Ektron

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Ektron CMS100 Administrator Manual

Version 2.1.1

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Introduction

Thank you for purchasing Ektron CMS100, the best and most affordable solution for web content management. We welcome you to use Ektron CMS100 to maintain, update, and modify the contents of your Web site. All of these efforts are easily achieved while preserving the look and feel that you originally designed on your site.

With Ektron CMS100, the tasks of maintaining your site and updating content blocks are passed on to subject experts. Based on page layouts and processes that you create, the highest level of quality is preserved and maintained throughout the life cycle of the site.

About this Document

This document introduces all the concepts, features, and instructions for using Ektron CMS100 for ASP, ASP .Net, PHP, and ColdFusion. The contents of this manual are intended primarily towards two audiences:

- Web Managers
- Web Administrators

In some installations these two audiences may be a combination of one or both.

The Web Manager is presumed to be the person who installs and sets up Ektron CMS100. This person is responsible for setting up the initial site. This set up may include the architecture, look and feel, templates, documents, server, databases, Ektron's custom ASP functions, and login and access permissions.

The Web Administrator is the person who is responsible for adjusting the setup of the Web site, and alters the site as institutional changes require. New areas needing to be added to the Web site, and the changing of personnel and processes over time may cause these adjustments.

Using Ektron CMS100

The Ektron CMS100 application provides you with a way to control the content of your Web site. The tasks of creating and maintaining your Web site are allocated among different types of users.

The two types of Ektron CMS100 users are:

User	Job
Administrator	Sets up the site, adds users, and maintains the library

User	Job
Editor	Maintains Web site by adding, modifying, and publishing content blocks.

You assign privileges to Ektron CMS100 users based upon the tasks for which they are responsible. Each user may be assigned any or all types of privileges. Users who have editorial permissions are referred to as content contributors.

This document, the Ektron CMS100 *Administrator Manual, Version 2.1.1,* discusses all administrator tasks. Detailed information about the editing and publishing features of Ektron CMS100 may be found in the Ektron CMS100 *User Manual, Version 2.1.1*.

Web Site Administration

Ektron CMS100 administrators must set up and organize the Web site before content contributors can log in.

This document describes features and tasks available to a user with administrative privileges.

Ektron CMS100

Ektron CMS100 implements some specialized concepts and processes that make the product as effective as possible. Understanding these concepts before you use the product will help leverage your Web site development efforts. You will encounter the concepts and terminology discussed in this chapter as you use Ektron CMS100.

About Ektron CMS100

Ektron CMS100 is a web content management tool that enables anyone who has web access and login permissions to contribute to maintaining a Web site. Content experts responsible for select areas of the Web site can update the site from anywhere they have web access. This "edit from anywhere" capability is very powerful because it allows subject matter experts total freedom to make changes at the spur of the moment from anywhere they can access the site.

The WYSIWYG editing tool supplied with Ektron CMS100 eliminates the need for authors to know HTML. Authors can edit content blocks using familiar menus and tool bar icons that are popular in most word processing applications. To further facilitate information exchange and authoring, Ektron CMS100 also supports full cut and paste operations.

The Ektron CMS100 content manager uses database technology to store, build, and retrieve web page content blocks. The placement of the content blocks on a web page is determined by templates, which you build with tools familiar to you outside the context of Ektron CMS100. Templates can be thought of as mechanical layouts of your web pages. These templates incorporate powerful custom functions that Ektron CMS100 uses to manage your content blocks. Each block of content, or document, is assigned a unique ID that Ektron CMS100 uses to retrieve the content blocks from the database.
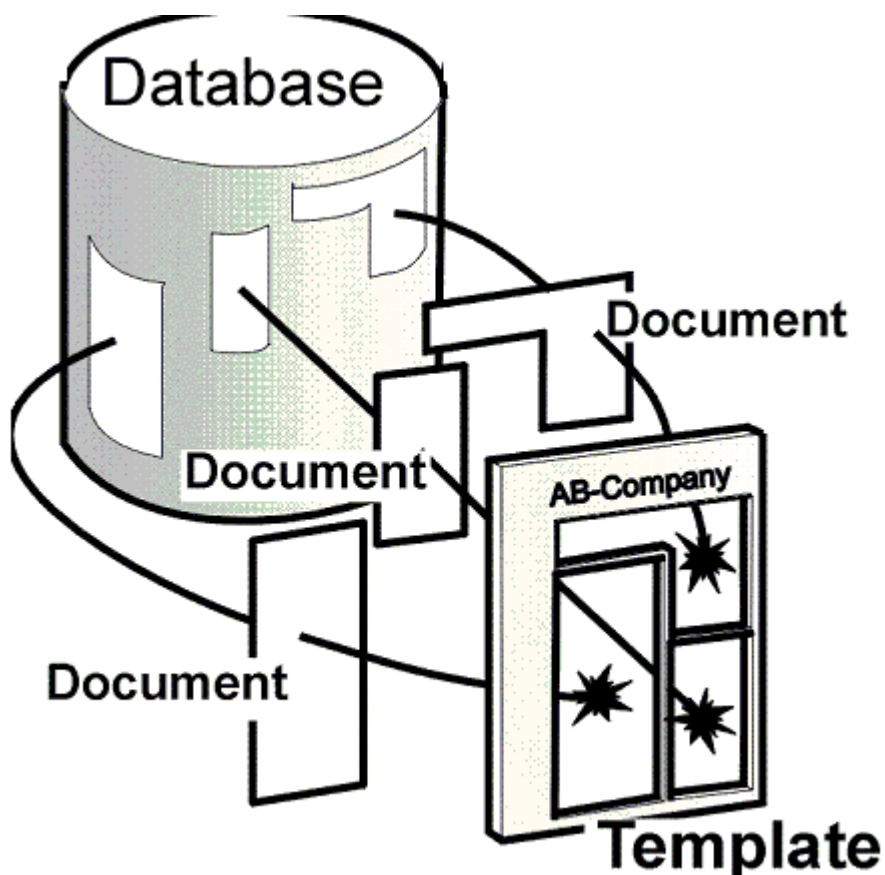
Because web pages can share the same layout, it is useful to determine which types of documents will use a template. Templates are stored as .asp, .cfm, .aspx, or .php files, depending on the application server you are using, and are not kept in the database. If during the evolution of your site the need for a new template arises, you simply create a new one, store it in a directory accessible to Ektron CMS100, and create a new document that will use the new template. You can even modify the layout of an existing template, reincorporate it, and the documents will automatically flow into and adjust to the new layout.

Workflows

This section offers suggested workflows that can be used when approaching or starting a Ektron CMS100 project. The sub-sections that follow break the efforts into tasks that are typically performed by people with different levels of responsibility. In some cases, one or more people may perform these tasks. The cases and levels of responsibility can vary from organization to organization.

Site Manager (Web Master) WorkFlow

The flow described below assumes that you have already set up your server machine, platform, and firewall, selected your ISP, loaded all scripting software, and installed the Ektron CMS100 software.

The following list is a suggested approach to setting up the initial state of a Web site that will use Ektron CMS100 to manage it as it evolves.

1. Design the site: identify content blocks of pages, flow of information, link structure.

2. Layout and design your template with tables, graphics, hyperlinks, etc. using popular web design tools, e.g., Homesite, Dreamweaver, FrontPage, etc.

3. Identify placement of documents, or content blocks, in the templates and add ID functions to each document in the template.

4. Identify and add fonts to the site to make them accessible to the Site Maintainers.

5. Add content blocks where necessary. Some documents can start out empty, but it would be helpful to authors if you put some content that explains what should be filled in at each location.

6. Upload all graphics that the site will initially need using the content editor.

7. Create Users and assign privileges.

8. Setup initial login permission.

9. Notify personnel responsible for site administering that the site is ready for them.

Administration WorkFlow

The following list is a suggested flow that a site administrator might take to prepare the site to go live and enable Ektron CMS100 access for Site Maintainers. This access will determine permissions and set revision control processes.

1. Login to Ektron CMS100.

2. Click on the **Workarea** icon

3. Make any necessary changes in the Administrator Workarea.

4. In the setup folder, make changes to the style sheets, default template, and license key fields.

5. In the User Manager, add Users and assign them permissions.

Site Maintainer WorkFlow

Site Maintainers are responsible for keeping the site accurate and up to date. These people primarily interface with the Work Area and the Content Editor. The details for performing any tasks identified below can be found in the "Using Ektron CMS100" chapter of this guide.

1. Log in and go to the web page(s) that contains the document(s) that you want to change.

2. Click on the **Edit** (or select **Add** if you want to create content) button.

3. Make your changes.

4. Save your changes by clicking **Save** or **Publish**.

5. Go back and make any changes if necessary.

Ektron CMS100 and ASP

Ektron CMS100 can use Active Server Pages (ASP) to assist in building web pages. A site built with Ektron CMS100 will check all requests for pages to see if the request pages contain custom ASP functions. If it does, Ektron CMS100 invokes the server to pull the template, documents, business rules and permissio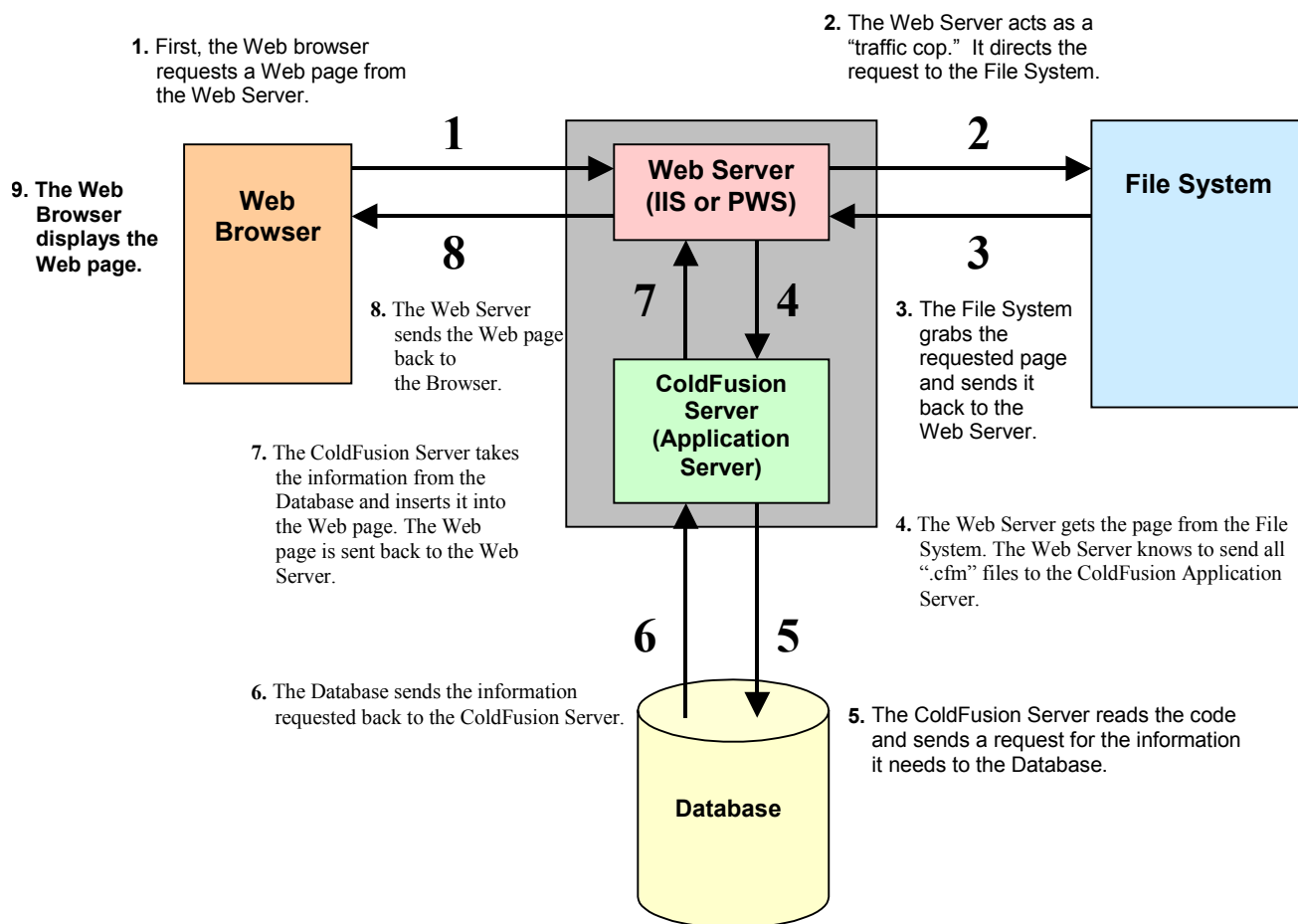ns from the database and build the page. Once the page is built, it is then returned to the web server, which then sends it to the requesting browser for display. This process is illustrated below.

1. First, the Web browser requests a Web page from the Web Server.

2. The Web Server acts as a "traffic cop." It directs the request to the File System.

9. The Web Browser displays the Web page.

1

Web Browser

Web Server (IIS or PWS)

2

File System

8

8. The Web Server sends the Web page back to the Browser.

7

4

3

3. The File System grabs the requested page and sends it back to the Web Server.

ASP Server (Application Server)

7. The ASP Server takes the information from the Database and inserts it into the Web page. The Web page is sent back to the Web Server.

4. The Web Server gets the page from the File System. The Web Server knows to send all ".asp" files to the ASP Application Server.

6

5

6. The Database sends the information requested back to the ASP Server.

5. The ASP Server reads the code and sends a request for the information it needs to the Database.

Database

Ektron CMS100 and ColdFusion

Ektron CMS100 also can use ColdFusion to assist in building web pages. A site built with Ektron CMS100 will check all requests for pages to see if the request pages contain custom ColdFusion tags. If it does, Ektron CMS100 invokes the server to pull the template, documents, business rules and permissions from the database and build the page. Once the page is built, it is then returned to the web server which then sends it to the requesting browser for display. This process is illustrated below.

1. First, the Web browser requests a Web page from the Web Server.

2. The Web Server acts as a "traffic cop." It directs the request to the File System.

9. The Web Browser displays the Web page.

Web Browser

1

8

Web Server (IIS or PWS)

2

File System

3

7

4

ColdFusion Server (Application Server)

Database

6

5

8. The Web Server sends the Web page back to the Browser.

7. The ColdFusion Server takes the information from the Database and inserts it into the Web page. The Web page is sent back to the Web Server.

6. The Database sends the information requested back to the ColdFusion Server.

3. The File System grabs the requested page and sends it back to the Web Server.

4. The Web Server gets the page from the File System. The Web Server knows to send all ".cfm" files to the ColdFusion Application Server.

5. The ColdFusion Server reads the code and sends a request for the information it needs to the Database.

What's New With Ektron CMS100?

The following manual will explain all features of Ektron CMS100. However, if you would like to view a list of features that are new to the product, please visit the following Web page.

http://www.ektron.com/cms100.cfm?doc_id=1036

The Icon Menu

As you use Ektron CMS100, you will see the icon menu at the top of each content block controlled by Ektron CMS100. These icons are used to perform many tasks in Ektron CMS100. This section will explain each button, and give a brief explanation of each.

Icon Menus

At the top of every Ektron CMS100 content block, you will see the icon menu. Depending on the state the content is in, you may see more or less icons. Show below are the three different icon menus you will come across when using Ektron CMS100.
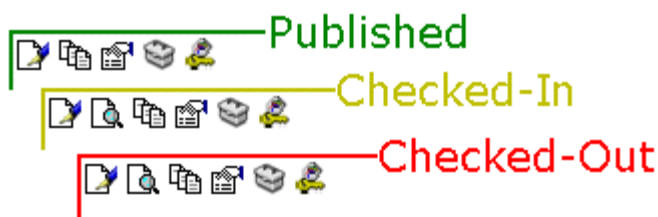
As you can see, they are all very similar.

Icons

Shown below is a table of all the Menu icons

Icon	Description	More Info
	Clicking the Edit icon will allow you to edit the current content block.	"Using the Editor" on page 168

Icon	Description	More Info
	Clicking Preview will allow you to preview a content block that is either checked-in or checked-out as it would appear if it was published to the Web site.	
	Clicking the View History icon will open the content history area for the current content block. You will then be able to view historical versions of the content block and restore them to the Web site if you wish.	"View History" on page 177
	Clicking Properties button will allow you to see the properties of the current content block.	
	Clicking the Workarea button will open your Workarea.	"The Administrator Workarea" on page 18
	Clicking the Logout button will allow you to log out of the Ektron CMS100 Web site.	"Logging Out of Ektron CMS100" on page 16

Sample Web Site

The Ektron CMS100 installation includes a small sample Web site and a sample database. The sample Web site contains pages with text and images, and two sample templates. The database contains two users and sample content blocks.

This sample Web site gives you an overview of a working Ektron CMS100 Web Site so you can familiarize yourself with Ektron CMS100's features before you create your own Web site.

NOTE   This manual will use the Ektron CMS100 sample web site to demonstrate the product.

Logging into Ektron CMS100

To launch the Ektron CMS100 application, go to the Web site login page. The person who initially installed Ektron CMS100 configures the URL address of your login page. The Web site login page contains the login button shown below:

To access the sample Web site after you have finished the Ektron CMS100 installation, follow these steps:

1. Using your browser, navigate to the URL where the Ektron CMS100 application was installed to. By default, the URL will be:

   http://www.YourSite.com/CMS100Sample/index.asp
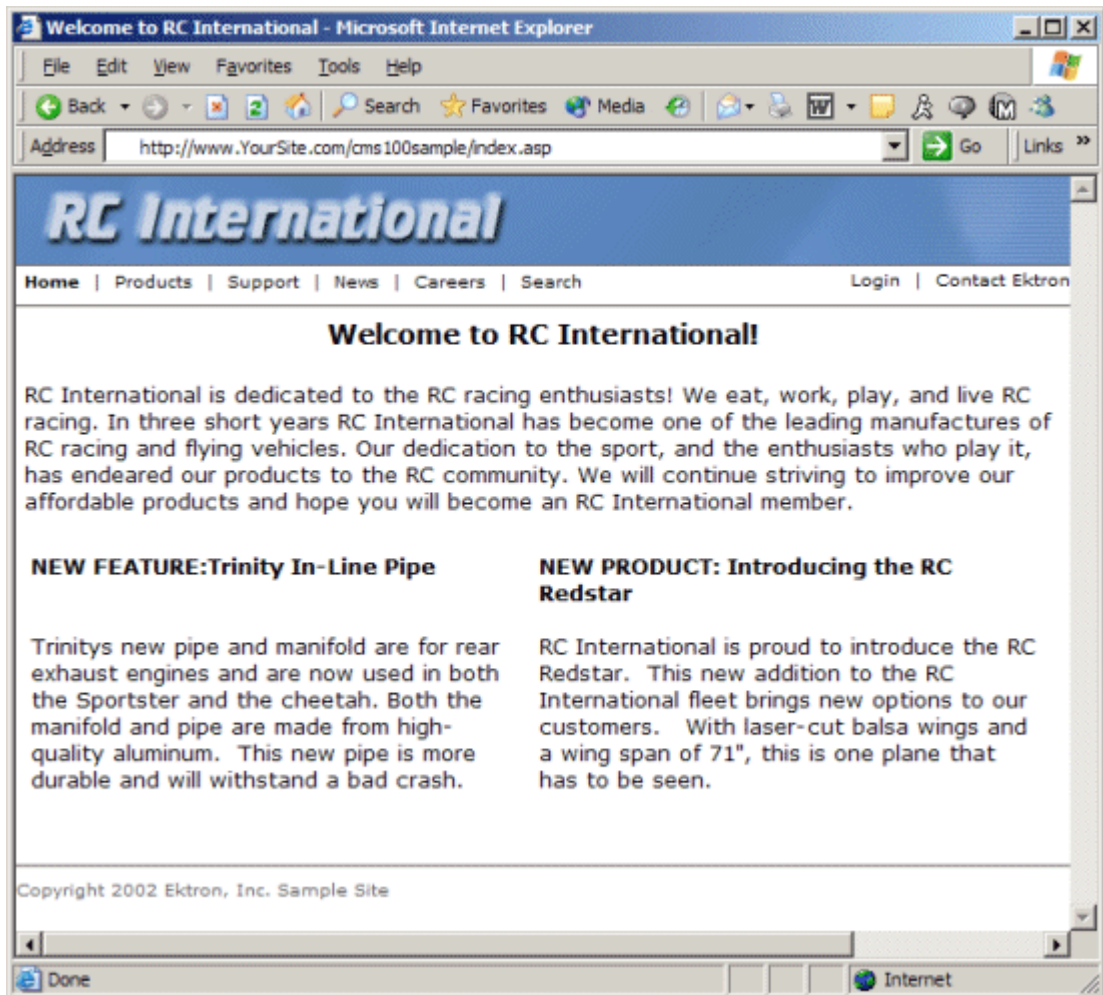
2. Next, navigate to the sample site login page by clicking on the login link at the top of the page.
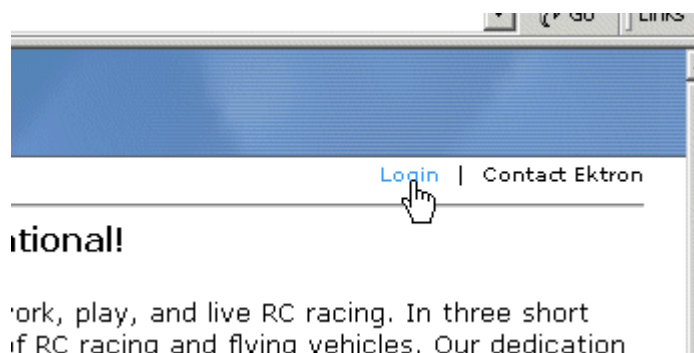
3. At the sample login page, click the Ektron CMS100 login button located in the middle of the Web page.
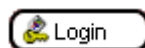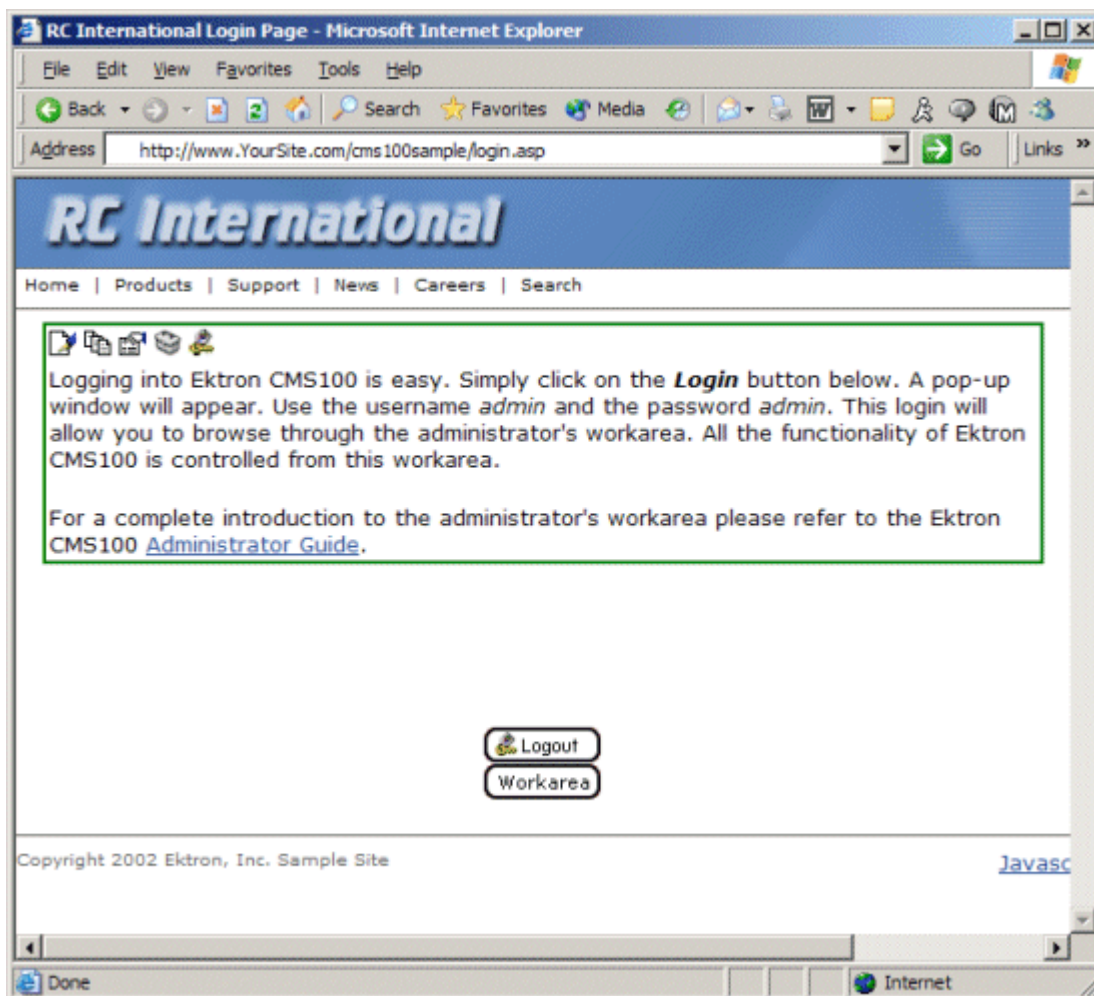

4. When the login prompt dialogue appears, use the combination:

   Username = admin

   Password = admin

5. Once the default administrator username and password has been entered, click on the login button in the dialog box.

6. Once logged in, the Ektron CMS100 content blocks will be surrounded by a green border.

Logging Out of Ektron CMS100

To logout of Ektron CMS100:

1. Click on the logout icon at the top of any content block.
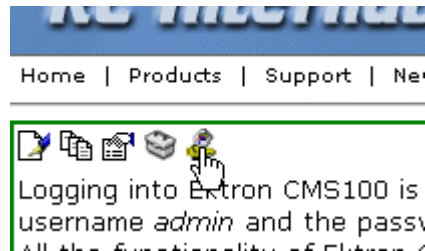
or click on the logout button at the bottom of the page:

The Logout confirmation box appears:
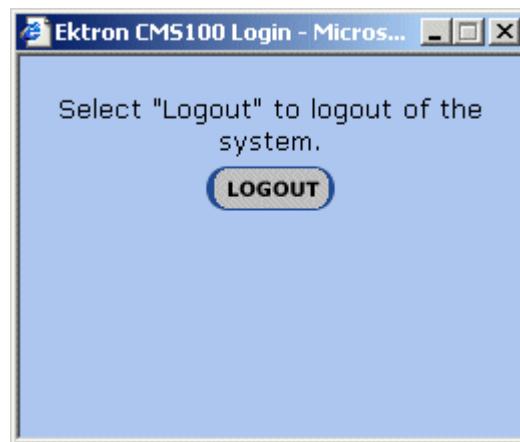
2. Click the logout on the confirmation dialog box to logout of Ektron CMS100.

After logging out, you return to the page of your Web site to which you logged in. However, the page appears in standard view, not the Ektron CMS100 view.
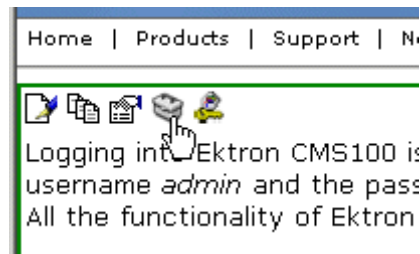
The Administrator Workarea

All Administrative functions are accessed from the Ektron CMS100 Administrator Work Area.

To Open the Administrator Workarea

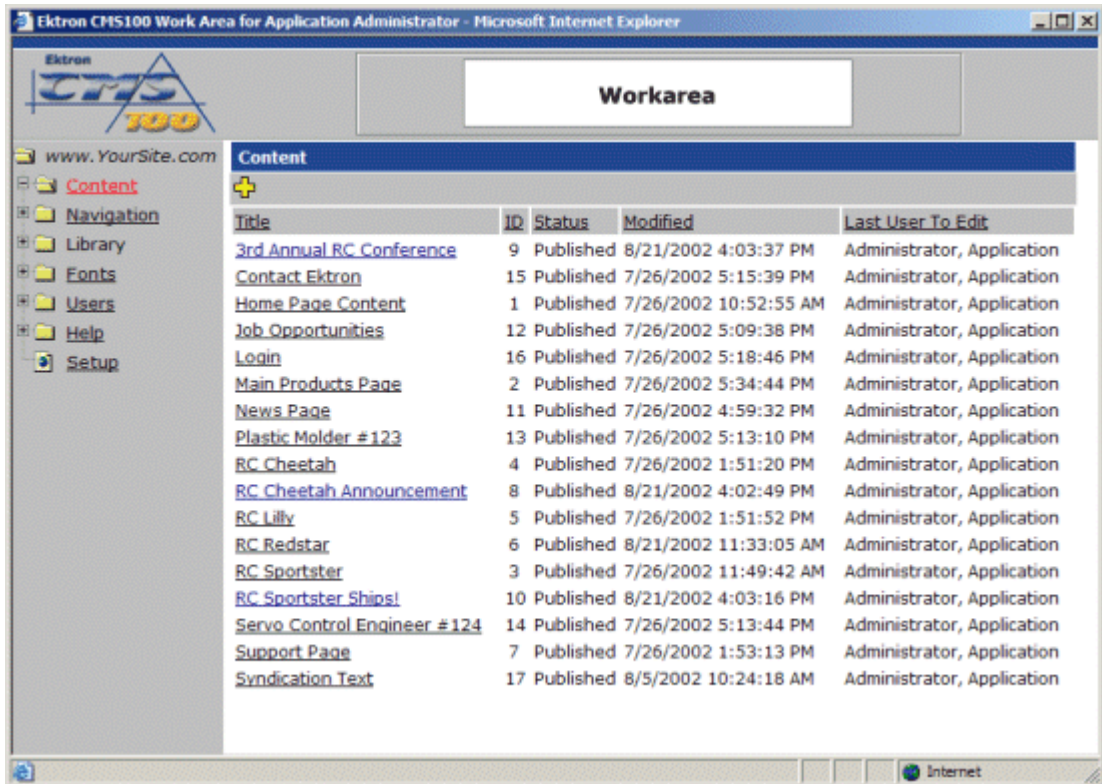To open the administrator workarea:

1. Log into Ektron CMS100. Your Web site will be displayed in the Ektron CMS100 view.

2. Click on a Workarea icon in a content block.

or select the **Workarea** Button at the bottom of the screen:
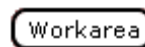
3. Once you have clicked on one of those buttons, your Workarea will open in a new window.

Using the Administrator Work Area

All the features that the administrator needs to perform to get the Web site going can all be done through the Administrator Work Area. Only users with administrator capabilities will be allowed to access the Administrator Work Area.
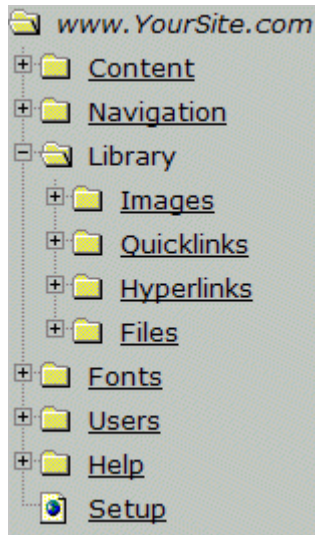
Understanding the Admin Work Area

The Administrator Work Area is divided into five folders. Each folder allows the administrator to organize a certain aspect of the Web site by following business-like rules. The five categories are as follows:

- "Content Folder" on page 21
- "Navigation Folder" on page 36
- "Library Folder" on page 61

## The Administrator Folder Control

From this folder control, the power of Ektron CMS100 is readily accessible for easy configuring. Each link on the toolbar guides the administrator to each manager. At each Ektron CMS100 Management window, the administrator can access and set up all of the necessary items for a smooth running, easy to access, and always up to date Web Site.

Closing the Administrator Work Area

To close the Administrator Work area: Click ☒ on the upper right hand corner of the window. When you close the Administrator Work Area, you return to the Ektron CMS100 view of your Web site, but do not exit the Ektron CMS100 application.

Content Folder

In the Ektron CMS100 Content Folder window, the administrator has the privileges to add, edit, view, and delete content blocks in the database.
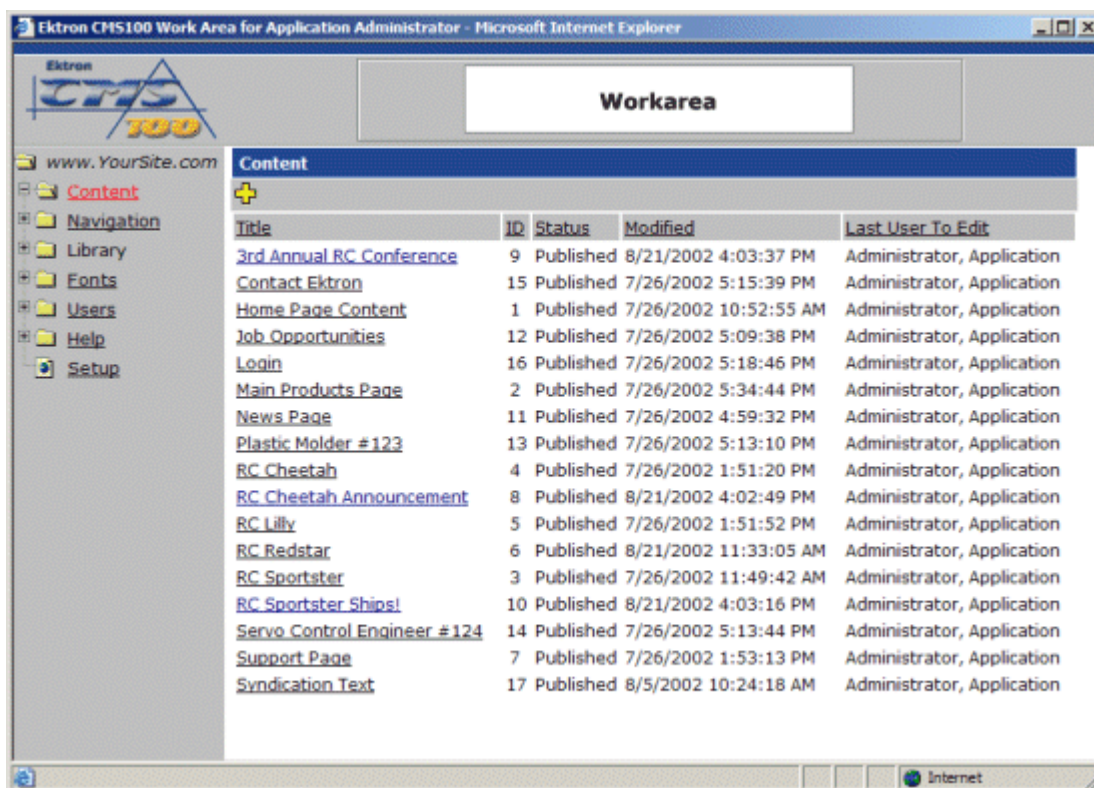
By clicking on the text at the top of a column, you can sort the data in the table by the respective function.
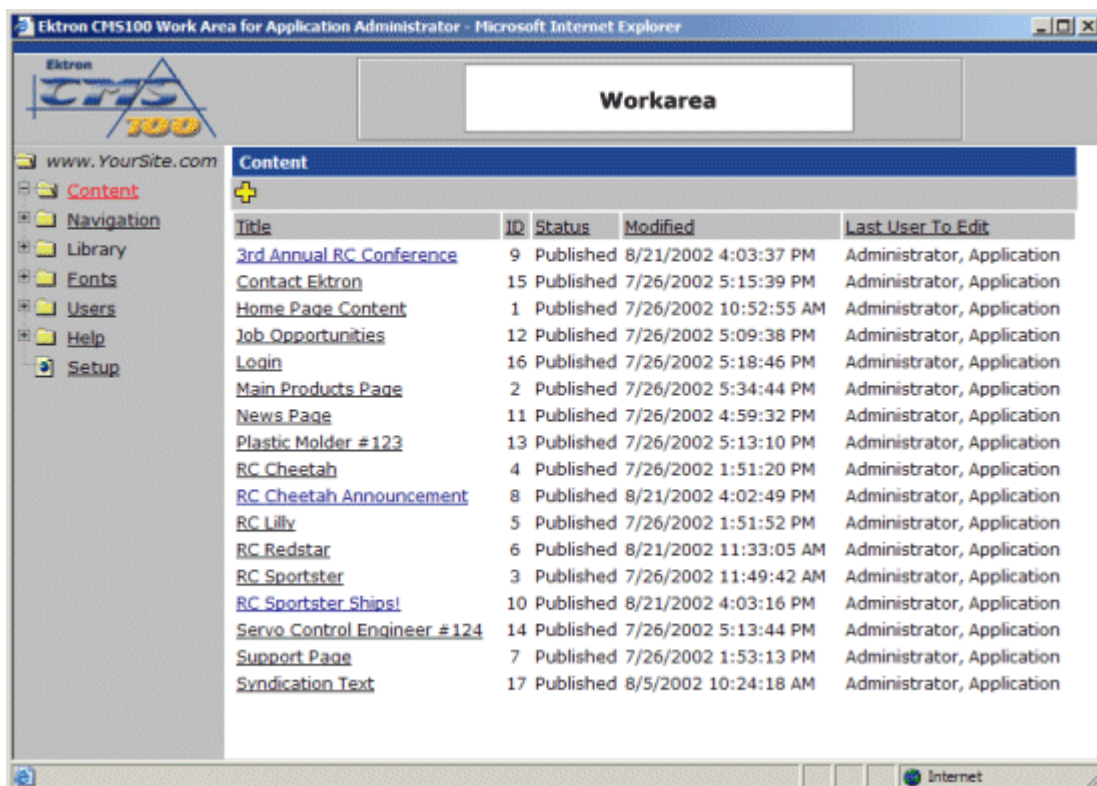
Accessing the Content Folder

To access the Ektron CMS100 Content Manager:

1. Login to the Ektron CMS100 Web site as an administrator.
2. Click on a workarea icon at the top of a content block, or at the bottom of a page.

When you arrive to the Workarea, you will land in the content folder by default.

The content manager has a table with all of the current content blocks in the database including:

Column Title	Description
Title	The title given to the content block by the author

Column Title	Description
ID	The id number assigned to the content block by Ektron CMS100
Status	The current status of the content block.
Modified	The date the content block was last modified.
Last User to Edit	The name of the last editor to modify the content block.

Content Toolbar

When working with content in Ektron CMS100, there are several toolbar buttons that you should become familiar with. The following table explains the toolbar buttons that you will come across when working with content.

Button	Name	Description	More Information
	Add	This button will allow you to create a new content block for your Web site.	"Adding Content" on page 24
	Edit	The edit button will allow you to check out an existing content block, and make changes to it.	"Editing Content" on page 28
	View Staged	When viewing a checked-in or checked-out content block, this button will allow you to preview the most current saved content.	"Viewing Content" on page 26
	View Published	When viewing a checked-in or checked-out content block, this button will allow you to view the most current published content.	"Viewing Content" on page 26
	View History	This button allows you to access the content history area to view historical versions of content blocks.	"View Content History" on page 31

Button	Name	Description	More Information
	Restore	While in the content history area, this button will allow you to restore a previously published version of a content block.	"Restoring Previous Content" on page 179
	Delete	Allows you to delete the image from the library.	"Deleting Content" on page 33
	Publish	When adding or editing content in the editor, this button will allow you to save and publish the content to the Web site.	
	Save	When adding or editing content in the editor, this button will allow you to save and check-in the content.	
	Back	Clicking back will take you to the previous page.	

Adding Content

The Ektron CMS100 default installation assigns content creation and modification to the administrator. Brief descriptions on the steps to add content blocks are listed below.
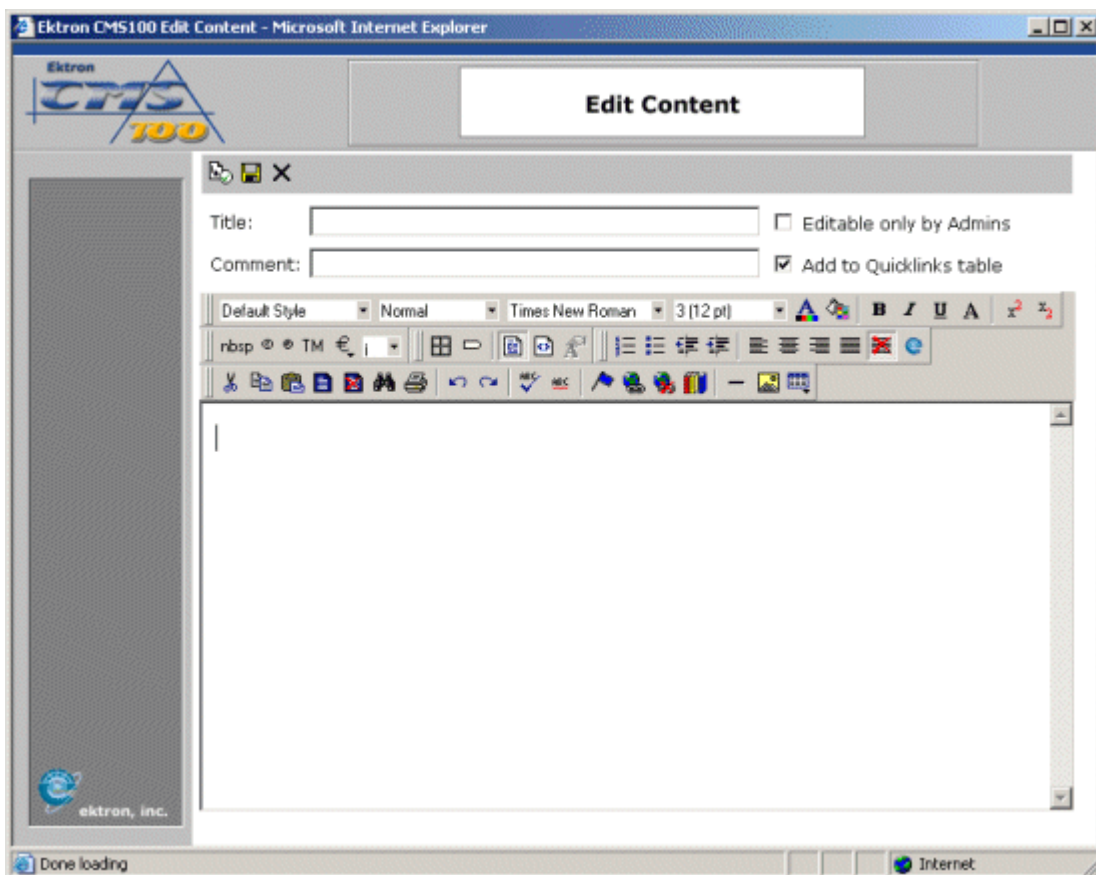
Create New Content Block

To create content:

1. In the Ektron CMS100 Content Management window, click the add button at the top of the page.

The following window will appear:

2. Create the content using the following table:

Field	Description
Title[a]	Enter a title for your content.
Editable only by Admins	Select if you want Admins only to be able to edit the content
Comment	Add a history comment to the content to describe the document.
Add to Quicklinks table	Select if you want to automatically create a link of content block to the Quicklink manager.
Body Text	Insert the body text that will be viewed on the Web Site.

a This field is required

---

3. Once you have finished creating the content, you can perform one of the workflows available by clicking on a one of the buttons in the Ektron CMS100 toolbar.

Button	Name	Description
	Publish	This button will save the content that has been created, and publish it to the live Web site for visitors to view.
	Save	This button will save and check in the content allowing future edits to the content before it is published to the Web site. Visitors will not be able to view new content that has been checked-in.
	Cancel	This button will exit the add content window, and revert the content to the last saved version.

NOTE   For more information about adding and publishing content blocks, please refer to the Ektron CMS100 *User Manual, Version 2.1.1*.
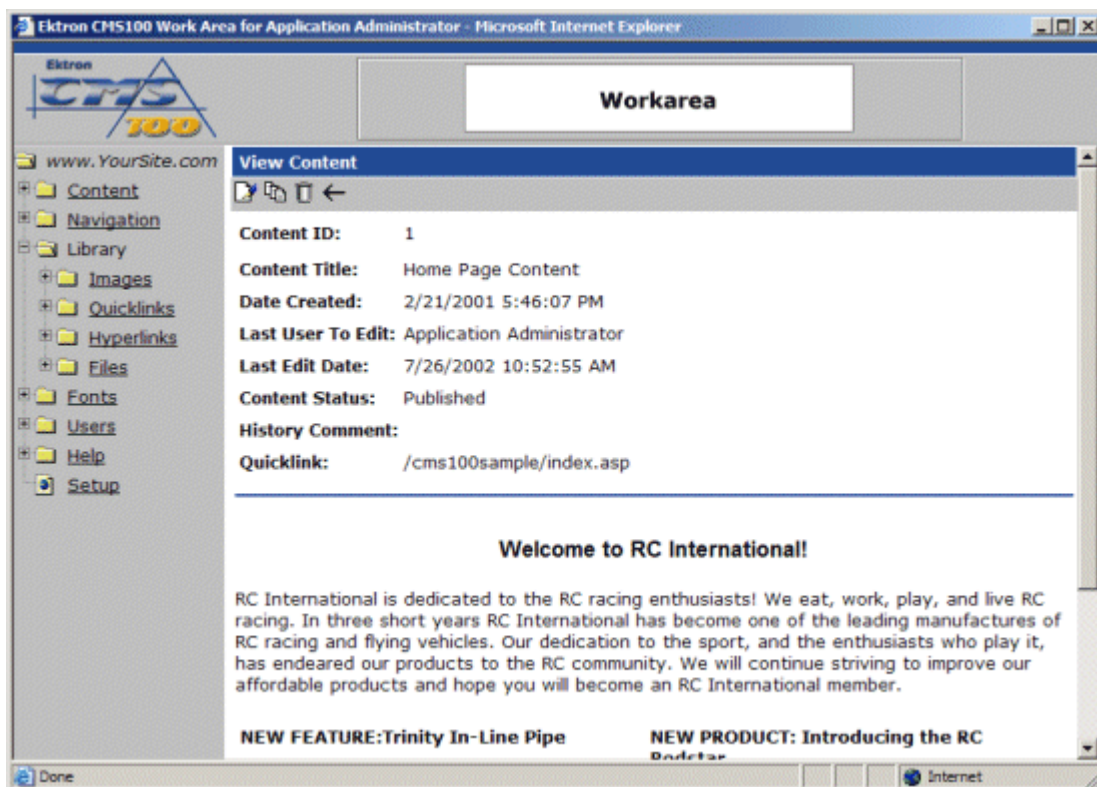
Viewing Content

To view any document in the database:

1. Begin by clicking on the title of the content block that you want to view.

2. You will then be taken to the view content page seen below.

3. In the view content window, you can see the following information about the content blocks:

Field	Description
Content ID	The content ID is the number that is assigned to the content block by Ektron CMS100
Content Title	The title that is given to the content block by the author.
Date Created	The date and time that the content block was originally created.
Last User to Edit	The last user to edit is the last user to make changes to the content block.
Last Edit Date	The date and time the content block was last modified.
Content Status	The current status of the content block

Field	Description
History Comment	The history comment is the comment that was given to the content block by the last user to edit the content.
Quicklink	The quicklink that is automatically created when the content was created.
Body Text	The body of the content block.

If the content is either checked out or checked in, there will be an option to View Staged/Published.

Button	Name	Description
	View Staged	View the most up to date, saved version of the content block that has **NOT** been published to the Web site.
	View Published	View the current published version of the content block.

To browse back to the Content Manager, click the back button in the toolbar at the top of the page.

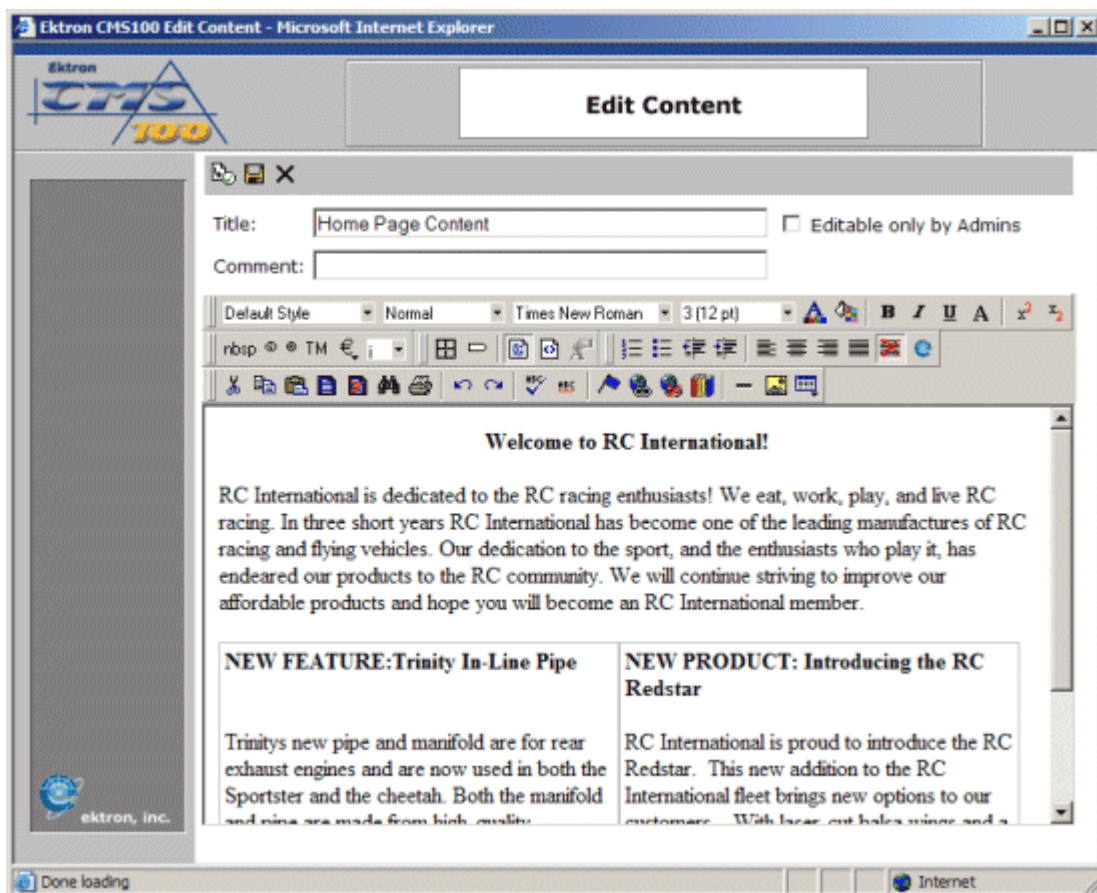# Editing Content

To edit any document in the database

1. In the Ektron CMS100 Content management window, begin by clicking on the title of the content block that you would like to edit.

2. At the next screen, click the edit button to open the editor with the content in it.

3. Once you click the edit button, a new page with the editor will open with the most current content in it.

4. Make changes to any field using the following table:

Field	Description
Title	Change the title for your content.
Editable only by Admins	Select if you want Admins only to be able to edit the content
Comment	Add a history comment to the content to describe the document.
Body Text	Modify the body text that will be viewed on the Web Site.

5. When you have completed editing the content block, you may choose one of the three available workflow options.

Button	Name	Description
	Publish	This button will save the content that has been created, and publish it to the live Web site for visitors to view.
	Save	This button will save and check in the content allowing future edits to the content before it is published to the Web site. Visitors will not be able to view new content that has been checked-in.
	Cancel	This button will exit the add content window, and revert the content to the last saved version.

Note that the changes to the content blocks will be shown in the updated Content Manager table.

View Content History

To view and restore historical versions of a content block, use the view history button located on the content properties page.

1. In the Ektron CMS100 workarea, begin by accessing the content folder, and clicking on the title of the content block you wish to view the history of.
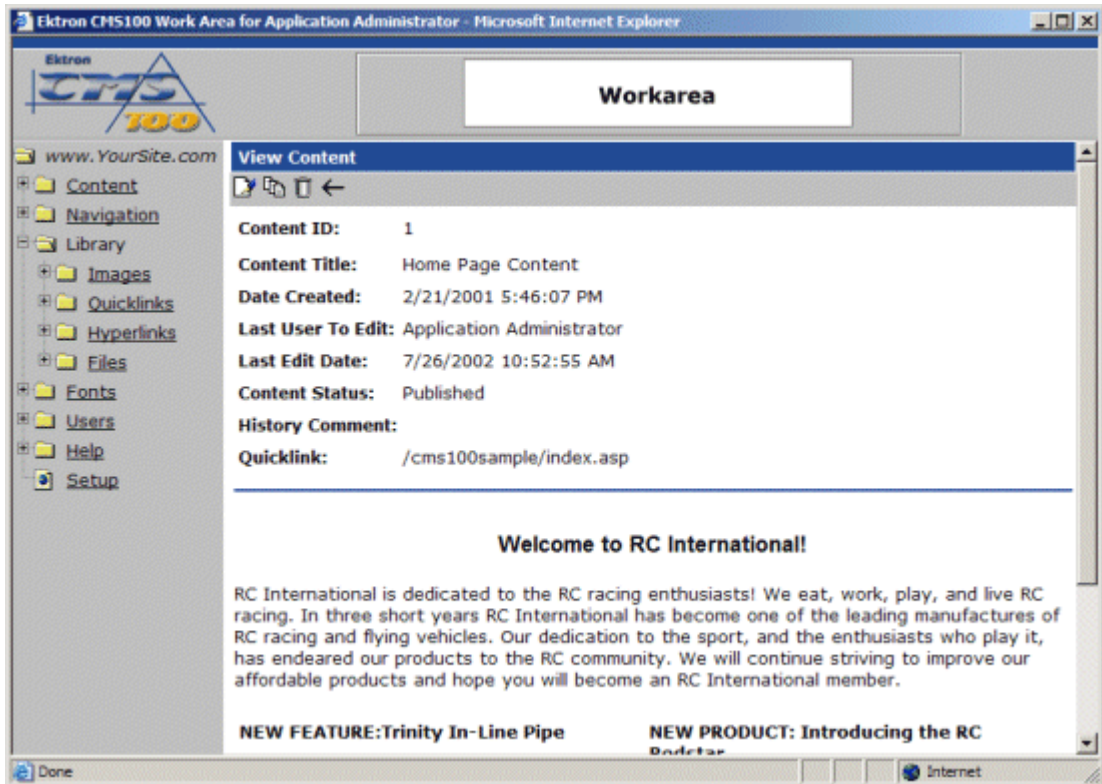

Title

Contact Ektron
Home Page Content
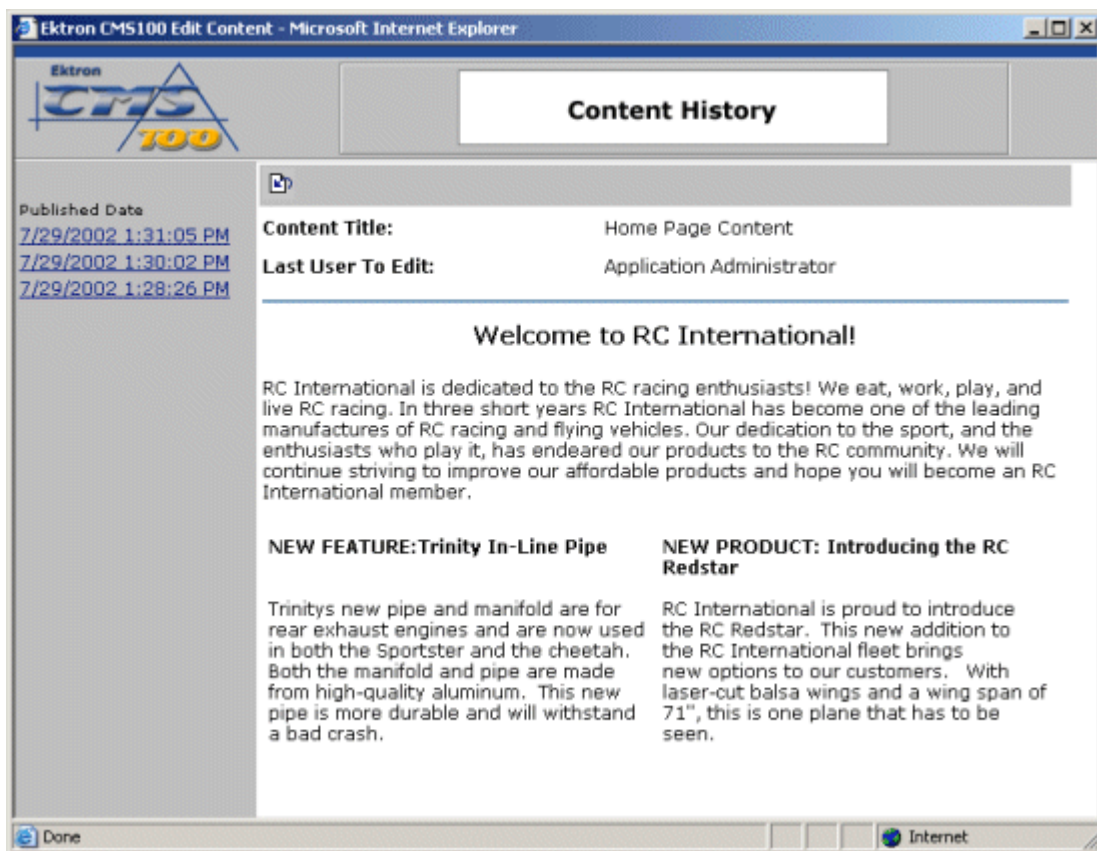Job Opportunities
Login
Main Products Page

2. When you click on the title of the content block, you will be taken to the view content page.

3. At the View Content page for the content block, click the view history button in the toolbar.

4. When you click the view history button, the Ektron CMS100 Content History window will open.

5. The content history workarea is divided into two areas,

- Published Date - the date and time the historical version was published.

- Content - The content that corresponds to the historical date

Deleting Content

To delete any content block from the database:

1. In the Ektron CMS100 Content Management window, click on the title of the content block you wish to delete.
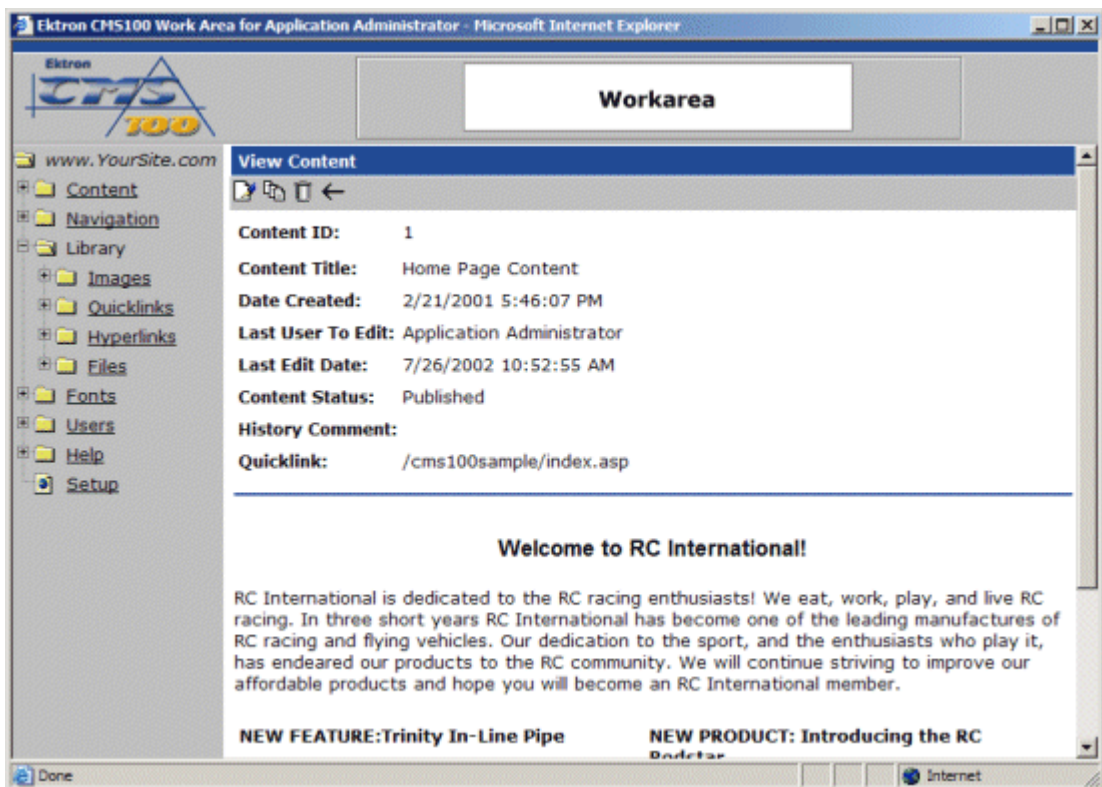
Title

Contact Ektron

Home Page Content
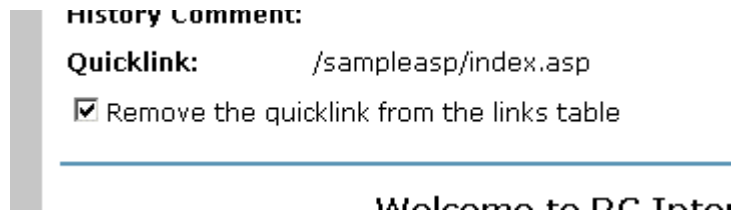
Job Opportunities

Login

Main Products Page

2. When you click on the content title, you will then be taken to the properties page for the content block.

3. Click the delete button at the top of the screen.

4. Check off the box titled "Remove the quicklink from the links table," if you want to remove the quicklink from the database.

5. Click the delete button again if you are sure you want to delete the content block, or click the cancel button to exit.

WARNING!	If you delete a content block, the content and the content history, are deleted permanently from the database!

Navigation Folder

Creating navigation menus for your Ektron CMS100 can easily be done by creating navigation menus in the Workarea. The navigation folder in the workarea allows you to easily create navigation menus for your Web site. This section will explain how easy it can be
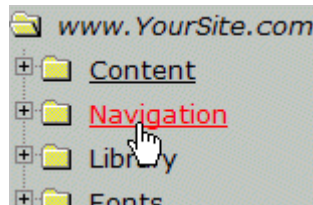
Accessing the Navigation Folder

To access the navigation folder:

1. Log into your Ektron CMS100 Web site

2. Access your Workarea by clicking on a Workarea icon in a content block icon menu, or a Workarea button.

3. When your Workarea opens in a new window, click on the Navigation folder in the folder tree on the left side of the screen.

4. When you click on the folder, the contents will be displayed in the main section of the Workarea.
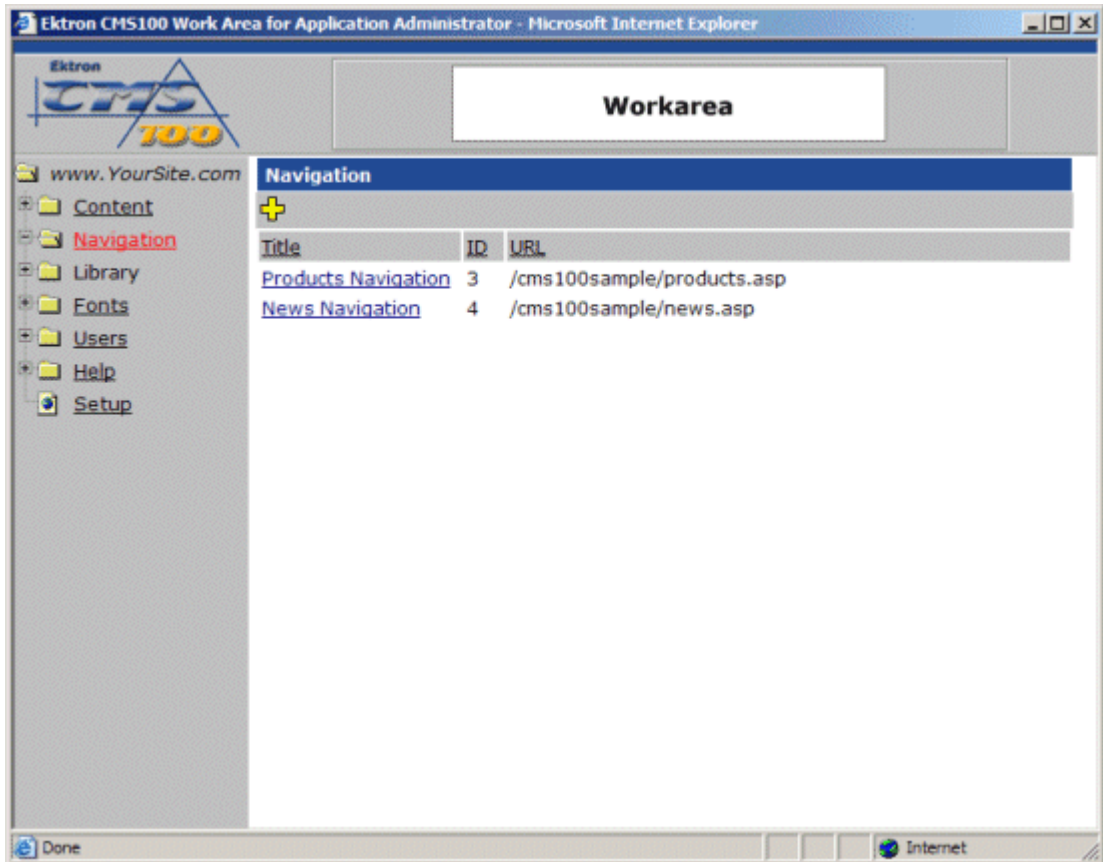
The navigation table contains each of the navigation menus that have been created. The following table explains each column of the navigation table:

Column	Description
Title	This is the title assigned to the navigation menu by the creator.
ID	This is the ID assigned to the navigation menu by Ektron CMS100. This is the number that will be used to call the menu to the Web site.
URL	The URL is the default template that the links that are generated will use to display the target content.

Navigation Toolbar

When working in the navigation folder, there are several toolbars and toolbar buttons that you should become familiar with. The following table is a list of all the toolbar buttons that you will come across when working with navigation menus.

Button	Name	Description	More Information
	Add	Initiates process of adding a new navigaiton menu, or is used to add content block to an existing navigation menu.	"Creating a Navigation Menu" on page 39
	Remove	Allows you to remove a content block from an existing navigation menu.	"Removing Content Blocks from the Navigation Menu" on page 48
	Reorder	This button allows you to reorder the group of content blocks in a navigation menu.	"Reordering List of Links" on page 52
	Edit	Allows you to edit certain information of a navigation menu.	"Editing a Navigation Menu" on page 55
	Delete	Used to delete an existing navigation menu.	"Deleting a Navigation Menu" on page 58
	Save	Used to save changes that were made.	
	Update	Used to save and update changes.	
	Back	Takes you to the previous page.	

Creating a Navigation Menu

Creating a navigation menu for your Web site involves two steps:

- Adding a navigation menu
- Assigning content blocks to the navigation menu

The following section will explain each of these steps.

Adding a Navigation Menu

To add a new navigation menu for your Web site, follow the steps listed below:

1. Begin by clicking the add button in the toolbar at the top of the navigation table.

2. When you click the add button, you will be taken to the add navigation page.
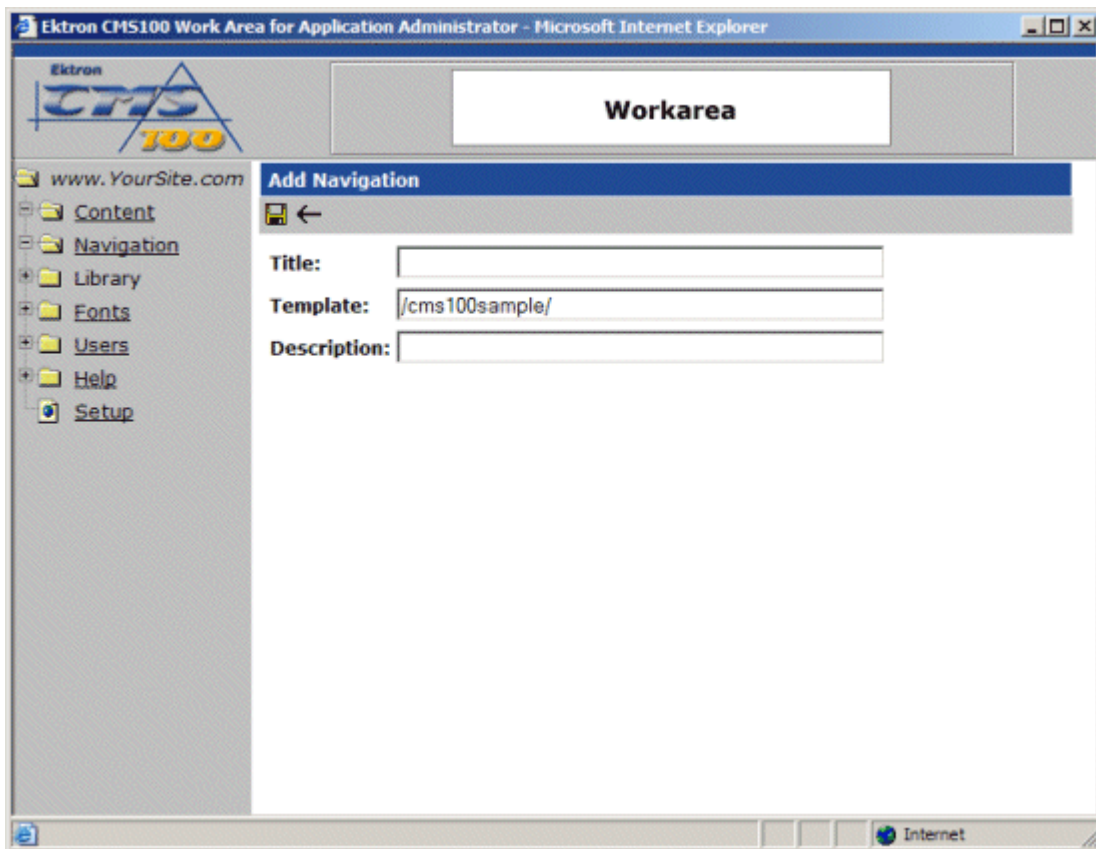
3. At the add navigation page, fill out the displayed fields.

Use the following table to assist you with filling out the fields.

Field	Description
Title	Assign a unique title to the new navigation menu.

Field	Description
Template	Enter the default template for the navigation menu. This template will be used to display the content of the links generated if no template assigned to the custom function.
Description	Add a more detailed description for the navigation menu that will be added.

4. Once you have successfully filled out all the fields, click the save button in the toolbar at the top of the page to save the navigation menu.

5. When you click the save button, you will be taken back to the navigation menu table with the new menu added to the table.
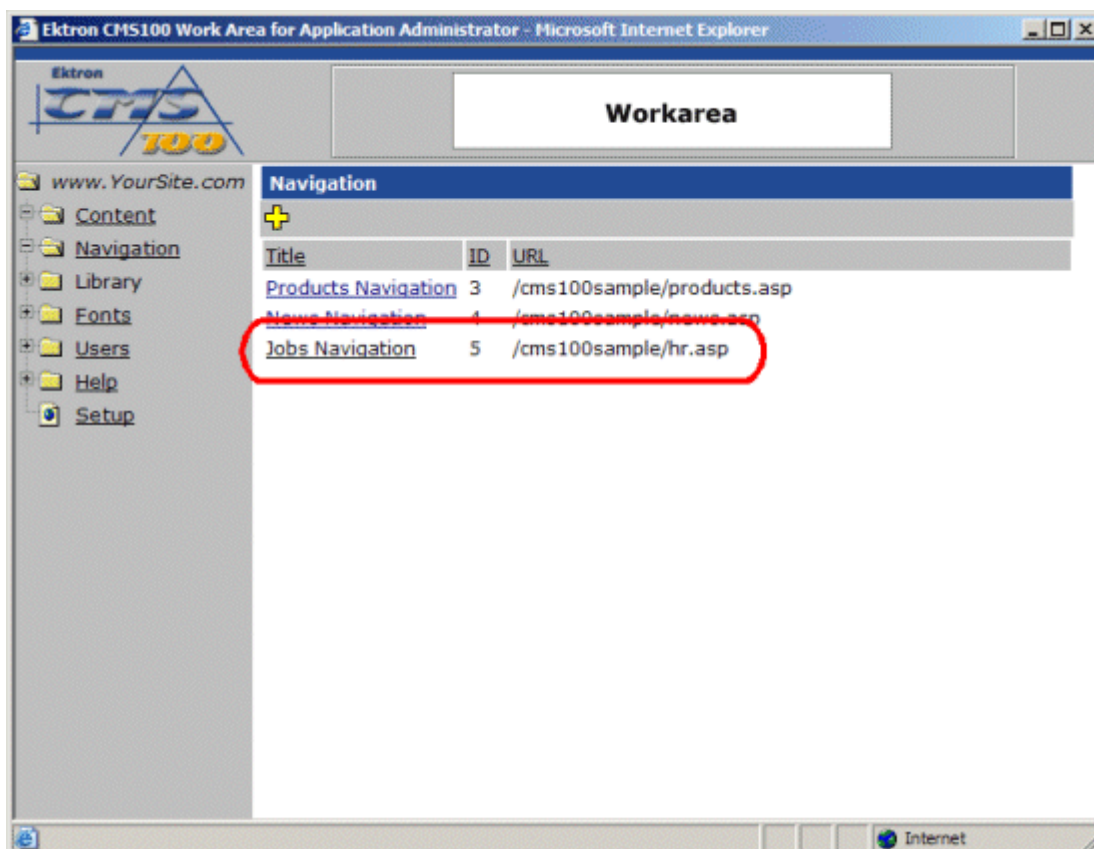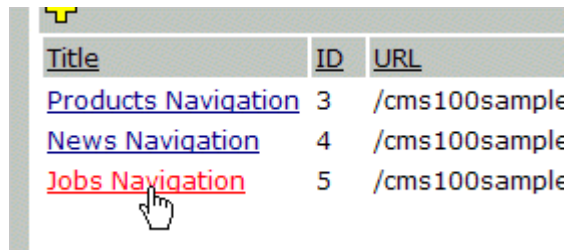
From here, you are ready to assign content blocks to the new menu.

Assigning Content Blocks to the Navigation Menu

Once the navigation menu has been created, you will now need to assign the content blocks that will be displayed in menu. To assign content blocks to the navigation menu, follow these steps:

1. From the navigation menu table, click on the navigation menu you would like to add content blocks to.

Title	ID	URL
Products Navigation	3	/cms100sample
News Navigation	4	/cms100sample
Jobs Navigation	5	/cms100sample

2. Once you click on a navigation menu, you will be taken to the view navigation page.
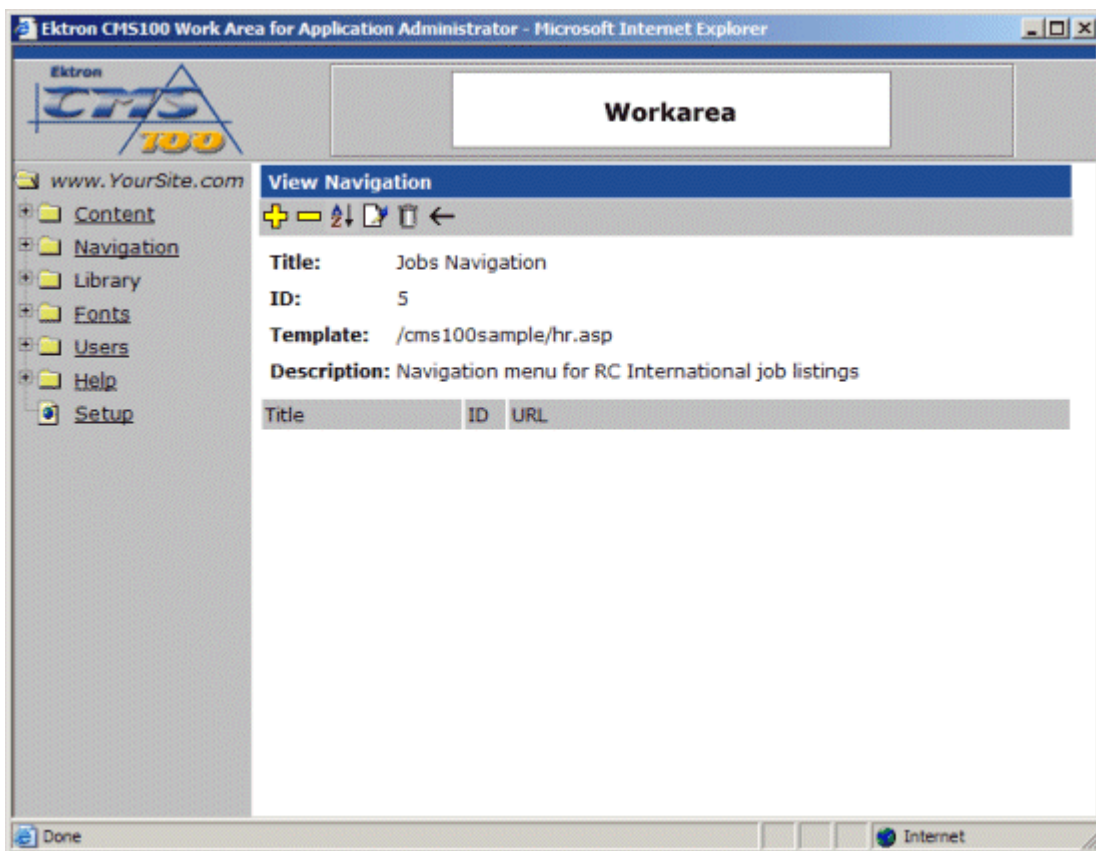
3. To add a content block to the menu, click the add button in the toolbar at the top of the page.

4. When you click on the add button, you will see a list of all the current content blocks in the Ektron CMS100 database, that haven't already been added to the menu.
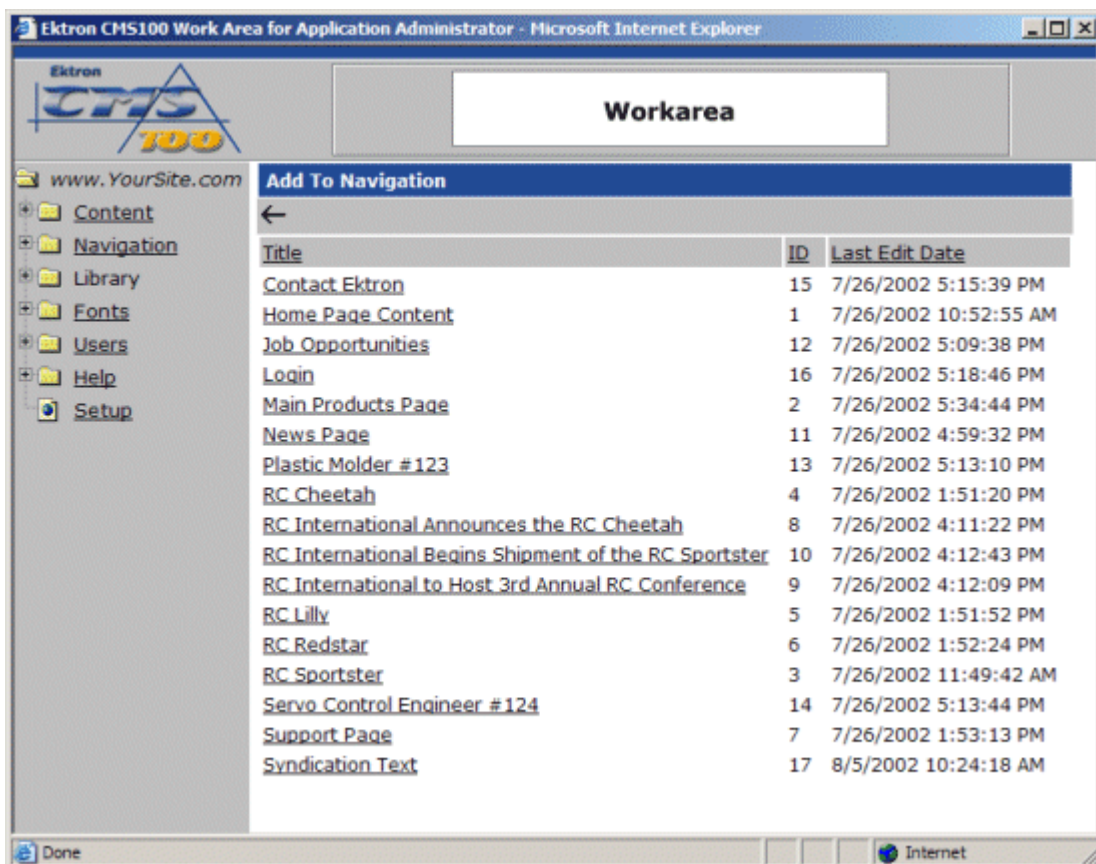
5. Click on a content block title that you would like to add to the navigation menu.

6. When you click on a content block title, you will be taken back to the view navigation page with the content block displayed in the menu list.
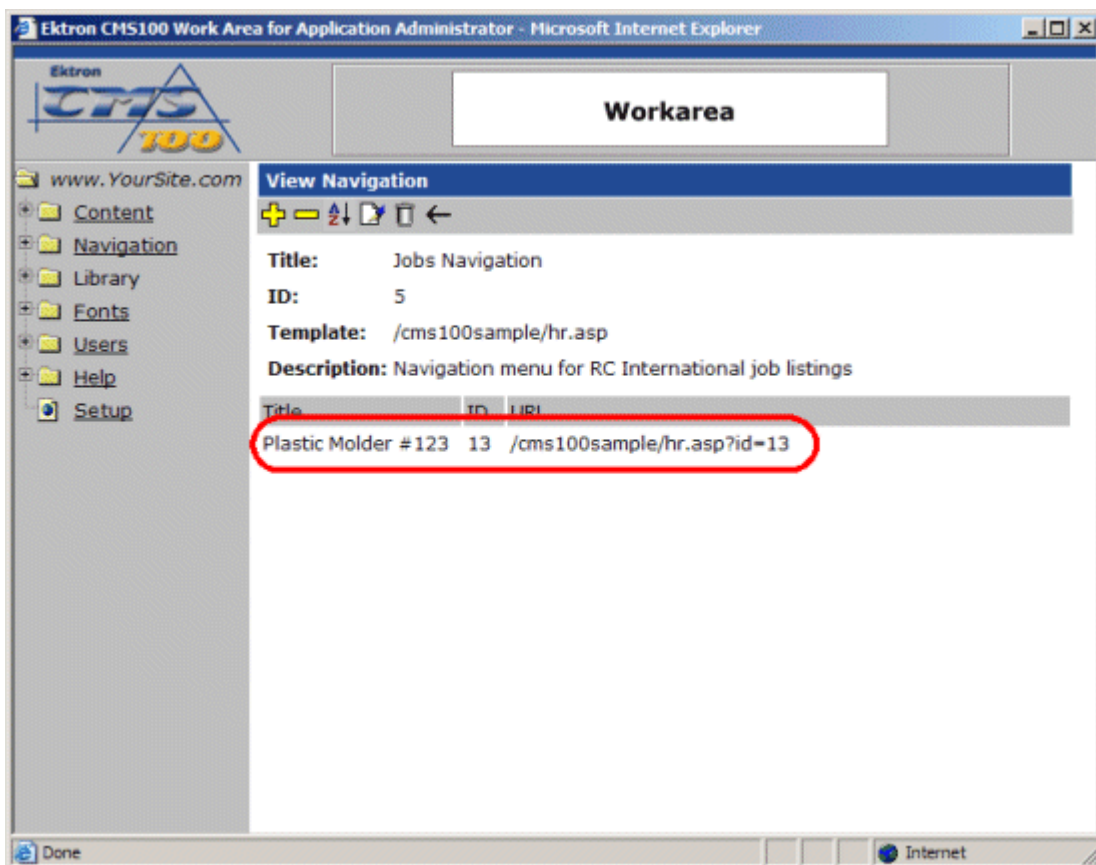
7. Repeat steps 3-6 until you have successfully added all the desired content blocks to the navigation menu.
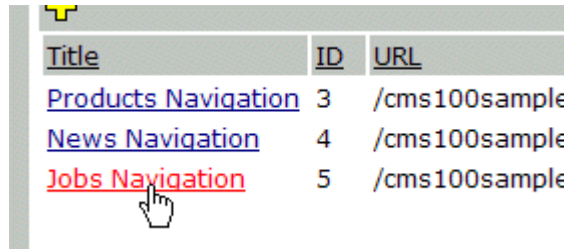
Once you have added all the desired content blocks to the navigation menu, you will now be able to insert the navigation menu to your Web site.

For information about inserting a navigation menu into your Web page, see "Ektron CMS100 Custom Functions" on page 211.

Viewing the Navigation Menu

Once a navigation menu has been created, you will be able to view the menu in the Workarea. To view a navigation menu:

1. Click on the title of the navigation menu you would like to view on the navigation table.

2. Once you click on the title of the navigation menu, you will be taken to the view navigation page.

3. At the view navigation menu, you will see information about the navigation menu including:

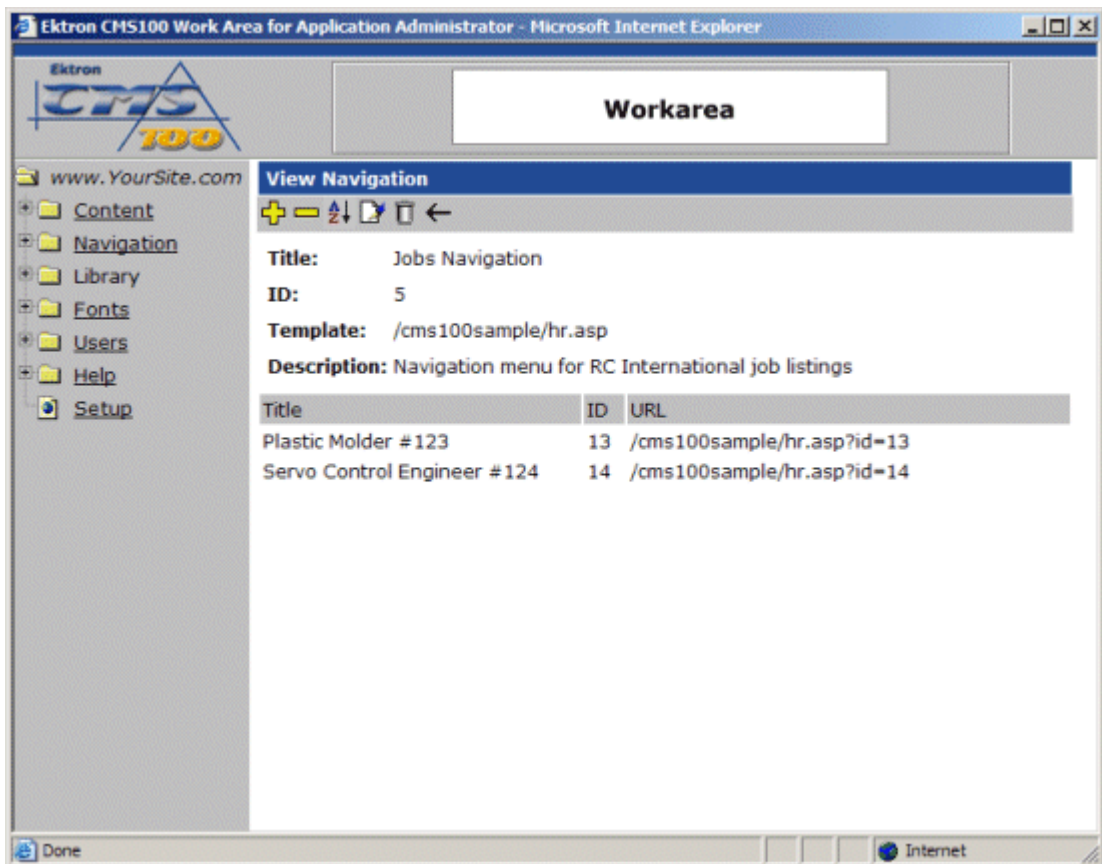| Field	Description
Title	Title assigned to the navigation menu.
ID	ID assigned to the navigation menu by Ektron CMS100. This will be used to call the menu to the Web page.
Template	Default template the generated links will display the content on. Only used if no template is assigned in the custom function.
Description	Detailed description about the navigation menu.
Links	List of links that will be displayed in the navigation menu.

Along with all the information about the navigation menu, there are also several tasks that may be performed from this page. The following table will describe each button and it's function.

Button	Name	Description	More Information
	Add	Adds another content block to the list of links in the navigation menu.	"Assigning Content Blocks to the Navigation Menu" on page 42
	Remove	Removes a content block that has been added to a navigation menu.	"Removing Content Blocks from the Navigation Menu" on page 48
	Reorder	Allows you to reorder the list of links that are displayed in the navigation menu.	"Reordering List of Links" on page 52
	Edit	Allows you to edit certain information about the navigation menu.	"Editing a Navigation Menu" on page 55

Button	Name	Description	More Information
	Delete	Deletes the navigation menu.	"Deleting a Navigation Menu" on page 58
	Back	Takes you to the previous page.	

Adding/Removing Content Blocks

Once a navigation menu has been created, you can add or remove content blocks to and from it.

Adding Content Blocks to the Navigation Menu

For information about adding content blocks to the list of links in the navigation menu, see "Assigning Content Blocks to the Navigation Menu" on page 42.

Removing Content Blocks from the Navigation Menu

To remove content blocks from a navigation menu:

1. Begin by clicking on the title of the navigation menu you would like to remove a content block from.

2. When you click on the title, you will be taken to the view navigation page of the navigation menu.
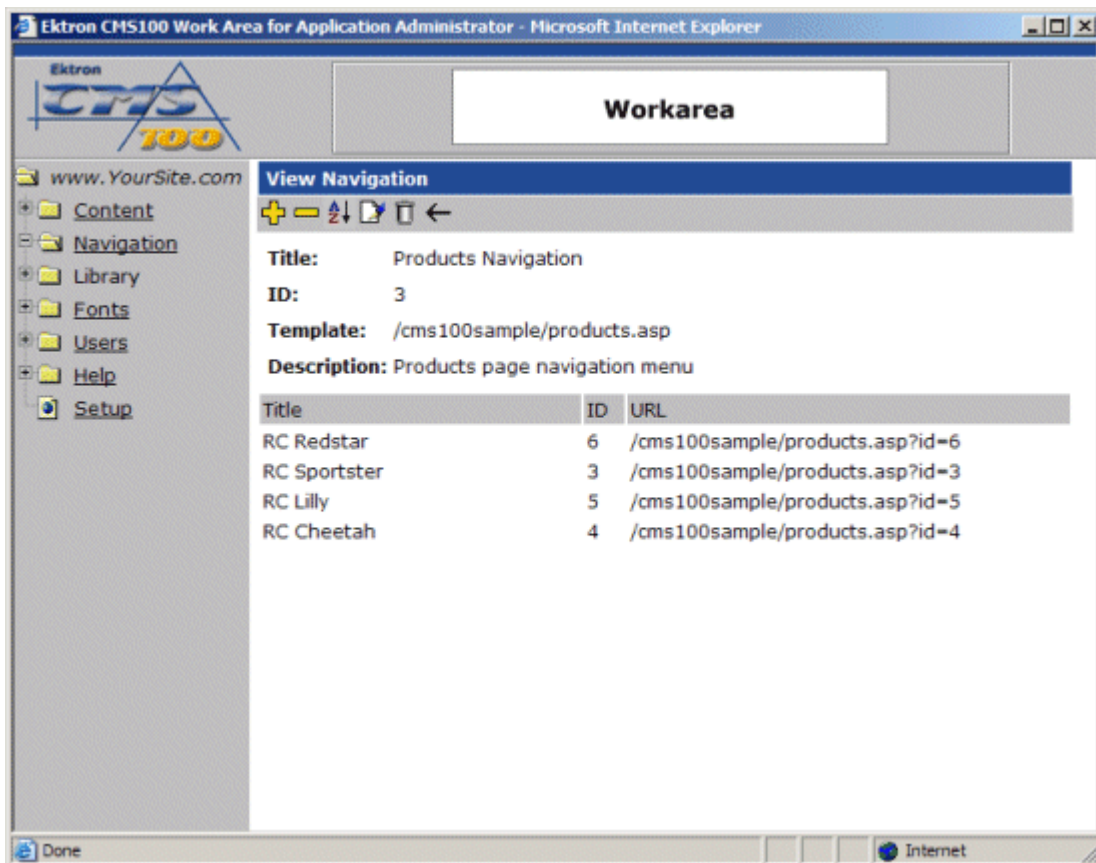
3. Click on the remove button in the toolbar at the top of the page.

4. When you click on the remove button, you will be taken to the delete from navigation page where you will see a list of all the content blocks that have been added to the navigation menu.

5. Click on the title of the content block you would like to remove from the navigation menu.

6. When you click on the title of the content you wish to remove, you will be prompted with a confirmation box.
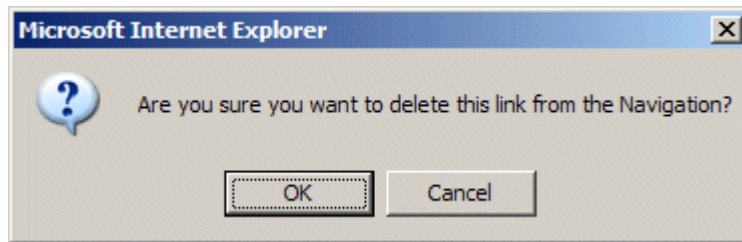
7. Click the OK button to confirm.

8. After you click the OK button, you will be taken back to the view navigation page with the content block removed from the list of links.
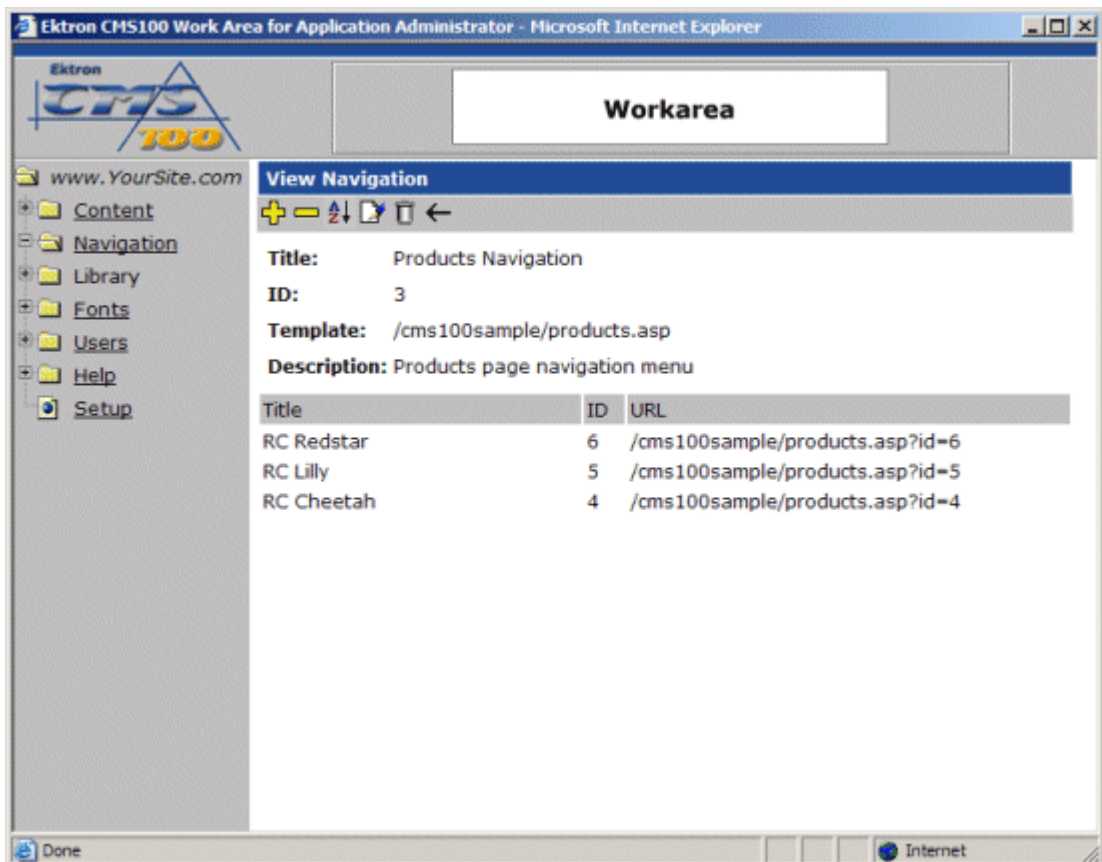
9. Repeat steps 3-7 for each content block you wish to remove from the selected navigation menu.

Reordering List of Links

When a navigation menu is created, and more than one content blocks have been assigned to it, you will have the option to order the list of links. To reorder the list of links:

1. Begin by clicking on the title of the navigation menu in the navigation table you wish to reorder the links for.

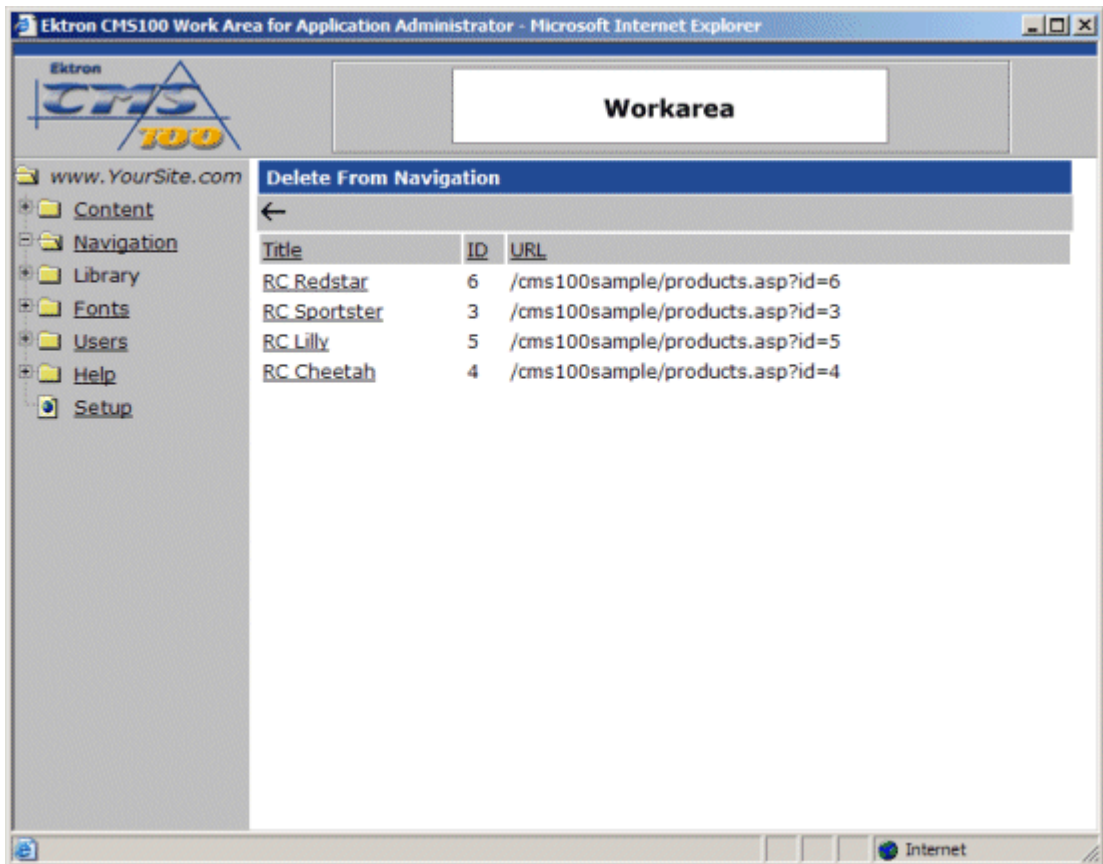| Title	ID	UI
Products Navigation	3	/c
News Navigation	4	/c
Jobs Navigation	5	/c

2. Once you click on the title, you will be taken to the view navigaiton page for the selected navigation menu.
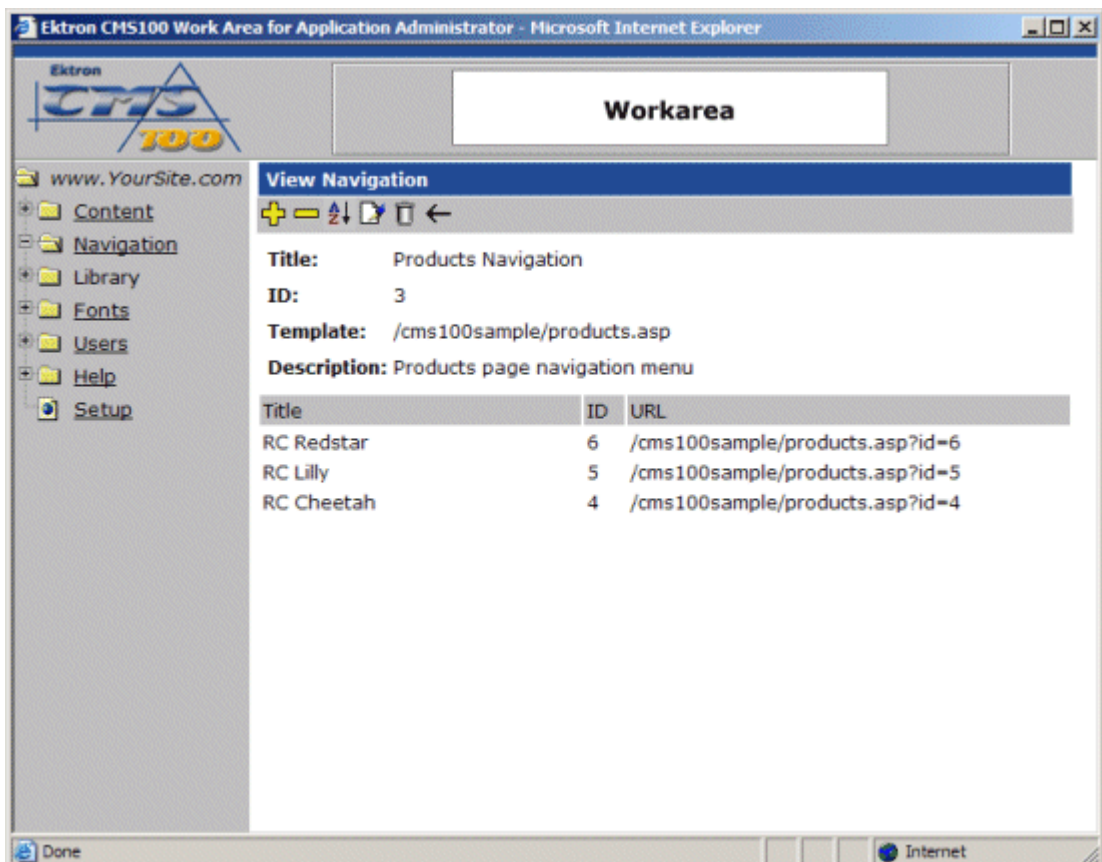
3. Click on the reorder button in the toolbar at the top of the page.

$$\frac{A}{Z}\downarrow$$

4. When you click on the reorder button, you will be taken to the reorder the links page.
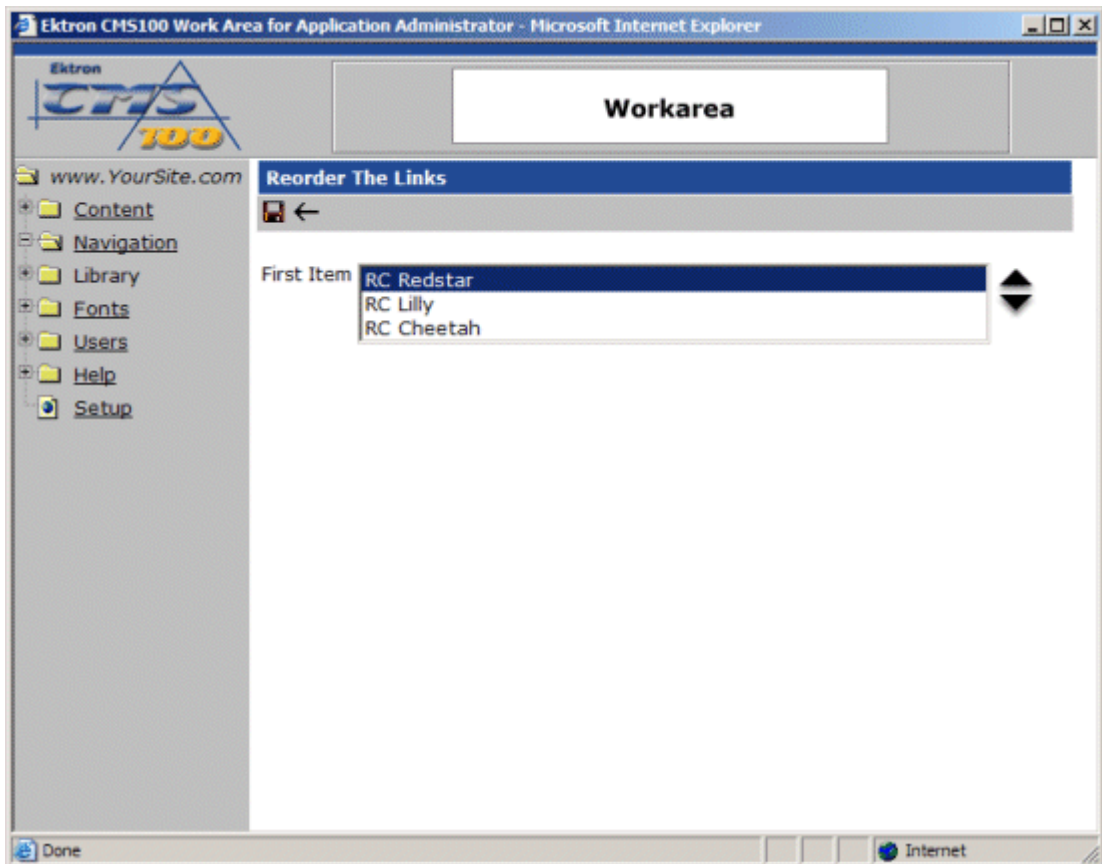
5. In the list of links, click on the title of the content block you would like to move.
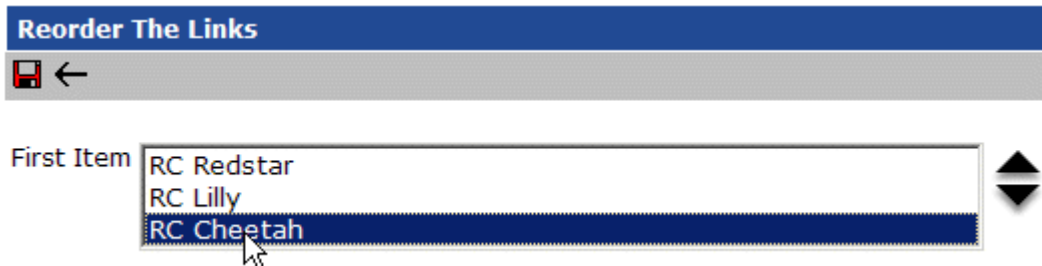
6. Next, click the up or down arrow to move the content block in the respective direction.

Reorder The Links

First Item
RC Redstar
RC Cheetah
RC Lilly
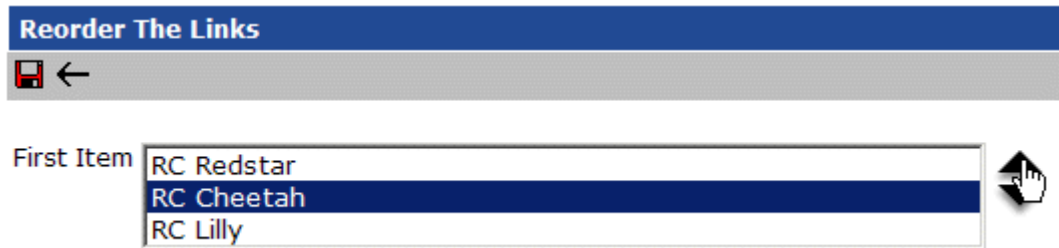
7. Once you have finished moving the desired content blocks, click the update button to save and update the changes.

8. After you click the update button, you will be taken back to the view navigation page where the list will be updated with the proper order.
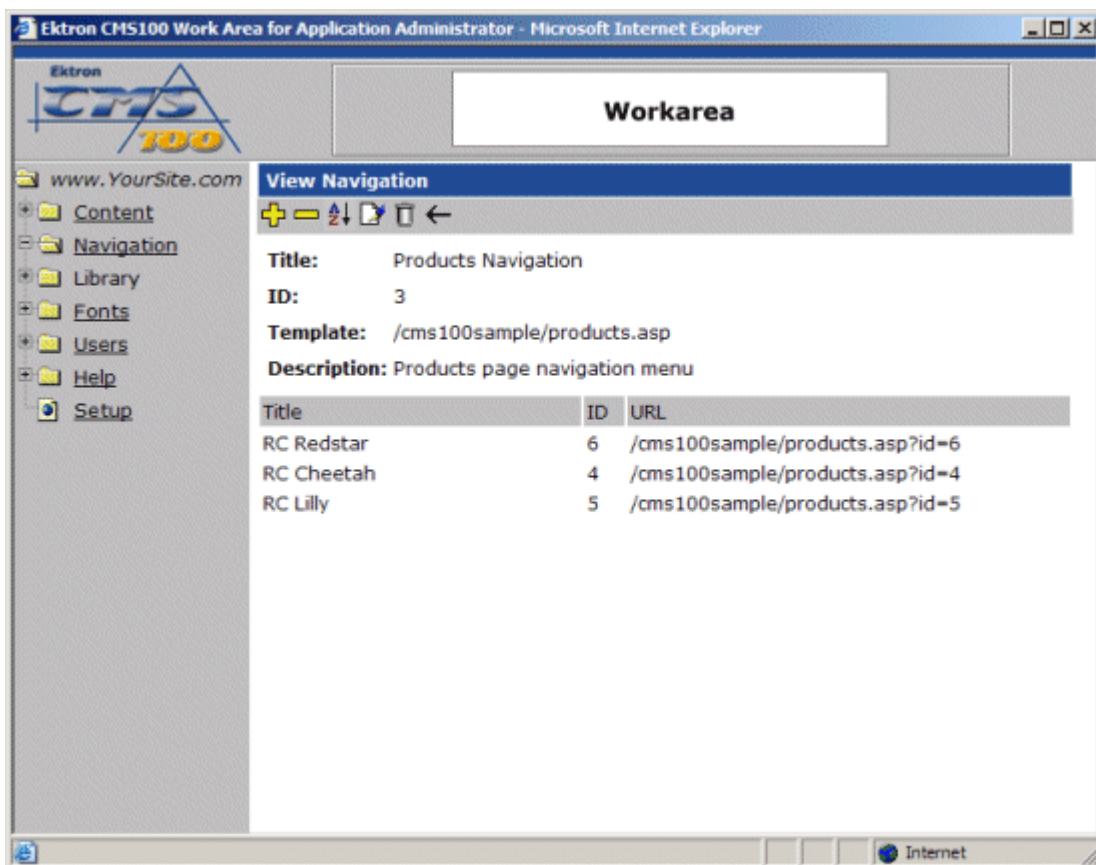
Editing a Navigation Menu

To edit a navigation menu:

1. Click on the title of the navigation menu in the navigation table you would like to edit.

2. When you click on the title, you will be taken to the view navigaiton page for the selected navigation menu.

3. Click the edit button in the toolbar at the top of the page.

4. When you click on the edit button, you will be taken to the edit navigation page.
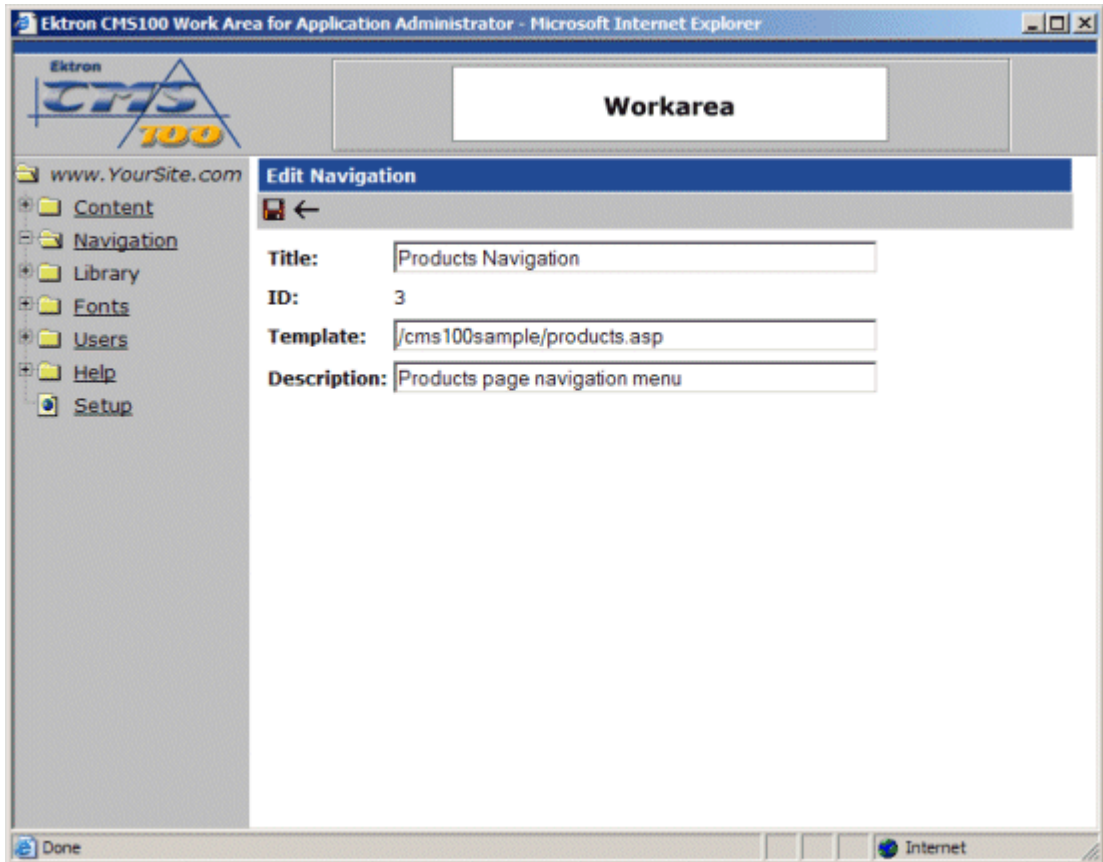
5. At the edit navigation page, you may make changes to the following fields:

- Title
- Template
- Description

6. When you have finished making your edits, click the update button in the toolbar to save and update your changes.
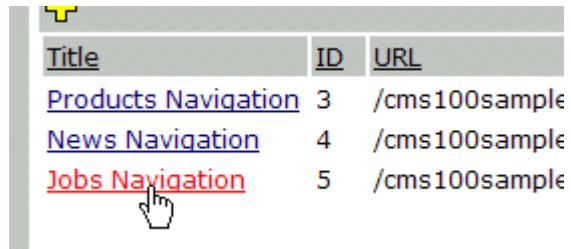
7. After you click the update button, the changes you have made will be saved, and you will be taken back to the view navigation page.

Deleting a Navigation Menu

When you no longer wish to keep a specific navigation menu, you can delete if from your Web site. To delete a navigation menu:

1. Begin by clicking on the navigation menu you wish to delete from the navigation table.

Title	ID	URL
Products Navigation	3	/cms100sample
News Navigation	4	/cms100sample
Jobs Navigation	5	/cms100sample

2. After you click on the title, you will be taken to the view navigation page for the selected menu.
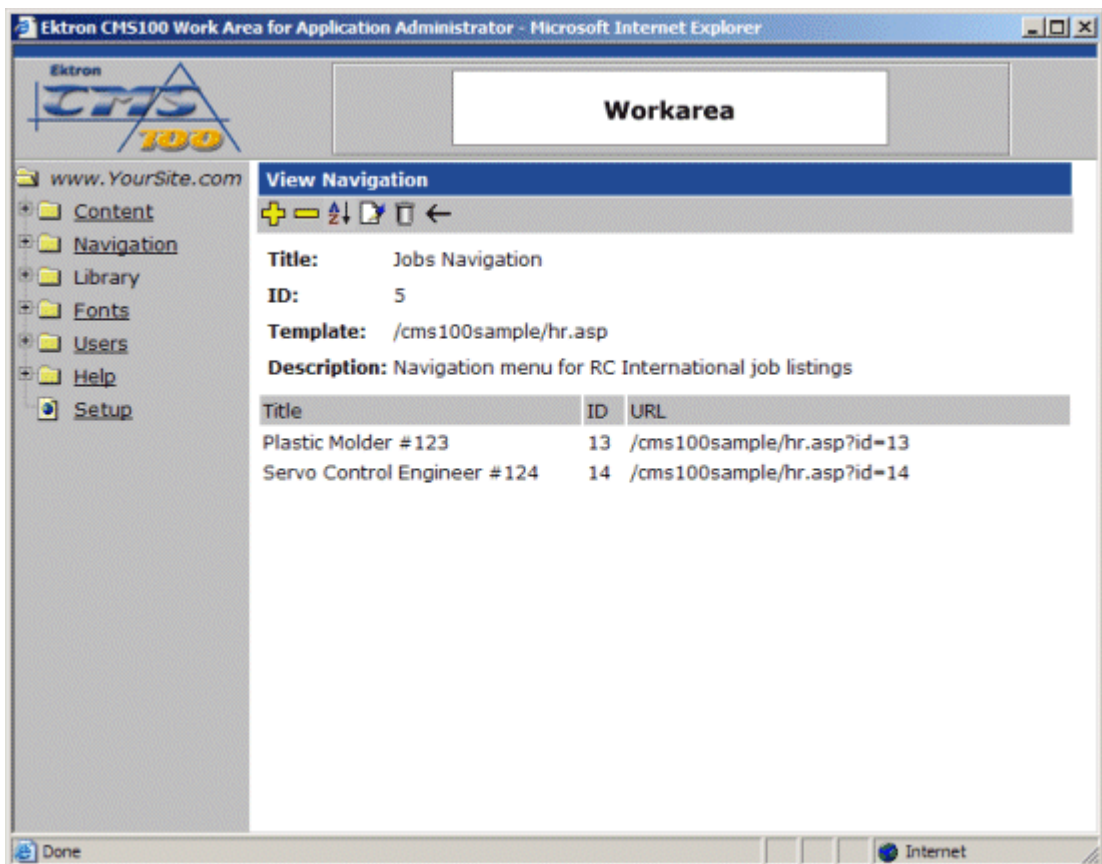
3. In the toolbar at the top of the page, click on the delete button.

4. When you click on the delete button, you will be prompted with a confirmation message.
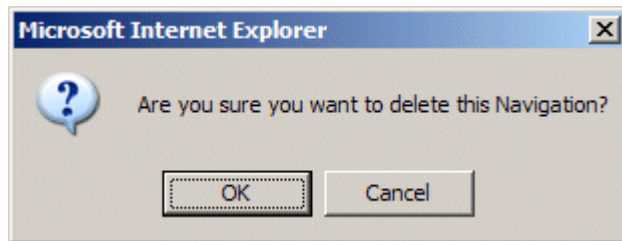
5. Click OK to delete the navigation menu.
6. After you click the OK button, you will be taken back to the navigation table with deleted navigation menu removed from the list.
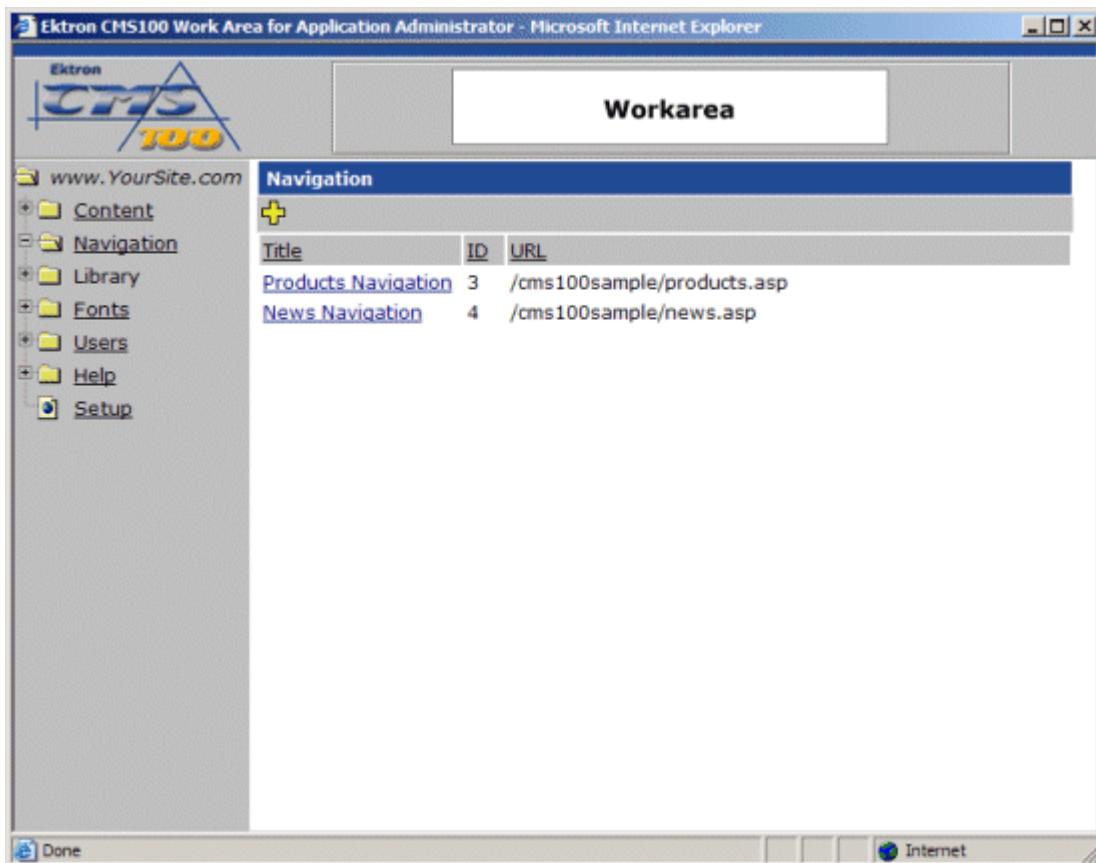
Library Folder

The Ektron CMS100 Library is the area where users can upload images and files to, as well as add hyperlinks and quicklinks. Once an image, file, hyperlink, or quicklink is added to the library, then all users who create and edit content can insert anything that is included in the Library

The library in Ektron CMS100 has four sub-folders:

- Images
- Files
- Hyperlinks
- Quicklinks

From the library, the administrator can add, edit, view, and delete items to and from it.
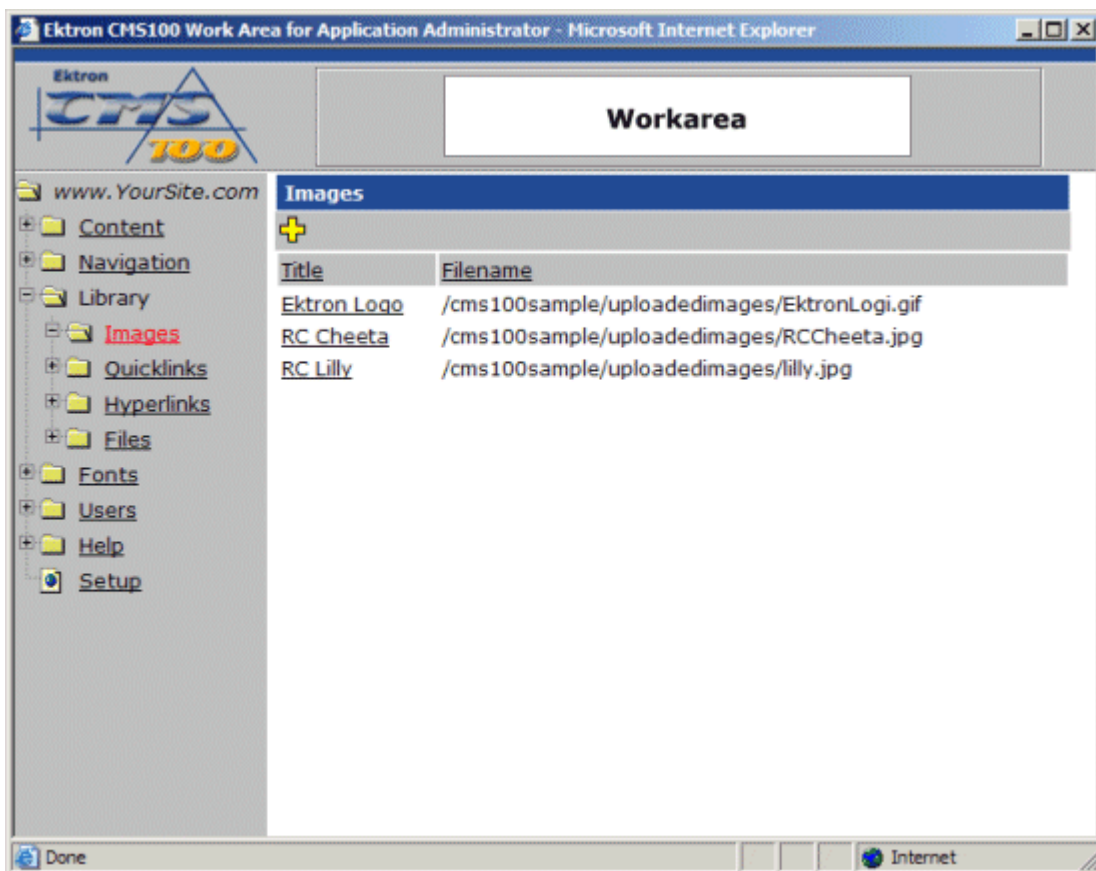
If you click the text at the top of a column, you will sort the data in the column according to the respective function.

Accessing the Library Manager

To access the Ektron CMS100 library:

1. Begin by logging into the Ektron CMS100 Web site as an administrator.

2. Access the Workarea by clicking on one of the workarea buttons:

3. Once at the Workarea, click on the **Library** folder on the left side of the screen.

Images

The first sub-folder in the library is the images folder. The images folder contains all images that users have uploaded, and also all images that users may use in their content blocks.

Accessing the Images Folder

To access the images folder,

1. Begin by logging into Ektron CMS100 as an administrator, and access your Workarea.

2. Next, click on the library folder, then the images folder in the folder tree on the left side of the Workarea.
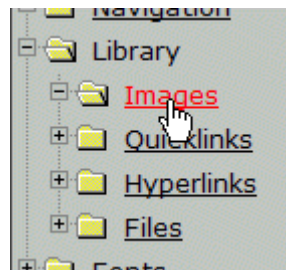
3. Once you click on the images folder, a table of all uploaded images will be displayed in the main section of the Workarea.
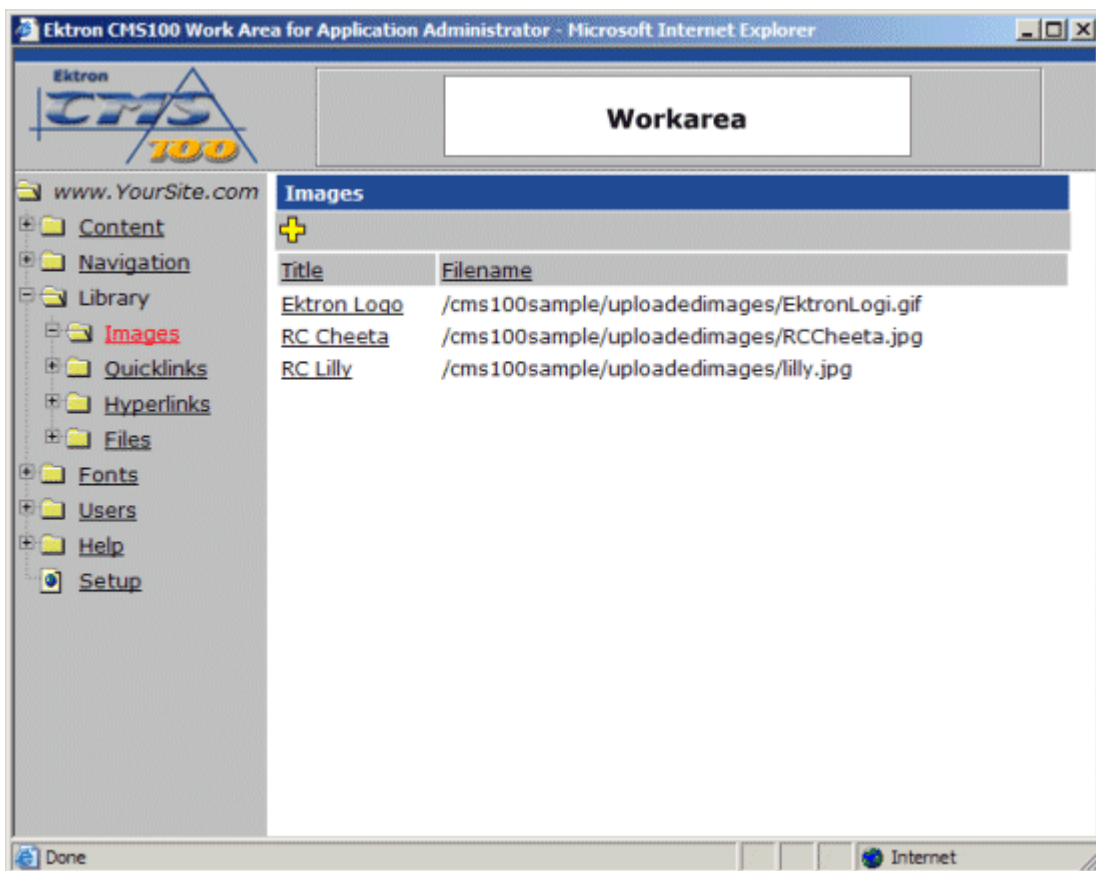
As stated earlier, as an administrator, you will be able to add, edit, view, and delete images to and from the library.

Images Toolbar

When working with hyperlinks in the Workarea, there are several toolbar buttons that you should become familiar with. The following table explains all the toolbar buttons you will use when working with hyperlinks.

Button	Name	Description	More Information
	Add	This button is used to add a new image to the Ektron CMS100 library.	"Adding Images" on page 65

Button	Name	Description	More Information
	Edit	Allows you to edit the title and/or filename of the current image.	"Editing Images" on page 72
	Overwrite	Allows you to overwrite the current image with a newer version of it.	"Overwriting Images" on page 74
	Delete	Allows you to delete the image from the library.	"Deleting Images" on page 80
	Back	Clicking back will take you to the previous page.	

Adding Images

Follow the steps listed below to add images to the library.

1. From the image table, click on the add button in the toolbar at the top of the page.

2. Once you click on the add button, you will be taken to the add image page in the Workarea.
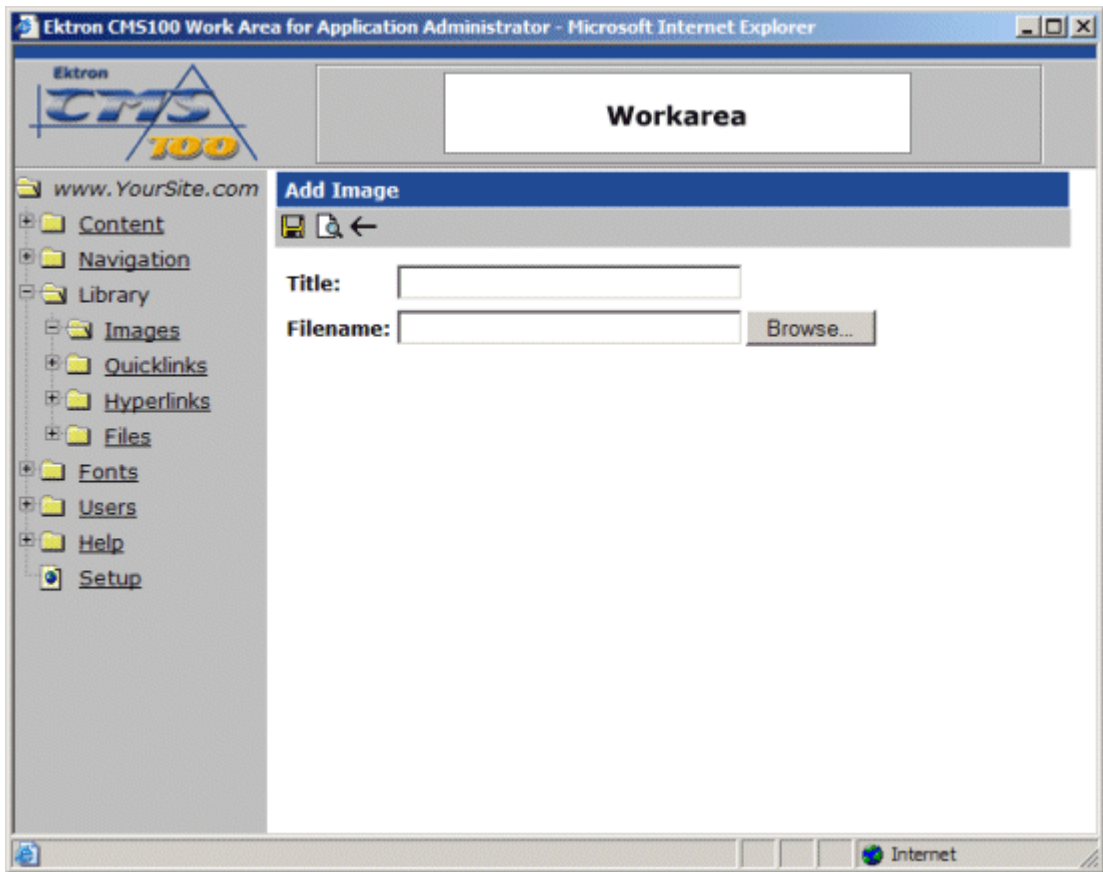
3. Begin by clicking the browse button to locate the image, on your machine or network, that you would like to upload to the library.
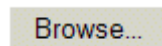
4. When you click the browse button, a new dialog box will open which you can use to choose the file you would like to upload.
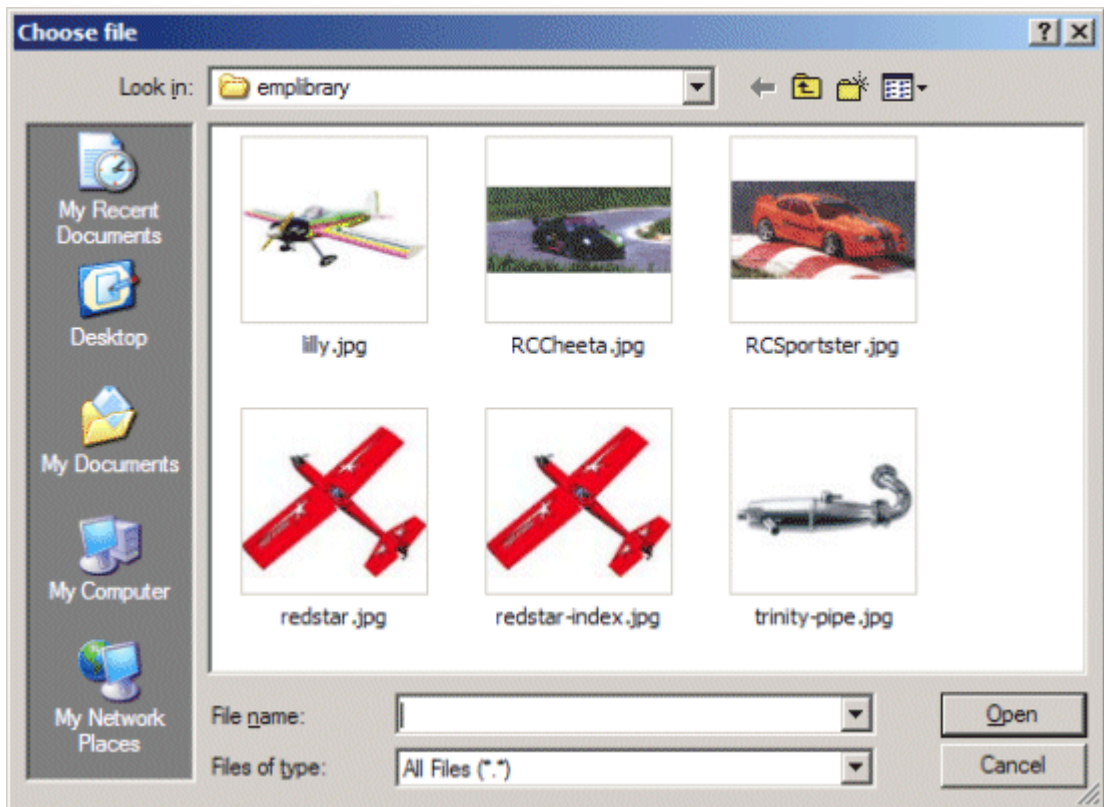
5. When you have found the image you would like to upload, click on the image, then click the **Open** button.

6. After you click the open button, the path for the image will automatically be inserted into the filename field on the add image page.

7. You can preview the image to be sure that it is the image you would like to upload. To preview the image, click the preview button on the toolbar.
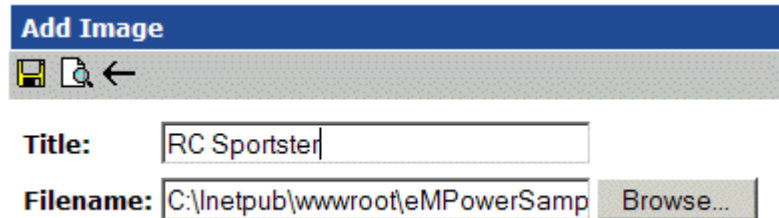
8. Clicking the preview will open a new browser page with the selected image displayed.
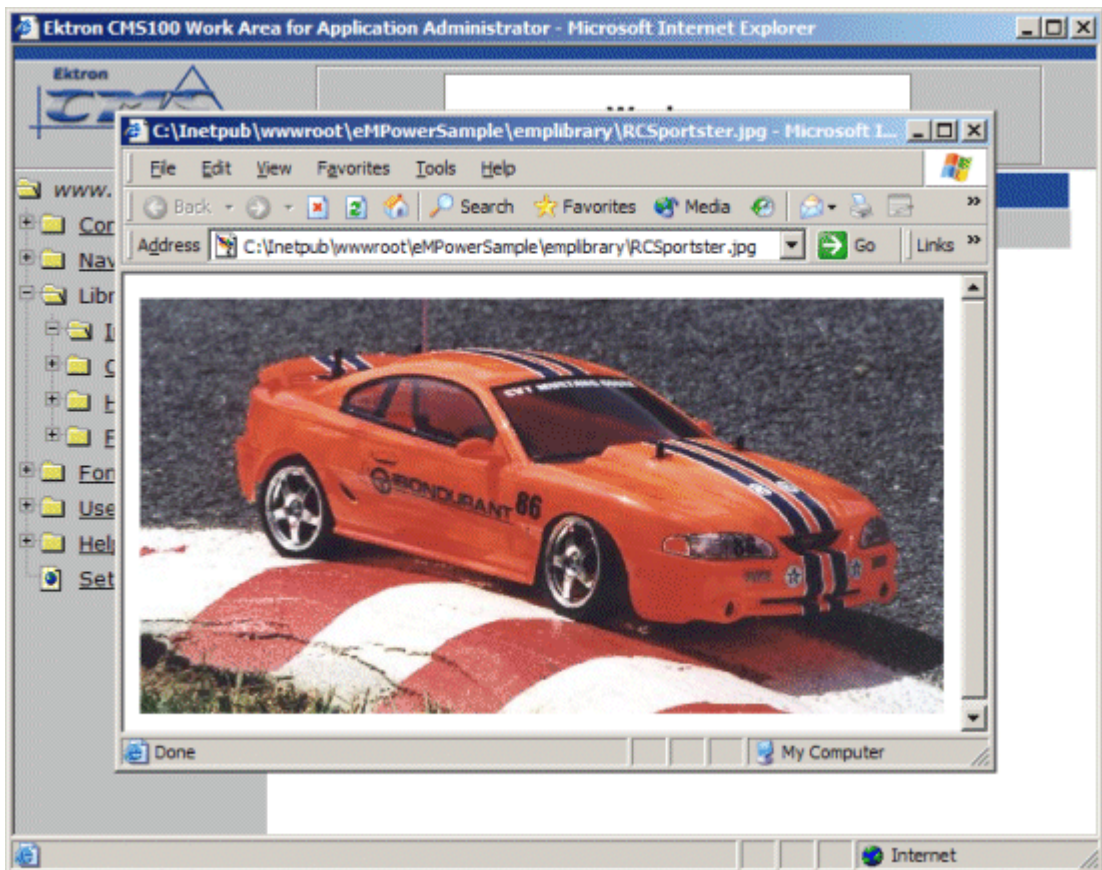
Click the **X** button in the top right corner to close the preview window.

9. If this is the image that you would like to upload, enter a title for the image in the proper field.

Add Image

Title:	RC Sportster
Filename:	C:\Inetpub\wwwroot\eMPowerSamp	Browse...

10. Now that Ektron CMS100 has all the information needed, click the save button in the toolbar to save and upload the image to the library.

11. Once the save button is clicked, the image will go through the uploading process which may take a few moments depending on the size of the image that is being uploaded.

12. When complete, you will be taken back to the images folder with the new image added to the table.
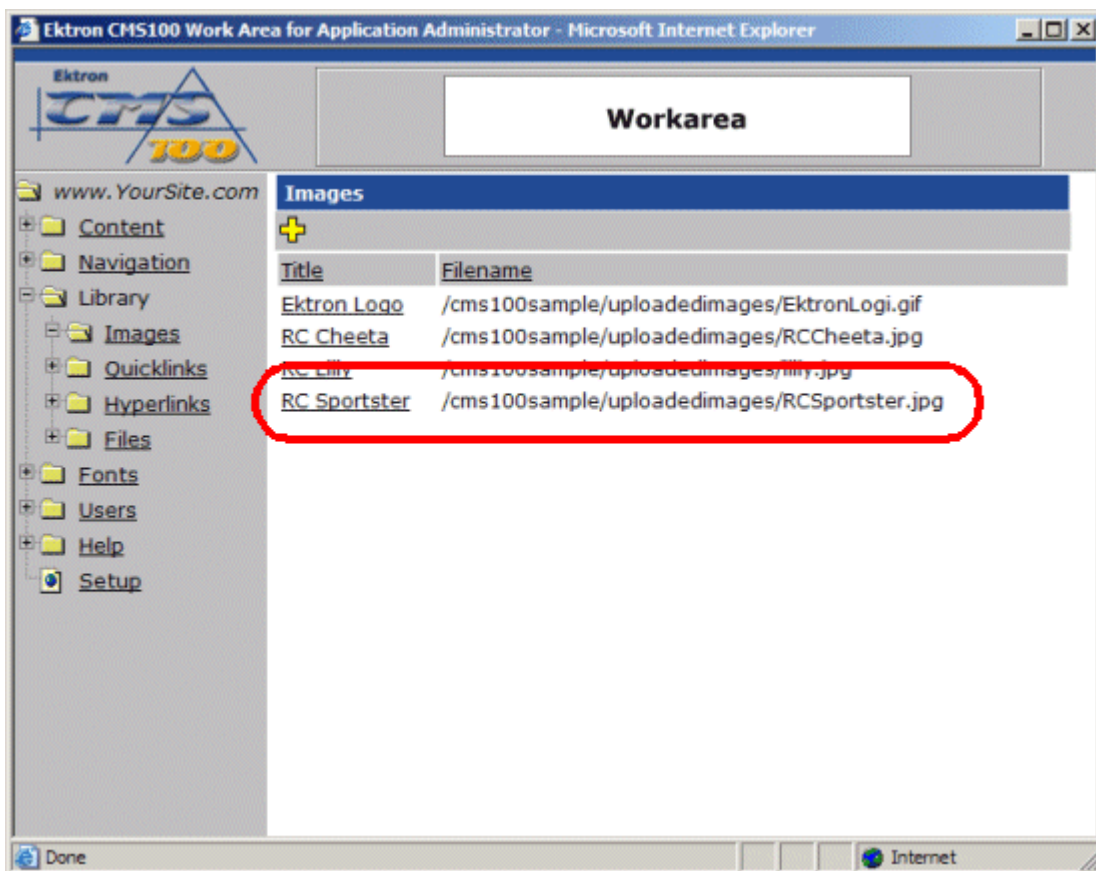
Viewing Images

To view an image that has been uploaded:

1. Click on the title of the image in the image table you would like to view.

2. Once you click on the image title, you will be taken to the view image page.

3. The view image page contains information about the image including.

Field	Description
Title	The title given to the image. This is how users will identify images when accessing the library.
Filename	The path of the image on the file server with respect to the Ektron CMS100 site root.
Image	The actual image.

Editing Images

Editing images allows you to change the filename or the title of an image. You will have the opportunity to edit all the images that have been uploaded to Ektron CMS100.

To edit an image

1. Begin by clicking the title of the image that you would like to edit.

:s	Ektron Logo	/CMS100Sampl
inks	RC Cheeta	/CMS100Sampl
links	RC Lilly	/CMS100Sampl
	RC Sportster	/CMS100Sampl

2. You will then be taken to the View Image window.
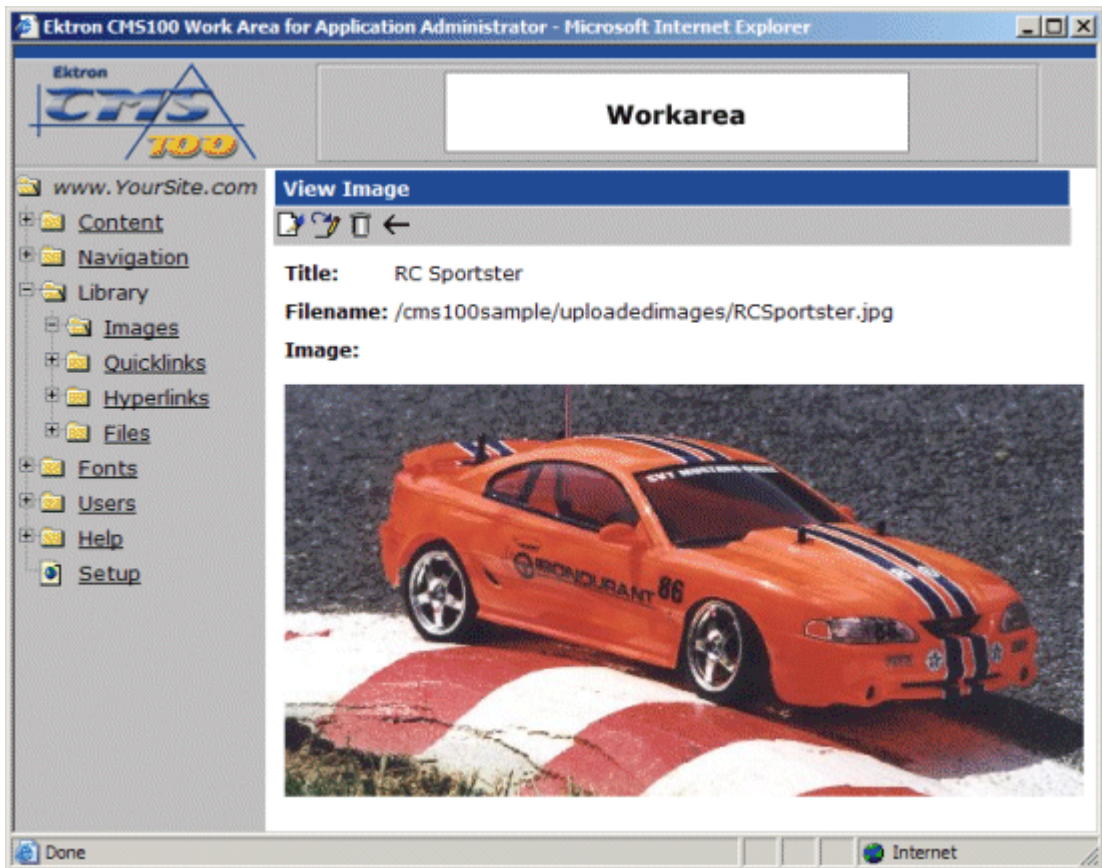
3. To edit the image's information, click the edit button in the toolbar at the top of the page.

4. Once you click on the edit button, you will be taken to the edit image window.
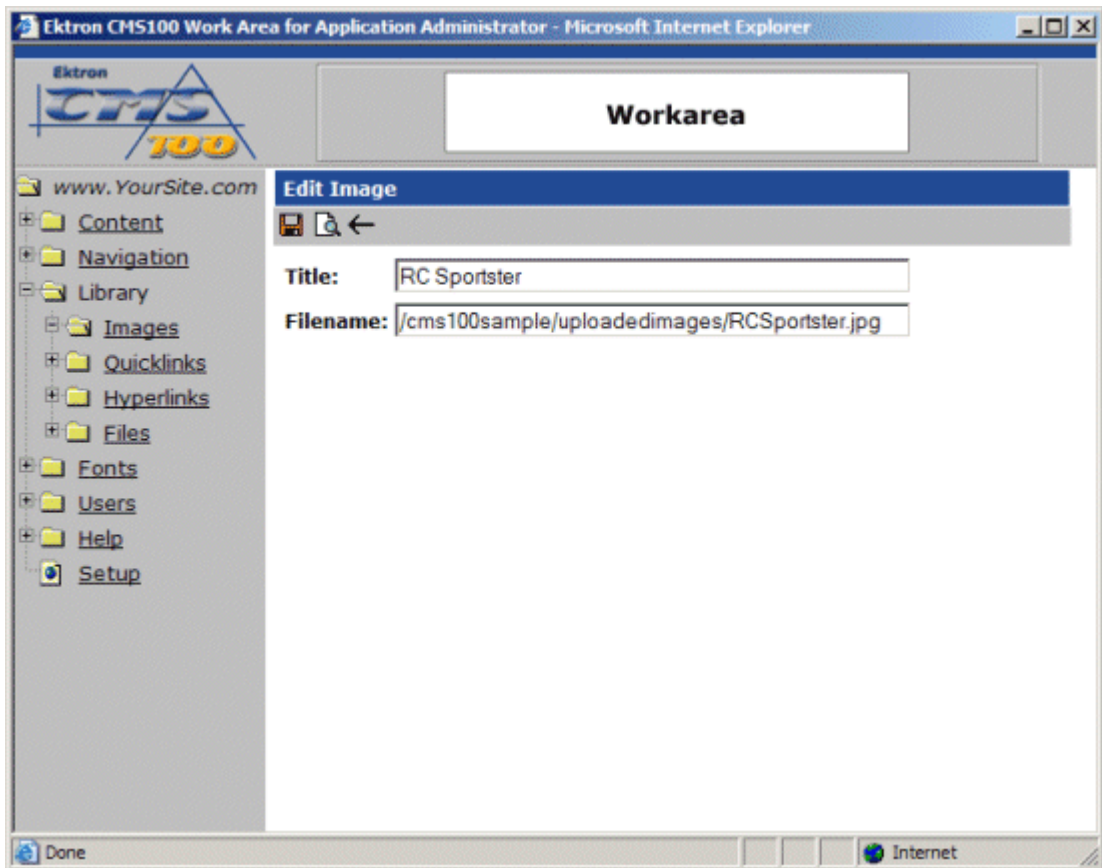
5. Make the necessary changes to the image's title and/or filename.

6. At anytime, you may click on the preview button to preview the image that has been entered into the filename field.

7. When you have completed editing the image, click the update button to update and save the changes

Overwriting Images

Overwriting images allows you to replace an image on the file server with a newer version of the image, instead of uploading similar duplicate images.

To overwrite an image in Ektron CMS100:

1. Click on the image you would like to overwrite with a newer version.

2. When you click on the image title, you will be taken to the view image page.
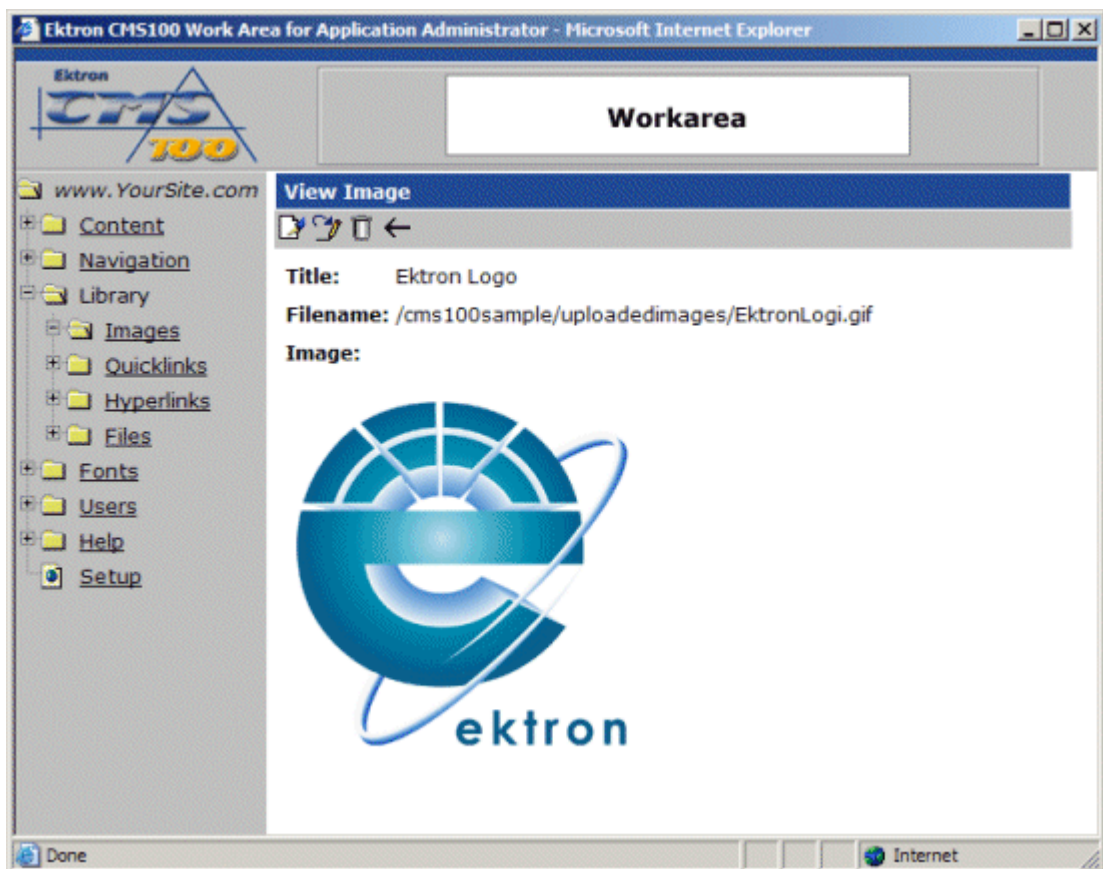
3. At the view image page, click on the overwrite button in the toolbar at the top of the page.

4. When you click on the overwrite button, you will be taken to the overwrite image page.
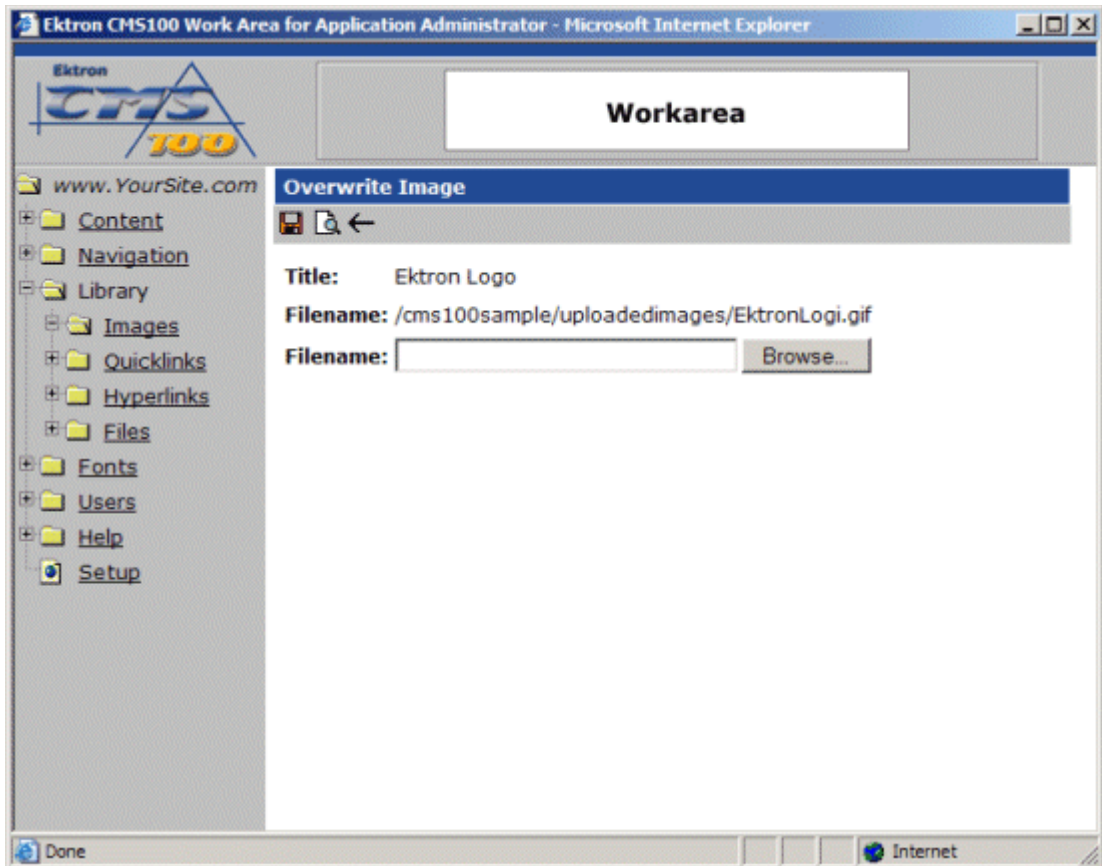
As you can see, there are several different fields on the overwrite image page. The following table explains each of them.

Field	Description
Title	Title given to the image that will be overwritten.
Filename	Filename of the image that will be overwritten.
Filename	Filename of the image that will overwrite the current image.

5. On the overwrite image page, click the browse button to locate the image that will overwrite the current image.

Browse...
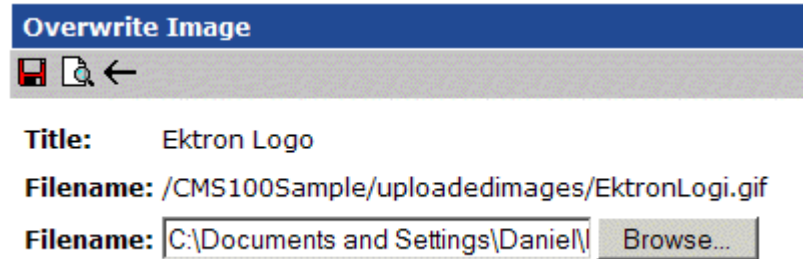
6. Once you click the browse button, a dialog box will open allowing you to search your machine or network for the new image.
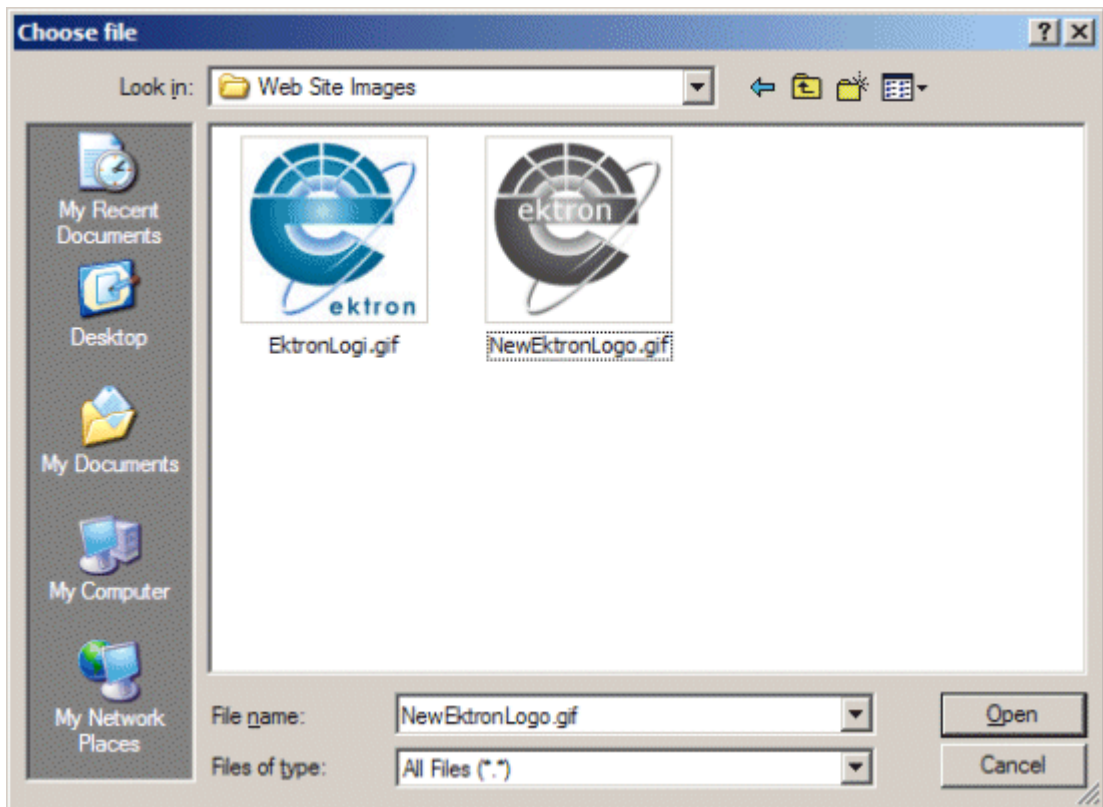
7. Once you have chosen the image that you will use to overwrite the current image, click on the image in the choose file window, and click on the open button.

NOTE The image that you choose to overwrite the current image must have the same extension as the current image (e.g. a .gif can only overwrite a .gif).

8. After you click the open button, you will return to the overwrite image page with the filename for the image inserted into the filename field.

Overwrite Image

Title: Ektron Logo

Filename: /CMS100Sample/uploadedimages/EktronLogi.gif

Filename: C:\Documents and Settings\Daniel\ [Browse...]

9. You may preview the image that will be used to overwrite the current image by clicking the preview button in the toolbar.

10. Once you click the preview button, a new browser will open displaying the image whose filename is defined in the field.
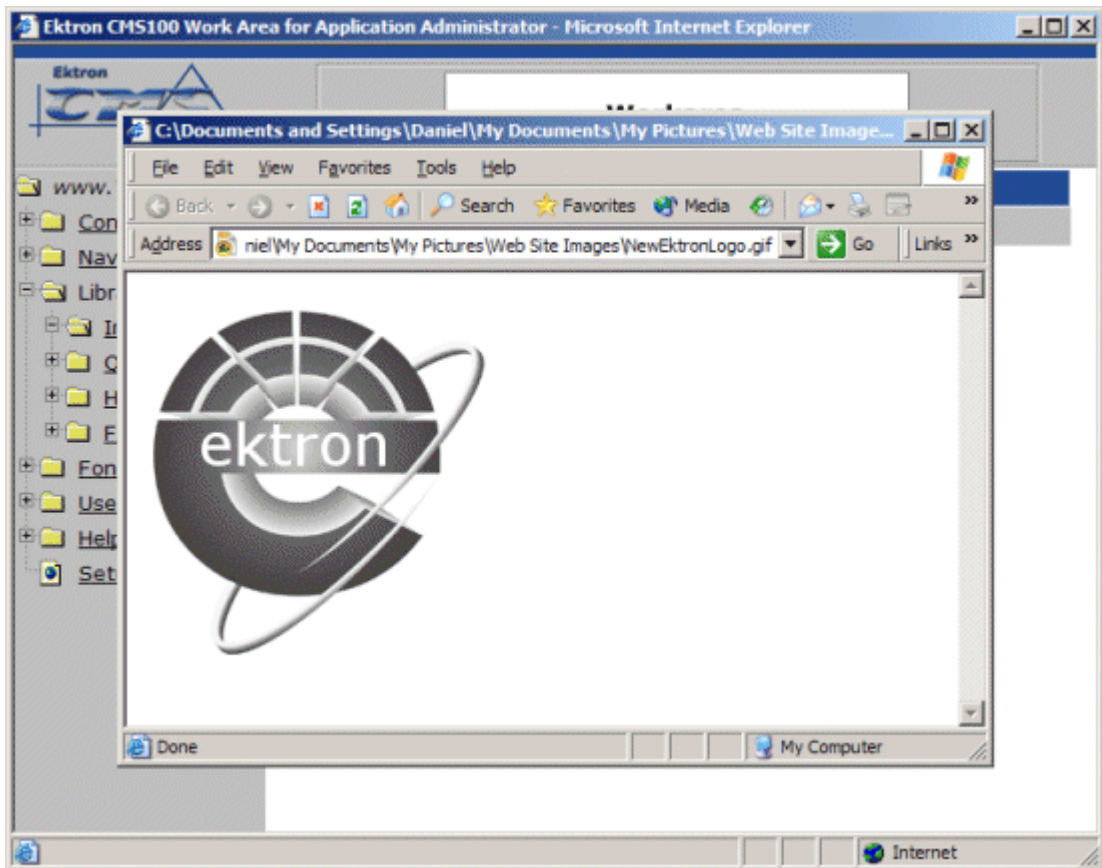
11. Click the **X** button in the top right corner of the browser window to close it.

12. If you are sure that you want to overwrite the current image with the image that you have chosen, click the update button in the toolbar.

13. After you click the update button, you will be taken back to the view image page with the new version displayed.
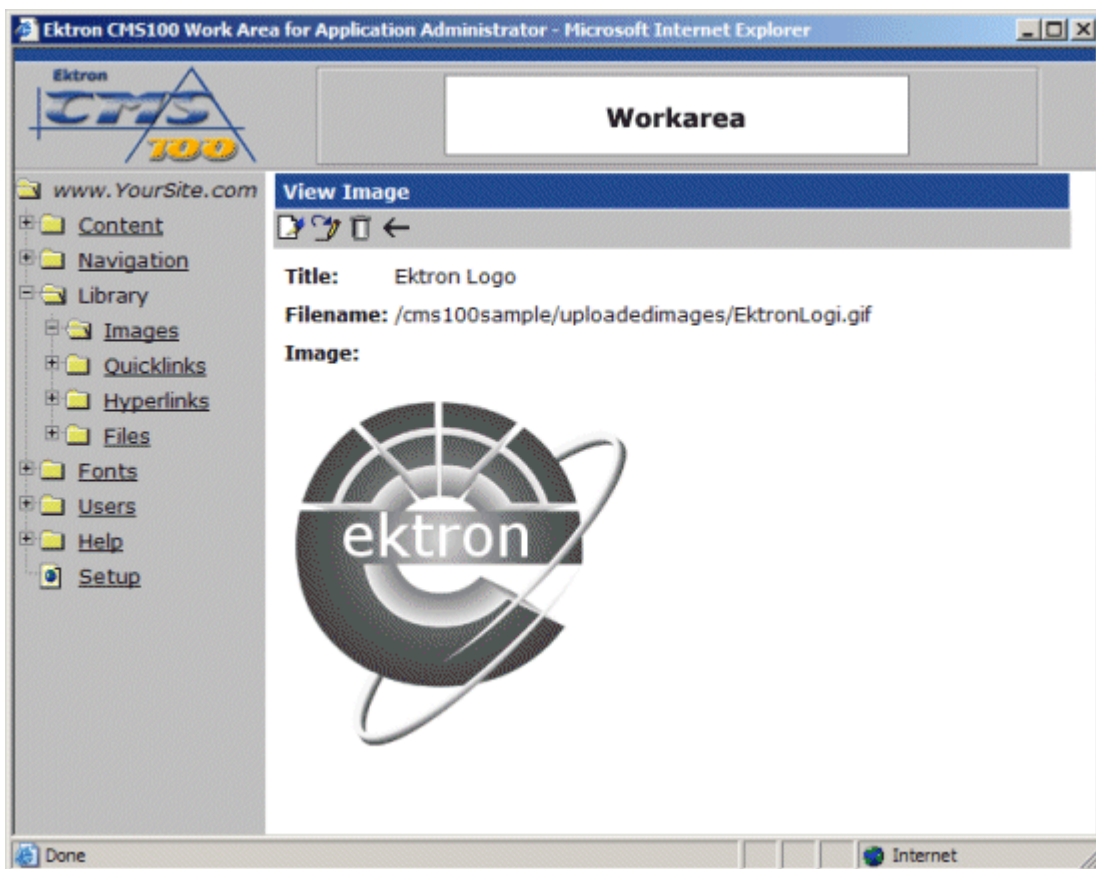
Deleting Images

You may also delete images that are no longer used on your Web site. To delete an image from the Ektron CMS100 library:

1. Click on the title of the image, in the image table, that you wish to delete.

2. Once you have clicked on the title, you will be taken to the view Image window.
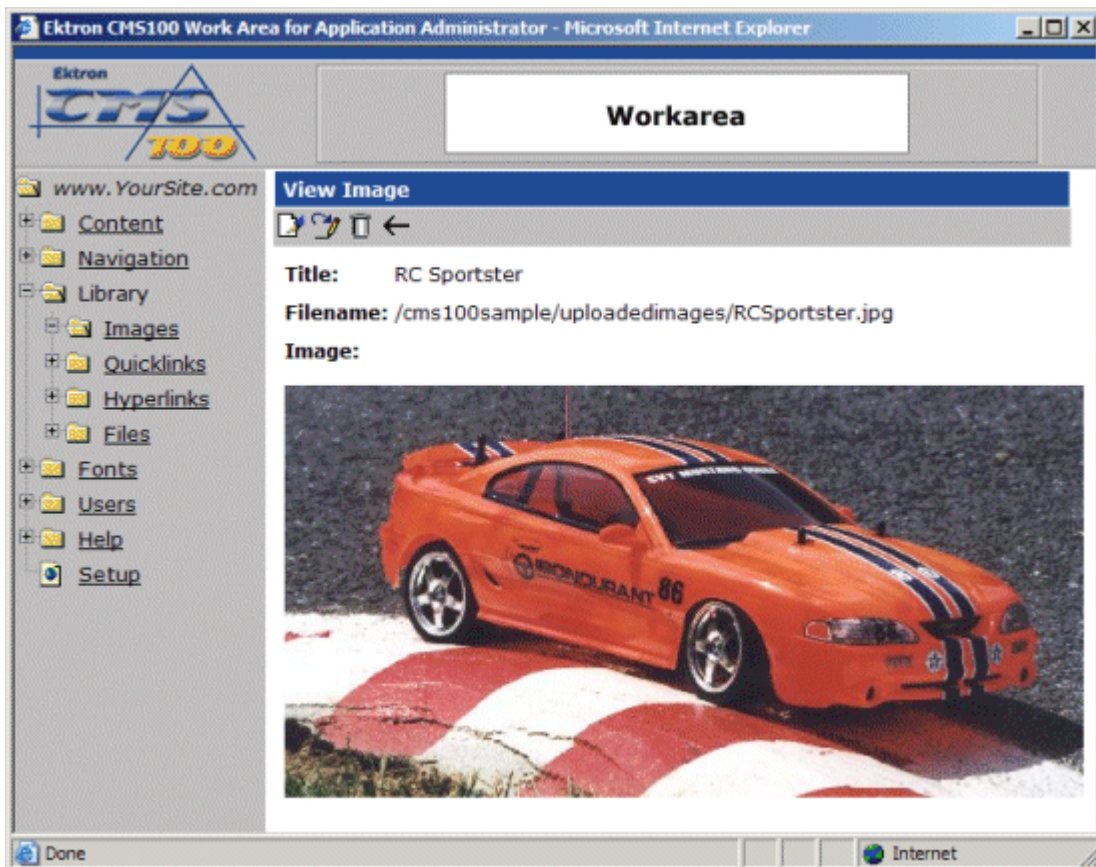
3. If you are sure that you want to delete the image, click the delete button in the toolbar at the top of the page.

4. After you have clicked on the delete button, you will see the following confirmation box.
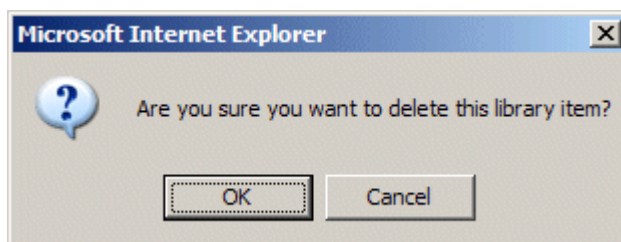
5. If you are sure that you want to delete the image from the Ektron CMS100 library, click the OK button.

6. After you click the OK button, the image will be removed, and you will be taken back to the view images table with the changes reflected.
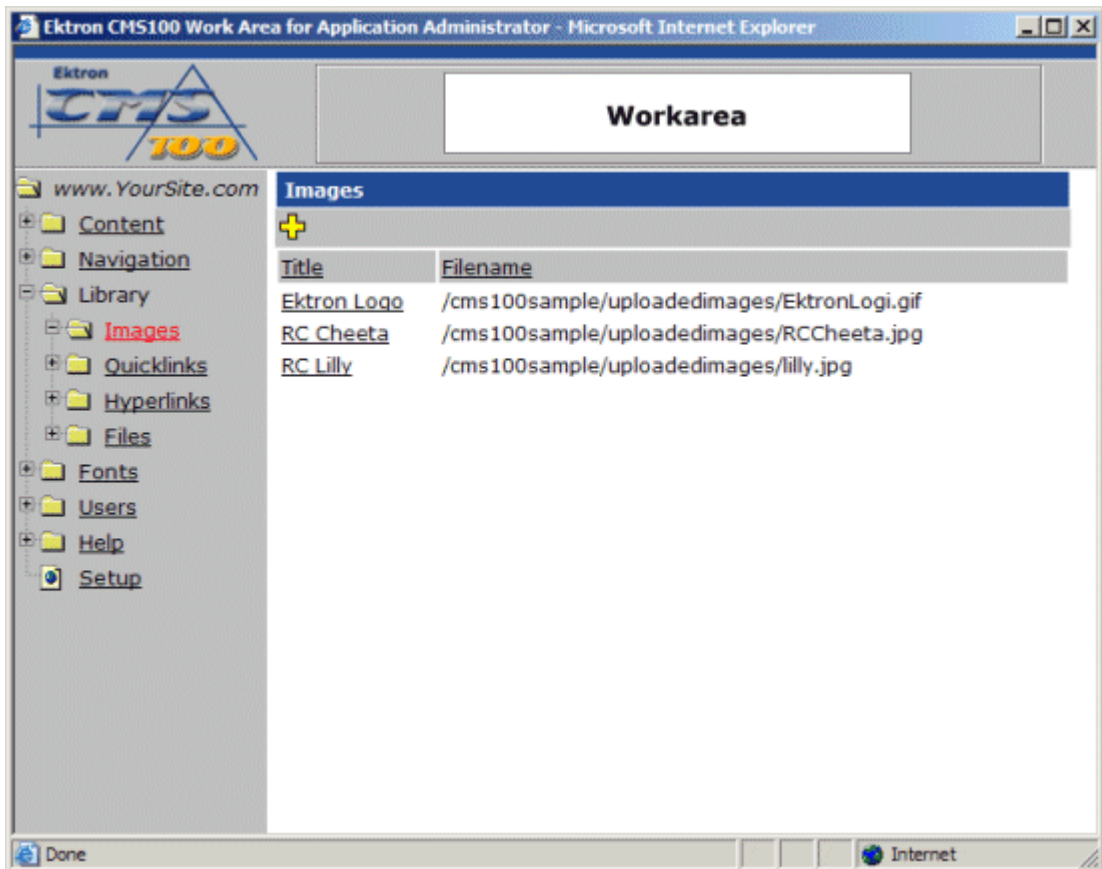
Quicklinks

The next sub-folder in the library is the quicklinks folder. Quicklinks are links within your Ektron CMS100 Web site that are created

automatically when a new content block is created. Quicklinks allow users to easily link Web pages in your Web site.

Accessing the Quicklinks Folder

To access the table of all the current quicklinks:

1. Begin by logging into the Ektron CMS100 Web site as an administrator, and access your Workarea.

2. Next, click on the quicklinks folder, under the library folder, in the folder tree on the left side of the Workarea.
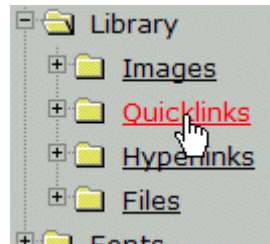
3. When you click on the Quicklinks folder, a list of all the current quicklinks will be displayed in the main section of the Workarea.
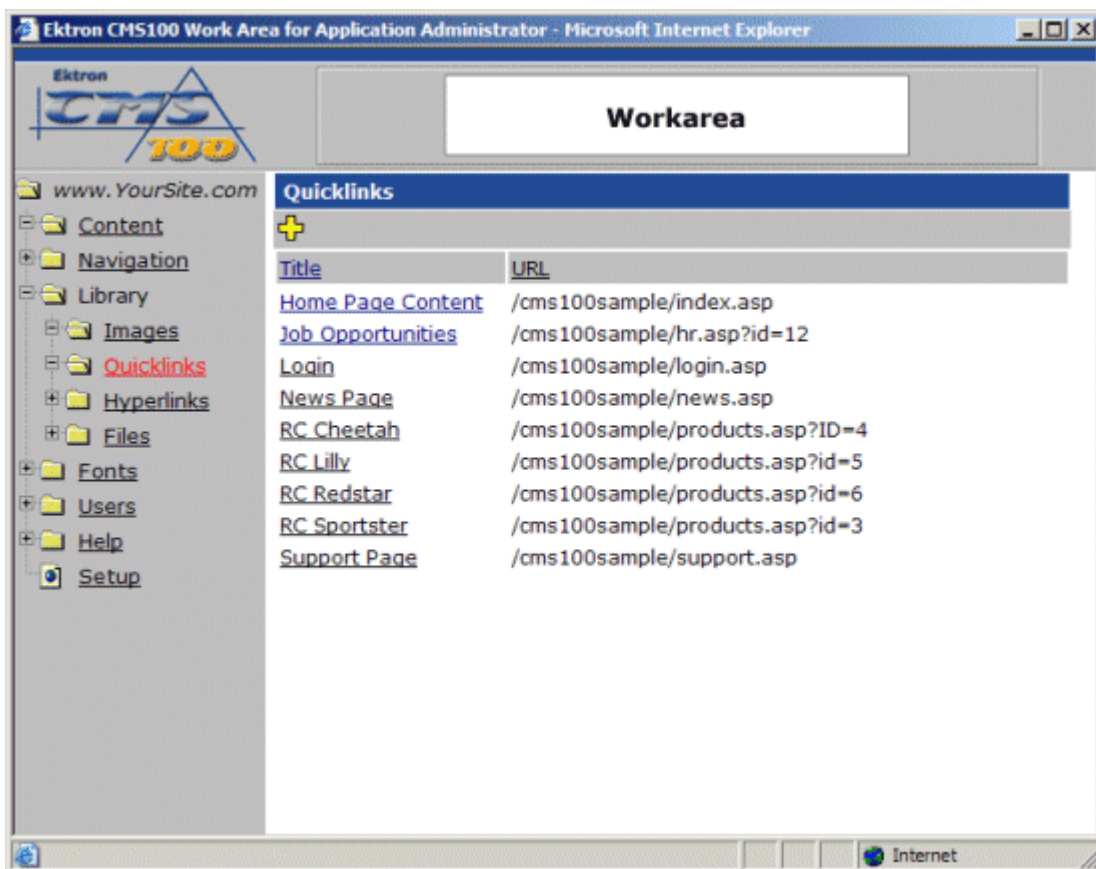
As stated earlier, as an administrator, you will be able to add, edit, view, and delete quicklinks to and from the library.

Keep in mind that quicklinks will automatically be added to the library if the original author checks off the "Add to Quicklinks Table" when they create a content block.

Quicklinks Toolbar

When working with quicklinks in the Workarea, there are several toolbar buttons that you should become familiar with. The following table explains all the toolbar buttons you will use when working with quicklinks.

Button	Name	Description	More Information
	Add	This button is used to add a new quicklink to the Ektron CMS100 library.	"Adding Quicklinks" on page 85
	Edit	Allows you to edit the title and/or URL of the current quicklink.	"Editing Quicklinks" on page 90
	Delete	Allows you to delete the quicklink from the library.	"Deleting Quicklinks" on page 93
	Preview	The preview button will open a new window to view a quicklink in.	"Viewing Quicklinks" on page 88
	Back	Clicking back will take you to the previous page.	

Adding Quicklinks

Follow the steps listed below to add quicklinks to the library.

1. From the quicklink table, click on the add button in the toolbar at the top of the page.

2. You will be taken to the Add Quicklink window shown below.
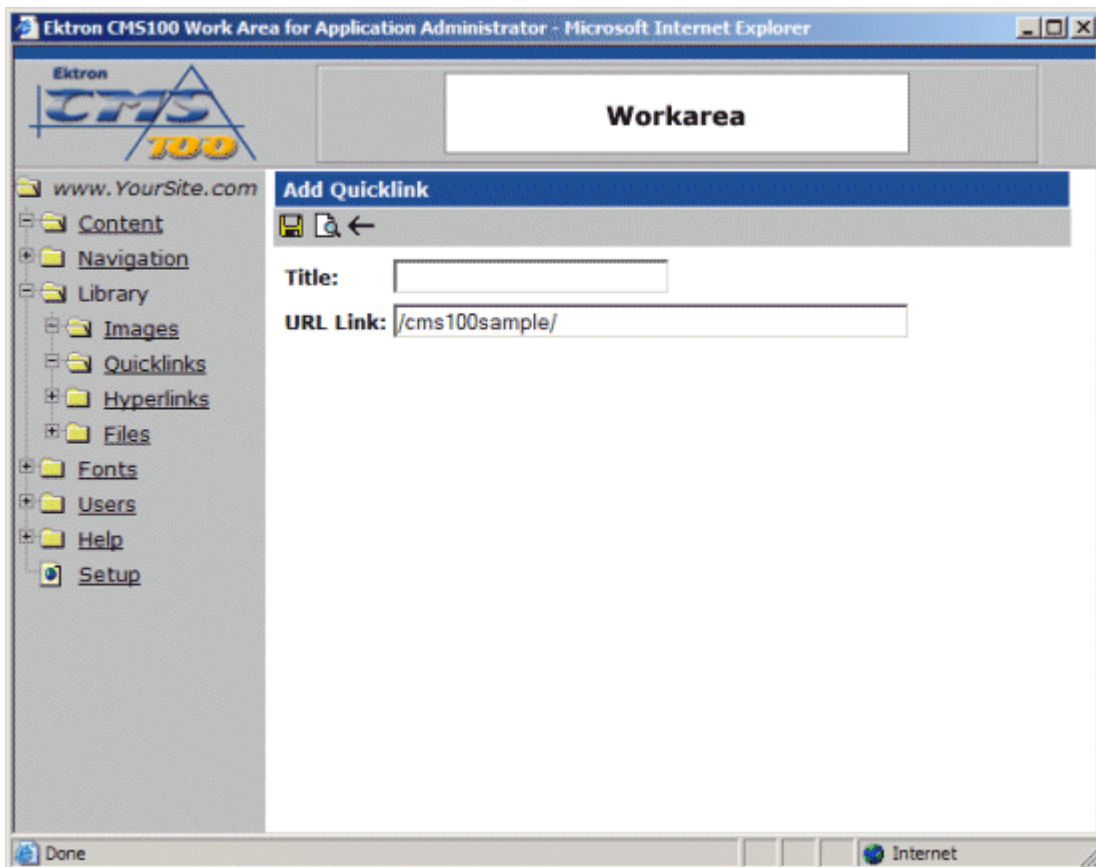
3. Enter a title for the quicklink you would like to add in the title field.

4. Enter the URL of the quicklink, relative to the site root. Include the template, as well as the content id number in the format seen below.

Add Quicklink

Title: Job Opportunities

URL Link: /CMS100Sample/hr.asp?id=12

| NOTE | Only enter the location of the template with respect the site path folder; do not insert the full path. |

5. You may preview the quicklink by clicking on the preview button in the toolbar.

6. When you click on the preview button, a new browser window will open with the template and content id displayed.

7. When you are finished previewing the quicklink, close the window by clicking the **X** button in the top right corner of the preview window.

8. If this is the correct quicklink that you would like to add to the library, click the save button on the toolbar on the add quicklink page.

9. After you click the add button, the quicklink will be added to the library, and you will be taken back to the quicklink table with changes reflected.

Viewing Quicklinks

You may preview existing quicklinks that have been added to the Ektron CMS100 library. To preview quicklinks.

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1. Begin by clicking on the title of the quicklink that you would like to preview.

2. Once you click on the title of the quicklink, you will be taken to the view quicklink page.
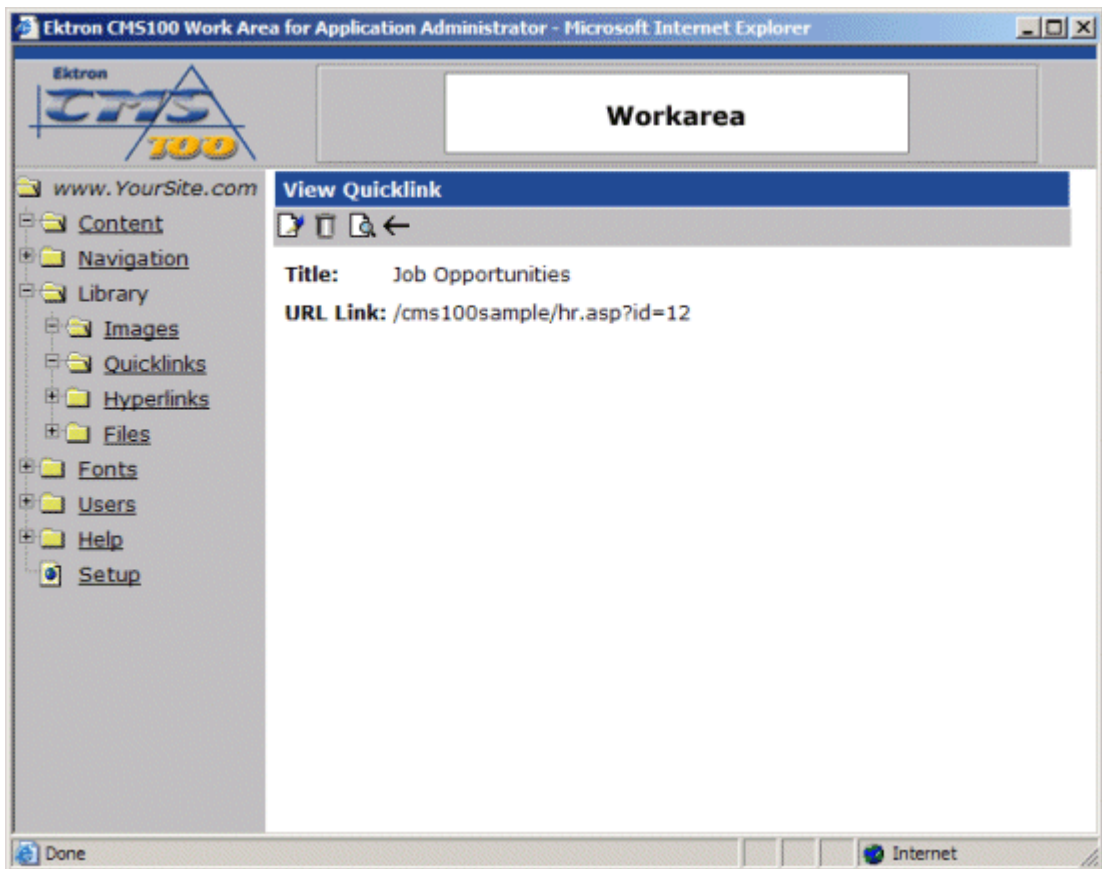
3. To preview the quicklink in a browser window, click on the preview button in the toolbar at the top of the page.

4. When you click on the preview button, a new browser window will open with the quicklink displayed.
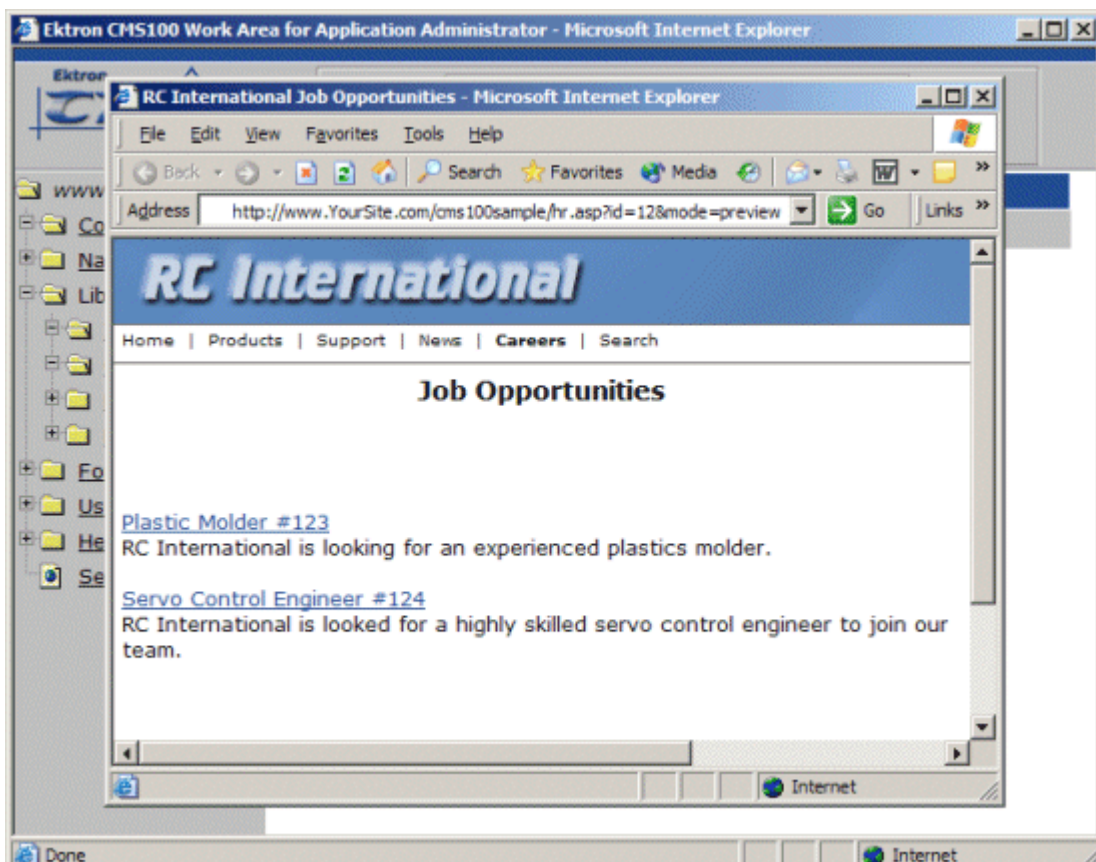
5. Click the **X** button on the top right corner of the preview window to close it.

6. From the view quicklinks page, you will have several options to in the toolbar at the top of the page.

Editing Quicklinks

Editing quicklinks allows you to change the title or the URL of the quicklink. You will have the opportunity to edit all the quicklinks that have been uploaded to Ektron CMS100.

To edit a quicklink

1. Click on the title of the quicklink that you would like to edit

2. Once you click on the title, you will then be taken to the view Quicklink window
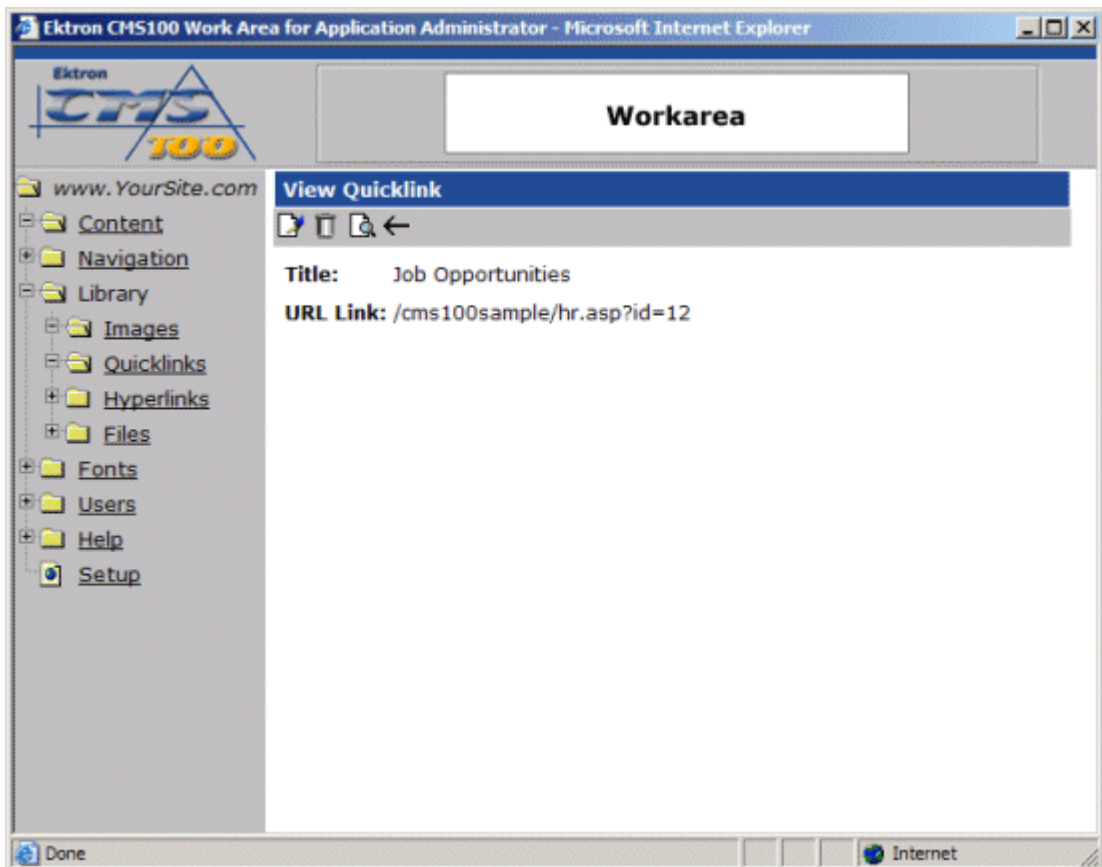
3. To edit the quicklink, click the edit button in the toolbar at the top of the page.

4. When you click on the edit button, you will be taken to the page where you will be able to edit the quicklink's information.
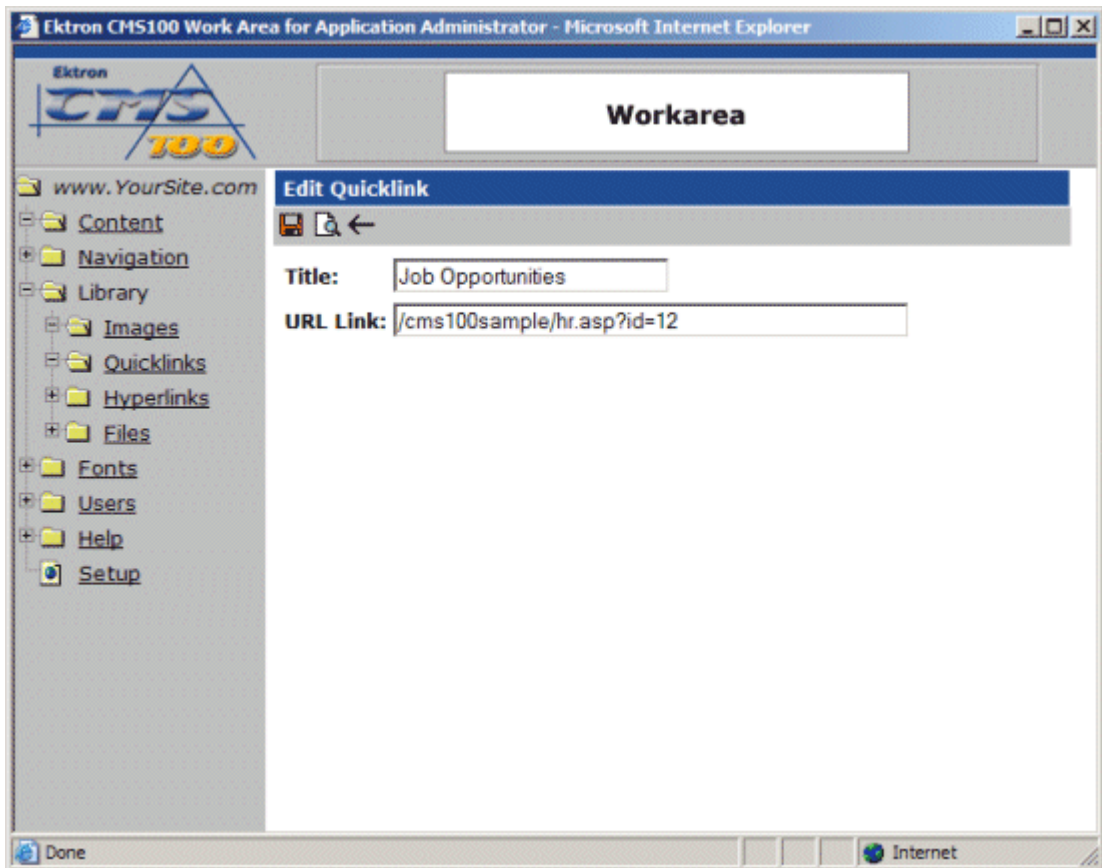
5. In the edit quicklink page, you may edit the title or the URL.
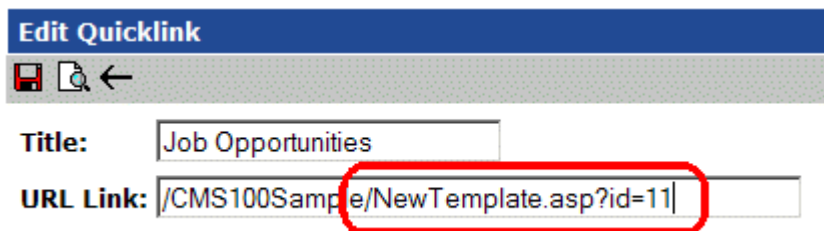
6. If you want to preview the edited quicklink, you can click the preview button.

7. When you click on the preview button, a new browser window will open and display the URL that is in the URL Link field.

8. When you are finished viewing the quicklink, you can close the preview window by clicking the **X** button in the upper right corner of the preview window.

9. When you have completed editing the quicklink, click the update button to update and save the changes

Deleting Quicklinks

You may also delete quicklinks that are no longer used on your Web site.

To delete a quicklink,

1. Begin by clicking on the title of the quicklink that you would like to delete in the quicklinks table.

2. Once you have clicked on the title, you will be taken to the view quicklink window.
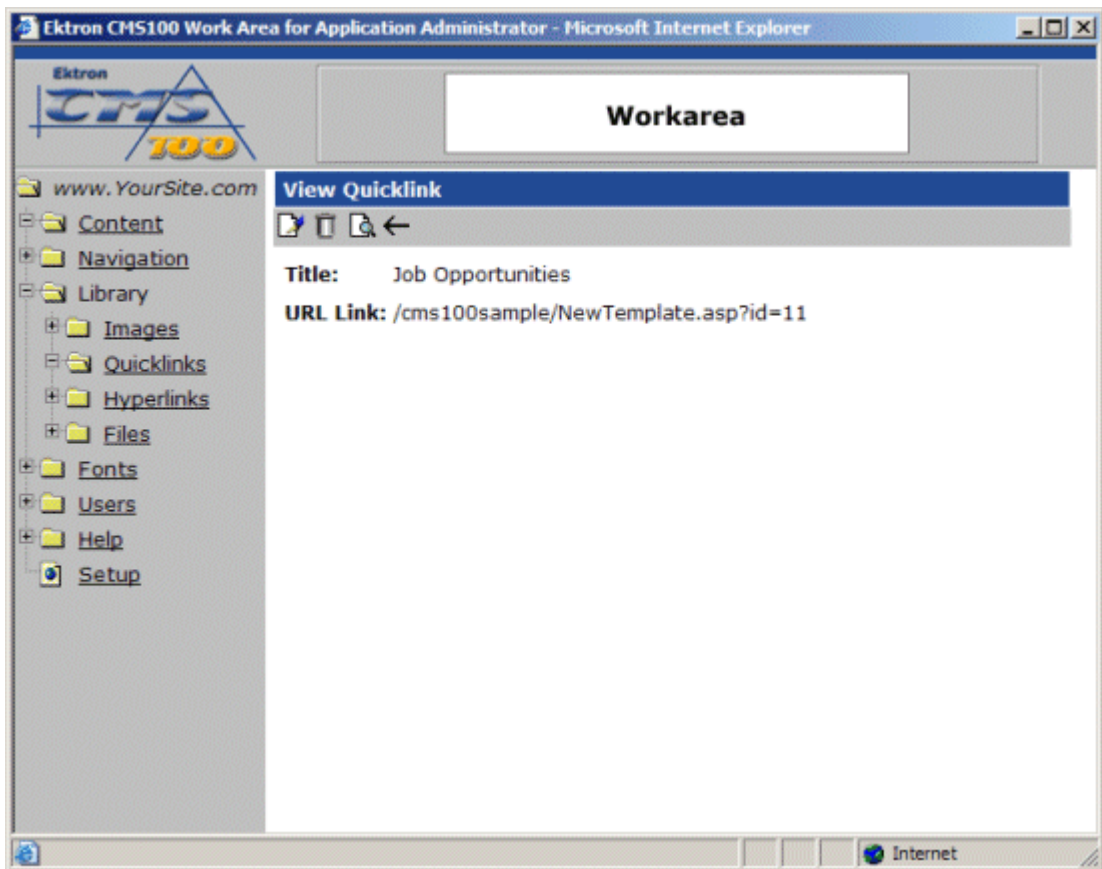
3. To delete the quicklink, click the delete button in the toolbar at the top of the screen

4. When you click the delete button, you will see a confirmation box as seen here.
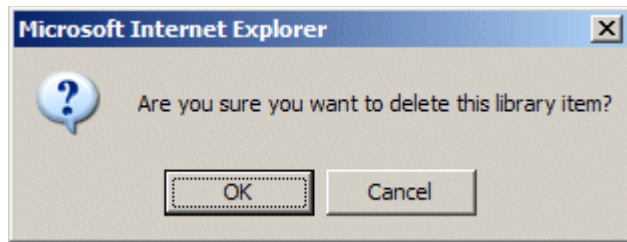
5. If you are sure that you want to remove the quicklink from the library, click the OK button.

6. When you click the OK button, the quicklink will be removed from the library, and you will be taken back to the quicklinks table with the changes reflected.
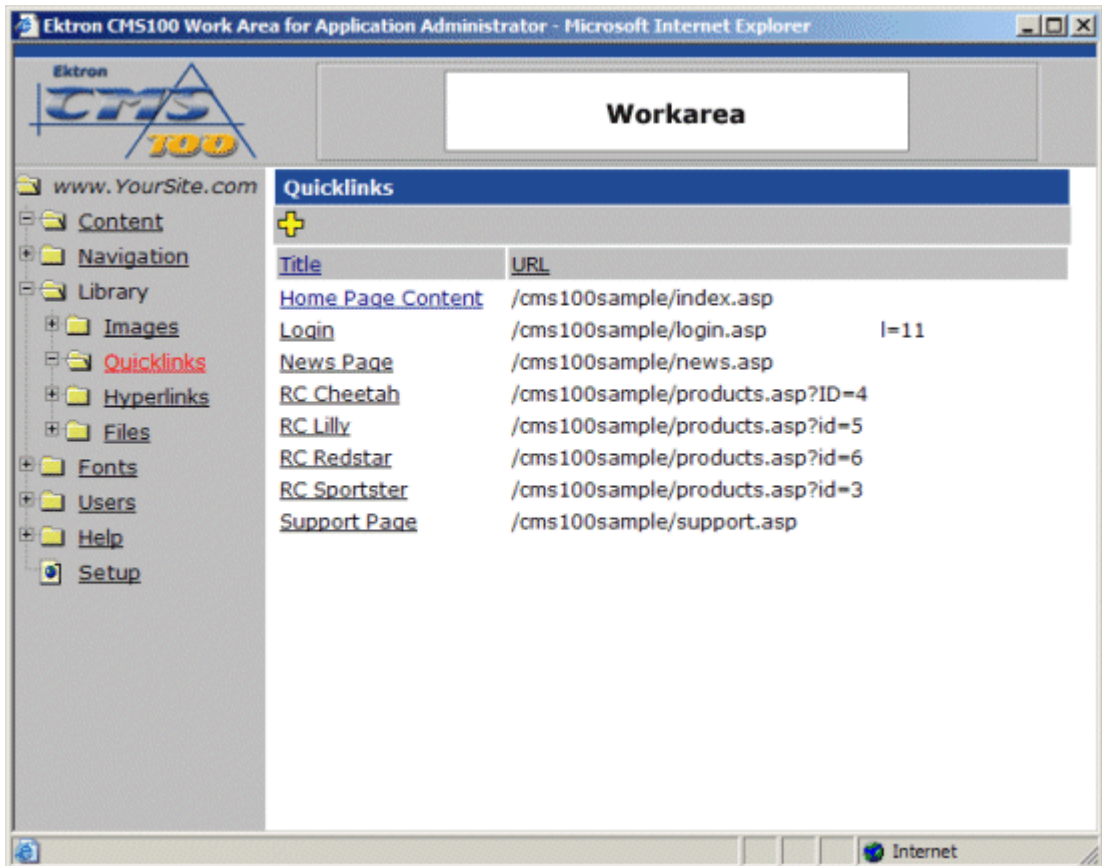
Hyperlinks

The next sub-folder in the library is the hyperlinks folder. Similar to quicklinks, hyperlinks are used to point to Web pages outside the Ektron CMS100 Web site. By adding frequently used hyperlinks to the library, users will be able to insert them into their content easily without always having to type them in manually.

Accessing the Hyperlinks Folder

To access the hyperlinks folder:

1. Begin by logging into the Ektron CMS100 Web site as an administrator, and access your Workarea.

2. Next, click on the Hyperlinks folder which is located under the library folder.
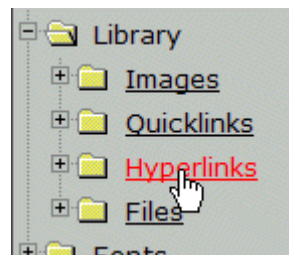
3. Once you click on the hyperlinks folder, a table of all the added hyperlinks will be displayed in the main section of the Workarea.
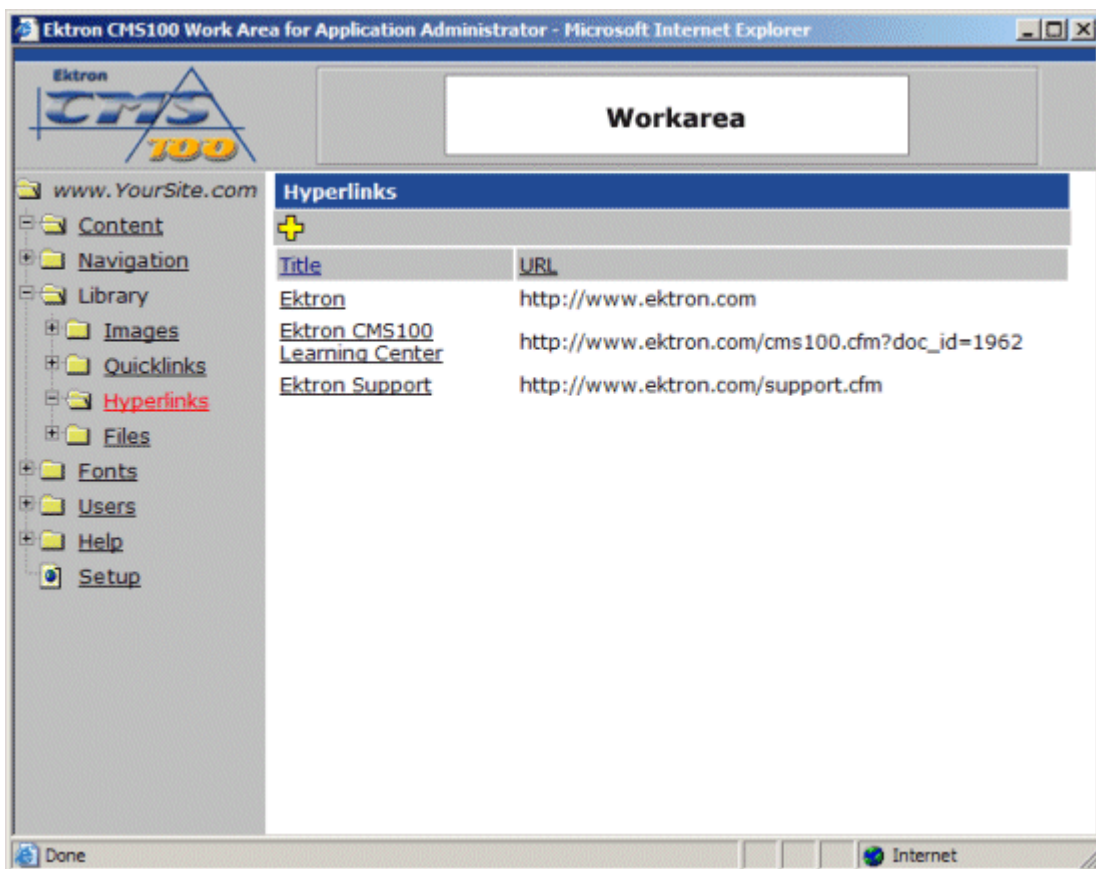
As stated earlier, as an administrator, you will be able to add, edit, view, and delete hyperlinks to and from the library.

Hyperlinks Toolbar

When working with hyperlinks in the Workarea, there are several toolbar buttons that you should become familiar with. The following table explains all the toolbar buttons you will use when working with hyperlinks.

Button	Name	Description	More Information
	Add	This button is used to add a new hyperlink to the Ektron CMS100 library.	"Adding Hyperlinks" on page 98

Button	Name	Description	More Information
	Edit	Allows you to edit the title and/or URL of the current hyperlink.	"Editing Hyperlinks" on page 103
	Delete	Allows you to delete the hyperlink from the library.	"Deleting Hyperlinks" on page 107
	Preview	The preview button will open a new window to view a hyperlink in.	"Viewing Hyperlinks" on page 101
	Back	Clicking back will take you to the previous page.	

Adding Hyperlinks

Follow the steps listed below to add hyperlinks to the library.

1. From the hyperlink table, click on the add button in the toolbar at the top of the screen

2. After you click on the add button, you will be taken to the Add Hyperlink window, shown below.
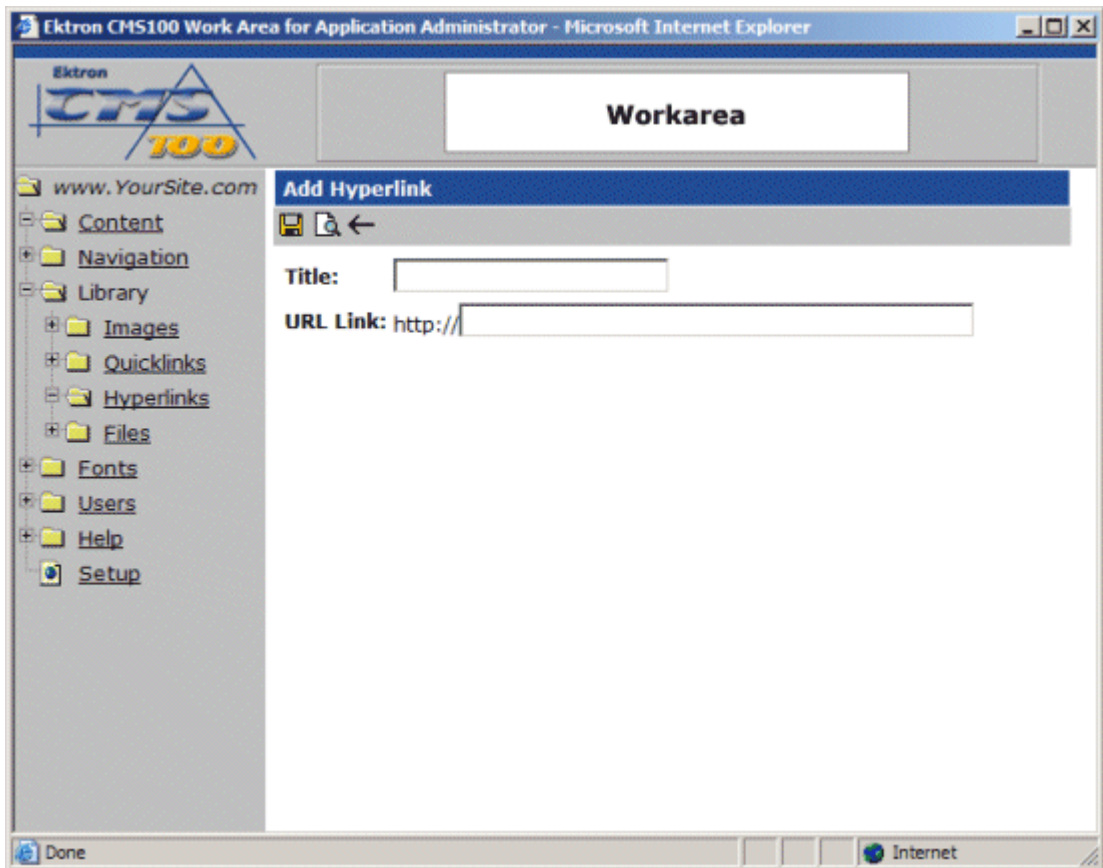
3. Enter a title for the hyperlink you would like to add in the proper field.

4. Enter the URL of the hyperlink. You will not need to enter http:// into the field.

Add Hyperlink

Title: Ektron Web Site

URL Link: http:// www.ektron.com

5. You may preview the hyperlink by clicking on the preview button in the toolbar.

6. When you click on the preview button, a new browser window will open with the URL specified displayed.

7. To close the preview page, click the **X** button in the upper right corner.

8. If this is the hyperlink that you would like to add to the library, then click the save button in the toolbar on the add hyperlink page.

9. When you click the save button, the information will be saved, and the hyperlink will be added to the library. You will also be taken to the Hyperlinks table with the changes reflected.

Viewing Hyperlinks

You may also view all hyperlinks that have already been added to the library. To preview hyperlinks:

1. Begin by clicking on the title of the hyperlink that you would like to view from the hyperlinks table.

2. Once you click on the title, you will be taken to the view hyperlink page.

3. Click on the preview button in the toolbar at the top of the page.

4. When you click on the preview button, a new browser window will open with the hyperlink displayed.
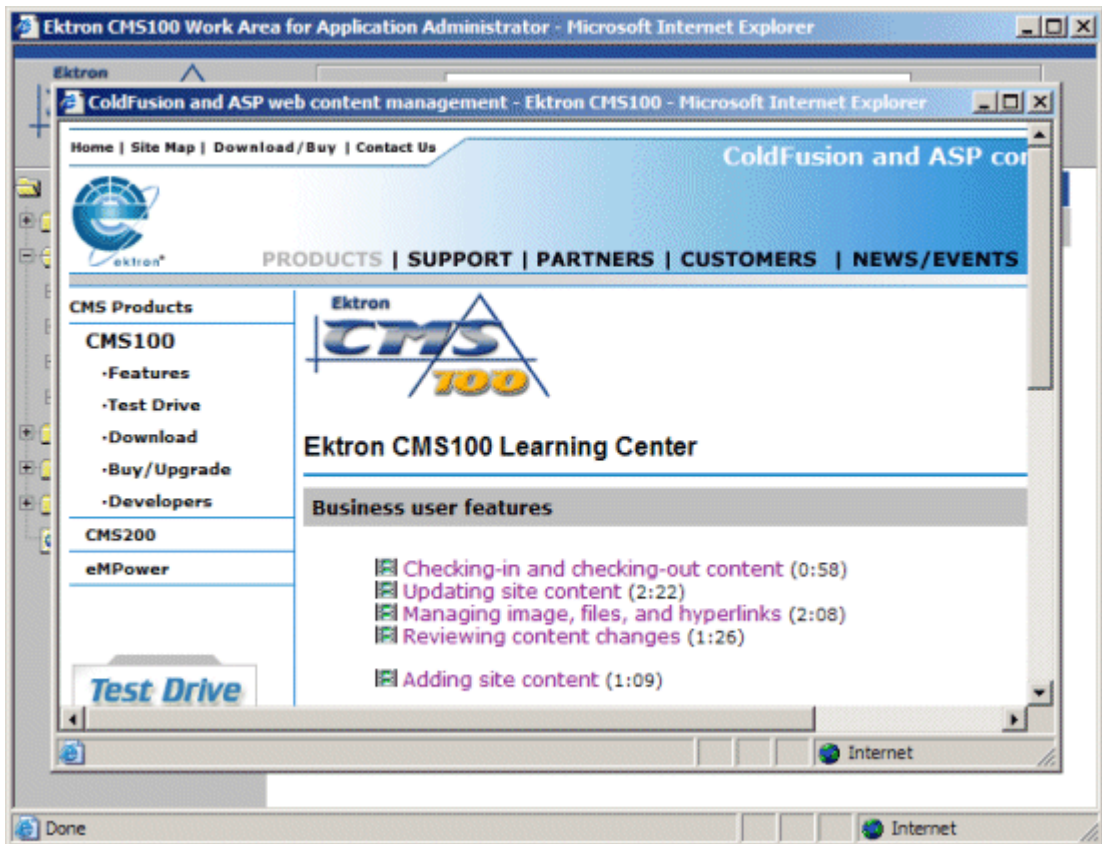
5. When you have completed viewing the hyperlink, click on the **X** at the top of the hyperlink window to close it.

Editing Hyperlinks

Editing hyperlinks allows you to change the title or the URL of the hyperlink. You will have the opportunity to edit all the hyperlinks that have been added to Ektron CMS100.

To edit a hyperlink

1. Begin by clicking the title of the hyperlink you want to edit in the Hyperlinks table.

Learning Center   · ··

Ektron Support   http://

Ektron Web Site   http://

2. When you click on the title of the hyperlink, You will then be taken to the view hyperlink page.
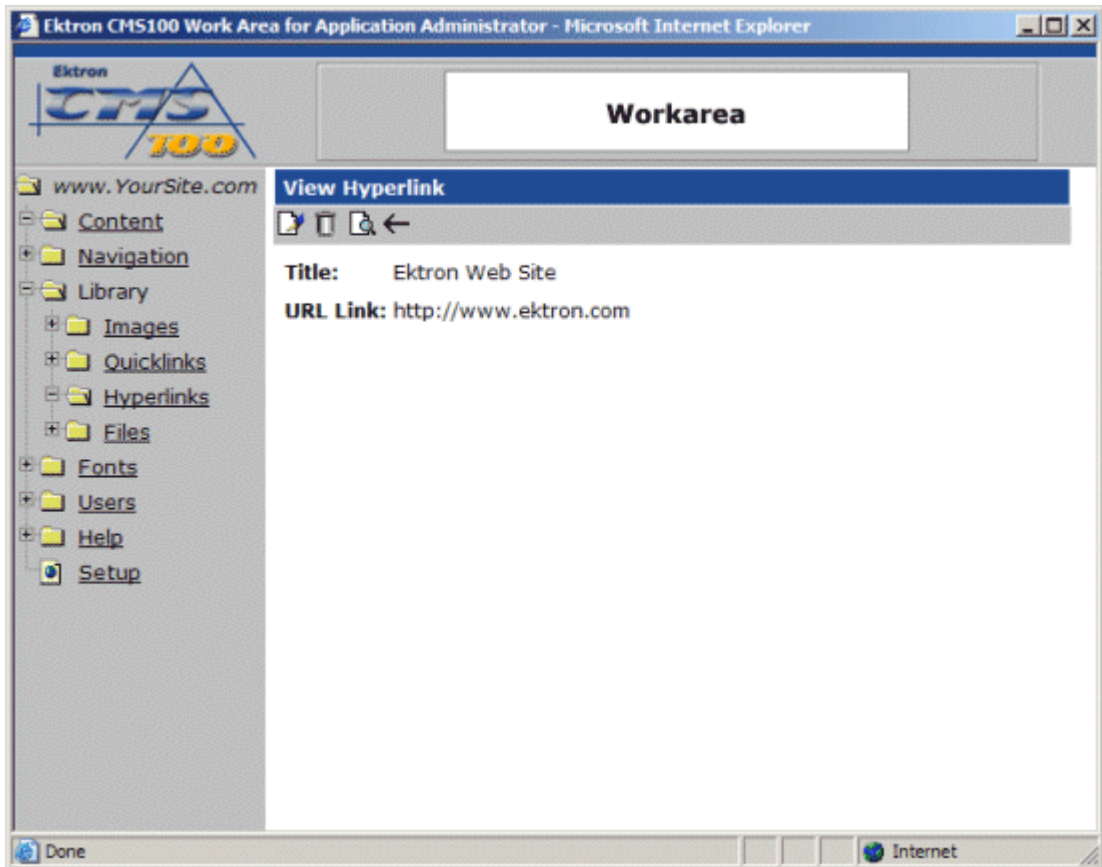
3. Next, click on the edit button in the toolbar at the top of the page.

4. When you click on the edit button, you will be taken to the edit hyperlink page where you will be able to edit the hyperlink information.
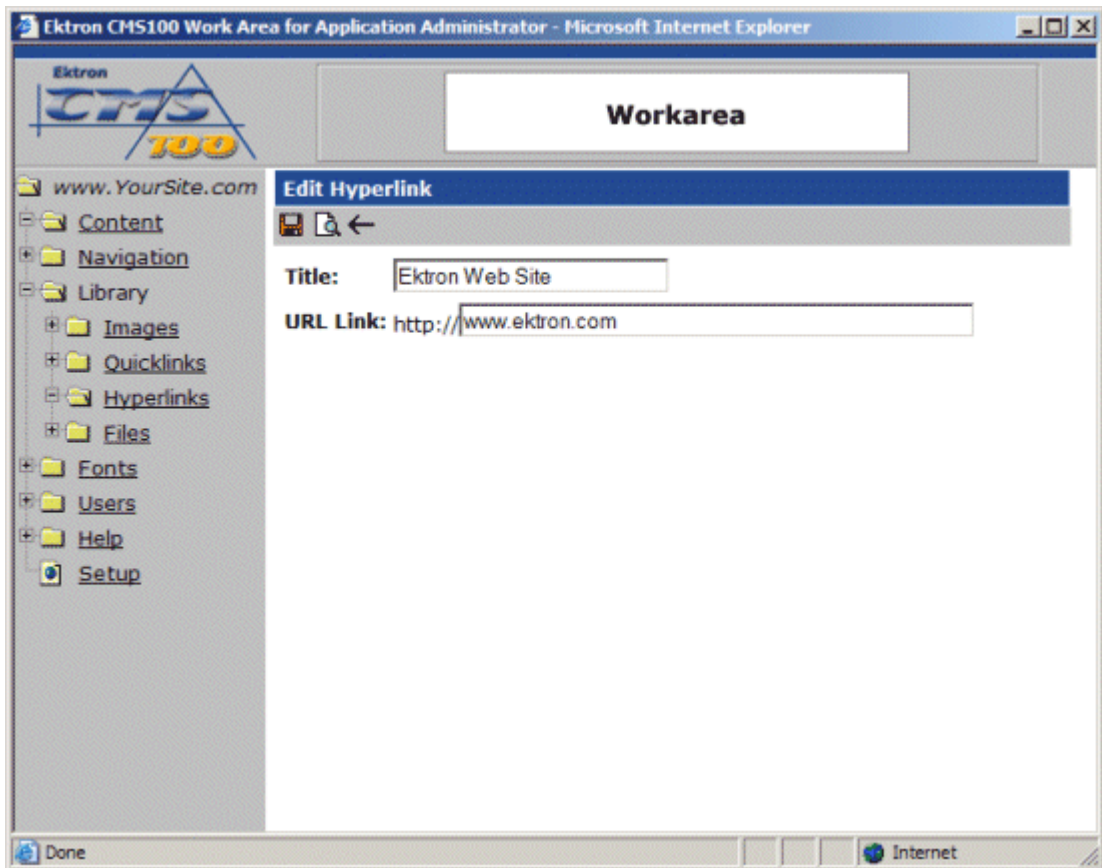
5. On the edit hyperlink page, make the necessary changes to the title and/or URL of the hyperlink.

6. You may preview the updated hyperlink by clicking on the preview button in the toolbar.

7. When you click on the preview button, a new browser will open and display the hyperlink that is specified in the URL Link field.
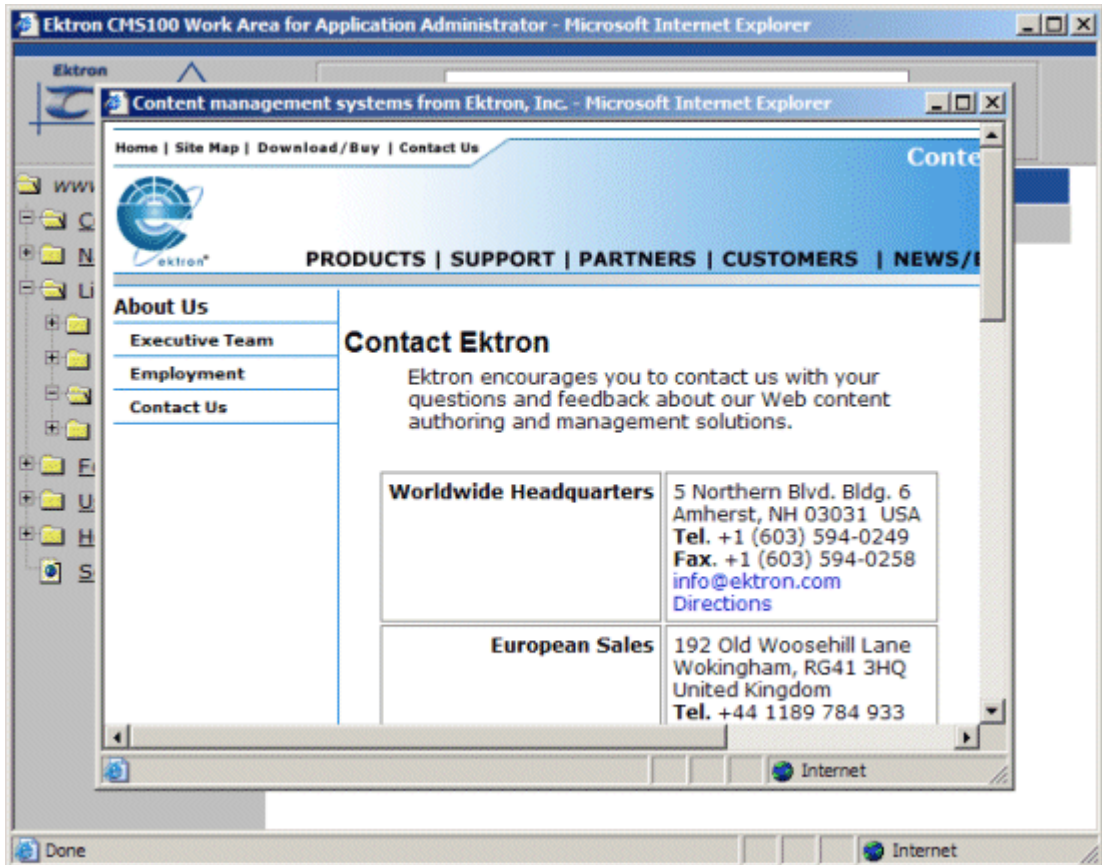
8. When you are finished viewing the hyperlink, click the **X** button in the upper right corner of the preview window to close it.

9. If you are sure that you want to save the changes that you have made to the hyperlink, click the update button in the toolbar.

Deleting Hyperlinks

You may also delete hyperlinks that are no longer used on your Web site. To delete an hyperlinks,

1. Begin by clicking on the hyperlink that you wish to delete in the hyperlinks table.

    Title

    Contact Ektron

    Ektron

    Ektron CMS100

2. When you click on the title of the hyperlink, you will be taken to the view hyperlink screen.
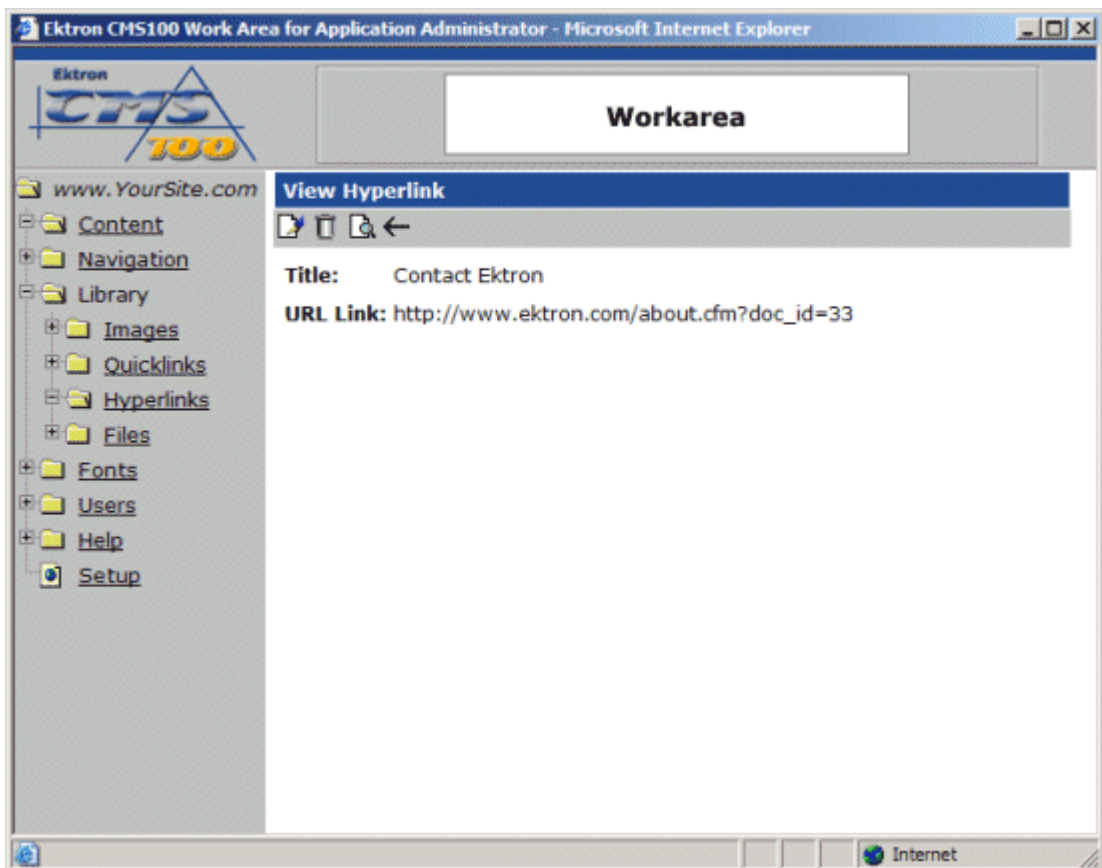
3. Click the delete button in the toolbar at the top of the screen.

4. Once you have clicked on the delete button, you will see the following confirmation box.
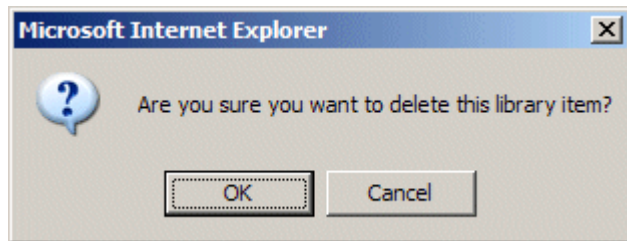
5. Click the OK button if you are sure that you want to delete this hyperlink from the Ektron CMS100 library.

6. Once you click the OK button, the hyperlink will be deleted, and you will be taken back to the hyperlinks table with the changes reflected.
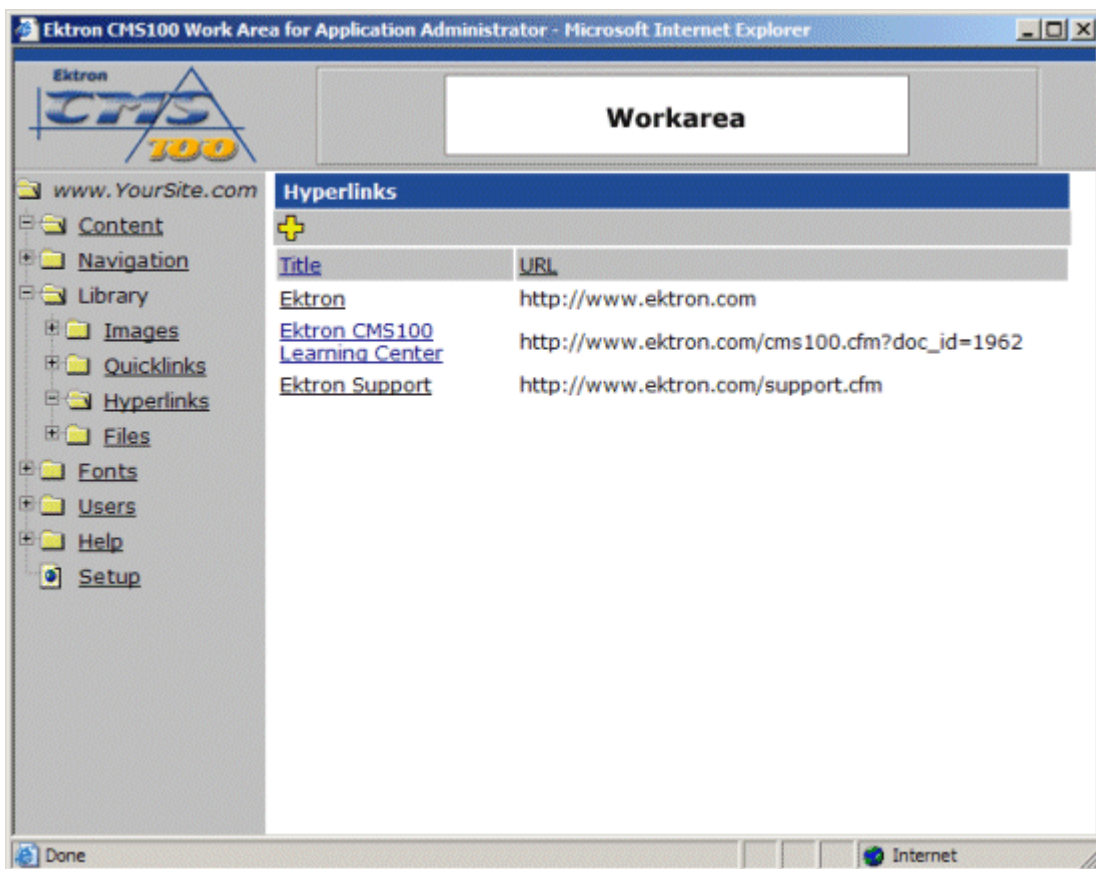
Files

The last sub-folder in the library is the files folder. The files folder contains all the files that users have uploaded to the Ektron CMS100 library. Users can insert these files into their content once they have been uploaded.

Accessing the Files Folder

To view the table of all the current uploaded files:

1. Begin by logging into your Ektron CMS100 Web site as an administrator, and access your Workarea.

2. Click on the files folder, under the library folder, in the folder tree on the left side of the Workarea.
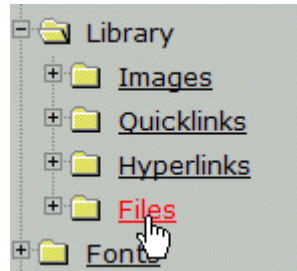
3. Once you click on the files folder, the files table will be displayed in the main section of the Workarea displaying all the current uploaded files.
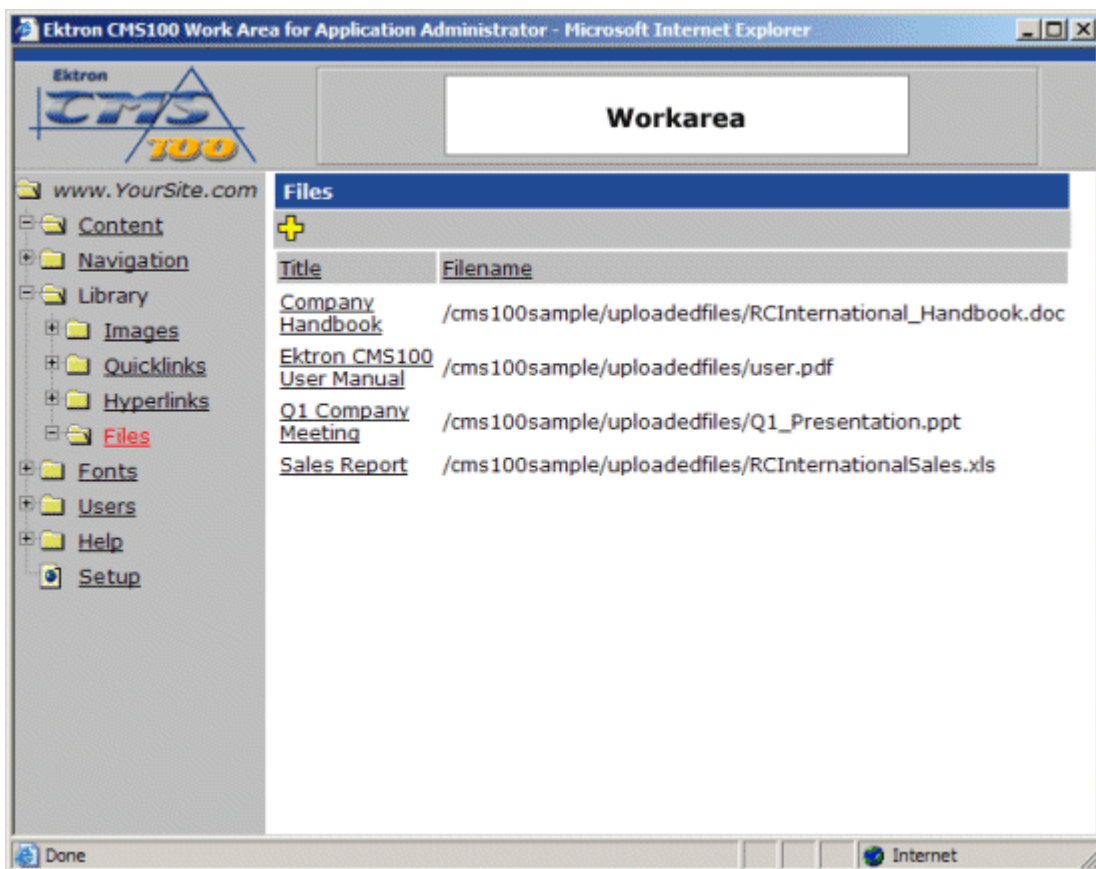
As stated earlier, you will be able to add, edit, view, and delete files to and from the library.

Files Toolbar

When working with files in the Workarea, there are several toolbar buttons that you should become familiar with. The following table explains all the toolbar buttons you will use when working with files.

Button	Name	Description	More Information
✚	Add	This button is used to add a new file to the Ektron CMS100 library.	"Adding Files" on page 112

| Button	Name	Description	More Information
	Edit	Allows you to edit the title and/or filename of the current image.	"Editing Files" on page 119
	Overwrite	Allows you to overwrite the current image with a newer version of it.	"Overwriting FIles" on page 122
	Delete	Allows you to delete the file from the library.	"Deleting Files" on page 127
	Preview	The preview button will open a new window to view a file in.	"Viewing Files" on page 117
	Back	Clicking back will take you to the previous page.	

Adding Files

Follow the steps listed below to add files to the library.

1. From the files table, click on the add button in the toolbar at the top of the page.

2. When you click on the add button, you will be taken to the add file page.
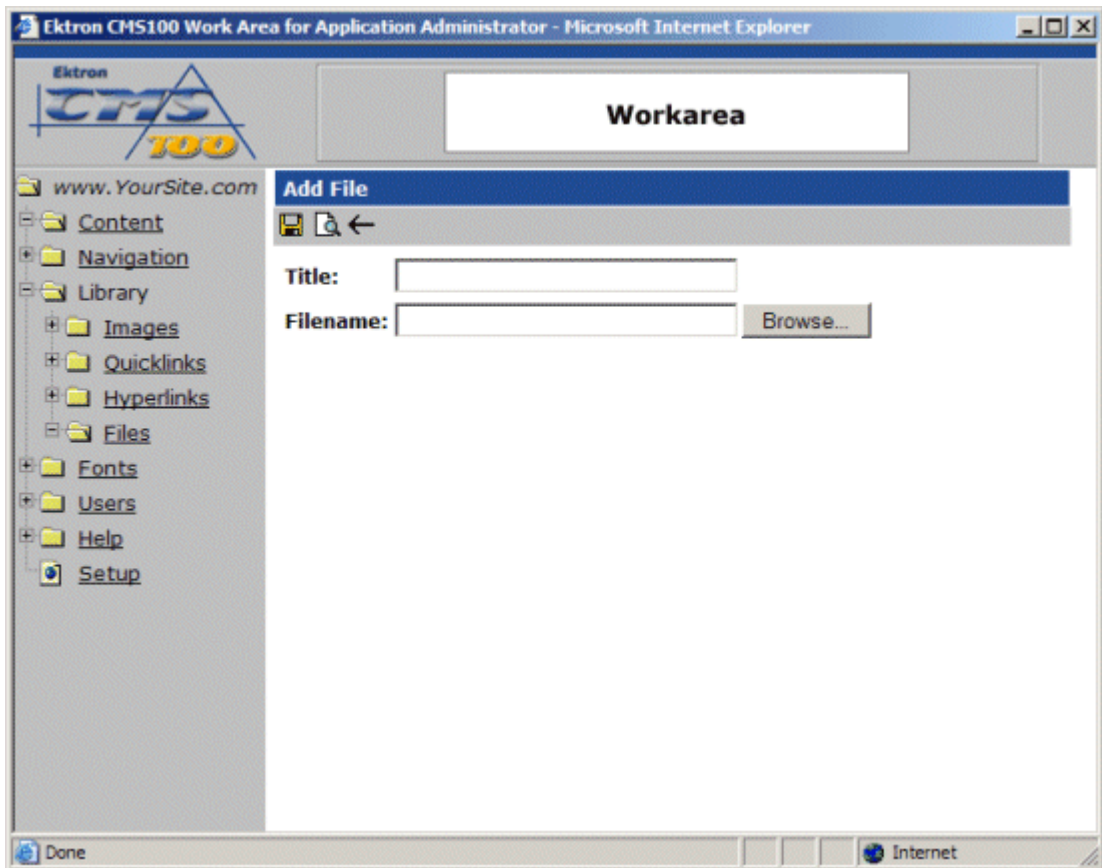
3. Begin by clicking the browse button to locate the file you would like to upload.
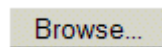
4. When you click on the browse button, a Windows dialog box will open allowing you to search your machine or network for the file you would like to upload.
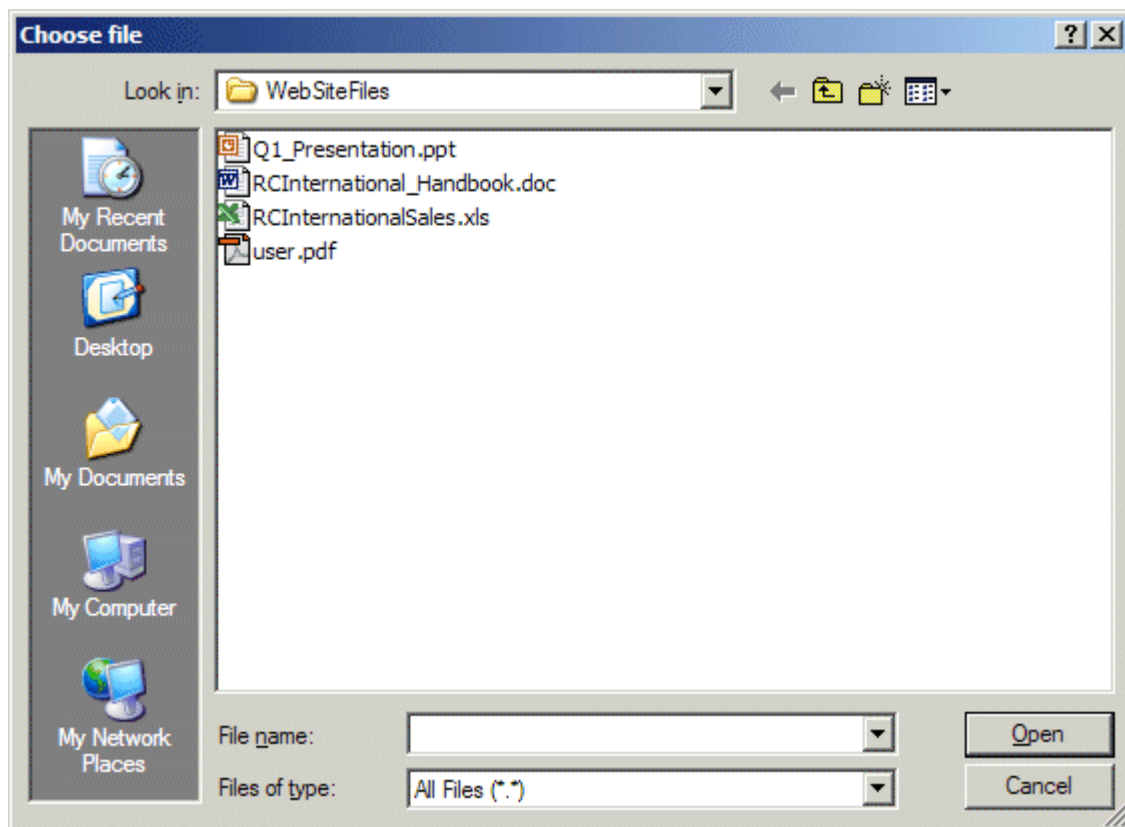
5. Once you find the file, click on it, then click the Open button in the choose file window.

6. After you click open, you will be back at the add file page with the path of the file inserted into the filename field.

7. You may preview the file by clicking the preview button in the toolbar at the top of the page.

8. When you click the preview button, a new window will open displaying the file specified in the filename field.
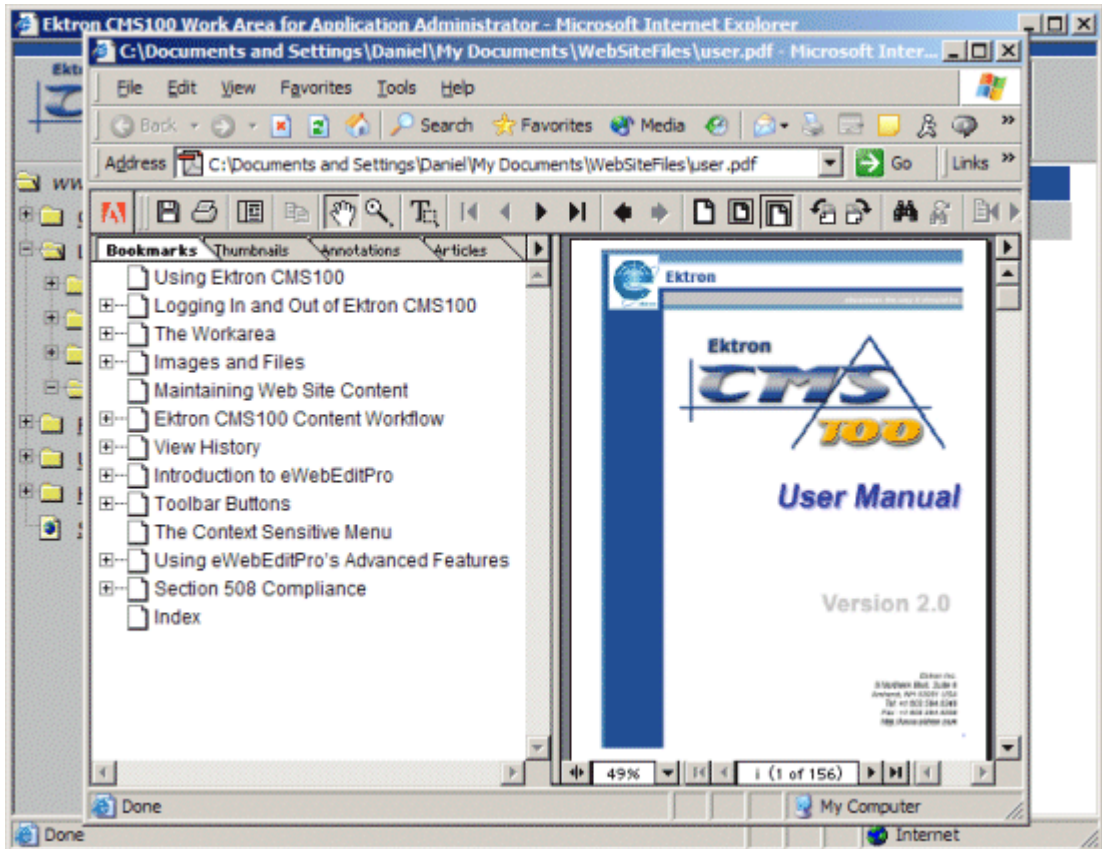
NOTE Some files types are not viewable in the preview field, e.g., .zip, .exe, .mp3. If you select to preview these kinds of files, they will be downloaded to your system to preview.

9. When you have finished viewing the file, you may click the **X** button in the upper right corner of the preview window to close it.

10. Next, enter a title for the file in the proper field. Users will use the title as a reference when they are inserting in into their content.

Add File

Title: Ektron CMS100 User Manual

Filename: C:\Documents and Settings\Daniel\| Browse...

11. Once you have filled in all the necessary fields, click the save button to save and upload the file to the Ektron CMS100 library.

12. After you click the save button, the file will upload, and you will be taken back to the files table with the changes reflected.
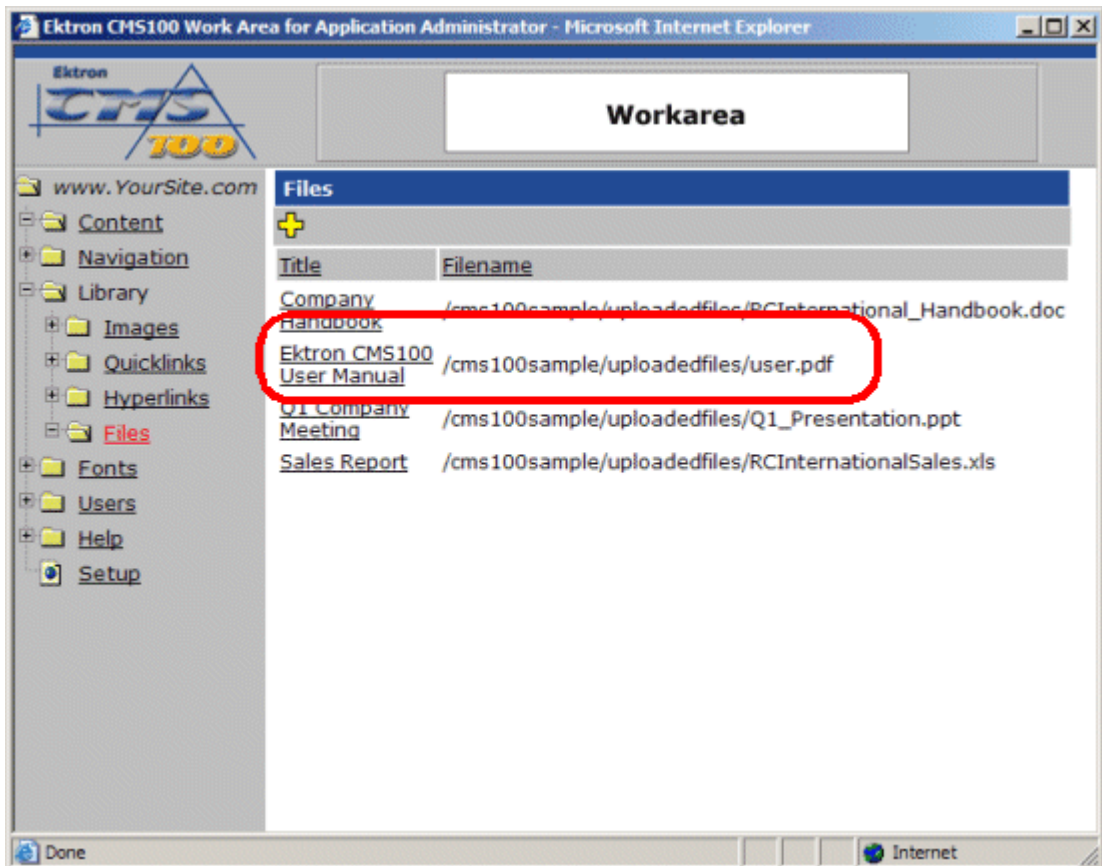
Viewing Files

You may view any file that has been uploaded to the Ektron
CMS100 library. To preview a file.

1. Begin by clicking on a title of a file that you would like to
   peview.

2. Once you click on the title, you will be taken to the view file
   page where you will see the title, filename, and a toolbar of
   buttons.
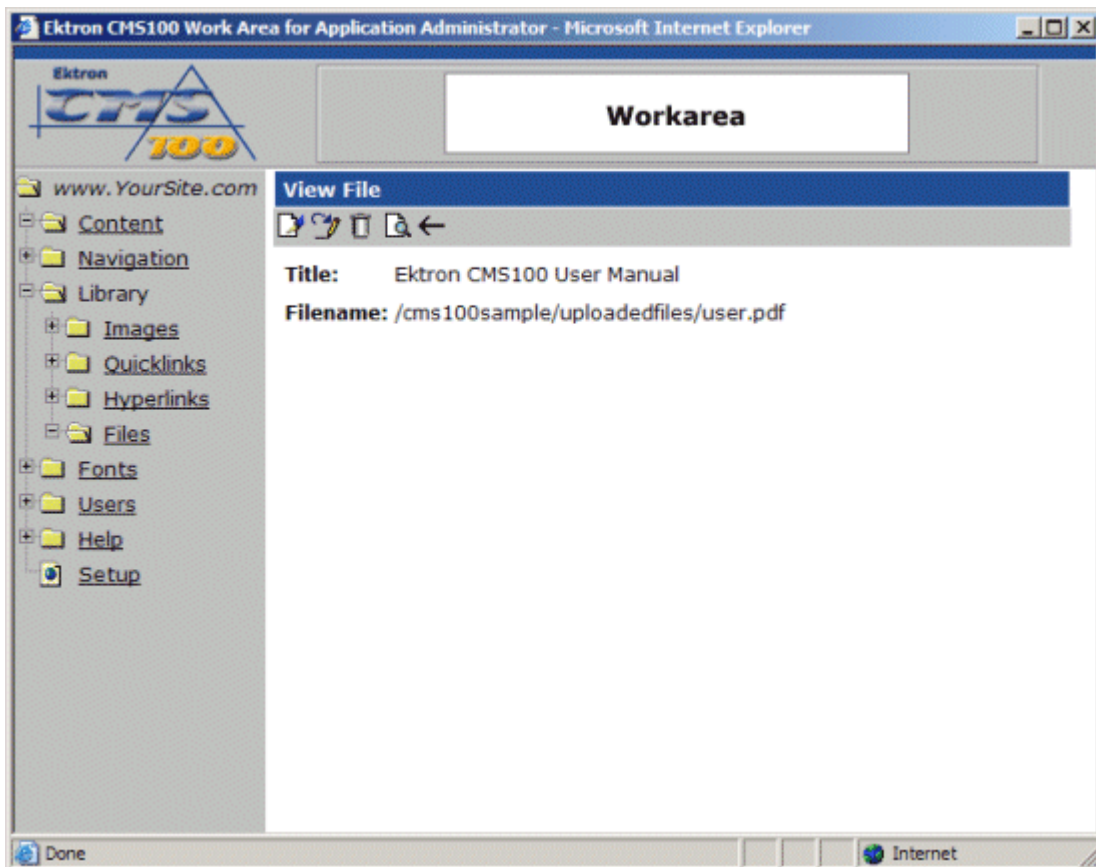
3. From the toolbar, click the preview button.

4. When you click the preview button, a new window will open with the file displayed in it.
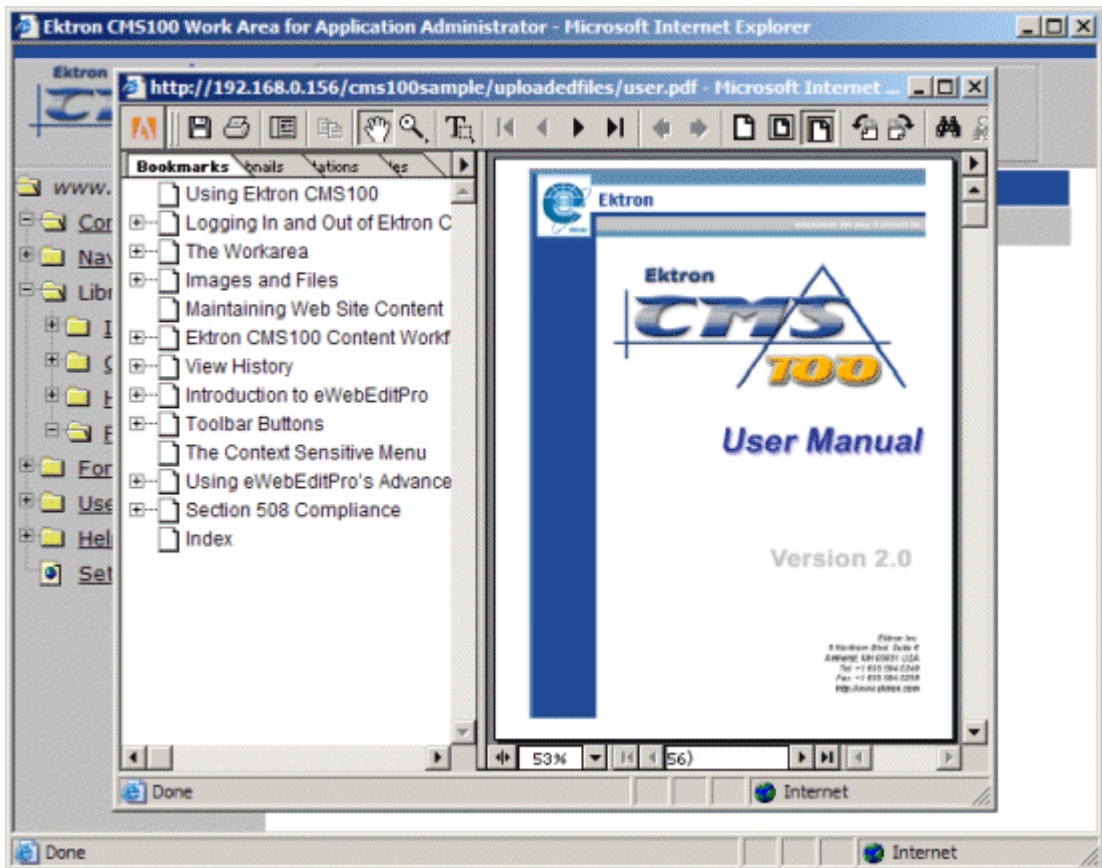
5. When you have finished viewing the file, click the **X** button in the upper right corner to close the preview window.

Editing Files

Editing files allows you to change the filename or the title of the file. You will have the opportunity to edit all the files that have been uploaded to Ektron CMS100.

To edit a file

1. Begin by clicking the on the title of the file that you wish to edit in the files table.

Title	Filename
Company Handbook	/CMS100:
Ektron CMS100 User Manual	/CMS100:
Q1 Company Meeting	/CMS100:
Sales Report	/CMS100:

2. When you click on the title of the file, you will be taken to the view file page.
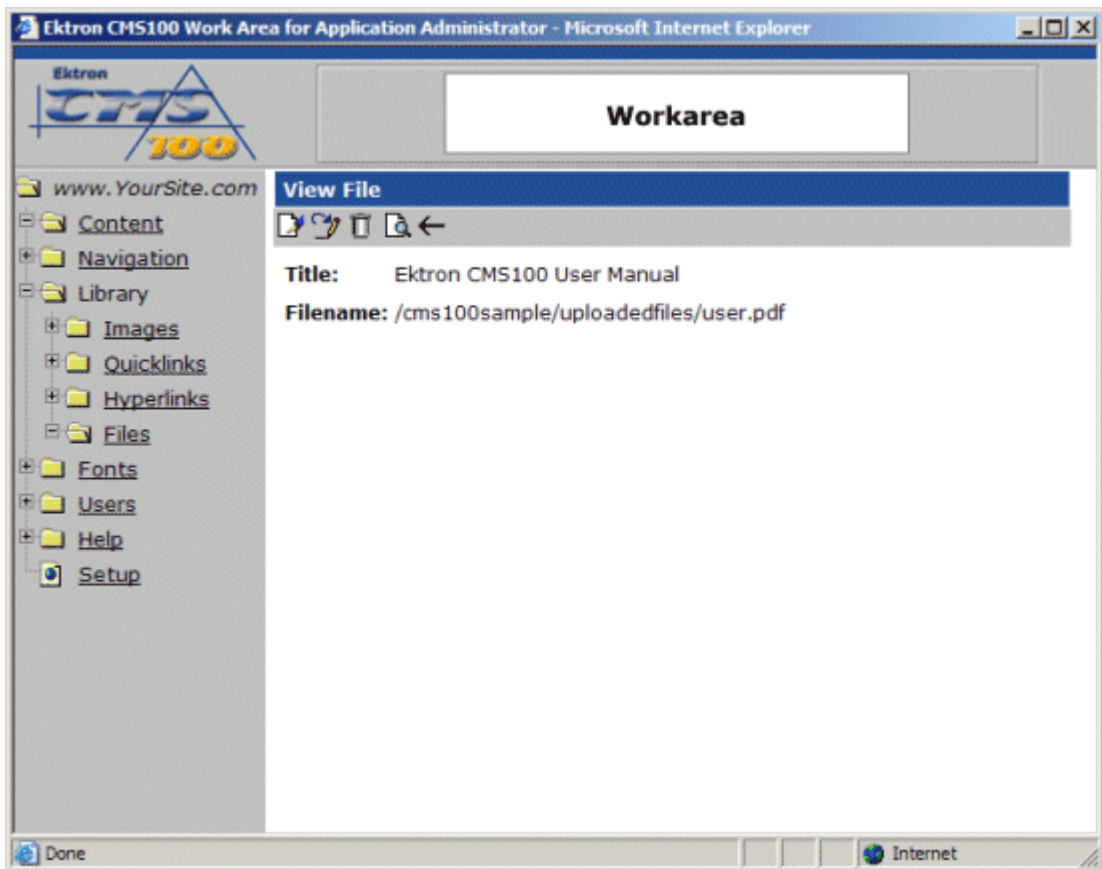
3. From the toolbar at the top of the page, click the edit button.

4. When you click on the edit button, you will be taken to the edit file page.
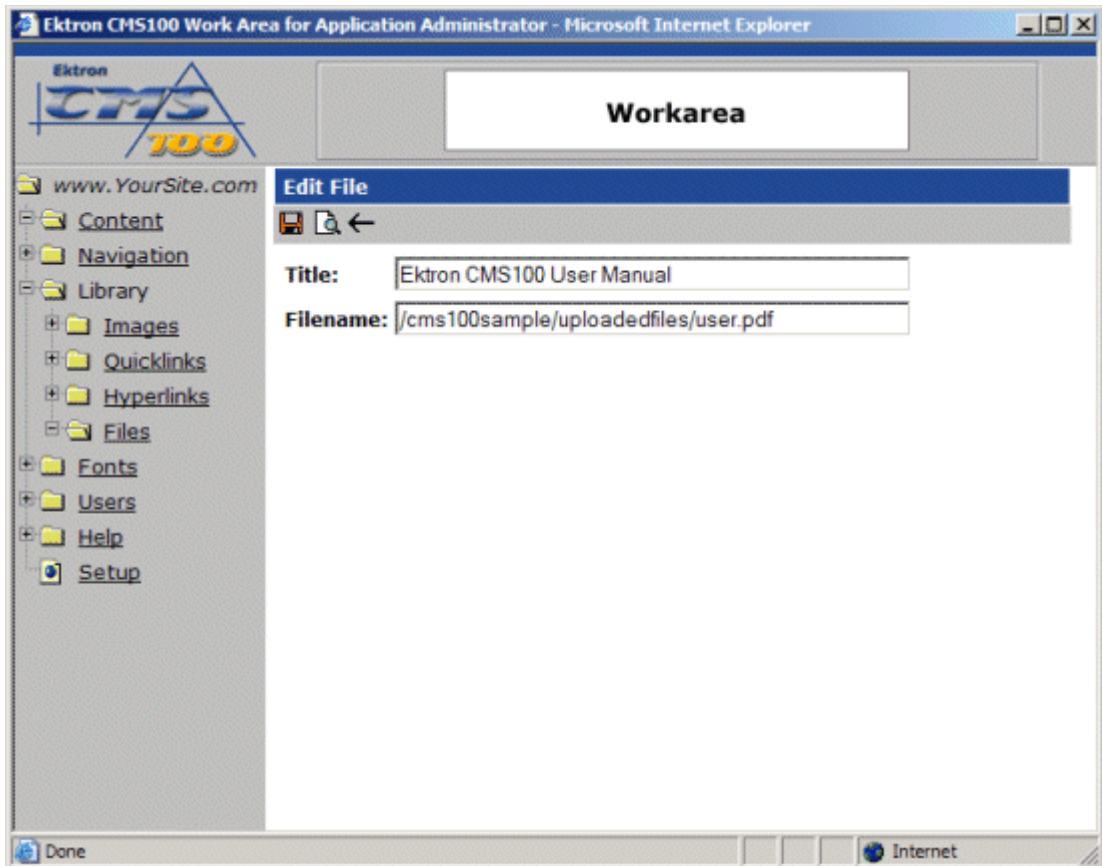
5. From the edit file page, make the necessary changes to the title and/or filename of the file.
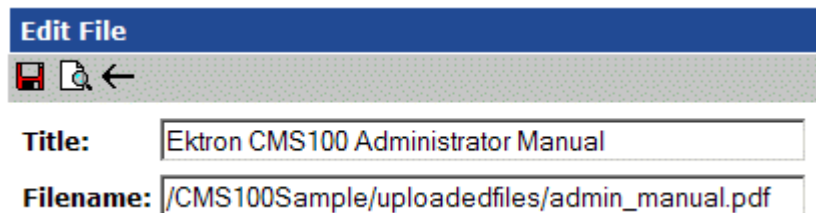
6. You may preview the file by clicking the preview button in the toolbar at the top of the page.

7. When you click the preview button, a new window will open with the file specified in the filename field displayed.
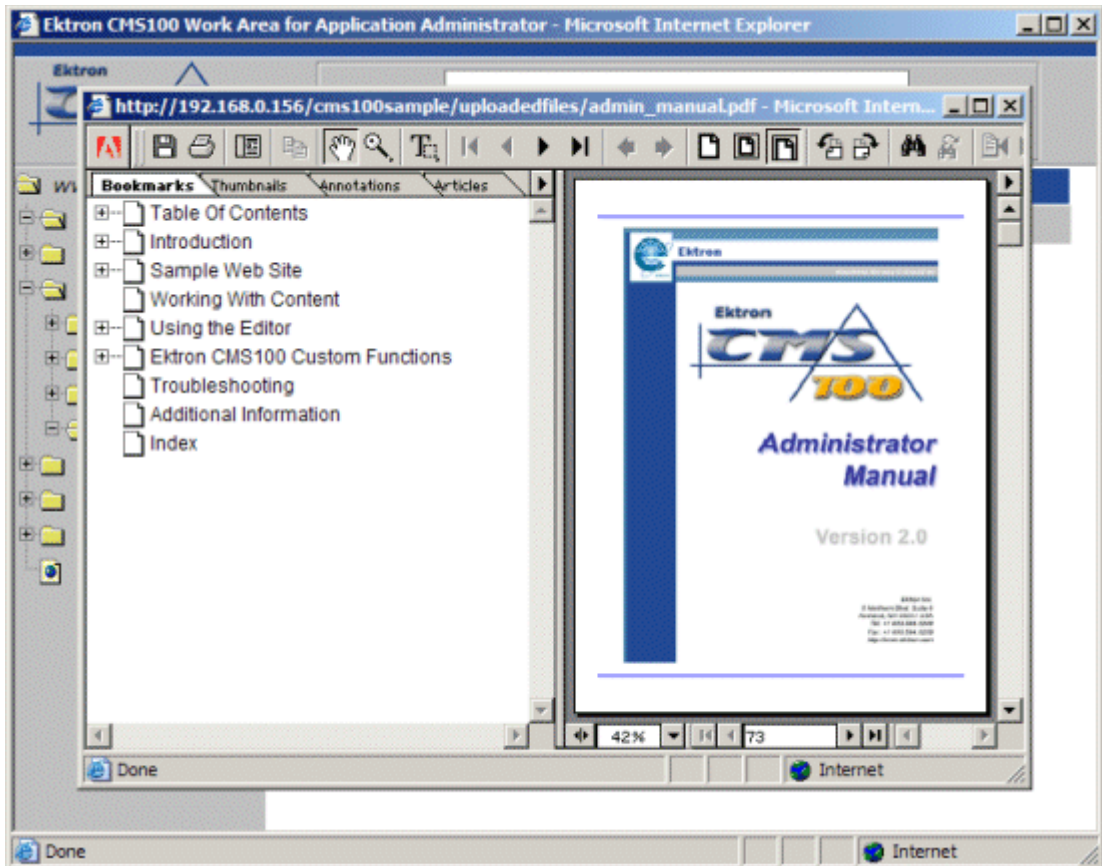
8. When you have finished previewing the file, click the **X** button in the upper right corner to close the preview window.

9. Once you have finished making changes to the file, click the update button to save the changes.

Overwriting FIles

Overwriting files allows you to replace a file on the file server with a newer version of the file, instead of uploading similar duplicate file.

To overwrite an file in Ektron CMS100:

1. Click on the file you would like to overwrite with a newer version.

Title   Filename

Company
Handbook   /CMS100Sam

Ektron CMS100
Administrator   /CMS100Sam

2. When you click on the file title, you will be taken to the view file page.
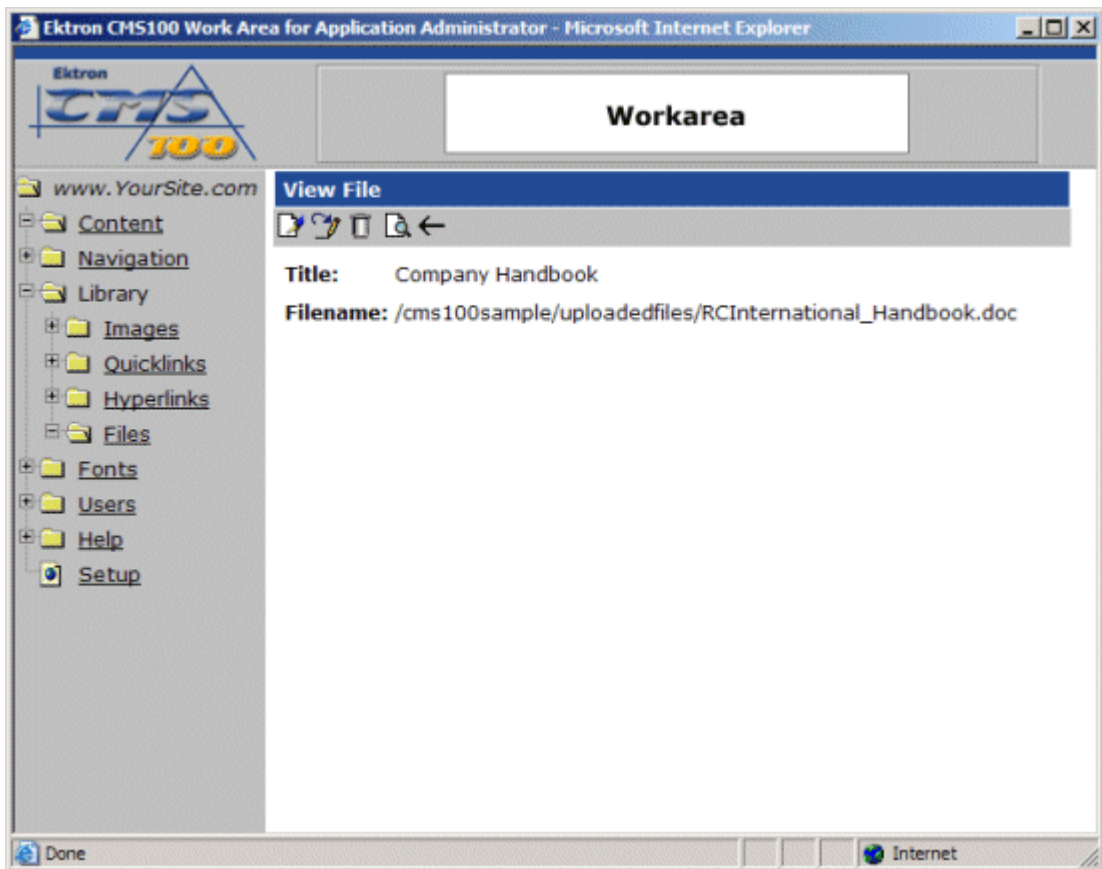
3. At the view file page, click on the overwrite button in the toolbar at the top of the page.

4. When you click on the overwrite button, you will be taken to the overwrite file page.
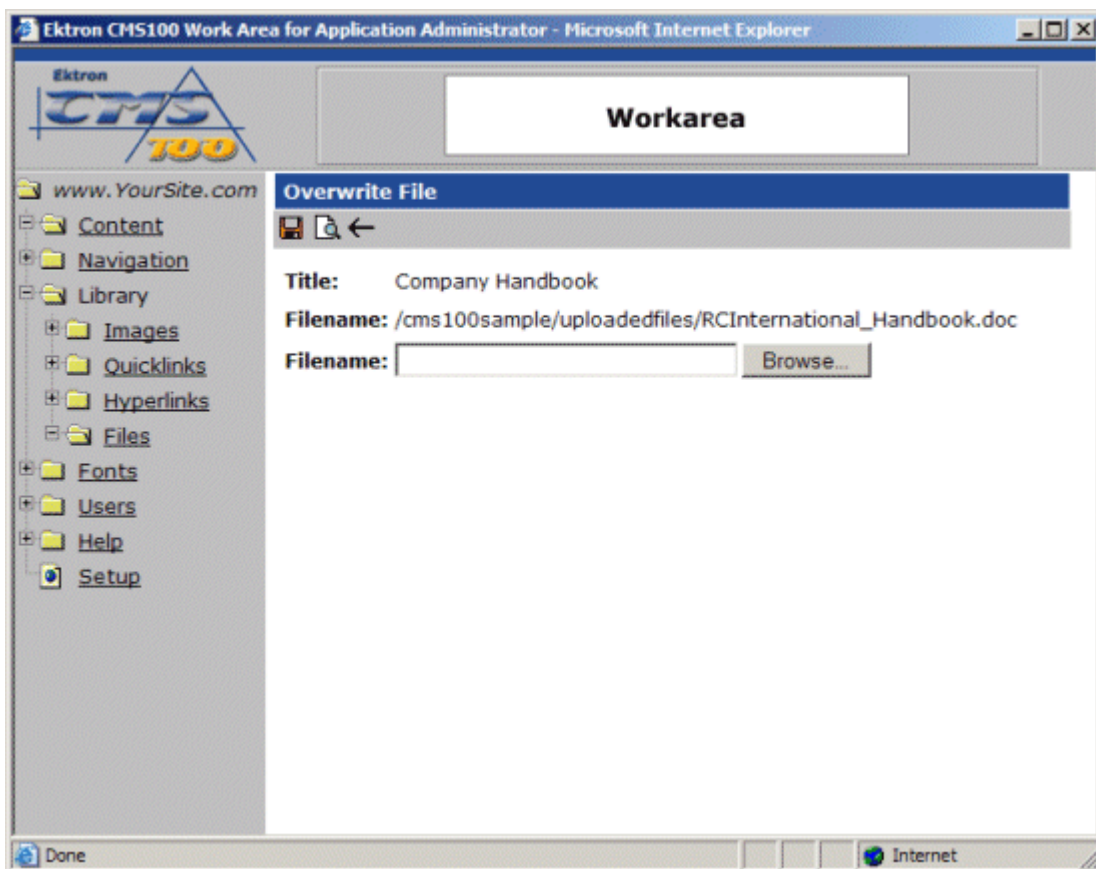
As you can see, there are several different fields on the overwrite image page. The following table explains each of them.

Field	Description
Title	Title given to the file that will be overwritten.
Filename	Filename of the file that will be overwritten.
Filename	Filename of the file that will overwrite the current file.

5. On the overwrite file page, click the browse button to locate the file that will overwrite the current image.
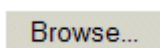
6. Once you click the browse button, a dialog box will open allowing you to search your machine or network for the new image.
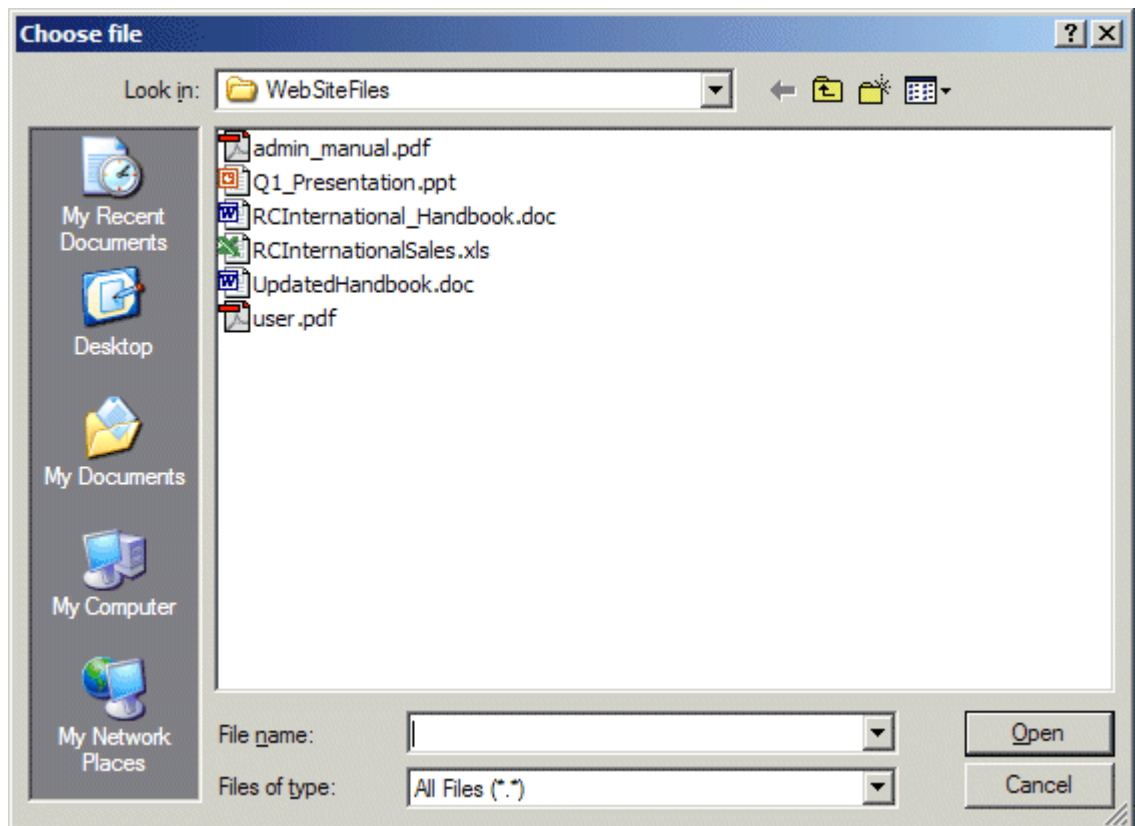
7. Once you have chosen the file that you will use to overwrite the current image, click on the file in the choose file window, and click on the open button.

NOTE   The file that you choose to overwrite the current file must have the same extension as the current file (e.g. a .doc can only overwrite a .doc).

8. After you click the open button, you will return to the overwrite file page with the filename for the file inserted into the filename field.

Overwrite File

Title: Company Handbook

Filename: /CMS100Sample/uploadedfiles/RCInternational_Handbook.doc

Filename: bSiteFiles\UpdatedHandbook.doc   Browse...

9. You may preview the file that will be used to overwrite the current file by clicking the preview button in the toolbar.

10. Once you click the preview button, a new browser will open displaying the file whose filename is defined in the field.
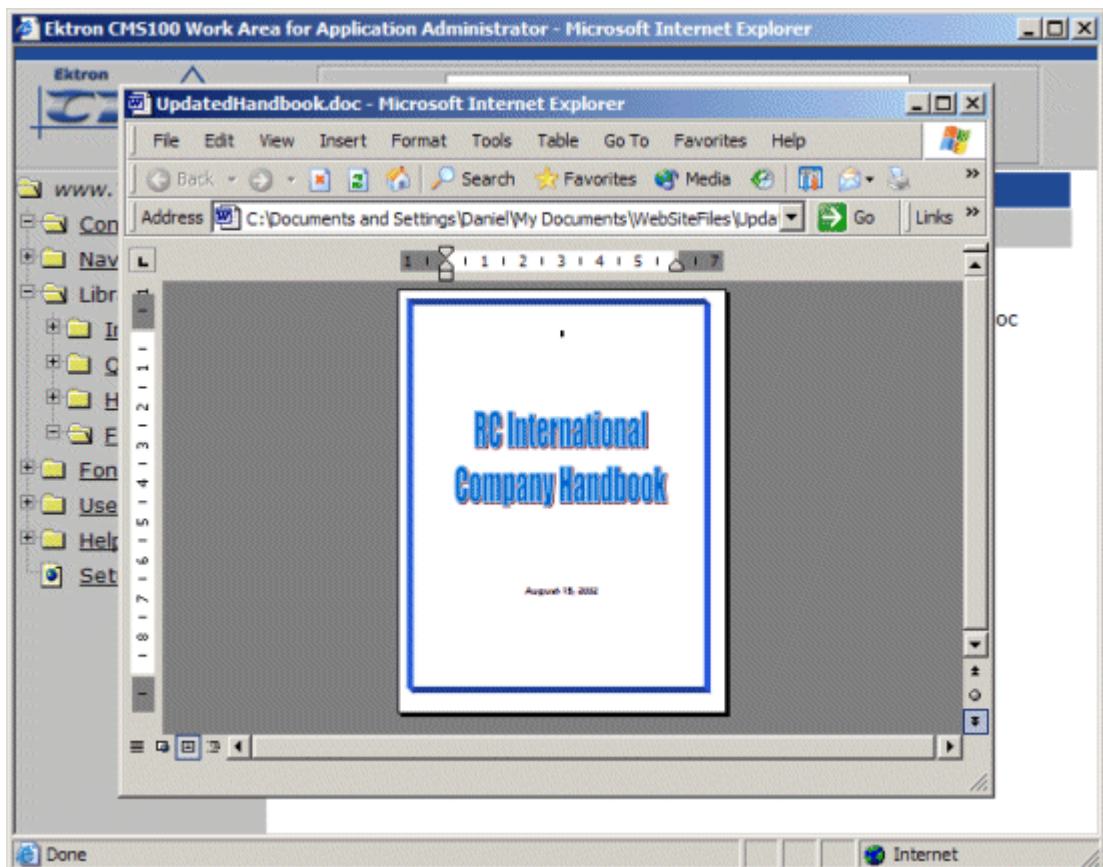
11. Click the **X** button in the top right corner of the browser window to close it.

12. If you are sure that you want to overwrite the current file with the file that you have chosen, click the update button in the toolbar.

13. Once you click on the update button, the changes will be saved and you will be taken back to the files table with the changes reflected.

Deleting Files

You may also delete files that are no longer used on your Web site.

1. From the files table in the Workarea, click on the title of the file you wish to delete.

2. After you click on the title, you will be taken to the view file page.
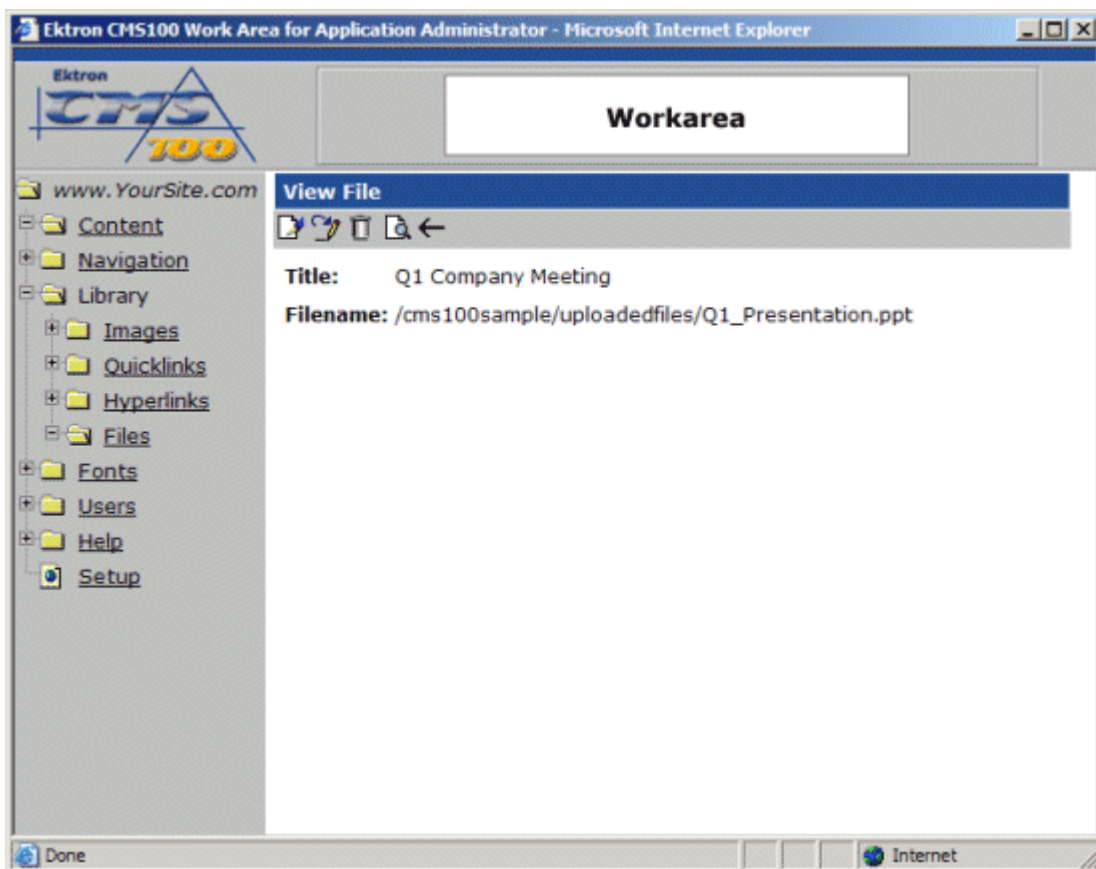
3. Click on the delete button in the toolbar at the top of the page.

4. Once you click on the delete button, you will see a confirmation box as seen here.
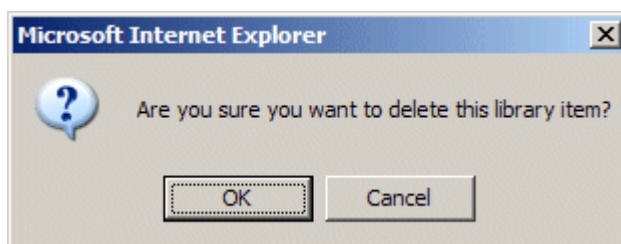
5. If you are sure that you want to delete this file, click the OK button in the confirmation box.

6. After you click the OK button, the file will be deleted from the Ektron CMS100 library, and you will be taken back to the files table with the changes reflected.
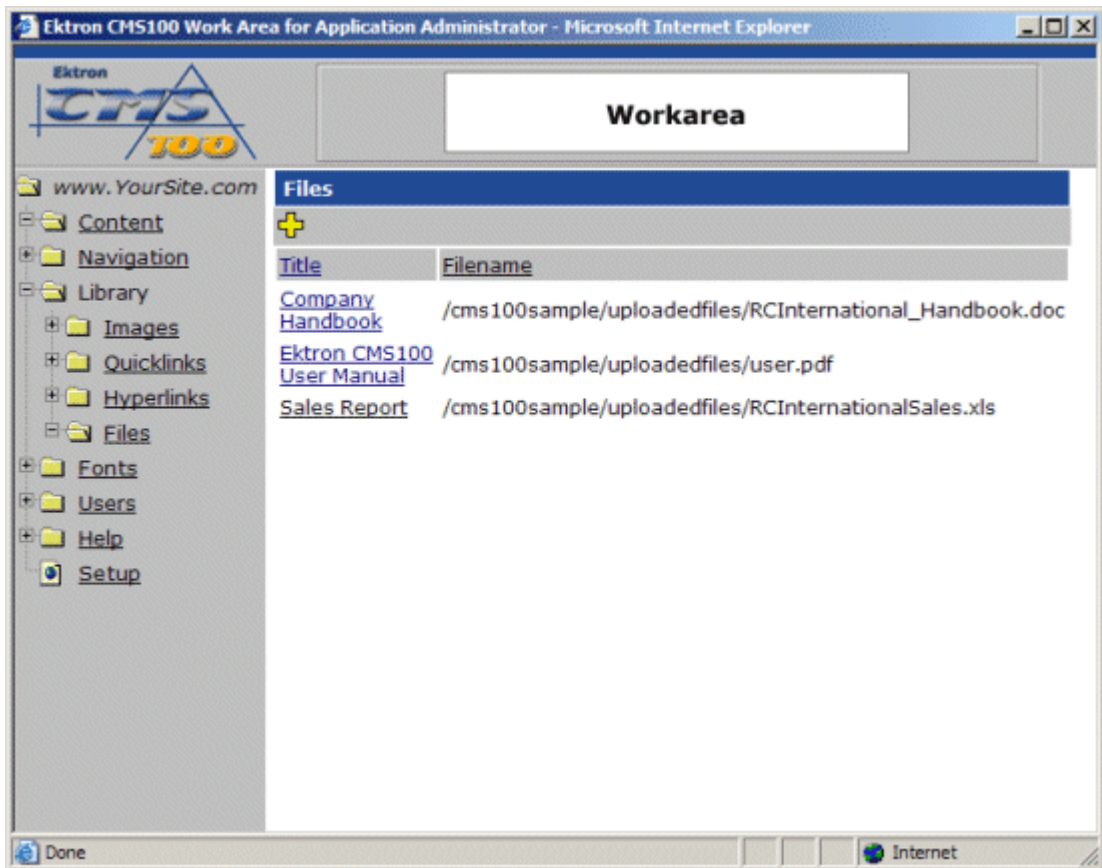
Font Folder

Adding fonts into the database gives the content contributors the ability to use any font while editing their content blocks. In the Ektron CMS100 Font Manager, the administrator has the privileges to add, edit, and delete fonts.
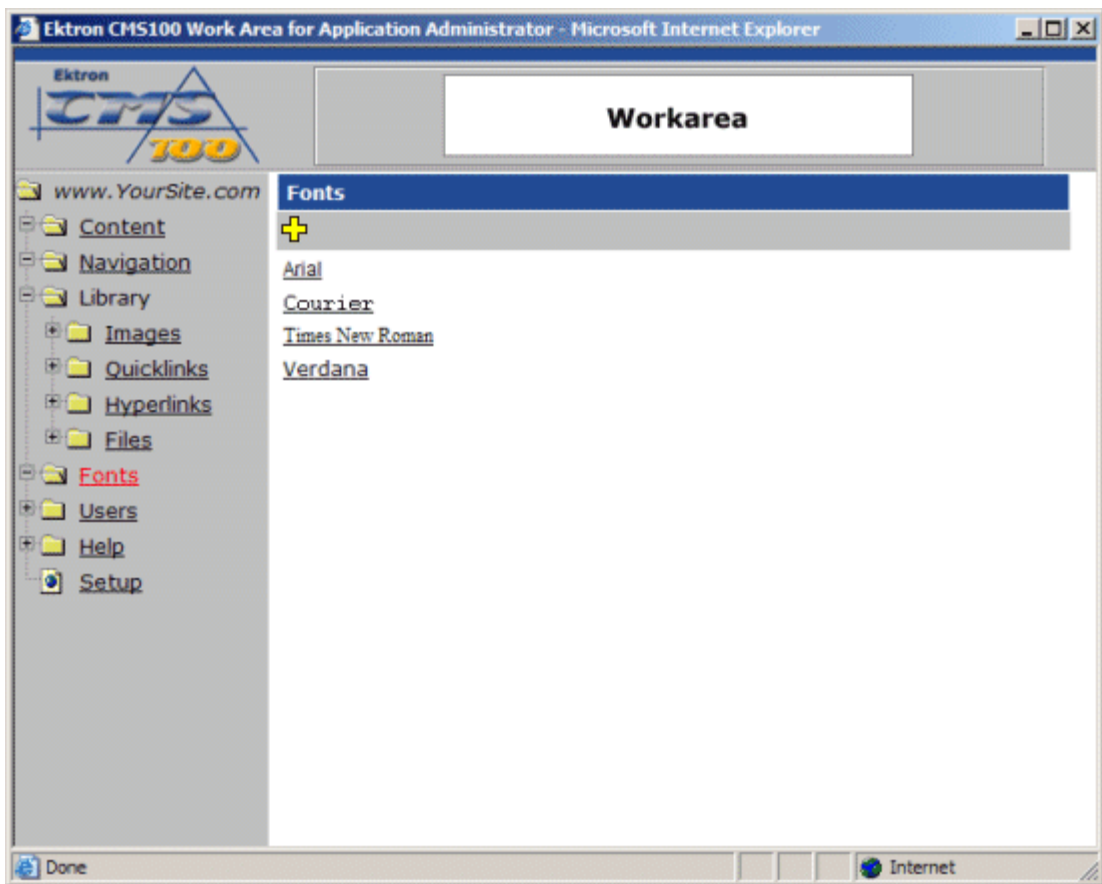
Accessing the Font Folder

To access the Ektron CMS100 Fonts folder:

1. First, login to the Ektron CMS100 Web site as an administrator, and access your Workarea by clicking on one of the Workarea buttons

2. Once you arrive to the Workarea, click on the fonts folder on the left side of the Workarea.
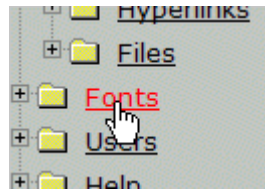
3. Once you click on the fonts folder, a table of all the added fonts will be displayed in the main section of the Workarea.
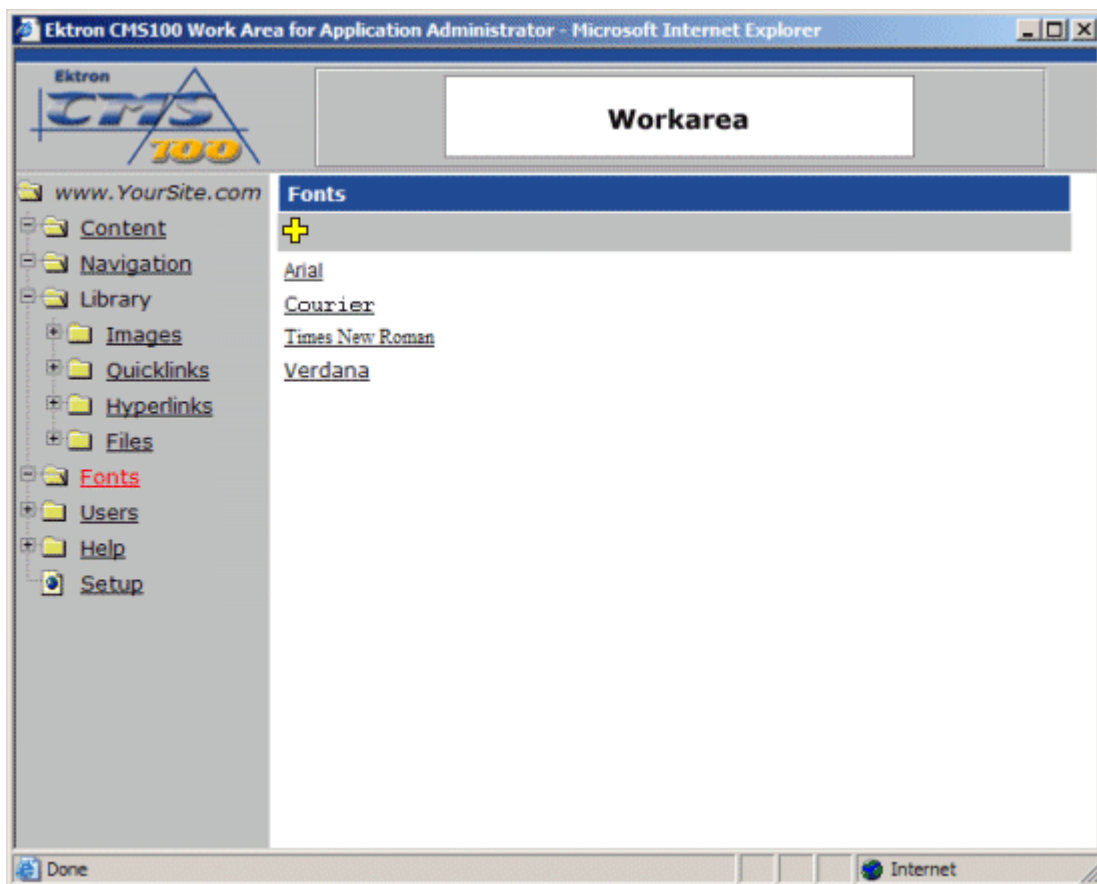
Fonts Toolbar

When working with fonts in Ektron CMS100, there are several toolbar buttons that you will be working with. By familiarizing yourself with the toolbar buttons, working with fonts will be much easier.

The following table explains each of the buttons that you will come across when working with fonts.

Button	Name	Description	More Information
✚	Add	This button is used to add a new font to Ektron CMS100.	"Adding a Font" on page 133
📝	Edit	Allows you to edit the font name or family of the selected font.	"Edit Fonts" on page 135
🗑	Delete	Allows you to remove a font that you do not want content creators to use.	"Deleting Fonts" on page 138
←	Back	Clicking back will take you to the previous page.	

Adding a Font

To add a font to the database:

1. Select the add button in the toolbar at the top of the fonts screen.

2. After you click on the add button, you will be taken to the add font page.
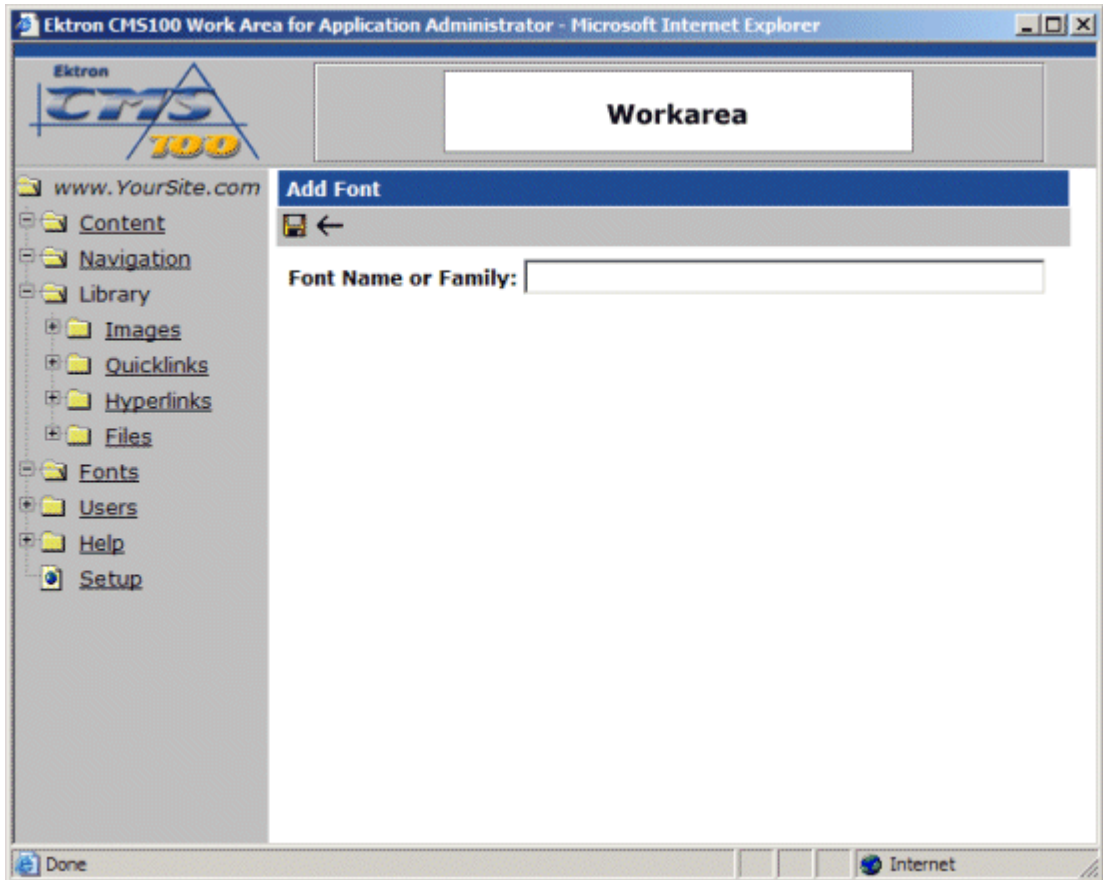
3. In the "Font Name or Family" field, enter the name of the font, or group of fonts, you would like to register.

4. When you have finished, click the save button to register the font,

5. After you click the save button, you will be taken back to the Ektron CMS100 Font Manager window with the new font added.

6. When a font is added to the Ektron CMS100 Web site, the font becomes usable by content contributors when they edit content.
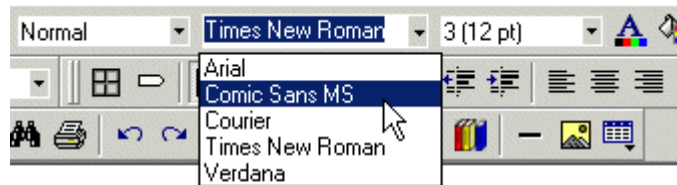
Edit Fonts

To edit any font in the database:

1. Click on the font that you would like to edit from the list of fonts:

2. After you click on a font you wish to edit, you will be taken to the view font page.
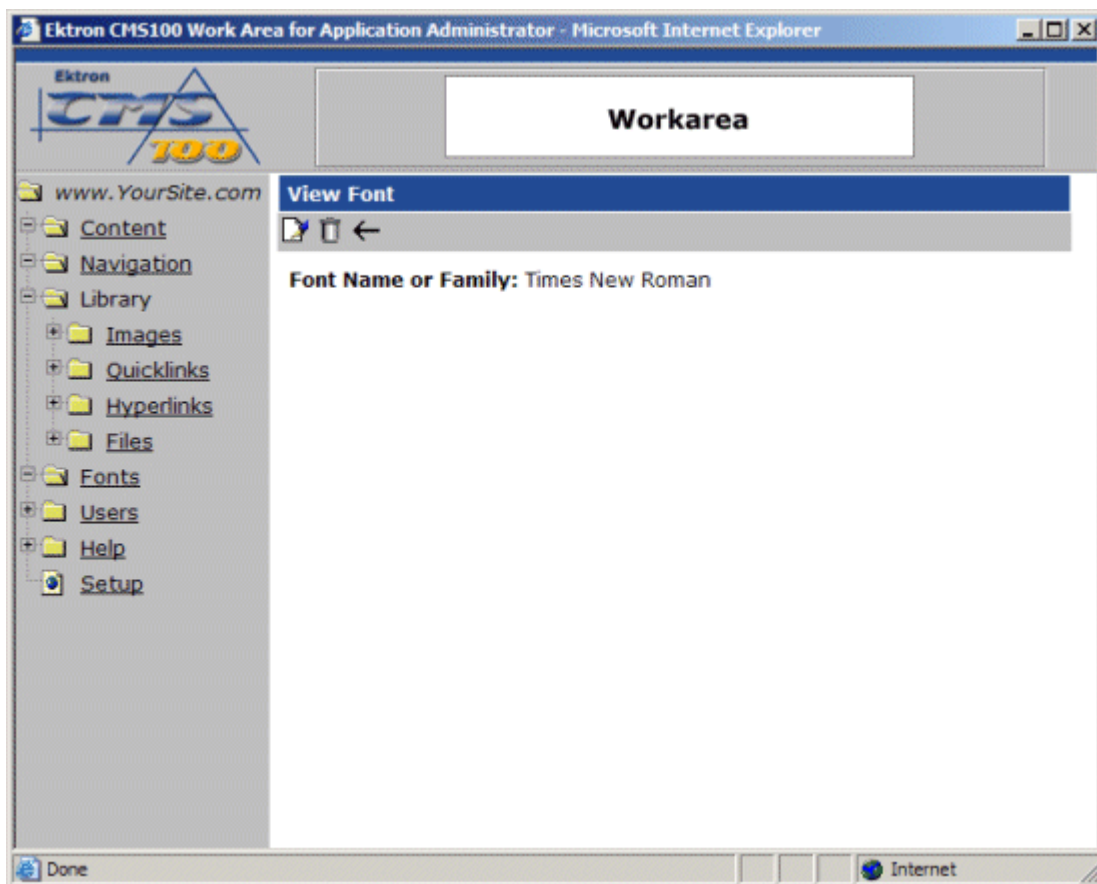
3. From the toolbar, click on the edit button.

4. Once you click on the edit button, you will then be taken to the edit font page.
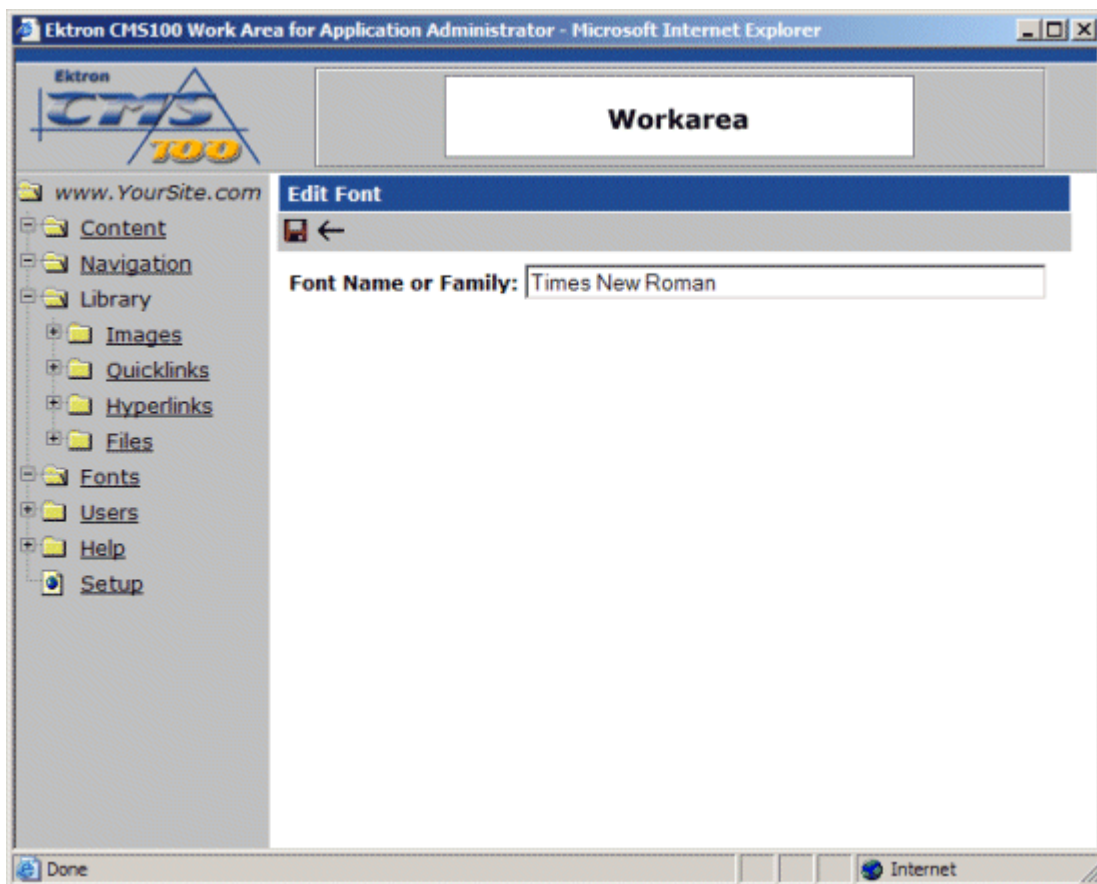
5. Make the necessary changes to the font name, or family.

6. When completed, click the update button in the toolbar at the top of the page.

7. After you click the update button, you will be taken back to the fonts table with the changes reflected.

8. Once the font has been edited, the font list in the editor will be updated as well.
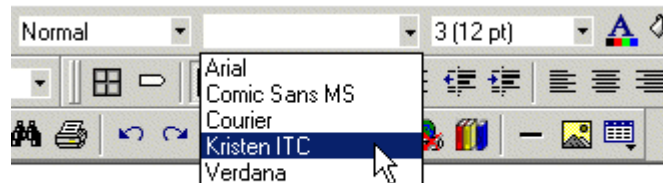
Deleting Fonts

To delete any fonts from the database:

1. Click on the font from the font list that you wish to delete.

2. After you click on the font, you will be taken to the view font page.
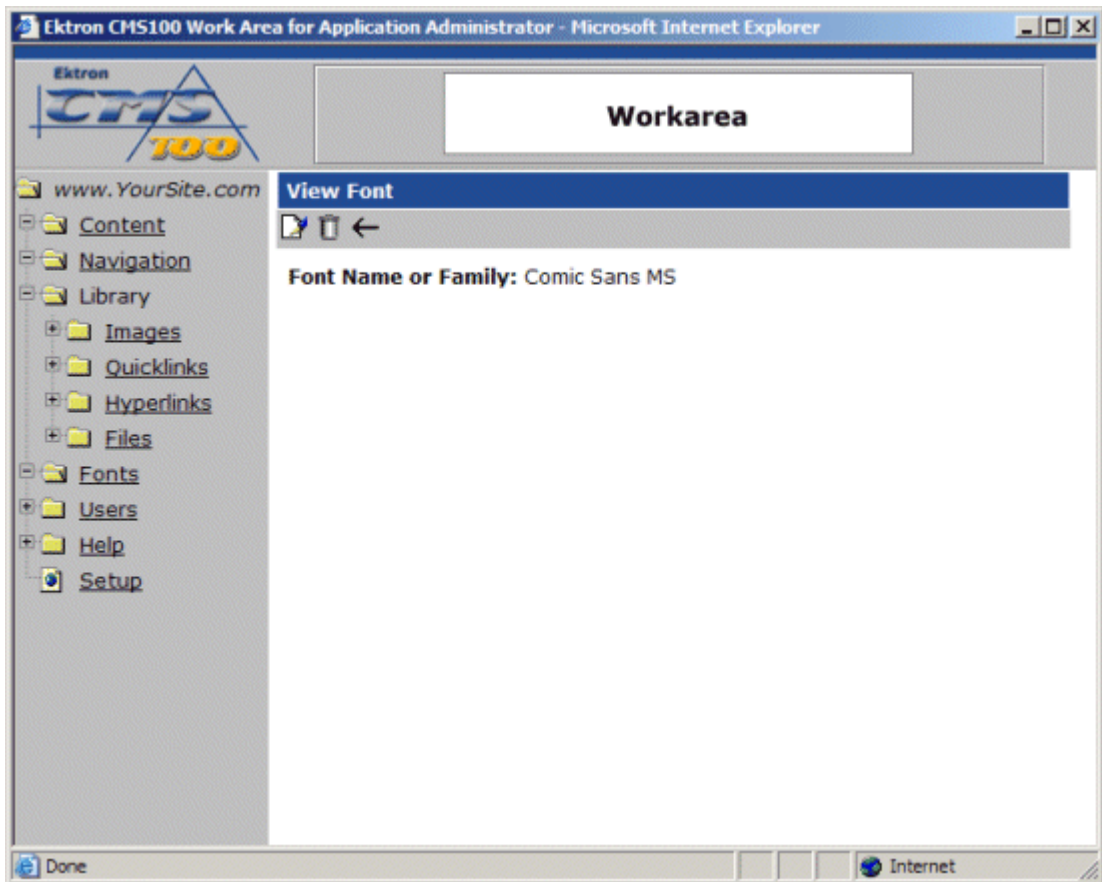
3. From the toolbar, click the delete button.

4. After you click the delete button, you will be prompted with the following dialog box.
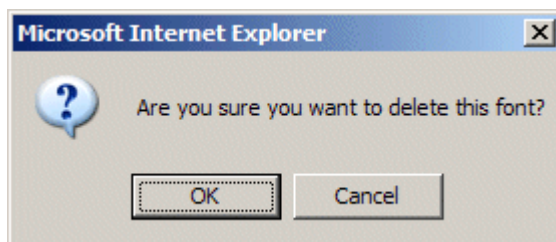
5. If you are sure that you want to delete the font from Ektron CMS100, click the OK button.

6. After you click the OK button, the font will be removed, and you will be taken back to the fonts table with the changes reflected.
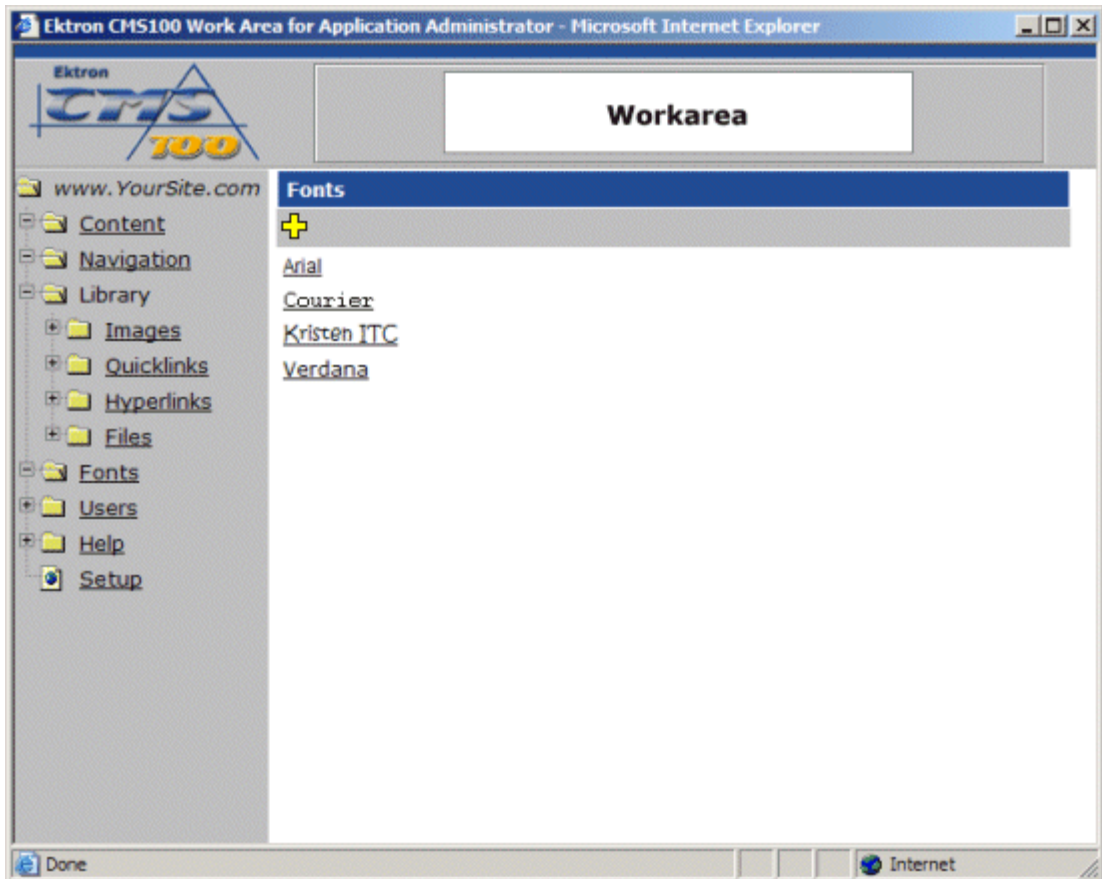
7. When a font is deleted, the selection will be removed from the font list in the editor.
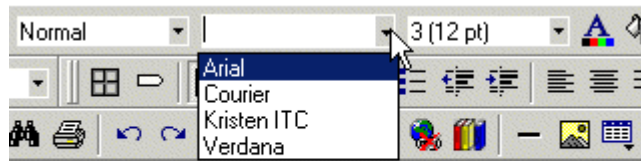
NOTE Instances of the font before the deletion of the font will remain intact. However, once a font is deleted from the Ektron CMS100 Web site, users will no longer be able to use that font when working with content.

User Folder

The Ektron CMS100 User Management is where the administrator is allowed to add, edit, and delete users of Ektron CMS100.
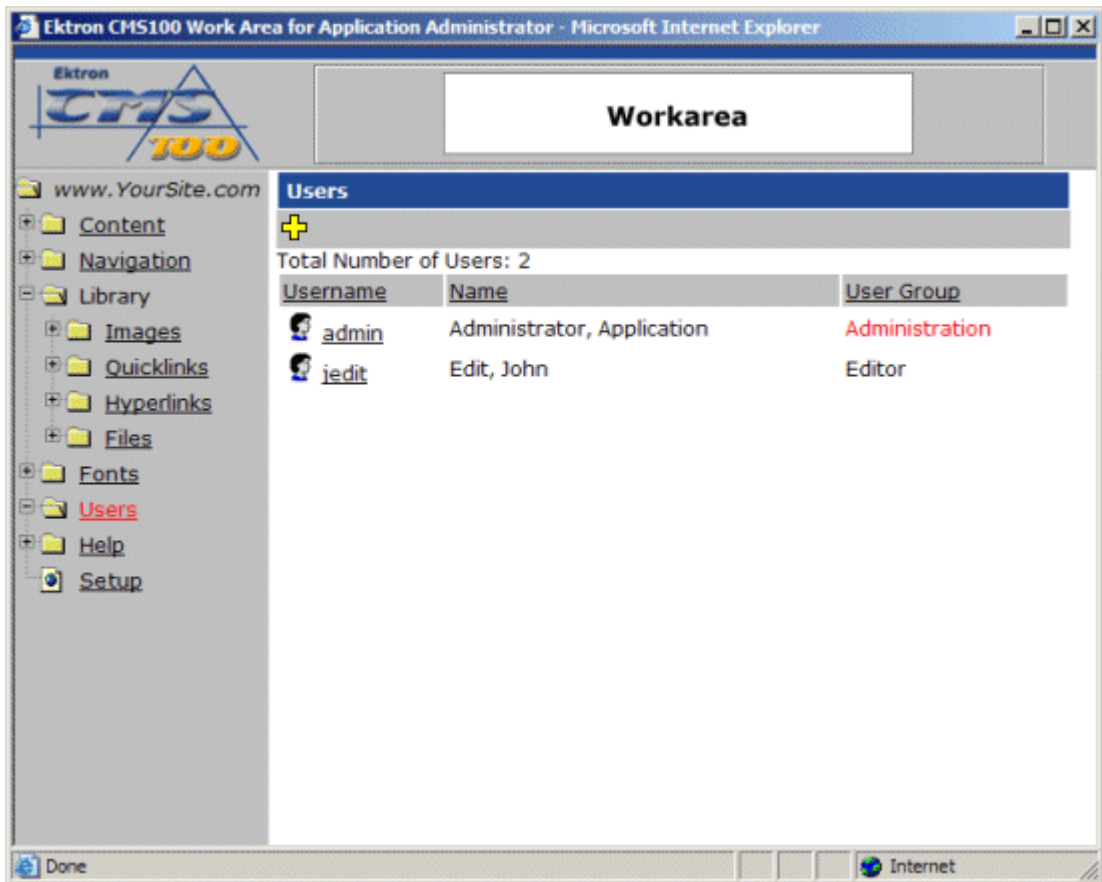
By clicking on the text at the top of the columns, you can sort the data in the table by their respective column.

Accessing the User Manager

To access the Ektron CMS100 User Manager:

1. First, log into the Ektron CMS100 Web site as an administrator, and access your Workarea

2. Next, click on the Users folder in the folder tree on the left side of the Workarea.
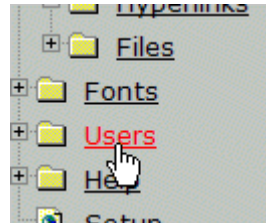
3. Once you click on the users folder, a list of all the current users will be displayed in the main section of the Workarea.
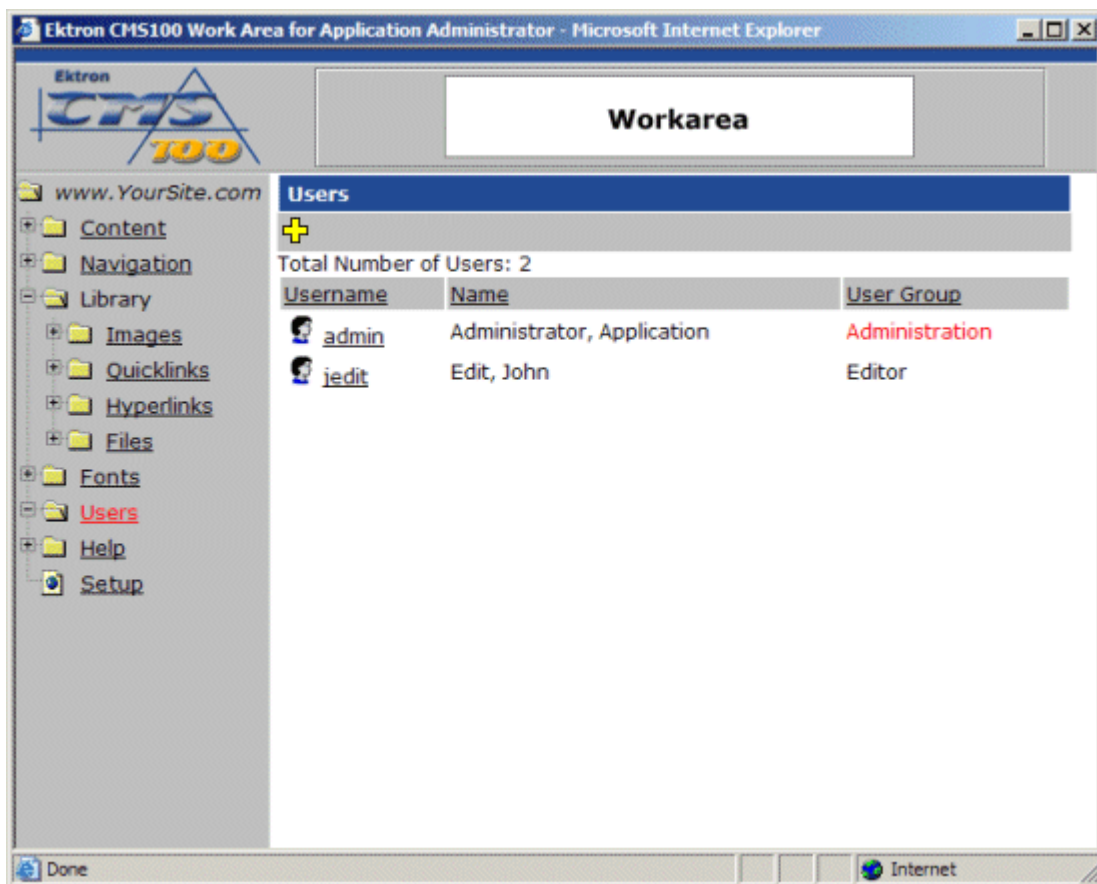
The User Manager has a table with all of the current users in the database including:

- Username
- Name
- User Group

Users Toolbars

When working with users in Ektron CMS100, there are several toolbar buttons that you should become familiar with. The following table will explain all the toolbar buttons you will come across when working with users.

Button	Name	Description	More Information
![add]	Add	This button is used to add a new user to the Ektron CMS100 Web site.	"Adding a User" on page 144
![edit]	Edit	Allows you to edit a user that has been added.	"Edit User" on page 148
![delete]	Delete	Allows you to delete a user who is no longer a part of your Web site.	"Delete User" on page 150
![back]	Back	Clicking back will take you to the previous page.	

Adding a User

To add a user to Ektron CMS100:

1. Begin by clicking on the add button in the toolbar at the top users table screen.

2. After you click on the add button, you will be taken to the add user page.
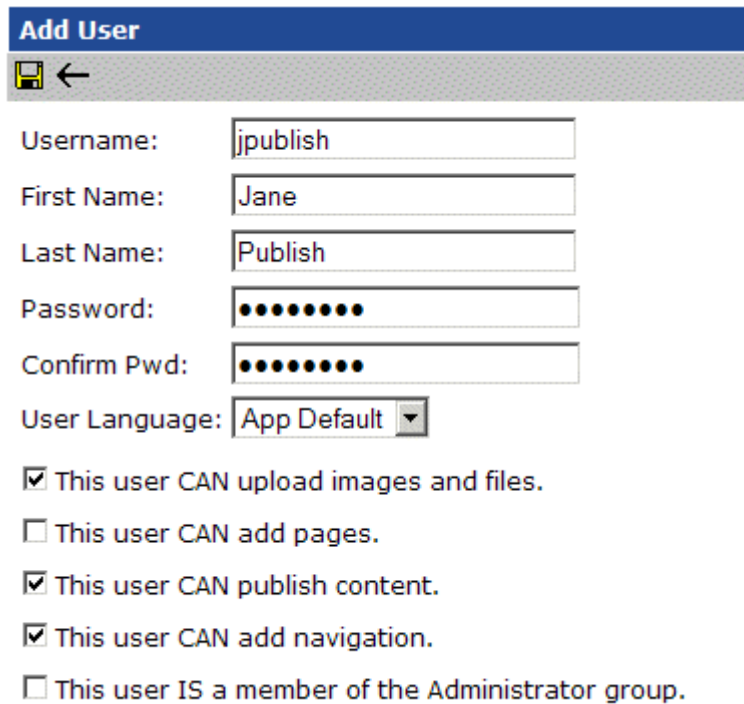
3. Add the user using the following table:

Field	Description
Username	Insert a username for the user up to 50 characters. This is the username the user will specify when logging into the Ektron CMS100 Web site.
First Name	Insert the first name of the user
Last Name	Insert the last name of the user
Password	Insert a password for the user. This is the password that the user will need to specify when logging into the Ektron CMS100 Web site.
Confirm Password	Confirm the password by typing it again

Field	Description
Default Language[a]	Select the default language that the user will use while accessing Ektron CMS100
This user CAN upload images and files	Select whether the user will be able to upload images and files to the library. By giving the user this permission, they will also be able to access the library in their Workarea.
This user CAN add pages	Select whether the user can add new content blocks to the Web site
This user CAN publish content	Select to give the user the capability to publish content.
This user CAN add navigation	Check off this box to give the user the ability to create navigation menus for the Web site. If disabled, the navigation folder will not be displayed in the user's workarea.
This user IS a member of the Administrator group	Select to give the user administrator privileges (this forces add page and upload image permissions)

aDifferent languages will not be supported until you install and use Ektron CMS100 Language Translator utility from the Ektron Web site

4. An example of filling out the fields might look something like this:

Add User

Field	Value
Username:	jpublish
First Name:	Jane
Last Name:	Publish
Password:	••••••••
Confirm Pwd:	••••••••
User Language:	App Default

☑ This user CAN upload images and files.

☐ This user CAN add pages.

☑ This user CAN publish content.

☑ This user CAN add navigation.

☐ This user IS a member of the Administrator group.

This user, jpublish, has permissions to upload images and files, and can also publish content.

5. When you have finished, click the save button in the toolbar at the top of the page to register the user to the Ektron CMS100 Web site.

6. After you click the add button, you will be taken back to the Ektron CMS100 Users table where the changes will be reflected.
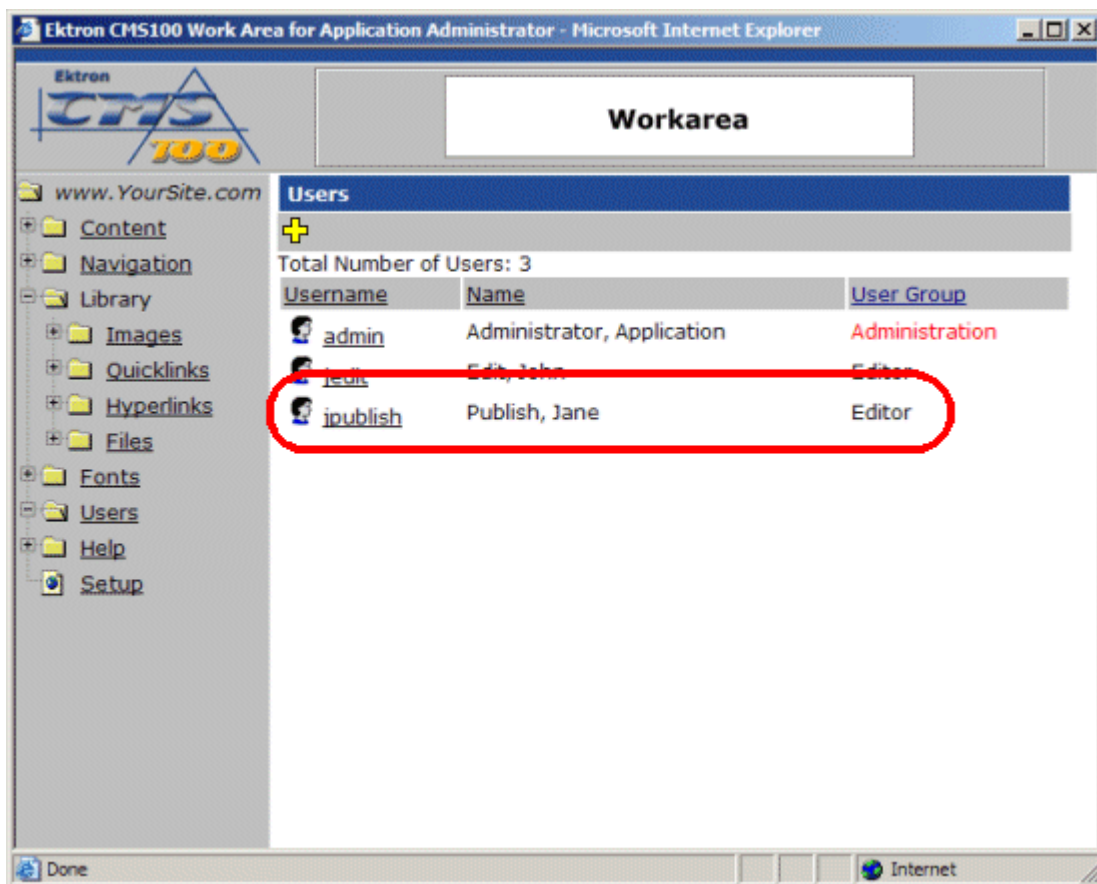
Edit User

To edit any user in the database:

1. Click on the username of the user that you want to edit from the users table.

Username	Name
admin	Administrator, Application
jedit	Edit, John
jpublish	Publish, Jane

2. After you click on the username, you will be taken to the view user page.
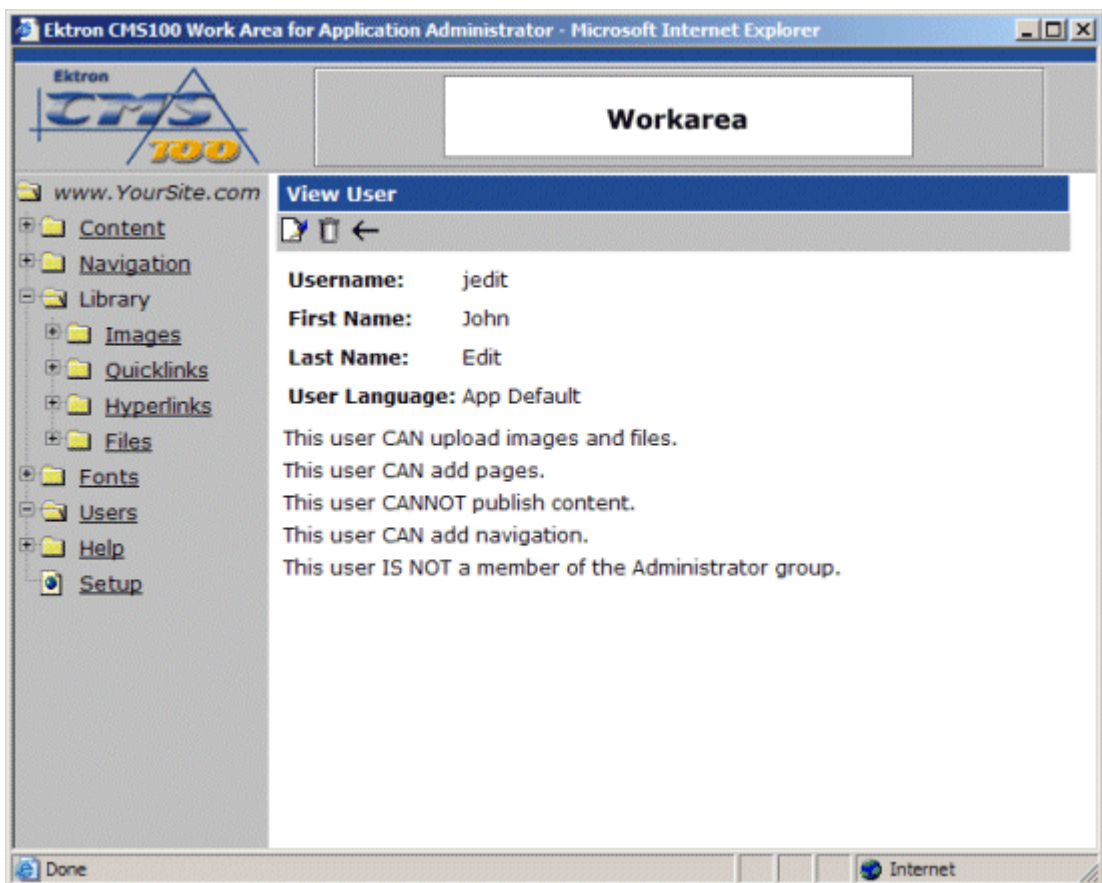
3. To edit the user, click on the edit button in the toolbar at the top of the page.

4. Once you click on the edit button, you will then be taken to the edit user page where you will be able to edit any attribute of the user including:

- Username

- First Name

- Last Name

- Password

- Confirm Password

- Change Default Language

- This user CAN upload images and files

- This user CAN add pages

- This user CAN publish content

- This user CAN add navigation

- This user IS a member of the Administrator group

5. Make changes to any field that you may need to, then click the update button in the toolbar at the top of the page,

6. After you click the update button, the changes will be saved, and you will be taken back to the users table with the changes reflected.

Delete User

To delete any user from the database:

1. Begin by clicking on the username of the user you wish to delete from the Users Table.


2. After you click on the username, you will be taken to the view user page.

3. Click on the delete button located in the toolbar at the top of the page.

4. After you click on the delete button, you will see the following confirmation box.
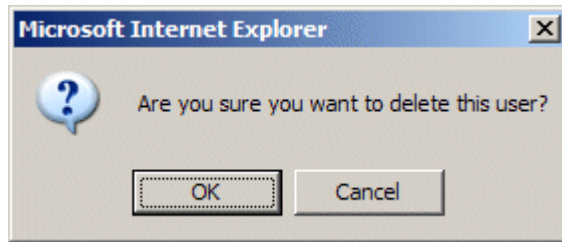
5. If you are sure that you want to delete the user, click the OK button.

WARNING!   Once you delete the user, you delete them permanently!

6. After you click the OK button, the user will be deleted, and you will be taken back to the users table with the changes reflected.
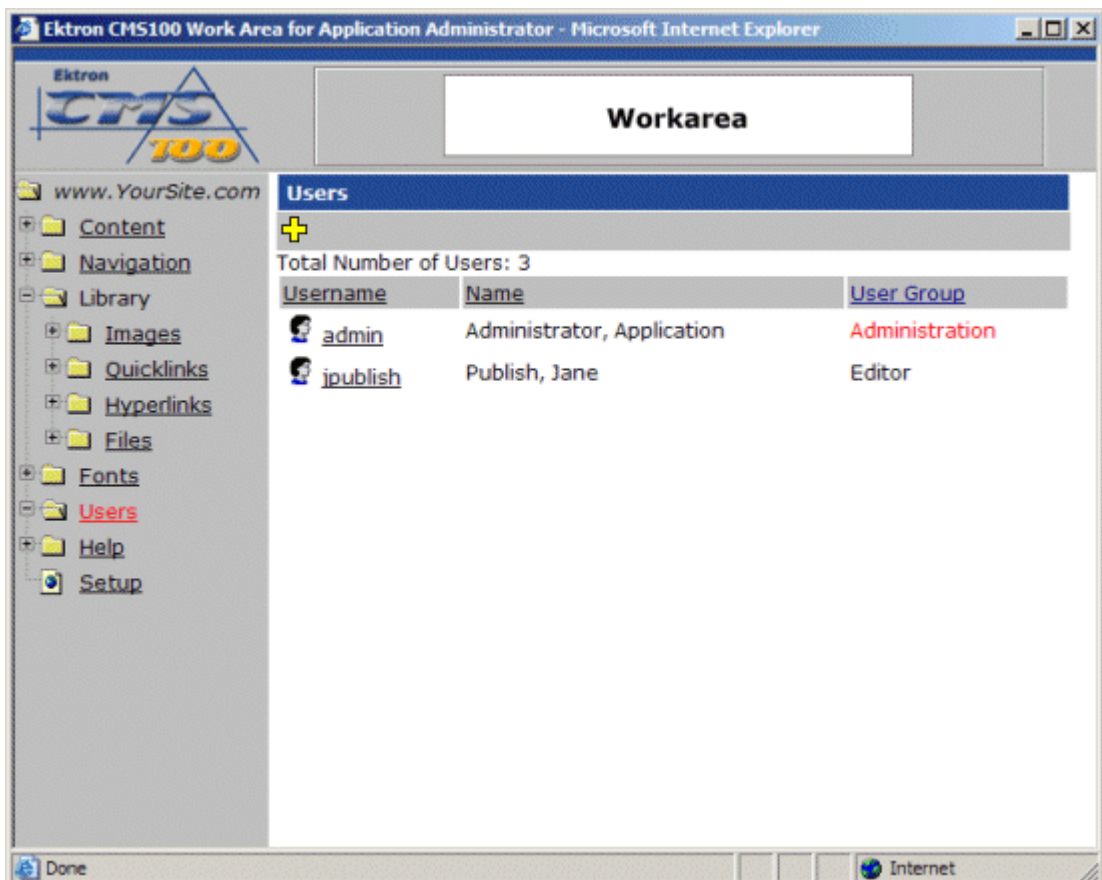
Help Folder

The help folder in the Workarea is used to provide useful documents and links for users of Ektron CMS100.

Accessing the Help Folder

To access the help folder,

1. Begin by logging into your Ektron CMS100 Web site as an administrator.

2. Access your workarea by clicking on a Workarea icon at the top of a content block, or by clicking the Workarea button on the login page.

3. When you click on either of the two, you will be taken to your Workarea.
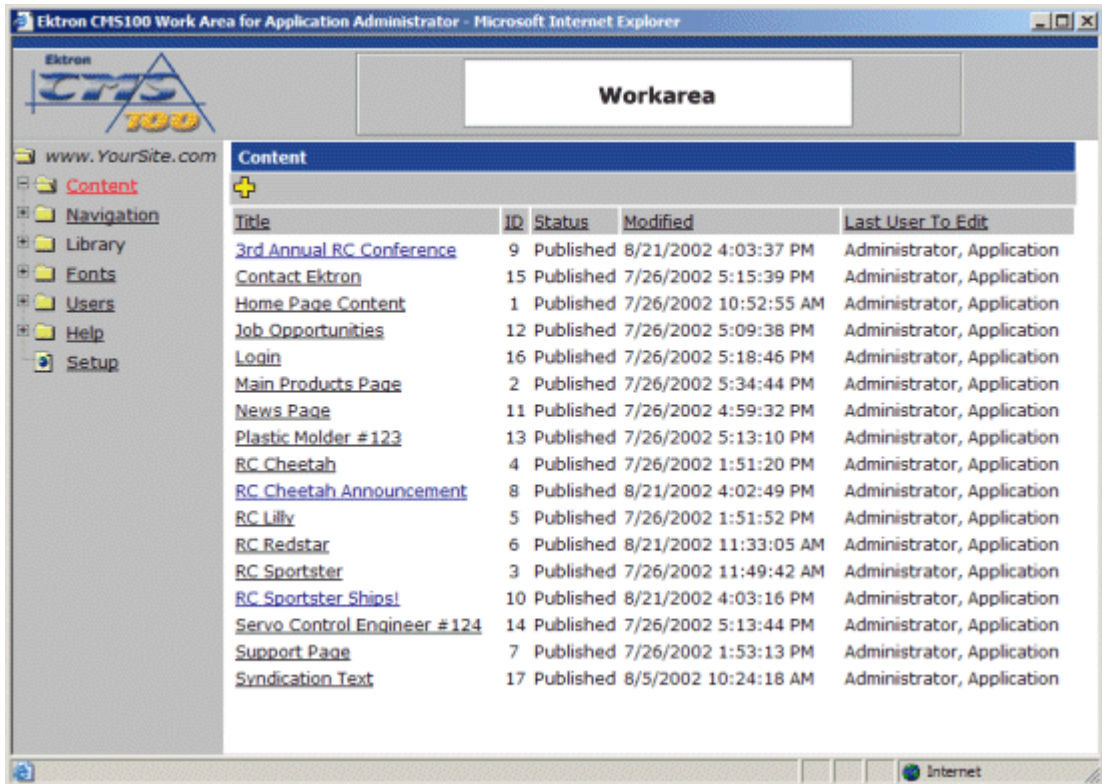
4. Click on the Help folder in the folder tree on the left side of the Workarea.
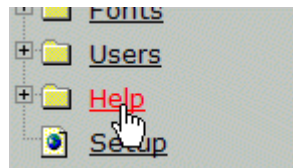
5. When you click on the help folder, the help links will be displayed in the main section of the Workarea.
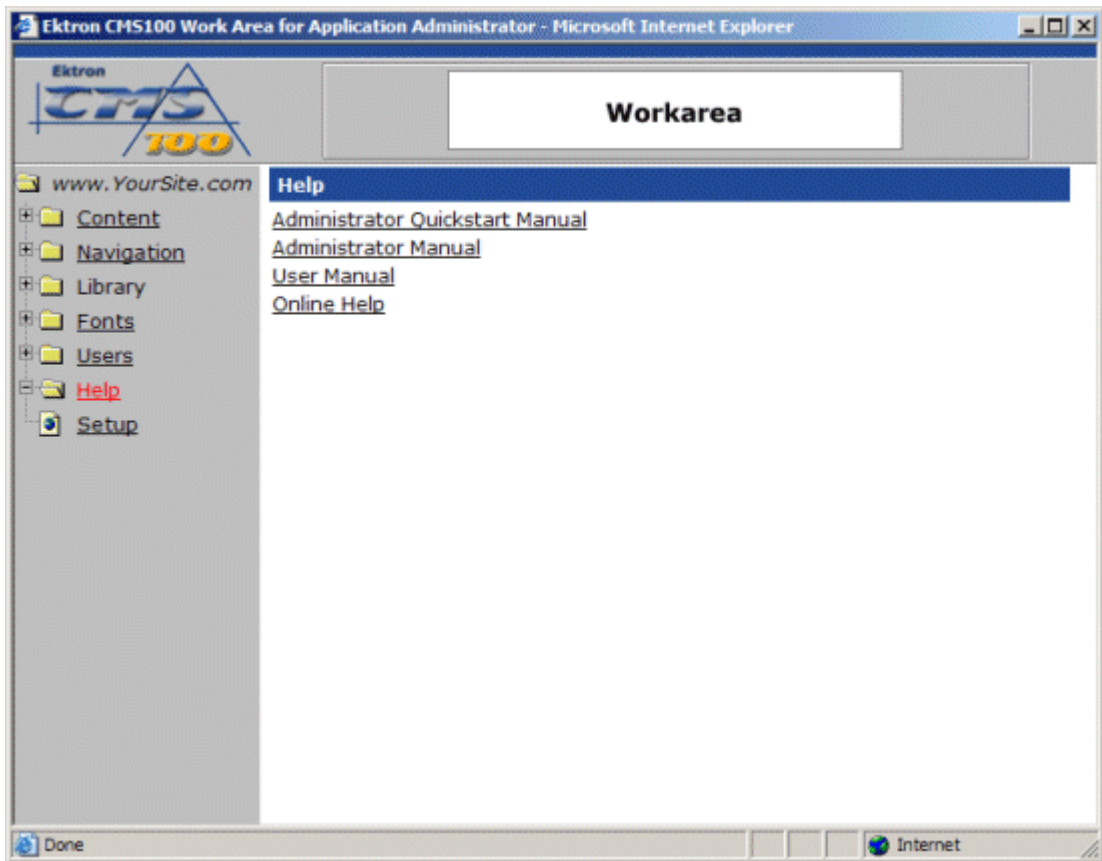
6. To display any of the help contents, click on the link, and it will open in a new window.

Adding Items to the Help Folder

As an administrator, you can add items to the help folder, however, you will need to do it by editing the source code of the page. The file that the help folder calls is:

/CMS100Sample/expscripts/help.asp

Included in each of these pages is a standard HTML table that contains the links that are displayed. You may edit the HTML and add links, images, files, or whatever you wish.

Setup Folder

The Ektron CMS100 Setup Manager is where the administrator can setup the Ektron CMS100 application. You can update the style sheets, the default template, the license key, and the default application language. You will also have the option to change the uploadable image and file extensions.

Configuring Ektron CMS100

The first task that the administrator must perform is to configure the Ektron CMS100 application. This step must be completed before any user can access Ektron CMS100.

To configure Ektron CMS100:

1. Logged in as an administrator, access the administrator Workarea.

2. In the folder tree on the left side of the screen, click the setup link at the bottom.

The current configuration is displayed in the main part of the workarea.
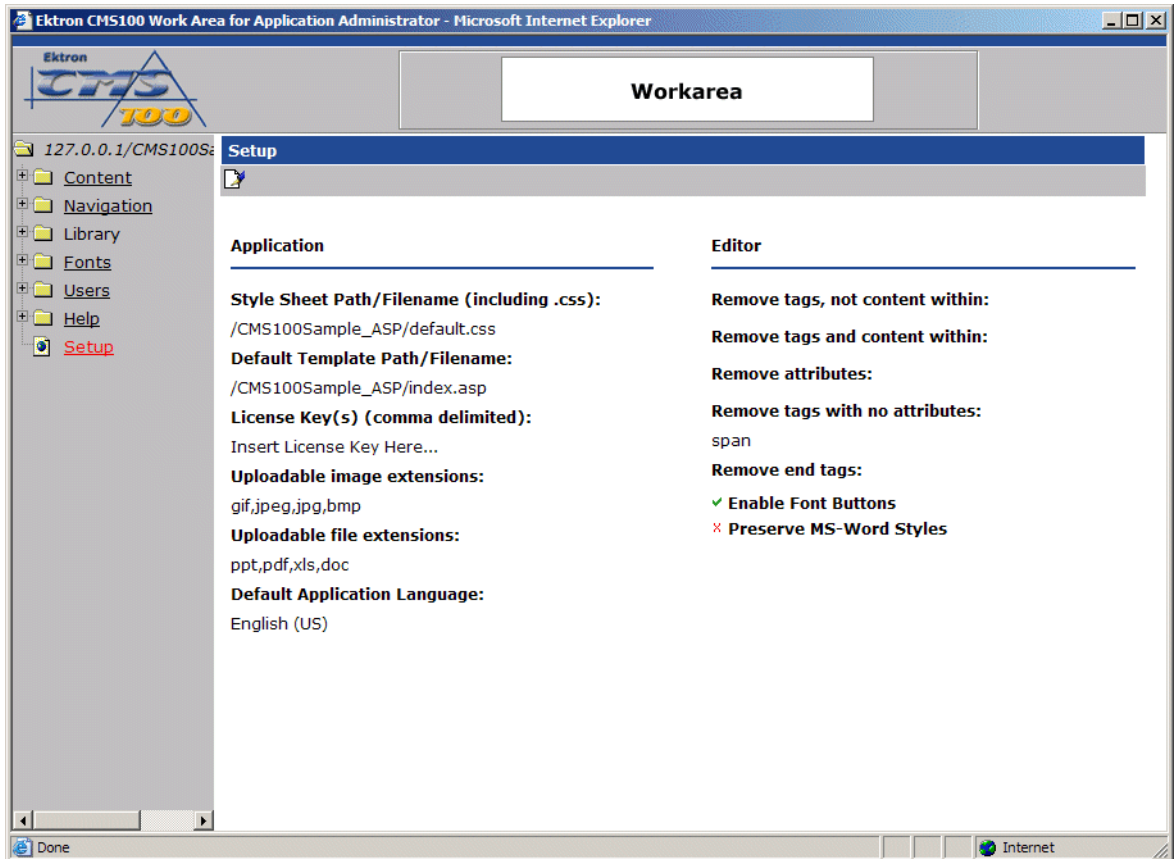
3. To make changes to the setup page, click the edit button in the toolbar at the top of the page.

The edit setup page is displayed.
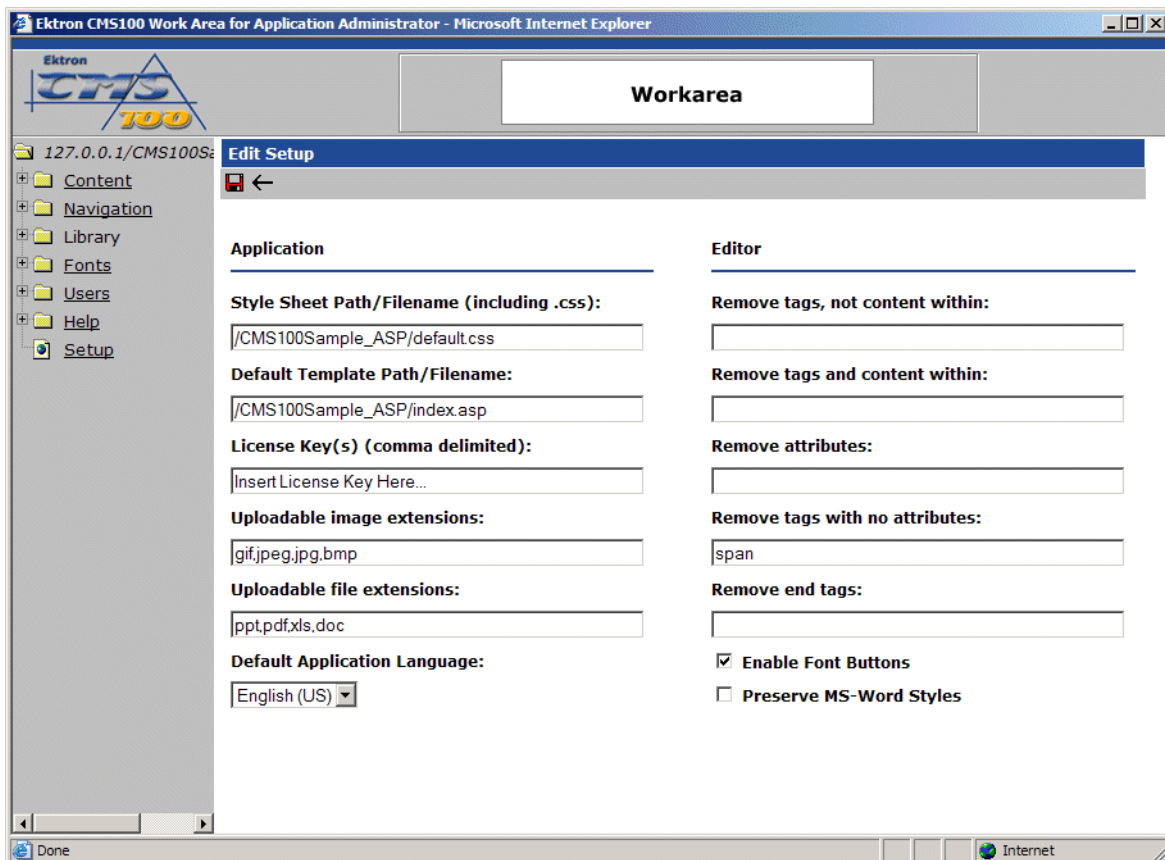
As you can see, the setup page is divided into two categories:

- Application
- Editor

Use the following table to assist you with editing your current configuration.

Application Options	
Field Name	**Description**
Style Sheets	This is the path/filename of a style sheet which will be used by the content editor, eWebEditPro
Default Template[a]	Enter the default template that all of your web pages will use
License Key	Enter the license key that was provided at the time of purchase

Application Options	
Field Name	**Description**
Image Extensions	Enter the types of images you want your content contributors to be able upload to your Ektron CMS100 site.
File Extensions	Enter the types of files you want your content contributors to be able upload to your Ektron CMS100 site.
Default Language[b]	Select the default language that will be used for the application.

a You MUST specify a default template to use for your Web site. Templates can be created using your own Web development tools

b Different languages will not be supported until you install and use Ektron CMS100 Language Translator utility from the Ektron Web site

Editor Options		
Field Name	**Description**	**More Information**
Remove tags, not content within	These tags will be stripped from the content, and content within them will remain.	"Remove tags, not content within" on page 161
Remove tags and content within	These tags will be stripped from the content, as well as the content that is within them.	"Remove tags and content within" on page 162
Remove attributes	Attributes of the tags specified will be removed from the content, but not the actual tag itself,	"Remove attributes" on page 163
Remove tags with no attributes	If a tag specified in the content has no attributes, it is basically useless, and will be removed from the content.	"Remove tags with no attributes" on page 164
Remove end tags	If the content ends with the tag specified in this field, then it will be stripped from the content.	"Remove end tags" on page 165
Enable Font Buttons.	Checking off this box will enable font related buttons from the toolbar.	"Enable Font Buttons" on page 165

Editor Options		
Field Name	**Description**	**More Information**
Preserve MS-Word Styles	Checking off this box will cause the editor to preserve styles that are pasted in with Microsoft® Word content.	"Preserve MS-Word Styles" on page 166

4. Once you have completed editing your application setup information, click the update button in the toolbar to save and update the changes.

5. After you click the update button, you will be taken back to the preview mode of the setup information with the changes reflected.

After you complete the initial configuration, you should organize and define the content blocks, users, and fonts.

The topics are defined in detail in the following chapters of this manual.
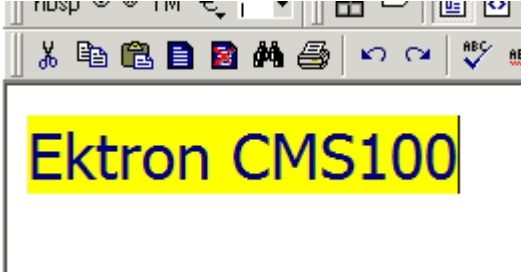
Editor Settings

Although the editor settings were explained briefly, this section will further explain each of the editor settings to help you understand the benefits of configuring the Ektron CMS100 editor.
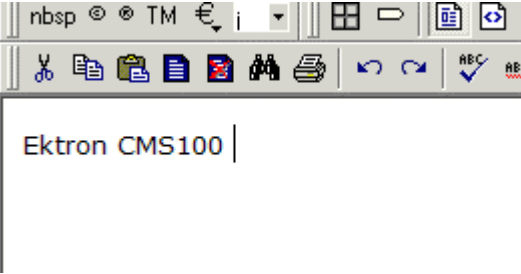
Remove tags, not content within

For this example, we have set this field to remove **** tags, but not the content within.

Before:

WYSIWYG View	HTML View
Ektron CMS100	<p>Ektron CMS100</p>

After this content is entered into the editor, and the HTML is cleaned, you will then have the following result:
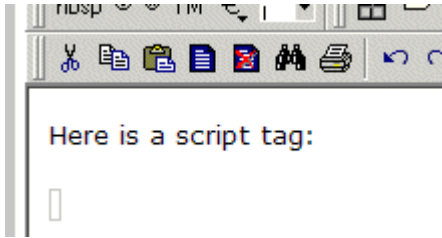
WYSIWYG View	HTML View
Ektron CMS100	<P>Ektron CMS100</P>

Notice that the content remains, but the font tags have been stripped out of the HTML.

Remove tags and content within

This field gives you the option to remove the tag, as well as the contents within the tag. One example of this might be to remove all the <script> tags in a content block.

Before

WYSIWYG View	HTML View
Here is a script tag:	<P>Here is a script tag:</P> <P><script>//<!-- This is a content in a script tag //--> </script></P>

Notice that we have added fake script at the end that links to the Ektron Web site. Since we specified to remove all <script> tags, when the HTML is cleaned, it will be stripped out as shown below.

WYSIWYG View	HTML View
Here is a script tag:	Here is a script tag:

As stated earlier, this can be useful for stripping out <script> tags that are not wanted on your Web site.

Remove attributes

This option is used to remove the attributes of a given tag, but not strip out the tag itself.

Before

WYSIWYG View	HTML View
Welcome to my site! This is a story about my life...	<H1 Style="color: green; font-size: 37px; font-family: impact"> Welcome to my site!</h1> <P Style="text-indent: 1cm; background: yellow; font-family:andy"> This is a story about my life...</p>

After this content is entered into the editor, and the HTML is cleaned, you will then have the following result
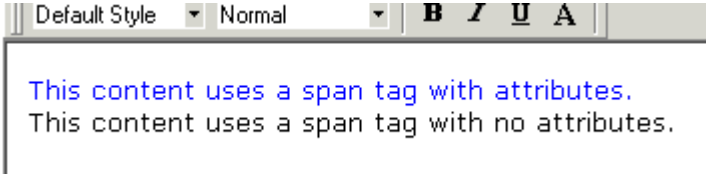
WYSIWYG View	HTML View
Welcome to my site! This is a story about my life...	<H1>Welcome to my site!</H1> <P>This is a story about my life...</P>

In this example, notice how the style attributes were removed from the content, but the actual tags remained intact.
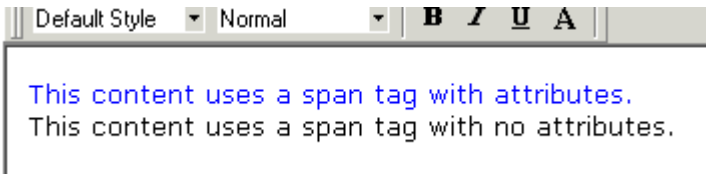
Remove tags with no attributes

For this example, we will show how removing tags with no attributes works. The configuration for eMPower is set to remove **<span>** tags that have no attributes set.

Before:

WYSIWYG View	HTML View
Default Style ▾ Normal ▾ **B** *I* <u>U</u> A This content uses a span tag with attributes. This content uses a span tag with no attributes.	<P><SPAN style="COLOR: #0000ff">This content uses a span tag with attributes.</SPAN> </P> <P><SPAN>This content uses a span tag with no attributes.</SPAN></P>

Once the content is in the editor, and the HTML is cleaned, the result will be as follows.

WYSIWYG View	HTML View
Default Style ▾ Normal ▾ **B** *I* <u>U</u> A This content uses a span tag with attributes. This content uses a span tag with no attributes.	<P><SPAN style="COLOR: #0000ff">This content uses a span tag with attributes.</SPAN></P> <P>This content uses a span tag with no attributes.</P>

Notice that the content remains the same, however, the span tag for the bottom content was removed because there were no attributes assigned to it unlike the top content which had a color assigned to it.

Remove end tags

Tags specified in the Remove End Tags field will be stripped out of the content if they are at the end of the content.

Enable Font Buttons

To limit the usage of font tags, you may set the toolbar in the editor to not display font related buttons. By default, the editor's toolbar contains all the buttons seen here.

If you want to disable the buttons that cause font tags to be inserted into your content, remove the check from this box. When the font buttons are disabled, this is how the toolbar will appear in the editor.

As you can see, the following buttons are disabled from the toolbar.

- Font Face
- Font Size
- Font Color
- Font Background Color

Preserve MS-Word Styles

This option allows you to disable the preserving of styles by Microsoft Word content when pasted into the editor.

Due to the fact that there are many added styles added to Word content, Ektron recommends that Word styles are NOT preserved by the editor.

Working With Content

Using the Editor

Ektron's Web-based, WYSIWYG editor, eWebEditPro, is included as the default editor for Ektron CMS100.
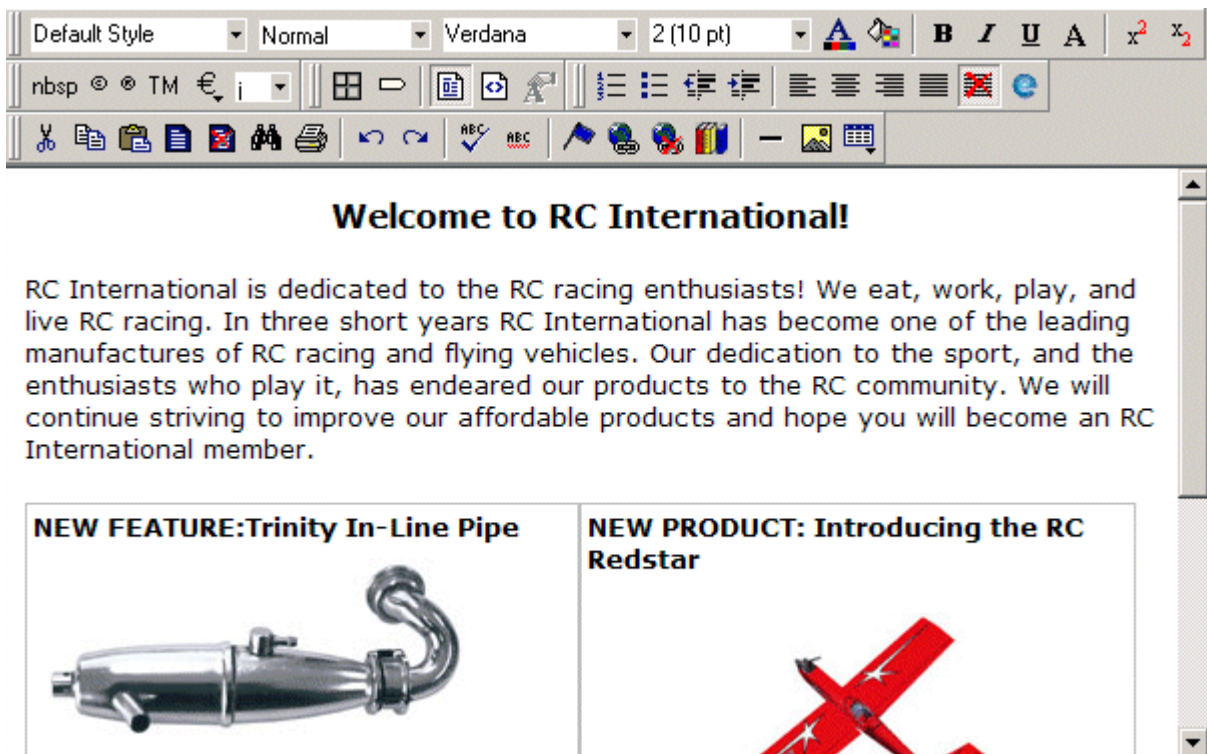
For information about using the editor, and learning the features of eWebEditPro, see the Ektron CMS100 *User Manual, Version 2.1.1*.

Ektron CMS100 Content Workflow

Ektron CMS100 has implemented a new Content Workflow, which allows editors to add content without it being published. The next step in the workflow is the publisher logging in, viewing the content, making changes, then publishing the content to be posted on the site.

There are three different states that the content can be in.

Abbrev.	Meaning	Description
A	Approved Green Border	The content has been through the entire workflow and has been published on the Web site.
O	Checked Out Red Border	The content is currently being edited by an editor, who hasn't checked it back in for publishing.
I	Checked In Yellow Border	The content has been submitted to be published.
N	New Content	Content that has been added and saved but not published.

The following are examples of what the content block will look like in their various states.

Approved

When a document's status is approved, the content shows up in Ektron CMS100 view with a green border surrounding the content.

When content is in this state, anyone who has edit privileges may check out the content to make changes to it.

Below is an illustration of an approved content block.
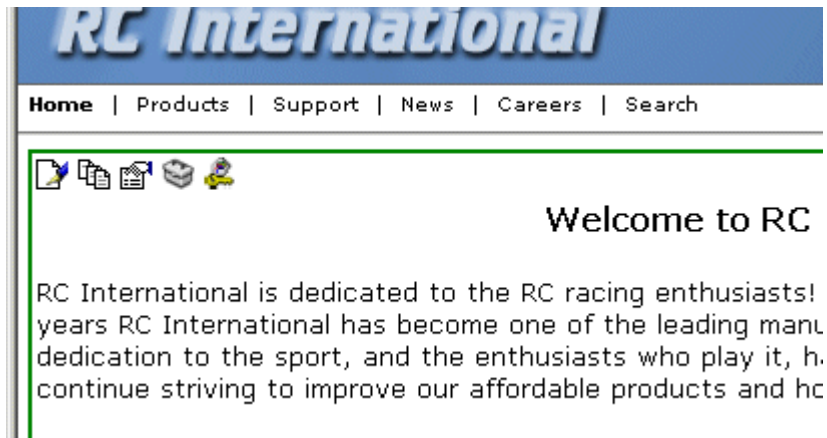
Checked Out

When a content block is checked out, a red border surrounds the content. While a content block is checked out, anyone can change the content, but only the last saved and submitted content will be sent to the publisher.

NOTE   Make sure that you make the editors aware that, when there is a red border, users should NOT make changes to the content. If they do, changes made by the person who originally checked out the content will be lost.

Below is an illustration of a checked out content block in the Ektron CMS100 view of your Web site.

Who Has the Content Checked Out?

If you see that a content block is checked out, and want to learn who has the content checked out, click on the **Edit** button at the top of the content block. Alt text for the icon will appear under it. In that alt text, you will see the name of the user who currently has the content block checked out.

In this case, John Edit has checked out the content to make changes.

Checked In

When a content block is checked in, a yellow border surrounds it, indicating that the content has been saved and is waiting to be published.

While the content is checked out and users are editing it, the changes are not visible on the live Web site until the content block gets published.

Below is an illustration of a checked in content block in the Ektron CMS100 view of your web site.
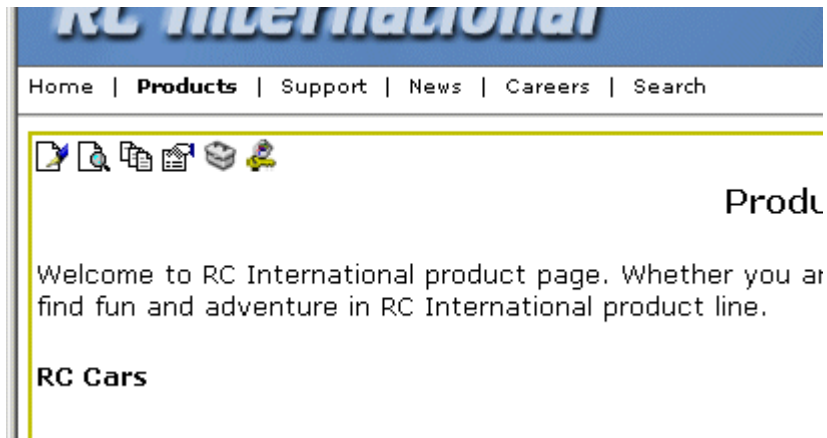
Who Checked in the Content?

If you are logged in and you notice that a content block has been checked in, you can easily see who checked it in. Simply browse to that content block and click on the **Edit** icon. You will then see some alt text under the button with the name of the user who checked in the content.

In this case, "John Edit" has checked out the document to make changes.

New Content

When new content is added to the web site by an editor, it is not posted until a publisher checks it out and publishes it. While content is in the New state, if it is accessed, a red box surrounds it with "This Content is pending publication" written in it.

Once the content has been reviewed and published by a publisher, the content will become live on the site and have a green border around it.

Below is an illustration of a new content block.

Advanced Ektron CMS100 Features

To further extend the Ektron CMS100 application, Ektron has implemented numerous advanced features in the product. These features allow you to become more creative and proficient in creating your Web site with Ektron CMS100.

Search

Ektron CMS100 includes a custom function used to search content in the Web site. When added to a template, users and visitors will have the ability to search through your Web site content with a simple click.
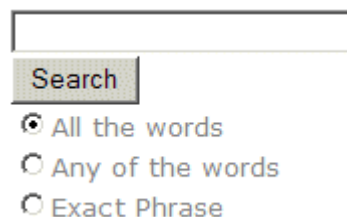
This chapter explains how the search function works.

Adding a Search to a Template

For information about how to insert a search function to your Ektron CMS100 templates, see "Search" on page 217.

When you add a search function to your template, you will also need to add a search display function to the target page specified in the search tag. For information about inserting a search display tag, see "Search Display" on page 229.

Once you have successfully added the search and search display functions, the search will looks something like the following.

Using the Search Box

As you can see, there are three options that are given to the user when they want to perform a search:

- All the words

- Any of the words
- Exact phrase

All the Words

When a search is performed, and the option "All the words" is specified, the search will return only the content blocks that contain all the words specified by the user. If a content block contains four out of the five words specified, then the content block will not be returned.

NOTE This option is a basic AND function. The search will return all the content blocks that contain Word 1 AND Word 2 AND Word 3 etc.

Any of the Words

The "Any of the words" option is a lot more broad. When this option is selected, every content block that contains at least one of the words specified in the search box will be returned with the search results.

NOTE This option is a basic OR function. The search will return all the content blocks that contain Word 1 OR Word 2 or Word 3 etc.

Exact Phrase

Finally, the "Exact phrase" option will return only content blocks that contain the words in the same order specified in the search text box.

With this option, if a user enters "Content Management Solution" into the search field, content blocks that only contain those three words in that exact order will be returned to the user.

View History

View history is where a publisher can view all the previous published versions of a content block, and restore older versions if desired.

Accessing View History

To access the View History window,

1. First, go to the content block you wish to see the content history for, then click on the View History icon at the top of the screen.
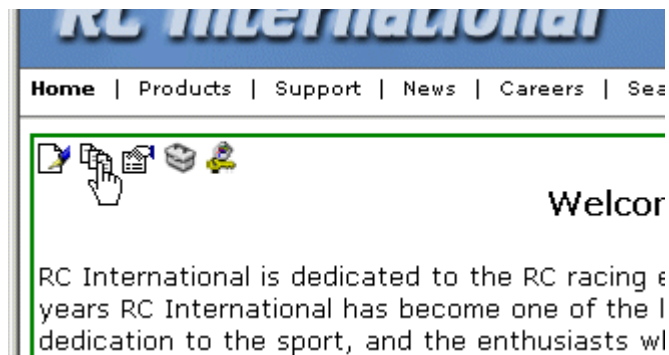
2. When View History has been selected, you will be taken to the Content History area.
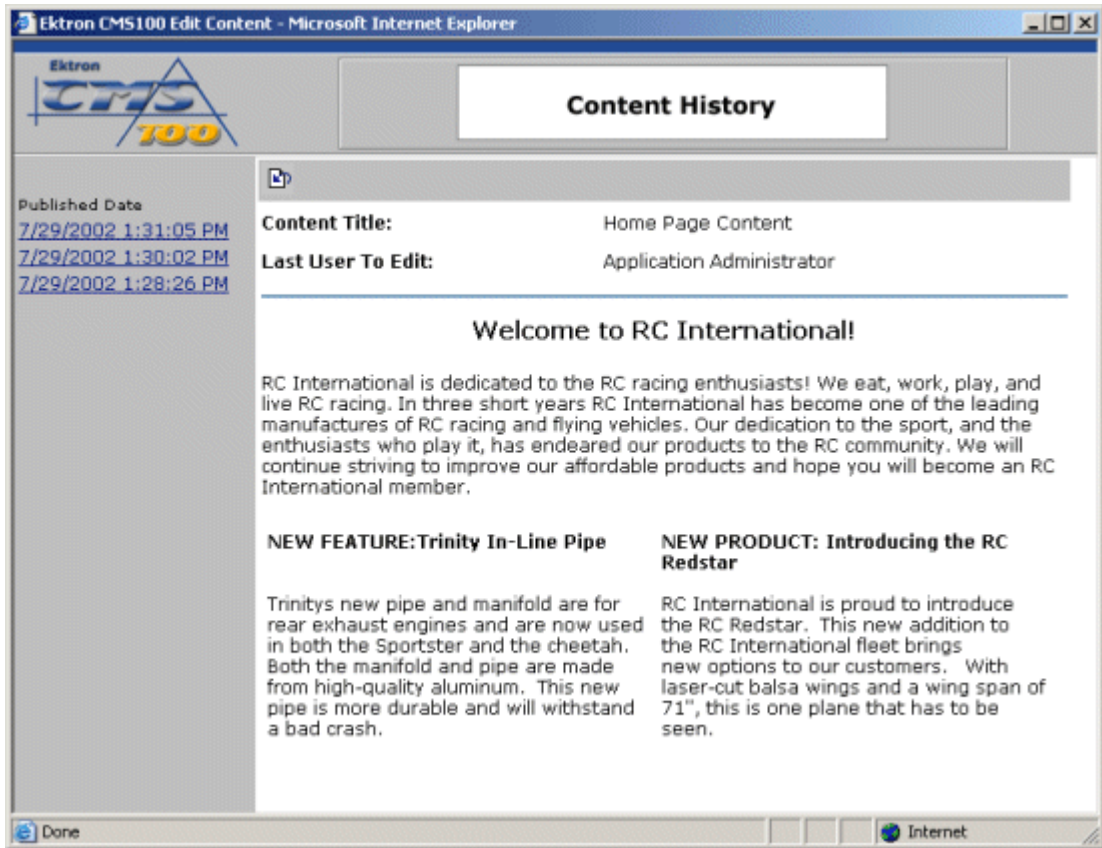
In this window, you will see all the information about the content block:

Field	Description
Published in Date	Displays links to all the previous versions of the content block according to the date and time they were published.
Title	Displays the title of the content block.
Editor	Displays the last editor who created or modified the content block before it was published.
Comment	Displays the historical comment that the editor assigned the content block when they were updating it.
Restore	Select this button to restore the previous version of the content block.

Restoring Previous Content

Here is an example of how to restore a previous published version of a content block.

1. Navigate to the content block on the Web site you want to restore a historical version of, and click on the View History icon in the icon menu.
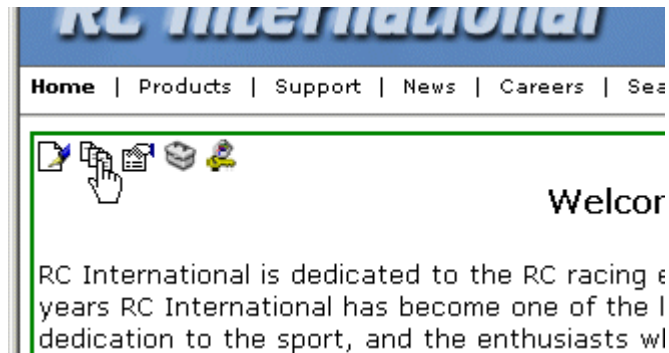
2. After you click on the view history icon, you will be taken to the content history area.
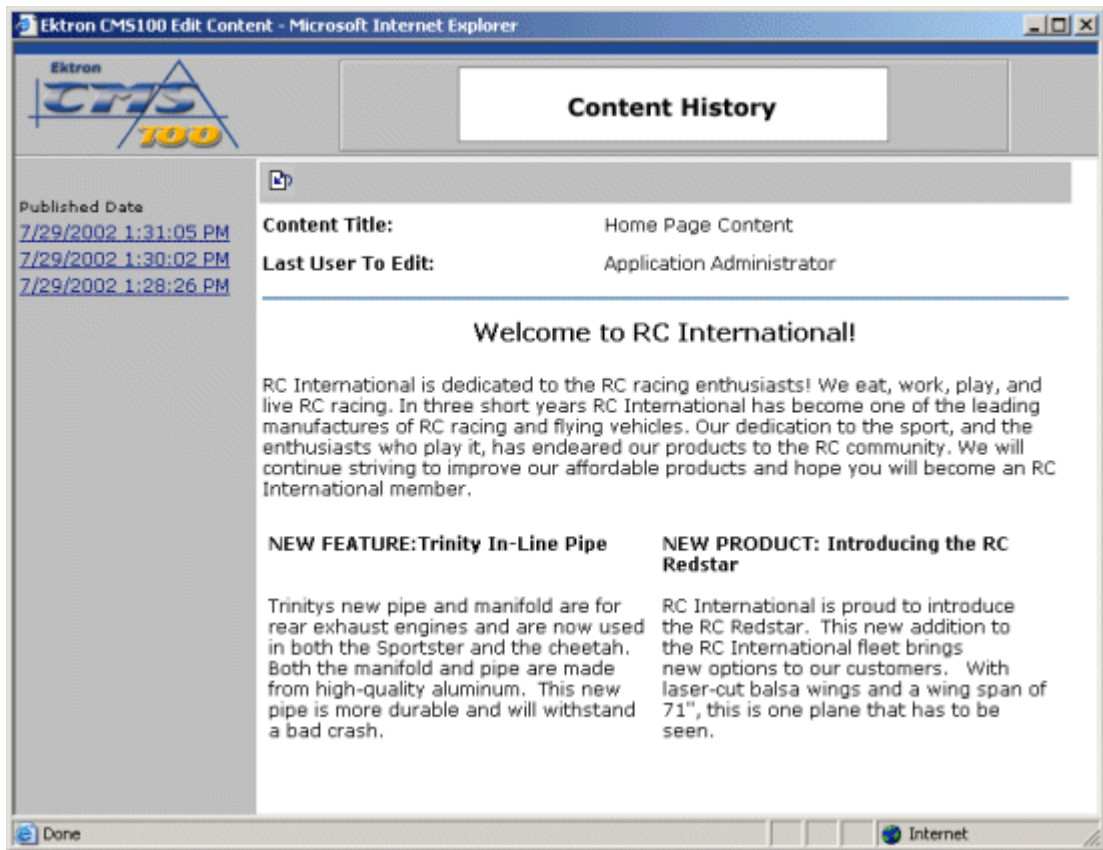
3. Click on each of the hyperlinks on the left side of the window until you find the pervious published version of the content which you want to restore.
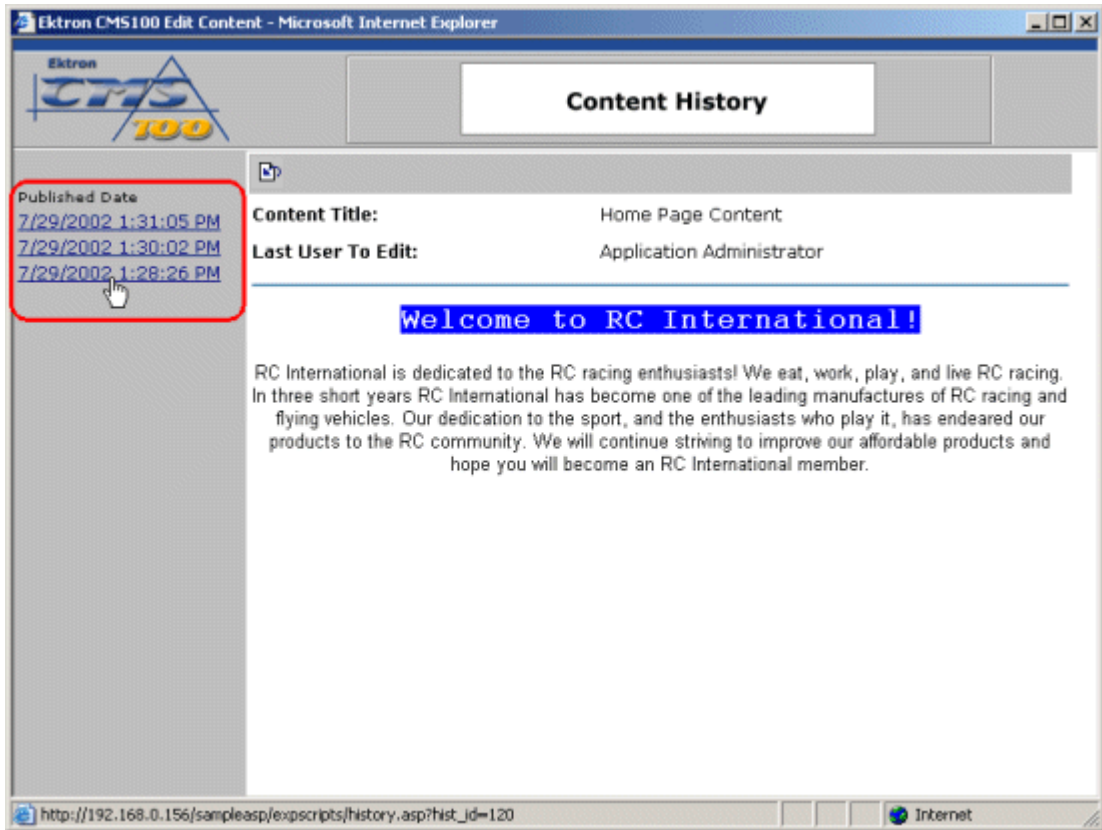
4. When you find the content that you want to restore, click the restore button in the toolbar at the top of the page.

5. After you click the restore button, you return to the page where the content block is located. You will notice that the content block has the restored content with a yellow border. This is because the content is forced to go back through the publishing process.

Publishing Restored Content

To publish restored content, you must be logged in with publishing privileges.

1. Browse to the content block that has been restored, and click on the edit icon in the icon menu.
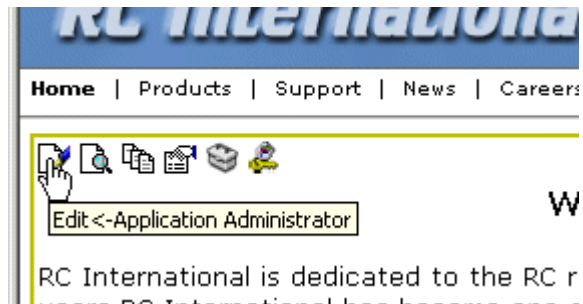
2. After you click the edit icon, you will be taken to the edit content area with the checked-in content populated in the editor.
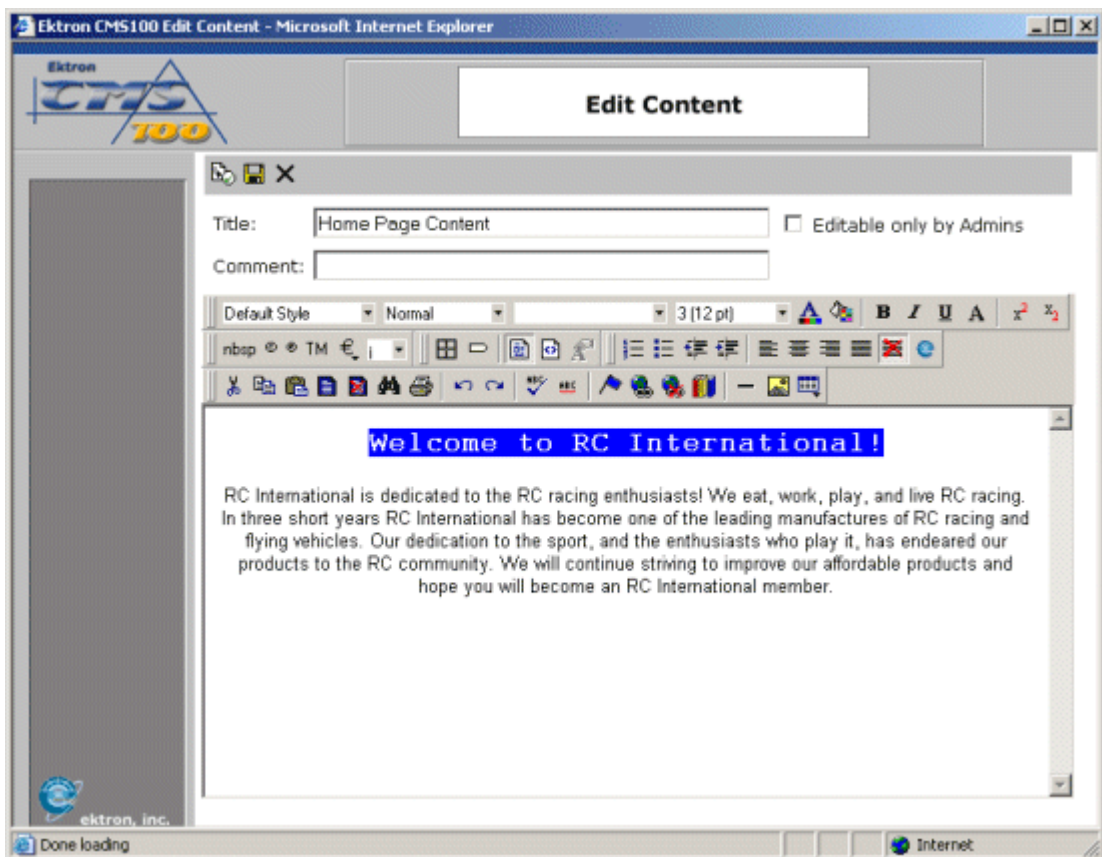
3. From the editor, you can make changes to the content. If you are satisfied with the content, click the publish button in the toolbar at the top of the page to approve the content and set it active on your Web site.
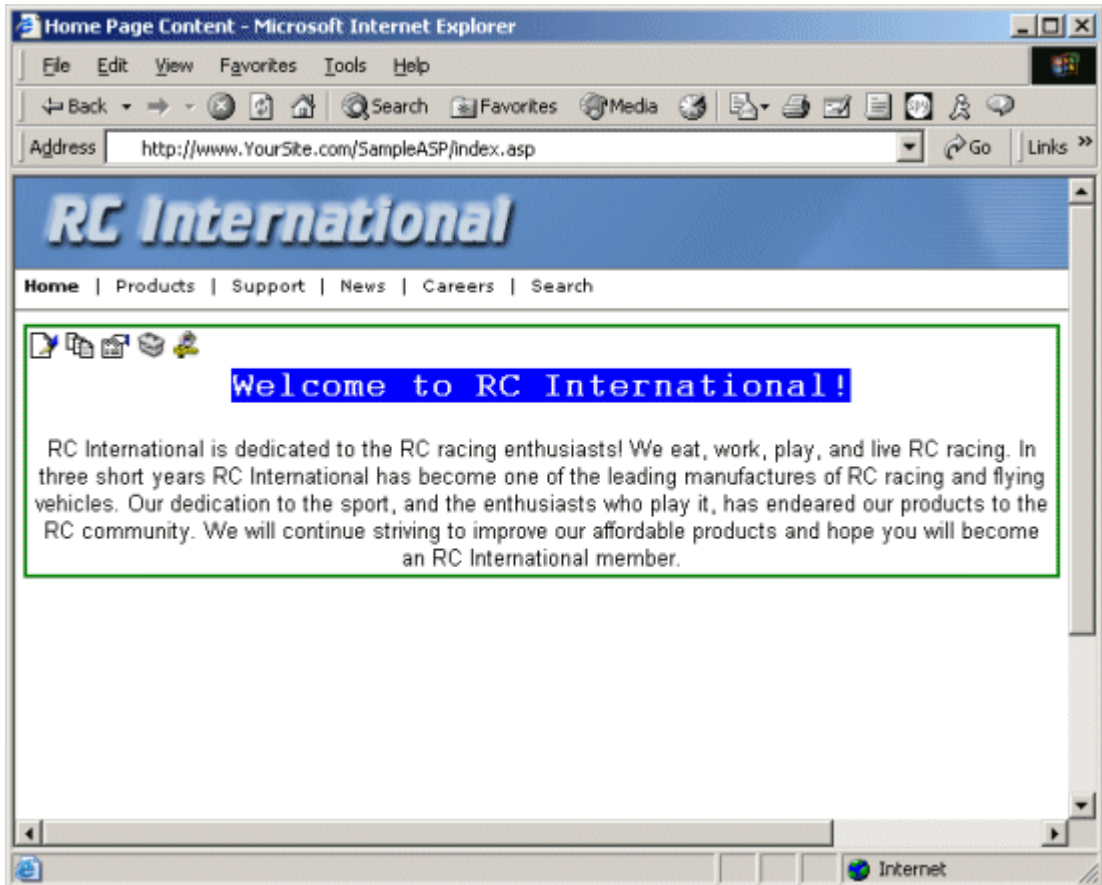
If you do not want to keep the new changes, and want to use the most current version, you can click the cancel button on the edit content page. By selecting cancel, the original content is restored to the Web site with the status of approved and a green border around it.

JavaScript Syndication

With the help of some JavaScript, Ektron CMS100 allows you to receive syndicated content from a server other than the one Ektron CMS100 is running on. This concept allows you to display or send out content that may or may not be your own. You may also insert a login button on the page so that users may update the syndicated content.

The content can be viewed on an HTML Web page, instead of the usual page that Ektron CMS100 normally runs with. A user can then login to Ektron CMS100 via the .htm page and make changes to the syndicated content.

This concept will be discussed and explored in the following sections.

What is "Syndication?"

Using JavaScript syndication on your Ektron CMS100 Web site allows you to retrieve content from another location and post it on your Web site. When the content gets updated on the other Web site, it is updated on yours as well.

The same is true if another Web site displays syndicated content from your Web site, that content gets updated on their web site when you update it on yours.

Syndication Example

For this example, we will be using the Ektron Web site, and the sample site that comes with Ektron CMS100.

Let's say that on the main page of the Ektron Web site, we always want the RC International product of the week to be displayed. Here is how that would appear on the Ektron Web site.
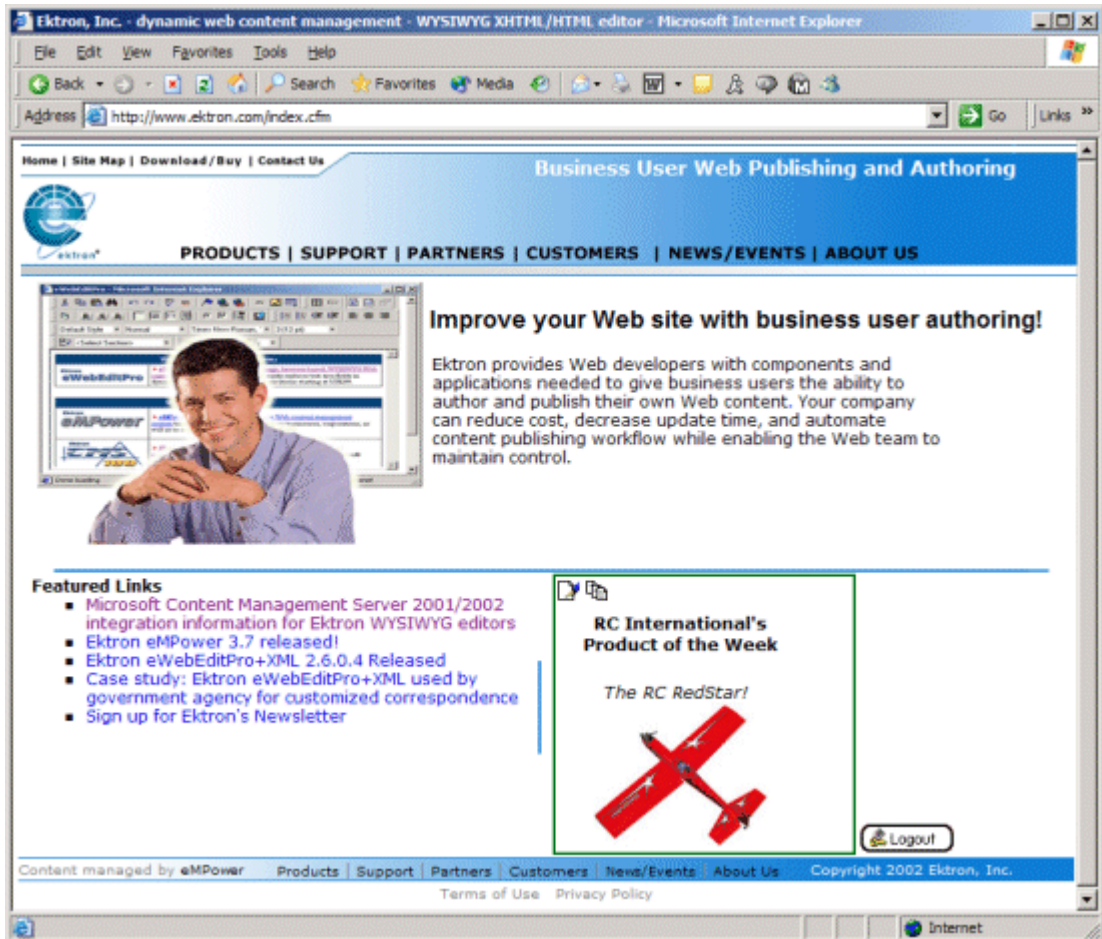
As you can see, there is a content block surrounded by a green border. We have also setup the syndicated content to display a login/logout button next to the content so that valid users may login and edit the content if necessary.

Shown here is how the source content is displayed on the RC International Web site.
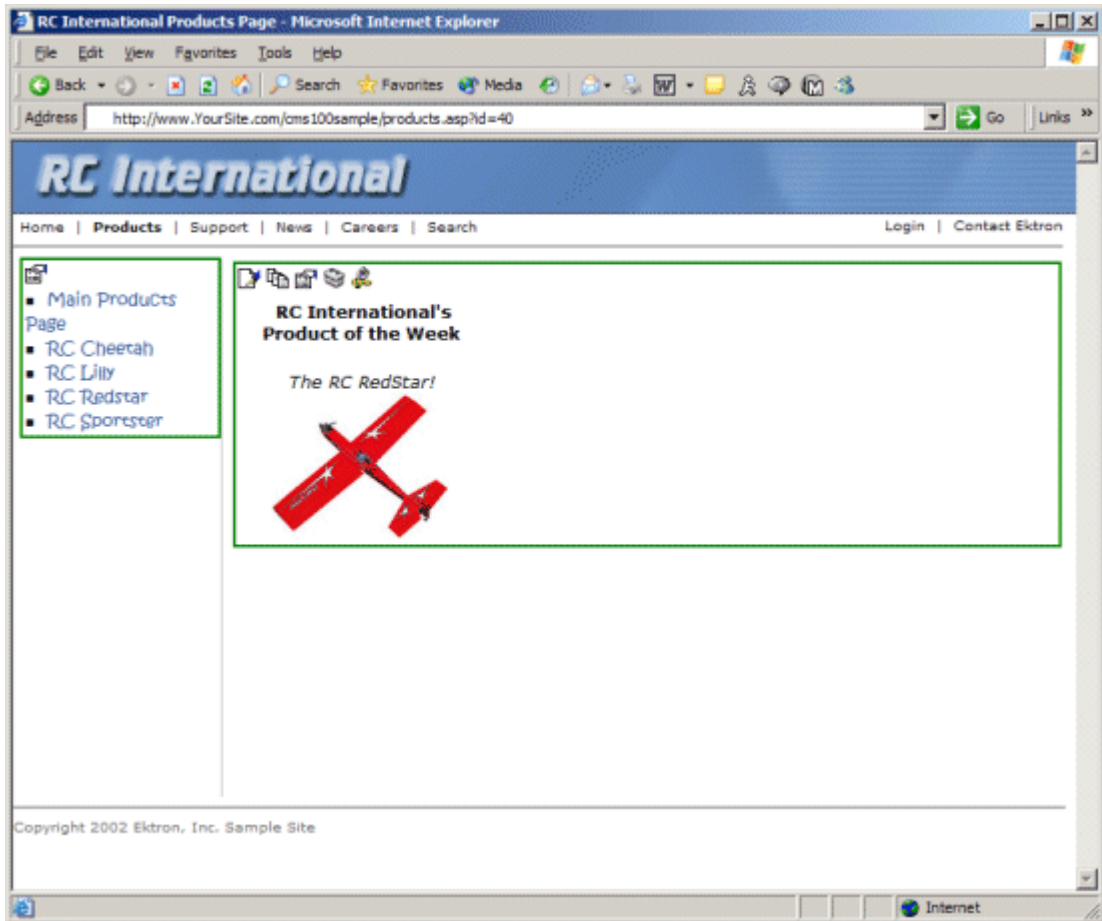
As you can see, the content is identical. When content is syndicated like this, each time the content is updated on the RC International Web site, then the content will be updated as well on the Web sites where the content is syndicated to.

Hosting & Syndication

Syndication can be a very powerful tool if you are a hosting company. The JavaScript that is used to post syndicated content can be inserted into ASP, HTML, CFM, or any other types of templates.

When you are hosting many different Web sites, you will have the opportunity to have a special place on each of the Web sites where

you could place a piece of syndicated content that could include up-to-date pricing for your services, information about your hosting company, etc.

The possibilities become endless when you begin to utilize this feature, and the time for updating each individual web site gets cut down.

In the diagram above, the Ektron site is displayed as the hosting company's web site, where the sample site is the Web site where the content is also displayed.

Setting up a Syndicated Template

Before a Web site can use your content, you must first set up your Ektron CMS100 Web site to send out the content.

The template that is used to syndicate the content is left blank except for the actual code that handles the syndication. This is done so that the content that is being displayed on the other server will only show content that is part of the content block, and no other images that might change the look and feel of the Web site.

This can easily be done by creating a template for Ektron CMS100 that has the following custom tag inserted in it, and nothing else.

```
<!-- #include file="ektronCB.asp" -->
<%
dim currentUserID,jsObj
IF request.cookies("ecm").HasKeys THEN
 currentUserID = request.cookies("ecm")("user_id")
 'currentUserID = currentUserID & "," & request.cookies("ecm")("site_id")
else
 currentUserID=0
end if
Set jsObj = CreateObject("Scripting.Dictionary")
jsObj.Add "Browser" , Request.ServerVariables("http_user_agent")
jsObj.Add "UserID", currentUserID
jsObj.Add "ServerName" , Request.ServerVariables("SERVER_NAME")
jsObj.Add "ResolveImgPath" , TRUE
jsObj.Add "ResolveHrefPath" , TRUE
jsObj.Add "jsPath",Request.ServerVariables("HTTP_REFERER")
jsObj.Add "Preview",request.cookies("ecm")("Preview")
syndicate Request.QueryString("id"),jsObj
Set jsObj = nothing
%>
```

Ektron CMS100 comes installed with a special template named **jsyndication.asp**. This template has no images, just the custom tag that is seen above.

Shown below is an example of the template

```asp
<!-- #include file="ektronCB.asp" -->
<%
dim currentUserID,jsObj
IF request.cookies("ecm").HasKeys THEN
 currentUserID = request.cookies("ecm")("user_id")
 'currentUserID = currentUserID & "," & request.cookies("ecm")("site_id")
else
 currentUserID=0
end if
Set jsObj = CreateObject("Scripting.Dictionary")
jsObj.Add "Browser" , Request.ServerVariables("http_user_agent")
jsObj.Add "UserID", currentUserID
jsObj.Add "ServerName" , Request.ServerVariables("SERVER_NAME")
jsObj.Add "ResolveImgPath" , TRUE
jsObj.Add "ResolveHrefPath" , TRUE
jsObj.Add "jsPath",Request.ServerVariables("HTTP_REFERER")
jsObj.Add "Preview",request.cookies("ecm")("Preview")
syndicate Request.QueryString("id"),jsObj
Set jsObj = nothing
%>
```

This is all that is needed to allow other servers to display your content.

Displaying the Syndicated Content

The site where the content will be displayed will need a little more tweaking than the site that is sending out the content.

To display a syndicated content block, you will need to insert some javascript into your template. The same also goes for inserting a Login button.

Shown below is the script for displaying a syndicated content block on a template:

```
<script src="http://www.yoursite.com/CMS100Sample/expscripts/
jsyndication.asp?id=1"></script>
```

As shown in the above code, the code for displaying a syndicated piece of content is fairly simple. As you can see, the script is calling a specific source URL. The URL is comprised of the following:

- URL of the Web site - *http://www.yoursite.com*

- Unique template that sends out the content to be displayed - *CMS100Sample/expscripts/jsyndication.asp*

- Content ID number of the content that you want to display - *?id=1*

When you insert this script into a Web page, the syndicated content will only be displayed if it meets the following criteria:

- The path in the src field is correct

- The template jsyndication.asp exists on the Web site.

- The id passed exists

- The web site that is being called uses Ektron CMS100

Assuming that you meet the previous criteria, and you insert that script on an HTML template, or any template for that matter, and access it via your browser, you will see the following:
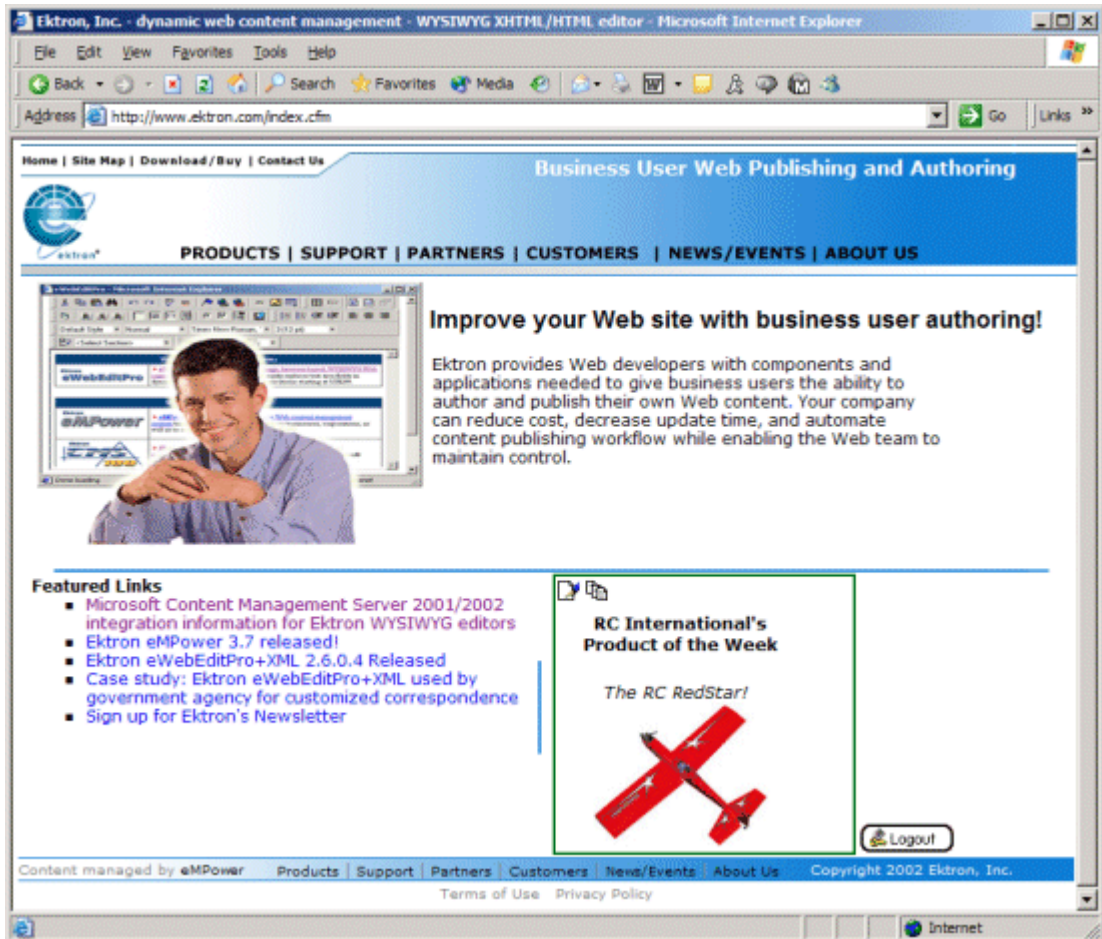
The page that is displayed above is an cfm web page that grabs content from the RC International Sample Web site and displays it.

When the content block gets updated on the RC International site, the content in this page will get updated as well.

Inserting a Login Button

Not only can you display a syndicated piece of content on your Web site, but you will also have the opportunity to insert a Login button which will allow users to log into the content block to make changes to it.

To insert a login button on the template, you will need to insert this script on a template on your Web site.

```
<script src="http://www.yoursite.com/CMS100Sample/expscripts/jslogin.asp"></script>
```

This script points to the file "jslogin.asp" on the Web site where Ektron CMS100 is running. When this script is successfully inserted into a template, you will see the same login button that you have seen for your own Ektron CMS100 Web site.

The login button for a syndicate content block functions the same way the login button for your Web site works. However, only users with permissions to the Web site where the content block lives will be able to successfully login.

Logging Into the Syndicated Content

Once you have accessed the page where you inserted the script for the login button, click on the Login button, and enter you username and password into the proper fields.

NOTE   Keep in mind that you need to have permissions to the Web site that the login button is calling in order to successfully log in from here.

When you have entered the proper login information, a new window will open with the same page, but a green box around the content with an edit and view history button.

From here, you will be able to check-out the content block and make necessary changes as needed.

To check out the content block, click the edit button that is located at the top left corner of the content block. Once you have clicked the button, the editor will open and you will be able to make necessary changes to the content.

When you have completed making the changes to the content, depending on your permissions, you will be able to perform one of two options.

- Publish
- Save

Just like earlier, publish will cause the content to be immediately published to the Web site, where save will check-in the content block and await a user with publishing permissions to publish the content.

In either case, when the content block is finally published, the content will be updated on the server where the content block actually lives, thus updating all content that is syndicating that content.

Branding Ektron CMS100

Ektron CMS100 is capable of being branded by a Web Developer. Through the use of a style sheet and replacing the Ektron CMS100 default graphics, the application can take on a different look that is fully customizable. Developers can incorporate a company logo, institute company colors, and control the look and feel of the entire application.

Style Sheet

The style sheet called global.css used for Ektron CMS100 is located in the **/csslib** folder under the **expscripts** directory, depending on which platform you are running Ektron CMS100 on.

Using widely accepted Style sheet classes and class attributes, the entire application can be changed including colors, spacing, fonts, etc. Also upon upgrading or re-installation, retention of this file will maintain any changes that have been made to the application.

Class Explanation

NOTE   The style sheet included contains classes for both Ektron CMS100 and Ektron CMS200. This allows easy migration between the two. This section will only cover classes that are used in Ektron CMS100.

General Classes

Class	Description
.titlebar	Located at the top of every page within the application, this class is used for page explanations or location explanation. While navigating through Ektron CMS100 this page header or "titlebar" tells the user where they are. (i.e. Viewing content in content.asp)
.titlebar-error	This is very similar to titlebar but this one is used for any error messages that are displayed when there is a problem.
.input-box-text	Before every input box in the application there is usually text explaining what the text box is for. This class controls that text.
.title-header	This class is used under the titlebar when information is going to be listed. This is used to control the column headers.
.info	Any important information that should stand out gets the info class. An example of this class can be seen in the content page when showing the attributes of the content block.
.info-header	Very similar to the info class, this is used for information that should stand out but starts a new section on a page. An example is the word "metadata" or "summary" on the content block properties page
.toolbar	This class controls the background of the toolbar that is used in the application. NOTE: Unless you are changing all the icons do not change this class
.appname	Under the logo of the application the words "Content Management" reside. This class controls the look of these words. This class should match the titlebar class to maintain consistency.

Workarea Classes

Class	Description
.**workarea**	This class defines the background color for all the different parts of the workarea.

History Classes

Class	Description
.history-list	This class is used for 2 attributes. The TD controls the active date or the version that is presently published. The Anchor class is for the other versions of the content block.

Login Classes

Class	Description
.login	The background color of the login and logout screen can be changed with this class.

Folder Control Classes

Class	Description
.folder	With these classes you can change the font attributes of the folder control. NOTE: The font size cannot be controlled by the style sheet, it is set by the browser

Library Classes

Class	Description
.library	The background color of the 3 panels in the library are controlled by this class.

Images

Application Images

To change the look of the application through the use of a company logo or personalized logo there are two images that need to be changed.

The first image is called **workarea_logo.gif.** This image is the logo of the application and presently displays the Ektron CMS100 logo. It lives in the application folder under the images directory. By changing this image, the application can be branded to display any other graphic or logo. You must use the same size attributes of 155 pixels wide by 77 pixels high. Alternate size attributes will cause the application to look wrong.

The second image that can be changed is **navigation_edit.gif**. This also resides in the application folder. This image is used for the left bar in the edit content, edit metadata, edit summary, and add content work areas. This image can also be changed but must retain the same size attributes of 128 pixels wide by 500 pixels high.

There is also on image that makes up the blue/gray background at the top of the workarea. It is called **workarea_back.gif**. The size attributes are 50 pixels wide by 77 pixels high. This image cannot be less than 50 pixels wide as Netscape will not repeat it correctly.

Language Images

There are a number of language specific Images that are used at the top of the workarea. They reside in the language folders and always start with the word "workarea" and end with "_top." The size attributes for these images are 467 pixels wide by 77 pixels high. The width of these images can change but the height cannot. There are approximately 6 images in each language folder. There is an Adobe Photoshop file that is included with this application called workarea_top.psd. It can be found in the English folder and can be used to make changes.By changing both the style sheet and the images, Ektron CMS100 can be branded to look the way you would like. Include your company logo, and company colors and you can have a personalized web based content management solution.

Customizing Languages

Ektron CMS100 includes a very unique tool to allow customizing your application. Using a tool supplied by Ektron, you are allowed to customize all of the words and phrases necessary.

After translating all of the strings with the tool, you will have the option to set the language active on the Web site. The translation of all the strings must be complete in order for the language to be selectable for the site.

In the following instructions, you will learn how to access, convert, and set your new default languages active for your Web site.

Accessing Language Area

To access the language area, simply go to URL where the files were installed to. By default, the location is:

- /CMS100Sample/expscripts/languagearea.asp
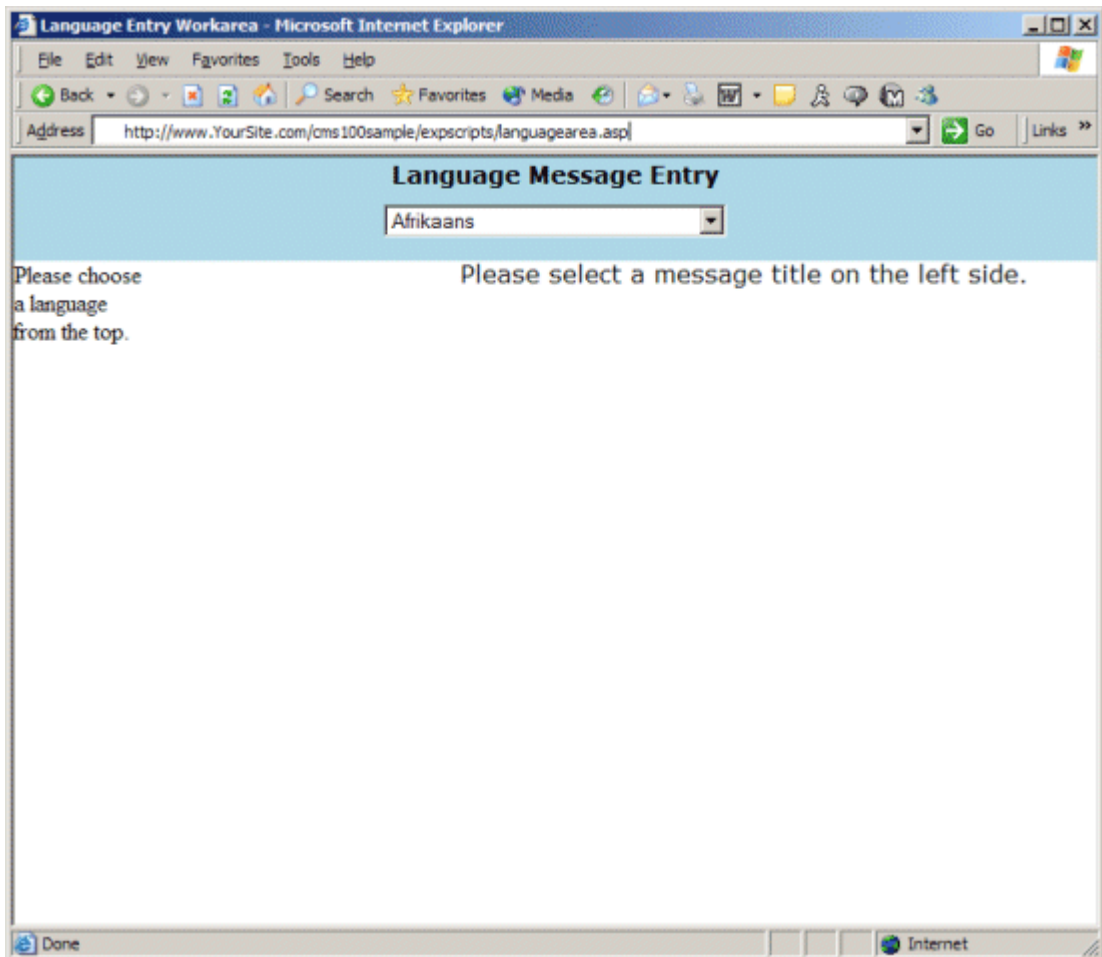
Selecting Language

To select the language that you want to translate the English strings into, select one of the many languages from the drop down box at the top of the page.

Once you select the language that you want to translate to, you will se the following screen:
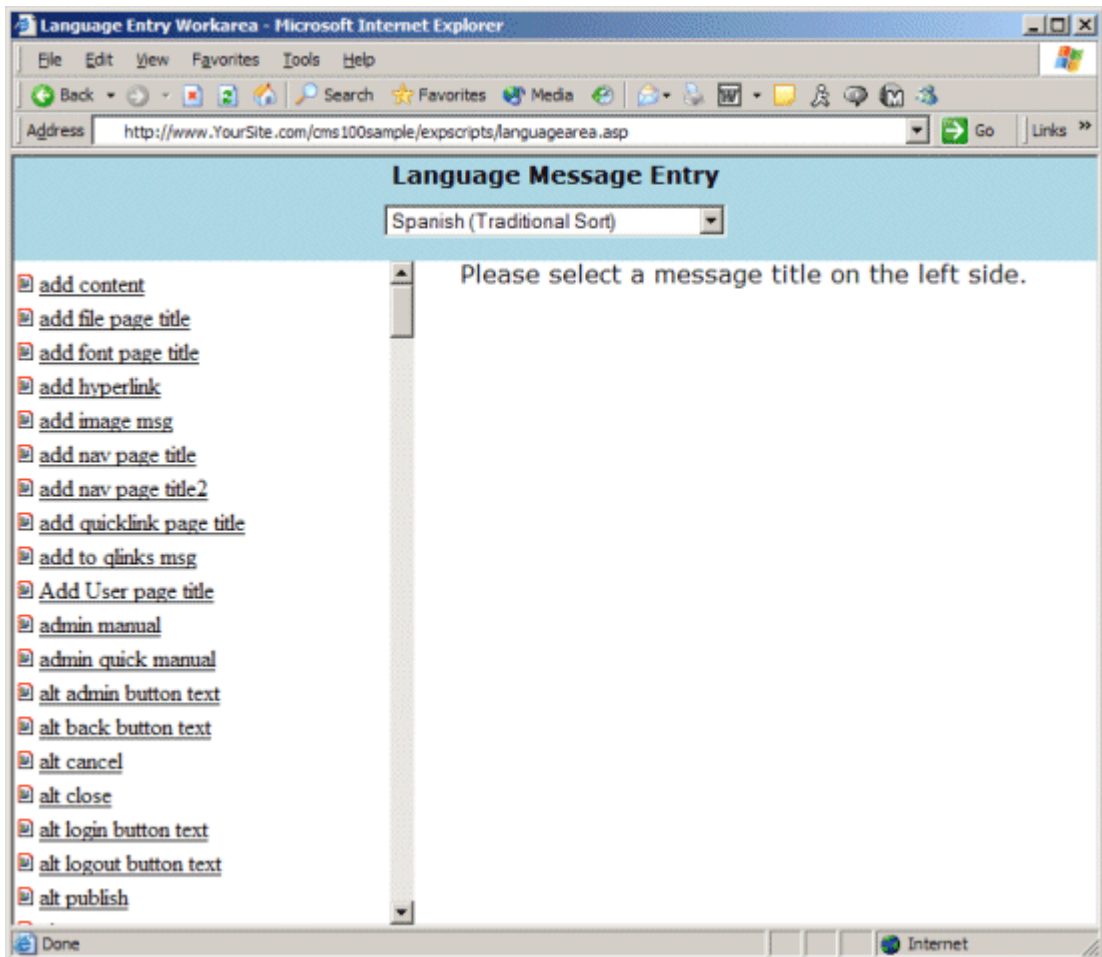
Here you will be able to access the strings, and translate them easily.

String Icons

There are two string icons that are used throughout the process of translations. There is an icon for a translated string, and one for an un-translated string.

Translated string:

Un-translated string:

These icons will show you if you have translated the string or not.

Translating Strings

Selecting String

To select a string to be translated, simply click on the string in the left hand frame. After you select the string, the following window will now appear:
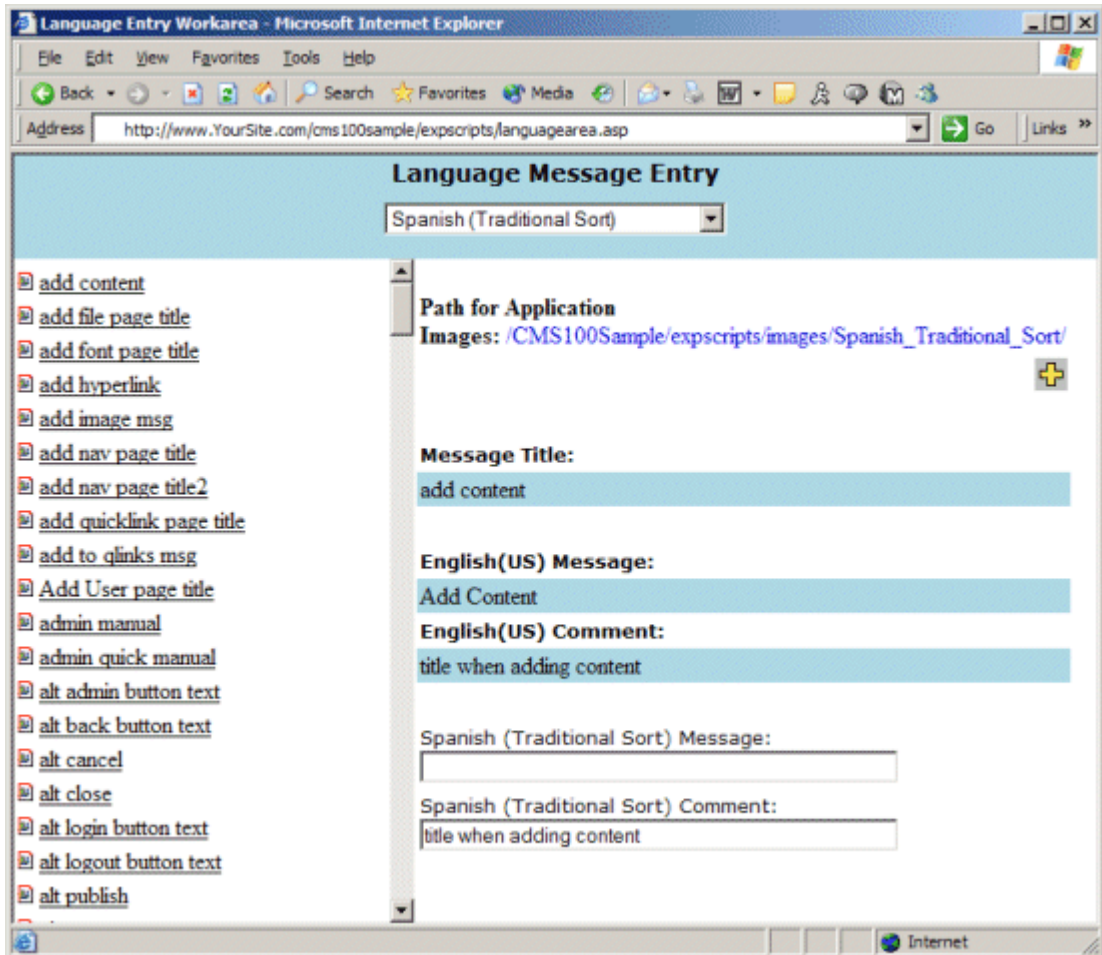
From this window, you will have the ability to see what the English version of the strings are, as well as translated them to your desired language.

Translating

To complete the translation of a string, follow these easy steps:

1. Click on the string in the left frame that you would like to translate

2. Insert the translated message in the proper text field

3. Insert the translated comment in the proper text field (max 75 characters)

4. Click the add button in the upper right hand side of the screen

Once you have clicked the add button, the icon next to the string that you just translated should change the proper icon.

NOTE   This may take some time to complete. Please wait until the utility is complete.

Editing String

If you need to modify an existing string, you can easily edit it by selecting it again, and making the necessary changes to the text fields, then clicking the update button on the page.

Active Languages

Once you have translated all of the strings for your desired language, you will now have the ability to set that language as a default language for the Web site and for a user. You will be able to select the language from the application setup area.

Setting Default Language for Web Site

To set the default language for the Web Site, follow these steps:

1. Log in to your Ektron CMS100 Web site as a user with administrative privileges

2. Access your Workarea by clicking on a Workarea icon or button.

3. Click on the setup page in the folder tree on the left side of the Workarea.
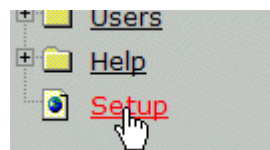
4. When you click on the setup page, you will be taken to the configuration page where you can see the current active language for the Web site.
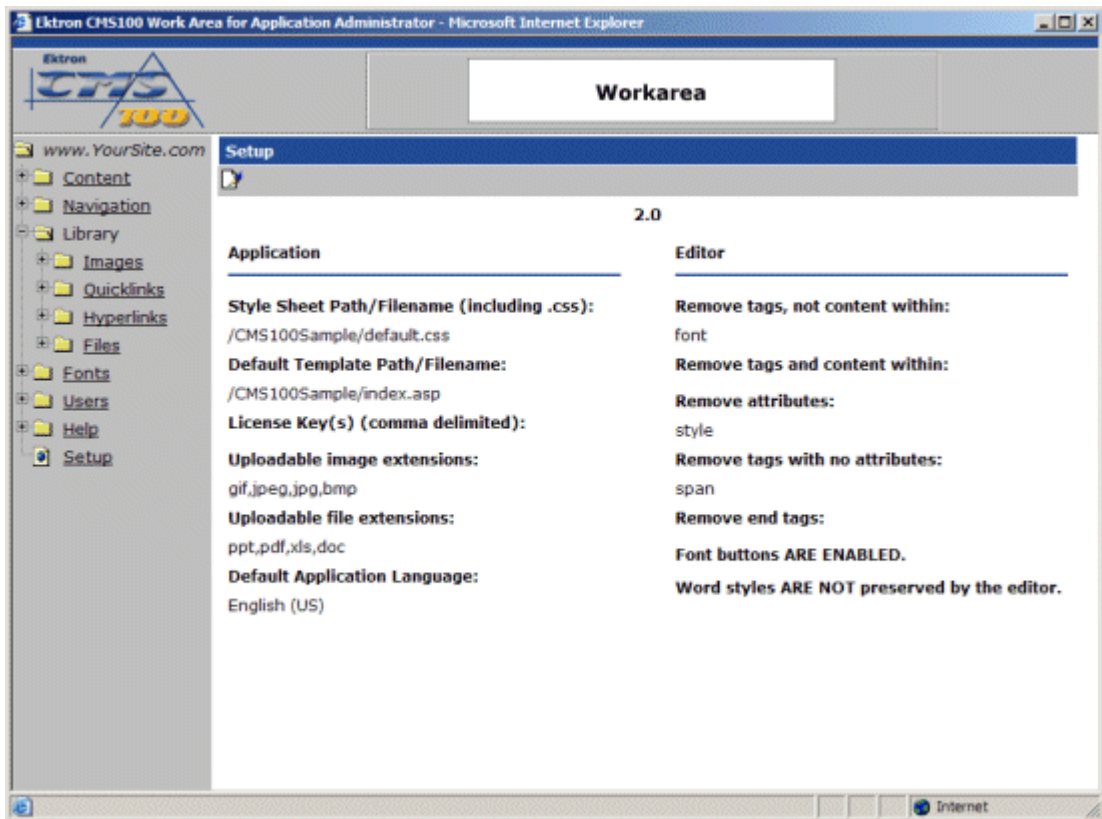
5. Click the edit button in the toolbar at the top of the page to edit the configuration.

6. Near the bottom of the edit configuration page, you will see a drop down box that has all your active languages.
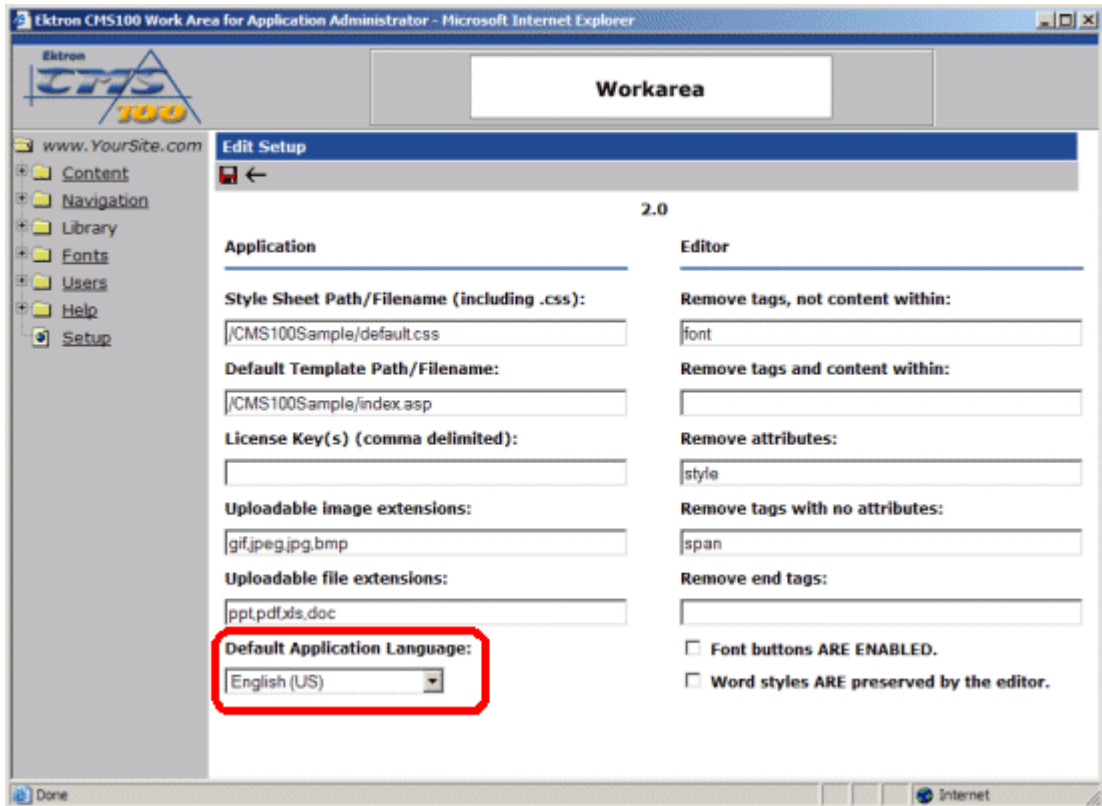
7. Select the default language from the drop down box

8. Click the update button in the toolbar at the top of the page to set the selected language active.

Your Web site will now be set the language that you have selected.

Assigning a Default Language to a User

The administrator also has the privilege to create or edit a user, and assign him/her a personalized default language.

To do this, follow the steps listed below:

1. Login as a user with administrator privileges

2. Access your Workarea by clicking on a Workarea icon or button.

3. In the administrator Workarea, click on the Users folder in the folder tree on the left side.
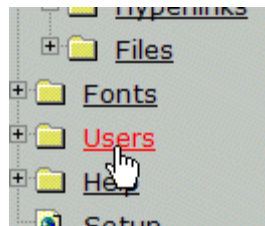
For Adding a User

1. Click the add button in the toolbar at the top of the users table.

2. Follow all the steps of adding a user you have read in the User Manager chapter

3. There will be a drop down box with the active languages that you can assign to the user

4. When selecting a language for a user, you have two choices:

Option	Description
App Default	Choosing App Default will cause the user to use the application's default language specified in the setup page.
Language	Choosing a unique language will cause the user to always use that language, regardless of what the default application language is set to.

5. Select the default language that you want to assign the user from the drop down box.

6. When finished, click the save button to save the user to the Ektron CMS100 Web site.

When Editing a User

1. Click on the name of the user you wish to assign a different language to.

2. When you click on the username, you will be taken to the view user page.

3. At the view user page, click on the edit button in the toolbar at the top of the page.

4. Follow all the steps of editing a user you have read in the User Manager chapter

5. There will be a drop down box with the active languages that you can assign to the user

6. When selecting a language for a user, you have two choices:

Option	Description
App Default	Choosing App Default will cause the user to use the application's default language specified in the setup page.
Language	Choosing a unique language will cause the user to always use that language, regardless of what the default application language is set to.

7. Select the default language that you want to assign the user from the drop down box.
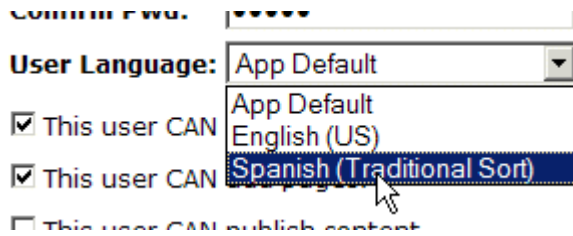
8. When finished, click the update button to save and update the user.

Images

When a new language is set active, Ektron CMS100 calls the images that are being used from a different directory. For example, when you have English(US) set active, the images are called from \expscripts\images\english. But when another language is set active like German, the images will now be called from \expscripts\images\german.

The language translation program doesn't do this for you, you must go to the location and make all the changes manually by creating the directory and images.

NOTE   You can copy all the images out of the English folder into the foreign language directory, and just modify those images to correspond to the proper language.

Ektron CMS100 Custom Functions

The following section contains information about how to insert Ektron CMS100 custom functions into your ASP, ASP .Net, PHP and ColdFusion templates.

Custom ASP Functions

The ASP version of Ektron CMS100 maintains and displays content through the use of custom Ektron ASP functions and ComObjects. On your template, you must include the following file in order to be able to use the custom functions:

<!-- #include file="site_scripts_path.asp" -->

This file will call the file with the custom Ektron functions to allow the page to function properly and must appear at the top of the template file.

To customize you Ektron CMS100 application, you need to be familiar with these tags:g

Tag	Description
Login	Paints the login or logout button which allows the user to login and use the Ektron CMS100 application.
Static Content Block	Displays and manages a static content block, which is defined explicitly in the tag.
Dynamic Content Block	Displays and manages a dynamic content block which is called to the template by passing an ID through the URL.
Search	Paints a search box and button onto the Web page allowing users and visitors to search through your Web site content.
Search Display	Used to display the search results that are generated when a search is performed.
Navigation Menu	Displays a navigation menu on the Web page.
Style Sheet	Used to reference the Ektron CMS100 default style sheet to the template.

Login

This tag is responsible for displaying the login or logout button on the Web page, as well as the Workarea button. When a user clicks the login button, the login dialog box displays and prompts for a username and password.

A successful login opens the Ektron CMS100 application and displays the Web site in Ektron CMS100 view.

Login Example

The following example places a login button in a table cell inside an asp template.

If the user is not logged in (userid = 0), the custom tag <% ecmLogin %> will paint the login button in this table cell.

```
<TR>
    <TD>
        <% ecmLogin %>
    </TD>
</TR>
```

Static Content Block

A static content block is a content block that is called directly from the database by the ID that is inserted into the tag. In normal view, this tag will retrieve the content block from the database and return it to the calling template.

The tag will paint a border around the content block and provide the icons for managing that piece of content if the user is logged into Ektron CMS100.

Static Content Block Example

The following example shows how the <% ecmContentBlock %> function can be used to get a known document with a specific id number.

```
<TR>
   <TD>
      <% ecmContentBlock(16) %>
   </TD>
</TR>
```

This function will call the document with an id of 16 from the database to the browser.

Dynamic Content Block

A dynamic content block is a content block where the ID is passed through the URL, then having the content displayed dynamically on the Web page.

The tag will paint a border around the content block and provide the icons for managing that piece of content if the user is logged into Ektron CMS100.

Dynamic Content Block Example

The following example shows how the <% ecmContentBlock %> tag can be used where the id is being passed in as a URL parameter. This is the tag which would be used on a dynamic template.

```
<TR>
    <TD>
        <% ecmContentBlock(request.QueryString("id")) %>
    </TD>
</TR>
```

Once this tag is inserted into a template and a URL is created including the site path, template name, and ID number, the content block will be displayed on the page. Shown here is a sample URL that might be used:

```
http://www.YourSite.com/CMS100Sample/DynamicTemplate.asp?id=16
```

When this URL is entered in the browser, the content block ID=16 will be displayed on the DynamicTemplate.asp template.

Search

SInce the content in a Ektron CMS100 Web site is stored in a database, the search function allows users and visitors to search through the Web site content.

Shown here is the formatting for the search tag:

```
<% ecmSearch100 "Order By",
                "Sort",
                "Target Page",
                Text Box Size,
                Max Characters,
                "Button Image Source",
                "Button Text (alt text)",
                "Font Face",
```

```
                                    "Font Color",
                                    "Font Size",
                                    Horizontal/Vertical Display,
                                    "Spare",
                    %>
```

The table below will explain each of the attributes in the search tag.

Attribute	Description	Options
OrderBy	Orders the search results	- id - title - status - language - datecreated - editdate - lasteditlname - lasteditfname - userid
Sort	Order the search results in ascending or descending order.	- ASC - DESC
Target Page	The Web page to output the search results. Note: The target page MUST contain the search display tag. See "Search Display" on page 229.	
Text Box Size	The size of the display text box for user input.	
Max Characters	The maximum amount of characters the text box will accept.	
Button Image Source	The location of the image that will be used as a search button. Leaving this blank ("") will force the button to be a standard submit button.	
Button Text (alt text)	The text used for the button if the standard submit button is chosen, or alternative text for the button if an image is chosen	

Attribute	Description	Options
Font Face	The font used for the text displayed with the search tag on the Web page.	
Font Color	The font color used for the text displayed with the search tag on the Web page.	
Font Size	The font size used for the text displayed with the search tag on the Web page.	
Horizontal/Vertical display	Specify if you want the search options to display horizontally or vertically.	• 1 = horizontal • 0 = vertical
Spare	Currently not used.	Must be ""

Search Tag Example

The following example places a text field and search button inside a table cell on an .asp template.

```
<tr>
   <td>
      <% ecmSearch100 "title", "ASC", "Search-display.asp", 25, 50,
         "", "Search", "Verdana", "Silver", "2", 0, "" %>
   </td>
</tr>
```

When the search tag has been successfully added to the template, the search tag will be displayed in the Web page as seen below.

Search Tag Attributes

To better understand the different attributes of the search tag, this section will provide a more detailed description of each.

OrderBy

When a search is performed, the results are listed on the target page. You may choose to order the results by a number of different criteria.

Attribute	Orders the list by...
id	the id number assigned to each content block.

Attribute	Orders the list by...
title	the title given to the content blocks, alphabetically.
status	the current status of the content blocks.
language	the language the content blocks were created in.
datecreated	the date the content blocks were originally created.
editdate	the date the content blocks were last edited.
lasteditlname	the last name of the author who last edited the content block.
lasteditfname	the first name of the author who last edited the content block.
userid	the ID assigned to the user who last edited the content block.

If no orderby attribute is set, the default "title" will be used.

Sort

To further organize the search results when a search is performed, you may set the list to order either ascending or descending. If a search is set to order by title ascending, the results will be listed from A to Z, where a descending list would be sorted from Z to A.

If no sort attribute is set, by default, the list will be sorted in ascending order.

Target Page

This attribute is used to specify the target location where the search results will be displayed. This location can either be the same page or a different page. Which ever you may choose, the

target page MUST have the search display tag inserted in it to properly display the search results.

Target Page	Web Page View
#	
Search-Display.asp	

Text Box Size

This variable will specify the text box that is displayed on the Web page for the search tag. This variable can be any number.

Shown below are two examples of using different text box sizes.

Text Box Size	Web Page View
5	
30	

Max Characters

This attribute is used to set a limit to the amount of characters that users and visitors may enter into the search text box on the Web page. This value can be any integer greater than zero.

Button Image Source

If you would like to use an image for the search button instead of a standard submit button, you will need to specify the location and file name in the button image source field.
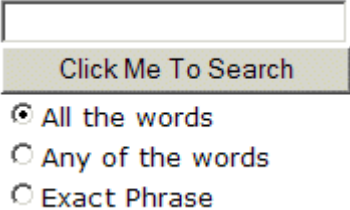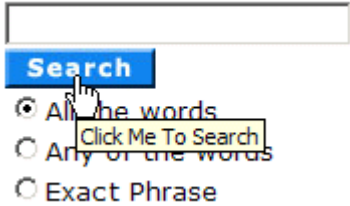
Button Image Source	Web Page View
search.jpg	
http://www.ektron.com/images/ search.jpg	

As stated earlier, if a button image source is not specified, the search button will be a standard submit button.

Button Text (alt text)

The button text field is used to either specify the text that will appear on the button if you have chosen to use a standard submit
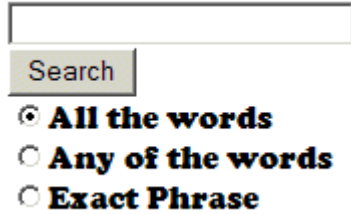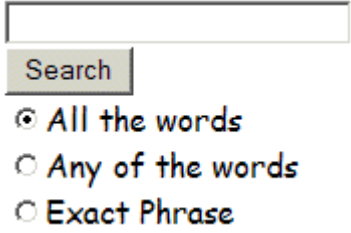
button, or used to create alt text if you have chosen to use an image as a search button.

Button Text	Web Page View
Click Me To Search	
Click Me To Search	

If no button text attribute is set, the text will be set to it's default, "Search."

Font Face

The font face attribute is used to specify the font face of the search options that are displayed on the Web page.
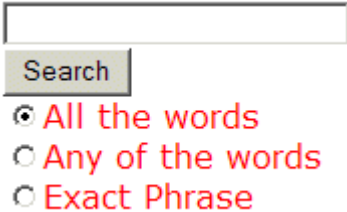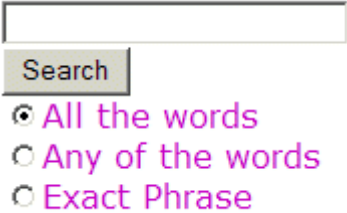
Font Face	Web Page View
Cooper Black	
Comic Sans MS	

If no font face is set, the default font sent in the browser will be used.

Font Color

This font color attribute is used to specify the font color of the search option text that is displayed on the Web page. When

specifying a font color, you may either use the color name or use the hexidecimal value.

Font Color	Web Page View
Red	
#C000C0	

If no font color is set, then the search will use the default font color set in the browser.

Font Size
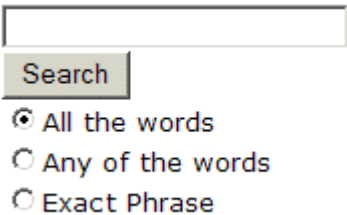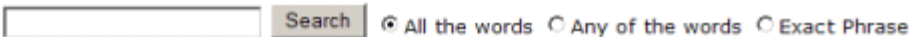
The font size attribute is used to specify the size of the search options text on the Web page.

Font Size	Web Page View
1	
5	

If no font size is set, then the text will use the default font size set in the browser.

Horizontal/Vertical Display

Depending on the location of your search tag on your Web page, you may want it to be displayed either horizontally or vertically.

Attribute	Web Page View
0	
1	

WARNING! A horizontal/vertical display attribute must be set!

Spare

This attribute is reserved for future use and must be empty ("").

Search Display

As stated earlier, the Ektron CMS100 search display tag needs to be inserted into the target page defined in the search tag.

Shown here is the format for the search display tag:

```
<% ecmSearchDisplay MaxReturns,
              "Style Info",
              Show Date
   %>
```

Refer to the following table for more information about the search display tag's attributes.

Attribute	Description	Options
MaxReturns	Specify the maximum amount of search results that will be displayed on the page when a search is performed.	• 0 = Unlimited • 1 - ∞
Style Info	Insert an inine style sheet do define how the search results will appear on the page.	
Show Date	Specify if you would like to display the content block's last modified date as part of the search result.	• 0 = Do not show date • 1 = Show date

Search Display Example

The following example is the search display tag inserted into a table cell in a Ektron CMS100 template.

```
<tr>
   <td>
      <% ecmSearchDisplay 5, "", 1 %>
   </td>
</tr>
```

When a search is performed, the search display tag seen above will display the first five results of the search along with the last edit date.

Navigation Menu

The navigation menu function is used on a template to call a navigation menu that was created in the Ektron CMS100 Workarea.

Shown here is the format for the navigation menu function:

```
<% ecmNavigation "nID",
                 "href",
                 "target",
                 "startStyle",
                 "endStyle"
%>
```

Refer to the following table for more information about each of the navigation function's attributes.

Attribute	Description
nID	ID number assigned to the navigation menu when created.
href	Specify the template that will be used to display the content.
Target	Specify the target for the generated links (i.e. _blank, _top, etc.)
startStyle	Used to add text, an opening HTML tag, or an inline style before each link that is generated by the navigation menu.
endStyle	Used to add text or an closing HTML tag, after each link that is generated by the navigation menu
StyleClass	Enter a style class in this field to format the links that are generated by the navigation menu.

Navigation Example

Shown below is the example of the ecmNavigation function used with the sample site that is installed with Ektron CMS100.

```
<% ecmNavigation 2, "","","","<br>", ""%>
```

When displayed, the navigation menu, ID=2, will be displayed on the Web page.

The navigation menu is denoted by a green border with a properties icon in the top left corner.

Navigation Tag Attributes

nID

When adding a navigation menu function to your Ektron CMS100 for ASP template, you will enter the ID assigned to the navigation

menu by Ektron CMS100 in this attribute. If no nID is added to the function, the default nID=0 defined in application.api will be used, causing no navigation menu to be displayed on the page.

href

When a navigation menu has been created in the Ektron CMS100 Workarea, a default template will be defined. When the navigation menu is added to a template, the default template specified will be used to display the content. To override the default template, you may enter a different template name, with respect to your Ektron CMS100 site root.

Target

When the links for the navigation menu are generated, no target is used. You may specify a target for the links in the target attribute. An example may be "_blank" which would cause the links to open the content in a new window.

startStyle

The start style attribute is used to add text, an opening HTML tag, or an inline style before each link that is generated by the navigation menu. The sample ecmNavigation function on the Web site does not specify a startStyle. Shown here is an example of using the startStyle to display a bullet image before each link:

```
<% ecmnavigation 2, "","","<img src='graphics/bullet.gif'
border='0'> ","<br>" %>
```


endStyle

The end style attribute is placed at the end of each link generated by the navigation menu. This attribute can be text, a closing HTML tag, etc.

The sample ecmNavigation function on the products.asp template uses **"
"** as the end tag. This causes a line break after each link that is generated.

If desired, you can make the navigation menu flow horizontally by adding an end style like **" | "** which will display the menu horizontally, with a line between each of the links.

StyleClass

Specify a style class to apply to the navigation.

Style Sheet

The style sheet tag is used to call the style sheet that has been defined in the Ektron CMS100 configuration. When called, the content on the Web page will use the styles defined in the style sheet.

Since there are no attributes that need to be set, here is the ecmStyleSheet function:

```
<% ecmStyleSheet %>
```

When this function is added to an Ektron CMS100 template, it will call the style sheet defined in the configuration page, and force the contents on the Web page to use the styles and classes defined.

Custom API

As you have seen, the formatting for the custom ASP functions used in Ektron CMS100 for ASP are defined in the file ApplicationAPI.asp. As a developer, you may make changes to this file to further enhance how the custom functions appear on your Web site.

However, Ektron recommends creating a copy of the file, and renaming it to an arbitrary name, i.e. MyCustomAPI.asp, and including that file when creating Ektron CMS100 templates. This ensures that your custom API will not be overwritten if you upgrade to another version of Ektron CMS100.

ColdFusion tags

The ColdFusion version of Ektron CMS100 maintains and displays content through the use of custom Ektron ColdFusion tags and ComObjects.

To customize you Ektron CMS100 application, you need to be familiar with these tags:g

Tag	Description
Login	Paints the login or logout button which allows the user to login and use the Ektron CMS100 application.
Static Content Block	Displays and manages a static content block, which is defined explicitly in the tag.
Dynamic Content Block	Displays and manages a dynamic content block which is called to the template by passing an ID through the URL.
Search	Paints a search box and button onto the Web page allowing users and visitors to search through your Web site content.
Search Display	Used to display the search results that are generated when a search is performed.
Navigation Menu	Displays a navigation menu on the Web page.
Style Sheet	Used to reference the Ektron CMS100 default style sheet to the template.

Important Note!

If you have upgraded your Ektron CMS100 application from a previous version, you need to be aware of the changes that may effect you.

Previously, custom ColdFusion tags for Ektron CMS100 used a hard-coded string for its template attribute (i.e. <CF Module template="excfscripts\ecmlogin.cfm">). Ektron now recommends the use of a ColdFusion request variable for the template attribute (#request.exp.AppPath#). Using this method ensures you that all of your Ektron CMS100 templates are correct.

Keep in mind, if you continue to use the previous convention of using a hard-coded path for the template attribute, be sure to use the correct folder path.

NOTE Although Ektron recommends that you switch to the new method, using the request variable, using the older method still works.

Login

This tag is responsible for displaying the login or logout button on the Web page, as well as the Workarea button. When a user clicks the login button, the login dialog box displays and prompts for a username and password.

A successful login opens the Ektron CMS100 application and displays the Web site in Ektron CMS100 view.

Login Example

The following example places a login button in a table cell inside an asp template.

If the user is not logged in (userid = 0), the custom tag will paint the login button in this table cell.

```
<TR>
   <TD>
      <cfmodule template="#request.exp.AppPath#ecmLogin.cfm">
   </TD>
</TR>
```

NOTE #request.exp.AppPath# is defined in the Setup.cfm file to point to the location where the ecmLogin.cfm file is located.
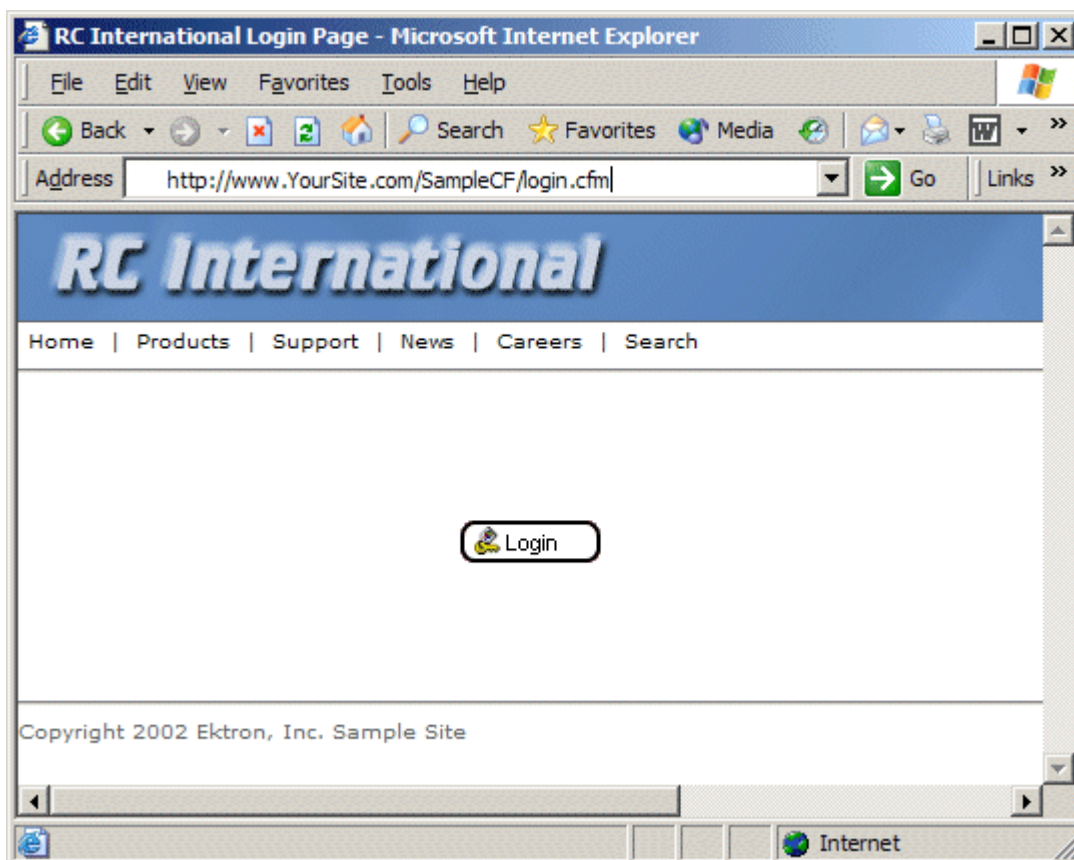
Static Content Block

A static content block is a content block that is called directly from the database by the ID that is inserted into the tag. In normal view, this tag will retrieve the content block from the database and return it to the calling template.

The tag will paint a border around the content block and provide the icons for managing that piece of content if the user is logged into Ektron CMS100.

Static Content Block Example

The following example shows how the static content block tag can be used to get a known document with a specific id number.

```
<TR>
   <TD>
      <cfmodule id="16"
      template="#request.exp.AppPath#ecmContentBlock.cfm">
   </TD>
</TR>
```

This function will call the document with an id of 16 from the
database to the browser.

Dynamic Content Block

A dynamic content block is a content block where the ID is passed through the URL, then having the content displayed dynamically on the Web page.

The tag will paint a border around the content block and provide the icons for managing that piece of content if the user is logged into Ektron CMS100.

Dynamic Content Block Example

The following example shows how the dynamic content block tag can be used where the id is being passed in as a URL parameter. This is the tag which would be used on a dynamic template.

```
<TR>
   <TD>
      <CFMODULE id="#url.id#"
      template="#request.exp.AppPath#ecmContentBlock.cfm">
   </TD>
</TR>
```

NOTE #request.exp.AppPath# is defined in the Setup.cfm file to point to the location where the ecmContentBlock.cfm file is located.

Once this tag is inserted into a template and a URL is created including the site path, template name, and ID number, the content block will be displayed on the page. Shown here is a sample URL that might be used:

```
http://www.YourSite.com/CMS100Sample/DynamicTemplate.cfm?id=16
```

When this URL is entered in the browser, the content block ID=16 will be displayed on the DynamicTemplate.asp template.

Search

SInce the content in a Ektron CMS100 Web site is stored in a database, the search function allows users and visitors to search through the Web site content.

Shown here is the formatting for the search tag:

```
<cfmodule template="#request.exp.AppPath#ecmSearch.cfm"
        OrderBy=""
        Sort=""
        TargetPage=""
        TextBoxSize=""
        MaxCharacters=""
        ButtonImgSrc=""
        ButtonText=""
        FontFace=""
```

```
                         FontColor=""
                         FontSize=""
                         Horizontal=""
                         Spare1=""
        >
```

The table below will explain each of the attributes in the search tag.

Attribute	Description	Options	Default
Template	Location of the ecmSearch.cfm file. #request.exp.AppPath# is defined in the Setup.cfm file.	`"#request.exp.AppPath#ecmSearch.cfm"`	
OrderBy	Orders the search results	• id • title • status • language • datecreated • editdate • lasteditlname • lasteditfname • userid	title
Sort	Order the search results in ascending or descending order.	• ASC • DESC	ASC
TargetPage	The Web page to output the search results. Note: The target page MUST contain the search display tag. See "Search Display" on page 253.		search-display.cfm
TextBoxSize	The size of the display text box for user input.		25
Max Characters	The maximum amount of characters the text box will accept.		200

Attribute	Description	Options	Default
ButtonImgSrc	The location of the image that will be used as a search button. Leaving this blank ("") will force the button to be a standard submit button.		
ButtonText	The text used for the button if the standard submit button is chosen, or alternative text for the button if an image is chosen		Search
FontFace	The font used for the text displayed with the search tag on the Web page.		Verdana
FontColor	The font color used for the text displayed with the search tag on the Web page.		##808080
FontSize	The font size used for the text displayed with the search tag on the Web page.		2
Horizontal	Specify if you want the search options to display horizontally or vertically.	• 1 = horizontal • 0 = vertical	0
Spare	Currently not used.	Must be ""	

Search Tag Example

The following example places a text field and search button inside a table cell on an .asp template.

```
<tr>
   <td>
      <cfmodule template="#request.exp.AppPath#ecmSearch.cfm"
      OrderBy="title" Sort="ASC" TargetPage="search-display.cfm"
      TextBoxSize="25" MaxCharacters="200" ButtonImgSrc=""
      ButtonText="Search" FontFace="Verdana" FontColor="##808080"
      FontSize="2" Horizontal="0" Spare1="">
   </td>
</tr>
```

When the search tag has been successfully added to the template, the search tag will be displayed in the Web page as seen below.

Search Tag Attributes

To better understand the different attributes of the search tag, this section will provide a more detailed description of each.

OrderBy

When a search is performed, the results are listed on the target page. You may choose to order the results by a number of different criteria.

Attribute	Orders the list by...
id	the id number assigned to each content block.

Attribute	Orders the list by...
title	the title given to the content blocks, alphabetically.
status	the current status of the content blocks.
language	the language the content blocks were created in.
datecreated	the date the content blocks were originally created.
editdate	the date the content blocks were last edited.
lasteditlname	the last name of the author who last edited the content block.
lasteditfname	the first name of the author who last edited the content block.
userid	the ID assigned to the user who last edited the content block.

Sort

To further organize the search results when a search is performed, you may set the list to order either ascending or descending. If a search is set to order by title ascending, the results will be listed from A to Z, where a descending list would be sorted from Z to A.

Target Page

This attribute is used to specify the target location where the search results will be displayed. This location can either be the same page or a different page. Which ever you may choose, the
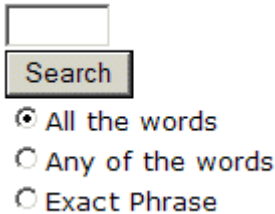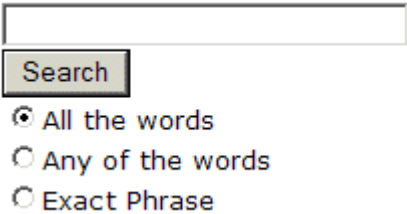
target page MUST have the search display tag inserted in it to properly display the search results.

Target Page	Web Page View
#	
Search-Display.cfm	

Text Box Size

This variable will specify the text box that is displayed on the Web page for the search tag. This variable can be any number.

Shown below are two examples of using different text box sizes.

Text Box Size	Web Page View
5	
30	

Max Characters

This attribute is used to set a limit to the amount of characters that users and visitors may enter into the search text box on the Web page.

A max characters attribute must be set to an integer between 1-255. If no max character attribute is set, the search tag will use the default set in the ecmsearch.cfm template, 255.

Button Image Source

If you would like to use an image for the search button instead of a standard submit button, you will need to specify the location and file name in the button image source field.

Button Image Source	Web Page View
search.jpg	
http://www.ektron.com/images/ search.jpg	

Button Text (alt text)
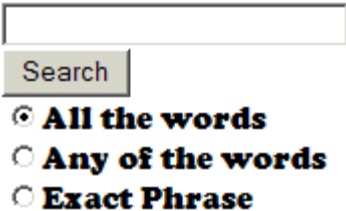
The button text field is used to either specify the text that will appear on the button if you have chosen to use a standard submit

button, or used to create alt text if you have chosen to use an image as a search button.

Button Text	Web Page View
Click Me To Search	
Click Me To Search	

Font Face

The font face attribute is used to specify the font face of the search options that are displayed on the Web page.

Font Face	Web Page View
Cooper Black	

Font Face	Web Page View
Comic Sans MS	

Font Color

This font color attribute is used to specify the font color of the search option text that is displayed on the Web page. When specifying a font color, you may either use the color name or use the hexidecimal value.

Font Color	Web Page View
Red	
##C000C0	

Font Size

The font size attribute is used to specify the size of the search options text on the Web page.

Font Size	Web Page View
1	
5	

Horizontal

Depending on the location of your search tag on your Web page, you may want it to be displayed either horizontally or vertically.

Attribute	Web Page View
0	
1	

Spare

This attribute is reserved for future use and must be empty ("").

Search Display

As stated earlier, the Ektron CMS100 search display tag needs to be inserted into the target page defined in the search tag.

Shown here is the format for the search display tag:

```
<cfmodule template="#request.exp.AppPath#ecmSearchDisplay.cfm"
          MaxNumber=""
          StyleInfo=""
          ShowDate=""
    >
```

Refer to the following table for more information about the search display tag's attributes.

Attribute	Description	Options	Default
Template	Location of the ecmSearchDisplay.cfm file. #request.exp.AppPath# is defined in the Setup.cfm file.	`"#request.exp.AppPath#ecmSearchDisplay.cfm"`	
MaxNumber	Specify the maximum amount of search results that will be displayed on the page when a search is performed.	• 0 = Unlimited • 1 - ∞	0
StyleInfo	Insert an inline style sheet do define how the search results will appear on the page.		
ShowDate	Specify if you would like to display the content block's last modified date as part of the search result.	• 0 = Do not show date • 1 = Show date	1

Search Display Example

The following example is the search display tag inserted into a table cell in a Ektron CMS100 template.

```
<tr>
   <td>
      <cfmodule template="#request.exp.AppPath#ecmSearchDisplay.cfm"
      MaxNumber="5" StyleInfo="" ShowDate="1">
   </td>
</tr>
```

When a search is performed, the search display tag seen above will display the first five results of the search along with the last edit date.
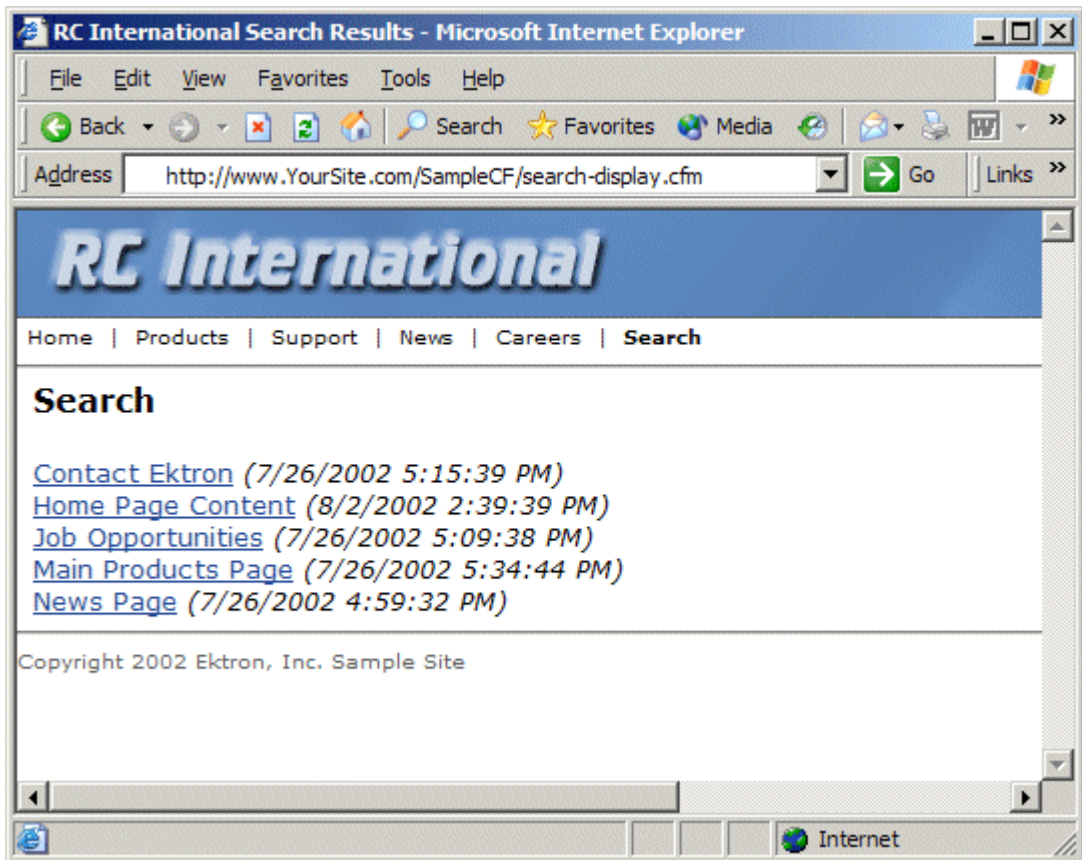
Navigation Menu

The navigation menu function is used on a template to call a navigation menu that was created in the Ektron CMS100 Workarea.

Shown here is the format for the navigation menu function:

```
<cfmodule template="#request.exp.AppPath#ecmnavigation.cfm"
          ID="1"
          Href=""
          target=""
          StartStyle=""
          EndStyle=""
          StyClass=""
    >
```

Refer to the following table for more information about each of the navigation function's attributes.

Attribute	Description
Template	Location of the ecmNavigation.cfm file. #request.exp.AppPath# is defined in the Setup.cfm file.
ID	ID number assigned to the navigation menu when created.
href	Specify the template that will be used to display the content.
Target	Specify the target for the generated links (i.e. _blank, _top, etc.)
startStyle	Used to add text, an opening HTML tag, or an inline style before each link that is generated by the navigation menu.
endStyle	Used to add text or an closing HTML tag, after each link that is generated by the navigation menu
StyClass	Specify a style class to format the links generated by the navigation menu.

Navigation Example

Shown below is the example of the ecmNavigation function used with the sample site that is installed with Ektron CMS100.

```
<cfmodule template="#request.exp.AppPath#ecmnavigation.cfm" ID="1"
Href="" target="" StartStyle="" EndStyle="<br>" StyClass="">
```

When displayed, the navigation menu, ID=2, will be displayed on the Web page.
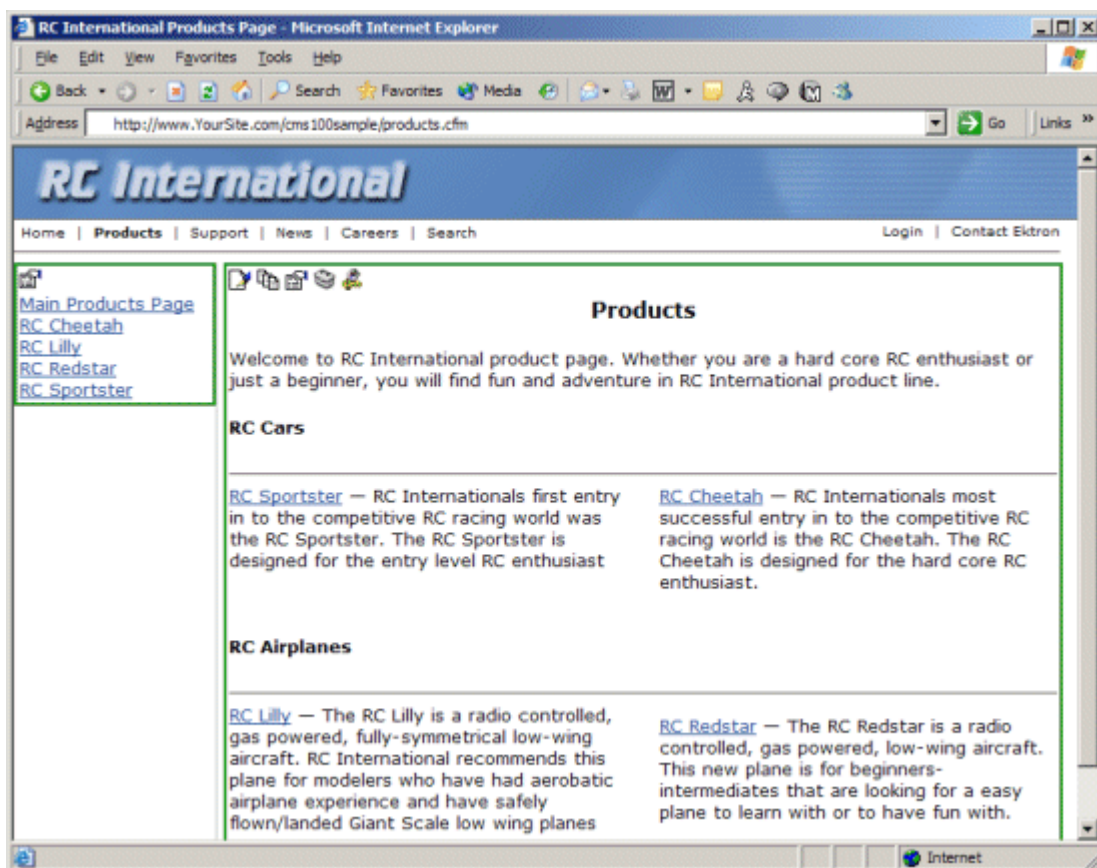
The navigation menu is denoted by a green border with a properties icon in the top left corner.
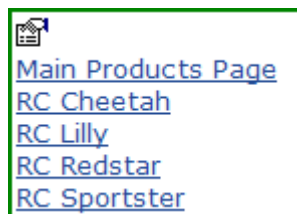
Navigation Tag Attributes

ID

When adding a navigation menu function to your Ektron CMS100 for ColdFusion template, you will enter the ID assigned to the navigation menu by Ektron CMS100 in this attribute.

If no ID is added to the function, the default ID=0 defined in ecmNavigation.cfm will be used, causing no navigation menu to be displayed on the page.

href

When a navigation menu has been created in the Ektron CMS100 Workarea, a default template will be defined. When the navigation menu is added to a template, the default template specified will be used to display the content. To override the default template, you may enter a different template name, with respect to your Ektron CMS100 site root.

Target

When the links for the navigation menu are generated, no target is used. You may specify a target for the links in the target attribute. An example may be "_blank" which would cause the links to open the content in a new window.

startStyle

The start style attribute is used to add text, an opening HTML tag, or an inline style before each link that is generated by the navigation menu. The sample ecmNavigation function on the Web

site does not specify a startStyle. Shown here is an example of using the startStyle to display a bullet image before each link:

```
<cfmodule template="#request.exp.AppPath#ecmnavigation.cfm" ID="1" Href=""
target="" StartStyle="<img src='/CMS100Sample/graphics/bullet.gif'
border='0'> " EndStyle="<br>" StyClass="">
```


endStyle

The end style attribute is placed at the end of each link generated by the navigation menu. This attribute can be text, a closing HTML tag, etc.

The sample ecmNavigation function on the products.asp template uses **"
"** as the end tag. This causes a line break after each link that is generated.

If desired, you can make the navigation menu flow horizontally by adding an end style like **" | "** which will display the menu horizontally, with a line between each of the links.

StyClass

Specify a style class to apply to the navigation.

Style Sheet

The style sheet tag is used to call the style sheet that has been defined in the Ektron CMS100 configuration. When called, the content on the Web page will use the styles defined in the style sheet.

Since there are no attributes that need to be set, here is the style sheet function:

```
<CF Module template="#request.exp.AppPath#ecmStyleSheet.cfm">
```

NOTE #request.exp.AppPath# is defined in the Setup.cfm file to point to the location where the ecmStyleSheet.cfm file is located.

When this function is added to an Ektron CMS100 template, it will call the style sheet defined in the configuration page, and force the contents on the Web page to use the styles and classes defined.

Creating Custom ColdFusion Tags

As you have seen, the formatting for the custom ColdFusion functions used in Ektron CMS100 for ColdFusion are defined in the following files:

- /CMS100Sample/expscripts/ecmLogin.cfm
- /CMS100Sample/expscripts/ecmContentBlock.cfm
- /CMS100Sample/expscripts/ecmSearch.cfm
- /CMS100Sample/expscripts/ecmSearchDisplay.cfm
- /CMS100Sample/expscripts/ecmNavigation.cfm
- /CMS100Sample/expscripts/ecmStyleSheet.cfm

As a developer, you may make changes to this file to further enhance how the custom functions appear on your Web site.

However, if you choose to extend the custom functions, Ektron recommends creating a copy of the file, and renaming it to an arbitrary name, i.e. MySearch.cfm, and including that file when adding Ektron CMS100 tags to your templates. This ensures that your custom tags will not be overwritten if you upgrade to another version of Ektron CMS100.

Custom ASP.Net Functions

The .NET version of Ektron CMS100 maintains and displays content through the use of custom ASP.Net functions and ComObjects. On your template, you must include the following file in order to be able to use the custom functions:

```
<!-- #include virtual ="/CMS100Sample/expscripts/applicationAPI.aspx" -->
```

This file will call the file with the custom Ektron functions to allow the page to function properly and must appear at the top of the template file.

NOTE The Ektron CMS100 sample uses the include file "site_script_path.aspx" which calls the applicationAPI.aspx file.

To customize you Ektron CMS100 application, you need to be familiar with these tags:g

Tag	Description
Login	Paints the login or logout button which allows the user to login and use the Ektron CMS100 application.
Static Content Block	Displays and manages a static content block, which is defined explicitly in the tag.
Dynamic Content Block	Displays and manages a dynamic content block which is called to the template by passing an ID through the URL.
Search	Paints a search box and button onto the Web page allowing users and visitors to search through your Web site content.
Search Display	Used to display the search results that are generated when a search is performed.
Navigation Menu	Displays a navigation menu on the Web page.
Style Sheet	Used to reference the Ektron CMS100 default style sheet to the template.

Login

This tag is responsible for displaying the login or logout button on the Web page, as well as the Workarea button. When a user clicks the login button, the login dialog box displays and prompts for a username and password.

A successful login opens the Ektron CMS100 application and displays the Web site in Ektron CMS100 view.

Login Example

The following example places a login button in a table cell inside an asp template.

```
<TR>
    <TD>
        <% ecmlogin() %>
    </TD>
</TR>
```

Static Content Block

A static content block is a content block that is called directly from the database by the ID that is inserted into the tag. In normal view, this tag will retrieve the content block from the database and return it to the calling template.

The tag will paint a border around the content block and provide the icons for managing that piece of content if the user is logged into Ektron CMS100.

Static Content Block Example

The following example shows how the <% ecmContentBlock %> function can be used to get a known document with a specific id number.

```
<TR>
    <TD>
        <% ecmContentBlock(16) %>
    </TD>
</TR>
```

This function will call the document with an id of 16 from the database to the browser.

Dynamic Content Block

A dynamic content block is a content block where the ID is passed through the URL, then having the content displayed dynamically on the Web page.

The tag will paint a border around the content block and provide the icons for managing that piece of content if the user is logged into Ektron CMS100.

Dynamic Content Block Example

The following example shows how the <% ecmContentBlock %> tag can be used where the id is being passed in as a URL parameter. This is the tag which would be used on a dynamic template.

```
<TR>
    <TD>
       <% ecmContentBlock(request.QueryString("id")) %>
    </TD>
</TR>
```

Once this tag is inserted into a template and a URL is created including the site path, template name, and ID number, the content block will be displayed on the page. Shown here is a sample URL that might be used:

```
http://www.YourSite.com/CMS100Sample/DynamicTemplate.aspx?id=16
```

Search

SInce the content in a Ektron CMS100 Web site is stored in a database, the search function allows users and visitors to search through the Web site content.

Shown here is the formatting for the search tag:

```
<% ecmSearch100( "Order By",
```

```
                          "Sort",
                          "Target Page",
                          Text Box Size,
                          Max Characters,
                          "Button Image Source",
                          "Button Text (alt text)",
                          "Font Face",
                          "Font Color",
                          "Font Size",
                          Horizontal/Vertical Display,
                          "Spare")
        %>
```

The table below will explain each of the attributes in the search tag.

Attribute	Description	Options
OrderBy	Orders the search results	- id - title - status - language - datecreated - editdate - lasteditlname - lasteditfname - userid
Sort	Order the search results in ascending or descending order.	- ASC - DESC
Target Page	The Web page to output the search results. Note: The target page MUST contain the search display tag. See "Search Display" on page 266.	
Text Box Size	The size of the display text box for user input.	
Max Characters	The maximum amount of characters the text box will accept.	

Attribute	Description	Options
Button Image Source	The location of the image that will be used as a search button. Leaving this blank ("") will force the button to be a standard submit button.	
Button Text (alt text)	The text used for the button if the standard submit button is chosen, or alternative text for the button if an image is chosen	
Font Face	The font used for the text displayed with the search tag on the Web page.	
Font Color	The font color used for the text displayed with the search tag on the Web page.	
Font Size	The font size used for the text displayed with the search tag on the Web page.	
Horizontal/Vertical display	Specify if you want the search options to display horizontally or vertically.	• 1 = horizontal • 0 = vertical
Spare	Currently not used.	Must be ""

Search Tag Example

The following example places a text field and search button inside a table cell on an .asp template.

```
<tr>
   <td>
      <% ecmSearch100 ("title","ASC","search-display.aspx",25,200,"",
      "Search","Verdana","#808080","2",0,"") %>
   </td>
</tr>
```

Search Display

As stated earlier, the Ektron CMS100 search display tag needs to be inserted into the target page defined in the search tag.

Shown here is the format for the search display tag:

```
<% ecmSearchDisplay( MaxReturns,
                     "Style Info",
                     Show Date )
%>
```

Refer to the following table for more information about the search display tag's attributes.

Attribute	Description	Options
MaxReturns	Specify the maximum amount of search results that will be displayed on the page when a search is performed.	• 0 = Unlimited • 1 - ∞
Style Info	Insert an inine style sheet do define how the search results will appear on the page.	
Show Date	Specify if you would like to display the content block's last modified date as part of the search result.	• 0 = Do not show date • 1 = Show date

Search Display Example

The following example is the search display tag inserted into a table cell in a Ektron CMS100 template.

```
<tr>
   <td>
      <% ecmSearchDisplay(5,"",1) %>
   </td>
</tr>
```

When a search is performed, the search display tag seen above will display the first five results of the search along with the last edit date.

Navigation Menu

The navigation menu function is used on a template to call a navigation menu that was created in the Ektron CMS100 Workarea.

Shown here is the format for the navigation menu function:

```
<% ecmNavigation( "nID",
                  "href",
                  "target",
                  "startStyle",
                  "endStyle" )
%>
```

Refer to the following table for more information about each of the navigation function's attributes.

Attribute	Description
nID	ID number assigned to the navigation menu when created.
href	Specify the template that will be used to display the content.
Target	Specify the target for the generated links (i.e. _blank, _top, etc.)
startStyle	Used to add text, an opening HTML tag, or an inline style before each link that is generated by the navigation menu.
endStyle	Used to add text or an closing HTML tag, after each link that is generated by the navigation menu
StyleClass	Enter a style class in this field to format the links that are generated by the navigation menu.

Navigation Example

Shown below is the example of the ecmNavigation function used with the sample site that is installed with Ektron CMS100.

```
<% ecmNavigation( 2, "","","","<br>","") %>
```

When displayed, the navigation menu, ID=2, will be displayed on the Web page.

The navigation menu is denoted by a green border with a properties icon in the top left corner.

Style Sheet

The style sheet tag is used to call the style sheet that has been defined in the Ektron CMS100 configuration. When called, the content on the Web page will use the styles defined in the style sheet.

Since there are no attributes that need to be set, here is the ecmStyleSheet function:

```
<% ecmStyleSheet() %>
```

When this function is added to an Ektron CMS100 template, it will call the style sheet defined in the configuration page, and force the contents on the Web page to use the styles and classes defined.

Custom API

As you have seen, the formatting for the custom functions used in Ektron CMS100 for ASP.Net are defined in the file ApplicationAPI.aspx. As a developer, you may make changes to this file to further enhance how the custom functions appear on your Web site.

However, Ektron recommends creating a copy of the file, and renaming it to an arbitrary name, i.e. MyCustomAPI.aspx, and including that file when creating Ektron CMS100 templates. This ensures that your custom API will not be overwritten if you upgrade to another version of Ektron CMS100.

Custom PHP Functions

The PHP version of Ektron CMS100 maintains and displays content through the use of custom Ektron PHP functions and ComObjects. On your template, you must include the following file in order to be able to use the custom functions:

```php
<?php include 'site_scripts_path.php'; ?>
```

This file will call the file with the custom Ektron functions to allow the page to function properly and must appear at the top of the template file.

NOTE   The Ektron CMS100 sample uses the include file "site_script_path.php" which calls the applicationAPI.php file.

To customize you Ektron CMS100 application, you need to be familiar with these tags:g

Tag	Description
Login	Paints the login or logout button which allows the user to login and use the Ektron CMS100 application.
Static Content Block	Displays and manages a static content block, which is defined explicitly in the tag.
Dynamic Content Block	Displays and manages a dynamic content block which is called to the template by passing an ID through the URL.
Search	Paints a search box and button onto the Web page allowing users and visitors to search through your Web site content.
Search Display	Used to display the search results that are generated when a search is performed.
Navigation Menu	Displays a navigation menu on the Web page.
Style Sheet	Used to reference the Ektron CMS100 default style sheet to the template.

Login

This tag is responsible for displaying the login or logout button on the Web page, as well as the Workarea button. When a user clicks the login button, the login dialog box displays and prompts for a username and password.

A successful login opens the Ektron CMS100 application and displays the Web site in Ektron CMS100 view.

Login Example

The following example places a login button in a table cell inside a php template.

If the user is not logged in (userid = 0), the custom tag <% ecmLogin %> will paint the login button in this table cell.

```
<TR>
    <TD>
        <?php ecmlogin() ?>
    </TD>
</TR>
```

Static Content Block

A static content block is a content block that is called directly from the database by the ID that is inserted into the tag. In normal view, this tag will retrieve the content block from the database and return it to the calling template.

The tag will paint a border around the content block and provide the icons for managing that piece of content if the user is logged into Ektron CMS100.

Static Content Block Example

The following example shows how the <% ecmContentBlock %> function can be used to get a known document with a specific id number.

```
<TR>
    <TD>
        <?php ecmContentBlock(16); ?>
```

```
        </TD>
    </TR>
```

This function will call the document with an id of 16 from the database to the browser.

Dynamic Content Block

A dynamic content block is a content block where the ID is passed through the URL, then having the content displayed dynamically on the Web page.

The tag will paint a border around the content block and provide the icons for managing that piece of content if the user is logged into Ektron CMS100.

Dynamic Content Block Example

The following example shows how the content block tag can be used where the id is being passed in as a URL parameter. This is the tag which would be used on a dynamic template.

```
<TR>
    <TD>
        <?php $id =GetURL_Id(0); ecmContentBlock($id); ?>
    </TD>
</TR>
```

Once this tag is inserted into a template and a URL is created including the site path, template name, and ID number, the content block will be displayed on the page. Shown here is a sample URL that might be used:

```
http://www.YourSite.com/CMS100Sample/DynamicTemplate.php?id=16
```

When this URL is entered in the browser, the content block ID=16 will be displayed on the DynamicTemplate.php template.

Search

SInce the content in a Ektron CMS100 Web site is stored in a database, the search function allows users and visitors to search through the Web site content.

Shown here is the formatting for the search tag:

```php
<?php ecmSearch100( "Order By",
                    "Sort",
                    "Target Page",
                     Text Box Size,
                     Max Characters,
                    "Button Image Source",
                    "Button Text (alt text)",
                    "Font Face",
                    "Font Color",
                    "Font Size",
                     Horizontal/Vertical Display,
                    "Spare" );
?>
```

The table below will explain each of the attributes in the search tag.

Attribute	Description	Options
OrderBy	Orders the search results	- id - title - status - language - datecreated - editdate - lasteditlname - lasteditfname - userid
Sort	Order the search results in ascending or descending order.	- ASC - DESC
Target Page	The Web page to output the search results. Note: The target page MUST contain the search display tag. See "Search Display" on page 275.	
Text Box Size	The size of the display text box for user input.	

Attribute	Description	Options
Max Characters	The maximum amount of characters the text box will accept.	
Button Image Source	The location of the image that will be used as a search button. Leaving this blank ("") will force the button to be a standard submit button.	
Button Text (alt text)	The text used for the button if the standard submit button is chosen, or alternative text for the button if an image is chosen	
Font Face	The font used for the text displayed with the search tag on the Web page.	
Font Color	The font color used for the text displayed with the search tag on the Web page.	
Font Size	The font size used for the text displayed with the search tag on the Web page.	
Horizontal/Vertical display	Specify if you want the search options to display horizontally or vertically.	• 1 = horizontal • 0 = vertical
Spare	Currently not used.	Must be ""

Search Tag Example

The following example places a text field and search button inside a table cell on an .php template.

```
<tr>
   <td>
      <?php ecmSearch100 ("title","ASC","search-display.php",25,200,
      "","Search","Verdana","#808080","2",0,""); ?>
   </td>
</tr>
```

Search Display

As stated earlier, the Ektron CMS100 search display tag needs to be inserted into the target page defined in the search tag.

Shown here is the format for the search display tag:

```
<?php ecmSearchDisplay( MaxReturns,
                        "Style Info",
                        Show Date );
?>
```

Refer to the following table for more information about the search display tag's attributes.

Attribute	Description	Options
MaxReturns	Specify the maximum amount of search results that will be displayed on the page when a search is performed.	• 0 = Unlimited • 1 - ∞
Style Info	Insert an inine style sheet do define how the search results will appear on the page.	
Show Date	Specify if you would like to display the content block's last modified date as part of the search result.	• 0 = Do not show date • 1 = Show date

Search Display Example

The following example is the search display tag inserted into a table cell in a Ektron CMS100 template.

```
<tr>
   <td>
      <?php ecmSearchDisplay(5,"",1); ?>
   </td>
</tr>
```

When a search is performed, the search display tag seen above will display the first five results of the search along with the last edit date.

Navigation Menu

The navigation menu function is used on a template to call a navigation menu that was created in the Ektron CMS100 Workarea.

Shown here is the format for the navigation menu function:

```php
<?php ecmNavigation ("nID",
                     "href",
                     "target",
                     "startStyle",
                     "endStyle");
?>
```

Refer to the following table for more information about each of the navigation function's attributes.

Attribute	Description
nID	ID number assigned to the navigation menu when created.
href	Specify the template that will be used to display the content.
Target	Specify the target for the generated links (i.e. _blank, _top, etc.)
startStyle	Used to add text, an opening HTML tag, or an inline style before each link that is generated by the navigation menu.
endStyle	Used to add text or an closing HTML tag, after each link that is generated by the navigation menu
StyleClass	Enter a style class in this field to format the links that are generated by the navigation menu.

Navigation Example

Shown below is the example of the ecmNavigation function used with the sample site that is installed with Ektron CMS100.

```php
<?php ecmNavigation (2, "","","","<br>",""); ?>
```

When displayed, the navigation menu, ID=2, will be displayed on the Web page.

The navigation menu is denoted by a green border with a properties icon in the top left corner.

Style Sheet

The style sheet tag is used to call the style sheet that has been defined in the Ektron CMS100 configuration. When called, the content on the Web page will use the styles defined in the style sheet.

Since there are no attributes that need to be set, here is the ecmStyleSheet function:

```
<?php ecmStyleSheet(); ?>
```

When this function is added to an Ektron CMS100 template, it will call the style sheet defined in the configuration page, and force the contents on the Web page to use the styles and classes defined.

Custom API

As you have seen, the formatting for the custom functions used in Ektron CMS100 for PHP are defined in the file ApplicationAPI.php. As a developer, you may make changes to this file to further enhance how the custom functions appear on your Web site.

However, Ektron recommends creating a copy of the file, and renaming it to an arbitrary name, i.e. MyCustomAPI.php, and including that file when creating Ektron CMS100 templates. This ensures that your custom API will not be overwritten if you upgrade to another version of Ektron CMS100.

Dreamweaver® and UltraDev™ Support

Ektron CMS100 has a custom Macromedia® Extension Package which allows you to not only create your templates in Dreamweaver® or UltraDev™, but also to insert the custom functions through Dreamweaver®.

To do this, all you need is Ektron CMS100, Dreamweaver®/ UltraDev™, and to keep reading.

Requirements

To use the Dreamweaver extension supplied by Ektron, you will need to have Dreamweaver 4.0 or higher installed, as well as Ektron CMS100.

Installing the Extension

Before you can insert the Ektron CMS100 custom functions through Dreamweaver®, you must install the extension. Listed below are the steps to install the extension.

NOTE   For more information about installing an extension, refer to your Dreamweaver® Manual.

To Install the Extension

1. Begin by following the path in Dreamweaver:

   Commands > Manage Extensions...
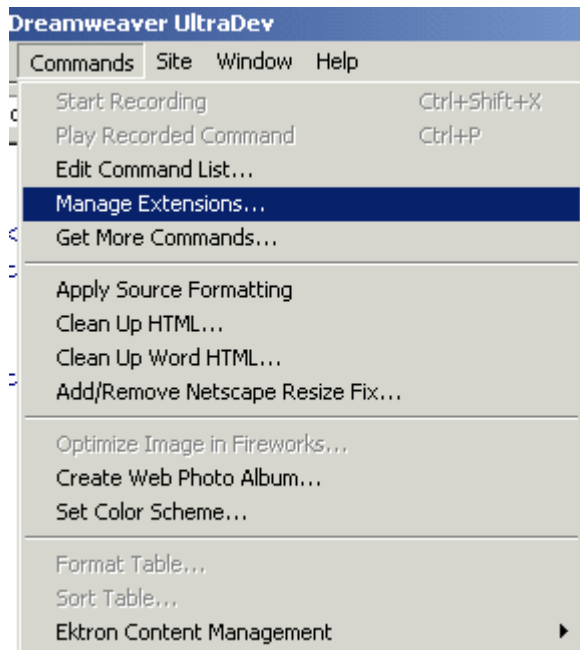
2. You will be taken to the Macromedia® Extension Manager. From this dialog box, follow the path:

   File > Install Extension...
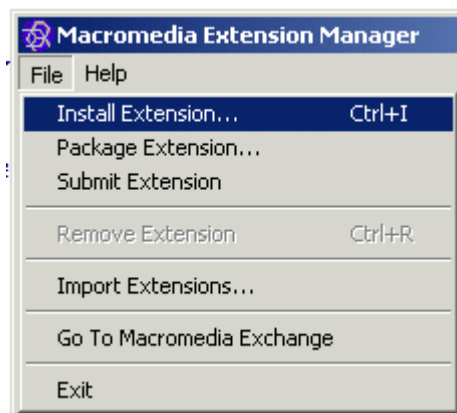
3. You will need to locate the Macromedia® Extension Package (.mxp) file that corresponds to Ektron CMS100. By default, the file gets installed to the following directory:

C:\Program Files\Ektron\CMS100\Utilities
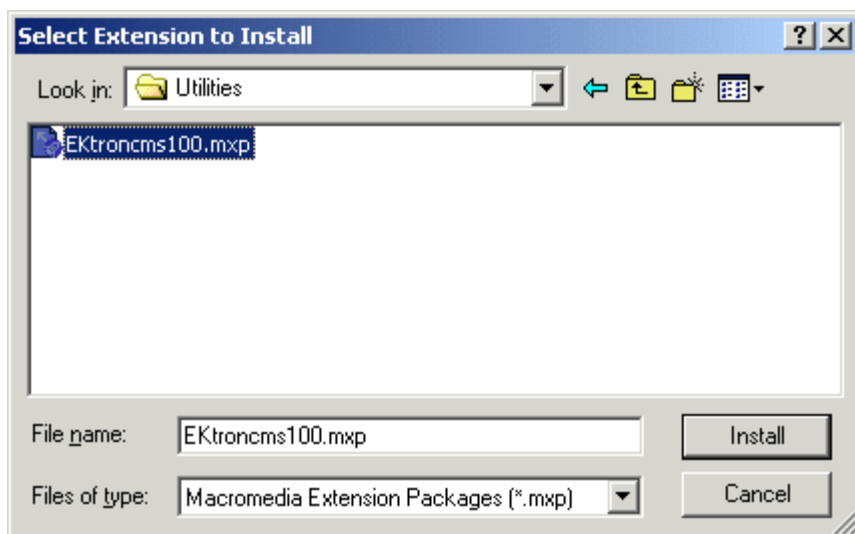
4. When you have selected the file, click the **Install** button.

5. You will then see the Macromedia® Extensions Disclaimer. To continue, click **Accept**.

6. The extension will then begin to install. Once installed, you will receive a confirmation box telling you that the extension was successfully installed.

7. If needed, exit Dreamweaver®, then start it back up and you will then have the ability to use the Ektron Ektron CMS100 Extension Pack.

Refer to "Using the Ektron CMS100 Extension" on page 285 for more information on using Dreamweaver® to create and edit templates for Ektron CMS100.

Setup

Before you can use Dreamweaver®/UltraDev™ to create and edit your templates for Ektron CMS100, you should configure the Ektron CMS100 Extension. Listed below are the configurable options for the extension in Dreamweaver:
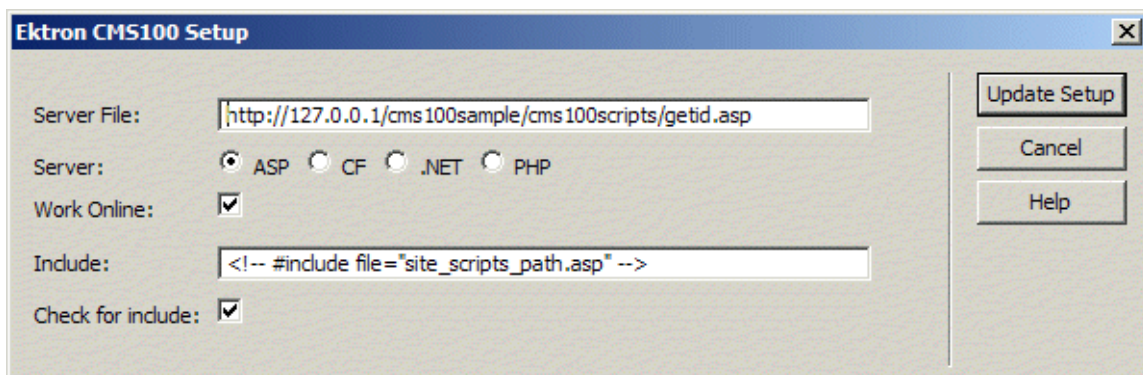
- Site Location
- Server
- Work Online
- Include
- Check for Include

To change these options, follow the path:

Commands > Ektron Content Management > CMS100 > Setup
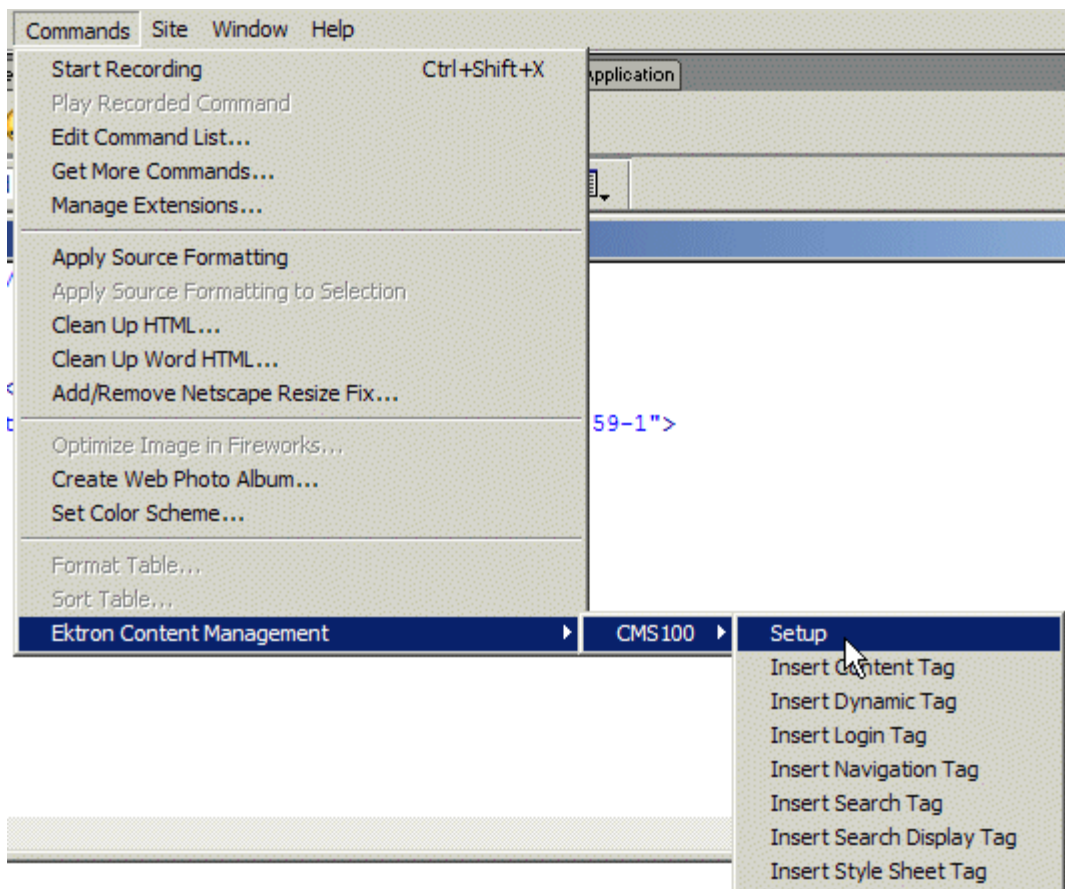
You will see the Setup section at the bottom of the dialog box.

Server File

Specify the address of the file "getid.asp" which contains necessary information for the extension to work properly and successfully connect to your Ektron CMS100 database.

Server

Specify the application server that you will be creating the Ektron CMS100 templates for. By selecting a different server, the custom functions that are placed into the templates will be the functions for the selected server. Your options are:

- ASP
- CF
- .NET
- PHP

NOTE If you are using ASP/.NET/PHP, be sure that the site location is set to your Ektron CMS100 for ASP site root.

Work Online

By default, you will be checked off to work online. If you decide to work offline, you can no longer get data from the database in regards to the drop down list content block names for assigning content to a static content block.

Include

Since each Ektron CMS100 template requires an include file to point to the API with the definitions for the custom functions, you may specify the include file in this text box.

If you have selected a server other than the default ASP server, be sure that you update this text box to use the correct include file.

Check For Include

To avoid having two include files on the same template which could cause the template to not properly display in the browser, the check for include option will check the template for the include file specified in the include field.

If the template does not have the include file referenced, then upon insertion of a custom function in Dreamweaver, the include file will automatically be added to the template.

Update Setup

When you have finished setting up all the parts, click on the **Update Setup** button to save all changes during the Dreamweaver®/UltraDev™ session.

Help

If you click on the Help button, you will be taken to the Help page for this entire process on the Ektron Web site.

Using the Ektron CMS100 Extension

Now that the Macromedia® Extension Package has been installed for Dreamweaver, you can create and edit templates for Ektron CMS100.

To explain how to use this, we will begin by using a template that is in the Ektron CMS100 installation, index.asp, but with the custom tags stripped out.

NOTE   You can also create your own templates instead of using the ones in the Ektron CMS100 installation.
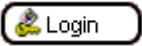
In Dreamweaver, open the file:
C:\Inetpub\wwwroot\CMS100Sample\index.asp
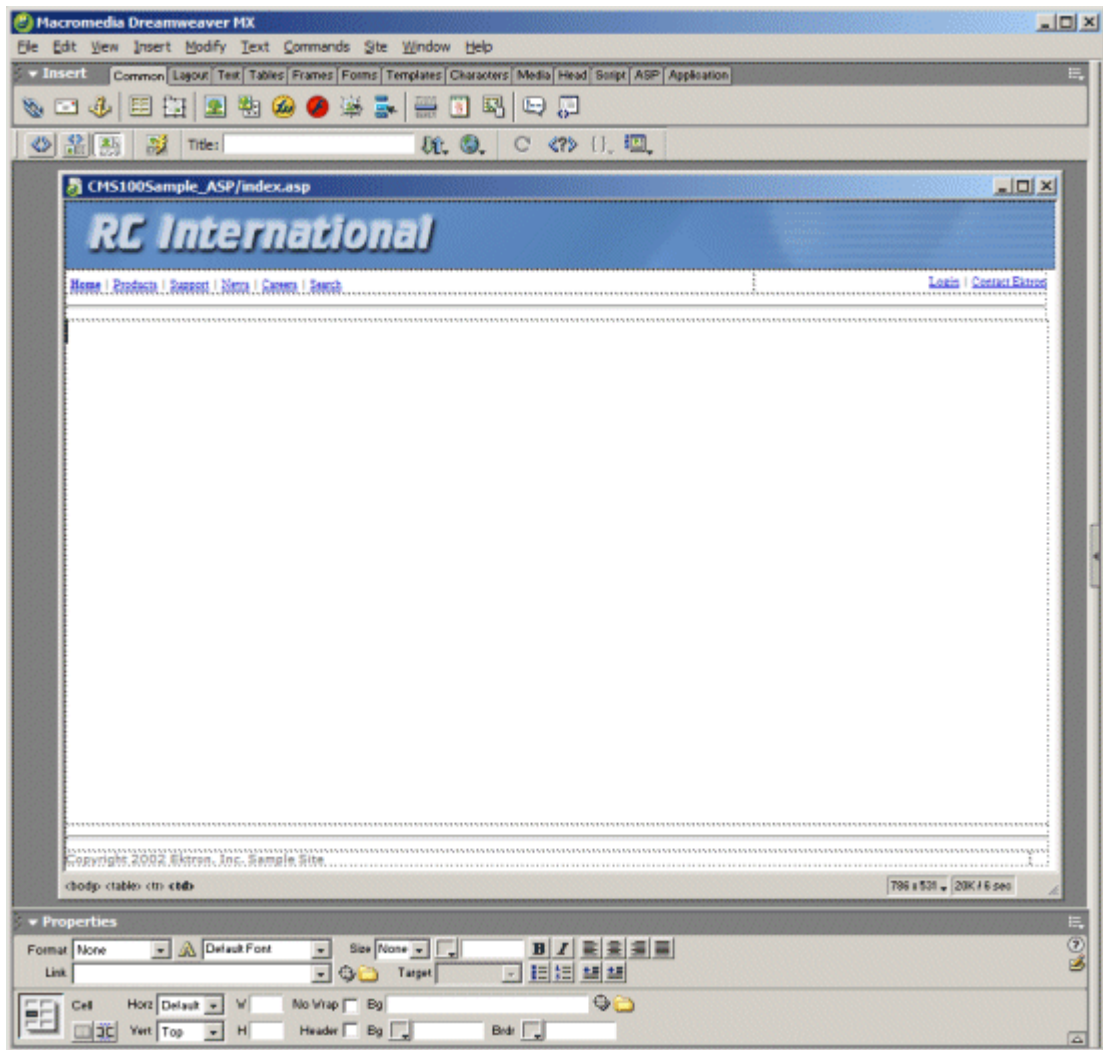
Custom Function Symbols

During the process of inserting functions, there are different symbols that are used to represent each.

Symbol	Represents	More Information
	Login/Logout button	"Insert a Login Tag" on page 288
	Static content block	"Inserting a Static Content Block" on page 289
	Dynamic content block	"Inserting a Dynamic Content Block" on page 292
	Search tag	"Inserting a Search Function" on page 294
	Search display function	"Inserting a Search Display Function" on page 298
	Navigation menu	"Inserting a Navigation Tag" on page 300

Symbol	Represents	More Information
ektron <style> Style Sheet Tag size: 12;	Style Sheet tag	"Inserting a Style Sheet Function" on page 303

Inserting Custom Functions

To insert Ektron CMS100 custom functions during the creating or editing process of the template, follow this path in Dreamweaver to bring up the user interface:

Commands > Ektron Content Management > CMS100

Insert a Login Tag

To insert a login tag:

1. Move the blinking cursor to the area that you want to place it.

2. From the list of functions, click on **Insert Login Tag...**
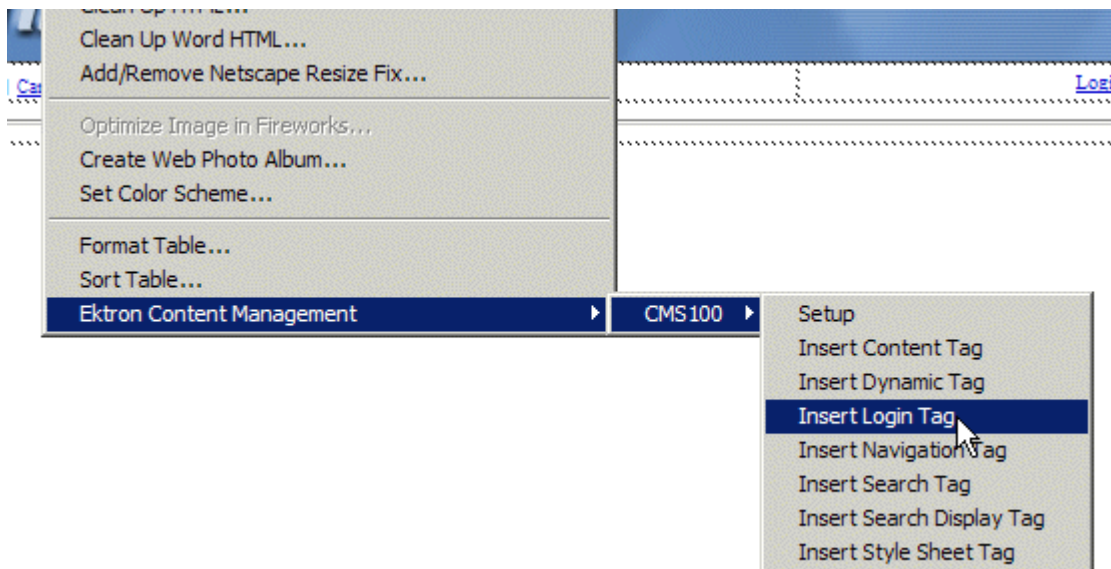
3. You will see the Insert Ektron CMS100 Login Tag box.
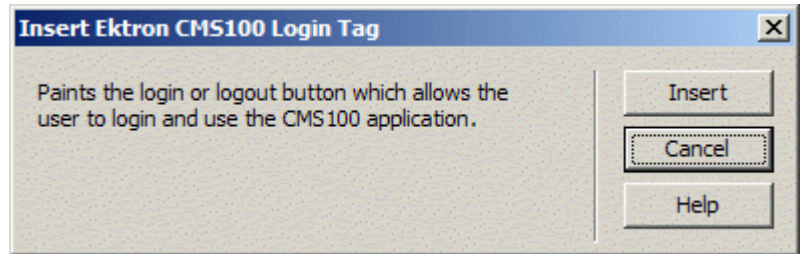
4. Click insert.

There will now be a login icon showing you where the login button will be placed on the template.
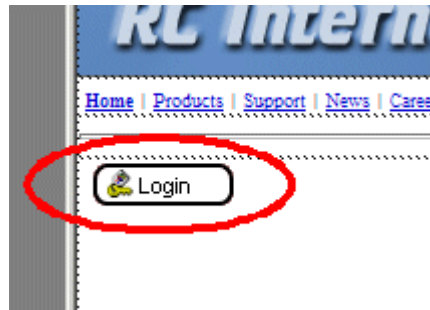
Shown below is the code that will be inserted according to the platform that has been specified in the setup:

Platform	Code View
ASP	<% ecmlogin %>
ColdFusion	<cfmodule template="#request.excf.AppPath#ecmLogin.cfm">
.NET	<% ecmlogin() %>
PHP	<?php ecmlogin() ?>

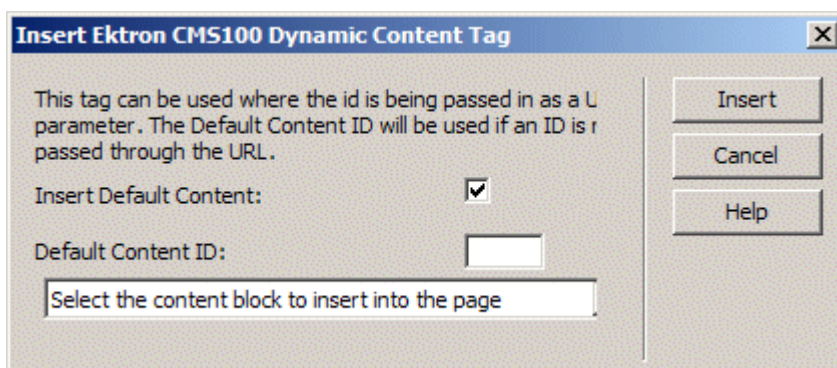## Inserting a Static Content Block

To insert a static content block tag:

1. Move the blinking cursor to the area that you want to place it.

2. From the list of functions, click on **Insert Content Tag...**
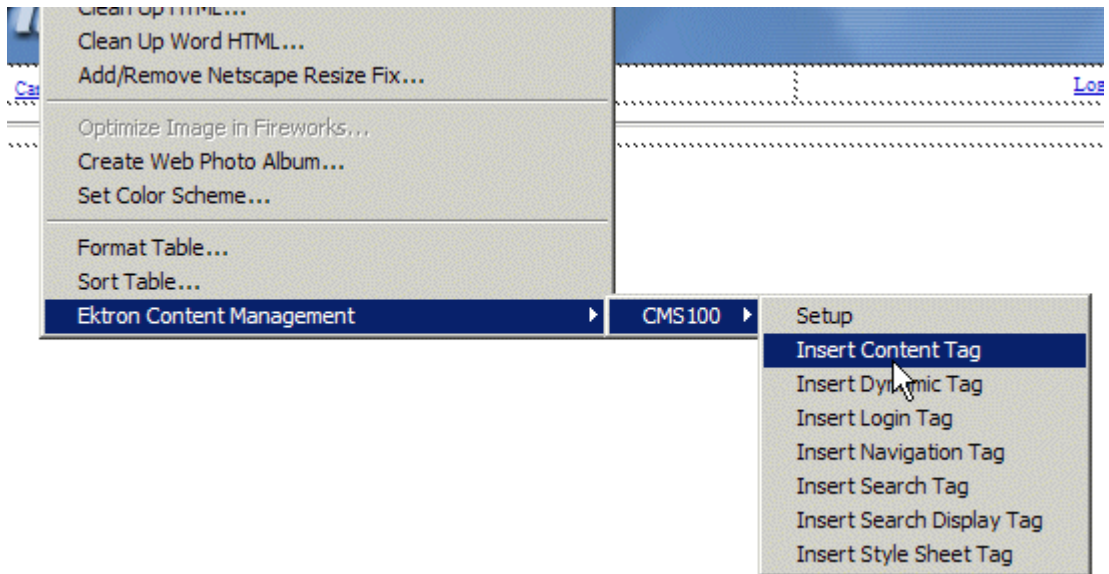
3. You will then see the Insert Ektron CMS100 Content Tag box.
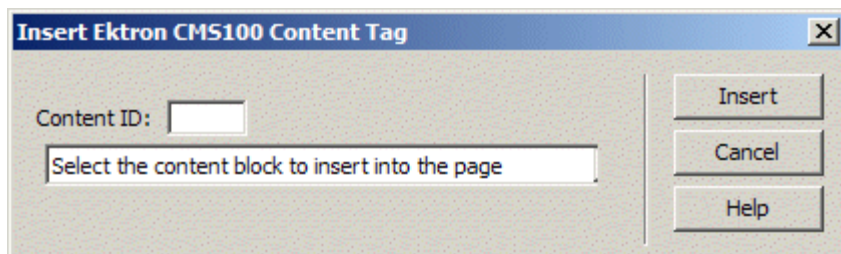
After you click the Content ID button, you need to specify the content that will be called to this static content block. To do this, you can either:

• If you know the ID of the content or you want to insert a static content block for a document that doesn't exist yet, enter the ID in the content ID field.
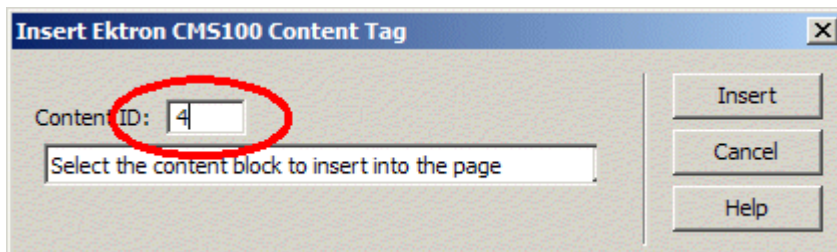
- Click on the field below the Content ID box, and select a content block from the drop down box:
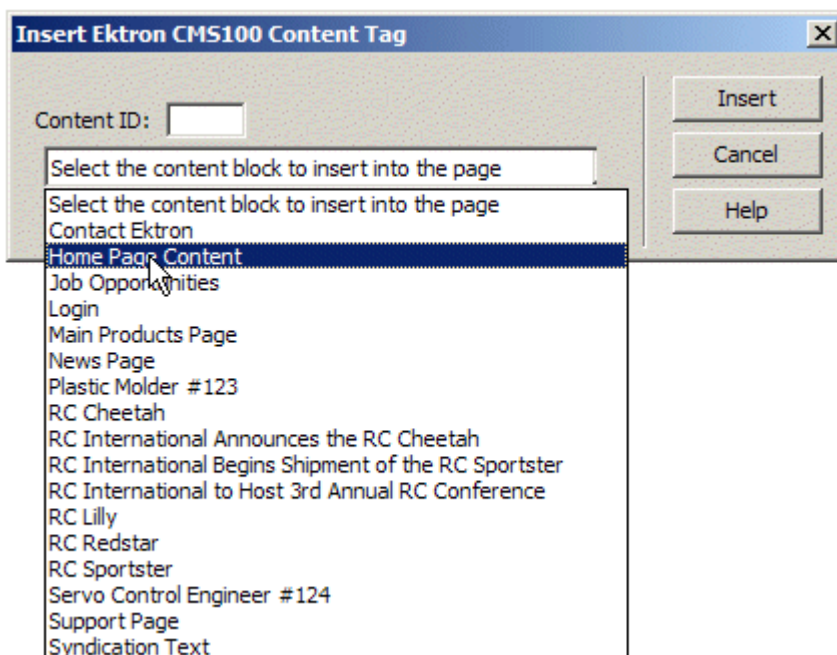
4. Click insert.

There will now be a graphic showing you where the static content block will be placed on the template.


Shown below is the code that will be inserted according to the platform that has been specified in the setup:

Platform	Code View
ASP	<% ecmContentBlock(1) %>
ColdFusion	<CFMODULE id="1" template="#request.excf.AppPath#ecmContentBlock.cfm">
.NET	<% ecmContentBlock(1) %>
PHP	<?php ecmContentBlock(1); ?>

Inserting a Dynamic Content Block

To insert a dynamic content block tag:

1. Move the blinking cursor to the area that you want to place it.
2. From the list of functions, click on **Insert Dynamic Tag...**
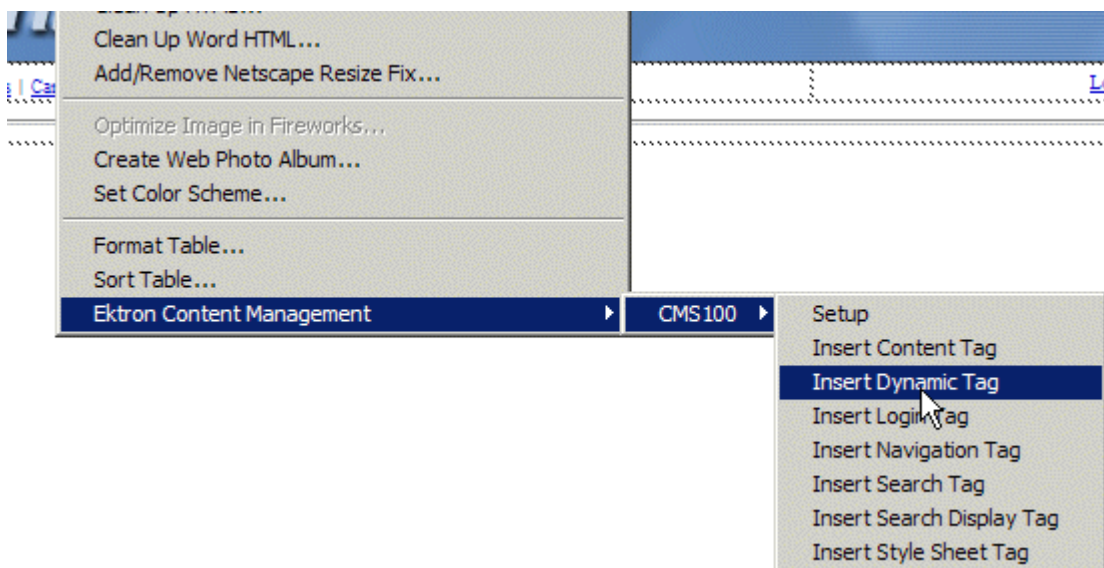
3. You will then see the Insert Ektron CMS100 Dynamic Tag box.

4. Use the following table to assist you will inserting a dynamic content block function.

Field	Description
Insert Default Content	If you want a static content block to be displayed if no ID is passed through the URL, check off this box.
Default Content ID	Specify the ID number of the content block that you wish to use as a default content block on the Web page.

Field	Description
Select Content	If you are working online, you may select the content block to use as a default content block from the list.

5. When completed, click insert.

There will now be a graphic to define where the dynamic content block has been placed on your template.
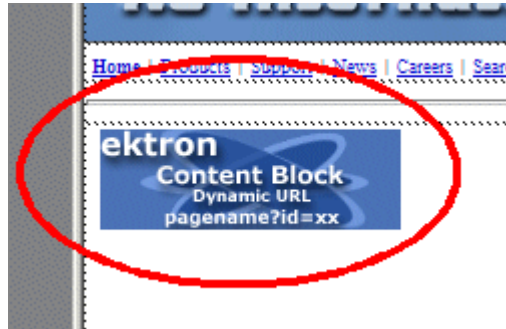
Shown below is the code that will be inserted according to the platform that has been specified in the setup:

Platform	Code View (with default content block ID=2)
ASP	<% if request.QueryString("id")<> "" then ecmContentBlock(request.QueryString("id")) else ecmContentBlock(2) end if %>
ColdFusion	<cfif isdefined("url.id")> <cfmodule id="#url.id#" template="#request.excf.AppPath#ecmContentBlock.cfm"> <cfelse> <cfmodule id="2" template="#request.excf.AppPath#ecmContentBlock.cfm"> </cfif>
.NET	<% if request.QueryString("id")<> "" then ecmContentBlock(request.QueryString("id")) else ecmContentBlock(2) end if %>
PHP	<?php $id =GetURL_Id(2); ecmContentBlock($id); ?>

Inserting a Search Function

To insert a search function:

1. Move the blinking cursor to the area that you want to place it.

2. From the list of functions, click on **Insert Search Tag...**
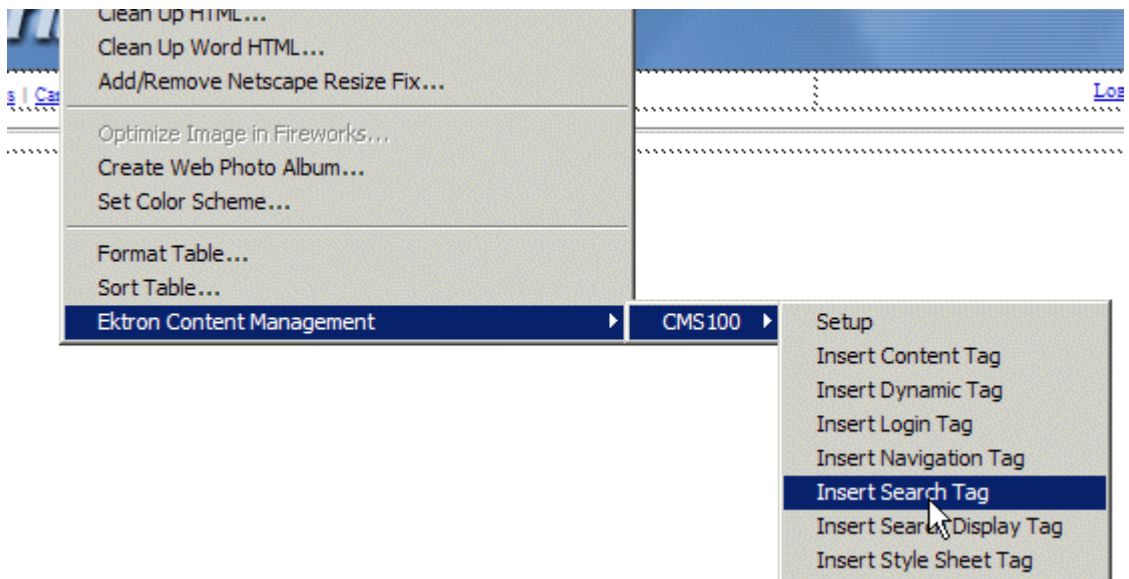
3. You will then see the Insert Ektron CMS100 Search Tag box.

4. Use the following table to assist you will inserting a search tag.

Field	Description
Order By	Specify how you want to order the search results that are generated when a search is performed on you Web site. Also specify if you want the results in ascending or descending order.
Target Page	Specify the Web page where the search results will be displayed. Note: The target page MUST include the search display function
Text Box Size	Specify the size of the text box that will be displayed on the Web page for users to enter the search keywords.
Text Box Max Char	Specify the maximum amount of characters that will accepted in the text box.

Field	Description
Button Image Source	If you wish to use an image for the search button, insert the location of the image in this field. If no image is specified, a standard submit button will be used.
Button Text	The button text is the text that will be displayed on the standard submit button, or the alt text of a search button image.
Font Face	Enter the font face that you would like the search options to appear in on your Web page.
Font Color	Enter the font color that you would like the search options to appear in on your Web page.
Font Size	Enter the font size that you would like the search options to appear in on your Web page.
Display Horizontally	The search tag can be displayed either vertically or horizontally on your Web page. Check off this box if you want it to appear horizontally.

5. When completed, click insert.

There will now be a graphic to define where the search tag will appear on your template.
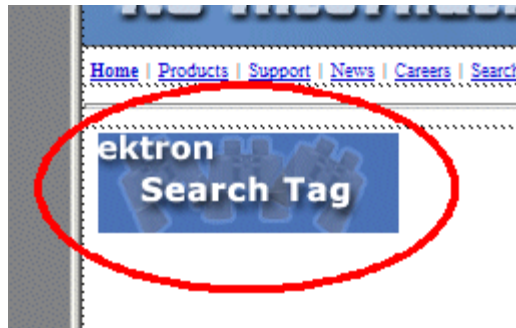

Shown below is the code that will be inserted according to the platform that has been specified in the setup:

Platform	Code View
ASP	<% ecmSearch100 "editdate", "asc", "SearchDisplay.asp", 25, 50, "", "Search", "Verdana", "Blue", "2", 0, "" %>

Platform	Code View
ColdFusion	<cfmodule template="#request.excf.AppPath#ecmSearch.cfm" OrderBy="editdate" Sort="asc" TargetPage="SearchDisplay.cfm" TextBoxSize="25" MaxCharacters="50" ButtonImgSrc="" ButtonText="Search" FontFace="Verdana" FontColor="Blue" FontSize="2" Horizontal="0" Spare1="">
.NET	<% ecmSearch100("editdate", "asc", "SearchDisplay.aspx", 25, 50, "", "Search", "Verdana", "Blue", "2", 0, "") %>
PHP	<?php ecmSearch100("editdate", "asc", "SearchDisplay.php", 25, 50, "", "Search", "Verdana", "Blue", "2", 0, ""); ?>

Inserting a Search Display Function

To insert a search display function:

1. Move the blinking cursor to the area that you want to place it.

2. From the list of functions, click on **Insert Search Display Tag...**
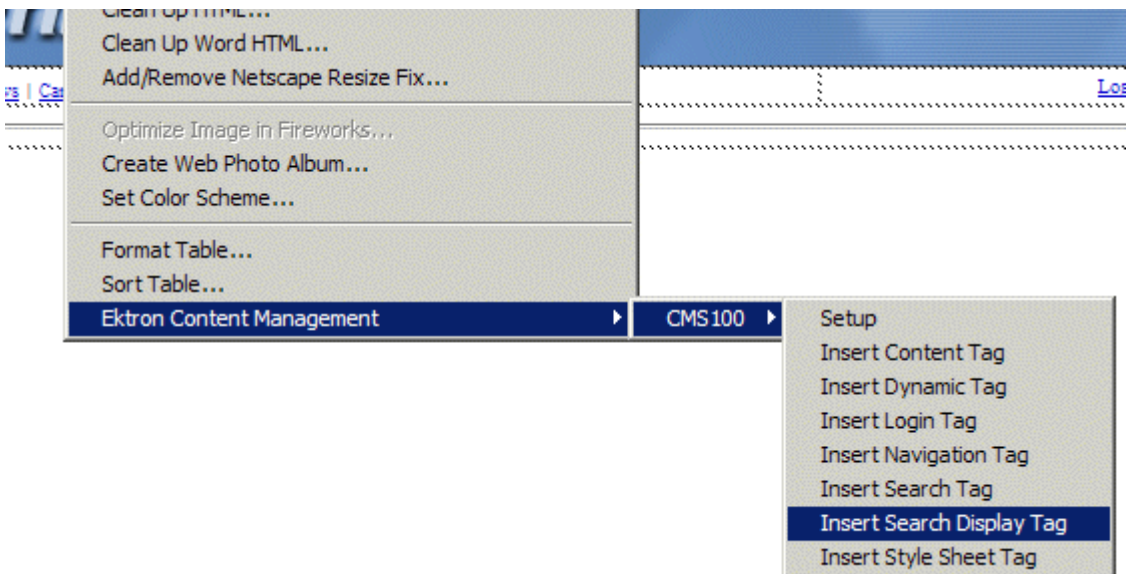
3. You will then see the Insert Ektron CMS100 Search Display Tag box.

4. Use the following table to assist you will inserting a search display function.

Field	Description
Maximum Number of Documents	Specify the maximum amount of results that will be returned to the user when a search is performed.
Style Info	Insert an inline style sheet that will be used to format all the hyperlinks that are returned.
Show Last Modified Date	Check off this box to show the last modified date with the search result. This allows users to distingush between updated and old content.
Insert Default Content	Specify the ID number of the content block that you wish to use as a default content block on the Web page when no search is executed.
Default Content ID	If you are working online, you may select the content block to use as a default content block from the list.

5. When completed, click insert.

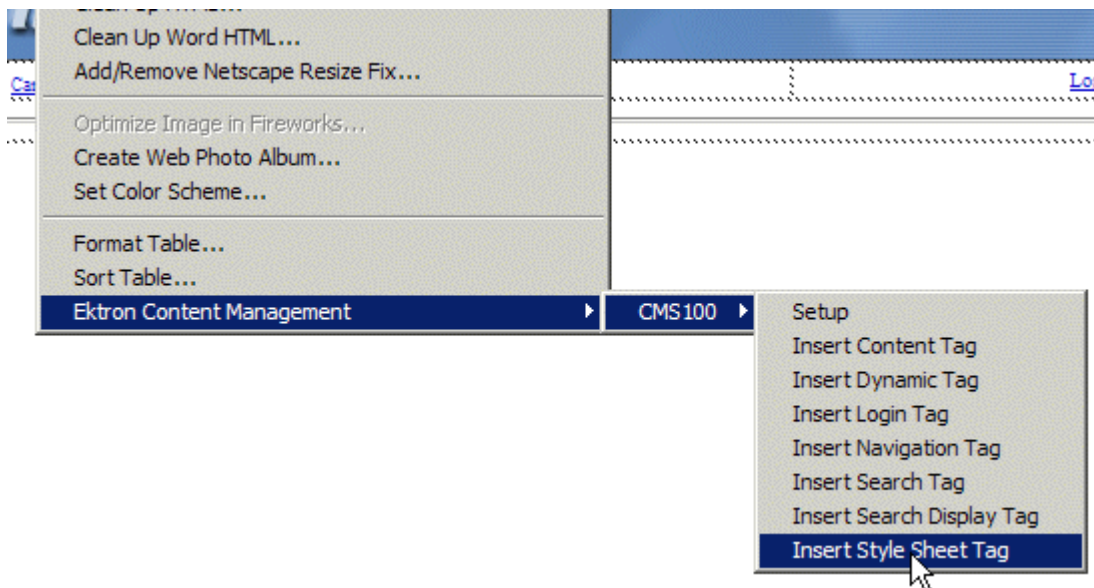There will now be a graphic to define where the search display tag has been placed on your template.

Shown below is the code that will be inserted according to the platform that has been specified in the setup:

Platform	Code View (with no default content block set)
ASP	<% ecmSearchDisplay 0,"",1 %>
ColdFusion	<cfmodule template="#request.excf.AppPath#ecmSearchDisplay.cfm" MaxNumber="0" StyleInfo="" ShowDate="1">
.NET	<% ecmSearchDisplay(0,"",1) %>
PHP	<?php ecmSearchDisplay(0,"",1); ?>

Inserting a Navigation Tag

To insert a navigation tag:

1. Move the blinking cursor to the area that you want to place it.
2. From the list of functions, click on **Insert Navigation Tag...**
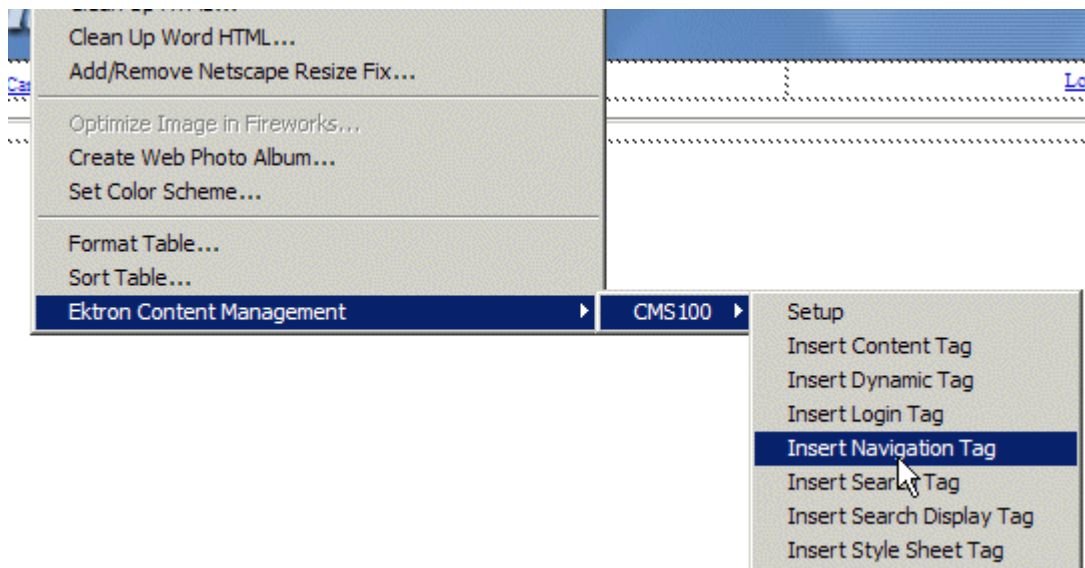
3. You will then see the Insert Ektron CMS100 Navigation Tag box.
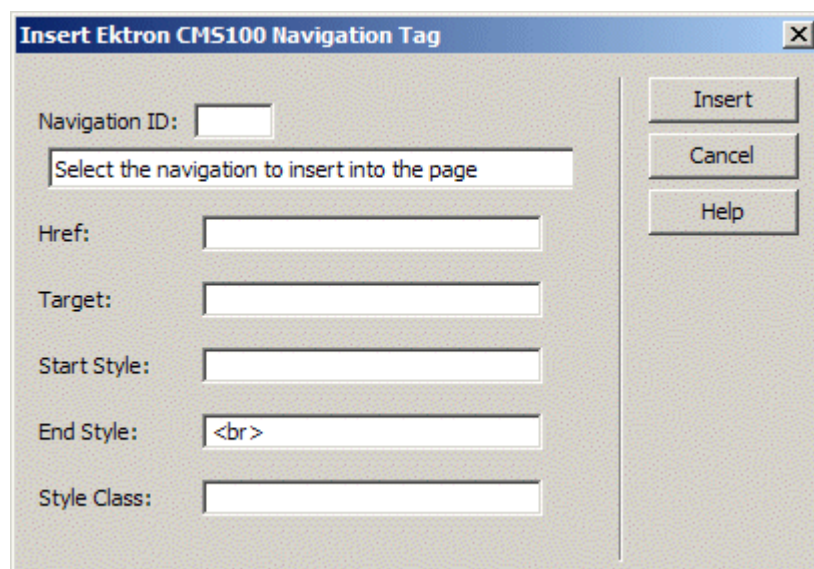
4. Use the following table to assist you will inserting a navigation tag.

Field	Description
Navigation ID	Enter the navigation ID that you want the tag to display. If you are working online, you may select the navgation menu from the list.
Href	If you would like the links generated by the navigation menu to be displayed on a template different from the default template, enter the template file name in this field.
Target	Specify the target for the links that are generated by the navigation menu (i.e. _blank, _top, etc...)
Start Style	Add text or an HTML tag that will be added before each link generated by the navigation menu.
End Style	Add text or an HTML tag that will be placed at the end of each link generated by the navigation menu.
Style Class	Specify a style class that is defined in a style sheet referenced from the template.

5. When completed, click insert.

There will now be a graphic to define where the navigation tag will appear on your template.
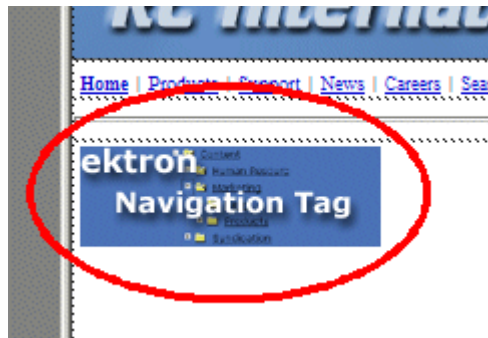
Shown below is the code that will be inserted according to the platform that has been specified in the setup:

Platform	Code View
ASP	<% ecmNavigation "2", "", "", "", " ", "" %>
ColdFusion	<cfmodule id="2" href="" target="" startstyle="" endstyle=" " styclass="" template="#request.excf.AppPath#ecmnavigation.cfm">
.NET	<% ecmNavigation("2", "", "", "", " ", "") %>
PHP	<?php ecmNavigation("2", "", "", "", " ", ""); ?>

Inserting a Style Sheet Function

To insert a style sheet tag:

1. Move the blinking cursor to the area that you want to place it.

2. From the list of functions, click on **Insert Style SheetTag...**

3. You will then see the Insert Ektron CMS100 Style Sheet Tag box.
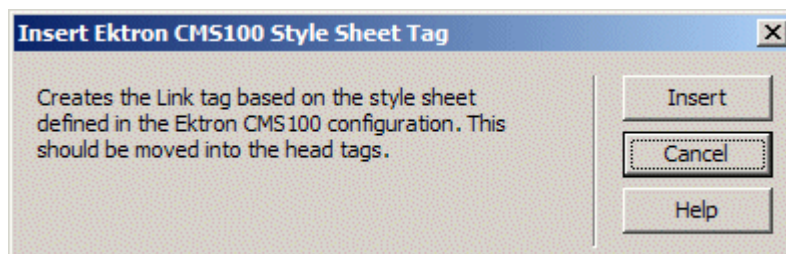
4. Click insert.

5. There will now be a graphic added to your template in Dreamweaver representing where the style sheet tag has been placed.

Shown below is the code that will be inserted according to the platform that has been specified in the setup:

Platform	Code View
ASP	<% ecmStyleSheet %>
ColdFusion	<CFMODULE template="#request.excf.AppPath#ecmStyleSheet.cfm">
.NET	<% ecmStyleSheet() %>
PHP	<?php ecmStyleSheet(); ?>

Additional Information

Documentation

You can find detailed information about CMS100 in the following documentation:

- *Ektron CMS100 Installation Manual, Version 2.1.1*
- *Ektron CMS100 Administrator Quick Start Manual, Version 2.1.1.*
- *Ektron CMS100 User Manual, Version 2.1.1*

Support

If you are experiencing trouble with any aspect of CMS100, please contact the Ektron support team at:

CMS100 support site http://www.ektron.com/support.cfm

Sales

Also, for questions on purchasing or upgrading CMS100, please contact the Ektron sales team at:

sales@ektron.com

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