



webEdition
manage your content

webEdition 5 User Guide Standard



webEdition 5

User Guide

Standard 5.0.1
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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.living-e.de>

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 Shop Module User Guide*
- *The Database/Object Module User Guide*
- *The Newsletter Module User Guide*
- *The User Management PRO Task/Messaging and 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@living-e.de
 - Sales: sales@living-e.de
 - Information/Help: info@living-e.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 5.0?" on page 28.

This chapter treats the following topics:

- Section 1.1, "What is webEdition?" on page 25
- Section 1.2, "How does webEdition work?" on page 25
- Section 1.3, "webEdition users: template administrators and Web page editors" on page 27
- Section 1.4, "What's new in webEdition 5.0?" on page 28
- Section 1.5, "What's next..." on page 29

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.

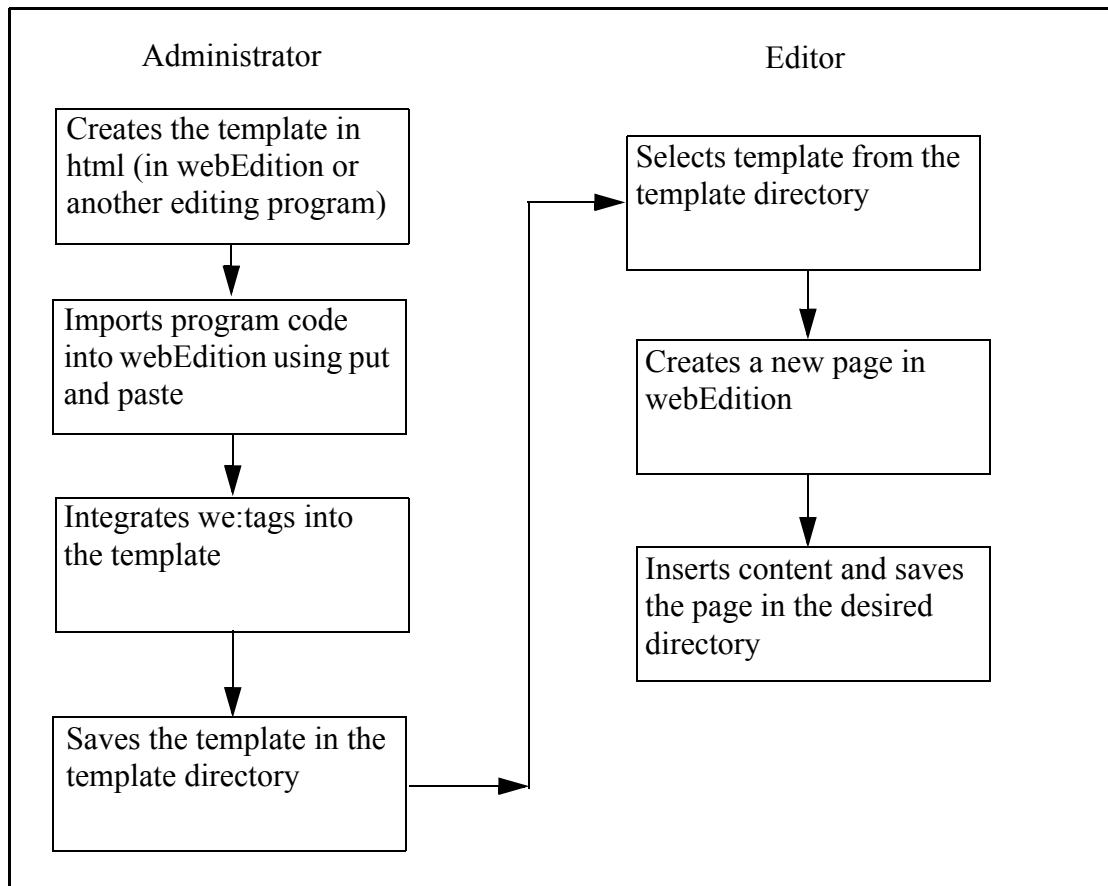
Note: If necessary, a differentiation may be meaningful between administrator and developer. In this case the administrator would be the contact for the technical interests of your web site and thus responsibly for installation, maintenance and module installation of webEdition. Consequently it would be the administrator who would assign the user's rights within webEdition. The developer would be responsible only for the production and maintenance of the templates. In practice the borders are fluent between these both functions, especially in smaller companies. Thus it is not unusual that in such a constellation the developer also installs webEdition and the user's rights for the editors. For simplification the functions are

summarized by administrator and developer in the present documentation under the upper concept Administrator.

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 5.0?

If you have upgraded to webEdition 5.0, you will find the following changes and enhancements to the user interface:

- Clear view: MultiTab display of documents, templates, objects and classes
- Higher speed: Caching increases the speed of your web site
- Quick start: With the First Steps Wizard, also inexperienced users are able to create their first professional website in the twinkling of an eye
- Faster from draft to web page: With the Dreamweaver extension you adopt easily your designs in webEdition
- Quicker overview: The preview of the fileselector was reworked
- More value: Several modules formerly separately to be acquired were integrated into the base version

- Simpler navigation: The navigation tool was further improved
- Comfortable editing: The editor plug-in was considerably extended to be able to edit any file formats
- Cockpit reloaded: The cockpit was extended with many functions
- Simplified input: An advanced autocomplete function simplifies your everyday work
- More information: In the new sidebar, webEdition documents or help systems for editors can be displayed
- Better E-mail: now webEdition 5 can dispatch messages also by SMTP

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. Since version 5 several modules which were to be acquired before separately are already integrated in the base version. These are more exactly explained in the following chapters.

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 31
- Section 2.2, "Preferences" on page 46
- Section 2.3, "The webEdition menu structure" on page 56
- Section 2.8, "Viewing modes: standard and Super-Easy-Edit Mode" on page 75

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 81. Information on how to create and use templates is found in Chapter 4, "Creating templates—the role of the administrator" on page 153.

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 your 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 2.8, "Viewing modes: standard and Super-Easy-Edit Mode" on page 75.

2.1.1 Selecting your language

Choose *Extras > Preferences... > Common*. 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

The screenshot shows the 'User interface' tab of the Preferences window. The 'Languages' sub-tab is active. The 'Language' dropdown menu is open, showing 'English' (selected), 'Deutsch', and 'Deutsch (UTF-8)'. Other settings visible include 'Columns in the cockpit' (set to 300), 'seeMode' (deactivate), 'Home' (Cockpit), 'Sidebar' (show on startup), 'Treemenu' (20 items), and 'Window dimension' (Maximize).

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.

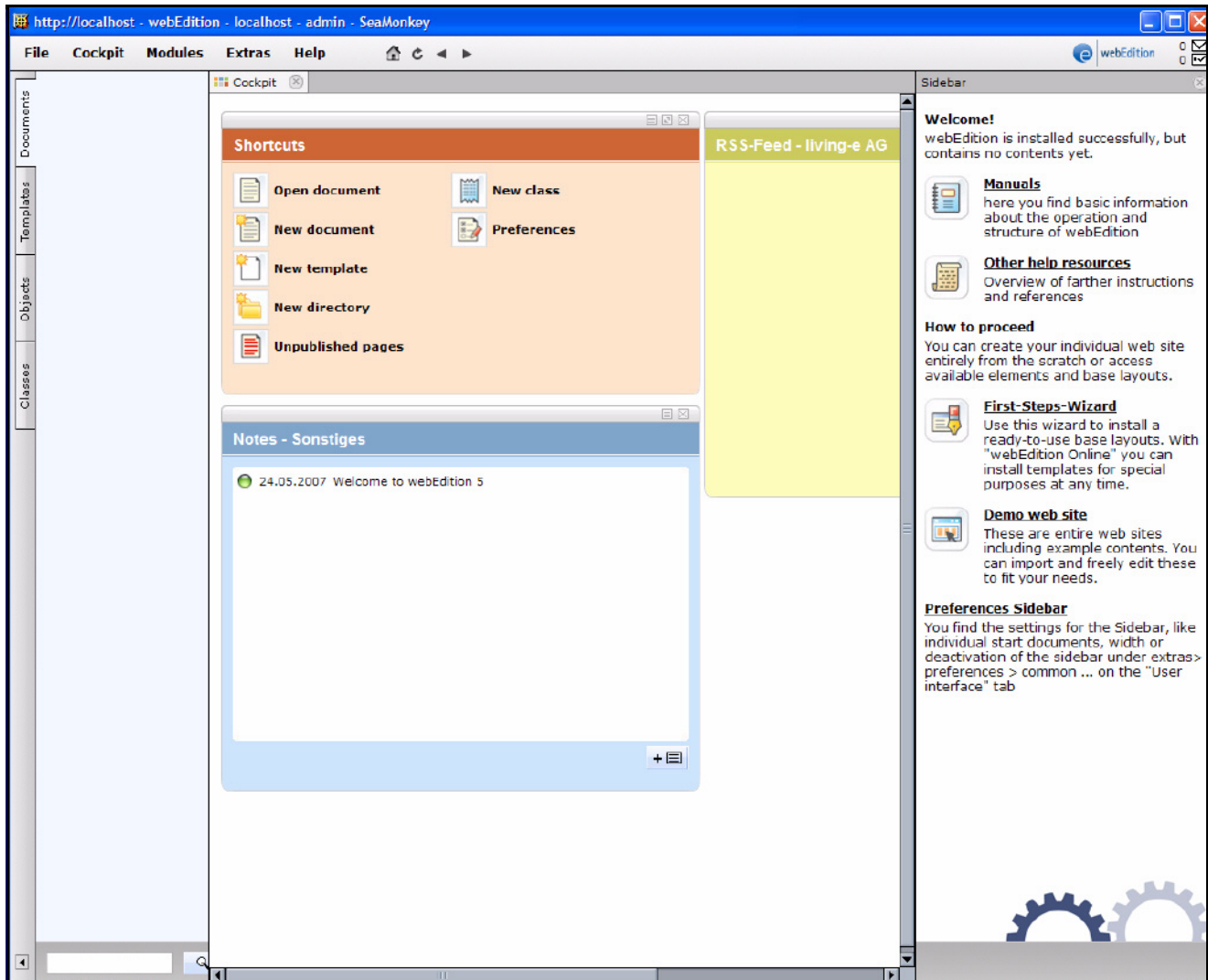
Note: Information about other functions in the *Preferences* window is presented in Section 2.2.

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*, *Cockpit*, *Modules*, *Extras* 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 2.8.1, "The editing screen in standard mode" on page 75).

Figure 4 webEdition main screen showing menus, tabs, *Cockpit* and Sidebar



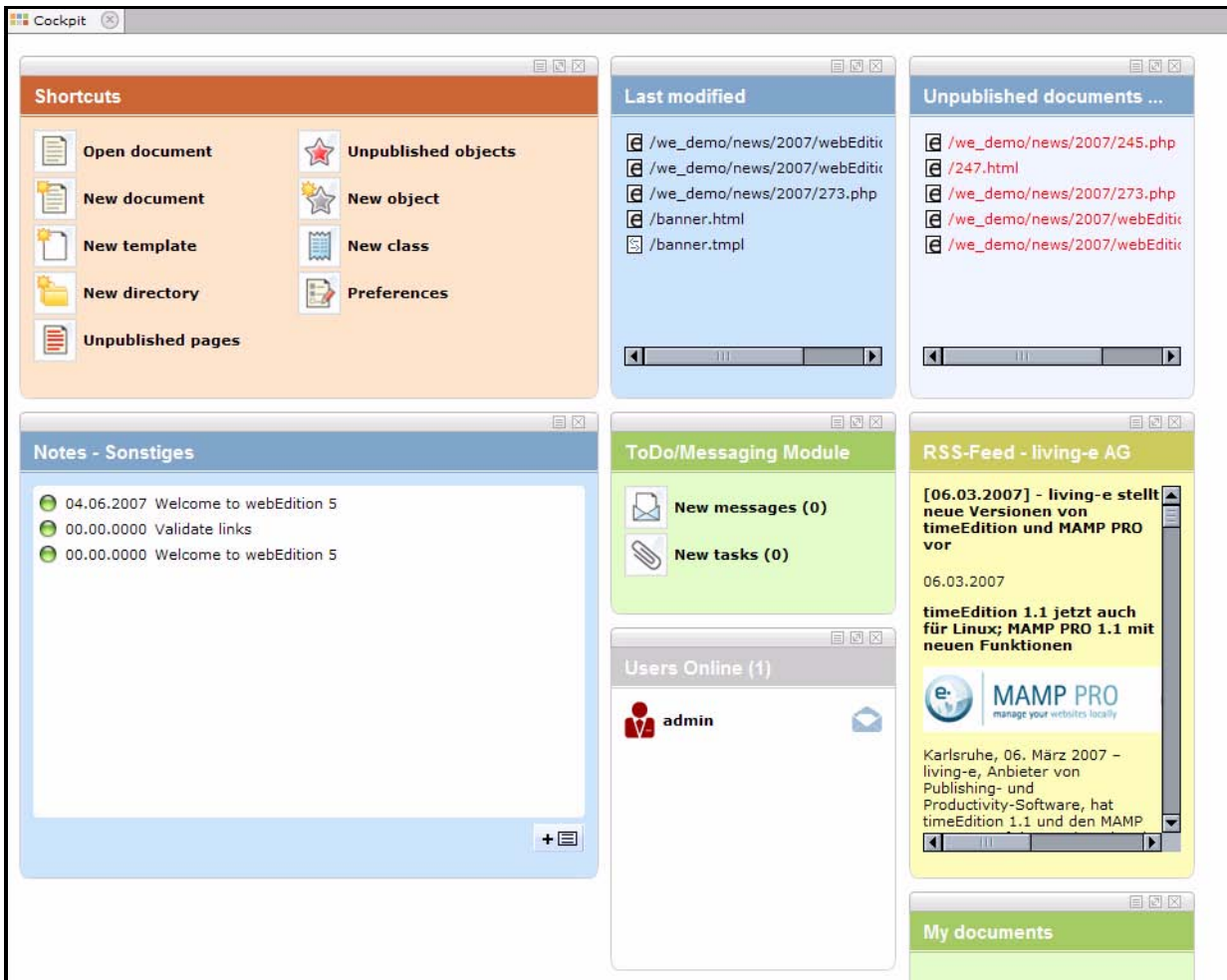
Note 1: For your browser to be able to display the menu bar, it must be Java-compliant. If you do not have Java installed on your browser and do not plan to install it, the webEdition menus will be displayed as individual drop-down menus. They will appear in the same order, but will only have one level.

Note 2: It will strike immediately to webEdition experts, that in webEdition 5 the demo pages are no longer installed automatically. A "clean" system is thereby available to you directly after the installation. The demoes can be downloaded from our web page and be postinstalled. Another possibility to provide for the quick entrance is the *First Steps Wizard* with which you can install different layouts and functions. The examples in this manual are mostly based on the `we_demo`.

2.1.3 The Cockpit

From Version 4 of webEdition, a revised start display - the cockpit - is available to you which summarizes with every login to webEdition the most important information at a glance. In version 5 the cockpit was reworked once more, so that you have now more possibilities for the adaptation of the cockpit:

Figure 5 Cockpit start screen



2.1.3.1 The Cockpit menu

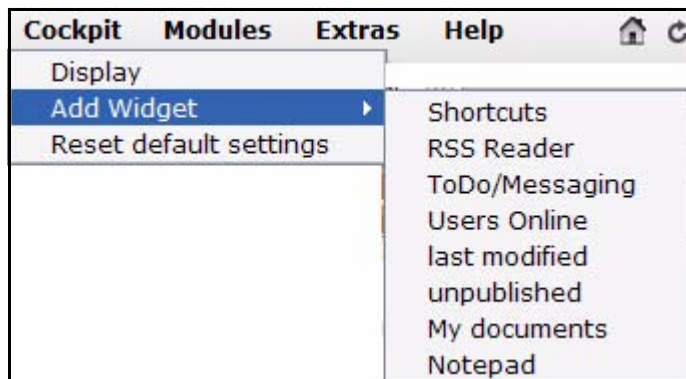
In the *Cockpit* menu, the following items are available (vgl. Figure 6):

- *Display*: Select this item to display the cockpit, e.g. after you have closed the cockpit tab
- *Add Widget*: Pick new widgets to add from this menu item. All available Widgets are shown in the drop down menu

Note: A Widget can be opened multiple times

- *Reset default settings*: Select this item to reset the cockpit to the default settings

Figure 6 Cockpit menu

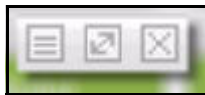


2.1.3.2 The Widgets




From webEdition 5 on you may arrange the Widgets freely in the Cockpit. To change the position of a Widgets, simply drag it on its header to the desired position

The single Widgets dispose in their header of buttons with which you can customize or close the Widget

Figure 7 Widget Buttons



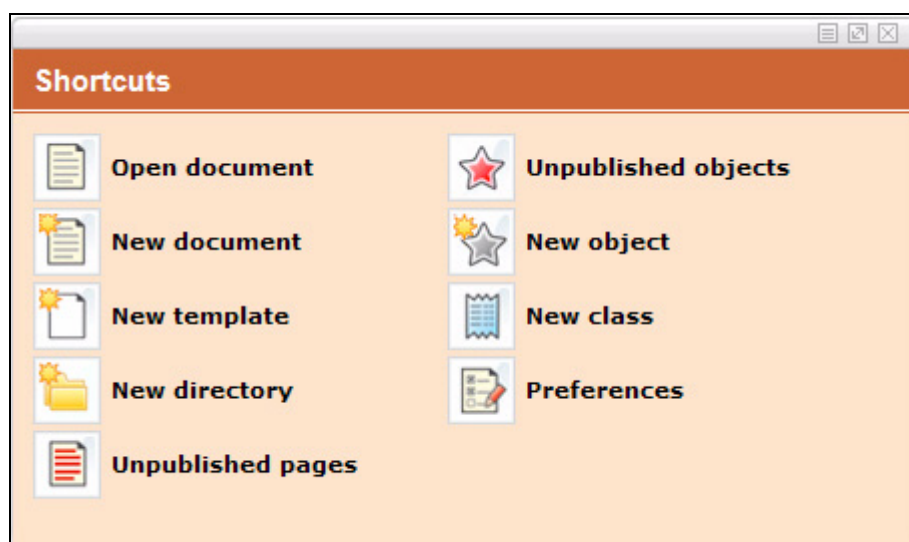
The buttons:

Button	Function
	<i>Properties:</i> The properties window of the Widget opens
	<i>Increase / reduce size:</i> Click this button to increase or decrease the size of the window. A free scaling is not planned yet
	<i>Close:</i> Closes the Widget. Use the <i>Cockpit</i> menu to open it again

These buttons are available for all widgets. now follows the description for the Widgets

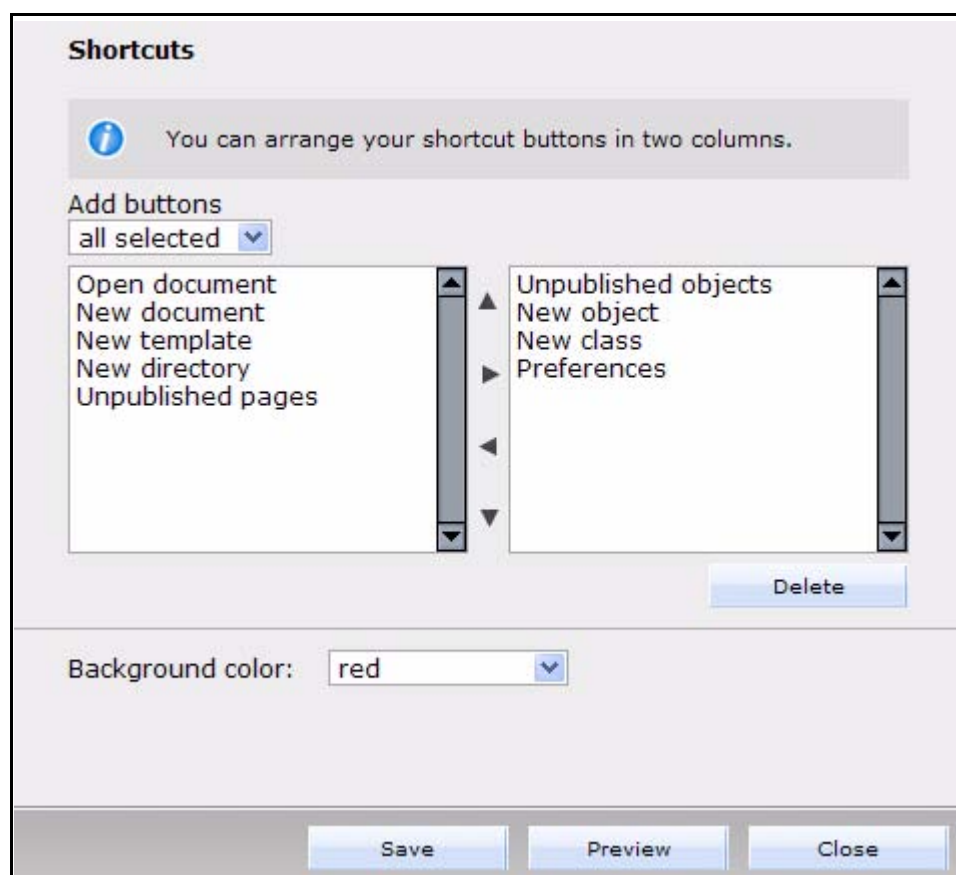
2.1.3.2.1 Widget Shortcuts The *Shortcuts* Widget corresponds to the former Quickstart::

Figure 8 Shortcuts Widget



With the shortcuts you can access directly often used functions as *preferences* or *open document* without having to go the detour to the menu. With the button *properties* you open the settings dialog for the shortcut Widget:

Figure 9 Shortcuts settings

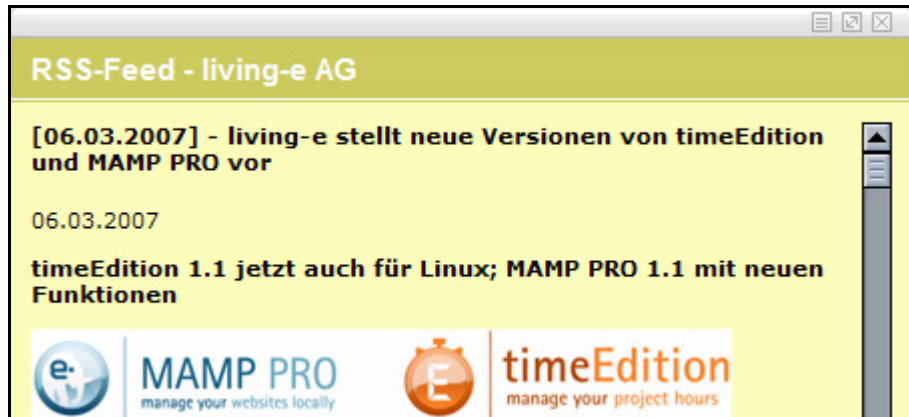


Here you can sort the entries of the *Shortcuts* Widget. Use the arrows in between the two columns. Select the deferring entry and navigate it then upwards, downwards or

from the left to the right column. With the button *Delete* the selected element is deleted. Not displayed items can be added with the *add buttons* drop-down menu. The color of the widget is adjusted with the *background color* menu

2.1.3.2.2 Widget RSS-Feed You can display user-defined RSS-Feeds in this Widget:

Figure 10 RSS-Feed Widget



Many web sites offer news in the form of RSS-Feeds. You can display these in your webEdition cockpit. You add new RSS Feeds in the settings. There you also find the remaining options of this Widget:

Figure 11 RSS-Feed settings

RSS-Feed

URL

Top RSS-Feeds

You can determine the content which will be displayed in the RSS-Feed, i.e. titel, description or encoded data which might contain media files.

Specify below the appearance of the widget's title bar. If you select the option title personalized, the title will be copied from the list of Top RSS-Feeds above.

Background color:

In the settings window you can perform all settings for the Widget (click on the triangular buttons to display farther options)

- RSS-Feed: click on the triangular button

Figure 12 Feed settings

Enter here the URL of the feed and give it a title. Add the Feed and save. You can select the Feed hooking up from the drop-down menu *top RSS-Feeds*

- Content selection: click on the triangular button

Figure 13 RSS contents

Here you can turn on and deactivate the display of elements of the RSS-Feed. Some RSS-Feeds send the complete contents of a message which would therefore become

too confusing; here you can limit the display, for instance, to the headings. Under limit articles you can also delimit a maximum number of lines

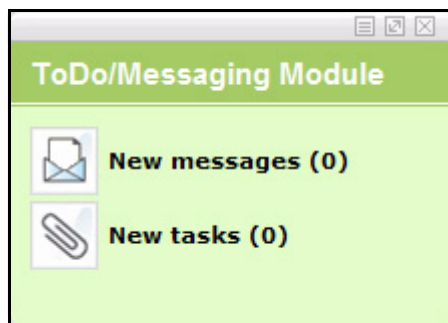
- Edit titlebar: click on the triangular button

Figure 14 RSS Widget titlebar

Select the checkboxes of the elements to be displayed in the title of the widget

2.1.3.2.3 Widget *ToDo/Messaging* This Widget displays new ToDos or messages which were sent to you. By click on the suitable icon you can also open immediately the module, and write a new ToDo or a message

Figure 15 ToDo/Messaging Widget



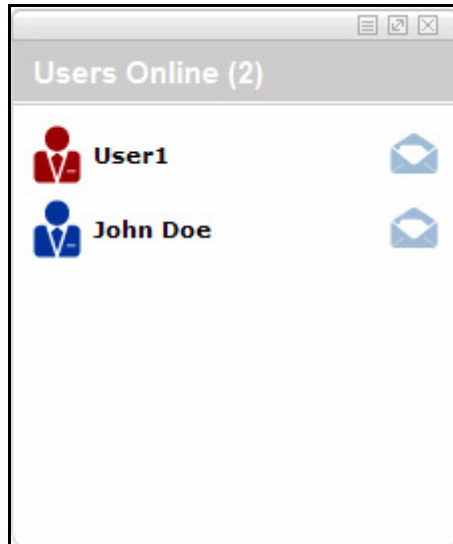
Note: This Widget is only available if you have installed the ToDo/Messaging module. From version 5 it is, just as the workflow module, component of the user management PRO!

The color of the widget is adjusted within the *background color* menu:

Figure 16 Settings ToDo/Messaging Widget

2.1.3.2.4 Widget *Users Online* In this Widget all users are displayed which are currently logged in to the system. Use the envelope icon next to a user to write a message to that user (ToDo/Messaging module required)

Figure 17 USer online Widget

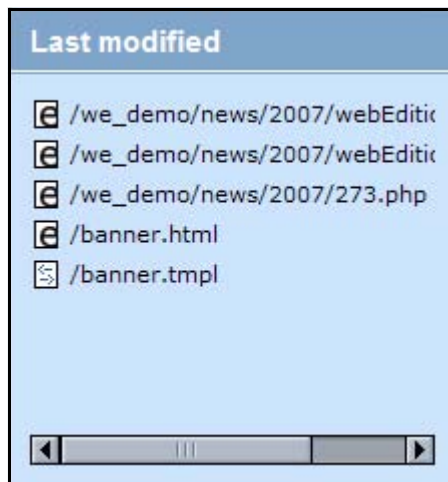


Click the envelope to open a message window:

Figure 18 Create a message



2.1.3.2.5 Widget *last modified* In this Widget the latest edited documents, objects and classes are displayed according to your settings. With a click you open the suitable source in a new tab. The kind of source can be seen (document, template, object or class) with the help of the icon before the link

Figure 19 *last modified* Widget

Use the *properties* to adjust the elements to be displayed

Figure 20 Properties *last modified* Widget

- *Type*: Activate the checkboxes of the types to be displayed

Note: To display objects and classes, the *DB/Object module* has to be installed

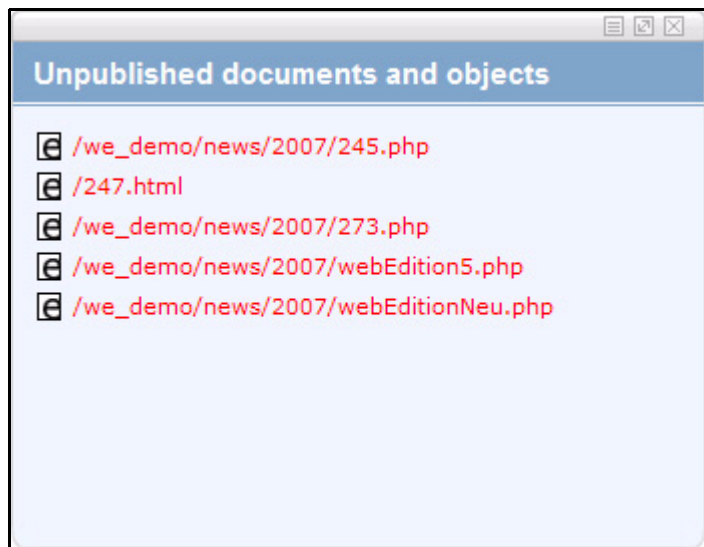
- *Date*: In this drop down menu you can determine up to which period the edited sources should be displayed retrospectively
- *Display*: In the drop-down menu highest number of entries you determine how many entries should be displayed. With the two check boxes you can display who

and when has edited the file last. Usually the last changes of all users are indicated. You can also add single users to only display specific user's changes

- *Background color*: Here you can modify, as usual, the background color of the Widget

2.1.3.2.6 Widget *unpublished* This Widget displays unpublished documents / objects

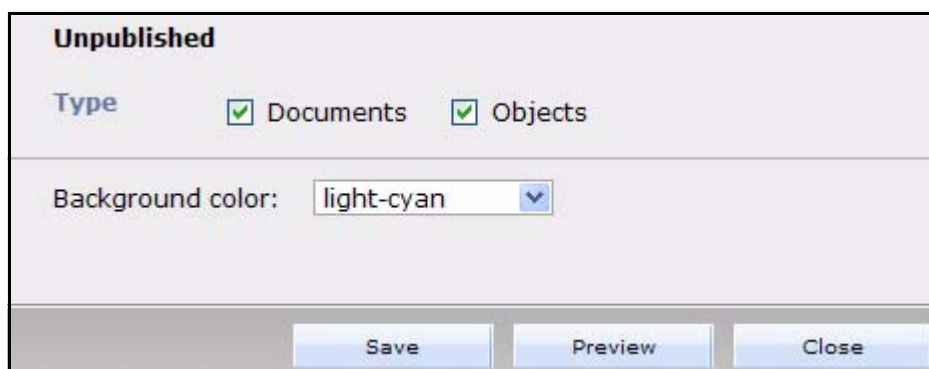
Figure 21 *unpublished* Widget



Here unpublished documents (small "e" icon) and objects (small "o" icon) are displayed. Click an object / document to open it in a new tab. Blue entries are parked (were published already once) and red ones were never published.

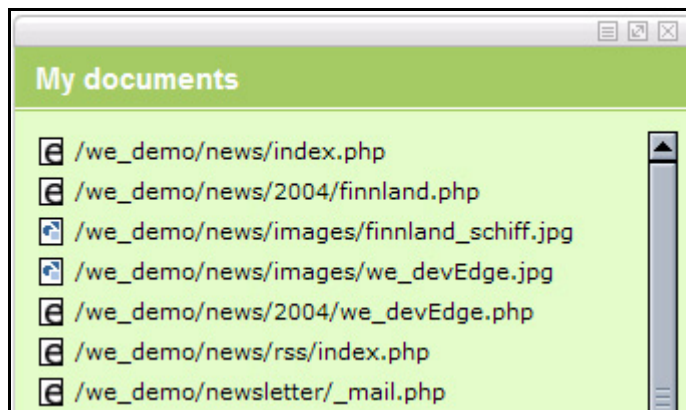
Click the *Properties* button, the following options are available

Figure 22 *Properties unpublished*



Activate the check boxes *documents* or *objects* to display the selected types. Here you also determine the background color of the Widget

2.1.3.2.7 Widget *My Documents* Here you can display selected documents or objects which you edit regularly. Folders and documents can be displayed statically as well as dynamically

Figure 23 *My Documents* Widget

Click a document or object to open it in a new tab. This widget has the following properties

Figure 24 *Properties My Documents*

 A screenshot of a "Properties My documents" dialog box. The dialog has a title bar "My documents". Inside, there are several configuration options:

- A dropdown menu set to "dynamic selection".
- A dropdown menu set to "Documents".
- A "Directory" section with a text input field containing "/" and a "Select" button.
- A "Document-type" dropdown menu set to "--all--".
- A "Kategorien" section with a large empty text area, a "Delete all" button, and an "Add" button.
- A "Title" section with a text input field containing "My documents".
- A "Background color:" section with a dropdown menu set to "green".

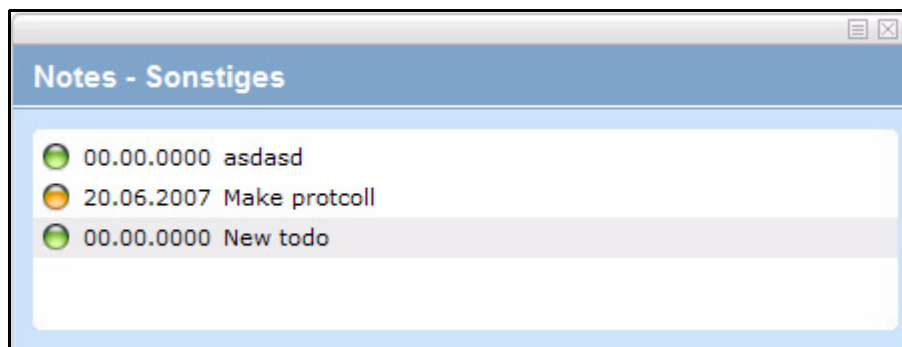
 At the bottom of the dialog, there are three buttons: "Save", "Preview", and "Close".

Select first of all whether you would like to perform a dynamic or a static selection: With the static selection, only exactly the documents / objects selected by you are displayed. The dynamic choice displays the documents / objects selected with the help of your criteria always on the most current state. Thus you can show documents by document type, category and directory. Objects by directory, class and category

2.1.3.2.8 Widget Notes

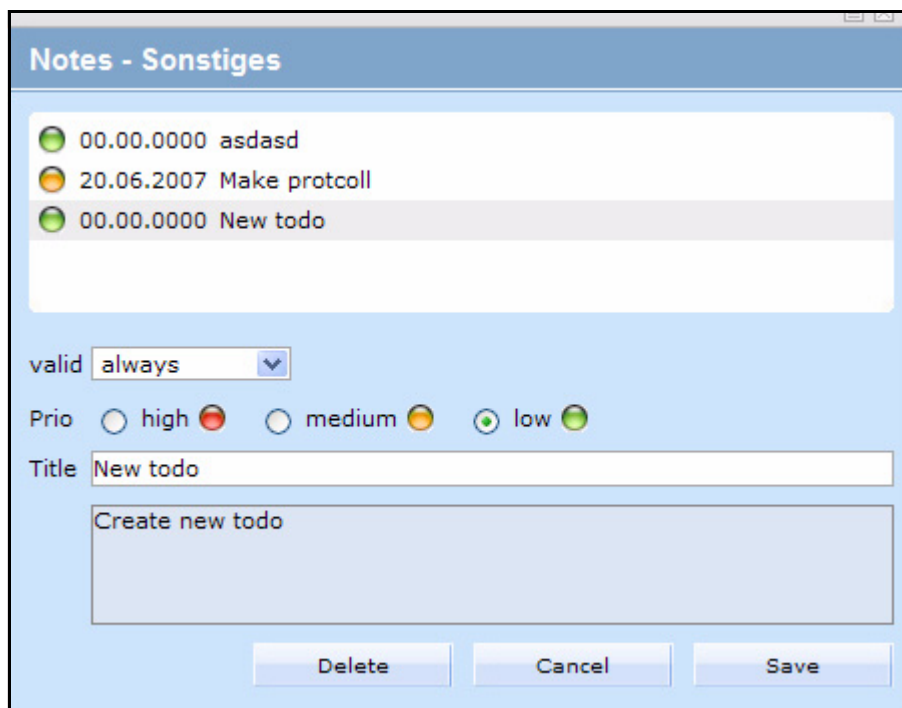
Use the *Notes* Widget to keep track of your own notes.

Figure 25 Notes Widget



Click a note to open it or the button in the lower right corner to create a new one







Figure 26 Edit note



Enter the title of the note which is displayed in the Widget. In the text field you can accommodate farther explanations. Limit the validity time of the note with from and to. The radiobuttons Prio allow prioritizing of the notes from high to low

The properties for the *Notes* are as follows

Figure 27 Properties Notes

Notepad	
Sorting	<input type="radio"/> by creation date <input type="radio"/> by priority <input type="radio"/> by valid from <input checked="" type="radio"/> alphabetical <input type="radio"/> by valid until
Display	<input checked="" type="radio"/> all notes <input type="radio"/> only valid
Display date	<input checked="" type="radio"/> by creation date <input type="radio"/> by valid from <input type="radio"/> by valid until
Default-Priority	<input type="radio"/> high  <input type="radio"/> medium  <input checked="" type="radio"/> low 
Default-validity	<input type="text" value="always"/> 
Title	<input type="text" value="Misc"/> 
Background-color	<input type="text" value="blue"/> 

Here you find the following areas:

- *Sorting*: Select a sort order, e.g., you can choose to display the notes with the highest-order priority always at the top
- *Display*: If here *all notes* is selected, also "gone over" notes are displayed
- *Display Date*: Select here the date which should be displayed with the note
- *Default-Priority*: Which Prio should be used for new notes as default
- *Default-validity*: : Which validity (always, from time, period) should be used for new notes as default
- *Title*: Here you can change the title which should be displayed in the head of the Widget

2.1.4 MultiTabs

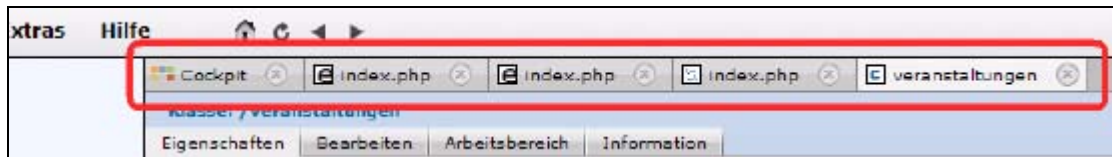
In webEdition 5 the new MultiTabs are integrated for documents, templates, objects and classes. With it the realization of extensive jobs on the web site is considerably simplified and accelerated. A protracted new loading when shifting between a document and its template is thereby avoided. The MultiTabs are analogously used to the known tabs from current browsers as for example Firefox.

2.1.4.1 GUI Changes

In webEdition 5 you find between the menu bar and the tabs for the different views the new MultiTabs (see. Figure 28) With these tabs you can toggle quickly between

documents, templates, objects and classes, without having to save the page in edit, and having to close and open it up again.

Figure 28 Multitab in webEdition 5



Every new document (template, object, class) which is opened from the file tree or, e.g., a template which you open from the properties of a document, will be opened in a new tab. Thus you can very simply open the template parallel to a document which you edit.

2.1.4.2 MultiTabs: open, close and navigate

The MultiTabs behave analogously to Tabs you know from Internet browsers of the current generation (e.g., Firefox, IE7). A new tab is always opened in webEdition when you open a new document, template, object or a class. To close a tab, simply click on small x in the suitable tab. On the tabs, the name as well as the file ending of the open file is indicated. With the help of the displayed icon you can recognize from the first sight whether it is a document, a template, an object or a class. The cockpit has its own icon. If you have made unsaved changes, this is marked on the tab with a small star symbol “*”.

2.2 Preferences

Select *Extras > Preferences... > Common...* to open the *Preferences* screen (see Figure 3, "Preferences: selecting your language from the User interface view" on page 32).

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 PRO Module, the following preferences are available only to the administrator: *Proxy, Advanced, Modules*.
- The following preferences are available only to the administrator: *seeMode, File Extensions, Formmail*.
- 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*.

The *Preferences* screen has the several tabs (see Figure 3, "Preferences: selecting your language from the User interface view" on page 32); 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 32):

- *Language*. Use this select box to choose the language of the user interface.
- *Columns in the cockpit*. Set the number of columns in the cockpit
- *seeMode* Use this checkbox to deactivate the seeMode

- *Home*. 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.
- *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 Cache view

The cache view has the following areas

Figure 29 Cache view

User interface Cache File extensions Editor Live Update Advanced

Set the preset values of the fields "Caching Type" and "Cache lifetime in seconds" for new templates here.
Please note that these setting are only the presets of the fields.

Presetting

Caching Type
Caching deactivated

Cache lifetime in seconds
0

Enter the defaults for the <we:navigation> tag here. This value can be overwritten by the attribute "cachelifetime" of the <we:navigation> tag.

Default setting

Cache lifetime in seconds
0

Clear cache after

☒ adding a new entry

☒ changing a entry

☒ deleting a entry

In the Presetting area:

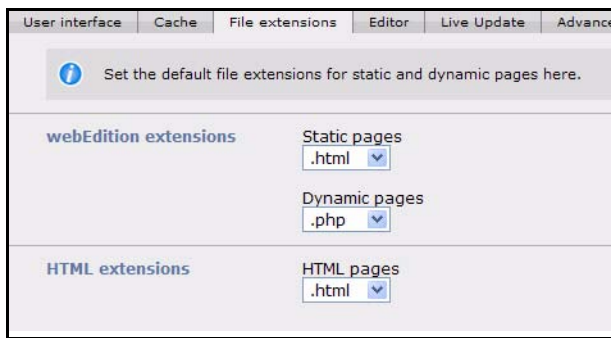
- *Caching type*. Select from the drop-down menu the kind of cache: Caching deactivate, we:Tag cache, document cache or Full cache
- *Cache lifetime in seconds*. Here you can define the period after which the cache should be renewed

In the area for the we:navigation tag:

- *Cache lifetime in seconds*. Here you can define the period after which the cache should be renewed
- *Clear cache after* Activate the checkboxes which describe the circumstances to renew the cache

2.2.3 The File extension view

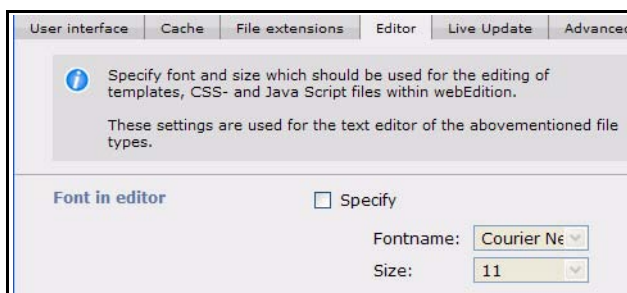
The *File extensions* view has the following areas (see Figure 30):

Figure 30 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.

2.2.4 Editor view

The *Editor* view has the following areas:

Figure 31 The Editor view

- *Font in editor*. Here you can specify the font and fontsize to be used in the template editor within webEdition. These settings are **not** for the WYSIWYG editor.

2.2.5 Live Update view

Set the *Proxy server* 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 32 The Live Update view

Specify your Proxy settings for your server here, if your server uses a proxy for the connection with the Internet.

Live Update ☐ Use proxy server for live update

Address

Port

User name

Password

2.2.6 Advanced view

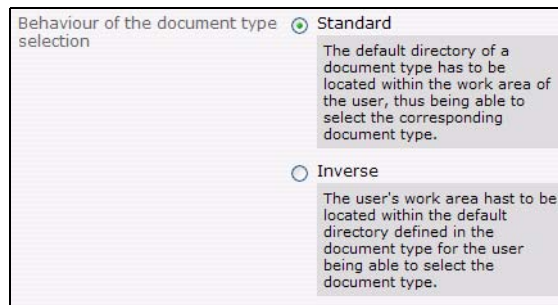
The *Advanced* view has the following areas:

- *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.
- *Use Safari Wysiwyg editor (beta Version).* Set this option to *true* to activate the Safari WYSIWYG editor. This Function is still in beta state.
- *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 unnecessary fields from the view of your editors.

Figure 33 Showinputs

Default value for the showinputs attribute in `<we:img>`

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

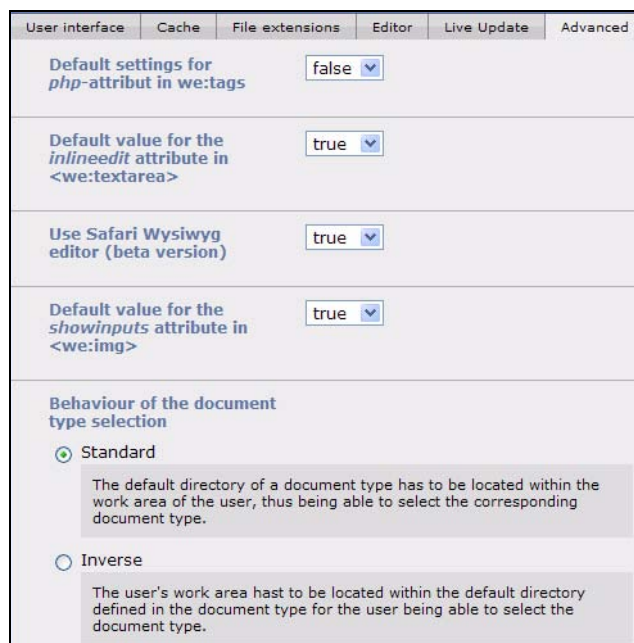
Figure 34 Behaviour of the document type selection


Behaviour of the document type selection

☒ Standard
The default directory of a document type has to be located within the work area of the user, thus being able to select the corresponding document type.

☐ Inverse
The user's work area has to be located within the default directory defined in the document type for the user being able to select the document type.

- *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.

Figure 35 The Advanced view


User interface Cache File extensions Editor Live Update Advanced

Default settings for *php-attribute* in *we:tags* false

Default value for the *inlineedit* attribute in *<we:textarea>* true

Use Safari Wysiwyg editor (beta version) true

Default value for the *showinputs* attribute in *<we:img>* true

Behaviour of the document type selection

☒ Standard
The default directory of a document type has to be located within the work area of the user, thus being able to select the corresponding document type.

☐ Inverse
The user's work area has to be located within the default directory defined in the document type for the user being able to select the document type.

2.2.7 The System tab

The System view has the following items.

- *Max Upload Size displayed in “hints”* (see Figure 36 on page 51). 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 36 “Hint” text about the maximum upload size



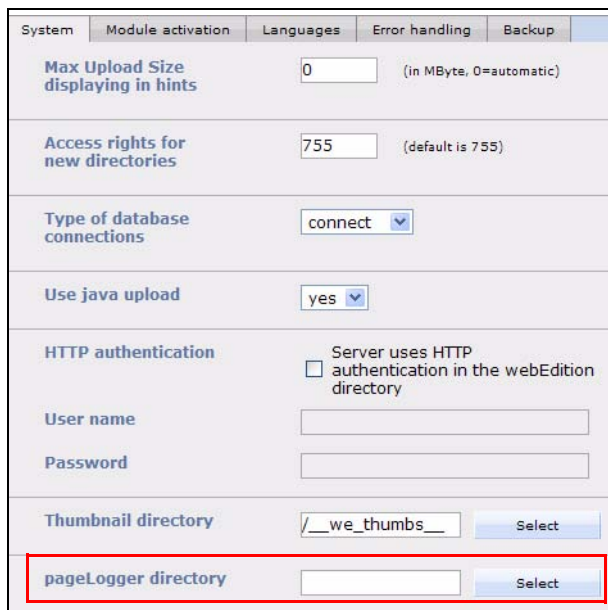
Max Upload Size displaying in hints (in MByte, 0=automatic)

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

- *Thumbnail directory.* Select a directory for thumbnails.
- *pageLogger directory.*

The *pageLogger* area has been added to the *System* tab: *pageLogger-directory* (see Figure 44). Please select here the directory, where *pageLogger* is installed.

Figure 37 pageLogger-directory in system tab



System | Module activation | Languages | Error handling | Backup

Max Upload Size displaying in hints (in MByte, 0=automatic)

Access rights for new directories (default is 755)

Type of database connections

Use java upload

HTTP authentication ☐ Server uses HTTP authentication in the webEdition directory

User name

Password

Thumbnail directory

pageLogger directory

As soon as the *pageLogger* directory is set here correctly, you are able to start *pageLogger* simply by clicking on *Modules > pageLogger*. Please 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.

Figure 38 System tab

The screenshot shows a configuration window titled "System". It contains several settings:

- Max Upload Size displaying in hints:** A text input field with the value "0" and a note "(in MByte, 0=automatic)".
- Access rights for new directories:** A text input field with the value "755" and a note "(default is 755)".
- Type of database connections:** A dropdown menu with "connect" selected.
- Use java upload:** A dropdown menu with "true" selected.
- HTTP authentication:** A checkbox labeled "Server uses HTTP authentication in the webEdition directory" which is currently unchecked.
- User name:** An empty text input field.
- Password:** An empty text input field.
- Thumbnail directory:** A text input field with the value "/__we_thumbs__" and a "Select" button to its right.
- pageLogger directory:** An empty text input field and a "Select" button to its right.

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!

2.2.8 Module activation view

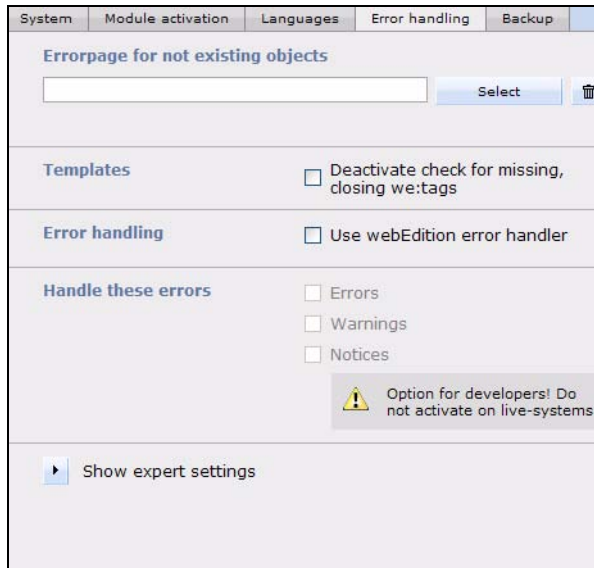
Use this view to activate or deactivate installed modules.

2.2.9 Languages view

Here you can add languages for the glossary. More information can be found in the glossary chapters

2.2.10 Error handling view

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

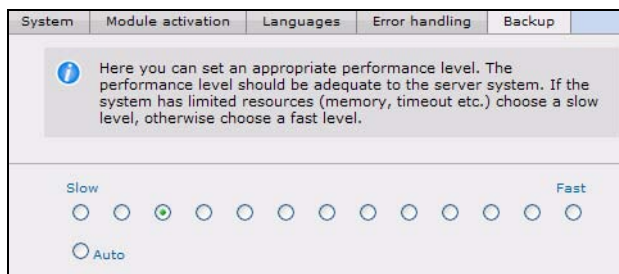
**Figure 39 Error handling view**

- *Errorpage for not existing objects.* Define a page to be displayed if a non-existent object is called.
- *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.

2.2.11 Backup view

Here, you can adjust the speed settings for your backup. Normally, this setting can be set to *Auto*. You should only change this setting, if you are experiencing problems with your backup.

Figure 40 Backup view

2.2.12 Validation view

The Preferences dialogue includes a *Validation* tab from which you can enter the *Validation* view.

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

Figure 41 Validation preferences

Validation E-Mail Notifications Formmail

Default value for the attribute *xml* in we:Tags

false ▾

Information The XHTML debugging will support your development of a xhtml valid web-site. The output of every we:Tag will be checked for validity and misplaced attribs can be displayed or removed. Please note: This action can take some time. Therefore you should only activate xhtml debugging during the development of your web-site.

XHTML debugging

☒ Activate XHTML debugging

☒ Remove invalid attributes

Notification of invalid attributes

☐ Activate

☐ As text

☐ As JavaScript-Alert

☐ In the error log (PHP)

- *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 performance 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.

2.2.13 E-Mail view

From version 5, you can use a SMTP server for mail dispatch. Use this view to enter the settings for your SMTP server

Figure 42 E-Mail view

Information Adjust whether webEditionin should dispatch emails via the integrated PHP function or a seperate SMTP server should be used.
When using a SMTP mail server, the risk that messages are classified by the receiver as a "Spam" is lowered.

Mailer type Use SMTP server ▾

SMTP server smtp.mailserver.com

SMTP port 25

SMTP halo

SMTP timeout 30

☒ Authentication

User name John

Password *

2.2.14 Notifications view

Check the boxes of the notifications you want to have displayed in webEdition, like warnings and php-notices. Errors will always be displayed

2.2.15 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 4.6.7, "E-Mailing a form" on page 186.

Figure 43 The *Formmail recipients* view

The screenshot shows the 'Formmail' configuration page. At the top, there are tabs for 'Validation', 'E-Mail', 'Notifications', and 'Formmail'. A message box states: 'Please enter all E-Mail addresses, which should receive forms sent by the formmail function (<we:form type="formmail" ..>). If you do not enter an E-Mail address, you cannot send forms using the formmail function!'. Below this is a list box containing 'bitbucket@webedition.de' with 'Add', 'Edit', and 'Delete' buttons. The settings section includes: 'Formmail confirmation function' set to 'on'; 'Log formmail requests' set to 'yes' with a 'Logbook' button; 'Delete entries older than' set to '1 week'; 'Limit formmail requests' set to 'yes' with a 'Logbook' button; 'Requests allowed' set to '3'; 'Within the span of time' set to '1 minute'; and 'Block for' set to '24 hours'.

2.2.16 System settings for pageLogger

The *pageLogger* area has been added to the *System* tab: *pageLogger-directory* (see Figure 44). Please select here the directory, where pageLogger is installed.

Figure 44 pageLogger-directory in system tab

The screenshot shows the 'System' tab in the webEdition interface. It contains several configuration options:

- Maximale Upload Größe in Hinweistexten:** A text input field with '0' and a note '(in MByte, 0=automatisch)'.
- Zugriffsrechte für neue Verzeichnisse:** A text input field with '755' and a note '(Standard ist 755)'.
- Art der Datenbank-Verbindungen:** A dropdown menu showing 'connect'.
- HTTP Authentifizierung:** A checkbox labeled 'Server verwendet HTTP Authentifizierung im webEdition Verzeichnis' which is currently unchecked.
- Benutzername:** An empty text input field.
- Kennwort:** An empty password input field.
- Verzeichnis für Miniaturansichten:** A text input field with '/_we_thumbs_' and an 'Auswählen' button.
- pageLogger-Verzeichnis:** A text input field with '/pagelogger' and an 'Auswählen' button. This entire row is highlighted with a red rectangle.

As soon as the pageLogger directory is set here correctly, you are able to start pageLogger simply by clicking on *Modules > pageLogger*. Please 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.

2.2.16.1 adding pageLogger to webEdition pages

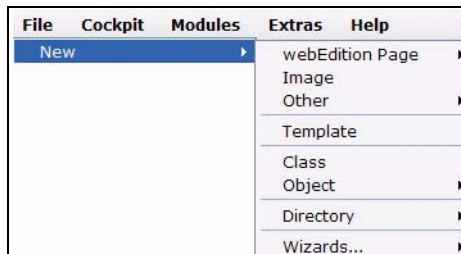
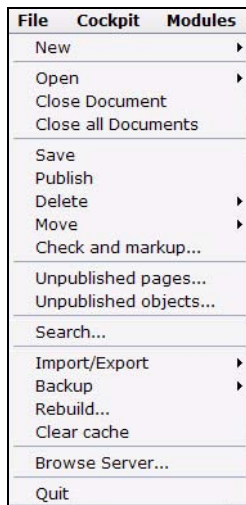
To make the integration of pageLogger in webEdition-pages as easy as possible, from webEdition Version 3.4.0.8 on, the new Tag `<we:pagelogger>` was created. This tag gives you the opportunity, besides using the code generated by the pageLogger Code Wizard, to easily integrate pageLogger into existing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

Further information 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

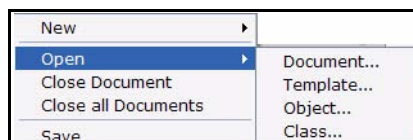
The *File* drop-down menu has the following items (see Figure 45).

Figure 45 The File menu**Figure 46 The File > New sub 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 46). Furthermore, you can create new directories in both explorer menu views—Documents and Templates.

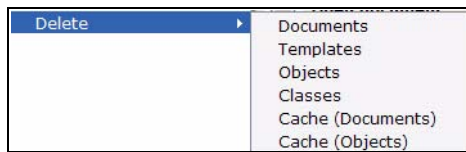
•

**Figure 47 The File > Open sub menu**

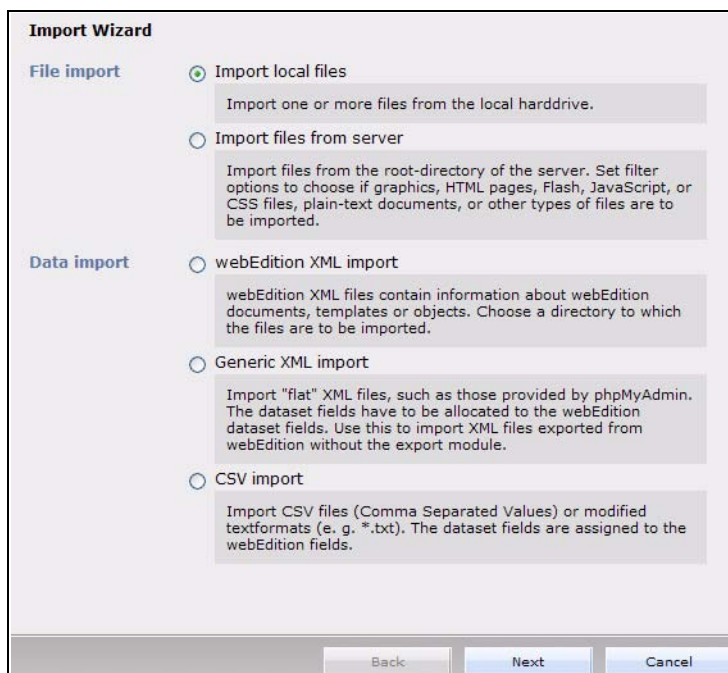
Open. This command allows you to open documents (webEdition pages, images, etc.) and templates (see Figure 47). If you have installed the Database/Object

Module, this menu item also allows you to open objects and object classes.

- *Close Document*. The current tab is closed
- *Close all Documents*. All Tabs are closed, however, webEdition remains open
- *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 48). webEdition switches to the so-called delete mode in which you can select the files to be deleted in the file tree. You may also delete the cache of documents and objects. Besides, the current cache is deleted and the data are rebuilt by the next call of the document / object.

Figure 48 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.
- *Search.* Click this item to open the webEdition internal search function.
- *Import/Export.* webEdition currently offers the following import functions (see Figure 49, "Import Wizard" on page 58):
 - *File import.* There are two file import options:
 - *Import local files*
 - *Import files from server*
 - *Data import.* There are two data import options:
 - *webEdition XML Import.* Imports webEdition specific XML files.
 - *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 49 Import Wizard

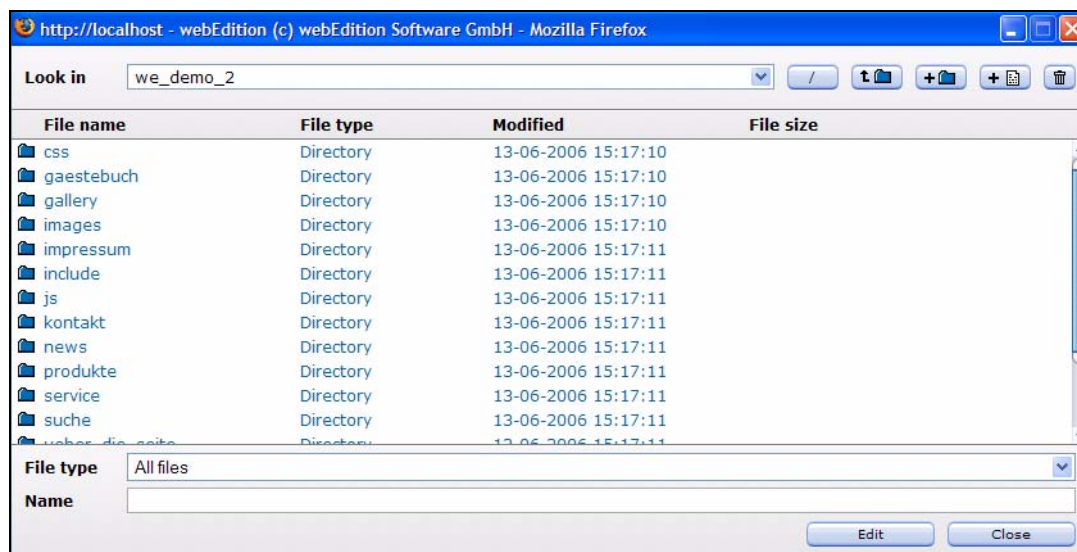
- *Rebuild.* This command allows you to re-write either all documents or those documents that meet specified criteria. The rebuild process is necessary to keep the links consistent whenever the linking structure changes, or if you have pages that

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 94.

- *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*.
- *Clear Cache*. The complete content of the cache is cleared. Use this function to cache the whole site anew after changes
- *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 50).

Figure 50 The file manager



- *Cockpit*. Returns you to the *Cockpit* menu (see Section 2.1.3, "The Cockpit" on page 34).
- *Quit*. Select this command to log out of webEdition.

2.3.2 The *Cockpit* menu

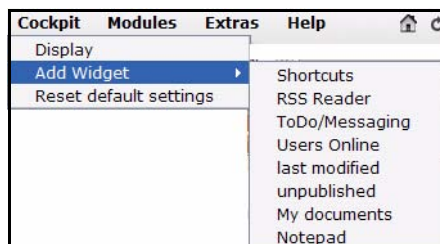
In the *Cockpit* menu you find the following items (see Figure 51):

- *Display*: Click on this menu entry to display the cockpit, for example, if you have closed the cockpit tab
- *Add Widget*: Here you can add a Widget. All available Widgets are displayed in the drop-down menu

Note: A Widget can be opened several times

- *Reset default settings*: Select this menu entry to reset the cockpit to the delivery state

Figure 51 Cockpit menu



Further information can be found in Section 2.1.3, "The Cockpit,"

2.3.3 The *Modules* menu

The *Modules* menu lists all webEdition modules installed in your version of webEdition (see Figure 52, "The Modules menu" on page 60). 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 52 The *Modules* menu

For further details about a specific webEdition module, see the supporting documentation at <http://www.living-e.de>

2.3.4 The *Extras* menu

The *Extras* menu has the following items (see Figure 53, "The Extras menu" on page 61):

Note: You find in the menu Extras, among the rest, the entries for modules formerly separately to be acquired which are included now in the webEdition base version. These former modules are opened furthermore in the module window. For better overview the explanations for these "ex-modules" are relocated in separate chapters after chapter 4, "Creating templates—the role of the administrator,"



Figure 53 The Extras menu

• *Banner Management...* Opens the banner management. The banner management encloses all functions of the former webEdition *Banner Module*. You find more information in 5.1, "Was ist die Bannerverwaltung?,"

• *User Management...* Opens the User Management. The user management corresponds the former webEdition module User Management. You find more information in 7.1, "Was ist die webEdition Benutzerverwaltung?,"

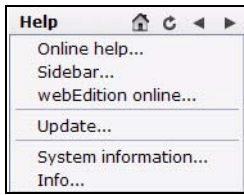
- *Export...* Opens the Export window. This function matches the former *Export Module*. More information can be found in 8.1, "Was ist der webEdition Export?,"

Note: You can also access the export via *File > Import/Export > Export... > webEdition XML Export*

- *Glossary...* Opens the settings for the glossary. For more information, see 9.1, "Was ist das webEdition Glossar?,"
- *Voting...* Opens the voting window. This function matches the former *Voting Module*. For more information, see 12.1, "Was ist das webEdition Voting?,"
- *Navigation.* Open the navigation tool.
- *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 120.
- *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 122.
- *Thumbnails.* Here you can apply the settings for thumbnails.
- *Change password* This command allows you to change your user name. If the User Management Module PRO is installed, *User Management* appears in the menu. See Section 3.6.3, "Changing user name and/or password" on page 123.
- *Change password.* This item allows you to change your password. See Section 3.6.3, "Changing user name and/or password" on page 123.
- *Preferences.* Use this item to modify the default webEdition preferences. See Section 2.2, "Preferences" on page 46.

2.3.5 The Help menu

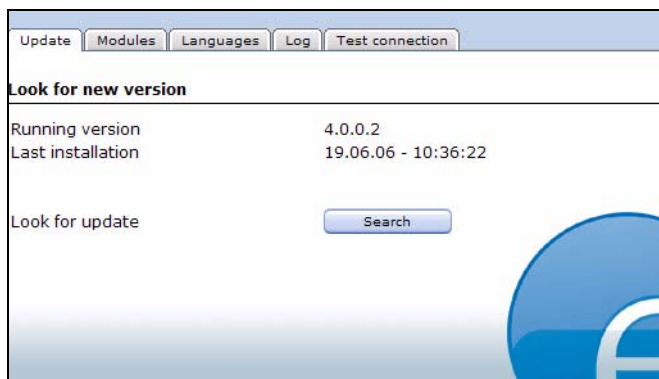
The *Help* menu contains the following items (see Figure 54, "The Help menu" on page 62):

**Figure 54 The Help menu**

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

•*Sidebar...* Select this entry to open the Sidebar. For more information about the sidebar, see Section 2.3.5, "The Help menu" on page 61 and Section 4.10, "The Sidebar" on page 196

- *webEdition online...* Opens the webEdition homepage in a new browser window
- *Update.* Opens the Update window, which contains the following tabs

Figure 55 Update window

- *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.
- *Modules.* Open this tab and follow the instructions to install purchased webEdition modules.
- *Languages.* Open this tab to search for and install additional languages
- *Log.* Shows you logged informations.
- *Test connection.* In this view you can test your connection to our update/module installation servers.
- *System information...* Opens a window with system information, e.g., about the PHP and MySQL version of your server. A click on *more info...* displays, if possible and installed on your server, phpinfo with further information about your server
- *Info.* This item contains information on webEdition, and the version you are using.

2.3.6 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 56, "The explorer menu" on page 63). When you click on a vertical tab, you can view the corresponding editing view in the explorer menu:

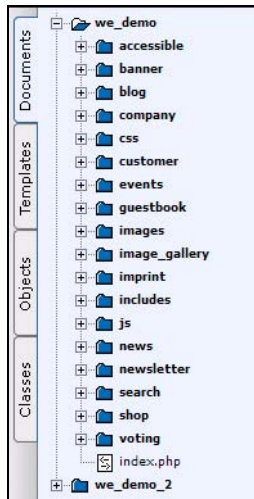


Figure 56 The explorer menu

- **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 90.

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.

2.3.6.1 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 57).

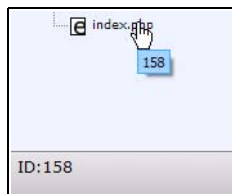


Figure 57 webEdition ID numbers

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.

2.3.6.2 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 58 directory icon



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

Figure 59 webEdition page icon



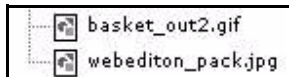
Templates, JavaScript, CSS (.tmpl, .js, .css files) appear thus:

Figure 60 Template icon



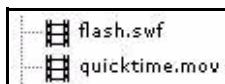
Images (.gif, .jpg, jpeg, .png files) appear thus:

Figure 61 Image icon



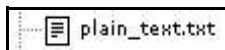
Movie files (.mov, .swf) appear thus:

Figure 62 movie icon



Plain text (.txt) files appear thus:

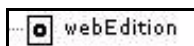
Figure 63 Plain text icon



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

- objects

Figure 64 Objects icon



- object class icon

Figure 65 Object class icon



2.4 Search function

2.4.1 Simple search

You can reach the webEdition internal search function at any time the input field on the bottom left, below the file tree. Simply enter the search string in the field and press the Return button or click on the magnifying glass icon.

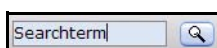
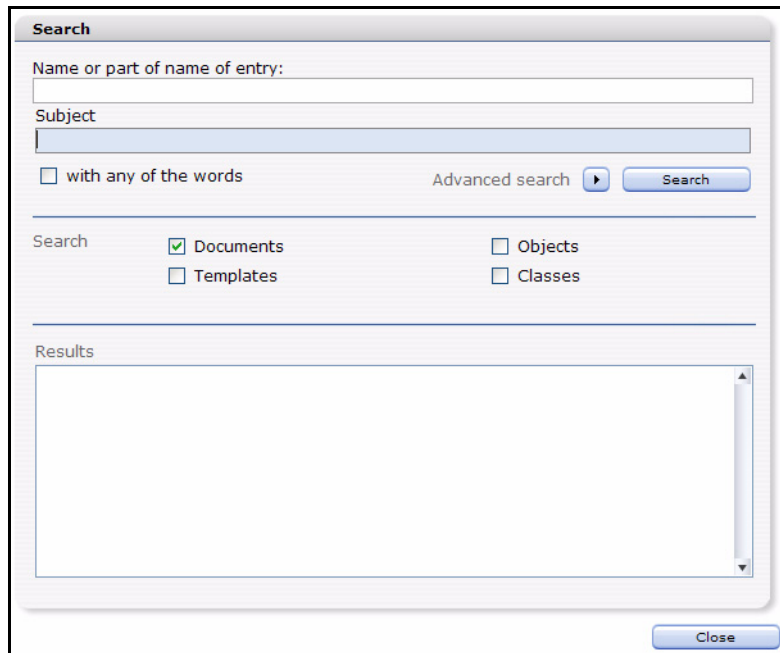


Figure 66 Input field for search

Note: In this case the search refers to the type selected in the main view: Document, template, object or class! If you are in the documents view, only documents are browsed.

The result of your search is indicated immediately. Another possibility is the use of the menu item *File > Search...* . The search window is opened.

Figure 67 The Search window - simple search



Note: The results from the input field are displayed in this window

In the field *Subject* you can enter the search string to be searched. According to your choice of the check boxes, all documents, objects, templates or classes are searched. In the results area, the hits are displayed. The suitable document, object, class or template is opened in the webEdition main window by double click on a result. The search window remains opened, on this occasion, so that you can continue to search comfortably.

Figure 68 List of results



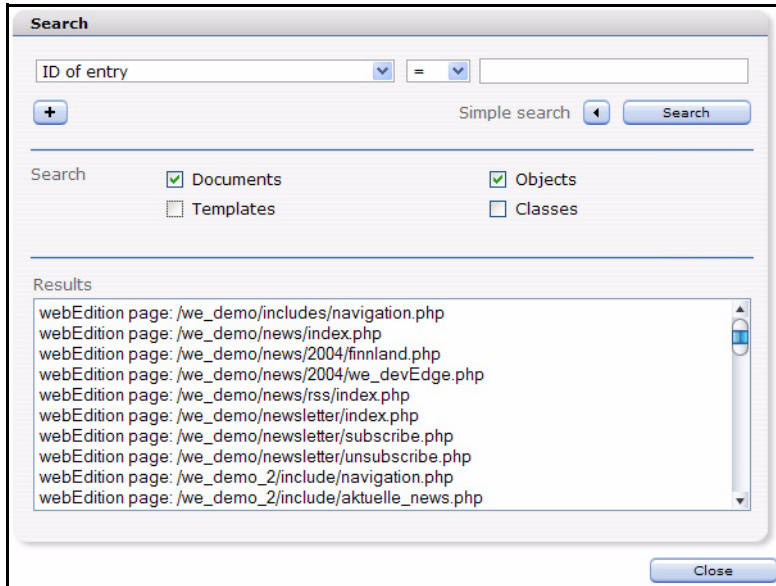
In the field *Name or part of name of entry* you can enter a search string to search for documents, templates, objects or classes according to their naming within the webEdition file tree. The operation occurs analogously to the search for a *Subject*.

2.4.2 Advanced search

The requirements for the filtering of the search results may rise. Hence, there is the advanced search. You access the advanced search with a click on the triangular button beside *Advanced Search* in the search window

Figure 69 Activating advanced search

Now the advanced search possibilities can be controlled very specifically via dropdown menus, logical operators and input fields and combinations thereof.

Figure 70 The Search window- advanced search

The search can be controlled by logical operators:

Operator:	bedeutet:
=	equal
<>	not equal
<	lesser than
<=	lesser or equal
>	greater than
>=	greater or equal

The items in the dropdown menu:

- *ID of entry*: Searches for document, template, object or class (depends on selected checkbox) with given ID
- *Path of entry*: Searches for document, template, object or class (depends on selected checkbox) in specified path
- *ID of parent entry*: Searches below the “directory“ with the given ID
- *Text of entry*: Search for the name of the entry
- *Template of entry is*: Search for **documents** based on the template with the given ID!

- *Type of content*: Searches within the selected content type (img/*; /html)
- *Document-type*: Search documents based on the given document type
- *ID of object class*: Search objects based on the given class.

Note: You can also search from the search field for e.g. a document with certain id: enter for this in the search field `exp:id = " id of the document "`. It is searched for a document with id if you are in the documents view! (Document tab)

2.5 webEdition control elements

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

Figure 71 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.

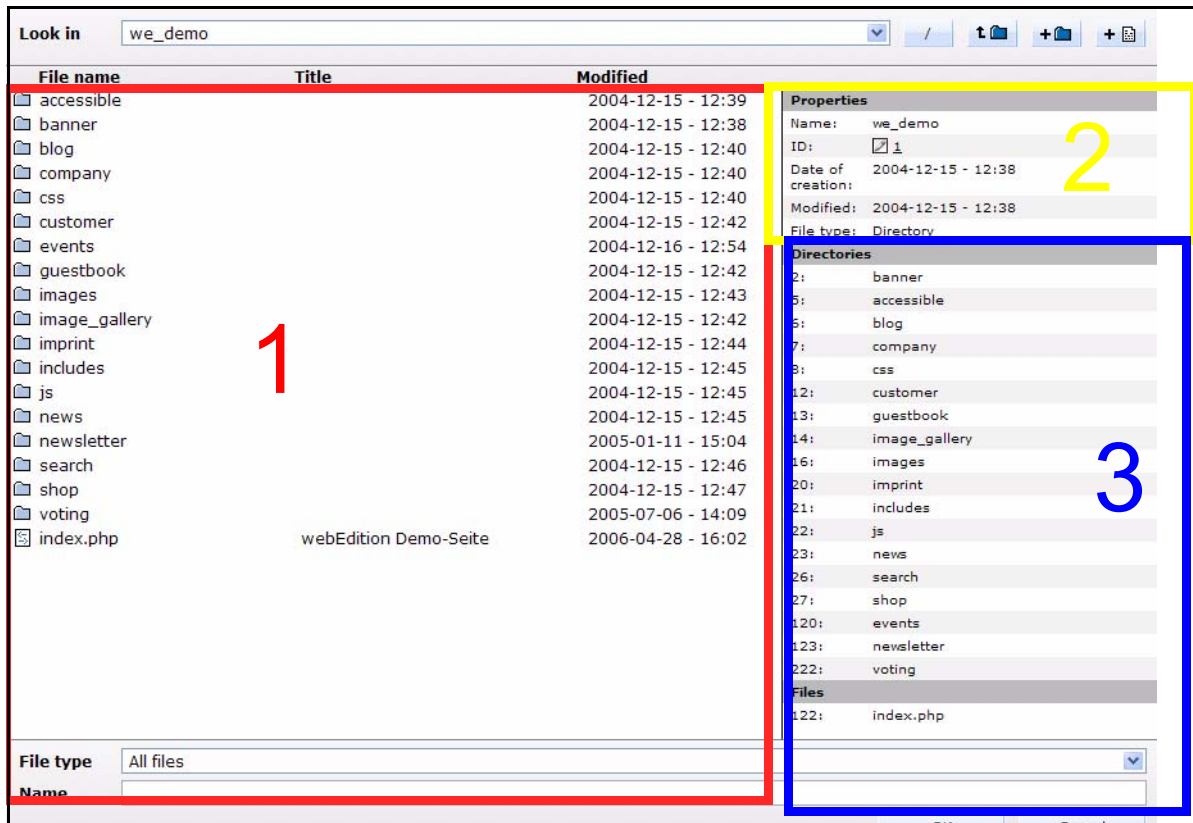
2.6 The fileselector

From version 5 the fileselector offers you advanced information about your selected files. Thus you can get a quicker overview - especially with big web sites with many similarly named files a real time saver!

2.6.1 fileselector - the functions

From the new version the fileselector offers you even more information. Thus you can see, for instance, at the first sight, which documents together with whose ID, are in a directory. The fileselector is then opened, as the name suggests, always when you select a file within webEdition. You receive more information while navigating the file and folder structure of webEdition.

Figure 72 fileselector - folder selected



In Figure 72 the folder *we_demo* is selected. In area [1] you see the folders and files which are in the directory level from *we_demo*, in our example this is the Root directory. The ID and the date of the last update are likewise indicated here.

In area [2], the *Properties*, information about the presently selected element is displayed. According to the kind of the selected file / folder different information is displayed here. In Figure 72 for instance, the name, the ID, production datum, update datum as well as file type is indicated. A click on the displayed link at name opens the selected file in a new window (or launches the download of the file, e.g., for PDF or Word documents). A click on the linked ID opens the file in a new tab in webEdition.

In area 3 the contained subdirectories and files with their respective ID are displayed with selected directories.

Should you have selected a graphics file, the fileselector makes available to you advanced information:

Figure 73 Image in fileselector



Figure 73 shows the area *Properties*, which corresponds to area [2] in Figure 72. With the help of this information you can get a fast overview of your images, also with bigger picture supplies, also in respect of the possible absence of Alt-texts or title attributes

2.7 Advanced editor plug-in

The editor plug-in which is included now in the base version of webEdition disposes of even more possibilities. Beside the treatment of webEdition templates in any web editor you have the option to edit in webEdition located documents. Beyond that, the plug-in is realized in Java. The advantage: now the plug-in is also operational under Mac OS and Linux.

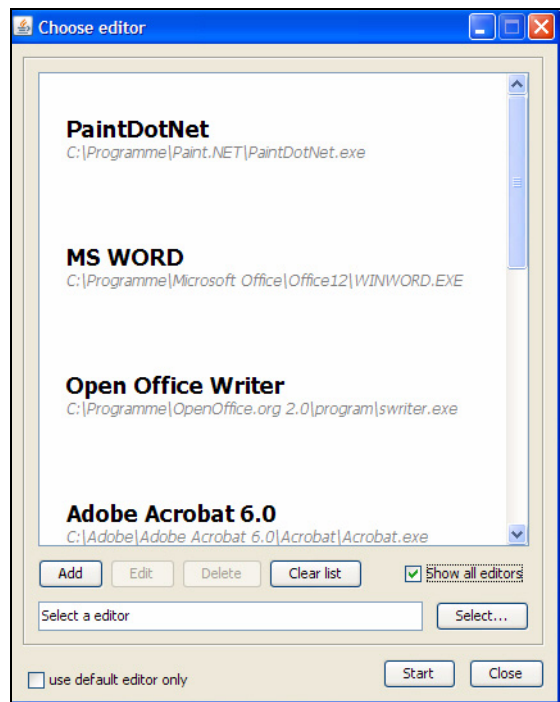
2.7.1 Edit templates with the editor plugin

You already know the possibility to edit webEdition templates in any HTML editor from the earlier editor plug-in. Therefore, the basic functionality is only described briefly here.

Procedure 1 Edit template in external editor***webEdition is started***

- 1 Select the desired template
- 2 Click the *start Editor* button

The Choose Editor window opens

Figure 74 Choose Editor

- 3 Select the desired HTML editor, e.g., Dreamweaver, GoLive, NVU

Note: Should you use Adobe Dreamweaver, the Dreamweaver extension offers you even more possibilities. You find more information in

- 4 Edit the template
- 5 Save your changes

2.7.2 Edit other files with the editor

The new editor opens for you the possibility to edit any imported files in the source application and to save without having to go the detour download of the file> adaptation> renewed Upload. Thus you can edit pictures, Word Documents, Flash files, briefly: any files, uncomplicated. In the following example we use a .jpg graphics file and open it with the free picture editor Paint.NET

Procedure 2 Open and edit image with the editor***The image to edit is opened in webEdition***

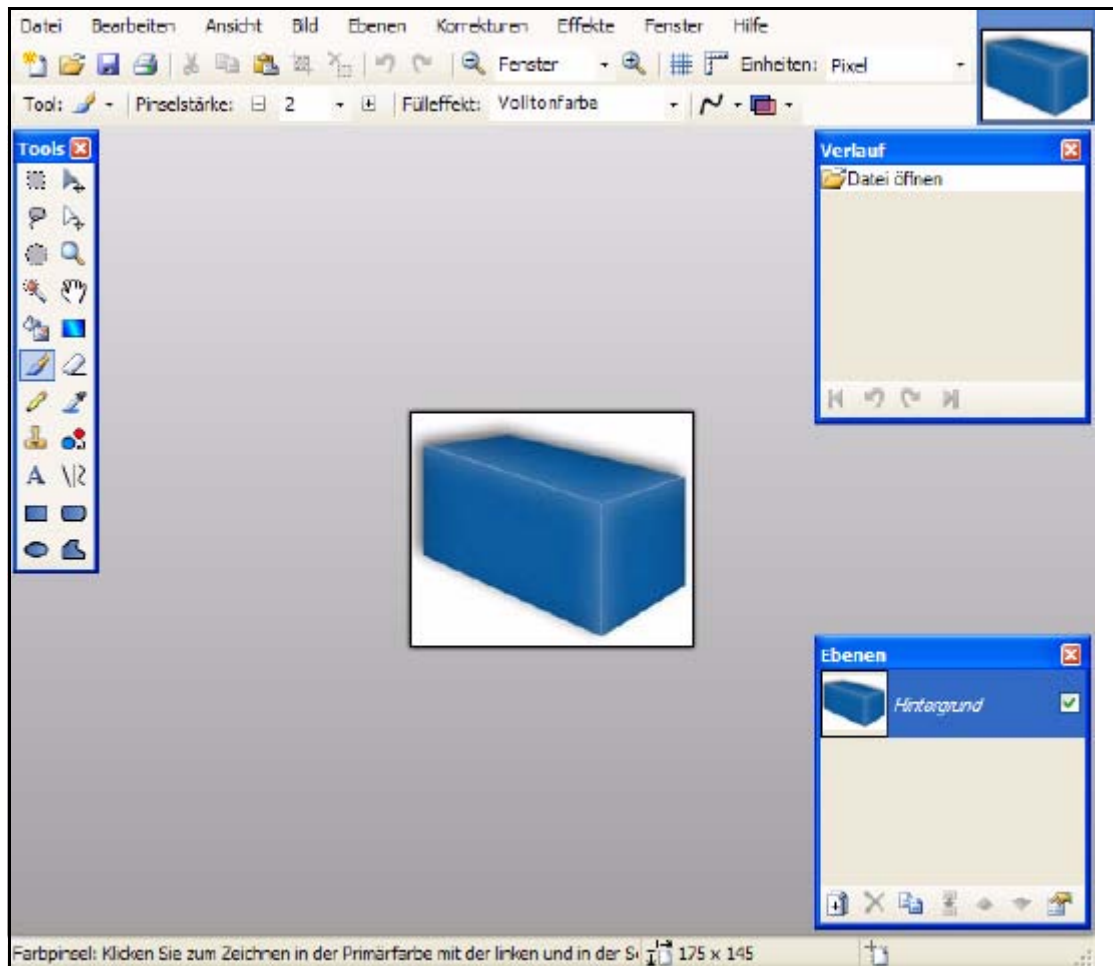
- 1 Click the *start Editor* button
the choose editor window opens (see Figure 74)

- 2 Select the editor to use, in this case we will use Paint.Net, and click *start*

Note: In ##### CROSS REF ##### is discussed how to add new editors to your selection

The image opens in the selected editor

Figure 75 Image in Paint.NET



- 3 Perform and save your changes

The changes are taken over immediately in webEdition

Figure 76 Änderungen wurden übernommen

- 4 Click the Save Button in webEdition to save your changes

Note: Analogously to this approach you can edit any other file formats very fast in the origin applications and save them in webEdition

2.7.3 Add editors

New editors can be added very simple and fast. Follow this procedure:

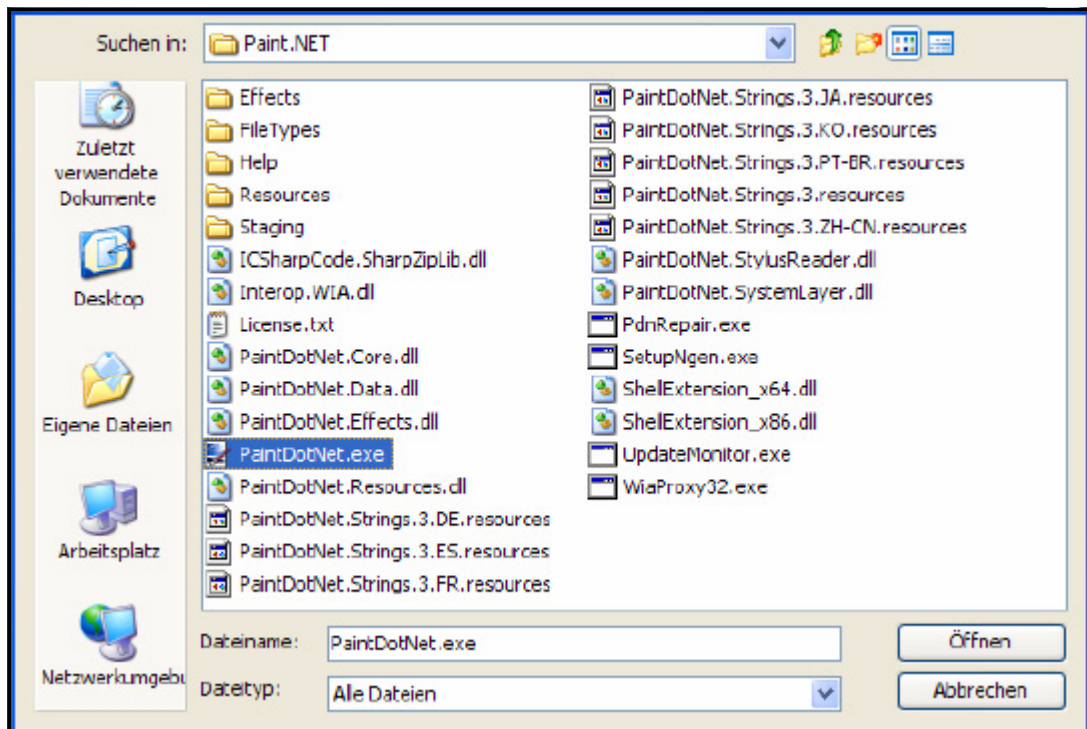
Procedure 3 Adding a new editor to the Editor Plugin

webEdition is started

- 1 Click the *start editor* button in any open document or template
The choose editor window opens (see Figure 74)
- 2 Click beside the text field on the button *select...*

Note: If you know the path for the desired application, you can enter it directly in the text field

A file explorer opens (varies from OS)

Figure 77 Select editor application on your local drive

- 3 Locate and select the desired application and click on Open (Windows)
Now the path for the selected application is shown in the editor window
- 4 Click *start* to open the document / the template in the selected application

Note: The entries for the editors set up by you are saved on your computer locally, because also your applications are located there. Hence, these editors are not available to you if you start webEdition on another computer!

2.7.4 Edit plugin editors

By default, the editors are created in the choose editor window with the complete path. This can be harmful to the overview under circumstances, therefore, you can edit the entries in the list. You can edit these settings either directly in the choose editor window or you select in webEdition extras> settings> editor plug-in.... Select in the opening window the entry to be edited and click on edit.

Figure 78 Edit editor settings

The screenshot shows a dialog box titled 'Edit editor settings'. It has several input fields and dropdown menus. The 'Editor name' field contains 'Open Office Writer'. The 'Path' field contains 'C:\Programme\OpenOffice.org 2.0\program\swriter.exe' and has a browse button (...). The 'Content Types' field contains 'text/plain, text/xml' and has a dropdown arrow. The 'Default editor for' field contains 'text/plain' and has a dropdown menu with 'text/plain' and 'text/xml' options. The 'Encoding' field is empty. At the bottom right, there are 'Save' and 'Close' buttons.

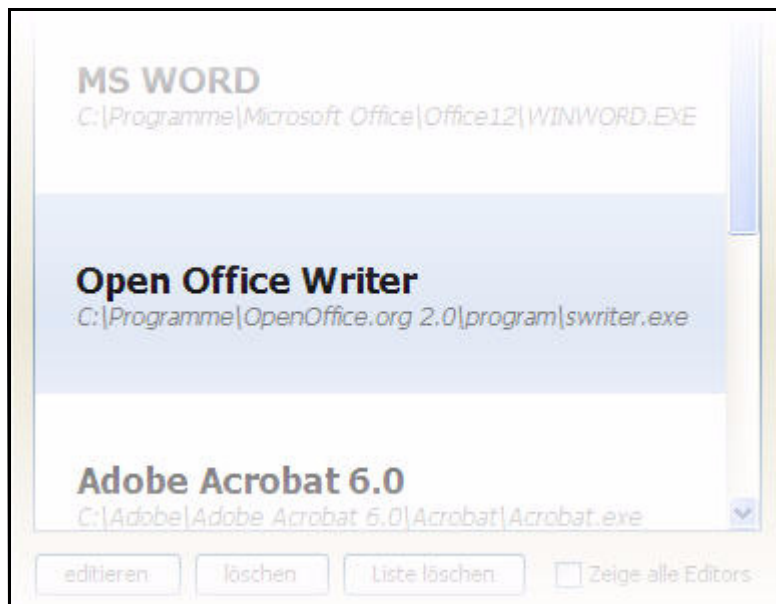
The following areas are located here:

- *Editor name*: Give the editor a name, e.g. Open Office Writer
- *Path*: The path to the application is shown here. You can customize the path here if necessary
- *Content Types*: Use the drop down menu to select the file types to be opened with this editor. You can also select several types; these are separated by comma
- *Default editor for*: In this area you can determine for which file types the editor should be used as a standard editor. The possible items in the drop down menu are determined by your settings in *Content Types*.

Note: This setting has only consequences if the check box *use only standard editor* in the settings is active

Click the *save* button. The editor is now displayed with the new short name.

Figure 79 Editor selection



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

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

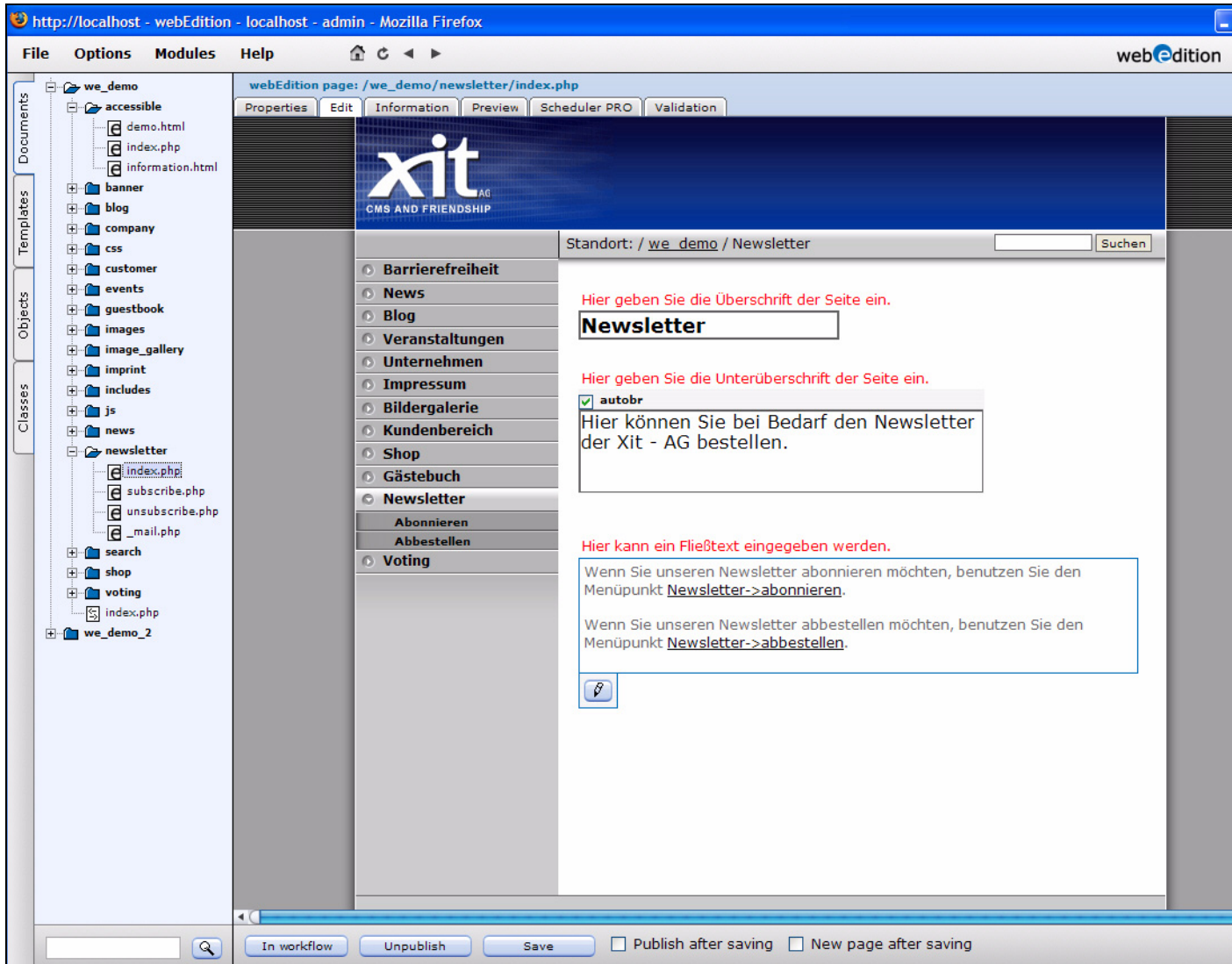
2.8.1 The editing screen in standard mode

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 80, "The webEdition Edit view (normal mode)" on page 76). 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 80 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.

2.8.2 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.

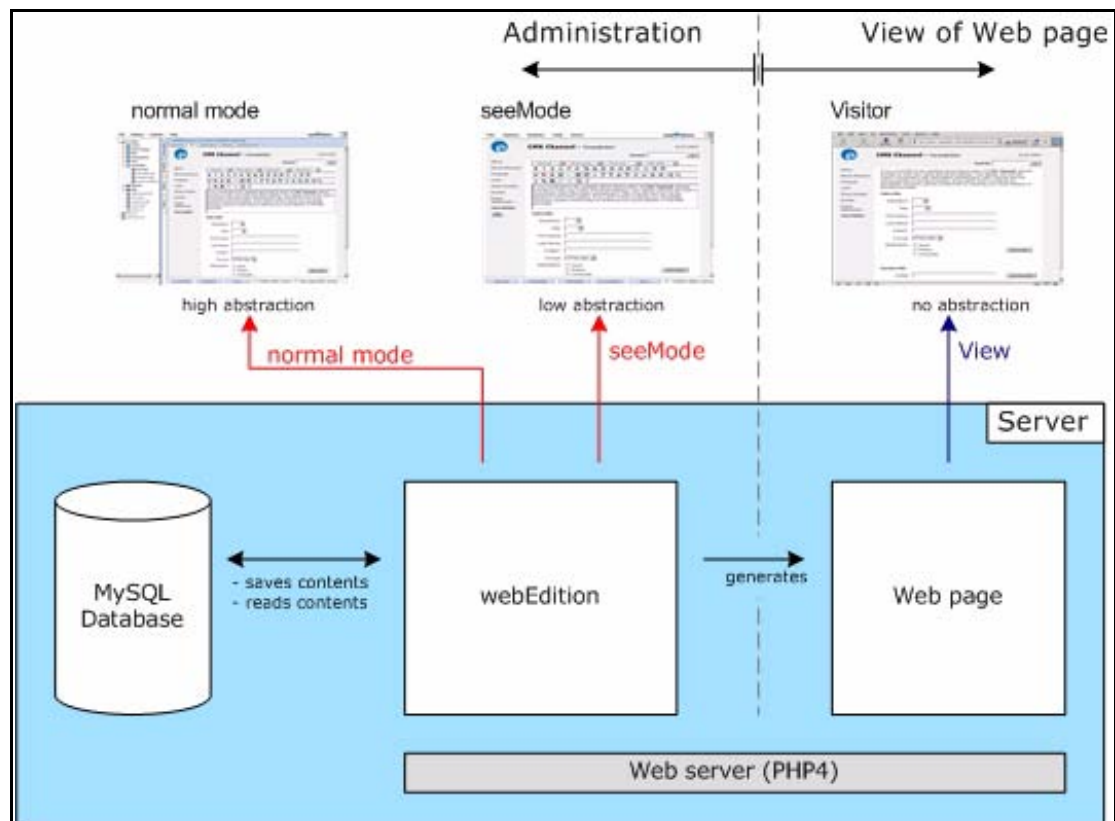
The seeMode is characterized by simplified navigation and a removal of the more complex functions that are better suited to the skills of an administrator. The seeMode is designed for the simple maintenance of existing Web site content.

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

Figure 81 What editors, administrators and visitors see

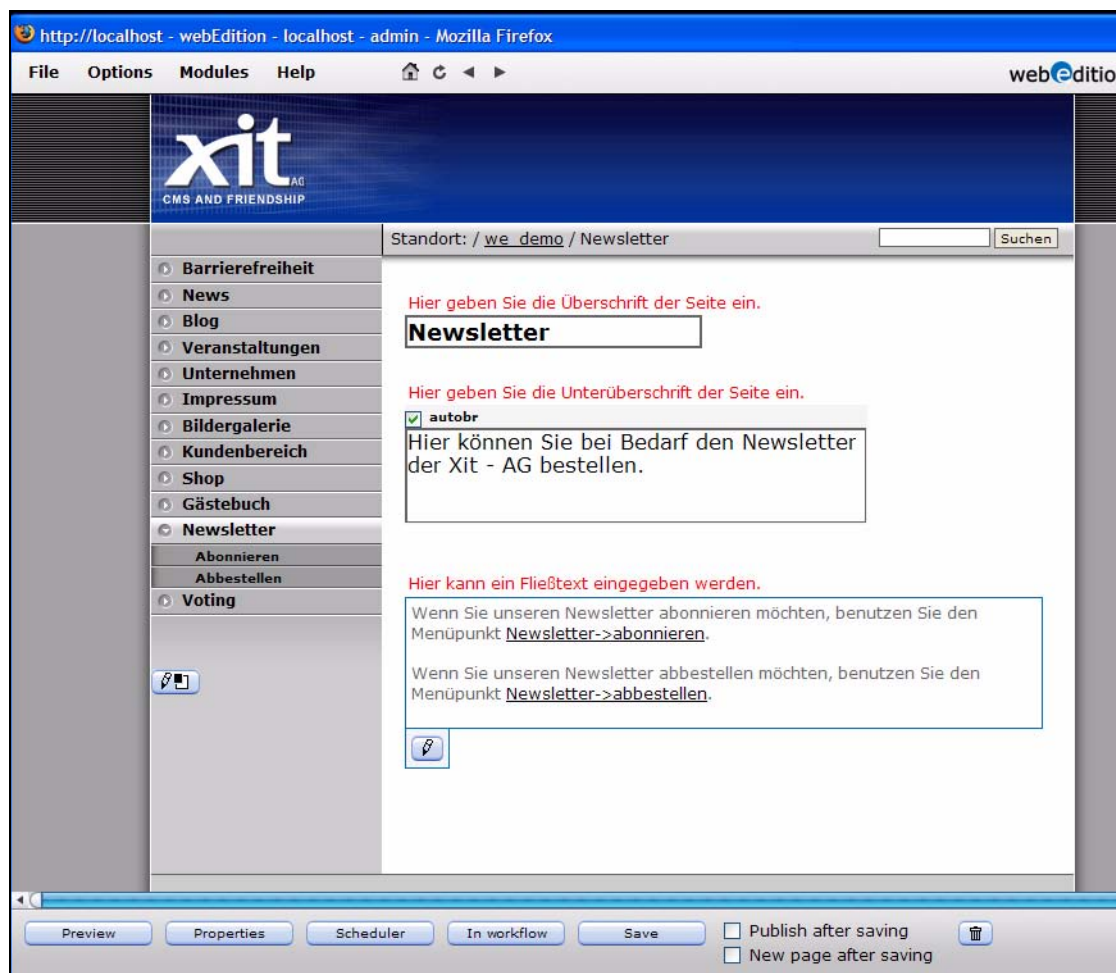


The first time you log into webEdition in seeMode, you will see the following message (see Figure 82), asking whether you wish to choose a default web page which will open each time you log in to seeMode:

Figure 82 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 83.

Figure 83 The webEdition editing screen (seeMode)

2.8.2.1 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 56, with the following exceptions pertaining to navigation and file creation:

2.8.2.1.1 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.

2.8.2.1.2 File menu All functions are available to the user. If you have installed the User Management Module, user activities can be restricted (see Section 2.8.2.1.4, "Interactions with the User Management Module" on page 79).

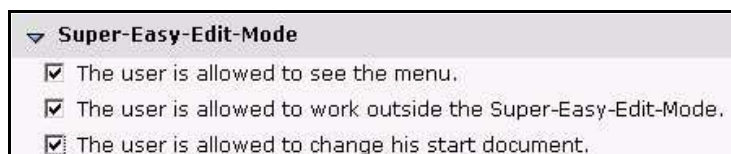
2.8.2.1.3 Home menu When you are editing your web pages in seeMode, you can click the *Home* menu to return to your designated seeMode start page.

For details on how to edit documents while using the seeMode, see Section 3.8, "Editing documents in seeMode" on page 136.

2.8.2.1.4 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 84):

- *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 84 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
- the navigation tool

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 mostly refers to sample pages from the we_demo. The we_demo can be downloaded as a backup or an export from our website <http://demo.webedition.de>

3.1 The 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 85).

Figure 85 The *Documents Properties* view

The screenshot displays the 'Documents Properties' interface, organized into several sections, each with an icon on the left:

- Path** (Footprints icon): Includes fields for 'Filename' (276), 'Extension' (dropdown menu showing '.html'), and 'Directory' (/). A 'Select' button is next to the directory field.
- Document** (Document icon): Includes 'Document type' (dropdown menu showing '--none--'), 'Template' (text field), and checkboxes for 'Generate dynamic page' and 'Is searchable?'. 'Edit' and 'Select' buttons are present.
- Meta tags** (Information icon): Includes fields for 'Title', 'Description', and 'Keywords'. It also has 'Character coding' (dropdown menu showing '--none--') and 'Language' (dropdown menu showing 'English (United Kingdom)').
- Categories** (Folder icon): Includes a text field and 'Delete all' and 'Add' buttons.
- Navigation** (Compass icon): Includes a text field and 'Delete all' and 'Add' buttons.
- Copy webEdition page** (Document with arrow icon): Includes a 'Select' button.
- Owners** (User icon): Includes 'Main creator' (text field showing '/Admins/admin') and a 'Restrict access' checkbox. An 'Edit' button is also present.

- *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.

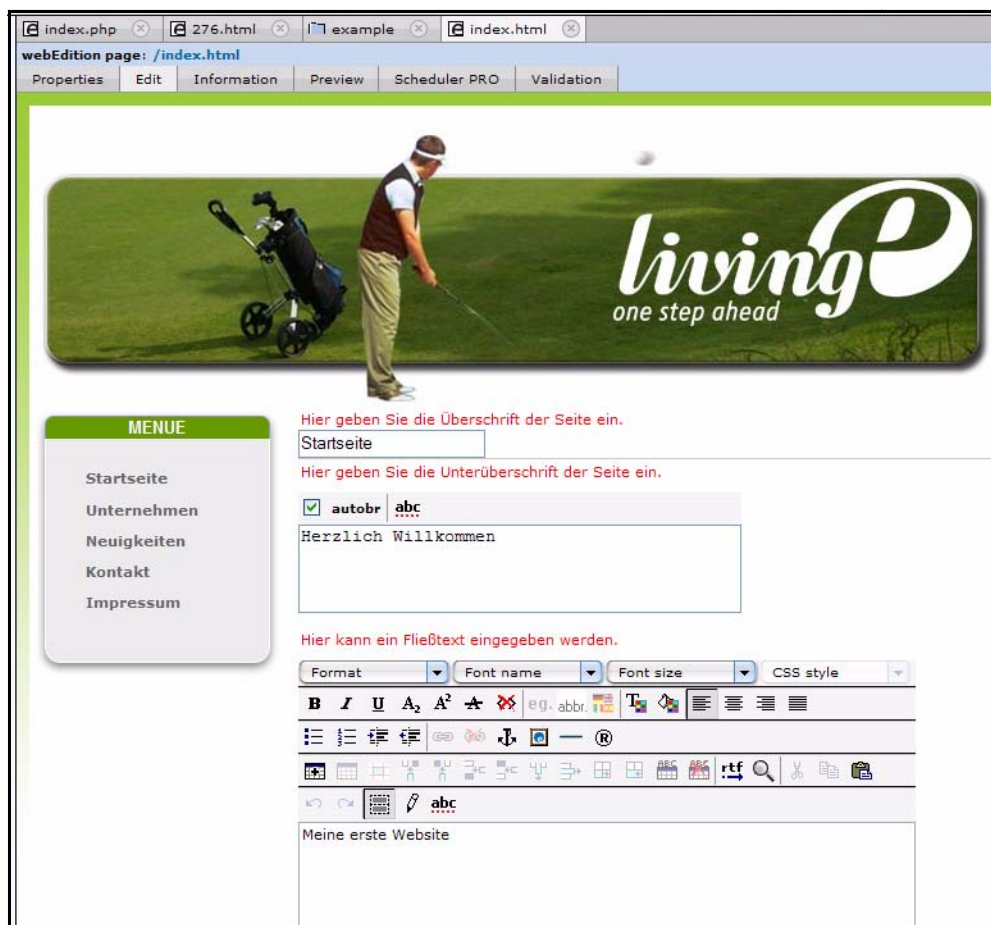
If you choose to select a document type, your selection will be limited to the template allocated to this document type. For additional information on document types, consult Section 3.6.1, "Document types" on page 120. If you do not select a document type, you will be able to use any of the available 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 94.

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. You may also define your character coding for your document here.
- *Categories.* In the *Categories* 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 122.
- *Navigation* In this area you can add this document to the navigation (if the navigation of your site is created and administered by the navigation tool).
- *Owners* Here you can change the owner of the document (if you have sufficient user rights) and restrict the access to the document

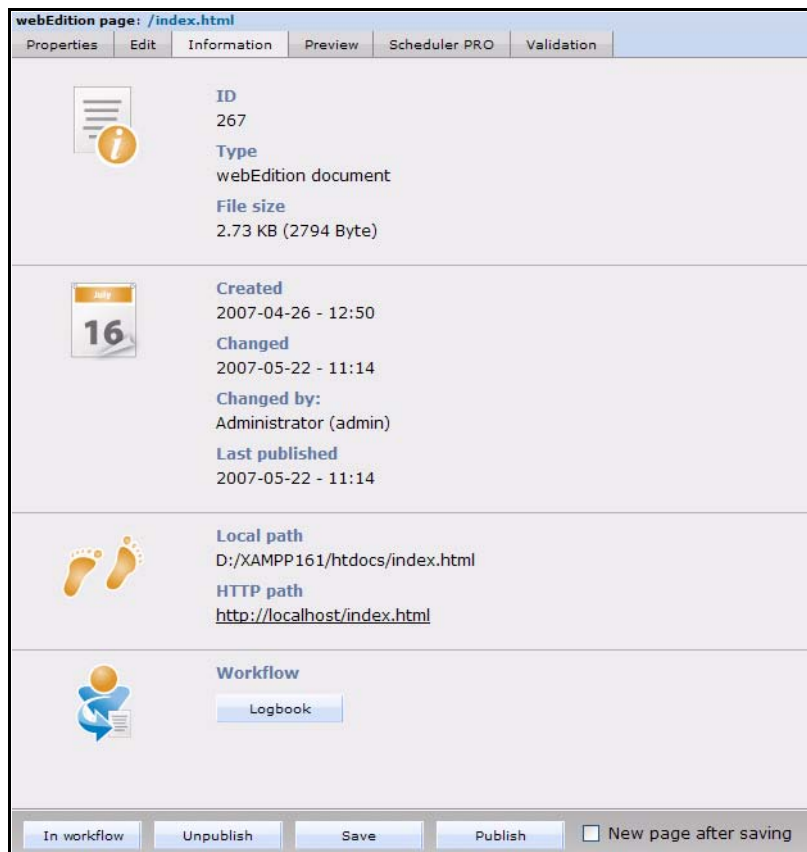
3.1.2 The Documents Edit view

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 80, "The webEdition Edit view (normal mode)" on page 76). 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 86 The Documents Edit view

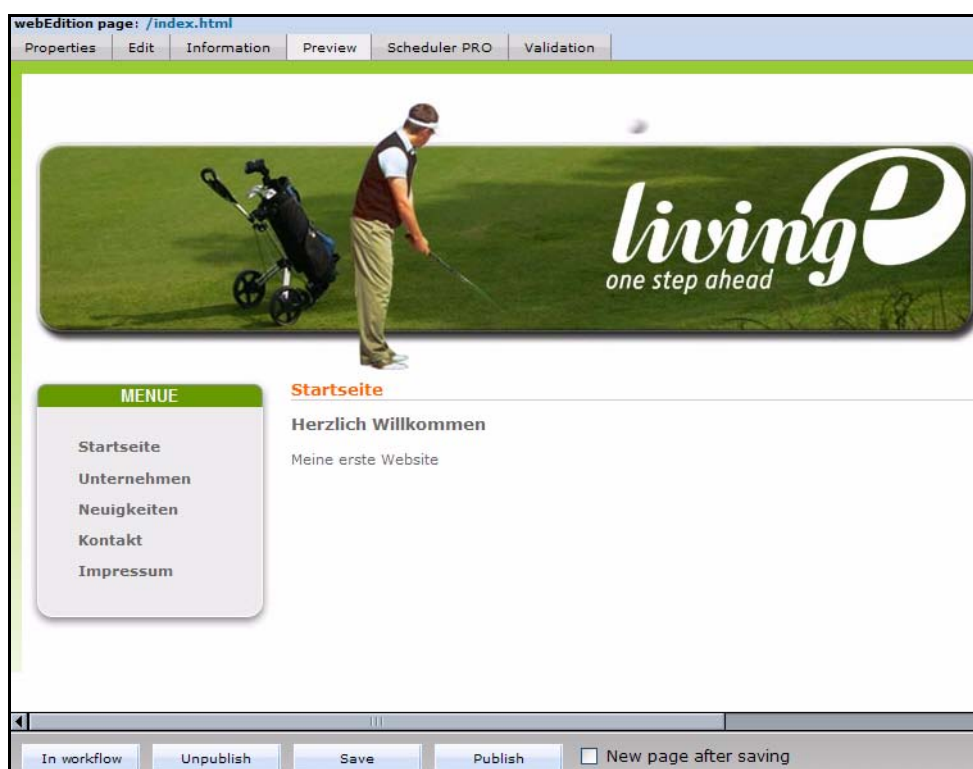
3.1.3 The Documents Information view

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 87).

Figure 87 The Documents Information view

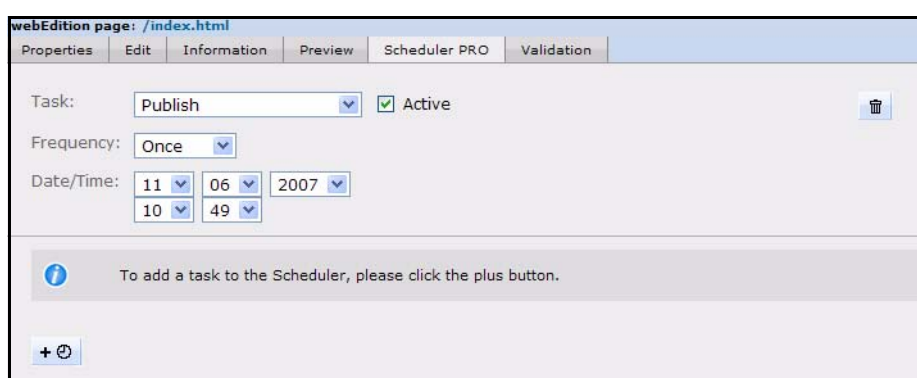
3.1.4 The Documents Preview view

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 88).

Figure 88 The Documents Preview view

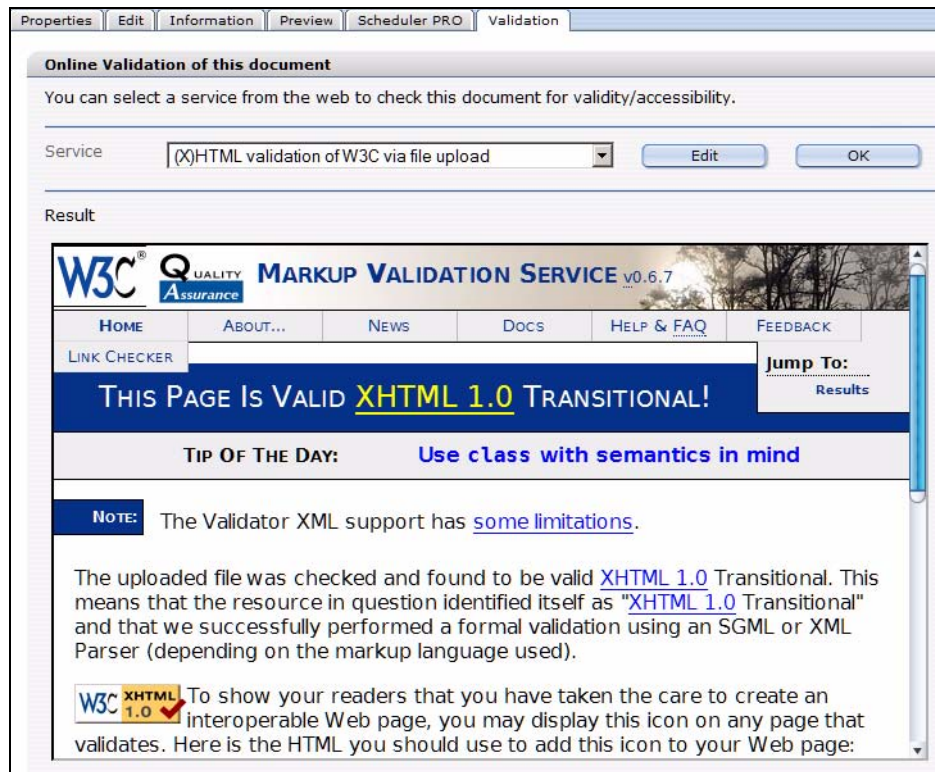
3.1.5 The Scheduler PRO view

In this view you can define time-controlled tasks for the current document. Since version 5 all functions of the former scheduler PRO module are already integrated in the webEdition standard version. For further information see the scheduler pro chapters

Figure 89 Scheduler PRO view

3.1.6 The Documents Validation view

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

Figure 90 The Documents Validation view

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. 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 90 on page 87).

To have your page checked by one of the preset services, select the service from the *Service* dropdown menu and click *OK*. In Figure 90, 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 91).

Figure 91 Adding a new service

Adjust validation service

Existing services: New service [New Service] [Delete]

Category: (X)HTML

Name of the service: New service

Host: example.com

Path: /path

Content type: text/html
Feature for the target server to determine the type of the submitted file (text/html or text/css)

Extensions: .html
Insert all extensions which should be available for this service. (.html,.css)

Method: get

Submit via: URL transfer

Name of variable: varname
Insert name of fieldname of file/url

Additional Parameters:
optional: var1=wert1&var2=wert2&...

Active: true
Here you can hide a service temporary.

[Save] [Cancel]

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

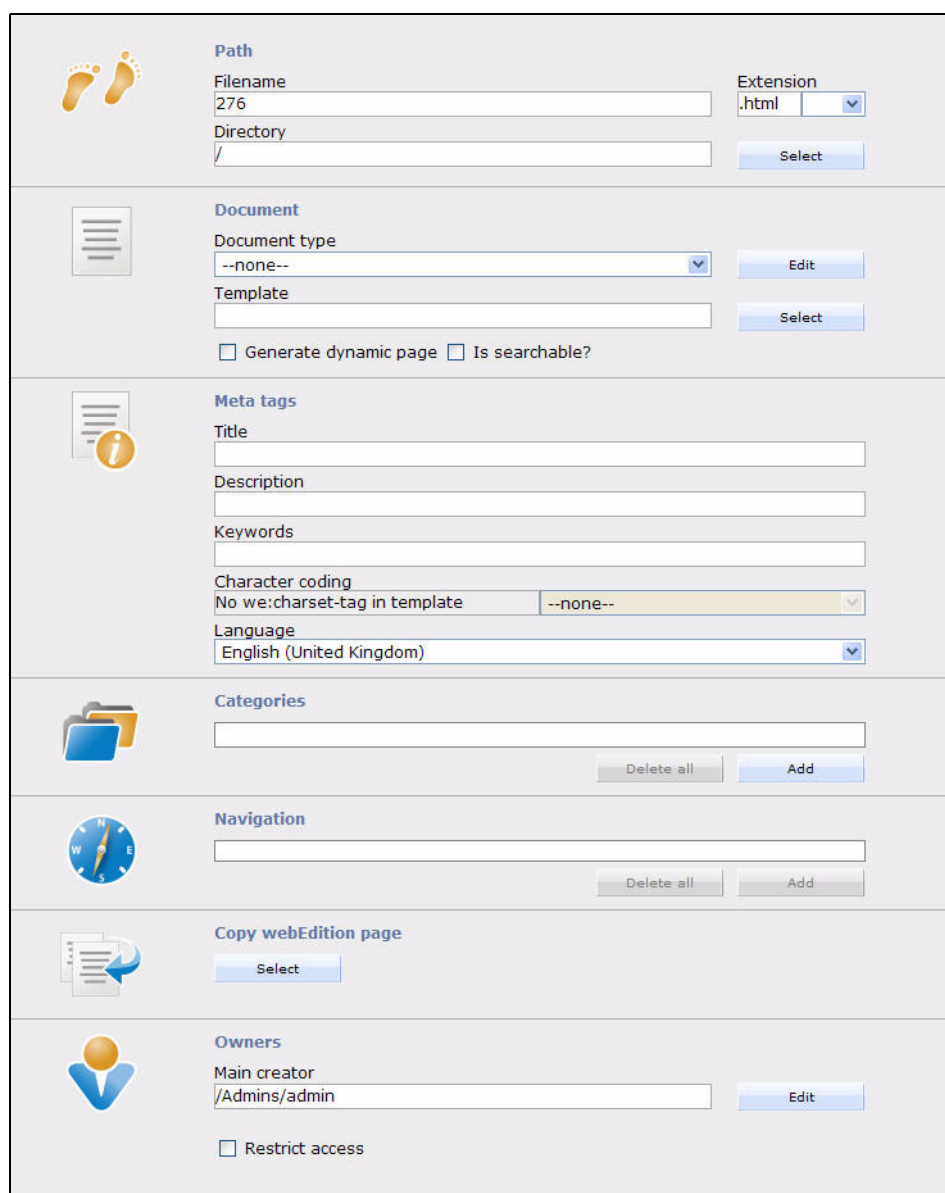
Use the following procedure to create a new document.

Procedure 4 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 92).

Figure 92 Creating a new document: *Properties* view


Path

Filename: 276 Extension: .html

Directory: /

Select

Document

Document type: --none-- Edit

Template: Select

☐ Generate dynamic page ☐ Is searchable?

Meta tags

Title:

Description:

Keywords:

Character coding: No we:charset-tag in template --none--

Language: English (United Kingdom)

Categories

Delete all Add

Navigation

Delete all Add

Copy webEdition page

Select

Owners

Main creator: /Admins/admin Edit

☐ Restrict access

- 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.

Note: This procedure creates an “empty” page. The design is applied by the use of templates. To create a new document similar to an existing one, just use the *Copy webEdition page* option to create a document based on an existing one.

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.

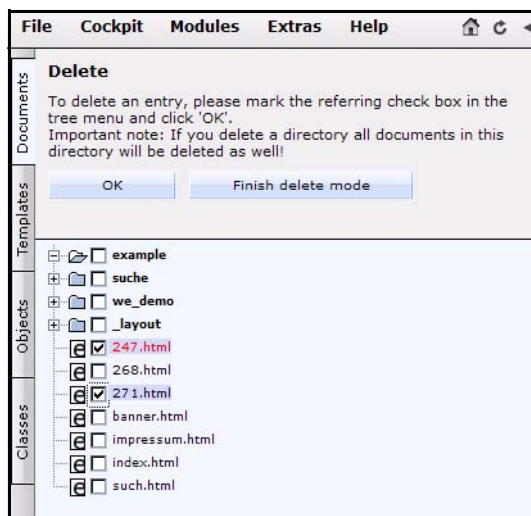
Note: If a document has already been published, you can only change whether it is generated statically or dynamically by unpublishing it, making the change and re-publishing it.

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.

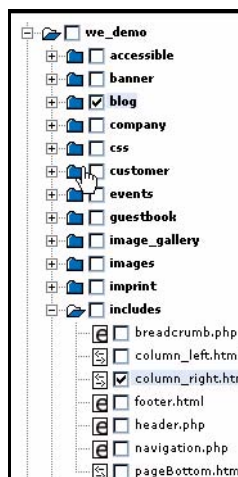
You can delete a document by clicking *File > Delete > Documents* (see Figure 93).

Figure 93 Deleting a document

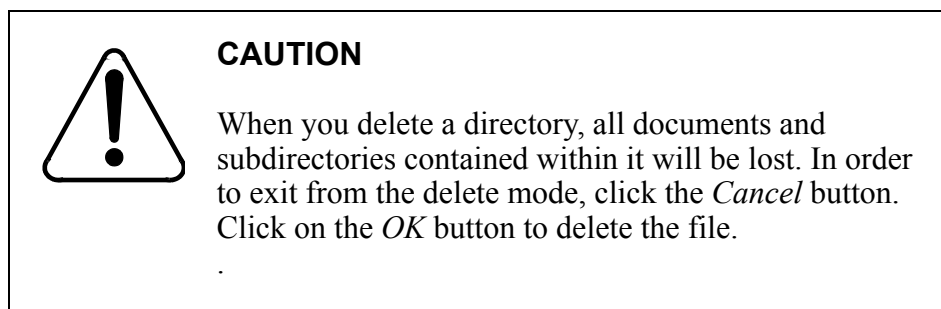


A checkbox appears beside each document and directory in the explorer menu (see Figure 94).

Figure 94 Marking files for deletion



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

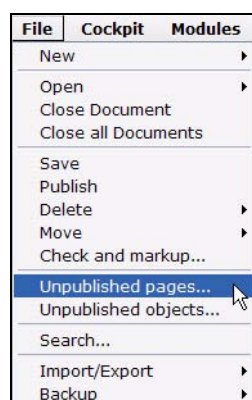


3.2.5 Overview of all unpublished pages

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 in the *Cockpit* (see Section 2.1.3.2.6, "Widget unpublished,").
- You can also select *File > Unpublished pages* (or *Unpublished objects*) from the *File* drop-down menu on the webEdition main screen (see Figure 95).

Figure 95 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 96, "Table of unpublished pages" on page 93). The following information is displayed about the pages or objects:


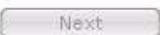
- *Path*. Where in the system is the document/object?
- *Author*. Who is the creator of the document/object?
- *Created*. When was the document /object created?
- *Changed by*. Who had modified the document /object in the course of the workflow?
- *Changed*. When was the change made?

- *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 96 Table of unpublished pages

<u>Path</u>	<u>Creator</u>	<u>Created</u>	<u>Changed by</u>	<u>Changed</u>	<u>Last published</u>	<u>Workflow step</u>
/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	-	-


1-3 From 3


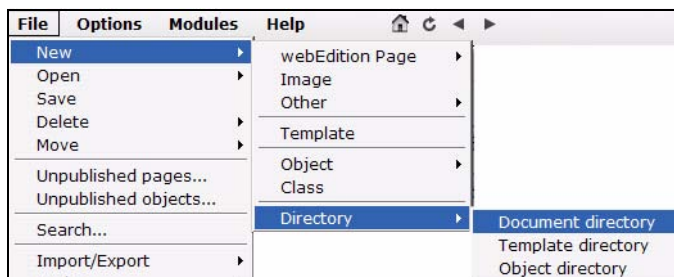
3.2.6 Modifying and updating a document

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 97). 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 59.

Figure 97 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 98):

Figure 98 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

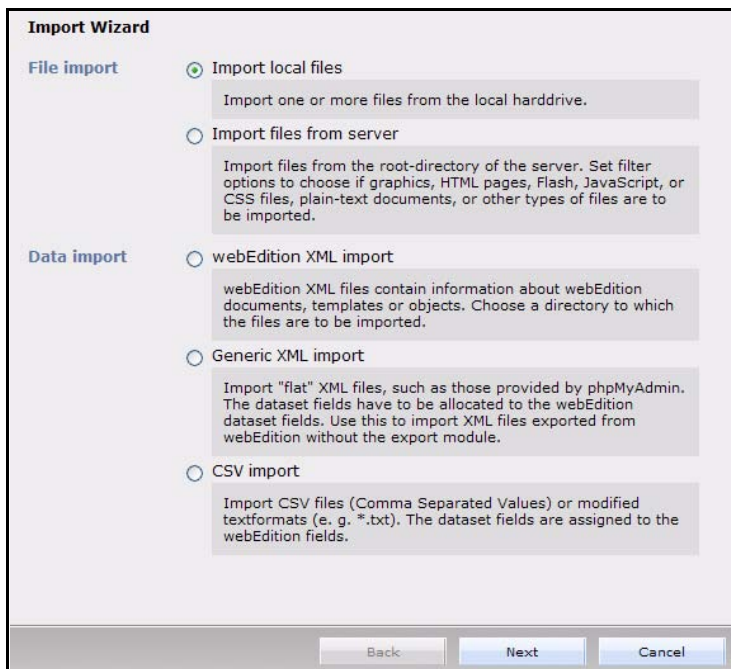
After making substantial changes to a static Web page, you must synchronize the content of your database with the content of the directories on your Web server. When you use the rebuild feature, the new contents or new features in the webEdition interface will be regenerated and then made visible to 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 99). 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 99 The Import Wizard

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

3.3.1 Importing local files

Procedure 5 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 100).
- 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. You can also add the files to a previously defined *category* and define rules for uploaded images in the *image functions*

Figure 100 Importing local files

Import local files - Step 1 of 2

Destination directory Path

What to do if a file exists?

i If the filename already exists, what would you like webEdition to do?

☒ Overwrite the existing file
☐ Rename the new file
☐ Do not import the file

Categories

Show image functions

6 Click Next

The Java Applet starts and the Upload window opens - you might have to allow the execution of the applet in your browser!

Figure 101 Importieren Bildschirm

Import local files - Step 2 of 2

i With the click on the button you can select more then one file from your harddrive. Alternatively the files can be selected per 'Drag and Drop' from the file manager. Please note that the maximum filesize of 16MB is not to be exceeded because of restrictions by PHP and MySQL!

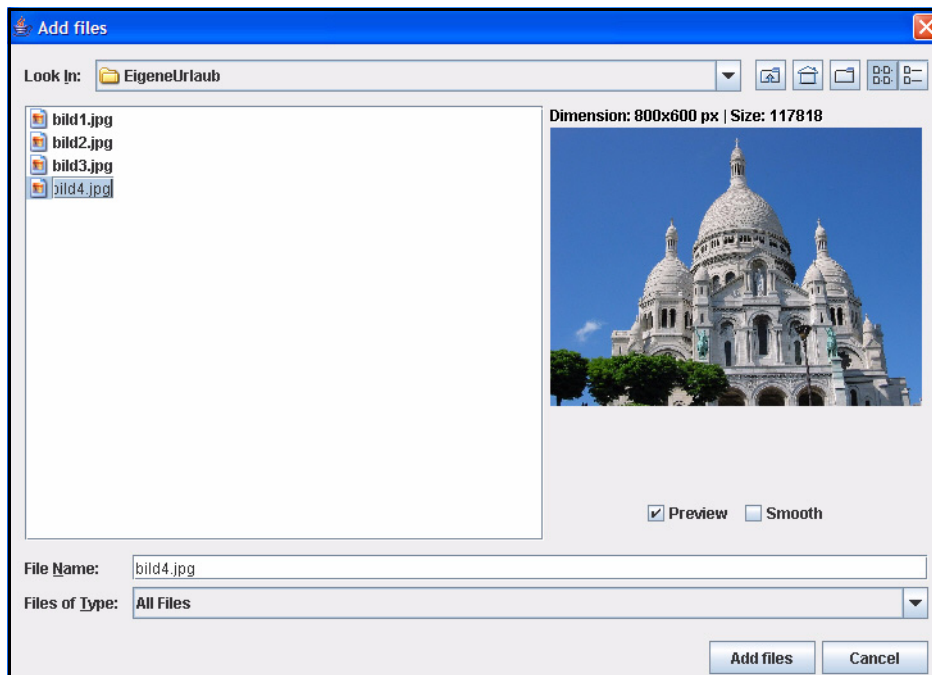
Click on "Next", to start the import.

7 Click on Add files

The ADD FILES window is opened

8 Navigate to the folder and select the files to be imported

Figure 102 Adding files

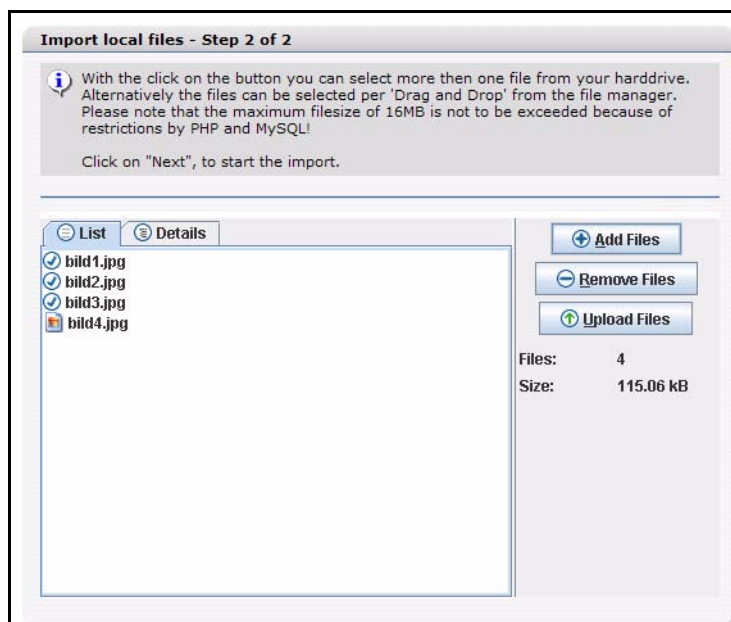


Note: You may select multiple files with the *Ctrl* or *Shift* key (Windows) pressed

- 9 After finishing your selection, click *Add files*

The selected files are displayed as a list - click on Details to display further information about the files

Figure 103 List of selected files



- 10 Click *Upload Files*

The files are now uploaded; after success the following message is displayed:

**Figure 104 Import successful**

11 You may now add more files or start working in webEdition with the imported files.

Note: You may also add the files via *Drag&Drop!*

12 Click *OK*.

You have completed this procedure

3.3.2 Importing files from your server

Procedure 6 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 105).

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 105 Importing files from a server

Site import

Directories

Source directory

Destination directory

Import

☒ Images (.gif .jpg .png) ☒ JavaScript files

☒ Flash movies ☒ CSS files

☒ HTML pages ☒ Plain text documents

☒ Create webEdition pages ☒ Other files

☒ Quicktime movies

Limits

Depth: Maximum file size in MB:

What to do if a file exists?

☒ Overwrite the existing file

☐ Rename the new file

☐ Do not import the file

Create Thumbnails

Thumbnails

120x90

200*150

Resize

Width:

Height:

☒ Keep aspect ratio

Rotate image

☒ Without rotation

☐ Rotate 180°

☐ Rotate 90° ccw

☐ Rotate 90° cw

Quality

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 7 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 106).
- 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 106 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 8 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 107).
- 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 107 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 serves exclusively the import of XML files which were generated with the webEdition Export module.

Procedure 9 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 108)

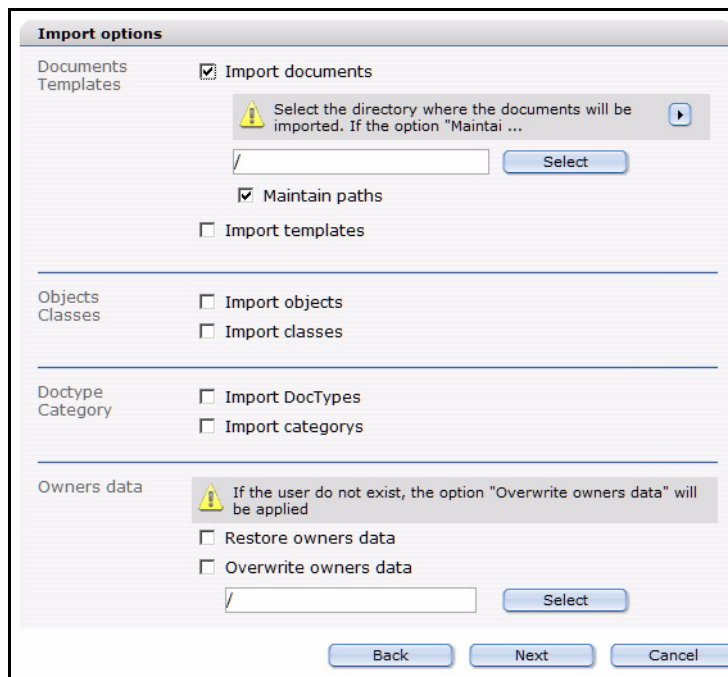
Figure 108 webEdition XML Import

- 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 109)

Figure 109 webEdition XML import options



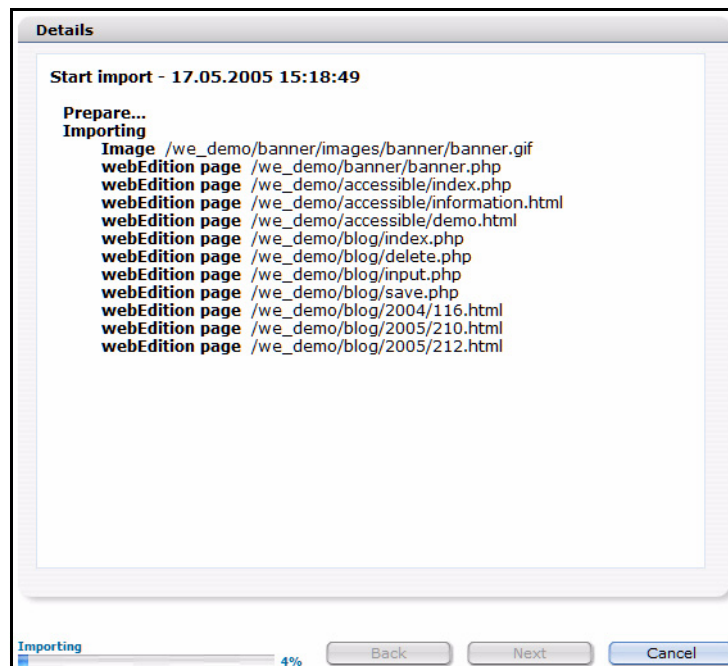
7 In this window are, depending on your installed modules and the data contained in the exported file, several areas:

- *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 110 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 111).

Figure 111 Uploading an image



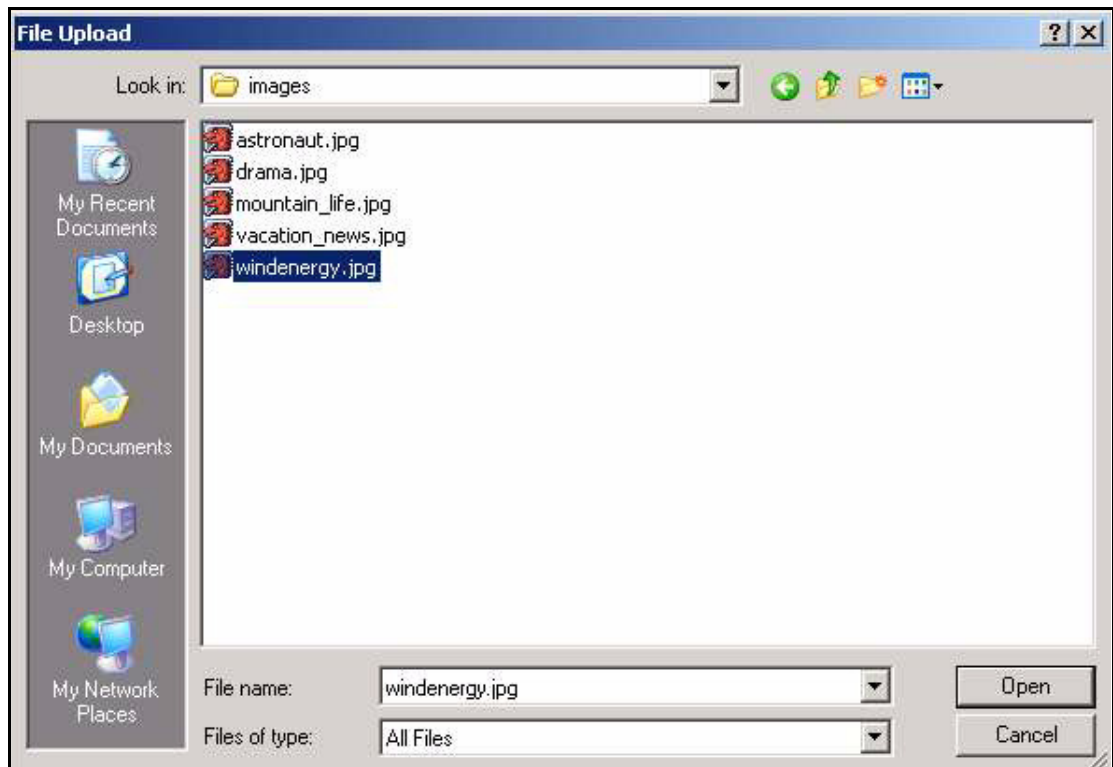
If you wish to upload an image from your hard drive to the webEdition database, click on the *Upload* button. A window appears in which you can browse your hard drive (see Figure 112).

Figure 112 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 113).

Figure 113 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 114).

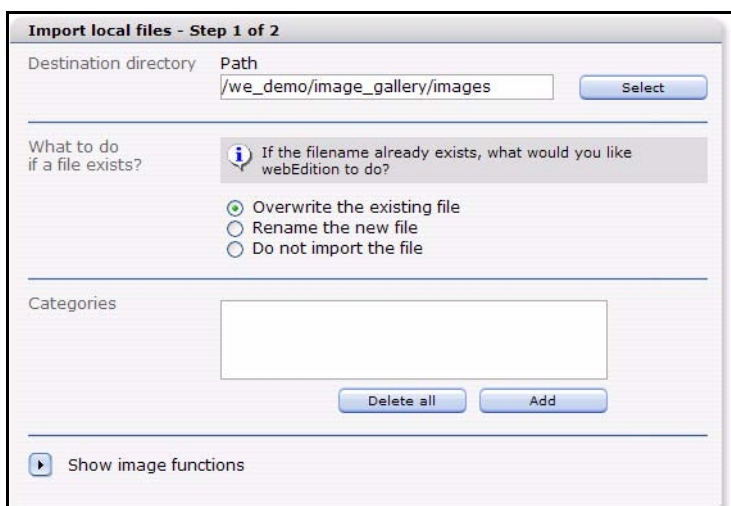
Figure 114 Viewing an image in the *Edit* view

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 136.

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 99, "The Import Wizard" on page 95).

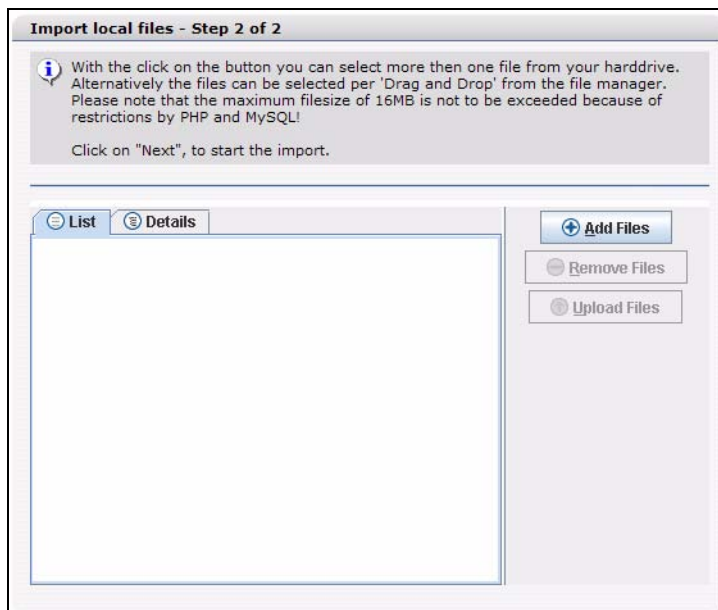
Activate the *Import local files* radio button, and click *Next*. The following *Import local files* screen opens (see Figure 115):

Figure 115 *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 116):

Figure 116 Import local files - step 2 of 2

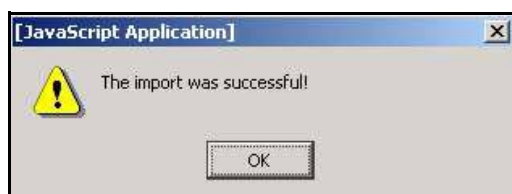


webEdition asks you *What to do if a file exists?* in the lower area of the window. You must choose from one of three options. If, for example, you have modified an image and you wish to replace the old image, activate the *Overwrite the existing file* radio button to replace the old image. If the filename 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 117):

Figure 117 Import confirmation screen



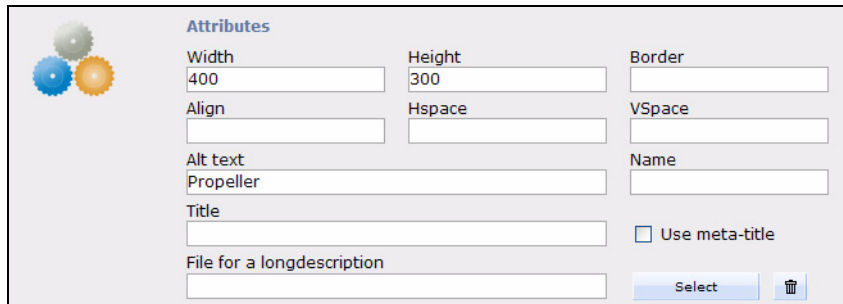
Click *OK* to complete the procedure.

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 118).

Figure 118 The *Properties* view, *Attributes* area



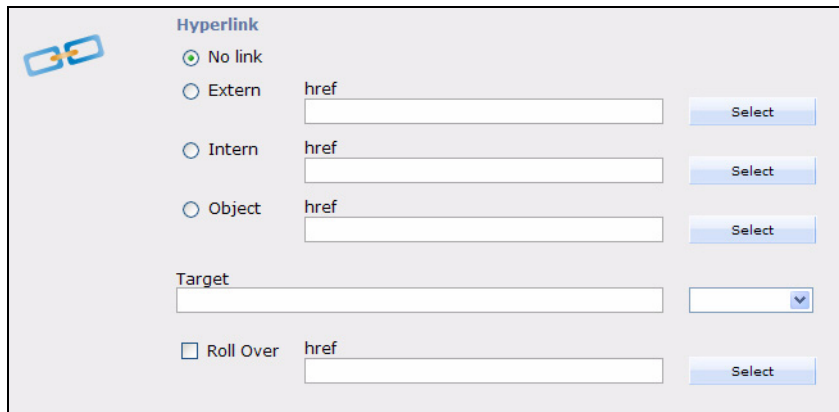
The screenshot shows the 'Attributes' tab of an image properties dialog. On the left is a small icon of three interlocking gears. The main area contains several input fields: 'Width' (400), 'Height' (300), 'Border' (empty), 'Align' (empty), 'Hspace' (empty), 'Vspace' (empty), 'Alt text' (Propeller), 'Name' (empty), 'Title' (empty), and 'File for a long description' (empty). There is a checkbox for 'Use meta-title' which is unchecked. At the bottom right are a 'Select' button and a trash icon.

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.

- *Title*. Enter a title for the image. Check *Use meta-title* to use the *Title* used in the *Meta tags* area
- *File for a longdescription*. Select a file for a long description of the image; e.g. for the description of a chart for a partially sighted person
- *Hyperlink*. In this area the image can be linked to a URL (see Figure 119):

Figure 119 The *Properties* view, *Hyperlink* area



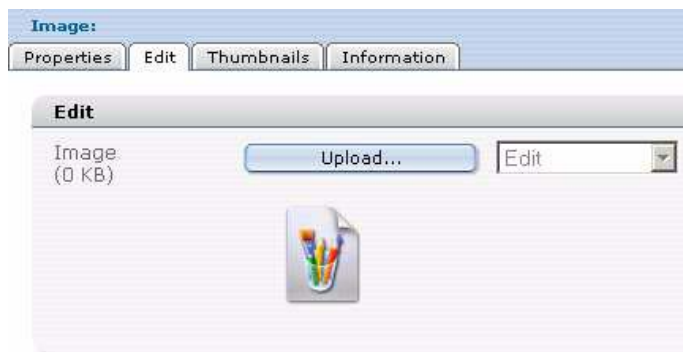
The screenshot shows the 'Hyperlink' section of a software interface. It features a small icon of two linked rings. Below it are four radio button options: 'No link' (selected), 'Extern', 'Intern', and 'Object'. Each option is followed by an 'href' label and a text input field, with a 'Select' button to the right of each field. Below these is a 'Target' label followed by a text input field and a dropdown menu. At the bottom is a 'Roll Over' checkbox, followed by an 'href' label, a text input field, and a 'Select' button.

- *No link*. Image is not linked.
- *Extern*. External link, e.g. www.living-e.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)

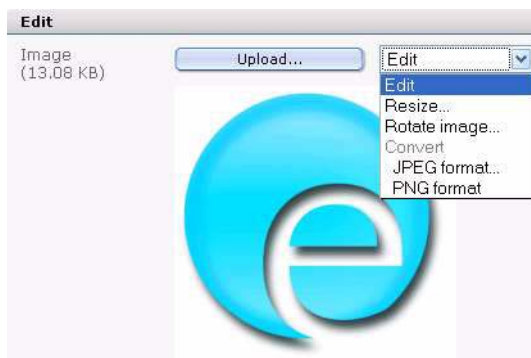
3.4.4 The image *Edit* view

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 121).

To select a file, click the *Upload* button, then click *Browse* to choose your file. (See also Figure 112, "Browsing your files for an image" on page 104 and Figure 113, "Selecting an image to upload" on page 104.)

Figure 120 Uploading a new image

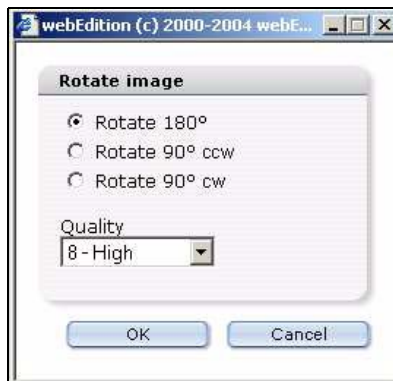
Once your new file has been uploaded, you can use the select box shown in Figure 121 to perform the following editing functions:

Figure 121 Editing an image

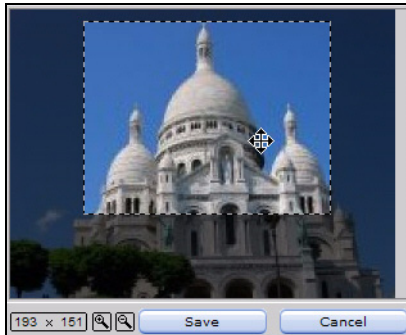
- *Resize*. Define the size of the image. If the image is a JPEG, you can also choose the kind of compression.

Figure 122 Resizing an image

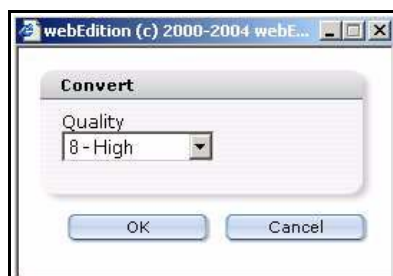
- *Rotate image*. You can rotate the image here. If the image is a JPEG, you can also choose the kind of compression.

Figure 123 Rotating an image

- *Crop image.* Use this command to crop the image. Simply drag a box with your mouse to use only that part of the image. The exact size in pixels is displayed at the bottom.

Figure 124 Cropping 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 125 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 84.

3.4.6 The images *Thumbnails* view: thumbnail formatting

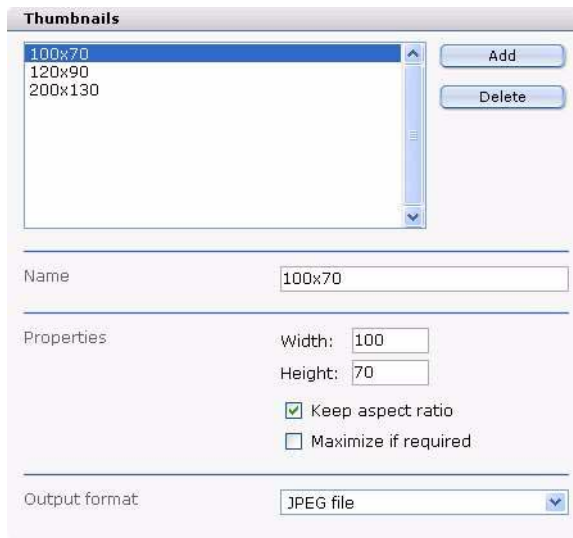
webEdition allows you to create thumbnails from your existing images so that they can be displayed on your Web site in a picture gallery.

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 126. 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 126 Defining thumbnail formats



Below the text box shown in Figure 126 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

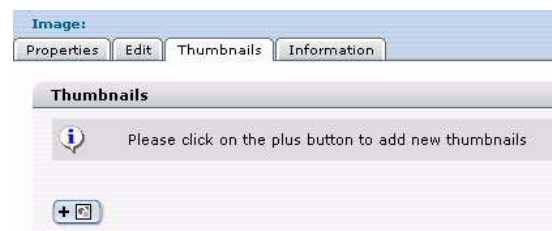
Click *File > New > Image*. The Image: Edit view opens.

Figure 127 Uploading a new image

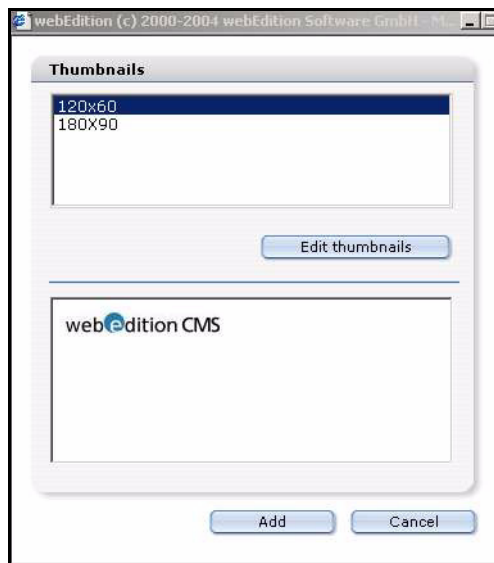


After uploading an image from your server or computer, click the *Thumbnails* tab. Click on the add image (the plus “+” icon).

Figure 128 Thumbnails tab



The formats that you pre-defined (see Section 3.4.6, "The images Thumbnails view: thumbnail formatting" on page 110) appear in a select box above the image you have uploaded. Select the format for the image and click *Add*.

Figure 129 Formatting a thumbnail

After formatting your image, it will appear in your *Thumbnails* list. (See Figure 130). Click the *Save* button to complete the formatting.

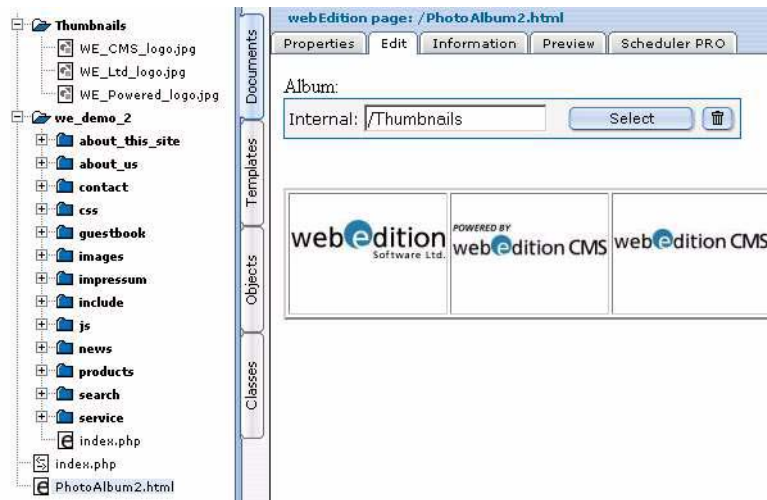
Figure 130 Thumbnails list

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 4.6.3, "Creating a photo album" on page 178.

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 131). You can preview your thumbnails by clicking the *Preview* tab. Save and publish your photo album.

Figure 131 Choosing a photo album directory

3.5 Working with non-graphical documents

webEdition allows you to work with 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 132). 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 132 HTML *Properties* view

HTML page: /276.html

Properties | Edit | Information | Preview | Scheduler PRO | Validation

Path

Filename: 276 Extension: .html

Directory: / [Select](#)

Document

Document type: --none-- [Edit](#)

☐ Is searchable?

Categories

[Delete all](#) [Add](#)

Navigation

[Delete all](#) [Add](#)

Copy HTML page

[Select](#)

Character coding

[Select](#)

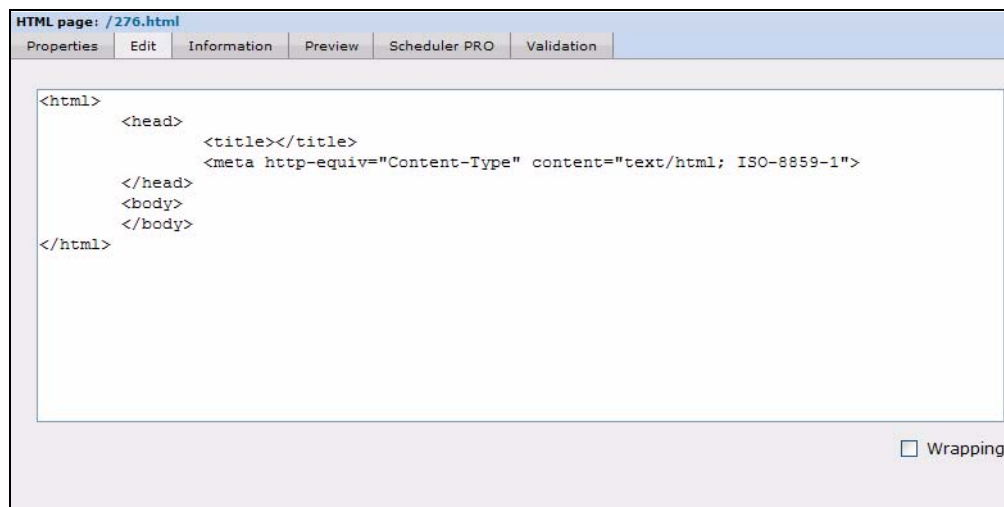
Owners

Main creator: /Admins/admin [Edit](#)

☐ Restrict access

3.5.1.2 HTML document *Edit* view

You can enter HTML code in the *Edit* view (see Figure 133). 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 133 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 103).

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 134, "Flash movie Edit view" on page 117):

- *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 134 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 3.5.6, "Creating a cascading style sheet (CSS)" on page 118.

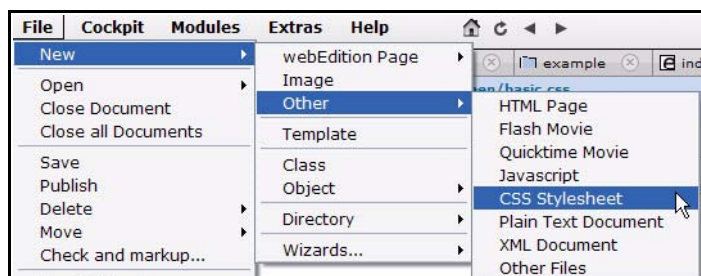
3.5.5 Creating an XML document

Click *Fiel > New > Other > XML document* to create a new XML document.

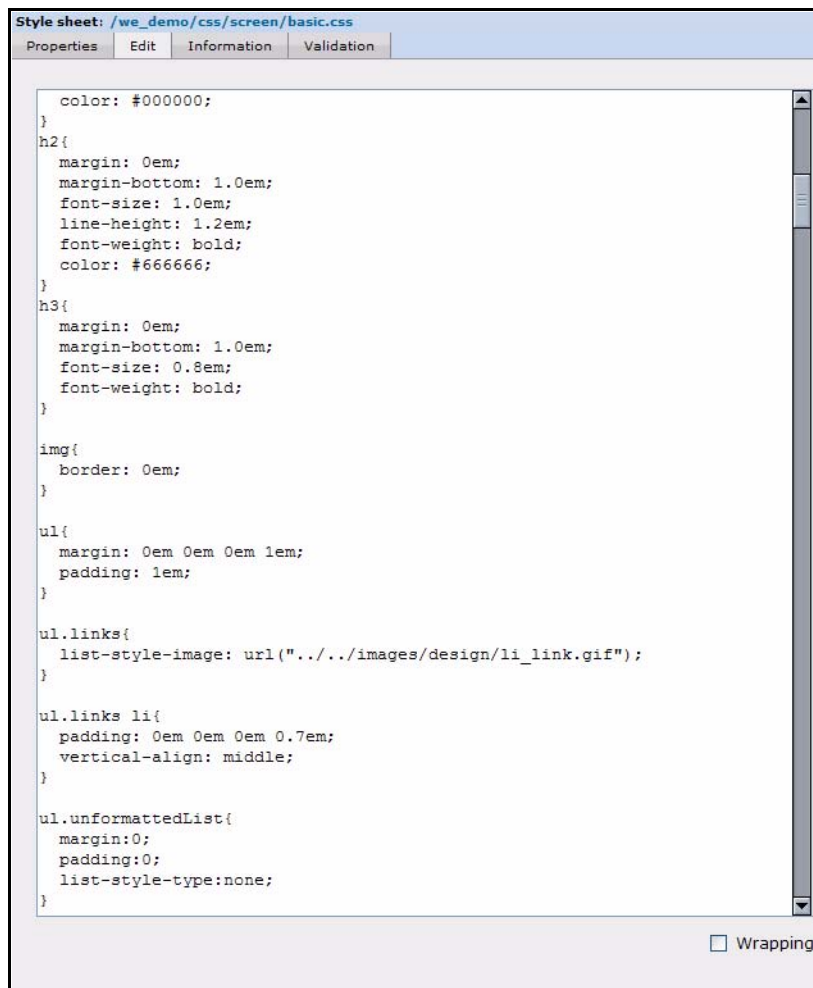
3.5.6 Creating a cascading style sheet (CSS)

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

Figure 135 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 136 Cascading style sheet in the *Edit* view

3.5.7 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)

3.5.7.1 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 103). The file name of the original file is used as the default name.

3.5.7.2 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 53, "The Extras menu" on page 61.

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 137).

Figure 137 Creating a new document type

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

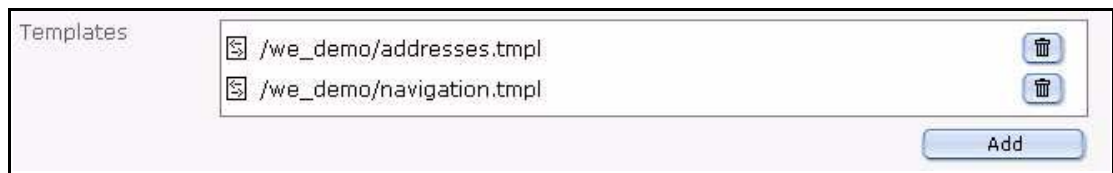
A response box opens where you are asked for the name of the new document type. Enter the name and select *OK* (see Figure 138).

Figure 138 Naming a new document type

The new document type will appear in the list box as shown in Figure 139.

Figure 139 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 140).

Figure 140 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

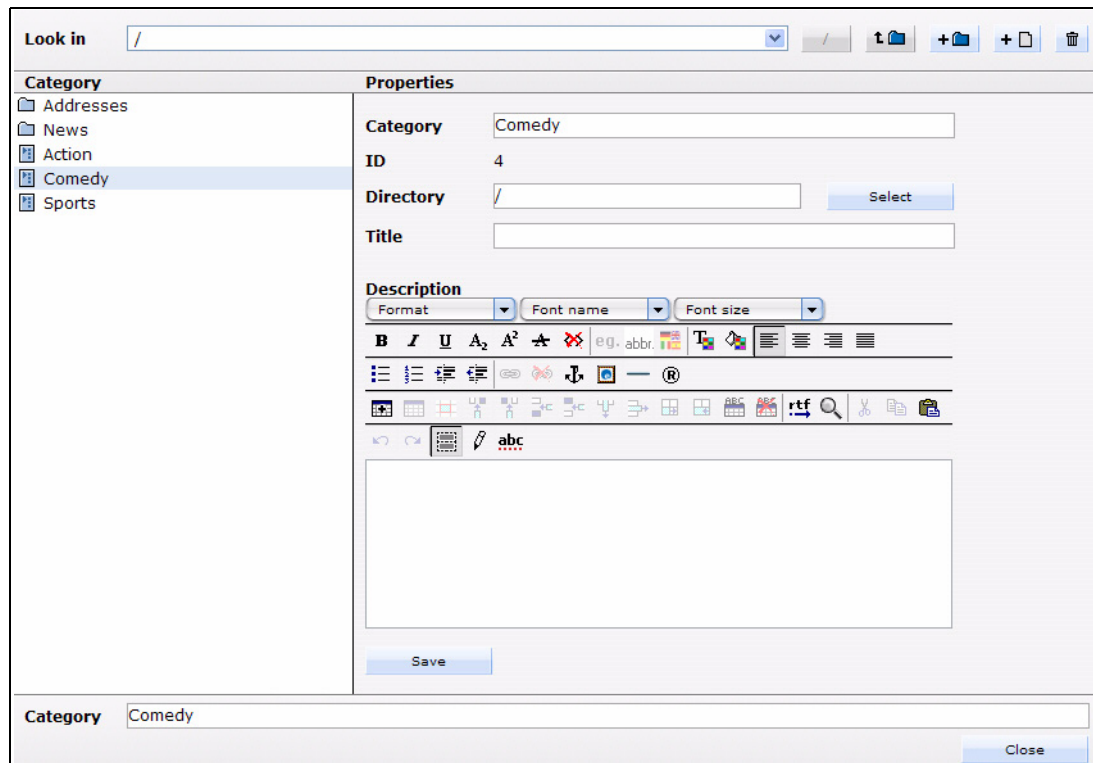
You can delete a document type by clicking an item in the list box located in the *Document type* dialog box and then clicking the *Delete document type* button (see Figure 139, "New document type/delete document type" on page 121).

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 120.

3.6.2 Categories

The *Categories* feature is accessed by selecting *Extras > Categories...* in the main menu (see Figure 141). The *Categories* feature offers an alternate method of generating summaries. You can also use *Categories* together with *Document types* to generate sub-summaries.

Figure 141 The Categories feature

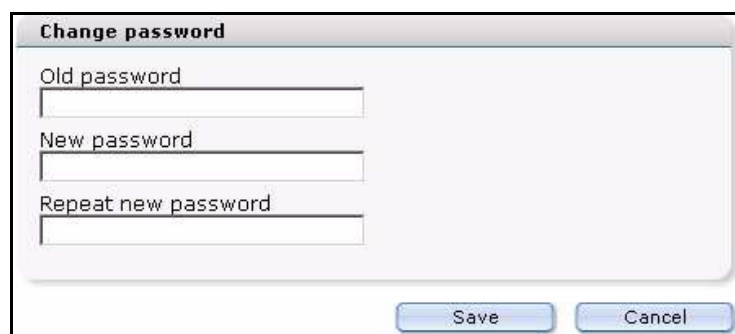
For example, if you have a "News" document type, you could subdivide it into "Sports", "Politics", "Computing" and "General" so that you can generate summary pages such as "Sports News". Thereafter, you could create sub-categories that are subordinate to the Sports category such as "Football", "Baseball", "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 56, for further details on how to use webEdition's file management windows).

3.6.3 Changing user name and/or password

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 142).

Figure 142 Change password screen

Note: If you are logged in to the system as editor, you cannot change your username. Only administrators have access to the user administration. In webEdition 5 the former user administration (standard) is already integrated, it must not be acquired as a separate module! Further information about the user management can be found in

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 143).

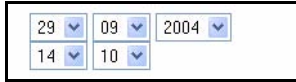
Figure 143 Sample page of single-line input box in the *Edit* view

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 144).

Figure 144 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 145).

Figure 145 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 145 is as follows:

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

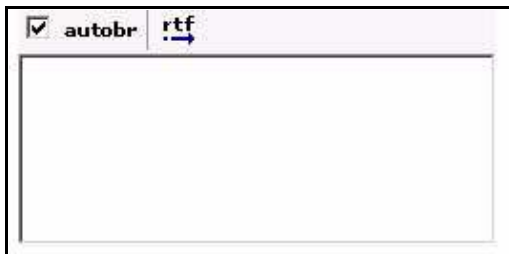
3.7.5 Text box (<we:textarea>)

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 146).

Figure 146 Using a text box



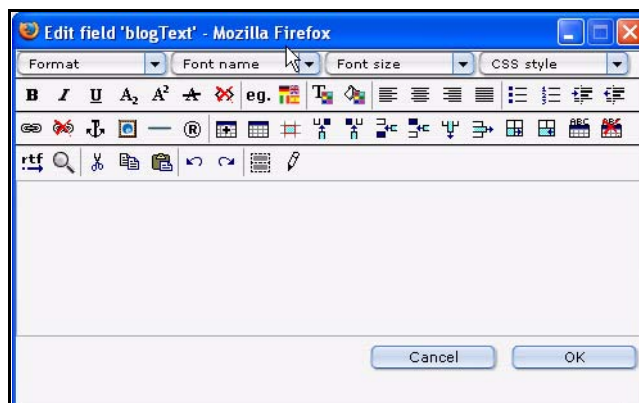
If the *autobr* (automatic line break) attribute has been specified (true or false), a checkbox will be displayed at the top of the input box. You can turn the *autobr* feature on or off using this checkbox. If *autobr* has been activated, all forced line breaks (return key) will be translated as HTML line breaks (
). 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 131. The code for Figure 146 is as follows:

```
<we:textarea name="Content" width="250" height="100" autobr="true"
wysiwyg="false" importtrtf="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 147).

Figure 147 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 148).

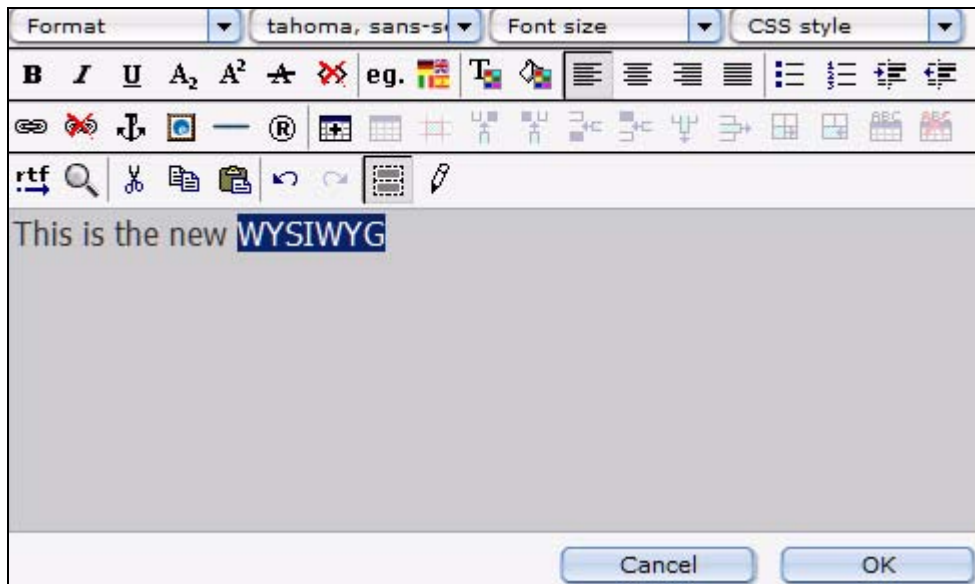
Figure 148 WYSIWYG toggle buttons



3.7.5.3 Accessibility functions of the WYSIWYG Editor

webEdition supports functions in its WYSIWYG editor that make it easier for you to create Web pages that are accessible to the visually impaired. (see Figure 149). In particular the so-called glossary function and the spellchecker simplify the production of accessible websites. For further information please refer to the suitable chapters.

Figure 149 WYSIWYG textfield



3.7.5.3.1 Features for screen readers

- 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:

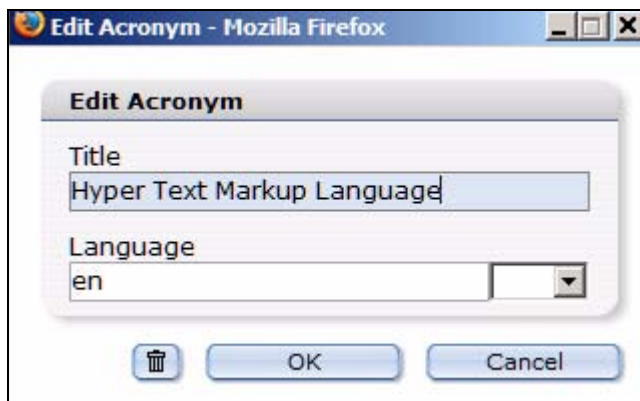


Figure 150 Define abbreviation for a screenreader

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 151 Language selection for screenreader

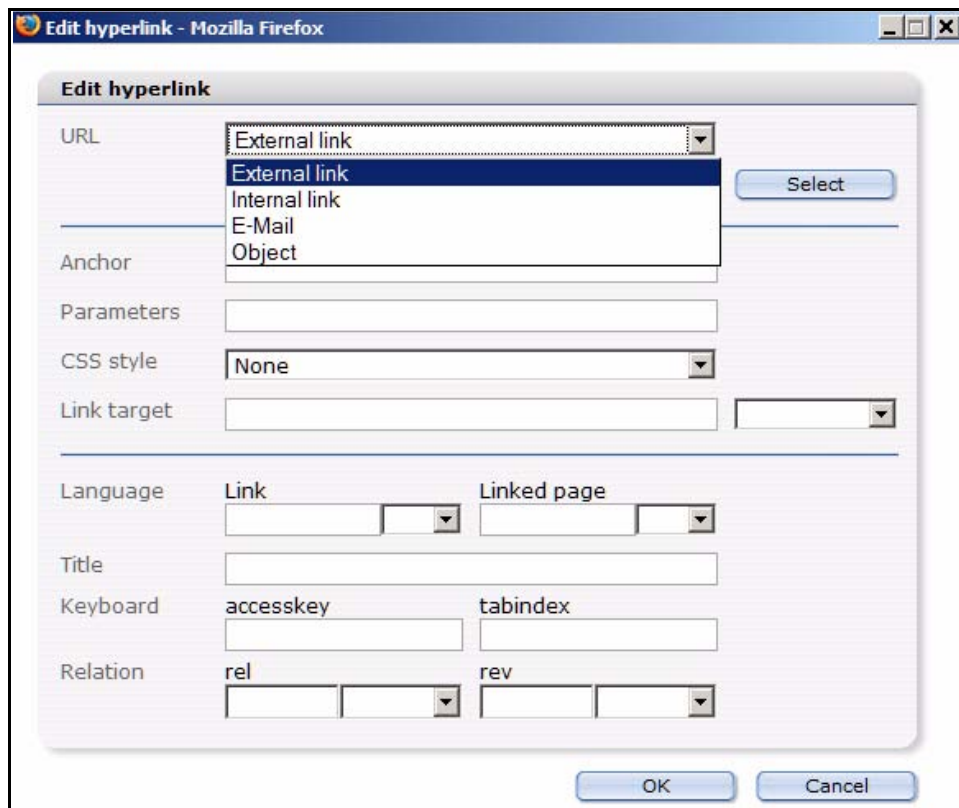
From the dropdown menu, select the two character international country code representing the language of the foreign term (for example, “de” for German, or “en” for English).

- *Edit Hyperlink* dialogue enhancements for screen readers

Additional fields appear in the Edit Hyperlink dialogue box beginning in Version 3.2 (see Figure 152 on page 129). 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*.

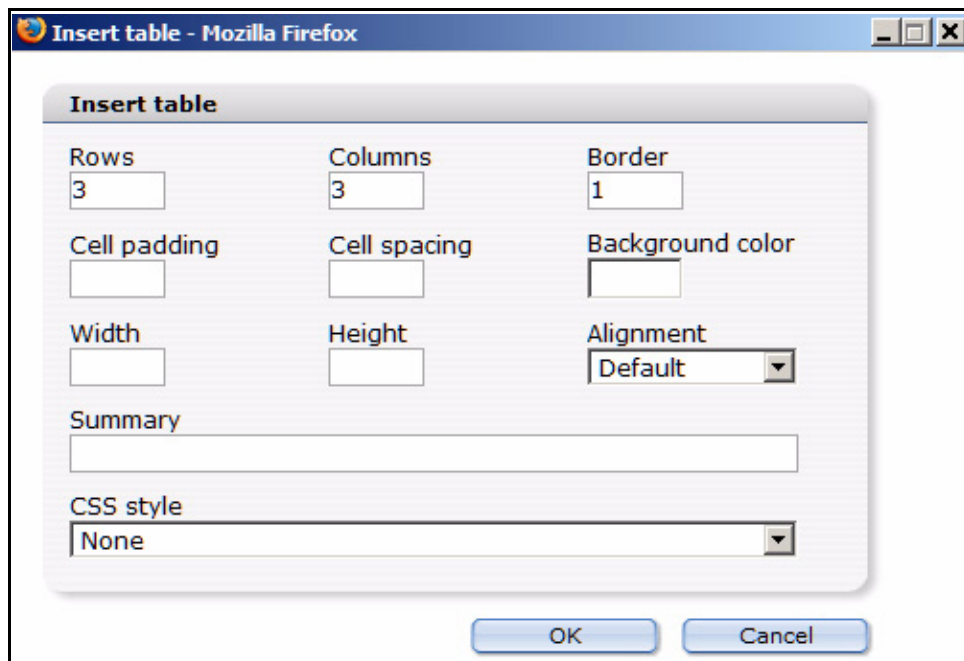
The fields *title*, *accesskey* and *tabindex* have been added. Under *accesskey* a character or a figure can be entered with which a link can be activated. The link can also be activated with ALT+ character/figure.

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 152 Edit Hyperlink in WYSIWYG

- Table *Summary* field for screen readers

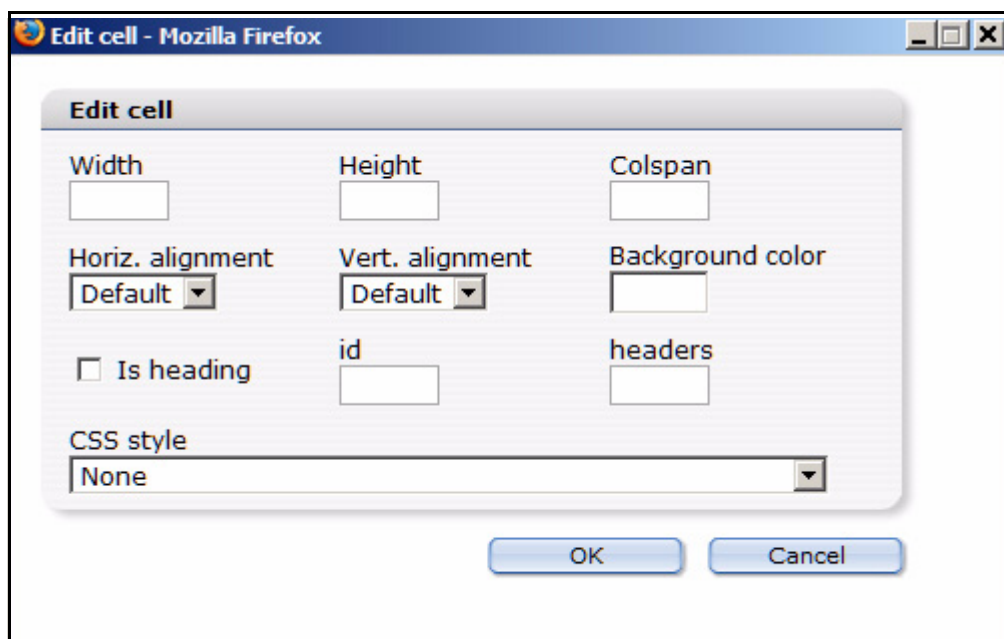
If you click on the *Insert table* button in the WYSIWYG editor, you can add a summary for a table in the *Summary* field of the *Insert table* dialogue box (see Figure 153). A screen reader will read the summary as a description of the table.

Figure 153 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 154). To identify a cell as the header, activate the *is heading* 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 system 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 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.

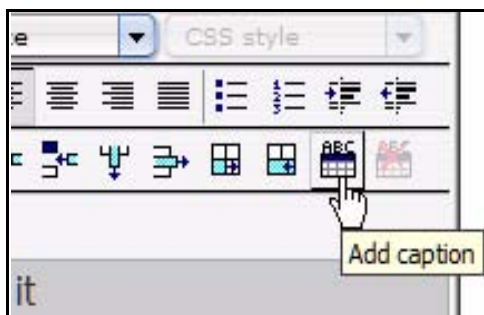
Figure 154 Edit table cell dialogue box



- 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 155 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. Thereafter, you can import your text using the RTF import function and webEdition will retain your original formatting.

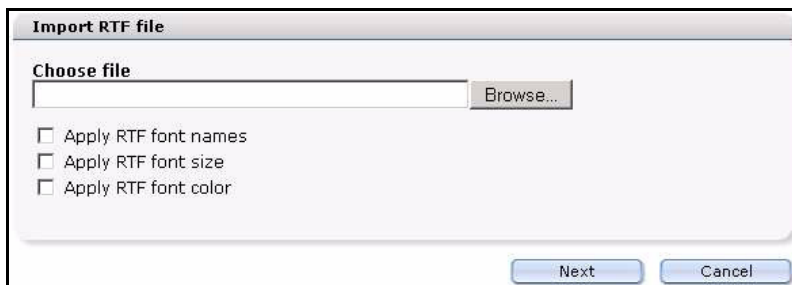
Note: The import button appears only if the *importrtf* attribute has been set to *true* in the template by the template administrator.



Figure 156 Import .rtf file button

By clicking on the *Import .rtf file* button (Figure 156), you open the following dialogue box (see Figure 157):

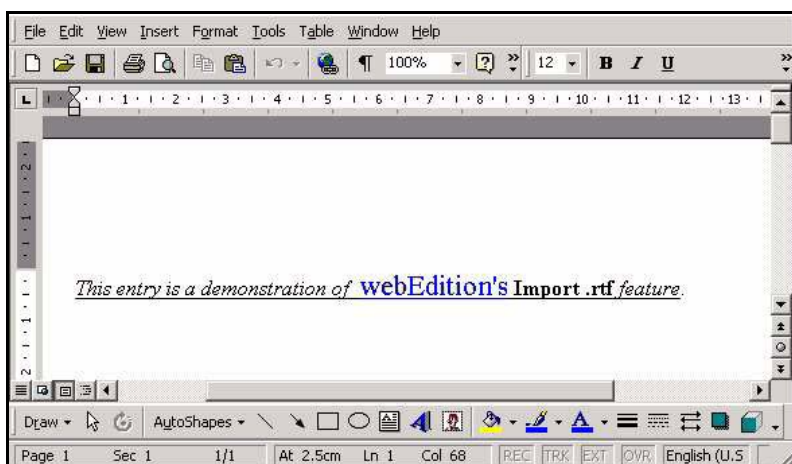
Figure 157 The Import RTF file dialogue box



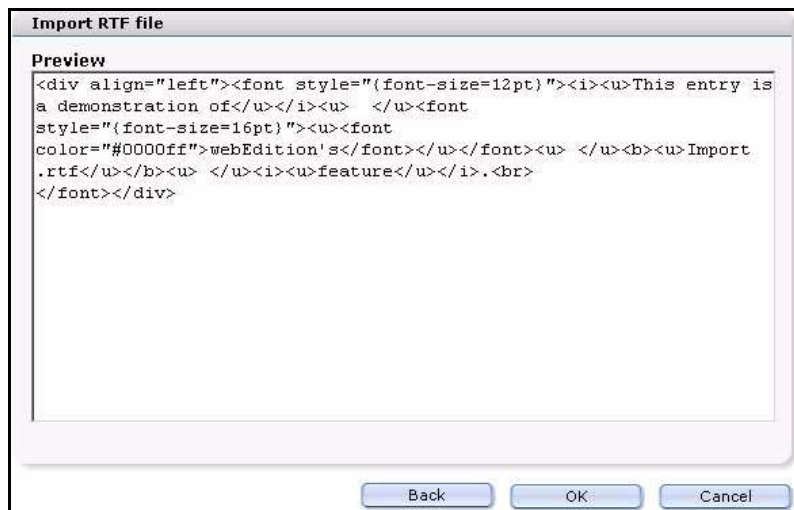
Locate the file you wish to import from your local hard drive by clicking the *Browse* button and then upload it to the preview field by clicking the *Import* button. All the formatting will be applied. Since there are many different RTF formats, only the font, font size and font color are not automated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

Figure 158 shows an example of text to be imported from a word processing program.

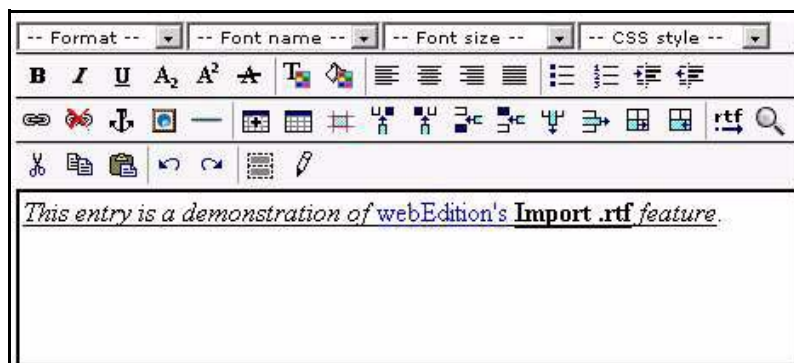
Figure 158 Example of an RTF file



Thereafter, the following content is seen in the *Preview* area (see Figure 159):

Figure 159 RTF text in *Preview* mode

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

Figure 160 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 161.

Procedure 10 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 165).

Figure 165 Edit hyperlink button



The Edit link dialog box opens (see Figure 166).

Figure 166 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 clicking 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

The link dialogue has been expanded (see Figure 167). The new fields improve your ability to create accessible Web sites. For more information about these fields, see Section 3.7.5.3, "Accessibility functions of the WYSIWYG Editor" on page 126.

Figure 167 Edit Link

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

Figure 168 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 169).

Figure 169 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 170).

Figure 170 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 103.

The code for Figure 170 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 171).

Figure 171 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 171 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 116; for Quicktime movies, see Section 3.5.3, "Using Quicktime movies" on page 117.

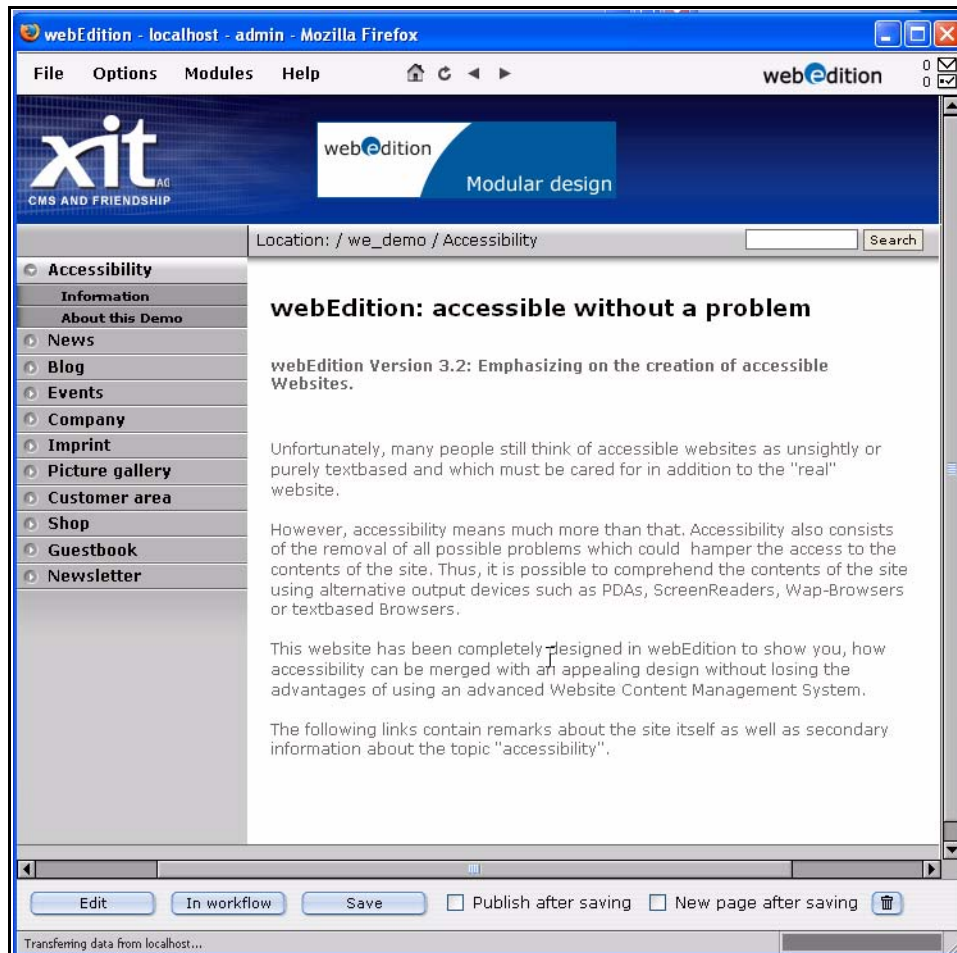
3.8 Editing documents in seeMode

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 172). 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 172 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 173 The seeMode included file list



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

Procedure 11 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 174).

Figure 174 Login to seeMode



- 2 Click *Login*.

webEdition opens in seeMode at your designated home page (see, for example, Figure 172, "The seeMode preview" on page 137). The start page is determined in the Preferences screen (see Section 2.2.1, "The User interface view" on page 46). 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*.

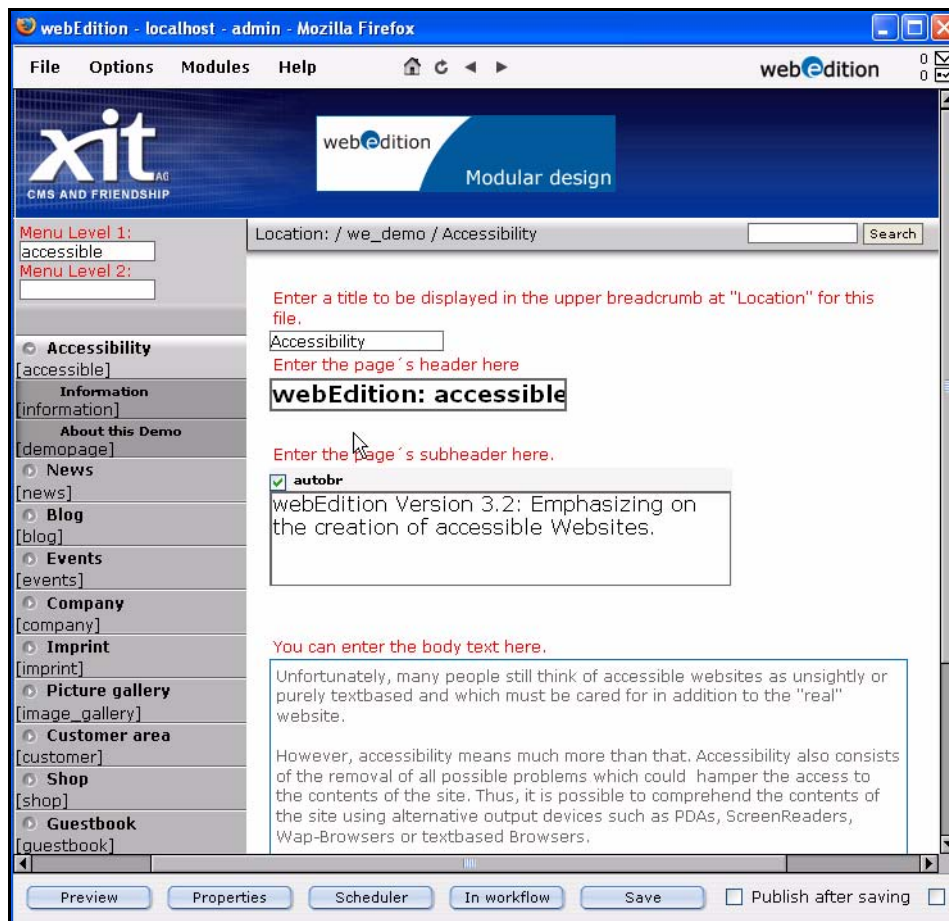
- a If you have installed the Workflow Module, you have the option of placing your document into the workflow.

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 124; see also Figure 175).

Figure 175 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.

3.9 The navigation tool

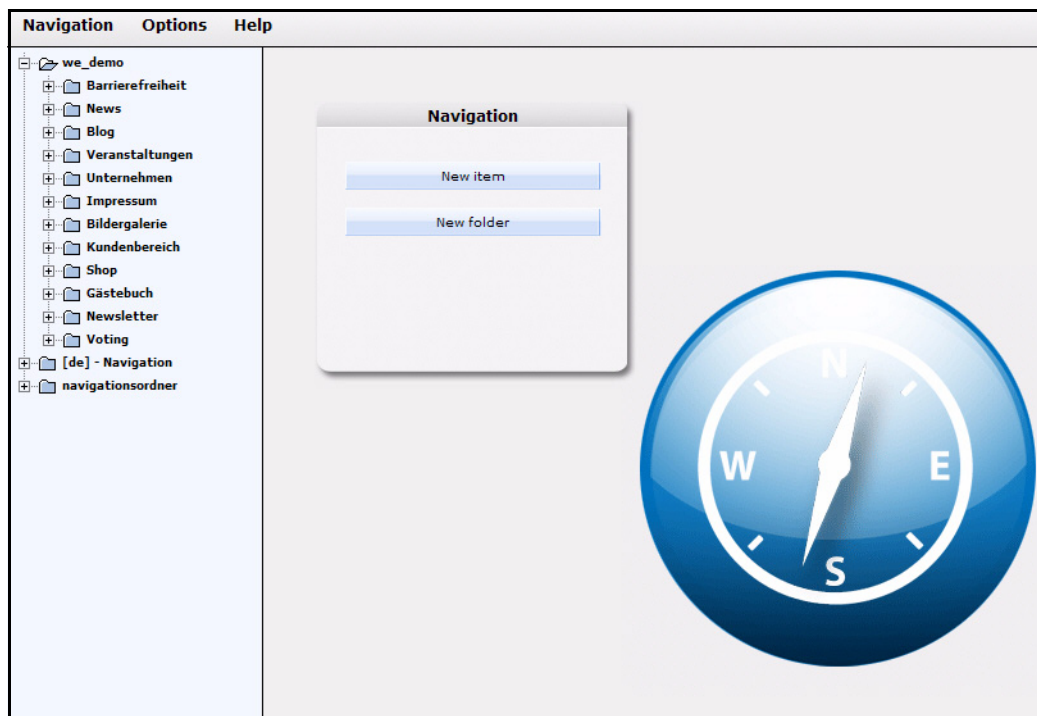
With the navigation tool you can simply and comfortably control the navigation of your web page.

3.10 Using the navigation tool

Launch the navigation tool with *Extras > Navigation....*

**Figure 176 Menu navigation tool**

As a result the navigation tool is opened in a new window (see Figure 177). On the left side of the window, the navigation is illustrated in a folder structure. Concentric you find the Quickstart entries *New entry* and *New folder*.

Figure 177 The navigation tool

In the upper margin there are the menu items *Navigation*, *Options* and *Help*.

3.10.1 The menus

The *Navigation* menu contains the following items:

- *New > Entry/Folder*: Select this item to create a new menu entry or folder. This corresponds to the functions of the Quickstart buttons
- *Save*: Saves the currently selected navigation entry or folder
- *Delete*: Deletes the currently selected navigation entry or folder
- *Quit*: Closes the navigation tool

The menu *Settings* contains the menu item *Rules for highlighting*. This will be explained in Section 3.11.

The menu *Help* contains the following items:

- *Help...*: Leads to the webEdition online help
- *Info*: Displays the license information and version number

3.10.2 Creating new navigation items

In the following, the use of the navigation tool is explained.

Note: The examples and screenshots in this chapter correspond to the we_demo which installs with webEdition.

On the left side of the navigation tool you can see the navigation (in this case we_demo) which finds its correspondance on the website.

Figure 178 Navigation in the navigation tool and on the website



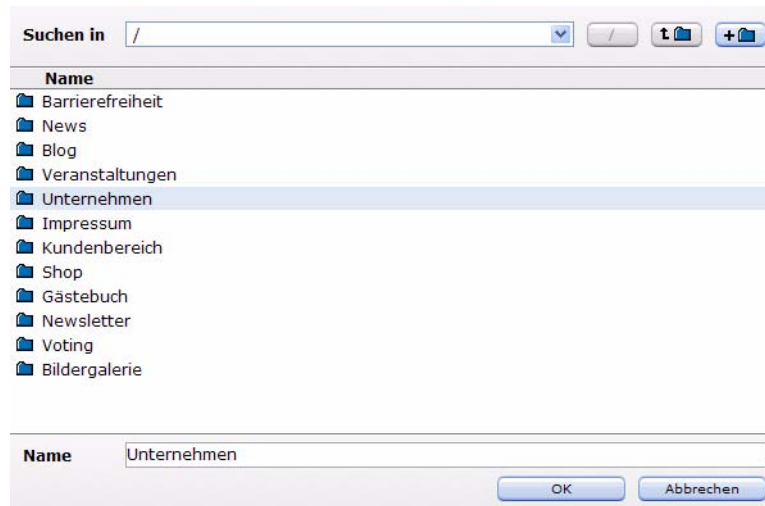
Choose the quickstart button *New item* or *Navigation > New > Entry* and the *Properties* view for the new entry is openend.

Figure 179 View *Properties* for new item

In the area *General*, the following fields are located:

- *Name*: Set the name of the entry to the name to be displayed in the navigation
- *Folder*: Click the *Select* button to open a window where you can choose from the existing navigation folders. The new entry will then be created as a subnavigation item.

Figure 180 Select navigation folder



- *Icon*: Here you may select an icon for your navigation entry. The icon must have been imported before in webEdition.
- *Order*: Here you can change the order of the navigation entries.

The content of the area *Selection* differs according to selected choice (Static /Dynamic selection; type of entry)

3.10.2.1 Static navigation entry

The following navigation entries can be linked for a static entry:

Figure 181 Selection navigation entry



- *Internal document*: Use the *Select* button to link any webEdition document with the navigation entry.
- *External documents*: Enter a valid web link after the http:// to which the navigation entry should link.

- *Object*: Use the *Select* button to link any webEdition object with the navigation entry.

Note: Please note that workspaces have to be defined for objects! In the generated link the ObjektID will be passed; the object itself can be displayed in any dynamic webEdition document.

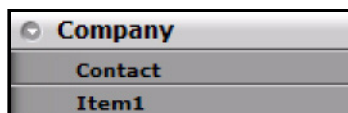
- *Category*: Select a category to be displayed in the navigation. With *Name of the category parameter* a user defined parameter can be passed with the link. As a concrete application example of such passed category parameters the webEdition shop demo can serve, e.g., the navigation under the URL
http://demo.webedition.de/shop_demo/

In all these cases you can define in the field *Parameter*, in addition, a parameter to be passed which should be transmitted in the link of the navigation.

Figure 182 Example entry

The example entry in Figure 182 would result in the link
http://myPage/we_demo/events/index.php?we_objectID=13¶meter and would be a subnavigation item of the menu item *company*.

Figure 183 Subnavigation item



3.10.2.2 Dynamic navigation entry

Select in the upper Dropdown menu of the *Selection* area the *Dynamic selection* to bring up advanced possibilities for an automated updating of the navigation. Select at first the kind of the dynamic entry: *Documents*, *Objects* or *Categories*.

Figure 184 Area Selection - Dynamic selection

Selection

Dynamic selection

Documents

Document type
--all the same--

Title field

Directory

Categories

Sorting

Parameter

Number of entries to be displayed
5

Preview

- *Documents*: Here you determine by the choice of the document type which documents should be linked in the navigation. The naming of the links in the navigation is applied by the *Title Field*. The possible selections in the *Title Field* depend on the template defined in the document type! With *Directory* and *category*, you may limit the documents to be displayed.

In the field *Sorting*, you can determine the order of navigation entries by a certain field (here, too, the fields are taken from the document type). The *parameter* Field can be filled with a parameter to be passed. The number of *entries to be indicated* limits the amount of the indicated navigation items.

Click the *Preview* Button to open a preview window in which the names of the generated entries as well as their internal links are indicated. In the example in

Figure 185 you see the preview for the navigation entries of the document type “LatestNews“ with the title field “HeadlineKurz“

Figure 185 Preview of the navigation entries



Figure 186 Navigation on the website

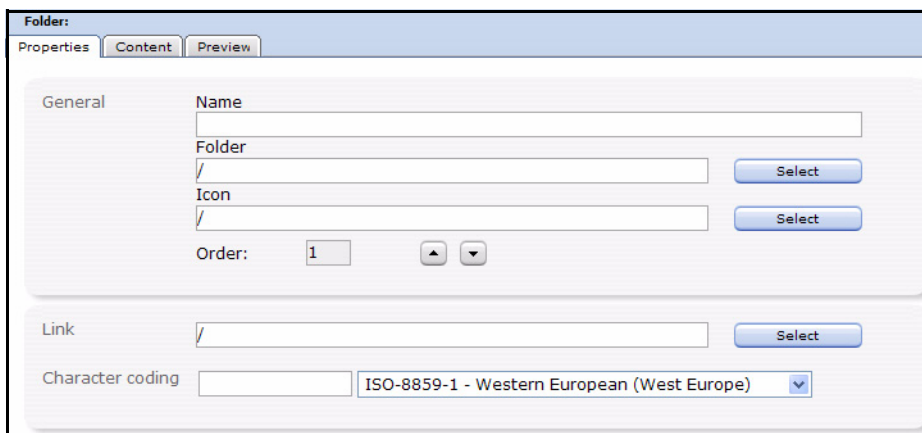
In the navigation on your website the new dynamic entry is displayed like shown in Figure 186. In this case, the number of entries to be displayed was limited to “3”.

- *Objects*: Select in the *Class* dropdown menu an existing class. Please note that a valid workspace has to exist! The remaining fields are filled analogously to the dynamic documents. The selections *Title field* and *Assortment* hereby result from the fields defined in the class.
- *Categories*: The dynamic navigation entries for categories are used analogously to those for static categories.

3.10.3 Creating a new navigation folder

To create a new navigation folder, click *Navigation > New > Folder* in the menu of the navigation tool window or the Quickstart button *New Folder*.

Figure 187 New folder



Enter the following data in the *Preferences* view in the *General* area:

- *Name*: Enter here a name for the folder which will also be displayed in the navigation
- *Folder*: Click on *Select* to choose an existing navigation folder. The new folder will be a subfolder of the selected one.
- *Icon*: Add an icon to your folder
- *Order*: Set the position of the folder

In the area *Link*, you can select the folders link target by clicking on the *Select* button and the *Character coding* for the Navigation item and its contained navigation items.

3.10.3.1 The *Content* view

Click on the *Content* tab to access this view. Here you can set the *content* of the folder by dropdown menu: *No dynamic contents* or *The folder contains dynamic contents*.

In the first case the process is concluded - you create sub items within the folder with *New> entry*. In the second case, the *Content* area is customized for dynamic contents.

Figure 188 Dynamic contents in folder

The screenshot shows a dialog box titled "Folder: Navigationfolder" with three tabs: "Properties", "Content", and "Preview". The "Content" tab is active. It contains the following fields and buttons:

- Content**: A dropdown menu with "Documents" selected.
- Document type**: A dropdown menu with "LatestNews" selected.
- Title field**: A text input field containing "HeadlineKurz" and a "Select" button.
- Directory**: A text input field containing "/" and a "Select" button.
- Categories**: A large empty text area.
- Assortment**: A text input field.
- Parameter**: A text input field.
- Number of entries to be displayed**: A text input field containing "3".
- Buttons**: "Delete all" and "Add" buttons are located below the "Categories" field. "Add" and "Delete all" buttons are located below the "Assortment" field. "Preview" and "Delete all" buttons are located at the bottom of the dialog.

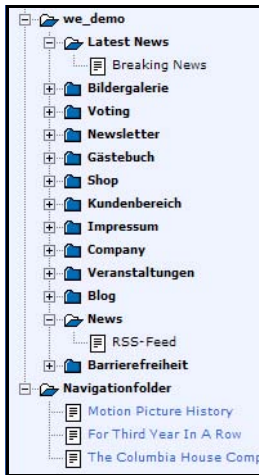


Figure 189 Dynamic navigation folder in the explorer tree

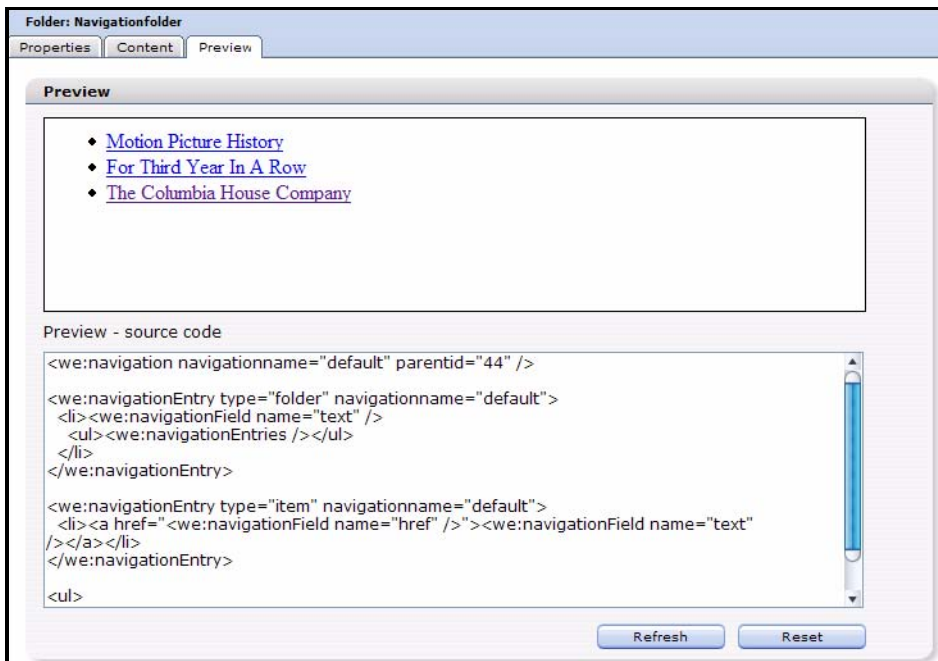
Create now the dynamic folder contents analogous to Section 3.10.2.2, "Dynamic navigation entry,". The new entries are displayed in the explorer bar to the left after saving. With click on the *Preview* button, the entries are displayed with path (see. Figure 185, "Preview of the navigation entries,").

Now to the difference between the dynamic entries generated here in a navigation folder and analogously in comparison to generated entries with *New > Entry*. To make it short, the dynamic entries are saved in this folder according to the folder rules statically. This means that, if in the entries (in this example documents of the document type LatestNews) something changes, the folder must be saved in the navigation tool anew. In the comparable example Section 3.10.2.2, "Dynamic navigation entry," a new entry would be automatically added immediately.

3.10.3.2 The *Preview* view

Click on the *Preview* Tab to open this view.

Figure 190 The *Preview* view



In the upper area, the generated navigation entries are displayed, in the lower area the matching source code. You may customize the source code in the lower area and check the changes with a click on the *update* button.

3.11 Rules for the highlighting

With the navigation tool it is possible to highlight the active entry. Besides, the navigation tool automatically recognizes if the active document is located in the navigation. In addition, all dynamic entries are defined as rules for the Highlighting. A dynamic entry in the navigation which should indicate the first three documents of certain document types selects the concerning navigation entry not only for the indicated three documents, but for all documents of this document type as active. Beside this automatic highlighting, other rules can be defined, in addition. These contain, without the number of the documents to be indicated, the same data fields as a dynamic navigation entry.

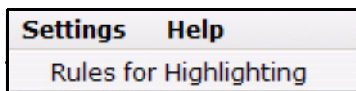
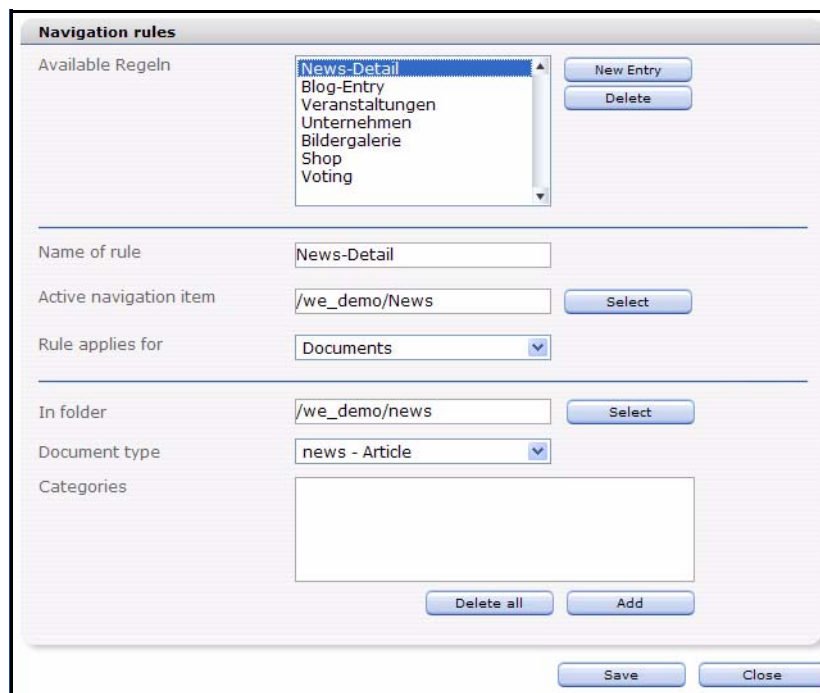


Figure 191 Dropdown Rules for highlighting

Click *Preferences > Rules for Highlighting* in the navigation tool window to access the menu for the Highlighting rules. Depending on document type and folder, resp. workspace and classes for objects, you can set the navigation entry to be highlighted. (Figure 192 shows an example from the we_demo).

Figure 192 Window Navigation Rules



3.12 Tags for the navigation tool

The output of a navigation strongly differs from other elements with repeating character like *we:block* or *we:listview*. After the navigation is initialized, every entry can be formed in the navigation explicitly. Instead of having to access many different if-tags, the appearance of single entries can be customized. Especially the treatment of multi-level navigations is more clear.

3.12.1 we:navigation

we:navigation initializes a navigation. It has the attributes "navigationname" and "parentid". The "name" parameter assigns a name to the navigation, which is used later

to access the navigation. The parameter “parentid” defines the element from which the navigation should be generated. With “parentid=0” the complete navigation is initialized.

```
<we:navigation name="default" parentid="0" />
```

3.12.2 we:navigationEntry

The appearance of a navigation entry is set with `we:navigationEntry`. Differently than with `listview` the appearance of an entry of a certain type at a certain level is fixed here explicitly. `we:navigationEntry` has got the parameters *navigationName*, *type*, *level*, *current* and *position*. *navigationName* refers to the name of the navigation defined in `we:navigation`. As *type* "folder" and "entry" may be selected; these may be displayed differently. With *level* you may access a specific level of the navigation. With the parameter *current*, active elements can be displayed differently from inactive ones. With the parameter *position* one can access elements of a hierarchy level of the navigation in a certain position separately. As *position* any number (1,2,3, ...) or "odd", "even" or "last" can be used. Only *navigationName* and *type* are mandatory attributes. If no other attributes are used, the appearance for all entries of the type are set.

The appearance of all folders (all levels) of the navigation is defined as follows:

```
<we:navigationEntry type="folder" navigationName="default">
  <li><we:navigationField name="text" />
    <ul><we:navigationEntries /></ul>
  </li>
</we:navigationEntry>
```

Access all active folders (of all levels) with the additional parameter `current="true"`:

```
<we:navigationEntry type="folder" navigationName="default"
current="true">
  <li id="currentFolder"><strong><we:navigationField name="text"
/></strong>
    <ul><we:navigationEntries /></ul>
  </li>
</we:navigationEntry>
```

The appearance of normal navigation entries:

```
<we:navigationEntry type="item" navigationName="default">
  <li><a href="<we:navigationField name="href"
/>"><we:navigationField name="text" /></a></li>
</we:navigationEntry>
```

As well as active navigation entries:

```
<we:navigationEntry type="item" navigationName="default"
current="true">
  <li><a id="currentA" href="<we:navigationField name="href"
/>"><we:navigationField name="text" /></a></li>
</we:navigationEntry>
```

3.12.3 we:navigationEntries

The `we:navigationEntries` tag can only be used within a `we:navigationEntry` tag. It is used as a placeholder for all entries within a navigation folder. `we:navigationEntries` has no parameters.

```
<we:navigationEntry type="folder" navigationName="default"
current="true">
  <li id="currentFolder"><strong><we:navigationField name="text"
/></strong>
    <ul><we:navigationEntries /></ul>
  </li>
```

```
</we:navigationEntry>
```

3.12.4 **we:navigationField**

we:navigationField can only be used within a *we:navigationEntry*. It is used as a placeholder for a field of a navigation entry. The parameter "name" issues the name of the field to be displayed.

Possible values are:

- text: Entered text
- href: Path to the target document
- icon: Path to the selected icon
- level: Level on which the entry is located
- position: position of the entry
- current: shows if the entry is currently active
- id: id of the navigation entry
- parentid: Id of the parent element of the navigation entry
- type: folder or entry

3.12.5 **we:navigationWrite**

With *we:navigationWrite*, the navigation is put out; the only parameter is "navigationName", referring to the navigation created with that same name.

```
<ul>  
  <we:navigationWrite name="default" />  
</ul>
```

3.13 Example

Navigations created with the navigation tool can be designed arbitrarily. In the following example this is made clear with the help of the navigation of the webEdition demo "we_demo". Starting point is a built in navigation and a complete Highlighting set of rules. Here only the application of the *we:tags* should be explained.

At first the navigation is initialized:

```
<we:navigation parentid="0" name="mainNavigation" />
```

Name of the navigation is *mainNavigation*, as *parentid 0* is selected: thus, the complete navigation is used.

The navigation to be displayed contains two levels. It should be designed as accessible as possible. Hence, the navigation is displayed as an interlocking unsorted list, all layout information is included in a CSS file (*/we_demo/css/screen/basic.css*). Only the contents of the active folder should be indicated, this should be highlighted at the same time optically. Same goes for the "normal" navigation entries, here, too, the active entry should be highlighted.

At first, the output of the folders is set. For inactive folders, only a link to the start page of the corresponding rubric is put out:

```
<we:navigationEntry navigationName="mainNavigation" type="folder">  
  <li>
```

```

        <a href="<we:navigationField name="href" />">
          <we:navigationField name="text" />
        </a>
      </li>
    </we:navigationEntry>

```

Active folders should additionally display all sub entries. Additionally, an ID is set. According to that ID, a different appearance is assigned to the active link. An active folder contains a list element with the link as well as all contained elements within another unsorted list.

```

<we:navigationEntry navigationName="mainNavigation" type="folder"
current="true">
  <li id="li_nav1_open">
    <a id="a_nav1_open" href="<we:navigationField name="href" />">
      <we:navigationField name="text" />
    </a>
    <ul><we:navigationEntries /></ul>
  </li>
</we:navigationEntry>

```

Now the standard navigation entries are still absent. These are displayed as a list element.

```

<we:navigationEntry navigationName="mainNavigation" type="item">
  <li>
    <a href="<we:navigationField name="href" />">
      <we:navigationField name="text" />
    </a>
  </li>
</we:navigationEntry>

```

Active elements are provided with certain "id" and are highlighted by the CSS file visually.

```

<we:navigationEntry navigationName="mainNavigation" type="item"
current="true">
  <li id="li_nav2_open">
    <a id="a_nav2_open" href="<we:navigationField name="href" />">
      <we:navigationField name="text" />
    </a>
  </li>
</we:navigationEntry>

```

In the end, the navigation must be displayed. This happens with *we:navigationWrite*. Because the navigation contains an unsorted list, *we:navigationWrite* must be surrounded by an ``-tag.

```

<ul>
  <we:navigationWrite name="mainNavigation" />
</ul>

```

An extract from the formatted output of this navigation could look as follows:

```

<ul>
  <li id="li_nav1_open">
    <a id="a_nav1_open" href="/we_demo/accessible/index.php">
      Barrierefreiheit
    </a>
    <ul>
      <li>
        <a
href="/we_demo/accessible/information.html">Information</a>
      </li>
      <li>
        <a href="/we_demo/accessible/demo.html">Diese Demo</a>
      </li>
    </ul>
  </li>

```

```
        </li>
      </ul>
    </li>
    <li><a href="/we_demo/news/index.php">News</a></li>
    <li><a href="/we_demo/blog/index.php">Blog</a></li>
    <li><a href="/we_demo/events/index.php">Veranstaltungen</a></li>
    <li><a href="/we_demo/company/index.php">Unternehmen</a></li>
    <li><a href="/we_demo/imprint/index.html">Impressum</a></li>
    <li><a
href="/we_demo/image_gallery/index.php">Bildergalerie</a></li>
    <li><a href="/we_demo/customer/index.php">Kundenbereich</a></li>
    <li><a href="/we_demo/shop/index.php">Shop</a></li>
    <li><a href="/we_demo/guestbook/index.php">Gästebuch</a></li>
    <li><a href="/we_demo/newsletter/index.php">Newsletter</a></li>
    <li><a href="/we_demo/voting/index.php">Voting</a></li>
  </ul>
```



Figure 193 Navigation we_demo

This results, including the CSS, on the we_demo webseite in this output.

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:

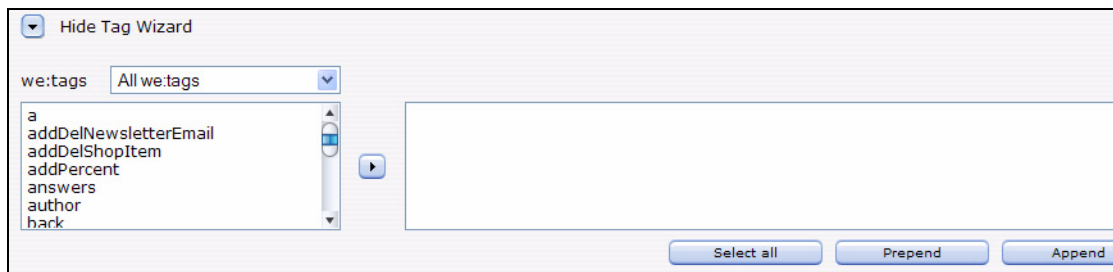
we:tag	Description
we:input (text)	Creates a single input box.
we:input (date)	Creates a drop-down menu to enter date and time.
we:input (checkbox)	Creates a check box.
we:input (choice)	Creates a normal single-line input box with a drop-down menu beside it.
we:textarea	Creates a multi-line input box.

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 help

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 160). The scroll box on the left contains all available we:tags, listed in alphabetical order (see Figure 194). Select a we:tag and double click or click on the arrow between the two boxes.

Figure 194 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 195). Any attribute you are required to assign are marked with an asterisk (*). The tag wizard displays only the attributes which are applicable to the selected Tag and *type*. In the example, only the viable attributes for `<we:listview type=category>` are displayed.

Figure 195 Assigning attributes using the Tag Wizard

<we:listview>

Description
The we:listview tag is the start tag and end tag of lists that are generated automatically (summary news pages etc.).

Type - Attribute
type

Attributes

name	<input type="text"/>	
categories	<input type="text"/>	<input type="button" value="Select"/>
rows	<input type="text"/>	
order	<input type="text"/>	
desc	<input type="text" value="v"/>	
offset	<input type="text"/>	
categoryids	<input type="text"/>	<input type="button" value="Select"/>
parentid	<input type="text"/>	<input type="button" value="Select"/>
parentidname	<input type="text"/>	

Default value:

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.

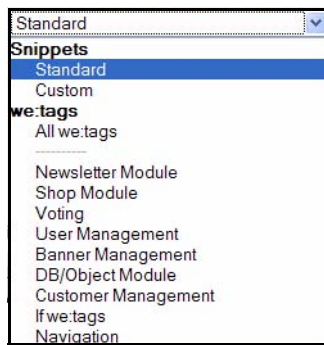
4.1.2.2 webEdition Snippets

From version 5 webEdition provides so-called Snippets. These are code fragments which make available a certain functionality for your templates, as for example contact forms or search forms. You can use these code fragments in your Templates to embed the mentioned functions fast and uncomplicated. The number of the available Snippets will continuously grow in the future. New Snippets are added with actual updates.

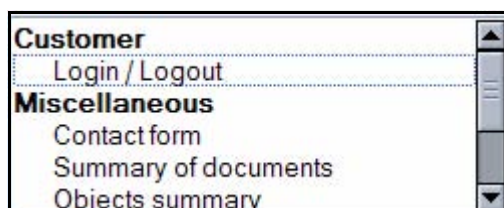
Procedure 12 Using Snippets

A template is opened in Edit view

- 1 Select the item *Standard Snippets* from the Tag help menu

Figure 196 *Standard Snippets auswählen*

The available snippets are displayed:

Figure 197 *Available Snippets*

- 2 Select the desired Snippet via double click or highlight it and use the small triangle button to the right

Now the suitable source code is displayed in the code window

- 3 Paste the source code in the template. This happens analogously to we:tags: Use the buttons prepend or append to paste the code at that position. You may of course also use Copy&Paste to paste the code at any place in the template

4.1.3 What is Caching?

To improve the speed of the output of webEdition generated pages, webEdition 5 disposes of so-called Caching technology. webEdition still generates valid (X) HTML code. By the use of the caching the generated code of webEdition is intersaved, so that it does not have to be generated anew for every call of your web site. This reduces the load for your server and also the response times for your visitors. Because your web site should be always on the most current state, you can completely exclude the pages which are often updated from the caching or determine shorter caching periods.

4.1.3.1 Activate caching

To activate the caching, perform the following steps:

Procedure 13 Activate caching globally

webEdition is started

- 1 Open the properties with *Extras > Properties > Common...* and select the *Cache* tab

The cache settings open

Figure 198 Preferences - Cache view

User interface Cache File extensions Editor Live Update Advanced

Set the preset values of the fields "Caching Type" and "Cache lifetime in seconds" for new templates here.
Please note that these setting are only the presets of the fields.

Presetting

Caching Type
Caching deactivated

Cache lifetime in seconds
0

Enter the defaults for the <we:navigation> tag here. This value can be overwritten by the attribute "cachelifetime" of the <we:navigation> tag.

Default setting

Cache lifetime in seconds
0

Clear cache after

- ☒ adding a new entry
- ☒ changing a entry
- ☒ deleting a entry

- 2 Select the *Caching type* from the dropdown menu of the same name: *we:Tag Cache*, *Document Cache* or *Full Cache*
 - *Cache deactivated*: Here Nothing is cached, except the attribute *cachelifetime* is assigned to a cacheable tag
 - *we:Tag-Cache*: Here all cacheable tags with will be cached with the validity set in the template. Should a tag own a divergent validity, this must be defined with the attribute *cachelifetime* of the suitable tag. If the tag should not be cached, this can be accomplished with *cachelifetime* of 0 seconds..
 - *Document Cache*: This cache type caches the complete document which is based on this template. If a document include is within the document, the included document takes over the cache settings.
 - *Full Cache*: Everything is cached. Even the Tag *we:noCache* is not taken into consideration.
- 3 Select now the *Cache lifetime in seconds* from the dropdown menu

Figure 199 Cache Gültigkeit auswählen

1 minute
5 minutes
10 minutes
30 minutes
1 hour
6 hours
12 hours
1 day

- 4 Click the Save button when you are satisfied with your settings
The caching is now active

Note: Note please that the settings here apply to all templates which you create from now. The settings specific for templates to the Caching which were carried out before your changes in templates are not affected!

4.1.3.2 Caching settings at template level

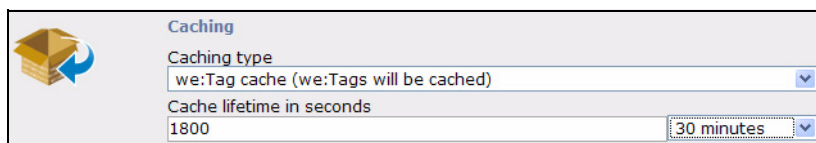
If you have performed the general settings for the caching, you can also carry out for single templates, or the documents based on these templates, separate settings. The default settings with new templates are directed after the settings carried out by you in the general settings.

Procedure 14 Caching in templates

A webEdition template is opened

- 1 Select the *Properties* tab
- 2 In the *Caching* area, you can now set the properties for all documents based on this template

Figure 200 Template settings for the caching



- 3 Set the caching type and cache lifetime. These settings correspond to those of procedure 13

Note: Please note that these settings apply to all documents which are based on this template. If you want different caching settings for documents which are based on the same template, you must create a copy of the template and carry out there the respective settings.

4.2 The five 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 201).

Figure 201 The *Templates Properties* view

webEdition template: /.tpl

Properties Edit Information Preview Editmode Preview

Path

Filename Extension **.tpl**

Directory

Master template

Documents

No document based on this template

Caching

Caching type

Cache lifetime in seconds

Character coding

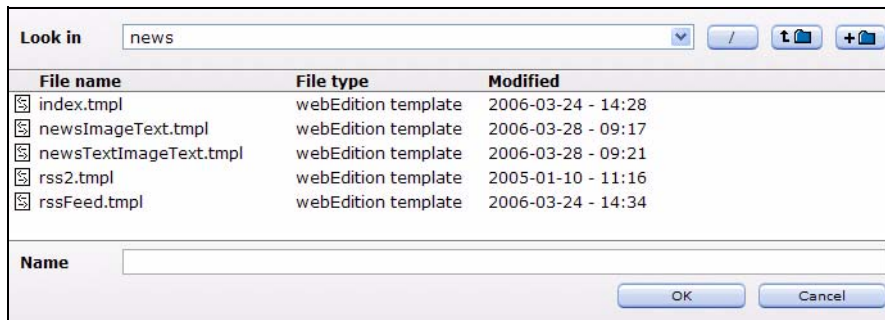
Copy template

☐ Automatic rebuild ☐ New Document after saving

The properties view has the following areas:

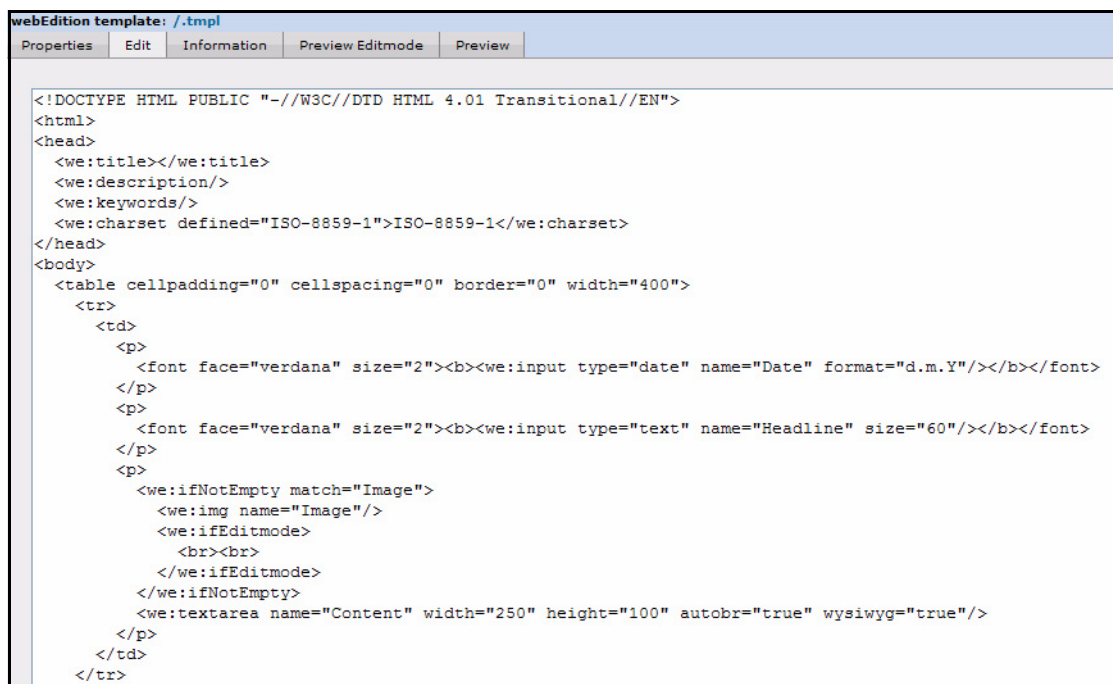
- *Path*. This area allows you to enter the name of the template and the directory in which it is to be saved. Select the directory by clicking the *Select* button and using the file manager. To avoid input errors, the directory cannot be entered by hand. The file extension has been preset to *.tpl*.
- *Master template*. Click on the *Select* Button to assign a master template to the template.
- *Documents*. Here, the documents are displayed which are based on this template. Click on one of these documents to directly access the document.
- *Caching*. Set the caching properties here. See Section 4.1.3

- *Character coding.* Here you can adjust the character coding for the template (e.g., UTF-8 or ISO_8859-1). This encoding is used for documents based on this template.
- *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 202*).

Figure 202 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 203*). The *Edit* view provides a text editing programme in which you can change or expand the standard HTML code and insert various we:tags.

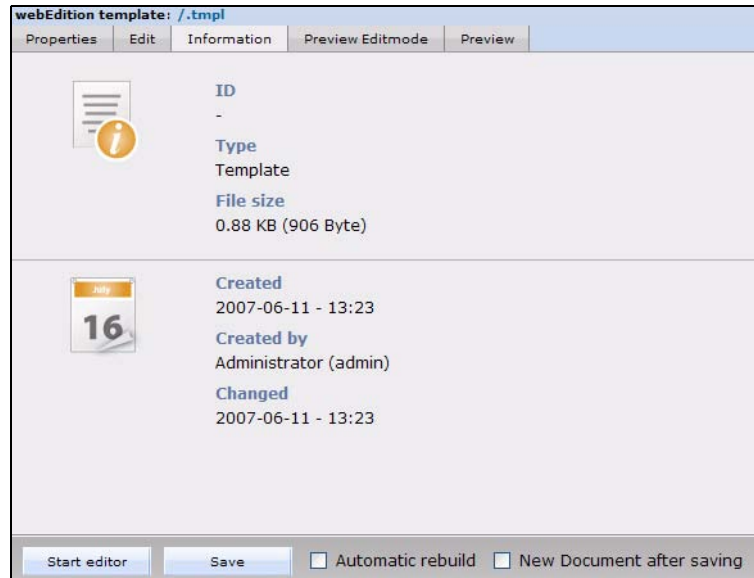
Figure 203 The *Templates Edit* view

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 help" on page 154.

4.2.3 The *Templates Information* view

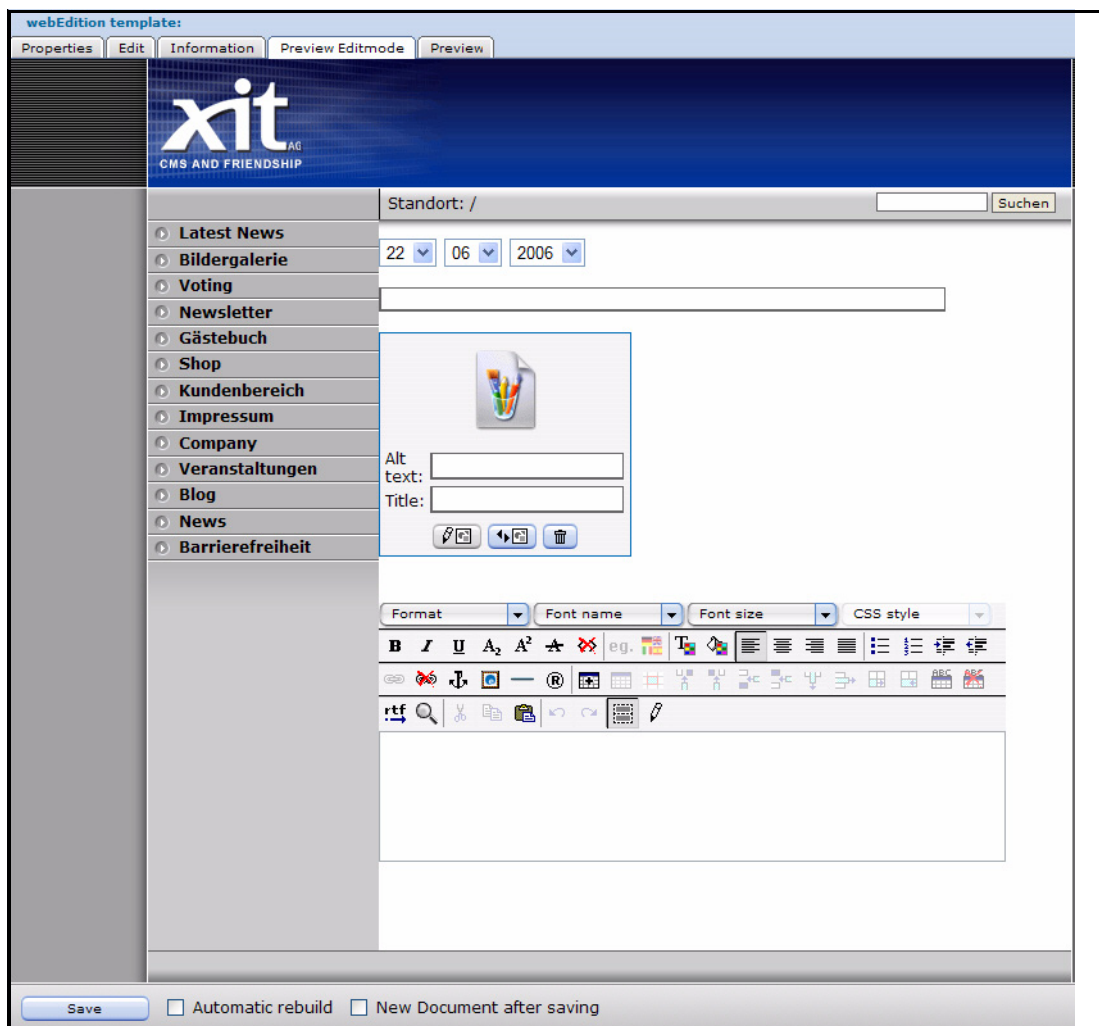
The *Information* view provides you with general information on the storage path, the size of the template and when it was created or changed (see Figure 204).

Figure 204 The *Templates Information* view



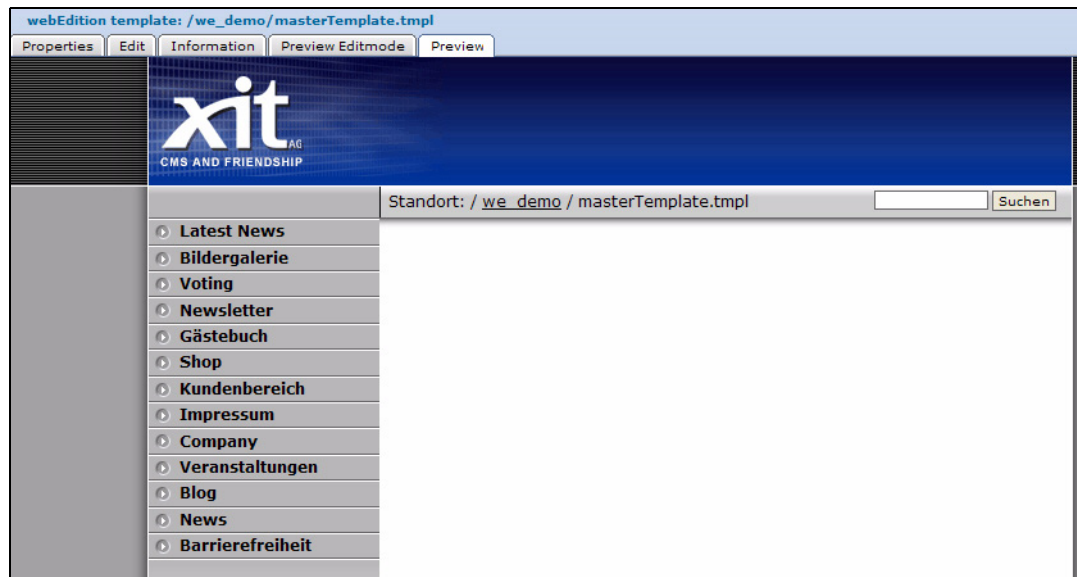
4.2.4 The *Templates Preview Editmode* view

The *Preview Editmode* view displays the layout of the template as it will appear in edit mode when used by the editor (see Figure 205 - the example shows a default template with the *masterTemplate.tmpl* as Mastertemplate from *we_demo*).

Figure 205 The *Templates Preview Editmode* view

4.2.5 The *Templates Preview* view

The *Preview* view displays how a document based on the template will be displayed to a website visitor.

Figure 206 *Template Preview view*

4.3 Creating Mastertemplates

With a Mastertemplate it is possible to set the layout of your complete web site. It defines the design frame for your the web site. A content template is a template which is "wrapped up" by the main template. The main template is as created as a normal template, nevertheless, it must contain the tag `<we:content>`. The complete start and end tag, including all enclosed, is replaced later with the code of the content template. However, between the start tag and final tag code can be used which is displayed also in the preview of the templates, so that one has a better image of the document. The `<we:content>` tag can also be used without end tag.

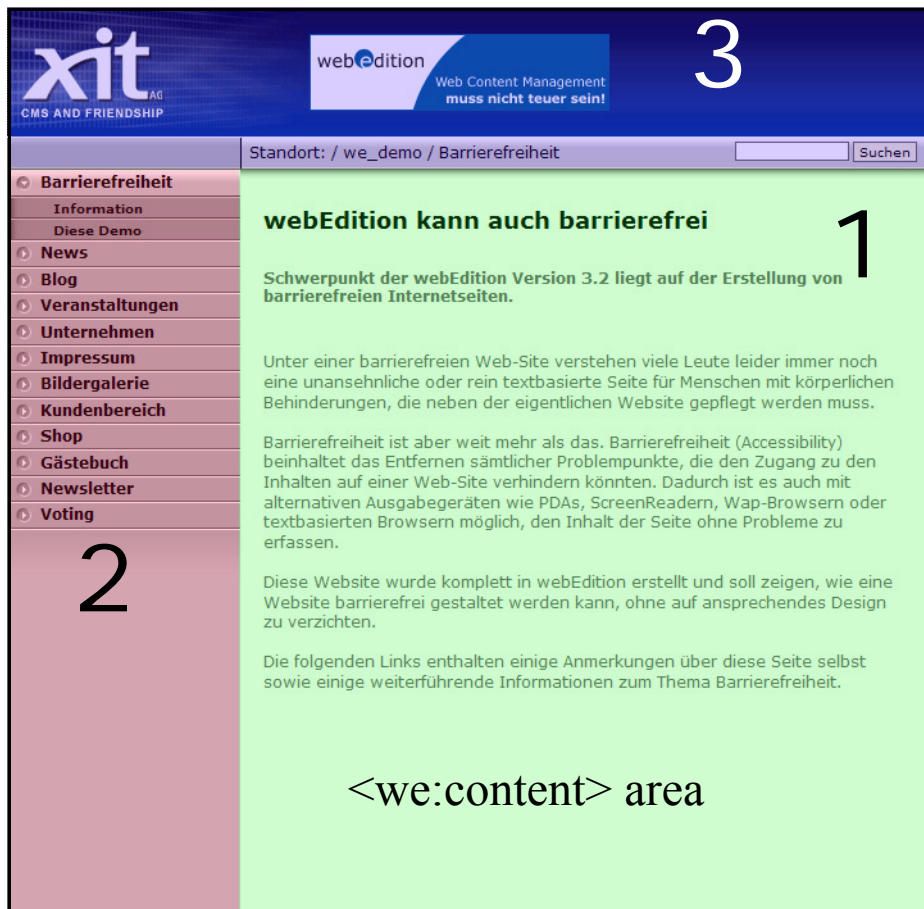
Example

```
<html>
<head>
<we:title></we:title>
<we:keywords></we:keywords>
<we:description ></we:description>
</head>
<body>
<we:content><b>Example-Code</b> Is displayed in the preview of
the template</we:content>
</body>
</html>
```

or without end tag:

```
<html>
<head>
<we:title></we:title>
<we:keywords></we:keywords>
<we:description ></we:description>
</head>
<body>
<we:content />
</body>
</html>
```

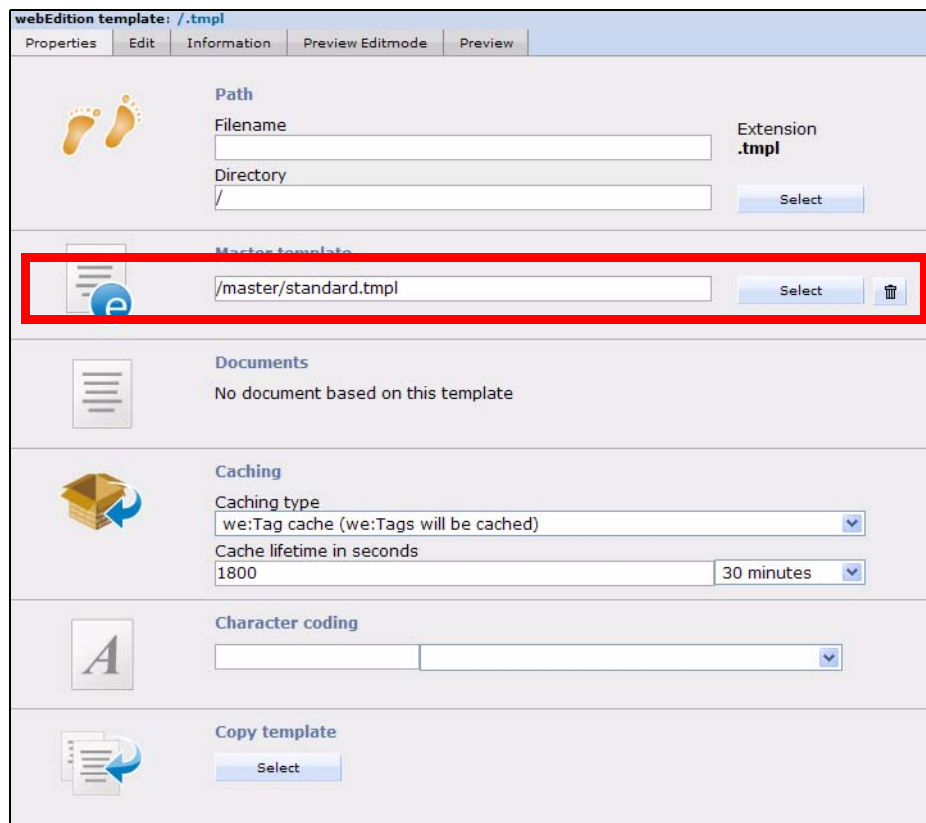

Figure 207 Charting



The Mastertemplate *masterTemplate.tmpl* in *we_demo* surrounds the whole page.

- 1: The different templates are integrated into the `<we:content>` area
- 2: The navigation is once integrated with `<we:include>` into the main template and thus always visible
- 3: Auch der Header ist über ein inkludiertes Dokument eingebunden, da er ja nicht ständig verändert werden muß

The Mastertemplate can be assigned to templates in the *properties* view of the template (see Section 4.2.1, "The template Properties view").

Figure 208 *Properties of a template*


webEdition template: /.templ

Properties Edit Information Preview Editmode Preview

Path

Filename Extension .templ

Directory

Master template

Documents

No document based on this template

Caching

Caching type

Cache lifetime in seconds

Character coding

Copy template

When a template with a defined main template is saved, both templates are joined in the process and written in the file system. This joined template is treated like a single template. Hence, a Rebuild about templates and if necessary about the affected documents must also occur if the main template is changed later.

4.3.1 Including templates

If you set the attribute *type="template"* in the `<we:include>` tag (`<we:include type="template" id="templateID">`), a template (with the given ID) is inserted instead of a document.

4.3.2 Template Rebuild

To write anew all templates, a template rebuild can be performed. This is necessary, e.g. if a Mastertemplate was changed and the rebuild process was not performed while saving the template. Select *File > Rebuild...* In the next dialog, select *Documents and templates* and then click on *Next*. Now select *All Templates* and press the *Next* button.

Figure 209 Template Rebuild

Rebuild

☒ Documents and templates
With this option the documents and templates saved in the data base will be written to the file system.

☐ Objects
Choose this option to rewrite the object tables. This is only necessary if the object tables are incorrect.

☐ Index-table
If in search some documents can not be found or are being found several times, you can rewrite the index table thus the search index here.

☐ Generate thumbnails
Here you can rewrite the thumbnails of your graphics.

4.4 Creating templates

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

4.4.1 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 160).

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"><!--
#menul { 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"></td>
<td width="54"></td>
<td><span class="headline">&nbsp;CMS Channel - </span><span
class="headline_small">News</span></td>
<td class="normal" width="74"><we:date type="js"
format="m/d/Y" />&nbsp;</td>
```

4.4.2 Creating a new template

Use the following procedure to create a new template.

Procedure 15 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.

4.4.3 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 205, "The Templates Preview Editmode view" on page 162).

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.

4.4.4 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.

4.4.5 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.

4.4.6 Adopting an existing Web site

4.4.6.1 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 16 Adopting an existing page

In the webEdition main screen

- 1 Create a new template, by clicking *File > New > Template*. (see Procedure 15, "Creating a new template" on page 167).
- 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 ()	<we:img>
Text	<we:textarea>
Heading	<we:input type="text">

Example

To replace an HTML image tag:

Old code:

```
<tr>
  <td></td>
  <td></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 103.
- 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.

4.4.6.2 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.

4.4.7 Integrating your own we:tags

Now it is possible, to integrate your own we:tags in webEdition. For these we:tags to be correctly recognized by the system, some rules must be considered. If, e.g., the we:tag `<we:b>` is to be created, the following steps have to be executed:

Procedure 17 Create your own we:tag

- 1 Create the php-function: For we:b the file `/webEdition/we/include/we_tags/custom_tags/we_tag_b.inc.php` with the function

```
function we_tag_b($attribs, $content) {
    ... php - code ...
    return $text;
}
```

has to be created. This may comprise of any php-code.

\$attribs

contains an associative Array with attribute name as key and attribute value as a value

\$content

contains the contents between opening and closing we:tag

php-code

is the placeholder for your own functional code

- 2 Creation of the information file for the Tag Wizard: The information file for your own we:tags which the Tag Wizard accesses is located in the directory `/webEdition/we/include/weTagWizard/we_tags/custom_tags`. For `<we:b>` the file `we_tag_b.inc.php` has to be created.
- 3 For the required attributes it is obvious to copy an existing we:tag and to customize the attribute names / attribute types. If your self-created we:tag is correctly put in, it will be displayed both in the list of all we:tags on the *edit* area of a template and in the Tag Wizard.

4.4.8 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 4.4.6.1, "Adopting an entire page" on page 168.

Procedure 18 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.

4.5 Tags for the navigation tool

The output of a navigation strongly differs from other elements with repeating character like *we:block* or *we:listview*. After the navigation is initialized, every entry can be formed in the navigation explicitly. Instead of having to access many different if-tags, the appearance of single entries can be customized. Especially the treatment of multi-level navigations is more clear.

4.5.1 *we:navigation*

we:navigation initializes a navigation. It has the attributes "name" and "parentid". The "name" parameter assigns a name to the navigation, which is used later to access the navigation. The parameter "parentid" defines the element from which the navigation should be generated. With "parentid=0" the complete navigation is initialized.

```
<we:navigation name="default" parentid="0" />
```

4.5.2 *we:navigationEntry*

The appearance of a navigation entry is set with *we:navigationEntry*. Differently than with *listview* the appearance of an entry of a certain type at a certain level is fixed here explicitly. *we:navigationEntry* has got the parameters *navigationName*, *type*, *level*, *current* and *position*. *navigationName* refers to the name of the navigation defined in *we:navigation*. As *type* "folder" and "entry" may be selected; these may be displayed differently. With *level* you may access a specific level of the navigation. With the parameter *current*, active elements can be displayed differently from inactive ones. With the parameter *position* one can access elements of a hierarchy level of the navigation in a certain position separately. As *position* any number (1,2,3, ...) or "odd", "even" or "last" can be used. Only *navigationName* and *type* are mandatory attributes. If no other attributes are used, the appearance for all entries of the type are set.

The appearance of all folders (all levels) of the navigation is defined as follows:

```
<we:navigationEntry type="folder" navigationName="default">
  <li><we:navigationField name="text" />
  <ul><we:navigationEntries /></ul>
</li>
</we:navigationEntry>
```

Access all active folders (of all levels) with the additional parameter `current="true"`:

```
<we:navigationEntry type="folder" navigationName="default"
current="true">
  <li id="currentFolder"><strong><we:navigationField name="text"
/></strong>
  <ul><we:navigationEntries /></ul>
</li>
</we:navigationEntry>
```

The appearance of normal navigation entries:

```
<we:navigationEntry type="item" navigationName="default">
  <li><a href="<we:navigationField name="href"
/>"><we:navigationField name="text" /></a></li>
</we:navigationEntry>
```

As well as active navigation entries:

```
<we:navigationEntry type="item" navigationName="default"
current="true">
  <li><a id="currentA" href="<we:navigationField name="href"
/>"><we:navigationField name="text" /></a></li>
</we:navigationEntry>
```

4.5.3 we:navigationEntries

The *we:navigationEntries* tag can only be used within a *we:navigationEntry* tag. It is used as a placeholder for all entries within a navigation folder. *we:navigationEntries* has no parameters.

```
<we:navigationEntry type="folder" navigationName="default"
current="true">
  <li id="currentFolder"><strong><we:navigationField name="text"
/></strong>
  <ul><we:navigationEntries /></ul>
</li>
</we:navigationEntry>
```

4.5.4 we:navigationField

we:navigationField can only be used within a *we:navigationEntry*. It is used as a placeholder for a field of a navigation entry. The parameter "name" issues the name of the field to be displayed.

Possible values are:

- text: Entered text
- href: Path to the target document
- icon: Path to the selected icon
- level: Level on which the entry is located
- position: position of the entry
- current: shows if the entry is currently active
- id: id of the navigation entry

- parentid: Id of the parent element of the navigation entry
- type: folder or entry

4.5.5 we:navigationWrite

With *we:navigationWrite*, the navigation is put out; the only parameter is "navigationName", referring to the navigation created with that same name.

```
<ul>
  <we:navigationWrite name="default" />
</ul>
```

4.5.6 Example

Navigations created with the navigation tool can be designed arbitrarily. In the following example this is made clear with the help of the navigation of the webEdition demo "we_demo". Starting point is a built in navigation and a complete Highlighting set of rules. Here only the application of the we:tags should be explained.

At first the navigation is initialized:

```
<we:navigation parentid="0" name="mainNavigation" />
```

Name of the navigation is mainNavigation, as parentid 0 is selected: thus, the complete navigation is used.

The navigation to be displayed contains two levels. It should be designed as accessible as possible. Hence, the navigation is displayed as an interlocking unsorted list, all layout information is included in a CSS file (*/we_demo/css/screen/basic.css*). Only the contents of the active folder should be indicated, this should be highlighted at the same time optically. Same goes for the "normal" navigation entries, here, too, the active entry should be highlighted.

At first, the output of the folders is set. For inactive folders, only a link to the start page of the corresponding rubric is put out:

```
<we:navigationEntry navigationName="mainNavigation" type="folder">
  <li>
    <a href="<we:navigationField name="href" />">
      <we:navigationField name="text" />
    </a>
  </li>
</we:navigationEntry>
```

Active folders should additionally display all sub entries. Additionally, an ID is set. According to that ID, a different appearance is assigned to the active link. An active folder contains a list element with the link as well as all contained elements within another unsorted list.

```
<we:navigationEntry navigationName="mainNavigation" type="folder"
current="true">
  <li id="li_nav1_open">
    <a id="a_nav1_open" href="<we:navigationField name="href" />">
      <we:navigationField name="text" />
    </a>
    <ul><we:navigationEntries /></ul>
  </li>
</we:navigationEntry>
```

Now the standard navigation entries are still absent. These are displayed as a list element.


```
<we:navigationEntry navigationName="mainNavigation" type="item">
  <li>
    <a href="<we:navigationField name="href" />">
      <we:navigationField name="text" />
    </a>
  </li>
</we:navigationEntry>
```

Active elements are provided with certain "id" and are highlighted by the CSS file visually.

```
<we:navigationEntry navigationName="mainNavigation" type="item"
current="true">
  <li id="li_nav2_open">
    <a id="a_nav2_open" href="<we:navigationField name="href" />">
      <we:navigationField name="text" />
    </a>
  </li>
</we:navigationEntry>
```

In the end, the navigation must be displayed. This happens with *we:navigationWrite*. Because the navigation contains an unsorted list, *we:navigationWrite* must be surrounded by an ``-tag.

```
<ul>
  <we:navigationWrite name="mainNavigation" />
</ul>
```

An extract from the formatted output of this navigation could look as follows:

```
<ul>
  <li id="li_nav1_open">
    <a id="a_nav1_open" href="/we_demo/accessible/index.php">
      Barrierefreiheit
    </a>
    <ul>
      <li>
        <a
href="/we_demo/accessible/information.html">Information</a>
      </li>
      <li>
        <a href="/we_demo/accessible/demo.html">Diese Demo</a>
      </li>
    </ul>
  </li>
  <li><a href="/we_demo/news/index.php">News</a></li>
  <li><a href="/we_demo/blog/index.php">Blog</a></li>
  <li><a href="/we_demo/events/index.php">Veranstaltungen</a></li>
  <li><a href="/we_demo/company/index.php">Unternehmen</a></li>
  <li><a href="/we_demo/imprint/index.html">Impressum</a></li>
  <li><a
href="/we_demo/image_gallery/index.php">Bildergalerie</a></li>
  <li><a href="/we_demo/customer/index.php">Kundenbereich</a></li>
  <li><a href="/we_demo/shop/index.php">Shop</a></li>
  <li><a href="/we_demo/guestbook/index.php">Gästebuch</a></li>
  <li><a href="/we_demo/newsletter/index.php">Newsletter</a></li>
  <li><a href="/we_demo/voting/index.php">Voting</a></li>
</ul>
```

This results, including the CSS, on the *we_demo* webseite in the navigation output.

4.6 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.

4.6.1 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 133 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></td>
<td valign="top" class="normal"><we:textarea name="Erklaerung"
rows="2"
cols="40"/></td></tr>
<we:postlink>
<tr>
<td colspan="3"></td>
</tr>
</we:postlink>
</we:linklist>
```

This code generates the following output:

Figure 210 Example of output for a link list

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

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

4.6.2 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.

4.6.2.1 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></td>
```

```
<td class="normal"><b><we:field type="text" name="Headline"
hyperlink="on"/></b></td>
</tr>
<tr>
<td></td>
<td></td>
<td></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"></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 211 shows the output from this code:

Figure 211 Sample summary page

04/01/2003	<u>webEdition Software GmbH</u>
09/28/2001	<u>Time flies and time is running out under stress!</u>
09/27/2001	<u>Talai - the island of dreams!</u>
09/24/2001	<u>Get wind of the new energy!</u>

4.6.2.2 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></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"></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 212 shows the output from this code:

Figure 212 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.

4.6.2.3 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">
```

4.6.2.4 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>
```

4.6.3 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 110). 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>&nbsp;&nbsp;&nbsp;</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 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

[illegible]

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:

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.

```
<we:listview rows="1">
  <we:ifBack
useparent="true"><we:back>back</we:back></we:ifBack>&nbsp;&nbsp;&nbsp;
  <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>
```


4.6.4 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>
        
      </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>
        <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">&nbsp;<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

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.

4.6.5 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">
```

4.6.6 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 4.6.2.2, "Creating a summary of all your pages" on page 176). 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">&nbsp;</span>
  <we:search type="textinput" size="15"/><span
class="normal">&nbsp;</span><input type="submit" value="OK"><span
class="normal">&nbsp;</span>
</we:form></td>
```

Figure 213 shows the input box created by this code:

Figure 213 Sample input box



4.6.7 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 214 The *Formmail recipients* view

Validation E-Mail Notifications Formmail

Please enter all E-Mail addresses, which should receive forms sent by the formmail function (`<we:form type="formmail" ...>`).
If you do not enter an E-Mail address, you cannot send forms using the formmail function!

bitbucket@webedition.de

Add Edit Delete

Formmail confirmation function on

Log formmail requests yes Logbook

Delete entries older than 1 week

Limit formmail requests yes Logbook

Requests allowed 3

Within the span of time 1 minute

Block for 24 hours

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*.

4.6.8 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.

4.7 Creating templates with the Dreamweaver Extension

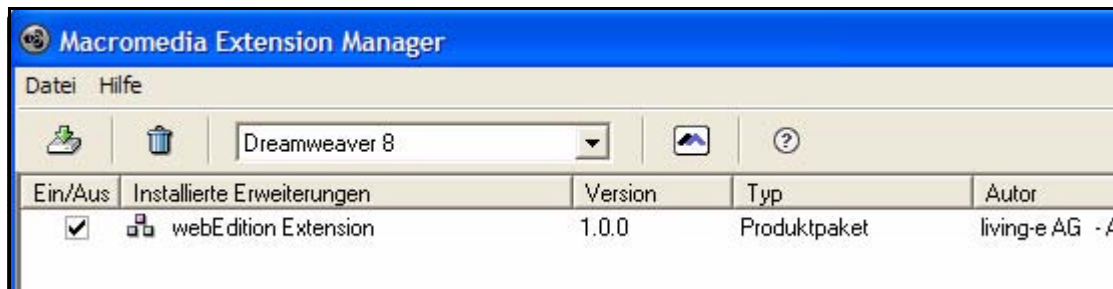
The Dreamweaver extension in webEdition 5 is a considerably advanced variant of the known editor plug-in. With the Dreamweaver extension you have the possibility to create and edit your webEdition templates in Adobe Dreamweaver. The Extension provides for example display of attributes of `we:tags` and an integration of the tag Wizard in Dreamweaver.

4.7.1 Installing the Dreamweaver Extension

To be able to install the Dreamweaver extension, you need at first the file *webEdition.mxp*. You find the link to this file on our website:

<http://www.living-e.de/de/produkte/webEdition/download/download.php>. Execute the file with a double click, the extension is installed. Then it is displayed in the Dreamweaver extension manager

Figure 215 Dreamweaver Extension Manager



4.7.2 Starting the Dreamweaver Extension

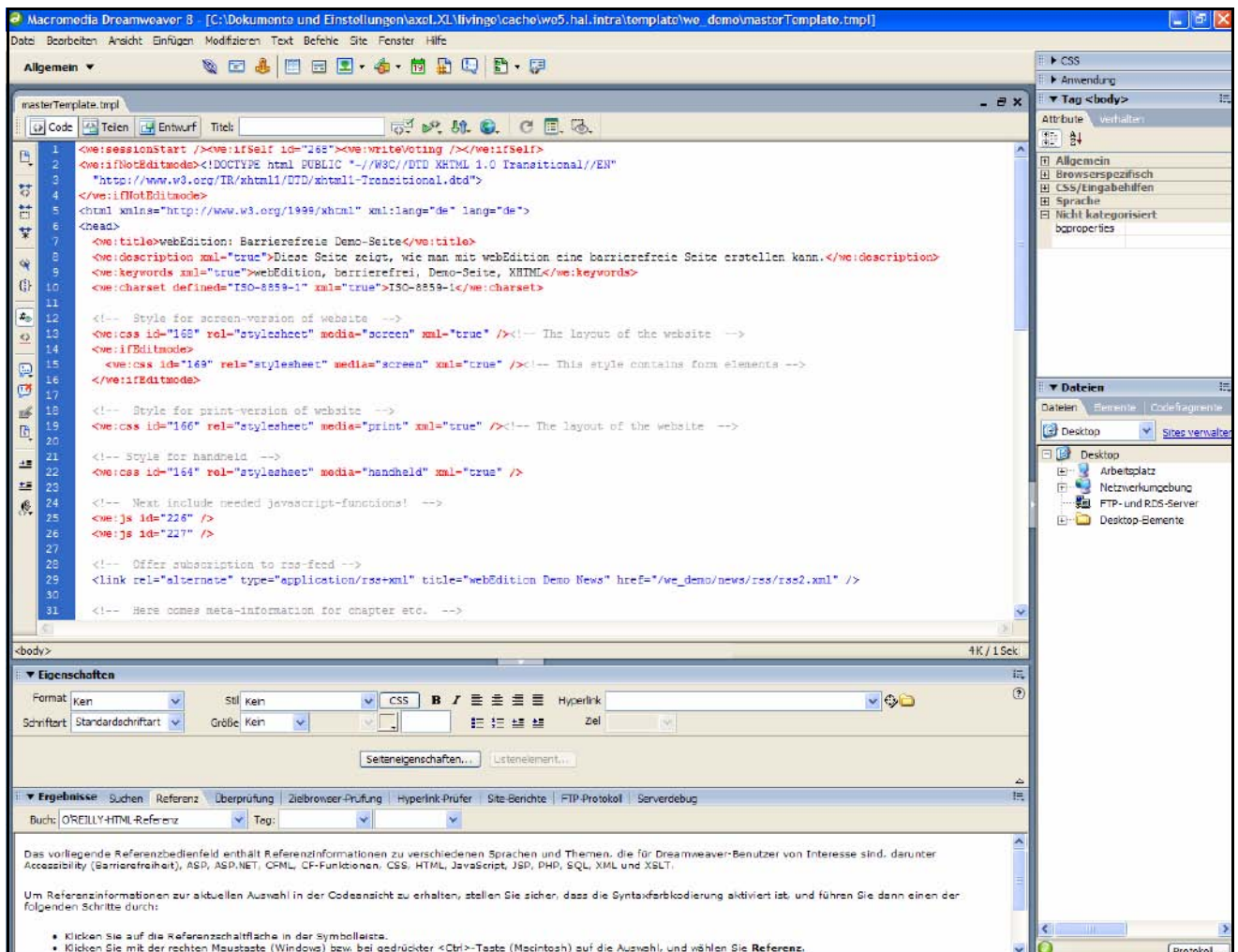
Start the extension as known from the editor plug-in within webEdition. The path for your Dreamweaver installation is defined in the editor plug-in (see Section 2.7.3, "Add editors" on page 72).

Procedure 19 Starting the extension

The template to be edited is open in webEdition

- 1 Click the *Start Editor* button
The Choose Editor window opens
- 2 Select *Dreamweaver* from the available items
The template source code opens in Dreamweaver

Figure 216 webEdition template in Adobe Dreamweaver



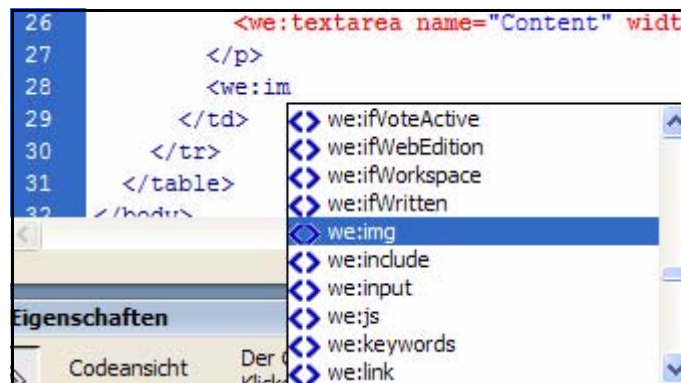
- 3 After you have performed your changes, save the template in Dreamweaver and the template is taken over to webEdition - note please that the changed template must be also saved in webEdition

4.7.3 Characteristics of the Extension in Dreamweaver

The Dreamweaver extension supports you directly within your developing environment. Among the rest, it offers all functions of the tag wizard and the tag reference.

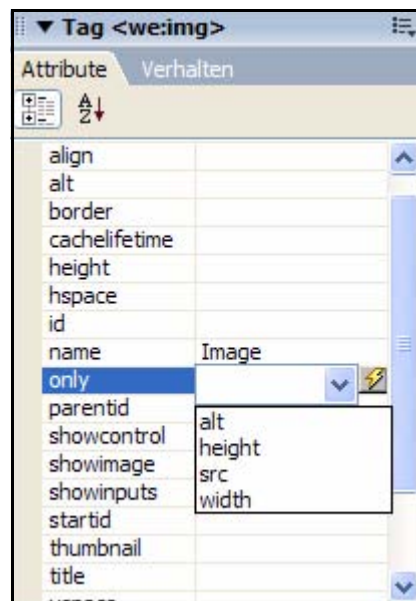
- *Incremental autocomplete for we:tags:* Dreamweaver offers you a list of possible available we:tags while typing.

Figure 217 Support at entering of we:tags



- *Direct selection of attributes in the Tag-Inspector:* Mark a we:tag in the source code, you can enter or select allowed attributes directly in the tag inspector

Figure 218 <we:img> tag in Tag-Inspector



- *Tag-Editor:* With Dreamweaver's property inspector you can also access the Tag-Editor

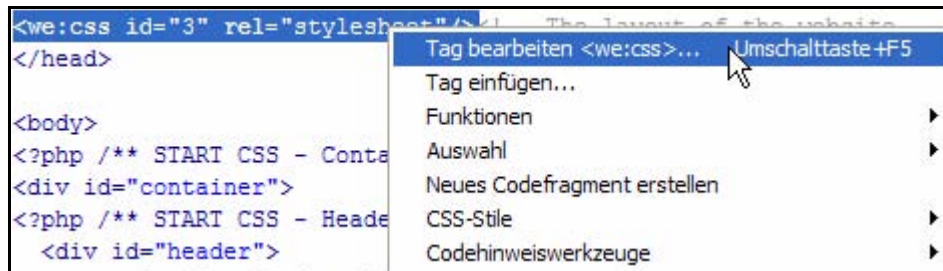
Figure 219 <we:img> tag in Tag-Editor

- *Tag Referenz*: In the references you can display the webEdition Tag reference - with a description of all attributes

Figure 220 webEdition Tag reference in the Dreamweaver references

- *Edit we:tag via right click:* Select the we:tag to be edited and perform a right mouseclick. Select the entry *Edit Tag* from the context menu

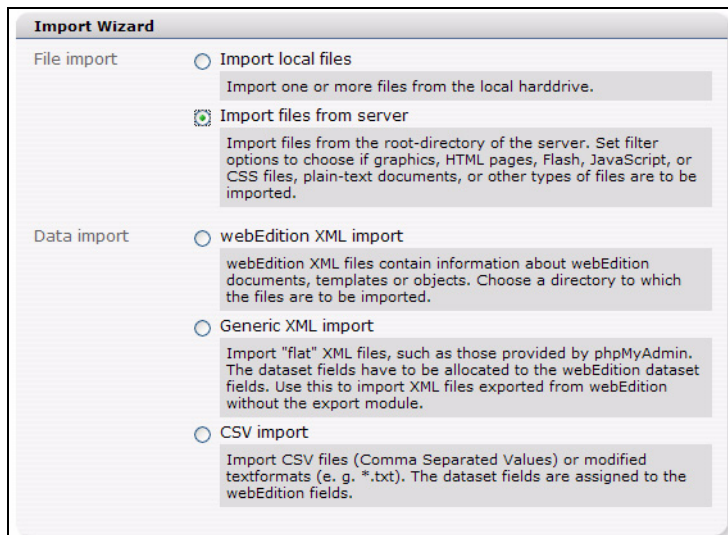
Figure 221 Edit Tag from the context menu



4.8 Importing a Website

Select *File > Import/Export > Import...* The Import Wizard opens (see Figure 222)

Figure 222 Import Wizard



Select *Import files from server* and click *Next*. In the following dialogue, the *Create webEdition pages* checkbox has to be activated.

Figure 223 Checkbox bei Import



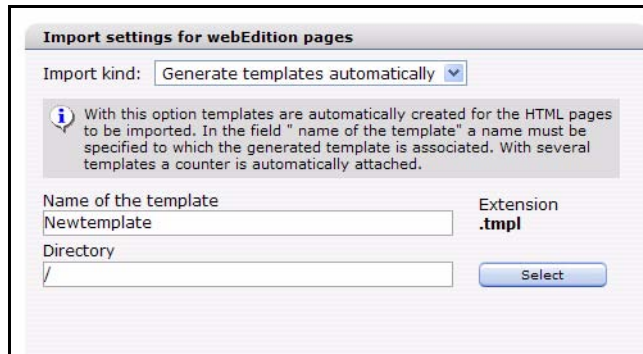
Thus it is possible to import a complete website automatically.

There are two different ways to import. Select the import with the *settings* dialogue, which can be accessed by clicking on the *Preferences...* Button. This button is located underneath the *Create webEdition pages* checkbox (see above).

4.8.1 Generating templates automatically

webEdition automatically generates a template for the HTML page to be imported. All contents between the `<body>` start tag and end tag are imported in the field *content* and are inserted in a WYSIWYG field in the template (`<we:textarea wysiwyg = "true" name = "content" ...>`).

Figure 224 Automatically generating templates



Import settings for webEdition pages

Import kind: Generate templates automatically

With this option templates are automatically created for the HTML pages to be imported. In the field "name of the template" a name must be specified to which the generated template is associated. With several templates a counter is automatically attached.

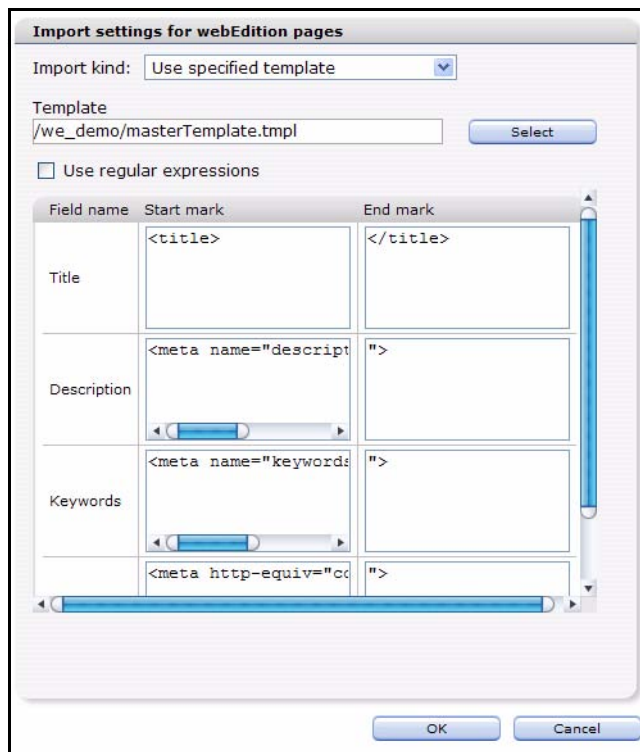
Name of the template	Extension
<input type="text" value="Newtemplate"/>	.tpl
Directory	<input type="button" value="Select"/>
<input type="text" value="/"/>	

Title, *Keywords*, *Description* and *Charset* are extracted from the HTML document and written in the suitable fields. In the template, the tags are set accordingly (`<we:title>`, `<we:description>`, `<we:keywords>` and `<we:charset>`). With this import, the target directories and name can be set which are assigned to the generated template. With several templates, a counter is automatically attached to the name.

4.8.2 Using a dedicated template

webEdition uses a template selected by you and imports sections from the HTML file in the corresponding fields. Which sections should be imported into which fields is determined by a start- and end mark for every field. webEdition then searches the pages to be imported for these selections and imports everything between start and end mark in the suitable field.

For this kind of import, a template has to be selected. Click on *Select* and choose a template. The window then is adjusted according to your selection.

Figure 225 Specified template

After the selection of the template, the fields of the template are displayed. For these fields, a start and end mark can be determined for each case. A start and end mark means a unique code fragment directly before and after the field contents to be imported.

Example

All your static web pages are constructed alike:

```
<html>
<head>
</head>
<body>
<h1>
Überschrift
<h1>
<div id="content">
Hier steht der Content
</div>
<div id="footer">
Hier steht der Footer
</div>
</body>
</html>
```

Your template includes e.g. the following fields:

```
<we:input type="text" name="headline">
<we:textarea name="content">
<we:input type="text" name="footer">
```

Now you enter as start and end mark the following:

- In the field *headline*:
 - Start mark: `<h1>`
 - End mark: `</h1>`
- In the field *content*:
 - Start mark: `<div id="content">`
 - End mark: `</div>`
- In the field *footer*:
 - Start mark: `<div id="footer">`
 - End mark: `</div>`

If the Checkbox *Use regular expressions* is activated, you may use regular expressions in the mark fields. You can find further information about regular expressions in the web under http://en.wikipedia.org/wiki/Regular_expression

If a date field has been defined in the template, the date format can be adjusted, too. You can choose from three formats:

- *UNIX Timestamp*: The Unix-Timestamp counts the number of the seconds since the beginning of the Unix epoch (1/1/1970).
- *GMT Timestamp*: General Mean time or Greenwich Mean time (briefly GMT).
- *Individual Format*: Within the formatting the following symbols are valid: Y (four-digit output of the year: 2004), y (two-digit output of the year: 04), m (month with leading zero: 01 to 12), n (month without leading zero: 1 to 12), d (Day of the month; two-digit and leading zero: 01 to 31), j (Day of the month without leading zero: 1 to 31), H (hour in the 24-hour format: 00 to 23), G (hour in the 24-hour format without leading zero: 0 to 23), i (minutes: 00 to 59), s (seconds with leading zero: 00 bis 59)

4.9 RSS feeds

The display of contents as a RSS feed becomes more and more popular. With webEdition it is very easy to display external RSS feeds on your page, as well as to display webEdition pages (e.g., current news) as a RSS feed.

4.9.1 Integrating external RSS feed

With the following code an external RSS feed is integrated, analogously to *we_demo*, in webEdition and displayed.

```
<we:xmlfeed name="test"
url="http://www.webedition.de/de/about/news/rss2.xml" refresh="0"
/>
<we:xmlnode feed="test" xpath="/rss/channel">
  <h2><we:xmlnode feed="test"
xpath="title"></we:xmlnode></h2>
  <h3><we:xmlnode feed="test"
xpath="description"></we:xmlnode></h3>
  <ul class="unformattedList">
    <we:xmlnode xpath="item">
      <li>
```

```

        <a href="<we:xmlnode xpath="link"></we:xmlnode
>" target="_blank"><we:xmlnode xpath="title"></we:xmlnode></a>
        <div class="contentBox">
            <we:xmlnode feed="test"
xpath="description"></we:xmlnode><br />
        </div>
    </li>
</we:xmlnode>
</ul>
</we:xmlnode>

```

The code is analogous to the one in `we_demo/news/rssFeed.tmpl`. In the above example, the RSS-Feed from `http://www.webedition.de/de/about/news/rss2.xml` is displayed. For further details how to use the `we:tags` `<we:xmlfeed>` and `<we:xmlnode>` please consult the `webEdition` tag reference.

4.9.2 webEdition pages as RSS feed

Offer your visitors a comfortable way of always staying informed about the latest news. This example is also based on the `we_demo`. This offers an easy solution for the news aggregation.

Example

```

<rss version="2.0">
  <channel>
    <title>webEdition Demo</title>
    <link>http://<?php print $_SERVER['SERVER_NAME']; ?></link>
    <description>News der webEdition-Demo-Seite</description>
    <language>de</language>
    <pubDate><?php print date("D, j M Y G:i:s \G\M\T");
?></pubDate>
    <lastBuildDate><?php print date("D, j M Y G:i:s \G\M\T");
?></lastBuildDate>
    <generator>webEdition</generator>
    <managingEditor>demo@webedition.de</managingEditor>
    <webMaster>demo@webedition.de</webMaster>
    <copyright>Copyright © 2004 by living-e AG. Alle Rechte
vorbehalten.</copyright>
    <we:listview type="document" doctype="news - Article">
      <we:repeat>
        <item>
          <title>[<we:field name="newsDate" type="date"
format="d.m.Y" />] <we:field name="headline2" /></title>
          <link>http://<?php print $_SERVER['SERVER_NAME'];
?><we:field name="we_path" /></link>
          <pubDate><?php print date("D, j M Y G:i:s \G\M\T",
substr($GLOBALS['lv']->f('newsDate'), 6, 10)); ?></pubDate>
          <guid>http://<?php print $_SERVER['SERVER_NAME'];
?><we:field name="we_path" /></guid>
        </item>
      </we:repeat>
    </we:listview>
  </channel>
</rss>

```

This code is taken from the template `/we_demo/news/rss2.tmpl`. The specifications comply to the standard RSS 2.0. A summary of all documents of the type “news - Article” is generated. Based on this template, the XML file `/we_demo/news/rss/rss2.xml` is generated. To offer the feed to the visitors, it is announced in the main template `/we_demo/masterTemplate.tmpl`:

```

<!-- Offer subscription to rss-feed -->

```

```
<link rel="alternate" type="application/rss+xml"
title="webEdition Demo News" href="/we_demo/news/rss/rss2.xml" />
```

The integration in the main template offers the advantage that the feed is advertised on all pages of your Internet presence based on the mastertemplate.

4.10 The Sidebar

From webEdition 5 you have, thanks to the new Sidebar, the possibility to provide further information, e.g., for editors, directly in the backend. All webEdition documents can be displayed in the sidebar. Hence, the potential application areas are almost boundless. You determine the default documents for the display in the sidebar settings. Possible applications of the Sidebar:

- General help information
- Your contact data
- Special creation help for certain templates
- Lists of documents and objects to be edited

Within the Sidebar you can display static HTML pages as well as dynamic documents based on webEdition templates. Thus, all `we:Tags` are available without limitation. In addition, you have access to webEdition internal functions with which you can open documents and objects for adaptation or display the navigation tool.

4.10.1 `we:tags` for the Sidebar

There are a few new `we:tags` concerning the sidebar:

4.10.1.1 `we:sidebar`

Use this tag to generate a link which opens the Sidebar and opens a certain document. The contents of the tag are displayed as a link.

Attribut	Defaultwert	Optional	Definition
id	0	Yes	Defines the ID of the document
url	-	Yes	URL to the document
file	-	Yes	Path to the document
width	300	Yes	Width of the Sidebar in Pixels

If none of the attributes *id*, *url* or *file* is given, the default page defined in the *properties* will be used. If the attribute *width* is not set, the default width is used.

Example

Example 1: Load document with the ID 23 set width of the Sidebar to 250 Pixel

```
<we:sidebar id="23" width="250">Open help</we:sidebar>
```

Example 2: Load document `/test/test.html` on the same server

```
<we:sidebar file="/test/test.html">Open Help</we:sidebar>
```

Example 3: Load external page `www.google.com`

```
<we:sidebar url="http://www.google.com">Open Help</we:sidebar>
```


Example 4: Load default document, using default width and text

```
<we:sidebar />
```

4.10.1.2 <we:ifSidebar>

This tag is used to display the enclosed contents only if the opened document is located within the Sidebar. Use this tag, for example, if you want to use a different stylesheet for the Sidebar. This tag has no attributes!

Example

Example 1: change stylesheet on output in editmode, sidebar and normal output

```
<we:ifEditmode>
<we:css id="12"> <!-- Stylesheet for Editmode -->
<we:else>
<we:ifSidebar>
  <we:css id="13" "> <!-- Stylesheet for Sidebar -->
<we:else>
  <we:css id="14" "> <!-- Stylesheet for normale Ausgabe -->
</we:ifSidebar>
<we:ifEditmode>
```

Example 2: Display document only in editmode and in the Sidebar. Redirect on homepage if this document is not accessed within webEdition .

```
<we:ifNotEditmode>
<we:ifNotSidebar>
  <?php
    Header(„Location: /“);
    die();
  ?>
</we:ifNotSidebar>
</we:ifNotEditmode>
```

4.10.1.3 <we:ifNotSidebar>

This we:tag serves to display the surrounded contents only if the opened document is not within the Sidebar. This tag has no attributes.

4.10.2 Javascript commands for the Sidebar

The control of the sidebar is managed, besides the mentioned <we:tags>, also with the following Javascript commands. These are implemented within webEdition in the file/webEdition/js/weSidebar.php.

You can open documents, templates, objects and classes always with two different methods: use the ID of the suitable document, template etc. or use more precise settings, as for example with which document type this document, template etc. should be opened.

The Javascript functions for the Sidebar are provided by webEdition always by the class top.weSidebar. For the functions

```
top.weSidebar.openDocument(obj);
top.weSidebar.openTemplate(obj);
top.weSidebar.openObject(obj);
top.weSidebar.openClass(obj);
```

a Javascript Object with the following properties can be assigned:

```
obj[,id'] = [ID des Dokumentes/Vorlage/etc];
obj[,ct'] = [Contenttype]; // text/webEdition, folder, text/css,
image/*, ...
obj[,dt'] = [ID des Doctypes];
```

If documents, templates, objects or classes should be opened / created, this can be achieved with the functions

```
top.weSidebar.openDocumentById(id, contenttype =  
"text/webEdition");  
top.weSidebar.openTemplateById(id);  
top.weSidebar.openObjectById(id);  
top.weSidebar.openClassById(id);
```

If no ID is passed to these functions, a new document, template etc. is created. In the following section the single Javascript functions of the Sidebar are explained

- Loading documents into Sidebar

Example

```
url = „/test/test.html“; // Dokument muss über webEdition  
gepflegt werden  
top.weSidebar.load(url);
```

This function is also used internally by the we:Tag <we:sidebar>. The parameter "url" can be an ID, a path to a document or an URL.

- Open Sidebar

Example

```
top.weSidebar.open();
```

- Close Sidebar

Example

```
top.weSidebar.close();
```

- Change width of the Sidebar

Example

```
var width = 250; // width in pixel  
top.weSidebar.resize(width);
```

- Reload document within Sidebar

Example

```
top.weSidebar.reload();
```

- Open document (as Tab) in editor

Example

open webEdition Dokument with ID 12

```
var id = 12; // Dokument mit der ID 12;  
top.weSidebar.openDocumentById(id);
```

open image with the ID 13

```
var id = 13; // Dokument mit der ID 13;  
var contenttype = „image/*“; // Contenttype einer Grafik  
top.weSidebar.openDocumentById(id, contenttype);
```

new webEdition document with the document type textpage (Example. ID: 12)

```
var obj = new Object();  
obj['ct'] = "text/webEdition"; // Contenttype webEdition  
Seite
```

```
obj['dt'] = 12; // Dokumenttyp Textseite
top.weSidebar.openDocument(obj);
```

- Open template (as Tab) in editor

Example

Open template with ID 12

```
var id = 12; // Vorlage mit der ID 12;
top.weSidebar.openTemplateById(id);
```

or

```
var obj = new Object();
obj['id'] = 12; // Objekt mit der ID 12;
top.weSidebar.openTemplate(obj);
```

open new webEdition template

```
top.weSidebar.openTemplate();
```

- open object (as Tab) in Editor

Example

Open object with ID 12

```
var id = 12; // Objekt mit der ID 12;
top.weSidebar.openObjectById(id);
```

or

```
var obj = new Object();
obj['id'] = 12; // Objekt mit der ID 12;
top.weSidebar.openObject(obj);
```

open new object

```
top.weSidebar.openObject();
```

- open class (as Tab) in Editor

Example

open class with ID 12

```
var id = 12; // Klasse mit der ID 12;
top.weSidebar.openClassById(id);
```

or

```
var obj = new Object();
obj['id'] = 12; // Klasse mit der ID 12;
top.weSidebar.openClass(obj);
```

open new class

```
top.weSidebar.openClass();
```

- Open cockpit (as Tab)

Example

Open cockpit

```
top.weSidebar.openCockpit();
```

- Open navigation tool

Example

Open navigation tool

```
top.weSidebar.openNavigation();
```

- Open document type

Example

Open document type

```
top.weSidebar.openDoctypes();
```

5 Banner Management

This introduction is intended to help you familiarize yourself with the webEdition Banner management. You can also find information here about the basic layout and command features for the Banner management. These topics are treated in the following sections:

- Section 5.1, "What is the webEdition Banner Management?" on page 201
- Section 5.2, "General information and navigation" on page 201

5.1 What is the webEdition Banner Management?

The webEdition Banner Management allows webEdition users to create and administer banners on Web pages. Detailed statistics can be created for every banner so that users can track the effectiveness of their banner campaigns.

The Banner Management conforms to the basic layout and programming principles of webEdition. The Banner Management can only be used with webEdition (although you can also show banners on "external" sites, that is, sites that were not created using webEdition).

The Banner Management allows you to perform the following functions:

- define banners from webEdition images
- order your banners in groups
- include as many banners you like in your site
- weight your banners
- show banners on static and dynamic pages (internal and external pages)
- view the statistics for each banner on each site (views, clicks and click rate)
- view statistics on the number of times your pages have been visited by using a transparent .gif file instead of a banner

If you have purchased the webEdition Customer Management Module an additional feature is available to you. You can set one or more customers as the owner of every banner or group of banners. You can also provide customers with detailed statistics about their banners.

5.2 General information and navigation

The following sections describe the general layout of the Banner Management and how you navigate through the screens.

5.2.1 Opening the Banner Management

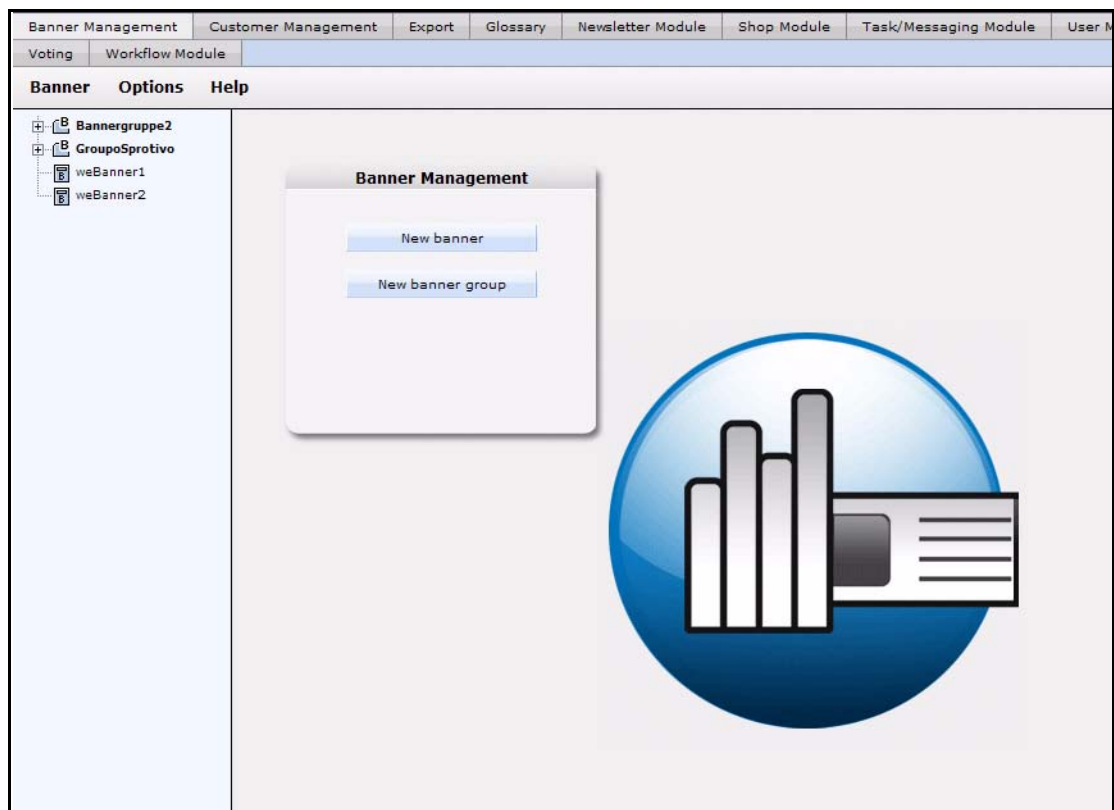
The *Banner* Management appears as an option in the *Extras* drop-down menu (see Figure 226).

Figure 226 Module menu showing the Banner Module



Select Banner Management from the *Extras* drop-down menu on the main webEdition page. The Banner Management main screen opens showing the *Quickstart* screen (see Figure 227).

Figure 227 Banner Management main screen with *Quickstart*



Using the *Quickstart* screen, you have the option of going directly to a new banner or to a new banner group.

5.2.2 The Banner Module main page: drop-down menus

There are three drop-down menus on the Banner Module main page:

- *Banner*
- *Options*
- *Help*

5.2.2.1 The *Banner* menu items

The *Banner* drop-down menu has the following items (see Figure 228):



Figure 228 The *Banner* menu items

- *New*. The *New* command has two sub-items:
—*Banner*. Use this option to create a new banner.
—*Banner group*. Use this option to create a new banner group.

- *Save*. Use this item to save a banner or banner group.
- *Delete*. Use this item to delete a banner or banner group.
- *Quit*. Use this item to close the modules window.

5.2.2.2 The *Options* menu items

The *Options* drop-down menu has the following items (see Figure 229):



Figure 229 The *Options* menu items

- *Default banner*. Use this option to select a default banner. This banner will be shown if no other banner has been selected.
- *Create Banner Code*. Use this option to create the banner code for non (external) webEdition pages.

5.2.2.3 The *Help* menu items

The *Help* drop-down menu has the following items (see Figure 230):

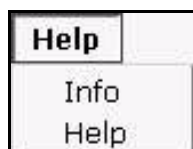


Figure 230 The *Help* sub-menus

- *Info*. This item provides information about the application.
- *Help*. This item provides Help screens.

5.2.3 The banner explorer menu and main page

The banner explorer menu appears on the left side of the screen. It contains a list of your banner files (see Figure 227, "Banner Management main screen with Quickstart" on page 202).

The banner main page has three available views, one for *Properties* in which you define your banners, one for *Placement* in which you define on which pages the banner will be shown, and one for *Statistics* in which you can see the views, clicks and click rate for the banner. The banner group main page has only the *Properties* view.

5.2.4 The banner *Properties* view

The *Properties* view allows you to set up your banner files. You can access the *Properties* view by clicking on the *Properties* tab, or by using the *Banner > New > Banner* drop-down menu on the main page. The *Properties* view is divided into three areas: *Path*, *Banner* and *Period*. If you have purchased the webEdition Customer Management Module, a forth area, *Customers*, is also available (see Figure 231).

Figure 231 The *Properties* view

5.2.4.1 The *Path* area

The *Path* area has the following functions:

- *Name*. Use this field to give a name to your banner.
- *Group*. Use this field to put the banner in a banner group.

5.2.4.2 The *Banner* area

The *Banner* area has the following functions:

- *Image Path*. Use this field to select a webEdition image which will be used for the banner.
- *External URL*. Use this field to enter a webEdition external URL to which the user will be redirected when clicking the banner.
- *Internal URL*. Use this field to enter a webEdition internal URL to which the user will be redirected when clicking the banner.

- *Active*. When this checkbox is not checked, the banner will never be shown (except if it is defined as a default banner).
- *Maximum views*. Use this field to enter the maximum number of times that the banner will be shown.
- *Maximum clicks*. Use this field to enter the maximum number of clicks. If the value is reached the banner will not be shown anymore.
- *Weight*. Here you can enter the weight of the banner. A higher weight means that the banner will be shown more often than a banner with a lower weight.

5.2.4.3 The *Period* area

The *Period* area has the following functions (click on the *More properties* icon to display the *Period* area):

- *From*. If this checkbox is checked, the banner will be displayed from the entered date.
- *To*. If this checkbox is checked, the banner will be displayed until the entered date.

5.2.4.4 The *Customers* area

The *Customers* area appears under the *Period* area only if you have purchased and installed the webEdition Customer Management Module. Here you can select one or more customers who will be the owner of the banner.

5.2.5 The banner *Placement* view

The *Placement* view allows you to place the banner on different pages (see Figure 232).

Figure 232 The *Placement* view

The *Placement* view has the following areas:

- *Banner name*. Use this area to enter the name of the <we:banner> tag where the banner is to be shown. You can choose the available banners from the select box.
- *Pages*. Use this area to select one or more pages on which the banner is to be shown. If one or more pages are set, the banner will only be shown on the page(s) you have specified. Use the *Add* button to access the browse server window, from which you can select a page. Use the *Delete all* button to delete the placement of a banner on all selected pages. Click the trash can icon to delete the placement on a single page.
- *Directories*. Use this area to select (or delete) one or more directories on which the banner is to be shown. The banner will only be shown on pages which resides in the directories you have specified.
- *Categories*. Use this area to select (or delete) one or more categories. The banner will only be shown on pages that belong to the categories you have specified.
- *Document Types*. Use this area to select one or more document types. The banner will only be shown on pages that belong to one of the selected document types.

5.2.6 The banner *Statistics* view

In the *Statistics* view you can see the statistics of a particular banner (see Figure 233):

Figure 233 The *Statistics* view

☐ Filter by date

From: 12 06 2007 To: 12 06 2007

Page	Views	Clicks	Click rate
All	14		0%
/we_demo/accessible/index.php	14		0%

Delete

The checkbox *Filter by date* allows you to select the beginning and the end of a time-span with the fields *from* and *to*.

The *Statistics* view displays a table with the following features:

- *Page*. The first column of the table indicates the page or pages upon which a specified banner appears. The first row of the table shows the summary of all pages.
- *Views*. This column represents the number of times that the page on which the banner appears has been viewed.
- *Clicks*. this column represents the number of times that the banner has been clicked.
- *Click rate*. This column represents the clicks per view, expressed as a percentage.

Note: For more information about filtering and sorting your statistical data, see Section 6.3, "Viewing and sorting banner statistics" on page 215.

5.2.7 The banner group *Properties* view

The *Properties* view allows you to set up your banner groups. You can access the Banner Group *Properties* view by using the *Banner > New > BannerGroup* drop-down menu on the main page. The *Properties* view for a banner group has only the *Path* area. If you have purchased the webEdition Customer Management Module, a second area, *Customers*, is also available (see Figure 234).

Figure 234 The *Properties* view of banner groups

Group

Properties

Path

Name
New banner group

Group
/

Select

Customers

Delete all Add

The *Path* area has the following functions:

- *Name*. Use this field to give a name to your banner group.
- *Group*. Use this field to put the banner group into another banner group.

The *Customers* part appears only if you have purchased and installed the webEdition Customer Management Module. Here you can select one or more customers who will be the owner of the banner group and the banners the group contains.

6 Creating banners

This chapter describes how you can create and manage banners for your Web site. The following topics are treated in this chapter:

- Section 6.1, "Setting the properties for a banner" on page 209
- Section 6.2, "Placing a banner on a Web page" on page 212
- Section 6.3, "Viewing and sorting banner statistics" on page 215

6.1 Setting the properties for a banner

Use the following procedure to set the properties for a banner.

Procedure 20 Setting the properties for a banner

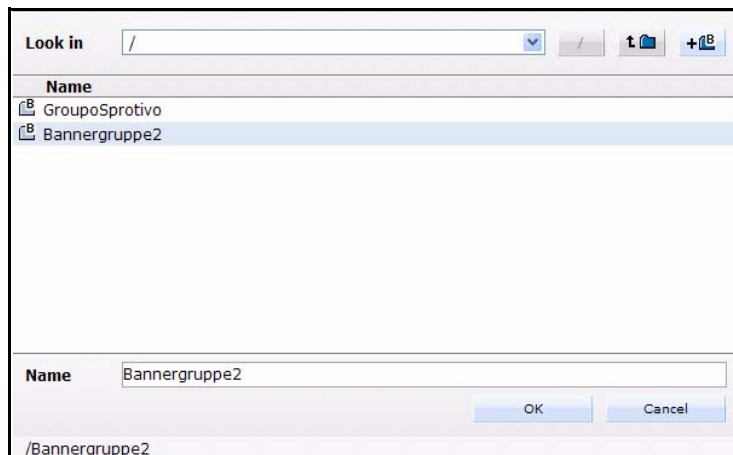
In the Banner Module main screen

- 1 Click *Banner > New > Banner* to manage a new banner.
webEdition opens the *Properties* view (see Figure 235).

Figure 235 Naming a new banner

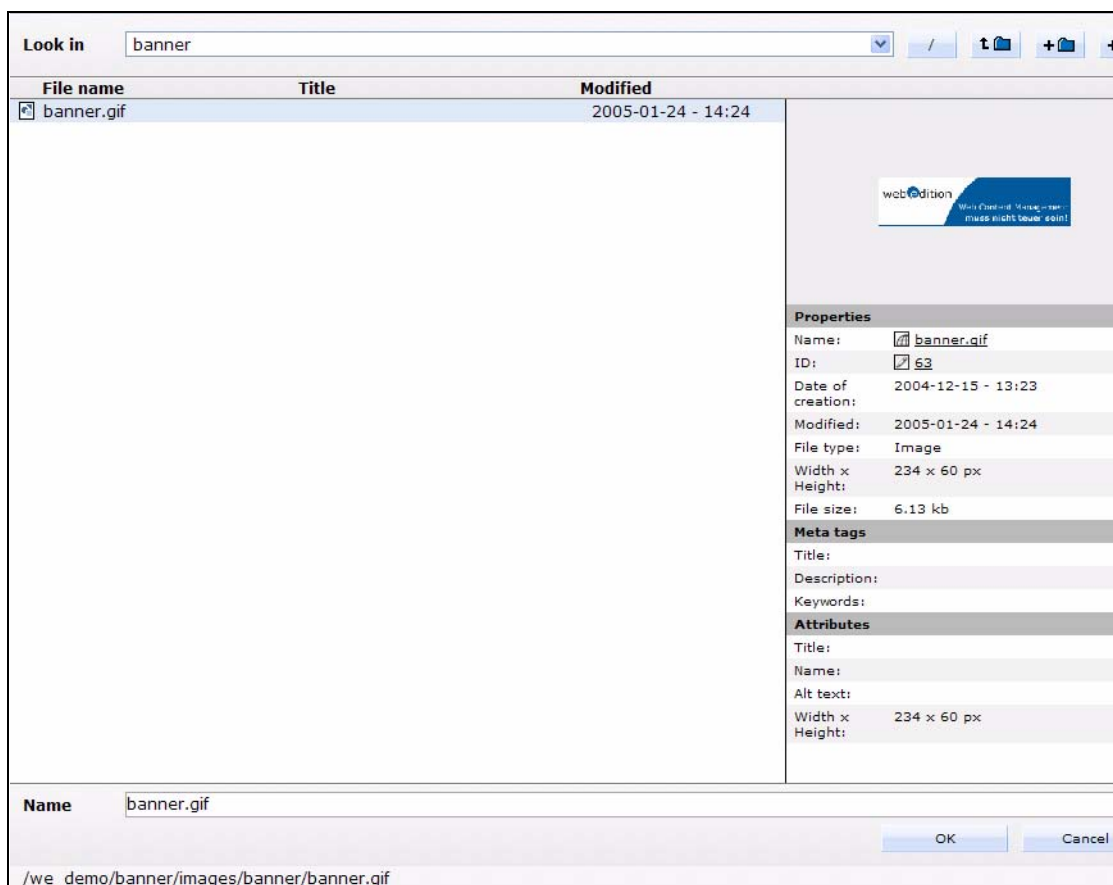
- 2 In the *Path* area of the *Properties* view, type the name of your banner in the *Name* field.
- 3 Choose the group in the *Group* field in which you want to place the banner. (For more information on creating banner groups, see Section 6.4, "Creating banner groups" on page 216).

If you click the *Select* button, a dialog box opens that allows you to browse your system for an existing group. See Figure 236, "Searching and selecting a banner group" on page 210.

Figure 236 Searching and selecting a banner group

- 4 In the *Banner* area of the *Properties* view, enter in the *Image Path* field the directory path to the image file that you want to use as your banner.

If you click the *select* button, a dialog box opens that allows you to browse your system for an existing image (see Figure 237).

Figure 237 Searching and selecting an image

- 5 Select an image from your existing files, and press the *OK* button.

The name of the image file appears in the Image path field in the Banner area of the Properties view. The image itself appears below the field(see Figure 238).

Figure 238 Banner selection

Banner

Image path
/we_demo/layout_images/WEphilosophy.jpg

☐ External URL

☒ Internal URL
/we_demo/news/news_cms.html

☒ Active

Maximum views
10000

Maximum clicks
1000

Weight
5 (normal)

- 6 To create a hyperlink from your banner to another page, type the URL of an external Web page in the *External URL* field or select an internal page by clicking the select button next to the *Internal URL* field.

The banner will be linked to the URL you enter. When a visitor clicks on your banner, they will be taken to the designated URL.

- 7 Type the number of times the banner should be shown in the *Maximum views* field.

Note: If the field is not filled, the banner will be shown without limit.

- 8 Type the maximum number of clicks in the *Maximum Clicks* field.

Note: If the field is not filled, the banner can be clicked without limit.

When the banner has been clicked as many times as the entered value, the banner will no longer be displayed.

- 9 Select the weight of the banner in the *Weight* field. A higher weight means that the banner will be displayed more often than a banner with less weight.
- 10 If you want the banner to be shown automatically from a given date, check the *From* checkbox and select the date and time with the date selectors under the *From* checkbox.
- 11 If you check the *To* checkbox, the banner will only be shown until the date entered in the date selectors under the *To* checkbox.
- 12 If you have purchased the webEdition Customer Management Module, you can now select one or more customers by clicking the *add* button in the *Customers* area.

A dialog box opens that allows you to browse your system for an existing customer (see Figure 239).

Figure 239 Searching and selecting a customer

Look in: /

File name

- admin
- customer

Name: customer

- 13 Press the *ok* button.

The system returns to the Properties view. Notice that the name of the selected customer now appears in the Customers field.

- 14 Save the banner by clicking the save button at the bottom of the screen or by selecting the save from the banner menu.

The system displays a dialogue box saying that the banner was succesfully saved. Click OK. Thereafter an icon for your new banner appears in the Banner Module explorer menu (see Figure 240).

Figure 240 New banner icon in the explorer menu



- 15 You have completed this procedure. If you wish to place your banner on a Web page, go to Section 6.2, "Placing a banner on a Web page" on page 212.

6.2 Placing a banner on a Web page

The webEdition Banner Module allows you to place a banner on one or more Web pages.

To display a banner on a Web page, the page must have at least one `<we:banner>` tag or a special HTML banner code for non-webEdition pages. (The `<we:banner>` tag and the special HTML banner code are described in Section 7.1, "What tags are required to display a banner on a webEdition page?" on page 219). Each `<we:banner>` tag has a name attribute which you use to identify the banner.

You can specify exactly what pages are to display a given banner by using the fields in the *Placement* view. These fields act as filters for your selection. You can use one or more filters to refine your selection.

Use the following procedure to place a banner on a Web page.

Procedure 21 Placing a banner on a Web page

In the Banner Module main screen

- 1 To access the *Placement* view, click on the *Placement* tab on the Banner main screen (see Figure 241).

Figure 241 The banner *Placement* view

- 2 Because webEdition allows you to have more than one `<we:banner>` tag on your template, you must tell the Banner Module which of the tags you want to use. You identify the name of the banner by using either the *Banner Name* field (on the left) or the select box with `<we:banner>` tags (on the right). The *Banner Name* field is associated with the name attribute of the `<we:banner>` tag.

- a If you know the name of the tag, type the name directly into the input field (on the left).

Note: If you want to display the banner on pages that were not produced in webEdition, you must type the name of the banner directly into the text field. The webEdition software cannot display the name in the picklist because no `<we:banner>` tag exists for an external page. For more details on placing a banner on external pages, see Chapter 7, Procedure 23, "Creating banners on external Web pages" on page 221.

- b Choose the `<we:banner>` tag by using the select box (on the right). The select box shows the names of all `<we:banner>` tags which are used in your templates. If you select a tag, its name will be copied in the text field.

Note: If you do not specify a name, the banner will be shown on every page that has a `<we:banner>` tag.

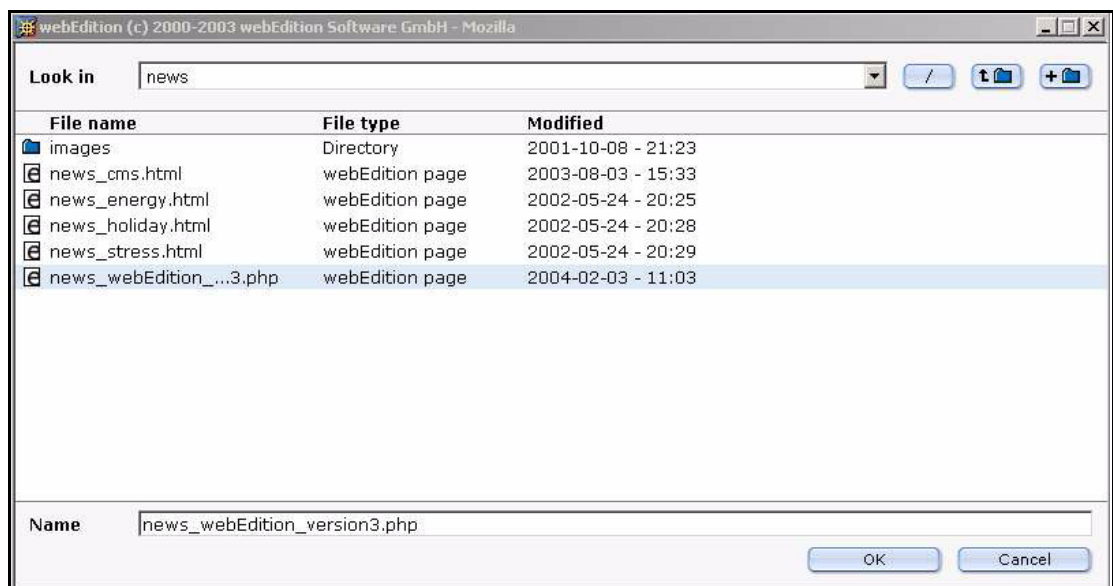
- 3 Identify the pages that are to display the banner. To do so, complete one or all of the following substeps:

- a To place a banner on one or more individual Web pages, use the *Pages* field.

- i Click on the *add* button to access your list of files.

A dialogue box opens showing your directories from which you can choose your file (see Figure 242).

- ii Select the target page(s) on which the banner is to appear.

Figure 242 Selecting a target page for your banner

- iii Press the **OK** button.

The name of the target page appears in the Pages area of the Placement view (see Figure 243).

Figure 243 Target page selected

- b To place a banner on all pages in one or more directories, use the *Directories* field.

- i Click on the *add* button to access your list of directories.

A dialogue box opens showing your directories.

- ii Select the directory that stores the pages in which the banner is to appear.

- iii Press the **OK** button.

The banner will only be shown on pages which are stored in the specified directories.

- c To place a banner on all pages assigned to one or more categories, use the *Categories* field.

- i Click on the *add* button to access your list of categories.

A dialogue box opens showing the categories you have defined.

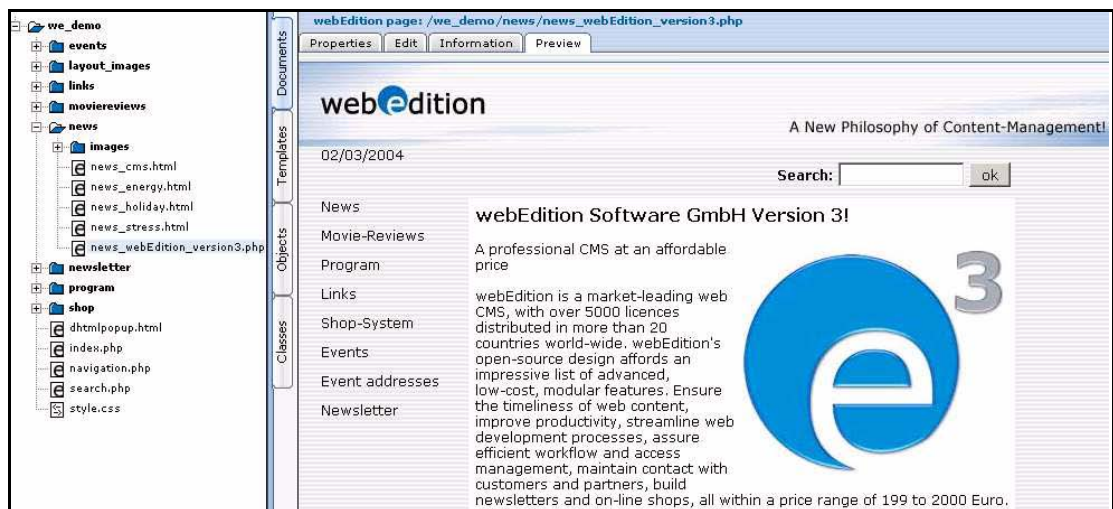
- ii Select the category associated with the pages in which the banner is to appear.

- iii Press the **OK** button.

The banner will only be shown on pages which are associated with the specified categories.

- d To place a banner on all pages assigned to one or more document types, use the *Document types* pick list.
 - i Click on the item in the pick list that represents the document type with which your target pages are associated.
The banner will only be shown on pages which are associated with the specified document types.
- 4 Click the **Save** button at the bottom of the *Placement* page to save your selections.
- 5 Verify that your banner has been properly placed on your designated Web page. (To do so you must leave the Banner module and go to the webEdition main screen.)
 - a Go to the webEdition main screen.
 - b In the explorer menu, click on the file that you associated with the banner in Step 3 on page 213.
 - c Select the *Preview* tab to display your Web page (see Figure 244).

Figure 244 Verifying your banner placement

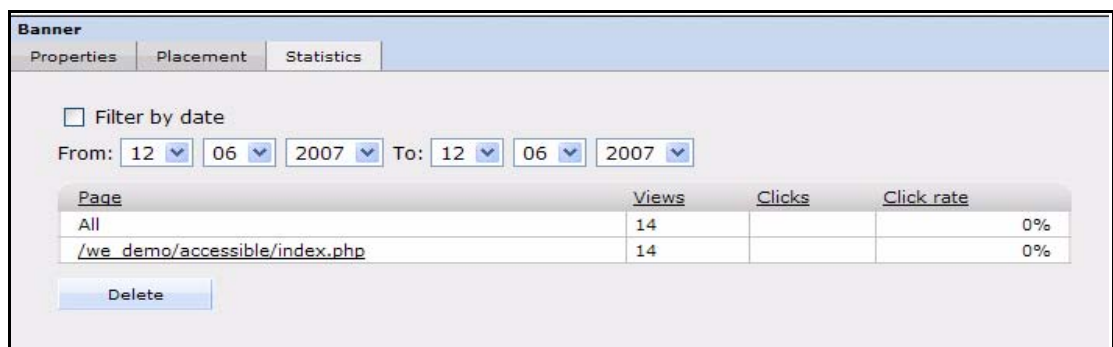


- 6 You have completed this procedure.

6.3 Viewing and sorting banner statistics

The webEdition Banner Module allows you to see the statistics about a banner and every Web page on which that banner appears. To access the *Statistics* view, click on the *Statistics* tab on the main page (see Figure 245).

Figure 245 The banner Statistics view



The Statistics view displays a table which shows the *Views*, *Clicks* and *Click rate* for the banner. The first row of the table shows the summary of all pages. The following rows show the statistics for each page displaying the banner.

6.3.1 Sorting statistics

You can sort the table by clicking the headline of a column. A second click sorts the table in descending order. If the checkbox *Filter by date* is checked, you can select the beginning and the end of a span with the fields *from* and *to*. The statistics for this span will be shown. If you want to delete (reset) the statistics data, you can do this by clicking the *delete* button.

6.4 Creating banner groups

Banner groups are designed to allow you to manage your banners.

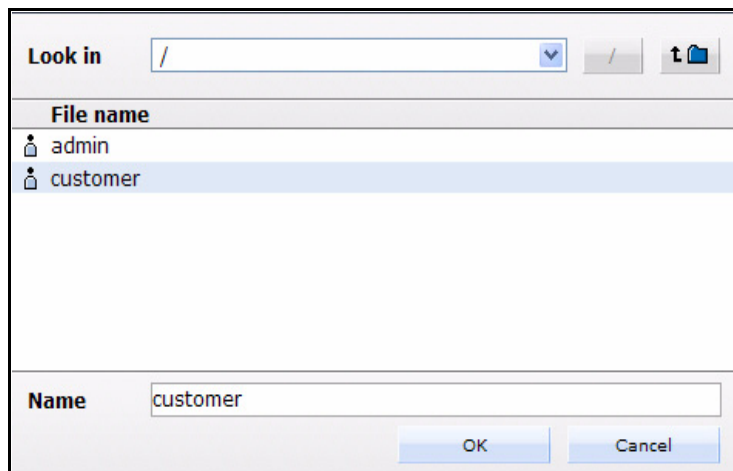
Procedure 22 Creating a banner group

In the Banner Module main screen

- 1 Click *Banner > New > Banner group*.
webEdition opens the *Properties* view (see).

Figure 246 The New Banner *Properties* view

- 2 In the *Path* area of the banner group *Properties* view, type the name of your banner group in the *Name* field.
- 3 If you wish to create a subgroup, you can choose an existing group in the *Group* field by clicking the *Select* button.
If you click the *Select* button, a dialog box opens that allows you to browse your system for an existing group.
- 4 If you have purchased the webEdition Customer Management Module, you can now select one or more customers by clicking the *add* button in the *Customers* area.
A dialog box opens that allows you to browse your system for an existing customer (see Figure 239).

Figure 247 Searching and selecting a customer

- 5 Press the ok button.

The system returns to the Properties view. Notice that the name of the selected customer now appears in the Customers field.

- 6 Save the banner group by clicking the Save button at the bottom of the screen or by selecting the Save from the banner menu.

The system displays a dialogue box saying that the banner group was succesfully saved.

- 7 Click OK to close the dialogue box.

An icon for your new banner group appears in the banner explorer menu.

Figure 248 new banner group icon

- 8 You have completed this procedure.

7 Practical examples for template developers

This chapter provides a variety of scripts and examples designed to assist administrators in developing webEdition code for the banner templates.

This chapter treats items such as how to

- use <we:banner> tags
- use JavaScript or iframe banners
- display banners on non-webEdition pages
- gather statistics about your pages—whether with or without banners
- use the Customer Management Module to provide banner statistics for customers.

7.1 What tags are required to display a banner on a webEdition page?

To display a banner on a webEdition page, the template of the page needs to have a <we:banner> tag. You can have more than one <we:banner> tag in your template, but each tag must have a different name. For example:

```
<we:banner name="banner1"/><br>
<we:banner name="banner2"/>
```

7.2 What format is used to display banners?

There are two ways to display a banner:

- Displaying a banner with JavaScript
- Displaying a banner in an iframe

7.2.1 Displaying a banner with JavaScript

JavaScript is the default setting for all banners if you do not set the type attribute in the <we:banner> tag. Banners will be displayed using JavaScript when the Web page is static. If JavaScript is disabled in the browser, the banner will be displayed as normal HTML (with an <a> and an tag). The browser uses a cookie to store the reference for the previously shown banner so that a user will be redirected to the correct page when clicking on the banner.

If the Web page is dynamic, the banner is displayed as normal HTML (with an <a> and an tag). The reference for the banner will be passed with the URL. For example:

```
<we:banner name="banner1" type="js"/> or
```

```
<we:banner name="banner1"/>
```

7.2.2 Displaying a banner in an iframe

You can display a banner using an iframe (or an ilayer in Netscape 4). On browsers that cannot understand an iframe or ilayer, the banner will be displayed as normal HTML (with an `<a>` and an `` tag). The browser uses a cookie to store the reference for the banner so that a user will be redirected to the correct page when clicking on the banner. For example:

```
<we:banner name="banner1" type="iframe"/>
```

7.3 How can I display specific banners on a page?

To show one or more specific banners on a page, you can write the banner paths separated by a comma in the `paths` attribute of the `<we:banner>` tag. You can also write the path of a banner group to display the banners of that group. For example:

```
<we:banner name="banner1"
paths="/banner1,/group1/banner2,/group2"/>
```

7.4 How can I display a banner without a link?

To show a banner without a link, you can add the `link` attribute to the `<we:banner>` tag and set its value to `false`. For example:

```
<we:banner name="banner1" link="false"/>
```

7.5 How can I use files other than `/webEdition/getBanner.php` and `/webEdition/bannerclick.php`?

Normally webEdition uses the file `/webEdition/getBanner.php` as the `src` attribute for the `` and `<iframe>` tag and the file `/webEdition/bannerclick.php` for the `href` attribute of the `<a>` tag. If you want to protect the webEdition directory with an htaccess password, or if you do not want to use the original scripts, you can make two php scripts (external or as internal HTML page with extension `.php`), which include the appropriate file. In this case, the path of the scripts has to be entered in the attributes `getscript` and `clickscript` of the `<we:banner>` tag. For example:

```
<we:banner name="banner1" getscript="/get.php"
clickscript="/click.php"/>
```

The code of the two scripts must look like the following example:

```
get.php:
<?php
include($_SERVER["DOCUMENT_ROOT"]."/webEdition/getBanner.php"); ?>

click.php:
<?php
include($_SERVER["DOCUMENT_ROOT"]."/webEdition/bannerclick.php");
?>
```

7.6 How can I display webEdition banners on external Web pages?

With webEdition you can display banners on pages which were not made with webEdition—here referred to as "external Web pages"—such as sites on another domain. To do so, you have to insert a special piece of code in the page on which you want to display the banners. The required code can be created in webEdition by using the following procedure:

Procedure 23 Creating banners on external Web pages

In the Banner Module main screen

- 1 Click on *Options > Create banner code* to open the code generation wizard (see Figure 249).

Figure 249 Creating banner code for external Web pages

Create banner code for external Web pages

Type:

Banner name*:

URL of page*:

Target:

Width*:

Height*:

Banner paths:

Get script*:

Click script*:

*required fields

OK Cancel

- 2 In the *Type* select box, choose to use either a JavaScript or an iframe to display the banner.
- 3 Type a banner name in the *Banner Name* field. This field is similar to the name attribute of the `<we:banner>` tag.
- 4 In the *URL of Page* field (for example, `http://www.webedition.biz/index.html`), type the URL of the page where the banner should be displayed.
- 5 Type the target of the banner link in the *Target* field. If you leave the field empty, the next page will open in the same window when the banner is clicked. This field is similar to the target attribute of the `<we:banner>` tag.
- 6 Specify the width and the height of the banner in the *Width* and *Height* fields. These fields are similar to the width and height attributes of the `<we:banner>` tag.
- 7 If you want to show one or more specific banners on a page, you can write the banner paths, separated by a comma, in the *Banner Paths* field. You can also write the path of a banner group to display the banners of that group. This field is similar to the *paths* attribute of the `<we:banner>` tag. (See also Section 7.3, "How can I display specific banners on a page?" on page 220.)
- 8 If you want to use scripts other than the normal webEdition *get* and *click* scripts, you can type the URLs of the scripts in the fields *Get Script* and *Click Script*. These fields are similar to the *getscript* and *clickscript* attribute of the `<we:banner>` tag. (See also Section 7.5, "How can I use files other than `/webEdition/getBanner.php` and `/webEdition/bannerclick.php`?" on page 220.)
- 9 Click the *ok* button.
A text area with the created code will be displayed.
- 10 Copy and paste the code from Step 9 onto your Web page where the banner should be shown.
- 11 Close the window by clicking the *close* button.
- 12 You have completed this procedure.

7.7 How can I use the Banner Module to gather statistics about pages that do not display a banner?

You can also use the Banner Module to gather statistics that indicate the number of times your pages have been viewed. In this case you do not need to display a banner. The following procedure will help you to enable the statistics gathering feature of the module:

Procedure 24 Gathering statistic about your site

- 1 Insert a `<we:banner>` tag into your template(s). Give the tag an appropriate name (such as, "stat") and set the type to "pixel". For example:

```
<we:banner name="stat" type="pixel" />
```
- 2 Create a banner using a transparent .gif as its image. (For information on creating banners, see Chapter 6, "Creating banners" on page 209.
- 3 Type the name you entered in Step 1 in the *Banner Name* field in the *Placement* area. In the example in Step 1, "stat" is the name of the banner.
- 4 You have finished this procedure. To view the statistics for the banner you have created, go to the *Statistics* area by clicking on the *Statistics* tab.

7.8 How can I provide banner statistics for my customers?

If you have purchased the webEdition Customer Management Module, you can create a statistics page that only displays the statistics of the banners which are owned by the logged in customer. You create a statistics page using the `<we:listview type="banner">` tag in combination with the `<we:bannerSelect>` tag. For a detailed description of these we:tags, see "The webEdition Tag-Reference" at the following URL:
<http://tags.webedition.de/index.html?go=TagReference&Language=en>.

The following example shows how you can provide statistics for your customers:

```
<we:form id="self" method="get">
<we:processDateSelect name="from"/>
<we:processDateSelect name="to" endofday="true"/>
<we:setVar to="global" nameto="filter" from="request"
namefrom="filter"/>
<input
type="checkbox"
name="filter"
value="true"
<we:ifVarNotEmpty match="filter" type="global">
checked
</we:ifVarNotEmpty>
> Filter<br>
<we:dateSelect name="from" class="normal"/><br>
<we:dateSelect name="to" class="normal"/><br>
<we:bannerSelect customer="true" name="bannerpath" showpath="true"
firstentry="Please select a banner"/>
<input type="submit">
<we:listview type="banner" customer="true" path="\$bannerpath"
rows="10"
order="views desc" usefilter="\$filter" filterdatestart="\$from"
filterdateend="\$to">
<table cellpadding="0" cellspacing="0" border="0" width="400">
<tr>
<td>Path</td>
<td>Shown</td>
<td>Clicked</td>
<td>Rate</td>
```

```
</tr>
<tr>
  <td>all</td>
  <td><we:bannerSum type="views"/></td>
  <td><we:bannerSum type="clicks"/></td>
  <td><we:bannerSum type="rate"/></td>
</tr>
<we:repeat>
  <tr>
    <td><we:field name="path"/></td>
    <td><we:field name="views"/></td>
    <td><we:field name="clicks"/></td>
    <td><we:field name="rate"/></td>
  </tr>
</we:repeat>
</table>
<we:ifBack><we:back>back</we:back></we:ifBack>&nbsp;&nbsp;&nbsp;
<we:ifNext><we:next>next</we:next></we:ifNext>
</we:listview>
</we:form>
```

8 User Management: Introduction

This introduction is intended to help you familiarize yourself with the webEdition User Management. This chapter treats what the module does and how to install it. You can also find information here about the basic layout and command features for the User Management Module. These topics are treated in the following sections:

- Section 8.1, "What is the webEdition User Management?" on page 225
- Section 8.2, "Access control feature" on page 225
- Section 8.3, "General information and navigation" on page 225
- Section 8.4, "Working with the User Management,"

8.1 What is the webEdition User Management?

The webEdition software differentiates between the role of the administrator and the role of the editor. Normally, the administrator is responsible for the design and creation of the templates, whereas the editor creates and maintains the content. The webEdition User Management allows you to manage as many administrators and editors as you want.

8.2 Access control feature

The webEdition User Management prevents multiple users from editing documents simultaneously. Thus the potential risk of over-writing is minimized.

A document can be edited by only one user at any given time. If two or more users are logged onto the server and attempt to open the same document, the document will only be made available to the user who selected it first. If any other users try to open the document, a dialog box will appear on their screen informing them that the document is currently being edited by user "XYZ". As soon as user "XYZ" closes the document, opens another document or logs off, another user will be allowed to edit the document.

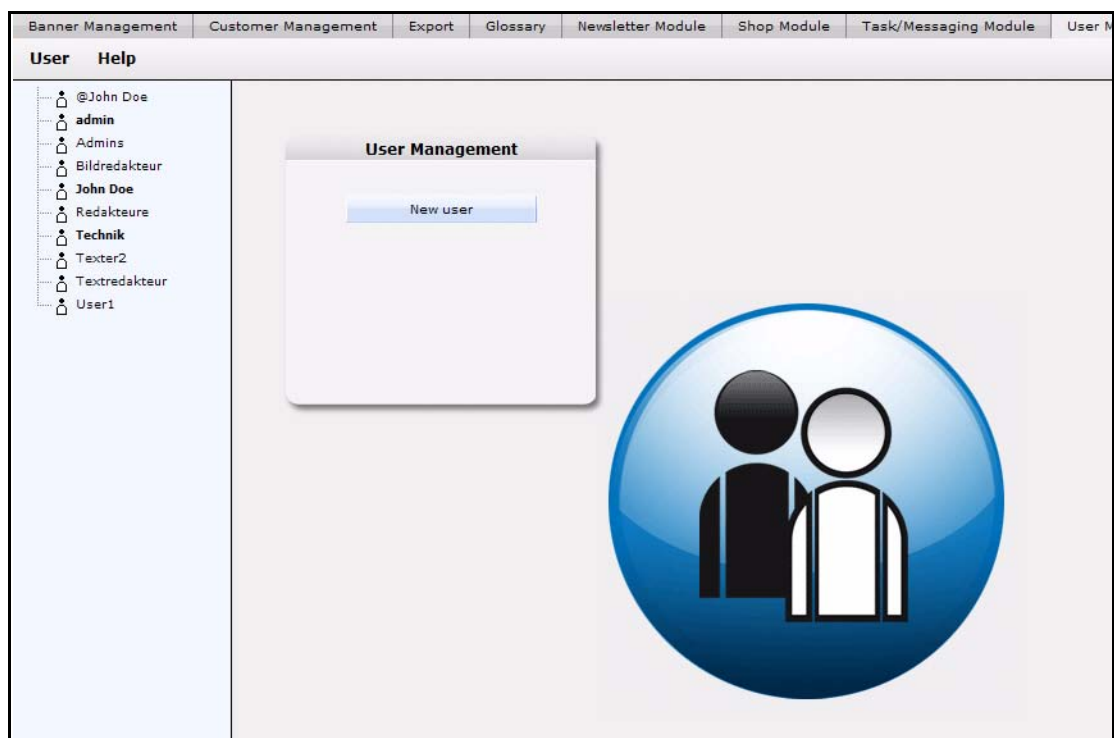
8.3 General information and navigation

After installation, you will find a new menu item in the webEdition main menu called *Extras* (see Figure 250).

Figure 250 Modules drop-down menu

8.3.1 Opening the User Management

Select *User Management* from the *Extras* menu to open the User Management main screen. The User Management main screen opens showing the *Quickstart* screen (see Figure 251).

Figure 251 User Management: main screen and *Quickstart* option

Using the *Quickstart* screen, you have the option of going directly to the add new user screens.

You can return to the *Quickstart* screen at any time by clicking on the *User Management* tab.

8.3.2 Drop-down menu commands

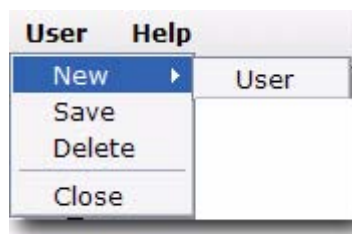
On the User Management main screen, a list of users appears in the explorer menu; two drop-down menus appear in the upper left: *User* and *Help*, as seen in Figure 251, "User Management: main screen and Quickstart option" on page 226.

8.3.2.1 The *User* menu

The *User* menu has the following items (see Figure 252, "User Management User menu" on page 227):

- *New*. Use this command to create a new user (administrator or editor).
- *Save*. Use this command to save entries/changes made to users.
- *Delete*. Use this command to delete existing users (administrators or editors). You must confirm your deletion by clicking *OK* in the dialog box.
- *Exit*. Use this command to exit the User Management Module.

Figure 252 User Management *User* menu



8.3.2.2 *Help* menu

The main screen also has a *Help* menu. Use the *Help* command to access the help program for the User Management Module.

8.4 Working with the User Management

The following sections describe some of the basic procedures that you can perform with the User Management Module:

- Section 8.4.1, "Creating new users: administrators and editors" on page 227
- Section 8.4.2, "Changing user settings" on page 229
- Section 8.4.3, "Deleting users" on page 229

ATTENTION

Only an administrator can create or delete users and change user permissions. These options will not be available if you have logged into the webEdition system as an editor.

8.4.1 Creating new users: administrators and editors

The following procedure describes how to create new users and how to assign administrative or editorial privileges to a user.

Procedure 25 Creating a new user***In the webEdition Start Screen***

- 1 Log into webEdition as "administrator".
- 2 Select *User Management* from the *Modules* menu.
- 3 In the User Management main screen, click *New user* in the *Quickstart* menu, or click on *User > New > User*.

The user Data view appears which has two parts: User data and Permissions (see Figure 253).

Figure 253 User Data view

- 4 In the first two fields of the *User data* area, enter the following data:
 - a First name of the new user
 - b Last name of the new user
- 5 In the next two fields enter the following data:
 - a *User name*. The name that will identify the user in webEdition.
 - b *Password*. Enter an alphanumeric string of at least 4 characters.
- 6 If you wish to create an administrator, go to Section 7. If you wish to create an author, go to Section 8.
- 7 To give a user administrative permissions, click on the *Administrator permissions* button, then go to Section 11.

Note: You cannot restrict the administrator's workspace - the option Specify/select workspace is inactive.

- 8 To give a user authoring or editing permissions, click on the *User permissions* button.
- 9 You can allocate a special workspace in webEdition to this user by clicking on the *Specify workspace* button.
- 10 Click on the *Select* button to browse and select the directories in which the author is allowed to work.

Note: The next time the author or editor logs on, the templates menu will be deactivated and the explorer menu will display the directory allocated by the administrator as the editor's workspace.

- 11 Save your changes by clicking on the *Save* button.
- 12 You have completed this procedure.

8.4.2 Changing user settings

Use the following procedure to change user settings.

Procedure 26 Changing user settings

In the User Management main screen

- 1 Log into webEdition as "administrator".
- 2 Go to the user list in the explorer menu, and click on the user whose data you wish to change.

The system displays the user Data view.

- 3 Make your changes.
- 4 Save your entries.
- 5 You have completed this procedure.

8.4.3 Deleting users

Use the following procedure to delete a user from webEdition.

Procedure 27 Deleting users

In the User Management main screen

- 1 Log into webEdition as "administrator".
- 2 Go to the user list in the explorer menu, and click on the user whose data you wish to change.

The system displays the user Data view.

- 3 Select the *Delete* command from the *User* menu.
- 4 When prompted by the system, confirm or cancel the action.

If you click OK, the selected user data will be deleted, the corresponding icon will disappear from the explorer menu, and the system will return to the User Management Module main screen.

- 5 You have completed this procedure.

9 Advanced Export

This chapter is intended to help you familiarize with the advanced webEdition Export functions and its features. This chapter treats what the Export does and how to install it. You can also find information here about the basic layout and command features for the Export. The advanced Export corresponds to the former Export Module and is still integrated in the Modules window, thus the form of this separate chapters. These topics are treated in the following sections:

- Section 9.1, "What is the webEdition Export?,"
- Section 9.2, "General information and navigation,"
- Section 9.3, "Start Export function,"
- Section 9.4, "The menus,"
- Section 9.5, "Export Module views,"
- Section 9.6, "Using the export,"

9.1 What is the webEdition Export?

The Export allows webEdition users more control over the exporting of documents, templates, objects and classes from webEdition.

Contrary to the export function of the standard version of webEdition, you can define exactly, which individual parts of your project should be exported.

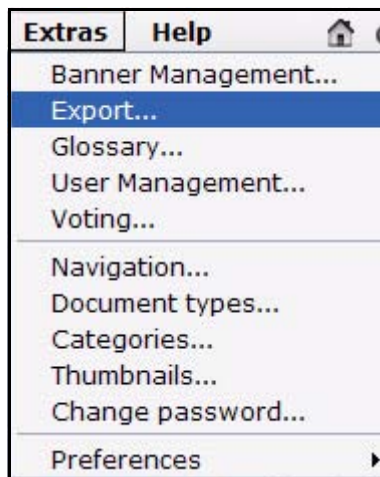
The import of the content that is exported with the Export is possible with every version of webEdition (from version 3.3), no separate module is required.

Importing new templates, objects or content is easily accomplished without interfering with existing content.

The Export is intended for users who want to maintain several webEdition web sites within one webEdition installation, as it enables the advanced user to export and import objects, document, classes and templates without interfering with the existing data.

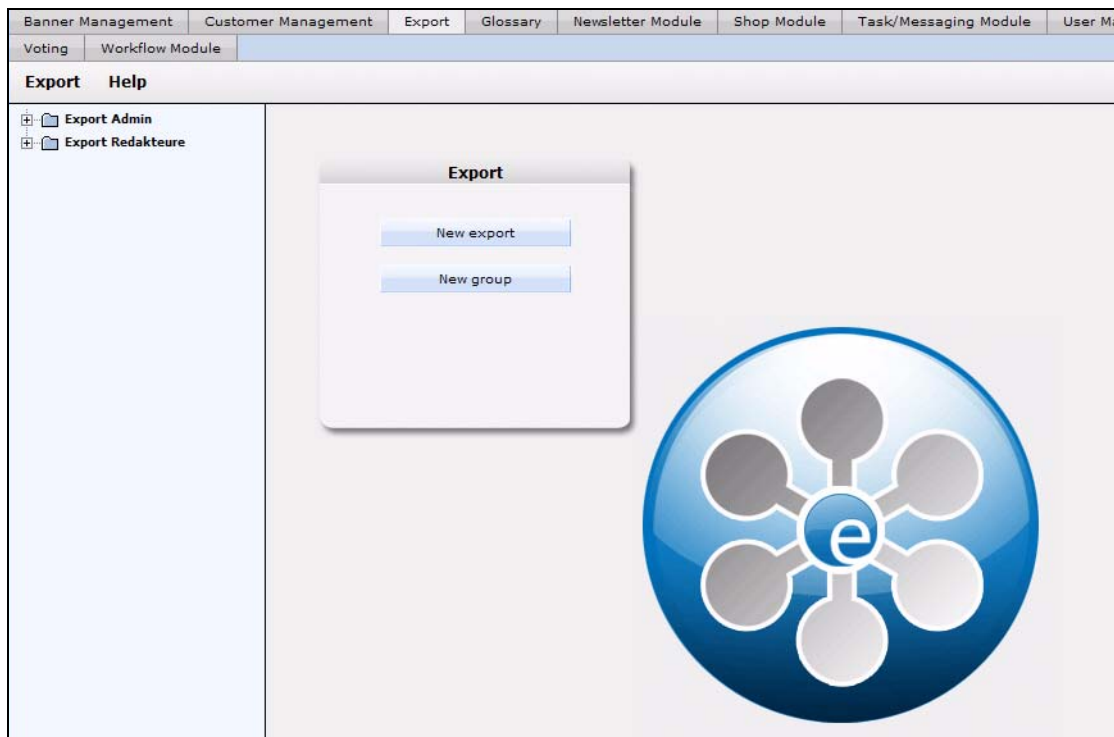
9.2 General information and navigation

After the installation, a new menu item appears in the webEdition *Extras* menu. See Figure 254.

Figure 254 Modules Dropdown Menu

9.3 Start Export function

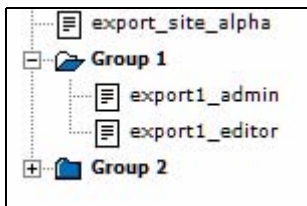
To open the Export , click on *Export ...* from the *Extras* Dropdownmenu on the webEdition mainscreen. The Quickstart screen will appear, as shown in Figure 255.

Figure 255 Export: Quickstart Screen

In the *Quickstart* screen, you can directly create a new export-profile or a group.

9.3.1 Export explorermenu

The explorermenu on the left hand of the screen shows a list of your exportprofiles and groups (see Figure 256).

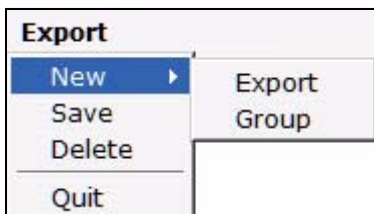
Figure 256 Export Module explorer menu

9.4 The menus

By selecting *Modules > Export Module*, you open the module view (see Figure 255). Here, you can find the dropdown-menus *Export* and *Help*.

9.4.1 The *Export*-dropdownmenu

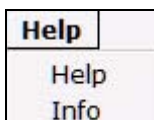
In the dropdownmenu *Export*, the following items are located (see Figure 257).

Figure 257 *Export* dropdownmenu

- *New (Export/Group)* Click *New > Export / Group* to define a new exportprofile resp. a new exportgroup.
- *Save* Click *Save* to permanently save your export or exportgroup.
- *Delete* Deletes the currently selected export or group.
- *Quit* Leave the module window and return to the webEdition main screen.

9.4.2 *Help*-dropdownmenu

In the help-dropdownmenu you will find the following items (see Figure 258).

**Figure 258 *Help*-dropdownmenu**

- *Help*. This item provides Help screens.
- *Info*. This item provides information about the application.

9.5 Export Module views

The export module has the following views which can be accessed by clicking on the corresponding tabs: *Property*, *Options* and *Details*.

9.5.1 The *property* view

The basic settings for your export are defined in the *property* view.

Choose *Export > New > Export* to enter the *property* view (see Figure 259):

Figure 259 The *Property* view

Export: weExport_1181635484

Property Options Details

Property

Name
weExport_1181635484

Group
/ Select

Export to

File name
weExport_1181635484.xml

Local harddisc

Selection

Automatic selection

i Exports documents or objects automatically according to document type or class.

Documents of document type
accessible - Article

Directory
/ Select

Categories

Delete all Add

Save Export

The *Property* view consists of the areas *Property*, *Export to* and *Selection*.

- *Property*: Here, you give your export profile a unique name. You can also assign your export to a *group* by clicking on the *select* button. The name given here is the name by which the export profile is saved within the webEdition export module, not the file name by which the export is saved on the server or your local disc!
- *Export to*: Enter a filename for your export-file. This is the name by which the file is saved on your server or harddisc. If you choose *Server* from the dropdownmenu, you can select a directory on your server, where the exported file will be saved.
- *Selection*: Here, you can select the documents or objects to be exported. Choose *Automatic Selection* to define the export using the document- or objecttype. When using the *Manual Selection*, documents, templates, objects or classes can be selected individually from the tree.

9.5.2 The *Options* view

The *Options* view consists of the areas *Documents/Templates*, *Objects/Classes*, *Doctypes/Categories*, *Export Depth* and *Owners Data* (see Figure 260). These areas are explained in the following.

Figure 260 The Options view

Export: weExport_1181635484

Property Options Details

Documents Templates

The default template is the template that is defined in the document p ...

☐ Export default templates

☐ Export included documents

☐ Export included objects

☐ Export linked documents

☐ Thumbnails

Objects Classes

The default class is the class that is defined in the object propertie ...

☐ Export default classes

☐ Export embedded objects

Doctypes/Categorys/Navigation

☐ Doctypes

☐ Categorys

☐ Navigation

Export depth

The export deep defines the level for the export of the included documents. The field must be a number!

to level

Owners data

Export linked owners data.

☐ Export owners data

Save Export

9.5.2.1 The Documents/Templates area

In this area, the following checkboxes are located:

- *Export default templates*: Activate this checkbox to add the templates, on which the documents to be exported are based by default (this is set in the document preferences), to the export.
- *Export included documents*: Activate this checkbox to add so-called included documents to the export. Included documents are included in the document to be exported using the we:tags *we:include*, *we:form*, *we:url*, *we:linkToSeeMode*, *we:a*, *we:href*, *we:link*, *we:css*, *we:js*, *we:addDelNewsletterEmail*. This checkbox has to be activated, e.g., if the navigation of your site was integrated using an include and you want it to be in the export.
- *Export included objects*: This checkbox works like the checkbox *Export included documents*, but for objects. It affects included objects using the we:tags *we:object* or *we:form*.
- *Export linked documents*: Activate this checkbox to add internal documents to the export; internal documents are linked to the document to be exported by using the HTML-Tags *body*, *a*, *img*, *table*, *td*.

Note: These functions only apply to the export of documents and templates.

9.5.2.2 The *Objects/Classes* area

These two checkboxes are located in this area:

- *Export default classes*: Activate this checkbox to also export the class defined in the object properties.
- *Export embedded objects*: Activate this checkbox to also export objects which are included in the object to be exported.

Example

You included images as objects into an object of the class “articles”.

Note: These functions only apply to the export of objects and classes.

9.5.2.3 The *Doctypes/Categories* area

In this area you will find the following checkboxes:

- *Doctypes*: Activate this checkbox to add the doctypes of the exported documents to the export. This function only applies to the export of documents.
- *Categories*: If this checkbox is activated, the categories of the elements to be exported are also added to the export. This function applies to document- as well as to object categories.

9.5.2.4 The *Export depth* area

In this area, you can define, using a numerical value, the export depth of included, linked or template-based elements. If, e.g., you set the export depth to a value of “1”, at the export of a document with the checkbox *Export default templates* activated, will result in the template being included in the export. An included navigation (and its template), on the other hand, would not be included, even with the option *Export included documents* activated. To export the navigation, too, you would have to set the depth to “2”; setting it to “3” will also include the template of the navigation.

9.5.2.5 The *Owners data* area

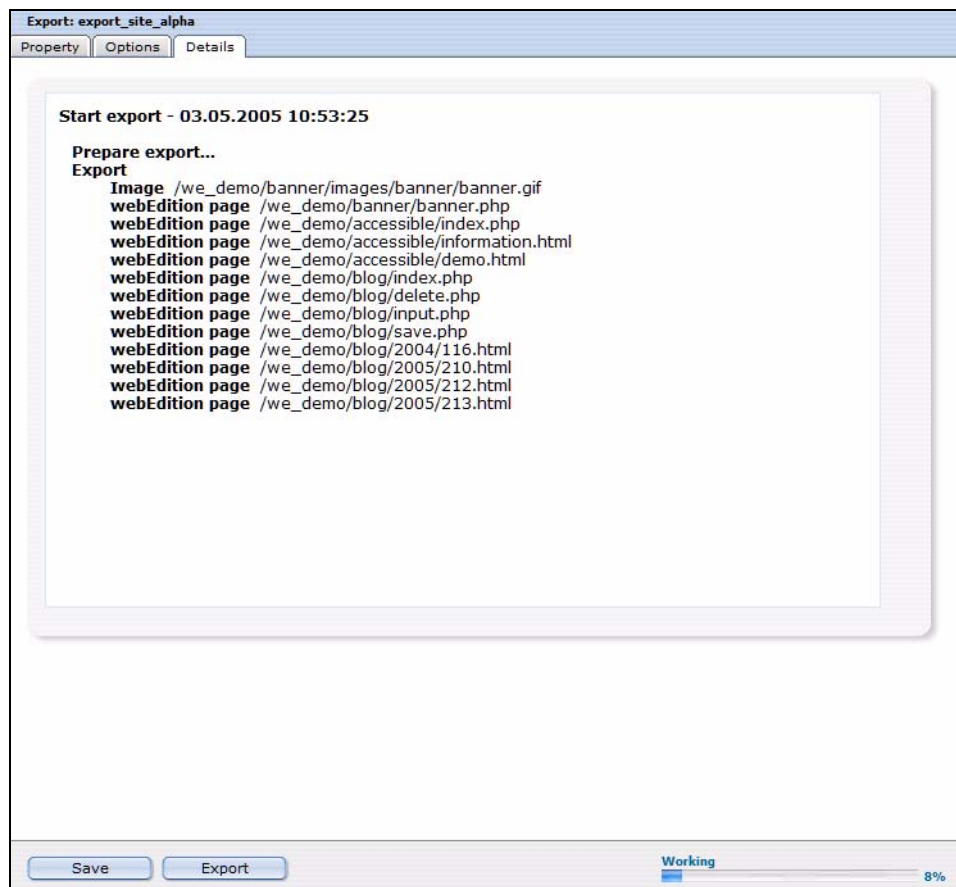
Activate the checkbox *Export owners data*, to integrate permissions and rights on documents, objects etc. in the exported file.

Note: The webEdition User Management (PRO) has to be installed for this function to work.

9.5.3 The *Details* view

In this view, the progress of the export will be displayed. All exported documents, templates, objects and classes are displayed here during the export process. The progress bar at the bottom of the screen indicates the export’s progress.

Figure 261 Details view



9.6 Using the export

In this chapter, you will learn how to perform an export with the webEdition Export Module.

9.6.1 Define a new export

Exports with the webEdition Export Module are performed using so-called export profiles. Click *Export > New > Export* or just *New Export* in the Quickstart screen, to create a new export profile.

Procedure 28 Performing an export

In the Export Module mainscreen

- 1 Choose names for your export profile and the export file. Enter them in the corresponding fields in the *Property* view.
- 2 Choose a target location for your export file using the dropdownmenu in the *Export to* area: *Server* or *local Harddisc*.
- 3 Now you decide in the *Selection* area, whether you prefer *automatic* or *manual Selection*. The manual Selection lets you select documents, templates, objects and classes from the webEdition tree-view. Using the *automatic selection* lets you choose by "type".

Note: Objects and classes can only be exported if the webEdition DB/Object Module is installed.

- 4 When you feel comfortable with your selections, proceed by clicking on the *Options* tab.
The Options view opens

- 5 Now select your preferred options. Further information about the *Options* view can be found in Section 1.6.2.

- 6 Click on the *Save* button

The successful saving of your export profile is confirmed

Note: *Your export profile has to be saved before the export can processed.*

- 7 Click on the *Export* button

The Details view opens (see Figure 8)

- 8 According to your selections made in 2, the generated export XML-file will be saved by the filename you choose either on the server, or you will be prompted to define a target location on your local harddisc.

- 9 The Export thus has finished successfully.

9.6.2 Exportgroups

Exportgroups are used to organize recurring export tasks; the parallel development for multiple webEdition websites from one developer license can be made much easier by using this feature.

Procedure 29 Create Exportgroup

In the Export Module window

- 1 Select *Export > New > Group* from the *Export* Dropdownmenu or *New Group* from the Quickstart

The Exportgroup window opens

- 2 Enter a name for the new exportgroup; you might e.g. name the groups after the websites in development.

- 3 Click the *Save* button

The system acknowledges the success. The new group is now displayed in the explorer menu (see Figure 262)

Figure 262 New group in the explorer menu



- 4 The new exportgroup has been successfully created. You can now assign export profiles to this group. The procedure is finished.

10 Glossary: Introduction

This chapter is intended to help you familiarize with the webEdition *Glossary* and its features. This chapter treats what the Glossary does. You can also find information here about the basic layout and command features for it. These topics are treated in the following sections:

- Section 10.1, "What is the webEdition Glossary?,"
- Section 10.2, "General information and navigation,"
- Section 10.3, "Starting the glossary,"
- Section 10.4, "Menus,"

10.1 What is the webEdition Glossary?

With the webEdition glossary it is possible to correctly label abbreviations and acronyms, but also links, within webEdition. These features are especially designed for creators of accessible websites. With the webEdition glossary, acronyms and abbreviations can be administered centrally, so that these do not have to be labelled for every appearance in a text manually. You can download further information on the subject "accessibility" from our website www.living-e.de. There is, beside the "Accessibility guide" also a handout as well as a forum treating this subject. In combination with the integrated validity checker, webEdition offers all necessary functions for you to create an accessible website and thus to extend the range of your website considerably. In addition to the glossary module, the webEdition module *spell checker* is installed which further facilitates the creation of accessible websites.

Note: In the following, the expressions *Acronym* and *Abbreviation* are often used. These expressions are in everyday usage often subsidiary. However, by definition two different things are meant:

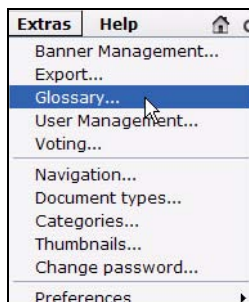
- *Acronym*: Acronyms are abbreviations, such as NATO, laser, and IBM, that are formed using the initial letters of words or word parts in a phrase or name. Acronyms are usually pronounced in a way that is distinct from that of the full forms for which they stand: as the names of the individual letters (as in IBM), as a word (as in NATO), or as a combination.]
- *Abbreviation*: An abbreviation (from Latin *brevis* "short") is a shortened form of a word or phrase. Usually, but not always, it consists of a letter or group of letters taken from the word or phrase. For example, the word "abbreviation" can itself be represented by the abbreviation "abbr." or "abbrev."

Therefore, acronyms are a sub-group of the abbreviations. A differentiation of these concepts is necessary, because abbreviations and acronyms have to be processed differently for HTML code.

10.2 General information and navigation

The glossary is located in the webEdition *Extras* menu. See Figure 263).

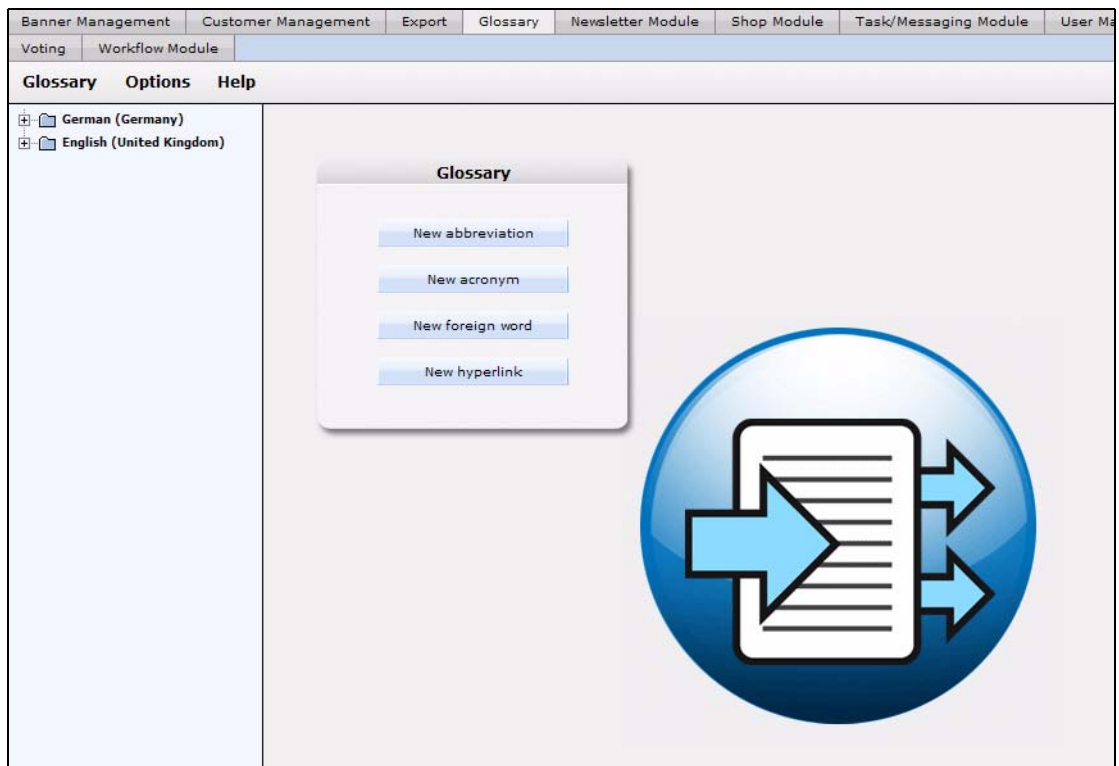
Figure 263 *Extras* dropdown menu



10.3 Starting the glossary

To open the glossary, select *Glossary...* from the *Extras* dropdown menu on the webEdition main page. The *glossary* window opens (see Figure 264).

Figure 264 Glossary window



In this window you can add, update or delete new abbreviations, acronyms, foreign words or hyperlinks. You can launch these actions directly with the Quickstart buttons. In the left part of the window you see the available languages in form of a folder list. You can open this list by clicking on the + sign to display and select the entries.

10.3.1 Glossary module explorer menu

The explorer menu to the left displays a list of your languages and the created entries in the according categories (see Figure 265).

Figure 265 Glossary module explorer menu



Note: Please note that some entries are displayed in red, others in black. The entries in red are defined and saved but not yet activated and thus “parked”.

10.4 Menus

Click *Modules > Glossary...* to open the glossary module view (see Figure 264). The menus *Glossary*, *Options* and *Help* are located here.

10.4.1 The *Glossary* menu

The following items are located in the *Glossary* menu (see Figure 266).

Figure 266 *Glossary* dropdown menu



- *New (language)* Click *New > language > Abbreviation / Acronym / Foreign word / Hyperlink*, to add a new entry to the according group.

Note: The language choices are limited to the languages defined by you. In Section 11.2, "Adding languages," is explained how to add and remove language/country combinations.

- *Save* Click *Save* to save the currently selected entry. Of course, the the *Save* button on the bottom of the module window can be used as well.

- *Delete* The currently selected entry is deleted.
- *Exit* The glossary module window is closed. You return to the webEdition main window.

10.4.2 The *Options* menu

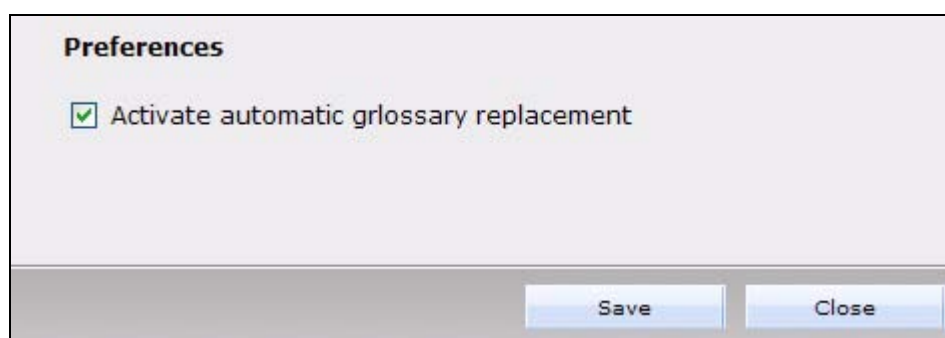
The *Options* menu consist of the following items (see Figure 267)

Figure 267 *Options* dropdown menu



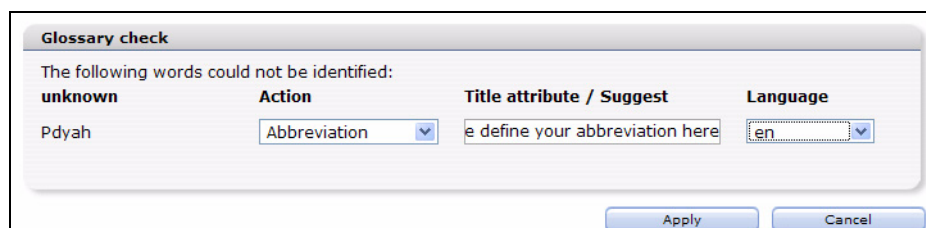
- *Options* Click on this item to open the *Preferences* window

Figure 268 *Preferences*



Here you can *Activate automatic glossary replacement*. If this checkbox is ticked, all entries in your glossary will be labelled automatically on your website. You find the other options in the webEdition menu *Activate the checkbox Activate glossary check when publishing documents/objects* to perform a glossary check for every publication of a document or object. *Force action for unknown terms* leads to the user having to perform an action for every unknown term (not in the dictionary of the *Spell checker*).

Figure 269 input at glossary check



Note: Please note that the glossary check and glossary replacements can take up a certain time according to text amount and speed of your server!

10.4.3 The *Help* dropdown menu

In the *Help* menu, the following items are located (see Figure 270.)

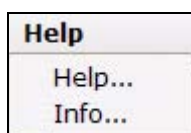


Figure 270 *Help* menu

- Help*.... Click here to open the online help.
- Info*.... Click this item to access information about the system.

11 Using the Glossary

In this chapter you will learn how to use the Glossary, create and edit abbreviations, acronyms, foreign words and hyperlinks, and add new languages. These topics are covered in the following:

- Section 11.1, "Adding entries to an existing glossary" on page 245
- Section 11.2, "Adding languages" on page 248
- Section 11.3, "Glossary check on a webEdition page" on page 250
- Section 11.4, "Labelling glossary entries directly in the text" on page 252
- Section 11.5, "Managing your glossary entries" on page 252

11.1 Adding entries to an existing glossary

The webEdition glossary is by default installed with the languages *german (germany)* and *english (United Kingdom)* and some examples. To add new entries to the glossary, perform the following steps:

Procedure 30 Adding a new entry to the glossary

webEdition is running

- 1 Open the glossary module with *Modules > Glossary...*
The Glossary module window opens
- 2 in the left area of the module window you can find the explorer tree with the installed languages / entries; to add a new abbreviation for *English (United Kingdom)*, click the button *New abbreviation* or select the menu item *Glossary > New > English > Abbreviation*
In the module window, the properties window for the new abbreviation is displayed

Figure 271 *Properties view for the new entry*

Abbreviation: New	
Properties	
Path	Folder English (United Kingdom) ▼
	Type Abbreviation ▼
Selection	Abbreviation <input type="text"/>
	Title attribute <input type="text"/>
	Language <input type="text"/>
	<input type="text"/> ▼

- 3 In the *Path* area, you may now adjust the settings for the language or the kind of entry by using the dropdown menus *Folder* and *Type*. Enter now in the *Selection* area the abbreviation to be defined in the *Abbreviation* field, e.g. *HTML*
- 4 Now enter the definition of the abbreviation in the *Title attribute* field, e.g. *Hypertext Markup Language*
- 5 Now select the country code for the explanation from the *Language* menu, in this case *en* for english

Note: Please note, that you should select the language of the definition, which is not necessarily the same language as the language chosen above. This is necessary for screenreaders to be able to read the explanation correctly.

- 6 Click the *Save* button

Figure 272 Saving a new entry to the glossary



Note: If the *New Entry after saving* checkbox is active, you can create a new entry right away

- 7 This procedure is finished and the new abbreviation is added to your glossary

Note: Abbreviations, acronyms and foreign words are added as explained above. For the addition of hyperlinks some peculiarities have to be considered which are explained in the following chapter.

11.1.1 Adding hyperlinks

A new Hyperlink entry is created as described in procedure 30. But you can define more advanced options for a new hyperlink. These correspond mainly to the settings which you also use at other places in webEdition to define the appearance and behavior of hyperlinks. You find further information about hyperlinks in the webEdition user's guide.

Figure 273 Creating a new Hyperlink entry

Path

Folder
English (United Kingdom) ▼

Type
Hyperlink ▼

Selection

Hyperlink
Internal document ▼

Parameter
Select

hide advanced link options

Attributes

Here you could change the additional link properties.

Title
Anchor
Link Attribute
Link target ▼

Language

Link ▼
linked document ▼

Keyboard

Accesskey
Tabindex

Relation

rel ▼
rev ▼

Popup Window

☐ Öffnen ☐ Center

x Position y Position Width Height

☐ Status ☐ Scrollbars ☐ Menubar

☐ Resizable ☐ Location ☐ Toolbar

The *Properties* window of a Hyperlink comprises of the following areas:

- *Path* Select the language for the link from the *Folder* menu and set the link *Type* to *Hyperlink*
- *Selection* Enter the expression to be automatically linked in the field *Hyperlink*. Select the kind of link in the dropdown menu below: *Internal document*, *External document*, *Object* or *Category*. Enter the link target in the field below resp. select it using the *Select* button for webEdition internal documents/objects/categories. Use the *Parameter* field to add parameters to the link.
Click the small triangle to *show advanced link options*
- *Attributes* You can set the attributes for *title*, *Anchor*, *Link Attribute* and *Link target* (*top*, *parent*, *self*, *blank*). These attributes correspond with the HTML attributes of the the name.

- *Language* You can set the language of the linked text as well as the language of the linked document here (fields *Link* und *linked document*). These fields match the corresponding HTML attributes *lang* and *hreflang*.
- *Keyboard* In this area you find the fields *accesskey* and *tabindex*. These are used to define the Keyboard shortcuts. Enter a letter or number in the *accesskey* field. The link can then be activated using ALT+ letter/number.
- *Relation rel* and *rev*: These two fields match the attributes *rel* and *rev* of a HTML `<a>` tag. With the *rel* attribute, you determine a logical relation to the referenced destination, with *rev* a logical reverse relation (*rel* = relation, *rev* = reverse). Both statements only make sense in connection with *href* - where you specify your target.
- *Popup Window* Adjust the settings to open the link in a popup window (Checkbox *Open* is active) and define the appearance of the popup window. Please note that some visitors of your website might be blocking popup windows in their browsers!

11.2 Adding languages

To add languages to the glossary, follow these steps:

Procedure 31 Adding a new language

webEdition is started

- 1 Open the webEdition preferences with *Options > Preferences...*
- 2 Click the *Languages* tab to switch to the *Languages* view

Figure 274 Preferences - Languages



- 3 Select the desired language from dropdown menu in the *Language* area, e.g. french
- 4 Select a country from the dropdown menu in the *Country* area, e.g. France

Note: The differentiation between country and language allows for the consideration of country-specific differences, e.g. for British and American English

- 5 Click the *Add* button

The new language is now displayed in the “Available languages” area

Note: A window pops up prompting you if you want to upload the dictionary for the new language. The steps to do so are described in Procedure 32

- 6 You may now set the new language to *Default* for the glossary check by selecting it in the *Available languages* area and clicking the *Default* button. Click the *Delete* button to remove an existing language

Note: The new language is available to you from now on also in the *properties* view of documents and objects. The selected standard language is preset here. Should you create documents / objects in another language, you can set the correct language in a dropdown menu, so that glossary and spell checking are performed for the correct language.

- 7 Click *Save*

- 8 The new language has been added to the glossary. It is now displayed in the file explorer with the subdirectories *Abbreviation*, *Acronym*, *Foreign word* and *Hyperlink*

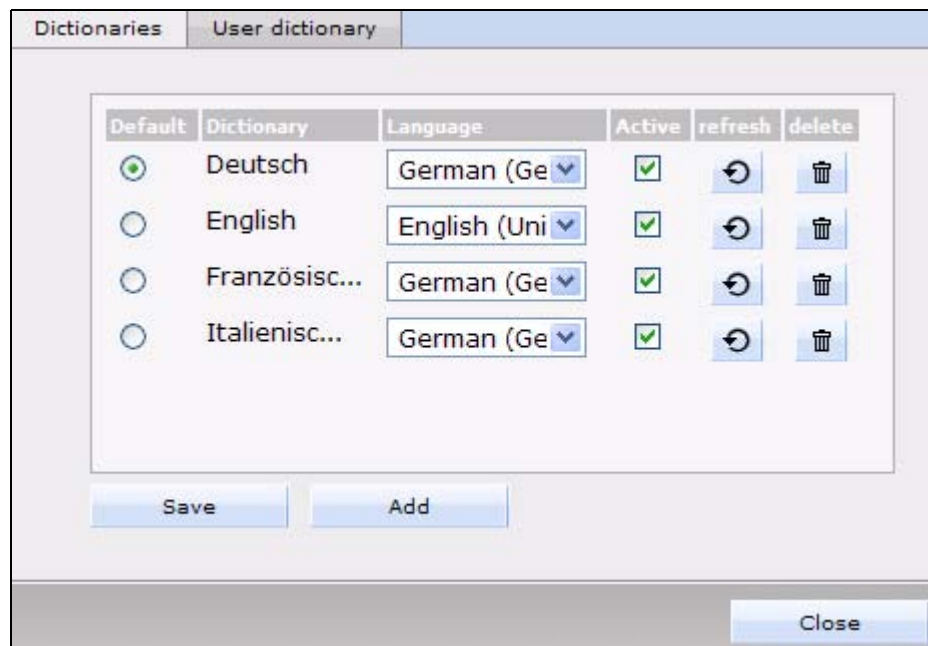
Figure 275 New language in the file explorer



To be able to use the new language, you should also install the dictionary for this language in the *Spell Checker*. Otherwise, all words of the new language would be marked as “unknown“. For further information on the *Spell Checker* Module and dictionaries, please refer to the *Spell Checker* Module manual. To install a new dictionary for the Spell Checker, please follow these steps:

Procedure 32 Installing a dictionary for the new language

- 9 Open the *Spell Checker* module with *Modules > Spell Checker...*
The *Spell Checker* module window opens

Figure 276 Module window *Spell Checker*

10 Click the *Add* button

11 Select the dictionary files and click the *build* button. Select the correct language from the menu, e.g. *French (France)*

The dictionary is created

Note: Further information about the installation of dictionaries or about download possibilities for dictionaries can be gathered from the Spell Checker module manual, which you can download free of charge from our website <http://www.living-e.de>.

12 Set the checkbox of the language to *Active*. You may also define the language as *Default* by activating the default radiobutton

13 You can now use the new language in the glossary

11.3 Glossary check on a webEdition page

After the Glossary module has been installed, all documents and objects will be checked for glossary terms before publishing. You can activate and deactivate the glossary check and replacement in the *Options* in the glossary module window. If the expressions defined in your glossary should not be correct labelled on your website, make sure to first check, if these options are turned on in the *Options*.

Note: The labelling of the glossary terms occurs during the creation of the HTML code. For dynamic pages (usually with the ending .php) during runtime on your server

In the following procedure the glossary check and labelling is shown for a WYSIWYG textarea. The glossary check is performed automatically before publishing a new page:

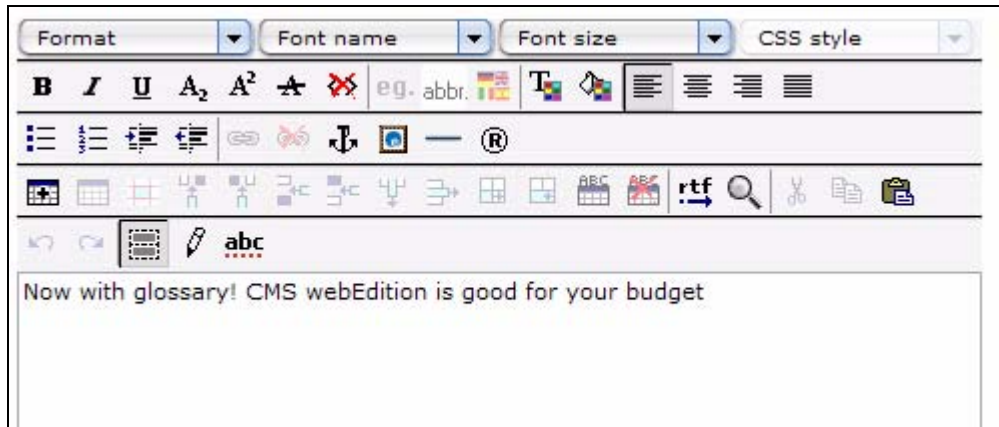
Procedure 33 Glossary check at publishing

webEdition is running

1 Create a new document with a textarea

- 2 Enter the desired text

Figure 277 Text in webEdition textarea



- 3 Click *Publish*.

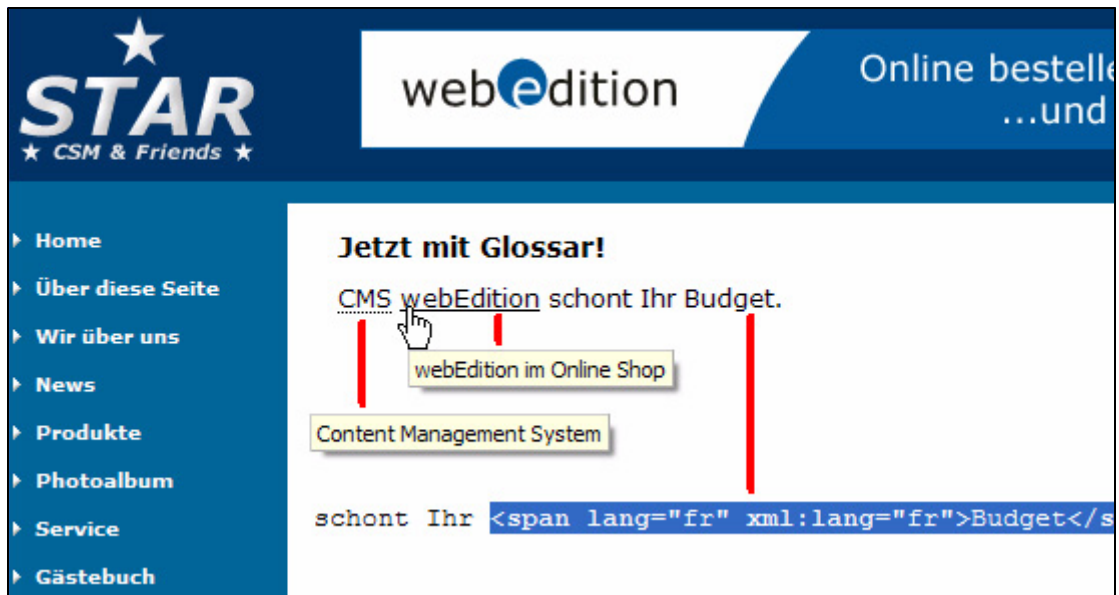
The glossary check is performed in a separate window

Note: *Within the scope of the glossary check the spell checking is also performed. Unknown or wrong written words are indicated in this window. You can make your corrections directly in this window*

- 4 After having made the necessary adjustments, click the *publish* button

The document is published. The page created is now displayed with the correct markouts in the browser:

Figure 278 Finished page in browser



As depicted in Figure 278, the abbreviation and hyperlink are labelled as well as the foreign word is marked for screenreaders in the source code (german screenshot)

- 5 The procedure is finished

11.4 Labelling glossary entries directly in the text

You can of course label new entries directly while entering your text. This can be done in any webEdition document or object with a WYSIWYG textarea. Two new WYSIWYG control elements have been added for this purpose:



Figure 279 *Abbreviation* button



Figure 280 *Acronym* button

Mark the expression for which a definition should be added and click the *Abbreviation* or *Acronym* Button. Now you can enter the definition and language. Click the *to glossary* button to add the expression to the glossary. If you click *OK*, the expression is now labelled at this point of the text.

Note: If you label an expression already present in the glossary (e.g. because an abbreviation has a different meaning on a certain place of your website) the label given directly in the text has priority! If you define the expression with *to glossary*, an already existing definition will be overwritten.

Figure 281 Edit abbreviation

The newly added abbreviation is now in your glossary (if you added it with *to glossary*) and may be edited there.

11.5 Managing your glossary entries

The entries of the glossary are displayed in the glossary window. Here it is also possible to edit entries and activate or deactivate the automatic labelling. Open the glossary module window with *modules > glossary*. Now select in the explorer tree to the left kind of entries to edit, for instance, *abbreviation*.

Figure 282 Overview Abbreviation

Übersicht

Suche:

Ansicht: ☐ Zeige nur sichtbare Einträge

1-10 von 122 1

Zeige	Abkürzung	Title-Attribut	Veröffentlicht	Geändert
<input type="checkbox"/>	2B1Q	2 Binary 1 Quaternary	07.12.2006 12:46 Uhr	01.12.2006 14:23 Uhr
<input type="checkbox"/>	Abk.	Abkürzung	07.12.2006 12:46 Uhr	16.11.2006 09:29 Uhr
<input type="checkbox"/>	Abo	Abonnement	-	29.11.2006 17:44 Uhr
<input type="checkbox"/>	abzgl.	abzüglich	07.12.2006 12:46 Uhr	29.11.2006 11:06 Uhr
<input type="checkbox"/>	Akku	Akkumulator	07.12.2006 12:46 Uhr	29.11.2006 17:44 Uhr
<input type="checkbox"/>	allg.	allgemein	-	29.11.2006 11:23 Uhr
<input type="checkbox"/>	Alu	Aluminium	07.12.2006 12:46 Uhr	29.11.2006 17:44 Uhr
<input type="checkbox"/>	Ami	Amerikaner	07.12.2006 12:46 Uhr	29.11.2006 17:45 Uhr
<input type="checkbox"/>	BDSG	Bundesdatenschutzgesetz	11.12.2006 17:01 Uhr	11.12.2006 17:01 Uhr
<input type="checkbox"/>	bes.	besonders	07.12.2006 12:46 Uhr	29.11.2006 11:30 Uhr

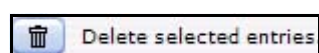
1-10 von 122 1

All defined abbreviations are displayed here. With the *View* dropdown menu you can set the number of entries to be displayed. The *Show activated entries only* checkbox determines, if also “parked” entries should be displayed.

In the overview, the abbreviation is displayed, the definition under *Title attribute* as well as the time of publication and of the last update. A click on an abbreviation opens the respective *Properties* view of the entry. To the left of the entries are checkboxes which can be activated. To select all entries, click the *Select all* button.

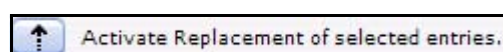
You can perform the following actions for the selected entries:

Figure 283 Delete entries



- Click this button to delete the selected entries. These entries will no more be labelled on your website.

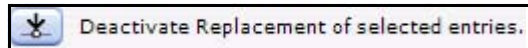
Figure 284 Activate replacement



- Click this button to set the selected entries to “active”: these entries will be automatically labelled on your website, if the automatic glossary replacement is

activated in the *preferences*. A grey dot is displayed next to active entries in the column *Show* - eben aktiven Einträgen wird in der Spalte *Zeige* ein grauer Punkt angezeigt - analogously to active objects in the DB/Objekt module

Figure 285 Parking entries



- Click this button to “park“ the selected entries. This means, that these entries will not be labelled on your website. Parked entries are displayed with a blue dot in the column *Show*.

Figure 286 Active and inactive entry

<input type="checkbox"/>	<input type="radio"/>	Abk.	Abkürzung
<input type="checkbox"/>	<input checked="" type="radio"/>	Abb.	Abonnement

12 Spell Checker: Introduction

This chapter is intended to help you familiarize with the webEdition *Spell Checker* and its features. This chapter treats what the module does and how to install it. You can also find information here about the basic layout and command features for the Module. These topics are treated in the following sections:

- Section 12.1, "What is the webEdition Spell Checker?,"
- Section 12.2, "General information and navigation,"
- Section 12.3, "Open module settings,"
- Section 12.4, "The spell checking,"

12.1 What is the webEdition Spell Checker?

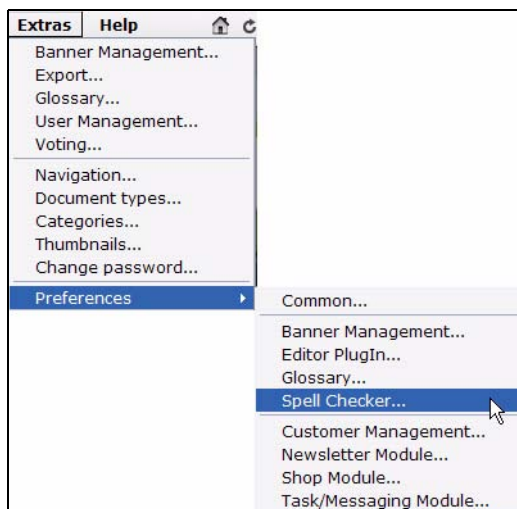
With the webEdition Spell Checker it is possible to check the correct spelling within webEdition text and input fields. Thus, the editor no longer has to transfer the texts into other applications and retransfer after the control.

The Spell Checker can check the spelling in several languages and user's dictionaries can be created and added. The expressions which are added to the general dictionary are accessible to all webEdition users, so that, for instance, expressions specific for companies can be integrated into the spelling control.

Note: Please note, that the webEdition spell checker is a so-called Java applet! Java must be activated in your browser.

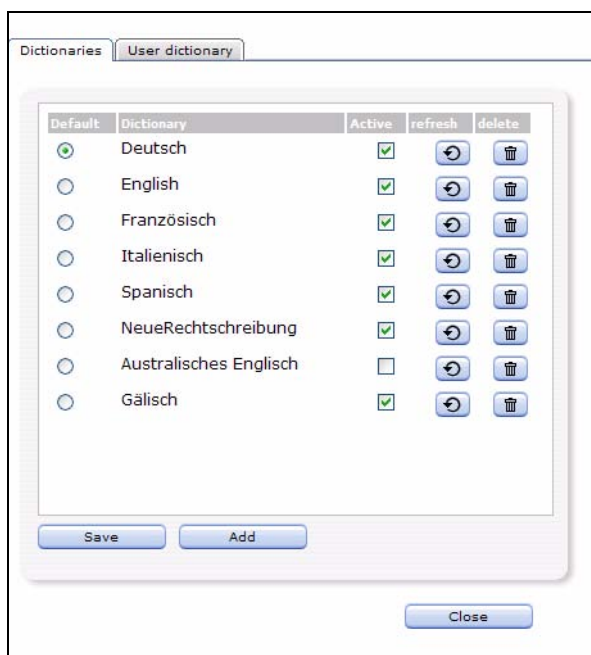
12.2 General information and navigation

After the installation, a new menu item appears in the webEdition *Extras > Preferences* menu. See Figure 287.

Figure 287 *Extras > Preferences* Dropdown Menu

12.3 Open module settings

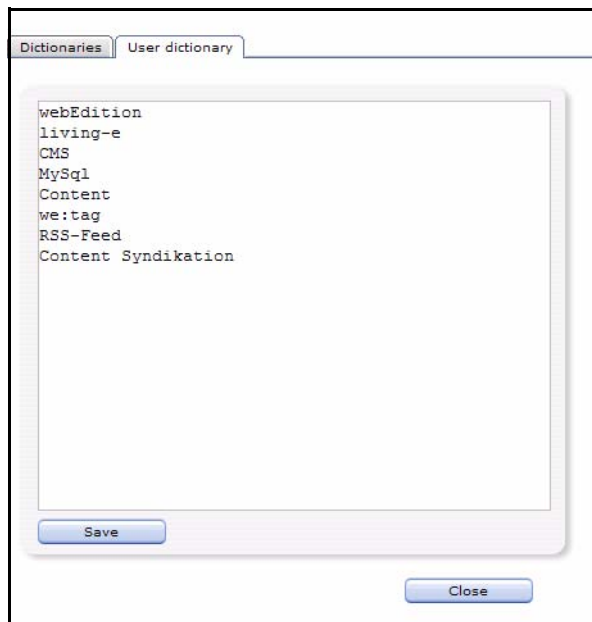
To open the module settings, select *Spell Checker...* from the *Preferences* dropdown menu in the webEdition *Extras* menu. The *Spell Checker* window is opened as in Figure 288.

Figure 288 Installed dictionaries

In this window you can add new dictionaries, as well as update or delete existing ones. Click the *User dictionary* tab to access the user dictionary where you can add words to the general user dictionary (see Figure 289).

Note: The *Spell Checker* contains at delivery the dictionaries for German and English.

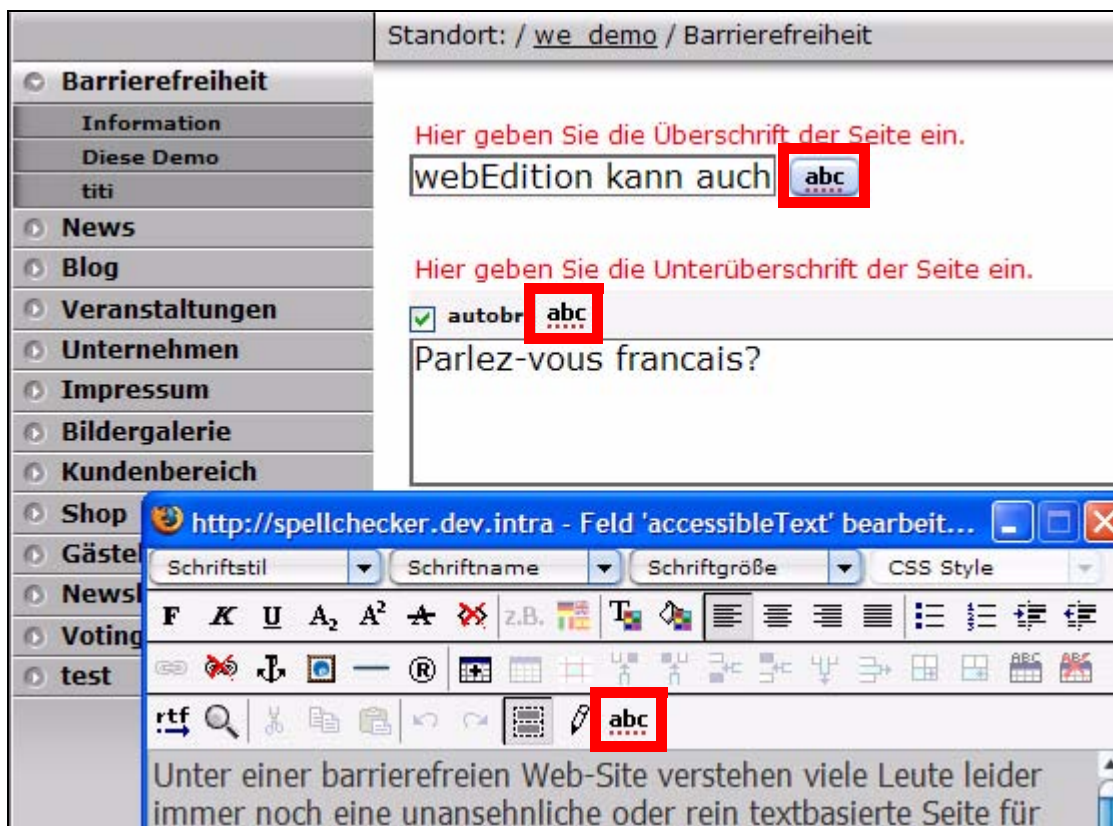
Figure 289 User dictionary view



12.4 The spell checking

After installation of the spell checking you can use it immediately for text areas and input fields. An additional button is displayed at the suitable text fields.

Figure 290 Spell Checker buttons in webEdition



To launch the Spell Checker, simply click on the *abc* button. The language of the spell checking sticks to the *language* HTML-tag in the template and the standard language defined in the spell checking-module settings.

12.5 Using the Spell checker

In this chapter you will learn how to use the Spell Checker, import new languages and add words to the user dictionary and which webEdition-tags are adjusted for the module.

12.5.1 Spelling check

In this procedure the use of the Spell Checker is described exemplarily for a webEdition text area

Procedure 34 Check spelling in a textarea

webEdition is running

- 1 Enter your text in a Textarea
- 2 Click the button *Spell Checker*

Figure 291 Button *Spell Checker*



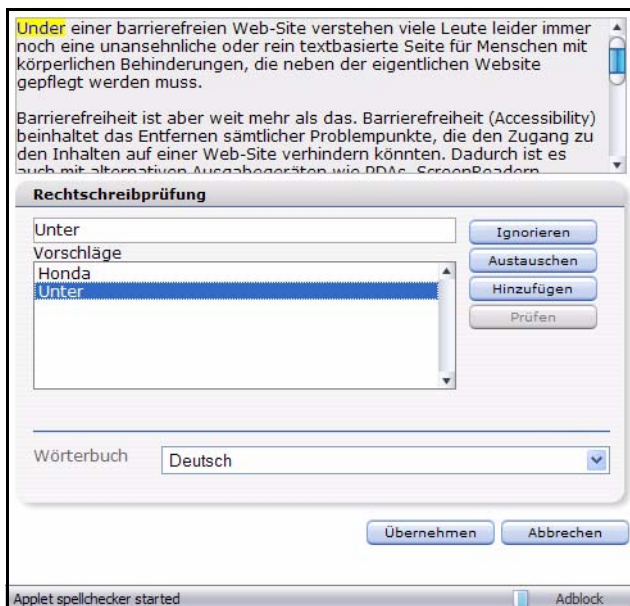
The Java Applet for the checking is opened in a separate window

Note: A Java security warning may be displayed (see Figure 292).). Please permit the execution of the applet, so that the spell checking can be executed

Figure 292 Java security alert



Figure 293 Spell Checker in the Java Applet



- 3 If a spelling error is discovered, it is indicated in yellow. Now you have the following possibilities to handle the error:
 - *Ignore*: Click the *Ignore* button to keep the objected manner of writing and continue the spell checking.
 - *Exchange*: Select the correct spelling from the *Suggestion* or type the correct word in the inputfield and click *Exchange* to correct the marked word.
 - *Add*: Click the *Add* button to add the word to the user dictionary so it will be recognized as correct when the spelling is checked the next time

Note: Words added here are only added to the personal user dictionary of the logged in user. To add a word for all users, switch to the *User dictionary* and enter the word there!

 - *Check*: This button is greyed out at the beginning of the checking procedure. After the spell checking was performed, you can restart the spell checker by clicking on the *Check* button.
- 4 When all corrections are finished, click *Accept* to confirm the changes made. Click *Cancel* to reject the corrections.
- 5 Save the webEdition document in which the corrections have been made (otherwise, the corrections will not be on your website!)
- 6 This procedure is finished

Note: Please note, that the Spell Checker uses the language defined as default language in the settings of the Spell Checker module-window. You can change the language to be checked at any time via the *Dictionary* dropdownmenu.

12.5.2 Adding new dictionaries

The webEdition Spell Checker uses the *Ispell* technology, which is also used by e.g. OpenOffice. Thus, many free dictionaries are available. Further information about Ispell and download links can be found at the following URLs:

<http://ficus-www.cs.ucla.edu/geoff/ispell.html>,

<http://de.openoffice.org/spellcheck/about-spellcheck-detail.html> oder

<http://wiki.services.openoffice.org/wiki/Dictionaries>

The step-by-step installation of a new dictionary is described as follows:

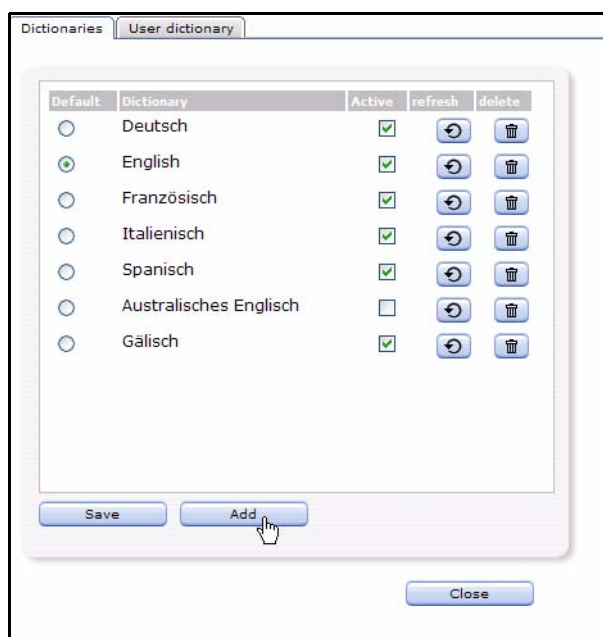
Procedure 35 Installing a new dictionary

webEdition is started, the dictionary has been downloaded

- 1 Click *Modules > Spell Checker...*

The Spell Checker module window opens. All installed dictionaries are displayed here

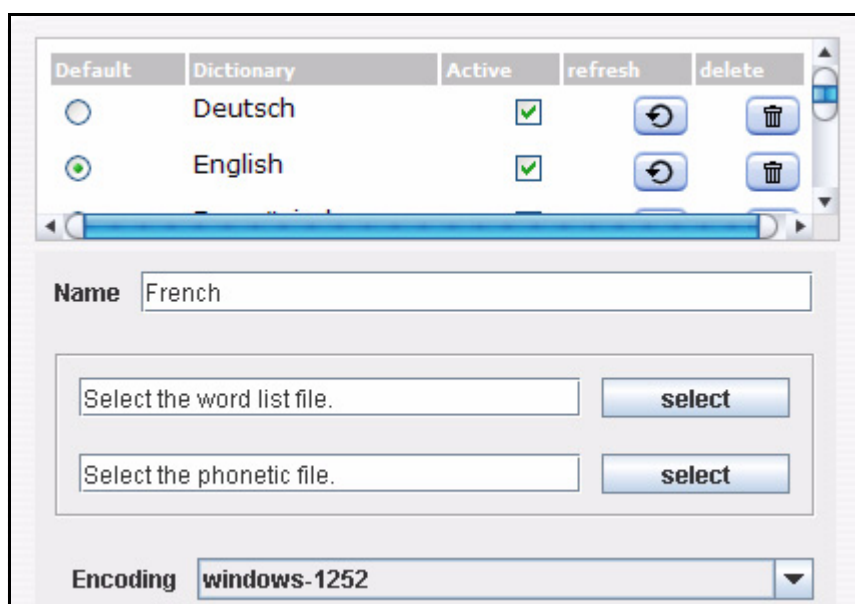
Figure 294 Installed dictionaries



- 2 Click *Add*

In the module window, the selection dialogue for files is displayed now

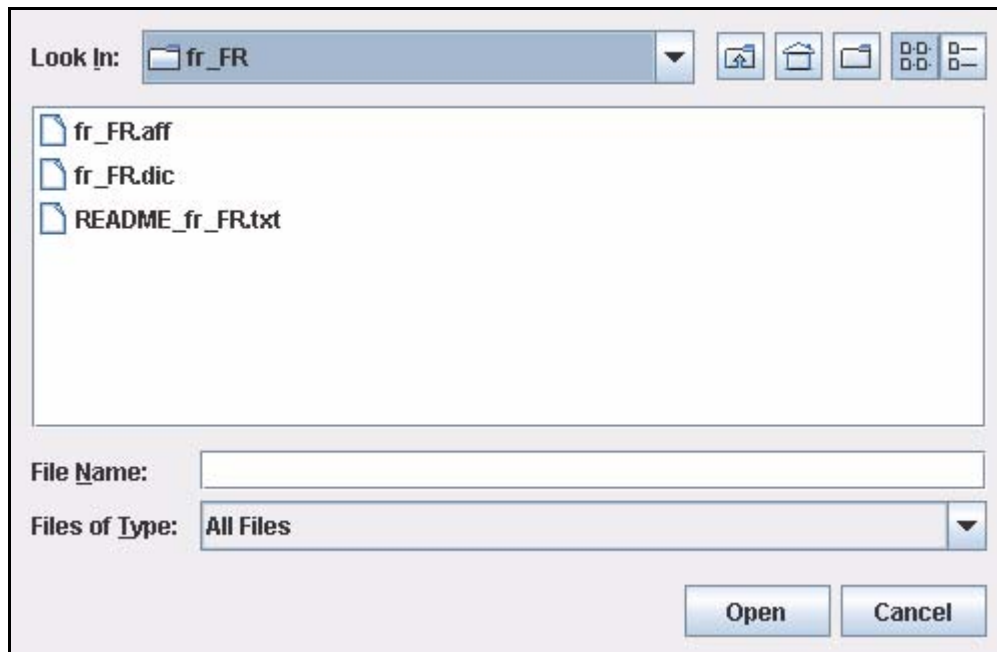
Figure 295 Add dictionary files dialogue



- 3 Enter the name of the new dictionary in the field *Name*, in our example *French*

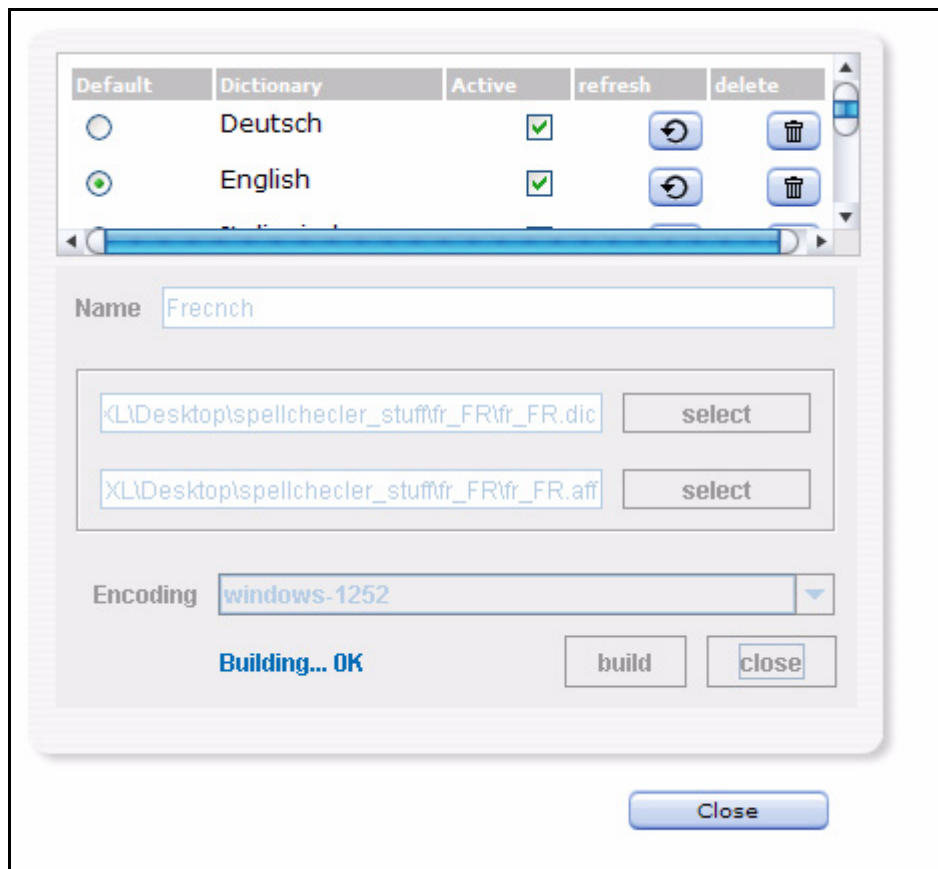
- 4 Click the *select* buttons to upload the *word list file* and the *phonetic file*

Figure 296 Selecting files for dictionary



Note: The *word list* is in our example the file `fr_FR.dic`. It contains the words for the dictionary. The *phonetic file* is the file `fr_FR.aff`. It contains the rules for the dictionary. Search accordingly for the files with the ending `.dic` and `.aff`!

- 5 You may adjust the *encoding* in the corresponding dropdown menu *Kodierung*. This function is only for experienced users. As a rule the correct coding is already preset, so that you must change nothing
- 6 Click the *build* button
The dictionary is now being created

Figure 297 Dictionary creation

Note: This process may take up some minutes according to size of the dictionary and speed of your server

- 7 The dictionary has been created. To be able to use it in webEdition, you have to tick the active checkbox

Figure 298 Activating dictionary

- 8 If you want the newly installed dictionary to be your default dictionary, please activate the *Default* radiobutton.
- 9 You may now use your new dictionary

12.5.3 User dictionary

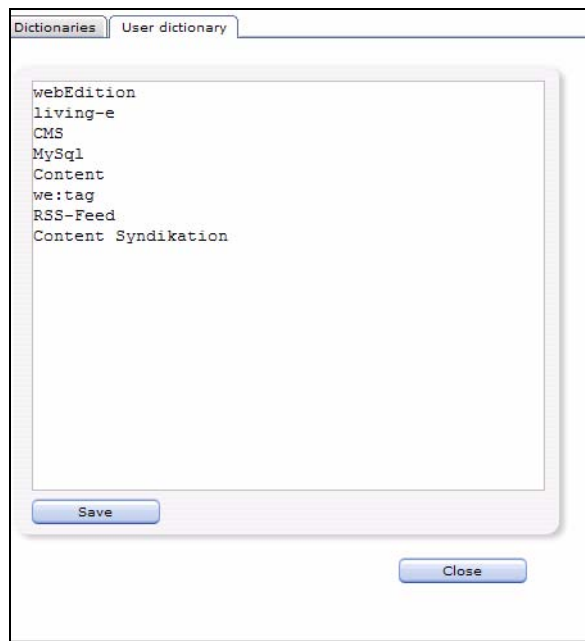
With the webEdition Spell Checker, it is very easy to create an user dictionary which is available for all webEdition users. This is very helpful for many expressions specific for branches and companies which are not available in the normal dictionaries. Thus a uniform manner of writing style can be guaranteed for all editors who operate a webEdition site.

Procedure 36 Creating and extending the User dictionary***webEdition is started***

- 1 Open Spell Checker with *Modules > Spell Checker...*

The Spell Checker window opens

- 2 Click the *User dictionary* tab to switch to that view

Figure 299 User dictionary view

- 3 Now enter the expressions to be added to the user dictionary

- 4 After having entered the words, click the *Save* button

Now the entered words are available to all users for the spell checking

Note: The words entered here are available to all users. By contrast the words which you add with the adding function within the correction, are added only for the user who performs the correction.

12.5.4 New attributes for we:tags

For the `we:tags` `we:textarea` and `we:input` the additional attribute `spellcheck` has been added. You can set this attribute to `true` or `false`, so that the spell checking is displayed (`true`) with the suitable input field or text area or not (`false`). This value is set to `false` by default; the buttons for the spell checker are thus not displayed!

12.5.4.1 Spell Checker in objects

To be able to use the spell checking in objects, you have to activate the spell checking for the respective class. Open the class and set the attribute `spellcheck` for the desired WYSIWYG range to `true`. Thus, open the *Default* textareas in the class and click on the button *Attributes....*

13 Voting Module: Introduction

This chapter is intended to help you familiarize with the webEdition Voting and its features. This chapter treats what the voting does. You can also find information here about the basic layout and command features for the Voting. until Version 5 of webEdition, the Voting had to be purchased as a separate Module, it is now integrated in the basic Version. Because of its history as a module, it is still used in the separate modules window and treated in separate chapters of the user guide. These topics are treated in the following sections:

- Section 13.1, "What is the Voting?" on page 265
- Section 13.2, "General information and tips on navigation" on page 265.
- Section 13.3, "Open Voting screen,"
- Section 13.4, "The menus,"
- Section 13.5, "Voting views,"
- Section 13.6, "Using the Voting functions,"

13.1 What is the Voting?

With the webEdition Voting , you can easily create and maintain votings on your webEdition site. The installation and handling of the Voting corresponds to the webEdition Look&Feel; you therefore do not have to perform complicated configurations to offer this additional service to your visitors. The analysis of the votings is embedded seamlessly in the webEdition design philosophy and can get you and your customers informative insights about your web site visitors. The Votings are administered layout-neutrally in the webEdition GUI and are integrated with voting specific we:tags seamlessly into your page.

The Voting particularly appeals to users who want to generate day-actual information for themselves and their visitors from a webEdition web site.

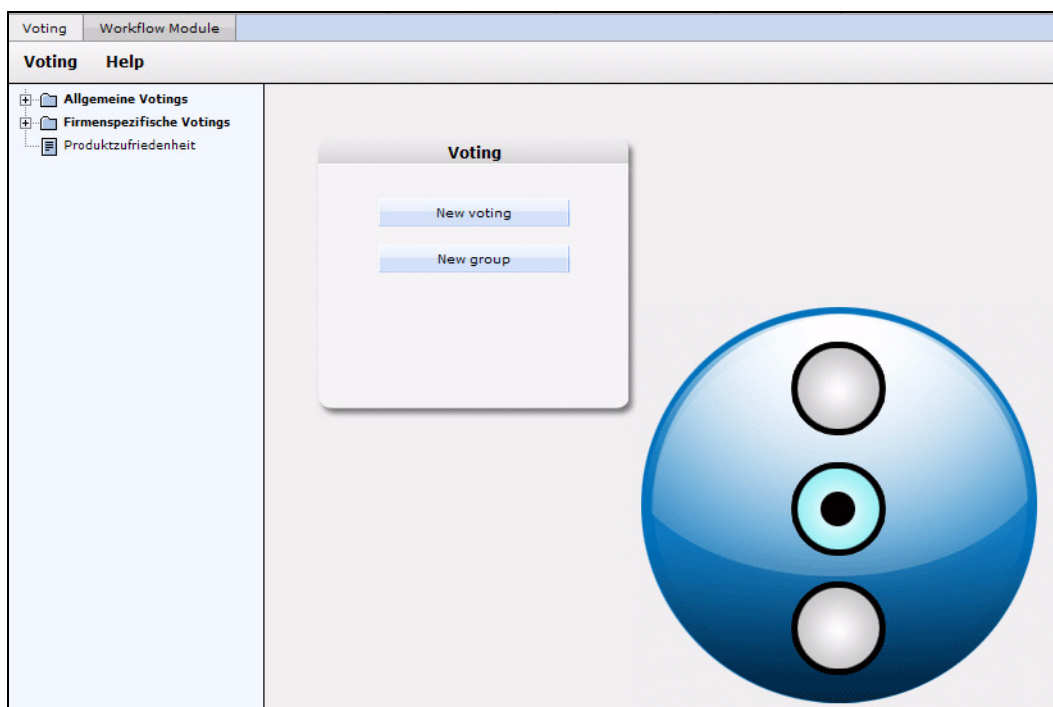
13.2 General information and tips on navigation

After the installation, a new menu item appears in the webEdition *Extras* menu. See Figure 300, "Extras Dropdown Menu" on page 266.

Figure 300 Extras Dropdown Menu

13.3 Open Voting screen

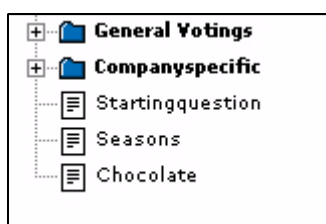
To open the Voting, click on *Voting...* from the *Extras* Dropdownmenu on the webEdition mainscreen. The Quickstart screen will appear, as shown in Figure 301.

Figure 301 Voting: Quickstart Screen

In the *Quickstart* screen, you can directly create a new voting or a group.

13.3.1 Voting Module Explorer menu

The explorermenu on the left hand of the screen shows a list of your votings and groups (see Figure 302).

Figure 302 Voting module explorer menu

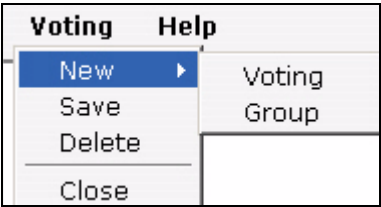
13.4 The menus

Click *Modules > Voting Module* to access the module window(see Figure 301). Here you can find the *Voting* and the *Help* menu.

13.4.1 The *Voting* dropdown menu

In the dropdownmenu *Voting*, the following items are located (see Figure 303).

Figure 303 *Voting* dropdown menu



- *New (Voting/Group)* Click *New > Voting / Group* to define a new Voting resp. a new group.
- *Save* Click *Save* to permanently save your voting or group.
- *Delete* Deletes the currently selected voting or group.
- *Quit* Leave the module window and return to the webEdition main screen.

13.4.2 *Help*-dropdown menu

In the *Help*-dropdownmenu you will find the following items (see Figure 304).

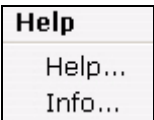


Figure 304 *Help* dropdown menu

- *Help*. This item provides Help screens.
- *Info*. This item provides information about the application.

13.5 Voting views

The webEdition Voting Module consists of the following views, which can be accessed via the respective Tabs: *Properties*, *Inquiry* and *Result*.

13.5.1 The *Properties* view

The basic settings for your voting are defined in the *properties* view.

Select *Voting > New* from the Voting menu to access the *Properties* view(see Figure 305):

Figure 305 *Properties* view

Voting:

Properties Inquiry Options

Properties

Name

Group

Select

Create Date

12 06 2007

11 37

☐ Limit access

Validity

The checkbox "Active Until" must be checked, so that the voting on your page is saved and "parked" at the end of its validity. Select ...

☒ Active Until

--always--

The *Properties* view consists of the areas *Properties* and *Validity*.

- *Properties*: Give your Voting an unequivocal name. You can also add your voting to an existing *group* which you can select by clicking on *Select*. The *Create Date* dropdown menu serves to be able to enter by hand a data which can be read out and be used as a sort criteria; it does not schedule time-controlled publication! For this purpose, you would have to use the webEdition Scheduler Module (PRO). To quit a Voting time controlled, please use the function *Validity*. The check box *Limit access* appears only if the *User management (PRO)* is installed. Activate this check box and select user(s) who may access the Voting to limit the access.
- *Validity*: The check box *Active till* must be activated, so that the voting on your site is saved and is "parked" at the end of the validity. Determine with the dropdown menus the data and time to which the voting should run. No more votes are accepted from this time. You can, of course, switch the voting state at any time.

13.5.2 The *Inquiry* view

This view consists of the area *Inquiry Data* (see Figure 306).

Figure 306 *Inquiry* view

Voting:

Properties Inquiry Options

Inquiry Data

Version 1

Question

Answers

+

In this area the following elements are located:

- *Version* dropdownmenu: You can define different versions of your voting. This makes sense, for example, with different language versions. Then the results of the different languages are evaluated together and displayed in one result overview.
- *Question*: Enter here the text of your question, as it should be displayed on your page. If you are planning to use multiple *Versions*, select the correct *Version* from the dropdownmenu and enter the question.
- *Answers*: Enter the possible answers in the text fields. Click on the + symbol to add answer textfields.

Note: At least two possible answers have to be given.

13.5.3 The *Options* view

This view contains of the areas *Re-vote Control* and *Control*.

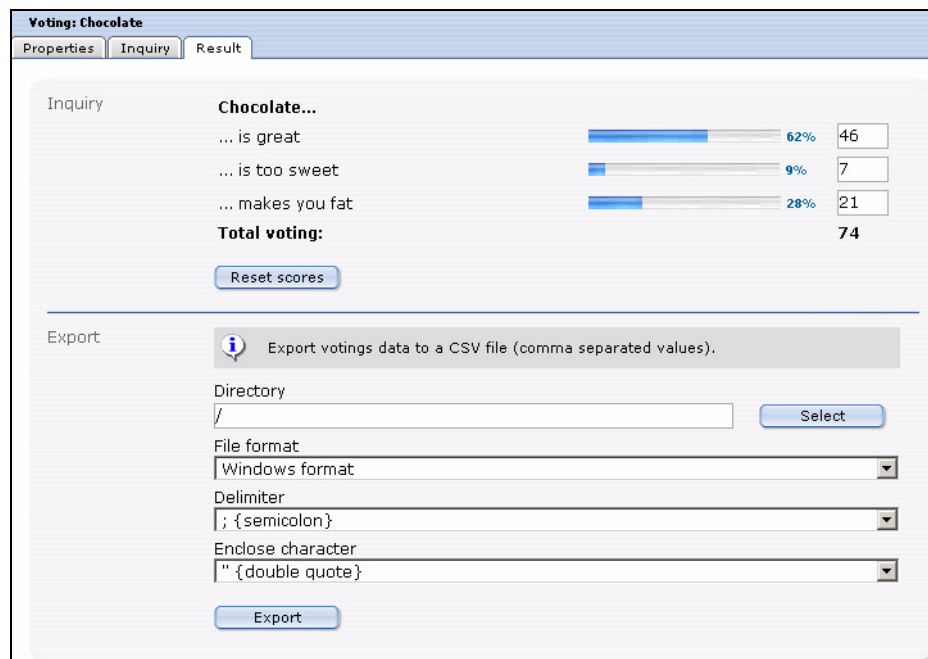
- *Revote control*: Here you can determine, whether, and if so in which intervals, users can vote for the Voting once more. Select your preferential method with the radiobuttons *By Cookie* or *By IP* and determine with the Dropdownmenu a least interval to a possible new voting. You find explanations to both methods in the info box above the radiobuttons which you can enlarge by clicking the triangle.

	<p style="text-align: center;">ATTENTION</p> <p>Please note, that the method <i>By Cookie</i> requires the <code><we:writeVoting/></code> tag to be in the very first line of the template where it is used!</p>
--	---

- *Control*: Here you can chose to *Protocol Vote* and *Suspend following IP address*. Thus you can protocol the IP addresses of the people who voted and block certain IPs from the voting

13.5.4 The *Result* view

This view consist of the areas *Inquiry* and *Export*. In the *Inquiry* area, the actual result of the voting is displayed. The result consits of the answers of all (language-) versions of the voting. Click on *Reset Scores* to set the voting to zero. The result is displayed in absolute numbers as well as in per cent. The bar chart makes it easy to rate the result.

Figure 307 The Result view

In the *Export* area, you can export your voting results as a CSV file. For the exact procedure, please see procedure 4.

13.6 Using the Voting functions

In this chapter the following topics are treated:

- Section 13.6.1, "Create a new Vote" on page 270
- Section 13.6.2, "Vote groups" on page 272
- Section 13.6.3, "Vote result" on page 273

13.6.1 Create a new Vote

Votings in the webEdition Voting Module are created very easy in the module window. Click *Voting > New > Voting* or *New Voting* in the Quickstart, to create a new voting.

Procedure 37 Define a new vote

In the Voting Module main screen

- 1 Select a name for your voting. Enter it in the corresponding field in the *Properties* area
- 2 Press the *Select* Button to assign the voting to an existing group
- 3 Specify now the *Create Date* by using the dropdown menu. Please note, that this concerns the date published; this is **not** a function for scheduled publishing of the Votes. For that task, please use the webEdition Scheduler (PRO) Module. You can, nonetheless, determine the validity of the voting in the *Validity* area, which is treated further below.

Figure 308 Voting Properties

Properties

Name
Chocolate

Group
/ Select

Create Date
07/06/2005
09/01

☒ Limit access

Allow access for following users

/admin

Add

- 4 You can limit the access to the voting to certain users by using the *Limit access* button. You are then able to add users by using the *Add* Button.

Note: This function is only available if the webEdition *User Management (PRO)* is installed

Figure 309 Revote Control

-always-
-never-
1 day
1 hour
30 min.
15 min.
-always-

- 5 In the *Revote Control* area, you can determine whether, and in which intervals users may vote once more in a Voting. The setting *never* in the dropdownmenu means, that the user only may vote once, while the setting *always*, that he can vote as often as he wants to. In addition, there are the settings *1 day*, *1 hour*, *30 minutes* and *15 minutes*.
- 6 With the radiobuttons *By Cookie* and *By IP* you can determine, how the interval should be checked. The default setting is *By Cookie*. In this setting, a Cookie is set for the user, which enables the Voting Module to identify the user. The advantage of this method is that also Votes of different users from a company net which presents itself outwardly with only one IP can be evaluated. Also it prevents in this way that, if an user gets assigned a new IP, e.g., by a new dialing with his provider and thereby could vote anew. The disadvantage consists in the fact that some users could have deactivated cookies in their browsers. You can handle this threat by activating *By IP*, then have to count, however, on abovementioned disadvantages.

Figure 310 The Validity area

☒ Active till

01/01/2010 13:00

- 7 Enter now the *Validity* of your voting and set it to *Active*. When the validity has ended, no more votes will be counted.
- 8 Click now on the *Inquiry* tab to enter your question and answers
The Inquiry view is opened

Figure 311 Inquiry view

- 9 Enter your voting's question in the *Question* field
- 10 Enter the possible *Answers*; by clicking the "+" button, you can add additional answers.

Note: There have to be at least two possible answers

- 11 If you plan to create multiple versions of the question, e.g. to offer different language versions on your site, select Version 2, Version 3 ... from the dropdown menu, and enter the respective questions and answers.

Note: Pay attention please to the fact that with different (Linguistic) versions the single responses of the versions correspond correctly, because the result would be otherwise falsified!

- 12 Click now on the *Save* button
- 13 You have successfully created your voting

13.6.2 Vote groups

Vote groups serve the organization of your votings. Thus they can be organized thematically coherent in groups and be evaluated better or be displayed sorted on your page.

Procedure 38 Creating a Vote group

In the Voting Module window

- 1 Select *Voting > New > Group* from the voting menu or *New Group* from the Quickstart
- The Votinggroup window opens*

Figure 312 Voting group

- 2 Enter a name for the new group.
- 3 Click the *Select* button to create the new group as a sub group of an existing one.
- 4 If the *User Management (PRO)* is installed, you can *Limit access* for certain users.
- 5 Click the *Save* Button

The system confirms the storage process. The newly created group is now displayed in the explorermenu to the left (see Figure 313)

Figure 313 New Group in explorermenu



- 6 The new group is created and you can now assign your votings to this group.

13.6.3 Vote result

Now it is time to look at the results of your votings.

Procedure 39 Display result

In the Voting Module window

- 1 Select the desired voting from the explorermenu to the left
- 2 Click on the *Result* tab

The result view opens

Figure 314 Result view - Inquiry area



- 3 Click on the *Reset Scores* button to set the result to zero again. You may also alter the results manually and save them by clicking *Save*.

To be better able to evaluate the result of your votings also graphically, an export function for your data in the common CSV (Comma separated value) format is integrated in the webEdition Voting Module. As an example we will perform an export into a spreadsheet, here OpenOffice.

Procedure 40 Export the results into a spreadsheet

In the Voting Module

- 1 Select the desired voting from the explorermenu to the left.
- 2 Click on the *Result* tab

The result view opens

Figure 315 Result view - Export area

Export

Export voting data to a CSV file (comma separated values).

Directory
/ Select

File format
Windows format

Delimiter
; {semicolon}

Enclose character
" {double quote}

Export

3 Now set your preferences:

- Click the *Select* button, to choose a directory for the export. Per default the export will be saved in the root directory (/)

Figure 316 Select file format for the Export

File format

Windows format

Windows format

UNIX format

Mac format

- Select a *File format* from the dropdownmenu which corresponds with your OS
 - Set the *Delimiter* and *Enclose character* settings for the Export. Usually you can maintain the defaults (semicolon and double quote), as you can define them at the import in the spreadsheet.
- 4** When you finished your settings, click the *Export* button
- The window Download CSV file opens*

Figure 317 Download CSV file

Download CSV file

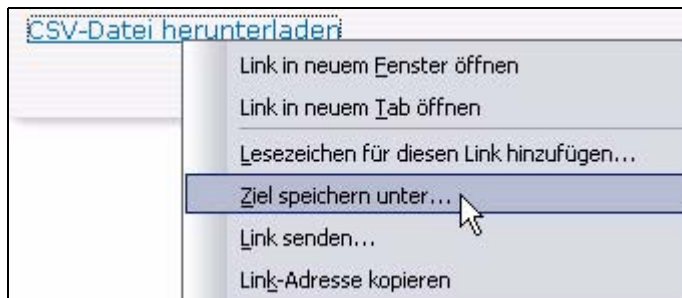
File '/emails_export_1121687301.csv' has been saved.

Click with the right mouse button on the following link and choose "Save link as ...".

[Download CSV file](#)

Close

- 5** Use your right mouse button to click on the link and save the CSV file on your local hard drive

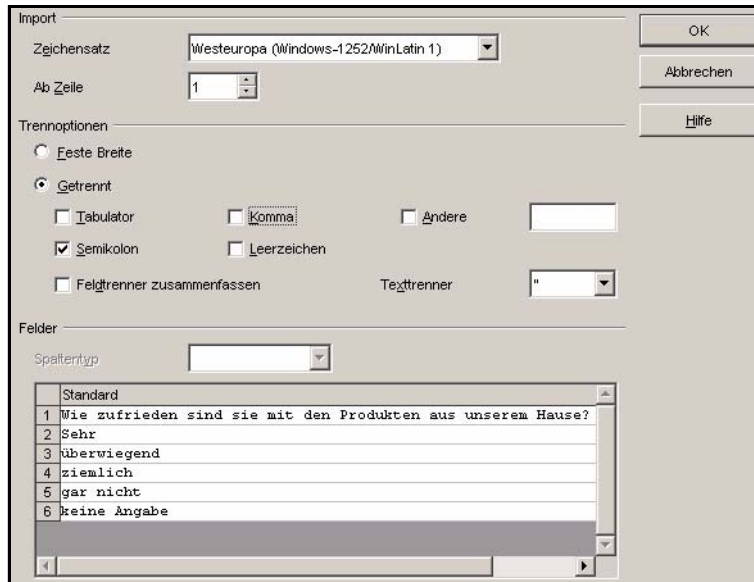
Figure 318 Save CSV file

Note: This procedure depends on your OS and browser; in our example, we use Mozilla Firefox on a Windows XP Operating System

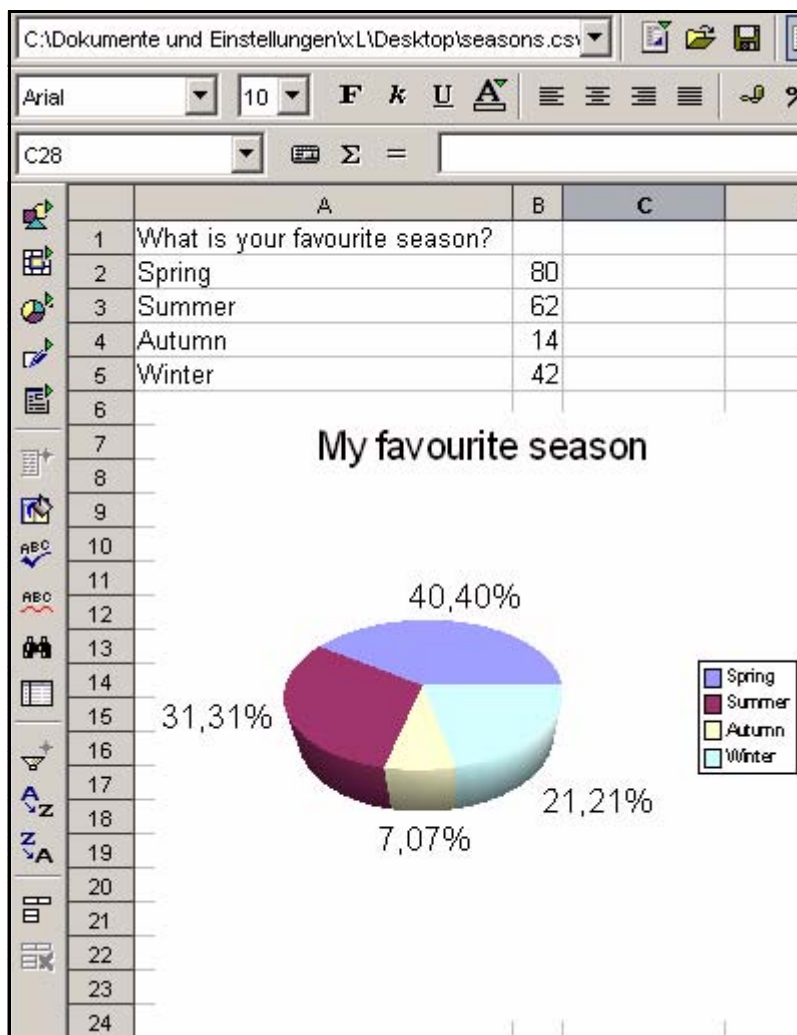
- 6 Select a filename and set the file extension to .csv (siehe Figure 319)

Figure 319 Setting filename

- 7 Click on Save
- 8 Open the file in your spreadsheet (in our example we use OpenOffice)
- 9 Select the import options according to the choices you made during the export (see Figure 320)

Figure 320 CSV-Import in Open Office

- 10 Click OK
The data of your voting is opened in the Open Office spreadsheet
- 11 Now you can easily save, process or evaluate graphically your data from the spreadsheet

Figure 321 Voting data in Open Office

12 This procedure is finished

Note: Analogously to the described approach the data takeover works of course in other software which can process CSV files as for example Microsoft Excel or similar

14 Practical examples for the template design

This chapter shows you how you can insert Votings in your page. You can find these examples in the directory *Demo* which comes with every webEdition installation from version 3.4 on.

The following topics are treated in this chapter:

- 14.1 "Creating a template for a Vote" on page 277
- 14.2 "Displaying the Vote result" on page 278
- 14.3 "Summary page for multiple Votes" on page 280

14.1 Creating a template for a Vote

To display a voting on a webEdition page, the template must contain a `<we:voting>` tag. The tag `<we:votingSelect/>` is used to select a voting. With the `<we:votingField>` tag, you can select single fields of a voting. `<we:answers>` appeals to the answers of the voting. Please refer to the template `/we_demo/voting/voting.tmpl` in the actual `we_demo`.

Example

```
<we:voting name="voting">
```

The Voting named "voting" starts here

```
<we:form id="240" method="post">
```

The result will be sent to the document with the id 240, after a vote has been cast. After a click on result, the document with the id 240 will be called, too

```
<we:votingSelect firstentry="----" submitonchange="true" />
```

A selectbox with your Votings is displayed for the editor to choose from

```
<input type="hidden" name="votingId" value="<we:votingField  
name="id" type="voting" />" />
```

In our example, the same page should be used for "Result" and "Send Vote". The result page thus must not be adjusted to which voting should be displayed. These are the possibilities: a vote was given and sent, then the fitting voting will be automatically selected. If no vote was cast, nothing will be sent, and thus the voting can not be detected automatically, thus the voting id is sent.

```
<h2><we:votingField name="question"></h2>
```

The Voting question is displayed

```
<we:answers>
```

```
<li><we:votingField name="answer" type="radio"
class="votingAnswer"><label for="<we:votingField name="id"
type="radio">"><we:votingField name="answer"
type="text"></label></li>
</we:answers>
```

The answers of the selected voting are displayed with radiobuttons for selection

```
<input type="submit" value="Send" />
<input type="submit" value="Result" />
```

The vote can be cast or the Result can be displayed

```
</we:form>
</we:voting>
```

Voting part of template finished

This displaysshow a simplified variantn free of layout, of the template *voting.tmpl* on which the document *voting.php* is based. It contains all tags which are necessary to give the possibility to the editor to be able to select a voting which was created with the Voting Module, simply in the document. See Figure 322 for a document which is based on the template

Figure 322 Simple Voting



14.2 Displaying the Vote result

Now we display the result of the above Voting on a result page. In this case, we keep to a simplistic variant of the demo template */we_demo/voting/result.php*.

Note: Please note the `<we:writeVoting />` tag has to be in the very first line of your template!

Example

```
<we:writeVoting />
```

Use this tag to write a cast vote into the Database

```
<we:ifVarEmpty match="votingId" type="request">
```

If no votingId is submitted (e.g. because no voting was selected), the default voting is displayed

```
<we:setVar to="request" nameto="votingId" value="6" />
</we:ifVarEmpty>
```

The default votingId is set to "6" here; this depends on your individual IDs

```
<we:voting name="voting" id="\$_REQUEST['votingId']">
```

The result of the above defined name "voting" and the submitted ID will be displayed here

```
Voting from: <we:votingField name="date" type="text"
format="d.m.Y" />
<br />
<br />
```

The set date of the Voting is displayed

```
<table class="voting" summary="This table contains the
Voting<we:votingField name="question" type="text" /> from
<we:votingField name="date" type="text" format="d.m.Y" />">
<tr>
<th colspan="2"><we:votingField name="question" type="text"
/></th>
```

The question is displayed

```
<tr>
<we:answers>
```

The answers are listed

```
<tr>
<td class="answer"><we:votingField name="answer" type="text"
/></td>
```

The text of the answer is displayed

```
<td style="width: 150px;"><div style="background: yellow; width:
<we:votingField name="result" type="percent" />%; height:
12px;border:1px solid red;" /></div></td>
```

Beams are generated which show the proportional distribution on the responses

```
<td><we:votingField name="result" type="percent" />%</td>
```

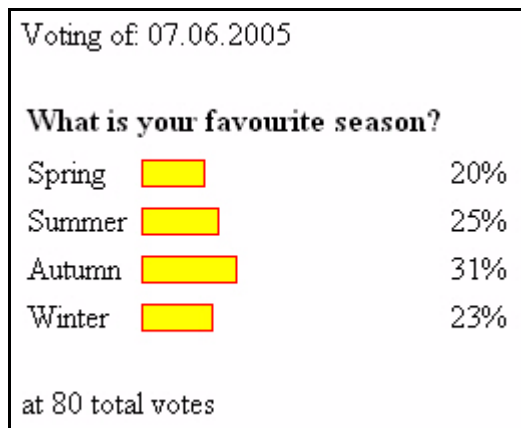
The percentage is displayed

```
</tr>
</we:answers>
</tr>
</table>
<br />
at <we:votingField name="result" type="total" /> cast votes
```

The total number of cast votes is indicated

```
</we:voting>
```

Here, too, the result is a simplistic version of the result page *result.php* from the webEdition Demo

Figure 323 Voting Result

14.3 Summary page for multiple Votes

Now we create a template with which we can display an overview of several Votings. Compare moreover to the template `/we_demo/voting/archive.tmpl` from the webEdition Demo

Example

```
<we:votingList name="voteList" groupid="0" rows="10" desc="true"
 subgroup="false">
```

With the `<we:votingList>` Tag you create a list of your votings. In this case with the groupid "0"; i.e. all votings. By means of groupid you can quite simply create overviews of groups of summarized Votings. Use this function to be able to display specially themed groups separately

```
<we:repeat>
<br />
Umfrage vom: <we:votingField name="date" type="text"
format="d.m.Y" />
<br />
<br />
<table class="voting" summary="This table contains the
voting<we:votingField name="question" type="text" /> from
<we:votingField name="date" type="text" format="d.m.Y" />">
```

The date of the voting is dispalyed

```
<tr>
<th colspan="2"><we:votingField name="question" type="text"
/></th>
```

Displays the question

```
<tr>
<we:answers>
<tr>
<td class="answer"><we:votingField name="answer" type="text"
/></td>
```

Shows the answers

```
<td style="width: 150px;"><div style="background: yellow;
width: <we:votingField name="result" type="percent" />%; height:
12px;border:1px solid red;" /></div></td>
```

Creates beams for the results

```
  |
```

The proportional distribution of the replys is indicated

```

</tr>
</we:answers>
</tr>
</table>
<br />
at <we:votingField name="result" type="total" /> cast votes

```

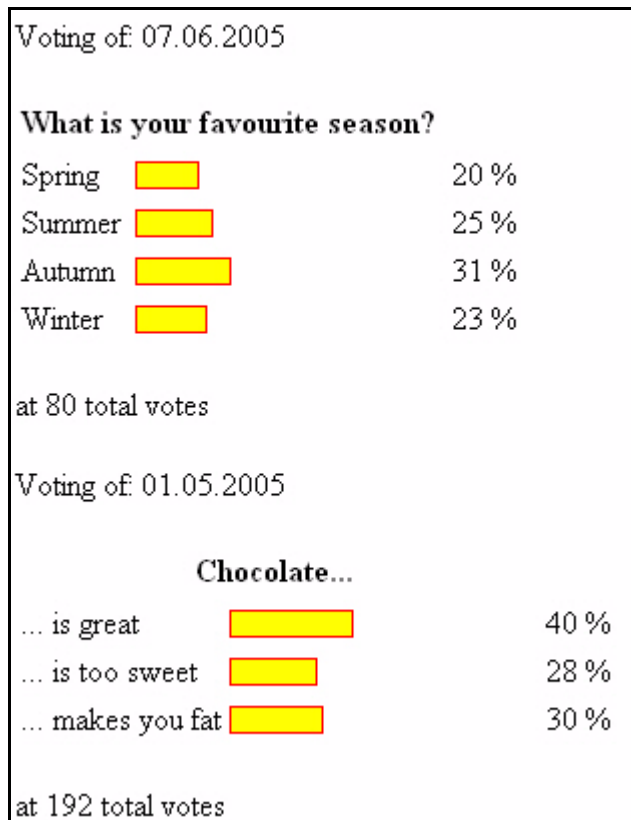
Shows the total number of votes

```

<br />
</div>
</we:repeat>
</we:votingList>

```

Figure 324 Voting summary



15 Using the Scheduler PRO

This chapter describes how to use the Scheduler PRO. The Scheduler PRO was formerly a separate module, thus is explained in a separate chapter. The Scheduler PRO allows you to schedule several kinds of tasks including publishing, unpublishing, deleting, and changing the document type, category and directory of a webEdition document.

15.1 Scheduler PRO: general information and navigation

You will see the tab called *Scheduler PRO* in the *Documents* main screen. The task you are scheduling is always associated with a document, therefore you must first open a document in webEdition. To access the Scheduler PRO, click the (vertically-aligned) *Documents* tab, then click on a document of your choice in the explorer menu (see Figure 325):

Figure 325 *Documents* main screen showing the *Scheduler PRO* tab

The screenshot shows the 'Scheduler PRO' tab selected in the webEdition interface. The top navigation bar includes tabs for Properties, Edit, Information, Preview, Scheduler PRO, and Validation. The main content area is titled 'webEdition page: /276.html'. It features a 'Task' dropdown menu set to 'Publish', an 'Active' checkbox which is checked, a 'Frequency' dropdown set to 'Once', and a 'Date/Time' section with dropdowns for hours (12), minutes (06), and year (2007). Below these, there are additional dropdowns for AM/PM (11) and seconds (50).

15.1.1 Scheduler PRO view

The Scheduler PRO gives you complete control over when to publish your documents. Each document that you wish to schedule is defined as a task in the scheduler. To open the Scheduler PRO view, choose a document, and click on the Scheduler PRO tab. Click on the + icon to open the Scheduler PRO view and to add a task to the scheduler (see Figure 326).

Note: You can add more tasks to the scheduler by clicking on the + icon.

Figure 326 Scheduler PRO view

The Scheduler PRO offers three command parameters:

- *Task*
- *Frequency*
- *Date/Time*

15.1.1.1 Task commands

In the *Task* select box you can choose the type of operation you wish to perform (see Figure 327, "Task operation select box" on page 284).

Figure 327 Task operation select box

The *Task* select box offers you the following options:

- *Publish*
- *Unpublish*
- *Delete*
- *Change document type*
- *Change categories*
- *Change directory*

Activate the *Active* checkbox to instruct the module to follow through with the scheduled task. If you do not activate the checkbox the scheduled task will not be executed.

15.1.1.2 *Frequency* commands

The *Frequency* select box allows you to choose the time interval between scheduled tasks (see Figure 328).

Figure 328 The *Frequency* select box



The *Frequency* select box has the following options:

- *Once*
- *Hourly*
- *Daily*
- *Weekly*
- *Monthly*
- *Yearly*

15.1.1.3 *Date/Time* commands

The *Date/Time* select boxes allow you to set the time for the execution of the scheduled task.

For details on how to schedule a task using the Scheduler PRO Module, see 15, "Using the Scheduler PRO" on page 283.

15.2 Date and time considerations

The Scheduler and Scheduler PRO Modules operate in accordance with the date and time settings on your Web server.

15.3 Summary page requirement

The scheduling functions that you use in the Scheduler and Scheduler PRO Modules operate in conjunction with summary pages, that is, when the `<we:listview>` tag is used.

Because many service providers do not allow the use of scheduling (such as *cron jobs* on UNIX systems, or *schedule tasks* on Windows systems), there must be a trigger for the scheduler so that it can publish and unpublish a document. The trigger for the webEdition scheduler is in the `<we:listview>` tag. Whenever a visitor opens a page with the listview, the scheduler checks the server for scheduled tasks, then it publishes and displays an updated listview. Thereafter, the visitor can access any new items by clicking on the appropriate link in the listview.

15.4 Selecting a task

The task you are scheduling is always associated with a document, therefore you must first open a document in webEdition, and then click the *Scheduler PRO* tab.

In the *Scheduler PRO* view, choose a task by selecting one of the following options from the *Task* select box:

- *Publish*. Use this item to schedule the publication of a document.
- *Unpublish*. Use this item to remove a page from the view of your Web page visitors.
- *Delete*. Use this item to delete a document at a specified time.
- *Change document type*. Use this item to change the document type.
- *Change categories*. Use this item to change the document category.
- *Change directory*. Use this item to move a document to another directory at a specified time.

After choosing one of these tasks, the options available to you vary depending on the choice you have made.

15.4.1 Publishing, unpublishing and deleting a document

If you choose *Publish*, *Unpublish* or *Delete*, you can go directly to the *Frequency* select box to determine the time span between scheduled events.

15.4.2 Changing a document type

If you choose *Change document type*, the *Document type* selection box appears under the *Task* select box (see Figure 329). Select an existing document type from your list.

Figure 329 Document type select box

The screenshot shows the 'Scheduler PRO' dialog box with the 'Task' dropdown set to 'Change document type'. The 'Document type' dropdown is set to 'test'. The 'Frequency' dropdown is set to 'Once'. The 'Date/Time' fields are set to 06:02:2004. The 'Active' checkbox is checked, and the 'Use default values' checkbox is unchecked.

15.4.3 Changing the categories for a document

If you choose *Change categories*, the *Categories* selection field appears under the *Task* select box (see Figure 330). Click the *Add* button to open the category browser. Choose a category. Click *OK*. If you wish, you can add more categories. You can also remove all of the associated categories by clicking the *Delete all* button.

Figure 330 Adding or deleting categories

The screenshot shows the 'Scheduler PRO' dialog box with the 'Task' dropdown set to 'Change categories'. The 'Categories' field is empty. The 'Frequency' dropdown is set to 'Once'. The 'Date/Time' fields are set to 06:02:2004. The 'Active' checkbox is checked. There are 'Delete all' and 'Add' buttons next to the 'Categories' field.

15.4.4 Changing the directory document

If you choose *Change directory*, the *Directory* selection field appears under the *Task* select box (see Figure 331). Click the *Select* button to open the server browser. Choose a directory. Click *OK*.

Figure 331 Selecting a new directory

The screenshot shows the 'Scheduler PRO' dialog box with the 'Task' dropdown set to 'Change directory' and the 'Active' checkbox checked. The 'Directory' field is empty, and a 'Select' button is to its right. The 'Frequency' is set to 'Once'. The 'Date/Time' is set to 06:02 on 20/04/2004.

15.5 Scheduling a task

You use the *Frequency* select box to choose the frequency of a task. The options available to you vary depending on the choice you make.

15.5.1 Scheduling an item once

If you choose *Once* from the *Frequency* select box, the following screen appears (see Figure 332).

Figure 332 Scheduled frequency: *Once*

The screenshot shows the 'Frequency' dropdown set to 'Once'. The 'Date/Time' is set to 06:02 on 20/04/2004.

Select the date at which the task is to take place, by entering the date according to day, month, year.

Select the time in hours and minutes.

Note: After the completion of the scheduled task, the item will appear "inactive" on the main document edit page.

15.5.2 Scheduling an hourly task

If you choose *Hourly* from the *Frequency* select box, the following screen appears (see Figure 333):

Figure 333 Scheduled frequency: *Hourly*

The screenshot shows the 'Frequency' dropdown set to 'Hourly' and the 'Minutes' field set to 30.

Choose a time (in minutes) between "00" and "59". The item will be scheduled at that minute every hour.

15.5.3 Scheduling a daily task

If you choose *Daily* from the *Frequency* select box , the following screen appears (see Figure 334):

Figure 334 Scheduled frequency: *Daily*

Select the time in hours and minutes at which you wish the task to be completed each day.

15.5.4 Scheduling a weekly task

If you choose *Weekly* from the *Frequency* select box , the following screen appears (see Figure 335):

Figure 335 Scheduled frequency: *Weekly*

Select the time and the day that you wish to schedule your task. The task will be executed each week at the chosen time and on the chosen day.

15.5.5 Scheduling a monthly task

If you choose *Monthly* from the *Frequency* select box , the following screen appears (see Figure 336):

Figure 336 Scheduled frequency: *Monthly*

Select the time and the date that you wish to schedule your task. The task will be executed each month at the chosen time and on the chosen date.

15.5.6 Scheduling a yearly task

If you choose *Yearly* from the *Frequency* select box , the following screen appears (see Figure 337):

Figure 337 Scheduled frequency: *Yearly*

Select the time, the month and the date that you wish to schedule your yearly task. The task will be executed once a year at the chosen time in the chosen month and on the chosen date.

15.6 Options when saving a scheduled task

The Scheduler PRO Module has the following save options which you access at the bottom of the *Documents* main screen (see Figure 338).

Figure 338 Saving a scheduled task



All tasks of the Scheduler PRO Module will only be completed if you activate the *Publish after saving* checkbox when saving your document.

If you have scheduled a task and selected the *Publish after saving* checkbox, the document will not be published immediately, but rather at the scheduled time.

16 List of terms and abbreviations

absolute reference

An absolute reference lists the path in webEdition starting with the HTML root directory. It always begins with a slash "/".

ASP

Active Server Pages.

BIN

Binary file. Also .bin.

Content image

See Layout image.

CSS

cascading style sheet.

Dynamic page generation

Dynamic page generation means that every time a page is called up, its content is retrieved from a database and inserted in the template. The program code of the page itself does not contain any text or calls to images; instead, it only contains a database reference. The advantage to this system is that internal links defined with we:tags remain current, even if the name of the linked page changes.

Dynamic pages are generally used for summaries and search queries.

Front-end

A term user to describe the interface used by an end user such as a web content editor. In webEdition, the front end is what the editor sees when updating a Web site. In contrast, the back end refers to the operation of the MySQL database which stores your web content, but which is transparent to the end user.

HTML

Hyper-text markup language.

HQX

Binhex file (Macintosh). Also .hqx.

JSP

Java Script Pages.

Layout image

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.

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.

PDF

Portable documentation format file (Adobe). Also .pdf.

Relative reference

HTML editing programs such as Macromedia Dreamweaver or Adobe GoLive generally create relative references. Relative references create URLs that always depend on the current directory. For example: The image has been saved in: C:/My Documents/html/WebEdition/images/image.gif and the page to which you wish to link the image has been saved in: C:/My Documents/html/WebEdition/news/sports/index.htm. If C:/My Documents/html is the root directory on the Web server (Apache, Microsoft Internet Information Server), then the absolute link would be: /images/image.gif, whereas the relative link would be ../../images/image.gif

RTF

Rich text format file. Also .rtf.

SIT

Stuffit file. Also .sit.

Static page generation

When pages are generated statically, the actual entries are written directly to the program code when the page is saved. If the page is called up, it does not access the database. Should any changes be made to the page, the whole page will be re-saved. If any internal links defined in the template by we:tags change, all the pages based on this template must be re-saved. The advantage of static pages is that they do not need to access the database and can be loaded faster on high-traffic or slower servers. In addition, search engines always include static pages, whereas they occasionally omit dynamic pages.

XML

Extensible Markup Language.

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