

Kaliop Ez Publish 4.x User guide



CIGRE

« www.cigre.org »
website redesign

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1 General principles of content management

1.1 Login to the administration

Access to the site administration (production site) :

Front office : [fill out]

Back office : [fill out]

Next, login with the provided Ez Publish access.



Connectez-vous à l'Interface d'Administration de eZ Publish

Saisissez une combinaison identifiant/mot de passe valide et cliquez sur "Entrer".
Cliquez sur "S'inscrire" pour créer un nouveau compte.

Identifiant:

Mot de passe:

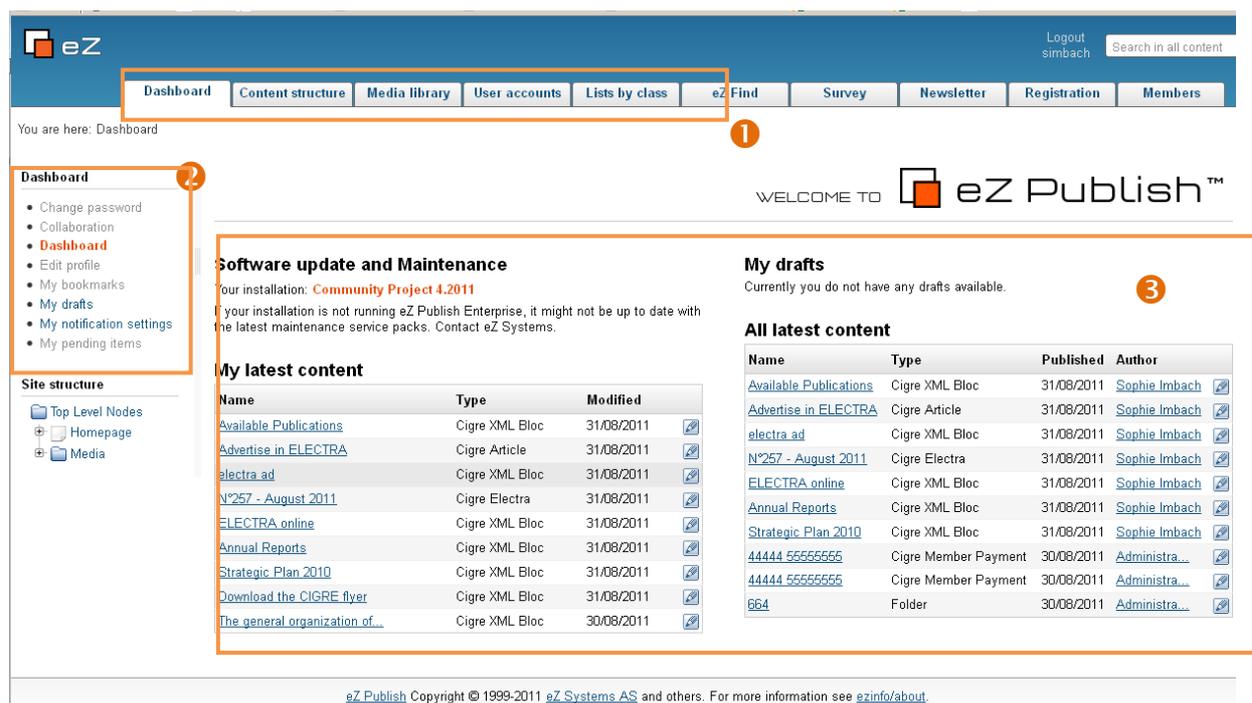
1.2 "Dashboard" tour

Once connected, you will reach the **Dashboard** screen which gives you an overview of your latest activities (drafts, created and modified items...), and latest publications from other users.

You can click on the title of the item you want to reach, or directly on the icon  to edit it. By clicking on the title, you can preview the content as a whole, ie see all the fields filled out.

Presentation of the different areas of the "Dashboard" screen :

- 1 **Main menu**
- 2 **Personalized menu** : quickly reach the different features of your space (password, profile, drafts, bookmarks, notification, etc)
- 3 **Central interface** : quick access to the latest articles, items posted on the site, drafts. Note that the window layout can be customized using a drag and drop system



The screenshot shows the eZ Publish dashboard interface. At the top, there is a navigation bar with the eZ logo and a search box. Below the navigation bar, there is a main menu with several options: Dashboard, Content structure, Media library, User accounts, Lists by class, eZ Find, Survey, Newsletter, Registration, and Members. The 'Dashboard' option is highlighted with a red box and a red circle with the number 1. Below the main menu, there is a personalized menu on the left side with options like Change password, Collaboration, Dashboard, Edit profile, My bookmarks, My drafts, My notification settings, and My pending items. This menu is also highlighted with a red box and a red circle with the number 2. The central interface is divided into several sections: Software update and Maintenance, My latest content, My drafts, and All latest content. The 'My latest content' section contains a table with columns for Name, Type, and Modified. The 'All latest content' section contains a table with columns for Name, Type, Published, and Author. The 'My drafts' section indicates that there are no drafts available. The 'Software update and Maintenance' section provides information about the current installation and offers a link to contact eZ Systems for updates. The footer of the page contains the copyright information: eZ Publish Copyright © 1999-2011 eZ Systems AS and others. For more information see eZinfo/about.

1.2.1.1 Organization of the administration site

The main menu (1) has **two main tabs**.

These tabs provide access to different parts of the administration interface.

Contents

The "Content" tab displays the structure of the site and the items associated with each level of this structure. It contains a set of folders and subfolders. Some refer to front office sections of the website. Others are folders that are only used for the administration of the site (and operation). They are not visible on the FO.

This tab makes it possible to create the public website's general tree with all its categories, sections and web pages.

For ergonomic purpose, **only the first levels are represented in this tree**. Other existing contents appear in the main area under "**sub items**".

The current item is distinguished by a bold and orange text.

Media library

The "Media" tab will display all the media stored on the website (files, images, videos). This is reflected in the left menu by a tree similar to the "content" tab covered above. A folder and subfolder scheme can simply store your media.

Note : the term "Media" is a misnomer. This is only a simple **storage** grouping media that are related to web contents of a site. This area does not offer advanced features such as those proposed by a media management tool (e.g. Ajaris).

For administrators, a third tab allows you to manage all user accounts :

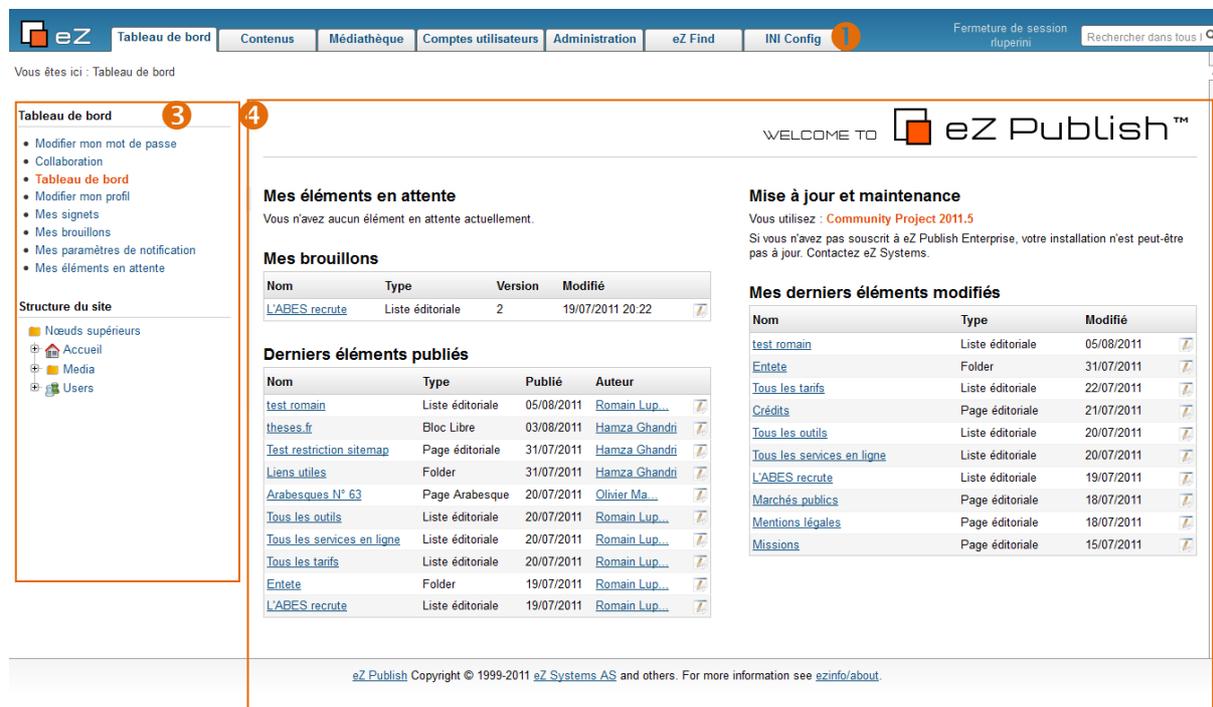
User accounts :

The "User Accounts" tab allows administrators to view and access users informations. It is possible to access the various groups that have been created and allows administrators to create, edit or delete a user account.

1.2.1.2 General principles

The areas described below are always present. They allow you to smoothly navigate to perform any kind of operation.

1. **Main menu** : allows you to quickly change the interface depending on the type of content you want to administer.
2. **Breadcrumb** : allows you to quickly identify the location of a content (especially when you are using "search" to look for a content). You can trace each parent item to reach it with one click.
3. **Sub-menu** : Once in the desired interface, the sub-menu lets you browse the various trees on the site (content or media library).
Tip : you can enlarge the width of the sub-menu with a navigation bar on the right side of the column.
4. **Main area** : every time you reach a content, its information is displayed in the main area. The top part allows you to manage this content, "sub items" shows you the different types of items it contains. Under the rules of management, it is possible that several "sub items" are intertwined.
5. **User panel** : This panel opens and closes easily to make the most of the main area. To do this, click the double arrows located in the upper right of the screen . This panel is detailed below.



The screenshot shows the eZ Publish administration interface. At the top, there is a navigation bar with tabs for 'Tableau de bord', 'Contenus', 'Médiathèque', 'Comptes utilisateurs', 'Administration', 'eZ Find', and 'INI Config'. A search bar is on the right. Below the navigation bar, the main content area is divided into several sections:

- Tableau de bord (3)**: A sidebar menu on the left containing options like 'Modifier mon mot de passe', 'Collaboration', 'Tableau de bord', 'Modifier mon profil', 'Mes signets', 'Mes brouillons', 'Mes paramètres de notification', and 'Mes éléments en attente'. Below this is a 'Structure du site' section with a tree view showing 'Nœuds supérieurs', 'Accueil', 'Media', and 'Users'.
- Mes éléments en attente (4)**: A section indicating that there are currently no pending items.
- Mes brouillons**: A table listing draft items.
- Derniers éléments publiés (4)**: A table listing recently published items.
- Mise à jour et maintenance**: A section providing information about the current version (Community Project 2011.5) and instructions for updates.
- Mes derniers éléments modifiés (5)**: A table listing recently modified items.

At the bottom of the page, there is a copyright notice: eZ Publish Copyright © 1999-2011 eZ Systems AS and others. For more information see ezinfo/about.

1.2.1.3 The user panel

The user panel allows each user to manage their user profile. The proposed features are :

Change information : change identity (name, password, email address)

Change password : directly change the password

Bookmarks : adds the current page to "favorites". This can be useful if you repeatedly perform the same operations. Bookmarks are presented in § 1.3.1.2.

Locations : enables the management of locations to place a content in several places. The module must be "activated" if you manage news, events.

View tab : shows the content preview when this panel is "activated" (see example below). Note that disabling this panel will decrease the loading time of the page.

Tip : In general, it is recommended to reduce the user panel when not needed. To do this, click the double arrow at the top left of this panel. 

1.2.1.4 Search area / alternative browsing

The search interface allows a simple or advanced search on all items of the website. This is also another way to browse the site.

You can enter a word or set of words to perform the search. By default, eZ Publish will search in the current tree, ie "content" or "media library" (which is called "same location" in the search filter).

By selecting "all", eZ Publish will search all trees on the site (content and media library). The search engine goes through all the informations entered (ie: name, main text, image captions, image names, etc.)

Advanced search :

Recherche avancée

Rechercher tous les mots:

Rechercher une phrase exacte:

Classe: Attribut de classe:

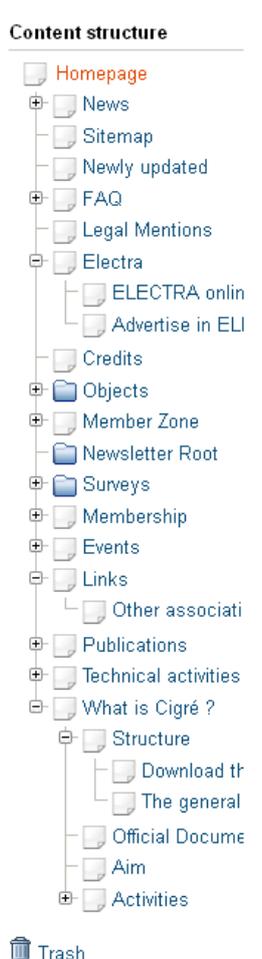
Dans: Publié: Afficher par page:

The advanced search allows you to select a **class** (ie a type of content) and / or a **date of publication** on a free search ("Search for all of the following words") or exact search ("search for an exact phrase"). Other details will not be of any use to you.

1.3 Contents

The "content" tab shows the structure of the website, sorted by folders. Thanks to management rules, storing content in a folder automatically places it in the right place on the public website.

Below the structure you can find :



1.3.1.1 Secondary menu

The tree menu on the left allows you to explore the structure by folding / unfolding its various branches. Its operation is similar to a conventional file manager. The "Content", "Media" and "Users" (for administrators) tabs offer a tree menu on the left to browse their own items.

You can browse the content tree using the pictogram  located in the central area, before the title of the "sub items" table. This pictogram allows you to browse back to the item you want to reach by clicking on its name.

Note : This latter backwards browsing method via pictogram  is slower than using the tree menu on the left. However, the tree menu on the left does not show all the contents of the website, but **only the first levels** required for browsing. To reach contents (free block, news, event, article), you must click on its parent item in the tree and locate the content in the main area (2).

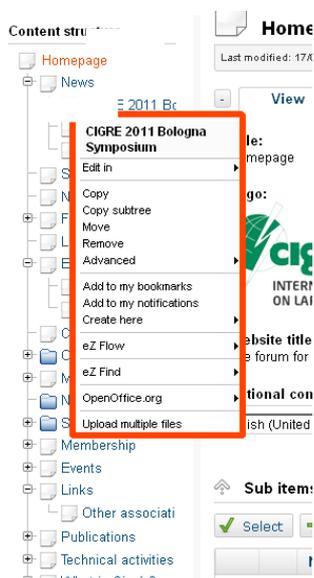
1.3.1.2 Context menu

Tip : Context menu is the browse menu that you will use the most because it reduces the number of clicks by going directly to the operation you want to perform.

There are several ways to achieve it :

- **Via the left menu** : left click on the icons placed on the left of the titles,
- **Via the main part** : left click on the icons placed on the left of the titles.

Here is what the context menu looks like :

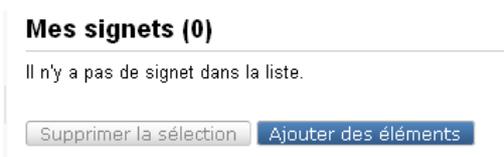


You will see later in the various features, what each item presented on this menu is related to.

1.3.1.3 Bookmarks

As stated in the "User Panel", bookmarks allow you to add pages to favorites. There are several ways to manage your own bookmarks:

- **Via the "User Panel"** : adding the current page to "favorites" (cf 1.2.1.3)
- **Via the "Dashboard"** : in the left column via "my bookmarks", you can click "add items" to place desired contents or media close to your clicks.



Note : you can either add a content, media, or folder to bookmarks

1.3.1.4 Central area - Options for displaying an item



Note : by default informations are not displayed. You must click the "+" button to activate this panel

Informations are associated to each eZ Publish items (content, media ...). The display option block groups these informations into several tabs: **View, details, translations, locations, relations, ordering**. You can browse between tabs.

Overview: displays the content of an item (folder, section, page, file, image, article, etc.).

Details: allows you to know who created the content, on what date, in which section. The number of the published version is also an interesting information.

Translation : allows you to see contents that are published in the different provided languages. It is possible here to create a new translation (presented later), and most of all, to change a particular version of the language.

Locations: a content can have multiple locations within the site. This allows you to place it at different locations on the site without having to copy it. You can edit this content from its various locations using the content tree, but the main source will always be modified.



Note : see § 1.4.5 to "Add locations"

Relations : relations simply and automatically point to the various objects that are linked to the content (e.g. image, file, free block, news, events, etc.).

1.4 Add and edit a content

1.4.1 Add a content

To add a content, you must first be positioned in the content tree where you want to create a new content.

For example, in "Sudoc" if you want to create an **editorial page**.

News [Cigre Rubrique News]
 Last modified: 22/07/2011 10:21 am, [Samuel Bouis](#) (Node ID: 63, Object ID: 63) English (United Kingdom)

View Details Translations (1) Locations (1) Relations (1) Ordering

English (United Kingdom) Edit Move Remove Manage versions

Sub items (3)

Select Create new More actions Table options < prev next >

	Name	Visibility	Type	Modifier	Published	Priority
<input type="checkbox"/>	CIGRE 2011 Bologna Symposium	Visible	Cigre News	Sophie Imbach	25/07/2011 4:21 pm	Q
<input type="checkbox"/>	CIGRE 2012 Session	Visible	Cigre News	Sophie Imbach	26/07/2011 12:03 pm	Q
<input type="checkbox"/>	New CIGRE flyer 2011 available online	Visible	Cigre News	Sophie Imbach	03/08/2011 11:48 am	Q

< first < prev 1 next > last >

Then, in the central part of the screen, in the "**Create New Item**" area, you must select:

- a type of content (or editorial template) from the drop down menu. For example, the **CIGRE news** template if you want to create an article.

Help: To know the "type" of existing content, click the "Table Options" button and check "type" to make this item to appear in the table above

1.4.2 Edit a content

There are several options to edit an already created content:

The fastest edit mode is to use the **context menu** (see § 1.4.2.1).

It locates / displays the item to edit in the content tree.

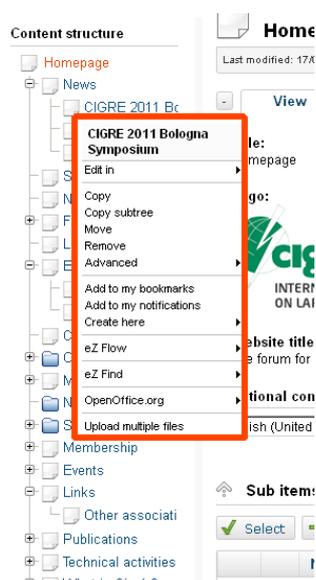
To select and edit the item, simply click on the icon to the left of the item title to bring up a new menu and select "**edit in**" (French, English ...).

It is also possible to reach it via the central part of the page by clicking on the page title, then click the "Edit" button when you are on the page preview

Important note : when you reach a content and the buttons "create" or "edit" are grayed out, it just means that you do not have enough rights to take part.

1.4.2.1 Editing via the tree menu on the left and the context menu

The **context menu** is shown on the screen below. It allows you to perform operations on items, more quickly by limiting the number of clicks.



How to use :

1. Under "Content" and "Media" tabs, use the tree menu on the left to search and display the content to be edited.
2. Click on the icon in front of the title of the content to display the context menu
3. Select the "Edit in" command from the context menu.

1.4.2.2 Edit via the "Edit" button (central part)

1. Use the context menu on the left to select an item to display in the central part,
2. Click the **View** tab and click the **"Edit"** button located under the view area. The system then edits the item to modify.

CIGRE 2011 Bologna Symposium [Cigre News]

Last modified: 31/08/2011 11:36 am, [Sophie Imbach](#) (Node ID: 112, Object ID: 111) English (United Kingdom)

View | Details | Translations (1) | Locations (1) | Relations (1) | Ordering

Title:
CIGRE 2011 Bologna Symposium

Long title:
CIGRE 2011 Bologna Symposium

Date:
25/07/2011

Image:

English (United Kingdom) | Edit | Move | Remove Manage versions

1.4.2.3 Content editing interface

The content editing interface is specific to each feature. To create a content, the system displays an interface or edit form corresponding to an editorial or class template including a number of fields to be completed by the contributor. The fields to fill differ on each template (and form). However, all templates contain a single edit bar that offers the same functionality.

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Once editing is complete and all the form fields are filled (including those being necessarily "required"), 4 options are available:

"Send for publishing" : Allows you to publish the created or updated content directly online, that is, no validation process is required. Note that it is possible to "hide" a content for the Internet user (see § 1.9 for details)

"Store draft" : Allows you to save a draft without publishing it. Attention, a content that have been saved as a draft does not appear in the content tree. To find it, you must reach the desired content and click on **"Manage versions"**.

Tip: when you save the draft, you stay on the current page. This is very useful because you won't lose your editing work in case of power outage. So if you edit directly on Ez Publish, remember to frequently save your work.

"Store draft and exit" : the process is similar to the previous point, except that the content will then be closed. For instance, if you want to continue editing this content later and go back to another part of the administration area.

"Discard draft" : Exits the editing interface by canceling changes made to the content. Attention: what you changed will **not be saved**.

Tip : By clicking the icon on the right  in the edit bar, it tracks your browsing in the entry form.

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1.4.3 Version management

The version management system proposed by eZ Publish acts as a history of different statuses of a document. It allows you to discard one or several changes made to the content. It allows you to go back to a previous version of a content created and updated on eZ Publish.

In eZ Publish, all contents (articles, news, but also home, section index, etc.) are subject to "versioning". Each time you edit (and update) a content, a new version is created for that content (called draft), as a copy of the previous version.

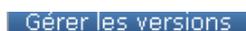
Thus, the previous version remains intact, such as all previous versions. Content version is managed from the Version Management interface, which is itself accessible from the content editing interface. The illustration on the next page shows what the Version Management interface looks like.

How to bring a content to a previous version? Or how to restore an earlier version?

1. Select the content or media you wish to restore an earlier version to the current version from,
2. Edit the content or media affected
3. In the editing interface, click the "**Manage versions**" button (shown in the screen below) located in the left column and in the "object information" area,



Or click "manage versions" in the right column when you are in content editing mode.



4. In the Version Management interface, locate the version you want to restore. To view the different versions and select which version to restore, you can click on the numbers (or pencil pictograms) associated with different versions. A button also allows you to view the **differences** between two versions.

Versions pour <Chiffres clés > (5)

Version	Statut	Traduction modifiée	Créateur	Créé	Modifié	
<input type="checkbox"/> 1	Archivé	Français (France)	Stéphane Sobecki	12/07/2010 16:56	12/07/2010 16:56	
<input type="checkbox"/> 2	Archivé	Français (France)	Stéphane Sobecki	16/07/2010 16:41	16/07/2010 16:42	
<input type="checkbox"/> 3	Archivé	Français (France)	Stéphane Sobecki	16/07/2010 16:44	16/07/2010 16:44	
<input type="checkbox"/> 4	Publié	Français (France)	Romain Luperini	10/08/2010 14:41	10/08/2010 14:41	
<input type="checkbox"/> 5	Brouillon	Français (France)	Romain Luperini	19/08/2010 10:54	19/08/2010 10:54	

[Supprimer la sélection](#)

[Retour](#)

Version publiée

Version	Traductions	Créateur	Créé	Modifié	Copie de la traduction
4	French (France)	Romain Luperini	10/08/2010 14:41	10/08/2010 14:41	French (France)

Nouveaux brouillons (1)

Version	Traduction modifiée	Créateur	Créé	Modifié	
5	Français (France)	Romain Luperini	19/08/2010 10:54	19/08/2010 10:54	

5. Click the "Create a copy of the version" button next to the selected version. A **new item** is added to the list of versions in the "Draft" status with a number (indentation).
6. Edit this new version, made by copying, by clicking the edit button next to it. You will return to the editing interface of the content. **Tip** : give a new title to the content to easily locate it in the list of published contents.
7. At last, click on the "**Send for publishing**" button. The system will publish this version and archive the previous versions.

Published version : This table shows which version is currently published. You can make a copy by clicking on the icon to the right of the line 

New drafts : This table shows new drafts that were recently created. It allows you to find the author and the date of creation or modification.

1.4.4 Editing conflicts management

Due to the collaborative nature of eZ Publish, conflicts in the content editing may occur. This usually happens when two people edit the same content. Another case of conflict often occurs when a person leaves the editing interface without publishing the content. Whatever the cause, it is an issue that will sooner or later occur in the life of the website and needs to be dealt with.

Note : when you are on a content, always choose between the different options proposed by Ez Publish : Send for publishing, store draft, store draft and exit, discard draft.

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Enregistrer le brouillon et quitter

Annuler le brouillon

UNDER NO CIRCUMSTANCES should you use the menu "previous" / "next" of your Internet browser (Internet Explorer, Firefox, Chrome) when you are on the form of content.

1.4.4.1 Drafts created by the logged in user

Sometimes, when editing a content, you may accidentally close the browser, or click the "Save and Close" button of the "Current draft" panel. The content will then have a draft that has not been published. As soon as you will try to edit the content again, you will be alerted of the situation.

Here is what the warning looks like :

**Conflit possible dans les versions**

[20/04/2010 14:39]

Cet objet est actuellement modifié par vous même.

Votre brouillon modifié le plus récemment est la version #4, changée le : 20/04/2010 14:39.

Actions possibles:

- Continuer la modification de l'un de vos brouillons.
- Créez un nouveau brouillon et débutez sa modification.
- Annuler l'opération de modification.

Brouillons en cours (1)

Version	Traductions	Créateur	Créé	Modifié
4	French (France)	Romain Luperini	20/04/2010 14:35	20/04/2010 14:39

[Modifier l'élément sélectionné](#) [Nouveau brouillon](#) [Annuler](#)

The system informs you that you have already started editing the content, but have yet to publish it. In this example, only one draft is spotted, but there may be several.

Possible solutions :

- The most standard solution is to select one of the drafts (generally the most recent) and to edit it. To do this, select the desired version from the conflict page then click on "**Change the selected item**". If several unpublished drafts are present, you should delete them first to avoid the conflict to come back in a future edition of the content
- You can also create a new draft by clicking the corresponding button, and edit it. But keep in mind that the new draft will be a copy of the version currently being published, so the draft open to the source of the conflict may contain more recent information and texts than the published version. If you create a new draft, make sure to delete open drafts that cause the conflict too
- The "Cancel" button simply allows you to cancel the editing, leaving the system as it stands and the conflict on the content editing still ongoing.

1.4.4.2 Draft problem created by different people

Sometimes another person is currently editing the content you want to edit yourself, or someone has left the editing unexpectedly, leaving his draft "open", unpublished. In any case, when editing the content, you will get the following alert:

Conflit possible dans les versions

[20/04/2010 14:45]

Cet objet est actuellement modifié par une autre personne.
 Vous devriez contacter les autres utilisateurs pour être sûr de ne pas interférer avec leur travail.
 La version modifiée la plus récente est la version #5, créée par Sophie Imbach, changée le 20/04/2010 14:42.

Actions possibles:

- Créez un nouveau brouillon et débutez sa modification.
- Annuler l'opération de modification.

Brouillons en cours (1)

Version	Traductions	Créateur	Créé	Modifié
<input type="radio"/> 5	French (France)	Sophie Imbach	20/04/2010 14:42	20/04/2010 14:42

The system advise you to be careful in the content editing, because another person is working on this content. First, note that there may be several unpublished drafts for this content. Also note that the date of creation / modification of unpublished drafts can inform you that this is perhaps an editing "accident" (if the date is old) or a real conflict if the date and time are recent.

Unlike the previous scenario, you cannot edit the unpublished draft, because it belongs to someone else.

Possible solutions

- You can create a new draft by clicking the corresponding button. But, as mentioned above, it is only a copy of the currently published version. It will not include changes made to the unpublished draft, source of the editing conflict. It is recommended to contact the owner of the unpublished draft before doing anything
- The "Cancel" button simply allows you to cancel the editing, leaving the system as it stands and the conflict on the editing still ongoing.

1.4.4.3 Problems with drafts created by several people, including yourself

This case corresponds to the accumulation of two problems mentioned above. The system informs you as follows:



Conflit possible dans les versions

[20/04/2010 14:43]

Cet objet est actuellement en cours de modification par une autre personne. De plus, il est actuellement en cours de modification par vous.

Vous devriez contacter les autres utilisateurs pour être sûr de ne pas interférer avec leur travail.

La version modifiée la plus récente est la version #5, créée par Sophie Imbach, changée le 20/04/2010 14:42.

Actions possibles:

- Continuer la modification de l'un de vos brouillons.
- Créez un nouveau brouillon et débutez sa modification.
- Annuler l'opération de modification.

Brouillons en cours (2)

Version	Traductions	Créateur	Créé	Modifié
<input checked="" type="radio"/> 4	 French (France)	Romain Luperini	20/04/2010 14:35	20/04/2010 14:39
<input type="radio"/> 5	 French (France)	Sophie Imbach	20/04/2010 14:42	20/04/2010 14:42

[Modifier l'élément sélectionné](#)
[Nouveau brouillon](#)
[Annuler](#)

This is the most critical case. You should consult with others involved in the conflict before continuing editing. Furthermore, you must get rid of your own unpublished drafts.

Note that this case is to be resolved as quickly as possible because it tends to generate a vicious cycle that adds even more unpublished drafts to the conflict.

1.4.5 Publishing a content to multiple locations - management of secondary locations (or multi positioning)

EZ Publish allows you to publish a same content in various locations in the content tree. For example, you can display a news in several places on your website.

It is essential to understand that publishing a content in many places, does not copy this content in multiple places. Each selected location points to the **same content**. In other words, if you change the content from one of its locations, changes will be **visible from all the locations defined for the content**. Two solutions are possible: add a location to a content that was published, or publish a new content to multiple locations simultaneously (this shall be done when editing the content in question). Here are the details of these two solutions.

1.4.5.1 Add a location to an already published content

This approach allows you to publish an existing content that is present somewhere in the website, to another location. To do this, go to the content in question.



Here is the methodology to be followed to add a new location to a content :

1. Browse the tree to select a content.

Caution: Ensure that the back-office's main display is on "**content**".

In the "Display Options" block of the current content, select the "location" tab and then click "**Add locations**" (see screen above). You switch to "**browse**" mode.

2. In **browse** mode ("Choose locations"), browse the content tree (left menu) until you find the new location where you want to publish the content.
3. Check the box next to the new location and click "Select". The content will be published on this location too. The new location will be added to the content's list of locations.

It is possible to select the main location :

The main location is the "physical" place where the multi-positioned content really is. This choice is important because indexing will only be optimized in this main location.

1. Click the radio button next to the desired main item
2. Click on "Set main"



1.5 Copy a content

1.5.1.1 Copy a single content

EZ Publish allows you to copy a content from one place to another. Note that copying a content creates a **duplication** of information. A content and its copies both exist on their own. A modification of the original content will not be reflected in its copies. A copy can be useful when you want to use a content as a template to create a new content of the same type.

Here is how to copy a content from one location to another :

1. In the content tree, display the content you want to copy.
2. Click on the icon to display the context menu
3. Select "Copy" from the menu, you switch to "browse" mode
4. In "browse" mode, browse the **content** tree until you reach the new location that you want the content to be copied to
5. Click "**Select**" to confirm the copy.

Note: The method described above allows you to copy a content **without** its associated sub items. For example, this method allows you to copy a folder (container type content) but not the articles attached to it. Similarly, you can copy an article but not the comments it contains. The following section explains how to copy a subtree, that is, a content and its sub items.

1.5.1.2 Copy a subtree



A whole subtree can be copied using the "**Copy subtree**" function. You can access this function via the **context menu**

Note : eZ Publish does not allow copying a subtree of over 30 items. If you try to copy a subtree of over 30 items, the system will display a warning and will decline to continue the operation.

Here is the method to copy a subtree from one location to another:

1. From the content tree, display the root content of the subtree that you want to copy
2. Click on the content's icon to display the context menu
3. Select "Copy subtree" in the menu (see screen above), you switch to "browse" mode
4. In "browse" mode, browse the content tree until you find the new location that you want the content to be copied to.
5. Click "**Select**" to validate the copy. The content and all its sub items will be copied to the specified location.

Caution : This procedure is delicate and your browser may abort copying in the middle of the process (timeout) depending on the number of items to copy. When in doubt, please contact us if the operation should be over 30 sub items or if the copy failed.

1.6 Move a content

The administration interface allows you to move a content and all its sub items from one location to another. This process moves the selected content and all its sub items : moving a folder also moves the items it contains, moving an article also moves the comments it contains, etc..

EZ Publish offers two moving modes : via the **context menu** or via the **Move** button from the View content tab.

A. Context menu

To move a content via the context menu, browse the content tree in order to place yourself on the desired content. Left-click on the icon to the left of the item to move, the context menu appears.

- 1 - select "**Move**" to reach the "browse" menu
- 2 - locate where you want to move this content using the content tree and click on "select" to confirm this choice.

B. the "Move" button from the View content tab.

1. Browse the content tree (left menu) to the content you want to move
2. Click the content to view it in the central part. Then click on the "**Move**" button, you will switch to "browse" mode
3. In "browse" mode, browse the content tree until you reach the new location that you want the content to be moved to
4. Click "**Select**" to confirm the move. The content and all its sub items will be moved to the specified location.

1.7 Remove a content

There are multiple ways to delete a content in eZ Publish. The "remove content" option works much like a classic file management's "Delete File" or "Delete directory". If you delete a content, eZ will remove the content and all its associated sub items. But in this case, the system will alert you.

You will be prompted with a delete **confirmation** message, and ask if you want to move the content (and its sub items) to the Trash.

Example of a delete confirmation alert screen :

Confirmer la suppression de l'emplacement

Certains des objets sélectionnés pour la suppression sont utilisés par d'autres objets. Choisissez le menu depuis l'arbre de contenus et **Avancé-> Objets associés par relation inverse pour la sous arborescence**

Élément	Type	Sous-éléments
 <input type="text"/>	Article	0 éléments

Déplacer vers la corbeille

Warning : If you uncheck "Move to Trash", the content will be **permanently** deleted and you cannot recover it.

Note: you should not delete large subtrees from the administration interface. The browser may abort (timeout) deletion in the middle of the process, leaving the database inconsistent information. Please contact us if you need to perform "heavy" removal operations.

1.7.1.1 Delete the content you are in

Just click the "Remove" button in the view panel.

Français (France)

You reach the remove confirmation page above.

1.7.1.2 Delete content from the context menu

Click on the content icon in the content tree, or in the "Sub items" panel, to display the context menu, then select "Remove". Similarly, an alert will ask you to confirm.

1.7.1.3 Batch delete contents

You can remove a batch of contents located in the same "parent".

Two methods are possible :

- via the context menu
- via the list of sub items associated with a content.

A - Batch Delete from the context menu

Once the "parent" item is reached, left click on the icon to the left of the title, the context menu is displayed. Then click "Delete". A confirmation message will then ask you if you are sure you want to remove this parent item and all its sub items.

B - Batch delete from the list of sub items

- Click "**select**" then "**Select all visible**"
- Click the "**More actions**" button and select "**Remove selected**"

	Name	Visibility	Type	Modifier	Published	Priority
<input type="checkbox"/>	Aim	Visible	Cigre Article	Sophie Imbach	25/07/2011 1:44 pm	0
<input type="checkbox"/>	Activities	Visible	Cigre Article	Sophie Imbach	25/07/2011 1:44 pm	0
<input type="checkbox"/>	Structure	Visible	Cigre Article	Sophie Imbach	25/07/2011 1:44 pm	0
<input type="checkbox"/>	Official Documents	Visible	Cigre Article	Samuel Bouic	25/07/2011 1:45 pm	0

1.8 Managing the trash

Each tree (content structure, media library) includes a "trash", located in the left column below the tree. It is in fact a single trash containing all types of content (folders, news, images, etc).

When you delete a content and it is moved to the trash, you have the option to "restore" it on the very location where it was published (or select another location).

Attention : all the items in the trash being at the same level (folder, article), if a folder containing articles is removed, the folder and the articles will appear at the same level in the trash. Restoring the folder will not automatically restore the items it contained. To restore the entire sub-tree, first restore the folder, then restore the items one by one.

1.8.1.1 Restore a content

The trash allows you to restore deleted contents, if the "Move to Trash" option was checked when deleting (see § 1.7). If the option was not checked, the content will be permanently lost. Access the trash by clicking the link provided under the content tree.

An item can be restored to the location it occupied prior to its deletion, or at a specified location. Here are the steps to follow :

1. View the trash by following the link "Trash" under the content tree
2. In the list of contents found in the trash, find the one you want to restore
3. Click the edit icon to the right of the content (see the screen above with the pen)
4. You reach the restore interface, allowing you to choose between restoring to the content's original location (if possible) or at a specified location.

Restauration de l'objet

Choisissez l'emplacement où restaurer <Mon article INRIA>.

- Restaurer à l'emplacement d'origine
 Sélectionnez un emplacement.

5. Click "OK" to confirm restore. If you chose to define a location, you switch to "browse" mode. Once in "browse" mode, browse the content tree until you reach the new location that you want to restore the content to.

1.9 Hide / unhide a content (or principle of validation)

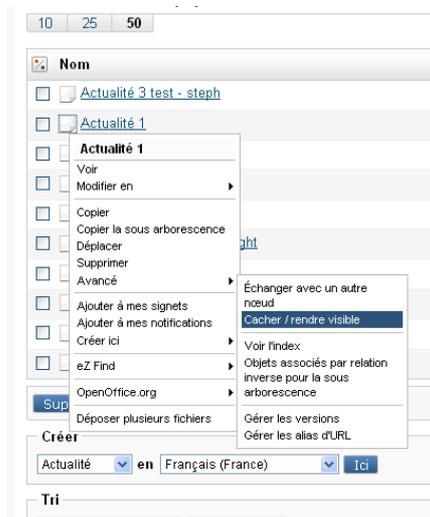
On eZ publish it is possible to hide a content so that it no longer appears on the public site.

It is also a way to handle an intermediate step in validating the content before publication. The content will be published but not **visible** ("draft 1" status) while **unhiding a content** will change its status to "validated" and its status will be published and visible.

When a content is hidden, it disappears from the front office but is accessible / visible in the back office. When you hide a content, all the items it contains are automatically hidden too. For example, if you hide a folder containing articles, all the articles inside the folder will be hidden.

1.9.1 Hide a content

The easiest way to hide a content (or a content subtree) is to click on the **context menu** icon and select "Hide / Unhide" in the "Advanced" sub-menu. The system will change the visibility status of the target content.



1.9.2 Unhide a content

A hidden content (or a subtree) can be revealed using the same process as that described above. You can click on its icon in the content tree, then select "Hide / Unhide" in the "Advanced" sub-menu. This process will make the content visible (and all the items it contains).

1.9.3 Check the visibility status of contents

In the content tree (left column), the visibility status is shown by a particular style to the content's wording : the wording of a visible content is on a white background, while the wording of a hidden content is on a gray background .

In the central part, it is clearly specified in column "visibility" that the object is "**hidden**".

To check the visibility of a content, you can also mouse over the wording for a brief moment (e.g. in the list of "sub items" : this will display a tool tip indicating the content's visibility status).

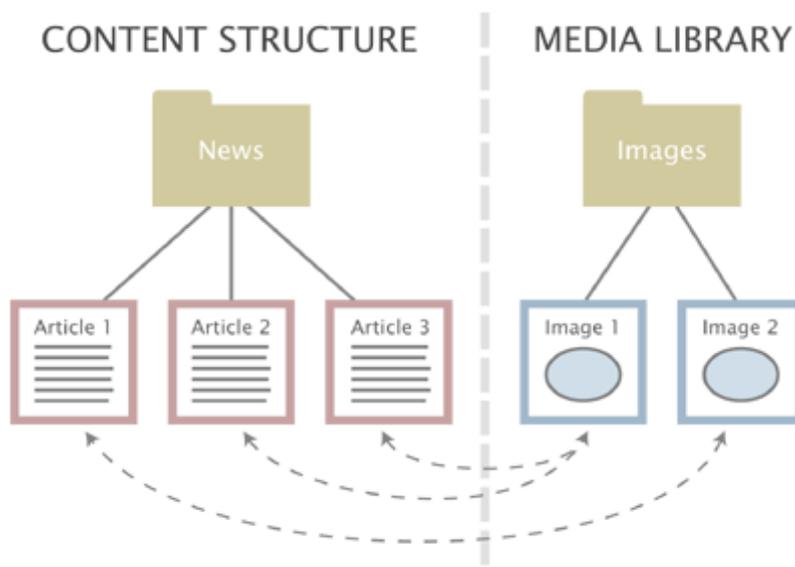
A third way to check the status of a content is to display its "Locations" tab. This tab provides detailed information (including visibility status) for all locations of the same content. And makes it possible to reveal or hide a content on each location.

Note : a content is hidden to the location where this rule was applied. If the content is placed in several locations (visible on the "locations" tab), then it will probably be necessary to **hide** it in other parts of the content tree.

1.10 Media library management

Reminder : Operation principle of CMS: Before creating a content in a CMS, you must first create in the media library, media to be linked / associated with this content.

To access the media library, click the "Media library" tab to display the media administration page.



1.10.1.1 Organization & operation of the media library

The media library allows you to store and configure media (images, videos, downloads, multimedia animations) that will be linked or displayed in the various contents of the site. For example, it stores photos included in a news.

Traditionally, the media library is organized into three folders by media type:

- the "**Images**" folder : includes all the image files of the site,
- the "**Files**" folder : includes other files, particularly Word and Powerpoint files
- the "**Media**" folder : includes video and Flash files.

The media generally works on the same principles that the content screen. It also offers the same functionality.

Media are managed and made accessible through a media tree, that is, a media object tree accessible by folding and unfolding the left menu. Each time you click on a media, it is highlighted in orange in the menu, and the center of the screen displays the information, administration tools and items associated with this media.

1.10.1.2 Advice before integrating media in the media library

Before integrating your images media in the media library:

1. Make sure that your images are in 72dpi (resolution intended for the web) and in a web format (jpg, gif, png)
2. **Resize your images**
3. **Name your images in accordance with the recommendations (no space,**

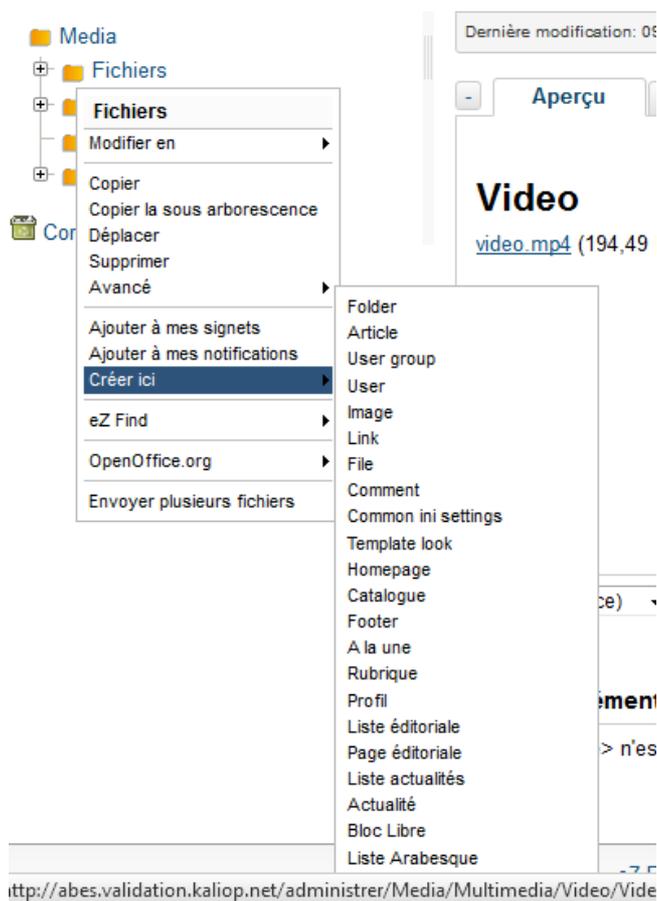
no accent, put dashes as separator)

1.10.2 How to create a folder ?

Two methods are possible :

From the left context menu

1. Go to the media tree where you want to create a folder
2. Click on the selected folder to display the context menu eZ publish
3. From the menu, select the option **Create here** and the type "folder"
4. The input form then opens
5. Fill out the form fields
6. Click on "Send for publishing" to create the folder



From the central area

1. Browse the tree and go to the media tree where you want to create a folder.
2. Locate "sub items" then in the "**create new**" drop down list, select the type "folder"



3. Input form then opens
4. Fill out the form fields
5. Click on "Send for publishing" to create the folder

Tip : the system allows you to create as many folders and subfolders as you want. To facilitate the overall management of the media library, it is recommended to avoid this process and only create folders in consultation with the administrator of the site in charge of the overall supervision of the site.



Modifier <Nouveau Folder> (Folder)

Name (requis) :

Folder

Envoyer pour publication

Enregistrer le brouillon

Enregistrer le brouillon et quitter

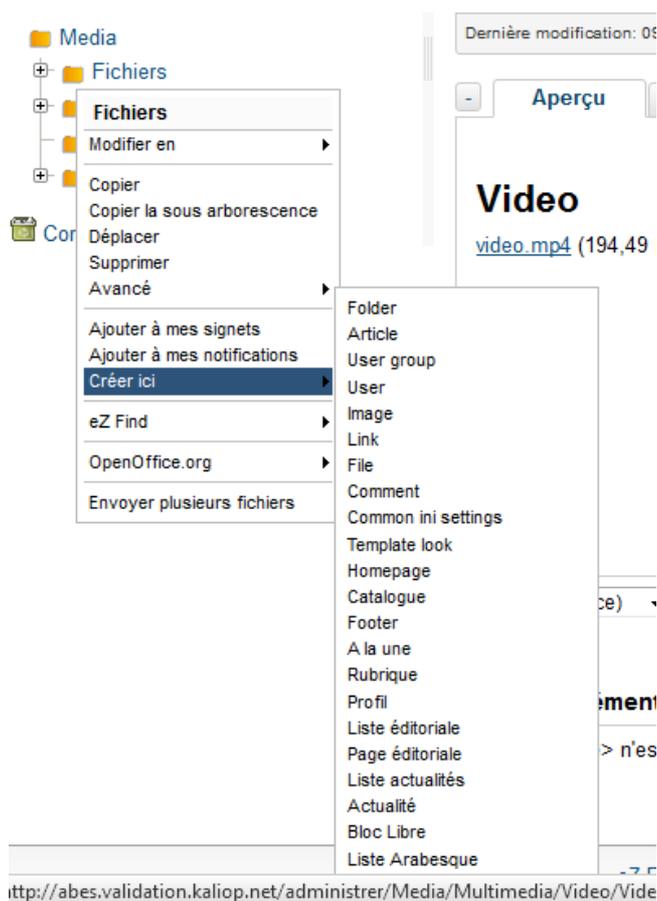
Annuler le brouillon

1.10.3 How to add an image to a folder?

There are two possible methods :

From the left context menu

1. Go to the media tree where you want to create an image
2. Click on the selected folder to display the context menu eZ publish
3. From the menu, select **Create new** and select the type "Image".
4. The input form then opens
5. Fill out the form fields
6. Click on "Send for publishing" to create the folder and display it in the left menu of the media tree



From the central area :

1. Go to the media tree where you want to create an image.
2. Click the folder to display the administration screen of this file to link the desired image to it,
3. In the menu **Create new** under the table "Sub items", select the type "Image" and the language option on the next screen.



4. Fill the form (description of the fields to be filled below)
5. Click on "Send for publishing" to create the image file in the folder.

List of fields to be filled :

- **Name** : This is the name of the image that will mainly be used to search for this media in the media library (via full text search or via the media tree).
- **Caption** : Allows you to enter a caption (and credits) of an image
- **New image file for upload** : this field allows you to upload an image file from your computer to the web server. Just click on the "Browse" button to upload the image. Warning: the size of image files is limited to 20 MB
- **Alternative image text** : This is the text that will be displayed when rolling over the image. This text is an alternative to the image. It is used and must be completed by the webmasters for two reasons:
 - o The alternative image text allows you to describe the content of an image if this image is not displayed on the site but read by browsers used by the visually impaired.

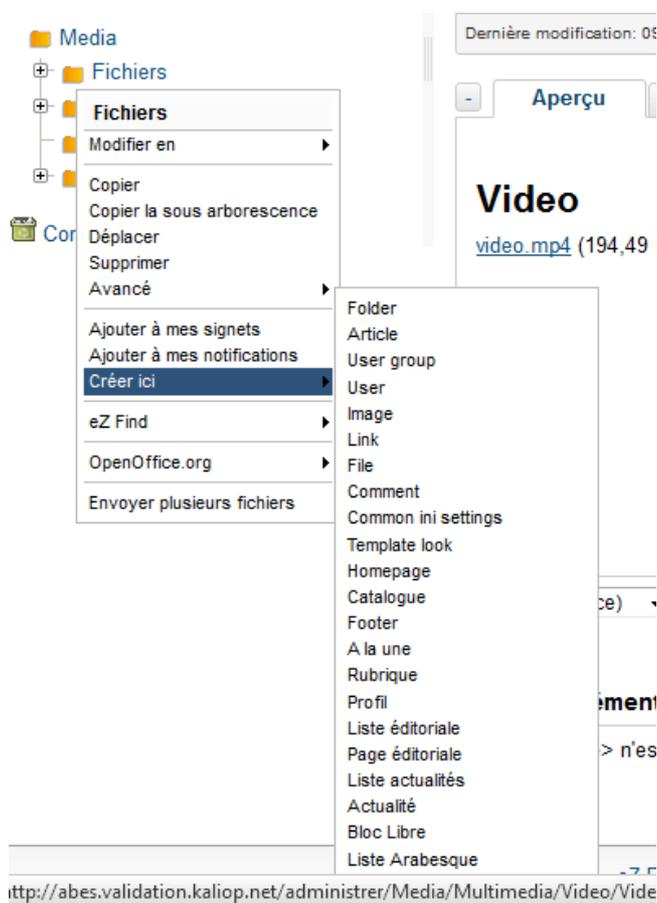
- o The alternative image text is also important for the natural indexing of the site in all major search engines. Also, it must include both a description and keywords.
- o This text should not exceed 80 characters including spaces and must be written (no list of successive keywords).

1.10.4 How to add a file to a folder?

There are two possible methods :

From the left context menu

1. Go to the media tree where you want to create a file.
2. Click the selected folder to display the eZ Publish context menu
3. In the menu, select the **Create here** option, and the type "file".
4. The input form then opens
5. Fill out the form fields
6. Click on "Send for publishing" to create the file in the media library



From the central area :

1. Go to the media tree where you want to create a file
2. Click the folder to display the administration screen of this file
3. In the **Create new** menu under the "Sub items" table, select the type "Image" and the language option on the next screen.



4. Fill the form (description of the fields to be filled below)
5. Click on "Send for publishing" to create the file in the media library

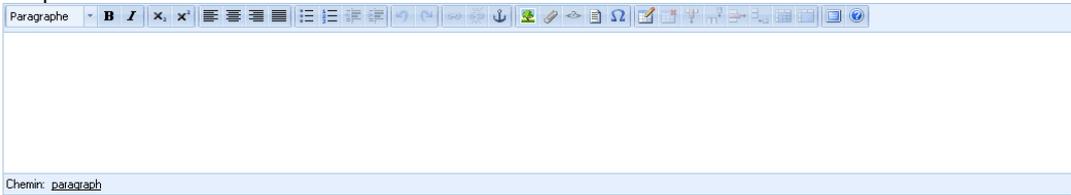
- **Name** : This is the file name that will be displayed on the front office. This is not an internal name only used on the administration site to find the file. This is the name that will be automatically pushed in the wording of the link offering to download the file.
- **Description** : This is a text that describes what the file contains, but is not displayed on the site.
- **File** : The File field allows you to upload a file from your computer to the server. To do this, simply click the "Browse" button and follow the instructions. Warning: file size is limited to 8 MB

 **Modifier <Nouveau File> (File)**

French (France) 

Name (requis) :

Description :

Paragraphe 

Chemin: paragraphe

File (requis)

Fichier courant:
 Il n'y a pas de fichier.

Nouveau fichier à charger:

For more information on operating the administration, you can refer to eZ publish user manual :

- Document updated in English : <http://doc.ez.no/eZ-Publish/User-manual>
- Document for the version 4.x (Community Project 2011.5)

2 CIGRE specific contents

The second part of the tutorial is specific to the site **www.cigre.org**. It includes site-specific editorial structures.

2.1 Management of the top and footer of page

2.1.1 What can you edit ?

The screenshot displays the CIGRE website interface. At the top, there is a navigation bar with links for 'Find a National Committee' and 'Find a Study Committee', a search bar for 'Search Cigré', a language selector set to 'English', and a 'My account' dropdown. Below this is a header section with the CIGRE logo, the tagline 'The forum for electrical innovation', and a 'Subscribe to newsletter' form. A secondary navigation bar contains icons and labels for 'What is Cigré?', 'Technical activities', 'Publications', 'Links', 'Events', 'Electra', 'E-Cigre', and 'Membership'.

The main content area is divided into several sections:

- NEWS:** A large banner for the 'CIGRE 2011 BOLOGNA SYMPOSIUM' with the subtitle 'The electric power system of the future - integrating supergrids and microgrids' and dates '13-15 September 2011'.
- UPCOMING EVENTS:** A section listing an event from '14/09/2011' to '17/09/2011' titled 'Test event 3'.
- FEATURED EVENTS:** A section listing a session from '15/09/2011' to '31/08/2012'.
- NATIONAL COMMITTEES:** A section with placeholder text and a world map showing various countries.
- STUDY COMMITTEES:** A section with placeholder text and a dropdown menu labeled 'Study Committees'.

The footer contains three columns:

- Useful links:** Includes links for 'E-Cigre' and 'Study committees', and a dropdown for 'Electra'.
- Social network:** Displays icons for LinkedIn, RSS, Facebook, Twitter, and YouTube.
- Informations:** Includes links for 'News', 'FAQ', 'Newsletter', and 'Newly updated'.

2.1.2 Top of the page

- Change the object "homepage" to change the logo or the website title
- Change the main sections' order

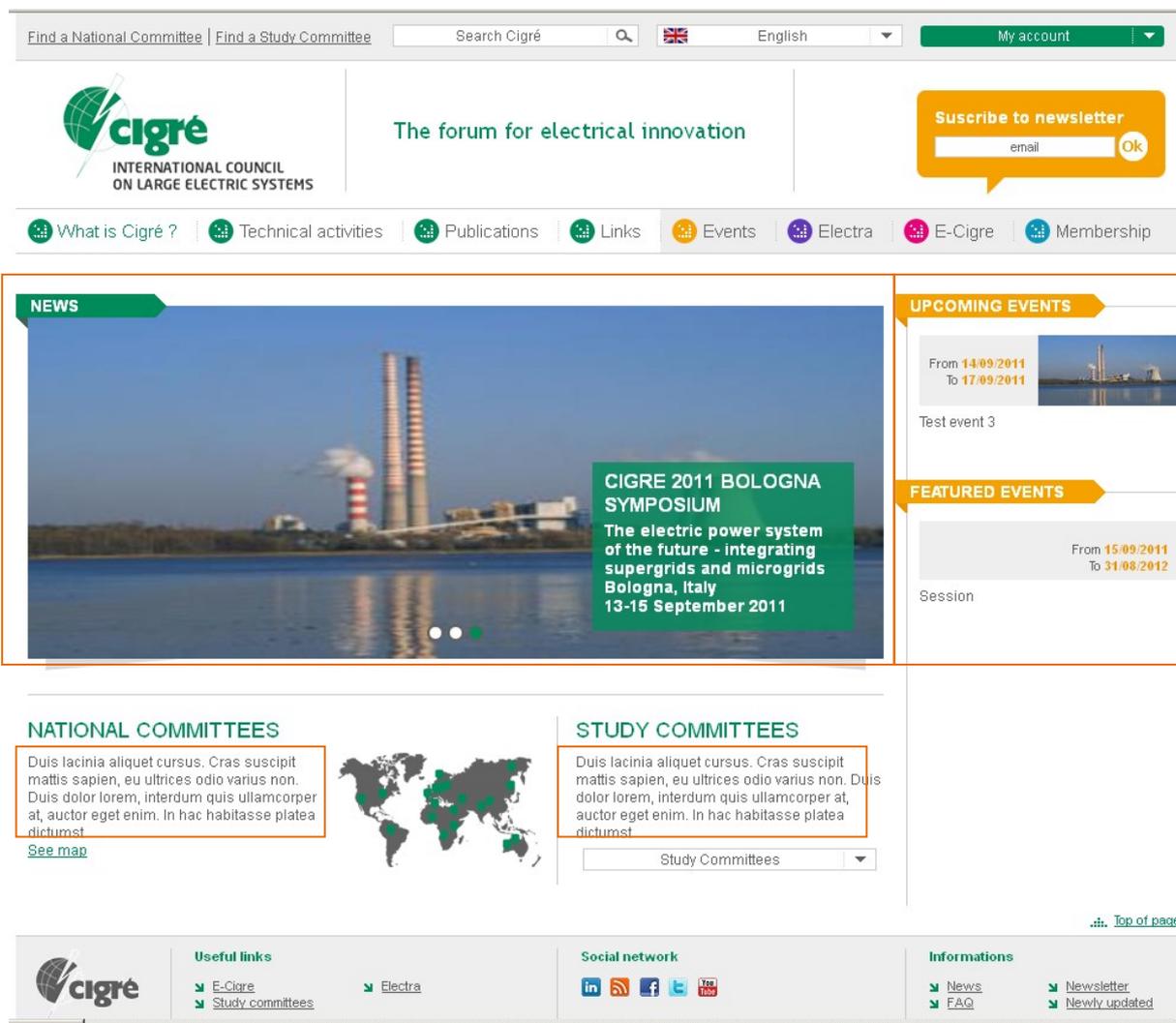
2.1.3 Footer

- Change the object "homepage" to change :
 - o footer logo
 - o useful links
 - o social networks
 - o links "information"

"Social networks" are stored here : Objects / Social Networks

2.2 Management of the homepage

2.2.1 What can you edit ?



2.2.2 Slideshow and events:

Events are automatically pushed to the homepage as soon as they are entered
 Slideshow includes news. Two ways to push them : If you put news in the slideshow node under the homepage, they will be pushed to the slideshow. If you do not put any news in the slideshow node, the latest N news from the news folder will be automatically pushed.

2.2.3 "National Committee and Study Committee" text

- Change the object "homepage" to change the fields :
 - o national committees
 - o study committees

2.3 How to create blocks ?

2.3.1 Block types

You can create one or more **blocks** on each page :

- **summary center page** : displays children in the footer (intermediate pages - use a specific view type)
- **summary right column** : displays children in the right column
- **navigation right column** : displays brothers on the right
- **last news** : displays the latest N news (rubriques)
- **on the same theme** : search for related articles
- **free block** : free block
- **upcoming events** : upcoming events
- **events in the same country** : only applied to events (apply to each of them except if there is only one event in the country)

2.3.2 Create a free block

- Go to the desired page

↑ Sous-éléments (1)

Sélectionner

	Nom	Visibilité	Type	Publié	Priorité
<input type="checkbox"/>	test rom	Visible	Bloc Libre	08/08/2011 22:44	0

- Click on "**Create new**", and select "**free block**" type
- Fill the form (see below)
- Click on "Send for publishing"

Free block form :

- **Title** : select the title to be displayed in the back office
- **Content** : enter block's content

 **Edit <Annual Reports> (Cigre XML Bloc)**

Title (required) :
Annual Reports

Content :




[AR-02052011](#)

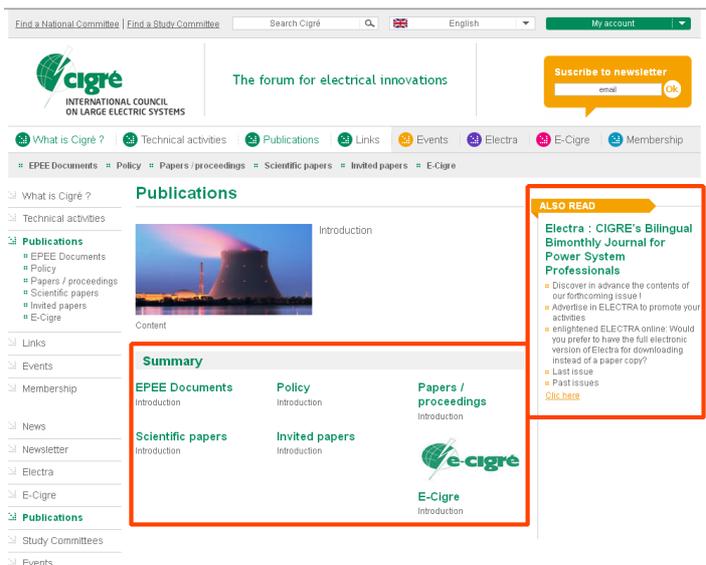
Path: paragraph

[Send for publishing](#)
[Store draft](#)
[Store draft and exit](#)
[Discard draft](#)

2.3.3 Manage blocks in a page

For example, this page includes :

- A free block on the right
- A children summary block in the central column



The screenshot shows the CIGRE website interface. At the top, there is a search bar and navigation links. The main content area is titled 'Publications' and features a 'Summary' block with sub-sections for 'EPEE Documents', 'Policy', 'Papers / proceedings', 'Scientific papers', and 'Invited papers'. To the right of the main content is an 'ALSO READ' sidebar with a highlighted article: 'Electra : CIGRE's Bilingual Bimonthly Journal for Power System Professionals'. The sidebar text includes: 'Discover in advance the contents of our forthcoming issue!', 'Advertise in ELECTRA to promote your activities', 'enlightened ELECTRA online: Would you prefer to have the full electronic version of Electra for downloading instead of a paper copy?', 'Last issue', and 'Past issues'.

In the fields "layout" of the back office, there are two tabs, under which 2 blocks can be found. Below, the "center of page" tab where the "summary center page" block can be found :



To add a block, simply do as follows :

- Select where on the page you want to display it, by clicking on the tab
- In "block type", select the desired block type
- Click on "add block"
- Then follow the instructions specific for each block.

You will notice, to the right of the block's name, the possibility to order the blocks using the arrows, or place it in the trash.

2.3.4 Characteristic of the blocks :

Block name	What is it intended to do?	Handling in the back office
<ul style="list-style-type: none"> • summary center page 	shows children in the footer (intermediate pages - use a specific view type)	Just add the block, the rest is automatic
<ul style="list-style-type: none"> • summary right column 	Shows children in the right column	Just add the block, the rest is automatic
<ul style="list-style-type: none"> • navigation Right column 	Shows brothers on the right	Just add the block, the rest is automatic
<ul style="list-style-type: none"> • last news 	Shows le latest N news (rubriques)	Just add the block, the rest is automatic
<ul style="list-style-type: none"> • on the same theme 	Search related articles	Just add the block, the rest is automatic
<ul style="list-style-type: none"> • free bloc 	Free block	Bring the block by clicking on "add objects"
<ul style="list-style-type: none"> • upcoming events 	Upcoming events	Just add the block, the rest is automatic
<ul style="list-style-type: none"> • events in the same country 	Only applied to events (apply to each of them except if there is only one event in the country)	Just add the block, the rest is automatic

2.4 Articles management

Articles specific items :

- Long title : shows a longer title when the internet user displays the page
- Image : allows you to add an illustrative image of the article that will be included in the summary view
- Slideshow: search for images
- Introduction : will appear next to the reference image

2.5 Event management

Attention, position the "CIGRE evt" in one of the themes [CIGRE rubrique evt]

Events specific items :

- Start date / End: required in order to save
- Location / organization : to be specified
- Country : enter in order to display the news of the country in question in the right column

2.6 News management

Attention, position the "CIGRE evt" in one of the themes [CIGRE rubrique evt]

News specific items :

- Date: mandatory in order to save

2.7 User accounts (for webmasters)

2.7.1 How to manage site users?

- Go to the **"User Accounts"** tab
- Locate the folder **"Editors"** in the left tree and locate the existing users in "sub items"

- Edit an existing user or add a user by creating a "user" type in the **"create new"** menu

- Enter the name, login, password and email of the user, then click on "Send for publishing".
- The user now has access to the admin of the site.

Note: webmasters can create two types of account

- **Webmaster:** will have the same rights and may also create accounts
- **Editor:** will have limited rights (edition of the homepage, first level items, or access to users management is not allowed)