



v3.5
PROFESSIONAL
/ ENTERPRISE

Design Guide



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1 — Introduction To enVivo!CMS Classic

Thank you for purchasing enVivo!CMS Classic. enVivo!CMS Classic is a Web Content Management System for Active Server Pages (ASP), which allows you to manage website content easily and efficiently. Designated content contributors can update content without the need to understand web programming or HTML. The web designer can keep tight control over the “look and feel” of the site through design and layout while, at the same time, the web administrator can manage every aspect of the site from security clearance to generating reports.

WHY WEB CONTENT MANAGEMENT?

Traditionally, as the amount of information on a website increases, the ability to update it efficiently decreases because of the number of static HTML pages on the website. Static HTML pages typically need to be changed by a professional web developer or someone within the organization who has been specially trained in HTML.

With a Web Content Management System like enVivo!CMS Classic, clients or other members of your organization are empowered with the ability to make content changes to a website without necessitating constant requests to the web developer. By separating the site’s design from its content, key personnel can update the website without disrupting the site’s developer.

For example, if a product line changes each quarter, the sales coordinator can easily modify product descriptions and quickly publish them to the website. Meanwhile, the PR manager updates the content of the new product press release. In addition, all these changes can be managed through workflow capability. And, while all of this is going on, the web designer is updating the PR template to include pictures of the new products.

enVivo!CMS Classic also allows clients of the commercial web developer to make minor changes to their own website without the delay and disruption of relaying the new content. Clients are free to update and change the contents to their website without the delay of having to contact the commercial developer, then relay the desired change and then wait for it to happen. This frees up more time for the developer to focus on acquiring new customers and enVivo!CMS Classic lets the client collaborate with the developer in order to reduce development time.

HOW ENVIVO!CMS CLASSIC WORKS

Web content is managed by the “Web Content Manager” application that runs in the web browser. Visitors access your website as normal; however, a user ID and password is required to modify content with Web Content Manager. These are defined by the Web Administrator to allow or restrict access to tasks and functions in Web Content Manager. For example, a marketing assistant may have access to add and change content, but cannot publish the changes to the website without approval from a marketing vice



president, who has access to add, change, delete, and grant approval to immediately publish content to the website.

In addition to limiting access, logging in with a user ID and password acts as an electronic signature or 'fingerprint', allowing the Web Administrator to track who changed what and when.

Because Web Content Manager runs in your web browser you can change your websites content from any internet connected PC. No separate software needs to be installed on the PC.

You can create your site's layout using your favorite WYSIWYG HTML editor such as MS FrontPage, Macromedia Dreamweaver or Adobe GoLive. Then its just a matter of cutting and pasting your HTML into the enVivo!CMS Classic Web Content Manager to create Page Templates. You can even upload your page templates as ASP files.

WHAT'S NEW IN ENVIVO!CMS CLASSIC V3.5

- New Web Content Manager Interface
- Article Workflow
- Filtered Category Security
- New Rich Text Editor
- Improved Site Search Engine
- Improved Display API
- EnVivo Tag Generator
- Random Content Blocks
- Refined ASP Page Template support
- Optional Add Ons such as Dynamic DHTML Menus, Macromedia Flash Integration and Javascript Sitemap Tree. See the [enVivo!CMS Classic v3.5 Professional / Enterprise Add Ons Reference Guide](#) for more information.

WHO SHOULD READ THE ENVIVO!CMS CLASSIC DESIGN GUIDE

This guide is aimed at web developers who build and maintain websites, and in this guide, will be referred to as the Web Administrator. In using enVivo!CMS Classic, the Web Administrator will have overall control of who accesses various components of the website.

The Web Administrator should have comprehensive web development and HTML skills. It is helpful, but not required, to have a working knowledge of ASP.

ABOUT THE DESIGN GUIDE

This Design Guide is developed to give an in-depth review of all the capabilities and functionalities of enVivo!CMS Classic. For a quick overview of installation and configuration, refer to [enVivo!CMS Classic v3.5 Professional / Enterprise Quick Start Guide](#). For those who create content but do not have HTML knowledge, refer to the



[enVivo!CMS Classic v3.5 Professional / Enterprise Content Contributor's Guide](#) for a fast track into the ease and convenience of Web Content Management.

The Design Guide is divided into sections that give a detailed description and instructions for using each function. These sections have been laid out so you may follow step by step all features in an order that will progress you through the application. The Design Guide can also be used as a quick reference guide as you become more familiar with enVivo!CMS Classic.

It is recommended that you read through the [enVivo!CMS Classic Glossary Of Terms](#) before starting so as to become familiar with the terminology of enVivo!CMS Classic.

enVivo!CMS Classic comes with a sample website called enVivo!101 that can be used to learn about the features with enVivo!CMS Classic. To setup enVivo!101, refer to [8 — Tutorial Of enVivo!CMS Classic Using The enVivo!101 Sample Website](#) on page 12 in the enVivo!CMS Classic v3.5 Professional / Enterprise Quick Start Guide.

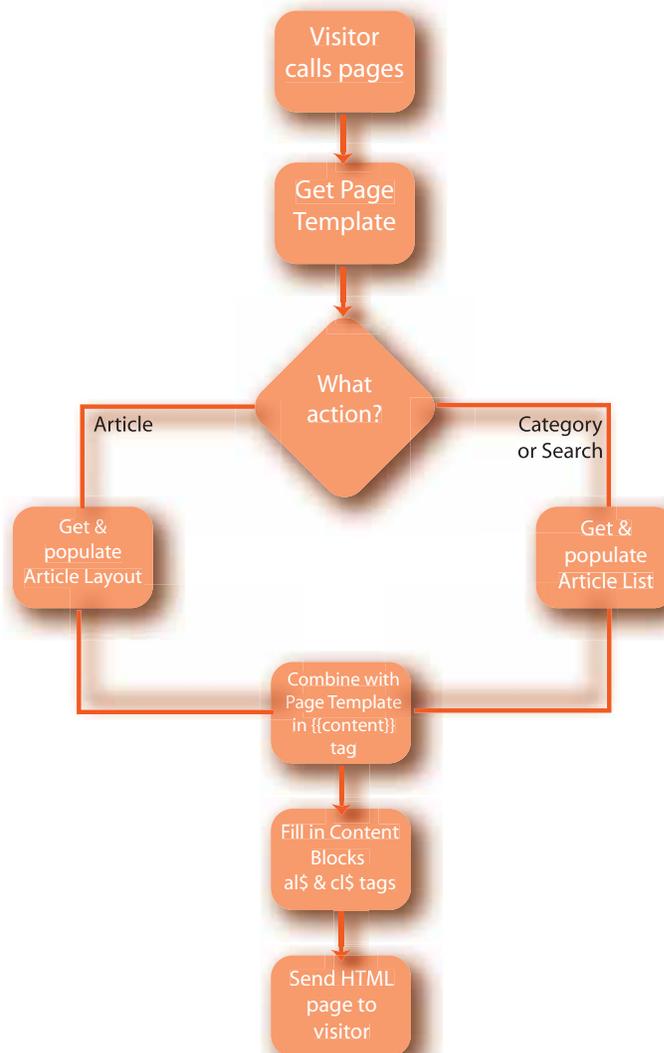
Further support for enVivo!CMS Classic outside this guide can be acquired from <http://www.envivosoft.com/support>.

2 — enVivo!CMS Classic Glossary Of Terms

enVivo!CMS Classic glossary of terms defines the objects used in enVivo!CMS Classic to create an easily adaptable website. Each term below is a definition of an activity or object found within the enVivo!CMS Classic interface.

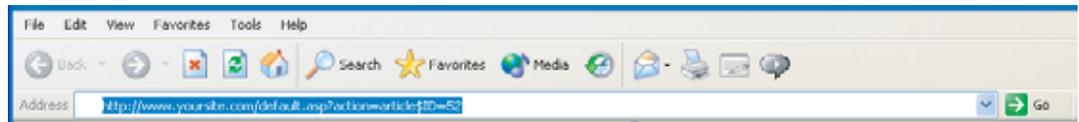
Action

A command given to enVivo!CMS Classic by a visitor to tell the site what content to display. If the action is “Category”, then a list of articles in a category will be displayed. If the action is “Article” then an article will be displayed. If the action is “Search” then a list of search results will be displayed.





You can see the action by looking at your browser. For example, when the visitor calls an article action, the following URL will appear in the browser address bar:



When viewing a category action, the following URL will appear:



Article

An Article is a page of content in your website. For example, in a Press Relations page of the website, an article may be a press release, a white paper, a price list, or a contact list.

Article Fields

Article Fields contain information used in the article for easier and more accurate insertion of information. This information can include who wrote the article `{{ $author }}`, the title of the article `{{ $title }}` or when the article is to be released to the website `{{ $startdate }}`.

There are a number of fields in an article. For complete a list of valid Article Fields, refer to [Input Fields](#), on page 101 of this Guide. Basic fields include:

- **Title:** A brief description of the content.
- **Abstract:** A 'teaser' for the article, appearing in an Article List as an extended description.
- **Article:** The body of the article.
- **Start date:** When the article is able to be viewed on the website
- **End date:** When the article will be removed from the website, but not deleted from the database.
- **Author:** Who created the content.

Article Layout Template

This is the HTML code defining the font, color, and general layout of a single article (i.e., Press Release) as well as which article fields will be shown when the article is shown on the public website using the article action. These include title, abstract, start date, end date, and author.

Article List Template

The HTML code defining the font, color, and general layout of a list of articles (i.e., most recent press releases) as well as which specific articles and their fields will be shown. For example, you can limit the content shown on the list to just the article titles and abstract, or include the entire content when calling the category action.

Category

This is the grouping of articles organized by theme or idea, allowing for consistent formatting (i.e., What's New). Similarly, you may create hierarchies of categories, essentially creating subcategories within subcategories.

For example, a company may have a category on their website called Press Relations. Contained within that could be a category called Latest News. Within the Latest News category, there could be have additional categories of Press Releases, articles from Trade Publications, Awards, White Papers, Conferences, etc.

A category also defines what templates will be used for the content contained within them.

Category List Template

The HTML code defining the font, color, and general layout of a list of categories. Category List Templates are ideal for creating dynamic menu navigation.

Check In Article

When a content contributor has finished editing an article, they submit the article to a publisher for review and publishing. This process is called "Checking In".

Check Out Article

Exclusive user access to a newly created article or editing an existing article. No other user has access until the content editor or publisher approves or discards it.

Content Block

A Content Block is a reusable snippet of HTML code appearing across the site (i.e., a Navigation Menu). When a single Content Block is updated, it will automatically implement a global change wherever that Content Block is used.

Discard Article

If a publisher is not happy with changes made to a checked in article, he/she can discard those changes and revert to the version of the article that is currently visible to website visitors.

EnVivo Tag

An EnVivo tag is a place holder in which dynamic content is placed. It is a command to allow enVivo!CMS Classic to place a field into an article or article layout template (e.g., author), a content block, a special variable, or actual content into the page template.

Certain tags can be used with certain objects. For example, the `{{content}}` tag can only be used in a page template whereas content blocks tags can be used anywhere.

Object

A collective term for components of enVivo!CMS Classic such as article, categories, templates, etc.

Page Template

A Page Template is a mostly complete HTML document, which defines the layout of an enVivo!CMS Classic website. Typically, this is created in your WYSIWYG HTML editor (MS FrontPage, Macromedia Dreamweaver, or Adobe GoLive). Cumulatively, the templates (Article Layout Template, Article List Template, Category List Template, and Page Templates) are combined dynamically to create a complete HTML document for visitors to see.

Rank

User-defined sorting of articles for the category action.

Shortcut

A fast, direct way to a specific part of your enVivo!CMS Classic website, as well as an effective way to organize the number and order of articles to display. For example, you may direct visitors to your latest news by creating a “News” shortcut. The entry point for your site would be *http://www.yoursite.com/news*.

Take Over Article

If a publisher wants to edit an article that has been checked out, he/she can “Take Over” the article. The article then becomes checked out in their name.

User Account

A person allowed to enter enVivo!CMS Classic Web Content Manager with a defined security access level. These levels are set by the designated Web Administrator.

Workflow

The process of collaboration between Web Content Manager users who edit, review and publish content by checking out, checking in and approving content.



adVice!

Multiple page templates can be generated for use with different categories so each can have its own distinct appearance.

3 — Web Content Manager’s Interface

You do not need to be a web expert in order to use Web Content Manager. Web Content Manager has been designed so any user can feel comfortable working within the application.

Web Content Manager is accessed through your web browser. If your website is:

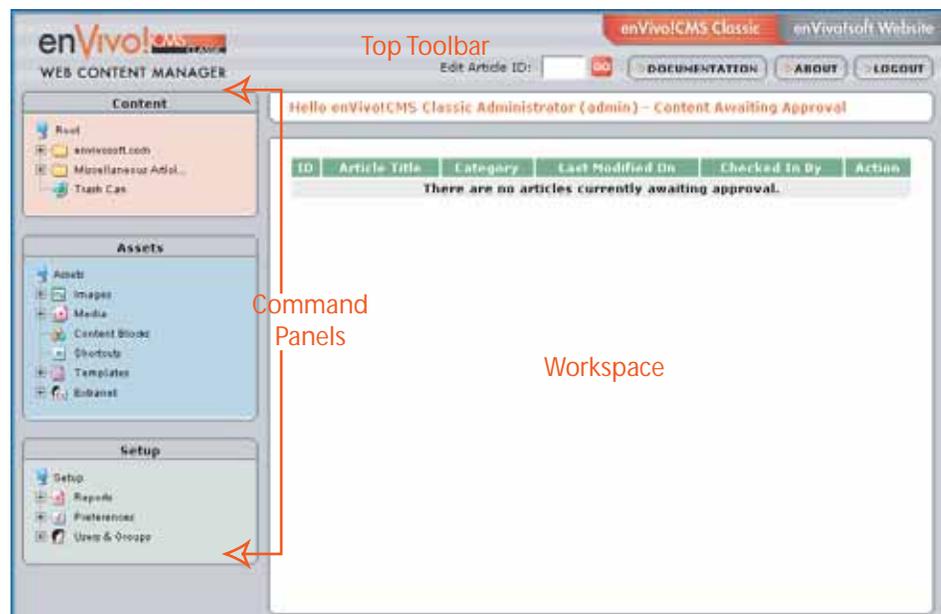
- *www.yoursite.com*

the Web Content Manager can be accessed through:

- *www.yoursite.com/envivocms.*

The Web Content Manager’s interface consists of three main areas. These are:

- Color-coded Command Panels,
- Workspace, and
- Top Toolbar.

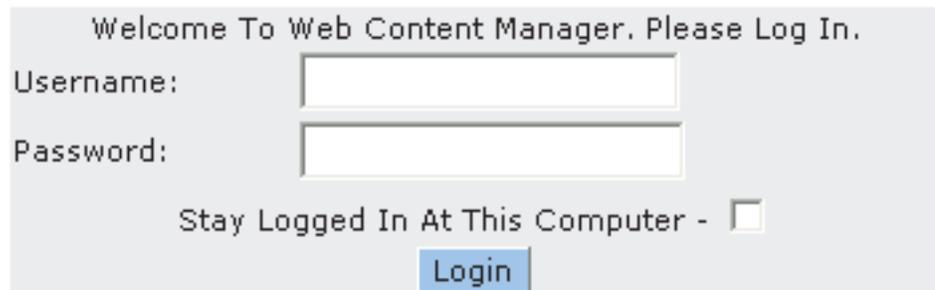


 **adVice!**

If you are logging in from a public PC such as an Internet cafe, do not check the Stay Logged In At This Computer box.

LOGIN

Once you have opened your web browser and entered the enVivo!CMS Classic URL, the Web Content Manager - Login screen will appear asking for Username and Password. You can stay logged in with your username and password at your computer by checking the Stay Logged In At This Computer box.



COMMAND PANELS

On the left side of the interface are user-friendly, command panels that display the three main features of enVivo!CMS Classic. These consist of:

- Content
- Assets, and
- Setup.

These panels allow the user to be easily directed to a specific folder or icon. Each item in these panels can be accessed for development or editing purposes depending on the user's security access.

Content

In the Content panel, the user can access Category and Article folders. From here, categories and articles can be created, edited, moved or deleted.



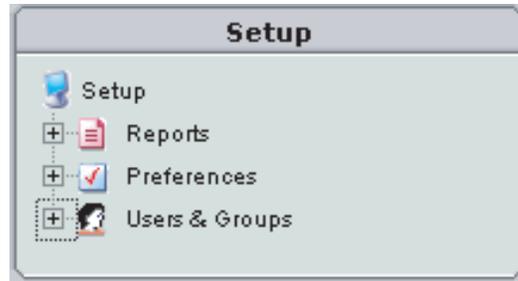
Assets

The Asset panel consists of icons that contain images and media that provide a 'library' of graphics. Also in the Asset Panel are content blocks, shortcuts, templates and extranet that simplify and standardize your website.



Setup

Within the Setup panel, enVivo!CMS Classic allows the Administrator to create reports, set preferences and set security levels, and manage individual user and group accounts.



WORKSPACE

enVivo!CMS Classic provides a large workspace where the user develops and maintains objects contained in the website. For example, the user can call up a list of articles, which will appear as a table in the workspace. When the user clicks on the edit button for a particular article, the workspace changes to the Edit Article page.

ENVIVO!CMS CLASSIC TOOLBAR

At the top of the screen, the user can access the enVivo!CMS Classic Documentation, About and Logout. The user can also easily jump to enVivo!CMS Classic support and the enVivo!soft website.

COMMAND BUTTONS

Within enVivo!CMS Classic are Command Buttons that allow the user with security access to perform many different commands such as edit, move, copy and make articles visible or invisible to website visitors. Below is a list of these Command Buttons and their definitions.

Check In Article - 	Currently Visible to Website Visitors - Click To Make Invisible 
Workflow - 	Currently Not Visible to Website Visitors - Click To Make Visible 
Edit - 	Delete - 
Move - 	Pending Article - 
Copy - 	Expired Article - 
Preview Live Version - 	



4 — Configuration Of enVivo!CMS Classic

enVivo!CMS Classic allows you to configure your system to suit the needs of developing and maintaining your website. For a quick overview of setting up configuration for enVivo!CMS Classic for a new installation, refer to the [enVivo!CMS Classic v3.5 Professional / Enterprise Quick Start Guide](#).

Changes to all necessary configurations to enVivo!CMS Classic once it is installed on your system can be made in the Setup Command Panel in Web Content Manager. Most configurations can be done in the enVivo!CMS Classic Web Content Manager under Preferences with the exception of DBTYPE, INSTANCE_ID and DBCONNECTIONSTRING, which must be configured by editing the inc_config.asp file located on your server in the envivocms/ subdirectory. Refer to [Accessing Your Config File](#) on page 24, [DBTYPE](#) on page 24 and [DBCONNECTIONSTRING](#) on page 24.

ENVIVO!CMS CLASSIC PREFERENCES

Preferences are grouped by settings. Each group affects different aspects of the appearance, locality in Internet space, and functionality. These can be edited by clicking on Preferences found within the Setup panel. Select a Preference item that you wish to edit. Then click the Edit button (found in the Action column) for the particular setting you wish to change. By inserting a new value for each setting, you can customize enVivo!CMS Classic to your needs.

Below is an example of the Preferences Email Setting For CONTACTUS_ADDRESS.

Edit Preferences For Setting: CONTACTUS_ADDRESS

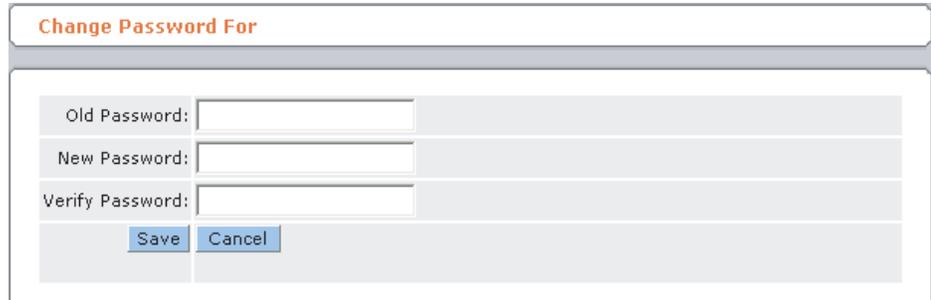
Description: The email address where emails from the Contact Us Emler are sent.

New Value:

Below each Preference group is listed along with their individual settings and description.

Change Password

Selecting Change Password will allow the user to change their password whenever necessary.



The screenshot shows a web form titled "Change Password For". It contains three input fields: "Old Password:", "New Password:", and "Verify Password:". Below the fields are two buttons: "Save" and "Cancel".

Email Settings

Email Settings define how email is sent by enVivo!CMS Classic.

 **adVice!**

It is a good idea to use a **CONTACTUS_SUBJECT** that keeps its relevancy to your site's visitor when the **RE:** prefix is added to your reply email. For example, your response would go back to the visitor as **RE: "Your Question"**.

 **note!**

The **MAILSERVER** component is ignored if your email component is **CDONTS**.

Setting	Description
CONTACTUS_ADDRESS	The email address where emails from the Contact Us Emler are sent.
CONTACTUS_NAME	The name of the recipient of emails from the Contact Us Emler.
CONTACTUS_SUBJECT	The subject of the Contact Us emails.
EMAILCOMPONENT	The Email component installed on your server. Valid settings are: <ul style="list-style-type: none"> • CDONTS: The default email component installed on Windows 2000 • CDOSYS: The default email component installed on Windows server 2003 • ASPEMAIL: By Persits (http://www.aspemail.com) • ASPMAIL: Free component by Server Objects (http://www.serverobjects.com) • ASPQMAIL: By Server Objects (http://www.serverobjects.com) • GEOCEL: ASP Form Mail component by Geocel (http://www.geocel.com) • JMAIL: Free component by Dimac (http://www.dimac.net).
EMAILER_BGCOLOR	The background color of the Contact Us and Tell A Friend Emlers.
MAILSERVER	The IP address or Name of your SMTP server.
TELLAFRIEND_SUBJECT	The Subject line of all emails sent using the Tell A Friend emler.



General Settings

General Settings describe the main Preferences for enVivo!CMS Classic.

Preferences: General Settings

Settings	Description
CSSFILE	The Cascading Style Sheet file used in your site. The file setting must be relative to the enVivo!cms Classic root directory, for example, "media/mycssfile.css". The settings will be loaded and your custom styles displayed in the Rich Text Editor.
CSSFILE_RTE	The Cascading Style Sheet file used to create the style menu in the Rich Text Editor.
DATEFORMAT	The format to display dates. Defines how to display dates to your site visitors. Valid options are: <ul style="list-style-type: none"> • General Date (e.g. 15/03/2003 13:26:45) • Long Date (e.g. 15 March 2003) • Short Date (e.g. 15/03/2003) • Long Time (e.g. 13:26:45) • Short Time (e.g. 13:26)
DEFAULTPAGETEMPLATE	The Page Template to use when no Page Template is found. Defines the page template to be used if a page template cannot be found for an article or category. This usually occurs when: <ul style="list-style-type: none"> • a page template is accidentally deleted for a Category, or • an invalid or unknown Article ID or Category ID is displayed.
ENVIRONMENT	The server operating system; valid settings are Windows or ChiliASP.
IMAGE_LIBRARY_LOCATION	The location of the Image Library relative to enVivo!CMS Classic root directory.
LOCALITYID	The code defining the International Settings for displaying dates. The LOCALITYID defines the international settings for your copy of enVivo!CMS Classic. Set the locality ID to the number corresponding to the country for which you want your site to follow. See Appendix A — Valid Locality IDs (LCIDs) on page 107 for a list of valid LCIDs. International settings in enVivo!CMS Classic are related to date formatting, where the short date, is: <ul style="list-style-type: none"> • DD/MM/YYYY or • MM/DD/YYYY.
MEDIA_LIBRARY_LOCATION	The location of the Media Library relative to enVivo!CMS Classic root directory.



note!

You must call your Cascading Style Sheet in your Page Templates to have your site display HTML as defined in your CSS file.

Preferences: General Settings

Settings	Description
PRINTPAGETEMPLATE	Defines the ID or filename for the page template to use when displaying printer friendly versions of your articles or categories using the <code>{{printerfriendlylink}}</code> tag. A printer friendly page template should have minimal graphics and a white background.
ROOT_CATEGORY	The category at the root of the category heirachy. Determines which category will serve as the root category in the category hierarchy.
SITENAME	The name of your site as used in the <code>{{sitename}}</code> tag. Controls what text is inserted into your site's page whenever the <code>{{sitename}}</code> EnVivo tag is used. This tag identifies your site in each HTML page as it is generated.



note!

If you are installing enVivo!CMS Classic for the first time in the blank database supplied, your first root category ID will automatically be set to 1.



adVice!

Your SITENAME text and placement of the tag into your site can increase your search engine rankings.



Home Page Settings

Home Page Settings define what your visitors see when they go directly to your home page; i.e., www.yoursite.com.



adVice!

When setting DEFAULTID, you may view the ID numbers of all Articles and Categories in the Web Content Manager. Refer to [Viewing Existing Categories on page 54](#) and [Viewing Existing Articles on page 62](#).

Settings	Description
DEFAULTACTION	<p>The home page action.</p> <p>Defines which action enVivo!CMS Classic should perform when someone initially visits your site by typing the site address in the browser. (Home page of the site). Valid actions are:</p> <ul style="list-style-type: none"> CATEGORY: Display a list of articles in a category ARTICLE: Display a particular article.
DEFAULTID	<p>The home page default ID based on DEFAULTACTION.</p> <p>Defines the ID to be selected and is determined by which DEFAULTACTION is selected. If Category is selected for the DEFAULTACTION, and the DEFAULTID 5 for the ID number, a list of articles in Category 5 will be displayed. If Article is selected for the DEFAULTACTION, and the DEFAULTID 5 for the ID number, article 5 will be displayed.</p>
DEFAULTLIMIT	<p>The number of articles to display if DEFAULTACTION is set to category.</p> <p>This will be ignored if set to Article. To show all articles, enter the number zero.</p>
DEFAULTORDER	<p>The order of articles on the home page when DEFAULTACTION is category.</p> <p>Sets the order in which your article list will be sorted if Category is the DEFAULTACTION, but will be ignored if set to Article. This can be any article field name.</p> <p>You may view a list of valid settings in Input Fields on page 101.</p>
DEFAULTSORT	<p>The sorting of articles on the home page if DEFAULTACTION is category.</p> <p>Determines how the articles are sorted if Category is the DEFAULTACTION, but will be ignored if set to Article.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> ASC for ascending, and DESC for descending.



License Settings

These settings are given to you by enVivo!soft and make enVivo!CMS Classic function correctly on your server.

Setting	Description
LICENSE_CERTIFICATE	The License Certificate issued by enVivo!soft for your License Key.
LICENSE_KEY	The License Key Issued by enVivo!soft.

Security Level Settings

Security level settings have five levels for administrators to determine accessibility to the various objects in enVivo!CMS Classic Web Content Manager. Set up correctly, accessibility can be customize based on needs and requirements of the site’s administrator and content contributors. These levels are:

- Security Level 1: Administrator
- Security Level 2: Site Designer
- Security Level 3: Content Editor
- Security Level 4: Content Contributor
- Security Level 5: User.

Security level settings are hierarchical and determine access the enVivo!CMS Classic Web Content Manager functions. If a user does not have access to a function, the menu option will not appear or an error message will be displayed. For example, if a security level setting for Categories is 1, then only the administrator can access this function. If the security level setting for Articles is 2, then only the administrator and site designer can access this function, and so on.

Users will be assigned a security level when their accounts are created. Refer to [User Accounts](#) on page 75 for more information.

Preferences: Security Level Settings

Setting	Description
SECLEVEL_ARTICLES	The minimum security level required to access Articles. Allows user access to add, view, and modify Articles, but does not allow user access to a particular Category of Articles or grant publishing rights to the user.
SECLEVEL_CATEGORIES	The minimum security level required to access Categories. Allows users access to add, view, modify, and delete Categories.
SECLEVEL_CONTENT_BLOCKS	The minimum security level required to access Content Blocks.

Preferences: Security Level Settings

Setting	Description
SECLEVEL_EMPTYARTICLE TRASHCAN	The minimum security level required to empty the Trash Can. Allows users with access to permanently remove articles from the enVivo!CMS Classic database.
SECLEVEL_IMAGES	The minimum security level required to access the Image Library. Allows users with access to manage image assets (i.e., upload, preview, and delete image files on the server).
SECLEVEL_MEDIA	The minimum security level required to access the Media Library. Allows users with access to manage media assets (i.e., upload, preview, and delete media files).
SECLEVEL_PUBLISHING	The minimum security level required to publish and unpublish articles. Allows users with access to publish and unpublish articles to the website.
SECLEVEL_REPORTS	The minimum security level required to access Reports.
SECLEVEL_SHORTCUTS	The minimum security level required to access Shortcuts. Allows users with access to add, delete, and modify enVivo!CMS shortcuts configured on your website.
SECLEVEL_TEMPLATES	The minimum security level required to access Templates. Controls access to Page Templates, Article List Templates, Article Layout Templates, and Category List Templates.
SECLEVEL_USERS	The minimum security level required to access User Accounts.
SECLEVEL_VIEWARTICLE TRASHCAN	The minimum security level required to view the contents of the Trash Can. Allows users with access to view and restore articles in the Article Trash Can.



adVice!

Web Content Manager users who approve content for the site should have a security level equal to or greater than **SECLEVEL_PUBLISHING**.



note!

Users who do not have publishing rights can not edit published articles.



adVice!

In general, all users should have access to view and restore articles from the Trash Can.

Site Search Settings

Site Search settings determine how search results will look.



note!

The Search button will appear on your web page wherever the `{{searchbutton}}` tag appears.



note!

The Search box will appear on your web page wherever the `{{searchfield}}` tag appears.

Setting	Description
SEARCHARTICLETEMPLATE	The Article List Template to use when displaying search results.
SEARCHBUTTONLABEL	The label that appears on the button when using the <code>{{searchbutton}}</code> tag. Determines the text appearing on the search button.
SEARCHFIELDLABEL	The label displayed next to the search field in the <code>{{searchfield}}</code> tag. Determines the text appearing next to the search box.
SEARCHFIELDSize	The size of the search field when using the <code>{{searchfield}}</code> tag. Determines the length of the actual search field when calling the <code>{{searchfield}}</code> tag or search field ASP function.
SEARCHHIGHLIGHT	The HTML before a keyword in search results. Determines what HTML is used to highlight keywords on the generated search page.
SEARCHHIGHLIGHT_END	The HTML after a keyword in search results. Defines the HTML that terminates the highlight of a keyword when displaying search results.
SEARCHPAGETEMPLATE	The Page Template to use when displaying search results.

Syndication Settings

Content Syndication Settings determine how articles are displayed when using the built-in Javascript Syndication.

Setting	Description
SITEURL	The URL of your site.
SYN_ARTICLEDEFAULT CATEGORY	The default category to be used with syn_articlelist.asp Javascript syndication. The ID number of the default category to use if an external site calls a list of articles from a category, but no category is selected.
SYN_ARTICLELIMIT	The number of articles to display when using syn_articlelist.asp Javascript syndication. Defines the maximum number of articles from the category to be displayed in the list.
SYN_ARTICLEORDER	The order of articles when using syn_articlelist.asp Javascript syndication. Determines the order of the articles to be displayed when syndicated to another site.
SYN_ARTICLESORT	The sort of articles when using syn_articlelist.asp Javascript syndication. Determines how to sort the articles to display when syndicated to another site. Valid options are: <ul style="list-style-type: none"> asc for ascending, or desc for descending.
SYN_CATLISTORDER	The order of categories when using syn_catlist.asp Javascript syndication. Defines the order in which the categories will be listed.



note!

The SYN_CATLISTORDER can be any valid Category field.



Extranet Settings

These settings allow for complete granular security over Extranet Users and what information they can access on your website. For more information, see [13 — Extranet](#) on page 91.:

Setting	Description
EXTRANET_AUTO_ENABLE	Automatically enables subscribers when they register. This overrides EXTRANET_REQUIRE_VALID_EMAIL.
EXTRANET_CONFIRMATION_EMAIL_LOCATION	The location of the confirmation email template when a new subscriber registers. This is a text file.
EXTRANET_ENABLE_FAIL_ARTICLEID	The article a subscriber will be taken to when an unknown subscriber verification takes place.
EXTRANET_ENABLE_SUCCESS_ARTICLEID	The article a subscriber will be taken to when they have successfully verified their email address.
EXTRANET_LOGIN_FAIL_ACTION	The action called when a subscriber does not successfully log in.
EXTRANET_LOGIN_FAIL_ID	The ID the visitor will be taken to when they have not successfully logged in.
EXTRANET_LOGIN_SUCCESS_ACTION	The action called when a subscriber successfully logs in.
EXTRANET_LOGIN_SUCCESS_ID	The ID the visitor will be taken to when they successfully log in.
EXTRANET_NOT_ALLOWED_ARTICLEID	The article ID a visitor will be taken to if they do not have permission to access that page.
EXTRANET_REGISTER_FAIL_ARTICLEID	The article a subscriber will be taken to when a subscriber registration fails.
EXTRANET_REGISTER_SUCCESS_ARTICLEID	The article a subscriber will be taken to when they have successfully registered.
EXTRANET_REQUIRE_VALID_EMAIL	Requires self registering subscribers to have a valid email address in order to enable their account.

! caution!

The inc_config.asp file must be uploaded to your site before new settings take effect.

💡 adVice!

Make a backup copy of the inc_config.asp file before making any changes. You will be able to restore settings from the backup should undesirable effects result.

! caution!

Do not use MS FrontPage to modify ASP files. It will destroy them.

ACCESSING YOUR CONFIG FILE

The inc_config.asp file, (referred to throughout this guide as “the config file”) is stored on the web server in the envivocms/ subdirectory.

To access the config file:

1. Download inc_config.asp file from the envivocms/ subdirectory to your server.
2. Open the file in a text editor such as Notepad.
3. Edit the setting requiring modification.
4. Upload the modified config file back to the web server.

DBTYPE

The DBTYPE defines which database you use to store your enVivo!CMS Classic data.

Valid options are:

- MSAccess
- MYSQL
- SQLSERVER

```
Const DBTYPE = "MSACCESS"
```

DBCONECTIONSTRING

DBCONECTIONSTRING defines the database connection string used to connect to the enVivo!CMS Classic database. There are several connection string options varying by the type of database as well as if you are using an ODBC Data Source Name (DSN).

enVivo!CMS Classic uses the MS Access 2000 file (enVivo!CMS.mdb) by default, using the following setting:

```
DBCONECTIONSTRING = "Provider=Microsoft.Jet.OLEDB.4.0;Data Source=c:\inetpub\wwwroot\envivocms\db.mdb;"
```

For additional assistance with connection strings for other database type go to www.able-consulting.com/ADO_Conn.htm or www.connectionstrings.com.

INSTANCE_ID

The INSTANCE_ID is used to distinguish between multiple instances of enVivo!CMS Classic running on the same web server in the same web application.

5 — The enVivo!CMS Classic Rich Text Editor

FEATURES OF THE RICH TEXT EDITOR

The Rich Text Editor is a user-friendly WYSIWYG editor, which allows you to edit content on your site using a familiar MS Word style interface. The Rich Text Editor generates HTML for you without the need to know how to write HTML.



The table below give a list of all of the button and dropdown lists available on the Rich Text Editor and a description of their function.

Rich Text Editor Buttons And Their Description

Button/Dropdown List	Description
	Select the style from Cascading Style Sheet to be applied to the selected text. Cascading Style Sheets contain set HTML styles for text, including font, size, text color, and background color. The Cascading Style Sheet used in the Rich Text Editor is defined by the CSSFILE_RTE setting in Preferences, General Settings. (The CSS files are uploaded in Asset Panel, Media. Refer to Uploading Media on page 90 for more information.)
	Select the HTML style to apply to the selected text (i.e., heading 1, heading 2, etc.). The styles will apply a font, size, and color to the selected text.
	Select the font to apply to the selected text.
	Select the size for the selected font.
	Inserts floating text.
	Select All objects in the Rich Text Editor workspace.

Rich Text Editor Buttons And Their Description

Button/Dropdown List	Description
	Cut the current selection and place it on clipboard.
	Copy current selection and place it on clipboard.
	Paste contents of clipboard into the document at the insertion point.
	Formats selected text to Bold , <i>Italics</i> and <u>Underline</u> .
	Formats text alignment to Left, Center, Right or Justified.
	Formats text as Strikethrough for editing purposes.
	Makes selected text Superscript or Subscript.
	Launches Symbols window.
	Launches Color Palette for Foreground color.
	Launches Color Palette for Background color.
	Formats text for a Numbered list or Unnumbered list.
	Formats text for a Bulleted list or Unbulleted list.
	Moves the selected text away or towards the left margin (i.e., indent and outdent).

Rich Text Editor Buttons And Their Description

Button/Dropdown List	Description
	Launches Insert/Update Image window.
	Launches Insert/Update Media window.
	Launches External Hyperlink window to create a link to a site outside of enVivo!CMS Classic, as well as mailto hyperlinks. See Creating an External Hyperlink Or Anchor on page 29.
	Launches Internal Link window to create a link to another enVivo!CMS Classic article, category or shortcut. See Creating an Internal Link on page 28.
	Launches Create/Edit Table window to insert a table at the insertion point.
	Show Table Border toggle.
	Places Line above insertion point.
	Used in place of Paste command to clean out extraneous HTML code from the content on the clipboard pasted from MS Word.
	Launches EnVivo Tag Generator.
<input type="checkbox"/> HTML Mode	Check/uncheck to toggle between Rich Text Editor (WYSIWYG) and HTML code.

CREATING AN INTERNAL LINK

enVivo!CMS Classic allows you to create internal links to other articles, categories or shortcuts within your website.

To insert a link within enVivo!CMS Classic:

1. Select the text or image you wish to use as a link.
2. Click on the article or Create Internal Link button depending on whether you linking to an article, category or shortcut.

The Internal Link window will appear, allowing you to select a link within enVivo!CMS Classic.

Select An Internal Link

Link To: Article

Category: Root

Articles

Homepage

Cancel

3. Select what you wish to link to; for example, an article, category, or shortcut.
You may narrow the list of articles shown by selecting a category. Only the articles assigned to the selected category will appear below.
4. Click on the Create Link button. The Internal Link Window will close and the link will be created.

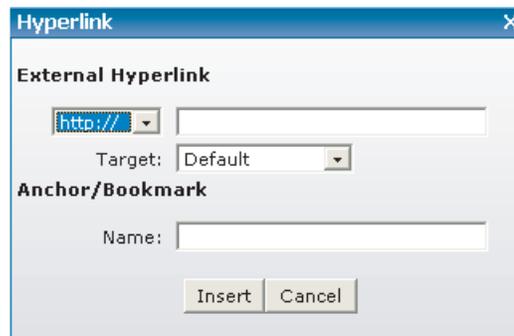
CREATING AN EXTERNAL HYPERLINK OR ANCHOR

enVivo!CMS Classic also allows you to create external hyperlinks or anchors to other website or documents.

To insert an external hyperlink within enVivo!CMS Classic:

1. Select the text or image you wish to use as a link.
2. Click the External Hyperlink button.

The External Hyperlink window will appear.



3. Type or copy and paste the URL address into Name of the external hyperlink or anchor and click the Insert button.

INSERTING IMAGES/MEDIA WITH THE RICH TEXT EDITOR

note!

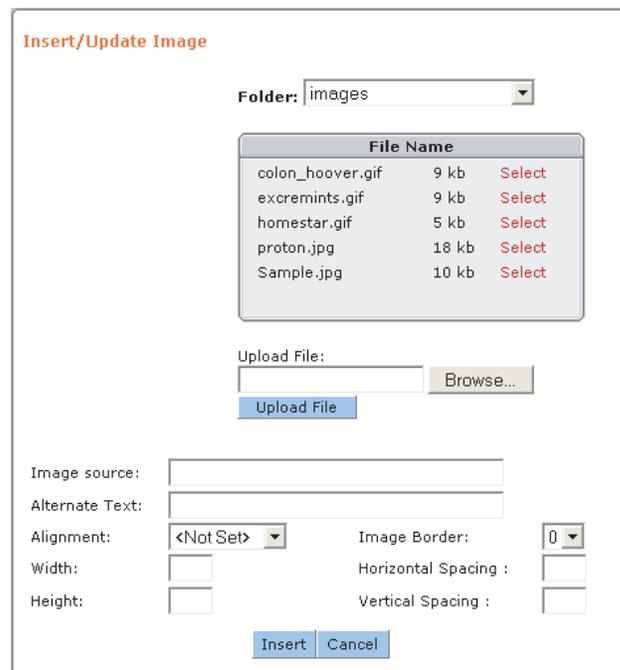
When an image is inserted, it is a relative link. Therefore, the image will not be lost when the site is moved to another server.

Inserting/Updating an Image

To insert or update an image from the Image Library using the Rich Text Editor:

1. Click the Image button.

The Insert/Update Image Window will appear, allowing you to browse for an image to insert.



adVice!

For more information about uploading an image, see [Uploading an Image](#) on page 87.

2. Select the folder in which the image has been saved. The File Name window lists the images contained in the selected folder. You can preview an image by clicking on **Select**. The image will then appear to the left of the File Name window.

Or

You can upload the file from the Upload File box.

- a. Enter the file name or select it from your system by clicking on the Browse button.
- b. Click on the Upload File button.

Once the image has been selected, the file name will appear in the Image Source box.

adVice!

Steps 3 and 4 are optional.

3. You can enter an alternate text for the image. This is useful for search engine optimization.

4. Select the alignment and spacing for the image within the layout.
5. Click on Insert to insert the image.

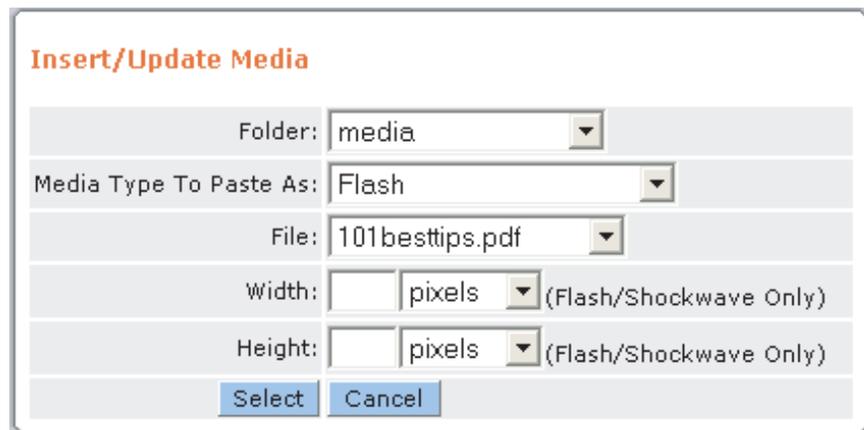
 **adVice!**

If you are linking to a File Download or a PDF file, be sure to highlight the text or link before inserting the media.

Inserting/Updating Media

To insert or update media from the Media Library from the Rich Text Editor:

1. Click the Media button.
2. The Insert/Update Media Window will appear, allowing you to browse for media to insert.



 **adVice!**

For more information about uploading media, see [Uploading Media](#) on page 90.

3. Select the folder in which the media has been saved.
4. Select the Media Type To Paste As: to insert the type of media; i.e., Macromedia Flash, PDF, Sound.
5. Select the file to insert.
6. For Flash/Shockwave files, select the desired width and height of the presentation.
7. Click on the Select button to insert the media.

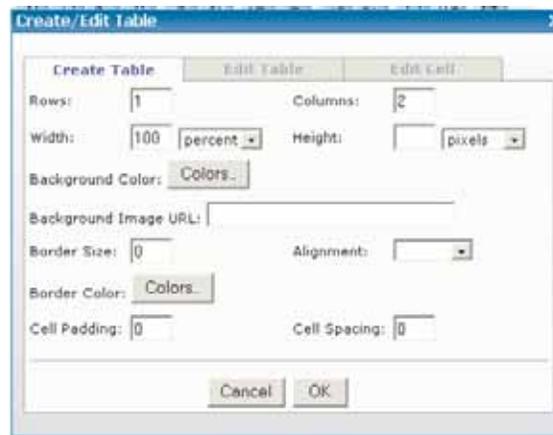
WORKING WITH TABLES IN THE RICH TEXT EDITOR

Inserting a Table

To create a table into the Rich Text Editor:

1. Click the Table button.

The Create/Edit Table window will appear with the Create Table tab selected, allowing you to specify the details of the table.



2. Enter the number of rows in the table.
3. Enter the number of columns in the table.
4. Enter the height of the rows in pixels or percent.
5. Enter the width of the columns in pixels or percent.
6. Select the background color for the table cells by clicking on the Colors box and selecting a color from the palette.
7. Enter the background image URL to display an image as a background for the table.
8. Enter the size of the border (if any).
9. Enter the border color by clicking on the Colors box and selecting a color from the palette.
10. Enter the alignment for the text in the cells.
11. Enter the cell padding.
12. Enter the cell spacing.
13. Click on the OK to create the table.

 **adVice!**

Steps 4 through 13 are optional.

 **note!**

Cell padding is the distance between the inner border of the cell and an outer border of the cell.

 **note!**

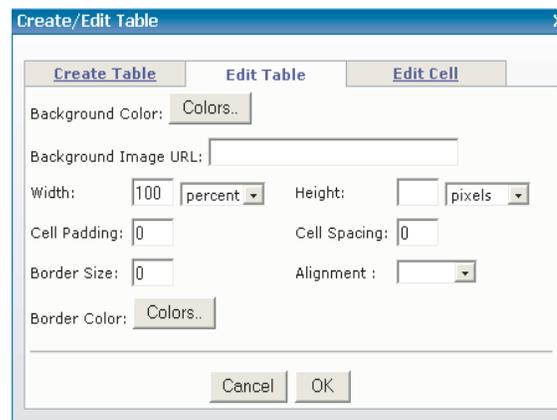
Cell spacing is the distance between the cells.

Editing a Table

To edit a table in the Rich Text Editor:

1. Click anywhere in the table you wish to edit.
2. Click the Table button.

The Create/Edit Table window will appear. Be sure that the Edit Table tab is selected.



3. Make your changes.
4. Click on the OK button to apply your changes to the table.

Editing a Cell

To edit a cell in a table using the Rich Text Editor:

1. Click in the cell you wish to edit.
2. Click the Table button.

The Create/Edit Table window will appear. Be sure that the Edit Cell tab is selected.



adVice!

Steps 3 through 10 are optional.

3. Select the background color of the cell from the Color palette.
4. Enter the Cell Background Image URL to display an image behind the text in the cell.
5. Enter the cell width in percent or pixels.
6. Enter the cell height in percent or pixels.
7. Select the alignment.
8. Select the vertical alignment.
9. Select if you want the text to wrap in the cell.
10. Click on the OK to apply your changes to the cell.



ENVIVO TAG GENERATOR

enVivo!CMS Classic has an EnVivo Tag Generator which enables you to place an EnVivo Tag into the Rich Text Editor without the need to remember tag syntax, IDs or Content Block names.

To insert a tag into the body of an article:

1. Click in the workspace where you want to insert the tag or highlight the text or image if you are inserting an Article or Category Link.
2. Click on the Insert EnVivo Tag button.
3. Select the type of tag you wish to generator from the dropdown menu.
4. Insert any other pertinent information in the Tag window.
5. Click OK to insert the tag.

Below is a list of all EnVivo tags that can be generated.

Valid EnVivo Tags

Tag Type	Tag	Can Be Used In	Description
Article Field	{{ \$name }}	Article List Templates and Article Layout Templates	For a list of valid article fields that relate to Article List and Article Layout Templates, refer to Input Fields on page 101.
Article Link	{{ articlelink }} <i>Link Text</i> {{ /articlelink }}	Article List Templates	Automatically generates a link to the article when a visitor calls a category action.
Article List	{{ al\$ v,w,x,y,z }}	Anywhere	Allows a secondary article list to be generated within a page independent of the current action, where: <ul style="list-style-type: none"> • v = category ID • w = number of articles to display • x = order of articles • y = sort (asc or desc) • z = Article List Template ID
Category Link	{{ categorylink }} <i>Link Text</i> {{ /categorylink }}	Category List Templates	Automatically generates a link to a category when called in a c1\$ tag.
Category List	{{ cl\$ v,w,x,y,z }}	Anywhere	Generates a Category List where: <ul style="list-style-type: none"> • v = start category ID • w = depth to traverse in the category hierarchy • x = order of categories • y = sort (asc or desc) • z = Category List Template ID

Valid EnVivo Tags

Tag Type	Tag	Can Be Used In	Description
Contact Us Link	<code>{{contactuslink}}</code> <i>Link Text</i> <code>{{/contactuslink}}</code>	Anywhere	Automatically generates a 'Contact Us' pop up window link. This must be used in conjunction with the close link, <code>{{/contactuslink}}</code> . e.g. <code>{{contactuslink}}</code> Mail us! <code>{{/contactuslink}}</code>
Content Block	<code>{{cb\$Select Content Block}}</code> e.g. <code>{{cb\$name}}</code>	Anywhere	Places a Content Block called <i>name</i> wherever this is placed. You cannot place a Content Block tag in another Content Block.
Random Content Block	<code>{{randomcb\$Content Block Prefix}}</code> e.g. <code>{{randomcb\$image}}</code>	Anywhere	Allows a random Content Block to appear from a pool of Content Blocks sharing the same prefix. For example, if the content block prefix is 'image' than contents blocks called <i>image1</i> , <i>image2</i> or <i>image_hello</i> will rotate at random. However, <i>myimage</i> will not be included.
Printer Friendly Link	<code>{{printerfriendlylink}}</code> <i>Link Text</i> <code>{{/printerfriendlylink}}</code>	Anywhere	Generates the link needed to create a printer friendly version of the current page. Must be used in conjunction with <code>{{/printerfriendlylink}}</code> .
Search Button	<code>{{searchbutton}}</code>	Anywhere	Generates the search button, which when activated, starts the search for the keyword that is entered in the search box.
Search Field	<code>{{searchfield}}</code>  note! Where <code>{{searchbutton}}</code> and <code>{{searchfield}}</code> are used, <code>{{searchfield}}</code> must precede <code>{{searchbutton}}</code> .	Anywhere	For use to perform a search of the website. Generates the search box where the keyword is entered.
Tell A Friend Link	<code>{{tellafriendlink}}</code> <i>Link Text</i> <code>{{/tellafriendlink}}</code>	Anywhere	Automatically generates a 'Tell a Friend' pop-up window link. This must be used in conjunction with its close link, <code>{{/tellafriendlink}}</code> .
Sitename	<code>{{sitename}}</code>  note! Although not in the Insert EnVivo Tag Generator, this tag can be inserted into a template manually.	Anywhere	The name of the site as defined in the SITENAME setting. This tag is normally used to express the title of the page in the format and is most useful in the Title area of a Page Template (e.g. <code><title>{{sitename}}</title></code> .)



6 — Templates

Templates help you to create a website with the desired look and feel you wish to communicate to your visitors. By using templates, you can achieve consistent appearance and functionality throughout your website. Templates are accessible to all users with the appropriate security level. Refer to [Security Level Settings](#) on page 19 for more information on security level parameters.

There are five types of templates that can be created in enVivo!CMS Classic Web Content Manager. The five types of templates available are:

1. HTML Page Templates
2. ASP Page Templates
3. Article List Templates
4. Article Layout Templates
5. Category List Templates.

There are two options available for each template:

1. Create a new template, and
2. View with the option of editing or deleting.

Almost all of the templates allow you to use the Rich Text Editor. See [Features of the Rich Text Editor](#) on page 25 for more information on the Rich Text Editor.

Viewing Templates

To view an existing template:

1. In Web Content Manager Assets Panel, click on the Templates icon.
2. Select the type of template you wish to view; for example the HTML Page Templates. Click on the HTML Page Templates icon.
3. The HTML Page Templates table will appear with a list of existing HTML Page Templates.

ID	HTML Page Template Name	Last Modified	Modified By	Action
5	Printer Friendly Page Template	27/05/2003 13:50:54	admin	
6	Default Page Template	19/08/2003 19:05:28	admin	
12	Latest News Page Template	19/08/2003 19:05:16	admin	

PAGE TEMPLATES

There are two types of Page Templates available:

- HTML Page Templates, and
- ASP Page Templates.

Both Page Templates determines the overall look and feel of each page on your site.

In working with Page Templates, the first decision that needs to be made when creating a new website is whether to use HTML or ASP Page Templates. This decision affects nearly every feature later with enVivo!CMS Classic so it's important to choose carefully.

HTML Page Templates are built into enVivo!CMS Classic. A HTML Page Template must contain the `{{content}}` tag, telling enVivo!CMS Classic where to put the dynamic content.

Use ASP Page Templates if you want to integrate your own ASP code along side of enVivo!CMS Classic or if you want to programatically lay out dynamic content from the enVivo!CMS Classic database, e.g. Dynamic Menus or some of the optional add ons products such as Sitemap. Refer to [enVivo!CMS Classic v3.5 Professional / Enterprise Add Ons Reference Guide](#) for more information. If you choose to use ASP Page Templates, use the equivalent ASP function that corresponds to an Envivo tag (e.g. `<%=Content()%>`). More information can be obtained from the [enVivo!CMS Classic v3.5 Professional / Enterprise Display API Reference](#).

Creating New HTML Page Templates

To create a new HTML Page Template:

1. Design your HTML layout in a WYSIWYG editor such as MS FrontPage, Macromedia Dreamweaver, or Adobe GoLive.
2. Select HTML Page Templates under the Assets Panel.
3. Click on New HTML Page Template button at top of HTML Page Templates window.
The New HTML Page Template window will appear.



adVice!

Create an easily identifiable name for your HTML Page Template such as Products, Press Release, or Printer Friendly Page.

adVice!

Images should reside in your local directory and be relatively linked in the Page Template (for example, a product photograph could reside in the "images/products/mypic.gif"). A similar directory can be created in enVivo!CMS Classic and your images uploaded to it. See [Creating a New Image Folder](#) on page 86 and [Uploading an Image](#) on page 87 for more information.

4. Enter the name for the new HTML Page Template.
5. Cut and paste your HTML code into the HTML Page Template HTML section.
When creating your page template, position your logo, graphics and other layout before placing the `{{content}}` EnVivo tag into the area where you want the dynamic content. Refer to [Valid EnVivo Tags](#), on page 35 for an extended list.
6. Click on the Save button to save the new HTML Page Template.
Once the new HTML Page Template has been saved, you may preview your HTML Page Template in a browser by clicking on the Preview Template button. The content will not be populated, but the EnVivo!CMS Classic tags will be displayed.



Creating ASP Page Templates

enVivo!CMS Classic allows you to select your own ASP code instead of using static HTML code. With ASP code, you can upload existing page templates through Web Content Manager instead of cutting and pasting. This will give tighter control over the look and feel of your site. An ASP Page Template can contain your own ASP code to run side by side. This gives you the control of ASP with the flexibility of creating your own templates in enVivo!CMS Classic.

To run your own ASP Page Template, you must include the enVivo!CMS Classic Display API (envivodisplayAPI.asp) at the very top of your file. The enVivo!CMS Classic API reads the query string and generates the dynamic content.

To include the enVivo!CMS Classic Display API, the first line of your ASP file must be:

```
<!--#include file="envivocms/envivodisplayAPI.asp"-->
```

You now have access to many functions and can be called, such as `<%=Content()%>`, within your page template or you can use the `Response.write` statement.

For more information about functionality of the enVivo!CMS Classic Display API, refer to the [enVivo!CMS Classic v3.5 Professional / Enterprise Display API Reference](#).

Printer Friendly HTML or ASP Page Templates

Making printer friendly page templates is a useful tool for visitors that wish to print out a site's page.

To create printer friendly page template:

1. Reduce the number of graphics on the page template to a minimum, and note the ID number or ASP template name visible in the each of the View Page Templates table.
2. Edit your configuration Preferences General settings with the ID number or ASP template filename entered in the PRINTPAGETEMPLATE setting. See [General Settings](#) on page 16 for more information.
3. You may then use the `{{printerfriendlylink}}` tag anywhere in your site to have enVivo!CMS Classic automatically generate the link to a printer friendly version of the current page.

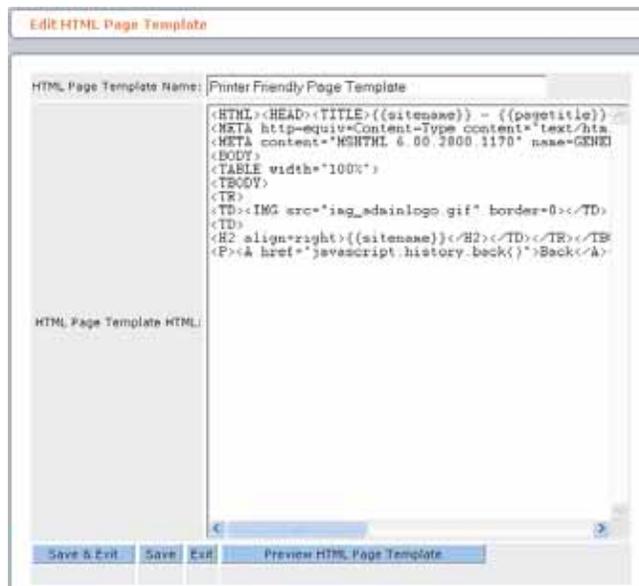
note!

You may preview your Page Template in a browser by clicking on the Preview Template button. With HTML Page Template, the content will not be populated (the specific articles will not be shown), but the EnVivo tags will be displayed.

Editing Existing HTML or ASP Page Templates

To modify an existing page template:

1. In Web Content Manager Assets Panel, click on the Templates icon. Select either the HTML or ASP Page Templates.
The corresponding table will appear.
2. Select the page template you wish to edit by clicking its Edit Page Template button.
The Edit Page Template window will appear.



3. Make the necessary changes.
4. Click on the Save button to save your changes.

! caution!

There is no Trash Can for Page Templates. When a Page Template is deleted, it is permanently deleted.

Deleting HTML or ASP Page Templates

You can delete page templates you no longer use.

To permanently delete a page template:

1. In Web Content Manager Asset Panel, click on the Templates icon. Select either the HTML or ASP Page Templates.
The corresponding table will appear.
2. Select the page template you wish to delete by clicking its Delete button.
A message will appear, confirming you want to delete the page template.
3. Click OK to permanently delete the page template.

ARTICLE LIST TEMPLATES

An Article List Template allows you to define which fields will appear and in what format when viewing the articles under a category when a visitor executes a category action.

For example, you may have a category of Recent Press Releases. The list of articles appearing under the category will be determined in the Article List Template. You define which fields will appear, i.e., title, author, date created, abstract (teaser) or even the entire article.

You also select how the fields will be formatted. For example, the title may be large and in bold in a specified font and color while the author and date may be smaller and in italics.

To define the layout of a specific article within a list of articles, you build loops by inserting a beginning marker (`<!-- LOOPSTART -->`) and an ending marker (`<!-- LOOPEND -->`).

The layout is then inserted into the Article Page Template using the `{{content}}` tag after it is populated with content from the database.

Article List Templates contain:

- header section - the HTML before the `<!-- LOOPSTART -->` marker
- repeater section - the HTML between `<!-- LOOPSTART -->` and `<!-- LOOPEND -->` markers
- footer section - the HTML after the `<!-- LOOPEND -->` marker.

Below is a sample of an Article List Template in HTML Code:

```

<H3> {{category}}</H3>
<TABLE borderColor=#ffaa00 cellSpacing=0 width= "100%" border=1 cellpadding="0".
<TBODY>
<TR><TD>
HEADER SECTION <TABLE width= "100%" border=0>
<TBODY>
<!-- LOOPSTART -->
<TR>
<TD bgColor=#ffcc00><B>{{articlelink}}</B> </TD>
REPEATER SECTION <TD align=right bgColor=#ffcc00>{{startdate}}</TD></TR>
<TR>
<TD colspan=2>Written By: {{updateauthor}}<BR>{{abstract}}<BR></TD>
<!-- LOOPEND -->
FOOTER SECTION </TBODY>
</TABLE>
</TD></TR>
</TBODY>
</TABLE>
    
```

adVice!

The loop start and loop end markers are actually HTML comments that need to be manually inserted into the Rich Text Editor in HTML mode.

 **adVice!**

You can either work in the Rich Text Editor mode using the Envivo Tag Generator to position and format fields or you can work in HTML Mode and edit the HTML code. To switch to HTML Mode, click the HTML Mode check box located at the bottom of the window.

 **adVice!**

You may cut and paste HTML code from another WYSIWYG editor.

 **note!**

Once the Article List Template is successfully saved, you may preview it in a browser by clicking the Preview Template button. The Cascading Style Sheet will not be applied.

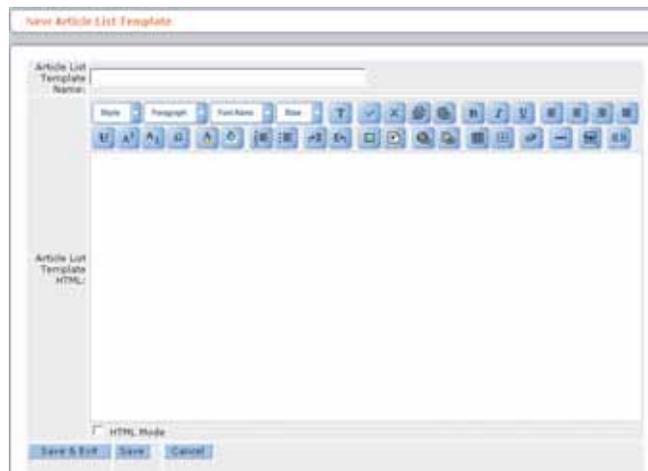
Creating New Article List Templates

After you have determined which fields you would like to display in your Article List Template:

1. In Web Content Manager Asset Panel, click on the Templates icon. Select Article List Templates.

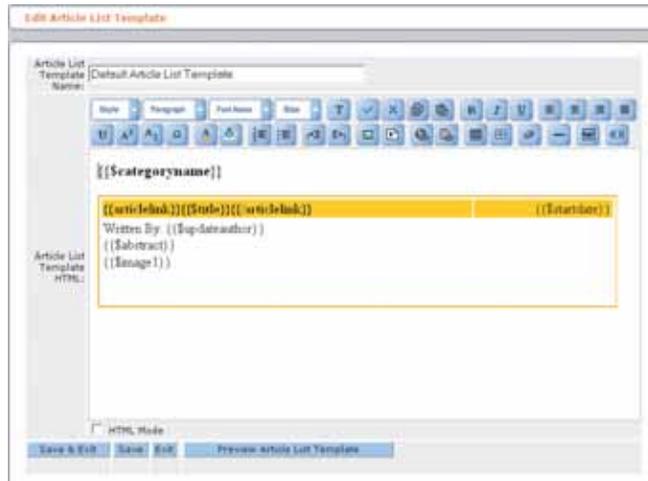
The Article List Template table will appear.

2. Click on New Article List Template.

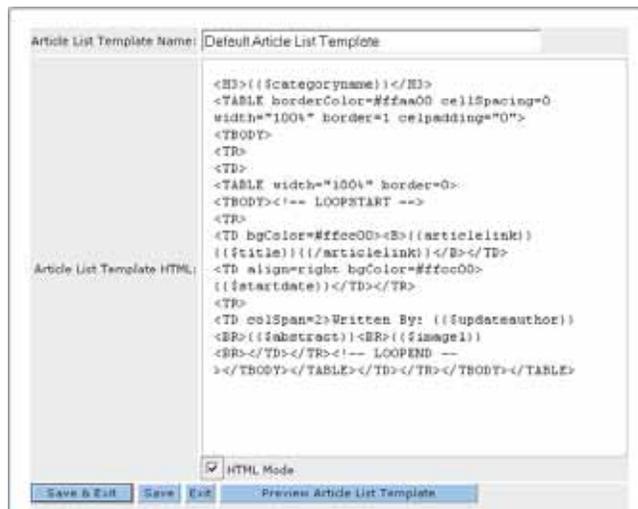


3. Enter a name of the New Article List Template.
4. Create a layout of all the fields for one instance of an Article.
5. If you have not already done so, switch to HTML Mode and ensure all sections (header, repeater and footer) are properly positioned by correctly placing the `<!-- LOOPSTART -->` and `<!-- LOOPEND -->` markers.
6. Once you have completed your changes, switch back to Rich Text Editor mode by unchecking the HTML Mode check box.

Example of Article List Template in Rich Text Editor mode.



Example of Article List Template in HTML mode.



7. Click on the Save button to save your new Article List Template.

The HTML between the <!-- LOOPSTART --> and <!-- LOOPEND --> markers are two rows in a table and is repeated for each Article in the Article List. The populated layout (layout containing all of the defined article fields) are inserted into the {{content}} tag of the page template.

Editing Existing Article List Templates

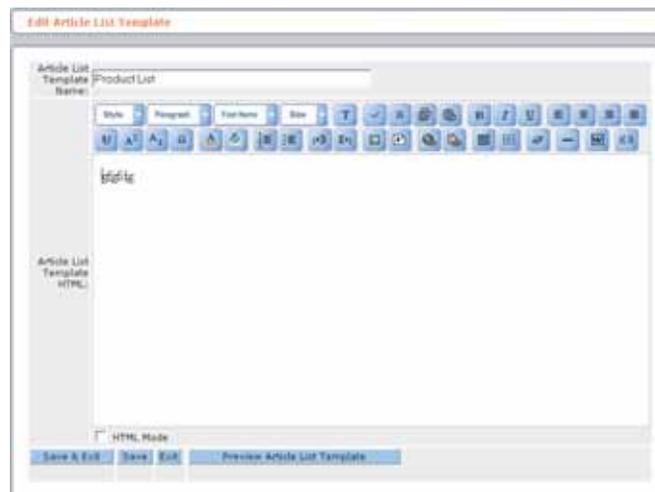
To edit existing Article List Templates:

1. In Web Content Manager Assets Panel, click the Templates icon. Select Article List Templates.

The Article List Template table will appear.

2. Select the Article List Template you wish to edit by clicking its Edit Article List Template button.

The Edit Article List Template page will appear.



3. Enter your modifications in Article List Template HTML: by using the Rich Text Editor, or click on HTML Mode check box to enter the HTML code.
4. Click on the Save button to save your changes.

! caution!

There is no Trash Can for Article List Templates. When a template is deleted, it is permanently deleted.

Deleting Article List Templates

You can delete Article List Templates you no longer use.

To permanently delete an Article List Template:

1. In the Web Content Manager, click on the Templates icon. Select Article List Templates.

The Article List Template table will appear.

2. Select the Article List Template you wish to delete by clicking its Delete button.
A message will appear, confirming you want to delete the Article List Template.
3. Click OK to permanently delete the Article List Template.

ARTICLE LAYOUT TEMPLATES

Article Layout Templates define how enVivo!CMS Classic displays article fields when the article action is executed. A specific Article Layout Template used by a visitor is determined by the category in which an article belongs and is selected for use as a category property.

All articles of a selected category (i.e., Press Relations) use the same Article Layout Template (i.e., Latest News). The layout is then inserted into the Page Template in place of the `{{content}}` tag.

adVice!

You can either work in the Rich Text Editor mode using the Envivo Tag Generator to position and format fields or you can work in HTML Mode and edit the HTML code. To switch to HTML Mode, click the HTML Mode check box located at the bottom of the window.

adVice!

You may cut and paste HTML code from another WYSIWYG editor.

note!

Once the newly created Article Layout Template is successfully saved, you may preview it in a browser by clicking on the Preview Template button. The Cascading Style Sheet will not be applied.

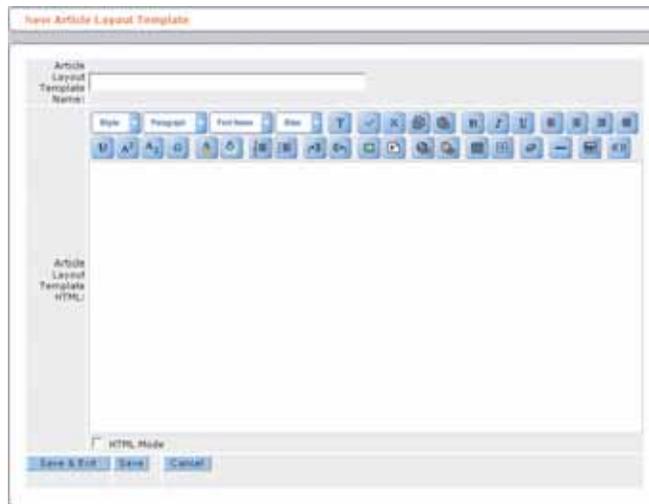
Creating New Article Layout Templates

After you have determined which fields you wish to display in your Article Layout:

1. In Web Content Manager Assets Panel, click on the Templates icon. Select Article Layout Templates.

The Article Layout Template table will appear.

Click on New Article Layout Template.



2. Enter a name of the New Article List Template.
3. Create a structure for the fields, i.e., `{{ $title }}`, `{{ $abstract }}`, etc, that defines how the article will appear.
4. Once changes are complete, switch back to Rich Text Editor mode by unchecking the HTML check box.
5. Click on the Save button to save your new Article Layout Template.

Any invalid EnVivo tag or plain text will be part of the page and will appear as written while all valid EnVivo tags are replaced by the field they represent.

Editing Existing Article Layout Templates

To edit existing Article Layout Templates:

1. In Web Content Manager Assets Panel, click on the Templates icon. Select Article Layout Templates.

The Article Layout Template table will appear.

2. Select the Article Layout Template you wish to edit by clicking its Edit Article Layout Template button.

The Edit Article Layout Template window will appear.



3. Enter your modifications by using the Rich Text Editor, or click on the HTML Mode check box to edit the HTML code.
4. Click on the Save button to save your changes.

Deleting Article Layout Templates

To permanently delete an Article Layout Template you no longer use:

1. In Web Content Manager Asset Panel, click on the Templates icon. Select Article Layout Templates.

The Article Layout Template table will appear.

2. Select the Article Layout Template you wish to delete by clicking its Delete button. A message will appear, confirming you want to delete the Article Layout Template.

3. Click OK to permanently delete the Article Layout Template.

! caution!

There is no Trash Can for Article Layout Templates. When a template is deleted, it is permanently deleted.



VALID ARTICLE FIELDS FOR ARTICLE LIST AND LAYOUT TEMPLATES

The table below lists of all the fields that can be used in Article List and Article Layout Templates. These fields can also be used to select the order of Articles in a list (refer to [Creating an Internal Link](#) on page 28).

Article Fields are created and added to the Article List or Article Layout Templates using the Insert Envivo Tag button on the Rich text Editor. See [EnVivo Tag Generator](#) on page 35 for further information.

Article Field Tag	Description
{{ \$ID }}	The ID number assigned to the article.
{{ \$category }}	The ID of the category that the article belongs.
{{ \$categoryname }}	The name of the category that the article belongs.
{{ \$title }}	The title of the article.
{{ \$startdate }}	The date that the article is to become visible to visitors on the website.
{{ \$enddate }}	The date that the article is no longer visible to visitors on the website.
{{ \$releasetoweb }}	The switch that publishes the article on to the website. This field is set to either 1 for published or 0 for unpublished.
{{ \$readcount }}	The number of times that the article has been read.
{{ \$datecreated }}	The date and time the article was created.
{{ \$createdby }}	The user name of the person who created the article.
{{ \$datemodified }}	The date and time the article was last modified.
{{ \$modifiedby }}	The username of the person who last modified the article.
{{ \$author }}	The full name of the user who wrote the article.
{{ \$authoremail }}	The author's email address.
{{ \$updateauthor }}	The name of the author that last modified the article.
{{ \$updateauthoremail }}	The email address of the author who last modified the article.
{{ \$rank }}	A user defined order of your articles when Category action is executed.
{{ \$image1 }}	An image related to your Article.
{{ \$image2 }}	An image related to your Article.
{{ \$abstract }}	The abstract of the article.
{{ \$article }}	The body of the article.

 **note!**

When calling a `{{c1$...}}` tag, category links and names are displayed with a different Cascading Style Sheet style depending on the depth in the category heirarchy (i.e. *catlevel1*, *catlevel2*, etc).

 **adVice!**

c1\$ tags can be generated through the [EnVivo Tag Generator](#) in the Rich Text Editor.

 **note!**

You may preview the Category List Template in a browser by clicking on the Preview Template button. The Cascading Style Sheet will not be applied.

CATEGORY LIST TEMPLATES

A Category List Template creates a list of categories to view within your website. You may use the Category List to create a navigation menu, show subcategories of the current category or show a site's complete sitemap.

Category List Templates are called with the `{{c1$vv,ww,xx,yy,zz}}` tag where:

- vv = the Category ID to begin traversing the category hierarchy
- ww = the depth down the tree you want to go (0 for all)
- xx = how subcategories are ordered (valid values are ID or category name only)
- yy = how the subcategories are sorted ASC for ascending and DESC for descending
- zz = the ID of the Category List Template you want to use.

To define the specific Category List, you build loops by inserting a beginning marker (`<!-- LOOPSTART -->`) and an ending marker (`<!-- LOOPEND -->`).

The Category List Template contains:

- header section - the HTML before the `<!-- LOOPSTART -->` marker
- repeater section - the HTML between `<!-- LOOPSTART -->` and `<!-- LOOPEND -->` markers
- footer section - the HTML after the `<!-- LOOPEND -->` marker.

Refer to the sample of an Article List Template in HTML Code in [Article List Templates](#) on page 42.

 **adVice!**

You can either work in the Rich Text Editor mode using the Envivo Tag Generator to position and format fields or you can work in HTML Mode and edit the HTML code. To switch to HTML Mode, click the HTML Mode check box located at the bottom of the window.

 **adVice!**

You may cut and paste HTML code from another WYSIWYG editor.

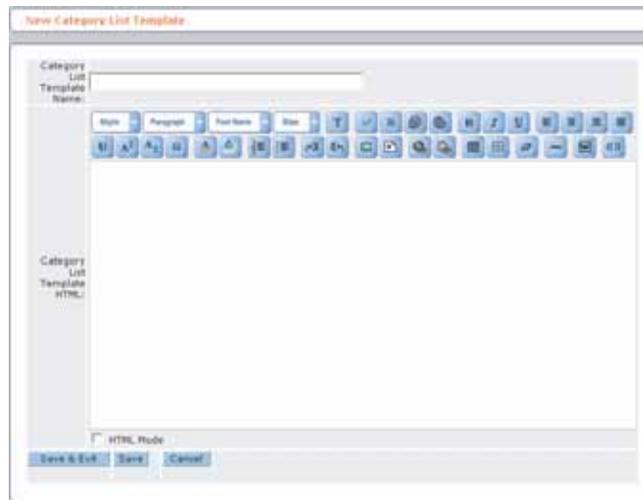
Creating New Category List Templates

To create a new Category List Template:

1. In Web Content Manager Assets Panel, click on the Templates icon. Select Category List Templates.

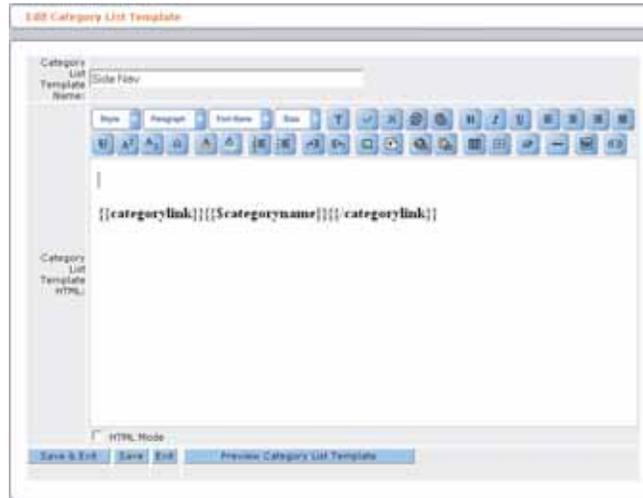
The Category List Template table will appear.

Click on New Category List Template.

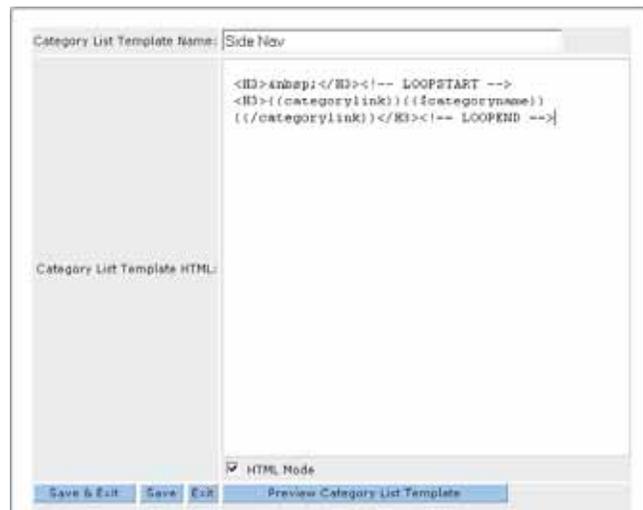


2. Enter a name of the Category List Template.
3. Create a layout of all the fields for one instance of a Category.
4. If you have not already done so, switch to HTML Mode and ensure all sections (header, repeater and footer) are properly positioned by correctly placing the `<!-- LOOPSTART -->` and `<!-- LOOPEND -->` markers.
5. Once you have completed your changes, switch back to Rich Text mode by unchecking the HTML Mode check box.

Example of Category List Template in Rich Text Editor mode.



Example of Category List Template in HTML mode.



note!

Once the Category List Template is successfully saved, you may preview it in a browser by clicking on Preview Template button. The Cascading Style Sheet will not be applied.

6. Click on the Save button to save your new Category List Template.

The HTML between the <!-- LOOPSTART --> and <!-- LOOPEND --> markers are two rows in a table and is repeated for each article in the Article List. The populated layout (layout containing all of the defined article fields) are inserted into the {{content}} tag of the page template.

Editing Existing Category List Templates

To edit existing Category List Templates:

1. In Web Content Manager Assets Panel, click on the Templates icon. Select Category List Templates.

The Category List Templates table will appear.

2. Select the Category List Template you wish to edit by clicking its Edit Category List Template button.
3. Enter your modifications in Category List Template HTML by using the Rich Text Editor, or click on HTML Mode check box to edit the HTML code.
4. In HTML Mode, ensure all sections (header, repeater and footer) are properly positioned by correctly placing the `<!-- LOOPSTART -->` and `<!-- LOOPEND -->` markers.
5. Change back to Rich Text Editor by unchecking the HTML Mode check box and save the Category List Template by clicking on the Save button.

The HTML between the `<!-- LOOPSTART -->` and `<!-- LOOPEND -->` markers are two rows in a table and is repeated for each Article in the Article List. The populated layout (layout containing all of the defined article fields) is inserted into the `{{content}}` tag of the Page Template.

caution!

There is no Trash Can for Category List Templates. When a template is deleted, it is permanently deleted.

Deleting Category List Templates

To permanently delete a Category List Template you no longer use:

1. In Web Content Manager Assets Panel, click on the Templates icon. Select Category List Templates.

The Category List Templates table will appear.

2. Select the Category List Template you wish to delete by clicking its Delete button.
A message will appear, confirming you want to delete the Category List Template.
3. Click OK to permanently delete the Category List Template.

7 — Managing Content

Content is the main information that will appear to visitors of your website. Most users of Web Content Manager will need to work with some aspect of Content. Refer to [Default Security Levels and Access](#), on page 76 to view the default access available to users. In Web Content Manager, the Content Panel contains the categories and articles that make up this main information.

Within the Content Panel is the Category hierarchy. The main category, the Root Category, contains all of the subcategories and are the holders of all articles. Articles can be created, edited or deleted, published or unpublished from these subcategories. Categories can also be created, edited or deleted from within the Content Panel.

Also contained in the Content Panel is the Trash Can icon. This holds all articles that have been deleted from a category. All articles in the Trash Can can either be moved back to a category to be used again or permanently deleted from the Trash Can.



note!

Articles in the Trash Can will not appear to website visitors.

CATEGORIES

Categories determine how articles are grouped and which templates are used.

Because all of the articles in a single category use the same templates, articles should be grouped into a category based on topic and display. Related articles should be grouped to different categories if they require a different layout.

For more information on viewing the articles assigned to a specific category refer to [Viewing Existing Articles](#) on page 62.

Categories can form a hierarchy with the top level category called the Root Category, as defined in the Root Category Preference setting. Refer to [General Settings](#) on page 16.

This section will discuss creating, viewing, editing and deleting categories. It will also look at ranking articles in a category as you wish them to appear to visitors of your website.

Viewing Existing Categories

To view an existing category, select the Root Category folder from within the Content Panel of Web Content Manager and then select the category you wish to view.

The selected Category table will appear listing the articles contained in it, if any.

Content: Root>enVivoSoft.com>Product Information>enVivo!CMS Classic Product Information (Category ID: 8)

New Article > Set Article Rankings New Category > Edit This Category > Delete This Category

ID	Article Title	Rank	Last Modified	Modified By	Status	Action
13	About enVivo!CMS Classic	1	04/12/2003 12:47:38	admin	Live	[Icons]
14	Benefits For Businesses	4	05/12/2003 18:05:14	admin	Live	[Icons]
15	Benefits For Web Designers	5	04/12/2003 12:48:26	admin	Live	[Icons]
16	Technical Specifications	7	05/12/2003 18:07:33	judth	Checked In By judth	[Icons]
17	Pricing & Licensing	9	04/12/2003 12:42:44	admin	Live	[Icons]
18	Download A Free Trial	10	05/12/2003 18:10:15	admin	Checked Out By admin	[Icons]
35	Sign Up For A Free One-On-One Demo	9	06/09/2003 10:29:27	admin	Live	[Icons]
36	Benefits For Web Developers	6	05/12/2003 18:11:15	admin	Live	[Icons]
40	How It Works	2	04/12/2003 12:44:07	admin	Live	[Icons]
41	Feature Overview	3	16/09/2003 16:54:57	admin	Live	[Icons]
42	Optional Add Ons	8	16/09/2003 17:17:20	admin	Live	[Icons]
59	enVivo!101 Online Demo	10	17/09/2003 14:13:43	admin	Live	[Icons]

Move Selected Articles to Trash

adVice!

The name of the new Category should be something easily recognizable. For example, PR, Product Description or Shopping Cart.

Creating a New Category

To create a new category:

1. In the Content Panel of Web Content Manager, select the Root Category or a subcategory you wish the new category to be appear. The Category table will appear.
2. Select New Category. The New Category page will appear.

 **note!**

It is recommended not to exceed more than a depth of eight levels of categories.

 **adVice!**

You can use different Page Templates for the Article Action then the Category Action.

3. Enter a name for the new Category.
4. Select the Parent Category.
The new category will reside underneath the Parent Category in the category hierarchy.
5. Select a Page Template (Article Action) for the Category. All articles appearing under the category will appear in the layout of the Page Template selected.
6. Select the Article Layout Template for the Category.
The Article Layout Template organizes the fields for a single article when the Article Action is executed.
7. Select the Page Template (Category Action) for the Category.
8. Select the Article List Template for the Category.
The Article List Template organizes the fields in the articles when the Category Action is executed.



note!

Administrators with accounts automatically have access to all new and existing categories and therefore do not need to be placed into the Selected Users box.



caution!

There is a Page Template Article display (viewing a single Article) as well as a Page Template for Article List display (viewing a Category). These can be different templates.

9. Within Allowed Users, click in the Available Users box the name of the individual you wish to have access to this category for creating and editing articles and click on the right arrow to place their name in the Selected Users box. Reverse this process to remove names from the Selected Users box. You may also select the double arrows to add or remove all individuals.
10. Repeat this procedure for Allowed User Groups if you intend for User Groups to have access to the articles in this new category. Refer to [Working with User Groups](#) on page 79 for more information on user groups.
11. Repeat this procedure for including Extranet Users or Extranet Groups to have access to the articles in this new category. Refer to [Working With Extranet Users](#) on page 91.
12. Select Display In Category List if the category can appear in a Category List `{{c1$. . .}}` tag.
If this option is not selected, a category will not appear on the public website, but will be visible within Web Content Manager.
13. Click on the Save button.

Editing an Existing Category

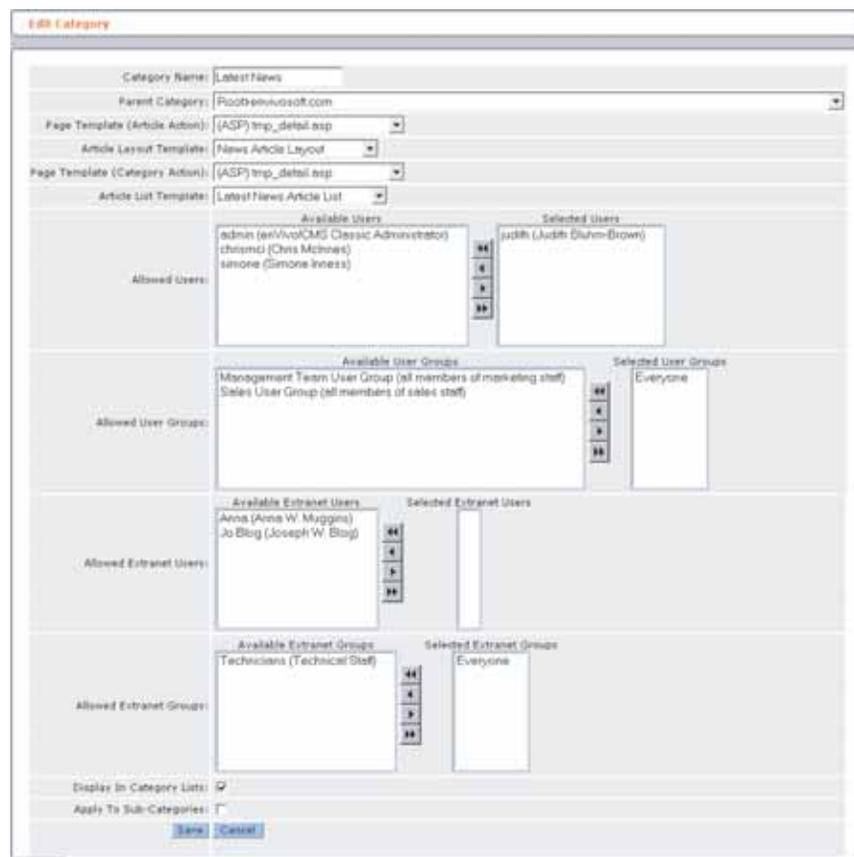
To make changes to an existing Category:

1. Follow the procedure for viewing a Category.
2. Click on Edit This Category, which appears above the Category table.

The Edit Category window will appear.

adVice!

You can apply the template and security level settings to all subcategories under the category you are editing by checking the Apply to Subcategories checkbox.



3. Enter your modifications. For example, if you wish to move the category, simply change its Parent Category to the desired category.
4. Click on the Save button to save your modifications.

! caution!

Once a Category is deleted, it cannot be restored.

Deleting a Category

EnVivo!CMS Classic will not delete a category containing subcategories or articles. You must delete or move all articles before you can permanently delete a category. Refer to [Moving an Article to Another Category](#) on page 65 and [Moving Articles to the Trash Can](#) on page 66, for more information.

1. Follow the procedure for viewing a Category.
2. Click on Delete This Category, which appears above the Category table.
A message will appear, confirming you want to delete the category.
3. Click OK to permanently delete the category.



ARTICLES

Articles are containers of the actual content displayed on the website. Articles are created from within a selected category.

For example, an article may be the text of a press release, which is grouped in the PR Category.

Articles are shown grouped by category and can be created, edited, deleted, or made visible/not visible on the website.

When content is added or changed, it does not immediately appear on the website to visitors. It must go through the workflow approval process before being made visible. If a user without publishing privileges makes changes to content, a workflow email notification is sent to a designated publisher to approve or reject the changes.

Below is information on workflow, creating, editing and deleting articles as well as making an article visible or invisible to website visitors.

About Workflow

The concept of multiple users updating content and then that content being saved in enVivo!CMS Classic's database, but not visible to the public website until an editor has reviewed and published it (made it visible on the website), is called "Workflow". enVivo!CMS Classic's Workflow feature allows for greater control and efficiency when working with articles. Additions and changes to content on your website can be made without immediately impacting upon what visitors see on your public website. In addition to this, content editors can preview content before it is made visible on the public website.

Workflow functions in enVivo!CMS Classic are integrated with your organization's email system. This assures that proper notification of changes to content takes place and ensures greater control of your organization's website workflow.

If a user is updating an article, it's important that these changes are reviewed by an editor with publishing privileges before being made visible on the live website. The user performs the following tasks:

1. The user "Checks Out" the article. This gives the user exclusive access to this article. No other user can edit the article while it is checked out.

adVice!

Ensure that your Email Settings are correctly configured along with the Email address of each User Account.

note!

The edit button is no longer visible because this user has the article checked out; therefore, no other user can edit this particular article.

ID	Article Title	Rank	Last Modified	Modified By	Status	Action
2	enVivo!CMS Classic v3 Released	0	04/12/2003 14:03:23	judith	Checked Out By judith	    
3	Alfa Romeo Website Goes Live	0	05/09/2003 14:32:15	admin	Live	    
4	EnVivo!CS Customers - Upgrade Now And Save!	0	16/09/2003 20:14:53	admin	Live	    

Workflow button

The user updates the article then saves it. The modified version of the article can be previewed at any time.

note!

Users with publishing privileges do not need to check in articles as they can approve their own changes.

Once the user is happy with the changes and exits the Edit Article window, the user then "Checks In" the article by clicking the Check In icon.



note!

The user can choose not to send an email notification by checking the Don't Send E-Mail box. article visible or invisible on the website, an error message will be given stating that they cannot make this article visible or invisible to website visitors because they do not have publishing privileges.

The article is saved in the enVivo!CMS Classic database waiting for review; however, visitors to the website will continue to see the old version as the new content has not been approved.

2. When checking in an article, the user can notify via email any content publisher that changes have been made. A list of content publishers is given in the Check In Article window.



note!

Confirmation is given to the user that the article has been successfully checked in.

3. The editor with publishing privileges receives an email notification that the user has modified and checked in the article. The email also includes a link to the offline article.



enVivo!CMS Classic Administrator - An article has been Checked In for content approval in Web Content Manager requiring your attention:

Article Title: enVivo!CMS Classic v3 Released
 Checked In By: judith (Judith Bluhm-Brown)
 Check In Time: 05/12/2003 18:29:45
 Preview Changes Now At: <http://www.envivosoft.com/judith/default.asp?action=article&ID=2&preview=offline>

Notes From Author:

Also, upon log in, editors with publishing privileges will receive a list of articles awaiting their approval.

ID	Article Title	Category	Last Modified On	Checked In By	Action
2	enVivo!CMS Classic v3 Released	Latest News	04/12/2003 14:03:23	judith	 

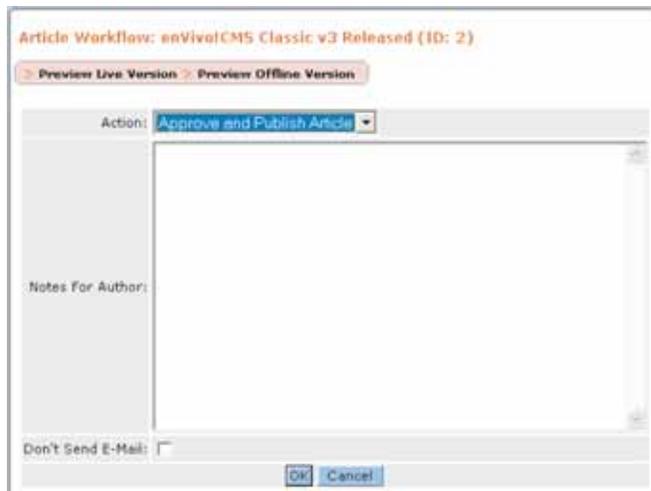
4. By clicking the workflow button, the editor is given the following choices from the Action dropdown window:



note!

If an editor with publishing privileges is editing an article, only Approve and Publish Article and Discard Changes will be visible in the Action dropdown window.

- Approve and publish the article, making it visible to website visitors.
- Discard changes to the article and revert to the current live version;
- Reject the article and send it back to the user for further changes; or
- Take over the article and edit the article themselves.





note!

The editor can choose not to send an email notification by checking the Don't Send E-Mail box.

The user will be notified by email as to which of the actions the editor has taken and can include specific instructions from the editor. It will also contain a link back to the article so that it can immediately be edited in Web Content Manager.

5. If the article is rejected by the editor, the user can continue to work on the article as it now becomes checked out again by the user. The user can make further modifications to the article and then check it in again. This process can be repeated until such time as the article is approved.

Viewing Existing Articles

To view an existing article, select the Root Category on the Content Panel and then select the subcategory containing the article you wish to view.

Content: Root>enVivoSoft.com>Latest News (Category ID: 2)

[New Article](#)
[Set Article Rankings](#)
[New Category](#)
[Edit This Category](#)
[Delete This Category](#)

ID	Article Title	Rank	Last Modified	Modified By	Status	Action
2	enVivo!CMS Classic v3 Released	0	04/12/2003 14:03:23	Judith	Checked Out By Judith	
3	Alfa Romeo Website Goes Live	0	05/09/2003 14:32:15	admin	Live	
4	EnVivo!CMS Customers - Upgrade Now And Save!	0	16/09/2003 20:14:53	admin	Live	

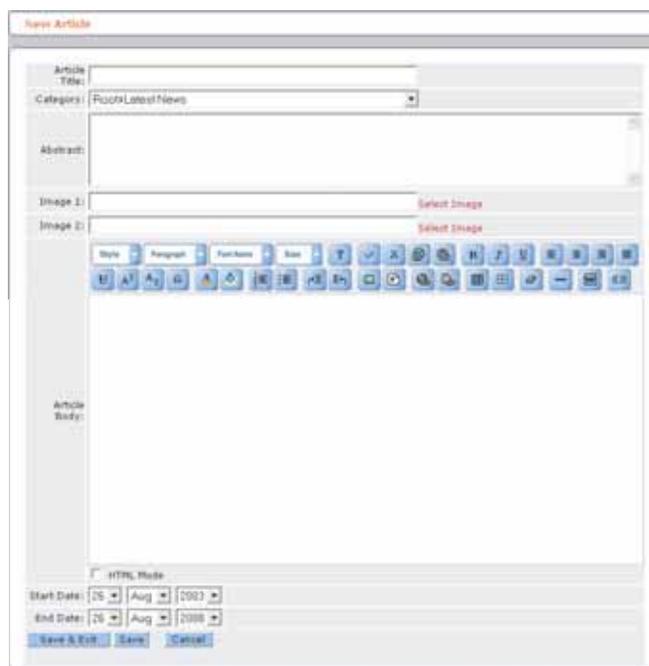
[Move Selected Articles to Trash](#)

Creating a New Article

To create a new article:

1. Select the category you wish the article to appear in from the Content Panel.
2. Click on New Article.

The New Article page will appear.



adVice!

The title should be something easily recognizable and very specific. For example, if the article is text from a press release, “Acuity Launch PR” instead of just “PR.”

3. Enter the new Article Title (corresponds to `{{ $title }}` in the Article List Template or the Article Layout Template).
A list of categories will appear showing the accessible categories to the current user. See [Creating a New Category](#) on page 54 for more information on security levels for categories.
4. Enter a brief description of the Article in Abstract that can serve as a teaser on the web site by entering the `{{ $abstract }}` tag.
5. Select any two images you wish to appear in the article (corresponds to `{{ $image1 }}` and `{{ $image2 }}` in the Article List Template or the Article Layout Template).
6. Enter the article using the Rich Text Editor (corresponds to `{{ $article }}` in the Article List Template or the Article Layout Template). This will be the body of the article displayed on the website.

note!

If you set the start date and end date, your site will automatically be able to add and revoke articles based on those dates, ensuring timely updating of new articles as well as removing expired articles.

7. Enter the start date on which the article should become visible on the website (corresponds to `{{ $startdate }}` in the Article List Template or the Article Layout Template).
8. Enter the end date on which the Article should be automatically removed from view on the site (corresponds to `{{ $enddate }}` in the Article List Template or the Article Layout Template). The article will only be removed from visitor view, not deleted.
9. Click on the Save button to save the article.

Once an article is successfully saved, the article may be previewed by clicking on the Preview Article button. Clicking the Preview Article button displays the offline version of this article; i.e., showing the latest changes. This is not the version that visitors will see on the live website. This button will only become activated once the article is successfully saved.

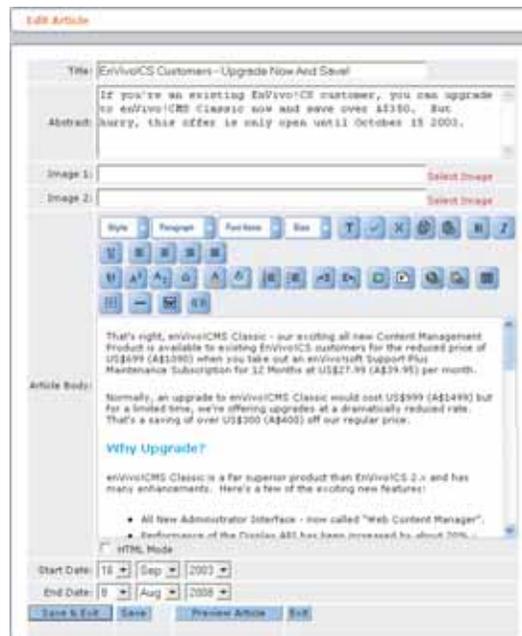
Users with publishing privileges can save and exit the article then click the workflow button to make the article visible on the online website. Users that do not have publishing privileges can check in the article to have it approved by a publisher. Refer to [About Workflow](#) on page 59 for further information.

Editing an Existing Article

To make changes to an existing article:

1. Follow the procedure for viewing an Article.
2. Select the article you wish to edit by clicking its Edit button.

The Edit Article page will appear.





3. Enter your modifications.
4. Click on the Save button to save your modifications.

You may continue working on your article and saving as you go. Once you have completed and saved all of your changes, you may click on the Exit button to return to the Article Table. If you wish to exit the article immediately, you may click on the Save & Exit button.

You may preview the article by clicking on the Preview Article button.

Users with publishing privileges can save and exit the article then click the workflow button to make the article visible to website visitors.

Users that do not have publishing privileges can check in the article to have it approved by a publisher. Refer to [About Workflow](#) on page 59 for further information.

Moving an Article to Another Category

You can move an article from one category to another.

To move an article to another category:

1. Follow the procedure for viewing an Article.
2. Select the article you wish to move by clicking its Move Article to Another Category button.

The Move Article page will appear.

3. In the Which Category do you want to move this article to? dropdown window, select the category you wish to move the article to.
4. Click on the Move Article button.

When you return to the Article table, the article will now be grouped under the newly selected category and will not be visible on the current category.



adVice!

An article does not have to be checked out via the workflow process in order to be moved since content is not being edited. However, you must have permission to access the destination category.



adVice!

You can also use the copy article function to create a reusable template for another article.

Copying an Article

Sometimes you may wish an article to appear in more than one category. The article might be about Sales Projections; therefore, it could be relevant to two separate categories, Monthly Sales and Financial Growth. Instead of re-writing the entire article, it can be copied to another category.

To copy an article to another category:



1. Follow the procedure for viewing Articles.
2. Select the article you wish to copy by clicking its Copy Article to Another Category button.

The Copy Article page will appear.

Copy Article

Which Category do you want to copy this article to? Root\Latest News



note!

The user must have permission to access the destination category.

3. In the Which Category do you want to copy this article to? dropdown window, select the category you wish to copy the article to.
4. Click on the Copy Article button.

When you return to the Article Table, the article will now be visible on the article lists of both categories.

Even if a user does not have publishing privileges, they can still copy an article to another category. However, they must follow workflow procedures to make the new copy of the article visible on the website. Refer to [About Workflow](#) on page 59 for further information.

Moving Articles to the Trash Can

Articles can be moved into the Trash Can if they are no longer required on the website. The Trash Can can act as a repository for articles that may be used again. This saves accidentally deleting valuable information. To permanently remove articles from the database, refer to [Permanently Deleting Some or All Articles from the Trash Can](#) on page 67.

To move articles to the Trash Can:

1. Follow the procedure for viewing an Article.
2. Select the article or articles you wish to move to the Trash Can by clicking in their corresponding check box.

ID	Article Title	Rank	Last Modified	Modified By	Status	Action
2	enVivo!CMS Classic v3 Released	0	08/12/2003 14:55:54	judith	Live	<input type="checkbox"/>
3	Alfa Romeo Website Goes Live	0	05/12/2003 18:42:41	judith	Live	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	EnVivo!CS Customers - Upgrade Now And Save!	0	08/12/2003 15:03:25	admin	Live	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Move Selected Articles to Trash



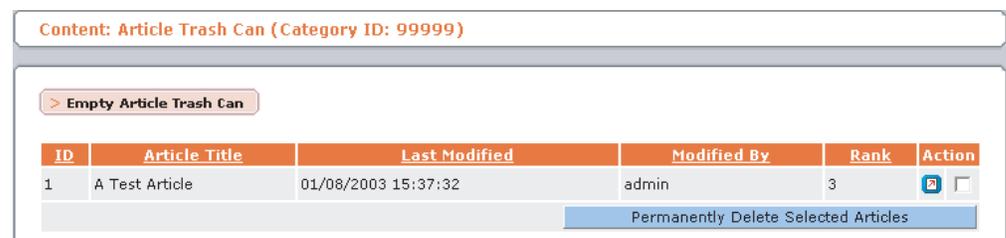
3. Click on the Move Selected Articles to Trash button. The article(s) will be removed from the Category table to the Trash Can.

Viewing and Restoring Deleted Articles from the Trash Can

Access to viewing and restoring deleted articles in the Trash Can is set by the user account security level. Refer to [Security Level Settings](#) on page 19 and [User Accounts](#) on page 75, for more information.

To view and restore articles from the Trash Can:

1. In the Web Content Manager, click on the Trash Can icon in the Content Panel.
The Article Trash Can page will appear with a table listing all the articles in the Trash Can.



2. Click on the Move Article to Another Category button for the article you wish to restore.
The Move Article page will appear.
3. In the Which Category do you want to move this article to? dropdown window, select the Category you wish to move the article to.
4. Click on the Move Article button.

When you return to the Article Trash Can page, the article will no longer be visible in the table and will be visible within the Category it was moved to.

caution!

Once the articles are deleted from the Trash Can, they can no longer be restored.

Permanently Deleting Some or All Articles from the Trash Can

You may permanently delete select articles or all of the articles in the Trash Can. Access to permanently deleting articles in the Trash Can is set by the user account security level. Refer to [Security Level Settings](#) on page 19 and [User Accounts](#) on page 75 for more information.

To delete selected articles from the Trash Can:

1. In the Web Content Manager, click on the Trash Can icon in the Content Panel.
The Article Trash Can page will appear with a table listing all the articles in the Trash Can.
2. Select the article(s) you wish to delete by clicking in their corresponding check box.

3. Click on the Permanently Delete Selected Articles button.

The article(s) will now be permanently deleted.

 **note!**

Although an article may be published, it still may not be visible to visitors if the current date is before the article start date or after the article end date.

 **note!**

Currently Visible to Website Visitors - Click To Make Invisible 

Currently Not Visible to Website Visitors - Click To Make Visible 

Making an Article Visible to Website Visitors

An article will not be visible on your website until it has been approved via the workflow process and is published. Publishing an article makes it visible to website visitors. Access to publishing articles is set by the user account security level. Those with publishing privileges can toggle between making an article visible or invisible to website visitors. Refer to [About Workflow](#) on page 59, [Security Level Settings](#) on page 19 and [User Accounts](#) on page 75 for more information.

To make an article visible on your website:

1. Follow the procedure for viewing articles in a category.
2. Select the article you wish to make visible by clicking on the Currently Visible to Website Visitors - Click To Make Invisible button.

The Currently Visible to Website Visitors - Click To Make Invisible button will now appear in the Article table and the article is now be visible on the website.

Making an Article Not Visible to Website Visitors

When you no longer wish for visitors to view an article it can be 'unpublished'. Access to publishing articles is set by the user account security level. Those with publishing privileges can toggle between making an article visible or invisible to website visitors. Refer to [Security Level Settings](#) on page 19 and [User Accounts](#) on page 75 for more information.

To make an article not visible on the website:

1. Follow the procedure for viewing articles in a category.
2. Select the article you wish to unpublish by clicking on the Currently Visible to Website Visitors - Click to Make Invisible button.

The Currently Not Visible to Website Visitors - Click to Make Visible button will now appear in the Article table and the article is no longer visible on the website.

Set Article Ranking

Article order can be set within a category arbitrarily. This is the order that the articles will appear to visitors. It allows for explicitly stating what order the articles appear in, instead of such things as start date, article ID, etc. See [enVivo!CMS Classic Glossary Of Terms](#) on page 4 for a definition of Rank.

To set Article Ranking:

1. Follow the procedure for viewing a Category.
2. Click on Set Article Rankings, which appears above the Category table.

The Set Article Ranking page will appear.



3. Set the order of the articles as you wish them to appear to visitors of your web site.
4. Click on Set Rank to set the order. The Article Rankings Update page will appear. Click Close.

8 — Reports

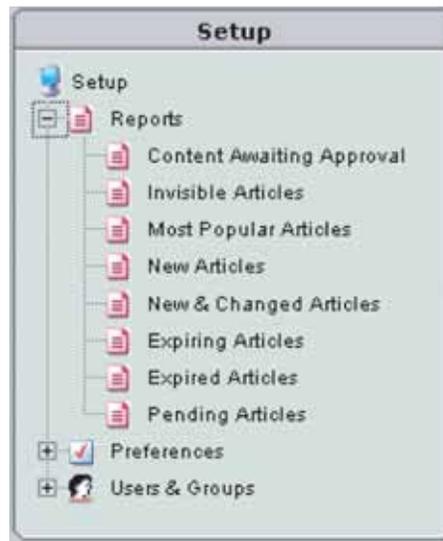
enVivo!CMS Classic can create different types of reports to assist in organizing work flow. Articles awaiting approval, articles that are the most popular with visitors and ones that have expired are just a few of the types of Reports that can be generated. Reports detail an article’s status and can serve as a to-do list.

Reports assist in managing work flow. In Reports, you will be able to determine which articles are working most effectively for your website.

You can edit, view, make visible, or invisible articles while in a Report page thus allowing you to make changes without exiting Reports.

To access the reports:

1. In the Web Content Manager Setup Panel, click on the Reports icon.



2. Select the type of Report you wish to view.

Below is a detailed list of Reports that can be selected for viewing.

Content Awaiting Approval

This Report lists all articles check in by content contributors awaiting approval by publishers. Only those individuals with publishing privileges can view this report. This report also appears on log in.

Invisible Articles

This Report displays the list of articles that have been approved for publishing but are still not visible to website visitors.

To approve an article, click on the Currently Not Visible to Website Visitors - Click To Make Visible. The article will no longer appear in Invisible Articles Report. See [Making an Article Visible to Website Visitors](#) and [Making an Article Not Visible to Website Visitors](#) on page 68.

Most Popular Articles

This Report displays the articles most called by categories.

New Articles

This Report displays only the articles that have been created since you last logged into enVivo!CMS Classic.

New & Changed Articles

This Report displays all of the articles that have been created or edited since you last logged into enVivo!CMS Classic.

Articles Expiring Soon

This Report displays a list of all the articles expiring within a customized timeframe.

enVivo!CMS Classic defaults to a 7-day timeframe, but you may change it by entering the number of days and clicking the Update button.

Expired Articles

This Report displays a list of all articles past their end date but have not been deleted from the database.

Pending Articles

This Report lists articles that have not reached their start date.



9 — Content Blocks

Content Blocks are reusable snippets of HTML that define global features across the website such as navigation. They can contain links, text, and images. You can use Content Blocks anywhere using the `{{cb$name}}` EnVivo tag.

When you make a change to a Content Block, a global change affects all of the places on the website where the Content Block is used.

You may create Content Blocks by selecting to use Rich Text Editor or cut and paste the HTML code into the Rich Text Editor from a separate WYSIWYG editor such as MS FrontPage, Macromedia Dreamweaver, or Adobe GoLive. However, The Rich Text Editor does not support META tags, Javascript, forms, or DHTML.

You can, however, create Content Blocks by selecting not to use Rich Text Editor. These Content Blocks have the capability to support browser invisible Javascript, forms, and DHTML and define global features across the website, while Rich Text Editor Content Blocks can contain links, text, and images.

Please see [CB Function](#) on page 5 of the enVivo!CMS Classic v3.5 Professional / Enterprise Display API Reference, for more information on the ASP equivalent of a Content Block tag.

WORKING WITH CONTENT BLOCKS

Viewing Content Blocks

To view an existing Content Blocks, select the Content Block icon on the Asset Panel and then select the Content Block you wish to view by clicking on the Edit Content Block button.

Content Blocks

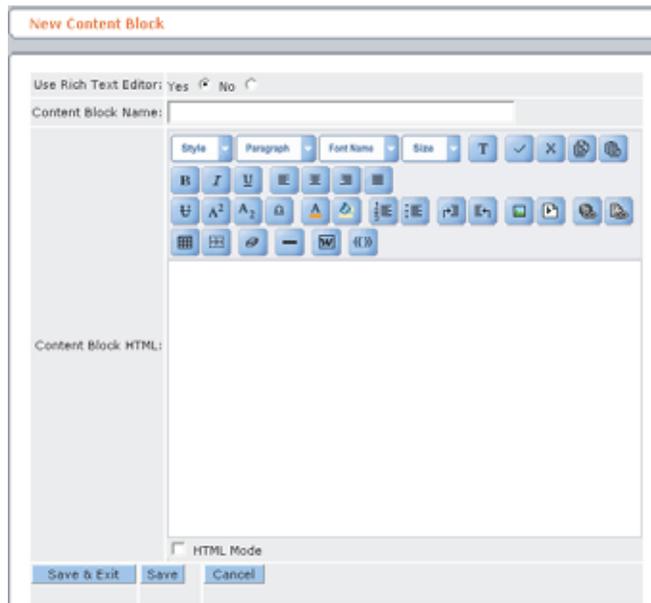
> [New Content Block](#)

ID	Content Block Name	Last Modified	Modified By	Action
3	main_menu	19/08/2003 16:11:41	admin	 
4	footer	19/08/2003 16:11:52	admin	 
13	sidebar_navigation	19/08/2003 16:12:04	admin	 
14	search_form	19/08/2003 16:12:16	admin	 
15	feedback_form	19/08/2003 16:12:27	admin	 

Creating a New Content Block

To create a new Content Block:

1. In Web Content Manager, click on the Content Block icon.
The Content Block table will appear.



note!

Use the No radio button if Content Blocks are going to contain forms, Javascript or metatags.

note!

When using the Rich Text Editor, you can still view and edit the HTML code by checking the HTML Mode check box below the Rich Text Editor workspace.

note!

You may also cut and paste from another WYSIWYG editor.

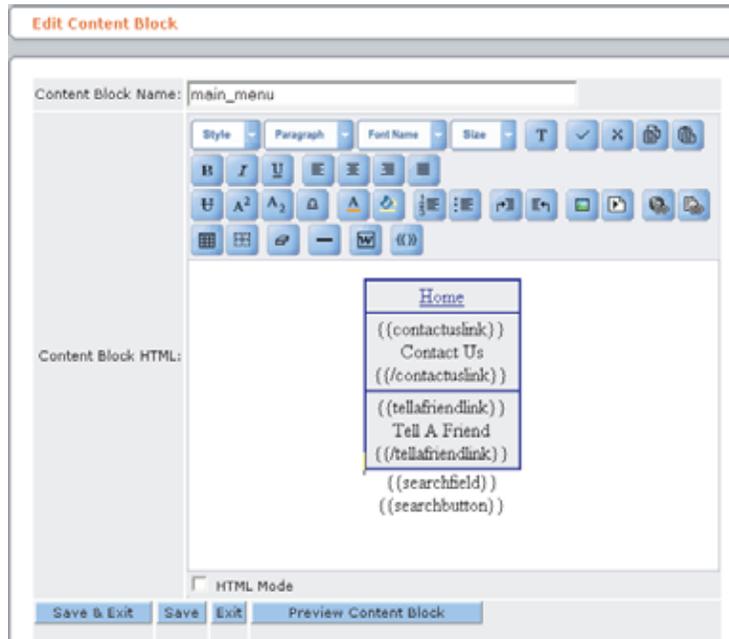
2. Click on New Content Block above the table.
3. In Use Rich Text Editor radio button, select Yes to use the Rich Text Editor or No to enter the HTML code directly.
4. Enter a Content Block Name.
5. Enter the HTML code by formatting the Rich Text Editor or enter the HTML code.
6. When you have finished creating the Content Block, click Save and Exit to return to the Content Block table.

Editing an Existing Content Block

To edit an existing Content Block:

1. In Web Content Manager Asset Panel, click on the Content Blocks icon.
The Content Blocks table will appear.
2. Select the Content Block you wish to edit by clicking its Edit Content Block button.

The Edit Content Block window will appear.



3. Enter your modifications by using the Rich Text Editor or editing the HTML Code.
4. Click on the Save button save your Content Block.
5. When you have finished editing the Content Block, click Save and Exit to return to the Content Block table.

! caution!

There is no Trash Can for Content Blocks. When a Content Block is deleted, it is permanently deleted.

Deleting a Content Block

To permanently delete a Content Block you no longer use:

1. In Web Content Manager Asset Panel, click on the Content Blocks icon. The Content Blocks table will appear.
2. Select the Content Block you wish to delete by clicking its Delete button. A message will appear, confirming you want to delete the Content Block.
3. Click OK to permanently delete the Content Block.

10 — User Accounts And User Groups

enVivo!CMS Classic allows administrators to grant users both individual access to content and as groups to a range of content. For example, a sales manager can have a content editor security level setting with publishing privileges to several categories and can also be part of the sales staff user group. The rest of the sales staff user group can have access to change only content within the sales categories.

By grouping users, it becomes much easier to manage security as changes to staff occur. Both User Accounts and User Groups are managed from the Setup Panel within Web Content Manager.



USER ACCOUNTS

User Accounts are used to log into Web Content Manager. User Accounts determine accessibility to functions and reports, depending on the predetermined security level of the user. User Accounts provide electronic fingerprints to track additions and changes made by account users.

Username, security level and password are defined in the User Accounts icon located on Web Content Manager Setup Panel.

When enVivo!CMS Classic is first installed, the Administrator is the only user account with access to Web Content Manager. Security level and access can be changed in Preferences, Setup Panel. See [Security Level Settings](#) on page 19 for more information.



Below, lists the security level value, accessibility to functions and suggestions as to who should have this security level.

Default Security Levels and Access

Security Level Value	Menu and Function Access	Suggested User
Administrator	Access to all functionality located in the Content, Assets and Setup Panels.	Webmaster - created the web database, manages the site user accounts, performs all tasks below.
Site Designer	Access to most functions, with the exception of User Accounts: Content, Assets, Reports	Graphic Designer - created and modifies templates used to display articles, including creating and Editing new categories, performs all tasks below.
Content Editor	Access to authorize publishing/unpublishing on the web as well as adding, deleting, and editing content: Content (Articles only) and Assets.	Supervisor/Article Editor - checks and publishes articles to the website, performs all tasks below.
Content Contributor	Access to create content for the site: Content (Articles only), Assets.	Advanced Contributor - uploads media and images in addition to creating, editing, and deleting text for the site.
User	Access to basic text functions for site: Content (Articles Only)	Contributor - provides text content for the site.



WORKING WITH USER ACCOUNTS

Viewing User Accounts

To view all existing user accounts, select the Users & Groups icon on the Setup Panel and then select the User Accounts icon. A list of all users will appear in the workspace.

User Accounts

> New User Account

ID	User Name	Full Name	Security Level	Email Address	Last Modified	Modified By	Action
1	admin	enVivo!CMS Classic Administrator	Administrator	admin@admin.com	24/07/2003 16:15:09	admin	
4	judith	Judith Brown	Content Contributor	judith@aol.com	03/07/2003 14:22:56	admin	
5	JBloggs	Joe Bloggs	Site Designer	joe@yoursite.com	20/08/2003 11:57:25	admin	
6	FJones	Fred Jones	Content Editor	fred@yoursite.com	19/08/2003 15:48:29	admin	

Creating a New User Account

A new user account should be set up for any individual requiring access to Web Content Manager functions.

To create a new user:

1. Follow the procedure for viewing User Accounts.
The User Accounts table will appear listing all user accounts.
2. Click on New User Account.
The New User Account page will appear.

The screenshot shows a web form titled "New User Account". It contains the following fields and sections:

- User Name: [text input]
- Full Name: [text input]
- Email Address: [text input]
- Security Level: [dropdown menu, currently set to "Administrator"]
- Member Of: [text label]
- Available User Groups: [list box containing "Management Team User Group (all members of marketing staff)" and "Sales User Group (all members of sales staff)"]
- Selected User Groups: [empty list box]
- Navigation arrows: [left arrow, right arrow, double left arrow, double right arrow]
- Password: [text input]
- Confirm Password: [text input]
- Buttons: [Save], [Cancel]



adVice!

Create a User Account with the user's full name for ease of accurately tracking in Reports.

3. Enter the User Name (this could be their first name).
4. Enter the new user's Full Name.
5. Enter the new user's Email Address.
6. Designate their Security Level from the dropdown menu.
7. In the Available User Groups list select which, if any, user groups this user account should be included. Clicking the right arrow button to move this group to the Selected User Group window. Refer to [Working with User Groups](#) on page 79 for more information on User Groups.
8. Enter a password.
9. Confirm password.
10. Click the Save button to save the new user.

The user can now log into enVivo!CMS Classic with their new User Account name and password.

Editing an Existing User Account

1. Follow the procedure for viewing User Accounts.
2. Find the user account you wish to edit and click the corresponding Edit User button.
3. The Edit User Account page will appear.

The screenshot shows a web interface for editing a user account. The title is "Edit User: simone". The form contains the following fields and sections:

- User Name:
- Full Name:
- Email Address:
- Security Level:
- Member Of: A section with two lists and navigation arrows:
 - Available User Groups: (empty list)
 - Selected User Groups: Management Team User Group (all members of marketing staff), Sales User Group (all members of sales staff)
- Password:
- Confirm Password:
- Buttons: Save, Cancel

4. Enter changes and then click on Save to save changes.

Deleting an Existing User Account

If you wish to terminate someone's access to Web Content Manager, delete their user account in the User Account table.

To delete an existing User Account:

1. Select the user account you wish to delete and click on the Delete User Account button.

Confirmation will be asked that you wish to delete the account.

2. Click OK to delete the account.

The user will no longer be able to access Web Content Manager. enVivo!CMS Classic does not delete any content or assets created by the deleted User Account.

WORKING WITH USER GROUPS

Instead of having to grant individual users access to what could be a multitude of content, the administrator can assign a user to a group then assign the group to a category. For example, a new sales staff member is set up with an individual user account which is added to the sales staff user group. The new staff member now has access to all content categories pertaining to sales while still maintaining their individual security level.

Also, a user can be a member of several user groups. For example, a sales manager can be a member of the sales user group as well as the management team user group.

Viewing User Groups

To view all existing user groups, select the Users & Groups icon on the Setup Panel and then select the User Groups icon. A list of all user groups will appear in the workspace.

ID	Group Name	Last Modified	Modified By	Action
1	Sales User Group	05/12/2003 12:55:54	admin	
2	Management Team User Group	05/12/2003 12:56:31	admin	

Creating a New User Group

A new user group can be set up for ease of managing several user accounts requiring access to the same content.

To create a new user group:

1. Follow the procedure for viewing User Groups.
The User Groups table will appear listing all user groups.
2. Click on New User Group.
The New User Group page will appear.



adVice!

Organizing groups is made easier by entering in a description.

3. Enter the User Group Name.
4. Enter a description of the group; i.e., "all members of sales staff".



note!

Administrators will automatically have access to all content and therefore do not need to be placed into User Groups.

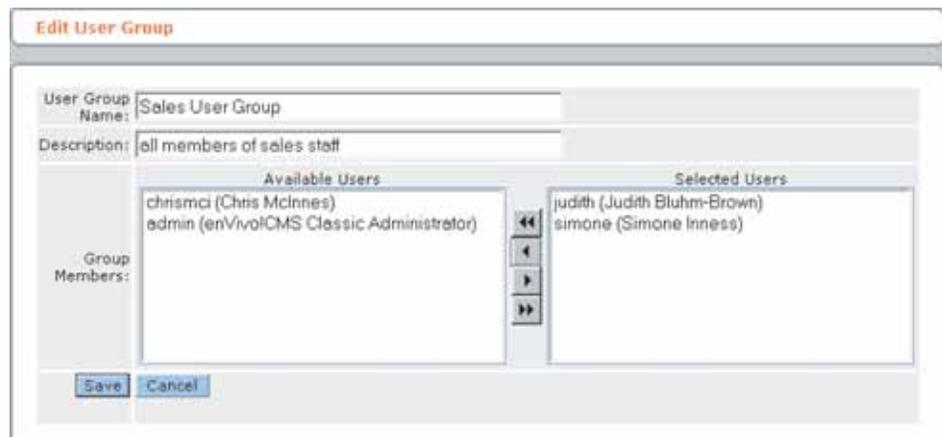
5. Within Group Members, select the Available Users you wish to be a member of this new group by selecting their name and then clicking the right arrow button to place their name in the Selected Users window. Reverse this process to remove names from the Selected Users window. You may also click the double arrows to add or remove all individual users.

6. Click the Save button to save the new user group.

The new user group will now appear in the User Groups table.

Editing a User Group

1. Follow the procedure for viewing User Groups.
2. Find the user group you wish to edit and click the corresponding Edit User Group button.
3. The Edit User Group page will appear.



4. Add or remove Selected Users and then click on Save to save changes.

Deleting an Existing User Group

If you wish to delete a user group:

1. Select the user group you wish to delete and click on the corresponding Delete User Group button.

Confirmation will be asked that you wish to delete the group.

2. Click OK to delete the group.

The user group will no longer exist within Web Content Manager. enVivo!CMS Classic does not delete any content or assets created by the deleted user group.

11 — Shortcuts

Shortcuts allow visitors to be immediately directed to a specific page of your website and allows them to bypass long and complex URL addresses. For example;

- `www.yoursite.com/default.asp?action=category&ID=15`

becomes

- `www.yoursite.com/weather`.

caution!

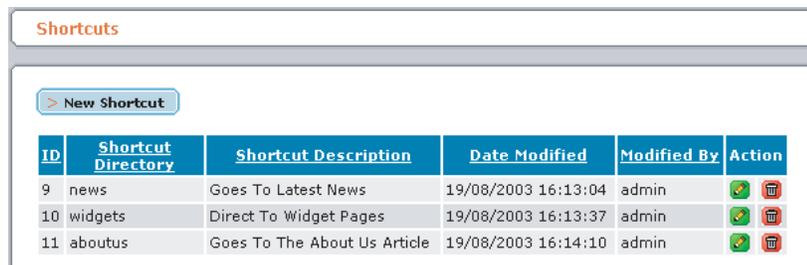
You should not delete these directories if you are using FTP to your web server.

A shortcut is a subdirectory created by enVivo!CMS Classic, which redirects a visitor to the appropriate article or category action.

WORKING WITH SHORTCUTS

Viewing Shortcuts

To view existing Shortcuts, click the Shortcuts icon in Web Content Manager Assets Panel. The Shortcuts table will appear.



ID	Shortcut Directory	Shortcut Description	Date Modified	Modified By	Action
9	news	Goes To Latest News	19/08/2003 16:13:04	admin	 
10	widgets	Direct To Widget Pages	19/08/2003 16:13:37	admin	 
11	aboutus	Goes To The About Us Article	19/08/2003 16:14:10	admin	 

Creating a Shortcut

To create a new Shortcut to:

1. In Web Content Manager Asset Panel, select the Shortcuts icon.

The Shortcuts table will appear.

2. Click on New Shortcut.

The New Shortcut window will appear.



note!

Illegal directory characters, such as spaces and backslashes will automatically be removed.

3. Enter the Shortcut Directory Name.
4. Enter a brief description of the shortcut.
5. Enter the Shortcut URL destination by clicking on **Select an Internal Link**.



adVice!

The description for a shortcut should be something easily recognizable such as "PR," "Product Descriptions," "Shopping Cart".

6. In Link To, select either Article or Category.
 - a. Article:
 - In the Show Article From dropdown window, select the Category which holds the article you wish to link to.
 - Select the article.
 - The Select An Internal Link window will close. Click on Save to return to Shortcut table.

b. Category:

- Select the Category you wish to link to.
- Select the article field to Order By.
- Select Sort; either ascending or descending.
- Select the Number of Articles to Display.
- Click Create Link.
- The Select An Internal Link window will close. Click on Save to return to Shortcut table.

! caution!

Editing a Shortcut deletes the directory where the edited shortcut was created. All other files in that directory will also be deleted.

Editing an Existing Shortcut

To make changes to an existing Shortcut:

1. In Web Content Manager Asset Panel, select the Shortcuts icon.
The Shortcuts table will appear.
2. Select the Shortcut you wish to edit by clicking Edit Shortcut button.
The Edit Shortcut page will appear.

Shortcut Directory Name:		news
Description:		Goes To Latest News
Shortcut URL:		default.asp?action=category&ID=16&order=startdate&sort=desc Select an Internal Link
		<input type="button" value="Save"/> <input type="button" value="Exit"/>

3. Make your modifications.
4. Click on the Save button to save your changes.

! caution!

if a Shortcut is deleted, the actual directory and all of the files within the directory are permanently deleted as well.

Deleting a Shortcut

To delete a Shortcut:

1. In Web Content Manager Asset Panel, select the Shortcuts icon.
The Shortcuts table will appear.
2. Select the Shortcut you wish to delete by clicking its Delete Shortcut button.
The Delete Shortcut: confirmation message will appear.
3. Click OK to delete the Shortcut.

12 — Image And Media Asset Management

enVivo!CMS Classic allows for complete control of all images and media that you use on your website. Web Content Manager Asset Panel holds the Images and Media icons, which are the libraries for these assets. Within each of these libraries, you can store, add, preview and delete images and media.

WORKING WITH IMAGES

Clipart, photographs, and other artwork can be stored in the Image Library and made accessible to team members designing the content and appearance of your website.

Uploaded into the subdirectory of your site as set in the IMAGE_LIBRARY_LOCATION Preference setting (typically images/). Images can be viewed as thumbnails in a browser for accurate selection in your HTML editor.

Images should be called into your Page Template's HTML using relative links to the images directory of your site. For example:

```

```

Your WYSIWYG HTML editor (i.e., Dreamweaver) should be consistent with your enVivo!CMS Classic Page Template HTML. To learn more about HTML Page Templates, please see [Creating New HTML Page Templates](#) on page 39 of this guide.

Viewing an Image

To view an image, select the Images icon in Web Content Manager Assets Panel. If you have more than one image folder, select the folder containing the image you wish to view.

Thumbnails of all the images contained in a folder will appear in a window along with each image's details. You may preview or delete an image file from this window.



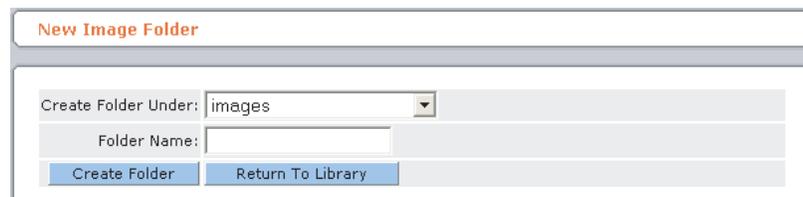
Creating a New Image Folder

You may organize images into folders such as Product Images, Logos, and Corporate Artwork.

To create a new Image Folder:

1. In Web Content Manager Asset Panel, click on the Images icon.
2. Click on New Image Folder.

The New Image Folder page will appear.



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You can continue to create as many folders as required.

3. Select a parent folder for the new folder in Create Folder Under.
4. Enter the new Folder Name.
5. Click on the Create Folder button to create the new folder.

A message will appear confirming the folder has been successfully created.

Return to the Image Library by clicking on the Return to Library button.

caution!

When you delete an image folder, all of the images and subfolders within the folder will also be deleted. Move images you want to keep to another folder.

Deleting an Image Folder

To delete an Image Folder:

1. In the Web Content Manager Asset Panel, click on the Images icon. Select the Image folder you wish to delete.
2. Click on Delete This Image Folder.

The Delete Image Folder confirmation message will appear.

3. Select OK to delete the folder.

! caution!

If an image is uploaded with the same name as an existing image, the existing image will automatically be overwritten. No prompt to overwrite will be displayed.

Uploading an Image

To upload an image to a specified Image Folder:

1. Select the folder in the Image Library where you wish to place the image.
2. Click on Upload Image.

The Upload Image page will appear.



3. The name of the folder you wish to upload to will appear in the Upload To dropdown window. If you wish to change the folder, select the dropdown button and select another folder from the list.
4. In File Name, either type the filepath and filename, or select the file from your system by clicking on the Browse button. Choose File page will appear.
5. Click on the Upload File button to upload your image.

File Successfully Uploaded will appear at the top of the window confirming the image file has been successfully uploaded.

When you are finished, return to the Image Library by clicking on the Return To Library button.

Deleting an Image

To delete an image:

1. Select the folder containing the image you wish to delete from the Image Library.
2. Click on the Trash Can at the bottom of the thumbnail.

The Permanently Delete File confirmation message will appear.

3. Click OK to delete the selected image.

WORKING WITH MEDIA

Macromedia Flash, PDF files, Video files, or Cascading Style Sheets (CSS) can be stored in the Media Library and made accessible to team members designing the content and appearance of your website.

Uploaded into the subdirectory of your site as set in the MEDIA_LIBRARY_LOCATION Preference setting (typically, media/). Media file descriptions can be viewed in a browser for accurate selection in your HTML editor.

Media files should be called into your Page Template's HTML using relative links to the envivocms directory of your website.

Your WYSIWYG HTML editor (i.e., Dreamweaver) should be consistent with your enVivo!CMS Classic Page Template HTML. To learn more about HTML Page Templates, please see [Creating New HTML Page Templates](#) on page 39 of this manual.

Viewing Media Files

To view media, select the Media icon in Web Content Manager Assets Panel. If you have more than one media folder, select the folder containing the media you wish to view.

The Media table will appear.

Media Library: media

> Upload Media > New Media Folder > Delete This Media Folder

File name	Type	Size	Last modified	Action
101besttips.pdf	Adobe PDF File	1355654	30/07/2003 01:03:25	
b275b00.zip	ZIP File	491154	14/05/2003 17:36:09	
bs_3dv1_rc1.swf	Macromedia Shockwave/Flash File	559421	08/10/2002 18:13:58	
cheattheme.mp3	MP3 File	945356	13/02/2002 13:59:00	
default.css	Cascading Style Sheet	1644	12/08/2003 20:37:00	
hom_jengaship.mp3	MP3 File	101982	14/10/2002 08:13:34	
print.css	Cascading Style Sheet	1679	11/08/2003 21:35:00	
README.TXT	TXT File	9732	18/11/1996 06:32:58	

8 Files Displayed in media/ with 3,385.37 kb Total.

You may preview or delete any media file from this table.

Creating a New Media Folder

You may organize media into folders such as PDF, Cascading Style Sheets and Video.

To create a new Media Folder:

1. In the Web Content Manager Asset Panel, click on the Media icon.
The Media Library table will appear.
2. Click on New Media Folder.
The New Media Folder page will appear.



3. Select a parent folder for the new folder in Create Folder Under dropdown window.
4. Enter the new Folder Name.
5. Click on the Create Folder button.

A message will appear confirming the folder has been successfully created. You can continue to create as many folders as required.

Return to the Media Library by clicking on the Return to Library button.

! caution!

When you delete a media folder, all of the media and subfolders within that folder will be deleted as well. Move media you want to keep to another folder.

Deleting a Media Folder

To delete a Media Folder:

1. In the Web Content Manager Asset Panel, click on the Media icon. Select the media folder you wish to delete.
2. Click on Delete This Media Folder.
The Delete Media Folder confirmation message will appear.
3. Select OK to delete the directory.

! caution!

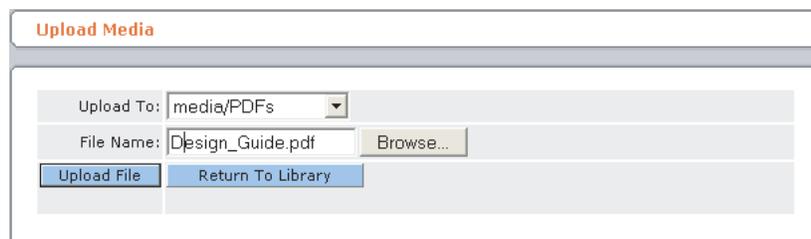
If media is uploaded with the same name as an existing media file, the existing media will automatically be overwritten. No prompt to overwrite will be displayed.

Uploading Media

To upload Media:

1. In the Web Content Manager Asset Panel, click on the Media icon. Select the Media folder you wish to upload to.
2. Click on Upload Media.

The Upload Media page will appear.



3. The name of the folder you wish to upload to will appear in the Upload To dropdown window. If you wish to change the folder, select the dropdown button and select another folder from the list.
4. In File Name, either type the filepath and filename, or select the file from your system by clicking on the Browse button. Choose File page will appear.
5. Click on the Upload File button to upload your media.

File Successfully Uploaded will appear at the top of the window confirming the media file has been successfully uploaded.

When you are finished, return to the Image Library by clicking on the Return To Library button.

Deleting Media

To delete Media:

1. In the Web Content Manager Asset Panel, click on the Media icon.
2. Select the folder containing the media file you wish to delete.
The Media Library table will appear.
3. Select the media file you wish to delete by clicking its Delete button.
The Permanently Delete File confirmation message will appear.
4. Click OK to delete the selected media file.

13 — Extranet

With enVivo!CMS Classic Professional / Enterprise, you can have Extranet functionality that enables a password protected "Members Only" area on your website. Visitors must log in to view content. This is particularly useful where premium content needs to be displayed such as:

- Business to business product information,
- Premium news content, or
- Subscription based information service.

It can exclude anonymous visitors and require registration or still allow anonymous access to your website. Those visitors who have a login to your website are called Extranet Users. Extranet Users can be grouped into Extranet Groups to facilitate easier management to access content. Therefore, you can have complete granular security over Extranet Users and what information they can view on your website.

HOW EXTRANET WORKS

Extranet works by allowing you to apply Extranet User or Group permissions to categories in Web Content Manager. Once category security is applied, the articles contained within those categories will not be visible to non-authenticated users.

Extranet allows you to:

- Create Extranet Users within Web Content Manager or have them self register.
- Require Email confirmation prior to account activation.
- Group Extranet Users in a logical manner.
- Apply granular security to categories and articles.
- Enable or disable Extranet Users or Groups at any time.

WORKING WITH EXTRANET USERS

Viewing Extranet Users

To view all existing Extranet users, select the Extranet icon on the Asset Panel and then select the Extranet Users icon. A list of all users will appear in the workspace.

Extranet Users

[New Extranet User](#)

ID	Extranet User Login	Last Modified	Modified By	Action
1	Jo Blog	11/12/2003	admin	
2	Anna	11/12/2003 17:30:03	admin	

Creating a New Extranet User

To create a new user:

1. Follow the procedure for viewing Extranet Users.
The Extranet Users table will appear listing all users.
2. Click on New Extranet User.
The New Extranet User page will appear.

New Extranet User

Extranet User Login:

Full Name:

Password:

Confirm Password:

Email:

Member Of:

Available Extranet Groups	Selected Extranet Groups
Technicians (Technical Staff)	

Disabled:

[Save](#) [Cancel](#)

3. Enter the Extranet User Login.
4. Enter the new Extranet User's Full Name.
5. Enter the new Extranet User's password.

6. Confirm password.
 7. Enter the new Extranet User's email address.
 8. In the Available Extranet User Groups list select, if any, user groups to include this new user. Click the right arrow button to move this group to the Selected Extranet Groups window. Refer to [Working with Extranet Groups](#) on page 94 for more information or groups.
 9. Click the Save button to save the new Extranet User.
- The user can now log into the website and access protected content.

Editing an Existing Extranet User

1. Follow the procedure for viewing Extranet Users.
2. Find the user you wish to edit and click the corresponding Edit Extranet User button.
3. The Edit Extranet User page will appear.

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Instead of deleting an Extranet User, you may chose to check the Disable box. Their details will still exist within Extranet Users till such time as you chose to re-enable their access.

4. Enter changes and then click on Save to save changes.

Deleting an Existing Extranet User

If you wish to terminate someone's access to website content, delete the Extranet user in the Extranet User table.

To delete an existing Extranet user:

1. Select the Extranet user you wish to delete and click on the Delete Extranet User button.

Confirmation will be asked that you wish to delete this user.

2. Click OK to delete.

The user will no longer be able to access website content.

WORKING WITH EXTRANET GROUPS

Grouping Extranet users simplifies the process of allowing access to content as it is added, changed or deleted.

Viewing Extranet Groups

To view all existing Extranet groups, select the Extranet icon on the Assets Panel and then select the Extranet Groups icon. A list of all Extranet groups will appear in the workspace.

ID	Group Name	Last Modified	Modified By	Action
1	Technicians	11/12/2003 17:31:01	admin	 

Creating a New Extranet Group

A new Extranet group can be set up for ease of managing access to content.

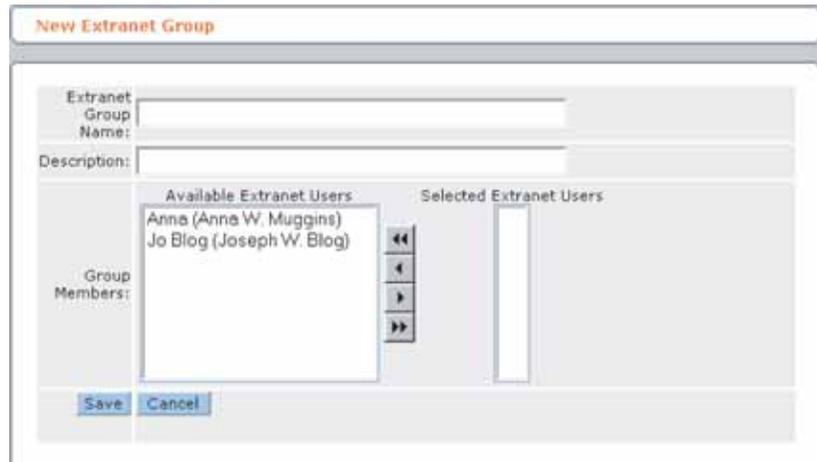
To create a new Extranet group:

1. Follow the procedure for viewing Extranet Groups.

The Extranet Groups table will appear listing all Extranet groups.

2. Click on New Extranet Group.

The New Extranet Group page will appear.



3. Enter the Extranet Group Name.
4. Enter a description of the group; i.e., "all registered users".
5. Within Group Members, select the Available Extranet Users you wish to be members of this new group by selecting their name and then clicking the right arrow button to place their name in the Selected Extranet Users window. Reverse this process to remove names from the Selected Extranet Users window. You may also click the double arrows to add or remove all Extranet users.
6. Click the Save button to save the new Extranet group.

The new Extranet group will now appear in the Extranet Groups table.

Editing an Extranet Group

1. Follow the procedure for viewing Extranet Groups.
2. Find the Extranet group you wish to edit and click the corresponding Edit Extranet Group button.
3. The Edit Extranet Group page will appear.



4. Add or remove Selected Extranet Users and then click on Save to save changes.

Deleting an Existing Extranet Group

If you wish to delete an Extranet group:

1. Select the Extranet group you wish to delete and click on the corresponding Delete Extranet Group button.

Confirmation will be asked that you wish to delete the group.

2. Click OK to delete the group.

The Extranet group will no longer have access to content.

EXTRANET VISITOR FORM FUNCTIONS

The enVivo!CMS Classic Extranet provides you with form handlers to enable your website visitors to self-help themselves without the need for Administrator intervention should the need arise. The form handlers handle:

- Extranet user self registration,
- Extranet User Email Account Validation and activation, and
- Extranet User Login validation.

Extranet User Self Registration

The Extranet user self registration routine allows your website visitors to self register for access to protected areas within your website. This is handy if you want many people to register and you do not want to do this manually through Web Content Manager.

The self registration routine, `extranet_register.asp`, is an ASP file to which you post form values. It then adds the relevant information into your enVivo!CMS Classic database and then redirects the visitor to the relevant page depending upon the success of the registration.

In order to implement self registration, you need to create:

1. A registration form to capture extranet user information. Refer to [Creating a Form Within enVivo!CMS Classic](#) on page 104.
2. A successful registration article to notify the user that their registration was successful. This is determined by the setting `EXTRANET_REGISTER_SUCCESS_ARTICLEID`.
3. A registration failure article that is defined through the setting `EXTRANET_REGISTER_FAIL_ARTICLEID`.
4. Optionally, if your Extranet users need to validate their email address as defined in the setting, `EXTRANET_REQUIRE_VALID_EMAIL`, you'll need to create two articles to notify Extranet users that their Extranet user account has been activated successfully or unsuccessfully.

For more information on settings, refer to [Extranet Settings](#) on page 23.

5. If step 4 is applicable, then you'll need to create a text file which will become your email registration template. This provides the link that the visitor needs to click to activate their account. See [Setting Up Registration Confirmation Email](#) below.



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it's a good idea to put all of your Extranet articles into a special category with the "Display In Category Lists" option set to off. This way, the articles will not be able to be browsed to via any navigation on your site.

Setting Up Registration Confirmation Email

If your website requires Extranet users who self register to validate their email address, create a text file that will form the template for the confirmation email. This text file contains some enVivo tags which, when rendered, form a full email customized to the Extranet user.

The tags in the email are:

- `{{ $username }}` - the Extranet user's login name
- `{{ $fullname }}` - the Extranet user's full name
- `{{ $password }}` - the Extranet user's password
- `{{ $email }}` - the Extranet user's email address.
- `{{ $enable_link }}` - the link that the Extranet user clicks to enable their account. This is automatically generated by enVivo!CMS Classic.

Once you have created this text file, upload it to the MEDIA area in Web Content Manager and then set `EXTRANET_CONFIRMATION_EMAIL_LOCATION` to point to the file's location.

Extranet User Account Self Activation

Once the Extranet user has received the confirmation email generated by enVivo!CMS Classic, they will click the enabling link in that email to activate their account. This links to `extranet_enable.asp`, and depending upon whether the self enabling was successful or



not, redirects the Extranet user to the location as specified in EXTRANET_ENABLE_SUCCESS_ARTICLEID and EXTRANET_ENABLE_FAIL_ARTICLEID respectively.

Extranet User Login

Extranet user logins are validated by the file subscriber_login.asp. This file accepts form input and checks whether the Extranet user has supplied a valid username and password.

The form values that need to be sent to extranet_login.asp are:

- `ExtranetUserName` - A text field containing the extranet user's username.
- `ExtranetPassword` - A password field containing the extranet user's password.
- `ExtranetStayLoggedIn` - a checkbox that passes the value "true" to `extranet_login.asp`. If "true", then a cookie will be set on the Extranet user's PC to facilitate a persistent login.

If the Extranet user successfully logs in, they will be sent to the page on your website as defined in the settings `EXTRANET_LOGIN_SUCCESS_ACTION` and `EXTRANET_LOGIN_SUCCESS_ID`. If the incorrect username or password is supplied, the user is redirected to the page as specified in the settings `EXTRANET_LOGIN_FAIL_ACTION` and `EXTRANET_LOGIN_FAIL_ID`. For example, if `EXTRANET_LOGIN_FAIL_ACTION` is "article" and `EXTRANET_LOGIN_FAIL_ID` is 165 then a user will be taken to article 165 upon a failed login attempt.

14 — Additional Features

enVivo!CMS Classic contains many additional features that can be used to enhance your website. By using these features, you will be able to proactively increase your website's exposure on the Internet.

caution!

Ensure that your other Email settings such as EMAILCOMPONENT are set up properly prior to implementing the Contact Us Emler and Tell A Friend Emler into production.

POP-UP EMAILERS

enVivo!CMS Classic comes with two pop-up emailers. These enable your site to receive feedback as well enable visitors to recommend a page on your site to a friend. Using these features together will increase traffic to your website. There are two pop-up emailers:

- Contact Us Emler, and
- Tell a Friend Emler.

By default, enVivo!CMS Classic is installed with the enVivo! 101 Sample Site pop-up emailer. Should you wish to change the "look and feel" of the pop-up emailers, edit the file pop_emailer_unformatted.asp located in the envivo root directory, then rename it to pop_emailer.asp.

adVice!

Having a CONTACTUS_SUBJECT which looks correct when prefixed with "RE:" will ensure that your visitor knows what the email is about when they receive a reply from you. For example, Your Wine Enquiry becomes RE: Your Wine Enquiry in your visitor's Inbox when they receive your reply.

Contact Us Emler

The Contact Us Emler is an easy and convenient way for visitors to enquire about your product or your website. It also allows the website administrator to track feedback from visitors.

In order to place a link to the Contact Us Emler, use the `{{contactuslink}}` and `{{/contactuslink}}` EnVivo tags around the text or image you want to become the link. For example:

```
{{contactuslink}}For More Information, Click Here{{/contactuslink}}
```

Use the EnVivo Tag Generator in the Rich Text Editor to assist you in creating the tag.

When a visitor opens the Contact Us Emler pop-up window, they are prompted for their name, email address and message. When the visitor submits the form, the information is

then send as an email to the CONTACTUS_ADDRESS email address set up in Preferences.

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The 'look and feel' of the Pop Up Emailers by editing pop_emailer.asp that is located in the EnVivo!CMS Classic Root Directory.



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Having a TELLAFRIEND_SUBJECT that looks attractive to the recipient will ensure that the referred friend will visit the site. For example, 'Check Out This Great Wine Site I Found.'

Tell A Friend Emailer

The Tell A Friend Emailer is an easy way to generate extra visits to your website by allowing visitors to refer it to a friend.

In order to place a link to the Tell A Friend Emailer, use the {{tellafriendlink}} and {{/tellafriendlink}} EnVivo tags around the text or image you want to become the link. For Example:

```
{{tellafriendlink}}Click Here To Refer A Friend{{/tellafriendlink}}
```

When a visitor opens the Tell A Friend pop-up window, they are prompted for their name, their email address as well as their friend's name and email address. The visitor can also attach a short message to go into the email.

When the visitor submits the form, an email is sent to the friend containing the visitor's message as well as a link to the page where the visitor would like to refer the friend to.

CREATING A SITE SEARCH

As your website content increases, you may create a Site Search to allow visitors to locate the exact information they need from your website. A Site Search compiles a list of articles containing a keyword your visitors may enter into the Search Field.

note!

Where {{searchbutton}} and {{searchfield}} are used, {{searchfield}} must precede {{searchbutton}}.

Creating a Simple Site Search

To create a simple Site Search:

1. Enter the {{searchfield}} tag in a page template or content block to insert a label and box where the search keyword can be entered by the visitor.
2. Enter the {{searchbutton}} tag to insert a Search button near the {{searchfield}} tag.

note!

To create an advanced site search, you must create a form in enVivo!CMS Classic. See [Using Forms with enVivo!CMS Classic](#) on page 104 for details on creating a form.

Creating an Advanced Site Search

Sometimes it becomes necessary to create a more refined site search for your visitors. For example, you may want to limit the bounds of the search to a certain category or you may want to implement more advanced searching features such as phrase searches. With this in mind, enVivo!CMS Classic can accommodate this by allowing you to create advanced search forms beyond the capabilities provided by the `{{searchfield}}` and `{{searchbutton}}` EnVivo tags which provide only a simple site search.

The advanced site search form must have the following properties:

- the form must submit its values to default.asp, and
- the form can either use the GET or POST method.

The form can also have the following items as input fields. The names of the input fields as well as their expected values are listed below:

Input Fields

Input Field Name	Expected Values	Description
<i>searchstring</i>	Any search text	This input value determines the search that the visitor enters. The search must be at least three characters long so as to refine the search beyond simple words such as "the" and "and".
<i>searchcategory</i>	Any Valid Category ID	This input field allows the search to be limited to the entered category. If <i>searchsubcategories</i> is 'False', the search will be limited to this category only. If <i>searchsubcategories</i> is 'True', then the entered category, and its subcategories, will be included in the site search.
<i>searchsubcategories</i>	True False	This input field determines whether subcategories of <i>searchcategory</i> are to be included in the search.
<i>limit</i>	Any Numeric Value	This input field determines the maximum number of results to be displayed. If left blank, not included or 0, then all possible results are returned.
<i>order</i>	Any Valid Article Field Name	This input value determines the order in which articles are to be returned.
<i>sort</i>	Asc Desc	The sort order based on the value of <i>order</i> . asc = Ascending, desc = Descending.

note!

It is not possible to return Keyword relevancy searches in MS Access; therefore, enVivo!CMS Classic does not use Keyword relevance at all when searching a site.



Input Fields

Input Field Name	Expected Values	Description
<i>searchtype</i>	Phrase All Any	<p>The <i>searchtype</i> input value determines the type of search to be performed.</p> <p><i>Phrase</i> = a phrase search where the entire phrase is searched.</p> <p><i>All</i> = All Keywords must be contained in the article for it to be returned in the search.</p> <p><i>Any</i> = Any Keyword can be contained in the article for it to be returned.</p>

An input field can be of any type (for example, text input, select list box, or check box) as long as an expected value is submitted in the form. E.g:

searchstring input value is normally a text input field such as:

```
<input type="text" size="20" name="searchstring">
```

searchtype can be a drop down SELECT list box:

```
<select name="searchtype">
<option value="phrase">Phrase Search</option>
<option value="all">Search For All Words</option>
<option value="any">Search For Any Word</option>
</select>
```

searchsubcategories can be a check box:

```
<input type="checkbox" name="searchsubcategories"
value="true">
```

If your search form will only ever pertain to a single category, then a hidden value for *searchcategory* can be used:

```
<input type="hidden" name="searchcategory" value="23">.
```

CONTENT SYNDICATION

You may expand the power of your site by displaying its content on other websites. This is known as Content Syndication.

External websites use the content on your enVivo!CMS Classic database, but does not need to run enVivo!CMS Classic.

There are three Content Syndication routines in enVivo!CMS Classic:

- Catlist: Allows your website categories to be syndicated; and
- Articlelist: Allows your website articles to be syndicated.
- Article: A single article to be syndicated.

All routines are special ASP files using a Javascript code call in HTML. These files output Javascript code, which can be displayed using any Javascript-capable browser.

Syndicating a List of Categories with `syn_catlist.asp`

To create a list of all the categories on your site to be displayed on the external site:

1. Insert the following into the HTML of the external page:

```
<script language = "javascript"
src="http://www.yoursite.com/
syn_catlist.asp?parentcategory=xx"></script>
```

where:

www.yoursite.com is the URL of your site and *xx* is the parent category from where the syndication should start.

2. A list of all the categories on your website will appear in the order determined in your Preferences. Clicking on the category in an external website will direct the visitor to your website, displaying all of the published articles under the category.

Syndicating a List of Articles in a Category with `syn_articlelist.asp`

To create a list of all the articles in a category:

1. Insert the following into the HTML of the external page:

```
<script language = "javascript"
src=http://www.yoursite.com/syn_articlelist.asp?catid=X></
script>
```

where:

www.yoursite.com is the URL of your site and *x* is the category ID from where the articles should be drawn.

2. A list of all the articles within the specified category on your website will appear in the order determined in your Preferences. Clicking on these categories will display a list of the articles in the category.

Syndicating a Single Article with `syn_article.asp`

To syndicate a single article in a category:

1. Insert the following into the HTML of the external page:

```
<script language="Javascript"
src="http://www.yoursite.com/
syn_article.asp?ArticleID=XX"></script>
```

where:

www.yoursite.com is the URL of your site and *xx* is the ID of the article to be syndicated.



Changing the Look and Feel of Your Content Syndication

To change the 'look and feel' of syndicated content, you will need to edit the appropriate file (syn_catlist.asp, syn_articlelist.asp or syn_article.asp). ASP and Javascript skills are required in order to make these change.

USING FORMS WITH ENVIVO!CMS CLASSIC

enVivo!CMS Classic provides a high level of interactivity to your visitors by way of implementing forms to receive visitor feedback. Some possible uses of forms within your site can include:

- Contact Us forms with more detailed information captured,
- Storing visitor-surrendered information to a database,
- Visitor polls, or
- Subscriptions to an email newsletter list.

There are a number of issues that need to be addressed when implementing forms on your website. They are (in order):

- how enVivo!CMS Classic will store the form;
- how will the form information get processed, and
- where will the visitor be taken after submitting the form.



adVice!

It is advised that a special category be created to hold articles that contain forms.

Creating a Form Within enVivo!CMS Classic

The best way for enVivo!CMS Classic to store a form is in a Content Block created without using the Rich Text Editor. Refer to [Creating a New Content Block](#) on page 73 for further information.

1. Create a form using a WYSIWYG HTML editor such as Dreamweaver.
2. Copy and paste the relevant HTML into enVivo!CMS Classic as a Content Block. This Content Block can be called within an article.

For example, a Content Block called "myForm" is created with the following HTML:

```
<form method="POST" action="myform_process.asp"
name="myForm">
<table width="100%" align="center" border="0">
<TR>
<TD align=right>First Name:</TD>
<TD><INPUT maxLength=50 size=42 name=ref_fname></TD></TR>
<TR>
<TD align=right>Last Name:</TD>
<TD><INPUT maxLength=50 size=42 name=ref_lname></TD></TR>
<TR>
<TD align=right>Job Title:</TD>
<TD><INPUT maxLength=50 size=42 name=ref_title></TD></TR>
<TR>
<TD align=right>Phone:</TD>
```



```
<TD><INPUT maxLength=20 size=28 name=ref_phone> Ext: <INPUT
maxLength=8 size=9
name=ref_ext> </TD></TR>
<TR>
<TD align=right>Fax:</TD>
<TD><INPUT maxLength=20 size=28 name=ref_fax></TD></TR>
<TR>
<TD align=right>E-mail:</TD>
<TD><INPUT maxLength=50 size=42 name=ref_email></TD></TR>
</table>
</form>
```

3. Create a new article in your special "Forms" Category then call the myForm Content Block using the `{ {cb$myForm} }` EnVivo tag.

Save the article and your form is complete.



adVice!

Create another special category with articles in it that display both form submit success and failure messages.

Processing the Form Information

Now that the form is stored within an enVivo!CMS Classic category, you then need to be able to process the form information. The best way to achieve this is to create a third party ASP file which will read the form input and then process it. Once this ASP file has processed the form information, it then redirects the visitor back into enVivo!CMS Classic using articles created to display messages.

In the HTML given above, the ACTION attribute of the form suggests that the form will be processed by the ASP file myform_process.asp. For the sake of this example, assume that we have set up message articles where Article ID 75 is the success message and Article ID 76 is the failure message article. Set up myform_process.asp so that, if the information is stored successfully in the database, it redirects to article 75; otherwise, it redirects to article 76. The following pseudo code explains:

```
Code Processing Form Goes Here . . . .
Sets a Boolean "FormSubmitSuccess" variable . . . .
If FormSubmitSuccess = True Then
Response.Redirect "default.asp?action=article&ID=75"
Else
Response.Redirect "default.asp?action=article&ID=76"
End If
```

If a visitor goes to an Article with the form as a Content Block within it, then the external ASP file processes the form and redirects the visitor back into enVivo!CMS Classic to display either the success or failure message.



SEARCH ENGINE OPTIMIZATION WITH ENVIVO!CMS CLASSIC

Everyone who has a website wants their site to rank highly in the search engines as this brings more visitors (and hopefully customers) to their site.

One of the key aspects of search engine optimization is having your targeted Keywords in the URL. For example, two sites have information about Widgets. Their URLs are:

- Site 1 belonging to Company A:
<http://www.companyA.com/products/widgets>
- Site 2 belonging to company B:
http://www.companyB.com/product_information

Search Engines such as Google will rank Site 1 higher for the Keyword "Widgets" because the word "Widgets" appears in the URL.

Because content is generated dynamically based on information contained in the Query String of the URL, Company C, who uses enVivo!CMS Classic, may have the following URL for information about Widgets:

- Site 3 belonging to Company C:
<http://www.companyC.com/default.asp?action=article&ID=34>

Unfortunately for Company C, the Keyword does not appear in the URL. Subsequently, Search Engines will rank Company C's website even lower.

The way around this is to strategically create Shortcuts and either submit these URLs to the search engines and use them as links within your site.

With enVivo!CMS Classic, Company C can create a Shortcut called "Widgets". The URL would be like this:

<http://www.companyC.com/widgets>

This URL can then be submitted to the search engines and used within the site.

In addition, the main page is an article that has a link to the Widgets page using the Internal Link button in the Rich Text Editor. The site editor of Company C creates a link to the Shortcut pointing to Article 34 rather than Article 34 itself. This ensures that the Keyword is contained within the outputted HTML with the relevant Keyword.



Appendix A — Valid Locality IDs (LCIDs)

Below is a list of valid LCIDs which can be used in the enVivo!CMS Classic configuration file, inc_config.asp. This list is by no means complete but rather lists of the most commonly used LCIDs.

LCID	Language	LCID	Language	LCID	Language
1078	Afrikans	1030	Danish	4103	German (Luxembourg)
1052	Albanian	2067	Dutch (Belgian)	1031	German (Standard)
5121	Arabic (Algeria)	1043	Dutch (Standard)	2055	German (Swiss)
15361	Arabic (Bahrain)	9	English	1032	Greek
3073	Arabic (Egyptian)	3081	English (Australian)	1037	Hebrew
2049	Arabic (Iraq)	10249	English (Belize)	1081	Hindi
11264	Arabic (Jordan)	2057	English (British)	1038	Hungarian
13313	Arabic (Kuwait)	4105	English (Canadian)	1039	Icelandic
12289	Arabic (Lebanon)	9225	English (Caribbean)	1057	Indonesian
4097	Arabic (Libya)	6153	English (Ireland)	1040	Italian (Standard)
6145	Arabic (Morocco)	8201	English (Jamaica)	2064	Italian (Swiss)
8193	Arabic (Oman)	5129	English (New Zealand)	1041	Japanese
16385	Arabic (Qatar)	7177	English (South Africa)	1042	Korean
1025	Arabic (Saudi Arabia)	11273	English (Trinidad)	2066	Korean (Johab)
10241	Arabic (Syria)	1033	English (United States)	1062	Latvian
7169	Arabic (Tunisia)	1061	Estonian	1063	Lithuanian
14337	Arabic (U.A.E.)	1080	Faeroese	1071	Macedonian
9217	Arabic (Yemen)	1065	Farsi	1086	Malaysian
1069	Basque	1035	Finnish	1082	Maltese
1059	Belarusian	2060	French (Belgian)	1044	Norwegian (Bokmal)
1026	Bulgarian	3084	French (Canadian)	2068	Norwegian (Nynorsk)
1027	Catalan	5132	French (Luxembourg)	1045	Polish
3076	Chinese (Hong Kong)	1036	French (Standard)	1046	Portuguese (Brazilian)
2052	Chinese (PRC)	4108	French (Swiss)	2070	Portuguese (Standard)
4100	Chinese (Singapore)	2108	Gaelic (Irish)	1047	Rhaeto-Romanic



LCID	Language	LCID	Language	LCID	Language
1028	Chinese (Taiwan)	1084	Gaelic (Scots)	1048	Romanian
1050	Croatian	3079	German (Austrian)	2072	Romanian (Moldavia)
1029	Czech	5127	German (Liechtenstein)	1049	Russian
2073	Russian (Moldavia)	17418	Spanish (El Salvador)	1053	Swedish
1083	Sami (Lappish)	4106	Spanish (Guatemala)	2077	Swedish (Finland)
3098	Serbian (Cyrillic)	18442	Spanish (Honduras)	1073	Tsonga
2074	Serbian (Latin)	2058	Spanish (Mexican)	1074	Tswana
1051	Slovak	19466	Spanish (Nicaragua)	1055	Turkish
1060	Slovenian	6154	Spanish (Panama)	1058	Ukrainian
1070	Sorbian	15370	Spanish (Paraguay)	1056	Urdu
11274	Spanish (Argentina)	10250	Spanish (Peru)	1075	Venda
16394	Spanish (Bolivia)	20490	Spanish (Puerto Rico)	1066	Vietnamese
13322	Spanish (Chile)	3082	Spanish (Spain - Modern Sort)	1076	Xhosa
9226	Spanish (Colombia)	1034	Spanish (Spain-Traditional Sort)	1085	Yiddish
5130	Spanish (Costa Rica)	14346	Spanish (Uruguay)	1077	Zulu
7178	Spanish (Dominican Republic)	8202	Spanish (Venezuela)	2048	default
12298	Spanish (Ecuador)	1072	Sutu		

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