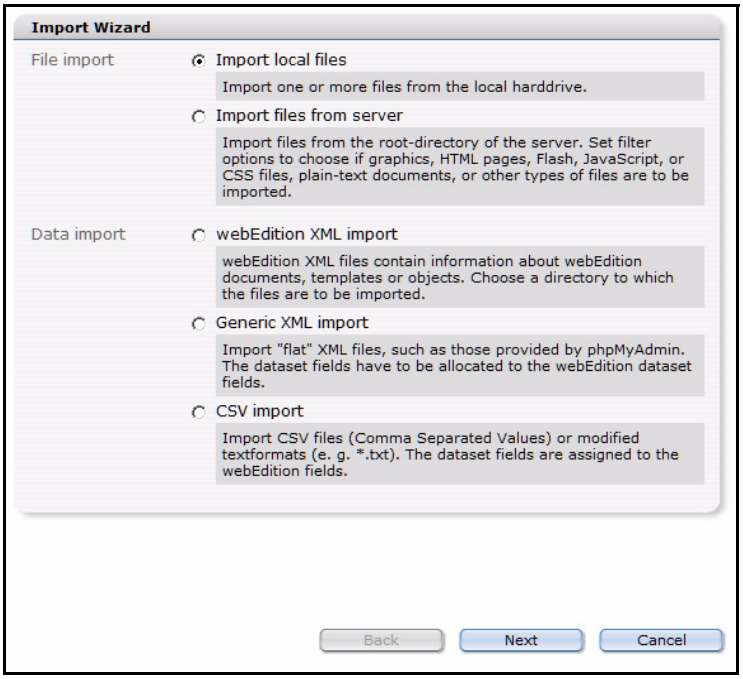
Figure 20 The *File* > *Delete* sub menu



- *Unpublished pages*. This item opens a new window in which all unpublished pages are listed in a tabular format.
- *Unpublished objects*. If you have installed the Database/Object Module, you can use this command to display a tabular overview of all unpublished pages.

- *Import/Export*. webEdition currently offers the following import functions (see Figure 21, "Import Wizard" on page 39):
  - *File import*. There are two file import options:
    - *Import local files*
    - *Import files from server*
  - Data import. There are two data import options:
    - *Generic XML Import*. Use this generic extensible markup language (XML) import function to import flat XML files.
    - *CSV Import*. Use the comma separated values (CSV) import function to import csv files or modified text formats.

Figure 21 Import Wizard

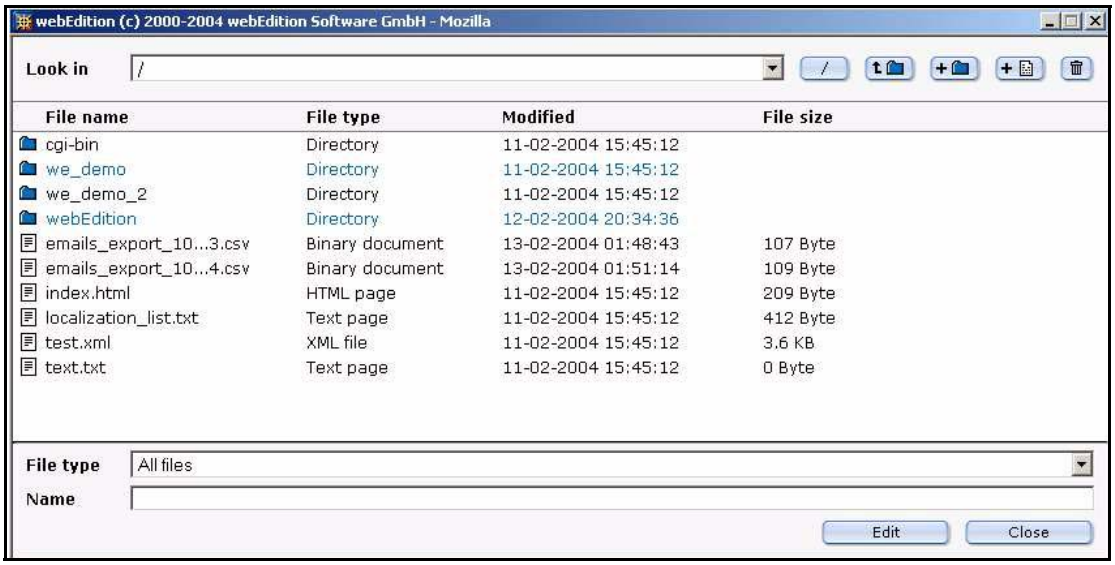


- *Rebuild*. This command allows you to re-write either all documents or those documents that meet specified criteria. The rebuild process is necessary to keep the links consistent whenever the linking structure changes, or if you have pages that are not generated dynamically and if you have edited a page which includes elements and/or sections using the we:include tag. See Section 3.2.9, "Rebuilding static and dynamic Web pages" on page 60.
- *Backup*. The backup function has two parts:
  - The *Create Backup* command allows you to create a local backup of your host database. and/or to restore this image on your host.
  - The *Recover Backup* command allows you to restore your backup image on your host. For further details, see *The webEdition Installation, Update and Backup Procedures*.
- *Browse Server*. This command opens a file management window containing a complete overview of the root directory ("/") on your server. It displays all the

directories and files created in webEdition in blue letters. Any other directories and files are displayed in black letters.

The file manager helps you to work with and manage your files and directories. After selecting a file or directory, you can add, move or delete the item(s) using the file manager by clicking one of the icons at the top-right of the screen. (see Figure 22).

Figure 22 The file manager



- *Quickstart*. Returns you to the *Quickstart* menu (see Section 2.1.2.1, "The Quickstart options" on page 27).
- *Quit*. Select this command to log out of webEdition.

2.3.2 The *Options* menu

The *Options* menu has the following items (see Figure 23, "The Options menu" on page 40):

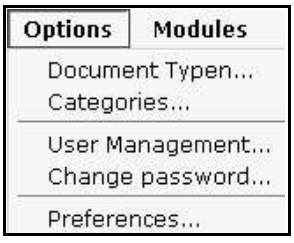


Figure 23 The *Options* menu

•*Document types*. This command allows you to create a new document type.The *Document types* feature allows you to group documents with similar characteristics, or to assign characteristics to a new document that are similar to existing documents. You can also select an existing document type and delete it or modify its properties, which might entail assigning a template to it or specifying default values. See Section 3.6.1, "Document types" on page 83.

- *Categories*. This command allows you to create a new category or to delete categories you no longer need. The *Categories* feature offers an alternate method of generating page summaries, and of organizing your documents. See Section 3.6.2, "Categories" on page 85.
- *Thumbnails*. Here you can do the settings for thumbnails.

- *Change user name/User management.* This command allows you to change your user name. If the User Management Module is installed, *User Management* appears in the menu. See Section 3.6.3, "Changing user name and/or password" on page 86.
- *Change password*. This item allows you to change your password. See Section 3.6.3, "Changing user name and/or password" on page 86.
- *Preferences*. Use this item to modify the default webEdition preferences. See Section 2.2, "Preferences" on page 28.

2.3.3 The *Modules* menu

The *Modules* menu lists all webEdition modules installed in your version of webEdition (see Figure 24, "The Modules menu" on page 41). You can open a module by clicking on the corresponding menu item.

Note: The *Modules* menu will vary depending on the modules you have installed.

Figure 24 The *Modules* menu

For further details about a specific webEdition module, see the supporting documentation at http://www.webedition.de/english/downloads/Documentation.html

2.3.4 The *Help* menu

The *Help* menu contains the following items (see Figure 25, "The Help menu" on page 41):

Figure 25 The *Help* menu

•The *Help* menu contains an extensive help program. You must be connected to the internet. The help program is on our server.

•*Update*. There are three items:

— *Update*. Here you can check which version of webEdition you have installed. The version number appears at the top of the view. You can use the Search button to check if there is a newer available version. If so, you can update to a newer version using the online installer. In addition, all new modules are installed using this menu item.

— *Module installation*.

— *Log*.

- *Info*. This item contains information on webEdition, and the version you are using.

2.3.5 The explorer menu

The explorer menu appears on the left side of the webEdition main screen, and it displays the contents of your Web site as a series of folders and files. Adjacent to the explorer menu are either two or four vertical tabs, depending on whether or not you have installed the Database/Object Module (see Figure 26, "The explorer menu" on page 42). When you click on a vertical tab, you can view the corresponding editing view in the explorer menu:

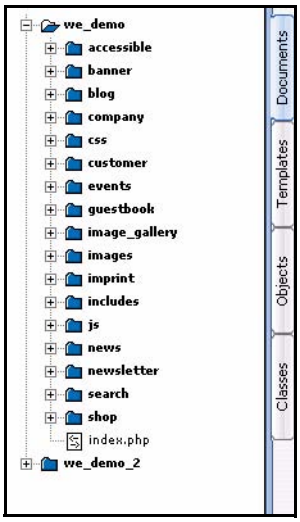


Figure 26 The *explorer* menu

•*Documents* tab. This editing view shows a list of the available documents (Web pages, style sheets, images, etc.) and the document directories

•*Templates* tab. This editing view shows all the templates

•*Objects* tab. This editing view (visible only if you have installed the Database/Object Module) shows a list of available objects

•*Classes* tab. This editing view (visible only if you have installed the Database/Object Module) shows a list of available object classes

Documents, templates or objects displayed in red in the explorer menu have been saved, but have not yet been published, while those displayed in black have been both saved and published. See also Section 3.2.2, "Saving, “unpublishing”, and deleting documents" on page 56.

By clicking on one of the view icons, you can open, change or publish a desired file in edit mode. By double-clicking one of the entries in the *Documents* view, you will launch a new browser window showing you the document as it will be displayed online.

2.3.5.1 Identification numbers (IDs)

If you pass the mouse pointer over the icon of an individual document or template, a number appears below the explorer menu. The same number appears on the screen below your mouse pointer (see Figure 27).

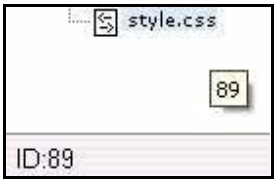


Figure 27 webEdition ID numbers

IDs are unique numbers allocated to a document or a template. webEdition uses the ID to access the document internally. The ID allocated to a document is needed for some we:tags (such as we:a or we:url). The document ID is designed to make it easier for you to link documents.

2.3.5.2 Explorer menu icons

The various file types used in and with webEdition are identified in the explorer menu by the distinctive icons:

Directories and sub directories are identified by folder icons:

Figure 28 directory icon

webEdition pages (.php and .html files) are identified by “e” icons:

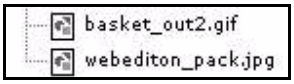
Figure 29 webEdition page icon

Templates, JavaScript, CSS (.tmpl, .js, .css files) appear thus:

Figure 30 Template icon

Images (.gif, .jpg, jpeg, .png files) appear thus:

Figure 31 Image icon



Movie files (.mov, .swf) appear thus:

Figure 32 movie icon

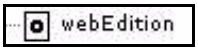
Plain text (.txt) files appear thus:

Figure 33 Plain text icon

If you have installed the Database/Object Module, the following icons appear in the *Objects* and *Classes* views:

- objects

Figure 34 Objects icon



- object class icon

Figure 35 Object class icon

2.4 webEdition control elements

To the right of the drop-down menus there are the following navigation control elements:

Figure 36 webEdition navigation control elements

- *Home*. If you click on the symbol which looks like a house, the *seeMode start document* opens. You can define the *seeMode start document* in *Options > Preferences*.
- *Reload*. Click the icon adjacent to the Home icon to reload the Web site.
- *Back.* Click on the left-pointing arrow icon to navigate to the page opened last.
- *Forward*. Click on the right-pointing arrow icon to navigate to the next open page.

2.5 Viewing modes: standard and Super-Easy-Edit Mode

There are two viewing modes available in webEdition: normal mode and Super-Easy-Edit Mode (seeMode)

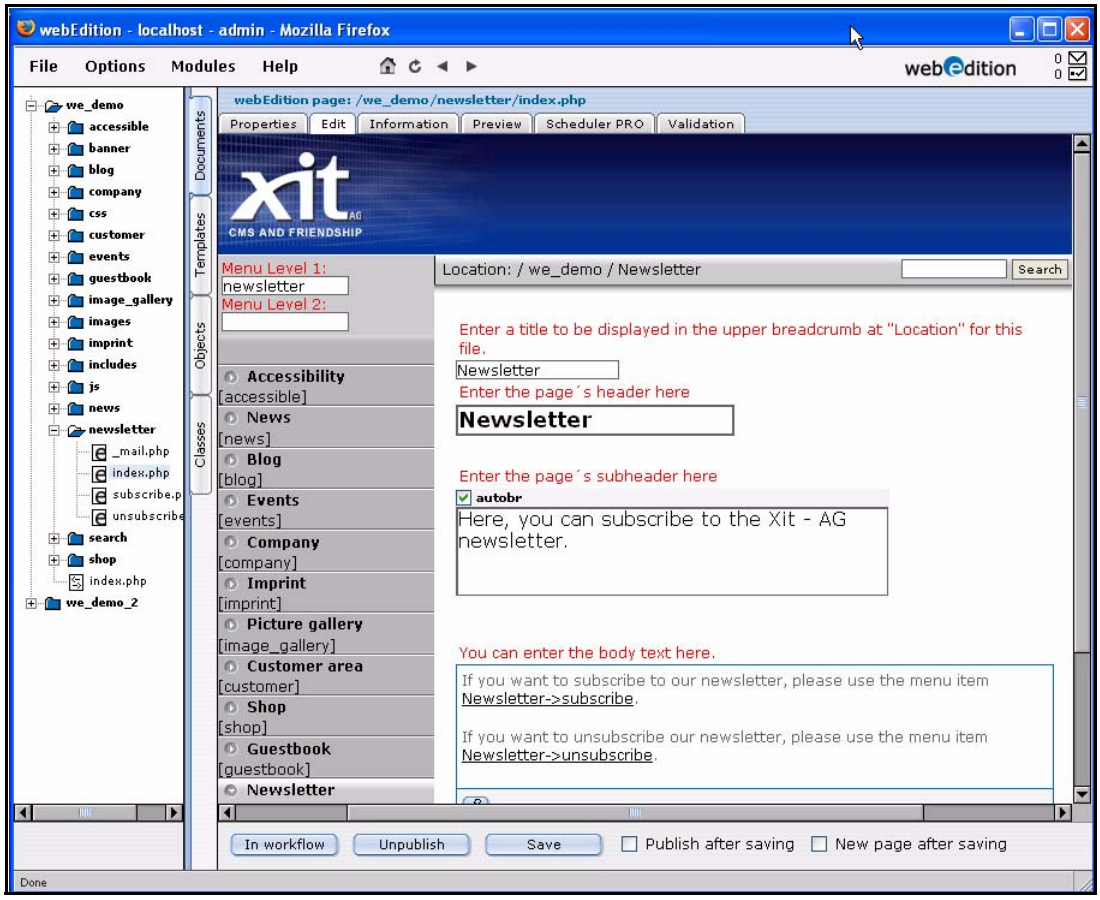
2.5.1 The editing screen in standard mode

The editing screen is where you can create, edit, preview your individual webEdition documents and templates. If you are an editor and you click *File > New > webEdition Page > Empty Page*, the *Documents* editing screen opens. Four tabs are visible, a fifth is visible in the document editing view if you have installed the Scheduler Pro Module (see Figure 37, "The webEdition Edit view (normal mode)" on page 45). Likewise, if you are an administrator and you click *File > New > Template*, the *Templates Edit* view opens. Each tab, when clicked, opens a specified view.

- *Properties*. This view allows you to assign all the necessary properties to the file such as name, directory, document type, etc.
- *Edit*. This view displays the *Edit* view, document you wish to edit in edit mode. You make all your entries to the page in this mode.
- *Information*. This view displays all relevant information on the current document.

- *Preview*. This view allows you to check how your page will actually appear in the browser.
- *Scheduler PRO*. If you have installed the Scheduler Pro Module, when you are working with a document, you can use this view to access the settings for the module.

Figure 37 The webEdition Edit view (normal mode)



The editing screens and the available views are different for documents and templates. Each will be discussed, in turn, in subsequent chapters.

2.5.2 The editing screen in Super-Easy-Edit Mode

In contrast to the normal editing mode, which serves the administration of the entire Web site, the seeMode is ideal for editing content.

The seeMode is characterized by simplified navigation and a removal of the more complex functions that are better suited to the skills of an administrator. The seeMode is designed for the simple maintenance of existing Web site content.

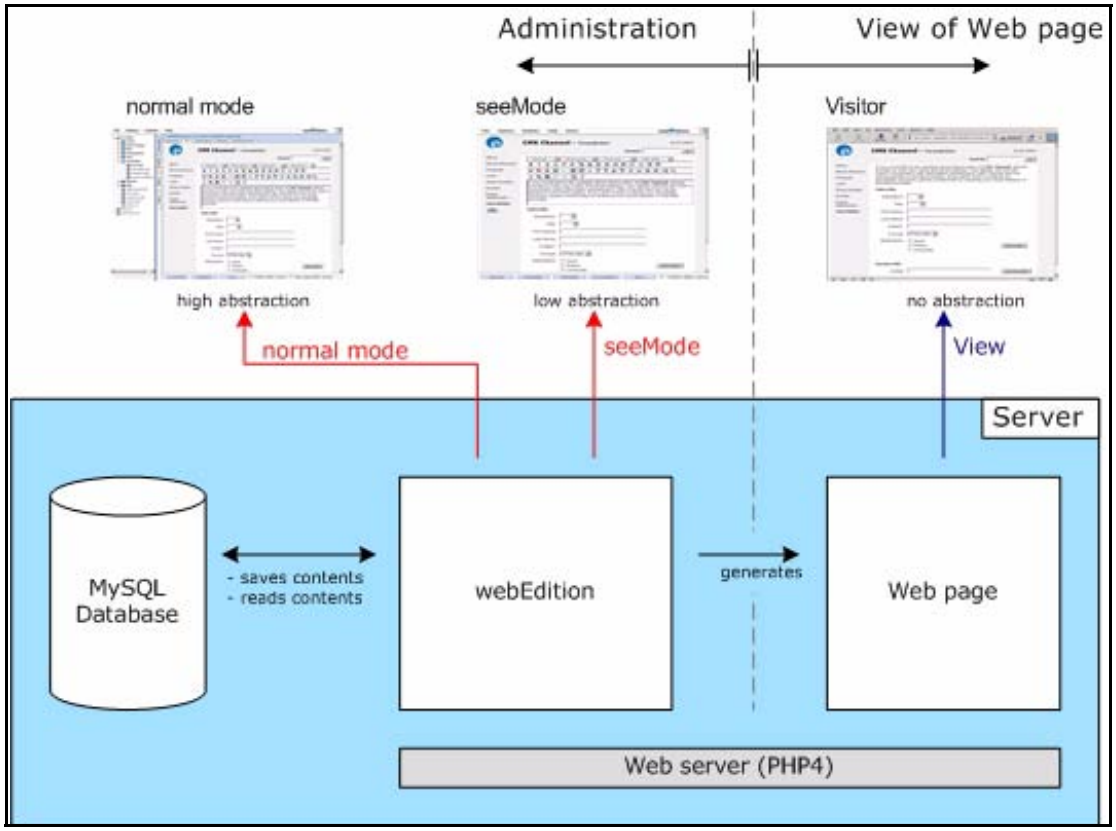
> ***Note:*** The seeMode feature in webEdition 3.0 cannot be used with Web sites that use HTML frames.

When in Normal mode, an editor must select each of his/her documents from a file tree; in seeMode an editor can navigate to all the documents for a Web site using the navigation of the web page that they must edit. In contrast to working with a file tree,

which presupposes a certain understanding of where and how documents are stored on a Web server, the desired document can be accessed easily and directly. An editor using seeMode does not need to know how the documents for a Web site are distributed on the server; when an editor logs in, webEdition can be configured so that the Web page that they have to maintain automatically appears. The editor can navigate through the Web site and modify the contents of the associated pages using a WYSIWYG editor and then published the revised pages. An editor can perform all of the same tasks in seeMode as in normal mode, except template and class editing.

Figure 38 shows how the view of an editor, administrator and end visitor will perceive a Web page.

Figure 38 What editors, administrators and visitors see



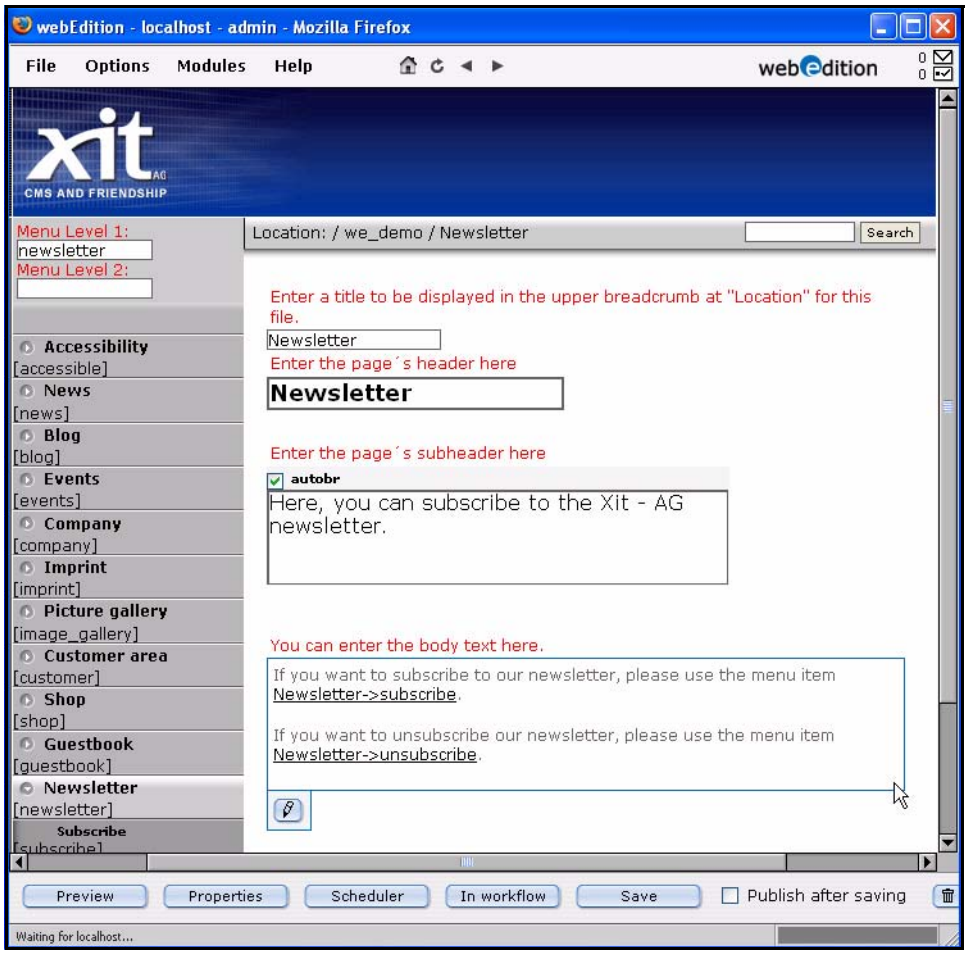
The first time you log into webEdition in seeMode, you will see the following message (see Figure 39), asking whether you wish to choose a default web page which will open each time you log in to seeMode:

Figure 39 The *No start document* warning

If you click *OK*, the preferences screen opens in the *User interface* view. In the *seeMode start document* area you can choose a start document by clicking the *Select* button and browsing the server for a document.

Thereafter, every time you log into webEdition in seeMode, the page you have selected will automatically appear on screen. This page is your seeMode home page. See, for example, Figure 40.

Figure 40 The webEdition editing screen (seeMode)



2.5.2.1 seeMode user interface

The menu structure and functions for the seeMode are the same as what is described in Section 2.3, "The webEdition menu structure" on page 37, with the following exceptions pertaining to navigation and file creation:

2.5.2.1.1 explorer menu The file tree that one sees in Normal mode does not appear in seeMode. All navigation can be carried out using the links inherent in your seeMode start page. You do, nevertheless, have the option of opening files from the server by using the *File* > *Open* menu.

2.5.2.1.2 *File* menu All functions are available to the user. If you have installed the User Management Module, user activities can be restricted (see Section 2.5.2.1.4, "Interactions with the User Management Module" on page 48).

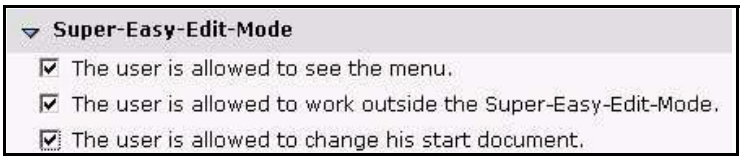
2.5.2.1.3 *Home* menu When you are editing your web pages in seeMode, you can click the *Home* menu to return to your designated seeMode start page.

For details on how to edit documents while using the seeMode, see Section 3.8, "Editing documents in seeMode" on page 99.

2.5.2.1.4 Interactions with the User Management Module The User Management Module gives administrators additional flexibility in designating what a user will see when he/she logs into webEdition using seeMode. There are three control features for seeMode, which are accessed from the User Management *Permissions* view (see Figure 41):

- *The user is allowed to see the menu*. If this checkbox is not activated, for a given user, that person will see only the *Quit* and *Home* menus. Hence the person will be limited only to editorial tasks associated with an existing document.
- *The user is allowed to work outside the seeMode*. Here an administrator can restrict access to files that were not created in webEdition.
- *The user is allowed to change his/her start document.* If this checkbox is not activated, the user will only be able to modify the seeMode start page (and its internally linked pages).

Figure 41 Permissions for the seeMode in the User Management Module



3 Working with documents – the role of the editor

The webEdition content management system differentiates between the role of the editor and the role of the administrator. Each role requires a different skill-set. Moreover, the tasks assigned to each role are governed by different webEdition user permissions.

This chapter describes the activities that are performed when working with webEdition documents. This role is normally carried out by a Web page editor. These tasks include:

- creating new documents
- saving/parking/deleting documents
- modifying/updating documents
- importing files
- working with other documents: graphical and non graphical files
- creating new document directories
- defining categories
- rebuilding static and dynamic Web pages
- changing user names and/or passwords
- editing preferences

By "documents", we mean all types of files that are used in the presentation of a Web page. Such files can include webEdition pages, normal HTML pages, cascading style sheets, JavaScript pages, images and Flash movies.

> ***Note:*** This manual always refers to the sample pages supplied with the software. Sample pages can be accessed from the we_demo directory, found in the webEdition explorer menu.

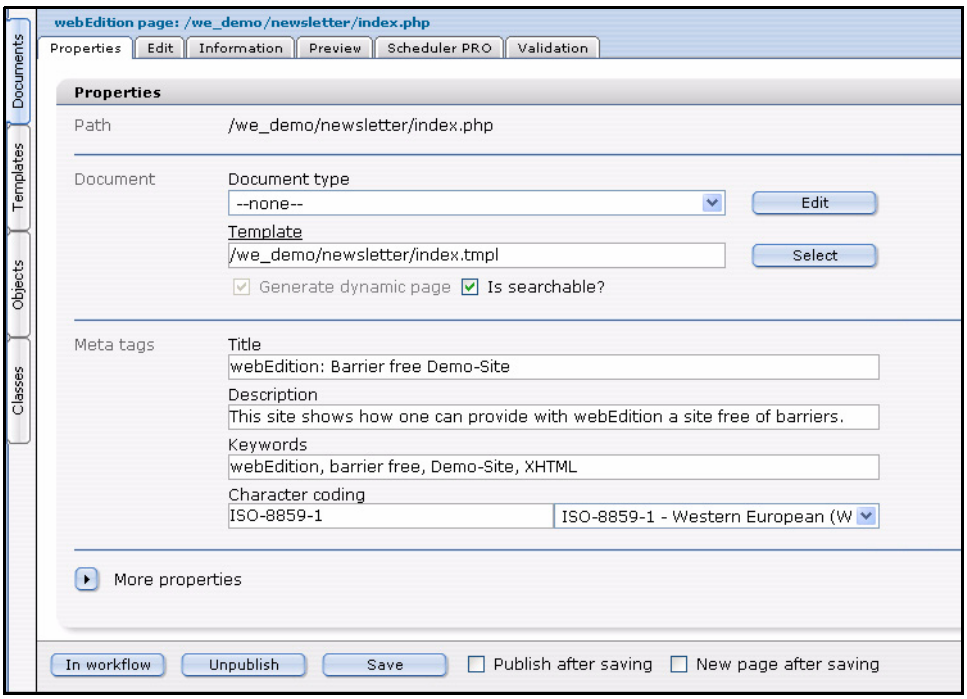
3.1 The four views when working with documents in normal mode

In Chapter 2, we discussed how the editing screens and the available views are different depending on whether you are working with a document or a template. The following sub-sections describes each of these views as they pertain to documents.

3.1.1 The *Documents Properties* view

You use the *Properties* view to define the name, type, location, and ownership of your webEdition documents. The *Properties* view has the following areas: *Path*, *Document*, *Meta Tags* and (under the *More properties* button) *Categories*, *Owners* (see Figure 42).

Figure 42 The *Documents Properties* view



- *Path*. This area allows you to enter the name of the document, its extension and the directory in which it is to be saved. Select the directory by clicking the *Select* button and using the file manager. To avoid input errors, the directory cannot be entered by hand.

  The extension determines how the server will react to the document. The extension for static pages is either .html or .htm, whereas the extension for dynamic pages is .php.

  > ***Note:*** If you allocate an .html extension to a dynamic document, it will not execute and the viewer of the document will be able to see the source code, unless your administrator has configured your server to have the PHP parser execute documents with an .html or .htm extension. If you are using other script languages such as ASP or JSP in your templates, always save pages as "static" pages and select the appropriate extension (for example .asp for ASP pages)

- *Document*. In the *Document* area you can select the document type and the template on which you wish to base the new page.

  If you choose to select a document type, your selection will be limited to the template allocated to this document type. For additional information on document types, consult Section 3.6.1, "Document types" on page 83. If you do not select a document type, you will be able to use any of the available templates. The checkbox located at the bottom of the *Document* area allows you to determine if the page should be created dynamically. If you do not activate the checkbox, the page will be created statically. You can find more information on the difference between static

and dynamic pages in Section 3.2.9, "Rebuilding static and dynamic Web pages" on page 60.

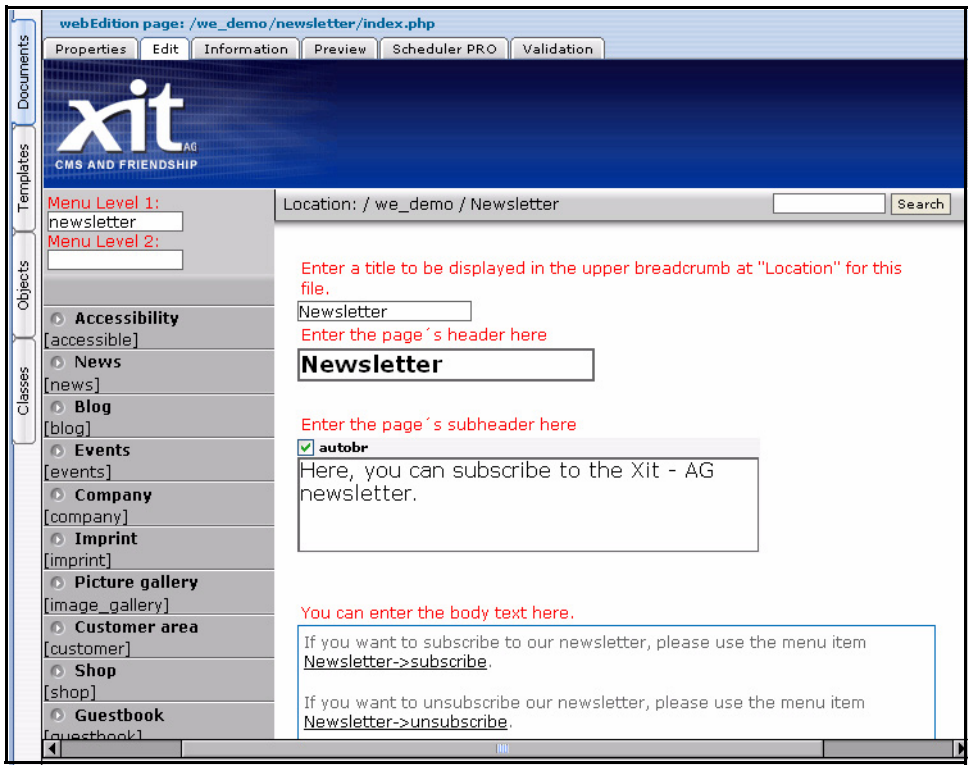
To make a document searchable, activate the *Is document searchable?* checkbox.

- *Meta Tags*. In the *Meta Tags* area, enter in the *Title* field the title you want to appear in the browser bar when the page is viewed by an end user. This is equivalent to an entry in the <title> HTML tag as long as the we:tag is in the template. In the *Description* field, enter the description of the Web page that you wish to be displayed by, for example, a search engine. This is equivalent to an entry in the <description> meta tag, as long as the we:tag is in the template. In the *Keywords* field, enter the keywords that characterize the content of the document. These words will be found by search engines and other such programs. This is equivalent to an entry in the meta tag <keywords> as long as the we:tag is in the template.
- *Category*. In the *Category* area, you can select the category to which you want your document to belong. To do so, click on the *Add* button to make a selection from the available categories. For additional information on categories, please consult Section 3.6.2, "Categories" on page 85.

3.1.2 The *Documents Edit* view

You use the *Edit* view to create or modify the content of your document by entering text, creating link lists, adding images, etc. (see Figure 37, "The webEdition Edit view (normal mode)" on page 45). With the exception of the areas that still have to be edited, the layout you see in the *Edit* view shows how this page will look on your Web site. The areas in which you can work appear as entry fields and are pre-defined by the template(s) created by your webEdition administrator. (More information on how this is done can be found in Section 6, "The role of the administrator – creating templates".)

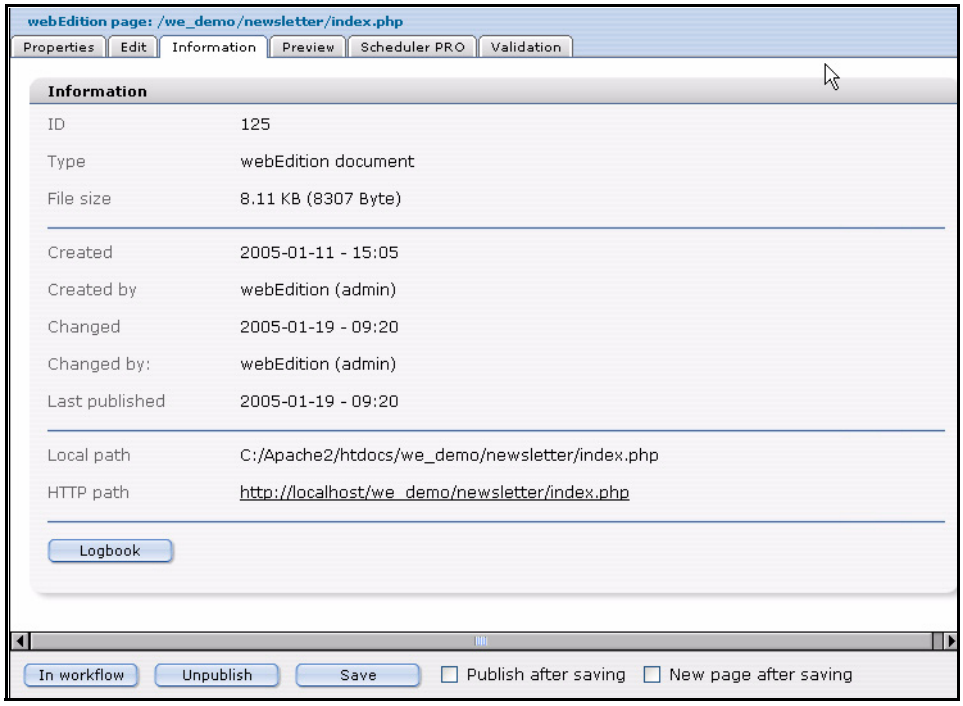
Figure 43 The *Documents Edit* view



3.1.3 The *Documents Information* view

The *Information* view provides you with read-only information about your document, such as the file type, the size of the file, the date created, the date when it was last modified and when it was last published. This view also provides information on the local host path where the file has been saved and the HTTP path (the URL) where the page can be accessed online (see Figure 44).

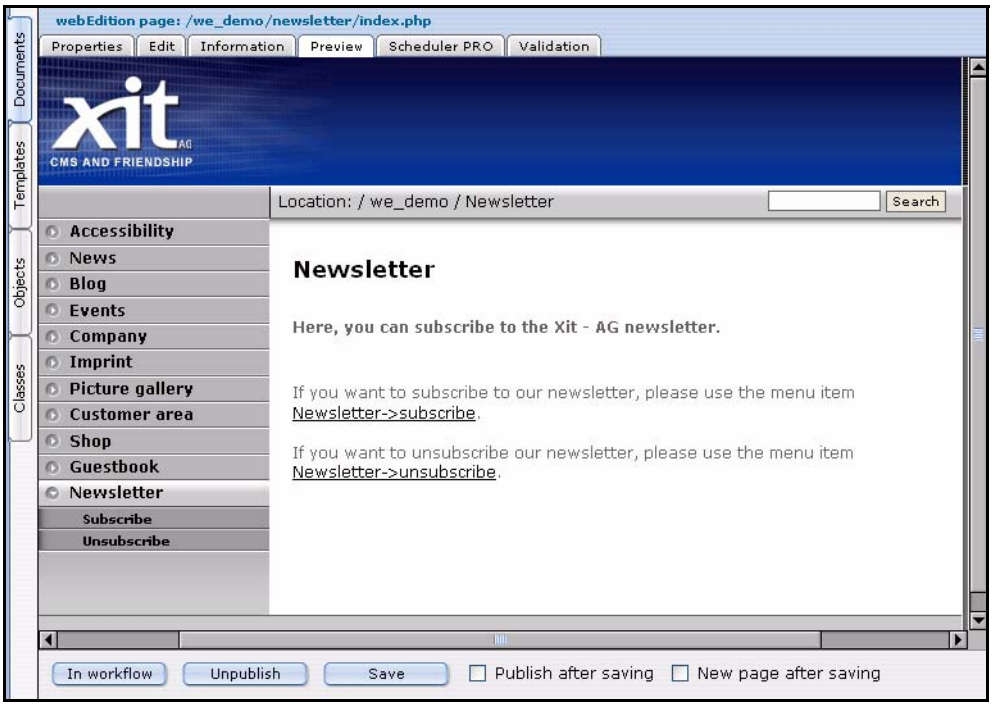
Figure 44 The *Documents Information* view



3.1.4 The *Documents Preview* view

You can use the *Preview* view to display how your finished page will look online when viewed in a browser. Use this feature to check the contents of the page before saving or publishing it (see Figure 45).

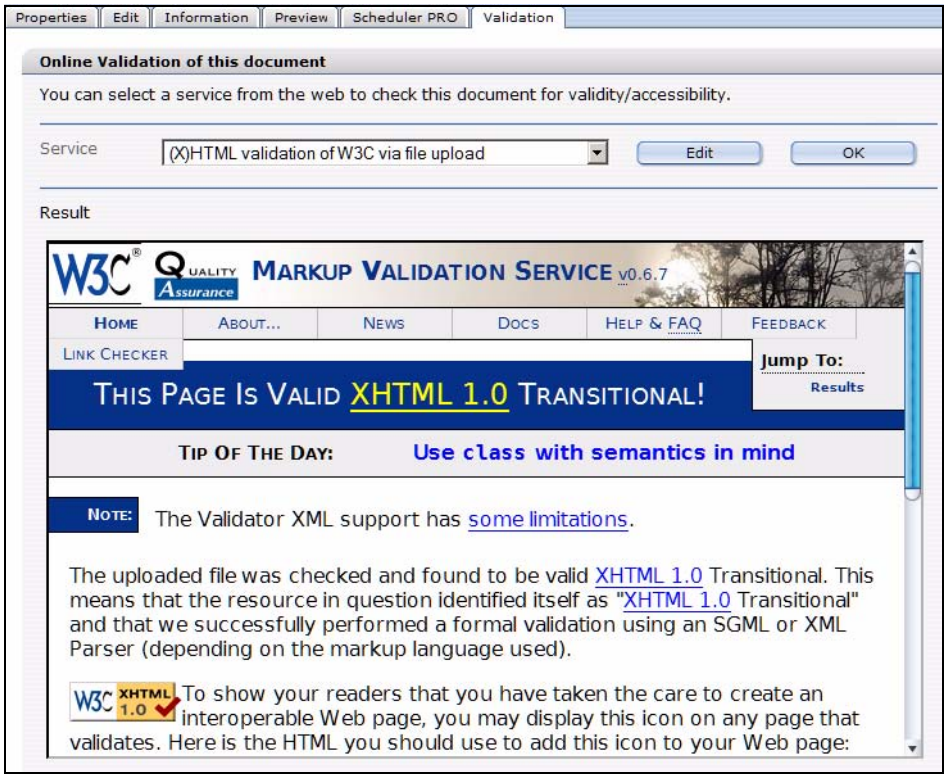
Figure 45 The *Documents Preview* view



3.1.5 The *Documents Validation* view

Click on the *Validation* Tab to access the validation view.

Figure 46 The *Documents Validation* view



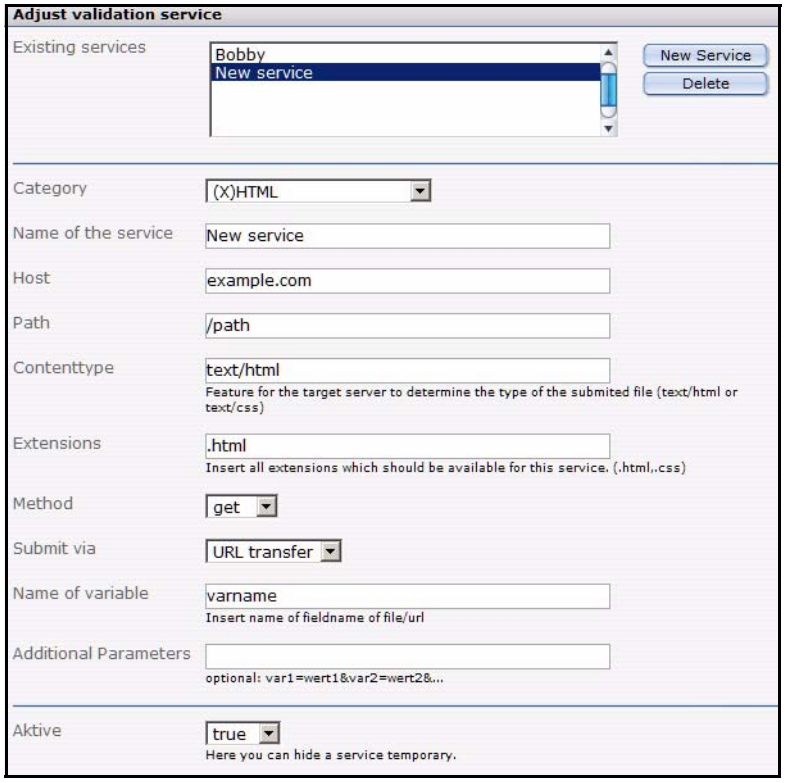
Note: This feature is only available beginning in Version 3.2.

On the Internet there are public services intended to help you to verify the validity of your code and the accessibility of your web page. Beginning in Version 3.2, webEdition includes the *Validation* view so you can validate your webEdition documents for barrier-free compliancy from within the CMS system either via URL transfer or file upload. The response of the service is displayed unmodified in webEdition (see Figure 46 on page 53).

To have your page checked by one of the preset services, select the service from the *Service* dropdown menu and click *OK*. In Figure 46, you can see the response for a successful validation according to the rules of the World Wide Web Consortium (W3C).

You can add other services by clicking on the *Edit* button and then adding a *new service* (see Figure 47).

Figure 47 Adding a new service



You can subscribe to additional services such as:

- Validome (http://www.validome.org)
- Accessibility Bobby (http://bobby.watchfire.com)
- Cynthia Says (http://www.contentquality.com/)
- Checky (http://checky.sourceforge.net/) offers a list of validation services.

3.2 Working with webEdition pages

3.2.1 Creating a new webEdition document

Use the following procedure to create a new document.

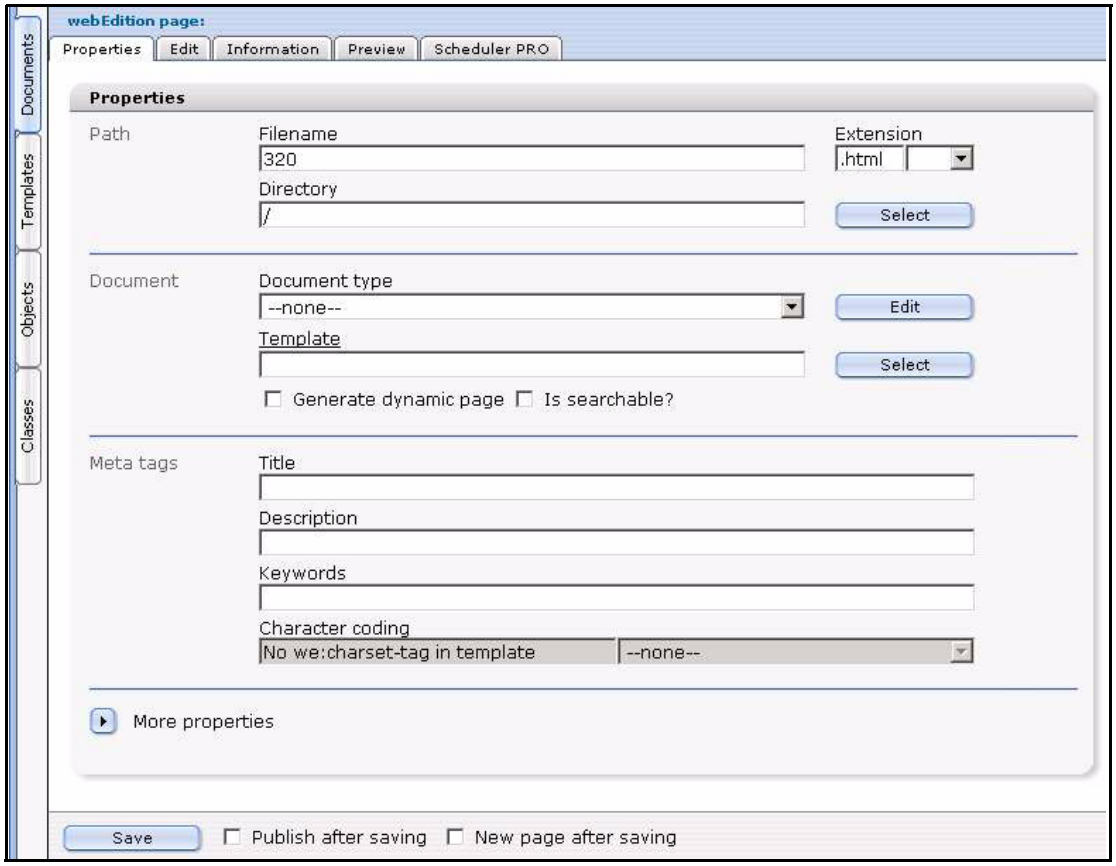
Procedure 1 Creating a new document

At the webEdition main screen

1 Select *File* > *New* > *webEdition Page* > *Empty Page*.

The webEdition Page Properties view appears (see Figure 48).

Figure 48 Creating a new document: *Properties* view



2 In the *Path* area of the *Properties* view, enter a name for the new document in the *Filename* field.

3 In the *Path* area of the *Properties* view, choose a directory for the new document by clicking the *Select* button adjacent to the *Directory* field.

a Navigate through the directory menus until you find the location for the new file.

b Click on the name of the target directory, then click *OK*.

4 Click the *Save* button located at the bottom of the screen.

webEdition opens a read-only information box informing you that the new file has been successfully saved.

5 Click the *OK* button.

The newly created file is now listed in red letters in the explorer menu and you can now start editing your new document. When a page is displayed in red, this indicates that it has been saved but not yet published.

6 You have completed this procedure.

3.2.2 Saving, “unpublishing”, and deleting documents

After creating or modifying a document, you must save your files.

3.2.2.1 Saving and publishing a page

When working with a document, you can save a file while in any of the four views (*Property*, *Edit*, *Information*, *Preview*). webEdition differentiates between two situations: saving a new page and saving an existing page that has been changed.

- Saving a new page. You will be given the following options when saving a new page:
  - — *Without publishing it*. If you click the *Save* button without activating any of the check boxes, the page will be saved in the system, but will not yet be published. It will appear in the explorer menu in red.
  - — *Publishing it*. Before saving, activate *Publish after saving* and then click the *Save* button. The page will be saved and published at the same time so that it can be accessed from outside webEdition. Published pages appear in the explorer menu in black font.
  - — If you wish to have a new, empty document of the same type available for editing immediately after saving a document, activate the *New page after saving* checkbox.
- Saving an existing page.
  - — *Without publishing it*. If you change an existing page and want to save it without changing the published page, make sure that the *Publish after saving* checkbox is not activated, then click *Save*. The document will appear in the explorer menu in blue, indicating its new status in "temporary storage" without being published—the old page will remain published.
  - — *Publishing it*. If you wish to publish an existing page immediately after changing it, or after having saved it temporarily, activate the *Publish after saving* checkbox and click on the *Save* button. If the page has been in temporary storage, the blue letters denoting its status will then become black in the explorer menu. You can check whether the page has been published by double-clicking on the document in the explorer menu. If it has been published, the new browser window will open displaying the page. If you try to double-click on a page that has not been published (red), a new browser window will appear informing you that the document has not been published.

    If you wish to have a new, empty document of the same type available for editing immediately after saving a document, activate the *New page after saving* checkbox.

3.2.3 "Unpublishing" a file

If you wish to “unpublish” (or “park”) a published page without delete it, you can use the *Unpublish* function to place the file in temporary storage. Click on the page in the explorer menu to bring up the page in *Edit* mode. Instead of clicking *Save*, click *Unpublish*. The page will no longer be live and will appear in red letters in the explorer

menu. If you wish to re-publish this page, just activate the *Publish after saving* checkbox and click the *Save* button.

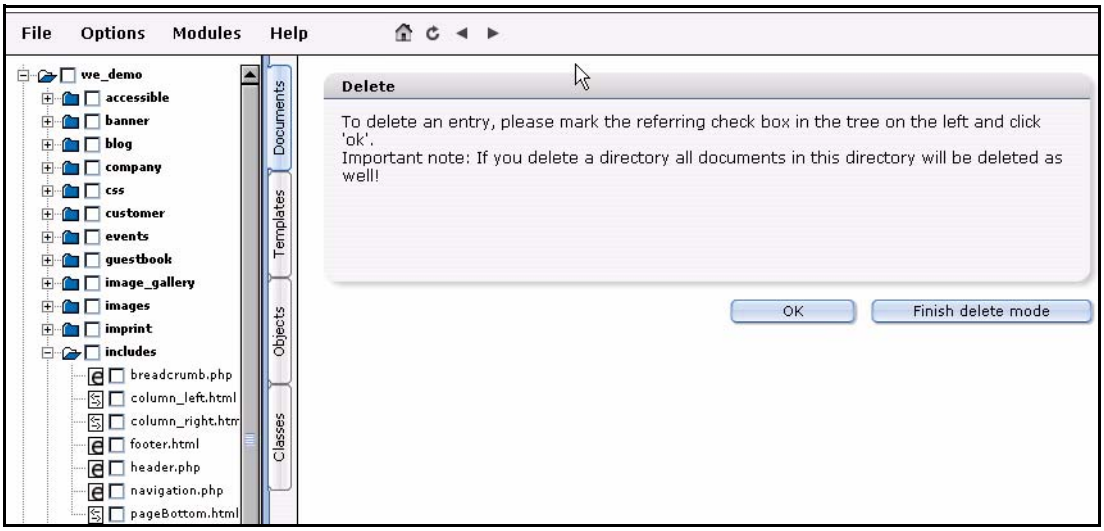
> ***Note:*** If a document has already been published, you can only change whether it is generated statically or dynamically by unpublishing it, making the change and re-publishing it.

3.2.4 Deleting documents, templates, objects, or classes

In this section, by way of example, we describe the deletion process for a document. To delete a template, object, or class, you proceed in a manner similar to the steps described here.

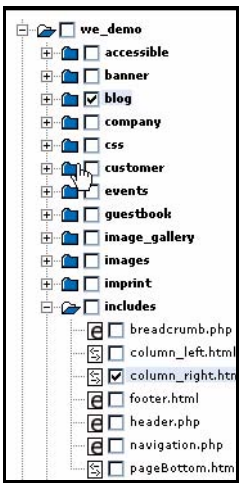
You can delete a document by clicking *File* > *Delete* > *Documents* (see Figure 49).

Figure 49 Deleting a document



A checkbox appears beside each document and directory in the explorer menu (see Figure 50).

Figure 50 Marking files for deletion



Activate all of the checkboxes for the entries that you would like to delete.

CAUTION

When you delete a directory, all documents and subdirectories contained within it will be lost. In order to exit from the delete mode, click the *Cancel* button. Click on the *OK* button to delete the file.

.

3.2.5 Overview of all unpublished pages

You can access an overview of all unpublished pages or objects, in two ways:

- After logging in to webEdition, you can go directly there by clicking on the *Unpublished pages* (or *Unpublished objects*) button on the *Quickstart* screen (see Figure 51).

Figure 51 Quickstart-unpublished pages

- You can also select *File* > *Unpublished pages* (or *Unpublished objects*) from the *File* drop-down menu on the webEdition main screen (see Figure 52).

Figure 52 Accessing unpublished pages from the *File* menu

On this page you can view a table with all of the unpublished pages or objects that exist in the system (see Figure 53, "Table of unpublished pages" on page 59). The following information is displayed about the pages or objects:

- *Path*. Where in the system is the document/object?
- *Author*. Who is the creator of the document/object?
- *Created*. When was the document /object created?
- *Changed by*. Who had modified the document /object in the course of the workflow?
- *Changed*. When was the change made?

- *Last published*. When was the document /object last published?
- *Workflow step*. Where in the workflow is the document /object currently found? (This column exists only if the Workflow Module is installed.)

  If you click on a criterion (that is, a value found underlined in the header row of the table), the table will sort the output according to the selected criterion. If you click on the actual path of a document /object, the system will take you directly to the unpublished document /object.

Figure 53 Table of unpublished pages

Path	Creator	Created	Changed by	Changed	Last published	Workflow step
/we_demo/news/news_holiday.html	-	2001-09-27 - 19:27	dan	2004-02-12 - 14:23	2004-02-11 - 15:57	1 of 2
/we_demo/newsletter/index.php	dan	2003-07-20 - 19:27	dan	2003-08-03 - 15:40	-	-
/we_demo/dhtmlpopup.html	-	2002-05-10 - 19:37	-	2002-05-22 - 17:53	-	-

Back 1-3 From 3 Next

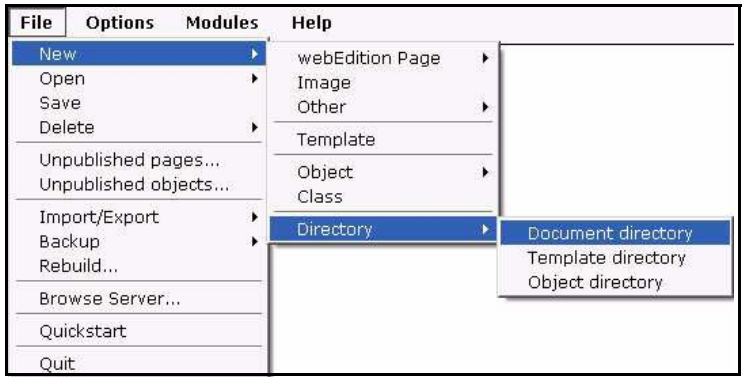
3.2.6 Modifying and updating a document

If you want to modify an existing document, select *File* > *Open* > *Document* from the *File* menu on the webEdition main screen, or single-click the icon in the explorer menu that represents the document you wish to change. (If you double-click an item, a new browser window opens, displaying the page.) Go to the *Edit* view and enter the new/updated text. You can view the changes in the *Preview* view. If everything is correct, save (and/or publish) the document.

3.2.7 Creating a new document directory

You can create a new directory within webEdition by selecting *File* > *New* > *Directory* > *Document directory* (see Figure 54). The new directory will be saved in the database and will therefore be displayed in the webEdition explorer menu. Any directory created on the server without using webEdition will not be displayed in the webEdition explorer menu. For more information about the *Browse Server* feature, see page 39.

Figure 54 Creating a document directory



3.2.8 Copying the contents of one directory to another

All the contents of a webEdition directory (including sub directories) can be copied to your currently active directory in one step. While in the *Documents* view, if you click

on a folder in the explorer menu, the Document Directory *Properties* view opens (see Figure 55):

Figure 55 Directory *Properties* view

In the *Copy directory* area, click on *Select.* A browser opens from which you can choose the directory whose contents are to be copied to the current one.

3.2.9 Rebuilding static and dynamic Web pages

After making substantial changes to a static Web page, you must synchronize the content of your database with the content of the directories on your Web server. When you use the rebuild feature, the new contents or new features in the webEdition interface will be regenerated and then made visible to visitors to your site You can regenerate either your entire Web page or only sections of it.

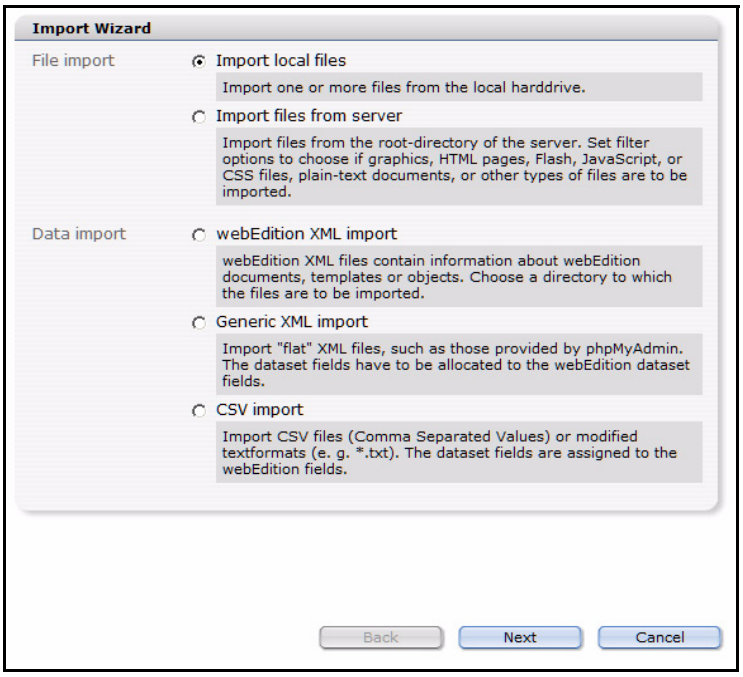
You can rebuild web pages using the *File > Rebuild...* command. Detailed instructions regarding how to use this feature are found in *The webEdition Installation, Update and Backup Procedures*.

3.3 Using the Import feature

webEdition allows you to import different types of files and data, and it offers an Import Wizard to help you with such actions (see Figure 56). The Import Wizard has two parts:

- *File import*. You can import files from two locations:
  - — from your local hard drive
  - — from your server
- *Data import*. You can import the following data files
  - — generic XML files
  - — CSV files

Figure 56 The Import Wizard



The following sub sections descibe procedures for importing files into webEdition.

3.3.1 Importing local files

Procedure 2 Importing local files

In the webEdition main screen

1 Open the Import Wizard by clicking *File* > *Import/Export* > *Import*.
The Import Wizard opens.

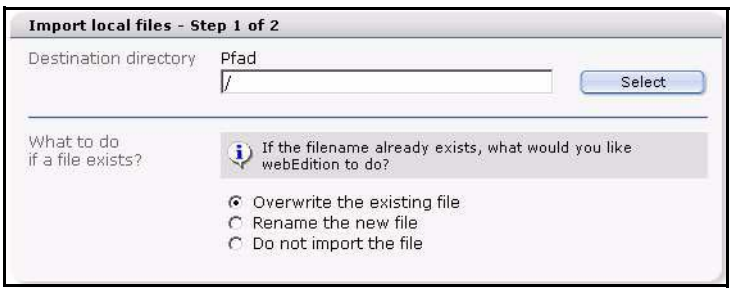
2 Activate the *Import local files* radio button.

3 Click the *Next* button.
The Import local files window opens (see Figure 57).

4 Choose a destination directory by clicking the *Select* button adjacent to the *Path* field.

5 Instruct webEdition on what to do if the file name exists, then click the *Next* button

Figure 57 Importing local files



6 Choose a file (or files) from your local directory by clicking on the *Browse* button, then click *Next*.

A progress bar appears at the bottom of the screen to tell you that upload is in progress. When the import has completed, the system will tell you the outcome of the action. Click OK.

7 You have completed this procedure.

3.3.2 Importing files from your server

Procedure 3 Importing files from your server

In the webEdition main screen

1 Open the Import Wizard by clicking *File* > *Import/Export* > *Import*.

The Import Wizard opens.

2 Activate the *Import files from server* radio button.

3 Click the *Next* button.

The Site Import window opens (see Figure 58).

4 In the *Directories* area, choose a source and destination directory by clicking the *Select* buttons.

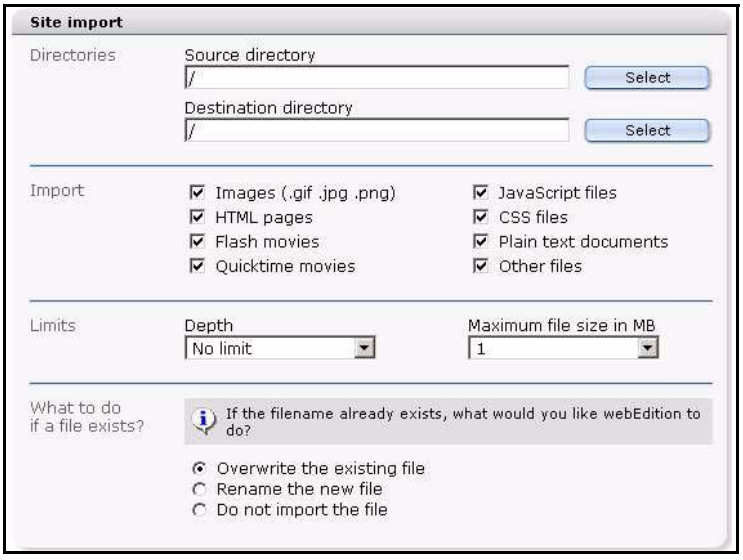
5 Use the checkbox in the *Import* area to indicate the type of file you wish to import.

6 From the two select boxes in the *Limits* area, choose the depth and maximum file size for the import.

The *Depth* select box allows you choose the number of recursive directories that are to be imported. For example, if you have the following directory structure /news/images/gifs, and you you import files from the *news* directory with *depth = 0*, webEdition will only import files from the *news* directory. Files from "images" will not be imported. If you set the depth to *depth = 1*, webEdition will also copy files from the *images* directory. If you set the depth to *depth = 2*, files from the *gifs* directory will be imported.

7 Instruct webEdition on what to do if the file name exists, then click the *Next* button.

Figure 58 Importing files from a server



A progress bar appears at the bottom of the screen to tell you that upload is in progress. When the import has completed, the system will tell you the outcome of the action. Click OK.

8 You have completed this procedure.

3.3.3 Importing generic XML data

Procedure 4 Importing generic XML data

In the webEdition main screen

1 Open the Import Wizard by clicking *File* > *Import/Export* > *Import*.

The Import Wizard opens.

2 Activate the *Generic XML Import* radio button.

3 Click the *Next* button.

The Generic XML Import window opens (see Figure 59).

4 In the *importing* area, choose a source file by clicking the *Select* button.

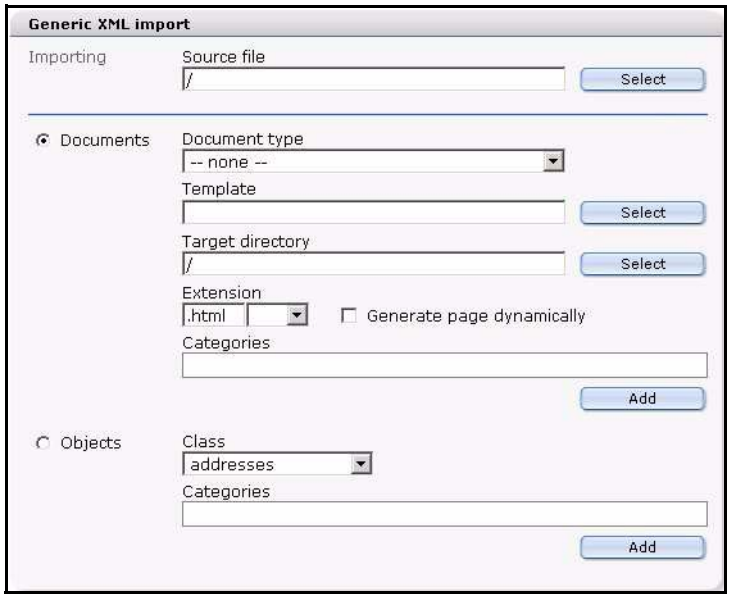
5 Use the radio buttons to select whether the import is a document or object.

a If you choose *documents*, select the document type, template, target directory, extension and category for the import.

b If you choose *objects*, select the object class and category for the import.

6 Click the *Next* button.

Figure 59 Generic XML Import



A progress bar appears at the bottom of the screen to tell you that upload is in progress. When the import has completed, the system will tell you the outcome of the action. Click OK.

7 You have completed this procedure.

3.3.4 Importing CSV files

Procedure 5 Importing CSV files

In the webEdition main screen

1 Open the Import Wizard by clicking *File* > *Import/Export* > *Import*.

The Import Wizard opens.

2 Activate the *CSV import* radio button.

3 Click the *Next* button.

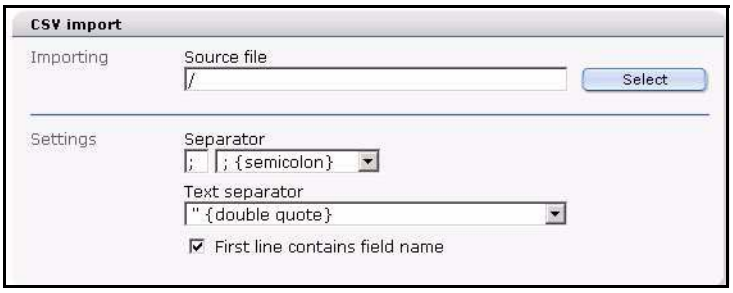
The CSV Import window opens (see Figure 60).

4 In the *importing* area, choose a source file by clicking the *Select* button.

5 In the *Settings* area, choose the type of separator and text separators used in your document, and indicate if the first line in the file uses a fieldname.

6 Click the *Next* button.

Figure 60 CSV Import



A progress bar appears at the bottom of the screen to tell you that upload is in progress. When the import has completed, the system will tell you the outcome of the action. Click OK.

7 You have completed this procedure.

3.3.5 webEdition XML import

This function is available to you from version 3.3 ofwebEdition; it serves exclusively the import of XML files which were generated with the webEdition Export module.

Procedure 6 webEdition XML import

In the webEdition main screen

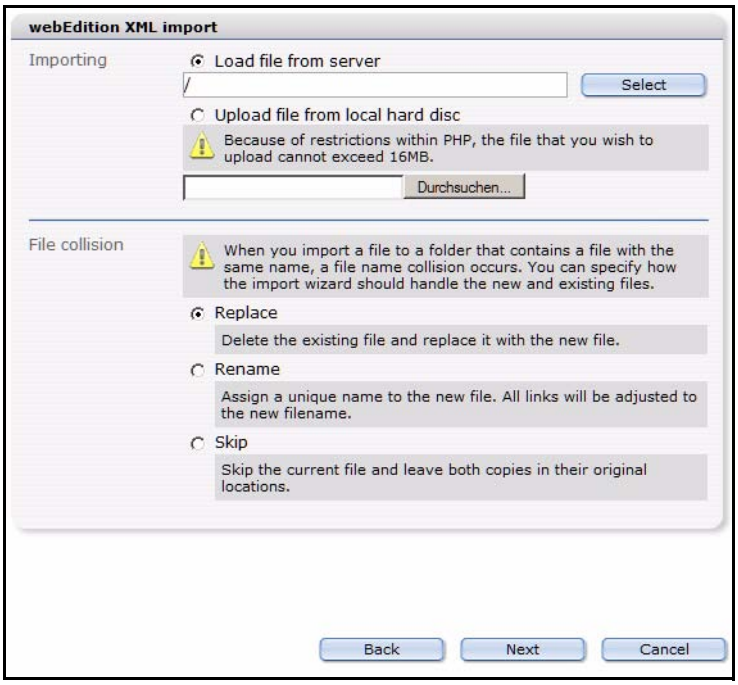
1 Open the Import Wizard with *File > Import / Export > Import*

2 Activate *webEdition XML Import* radiobutton

3 Click on *Next*

The webEdition XML Import window opens (see Figure 61)

Figure 61 webEdition XML Import



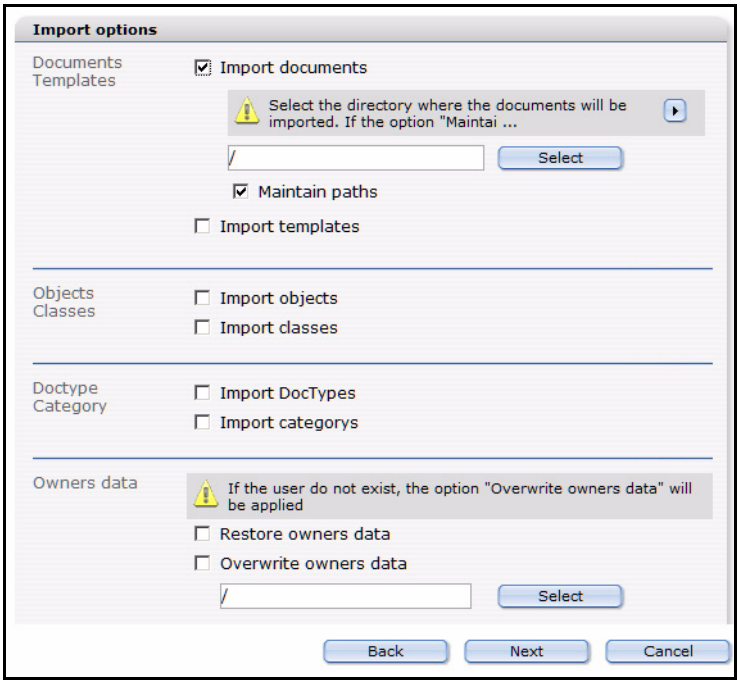
4 Select in the *Importing* area the file to be imported. It can be located on the server, as well as on your local hard disk

5 In the *File collision* area you determine how the system should behave, if already files of the same name should exist.

6 After you have dripped your choice, click on the *Next* button.

The Import options window opens (see Figure 62)

Figure 62 webEdition XML import options



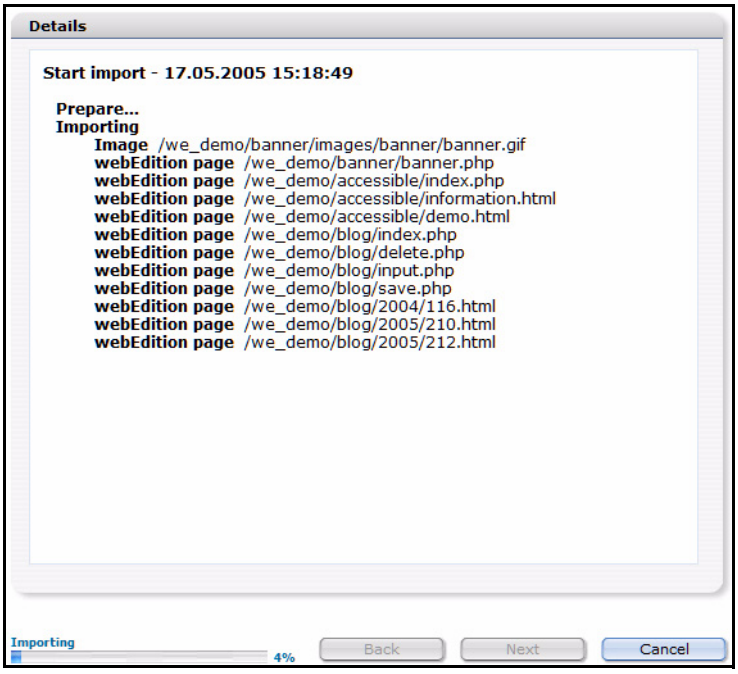
7 In this window are, depending on your installed modules and the data contained in the exported file, several areas:

- *Documents / templates*: Activate these checkboxes, so the documents and/or templates from the file to be imported are imported. With activated check box you can determine with the *Select* button a destination directory
- *Objects / classes*: Activate these check boxes to import objects and/or classes. This area is only displayed if the DB/OBJECT module is installed and objects or classes exist in the file to be imported.
- *Doctype / category*: These check boxes must be activated if you want to import document types and/or categories
- *Owners data*: Here you find the check boxes *Restore owner's data* and *Overwrite owner's data*. This area is only displayed if the user administration (PRO) is installed and user's data were coaccepted in the export.
  - — Activate the check box *Restore owner's data*, around the user to whom the data "belonged" originally to assign the rights also on the target system. If the data User1 belonged, is also on the target system User1 of the owners. The user User1 must exist for it of course on the target system. Should this not be the case, the files are imported general-accessibly. This also applies to several users: If the data belongs to User1, User2 and User3, these rights on the target system are recovered, provided that these users also exist there.
  - — Activate the check box *Overwrite owner's data* and select a new user, while you click on the *Select* button to associate a new owner to the imported files. If both check boxes are activated, the rights are associated in the imported data to the same-being users, provided that these exist. Should the users not exist in the webEdition instance in which is imported, the rights go over to the user selected under *Overwrite owner's data*.

Click on *Next*

The details window opens (see

Figure 63 Import details



8 Click after successful end of the import, whose progress you can read in the beam at the bottom on the left, on the *Cancel* button

Herewith the import of the webEdition XML data is concluded successfully

3.4 Working with graphical documents

webEdition allows you to access not only webEdition pages, but also other graphical documents, which you can select from the *File* > *New* > *Image* drop-down menu.

webEdition differentiates between layout images, which are stored centrally on the host server in an image directory, and the images that vary depending on the accompanying content. The latter images are used by the editor and have to be inserted in the pages. Content images have to be uploaded before importing them to the webEdition database. If you wish, you can also import all the layout images to the database.

3.4.1 Uploading an image

Click *File* > *New* > *Image*. The *Upload image* dialog box opens in the *Edit* view (see Figure 64).

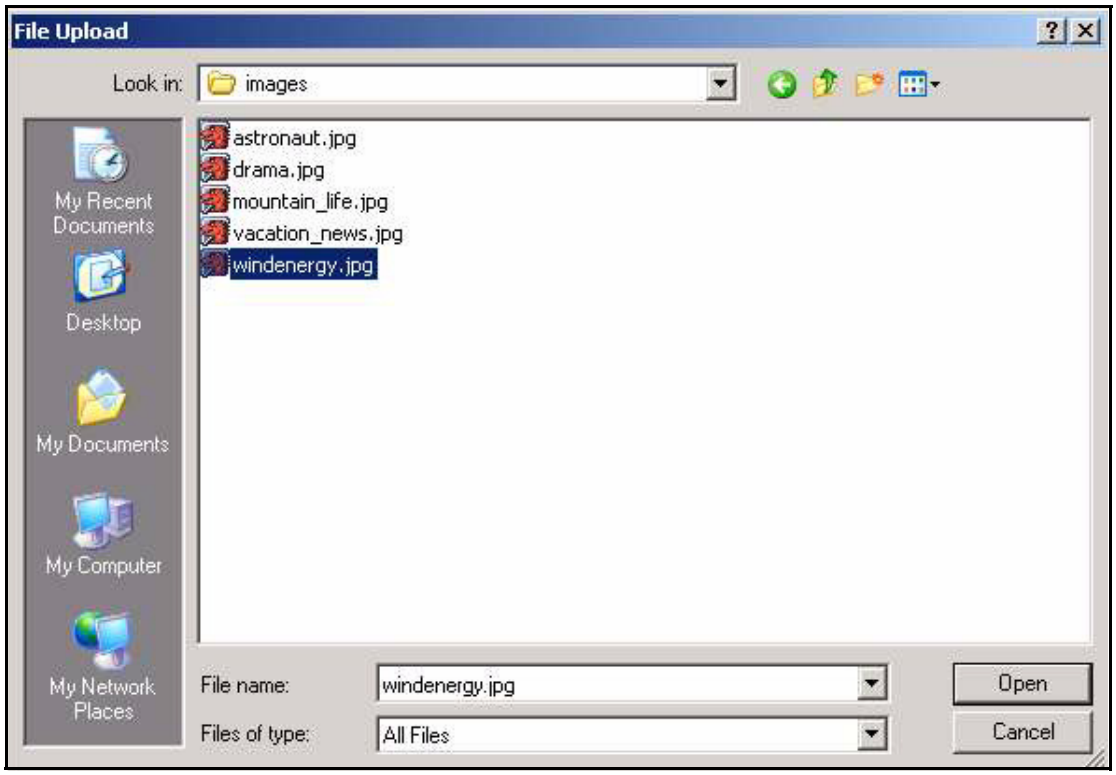
Figure 64 Uploading an image

If you wish to upload an image from your hard drive to the webEdition database, click on the *Upload* button. A window appears in which you can browse your hard drive (see Figure 65).

Figure 65 Browsing your files for an image

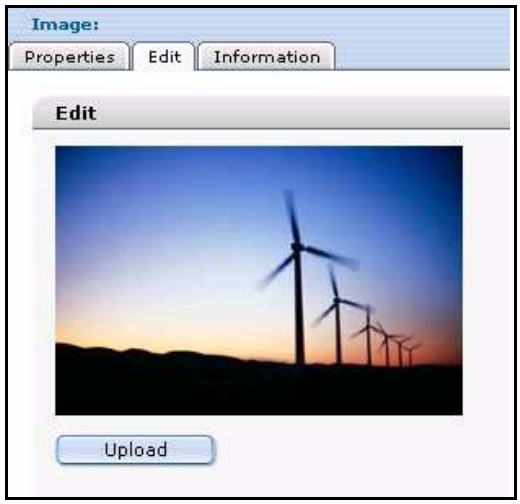
Click *Browse*. You will see the select window, in which you can browse for an image on your computer (see Figure 66).

Figure 66 Selecting an image to upload



After you have found the image that you want, double-click it and it will appear in the search window. Click *Upload* in this window to display the selected image in the *Edit* view (see Figure 67).

Figure 67 Viewing an image in the *Edit* view



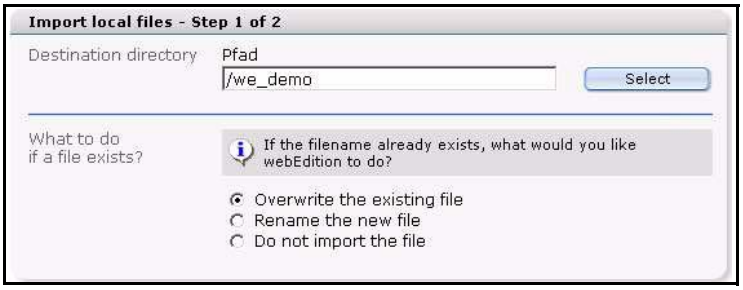
Use the *Properties* view to enter the name and directory in which you want to save the file. If you do not enter a new name, the image will be saved with its original name (default setting). If you clicked *Save*, you will be able to view the uploaded image in the directory you selected in the explorer menu and will be able to include it in webEdition pages. To learn how this is done, please consult Section 3.7.9, "Image field (<we:img>)" on page 99.

3.4.2 Importing more than one image

In webEdition you have the option of importing several images at once. Choose the item *File* > *Import/Export* > *Import...*. An import file dialog box opens (see Figure 56, "The Import Wizard" on page 61).

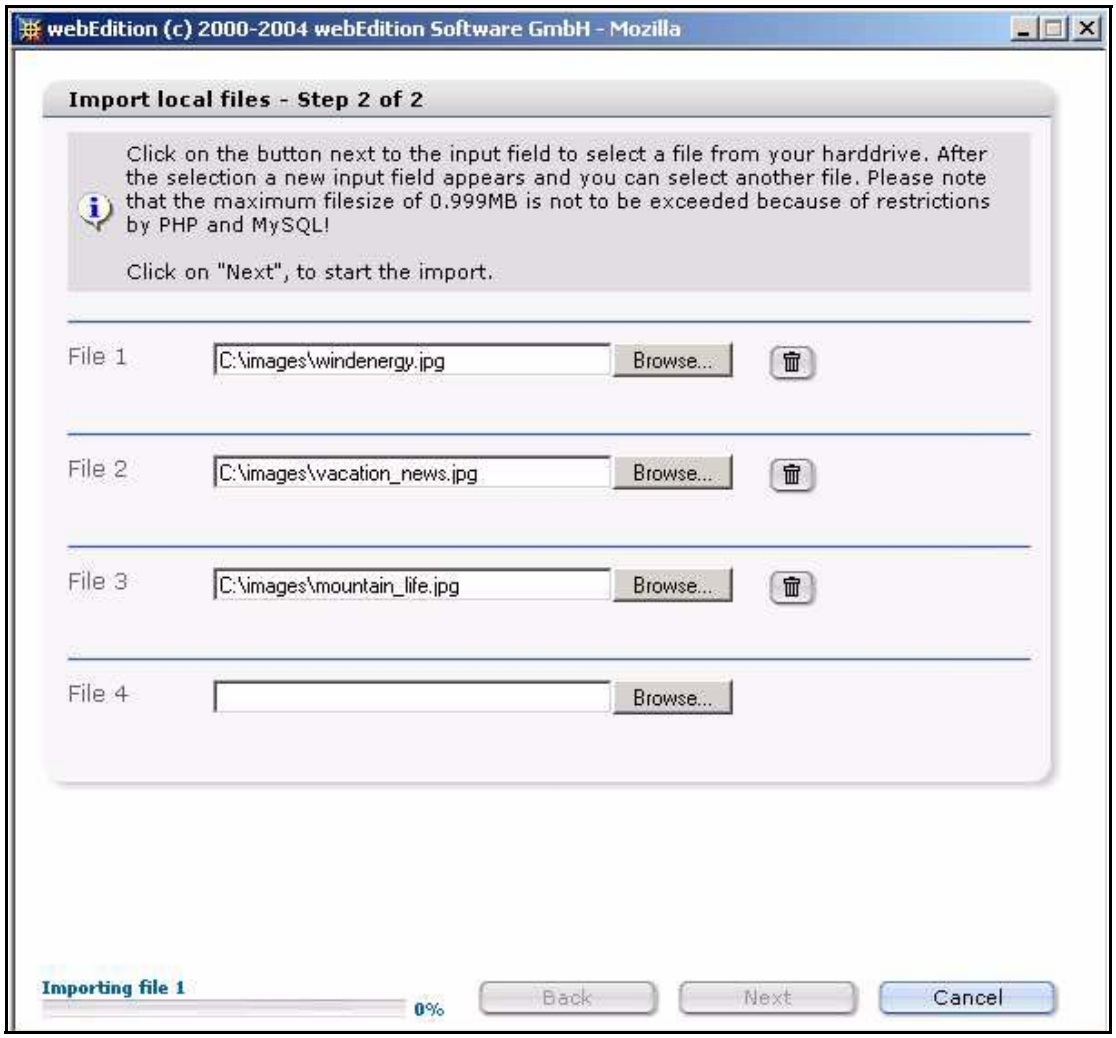
Activate the *Import local files* radio button, and click *Next*. The following *Import local files* screen opens (see Figure 68):

Figure 68 *Import local files* - step 1 of 2



Click on the *Select* button in the *Destination directory* area. The webEdition file manager opens, allowing you to choose the directory to which the images are to be imported. In this file manager, all directories within the root directory (/htdocs) of the Web server are displayed, therefore directories that are not managed with webEdition are also shown. The following window appears (see Figure 69):

Figure 69 Import local files - step 2 of 2



webEdition asks you *What to do if a file exists?* in the lower area of the window. You must choose from one of three options. If, for example, you have modified an image and you wish to replace the old image, activate the *Overwrite the existing file* radio button to replace the old image. If the filename already exists in the target directory and you wish to rename the new file select *Rename the new file*. webEdition renames files by adding a number to the file name (for example, bg.gif becomes bg_0.gif). You can also instruct webEdition not to import a file if its file name already exists.

Click the *Next* button. Click the *Browse...* button to find an image on your local drive. You can repeat this action to import additional files.

Click *Next* to start the import. When the process is complete, the following message appears (see Figure 70):

Figure 70 Import confirmation screen

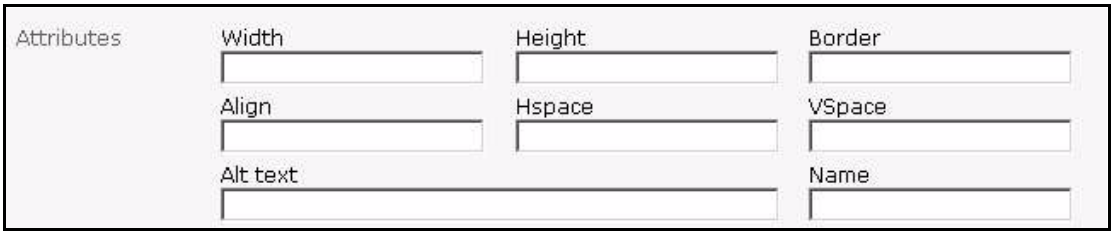
Click *OK* to complete the procedure.

3.4.3 The image *Properties* view

The *Properties* view allows you to define the display parameters for an image. There are three areas, *Path*, *Attributes*, and *Hyperlink*.

- *Path* area. The *Path* area allows you to give (or change) a file name, select a directory, or choose a file extension for your graphic.
- *Attributes* area. Use this area to modify the appearance of your image file (see Figure 71).

Figure 71 The *Properties* view, *Attributes* area



The default settings are the values of the unchanged, original image.

— *Width*. Image width in pixels.

— *Height*. Image height in pixels.

— *Border*. You can have the browser draw a border around the image. The entry is calculated in pixels and specifies how thick the border will be

— *Align*. Entering left or right will cause the browser to align the image left or right. Accompanying text on the Web page is displayed to the left or right of the image and above and below it.

— *Hspace*. This field allows you to specify how far (to its right and left) the image is to be from other elements.

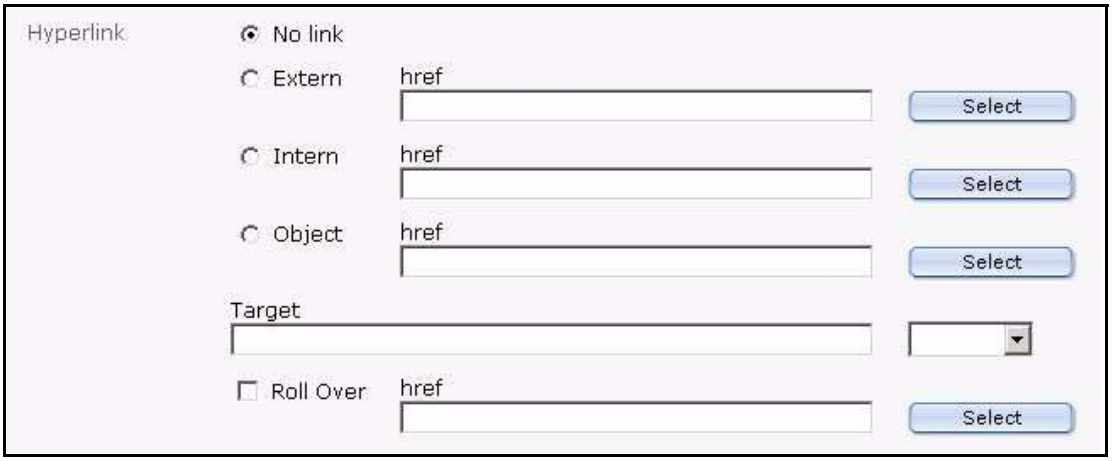
— *Vspace*. This field allows you to specify how far the image is to be from other elements above and below it.

— *Alt Text*. This is the text that is displayed while the image is loading.

— *Name*. Image name.

- *Hyperlink*. In this area the image can be linked to a URL (see Figure 72):

Figure 72 The *Properties* view, *Hyperlink* area



— *No link*. Image is not linked.

— *Extern*. External link, e.g. www.webEdition.de, can be selected using the select button.

— *Intern*. Internal link, can be selected using the select button.

— *Target*: Target denotes the location where the linked Web page should appear:

  – empty field, Web page will open in the same window or frame

  – _blank, a new browser window will open

  – _top, the page will be loaded in the same window on the uppermost level, even if it has been called up from a frame.

  – or you can specify the exact name of the frame or window in which the Web page will be displayed.

— *Roll Over*. If this checkbox is activated, you can choose a graphic using the select button which will appear to replace an image on a Web page as soon as one moves the mouse pointer over the original image. (This Web page feature is commonly called a roll-over or mouse-over effect)

3.4.4 The image *Edit* view

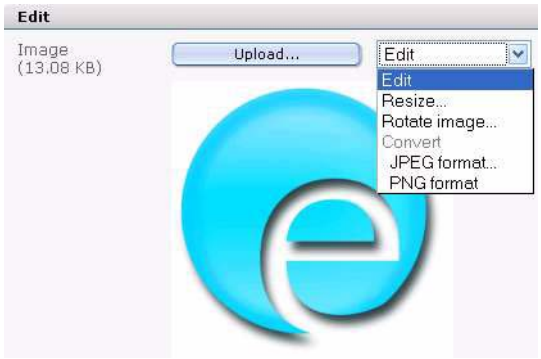
The image *Edit* view allows you to upload a new image from your local hard disk, or to overwrite an existing image. Click *File* > *New* > *Image* to open the *Image Edit* view (see Figure 74).

To select a file, click the *Upload* button, then click *Browse* to choose your file. (See also Figure 65, "Browsing your files for an image" on page 67 and Figure 66, "Selecting an image to upload" on page 68.)

Figure 73 Uploading a new image

Once your new file has been uploaded, you can use the select box shown in Figure 74 to perform the following editing functions:

Figure 74 Editing an image

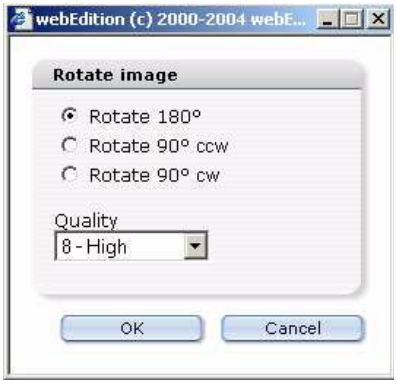


- *Resize*. Define the size of the image. If the image is a JPEG, you can also choose the kind of compression.

Figure 75 Resizing an image

- *Rotate image*. You can rotate the image here. If the image is a JPEG, you can also choose the kind of compression.

Figure 76 Rotating an image



- *Convert*. Use this command to change the format of the image. If the image is a JPEG, you can also choose the amount of file compression.

Figure 77 Converting and image

3.4.5 The images *Information* view

For a description of this view, see Section 3.1.3, "The Documents Information view" on page 52.

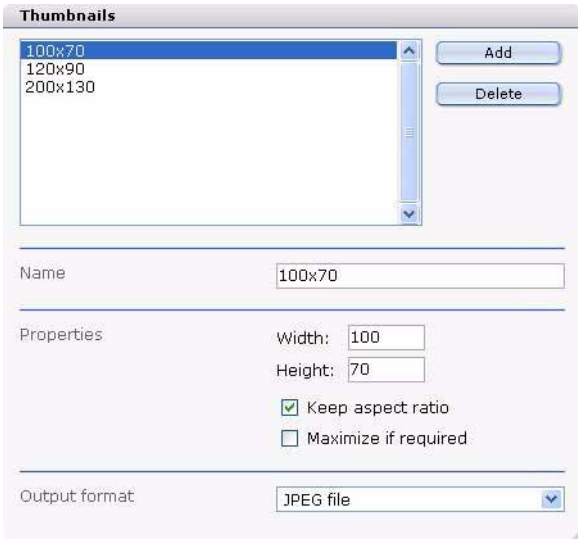
3.4.6 The images *Thumbnail*s view: thumbnail formatting

webEdition allows you to create thumbnails from your existing images so that they can be displayed on your Web site in a picture gallery.

Creating thumbnails expends considerable processing resources, which can lead to latency. webEdition does not create thumbnails from your original images in real time each time your Web page is viewed by a visitor. To ensure that your thumbnails will load efficiently, you must pre-define the size and output format for your thumbnails using the *Options* > *Thumbnails* menu. By pre-defining your thumbnail formats, you can ensure that webEdition will automatically upload all of your thumbnails in the same size and format.You can pre-define, store and edit multiple thumbnail formats.

To create a new thumbnail format, click *Options* > *Thumbnails*. The *Thumbnails format* dialogue box opens. See Figure 78. Click the *Add* button. A dialog box opens and asks you to enter a name for your thumbnail format. Enter a unique and descriptive name and click *OK*. The name of your new format will appear in the text box on the *Thumbnails formats* dialog box.

Figure 78 Defining thumbnail formats



Below the text box shown in Figure 78 are the following areas that you can use to define the characteristics of each thumbnail format:

- *Name*. If you have defined more than one thumbnail format, the *Name* field indicates which format you are viewing. You can also use this field to change the name of an existing thumbnail format.
- *Properties*. Use the *Width* and *Height* fields to define the size of the thumbnails. If you activate *Keep aspect ratio*, the proportions of the image will be retained. If the aspect ratio of the original image is different than the defined aspect ratio, the width and/or the height of the created thumbnail will never be larger than one of the adjusted values.

  Example
  The original image has a width of 100 and a height of 80.

  The defined values for the thumbnail are 50 (width and height) and *Keep aspect ratio* => The thumbnail will be 50 x 40.
  The defined values for the thumbnail are 50 (width), 20 (height) and *Keep aspect ratio* => The thumbnail will be 25 x 20.

  If you indicate only one of the two values or if you indicate 0 as a value, the missing value (and/or the value 0) is computed proportionally.

  Example
  The original image has a width of 100 and a height of 80.

  The defined values for the thumbnail are 50 (width) and 0 (height) => The thumbnail will be 50 x 40.

  If you activate *Maximize if required*, the thumbnail will be scaled up if the original image is smaller than the defined values for the thumbnail.

  If you activate *Maximize if required* and the original image is smaller than the thumbnail, the original images will be used as thumbnail.

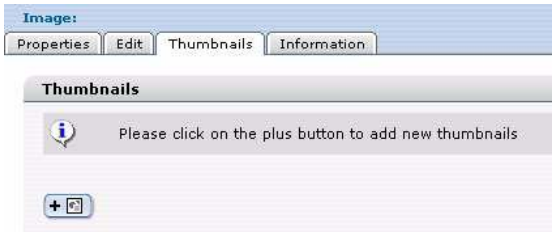
3.4.7 Associating an image with a thumbnail format

Click *File* > *New* > *Image*. The Image: Edit view opens.

Figure 79 Uploading a new image

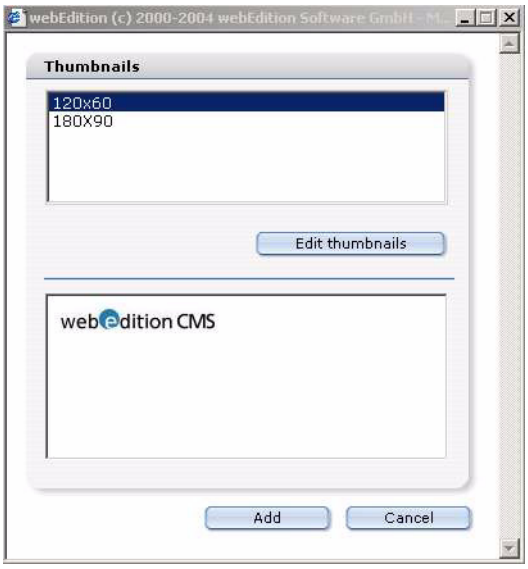
After uploading an image from your server or computer, click the *Thumbnails* tab. Click on the add image (the plus "+" icon).

Figure 80 Thumbnails tab



The formats that you pre-defined (see Section 3.4.6, "The images Thumbnails view: thumbnail formatting" on page 74) appear in a select box above the image you have uploaded. Select the format for the image and click *Add*.

Figure 81 Formatting a thumbnail



After formatting your image, it will appear in your *Thumbnails* list. (See Figure 82). Click the *Save* button to complete the formatting.

Figure 82 Thumbnails list

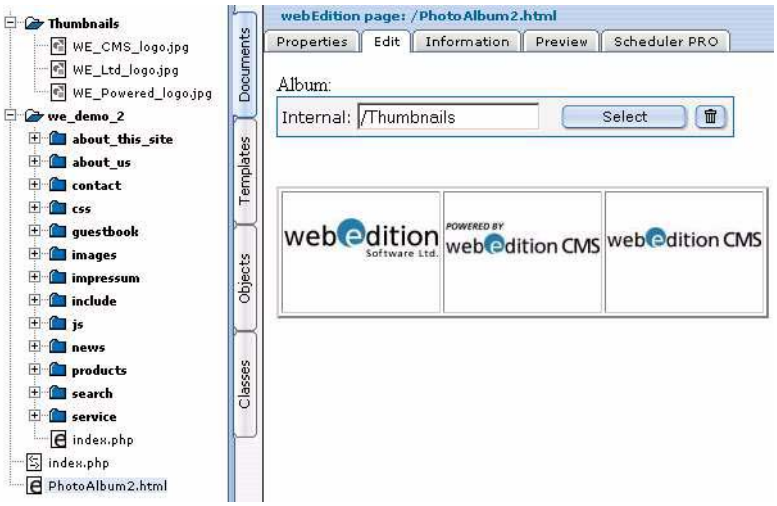
3.4.8 Displaying your photo album

Before you can upload images to a photo album, the template administrator must create a photo album template in which the thumbnails can be displayed. For details see Section 4.4.3, "Creating a photo album" on page 117.

Create a directory for your thumbnail image files. This directory will contain the images for your photo album. Move your image files into the designated directory (or directories). You can do so by clicking on your image and opening the *Properties* view. In the *Path* area, choose the directory for your image by clicking *Select* and browsing your directories.

Create a new document by clicking *File* > *New* > *webEdition Page* > *Empty page*. Give the file a name in the *Path* area. In the *Document* area, use the *Select* button to browse your system for the album template created by your template administrator. Select the template, then click *Save*. Click on the *Edit* tab. Use the *Album: Select* option to choose what photo album (directory) will be displayed (see Figure 83). You can preview your thumbnails by clicking the *Preview* tab. Save and publish your photo album.

Figure 83 Choosing a photo album directory



3.5 Working with non-graphical documents

webEdition allows you to work with a the following non-graphical document types, which you can select from the *File* > *New* > *Other* drop-down menu:

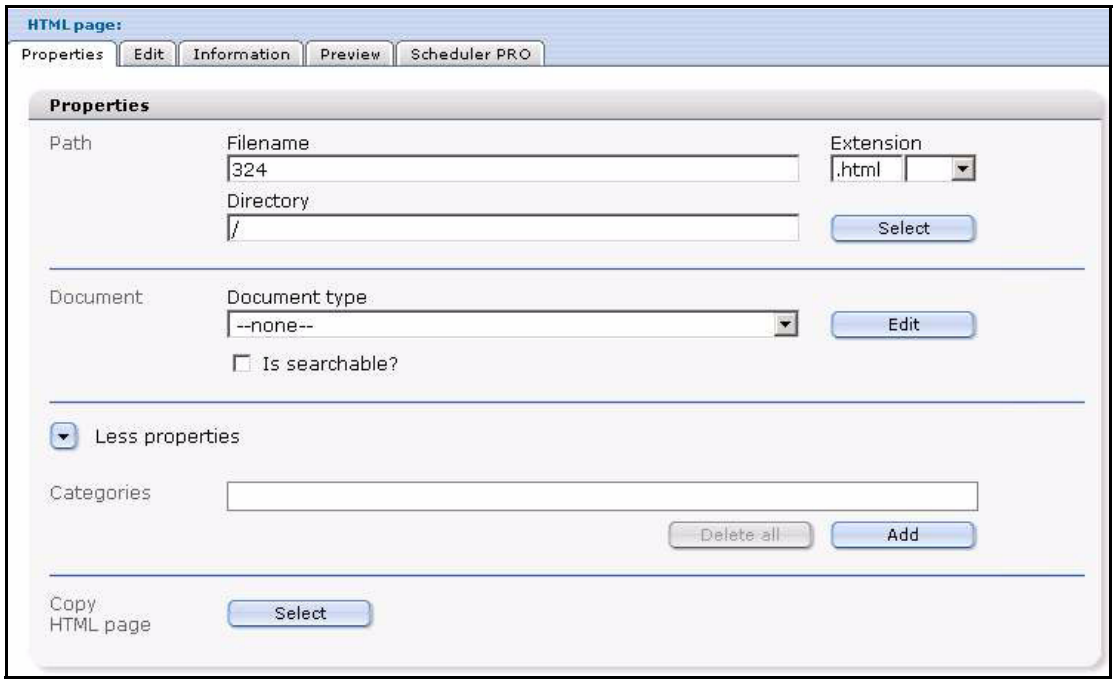
- HTML Page
- Flash movie
- Quicktime movie
- JavaScript
- CSS Stylesheet
- Other Files (*.doc, *.pdf, *.zip, *.txt)

3.5.1 Editing HTML pages

3.5.1.1 HTML document *Properties* view

You can use the HTML *Properties* view to program your own HTML pages (see Figure 84). You cannot integrate webEdition features into this page. However, document types and categories can be selected in order to include these pages in summaries or in the "Find" feature. To make this possible, you must activate the *Is searchable?* check box. Since simple HTML pages do not have fields for a title or a description, you can have summary pages or search results pages display the path for the page or its content (either in its entirety or logically reduced to a certain number of characters) instead of displaying a field.

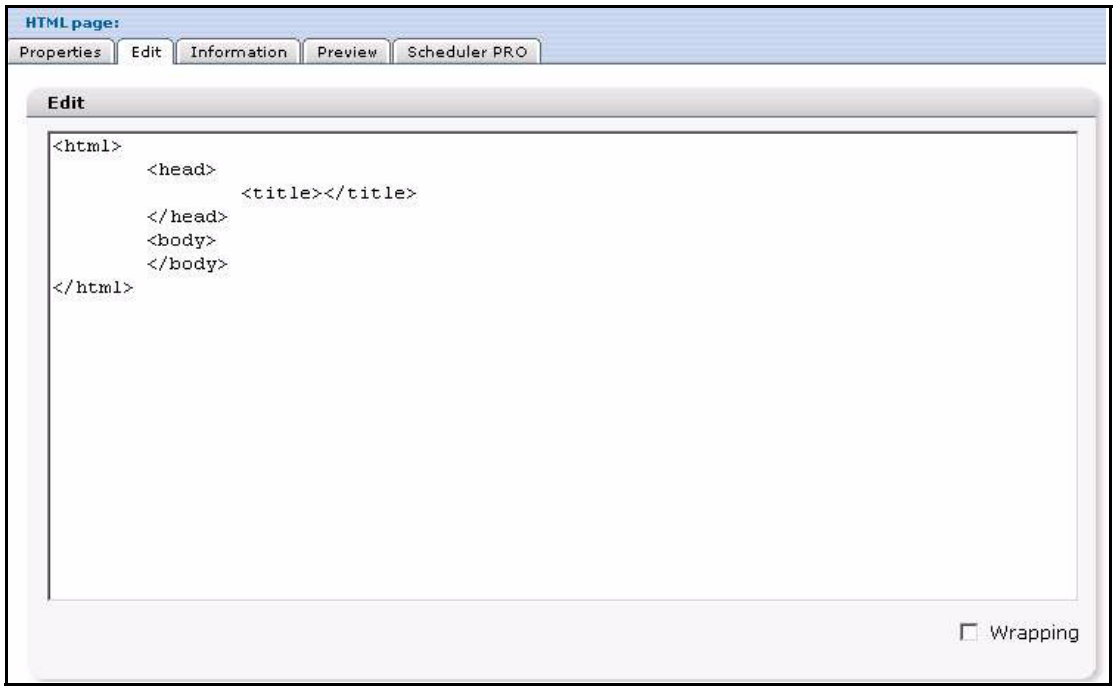
Figure 84 HTML *Properties* view



3.5.1.2 HTML document *Edit* view

You can enter HTML code in the *Edit* view (see Figure 85). In this case, webEdition acts as a simple text editing program. You can also program PHP scripts, Active Server Pages (.asp) or Java Server Pages (.jsp) in this view. To do this, you also have to select the corresponding extension when setting the properties for the page.

Figure 85 Editing an HTML page



3.5.2 Using Flash movies

3.5.2.1 Flash movie *Edit* view

You can use the *Edit* view to upload Flash movies. Follow the same procedure for uploading Flash movies that you followed when uploading images (see Section 3.4.1, "Uploading an image" on page 67).

Note: You cannot allocate a hyperlink to a Flash movie because the attributes for Flash movies differ from those for images.

3.5.2.2 Flash movie *Properties* view

The Properties view has the following areas (see Figure 86, "Flash movie Edit view" on page 80):

- *Path* area. The file name of the original movie is used as the default name.
- *Attributes* area. Several of the attributes are the same as those for images (). Additional attributes are:
  - *Scale*:
    - With the default setting, (Omit Attributes or Show All) the complete movie will be displayed in the area specified. Furthermore, the aspect ratio for the

movie is also retained. This means that the film will not appear distorted. Occasionally, bars will also appear on either side of the movie.

- *No Border*. scales the film to fit the entire area specified while still maintaining the film's original aspect ratio. The film will not appear distorted. Sections of the film might occasionally be cut off.
- *Exact fit*. displays the film exactly within the area specified. However, this setting doesn't retain the film's original aspect ratio, which might cause the film to appear distorted.

— *Play*. If you wish the file to begin playback immediately, do not set this attribute. However, if you do not wish the file to begin playback until the user performs an action, set this attribute. This is equivalent to a STOP action in the first frame of your movie.

— *Quality*. Here you can specify the quality of your movie.

— *Backgroundcolor*. This is the background color of your movie. Flash doesn't offer many options, but you can manually set the background color in this field.

— *Align*: Left, Right, Top, Bottom.

— *Scaled Align*:

- Left, Right, Top, Bottom aligns movies with the edge of the browser window you specify and, if necessary, cuts off the edges of the remaining three sides.
- Top left, Top right, Bottom left, Bottom right aligns movies with the corner of the browser window you specify and, if necessary, cuts off the edges of the remaining two sides.

— *Loop*. Replays the Flash movie once it finishes. Select *Yes* or *No*.

- *Other* area

— *Pluginspage*.

— *Codebase*.

Figure 86 Flash movie *Edit* view

3.5.3 Using Quicktime movies

Follow the same procedure for Flash movies. Most attributes are the same with the exception of the following:

- *Scale*.
- *Autoplay*.
- *Show Controller*.
- *Volume*.
- *Hidden*.

See the vendor documentation for more details on Quicktime movie attributes.

3.5.4 Editing JavaScripts

3.5.4.1 JavaScript *Properties* view

You can use webEdition to create or edit JavaScripts. If you click on a JavaScript (.js) document or you select *File* > *New* > *Other* > *Javascript*, the Java script *Properties* view opens.

If you wish to copy an existing JavaScript from your directories, click the *Select* button in the *Copy Javascript* area. Thereafter you can rename the file by using the *Filename* field and then saving the document.

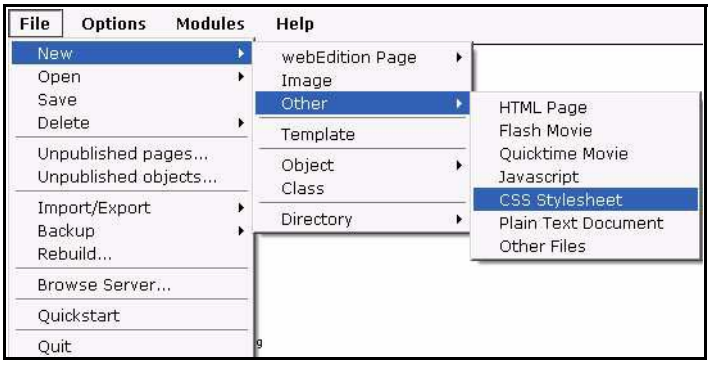
3.5.4.2 JavaScript *Edit* view

You can write your own JavaScripts (or modify an existing one) in the *Edit* view. Thereafter you can include your JavaScript in a template by using the <we:js> tag. For example: `<we:js id="34"/>`. This code includes the JavaScript with the ID 34 in the template. The views are the same as those shown in Section 3.5.5, "Creating a cascading style sheet (CSS)" on page 81.

3.5.5 Creating a cascading style sheet (CSS)

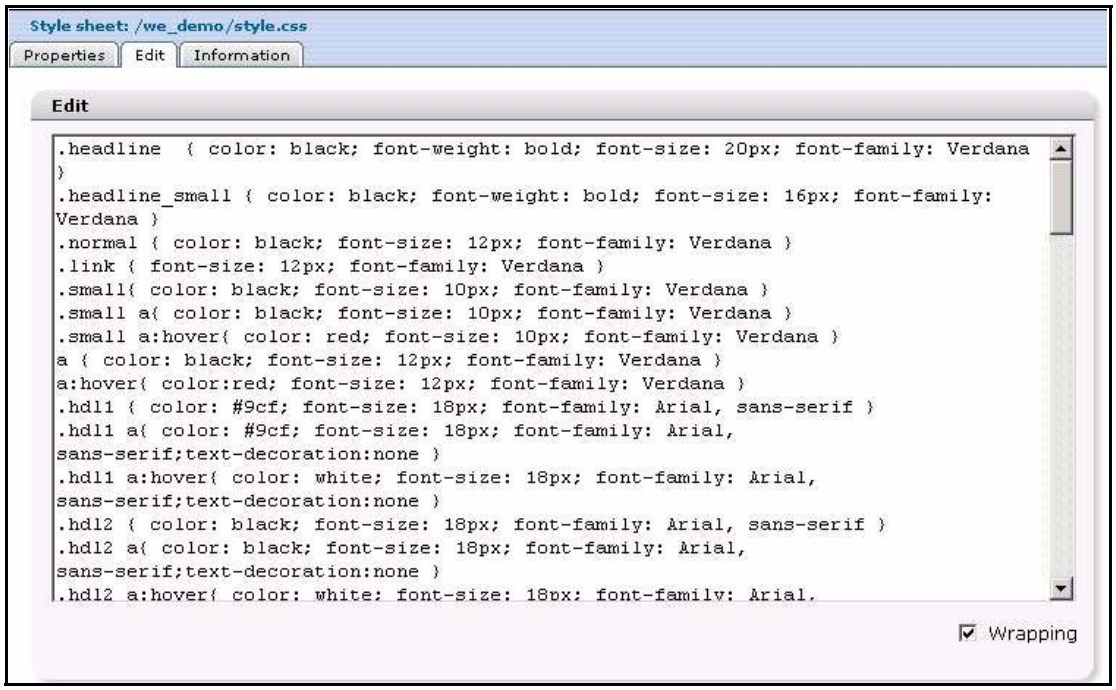
You can use webEdition to create or edit a CSS. To do so click *File* > *New* > *Other* > *CSS Stylesheet*.

Figure 87 Creating a CSS



You can include a style sheet in the template by using the <we:css> tag. For example: `<we:css id="89"/>`. This code includes the style sheet with the ID 89 in the template.

Figure 88 Cascading style sheet in the *Edit* view



3.5.6 Other files

The following additional documents can be imported into webEdition so that they are available to be downloaded by visitors to your Web site:

- Microsoft Office documents (.doc, .xls, .ppt)
- PDF documents (.pdf)
- Zip files (.zip)
- Stuffit files (.sit)
- Programs (.exe)
- Mac Binhex files (.hqx)
- BIN files (.bin)

3.5.6.1 Uploading other files in the *Edit* view

To import a file, select the menu item *File* > *New* > *Other* > *Other Files*. The *Edit* view opens. Then follow the same procedure as you would when uploading an image (see Section 3.4.1, "Uploading an image" on page 67). The file name of the original file is used as the default name.

3.5.6.2 Other files *Properties* view

Select the directory in which you wish the document to be saved in the *Path* area of the *Property* view.

To make the file available to visitors to your site, link the document to a text entry or to a link list.

Note: The size of the upload can be limited. The default settings for MySQL are such that you can save up to a maximum of 1 MB of data per SQL-instruction. For PHP

the default setting for the maximum upload capacity is set to 8 MB. If you wish to upload larger files, change the settings in your MySQL and PHP configuration files, or speak with your service provider about increasing these default values.

3.6 Features in the *Options* menu

For details about the items available in the *Options* menu, see Figure 23, "The Options menu" on page 40.

3.6.1 Document types

The *Document types* feature is accessed from the *Options* menu. The *Document types* feature allows you to group documents with similar characteristics, or to assign characteristics to a new document that are similar to existing documents. Document types are intended to ease your workload by enabling you to set collective default attributes for documents. When you create a new page you will be asked to assign the document to a document type. When you do so, the new document will inherit the default values of the chosen document type.

The default values that you set will pre-define the location, template, and file extension. Once these values have been set as defaults, you will not need to set them again whenever you create a new webEdition page and assign it to a document type.

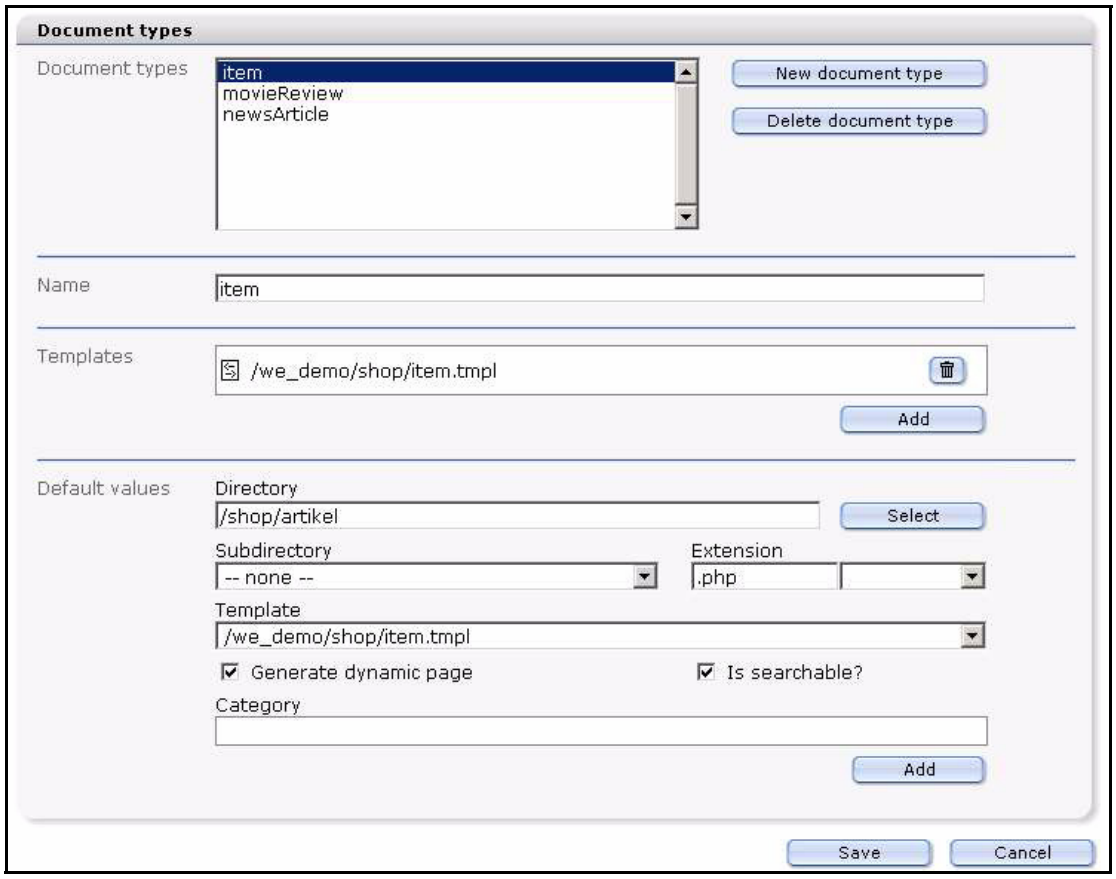
Secondly, because a document type can be allocated to any number of webEdition pages, you can use this feature to create a summary page that lists (and links to) of all pages based on a selected document type.

For example, you could create a "News" document type. You then allocate it a default storage directory, in this case "news", and a template called news_template.tmpl. Now, whenever you wish to create a new news page, you only need to select the "News" document type – both the template and the default storage directory for news pages will be selected automatically.

3.6.1.1 Creating a new document type

In the *Options* drop-down menu, select *Document Types...* The *Document types* dialog box appears (see Figure 89).

Figure 89 Creating a new document type



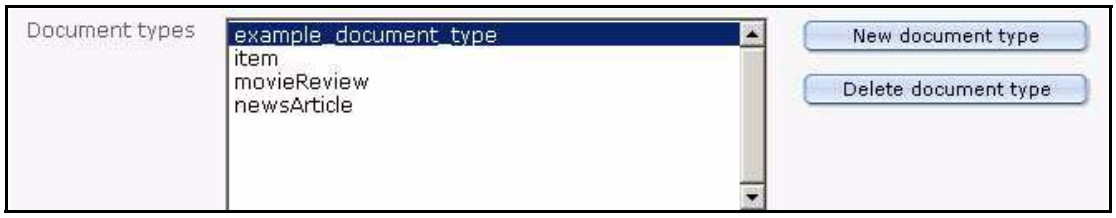
To create a new document type, click the *New document type* button.

A response box opens where you are asked for the name of the new document type. Enter the name and select *OK* (see Figure 90).

Figure 90 Naming a new document type

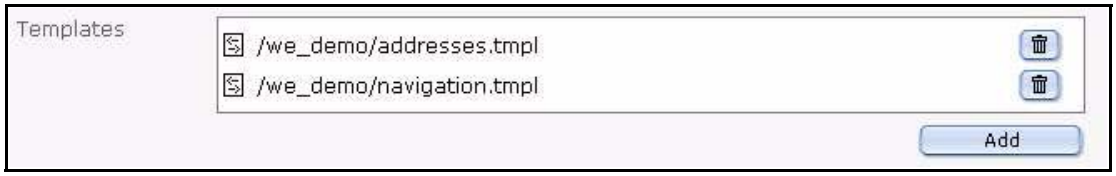
The new document type will appear in the list box as shown in Figure 91.

Figure 91 New document type/delete document type



The *Templates* area allows you to allocate the appropriate template(s) to the active document type, displayed in the *Name* area. Click on the *Add* button to browse your files for a template (see Figure 92).

Figure 92 Selecting a template for a document



In the *Default values* area, specify the default settings for the document type.

- *Directory*. Use the *Select* button to choose a directory for all webEdition pages based on this document type.
- *Subdirectory*. Use the pick list to create a subdirectory which is identified in your explorer menu by the date of creation. Thereafter all documents in this document type will be associated with the default creation date.
- *Default extension*. Use the pick list to select the default extension for all documents in this document type.
- *Template*. Use the pick list to select or de-select a default template.
- *Generate dynamic page*. Use this checkbox to choose whether or not you want the page to be dynamically created.
- *Is searchable?* Use this checkbox if you wish your page to appear on summary pages.

  Note: If a page is not searchable, it will not appear on summary pages.

- *Category*.

Once you have specified all the settings, click *Save*.

3.6.1.2 Deleting a document type

You can delete a document type by clicking an item in the list box located in the *Document type* dialog box and then clicking the *Delete document type* button (see Figure 91, "New document type/delete document type" on page 84).

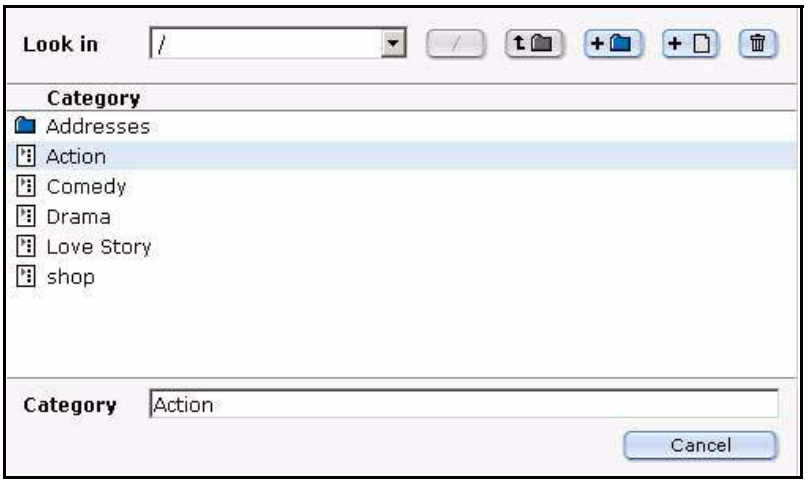
3.6.1.3 Editing Document types

In the *Document types* section, select the document type you want to edit and follow the procedure described in Section 3.6.1.1, "Creating a new document type" on page 83.

3.6.2 Categories

The *Categories* feature is accessed by selecting *Options* > *Categories* in the main menu (see Figure 93). The *Categories* feature offers an alternate method of generating summaries. You can also use *Categories* together with *Document types* to generate sub-summaries.

Figure 93 The *Categories* feature



For example, if you have a "News" document type, you could subdivide it into “Sports”, “Politics”, “Computing” and “General” so that you can generate summary pages such as “Sports News”. Thereafter, you could create sub-categories that are subordinate to the Sports category such as “Football”, “Baseball”, “Hockey”, etc.

3.6.2.1 Creating a new category

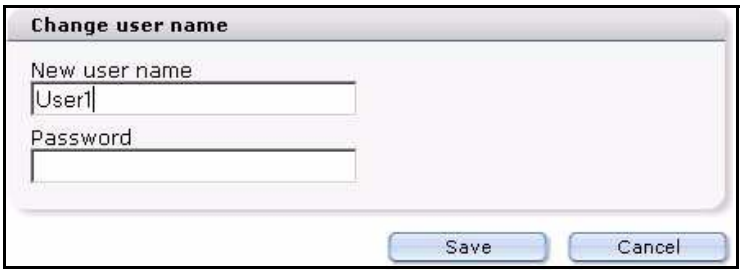
Select *Options* > *Categories*. A file management window opens that allows you to create or delete categories and folders containing categories. This dialog box and its icons operate in the same manner as the *Browse Server* dialogue box (see Section 2.3.1, "The File menu" on page 37, for further details on how to use webEdition’s file management windows).

3.6.3 Changing user name and/or password

You can change your user name by clicking on *Options* > *Change user name.* The *Change user name* screen appears (see Figure 94):

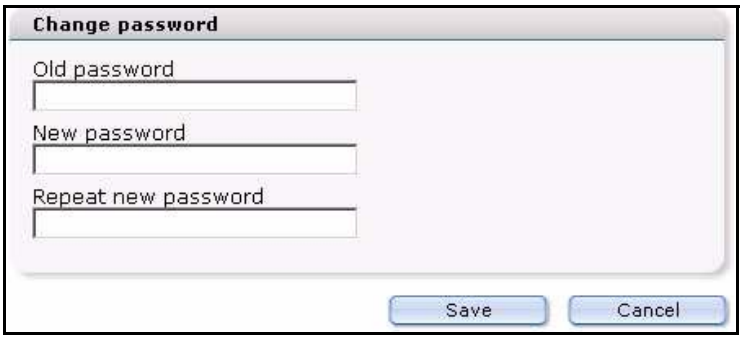
> ***Note:*** If you have installed the User Management Module, you will see *User Management* in the menu. Click on this item to access the module and to perform user management functions. For details see *The User Management Module User Guide*.

Figure 94 Change user name screen



To modify your password, select *Options* > *Change password*. Enter your old and new passwords in the designated fields, then click on the *Save* button (see Figure 95).

Figure 95 Change password screen



3.7 How an editor works within a template: using template input fields, lists and menus

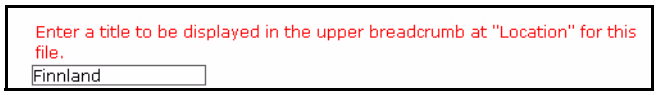
Whether you are creating a new document or modifying an existing one, you will be working within a structure that is defined by a template. When you open or create a document in the *Edit* view, you see various fields, pick lists, or menus which you can fill with text, images, etc. This editing mode is your working interface; what you see in this view is not what the finished page will look like. To see how your page will look to visitors to your Web site, select the *Preview* tab. The following table summarizes the fields that commonly appear in the templates you will be using. The sub sections thereafter describe the fields in detail.

Field	Description	we:tag
Text input	A single input box.	we:input (text)
Date selection	A drop-down menu to enter date and time.	we:input (date)
Check box	A check box. Toggles a field on or off	we:input (checkbox)
Input choice box	A normal single-line input box with a drop-down menu beside it.	we:input (choice)
Text block	A multi-line input box.	we:textarea
Select box	A select box (also called a pick-list).	we:select
List block	Used to repeat blocks of fields	we:block
List of links	An expandable list of all your links.	we:linklist
Images	Allows you to insert images	we:img
Movies	Allows you to insert Flash or Quicktime movies	we:flashmove we:quicktime

3.7.1 Single-line input box (<we:input type="text">)

This field is used for single-line text blocks such as headers. You can also write HTML code in the input box (see Figure 96).

Figure 96 Sample page of single-line input box in the *Edit* view



Sample page: /we_demo/news/2004/finnland.html

3.7.2 Date (<we:input type="date">)

By clicking on these fields, you can set the date you want to appear on the Web page (see Figure 97).

Figure 97 Sample page showing date fields

Sample page: /we_demo/news/2004/finnland.html

3.7.3 Checkbox (<we:input type="checkbox">)

This field is used as a switch to insert or remove an area of a template.

3.7.4 Input choice box (<we:input type="choice">)

This feature allows you to create a single-line input box beside a drop-down menu (see Figure 98).

Figure 98 Using an input choice box

When you select an entry in the drop-down menu, the system copies your choice to the input box (on the left). You also have the option of typing your own value in the input box, if you require a value different from those in the pre-defined drop-down menu. The values available in the drop-down menu are pre-defined by your template administrator. For example, the template code seen in Figure 98 is as follows:

```
<we:input type="choice" name="City" size="40"
values="Berlin|Madrid|Ottawa|Washington"/>
```

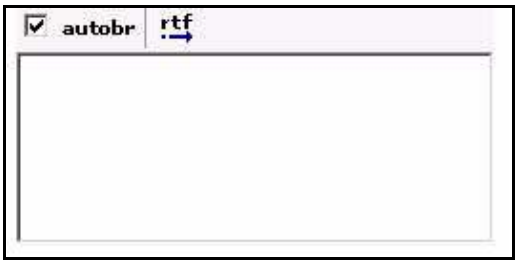
3.7.5 Text box (<we:textarea>)

The appearance of this text box is determined by the browser version you are using. We recommend using Internet Explorer 5.5 or higher, since it displays the text area as a WYSIWYG editing program if the *dhtmledit* attribute in the template is set to *ON*.

3.7.5.1 Normal input screen

This text box is intended to be used for relatively long texts. The text can be formatted or links can be inserted using HTML commands (see Figure 99).

Figure 99 Using a text box



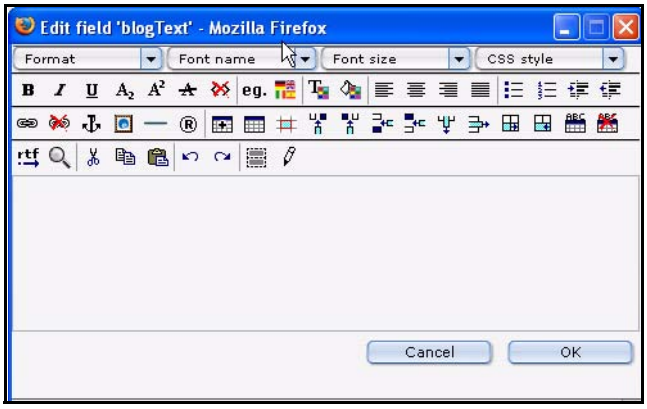
If the *autobr* (automatic line break) attribute has been specified (true or false), a checkbox will be displayed at the top of the input box. You can turn the *autobr* feature on or off using this checkbox. If *autobr* has been activated, all forced line breaks (return key) will be translated as HTML line breaks (<br>). If *autobr* has been set to *false*, the return key is equivalent to a space. For information on the .rtf function, see Section 3.7.5.4, "Importing Rich Text Format files (*.rtf)" on page 94. The code for Figure 99 is as follows:

```
<we:textarea name="Content" width="250" height="100" autobr="true"
wysiwyg="false" importrtf="true"/>
```

3.7.5.2 WYSIWYG input screen

If your template administrator has included a WYSIWYG editing screen in your template (by setting the we:tag attribute *wysiwyg* to *true*), the text box appears in the form of a WYSIWYG (What you see is what you get) text editor (see Figure 100).

Figure 100 Using a WYSIWYG input screen



You can edit texts in this field just as you would in a standard word processing program.

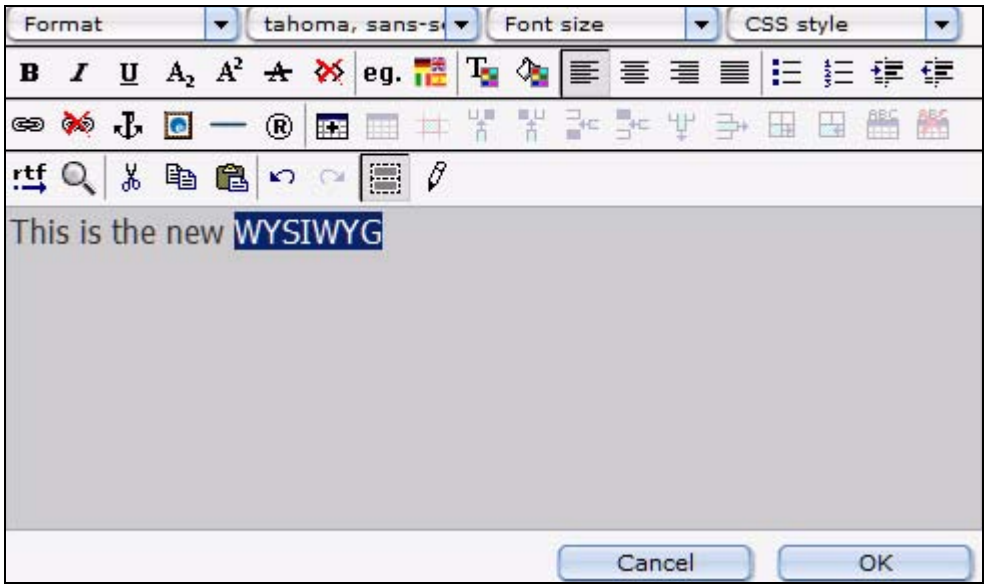
If you wish to work directly with HTML tags in the input box, you can do so by clicking the toggle that appears as a pencil icon directly above the input box. If you do so, the pencil icon will toggle to an eye icon, and the input box will allow you to enter HTML code (see Figure 101).

Figure 101 WYSIWYG toggle buttons

3.7.5.3 Accessibility functions of the WYSIWYG Editor (Version 3.2)

Beginning in webEdition Version 3.2 functions have been added to the WYSYWIG editor that make it easier for you to create Web pages that are accessible to the visually impaired. (see Figure 102).

Figure 102 WYSIWYG textfield in Version 3.2



3.7.5.3.1 Features for screen readers The following functions appear in Version 3.2:

- Expanded abbreviations for screen readers:

  In order for a screen reader to read an abbreviation aloud, the abbreviation must be expanded. Highlight the abbreviation that appears in the text area, and click the "eg." button from the WYSIWYG editor. The following window opens:

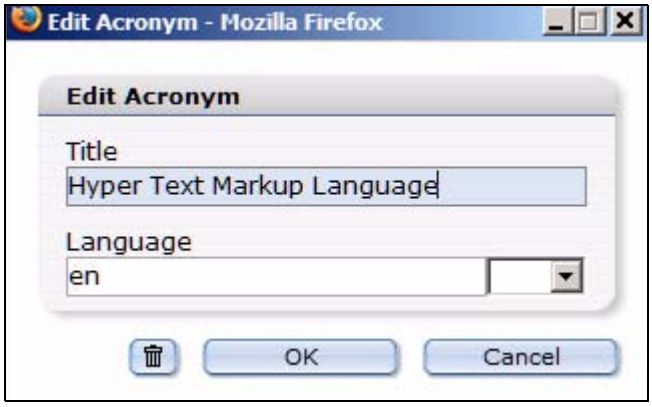


Figure 103 Define abbreviation for a screenreader

After highlighting the abbreviated term, the expression is entered in full in the *title* field. The language of the expression is defined by a 2-character country code in the *language* field. In our example, the definition for the abbreviation "HTML" is shown.

- Language selection for screen reader:

  To enable screen readers to read foreign words correctly (that is, those that are not in the default language of the document), highlight the respective word and click on the *language* button (which appears as a group of flags). The following dialogue opens:

Figure 104 Language selection for screenreader

From the dropdown menu, select the two character international countrty code representing the language of the foreign term (for example, “de” for German, or “en” for English).

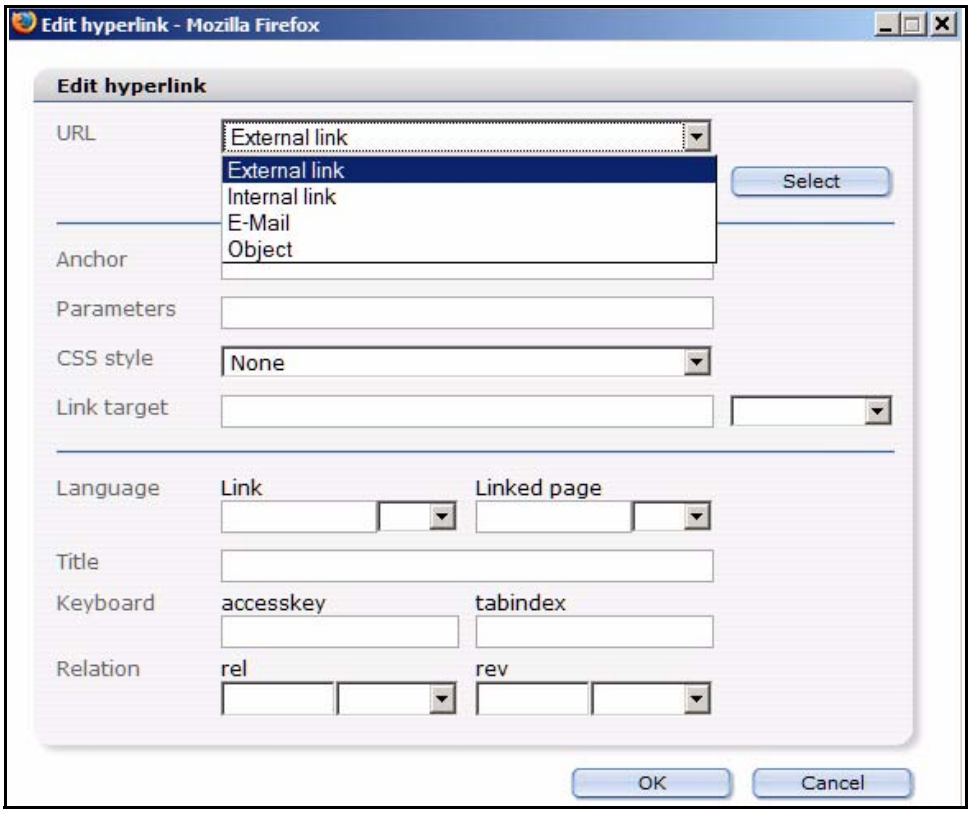
- *Edit Hyperlink* dialogue enhancements for screen readers

  Additional fields appear in the Edit Hyperlink dialogue box beginning in Version 3.2 (see Figure 105 on page 92). To activate the hyperlink dialogue box, highlight the text that you wish to link, and click on the insert/edit link button (the chain icon). You can now set the language of the linked text as well as the language of the linked page (*Link* and *linked page* fields under *language*). These fields correspond to the HTML attributes *lang* and *hreflang*.

  The fields *title*, *accesskey* and *tabindex* have been added. Under *accesskey* a character or a figure can be entered with which a link can be activated. The link can also be activated with ALT+ character/figure.

  For *Tabindex*, a figure can be entered defining the order in which the links are navigated by pressing the *tab* key. Enter the title of the link in the *title* field. When the mouse is placed over the link, this title will be displayed in text (as a mouse-over) in most browsers.

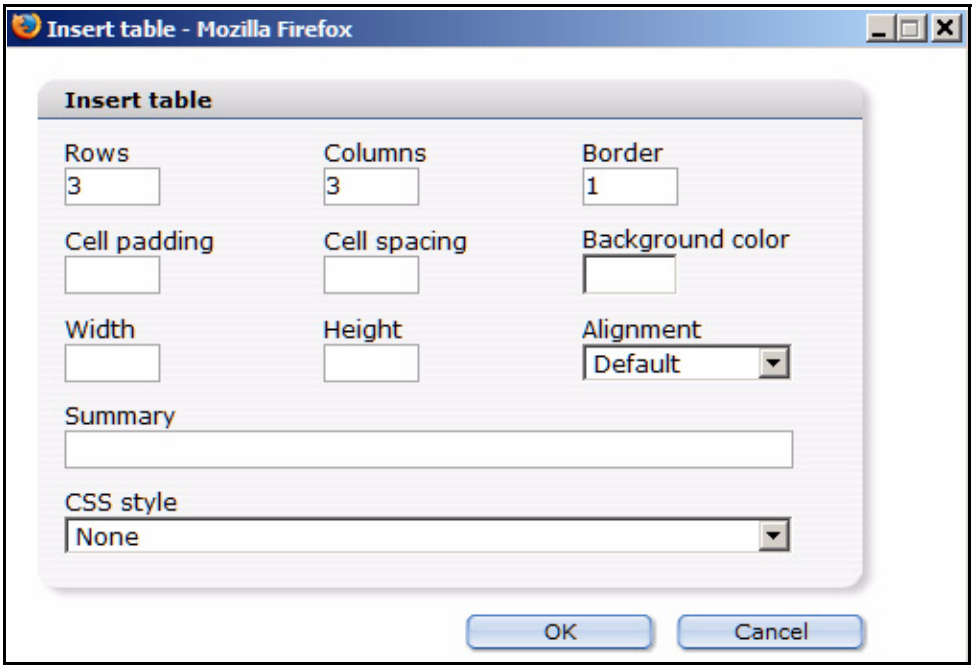
Figure 105 Edit Hyperlink in WYSIWYG



- Table *Summary* field for screen readers

  If you click on the *Insert table* button in the WYSIGYG editor, you can add a summary for a table in the *Summary* field of the *Insert table* dialogue box (see Figure 106). A screen reader will read the summary as a description of the table.

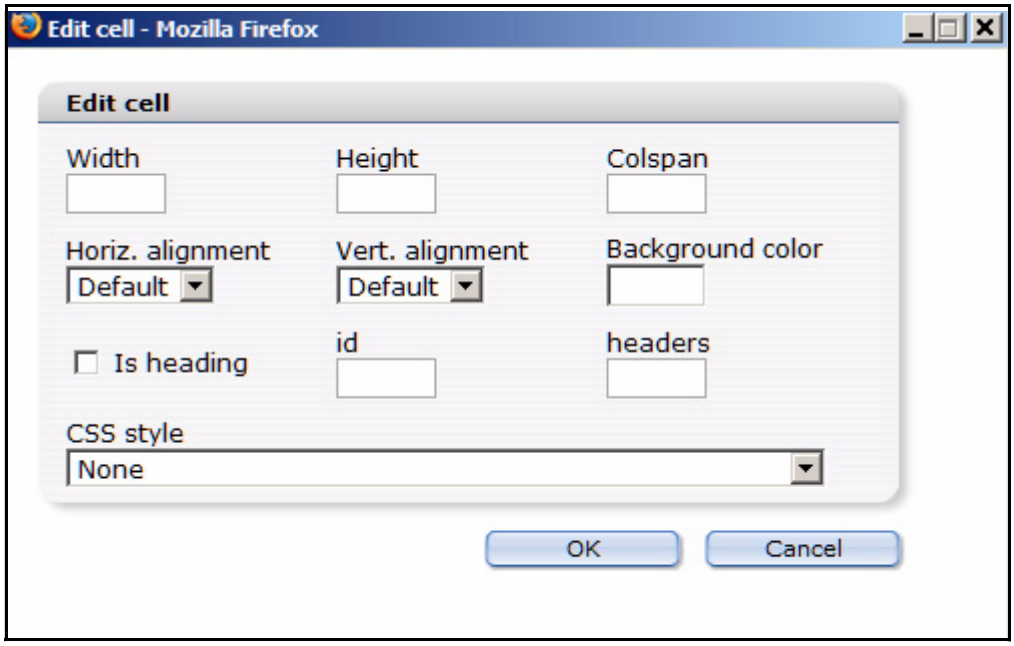
Figure 106 Insert table - table summary



- Editing table cells for screen readers

  By clicking the *Edit table cell* button, table cells can be defined as headline cells (*th* instead of *td*) in the *Edit cell* dialogue box (see Figure 107). To identify a cell as the header, activate the *is headline* checkbox. Additionally, the attributes *id* and *headers* have been added for non-visual output (such as screenreaders), so you can explicitly reference a data cell to one or multiple headline cells. The sytem is thus able to repeat the content of the headline cell(s) for every data cell. Otherwise, it would be very difficult to establish a relationship between a data cell and a headline cell for the voice output, as voice output lacks the the visual cues inherent in a table. To set these references, you must set a unique name for the *id* of the headline cell. In the data cells, you must enter this *id* in the *headers* field. Multiple *ids* are separated with spaces.

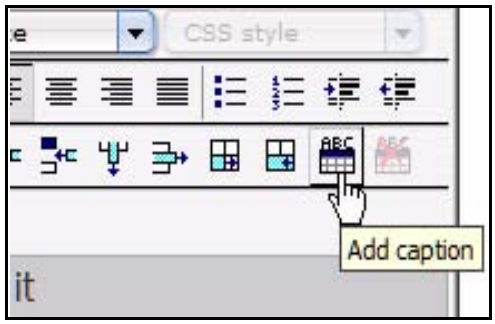
Figure 107 Edit table cell dialogue box



- Table captions for screen readers

  After creating a table, a table caption can be added (or removed) by clicking the *caption* buttons. The caption will appear in the WYSIWYG editor field above the table.

Figure 108 Table caption



3.7.5.4 Importing Rich Text Format files (*.rtf)

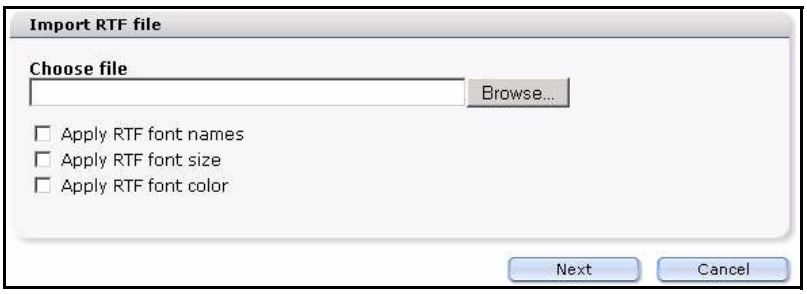
You can import RTF files directly to either the normal or the WYSIWYG text input boxes. This means that you can write and format your text in a standard word processing application. Therafter, you can import your text using the RTF import function and webEdition will retain your original formatting.

> ***Note:*** The import button appears only if the *importrtf* attribute has been set to *true* in the template by the template administrator.

Figure 109 Import .rtf file button

By clicking on the *Import .rtf file* button (Figure 109), you open the following dialogue box (see Figure 110):

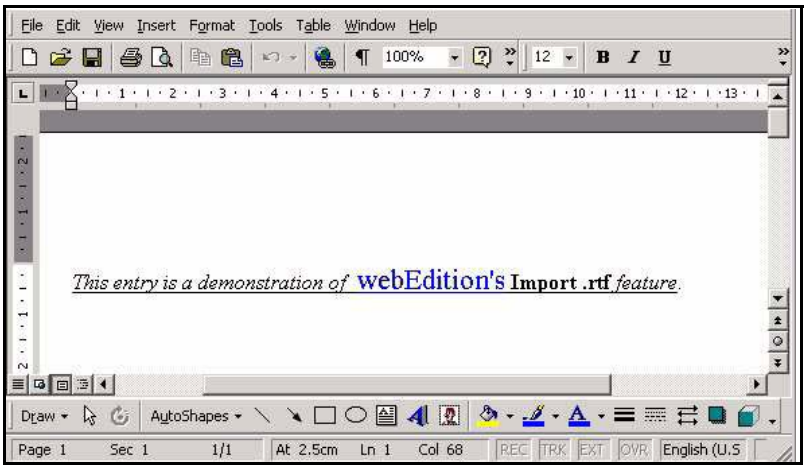
Figure 110 The Import RTF file dialogue box



Locate the file you wish to import from your local hard drive by clicking the *Browse* button and then upload it to the preview field by clicking the *Import* button. All the formatting will be applied. Since there are many different RTF formats, only the font, font size and font color are not automated and thus optional.

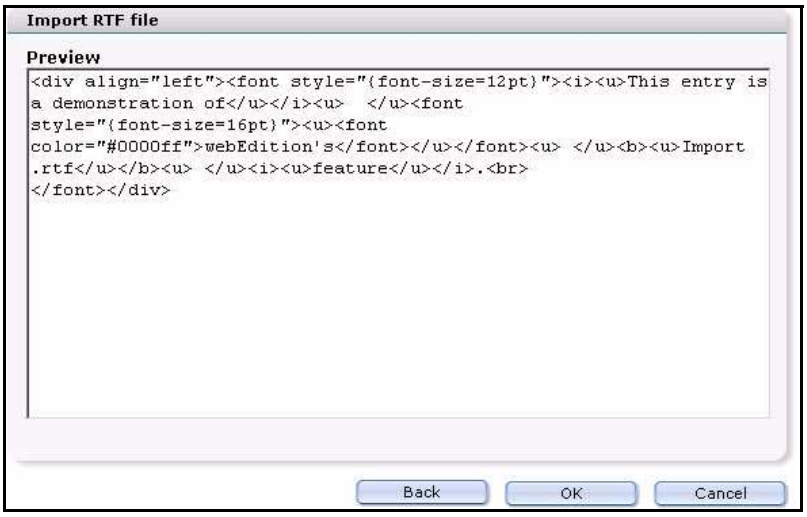
Figure 111 shows an example of text to be imported from a word processing program.

Figure 111 Example of an RTF file



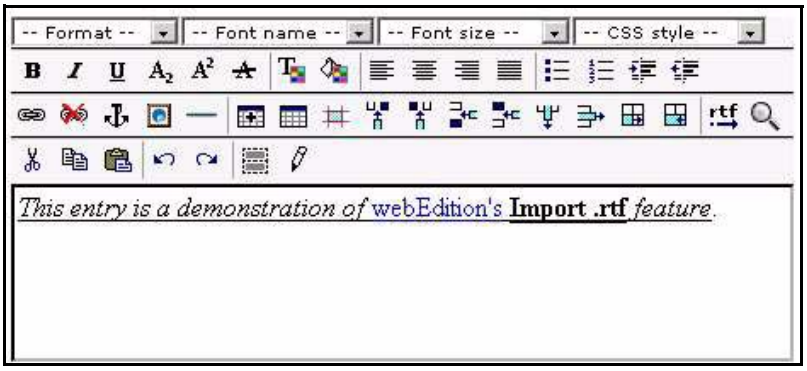
Thereafter, the following content is seen in the *Preview* area (see Figure 112):

Figure 112 RTF text in *Preview* mode



Click *OK* to inserted the imported text into the text box.

Figure 113 RTF text imported into webEdition

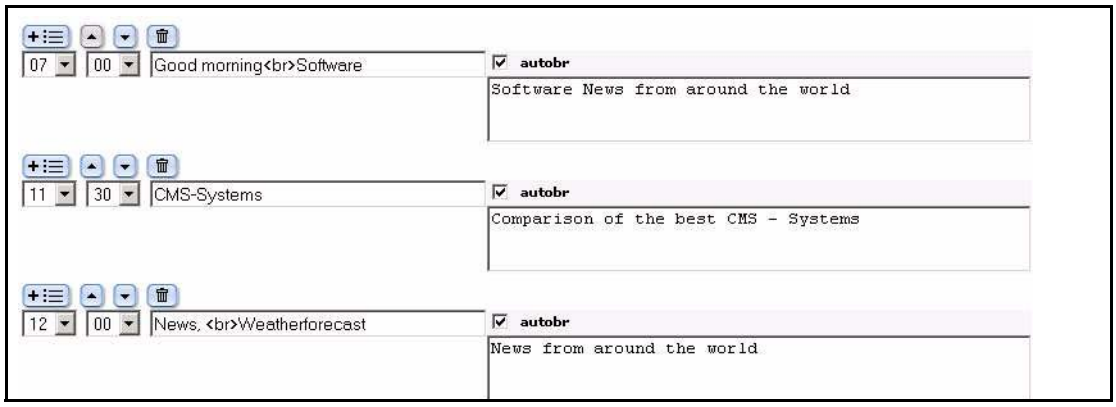


Note: RTF formats may differ from one application to another. Such differences may distort the way the text is displayed in webEdition. Such errors can be corrected in the *Edit* view.

3.7.6 Lists (<we:block>)

Lists are blocks of code which can be modified using the editing controls. You can duplicate a list item by clicking on the plus button. By clicking on the arrow icons, you can move a block up or down within the list. You can delete a block by clicking on the adjacent trash can icon. An example of a list block is shown in Figure 114.

Figure 114 Example of a list block



When viewed in the preview view, the list block looks thus:

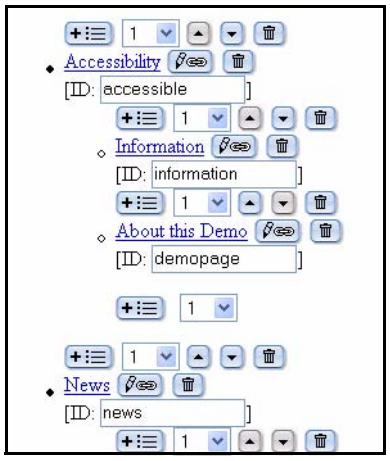
Figure 115 Example of a list block in *Preview* view

07:00	Good morning Software	Software News from around the world
11:30	CMS-Systems	Comparison of the best CMS - Systems
12:00	News, Weatherforecast	News from around the world

3.7.7 Link list (<we:linklist>)

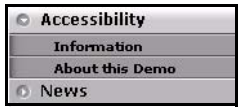
You can use the link list feature to create link lists (see Figure 116). A plus button will appear, which you can click to add a new link to the list. Links can be deleted by clicking the trash can icon.

Figure 116 Example of a link list (*we_demo/includes/navigation.php*)



When viewed in the preview view, the list block looks thus:

Figure 117 Example of a link list in *Preview* view



The following procedure describes how to create and edit hypertext links. For the purpose of this procedure, see we_demo/links/links.html on the webEdition demo page.

Procedure 7 Adding and Editing links

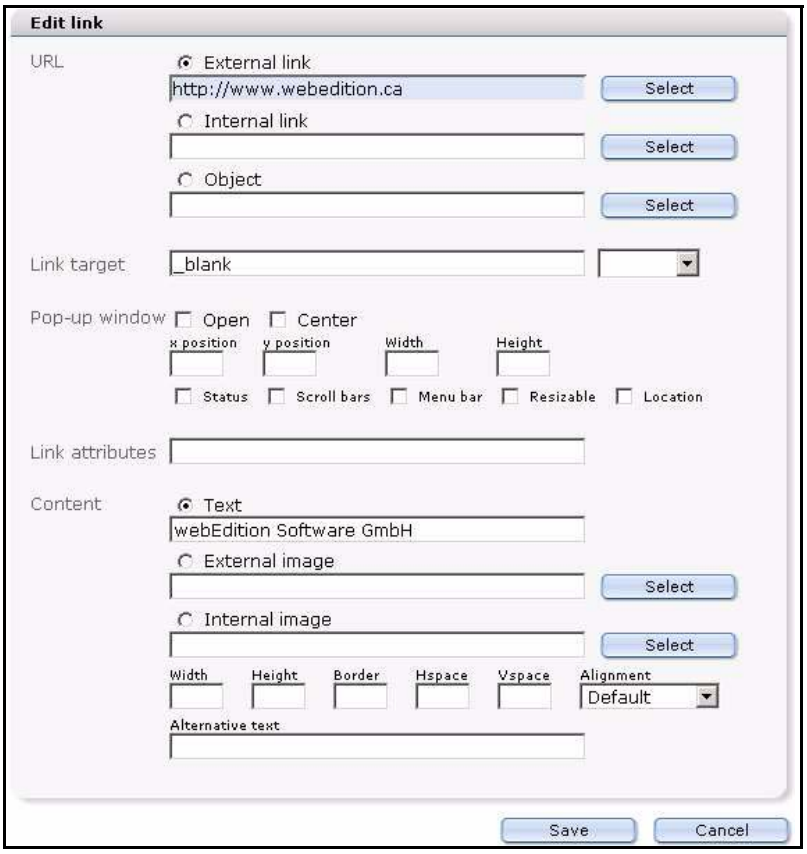
In the Documents Edit view

1 Open the file we_demo/links/links.html, and click on the *edit hyperlink* button (see Figure 118).

Figure 118 Edit hyperlink button

The Edit link dialog box opens (see Figure 119).

Figure 119 Edit link dialogue box



2 In the *URL* area, specify whether the link is to be to an internal or external page or object by ckicking one of the radio buttons.

3 Click the *corresponding Select* button to launch the file manager, where you can browse for and select your target document.

4 If you use frames, you can specify the target frame (_name-targetframe) in the *Link target* field. The select box to the right contains some standard target designations.

5 In the *Content* field, enter a text string that will appear as the link on your Web page. If you would rather link to an image, you can specify either an internal or external image as well as where it is to be positioned and the alternative text. You can also select an internal image using the file manager, which can be launched in the *Content* area by clicking the *select* button.

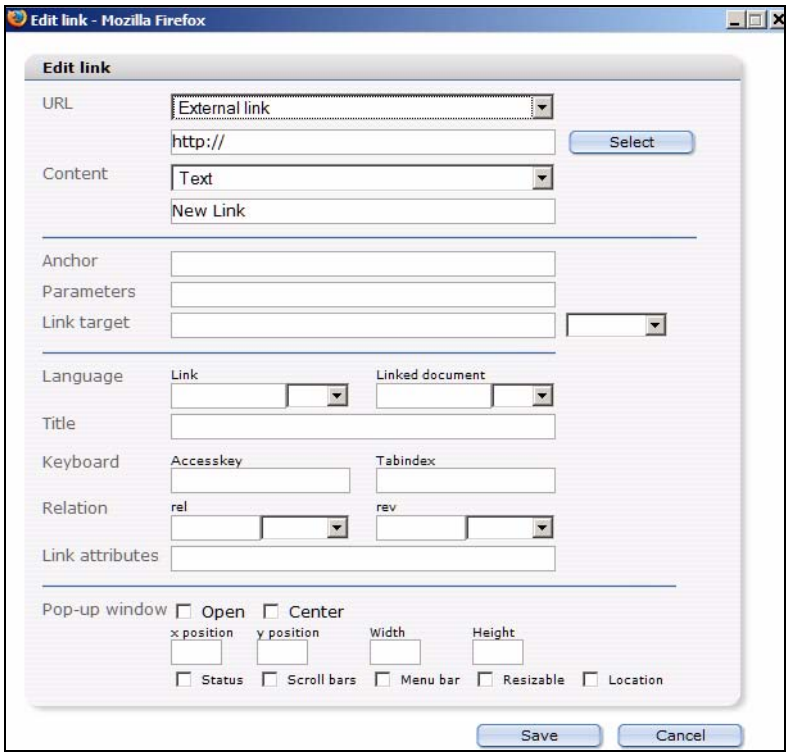
6 You have completed this procedure.

3.7.7.1 Accessibility enhancements for links in Version 3.2

In version 3.2, the link dialogue has been expanded (see Figure 120). The new fields improve your ability to create accessible Web sites. For more information about thes

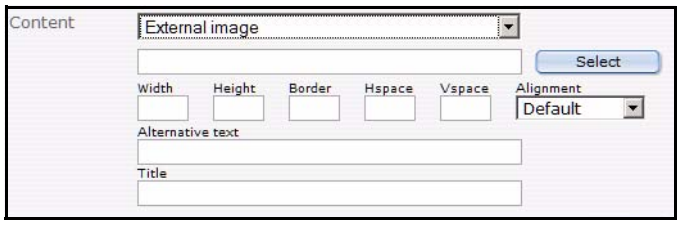
fields, see Section 3.7.5.3, "Accessibility functions of the WYSIWYG Editor (Version 3.2)" on page 89.

Figure 120 Edit Link from Version 3.2 on



When linking images, you can also enter *Alternative Text* as well as a *Title* that will be read by screen readers.

Figure 121 Linking images in version 3.2



3.7.8 Select box (<we:select>)

A select box (or pick-list) allows you to choose one item from a list of pre-defined values (see Figure 122).

Figure 122 Select box

When working in the *Edit* view, click the arrow beside the box to view the values that are available to you. The value you choose will be displayed on the finished Web page. The template code is thus:

```
<we:select name="Cities" size="1">
  <option>London</option>
  <option>Paris</option>
  <option>New York</option>
  <option>Toronto</option>
</we:select>
```

3.7.9 Image field (<we:img>)

An image field allows you to insert an image in the page content (see Figure 123).

Figure 123 The image field

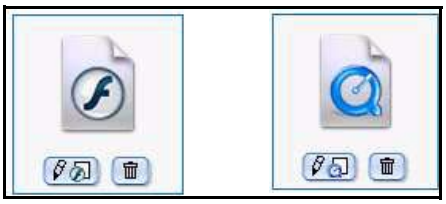
By clicking on the edit button, you will launch a file manager in which you can select an image that has been uploaded to webEdition. For further details, see Section 3.4, "Working with graphical documents" on page 67.

The code for Figure 123 is: `<we:img name="Picture"/>`

3.7.10 Movie fields (<we:flashmovie> and <we:quicktime>)

The movie fields allow you to insert a Flash or Quicktime movies in the page content (see Figure 124).

Figure 124 The Flash and Quicktime movie fields



By clicking on the edit button, you will launch a file manager in which you can select a Flash movie that has been created or uploaded to webEdition. The template code for Figure 124 is:

```
<we:flashmovie name="MyFlash" width="100" height="100"
user="editor1,editor2"/>
```

For more information on Flash movies, see Section 3.5.2, "Using Flash movies" on page 79; for Quicktime movies, see Section 3.5.3, "Using Quicktime movies" on page 81.

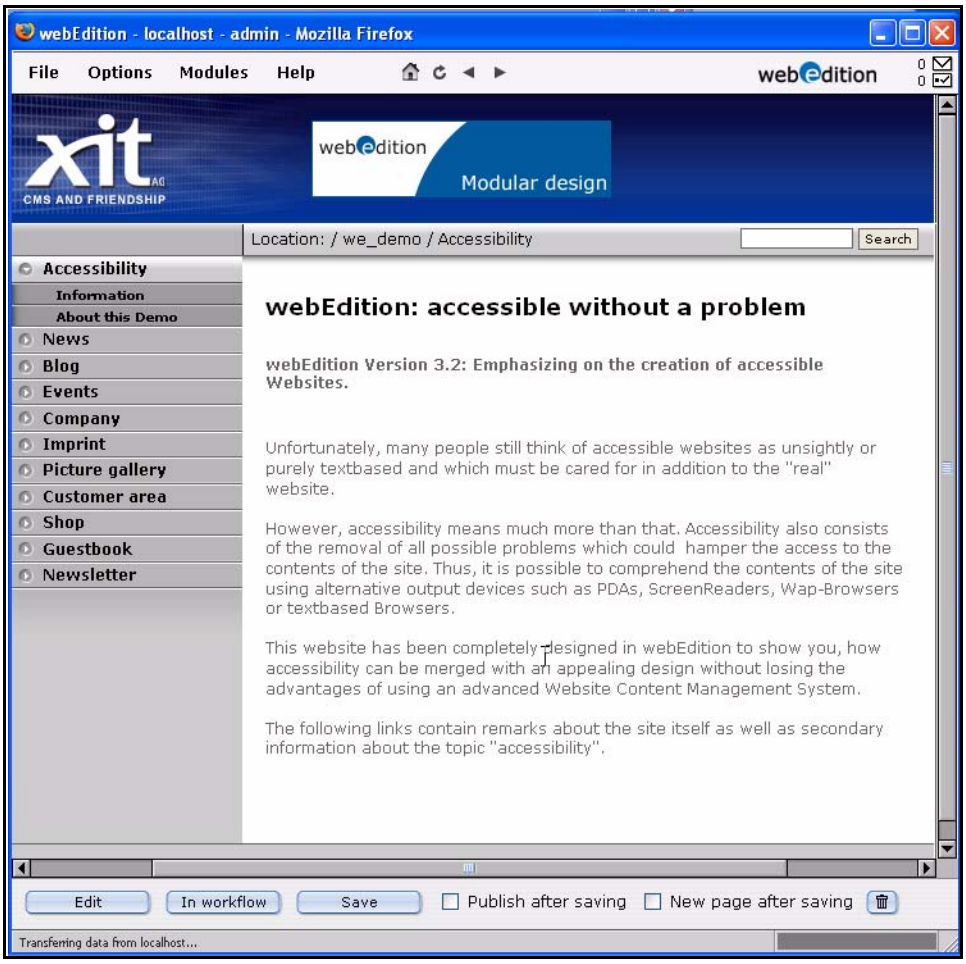
3.8 Editing documents in seeMode

seeMode is designed to make the editing of Web pages simple and efficient. This mode offers you a WYSIWYG view of your Web site. You can navigate through your site just

as you would with your regular browser (see Figure 125). When you get to the page you wish to edit, you simply click the *Edit* button at the bottom of the page.

Note: The seeMode feature in webEdition 3.0 cannot be used with Web sites that use HTML frames.

Figure 125 The seeMode preview



Those fields on your page which represent included files that can be navigated to and then modified are identified by a seeMode edit icon.

Figure 126 The seeMode included file list

The following procedure describes how you can use the seeMode to edit a document.

Procedure 8 Editing a document using seeMode

At the main webEdition login screen

1 Select the seeMode radio button, enter your user name and password (see Figure 127).

Figure 127 Login to seeMode

2 Click *Login.*

webEdition opens in seeMode at your designated home page (see, for example, Figure 125, "The seeMode preview" on page 100). The start page is determined in the Preferences screen (see Section 2.2.1, "The User interface view" on page 28). Your ability to change this start page is dependent on the permissions that you have been given by your administrator.

3 You have two choices. You can select *Edit* or *In Workflow*.

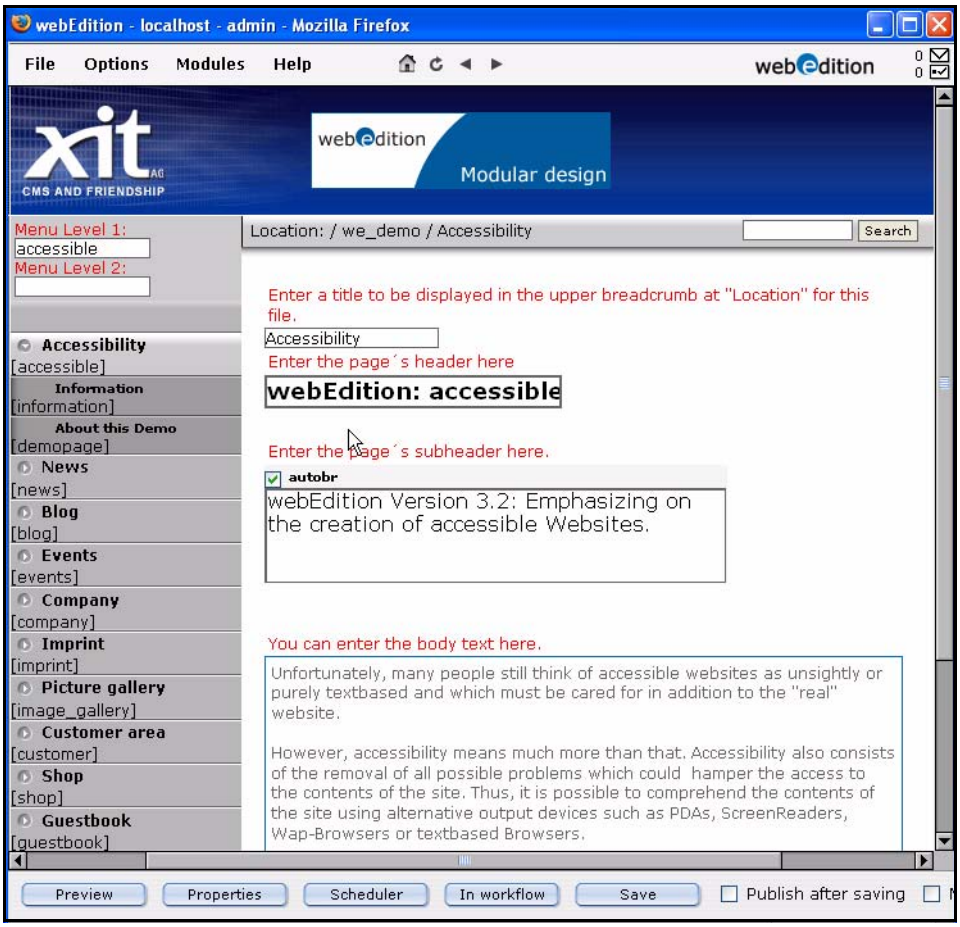
a If you have installed the Workflow Module, you have the option of placing your document into the workflow.

Consult the documentation for the Workflow Module, then go to Step 6.

b If you wish to edit the page, click the *Edit* button.

The page opens in the seeMode edit view and you can modify the fields (such as those described in Section 3.7, "How an editor works within a template: using template input fields, lists and menus" on page 87; see also Figure 128).

Figure 128 seeMode edit view



4 Edit your content by changing the data in the available fields.

5 Choose one of the following options:

a Return to the preview screen (by clicking the *Preview* button).

b Edit the properties of the page by clicking the *Properties* button (See Section 3.1.1 for further details).

c Place your document into the workflow.

d Save your changes (with or without selecting the *Publish after saving* option).

After saving your file, webEdition will confirm the action, the edit window closes, and you are returned to your designated home page.

6 You have completed this procedure.

4 Creating templates—the role of the administrator

The webEdition content management system differentiates between the role of the editor and the role of the administrator. The following chapter describes how administrators can use webEdition to create templates, as well as some of the features included in webEdition that can assist in this task. An administrator must have a knowledge of HTML and PHP programming to create a template.

4.1 What is a template?

Templates form the framework for a Web page. In a content management system, content is separated from the layout. The layout is created with templates designed by an administrator, while the content is created by editors in documents based on templates. Templates are normally created using HTML and expanded using we:tags.

Note: This manual always refers to the sample pages supplied with the software. Sample pages are located in the we_demo directory within the explorer menu.

4.1.1 What are we:tags?

we:tags comprise a tag language based on XML which contain HTML, JavaScript and PHP functions. They always begin with "we:". All webEdition features are defined by these tags. Like HTML tags, we:tags can have attributes. Although there are we:tags that require an end tag (such as <we:block></we:block>), most do not require an end tag.

4.1.2 How do I use we:tags?

There are many we:tags that serve many functions. All we:tags are described in detail in *The webEdition Tag Reference Manual*, which is available on the webEdition Web site. Some of the most commonly used we:tags are listed in the following table:

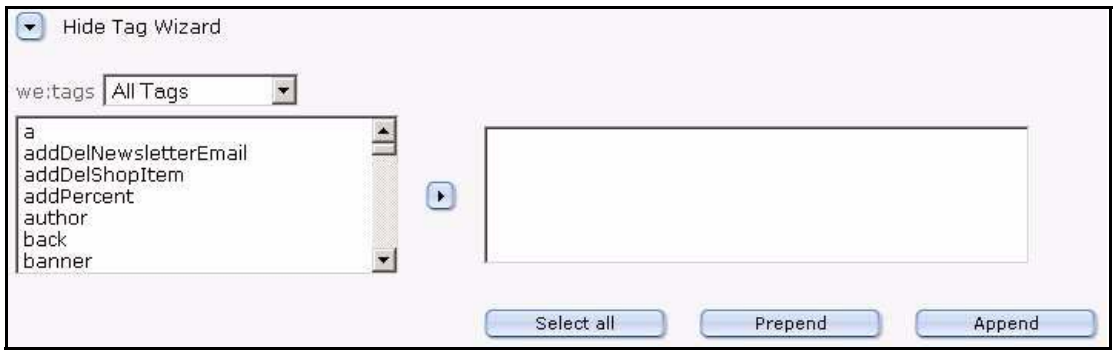
we:tag	Description
we:input (text)	Creates a single input box.
we:input (date)	Creates a drop-down menu to enter date and time.
we:input (checkbox)	Creates a check box.
we:input (choice)	Creates a normal single-line input box with a drop-down menu beside it.
we:textarea	Creates a multi-line input box.

we:tag	Description
we:keywords	Creates input boxes for the meta tags.
we:description	Creates input boxes for the meta tags.
we:title	Creates input boxes for the meta tags.
we:search (textinput)	Creates a single-line input box (also on the finished page) that can be used for queries.
we:search (textarea)	Creates a multi-line input box for queries.
we:select	Creates a select box.
we:category	Assigns the page / site to a category (important for summary pages).
we:linklist	This tag is used to generate expandable link lists.
we:link	Defines the link in link lists.

4.1.2.1 The Tag Wizard

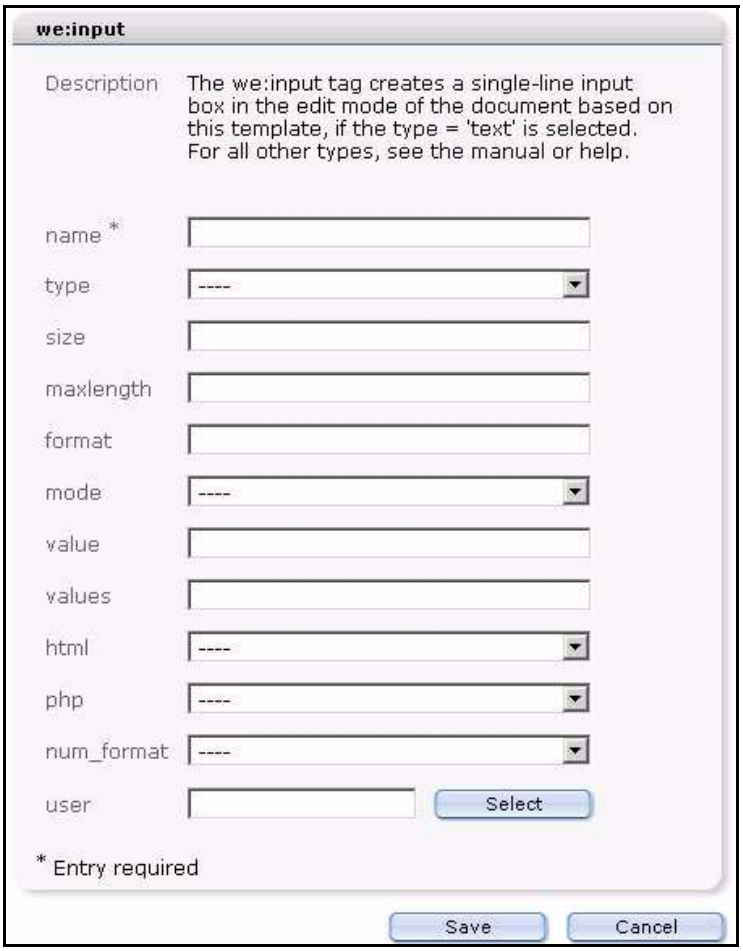
webEdition provides you with a Tag Wizard when you are creating or editing a template so that you do not need to memorize the functions and names of all of the we:tags. (The Tag Wizard can be accessed from the template *Edit* view; see Section 4.2.2, "The Templates Edit view" on page 106). The scroll box on the left contains all available we:tags, listed in alphabetical order (see Figure 129). Select a we:tag and double click or click on the arrow between the two boxes.

Figure 129 The Tag Wizard



If this we:tag allows or requires you to assign attributes to it, a new window will open with a brief description of the tag and fields for all the attributes you can assign to it (see Figure 130). Any attribute you are required to assign are marked with an asterisk (*).

Figure 130 Assigning attributes using the Tag Wizard



After saving your attributes, the window closes and the we:tag (complete with the selected attributes and correct syntax) will appear in the Tag Wizard text box to the right of the arrow button. Using copy and paste, insert the we:tag into the source code that appears in the text input box. You can also use the *Select all*, *Prepend* or *Append* buttons to insert the tag at the beginning or the end of the template code.

4.2 The four views when working with templates

In Chapter 2, we discussed how the editing screens and the available views are different depending on whether you are working with a document or a template. The following sub-sections describes each of these views as they pertain to your webEdition templates.

4.2.1 The template *Properties* view

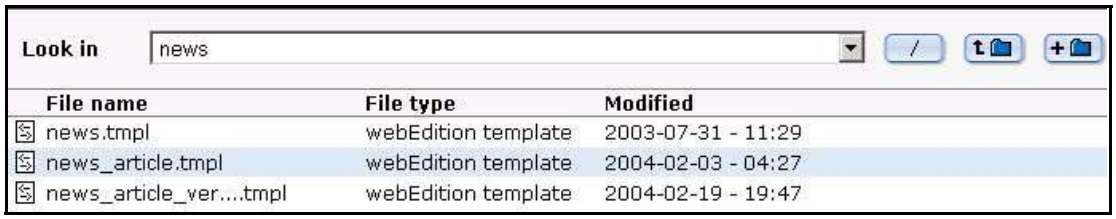
You use the *Properties* view to define the name, location of your webEdition template (see Figure 131).

Figure 131 The *Templates Properties* view

The properties view has two areas: *Path* and *Copy template*.

- *Path*. This area allows you to enter the name of the template and the directory in which it is to be saved. Select the directory by clicking the *Select* button and using the file manager. To avoid input errors, the directory cannot be entered by hand. The file extension has been pre set to .tmpl.
- *Copy template*. You can also import an existing webEdition template by clicking the select button in the *Copy template* area. Select the template you wish to import from the file manager and click *OK* (see *Figure 132*).

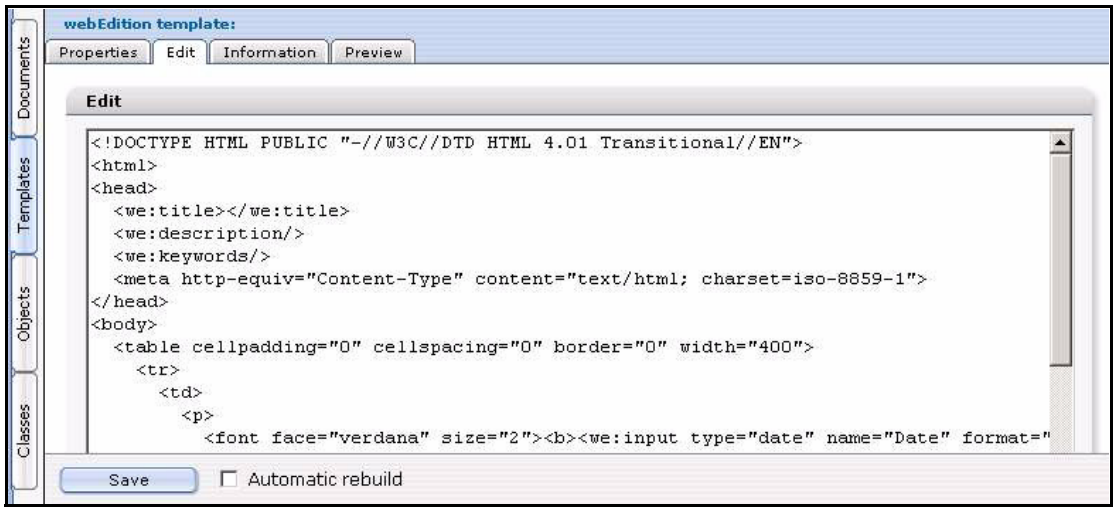
Figure 132 Copying a template using the file manager



4.2.2 The *Templates Edit* view

The *Edit* view displays the HTML code for the template (see Figure 133). The *Edit* view provides a text editing programme in which you can change or expand the standard HTML code and insert various we:tags.

Figure 133 The *Templates Edit* view

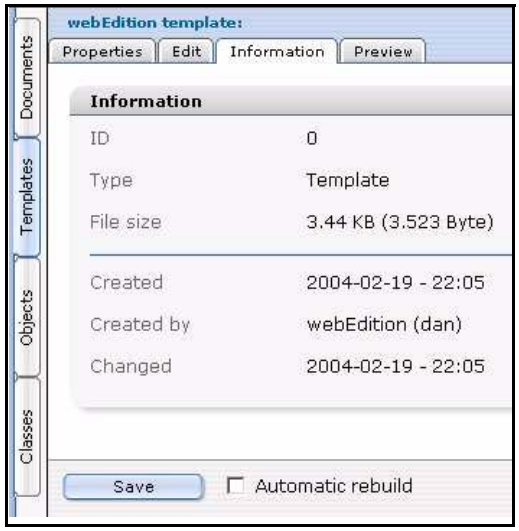


Below the text-editing area, you will find the webEdition Tag Wizard. The wizard assists you in finding and entering the we:tags and assigning the proper attributes to them. For more details on how the we:Tag Wizard works, consult Section 4.1.2.1, "The Tag Wizard" on page 104.

4.2.3 The *Templates Information* view

The Information view provides you with general information on the storage path, the size of the template and when it was created or changed (see Figure 134).

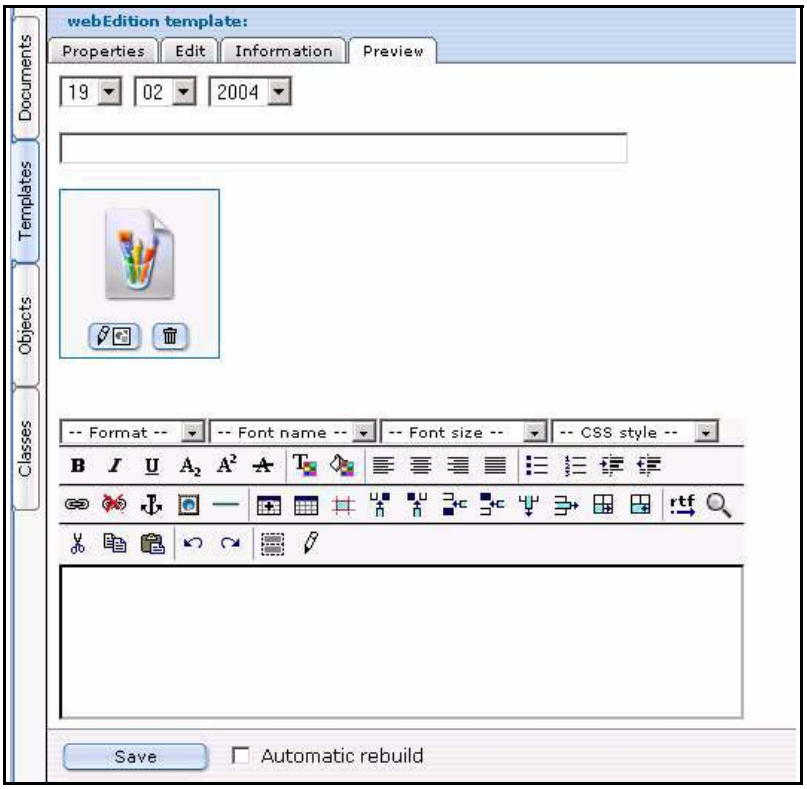
Figure 134 The *Templates Information* view



4.2.4 The *Templates Preview* view

The *Preview* view displays the layout of the template as it will appear in edit mode when used by the editor (see Figure 135).

Figure 135 The *Templates Preview* view



4.3 Creating templates

webEdition allows you to create new templates, or to import existing ones.

4.3.1 Creating templates using webEdition

If you wish to use webEdition to create a template, you enter the necessary HTML code in the text/code editing area in the template *Edit* view (see Section 4.2.2, "The Templates Edit view" on page 106).

A template must contain all of the standard HTML tags: <html>, <head> and <body> with their end-tags. In contrast, if you wish to include this template as a document using the <we:include> tag, you do not use these HTML tags.

When linking references (images, links, etc.) that determine the design of several pages (that can be spread out over different directory levels), that is the layout images, you must create an absolute link to the images. The URL is based on the root directory on the Web server (of your host). This is the only way to ensure that a layout image can always be found, no matter where the files using that image have been saved.

Sample template:

```
<html>
<head>
<we:title>CMS Channel</we:title>
<we:description>Demo-Website for the CMS
webEdition</we:description>
<we:keywords>cms,webEdition</we:keywords>
<style media="screen" type="text/css"><!--
#menu1 { position: absolute; z-index: 5; top: 63px; left: 131px;
width: 122px; height: 10px;visibility: hidden  }
```

```
#dummy{ position: absolute; z-index: 1; top: 0px; left: 0px; width:
400px; height: 400px;visibility: hidden  }
--></style>
<link href="<we:url id="89" />" rel="styleSheet" type="text/css">
</head>
<body  background="/root/layout_images/bg.gif" bgcolor="white"
leftmargin="0" marginwidth="0" topmargin="8" marginheight="8">
<we:form id="114" method="get"><table border="0" cellpadding="0"
cellspacing="0" width="620">
<tr>
<td width="27"></td>
<td width="50"><img src="/root/layout_images/we_logo.gif"
width="50" height="50" border="0"></td>
<td width="54"></td>
<td><span class="headline"> CMS Channel - </span><span
class="headline_small">News</span></td>
<td class="normal" width="74"><we:date type="js"
format="m/d/Y"/> </td>
```

4.3.2 Creating a new template

Use the following procedure to create a new template.

Procedure 9 Creating a new template

At the webEdition main screen

1. Select *File* > *New* > *Template*.

   The webEdition Template Properties view appears.

2. In the *Path* area of the *Properties* view, enter a name for the new template in the Filename field.
3. In the *Path* area of the *Properties* view, choose a directory for the new template by clicking the *Select* button adjacent to the *Directory* field.
   a. Navigate through the directory menus until you find the location for the new file.
   b. Click on the name of the target directory, then click *OK*.
4. If you wish to copy an existing template, click on the *Select* button in the *Copy template* area.
   a. Navigate through the directory menus until you find the location for the new file.
   b. Click on the name of the target directory, then click *OK*.
5. Click the *Save* button located at the bottom of the screen.

   webEdition opens a read-only information box informing you that the new file has been successfully saved.

6. Click the *OK* button.

   The newly created file is now listed in the explorer menu and you can now start editing your template, or using it as the basis of a new document.

7. You have completed this procedure.

4.3.3 Saving a template

You can save the template while working in any of the four views by clicking the *Save* button at the bottom of the screen (see Figure 135, "The Templates Preview view" on page 108).

If you change an existing template that is being used by documents, you will be asked whether you want to re-save the corresponding documents. If you select yes, the

template and all documents that use the template will be re-saved. If you select no, only the template will be saved and any documents based on this template will continue to use the old template. The option *Automatic rebuild* causes an automatic re-save of all documents which are based on this template.

4.3.4 Updating/modifying a template

To update or modify a template, either single-click the template in the explorer menu or select your template from the file browser by clicking on *File* > *Open* > *Template...* in the webEdition main screen. Make your changes in the *Edit* view and then save the template.

4.3.5 Deleting a template

You can delete a template by selecting menu item *File* > *Delete* > *Templates*. The application will then switch to delete mode. Use the explorer menu to select the template you wish to delete and click the *OK* button. Confirm or cancel your action.

> ***Note:*** If a template is being used by one or more documents, you cannot delete it. If you try to do so, an error message will be displayed to this effect. If you still wish to delete the template, you will have to delete or modify all the documents that use the template before you can delete the template itself.

4.3.6 Adopting an existing Web site

4.3.6.1 Adopting an entire page

Determine how many HTML pages your current Web site uses. Group your pages according to their basic layouts in order to identify the pages that share the same layout but differ in their content. You can use these pages to create your new templates.

Procedure 10 Adopting an existing page

In the webEdition main screen

1. Create a new template, by clicking *File* > *New* > *Template*. (see Procedure 9, "Creating a new template" on page 109).
2. Click on the *Edit* tab to access the *Edit* view.
3. Copy the source code from the old HTML page you wish to use as a template into the code/text-editing area in the *Edit* view.
4. Replace the hard-coded HTML tags, text and images with their we:tag equivalents.

HTML tag	we:tag
images (<img src="...>)	<we:img>
Text	<we:textarea>
Heading	<we:input type="text">

Example
To replace an HTML image tag:

Old code:

```
<tr>
<td><img scr="example1.jpg" width="100" height="30"
border="1"></td>
```

```
  <td><img src="example2.jpg" width="120" height="30"
border="1"></td>
</tr>
```

New code:

```
<tr>
<td><we:img name="example1"></td>
  <td><we:img name="example2"></td>
</tr>
```

And now instead of seeing images in the template preview, you will see a placeholder.

Example
To replace a text tag:

Old code:

```
<strong>>This is a sample heading in bold and italics</strong>
```

New code:

```
<strong><we:input type="text" name="sample"
size="20"></strong>
```

5 Create a new webEdition page based on the new template.

6 Copy the content from your original page(s) into the input boxes in the template(s) using copy and paste and/or import the images to the database. See Section 3.4, "Working with graphical documents" on page 67.

7 Save each page.

The new webEdition page is saved in the same location as the old page, thereby overwriting it.

8 You have completed this procedure.

You can find further information about the we:tags, their attributes, and their functions in *The webEditionTag Reference* that is available from the webEdition home page.

4.3.6.2 Adopting portions of a page

If you only want to manage portions of specific pages with webEdition, replace these portions with their we:tag equivalents and then save the page as a template. The template can be used to recreate the page.

4.3.7 Creating templates from documents made in HTML editing programs

You can create templates using an HTML editing program (such as Macromedia Dreamweaver or Adobe GoLive). For more information, see Section 4.3.6.1, "Adopting an entire page" on page 110.

Procedure 11 Creating a template from an HTML editor

Begin in your preferred HTML editor

1 Create a page in your preferred editing program.

2 Move all the layout images you need for the page to a folder called *images*.

3 Upload the images via FTP to your Web server in the directory you have chosen (such as layout_images in the root directory).

4 On your web server, use the global search and replace feature to replace all images/ with /images/.

5 Use the copy and paste feature to copy the source code for the HTML page to the webEdition template *Edit* view (*See Templates* > *Edit* view, upper text box).

6 Replace the text, images, Flash movies etc. that you wish to edit with the appropriate we:tags.

7 Define the functions you wish to include in the page using the appropriate we:tags.

8 Save the template.

9 You have completed this procedure.

4.4 Features for developing webEdition templates

The sub sections that follow describe the features that are available in webEdition to assist in the development of templates.

4.4.1 Link lists (<we:link> and <we:linklist>)

The <we:linklist> tag allow you to include expandable and editable link lists in your templates. You can change the appearance of these link lists using HTML commands. For example, you can design the link to be flanked by non-linked text or images. You can create both image links and text links. You can use almost all tags within a link list. To add a link to the linklist, use the <we:link> tag.

When using your template, the editor will be able to edit any link by clicking the *Edit* button or delete a link using the trash can icon. The editor can also add a link at the very end of the link list or can place it before any existing link. See Section 3.7.7, "Link list (<we:linklist>)" on page 96 for examples.

You can also use the <we:prelink> and <we:postlink> we:tags to ensure that all the characters or commands between <we:postlink> and </we:postlink> or those between <we:prelink> and </we:prelink> will not be displayed in the first or last instance. For example, if you separate the links with a <p>, then you want the <p> to appear only between the links and not directly before or after the link list. To keep this from happening, you would have webEdition skip the first instance of <p>, for example:

```
<we:linklist name="linklist">
  <we:prelink><p></we:prelink>
  <we:link/>
</we:linklist>
```

would produce for the first instance:

```
<a href="link">Linktext</a>
```

for two instances:

```
<a href="link">Linktext</a><p><a href="link">Linktext</a>
```

without the prelink tag, one instance would produce the following:

```
<p><a href="link">Linktext</a>
```

and for two instances:

```
<p><a href="link">Linktext</a><p><a href="link">Linktext</a>
```

Here is an example from a sample Web site:

```
<we:linklist name="Linklist"/>
<tr><td class="link" valign="top"><nobr><we:link></nobr></td>
<td><img src="/root/layout_images/pixel.gif" width="20" height="2"
border="0"></td>
<td valign="top" class="normal"><we:textarea name="Erklaerung"
rows="2"
cols="40"/></td></tr>
<we:postlink>
<tr>
<td colspan="3"><img src="/root/layout_images/pixel.gif" width="2"
```

```
height="6" border="0"></td>
</tr>
</we:postlink>
</we:linklist>
```

This code generates the following output:

Figure 136 Example of output for a link list

To allocate a stylesheet to the we:link tag, do this:

```
<we:link name="MyLink" class="foo"/>
```

4.4.2 Summary pages/areas

Summary pages provide an overview of all pages or areas that belong to a document type and/or category. (For example, all “news” or all news belonging to the “Sports” category). In addition, summaries can provide an overview of an entire Web site. Summary pages are also used to generate a results page for searches.

4.4.2.1 Creating a summary page

You use the <we:listview> we:tag to create summary pages. This tag must enclose all the other we:tags needed for summary pages (start-tag and end-tag). The <we:listview> tag must contain a <we:repeat> tag that defines the appearance of the entries listed in the summary. Everything bracketed by the we:repeat tags—including normal HTML (such as lines in a table) or the we:tag <we:field/>, which displays the content of a given field— will be repeated.

For example, assume that you have defined input boxes <we:input type="text" name="Header"/> and <we:input type="date" name="Date"/> in a news template belonging to the "newsArticle" document type. To generate a summary in which every line contains the date, header and a link to the news page, you would require the following code:

```
<we:listview doctype="newsArticle" rows="10">
  <we:repeat>
    <we:field type="date" name="Date"/>
    <we:field type="text" name="Header">
  </we:repeat>
  <we:back>back</we:back> <we:next>next</we:next>
</we:listview>
```

The <we:back> and the <we:next> tags, which create an automatic link to the previous/next page for entries listed within the summary, can also be placed within <we:listview>, although they cannot be placed within a <we:repeat> tag. However, this is only possible if the number of entries has been limited by the *rows* attribute in <we:listview>. If this attribute has not been specified, all the pages found will be displayed. If the *rows* attribute has been set to 10, only 10 entries will be displayed. Any <we:next> tag that has been included will create another link.

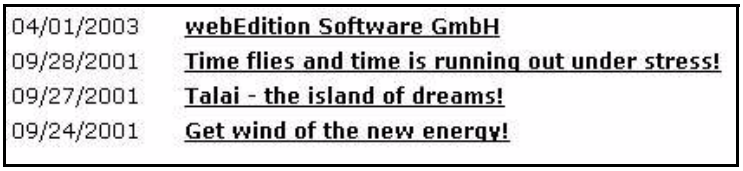
Here is an example from a sample Web site:

```
<we:listview rows="6" doctype="newsArticle" order="Date"
desc="true">
```

```
<table border="0" cellpadding="0" cellspacing="0" width="500">
<we:repeat>
<tr>
<td class="normal"><we:field type="date" name="Date"
format="m/d/Y"/></td>
<td><img src="/root/layout_images/pixel.gif" width="10" height="2"
border="0"></td>
<td class="normal"><b><we:field type="text" name="Headline"
hyperlink="on"/></b></td>
</tr>
<tr>
<td><img src="/root/layout_images/pixel.gif" width="90" height="6"
border="0"></td>
<td><img src="/root/layout_images/pixel.gif" width="10" height="6"
border="0"></td>
<td><img src="/root/layout_images/pixel.gif" width="400"
height="6" border="0"></td>
</tr>
</we:repeat>
<we:ifNotFound><tr>
<td colspan="3" class="normal">No News available!</td>
</tr>
<we:else/><tr>
<td colspan="3" class="normal">
<table cellpadding="0" border="0" cellspacing="0" width="100%">
<tr>
<td colspan="2"><img src="/root/layout_images/pixel.gif"
width="10" height="6" border="0"></td>
</tr>
<tr>
<td class="normal"><we:ifBack><we:back>&lt;&lt;
Back</we:back></we:ifBack></td>
<td class="normal" align="right"><we:ifNext><we:next>weiter
&gt;&gt;</we:next></we:ifNext></td>
</tr>
</table>
</td>
</tr>
</we:ifNotFound>
</table>
</we:listview>
```

Figure 137 shows the output from this code:

Figure 137 Sample summary page



4.4.2.2 Creating a summary of all your pages

Summaries of all the pages in a Web site are generally needed for search results pages. These summaries are also useful if you have a small Web site with only a few pages and would like to create an automatic navigation facility.

If you want to create a summary of all your pages, do not specify any conditions in <we:listview>. Make sure that either all the pages have the same field names (such as header and date) or that an alternative field has been specified by means of the *alt* attribute in the <we:field> tag. For example: <field name="Title" alt="Headline"/>. In

this case, if the title field in the *Property* view is empty, the content of the *Headline* field will be displayed.

There are two reserved field names that you can use: we_path and we_text. we_path will cause the path of the page to be displayed, while we_text will cause the text content of the page to be displayed. You can limit the text content using the max attribute. If no entries have been made in any of the fields, or if the template does not have any input boxes, we_text will not produce any results.

Note: The syntax is we_path, *not* we:path; we_text, *not* we:text.

Here is an example from a sample Web site:

```
<we:listview rows="6">
<table border="0" cellpadding="0" cellspacing="0" width="500">
<we:repeat>
<tr><td class="normal"><b><we:field name="Title" alt="we_path"
hyperlink="on"/></b><br><we:field name="Description" alt="we_text"
max="200"/></td>
</tr>
<tr><td><img src="/root/layout_images/pixel.gif" width="500"
height="6"
border="0"></td>
</tr>
</we:repeat>
<we:ifNotFound>
<tr><td colspan="3" class="normal">Leider nichts gefunden!</td>
</tr>
<we:else/>
<tr>
<td colspan="3" class="normal">
<table cellpadding="0" border="0" cellspacing="0" width="100%">
<tr><td colspan="2"><img src="/root/layout_images/pixel.gif"
width="10"
height="6" border="0"></td>
</tr>
<tr><td class="normal"><we:ifBack><we:back>&lt;&lt;
Back</we:back></we:ifBack></td>
<td class="normal" align="right"><we:ifNext><we:next>Next
&gt;&gt;</we:next></we:ifNext></td>
</tr>
</table>
</td>
</tr>
</we:ifNotFound>
</table>
</we:listview>
```

Figure 138 shows the output from this code:

Figure 138 Sample of all summary pages

Calling up a summary page using this feature will display all relevant pages. The entry consists of the title and the description of the page (for webEdition pages, the latter is listed in *Properties*). If the page does not have a title or if it is an HTML page, the path will be displayed (alt="we_path") instead of the title. Likewise, if the page does not have a description, the first 200 characters of content on the page will be displayed.

4.4.2.3 Creating a summary of a specified area

If you wish to display a summary of a specified area, you must limit the output in the <we:listview> tag either by specifying the *doctype* attribute or the *categories* attribute.

The following code, for example, displays only those pages that belong to the "News" document type and the "Sports" and "Politics" categories.

```
<we:listview doctype="News" categories="Sport,Politics">
```

4.4.2.4 Using summaries to archive pages

You can use the *offset* attribute as an archiving feature for your news. First, create two summary pages. The <we:listview> tag on the first summary page (current news) might look something like this:

```
<we:listview doctype="News" order="Date" desc="true" rows="10">
```

This page displays the ten most recent news pages, assuming, of course, that your news articles all contain a date field. Don't add the <we:next> and <we:back> tags on this first page. Instead, insert a link to the second summary page (the archive page). The <we:listview> tag on the second summary page will also contain the offset attribute. The <we:listview> will then look something like this:

```
<we:listview doctype="News" order="Date" desc="true" rows="10"
offset="10">
```

Next, insert the <we:next> and the <we:back> tags on this second page. The offset attribute ensures that the first entry listed is, in reality, the tenth news entry. This method allows you to keep the ten most recent news items on the first summary page and to archive the older items on the second summary page. Here is a sample first page (current news) displaying the ten most recent news items:

```
<we:listview doctype="News" rows="10" order="Date" desc="true">
  <we:repeat>
    <we:field type="date" name="Date"/>
    <we:field type="text" name="Headline" hyperlink="true"/><br>
  </we:repeat>
```

```
</we:listview>
```

Here is a sample second page (archive) listing all the other news items (beginning with the tenth news item):

```
<we:listview doctype="News" order="Date" desc="true" offset="10">
  <we:repeat>
    <we:field type="date" name="Date"/>
    <we:field type="text" name="Headline" hyperlink="true"/><br>
  </we:repeat>
</we:listview>
```

4.4.3 Creating a photo album

Before the editor of your Web Page can upload images to a photo album, you must create a photo album template in which the thumbnails can be displayed.

A photo album consists of summaries of thumbnails of photos (see Section 3.4.6, "The images Thumbnails view: thumbnail formatting" on page 74). If a visitor to your page clicks on a thumbnail, an enlarged image is displayed either in a separate popup window or in the same window.

A summary is created with the `<we:listview>` tag:

```
<we:listview contenttypes="img" searchable="false" rows="5"
cols="5">
  <we:ifBack><we:back>back</we:back>  </we:ifBack>
  <we:ifNext><we:next>next</we:next></we:ifNext><br>
  <table border="2">
    <we:repeat>
      <we:tr>
        <td>
          <we:field name="Title"><br>
       <we:field border="0" thumbnail="100x70" id="505" type="img"
hyperlink="true" winprops="width=900,height=650,left=-1,top=-1">
          <br><br>
        </td>
      </we:tr>
    </we:repeat>
  </table>
</we:listview>
```

Use the attribute `contenttypes` to indicate which kind of document should be displayed. You can use the following values:
"img" = images
"wepage" = webEdition documents
"binary" = other documents

Use the attribute `searchable` to define which documents are to be displayed. If you wish only to display documents which are labeled as searchable, set the the value to `searchable="true"`. If you wish to display documents which are not labeled as searchable, set the value to `searchable="false"`.

To display a HTML table with a listview, the attribute `cols` and the tag `<we:tr>` are available. If "`cols`" is set, `rows * cols` entries are displayed. The tag `<we:tr>` creates the HTML tag <tr> at the beginning of a new row; the tag `</we:tr>` creates the HTML tag <tr> at the end of a row.

You can access the meta information of an image (title, description, key words) with the tag `<we:field>` in a listview:

```
<we:field name="Title" />
<we:field name="Description" />
<we:field name="Keywords" />
```

With the attribute `winprops` you can define the properties of the photo that is to appear in a new popup window. (The syntax is equivalent to the *windowFeatures* of *window.open* in Javascript.) To center the window set a value of `-1` for both `left` and `top`.

Example

```
winprops="width=900,height=650,left=-1,top=-1"
```

To display the image, the tag `<we:field>` with the attribute `type="img"` can be used (among other tags), but only without indicating a name. If you want to display a thumbnail instead of the original image, indicate the name of the thumbnail at the attribute `thumbnail`. If `hyperlink="true"` is set, the field will be linked as always. Usually it is linked directly to the image. If that is not preferable, you can set the attribute `id`. Here you enter the ID of a webEdition document. This webEdition document is used for the detailed view of the image. The image will be displayed with a listview with `rows="1"` in the template of such a webEditon document. All necessary settings (such as "offset", "name" of the listview, "workspaceID", and "contenttype"), will be transfered to the document and thus to the listview automatically. The code of the listview appears thus:

```
<we:listview rows="1">
  <we:ifBack><we:back>back</we:back></we:ifBack>  
  <we:ifNext><we:next>next</we:next></we:ifNext>
  <p>
    <we:repeat>
      <we:field name="Title"><br>
      <we:field type="img"><br><br>
    </we:repeat>
  </p>
</we:listview>
```

4.4.3.1 Creating multiple photo albums

With the tag <we:href> you can allow editors to choose between different photo albums or to create new albums. Each photo album requires its own directory. The editors can put all their photos into their respective directories. Below is a sample of the code:

```
<we:ifEditmode>
  Album:<br>
  <we:href reload="true" directory="true" file="false" type="int"
name="album" output="id">
  <br>
</we:ifEditmode>
<we:setVar to="global" nameto="album" from="top"
namefrom="album_we_jkhdsf_intID" />
<we:listview contenttypes="img" searchable="false" rows="5"
cols="5" workspaceID="\$album">
```

In this example the value which is choosen in `<we:href>` is written in a global value with `<we:setVar>`. This value is then transfered to the listview `i`, attribute `workspaceID`. If `reload="true"` is indicated at the tag `<we:href>`, the page will be reloaded after choosing the directory. If you set the attributes `directory="true"` and `file="false"` directories, not files, will be choosen.

If the attribute `useparent="true"` is used in the detailed view at `<we:ifBack>` and `<we:ifNext>`, it can only be scrolled to the last entry of the summary listview. Example: If image 11 to 20 are displayed in the summary listview and you have chosen an image, you can only scroll forward to entry 20 and back to entry 11.

```
<we:listview rows="1">
  <we:ifBack
useparent="true"><we:back>back</we:back></we:ifBack>  
  <we:ifNext
useparent="true"><we:next>forward</we:next></we:ifNext>
  <p>
    <we:repeat>
      <we:field name="Title"><br><we:field type="img">
      <br><br>
    </we:repeat>
  </p>
</we:listview>
```

4.4.4 Producing and changing pages and objects from the front end

webEdition offers tags which enable the visitor of a Web site to produce and change webEdition documents and objects. With webEdition, one can easily produce such things as a guestbook, or some other type of page in which visitor input is solicited. The <we:form> tag serves as the foundation of this feature.

The <we:form> tag has been extended with two new types: <we:form type="document"> and <we:form type="object"> which can be used depending upon whether one wishes to produce a webEdition document or object. For webEdition documents, the document type must be entered as a value of the attribute *doctype*; for objects, the ID of the class must be entered as a value of the attribute "classid".

You cannot produce or change webEdition documents without the document type. The individual fields are depicted through the <we:userInput/> tag between the start and the end tag of the <we:form>. The value which one allocates to the attribute *type*, will determine which type it handles. For a full description of these tags and their attributes, see the *webEdition Tag Reference*.

```
<we:form type="document" id="56" doctype="Guestbookentry">
  <table width="500" border="0" cellspacing="0" cellpadding="5"
align="center">
    <tr>
      <td class="t4"><strong>Guestbook entry</strong></td>
      <td align="right" nowrap>
        <img src="/images/pixel.gif" width="1" height="1">
       </td>
     </tr>
     <tr>
       <td class="t3" colspan="2">
         <p>
          <strong>Your name:</strong><br>
          <we:UserInput name="Name" type="text" size="60"/>
         </p>
         <p>
           <strong>Your address:</strong><br>
           <we:UserInput name="Ort" type="text" size="60"/>
        </p><we:userInput name="Datum" type="date" hidden="true"/>
       </td>
     </tr>
     <tr>
       <td class="t3" colspan="2">
         <strong>Your comments:</strong><br>
         <we:userInput type="textarea" name="Text" width="500"
height="200" autobr="true" wysiwyg="true"
```

```
commands="prop,list,link,color"/></td>
      </tr>
      <tr>
        <td class="t3" colspan="2"><input type="submit"
value="Submit"> <input type="reset" value="Reset">
      </td>
    </tr>
  </table>
</we:form>
```

For the attribute *id* of the <we:form> tag, the ID of the webEdition document is entered as a value, where the form is to be sent. This can be a connecting page on which one shows the input again, or similarly a page that saves and publishes the input if applicable. Two possibilities are described below:

- The <we:write> tag is placed at the very beginning of the template in order to save the data transferred from the form. For example:

  ```
  <we:write type="document" publish="true"
  doctype="Guestbookentry"/>
  ```

  After the <we:write> tag one can detect with the <we:ifWritten> or <we:ifNotWritten> tags, whether or not the write-process was successful for the webEdition document or object. For example:

  ```
  <we:ifWritten type="document">
  Thank you for the entry in our guestbook!
  <we:else/>
  Unfortunately there is an error in the entry in our guestbook!
  </we:ifWritten>
  ```

- If you would like to send the given data first to a connecting page, use the <we:form> tag in combination with the <we:userInput> tag once again. In contrast to the input-page, one now sets the entry field to "non-editable". You can cause this

to happen by setting the "editable" attribute in the <we:userInput/> tag to the value "false".

For example:

```
<we:form type="document" id="57" doctype="Guestbookentry">
  <p>Enter your comments here:</p>
  <table width="500" border="0" cellspacing="0" cellpadding="5"
align="center">
    <tr>
      <td class="t4"><strong>Guestbook entry</strong></td>
      <td align="right" nowrap>
        <img src="/images/pixel.gif" width="1" height="1">
      </td>
    </tr>
    <tr>
      <td class="t3" colspan="2">
        <p>
          <strong>Your name:</strong><br>
        <we:UserInput name="Name" type="text" editable="false"/>
        </p>
        <p>
          <strong>Your address:</strong><br>
          <we:UserInput name="address" type="text"
editable="false"/>
        </p>
        <we:userInput name="Datum" type="date" hidden="true"/>
      </td>
    </tr>
    <tr>
      <td class="t3" colspan="2">
        <strong>Your comments:</strong><br>
        <we:userInput type="textarea" name="Text"
editable="true"/>
      </td>
    </tr>
    <tr>
      <td class="t3" colspan="2">
        <input type="button" value="Back"
onclick="history.back()"> 
        <input type="submit" value="Submit"> 
        <input type="reset" value="Reset">
      </td>
    </tr>
  </table>
</we:form>
```

ATTENTION

If you give a value to the attribute "name" in the <we:form> tag, you must also enter the name of the form as a value of the attribute "formname" in the <we:write> tag.

In order to allow a visitor to a Web site to change a webEdition document or object, use the <we:a> tag and set the attribute *edit* to the value *document* or *object*. If the tag is used in a <we:listview> tag, the proper listview entry is used automatically as a reference for it. In order to ensure that only the creator of a webEdition document or object can change them, a field must be set in the webEdition document or object in which the ID of the creator is stored.

If you have installed the Customer Management Module, you can set the name of the aforesaid field as a value of the *userid* attribute in the <we:write> tag. In addition, you can give the name of a field from the Customer Management Module as a value for the attribute *admin*. If a value (except 0) is entered in this field for a customer, this user is allowed likewise to change the webEdition document or object. By using the <we:ifRegisteredUserCanChange> tag, you can determine whether or not a customer is allowed to edit a webEdition document or object. The two attributes *userid* and *admin* have the same meaning as with the <we:write> tag.

If you wish to enter a category, you can use the <we:categorySelect> tag. This is accomplished using an easy drop-down menu with which you are able to choose the desired category. An end tag must be used with this tag, even if you have set no <option> tags.

The input can also be saved in a PHP session. This means that the input will not be lost, even if you refer to another page from time to time. The only conditions are that the form must be sent to a webEdition document that contains a <we:form> tag in which either *document* or *object* has been set as a value of the attribute *edit*, and that the <we:sessionStart> tag appears at the beginning of every template. The data of the session will be deleted automatically by a <we:write> tag.

4.4.5 Including documents (<we:include>)

If there are components on your Web site that appear on all templates/pages (such as a navigation system), you can use webEdition to store them in a file and then to include the file using the <we:include> tag.

Create a template for the document (i.e. a simple link list) that you wish to include in another document. Create the source code as an HTML document using the template you just created. Let's assume that the document you wish to include has the ID 100. Next, write <we:include id="100"/> at the point in the main template where you want the document to be inserted. Any change you might make now to the document will be automatically applied to the documents that use the main template, assuming that the documents are dynamic. If you have static documents, you must perform a rebuild before the change can be applied. This feature allows you to create all kinds of dynamic navigation features—even using DHTML—which can then be expanded by an editor, even if he or she does not know any programming languages.

The left-hand navigation system on all our sample pages was created using the <we:include> tag.

Example:

```
<td class="normal" width="27"></td>
<td colspan="2" class="normal" valign="top">
<we:include id="90"/></td>
<td bgcolor="white" colspan="2" valign="top">
```

Here is the code for the finished file navigation.html (ID=90) that you want to insert:

```
<p><a href="/root/index.php"
style="text-decoration:none">News</a></p>
<p><a href="/root/filmberichte/all.php" style="text-
decoration:none">Filmberichte</a></p>
<p><a href="/root/programm/programm.html" style="text-
decoration:none">Programm</a></p>
```

```
<p><a href="/root/links/links.html" style="text-
decoration:none">Links</a></p
```

Here is the result in /root/index.php:

```
<td class="normal" width="27"></td>
<td colspan="2" class="normal" valign="top"><p><a
href="/root/index.php"
style="text-decoration:none">News</a></p>
<p><a href="/root/filmberichte/all.php" style="text-
decoration:none">Filmberichte</a></p>
<p><a href="/root/programm/programm.html" style="text-
decoration:none">Programm</a></p>
<p><a href="/root/links/links.html" style="text-
decoration:none">Links</a></p></td>
<td bgcolor="white" colspan="2" valign="top">
```

4.4.6 Search feature

The webEdition database architecture makes it easy to create a search feature for all your pages. You do not need to index the entire Web site, as you have to do for most search tools.

Begin by creating a results page where the search results can be displayed. This page is a normal summary page (see Section 4.4.2.2, "Creating a summary of all your pages" on page 114). Let's assume that the ID for the results page is 100. Next, insert the <we:form> tag with the following attribute <we:form id="100"> into your template at the point where you want the search input box to appear. Afterwards, write in the we:tag for the search field itself: <we:search type="textinput" size="50"/>. Now you can insert a normal HTML submit button: <input type="submit" value="suchen">, followed by the <we:form> end tag: </we:form>. For example:

```
<we:form id="100">
  <we:search type="textinput" size="50"/>
  <input type="submit" value="search">
</we:form>
```

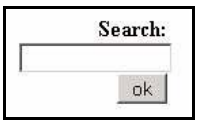
If you enter something in the search field on the finished page and then click the *Search* button (or pressing *RETURN* on your keyboard), the system directs the search query to the results page you created earlier, which will display the search results.

Below is a sample from our sample Web site (/news/news.tmpl):

```
<td colspan="2" align="right">
<we:form id="114" method="get"><span
class="normal"><b>Search:</b><span
class="normal"> </span>
<we:search type="textinput" size="15"/><span
class="normal"> </span><input type="submit" value="OK"><span
class="normal"> </span>
</we:form></td>
```

Figure 139 shows the input box created by this code:

Figure 139 Sample input box



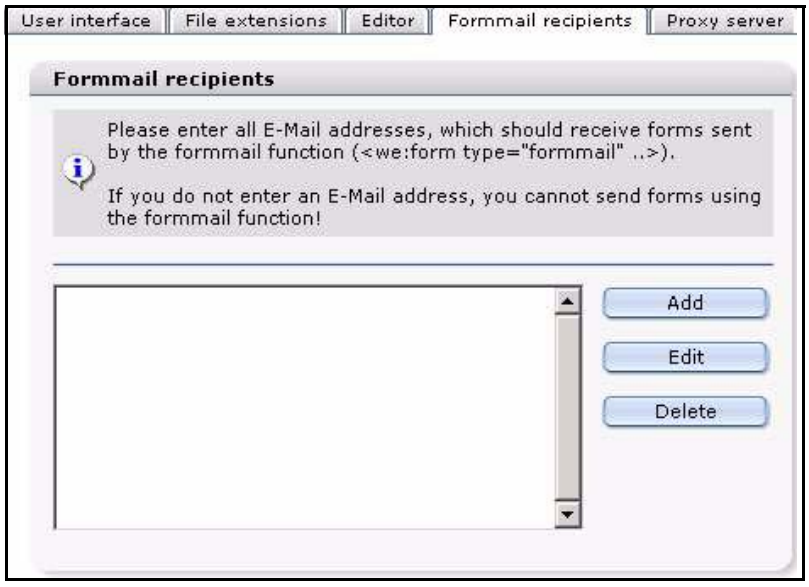
4.4.7 E-Mailing a form

You can use webEdition to create forms that can be sent to an E-mail address. The basic component of this feature is the <we:form> tag. Begin by creating a form using HTML tags. However, instead of inserting the HTML <form> tag, use the <we:form> tag. Insert the type="formmail" attribute in the <we:form> tag. You also must insert the recipient attribute to specify where the E-mail address will be sent. You can also use the *required* attribute to specify which of the fields in the form have to be filled in. For this attribute, separate the names of the fields using commas. The *order* attribute determines in which order the fields will be listed in the E-mail to be sent. Delimit the names of the fields using commas for this attribute. Use the *onerror* and *onsuccess* attributes to provide the IDs of the pages you want to display if there are any erroneous entries (for example, not all the required fields were filled in), or if all the entries are correct. If you want the E-mail to use a specific subject, enter it using the *subject* attribute. If you choose to use the mimetype="text/html" attribute, the mail will be sent in HTML format. Only use this attribute if you know that the recipient of the E-mail has an E-mail program that can display HTML E-mails. If you create a form field with the name "E-mail", this value will be written to the sender address field in the E-mail. webEdition can only write to the sender address field if the address has been entered properly. To ensure that the address is correct before sending the E-mail, webEdition tests the address field and issues a warning if the address is incorrect. For example:

```
<we:form type="formmail" recipient="email@domain.com"
required="email,name,forname" order="name,forname,email"
subject="Form from
my web site" onerror="66" on success="23" mimetype="text/html">
<p>Email: <input type="text" name="email"></p>
<p>Name: <input type="text" name="name"></p>
<p>Forname: <input type="text" name="forname"></p>
<p><input type="submit" value="Send"></p>
```

Note: webEdition has a security feature that prevents the sending of unsolicited E-mail (spamming). By selecting *Options* > *Preferences* > *Formmail recipients*, a view opens in which you can enter the E-mail addresses to which formmails are to be sent. All other addresses will be blocked.

Figure 140 The *Formmail recipients* view



New addresses can be entered by clicking on the add button. To edit addresses, click the appropriate address, then click the *Edit* button. To delete an address, click the appropriate address, then click *Delete*.

4.4.8 Working with HTML frames

If your Web site uses HTML frames, you can use webEdition to display the content of each individual frame set. You can either directly upload the frame sets to the server yourself (without using webEdition) or you can program them as HTML pages in webEdition. You can use the <we:ifNotWebEdition> tag within the webEdition editing program to eliminate any JavaScripts that load a frame set that belongs to a page or that remove frame sets that do not belong to a page. The code located between the start tag and the end tag will not be executed or displayed when you edit the page in webEdition.

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webEdition 3

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