Welcome to the WebGUI Content Engine®, the most versatile Content Management System available. The *WebGUI Primer 7.5* is a brief tutorial on the basic functions of publishing content on your WebGUI site. The purpose is to get you up and running quickly, and provide you the information necessary to begin exploring and experimenting on your own. For a more in depth discussion of content management in WebGUI, and step by step instructions for setting up each asset in WebGUI, refer to the *WebGUI Content Managers Guide*. Visit the Shop at www.plainblack.com/store to learn more about additional WebGUI books.

This edition of the *WebGUI Primer* is for use with WebGUI version 7.5 and higher.

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Welcome to WebGUI

Although managing content in WebGUI is simple, there is a learning curve as with anything else. This primer provides an overview of how to publish basic content on your WebGUI site. The goal is to make you feel confident enough to begin exploring on your own. It is by no means exhaustive, and is intended to be a quick glimpse just to get you started.

Community Resources

One of the benefits of using open source software is the user community that comes with it. WebGUI has an active and helpful user community that helps keep the project vital and thriving. WebGUI's community website, www.webgui.org, contains a number of community resources meant to be helpful to newcomers and veterans alike.

The wiki (wiki.webgui.org) contains hundreds of articles submitted by community members. Topics range from simple how-to articles on adding a style to your site, to more technical topics for developers. If you have a question, check the wiki first. Odds are you will find your answer there.

If you don't find what you're looking for in the wiki, you can point your browser to one of the community forums (www.webgui.org/forums). WebGUI Forums are available for WebGUI related discussion and community support. In the forums you can bounce around ideas, discuss important issues, and ask community members for help and advice. WebGUI Forums are broken up into:
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- Smoketests: nightly smoketest results to reveal any problems/bugs in the software. Primarily helpful to developers.

- Et Cetera: general WebGUI discussion. This is a good place to go for general how-to questions in WebGUI. Likely the right place for content management questions.

- Web Design, Templates and Themes: discuss making your site look pretty, templating, navigations and other web design topics.

- Install/Upgrade Help: get answers to your installation and upgrade questions.

- WebGUI Dev: a place to discuss WebGUI and WRE core development as well as writing your own custom modules. Again, this is most useful to developers and may be too advanced for some content managers.

WebGUI developers can often be found on WebGUI's IRC channel (irc://irc.freenode.net#webgui). If you're one of those people who does a little of everything in WebGUI, this may be a good place for you. Generally, the topic of discussion on IRC is more technical in nature, but if you're working on becoming acquainted with WebGUI and its inner workings, you're welcome to stop out and chat.

Plain Black also provides a weekly webinar, which is meant to introduce people to WebGUI and provide an overview of its functionality. It isn't meant for support, but it is a great way to become acquainted with WebGUI and get your basic, “Can WebGUI do x y and z?” types of questions answered. The Black Blog is also a good place to find out about where WebGUI is headed and what sorts of new things might be on the horizon in
future WebGUI development. The Black Blog is written by Plain Black's President, and WebGUI creator, JT Smith, and is usually updated weekly. JT writes about all types of things in the blog, and often gets some pretty interesting feedback from community members!

**Meet Gooey**

In WebGUI's infancy a community contest was held to decide on a mascot. Over 50 entries were put up for voting, and a little purple octopus emerged as the victor. Gooey is the brainchild of Darci Gibson, an artist from California. Darci says she decided on Gooey because she, "...Couldn't think of anything else that was as flexible and able to get a handle on any task (with eight tentacles no less). A perfect embodiment of WebGUI."

Gooey does a lot of things. He graces the pages of WebGUI's community website; he's the cover model for all the WebGUI guides; he appears in person, in the form of a stuffed purple octopus, at trade shows and conferences (and often goes home with people to watch over their computers); and he likes to travel. Check out the mascot page and the Gooey on the Go page on webgui.org to learn more about Gooey.

**Meet Plain Black**

The previous section explained that WebGUI, like many other open source software applications, is a free content management
system. You may download it, use it, share it, view its source code, and edit its source code as you see fit. What makes WebGUI a bit different is that it is intimately connected to a more traditional business in Plain Black Corporation®. WebGUI is developed by Plain Black, and Plain Black provides a full line of professional services related to WebGUI. With WebGUI, you get the best of both worlds: a great open source CMS and a professional services organization like Plain Black to train and support your staff to help you achieve your goals.

This book, along with the other WebGUI guides, is written by members of Plain Black’s staff. If you find yourself in need of more help, you should strongly consider purchasing one or more of the following:

- **WebGUI Content Managers Guide**: over 400 pages of documentation aimed at content management. Covers each asset as well as some more common administrative functions.

- **WebGUI Designers Guide**: everything you need to know to customize the appearance of your WebGUI site.

- **WebGUI Administrators Guide**: covers all functions in the Admin Console, as well as WebGUI installation, the WebGUI Config file and more to keep your site running smoothly and securely.

- **WebGUI Developers Guide**: discusses developing for WebGUI. Learn about writing assets, custom workflow activities and macros, and how to install them on your site.

- **WebGUI Shop Guide**: covers content management, administration and development for WebGUI Shop.
In addition to these guides, Plain Black offers a full line of WebGUI related services. As their organizations or businesses grow, many users often find themselves looking for a greater source of support, custom development options, or hosting options. Many of these same users are often surprised to find out that Plain Black provides all these.

Just for your reference, some of the services Plain Black provides include:

- **Support**: Plain Black provides numerous support options, including online support forums, telephone support, and Rock Star Support, which allows the customer to create a detailed custom support package.

- **Training**: both onsite and online training to cover topics ranging from content management, templates and site design, to development.

- **Development**: Plain Black has a talented and experienced development team that can create any application your organization needs. You can trust Plain Black's developers because they are the same developers who create WebGUI.

- **Hosting**: Plain Black offers agency hosting packages, as well as a number of larger server packages that are fine tuned to run WebGUI.

- **Design**: custom templates, themes and branding, and even print design services are available.

- **Translation**: Plain Black provides translation services to help you reach your audience in any language.
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By using Plain Black you are also helping to support WebGUI. For example, all of the funds generated from the sale of Plain Black and WebGUI merchandise, like Gooey dolls and t-shirts, at Plain Black's store go directly toward the development of WebGUI features. By having a corporate partner, WebGUI can maintain its open source integrity while having the means to partly sustain itself on Plain Black's business. Plain Black's developers may spend a great deal of time developing WebGUI, but the intent is, and always will be, to keep WebGUI open source, and open to its community. Plain Black's business relies on WebGUI, and WebGUI's vitality in turn benefits from Plain Black. A beautiful partnership, indeed.

To learn more visit: www.plainblack.com/store
WebGUI Site Starter

If you are installing WebGUI yourself, or working with a brand new site, you will be given the option to use WebGUI's Site Starter. If a site administrator has already installed WebGUI for you, then you can skip this chapter. The Site Starter provides an easy way to establish a basic style on your site, incorporating your company name and logo, without needing to be an expert in design. Using the Site Starter you can also determine what types of content you would like automatically placed on pages within your site.

To choose to use the Site Starter, simply click on the “Yes, please!” link when offered to do so.

The first screen presented in the Site Starter allows you to upload your logo.
To do so, simply click on “Browse” and select the logo image file from your computer. Clicking the “remove” button will remove a file from the Logo field. Click save to upload your logo.

Upon saving your logo, the Style Designer will appear. The Style Designer allows you to customize a color scheme for your site style. You will also see your uploaded logo displayed in the site header of the page preview.

The Themes field will load a preconfigured color theme, which will appear in the site preview box on the right.

Below the Themes field each major area on the page has a color associated with it. These fields are populated according to the color theme selected.
To further customize your color theme, click on a colored box next to the field you’d like to alter. This will open a color picker from which you may select a new color for that field.

After selecting the new color in the color picker, click “Set” and the color field will be updated. The change will be reflected in the page preview. In the example below the Header Background was changed to a shade of purple, and the Links field was changed to a bright green.
When the colors appear as you wish, click Save. Your color theme and customizations will be saved. These will appear again later when you arrive at the home page of your new site.
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The next screen in the WebGUI Site Starter is the Initial Pages screen. Pages selected from this screen will appear in addition to some standard WebGUI pages included with the install.

On this screen you can select from a menu of content. Content you select will automatically populate the pages within your site. In this
example, the user selected Contact Us, Wiki, and About Us, then entered the About Us text in the designated text field.

Near the bottom of the screen the user has some additional options.

The user may choose to have a News section, and to include forums on the site. The two forums listed above are default titles. You may change these titles, and add additional forums (one per line).

When all selections have been made, click Save.
The new site reflects the choices made in the Site Starter.
Find Your Way Around the Page

It is important to become familiar with the general layout and appearance of WebGUI before beginning to manage content. One of the biggest hurdles is simply knowing where everything is located and understanding what you're looking at.

Content Management in WebGUI

Content managers often find themselves wearing many hats. Depending on the size of your organization, you may be responsible for creating and editing content, for managing workflows, managing users or groups, or maybe even for some templating and design. The WebGUI Primer is aimed at novice content managers and covers some of the most common assets used for displaying content on the site, as well as some more simple administrative functions that content managers may use. Plain Black publishes books devoted to all aspects of WebGUI, so if you find yourself needing more in depth knowledge about site administration, content management, or web design in WebGUI you should consider consulting one of the larger books.

Publishing content in WebGUI is basically a four step process:

1. Select your asset to display on the site. Assets are individual content applications in WebGUI.
2. Enter your content and manage settings of the asset.
3. Save the asset.
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4. Commit your version tag to publish content to the live site. Version tags act as storage containers for your content while you work. More information on Version Tags is provided later.

The Primer will introduce you to each of these steps. Once you are comfortable performing these steps, you'll have the tools you need to begin exploring some of WebGUI's more advanced features on your own.

**Assets are the individual applications that control content. They are found in the New Content menu of the Admin Bar. Choose an asset based on the type of content you want to display.**

**Log in/Log out**

In order to enter edit mode, you must log in to your WebGUI site and then enter Admin mode. The login area will contain two fields: Username and Password.

**The position and appearance of the login will vary depending upon your individual site style.**
To log in:

1. Enter your username.
2. Enter your password.
3. Click “log in.”
4. Once logged in, your username (Admin in the example), logout toggle, and Admin toggle will appear.
5. Click on the “Click here to log out” link in the upper right hand corner to log out.

Enter/Exit Admin Mode

To begin managing the content of your website, you must enter Admin mode after logging in.

Admin mode can be entered in two ways:

1. Log in to the site.
2. Click on the “Turn Admin On!” link in the top right hand corner of the page.
3. When you are ready to exit admin mode, use the “Turn Admin Off!” link in the upper right hand corner.

OR

1. Log into the site.
2. Click on your username.
3. In the Update Account Information screen, select “Turn admin on.”

Don't worry if the screens in this book don't look exactly the same as the screens you see. Different users have different privileges, and therefore see different things.

This option is best if your site designer did not place a visible “Turn admin on” link on the site.

**Update Account Information**

The Update Account Information screen provides a number of options for managing your user account. The easiest way to access this screen is by clicking on your username after you have logged in.
The Username field displays your username. To change your username, simply enter a new username in the Username field and click save. Your account will be updated, and a message will display indicating this has occurred.

The Password and Password(confirm) fields contain your site password. To change your password, enter a new one in both fields. Click save, and a message will indicate the account has been updated. Your site administrator may have placed restrictions on the format of your password, such as a combination of upper and lower case letters, or the inclusion of special characters. If so, double check to make sure you have met those criteria.

Below the account fields are a number of links.

- Turn admin on/off: turns admin mode on or off, depending on the user’s status.
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- Edit account information: simply displays the Update Account Information screen.

- Edit profile: opens the Edit Profile screen. On this screen you may enter personal information, enter a Signature to include with each post made to the site, upload a photo for use as an avatar, and enter a number of personal contact options.

![Edit Profile](image)

Further down the the Edit Profile screen are a number of options to enter personal contact information and to customize your site view (language, time zone, etc). Your site administrator controls what fields are available on this form, so fields may vary depending on your site.
Near the bottom of the Edit Profile screen is an area labeled Miscellaneous. This area contains a number of fields for setting personal preferences for site display and use, including the language in which you would like to view site content. You may also select your time zone, date and time formats, discussion layout preference, and whether or not you would like to make your profile and email address public.

The final field is “Allow Private Messages.” WebGUI allows you to conduct private messaging between yourself and another WebGUI user using your WebGUI account Inbox. If you enable Private Messaging in your user profile, other users will be given the option to privately send you a message when they click on your username. For example, if you are participating on a discussion board, another user may click on your username and send you a private message instead of replying to your post on the board. This private message will be sent to the your Inbox in the Admin Console and to any email address associated with your user profile. If you do not want others to have the ability to send messages to your inbox, set this field to No.

Additional links on the Update Account Information screen are:

- View Profile: displays the view of your profile as others would view it, if you make your profile public.

- View Inbox: displays your WebGUI Inbox. This inbox contains system messages (such as content approval messages), as well as messages from users if you have enabled private messaging in your user profile.

- My purchases: displays a screen in which you can keep track of the purchases you have made on this WebGUI site. Clicking on an Order number will direct you to the order
details. More information about this screen is provided in the *WebGUI Shop Guide*.

- **Invite a friend:** invite a friend opens a simple mail form that allows you to email people and inform them about the website, inviting them to visit it and register.

- **See my friends:** if a user's profile is public, other users may click on a user's username to view that user's profile. At the bottom of the user profile is a link to “Add this person to my friends list.”

Clicking on this link will open a mail form that allows you to invite another user to become a member of your friends list. The other user will receive the invitation, and upon acceptance will be added to your friends list.
In the My Friends screen you can select users to send messages to. The message will be emailed to the user, and/or sent to the user's WebGUI Inbox.

- Log out: logs you out of the site.

**Password Recovery**

In the event you forget your password, WebGUI's password recovery system can email you a new one.
In the Log In screen you will see a “I forgot my password” link under the login fields. Click on this link to access the password recovery system.

Enter your login name (username) and your email address in the appropriate fields, then click save. WebGUI will email you a message with instructions to reset your site password.

**The Look of WebGUI**

After turning Admin mode on, you will notice a number of changes have occurred on the page. On the left hand side of the screen you will notice a light gray column; this is the Admin Bar. The New Content menu in the Admin Bar contains all the features, called
assets, necessary to manage content on your website, as well as administrative functions.

The default editing view in WebGUI is called the inline editing view. It allows you to view the content on the page as you work. The other editing view in WebGUI is the asset manager. The asset manager operates in a similar manner to the filesystem on a PC. You can learn more about using the asset manager in the Asset Manager chapter towards the end of this book.

Each page is basically comprised of:

- site style: can consist of a company logo and name, specialized icons, a color theme, site navigation, etc. Basically, the overall theme and appearance of the site. The site style is applied in the Display tab of the asset, and will override the style template of any asset in contains (for example, the page’s style overrides that of an article contained on that page).

- page layout: the asset used to create a new page, similar to adding a blank notebook page to the site that then needs to be filled with content.

- regular assets: assets used to display content on the page
Again, remember that the location and appearance of these items can differ quite a bit depending on your site content and style, your user interface level and your permissions. The examples in this book are all taken from a user with a UI level of 9, and full Admin privileges, so all functionality is exposed.

The default editing view is called the inline editing view, and allows you to see your changes reflected on the page as you work. The alternate editing view is the asset manager, which is discussed near the end of this book.
The Admin Bar

Category Tabs: click on a tab to expose functions.

Package: packages of content that may be placed throughout the site.

New Content: contains assets to place content on the site.

Admin Console: site administrative functions.

Clipboard: contains assets to paste to the site.

Version Tags: contain content awaiting publication to the site.
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Toolbar Overview

On the body of the web page, you will notice that a number of toolbars have appeared:

The first toolbar at the top of the page is used to manage your overall page layout. Using this toolbar, things such as style, security, and the layout of content can be managed.

Below this first toolbar are a number of similar toolbars located throughout the page. These toolbars manage individual assets on the page, such as articles, pictures, polls, or calendars. Each asset has its own toolbar. By editing with these toolbars, you can change the content of that particular asset on the page.

The icons of the toolbar operate in a similar fashion to most word processing programs:

1. Class Icon: This is the first icon on the toolbar. By hovering your mouse over this icon, you will be told what kind of asset you are working with. Clicking on the class icon will reveal additional functions that can be performed on that asset.
2. Red X: Clicking on this icon will delete the asset from the page. This is similar to the X that closes a document in a word processing program.
3. Edit: Clicking on Edit will direct you to the edit screen for that particular asset.
4. Cut: This icon will remove the asset from the page and place it on the clipboard contained in the Admin Bar. From the clipboard it can be placed somewhere else on the page.

The appearance of the toolbar may vary depending on the asset.
similar to the cut and paste feature of a word processing program.

5. Copy: This will create a copy of the asset and place it on the clipboard so it can be placed somewhere else on the web page. Again, similar to a word processing program.

6. Shortcut Arrow: Clicking this creates a mirror of the asset and places it on the clipboard. You can then place that mirror anywhere on the site. Creating a mirror can save time. By editing one version of the asset, you will simultaneously edit all versions located throughout the website.

Clicking on the class icon of the toolbar reveals a number of additional functions that can be performed on the asset.

1. Change URL: this allows you to change the URL of this asset. Doing so eliminates any old versions of the asset, and prohibits this asset from being rolled back, so use this with care.

2. Edit Branch: opens the edit branch screen where you can change certain pedigree options for this asset as well as descendants. For example, you can change the viewing or editing privileges, or the style, for an entire branch of assets at one time.

3. Revisions: takes you to the “Committed Versions” screen where you can rollback a version or work off a previous revision.

4. View: takes you to this asset’s page.
5. Lock: locks the asset for editing while the asset moves through the versioning system. The asset can only be unlocked by either deleting it or committing it, so again, use this with care.

6. Promote and Demote: moves the asset up or down one rank level in the asset tree.

7. Manage: takes you to the Asset Manager view for this asset.

More information about using the functions available in the class icon can be found in the Asset Manager chapter.

Hover Help

While in Admin mode, you will notice blue hover help boxes appear as you work in the asset screens. Hover your mouse above the label of a field in the screen to read an explanation of that field's function.
Asset Basics

WebGUI uses three types of assets: regular assets, container assets, and utility assets.

- Regular assets: normal content applications, such as an Article, File Pile, Calendar, Poll, Collaboration System, or Data Form. These are the run of the mill applications used on a daily basis to add content to a page.

- Container assets: assets that contain other assets. These are assets that are placed on the site, and then other assets are added to them, such as a page layout. You add a page layout to the site to create a page, then articles and other regular assets are added. Folders, Wikis, and Dashboards are also considered container assets.

- Utility assets: assets which are not normally used for content management in WebGUI, but have other uses within the program. Utility assets include Rich Editors, templates, and file and image assets.

Each asset in WebGUI has a common set of parameters available to help determine things like display properties and security. You can see what parameters each asset offers by clicking on the Properties, Display, Security, and Metadata tabs in the asset’s add/edit screen. For the purpose of these examples an article is used. Fields will vary a bit depending on the asset.
Properties

The Properties tab contains all the basic information you need to include in your asset. It’s the default view for Add/Edit pages.

<table>
<thead>
<tr>
<th>Asset ID</th>
<th>Title</th>
<th>Menu Title</th>
<th>URL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Untitled</td>
<td>Untitled</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Asset ID**: this is a unique identifier given to this asset when it is saved; this field can not be edited.

**Title**: this is the title of the asset as it will appear on the page. You should always specify a title, even if you choose not to display it on the page. In areas such as the page tree, clipboard, and trash the title will still be used.

**Menu Title**: this is the title of the asset as it appears in the navigation.

**URL**: WebGUI allows you to choose your own unique URL. If you leave this field blank WebGUI will make a URL from the parent page and this asset’s title.

**Description**: this is the area in which you enter your asset’s
content. For example, if you are adding an article to the page, the Description field is where the article’s text would be typed.

**Display**

The Display tab contains tools for controlling things such as the appearance of the title in the navigation, and the overall appearance of the asset on the page.

<table>
<thead>
<tr>
<th>Properties</th>
<th>Display</th>
<th>Security</th>
<th>Metadata</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hide from navigation?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Open in new window?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Display the title?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Style Template</td>
<td>Style 03</td>
<td>Edit</td>
<td>Manage</td>
</tr>
<tr>
<td>Printable Style</td>
<td>Make Page Printable</td>
<td>Edit</td>
<td>Manage</td>
</tr>
<tr>
<td>Cache Timeout</td>
<td>1 Hour(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article Template</td>
<td>Default Article</td>
<td>Edit</td>
<td>Manage</td>
</tr>
</tbody>
</table>

**Hide from navigation?**: If set to Yes, this will hide the asset’s title in the site’s navigation and the site map.

**Open in new window?**: If set to Yes, the asset will open in a new browser window when clicked from the navigation. Use this option with care. It may not work in some navigations, or if Javascript is turned off, and some systems will block this as a pop-up window.

**Display the title?**: If set to No, the title of the asset will not be displayed on the web page. This is helpful if you are formatting content as a number of smaller assets on the page.
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_If you have a long document to publish on your site, consider splitting it up into a series of smaller articles. Publish text as an Article and images using File Pile or the Image asset. In the Display tab, choose to hide the assets' titles to make multiple assets appear cohesive. This is useful for three reasons:_

1. **You can easily rearrange content with the drag and drop feature.**
2. **You can easily edit a single image or article without affecting the entire piece.**
3. **Each asset has its own URL, making it possible to hyperlink to a specific location in the document.**

**Style Template:** this determines the overall layout and look of the asset, if it is displayed independently. If the asset is displayed as part of a Page Layout asset, then the Page Layout asset’s style template is used instead.

**Printable Style:** this sets the printable style to be something other than the WebGUI default printable style. This behaves similarly to the style template, except it is only applied when printing the page. If the page is made printable a pared-down, printer friendly version of the page is made available for printing purposes.

**Cache Timeout:** cache stores data that is frequently viewed for faster access; this option determines how long the asset will be cached.

**Article Template:** determines the layout of this particular article asset. Each asset in WebGUI has a template, or several, associated with it, which can be found in the Display tab.
Some assets may contain additional templates and fields used to handle the display. In a container asset, there may also be an Assets to Hide field, which is a checkbox list of assets contained by the asset. You can select a checkbox next to an asset that you wish to hide on the page. This allows you to keep the asset on the site, just temporarily hide it from view. Try editing a Page Layout asset that contains some other assets to see this. You will also see another field that allows you to determine if you want to add new assets to the top or to the bottom of the page.

**Security**

The Security tab contains options for controlling who can view and edit asset content, as well as an option to encrypt content as it passes over the wire.
Owner: the owner of an asset is usually the asset’s creator. This person always has full viewing and editing rights. The owner can only be changed by an administrator.

Who can view?: choose a group who can view this asset. If you want both registered users and visitors to be able to view it, choose the Everyone group.

Who can edit?: determines who can edit the asset’s content. The owner always has editing rights.

Metadata
Metadata allows you to attach arbitrary fields to your content for search engine friendliness, profiling, or simply to add extra display options. To add metadata fields, use Content Profiling in the Admin Console. You can learn more about Content Profiling in the WebGUI Content Managers Guide.
Summary: enter a short description of the asset. This can be useful if you want a “teaser” for an article to appear along with a link to the article.

Extra <head> elements (tags): these tags will be added to the <head> section of each page on which the asset appears.
Make package?: if set to Yes, this asset can be made into a package to be reused throughout the site, or exported for use in another WebGUI site. For example, a package of a page layout asset can be made; remember, a page layout is a container asset which contains the assets added to that page. When this package is distributed to another page, the page layout, along with all the assets and content displayed in the page layout, are placed in the new location.

Make prototype?: if set to Yes, this asset will be turned into a prototype. This means Display and Security settings, such as “Who can view?” and “Who can edit?”, are saved. The prototype is added to the New Content menu and then treated like any other asset. Users can then add the prototype without having to update the settings.

Make this asset exportable?: if set to Yes, this asset can be exported as static HTML. In order for a regular asset to be exportable, its parent assets, back to root, must be made...
exportable too.

**Prepend URL from parent?:** if set to Yes, the URL of an asset's parent will always prepend the URL of the current asset.

**Keywords:** keywords for this asset may be entered in the Keywords field. These keywords will be placed in the search index, and added as the keywords metatag. Multi-word keyword phrases should be placed inside quotation marks: “multi-word keyword phrase”. Keywords should not be comma separated.
The Rich Text Editor

As you work in WebGUI, you will notice that some asset screens have a light gray box at the bottom of the screen containing a number of icons. The icons may vary slightly depending on what asset you are working under. This gray box, along with content area above it, is the Rich Text Editor, which allows you to work with your text in a similar manner to most word processing programs. The title of each icon can be seen by hovering your mouse above it. Many of the icons you will already recognize; however, there are a few that might be new to you.

1. Insert/Edit Link: allows you to highlight text to link to an external URL.
2. Unlink: allows you to highlight text and remove its link.
3. Link to a Page in the WebGUI Asset Tree: allows you to highlight text in order to create a link to an existing page in the WebGUI Asset Tree.
4. Insert/Edit Anchor: allows you to
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create an anchor on the page.

5. Insert WebGUI Macro: allows you to insert an existing WebGUI macro.

6. Insert Custom Character: allows you to insert a unique character, such as a carrot, angle quotation mark, or trademark sign.

7. Clean up Messy Code: checks HTML to make sure it is valid.

8. Edit HTML Source: allows you to view and edit the HTML source of the text.

9. Insert WebGUI Image: allows you to upload and insert an image that exists in the WebGUI page tree using the WebGUI Collateral Image Manager and place it in the text.

10. Insert/Edit Image: allows you to insert an image from outside the WebGUI page tree.

11. Table icons: these icons allow you to insert and manage the properties of a table.
Manage Content

This section covers the basic, most common, steps involved in adding content to the site: creating a page, and adding a simple article to it.

Add a New Page

All pages in WebGUI are related to other pages, so when you add a new page it will become a subpage (child) of the page you are currently on (parent). Therefore, if you are on the home page, adding a new page will add the page to the main navigation.

However, if you are already on another page, and you add a page, it will become a child of the page you were viewing.
Add a New Page to the Site

1. Make sure the New Content tab is open in the Admin Bar by clicking on “New Content.”

2. Under the New Content tab, click on “Page Layout.” The “Add Page Layout” screen will open.

3. Give your new page a title by entering a title in the “Title” box near the top of the screen. You can leave the Menu Title and URL fields blank and WebGUI will fill them in for you.

4. In the “Description” field you can enter content that will be displayed as static content at the top of this page, regardless of any other content placed on the page.
5. In the Display tab you can set display options for this page.

A. The “Hide from navigation?” field determines if this page's menu title will appear in the site navigation.

B. The “Open in new window?” field determines if this page will be opened in a new browser window.

C. The “Display the title?” field determines if the title of this page will be displayed on the body of the page to the user.
D. The “Style Template” field allows you to select a style to wrap this page in from the dropdown menu. A page layout’s style will override the style of any regular asset that is placed on it.

E. The “Printable Style” is the style template used for the printable version of this page.

F. The “Page Layout Template” determines the placement of regular assets on the page. This will be represented by some shaded gray boxes.

G. The “Add New Assets” field allows you to determine if you want new assets to be added to the page at the bottom of the page or at the top of the page. Assets can then be dragged and dropped into new positions.

H. The “Assets to Hide” field contains a checkbox list of assets this page contains. You can check an asset you want hidden from view.

6. The Security tab allows you to set viewing and editing privileges for this page.
A. The “Owner” will always have full editing and viewing privileges for this asset.

B. The “Who can view?” fields allows you to select the group of users allowed to view content displayed on this page.

C. The “Who can edit?” field determines the group of users allowed to edit this page layout asset.

7. The Metadata tab is the standard metadata tab common amongst all assets.

8. Click “save” at the top of the screen. This will bring you back to the new page you just added.

9. Your new page will automatically be added to your website navigation.
Edit Page Layout

Editing the page layout will allow you to determine the overall position of assets on the page. You can arrange assets to align vertically, horizontally, two on top/one on the bottom, and so on.

1. The first toolbar at the top of the page is for editing your page layout. On this toolbar, click “Edit.” This will open a new screen titled “Edit Page Layout.”

2. At the top of the page you will notice a number of tabs; click on the one labeled “Display.”
3. Go to the “Page Layout Template” field, and click on the drop-down menu.

4. Choose a template. “News”, for example, will give you a column of three on the left, with a single asset space on the right.

5. Once you have chosen your page layout template, click
“save”, and the page is formatted.

6. When you return to your web page, you will see some gray areas where your content will go. These indicate the asset placement on the template you chose.

---

**Add an Article to the Page**

An article is a basic tool for adding text to your website. Using the article, you can post stories, news, and general information.

1. Go to the New Content tab in the Admin Bar.
2. Click on “Article.” A new screen will appear titled “Add Article.”
3. Title your article in the field labeled “Title.”
4. Enter your text in the “Description” field. At the bottom of the Description field you will notice a gray shaded area containing a number of icons. This is the Rich Text Editor. These icons allow you to work with your text in a similar way to most word processing programs.

5. Click “save” at the top of the screen. This will return you to your web page, and you will see your article displayed. Make future changes to your article by clicking on its asset.
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toolbar Edit button.

Move Assets on the Page

WebGUI allows you to easily rearrange your page content with a drag and drop feature. When you chose your page layout template, you probably noticed some gray areas appear on the screen. This is where your assets are placed on the template you chose.

You may need to move assets to the desired location upon saving. To move an asset, left click and hold on the gray bar at the top of the asset, drag it to its new location on the page, and release the mouse. If you are moving an asset to a location occupied by another asset, watch for some dashed gray lines to indicate when the asset is positioned and ready to drop into place.
Commit Your Content

In WebGUI 7.5 it is necessary for a site administrator to make Version Tags and the commit screen visible on the site. If not, you may not actually see the Version Tags tab or screens as described here.

Before publishing your content to the website, you must “commit” your changes. Visitors to your site will not see the changes you have made until you have committed your work. If you feel that you
are ready to commit your content to your website, click on “Commit My Changes” in the Version Tag tab of the Admin Bar. A new screen will appear called “Version Tags.” On this screen you will see your “Version Tag Name.” This contains the date and time your tag was developed and your username. Check to make sure this is accurate so you don’t accidentally commit someone else’s content.

In the “Comments” field you can enter comments about the content you are committing to the site. Your comments should be specific, so people in the future can tell why you made a change to the site. For example, “I found a typo,” or “Changes for new product launch” are good. “This is the content I worked on” or “Made some changes” aren’t useful comments.
The “Start Time” and “End Time” fields are used to create a beginning and expiration date for content stored within this version tag. This allows you to publish content to the site for a limited amount of time. The content in this tag will appear on the site on the Start Date, and will expire, or be removed from the site, on the End Date. Clicking in these fields will display a calendar picker from which to enter the values.

At the bottom of this screen is listed all the revisions contained within this version tag. To see an individual revision, simply click the View button for the desired revision.

When you are ready to commit your content, click “save,” and your content will be published to your website. At times it may take awhile for your content to appear on the site. There are a number of reasons why this may occur:

- If your content must go through an approval process, it may take awhile to appear on the live website.

- You may have been redirected to the cached page. Try refreshing the page, and your content should appear.

- Another reason your content may not appear is that it hasn't finished moving through the workflow system. The workflow system will be discussed in greater detail later in the book. Just know that the workflow system handles the actual publication of the content.
Folder

The Folder is a good way to store and display many different files and file types so users can easily download them.

1. Choose “Folder” from the New Content menu in the Admin Console.
2. The “Add Folder” screen will open.
3. Give the folder a title in the box labeled “Title.”

4. The “Menu Title” and “URL” fields can be left blank; WebGUI will automatically fill them in.
5. The “Description” field can be used to give a description of what the folder contains. This will appear at the top of the
6. At the bottom of the screen is the “What next?” field. This option only appears at the Folder creation stage, and tells WebGUI what to do after clicking “save.” Choose to either “Go to the new page,” or “Go back to the current page.”

7. If you want files in the folder to be listed alphabetically, go to the “Display” tab and set the “Sort alphabetically?” field to “Yes.”

8. Under the “Security” tab you can choose to encrypt and set viewing privileges.

9. Under the “Metadata” tab you can enter a brief description
of what this folder is, and choose to make a package or prototype, which allows the folder to be redistributed throughout the site without having to recreate its settings.

10. Click “save” and your folder is created on the web page.

11. To place files in the folder, click on the “Add files” link under the title of your folder. Use the attachment field to upload files. More about File Pile is covered in the section on using images.

12. When you have finished uploading all your files, click “save.”

The files will appear as a list of links for users to download. Each file has its own asset toolbar to alter the individual file's title, URL, or security privileges.
**Message Board**

A message board is a great way to facilitate community interaction on your website. WebGUI can easily add a message board to your site through the “Message Board” asset.

1. Click on “Message Board” in the New Content menu of the Admin Bar. The “Add Message Board” screen will open.

2. Enter a title for your message board in the box labeled “Title.”

3. If you wish to customize a title that will appear in the website navigation, fill in the box labeled “Menu Title.” If left blank, WebGUI will fill it in for you.
4. In the “Description” field you can enter a description of the types of messages you want to include in your message board.

5. Click on the “Display” tab at the top of the screen; choose your display options.

6. If you need to alter the security or metadata settings, do so under the tabs labeled “Security” and “Metadata.”

7. When you have entered all your settings, click “save” at the top of the screen to create your message board on your web page.

**Message Board**

Use this message board for project discussion.

[Add a forum]

---

**Forum**

Now that your message board has been created, you need to create a forum in which to post messages.

1. Under the title of the message board, click on the “Add a forum” link.

2. The “Add Collaboration System” screen will appear.
3. Give the forum a title in the box labeled “Title.”

4. In the “Description” field, enter a message inviting visitors to post a message.

5. Click “save” at the top of the screen, and commit the Version Tag this content is stored in. On your web page you’ll see that a forum has been created and users can begin posting to it.
Post To A Forum

1. Click on the “Add” link under the forum title.

2. The “Edit Message” screen will open.

3. In the “Subject” field, enter a title or heading for your message.

4. In the “Message” field, enter your message.

5. Click “save” at the bottom of the screen. Your message will be posted to the message board. Users click on the subject of your message, under Subject, to view the entire text.
Calendar

The events calendar is an interactive calendar displayed on your page. You can use the events calendar to show paydays, staff meetings, project deadlines, or company events. Events on the calendar can be linked to additional information about a specific event.

Add a Calendar to the Site

1. Select the Calendar asset from the New Content menu of the Admin Bar

2. The “Calendar” screen will open.

3. Give your calendar a title in the “Title” field.
4. The “Menu Title” is the title that appears in site navigation. You can leave this blank and WebGUI will fill it in for you (by default, WebGUI will use the “Title”).

5. “URL” can also be left blank; WebGUI will generate a URL for you.

6. The “Description” field is an area to enter content about the calendar. For example, you can notify users of important events in writing, or give a brief explanation of the calendar’s purpose.

7. Set your display settings in the “Display” tab. In this tab you can set the default view (month, week, day) and the default date. The Display tab also contains many templates that can be altered to change the display size of the calendar, screen appearance, etc.
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![Image of Calendar Panel]

<table>
<thead>
<tr>
<th>Properties</th>
<th>Display</th>
<th>Security</th>
<th>Metadata</th>
<th>Feeds</th>
<th>save</th>
<th>cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hide from navigation?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open in new window?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display the title?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style Template</td>
<td>Style 03</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printable Style</td>
<td>Make Page Printable</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default View</td>
<td>Month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Date</td>
<td>The current date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month View Template</td>
<td>Default Calendar Month</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week View Template</td>
<td>Default Calendar Week</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day View Template</td>
<td>Default Calendar Day</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List View Template</td>
<td>Default Calendar List View</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Details Template</td>
<td>Default Calendar Event</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Edit Template</td>
<td>Default Calendar Event Edit</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search View Template</td>
<td>Default Calendar Search</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Month Template</td>
<td>Default Calendar Print Month</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Week Template</td>
<td>Default Calendar Print Week</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Day Template</td>
<td>Default Calendar Print Day</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print List View Template</td>
<td>Default Calendar Print List View</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Event Details Template</td>
<td>Default Calendar Print Event</td>
<td>Edit</td>
<td>Manage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visitor Cache Timeout</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Events Sort Order</td>
<td>Order by Start Date/End Date.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List View Page Interval</td>
<td>3 Month(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iCalendar Feed Interval</td>
<td>3 Month(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Set the security settings in the “Security” tab. This includes the group of users allowed to add events to the calendar.

![Calendar Security Settings](image)

9. If you wish, enter metadata in the “Metadata” tab. This is the standard metadata tab common amongst most assets. You can learn more about it in the “Asset Basics” chapter.

10. In the Feeds tab of the Calendar asset you can enter URL's to iCalendar© files. Many external calendar applications will generate these. For example, if you have a Google© calendar you can access an iCal feed for it, and enter it into your WebGUI Calendar Feeds tab. The Calendar asset will then periodically update the calendar to display new events. Simply enter the iCal URL and click Add. The WebGUI calendar asset will pull events from this URL on a scheduled basis.
11. When your calendar settings are complete, click the save tab at the top of the screen. Your calendar will appear on the site.
Calendar View

The default monthly view of the calendar is configurable in the calendar’s Display tab. The calendar can be viewed by either month, week, day or list. To change the calendar view, click on the appropriate labeled tabs at the top of the calendar. Events are displayed using the “short” title entered at the time the event is added to the calendar.

Default/ Month View:
Week View:

At the top of each calendar view are links that allow the user to view either past or future calendar views. For the month view, these appear as faded month names. For the weekly view these links are named “Previous Week” and “Next Week.” For the daily view, the links will take the user to the next calendar week day. These links are called “Previous Day” and “Next Day.” Clicking on an event title in any view will direct the user to the Event Details screen.

Day View:

Events listed in ascending or descending chronological order.

Click on an event title to be directed to Event Details screen.
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List View:

Events on the calendar are displayed in a chronological vertical list as the title of the event followed by its scheduled date. Again, clicking on an event’s title will direct you to the Event Details screen.

```
<table>
<thead>
<tr>
<th>Day</th>
<th>Week</th>
<th>Month</th>
<th>List</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>Friday, June 13, 2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, June 12 2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YAPC North America 2008</td>
<td>Monday, June 16, 2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plain Black will be doing free WebGUI seminars at the YAPC: NA computer lab.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, June 12 2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Meeting</td>
<td>Wednesday, June 18, 2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, June 12 2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Day</td>
<td>Friday, June 20, 2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, June 12 2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last 7.4 Release</td>
<td>Tuesday, June 24, 2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This will be the last official release of WebGUI 7.4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, June 12 2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Meeting</td>
<td>Wednesday, June 25, 2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Meeting</td>
<td>Wednesday, July 2, 2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, June 12 2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Day</td>
<td>Friday, July 4, 2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, June 12 2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Meeting</td>
<td>Wednesday, July 9, 2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, June 12 2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
Enter an Event in the Calendar

Locate the “Add Event” link in the upper right hand corner of the calendar view. The calendar must be committed to the site before this link will appear. The Add/Edit Event screen will open.
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1. Enter a shortened version of the Event Title in the “Short Title” field (a maximum of 15 characters). This shortened title will appear on the date field in the calendar view.

2. Enter the location of the event in the “Location” field.

3. Enter a detailed description of the event in the “Description” field. This description will be shown on the Event Details page.

4. Below the description field are two boxes, “Start Date” and “End Date.” Enter the beginning and ending dates for the event in these boxes using the convenient calendar pickers.

5. In the field labeled “Time,” click on the toggle that best corresponds to your event’s time. If “No specific time” is chosen, then the event will appear to last all day. If “Specific start/end time” is chosen, two additional fields will appear in which to enter the start and end date of the event.

6. At the bottom of the screen is a field labeled “Related links.” In this field you may enter the URLs (must be
fully qualified, i.e. http://www.someurl.com) of any websites that relate to your event. You may enter as many links as you wish. The “Link Desc” is what users will see as the name of the link in the Event Details screen. You may also select the group of users who will be allowed to view each link.

7. You may select a group of users allowed to view this event and its details from the “Group to View Event” field.

8. In the “Attachments for this Event” field you may upload an attachment related to the event that will be made available for download in the event's Event Details screen.

9. If all event information has been entered, click save at the top of the screen. Your event will appear on the calendar.
Recurrence Tab

Use the Recurrence Tab to set up recurring events, instead of entering each repetitive event more than once. This recurrence will appear in addition to the date/time set in the Add/Edit event screen.

1. Click on the “Recurrence Tab” in the Add Event screen.

2. Select an option from the “Recurrence Pattern” field. If a
staff meeting occurs weekly, click on the Weekly toggle. A menu of weekdays will then appear from which to select the day of the week the event recurs on.

This will operate similarly for the other options. The option selected in the “Recurrence Pattern” field will determine the fields displayed.

Weekly:

Monthly:

Yearly:

3. If applicable, select a “Recurrence Range.” Use this if the
event will expire after a certain date range. Choose a start date, and then an end date.

4. Click save to view your event on the calendar.

In the example below, the events titled Staff Meeting and Pay Day were entered using the recurring events tab.
**Event Details**

You can view detailed information about an event by clicking on the event’s title in the calendar view. This will open the Event Details screen.

The Event Details screen contains the full event information entered when the event was first created and added to the Calendar. To return to the calendar view, click on the appropriate tab at the top of the screen.

**Edit an Existing Event**

You may edit event information by accessing the Edit Event screen from the Event Details screen.

1. Enter the Event Details screen for the event you’d like to edit by clicking on that event’s title in the calendar view.

2. At the top right hand corner of the Event Details screen you will see three links: Edit, Delete and Print.

3. If you simply wish to remove the event from the calendar click on the “Delete”
link. Once this has been done, it can not be reversed, so make sure you have chosen the correct event to delete.

4. If you wish to change the information displayed about the event, click on the “Edit” link. If the event is a recurring event the author will be given the choice of changing just this event or all recurrences of the event.

5. The “Add/Edit Event” screen will open. This is the same screen used when the event was created. Simply change the information in the fields that need to be altered. When you are finished making the appropriate changes, click save at the top right hand corner of the screen.

**Search the Calendar**

The Event Calendar’s search function will allow you to search for a specific event by keyword and date range.

The “Search” tab is located at the top of the calendar view, to the right of the tabs labeled Day, Week, Month and List.

1. Click on the “Search” tab to open the search screen.
2. In the field labeled “Keyword,” enter a word or short phrase that relates to the event you are searching for. For example, if you are looking for a holiday, enter that holiday’s name.

3. In the “Start Date” and “End Date” fields, enter a date range in which to search. Click in the field to reveal calendar pickers.

4. Click search.

5. A screen displaying your search results will appear.
6. Click on the name of the event to be taken to that event’s Event Details page.

**Feeds**

In the Feeds tab of the Calendar asset you can enter URL's to iCalendar© files (ics). Many external calendar applications will generate these. For example, if you have a Google© calendar you can access an iCal feed for it, and enter it into your WebGUI Calendar Feeds tab. The Calendar asset will periodically update the calendar to display new events.

To use the Feeds tab:
1. Click on the Feeds tab in the Calendar asset.

2. Enter the iCal feed URL into the “Add a feed” field.

3. Click the Add button to the right of the field. You can add additional feeds if you wish.

4. Click save.

The WebGUI calendar will pull in events from the feed you added and will update the calendar hourly.

In addition, you can take the iCal feed from another WebGUI calendar. This will allow you to pull events from multiple Calendar assets throughout your site for display in one central location. To do so, add ?func=ical to the end of a Calendar asset's URL. Then, enter that URL into the Feeds tab of another WebGUI calendar.

In the next example, an iCal feed was created out of the community calendar on webgui.org (http://www.webgui.org/wg/calendar?func=ical) and entered into the Feeds tab of a calendar that existed on a WebGUI demo site. The events from the community calendar, such as the WebGUI Drink in the Netherlands on the 12th and the Last 7.4 Release on the 24th, have been pulled into the calendar displayed on the demo site. This is a great way to pull events from several locations.
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in an organization's site for display in one location.

Edit Order of Events

When the calendar asset is configured, the option is available in the Display tab to order events by sequence number. This is done in the Daily Events Sort Order field.
When this field is set to Order by Sequence Number you will be able to reorder events in the Week view of the calendar. This will in turn alter the order in which events are displayed in the month and list view.

To do so:

1. Enter Admin mode.

2. Enter the Week view of the calendar asset by clicking on the Week tab.

3. The events listed in the Week view will have small up and down arrows to the left of them. Click on these arrows to move an event up or down in the order of display. The changes will also reflect in the other calendar views.
Collaboration System

WebGUI’s Collaboration System is perhaps its most versatile asset. The Collaboration System can be configured to function as a forum, photo gallery, FAQ, classifieds section, weblog, and more. Any time you have a list of content to publish, consider using a Collaboration System.

How your Collaboration System appears and functions is dependent on the templates selected at the time of the asset's configuration. This chapter will begin with a review of each tab in the Add Collaboration System screen, and then will provide examples of some of the more common uses.
1. Give your Collaboration System a title in the box labeled “Title.”

2. The Menu Title and URL fields can be left blank and WebGUI will generate them for you.

3. If you want to add content, enter it in the “Description” field.

4. The “Archive After” field allows you to set a time to pass,
after a post's last update, until the post is archived.

5. If a value other than 0 is entered in the “Attachments per Post” field, users will be allowed to make attachments up to that number to a post.

6. If the “Use preview?” field is set to Yes, a preview of each post will be made available.

7. If “Enable Avatars” is set to Yes, users will be able to display an avatar associated with their user profiles on posts. Users must first enable and upload an avatar to their profile, and should be aware that using avatars may slow down the performance of the collaboration system.

Display Tab

It is important to become familiar with the Display tab of the Collaboration System asset. It contains the templates that determine the behavior and appearance of the system.
1. “Hide from navigation?” will hide this asset from the site's navigation if set to Yes.

2. If “Open in new window?” is set to Yes, this asset will open
3. If “Display the title?” is set to No, this asset’s title, entered in the Properties tab, will not display on the page.

4. The “Style Template” is the style this asset will be displayed in if it is viewed directly. If the asset is contained by a Page Layout asset, the Page Layout’s style will apply.

5. “Printable Style” allows you to select a style other than the default WebGUI printable style, to be used when a user prints this asset (again, an asset’s parent asset’s settings will override this).

6. If “Enable RSS” is set to Yes, an RSS From Parent asset will be generated along with this collaboration system, and be handled as if it were the asset’s child. After the collaboration system is created you can view this RSS From Parent asset to copy its URL. The URL from this RSS From Parent asset can then be used to display this asset’s content just as you would use any RSS feed.

7. The “RSS Template” is the template to use for the RSS feed for this asset.

8. The “Visitor Cache Timeout” allows you to set the time to pass before a visitor’s cache is cleared.

9. “Thumbnail Size” sets the size of thumbnails displayed for this collaboration system. If left at 0, the WebGUI default size will be used (set through the global Settings in the Admin Console). Note that changing this size will not retroactively change the size of thumbnails already contained in this collaboration system.
10. “Maximum Image” size determines the size of image attachments allowed for this collaboration system. If left at 0, the WebGUI default size will be used (set through the global Settings in the Admin Console). Note that changing this size will not retroactively change the size of images already contained in this collaboration system.

11. If set to Yes, “Display Last Reply?” will set the collaboration system to display the last reply to a post in the system.

12. “Threads Per Page” sets the number of threads to display per page. Setting this number very high can slow the load time for the page.

13. “Posts Per Page” sets the number of posts displayed per page in the thread template. Setting this number very high can slow the load time for the page.

14. If “Use content filter?” is set to Yes, the system will scan each post and use the Replacements System to filter content.

15. The “Rich Editor” field lets you select which rich editor configuration to use.

16. The “Sort Order” field determines the order in which content is sorted: descending or ascending.

17. The “Sort By” field determines what criteria content is sorted by, such as date updated, date submitted, title, etc.

18. The “Collaboration System, Search Template” is the template used for this collaboration system's search form and results.
19. The “Collaboration System, Post Form Template” is the template used when users submit a form to the system.

20. The “Collaboration System, Thread Template” is the template that controls the look of what was submitted. It is often also where users can reply to a post.

21. The “Collaboration System Template” is the template the system is viewed in.

22. In the Security tab you can set options such as the group of users allowed to post to forums and threads, and select if you would like to use a captcha image on posts to help eliminate spam. You can also set workflows for thread approval.
23. If you wish, manage metadata in the Metadata tab. It is possible to enable metadata in Collaboration System posts.

24. Click save to place the Collaboration System on your site. You will need to commit the Version Tag containing this asset before you will be allowed to post to it.

**Frequently Asked Questions (FAQ)**

You can use the Collaboration System to set up an FAQ on your website to help visitors ask and answer frequently asked questions.


2. Give your FAQ a title in the box labeled “Title.”

3. The Menu Title and URL fields can be left blank and WebGUI will generate them for you.

4. If you want to add content, enter it in the “Description” field.
5. Click on the “Display” tab at the top of the screen.
6. Under the “Collaboration System Template,” choose “FAQ.” An alternative to this is the template “Q & A.”

7. On the same screen, change the “Post Form Template” to “FAQ Submission Form.”

8. Click “save” at the top of the screen, and the FAQ is created.

**Add Questions and Answers to an FAQ**

1. Click the “Add” link under the title of your FAQ on your web page. The “Edit Question” screen will open. Type the question in the “Question” field.

2. At the bottom of the screen, you can choose to lock the feature, or make it sticky.

3. Click “save” at the bottom of the screen.

4. You will be directed back to your web page where you will see the question you have added.
5. Click on the question to view the answer.

6. Click on the “Add” link to post more questions to the FAQ.

This is an example of the final FAQ. This screenshot is taken from webgui.org, and uses the Collaboration System template Q&A.

---

**F.A.Q.**

We've compiled a list of the questions we're most commonly asked by our clients, and published them along with our answers here. We hope this will help to answer some of the questions you might have.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can I use WebGUI on my $5.95 hoster?</td>
<td>Probably not. WebGUI is designed to be an enterprise application. Therefore it is usually installed to be the only thing running on a server. Also, it is almost impossible to install WebGUI with only FTP access, which is all that is typically provided by discount hosting companies.</td>
</tr>
<tr>
<td>I wish WebGUI ran on X database, web server, or operating system. How can I make that happen?</td>
<td>Become a champion. Discuss your ideas on the developer's mailing list and become a developer. People need leaders. Are you a leader?</td>
</tr>
<tr>
<td>How old is WebGUI?</td>
<td>WebGUI was first released to the public on August 16, 2001 as version 0.9.0.</td>
</tr>
<tr>
<td>What is WebGUI?</td>
<td>WebGUI is a content-application framework. That means that WebGUI is capable of handling the content management aspects of running a web site, intranet, or extranet, but it's also capable of running complex applications for your business.</td>
</tr>
</tbody>
</table>

---

**Guest Book**

Visitors to your site can sign your guest book and leave a short
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message.


2. In the “Title” box, give your guest book a title.

3. Click on the “Display” tab.

4. Scroll down to the “Collaboration System Template” drop-down menu.

5. Choose “Guest Book.”

6. Click “save,” at the top of the screen and the guest book will appear on your web page.
Sign the Guest Book

1. Click the “Add” link located under your guest book title on your web page. This will open the “Edit Message” screen.

2. Enter a subject for your message in the space labeled “Subject.”

3. Enter your message in the space labeled “Message.”

4. Click “save” and your message will post to the guest book.

Job Listings Framework

WebGUI will create a job listing framework on your website.

1. Choose the “Collaboration System” asset from the New Content menu of the Admin Bar. The “Edit Collaboration
System” screen will appear.

2. Give your job listing a title in the box labeled “Title.”

3. Click on the “Display” tab.

4. Select “Job Listing” from the “Collaboration System Template” menu.

5. In the “Thread Template” field, select “Job.”

6. In the “Post Form Template” field, select “Job Submission Form.”

7. Click “save” and the job listing framework has been created.

Add Jobs

1. Click the “Add” link under the title of your job listing framework on the web page. The “Edit Job Posting” page will open.
2. Enter a job title in the box labeled “Title.”

3. Moving down the page, enter a brief “Summary” of the job.

4. Enter a “Job Description.”

5. Enter “Job Requirements.”
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6. Enter “Compensation.”

7. Enter job “Location.”

8. Click “save” at the bottom of the page.

9. Your job posting will now be listed under the job listing framework.

Visitors can click on the job title to access the job listing details.
Weblog

A weblog (a.k.a. blog) acts like an interactive online journal. Users can write in their blogs, post their thoughts, and the community can respond. To place a blog on your website:

1. Go to the New Content menu in the Admin Bar and select “Collaboration System.”


3. In the “Title” field, give your blog a title.

4. Click on the “Display” tab.

5. Scroll down to the “Collaboration System Template” dropdown menu, and choose “Weblog.”

6. Click “save” at the top of the screen, and your blog will appear on your website.

Post a Submission

1. Click the “Add” link under the title of your blog.

2. In the “Edit Message” screen, enter a title for your entry in the space labeled “Subject.”
3. Type your message in the “Message” field.

4. Click “save,” and your message will post to your blog.

Weblog: Other Possibilities

One of the great things about WebGUI’s Collaboration System is its versatility. Many of its templates can be used for functions other than their assigned roles. One such example is the Weblog. Many are familiar with blogs today, and would use the Weblog for the obvious function. However, this Collaboration System template can also be used to create a News section on your website. You can see this in action on Plain Black’s site. This allows users to post
stories without first needing to create a user account.

Simply set up the Collaboration System as a Weblog, give it an appropriate title (like News) and use the “Add” link to post news stories, instead of the regular blog post. The subject, or title, of each post will display on the main page, along with a preview of its content. Users click the “Read More” link to read the body of the news story, and can reply with questions or comments.

Another use for this may be to allow users to post reviews of a product. The site’s commerce system would be in place, and products displayed. Then, users can rate and post reviews about the product, similar to other popular e-commerce sites.
**Link List**
Create a list of links to other websites to direct users to additional sites of interest.

1. Select “Collaboration System” from the New Content menu of the Admin Bar.

2. The “Add Collaboration System” screen will open.

3. Give your link list a title in the box labeled “Title.”

4. Click on the “Display” tab at the top of the screen.


7. Under “Post Form Template,” choose “Link List Submission Form.”

8. Click “save” at the top of the page. The title of your link list will appear on the web page.

**Add Links To Link List**

Now that your link list is created, you need to add links.

1. Click on the “Add” link under the link list title.

2. The “Edit Link” screen will open.

3. Give the link a title in the field labeled “Title.”

4. Enter the URL for the site you're linking to in the box labeled “URL.”

5. Enter a description of the site's content.
6. Click “save” at the bottom of the page. The link to the website will now appear under your link list.

7. Use the “Add” link to continue adding links to your list.
Polls are a great way to facilitate community interaction with your site. You can use a poll to get input on new products, services, or even what your new mascot should be named!


2. Give your poll a title in the box labeled “Title.”

3. Under “Title,” you will see another option called “Menu Title.” You can place a title here which will appear in the navigation; if you leave it blank, WebGUI will fill it in for you.

4. In the “Description” field you can describe the purpose of your poll to your site users. This text will appear under your poll's title. You can also choose to leave it blank.

5. Scroll down to the bottom of the page where you will see a
box labeled “Question.” Fill in the question you are asking visitors to answer.

6. In the larger box labeled “Answers,” list your answers, using a carriage return (press the 'Enter' key) after each answer so they appear on separate lines.

7. Select the “Display” tab at the top of the screen.
8. From here you can choose to hide the title from navigation, open the poll in a new window, or display the title of your poll.

9. You can also choose a different poll template and allow poll results to be displayed on the page.

10. By choosing to randomize answers, poll answers will be listed in a different order for each visitor to the site, resulting in a more accurate poll response.

11. Select the “Graphing” tab at the top of the screen.

12. If the “generate image graph” field is set to “yes,” you can customize a graph based on the settings listed on the page. If the “generate image” field is left at “no,” a simple bar graph will appear.

13. If you set the “generate image graph” field to yes, choose to display results on a line, pie, or bar graph.

![Generate image graph options](image-url)
14. When you have determined your settings, click “save,” and your poll will appear on your web page. When visitors vote, your results will be displayed using the graph type you chose.

Here are some samples of what the poll output can look like with graphs:
Redirect

Redirect is a way to place a link in the navigation that redirects users to a separate URL, either internal or external. An example of when this might be used would be to direct a registered user to an external email server. This is also useful if you have old hyperlinks that you want to direct to a new URL on your site.

1. Select the “Redirect” asset from the New Content menu of the Admin Bar. A screen will open titled “Redirect, Add/Edit.”

2. In the “Title” field, give your redirect link a title.

3. Next is “Menu Title.” This is the title that will appear in the navigation. You can leave this field blank and WebGUI will fill it in for you.

4. The “URL” field can be left blank. This is the address of the asset; WebGUI will take care of filling this in for you.
5. In the “Redirect URL” field, place the URL you want to redirect users to when they click on the link from the navigation. For example: http://www.someurl.com.

6. Click “save” at the top of the screen, and your redirect has been created.

This is how the Redirect appears on the page when in Admin mode:

By default, the Redirect asset will be hidden from your site's navigation. However, if you make it visible in the asset's Display tab, it will appear. In these examples you can see that the “Redirect Title” is displayed:
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If you click on the redirect link while in admin mode, you will be brought to this page:

- “Go to the redirect URL” will take you to the page to which you have created the redirect link.
- “Edit the redirect properties” will allow you to change the settings you created earlier.
- “Go to the redirect's parent” will return you to the asset's parent page in your website.

Visitors to your site will see the redirect link in the navigation and in the site map. If they click on the link they will be taken directly to the URL you indicated.
Syndicated Content

Syndicated Content allows you to pull information from another site via an RSS feed. This is most often used to pull headlines from news sites.

1. Select the Syndicated Content asset from the New Content menu of the Admin Bar. The “Add Syndicated Content” screen will open.

2. Enter a title for the content in the “Title” field.

3. The “Menu Title” is the title as it appears in the navigation. You can leave this field blank and WebGUI will fill it in for you (by default WebGUI will use the “Title”).
4. The “URL” field may also be left blank and WebGUI will generate a URL for you.

5. The “Description” field is an area in which to enter content that will appear between the asset’s title and the information displayed. This is a good area to explain the information being syndicated.

6. Enter the RSS feed URL in the “URL to RSS File” field (in this example the information was pulled from CNN). You can enter multiple feeds into this field; place a carriage return after each URL. WebGUI will pull feeds from all URL’s listed.

7. Setting “Process Macros in RSS URLs” to Yes will allow you to use macros in your URLs.

8. Set the “Maximum Number of Headlines” to display. This is the total number of headlines; if set to 0 an indefinite
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number will display.

9. The “With any of these terms” field allows you to limit the headlines displayed to those that contain the words or phrases you enter, similar to a keyword search. Separate multiple items with a comma.

10. If necessary, set other settings in the Display, Security or Metadata tabs. For example, in the Display tab you can determine if you want headlines grouped by feed or interleaved.

11. Click save and the information from the URL you indicated will appear on the site.

**CNN.com**

CNN.com delivers up-to-the-minute news and information on the latest top stories, weather, entertainment, politics and more.

- Household incomes rose but ... - Household income crept higher and the poverty rate edged lower last year, the government said Tuesday, while the number of Americans without health insurance rose by 2.3 million to 47 million people.
- Owen Wilson projects uncertain - Read full story for latest details.
- U.S. Judge OKs Noriega extradition to France - A federal judge in Miami today approved the extradition of former Panamanian dictator Manuel Noriega to France, where he faces a 10-year sentence on a conviction in absentia on money-laundering charges.
- Senator says he regrets restroom arrest plea - Idaho Republican Sen. Larry Craig quit Mitt Romney's presidential campaign after pleading guilty to a charge stemming from his arrest at an airport. Roll Call newspaper reported Craig was picked up by an officer investigating complaints of lewd behavior in the men's room.
- Missing bees may cost billions - It's a sweet time for honeybees in the rolling hills of eastern Pennsylvania, and the ones humming around Dennis vanEngelsdorp seem too preoccupied by the blooming knapweed nearby to sting him as he carefully lifts the top off their hive. VanEngelsdorp, Pennsylvania's state apiculturist, spots signs of plenty within: honeycomb stocked with yellow pollen, neat

12. Click on a headline to be directed to the original story.
Weather Data

You can display the current weather conditions for as many domestic cities as you wish.

1. Click on “Weather Data” under the New Content menu of the Admin Bar. This will open a new page titled, “Add Weather Data.”

2. In the “Title” box, give a title to this section of your web page.

3. Then, scroll down to the bottom of the page. In the box labeled “Default Location(s)” list the city and state for which you would like the current weather conditions displayed.
4. You will need to register for a weather XML feed. Use the link to the right of the “licenseKey” and “partnerID” field to do this. Then, fill in these two fields.

5. Click “save.” The current weather conditions for the chosen location(s) is displayed.
Add Links Using the Rich Text Editor

To link to an external website or web page through text, use the Rich Text Editor.

1. Click on the “Edit” tab of the toolbar for the asset in which you would like to include the link. If you are creating a new asset, such as an article, click on that asset in the New Content menu. The add/edit screen for the asset will open. Text will be displayed in the “Description” field.

2. Highlight the word from which you would like to link.
3. In the light gray shaded area at the bottom of the screen are a number of icons. This is the Rich Text Editor. Hovering your mouse over each icon will reveal its purpose. Locate the “Insert/edit link” icon. It resembles a chain link.

4. A small window will open. Enter the link’s URL in the “Link URL” labeled box.

5. Enter the title of the website being linked to in the “Title” field.

6. Click on “Insert.” The text you originally highlighted will now be highlighted in blue and underlined, indicating that a link has been placed there.
7. Click “save” at the top of the screen.

When you return to the site you will see your linked text in the body of the asset.
Link to Pages in the WebGUI Asset Tree

Use this feature of the Rich Text Editor to link to pages within your website.

1. Click on the “Edit” tab of the asset from which you would like to create a link. The “Edit Article” page will open.

2. Highlight the text from which you would like to create the link.

3. In the light gray shaded area at the bottom of the screen are a number of icons. This is the Rich Text Editor. Hovering your mouse over each icon will reveal its purpose.
4. Locate the “Link to a Page in the WebGUI Asset Tree” icon. A window will open revealing all the pages in the WebGUI Asset Tree to which a link can be created.

5. Use the crumbtrail navigation at the top of the Pages field to locate the asset to which you would like to link. Then, click the [Select] link next to that asset. You will see the asset's URL automatically fill in the URL field at the top of the window.

![Insert A Link](image)

6. Click “Done.” The text you are creating a link from will now be highlighted in blue and underlined.

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am going to create a link to my <a href="#">home page</a> from this article.</td>
</tr>
</tbody>
</table>

7. Click “save” at the top of the “Edit Article” page. Viewers can now link to the page from the link you created in your text.
Add Images

Images can be added to your website in four basic ways. Review the options listed here and decide which best fits your purpose:

1. Use the Image asset in the New Content menu of the Admin Bar. This allows a single image to be uploaded and displayed on your site. This is useful when you want to display a single image at its full size. This asset will allow you to edit the image and resize it within WebGUI.

2. Add an image to an article using the Rich Text Editor. This allows you to manage a single image and add text around it, much like you would in a word processing program. This is the most common way to add an image to your site for illustration purposes in an article. However, you must resize the image file before uploading, as the drag mechanism used will only resize the display size, not the file size.

3. Upload many images to your site using File Pile. This allows many files to be uploaded at once, and is also useful if you are placing many files on your site for users to download. By default, images uploaded in this manner are displayed on the page at their full size.

4. The Gallery asset. You can learn more about Gallery in the WebGUI Content Managers Guide.

Use the Image Asset

Upload a single image to your web page.
1. Choose the “Image” asset from the New Content menu of the Admin Bar.

2. A new screen will appear titled “Edit Image.”

3. In the box labeled “Title,” enter a title for your image.

4. Next, go down three boxes to “New file to upload,” and click on “Browse” to locate your image file on your computer. A new screen will appear titled “File Upload.”

5. Locate your image file on your computer, open it, and upload it.

6. You will be returned to the “Edit Image” screen, and will now see your image file name in the “New file to upload” box.
7. Click “save” and your image will be uploaded to the site.

**Resize Images**

1. Click “Edit” on the image's asset toolbar. This will open the “Edit Image” screen.

2. Click on the “Resize image” link located at the far right hand side of the screen.

3. Enter a new width and height for your image.
4. Click “save”; your image will be displayed at its new size.

5. Click on the “edit image” link on the far right hand side of the screen to return to the “Edit Image” screen.

6. Click “save” again. Your image is now resized on the web page.

**Use the Rich Text Editor**

While a bit more complicated, this is probably the best option to use if you wish to add an image to an article containing text. You may add a new article to the page, or you can add an image to an existing article by using the Edit function on the asset toolbar. Adding images to assets in this manner uses the WebGUI Collateral Image Manager, which allows many images to be uploaded, organized, and stored on the server.

1. To create a new article containing an image, go to the New Content menu in the Admin Bar, and click on “Article” (this example uses Article, but this can be done in any asset in which the icon is available in the rich editor). This will open the “Add Article” page.

2. In the box labeled “Title,” enter a title for your article.
3. Next, place your cursor in the “Description” field.

4. To enter an image using Rich Editor, locate the many different icons in the light gray shaded area at the bottom of the “Description” area. This is the Rich Editor. When you move your mouse over these icons a brief description of each icon’s function appears. These icons contain many of the same features found in most word processing programs.

5. To insert your image, click on the “Insert WebGUI image” icon located in the second row. This icon resembles a picture with a frame around it.
6. A new screen will appear titled “WebGUI Collateral Image Manager.”

7. You will see a link highlighted in blue at the top named “[Media]”. Click on this link. From here, you have two new links highlighted in blue: Create new folder, and Upload new image.

8. To upload an image to place in your article, click on the “Upload new image” link.

10. Click on the “Browse” button to locate and select an image file from your computer.

11. When you have located your image, highlight the file name.

12. Click “Open,” and you will see the image file name appear in the file box of the upload new image window.

13. Click on “Upload,” and your image will be uploaded to the “WebGUI Collateral Image Manager.”

Make sure you have previously given your images easily recognized names.
14. You will see the image file name appear in the “WebGUI Collateral Image” window with “[Select]” next to it. Click on the [Select] link of the image you wish to place in your article.

15. An image URL will automatically appear in the “Image URL” box, and your image will appear in the image manager located in the lower right hand corner.
16. In the layout area of the window you can select where you would like your image to appear in relation to the text in the article.

17. Click “OK” and your image will be inserted into the “Description” field of the “Add Article” window.

18. Resize your image by clicking on the image, placing your mouse in a corner and dragging it to the desired size, just as you would in a word processing program. This will resize the
19. Add additional text if you wish.

20. Click “save” at the top of the screen when you are done. Your image and text will now appear on your web page.

**Use File Pile**

File Pile allows you to upload up to 100 files to your website at one time. Various file types can be uploaded at the same time, so you are not just limited to images. For images, this allows you to simultaneously post many full size images.

To upload an image(s) using File Pile:

1. Click on File Pile in the New Content menu of the Admin Bar.
2. A screen titled “Add a Pile of Files” will appear.
3. On the screen you will see a box labeled “Upload Files.” Click on “Browse” next to this box to locate the image or file you would like to upload.

4. Locate the file/image on your computer.

5. Highlight the file name.

6. Click “Open.”

7. You will see the file name appear in the “Upload File” box. You will also see a new box appear from which to upload another file.

8. Click on “Browse” again, and continue until you have uploaded as many files/images as you would like to post on your website.

9. When you have uploaded all the files you need, click on “save” at the top of the screen.
10. All of the images you uploaded will now appear on your web page. By default, images uploaded in this way are displayed at their full size on the page.

Each of the files uploaded has its own toolbar from which to edit the image or content if necessary. You may change the image file's title, alter the menu title, or alter the URL if you wish. You may also control viewing and editing privileges for each individual file uploaded.
Asset Manager

Content managers in WebGUI can choose which editing mode is most comfortable to use while managing content:

- **Inline Editing**: content managers view the page as it exists while editing content. This is the default view in Admin mode.

- **Asset Manager**: works similar to an operating system’s file manager.

Most Content Managers become familiar with the Inline Editing view first. The instructions and examples in this book are all done through the Inline Editing view unless otherwise noted. This chapter will discuss using the Asset Manager because it contains some functionality not available in the Inline Editing view.

**Asset Manager Layout**

The Asset Manager is an easy way to manage assets from a tree view rather than from the inline view. It provides additional options while editing that are not available in the inline view, such as the Image, File, Template, and Rich Editor assets.

The Asset Manager is accessed from the inline editing view by clicking on the “Assets” icon located in the Admin Console on the left side of the screen.
The Asset Manager displays assets in a tree format, similar to a family tree. In the upper left hand corner is a crumbtrail navigation. The asset to the far right hand side of this navigation, in this example Home, is the parent page of the assets being displayed on the screen. So, in this example, all assets that are children of the homepage are displayed on the screen.

- **Crumbtrail Nav**: indicates the page or asset you are currently on. If you click on the “back to site” link on the right side of the page, this is the page you would be returned to. It is the parent of all the assets listed in the Asset Manager (in this case the parent is “Home”).
Asset Titles: the titles of the assets that are all children of the parent page. If an asset title has a plus sign (+) next to it, that means it is a parent asset itself. Click on the title of the asset to view the assets it contains.

Asset Type: this indicates what type of asset is on the page; whether it is an article, page layout, navigation, or some other type of asset.

Revision: indicates the last date on which the asset was edited.

Size: indicates the size of each asset in either bytes (B) or kilobytes (kb).

Checkboxes: check the checkbox(es) of the asset(s) you wish to manage with the editing controls.

Asset Rank: the higher the rank, the higher that asset appears in the navigation or asset tree. To change an asset's rank, simply type in the new desired rank number in the corresponding rank box. Then, click the Update button in the row of editing controls.

Editing Controls: similar to the functions found in the asset toolbar of the inline editing mode. See the section on Editing Controls in this chapter.

New Content: allows you to add an asset as a child of the current asset simply by clicking on an item in the New Content menu. Near the bottom of the New Content menu...
you will see some additional editing options not normally included in this menu in the inline editing view; they include file, image, rich edit and template.

- **Clipboard**: contains items that can be pasted to the site.
- **Packages**: these are packages of assets that may be exported as a wgpkg file for use on another WebGUI site, or selected and pasted for use in this WebGUI site.
- **Locked**: indicates if the asset is locked for editing. If it is locked, the asset cannot be edited.

**Reorder Assets**

At the top of the Asset Manager are five major headings: Rank, Title, Type, Revision Date, and Size. Clicking on one of these headings will reorder the child assets in an ascending/descending order. For example, if you click on the Last Updated heading, the assets will be rearranged in order of newest to oldest edit session.

**Change Navigation Rank**

The rank of an asset determines where the asset appears in the navigation, so it is important to know how to change the rank of an asset. WebGUI makes this simple:

- To the left of each asset title, in the Rank column, is a box that indicates the asset's current rank.
Enter the new rank value in the Rank checkbox.

Click the Update button in the row of editing controls below the list of assets.

**Editing Controls**

The Asset Manager allows extra editing functions to be performed that are not available in the inline editing view.

To the far left of each asset listed in the Asset Manager is a checkbox. These checkboxes let you select an asset(s) to be edited using the Delete, Cut, Copy, and Duplicate editing tabs below them. Because checkboxes are used, you may select more than one asset to edit.

**Update**: updates asset status; for example, if the rank of an asset is changed, the update button must be clicked to actually perform the action and update the screen to reflect that change.
Delete: throws the item in the trash.

Cut: removes the asset from its current location and places it on the clipboard.

Copy: places a copy of an item to be placed on the clipboard and used elsewhere on the site.

Duplicate: performs a copy and paste in one click. If you perform this function, a copy of the asset you duplicated will appear at the bottom of the list of child assets in the Asset Manager.

Items that are cut, copied, or duplicated can be viewed in the Clipboard, located to the right of the New Content menu at the bottom of the Asset Manager screen.

Select the checkbox of the item you would like to manage from the clipboard, go to the page in the page tree you’d like to add the item to, then click on Paste. More than one item may be pasted by selecting multiple checkboxes or the Select All checkbox.

The pasted item will appear at the bottom of the child assets with (copy) added to the end of the title to indicate that this is the item pasted from the clipboard (New Page (copy)).
Assets in the Asset Manager can also be edited by clicking on the Edit link next to the asset title. This performs the same as clicking on the Edit button of the asset toolbar in the inline editing view.

After clicking on the Edit link, the edit screen of the asset opens.

From here, asset properties can be managed, just as they were when the asset was created.
**Search Function**

In the top right hand corner of the Asset Manager are two links:

- **Manage**
- **Search**

Manage will return you to the page tree view. This is useful if you performed a search, and are ready to return to the normal asset manager view.

Clicking on the Search link allows you to search for anything in any asset class. Enter your search criteria, select the class you want to search from the dropdown menu, and click the Search button to display the results.

Click the Manage link to return to the page tree view.
Trash

Content that is deleted from the site will be transferred to the Trash. From the trash screen content can be permanently purged from the system, or restored to its original location. WebGUI contains two trash systems: trash and system trash. The system trash will display the trash of all system users. You can navigate between the two from the links on the far right hand side of the screen.

The Trash is accessed through the Admin Console. Click on the Trash icon to open the “Trash” screen.

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Last Updated</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebGUI 7.3.19 (stable) Released</td>
<td>Thread</td>
<td>7/5/2007 2:09 pm</td>
<td>3 kB</td>
</tr>
<tr>
<td>Vote Now! Best WebGUI Guerrilla Ad Campaign</td>
<td>Poll</td>
<td>8/1/2007 12:08 pm</td>
<td>2 kB</td>
</tr>
<tr>
<td>Test</td>
<td>Thread</td>
<td>7/2/2007 10:29 am</td>
<td>583 B</td>
</tr>
<tr>
<td>Support</td>
<td>Article</td>
<td>6/25/2007 10:03 am</td>
<td>704 B</td>
</tr>
<tr>
<td>+ Staff Profiles</td>
<td>Page Layout</td>
<td>6/25/2007 8:58 am</td>
<td>383 B</td>
</tr>
<tr>
<td>Services</td>
<td>Article</td>
<td>6/25/2007 9:55 am</td>
<td>427 B</td>
</tr>
<tr>
<td>Profile—250words.odt</td>
<td>File</td>
<td>7/11/2007 11:38 am</td>
<td>18 kB</td>
</tr>
<tr>
<td>Profile—250words.odt</td>
<td>File</td>
<td>7/11/2007 11:58 am</td>
<td>18 kB</td>
</tr>
<tr>
<td>Products</td>
<td>Article</td>
<td>6/25/2007 9:53 am</td>
<td>427 B</td>
</tr>
</tbody>
</table>

On this screen are all the asset’s that have been deleted by you from the site. Displayed are their titles, asset types, the dates and times they were last edited, and their sizes. To the left of each asset’s title is a checkbox; more than one asset may be checked at a time. To permanently delete an asset from WebGUI, check the box and click on the “Purge” button. To restore an asset, check its box.

By default, WebGUI purges the trash after 30 days. Your system administrator can override this setting to store trash indefinitely.
and click the “Restore” button. The content will be restored to its original location on the site.

On the far right hand side of the screen is a link to the System Trash. The system trash is content deleted by all users on the site. If you can’t find something in your trash, check the system trash as well.