
eQuercus v1.21

Website and content management

User Manual

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Introduction

1.1 Foreword

eQuercus is composed of the following two products:

- “eQuercus - Website and content management”;
- “eQuercus - Library”.

This manual covers “eQuercus - Website and content management”. For “eQuercus - Library” see the related document.

1.2 Terms used

The important terms used in this manual along with their meanings are listed below:

- *eQuercus*: indicates the “eQuercus - Website and content management” product;
- *library*: indicates the “eQuercus - Library” product;
- *site*: indicates the website managed by eQuercus.

1.3 Before starting

To use eQuercus you must install the product as described in the installation manual.

1.4 Minimum requirements

eQuercus is executed using an Internet browser. It is not necessary to install any programs on your computer. Browsers compatible with this product are:

- Microsoft Internet Explorer 5.0 or higher;
- Netscape Navigator 6.0 or higher.

If you want to use an “HTML Document” content type, which uses an HTML WYSIWYG (What You See Is What You Get) editor, you must use a Microsoft Internet Explorer 5.5+ browser on a Microsoft operating system.

1.5 Description and contents

Most web sites are structured in a hierarchical format. This structure determines the site navigation menu, where every structure node is represented by a menu entry. The menu can be composed of various levels and each sublevel is connected to a parent level. First level menus are also submenus of the site root. Individual menu entries are connected to the pages where the specific content is displayed. If you analyze the pages of a site, you can see that the contents change while the navigation menu remains the same. In some cases, the menu entry which identifies the active content is represented differently, letting the user become oriented inside the navigation structure.

If you look at the contents, you will see that they can be of numerous types: from simple text, without particular formatting, to more complex layouts containing various objects (texts, images, tables etc.) In addition, the contents can be represented individually or together in lists. Lists can display all the contents or only a part, for example, only the content title. In this case it will be the link, applied to the title, that is used to open the page for displaying the content in detail.

By reducing the above described mechanisms to a minimum it is possible to isolate the following components which govern a website:

- the navigation menu with its representation;
- the name of the page for representing the content/s;
- the representation layout and information present in the contents.

eQuercus is used to simply and quickly manage each individual component, thus making it possible to create and manage most structured websites. The basic concepts behind eQuercus are described below.

1.5.1 Basic concept

eQuercus is composed of two separate products: “eQuercus - Website and content management” and “eQuercus - Library”. “eQuercus - Website and content management” is used to manage the logical structure and contents of a site. The managed information is entered in a database. “eQuercus - Library”, instead, is a library of objects and functions to be used on the site dynamic pages. These functions make it possible to connect the menus and the contents present in the database to various site pages. So, the site pages only contain the graphic layout while the navigation menus and various contents are created dynamically. Simple sites can be created with a single ASP page.

1.5.2 Node concept

As you will see below, the site logical structure is composed of “nodes”, and each node represents an entry in the site navigation menu. The node contains the following fundamental information:

- the text and images which represent the menu entry in the various languages;
- if there are contents connected to the node, their type and number;
- the page for displaying the content and/or content list.

The node can be represented textually or graphically within the site. The web designer decides how to represent the navigation menu when constructing the site pages. The information related to menu entries, entered by the user, will be requested from the database via library functions and objects and designed as desired on the page.

A menu entry is generally connected by link to a page for representing a specific content. Using eQuercus you can decide when a node is entered the type of contents to connect to the node and on which page to represent them. There is a distinction between nodes that can contain only one content and nodes that can contain more than one content (lists). This difference makes it simpler to manage contents. In a node with only one content you must only specify the page for detail, while with a node with additional contents, both the page for the detail can be specified as well as the page for displaying the list. This mechanism offers a wide range of possibilities for representing contents.

1.5.3 Content type concept

The content type concept was introduced to eQuercus to allow complete management of contents. A content type can be composed of various information, which is then positioned and formatted on the page based in the web designer's preferences.

The product is supplied with two content types:

- **Text Document:** contains the title and subtitle fields, two images, a link with related description and a text box for inserting the content body.
- **HTML Document:** contains the title fields and a WYSIWYG (What You See Is What You Get) for editing the content in HTML format.

For sites where formatting is identical for all contents, it is preferable to use the “Text document” type. Instead, in cases where the contents are represented with different layouts, it is definitely more opportune to use the “HTML Document” type. This is a modular system, and with some background knowledge of JScript programming for ASP pages, it can be used **to create customized modules**. The procedure is described in the installation manual.

How to enter eQuercus

To enter eQuercus you need to open your Internet browser and type the following URL in the address bar: ***http://[yourdomain]/[admin]***, where ***[yourdomain]*** corresponds to the domain name of your site and ***[admin]*** corresponds to the subfolder containing the eQuercus management pages. The page for login is presented at the specified address, where the user name and password must be typed.

Important

The product is supplied with the following data:

User name: **administrator**

Password: **admin**

The password is case sensitive.

Note

For security reasons, it is advisable to change this information as soon as possible.

After selecting “Login” the system directs the browser to the “Structure management” page (for users belonging to the “Administrator” group) or to the “Content management” page (for users belonging to the “Editor” group). Users belonging to the “Administrator” group can enter either page at any time.

Configurations and general operations

Before you start to construct your site, it is necessary to configure some general configurations. There is a “Settings” link on the “Structure management” page which enables a configurations page with a list of all possible configurations/operations:

- user management;
- associating site pages to content types;
- configuring site languages;
- executing database backup;
- restoring database dated [*date of last modification*];
- compacting the database.

To change a configuration or execute an operation, click on the desired configuration/operation name.

Note

All of the pages described in this chapter are only accessible to users who are part of the “Administrator” group.

3.1 “User management” page

This page displays the list of all users enabled to work in eQuercus. Each line contains the name of the user, two text boxes for changing the password, a dropdown list for choosing the group, which indicates the access level and a control box used to eliminate the user. The last line in the table is used to enter a new user.

Select “Save” to save changes or “Cancel” to exit without saving.

Note

It is possible to make more than one change for various users before saving. “Delete” has precedence over other changes.

3.1.1 Changing a user password

To change a user password type the new password in the “Password” and “Confirm Password” text boxes. The password is case sensitive.

3.1.2 Changing a user access level

To change the access level associated with a user, use the “User group” dropdown list. Each user can be associated to a single security level. eQuercus contains the following access levels:

- *Administrator*: is the level which allows executing all operations;
- *Editor*: is the level which only allows managing contents.

Note

A user cannot change his/her access level during an active session. Only another user belonging to the “Administrator” group may do so.

3.1.3 Eliminating a user

To eliminate a user, enable the “Delete” control box.

Note

A user cannot eliminate himself/herself during an active session. Only another user belonging to the “Administrator” group may do so.

3.1.4 Adding a new user

To add a new user type the name in the text box on the last line of the table. Then type the password in the corresponding text boxes and select the access level.

3.2 “Associate the site pages to content types”

This page is very important for creating and managing a site. As previously described in the introduction, the site pages have the job of displaying a certain type of contents. For example, a site could have a content.asp page used to display “Text Document” type contents and contentHTML.asp page for displaying “HTML Document” Type contents. In this case, if you try to display a “HTML Document” type content on the content.asp page, problems could occur.

Consequently it is necessary to filter the available pages for each content type.

The boxes present on this page are described below.

- **Content type:** is the dropdown list containing the names of all the content types present in eQuercus. Select the content type to be changed.
- **Available pages:** this dropdown list lists all the ASP files present on the site that have not been assigned yet. To assign a page to a content type, select the page name and press the “>>” button between the “Available pages” and “Associated pages” box.
- **Associated pages:** this dropdown list lists all the files assigned to the selected content type. To disassociate a page from a content type, select the page name and press the “<<” button.
- **Default:** this button is used to specify the default page to be used when creating a new node.

Select “Save” to save the changes or “Cancel” to exit without saving.

3.3 “Language management” page

eQuercus is setup for managing sites containing up to five languages: English, Spanish, French, German and Italian. Use the control box related to the language in the *online* column to enable or disable a site language. Once a language is online it is possible to enter and edit the data related to the menus and contents for that language.

The “Default” option box is used to specify a default site language. The default language corresponds to the first language used for displaying the site and is also used as the first language for editing the contents.

Important

When a language is disabled, the data related to the language contents and menus remain in the system. It will no longer be possible to manage the information for that language until the language is enabled again.

3.4 “Database backup” command

This command makes a copy of the “eQuercus.mdb” database. The copy is made in the same folder where the database is located and the new file is called “eQuercus.bak”.

3.5 “Restore database dated [date of last backup]” command

This operation is only available if a backup operation has been previously carried out. After a confirm request, the operation copies the “eQuercus.bak” file in “eQuercus.mdb”.

3.6 “Compact database” command

This operation is only available if you are using OLEDB drivers. DSN connection does not allow this operation on Microsoft Access databases.

The operation compacts the database in order to reduce its size and improve performance.

Structure management

This chapter describes the functionality used to manage the site structure.

Note

All of the pages described in this chapter are only accessible to users who are part of the “**Administrator**” group.

4.1 “Structure management” page

This is the main page for accessing all the other pages described in this chapter. The page displays the structure of the entire site in hierarchical format and each line of the tree corresponds to a node. The node names may appear with a different color, which represents:

- **blue**: the node cannot contain contents;
- **red**: the node can contain one or more contents;
- **green**: the node contains an external link;
- **light blue, red and green** represent hidden nodes. A hidden node is not displayed on the site.

The following operations can be executed on this page:

- access the pages for managing contents;
- access the pages for configurations/general operations;
- change the password;
- logout;
- create first level nodes or subnodes to existing nodes;
- edit node information;
- change the position of the nodes;
- eliminate nodes;
- execute a site preview.

Note

The node name is private information used exclusively for management. The language used to identify nodes depends solely on the preferences of administrators.

4.1.1 “Content management” command

This main menu command, located on the upper right of the page, is used to access the page for managing contents. See chapter 5 – “Content management”.

4.1.2 “Settings” command

This main menu command is used to access the “Settings” page. See chapter 3 - “Configurations and general operations” for the description of the various configurations/general operations.


4.1.3 “Change password” command


This main menu command is used to access the “Change password” page. See chapter 4.5 - “Change Password page”.

4.1.4 “Logout” command

This main menu command is used to end the active session. After ending the session, the system will direct the browser to the home page.

4.1.5 Creating a new node

To add a first level node, click on the  button located in front of the site name, which is displayed in the structure heading

To add a subnode to an existing node, click on the  button located in front of the node name.

After clicking on the button, the system will direct the browser to the “Create node” page. For additional information see chapter 4.2 - “Create Node page”.



Notes

- i) After being entered, the new subnode will be positioned in the last place in relation to the existing subnodes.
- ii) The maximum number of subnodes directly connected to a node is 999.
- iii) There is no theoretical number of levels in the structure.

4.1.6 Editing node information


To edit node information, click on the name of the node to be edited. The system will open the “edit node” page. For additional information see chapter 4.4 - “Edit Node page”.

4.1.7 Changing the position of a node

To move a node within a group of “sibling” nodes (subnodes belonging to the same node), click on  (moves the node priority down) or  (moves the node priority up). These buttons are in the “Action” column located to the right of the structure.

The position of a node generally matches the position of menu entries within the site.

4.1.8 Eliminating a node, all its subnodes and related contents

To eliminate a node, all its subnodes and related contents, click on  located in the “Action” column. Before continuing with the elimination the system will ask for confirmation. Press on the OK button for the system to continue with the elimination of the specific nodes.

Note

Once the nodes are eliminated it will no longer be possible to recover the data. It is advisable to periodically backup data. See chapter 3.4 “Database backup command”.

4.1.9 Preview command

The preview button located on the lower right of the page, makes it possible to launch a second browser window where the site managed by eQuercus is displayed.

4.2 “Create node” page

This page is used to enter information about the node to be created. The page is divided into four sections:

- general node information;
- information on the graphic representation of the menu (Menu section, blue);
- information on content type (Content section, red);
- information on links (Link section, green).

4.2.1 General node information

The following boxes are present in this section:

- **Node name:** this box is used for typing the name of the new node. The name must be entered and must be an unambiguous name for the entire site structure.
- **The node is visible:** this control box is used to enable or disable node visibility. Invisible nodes are not represented on the site. The purpose of making nodes invisible is to be able to develop parts of the site and make them visible only when the entire job is completed.

Note

This box only appears if the parent node is visible, if not the words “The node is not visible” will appear.


4.2.2 Information on the graphic representation of the menu (Menu section, blue)

The fields described below are repeated for the active (online) languages.

- **Menu text:** this box is used to type the text used to represent the entries in the text menu. This information can be ignored if the site represents the menu entry with an image. However, it is opportune to use this information when developing a site as text alternative to the menu (ALT).
- **Normal menu image:** in this text box it is possible to type the path of the image type file used to represent the entry in the normal status of the graphic menu.
- **Active menu image:** in this text box it is possible to type the path of the image type file used to represent the entry in the active status of the graphic menu
- **MouseOver menu image:** in this text box it is possible to type the path of the image type file used to represent the entry in the mouseOver status of the graphic menu.

Note

The image address must be expressed as a path related to the site home directory. For example, if the images are entered in the site/images folder, the address must be typed in the following format: images/image.yyy where image.yyy represents the name of the file containing the image.

The  button, located at the side of the image type text box, opens the “Insert/Edit Image” page. This tool is very handy for selecting and adding images. For further information see chapter 4.3 - “Insert/Edit Image Dialogue”.

Conventions

- i) The library function `GetImageMenuNormal()` gets the value in the “Normal image menu” field. This function returns an empty string if the field does not contain a value.
- ii) The library function `GetImageMenuActive()` gets the value in the “Active image menu” field. If the field does not contain a value, the function returns the value in the “MouseOver Image menu” field. If this field does not contain a value, the function returns the value in the “Normal menu image” field.
- iii) The library function `GetImageMenuMouseOver()` gets the value in the “MouseOver image menu” field. If the field does not contain a value, the function returns the value in the “Active Image menu” field. If this field does not contain a value, the function returns the value in the “Normal menu image” field.

4.2.3 Information on content type (Content section, red)

This section is used to specify if there are contents connected to the node, their type and number. The boxes present in this section are described below:

- **Content type:** this dropdown list contains the following entries:
 - – *no content* - : the value indicates that the node does not have and will never be able to have connected contents. A node without contents can be used to represent descriptive information in the site menu. For example, a site contains the entry “Products” in the first level menu and the product categories are listed in the submenus. In this case the contents are present only in the various category nodes (subnodes of the “Products” node).
 - – *external link* -: the value indicates that the menu entry is an external link. When this value is selected, the “Link” section appears containing the “External Link” field. See the description in the “Link” section.

Note

An “external link” type node cannot contain contents or subnodes.

- *[Content type]*: based on the type of contents present in eQuercus, the related entries will be displayed. The eQuercus product is supplied with two preinstalled content types. When one of these entries is selected, the “Number of contents” box appears, while in the “Links” section, the “Page for detail” appears. The description of these two boxes is provided below.
- **Number of contents**: this dropdown list only appears if the content type is valid. It is possible to select from the following entries:
 - *One*: this value specifies that the node can only contain one content.
 - *Many*: this value specifies that the node can contain more than one content (list). When this entry is selected the box “Page for list” is displayed in the “Links” section.

Important

After a new node is entered it is no longer possible to edit the information present in the “Contents” section.

4.2.4 Information on links (Links section, green)

The nodes displayed in this section depend on the information set in the “Contents” section.

- **External link**: this text box only appears if the “Content type” box in the “Content” section contains the value “- external link -”. Type the external link in the box.
- **Page for detail**: this dropdown list only appears if the content type in the “Content type” box is valid. The entries in this box are equivalent to the site pages used for representing the selected content type.

Important

Before being able to select a page it is necessary to have assigned the desired content type to it. See chapter 3.2 - “Associate the site pages to content types page”.

- **Page for list**: this dropdown list only appears if the “Content type” and “Number of contents” boxes contain the values “[Content type]” and “Many” respectively. The entries in this box correspond to all the dynamic pages (ASP) present in the site home directory.
- **Frame target**: this dropdown list appears to the right of all the boxes described in this section. The entries indicate which frame the new page specified in the link will appear in. If the site pages are not composed of frames, the only useful entries are “None” or “New window”.

Important

The library function used to get an menu entry link is *GetNodeLink()*. In the event that the node contains more than one content, and both the page for detail and page for list have been set, the *GetNodeLink()* function gets the link to the page for the list. Instead, to learn the link to the page and for the detail, use the *GetNodeContentLink()* function.

4.2.5 Examples of possible node configurations for real situations

Node configuration examples for real situations are described in this chapter.


- **How to create a node to represent a site home page.**
 - Construct the “default.asp” page for entering the library functions representing the menu and “HTML Document” content type”.
 - Create a new “HOME” node name.
 - Set the entries in the “Menu” section based on your requirements.
 - In the “Content type” box, select “HTML Document”.
 - In the “Number of contents” box, select “One”.
 - Make sure you have associated the “default.asp” page to the “HTML Document” content type.
 - In the “Page for detail” box, select “default.asp”.
 - After entering the node, enter the home page content.

- **How to create a node for representing the last ten events displayed in a list.**
 - Construct the “detailed_list_text.asp” page for entering the library functions representing the menu and title, date and body fields for the first ten “Text document” type contents ordered by date.
 - Create the “EVENTS” node.
 - Set the entries in the “Menu” section based on your requirements.
 - In the “Content type” box, select “Text Document”.
 - In the “Number of contents” box, select “Many”.
 - In the “Page for detail” box, select “- no page -”.
 - In the “Page for list” box, select “detailed_list_text.asp”.
 - After entering the node enter the various events by filling in the title fields and content body.

- **How to create a node for representing a page for displaying detailed product information and a dropdown list for selecting a different product.**
 - Construct the “products.asp” page for entering library functions representing the menu, information related to “Text Document” type content and titles of the various node contents in a dropdown list box.
 - Create the “PRODUCTS” node.
 - Set the entries in the “Menu” section based on your requirements.
 - In the “Content type” box, select “Text Document”.
 - In the “Number of contents” box, select “Many”.
 - Make sure you have associated the “products.asp” page to the “Text Document” content type.
 - In the “Page for detail” box, select “products.asp”.
 - In the “Page for list” box, select “- no page -”.
 - After entering the node, enter the various products by filling in the fields.

- **How to create a node for representing a page for displaying a list of product names which are links connected to the page for viewing product details.**
 - Construct the “list_text.asp” page for entering library functions representing the menu and list of node contents. The list is composed of node content titles, which are links to product details.
 - Construct the “detailed_text.asp” page for entering library functions representing all the information containing in the “Text Document” type content.
 - Create the “PRODUCTS” node.
 - Set the entries in the “Menu” section based on your requirements.
 - In the “Content type” box, select “Text Document”.
 - In the “Number of contents” box, select “Many”.
 - In the “Page for detail” box, select “detailed_text.asp”.
 - In the “Frame target” box to the right of the “Page for detail” box, select “New window”.
 - In the “Page for list” box, select “list_text.asp”.
 - After entering the node, enter the various products by filling in the fields.

4.3 “Insert/Edit Image” dialogue

The page described in this section is a tool which makes it easier to select an image on the site. This tool can be enabled using the  button located to the side of the various image type boxes. By selecting “Insert” after having selected the desired image, the page closes and the address of the image is copied in the target box.

The following boxes are present on this page:

- **Search in:** this dropdown list contains the name of the main folder where the images and any subfolders are located. The name of the subfolder is set when installing eQuercus.
- **Name:** the dropdown list contains the files in the folder selected in the “Search in” field. By clicking on the name the image will be displayed in the upper left field and the path to the related home directory will be copied in the URL field. It is also possible to eliminate the images in this box by using the “Eliminate” link.
- **URL:** the text box contains the path related to the home directory of the selected image.
- **Browse and Upload:** these buttons are used to upload an image on the site. Select the image on your computer using the “Browse” button and send it using the “Upload” button.

Note:

It is necessary to specify the name of the folders containing images for the menu and contents when installing eQuercus.

Important

To use the “Upload” and “Eliminate” commands, the folder containing the images must have write access. Ask your provider if it offers this possibility.

If it is not possible to assign write access, you can use a normal FTP program for managing images (copy and eliminate). Another possibility for executing upload is to use components (COM). If your provider offers this possibility it is necessary to change the eQuercus code for uploading.

4.4 “Edit node” page

This page is used to edit information related to an existing node. There are a few differences compared to the “Create node” page which are described in this chapter. For the description of all the other boxes see chapter 4.2 – “Create Node page”.

The differences compared to “Create node”:

- The value specified in the “The node is visible” box propagates to all the subnodes.
- The information in the “Content” section cannot be edited.

4.5 “Change password” page

This page is used to change the password of a user during an active session. Type the old password in the password text box and the new password in the “New password” text box and in the “Confirm new password” text box. After selecting “Change” a page confirming the change will appear.

Content management

The functionality used for managing contents are described in this chapter.

Note

All eQuercus registered users can access the pages described in this chapter.

5.1 “Content management” page

This is the main page for accessing all the other pages described in this chapter. The page displays the structure of the entire site hierarchical format and each line of the tree corresponds to a node. The node names may appear with a different color which represents:

- **red**: the node can contain one or more contents;
- **light red**: the node is not visible and can contain one or more contents;
- **black**: the node cannot contain contents or the node is an external link.

The following operations can be executed on this page:

- access the pages for managing the structure (only Administrators);
- change the password;
- logout;
- create and edit contents;
- execute a site preview.

5.1.1 “Structure Management” command

This main menu command, located on the upper right of the page, is used to access the pages for managing the structure. The command only appears if the user belongs to the “Administrator” group. See chapter 4 - “Structure management”.

5.1.2 “Change password” command

This main menu command is used to access the “Change password” page. See chapter 4.5 – “Change Password page”.

5.1.3 “Logout” command

This main menu command is used to end the active session. After ending the session, the system will direct the browser to the home page.

5.1.4 How to create and edit contents connected to a node

Contents can only be added or edited for nodes created with a certain content type. As previously mentioned in chapter 4.2 – “Create Node page”, there is a difference between nodes with only one content and nodes with many contents. This difference determines which page will be opened after clicking on a node name. For nodes with only one content, the “Create/Edit content” page will open, for nodes with many contents the “Content list” page will open. The description of these pages can be found in the corresponding chapters.

5.1.5 Preview command

The preview button located on the lower right of the page, makes it possible to launch a second browser window where the site managed by eQuercus is displayed.

5.2 “Content list” page

This page displays the list of contents present in the node. The content name is information which is not related to the language and is only used for managing contents. The language selected for identifying content names is based on user preference only.

The following operations are possible on these pages:

- adding and editing contents;
- changing the position of contents;
- changing the names of contents;
- eliminating contents.



5.2.1 How to edit a content

Click on the content name to access the “Create/Edit content” page. For additional information see chapter 5.3 - “Create/Edit Content page”.

5.2.2 How to add a new content to the list

To add a new content type the content name in the text box located in the last line of the list and select “Add”. At this point the “Create/Edit content” page will open. For additional information see chapter 5.3 - “Create/Edit Content page”.

5.2.3 How to change the position of a content within the list

To change the position of a content within the list click on  (moves the content up) or  (moves the content down) located in the “Action” column.


Note

The order of contents on the site corresponds to the order on this page only if the order “by Priority” parameter in the `GetListOfContents()` library function is used.

5.2.4 How to change a content name

To change the descriptive name of a content, click on  located in the “Action” column. A dialogue is proposed where the new name can be typed.

5.2.5 How to eliminate a content from the list

To eliminate a content, click on  located in the “Action” column. Before continuing with the elimination the system will propose a confirmation dialogue. Press on the OK button for the system to continue with the elimination of the content for all languages.

5.3 “Create/Edit content” page

This page is for adding or editing content. The title of the page can be “Create content...” or “Edit content...”. This difference depends on whether the content exists or not for the specific language. The following boxes, texts and buttons are present on this page, no matter what the content type:

- **Content language selection** : this dropdown list is located on the upper right of the page. All active languages are listed.
- **Date of creation and last modification**: the texts are only present if the content has already been entered.
- **Title**: this text box identifies the content title. For “HTML Document” content types, this field only appears if the node has more than one content, because the “*title*” field is only used for representing titles in content lists. If the node only contains one content, the title can be entered and formatted in the HTML editor.

- ***Insert and Save button***: these buttons are for entering and updating the content in the specified language.
- ***Preview button***: this button is used to display the content before making it public.
- ***Delete button***: this button only appears if the content has been previously entered. It can be used to eliminate the content for the specified language.
- ***Cancel button***: this button is used to exit from the page without saving any modifications.

The other boxes depend on the content type used. The WYSIWYG editor functions as a normal HTML editor.