
**eLineStudio
Site Composer 2.5
Product Manual**
20th October 2004



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What's New in Site Composer 2.5!

1. New HTML Editor
2. Dynamic Website Menus (drop-down). See section 3.8.
3. Transfer Document Ownership
4. Share Publish Right among users

Previously on Site Composer 2.0.

New Features:

1. Internationalization (multiple website languages).
2. New form editor.
3. Content block insertion.
4. Three new reports:
 - expired documents
 - documents to be expired
 - number of document views

Enhancement:

1. Add publish link in Category and Sitemap views.
2. Display previous feedback in Approve Me! page.
3. New Public folder for storing public assets.
4. New "Note" field in "add new document" and "edit document" pages.
5. Approve Me! page is set as default page if there are any documents need to be approved by just logged-in user.
6. Send email notification to reviewers when new document is released for approval (See Notification section in technical documentation).

I. User Section

I.1. Navigating Site Composer's control panel

eLineStudio Site Composer offers the flexibility for users to organize documents according to:

1. sitemap, or
2. category.

Sitemap represents hierarchical structure of web documents in the live website. You can flexibly position documents at any levels in the sitemap (eLineStudio Site Composer supports unlimited level of sitemap).

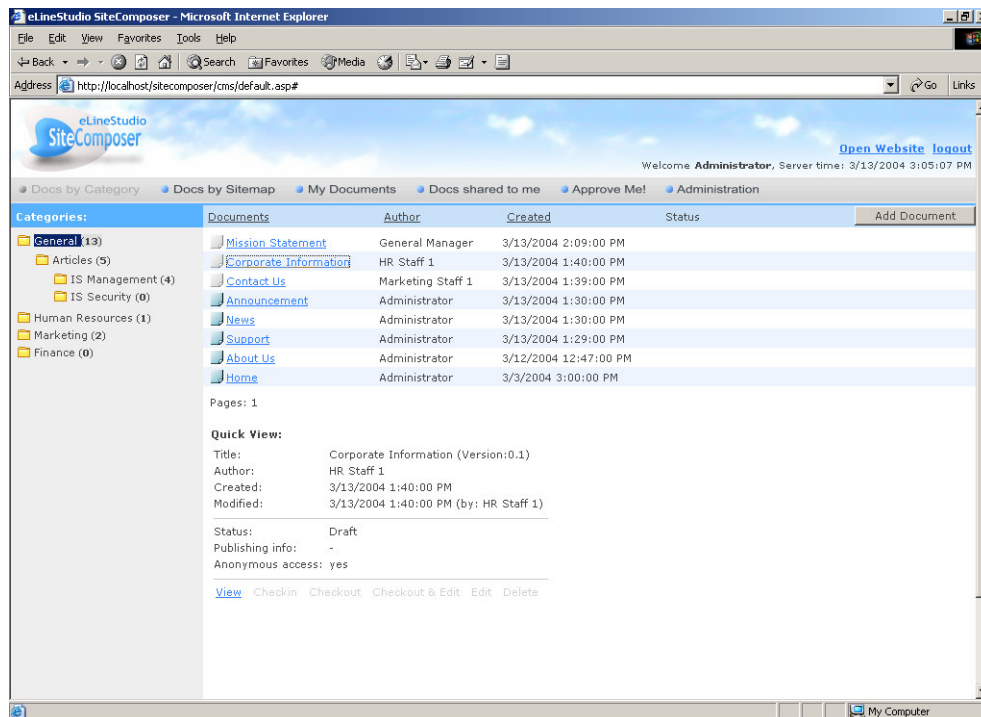
In Site Composer, documents are also organized according to category. You can group documents that are similar in nature into one category. For example, all marketing-related documents are grouped into Marketing category. Thus, category can be regarded as a representation of your internal organization structure. eLineStudio Site Composer supports unlimited level of categories.

Through eLineStudio Site Composer Control Panel you can organize documents by categories and by sitemap.

Basically, you can navigate documents in the control panel through four main menus:

1. Docs by Category
2. Docs by Sitemap
3. My Documents
4. Docs shared to me

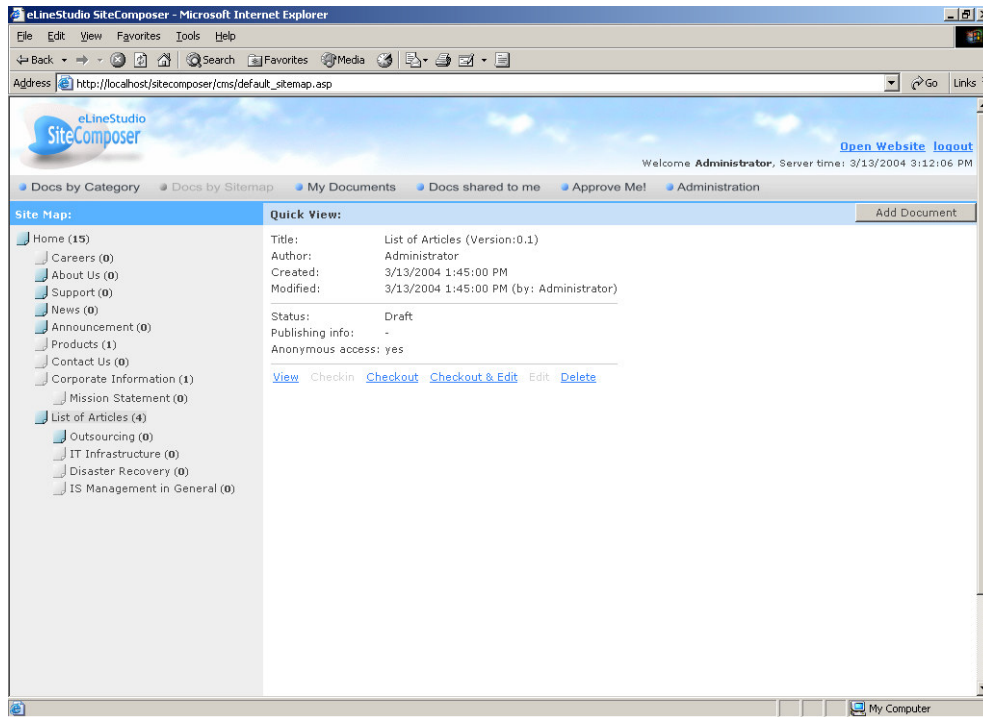
The picture below shows navigating documents by document category. Each time you click one of the category nodes on the left tree, all documents that belong to that category will be displayed.



Picture 1. Navigating documents by category

If you click one of the documents, detailed information will be shown on the lower part of the page (Quick View, as shown in picture 1). The [view](#), [checkin](#), [checkout](#), [checkout & edit](#), [edit](#), [delete](#), and [publish](#) links will be available for you to work with the document.

The picture below shows navigating documents by sitemap.



Picture 2. Navigating documents by sitemap

When you click one of the documents on the sitemap tree, the detail of the document will be shown on the middle of the page.

Two other navigation menus are user specific. The [My Documents](#) menu will only list documents that belong to the logged-in user, i.e., the document that he/she created.

The other menu navigation, [Docs shared to me](#), lists all documents that are shared to the user. The user may read, edit, publish or even delete the shared documents depending on the shared access (read, write, publish or delete) given by the author of the documents.

I.2. Creating a document

To create a new html document, click the [Add document](#) button on the upper right-hand side of the main control panel. The button will be available when you are in [Docs by Category](#), [Docs by Sitemap](#), or [My Documents](#) menu.

Edit Document -- Web Page Dialog

EDIT DOCUMENT

Title : **Documentation** (ver.1.0)
 Created by : Admin
 Last saved date : 4/19/2004 6:26:00 AM
 Last published date : 4/19/2004 3:51:00 AM
 Allow Anonymous : ☒

Current Position : Under the Root [See Detail](#)
☐ Specify New Position (applied on checkin)
☐ Hide from Site Navigation

Category : General
 Template : **Template 1** [view](#)
 Title : **Documentation** *
 Link Text : **Documentation** *
 Abstract :
 Note :
 Search Keywords :
 Search Description :
 Publishing Date : Immediately ☐ Change
 Expire Date : No Expiration ☐ Change

full screen editing

insert asset
insert content block
public asset manager
insert public assets
asset manager
form editor
insert characters
insert bookmark

Documentation

Preview ☐ check-in document

close **cancel checkout** **save**

Picture 3. Adding/Editing document

You need to specify the category of the document, the template which will be applied when the document is published, the document title, and the link text (the text that will appear on document link).

Below are several important fields when adding a document:

1. Allow Anonymous

If Allow Anonymous is opted (public document), by default, all users can view the document. If not, only authorized users set via document sharing module can access the document (read, write, or delete).

2. Position

You can specify exactly the document location/position in the sitemap. If for some reason, you do not want your document appears on the website sitemap, you can choose to hide it.

3. Search keywords & description

These are meta-information for your document.

4. Publishing Date

You can specify when you want to publish the document to the website. If you do not specify anything, the document will be published as soon as you choose to publish the document, or if the document requires approval, as soon as the last reviewer approves the document.

5. Expire Date

If it is set, the document will be expired on that date. If not, the document will never be expired.

In the picture above, you can see that full screen editing and web asset management features are available by clicking one of the icons on the editor's toolbar (as shown in picture 3).

I.3. Creating Content Block

Content Block is a type of document that you can insert into another document. For example, if you have an announcement that you want to display on every web pages in your website, you can create a content block that contains the announcement and then insert that content block into your web pages.

Creating a content block:

- Click "Add Document" button and choose "Content Block".

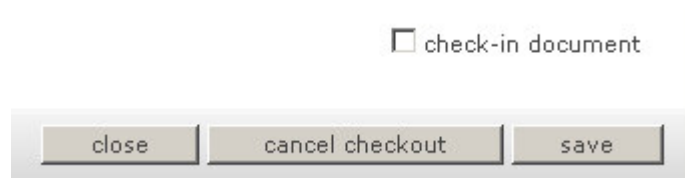
To insert a Content Block into Web Document:

- Open a Web Document for editing.
- Click "Content Block" icon on the html editor's toolbar to open the Content Block dialog window.
- Position your cursor on the area where you want the content block inserted.
- Choose the content block and press OK button.
- Content Block will be inserted in form of [%15%] or [%3%], etc.

I.4. Editing a document

To be able to edit a document, you need to be the author of the document, or you have been given a "write" access to a particular document. However, if a document is currently being checked-out by other user, you cannot edit the document until that user saves and checks-in the document.

When you check-out a document for editing, you will have the following options on the lower-end of the window:



Picture 4. Saving edited document

If you save the document without checking-in, the changes made to the document will be applied temporarily. The changes will be applied permanently to the document only if you check-in and save the document.

If you want to cancel your editing, you can choose the cancel check-out button. It will cancel all changes, and check-in the document.

If you edit a document that is not created by you (you are not the original author), you are not allowed to change the document category and position of the document in the sitemap (site navigation). Only the author of the document can change those two parameters.

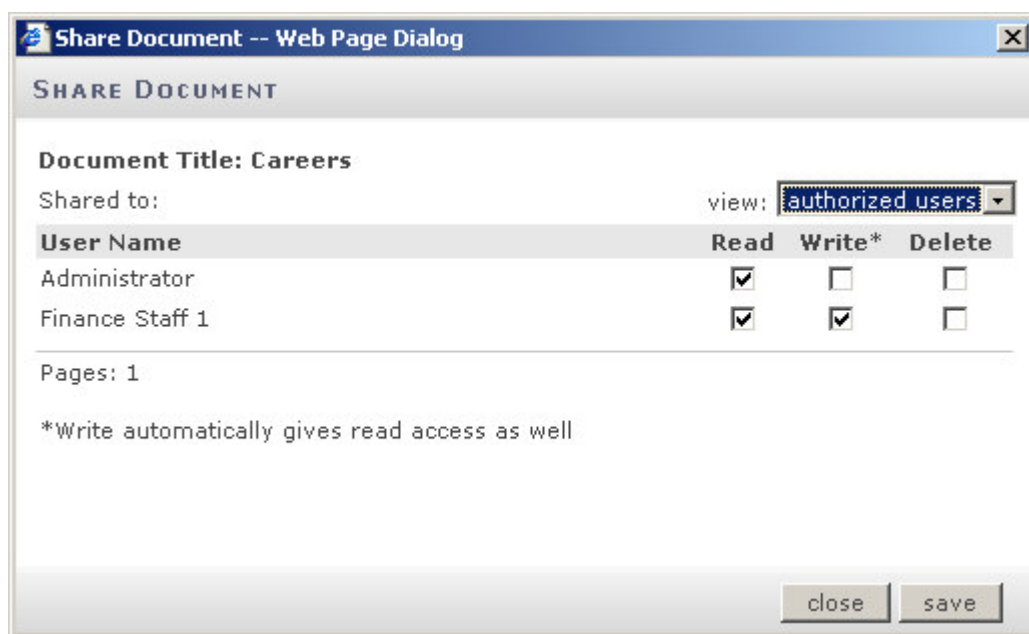
I.5. Sharing your document

As the author of a document, you have the right to share your document to other authors. This may be required if you want to collaborate with other authors to write a document. There are three types of access that you can grant to other authors:

- read
- write
- delete
- publish

To share your document:

1. Go to the My Documents menu.
2. Select the document that you want to share to other users.
3. Click the share link.
4. The following window will open.



Picture 5. Sharing your document

5. There are two viewing options as shown in the picture above, authorized users and all users. Authorized users lists all users that have been given access to the document. If you choose all users, it will list all users in eLineStyle Site Composer (the one with/without access to the document).
-

I.6. Publishing/Releasing a document

To publish/release a document to the approval process, you need to be the author of the document or has been granted “publish” right to the document. If your document belongs to a category that has no approval scheme, then your document will be published directly (or on a specified publishing date) without having to go to the approval process.

However, if your document belongs to a category that has a specified approval scheme, than when you release the document, it will enter the approval process and you have to wait until the last reviewer in the approval process approves your document before it can be published.

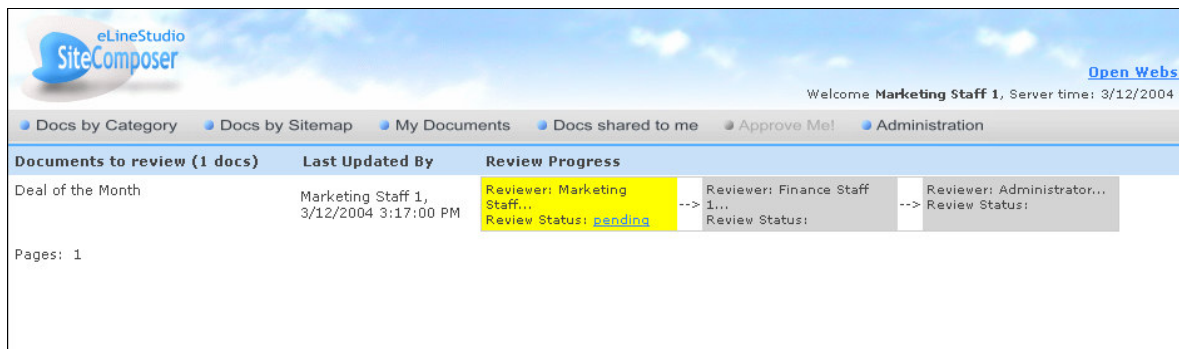
Publishing/releasing a document can be done from Category, Sitemap, and My Documents menu.

When your document is released for approval, you can view the progress of the approval by clicking the [approval progress](#) link from the [My Documents](#) menu.

You can see your published documents on the website by clicking the [open website](#) link on the top-right hand side of the Site Composer’s control panel.

I.7. Approving a document

As a user of Site Composer, you may be pointed as a reviewer in one or more approval scheme. The [Approve Me!](#) menu contains all documents that need your approval.

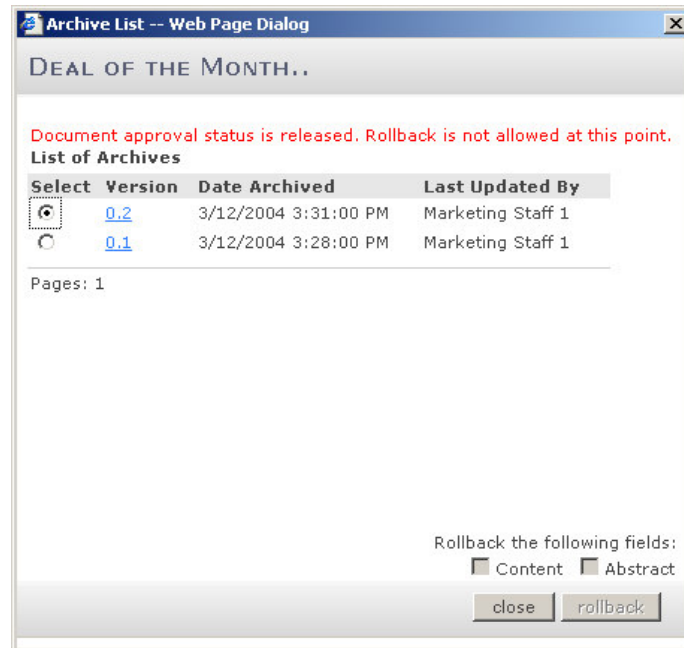


Picture 6. [Approve Me!](#) menu

The yellow box indicates the current status of the approval progress. When you click the [pending](#) link inside the box, the window will load the content of the document for you to review. Then, you can decide whether you want to approve or reject the document. If you approve the document, it will go to the next approval stage, or will be published if you are the final reviewer.

I.8. Archives

You can view your documents' archives from My Documents menu by clicking the history link. A pop-up window will be displayed and will list all the previous versions of your documents. You will have the option to rollback content of the document to a selected version (depending on the document status, documents that are being checked-out by another user, released to the approval progress, or ready to be published cannot be rolled-back).



Picture 7. Archive List

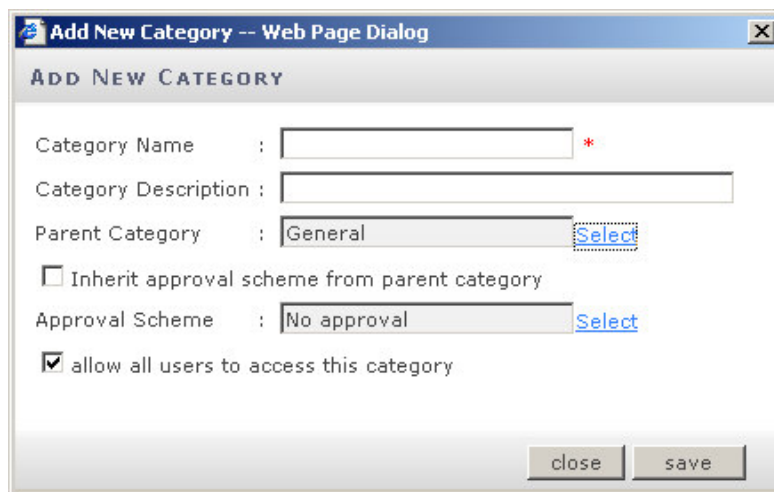
II. Administrator Section

The following section describes the supporting modules in eLineStudio Site Composer. To access the following modules, you need administrator's access level. You can access these modules from the [Administration](#) menu on the control panel.

II.1. Category Management

As an administrator, you can add, edit, or even delete document categories. When you add a document category, you can specify whether the new category is a child of other category, or a main category (a main category does not have parent category).

If your new category is a child of other category, you can specify whether the new category inherits the approval scheme of the parent category.



Picture 8. Adding new category

A category can be set as a public category where all users can access the category, or it can be specified as a restricted category where only assigned users can access the category.

[Administration](#) / Category Management

Category Management

[New Category](#)

Categories:

- General
 - Articles
 - IS Management
 - IS Security
- Human Resources
- Marketing
- Finance

Quick View:

Category Name:	IS Security
Category Description:	
All user allowed:	no Specify Users
Approval Scheme:	One stage (general manager)
Created By:	Administrator
Created:	3/13/2004 1:27:00 PM
Modified:	3/13/2004 3:16:00 PM (by: Administrator)

[Edit](#) [Delete](#)

You can specify which users can access a particular category

Picture 9. Category Management Module

II.2. Approval Scheme Management

Administrators can create approval schemes. An approval scheme can consist up to 7 approval stages and on each stage, there is one reviewer who is responsible to approve/reject documents. Administrators can select any users to act as reviewers in any approval schemes.

[Administration](#) / [Approval Scheme Management](#) / Edit Approval Scheme

Edit Approval Scheme

Approval Name :

Description :

Stage	User	Action
1	<input type="text" value="Marketing Staff 1"/>	select clear
2	<input type="text" value="Finance Staff 1"/>	select clear
3	<input type="text" value="Administrator"/>	select clear
4	<input type="text"/>	select clear
5	<input type="text"/>	select clear
6	<input type="text"/>	select clear
7	<input type="text"/>	select clear

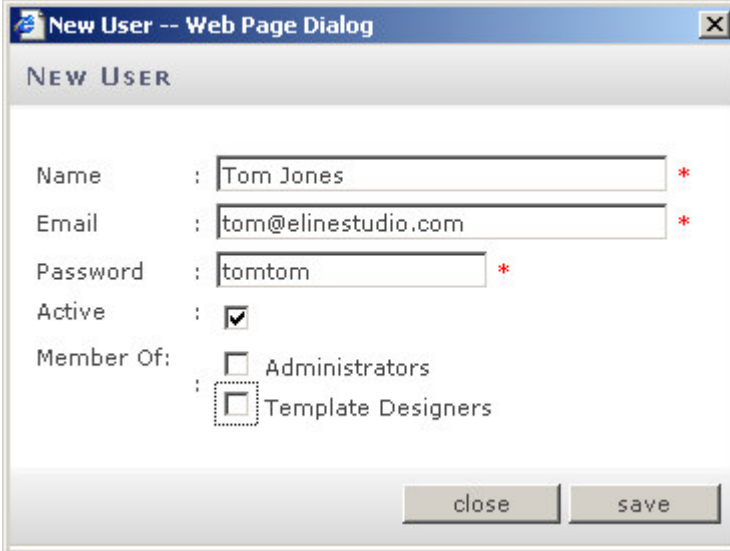
Picture 10. Approval scheme

II.3. User Management

When creating a user, administrator must specify whether the user will also part of administrator group and template designer group. If the user is also part of administrator group, then that person will also have access to category management, approval scheme management, and user management.

A user who is part of template designer group, will have access to the template management module. It is important to remember that being a template designer requires HTML skills since the person will be responsible to create, update, and maintain the web template.

Administrator can disable user's access to the Site Composer's control panel by deactivating its account. Once a user account is no longer active, that person will not be able to login to Site Composer's control panel.



Picture 11. Adding new user

II.4. Multiple Website Languages

eLineStudio Site Composer enables you to create a website with multiple languages. To display language selection on your live website, you need to **insert [%select_language%] tag via template editor** (see template management module). After you insert the tag, the following dropdown box will be displayed on your live website:



Picture 12. Site languages

To be able to have 3 site languages, below is the steps that you need to follow:

1. Create a new home document at Root (same level with "Home" document). You can choose the "After" Home position (this new document will be a default home page for the new language).
2. You may repeat step 1 to create any other "Home" documents for other languages.
3. Publish the document(s).
4. Open the administration area, and click the "Site Language Management". On this page, you can specify the languages for those new home documents that you have just created and set the LCID* as well.

*LCID: language identifier. For example, USA = 1033, Australia = 3081, UK = 2057, Italy = 1040.

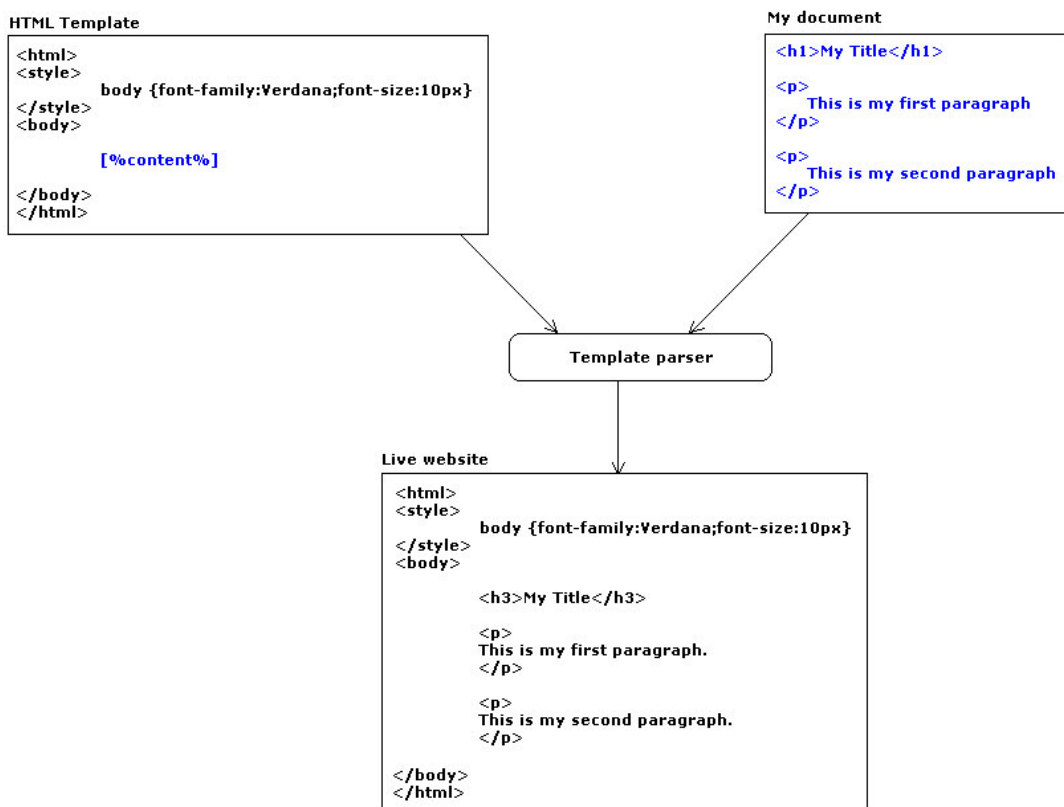
III. Template Designer Section

III.1. Overview

Template management module lets template designer to create, update, and maintain multiple web templates. Web template contains the website layout, navigation, and web assets (picture, multimedia files, etc).

Basically, template is an html framework that is used to represent your document. Template will determine the look & feel of your document on the live website.

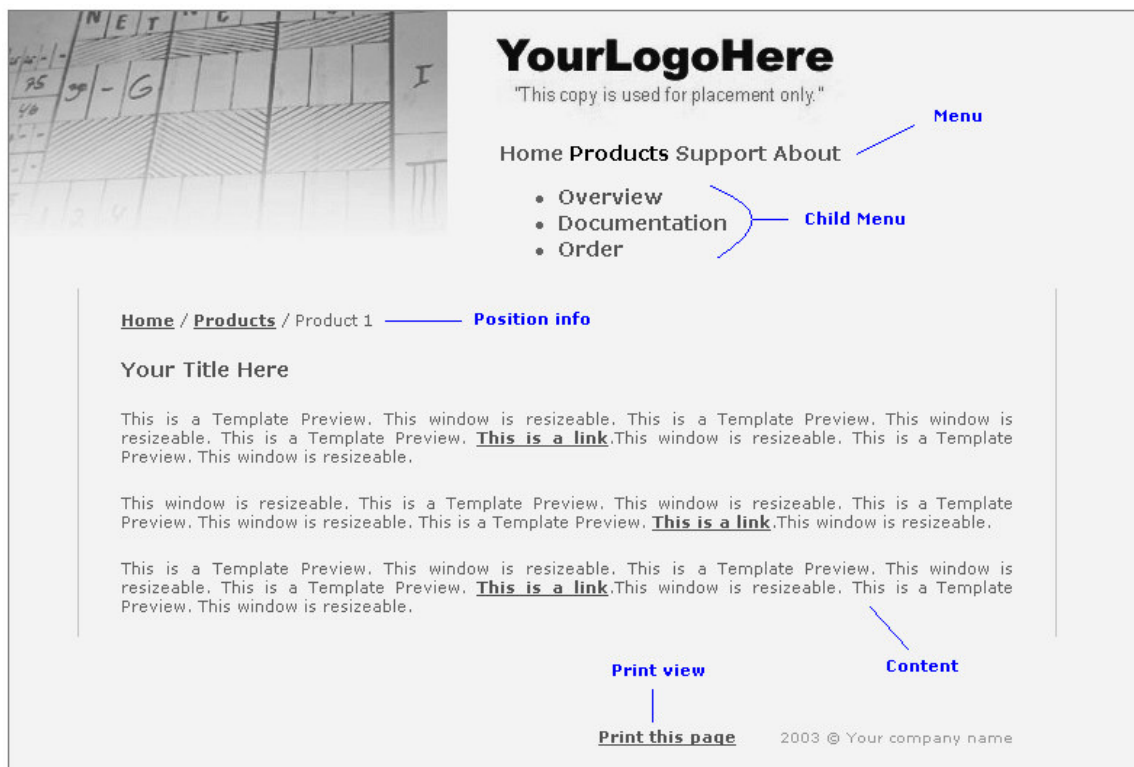
The following is the illustration of formatting a document with a simple template.



Picture 13. Formatting a document with a simple template

One template can be used to format many documents. Site Composer allows you to define multiple templates. Author of a document can choose the template that will be used to format his/her document on the live website. Hence, presentation of your web documents in the live website will always be consistent. In short, template helps you to maintain consistency of your website design.

In order to create a template, basic knowledge of HTML is required. Below is the illustration of general web page's components:



Picture 14. General web page's components

In the picture above, the web page contains several components related to site navigation such as menu, position info, and child menu.

Position info tells you the position of the document in the sitemap. Below is the sitemap related to the above picture:

```

Home
  Products
    Product 1
      Overview
      Documentation
      Order
    Product 2
    ....
  Support
  About
  
```

The web page on picture above, is the "Product 1" document. Hence, the position info points to the:

Home / Products / Product 1

Child menu displays all documents below "Product 1" document, which are:

- Overview
- Documentation
- Order

Besides navigation components, other components that are quite important are the Content itself and Print Preview link.

Site Composer allows you to position those web page's components according to your needs. Site Composer has a collection of web page's components that you can insert into your template such as title, document abstract, author name, version info, etc.

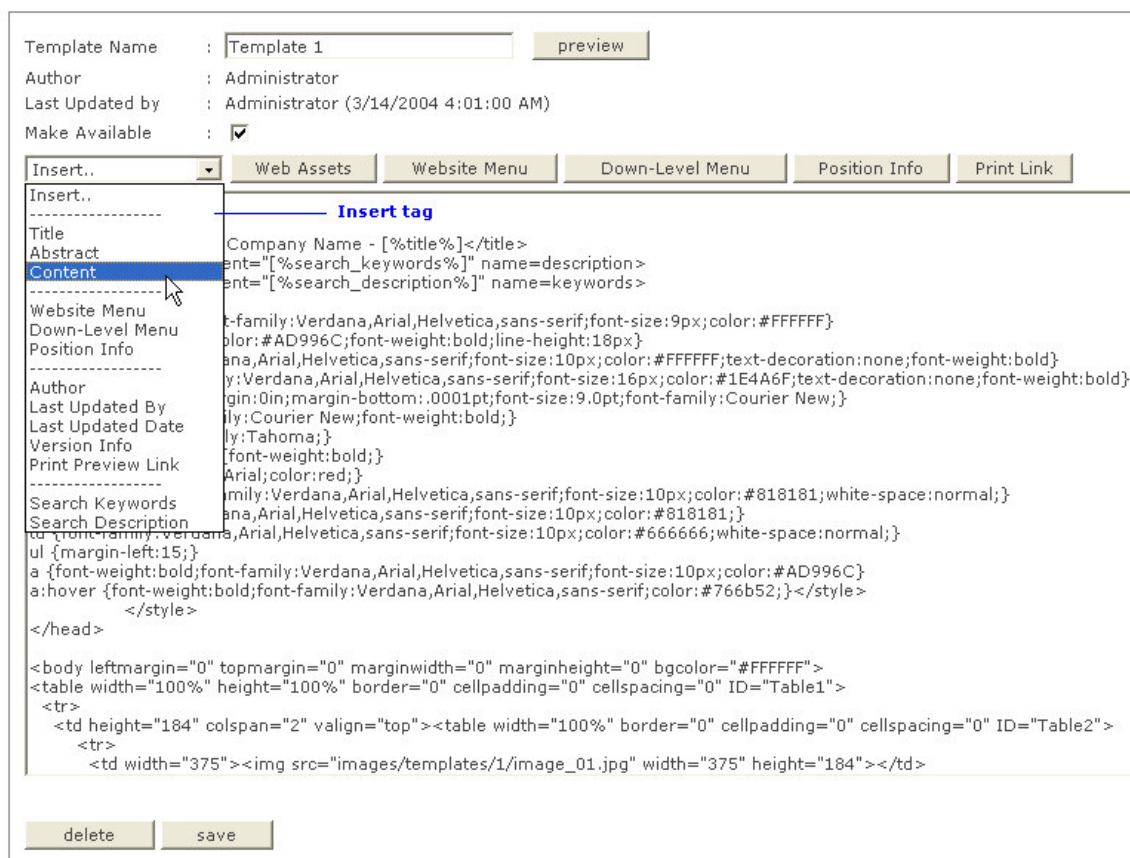
Below is the list of the web page's components that you can insert into your template:

Component	Description
[%title%]	Title
[%abstract%]	Abstract
[%content%]	Content
[%menu%]	Menu (all document 1 level under Home)
[%members%]	Child Menu (Down-level menu)
[%position%]	Position Info
[%author%]	Author name
[%last_updated_by%]	Last updated by
[%last_updated_date%]	Date last updated
[%version_info%]	Version info
[%print_view_link%]	Print view link (will open print preview page)
[%search_keywords%]	Search keywords information
[%search_description%]	Search description information
[%select_language%]	Multiple language selection
Dropdown Menu js inc file	Insert js file for drop down menus
Dropdown Menu (Horizontal)	Insert the horizontal menu object
Dropdown Menu (Vertical)	Insert the vertical menu object

Table 1. Web page's components

By inserting the above tags into your template, you will no longer need to arrange your website menu manually, and give position info to every documents, all is done automatically.

Below is the screenshot of Site Composer's template editor:



Picture 15. Template editor

The drop-down list on the left-hand side, contains all web page's components that you can insert automatically into your template.

Next, we will outline several other things that you need to know when creating a template, which are how to display and format:

- Website menu
- Child Menu (Down level menu)
- Position info
- Print view link

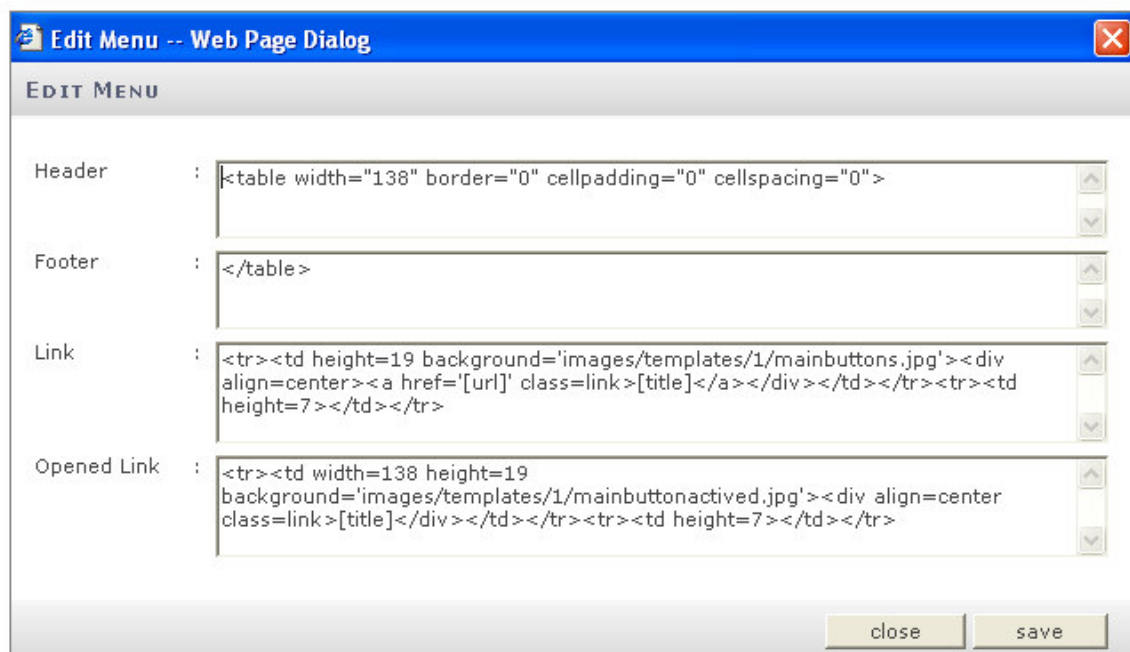
III.2. Website Menu

Below is the sample of website menu:



Picture 16. Website menu

You can have website menu format as above, by editing the website menu via the Website Menu dialog as shown below:



Picture 17. Website menu dialog

Link has two different states:

- Inactive (Link)
- Active (Opened Link)

You can format both via Edit Menu Dialog as shown above. In the above sample, menu is arranged within a table. Hence, you enter "<table>" for Header and "</table>" for the Footer.

For the Link itself, the format is:

```
<tr><td height=19 background='images/templates/1/mainbuttons.jpg'><div align=center><a href='[url]' class=link>[title]</a></div></td></tr><tr><td height=7></td></tr>
```

As for the Opened Link:

```
<tr><td width=138 height=19 background='images/templates/1/mainbuttonactive.jpg'><div align=center class=link>[title]</div></td></tr><tr><td height=7></td></tr>
```

As seen on the codes, We use two specific tags to specify where to put url & link text:

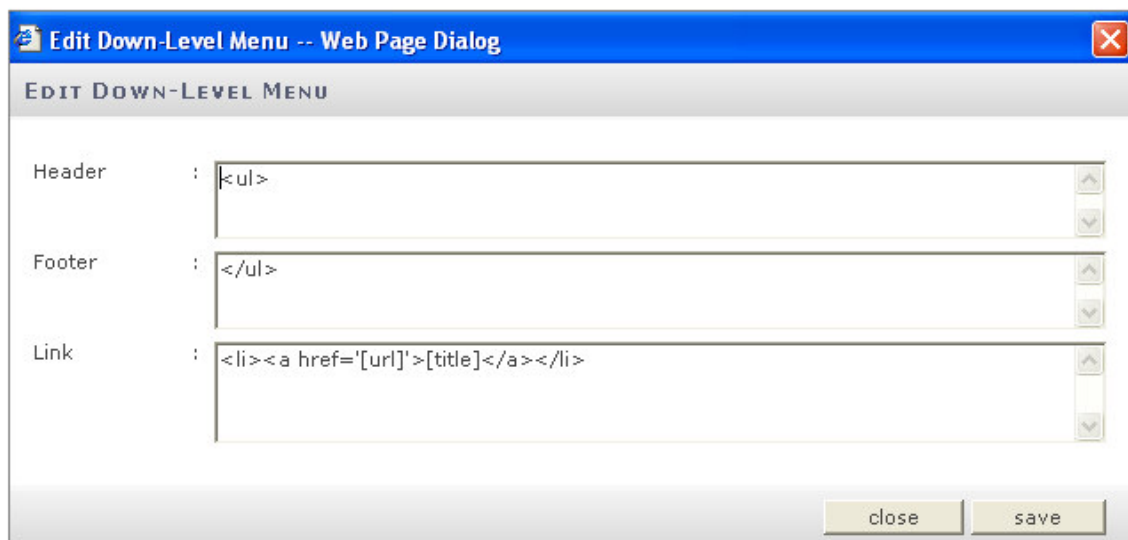
1. [url]
2. [title]

For Opened Link, since it is basically an active link, then you do not need to insert a url. You can also see that background image is also included on the above codes and we use different images for Link and Opened Link.

Basically, you can format your website menu according to your needs. eLineStudio Site Composer provides the facility to do that.

III.3. Child Menu

Formatting child menu (**down-level menu**) is similar to formatting website menu. Below is the edit down-level menu dialog:



Picture 18. Down-level menu dialog

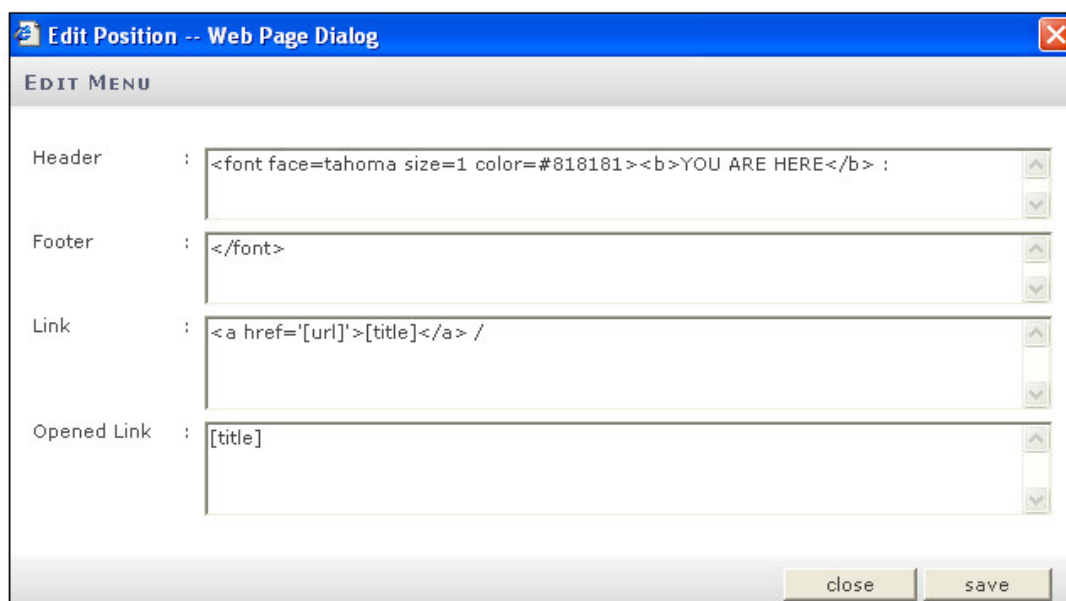
The result of formatting down-level menu as shown in above picture, is displayed below:



Picture 19. Displaying down-level menu

III.4. Position info

Below is the edit position info dialog window:



Picture 20. Position Info dialog

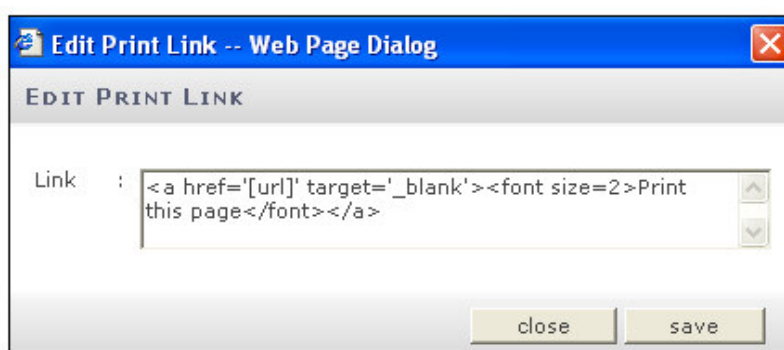
The result of formatting position info as shown in above picture, is displayed below:



Picture 21. Displaying position info

III.5. Print Link

You can also format Print Link as follows:



Picture 22. Print link dialog

The result of formatting print link as shown in above picture, is displayed below:



Picture 23. Displaying print link

To sum up, in order to create a template, you need to have the following:

- basic HTML knowledge.
- be familiar with the web page's components, especially the tags (see table 1).
- be familiar with formatting menu, child menu, position info, and print link.

III.6. Implementing Search Function

Site Composer provides a search function for your website. You can put the search form codes below in your template:

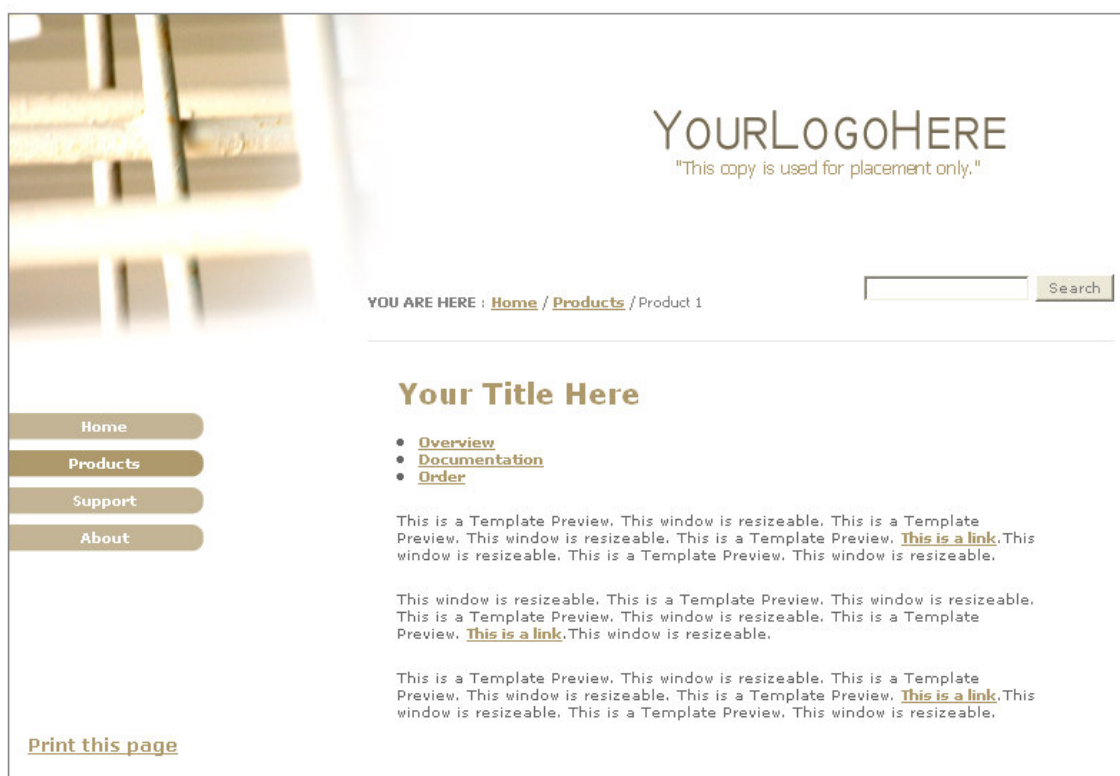
```
<form action=default_search.asp?id=[%id%] method=post id=FormSearch>
<input type=text name=txtKeywords>
<input type=submit value=Search>
</form>
```

The search form will look like this:



Picture 24. Search form

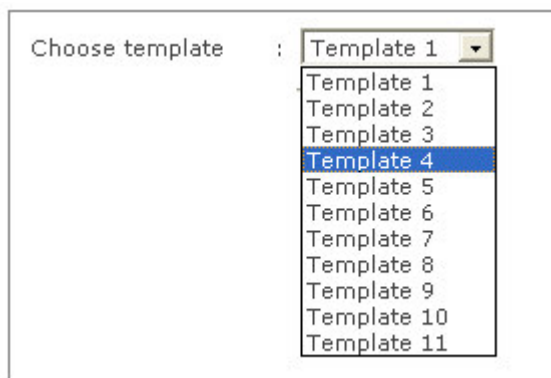
Below is the look & feel of a template configured according to our settings above:



Picture 25. Template sample

III.7. Preloaded Templates

Site Composer is pre-loaded with several great-looking templates that you can apply to your documents. You may also modify the templates to better suit your needs.



Picture 26. List of templates

As a template designer, you can specify when you want your template available for users to choose from when they add/edit documents (by specifying the Make available parameter on the template management page).

The template management also provides a web asset module that designer can use to upload files related to that particular template and later insert it into the template.

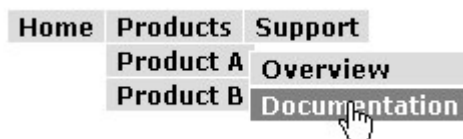
III.8. Implementing Dropdown Menus

eLineStudio Site Composer has a built-in dropdown menu feature that can be used on your website.

There are two types of dropdown menus:

- Horizontal
- Vertical

Below is an example of Horizontal Dropdown Menu:



Picture 27. Horizontal Dropdown Menu

Below is an example of Vertical Dropdown Menu:



Picture 28. Vertical Dropdown Menu

The dropdown menu is implemented through the template editor.



Picture 29. Inserting Menus through the template editor

There are **3 steps** required to insert a dropdown menu:

1. Insert the required javascript file for the dropdown menu (in the head section of the template) by selecting "Dropdown Menu js Include File" from the tag insertion dropdown in the template editor. This will insert :

```
<script language="JavaScript" src="cms/include/dropmenu.js"></script>
```

2. Insert the Menu (horizontal or vertical) by selecting "Dropdown Menu (Horizontal)" or "Dropdown Menu (Vertical)". The "Dropdown Menu (Horizontal)" will insert the menu object:

```
<script>
var obj1= new DropMenu("obj1");
obj1.arrMenus=[%dropmenu%];
obj1.align="left";
obj1.styleBorder="white 1px solid";
obj1.styleBg="gainsboro";
obj1.styleBgOver="gray";
obj1.styleBgOut="gainsboro";
obj1.styleColor="black";
obj1.styleColorOver="white";
obj1.styleColorOut="black";
obj1.styleFontFamily="Verdana";
obj1.styleFontSize="12px";
obj1.styleFontWeight="bold";
obj1.stylePaddingLeft="5px";
obj1.stylePaddingRight="5px";
obj1.stylePaddingTop="1px";
obj1.stylePaddingBottom="1px";
obj1.renderHorizontal();
</script>
```

The "Dropdown Menu (Vertical)" will insert the menu object:

```
<script>
var obj2= new DropMenu("obj2");
obj2.arrMenus=[%dropdownmenu%];
obj2.align="left";
obj2.styleBorder="white 1px solid";
obj2.styleBg="gainsboro";
obj2.styleBgOver="gray";
obj2.styleBgOut="gainsboro";
obj2.styleColor="black";
obj2.styleColorOver="white";
obj2.styleColorOut="black";
obj2.styleFontFamily="Verdana";
obj2.styleFontSize="12px";
obj2.styleFontWeight="bold";
obj2.stylePaddingLeft="5px";
obj2.stylePaddingRight="5px";
obj2.stylePaddingTop="1px";
obj2.stylePaddingBottom="1px";
obj2.renderVertical();
</script>
```

- Finally, you can modify the look & feel of the dropdown menu by modifying some properties of the inserted menu object. Below are the properties used to control the dropdown menu style:

Property	Description
align	Controls the menu text alignment
styleBorder	Sets the border style of the menu items
styleBg	Sets the default background color of the menu items
styleBgOver	Sets the background color of the menu item on mouse over
styleBgOut	Sets the background color of the menu item on mouse out
styleColor	Sets the default color of the menu text
styleColorOver	Sets the color of the menu text on mouse over
styleColorOut	Sets the color of the menu text on mouse out
styleFontFamily	Sets the font family of the menu text
styleFontSize	Sets the font size of the menu text
styleFontWeight	Sets the font weight of the menu text (eg. Bold)
stylePaddingLeft	Sets the left padding of the menu item
stylePaddingRight	Sets the right padding of the menu item
stylePaddingTop	Sets the top padding of the menu item
stylePaddingBottom	Sets the bottom padding of the menu item

Table 2. Dropdown menu styles