

WebGUI Primer 7.7

WebGUI Primer 7.7

by Kristi McCombs

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

This edition of the *WebGUI Primer* is for use with WebGUI version 7.7 and higher.

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Welcome to WebGUI

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

Community Resources

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

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

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

- Smoketests: nightly smoketest results to reveal any

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problems/bugs in the software. Primarily helpful to developers.

- Et Cetera: general WebGUI discussion. This is a good place to go for general how-to questions in WebGUI. Likely the right place for content management questions.
- Web Design, Templates and Themes: discuss making your site look pretty, templating, navigations and other web design topics.
- Install/Upgrade Help: get answers to your installation and upgrade questions.
- WebGUI Dev: a place to discuss WebGUI and WRE core development as well as writing your own custom modules. Again, this is most useful to developers and may be too advanced for some content managers.

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

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

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updated weekly. JT writes about all types of things in the blog, and often gets some pretty interesting feedback from community members!

Meet Gooley

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



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

Meet Plain Black

The previous section explained that WebGUI, like many other open source software applications, is a free content management system. You may download it, use it, share it, view its source code, and edit its source code as you see fit. What makes WebGUI a bit different is that it is intimately connected to a more traditional

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business in Plain Black Corporation®. WebGUI is developed by Plain Black, and Plain Black provides a full line of professional services related to WebGUI. With WebGUI, you get the best of both worlds: a great open source CMS and a professional services organization like Plain Black to train and support your staff to help you achieve your goals.

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

- *WebGUI Content Managers Guide*: over 400 pages of documentation aimed at content management. Covers each asset as well as some more common administrative functions.
- *WebGUI Designers Guide*: everything you need to know to customize the appearance of your WebGUI site.
- *WebGUI Administrators Guide*: covers all functions in the Admin Console, as well as WebGUI installation, the WebGUI Config file and more to keep your site running smoothly and securely.
- *WebGUI Developers Guide*: discusses developing for WebGUI. Learn about writing assets, custom workflow activities and macros, and how to install them on your site.
- *WebGUI Shop Guide*: covers content management, administration and development for WebGUI Shop.

In addition to these guides, Plain Black offers a full line of WebGUI related services. As their organizations or businesses grow, many

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users often find themselves looking for a greater source of support, custom development options, or hosting options. Many of these same users are often surprised to find out that Plain Black provides all these.

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

- Support: Plain Black provides numerous support options, including online support forums, telephone support, and Rock Star Support, which allows the customer to create a detailed custom support package.
- Training: both onsite and online training to cover topics ranging from content management, templates and site design, to development.
- Development: Plain Black has a talented and experienced development team that can create any application your organization needs. You can trust Plain Black's developers because they are the same developers who create WebGUI.
- Hosting: Plain Black offers agency hosting packages, as well as a number of larger server packages that are fine tuned to run WebGUI.
- Design: custom templates, themes and branding, and even print design services are available.
- Translation: Plain Black provides translation services to help you reach your audience in any language.

By using Plain Black you are also helping to support WebGUI. For example, all of the funds generated from the sale of Plain Black and WebGUI merchandise, like Gooley dolls and t-shirts, at Plain

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Black's store go directly toward the development of WebGUI features. By having a corporate partner, WebGUI can maintain its open source integrity while having the means to partly sustain itself on Plain Black's business. Plain Black's developers may spend a great deal of time developing WebGUI, but the intent is, and always will be, to keep WebGUI open source, and open to its community. Plain Black's business relies on WebGUI, and WebGUI's vitality in turn benefits from Plain Black. A beautiful partnership, indeed.

To learn more visit: www.plainblack.com/store

WebGUI Site Starter

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

Site Starter

Do you wish to use the WebGUI Site Starter, which will lead you through options to create a custom look and feel for your site, and set up some basic content areas?

[No, thanks.](#) [Yes, please!](#)

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

The first screen presented in the Site Starter allows you to upload your logo.

Upload Your Logo

Logo  /Users/kristi/Documents/PB icons/pblogo.jpg

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To do so, simply click on “Browse” and select the logo image file from your computer. Clicking the “remove” button will remove a file from the Logo field. Click save to upload your logo.

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

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


























Below the Themes field each major area on the page has a color associated with it. These fields are populated according to the color theme selected.

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To further customize your color theme, click on a colored box next to the field you'd like to alter. This will open a color picker from which you may select a new color for that field.

After selecting the new color in the color picker, click “Set” and the color field will be updated. The change will be reflected in the page preview. In the example below the Header Background was changed to a shade of purple, and the Links field was changed to a bright green.

Themes:				
Page Background		#A10101		
Links		#FFCACA		
Visited Links		#FFCACA		
Utility Background		#4A0000		
Utility Text		#ffffff		
Header Background		#ffffff		
Header Text		#000000		
Content Background		#888888		
Content Text		#ffffff		
Footer Background		#ffffff		
Footer Text Color		#000000		
Navigation Background		#FFF6F6		
Navigation Links		#FF0101		

Page Background		#A10101
Links		#0BF775
Visited Links		#06F967
Utility Background		#4A0000
Utility Text		#ffffff
Header Background		#7C0DDC
Header Text		#000000
Content Background		#888888
Content Text		#ffffff
Footer Background		#ffffff
Footer Text Color		#000000
Navigation Background		#FFF6F6
Navigation Links		#FF0101

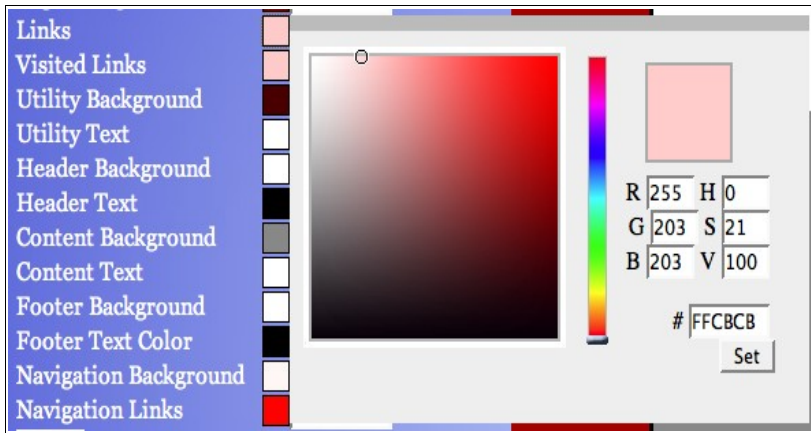
Turn Admin On Admin :: [Logout](#) :: [Print](#)

 My Company

[Contact Us](#)
[About Us](#)
[Products](#)
[Services](#)
[Training](#)
[Store](#)

Morbi quis erat et metus laoreet pretium. Aenean ultrices mi in magna. Duis mattis neque sed sem dignissim mollis. Vestibulum eleifend luctus enim. Mauris laoreet [lorem convallis sapien](#). Integer ut tellus sit amet augue tincidunt eleifend. Cras eu velit. Fusce feugiat. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec semper arcu tristique orci. Suspendisse potenti. Vivamus tempus mattis enim. Duis leo elit, interdum ac, pretium nec, porta a, nisi. Nulla pellentesque est ut nunc. Phasellus nonummy purus non nulla.

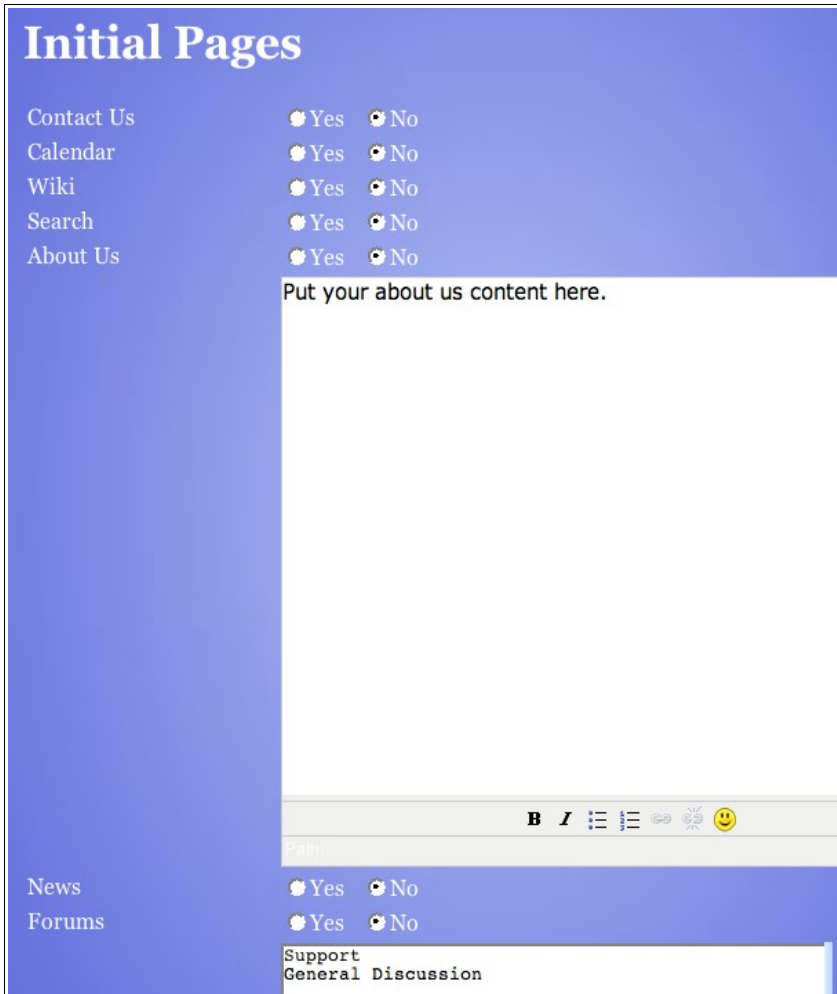
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When the colors appear as you wish, click Save. Your color theme and customizations will be saved. These will appear again later when you arrive at the home page of your new site.

The next screen in the WebGUI Site Starter is the Initial Pages screen. Pages selected from this screen will appear in addition to some standard WebGUI pages included with the install.

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

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Contact Us	<input type="radio"/> Yes	<input type="radio"/> No
Calendar	<input type="radio"/> Yes	<input type="radio"/> No
Wiki	<input type="radio"/> Yes	<input type="radio"/> No
Search	<input type="radio"/> Yes	<input type="radio"/> No
About Us	<input type="radio"/> Yes	<input type="radio"/> No

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est

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

News	<input type="radio"/> Yes	<input type="radio"/> No
Forums	<input type="radio"/> Yes	<input type="radio"/> No

Support
General Discussion

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

When all selections have been made, click Save.

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The screenshot shows a web browser window with a purple header bar. On the left, there is a logo consisting of three curved lines and a circle, followed by the text "plainblack". On the right of the header, there are links for "Visitor :: Login :: Print" and the text "My Company". Below the header, there is a navigation menu on the left with links: "Getting Started", "Your Next Step", "The Latest News", "Tell A Friend", "Site Map", "About Us", "Forums", "Wiki", and "Contact Us". The main content area has a "Welcome" heading and three paragraphs of text. The first paragraph describes the WebGUI Content Engine as a powerful and easy-to-use system for managing web sites and building web applications. The second paragraph mentions that there are thousands of small and large businesses, schools, universities, governments, associations, clubs, churches, projects, and communities using WebGUI all over the world today. The third paragraph offers help for new users and suggests checking out the latest news for those who are already familiar with the system.

Visitor :: Login :: Print
My Company

Getting Started
Your Next Step
The Latest News
Tell A Friend
Site Map
About Us
Forums
Wiki
Contact Us

Welcome

The [WebGUI Content Engine](#) is a powerful and easy to use system for managing web sites, and building web applications. It provides thousands of features out of the box, and lots of plug-in points so you can extend it to match your needs. It's easy enough for the average business user, but powerful enough for any large enterprise.

There are thousands of [small](#) and [large](#) businesses, [schools](#), [universities](#), [governments](#), [associations](#), [clubs](#), [churches](#), [projects](#), and [communities](#) using WebGUI all over the world today. A brief list of some of them can be found [here](#). Your site should be on that list.

If you're new to WebGUI, [click here to learn how to get started](#). If you're getting up to speed, [check out some ways you can do more faster](#). If this is all old hat to you, then check out [the latest news](#). No matter what level you're at [tell your friends](#) about WebGUI.

The new site reflects the choices made in the Site Starter.

WebGUI Basics

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

Content Management in WebGUI

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

Publishing content in WebGUI is basically a four step process:

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

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you work. More information on Version Tags is provided later.

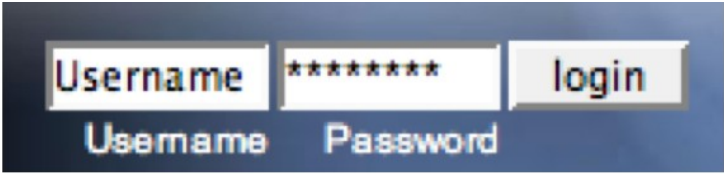
The *Primer* will introduce you to each of these steps. Once you are comfortable performing these steps, you'll have the tools you need to begin exploring some of WebGUI's more advanced features on your own.

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

Log in/Log out

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

The position and appearance of the login will vary depending upon your individual site style.

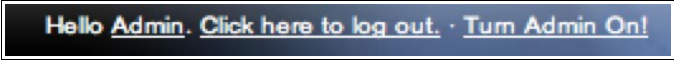


Enter your username. Enter your password. Click on the login tab.

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To log in:

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



Hello Admin. [Click here to log out.](#) · [Turn Admin On!](#)

Enter/Exit Admin Mode

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

Admin mode can be entered in two ways:

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

OR

1. Log into the site.
2. Click on your username.

The position and appearance of the Admin link will vary depending upon your individual site style.

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

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3. In the Update Account Information screen, select “Turn admin on.”

Update Account Information

Username

Password

Password (confirm)

- [Turn admin on.](#)
- [Edit account information.](#)

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

Account Manager

WebGUI's Account Manager contains a number of tabs in which you can manage various aspects of your user account. These act as major categories within your profile, and may contain additional tabs themselves.



The tab you are currently viewing will be a slightly darker shade.

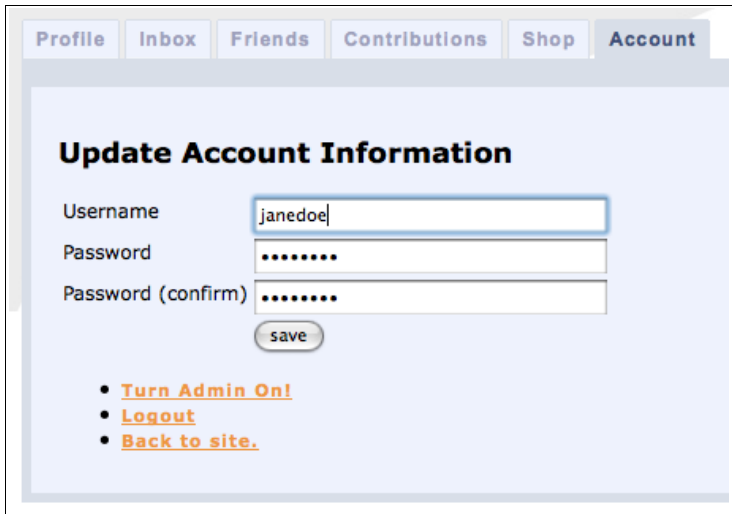
The easiest way to access the Account Manager is to click on your username once you have logged into the site.

Account Tab

The Account Tab is the default tab displayed upon entering the Account Manager. It displays the Update Account Information screen and provides a number of options for managing your user account.

The Username field displays your username. To change your username, simply enter a new username in the Username field and click save. Your account will be updated, and a message will display indicating this has occurred.

You will notice that the “save changes” buttons for the Account Manager are located outside of the shaded area. You may move freely from tab to tab inside the Account Manager without the need to save each screen. All data will remain in the tabs, so you can simply click the “save changes” button once you have updated all your fields.



The Password and Password(confirm) fields contain your site password. To change your password, enter a new one in both fields. Click save, and a message will indicate the account has

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been updated. Your site administrator may have placed restrictions on the format of your password, such as a combination of upper and lower case letters, or the inclusion of special characters. If so, double check to make sure you have met those criteria.

Below the account fields are a number of links.

- Turn Admin On/Off: turns admin mode on or off, depending on the user's status upon entering this screen.
- Logout: logs you out of the site.
- Back to site: returns you to the web page you were previously viewing.

Profile Tab

The Profile Tab allows you to manage your personal user profile. It contains a number of additional tabs for filling in such things as contact information. The tabs and fields you see in the Profile Tab are created and managed in WebGUI's User Profiling system, which is accessed through the Admin Console. The fields and tabs on your site may be different than the ones in this book.

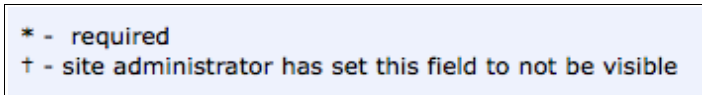
To the far right of each field you will see a small dropdown menu allowing you to set the privacy level of each individual profile field.



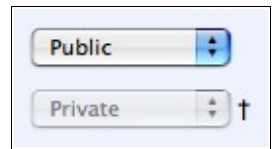
If the field is set to Public, registered users on the site will be able to view this information upon viewing your profile. Friends Only will restrict the view of the field to only those users who are your friends in the WebGUI Friends system, and Private means no other users will see this personal information.

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Your site administrator may have designated some fields to be required or invisible. At the bottom of the tab are some symbols to indicate this status. These symbols will appear next to any field to which they apply.



If a field has been made invisible, it will have a Private privacy status, meaning others will not be able to see it as part of your user profile.



Personal Tab

The Personal tab is the default tab under the Profile category.

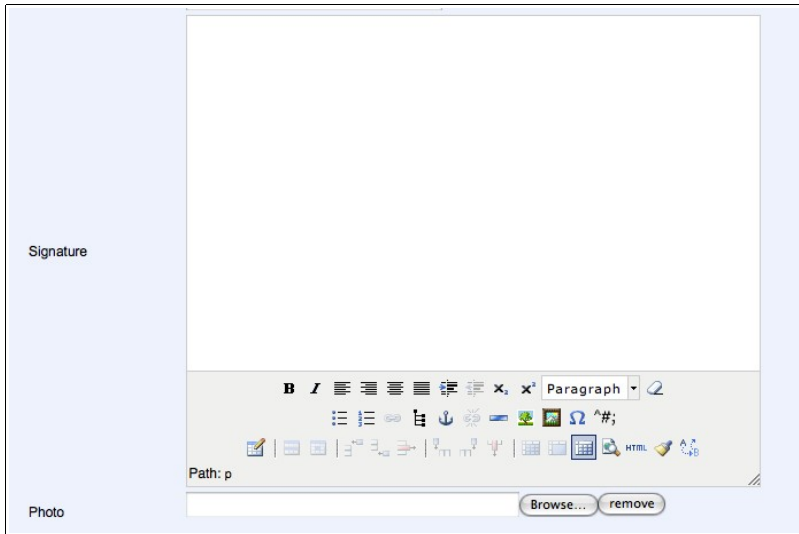
The first three fields relate to your name.

First Name	Jane
Middle Name	
Last Name	Doe
Alias	Admin

The First, Middle, and Last name fields are where you can enter your given name. Your Alias is basically your username, and is what people will see to identify you in places where you may post content to the site, such as forums or galleries.

Moving down the screen, you will see a Signature field.

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In the Signature field you may enter a signature that will be added to any post you make on the site. This is similar to a signature that gets added to email messages.

In the Photo field you may upload an image file. This is an image that will be associated with you when others view your profile. This is not an avatar.

Contact Info

The Contact Info tab is the second tab under the Profile category. In it, you can enter your electronic contact information, such as an email address or instant messenger screen name.

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The screenshot shows a web interface with a navigation bar at the top containing tabs: Profile, Inbox, Friends, Contributions, Shop, and Account. Below this is a sub-navigation bar with tabs: Personal, Contact Info, Home, Work, Demographic, Miscellaneous, and Preferences. The 'Contact Info' tab is selected. The main content area displays a profile header with the name 'Jan' and the title 'Member Sir'. Below the header are several input fields for contact information:

- Email Address* (required)
- ICQ UIN
- AIM Id
- MSN Messenger Id
- Yahoo! Messenger Id
- Cell Phone
- Pager
- Email To Pager Gateway

At the bottom left, there are two footnotes: '* - required' and '† - site administrator has set this field to not be visible'.

Some of the field labels are hyperlinked. If you would like to create an account with one of these resources, the links will direct you to their sites.

Once again, you have the option of setting the Privacy level for each field on this screen.

Home Tab

The Home tab contains fields for entering contact information for your home address.

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Home Address	<input type="text"/>
Home City	<input type="text"/>
Home State	<input type="text"/>
Home Zip Code	<input type="text"/>
Home Country	<input type="text" value="Afghanistan"/>
Home Phone	<input type="text"/>
Homepage URL	<input type="text" value="http://"/>

* - required
† - site administrator has set this field to not be visible

To the far right of each field is the Privacy dropdown menu.

Work Tab

The Work tab contains fields for entering your work contact information.

Work Name (Company Name)	<input type="text"/>
Work Address	<input type="text"/>
Work City	<input type="text"/>
Work State	<input type="text"/>
Work Zip Code	<input type="text"/>
Work Country	<input type="text"/>
Work Phone	<input type="text"/>
Work Web Site	<input type="text" value="http://"/>
Department	<input type="text" value="Regular Staff"/>

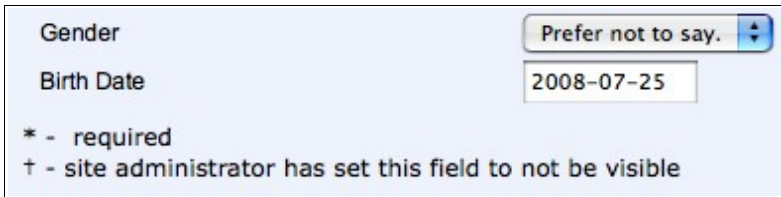
* - required
† - site administrator has set this field to not be visible

To the far right of each field is the Privacy dropdown menu.

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Demographic Tab

The Demographic tab only contains two fields. One to indicate your gender, and one to enter your birth date. Again, privacy fields are available for each.



Gender Prefer not to say. ▾

Birth Date 2008-07-25

* - required
† - site administrator has set this field to not be visible

Miscellaneous Tab

The Miscellaneous tab allows you to upload an Avatar, an image that will be associated with your username.



Avatar Browse... remove

Are you available to be added as a Friend? Yes No

The second field allows you to designate whether you are available to be added as a friend in the WebGUI Friends system. If set to Yes, users will see a button at the bottom of your profile that gives them the option of making you a friend. Upon clicking the “Send Friend Request” button, you will receive an email alerting you that the request has been made, and giving you the option of accepting it (or not).

Preferences Tab

The Preferences tab provides a number of selections related to your user preferences. These include things such as the language

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in which you would like to manage content, the date and time format you wish to use, the discussion layout you prefer, and so on.

Language	English
First Day Of Week	Sunday
Time Zone	America/Chicago
Date Format	2/16/2009
Time Format	11:37 am
Discussion Layout	Nested
Profile Privacy Setting	<input checked="" type="radio"/> Public <input type="radio"/> Friends Only <input type="radio"/> Private
Private Message Options	<input checked="" type="radio"/> Public <input type="radio"/> Friends Only <input type="radio"/> Private
Show when online?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Version tag mode	Inherit from site settings

This screen also allows you to set your profile's privacy level. In the other tabs you had the option of making individual profile fields private; here, you have the option of making your entire profile private. You can also indicate if you want to allow other users to send you private messages or show when you are online. If Private Messages are sent to Public or Friends Only, these messages will be sent to your WebGUI Inbox.

The Version tag mode field determines how version tags will be handled for your user account. You can learn more about version tags in the chapter devoted to that topic. Options include:

- Inherit from site settings (default): this means that version tags related to your user account will operate according to the site wide setting designated by your site administrator.
- Commit automatically: this means that your content will be committed to the site for live publication upon saving an

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asset.

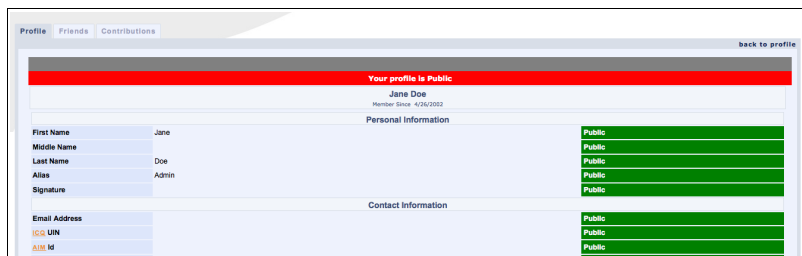
- Multiple version tags per user: this means that each user on the site will have the ability to have multiple version tags open under his/her username. This is helpful if people may be working on multiple projects on the site at one time.
- Single version tag per user: this means each user will only have one version tag open, which will contain all content the user has edited or created.
- One site-wide version tag: this means all users' content will be stored in one main site-wide version tag. This is useful if only one person in the organization is responsible for publishing content.

The default version tag mode for WebGUI is commit automatically. This makes the content publishing process simpler for novice users. Best practice is to leave the site wide version tag mode at commit automatically, and allow users to set their own version tag modes through their user profile if they would like something different.

View Profile as Others See It

In the upper right hand corner of the Profile tab is a link that says “view my profile as others see it.” Clicking this link opens a preview of your profile.

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In the preview there are visual indicators alerting you to your privacy settings. You will also notice that only the Profile, Friends, and Contributions tabs are available. To leave the preview, click on the “Back to profile” link in the upper right hand corner.

Inbox Tab

The Inbox tab contains your WebGUI Inbox. This will display all messages sent to you through WebGUI, including private messages from individual users, alerts from WebGUI Shop, Matrix listings, etc etc. To read a message in your Inbox, simply click on a message's Subject.

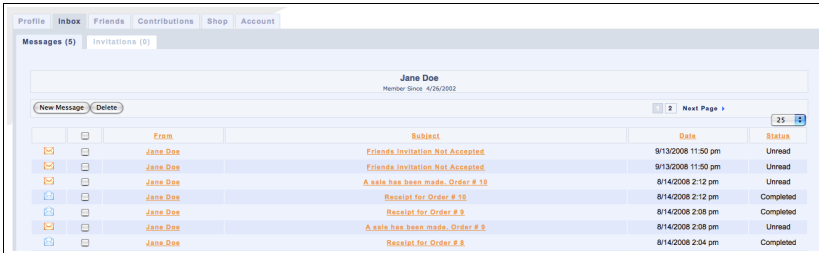


Once inside a message, you can Delete it using the Delete button in top left corner. To navigate between messages, use the Previous

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and Next buttons in the upper right hand corner.

You can also compose new messages to send to other users from the main Inbox screen.



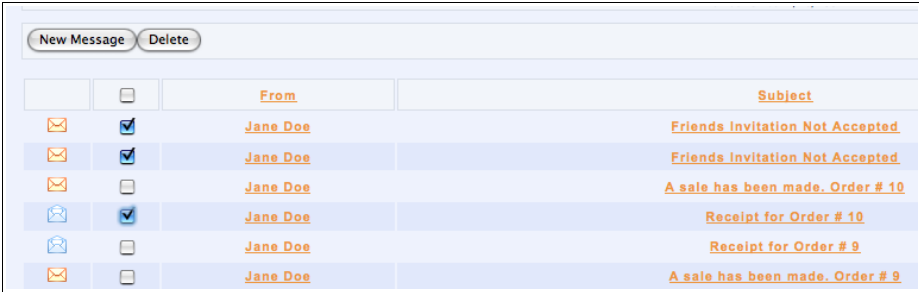
In the top left corner is a New Message button. This button allows you to compose a new message to send to a WebGUI Friend via private messaging.

Moving down the screen, you will notice that each message in the Inbox has an envelope icon. Messages that are unread will be a closed envelop, and messages you have read are opened.



If your inbox is getting crowded you can delete messages by selecting their checkboxes, and then clicking on the Delete button in the top left hand corner. To delete all messages, select the checkbox at the very top of the column.

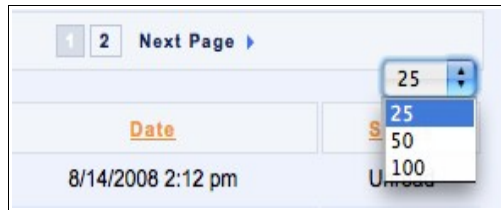
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The screenshot shows an email inbox interface. At the top, there are two buttons: "New Message" and "Delete". Below this is a table with columns for "From" and "Subject". The table contains six rows of messages, each with a checkbox and an icon (envelope or checkmark) in the first column. The "From" column lists "Jane Doe" for all messages. The "Subject" column lists "Friends Invitation Not Accepted", "A sale has been made. Order # 10", and "Receipt for Order # 10".

		From	Subject
<input checked="" type="checkbox"/>		Jane Doe	Friends Invitation Not Accepted
<input checked="" type="checkbox"/>		Jane Doe	Friends Invitation Not Accepted
<input type="checkbox"/>		Jane Doe	A sale has been made. Order # 10
<input checked="" type="checkbox"/>		Jane Doe	Receipt for Order # 10
<input type="checkbox"/>		Jane Doe	Receipt for Order # 9
<input type="checkbox"/>		Jane Doe	A sale has been made. Order # 9

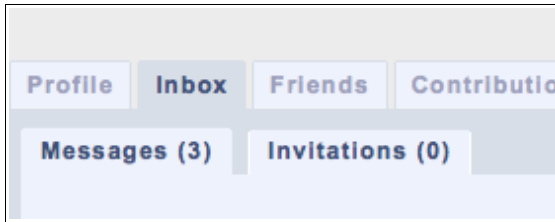
Each column in the Inbox is sortable. For instance, if you click on the From column header, your messages will be rearranged in descending/ascending alphabetical order by username. Likewise with Subject and Status. The Date column will reorder chronologically.



The Inbox is paginated. You can navigate between pages using the links in the upper and lower right hand corners. By default, 25 messages are displayed per page. You have the option of changing this amount using the number dropdown menu in the upper and lower right hand corners.

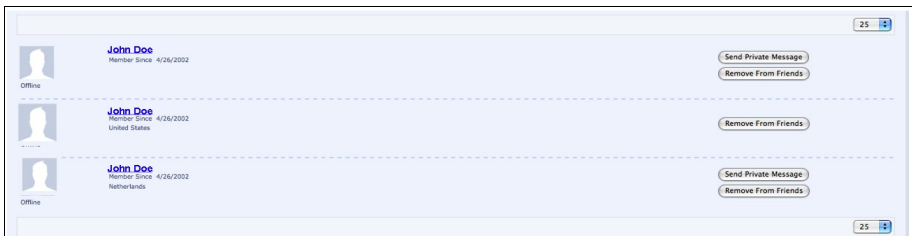
At the top of the Inbox are two tabs: Messages and Invitations. The Messages tab indicates how many unread messages you have in your inbox. The Invitations tab indicates if you have any unread friends invitations.

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Friends Tab

The Friends tab allows you to manage users who have become your friend through the WebGUI Friends system.



Each friend is displayed on the screen, with an associated image if the user included one in his or her profile. Below each friend's name is an indication of whether or not the friend is currently online. This will be visible only if the user has made it visible in his/her user profile. Clicking on a friend's name will direct you to that user's user profile.

If the friend has set his/her user account to accept private messages there will be a button by which to send that person a message. Clicking the Send Private Message button will open the compose screen.

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There is also a button you may use to remove another user from your friend list.

Contributions Tab

The Contributions tab lists all the user contributions you have made on the site. Contributions can be considered things such as publishing an article, posting in forums or submitting an event to a WebGUI calendar. To view a contribution, click on its title.

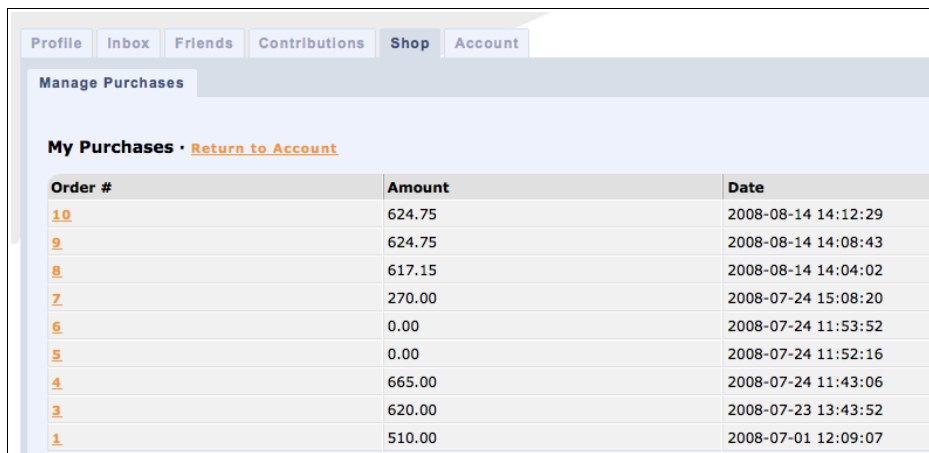
A screenshot of a user profile page for 'Jane Doe', member since 4/26/2002. The 'Contributions' tab is selected in the navigation bar. Below the user name is a list of contributions with columns for Title, Type, and Date. The list includes items like 'MA/HD-Benutzertreffen', 'Ereken Perl', 'Ad_Tech', 'WebGUI 7.6 Stable', 'Wisconsin WebGUI Drink', 'WebGUI Christmas drink NL', and 'MA/HD WebGUI-Benutzertreffen'. A pagination bar shows '25' items and a 'Next Page' link.

Title	Type	Date
MA/HD-Benutzertreffen	WebGUI-Asset: Event	2/6/2009 2:18 pm
Ereken Perl	WebGUI-Asset: Event	2/2/2009 2:18 pm
Ad_Tech	WebGUI-Asset: Event	2/2/2009 2:18 pm
WebGUI 7.6 Stable	WebGUI-Asset: Event	2/2/2009 2:18 pm
Wisconsin WebGUI Drink	WebGUI-Asset: Event	12/1/2008 12:18 pm
Wisconsin WebGUI Drink	WebGUI-Asset: Event	12/1/2008 12:18 pm
WebGUI Christmas drink NL	WebGUI-Asset: Event	11/26/2008 2:17 am
MA/HD WebGUI-Benutzertreffen	WebGUI-Asset: Event	11/22/2008 3:18 pm
MA/HD WebGUI-Benutzertreffen	WebGUI-Asset: Event	11/22/2008 3:18 pm

Shop Tab

The Shop tab contains a list of transactions made by you on the site. Transactions, or orders, are listed chronologically (newest to oldest), and each contains an Order number, the amount spent, and date it was completed.

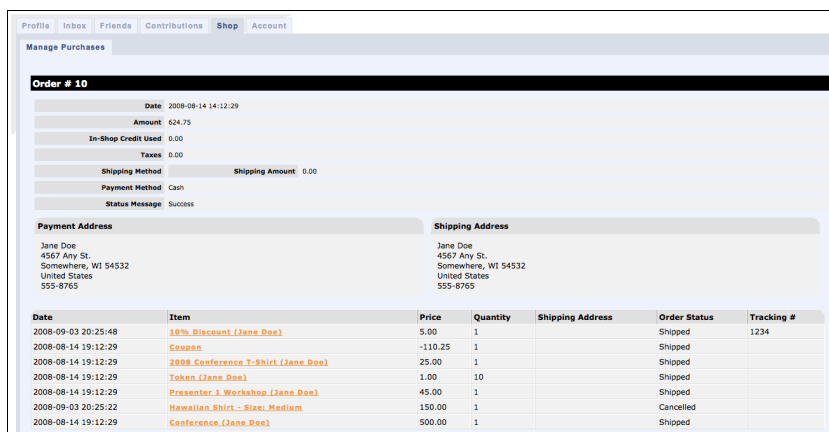
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The screenshot shows the 'Manage Purchases' section of a web application. At the top, there are navigation tabs: Profile, Inbox, Friends, Contributions, Shop, and Account. Below the tabs is a header for 'Manage Purchases'. The main content area is titled 'My Purchases' with a link 'Return to Account'. A table lists the following orders:

Order #	Amount	Date
10	624.75	2008-08-14 14:12:29
9	624.75	2008-08-14 14:08:43
8	617.15	2008-08-14 14:04:02
7	270.00	2008-07-24 15:08:20
6	0.00	2008-07-24 11:53:52
5	0.00	2008-07-24 11:52:16
4	665.00	2008-07-24 11:43:06
3	620.00	2008-07-23 13:43:52
1	510.00	2008-07-01 12:09:07

To view a transaction, simply click on an Order number. This will open the Manage Purchases screen.



The screenshot shows the detailed view for Order # 10. It includes the following information:

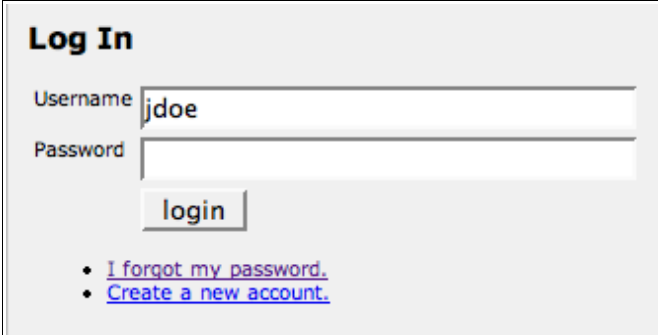
- Order # 10**
- Date: 2008-08-14 14:12:29
- Amount: 624.75
- In-Shop Credit Used: 0.00
- Taxes: 0.00
- Shipping Method: Shipping Amount: 0.00
- Payment Method: Cash
- Status Message: Success
- Payment Address:** Jane Doe, 4567 Any St., Somewhere, WI 54532, United States, 555-8765
- Shipping Address:** Jane Doe, 4567 Any St., Somewhere, WI 54532, United States, 555-8765

Date	Item	Price	Quantity	Shipping Address	Order Status	Tracking #
2008-09-03 20:25:48	10% Discount (Jane Doe)	5.00	1		Shipped	1234
2008-08-14 19:12:29	Coupon	-110.25	1		Shipped	
2008-08-14 19:12:29	JDK Conference T-Shirt (Jane Doe)	25.00	1		Shipped	
2008-08-14 19:12:29	T-shirt (Jane Doe)	1.00	10		Shipped	
2008-08-14 19:12:29	Presenter J Workshop (Jane Doe)	45.00	1		Shipped	
2008-09-03 20:25:22	Hawaiian Shirt - Size: Medium	150.00	1		Cancelled	
2008-08-14 19:12:29	Conference (Jane Doe)	500.00	1		Shipped	

You can learn more about this screen, and other Shop related topics, in the *WebGUI Shop Guide*.

Password Recovery

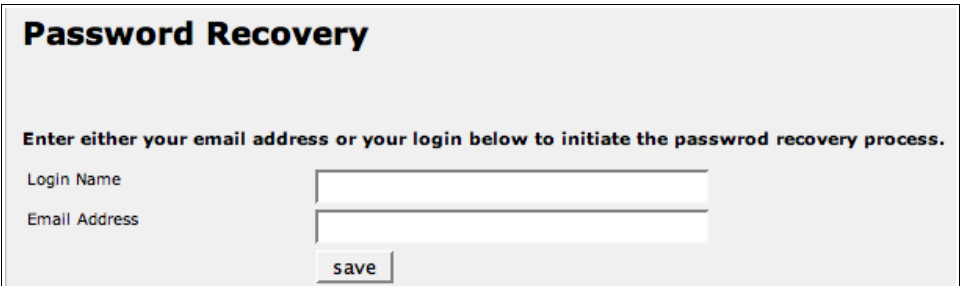
In the event you forget your password, WebGUI's password recovery system can email you a new one.



The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- Username:
- Password:
-
- [I forgot my password.](#)
- [Create a new account.](#)

In the Log In screen you will see an “I forgot my password” link under the login fields. Click on this link to access the password recovery system.



The screenshot shows a 'Password Recovery' form with the following elements:

- Password Recovery** (Section Header)
- Enter either your email address or your login below to initiate the password recovery process.**
- Login Name:
- Email Address:
-

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

The Look of WebGUI

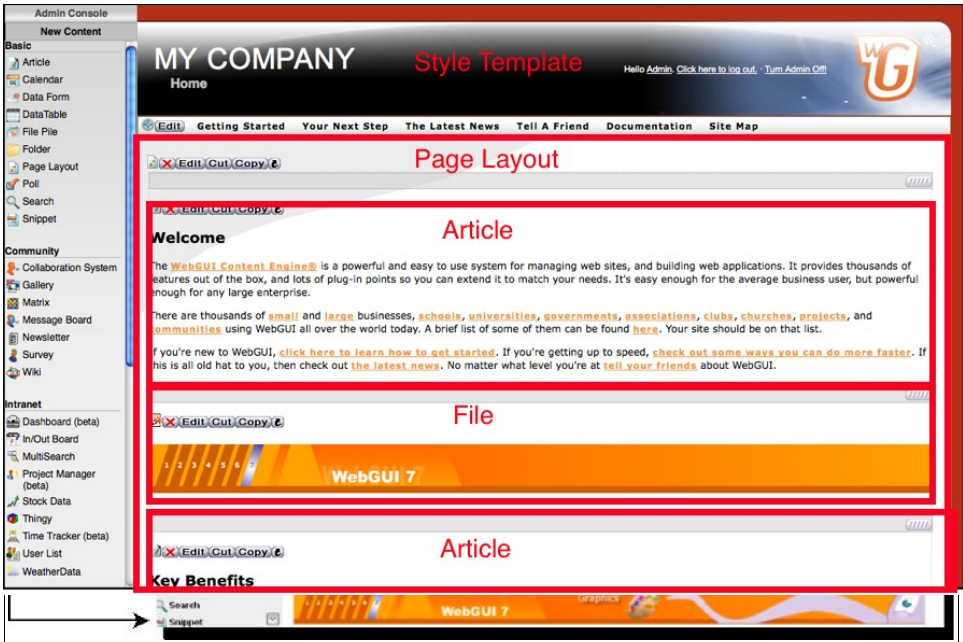
After turning Admin mode on, you will notice a number of changes have occurred on the page. On the left hand side of the screen you will notice a light gray column; this is the Admin Bar. The New Content menu in the Admin Bar contains all the features, called assets, necessary to manage content on your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

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

Each page is basically comprised of:

- site style: can consist of a company logo and name, specialized icons, a color theme, site navigation, etc. Basically, the overall theme and appearance of the site. The site style is applied in the Display tab of the asset, and will override the style template of any asset it contains (for example, the page's style overrides that of an article contained on that page).
- page layout: the asset used to create a new page, similar to adding a blank notebook page to the site that then needs to be filled with content.
- regular assets: assets used to display content on the page

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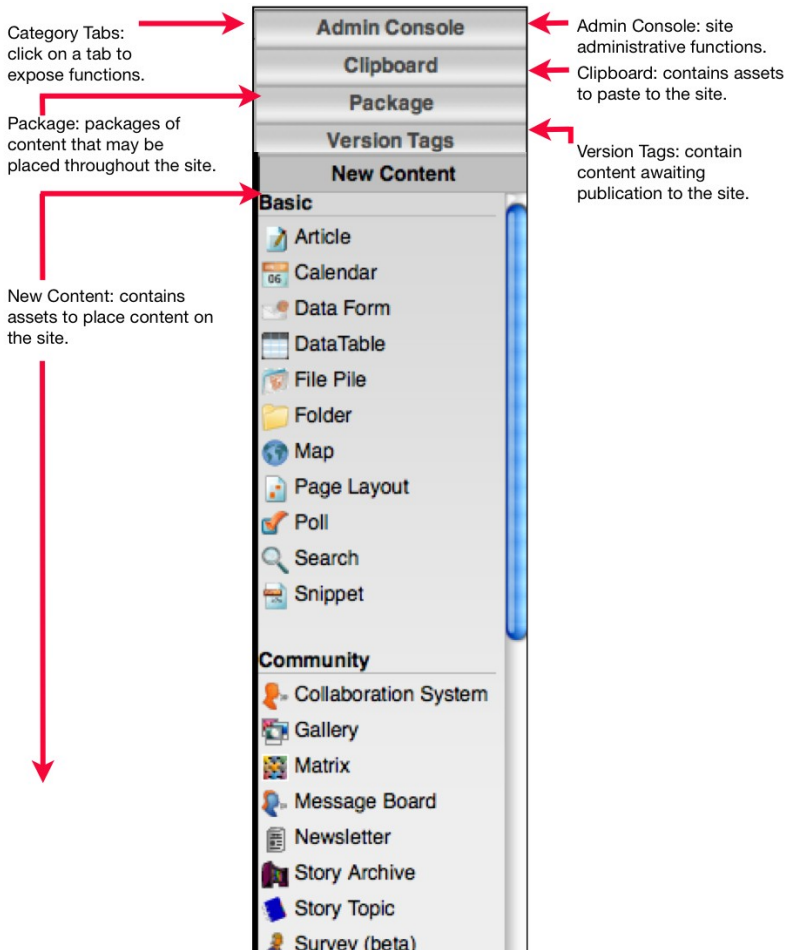


Again, remember that the location and appearance of these items can differ quite a bit depending on your site content and style, your user interface level and your permissions. The examples in this book are all taken from a user with a UI level of 9, and full Admin privileges, so all functionality is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

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

The Admin Bar

The Admin Bar contains all the tools necessary to manage your WebGUI website. The content contained in the Admin Bar for your site may differ a bit. As a content manager, your primary concern will be the New Content menu, which contains all the assets necessary to add and manage new content on the site.



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The New Content menu is arranged into sub-tabs, which basically act as categories of asset types. For example, in the following example, Basic contains some of the most commonly used assets on the site, and Community contains assets that are commonly used for interactive applications, such as forums and wikis. There may be a tab for Shop assets, Prototypes and Packages as well. The New Content menu sub-tabs are completely customizable, so the categories and selections under each may differ from what you see here.

Toolbar Overview

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



The appearance of the toolbar may vary depending on the asset.

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

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

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

1. Class Icon: This is the first icon on the toolbar. By hovering your mouse over this icon, you will be told what kind of

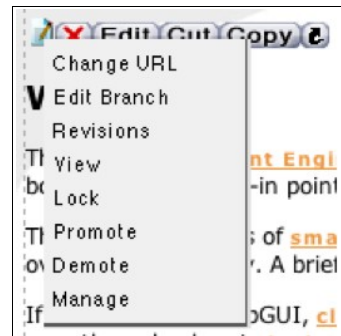
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asset you are working with. Clicking on the class icon will reveal additional functions that can be performed on that asset.

2. Red X: Clicking on this icon will delete the asset from the page. This is similar to the X that closes a document in a word processing program.
3. Edit: Clicking on Edit will direct you to the edit screen for that particular asset.
4. Cut: This icon will remove the asset from the page and place it on the clipboard contained in the Admin Bar. From the clipboard it can be placed somewhere else on the page, similar to the cut and paste feature of a word processing program.
5. Copy: This will create a copy of the asset and place it on the clipboard so it can be placed somewhere else on the web page. Again, similar to a word processing program.
6. Shortcut Arrow: Clicking this creates a mirror of the asset and places it on the clipboard. You can then place that mirror anywhere on the site. Creating a mirror can save time. By editing one version of the asset, you will simultaneously edit all versions located throughout the website.

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

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



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2. **Edit Branch:** opens the edit branch screen where you can change certain pedigree options for this asset as well as descendants. For example, you can change the viewing or editing privileges, or the style, for an entire branch of assets at one time.
3. **Revisions:** takes you to the “Committed Versions” screen where you can rollback a version or work off a previous revision.
4. **View:** takes you to this asset’s page.
5. **Lock:** locks the asset for editing while the asset moves through the versioning system. The asset can only be unlocked by either deleting it or committing it, so again, use this with care.
6. **Promote and Demote:** moves the asset up or down one rank level in the asset tree.
7. **Manage:** takes you to the Asset Manager view for this asset.

The functions in the class icon are similar to those in the More link of the Asset Manager.

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

Hover Help

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

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The screenshot shows a web interface with a tabbed menu at the top containing 'Properties', 'Display', 'Security', 'Metadata', and 'Data Table'. The 'Properties' tab is active. Below the tabs, there are three input fields, each with the text 'Untitled'. A yellow tooltip box is overlaid on the first field, containing the following text:

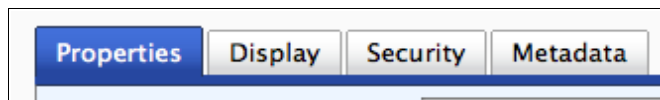
U The title of the asset. This should be descriptive, but not very long. If left blank, this will be set to "Untitled". Macros, HTML and javascript may not be placed in the title.

D *Note:* You should always specify a title, even if the Asset template will not use it. In various places on the site, like the Page Tree, Clipboard and Trash, the **Title** is used to distinguish this Asset from others.

Asset Basics

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

- Container assets: assets that contain other assets. These are assets that are placed on the site, and then other assets are added to them. An example of this is a page layout. You add a page layout to the site to create a page, then articles and other regular assets are added. Folders and Dashboards are also considered container assets.
- Regular assets: normal content applications, such as an Article, Calendar, Collaboration System, or Poll. These are the run of the mill applications used on a daily basis to add content to a page.
- SKU: SKU assets are used with WebGUI Shop. You can learn about SKU assets in the *WebGUI Shop Guide*.
- Utility assets: assets which are not normally used for content management in WebGUI, but have other uses within the program. Utility assets include Rich Editors, templates, and file and image assets.



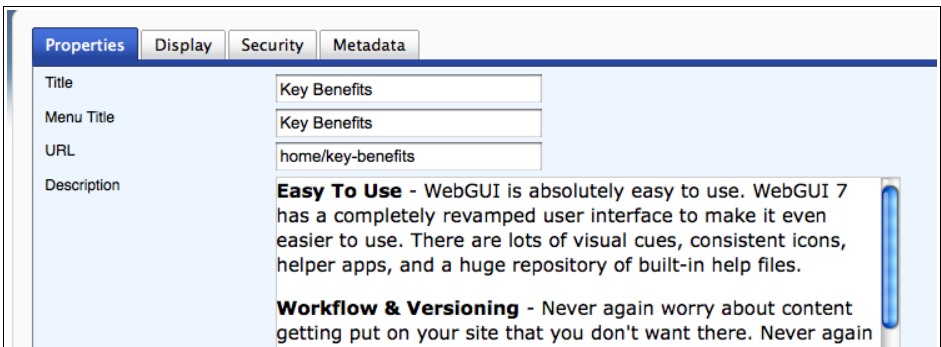
Each asset in WebGUI has a common set of parameters available to help determine things like display properties and security. You can see what parameters each asset offers by clicking on the Properties, Display, Security, and Metadata tabs in the asset's

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add/edit screen. The tab you are currently viewing will be highlighted in blue. For the purpose of these examples an article is used.

Properties

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



The screenshot shows a web interface with four tabs: Properties (selected), Display, Security, and Metadata. The Properties tab contains the following fields:

Title	<input type="text" value="Key Benefits"/>
Menu Title	<input type="text" value="Key Benefits"/>
URL	<input type="text" value="home/key-benefits"/>
Description	<p>Easy To Use - WebGUI is absolutely easy to use. WebGUI 7 has a completely revamped user interface to make it even easier to use. There are lots of visual cues, consistent icons, helper apps, and a huge repository of built-in help files.</p> <p>Workflow & Versioning - Never again worry about content getting put on your site that you don't want there. Never again</p>

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

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

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

WebGUI will take the text from the "Title" field and use it for the "Menu Title" if you leave the Menu Title field blank.

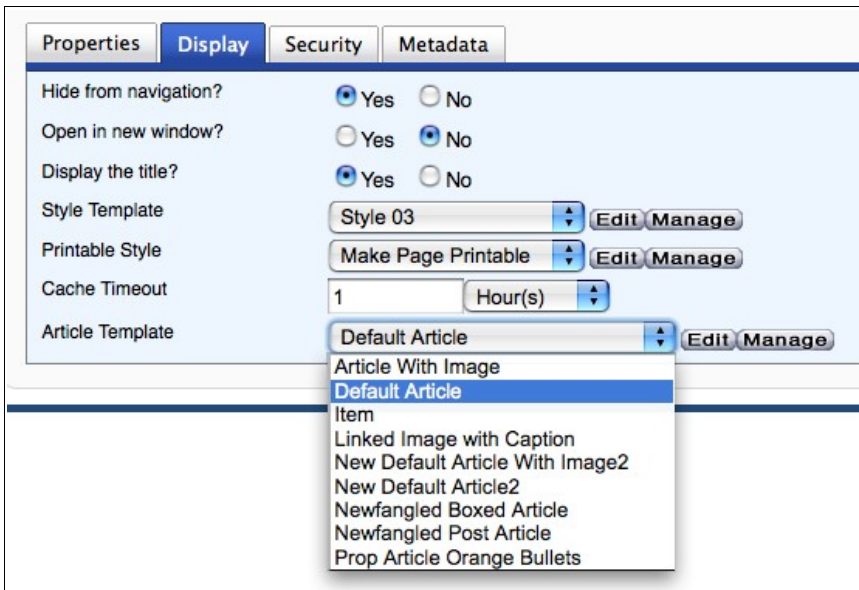
Description: this is the area in which you enter your asset's

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content. For example, if you are adding an article to the page, the Description field is where the article's text would be typed.

Display

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



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

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

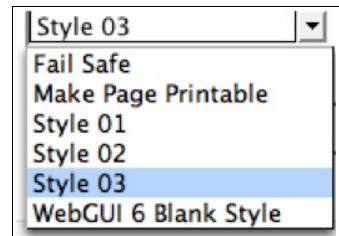
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Display the title?: If set to No, the title of the asset will not be displayed on the web page. This is helpful if you are formatting content as a number of smaller assets on the page.

If you have a long document to publish on your site, consider splitting it up into a series of smaller articles. Publish text as an Article and images using File Pile or the Image asset. In the Display tab, choose to hide the assets' titles to make multiple assets appear cohesive. This is useful for three reasons:

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

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



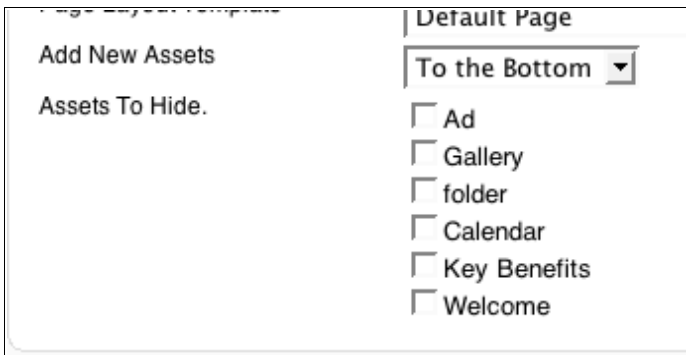
Printable Style: this sets the printable style to be something other than the WebGUI default printable style. This behaves similarly to the style template, except it is only applied when printing the page. If the page is made printable a pared-down, printer friendly version of the page is made available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

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

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Article Template: determines the layout of this particular article asset. Each asset in WebGUI has a template, or several, associated with it, which can be found in the Display tab.

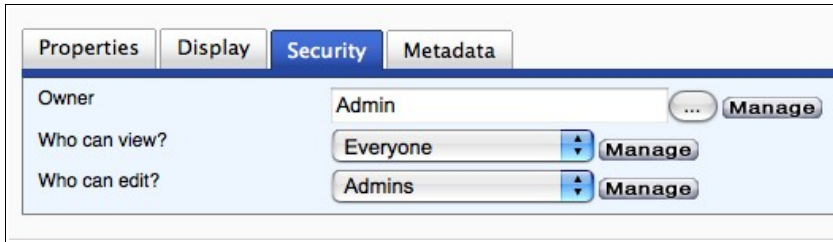
Some assets may contain additional templates and fields used to handle the display. In a container asset, there may also be an Assets to Hide field, which is a checkbox list of assets contained by the asset. You can select a checkbox next to an asset that you wish to hide on the page. This allows you to keep the asset on the site, just temporarily hide it from view. Try editing a Page Layout asset that contains some other assets to see this. You will also see another field that allows you to determine if you want to add new assets to the top or to the bottom of the page.



Security

The Security tab contains options for controlling who can view and edit asset content, as well as an option to encrypt content as it passes over the wire.

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The screenshot shows a web interface with four tabs: Properties, Display, Security (selected), and Metadata. Under the Security tab, there are three rows of controls:

- Owner:** A text input field containing "Admin" and a "Manage" button with a dropdown arrow.
- Who can view?:** A dropdown menu showing "Everyone" and a "Manage" button with a dropdown arrow.
- Who can edit?:** A dropdown menu showing "Admins" and a "Manage" button with a dropdown arrow.

Owner: the owner of an asset is usually the asset's creator. This person always has full viewing and editing rights. The owner can only be changed by an administrator.

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

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

Metadata

Metadata allows you to attach arbitrary fields to your content for search engine friendliness, profiling, or simply to add extra display options. To add metadata fields, use Content Profiling in the Admin Console. You can learn more about Content Profiling in the *WebGUI Content Managers Guide*.

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

Class Name: this indicates the asset's class, or asset type.

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The screenshot shows the 'Metadata' tab in a web application. The interface includes the following elements:

- Properties:** Asset ID: IWFxZDyGhQ3-SLZhELa3qw; Class Name: WebGUI::Asset::Wobject::Article
- Keywords:** A text input field.
- Summary:** A large text area for entering a description.
- Extra <head> elements (tags):** A code editor with a toolbar and a status bar showing 'Ln 0, Ch 0'.
- Metadata Properties:** A list of checkboxes and radio buttons:
 - Toggle editor
 - Make package?: Yes No
 - Make prototype?: Yes No
 - Make this asset exportable?: Yes No
 - Prepend URL from parent?: Yes No
 - Is related to: sports arts entertainment
- [Add new metadata property](#)

Keywords: keywords for this asset may be entered in the Keywords field. These keywords will be placed in the search index, and added as the keywords metatag. Do not separate keywords with commas, simply list them. Multi-word keyword phrases can be entered by enclosing the phrase in quotation marks.

Summary: enter a short description of the asset. This can be useful if you want a “teaser” for an article to appear along with a link to the article.

Extra<head>elements(tags): these tags will be added to the <head> section of each page on which the asset appears.

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Make package?: if set to Yes, this asset can be made into a package to be reused throughout the site, or exported for use in another WebGUI site. For example, a package of a page layout asset can be made; remember, a page layout is a container asset which contains the assets added to that page. When this package is distributed to another page, the page layout, along with all the assets and content displayed in the page layout, are placed in the new location.

Packages are great if you have groups of assets you want to use more than once. For example, say you have a number of SQL Report assets along with some custom templates for displaying them on the site. By creating a package of the assets you can export all of the assets and templates, email them to another WebGUI user, and that user can import them and use them on a different WebGUI site. This is also a common way to share site themes/styles.

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

Use prototypes if you know you will be using assets repeatedly with the same configurations. For example, if you have a collaboration system that has a custom template applied used repeatedly throughout the site, make a prototype of it. Then, users can just select the prototype from the New Content menu, and won't have to select the template from the display tab.

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

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exportable too.

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

Save, Apply, Cancel

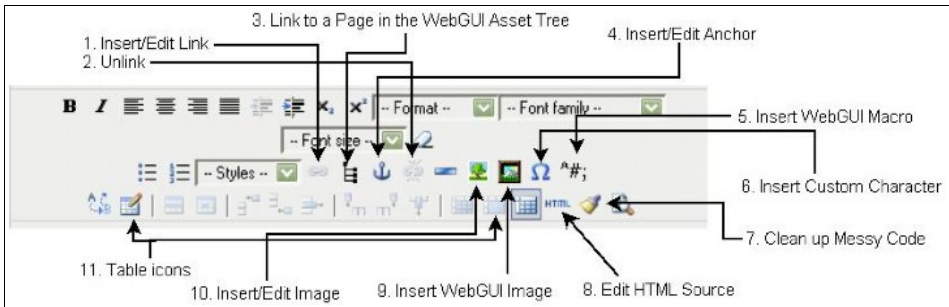
In the top right hand corner of every Add or Edit asset screen are three buttons: save, apply, and cancel. You will notice that the save and apply buttons are green. Every “forward” action in WebGUI has the green color associated with it. The cancel button is “red” because it essentially negates what you have done.



The save and apply buttons have a similar purpose: they both save your content. If you click the save button, you will be taken out of the add/edit screen and returned to the site. If you click the apply button, your changes will be saved, but you will remain in the edit screen. You may want to use the apply button if you are working on a lengthy piece of content. It will allow you to save frequently, yet remain in the working screen.

The Rich Text Editor

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



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

Some icons may be dimmed and not available depending upon the position of your cursor, and what functions you're performing at the time.

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5. Insert WebGUI Macro: allows you to insert an existing WebGUI macro.
6. Insert Custom Character: allows you to insert a unique character, such as a carrot, angle quotation mark, or trademark sign.
7. Clean up Messy Code: checks HTML to make sure it is valid.
8. Edit HTML Source: allows you to view and edit the HTML source of the text.
9. Insert WebGUI Image: allows you to upload and insert an image that exists in the WebGUI page tree using the WebGUI Collateral Image Manager and place it in the text.
10. Insert/Edit Image: allows you to insert an image from outside the WebGUI page tree.
11. Table icons: these icons allow you to insert and manage the properties of a table.

Manage Content

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

Add a New Page

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



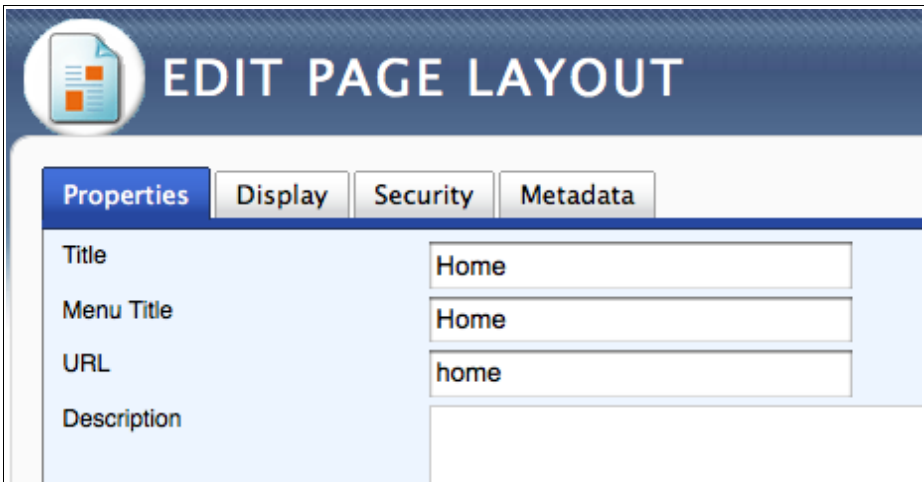
However, if you are already on another page, and you add a page, it will become a child of the page you were viewing.



Add a New Page to the Site

1. Make sure the New Content tab is open in the Admin Bar by clicking on “New Content.”
2. Under the New Content tab, click on “Page Layout.” The “Add Page Layout” screen will open.

Form submit buttons in WebGUI are color coded: green for a forward action (i.e. save) and red for a backward action (i.e.: cancel).



3. Give your new page a title by entering a title in the “Title” box near the top of the screen. You can leave the Menu Title and URL fields blank and WebGUI will fill them in for you.
4. In the “Description” field you can enter content that will be displayed as static content at the top of this page, regardless of any other content placed on the page.

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5. In the Display tab you can set display options for this page.

The screenshot shows the 'Display' tab of a configuration interface. It contains several settings:

- Hide from navigation?** Radio buttons for Yes and No. 'No' is selected.
- Open in new window?** Radio buttons for Yes and No. 'No' is selected.
- Display the title?** Radio buttons for Yes and No. 'No' is selected.
- Style Template:** A dropdown menu showing 'Style 03' with 'Edit' and 'Manage' buttons.
- Printable Style:** A dropdown menu showing 'Make Page Printable' with 'Edit' and 'Manage' buttons.
- Page Layout Template:** A dropdown menu showing 'Default Page' with 'Edit' and 'Manage' buttons.
- Add New Assets:** A dropdown menu showing 'To the Bottom'.
- Assets To Hide:** A list of checkboxes: 'Dashboard Title' (checked), 'Ad', 'Calendar', and 'Key Benefits' (unchecked).

- A. The “Hide from navigation?” field determines if this page's menu title will appear in the site navigation.
- B. The “Open in new window?” field determines if this page will be opened in a new browser window..
- C. The “Display the title?” field determines if the title of this page will be displayed on the body of the page to the user.
- D. The “Style Template” field allows you to select a style to wrap this page in from the dropdown menu. A page layout's style will override the style of any regular asset that is placed on it.
- E. The “Printable Style” is the style template used for the printable version of this page.

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- F. The “Page Layout Template” determines the placement of regular assets on the page. This will be represented by some shaded gray boxes.
 - G. The “Add New Assets” field allows you to determine if you want new assets to be added to the page at the bottom of the page or at the top of the page. Assets can then be dragged and dropped into new positions.
 - H. The “Assets to Hide” field contains a checkbox list of assets this page contains. You can check an asset you want hidden from view.
6. The Security tab allows you to set viewing and editing privileges for this page.

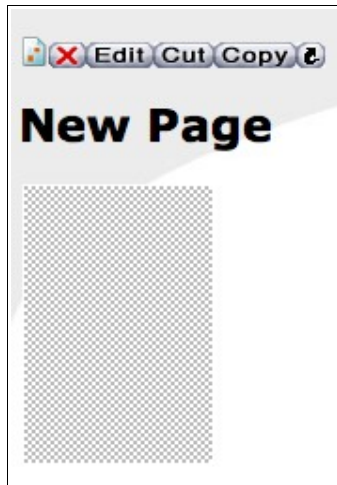


- A. The “Owner” will always have full editing and viewing privileges for this asset.
- B. The “Who can view?” fields allows you to select the group of users allowed to view content displayed on this page.
- C. The “Who can edit?” field determines the group of users allowed to edit this page layout asset.

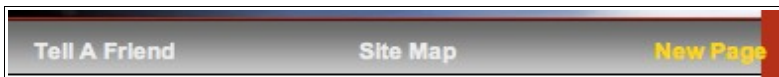
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7. The Metadata tab is the standard metadata tab common amongst all assets.
8. Click “save” at the top of the screen. This will bring you back to the new page you just added.

Remember that new pages will be added one level below the current page in the navigation.



Your new page will automatically be added to your website navigation.



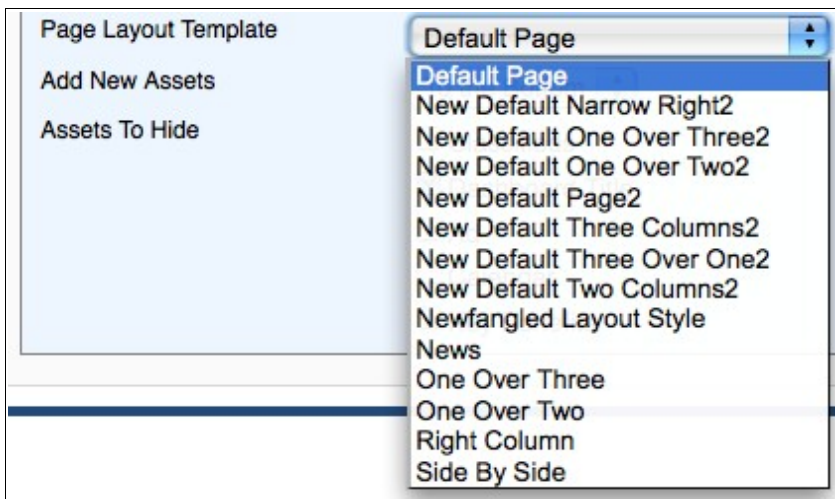
Edit Page Layout

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

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You can find out if the toolbar you're looking at is the Page Layout toolbar by hovering your mouse over the icon on the far left end of the asset toolbar. That will pop up a little tooltip which will tell you the type of asset you are working with.

1. The first toolbar at the top of the page is for editing your page layout. On this toolbar, click “Edit.” This will open a new screen titled “Edit Page Layout.”
2. At the top of the page you will notice a number of tabs; click on the one labeled “Display.”
3. Go to the “Page Layout Template” field, and click on the drop-down menu.

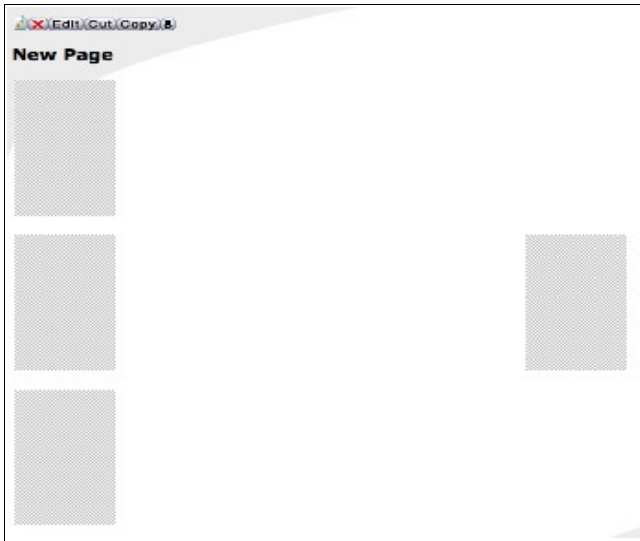


4. Choose a template. “News”, for example, will give you a column of three on the left, with a single asset space on the right.
5. Once you have chosen your page layout template, click

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“save”, and the page is formatted.

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



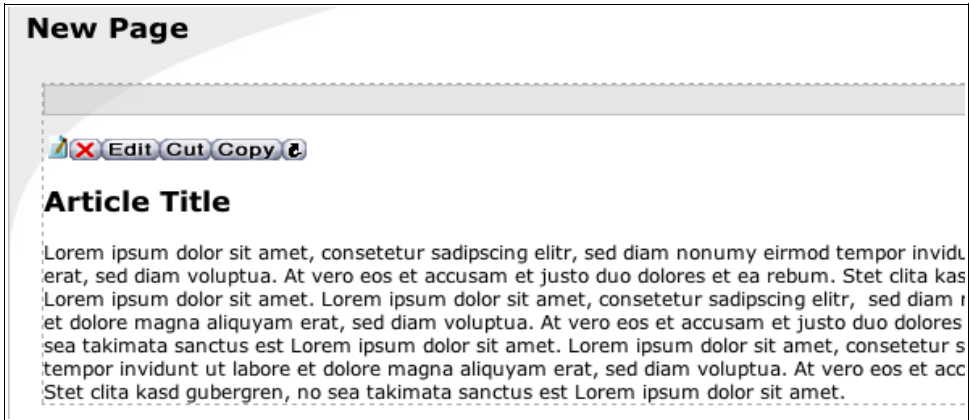
Add an Article to the Page

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

1. Go to the New Content tab in the Admin Bar.
2. Click on “Article.” A new screen will appear titled “Add Article.”
3. Title your article in the field labeled “Title.”

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toolbar Edit button.

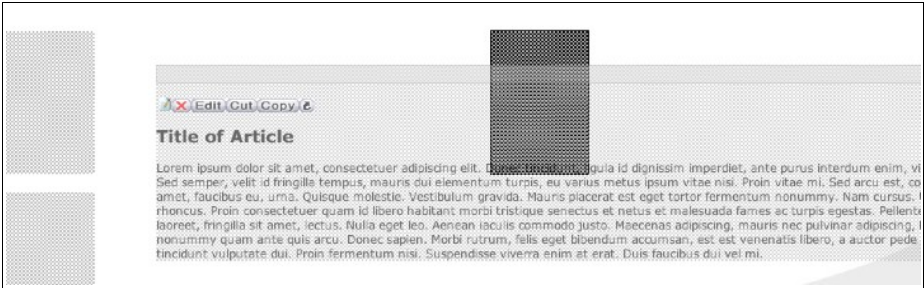


Move Assets on the Page

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

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

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Commit Your Content


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



Before publishing your content to the website, you must “commit” your changes. Visitors to your site will **not** see the changes you have made until you have committed your work. If you feel that you are ready to commit your content to your website, click on

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“Commit My Changes” in the Version Tag tab of the Admin Bar. A new screen will appear called “Version Tags.” On this screen you will see your “Version Tag Name.” This contains the date and time your tag was developed and your username. Check to make sure this is accurate so you don’t accidentally commit someone else’s content.



VERSION TAGS

Version Tag Name: [save](#)

Comments:

Start Time:

End Time: [save](#)

	Title	Type	Revision Date	Revised By
View	Article	Article	6/13/2008 1:36 pm	Admin
View	User List	User List	6/13/2008 1:40 pm	Admin
View	User List	User List	6/13/2008 1:41 pm	Admin
View	User List	User List	6/13/2008 1:42 pm	Admin
View	Calendar	Calendar	6/13/2008 1:46 pm	Admin
View	Calendar	Calendar	6/13/2008 1:56 pm	Admin
View	Calendar	Calendar	6/13/2008 2:01 pm	Admin

In the “Comments” field you can enter comments about the content you are committing to the site. Your comments should be specific, so people in the future can tell why you made a change to the site. For example, “I found a typo,” or “Changes for new product launch” are good. “This is the content I worked on” or “Made some changes” aren’t useful comments.

The “Start Time” and “End Time” fields are used to create a

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beginning and expiration date for content stored within this version tag. This allows you to publish content to the site for a limited amount of time. The content in this tag will appear on the site on the Start Date, and will expire, or be removed from the site, on the End Date. Clicking in these fields will display a calendar picker from which to enter the values.

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

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

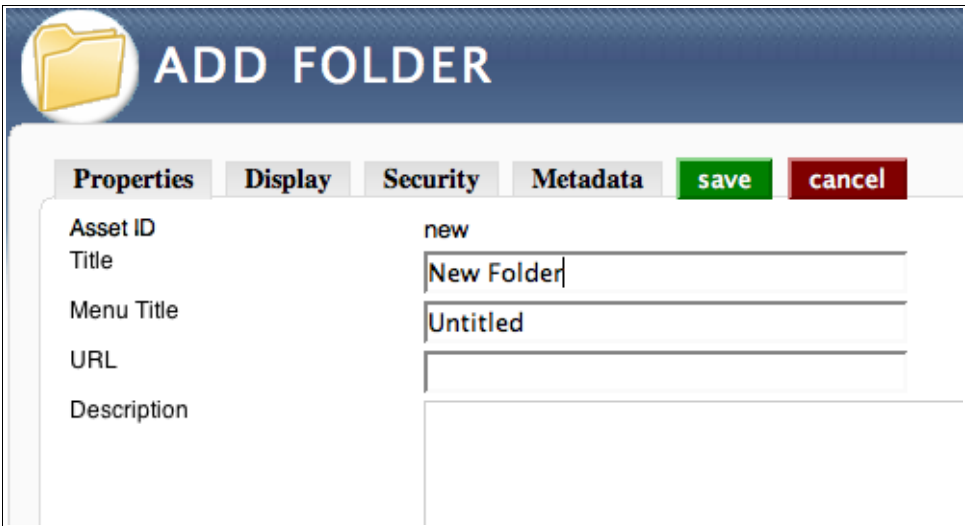
- If your content must go through an approval process, it may take awhile to appear on the live website.
- You may have been redirected to the cached page. Try refreshing the page, and your content should appear.
- Another reason your content may not appear is that it hasn't finished moving through the workflow system. The workflow system will be discussed in greater detail later in the book. Just know that the workflow system handles the actual publication of the content.

Folder

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

Folders can also be used to organize other asset types into a list, not just files.

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



The screenshot shows the 'ADD FOLDER' interface. At the top left is a yellow folder icon. The title 'ADD FOLDER' is in large white letters on a dark blue background. Below the title are four tabs: 'Properties', 'Display', 'Security', and 'Metadata'. To the right of these tabs are two buttons: a green 'save' button and a red 'cancel' button. The form fields are as follows:

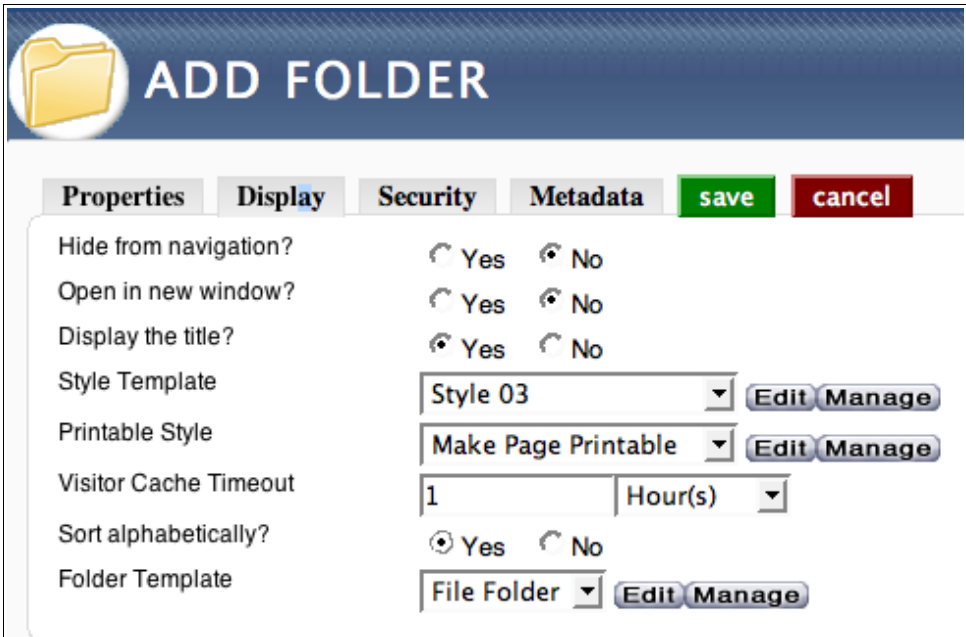
Asset ID	new
Title	<input type="text" value="New Folder"/>
Menu Title	<input type="text" value="Untitled"/>
URL	<input type="text"/>
Description	<input type="text"/>

4. The “Menu Title” and “URL” fields can be left blank; WebGUI will automatically fill them in.
5. The “Description” field can be used to give a description of what the folder contains. This will appear at the top of the

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list of files contained within the folder.

- At the bottom of the screen is the “What next?” field. This option only appears at the Folder creation stage, and tells WebGUI what to do after clicking “save.” Choose to either “Go to the new page,” or “Go back to the current page.”
- If you want files in the folder to be listed alphabetically, go to the “Display” tab and set the “Sort alphabetically?” field to “Yes.”



The screenshot shows the 'ADD FOLDER' interface with the 'Display' tab selected. The interface includes a header with a folder icon and the title 'ADD FOLDER'. Below the header are tabs for 'Properties', 'Display', 'Security', and 'Metadata', along with 'save' and 'cancel' buttons. The 'Display' tab contains the following settings:

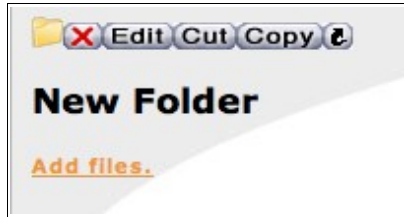
Hide from navigation?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Open in new window?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Display the title?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Style Template	Style 03 <input type="button" value="Edit"/> <input type="button" value="Manage"/>
Printable Style	Make Page Printable <input type="button" value="Edit"/> <input type="button" value="Manage"/>
Visitor Cache Timeout	1 Hour(s)
Sort alphabetically?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Folder Template	File Folder <input type="button" value="Edit"/> <input type="button" value="Manage"/>

- Under the “Security” tab you can choose to encrypt and set viewing privileges.
- Under the “Metadata” tab you can enter a brief description of what this folder is, and choose to make a package or

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prototype, which allows the folder to be redistributed throughout the site without having to recreate its settings.

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



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

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

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

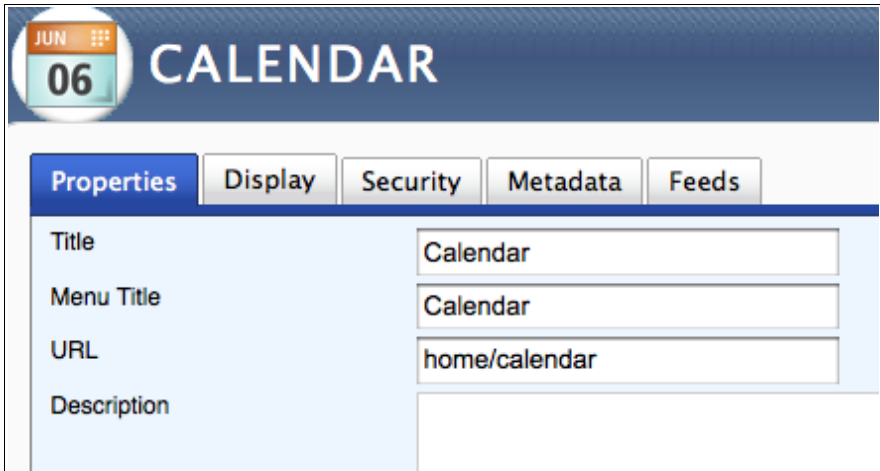


Calendar

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

Add a Calendar to the Site

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



CALENDAR	
JUN 06	
Properties Display Security Metadata Feeds	
Title	<input type="text" value="Calendar"/>
Menu Title	<input type="text" value="Calendar"/>
URL	<input type="text" value="home/calendar"/>
Description	<input type="text"/>

3. Give your calendar a title in the “Title” field.
4. The “Menu Title” is the title that appears in site navigation.

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You can leave this blank and WebGUI will fill it in for you (by default, WebGUI will use the “Title”).

5. “URL” can also be left blank; WebGUI will generate a URL for you.
6. The “Description” field is an area to enter content about the calendar. For example, you can notify users of important events in writing, or give a brief explanation of the calendar’s purpose.
7. Set your display settings in the “Display” tab. In this tab you can set the default view (month, week, day) and the default date. The Display tab also contains many templates that can be altered to change the display size of the calendar, screen appearance, etc.

The screenshot shows the 'Display' tab of a settings interface. It contains several configuration options:

Property	Value	Actions
Hide from navigation?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Open in new window?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Display the title?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Style Template	Style 03	Edit Manage
Printable Style	Make Page Printable	Edit Manage
Default View	Month	
Default Date	The current date	
Month View Template	Default Calendar Month	Edit Manage
Week View Template	Default Calendar Week	Edit Manage
Day View Template	Default Calendar Day	Edit Manage
List View Template	Default Calendar List View	Edit Manage
Event Details Template	Default Calendar Event	Edit Manage
Event Edit Template	Default Calendar Event Edit	Edit Manage

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- A. **Hide from navigation?:** if toggled to Yes, the title of the calendar will be hidden in the site navigation.
- B. **Open in new window?:** if toggled to Yes, the asset will be opened in a new browser window.
- C. **Display the title?:** if set to No, this assets title will not be displayed on the web page.
- D. **Style Template:** select a style template in which to display this asset, if the asset is viewed directly. If the asset is part of a page layout with a style template applied to it, the page layout template will override this.
- E. **Printable Style:** if “Make Page Printable” is selected a pared-down version of the content will be made available for printing.
- F. **Default View:** this determines the default view of the calendar on the web page. The WebGUI default setting is a monthly view; you may change it to weekly, daily, or list instead.
- G. **Default Date:** this determines the default date shown to the user. The WebGUI default date is the current date; it may be changed to reflect the first or last event on the calendar default view.
- H. **Month View Template:** view of the calendar in month form.
- I. **Week View Template:** view of the calendar in week form.
- J. **Day View Template:** view of the calendar in day form.

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- K. **List View Template:** template that shows the calendar in list form.
- L. **Event Details Template:** view of the event details.
- M. **Event Edit Template:** view of the event edit screen.
- N. **Search View Template:** view of the calendar in search form.

Search View Template	Default Calendar Search ▾	Edit Manage
Print Month Template	Default Calendar Print Month ▾	Edit Manage
Print Week Template	Default Calendar Print Week ▾	Edit Manage
Print Day Template	Default Calendar Print Day ▾	Edit Manage
Print List View Template	Default Calendar Print List View ▾	
Print Event Details Template	Default Calendar Print Event ▾	Edit Manage
Visitor Cache Timeout	<input type="text" value="60"/>	
Daily Events Sort Order	Order by Start Date/End Date. ▾	
List View Page Interval	<input type="text" value="3"/>	Month(s) ▾

- O. **Print Month Template:** the printable calendar template; a pared down, printer friendly version.
- P. **Print Week Template:** the printable calendar template in week form.
- Q. **Print Day Template:** the printable calendar template in day form.
- R. **Print List View Template:** the printable list view template.

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- S. **Print Event Details Template:** the printable event details form.
- T. **Visitor Cache Timeout:** the amount of time, measured in minutes, before a user's cache refreshes.
- U. **Daily Events Sort Order:** allows you to determine if you want daily events listed in order by start/end date or by sequence number. If you select sequence number you will have the ability to alter the order in which events are displayed on the calendar. This is explained later.
- V. **List View Page Interval:** determines the amount of time you want displayed on a single page of the list view display. Do you want only a month's worth of events displayed in a list on the page, or longer?
- W. **iCalendar Feed Interval:** sets the period of time displayed in the iCalendar feed.



The image shows a configuration field for "iCalendar Feed Interval". It consists of a text input box containing the number "3" and a dropdown menu currently set to "Month(s)". The dropdown menu has a blue arrow icon on its right side.

8. Set the security settings in the "Security" tab. This includes the group of users allowed to add events to the calendar.

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The screenshot shows a web application interface with a navigation bar at the top containing five tabs: Properties, Display, Security (which is highlighted in blue), Metadata, and Feeds. Below the tabs is a form with five rows of settings:

Owner	Admin	...	Manage
Who can view?	Everyone	↓	Manage
Who can edit?	Admins	↓	Manage
Who can add Events?	Admins	↓	Manage
Commit Workflow for Events	Commit Without Approval	↓	Manage

- A. **Owner:** the owner has full editing and viewing rights of this asset. Usually, the owner is the person who created the asset. Clicking on the gray box with “...” in it to the right of this field will pop up a list of users available to select.
- B. **Who can view?:** if you need to limit who can view this asset on the site, choose a group from the dropdown menu.
- C. **Who can edit?:** this determines who can edit content in the asset. Users who can edit the Calendar asset can add, edit, and delete all events.
- D. **Who can add Events?:** this will determine the group of users who can add/edit events displayed on the calendar. These users will be able to edit and delete the events they post.
- E. **Commit Workflow for Events:** this allows you to set a specific workflow to be performed on events upon being submitted to the calendar. For example, if you want all events to be approved before appearing on the calendar, you could indicate an approval workflow here. Note that if you have this field set to the same group as “Who can

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add Events?”, events posted by users in the group will not need to be approved (for example, if Content Managers can add events, and they are set to approve events, any event added by a Content Manager will not require approval before appearing on the calendar).

9. If you wish, enter metadata in the “Metadata” tab. This is the standard metadata tab common amongst most assets. You can learn more about it in the “Asset Basics” chapter.
10. In the Feeds tab of the Calendar asset you can enter URLs to iCalendar© files. Many external calendar applications will generate these. For example, if you have a Google© calendar you can access an iCal feed for it, and enter it into your WebGUI Calendar Feeds tab. The Calendar asset will then periodically update the calendar to display new events. Simply enter the iCal URL and click Add. The WeGUI calendar asset will pull events from this URL on a scheduled basis.



The screenshot shows the WebGUI Calendar interface. At the top, there is a header with a calendar icon showing 'JUN 06' and the word 'CALENDAR'. Below the header is a navigation bar with tabs: 'Properties', 'Display', 'Security', 'Metadata', 'Feeds', 'save', and 'cancel'. The 'Feeds' tab is selected. Below the navigation bar is a form with a text input field containing the URL '/www.google.com/calendar/ical/kmccombs%40irgfirst.com/public/basic.ics' and an 'Add' button. Below the input field are three columns: 'Feed URL', 'Status', and 'Last Updated'.

11. When your calendar settings are complete, click the save tab at the top of the screen. Your calendar will appear on the site.

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Calendar						
Day	Week	Month	List	Search	Add Event • Print • iCal	
« 2007 • Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec • 2009 »						
June 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Staff Meeting	5	6 Pay Day	7
8	9	10	11 Staff Meeting	12 WebGUI 7.5.11 R WebGUI Drink Ju	13 Vacation	14 Vacation
15 Vacation	16 Vacation YAPC North Amer	17 Vacation YAPC North Amer	18 YAPC North Amer Staff Meeting	19	20 Pay Day	21
22	23	24 Last 7.4 Releas	25 Last 7.4 Releas Staff Meeting	26	27	28
29	30					

Calendar View

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

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Default/ Month View:

Events display on scheduled day.

Current day displayed in orange.

Click on darker blue bar to see full title of event.

Week View:

Each day listed separately.

Full titles of events listed on the days they are scheduled.

Day View:

Events listed in ascending or descending chronological order.

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

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

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

Calendar

[Day](#) [Week](#) [Month](#) [List](#) [Search](#)

[Vacation](#) *Friday, June 13, 2008*
Thursday, June 12 2008

[YAPC North America 2008](#) *Monday, June 16, 2008*
Plain Black will be doing free WebGUI seminars at the [YAPC::NA](#) computer lab.
Thursday, June 12 2008

[Staff Meeting](#) *Wednesday, June 18, 2008*
Thursday, June 12 2008

[Pay Day](#) *Friday, June 20, 2008*
Thursday, June 12 2008

[Last 7.4 Release](#) *Tuesday, June 24, 2008*
This will be the last official release of WebGUI 7.4.
Thursday, June 12 2008

[Staff Meeting](#) *Wednesday, June 25, 2008*
June 2008

[Staff Meeting](#) *Wednesday, July 2, 2008*
Thursday, June 12 2008

[Pay Day](#) *Friday, July 4, 2008*
Thursday, June 12 2008

[Staff Meeting](#) *Wednesdav. Julv 9. 2008*

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Enter an Event in the Calendar

Locate the “Add Event” link in the upper right hand corner of the calendar view. The calendar must be committed to the site before this link will appear. The Add/Edit Event screen will open.

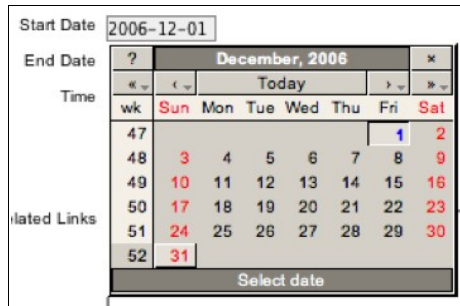
The screenshot shows the 'Add/Edit Event' form in WebGUI. The form is titled 'Event' and has a 'Recurrence' tab selected. It includes a 'save' button and a 'cancel' button. The form fields are as follows:

- Event Title: New Event
- Short Title: Event
- Location: Madison, WI
- Description: This is an event for you to attend.
- Start Date: 2008-04-30
- End Date: 2008-04-30
- Time: No specific time (All day event) Specific start/end time
- Related Material: Add New Related Link
- Group to View this Event: Everyone
- Attachments for this Event: /Users/kristi/Desktop/mini-soccer.pdf

The form also includes a rich text editor with a toolbar and a 'Path: p' field.

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1. Enter a shortened version of the Event Title in the “Short Title” field (a maximum of 15 characters). This shortened title will appear on the date field in the calendar view.
2. Enter the location of the event in the “Location” field.
3. Enter a detailed description of the event in the “Description” field. This description will be shown on the Event Details page.
4. Below the description field are two boxes, “Start Date” and “End Date.” Enter the beginning and ending dates for the event in these boxes using the convenient calendar pickers.



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

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Specific start/end time

Related Material

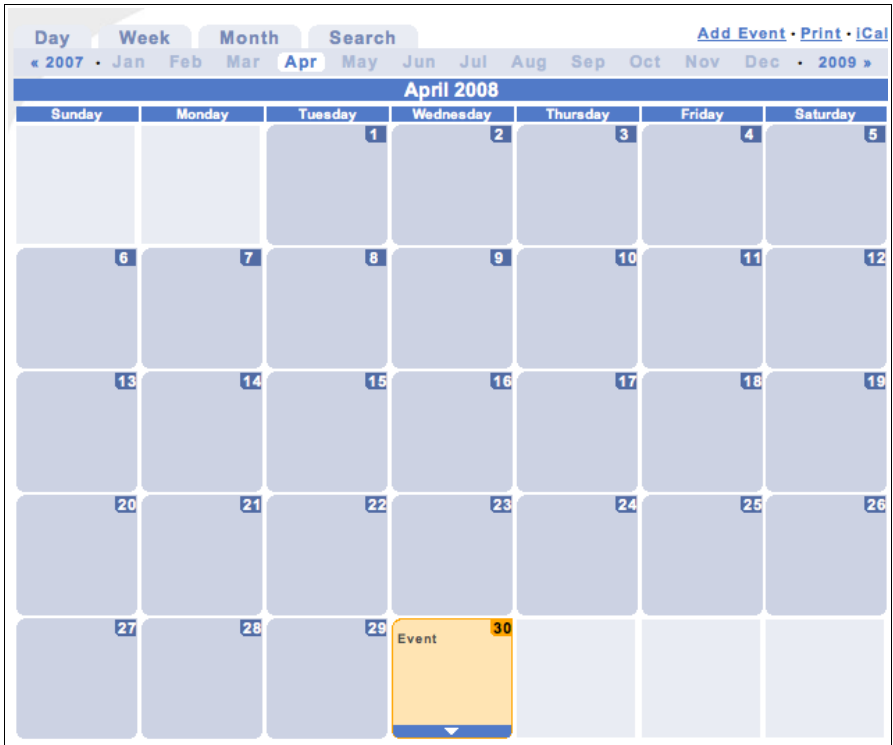
URL	Link Desc	View Group
<input type="button" value="DEL"/> <input type="text" value="http://www.webgui.org"/>	<input type="text" value="WebGUI site"/>	<input type="text" value="Everyone"/> <input type="button" value="v"/> <ul style="list-style-type: none">EveryoneAd ManagerAdminsContent ManagersEveryoneExport ManagersPackage ManagersProduct ManagersRegistered Users

Group to View this Event

Attachments for this Event

- At the bottom of the screen is a field labeled “Related links.” In this field you may enter the URLs (must be fully qualified, i.e. <http://www.someurl.com>) of any websites that relate to your event. You may enter as many links as you wish. The “Link Desc” is what users will see as the name of the link in the Event Details screen. You may also select the group of users who will be allowed to view each link.
- You may select a group of users allowed to view this event and its details from the “Group to View Event” field.
- In the “Attachments for this Event” field you may upload an attachment related to the event that will be made available for download in the event's Event Details screen.
- If all event information has been entered, click save at the top of the screen. Your event will appear on the calendar.

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Recurrence Tab

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

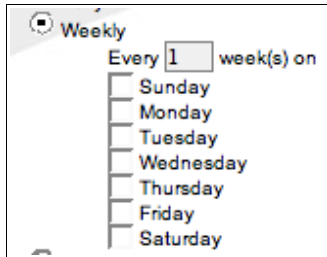
1. Click on the “Recurrence Tab” in the Add Event screen.
2. Select an option from the “Recurrence Pattern” field. If a staff meeting occurs weekly, click on the Weekly toggle. A menu of weekdays will then appear from which to select the

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day of the week the event recurs on.

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

Weekly:



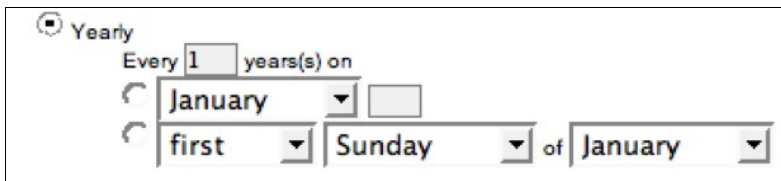
A screenshot of a web form for a weekly recurrence pattern. It features a radio button labeled "Weekly" which is selected. Below it, the text "Every 1 week(s) on" is followed by a list of days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Each day has a small vertical bar to its left, indicating it is a selectable option.

Monthly:



A screenshot of a web form for a monthly recurrence pattern. It features a radio button labeled "Monthly" which is selected. Below it, the text "Every 1 month(s) on" is followed by a "day" field with a small input box. Below that, there is a "week on" section with a dropdown menu set to "first" and another dropdown menu set to "Sunday".

Yearly:



A screenshot of a web form for a yearly recurrence pattern. It features a radio button labeled "Yearly" which is selected. Below it, the text "Every 1 years(s) on" is followed by a "January" dropdown menu and a small input box. Below that, there is a "first" dropdown menu, a "Sunday" dropdown menu, and an "of" dropdown menu set to "January".

3. If applicable, select a “Recurrence Range.” Use this if the

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event will expire after a certain date range. Choose a start date, and then an end date.

4. Click the “save” button to view your event on the calendar.

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

The screenshot shows a web calendar interface for June 2008. The interface includes navigation tabs for Day, Week, Month, List, and Search, with 'Month' selected. A navigation bar shows the year 2007 and months from Jan to Dec, with 'Jun' highlighted. The calendar grid displays events for each day of the month. Events include 'Staff Meeting' on Wednesdays (4, 11, 18, 25), 'Pay Day' on Fridays (6, 20), 'Vacation' on Saturdays (14, 21) and Mondays (15), 'YAPC North Amer Vacation' on Mondays (16) and Tuesdays (17), 'WebGUI Drink Ju WebGUI 7.5.11 R' on Thursday (12), 'Workflow Test Yet Another Test hierarchy test Another Test' on Monday (22), and 'Last 7.4 Releas' on Tuesday (23) and Wednesday (24). Each event is represented by a small box with a number indicating the day.

Day	Week	Month	List	Search	Add Event · Print · iCal							
June 2008												
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
1	2	3	Staff Meeting 4	5	Pay Day 6	7						
8	9	10	Staff Meeting 11	WebGUI Drink Ju WebGUI 7.5.11 R 12	Vacation 13	Vacation 14						
Vacation 15	YAPC North Amer Vacation 16	YAPC North Amer Vacation 17	Staff Meeting YAPC North Amer 18	19	Pay Day 20	21						
22	Workflow Test Yet Another Test hierarchy test Another Test 23	Last 7.4 Releas 24	Staff Meeting Last 7.4 Releas 25	26	27	28						
29	30											

Event Details

You can view detailed information about an event by clicking on the

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event's title in the calendar view. This will open the Event Details screen.

Day	Week	Month	List	Search	Edit • Delete • Print
<< Previous Event					Next Event >>
Event Details					
EVENT TITLE	2008 WUC Tickets Go On Sale				
LOCATION	webgui.org/wuc				
THE DESCRIPTION OF THIS EVENT.	Tickets go on sale for the 2008 WebGUI Users Conference . Get your tickets today.				
SCHEDULED	Monday, March 17 2:00 PM – 3:00 PM				
RELATED MATERIAL					
ATTACHMENTS					

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

Edit an Existing Event

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

1. Enter the Event Details screen for the event you'd like to edit by clicking on that event's title in the calendar view.
2. At the top right hand corner of the Event Details screen you will see three links: Edit, Delete and Print.
3. If you simply wish to remove the event from the calendar click on the "Delete" link. Once this has been done, it can not be reversed, so make sure you have chosen the correct event to delete



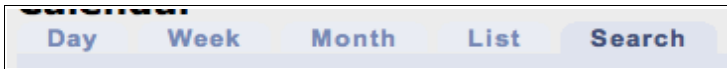
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4. If you wish to change the information displayed about the event, click on the “Edit” link. If this event was originally added as a recurring event, editing it will only edit this specific instance of the event, not all in the recurrence pattern.
5. The “Add/Edit Event” screen will open. This is the same screen used when the event was created. Simply change the information in the fields that need to be altered. When you are finished making the appropriate changes, click save at the top right hand corner of the screen.

Search the Calendar

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

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



1. Click on the “Search” tab to open the search screen.

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The screenshot shows a web search interface with the following elements:

- Navigation tabs: Day, Week, Month, List, Search.
- Search form fields:
 - KEYWORD: WebGUI
 - START DATE: 2008-06-01
 - END DATE: 2008-08-31
- A date picker for the end date field, titled "Choose a date:", showing a calendar for August 2008. The calendar has a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. The date 31 is highlighted.
- A "Search" button is located to the right of the date picker.

2. In the field labeled “Keyword,” enter a word or short phrase that relates to the event you are searching for. For example, if you are looking for a holiday, enter that holiday’s name.
3. In the “Start Date” and “End Date” fields, enter a date range in which to search. Click in the field to reveal calendar pickers.
4. Click search.
5. A screen displaying your search results will appear.

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Day	Week	Month	List	Search
KEYWORD	WebGUI			
START DATE	2008-06-01			
END DATE	2008-08-31			
				Search
Search Results <small>Displaying page 1 of 1</small>				
<First Page 1 Last Page>				
AUGUST 14, 2008	WebGUI Drink August the Netherlands			
JUNE 12, 2008	WebGUI Drink Juni in the Netherlands			
JUNE 12, 2008	WebGUI 7.5.11 Release			
AUGUST 28, 2008	2008 WebGUI User's Conference			
JULY 31, 2008	WebGUI 7.5 Goes Stable			
JUNE 16, 2008	YAPC North America 2008			
JULY 21, 2008	O'Reilly Open Source Convention			
AUGUST 26, 2008	WUC Workshops			
JULY 16, 2008	WUC Earlybird Registration Ends			
JUNE 24, 2008	Last 7.4 Release			
<First Page 1 Last Page>				

6. Click on the name of the event to be taken to that event's Event Details page.

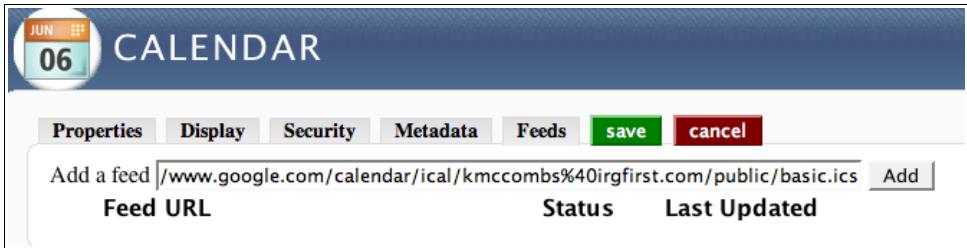
Feeds

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

To use the Feeds tab:

1. Click on the Feeds tab in the Calendar asset.
2. Enter the iCal feed URL into the "Add a feed" field.

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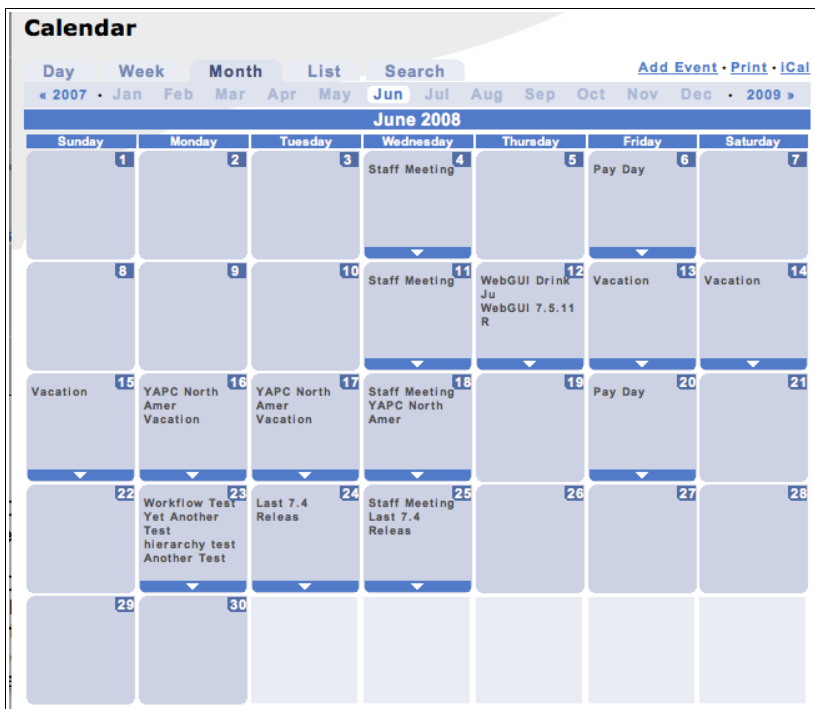
3. Click the Add button to the right of the field. You can add additional feeds if you wish.
4. Click save.

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

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

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

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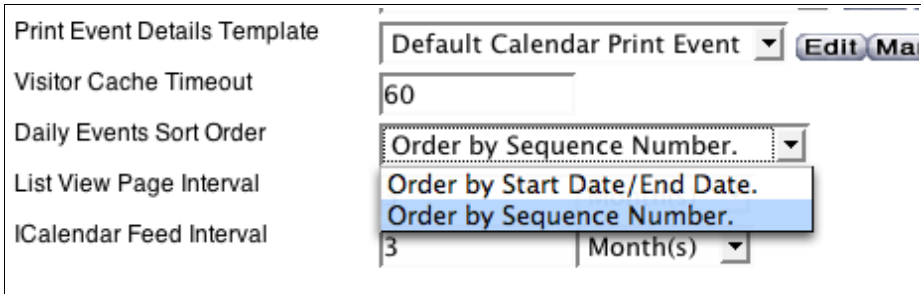
iCal

The iCal function allows events from your WebGUI calendar to be exported for view in iCalendar©.

The iCal link is located in the upper right hand corner of the Calendar asset, near the Add Event link. Clicking on the iCal link will create a feed.ics file. Import the feed.ics file into iCalendar and it will display your WebGUI Calendar events. The events will be pulled on a schedule, so it may take a while for them to appear.

Edit Order of Events

When the calendar asset is configured, the option is available in the Display tab to order events by sequence number. This is done in the Daily Events Sort Order field.



The screenshot shows a configuration panel with several settings. The 'Daily Events Sort Order' field is highlighted with a dropdown menu. The dropdown menu is open, showing three options: 'Order by Sequence Number.', 'Order by Start Date/End Date.', and 'Order by Sequence Number.'. The second 'Order by Sequence Number.' option is selected and highlighted in blue. Other settings visible include 'Print Event Details Template' (Default Calendar Print Event), 'Visitor Cache Timeout' (60), 'List View Page Interval', and 'Calendar Feed Interval' (3 Month(s)).

When this field is set to Order by Sequence Number you will be able to reorder events in the Week view of the calendar. This will in turn alter the order in which events are displayed in the month and list view.

To do so:

1. Enter Admin mode.
2. Enter the Week view of the calendar asset by clicking on the Week tab.
3. The events listed in the Week view will have small up and down arrows to the left of them. Click on these arrows to move an event up or down in the order of display. The changes will also reflect in the other calendar views.











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Calendar

Day Week Month List Search [Add Event](#) · [Print](#) · [iCal](#)

« Previous Week · Jun 8 2008 - Jun 14 2008 · Next Week »

June 8, 2008 to June 14, 2008

SUNDAY	8	
MONDAY	9	
TUESDAY	10	
WEDNESDAY	11	•   Staff Meeting
THURSDAY	12	•   WebGUI 7.5.11 Release •   WebGUI Drink Juni in the Netherlands
FRIDAY	13	•   Vacation
SATURDAY	14	•   Vacation

Collaboration System

WebGUI's Collaboration System is an extremely versatile asset. The Collaboration System can be configured to function as a forum, photo gallery, FAQ, classifieds section, weblog, and more. Any time you have a list of content to publish, consider using a Collaboration System. Also consider it when you want users to be able to submit content through a simple form without ever having to enter Admin mode.

Before content can be posted to a Collaboration System, you must first commit the asset. Then the "Add" link will appear.

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

Properties Tab

The first tab viewed when creating a Collaboration System is the Properties tab. As with most assets this is where the primary information that will be displayed to the user on the page is entered. This includes the title of this asset, and static content that will display directly below the title of the Collaboration System on the page.

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The screenshot shows the 'Properties' tab of a WebGUI interface. It contains several input fields and a rich text editor. The 'Title' field is filled with 'Collaboration System'. The 'Menu Title' and 'URL' fields are empty. The 'Description' field contains the text 'This content remains static. It appears under the title, and above threads.' Below the description is a rich text editor toolbar with various icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert code, and insert HTML. Below the toolbar is a 'Path:' label followed by the text 'p'. At the bottom, there are several checkboxes and a dropdown menu: 'Enable Archiving?' with 'Yes' selected, 'Archive After' with '1' in the input field and 'Year(s)' in the dropdown, 'Attachments Per Post' with '0' in the input field, 'Use preview?' with 'Yes' selected, and 'Enable Avatars?' with 'No' selected.

1. Give your Collaboration System a title in the box labeled “Title.”
2. The Menu Title and URL fields can be left blank and WebGUI will generate them for you.
3. If you want to add content, enter it in the “Description” field.
4. The “Archive After” field allows you to set a time to pass, after a post's last update, until the post is archived.
5. If a value other than 0 is entered in the “Attachments per Post” field, users will be allowed to add attachments, up to

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that number, to a post.

6. If the “Use preview?” field is set to Yes, a preview of each post will be made available to the user before submitting the post.
7. If “Enable Avatars” is set to Yes, users will be able to display an avatar associated with their user profiles on posts. Users must first enable and upload an avatar to their profile, and should be aware that using avatars may slow down the performance of the collaboration system.

Display Tab

It is important to become familiar with the Display tab of the Collaboration System asset. It contains the templates that determine the behavior and appearance of the system.

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Properties	Display	Security	Metadata	RSS	Mail
Hide from navigation?	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Open in new window?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Display the title?	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Style Template	Style 03 <input type="button" value="Edit"/> <input type="button" value="Manage"/>				
Printable Style	Make Page Printable <input type="button" value="Edit"/> <input type="button" value="Manage"/>				
Visitor Cache Timeout	1 <input type="button" value="Hour(s)"/>				
Thumbnail Size	0				
Maximum Image Size	0				
Display last reply?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Threads Per Page	30				
Posts Per Page	10				
Use content filter?	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Rich Editor	Forum Rich Edit <input type="button" value="Edit"/> <input type="button" value="Manage"/>				
Reply Rich Editor	Forum Rich Edit <input type="button" value="Edit"/> <input type="button" value="Manage"/>				
Sort Order	Descending <input type="button" value="Edit"/>				
Sort By	Date Updated <input type="button" value="Edit"/>				
Collaboration System, Search Template	Default Forum Search <input type="button" value="Edit"/> <input type="button" value="Manage"/>				
Collaboration System, Post Form Template	Default Post Form <input type="button" value="Edit"/> <input type="button" value="Manage"/>				
Collaboration System, Thread Template	Default Thread <input type="button" value="Edit"/> <input type="button" value="Manage"/>				
Collaboration System Template	Default Forum <input type="button" value="Edit"/> <input type="button" value="Manage"/>				
Post received template	Default Post Received <input type="button" value="Edit"/> <input type="button" value="Manage"/>				

1. “Hide from navigation?” will hide this asset from the site's navigation if set to Yes.
2. If “Open in new window?” is set to Yes, this asset will open in a separate browser window when independently viewed.
3. If “Display the title?” is set to No, this asset's title, entered in

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the Properties tab, will not display on the page.

4. The “Style Template” is the style this asset will be displayed in if it is viewed directly. If the asset is contained by a Page Layout asset, the Page Layout's style will apply.
5. “Printable Style” allows you to select a style other than the default WebGUI printable style, to be used when a user prints this asset (again, an asset's parent asset's settings will override this).
6. If “Enable RSS” is set to Yes, an RSS From Parent asset will be generated along with this collaboration system, and be handled as if it were the asset's child. After the collaboration system is created you can view this RSS From Parent asset to copy its URL. The URL from this RSS From Parent asset can then be used to display this asset's content, just as you would use any RSS feed.
7. The “RSS Template” is the template to use for the RSS feed for this asset.
8. The “Visitor Cache Timeout” allows you to set the time to pass before a visitor's cache is cleared.
9. “Thumbnail Size” sets the size of thumbnails displayed for this collaboration system. If left at 0, the WebGUI default size will be used (set through the global Settings in the Admin Console). Note that changing this size will not retroactively change the size of thumbnails already contained in this collaboration system.
10. “Maximum Image” size determines the size of image attachments allowed for this collaboration system. If left at 0, the WebGUI default size will be used (set through the

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global Settings in the Admin Console). Note that changing this size will not retroactively change the size of images already contained in this collaboration system.

11. If set to Yes, “Display Last Reply?” will set the collaboration system to display the last reply to a post in the system
12. “Threads Per Page” sets the number of threads to display per page. Setting this number very high can slow the load time for the page.
13. “Posts Per Page” sets the number of posts displayed per page in the thread template. Setting this number very high can slow the load time for the page.
14. If “Use content filter?” is set to Yes, the system will scan each post and use the Replacements System to filter content.
15. The “Rich Editor” field lets you select which rich editor configuration to use.
16. The “Sort Order” field determines the order in which content is sorted: descending or ascending.
17. The “Sort By” field determines what criteria content is sorted by, such as date updated, date submitted, title, etc.
18. The “Collaboration System, Search Template” is the template used for this collaboration system's search form and results.
19. The “Collaboration System, Post Form Template” is the template used when users submit a form to the system.

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

Security Tab

ADD COLLABORATION SYSTEM

Properties | Display | **Security** | Metadata | RSS | Mail

Owner	Admin	...	Manage
Who can view?	Everyone	▼	Manage
Who can edit?	Admins	▼	Manage
Post Workflow	Commit Without Approval	▼	Manage
Thread Approval Workflow	Commit Without Approval	▼	Manage
Allow Replies	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Filter Code	Remove everything except basic formatting.	▼	
Reply Filter Code	Remove everything except basic formatting.	▼	
Edit Timeout	1	Hour(s) ▼	
Add edit stamp to posts?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Who can post?	Registered Users	▼	Manage
Who can post a thread?	Registered Users	▼	Manage
Use Post Captcha	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Group to Edit Posts	Admins	▼	Manage

1. The “Owner” of the asset has full editing and viewing privileges. Usually the owner is the person who created the asset.

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2. “Who can view?” allows you to select the group of users allowed to view this asset.
3. “Who can edit?” allows you to select the group of users allowed to edit this asset and its configurations.
4. The “Post Workflow” determines the workflow executed upon each post as it is submitted. If you want to approve each post to the Collaboration System, this is where you would indicate that.
5. The “Thread Approval Workflow” determines the workflow executed upon each thread as it is submitted.
6. If “Allow Replies” is set to Yes, people will be allowed to reply to posts.
7. “Filter Code” sets the level of HTML filtering applied to each post.
8. “Reply Filter Code” sets the level of HTML Filtering applied to each reply.
9. “Edit Timeout” sets the amount of time to pass before a post can no longer be edited by the original poster.
10. If “Add edit stamp to posts?” is set to Yes, information will be added to each post indicating when it was last edited.
11. “Who can post?” determines the group of users who are allowed to post to a thread in this collaboration system.
12. “Who can post a thread?” is the group of users allowed to start a thread.

WebGUI Primer 7.7

13. “Use Post Captcha” will require users to verify their humanity before being allowed to post. This will help cut down on spam being posted to the system.
14. “Group to Edit Posts” allows you to select a group of users who will be allowed to edit posts to this collaboration system.

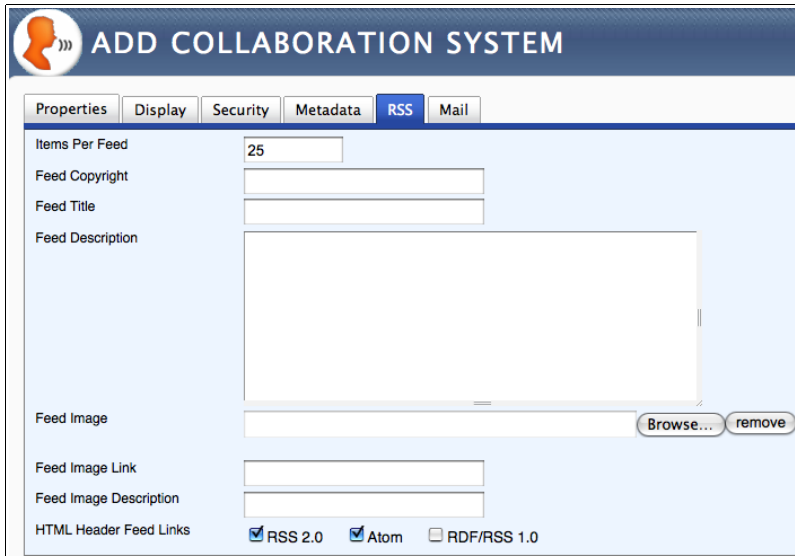
Metadata Tab

The metadata tab of a collaboration system contains all the standard fields available in this tab. In addition, you may allow posts to this collaboration system to have metadata assigned to them as well. If “Enable MetaData in Posts?” is set to Yes, posts will be allowed to have metadata and be passively profiled. Metadata must first be enabled on the site (your site administrator may have to do this) and this may affect the performance of the collaboration system. If this field is set to yes a link will appear to add new metadata properties. Clicking on this link will open the Edit Metadata Property screen. These metadata properties will then be made available below the rich editor when users submit a post. See the chapter on Content Profiling for more information about metadata.

RSS Tab

The “RSS” tab allows you set up specific RSS properties for the Collaboration System asset.

WebGUI Primer 7.7



ADD COLLABORATION SYSTEM

Properties Display Security Metadata **RSS** Mail

Items Per Feed: 25

Feed Copyright:

Feed Title:

Feed Description:

Feed Image:

Feed Image Link:

Feed Image Description:

HTML Header Feed Links: RSS 2.0 Atom RDF/RSS 1.0

1. The “Items Per Feed” sets the number of stories included in the feed.
2. The “Feed Copyright” field allows you to enter optional copyright information that may pertain to content published by your organization.
3. The “Feed Title” field is the name of this feed. If this is left blank the asset will simply use the title given to the asset in the Property tab's “Title” field.
4. “Feed Description” is an area to enter an optional description of this feed. If left blank, any content entered in the asset's “Description” field will be used.
5. “Feed Image” is an area to upload an image to associate with this feed, such as a logo.

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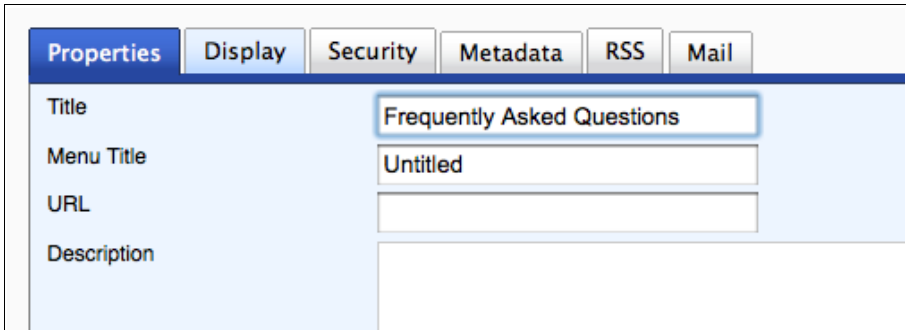
6. “Feed Image Link” is where you can enter a URL to where users will be hyperlinked if they click on the image uploaded in the “Feed Image” field. If not specified, the asset's URL will be used.
7. The “Feed Image Description” field is an optional area in which you may enter a description of the image uploaded in the “Feed Image” field. If left blank the asset's title will be used.
8. The “HTML Header Feed Links” field is where you can select which feed types to include in the HTML headers, which many browsers offer as options to users.

Frequently Asked Questions (FAQ)

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

1. Select “Collaboration System” from the New Content menu in the Admin Bar.
2. The “Edit Collaboration System” screen will open.
3. Give your FAQ a title in the box labeled “Title.”
4. The Menu Title and URL fields can be left blank and WebGUI will generate them for you.
5. If you want to add content, enter it in the “Description” field. This content will display below the title of the Collaboration System asset.

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The screenshot shows a web interface with a horizontal tabbed menu at the top. The tabs are labeled "Properties", "Display", "Security", "Metadata", "RSS", and "Mail". The "Properties" tab is currently selected and highlighted in blue. Below the tabs, there is a form with the following fields:

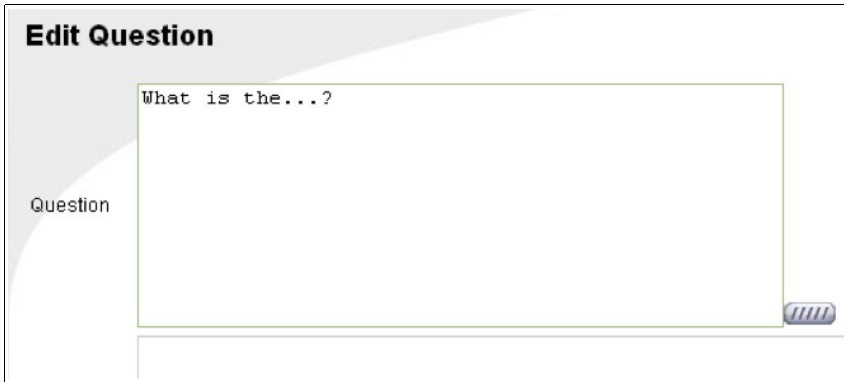
Title	Frequently Asked Questions
Menu Title	Untitled
URL	
Description	

6. Click on the “Display” tab at the top of the screen.
7. Under the “Collaboration System Template,” choose “FAQ.” An alternative to this is the template “Q & A.”
8. On the same screen, change the “Post Form Template” to “FAQ Submission Form.”
9. Click “save” at the top of the screen, and the FAQ is created.

Add Questions and Answers to an FAQ

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

WebGUI Primer 7.7



The screenshot shows a web form titled "Edit Question". On the left side, there is a vertical label "Question". The main area of the form is a large text input field containing the text "What is the...?". At the bottom right corner of the text input field, there is a small, blue, rounded rectangular button with several vertical lines, which is likely a "save" or "submit" button.

3. At the bottom of the screen, you can choose to lock the feature, or make it sticky.
4. Click "save" at the bottom of the screen.
5. You will be directed back to your web page where you will see the question you have added.
6. Click on the question to view the answer.
7. Click on the "Add" link to post more questions to the FAQ.

Below is an example of the final FAQ. This screenshot is taken from plainblack.com. The questions are listed at the top. Clicking on a question will direct the user to the answer.

WebGUI Primer 7.7

FAQ

[Add](#) • [Subscribe](#)

- [How do I create new mail users once my email has been set up?](#)
- [I just purchased one of your hosting plans, what happens now?](#)
- [My site/server is completely down, I can't reach it. What should I do?](#)
- [How do I set up POP3 and IMAP to send and receive email?](#)
- [I have a problem with my site how do I get it fixed?](#)
- [I've just purchased hosting and need to know how to get my email?](#)
- [What does the MX record need to be pointed to?](#)
- [How do I find out the IP address of the server my site is hosted on?](#)
- [What are the Plain Black name servers?](#)

[\[Edit\]](#) [\[Approved\]](#)

How do I create new mail users once my email has been set up?

1. Go here: http://mailcontrolcenter.com/amc/scripts/loginclient_ccc.pl
2. Login using the client ID (example: C1234567) and password you were given.
3. Click the "Manager Users" tab toward the top of the page
4. From the left hand menu click "Create Users"
5. Fill out the user information and pass on the username and password to the user who's going to be accessing that account
6. The user then goes to mail.yourdomain.com and enters the information you gave them to log in. Once in the account they can change their password.

[\[top\]](#)

[\[Edit\]](#) [\[Approved\]](#)

I just purchased one of your hosting plans, what happens now?

Someone from the staff will contact you through email to get your domain information and then the site will be set up.

(note: this process may take up to a day)

[\[top\]](#)

[\[Edit\]](#) [\[Approved\]](#)

My site/server is completely down. I can't reach it. What should I do?

Call the Plain Black support line at 703-286-2525 and follow the prompts by pressing 6 for support and then 1 to continue. If your site is down you will not be billed as you have an established contract with us.

[\[top\]](#)

The next example is an FAQ on webgui.org. This example shows an FAQ that is displayed using the Q&A collaboration system template. The Edit and Approve links are only visible to users who have the appropriate privileges.

WebGUI Primer 7.7

F.A.Q.

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

[Add + Subscribe](#)

[Edit](#) • [\(Approved\)](#)

Can I use WebGUI on my \$5.95 hoster?

Probably not. WebGUI is designed to be an enterprise application. Therefore it is usually installed to be the only thing running on a server. Also, it is almost impossible to install WebGUI with only FTP access, which is all that is typically provided by discount hosting companies.

[Edit](#) • [\(Approved\)](#)

I wish WebGUI ran on X database, web server, or operating system. How can I make that happen?

Become a champion. Discuss your ideas on the [developer's mailing list](#) and become a developer. People need leaders. Are you a leader?

[Edit](#) • [\(Approved\)](#)

How old is WebGUI?

WebGUI was first released to the public on August 16, 2001 as version 0.9.0.

[Edit](#) • [\(Approved\)](#)

What is WebGUI?

WebGUI is a content-application framework. That means that WebGUI is capable of handling the content management aspects of running a web site, intranet, or extranet, but it's also capable of running complex applications for your business.

Guest Book

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

1. Go to the New Content menu in the Admin Bar. Select "Collaboration System."
2. A new screen will appear titled "Add Collaboration System."
3. In the "Title" box, give your guest book a title.
4. Click on the "Display" tab.
5. Scroll down to the "Collaboration System Template" drop-down menu.

WebGUI Primer 7.7

Display last reply:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Collaboration System Template	Default Forum
Thread Template	Classifieds
Post Form Template	Default Forum
Search Template	Default USS
Notification Template	FAQ
RSS Template	Guest Book
Threads Per Page	Job Listing
Posts Per Page	Link List
Sort By	Ordered List
Sort Order	Photo Gallery
	Q and A
	Request Tracker
	Topics
	Traditional with Thumbnails
	Unordered List
	Weblog

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

Sign the Guest Book

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

Edit Message	
Subject	<input type="text" value="Message"/>
	<input type="text" value="This is my message"/>

WebGUI Primer 7.7

3. Enter a subject for your message in the space labeled “Subject.”
4. Enter your message in the space labeled “Message.”
5. Click “save” and your message will post to the guest book.



Job Listings Framework

WebGUI will create a job listing framework on your website.

1. Choose the “Collaboration System” asset from the New Content menu of the Admin Bar.
2. The “Edit Collaboration System” screen will appear.
3. Give your job listing a title in the box labeled “Title.”
4. Click on the “Display” tab.

WebGUI Primer 7.7

The screenshot shows a configuration form with the following fields and options:

- Display last reply? Yes No
- Collaboration System Template: A dropdown menu is open, showing a list of templates. 'Job Listing' is highlighted in blue. Other visible options include Classifieds, Default Forum, Default USS, FAQ, Guest Book, Link List, Ordered List, Photo Gallery, Q and A, Titled Link List, Topics, Traditional with Thumbnails, Unordered List, and Weblog. To the right of the dropdown are 'EDIT' and 'MANAGE' buttons.
- Thread Template: A dropdown menu with 'MANAGE' button to the right.
- Post Form Template: A dropdown menu with 'EDIT' and 'MANAGE' buttons to the right.
- Search Template: A dropdown menu with 'EDIT' and 'MANAGE' buttons to the right.
- Notification Template: A dropdown menu with 'EDIT' and 'MANAGE' buttons to the right.
- Threads Per Page: A text input field.
- Posts Per Page: A text input field.
- Sort By: A dropdown menu.
- Sort Order: A dropdown menu.
- Allow rich edit? Yes No
- Use content filter? Yes No

5. Select “Job Listing” from the “Collaboration System Template” menu.
6. In the “Thread Template” field, select “Job.”
7. In the “Post Form Template” field, select “Job Submission Form.”
8. Click “save” and the job listing framework has been created.

Add Jobs

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

WebGUI Primer 7.7

Edit Job Posting

Job Title	<input type="text" value="Worker"/>
Summary	<div><p>Will perform work.</p><hr/><p>....</p><p>A full time position in which you will work.</p><p>Duties include:</p><ul style="list-style-type: none">• Work• Work• More work</div>
Job Description	

3. Enter a job title in the box labeled "Title."
4. Moving down the page, enter a brief "Summary" of the job.

WebGUI Primer 7.7

Compensation	<input type="text" value="Some Money"/>
Location	<input type="text" value="Anywhere, USA"/>
Subscribe	<input checked="" type="radio"/> Yes <input type="radio"/> No
Lock	<input type="radio"/> Yes <input checked="" type="radio"/> No
Make Sticky	<input type="radio"/> Yes <input checked="" type="radio"/> No
	<input type="button" value="preview"/> <input type="button" value="save"/>

5. Enter a “Job Description.”
6. Enter “Job Requirements.”
7. Enter “Compensation.”
8. Enter job “Location.”
9. Click “save” at the bottom of the page.
10. Your job posting will now be listed under the job listing framework.

Jobs				
Add • Subscribe • Search				
Status	Job Title	Location	Compensation	Date
Approved	Worker (Approved)	Anywhere, USA	Some Money	8/27/2007

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

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Worker

Job Description

A full time position in which you will work.

Duties include:

- Work
- Work
- More work

Date Posted	8/27/2007 9:45 am
Location	Anywhere, USA
Compensation	Some Money
Views	1

Weblog

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

1. Go to the New Content menu in the Admin Bar and select “Collaboration System.”
2. A new screen will appear titled, “Add Collaboration System.”
3. In the “Title” field, give your blog a title.
4. Click on the “Display” tab.
5. Scroll down to the “Collaboration System Template” drop-down menu, and choose “Weblog.”

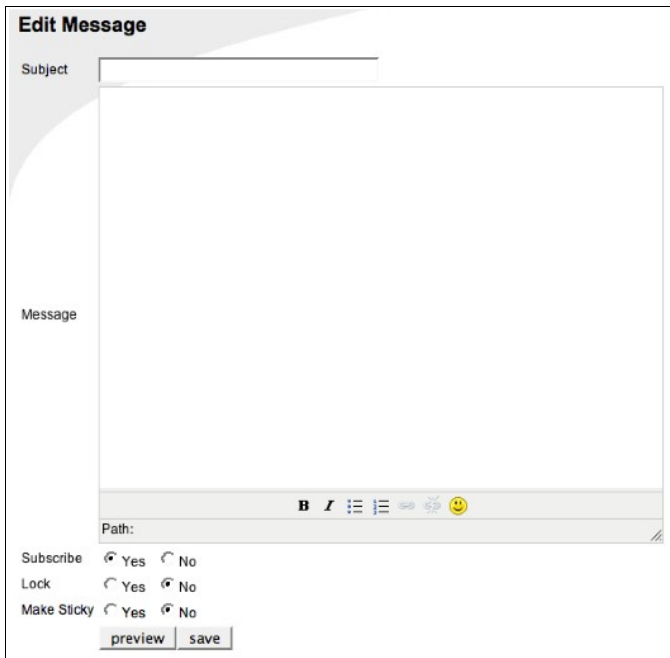
WebGUI Primer 7.7

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



Post a Submission

1. Click the “Add” link under the title of your blog.
2. In the “Edit Message” screen, enter a title for your entry in the space labeled “Subject.”

A screenshot of a web application interface titled "Edit Message". The interface is enclosed in a rectangular border. At the top left, the title "Edit Message" is displayed in a bold, black font. Below the title, there is a "Subject" label followed by a text input field. Below the "Subject" field is a large, empty text area labeled "Message". At the bottom of the "Message" area, there is a toolbar with icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, and smiley face. Below the toolbar is a "Path:" label followed by a text input field. At the bottom of the form, there are three rows of radio button options: "Subscribe" with "Yes" and "No" options, "Lock" with "Yes" and "No" options, and "Make Sticky" with "Yes" and "No" options. At the very bottom, there are two buttons: "preview" and "save".

WebGUI Primer 7.7

3. Type your message in the “Message” field.
4. Click “save,” and your message will post to your blog.

Weblog: Other Possibilities

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

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

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News

The latest news from Plain Black and WebGUI.

[Add](#) [Subscribe](#) [Search](#)

WebGUI 7.3.8 (stable) released
By [jacobelli](#) 1/25/2007 2 Replies Approved
WebGUI 7.3.8 (stable) is available for download. We recommend all users upgrade as soon as possible. [Read More](#)

WebGUI 7.3.7 (stable) released
By [jacobelli](#) 1/25/2007 Approved
WebGUI 7.3.7 (stable) is available for download. This is an emergency patch release that corrects the EventsCalendar upgrade problem. [Read More](#)

WebGUI 7.3.6 Critical Bug Discovered
By [jacobelli](#) 1/24/2007 Approved
A critical error was discovered in WebGUI 7.3.6 stable that affects the Calendar migration in very specific circumstances. For this reason we recommend you **NOT** upgrade at this time. [Read More](#)

WebGUI 7.3.6 (stable) released
By [jacobelli](#) 1/16/2007 Approved
WebGUI 7.3.6 (stable) is now available for download. This release includes more bugfixes and is now ready for production use. [Read More](#)

Community Chat Online
By [jacobelli](#) 1/23/2007 1 Reply Approved
We are happy to announce that webgui users can chat with other community members directly from the webgui website. [Read More](#)

Omaha Bible Church uses WebGUI to Spread its Message
By [KOB](#) 1/22/2007 Approved
Omaha Bible Church (OBC) is a thriving Christ centered church located in Omaha Nebraska. As an indication of the reach of OBC's website the church has an average attendance of approximately 450 individuals while the website has seen up to 3500 unique visitors a month from all over the world. Read their story. [Read More](#)

Another use for this may be to allow users to post reviews of a product. The site's commerce system would be in place, and products displayed. Then, users can rate and post reviews about the product, similar to other popular e-commerce sites.

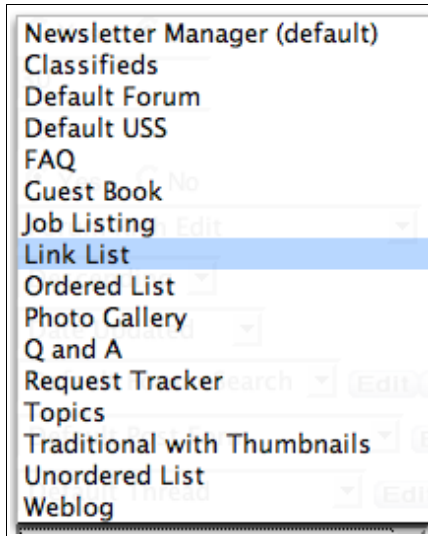
Link List

Create a list of links to other websites to direct users to additional sites of interest.

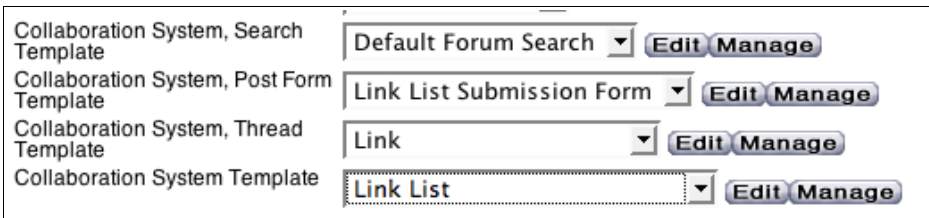
1. Select "Collaboration System" from the New Content menu of the Admin Bar.
2. The "Add Collaboration System" screen will open.
3. Give your link list a title in the box labeled "Title."
4. Click on the "Display" tab at the top of the screen.

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5. Under “Collaboration System Template,” choose “Link List.”



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



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

Add Links To Link List

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

1. Click on the “Add” link under the link list title.
2. The “Edit Link” screen will open.
3. Give the link a title in the field labeled “Title.”
4. Enter the URL for the site you're linking to in the box labeled “URL.”
5. Enter a description of the site's content.



Edit Link

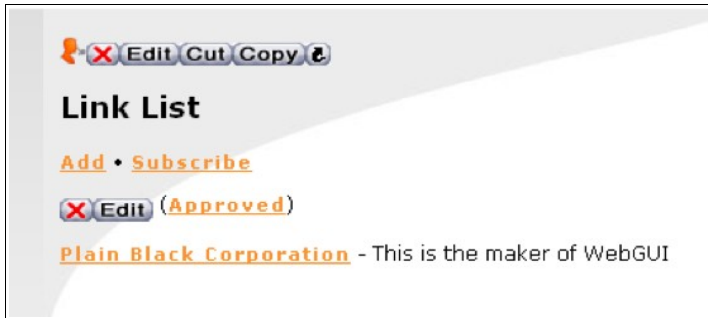
Title

URL

Open in new window? Yes No

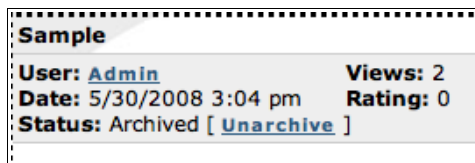
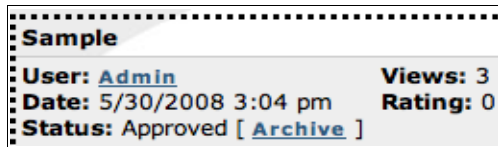
6. Click “save” at the bottom of the page. The link to the website will now appear under your link list.
7. Use the “Add” link to continue adding links to your list.

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Archive Threads in a Collaboration System

WebGUI has a simple link available to archive a thread. Simply click on it to archive, and then click on the Unarchive link to reverse the action. Below, you can see this in the Status field. The actual location and appearance may differ.



Message Board

A message board is a great way to facilitate community interaction on your website. WebGUI can easily add a message board to your site through the “Message Board” asset. The Message Board is basically a container for a number of Collaboration Systems. Each Collaboration System acts as an individual forum within the Message Board.

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

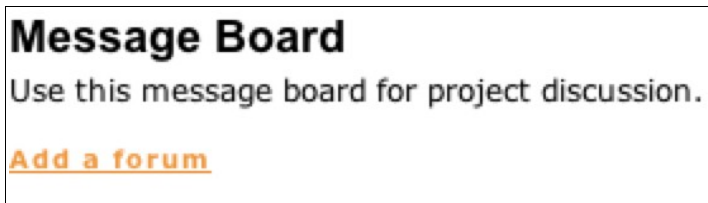


Properties	Display	Security	Metadata
Title	<input type="text" value="Message Board"/>		
Menu Title	<input type="text" value="Message Board"/>		
URL	<input type="text" value="message-board"/>		
Description	<input type="text"/>		

2. Enter a title for your message board in the box labeled “Title.”
3. If you wish to customize a title that will appear in the website navigation, fill in the box labeled “Menu Title.” If left blank, WebGUI will fill it in for you.

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4. In the “Description” field you can enter a description of the types of messages you want to include in your message board.
5. Click on the “Display” tab at the top of the screen; choose your display options.
6. If you need to alter the security or metadata settings, do so under the tabs labeled “Security” and “Metadata.”
7. When you have entered all your settings, click “save” at the top of the screen to create your message board on your web page.

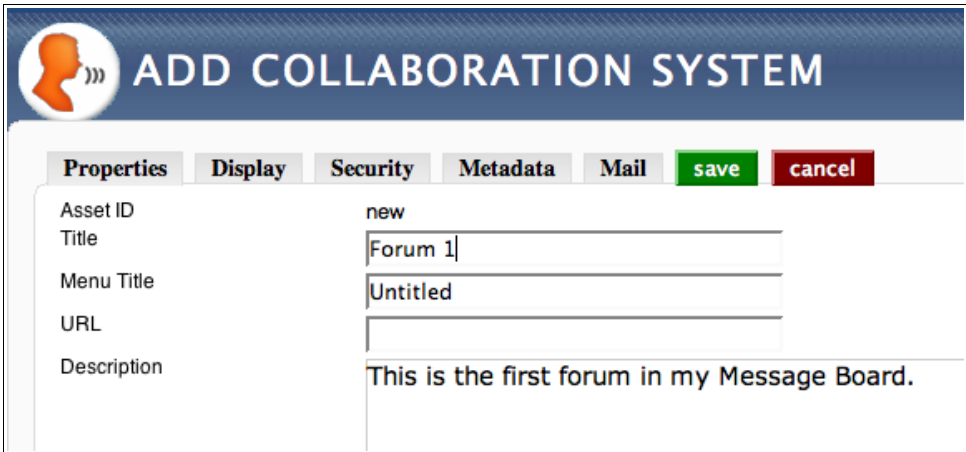


Forum

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

1. Under the title of the message board, click on the “Add a forum” link.
2. The “Add Collaboration System” screen will appear.

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ADD COLLABORATION SYSTEM

Properties Display Security Metadata Mail save cancel

Asset ID new

Title Forum 1

Menu Title Untitled

URL

Description This is the first forum in my Message Board.

3. Give the forum a title in the box labeled “Title.”
4. In the “Description” field, enter a message inviting visitors to post a message.
5. Click “save” at the top of the screen, and commit the Version Tag this content is stored in. On your web page you'll see that a forum has been created and users can begin posting to it.



Message Board
[Add a forum](#)

Forum 1
This is the first forum in my Message Board.
[Subscribe](#) • [Search](#)

Status	Subject	User
--------	---------	------

Post To A Forum

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

Edit Message

Subject: New Message

Message: This is a message being posted to the forum.

Path:

Subscribe Yes No

Lock Yes No

Make Sticky Yes No

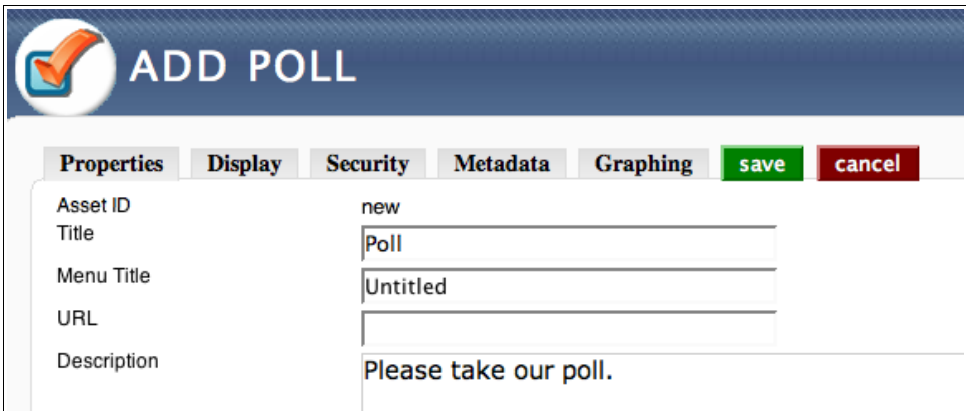
preview save

2. The “Edit Message” screen will open.
3. In the “Subject” field, enter a title or heading for your message.
4. In the “Message” field, enter your message.
5. Click “save” at the bottom of the screen. Your message will be posted to the message board. Users click on the subject of your message, under Subject, to view the entire text.

Poll

Polls are a great way to facilitate community interaction with your site. You can use a poll to get input on new products, services, or even what your new mascot should be named!

1. Begin by clicking on “Poll” in the New Content menu of the Admin Bar. A new page titled “Add Poll” will open.
2. Give your poll a title in the box labeled “Title.”



The screenshot shows the 'ADD POLL' form interface. At the top left is a circular icon with a checkmark. The title 'ADD POLL' is displayed in large white letters on a dark blue background. Below the title are five tabs: 'Properties', 'Display', 'Security', 'Metadata', and 'Graphing'. The 'Properties' tab is selected. To the right of the tabs are two buttons: a green 'save' button and a red 'cancel' button. The form fields are as follows:

Asset ID	new
Title	Poll
Menu Title	Untitled
URL	
Description	Please take our poll.

3. Under “Title,” you will see another option called “Menu Title.” You can place a title here which will appear in the navigation; if you leave it blank, WebGUI will fill it in for you.
4. In the “Description” field you can describe the purpose of your poll to your site users. This text will appear under your poll's title. You can also choose to leave it blank.
5. Scroll down to the bottom of the page where you will see a box labeled “Question.” Fill in the question you are asking

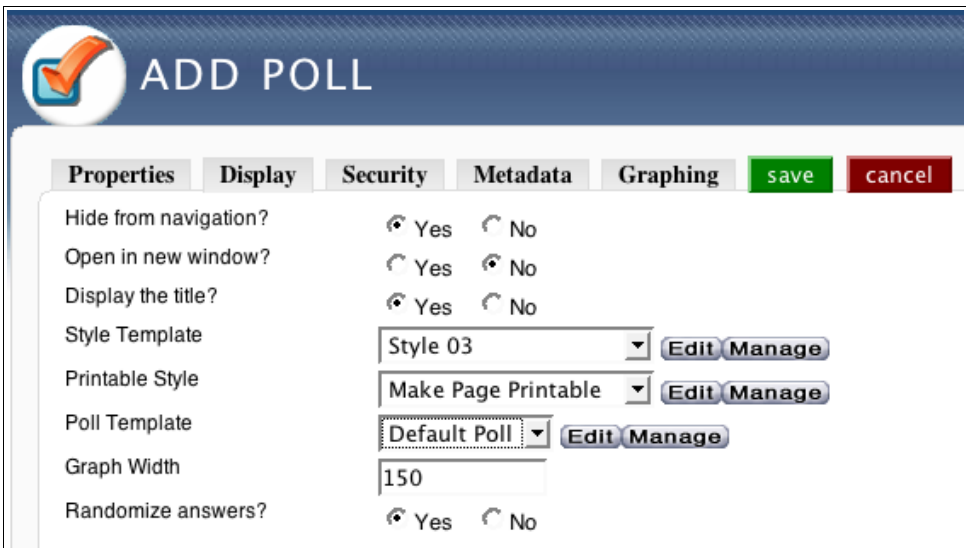
WebGUI Primer 7.7

visitors to answer.

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

Question	Path: What is your favorite color?
Answers	red blue green vermillion

7. Select the “Display” tab at the top of the screen.



The screenshot shows the 'ADD POLL' interface with the 'Display' tab selected. The interface includes a header with a checkmark icon and the text 'ADD POLL'. Below the header are five tabs: 'Properties', 'Display', 'Security', 'Metadata', and 'Graphing'. The 'Display' tab is active, and there are 'save' and 'cancel' buttons to its right. The 'Display' tab contains several settings:

Hide from navigation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Open in new window?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Display the title?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Style Template	Style 03 <input type="button" value="Edit"/> <input type="button" value="Manage"/>
Printable Style	Make Page Printable <input type="button" value="Edit"/> <input type="button" value="Manage"/>
Poll Template	Default Poll <input type="button" value="Edit"/> <input type="button" value="Manage"/>
Graph Width	150
Randomize answers?	<input checked="" type="radio"/> Yes <input type="radio"/> No

8. From here you can choose to hide the title from navigation,

WebGUI Primer 7.7

open the poll in a new window, or display the title of your poll.

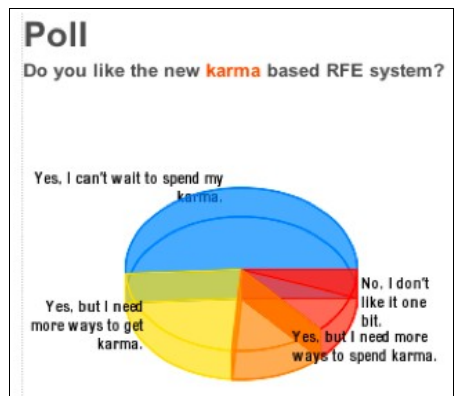
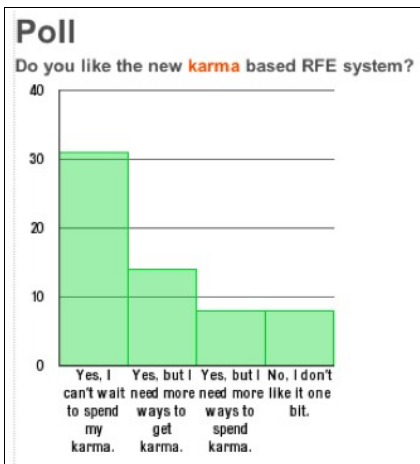
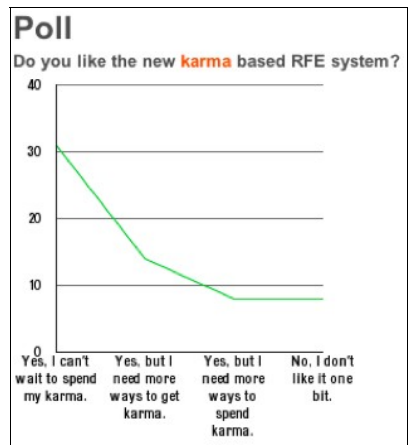
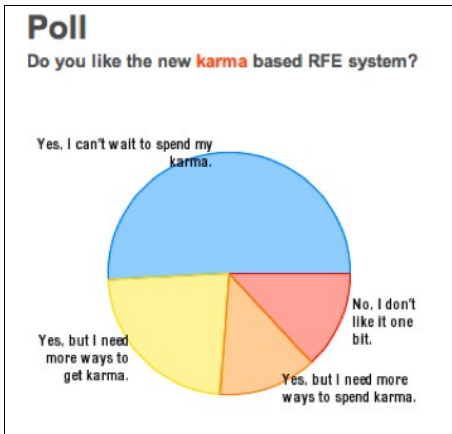
9. You can also choose a different poll template and allow poll results to be displayed on the page.
10. By choosing to randomize answers, poll answers will be listed in a different order for each visitor to the site, resulting in a more accurate poll response.
11. Select the “Graphing” tab at the top of the screen.
12. If the “generate image graph” field is set to “yes,” you can customize a graph based on the settings listed on the page. If the “generate image graph” field is left at “no,” a simple bar graph will appear.
13. If you set the “generate image graph” field to yes, choose to display results on a line, pie, or bar graph.

Generate image graph	<input type="radio"/> Yes <input checked="" type="radio"/> No
Graph type	WebGUI::Image::Graph::XYGraph::Line ▾
Image width	WebGUI::Image::Graph::XYGraph::Line
Image height	WebGUI::Image::Graph::Pie
Background color	#ffffff <input type="checkbox"/>
Palette	Default palette ▾
Label offset	10
Label font	WebGUI default font ▾
Label color	#333333 <input type="checkbox"/>
Font size	20

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14. When you have determined your settings, click “save,” and your poll will appear on your web page. When visitors vote, your results will be displayed using the graph type you chose.

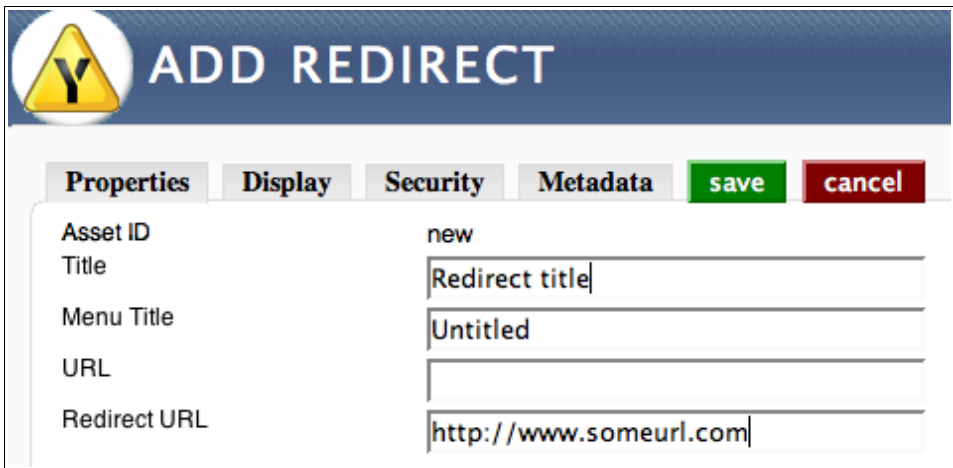
Here are some samples of what the poll output can look like with graphs:



Redirect

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

1. Select the “Redirect” asset from the New Content menu of the Admin Bar. A screen will open titled “Redirect, Add/Edit.”
2. In the “Title” field, give your redirect link a title.



Properties	Display	Security	Metadata	save	cancel
Asset ID	new				
Title	<input type="text" value="Redirect title"/>				
Menu Title	<input type="text" value="Untitled"/>				
URL	<input type="text"/>				
Redirect URL	<input type="text" value="http://www.someurl.com"/>				

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

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asset; WebGUI will take care of filling this in for you.

5. In the “Redirect URL” field, place the URL you want to redirect users to when they click on the link from the navigation. For example: <http://www.someurl.com>.
6. Click “save” at the top of the screen, and your redirect has been created.

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



By default, the Redirect asset will be hidden from your site's navigation. However, if you make it visible in the asset's Display tab, it will appear. In these examples you can see that the “Redirect Title” is displayed:



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If you click on the redirect link while in admin mode, you will be brought to this page:



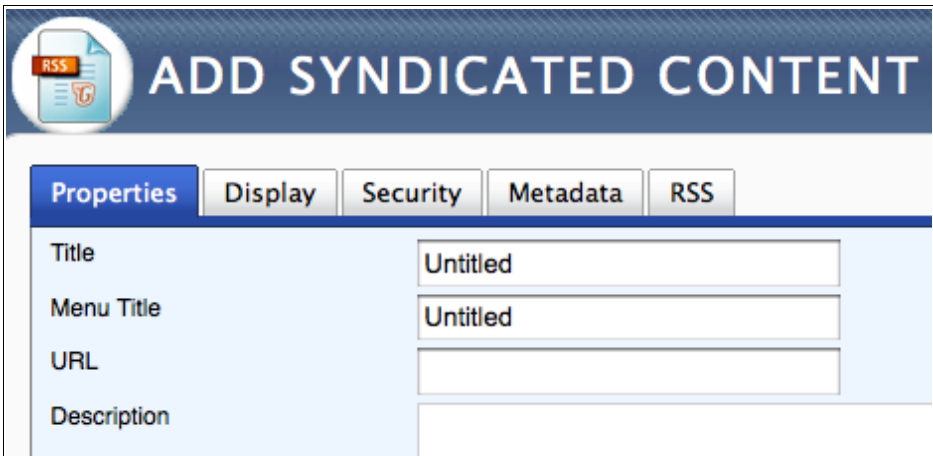
- “Go to the redirect URL” will take you to the page to which you have created the redirect link.
- “Edit the redirect properties” will allow you to change the settings you created earlier.
- “Go to the redirect's parent” will return you to the asset's parent page in your website.

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

Syndicated Content

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

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



Properties	Display	Security	Metadata	RSS
Title	<input type="text" value="Untitled"/>			
Menu Title	<input type="text" value="Untitled"/>			
URL	<input type="text"/>			
Description	<input type="text"/>			

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

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- The “Description” field is an area in which to enter content that will appear between the asset’s title and the information displayed. This is a good area to explain the information being syndicated.
- Enter the RSS feed URL in the “URL to RSS File” field (in this example the information was pulled from CNN). You can enter multiple feeds into this field; place a carriage return after each URL. WebGUI will pull feeds from all URL’s listed.



The screenshot shows a web form with two main sections. The top section is titled "URL to RSS File" and contains a text input field with the URL "http://rss.cnn.com/rss/cnn_topstories.rss". The bottom section is titled "Process Macros in RSS URLs" and has two radio buttons: "Yes" (unselected) and "No" (selected). Below this is a text input field labeled "With any of these terms" which is currently empty.

You will first have to get an appropriate RSS feed URL. Most major news and sports sites will provide them, although you may have to pay a small fee. On the news site, simply perform a search for RSS, look for an RSS icon, or try checking the Services section. Then, copy that URL to insert into the “URL to RSS File” field.

- Setting “Process Macros in RSS URLs” to Yes will allow you to use macros in your URLs.
- The “With any of these terms” field allows you to limit the headlines displayed to those that contain the words or phrases you enter, similar to a keyword search. Separate multiple items with a comma.

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10. Set your display properties in the “Display” tab.

The screenshot shows a web interface with four tabs: Properties, Display (selected), Security, and Metadata. The 'Display' tab contains the following settings:

Hide from navigation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Open in new window?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Display the title?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Style Template	Style 03 <input type="button" value="Edit"/> <input type="button" value="Manage"/>
Printable Style	Make Page Printable <input type="button" value="Edit"/> <input type="button" value="Manage"/>
Cache Timeout	1 <input type="button" value="Hour(s)"/>
Syndicated Content Template	Default Syndicated Content <input type="button" value="Edit"/> <input type="button" value="Manage"/>
Maximum Number of Headlines	10

- A. **Hide from navigation?:** if toggled to Yes, the menu title will not appear in the navigation.
- B. **Open in new window?:** if toggled to Yes, the asset will open in a new browser window if selected from the navigation.
- C. **Display the title?:** if toggled to No, the asset’s title will not appear on the page.
- D. **Style Template:** select a style in which to view the asset. If the asset is part of a layout asset, the layout asset’s style will be used instead.
- E. **Printable Style:** if the page is made printable a pared down printer friendly version will be made available.
- F. **Cache Timeout:** the amount of time before a user’s cache is refreshed.

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- G. **Syndicated Content Template:** determines the content layout for this asset.
- H. **Maximum Number of Headlines:** determines the number of headlines to be displayed. Set to zero (0) for no limit. Note that all headlines from an RSS feed are still fetched, but may not be displayed based on the value entered here.

11. Select your security settings from the “Security” tab.



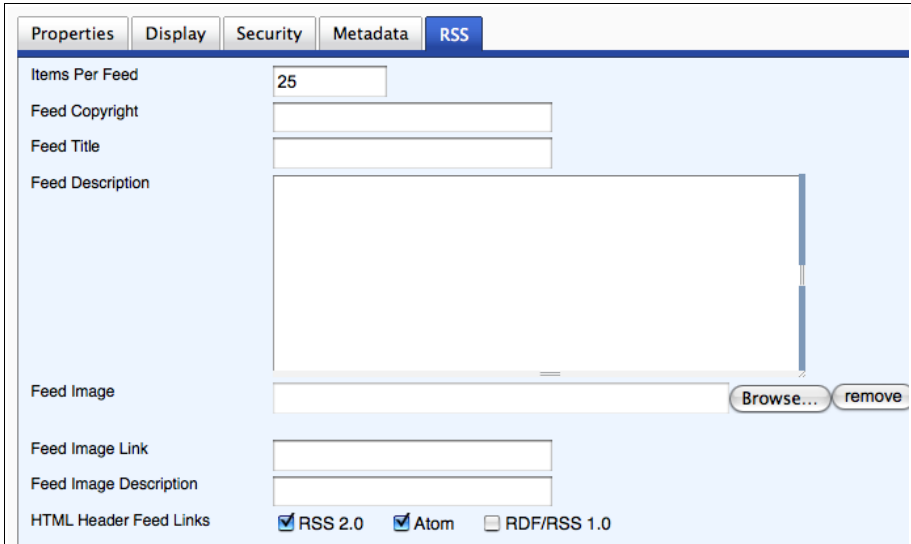
The screenshot shows a web application interface with four tabs: Properties, Display, Security (selected), and Metadata. Below the tabs, there are three rows of settings:

Owner	Admin	...	Manage
Who can view?	Everyone	↓	Manage
Who can edit?	Admins	↓	Manage

- A. **Owner:** this person has full editing and viewing rights of the asset. The owner is usually the person who created the asset.
 - B. **Who can view?:** select what users can view the asset on the site.
 - C. **Who can edit?:** select who can edit the content of this asset.
12. The Metadata tab is the standard Metadata screen common amongst all assets. If you need to handle metadata for the purposes of content profiling you can do so here.

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13. The RSS tab allows you to set specific RSS feed properties for this asset.



The screenshot shows a web application interface with a tabbed menu at the top. The tabs are 'Properties', 'Display', 'Security', 'Metadata', and 'RSS', with 'RSS' being the active tab. Below the tabs, there are several form fields and options:

- Items Per Feed:** A text input field containing the number '25'.
- Feed Copyright:** An empty text input field.
- Feed Title:** An empty text input field.
- Feed Description:** A large, empty text area for entering a description.
- Feed Image:** A text input field with a 'Browse...' button to its right and a 'remove' button to its left.
- Feed Image Link:** An empty text input field.
- Feed Image Description:** An empty text input field.
- HTML Header Feed Links:** A row of three checkboxes: 'RSS 2.0' (checked), 'Atom' (checked), and 'RDF/RSS 1.0' (unchecked).

- A. "Items Per Feed" sets the number of items to include in the feed.
- B. In the "Feed Copyright" field you can enter specific copyright information. This field is optional.
- C. The "Feed Title" is where you can enter a title for this feed. If this is left blank, the asset's title will be used.
- D. Enter a description of the items included in this feed in the "Description" feed.
- E. In the "Feed Image" field you can upload an image to be associated with this feed. This could be something like a company logo.

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- F. If a feed image is uploaded, you can link that image to a specific location by entering a URL in the “Feed Image Link” field.
 - G. An optional description of the image can be entered in the “Feed Image Description” field. If left blank, the asset's title will be used.
 - H. The “HTML Header Feed Links” field allows you select feed types to include in the HTML headers, which browsers often offer as options to their users.
14. Click save and the information from the URL you indicated will appear on the site.

[CNN.com](#)

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

- [Household incomes rise but ...](#) - Household income crept higher and the poverty rate edged lower last year, the government said Tuesday, while the number of Americans without health insurance rose by 2.2 million to 47 million people.
- [Owen Wilson projects uncertain](#) - Read full story for latest details.
- [U.S. Judge OK's Noriega extradition to France](#) - A federal judge in Miami today approved the extradition of former Panamanian dictator Manuel Noriega to France, where he faces a 10-year sentence on a conviction in absentia on money-laundering charges.
- [Senator says he regrets restroom arrest plea](#) - Idaho Republican Sen. Larry Craig quit Mitt Romney's presidential campaign after pleading guilty to a charge stemming from his arrest at an airport. Roll Call newspaper reported Craig was picked up by an officer investigating complaints of lewd behavior in the men's room.
- [Missing bees may cost billions](#) - It's a sweet time for honeybees in the rolling hills of eastern Pennsylvania, and the ones humming around Dennis vanEngelsdorp seem too preoccupied by the blooming knapweed nearby to sting him as he carefully lifts the top off their hive. VanEngelsdorp, Pennsylvania's state apiarist, spots signs of plenty within: honeycomb stocked with yellow pollen, neat

Users click on a headline to be directed to the original story.

Weather Data

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

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

Properties	Display	Security	Metadata	save	cancel
Asset ID	new				
Title	<input type="text" value="Current Weather"/>				
Menu Title	<input type="text" value="Untitled"/>				
URL	<input type="text"/>				
Description	<input type="text" value="Here are the current weather conditions."/>				

2. In the “Title” box, give a title to this section of your web page.
3. Then, scroll down to the bottom of the page. In the box labeled “Default Location(s)” list the city and state for which you would like the current weather conditions displayed.

Default Location(s)	Path:
	Madison, WI Toronto, Canada 53536

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4. You will need to register for a weather XML feed. Use the link to the right of the “licenseKey” and “partnerID” field to do this. Then, fill in these two fields.

licenseKey	<input type="text"/>
partnerId	<input type="text"/>

5. Click “save.” The current weather conditions for the chosen location(s) is displayed.



    Here are the current weather conditions.

- Madison, WI** 
Mostly Cloudy
45°F
- Toronto, Canada** 
Cloudy
41°F
- Evansville, WI (53536)** 
Mostly Cloudy
46°F

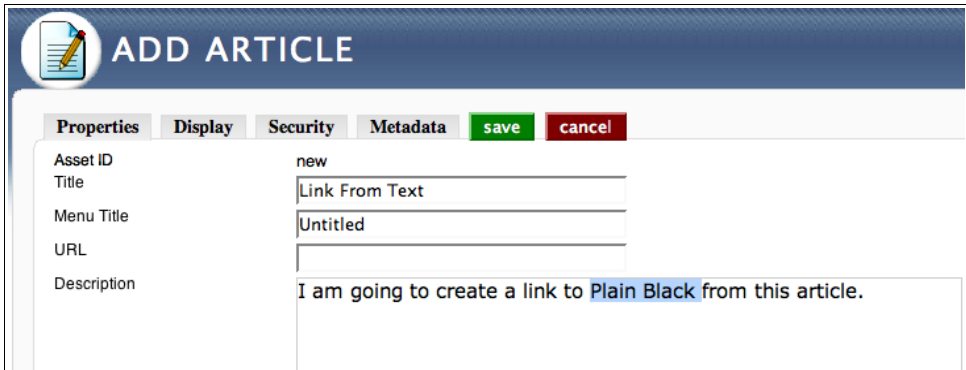
You must register with a weather service before this asset will work. A link is provided in the Weather Data add/edit screen to help you do this.

Add Links Using the Rich Text Editor

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



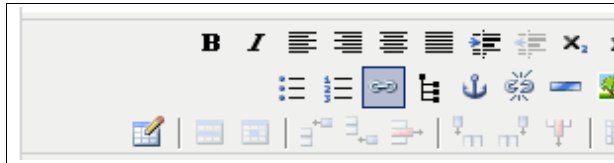
1. Click on the “Edit” tab of the toolbar for the asset in which you would like to include the link. If you are creating a new asset, such as an article, click on that asset in the New Content menu. The add/edit screen for the asset will open. Text will be displayed in the “Description” field.



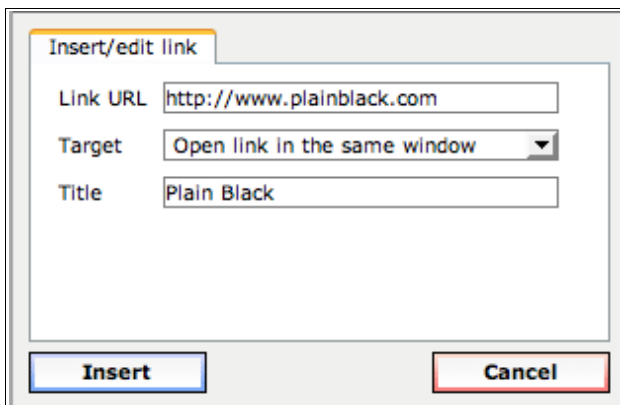
2. Highlight the word from which you would like to link.
3. In the light gray shaded area at the bottom of the screen are

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a number of icons. This is the Rich Text Editor. Hovering your mouse over each icon will reveal its purpose. Locate the “Insert/edit link” icon. It resembles a chain link.



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



5. Enter the title of the website being linked to in the “Title” field.
6. Click on “Insert.” The text you originally highlighted will now be highlighted in blue and underlined, indicating that a link has been placed there.

Description	I am going to create a link to Plain Black from this article.
-------------	---

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7. Click “save” at the top of the screen.

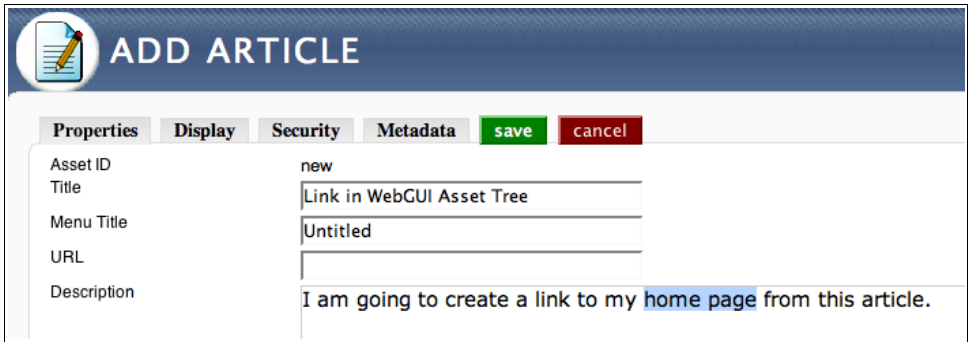
When you return to the site you will see your linked text in the body of the asset.



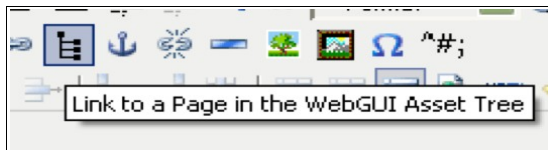
Link to Pages in the WebGUI Asset Tree

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

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



3. In the light gray shaded area at the bottom of the screen are a number of icons. This is the Rich Text Editor. Hovering your mouse over each icon will reveal its purpose.



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4. Locate the “Link to a Page in the WebGUI Asset Tree” icon. A window will open revealing all the pages in the WebGUI Asset Tree to which a link can be created.
5. Use the crumbtrail navigation at the top of the Pages field to locate the asset to which you would like to link. Then, click the [Select] link next to that asset. You will see the asset's URL automatically fill in the URL field at the top of the window.

Insert A Link

URL:

Target:

Pages

Root

[Select] Import

[Select] Home

[Select] Media

[Select] Tempspace

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

Description	I am going to create a link to my home page from this article.
-------------	--

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

Add Images

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

The Image asset is disabled by default. You can use File Pile instead, or ask your site administrator to enable this asset.

1. Use the Image asset in the New Content menu of the Admin Bar. This allows a single image to be uploaded and displayed on your site. This is useful when you want to display a single image at its full size. This asset will allow you to edit the image and resize it within WebGUI.
2. Add an image to an article using the Rich Text Editor. This allows you to manage a single image and add text around it, much like you would in a word processing program. This is the most common way to add an image to your site for illustration purposes in an article. However, you must resize the image file before uploading, as the drag mechanism used will only resize the display size, not the file size.
3. Upload many images to your site using File Pile. This allows many files to be uploaded at once, and is also useful if you are placing many files on your site for users to download. By default, images uploaded in this manner are displayed on the page at their full size.
4. The Gallery asset. You can learn more about Gallery in the *WebGUI Content Managers Guide*.

Use the Image Asset

Upload a single image to your web page.

1. Choose the “Image” asset from the New Content menu of

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the Admin Bar.


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

The screenshot shows the 'EDIT IMAGE' web interface. The header is dark blue with a 'FILE' icon and the text 'EDIT IMAGE'. Below the header are tabs for 'Properties', 'Display', 'Security', and 'Metadata'. To the right of the tabs are 'save' and 'cancel' buttons. The 'Properties' tab is active, showing a form with the following fields:

- Asset ID: new
- Title: Untitled
- Menu Title: Untitled
- URL: (empty)
- New file to upload: (empty) with 'Browse...' and 'remove' buttons
- Thumbnail Size: 50
- Parameters: style="border-style:none;"

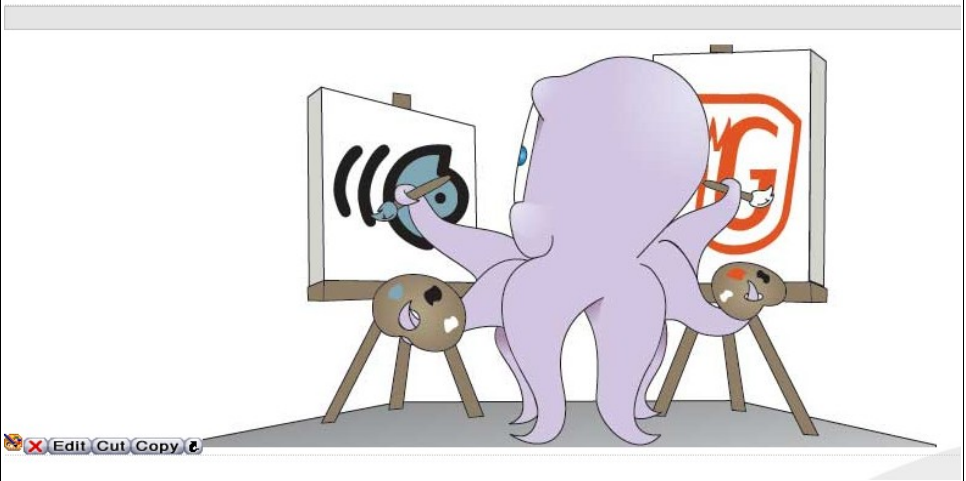
3. In the box labeled “Title,” enter a title for your image.
4. Next, go down three boxes to “New file to upload,” and click on “Browse” to locate your image file on your computer. A new screen will appear titled “File Upload.”
5. Locate your image file on your computer, open it, and upload it.
6. You will be returned to the “Edit Image” screen, and will now see your image file name in the “New file to upload” box.

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New file to upload	 /Users/kristi/Desktop/images/design.jpg	<input type="button" value="Browse..."/>	<input type="button" value="remove"/>
Thumbnail Size	<input type="text" value="50"/>		

7. Click “save” and your image will be uploaded to the site.

Pluggable By Design - With WebGUI 7 you have many plug-in points to add your own functionality. And best of all, the API is stable years from now and survive all upgrades.



Click Edit on the image's asset toolbar to edit its settings or resize the image.

Resize Images

1. Click “Edit” on the image's asset toolbar. This will open the “Edit Image” screen.
2. Click on the “Resize image” link located at the far right hand side of the screen.
3. Enter a new width and height for your image.

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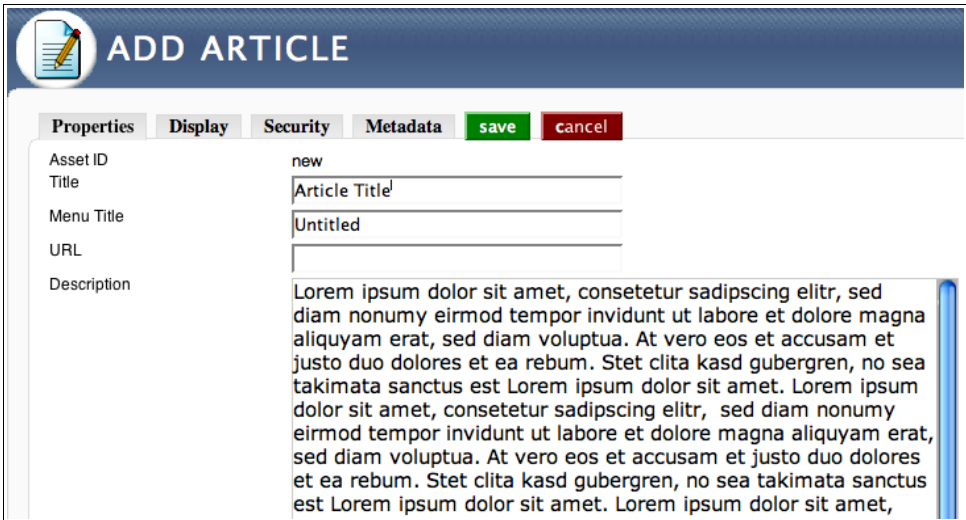
4. Click “save”; your image will be displayed at its new size.
5. Click on the “edit image” link on the far right hand side of the screen to return to the “Edit Image” screen.
6. Click “save” again. Your image is now resized on the web page.

Use the Rich Text Editor

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

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

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ADD ARTICLE

Properties Display Security Metadata save cancel

Asset ID new

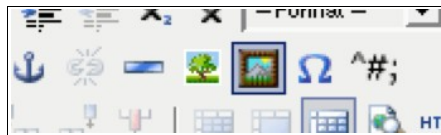
Title Article Title

Menu Title Untitled

URL

Description Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet,

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



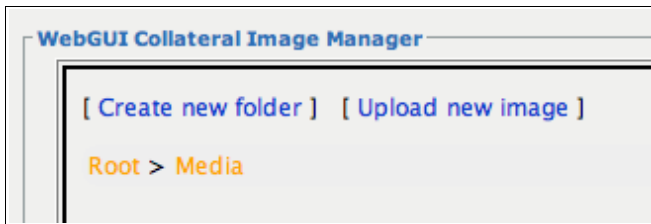
5. To insert your image, click on the “Insert WebGUI image” icon located in the second row. This icon resembles a picture with a frame around it.

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6. A new screen will appear titled “WebGUI Collateral Image Manager.”

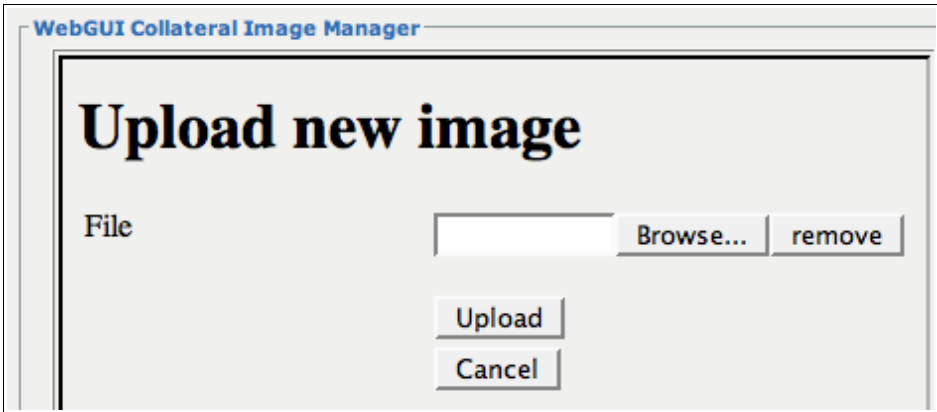


7. You will see a link highlighted in blue at the top named “[Media]”. Click on this link. From here, you have two new links highlighted in blue: Create new folder, and Upload new image.



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

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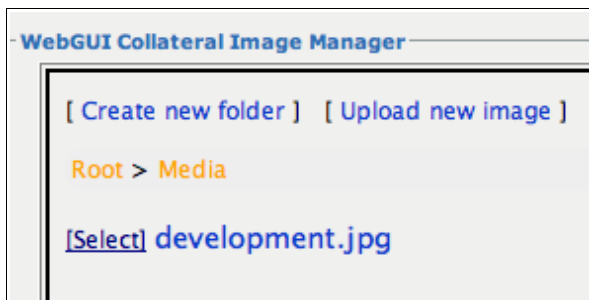
10. Click on the “Browse” button to locate and select an image file from your computer.

Make sure you have previously given your images easily recognized names.

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

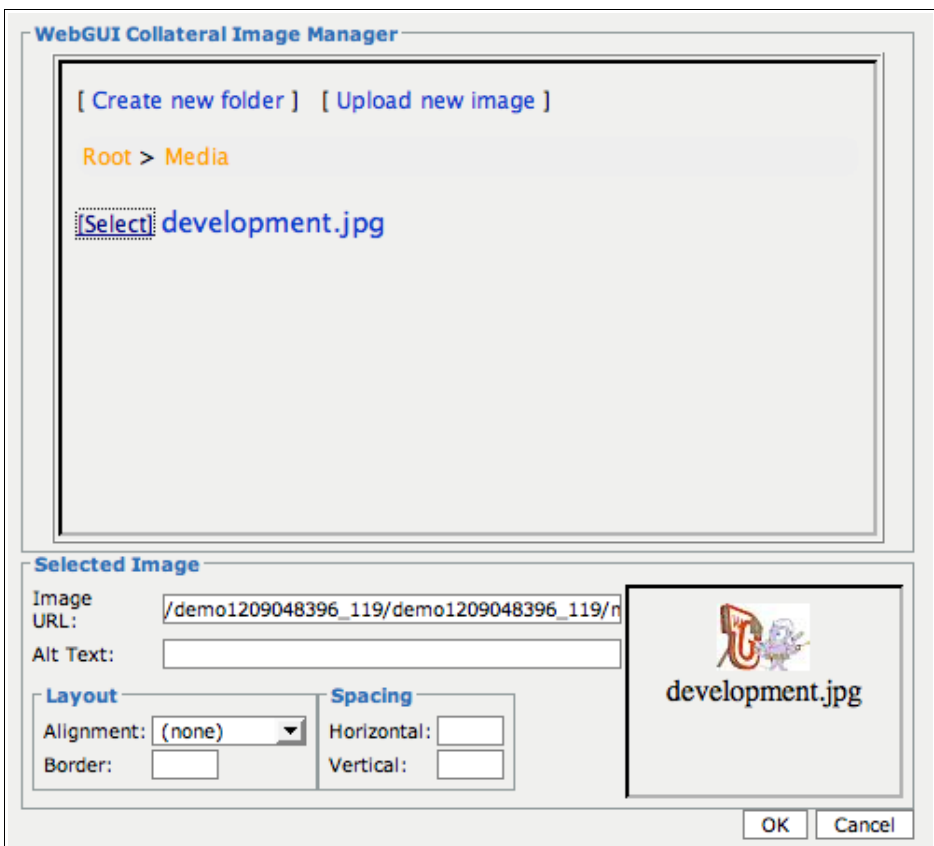
12. Click “Open,” and you will see the image file name appear in the file box of the upload new image window.

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



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14. You will see the image file name appear in the “WebGUI Collateral Image” window with “[Select]” next to it. Click on the [Select] link of the image you wish to place in your article.
15. An image URL will automatically appear in the “Image URL” box, and your image will appear in the image manager located in the lower right hand corner.



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16. In the layout area of the window you can select where you would like your image to appear in relation to the text in the article.
17. Click “OK” and your image will be inserted into the “Description” field of the “Add Article” window.



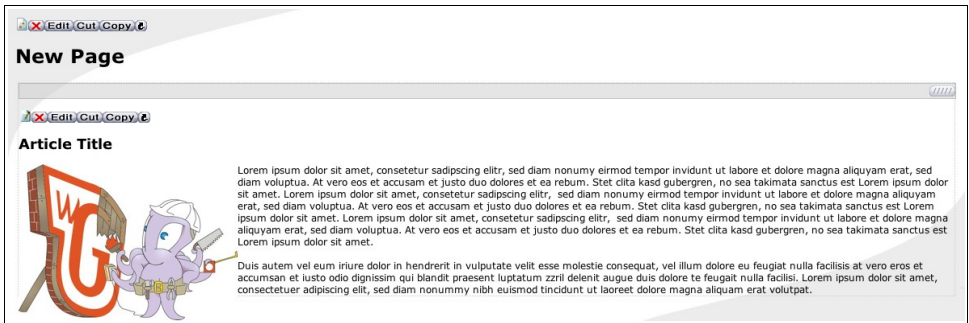
18. Resize your image by clicking on the image, placing your mouse in a corner and dragging it to the desired size, just as you would in a word processing program. This will resize the

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image for display purposes only; it does not permanently resize the image.

19. Add additional text if you wish.

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



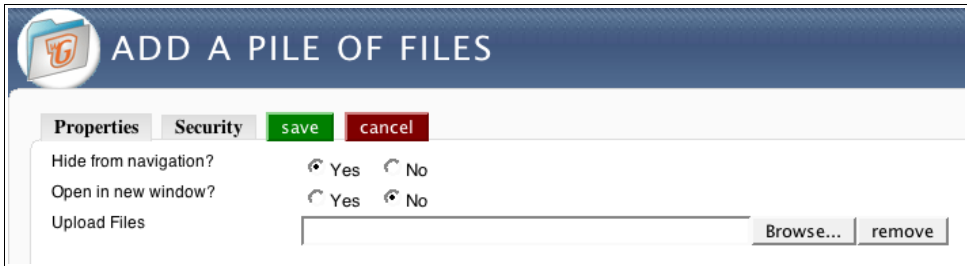
Use File Pile

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

To upload an image(s) using File Pile:

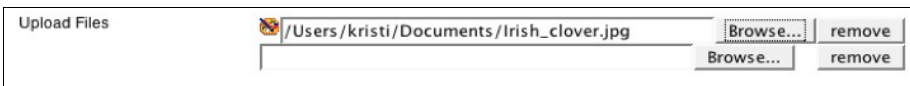
1. Click on File Pile in the New Content menu of the Admin Bar.
2. A screen titled “Add a Pile of Files” will appear.

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3. On the screen you will see a box labeled “Upload Files.” Click on “Browse” next to this box to locate the image or file you would like to upload.
4. Locate the file/image on your computer.
5. Highlight the file name.
6. Click “Open.”
7. You will see the file name appear in the “Upload File” box. You will also see a new box appear from which to upload another file.

Consider creating Folder assets to help organize your files. Once you add a folder to the site, File Pile is used to populate the folder.



8. Click on “Browse” again, and continue until you have uploaded as many files/images as you would like to post on your website.
9. When you have uploaded all the files you need, click on “save” at the top of the screen.
10. All of the images you uploaded will now appear on your

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web page. By default, images uploaded in this way are displayed at their full size on the page.

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

Asset Manager

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

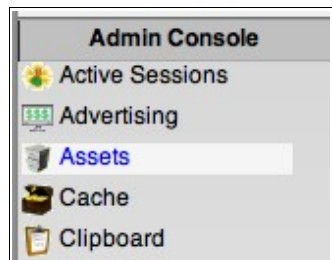
- **Inline Editing:** content managers view the page as it exists while editing content. This is the default view in Admin mode.
- **Asset Manager:** works similar to an operating system’s file manager.

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

Asset Manager Layout

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

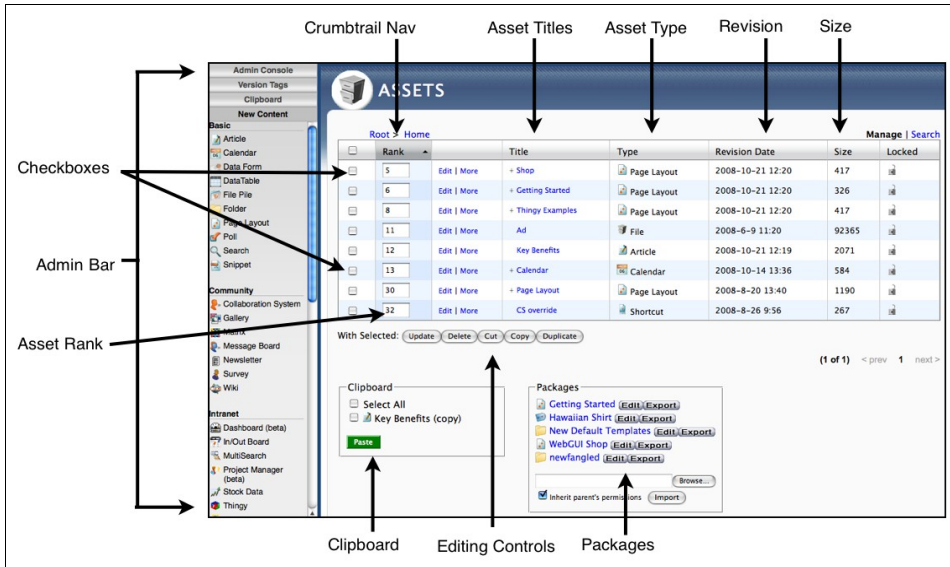
The Asset Manager is accessed from the inline editing view by clicking on the “Assets” icon located in the Admin Console on the left side of the screen.



The Asset Manager displays assets in a tree format, similar to a family tree. In the upper left hand corner is a crumbtrail navigation.

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The asset to the far right hand side of this navigation, in this example Home, is the parent page of the assets being displayed on the screen. So, in this example, all assets that are children of the homepage are displayed on the screen.



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

The asset manager is paginated (25 assets per page). Links are available in the lower right hand corner to navigate between pages.

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it contains.

- **Asset Type:** this indicates what type of asset is on the page; whether it is an article, page layout, navigation, or some other type of asset.
- **Revision:** indicates the last date on which the asset was edited.
- **Size:** indicates the size of each asset in either bytes (B) or kilobytes (kb).
- **Checkboxes:** check the checkbox(es) of the asset(s) you wish to manage with the editing controls.
- **Asset Rank:** the higher the rank, the higher that asset appears in the navigation or asset tree. To change an asset's rank, simply type in the new desired rank number in the corresponding rank box. Then, click the Update button in the row of editing controls.
- **Editing Controls:** similar to the functions found in the asset toolbar of the inline editing mode. See the section on Editing Controls in this chapter.
- **Clipboard:** contains items that can be pasted to the site.
- **Packages:** these are packages of assets that may be exported as a wgpkg file for use on another WebGUI site, or selected and pasted for use in this WebGUI site. Inside the packages field is a checkbox which allows you to indicate whether or not you want assets in the package to inherit permissions from its parent asset.
- **Locked:** on the far right hand side of the screen is a column

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displaying padlock icons. This indicates if the asset is locked for editing. If it is locked, the padlock asset will appear gold in color and be a closed padlock. If locked, the asset cannot be edited until it is committed for live publication, or deleted.

Reorder Assets

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

Change Navigation Rank

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

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

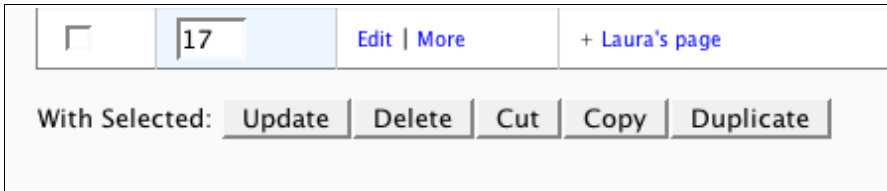
	Rank ▲		Title
<input type="checkbox"/>	<input type="text" value="3"/>	Edit More	+ Thingy Examples
<input type="checkbox"/>	<input type="text" value="4"/>	Edit More	+ Getting Started
<input type="checkbox"/>	<input type="text" value="5"/>	Edit More	+ What should you do next?

- Enter the new rank value in the Rank checkbox.
- Click the Update button in the row of editing controls below

the list of assets.

Editing Controls

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



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

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

Delete: throws the item in the trash.

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

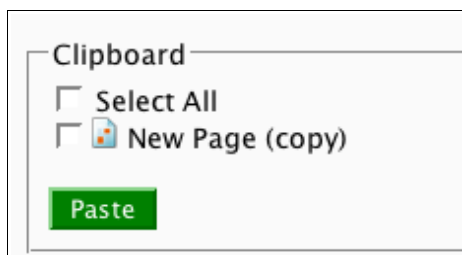
Copy: places a copy of an item to be placed on the clipboard and used elsewhere on the site.

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

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bottom of the list of child assets in the Asset Manager.

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



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

The pasted item will appear at the bottom of the child assets with (copy) added to the end of the title to indicate that this is the item pasted from the clipboard (New Page (copy)).

<input type="checkbox"/>	8	Edit More	Track IT Equipment	 Thingy
<input type="checkbox"/>	9	Edit More	New Thingy	 Thingy
<input type="checkbox"/>	11	Edit More	New Page (copy)	 Page Layout

With Selected: [Update](#) [Delete](#) [Cut](#) [Copy](#) [Duplicate](#)

Assets in the Asset Manager can also be edited by clicking on the Edit link next to the asset title. This performs the same as clicking on the Edit button of the asset toolbar in the inline editing view.

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[Edit](#) | [More](#) + [Getting Started](#)

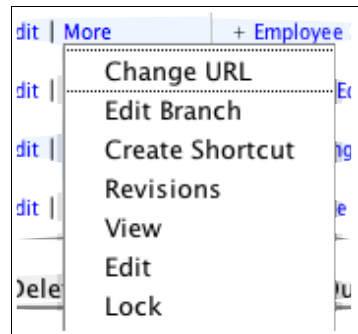
After clicking on the Edit link, the edit screen of the asset opens.



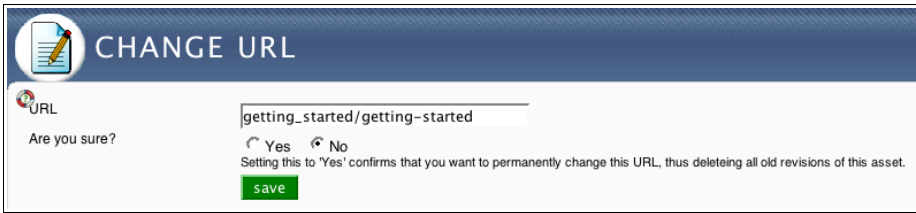
From here, asset properties can be managed, just as they were when the asset was created.

Clicking on the More link next to the asset title operates in a similar fashion to clicking on the class icon of the asset toolbar in the inline editing view.

Change URL: opens the Change URL screen, from which a new URL for the asset can be entered. Doing so will remove all previous versions of this asset, so it will not be possible to rollback to a previous version, as none will exist.

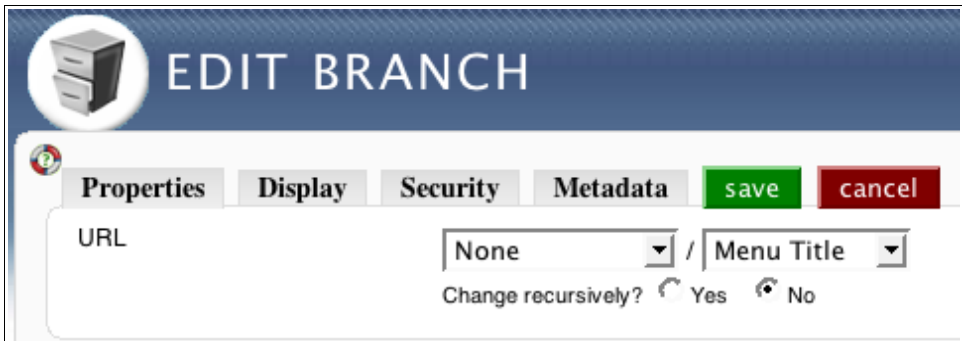


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Edit Branch: opens the Edit Branch screen. From here you can update content recursively throughout the site. For example, security options can be changed for entire branches of the site at once.

To make a change in the Edit Branch screen, alter the field you wish to change, then set the “Change recursively?” toggle to Yes. If the toggle is left at No, nothing will be changed.

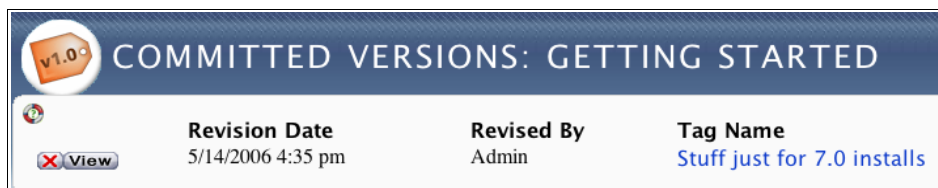


Create Shortcut: by clicking on “Create Shortcut,” a shortcut for the asset is created, similar to if you clicked on the arrow icon of the asset toolbar in the inline editing view. The shortcut will be placed in the clipboard for placement elsewhere on the site.

Revisions: opens the Committed Versions screen for that asset. On this screen you see all the committed version tags in which this

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asset was edited.



Revision Date	Revised By	Tag Name
5/14/2006 4:35 pm	Admin	Stuff just for 7.0 installs

View: View simply takes you to the inline editing view of the asset page.

Lock: this locks the asset without actually editing it. By doing so, this asset can be edited outside of WebGUI without fear of others trying to alter it. It will become unlocked when its version tag is committed. If an asset is locked, you will notice the lock icon changes from a light gray open lock to a gold closed lock.



Clicking on the lock reveals the Committed Versions screen for that asset, where you can view all the asset revisions, just as you can by clicking on “Revisions” in the More menu in the Asset Manager, or as you would by clicking on the lock icon in the inline editing view.

Search Function

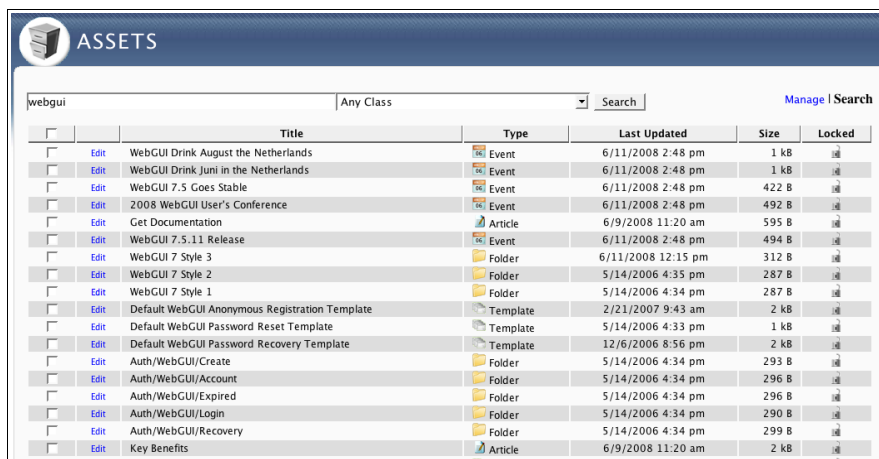
In the top right hand corner of the Asset Manager are two links:



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

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



The screenshot shows the ASSETS search interface. At the top, there is a search bar with the text 'webgui' and a dropdown menu set to 'Any Class'. To the right of the search bar are links for 'Manage' and 'Search'. Below the search bar is a table of search results. The table has columns for 'Title', 'Type', 'Last Updated', 'Size', and 'Locked'. Each row includes a checkbox and an 'Edit' link. The results list various assets such as 'WebGUI Drink August the Netherlands', 'WebGUI 7.5 Goes Stable', '2008 WebGUI User's Conference', 'Get Documentation', 'WebGUI 7.5.11 Release', 'WebGUI 7 Style 3', 'WebGUI 7 Style 2', 'WebGUI 7 Style 1', 'Default WebGUI Anonymous Registration Template', 'Default WebGUI Password Reset Template', 'Default WebGUI Password Recovery Template', 'Auth/WebGUI/Create', 'Auth/WebGUI/Account', 'Auth/WebGUI/Expired', 'Auth/WebGUI/Login', 'Auth/WebGUI/Recovery', and 'Key Benefits'.

<input type="checkbox"/>	Edit	Title	Type	Last Updated	Size	Locked
<input type="checkbox"/>	Edit	WebGUI Drink August the Netherlands	Event	6/11/2008 2:48 pm	1 kB	<input type="checkbox"/>
<input type="checkbox"/>	Edit	WebGUI Drink Juni in the Netherlands	Event	6/11/2008 2:48 pm	1 kB	<input type="checkbox"/>
<input type="checkbox"/>	Edit	WebGUI 7.5 Goes Stable	Event	6/11/2008 2:48 pm	422 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	2008 WebGUI User's Conference	Event	6/11/2008 2:48 pm	492 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Get Documentation	Article	6/9/2008 11:20 am	595 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	WebGUI 7.5.11 Release	Event	6/11/2008 2:48 pm	494 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	WebGUI 7 Style 3	Folder	6/11/2008 12:15 pm	312 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	WebGUI 7 Style 2	Folder	5/14/2006 4:35 pm	287 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	WebGUI 7 Style 1	Folder	5/14/2006 4:34 pm	287 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Default WebGUI Anonymous Registration Template	Template	2/21/2007 9:43 am	2 kB	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Default WebGUI Password Reset Template	Template	5/14/2006 4:33 pm	1 kB	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Default WebGUI Password Recovery Template	Template	12/6/2006 8:56 pm	2 kB	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Auth/WebGUI/Create	Folder	5/14/2006 4:34 pm	293 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Auth/WebGUI/Account	Folder	5/14/2006 4:34 pm	296 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Auth/WebGUI/Expired	Folder	5/14/2006 4:34 pm	296 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Auth/WebGUI/Login	Folder	5/14/2006 4:34 pm	290 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Auth/WebGUI/Recovery	Folder	5/14/2006 4:34 pm	299 B	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Key Benefits	Article	6/9/2008 11:20 am	2 kB	<input type="checkbox"/>

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

Trash

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

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

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

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

By default, WebGUI purges the trash after 30 days. Your system administrator can override this setting to store trash indefinitely.

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