



User Manual
For
OGCIO WCMS Project

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1. Software Requirements

You will login the WCMS and go to the Web Publisher (WP) user interface to manage your web content. Your computer must have the following software installed:

1. Web Browser: the supported version are

Platform	Browser Name	Version
Windows	Internet Explorer	6.0
	FireFox	1.5
	Netscape	7.2
Mac OS	FireFox	1.5
	Netscape	7.2
Unix/Linux	Mozilla	1.7
	FireFox	1.5

2. Java Runtime Environment, supported version are 1.4.2 or above. You may check the current version in the Control Panel settings. If your computer hasn't installed the Java Runtime Environment, please follow the step below to install it.

Install JRE (Java Runtime Environment) plug-in

Before using Web Publisher, user must install java plug-in on their computer. The required version is 1.4.2_08 or above. The plug-in can be downloaded at:

http://wcms.scig.hksarg:8080/wp/plugins/j2re-1_4_2_08-windows-i586-p.exe

Or

<http://java.sun.com/j2se/1.4.2/download.html> (Sun Java web site)

Installation Procedure

1. After the download, double click the executable file.
2. The License Agreement windows displays. Select "Accept" to accept the Agreement then click "Next"
3. The Installation Mode windows displays. Leave the default settings and click "Next"
4. The installation process start.
5. After the installation is completed, restart your computer



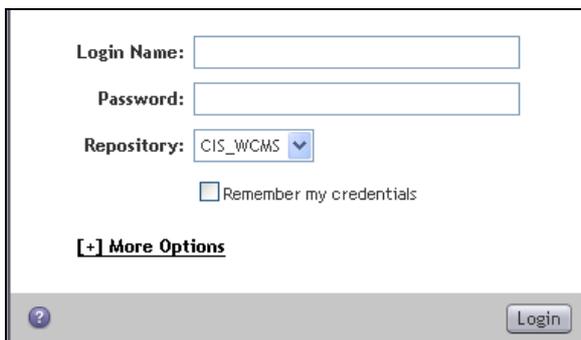
2. Connection to SSLVPN

Please refer to the WCMS-SSLVPN connection guide for the details on the connection to the SSL/VPN server before login to the WCMS.

3. Login to WCMS

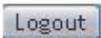
3.1 How to login

User can type in **http://hostname:8080/wp** (where the ‘hostname’ should be **wcms.scig.hksarg** for the WCMS server) in the address field of your browser to enter the login page of Web Publisher.



1. Type in User Name, Password
2. Select an appropriate repository. Choose “CIS_WCMS” for the storage on the production server.
3. Click the **Login** button to login to the Web Publisher.

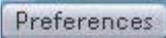
3.2 How to logout

Click the  icon from the top menu bar to logout from Web Publisher



4. Setting Preference

Preferences determine your personal settings and are stored in a cookie on the machine from which you accessed Web Publisher. If you delete the cookie, you will lose your preference settings.

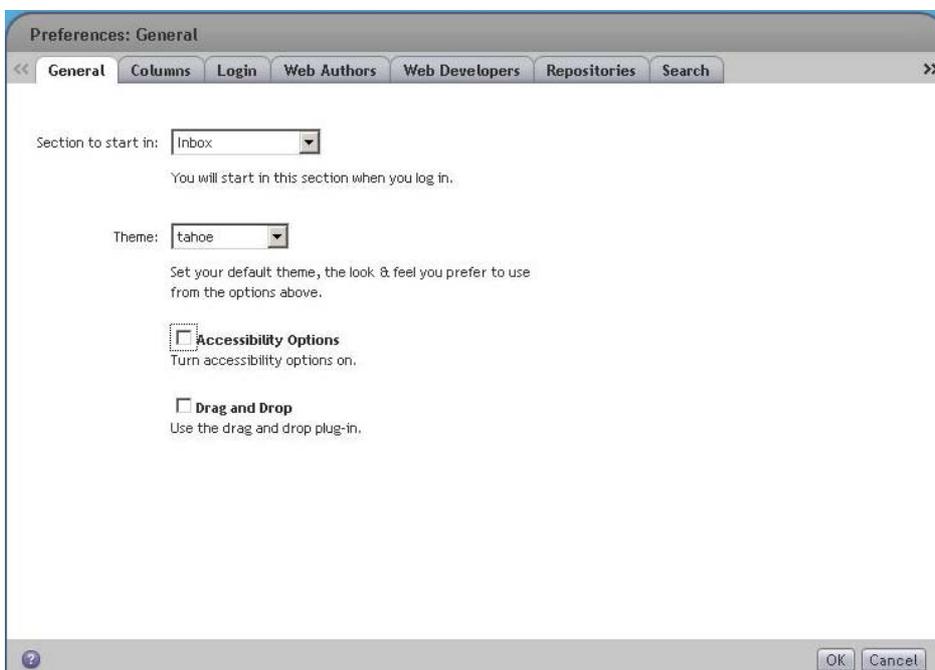
Press the  button from the top menu bar to set your own preference



There are three important tags that we concern. The three tags are **General**, **Web Authors** and **Web Developers** respectively.

4.1 General setting

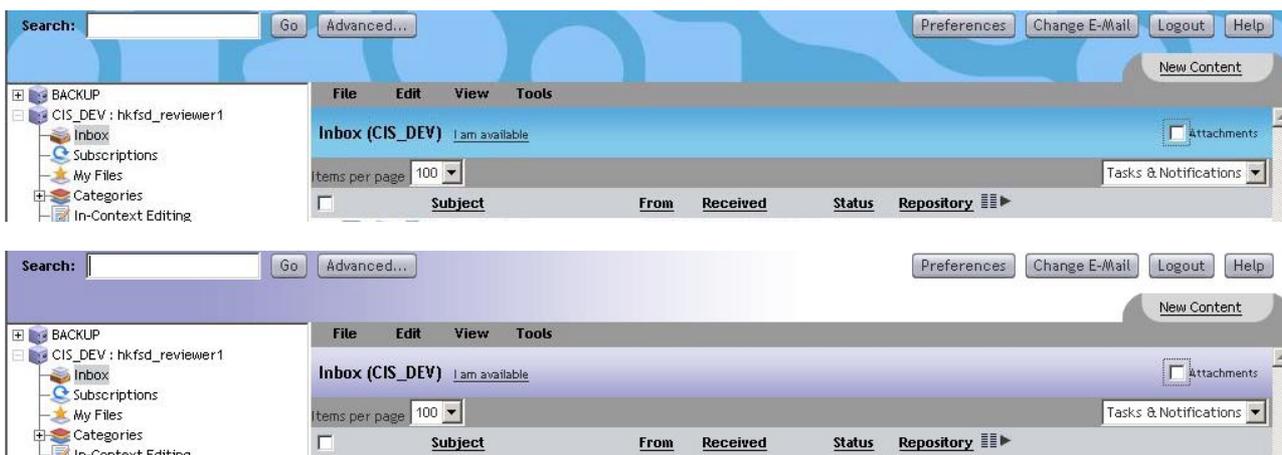
You can select your default location, theme and drag and drop feature under the “**General**” tag in the Preferences settings.



For example, you can select the theme for your preference



Let's try to change the theme from **tahoe** to **royale**



4.2 HTML Editor setting

When you edit HTML files, say by checking the file and click **File->Edit** option from the top pull down menu, or clicking the "Edit" shortcut link, Documentum will search for the option you have chosen in the **HTML Editor** under the **"Web Authors"** tag in the Preferences setting. You can either use an application that is installed on your local machine or you can use the default web-based application (e-WebEditPro).