

A paper in the InfoGlue Series

InfoGlue - User Manual

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Introduction

This document was written to give users working with different parts of the system a useful manual. Hopefully the information herein will make users more productive and comfortable with the various aspects of the system. Many users might find it useful to read some of the document to get an overview of how InfoGlue works and some will only use it as a reference guide. Whatever the use, hope the information is valuable and easy to understand.

The document will not include information about maintenance or development as there are other documents that will specialize in these matters. The aim is to describe the basic concepts and how you use the various parts of the system.

Feedback

This document is always a work in progress so mail any suggestions to bogeblad@yahoo.com and I will try to improve it as the platform evolves.

General concepts

What is InfoGlue

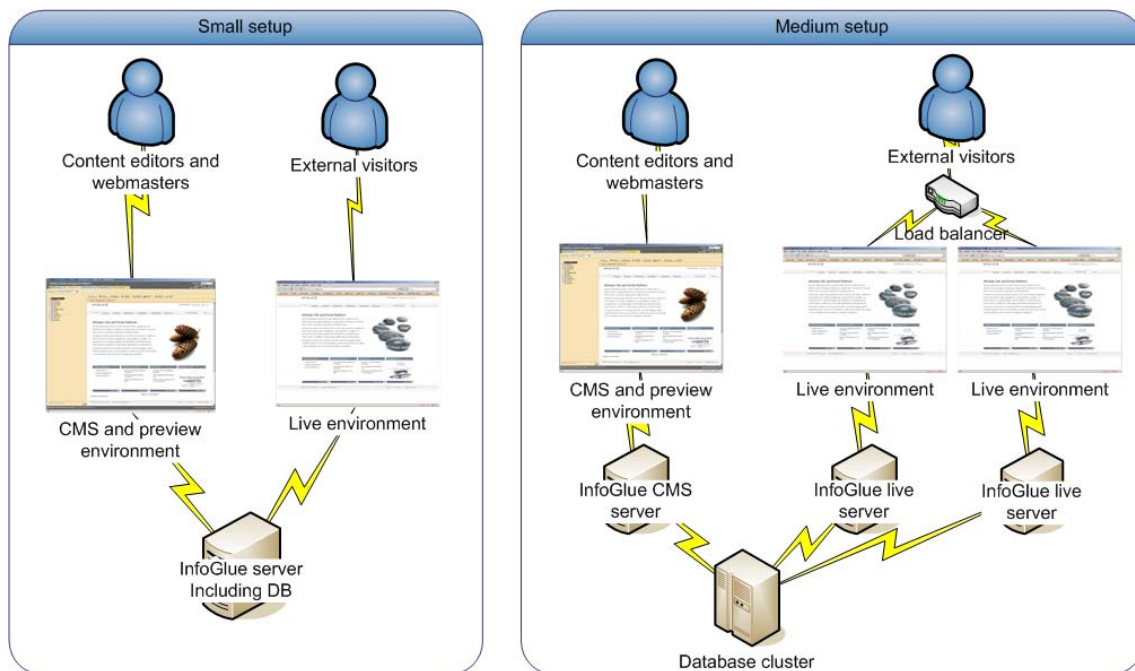
InfoGlue is a Content Management System. Content Management is very much another word for how to manage a company's or organization's information internally and externally. As content management is such a broad term we often say InfoGlue is a Web Content Management System. That is – InfoGlue helps organizations manage their information mainly targeted for the Web both internally, in intranets etc, and externally in public websites and extranets.

What parts are there in InfoGlue

InfoGlue is a pure Java platform. It is completely database driven which means both the management tool and the public sites are using information from a database. The platform consists of several different applications but from a users perspective the two important ones are the administrative tool and the different delivery engines.

The administrative tools are discussed in detail here and are where you manage all aspects of your site. The delivery engines are specialized in presenting sites to users based on the data managed by the tools. By default InfoGlue installs 3 delivery engines. The first is the working version which presents the working version of the site. There is also a version called staging site which shows the site in a preview mode so the publisher can check that the site will look good after publication. The last delivery engine is the one that shows the live site to visitors.

Here are two sketches that shows first how a simple setup could look and then a more complex example with better redundancy:



How does it work

InfoGlue is a bit different than many other web content management systems. We have chosen to strongly separate the information that is to be shown to visitors from the form in which it is shown in. This is what in general terms are called separating content from presentation. The implication is that there are two different aspects to manage – the information itself on the one side, and the layout and flow of the websites presenting the information on the other side.

We usually call information in different forms in InfoGlue for “Content”. A “Content” in InfoGlue can be text, image, word-files, animations or anything else of informational value. There are no format limitations. Everything that concerns information/content is managed in what we call the content tool for obvious reasons. You can view it as a place where all information is stored and managed no matter where it should be used later on. You can for example use it as an image bank or a file-bank if you want to and never bother about the web at all.

Many other web content management systems are very page centric. This means that they require you to fill in the information specific to how it will look on a specific page in the site. They focus on how the information should be shown and not on how to keep the information structured. Often this results in having to type in the same information many times if it's to appear on several pages on the site or on different sites. That will never happen in InfoGlue as reuse is already prepared for. The people responsible for the information focus on the texts and not on the layout or website.

The presentation/site structure part of the InfoGlue system is what handles building specific websites and it is called the “Structure tool”. With this tool you manage the site structure and chose which information to put on which pages and with which layout etc. You can also define links between pages among many other things.

This division is very important to understand before working in InfoGlue. The concept is very strong once learned and much more flexible than page centric approaches but the learning curve is a bit steeper so don't give up if you find it hard in the beginning – it will pay off later.

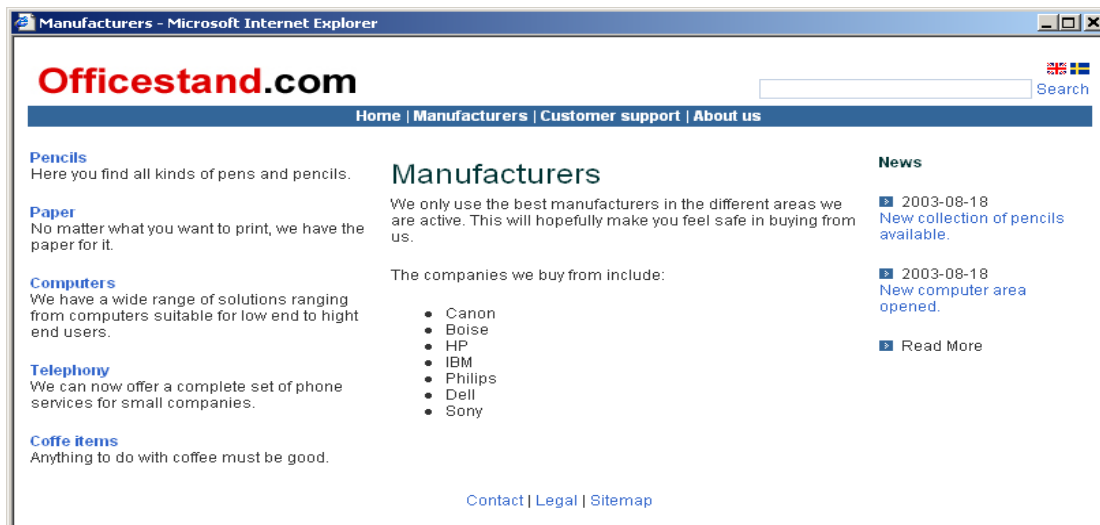
Division of chapters

The chapters are very much divided into the tools in InfoGlue. Each tool and its functionality will be described in detail from a user's perspective. In the end there are also more specialized trails describing a concept or a process in InfoGlue. We will however begin with a chapter describing the fundamental concepts in detail.

InfoGlue pages behind the curtain

This chapter was meant to give users an overview of how a page is technically structured and rendered. It is very important to understand for developers and advanced users but ordinary users may skip this chapter.

To describe we have the very simple officestand.com site. The basic look of a page would be something like the page below. **Important – this part does not reflect the demo-site shipped with InfoGlue at the moment but we use the layout as an example and the demo-site will be updated later on.**



This page is very simple but the technique is the same no matter what layout we would use or what information we want to show. The page layout is controlled by components. The page you are looking at could be structured in many different ways, depending on the developer's choices, but in this example it is composed out of many small/medium-sized components. A component can have any size and we could for example have one big component controlling the entire page if we want to but that would mean we could not manage the layout in detail for different pages. Instead we have used smaller components responsible for only a part of the page. For example there is a header component which is responsible for showing the logotype, flags and the navigation.

The concept of an InfoGlue component is very similar to the "includes"-concept found in many web environments like ASP/JSP. The difference is that the components can have dynamic properties and can be managed graphically in InfoGlue by non coders.

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The structure of a page is better shown in this drawing. Note especially that it is by assigning contents and pages to appropriate components that you actually give the components enough data to present information to the user. The component themselves most often only contain layout logic and knows how to fetch the information you assign to it.

A simple page component structure

A page has allways at least one component. This component is called the base component. It can be any component - they are all the same. In this case the base component I've choosen is just an open space with one slot where other components can be inserted to make up a layout.

The second component I've used in this example is also just for layout. It divides the page into several slots. They are header, left, middle, right and footer. If I would like another layout I just use another layout component.

In the third layer I have put the presentation components. They are components that actually display some text, images or other information to the visitor. The presentation components themselves most often never themselves contain text or other information. Instead this is collected by the component logic (template) through it's bindings.

A binding is what connects a source of information with a component so that the component can use it for presentation or other purposes. The header component has for example a property called "Logotype" which lets the page administrator bind the appropriate logotype content to that component.



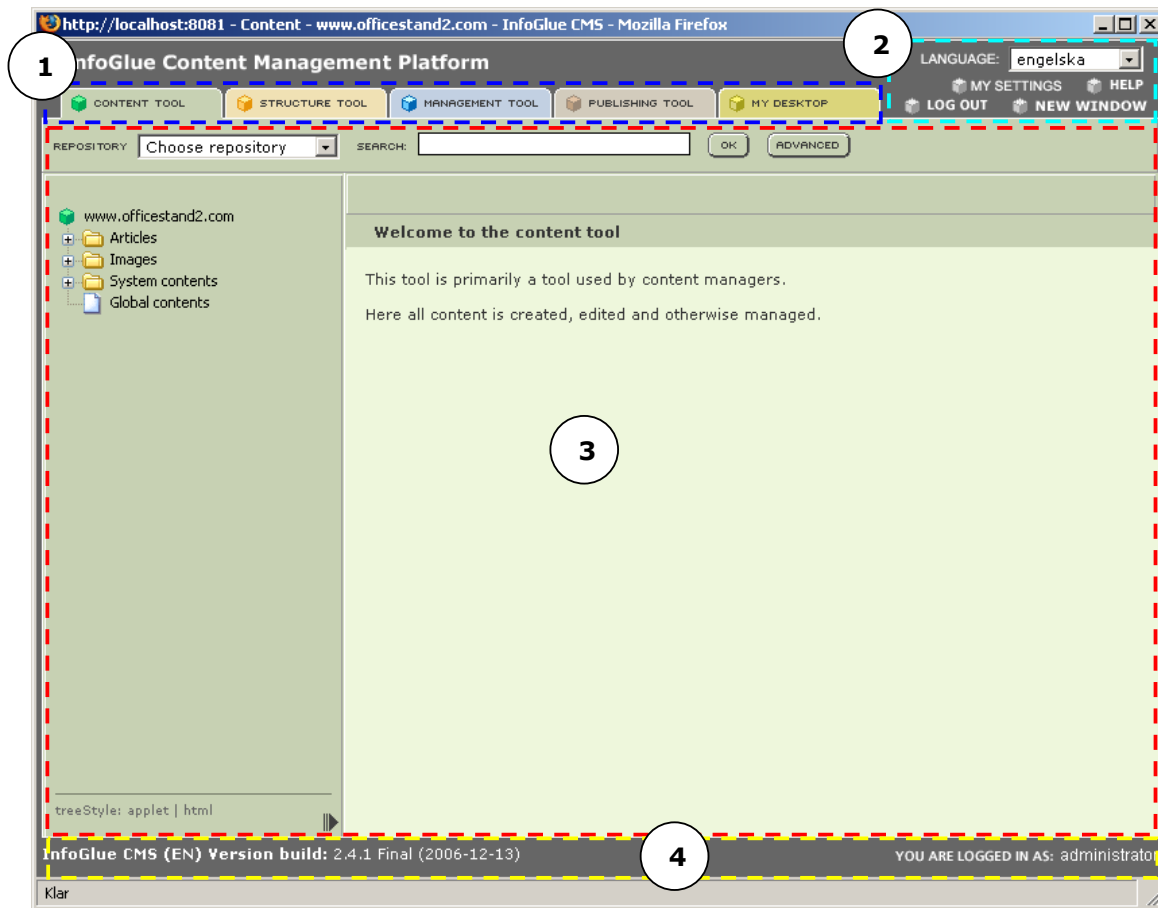
Hopefully this section has helped you to understand the basics of how a webpage is built in InfoGlue. We will now take you through the different tools to show you where the work is done.

In all chapters we will assume that you have logged into the InfoGlue administrative tool. If you don't know how to find it or have questions please consult you administrator.

Presenting the administrative tools

InfoGlue comes with tools for managing all aspects of your system. They all share a common foundation in which you can reach the different parts. The starting point for the tools are usually <http://servername:portnumber/infoglueCMS> (your administrator will give you the exact address). When you first go there you will be asked to login which you do with the information given to you by the administrative personnel. After your first login you will be shown the standard tools.

Introduction to the interface



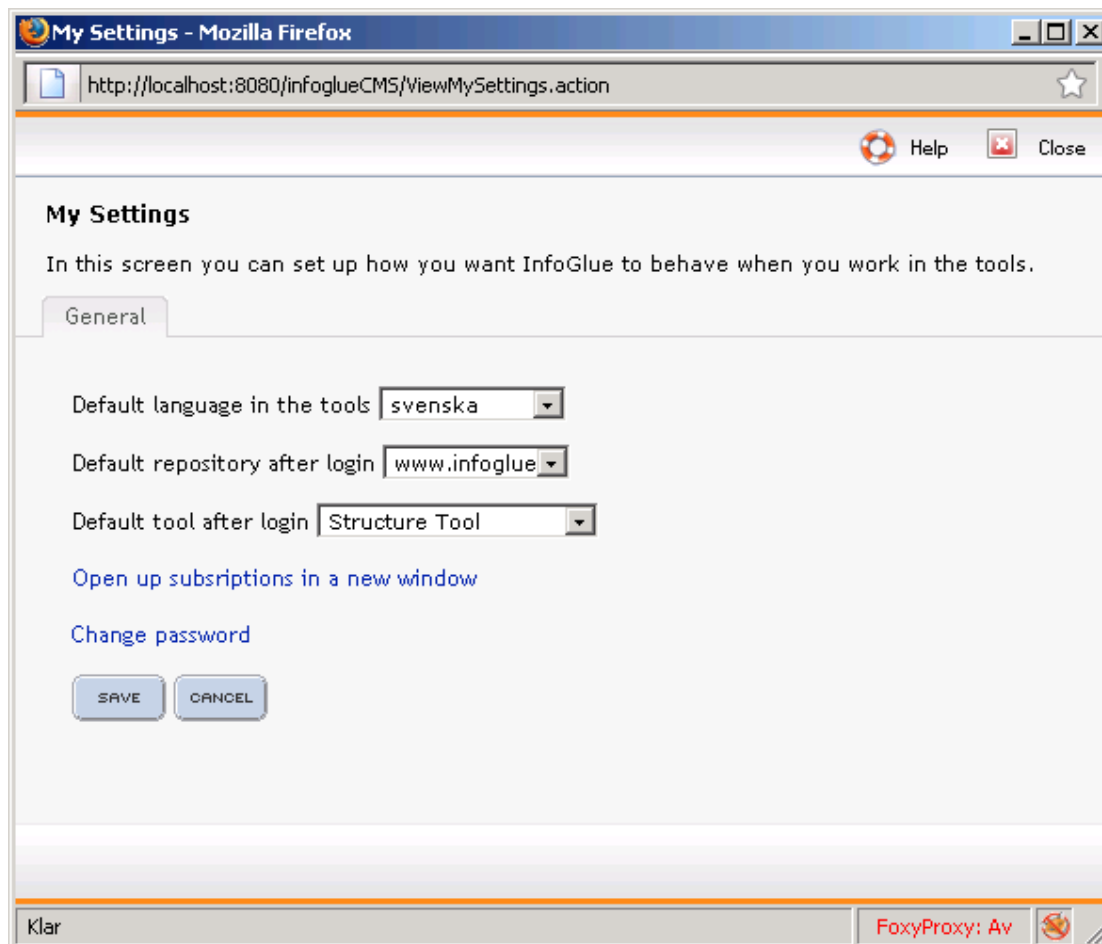
Description of main areas:

1. **Marked in Blue** – This is the list of tools available to the user. The different tools will be given each own chapter later in this document. The tool is represented by a tab which can be clicked to activate the tool which then will show it's interface in area 3. Which tabs are available to which users are possible to set for each role in the management section also described later.
2. **Marked in Light blue** – This is the tool settings and action area. Here you can select which language the tools internal information and labels should be in. You can reach the help-system, open a new tool window, log out and reach your personal tool settings. More on the personal settings later.

3. **Marked in Red** - This area is where the tool functionality is shown for the tool tab you pressed in area 1. The tools can look very different depending on what they do.
4. **Marked in Yellow** - The footer shows the version number of InfoGlue. It also shows who you are logged in as currently.

My Settings

From InfoGlue there is a "My Settings"-link in the header that lets you come to a personal settings area. The settings you do here will have to do with your preferences in how the tools should behave when you are logged in and working with InfoGlue. In time more things will be customizable. Currently the view looks like this:



As you probably understand from the screenshot the available settings are:

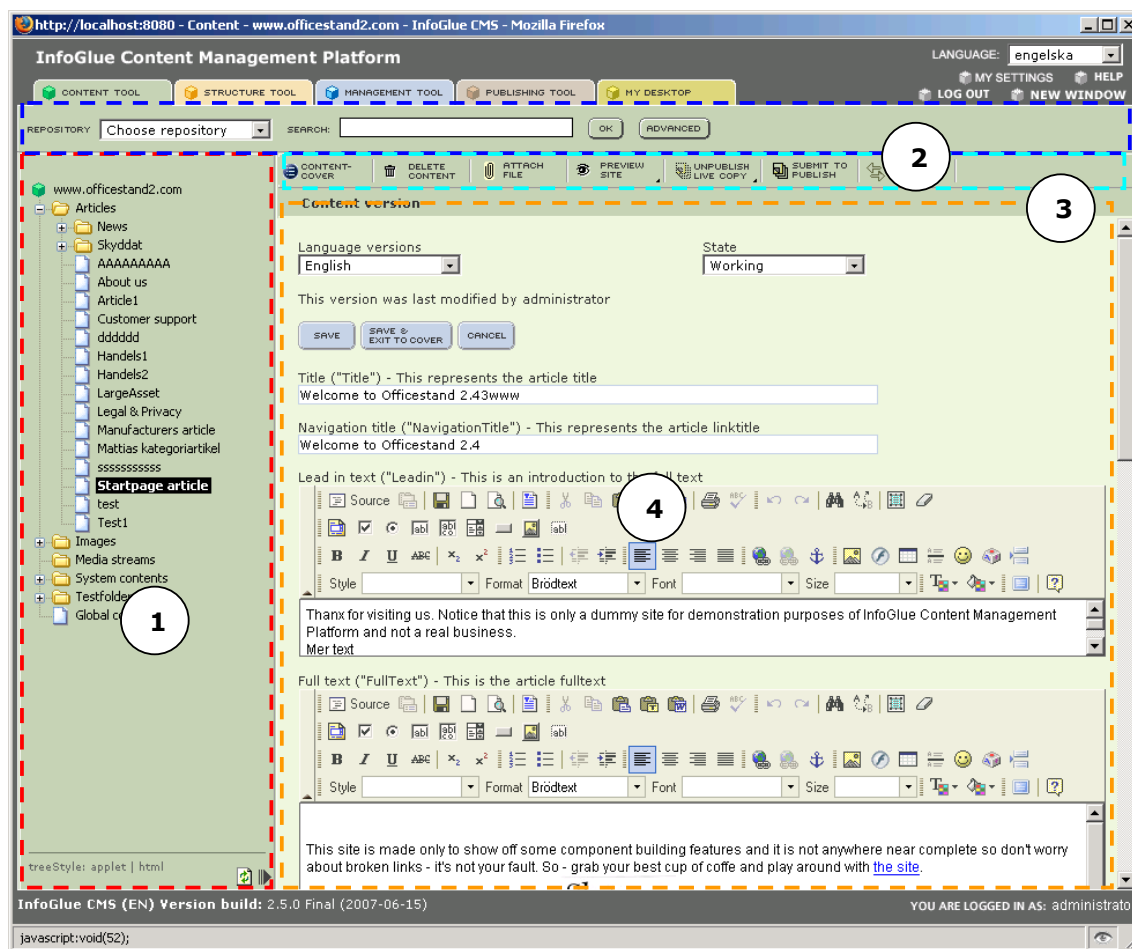
1. Which language should be default in the tools when I log in.
2. Which tool of the tools I have access to should be shown by default when I login.
3. Change password by clicking on the link. You will have to state your old password.
4. Click on the link if you wish to set up subscriptions on content events etc.
5. Change password by clicking the link and following the wizard.

Content tool

As stated before the Content Tool is used for storing all information in a structured way. In this tool you never worry about layouts or where to present it. The users instead concentrate on maintaining the information itself, including texts, images and other assets you want to handle in InfoGlue.

The typical way of dividing work is to let all personnel be allowed to manage information they are qualified to edit in this tool but to centralize layout decisions and site structural management. As this is most common setup the content tool is the mostly used tool of them all.

Introduction to the interface




Description of main areas:

1. **Marked in Red** - Navigational area showing the current content repository. The structure resembles the folder hierarchy you have on your computers file system and you are fully free to structure the contents in any way you want. There are only two different types of items in the tree; folders and contents.

The tree is available either as pure HTML or as a Java-applet. The user can switch tree at the bottom of the area. The user can also expand the tree sideways if it contains long names. This is done by clicking on the right-arrow in the bottom right. It will expand for a few times and then go back to minimal width.

2. **Marked in Blue** - Repository and search area. Here you can select which repository you want to view by changing it in the drop-down. The last repository you worked with is remembered during your session if you switch tools and similar. However – each time you log in the first repository is chosen by default.
You are also able to search among the repository content in the search field. The search can not search binary assets like word or PDF-files yet. For now it only supports ordinary content. InfoGlue also supports more advanced searches and can also replace occurrences. More on that later.
3. **Marked in Cyan** - This area is where the functionality is reached. The actual buttons vary depending on what item or view you are working on in the main area (4). As the buttons can be quite numerous we have made the area scrollable by an arrow in each corner. The central buttons should be reachable anyway though.
4. **Marked in Orange** - The main area is used for most dialogs and functions as the main interface.

Notes on the content tree menu

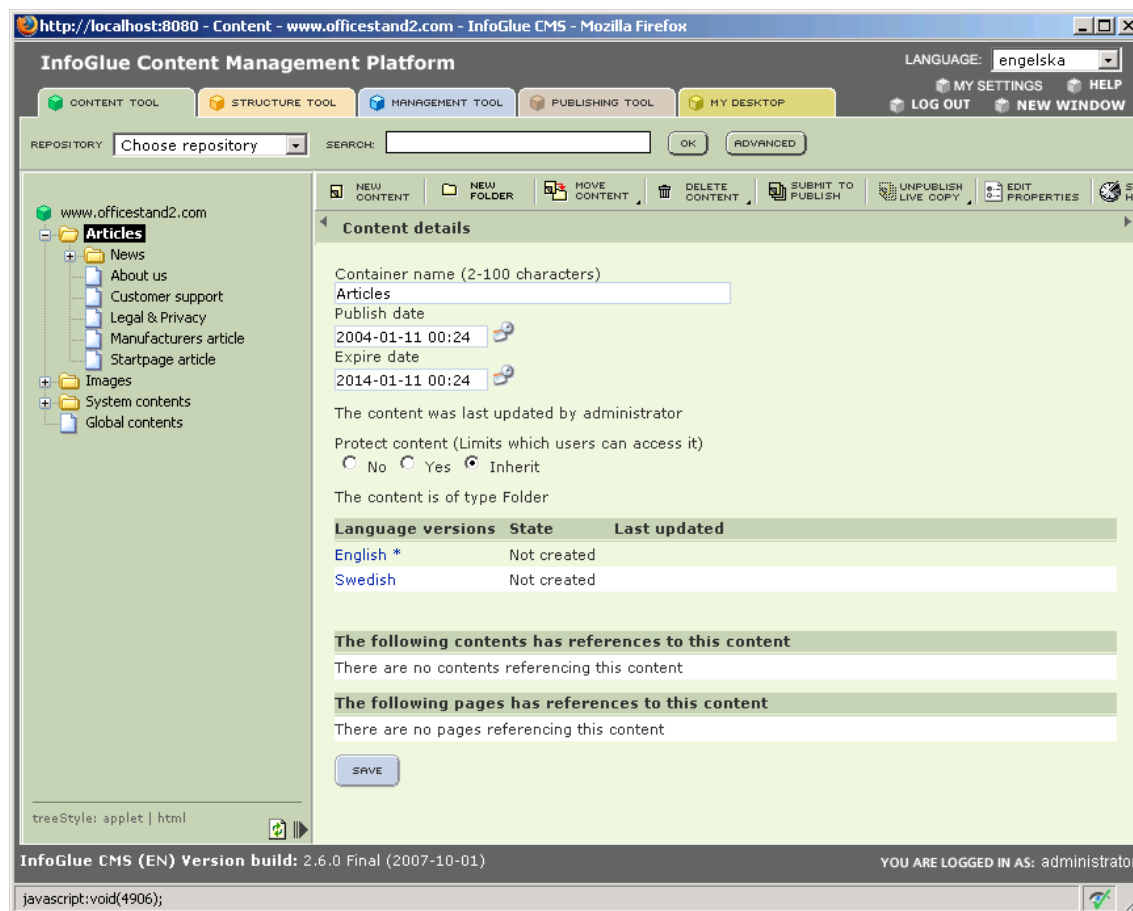
The content tree has some additional features one should mention. One is that it remembers the last known state/expansion of the tree between sessions so you don't always have to start with a closed tree. However, as this is handled through cookies, IE with it's limitations on cookies sometimes get "stuck" with a state no matter what. If you want to reset the cookies and reload the tree there is a new button  since 2.5.0 that does just that. It's located at the bottom right in the tree menu.

Also – since 2.5.0 there is a feature that let's organizations add different custom icons for different content types. Read how to set it up in the administrative manual.

Creating new folder – structuring your info

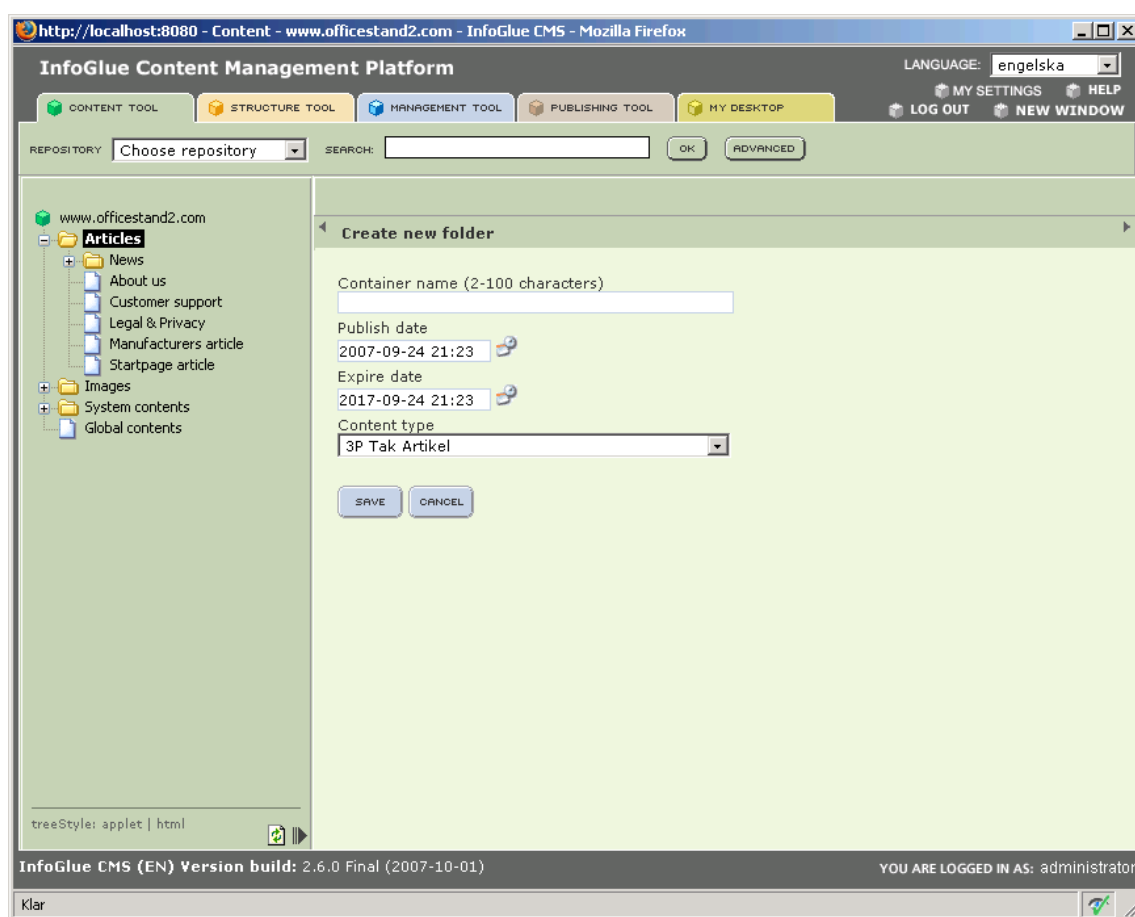
Most often you want to have structure in which you can store your contents in. This is done with folders in InfoGlue. A folder can contain other any number of folders and contents so you can create your own hierarchies any way you want. To create a new folder you must first select where to put it. You do this by clicking on the folder you wish to put it beneath.

For example – if I want to put a new folder beneath products in the officestand2 content repository I mark the folder Articles:



The menu above the main area will now change and reveal the functional buttons available for this folder. Now click on the "New Folder"-button and you will be asked to enter a folder name.

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InfoGlue now also supports treating folders as contents as well. This gives great flexibility in some cases so you must choose what content type the folder should be of as you do with ordinary contents. In some cases people decide to create a special Folder content type but you can use any content type. Here we use the ordinary "Article" content type.

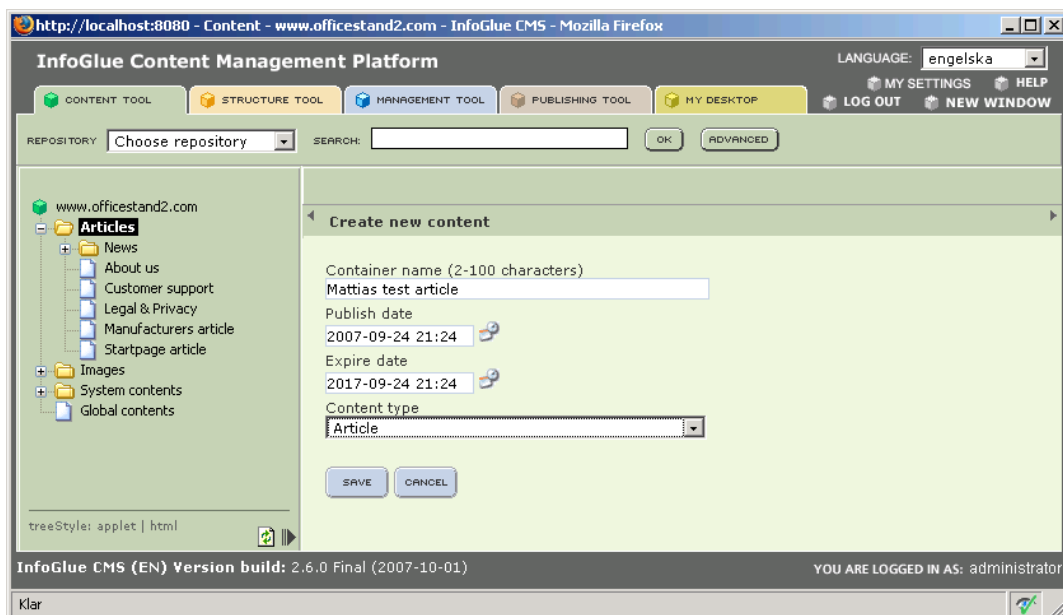
You also must state when the folder-content should be published and unpublished. You are able to set the date to a future date and then the content will not be visible until that date. To change the date you click on the calendar symbol. Default the publish date is set to today's date and that the expire date is 50 years ahead so you can probably go with the defaults in most cases.

Then enter a name of the folder and click the "Save"-button and you have completed creating a new folder.

Creating new content

As this is one of the most common tasks it should be understood thoroughly even though it's not a very complex process. As in the case where you create a new folder you must first mark the parent folder in which you want to put the new content.

After you have done that you just click "New Content"-button and you are shown this interface:



Start with stating the name of the content. This name is only used internally and should be named as naturally as possible. There are some limitations to the length of the name so try to keep it relatively short but descriptive.

Next you state when the folder-content should be published and unpublished. You are able to set the date to a future date and then the content will not be visible until that date. To change the date you click on the calendar symbol. Default the publish date is set to today's date and that the expire date is 50 years ahead.

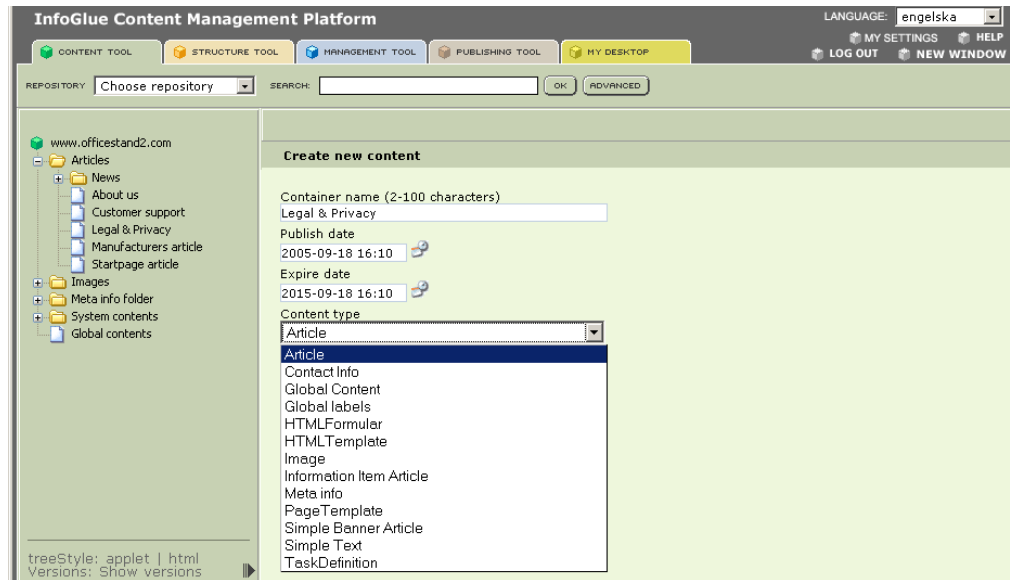


The calendar is quite easy to understand and when you have marked the desired date you click "OK" and the date is transferred to the main view.

You then do the same for expire-date if you want to define a special expire date. The content will then be removed visually at that date.

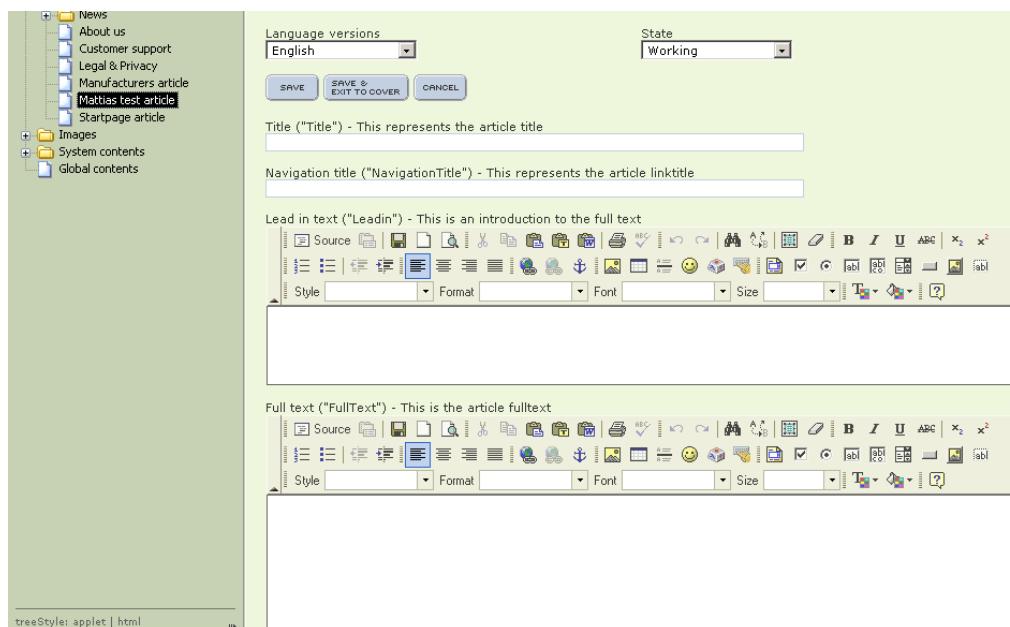
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The last thing you must do is to choose which content type you wish to base this content on. The content type is in short a definition of what attributes and properties a certain information-item contains. This means that the input will contain different fields depending on the content type so in that sense you can almost see it as a template for a specific content. A Curriculum Vitae is for example built up of other sections and meta info than an image is. The content types are defined dynamically in the system by the administrators.



To select the content type you want to use just select the right one in the select box.

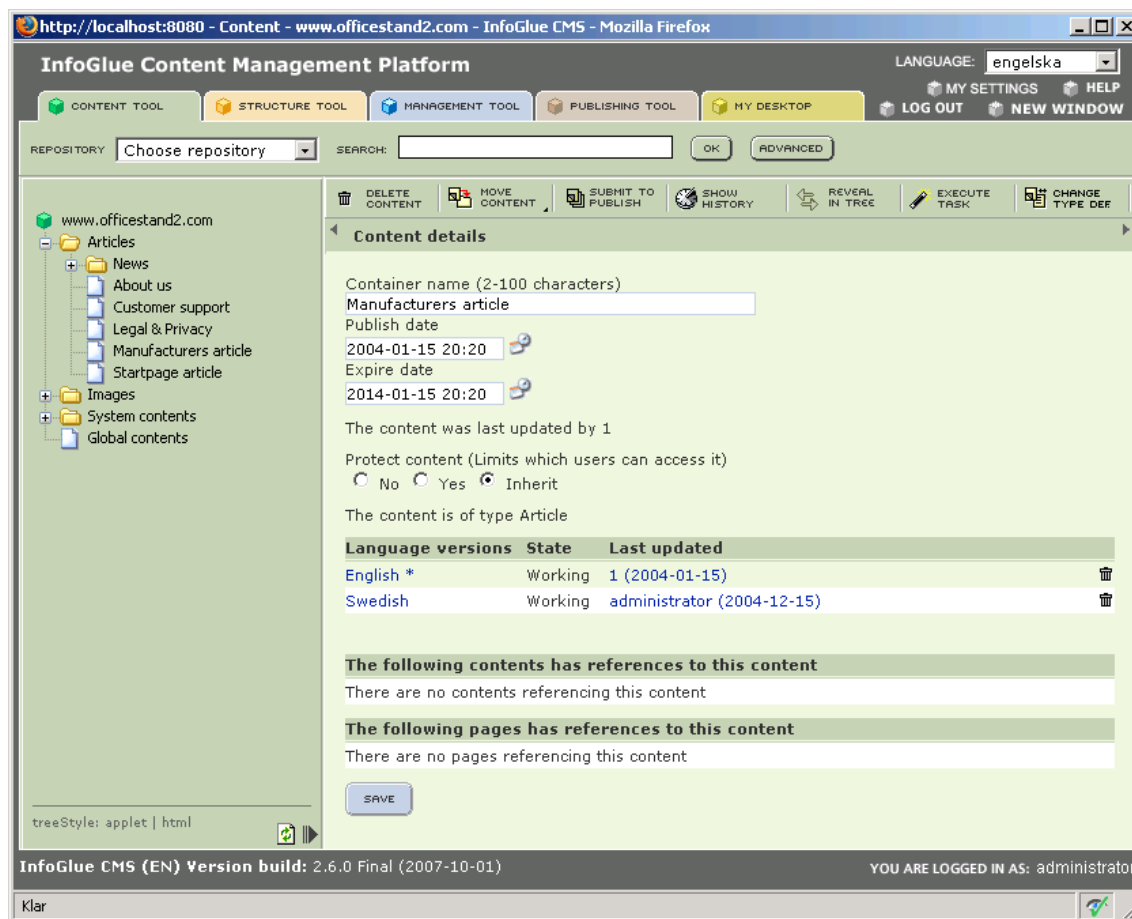
Now you are ready to save. Just click the "Save"-button and the content is created. Now the screen will look something like this and will show the editing view for this sites master language so you can start entering texts directly.



The next section will cover editing of the language versions.

Editing language versions

In the previous section we ended the section with a view of a newly created content and the master language version of that content. So if you have English as default language on the site you are working on the English version will be shown first. If you press the "Content cover"-button you will be shown this view which shows the meta data and language versions for this content:

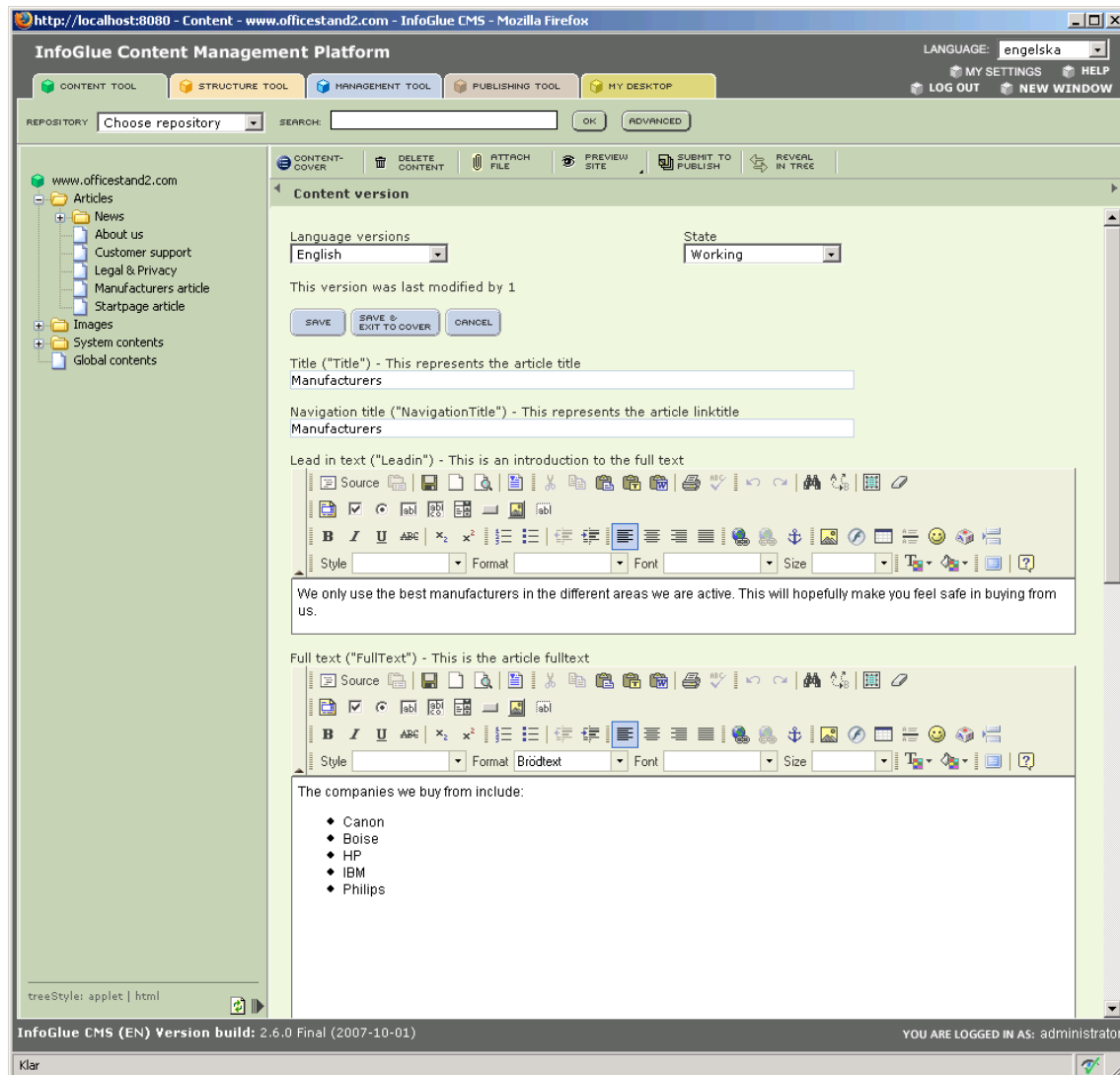


Some of the fields in that view are already known to you but the lower part is new. The first new thing is if the content are to be protected or not. This is covered later on. After that InfoGlue shows a list of languages-versions that are possible to edit. The left side shows which language you can edit and the right side shows what state it currently is in. If no one has edited the version it will "Not created". Else it will either be "working", "publish" or "published" depending on what work is being done.

The last part shows any relations this content has to other contents or if pages are using this content right now. More on that later.

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To edit a language version click on the language name. The view will be the same as the one before and the interface is based on the content type. In this case the "Article"-content type.



If the persons setting up the content types has done their job well the headlines over each field will be enough to guide you to what information is to be filled in I which field. After you have edited the fields you click the "Save"-button and your first language version is created.

WYSIWYG Editor and InfoGlue features connected

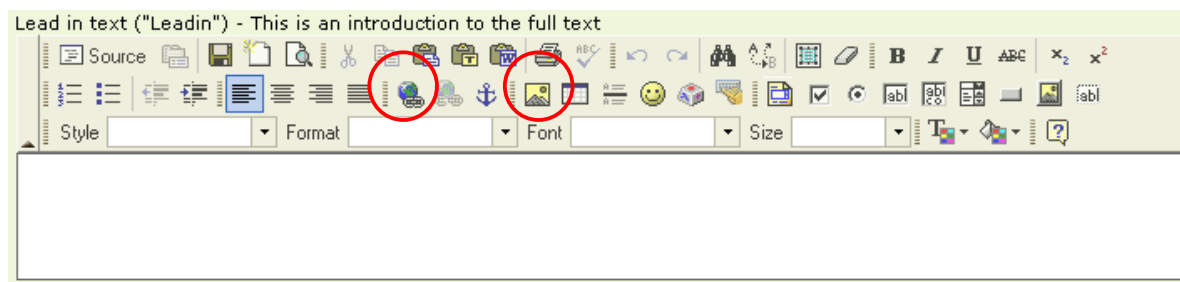
Before reading further I urge all of you to consider the flaws of editing content through a WYSIWYG-editor. The very idea of mixing the information itself with presentation tags destroys the value severely.

This is probably why most of you looked at InfoGlue – because we use a more structured information model. We feel that information should be handled very separate from it's presentation which means the templates themselves should handle all presentation tags and only present pure info. Once you have enabled the WYSIWYG editor you will get information that is mixed with information about style, indentation and tables etc.

Now – we also recognise the value for users to be able to handle some information this way which is why we have included the WYSIWYG at all. Just make sure not to overuse it. If you do – why not stay with FrontPage.



Anyway – there are some nice features in InfoGlue which enhances the normal behavior of the editor which by the way is "FCKEditor". This manual will not go through the normal features as they are very similar to those in normal text editors. Instead we will talk about the extra features added by InfoGlue.

Default an attribute with the WYSIWYG enabled will look like this:




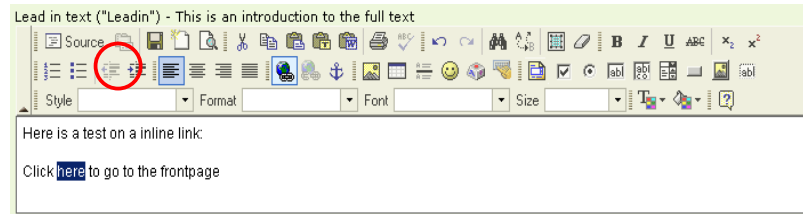
As you can see there are far to many buttons available as standard. Most organizations will want to limit the number of buttons available to the users and also customize which users should have access to which buttons. All of this is configured on either repository, role or user level and will be described later in a separate chapter.

The buttons which has special InfoGlue-functionality are the marked ones.

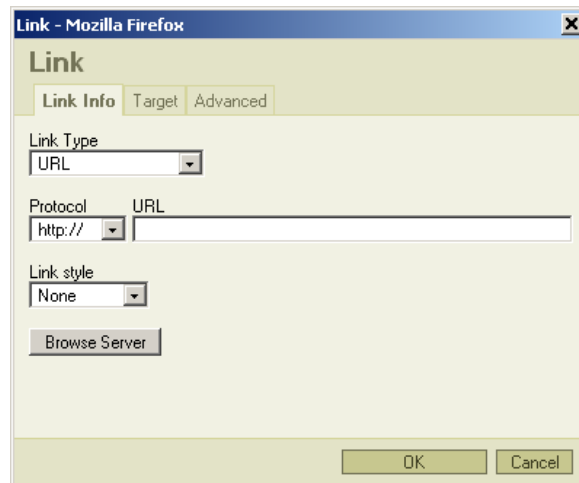
1. The button  represents the link handling in the editor. Inside that a InfoGlue-feature is added to assist the user to make a link from a text to another page in the site or to an InfoGlue asset (PDF, Image etc). This is called an Inline Link.
2. The button  represents the image handling in the editor. Inside that a InfoGlue-feature is added to assist the user to show an InfoGlue-image inline in the text. The image can come from any content on any site.

Inline links

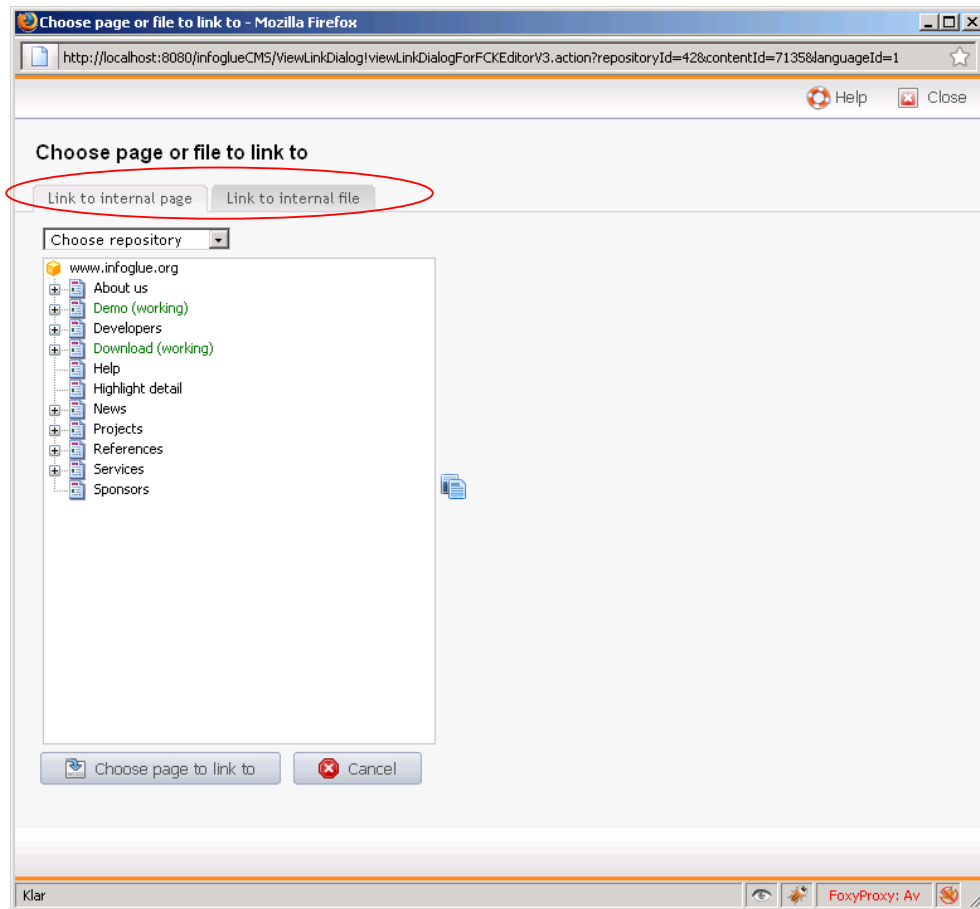
If you want to link to an InfoGlue-page or to an InfoGlue asset from your text you first write the text that should be linked and mark it. After it is marked you press the  button.



Next the following dialog will ask you to enter the URL you wish to link to. Default the link is an external URL but you can also click on the "Browse server"-button to activate the InfoGlue dialog and link to pages/assets in InfoGlue – also known as inline link.



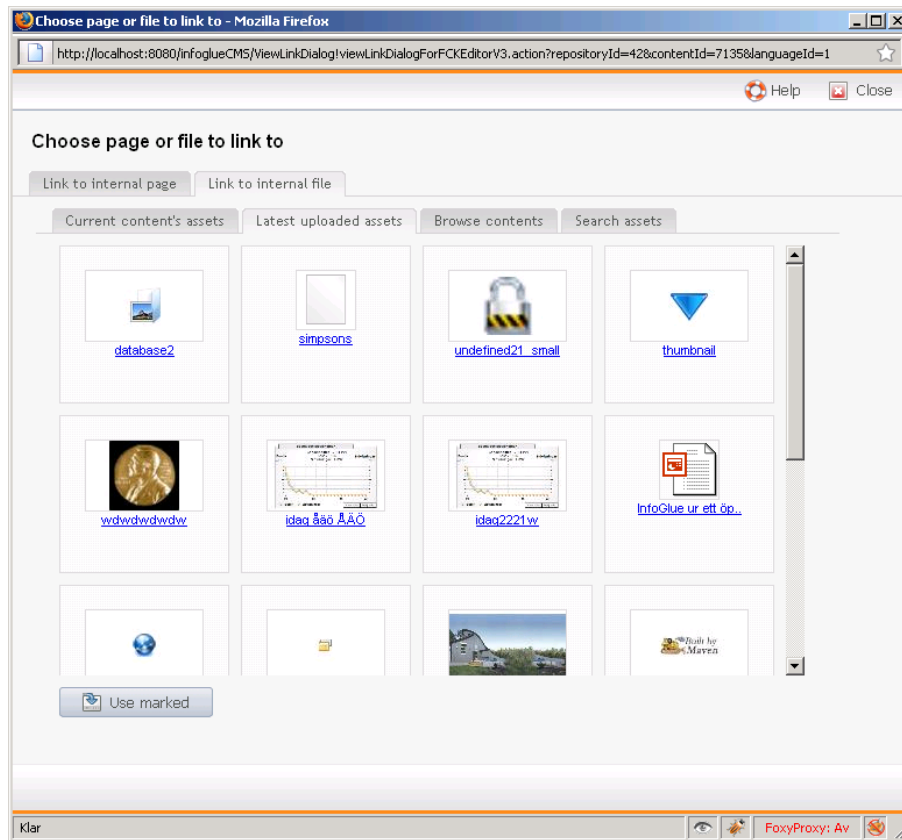
We get the following dialog if we click "Browse Server":



The view shows the structure tree by default but there is also a tab for asset browsing in the head. If you wish to link to another page in InfoGlue you select the page in the orange tree and then press save.

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If you wish to link to a PDF, image or similar you have to change view in the head (marked with red). The following view will be shown:

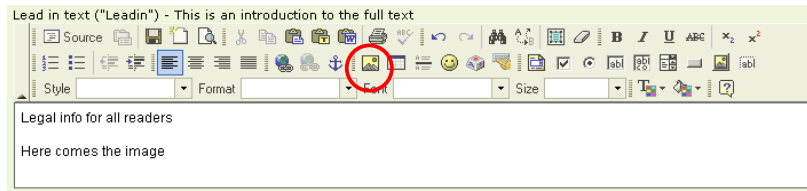


You then navigate and click on the content and select a contents assets which will be shown to the right for each content. You can also add new images by pressing the link "Upload new image". When you have selected an asset on a content you can press "Save" and there will be a link in the text to that asset. If you mark that link and press the same button again it will show the screen with the properties of the link editable.

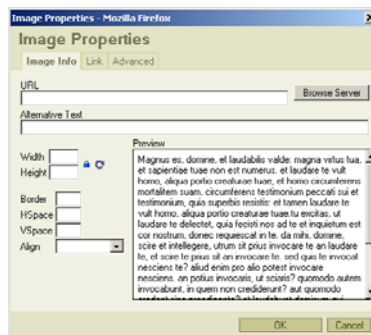
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Inline images

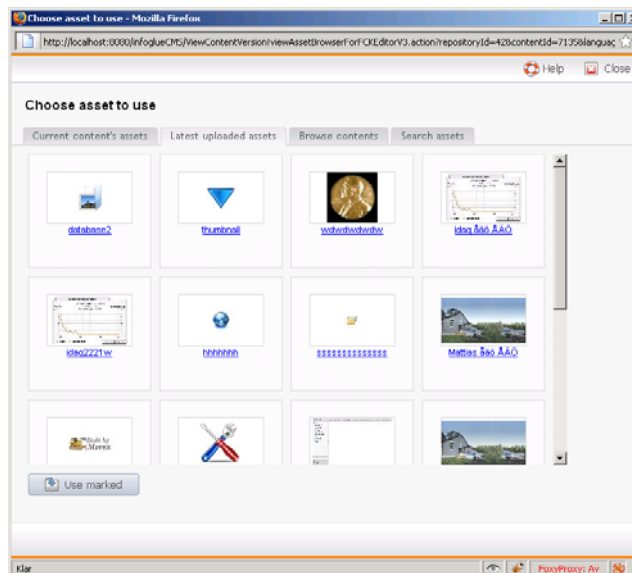
If you want to use an InfoGlue-assets and especially images in your text you just have to position your cursor where you want the image to end up and then press the  button.




When done you will get the following dialog which is standard for FCKEditor which is the WYSIWYG-editor InfoGlue uses:



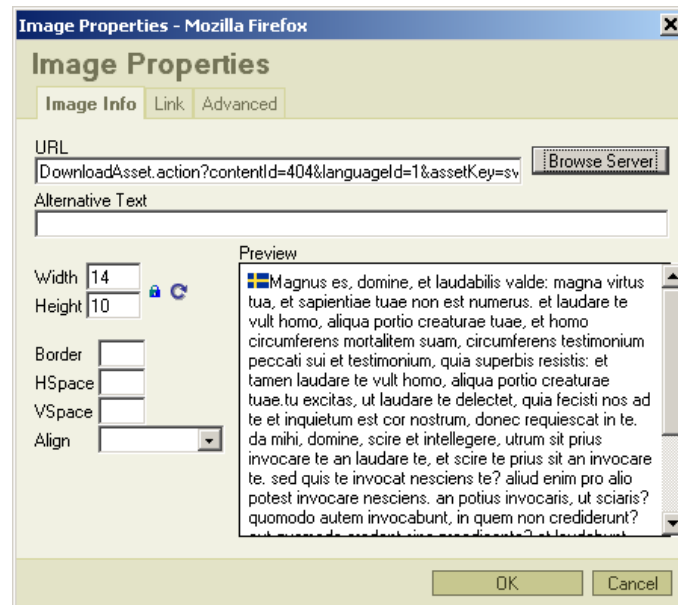
You can of course state an ordinary URL to any image but if you want to use assets/images you uploaded in InfoGlue you press the "Browse Server"-button. This will show the following interface:



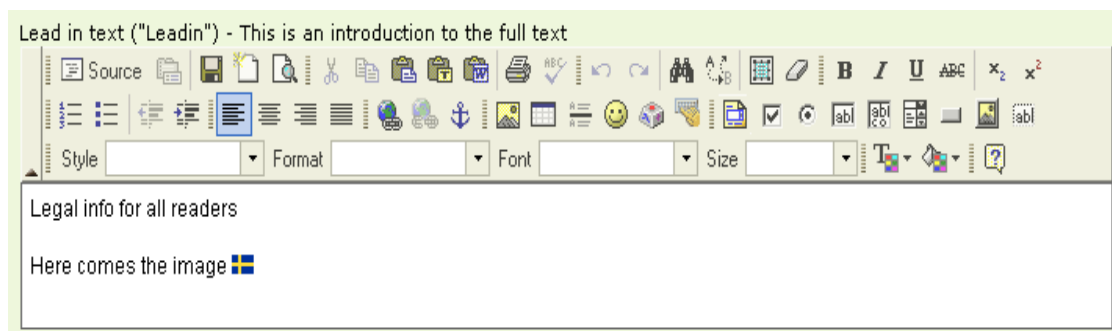
To the left is the content tree as in the content tool and to the right all assets available for a certain content will show. In this example we have clicked on "Global contents" in the tree and as you see it had 2 flags available. To insert one I just click on the one I want and press the "Save"-button. If you want to search for an asset you can use the -button in the header and you state the asset key or file name you want to look for.

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After you select the asset to the right the view will change back to the previous one and now the selected image is shown in the preview field.



To finish the insertion of this image now just click the "OK"-button and the result will be the image inside your text area.

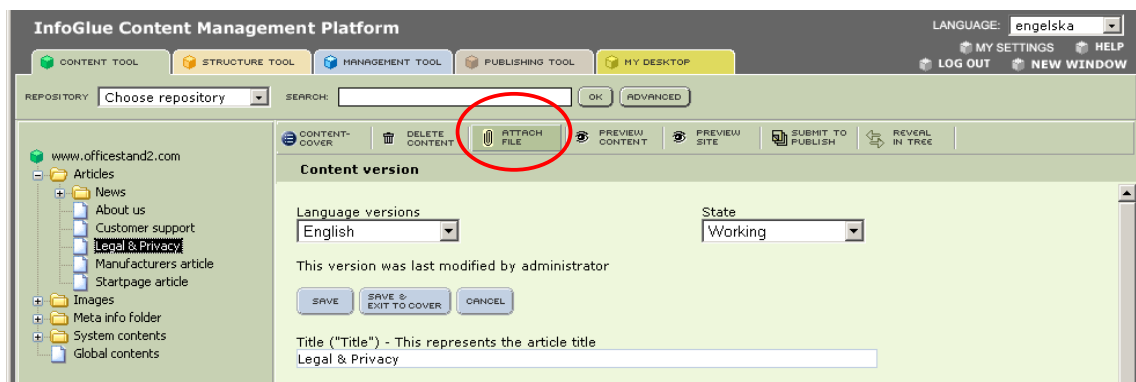


Asset handling / file upload

Often, when handling web content, texts are just a part of the information that meets the visitor. Most often you also want to handle other kind of information like images, documents and sound-files as well. In InfoGlue such content are called Assets and they can be uploaded to the appropriate content.

An example could be that you have an article which introduces a large PDF-document which the user can download. The appropriate way would be to attach the PDF-asset to the introducing article probably. There are other ways as well and it depends a bit on what you wish to achieve.

If you want to upload an asset to a content you must attach it to a language version. The reason is that most often with most assets you want to be able to upload different files to different languages. There are fallback possibilities in the presentation later if the file is valid for all languages. Be aware that you must first save a first version of an article for the "Attach file"-button to appear.



Now that you have a content version you just click on the "Attach file"-button. The following dialog will be shown:

Upload asset

Detailed uploadBulk upload

File upload (Max 50 MB)

State a key for this attachment if needed

Select which file you wish to attach

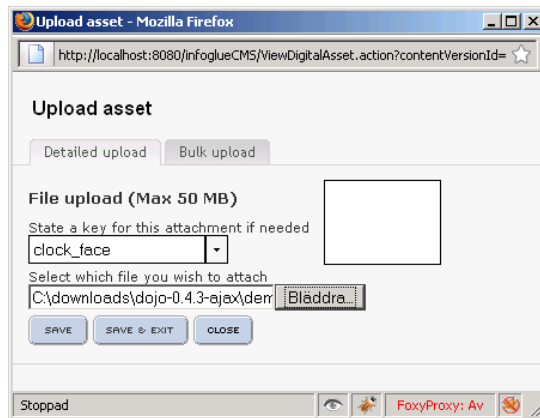
Bläddra...

SAVESAVE & EXITCLOSE

This view requires you to state an asset key (if you browse file first the filename is proposed as assetkey). This key is used by developers if you have attached a lot of different assets to the same article or if they have different meaning or format for similar images. Use a good key or a predefined if the system administrator has predefined them. To view predefined keys just click the drop-box down arrow and select the right key. If no suitable keys are defined you write your own key. "PDF", "NormalImage" or "Flag_se" could all be suitable keys depending on context.

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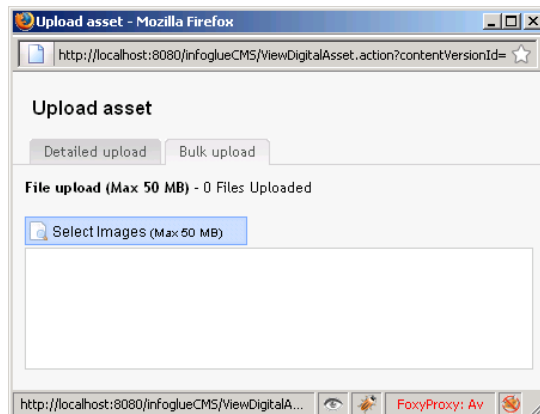
Next you browse your hard drive for the file you want to upload.



After you have selected it just press the "Save"-button and the dialog will report when the file was uploaded. Now you can continue upload assets if you have more or you just press "Close" when you are satisfied.

Now you will notice that last in the language version will be a list of the assets uploaded. If it's an uploaded image a thumbnail will be shown – otherwise a suitable icon.

If you have many asset you want to upload you switch to "Bulk"-upload:



To edit an existing asset you just click the edit link below it. You can click the asset to preview it and the "Delete"-button lets you delete it from the system.

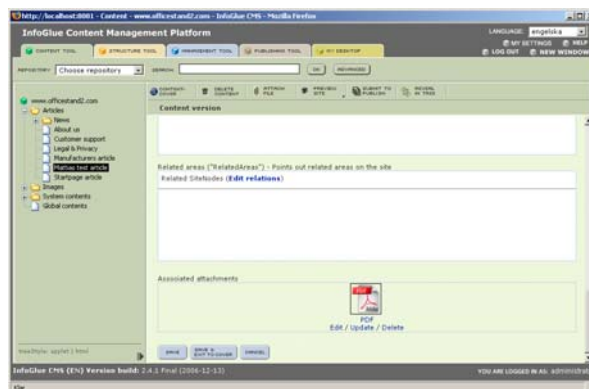


Image editor

If you have uploaded a gif or jpg you can click the edit-link and get to the image editor which currently is very experimental but works somewhat ok. You get the image in the main field and a small palette of tools to the left.

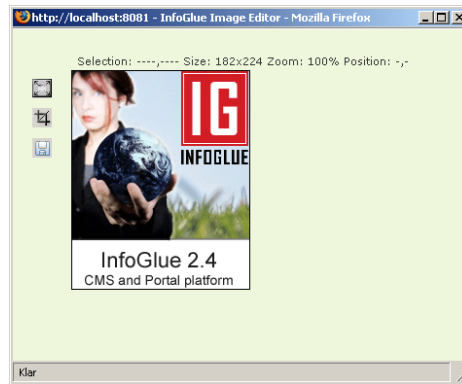


The image area is markable – just klick somewhere on the image and drag to another point and a rectangle is formed. The picture below shows the rectangle and the non selected parts are greyed out.

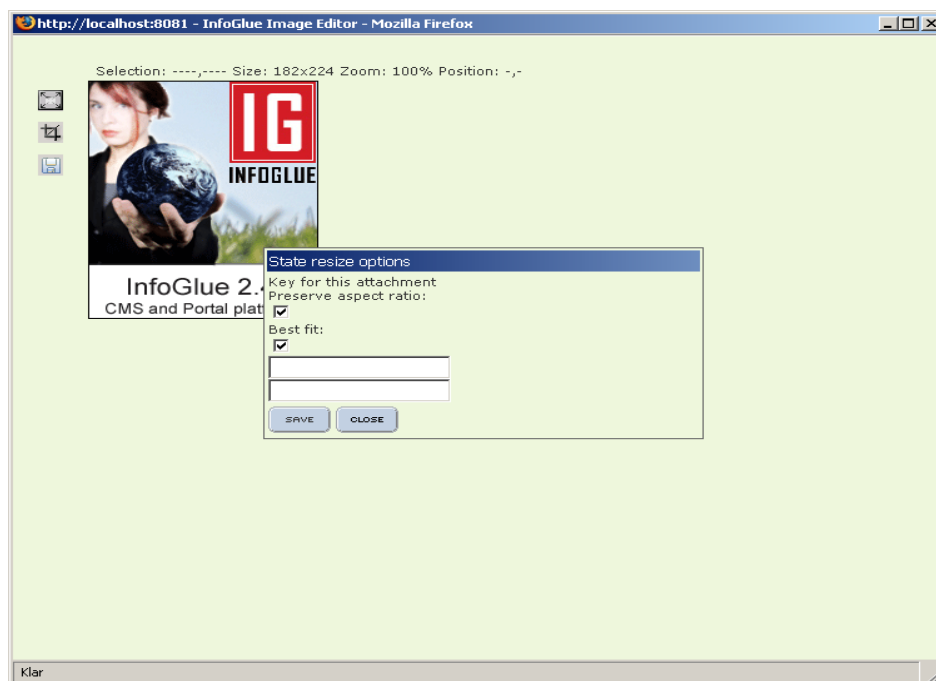


When you have selected an area of the image you can use the crop tool. It looks like this and means you can cut away all except the marked area. The result would be:

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There is also a image scaling tool which is represented by the icon
When you click that you don't have to mark an area fist but you get this dialog:



What you do is to state what width and height the image should have after the scale or only one of the fields. The first field is the width and the second height.

When you are done with the image and wants to save it just press the save-icon and the dialog below is shown:



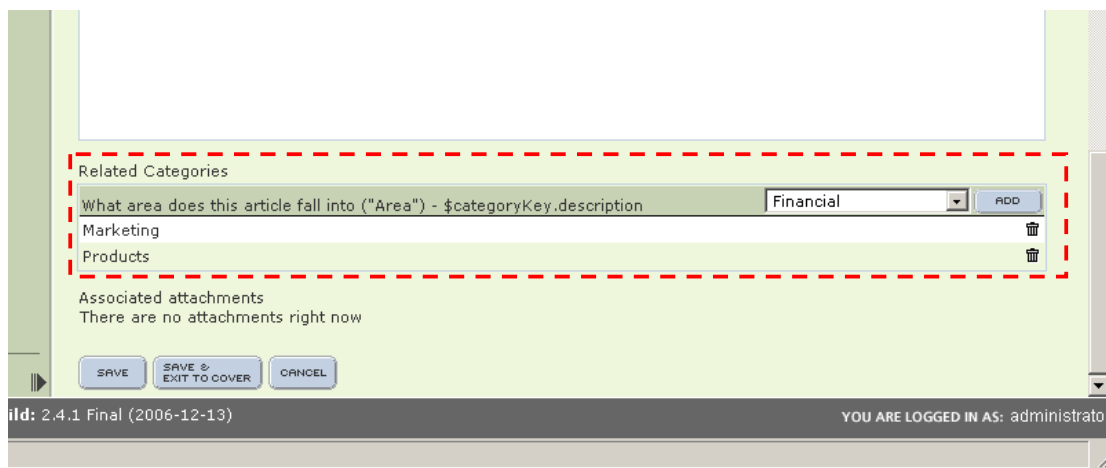
Just state an asset key and press the "Save"-button.

Categorization of contents

This part will assume you will read the part in the management tool about categorization. In this example we will just assume that someone has set up the different category areas we should be able to categorize on. Last in each content version the available categories are located.



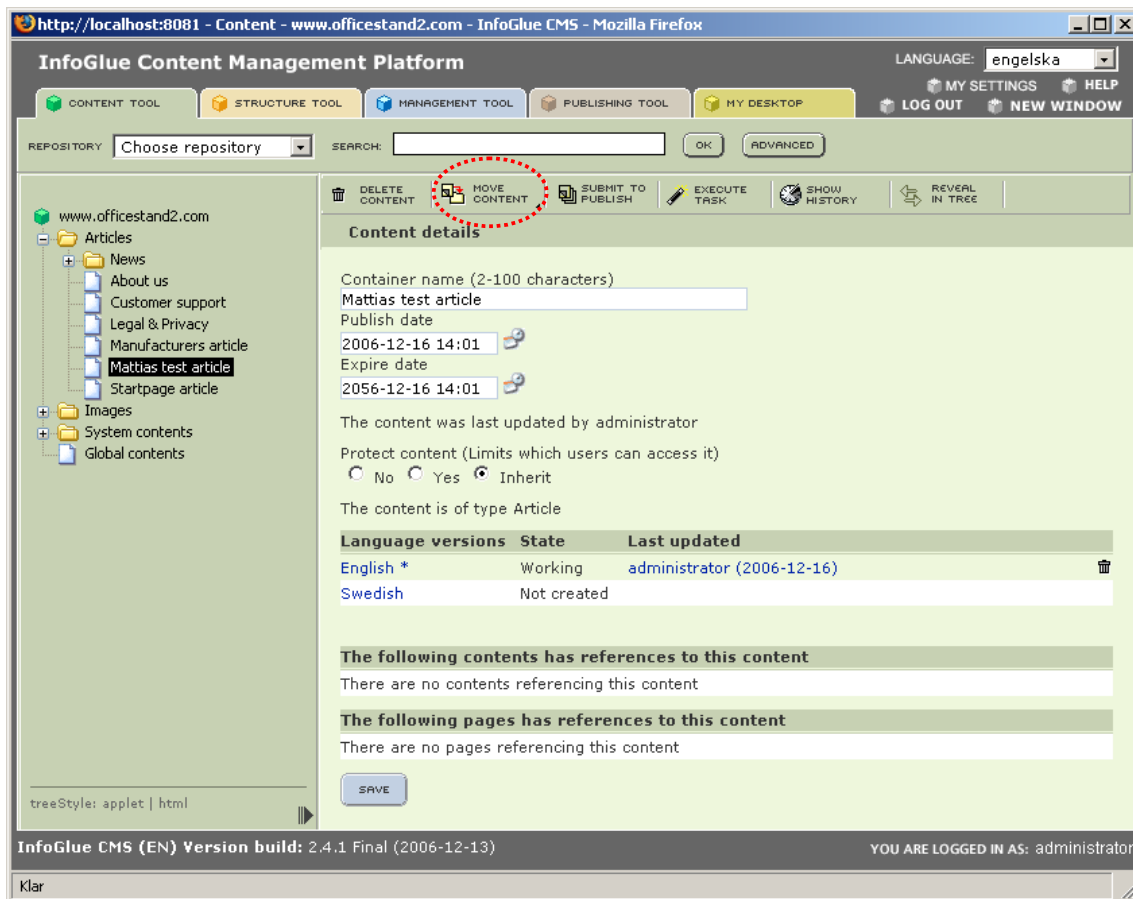
To categorize a content on "Area" for example you select the topic area suitable in the drop down and press the "Add"-button. You can choose more than one area and the categories will be shown in a list. It will look like this:



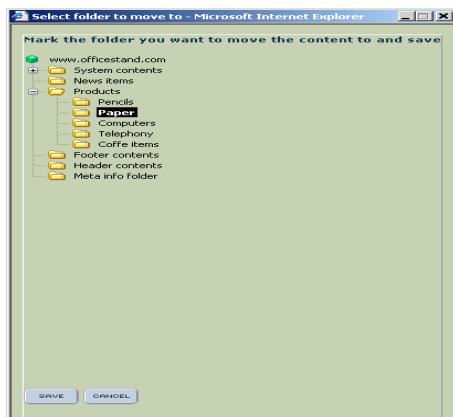
So what we have achieved by doing this is to give the developers additional information so they could build a site customized to only show information categorized to be about Europe on some part of the site no matter where that info is stored. This is a very powerful feature usable by for example personalized sites or intranet.

Moving content/folders

Often you want to move information as the site changes or you want to reorganize things. This is easily done in InfoGlue. Just mark the folder or content you wish to move and then use one of the "Move"-button in the function area. When you move your mouse over the button another button is shown and the difference is that the lower ones can be used to move any number of contents to a folder instead of just the current content.



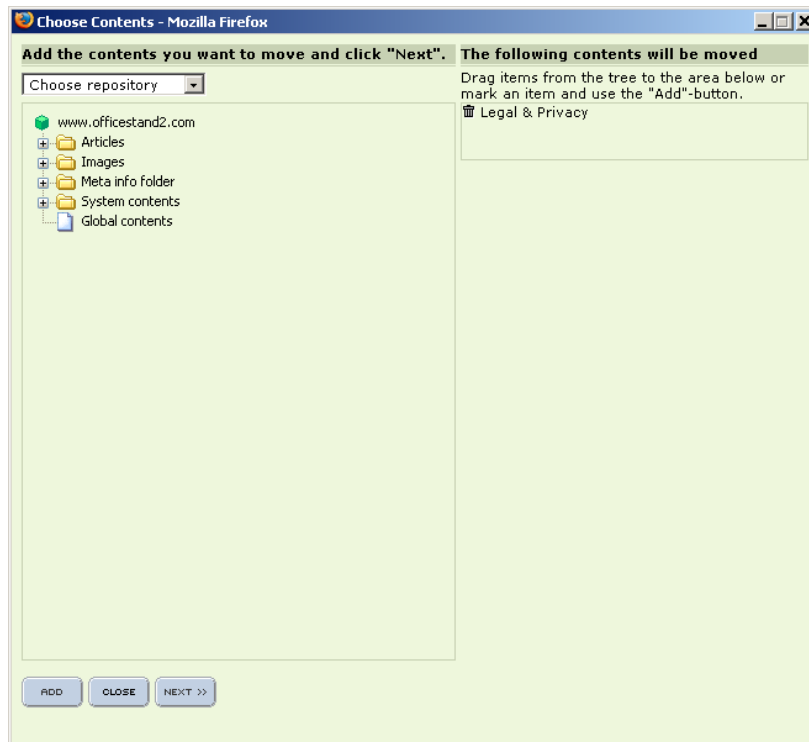
When you click the first button the system will ask you where you want to move the item. You will be shown a new content tree where you select the new parent/the folder you wish to move the item to and then you press the "Save"-button. You will have to confirm this action.



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The tree will reload on the left side and the move will be visible.

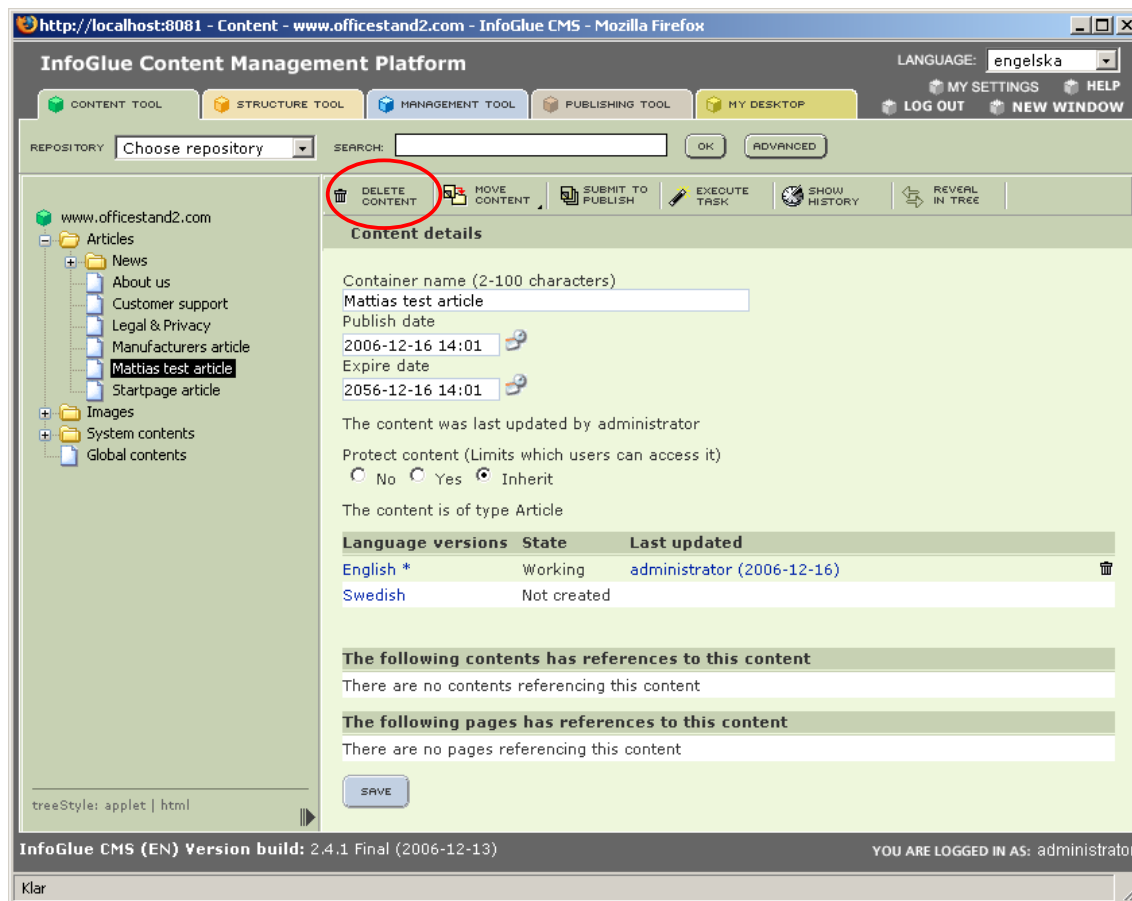
If you press the “Move X Contents”-button you will be shown a more complex view where you by dragging or using the “Add”-button can add more contents to move to one folder. It will look like this:



To the right are the contents that will be moved and you can add more either by marking and dragging them from the tree to the square area to the right or using the “Add”-button after marking a content in the tree. Then press next and choose destination folder etc.

Delete content/folders

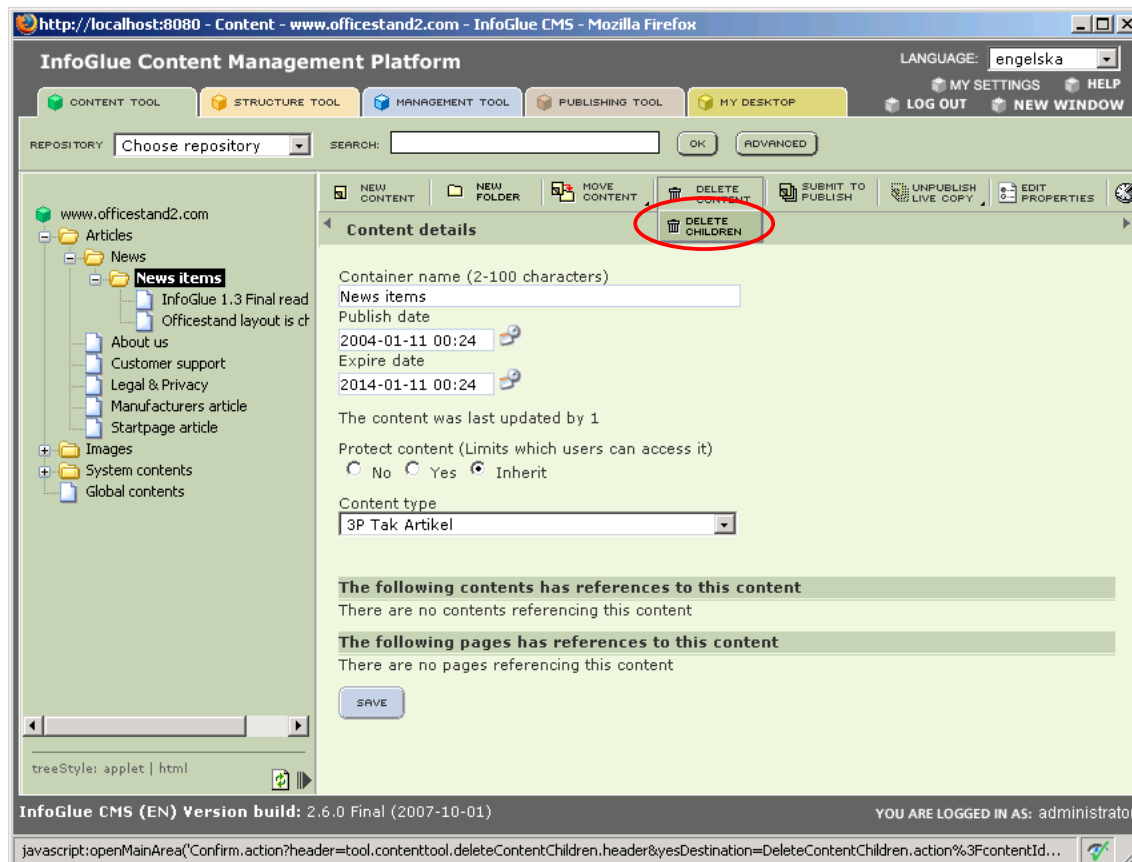
To delete contents that you don't want anymore for sure you can easily do so. Just mark the content/folder in the tree to the left and press the "Delete content"-button.



This will delete the content and it will not be possible to undo this operation later. You will have to confirm the action before it's carried out. After you are done the tree will reload and you will now see that the item has been deleted.

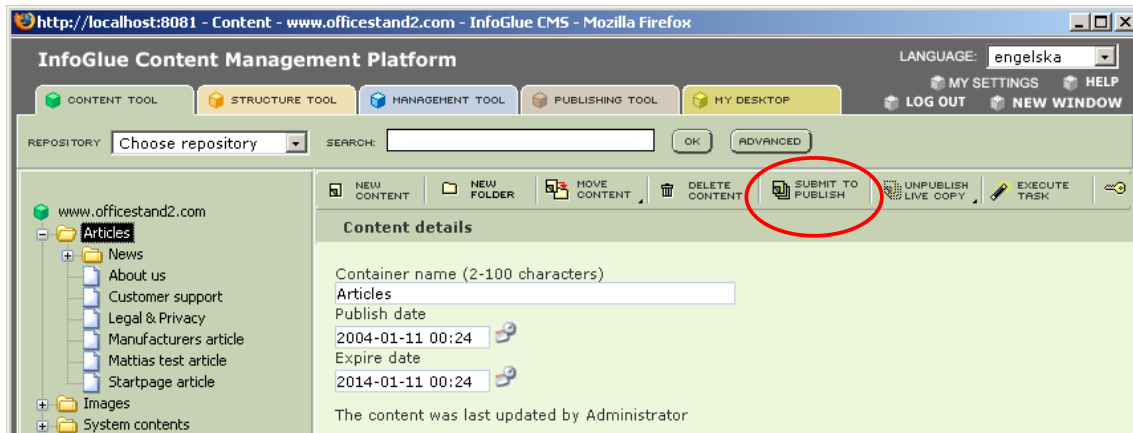
Delete Children

In later versions of InfoGlue you can also choose to delete all child contents to a folder. Very useful to clean a folder without having to break up relations to the folder. To use it just click the "Delete children"-button which is located below the normal delete-button (only available on folder-contents of course).

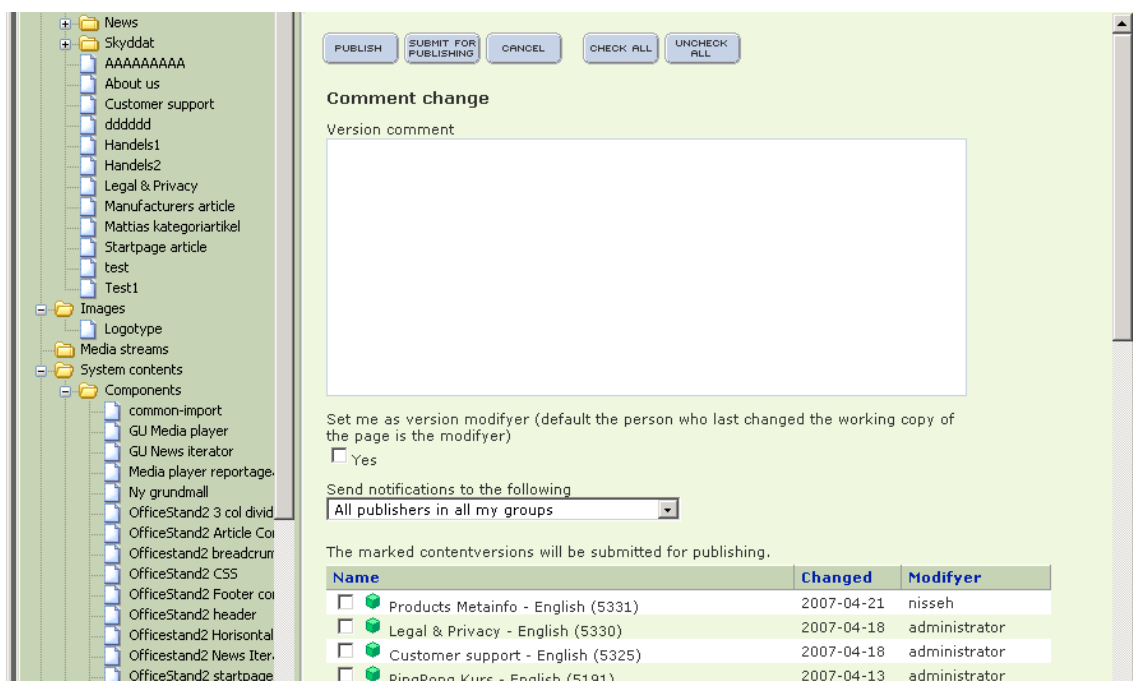


Mass-submit to publishing

When a site is created initially or when a whole lot of contents are changed at the same time it's often a very boring task to set all of the versions to "Publish"-state so that they can be published. There is a shortcut available however. If you mark a folder or content you can press the button "Submit to publish".



The following dialog will now open:



Here you must first state a comment to the publishing. This will be shown to the publisher. Then you select all the versions you wish publish or submit for publishing in the list or you select all by clicking the "Select all"-button. When you are done, press the "Save"-button and all the marked items will be propagated to the publisher or published.

Only publishers can use the "Publish"-button and that way publish it directly. You can also choose to notify publishers when submitting to publishing.

Unpublish content(s)

When a content has been published at least once it can also be unpublished. If you mark the content or folder in the tree you can use the "Unpublish"-buttons marked below. The first button just lets you unpublish the last version of the content but if you want to unpublish all versions you use the second button.

The screenshot shows the InfoGlue Content Management Platform interface in a Mozilla Firefox browser window. The address bar shows the URL: `http://localhost:8081 - Content - www.officestand2.com - InfoGlue CMS - Mozilla Firefox`. The interface has a top navigation bar with tabs: CONTENT TOOL, STRUCTURE TOOL, MANAGEMENT TOOL, PUBLISHING TOOL, and MY DESKTOP. On the right, there are links for MY SETTINGS, HELP, LOG OUT, and NEW WINDOW. The language is set to 'engelska'.

The main area is divided into a left sidebar and a right main panel. The sidebar shows a tree structure of the content repository, including folders like 'Articles', 'News', 'Images', 'System contents', and 'Global contents'. The main panel displays 'Content details' for a selected item, 'Mattias test article'. It shows the container name, publish date (2006-12-16 14:01), and expire date (2056-12-16 14:01). Below this, there are options to 'Protect content' (No, Yes, Inherit) and a table of 'Language versions'.

Language versions	State	Last updated
English *	Published	administrator (2006-12-16)
Swedish	Not created	

Below the table, there are sections for 'The following contents has references to this content' and 'The following pages has references to this content', both showing 'There are no contents referencing this content' and 'There are no pages referencing this content' respectively. At the bottom of the main panel, there is a 'SAVE' button.

The footer of the interface shows 'InfoGlue CMS (EN) Version build: 2.4.1 Final (2006-12-13)' and 'YOU ARE LOGGED IN AS: administrator'. A JavaScript snippet is visible at the very bottom: `javascript:openMainArea('UnpublishContentVersion!input.action?contentId=99', 'tool.contenttool.unpublishVersion.header');`

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The screen will list all content below and including the content you selected which can be unpublished. Just mark the contents you wish to unpublish and either use the "Unpublish versions"-button which directly unpublishes it or the "Request unpublish"-button which will ask the editor in chief to do it for you.

http://info glue.data.slu.se - Content - www.officestand2.com - InfoGlue CMS - Mozilla Firefox

InfoGlue Content Management Platform

LANGUAGE: engelska

MY SETTINGS HELP

LOG OUT NEW WINDOW

CONTENT TOOL STRUCTURE TOOL MANAGEMENT TOOL PUBLISHING TOOL MY DESKTOP

REPOSITORY: Choose repository SEARCH: OK ADVANCED

Content details

UNPUBLISH VERSIONS REQUEST UNPUBLISH CANCEL CHECK ALL UNCHECK ALL

Comment change

Version comment

Set me as version modifier (default the person who last changed the working copy of the page is the modifier)

☐ Yes

The marked contentversions will be submitted for publishing.

Name	Language	Owner
<input type="checkbox"/> 1599 - Ny grundmall	English	
<input type="checkbox"/> 5014 - OfficeStand2 3 col divider	English	
<input type="checkbox"/> 5013 - OfficeStand2 Article Component	English	
<input type="checkbox"/> 1726 - Officestand2 breadcrumb	English	
<input type="checkbox"/> 397 - OfficeStand2 CSS	Swedish	

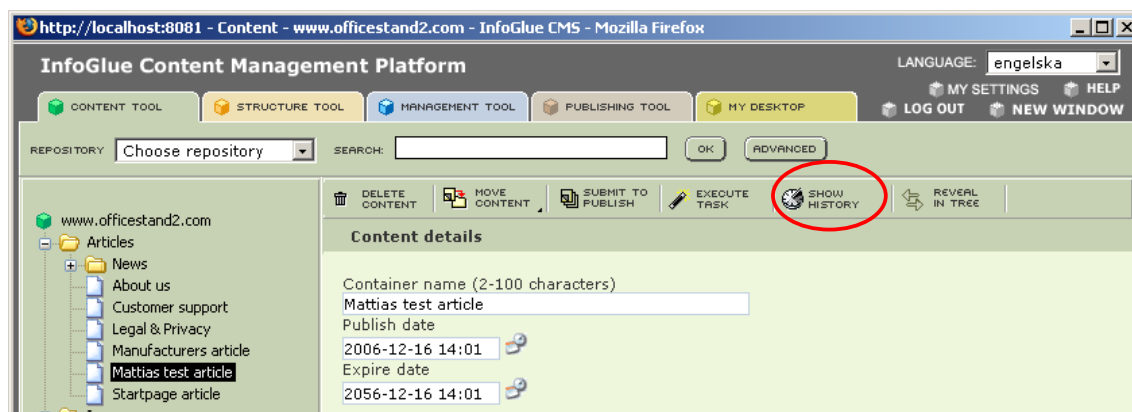
InfoGlue CMS (EN) Version build: 2.4.6 Final (2007-04-01)

YOU ARE LOGGED IN AS: nisseh

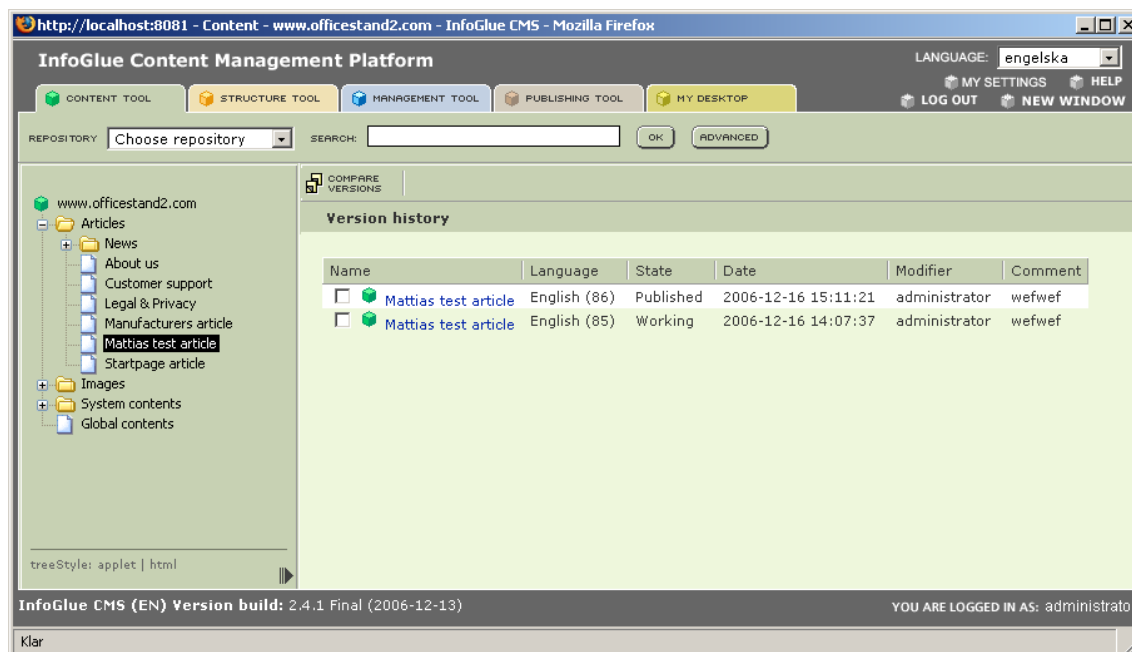
Klar

Show History

In later versions of InfoGlue there is a content version history view. Here one can see all versions of the content and even compare versions. You reach it by clicking the history button on the content cover toolbar.



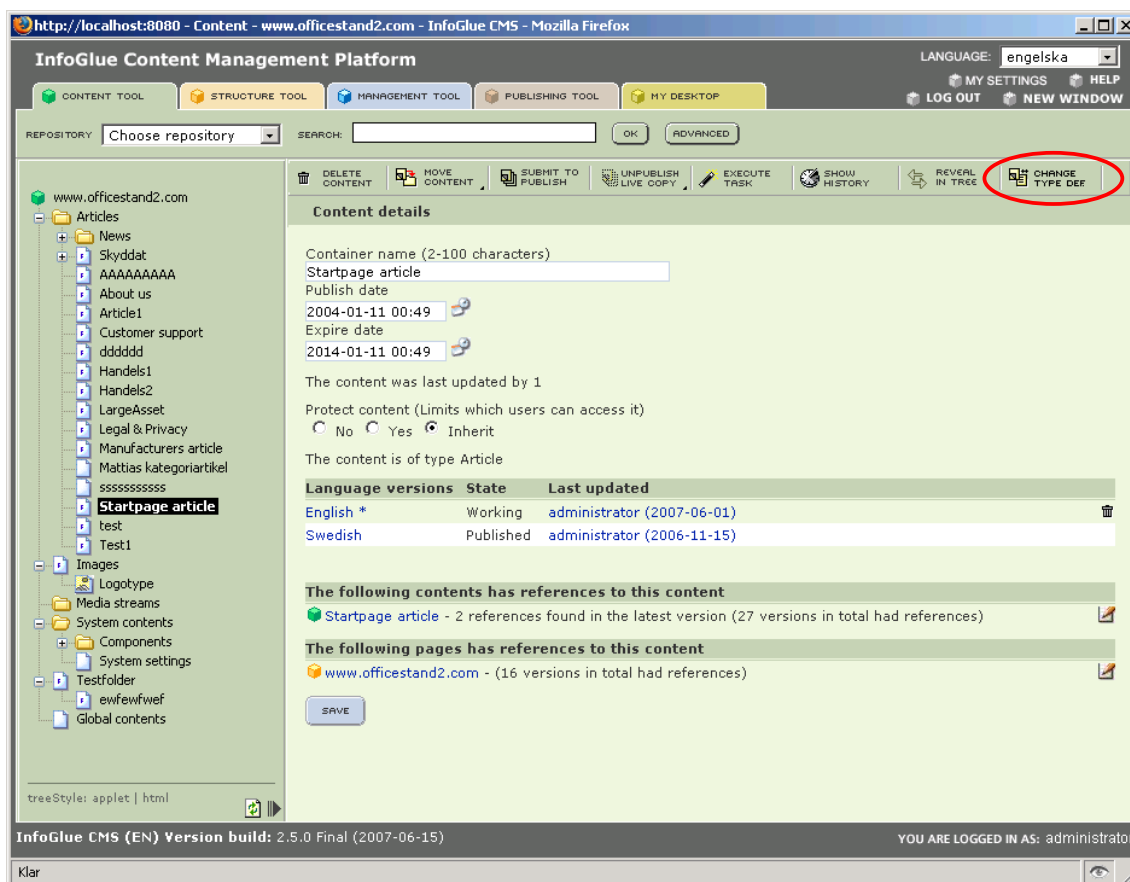
The view will be:



If you mark two versions in this view and press the "Compare versions"-button you will see a comparison view highlighting the differences in the articles.

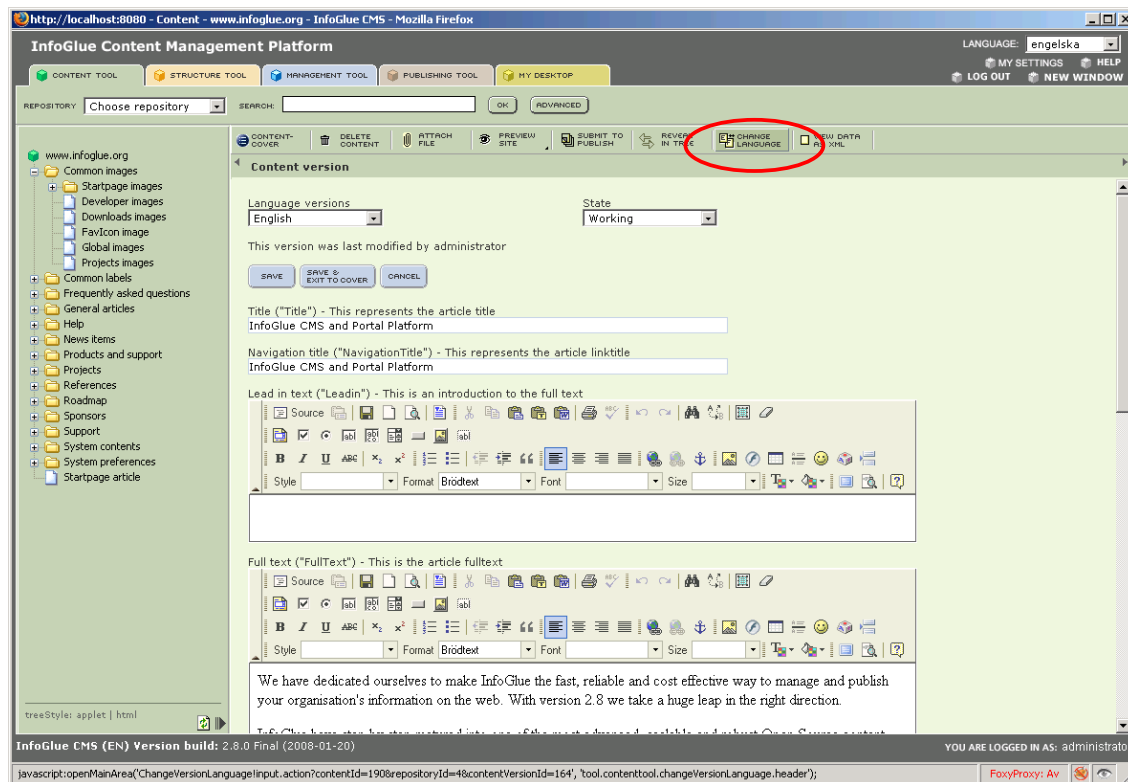
Change content type

In later versions of InfoGlue there is a possibility to change a contents content type. The button marked below allows you to do that. Simply put you just press it and then choose which content type the content should have instead of the current one and press save.

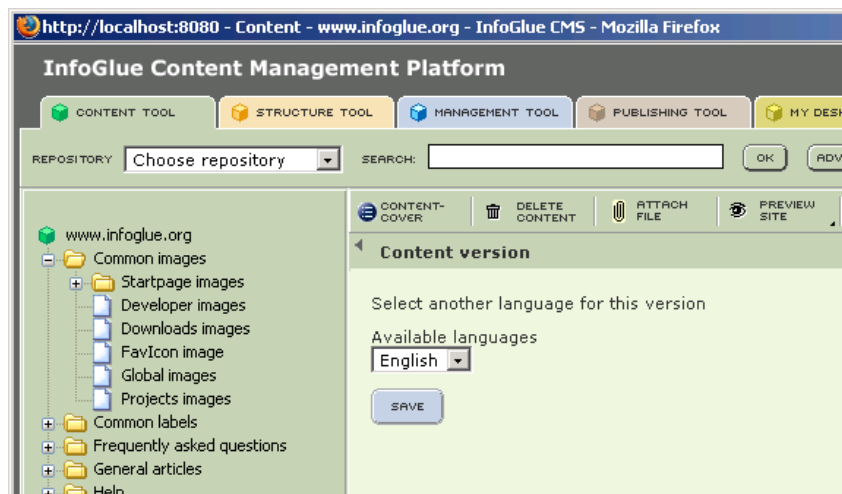


Change language version

In later versions of InfoGlue there is a possibility to change a contents language. That is to say that if you know the version is in another language you can switch without copying it.

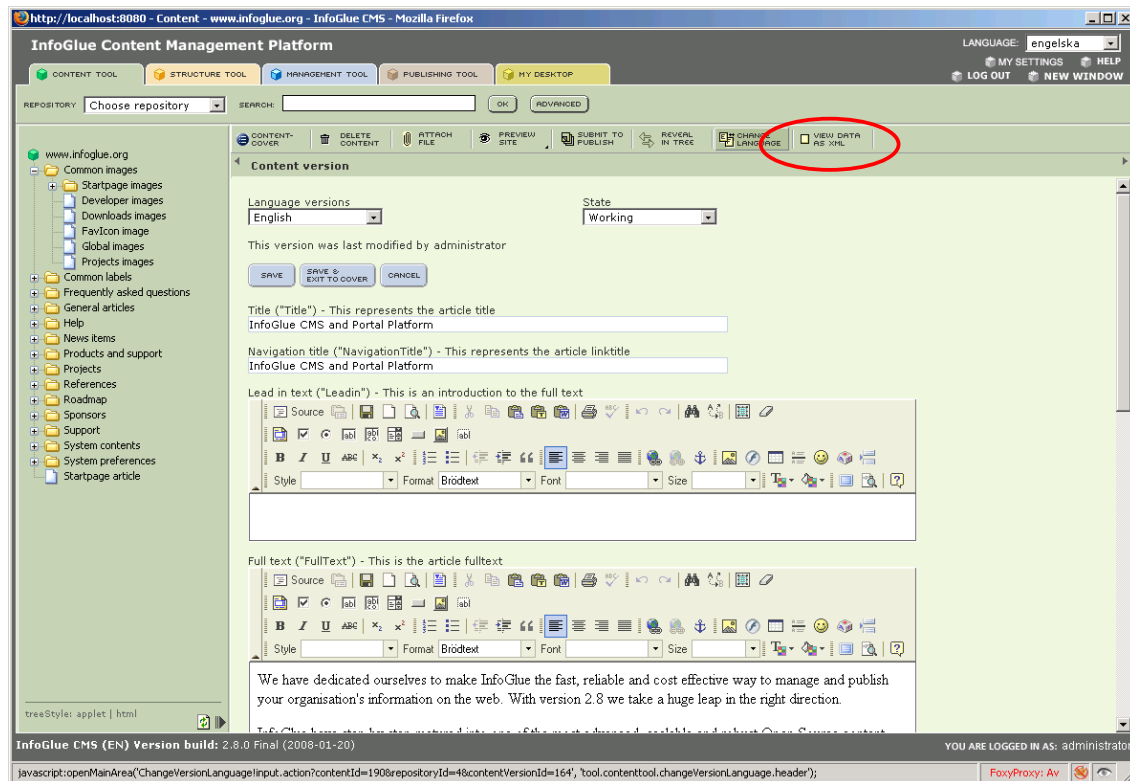


You will get a dialog asking about which language to convert to:

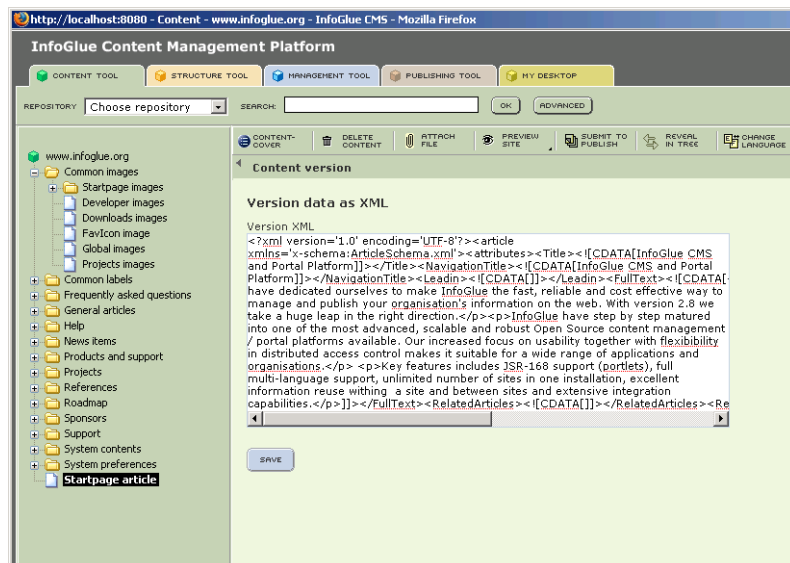


View version as XML

InfoGlue 2.8.0 introduced a new feature which let's you extract / view a content version like XML which is it's native format. Just click on the new button.

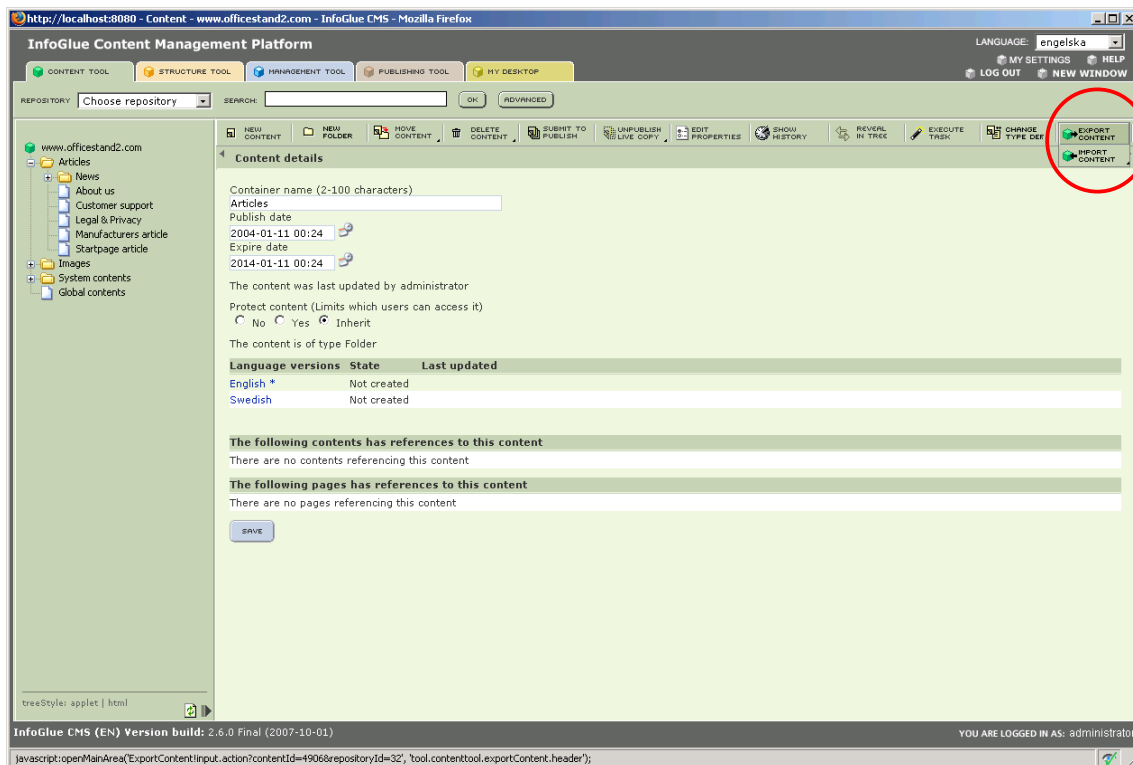


You can also edit the version there.



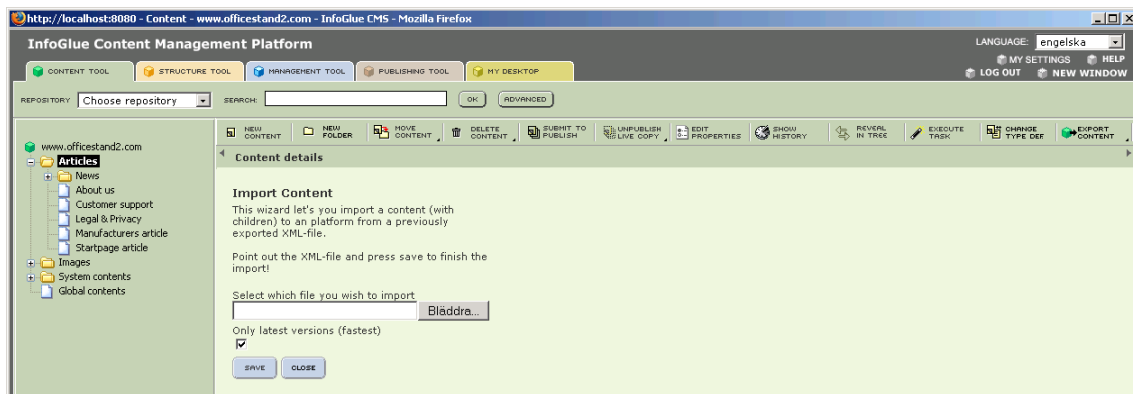
Export/Import contents

In later versions of InfoGlue we have added a content import/export feature which allows you to export a content-structure into an xml-file. That export can then later be imported in this or other InfoGlue installations. Good for copying or sharing contents without having to export an entire repository.



To export a content and it's child-contents just mark the folder/content in question and press the "Export content"-button followed by the "Save"-confirmation. Then download the export file.

To import a previous export you mark the content into which you wish to import the contents and then use the "Import contents"-button.



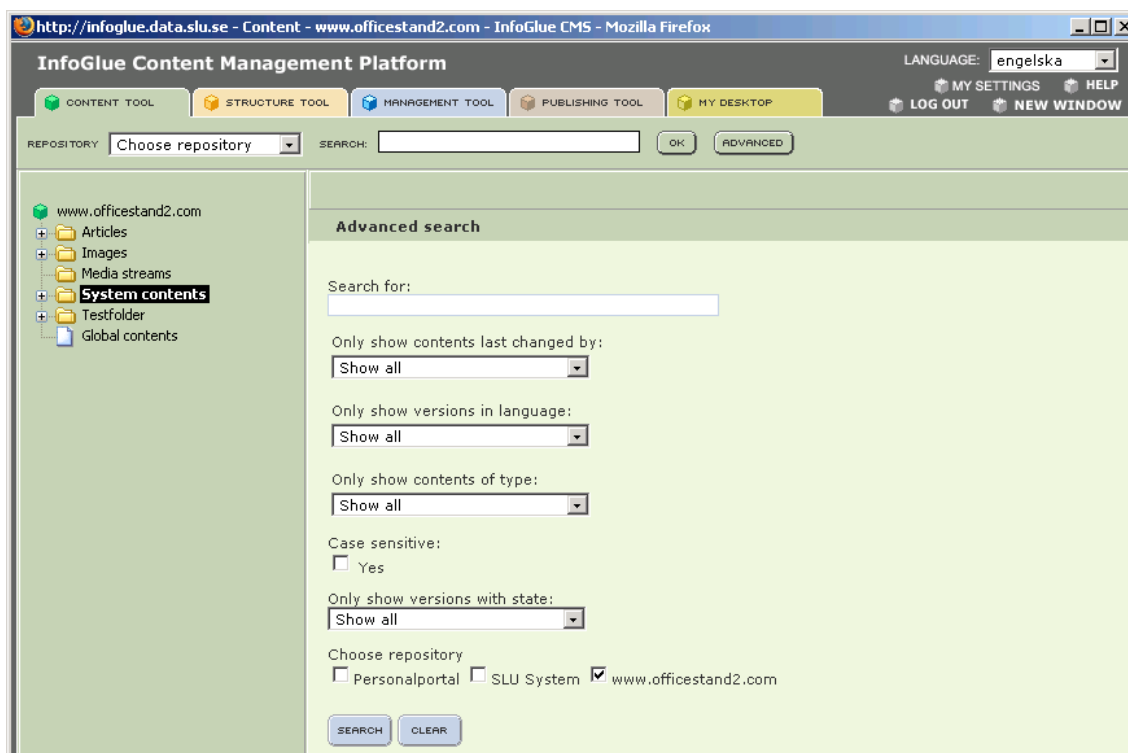
The interface will ask you to upload the xml-file. Just browse and upload and the import should be complete.

Content search and replace

In the content tool there are a search feature so you can find texts easily.



The normal search in the header only searches the current repository. If you click on the "Advanced"-button you get more options and we suggest you use this. It looks like this:



The search options here should be pretty easy to understand and the more you can specify the faster and better the search will be possible to narrow it down. Here you can also choose to search more than one repository. Just click the boxes for each repository you want to search.

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When you enter a search text and press search the result screen looks like this:

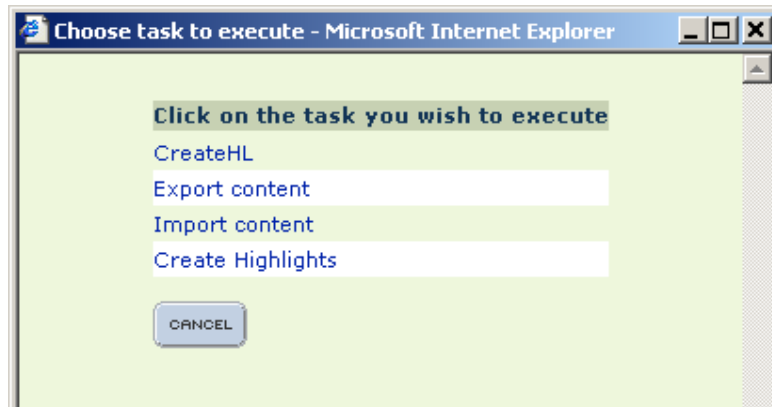
Content	Language	State	Last Modified
<input type="checkbox"/> www.officestand2.com Metainfo	English	0	2007-03-17 15:49
<input type="checkbox"/> OfficeStand2 startpage component	English	0	2007-04-09 16:55
<input type="checkbox"/> OfficeStand2 header	English	3	2006-11-15 14:18
<input type="checkbox"/> OfficeStand2 CSS	English	3	2006-11-15 14:32
<input type="checkbox"/> Officestand2 Horisontal navigation	English	3	2006-11-15 14:18
<input type="checkbox"/> Officestand2 breadcrumb	English	3	2006-12-03 22:55
<input type="checkbox"/> OfficeStand2 Footer component	English	3	2006-11-15 14:18
<input type="checkbox"/> Officestand2 Vertical navigation	English	3	2006-11-15 14:18
<input type="checkbox"/> OfficeStand2 3 col divider	English	3	2007-03-17 16:30
<input type="checkbox"/> Officestand2 News Iterator	English	0	2006-12-06 18:35
<input type="checkbox"/> OfficeStand2 Article Component	English	3	2007-03-17 16:30
<input type="checkbox"/> Officestand layout is changed	English	0	2007-03-03 14:04
<input type="checkbox"/> Startpage article	English	0	2007-03-16 09:48
<input type="checkbox"/> Startpage article	Swedish	3	2006-11-15 20:35
<input type="checkbox"/> Legal & Privacy	English	0	2007-04-18 17:37
<input type="checkbox"/> Omnifind result	English	0	2007-03-28 23:42

If you want to use the replace function you click on the "Replace"-link and that activates some new fields. Then enter a replace-text and check which contents you want to perform the replace on. Then perform the replace by pressing the "Replace"-button.

Content	Language	State	Last Modified
<input type="checkbox"/> www.officestand2.com Metainfo	English	0	2007-03-17 15:49
<input type="checkbox"/> OfficeStand2 startpage component	English	0	2007-04-09 16:55
<input type="checkbox"/> OfficeStand2 header	English	3	2006-11-15 14:18
<input type="checkbox"/> OfficeStand2 CSS	English	3	2006-11-15 14:32
<input type="checkbox"/> Officestand2 Horisontal navigation	English	3	2006-11-15 14:18
<input type="checkbox"/> Officestand2 breadcrumb	English	3	2006-12-03 22:55
<input type="checkbox"/> OfficeStand2 Footer component	English	3	2006-11-15 14:18
<input type="checkbox"/> Officestand2 Vertical navigation	English	3	2006-11-15 14:18
<input type="checkbox"/> OfficeStand2 3 col divider	English	3	2007-03-17 16:30
<input type="checkbox"/> Officestand2 News Iterator	English	0	2006-12-06 18:35
<input type="checkbox"/> OfficeStand2 Article Component	English	3	2007-03-17 16:30
<input type="checkbox"/> Officestand layout is changed	English	0	2007-03-03 14:04
<input type="checkbox"/> Startpage article	English	0	2007-03-16 09:48
<input type="checkbox"/> Startpage article	Swedish	3	2006-11-15 20:35
<input type="checkbox"/> Legal & Privacy	English	0	2007-04-18 17:37
<input type="checkbox"/> Omnifind result	English	0	2007-03-28 23:42

Execute task

In the content tool there are a button called "Execute task". This is actually a way to extend the tool with your companies own routines and interfaces tailor made for you. The first view will therefore be a list of available tasks when you click that button.



Hopefully you know which task you should execute by the names they have. When you click on the one you want to run that task will continue the wizard so the steps will differ from task to task.

Examples of tasks could be exporting contents, creating sub sites with a certain structure or control all links on the site. Only the imagination is the limit to what can be done.

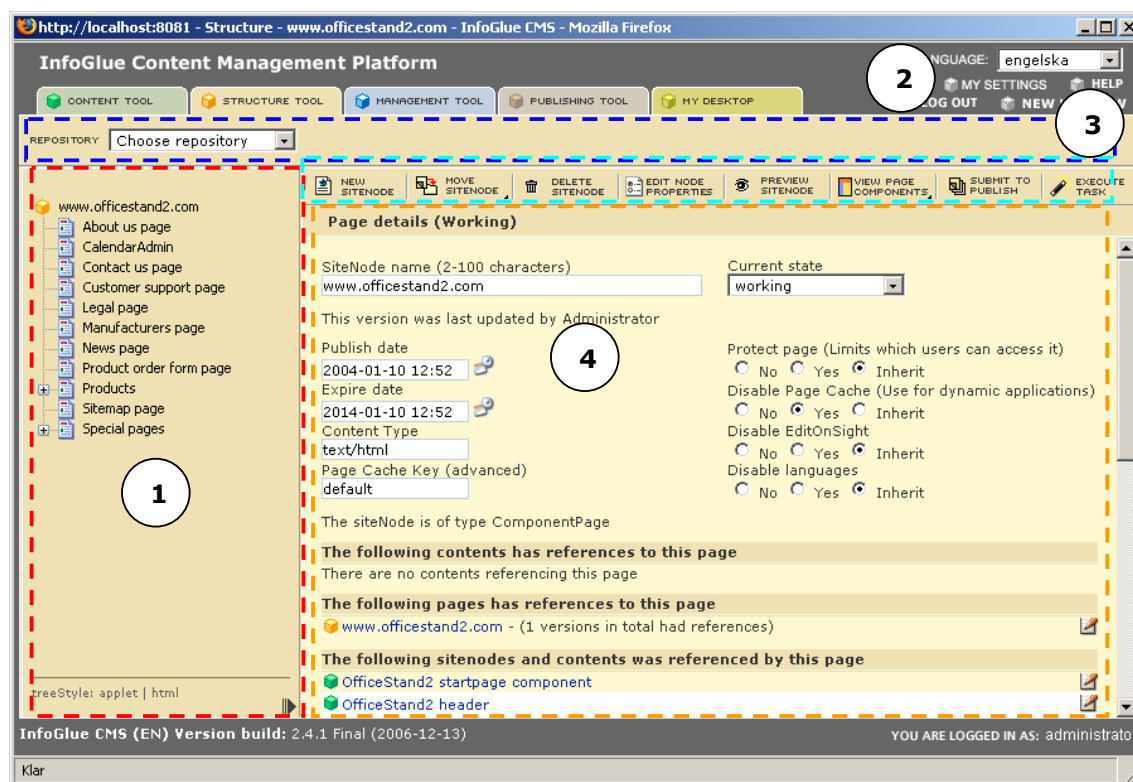
Structure tool

This tool is as stated before used to build/maintain a specific website. An aspect of site development is that many times a site launch is delayed because the information on it is not complete. If you organize your personnel you can let people enter all base information in the content tool before or parallel with the development of the actual site-templates and structures. This will shorten time to market very much.

This setup also means that when a website is to be built the developers / managers already has the information available and are only required to present it to the user in a nicely structured site.

Of course there are other possible setups but it is essential to understand that the structure tool is only used to build the site structure and choose what information goes where, in what form and how the sites pages are related and navigated between.

Introduction to the interface




Description of main areas:

1. **Marked in Red** - Navigational area showing the current repository's site structure. You can look at the structure like a hierarchy of pages. Simplified - each node in the tree represents a page. You are fully free to structure the sites pages in any way you want.

The tree is available either as pure HTML or as a Java-applet. The user can switch tree at the bottom of the area. It is also possible to expand the tree area to the right if needed. The small arrow in the bottom right corner will expand the area in 3 steps and then return to the original position.

2. **Marked in Blue** - Repository area. Here you can select which repository/site you want to manage by changing it in the drop-down. The last repository you worked with is remembered during your session if you switch tools and similar. However – each time you log in the first repository is chosen by default.
3. **Marked in Cyan** - This area is where the functionality is reached. The actual buttons vary depending on what item or view you are working on in the main area (4). As the buttons can be quite numerous we have made the area scrollable by an arrow in each corner. The central buttons should be reachable anyway though.
4. **Marked in Orange** - The main area is used for most dialogs and functions as the main interface.

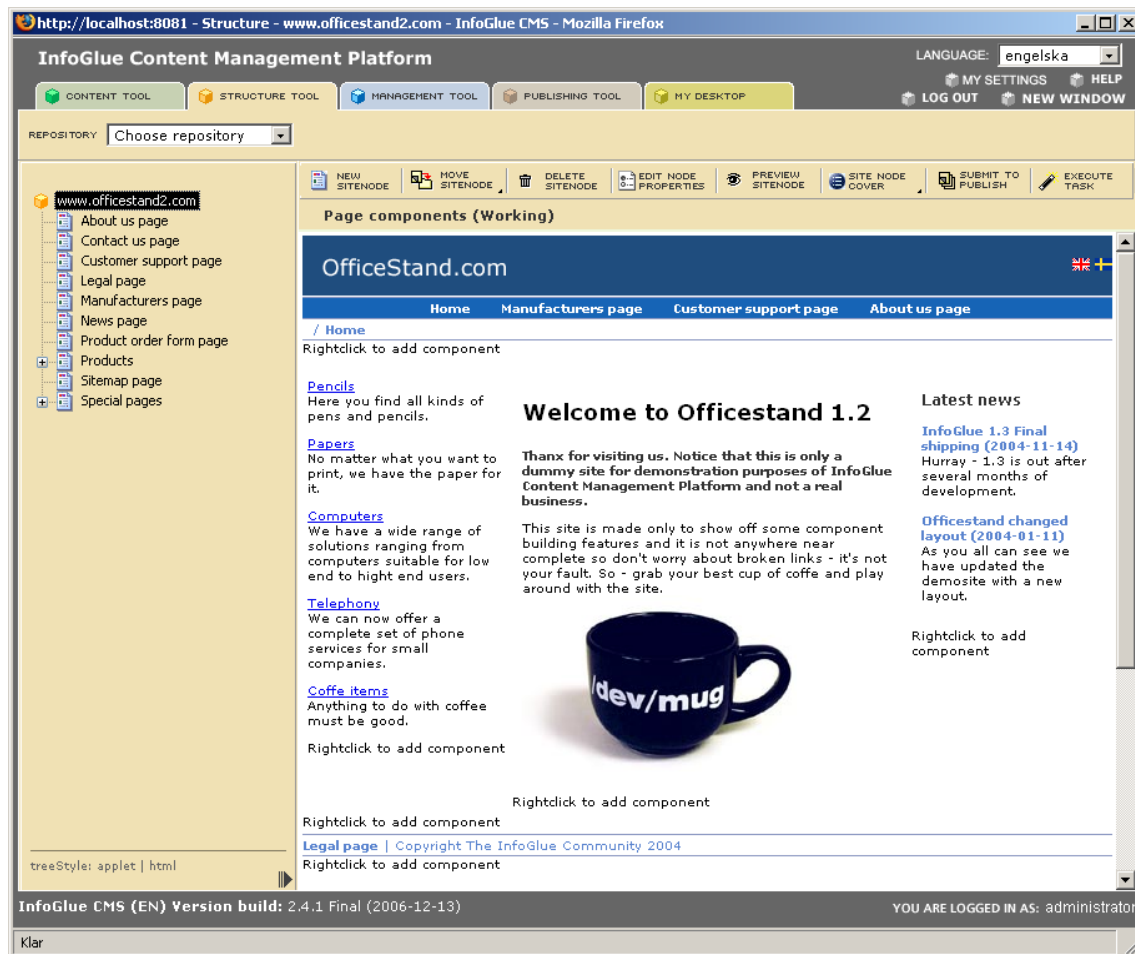
Notes on the structure tree menu

The structure tree has some additional features one should mention. One is that it remembers the last known state/expansion of the tree between sessions so you don't always have to start with a closed tree. However, as this is handled through cookies, IE with its limitations on cookies sometimes get "stuck" with a state no matter what. If you want to reset the cookies and reload the tree there is a new button  since 2.5.0 that does just that. It's located at the bottom right in the tree menu.

Creating a new site node / page

When you want to create or extend your site you often want to create new pages in it. In InfoGlue this is done by adding a new "Site Node" which is very much the same as a Webpage. A Site Node can contain any number of other site nodes so you can create your own hierarchies any way you want. To create a new site node you must first select where to put it. You do this by clicking on the site node you wish to put it beneath.

For example – if I want to put a new site node beneath the first page in the officestand2 structure repository you mark the node in the left navigation:

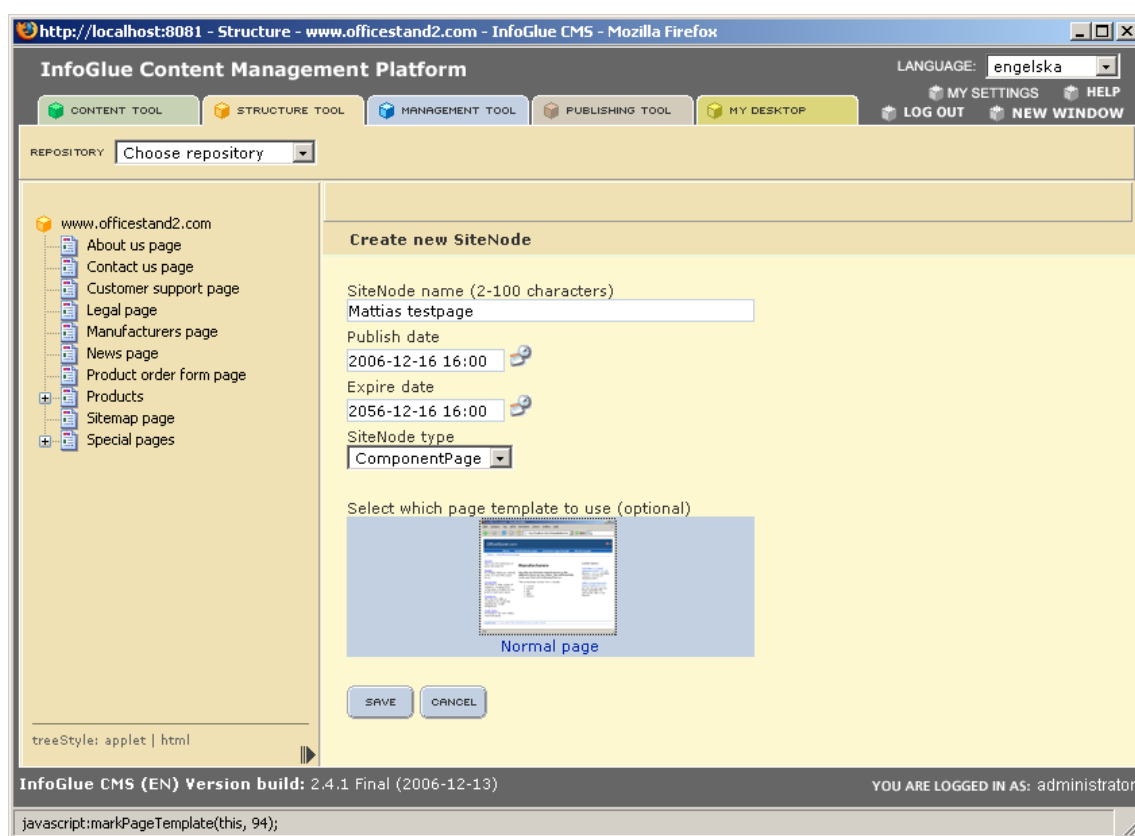


The menu above the main area will now change and reveal the functional buttons available for this site node. Now click on the "New Site Node"-button and you will be asked to enter a site node name.

In the create screen you will also have to choose which type of page this will be. The types of pages available are defined by the administrator and basically mean it is possible to handle a user request to a page in very different ways and that the things possible to specify for that page is defined for each type.

For basic users I would recommend you get a guide from the development team of which type to use for which pages. The suggested way in 1.3 is to use component-based pages but it's really up to you.

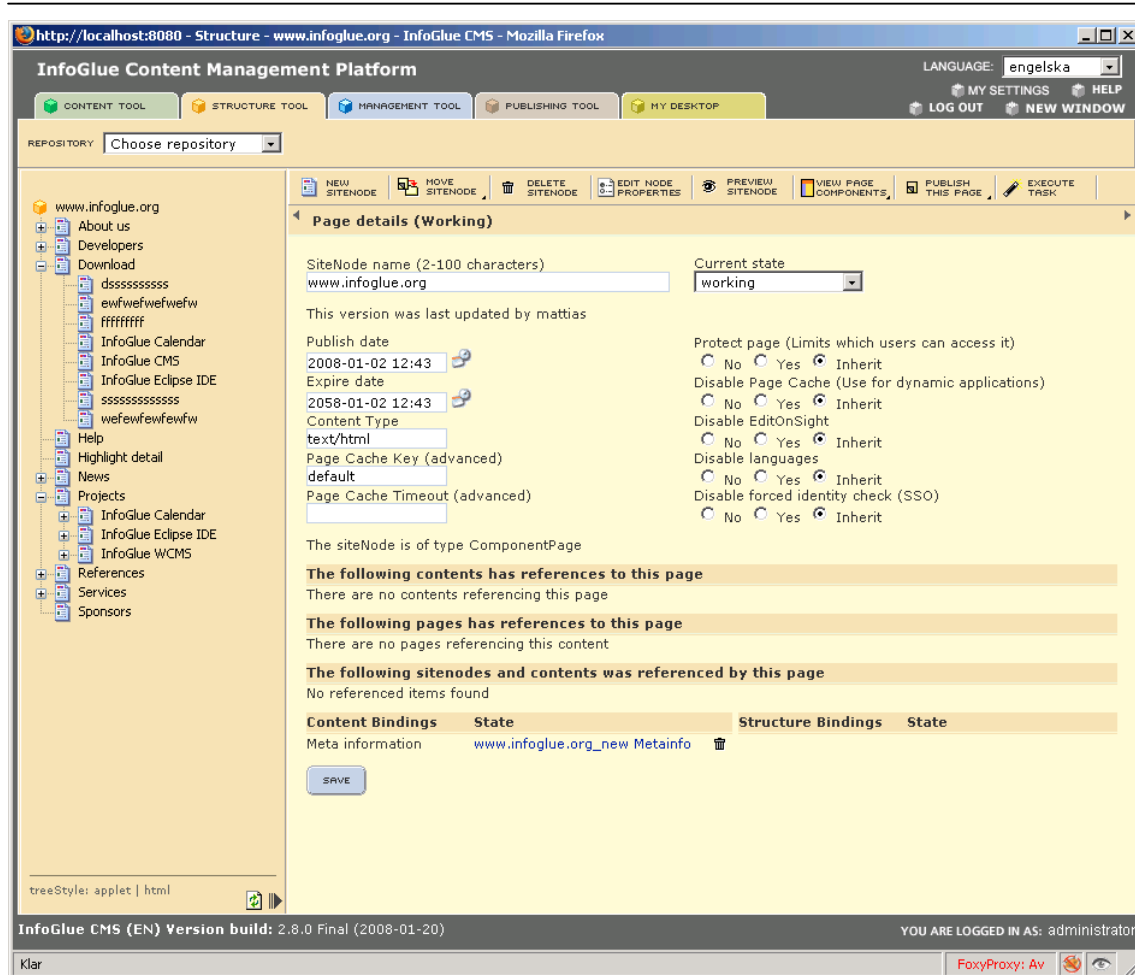
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A feature in InfoGlue is the ability to save pages as template pages. This means that the new site node will be a copy of the template site node when it comes to which components it has etc. As you can see I have created such a template and made a image which shows it's characteristics. The user who wants to use such a page template just marks it. In a clean installation no such thumbnails swill be shown.

When you know which type you want to use - enter a name, edit publish/unpublish dates, chose site node type, choose page template if you want to and click the "Save"-button. You will now see the created page with the properties available on it. I have chosen a "ComponentPage"-type for this example but not chosen any page template as we want to demonstrate other aspects as well.

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The site node view contains the following properties:

1. Site Node name: The internal name of the page/site node. Just for internal navigation purpose.
2. Publish date. You state when the page should be published. You are able to set the date to a future date and then the page will not be visible until that date. To change the date you click on the calendar symbol. Default the publish date is set to today's date. The calendar is quite easy to understand.
3. Expire date: these fields let you specify when the page should be unpublished automatically. The page will be removed from the site at that date. Default, the expire date is set to 10 years ahead.
4. Content type: This field let's you specify in which content type we send data to the browser requesting the page. This is normally not changed unless you have a very particular need or you are a developer doing css or JavaScript pages.
5. Page Cache Timeout (advanced): This field let's you have a page cache timeout on this page.

6. Current state: This is the state switch you can use when you want to propagate the working copy up to the publishing mode. Read more about the publishing process in that chapter.
7. Protect page: This lets you state that the current page should be protected on the site through the built in extranet solution within InfoGlue. The property can have 3 different states.
 - a. No – means that the page is definitely not protected.
 - b. Yes – means that the page is protected and that only those roles defined under the page “Access rights”-button are allowed to access it.
 - c. Inherited – this means that we want to use the same settings for this property as the parent node has. So if the parent node is protected this will also be protected. This is the default setting.
8. Disable page cache: This means that you can choose to turn of the page caching for a page. The page caching is used to get the best response-times as possible for a site and should only be turned of in cases where the content is really dynamic on the page in question or if integration towards other systems is done. The property can have 3 different states.
 - a. No – means that the page-cache is not turned of.
 - b. Yes – means that the page-cache is turned off.
 - c. Inherited – this means that we want to use the same settings for this property as the parent node has. So if the parent nodes cache is turned off this will also be. This is the default setting and means in most cases that the page-cache is on.
9. Disable edit on sight: As described in a later chapter there is a function called “Edit on sight” in InfoGlue. As the edit on sight decorates the HTML output in the structure view of the site (i.e. it adds special tags) it can in some cases mess up the templates if they are very special. If that happens and you don’t want to use the edit on sight functionality on that page you can turn it off. The property can have 3 different states.
 - a. No – means that the functionality is not turned of.
 - b. Yes – means that the functionality is turned off for this page.
 - c. Inherited – this means that we want to use the same settings for this property as the parent node has. So if the parent nodes “Edit-On-Sight” is turned off this one’s will also be. This is the default setting and means in most cases that the functionality is turned on.
10. Disable languages: You can state that a page does not support a certain language.
 - a. No – means that all the sites languages are available on this page.
 - b. Yes – means that those languages not marked as disables or marked as enabled (will only be visible when yes) are not available to the user on that page.
 - c. Inherited – this means that we want to use the same settings for this property as the parent node has.

11. Disable forced identity check (SSO): You can state that a CAS lookup should not be forced on unprotected page.
 - a. No – means that CAS is always called when reaching this page as an anonymous user.
 - b. Yes – means that CAS is not called if the page is not protected.
 - c. Inherited – this means that we want to use the same settings for this property as the parent node has.
12. In InfoGlue there is an area showing contents and pages referencing this page just like in the content tool. This is a great help when looking to delete or move information.

The screenshot shows the configuration interface for a page named "Manufacturers page". The "Current state" is set to "working". The page was last updated by 1 user. The publish date is 2004-01-10 13:36 and the expire date is 2014-01-10 13:36. The content type is "text/html" and the page cache key is "default". The page is of type "ComponentPage".

Protection settings (all set to "No" or "Inherit"):

- Protect page (Limits which users can access it): ☒ No ☐ Yes ☐ Inherit
- Disable Page Cache (Use for dynamic applications): ☒ No ☐ Yes ☐ Inherit
- Disable EditOnSight: ☒ No ☐ Yes ☐ Inherit
- Disable languages: ☐ No ☐ Yes ☒ Inherit

References:

- The following contents has references to this page**
There are no contents referencing this page
- The following pages has references to this page**
www.officestand2.com - (1 versions in total had references)
- The following sitenodes and contents was referenced by this page**
No referenced items found

Bindings table:

Content Bindings	State	Structure Bindings	State
Meta information	Manufacturers page Metainfo		

A "SAVE" button is located at the bottom left.

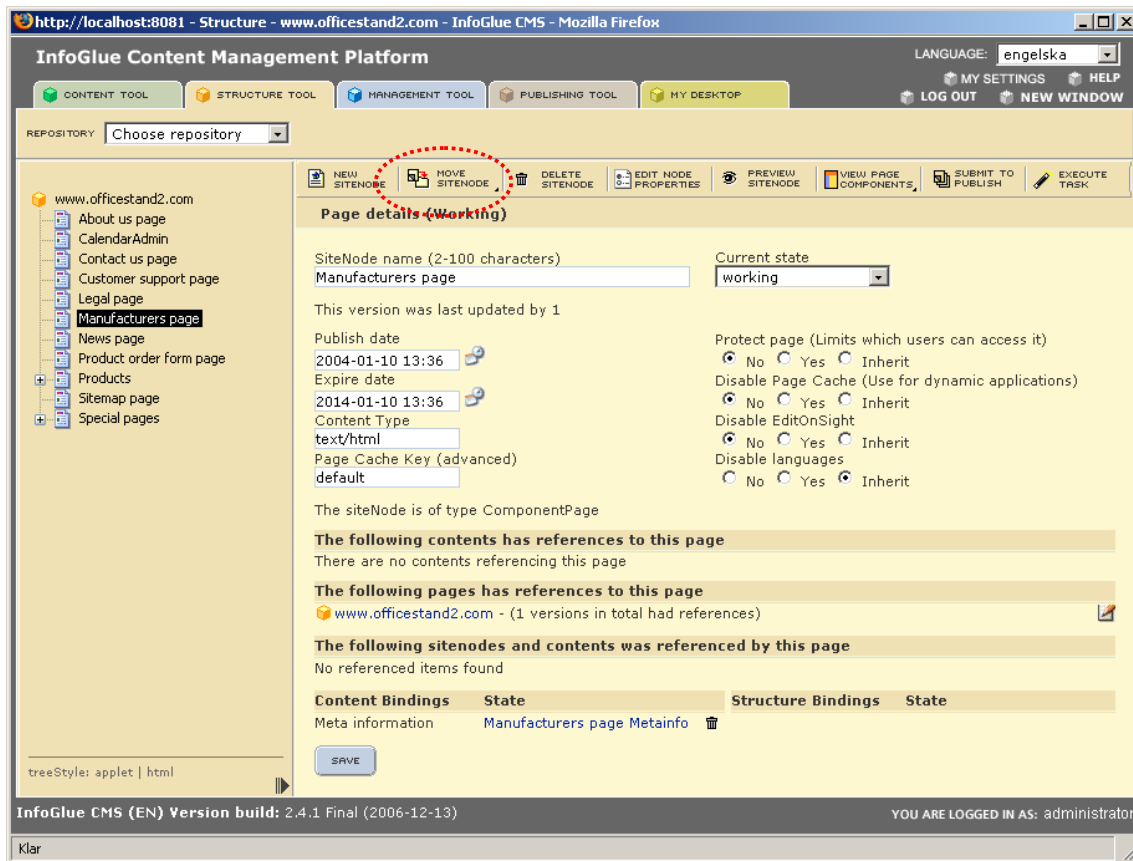
13. The binding area: A page/site Node can have bindings which are basically a way for the users to specify global information resources for the page. You can assign templates and articles and navigational aspects this way. What bindings you are able to set are defined by the administrator in the management tool. My ComponentPage-type had none but here is how a different page type could look:

There are two kinds of bindings available at the moment. On the left side you see the content bindings. A content binding gives you a way to specify what information to show on the page. On the right side you have the structural bindings. Those give you a way of defining relations to other pages within the site. A good example is defining what pages should be part of the page navigation etc.

To assign a binding of either sort you click on the name of the binding and follow the guide that follows. You should get a guide from your developer/administrator which explains the bindings your specific site has and what effect they will have on the page.

Moving a site node

Sometimes you want to move a page from one area of the site to another as the site changes or you want to reorganize things. This is easily done in InfoGlue. Just mark the site node you wish to move and then click the "Move"-button in the function area.

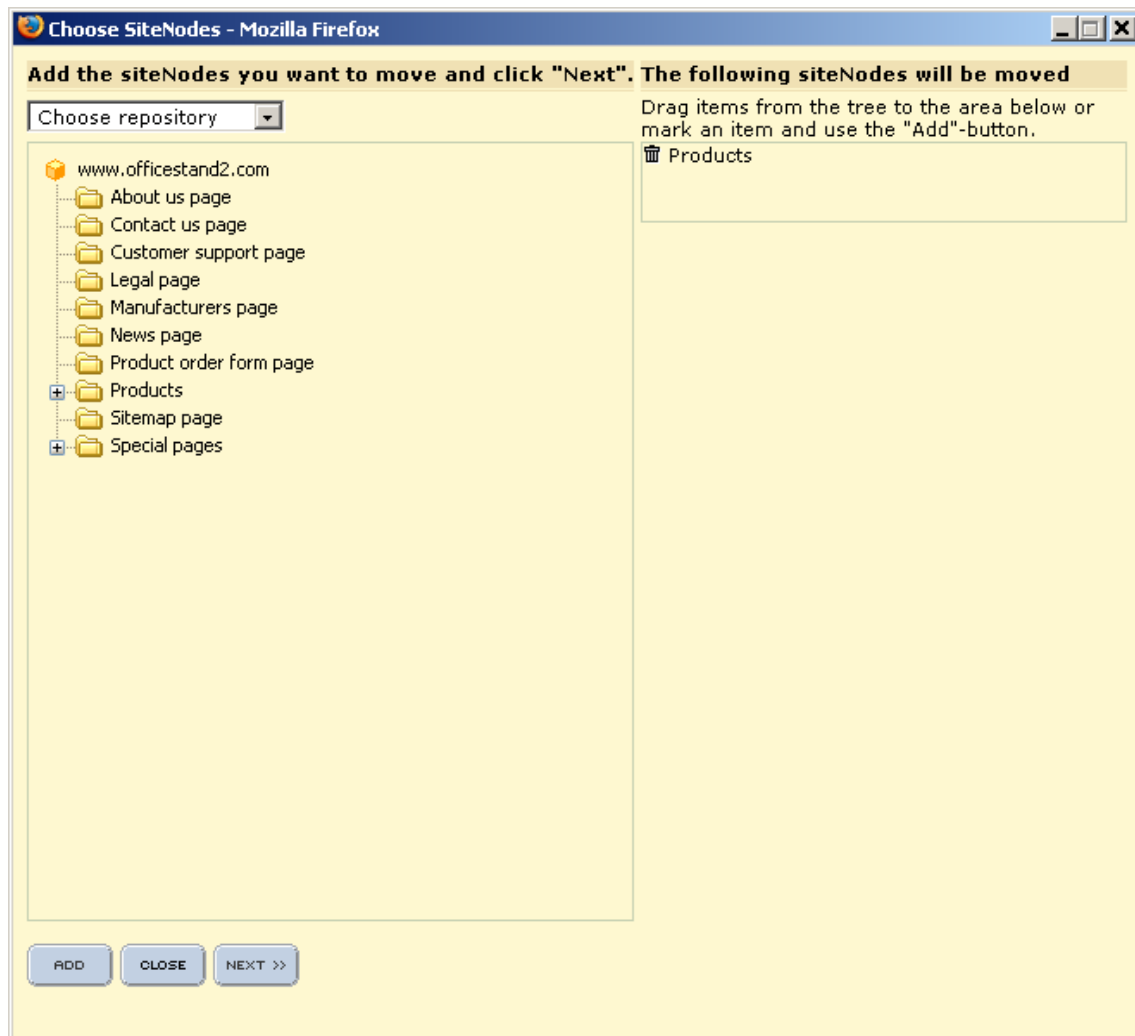


As with the content tool InfoGlue 2.0 now comes with a multimove feature which lets you move many nodes at once. That button shows up when you move your mouse over the "Move"-button.

When you click on the move button the system will ask you where you want to move the item. You will be shown a new structure tree where you select the new parent/the site node you wish to move the item to and then you press the "Save"-button. You will have to confirm this action. The tree will reload on the left side and the move will be visible.

When you click the "Move X SiteNodes"-button InfoGlue will present you with a two step wizard. The first screen lets you add all nodes you wish to move to the right side list.

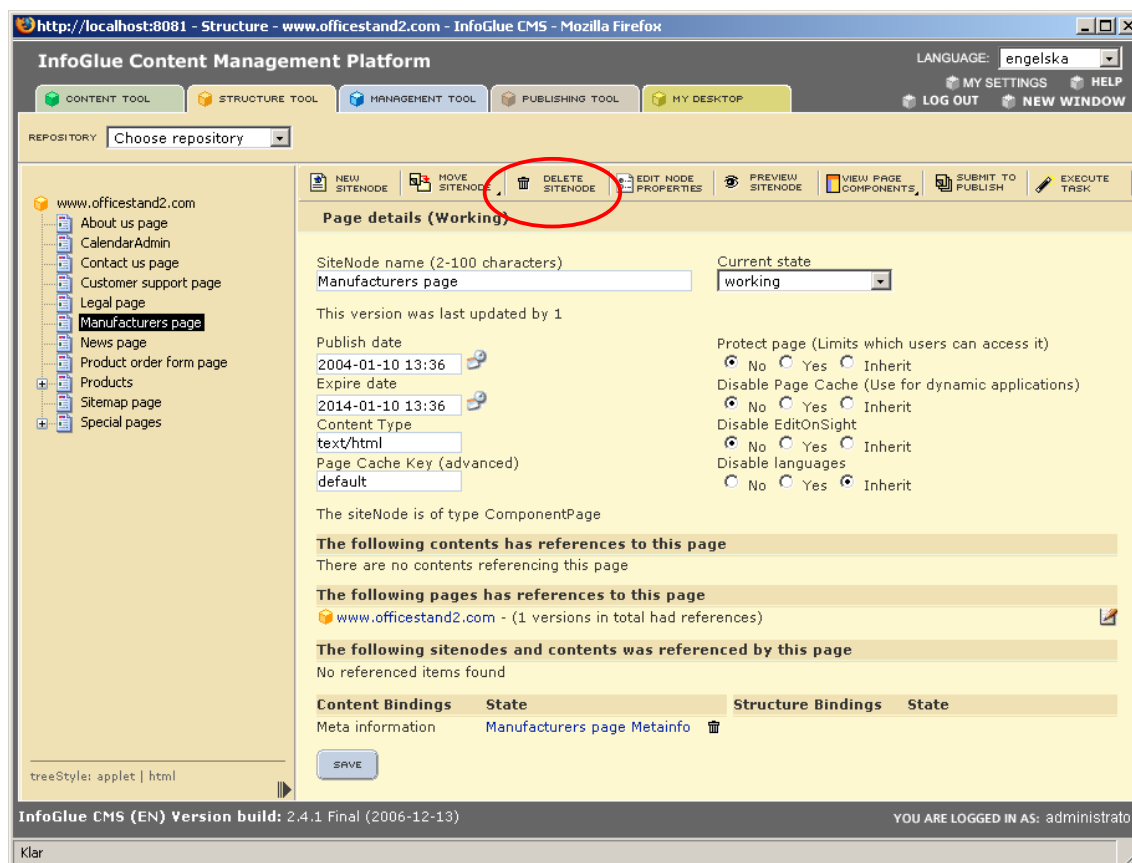
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To add a site node you either drag it to the square area on the right or mark it and press the "Add"-button. When you have added all nodes you want to move you press next and choose the destination node under which the nodes should be placed.

Delete site nodes

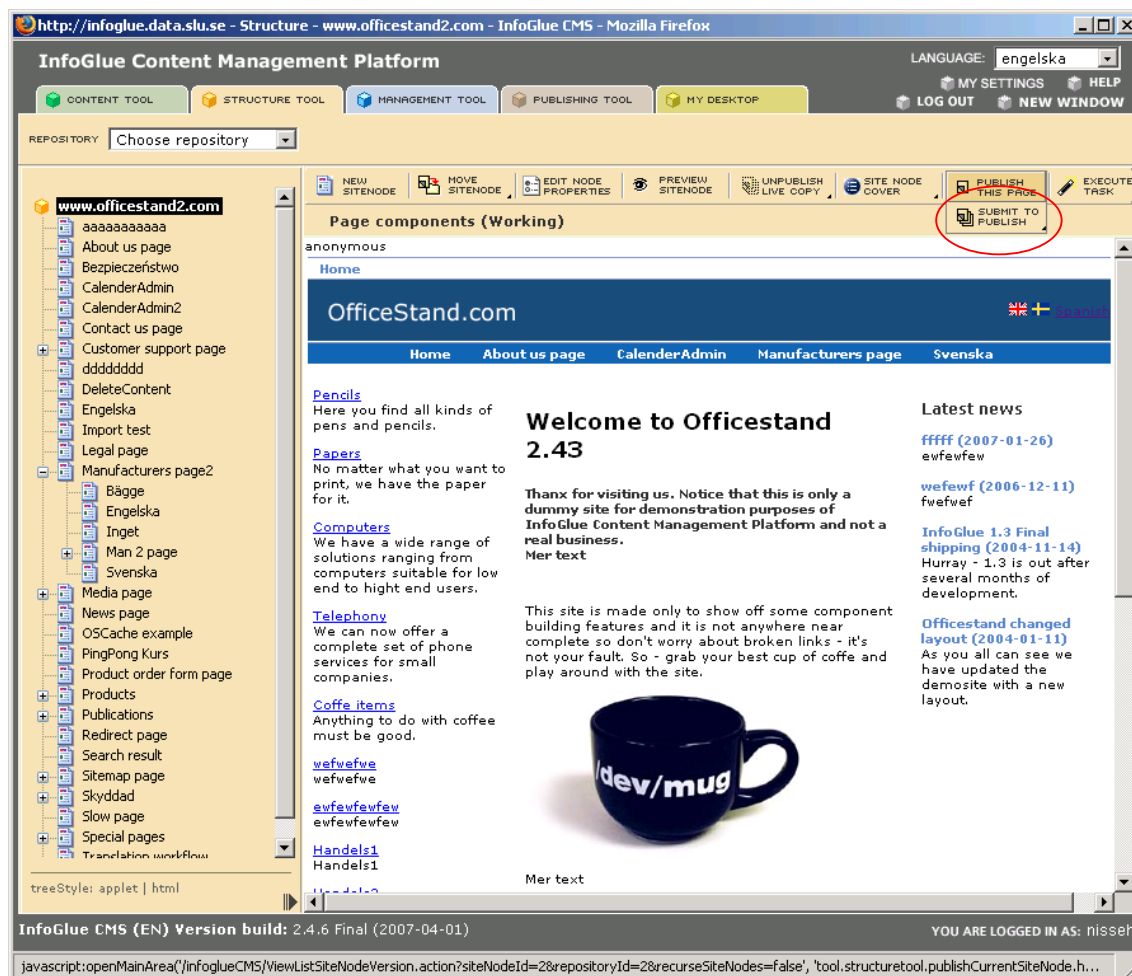
To delete site nodes that you don't want anymore for sure you can easily do so. Just mark the site node in the tree to the left and press the "Delete site node"-button.



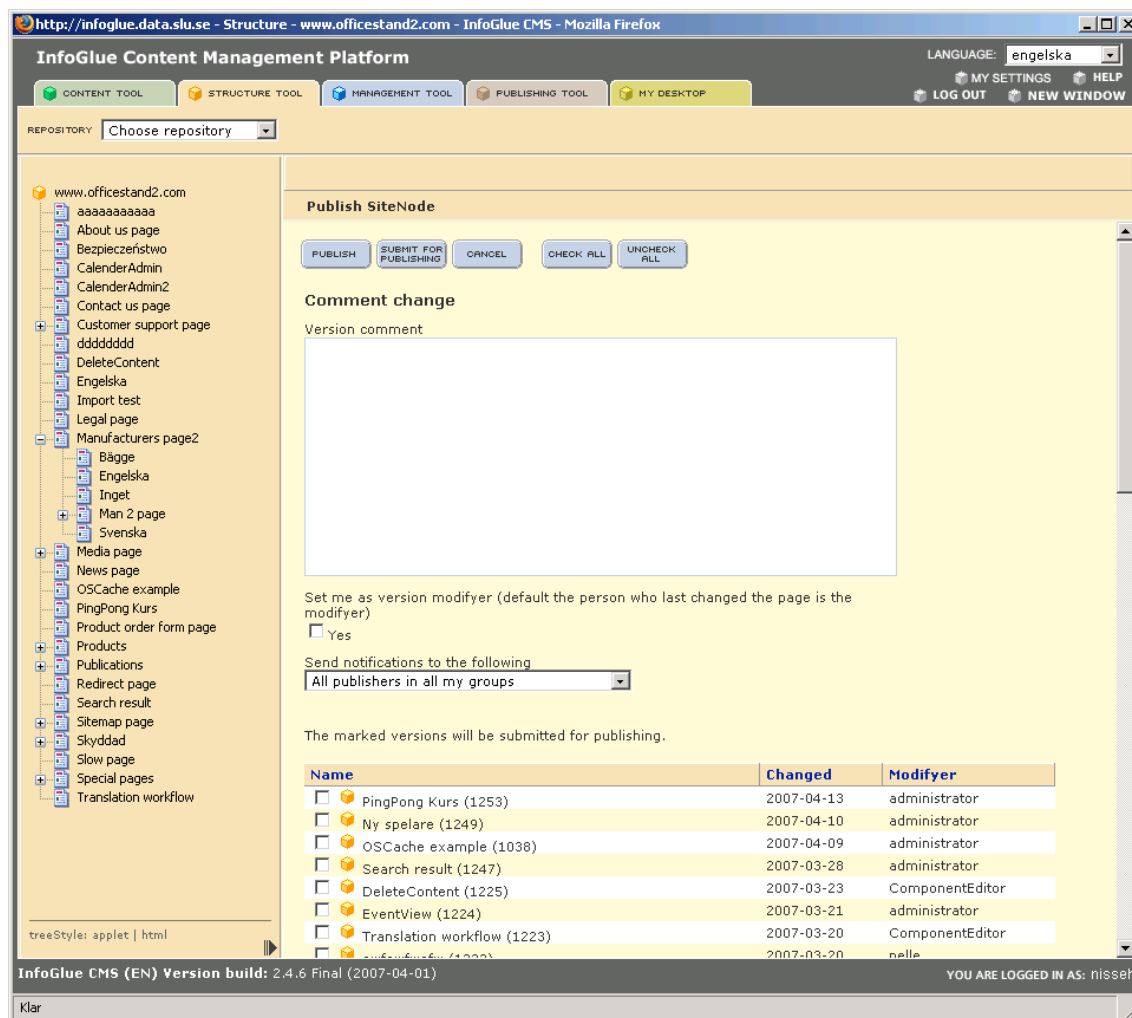
This will delete the site node and it will not be possible to undo this operation later. You will have to confirm the action before it's carried out. After you are done the tree will reload and you will now see that the item has been deleted. An important note is that you cannot delete a published site node. You have to first unpublish it.

Mass-submit to publishing

As with contents it's nice to have the possibility to mass publish structure as well. When a site is created initially or when a whole lot of pages are changed at the same time it's often a very boring task to set all of the versions to "Publish"-state so that they can be published. There is a shortcut available however. If you mark a page you can press the button "Submit to publish".



The following dialog will then open:



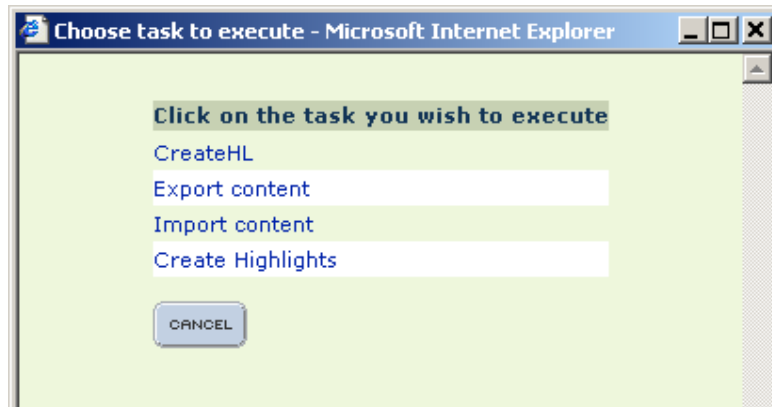
Here you must first state a comment to the publishing. This will be shown to the publisher. You can also select if you want the system to notify the publishers. Then you select all the pages you wish to change state on in the list or you select all by clicking the "Select all"-button. When you are done, press the "Submit for publishing"-button and all the marked items will be propagated to the publisher.

If you are a publisher on this site and usually work in the publishing tool you can quick-publish an edition. If you press the "Publish"-button instead of the "Submit to publisher" the pages will be published instantly.

Since 2.4.6 there is a "Publish this page"-button also. This is a much less heavy operation as it is not recursive but only works on the current page and it's associated entities.

Execute task

In the structure tool as in many other tools there are a button called "Execute task". This is actually a way to extend the tool with your companies own routines and interfaces tailor made for you. The first view will therefore be a list of available tasks when you click that button.

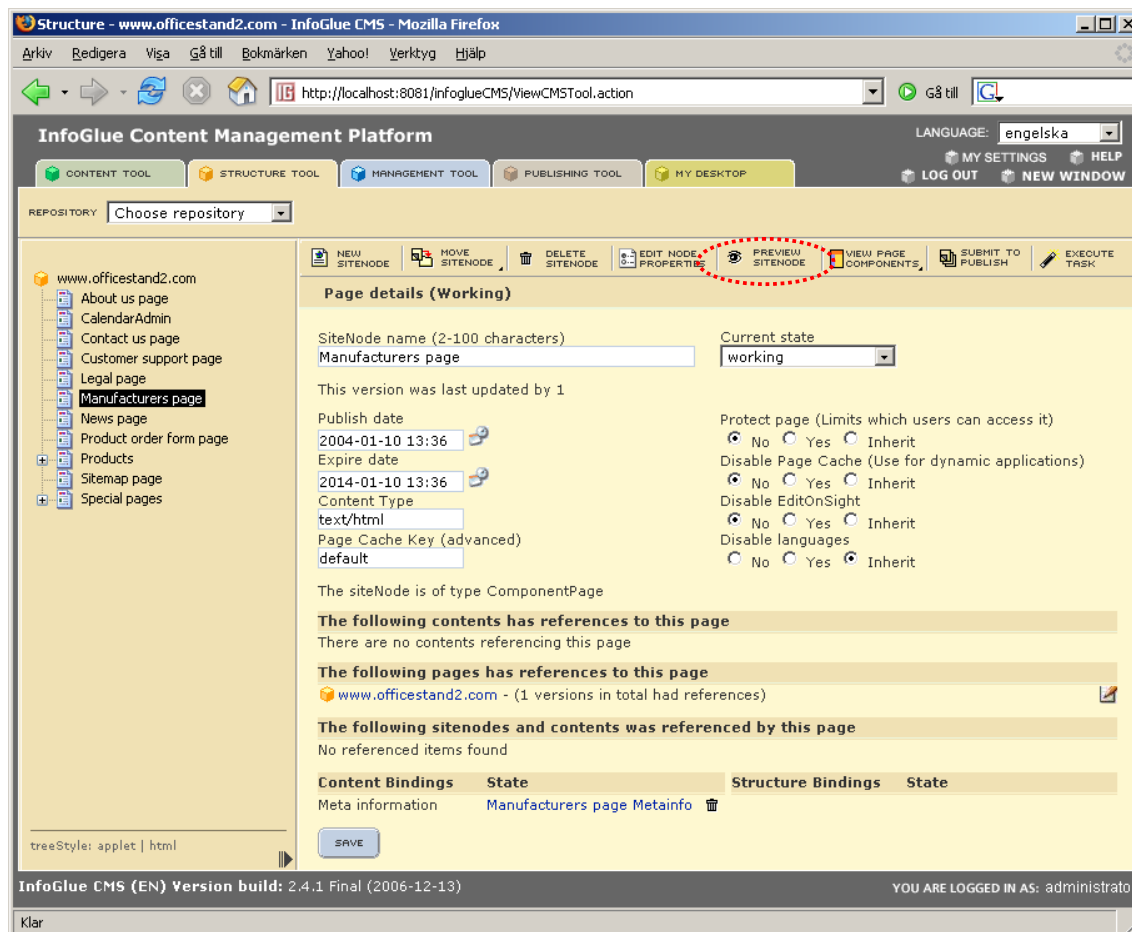


Hopefully you know which task you should execute by the names they have. When you click on the one you want to run that task will continue the wizard so the steps will differ from task to task.

Examples of tasks could be exporting contents, creating sub sites with a certain structure or control all links on the site. Only the imagination is the limit to what can be done.

Preview Site Node

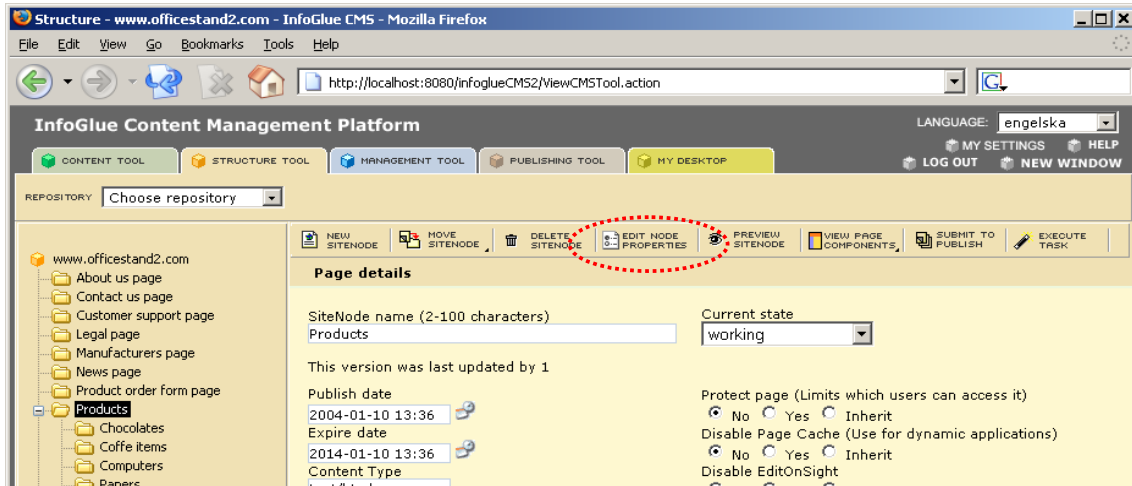
As you are often very curious to how a page looks to the user there is a preview button.



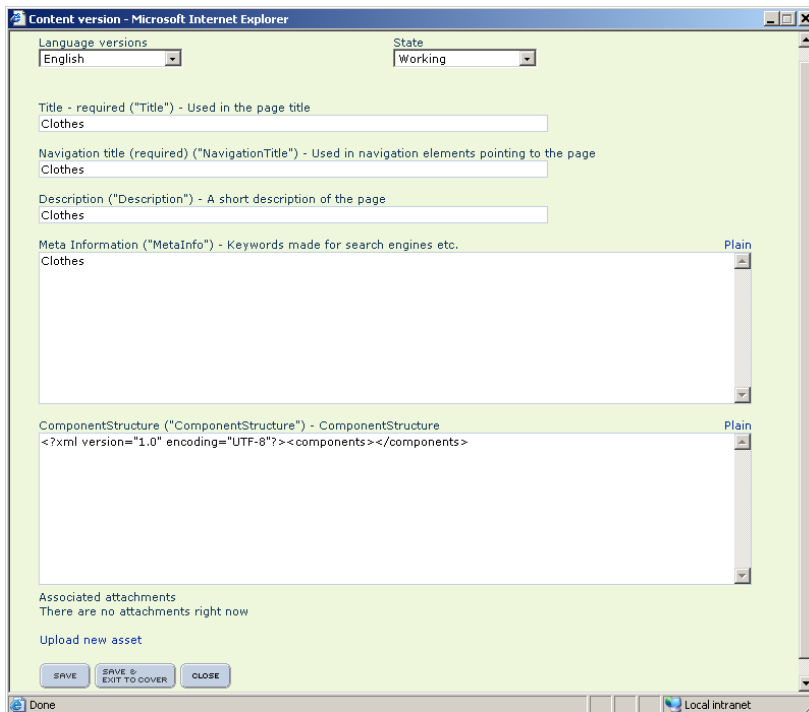
When a user presses that button a popup window will open and the page will be shown as it would be presented to the user but still in the working version. This is good to get an idea of what the changes you have made results in.

Edit Node Properties

Each site node/page you create in the system will have to have some metadata bound to it. Things like title, keywords and other site specific things are often needed. In InfoGlue you always manage node properties by clicking on the node in the navigation and then on the button "Edit Node Properties".



You will then get a view where you can manage the properties the administrators of your site has defined a page should consist of. In this example there are just a few fields:



As you might notice there is a language drop menu available. This is because properties also can be localized. A page has probably not the same title in all languages for example. So edit the version you are on and press save. Then change to the other languages you wish to edit in the dropdown and do the same for them.

Page Components – building sites/portals

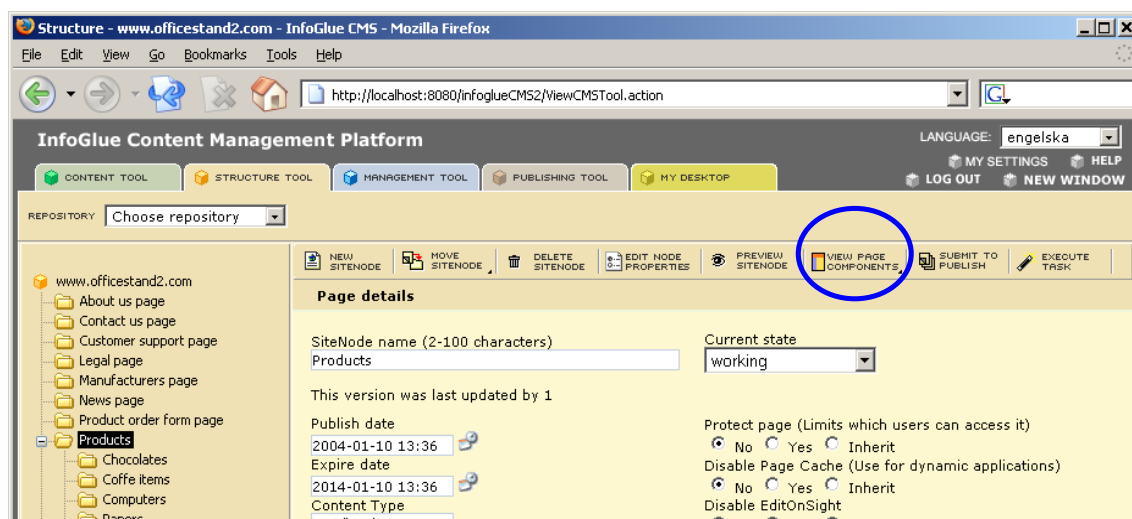
This part is just a very simple introduction to components. You should read the development guides to components to get a better idea of what it is all about. It can be found on the development site under <http://www.infoglue.org>.

Why Components

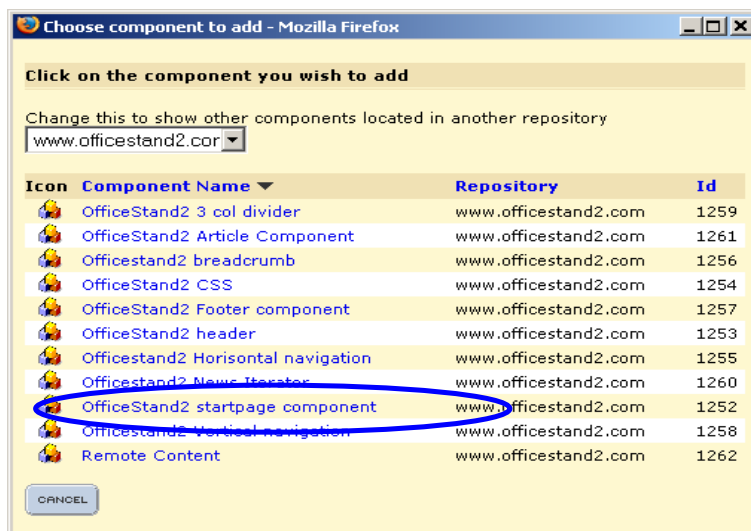
Components are used to enable a more reusable, manageable site. The users will, after some initial education, be able to build pages with the site specific or general components already created by the developers in an extremely dynamic way. This way the user is restricted to the look & feel of the site but is free to compose the pages as he/she will within the restrictions the site owner decides. The hope is that developers create components that are generic enough to be used in a lot of situations. Written correctly a component can be extremely usable and even sellable to many customers. There are also a marketplace maintained by the community where anyone can sell or give away their generic components. Our belief is that reusable components will rationalize the development process dramatically.

How does it work

Since a while back InfoGlue defaults to the component style page type when working with pages. The old way to build sites are still supported but not recommended. Because of this the normal case is that when you click on a page in the structure tool the component editor view appears directly. If you go to the page cover you can always switch back to the component editor by pressing the icon marked below:



If you have not picked a page template before or a base template already you will initially get a screen saying you don't have any base component so you must click on the link and select which component you wish to base the page on or you select one of the page templates if available. For example – we use the OfficeStand2 basic HTML in one of the tutorials.



Now you will see the editor. We recommend you read the tutorials and watch the video on this subject to get all the information you need.

Component description and thumbnail

Since InfoGlue 2.6.0 we have added a possibility for developers/administrators to add a description and a thumbnail for components. It's optional but could be nice if there are many components. The info is shown like this when adding components to a page (compare the AK Article Box component which is supplied with another thumbnail and a description with the other components):

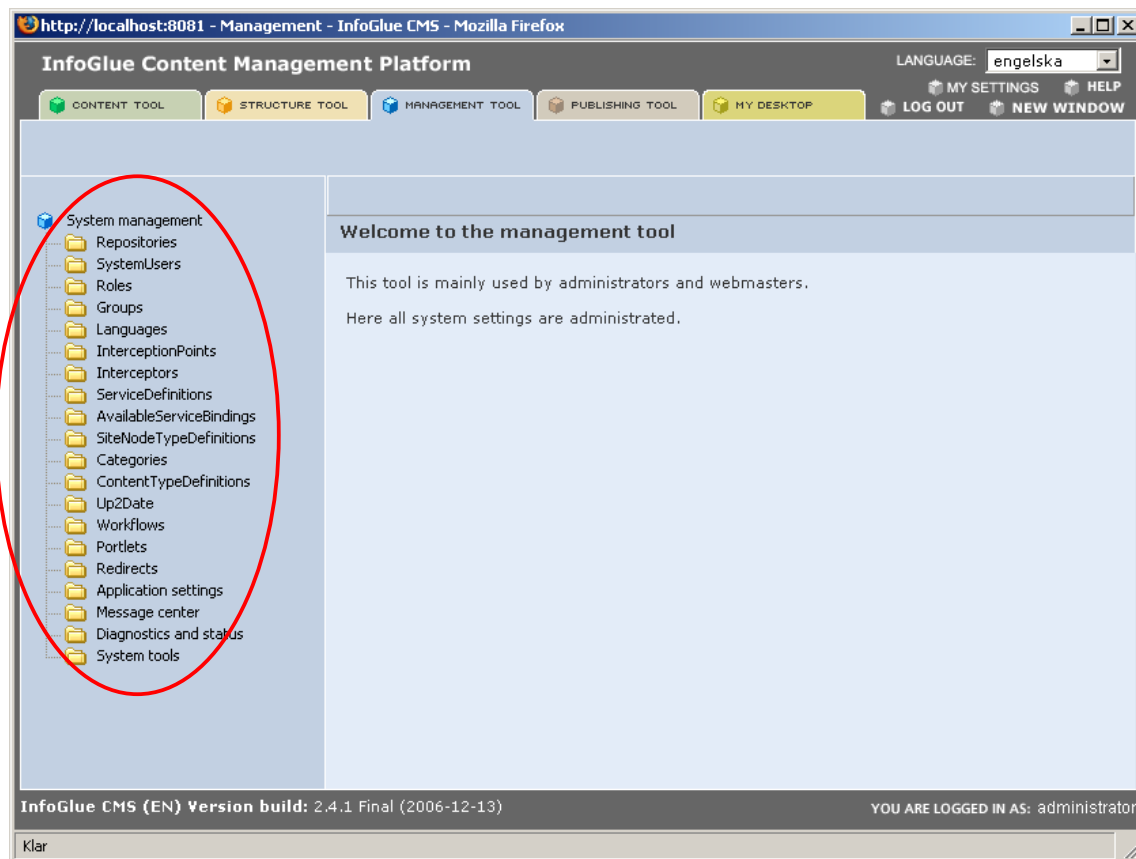


- To add a description just add a content type attribute called "Description" on the HTMLTemplate content type. Then enter a description for those components you want to have a description for in the gui above.
- To add a thumbnail just attach a normal image with the asset key called "thumbnail" to the component content.

Management tool

The management tool is found as one of the tabs in the administrative interface. This tool should probably not be visible for all users in your organization as this tool deals with system setting which requires more education than for example the content tool. We will discuss how security can be set up later in this chapter.

First we will discuss the different subparts of the management tool. The different subparts are reached by using the management menu on the left side.

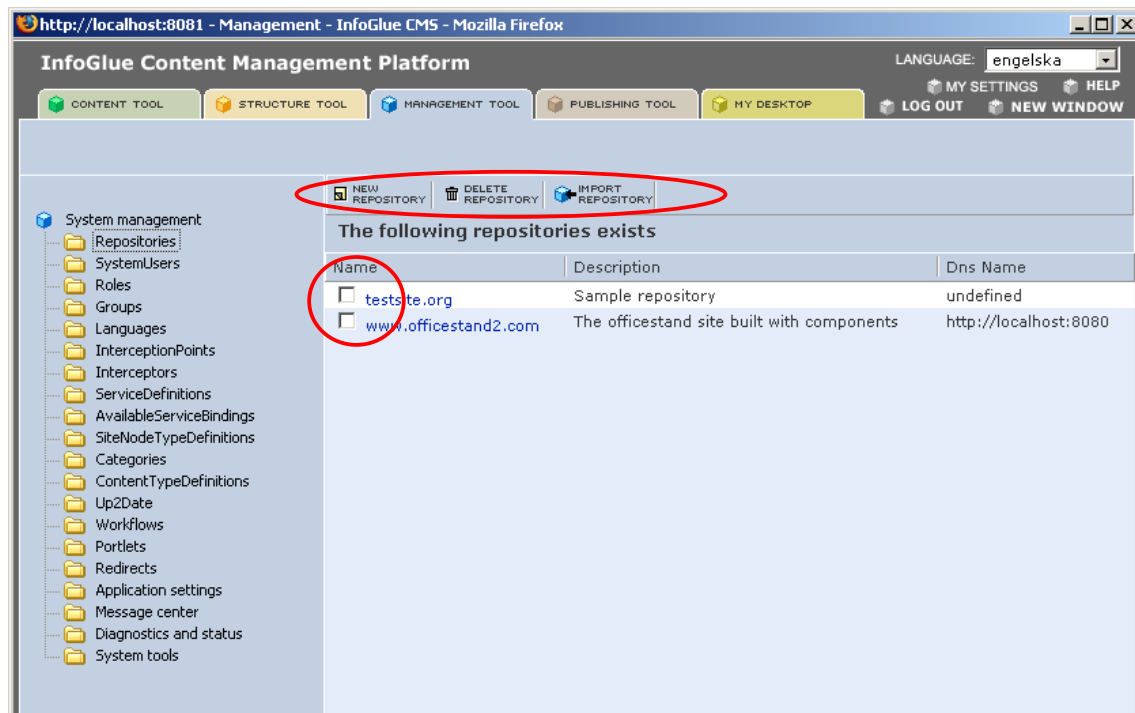


General Notes on administration

As on all other places in the administrative tool you will have a few fields of functionality on the interface. To be able to discuss the functionality rather than repeat how one creates a new, delete on or many and similar stuff we will discuss this here and use the repository entity as the example. The next chapter will be about the concepts of repositories so don't worry.

General flow:

Every time you handle things in the management view you first get a list of existing things. This is to give you a good overview of the status right now. In the list below there are two areas to note especially and they are marked in red.



The toolbar above each list is used for affecting the list somehow. There is always a New-button and a Delete-button. The new button brings out a create dialog and the delete button deletes the items marked in the list. If you enter an item in the list it will show a different interface which lets you edit all parameters available to edit on the item and the toolbar will also give you a number of options depending on the item. Also worth noting is that sometimes the create screen will present fewer options than the detail screen later does and that is because the item must be created before it for example can be connected to other items.

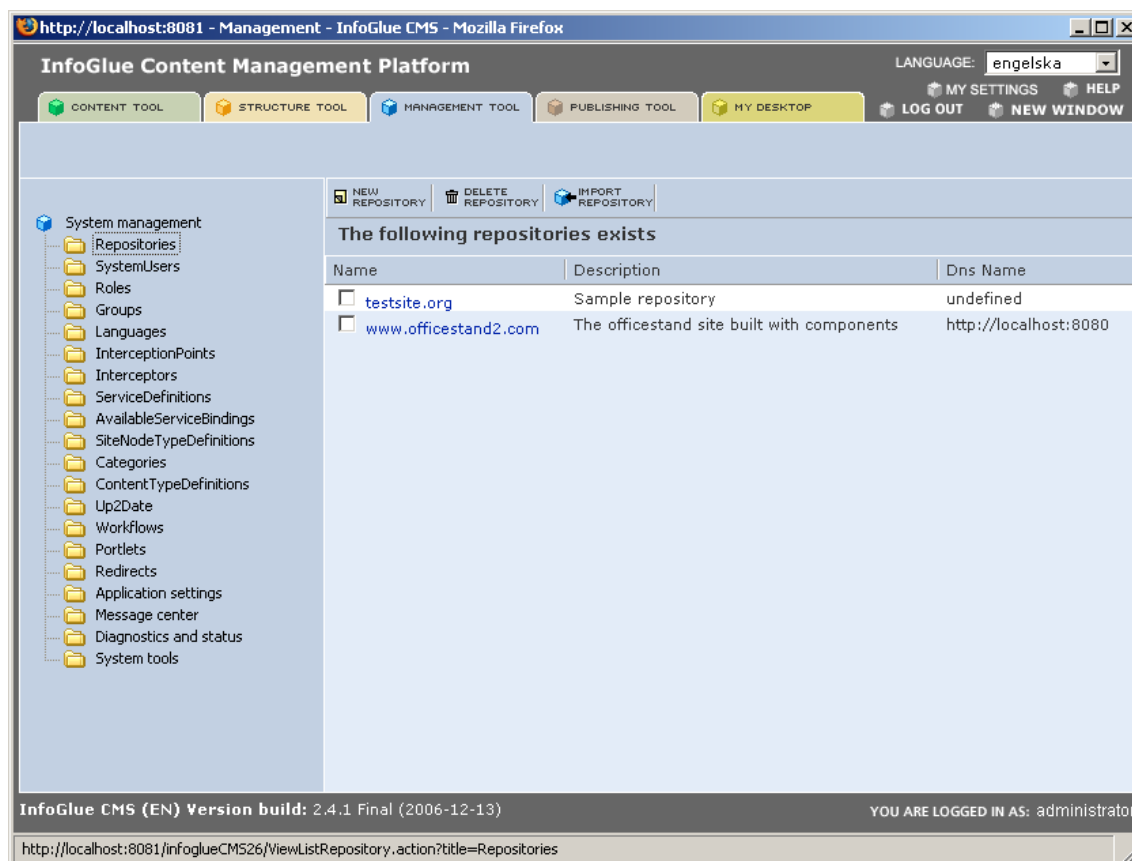
A new feature since 2.4.6 all list in the system are sortable on their columns – just click on the column you wish to sort on and click again on the same column if you want reverse order.

Later in this tutorial we will assume you know these basic flows.

Repositories

One of the most central concepts of InfoGlue is “Repositories”. It is most often similar with a website but it can be other things as well. The term repository was picked to illustrate that it is a collection of information. It can be a website and its information but it can for example also be an image bank or an internal place to store document. In this chapter we will however discuss it in the terms of website repositories.

If you click on the menu option “Repositories” you will get a list with the repositories you have registered in your system so far. It may look something like this:



The screenshot shows the InfoGlue Content Management Platform interface in a Mozilla Firefox browser window. The address bar shows `http://localhost:8081 - Management - InfoGlue CMS - Mozilla Firefox`. The page title is "InfoGlue Content Management Platform". The language is set to "engelska". The user is logged in as "administrator".

The left sidebar shows a tree view of system management options, with "Repositories" selected. The main content area displays a table of existing repositories.

NEW REPOSITORY **DELETE REPOSITORY** **IMPORT REPOSITORY**

The following repositories exists

Name	Description	Dns Name
<input type="checkbox"/> testsite.org	Sample repository	undefined
<input type="checkbox"/> www.officestand2.com	The officestand site built with components	http://localhost:8080

InfoGlue CMS (EN) Version build: 2.4.1 Final (2006-12-13) YOU ARE LOGGED IN AS: administrator

`http://localhost:8081/infoglueCMS26/ViewListRepository.action?title=Repositories`

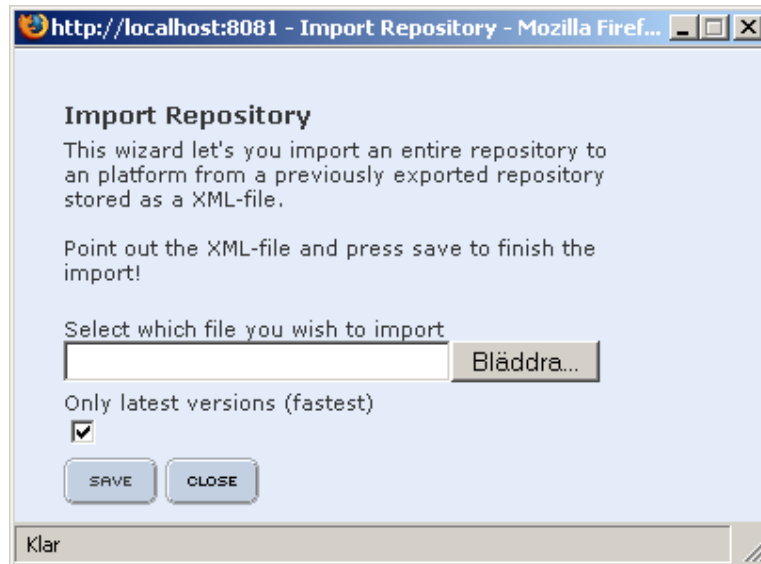
The list will show the existing repositories and a description for each including which URL it shall respond on when using NiceURI:s.

Importing a repository

A very handy feature introduced in 1.3 is the ability to import an entire repository from another infoglue installation. This means you can transfer all content, structure and relations on a site by importing a simple xml-file previously exported from an infoglue system.

NOTE: This feature is not to be regarded as a backup feature as it's only suitable to use for transferring development, non published versions of sites.

To begin importing a repository just press the "Import repository"-button on top of the repository listing. The dialog will ask for a file to import:



Browse your hard drive and point out the xml-file that contains the repository you want to import and press "Save". The resulting dialog just informs you about the success:



Now press the repository-menu item again and verify that the imported repository is listed among them.

Repository details

A repository is mainly a definition that has to exist before you can build anything. All content and other things that are interesting for a site must be located inside a repository. A repository also has a detail view. Click on the repository name and you will see the following:

In this view you can edit a few things as well as delete or export the repository. Below is a chart of the fields and their use.

Field name	Typical values	Comment
Repository name	Any name you want but short. A site name is most often used. intranet.mycompany.com could be an example.	This value is used mainly for administrative and visual guidance now.
Description	State what the repository is for. Can be any describing text.	
DNS Name	working=http://localhost:8080,preview=http://localhost:8080,live=http://www.infoglue.nu:8080,workingPath=igc	Whatever domain you want the repository to answer to when using NiceURI. Use the form that is shown when you click on the field. More information on NiceURI and configuration can be found in the "InfoGlue Administrative Manual".

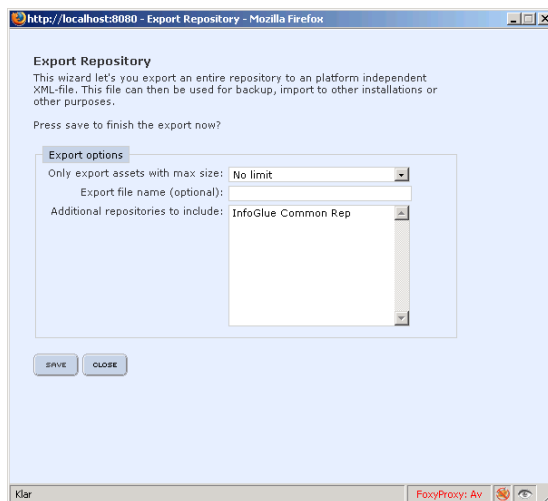
Below these fields in the repository detail view you can also state which languages you wish to exist on the repository. We will discuss languages later but for now it's important to understand that a repository can contain one or many languages. The languages chosen here will affect the content tool and the dialogs in it for example.

You can add languages or subtract to a site at any time so a repository can for example start off with just supporting an English version and then after a while add support for German or French if needed without having to develop anything new.

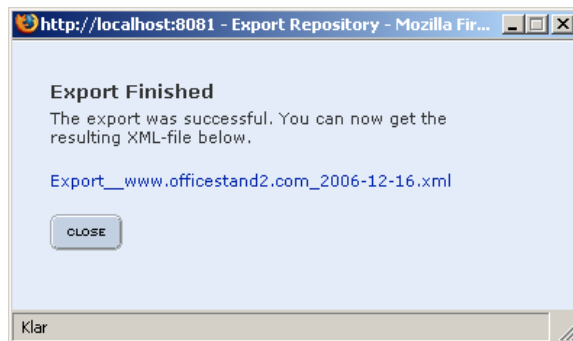
Exporting a repository

A very handy feature introduced in 1.3 is the ability to export an entire repository. This means you can export all content, structure and relations on a site to a simple xml-file. This file can then either be used as backup or for transferring repositories between infogluce installations.

The only step needed when exporting a repository is to click on the "Export repository"-button (set optional parameters if you want) and press the "Save"-button when the following dialog shows:



The result will be the following:



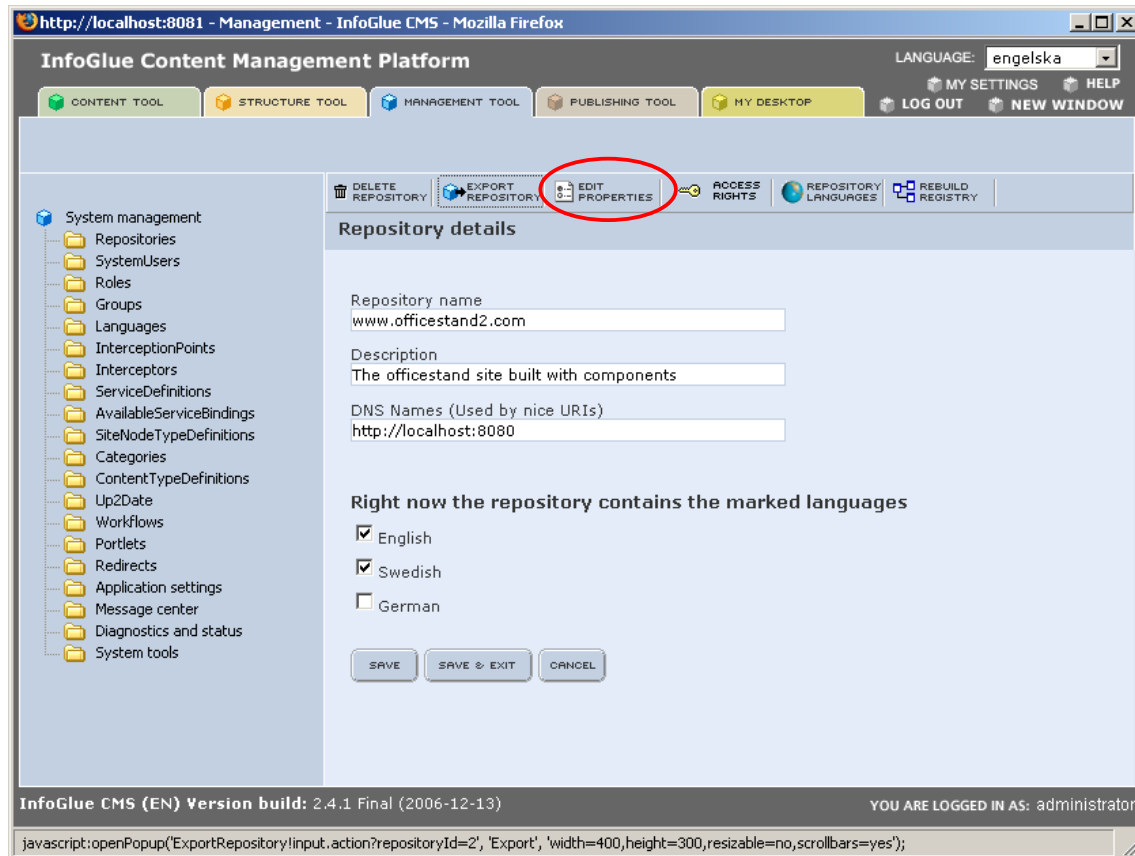
You can now right-click on the link and "Save link as" or whatever your browser let's you do thereby saving it locally on your hard drive or other media.

Warning: Users should know that there are restrictions to this feature which means extensive testing always should be done after a transfer or the repository to verify that the site works as before:

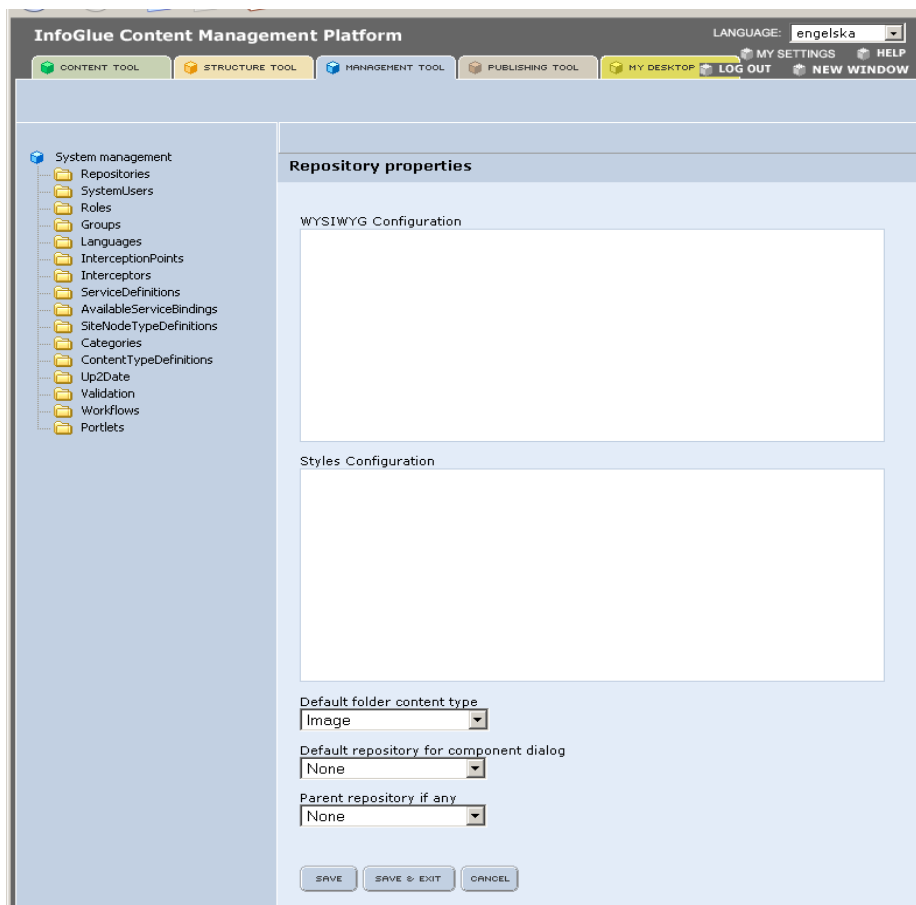
- It will not follow references outside the repository in question which means reused content from other repositories will not get exported.
- System settings are sometimes tricky to export and users and roles including access rights are not included.
- Languages and content types etc are remapped to the new system if the names are identical – otherwise the originals are recreated on the new system.
- **This feature is not to be regarded as a backup feature as it's only suitable to use for transferring development, non published versions of sites.**

Repository properties

A new feature introduced since 1.3 is the ability to have properties on almost anything through the integration of OS PropertySet. This feature is used under the button "Edit Properties" to allow users to customize the WYSIWYG on site-level as well as to set up other aspect of how the repository relate to other repositories.



When editing the Repository properties you get the following interface:

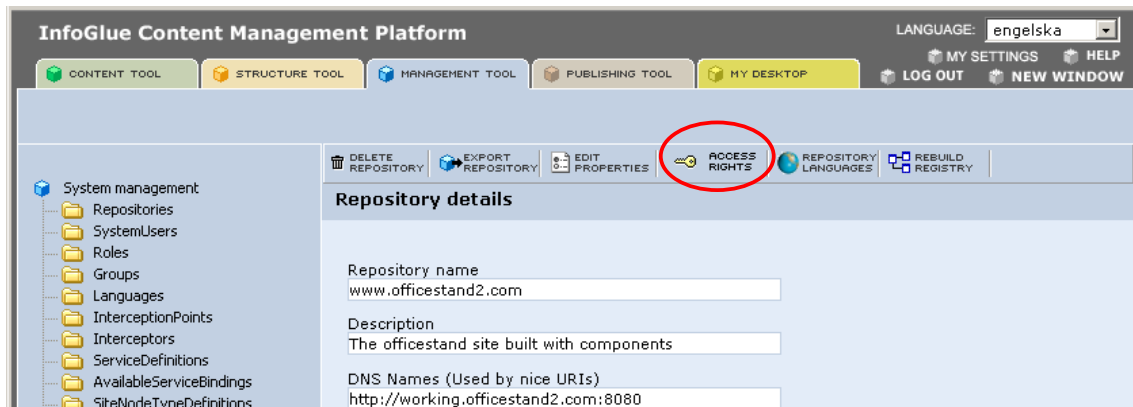


The fields in this view are:

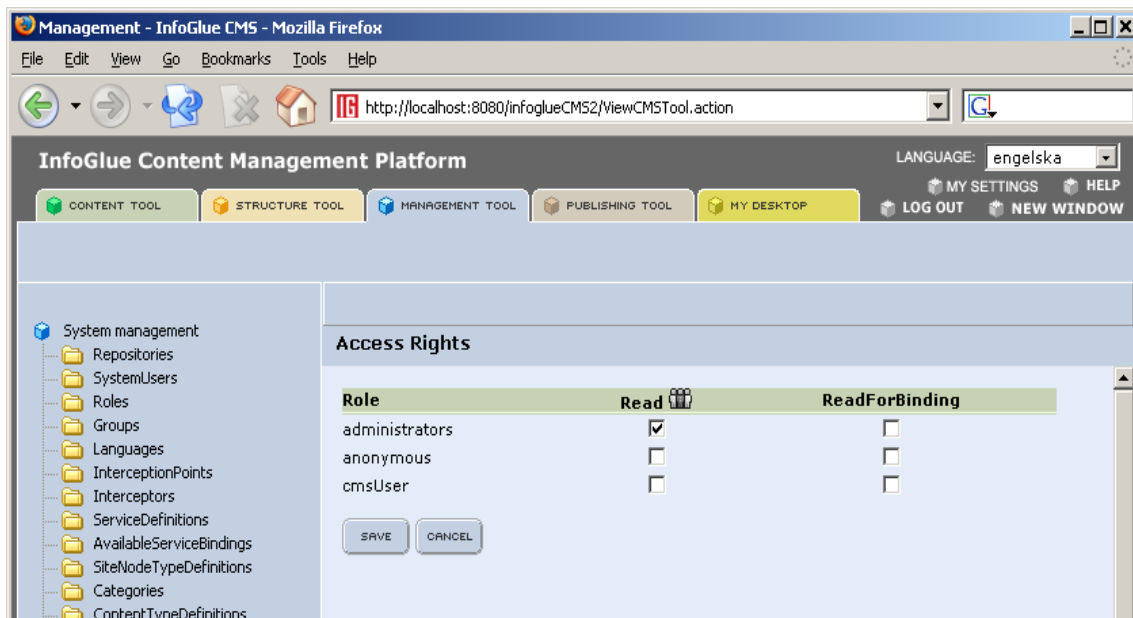
1. WYSIWYG Configuration and Styles Configuration: You just paste the settings for the WYSIWYG right in. Read the chapter about WYSIWYG-configuration for more information on this topic. The same settings can be done on role and user props.
2. Default folder content type: this of course sets what content type should be pre selected when creating a folder. Folders are also normal contents but it's usual to have a special content type or none at all for them as they are seldom used in the presentation.
3. Default repository for component dialog: Set the repository you wish the component dialog should default to when binding in a new component. If not set the repository the user is working in is shown but often one stores the components in a separate repository for reuse and management sake and then it's nice to avoid switching to it all the time.
4. Parent repository (if any): This property lets the user set which repository is the parent to this repository. Can be used in situations where you have local divisions etc which all are sub sites to the global site. If a site has a parent repository this means that properties etc can be inherited from that site.

Access rights on a repository


In InfoGlue 2.0 we have restructured the interfaces a bit. Gone is the old drop in management where you choose site and then access rights or permissions on it. Now you instead click on the "Access Rights"-button on the repository detail screen.



The screen will the show the common access rights view:

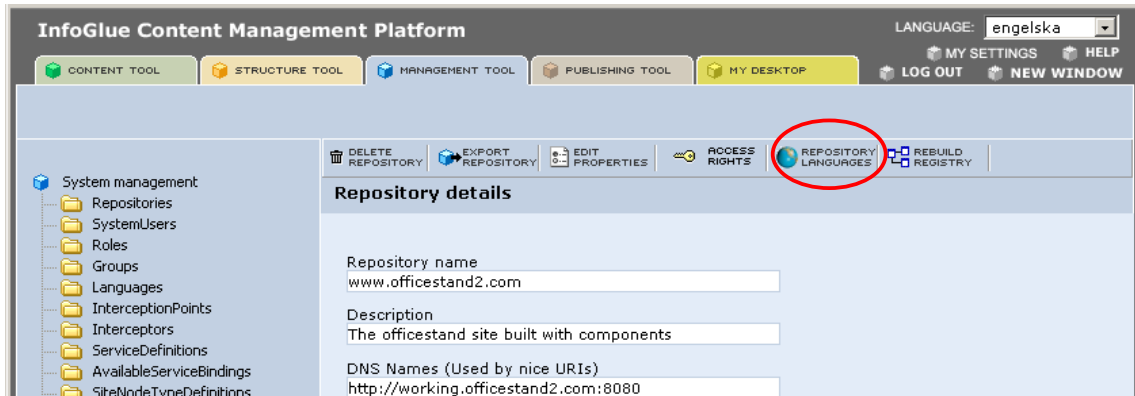


The new thing in InfoGlue 2.0 is that now there is not only a Read-right which controls what roles are allowed to access this repository in the tools but also a ReadForBinding-right which lets you decide what roles are allowed to reuse content and pages through bindings from your site in other sites. This is convenient when you do not want users to see and be able to modify for example a "General Image"-repository but you still want them to be able to use the images in it from their pages.

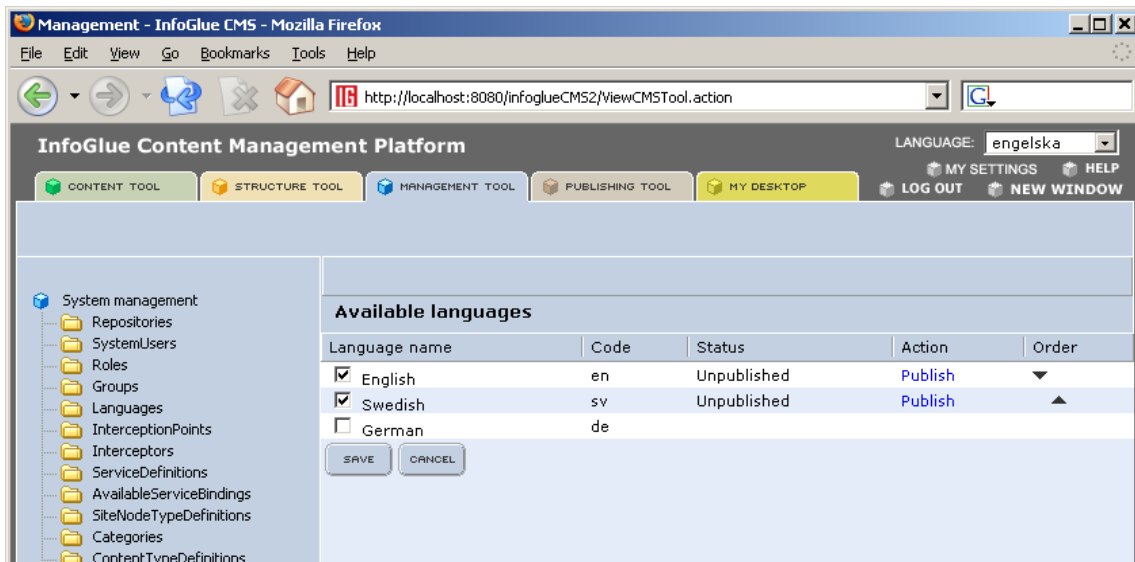
Another new feature in InfoGlue 2.0 is that you can mix roles and groups in the access rights. To allow access to something you must always still use role but now you can also state that the users not only has to be part of that role but also part of a special group. This is done by clicking the  icon. This will be colored if groups have been selected before and it will only show if a role in that column have been selected and saved.

Languages on a repository

In InfoGlue 2.0 we have restructured the interfaces a bit. Gone is the old drop in management where you choose site and then languages on it. Now you instead click on the "Repository Languages"-button on the repository detail screen.



The screen will look like this:



The new thing in InfoGlue 2.0 is that now you can order languages within a site so not the first system language has to be the master language. The important thing to understand is that the first language in the list here is the language that the site will fallback to if the asked for language.officestand2.com:8080 does not exist. This is of course if you use language fallback in your templates.

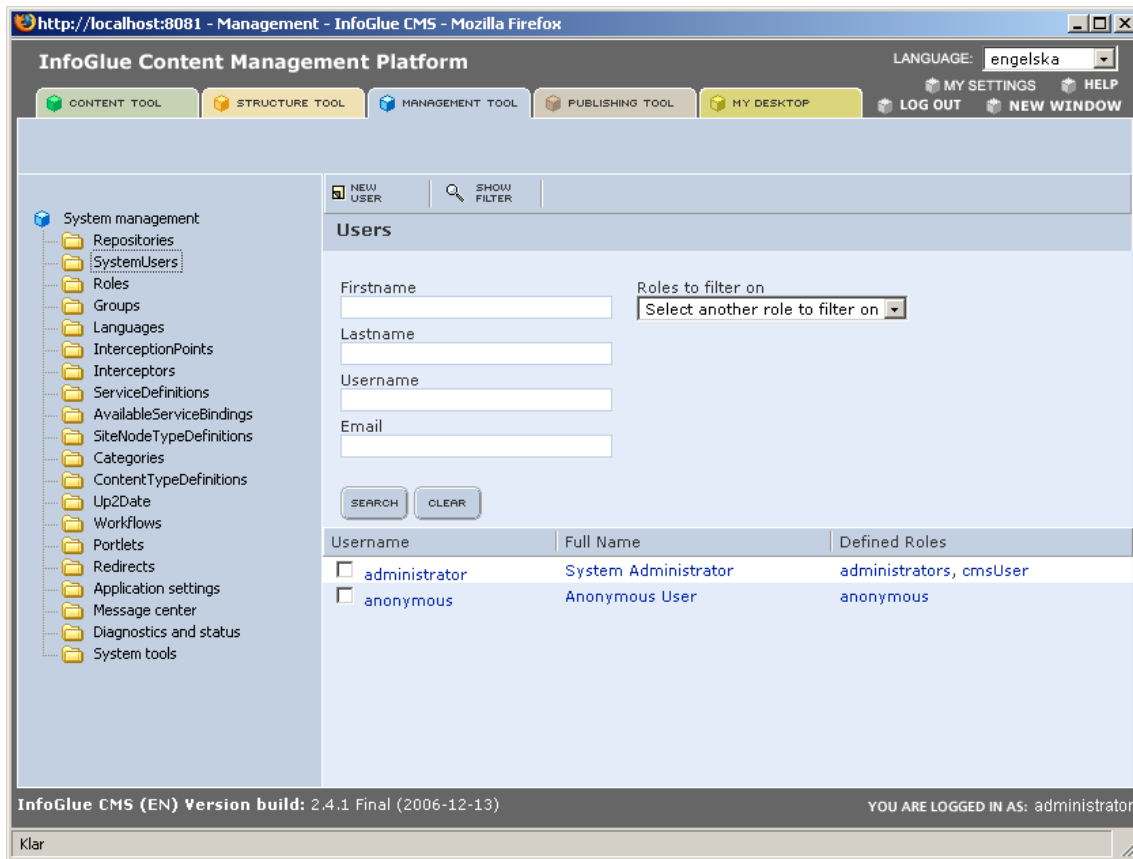
The languages listed are those defined in the management → languages area and you tick the ones you want on your site (can be done in the repository detail screen already). To change order you just use the up / down arrows. The other options on this page is not yet used.

Warning: Remember to not change master language after you have started building your pages as the page-definitions are always stored in the master language version on a site. That will render your pages empty.

System Users

A system user is a person who will be available to the system for access control, rights management or extranet handling among other things. The list of users will not always come from InfoGlue but can also come from an LDAP directory, an external user db or from another custom source. The different possibilities here is described more in the administrative manual. The different sources of users are supplied by adaptors which, although will look the same in the infoglue view, will allow different possibilities when it comes to editing, creation and deletion of users but this part will describe the use of the default InfoGlue user database.

If you look at the list of default users it looks like this:



Important: The user anonymous must be available if you want to be able to protect content and pages internally in the tools but still want anyone to look at them on the public sites. All users not logged in through the extranet feature automatically get logged in as anonymous. Be sure not to change anything on this user.

As you see there are default a search option available to you above the list. This is of course due to the fact that there can be a very large number of users available. The search fields are hopefully pretty self explanatory except for the roles filter. You can by selecting one or more roles select only users having those roles. The interface does not automatically reload after input so to search you enter the info you want to search on and press the "Search"-button.

In the button menu there is a possibility to show/hide the search options. Just click the same button ("Show filter" / "Hide filter") to toggle it.

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Now if we enter the user we will see what attributes a system user has. The detail screen will show an interface like this:

http://localhost:8081 - Management - InfoGlue CMS - Mozilla Firefox

InfoGlue Content Management Platform

LANGUAGE: engelska

MY SETTINGS HELP

LOG OUT NEW WINDOW

CONTENT TOOL STRUCTURE TOOL MANAGEMENT TOOL PUBLISHING TOOL MY DESKTOP

System management

- Repositories
- SystemUsers
- Roles
- Groups
- Languages
- InterceptionPoints
- Interceptors
- ServiceDefinitions
- AvailableServiceBindings
- SiteNodeTypeDefinitions
- Categories
- ContentTypeDefinitions
- Up2Date
- Workflows
- Portlets
- Redirects
- Application settings
- Message center
- Diagnostics and status
- System tools

DELETE USER CHANGE PASSWORD

User details

Firstname System Lastname Administrator

Username administrator Password ***** Send me a new password

Email administrator@your.domain

Manage the roles this user should be part of below

State a name or choose from list:

anonymous

Current Roles administrators cmsUser

Manage the groups this user should be part of below

State a name or choose from list:

Current Groups

Base user properties on content type definition

Choose type

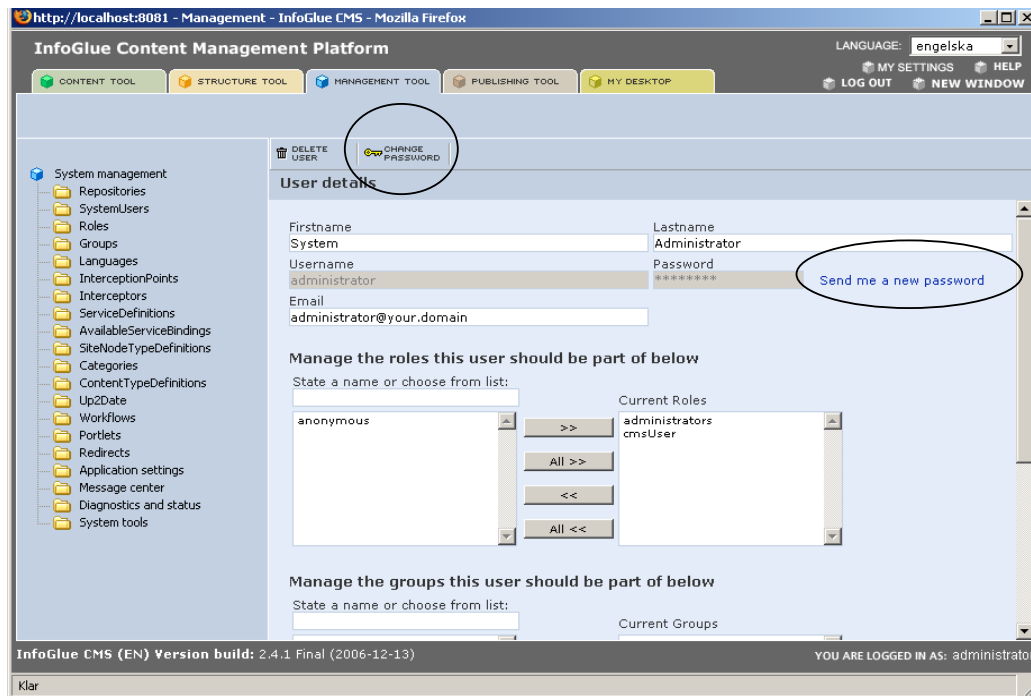
Here you can set the following parameters:

Field name	Typical values	Comment
Firstname	John or whatever the persons first name is	This value is for presentation only.
Lastname	Doe or whatever the person's last name is.	This value is for presentation only.
Username	6-12 characters in length.	This will be the login name for the user. Choose with care as this cannot be changed later.
Password	6-12 characters in length.	This will be the login password for the user. Choose with care. If you wish to change it later you press the link next to it and a new one is generated and sent to the Email stated.
Email	John.doe@acme.com	This email address will be used by the system to notify the user of different things so make sure it's correct.

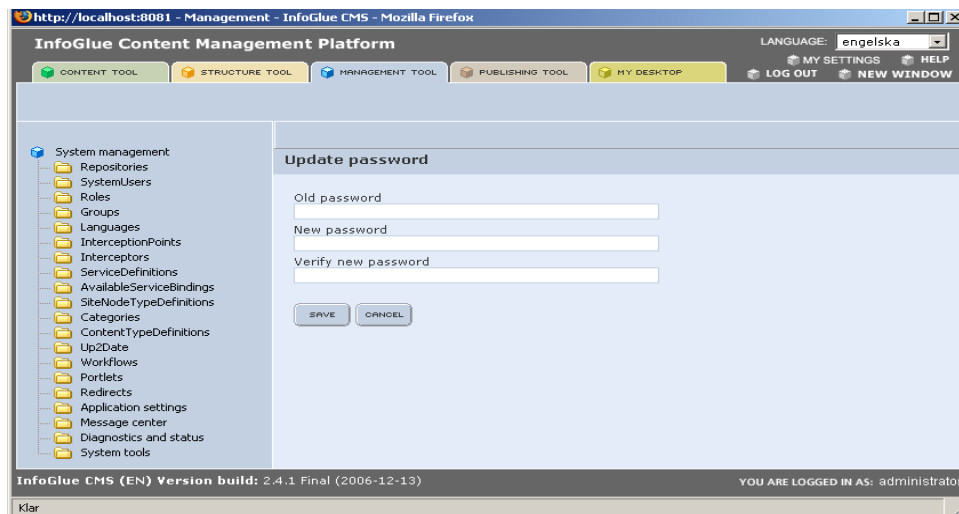
Below the attributes comes two boxes where you can state which roles/groups the user shall be part of. In InfoGlue all access control is based on roles and optional on group which mean this setting is very important. If you set that a user is part of a very privileged role he/she will be able to change very much in the system. As a note - a user must belong to the cmsUser role in order to access the tools at all. The distinction is because you will perhaps also want to have extranet users further on and you certainly don't want all of those have tool access but they will probably belong to the extranet role and only that.

Change password

If you don't have the old password and don't know how to get hold of an administrator who can dig it up you can always use the old "Send me a new password"-link which will generate a new password for this user and email it to him/her. InfoGlue 2.0 also comes with a new feature for changing a user password when you know the old one. Just click on the new button "Change Password".



In the next screen you have to supply the old password as well as the new password.



User Properties

InfoGlue has a feature which let's you set properties on a user. This is of course to allow saving extra information on a user that is not available in an LDAP or any other system and perhaps is only of interest to InfoGlue or the sites InfoGlue manages. What properties the user has is decided by which content type you choose for him/her in this screen. Just choose a content type in the drop box and save. The content types listed are of User Properties type. Default no such content types ships with the installation so you have to create one yourself in the content type definition tool if you need it. When the user has a content type assigned for the properties you will see a new button at the top called "Edit User Properties".

The screenshot shows the 'Edit User Properties' form in the InfoGlue Content Management Platform. The browser window title is 'Management - InfoGlue CMS - Mozilla Firefox'. The URL is 'http://localhost:8080/infoglueCMS2/ViewCMSTool.action?languageCode=en'. The page has a navigation bar with tabs: CONTENT TOOL, STRUCTURE TOOL, MANAGEMENT TOOL, PUBLISHING TOOL, and MY DESKTOP. The 'MANAGEMENT TOOL' tab is active. On the left is a sidebar with a tree view under 'System management' containing: Repositories, SystemUsers, Roles, Groups, Languages, InterceptionPoints, Interceptors, ServiceDefinitions, AvailableServiceBindings, SiteNodeTypeDefinitions, Categories, ContentTypeDefintions, Up2Date, Validation, Workflows, and Portlets. The main content area has a top bar with buttons: DELETE USER, CHANGE PASSWORD, and EDIT USER PROPERTIES (circled). Below this is the 'User details' section with fields for Firstname (System), Lastname (Administrator), Username (administrator), Password (masked with asterisks), and Email (administrator@your.domain). There is a 'Send me a new password' link next to the password field. Below the user details is the 'Manage the roles this user should be part of below' section. It has a text input 'State a name or choose from list:' and a list box containing 'anonymous'. To the right is a 'Current Roles' list box containing 'administrators' and 'cmsUser'. Between the list boxes are buttons: '>>', 'All >>', '<<', and 'All <<'. Below this is the 'Manage the groups this user should be part of below' section, which has a similar layout with an empty list box and an empty 'Current Groups' list box. At the bottom is the 'Base role properties on content type definition' section, which has a dropdown menu currently showing 'User properties' (circled). At the very bottom are three buttons: 'SAVE', 'SAVE & EXIT', and 'CANCEL'.

If you press this you will get a form for entering the attributes much like the form in the content tool.

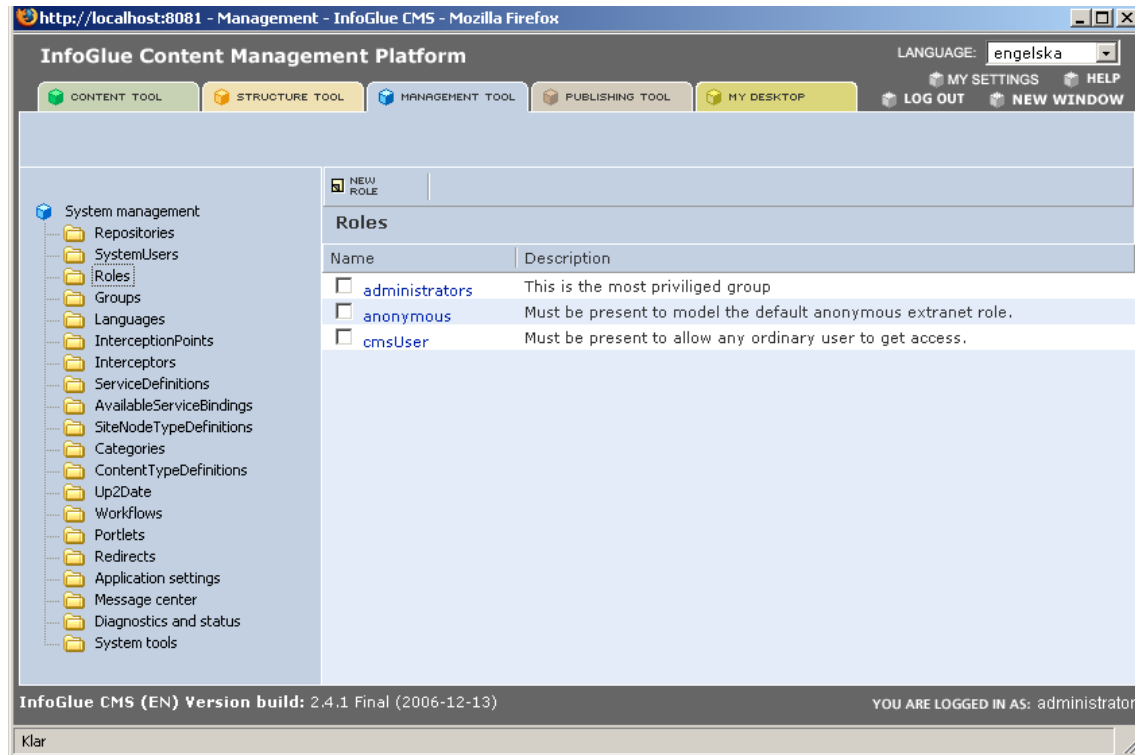
This new feature is very handy for personalizing the system and websites. Now you can set your user data here and use it when generating the sites. Some people might not want to see red cars – that's a preference you state or at least store here. The actual choice is often made by the user himself but you'll need a place to persist it.

Roles

As stated under system users we use roles with an optional group in InfoGlue to control access. This is true for tool users as well as for extranet/intranet users. In 1.2 the extranet users and roles were separated from the internal ones but since 1.3 this changed to make administration easier and more consistent.

A small company will probably have at least 2-4 roles in the system depending on how they want to divide the responsibility and access between their staff. Often there are many, many more roles especially if extranet functionality is to be used.

The roles listing looks like this:

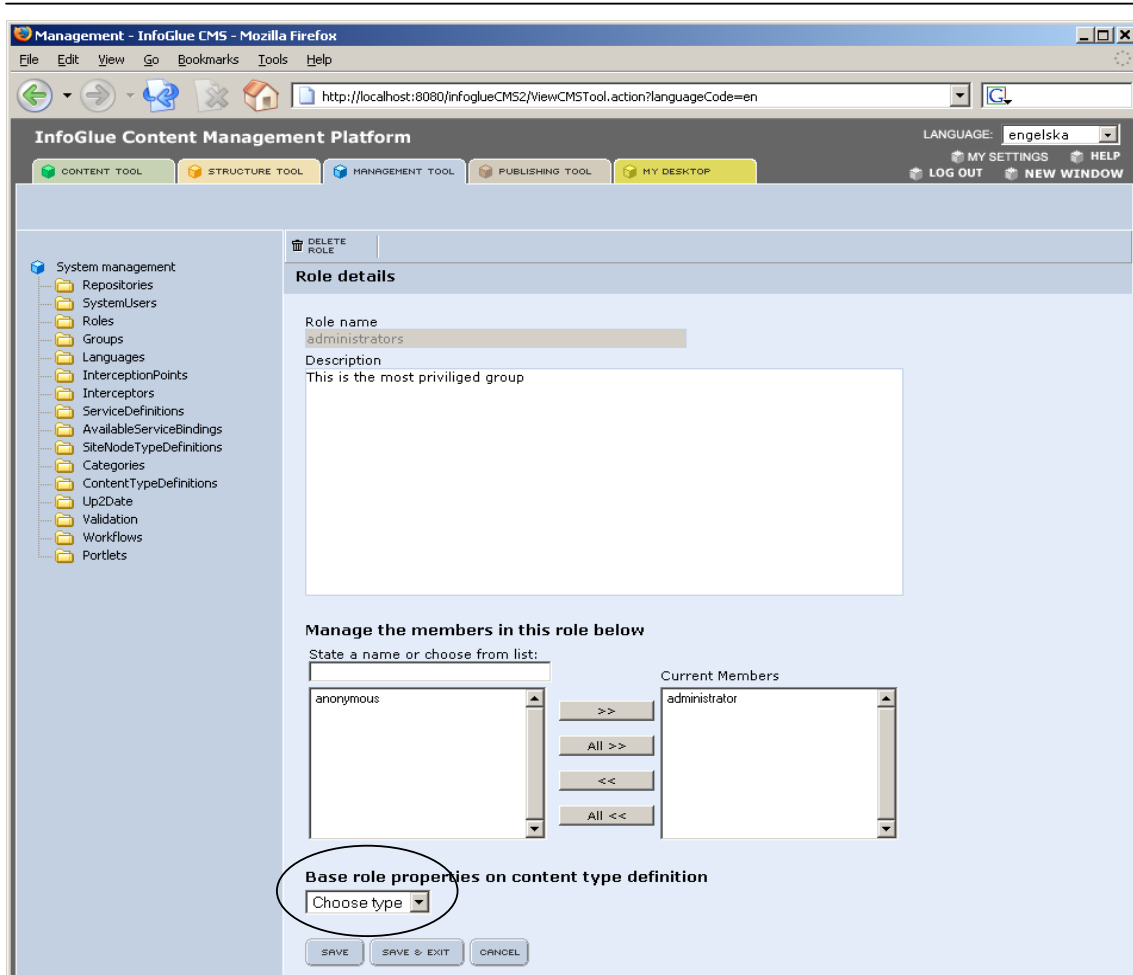


Important: The role anonymous must be available if you want to be able to protect content and pages internally in the tools but still want anyone to look at them on the public sites. All users not logged in through the extranet feature automatically get logged in as user anonymous and has the role anonymous. Be sure not to change anything on this role.

Important: The role cmsUser must be available and all users who should be able to access the tools should be part of this role. Be sure not to change anything on this role. Make sure not to add external users to this role as this means they can access the tools if you have not infrastructural barriers as well to that environment.

It's a very simple list just like the users were and if we enter the details by clicking the role name we get the following screen:

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Basically we just set the attributes in the table below and we are also able to set which system users is part of this role.

Field name	Typical values	Comment
Role name	Webmaster or whatever the role should be.	This value is for presentation only.
Description	Anything	This value is for presentation only.

As with system users you can have properties on roles. This means you can set attributes on a role which also gives users in that role those attributes. Examples might be if you have an extranet role called "Regulars" on a e-business site they would have a attribute called "discount". The same procedure for choosing content type to base which attributes a role should have applies here as for system users except that content types that are to be listed in the drop must be of type Role properties type.

You will see a new button called "Edit Role Properties" when you have selected a content type and the interface there will allow you to enter information in the same way you do when editing content.

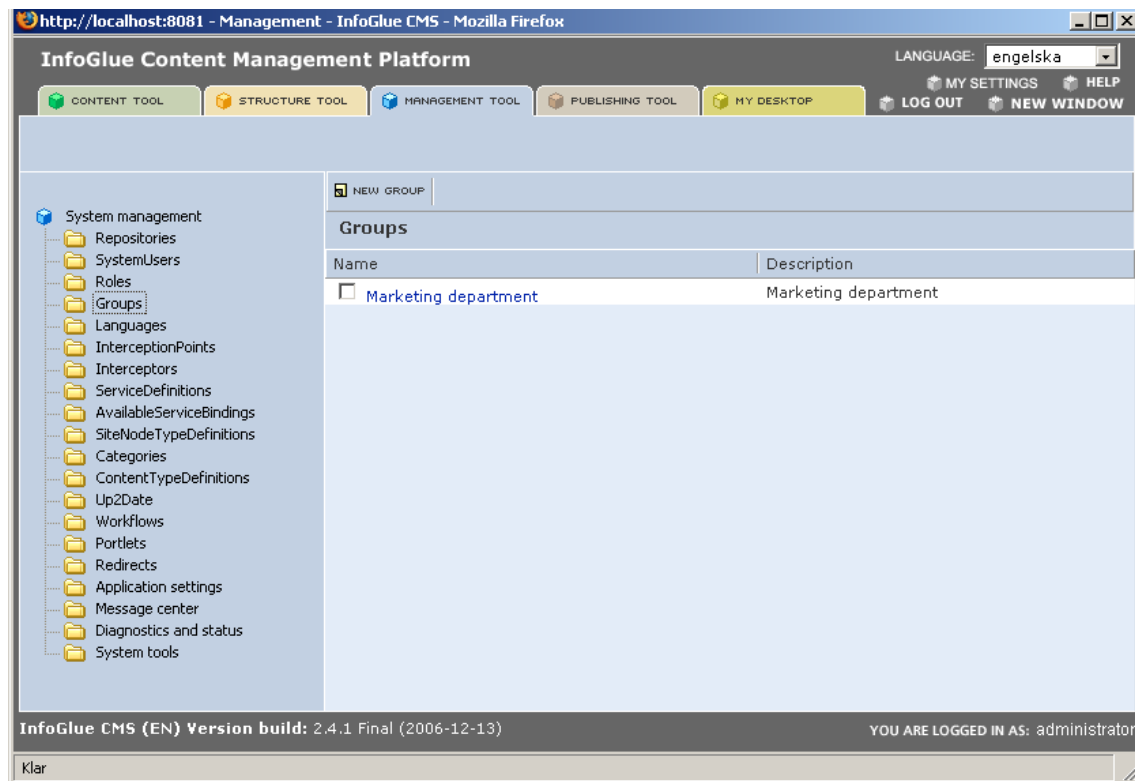
From InfoGlue 2.9.6 and forward you can state priority on role and group-properties. Let's say a user has 3 roles all with a WYSIWYG-config connected to it. Then the prio can help in getting the user to get the right config. The field is called "PropertyPriority" and is added automatically to the role properties form.

Groups

As stated under system users we use groups as an option when assigning access rights. Groups are new to InfoGlue 2.0 and can also be used for other things. Most often it reflects your organizational belonging as a contrast to roles which describes different roles you step into when doing things. For example – there may be an webmaster in each department but they should not be able to master each others sites so then the group “department” may be used to limit further what they can do on what repository. This is true for tool users as well as for extranet/intranet users.

A small company may not have a need for groups but a larger corporation will and how many will depend on how they want to divide the responsibility and access between their staff.

The groups listing looks like this:



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It's a very simple list just like the users were and if we enter the details by clicking the group name we get the following screen:

Basically we just set the attributes in the table below and we are also able to set which system users is part of this group.

Field name	Typical values	Comment
Group name	Marketing or whatever the role should be.	This value is for presentation only.
Description	Anything	This value is for presentation only.

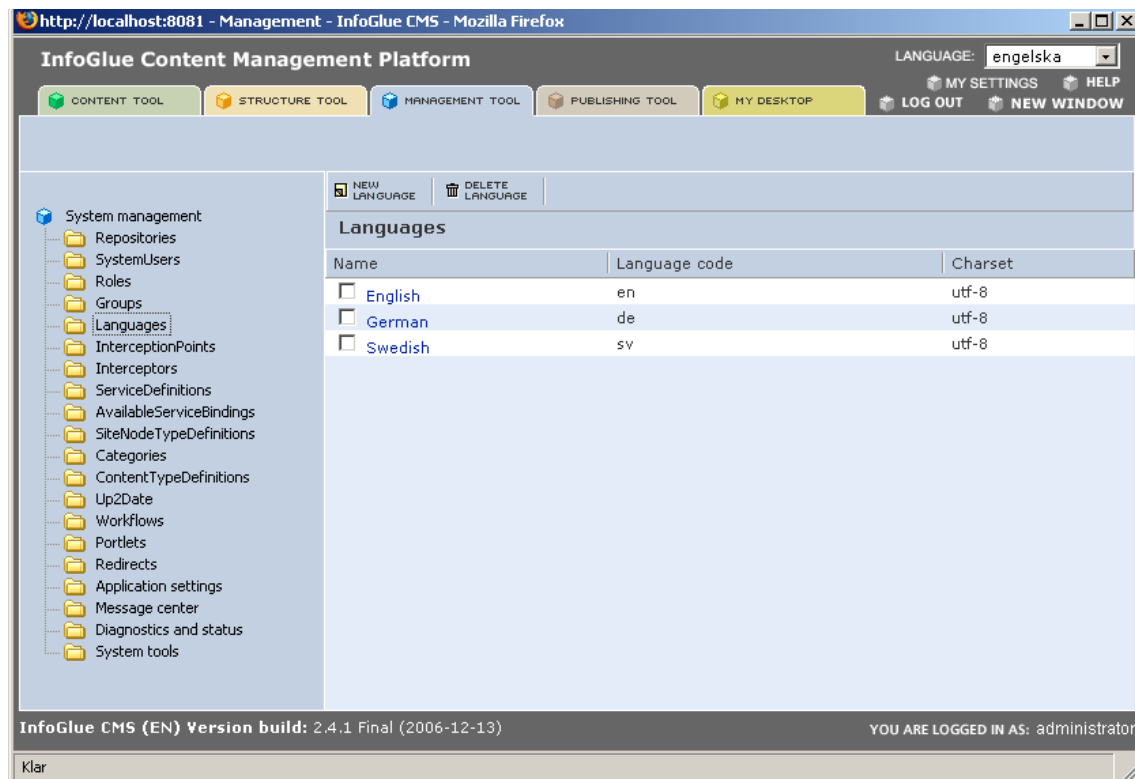
As with system users you can have properties on groups. This means you can set attributes on a group which also gives users in that group those attributes. Examples might be if you have an internal group called "Subsidiary X" on an intranet site they could have an attribute called "Organizational number". The same procedure for choosing content type to base which attributes a group should have applies here as for system users except that content types that are to be listed in the drop must be of type Group properties type. You will see a new button called "Edit Group Properties" when you have selected a content type and the interface there will allow you to enter information in the same way you do when editing content.

From InfoGlue 2.9.6 and forward you can state priority on role and group-properties. Let's say a user has 3 groups all with a special config connected to it. Then the prio can help in specifying order of importance. The field is called "PropertyPriority" and is added automatically to the group properties form.

Languages

InfoGlue has multi language support. It supports virtually all Unicode languages and used UTF-8 in all parts of the system. A new language can easily be added during runtime by using the management tool the way we will describe here.

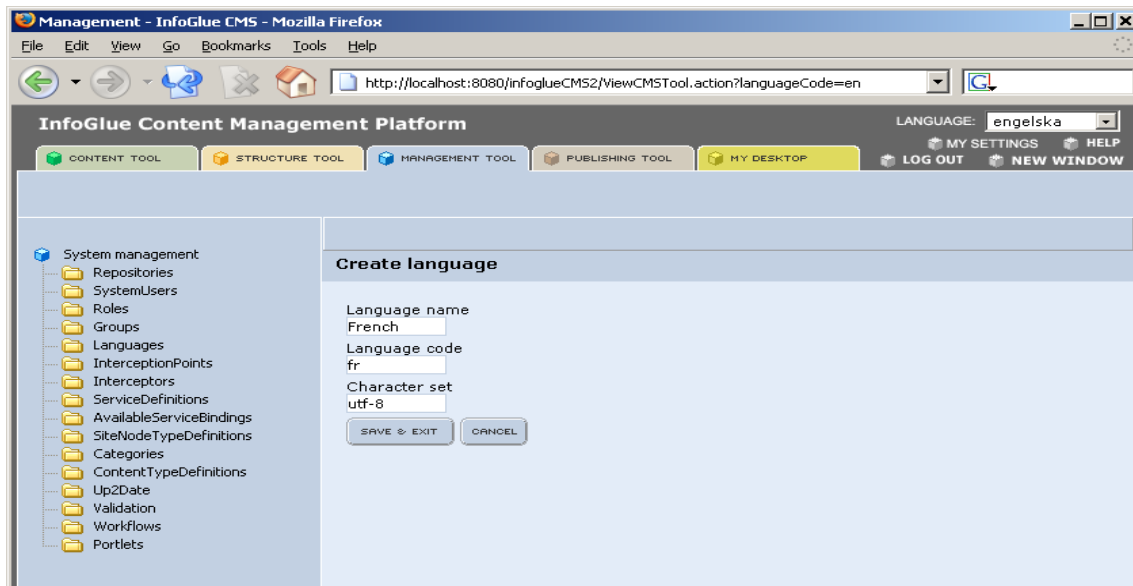
The main view will list the languages currently available to the system. It is regardless of which repository and so on. It looks something like this:



Basically the language has a name, a language code (ISO) and a charset used for encoding.

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To create a language you press “New Language”-button as usual and get the following fields to edit:



Field name	Typical values	Comment
Language name	The language name which will be shown in the content tool. Use a natural name.	This value is for presentation only.
Language Code	Should be the language code found for the language in http://www.w3.org/WAI/ER/IG/ert/iso639.htm	This value is for site logic mainly.
Character set	ISO-8859-1, UTF-8 etc	Set this value to specify which encoding we should use when sending information to the user. Very important for non-western languages. We usually use iso-8859-1 for all western languages and UTF-8 if we wish to support anything else. One can use UTF-8 always if you don't have to support old browsers or special devices.

After filling in the information press Save and it will be available in the system. To be available on a particular site you have to go back to the repository view and tick the new language as available on the repositories it should be available on. Please look at the section about repositories for more information.

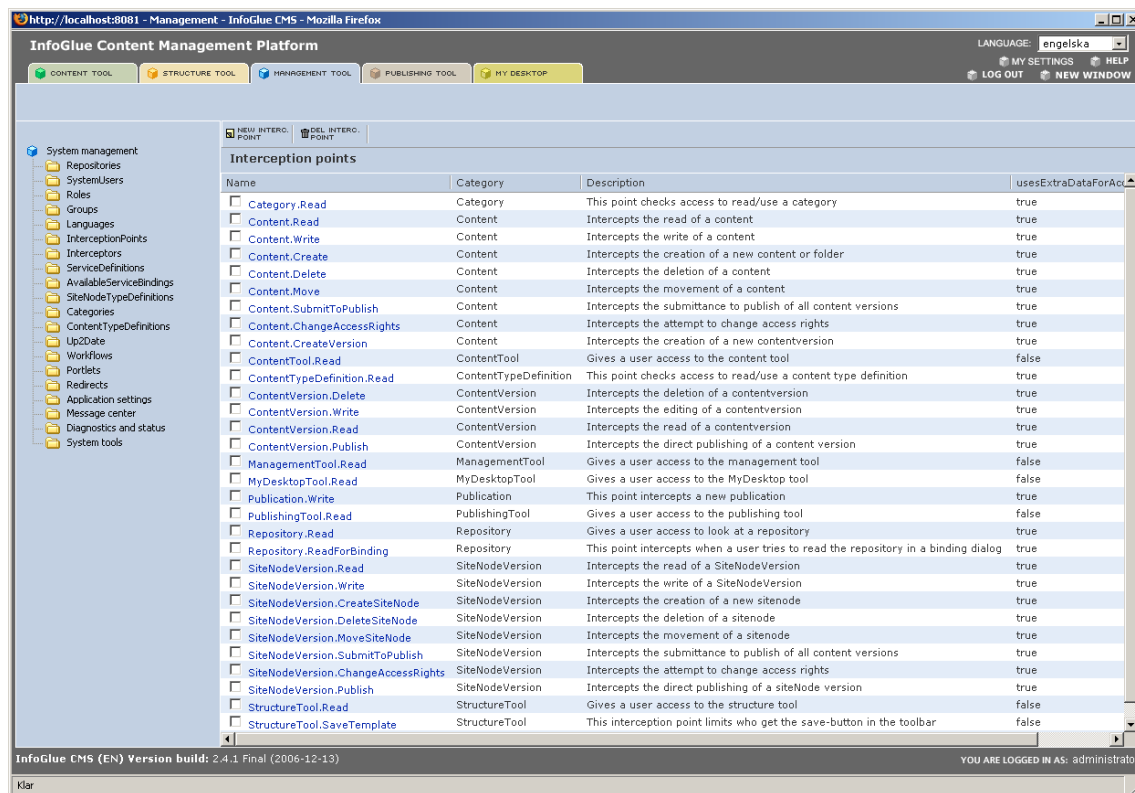
Interception points

As for many other things in InfoGlue Management tool this is mostly a part of the system aimed at the administrator but we still want to say a few words about this feature.

Interception points are what replaced “Functions” from 1.2. An interception point is a point in the system where we have added a possibility for custom logic to intercept the processing and extend InfoGlue’s own logic.

We use this feature for many things and we think it will be used even more by the customers themselves later on. The most obvious example of how we use the feature is how the entire authorization system uses it to intercept actions made by the user in the system and checks if the user is allowed to do what he/she tries to do. If not - the authorizer puts in a veto and stops the action.

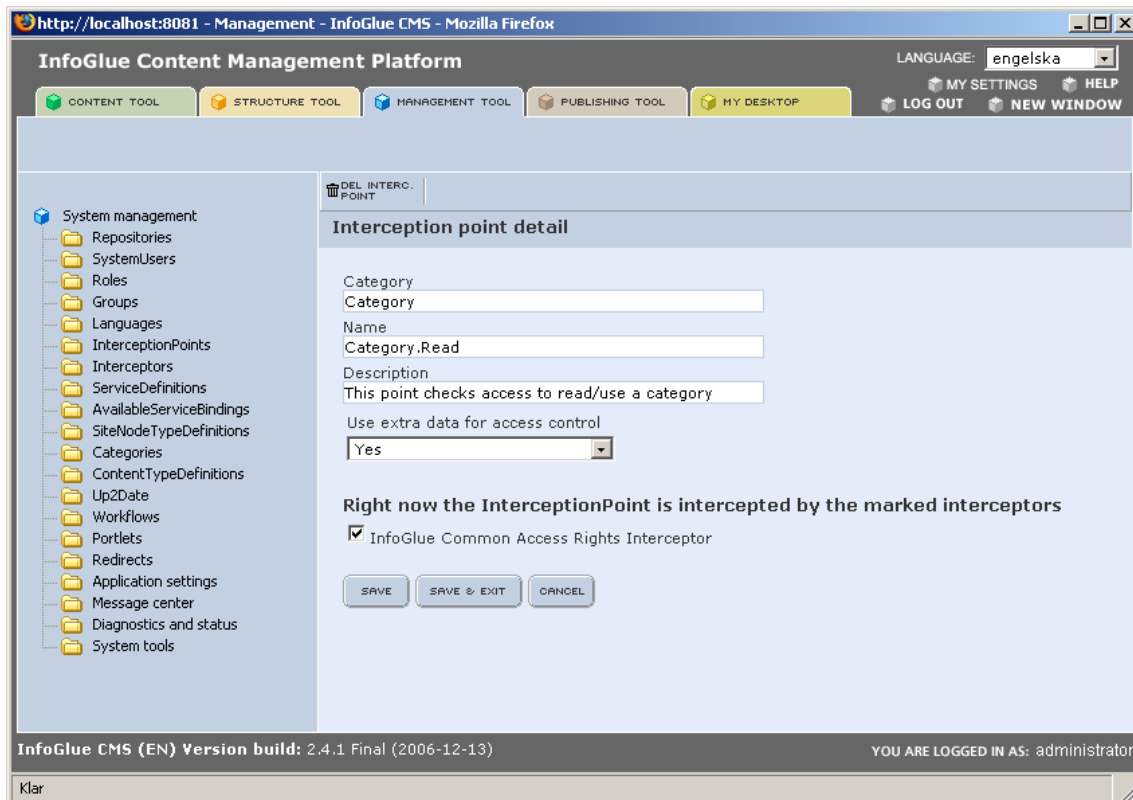
The interfaces in the management tool are very simple. The first one which meets you when you clicked on the InterceptionPoint-link is:



By default when a new system has been installed this list will contain some interception points incorporated in the core but not all will be activated. You can add more of the core ones or course you can add new ones for your own code but you are not able to add more system points unless you compile the system yourself.

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The detail view looks like this:



The fields available for editing are:

Field name	Typical values	Comment
Category	ManagementTool, Content etc	The category is used when showing different views, especially when grouping the interception points when assigning access rights.
Name	ManagementTool.Read, Content.Read	This is what the code use as a reference when an interception point is reached.
Description	Free text	Just description of the interception point
Uses extra data for access control	No / Yes	If yes the system knows that the access right-dialog must be initiated from a point in the tools which identifies an entity more in detail. If no there will be an "Access Rights"-button in this interface. This means that things like which users has access to the content tool, management tool etc should be configured from the respective Interception point but things like content access which is different for each content must be configured from it's view.

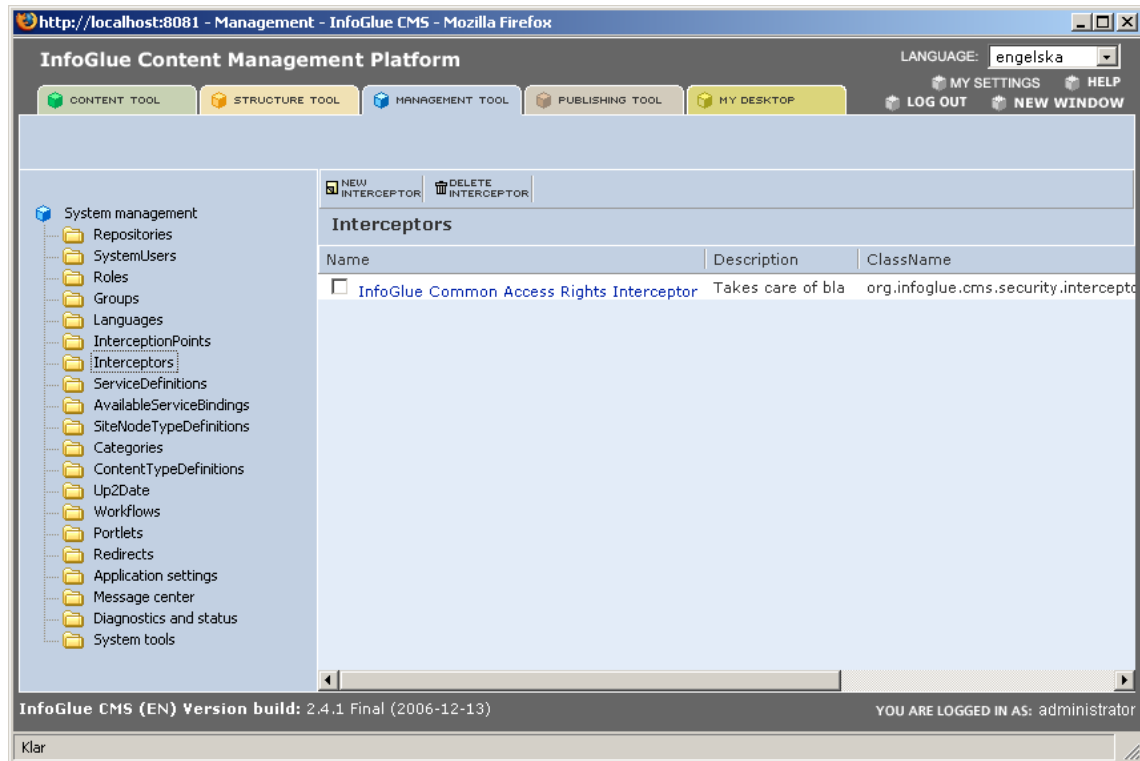
As you see there is a list(only one item now) below of interceptors. This is a way which makes it possible to attach any number of interceptors to an interception point very much like a listener. If you don't want any access rights checked for example you can just uncheck the "InfoGlue Common Access Rights Interceptor" for that interception point. Not recommended but possible.

The core interception points have descriptions added to them which we hope is enough to guide you to what they do. Let us know if you need more descriptions/documentation.

Interceptors

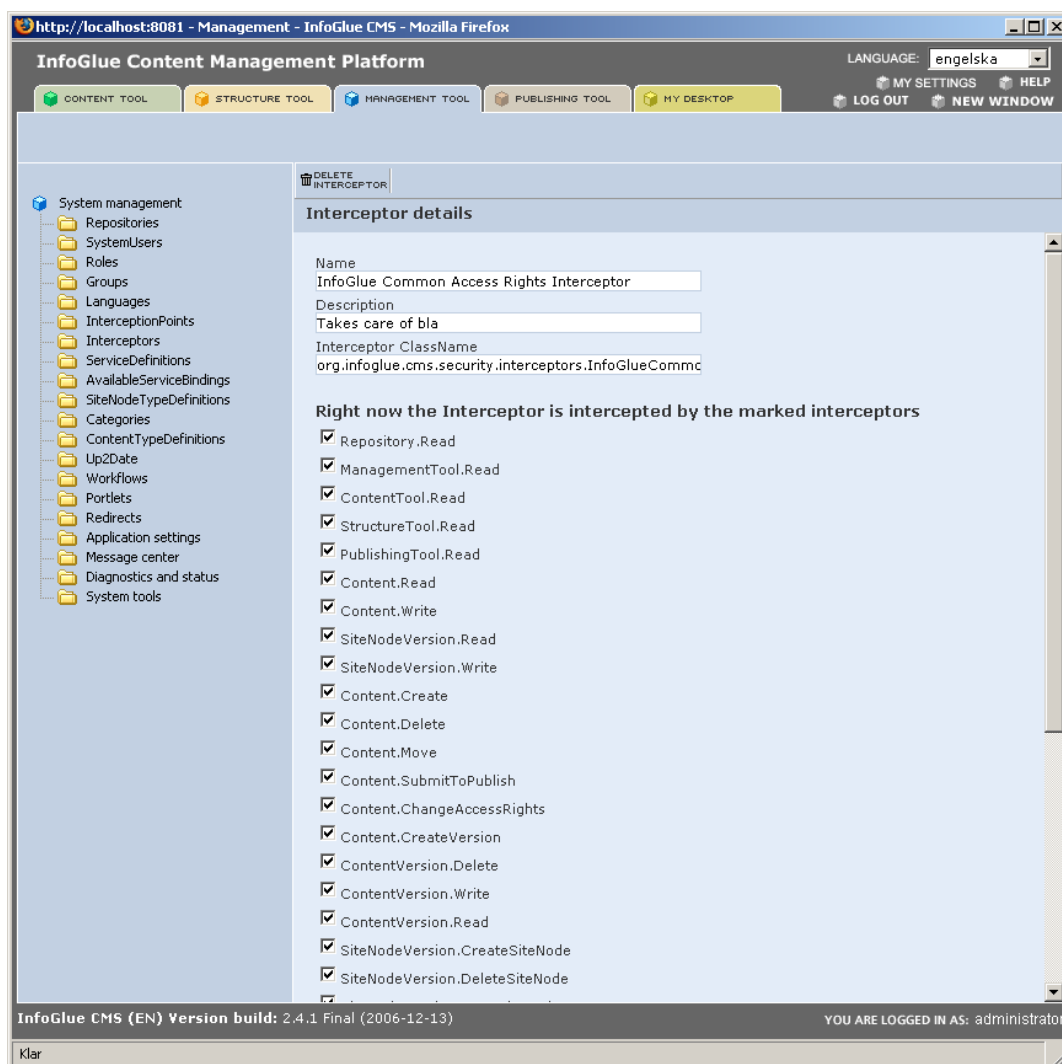
As you must have understood from the previous section interceptors are very powerful. They can attach themselves to all interception points defined and intercept the actions there. Sometimes they may do nothing but you can write any code you want there really.

The listing looks like this:



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Not much there and the detail view looks like this:



Field name	Typical values	Comment
Name	Anything	Just a name for the interceptor
Description	Free text	Just description of the interception point
Interceptor Class Name	Com.mycomp.myclass	This is the fully qualified class name that the system will use to lookup the logic. The class must be in the class path of InfoGlue CMS.

Below is the list of interception points – just click them ones you want this interceptor to intercept.

Service Definitions

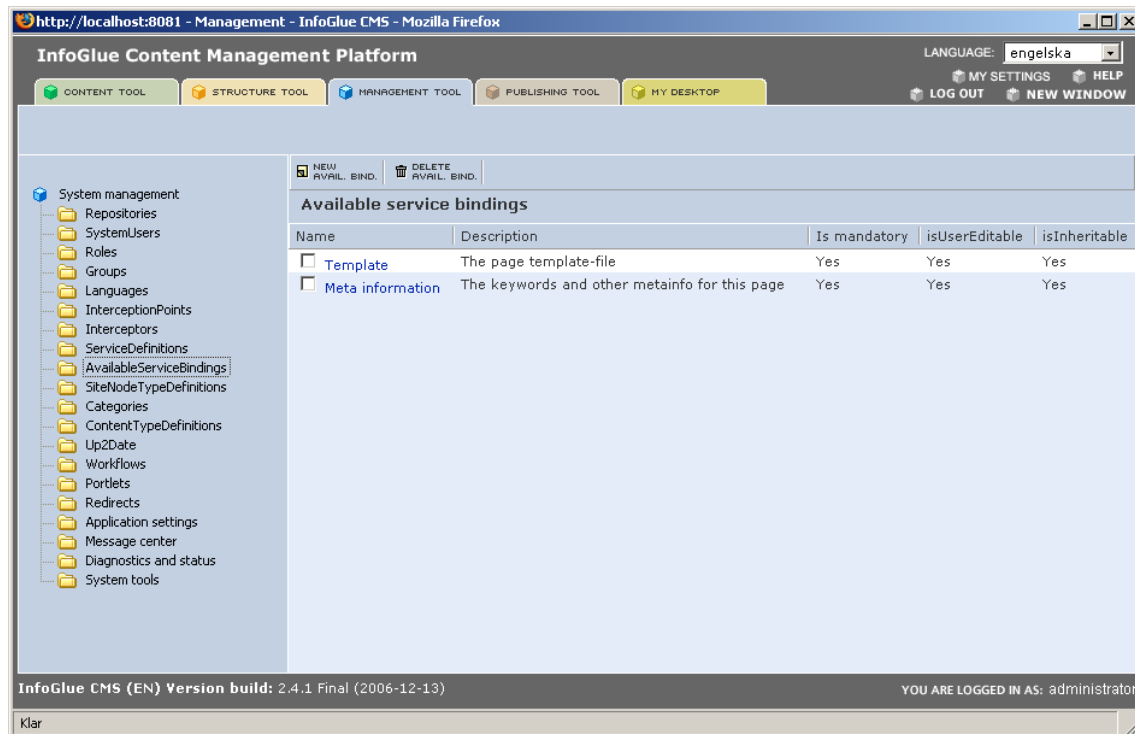
The concept of service definitions are that the service defined will be able to deliver some sort of information through a binding for example. This is to separate the platform from the data sources in a generic way. We use the same concept to fetch information from InfoGlue which is why two default services are defined, one for content and one for structure.

We will not describe more of this functionality here as extending this part is described in the developer documentation in detail. The functionality is a great feature when it comes to integrating more data-sources.

Available Service Bindings

The available service binding concept is worth to mention although it is more defined in the developer documentation. In 1.3 and forward this feature is not used as much as people are now using components instead with the bindings they have but this is a similar feature on page level. The idea is to define which bindings are available globally to a page in the system. A binding is a possibility to integrate some sort of information from some sort of data source. The data source is connected by assigning a service definition. Each available service binding also has an interface which is what presents the user with a binding view. The interface is defined by an action.

The interface for creating new bindings is as follows:



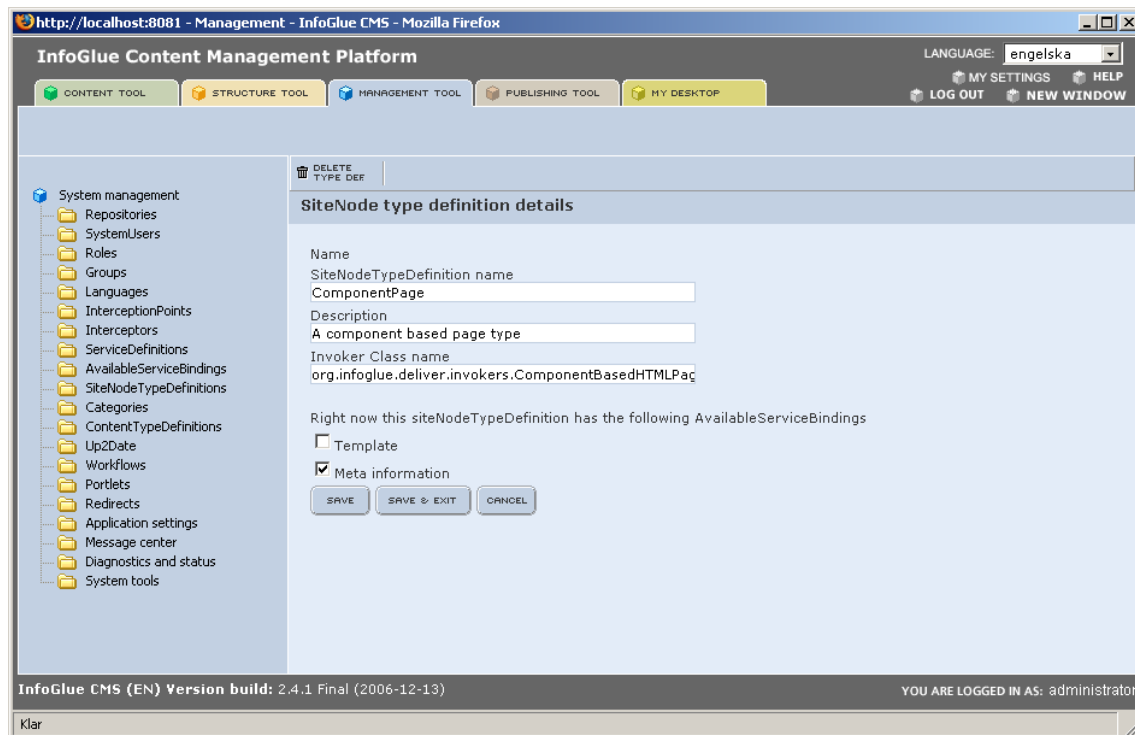
When the available service binding is defined you must also go into the "Site Node Type Definition" menu and assign the new binding to the right types. When assigned to a page type all pages based on that type will have that binding available.

As we do not encourage people to use this feature very any more this section is very low on information. If needed - more information can be sought in the developer lists.

Site Node Type Definitions

The concept of a Site Node Type Definition is very important for developers to grasp if they wish to extend the platform in a fundamental way. It is described more in the developer documentation but the basic idea is that a page type can be much customized. A developer can implement his very own invoker which can be anything. It does not even have to deliver a webpage if that is the desired behavior. Examples of invokers might be A WAP-visualizer, a redirect node, a print-page or something very different.

The interface looks like this for a chosen item:

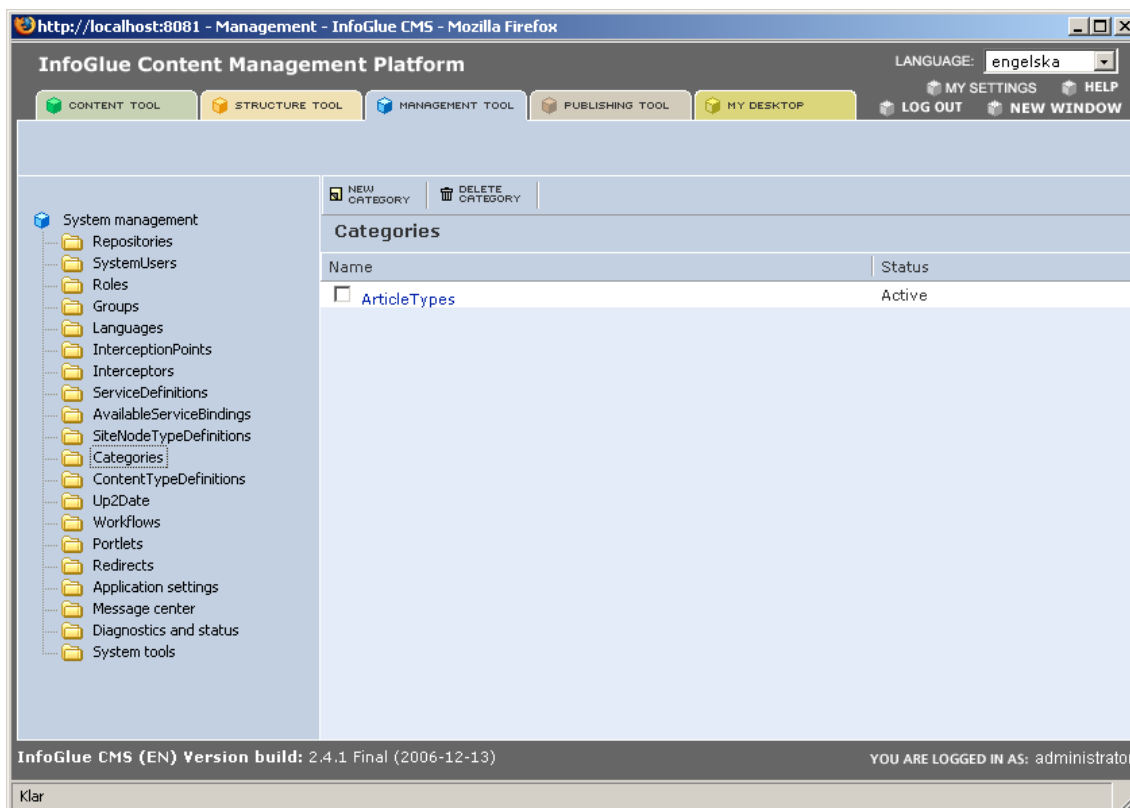


The field Invoker Class Name is what let's the user define his own class. If not defined, the usual HTML-renderer is used. Below the input fields is the list of what bindings should be available on this node type. Mark those you wish to make available on pages of that type. Which bindings you need depends a lot on what templates you want to use.

Categories

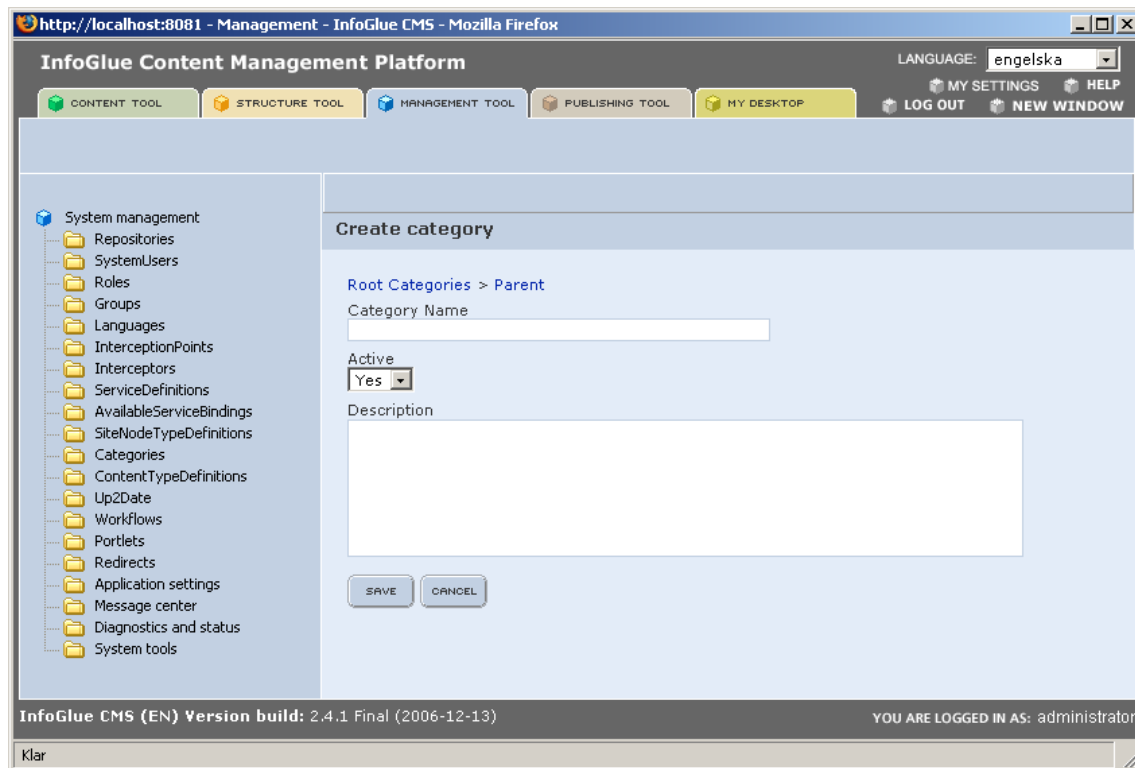
Categories and categorization is a new feature in InfoGlue 2.0. What it is really is a system to set up custom category definitions in a tree-like structure so you can have different sections and then you have the possibility to set which categories a certain content fit into.

The categorization itself is described under the content tool chapter above. When it comes to setting up categories there are a few steps involved. Start by choosing "Categories" in the management menu. The first interface looks like this:



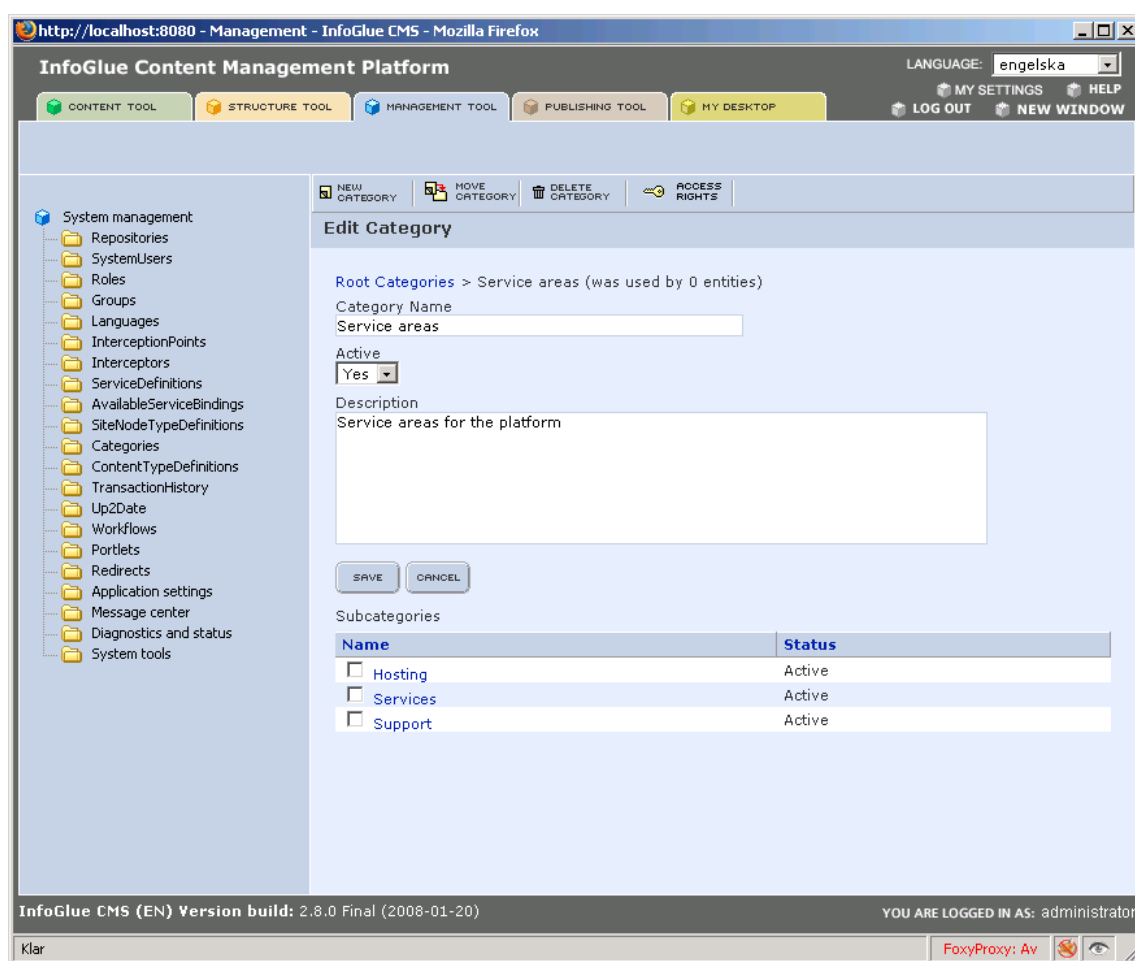
To add a category you press the "New Category"-button. The form will look like this:

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Set the Category Name to a suitable one and add a description. Press the “Save”-button to complete the creation. In this case I just created a base category for all locations I’m meaning to set up for articles. In my example I want all articles to be categorized according to which parts of the world they are about and also what kind of article it is. Therefore I continue to create another root category next to location which I call “Type”.

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Now I go into each one of these and add subcategories. Just click on the name and press "New Category" on the following screen. I will add "America", "Europe", "Africa", "Asia" and "Australia" beneath my location category and "News", "Report", "Newsletter" and "Proposal" beneath the type category.

The detail page of the category shows also how many contents are using the category actively. Never remove one if it's in use.

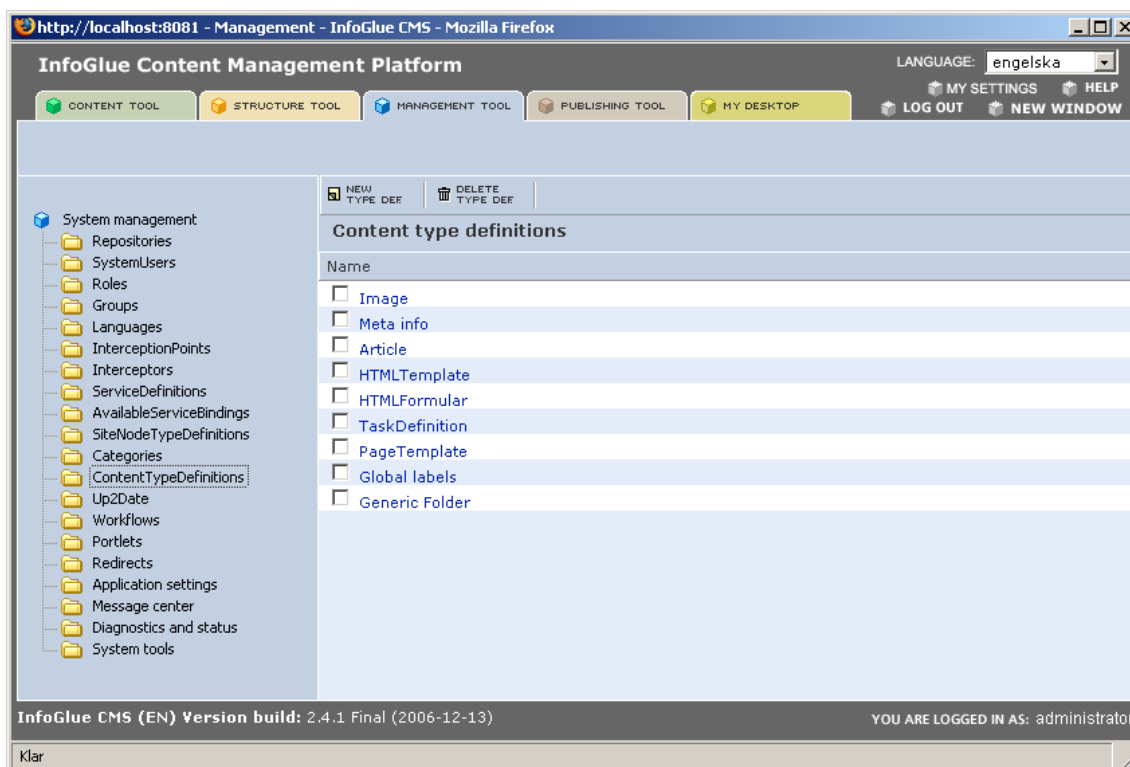
Now the categories are set up but you must also state which categories should be available to which content types. This will be described in the section about content types below.

Content Type Definitions

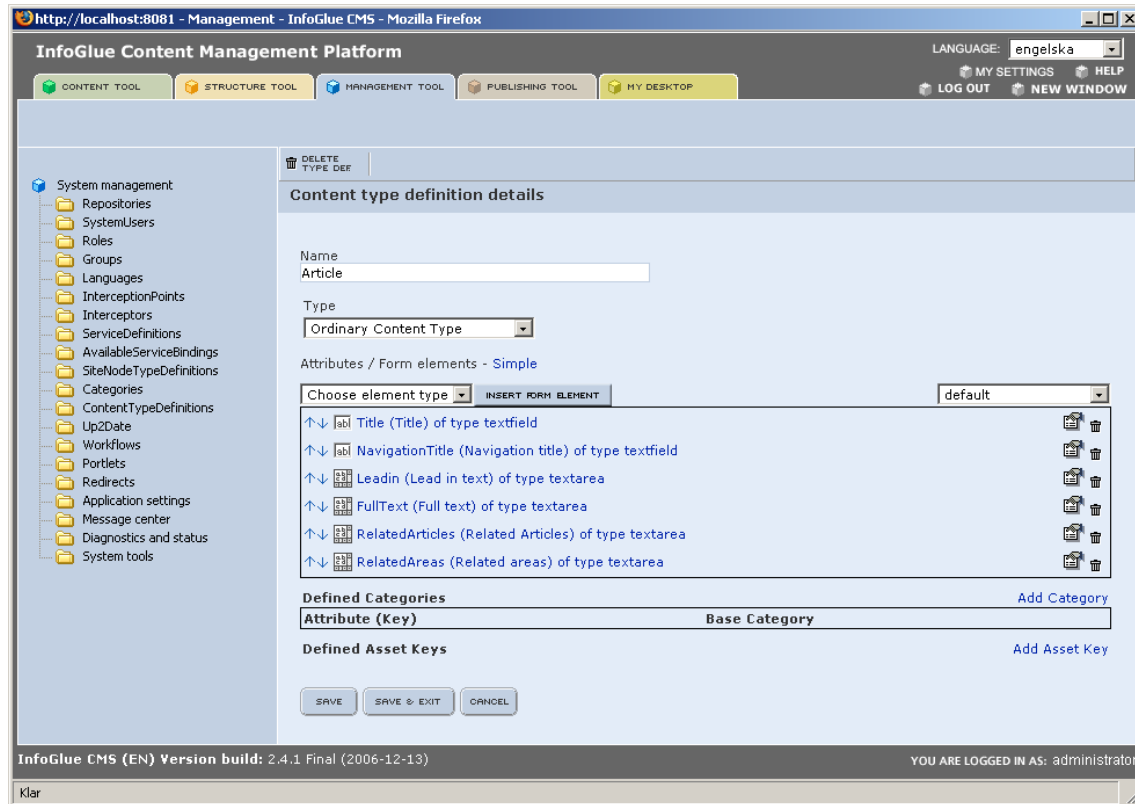
Content types are a very central part of InfoGlue. The concept is that you after an information analysis define the information types needed for the site as content types. A content type consists of a name and the attributes it contains. Each attribute can be of different data type and often maps to some sort of data structure.

As we stated before a content type is a definition of an information requirement on the site. Because of this all contents are based on a content type and the content type is also used as the interface description for the input interface for the editor. This means the content editing view is dynamically generated based on the content type definition which saves a lot of development work.

The interface looks like this (the list is most often unique to each customer):



The list view is not very interesting but the detail view looks like this:



As you see the Article content type in this example has a list of attributes. The attributes has a type which can be one of a few predefined. It also has an order and can be moved up or down in the list.

To add a new attribute you choose the type in the list as below and press "Insert Form Element".

Name
Article

Type
Ordinary Content Type

Attributes / Form elements - Simple

Choose element type

- Choose element type
- TextField
- TextArea
- CheckBox
- RadioButton
- SelectBox
- Hidden
- DateField
- Custom field

INSERT FORM ELEMENT

default

Attribute (Key)	Base Category
Fakultet (Fakultet)	Fakultet
Område (Område)	Område

Add Category

Asset Key	IsMandatory
undefined21	false

Add Asset Key

SAVE SAVE & EXIT CANCEL

The new field will have gotten a few defaults to it and you should now change the field's properties at once as well as change it's ordering if needed.

Categories:

On a content type definition you can choose to allow content editors to categorize contents based on that content type. To allow categorization you have to add one or more category to the content type definition. You do this by pressing the "Add Category"-link and then clicking on the properties on that property-icon. The view looks like this:

type INSERT FORM ELEMENT default

() of type textfield

nTitle (Navigation title) of type textfield

ad in text) of type textarea

Full text) of type text

Articles (Related Articles

reas (Related areas) of

ies

efined4)

keys

EXIT CANCEL

Edit Category Attributes

Category Key Region

Title Region

Description Which part of the world is this about

Base Category Location

- Location
- Africa
- America
- Asia
- Australia
- Europe
- News
- Newsletter
- Proposal
- Report

You set the category key (used in searches later by developers). The title is what the user sees when categorizing and you also add which base category should be used. The logic is that all categories below the selected base category will be available to the user. Continued from the part about Categories I will make it possible to categorize on region.

Asset Keys:

There is also a way to predefine the asset keys that should be available when uploading files to contents of this content type. This helps the users choose the right key which is important in those cases where templates are dependent on what key the user gave the attached asset.

Asset Key: undefined21

Mandatory: ☐

Max size(b): 1000000

AssetType: Image

Width: *

Height: *

Asset transformation setting:

```
<transformations>
  <transformation inputFilePattern=".*(jpeg|jpg|gif|png).*"
    keepOriginal="false">
    <transformResult type="scaleImage" width="100" height="100"
      outputFormat="png" assetSuffix="medium"/>
    <transformResult type="scaleImage" width="50" height="50"
      outputFormat="jpg" assetSuffix="small"/>
  </transformation>
</transformations>
```

SAVE & EXIT CANCEL

You can state that you wish an image uploaded with this asset key to be transformed. Read the administration manual for a description on how the transformation XML should look like.

To add a new asset Key just press the link and fills in the information. Existing keys can be edited by clicking on the existing key.

If you click on the property icon on an attribute you will also see this:

Properties for attribute

Name: Leadin

Type: TextArea

Validation

Add new validation rule

Extra parameters

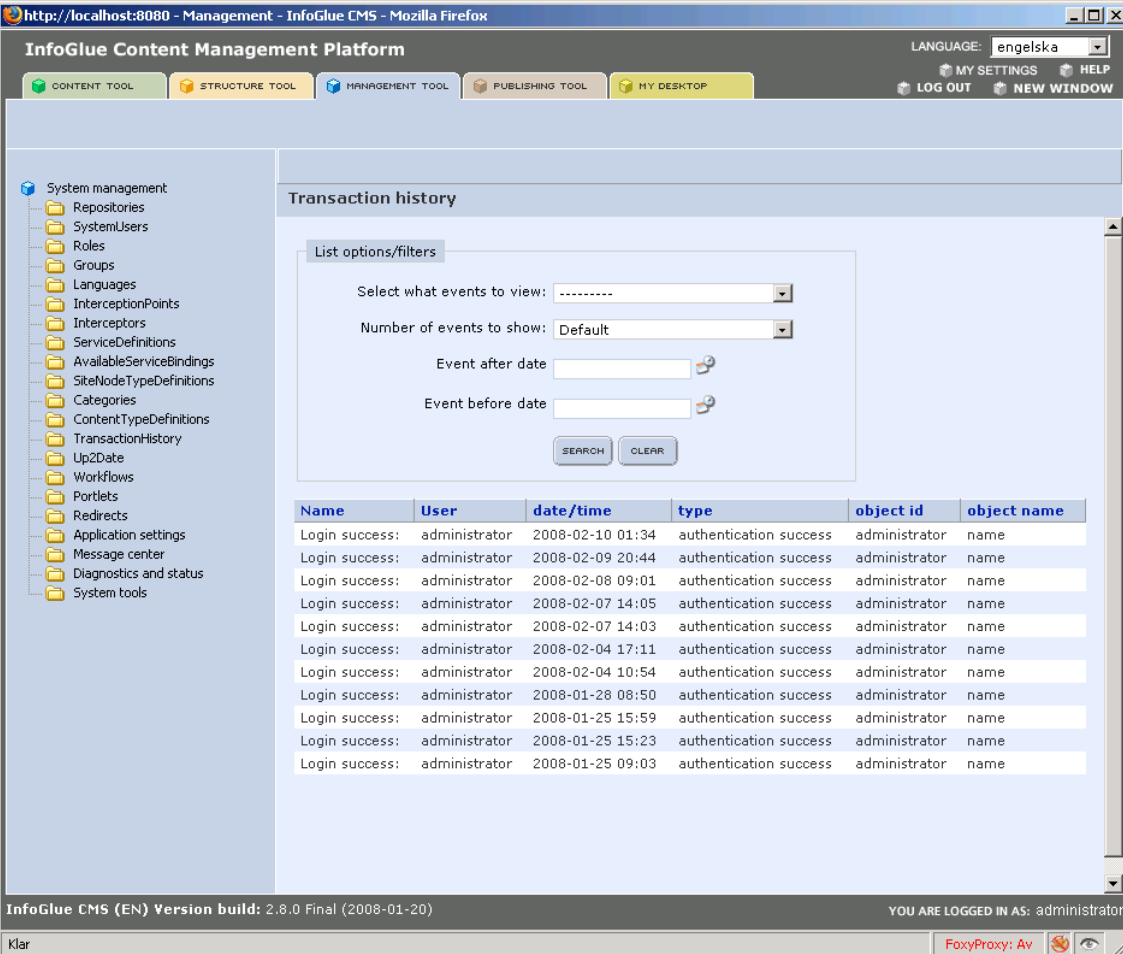
title:	Lead in text
description:	This is an introduction to the full text
class:	normaltextarea
width:	400
height:	50
enableWYSIWYG:	false
enableTemplateEditor:	false
enableFormEditor:	false
enableContentRelationEditor:	false
enableStructureRelationEditor:	false
activateExtendedEditorOnLoad:	false
initialData:	Ange leadin
enableComponentPropertiesEditor:	false
WYSIWYGToolbar:	Basic
WYSIWYGExtraConfig:	oFCKeditor.ToolbarStartExpanded = false;

SAVE & EXIT CANCEL

In this view you state the name of the attribute which is how you later reach those attributes from templates. You also define the type and some descriptions and css-classes. In this case this type also has properties controlling the width and height of the field as well as which editors should be available in the edit view. There is also a possibility to set what text should be default when it's empty and the user enters the form.

Transaction history

In the later versions of InfoGlue we have re-added the feature which we call transaction history. It is really a view of system events. For now we have focused on some system activity by default but you can turn on more tracing if you want.



The screenshot shows the 'Transaction history' page in the InfoGlue CMS. The interface includes a sidebar with a tree view of system management options, a search filter box, and a table of transaction events.

System management tree view:

- System management
 - Repositories
 - SystemUsers
 - Roles
 - Groups
 - Languages
 - InterceptionPoints
 - Interceptors
 - ServiceDefinitions
 - AvailableServiceBindings
 - SiteNodeTypeDefinitions
 - Categories
 - ContentTypeDefinitions
 - TransactionHistory
 - Up2Date
 - Workflows
 - Portlets
 - Redirects
 - Application settings
 - Message center
 - Diagnostics and status
 - System tools

Transaction history search options:

- Select what events to view: [dropdown]
- Number of events to show: Default [dropdown]
- Event after date: [text input]
- Event before date: [text input]
- [SEARCH] [CLEAR]

Transaction history table:

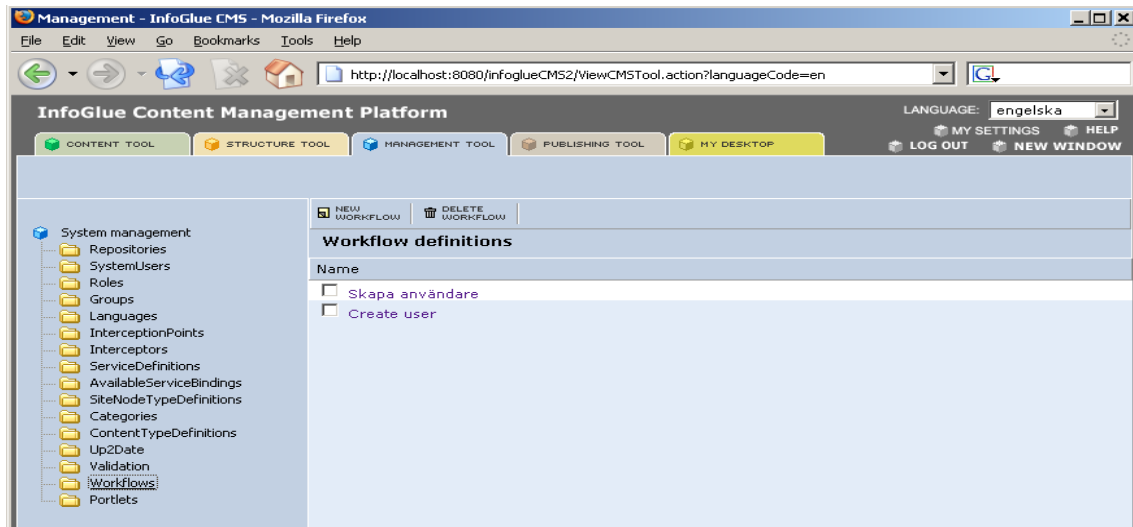
Name	User	date/time	type	object id	object name
Login success:	administrator	2008-02-10 01:34	authentication success	administrator	name
Login success:	administrator	2008-02-09 20:44	authentication success	administrator	name
Login success:	administrator	2008-02-08 09:01	authentication success	administrator	name
Login success:	administrator	2008-02-07 14:05	authentication success	administrator	name
Login success:	administrator	2008-02-07 14:03	authentication success	administrator	name
Login success:	administrator	2008-02-04 17:11	authentication success	administrator	name
Login success:	administrator	2008-02-04 10:54	authentication success	administrator	name
Login success:	administrator	2008-01-28 08:50	authentication success	administrator	name
Login success:	administrator	2008-01-25 15:59	authentication success	administrator	name
Login success:	administrator	2008-01-25 15:23	authentication success	administrator	name
Login success:	administrator	2008-01-25 09:03	authentication success	administrator	name

InfoGlue CMS (EN) Version build: 2.8.0 Final (2008-01-20) YOU ARE LOGGED IN AS: administrator

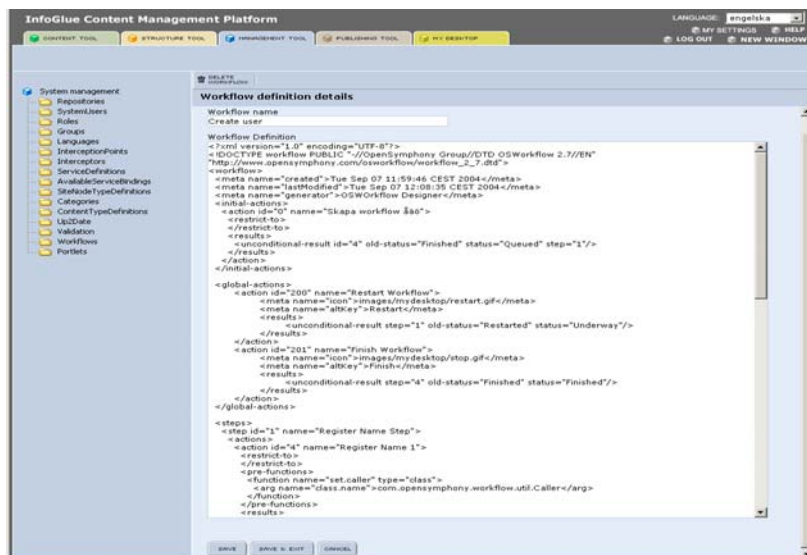
The interface is a searchable log of events. The search options are pretty self explanatory so we won't go through them here.

Workflows

InfoGlue 2.0 lets you define the XML OSWorkflow interpreters and runs. Click on the “Workflows”-link in management tool and you will see the list of available workflow definitions.



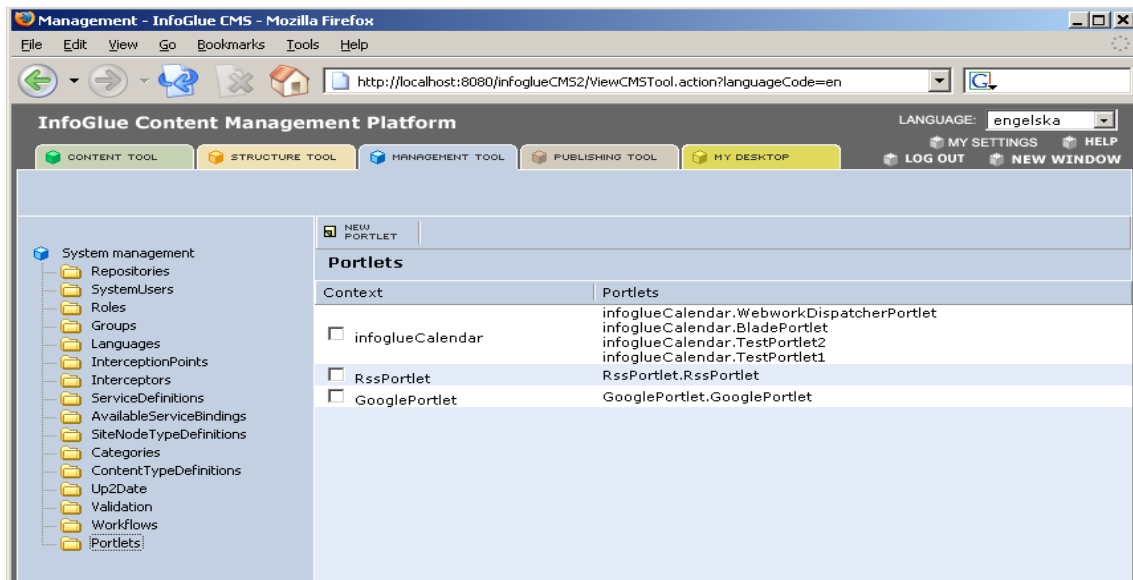
The interface for creating new one or editing one is as follows:



So you simply paste in the xml that makes out the OSWorkflow workflow definition and it's then available in the MyDesktop view.

Portlets

InfoGlue 2.0 supports Portlets conforming to the JSR 168 standard. There is also a simple deployment handling incorporated. If you click on the "Portlets"-link in management tool you will get a list of existing portlets.



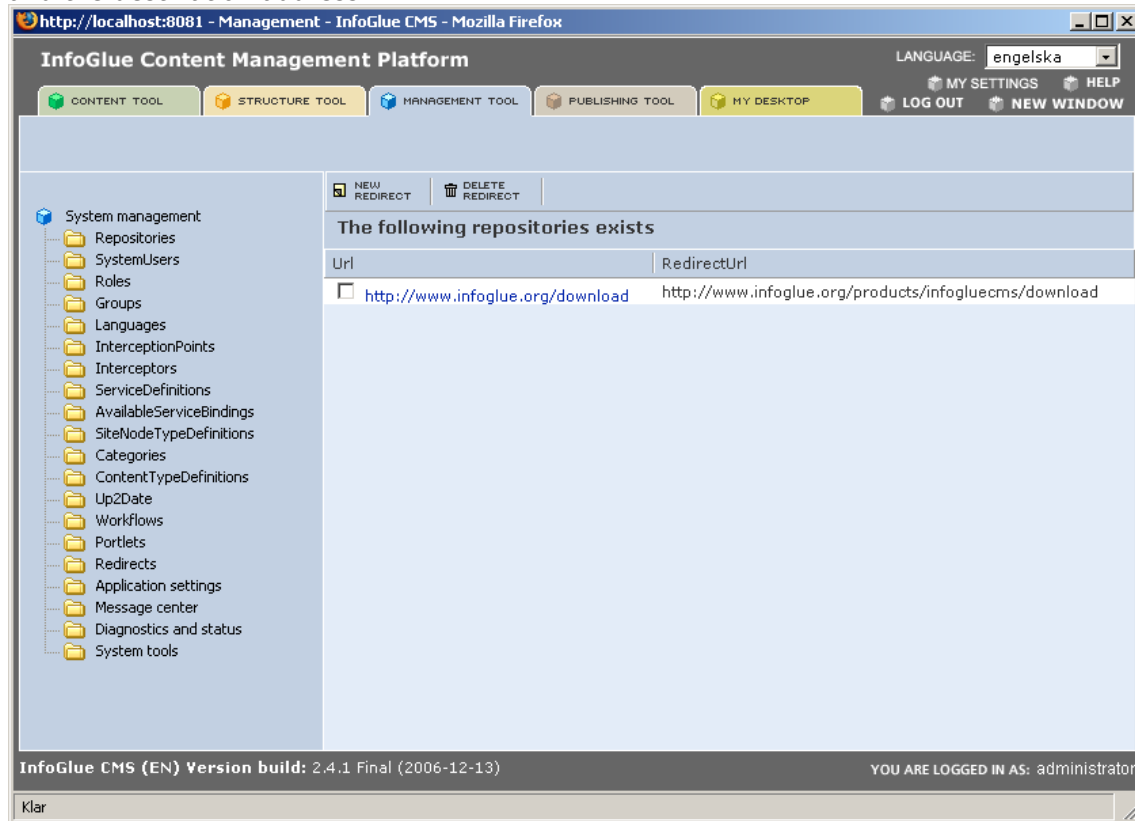
Currently InfoGlue does not support editing of existing portlets or deletion of portlets but that is in the making for the next release. The interface for deploying a new one looks like this however and you reach it by pressing the "New Portlet"-button:



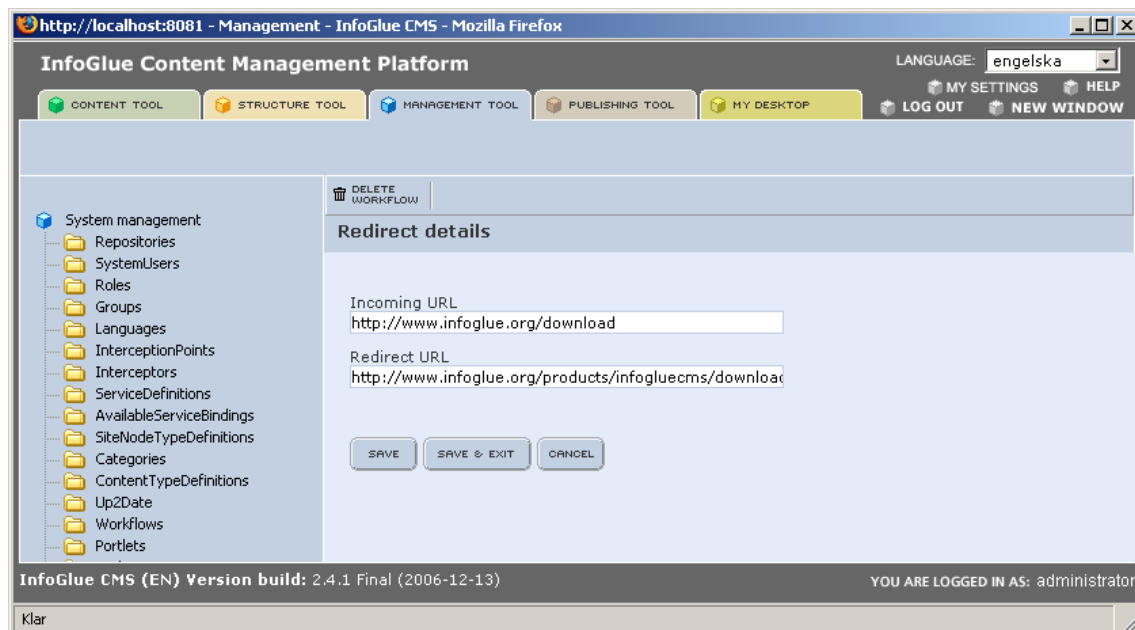
Here you state the context name you want for the portlet and then point the browser to the war-file containing the portlet. When you press "Save" InfoGlue will try to upload the portlet and distribute it (on tomcat) to the deliver applications. Make sure you read more on portlets in other documentation and FAQ:s as it's a tricky area.

Redirects

InfoGlue has the possibility to redirect requests. This is convenient when moving old sites into the new setup or if you wish to make shortcuts to pages deep down in the structure. The listing view looks like this and only states the address to trigger on (can be regex) and the destination address.



The detail screen only has those two fields also.



Other tools

There are a few more tools in the management tool but those are described in details in the administrative manual. Those are:

Application settings

Lets an admin set up all application settings without messing with property files.

Message center

Lets an admin communicate with the logged on users by chat and email.

Diagnostics and status

Contains some links to status pages

System tools

Contains some admin tools like archiving, validation and a SHA-1 password hash generation tool etc.

Publication process in InfoGlue

This chapter will discuss how InfoGlue works when it comes to publishing. It will be a guide to use for both editors and for publishers as the two areas will be involved.

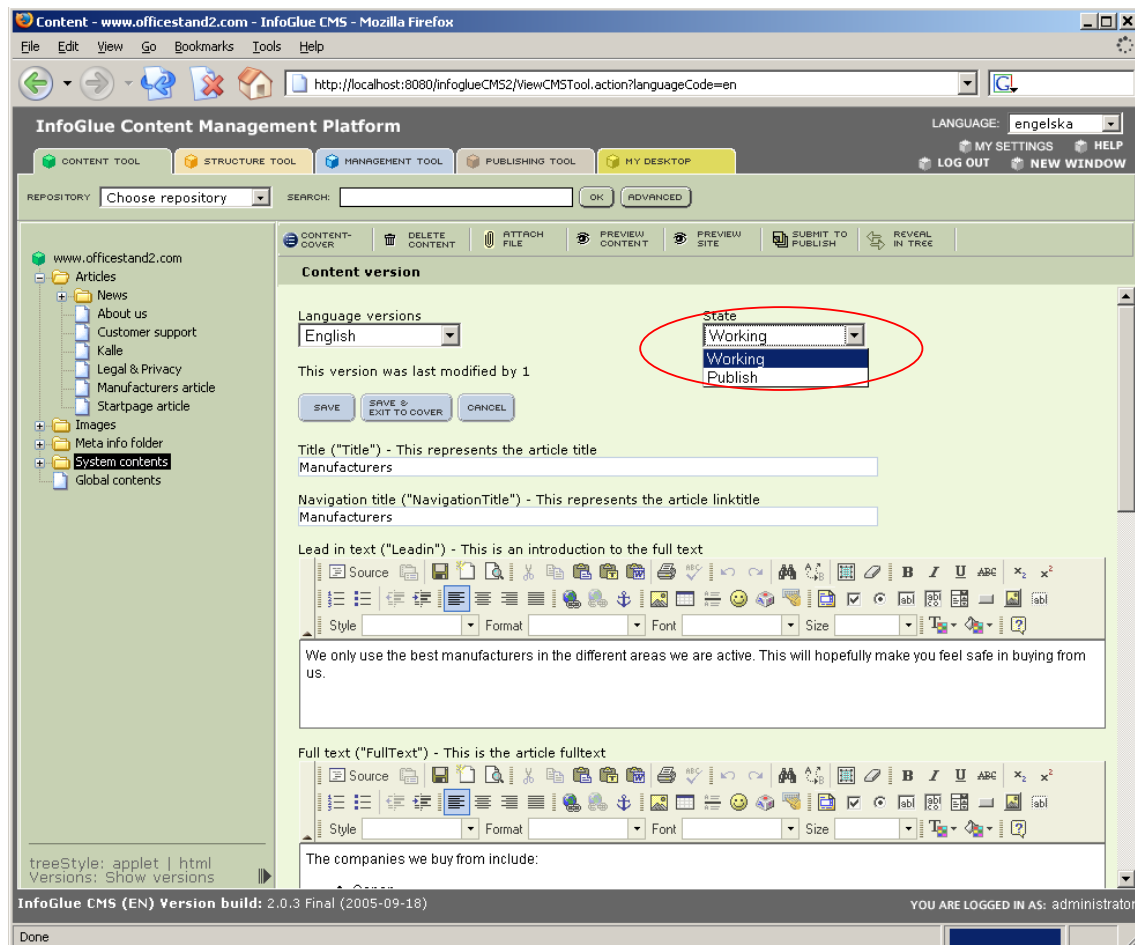
General concepts

In InfoGlue there are two different things which can be published – content versions and site node versions. To publish a site both site nodes and contents must be published – otherwise the site will not be what you want it to be probably.

Initiating

The publication process is initiated when a user have decided that he/she are satisfied with the work on a modified content version or a page and wishes to publish it to the external users. As always the working copy can be viewed in the working-version of the site so he/she can confirm it looks nice there.

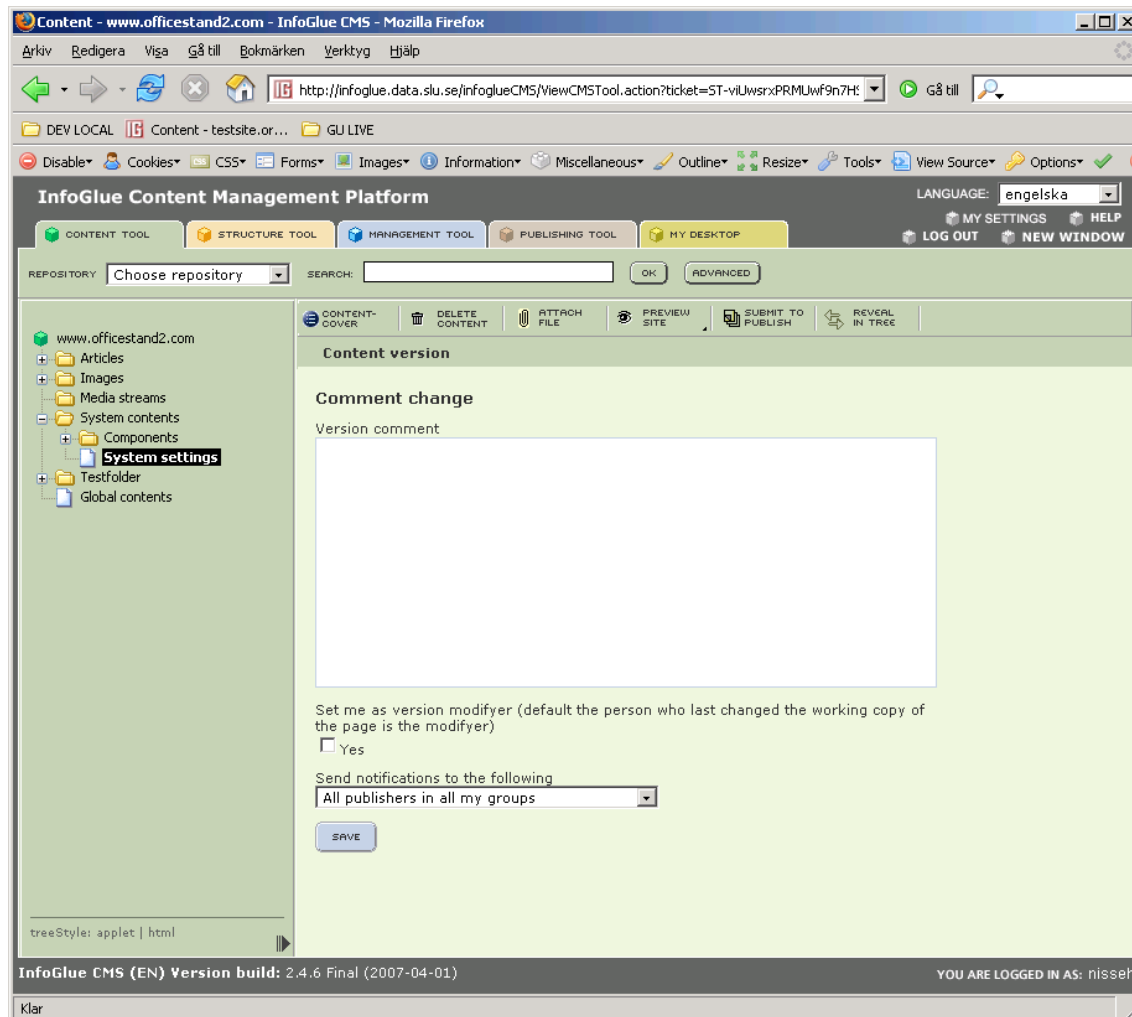
When he/she thinks the version is mature he/she changes the state of the version to "Publish". The state option is located on the upper left side of the version header.



What the action of setting a version to publish should be interpreted as is a suggestion/plea to the publisher to publish the new version. What really happens is that there will be a task created which the publisher should respond to either by publishing it or to refuse it.

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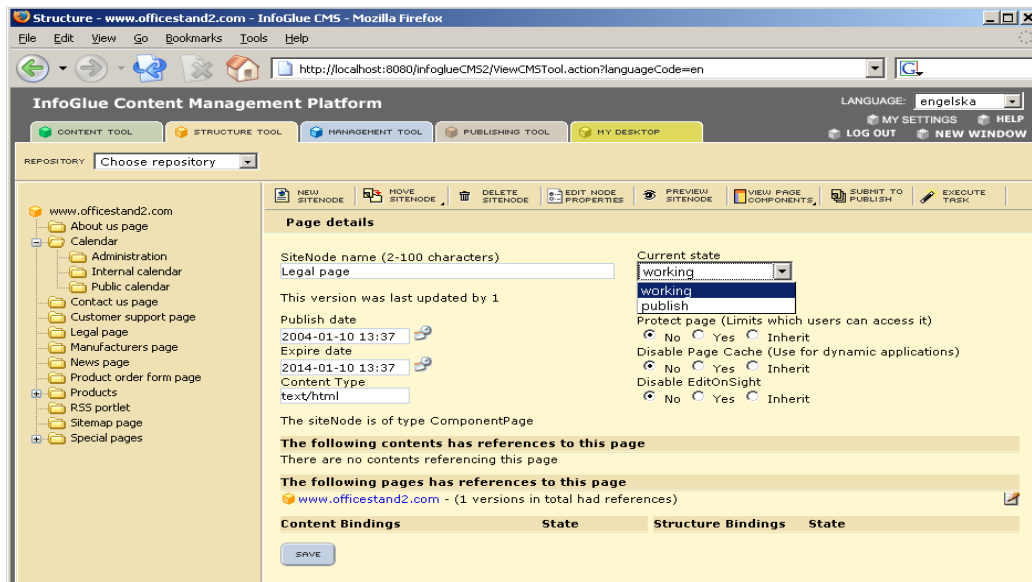
There will be a dialog when you change to publish state. It is there to allow the user to specify what he has done so the editor can understand it better.



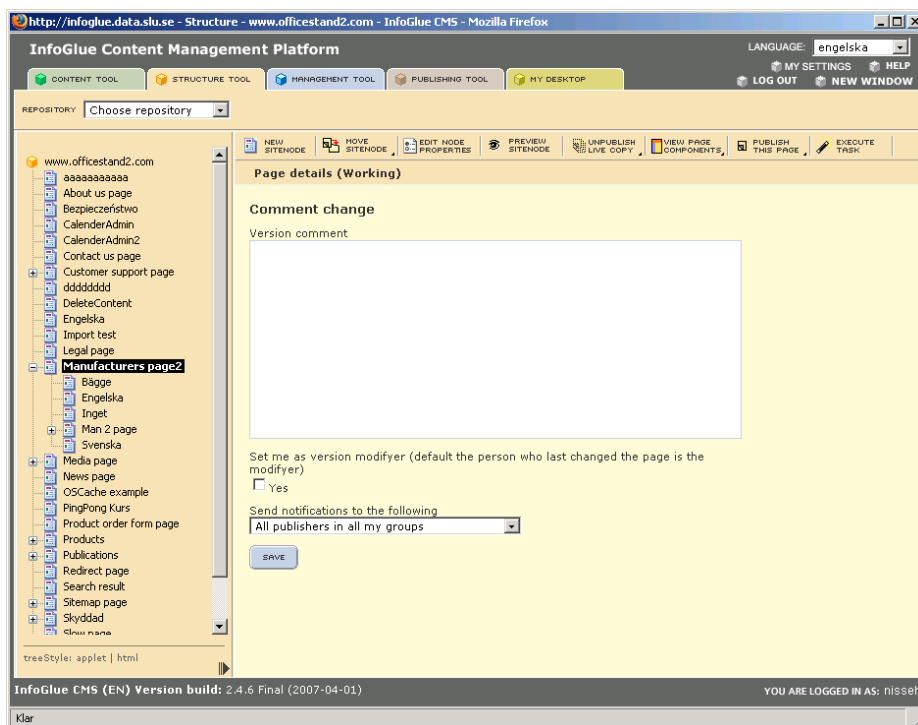
As you can see above the user sending the content for publishing also can choose if he/she should be set as the last modifier (overriding the last person editing the texts) and one can also choose to have InfoGlue send a mail to concerned publishers so they know there are items up for publishing.

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The same applies to site nodes as we already said. On each node there is a similar state which can be set.



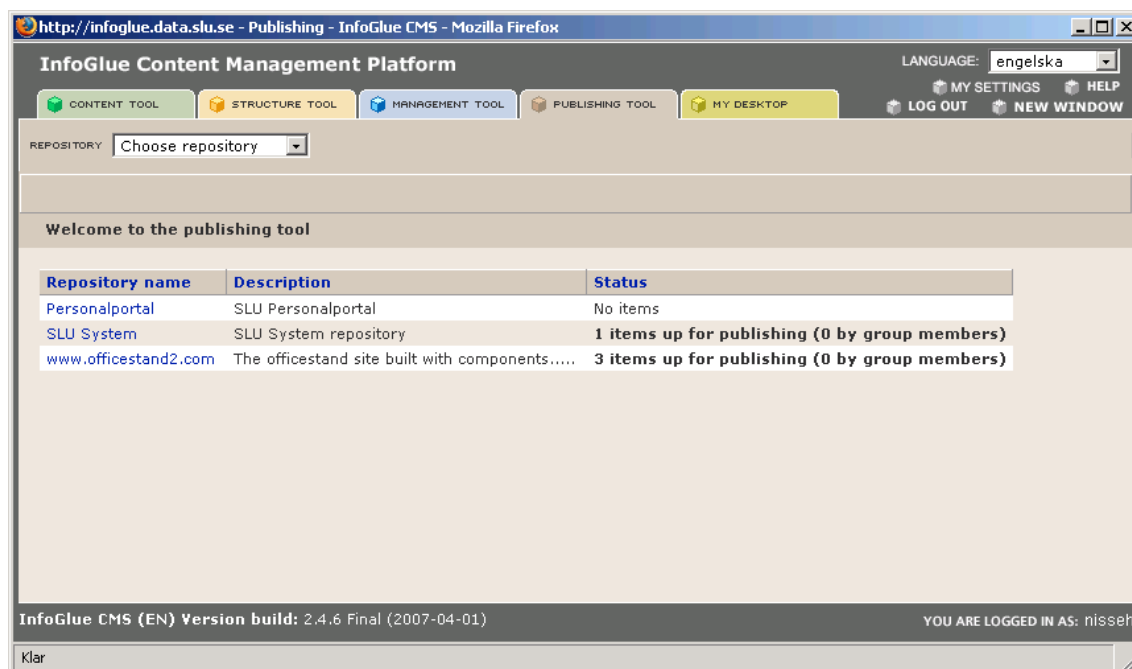
The same dialog will follow asking you to state what you have done.



For both content version and site node version you will now find that those which are in a publish-state or higher will be read-only. This is because you have stated that it shall be considered a finished version which can be published. If you still want to keep working on the version you can always change the state back to working again and continue working. The previous version which you promoted to publishing will still be publishable for the publisher so you can work simultaneously.

The publishing tool

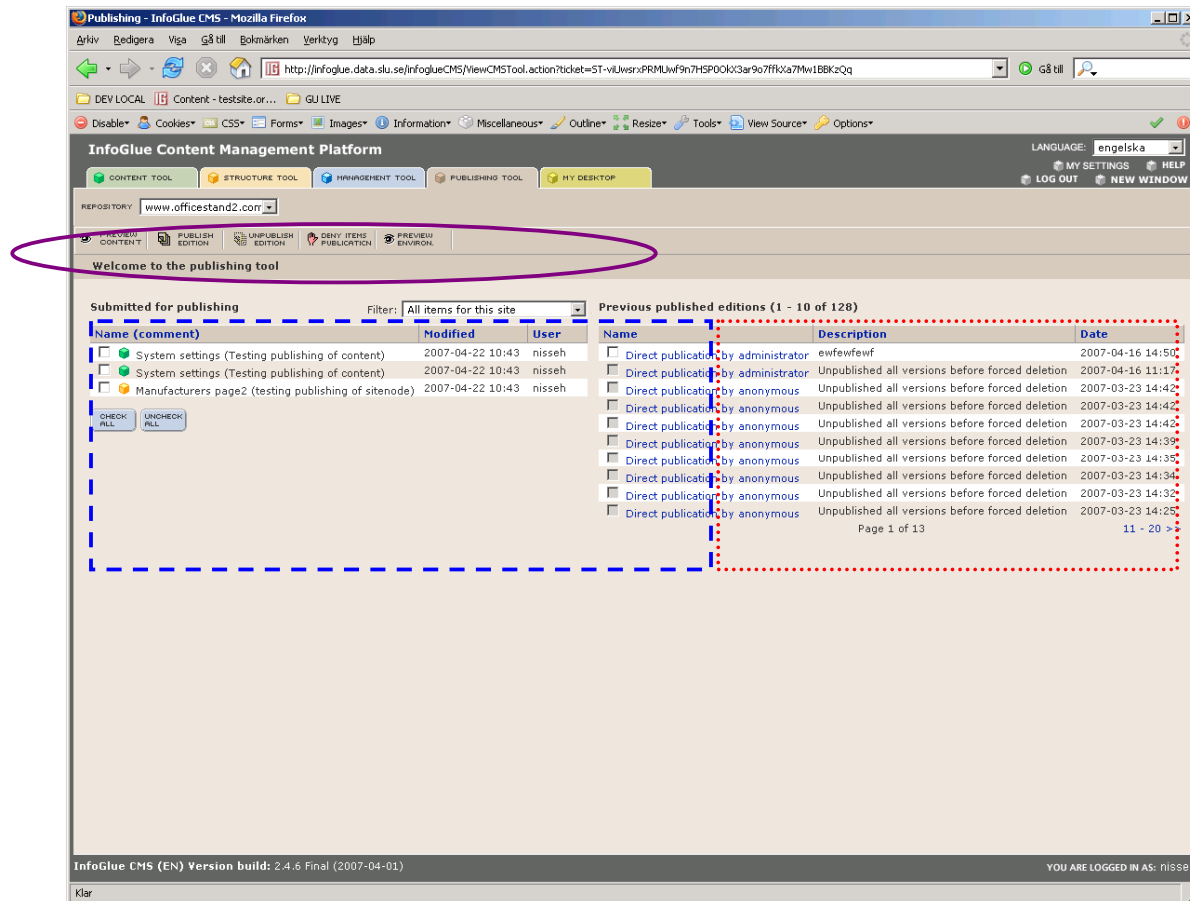
There is a tool in InfoGlue which is tailored for publication handling. Access to this tool will in most organizations be very limited to special editors or publicists. If you press the "Publishing tool" you can see the initial screen.



The publishing is, as all other things, focused on repositories. This is to be able to restrict which repositories the publicists should be able to publish information for. The first view that meets the publicist is a view that shows the repositories he/she is allowed to publish on and a column showing if there are items up for publishing..

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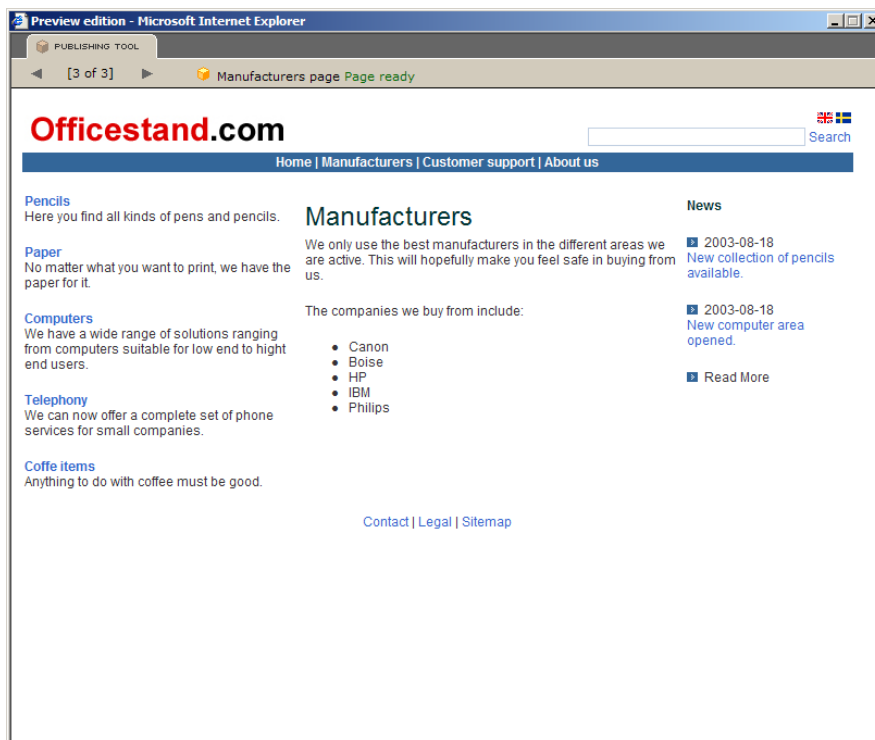
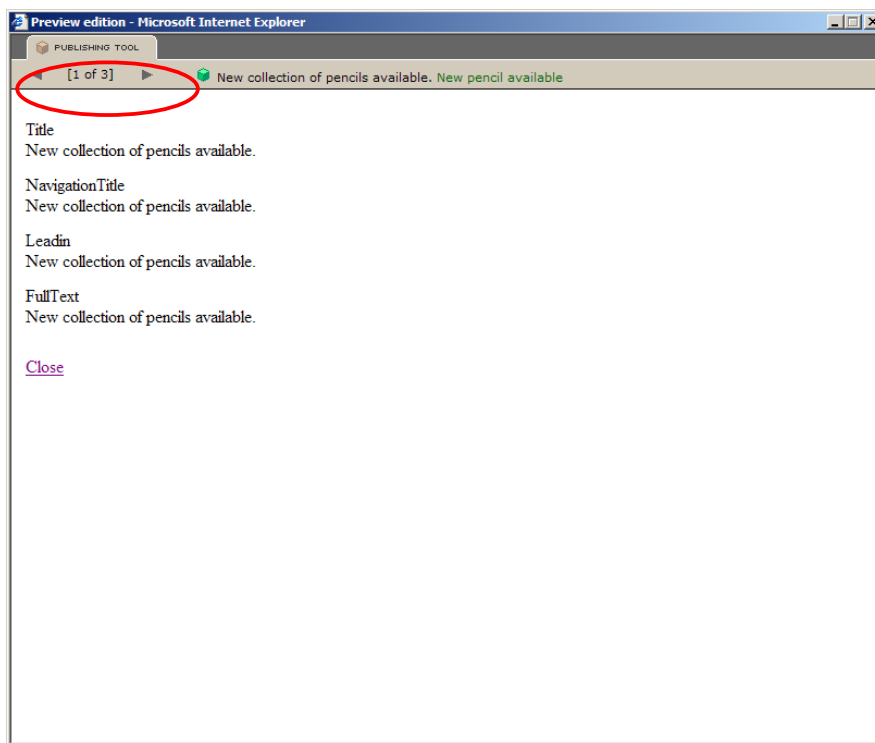
To begin working on a repository click on the name of the repository or choose the repository in the drop down menu. The next screen will be as follows:



As you can see the interface consists of two main parts. The right part marked with a dotted line is a list of previous publications. The left part marked with a jagged line is the items that are up for publication at the moment.

As you can see you get a fairly good overview of what is up for publication and what has previously been published. Over the left section you can filter what submissions you want to see in the select box. If you want to publish one or more items on the left you probably first want to check them out. Mark the items you wish to preview by checking their checkboxes next to them and click the "Preview Content"-button in the toolbar. Now a new popup will emerge and you will be able to view the contents and pages by pressing the forward and backward button.

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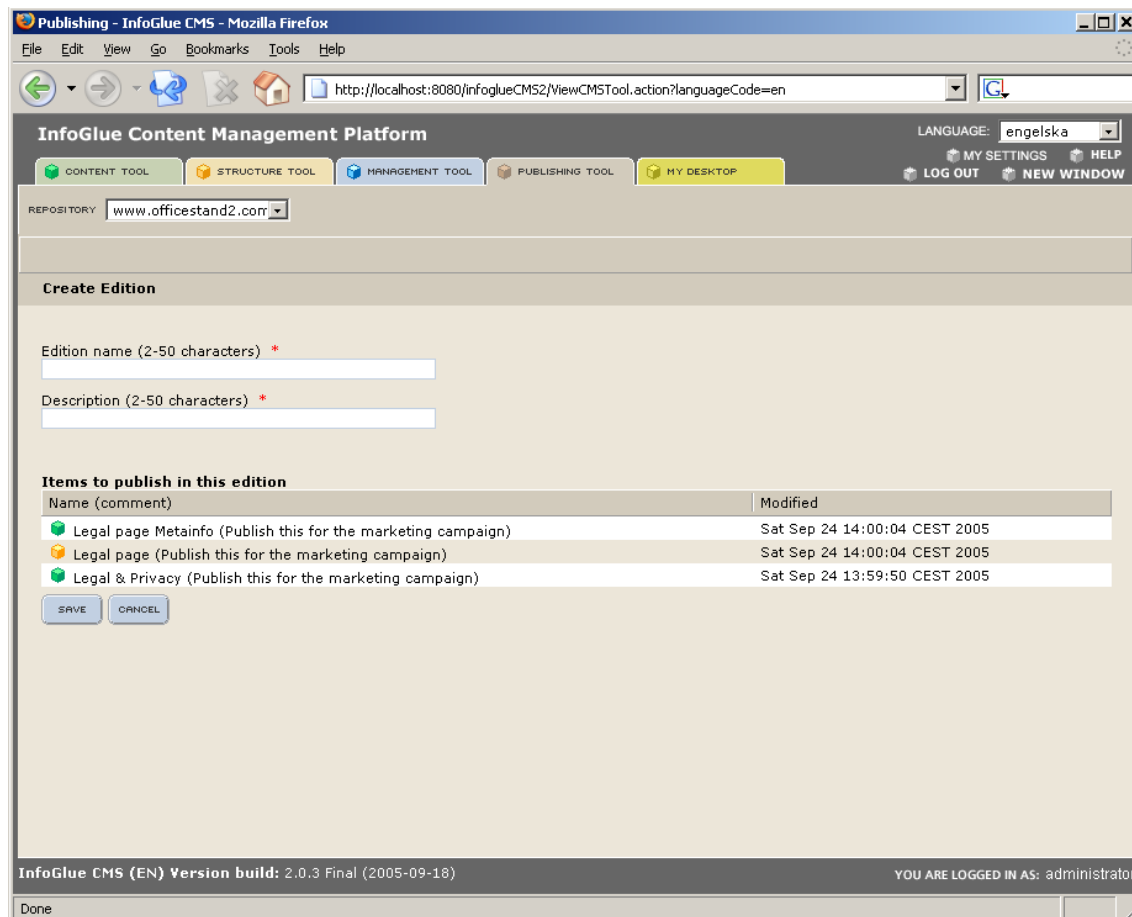


As you can see the content view is pretty ugly just showing the texts themselves without a layout. This is unfortunately necessary as a content can be reused on 0..n places on several sites and with several different layouts and we can sometimes not calculate where to show it so for now the user has to validate on the pure texts. When it comes to pages however the view is presented as it will be to the public visitor if published as proposed. We also suggest that the preview-environment is used to validate that the updated contents are shown correctly in their contexts. The whereabouts are often

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something known to the publisher after all. The preview or staging environment are reached by pressing the "Preview Environment"-button in the first view.

When satisfied close the popup and resume working in the publishing tool. If you are satisfied with all items press the "Publish Edition"-button to publish it to the real site. The dialog will be:



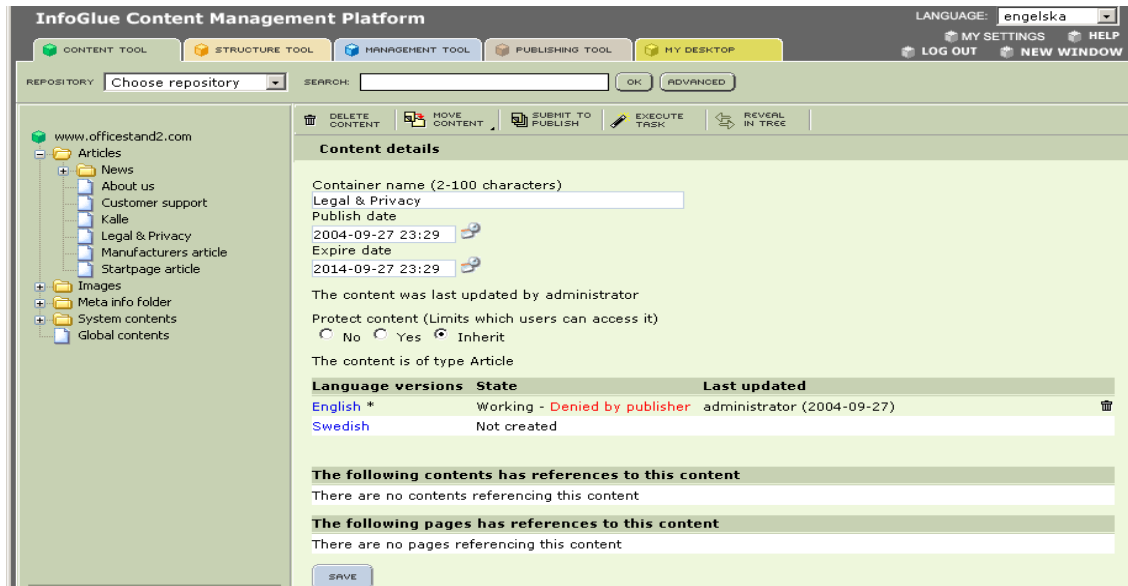
You state a name for the publication and a description. Then you save and the information is pushed out to all involved deliver-servers. When the package is published you will be directed back to the main view and the package will be shown on the right side and the published items will be removed from the left side.

As you might have guessed it's possible to rollback a publication. The limitation is that you can only rollback the latest publication each time but you can of course do it several times after another if you wish to rollback more than one publication. To rollback a publication we just mark the publication in question and press the "Unpublish Edition"-button. After this operation is confirmed the items will be back on the left side and the last publication will be gone.

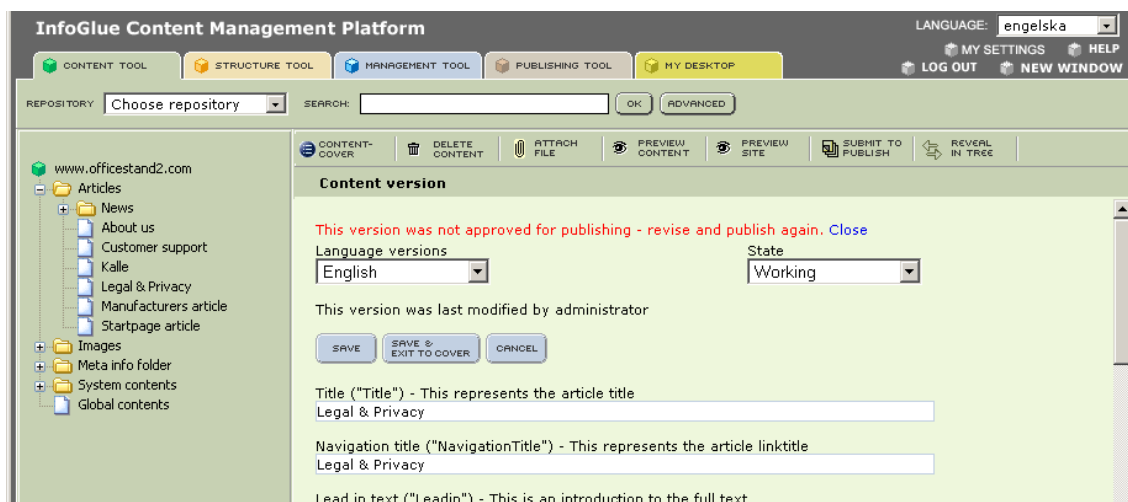
When you previewed the items before you might be unsatisfied with the quality of some of the items. InfoGlue has a feature that lets you send it back for revision to the author. Mark the items you dislike and press the "Deny Items Publication"-button. This will bring down the items state to working again and a message will be sent to the author telling him to revise the content or site node and try again. You will notice that the items are now gone from the left side.

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If you now enter the content tool again and look at one of the items you will see that it is marked with an alert to notify the user about the denial. It will look like this:



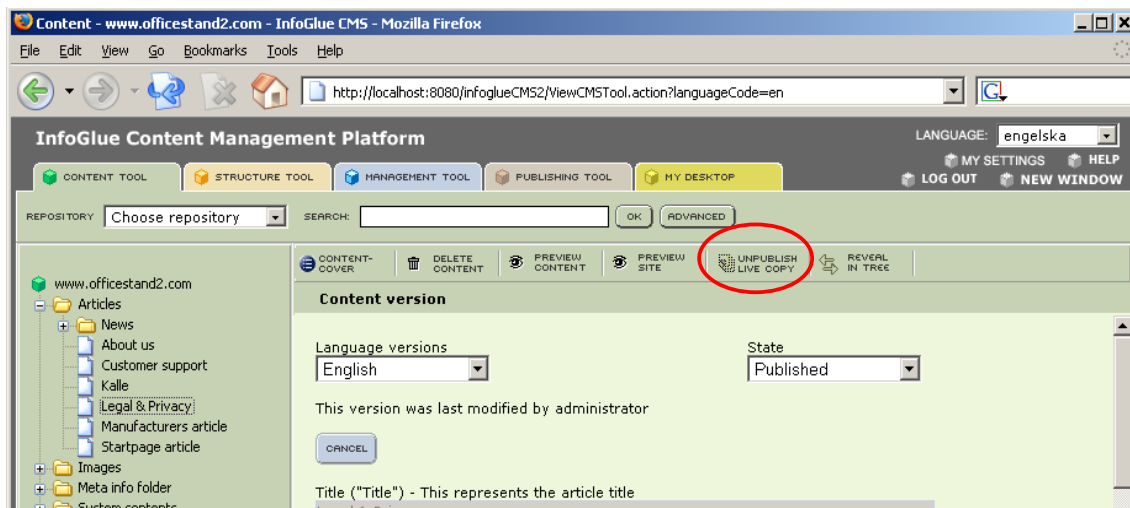
Another similar message will be shown if you enter that version:



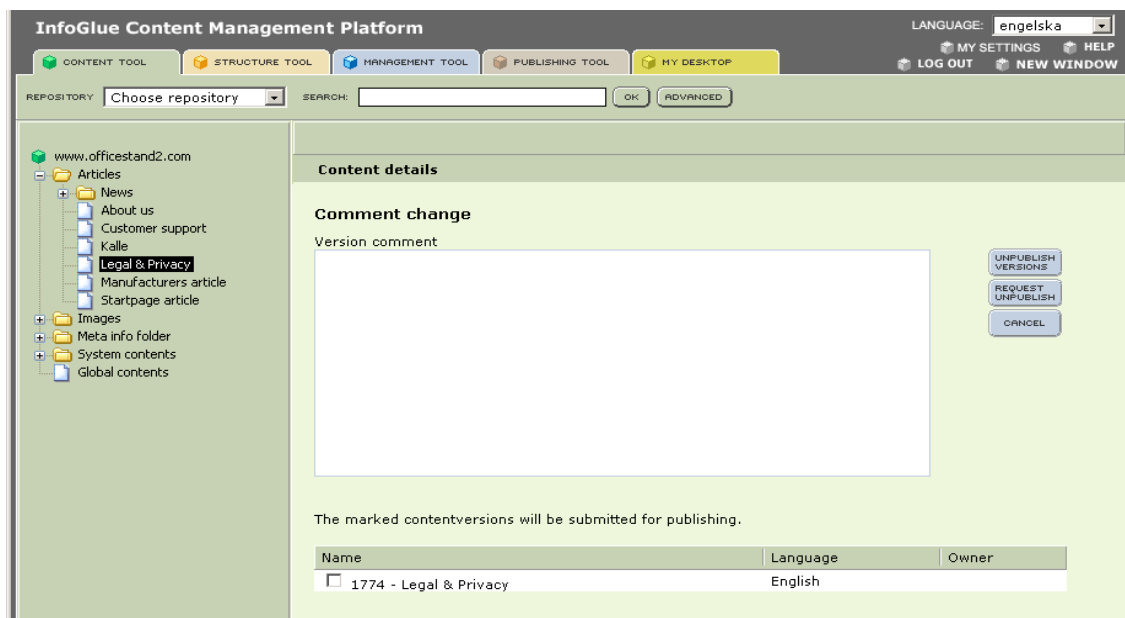
As you see you are here able to remove the warning by clicking "Close" after you have seen it.

Unpublish certain versions

In some cases you want to unpublish certain items/versions only and not an entire publication. As you have seen a publication can contain many different items which are bundled together. When a content version is published you will see a new button available on the version view:



This "Unpublish live copy"-button lets you notify the publisher that he/she should unpublish the current published version of this content. If you are allowed you can even unpublish it directly. If you press it, it will look like this:



You get the list of things to unpublish and tick the items you wish to affect. You write a comment and then either the "Unpublish Versions"-button if you are a publisher on that repository and want to do it immediately without going into publishing tool or you press the "Request Unpublish"-button to notify the publisher and put the item in the publishing tool list. If you use the "Request Unpublish"-button the view in publishing tool will now look like this:

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The item in the list is not a request for publication but the opposite and can be seen as a request to publish the unpublication of the item. Therefore you should use the "Publish edition"-button as usual to commit the change. The action will publish the removal rendering the version deleted.

Conclusion:

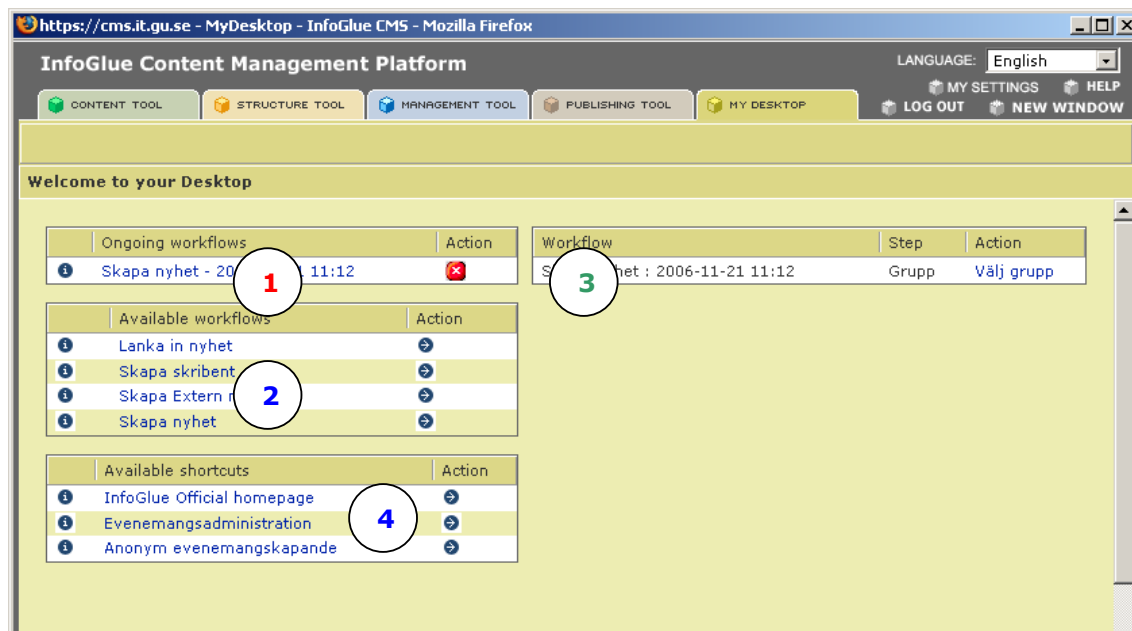
We now hope you have a good overview of what the publishing process looks like and that you will find it useful and user friendly. As always there are many things to improve so don't hesitate to propose improvements.

MyDesktop tool

There is a new tool since InfoGlue 1.3. Before anything else is said you should view this as an embryo to what it will be and not as completed. The idea is that the MyDesktop in the future will be the natural starting point for all users. Initially it is a personalized view of the workflows going on that the user is involved with and what tasks the user has to complete.

Later on we plan to add other possibilities like observation on contents/pages, resources like manuals etc, chat-systems and system messages and perhaps even portal integration so that an organization can integrate custom applications here.

The areas today of the tools are marked below:



The areas are:

1. Ongoing workflows: a simple list of ongoing workflows. If you click on the names you can see the steps done before and what steps are currently active. To the right you can also see any global actions the workflow offer.
2. Available workflows: a simple list of available workflows which a user can initiate by pressing the forward arrow or the name. The new workflow instance will then be visible in the area marked by 1.
3. Incoming tasks: Here the user will see all tasks the ongoing workflows have that concern him/her. It is a personalized view so only tasks/steps the user can perform will be listed. A task is carried out by clicking on the incoming task and following the process from there.
4. Shortcuts: Here the user will see a list of links the admins has set up. It can be links to other tools or what ever things they want to collect in this interface.

Underlying workflow engine:

InfoGlue uses another open source component called OSWorkflow for all workflow handling. More information about the concept of this component can be found at <http://www.opensymphony.com/osworkflow>.

The workflows that are to be available in the system are today defined as xml in the workflow section of the management tool. There is no visual workflow editor as of now but we don't say there will not be one later on. There is however a lot of complexity involved with how workflows are built which let me to believe that most organizations will probably let administrators and developers help out in that process and make the fine tuning.

How the workflows are defined and the persistence mechanism underlying is more documented in the upcoming developer document. You can also find out much info on the site of OSWorkflow.

Access control system in InfoGlue

From InfoGlue 1.3 and forward a lot of things has changed and one of the most important things are the ways in which we now can define access rights on a much more granular level then before. Before 1.3 we had only the possibility to define what roles could have access to what tools and what repositories and that was it. In 1.3 there is a finer access system incorporated which lets you define access to all the old things but also to a number of operations on individual content items and pages etc.

Controlling access to the tools

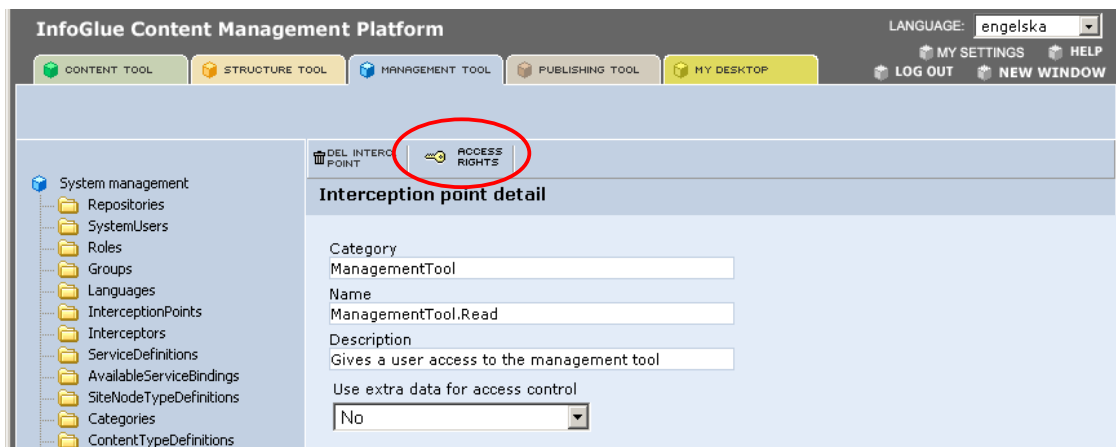
In InfoGlue you have always had the possibility to restrict access to the different tools in InfoGlue. This has not changed but now more and more things are access controlled. As the entire access model circles around interception points and interceptors it is there you do it. The operation is pretty simple. Enter the interception point you want to restrict access to by clicking on one of the registered ones. In 1.3 there should be at least these ones which control the tool access:

In 2.4.6 we have added a easies way to know what points are available. When you create new interception points you can now select all standard points. These include the all new points which controls access to the different areas in the management tool.

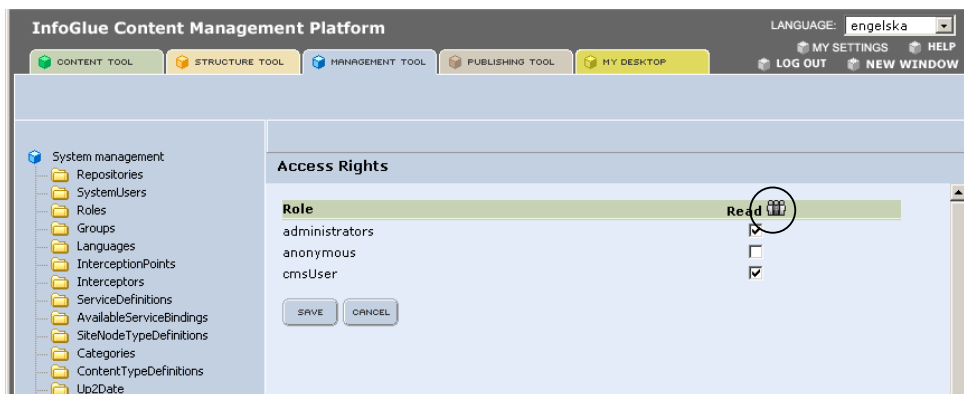
Interception points				
Name	Category	Description	usesExtra	
<input type="checkbox"/> Category.Read	Category	This point checks access to read/use a category	true	
<input type="checkbox"/> Content.Read	Content	Intercepts the read of a content	true	
<input type="checkbox"/> Content.Write	Content	Intercepts the write of a content	true	
<input type="checkbox"/> Content.Create	Content	Intercepts the creation of a new content or folder	true	
<input type="checkbox"/> Content.Delete	Content	Intercepts the deletion of a content	true	
<input type="checkbox"/> Content.Move	Content	Intercepts the movement of a content	true	
<input type="checkbox"/> Content.SubmitToPublish	Content	Intercepts the submittance to publish of all content versions	true	
<input type="checkbox"/> Content.ChangeAccessRights	Content	Intercepts the attempt to change access rights	true	
<input type="checkbox"/> Content.CreateVersion	Content	Intercepts the creation of a new contentversion	true	
<input type="checkbox"/> ContentTool.Read	ContentTool	Gives a user access to the content tool	false	
<input checked="" type="checkbox"/> ContentTypeDefinition.Read	ContentTypeDefinition	This point checks access to read/use a content type definition	true	
<input type="checkbox"/> ContentVersion.Delete	ContentVersion	Intercepts the deletion of a contentversion	true	
<input type="checkbox"/> ContentVersion.Write	ContentVersion	Intercepts the editing of a contentversion	true	
<input type="checkbox"/> ContentVersion.Read	ContentVersion	Intercepts the read of a contentversion	true	
<input type="checkbox"/> ContentVersion.Publish	ContentVersion	Intercepts the direct publishing of a content version	true	
<input type="checkbox"/> ManagementTool.Read	ManagementTool	Gives a user access to the management tool	false	
<input checked="" type="checkbox"/> MyDesktopTool.Read	MyDesktopTool	Gives a user access to the MyDesktop tool	false	
<input type="checkbox"/> Publication.Write	Publication	This point intercepts a new publication	true	
<input checked="" type="checkbox"/> PublishingTool.Read	PublishingTool	Gives a user access to the publishing tool	false	
<input type="checkbox"/> Repository.Read	Repository	Gives a user access to look at a repository	true	
<input type="checkbox"/> SiteNodeVersion.Read	SiteNodeVersion	Intercepts the read of a SiteNodeVersion	true	
<input type="checkbox"/> SiteNodeVersion.Write	SiteNodeVersion	Intercepts the write of a SiteNodeVersion	true	
<input type="checkbox"/> SiteNodeVersion.CreateSiteNode	SiteNodeVersion	Intercepts the creation of a new sitenode	true	
<input type="checkbox"/> SiteNodeVersion.DeleteSiteNode	SiteNodeVersion	Intercepts the deletion of a sitenode	true	
<input type="checkbox"/> SiteNodeVersion.MoveSiteNode	SiteNodeVersion	Intercepts the movement of a sitenode	true	
<input type="checkbox"/> SiteNodeVersion.SubmitToPublish	SiteNodeVersion	Intercepts the submittance to publish of all content versions	true	
<input type="checkbox"/> SiteNodeVersion.ChangeAccessRights	SiteNodeVersion	Intercepts the attempt to change access rights	true	
<input type="checkbox"/> SiteNodeVersion.Publish	SiteNodeVersion	Intercepts the direct publishing of a siteNode version	true	
<input checked="" type="checkbox"/> StructureTool.Read	StructureTool	Gives a user access to the structure tool	false	
<input type="checkbox"/> Workflow.Create	Workflow	This point checks access to creating a new workflow	true	

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To assign access rights click on the tool you wish to restrict and you will see the details:



Now you click on the "Access Rights"-button which is marked above. The access control screen will be visible next:



Here you just mark the roles that shall have access to the function and press save. If a role has access a little icon will appear in that columns headline looking like 3 persons. This is to show that you can limit access even more by adding what groups the user also has to be part of. If you click on the icon (grey if not set before and colored otherwise) you will see a list of the groups available and can tick one or many if you wish that to be part of the restriction:



Repeat the same procedure for all tools in the same way. Remember that you must reload the tools to see the change if they should affect you.

Controlling access to contents

A very much wanted feature which came in 1.3 is the ability to protect contents both internal and external. Often it is important to be able to restrict which users can manage templates etc and which users are only allowed to operate on press releases etc. This is very important if you want to have a well defined process in the organization. In InfoGlue you can restrict access on a very fine level. You can not only restrict it to content but also who can do what operations on that content and its versions.

In the tools the messages are very clear when you for example try to view a content you do not have access to. It's not as clear in the deliver part of InfoGlue. On sites the forbidden contents are just removed which can render areas of the page blank instead. This is of course so that the visitors should not be bothered about such things if not needed. Potentially there may be a lot of things not allowed for a particular user on a page and we cannot write messages to him/her about it, can we. Another person may be authorized to view them so it's more a matter of writing the templates so they don't fall apart if there is a lack of information.

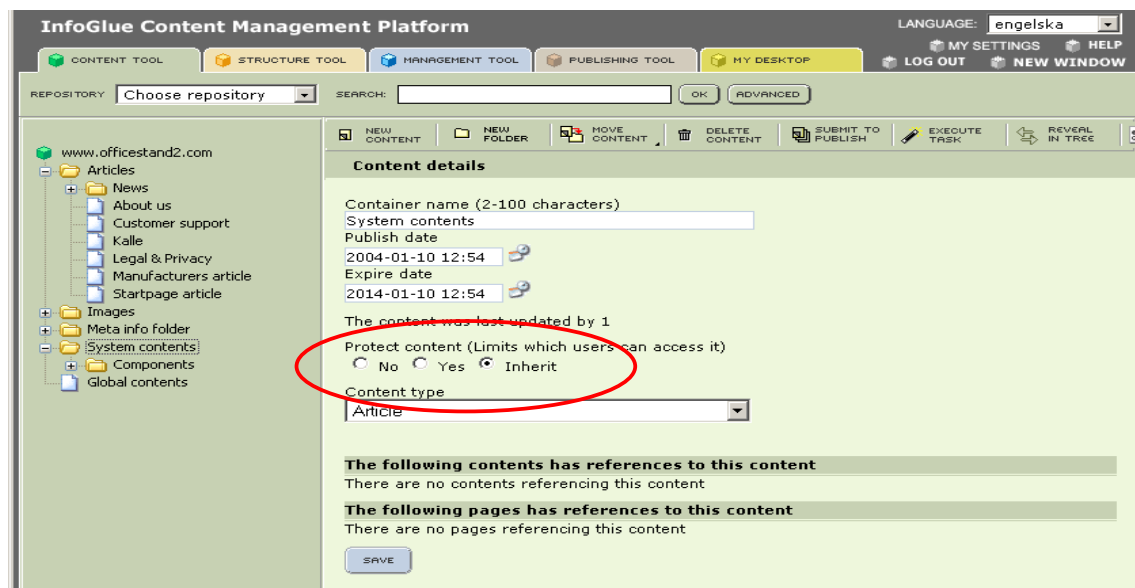
All access handling is done from the content tool on each content. Enter into the content tool and select a content or a folder you wish to protect in some way. I have chosen to protect the "News items"-folder in the "officestand.com"-repository as an example.

This is how the container looks by default. It is important to understand how the option "Protect content" works. It is marked below and has three options:

No: Overrides any inherited protection and states that this content is not protected.

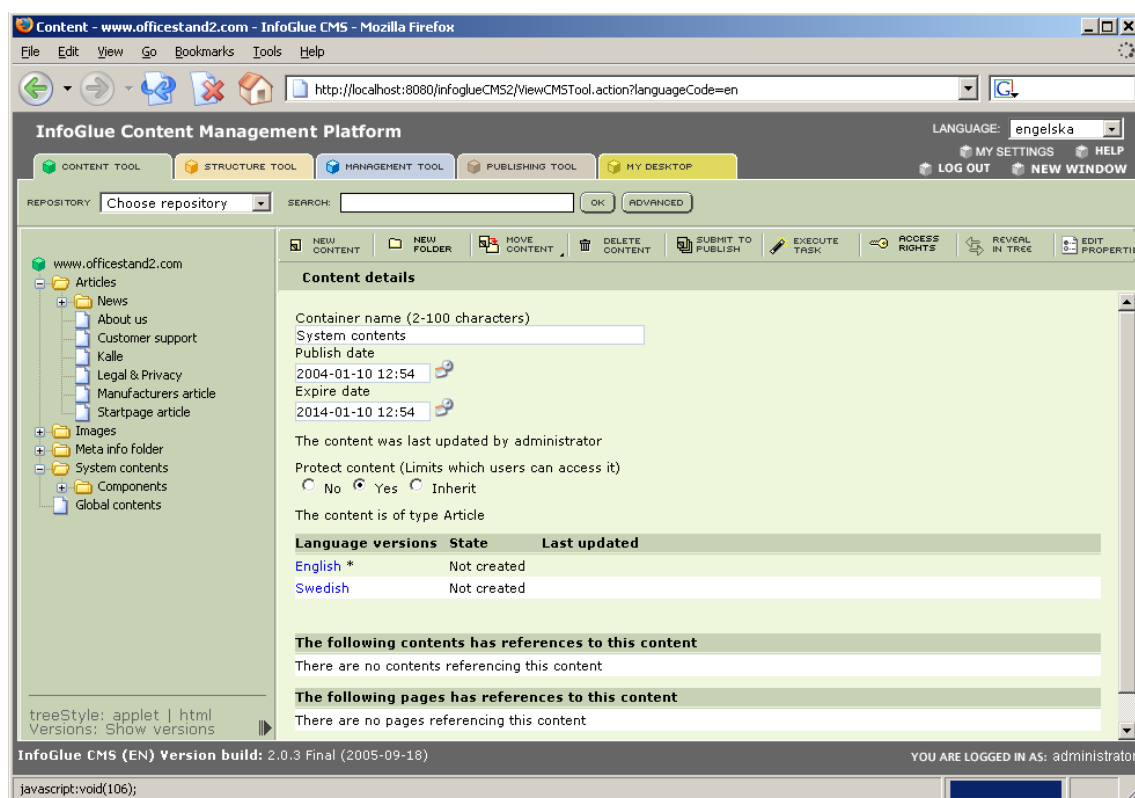
Yes: Overrides any inherited protection and states that this content is protected.

Inherited: The default option which states that access should be inherited from its parent. So if the parent content (in this case the root content) is protected so becomes this node etc.

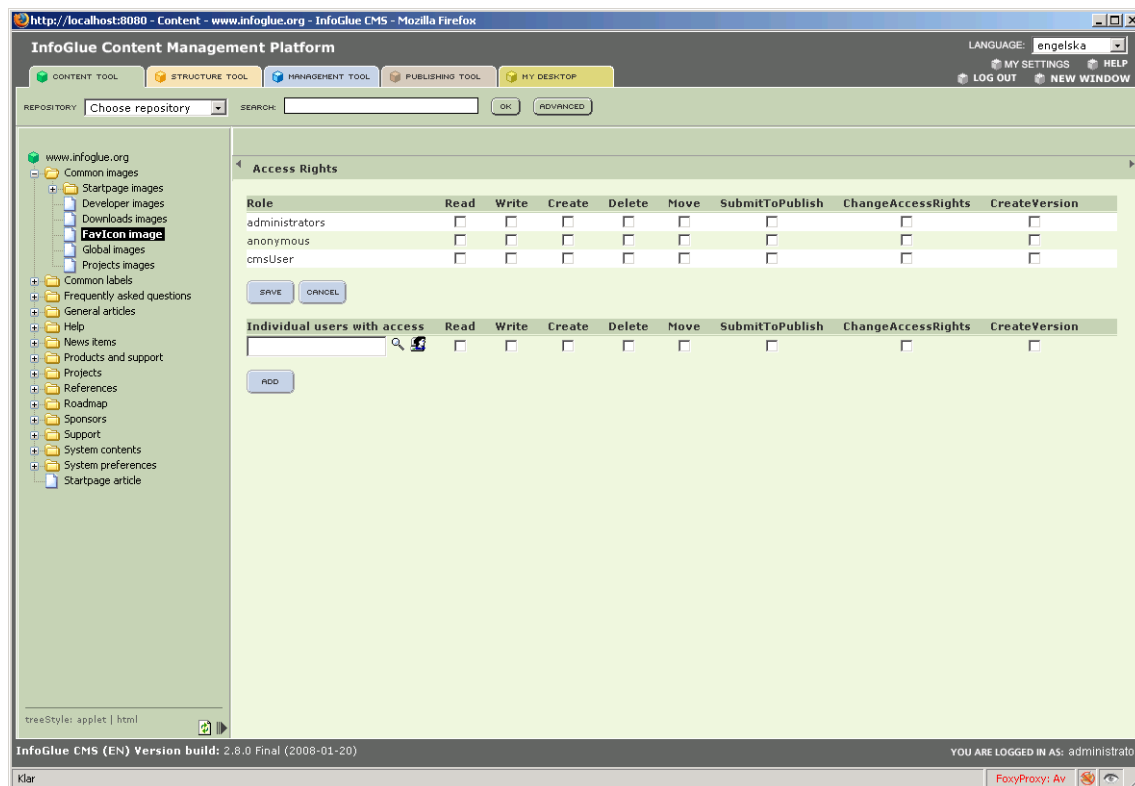


Now we want to set the property to "Yes" as we want to protect the content folder. Press the "Save"-button to apply the change and you will see a new button called "Access Rights":

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When you press the "Access Rights"-button you will see all access rights option a content can have.



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The things you see in the top (read, write etc) are actually the interception points which have the category suitable. As it is easy to add/delete interception points the options here can be more or fewer than today but that also requires changes in the matching code of course.

The implemented InfoGlue Interception Points are:

- **Read** – this has to be set for a role if the role should be able to read the content container at all including any of its versions.
- **Write** – this must be assigned if the role should be able to modify the content container at all.
- **Create** – must be set if the role should be able to create a child to this content. Only applies to folders really.
- **Delete** – must be set if the role should be allowed to delete this content.
- **Move** – must be set if the role should be allowed to move this content. Remember that the place where you wish to move it to can have restrictions which makes it forbidden. For example the role might not have rights to create content in the target folder resulting in an error message.
- **SubmitToPublish** – must be set if the role should be able to submit the content to publish.
- **ChangeAccessRights** – essentially restricts which users can enter this screen and modify these settings.
- **CreateVersion** – decides who can create a new version of a content. Good if you especially don't want language versions of some kind.

Warning:

A very important thing to remember is that InfoGlue now sees external and internal access about the same way. That is – if you protect a content you do it not only in the tools but also on the extranet, intranet or public site as well. What this means is that if you protect a content you have to set up external users as authorized as well if you still want them to be able to access it. A typical example is that if you have a public site and want ordinary people, who have not logged on anywhere, visiting your website being able to see your protected content you have to give the role "anonymous" read-access. All users who have not authenticated themselves always operate as anonymous.

Controlling access to pages / SiteNodes

As for contents you can protect items in the structure-tool as well both internally and externally. Often it is important to be able to restrict what users can manage what areas of the site in the tools. This is very important if you want to have a well defined process in the organization. In InfoGlue 1.3 you can restrict access on a very fine level. You can not only restrict it to pages/site nodes but also who can do what operations on that page.

Also – as before it is often of interest to be able to restrict access to part of your public website or intranet as well. The typical example is an extranet site you only reach after logging in from the ordinary site.

All access handling is done from the structure tool on each page. Enter into the content tool and select a page you wish to protect in some way. I have chosen to protect the "News page"-site node in the "officestand.com"-repository as an example.

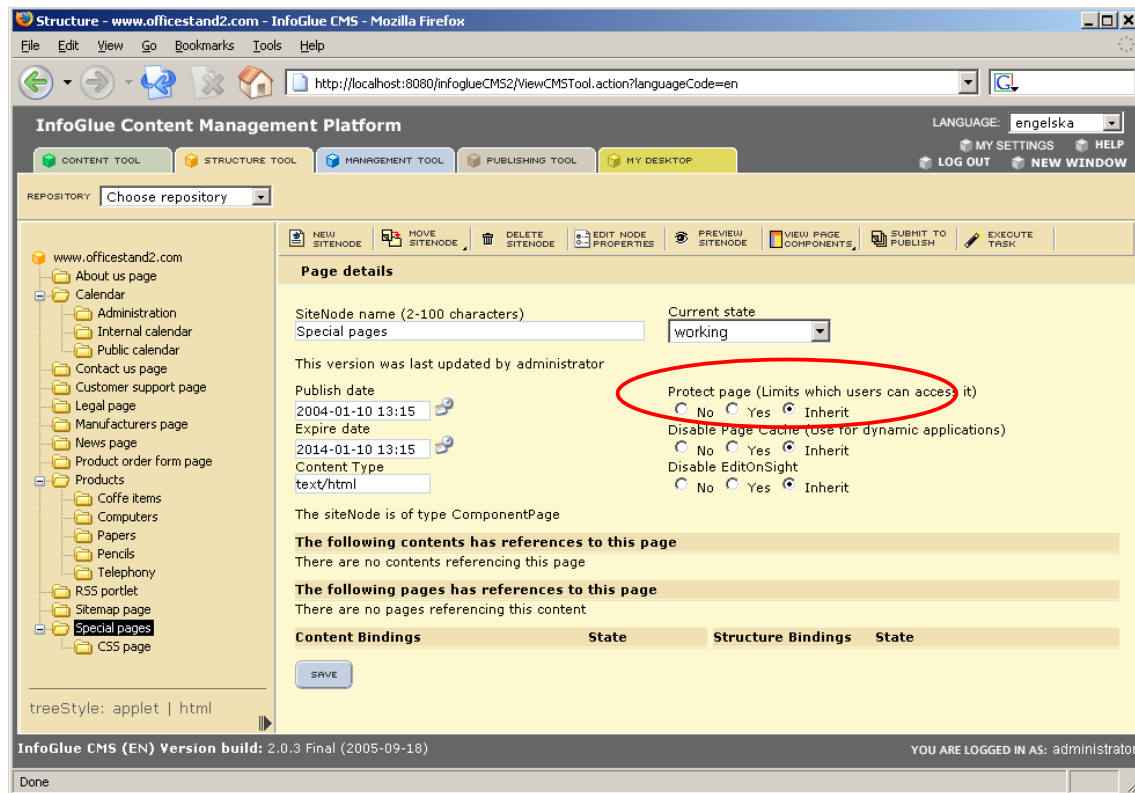
This is how the container looks by default. It is important to understand how the option "Protect site node" works. It is marked below and has three options:

No: Overrides any inherited protection and states that this page is not protected.

Yes: Overrides any inherited protection and states that this page is protected.

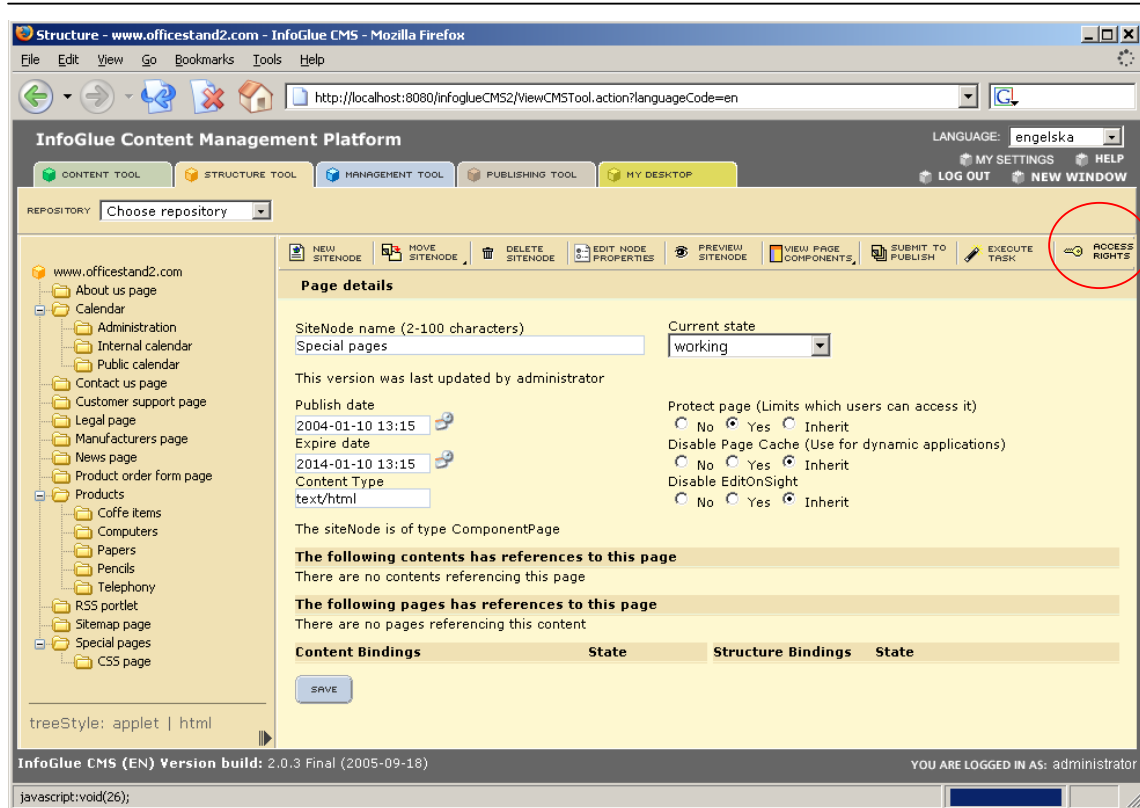
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Inherited: The default option which states that access should be inherited from its parent. So if the parent page (in this case the root page) is protected - so becomes this node etc.



Now we want to set the property to "Yes" as we want to protect the page. Press the "Save"-button to apply the change and you will see a new button called "Access Rights":

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When you press the “Access Rights”-button you will see all access rights option a page can have.



The things you see in the top (read, write etc) are actually the interception points which have the category suitable. As it is easy to add/delete interception points the options here can be more or fewer than today but that also requires changes in the matching code of course.

The implemented InfoGlue Interception Points for a site node are:

- **Read** – this has to be set for a role if the role should be able to read the page container at all including any of its versions.
- **Write** – this must be assigned if the role should be able to modify the site node container at all.

- **CreateSiteNode** – must be set if the role should be able to create a child to this site node.
- **DeleteSiteNode** – must be set if the role should be allowed to delete this site node.
- **MoveSiteNode** – must be set if the role should be allowed to move this site node. Remember that the place where you wish to move it to can have restrictions which makes it forbidden. For example the role might not have rights to create a page in the target folder resulting in an error message.
- **SubmitToPublish** – must be set if the role should be able to submit the page to publish.
- **ChangeAccessRights** – essentially restricts which users can enter this screen and modify these settings.
- **Publish** – Decides who can publish this page.

Warning:

A very important thing to remember is that InfoGlue now sees external and internal access about the same way. That is – if you protect a site node/page you do it not only in the tools but also on the extranet, intranet or public site as well. What this means is that if you protect a page you have to set up external users as authorized as well if you still want them to be able to access it. A typical example is that if you have a public site and want ordinary people, who have not logged on anywhere, visiting your website being able to see your protected page you have to give the role “anonymous” read-access. All users who have not authenticated themselves always operate as anonymous.

Edit on sight – simplified content editing

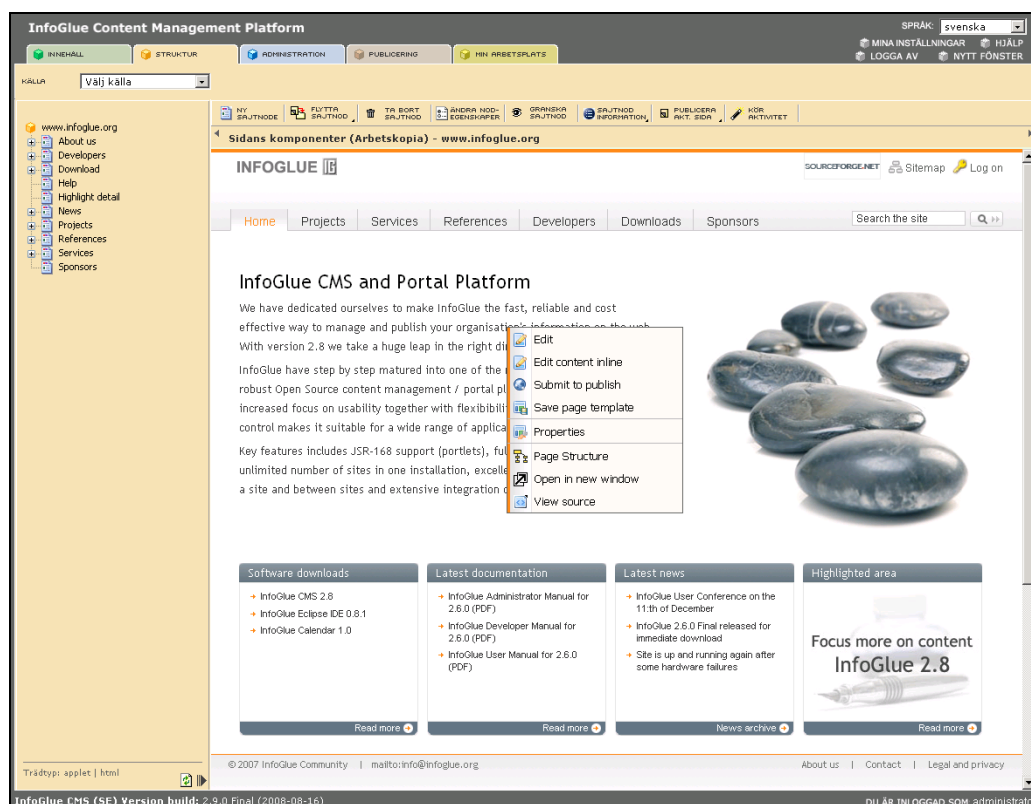
As of InfoGlue 1.1 there is a functionality called “Edit On Sight” or “Edit On Site”. Both names pretty accurately describes what it is. The feature lets the user right-click on texts and links on the actual site (the working copy of the site when in structure view that is) and directly gets the edit view for that content. This is a more intuitive way of managing existing information for many users, especially users who seldom update information.

Edit On Sight works for most template constructs but the developers can disable it sometimes so if you cannot edit some texts you can ask you administrator if it can be fixed somehow by letting a developer change the template a bit. It often depends on if the function interfere with the real html of the page.

Note: This feature must not have been disabled in the installation and the page in question must not have overridden those settings for the feature to work. If you do not know where the working copy of your site is located ask your administrator.

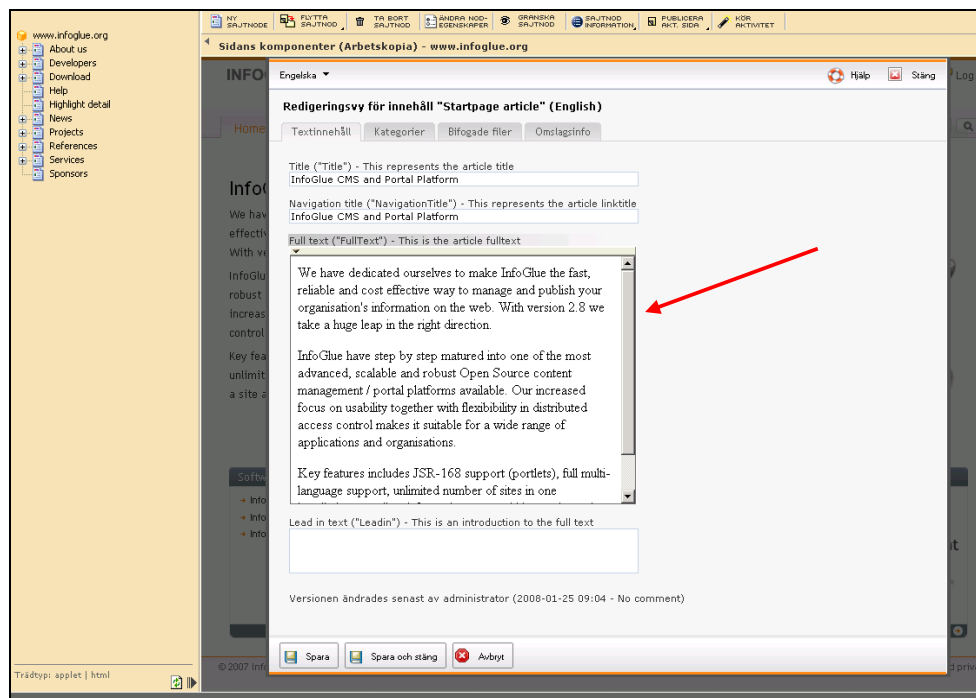
Below is an example of how to edit a page in the www.infoglue.com site.

You browse the working copy of the site to the page you wish to edit. When you see the information you wish to edit you right-click on the text or link and choose “Edit” or “Edit content inline”.



InfoGlue will then direct you to the administrative interface for the text you have clicked on. If you are not already logged on you will be asked to logon and then you will be taken to this screen:

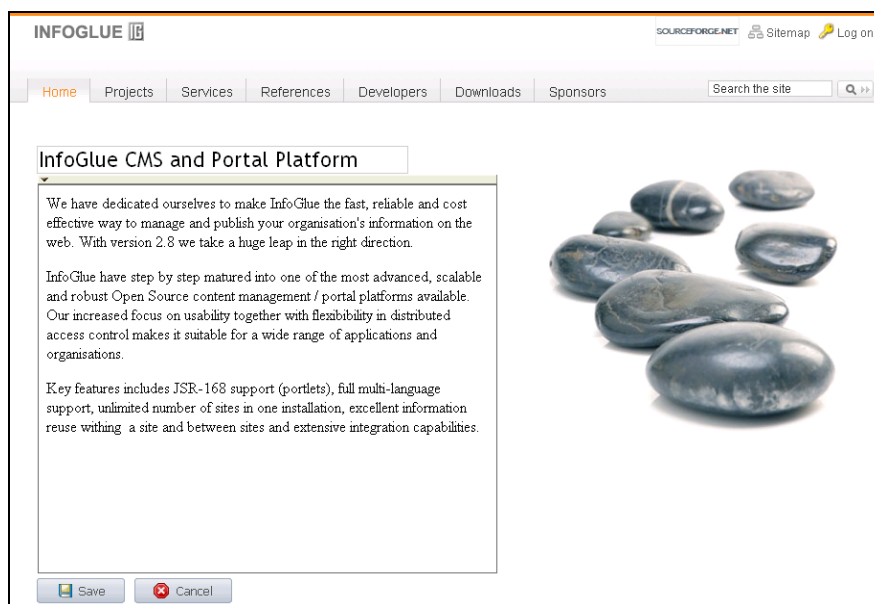
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As you see, the label of the attribute you have clicked on is marked with a faded background so you know what you clicked on but it is of course ok to edit any field in the content in this dialog.

After you edit scroll down and click save. After that click close and the page you just edited will be reloaded and you will see the change in its context on the site.

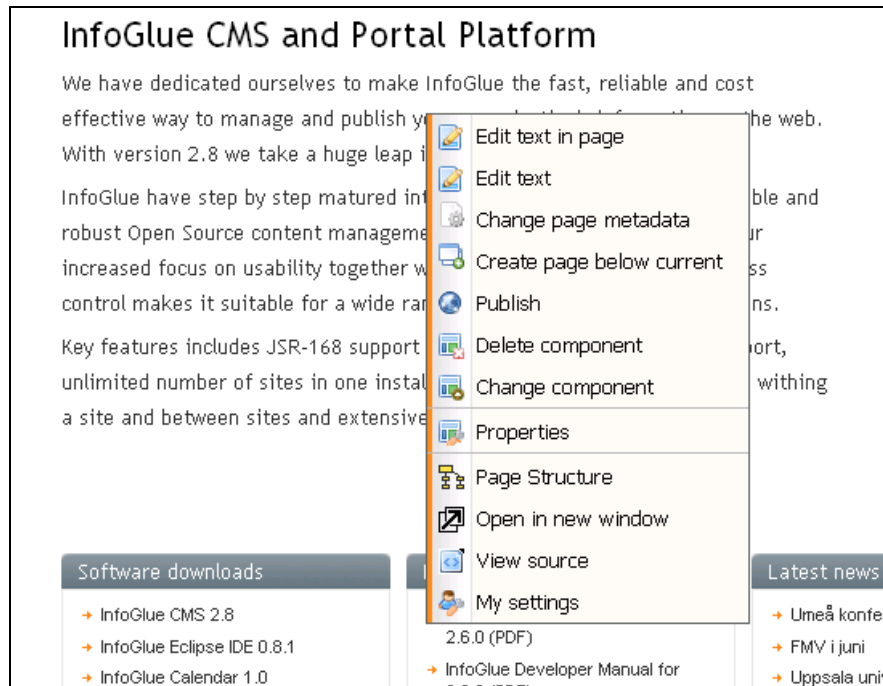
If you choose Edit content inline or double-click on a text the fields get's opened directly inside the page context. Just edit and save and the page will get updated.



Other edit on sight features

We have already discussed the edit on sight features “Edit” and “Edit content inline” but there are many other features available. For a long time we have worked towards a situation where the user can do most things directly in this environment. Gives a much better user experience and simplifies administration and education.

Below you can see an example:



Change page metadata: This lets you edit the page metadata normally reached from structure tool “Edit node properties”-button.

Create page below current: This lets you create a new page below the current page.

Submit to publish: This leads to the dialog described in “Mass-submit to publishing” under structure tool.

Delete component: Lets you delete the component you right-clicked on.

Change component: Lets you change the component you right-clicked on to another component.

Save page template: Takes you to a wizard where you can save the page setup and reuse it later for other pages.

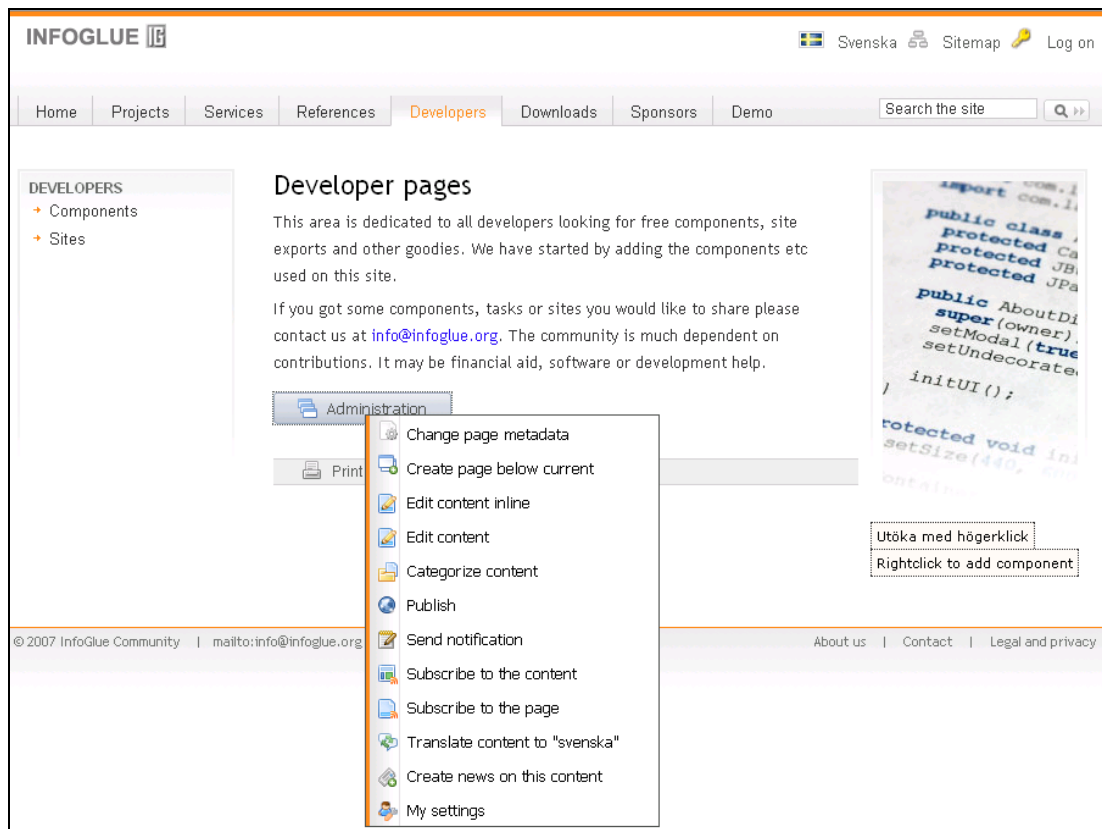
Save page template: Displays the component properties dialog.

Page structure: Displays the page structure in a tree-like view.

View source: Shows the html-source (if allowed by the browser).

My settings: Allows you to edit your personal admin/GUI-preferences.

Edit on sight menu available through editOnSightMenu-tag



Change page metadata: This link leads to a dialog where you can edit the page metadata. It's the same dialog as for editing contents but the fields are those controlling the page metadata etc.

The screenshot shows a web application window titled "Redigeringsvy för innehåll 'Developers Metainfo' (English)". The interface includes a sidebar on the left with links like "Home", "Textinnehåll", "Kategorier", "Bifogade filer", and "Omslagsinfo". The main area contains several form fields for editing page metadata:

- Title - required ("Title") - Used in the page title:** A text input field containing "Developers".
- Navigation title (required) ("NavigationTitle") - Used in navigation elements pointing to the page:** A text input field containing "Developers".
- NiceURLName ("NiceURLName") - Används i nice uri:** A text input field containing "Developers".
- CrumbtrailName ("CrumbtrailName") - Namnet som skall dyka upp i brödsmlumemenyn för sidan:** A text input field.
- Description ("Description") - A short description of the page:** A text input field containing "Developers".
- HideInNavigation ("HideInNavigation"):** A checkbox labeled "Yes" which is currently unchecked.
- Meta Information ("MetaInfo") - Keywords made for search engines etc.:** A large text area containing "Developers".
- ComponentStructure ("ComponentStructure") - ComponentStructure:** A text area containing XML code:

```
<?xml version="1.0" encoding="UTF-8"?><components><component contentId="6812" id="0" name="base"><properties></properties></bindings></bindings></components><component contentId="6833" id="1" name="layout"><properties></properties></components><component contentId="6830" id="2" name="leftColumn"></properties>
```

At the bottom of the dialog, there are three buttons: "Spara" (Save), "Spara och stäng" (Save and close), and "Avbryt" (Cancel).

Create page below current: This link leads to a dialog where you can create a subpage to the current page. It's quite similar to the dialog you get in structure tool but here it's with the new design.

The screenshot shows a web browser window with the title "Skapa undersida till 'Developers'". The interface includes a sidebar on the left with "INFO" and "DEVELOP" sections, and a top bar with "Hjälp" and "Stäng" buttons. The main content area has tabs for "Basic" and "Advanced". Under the "Basic" tab, there are input fields for "Sidans namn (2-100 tecken)", "Publiceringsdatum" (set to 2008-08-14 20:00), and "Avpubliceringsdatum" (set to 2018-08-14 20:00). Below these is a section titled "Ange vilken sidmall som skall användas (ej obligatorisk)" with five thumbnail previews of page templates: "Article page", "Artikelsida", "BogbladPage", "Standard subpage", and "Wide standard page". At the bottom of the dialog are "Spara" and "Avbryt" buttons.

After you save the page reloads and the subpage is probably shown in the navigation if you written it like that.

Categorize content: This link leads to a dialog where you can get to the categorize content view of the given content.

Engelska ▼ Hjälp Stäng Log

Redigeringsvy för innehåll "Developer main article" (English)

Textinnehåll Kategorier Bifogade filer Omslagsinfo

Fakultet ("Fakultet") - Fakultet AlingsasAvd1 ADD

Det finns inga relaterade kategorier till kategoriområdet Fakultet

Område ("Område") - Område aaaaaaaaaa ADD

Det finns inga relaterade kategorier till kategoriområdet Område

2007

Spara Spara och stäng Avbryt

After you save the page reloads.

Publish: This link leads to a dialog exactly like that of “Submit to publish” in normal edit on sight but with the new design.

Kommentera ändring

Kommentar

Sätt mig som den som ändrade versionen senast (default är den som senast ändrade arbetskopian av sidan)

☐ Ja

Skicka notifiering till följande

Alla publicerare som tillhör någon av mina grupper

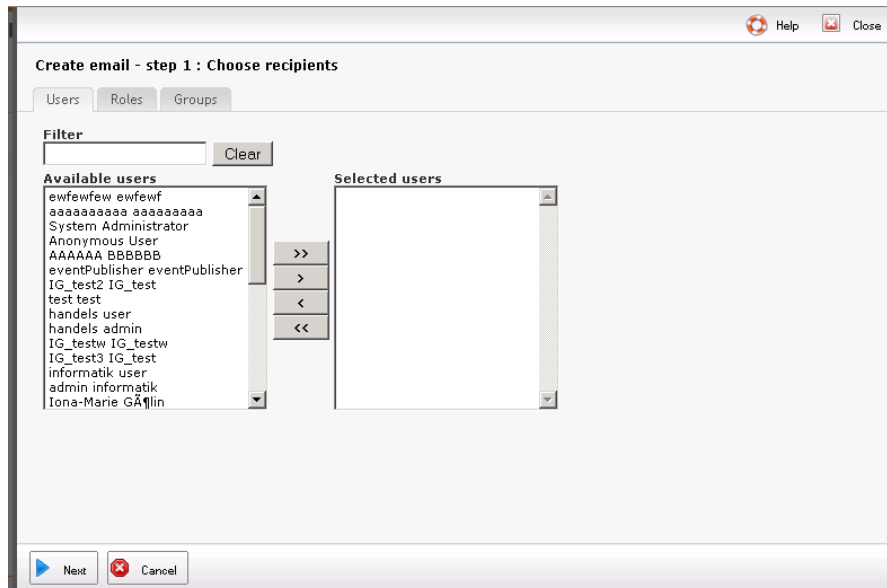
The marked versions will be submitted for publishing.

Name	Changed	Modifier
<input type="checkbox"/> Developers (2036)	2008-03-23	administrator

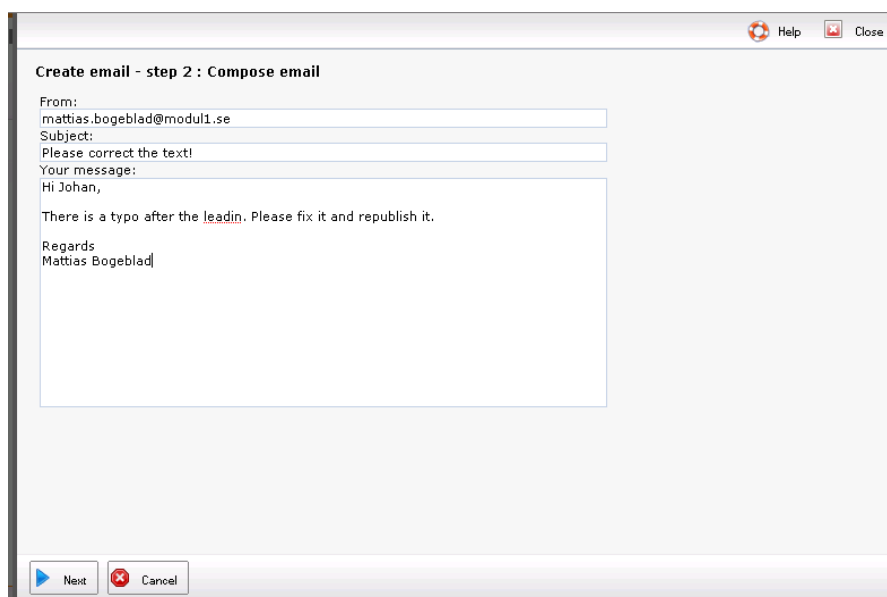
PUBLICERA SKICKA FÖR PUBLICER. ÅTERYTT MARKERA ALLA ÅVMARKERA ALLA

After you save the page reloads.

Send notification: This link leads to a dialog a user can notify another user about anything. A link is included in the mail automatically.

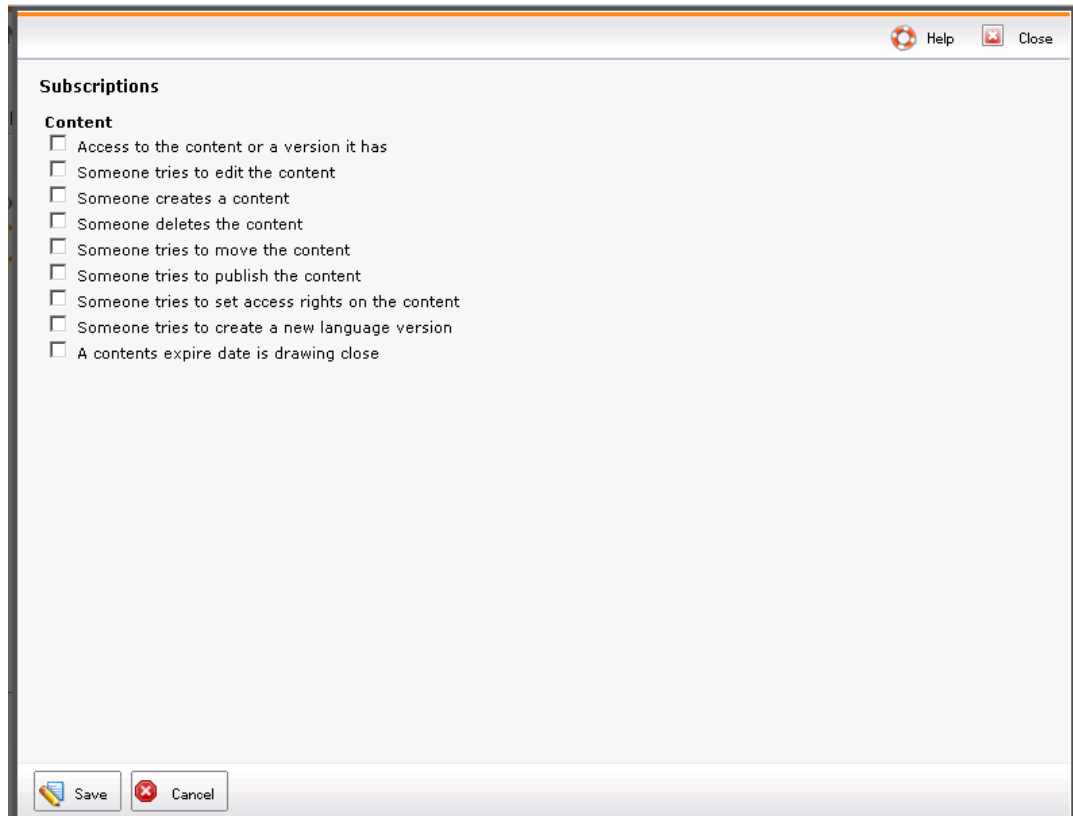


After you choose the user(s) or roles/groups press next and you will be shown this screen:

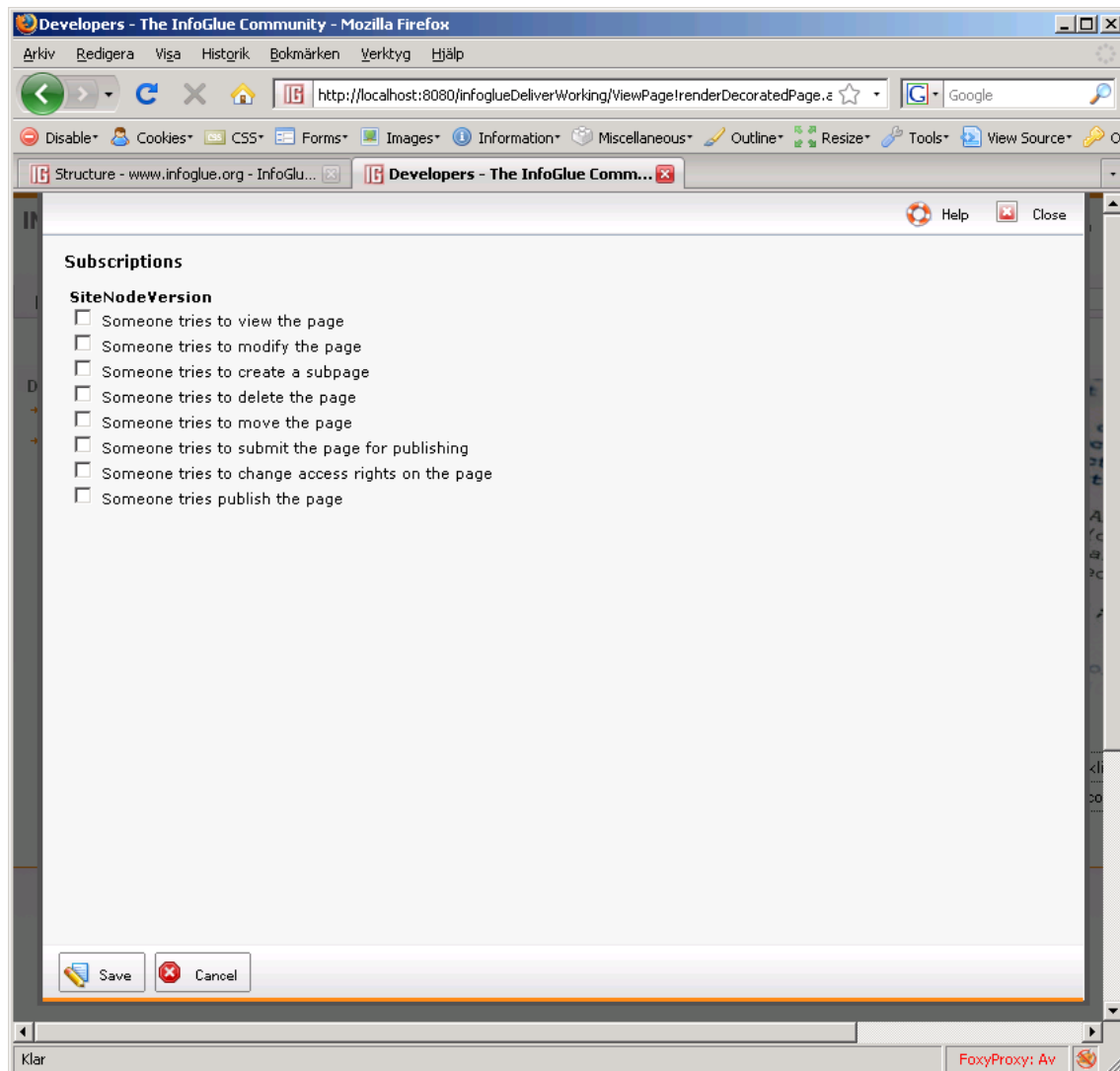


You will then get a view where you can close the dialog etc.

Subscribe to the content: This link leads to a dialog where a user can subscribe to one or many events on the current content. The events are pretty self explanatory. When a event happens a mail will be sent to the user.



Subscribe to the page: This link leads to a dialog where a user can subscribe to one or many events on the current page. The events are pretty self explanatory. When a event happens a mail will be sent to the user.



Translate to (language): This link let's the user enter a translation mode of the current content.

The screenshot shows a web application window titled "Svenska" with a "Help" icon and a "Close" button. The main heading is "Translation view for content 'Developer main article' (Svenska)". Below this, there are tabs for "Textcontent", "Categories", "Attached files", and "Content cover". The "Textcontent" tab is active, and there is a sub-tab for "English".

The interface is divided into two columns. The left column is for the new translation in Swedish, and the right column is for the existing English version.

Left Column (Svenska):

- Title ("Title") - This represents the article title
Ange titel
- Navigation title ("NavigationTitle") - This represents the article linktitle
Ange nav titel
- Full text ("FullText") - This is the article fulltext
[Large empty text area]
- Lead in text ("Leadin") - This is an introduction to the full text
Ange leadin

Right Column (English):

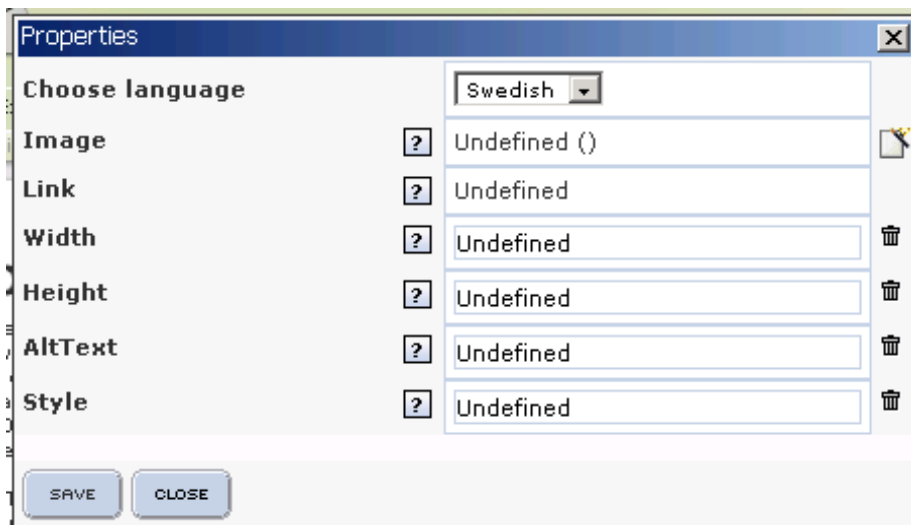
- Title ("Title") - This represents the article title
Developer pages
- Navigation title ("NavigationTitle") - This represents the article linktitle
Developer pages 1233
- Full text ("FullText") - This is the article fulltext
This area is dedicated to all developers looking for free components, site exports and other goodies. We have started by adding the components etc used on this site.
If you got some components, tasks or sites you would like to share please contact us at info@info glue.org. The community is much dependent on contributions. It may be financial aid, software or development help.
- Lead in text ("Leadin") - This is an introduction to the full text
Ange leadin


At the bottom, there are three buttons: "Save", "Save and exit", and "Cancel".

On the left is the new version in whatever language you translate to. On the right is the existing version so it's easier to know what to translate. When you are done just press save or save and exit.

Content bindings and content creation wizards

Another feature of the structure view is to manage your components as you probably already know. A component may have any number of properties and of these some can be bindings or other kind of properties. Here is an example of a image component (which can link to other pages/external addresses etc):

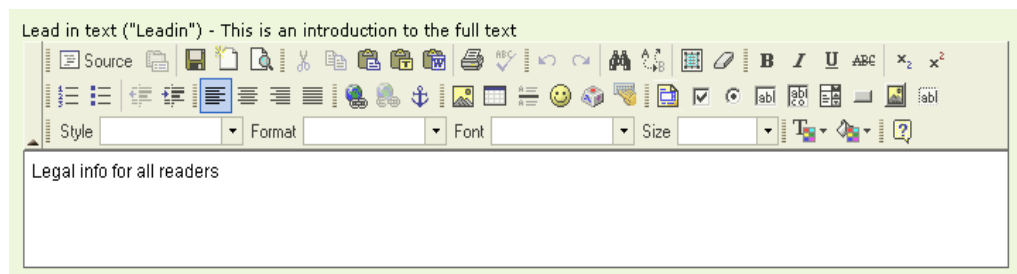


Any component property not assigned which is a content binding has the icon  next to it. This icon leads to a content creation wizard which lets you create new contents from the structure view and you don't have to switch to the content tool. Since some content types demands some attributes and sometimes special assets the wizard also handles this since version 2.6.0.

Configuring the WYSIWYG editor

This information also resides in the Administrative Manual but since it's a pretty central thing in a CMS we thought we add it here as well.

As stated before InfoGlue comes with FCKEditor as the default WYSIWYG-editor. It is a very nice and customizable editor. Default in InfoGlue it looks like this with all buttons enabled:



The common thing is of course to configure the palette and some behavior to better fit your organization and your users. This is mostly done in a JavaScript-based configuration file. However – in InfoGlue we decided that it is important to be able to set the configuration not only for the system but also give organizations the possibility to give different repositories, users, groups or roles different setups so more advanced users are allowed more than new users etc.

So here is the possible places to put the configurations:

1. Under each repository's properties. As shown in the repository section of the management tool there was two fields available for the WYSIWYG there.
2. For SystemUser, Roles and Group you can create two property-attributes called WYSIWYGConfig and StylesXML and add the configuration there.

If the properties are available on the system user that information is used, otherwise the editor looks in the roles / groups the user is part of and uses the information there if it exists. If not it uses properties put on the repository in question and if not even defined there it uses the default setup.

Since 2.8.0 we have implemented FCKEditor 2.5.1 which is a bit different then previous versions. For one thing you can define the comboboxes and the editor area css a bit different now. For this we have added new fields in all the places the old configs could be found.

Example configuration

WYSIWYGConfig

```
FCKConfig.CustomConfigurationsPath = '' ;

//Here you can define a CSS you want the editor to use, usually the same URL as the site.
//FCKConfig.EditorAreaCSS = '$request.contextPath/ViewPage.action?siteNodeId=100130' ;
FCKConfig.EditorAreaCSS = '/info glueDeliverWorking/ViewPage.action?siteNodeId=100130';

FCKConfig.BaseHref = '' ;
FCKConfig.FullPage = false ;
FCKConfig.Debug = false ;
FCKConfig.SkinPath = FCKConfig.BasePath + 'skins/default/' ;
FCKConfig.PluginsPath = FCKConfig.BasePath + 'plugins/' ;
FCKConfig.DefaultLanguage = 'en' ;
FCKConfig.ContentLangDirection = 'ltr' ;
FCKConfig.EnableXHTML = true ;
FCKConfig.EnableSourceXHTML = true ;
FCKConfig.FillEmptyBlocks = true ;
FCKConfig.FormatSource = true ;
FCKConfig.FormatOutput = true ;
FCKConfig.FormatIndentator = ' ' ;
FCKConfig.GeckoUseSPAN = true ;
FCKConfig.StartupFocus = false ;
FCKConfig.ForcePasteAsPlainText = true ;
FCKConfig.ForceSimpleAmpersand = false ;
FCKConfig.TabSpaces = 0 ;
FCKConfig.ShowBorders = true ;
FCKConfig.UseBROnCarriageReturn = false ;
FCKConfig.ToolbarStartExpanded = true ;
FCKConfig.ToolbarCanCollapse = true ;

//This is a InfoGlue addition which let's you turn off styling in the dropboxes styles/formats
FCKConfig.StyleFontFormats = 'false';
FCKConfig.StyleStyles = 'false';
FCKConfig.AllowImageSizes = 'false';

//This part in for InfoGlue 2.1 - not in 2.0 - let's you define available classes on img-tag.
FCKConfig.ImageClasses =
'img_left_portrait,img_left_letter,img_right_letter,img_right_portrait,img_scaled';
FCKConfig.ImageClassesNames = 'St&aring;ende v&auml;nster,Liggande v&auml;nster,Liggande
h&ouml;ger,St&aring;ende h&ouml;ger,Fullbredd';

FCKConfig.MaxUndoLevels = 15 ;

//This is where you define the toolbar. Look at the FCKEditor-site for the full list
FCKConfig.ToolbarSets["Default"] = [
    ['Cut','Copy','Paste','PasteText','Print','Undo','Redo','Find','Replace','RemoveFormat'],
    ['Bold','Italic'],
    ['OrderedList','UnorderedList'],
    ['Link','Unlink','Anchor'],
    ['Image','Table','Rule','SpecialChar','Source'],
    ['Style','FontFormat']
] ;

FCKConfig.ContextMenu =
['Generic','Link','Anchor','Image','Select','Textarea','Checkbox','Radio','TextField','HiddenField',
'ImageButton','Button','BulletedList','NumberedList','TableCell','Table','Form'] ;

FCKConfig.FontFormats = 'h2;h4;h3;h5;p' ;

FCKConfig.StylesXmlPath =
'$request.contextPath/WYSIWYGProperties!viewStylesXML.action?repositoryId=$!request.getParameter("repositoryId")&contentId=$!request.getParameter("contentId")&languageId=$!request.getParameter("languageId")' ;

FCKConfig.SpellChecker = 'ieSpell' ; // 'ieSpell' | 'SpellerPages'
FCKConfig.IeSpellDownloadUrl = 'http://www.iespell.com/rel/ieSpellSetup211325.exe' ;
FCKConfig.LinkBrowser = true ;
```

```
FCKConfig.LinkBrowserURL =
"$request.contextPath/ViewLinkDialog!viewLinkDialogForFCKEditor.action?repositoryId=$!request.
getParameter("repositoryId")&contentId=$!request.getParameter("contentId")&languageId=$!reques
t.getParameter("languageId")" ;
FCKConfig.LinkBrowserWindowWidth      = "770" ;
FCKConfig.LinkBrowserWindowHeight     = "660" ;
FCKConfig.ImageBrowser = true ;
FCKConfig.ImageBrowserURL =
"$request.contextPath/ViewContentVersion!viewAssetsDialogForFCKEditor.action?repositoryId=$!re
quest.getParameter("repositoryId")&contentId=$!request.getParameter("contentId")&languageId=$!
request.getParameter("languageId")";
FCKConfig.ImageBrowserWindowWidth = "750" ;
FCKConfig.ImageBrowserWindowHeight = "600" ;
```

StylesXML

```
<?xml version="1.0" encoding="utf-8" ?>
<Styles>
  <Style name="Blockcitat" element="Blockquote"/>
  <Style name="Bild stående vänster" element="img">
    <Attribute name="class" value="img_left_portrait" />
  </Style>
  <Style name="Bild liggande vänster" element="img">
    <Attribute name="class" value="img_left_letter" />
  </Style>
  <Style name="Bild liggande höger" element="img">
    <Attribute name="class" value="img_right_letter" />
  </Style>
  <Style name="Bild stående höger" element="img">
    <Attribute name="class" value="img_right_portrait" />
  </Style>
  <Style name="Fullbredd" element="img">
    <Attribute name="class" value="img_scaled" />
  </Style>
</Styles>
```

As stated these are just examples of configurations we have used. Read more on FCKEditor homepage about configuration options.

References

- Some general information came from <http://www.infoglue.org>.
- Read more about components and how to build sites as a developer from <http://www.infoglue.org/infoglueDeliverLive/ViewPage.action?siteNodeId=4&languageId=1&contentId=96>
- Information about Velocity - the template-language used for building sites can be found at <http://jakarta.apache.org/velocity/index.html>
- Information about FCKEditor – the WYSIWYG-editor used in InfoGlue – can be found at www.fckeditor.net

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