



v3.5
PROFESSIONAL
/ ENTERPRISE

Content Contributor's Guide



enVivo!CMS Classic End User License Agreement (EULA)

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Contents

- Introduction To enVivo!CMS Classic..... 1
 - What Is Web Content Management?..... 1
 - How enVivo!CMS Classic Works 1
 - Who Should Read the Content Contributor’s Guide 2
 - About the Content Contributor’s Guide 2
- enVivo!CMS Classic Glossary Of Terms 3
- Web Content Manager’s Interface 5
 - Login 6
 - Command Panels 6
 - Content6
 - Assets7
 - Setup7
 - Workspace 7
 - enVivo!CMS Classic Toolbar 7
 - Command Buttons 8
- The enVivo!CMS Classic Rich Text Editor 9
 - Features of the Rich Text Editor 9
 - Creating an Internal Link..... 12
 - Creating an External Hyperlink Or Anchor..... 13
 - Inserting Images/Media With the Rich Text Editor 14
 - Inserting/Updating an Image14
 - Inserting/Updating Media15
 - Working with Tables In The Rich Text Editor 16
 - Inserting a Table16
 - Editing a Table17
 - Editing a Cell18
 - EnVivo Tag Generator 19
- Managing Content..... 21
 - Categories..... 21
 - Viewing Existing Categories22
 - Creating a New Category22



- Editing an Existing Category24
- Deleting a Category24
- Articles 25**
 - About Workflow25
 - Viewing Existing Articles28
 - Creating a New Article29
 - Editing an Existing Article30
 - Moving an Article to Another Category31
 - Copying an Article32
 - Moving Articles to the Trash Can33
 - Viewing and Restoring Deleted Articles from the Trash Can33
 - Permanently Deleting Some or All Articles from the Trash Can34
 - Making an Article Visible to Website Visitors34
 - Making an Article Not Visible to Website Visitors35
 - Set Article Ranking36
- Image And Media Asset Management 37**
 - Working With Images..... 37**
 - Viewing an Image37
 - Creating a New Image Folder38
 - Deleting an Image Folder38
 - Uploading an Image39
 - Deleting an Image39
 - Working With Media..... 40**
 - Viewing Media Files40
 - Creating a New Media Folder41
 - Deleting a Media Folder41
 - Uploading Media42
 - Deleting Media42



1 — Introduction To 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 Content Manager application allows content contributors to create, edit, publish, unpublish and delete articles in the website. A contributor can upload images and media in addition to creating, editing and deleting text from articles that are part of the website. A Supervising Editor checks and publishes articles as well as being able to perform all the functions of a contributor.

WHAT IS 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 who has been specially trained in HTML.

With a Web Content Management System like enVivo!CMS Classic, content contributors are empowered with the ability to make content changes to their 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 allows the content contributor to make minor changes to the website without the delay and disruption of relaying the new content to the web developer. Content contributors are free to update and change the contents of their website without the delay of having to contact the developer, then relay the desired change and then wait for it to happen.

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.



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.

WHO SHOULD READ THE CONTENT CONTRIBUTOR'S GUIDE

This guide is aimed at those individuals, content contributors, who need to create and edit content to the website, but do not need (or want!) to have advanced knowledge of website development and maintenance.

The content contributor should have an understanding of how the internet works. They should also possess word processing skills and some knowledge of working with image and media files.

ABOUT THE CONTENT CONTRIBUTOR'S GUIDE

This guide has been developed to give instructions on how to create, add and manage content from within Web Content Manager. For more detailed information on how enVivo!CMS Classic works, refer to the [enVivo!CMS Classic v3.5 Professional / Enterprise Design Guide](#).

The Content Contributor's 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 features of Web Content Manager. It 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 see how the features within Web Content Manager work.

Further support for enVivo!CMS Classic outside this Guide can be acquired from your web administrator or <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. Although some of the terminology below is aimed for the Web Administrator, as a content contributor, it is helpful to have some understanding of some of the more advanced features of enVivo!CMS Classic.

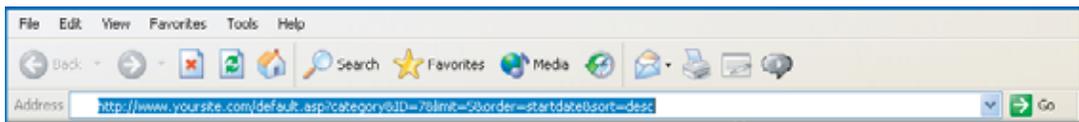
Action

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 result 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 an 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.

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 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.

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.

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.

Object

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

Rank

User-defined sorting of articles for the category action.

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.



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:

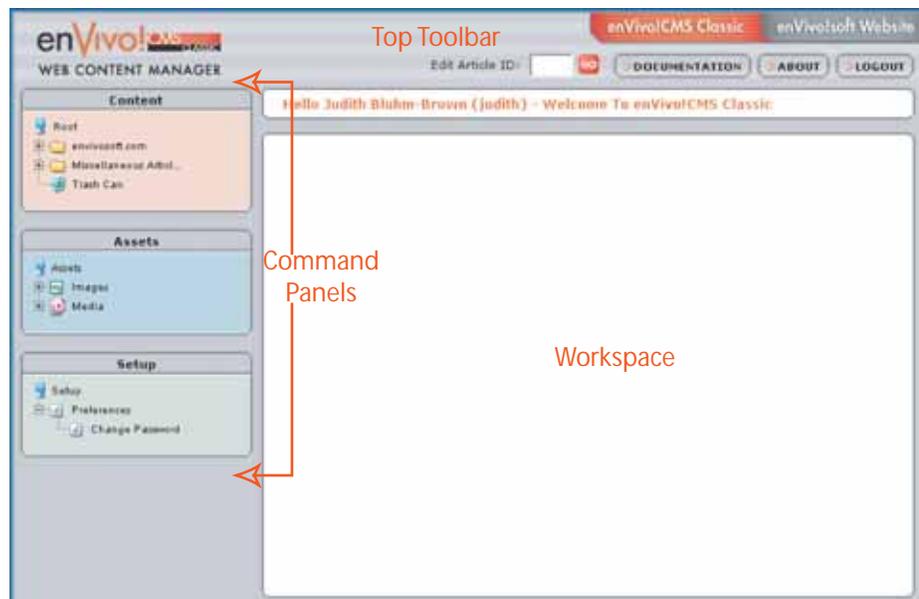
- *www.yoursite.com*

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.

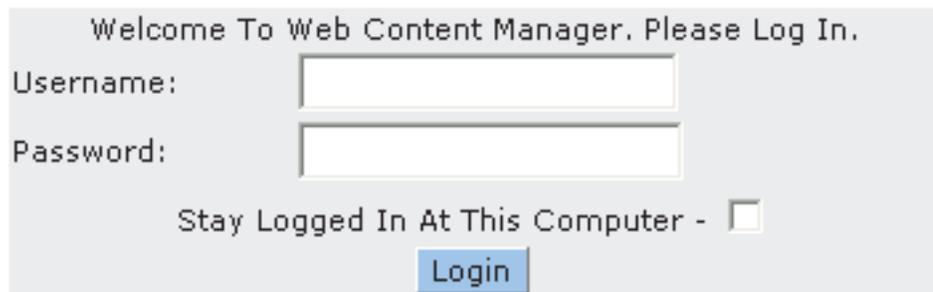


adVice!

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.



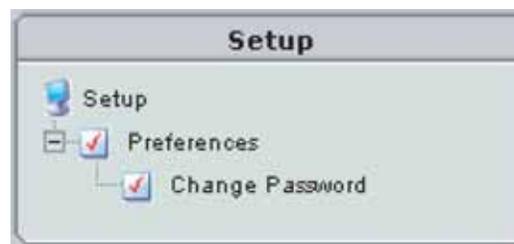
Assets

The Asset panel consists of icons that contain images and media that provide a 'library' of graphics.



Setup

Within the Setup panel, enVivo!CMS Classic allows the Content Contributor change their password.



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 — 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 42 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 13.
	Launches Internal Link window to create a link to another enVivo!CMS Classic article, category or shortcut. See Creating an Internal Link on page 12.
	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.

The screenshot shows a dialog box titled "Select An Internal Link". It features two dropdown menus: "Link To:" with "Article" selected, and "Category:" with "Root" selected. Below these is a list of items: "Articles" (highlighted in orange) and "Homepage". A "Cancel" button is located at the bottom right of the dialog.

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.

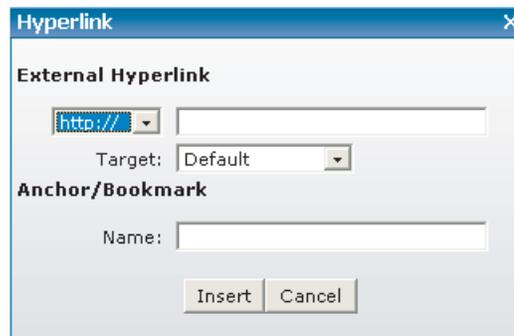
CREATING AN EXTERNAL HYPERLINK OR ANCHOR

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!

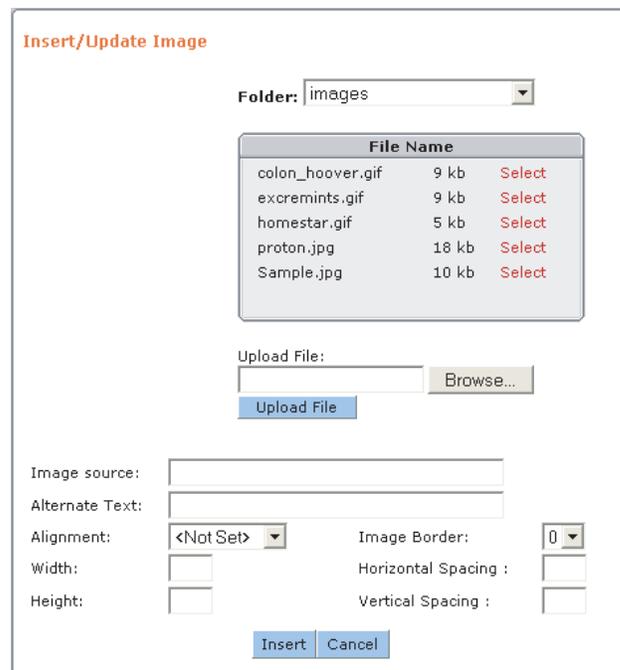
When an image is inserted, it is a relative link. Therefore, the image will not be lost when the site is moved to another server.

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 39.

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.

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

adVice!

Steps 3 and 4 are optional.

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

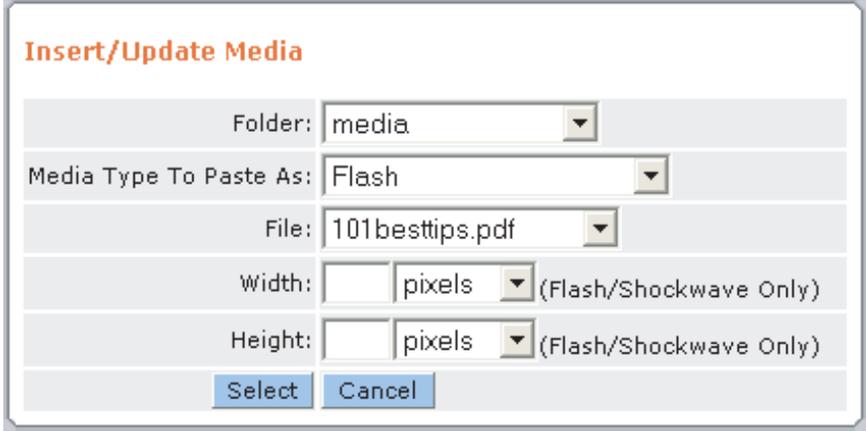
 **adVice!**

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.



Folder:	media
Media Type To Paste As:	Flash
File:	101besttips.pdf
Width:	pixels (Flash/Shockwave Only)
Height:	pixels (Flash/Shockwave Only)
Select Cancel	

 **adVice!**

For more information about uploading media, see [Uploading Media](#) on page 42.

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.

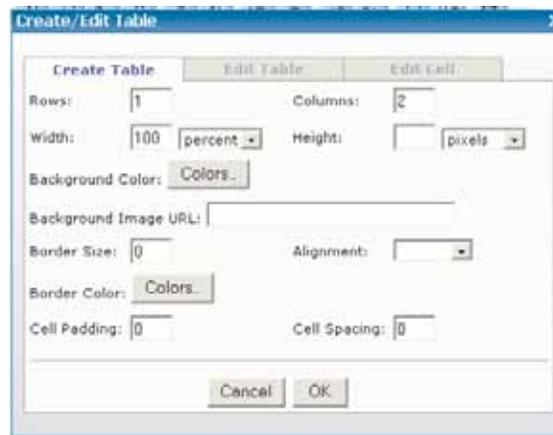
WORKING WITH TABLES IN THE RICH TEXT EDITOR

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!

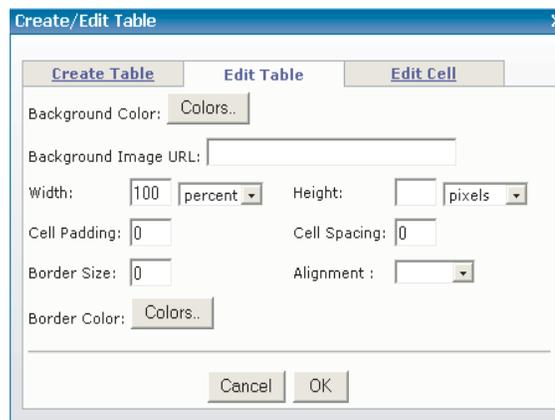
Cell spacing is the distance between the cells.

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.



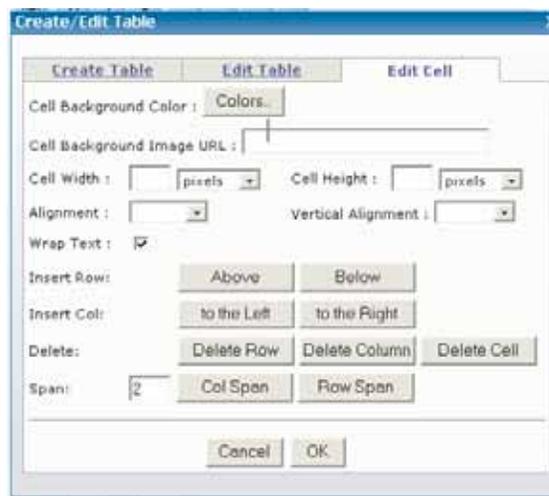
3. Make your changes.
4. Click on the OK button to apply your changes to the table.

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.
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 cl\$ 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

SECTION 4



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> .)

5 — 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. 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.



note!

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

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.

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 28.

Categories can form a hierarchy with the top level category called the Root Category, as defined in the Root Category Preference setting.

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.

note!

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

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.
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.
11. Select the security level required for creating and editing articles in this Category.

! 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.

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.

Editing an Existing Category

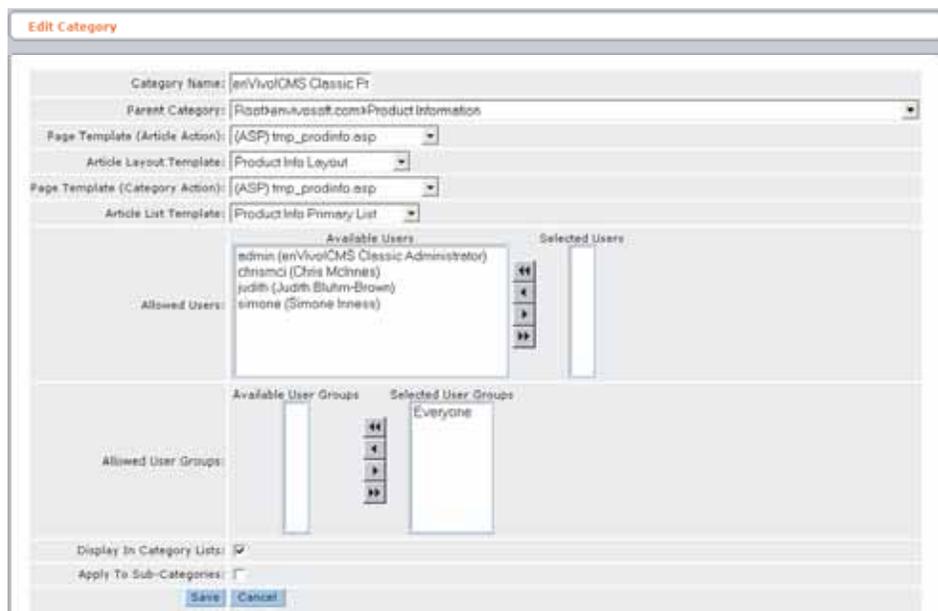
To make changes to an existing Category:

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.

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 31 and [Moving Articles to the Trash Can](#) on page 33, for more information.

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

! caution!

Once a Category is deleted, it cannot be restored.

A message will appear, confirming you want to delete the category.

3. Click OK to permanently delete the category.

 **note!**

Each article has a start date and end date, as well as a publish status. You can create and publish an article with a future start date and it will only appear on your website once that date has arrived.

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 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.

SECTION 5



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	[Workflow] [Edit] [Delete] [Check In] [Check Out] [Publish] [Unpublish] [Move] [Trash]
3	Alfa Romeo Website Goes Live	0	05/09/2003 14:32:15	admin	Live	[Workflow] [Edit] [Delete] [Check In] [Check Out] [Publish] [Unpublish] [Move] [Trash]
4	EnVivo!CS Customers - Upgrade Now And Save!	0	16/09/2003 20:14:53	admin	Live	[Workflow] [Edit] [Delete] [Check In] [Check Out] [Publish] [Unpublish] [Move] [Trash]

Workflow button

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

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

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	[Workflow] [Edit] [Delete] [Check In] [Check Out] [Publish] [Unpublish] [Move] [Trash]
3	Alfa Romeo Website Goes Live	0	05/09/2003 14:32:15	admin	Live	[Workflow] [Edit] [Delete] [Check In] [Check Out] [Publish] [Unpublish] [Move] [Trash]
4	EnVivo!CS Customers - Upgrade Now And Save!	0	16/09/2003 20:14:53	admin	Live	[Workflow] [Edit] [Delete] [Check In] [Check Out] [Publish] [Unpublish] [Move] [Trash]

Check In Button

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.

note!

If a user attempts to make an 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.

- 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.

SECTION 5



note!

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



note!

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

- 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	

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.

6. By clicking the workflow button, the editor is given the following choices from 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.

7. 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.

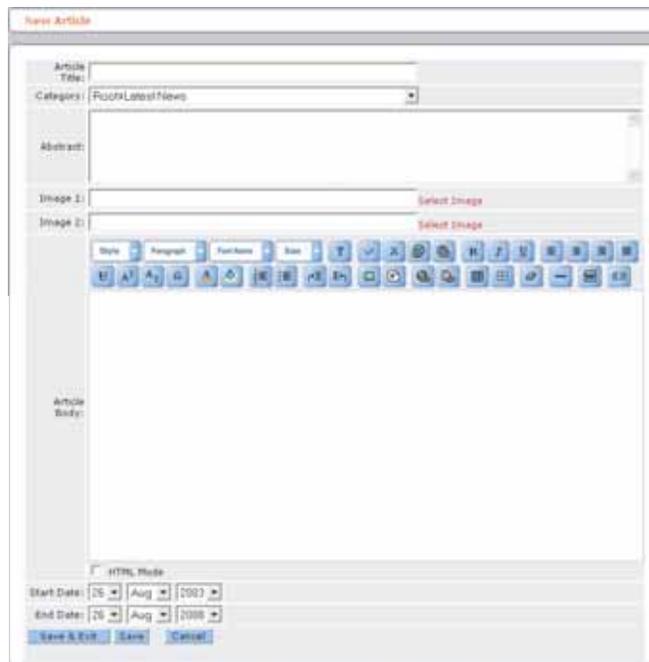


Creating a New Article

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 22 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.
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.



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.

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.

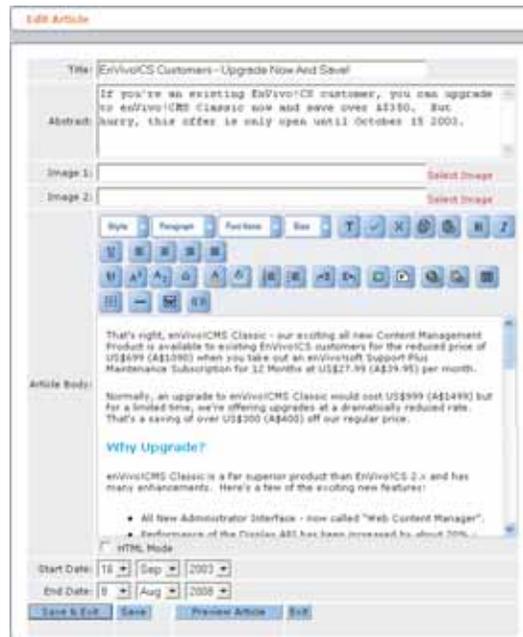
Users with publishing privileges can save and exit the article then click the workflow button to make the article visible on the online website. Users that do not have publishing privileges can check in the article to have it approved by a publisher. Refer to [About Workflow](#) on page 25 for further 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 25 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.

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.

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 table.

 **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.

 **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 25 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 34.

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	[Icons]
3	Alfa Romeo Website Goes Live	0	05/12/2003 18:42:41	judith	Live	[Icons]
4	EnVivo!CS Customers - Upgrade Now And Save!	0	08/12/2003 15:03:25	admin	Live	[Icons]

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.

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.

Content: Article Trash Can (Category ID: 99999)

> Empty Article Trash Can

ID	Article Title	Last Modified	Modified By	Rank	Action
1	A Test Article	01/08/2003 15:37:32	admin	3	[Icons]

Permanently Delete Selected Articles

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.

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.

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 25 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.

note!

Currently Visible to Website Visitors - Click To Make Invisible



Currently Not Visible to Website Visitors - Click To Make Visible



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.

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 3 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.

6 — 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.

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.



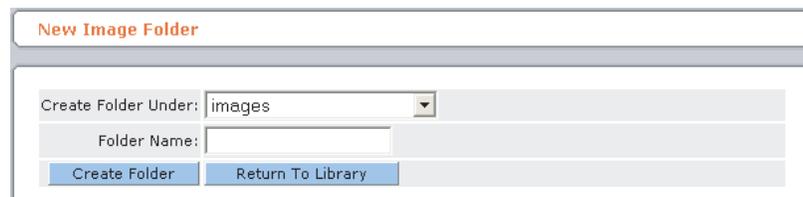
Creating a New Image Folder

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.



adVice!

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.

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.

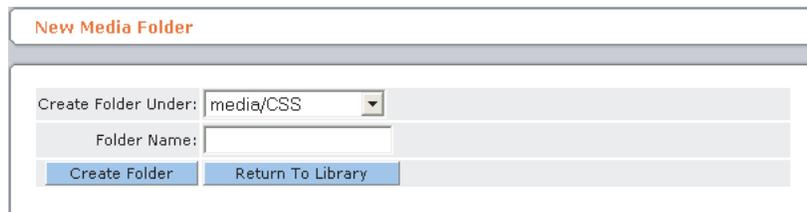
To create a new Media Folder:

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!

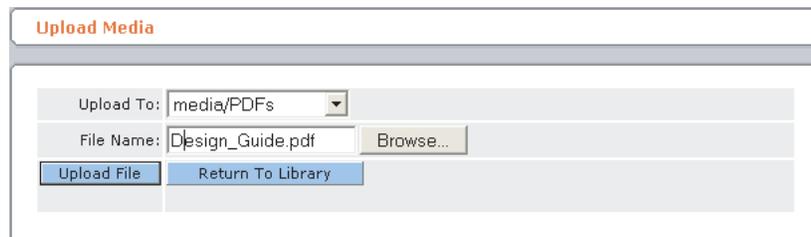
If media is uploaded with the same name as an existing media file, the existing media will automatically be overwritten. No prompt to overwrite will be displayed.

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.

Index

A

- Abstract
 - in an Article 30
- Allowed Users
 - assigning in new categories 23
- Article Fields
 - valid EnVivo tag 19
- Article Layout Template
 - valid EnVivo tag 19
- Article Link
 - valid EnVivo tag 19
- Article List
 - valid EnVivo tag 19
- Article List Template
 - valid EnVivo tags 19
- Articles 25
 - about* 24
 - abstract 30
 - copying 32
 - creating 29
 - editing 30
 - making not visible on website 35
 - making visible on website 34
 - moving 31
 - moving to Trash Can 33
 - permanently deleting from Trash Can 34
 - previewing 30
 - ranking 36
 - viewing 28
 - viewing and restoring from Trash Can 33

Asset Panel

about 7

Available Users

assigning in new categories 23

B

Browser 5

C

Cascading Style Sheet

selecting in Rich Text Editor 9

Categories

about 21
Allowed User Groups 23
Allowed Users 23
Available Users 23
creating 22
deleting 24
editing 24
hierarchy 21
Selected Users 23
viewing 22

Category Link

valid EnVivo tag 19

Category List

valid EnVivo tag 19

Category List Template

valid EnVivo tags 19

Check In Article

definition of 4

Check Out Article

definition of 4

Command Buttons

icon definitions 8

Command Panels

about 6
Asset 7
Content 6
Setup 7

Contact Us Emailer

Contact Us Link, valid EnVivo tag 20

Content

about managing 21
access to users 21

Content Blocks

Random Content Block 20
valid EnVivo tag 20

Content Panel

about 6

D

Discard Article

definition of 4

E

EnVivo Tag

button on Rich Text Editor 11

EnVivo Tag Generator

about 19
valid tags 19

External Hyperlink

button on Rich Text Editor 11
creating 13



F

- Flash 15
- Floating Text
 - inserting from Rich Text Editor 9
- Font
 - selecting from Rich Text Editor 9
 - size selection on Rich Text Editor 9

H

- Hierarchy
 - Category 21
 - Root Category 21

I

- Images
 - about* 37
 - button on Rich Text Editor 11
 - creating a new folder 38
 - deleting 39
 - deleting a folder 38
 - inserting/updating from Rich Text Editor 14
 - uploading 39
 - viewing 37

Interface

- See Web Content Manager's Interface* 5
- Toolbar 7
- Workspace 7

Internal Link

- button on Rich Text Editor 11
- creating 12

Invisible

- making an article* 35

L

- Login
 - about* 6
 - Password 6
 - Username 6

M

- Media
 - about* 40
 - button on Rich Text Editor 11
 - Cascading Style Sheets 9, 40
 - creating a new folder 41
 - deleting 42
 - deleting a folder 41
 - inserting/updating from Rich Text Editor 15
 - PDF files 40
 - uploading 42
 - viewing 40

MS Word 9

- pasting from using Rich Text Editor 11

O

- Object
 - on the workspace 7
 - Select All from Rich Text Editor 9

P

- Paragraph
 - selecting style from Rich Text Editor 9

Parent Category 23

Printer Friendly

- Printer Friendly Link, valid EnVivo tag 20

Publishing an Article 34

R

- Random Content Block
 - valid EnVivo tag 20

Rank

- setting Article 36

Rich Text Editor

- Buttons 9
- Cascading Style Sheet 9
- CSSFILE_RTE 9
- features of* 9
- inserting a table 16
- inserting/updating images 14
- inserting/updating media 15
- MS Word 11

Root Category

- hierarchy 21

S

Search

- Search Button, valid EnVivo tag 20
- Search Field, valid EnVivo tag 20

Selected Users

- assigning in new categories 23

Setup Panel

- about* 7

Sitename

- valid EnVivo tag 20

T

Table

- alignment 18
- alignment of text 16
- background color 16
- background image 16

- border button on Rich Text Editor 11
- border color 16
- border size 16
- button on Rich Text Editor 11
- cell background color 18
- cell background image 18
- cell height 18
- cell padding 16
- cell spacing 16
- cell width 18
- column width 16
- editing 17
- editing a cell 18
- inserting from Rich Text Editor 16
- number of columns 16
- number of rows 16
- row height 16
- text to wrap 18

Take Over Article

- definition of* 4

Tell A Friend Emailer

- Tell A Friend Link, valid EnVivo tag 20

Trash Can

- moving Articles to 33
- permanently deleting Articles 34
- viewing and restoring Articles 33

U

Unpublishing an Article 35

User Accounts

- access to Content 21
- Login 6
- password 6
- username 6

V

Visible

- making an article* 34

W

Web Content Manager

- access 5

Web Content Manager's Interface

- about* 5
- Command Panels 6

Workflow

- about* 25
- Action choices
 - Approve 28
 - Discard 28
 - Reject 28
 - Take over 28
- check in 26
- check in article button 8, 26
- check out 25
- definition of* 4
- email notification 27, 28
- workflow button 8, 26