01. Content Management & Publishing

Content Management is divided into 3 parts:

Basic Configuration
Includes column setup, menu setup, popup window setup   (For security reason, Microsoft has set the default status of its browsers, the Internet Explorer, to block all popup windows for XP, particularly XP SP2 or above, and most or other browsers are also having the same blocking function embedded)

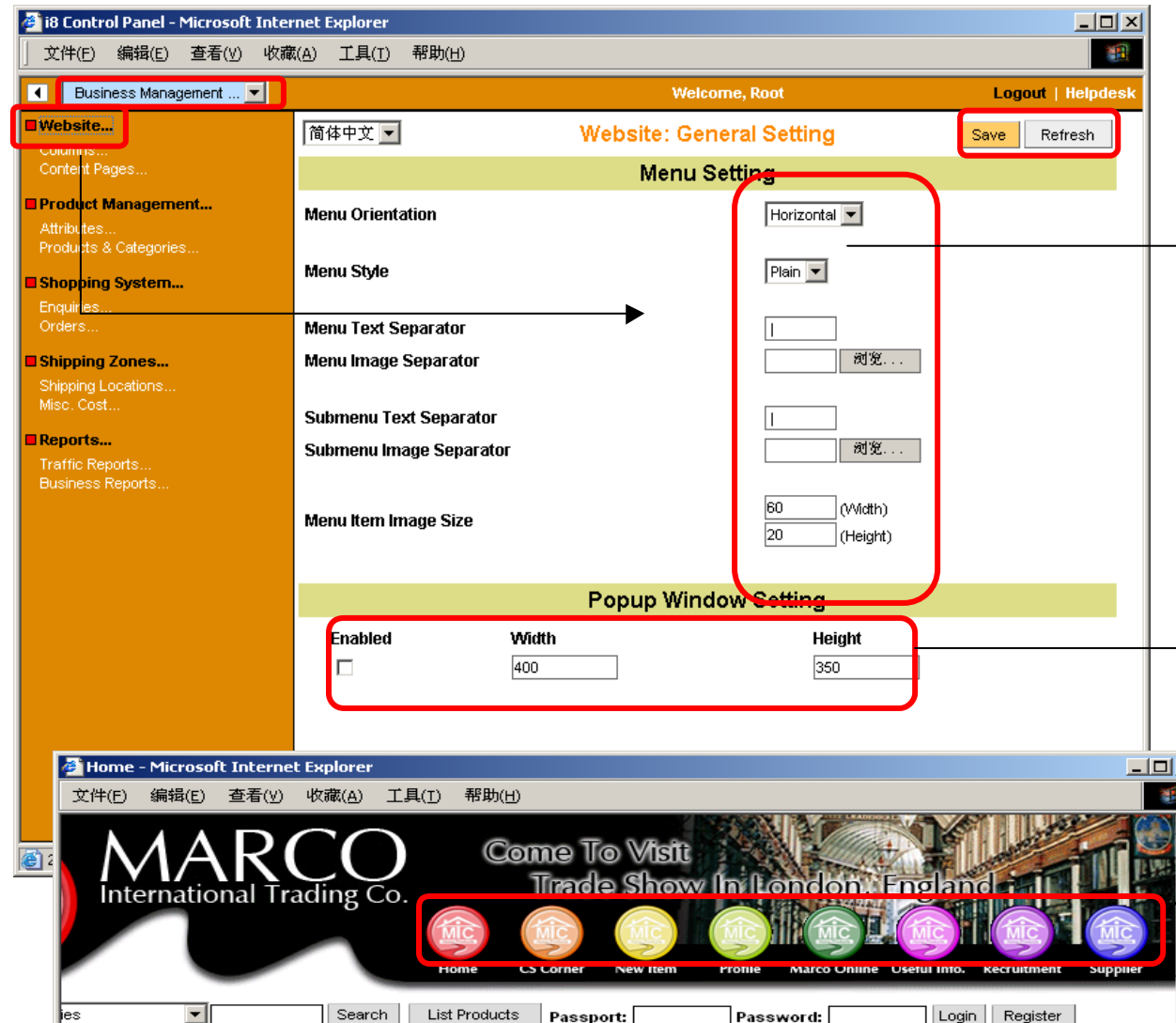**Column Management**
For content rich system, contents and information are generally distributed into columns for effective content management

Content Management
Integrated with column management, for effective content management and publishing

BASIC SETUP

LOC:: Business Management> **Website**

Menu Setup

Menu Orientation: Horizontal or Vertical

Menu Style: Plain, Pull Down or Popup

Menu Text Separator: Text Separating Menu Items
(should have HTML knowledge)

Menu Image Separator: Image separating menu items
(Should have basic HTML knowledge)

Sub-Menu Text Separator: Text separating sub menu
items

Sub-Menu Image Separator: Image separating
sub-menu items

Menu Image Size: Size of the image for menu items if
images are used instead of text for menu items

Popup window setup

Setup the size of popup window while a visitor visit the
home page of the system   (Obsolete as many browsers
block popup)

Example

COLUMN MANAGEMENT

LOC:: Business Management > Column

#: Index (Auto-generated according to list order)

Column Title: Column Link Caption shown in front end (If image is used instead of text for column link caption, the title text would not be shown). Click the tiny gray box (particularly minus or plus symbols, a gray dot means there is no sub columns). Click on the title would enter a page showing all pages belong that column (Column title usually would followed with a number, which is the number of column pages)

Code: Access code for column, this code should be unique for all columns (suggested to use alphanumeric characters for such codes)

Position: As a locating flag for different systems (for example, 1 for page-top column links, 2 for bottom column links, etc. Use 1 as default)

Enabled: Only enabled column would have a link shown up in front end

Priority: Number that governs the display priority of the column link in front end (Ascending)

Edit: To edit the column property

Add sub column: Add sub column of the column

Delete: Click the red-cross image to delete the column (It is not a real delete but move the column to Trash[1], to delete the column and its column pages permanently, you should delete it again through the Trash)
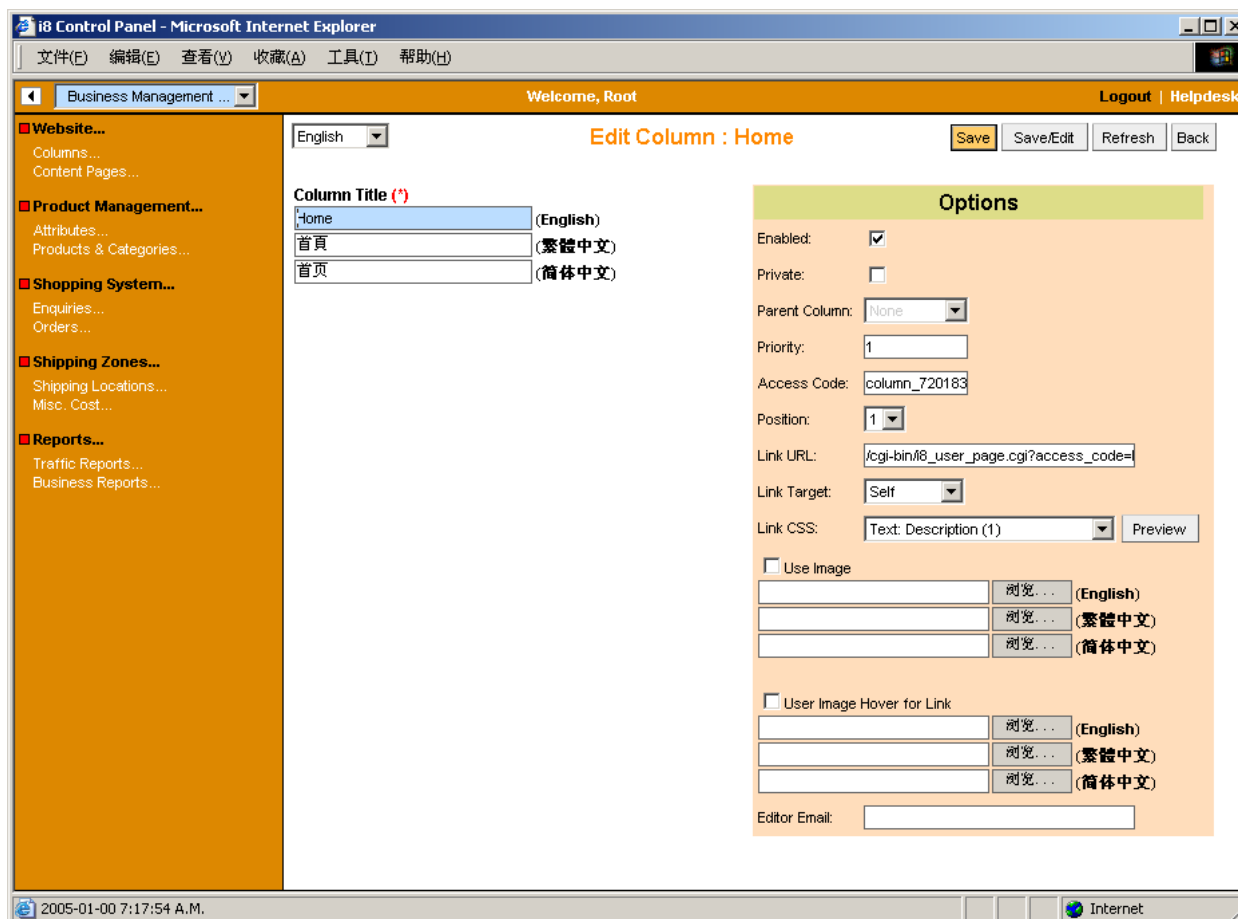
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[1] Trash is a system column which is not allowed to be deleted or edited

Front End Example

Column Links

Column Articles List Links

On the left are the column links and column article links list

Add / Edit Column

- **Column Title**: Column Link Caption shown in front end (If image is used instead of text for column link caption, the title text would not be shown). Click the tiny gray box (particularly minus or plus symbols, a gray dot means there is no sub columns). Click on the title would enter a page showing all pages belong that column (Column title usually would followed with a number, which is the number of column pages)
- **Enabled**: Only enabled column would have a link shown up in front end
- **Private**: If checked then only members can view the column link
- **Parent Column**: Parent column of current column
- ____: Display priority of the column at front end
- **Priority**: Number that governs the display priority of the column link in front end (Ascending)
- **Access Code**: Access code for column, this code should be unique for all columns (suggested to use alphanumeric characters for such codes)
- **Position**: As a locating flag for different systems (for example, 1 for page-top column links, 2 for bottom column links, etc. Use 1 as default)
- **Link URL**: External Link of the column (Foe example, /cgi-bin/i8_user_page.cgi?access_code=column, if empty, the link would be automatically link to '/cgi-bin/i8_user_page.cgi?access_code="+ column code)
- **Link Target**: Target of the link (Empty would set the link targeted to current page)
- **Link CSS**: Color and Font Style when the link use column title as caption
- **Use Image**: Use Image instead of text as link caption (Different images for multi-lingual sites)
- **Use Image Hover**: Replacing Image when mouse over the link (Different Images for multi-lingual site)
- **Editor Email**: Some system would allow readers to response to the column editor

CONTENT PAGE LIST / ARTICLE LIST
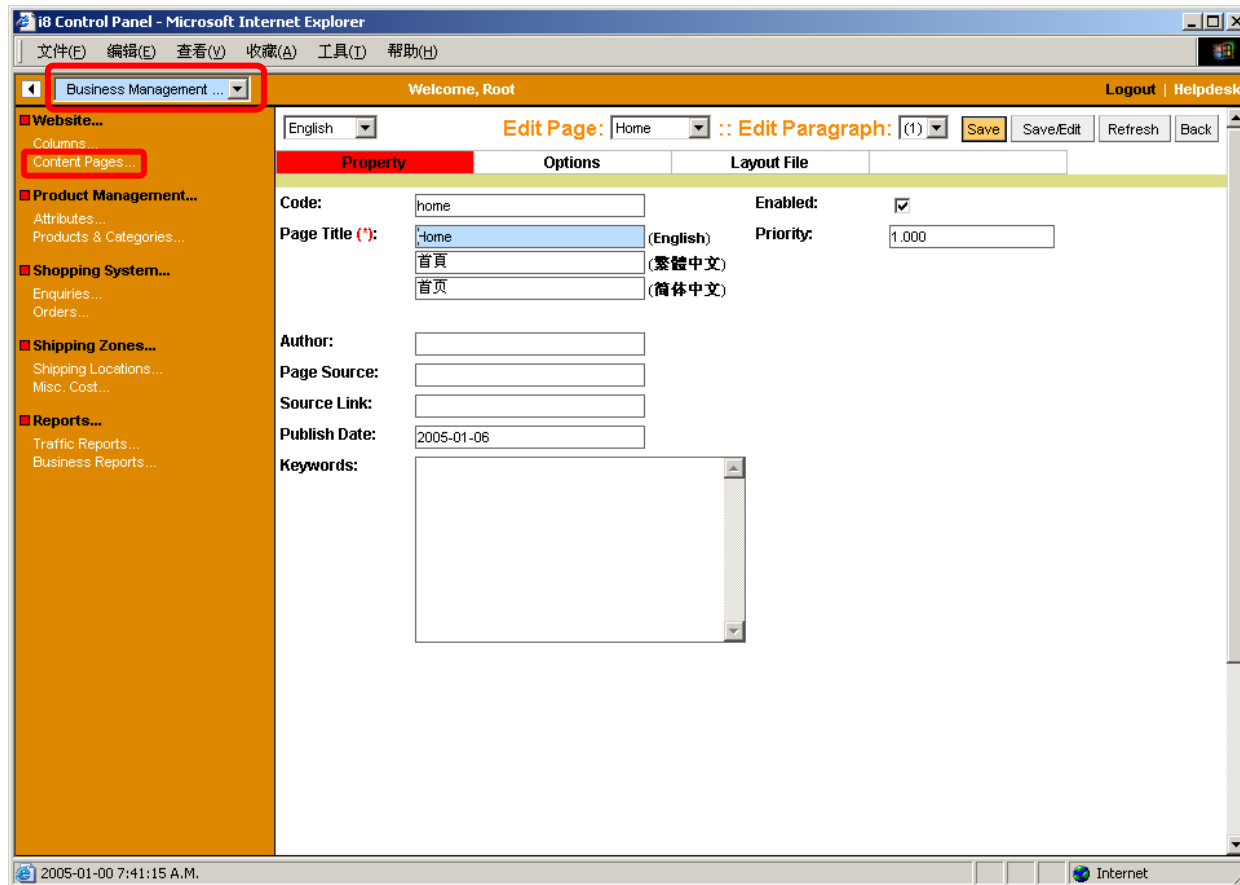

LOC:: Business Management > Pages

Column Selection and Sorting Selection

- <u>Page Title</u>: Link caption and page title of the page in front end (If use image, then the text would not be shown). Click on the title to show the page paragraphs (The number right next to the title is the number of paragraphs of the content page)
- <u>Code</u>: Access Code of the page, which should be unique (Alphanumeric characters are recommended)
- <u>Type</u>: Page type, in the "**Default** "column, the page with access code of home is used as home page. For other columns, the page with the same access code as the column would be used as the index page for that column
- <u>Layouts</u>: The layout of the page (Click to edit the layout, HTML knowledge is required)
- <u>SLO</u>: Special Layout Option, even two pages are using the same layout, they can have different layout options such as background, width, color, etc. They only use common components and dictionary words
- <u>Private</u>: Members only if checked
- <u>Enabled</u>: Triggering visibility of the page link
- <u>Priority</u>: Number that governs the sorting order of the page in column page links and at the backend (Ascending)
- <u>Edit</u>: Click the green image to edit the page property
- <u>+Sub</u>: Add sub pages (Particular when the content to be published cannot be shown in single page)
- <u>Delete</u>: Click to delete the page (Caution: all paragraph and sub pages would be deleted)

Add / Edit Page (Property)

- Code: Access Code of the page, which should be unique (Alphanumeric characters are recommended)
- Page Title: Link caption and page title of the page in front end (If use image, then the text would not be shown). Click on the title to show the page paragraphs (The number right next to the title is the number of paragraphs of the content page)
- Author: For content rich system, author of the article is to be shown
- Page Source: Source name of the page content
- Source Link: Source URL of the page
- Publish Date: Content rich system would have auto-publishing function, this is for that
- Keyword: To optimize page for searching engines
- Enabled: Triggering visibility of the page link
- Priority: Number that governs the sorting order of the page in column page links and at the backend (Ascending)

Add / Edit Page (Options)

- Column: Column of the page/article
- Parent Page: First page of multi-page articles
- Link Target: Link target of the page link
- Type: Page type, in the "**Default** "column, the page with access code of home is used as home page. For other columns, the page with the same access code as the column would be used as the index page for that column
- Link CSS: Font style for text page link
- Page Layout: The layout of the page
- Layouy Options : If yes, then the default layout option would have to be used, otherwise, page-wise layout option is used
- Private: Member only page if checked
- Show peer Link: Show page links of the same column of the same level
- Use Imange: Use image instead of text (the **Page Title**) as the page link
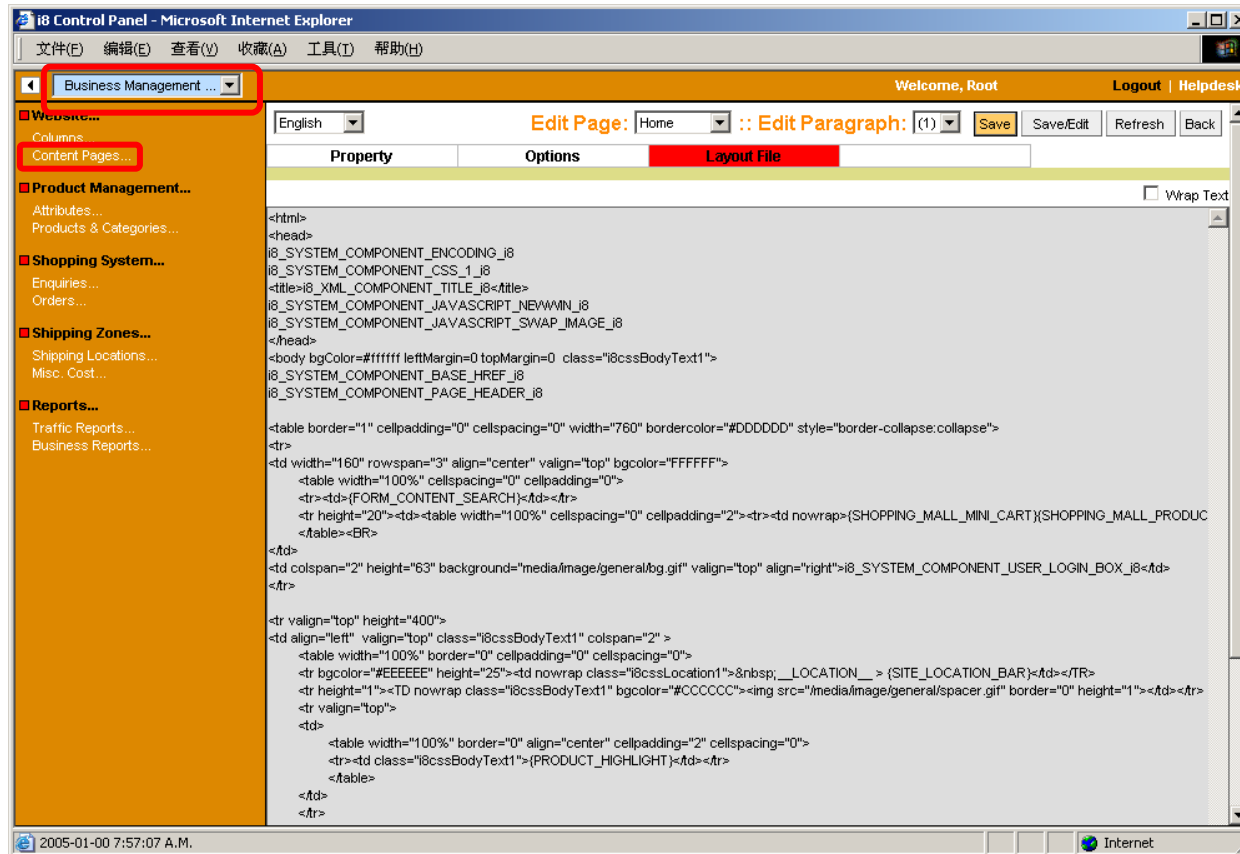- Use Image hover: Show alter image when mouse over the link image

Add / Edit Page (Layout File)

Here is the layout file (HTML knowledge required). If the page layout selection is changed, then it is recommended to save the whole page before changing the layout file

PAGE PARAGRAPHS

LOC:: Business Management > Pages
Click Page Title to show paragraphs

- <u>Code</u>: Access Code of paragraph (For identification purpose, empty is allowed)
- <u>Paragraph Title</u>: Different system have different operations on the title, in latest version of i8 platforms, the paragraph title is not important at all and is replaced with Visual Content Editor
- <u>Content</u>: Abstract of paragraph content
- <u>Image/Flash</u>: Paragraph media (Replaced by Visual Content Editor)
- <u>Position</u>: The position of the paragraph is to be displayed in a page (Different layout would have different setting on the position, some may have no position, some may have up to 16 positions). You can choose to shown paragraph of certain position.
- <u>Enabled</u>: Trigger the visibility of the paragraph in front end
- <u>Edit Property</u>: Edit the property and content of paragraph
- <u>Delete</u>: Delete the paragraph

Take the left page as example; the page has a position 2 for paragraphs.

Edit Paragraph

There are four panels for paragraph editing

1. Para' title
2. Media
3. Content ← (Major)
4. Advance Property
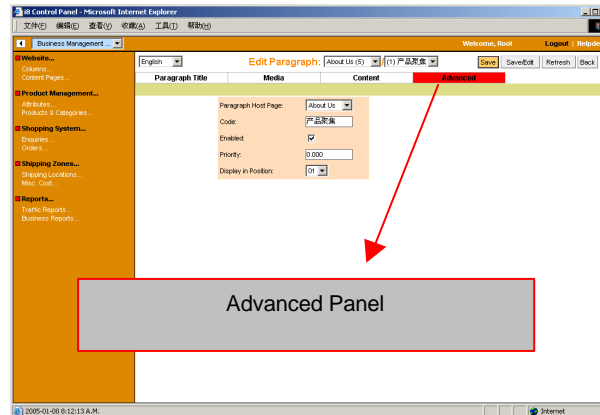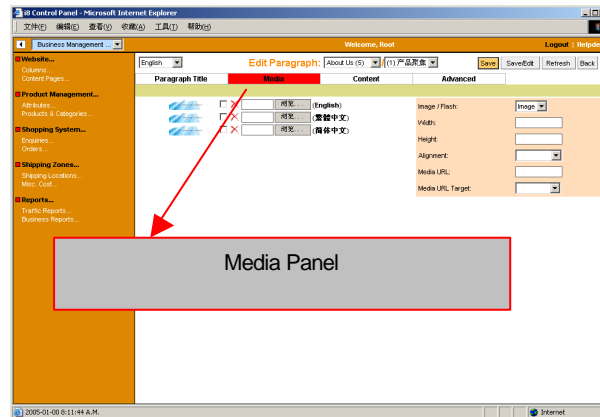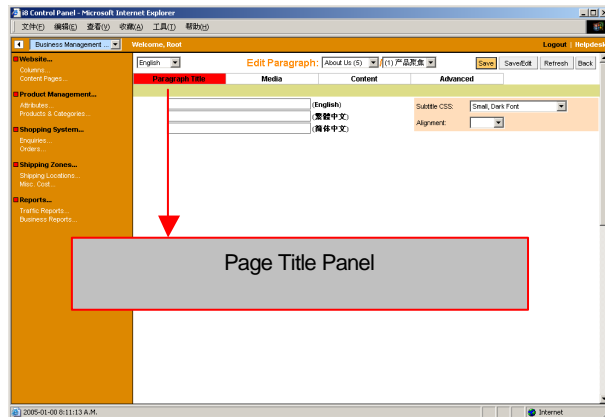
Page Title Panel

Media Panel

Content Panel

Advanced Panel

Edit Paragraph (Title)

Click Page Title to show paragraphs then click the paragraph title or the edit image to edit the paragraph and then switch to the **Para' Title** panel

Para' Title control is a function for old i8 system, it has currently been replaced by Visual Content Editor
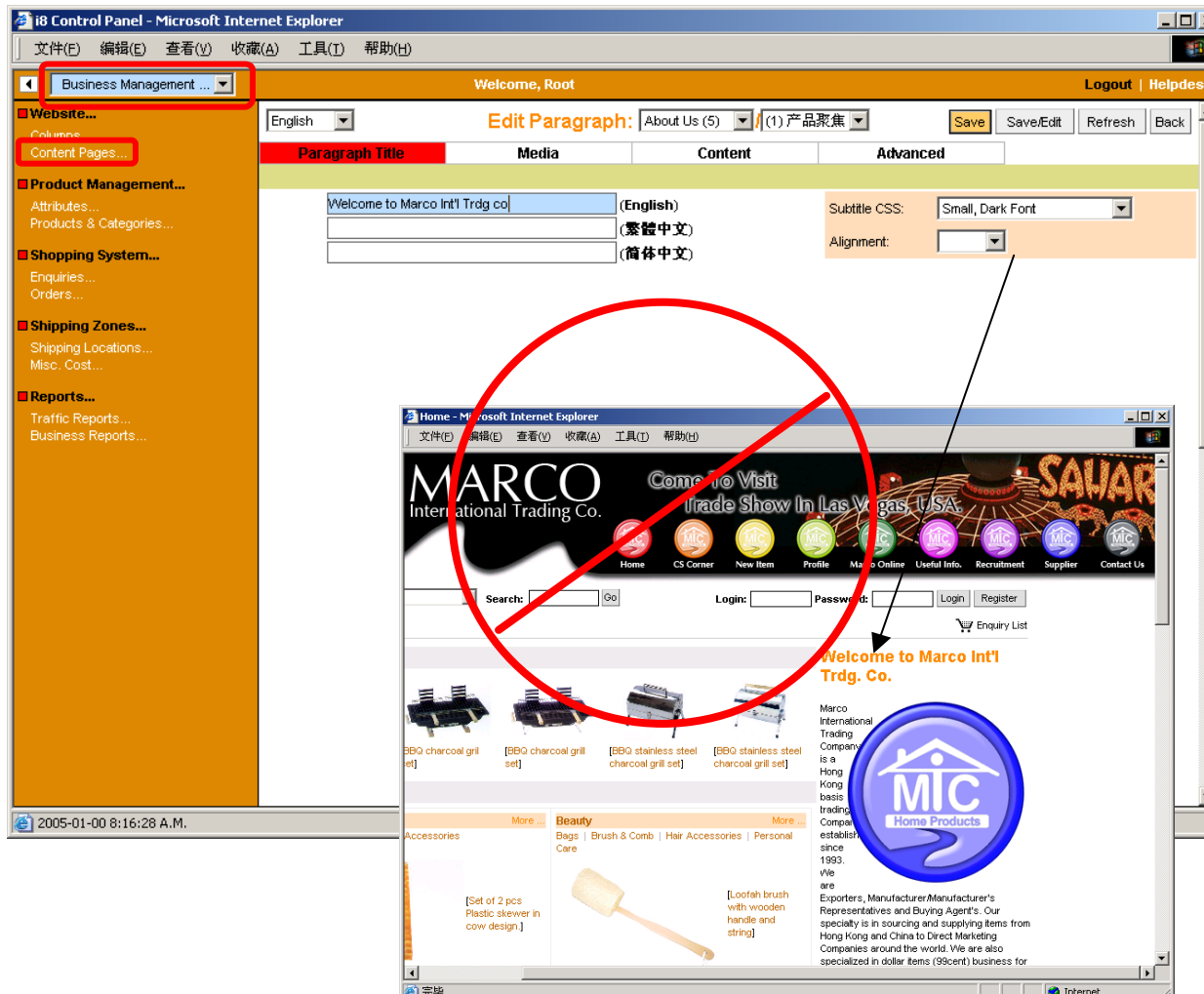
Edit Paragraph (Media)

LOC:: Business Management > Pages
Click Page Title to show paragraphs then click the paragraph title or the edit image to edit the paragraph and then switch to the **Media** panel

Media control is a function for old i8 system, which has been replaced by Visual Content Editor

Edit Paragraph (Content)

Language Selection

Add Table   Add Link   Add Image   Add File   Add Flash

LOC:: Business Management > Pages
Click Page Title to show paragraphs then click the paragraph title or the edit image to edit the paragraph and then switch to the **Content** panel

- Language Selection: Switching of content panels in different languages
- Content CSS: Font Style for the content
- Alignment: Alignment of Content (Left, Center, Right)
- Parse Content: Replacement of Line Return with "<br>"
- Auto Link Keywords: Replace special words with links to the description of the words
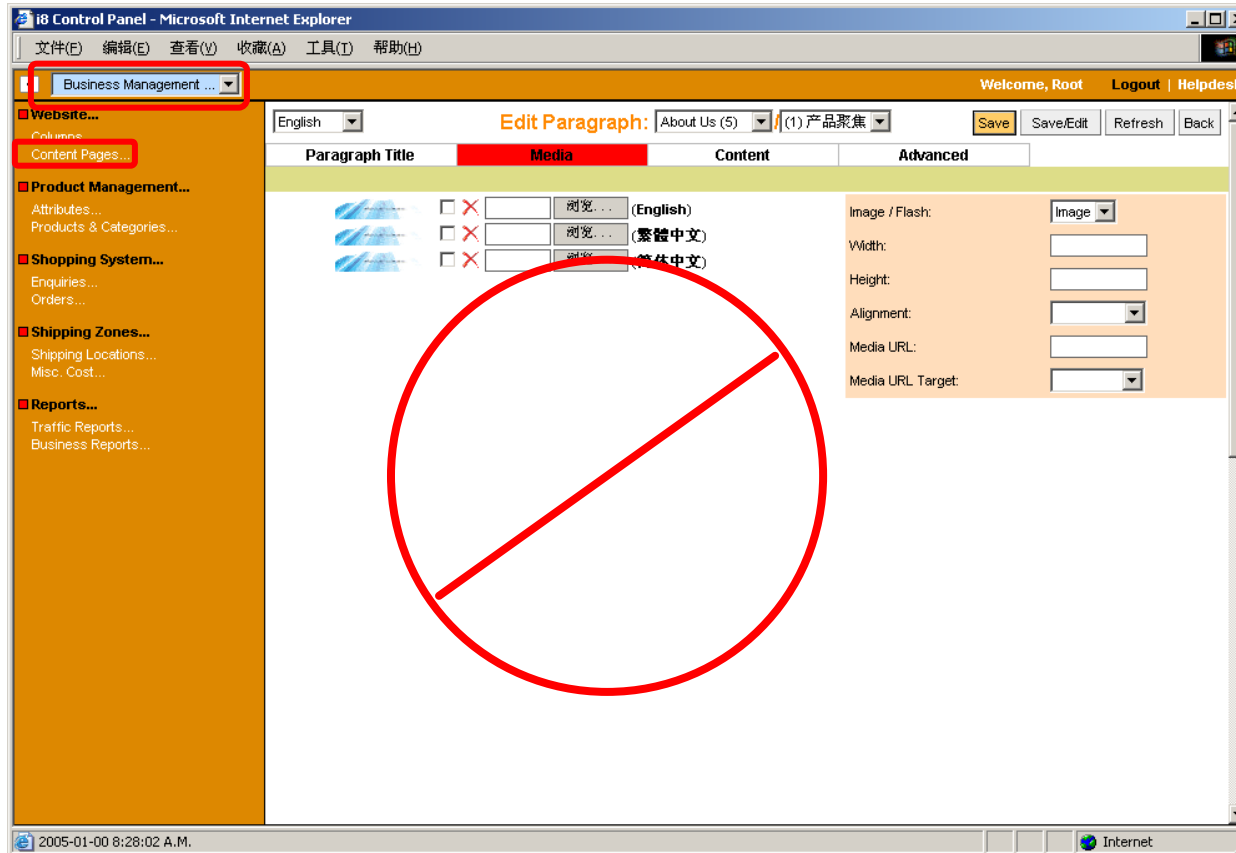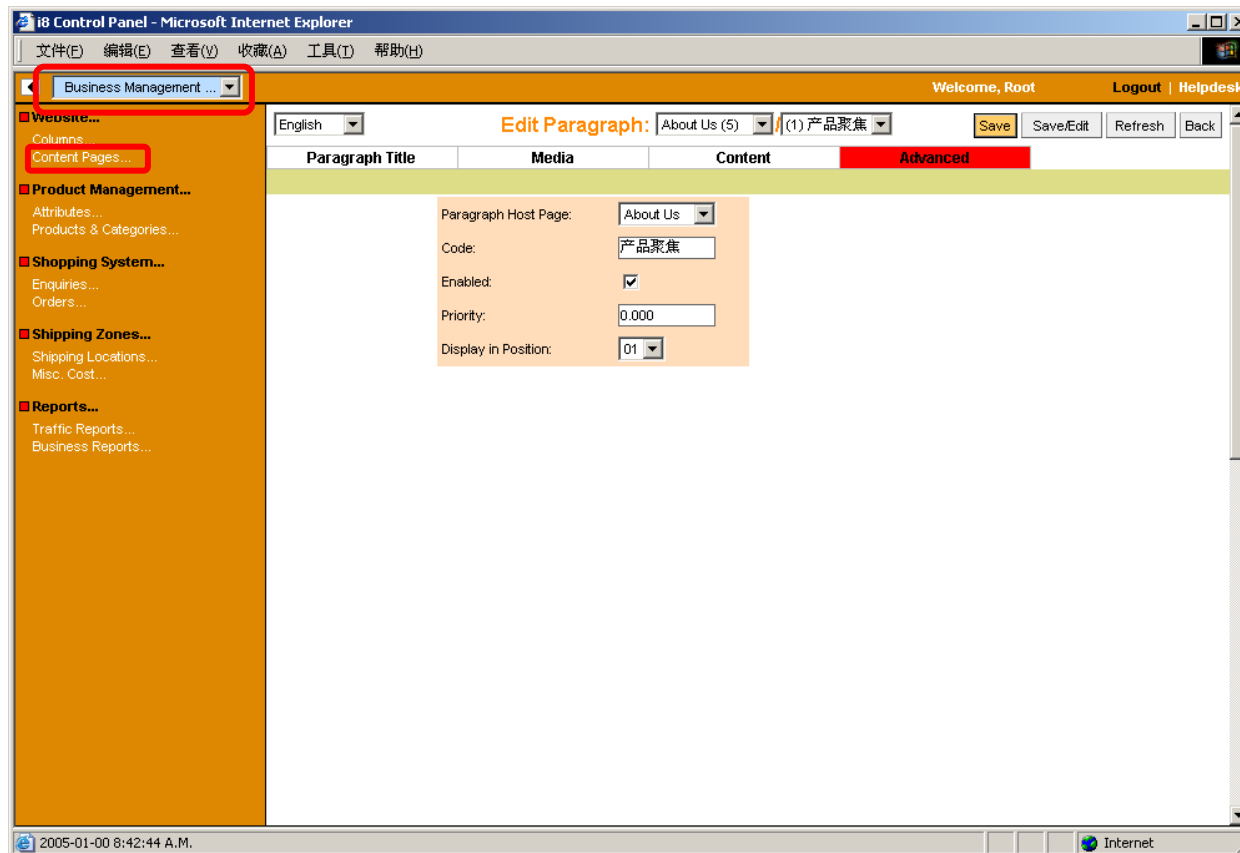
Edit Paragraph (Advanced)

LOC:: Business Management > Pages
Click Page Title to show paragraphs then click the paragraph title or the edit image to edit the paragraph and then switch to the **Advanced** panel

- Para' Host Page: The host page of the paragraph
- Code: Identification code of the Para'
- Enabled: Triggering of visibility of the Para' in front end
- Priority: Display Priority of the Para' of the same position
- Display in Position: The Para's position in the page (Please confirm if such position exists in the layout)

Content Management - Front End Editing [2] (Before Login)

On the left shows the page before the member (who has editing privilege) login
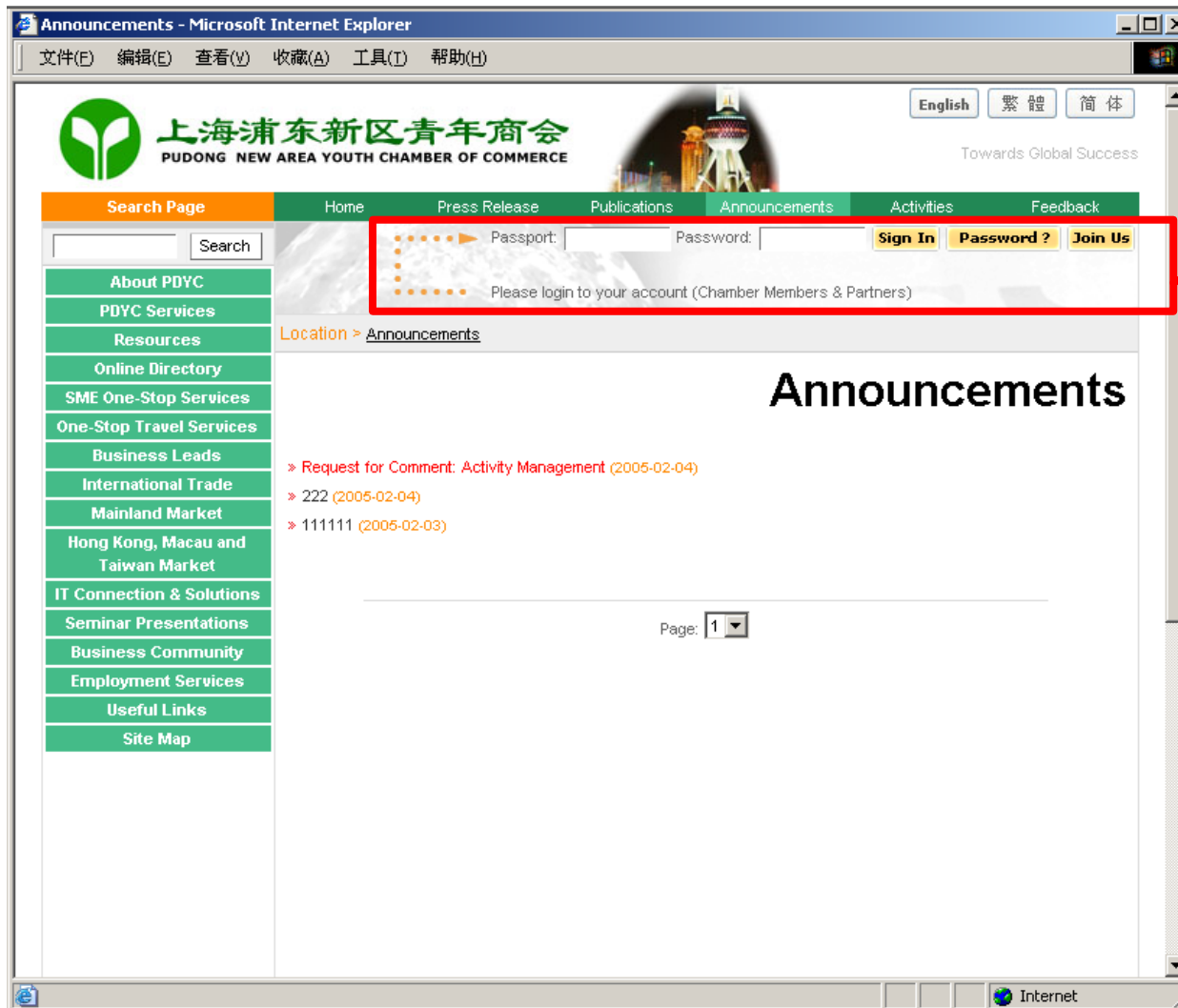
Login Box

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[2] Front End Editors are members who editing privileges in front end, please check chapter: "Member management"

Content Management - Front End Editing (After Login)

On the left shows the page after the member (who has editing privilege) login

Logout box

Article List (Click the "Add New Page" button to add new article/page)

Article Control Buttons
- **Green Button**: Edit Article basic property
- **Red Button**: Delete Article
- **Checkbox**: Trigger visibility of article

Para' Position 1, click [+] image to add paragraph (Currently no paragraphs)

Content Management - Front End Editing (Add New Page)

Add / Edit Article Popup window (Check the editing result page on the back of it)

On the left lower corner, we have added a new empty paragraph (Will be edited as shown on next page)

Content Management - Front End Editing (Add New Paragraph)

Para' Editing & Control

- **Up Arrow**: Move Para' Up (Within same position)
- **Down Arrow**: Move Para' down (Within same position)
- **Position Changing Pull Down**: Move the paragraph from current position to another position (Please make sure that the current page has that position, or you have to go to the backend to change it back)
- **Checkbox**: Trigger the visibility of the paragraph
- **Copy Image**: Copy the paragraph (One which allows you change it to another page while editing the Para')
- **Editing Image**: Edit the Paragraph
- **Delete Image**: Delete the Paragraph

LOC:: Front End (After Login)

Content Management - Front End Editing (Paragraph Added)

Saved Paragraph

Page after clean up the test paragraph and page