



FirstSpirit™

Your Content Integration Platform

Manual for Editors (WebEdit) FirstSpirit Version 4.x

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e-Spirit AG

Barcelonaweg 14
44269 Dortmund | Germany

T +49 231 . 286 61-30
F +49 231 . 286 61-59

info@e-Spirit.com
www.e-Spirit.com

e-Spirit^{AG}

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1 Introduction

WebEdit has been developed as an extension to the FirstSpirit JavaClient. The WebEdit mode provides a browser-based interface for fast and uncomplicated management of editorial content. The authors can thereby immediately use the many functions of the FirstSpirit editing environment as, in contrast to the installation of the FirstSpirit JavaClient, no Java environment is required for WebEdit. Technically speaking, WebEdit only works on the basis of HTML and JavaScript.

WebEdit is usually used when authors wish to change existing content very quickly without having to learn about the extensive functions of the FirstSpirit editing environment. To keep operation and user guidance as simple and understandable as possible within WebEdit, the WebEdit interface does not provide the full scope of functions of the FirstSpirit editing environment. The functions for editing work are clearly structured into operating elements such as the WebEdit bar or the Quick-Edit bar, and can be hidden if necessary. In this case, the editor can view the entire layout of the page without troublesome operating elements.

Due to the same didactical approach for the user guidance, authors who have worked with WebEdit can easily change to the more extensive FirstSpirit editing environment. Therefore, authors can, if necessary, be introduced to the extensive functions of FirstSpirit step-by-step.

The following chapters offer step-by-step guidance through the operating concepts of WebEdit 4.x and are based on the "FIRSTools" sample project, which is shipped with the FirstSpirit standard software. Thus the reader can directly apply the functions introduced in a functioning system.



The simultaneous login via a web browser (e.g. in different windows or tabs) to several FirstSpirit servers with the same host name (e.g. myServer:8200 and myServer:8400) is not supported.





In most cases, screenshots are used in this document which base on the theme "default" (see Chapter 1.7 page 19). From FirstSpirit version 4.2R4 only just the theme "xp" is supported (see Chapter 1.4 page 13). For this reason, the layout of WebEdit differs in many places from the screenshots, from this version on.



FirstSpirit is not a universal "out-of-the-box" product; it is software that is constantly being updated. New functions are being integrated and customer suggestions are implemented on a continuing basis. The documentation can only reflect this constant process of updates to a limited extent. Thus it is possible that, due to tight time constraints, some illustrations in this documentation could deviate from the current display in FirstSpirit. Don't be disturbed if this is the case, just follow the manual as usual.



1.1 New in Version 4.0

Users already familiar with WebEdit will discover some new features in Version 4.0. The new functions are described briefly in this chapter. Reference is made to the appropriate chapter for a detailed description.

Creation of links revised The implementation of functions for creating links has been revised. In addition to an improved compatibility to the JavaClient (e.g. updating of the section list), there is now a simple procedure for defining content links. Furthermore, support of links to remote projects and related projects has been expanded in WebEdit. In this connection, movement of related projects that had a separate link type in WebEdit 2.5 into the internal link type is important (analog to the JavaClient) (refer to Chapter 10.9 page 182).

Changes and extensions to input components: Within the context of the revision of WebEdit, some changes and extensions have been made to the input components:

- **CMS_INPUT_CONTENTAREA:** All actions, e.g. moving a section, are now executed directly in the input component. Pop-up windows, such as in Version 3.x, are no longer used (refer to Chapter 10.3 page 158).
- **CMS_GROUP:** This new input component for graphical grouping of input components is supported by WebEdit, whereby however, for technical reasons, not all graphic variations of the JavaClient are possible (refer to Chapter 10.8 page 180).
- **CMS_INPUT_TOGGLE:** This new input component is used for defining logical values (refer to Chapter 10.8 page 180).
- **CMS_INPUT_PERMISSION:** This input component is used for defining hierarchical permissions and has been extended by functions for configuring multiple operations (refer to Chapter 10.15 page 199).

Improved GUI: Even the WebEdit interface has been adapted and improved in many areas. For example, the user guidance for managing language-dependent media has been adapted (refer to Chapter 7.1.3.2 page 123)



Mixed mode of JavaClient and WebEdit: Combined mode of WebClient and JavaClient is better supported in Version 4.0. The following functions are available:

- **Single Sign-On:** Multiple logins to the JavaClient and additionally to the WebClient are no longer required
- **Activate browser navigation:** Via the "Extras - Browser navigation" menu item, the JavaClient can be put into an operating mode in which the display focus follows the navigational sequence in the preview web browser. If, e.g. a navigation is carried out in the browser within the preview (by clicking on a link) then the JavaClient follows this object change. This function allows you to easily move between the WebClient and the JavaClient.

Message dispatch: Messages can now also be sent from within WebEdit. Relevant messages, e.g. issued on a restart of the server, can be sent by the server administrator or the project administrator and shown directly within the WebClients to all editors:



Figure 1-1: Message dispatch in the WebClient

1.2 New in Version 4.1

The following innovations have been implemented in WebEdit in FirstSpirit Version 4.1:

Restrictions for the uploading of media: From Version 4.1, the uploading of media into the FirstSpirit Media Store can be limited to specific file sizes and formats, depending on the settings in the project configuration (see *FirstSpirit Manual for Administrators*). For information on effects in WebEdit, see Chapter 7.1.3.1 from page 121.

Linking workflow to the Delete function: From FirstSpirit Version 4.1, a project-specific workflow can be created for deleting elements which is directly connected to the controls provided for deleting elements (see Chapter 4.3 page 92).

Language enhancement: Apart from German, English, French, Spanish and Russian, menu labels, context menus and dialogs in FirstSpirit JavaClient are now also available in Italian from Version 4.1. The language setting for WebEdit is defined using the combobox of the FirstSpirit start page (see also *FirstSpirit Manual for Editors (JavaClient)*).



1.3 New in Version 4.2

Re-design of WebClient: The WebClient has been comprehensively redesigned for WebEdit 4.2 with new buttons, adjustment of the layout within selection dialogs and a preview within picture input components (see Chapter 1.8 page 21).

Easy-Edit: Using the new "Easy-Edit" function the editor works directly in the project's preview, nearly without using separate windows (pop-up windows) (see Chapter 1.10 page 27).

Generische Link-Editoren: Links are no longer maintained by means of static input dialogs, but instead using flexibly configurable, generic editors. This can result in differences in the display and user prompting of the input screen forms for the editors, which can be adjusted in a project specific way to a far greater extent than to date. This function is available in WebClient (see Chapter 10.9.5 page 193).

New input components: FirstSpirit Version 4.2 marks the start of fundamental revision and consolidation of FirstSpirit's input component model (cf. "FirstSpirit Roadmap 2009-2012"). Three new input components were implemented within this new version, which are also available in WebClient, albeit to a limited extent only in some cases: FS_DATASET for selecting and editing data sets, FS_LIST for creating a list of sections and FS_REFERENCE for referencing different object types (see Chapter 10.22 page 207 up to Chapter 10.24 page 210). In addition, the CMS_INPUT_OBJECTCHOOSEER input component already available in JavaClient has also been made available in WebClient (see Chapter 10.13 page 197).

Support for inline tables in WebEdit: Since FirstSpirit Version 4.1, so-called "inline tables" can be integrated in the text flow by enhancement of the DOM Editor input component (CMS_INPUT_DOM) in JavaClient. The function is now available in WebEdit 4.2 – albeit with limited scope (see Chapter 10.5.2 page 169).

Access to several remote media projects: The licence-dependent FirstSpirit Remote Media function has been enhanced to include the input components CMS_INPUT_PICTURE and CMS_INPUT_FILE. Unlike FirstSpirit Version 4.1, in Version 4.2 it is now possible to define several remote projects (previously precisely one) for an input component (see Chapter 10.16 page 200 and Chapter 10.7 page 173).

1.4 New in Version 4.2R4

Visual revision of the WebClient: Especially, the icons used in the WebEdit toolbar (see Chapter 2.1 page 30) and in the new vertical Quick-Edit bar (see Chapter 2.1.18 page 50) have been further adjusted to the familiar ones of FirstSpirit-



JavaClient in Version 4.2R4. Moreover, the "New" and "Edit" dialogs has been revised (see Chapter 1.9 page 22).

Improved visualizing of workflow states: A status bar for workflows has been introduced underneath the WebEdit toolbar in order to be able to identify better, which workflow status a page has and which step has to be performed next. The next step required to process the workflow is displayed here. This is displayed in the respective status colour defined by the project developer. Equally, the user who switched the page to its current status is displayed and an optional comment of the user, which they entered on forwarding the workflow. The workflow can be started or forwarded by clicking "Action" on the right-hand side of the status bar (see Chapter 2.1.4, Figure 2-3).

Global search: A search window is now available on each preview page of the WebClient for full text search within a project. It can be used to search through Site and Page Store. Search results can be output, filtered for a certain edit period and / or only the objects created or changed by the current user can be displayed (see Chapter 2.1.17 page 47).

My changes: The user can use a newly introduced icon in the WebEdit tool bar to have all pages of the project displayed which they have created or on which they have made changes. The **global search** function is used for this (see Chapter 2.1.16 page 47):

Search in selection dialogs: A search within the selection dialogs can be used now to scan the stores from which references are allowed to be selected, for example for pictures and files from the Media Store or page references from the Site Store. This search option facilitates working with big projects and extensive content. The following input components provide a search in the selection dialog:

- File selection (CMS_INPUT_FILE) (Chapter 10.7.1 page 174),
- Page reference (CMS_INPUT_PAGEREF) (Chapter 10.14 page 199),
- Picture selection (CMS_INPUT_PICTURE) (Chapter 10.16.1 page 201),
- Reference selection (FS_REFERENCE) (Chapter 10.24 page 210),
- Links which enable the selection of FirstSpirit objects (CMS_INPUT_LINK) (Chapter 10.9 page 182).

Revision of the DOM Editor: Due to the new compatibility with Mozilla Firefox Version 3.x introduced in 4.2R4, for technical reasons the design of the DOM Editor input component also had to be changed slightly. This primarily affects the icons, but their function has basically remained unchanged. For example, different icons are used now for the formatting functions "bold" and "italic". But the function of the icons has basically remained unchanged. In contrast, there is a new Find/Replace function



for searching through the text of the respective DOM Editor and replacing it as required. Some functions can now be accessed by a context menu (see Chapter 10.5 page 163).

WebEdit Help changeover: The *FirstSpirit Manual for Editors (WebEdit)* is opened in PDF format as help for WebEdit, always in the latest version and in the language selected on the FirstSpirit start page. The relevant chapter is displayed, depending on the context in which Help is opened (see Chapter 1.6 page 17).

1.5 Browser configuration

To edit content within WebEdit the browser must be configured accordingly. To allow pages to be released to other users for editing, the popup blocker of the browser must be switched off.

In Mozilla Firefox, this can be configured under "Extras/Settings":

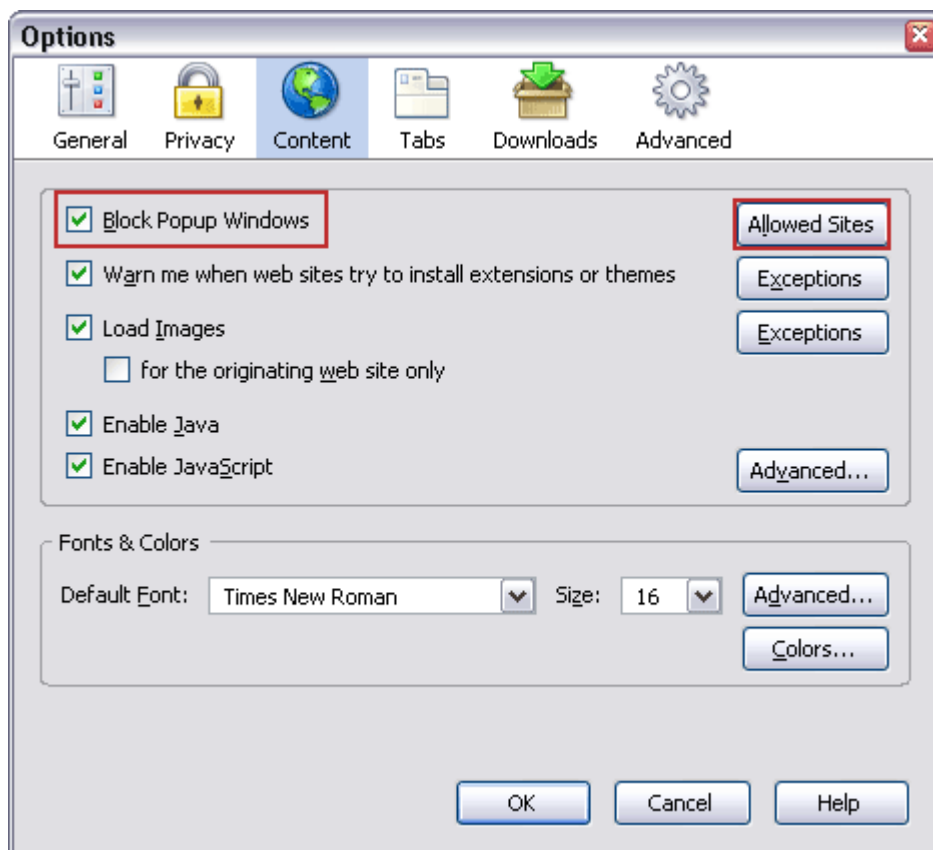


Figure 1-2: Configuring the browser for WebEdit

The "Block popup windows" checkbox can remain active but the website for which the WebEdit-Project is processed should be defined as an "Allowed Site". Clicking on the button opens the "Allowed Sites" dialog box. The project website can be



entered here.

For Microsoft Internet Explorer users, this configuration possibility is located under the menu item "Extras/Internet options" in the "Safety" tab. The "Safety level" can be adapted here (only from IE Version 6.0).



1.6 WebEdit help

By clicking on the help button, you can call up the context-sensitive WebEdit help for all operating elements and dialog windows within the WebEdit interface. Depending on the dialog box or the operating element you are requesting help for, a separate window opens with an explanation of the appropriate function. To activate the context-sensitive help function, simply click on the help icon, which can be at various locations of the WebEdit interface.

1. Activate the WebEdit help using the WebEdit toolbar button.
2. Activate the WebEdit help via the button on the Quick-Edit bar at the page level or the section level.
3. Activate the WebEdit help via the help icon within a dialog box.

A click opens a separate help dialog box with an explanation of the respective topic.

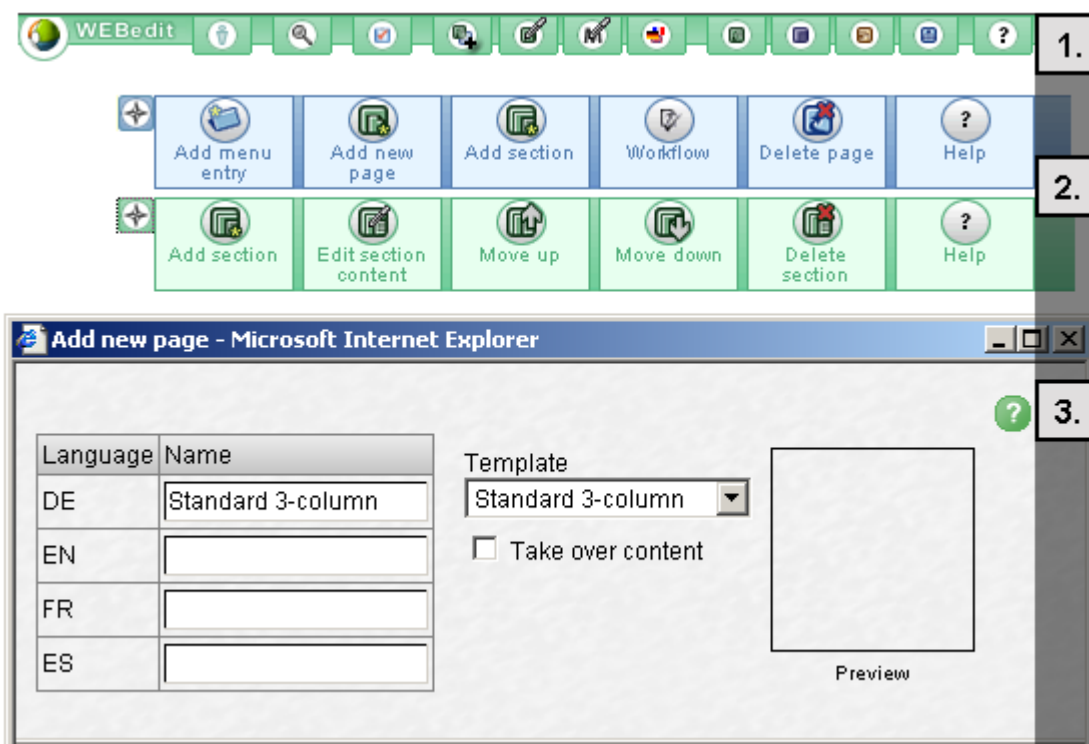


Figure 1-3: Opening the context-sensitive WebEdit help

The help window is clearly structured and allows you to change the language and to navigate within the entire WebEdit help screen.

At the left border of the help screen, there are entries referring to additional buttons and dialog boxes. By clicking on an underlined entry, the user can switch to another chapter of the WebEdit help at any time.



The texts of the WebEdit help are mostly available in several languages. The language is changed within the help screen using the tabs at the top-left edge of the screen. If a text does not exist in the selected language then it is shown in an alternative language. It is also possible that in spite of selecting the "FR" language tab for an explanation in French, an English text is displayed in the help screen. This case usually occurs when functions are new or have been revised and the appropriate explanation text has not yet been translated.

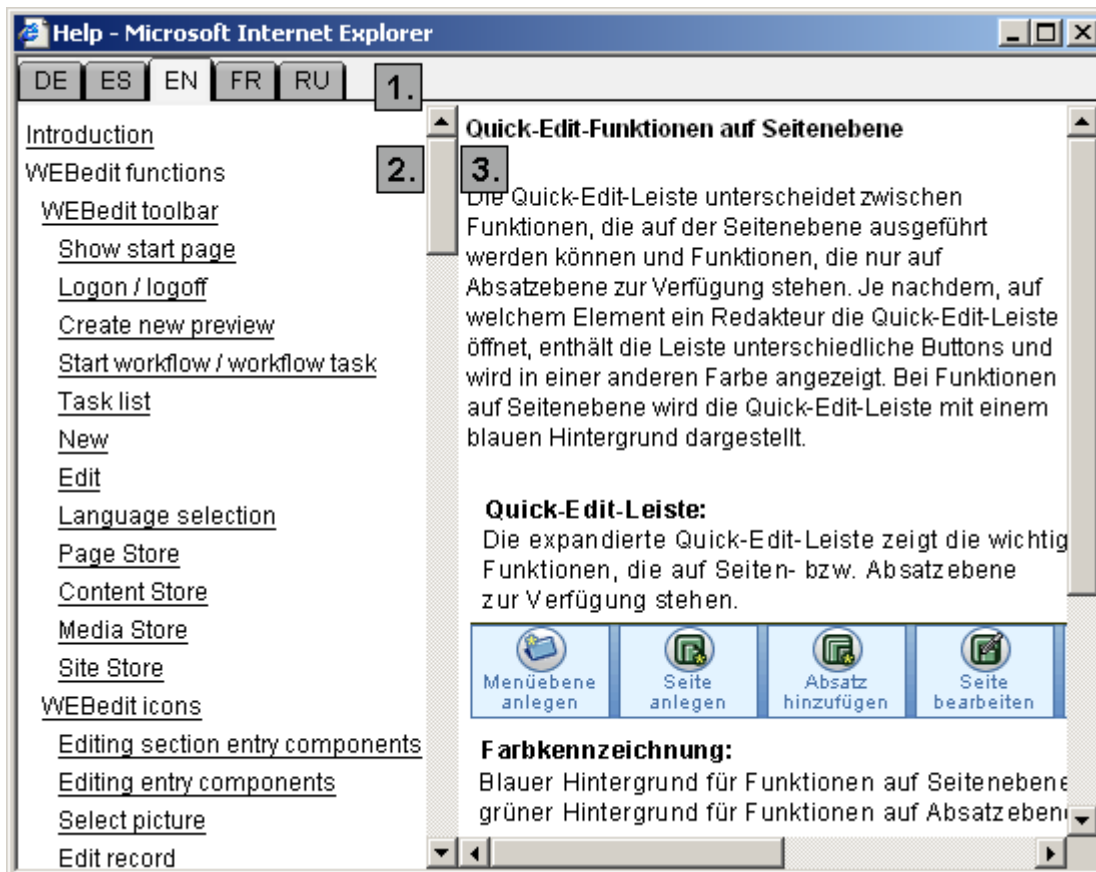


Figure 1-4: WebEdit online help

1. Language switch-over: If a topic does not exist in a given language, then another language is shown (usually English).



In addition to the languages English, German, French, Spanish and Russian the texts of the WebEdit help are available from FirstSpirit Version 4.1 in Italian too.



2. Navigation: You can move to an additional help topic by clicking on the linked entries in the left area of the window.

3. Help text: The operating element is explained in the right area of the screen by a text.

From Version 4.2R4 the *FirstSpirit Manual for Editors (WebEdit)* is opened in PDF format, always in the latest version and in the language selected on the FirstSpirit start page. The relevant chapter is displayed, depending on the context in which Help is opened.

1.7 WebEdit Design (WebEdit Themes)



From 4.2R4, only the "xp" theme will be supported. This is now the default theme.

The complete design of the WebEdit interface is determined by themes. Two themes are delivered with the standard FirstSpirit software. The standard setting for all WebEdit projects is the default theme. This theme uses the classic WebEdit design with the green WebEdit toolbar:

WEBedit tool bars (default theme)

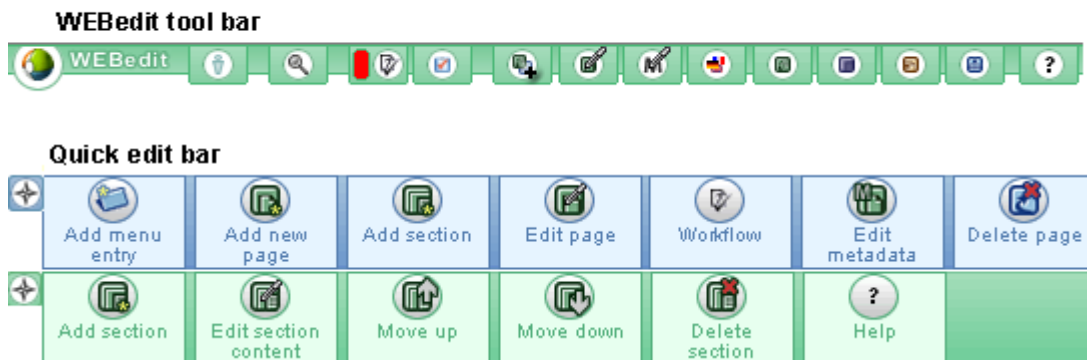


Figure 1-5: Display of operating elements using the default theme

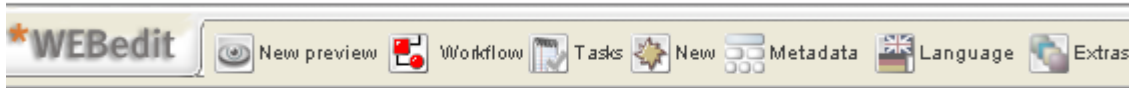
The "xp" theme is based on the interface design of Windows XP. The buttons have been re-designed and are shown larger and also labeled in the WebEdit toolbar. Due to space requirements, the display in Figure 1-6 does not contain all buttons of the WebEdit toolbar; however, their number and functions accords for the most part to the display of elements in the default theme. The buttons used for opening the store sights have been gathered together in the xp theme under the "Extras" button; the buttons for logging in and/or off have been moved more to the right of the WebEdit



toolbar. In spite of these changes, WebEdit users that have already worked with WebEdit 1.5 should have no problem adapting to WebEdit 4.0.

WEBedit tool bars (xp theme)

WEBedit tool bar



Quick edit bar

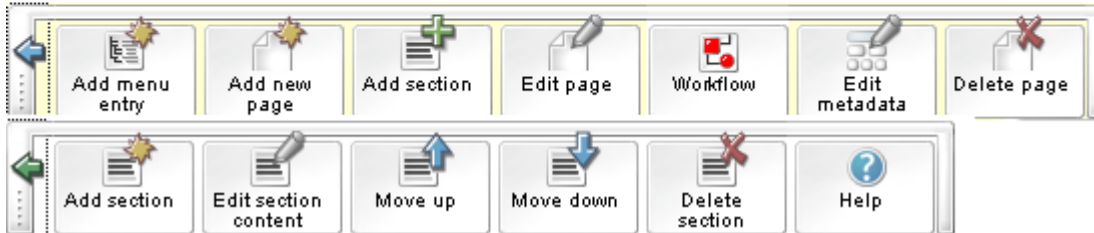


Figure 1-6: Display of operating elements using the xp theme

One target of the theme implementation was to be able to adjust the WebEdit interface to the customer's requirements. It is therefore possible to develop your own layout for WebEdit, oriented to the corporate design of a company. Instead of the WebEdit icon, e.g. a company logo can be set, the colors or design of the buttons can be changed, and much more.



The figures within this documentation or the WebEdit help represent the WebEdit elements predominantly in the default theme, functionalities which were added in version 4.2 are represented predominantly in the "xp" theme. The actual display within the browser window and the figures may therefore be very different. However, the functions should be identical.



*The theming function is now only usable to a limited extent in **WebEdit 4.2**. Among other things, the toolbar in the xp Theme has been completely revised (see Chapter 1.8 page 21). The toolbar is therefore no longer included in the xp Theme. The following applies to all other themes: All css files from the theme project have been manually revised and are no longer contained in the theme project. The same applies to new (and changed) input components in WebEdit 4.2 (among other things, CMS_INPUT_OBJECTCHOOSEER, FS_REFERENCE). These components are no longer contained in the Theme project. **From version 4.2R4** the theming functionality will no more be available.*



1.8 WebEdit Design from FirstSpirit Version 4.2

The WebClient has been comprehensively redesigned for WebEdit 4.2. To this end (among other things), the "xp" theme, which can be configured for a project by the project administrator, has been revised:

- Revised toolbar with new buttons (see Figure 2-1)
- Adjustment of the layout within selection dialogs

In addition, several enhancements have been implemented within the input components and selection dialogs, for example, the:

- Preview within picture input components (see Figure 1-7)
- Display of elements in the Media Store (see Figure 1-7)
- Fading effects on loading new content (e.g. on generating a preview)
- Additional controls can be displayed in the preview using layer and iFrames (see Figure 1-14)

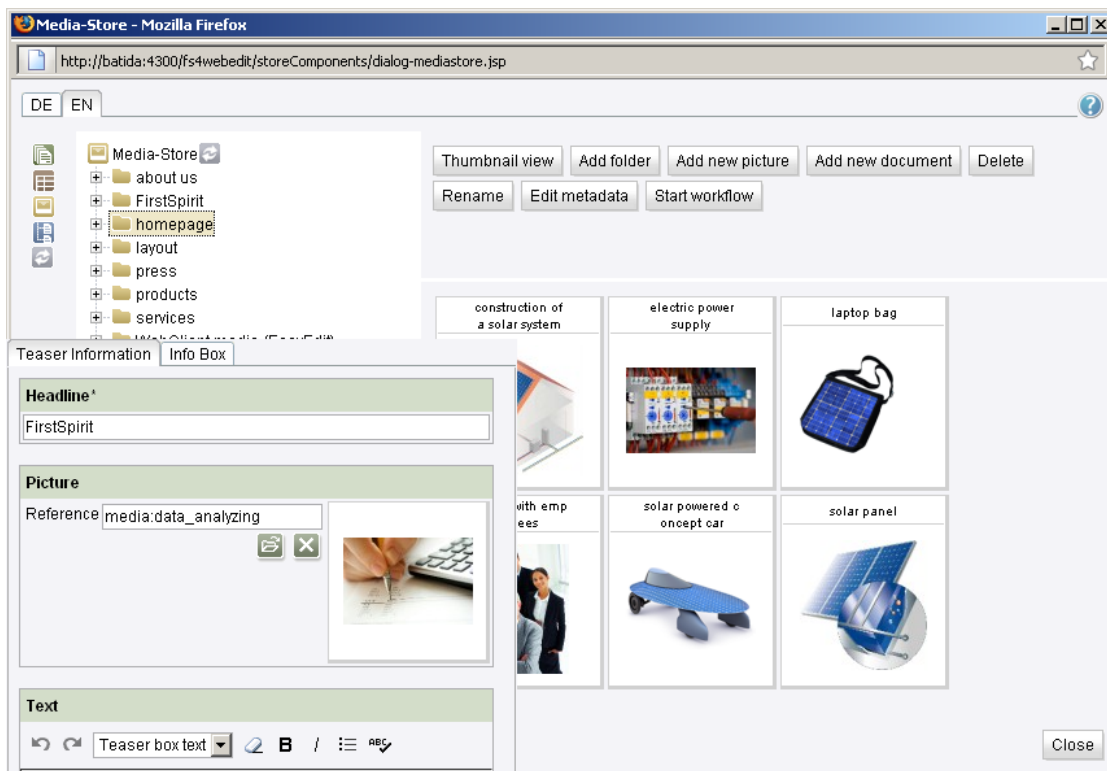


Figure 1-7: WebClient re-design

The project selection dialog, login and errors page for WebEdit 4.2 have also been changed within the scope of the redesign.



1.9 WebEdit Design from FirstSpirit Version 4.2R4

After the extensive WebClient re-design in the initial version of 4.2 (see Chapter 1.8 page 21), the WebClient has been visually revised further in version 4.2R4, as preparation for the future version 5.0. The objective was however to leave the user prompting more or less unchanged.

- revised WebEdit toolbar using new icons and functions as well as a status bar for workflows (see Chapter 2.1.4 page 33, Figure 2-3):

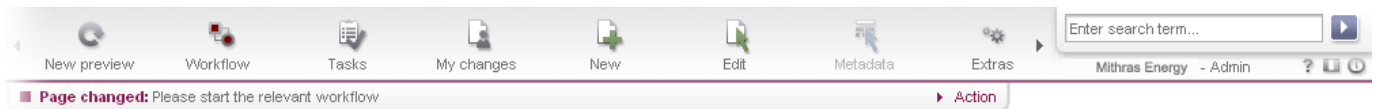


Figure 1-8: WebEdit toolbar (V4.2R4)

- introduction of a vertical Quick-Edit bar, providing the same functions as the familiar Quick-Edit bar on page level (see Chapter 2.1.18 page 50)
- The DOM Editor has been furnished with a new design and some new functions (see Chapter 10.5 page 163).
- The selection dialogs of some input elements have been enhanced by a search option (see sub-chapter for the respective input elements in Chapter 10 from page 157).
- Some dialogs, e.g. for creating or editing of menu levels, pages and sections, have been revised slightly in version 4.2R4. The user prompting is more or less unchanged:
 - "Edit" dialogs**, which previously required two-stage selection of the element to be edited, now contain only one drop-down list, from the required element can be directly selected, e.g.



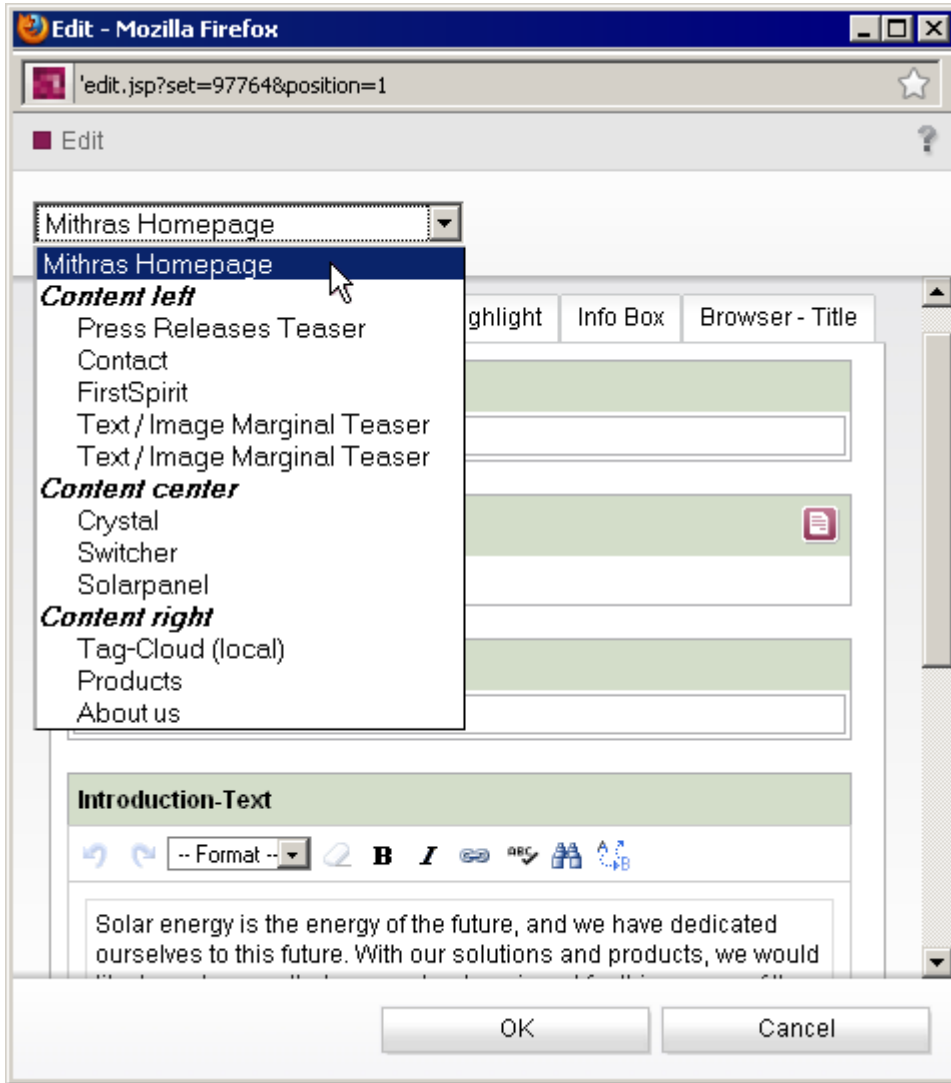


Figure 1-9: "Edit" dialog



This concerns the dialogs which open via the

- "Edit" and "Metadata" icons in the WebEdit toolbar
- "Edit page" in the Quick-Edit bar

and the following dialog on selecting the

- "New" icon in the WebEdit toolbar.

Example "Metadata" dialog:

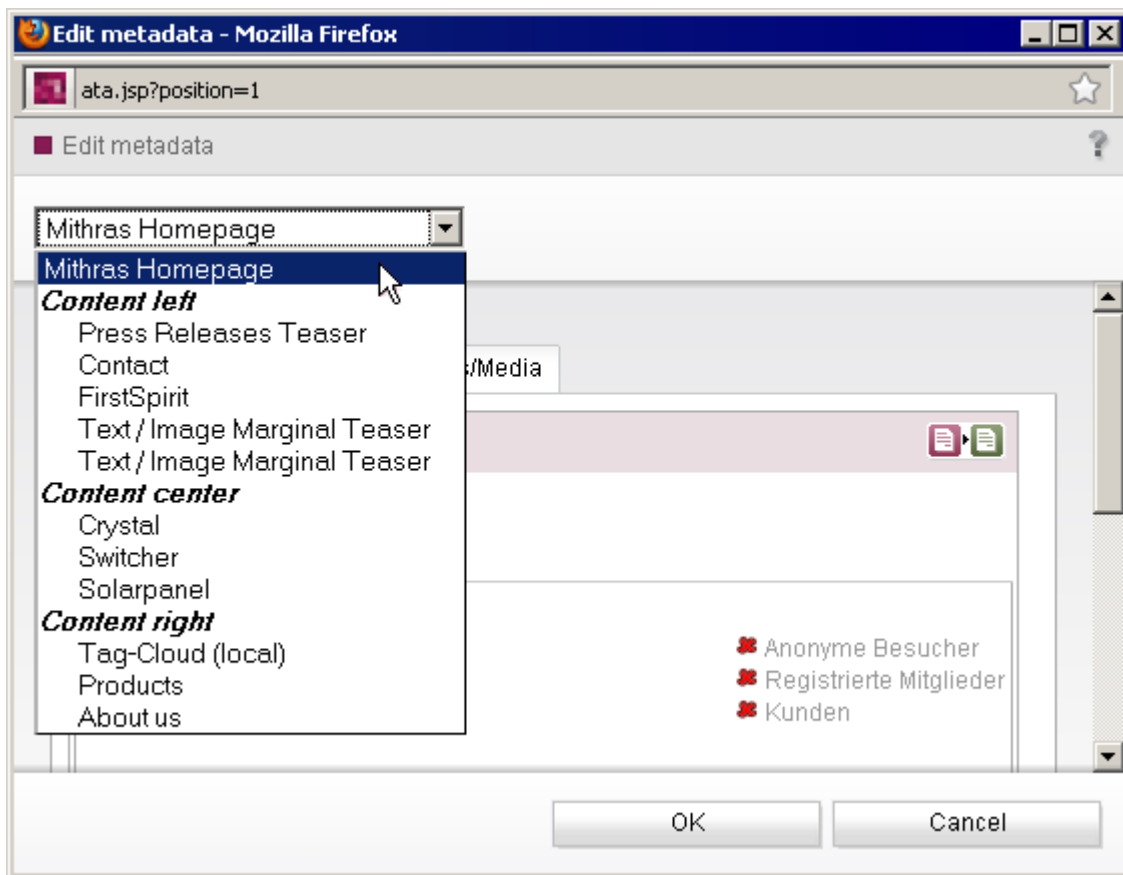


Figure 1-10: "Edit metadata" dialog

The "New" dialogs, which are opened via the Quick-Edit bar (horizontal or vertical), have been changed slightly with respect to their layout and now provide more convenient selection of the required template, e.g.



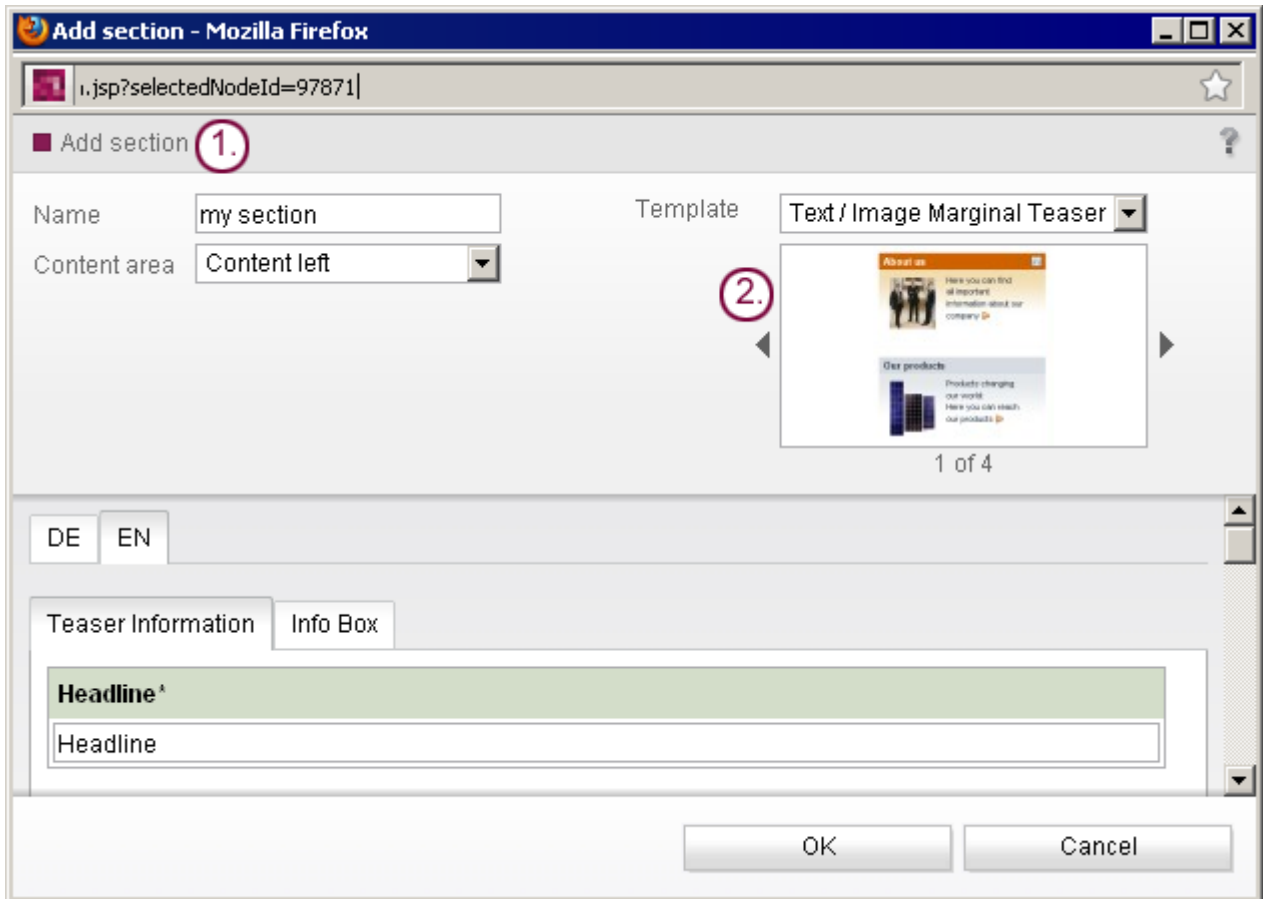


Figure 1-11: "Add section" dialog

1. The action or dialog name is now always shown on the top left-hand side.
2. The scroll symbols can be used to choose between the available templates on the basis of the preview image (if provided by the template developer for the respective template). The corresponding input components are shown directly in the bottom area. Alternatively, the template can be selected by name as to date using the drop-down list.

This concerns the dialogs which are opened via

- the "Add menu entry", "Add new page" and "Add section" icons/buttons in the Quick-Edit bar (horizontal and vertical)
- the Easy Edit "Add section" function.

If the "Add menu entry" icon in the Quick-Edit bar is selected, the menu level and page are created in a two-stage dialog. The current step is now visualised at the top edge of the dialog:



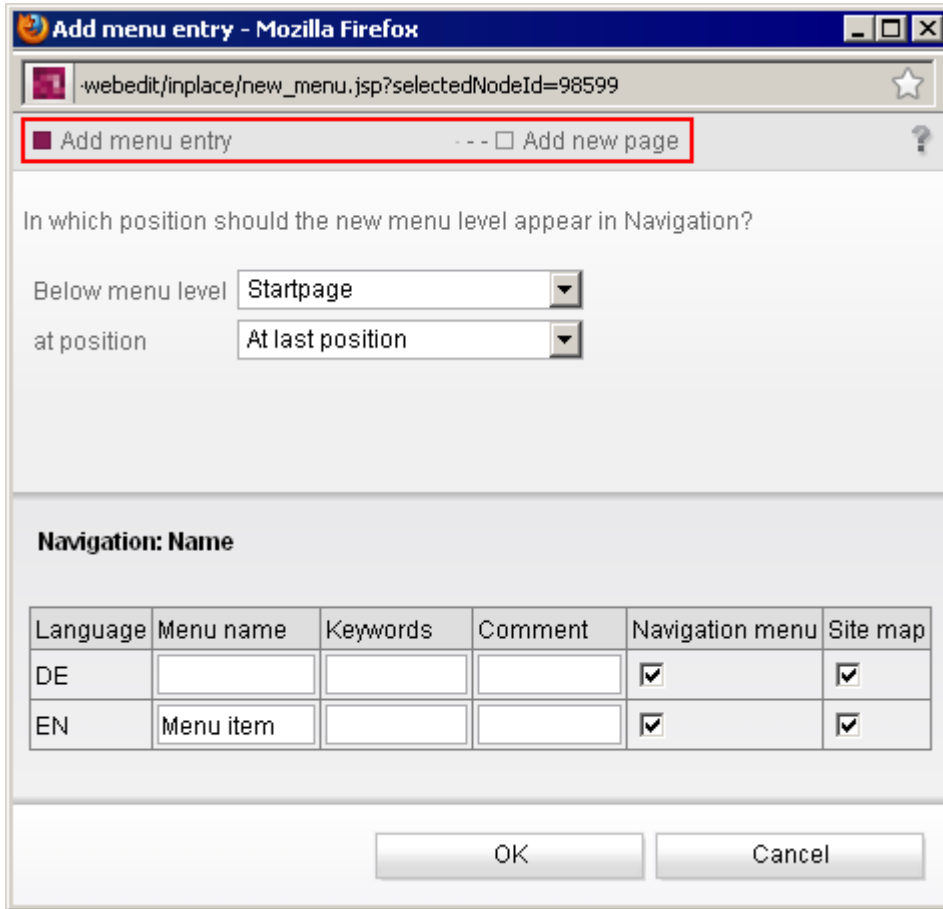


Figure 1-12: "Add menu entry" dialog



1.10 Easy-Edit (from V4.2)

The "Easy-Edit" function was introduced to enable direct editing of editorial content within the preview page without using separate windows (pop-up windows). It can therefore replace the Quick-Edit function at section level. The editor works directly in the project's preview in the browser where they can edit defined areas ("Hotspots") of the page. New sections can also be inserted directly in the required position by pressing a button.



Figure 1-13: "Easy-Edit" in WebEdit 4.2

The "Easy-Edit areas", in which the editor can enter or change content, are highlighted in colour and by a frame on the preview page when the mouse is passed over them. In addition, icons are displayed and available for the editing (see Figure 1-14).

The Easy-Edit function is available at section and at page level, as well as for the maintenance of structured data from the Content Store of FirstSpirit. The Easy-Edit editing options also change depending on the editable area:

- Page content: Can be edited using Easy-Edit.
- Section content: Can be edited using Easy-Edit. In addition, it is possible to move or to delete the whole section and to create new sections (see Figure 1-14).
- Database content (from the Content Store): Can be edited using Easy-Edit. In addition, it is possible to remove the whole dataset and to create new



datasets (see Figure 1-15).

If the editor clicks the button for editing, the editing dialog with the input components defined for the respective area are displayed directly above the preview page. Another icon ("Language Display") can be used to show and hide language-dependent editorial content as registers in the editing window and can therefore also be quickly changed if necessary.

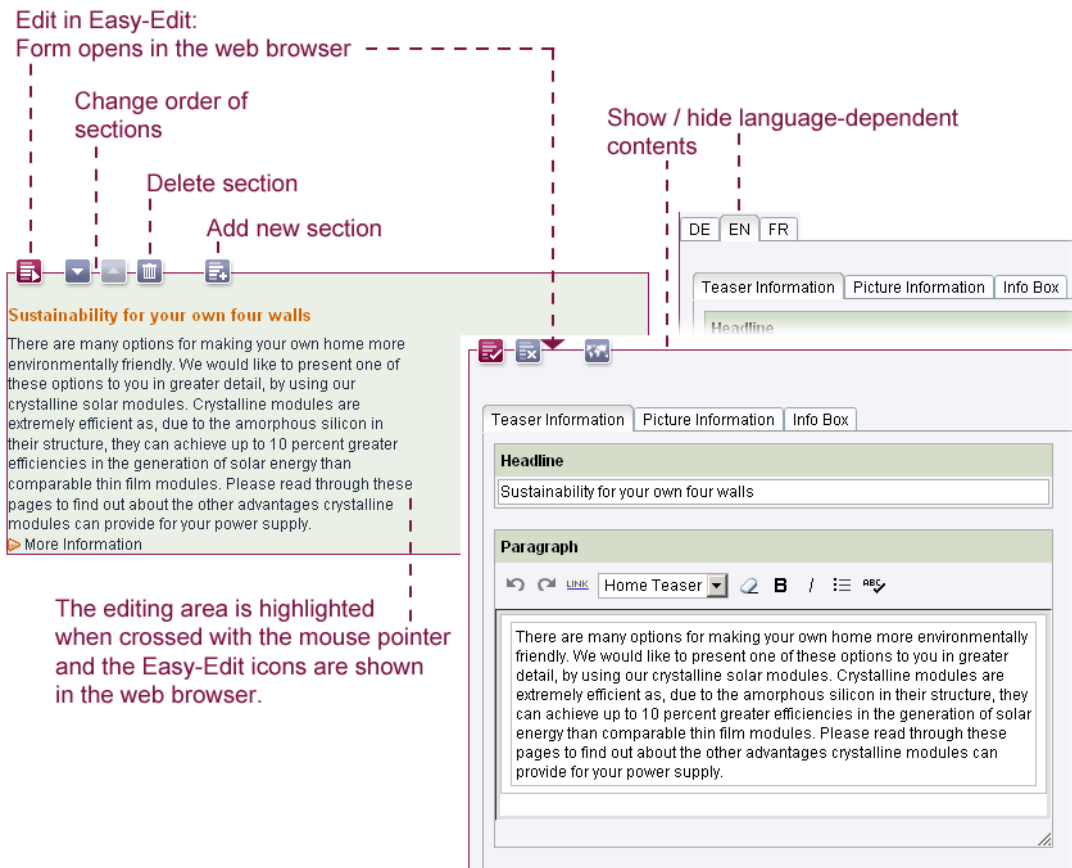


Figure 1-14: Editing a section in Easy-Edit

The input components within the form are displayed in the colour concept of the respective Store, in Figure 1-14 in the colouring of the Page Store, in Figure 1-15 in the colouring of the Content Store.



Press releases

The screenshot shows a web-based editing interface for a press release. At the top left, there are three small icons: a red checkmark, a blue document with a pencil, and a blue globe. Below these are five main sections, each with a title bar and a text area:

- Headline:** A text box containing "Mithras Energy again awarded the Solar Prize of the City of Sonningen".
- Subheadline:** A text box containing "The thin film modules have now been honoured too".
- Teaser:** A larger text box containing a paragraph: "As in 2007, Mithras Energy received the Solar Prize of the City of Sonningen in 2008 too. This year the accolades were focussed on the thin film modules: the prize was accepted by the management and workforce of Mithras Energy at an official event at the end of the year. The newly developed tandem structure has increased the effectiveness of the modules by 15 %."
- Date:** A text box containing "02.01.2009" with a calendar icon and a close button (X) to its right.
- Content:** A text area with a toolbar containing icons for undo, redo, bold, italic, link, and a text input field.

Figure 1-15: Editing content from the Content Store

In order to use the "Easy-Edit" function, the project's templates must first be adjusted by the template developer (see also FirstSpirit Online Documentation, Chapter Template development / WebEdit / Easy-Edit).



2 WebEdit Functions

2.1 WebEdit toolbar

The WebEdit tool bar is displayed in the browser above each web page.



In the following, the icons are displayed as they are used in the "default" theme up to and including version 4.2R2. Each icon has got a tooltip; this is shown behind the icon in the following list.

For Version 4.2R4 the WebClient has been visually revised. This affects the icons of the toolbar too. They have been adjusted to the familiar ones of FirstSpirit-JavaClient and represented below too:



Display start page, click on this icon to navigate to the start page of the project (see Chapter 2.1.1 page 32).



Optional icons (up to three) to run a script contained in a project.



Login / logout, click on this icon to return to the login window (see Chapter 2.1.2 page 32).



Create new preview, click on this icon to render the preview for the displayed page (see Chapter 2.1.3 page 33).



Start workflow / Workflow action, click on this icon to start and switch the workflows on a page (see Chapter 2.1.4 page 33).



Task list, click on this icon to open the task list (see Chapter 2.1.5 page 38).



New, click on this icon to add a new object to the project (see Chapter 2.1.6 page 40).



Edit, click on this icon to edit an object on the current page (see Chapter 2.1.7 page 42).




Edit metadata, click on this icon to define or change meta data for an object (see Chapter 2.1.8 page 42).





Language selection, click on this icon to select a different project language




for editing (located underneath the search field **from version 4.2R4**, see Chapter 2.1.9 page 42).


 Page Store, click on this icon to execute extended functions in the Page Store (see Chapter 2.1.10 page 43).

 Content Store, click on this icon to execute extended functions in the Content Store (see Chapter 2.1.11 page 44).

 Media Store, click on this icon to execute extended functions in the Media Store (see Chapter 2.1.12 page 45).

 Site Store, click on this icon to execute extended functions in the Site Store (see Chapter 2.1.13 page 46).

 Extras ("xp" Theme), contains the Page, Content, Media and Site Store (see Chapter 2.1.14 page 47).


 ? Help, opens the WebEdit help (located underneath the search field **from version 4.2R4**, see Chapter 1.6 page 17).



The WebClient has been comprehensibly redesigned **for WebEdit 4.2**. To this end (among other things), the "xp" theme, which can be configured for a project by the project administrator, has been revised. This concerns the toolbar:




Figure 2-1: WebEdit toolbar (V4.2)

In addition, the following new functions are available **from 4.2R4**:

 My changes, click on this icon to display all objects which have been created or changed by the respective user in a hit list at the right-hand edge of the browser window (see Chapter 2.1.16 page 47).

 Search, click the icon  to open the search dialog (see Chapter 2.1.17 page 47).

 Horizontal Quick-Edit bar, click on this button to open a list with some contextual functions. This list will remain open as long as it will be closed by another click on the same button (see Chapter 2.1.18 page 50).

If the WebEdit browser window is smaller than the WebEdit toolbar, the toolbar can



be moved to the right or left (scrolled) using the ◀ and ▶ icons. The icons are only active if further toolbar functions can be displayed by scrolling to the left or right.

2.1.1 Show start page



This button returns you to the start page from any point in the project.

2.1.2 Login / logoff



Clicking on this button closes the WebEdit session. The following message is displayed:

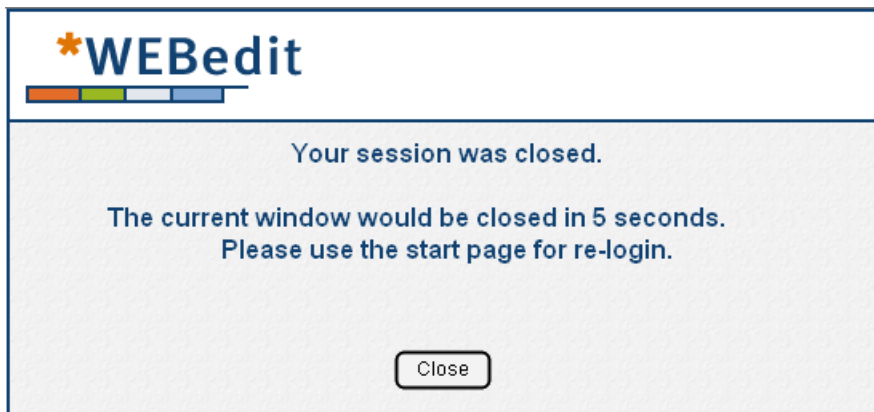


Figure 2-2: WebEdit session was closed

The WebEdit window would be closed automatically after 5 seconds. The user is already logged in on the FirstSpirit server and be able to login to the WebClient or another FirstSpirit Application again.



2.1.3 Create new preview



Clicking on this button always renders a new preview of the displayed page. This may be necessary if the system does not automatically render a new preview after a modification, e.g. for modifications of records in the Content Store.

2.1.4 Start workflow / workflow task



The color to the left of the icon indicates the current status of the selected page:

White: The page is released.

Red: The page has been modified (in a project without automatic release) and is not released.

Blue: Release has been requested for the page.

Green: A task has been assigned for this page (not release).



The meaning of the colors listed above corresponds to the supplied standard workflows. The color coding can be modified or extended by the project developer.

The release state shown here relates to the state of the page in the Page Store, although the preview has been generated from the Site Store.

From version 4.2R4 on the following icon is used:



The different states are displayed with different colours here, too. If the default workflows for releases, which are delivered with FirstSpirit, are used, the colours are as follows:



The page is released.



The page has been modified (in a project without automatic release) and is not released. This state will be displayed if a new page, page reference, menu level or section have been created or if changes have been made at the page.

Changes made at data records or newly created data records are not



visualised.



: Release has been requested for the page.



: A task has been assigned for this page (not release).

In addition, a status bar for workflows will be displayed underneath the toolbar if the respective page has been changed or if a workflow is active on this page:

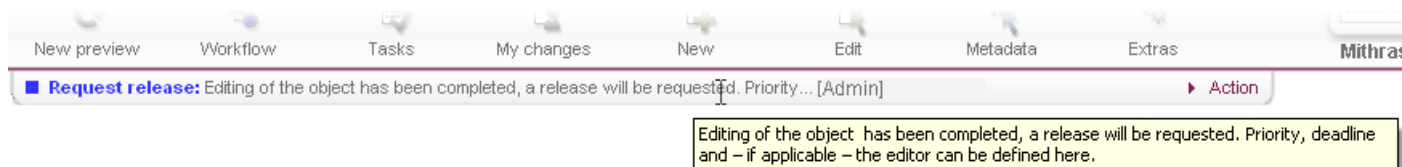





Figure 2-3: Status bar for workflows (from Version 4.2R4)

The next step required to process the workflow is displayed here. This is displayed in the respective status colour defined by the project developer (here: "Request release"). Equally, the user who switched the page to its current status is displayed (here: "Admin") and an optional comment of the user, which they entered on forwarding the workflow. If the user did not enter any comment, a description stored for the status by the project developer is displayed instead. If the text is longer than the available space, the complete text can be given in a tooltip. This is shown when the mouse cursor is moved over the comment or description text.

The workflow can be forwarded by clicking "Action" on the right-hand side of the status bar. A dialog window opens, with which the next workflow step can be performed.

Below, the behaviour in all versions 4.x is described:

If no workflow is started/is active on the assigned page, then a window with all available workflows can be opened by clicking on the respective workflow icon (,  or ).

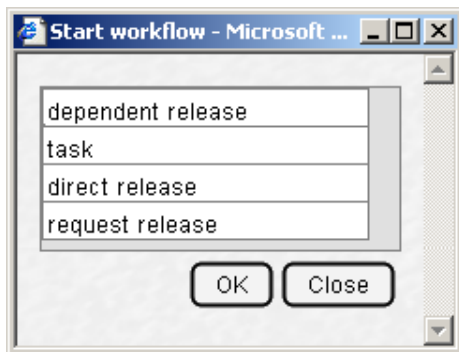


Figure 2-4: Start workflow dialog box





If only one workflow exists in WebEdit then this is started automatically. The "Start workflow" dialog box is only visible for a short time and you do not have to move on manually.



From FirstSpirit Version 4.2, the properties of Status, Activities and Transitions, Context Menus and Buttons can be displayed language-dependent in JavaClient. In WebEdit, unlike in JavaClient, there are no editing languages. Therefore, language-dependent labels (for example in the form area) are displayed here in so-called GUI language ("locale"). If a language-dependent extension for a GUI language in WebEdit does not exist in the workflow, the "unique name" is displayed in WebClient instead.

An action window appears after a new workflow has been started. Different settings can be made or read in this action window. A workflow normally consists of several steps which are worked through one by one. Only one workflow at a time can be active on each node of the tree structure.

If a workflow is already started on the displayed page, then click on this button to open a window displaying all available actions/tasks, which can be executed next in the active workflow.

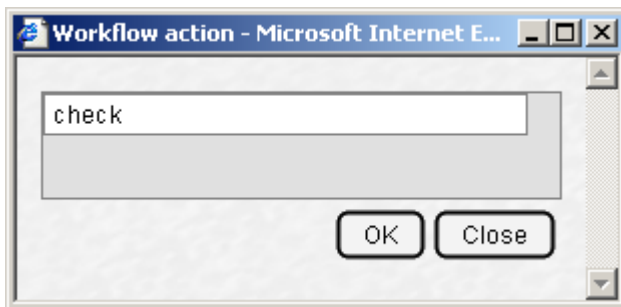


Figure 2-5: Workflow action dialog box

After calling an action, the action window is redisplayed for making or reading different settings.



Workflow action (Freigabe prüfen) - Microsoft Internet Explorer

Editors 

Priority Due date

Comment

Last state


Editors Tony Smith

Comment Please check new content.

View

Actions

Figure 2-6: Workflow action settings dialog box

Editor: Select the desired editor for this workflow with the  icon at the end of the line. If this field is disabled (grey), then the editor is selected automatically via the permission defined on the node.

Priority: Here you can specify the priority that will be assigned to this workflow for processing.

Due date: Here you can specify a date by which this workflow must be completed.

Comment: In this field you can store a more detailed description of the task for the



user.

View: Click on the **Go to object** button to open the screen with the appropriate store; the focus is set to the selected object in the tree structure.

Actions: In this area there is a button for each possible status. In addition, there is a Cancel button to abort the necessary actions and to maintain the present status.



A workflow can be started on all objects supported by WebEdit. The user should have the required permissions to start this workflow!



If a workflow is started on a page, this will be write-protected. I.e. the page can not be edited by means of the icons "Edit", "New" or "Extras" (store view) in the toolbar (see Chapter 2.1.6 and 2.1.7 from page 40 and Chapter 2.1.10 to 2.1.14 from page 43), the icons of the Quick-Edit bar (see Chapter 3.1 page 59) or the Easy Edit icons (see Chapter 1.10 page 27). A corresponding notice will be displayed.



2.1.5 Task list



Click on this button to open the project's task list

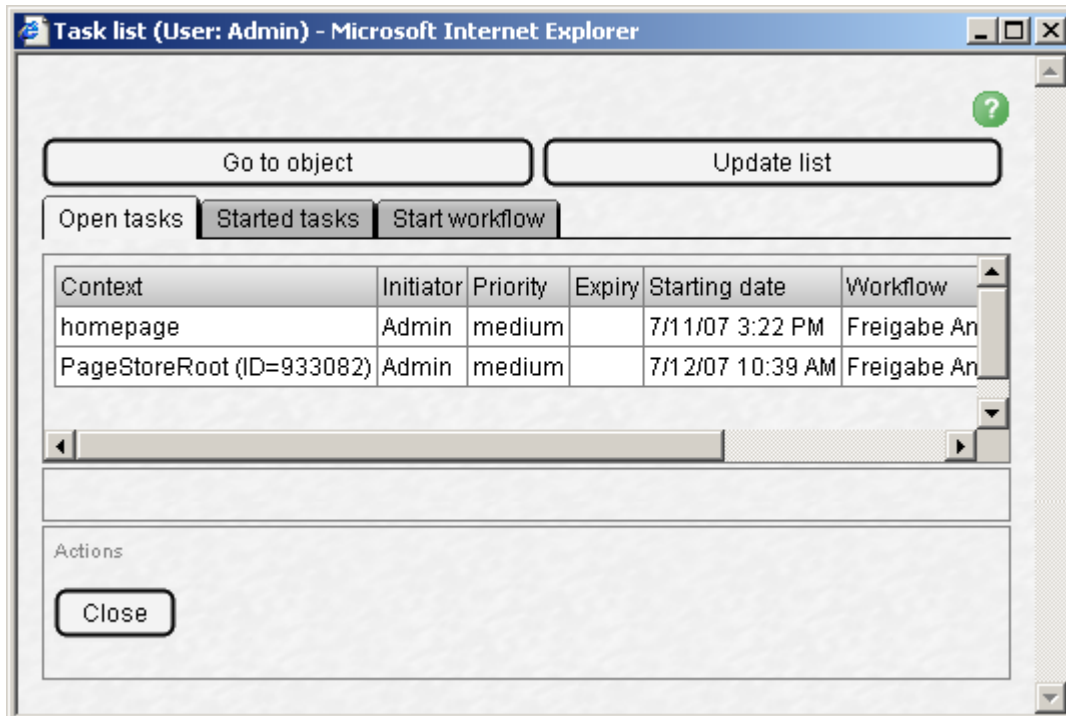


Figure 2-7: Task list – Open tasks

The task list contains three tabs, the **Open tasks** tab, the **Started tasks** tab, and the **Start workflow** tab.

Go to object: Click on this button to open a window with the tree structure of the FirstSpirit project. If the task was assigned to a certain object, then this object will be selected in the tree structure.

Update list: If additional tasks were added while the task list was open, then these new (or changed) tasks will not be updated automatically. Click on this button to synchronize the task list of the FirstSpirit server with the opened task list.

2.1.5.1 Open tasks tab

In this area, all tasks are displayed which must be performed by the user who is currently logged-in. Here it does not matter whether the task was assigned by the user himself or by another user.



2.1.5.2 Started tasks tab

In this area, all tasks are displayed which have been assigned by the user who is currently logged-in. Here it does not matter whether the task must be performed by the user himself or by another user.

2.1.5.3 Start workflow tab

If the release function is activated for a project, then all modified or newly added objects will be listed in this area.

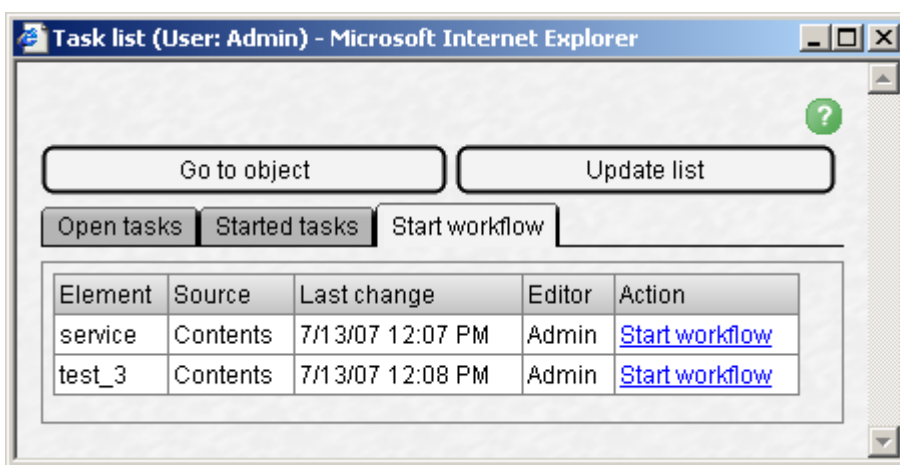



Figure 2-8: Task list – Start workflow

In the "Action" column, a workflow can be started by clicking on the appropriate entry.

Workflows can be started or run on different objects and in different ways. In addition to starting a workflow by clicking on the  button on the WebEdit toolbar (refer to Chapter 2.1.4 page 33), you can also start or run a workflow directly within the required store level (refer to Chapter 5.1.4 page 97).



A user must have the required permissions to start a workflow. Otherwise, an empty screen is displayed when clicking on the selected entry. The workflow is not started!



2.1.6 New



The actions/tasks that can be executed by clicking on this button are based on the current position in the navigation structure of the web site.

2.1.6.1 Possible actions for a standard page

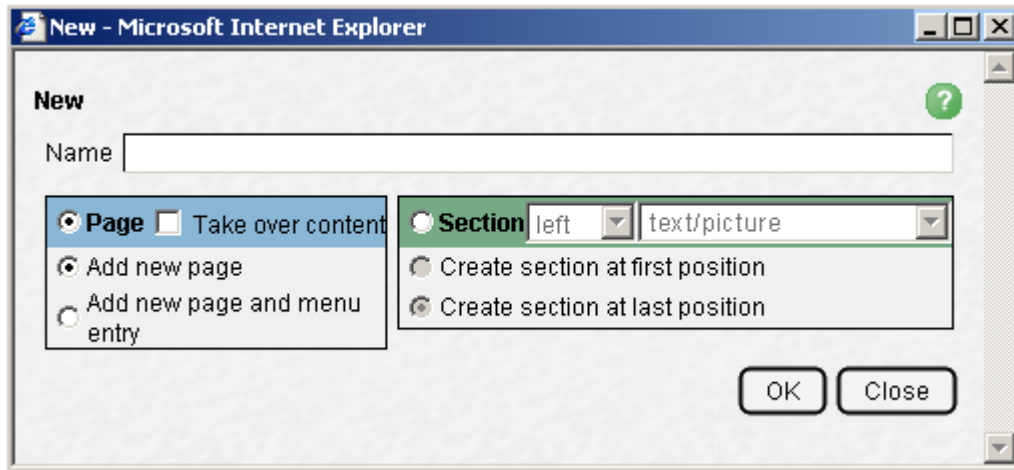


Figure 2-9: Add new page or create new section

Click on the **New** button to open a window. Alternatively, the following objects can be added on the web site at the current position:

- A new section can be added for the displayed page in the Page Store. For a detailed description, see Chapter 4.1.1 from page 85.
- A new page reference can be added in the Site Store. In this process a new page reference is added behind the current page reference in the same menu level. Concurrently a page will be created in the Page Store with new section. For a detailed description, see Chapter 4.1.2 from page 86.
- A new menu level can be added in the navigation structure. A page reference is added in this new menu structure and it is automatically defined as the start page. Concurrently a page with a section will be created in the Page Store. For a detailed description, see Chapter 4.1.3 from page 87.



2.1.6.2 Action for a page with content from a content section

The screenshot shows a dialog box titled "Edit data record - Microsoft Internet Explorer". At the top, there are two language tabs: "DE" and "EN", with "EN" selected. Below the tabs are "OK" and "Cancel" buttons. The main area contains a "Date*" field with the value "1/16/07 11:14:58 AM" and a calendar icon. Below that is a "Title" text input field. The "Text" section has a toolbar with a "Standard" dropdown, a color picker, and undo/redo icons. Below the toolbar is a large text area with a "B" bold button and a list icon on the left. At the bottom of the dialog are "OK" and "Cancel" buttons.

Figure 2-10: Edit data record

Click on the **New** button to open a window where a new record can be added in the depicted content section (see Chapter 6 ff. from page 108) on the current page. After the individual entry fields (see Chapter 10 from page 157) of the new record are filled out, then click on the **OK** button to add the record to the displayed content section. Mandatory input fields are marked with a star *: These fields must be completed, otherwise the input can not be saved by clicking .



2.1.7 Edit



The actions that can be executed by clicking on this button are based on the current position in the navigation structure of the web site.

- All sections that are on the current page in the Page Store can be edited.
- All records that are depicted on the current page can be edited.

2.1.8 Meta data



Activating this button opens an editor for editing meta data. Meta data is additional information that can be stored for a page but that is not necessarily intended for the person viewing the page. For example, using the Edit meta data function, you can store the last change date of a page or the last editor of a page. In some projects, the meta data is also used to issue user permissions, i.e. the permissions of "visitors" of a generated page, within the context of the personalization of pages (refer to Chapter 9 page 144).



The meta data processed here depends on the project and the meta data templates used there. The functions are only available when the project has a meta data template.

2.1.9 Language selection



Click on this button to open a window where you can select the project language in which the content entered in the browser will be displayed.



Figure 2-11: Language selection





The language for the individual functions and entry fields can be specified on the login page.

2.1.10 Page Store



Click on this button to open a window displaying the tree structure of the Page Store. The form of the right area of the window depends on the selected element in the tree structure.

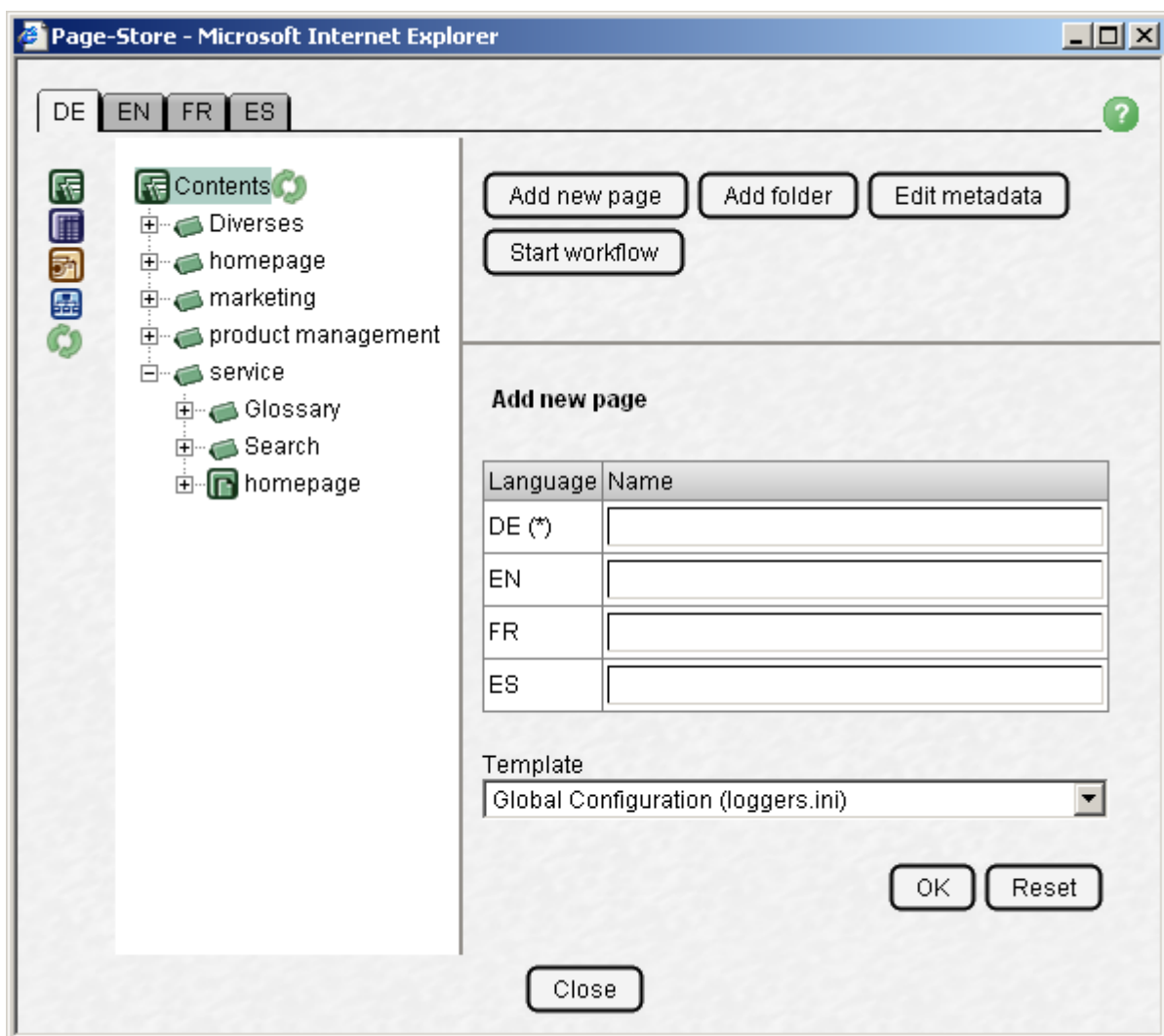


Figure 2-12: Page Store Functions at root level



Click on this icon to reload the store content.



The Page Store is described in detail in Chapter 5 from page 93.

2.1.11 Content Store



Click on this button to open a window displaying the tree structure of the content store. The form of the right side of the window depends on the selected element in the tree structure.

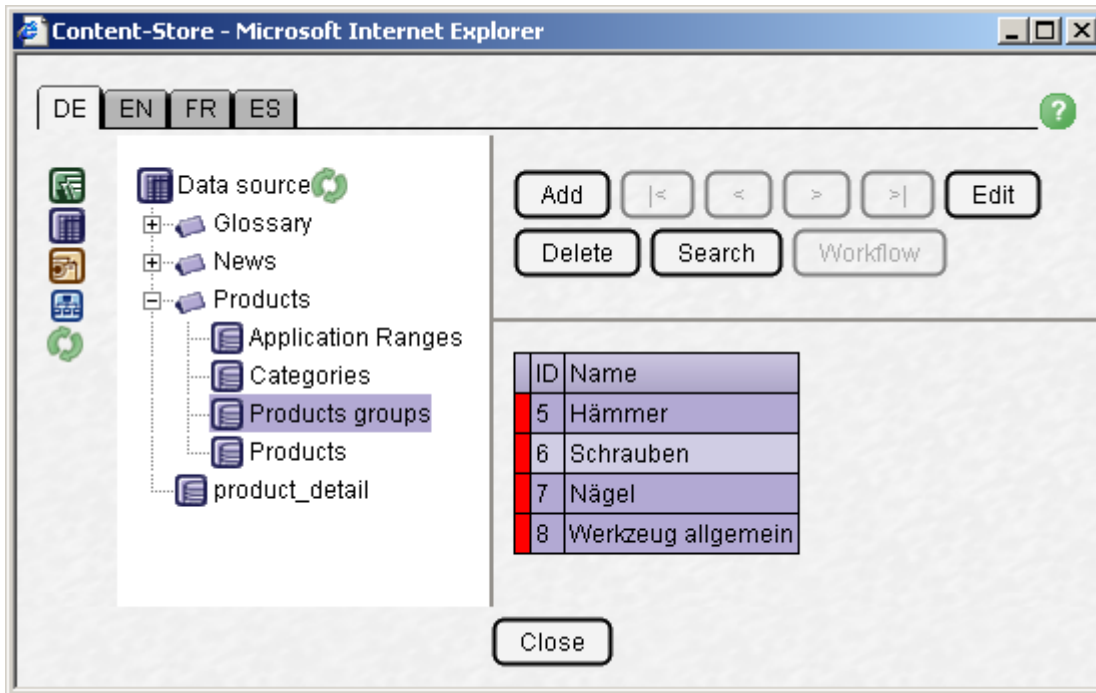


Figure 2-13: Content Store




Click on this icon to reload the store content.

The Content Store is described in detail in Chapter 6 from page 108.



2.1.12 Media Store

 Click on this button to open a window displaying the tree structure of the media store. The form of the right side of the window depends on the selected element in the tree structure.

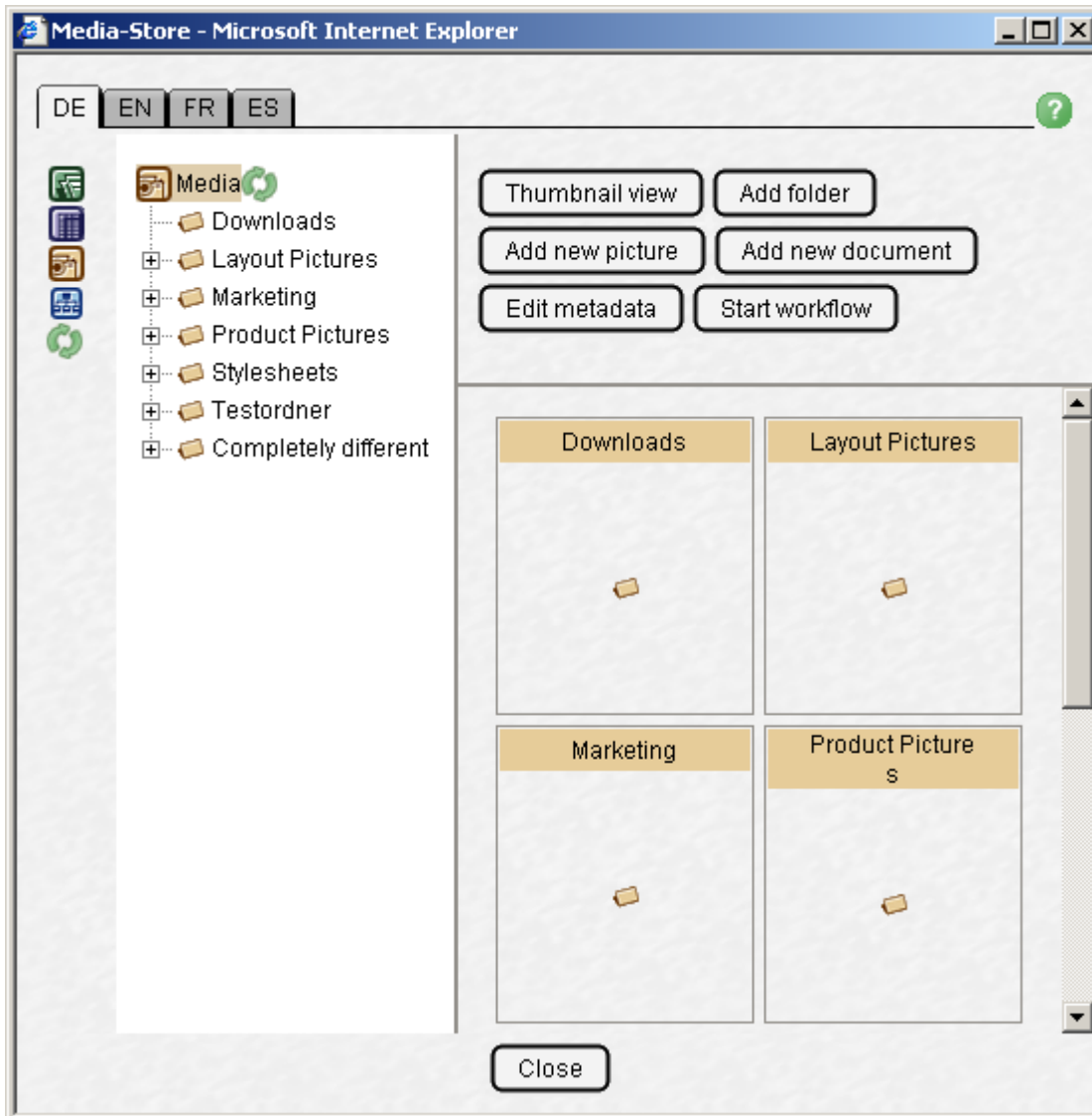




Figure 2-14: Media Store Functions at root level

 Click on this icon to reload the store content.

The Media Store is described in detail in Chapter 7 from page 117.



2.1.13 Site Store

 Click on this button to open a window displaying the tree structure of the site store. The form of the right side of the window depends on the selected element in the tree structure.

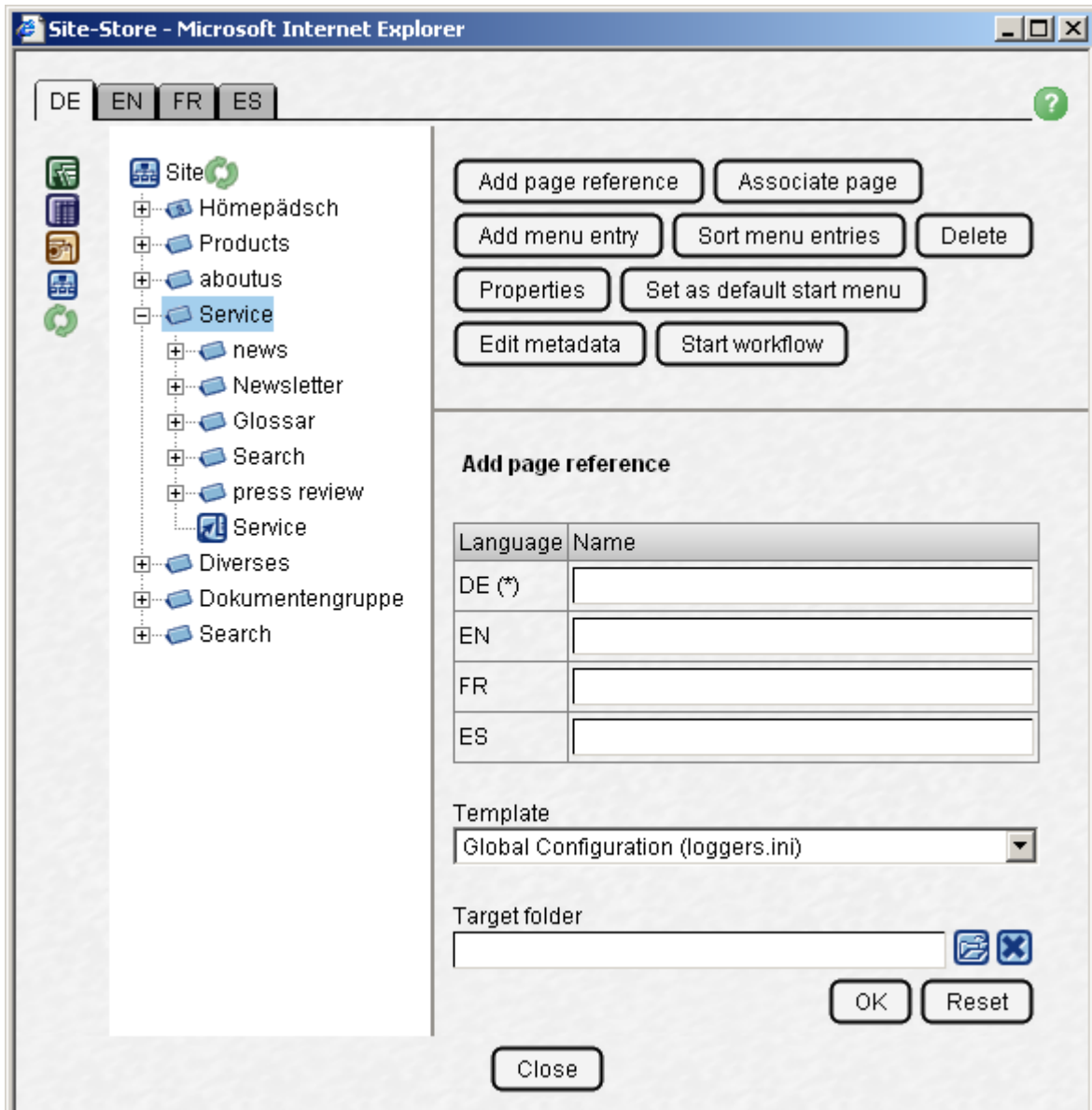



Figure 2-15: Site Store

 Click on this icon to reload the store content.

The Site Store is described in detail in Chapter 8 from page 134.



2.1.14 Extras (only xp Theme)



The stores which are described in the Chapters 2.1.10 to 2.1.13 page 43 and the following are summarised in the menu item "Extras" in the theme "xp".

2.1.15 Help



The contextual WebEdit help can be opened by clicking this icon on any control element and dialog windows in the WebClient (see Chapter 1.6 page 17).

2.1.16 My changes (from 4.2R4)



Click on this icon to start a search with the filter "My objects only" (refer to Chapter 2.1.7 page 42), e.g.

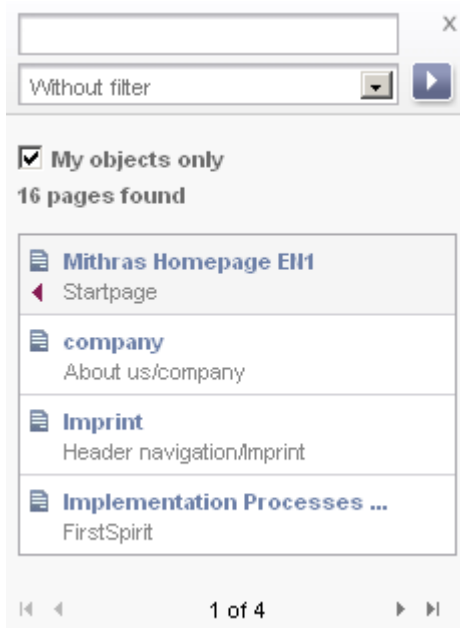


Figure 2-16: My changes


2.1.17 Search (from V 4.2R4)



Using the search window the current project can be scanned by full text search. However, only the Page and Site Stores are searched. Hits from the Site Store are primarily output. Only if there is no page



reference for a hit, the page concerned is output from the Page Store. Apart from texts on the project's pages, metadata and media referenced on the pages are also searched.

The search is started using the  icon or <Enter>. The field can also remain empty. In this way, in conjunction with the available filters (e.g. chronologically or after current user, see below), e.g. a list of the last changes can be requested.

The hit list is displayed below the search window:

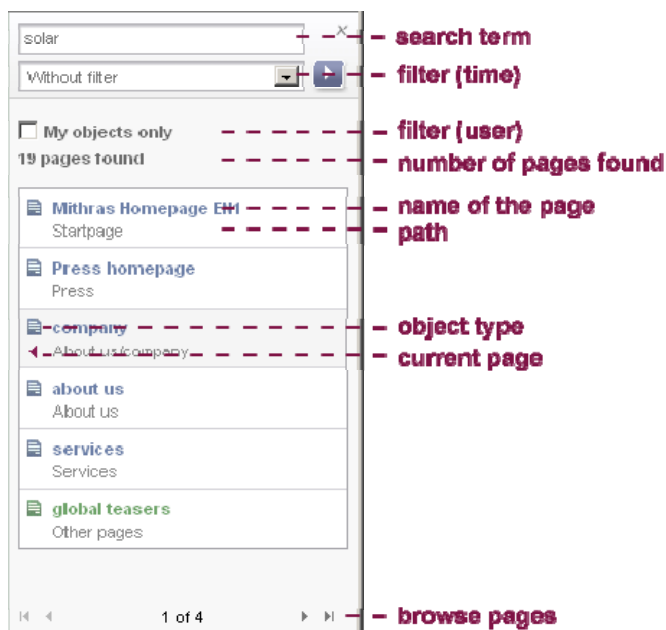



Figure 2-17: Hit list for the search term "solar"

The number of pages found is output via the hit list. If no results are found, the text "0 pages found" is displayed.

The hit list has a fixed width. If more objects are found than can be displayed in the available height, the icons below the hit list can be used to switch to the first/previous/next/last search results page.

The results are each displayed with their object icon (usually ) , name and path. Click a result to change the WebEdit preview to the page with the sought text.



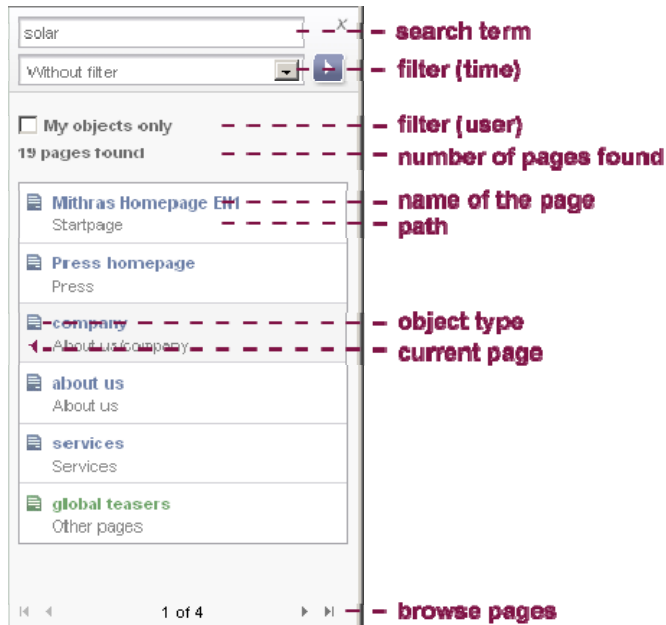





Figure 2-18: Search results page in the preview

The  icon in the hit list indicates that the selected hit is located on the current page on the left in the WebEdit preview. The hit(s) is/are highlighted in colour in the preview.

Filter: The search result can be limited in time with the help of filters. If the "Changed, last week" filter is selected from the drop-down list, only page references created or changed within the past week are displayed. If the "Changed, last month" filter is selected, only page references created or changed within the past month are displayed. These filters can be combined with the "My objects only" filter (see below). Click the Search icon  to activate the filter. The default setting is "Without filter".

My objects only: This checkbox can be used to limit the search result to objects which have been created or changed by the currently logged in user. Click the Search icon  to activate this filter. As a default, this checkbox is not selected (exception: Display of "My Changes", Chapter 2.1.16 page 47).

The hit list remains open until it is closed using the X icon on the right or a new preview is requested. If a search term has been entered, it remains until it is deleted, another search term is entered or a new preview is requested.














The hit list must be closed for being able to logout correctly, opening the WebEdit Help or to switch to another language.

2.1.18 Vertical Quick-Edit bar (from V 4.2R4)



Click on this button to open a list with functions which are also available in the familiar Quick-Edit bar and/or in the toolbar:

-  Add menu entry (see Chapter 3.1.1 page 60)
-  Add new page (see Chapter 3.1.2 page 60)
-  Edit page (see Chapter 3.1.4 page 67)
-  Delete page (see Chapter 3.1.7 page 72)
-  Add section (see Chapter 3.1.3 page 65)
-  Edit metadata (see 3.1.6 page 71)
-  Workflow (see Chapter 3.1.5 page 69)
-  Extras (see Chapter 3.1.8 page 74)
-  Help (see Chapter 1.6 page 17)

This list will remain open as long as it will be closed by another click on the same button.



For reasons of compatibility, the familiar (horizontal) Quick-Edit bar continues to be supported. From Version 5.0, the Quick-Edit bar will no longer be supported.



2.2 WebEdit icons

WebEdit icons are always situated directly next to the individual elements on the current preview page.

2.2.1 Editing section input components

Figure 2-19: Section – Edit all input components



Click on this icon to concurrently edit the contents of the whole section.



Click on the button to save the modifications that have been made.



2.2.2 Editing input components



Click on this icon to open the appropriate input component with the displayed content. The text can be changed and is then immediately visible on the web site.

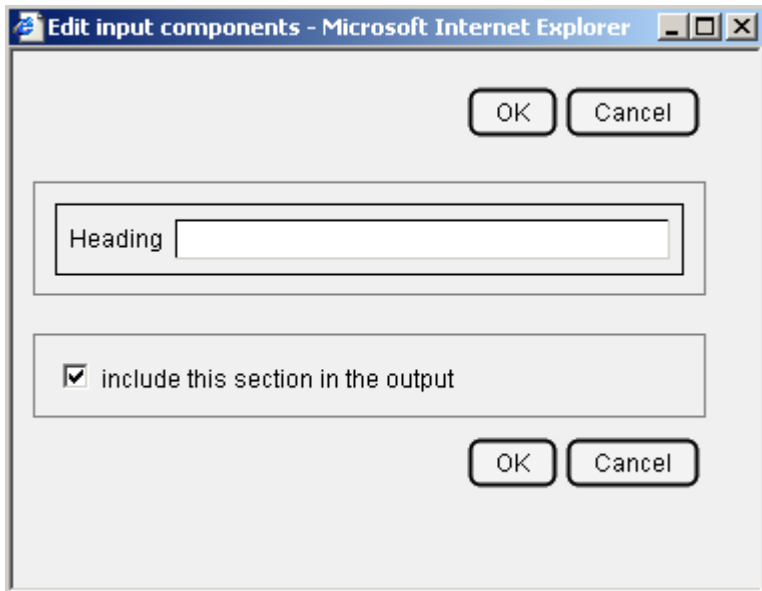


Figure 2-20: Edit input components



Click on the button to save the modifications that have been made.



2.2.3 Select picture



Click on this icon to select a new picture for the section.

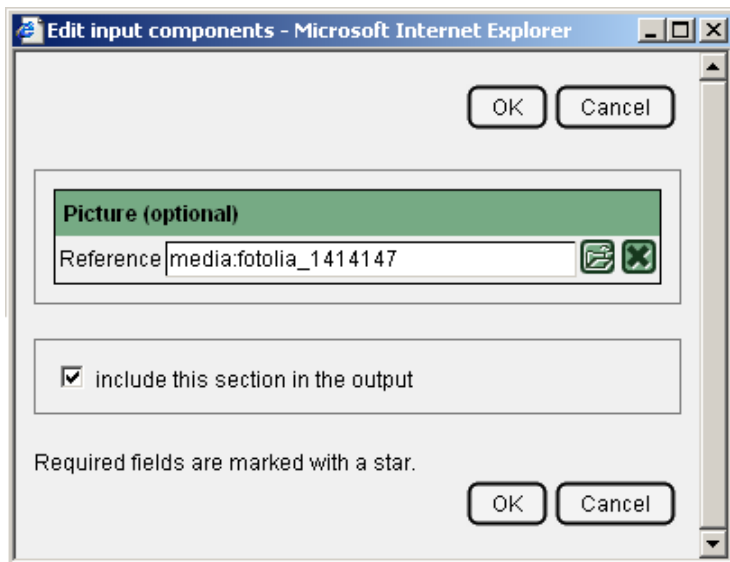



Figure 2-21: Input component picture selection

Click on the folder icon at the end of the  "Reference" line to open a media selection window displaying the tree structure of the Media Store, where the desired picture can be selected.



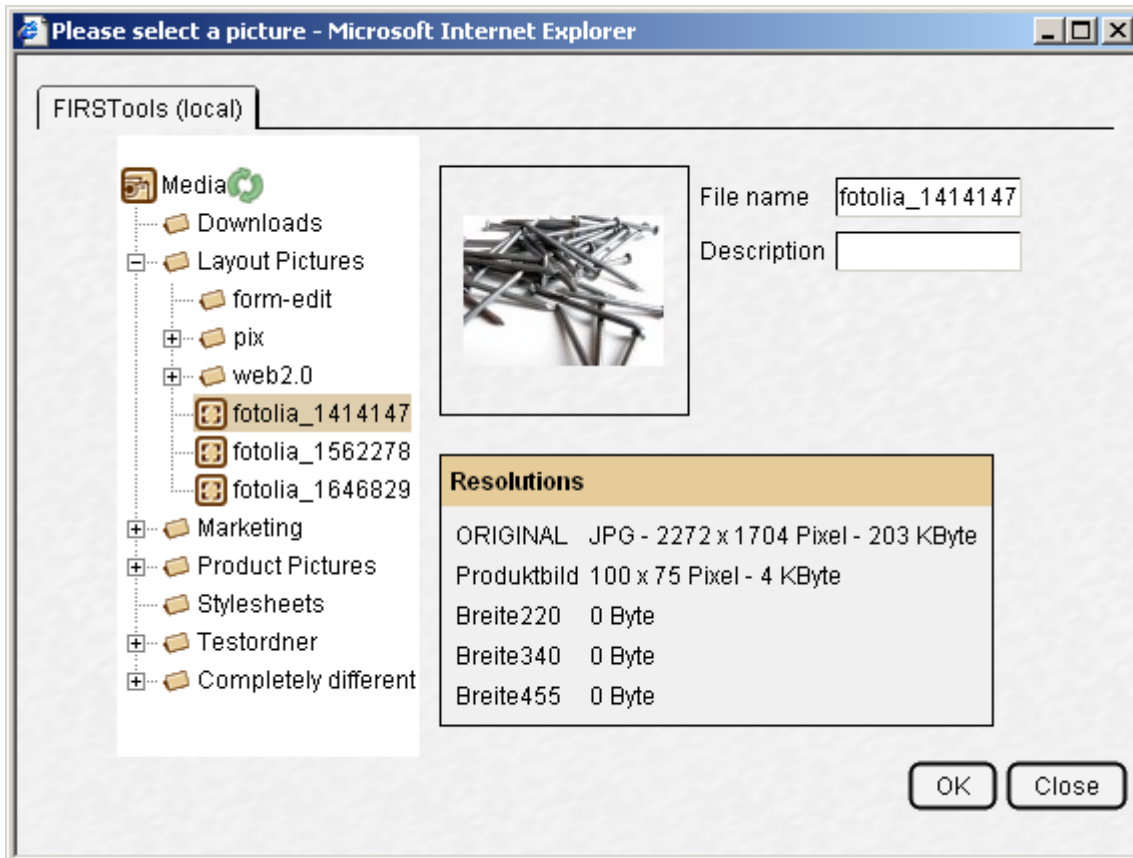


Figure 2-22: Dialog screen – Window selection



Click on the button to transfer the selected picture into the picture selection component. Click on the **OK** button a second time to save the modifications that have been made.



2.2.4 Edit data record



Click on this icon to open the data acquisition window from the Content Store displaying the content of the selected record.

DE EN

OK Cancel

Date*

11/6/06 12:33:42 PM

Title Information

Text

Standard

According to the...

Image

Reference

Long text

The content area list contains 0 sections

OK Cancel

Figure 2-23: Edit data record



Click on the button to save the modifications that have been made.



2.3 WebEdit tree display


Navigation within the stores of a project is via the tree display of the selected store. The tree display opens, e.g. by clicking on one of the WebEdit toolbar buttons:



or – in the xp Theme – on the icon "Extras":



The user can even select objects from the stores of a project from within single dialog screens and, e.g. use them within a page or a section.

E.g., clicking on the  icon within a picture input component opens the tree display of the media store where you can select a media object.

2.3.1 Expanding the tree





The tree display provides the user a simple and structured navigation within single store sections. Clicking on the  icon expands a level to show the objects underneath it. Only one tree level can ever be expanded within WebEdit (except for child nodes, refer to Figure 2-25). If another level is expanded then the currently expanded level is simultaneously contracted.



Figure 2-24: Expanded tree display

The child nodes of a tree level may contain additional nodes that can be expanded by clicking on the  icon. An expanded level is shown by the  symbol. Contracting a level by clicking on the  icon is not possible in WebEdit.



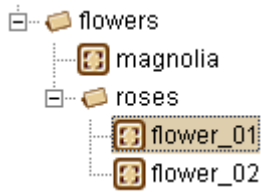


Figure 2-25: Expanded tree display with child nodes

The currently expanded element in the tree display is stored internally for every user within the current session. The next time the tree display is called, the tree view is then displayed once more at exactly this location in expanded view.

2.3.2 Language-dependent display of the tree display

Depending on the configuration of the WebEdit project, either unique reference names are displayed in the store view or language-dependent menu names, shown in the language selected by the editor.

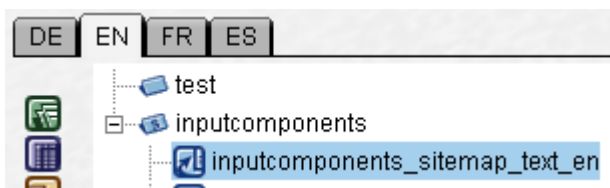


Figure 2-26: Tree display with language-dependent names




3 The Quick-Edit bar



From version 4.2R4 the functions of the Quick-Edit bar will be replaced by the new vertical Quick-Edit bar (see Chapter 2.1.18 page 50). However, for reasons of compatibility the (horizontal) Quick-Edit bar described below will still be supported. **From version 5.0** the Quick-Edit bar will no more be supported.

The Quick-Edit bar is opened by clicking on the Quick-Edit icon directly on the preview page in the browser (refer to Figure 3-1):

1. A click on the Quick-Edit icon  expands the Quick-Edit bar directly on the preview page in the browser.
2. The expanded bar provides the functions for editing the preview page available in the respective context menu. Depending on whether this is a page or section element, the editor is provided with various functions. Using the functions on the Quick-Edit bar, all elements can be edited directly within the preview page in the browser window. The background color changes in editing mode.
3. Clicking again on the Quick-Edit icon, or confirming the change made, once more contracts the Quick-Edit bar. After a change, the new preview page is directly rendered and the changes are shown in the browser window. Simultaneous to the new preview, the editing mode (yellow background) is automatically closed and the Quick-Edit bar is hidden except for the small icon. The editor can now see the complete layout of the page.



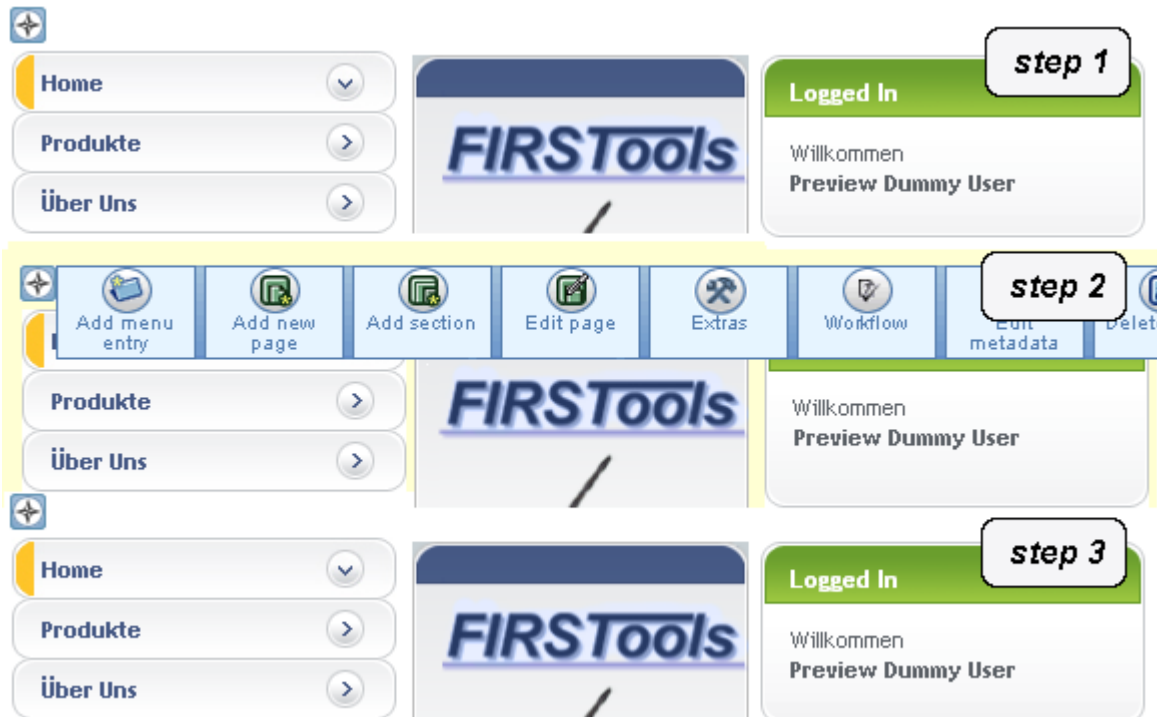


Figure 3-1: Expanding the Quick-Edit bar.

The Quick-Edit bar combines the functions of the WebEdit toolbar with the clear handling of the WebEdit icons. It allows editors to work easily, quickly and clearly directly on the displayed preview page.

3.1 Quick-Edit functions on the page level



Some of these functions are covered by the Easy-Edit functionality from FirstSpirit Version 4.2 (see Chapter 1.10 page 27).

The quick-edit bar differentiates between functions that can be run on the page level and functions that are only available on the section level. Depending on the element on which an editor opens the Quick-Edit bar, the bar contains different buttons and is also shown in another color. For functions on the page level, the Quick-Edit bar is shown with a blue background.



Figure 3-2: Quick-Edit bar on the page level (blue color)

For functions on the section level, the Quick-Edit bar is shown with a green



background (refer to Chapter 3.2 page 79):



Figure 3-3: Quick-Edit bar on the section level (green color)

Additional details of the single buttons of the Quick-Edit bar are contained in the following chapters.

3.1.1 Add menu level



Clicking on the button adds a new menu level (i.e. entry) to the Site Store. In addition to the new menu level, a new page is added to the Page Store and a reference to this new page is created within the Site Store below the new menu level.

Therefore, using this function:

- a new navigation item is added in the web site (via the Site Store)
- a new page is added for maintaining the editorial content (via the Page Store),
- the content of the page is linked to the navigation (via the Site Store).

The following dialog screen "Add menu entry" is divided as follows: The position of the new menu level can be defined in the top section (see Figure 3-4), and in the bottom section you can set the name of the menu level (see Figure 3-5).

Definition of the position

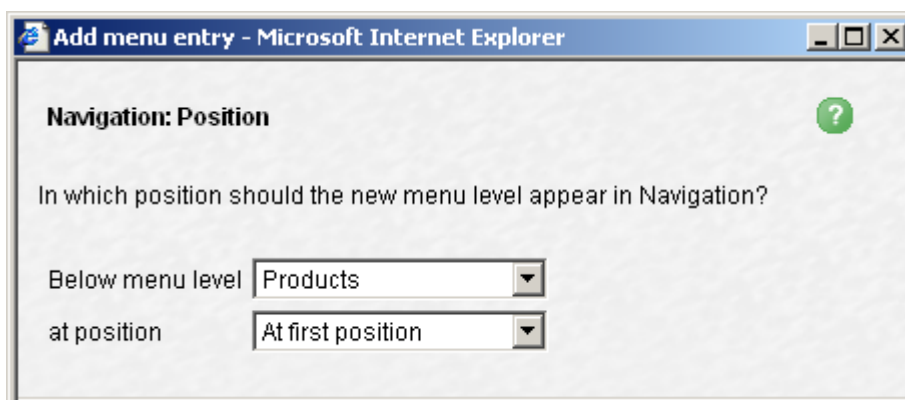


Figure 3-4: Add menu entry – define position



Below menu level: The position of the new menu level can be selected from the pull-down list. The pull-down list shows all menu levels that are on the same level as the currently processed level. The new menu level can always be added only below the current level of the menu structure. If the standard settings are kept then the new menu level is always added directly beneath the currently shown menu level.

At Position: The position of the new menu level within all subordinate menu levels can be selected from the pull-down list. If, as shown in Figure 3-4, the new menu level, e.g. is to be added below the "Products" menu level, then all menu levels that exist below "Products" appear in the "At position" pull-down list.

Definition of the name

Language	Menu name	Keywords	Comment	Navigation menu	Site map
DE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ES	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 3-5: Add menu entry – define name

Menu name: Name of the menu level. This means the labeling of the menu level in the navigation. If different languages are used in the project then a menu name can be entered for each language (refer to Figure 3-5).

Keywords: optional, language-dependent entry of index words for the menu level. Index words are required, e.g. to transmit keywords to a search engine to evaluate the page. Several index words within a comma-separated list can be transmitted. Different keywords can be entered for the different project languages.


Comment: optional, language-dependent comment on the menu level.


Navigation menu: If this checkbox is *activated*, the new menu level is displayed as a new menu item in the site navigation. If the checkbox is *deactivated*, the new menu level is created (in the Site Store) but does not appear in the site navigation.



Site map: If this checkbox is *activated*, the new menu level is displayed within a site map (if it exists in the project). If the checkbox is *deactivated*, the new menu level is created (in the Site Store) but does not appear in the site map.

All definitions made in this dialog area can be specified language-dependent.

 Clicking on this button cancels the procedure. The new page is not created.

 The "Add new page" dialog screen opens on clicking this button. If a new page is created using this dialog box (for an explanation, refer to Chapter 3.1.2 page 63), then a page reference to this page is automatically created and set as the start page for the new menu level.



If the editor does not have the permission to add a menu level then an error message appears on clicking the "OK" button. The new menu level is not added.



Elements that have been created using the "Add menu level" Quick-Edit function can not be released using the "release" delivered with the standard workflow. To release a newly created menu level via the "workflow" button of the Quick-Edit bar, a modified workflow is required with a dependent (i.e. specific) release. If there is no such workflow in the project then the created elements must be released singly in the following order:

- 1. Release the page with the editorial content (via the Page Store)*
- 2. Release the menu level (via the Site Store).*

See chapter 2.1.4 on page 33 for more information on workflows.



*For changes in **version 4.2R4** see Chapter 1.9 page 22.*



3.1.2 Add new page



Clicking on the button adds a new page to the Page Store. In addition to the new page, a reference to the new page is also created in the Site Store on the current menu level. Therefore, by using this function

- a new page is added for maintaining the editorial content (via the Page Store),
- the content of the page is linked to the navigation (via the Site Store).



This button is hidden if the editor does not have the permission to add a page or in certain cases when the configuration of the project does not allow a new page to be added (for example, if there is no page group navigation).

 A screenshot of a web browser window titled "Add new page - Microsoft Internet Explorer". The dialog box contains a table for language and name, a template dropdown, a "Take over content" checkbox, a preview area, language selection buttons, a text input field, and "OK" and "Cancel" buttons.

Language	Name
DE	Last Change
EN	
FR	
ES	

Template: Last Change

Take over content

Preview

DE EN FR ES

text line

OK Cancel

Figure 3-6: Add new page dialog box

Language: All menus or pages created via the WebEdit Quick-Edit bar can be



defined language-dependent. The languages shown here are the project languages.

Name: In the fields of the "Name" column, you can store the language-dependent names for each project language for the menu overview (i.e. the site map). The "Name" field is already filled out for the project master language with the name of the selected page template. However, this standard value can be changed. The unique reference name for the new page and the page reference is generated from the name entered (for the master language of the project).

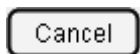
Template: A page template for the required page can be selected via the pull-down list. Normally, the displayed page template is the same as the page template of the currently displayed page. If a preview picture has been created for the selected page template in FirstSpirit JavaClient this will be displayed in the right area of the screen. The **preview** can be enlarged by clicking on the graphic.



If the input components in the editing window are filled with content then this content is lost if subsequently another page template is selected.

Take over content: This checkbox can only be activated when the page template selected in the pull-down list is identical to the page template of the page currently displayed in the preview. If the checkbox is *activated*, the content of all input components is accepted from the current preview page into the new page. The content can be changed in the editing window in the lower section of the dialog screen.

Editing window: All input components which are available for the page are displayed in the lower area of the dialog screen. They can be filled in, according to the type (see Chapter 10 from page 157). Mandatory fields are marked by a star *: These fields must be completed, otherwise the input can not be saved by clicking



Clicking on this button cancels the procedure. The new page is not created.





If the "Add page" dialog box is called subsequently to the "Add menu entry" dialog box (see Chapter 3.1.1 page 60), and then cancelled by clicking on the "Cancel" button then neither the new page nor the new menu level is created.



Clicking on this button creates the new page within the current menu level together with all content entered or accepted for it. A new preview is rendered and the new page is shown in the browser.

If page references or a start page already exist below the menu level then the newly created page is automatically added to a page group and can thereby be called via the page navigation.



Elements that have been created via the "Add page" Quick-Edit function can not be released using the "release" delivered with the standard workflow. To run a release of a newly created page via the "workflow" button of the Quick-Edit bar, a modified workflow is required with a dependent (i.e. specific) release. If there is no such workflow in the project then the created elements must be released singly in the following order:

1. Release the page with the editorial content (via the Page Store),
2. release the page reference, i.e. the link of content in the navigation (via the Site Store).



See chapter 2.1.4 page 33 for more information on workflows.




For changes in **version 4.2R4** see Chapter 1.9 page 4.

3.1.3 Add a section to a page



A new section is added to the currently shown page by clicking on the button. If there are already sections on this page then the new section is always added below the already existing sections. The order of sections on a page can be changed at any time (see Chapter 3.2.3 page 82 or in the "Easy-Edit" mode using the icons  and 



, refer to Chapter 1.10 page 27). The "Add section" function is also available at the section level (green color, refer to Chapter 3.2.1 page 79). However, the first section of a page must always be created using the page level function (blue color).



The button is hidden when the editor does not have the permission to create a section.

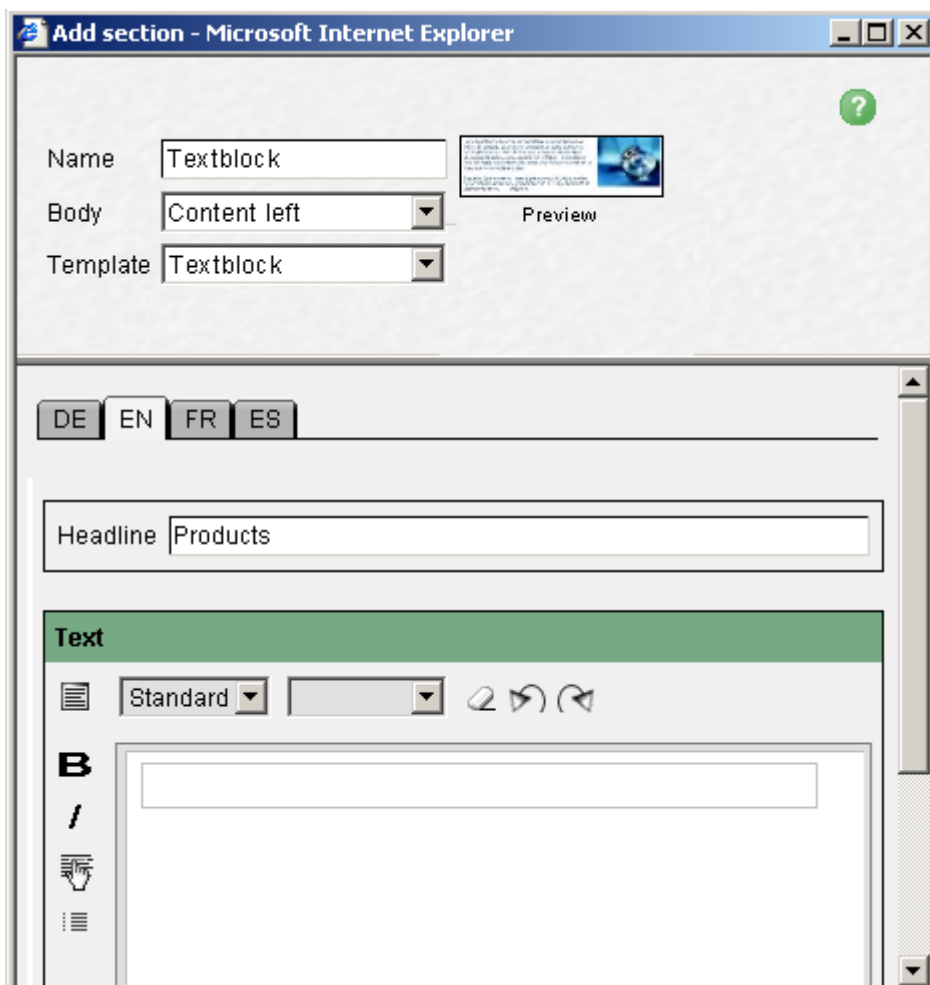


Figure 3-7: Add section dialog box

Name: Name of the section. The field is already filled with the name of the section template, although it can be changed at any time.

Body: From the pull-down list, you can select the content area in which the new section is to be added. Various content areas can be selected depending on the page template of the current page.

Template: A section template for the new section can be selected via the pull-down



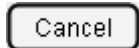
list. If a preview picture has been created for the selected section template in FirstSpirit JavaClient, this will be displayed in the right area of the screen. The **preview** can be enlarged by clicking on the graphic.



If the input components in the editing window are filled with content then this content is lost if subsequently another page template is selected.

Editing window: All input components which are available for the page are displayed in the lower area of the dialog screen. They can be filled in, according to the type (see Chapter 10 from page 157). Mandatory fields are marked by a star *: These fields must be completed, otherwise the input can not be saved by clicking



 Clicking on this button cancels the procedure. The new section is not created.



Clicking on the button adds the new section together with all entered content to the new page. A new preview is rendered and the new section is shown in the browser.



*For changes in **version 4.2R4** see Chapter 1.9 page 4.*

3.1.4 Edit page



The currently displayed page can be edited by clicking on the button. A dialog screen with all input components of the page then opens. The existing content can be changed or replaced within the dialog screen.



This button is hidden when the editor does not have the permission to change a page.



The screenshot shows a dialog box titled "Edit input components - Microsoft Internet Explorer". It contains the following elements:

- Buttons for "OK" and "Cancel" at the top right.
- A text input field labeled "Page title (optional)" containing the text "Products".
- A dropdown menu labeled "Additional versions" with "Print- and PDF-Version" selected.
- A section titled "Show news?" with two radio buttons: "No" (selected) and "Yes".
- A checkbox labeled "Page completely translated" which is currently unchecked.
- Buttons for "OK" and "Cancel" at the bottom right.
- A status bar at the bottom left with the text "Fertig".

Figure 3-8: Edit page dialog box

The input components shown within the editing window depend on the project. Mandatory fields are marked by a star *: These fields must be completed, otherwise the input can not be saved by clicking.

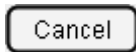
The **"Page completely translated"** checkbox is always in the lower area of the editing window. In language-dependent projects, it may occur that the translation of some pages is not yet available in all languages. These "incomplete" pages should naturally not be displayed to a visitor of a website. If the checkbox is deactivated, then the replacement rule defined in the project settings applies for these pages (for additional information, refer to the *FirstSpirit manual for administrators* (chapter "Replacements"). For instance, a replacement page may be shown or, instead of the page in the selected language, the complete page may be shown in the master language of the project.

If the checkbox is activated, the "completely translated page" is shown in the selected language.





The checkbox is only evaluated if the project settings have been appropriately adjusted (refer to the FirstSpirit manual for administrators, in the chapter on "Replacements").



Clicking on this button cancels the procedure. Changes to the input components are not accepted.



Clicking on the button stores all changes made to the content of the input components. A new preview is rendered and the updated page is shown in the browser.

As the editing window in WebEdit – depending on the type of content and the number of input components – is very extensive, the "OK" and "Cancel" buttons are displayed both at the top as well as in the bottom area of the editing window. In this way, for example, a page title can be quickly changed without the editor having to scroll down to the bottom of the dialog screen to confirm the change.



*For changes in **version 4.2R4** see Chapter 1.9 page 4.*

3.1.5 Workflow



This icon displays the different workflow states too (like in the toolbar, cf. Chapter 2.1.4 page 33).

Clicking on the button, you can start a workflow on the currently displayed page or you can switch to a workflow that has already been started. For example, an editor can immediately start the "Request release" workflow on the changed page directly after editing a page.

If no workflow has previously been started on a page then the "Start workflow" dialog screen opens by clicking on the "Workflow" button".



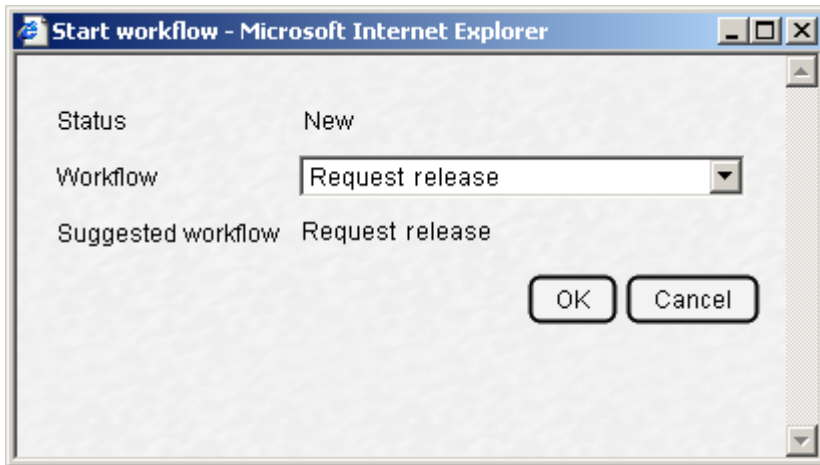


Figure 3-9: Start workflow dialog box

Status: The status of the page is evaluated here. A page can have the following status values:

- New – the page has been newly created and not yet released.
- Changed – the page has already been released once but is currently in a changed state and must therefore be once more released.
- Unknown – the status of the page is unknown. In this case, the page is not "new" and has also not been "changed".



Elements that have been created using the "Add menu level" and "Add page" Quick-Edit functions can not be released using the standard "release" workflow delivered. The standard workflow selected in Figure 3-9 only releases the page reference on which it was started, but not the master menu level, the linked page and the media referenced there. To run a release of a newly created page via the "Workflow" button of the Quick-Edit bar, a modified workflow is required with a dependent release. If there is no such workflow in the project then the created elements must be released singly. (Additional information is contained in Chapters 3.1.1 and 3.1.2 from page 60.)

Workflow: The workflow to be started on the page can be selected from the pull-down list.

Suggested workflow: The status value of the page can be evaluated and a "Suggested workflow" can be defined for each status value. This setting is made by the developer within the page template and may be different from project to project. The "Suggested workflow" is simultaneously set as the default in the "Workflow" pull-down list. Depending on the configuration, the workflow can be started for an



evaluated status as well as directly using the "Workflow" button. The "Start workflow" window does not appear in this case.



To start or switch to a workflow, the editor must have the required permission for the workflow.

Only one workflow can be started in each case for an object. If a workflow has already been started then the "Workflow action" dialog screen appears to the user after clicking on the "Workflow" button:

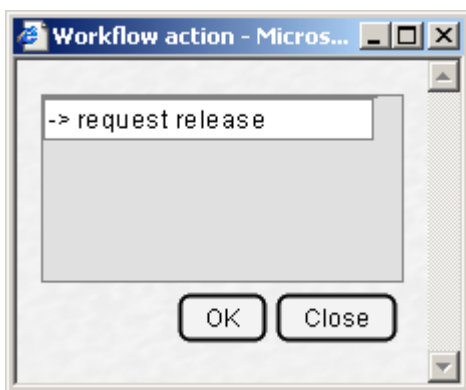


Figure 3-10: Switch to Workflow dialog box

Depending on the state of the workflow started and the permissions of the user, various actions may appear in the dialog window. In Figure 3-10, the "release" workflow has been selected. One step of the workflow is requesting a release. The current state of a workflow can also be read-off from the color in the WebEdit bar (detailed information on switching to another workflow action and to the color coding is contained in Chapter 2.1.4 page 33).

3.1.6 Editing meta data



Meta data can be transferred to the currently shown page by clicking on this button. Meta data is additional information that can be stored for a page but that is not necessarily intended for the person viewing the page. For example, using the Edit meta data function, you can store the last change date of a page or the last editor of a page. In some projects, the meta data is also used to issue user permissions, i.e. the permissions of "visitors" of a generated page, in the context of the



personalization of pages (refer to Chapter 9 page 144).



The meta data processed here depends on the project and the meta data templates used there. The functions are available when the project has a meta data template.

3.1.7 Delete page



Click the button and, depending on the project developer's predefined settings, either

- the currently displayed preview page, including content, is removed from the Page Store, or
- the content link via the navigation is removed. If this page reference is removed, the page or the content of the page can no longer be reached via the navigation structure and is therefore "deleted". However, the content remains in WebEdit's Page Store and can be inserted in the web page at any time using a new page reference.



From FirstSpirit-Version 4.1, a workflow for deleting the object can be linked to this function (see Chapter 4.3 page 92). Instead of the dialog for confirming the delete action, in this case a dialog for starting or forwarding a workflow opens.



The button is hidden if the editor does not have the necessary permissions to delete a page, or if a workflow was started on the page which gives the page write protection.



Analogous to creating a page (see Chapter 3.1.2 page 63), two steps should also be performed to delete a page:

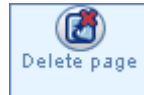
- delete the page for including editorial content (via the Page Store),
- delete the link with the page in the navigation (via the Site Store).






If the homepage of a menu level is deleted using the "Delete Page" button, a new homepage must be defined. A new homepage reference cannot be created using the Quick-Edit bar, only via the Site Store.

3.1.7.1 Deleting a page via a workflow



Depending on the project configuration, the  button can also be used to open the following window:

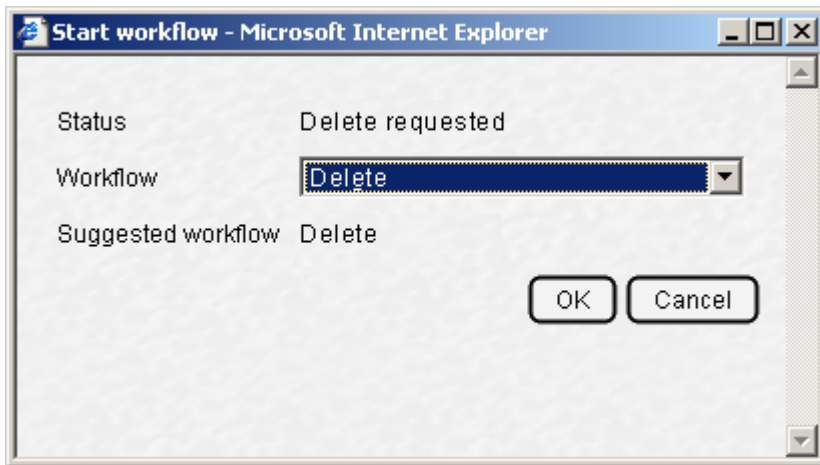


Figure 3-11: "Delete" workflow

The "Delete" workflow is selected here. This workflow is used to delete the page including content and page reference (see also Chapter 3.1.5 page 69).



The "Delete" workflow is not a standard workflow delivered with the system.



3.1.8 Extras



The "Extras" dialog screen opens on clicking this button.

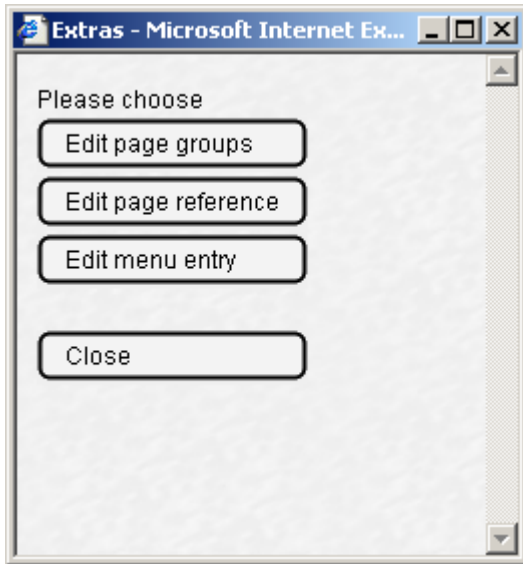


Figure 3-12: Extras – Selection

Various actions are possible:

- Edit page groups (refer to Chapter 3.1.8.1 page 74)
- Edit page reference (refer to Chapter 3.1.8.2 page 76)
- Edit menu entry (refer to Chapter 3.1.8.3 page 78)

3.1.8.1 Edit page groups

If new pages are created using the Quick-Edit button then these pages are automatically part of the "default" page group (refer to Chapter 3.1.2 page 63). Clicking on the "**Edit page groups**" button allows you to edit the page groups of the currently displayed menu level. The "Edit page groups" dialog screen opens on clicking this button.



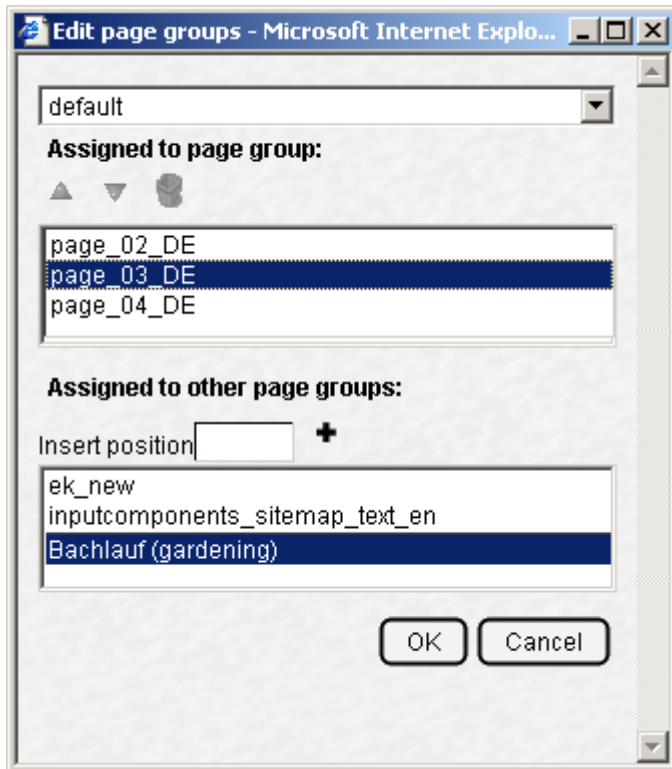


Figure 3-13: Edit page groups

The required page group can be selected from the pull-down list in the top section of the window. If the pages and page references have been created using the functions on the Quick-Edit bar then the "default" page group must at least be displayed here. However, there may also be other page groups in the menu level.

If a page group has been selected for editing from the pull-down list then, in the window area below this – "**Assigned to page group:**" – the order of the pages can be changed or a page reference can be removed from the page group.

- ▲ The marked page reference is moved up a line.
- ▼ The marked page reference is moved down a line.
- 🗑 The marked page references are removed from the page group. This page reference is thereby no longer a part of the page group and is displayed in the lower window area "**Assigned to other page groups:**".

The "Assigned to other page groups:" window area displays all page references of the current menu level that are not a part of the selected page group. Among these are page references that do not belong to any page group, i.e. those that have been previously removed from a page group.

- ⊕ A page reference marked in the list can be added to the current page group by



clicking on the button. The position within the page group can be set by the "**Insert position**" field. If no insertion position is indicated then the new page reference is automatically inserted as the last element of the page group. The marked page reference is then a part of the page group and is displayed in the upper window area "**Assigned to page group:**".

Every page reference can always only be part of one page group. If a page reference is added to a page group that was previously part of another page group then the page reference is simultaneously removed from its old page group. Page references that are already part of a page group are shown in the "**Assigned to other page groups:**" box as follows (refer to Figure 3-13):

Name of the page reference (name of the page group)

Using this function, even page references that have been previously removed from the page group can once more be added to the page group.



Pages or page references that have been created via the "New" button on the WebEdit toolbar, and page references that have been created via the Site Store, are not automatically part of the page group.



If the order of the pages is changed within a page group, or if elements are removed from the page group or added to it, then a new page preview should be requested within the browser for all pages in question in order to update the page group navigation.

3.1.8.2 Edit page reference

Each page reference has a unique **reference name**. A unique reference to a page reference can be made within a project by this reference name. The reference names are required, e.g. to gather together different page references into a page group. The reference names of a page reference can be determined using the "Properties" button in the Site Store. When possible, reference names should not be changed as otherwise all references within the project to it must also be changed! Reference names for page references are automatically generated from the language-dependent name of the master language in WebEdit when creating a page (refer to Chapter 3.1.2 page 63).

In addition to the unique reference names, page references in WebEdit may have a range of **language-dependent** names (so called "Display names"). These names



can be directly defined for all project languages when creating a page (refer to Chapter 3.1.2 page 63). In contrast to unique reference names, language-dependent names can be changed at any time.

The "Edit page reference" dialog screen opens on clicking the "Edit page reference" button.

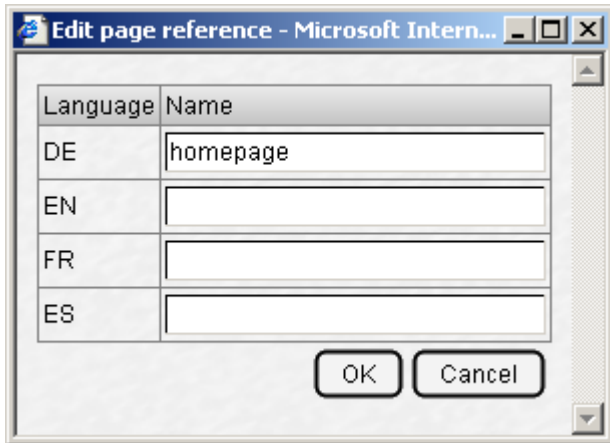


Figure 3-14: Edit page reference dialog box

In the "Name" column, a language-dependent name can be entered for each project language, or an existing name can be changed. These names are accepted as menu names.

Depending on the configuration of the WebEdit project, either unique reference names are displayed in the store view or language-dependent menu names, shown in the language selected by the editor. Related to the language-dependent names in Figure 3-14 the tree display of the Site Store may be shown as follows:

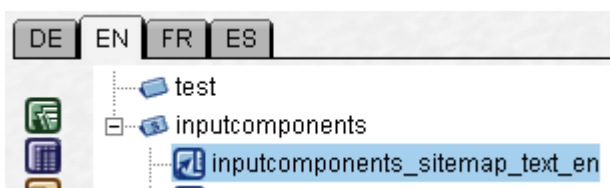


Figure 3-15: Tree display with language-dependent names



3.1.8.3 Edit menu level

In addition to the language-dependent labeling of a page reference, the names of the menu levels can also be changed. A click on the "Edit menu level" button opens the "Edit menu level" window:

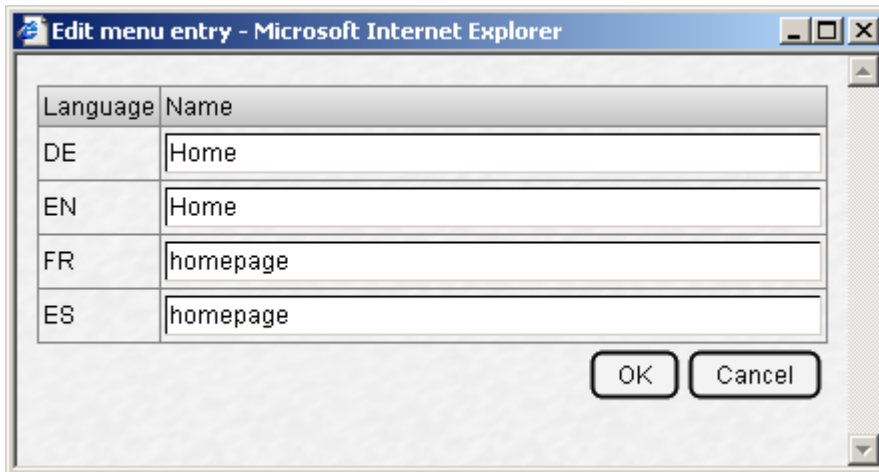


Figure 3-16: Edit menu level dialog box

In addition to labelling the menu level in the menu overview (site map), the names set here can also be used as labels for navigation. In this case, a visitor to the Spanish webpage is shown the "homepage" navigation item but a visitor to the German page is shown the "Home" navigation entry. Depending on the configuration of the WebEdit project, either unique reference names are displayed in the store view or language-dependent labelling of an element, shown in the language selected by the editor (so-called "Display names").



3.2 Quick-edit functions on the section level



These functions are covered by the Easy-Edit functionality from FirstSpirit Version 4.2 (see Chapter 1.10 page 27).

The quick-edit bar differentiates between functions that can be run on the page level (see Chapter 3.1 page 59) and functions that are only available on the section level. Depending on the element on which an editor opens the Quick-Edit bar, the bar contains different buttons and is also shown in another color. For functions on the section level, the Quick-Edit bar is shown with a green background.



Figure 3-17: The Quick-Edit bar

Additional details of the single buttons of the Quick-Edit bar are contained in the following chapters.

3.2.1 Add section



In the Easy-Edit mode (see Chapter 1.10 page 27), this function is provided by the icons  or .

An additional section can be added to the page by clicking on this button. In contrast to the "Add section" Quick-Edit function on the page level, the new section is always created below the section on which the Quick-Edit bar has been called up, i.e. not necessarily below all already existing sections. Clicking on the "Add section" button opens the "Add section" window (for a figure and description, refer to Chapter 3.1.3 page 65). Normally, the content area and the section template of the section on which the Quick-Edit bar was called are always shown here. The "Accept content" checkbox is available for adding sections at the section level. This is not possible on the page level for the "Add section" function (refer to Chapter 3.1.3 page 65), as here (under certain circumstances) there may be several sections with content.




Accept content: The checkbox can only be activated when the section template selected in the pull-down list for the new section is identical to the section template of the current section from the preview. If the checkbox is *activated*, the content of the section is accepted from the current preview page into the new section. The content can be changed in the editing window in the lower area of the dialog screen.



The button is hidden when the editor does not have the permission to create a section.

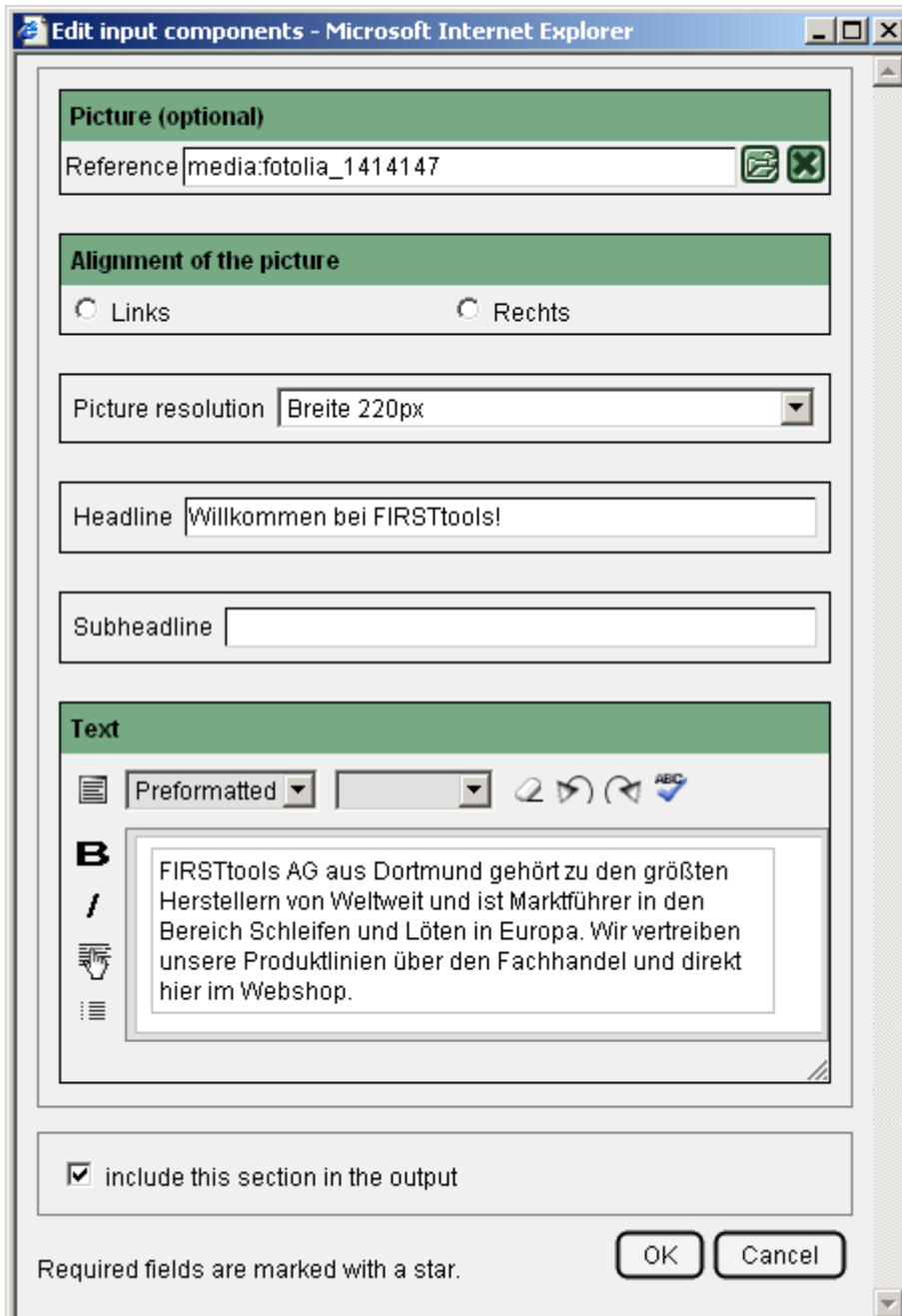
3.2.2 Edit section content



In the Easy-Edit mode (see Chapter 1.10 page 27), this function is provided by the icon .

You can edit the section on which the Quick-Edit bar was called.





Picture (optional)

Reference

Alignment of the picture

Links Rechts

Picture resolution

Headline

Subheadline

Text

Preformatted

B

/

ABC

FIRSTtools AG aus Dortmund gehört zu den größten Herstellern von Weltweit und ist Marktführer in den Bereich Schleifen und Lötten in Europa. Wir vertreiben unsere Produktlinien über den Fachhandel und direkt hier im Webshop.

include this section in the output

Required fields are marked with a star.

OK Cancel


Figure 3-18: Edit input components dialog box

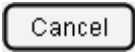
A dialog box with all input components of the section then opens (refer to Figure 3-18).

The input components are already filled in within the content entered in the section. The existing content can be changed or replaced within the dialog screen. The input components shown within the editing window depend on the project. Mandatory fields are marked by a star *: These fields must be completed, otherwise the input can not be saved by clicking .



The **"Include this section in the output"** checkbox is always in the bottom area of the editing window. If the checkbox is *activated*, and after confirming the changes, the edited section is taken into consideration both when creating a section and during a preview, i.e. the section is displayed in the browser. If the checkbox is deactivated, the edited section is no longer displayed in the browser window after confirming the changes. Using the checkbox, sections can therefore be hidden quickly and re-shown as required.

 Clicking on the button stores all changes made to the content of the input components. A new preview is rendered and the updated page is shown in the browser.

 Clicking on this button cancels the procedure. Changes to the input components are not accepted.



As the editing window in WebEdit – depending on the type of content and the number of input components – is very extensive, the "OK" and "Cancel" buttons are displayed both in the upper as well as in the lower area of the editing window. In this way, for example, a section title can be quickly changed without the editor having to scroll down to the bottom of the dialog screen to confirm the change.



The button is hidden when the editor does not have the permission to change a section.

3.2.3 Moving a section



In the Easy-Edit mode (see Chapter 1.10 page 27), this function is provided by the icons  and .

The order of sections on a page can be subsequently changed. To do this, the Quick-Edit bar is called-up at the required section. The current section can be moved one position upwards or downwards by clicking on the button. After clicking on one of the buttons, a new preview is rendered and the updated page is shown in the



browser with the re-sorted sections.

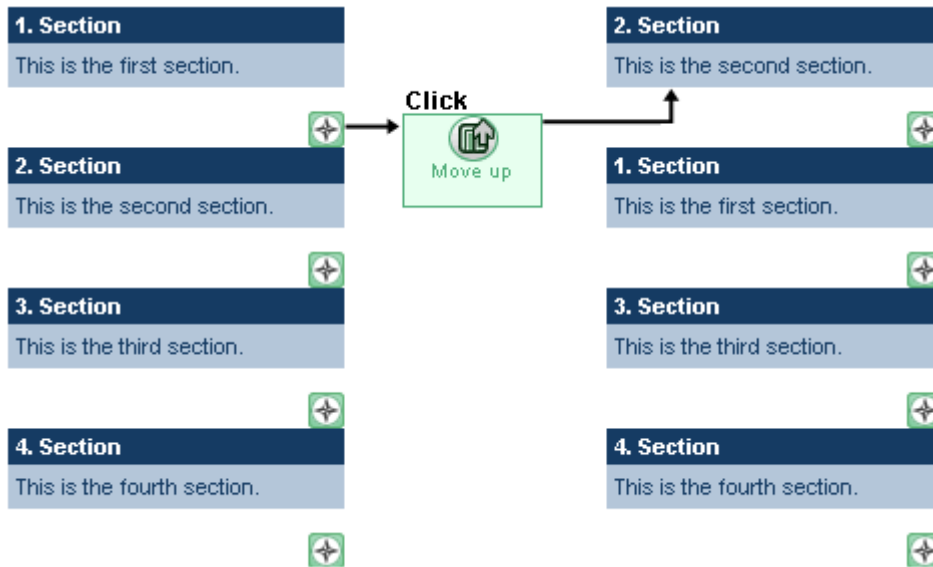


Figure 3-19: Sorting sections



The button is hidden when the editor does not have the right to change a section.

3.2.4 Edit meta data



In the Easy-Edit mode (see Chapter 1.10 page 27) meta data on section level can be edited by using the icon in the toolbar (see Chapter 2.1.8 page 42).

Meta data can be transferred to the currently shown page by clicking on this button. In contrast to the "Edit meta data" function on the page level (refer to Chapter 3.1.6 page 71), the meta data processed here refers exclusively to the section content from the Page Store.






The meta data processed here depends on the project and the meta data templates used there. The functions are available when the project has a meta data template.

3.2.5 Delete section



In the Easy-Edit mode (see Chapter 1.10 page 27), this function is provided by the icon .

The currently displayed section can be deleted from the page by clicking on the button. In contrast to Quick-Edit functions on the page level (refer to chapter 3.1.7 page 72), a reference to the content is not removed here, but the actual content of the section is deleted from the Page Store.

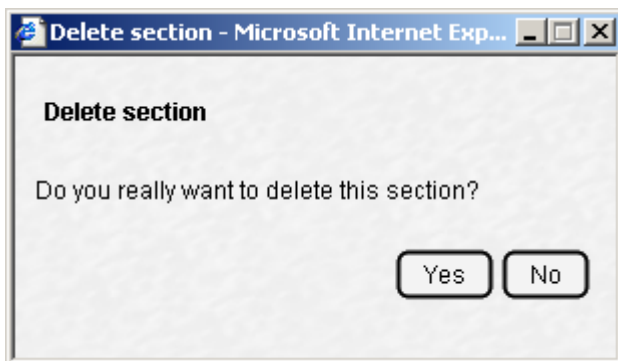


Figure 3-20: Delete section dialog box



The button is hidden when the editor does not have the permission to delete a section.






4 General operations

The WebClient has been comprehensibly redesigned for WebEdit 4.2 and 4.2R4. For this reason, the illustration can differ in this chapter. In addition, the functionality "Easy-Edit" can be activated. Easy-Edit enables an even more direct editing of the web page (see also Chapter 1.10 page 27).

4.1 New – Add an object to a standard page



In the Easy-Edit mode (see Chapter 1.10 page 27) new sections can be added to a page by using the icons  or  Absatz hinzufügen, data records by using the icon .

4.1.1 Add a new section

If the **Section** selection is activated then a new section will be added for the selected page.

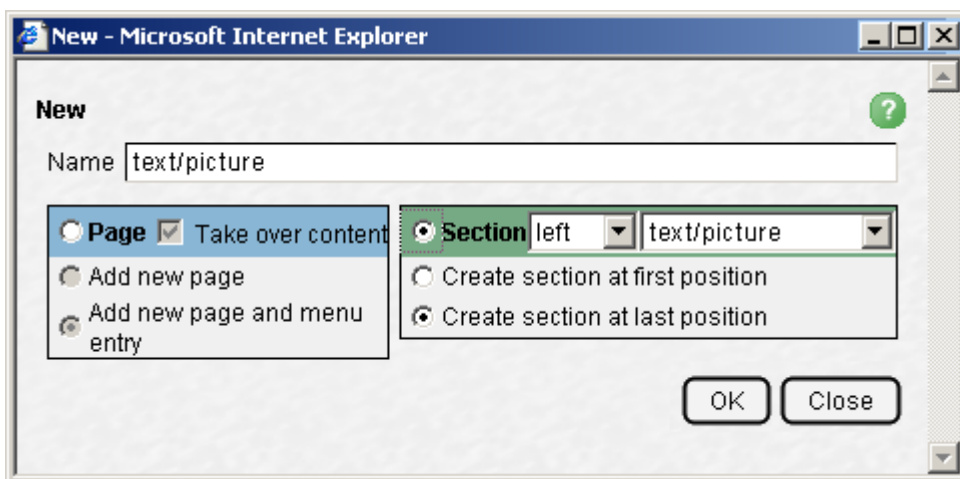
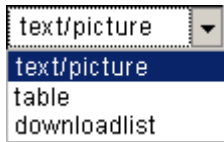


Figure 4-1: Dialog screen for creating a new section

Name The name for the new section must be entered in this field. The selected section type is automatically displayed in this field. However, this name can be changed.





Clicking on the **Selection list** displays all section templates that are released for the current page. Select the desired section template for the new section.

You can specify whether the new section will be added at the **first position**, or at the **last position** of all available selections. A subsequent sort is possible using the corresponding function in the Page Store.



Click on the **OK** button to add the selected section at the desired position on the current page; an editing window opens where the input components of the new section can be filled with content.

4.1.2 Add new page

If the **Add page** selection is activated then a new page reference will be added for the selected menu level. The system creates a page reference in the Site Store and a page in the Page Store.

The page reference in the Site Store is added behind the already available page references of the current menu level, and it is automatically attached at the last position of a page group.

The page in the Page Store is added to the same folder as the current page and a new section is automatically added with the same section template as the first section of the current page.

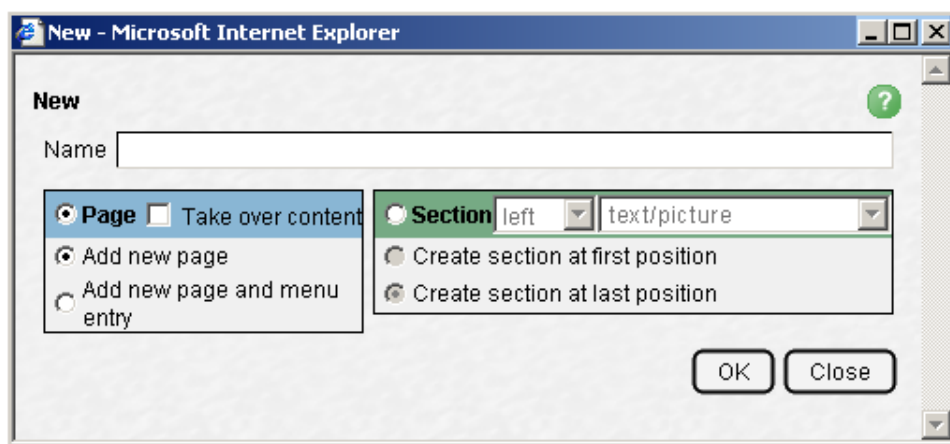


Figure 4-2: Dialog screen for adding a new page



Name The name for the new page reference must be entered in this field. A name will automatically be assigned in the Page Store for the new page.



After confirming the selection with **OK** the new pages will be added into the existing menu structures and an editing window will be displayed where the input components of the new page, and/or the new section can be filled with content on the page.

Take over content: This checkbox can only be activated when the page template selected in the pull-down list is identical to the page template of the page currently displayed in the preview. If the checkbox is *activated*, the content of all input components is accepted from the current preview page into the new page. The content can be changed in the editing window in the bottom area of the dialog screen.



*The page template used on the current page is automatically selected for the new page in the Page Store.
For the new section, the section template of the first section of the current page is automatically used.*

4.1.3 Add new menu level

If the option, **Create menu level on this page**, is selected, then a new menu level is added in the Site Store next to the selected menu item. A new page reference is added in this menu level, and a new page is also created in the Page Store. The page reference in the Site Store is automatically defined as the start page. The page in the Page Store is added to the same folder as the current page. A section with the same section template as the first section of the current page is added automatically for the new page.



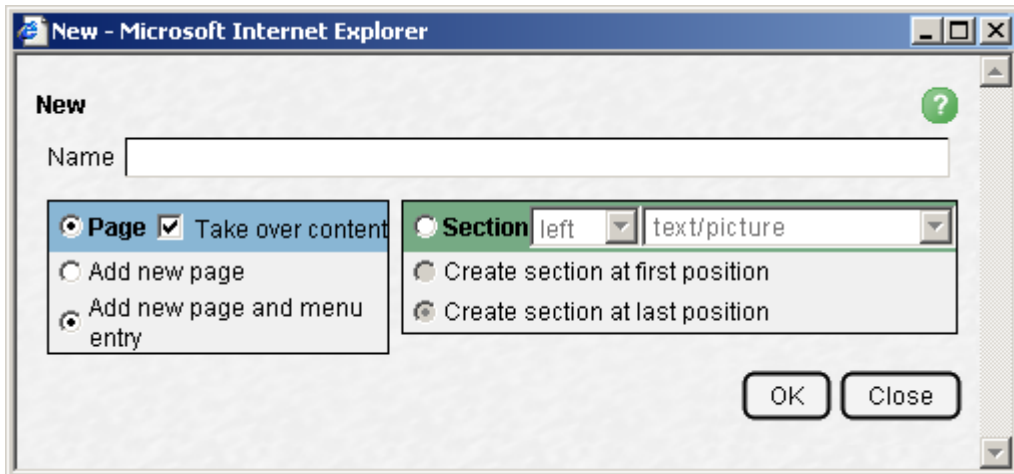


Figure 4-3: Dialog screen for adding a new page with menu level

Name The name for the new menu level must be entered in this field. A name is automatically assigned for the new page reference and the page in the Page Store.



After confirming the selection with **OK**, the new menu level is created and the new pages are added to the menu structure. An editing window is displayed where the input components of the new page and/or the new section on the page can be filled with content.



*The page template used on the current page is automatically selected for the new page in the Page Store.
For the new section, the section template of the first section of the current page is used automatically.*



4.2 Edit

 In the Easy-Edit mode (see Chapter 1.10 page 27) sections of a page or data sets can also be edited by using the icon .

4.2.1 Sections of the current page

Click on this button to open a window in which all input components of the selected page and subordinate sections can be edited.

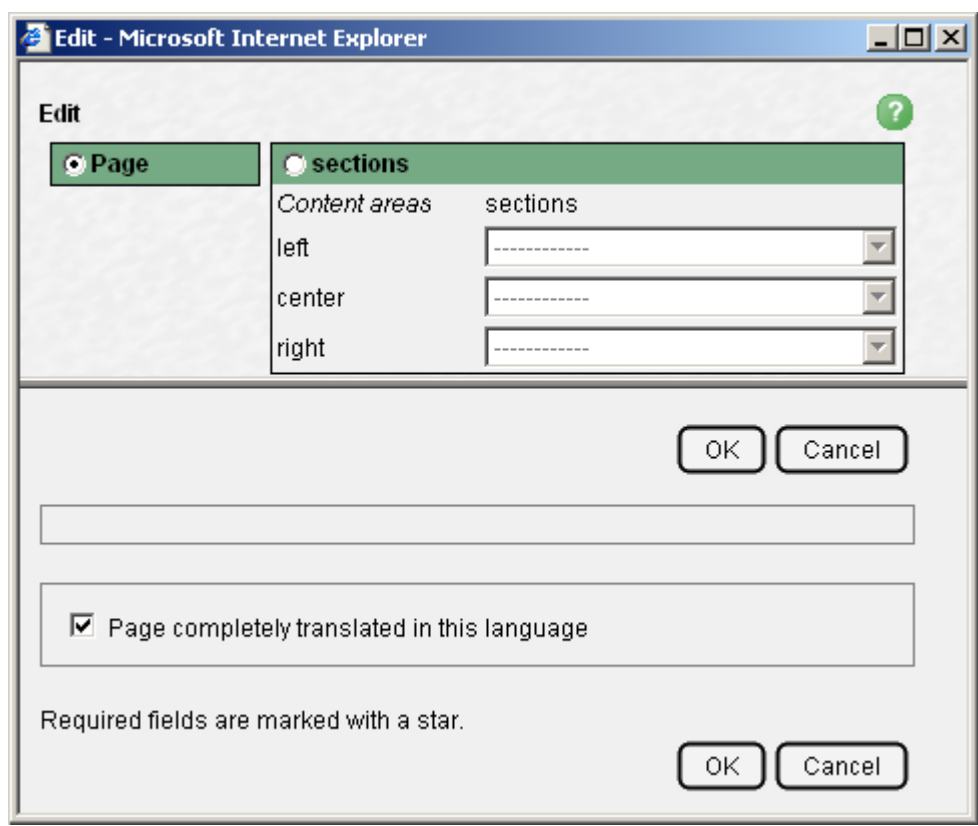


Figure 4-4: Page with sections – edit all input components


In the upper area of the window you can select whether the input components will be edited on the page level or one of the sections.

Page: If this selection is activated, then all input components on the page level will be displayed in the bottom area of the window.

Sections: If this selection is activated, then a section of the page can be selected for editing via the selection box. All content areas of the page

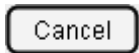


are displayed.

All input components which are available for the page are displayed in the **lower area** of the dialog screen. They can be filled in, according to the type (see Chapter 10 from page 157). Mandatory fields are marked by a star *: These fields must be completed, otherwise the input can not be saved by clicking .



Click on the **OK** button to save the modifications that have been made and to close the editing window.



Click on the **OK** button to discard the modifications that have been made and to close the editing window.



*For changes in **version 4.2R4** see Chapter 1.9 page 4.*

4.2.2 Records on the current page

Click on this button to open a window in which all records displayed on the current page can be edited.



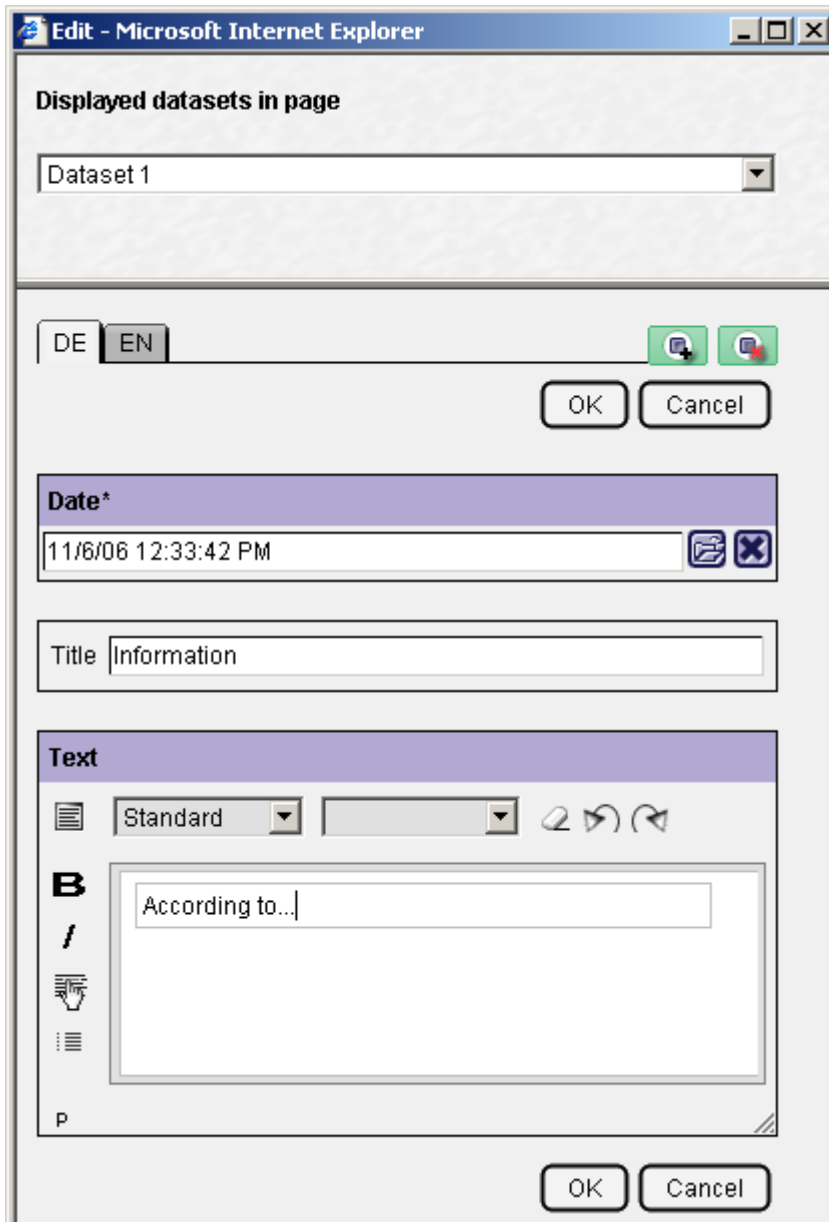


Figure 4-5: Edit data record

Use the **Selection list** in the upper area of the window to select the record to be edited.


OK Click on the **OK** button to save the modifications that have been made and to close the editing window.

Cancel Click on the **OK** button to discard the modifications that have been made and to close the editing window.



4.3 Delete



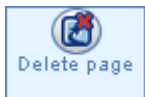
In the Easy-Edit mode (see Chapter 1.10 page 27) sections or data sets on a page can be deleted by using the icon  too.

Deleting the different objects is documented in the respective sub-chapters.

In addition, **from FirstSpirit Version 4.1**, a project-specific workflow can be created for deleting elements, which is directly linked to the controls for deleting elements. This has to be configured in the project properties (see *FirstSpirit Manual for Administrators*). The workflow can then be started or forwarded using the following controls:



Select the element in the Store overview in WebClient and click the "Delete" button.



Open the Quick-Edit bar and click the "Delete Page" button (see also Chapter 3.1.7 page 72)



The workflow can only be started if no workflows have been started to date on one of the selected objects and the user has the relevant permissions for executing the workflow. Otherwise the relevant controls are disabled.

Depending on the configuration of the deposited workflow, the individual dialogs open as described in Chapter 5.1.4 from page 97.

For further information on the Delete workflow, please refer to the *FirstSpirit Manual for Developers (Basics)*.



5 Page store

Extended functions for editing the Web site are available in this window.

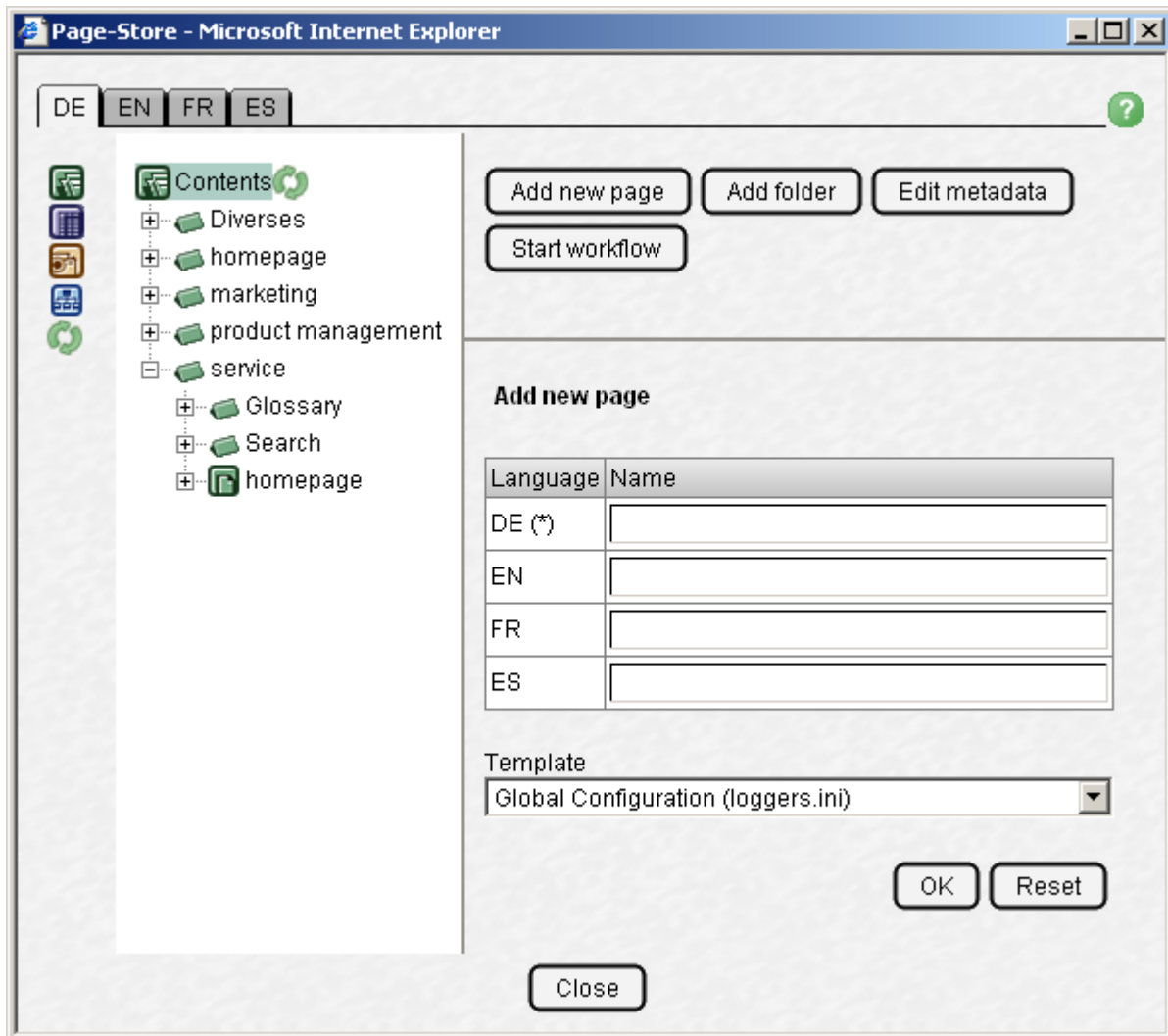


Figure 5-1: Page store

Use the icons in the far left area of the window to change between the various stores. A new store view is opened by clicking on the appropriate icon.



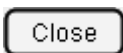
The tree structure of the selected store is displayed on the left side of the window for access to the desired objects.



A series of functions are available in the upper area of the right side of the window. The function selection depends on the element that is selected in the tree structure.



In the lower area of the right side of the window, entry fields are displayed that are required for the selected function.



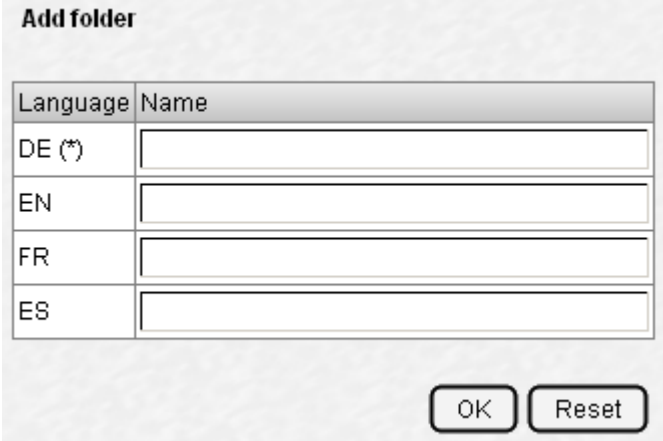
Clicking on the button closes the opened store view window. Changes in the editing window that have not yet been confirmed with **OK** are not saved on closing the dialog screen.



5.1 Functions on root level

5.1.1 Add folder

For a good overview, do not simply list all pages of the project one under the other; rather, group pages with linked thematic content in separate folders.



Language	Name
DE (*)	<input type="text"/>
EN	<input type="text"/>
FR	<input type="text"/>
ES	<input type="text"/>

OK Reset

Figure 5-2: Page Store – Add folder

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name The language-dependent name for the new folder can be entered in this field. After saving, the folder is displayed in the respective project language in WebClient under this name.

Click on the **OK** button to add the new folder at the current position in the tree structure.



5.1.2 Add new page

This function creates a new page at the current position in the Page Store.

Language	Name
DE (*)	<input type="text"/>
EN	<input type="text"/>
FR	<input type="text"/>
ES	<input type="text"/>

Template
Global Configuration (loggers.ini)

OK Reset

Figure 5-3: Page Store – Add new page

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name The language-dependent name for the new page can be entered in this field. After saving, the page is displayed in the respective project language in WebClient under this name.

Template: All available page templates are displayed in the selection list (as they have been stored by the developer). Select a suitable template for the new page.

Click on the **OK** button to add the new page at the current position in the tree structure.

5.1.3 Editing meta data

Meta data can be transferred to an object using this function. Meta data is additional information available for an object in FirstSpirit. In addition to the meta data assigned by the system, e.g. "last change date", or "released by", additional meta data can also be defined using this function, e.g. changes to already existing meta data. The meta data is defined and evaluated for each project and may define, e.g. to which user groups the content of a page (or a section) is displayed (refer to the Figure 5-4).

Mandatory fields are marked by a star *: These fields must be completed, otherwise



the input can not be saved by clicking .

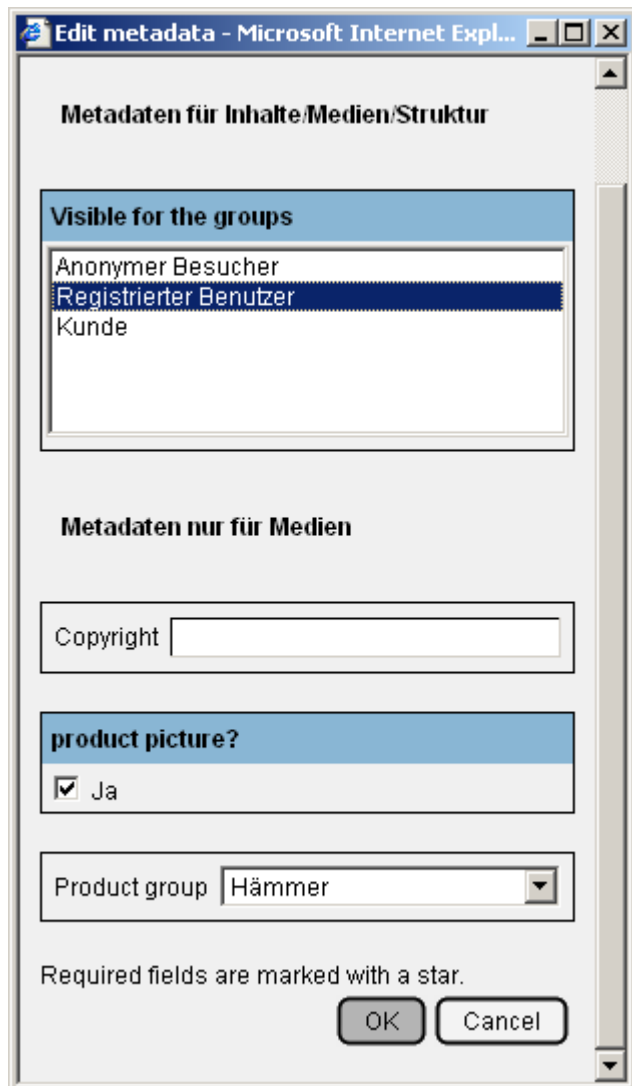


Figure 5-4: Edit meta data

Clicking on the **OK** button accepts the current setting.

5.1.4 Start workflow / Workflow action

A workflow is a sequence of tasks/actions to be processed according to a fixed structure. Both due dates as well as permitted groups can be set for the respective tasks. There are two workflows integrated into FirstSpirit: the workflow **Task** and the workflow **Request release**.



These workflows can be started or run on different objects and in different ways. In addition to starting a workflow by clicking on the button on the WebEdit



toolbar (refer to chapter 2.1.4 page 33), you can also start or run a workflow directly within the required store level.

Workflows can be started or run on the following objects:

- Page Store
(on the store root, folder level and from page level)
- Media Store
(on the store root, folder level and a medium)
- Site Store
(on the store root, folder level and page reference level)
- Content store
(on the store root, on records)
The behavior of workflows in the Content Store is different from the state described here and is described separately in Chapter 6.1.6 page 113!

The "Start workflow" or "Workflow action" functions are now available, depending on whether or not a workflow has already been started on an object (e.g. a page):

Start workflow

The button is only displayed when no workflow has as yet been started on the object. If the user does not have the permission to start or to run a workflow then the button is deactivated and is shown in grey lettering.

Workflow action

The button is always displayed when a workflow has as yet been started on the object. The next possible step for editing the workflow can be called by clicking on the button. The following applies here too: If the user does not have the right to run a workflow then the button is deactivated and is shown in grey lettering.

A window with all existing workflows is called up by clicking on the "Start workflow" button. If a workflow e.g. "Request release", is selected from the list, and the selection is then confirmed with the "OK" button, then this workflow is started on the object. For the "Request release" workflow, the color of the object name in the project tree changes to blue after starting, and after completion and the issue of a release it changes back to black. (Other colors are possible if another workflow is started!)



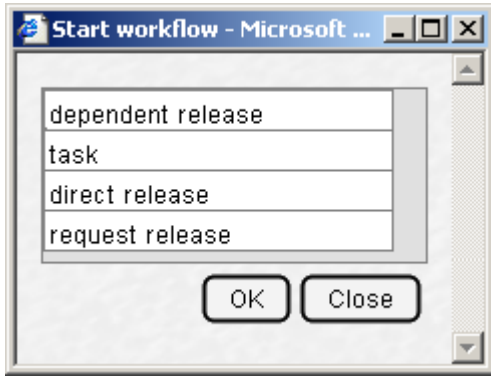


Figure 5-5: Start workflow dialog box



If workflows that exist in FirstSpirit JavaClient are missing here then the "Workflow executable in WebEdit" attribute in the "Properties" tab of the workflow must be activated. Additionally, there is also the "Workflow executable without context" attribute. Normally, both attributes are activated.

In the next step, various tasks can be run depending on the workflow that has been started. First, a prioritization level for the workflow and a date can be assigned to the user.

Go to object

By clicking on the button, the user can view the object on which the workflow has been started, e.g. to check the content of a page before release. The workflow can be moved on to the next status in the lower window area.



Workflow action (Freigabe prüfen) - Microsoft Internet Explorer

Editors

Priority Due date

Comment

Please update picture

Last state

Editors Tony Smith

Comment Please check new content.

View

Go to object

Actions

nicht erteilen erteilen Close

Figure 5-6: Workflow action properties dialog box

The next editing task queued on the current object is always called by clicking on "Workflow action". The user indicated can thereby call up the workflow, e.g. can check the release and then "grant" or "deny" it.



5.2 Folder level functions

5.2.1 Create folder

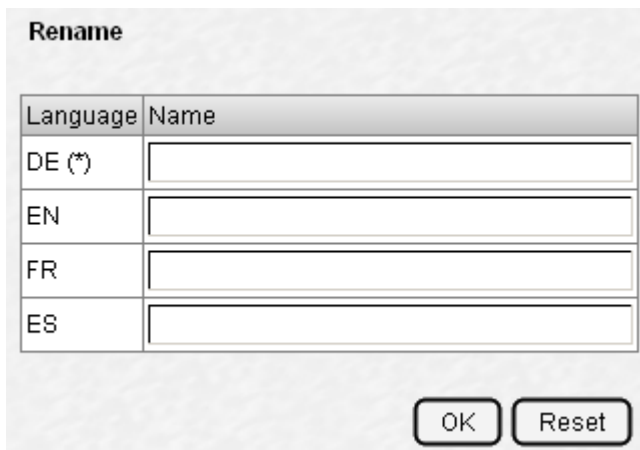
For a good overview of the Page Store, do not list all pages of the project one under the other; rather group pages with linked thematic content, in a separate folders (refer to Chapter 5.1.1 page 95).

5.2.2 Add page

This function adds a new page at the current position in the Page Store (refer to Chapter 5.1.2 page 96).

5.2.3 Rename

Use this function to change the name of the folder selected in the tree view.



Language	Name
DE (*)	<input type="text"/>
EN	<input type="text"/>
FR	<input type="text"/>
ES	<input type="text"/>

OK Reset

Figure 5-7: Page Store – Rename folder

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name A new language-dependent name for the folder can be entered in this field. After saving, the folder is displayed in the respective project language in WebClient under this name.



Click on the button to set the new folder name and display the folder in the tree structure.



5.2.4 Delete

Use this function to remove the selected folder from the tree structure. Click on the **Yes** button to confirm the delete process.

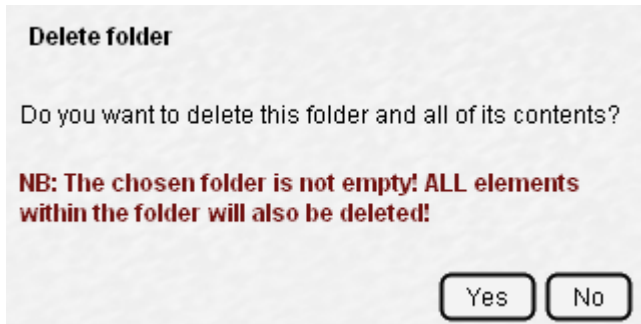


Figure 5-8: Page Store – Delete folder



A workflow for deleting the object can be tied to this function from FirstSpirit Version 4.1 (see Chapter 4.3 page 92). In this case, a dialog for starting or switching a workflow will open instead of the dialog for confirming the deleting process.

5.2.5 Editing meta data

You can assign meta data to the folder using this function. The meta data differs from project to project. An example is shown in Chapter 5.1.3 page 96.

5.2.6 Start workflow / Workflow action

Using this function, you can start a workflow on a folder or switch to a workflow already in progress. An exact description of this is contained in Chapter 5.1.4, on page 97.



5.3 Page level functions

5.3.1 Add page

This function adds a new page at the current position in the Page Store (refer to Chapter 5.1.2 page 96).

5.3.2 Add section

Use this function to add a new section for the page selected in the tree structure.

Language	Name
DE (*)	Special Offer
EN	
FR	
ES	

Template
Special Offer


OK Reset

Figure 5-9: Page Store – Add section

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name A new language-dependent name for the section can be entered in this field. After saving, the section is displayed in the respective project language in WebClient under this name. (The name of the selected section template is always entered automatically in this field.)

Template: All available section templates are displayed in the selection list (as they have been stored by the developer). Select a suitable template for the new section.

 Click on the button to add the new section at the current position in the tree



structure.

5.3.3 Display page

Activating this function displays the selected page in the browser window.

5.3.4 Delete

Use this function to remove the selected page from the tree structure.

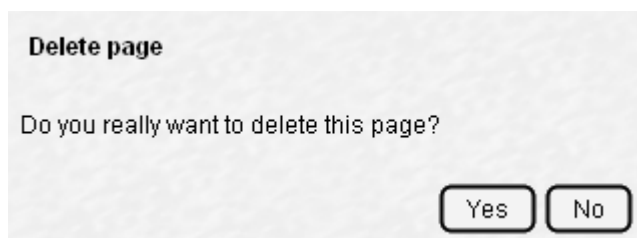


Figure 5-10: Page Store – Delete page

Click on the **Yes** button to confirm the delete process.



A workflow for deleting the object can be tied to this function from FirstSpirit Version 4.1 (see Chapter 4.3 page 92). In this case, a dialog for starting or switching a workflow will open instead of the dialog for confirming the deleting process.

5.3.5 Rename

Use this function to change the name of the page selected in the tree view (refer to Figure 5-7).

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).


Name A new language-dependent name for the page can be entered in this field. After saving, the page is displayed in the respective project language in WebClient under this name.



Click on the button to set the name for the new page and display in the tree structure.



5.3.6 Edit page

Click on this function to open a window displaying all of the input components of the selected page. Mandatory fields are marked by a star *: These fields must be completed, otherwise the input can not be saved by clicking .

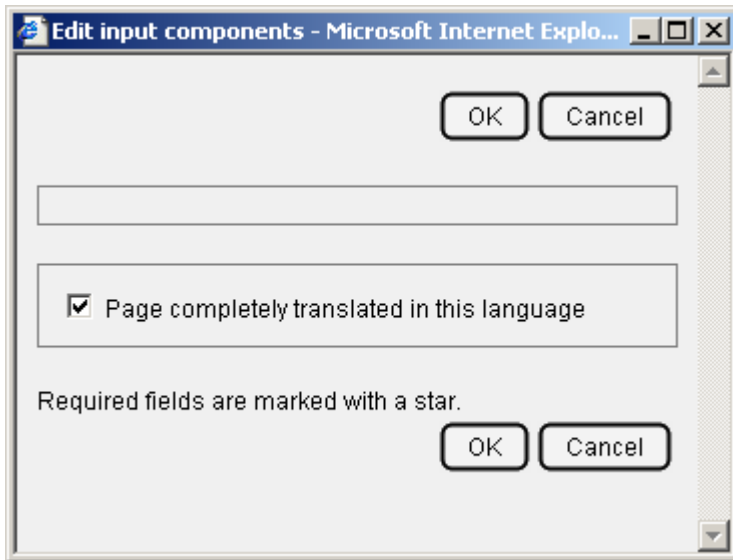


Figure 5-11: Page – Edit all input components

5.3.7 Editing meta data

Using this function, you can assign meta data to the page in the Page Store. The meta data differs from project to project. An example is shown in Chapter 5.1.3 page 96.

5.3.8 Start workflow / Workflow action

Using this function, you can start a workflow on the page in the Page Store or switch to a workflow already in progress. An exact description of this is contained in Chapter 5.1.4, on page 97.

5.4 Section level functions

5.4.1 Add section

Use this function to add a new section for the page selected in the tree structure.



5.4.2 Edit section

Click on this function to open a window displaying all of the input components of the selected section.

Picture (optional)
Reference

Alignment of the picture
 Links Rechts

Picture resolution

Headline

Subheadline

Text
Preformatted

B
/

FIRSTtools AG aus Dortmund gehört zu den größten Herstellern von Weltweit und ist Marktführer in den Bereich Schleifen und Löten in Europa. Wir vertreiben unsere Produktlinien über den Fachhandel und direkt hier im Webshop.

include this section in the output

Required fields are marked with a star.

Figure 5-12: Page Store – Edit section



5.4.3 Sort section

Each section can be moved relative to other sections in order to handle subsequent addition of new sections and the changing of the section sequence during more extensive page restructuring.

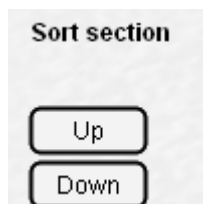


Figure 5-13: Sort section

Use the **Up** and **Down** buttons to sort the selected section one position higher or lower.

5.4.4 Rename

Use this function to change the name of the section selected in the tree view.

5.4.5 Delete

Use this function to remove the selected section from the tree structure.



A workflow for deleting the object can be tied to this function from FirstSpirit Version 4.1 (see Chapter 4.3 page 92). In this case, a dialog for starting or switching a workflow will open instead of the dialog for confirming the deleting process.

5.4.6 Editing meta data

You can assign meta data to the section using this function. The meta data differs from project to project. An example is shown in Chapter 5.1.3 page 96.



6 Content Store

Extended functions for editing the Web site are available in this window.

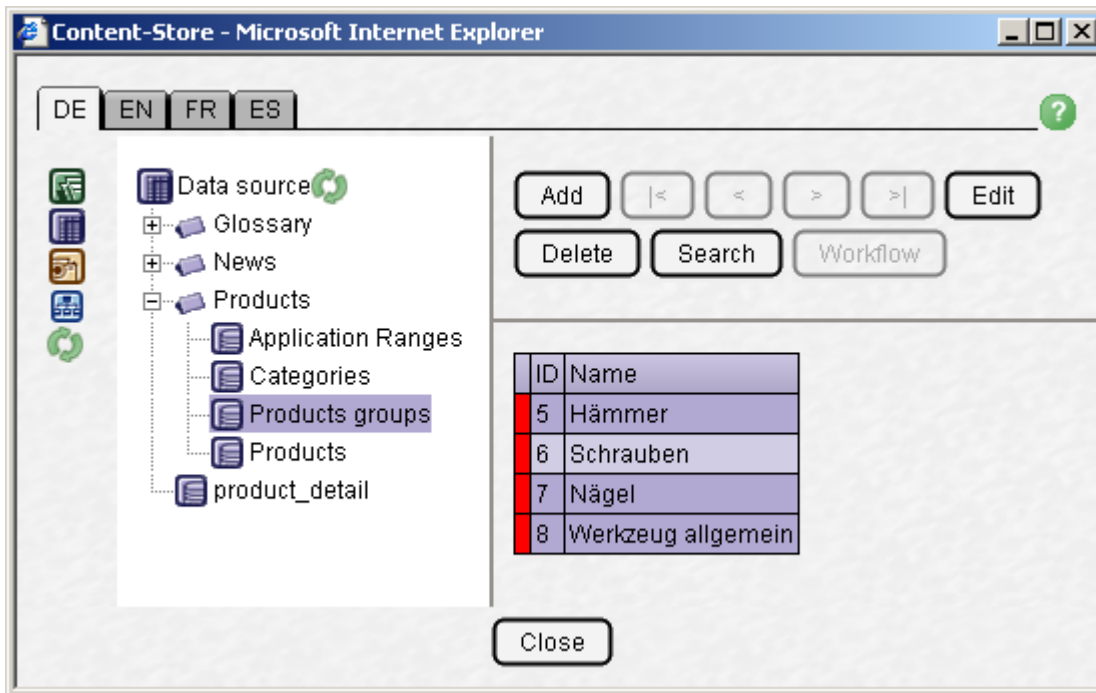
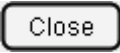





Figure 6-1: Content Store

Use the button in the far left area of the window to change between the various stores. The tree structure of the selected store is displayed on the left side of the window for access to the desired objects. A series of functions is available in the upper area of the right side of the window. The function selection depends on the element that is selected in the tree structure.

Entry fields required for the selected function are shown in the lower area of the right side of the window.

 Clicking on the button closes the window with the opened store view. Changes in the editing window that have not yet been confirmed with **OK** are not saved on closing the dialog screen.

In addition to folders (icon ) and data sources (icon ) , so-called filtered data sources (icon ) can also be displayed in the left area of the window (**in version 4.2.442 and higher**). The name of the query (see Chapter 6.1.3.1 page 110) on which the filtering is based is displayed behind the name of the data source. If a search (see Chapter 6.1.3 page 110) is started on such a filtered data source, only



those data records will be searched which are displayed in this filtered data source. However, the filtering of data sources and the search are not a guaranteed product feature of FirstSpirit.

6.1 Table level functions

6.1.1 Add

Use this function to add a new record to the selected content section table. It opens a window displaying all input components that have been defined for a record of this table.

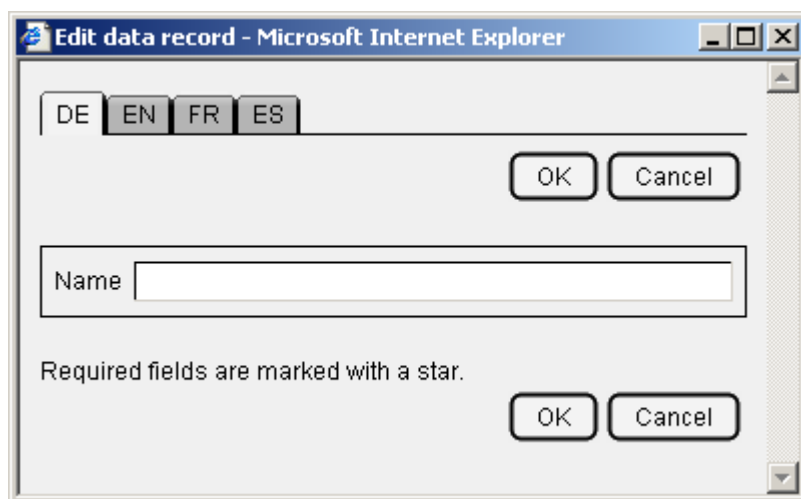


Figure 6-2: Content Store – Add data record

6.1.2 Scroll

25 records are listed maximally at a time on the right side of the window. If a table contains more than 25 records, then the buttons **Next**, **Back**, **First**, and **Last** allow you to scroll page by page between the individual records.



6.1.3 Search

Click on this icon to open a search window in which particular content store data can be searched in the table. Here there are two different methods for searching data.

6.1.3.1 Available queries

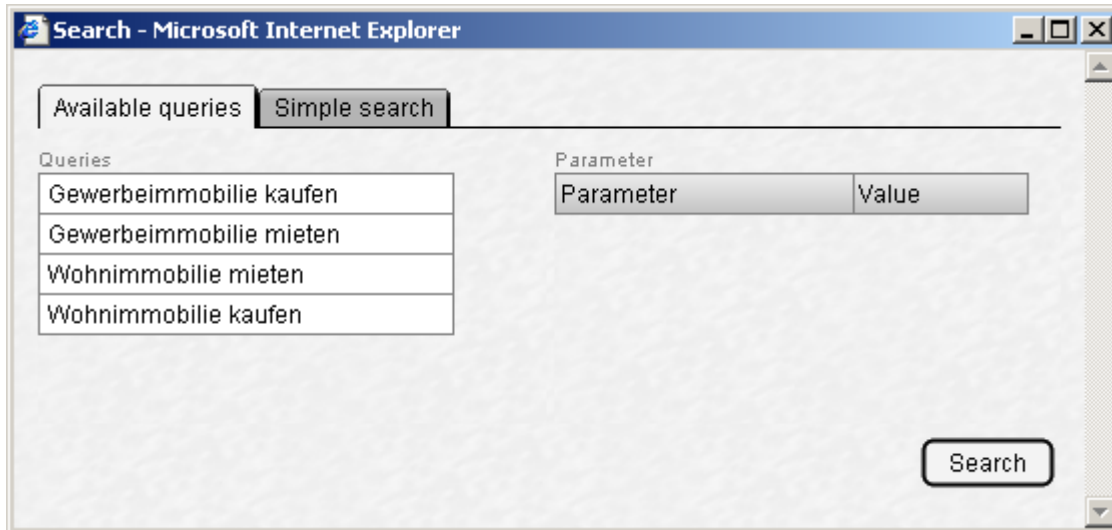


Figure 6-3: Content Store – Available queries

Using the **Available Queries** tab you can use predefined queries for the selected table. These queries are defined by the project developers to facilitate subsequent searching for data sets.

You simply select an available query from the list and click on the **Search** button. Depending on the selected query, the search result can be further delimited through input of additional parameter values.

Click on the **Search** button to close the search window and display the search results in the table view.



6.1.3.2 Simple search

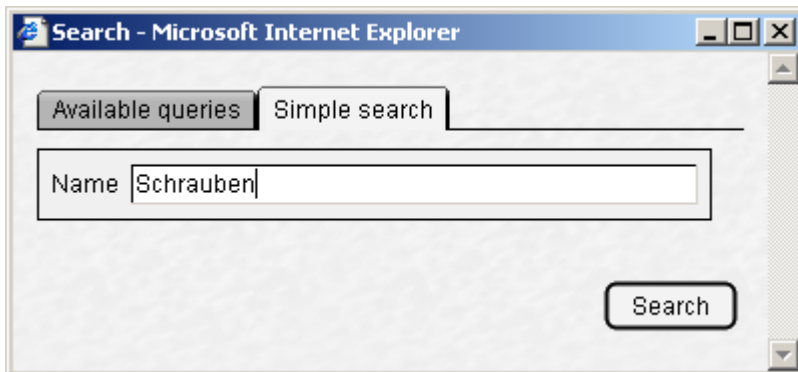


Figure 6-4: Content Store – Simple search

Using the **Simple Search** tab is used to search for certain content in one of the entry fields of the content store data. For this, the desired search word must be entered in the respective entry field and the **Search** button must be activated.

Click on the **Search** button to close the search window and display the search results in a filtered table view.

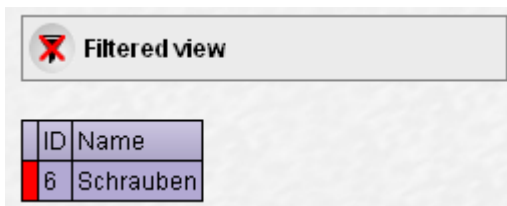
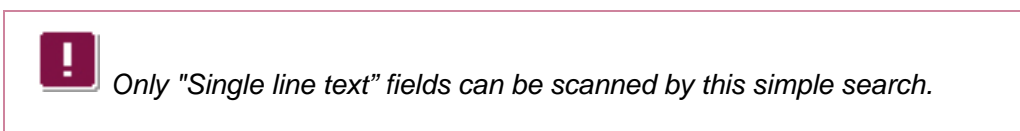


Figure 6-5: Content Store – Filtered search results



6.1.4 Edit

Click on this function to open a window displaying all of the input components of the selected record.



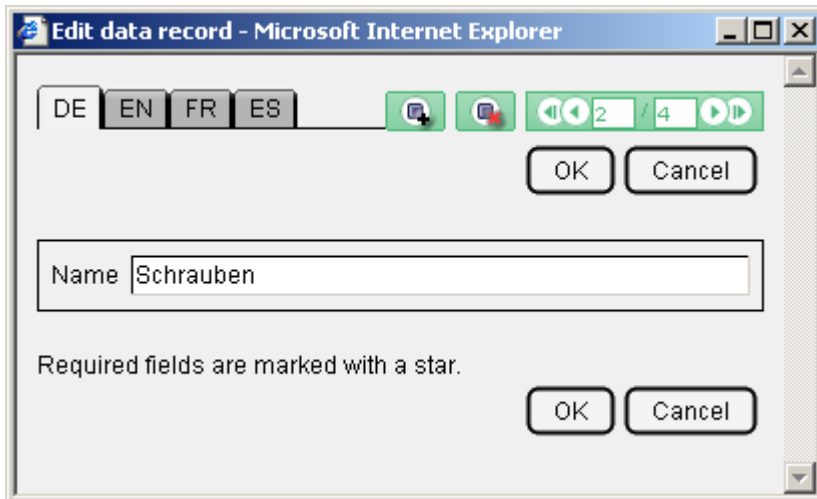


Figure 6-6: Content Store – Edit record

Use the icons in the upper right corner of the window to navigate between the individual records of the table. Other records can also be added or removed.



Installation of plug-ins in the browser may result in popup windows being blocked. This also influences working with WebEdit, making the editing of records impossible. This problem can be resolved by uninstalling the plug-in.

6.1.5 Delete

Use this function to remove the selected record from the table, after confirming a safety query from the system.



A workflow for deleting the object can be tied to this function from FirstSpirit Version 4.1 (see Chapter 4.3 page 92). In this case, a dialog for starting or switching a workflow will open instead of the dialog for confirming the deleting process.



6.1.6 Workflow

If no workflow is started on the selected record, then a window with all available workflows can be opened by clicking on this button.

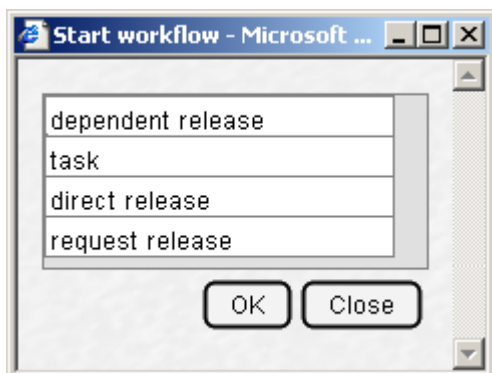


Figure 6-7: Start workflow dialog box

If a workflow is already started on the displayed page, then click on this button to open a window displaying all available workflows, which can be carried out next in the active workflow.

*This procedure is identical to the button **Start workflow / Workflow action** in the WebEdit toolbar in Chapter 2.1.4 from page 33.*



If an empty window is displayed when clicking on the button then the user does not have the permission to start or run the workflow.

6.2 Data record level functions

In addition to the functions which can be used on table level (see Chapter 6.1 page 109), the following functions can be used on data records. To this end, mark the desired data record in the list using the mouse pointer and then click the desired button.

6.2.1 Edit

Use this function to open a window with all input components of the selected data record.



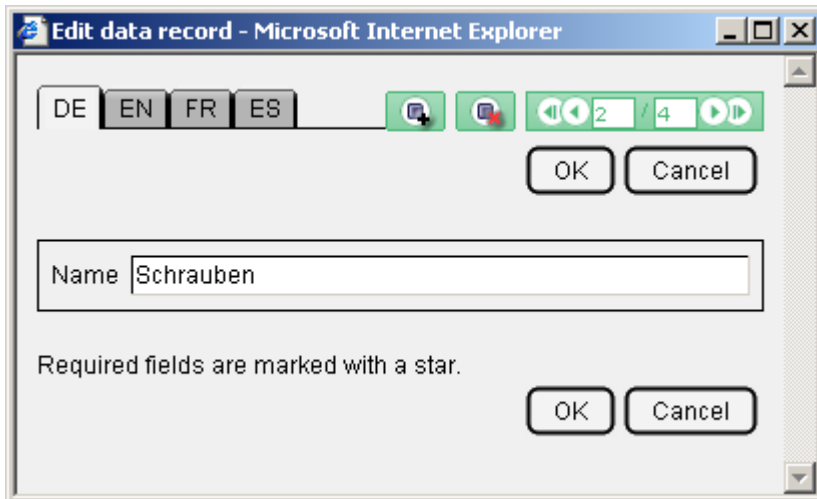


Figure 6-8: Content Store – Edit data record

Use the icons in the upper right corner of the window to navigate between the individual records of the table. Other records can also be added or removed.

Mandatory fields are marked by a star *: These fields must be completed, otherwise the input can not be saved by clicking .



Installation of plug-ins in the browser may result in popup windows being blocked. This also influences working with WebEdit, making the editing of records impossible. This problem can be resolved by uninstalling the plug-in.

6.2.2 Delete

Use this function to remove the selected record from the table, after confirming a safety query from the system.



A workflow for deleting the object can be tied to this function from FirstSpirit Version 4.1 (see Chapter 4.3 page 92). In this case, a dialog for starting or switching a workflow will open instead of the dialog for confirming the deleting process.

6.2.3 Workflow

If no workflow is started on the selected record, then a window with all available



workflows can be opened by clicking on this button.

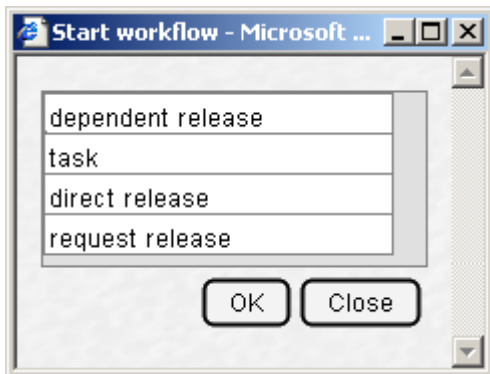


Figure 6-9: Start workflow dialog box

If a workflow is already started on the displayed page, then click on this button to open a window displaying all available workflows, which can be carried out next in the active workflow.

*This procedure is identical to the button **Start workflow / Workflow action** in the WebEdit toolbar in Chapter 2.1.4 from page 33.*

The status of the workflow for the respective data records is visualised by a coloured marking in the first column:

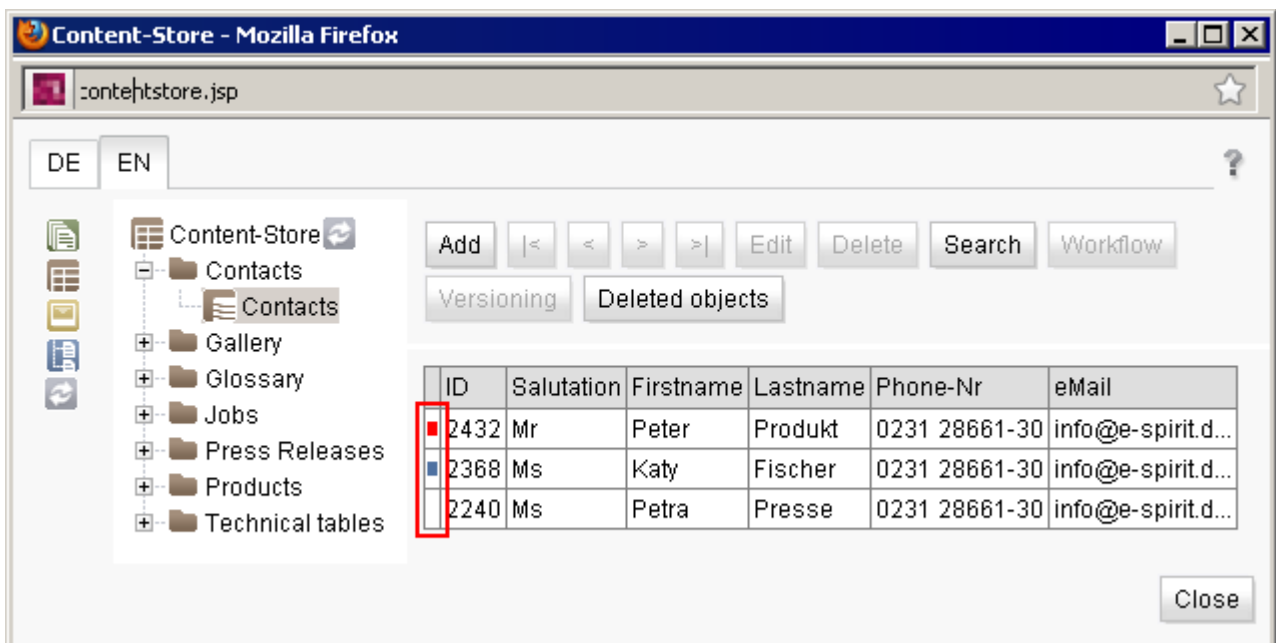


Figure 6-10: Content Store – Workflow states are visualised (Look & Feel from Version 4.2)





If an empty window is displayed when clicking on the button then the user does not have the permission to start or run the workflow.



7 Media Store

Extended functions for editing the web site are available in this window.

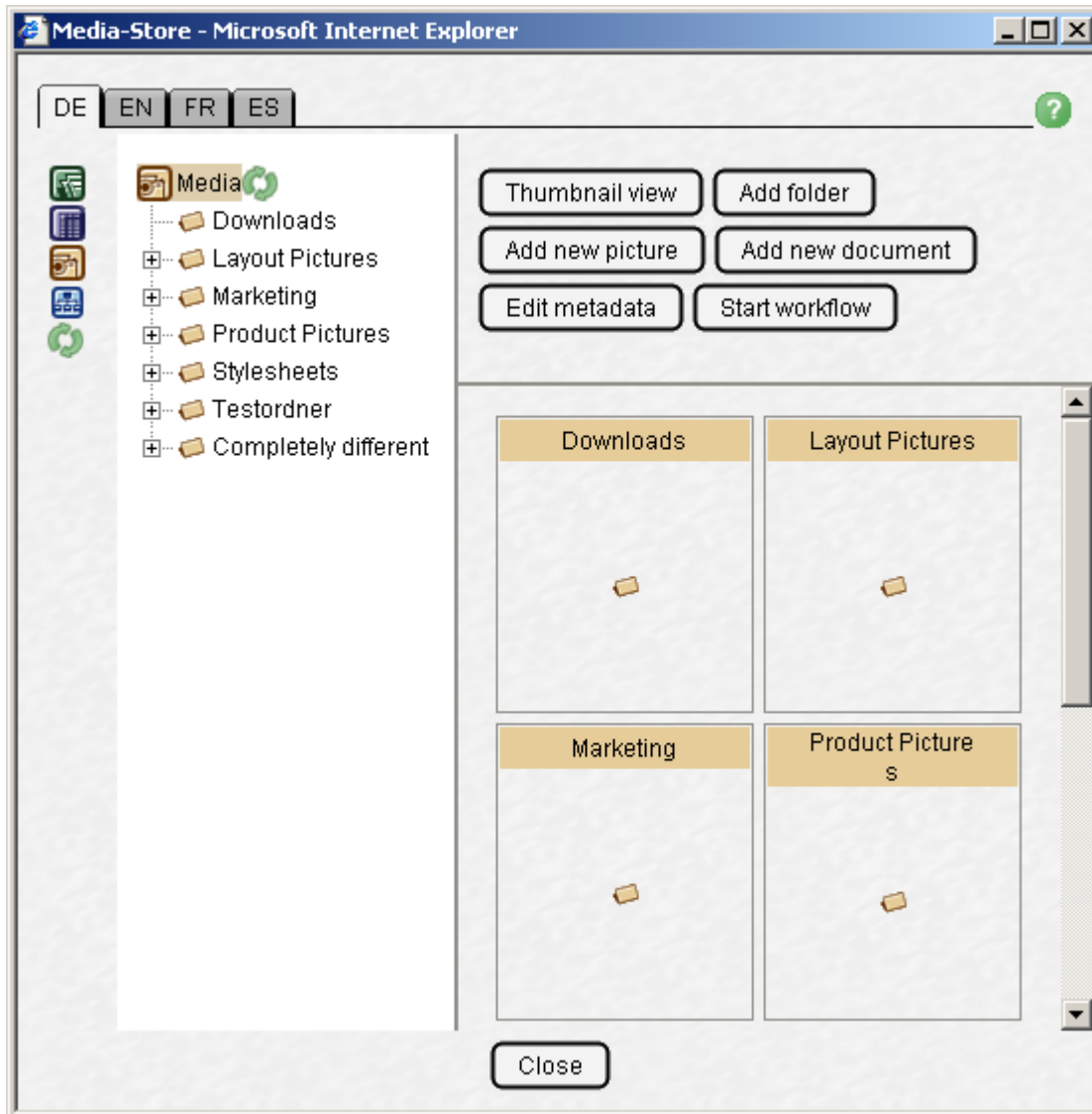


Figure 7-1: Media Store

Use the button in the far left area of the window to change between the various stores.

The tree structure of the selected store is displayed on the left side of the window for access to the desired objects.

A series of functions are available in the upper area of the right side of the window. The function selection depends on the element that is selected in the tree structure.



Entry fields required for the selected function are displayed in the lower area of the right side of the window.

Close

Clicking on the button closes the window with the opened store view. Changes in the editing window that have not yet been confirmed with **OK** are not saved on closing the dialog screen.

7.1 Functions on the root level

7.1.1 Thumbnail view

Use this function to display a miniature view of all folders and media in the root directory.

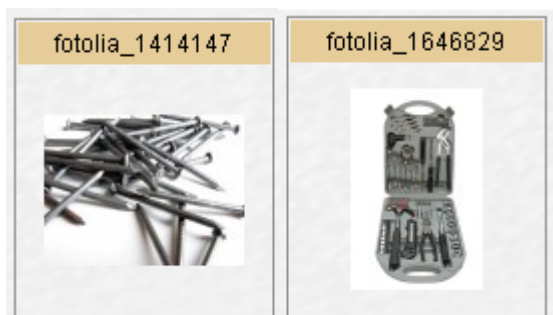
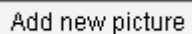


Figure 7-2: Thumbnail view

7.1.2 Add folder

For a better overview, do not list all media of a project one under the other; rather group media with linked thematic content in a folder (refer to Chapter 5.1.1 page 95).

7.1.3 Add new picture

Add new picture

A new picture, for instance a GIF file, can be added to the Media Store by clicking on this button.

All documents, media and other data that you want to use in a project must first be integrated into the Media Store for the project. The Media Store differentiates between documents (refer to Chapter 7.1.4 page 125) and pictures. The picture formats supported by WebEdit are:





GIF, PNG, JPG, TIF, BMP – the size and resolution of pictures with these file extensions are automatically detected when inserting them and the picture preview is displayed. If required, the appropriate resolutions for these pictures (they are defined by the project administrator, see also *FirstSpirit manual for administrators*) are calculated, whereby the resolutions are created in the PNG format, except for JPG pictures.



As there is a wide range of valid TIFF files, it is possible that here and there files in this format are not supported. JPG formats stored in the CMYK color model are not supported; they can neither be scaled nor shown. To be able to use such pictures, the JPGs must first be stored in the RGB color model.

When managing pictures, WebEdit differentiates between pictures stored language-dependent and language-independent in a project:

- If a picture is created language-independent, this means:
A picture is selected that is displayed identically in all existing project languages, i.e. language-independent.
- If a picture is created language-dependent, this means:
Different picture files may be selected in each case for the different project languages. However, all pictures are stored in the Media Store of the project under a single file name. If this picture referenced in a web page, the display of the picture depends on the language selected. This is relevant for example in case of pictures, logos etc. containing text.

In the tree structure, multilingual pictures are displayed by the  icon and language-dependent pictures by the  icon (refer to Figure 7-3).



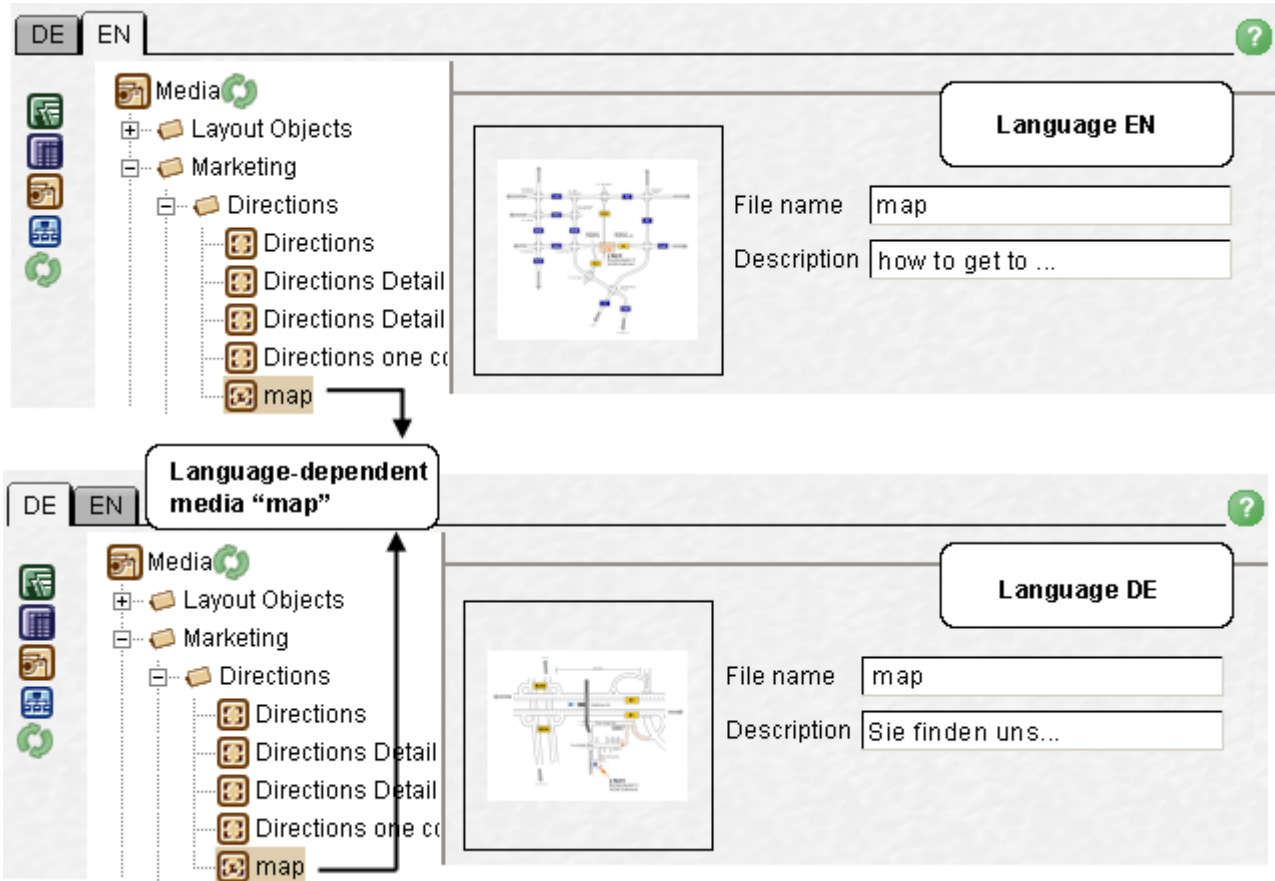


Figure 7-3: Display of a "language-dependent" picture



7.1.3.1 Inserting a language-independent picture

Language	Name
DE (*)	Beispiel
EN	Example
FR	Exemple
ES	Ejemplo

Document
D:\projekte\Doku_svn\F

Description
Beispiel

Figure 7-4: Insert new language-independent picture

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name The language-dependent name for the new picture can be entered in this field. After saving, the picture is displayed in the respective project language in WebClient under this name.

Document: Using the "Search" button, you can select the required picture from the file system of the workstation computer or the internal company network.

Description An explanatory text can be entered; this text is only used in the Media Store.

Click on the button to add the new picture at the current position in the tree structure.

From FirstSpirit-Version 4.1, depending on the settings in the project configuration (see *FirstSpirit Manual for Administrators*), the selection of media can be restricted to specific file sizes and formats.

If the medium selected using Browse is larger than the maximum size defined in the



project properties and/or it has a file extension which is not allowed, the following message is displayed:

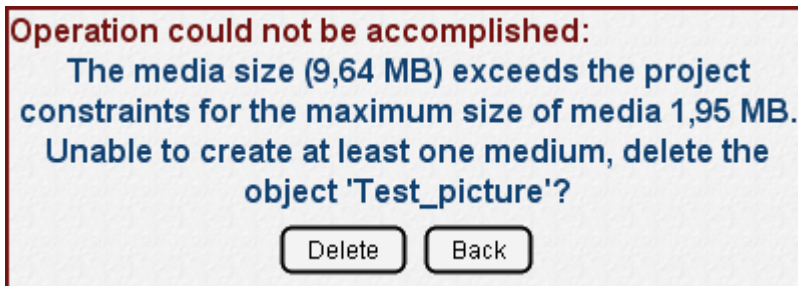


Figure 7-5: Media filter for file sizes

In the example in Figure 7-5, a file with 9.78 MB has been selected. The message states that only files up to 9.77 MB in size can be uploaded.

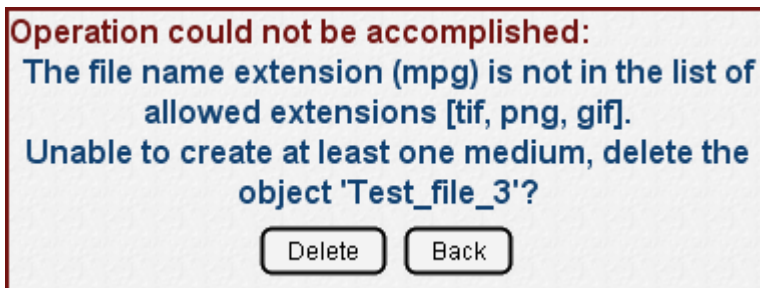


Figure 7-6: Media filter for file name extensions


In the example in Figure 7-6, a file with the file name extension "jpg" has been chosen. The message states that only files with file name extensions "png", "tif" and "gif" can be uploaded.

Click "Back" to return to the dialog in Figure 7-4; the medium is not saved, but it is created in the tree structure. If the **Delete** button is clicked, in the following dialog you can select whether the medium is nevertheless to be created in the tree structure. Click Yes and the medium is not created and the media in the Media Store are displayed again. Click **No** and the medium is created in the tree structure; however, the file is not uploaded:

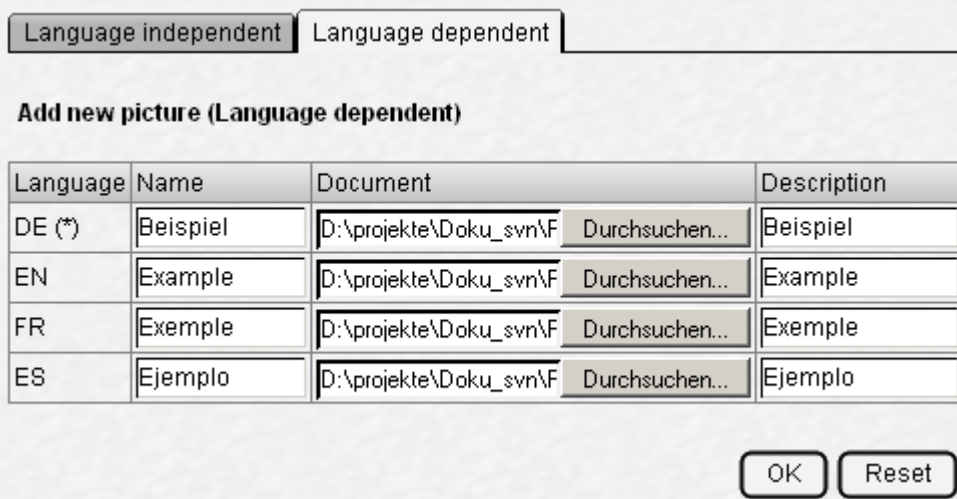


Resolutions	
ORIGINAL	MPG - 0 Byte
Teaser DE	0 Byte
Produktteaser	0 Byte
Produkt	0 Byte
TeaserBox	0 Byte
Producthighlight	0 Byte

Figure 7-7: Medium created

 All entries are reset by clicking on this button. The fields of the editing window are empty and the entries are not stored.

7.1.3.2 Inserting a language-dependent picture



Language	Name	Document	Description
DE (*)	Beispiel	D:\projekte\Doku_svn\F <input type="button" value="Durchsuchen..."/>	Beispiel
EN	Example	D:\projekte\Doku_svn\F <input type="button" value="Durchsuchen..."/>	Example
FR	Exemple	D:\projekte\Doku_svn\F <input type="button" value="Durchsuchen..."/>	Exemple
ES	Ejemplo	D:\projekte\Doku_svn\F <input type="button" value="Durchsuchen..."/>	Ejemplo

Figure 7-8: Inserting new language-dependent picture

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name The language-dependent name for the new picture can be entered in this field. After saving, the picture is displayed in the respective project language in WebClient under this name.

Document: Using the "Search" button, you can select the required document or file from the directory structure of the workstation computer or the internal company network. For each existing project language, a different file can be selected.

Description A language-dependent explanatory text can be entered; this text is only



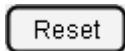
used in the Media Store.



Click on the button to add the new picture at the current position in the tree structure.



Depending on the settings in the project configuration (see [FirstSpirit Manual for Administrators](#)), the selection of media can be restricted to specific file sizes and file types from FirstSpirit Version 4.1 (see [Chapter 7.1.3.1 page 121](#)).



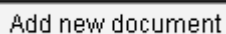
All entries are reset by clicking on this button. The fields of the editing window are empty and the entries are not stored.



Switching between the "language-dependent" and "language-independent" tabs may result in the entries being deleted. This is not due to a fault in WebEdit! The safety settings of the browser prevent you from presetting fields at this location!



7.1.4 Add new document



A rectangular button with rounded corners and a thin border, containing the text "Add new document".

A new document, for instance a PDF file, can be added to the Media Store by clicking on this button.

All documents, media and other data that you want to use in a project must first be integrated into the Media Store for the project. The Media Store differentiates between pictures (refer to Chapter 7.1.3 page 118) and documents. All types of file (except pictures) are referred to as "documents". For example, using this button you can add PDF files or compressed files into the Media Store.

When adding a document, WebEdit differentiates between documents stored as language-independent documents in a project and those stored as language-dependent documents:

- If a document is created language-independent, this means:
A file is selected that is displayed identically in all existing project languages, i.e. language-independent.
- If a document is created language-dependent, this means:
Different files may be selected in each case for the different project languages. However, all files are stored in the Media Store of the project under a file name. If the document or the file is then referenced at a later time in a web page then the display depends on the language selected. In this way, e.g. a PDF file can be stored in different languages. If reference is later made to the file on a webpage, e.g. in a download list, then each visitor is displayed the PDF file in the language that he/she has selected.

In the tree structure, language-independent documents are displayed by the  icon and language-specific pictures by the  icon (refer to Figure 7-3).



7.1.4.1 Inserting a language-independent document

Language	Name
DE (*)	<input type="text"/>
EN	<input type="text"/>
FR	<input type="text"/>
ES	<input type="text"/>

Document

Description

Figure 7-9: Inserting a language-independent document

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name The language-dependent name for the new document can be entered in this field. After saving, the document is displayed in the respective project language in WebClient under this name.

Document: Using the "Search" button, you can select the required document or file from the directory structure of the workstation computer or the internal company network.

Description An explanatory text can be entered; this text is only used in the Media Store.

Click on the button to add the new file at the current position in the tree structure.





Depending on the settings in the project configuration (see *FirstSpirit Manual for Administrators*), the selection of media can be restricted to specific file sizes and file types from FirstSpirit Version 4.1 (see Chapter 7.1.3.1 page 121).

Reset

All entries are reset by clicking on this button. The fields of the editing window are empty and the entries are not stored.

Close

Clicking on the button closes the opened store view window. Changes in the editing window that have not yet been confirmed with **OK** are not saved on closing the dialog screen.

7.1.4.2 Inserting a language-dependent document

Language	Name	Document	Description
DE (*)	<input type="text"/>	<input type="text"/> <input type="button" value="Durchsuchen..."/>	<input type="text"/>
EN	<input type="text"/>	<input type="text"/> <input type="button" value="Durchsuchen..."/>	<input type="text"/>
FR	<input type="text"/>	<input type="text"/> <input type="button" value="Durchsuchen..."/>	<input type="text"/>
ES	<input type="text"/>	<input type="text"/> <input type="button" value="Durchsuchen..."/>	<input type="text"/>

Close OK Reset

Figure 7-10: Inserting a language-dependent document

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name The language-dependent name for the new document can be entered in this field. After saving, the document is displayed in the respective project language in WebClient under this name.

Document: Using the "Search" button, you can select the required document or file from the directory structure of the workstation computer or the internal company



network. For each existing project language, a different file can be selected within the language tab.



Switching between the "language-dependent" and "language-independent" tabs may result in the entries being deleted. This is not due to a fault in WebEdit! The safety settings of the browser prevent you from filling-in fields at this location!

Description A language-dependent explanatory text can be entered; this text is only used in the Media Store.



Click on the button to add the new file at the current position in the tree structure.



*Depending on the settings in the project configuration (see *FirstSpirit Manual for Administrators*), the selection of media can be restricted to specific file sizes and file types from *FirstSpirit Version 4.1* (see *Chapter 7.1.3.1 page 121*).*



All entries are reset by clicking on this button. The fields of the editing window are empty and the entries are not stored.

7.1.5 Editing meta data

You can assign meta data to the Media Store using this function. The meta data differs from project to project. An example is shown in Chapter 5.1.3 page 96.

7.1.6 Start workflow / Workflow action

Using this function, you can start a workflow on the Media Store or switch to a workflow already in progress. An exact description of this is contained in Chapter 5.1.4, on page 97.



7.2 Folder level functions

7.2.1 Thumbnail view

Use this function to display all folders and media that are in the root directory in a miniature view (refer to Chapter 7.1.1 page 118).

7.2.2 Add folder

For a better overview, do not list all media of a project one under the other; rather group media with thematically linked content together in a folder (refer to Chapter 5.1.1 page 95).

7.2.3 Add new picture

Use this function to integrate a new picture into the Media Store (see Chapter 7.1.3 page 118).

7.2.4 Add new document

Use this function to integrate a new file into the Media Store (see Chapter 7.1.4 page 125).

7.2.5 Delete

Use this function to remove the selected folder from the tree structure (see Chapter 5.2.4 page 102).



A workflow for deleting the object can be tied to this function from FirstSpirit Version 4.1 (see Chapter 4.3 page 92). In this case, a dialog for starting or switching a workflow will open instead of the dialog for confirming the deleting process.

7.2.6 Rename

Use this function to change the name of the folder selected in the tree view (refer to Chapter 5.2.3 page 101).



7.2.7 Editing meta data

You can assign meta data to the folder using this function. The meta data differs from project to project. An example is shown in Chapter 5.1.3 page 96.

7.2.8 Start workflow / Workflow action

Using this function, you can start a workflow on a folder or switch to a workflow already in progress. An exact description of this is contained in Chapter 5.1.4, on page 97.



7.3 Media level functions

7.3.1 Details

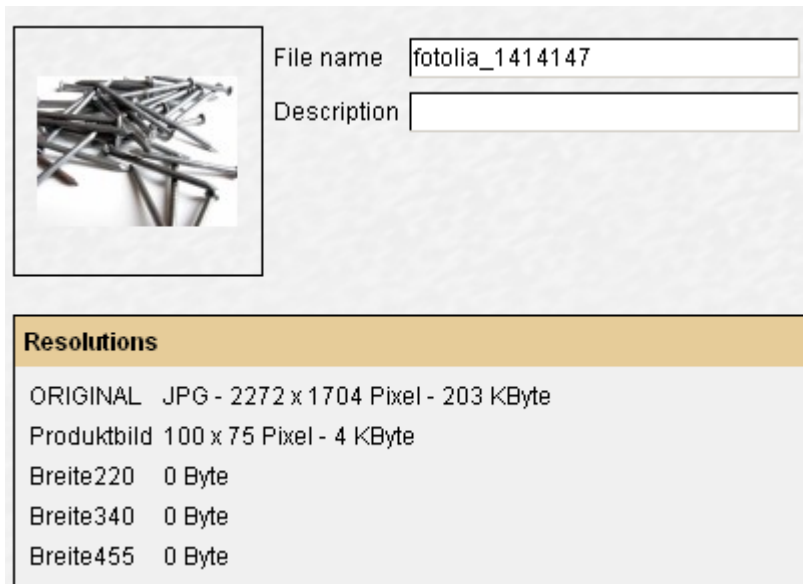


Figure 7-11: Media Store – detailed view (pictures)

Details on the selected medium are listed in this area. In addition to the unique file name, an optional description and a thumbnail of the medium is also displayed. The following information depends on whether the medium is a picture or a document:

Resolutions (pictures): If the medium selected is a picture then those resolutions in which the picture exists within the Media Store are displayed in this area. **From FirstSpirit Version 4.2** the resolutions can be displayed language-dependent. In cases where picture formats are supported, both the file extension as well as the picture size and resolution are detected automatically on inserting the picture, and a thumbnail view of the picture is shown. If required, the appropriate resolutions for these pictures are calculated, whereby the resolutions are created in the PNG format, except for JPG pictures.



Figure 7-12: Media Store – detailed view (documents)

Details (documents): If the selected medium is a document then detailed information such as the file extension and size are shown in this area.



7.3.2 Add new picture

Use this function to integrate a new picture into the Media Store (see Chapter 7.1.3 page 118).

7.3.3 Add new document

Use this function to integrate a new file into the Media Store (see Chapter 7.1.4 page 125).

7.3.4 Modify picture / Modify document

Use this function to replace the current picture / the current document.

Modify picture (Language independent)

Language	Name
DE (🇩🇪)	<input type="text"/>
EN	<input type="text"/>
FR	<input type="text"/>
ES	<input type="text"/>

Document
 Saved document

Description

Figure 7-13: Media Store – Modify picture/document

By clicking on the "Search" button, you can select another picture for the current medium from the file structure of the workstation computer (for an additional description of input fields, refer to Chapter 7.1.3.1 page 121).

7.3.5 Delete

Use this function to remove the selected medium from the tree structure. Click on the **Yes** button to confirm the delete process.





Figure 7-14: Media Store – Delete medium



A workflow for deleting the object can be tied to this function from FirstSpirit Version 4.1 (see Chapter 4.3 page 92). In this case, a dialog for starting or switching a workflow will open instead of the dialog for confirming the deleting process.

7.3.6 Editing meta data

You can assign meta data to the medium using this function. The meta data differs from project to project. An example is shown in Chapter 5.1.3 page 96.

7.3.7 Start workflow / Workflow action

Using this function, you can start a workflow on a medium or switch to a workflow already in progress. An exact description of this is contained in Chapter 5.1.4, on page 97.



8 Site Store

Extended functions for editing the Web site are available in this window.

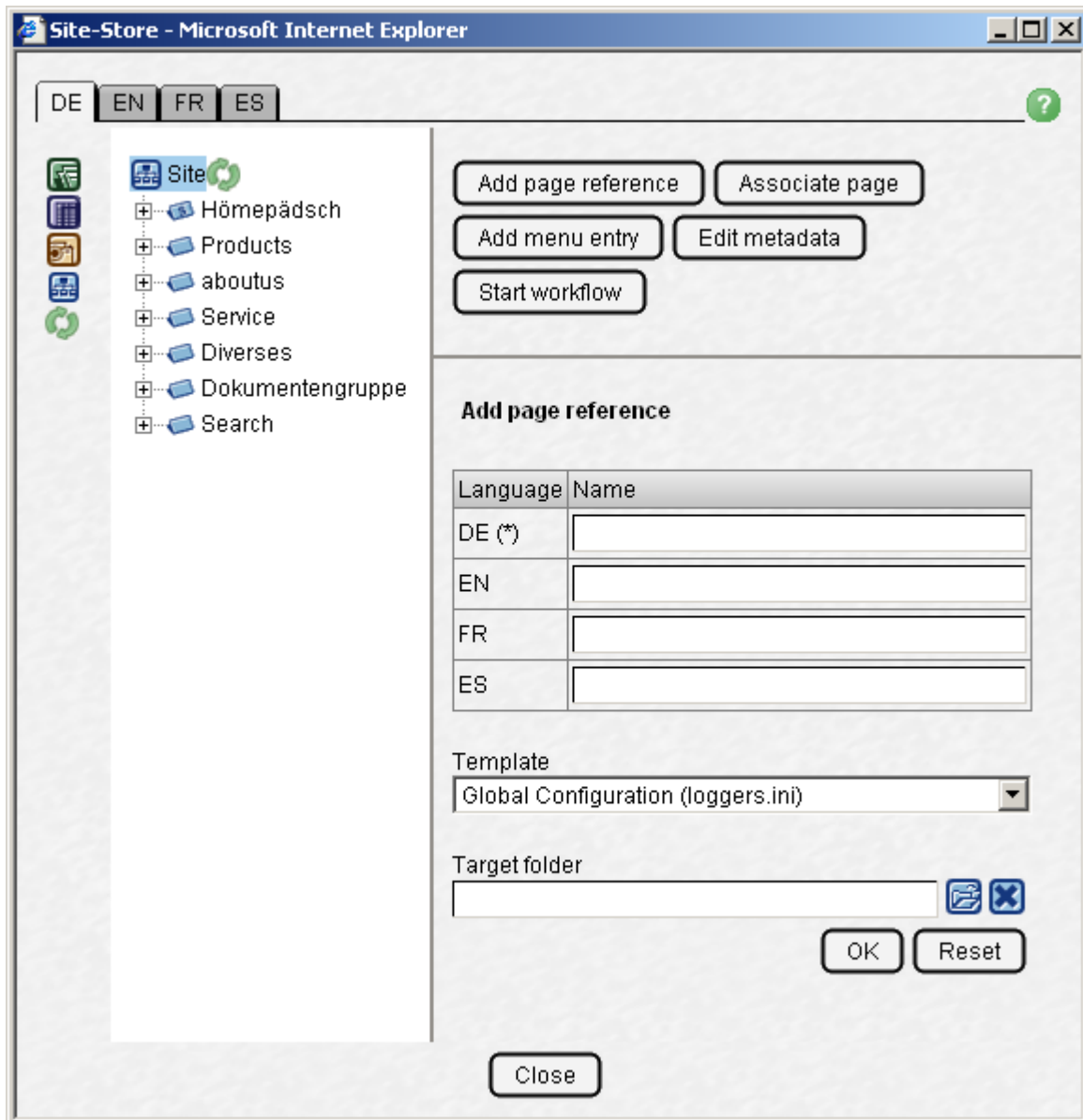


Figure 8-1: Site store – functions on the root nodes

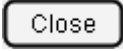
Use the icons in the far left of the window to change between the various stores.

The tree structure of the selected store is displayed on the left side of the window for access to the desired objects.

A series of functions are available in the upper area of the right side of the window.



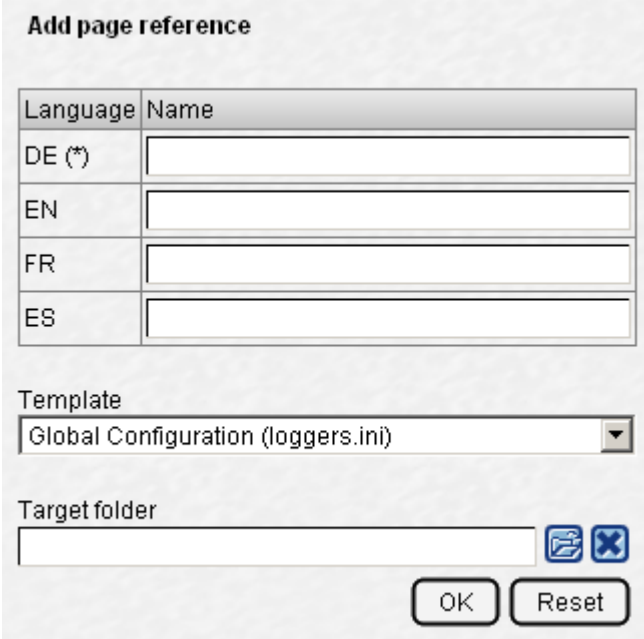
The function selection depends on the element that is selected in the tree structure. Entry fields required for the selected function are displayed in the lower area of the right side of the window.

 Clicking on the button closes the opened store view window. Changes in the editing window that have not yet been confirmed with **OK** are not saved on closing the dialog screen.

8.1 Functions on the root level

8.1.1 Add page reference

To ensure that the web site navigation not only consists of different levels, but also of concrete pages that are linked to each other, you must add page references to the Site Store. New page references can be integrated in the navigation structure by using the button "Add page reference". At the same time, a page with is connected to this page reference will be created in the Page Store.



Language	Name
DE (*)	<input type="text"/>
EN	<input type="text"/>
FR	<input type="text"/>
ES	<input type="text"/>

Template
Global Configuration (loggers.ini)



Target folder  

Figure 8-2: Site Store – Add page reference


Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name Enter a language-dependent name for the new page reference in this field. After saving, the page reference is displayed in the respective project language in



WebClient under this name.

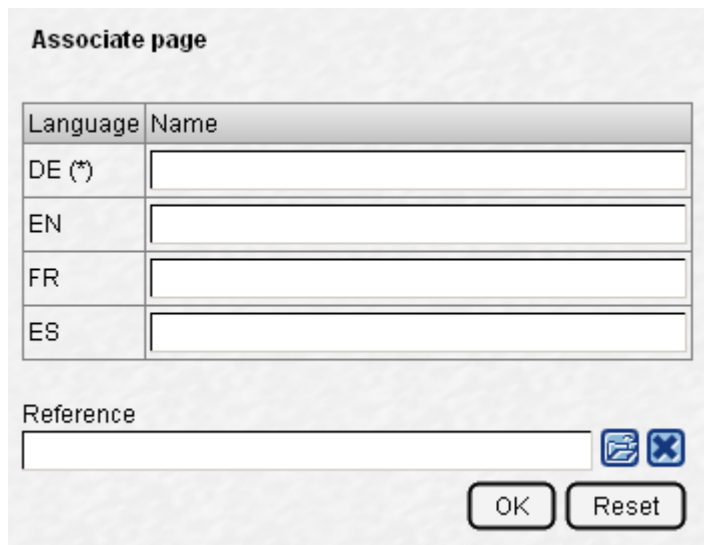
Template: A new page is always created in the Page Store for each page reference created with this function. All available page templates are displayed in the selection list (as they have been stored by the developer). Select a suitable template for creating the new page.

Target folder: Click on this folder icon  to open a window displaying the tree structure of the Page Store. Here you can select the folder from the Page Store where the new page is to be inserted. (If no target folder is selected, then new page will be created directly under the page root.)

Click on the **OK** button to add the new page reference at the current position in the menu structure and link it to the newly created page from the Page Store.

8.1.2 Associate page

Use this function to integrate a new page reference in the navigation structure and associate it with an existing page from the Page Store.



Language	Name
DE (*)	<input type="text"/>
EN	<input type="text"/>
FR	<input type="text"/>
ES	<input type="text"/>




Reference  

Figure 8-3: Site Store – associate page

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name Enter a language-dependent name for the new page reference in this field. After saving, the page reference is displayed in the respective project language in WebClient under this name.



Reference: Click on this folder icon  to open a window displaying the tree structure of the Page Store. Select the desired page from the tree structure and confirm with the **OK** button.

Click on the **OK** button to add the new page reference at the current position in the menu structure and link it to the selected page from the Page Store.

8.1.3 Add menu level

Use this function to create a new menu level in the tree structure of the Site Store. Menu levels are the organizing elements of the Site Store and correspond to the navigational levels of the created web site.

Add menu entry

Language	Name	Menu name	Keywords	Comment	Navigation menu	Site map
DE (*)	new	Neu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EN	new	New			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FR	new	Nouvelle			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ES	new	Novedad			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 8-4: Site Store – Create menu level

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name Enter a language-dependent name for the new menu level in this field. After saving, the menu level is displayed in the respective project language in WebClient (e.g. in the tree) under this name.

Menu name: Enter a language-dependent menu name for the new menu level in this field. After saving, the menu level is displayed in the respective project language in the browser (e.g. in the navigation or the site map).

Keywords: optional, language-dependent entry of index words for the menu level. Index words are required, e.g. to transmit keywords to a search engine to evaluate the page. Several index words within a comma-separated list can be transmitted. Different keywords can be entered for the different project languages



Comment: optional, language-dependent comment on the menu level.

Navigation menu: If this checkbox is *activated*, the new menu level is displayed as a new menu item in the site navigation. If the checkbox is *deactivated*, the new menu level is created (in the Site Store) but does not appear in the site navigation.

Site map: If this checkbox is *activated*, the new menu level is displayed within a site map (if it exists in the project). If the checkbox is *deactivated*, the new menu level is created (in the Site Store) but does not appear in the site map.

8.1.4 Editing meta data

You can assign meta data to the Site Store using this function. The meta data differs from project to project. An example is shown in Chapter 5.1.3 page 96.

8.1.5 Start workflow / Workflow action

Using this function, you can start a workflow on the Site Store or switch to a workflow already in progress. An exact description of this is contained in Chapter 5.1.4, on page 97.

8.2 Menu level functions

8.2.1 Create page reference

Use this function to associate new page references with a new page to be created in the Page Store (refer to Chapter 8.1.1 page 135).

8.2.2 Associate page

Use this function to integrate a new page reference in the navigation structure and associate it with an existing page from the Page Store (refer to Chapter 8.1.2 page 136).

8.2.3 Add menu level

Use this function to add a new menu level in the tree structure of the Site Store. Menu levels are the organizing elements of the Site Store and correspond to the navigational levels of the created web site (refer to Chapter 8.1.3 page 137).



8.2.4 Sort menu levels

The navigation structure of the webpage can be subsequently changed using this function.



Figure 8-5: Site Store – Sort menu levels

Use the **Up** and **Down** buttons to move the selected menu levels one position higher or lower. The position of the menu levels in the tree structure will have an effect on the position of the related navigation items on the website.

8.2.5 Delete

Use this function to remove the selected menu level from the tree structure.

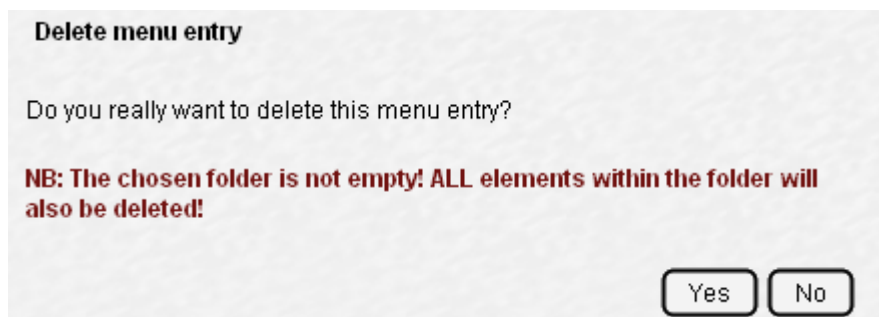


Figure 8-6: Site Store – Delete menu level

Click on the **Yes** button to confirm the delete process.



A workflow for deleting the object can be tied to this function from FirstSpirit Version 4.1 (see Chapter 4.3 page 92). In this case, a dialog for starting or switching a workflow will open instead of the dialog for confirming the deleting process.

8.2.6 Properties

Use this function to change the properties of the menu level selected in the tree view (analogous to creating a menu level, refer to Chapter 8.1.3 page 137).



8.2.7 Set as default start menu

If there are no reference pages on a menu level, but only additional menu levels, then one of these menu levels must be defined as the start menu. Use this function to set the activated menu level as the start menu.

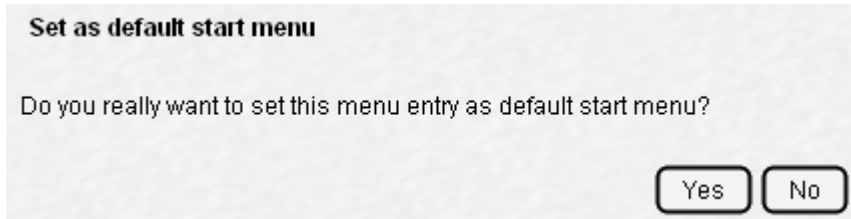


Figure 8-7: Site Store – Set as default start menu

Click on the **Yes** button to confirm the process.

8.2.8 Editing meta data

You can assign meta data to the page using this function. The meta data differs from project to project. An example is shown in Chapter 5.1.3 page 96.

8.2.9 Start workflow / Workflow action

Using this function, you can start a workflow on a page or switch to a workflow already in progress. An exact description of this is contained in Chapter 5.1.4, on page 97.



8.3 Page reference level functions

8.3.1 Add page reference

Use this function to associate new page references with a new page to be created in the Page Store (refer to Chapter 8.1.1 page 135).

8.3.2 Associate page

Use this function to integrate a new page reference in the navigation structure and associate it with an existing page from the Page Store (refer to Chapter 8.1.2 page 136).

8.3.3 Change page association

Use this function if you want to change an existing page reference. The procedure for this is identical to the "Associate page" function (refer to Chapter 8.1.2 page 136). However, no names can be changed in this dialog box.



Figure 8-8: Site Store – Change page association

8.3.4 Display page

Activating this function displays the selected page in the browser window.



8.3.5 Delete

Use this function to remove the selected page reference from the tree structure.



A workflow for deleting the object can be tied to this function from FirstSpirit Version 4.1 (see Chapter 4.3 page 92). In this case, a dialog for starting or switching a workflow will open instead of the dialog for confirming the deleting process..

8.3.6 Rename

Use this function to change the language-dependent name of the page reference selected in the tree view.

Rename	
Language	Name
DE (*)	Produkte
EN	Products
FR	
ES	

Figure 8-9: Site Store

Language: The short forms of the project languages for language-dependent content are shown in this column. The master language is marked by a star (*).

Name: Enter a language-dependent name for the new menu level in this field. After saving, the menu level is displayed in the respective project language in WebClient (e.g. in the tree) under this name.

8.3.7 Set as default start page

Use this function to specify the activated page reference as the default start page. If multiple page references are on one menu level, then you must specify which page will be displayed when calling the navigation item. If the menu level on which the page is located has previously been defined as a start menu, this action will be



cancelled automatically as soon as the start page is defined.



Figure 8-10: Site Store – Set as default start page

Click on the **Yes** button to confirm the process.

8.3.8 Editing meta data

You can assign meta data to the page reference using this function. The meta data differs from project to project. An example is shown in Chapter 5.1.3 page 96.

8.3.9 Start workflow / Workflow action

Using this function, you can start a workflow on a page reference or switch to a workflow already in progress. An exact description of this is contained in Chapter 5.1.4, on page 97.



9 User permissions (personalized access)

In FirstSpirit, editorial permissions and user permissions are kept strictly separate from each other. While editorial permissions apply to all operations that an editor can run, for instance within WebEdit (e.g. create/edit/delete a page), the user permissions apply to the "visitors" of the web pages created. Permissions are evaluated within the project. The editorial permissions are fixed within FirstSpirit JavaClient and can not be altered via WebEdit. In contrast, the user permissions can be changed in WebEdit (from Version 3.0) via the input components for user permissions (refer to Figure 9-1).

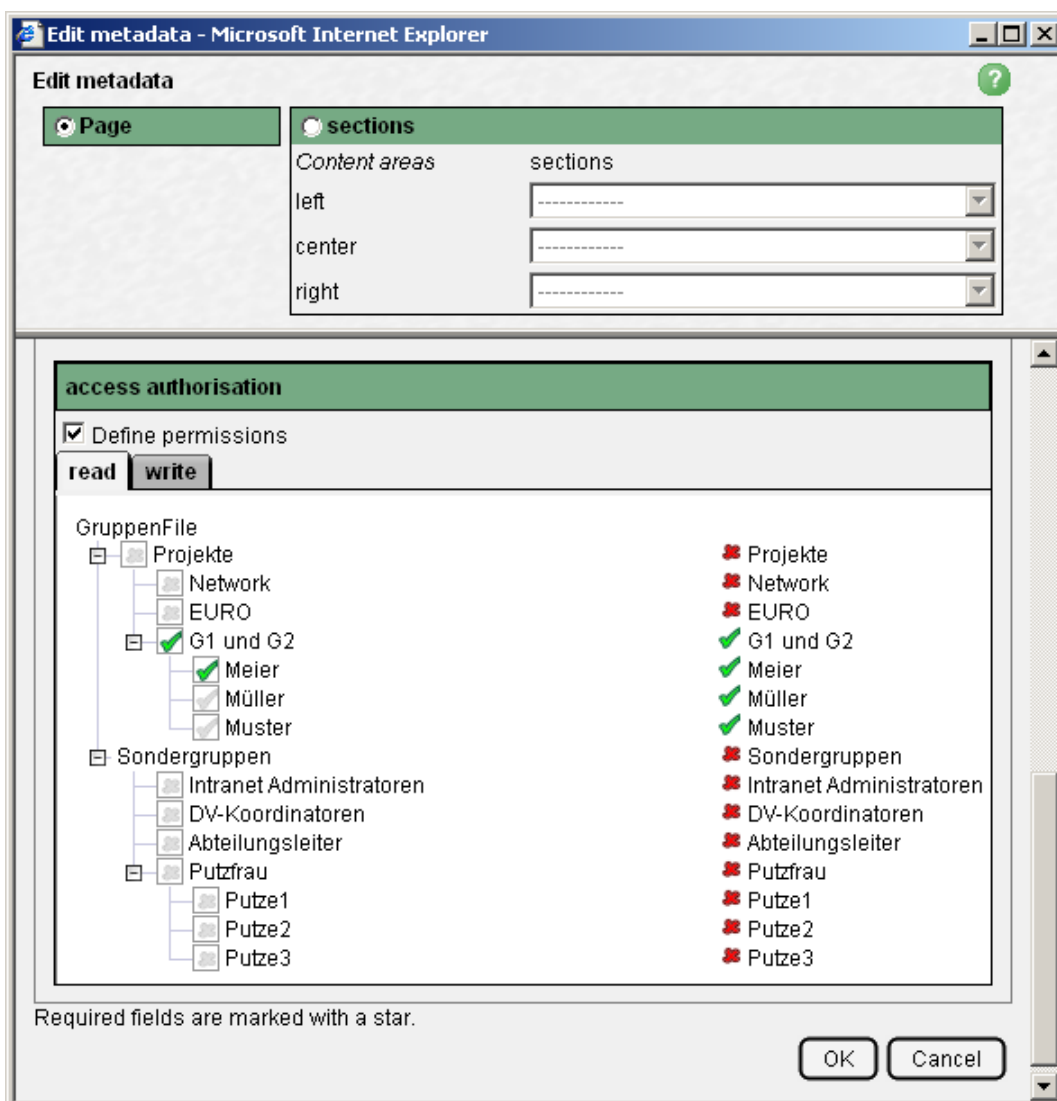


Figure 9-1: Input components for defining user permissions

The input component is delivered together with the FirstSpirit standard software. Normally, the input component is used with the meta data although it may also be



used in the Page Store or in the Content Store.

9.1 Assigning user permissions via groups

User permissions are usually assigned via groups. To evaluate user permissions, the user must be authenticated by the system and then the user must be assigned to a group. This allows access to a customer area of a webpage, e.g. using a login dialog. FirstSpirit provides support in creating new definitions for group structures or for accepting them from an existing system. Irrespective of its origin, the group structure is presented to the editor in a tree view to the left of the input component.

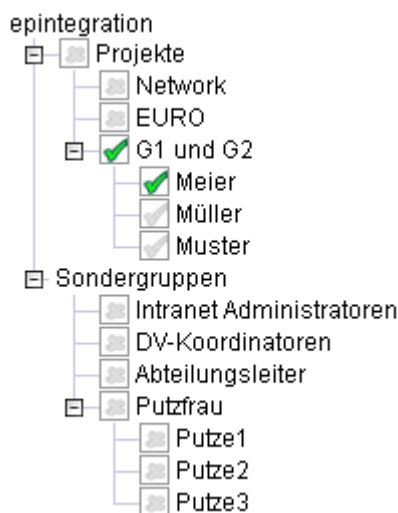






Figure 9-2: Example of a group structure – left area of the component

In front of each group, an icon shows which user permissions are valid for this group. If the icons are colored (green or red), then the permissions have been explicitly set for this group or this user; if the icons are grey then the permissions have been inherited for this group or this user from a parent node, i.e. from a master group. In Figure 9-2, user permissions have been explicitly allowed for groups "G1 and G2" and the user "Meier"; the subordinate users "Mueller" and "Muster" inherit the "granted" permissions from the master group "G1 and G2".

The following three states can be defined in the group tree:

-  permissions are explicitly granted (green tick)
-  permissions are explicitly denied (red cross)
-   permissions are inherited from the parent node and are either granted or denied depending on the definition contained there.

The user permissions can be shifted to the next respective state by clicking on the icon. As the permissions are inherited hierarchically within the subgroups, the grey



symbols may therefore also change, i.e. the inherited permissions in the tree section below it.



Certain groups are excluded from the definition of user permissions . No icon is displayed for these groups (refer to Figure 9-2 "Special groups") and no user permissions can be set for them.



The group structures displayed in the input component for user permissions are also displayed project-specific, just as in the tabs of the user permissions component.

In addition to inheritance within a group, user permissions can also be inherited from master FirstSpirit objects. For instance, the user permissions that have been defined on a menu level are inherited by all subordinate page references. The editor can recognize whether there are permissions to a master node by viewing the "Define permissions" checkbox (refer to Chapter 9.4 page 148).

9.2 Possible operations for user permissions

Web pages can be personalized by configuring user permissions, i.e. display of the page can be fully or partially denied (e.g. for a single section), depending on the permissions of the user logged in. Various types of user permissions can be defined. User permissions can be interpreted as the "permission to view an object". However, cases are also conceivable in which the "change" or "print" options are relevant in addition to the "view" option.

For example, editors in WebEdit require user permissions to run editorial changes. As the editorial work within WebEdit is carried out directly on a generated page, the editor is therefore simultaneously also a user.

Via WebEdit, the editors can manage user permissions for single groups for which access to certain content or areas of the web page, e.g. a "customer area" or an internal company intranet, is to be "granted" or "denied".





The permissions or operations visible in the tabs of the input components are defined and evaluated specific to the project at hand. These are not user permissions or editorial permissions of FirstSpirit.

Each of these project-specific permissions to be defined using the input component for user permissions has its own tab (refer to Figure 9-3, "Read" and "Write" operations). In this way, the user groups for which a certain project-related operation is to be granted or denied can be set for each operation.



Figure 9-3: Example of the various type of user permissions

9.3 Evaluating user permissions

User permissions for the respective operation, e.g. "read", are evaluated on the right side of the input component for user permissions. Here, the evaluated permission for each group or for the single user is displayed in a list.

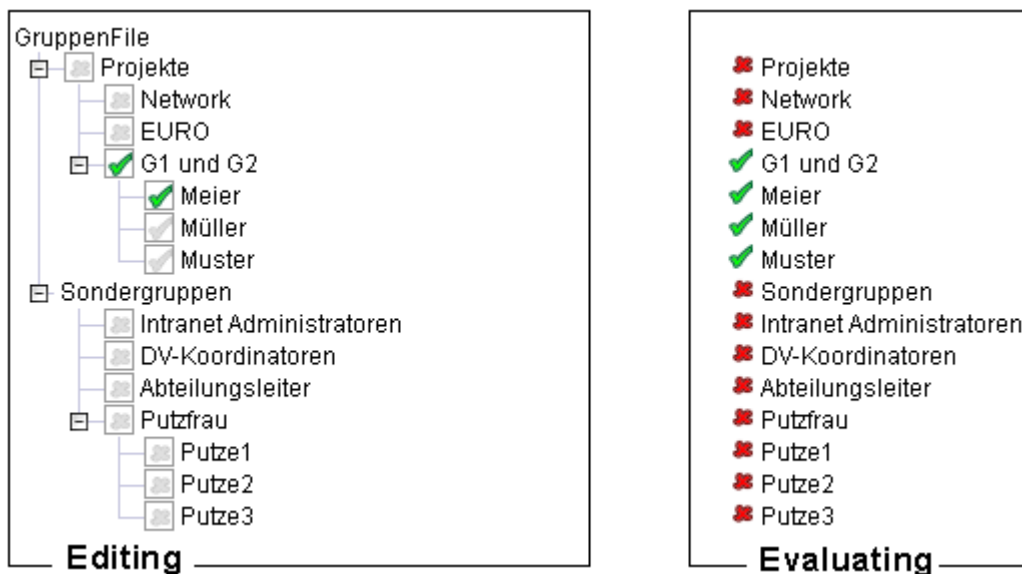


Figure 9-4: Editing and evaluating the input component

Evaluation depends on the explicitly set permissions as well as the inherited permissions of a user or a group. If explicit permissions are set for a group (color marking) then these permissions are indicated in the evaluation area. If no explicit permissions have been set for a user then the inherited permissions, which have been defined in a master group, then apply. The entire group tree is run through



hierarchically for this evaluation. If no permissions are defined on a node then the permissions of the parent node apply. If the parent node also has no permissions defined then the permissions of the first master node for which permissions have been explicitly defined are accepted.

If permissions are explicitly defined on a node then this may result in conflicts where there are hierarchical structures. If, for example, group access to a main navigation entry has been explicitly denied, but access to a subordinate navigation entry has been explicitly granted, then these defined permissions conflict with each other. The plausibility of permissions assigned is not checked by WebEdit. In FirstSpirit JavaClient, these conflicts can be checked project-specifically via scripts, if necessary.



Certain groups are excluded from the definition of user permissions. For these groups, no icon is displayed in the editing area (refer to Figure 9-2), and in the evaluation area, the standard value "denied" is accepted for the user group.



Theoretically, a user may be in several groups. If different permissions are defined for these groups then this may result in a conflict. Assigning the user to a group and conflict-free evaluation of the user permissions must be set within the project.

9.4 Defining user permissions

To define the user permissions within the input component, the "Define permissions" checkbox must first be activated.

Define permissions

Define permissions: If this checkbox is activated, no user permissions have as yet been defined for this node. All user permissions displayed in this setting have been inherited from master nodes, i.e. from master objects of the tree structure (stores). Therefore, for instance, the user permissions that have been defined on a menu level of the Site Store are inherited by all page references subordinate to this entry. The inheritance hierarchy of the permissions is interrupted by activating this checkbox. The permissions can subsequently be re-defined for the selected nodes in the tree structure (all nodes below it). However, first you are prompted to confirm that the inherited permissions are to be accepted for the new definition of the user



permissions for this object.

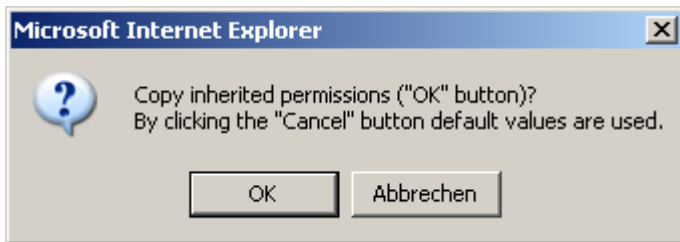


Figure 9-5: Copy inherited user permissions

If the prompt is confirmed by clicking on the "OK" button then the user permissions that have been defined in a master tree element are accepted. If no set permissions are found in any master tree element then the standard value - "denied" - is accepted for the user permissions.

If the dialog box is closed by clicking on the "Cancel" button then the user permissions are not predefined by the inherited permissions but all user permissions are instead initially set to the "denied" state.



If no user permissions have as yet been defined then all user permissions are initially set to the "denied" state. To make a basic definition, the permissions for the respective root node of the store should be subsequently set.

9.5 Managing user permissions using meta data

Normally, the input component for user permissions is managed via meta data. In this case, the editor requires the "View meta data" permission to be able to view the meta data, and he needs the "Change meta data" permission to be able to change the user permissions within the meta data.

WebEdit provides various ways of managing user permissions using meta data:

- using the button "Meta data" of the WebEdit toolbar (see Chapter 2.1.8 page 42): managing of meta data for **pages** and **sections**
- using the button "Edit meta data" of the Quick-Edit bar on page level (see Chapter 3.1.6 page 71): managing of meta data for **page references**
- using the button "Edit meta data" of the Quick-Edit bar on section level (see Chapter 3.2.4 page 83): managing of meta data for **sections**
- using the button "Edit meta data" within the store views: managing of meta data of the different element types:



- Page Store, **root element**: Chapter 5.1.3 page 96
- Page Store, **folder level**: Chapter 5.2.4 page 102
- Page Store, **page level**: Chapter 5.3.7 page 105
- Page Store, **section level**: Chapter 5.4.6 page 107
- Media Store, **root element**, Chapter 7.1.5 page 128
- Media Store, **folder level**: Chapter 7.2.7 page 130
- Media Store, **media level**: Chapter 7.3.6 page 133
- Site Store, **root element**: Chapter 8.1.4 page 138
- Site Store, **menu level**: Chapter 8.2.8 page 140
- Site Store, **page reference**: Chapter 8.3.8 page 143
- **from FirstSpirit Version 4.2R4** using the button "Edit meta data" of the vertical Quick-Edit bar (see Chapter 2.1.18 page 50): managing of meta data for **pages**



The function is available when the project has a meta data template with at least one input component for issuing user permissions.

For additional information on the configuration and use of user permissions, refer to the FirstSpirit manuals for developers and administrators.

9.5.1 Define user permissions for a page

The meta data for a page can be edited in one of two ways:

- via the Page Store or
- via the WebEdit toolbar



Clicking on the button in the WebEdit toolbar in the WebEdit toolbar opens the "Edit meta data" dialog screen.



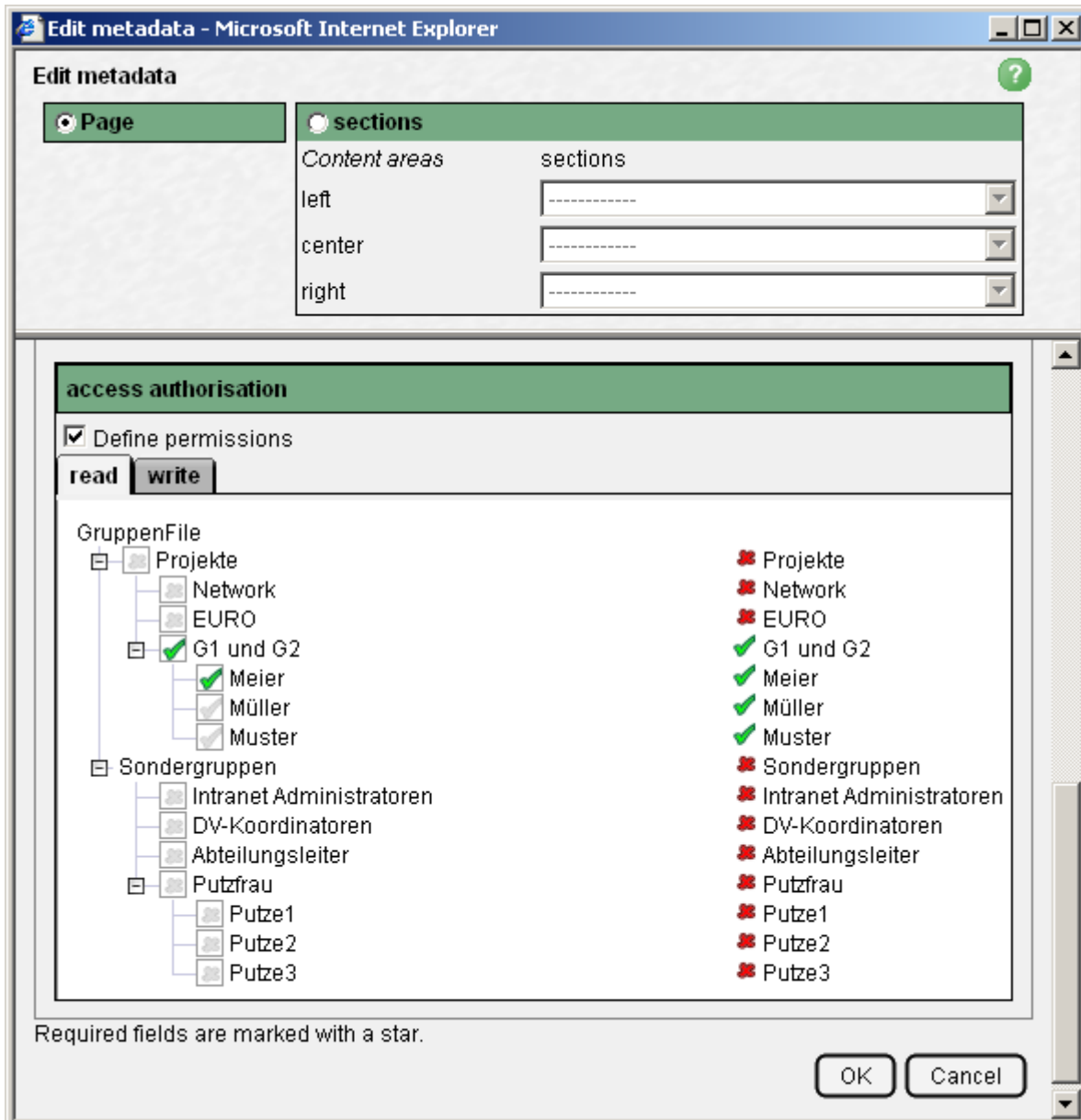


Figure 9-6: Define user permissions for a page

User permissions for the page currently shown in the browser can be set via the input component (refer to Chapter 9.1 ff.).



*For changes in **version 4.2R4** see Chapter 1.9 page 4.*

The dialog "Edit metadata" can also be opened on pages in the Page Store:



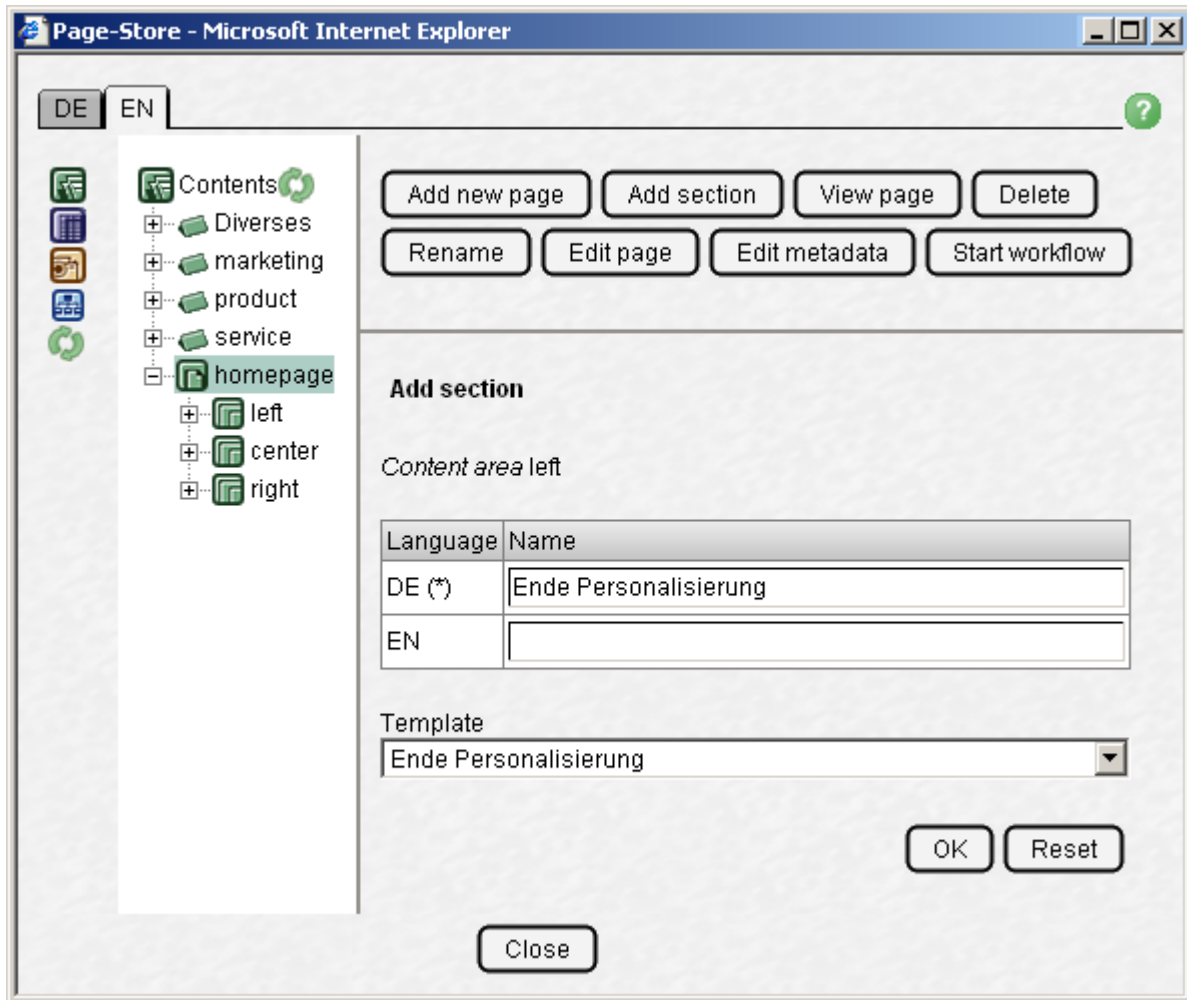


Figure 9-7: Page Store – Editing meta data on the page level

Edit metadata Clicking on the button in the Page Store opens the "Edit meta data" dialog window (refer to Figure 9-6). However, the upper selection area is missing here. Selection of whether meta data is to be edited for a page or for a section is made by selecting the required element in the store tree (left window area).

The meta data defined sets the user permissions for the current page; this is displayed in the browser window or is selected in the store tree.



9.5.2 Define user permissions for a section

Instead of defining user permissions for a page level, they can also be defined for single sections. The meta data for a section can be edited in one of three ways:

- via the Page Store or
- via the WebEdit toolbar or
- via the Quick-Edit bar.



Clicking on the button in the **WebEdit toolbar** opens the "Edit meta data" dialog screen. To define the meta data on the section level, "sections" is selected instead of "page" (as described in Figure 9-6). The required section is selected from the pull-down list.



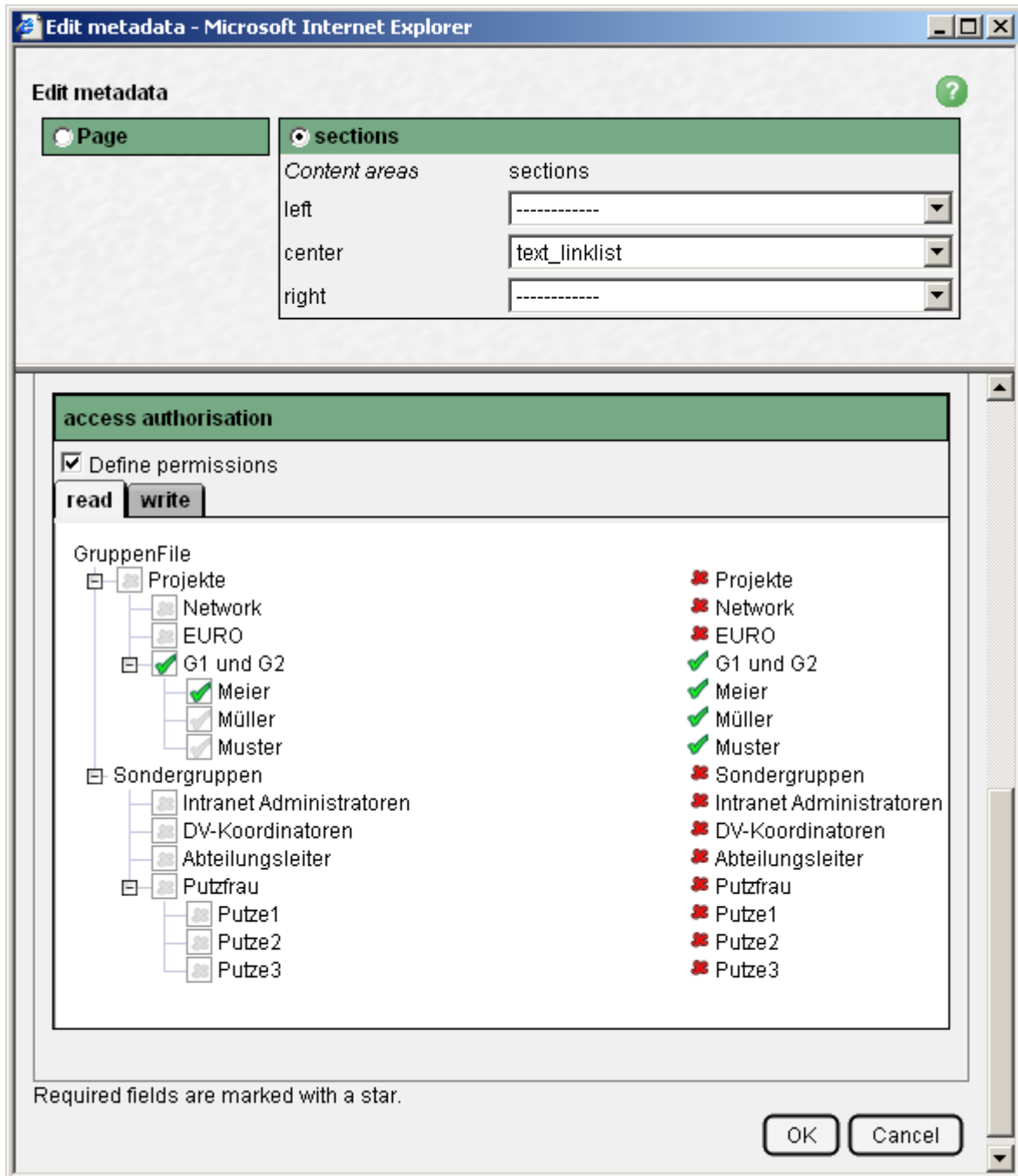


Figure 9-8: Define user permissions for a section

User permissions for the section currently shown in the browser can be set using the input component (refer to Chapter 9.1 ff.).



*For changes in **version 4.2R4** see Chapter 1.9 page 4.*



Similar to editing the meta data using the WebEdit toolbar, the "Edit meta data" dialog box can also be opened via the **Page Store** (see Figure 9-7). The required section is selected in the store tree. Subsequently, the input component for adding user permissions is called by the "Edit meta data" button (see Figure 9-6).

Another way of editing meta data on the section level is to use the **Quick-Edit bar on section level**.



Clicking on the button in the Quick-Edit bar opens the "Edit meta data" dialog window (refer to Figure 9-6).

9.5.3 Define user permissions for a page reference

In addition to the user permissions that can be set for a page or a section, it is also possible to set user permissions for a menu level or a page reference. This allows access to navigation elements of the web page to be configured. Instead of defining user permissions to the content of a web page, here the permissions are set to the structure of the web page.

The meta data for a page reference can be edited in one of two ways:

- via the Site Store or
- via the Quick-Edit bar on page level.



Clicking on the button in the **Quick-Edit bar on page level** opens the "Edit meta data" dialog window (see Figure 9-6). The meta data defined here set the user permissions for the current page reference shown in the browser window. It is not possible to define user permissions for the menu level using the quick-edit bar. If user permissions are to be defined on menu level, the editor must move to the Site Store (see Chapter 9.5.4 page 156).

Similar to editing the meta data using the Quick-Edit bar, the "Edit meta data" dialog box can also be opened via the **Site Store** (see Figure 9-7). The required page reference is selected in the store tree. Subsequently, the input component for adding user permissions is called by the "Edit meta data" button (see Figure 9-6). However, the upper selection dialog is missing here. The selection if the meta data of a page reference are to be edited, is made by selecting the desired element in the store tree.



9.5.4 Define user permissions for a menu level

The meta data for a menu level can only be edited

- in the **Site Store**

(see Figure 9-7). To this end, the desired menu level must be selected in the store tree. Subsequently, the input component for adding user permissions is called by the "Edit meta data" button (see Figure 9-6).

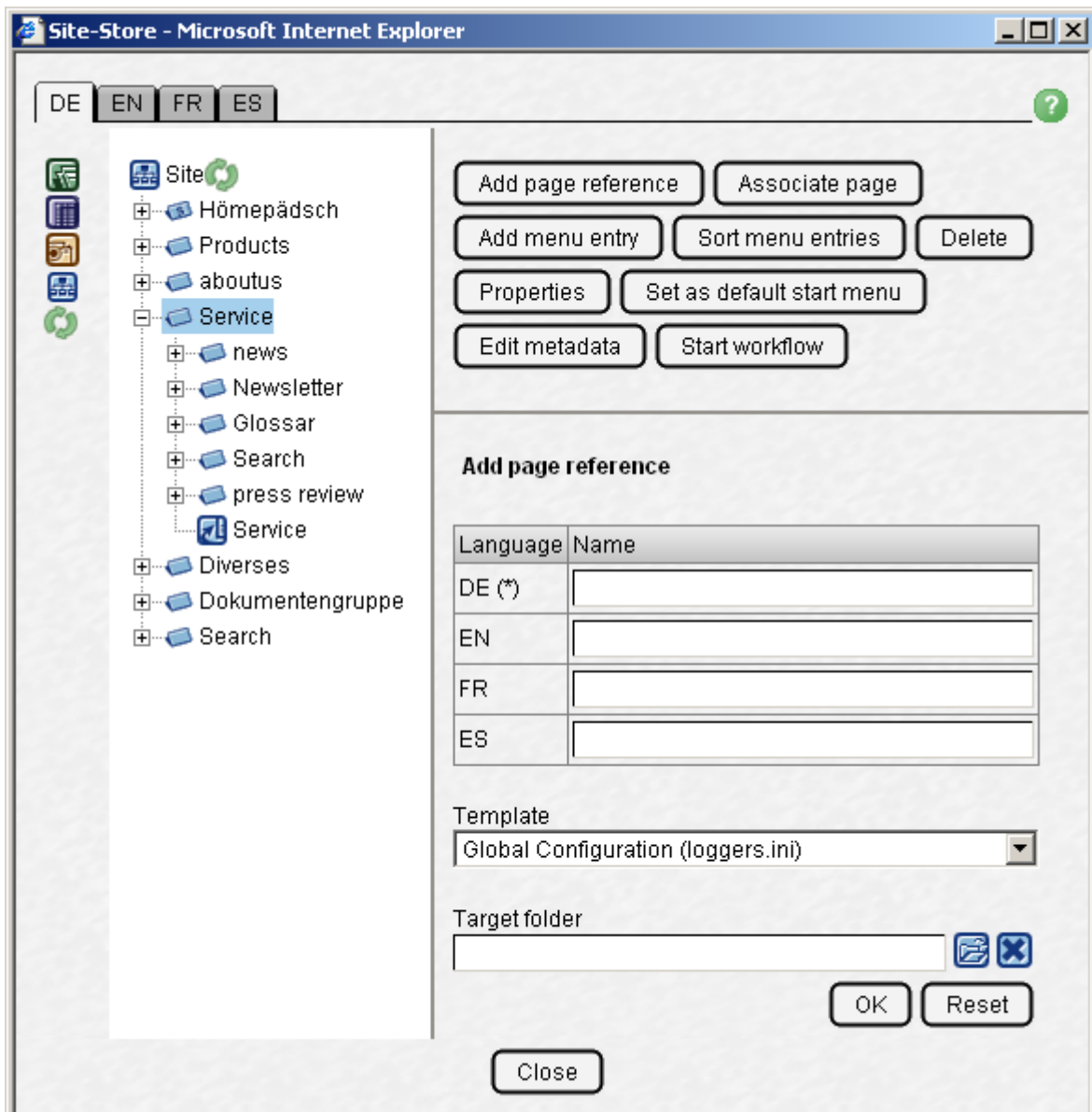



Figure 9-9: Site Store – Editing meta data

 Clicking on the button in the Site Store opens the "Edit meta data"





dialog screen (refer to Figure 9-6). However, the upper selection area is missing here. Selection of whether meta data is to be edited for a meta level or for a page reference is made by selecting the required element in the store tree.

10 The standard entry elements

In this Chapter, all entry elements (also: "input components") which are available in FirstSpirit WebEdit are introduced. The names of the Chapters are based generally on the type of data, which can be input by using the respective input component. The related FirstSpirit technical term is given in brackets, too. This is the label which is known by the template developer.

Layout and function of the input components can vary slightly according to the definitions of the template developer. Mandatory fields are marked by a star *: These fields must be completed; otherwise the input can not be saved.

Furthermore, values can be predefined by the template developer for some input components, the so-called "Default values". They can be used as a default, for example, which can be restored at any time, or as fallback in the case when the editor does not enter a value himself. According to the configuration such default values can be changed project-wide by the template developer at a later moment, without having to edit each section or page, containing the respective input component, manually. If a default value is defined for an input component, the icons  and  are displayed. Furthermore, the head of the input component containing the label can be pink-colored.

10.1 Checkboxes (CMS_INPUT_CHECKBOX)

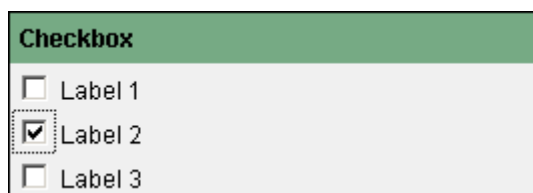


Figure 10-1: Input component - Checkboxes

The user cannot directly enter content via a checkbox, but he can select the desired content from a specified selection of entries. Here, 0 to all entries can be activated.



10.2 Comboboxes (CMS_INPUT_COMBOBOX)

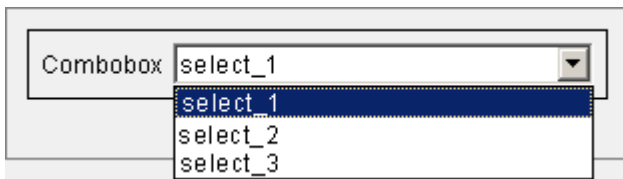


Figure 10-2: Input components – combo boxes

The user cannot enter content directly via a combo box, but he can select an entry from a selection list. To do this, precisely one entry must always be selected.

10.3 List for managing section content (CMS_INPUT_CONTENTAREALIST)

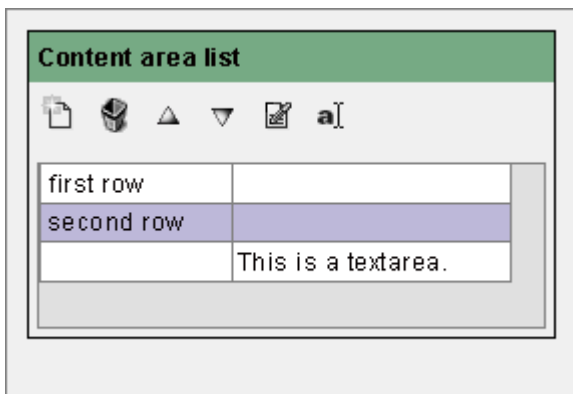


Figure 10-3: Input component – List for managing section content

This input component is used for creating, editing and deleting sections. Each section has

- a symbolic name assigned during its creation,
- a section template, also selected by the editor during creation, and
- content which can be added to the appropriate input component depending on the template used.

How the list is displayed depends considerably on the configuration that the template developer has defined for the input component. For example, only those values can be displayed that have been inserted by the editor into the sections (see Figure 10-3) or only the symbolic names of sections that were assigned on creation (see Figure 10-6).

Using the list for managing section content, you can:



add new sections to the list. To do this, an additional dialog window opens for you to enter a symbolic name for the new section and to select the section template



(the section templates that can be selected for this input component are defined by the template developer.)

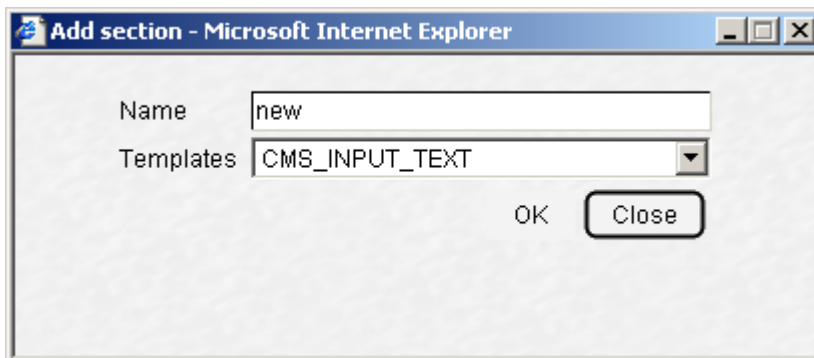


Figure 10-4: Entering a new section



Existing sections are deleted

▲ ▼ Marked sections within the list are moved upwards or downwards by one position.

✎ Edit content list (clicking on this icon opens a dialog box with the input component of the section template).

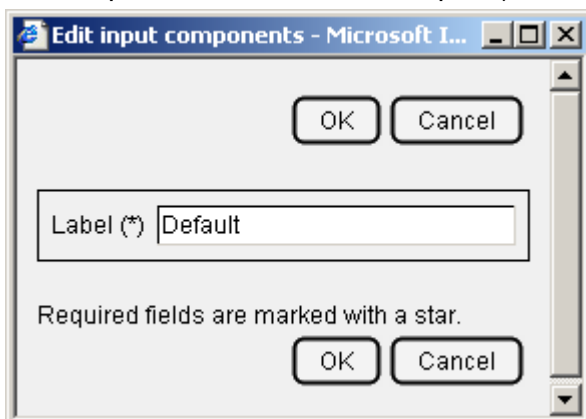


Figure 10-5: Editing input components

a The symbolic name of the section assigned on creation can be changed.

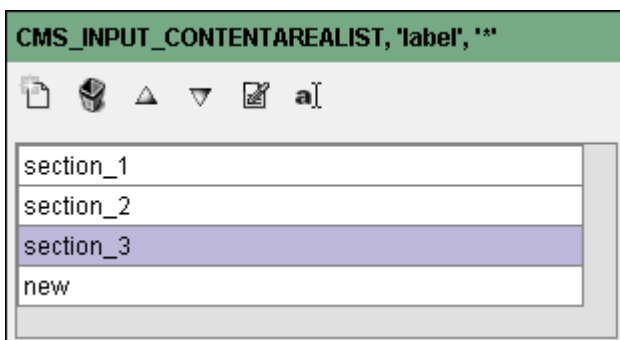
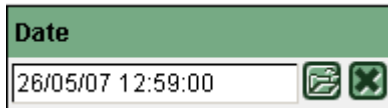


Figure 10-6: Input component – List for managing section content


Depending on the configuration of the input component, the symbolic name of the sections can be displayed instead of the values.

10.4 Date / time selection (CMS_INPUT_DATE)

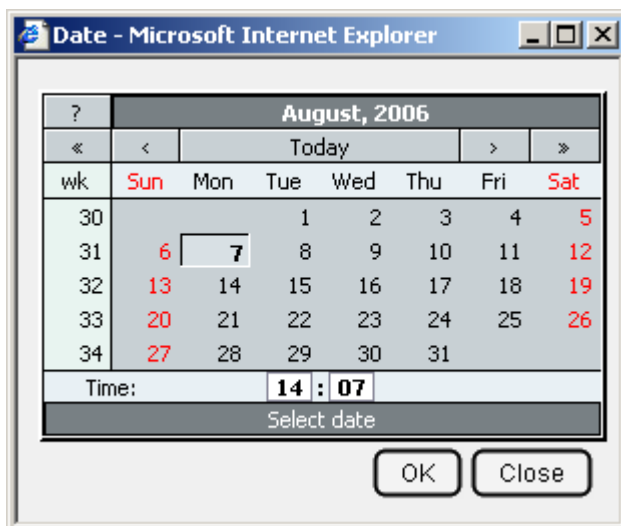
**Figure 10-7: Input component for date and time selection**

A date and a point in time, from FirstSpirit Version 4.2R2 a date and/or time, can be selected or directly entered in a specified format using the date/time selection.

The format in which the selected date is accepted into the input component depends by default on the language in which the WebClient has been started (interface language). In the case of, e.g. German "DE", the following format is used: TT.MM.JJ HH.MM.SS, i.e. two digits each for the date (Day | Month | Year) and Time (Hours | Minutes | Seconds). However, this format can be changed by the template developer.

 Clicking on the button deletes the date from the input component.

 Clicking on the button opens the calendar view for date selection.

**Figure 10-8: Calendar view to select the date and time**

Within the window, a new date can be selected that is then automatically transferred in the correct format to the input component. The current date is displayed as the default when opening the dialog window. The user can enter a new date by clicking



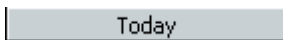
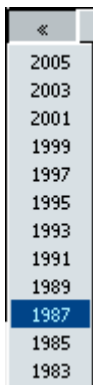
on the calendar view. The user can navigate within the calendar view using the arrows:



Clicking on the button switches the current month (back/forward a month). If the mouse button is kept pressed over the appropriate button then a quick selection can be made from a list.



The current year is switched in this view (back/forward a year). If the mouse button is kept pressed over the appropriate button then a quick selection can be made from a list.



The current date is shown in this view.

The calendar view can be adjusted by the user by clicking on a weekday. The selected weekday is put to the front of the view.

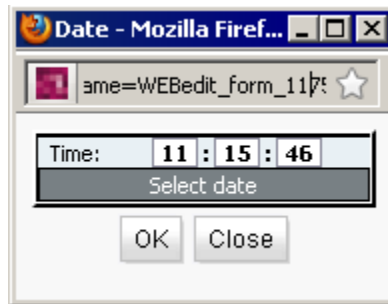
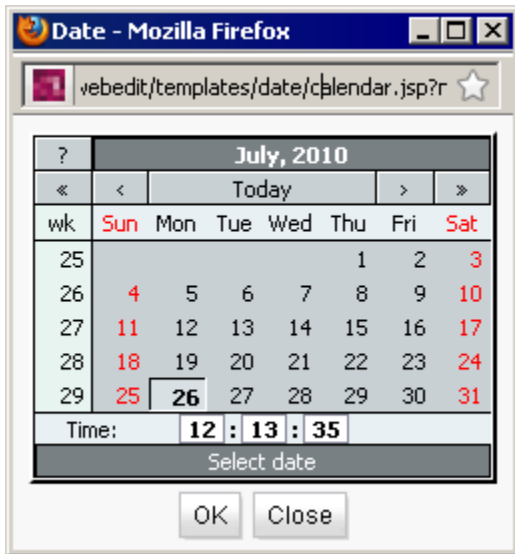
In addition to the date, the user can also set the time using the input component at the lower end of the dialog window.



A simple click of the mouse in the respective time field changes the time. Each click of the mouse in the appropriate field increases the value by 1. If the SHIFT key is also pressed then the value is reduced by 1. Of course, a quick selection can also be made in these fields. If the mouse button is kept pressed when clicking in the field and then moved to the left, the value in the appropriate field is reduced in steps. Oppositely, the value is increased in steps if the mouse is pulled to the right with the mouse button pressed.

From FirstSpirit Version 4.2R2 an input component only for selecting a date or only a time can be displayed instead of the input component for date **and** time:





From FirstSpirit version 4.2R4 seconds can be entered in the calendar view, too.



The selected date and time is accepted into the input component by clicking on this button.



10.5 DOM editor (CMS_INPUT_DOM)

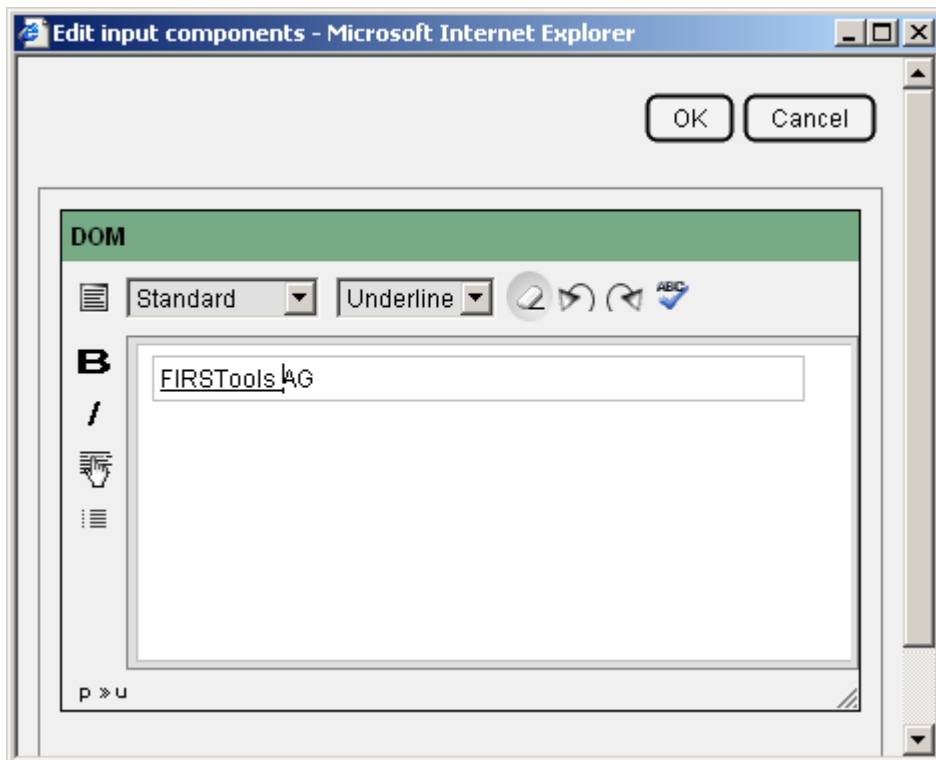
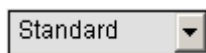

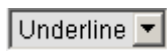




Figure 10-9: Input component – DOM editor

This DOM editor is intended for extensive text entries with formatting and link entries. If the following functions are available in the respective DOM editor depends on the configuration made by the template developer.

 Here you can select predefined formats that will be applied to the whole section (section formats). The formats set here can be removed by selecting another format from the pull-down list or by pressing the button .

 Here you can select predefined formats which will only apply to the highlighted text. The format set here can be removed by re-selecting the formatted text and selecting another format from the pull-down list or by pressing the button .

 Open editing window: Clicking on this button opens the DOM editor in full-screen mode. This function is of particular benefit when adding substantial amounts of text.



 Remove formatting: A click on this icon removes a set format from the DOM editor. To remove a format such as, e.g. "bold" or "italic" from the DOM editor, the user must either mark a sequence of characters or must place the cursor within the formatted text. This icon is only shown as active if a format has been set (refer to





Figure 10-9). The set format is removed by clicking on the icon. If several formats have been set within the sequence of words marked then the "innermost" format is always the first to be removed. Alternatively, this function can also be activated using the context menu (see below).

 Undo / restore: By clicking on this icon, the last respective workstep within the DOM editor can be undone or an undone workstep can be restored. This button is only active as long as the last workstep has not been saved.


B or **F** Bold: Click this icon to change highlighted text in the editor to bold.

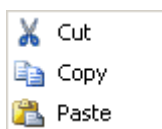
I or *k* Italic: Click on this icon to change the highlighted text in the editor to italics.

, [LINK](#) or  Add link, edit and remove: Click on this icon to add a link or a medium from the Media Store at the current position of the cursor. Entering links is done similarly to "Entering links using reference templates" (refer to Chapter 10.9 page 182). Alternatively, this function can also be activated using the context menu (see below).



No pictures can be displayed in the DOM editor itself. If a link consists of only a picture, then a replacement text will be displayed for this picture link in the DOM editor: FIRSTSPIRIT LINK.

 List: Clicking on this icon allows sorted and unsorted list items to be created and deleted in the DOM editor. Further editing options are provided by the context menu (see below).



Context menu on selected text (**from 4.2R4**): Using the context menu characters and words can be cut or copied and pasted at another position (alternatively: Ctrl + X, Ctrl + C, Ctrl + V). For Mozilla Firefox, this context menu is not available.





When working with the Firefox web browser, problems may arise when copying, cutting and pasting text into the DOM editor input component. (For example, content can no longer be saved or is inserted multiply.) This behavior is not due a fault within WebEdit, but is a safety setting of the browser. For safety reasons (standard setting), Firefox prevents the insertion or changing of content from the clipboard using JavaScript. However, such content must be prepared for the DOM editor.

The function can be activated by appropriately configuring the browser settings (in the "user.js" file). For safety reasons, this setting should NOT be made globally (for all URLs), but only for the URLs required.

```
user_pref("capability.policy.allowclipboard.Clipboard.cutcopy", "allAccess");
user_pref("capability.policy.allowclipboard.Clipboard.paste", "allAccess");
user_pref("capability.policy.allowclipboard.sites", "http://aServer:port");
user_pref("capability.policy.policynames", "allowclipboard");
```

For `capability.policy.allowclipboard.sites`, several sites can be entered, separated by spaces:

```
user_pref("capability.policy.allowclipboard.sites",
"http://aServer:10000 http://aServer:11000");
```



Contact your system administrator if you have problems with the browser configuration.

Outdent list item

Indent list item

Edit list

Context menu on lists (from 4.2R4):

Outdent list item: Using this function the selected list item can be moved one level higher (outdented).

Indent list item: Using this function the selected list item can be moved one level lower (indented). By this means, nested lists can be created.

Edit list: Using this function the type of the list can be changed, for example, which type of bullet point is to be used or at which number or which character the list should start.

The context in which the cursor is being moved is shown in the lower section of the




DOM editor:

p » u » u

"p" stands for "section" in this case (short form of the format template), and "u" shows the format in which the cursor is currently located.

In addition, **from version 4.2R4** the following functions are available:

 Find: Use this icon to open a window for starting a full text search in the editor:

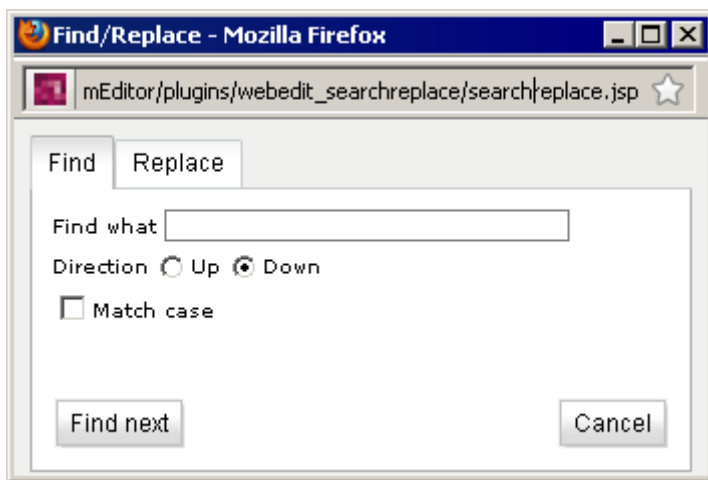




Figure 10-10: Search dialog

The text of the DOM editor is always only searched in the direction given in the search direction option. If the searched for text is to be replaced with another text, switch to the "Replace" tab.

 Find/Replace: Use this icon to open the same window (Figure 10-10) as with . However, in this case the "Replace" tab is displayed initially

10.5.1 Spellcheck in the DOM editor

The spellcheck for a project must be configured by the administrator. This requires the installation of a module (SpellService) on the server. The spellcheck is configured to be project-specific, the examples shown here can therefore differ from the display in the project.



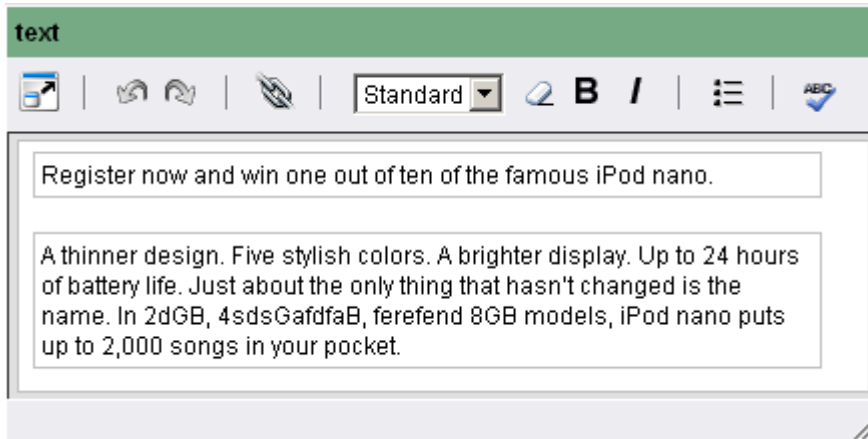


Figure 10-11: Check spelling



If spellchecking is configured for a project it can be opened in the DOM and DOM table input components using the "Check Spelling" button. The cursor must not be positioned within a word. Click the button, and first of all the following message appears:



All unknown words are then highlighted in red in the input component. All words which do not exist in the language-dependent dictionary lists configured for the respective project by the administrator are "unknown". Either the spelling of the word is unknown, e.g. due to a typing error, or the spelling is correct and the word is simply not included in the list used.

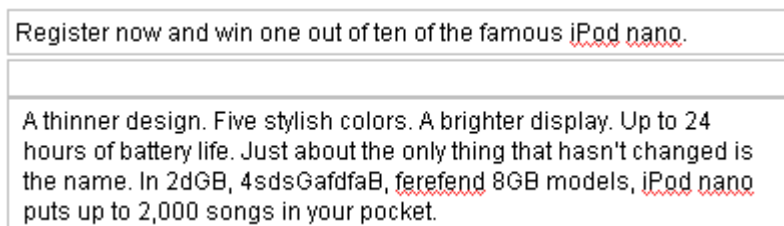


Figure 10-12: Display unknown words in the input component

With another click spellchecking can be deactivated again, no word will be highlighted in red anymore.

The context menu can be opened by right-clicking a word highlighted in red:



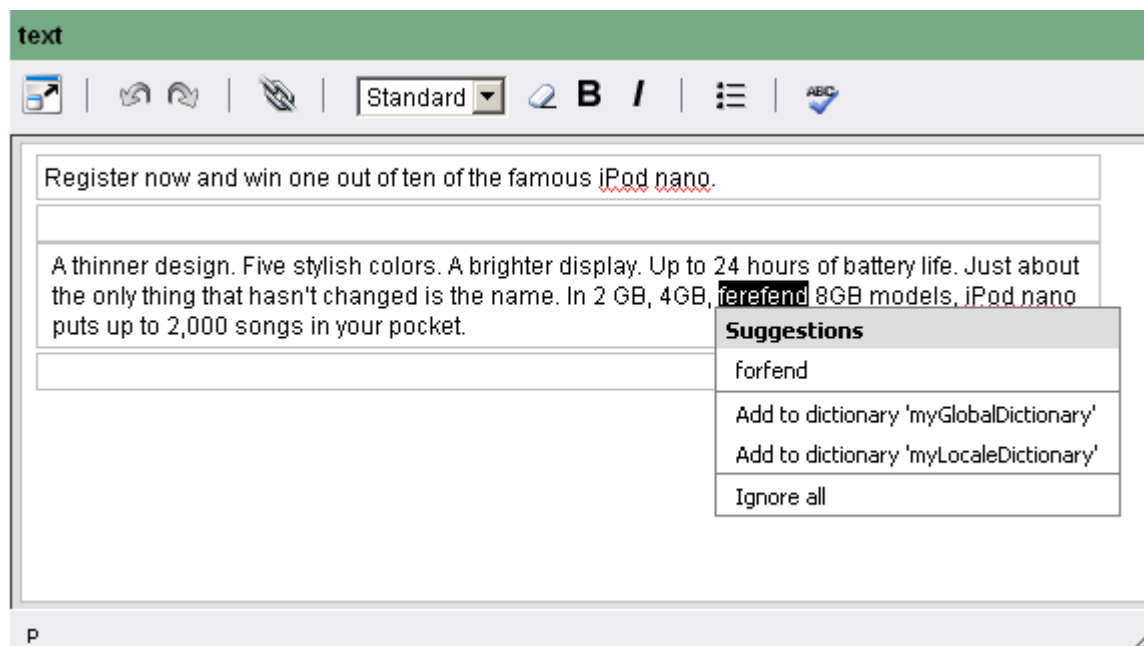


Figure 10-13: Check spelling context menu

Suggestions: If similar words are found in the word lists used, suggestions are displayed. Click the required suggestion to replace the unknown word with the suggestion from the dictionary.

Add to dictionary: Apart from the suggestions, depending on the user's permissions and depending on the configuration of the dictionary (this must be defined as "changeable"), words highlighted in red can be added to one or several dictionaries. In future these words will no longer be highlighted red.

A differentiation is made between so-called "Global Dictionaries" and "Local Project Dictionaries":

- Changes to global dictionaries affect all projects on the server (if the global dictionaries are used in the project configuration).
- Changes to local project dictionaries always affect the current projects only. This means a word added in Project A is again highlighted as an unknown word in Project B.

Depending on the project configuration and the permissions of the user, several different dictionaries (or none) can be available.

Ignore word (from 4.2R4): The spell check is only ignored for current occurrence of the word in the input component. If this option is selected from the context menu, the red marking will be removed. Other occurrences of the same (unknown) word in the



edit continue to be marked red. The marked word is not added to the dictionary, it is marked again the next time the spell check is activated.

Ignore All: The spellcheck is ignored for all occurrences of the word in the input component. The word is no longer marked red, but it is also not added to the dictionary. The next time the spellcheck is started, the word is marked again.



If further text is written in the input component after spellchecking has been enabled, the spellcheck is NOT applied to the new text. In this case, the check has to be enabled again by clicking the button.

10.5.2 Inline tables (from V4.2)

Since FirstSpirit Version 4.1, so-called "inline tables" can be integrated in the text flow by enhancement of the DOM Editor input component in JavaClient (see *FirstSpirit Release Notes for Version 4.1* and *FirstSpirit Manual for Editors (JavaClient)*). The function is now available in WebEdit 4.2 – albeit with limited scope.

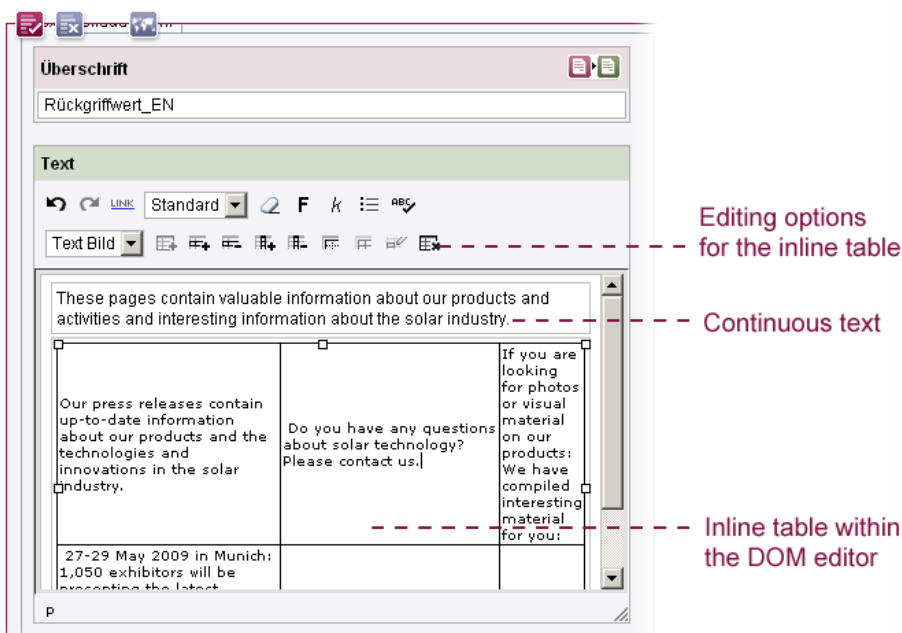





Figure 10-14: Inline table within the DOM Editor in WebEdit 4.2


Text Bild if DOM Editor has been configured accordingly by the template developer, you can select a so-called table format template from this list. This has an effect on the layout of the inline table.





 Add Table; this icon can be used to insert tables with the formerly selected table format template in the text flow.


 Add Row; click this icon to add a row to the table below the cell in which the text cursor is positioned. As many rows as necessary can be added, until the maximum number preset by the developer is reached. The icon is then disabled, and no further rows can be added.

 Delete Row; click this icon to delete from the table the row including contents, in which the text cursor is positioned. As many rows as necessary can be deleted, until the minimum number preset by the developer is reached. The icon is then disabled, and no further rows can be deleted.

 Add Column; click this icon to add a column to the table to the right of the cell in which the text cursor is positioned. As many columns as necessary can be added, until the maximum number preset by the developer is reached. The icon is then disabled, and no further columns can be added.

 Delete Column; click this icon to delete from the table the whole column including contents, in which the text cursor is positioned. As many columns as necessary can be deleted, until the minimum number preset by the developer is reached. The icon is then disabled, and no further columns can be deleted.

 Merge Cells, Several rows positioned next to each other can be marked with the mouse cursor and joined together by clicking this icon. The content of the marked cells is retained and is strung together from the cells, from left to right and from the top down. The formatting of the top left-hand cell is applied to the merged cell.

 Split Cells; click this icon to separate previously merged cells again. The content of the merged cells is retained and is moved into the top left-hand cell. The format of the individual cells is reset to what it was before the merge.



 Cell Properties: The table layout is specified by the template developer using table format templates and so-called style templates. Input components for maintenance of layout attributes can be created using a style template (e.g. for background colour, text alignment, font, etc.), which can be assigned specific default values by the template developer ("retrieval values"). The editor cannot change these properties in WebEdit (unlike JavaClient). This means, the button for editing the cell properties is always disabled.





Figure 10-15: Restrictions

 Delete Table; Click this icon to remove the table in which the cursor is currently positioned and all the table's contents.



10.6 DOM table (CMS_INPUT_DOMTABLE)

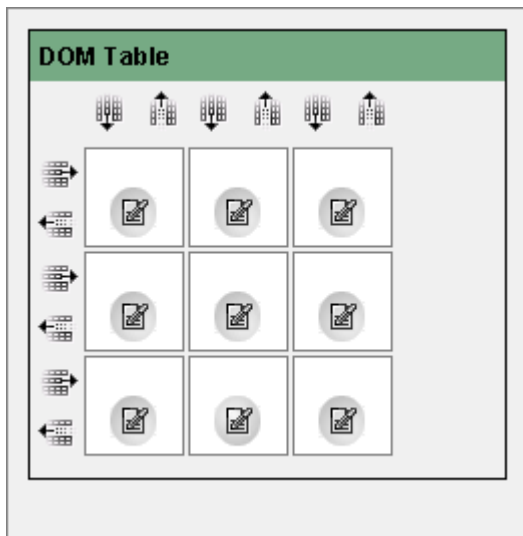





Figure 10-16: Input component – DOM table


The DOM table enables larger text entries with simple formatting and link entries for each table cell. Click on the desired table cell to open a window with the DOM editor input component, which you can use to enter the content of the table cell.


Icons are located next to the respective line or column to add or remove additional cells and/or columns.

 Add line: Click on this icon to add a complete line below the highlighted cell.

 Delete line: Click on this icon to delete the whole line that contains the highlighted cell.

 Add column: Click on this icon to add a complete column on the right side of the highlighted cell.

 Delete column: click on this icon to delete the whole column that contains the highlighted cell.

 Clicking on "Edit cell" opens an additional dialog window for you to edit the cell content. The window is designed similarly to the "DOM editor" input components (refer to Chapter 10.5 page 163).





The section formatting selection list is not available in the "Edit table cell window" because a table cell always has exactly one section. The formatting of a table cell is defined by the template developer.

10.6.1 Spell checking in the DOM table

Spell checking in the input component DOM table can be carried out as spell checking in the DOM editor (see Chapter 10.5.1 page 166).

10.7 File selection (CMS_INPUT_FILE)







CMS_INPUT_FILE	
Reference	media:TestFile   
Comment	<input type="text"/>

Figure 10-17: Input component – File selection

Use **File selection** to reference files from the Media Store on a page or a section of the Page Store. Depending on the configuration and the access permissions, files from the local Media Store and/or the Media Store of a remote project can be referenced using this input component (for additional information on remote projects, refer to the documentation "FirstSpirit Remote-Media").


Reference: A reference to the required file from the Media Store of the project (or of a remote project) is added here. Selection of a file or deletion of an already existing reference is carried out using the buttons at the end of the entry field. Using the buttons, you can:

-  Accept a new file from the local file system into the project (or a remote project) and reference this file (refer to Chapter 10.7.2 page 175).
-  Select and reference an existing file from the Media Store into the project (or a remote project, refer to Chapter 10.7.1 page 174).
-  Delete an existing media reference from the input component (refer to Chapter 10.7.3 page 180).

Comment: If needed, a comment can be entered for the media reference.



10.7.1 Select an existing file from the Media Store

 Click on this folder icon to open a window displaying the tree structure of the media store.

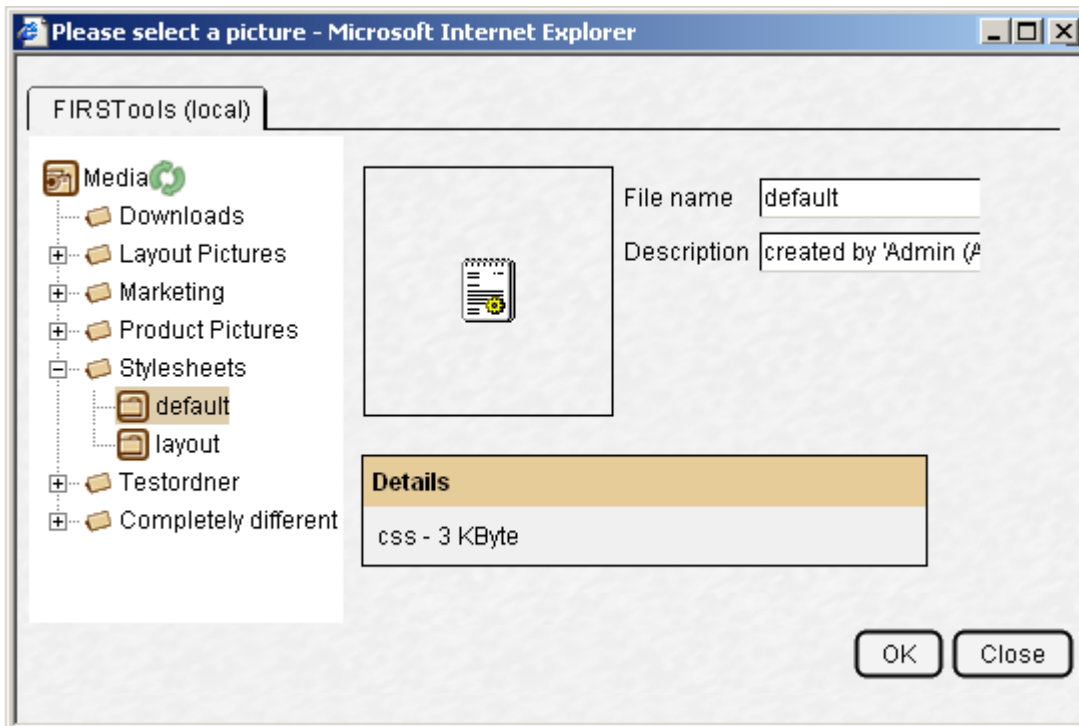


Figure 10-18: File selection from the Media Store

The Media Store of the current project (or, if existing, that of a remote project) can be expanded in the dialog window. If a file is marked, detailed information on the file is shown to the right.



Only files and no pictures are shown in the tree structure in this input component. I.e. only files can be selected. According to the configuration of the template developer folders can be selected, too.

Close

Clicking on this button cancels the procedure. The file is not accepted into the input component.

OK

Clicking on the button accepts the selected file into the input component. The "Reference" field now contains a reference to the selected media object.



Special case "Remote Media": If there is a "Remote project" available and the input component has been configured for the selection of remote media then the Media Store of the remote project can also be displayed as well as the Media Store of the current project. Depending on the configuration of the input components:

- only the local Media Store of the project is displayed (no selection of remote media is possible).
- only the Media Store of the remote project is displayed (exclusive selection of remote media).
- both Media Stores (remote and local) are displayed (refer to Figure 10-44). In this case, media from two different Media Stores can be referenced. Switch-over is made in each case by clicking on the tab of the respective project:



Figure 10-19: Media Store (remote und local)



*From FirstSpirit Version 4.2 the Media Stores of **several** remote projects can be displayed.*

If the file has been selected from the Media Store of the remote project then it only exists in the target project via this reference, i.e. it can not be found in the Media Store of the target project.

In addition, **from FirstSpirit version 4.2R4** the dialog for selecting a file (Figure 10-18) provides a search field:



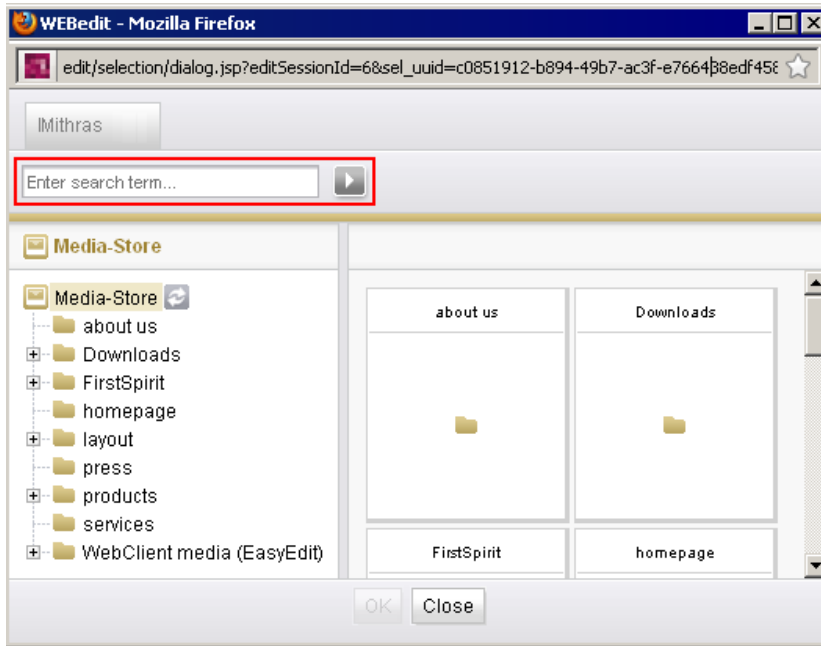


Figure 10-20: Search field in the File Selection dialog (from 4.2R4)

The search field in the File Selection dialog can be used to search through the Media Store of the respective project for files by means of a full text search. Editorial content is also included, e.g. texts in PDF or Word files.

After entering the sought term, the search can be started using the arrow icon or <Enter>. In the following dialog the search results are displayed in the left-hand column. Click a result to have the detailed information shown in the left-hand column:



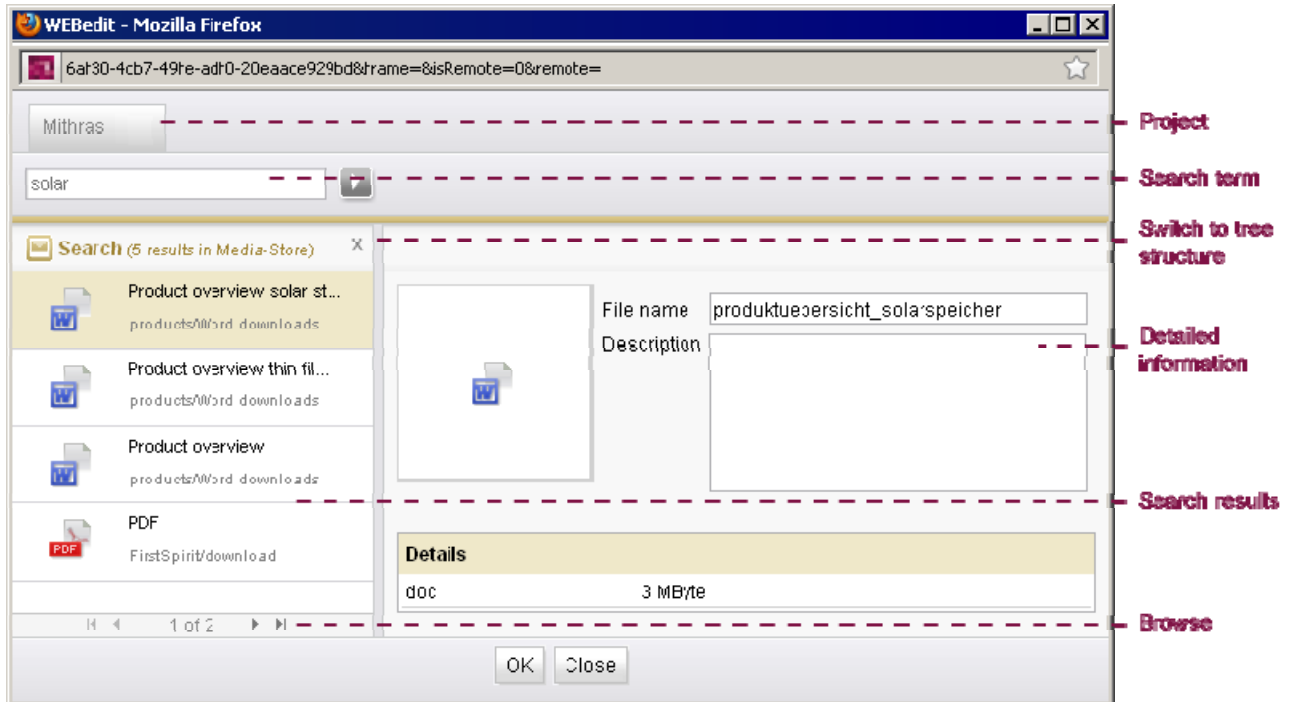


Figure 10-21: Search results

The results are listed with display name, file symbol (e.g. Word or PDF symbol) and path. The number of search results is displayed above the results list. The detailed information on the selected object is displayed on the right-hand side of the dialog.

If more results exist than can be displayed within the set height of the dialog, the arrow icons underneath the results list can be used to switch to other results pages.


Click the x icon next to the number of search results to display the tree structure of the Media Store instead of the results list. This is expanded up to the level on which the previously selected medium is located. This display can also be used for navigation through the Media Store without starting the search. If this icon has been pressed, it is no longer possible to switch to the search results list, if necessary, the search must be started again.

Press "OK" to copy the selected file into the input component.

If access to one or several **remote projects** is configured for the input component, the remote projects are displayed as additional tabs next to the tab of the local project. If the Media Store is to be searched through for a remote project, switch to the respective tab and start the search from there.



10.7.2 Load and select a new file in the Media Store

 Depending on the configuration of the input component and the access permissions of the user, files can be loaded from the local file system into the Media Store of the project (or of a remote project) using the input component. A reference to the newly added file is accepted directly into the input component. The "Upload file" dialog window appears by clicking on the (optional) upload button.

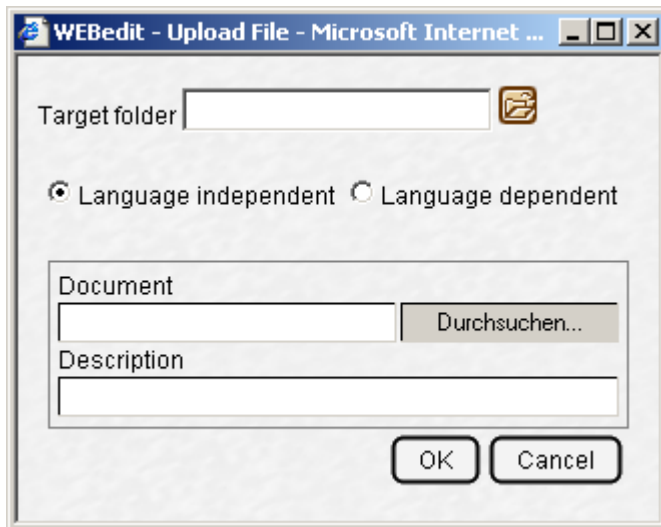

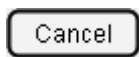


Figure 10-22: Upload file dialog window

Target folder: Using the  icon, you can select a folder from the Media Store of the project (or a remote project). The selected folder is the target folder in which the newly created media file is stored.



Clicking on this button cancels the procedure. No target folder is selected.



The selected folder is defined as the target folder by clicking on the button.



Depending on the settings in the project configuration the selection of media can be restricted to specific file sizes and file types from FirstSpirit Version 4.1 (see Chapter 7.1.3.1 page 121).

Special case "Remote Media": If there is a "Remote project" available and the input component has been configured for the selection of remote media then the Media Store of the remote project can also be displayed as well as the Media Store of the



current project. Depending on the configuration of the input components:

- only the local Media Store of the project is displayed (upload is only possible into the folder of the local Media Store),
- only the Media Store of the remote project is displayed (upload is only possible into the folder of the Media Store of the remote project) or
- both Media Stores (remote and local) are displayed (refer to Figure 10-44). In this case, media can be loaded in two different Media Stores. You can switch between them by clicking on the media store icon in the left window area (see Figure 10-19).



New media objects can only be stored in existing folders. Directories may not be stored in the Media Store of the remote project.

Language-independent / language-dependent: Depending on the selection, the new file can be stored as a language-dependent file or a language-independent file in the Media Store. The standard setting is the language-independent storage of a media file (refer to Figure 10-46). If language-dependent storage is selected, the entry masks change according to the languages named in the project. The "Document" and "Description" fields are then available for all project languages in this case.

Language	Document	Description
DE	<input type="text"/> <input type="button" value="Durchsuchen..."/>	<input type="text"/>
EN	<input type="text"/> <input type="button" value="Durchsuchen..."/>	<input type="text"/>

Figure 10-23: Add language-dependent picture

Additional information on creating language-dependent and language-independent media is contained in Chapter 7.1.3 page 118.



Special case "Remote Media": Uploading language-dependent files into the Media Store of the remote project is only supported when all languages of the target project also exist in the remote project. This means:

Languages of target project:	DE	EN	
Languages of remote project:	DE	EN	FR

In this case, language-dependent upload into the remote project is possible.


Languages of target project:	DE	EN	FR
Languages of remote project:	DE	EN	

In this case, language-dependent upload into the remote project is not possible. An error message is displayed when activating the language-dependent checkbox.

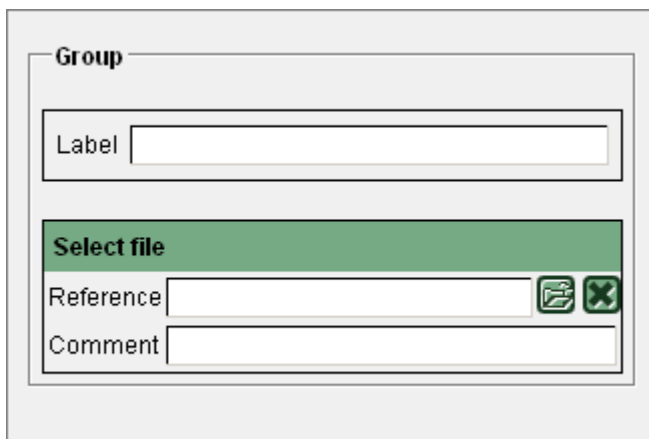
Document: A file can be selected from the local file system by clicking on the "Search" button. The selected media file is then accepted into the "Document" field together with the complete file path .

Description Here you can enter a description for the selection media file.

10.7.3 Delete a media reference from the input component

 Clicking on this button deletes an existing media reference from the input component.

10.8 Grouping input components (CMS_GROUP)



The screenshot shows a 'Group' container with a 'Label' text input field. Below it is a 'Select file' section with a green header. Inside this section, there is a 'Reference' text input field with a file selection icon and a delete icon (X) to its right. Below the 'Reference' field is a 'Comment' text input field.

Figure 10-24: Grouping input components (frames view)

This component is a special case as it is not used for storing editorial content but for graphic grouping of several input components. The required input components can



be gathered into a group. In Figure 10-24 for example, a component for text entry (see Chapter 10.19) and an additional component for picture selection (refer to Chapter 10.16) are gathered together into a group. Each group receives its own label (here: "Group") and marks the corresponding input components by a frame.

The display may vary depending on the configuration of the component by the template developer. In contrast to frames from Figure 10-24 the input components belonging to the group may also be displayed as tabs (compare Figure 10-25).

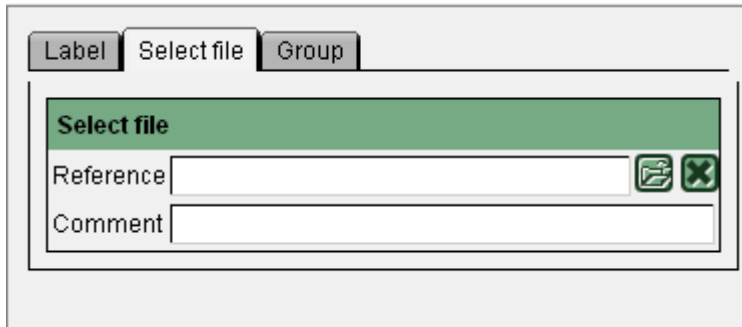


Figure 10-25: Group input component (tab view)

Group elements can be nested as deeply as required. This means that a group may be a part of another group (compare Figure 10-25).



10.9 Link entry (CMS_INPUT_LINK)




Figure 10-26: Input component – Link entry

This input component provides the editor with a comfortable means of creating and editing links. The editor can thereby select from various link configurations. Each link configuration is the instance of a standard link type.

Possible standard link types in WebEdit are:

- **internal links** to an element within the FirstSpirit project (refer to Chapter 10.9.1 page 184).
- **external links** to external web pages within the FirstSpirit project (refer to Chapter 10.9.2 page 189).
- **database links** to a record from the Content Store of the FirstSpirit project (refer to Chapter 10.9.3 page 190).
- links to an object **from another FirstSpirit project** (refer to Chapter 10.9.4 page 192) can be implemented as internal link types.
- From FirstSpirit **Version 4.2**, the configuration options for links are considerably enhanced by the introduction of **generic link editors** (see Chapter 10.9.5 page 193).

 An already existing reference is removed from the input component by clicking on the icon.

 A new link reference can be inserted (or changed) via the folder icon. A window opens in which you can select the required link type.

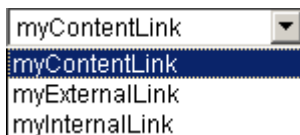


Figure 10-27: Selection of link type







If the link type is changed by using the combobox, the following note will be displayed: "You have changed the content. All these changes will be lost when you continue." This note will be displayed even when the link has been created initially and no changes have been made. Click "OK" to select the new link type. Data which you have entered yet will not be applied. Click "Cancel" to keep your data, the link type will not be changed.

Depending on the link-type selected, the entry fields change in the "Properties" dialog window (refer to Chapter 10.9.1 ff.). The exact appearance of the entry mask is set by the template developers of the project. Some fields may already be filled with values by the templates. These preset entry fields can be changed again by the editor.

In addition to entry fields that can be edited, there are selection lists in the dialog boxes that have been filled in with defined values by template developers. In this case, the editor can not enter any personalized values but can only choose from previously set values (e.g. selection of a template, compare Figure 10-28).

The "editable" selection lists in WebEdit provide a combination of entry fields and selection lists (e.g. selection of a target area, compare Figure 10-33). Here, the editor can determine the entry mode via an icon. By clicking on the "Switch entry mode" icon, the editor can define a selection list as the entry field:

- Entry field: The following icon is displayed , the pull-down function of the selection list vanishes and the entry field can be filled with a value by the editor.
- Selection list: On clicking once more on the icon, the editing function is undone, the icon switches  and the selection list with the preset values is once more displayed.

After selecting the link type, e.g. an internal link, on another page of the project, the editor can add the required link in the following entry dialog box (refer to Chapter 10.9.1 ff.).



There are no customized link editors in WebEdit.



10.9.1 Internal link

This link type is a link to another page (or to a section of a page) of the FirstSpirit Project (or an additional FirstSpirit project). The following information can be entered into this entry window:

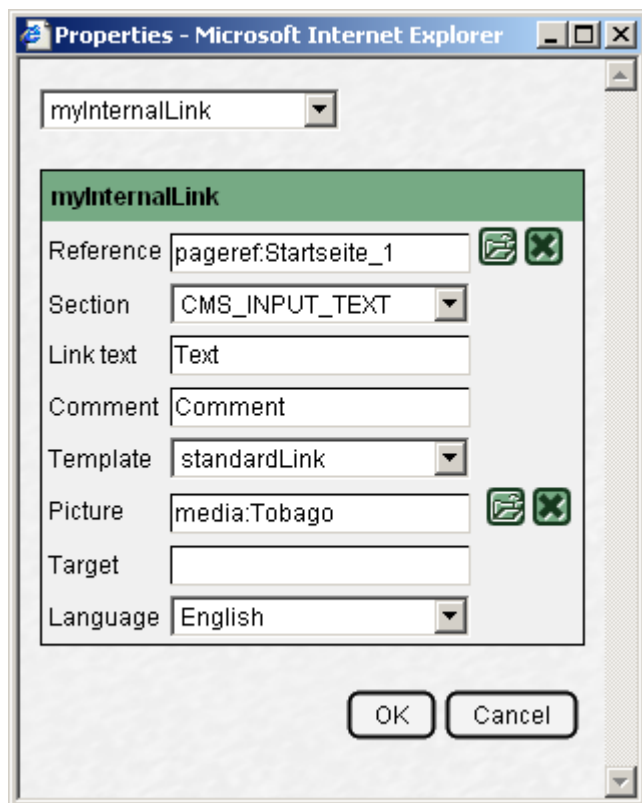



Figure 10-28: Internal link

Reference: The required internal link to be referred to can be selected by clicking on the  icon. Depending on the configuration of the input component, the following store areas can be displayed in the "Please select a node" selection dialog box (refer to Figure 10-29):

- the local Site Store of the project.
- the local Media Store of the project.
- the Site Store of other FirstSpirit projects (remote projects).
- the Media Store of other FirstSpirit projects (remote projects).

The selection possibilities are set by the template developer of the project and may appear differently from project to project.



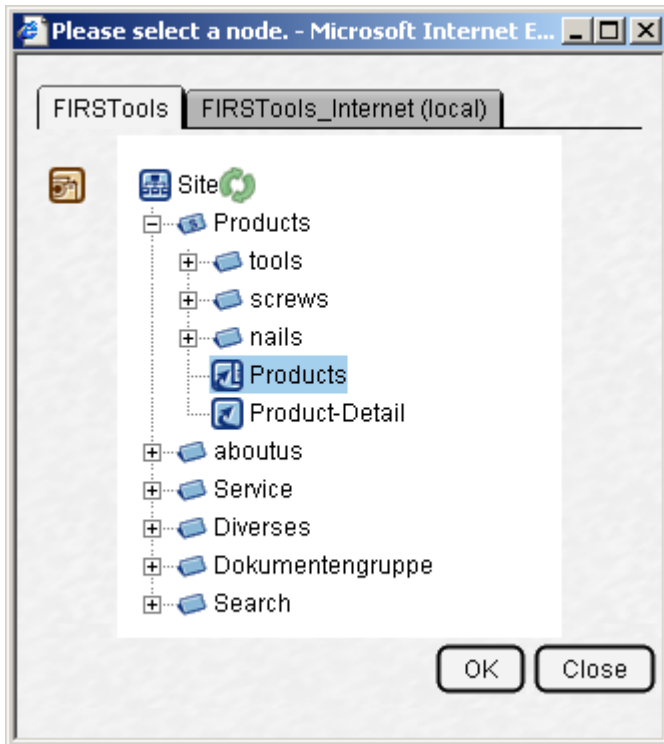


Figure 10-29: Selection possibility for the link target

The example from Figure 10-29, shows the various possibilities the editor has for selecting references. Depending on the configuration, the tabs show:

- the local project, i.e. the project currently being worked on
- other FirstSpirit projects, if the current project has one or more remote project configurations and the link template has been correspondingly configured by the template developer.

You can select the required store in the appropriate project by clicking on the icon in the left area of the window.



Clicking on the button sets the selected media or site object as target of the internal link. The selection is accepted in the "Reference" field (refer to Figure 10-28). Only page references or media can be selected, the button "OK" is inactive on folder level.



You can also enter the link manually into the entry field. During manual entry, you must observe the correct syntax (`pageref:ReferenceName`) as otherwise you will have a "broken Link".



In addition, from version 4.2R4 the dialog for selecting the link target (Figure 10-29) provides a search field:

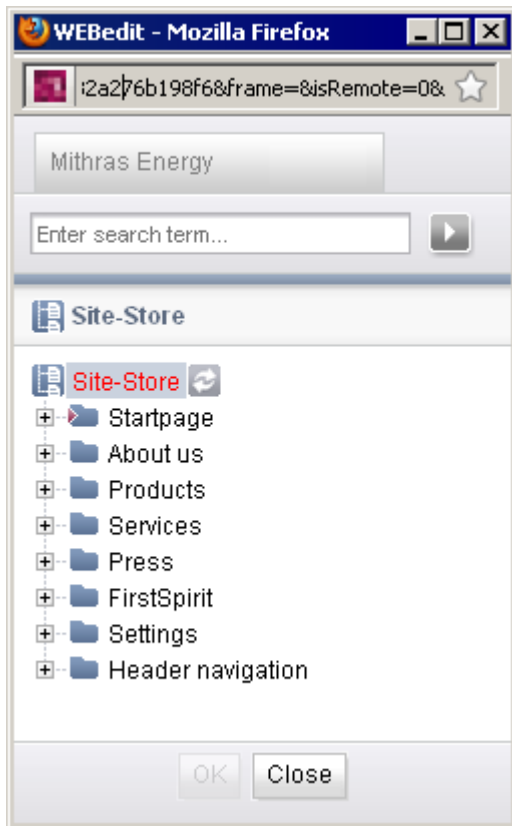


Figure 10-30: Search in selection dialog (from 4.2R4)

The search works in analogy to the search in the file selection component (see Figure 10-20). If selection is enabled by the template developer from the Site Store and the Media Store, these both Stores will be scanned. The buttons at the bottom end of the dialog can be used to switch between the results of the two stores. The respective number of hits is shown there:

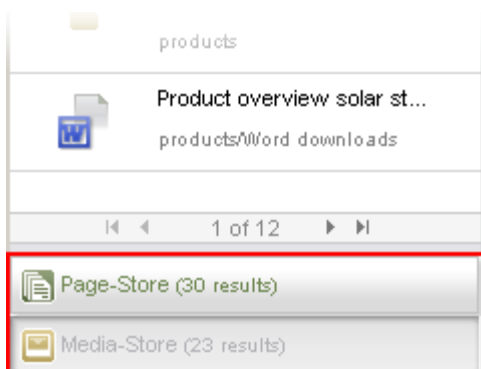


Figure 10-31: Search results in two Stores (from 4.2R4)




The behavior described below is valid for all versions 4.x:

Section: After selecting a link from the Site Store, you can select a section of the reference page using the selection list in order to make the link more precise.

Link text: In this field, enter the link text that will be displayed on the web site and that is to be stored with the link.

Comment: Here, a comment for the web site visitor can be entered that will appear when he moves the mouse over the link (mouse-over effect).

Template: From the list, the editor can select the link template to be used in creating the link.

Picture: Clicking on the  icon in front of the "Picture" field (refer to Figure 10-28) opens a window with the selection list for an object from the Media Store that is to be stored with a link. Depending on the configuration of the input component, the following stores can be displayed:

- the local Media Store.
- the Media Store of other remote projects.

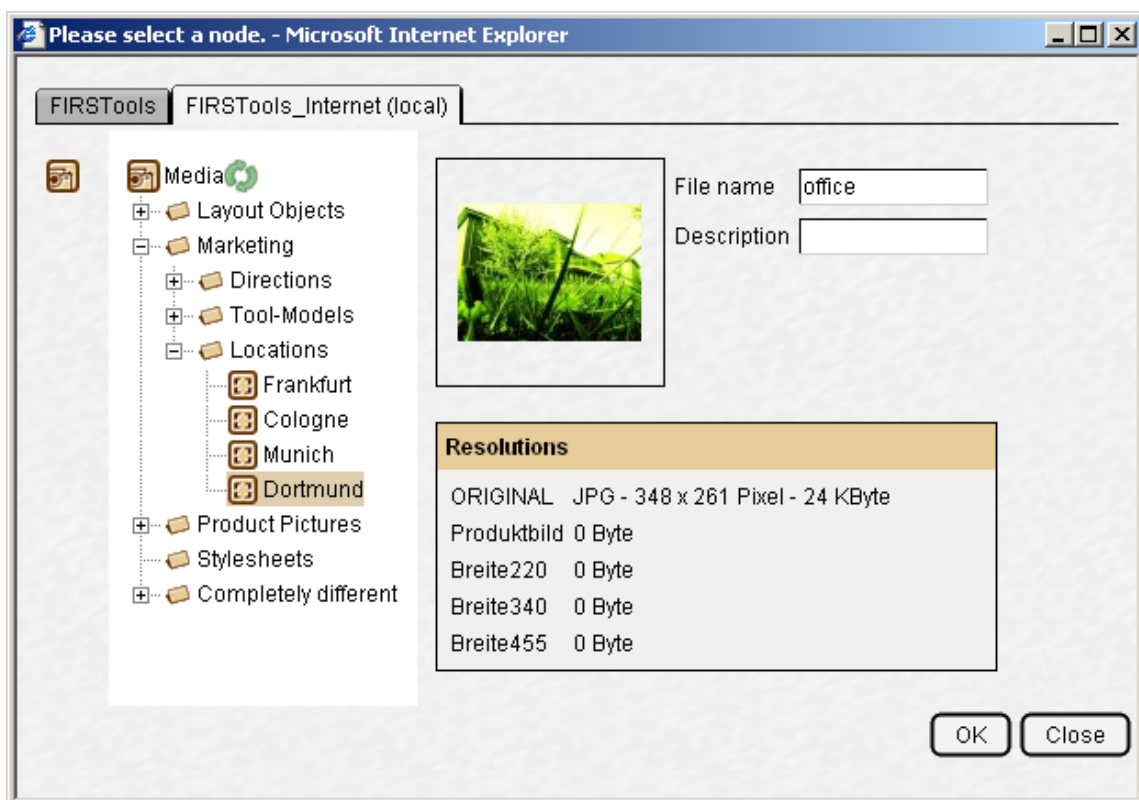


Figure 10-32: Possible picture selections





Clicking on the button accepts the selected media object into the "Picture" field (refer to Figure 10-28).

In addition, **from version 4.2R4** the dialog for selecting a link picture (Figure 10-32) provides a search field (refer to Figure 10-20 and Figure 10-30).

The behavior described below is valid for all versions 4.x:

Target: Using a selection list, you can determine the display area of the browser window in which the defined reference is to be shown. The link is opened in the target frame selected here, e.g. in the current window or in a new browser window (refer to Figure 10-28).

Language: A language for the link can be selected via the selection list. If, for example, "DE" is selected for the project language, then the selected link target (refer to the "reference" field) is opened in this language.



All values entered only have an effect on the page in the WebEdit preview (and on the generated website later on) when the appropriate evaluation has been configured within the templates.



10.9.2 External link

This link type is a link to an external web page. The following information can be entered into this entry window:



Figure 10-33: External link

Reference: The complete URL of the target page is entered in this field. (e.g. <http://www.firstspirit.de/de/Homepage.html>).

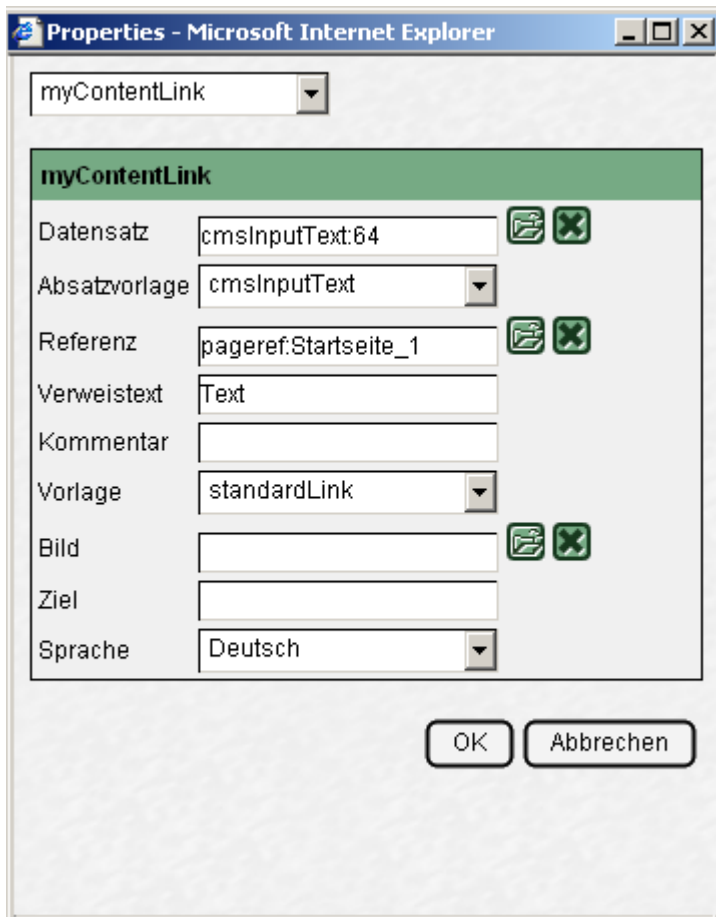
The other entry fields are identical to the internal link (see Chapter 10.9.1 page 184), language selection is not possible for external links.



10.9.3 Database link

This link type is a link to a record from the Content Store of the FirstSpirit project.

The following information can be entered into this entry window:




The screenshot shows a dialog box titled "Properties - Microsoft Internet Explorer" with a dropdown menu set to "myContentLink". Below this is a section titled "myContentLink" containing several fields:

- Datensatz: cmsInputText:64 (with a table view icon and a delete icon)
- Absatzvorlage: cmsInputText (dropdown menu)
- Referenz: pageref:Startseite_1 (with a table view icon and a delete icon)
- Verweistext: Text
- Kommentar: (empty text box)
- Vorlage: standardLink (dropdown menu)
- Bild: (empty text box) (with a table view icon and a delete icon)
- Ziel: (empty text box)
- Sprache: Deutsch (dropdown menu)

At the bottom of the dialog are "OK" and "Abbrechen" buttons.

Figure 10-34: Database link

Record: Clicking on the  icon opens a window with the table view of the selected data source (refer to Figure 10-34):



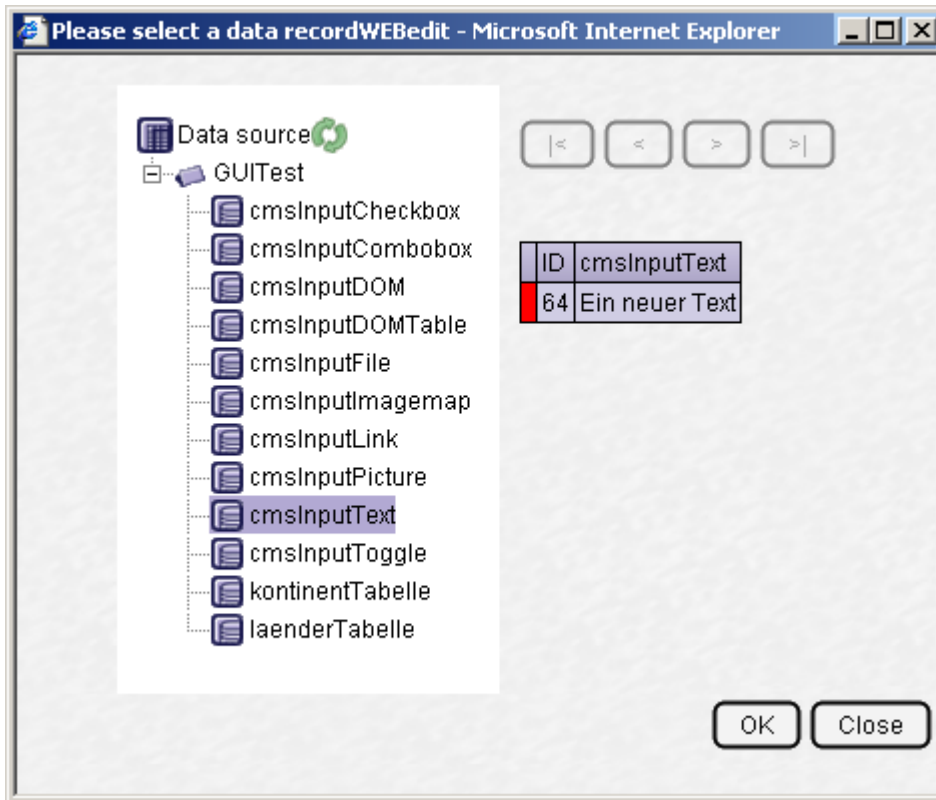



Figure 10-35: Selecting a record for the link

After selecting the required table in the left area of the window, a record can be marked in the right window area. Clicking on the "OK" button transfers a reference to the data record into the record field (Figure 10-34). The reference is displayed as follows: *Name_of_Database-Scheme.Name_of_Table_Template:ID_of_Record*.

In contrast to the internal or external link, the database link is not a "direct" link to the required object. Here, no reference is made to a record from the Content Store, but to a representation of this record in the project. This means, that after selection of a record (field: "record"), a search is made within the Site Store (field "Reference") for a data source section from the Page Store referenced here that exactly represents the required record. To ensure that this search (when resolving the references) ensues successfully, a range of limitations are required:

Section template: A limitation for the search of the record can be entered in this field. To exclude search results that do not contain the required view of the record, a table template can be selected here. This ensures that the referenced record is shown in the required format (e.g. in a detailed view).

Reference: By clicking on the  icon, you can select a page or a folder from the Site Store that serves as the starting point for the search for the indicated record within the project.



The other entry fields are identical to the internal link (refer to chapter 10.9.1 page 184)

10.9.4 Link to another FirstSpirit project (remote)

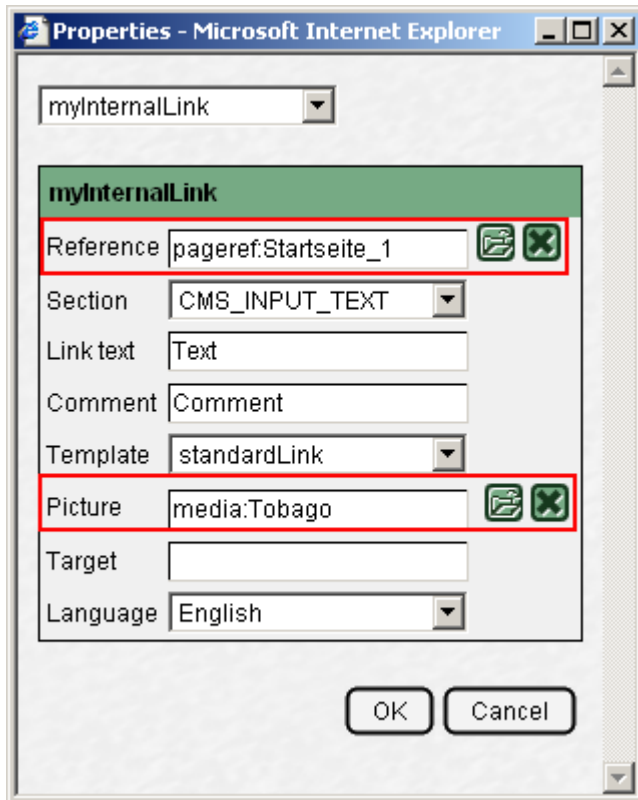


Figure 10-36: Links to another FirstSpirit project

WebEdit supports remote access to other FirstSpirit projects (for additional information, refer to the *FirstSpirit documentation on remote media*). Using remote access, an element from the Site or Media Store of an additional FirstSpirit project can be referenced and displayed from within the current project. The objects thereby remain physically in the remote project.

Remote access is only possible for certain, specially configured input components. With the appropriate configuration of the link template by the template developer, WebEdit supports the selection of remote objects for the "internal link" (refer to Chapter 10.9.1 page 184) and "external link" link types (refer to Chapter 10.9.2 page 189).

Figure 10-36 shows the possibility of selecting remote objects (example, "internal link"). The remote projects configured within the link template are displayed in separate tabs in the following selection dialog box (for an example, refer to Figure



10-29).



For remote access to FirstSpirit projects, the corresponding remote projects must be previously configured by the project administrator.

10.9.5 Generic link editors (from V4.2)

From FirstSpirit Version 4.2, template developers can create links analogous to page and section templates due to the introduction of so-called "Generic Link Editors". This means, all FirstSpirit standard input components, which are described in Chapter 10, can be used for the link input. The layout of the link input component is therefore highly dependent on the input components used, e.g. CMS_INPUT_TEXT for link texts and comments, CMS_INPUT_PICTURE or FS_REFERENCE for link pictures and CMS_INPUT_PAGEREF or FS_REFERENCE for internal references.

The following figure shows a comparison of a "static" internal link editor (Chapter 10.9.1 page 184) and a corresponding figure via generic editors:



Form for an internal link "static"

Form for an internal link "generic"



10.10 Link list (CMS_INPUT_LINKLIST)

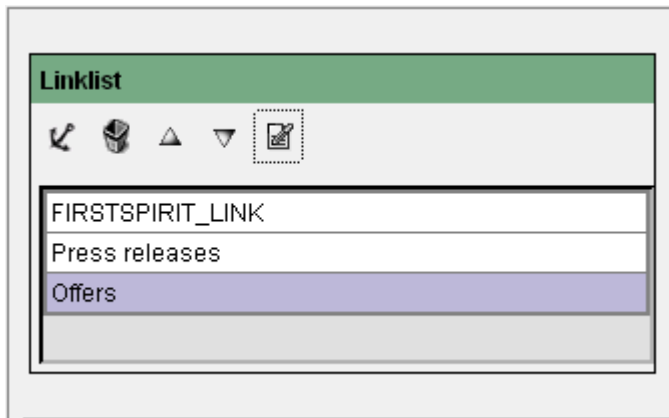




Figure 10-37: Input component – link list

A list containing links can be created via this input component. The editor can thereby select from various link types. The link types are preset by the link templates. Possible link types in WebEdit are:


- internal links: links to an element within the same project.
- external links: links within the project to external web pages.
- links to related projects: links to an element from an other FirstSpirit project.

 Add link: the process for adding a new link is identical to that described in Chapter 10.9 from page 182. The selection of remote media objects is supported in WebEdit only for link types "internal link" and "external link".

 Delete link: click on this icon to remove the selected link from the list.

 Move link up: use this icon to move the selected link one position higher.

 Move link down: use this icon to move the selected link one position lower.

 Edit link: use this icon to edit the selected link.



10.11 List (CMS_INPUT_LIST)

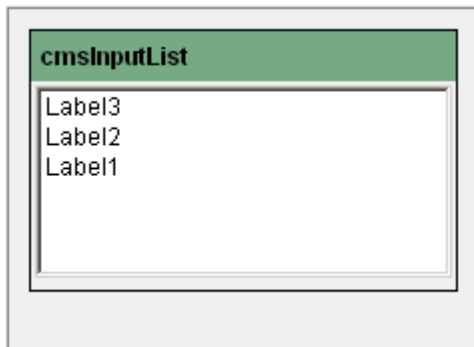


Figure 10-38: Input component – List

This input component provides the editor with the possibility of selecting one or more entries from the various list entries that have been set by the project developer in the template store.

10.12 Number (CMS_INPUT_NUMBER)

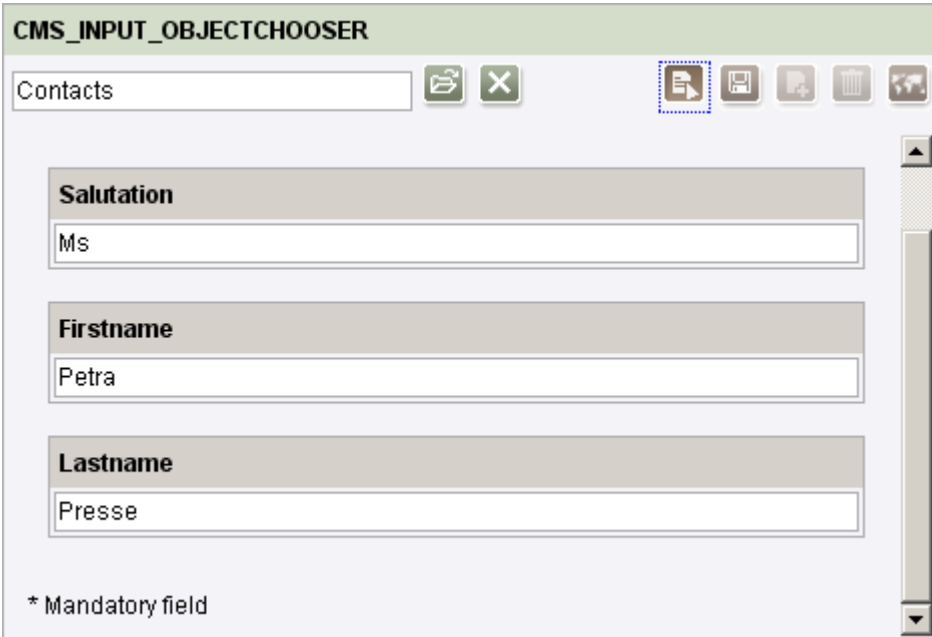


Figure 10-39: Input component - Number

This input component is designed for entry of numeric values, whereby the template developer can set the value range as well as the type of number to be added (whole number, decimal number, etc.), as well as any display format, for the number.



10.13 Select/Edit Dataset (CMS_INPUT_OBJECTCHOOSER) (from V4.2)



The screenshot shows a web-based input component titled "CMS_INPUT_OBJECTCHOOSER". At the top, there is a search bar with the text "Contacts" and a toolbar with several icons, including a magnifying glass, a close button, and a document icon. Below the search bar, there are three input fields, each with a label above it: "Salutation" (containing "Ms"), "Firstname" (containing "Petra"), and "Lastname" (containing "Presse"). At the bottom left of the component, there is a legend: "* Mandatory field".

Figure 10-40: Input component – Select/Edit Dataset

This input component can be used to select an individual dataset (data record) from a defined data source. The referenced dataset is merely a link to the respective object in the Content Store. In addition, individual datasets can be changed and new datasets added to enable fast access to the data of the linked data source.

But the input component also provides direct editing options for the dataset. Coloured visualisation is predefined within the component to clearly demarcate with which fields and buttons the content of the dataset is edited and where, instead, only the reference of the dataset in the input component is concerned.



Click this icon to open a dialog for selecting a dataset from content (a data source) in the Content Store:



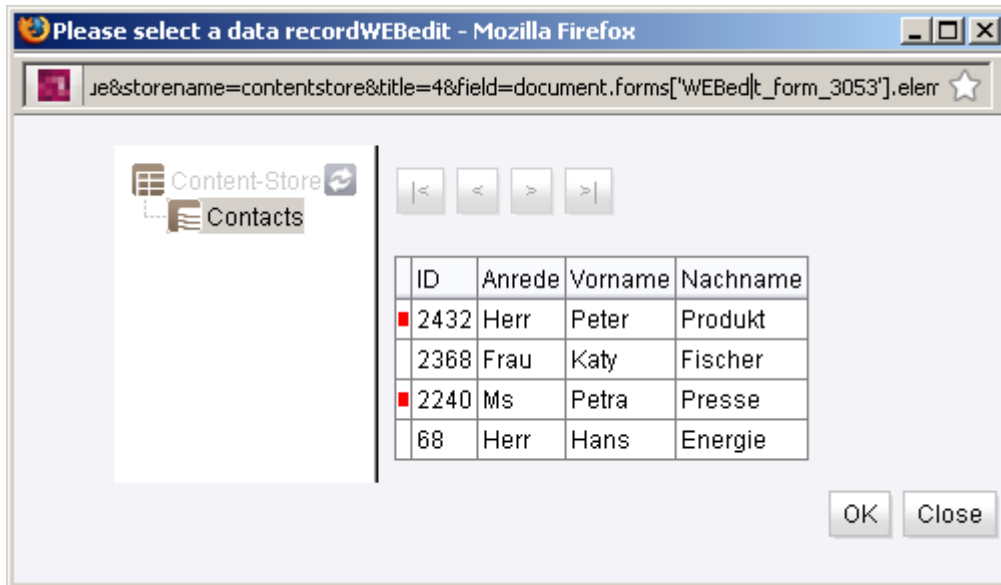



Figure 10-41: Dataset selection from a data source (content)

The required dataset can be selected from the content (data source) here. Red marking in the first column of the available datasets shows that the dataset has not yet been released.



Click this icon to remove the selected dataset from the input component.




By clicking this icon, the selected dataset can be directly edited via this input component, without having to switch to the Content Store. In order to accept the changed content in the referenced dataset, the dataset change must be explicitly saved using the  icon. Simply saving the change using the form ("Save changes and close dialog") as in FirstSpirit JavaClient is not sufficient in WebEdit.



Click this icon to save the changes made to the dataset.



Click this icon to use the input component to create a new dataset in the selected Content Store. Click the  icon to add the dataset to the database table.



Depending on the user's rights/permissions and the template developer's predefined settings, this icon can not only be used to remove the dataset from the input component ("Reset"), but also to delete it from the Content Store.



By clicking this icon, the language dependent database content can be shown or hidden via tabs within the input component.





The functions for "Jump to ..." and the display of other uses of a referenced dataset, available in the JavaClient, are not available in WebClient.

10.14 Page reference (CMS_INPUT_PAGEREF)

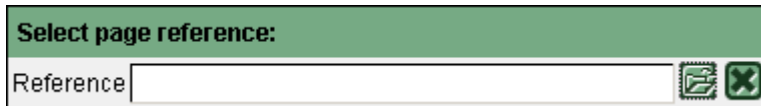


Figure 10-42: Input component – Page reference

Use this entry element to insert links to page references from the Site Store and to sections of the respective page or (according to configuration) to media of the Media Store. The required object can be easily selected by the editor from the store tree displayed from the Site Store or the Media Store.



A page reference can be selected from the Site Store or a medium from the Media Stores by clicking on this icon.

In addition, **from version 4.2R4** the dialog for selecting the link target provides a search field (refer to Figure 10-20 and Figure 10-30).



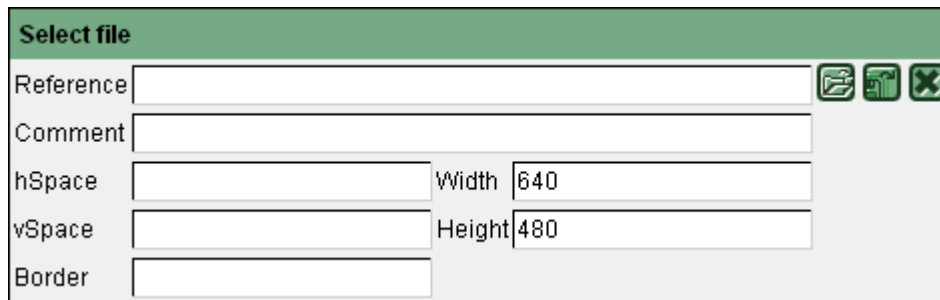
An existing reference can be selected from the input component by clicking on this icon.

10.15 User permissions (CMS_INPUT_PERMISSION)

Using this input component, user permissions can be assigned based on group structures (refer to Figure 9-1). A detailed description of the input component is contained in Chapter 9 page 144.



10.16 Picture selection (CMS_INPUT_PICTURE)






The screenshot shows a 'Select file' dialog box with a green header. It contains several input fields: 'Reference' with three icons (add, refresh, delete) to its right; 'Comment'; 'hSpace' and 'Width' (with '640' entered); 'vSpace' and 'Height' (with '480' entered); and 'Border'.

Figure 10-43: Input component - Picture selection

The picture selection functions enables entry of pictures on a page or a section in the Page Store. Depending on the configuration and the access permissions, picture files from the local Media Store and/or the Media Store of a remote project can be referenced using this input component (for additional information on remote projects, refer to the documentation *FirstSpirit Remote-Media*).

Reference: A reference to the required picture from the Media Store of the project (or of a remote project) is added here. Selection of a picture or deletion of an already existing reference is carried out using the buttons at the end of the entry field. Using the buttons, you can:

-  Accept a new picture from the local file system into the project (or a remote project) and reference this file (refer to Chapter 10.16.2 page 202).
-  Select and reference an existing picture from the Media Store into the project (or a remote project, refer to Chapter 10.16.1 page 201).
-  Delete an existing media reference from the input component (refer to Chapter 10.16.3 page 205).

Comment: If needed, a comment can be entered for the picture.

Width, height: The values for width and height are transferred automatically.


hSpace: The distance to the surrounding text on the left and right side is adjusted by manually changing the "hspace" value.

vSpace: The distance to the text above and below the picture is adjusted by manually changing the "vspace" value.

Margin: With a value not equal to 0 you can add a margin to the picture which becomes larger as the value is increased.



10.16.1 Select an existing picture from the Media Store

 Click on this folder icon to open a window displaying the tree structure of the Media Store.

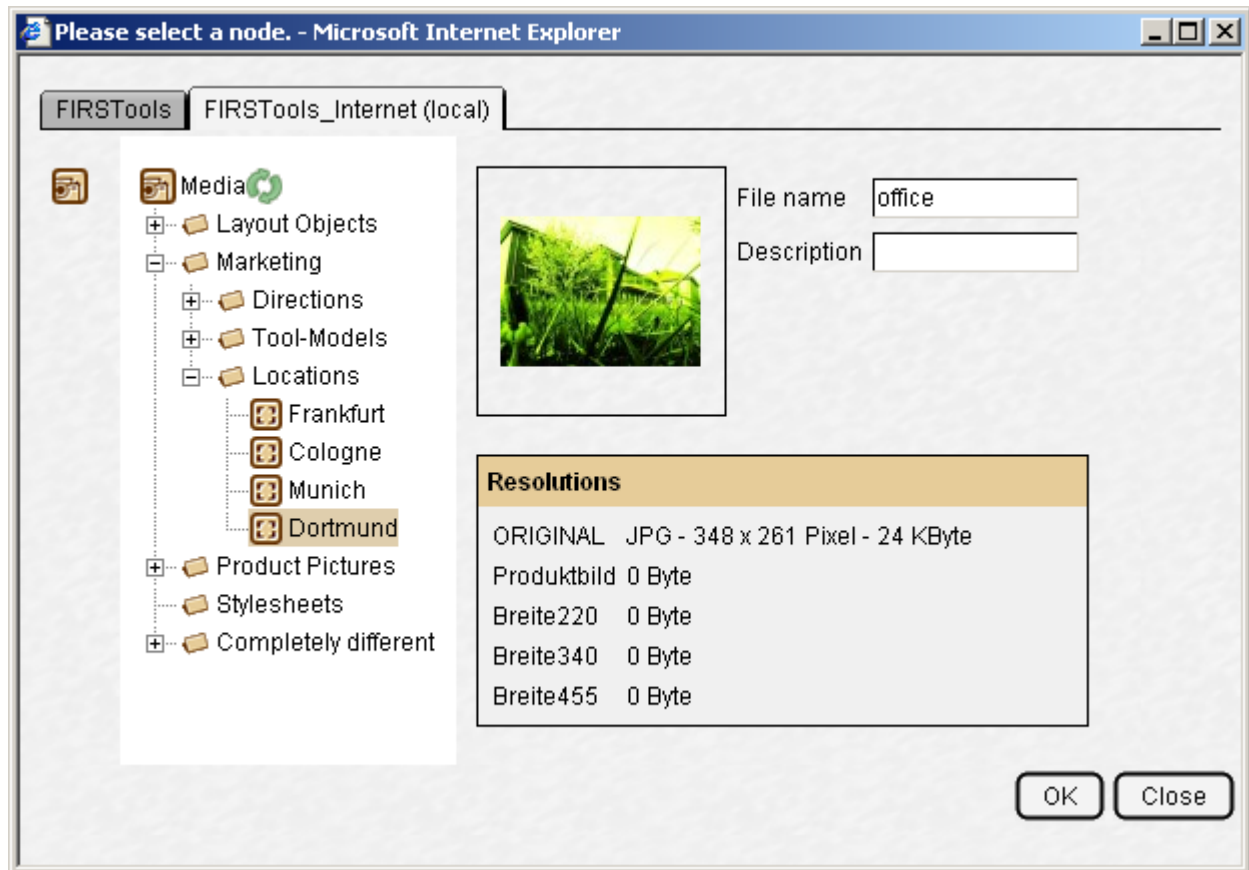
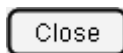



Figure 10-44: Picture selection from the Media Store

The required Media Store can be expanded in the dialog window. If a picture is marked, then a preview of this picture appears on the right.

 Clicking on this button cancels the procedure. The picture is not accepted into the input component.

 Clicking on the button accepts the selected picture file into the input component. A preview of the picture is displayed in the input component. The "Reference" field now contains a reference to the selected media object.

Special case "Remote Media": If there is a "Remote project" available and the input component has been configured for the selection of remote media then the Media Store of the remote project can also be displayed as well as the Media Store of the



current project. Depending on the configuration of the input components:

- only the local Media Store of the project is displayed (no selection of remote media is possible).
- only the Media Store of the remote project is displayed (exclusive selection of remote media).
- both Media Stores (remote and local) are displayed (refer to Figure 10-44). In this case, media from two different Media Stores can be referenced. You can switch between them by clicking on the media store icon in the left window area (see Figure 10-19).



*From FirstSpirit Version 4.2 the Media Stores of **several** remote projects can be displayed.*



If the picture has been selected from the Media Store of the remote project then it only exists in the target project via this reference, i.e. it can not be found in the Media Store of the target project.

In addition, **from FirstSpirit version 4.2R4** the dialog for selecting a picture (Figure 10-44) provides a search field, see also Figure 10-20 and following description. However, the search will only regard pictures but not files. Only pictures are displayed. In addition, this dialog always shows only information about the original resolution of the picture by default. If there are other resolutions defined by the template developer for the project, they can be displayed using the link "Display all":

Resolutions				Display all
Original Auflösung	JPG	845 x 565 Pixel	155 KByte	

Figure 10-45: Display resolutions

10.16.2 Load and select a new picture in the Media Store



Depending on the configuration of the input component and the access permissions of the user, picture files can be loaded from the local file system into the Media Store of the project (or of a remote project) via the input component. A reference to the newly added picture file is accepted directly into the input



component. The "Upload picture" dialog window appears by clicking on the (optional) upload button.

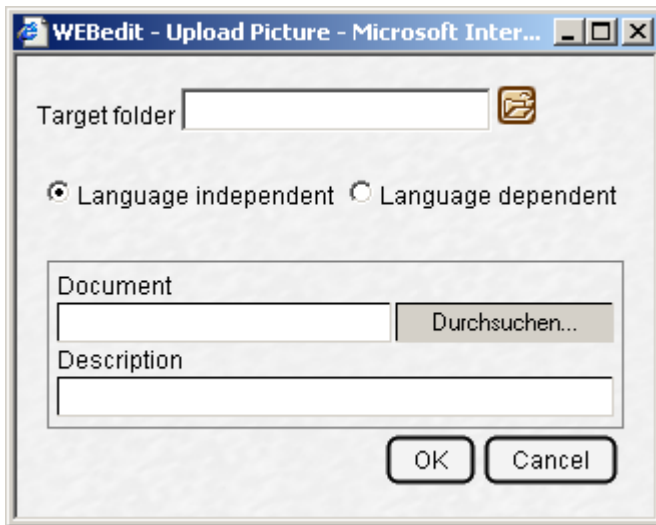

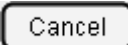



Figure 10-46: Upload picture dialog window

Target folder: Using the icon, you can select a folder from the Media Store of the project (or a remote project) . The selected folder is the target folder in which the newly created media file is stored.

 Clicking on this button cancels the procedure. No upload folder is selected.

 The selected folder is defined as the target folder by clicking on the button.



Depending on the settings in the project configuration the selection of media can be restricted to specific file sizes and file types from FirstSpirit Version 4.1 (see Chapter 7.1.3.1 page 121).

Special case "Remote Media": If there is a "Remote project" available and the input component has been configured for the selection of remote media then the Media Store of the remote project can also be displayed as well as the Media Store of the current project. Depending on the configuration of the input components:

- only the local Media Store of the project is displayed (upload is only possible into the folder of the local Media Store).
- only the Media Store of the remote project is displayed (upload is only



- possible into the folder of the Media Store of the remote project).
- both Media Stores (remote and local) are displayed (refer to Figure 10-44). In this case, media can be loaded in two different Media Stores. You can switch between them by clicking on the media store icon in the left window area (see Figure 10-19).



New media objects can only be stored in existing folders. Directories may not be stored in the Media Store of the remote project.

Language-independent / language-dependent: Depending on the selection, the new picture can be stored as a language-dependent file or a language-independent file in the Media Store. The standard setting is the language-independent storage of a media file (refer to Figure 10-46). If language-dependent storage is selected, the entry masks change according to the languages named in the project. The "Document" and "Description" files are then available for all project languages in this case.

Language	Document	Description
DE	<input type="text"/> <input type="button" value="Durchsuchen..."/>	<input type="text"/>
EN	<input type="text"/> <input type="button" value="Durchsuchen..."/>	<input type="text"/>

Figure 10-47: Create language-dependent picture

Additional information on creating language-dependent and language-independent media is contained in Chapter 7.1.3 page 118.

Special case "Remote Media": Uploading language-dependent media into the Media Store of the remote project is only supported when all languages of the target project also exist in the remote project. This means:

Languages of target project:	DE	EN	
Languages of remote project:	DE	EN	FR



In this case, language-dependent upload into the remote project is possible.


Languages of target project:	DE	EN	FR
Languages of remote project:	DE	EN	

In this case, language-dependent upload into the remote project is not possible. An error message is displayed when activating the language-dependent checkbox.

Document: A file can be selected from the local file system using the "Search" button. The selected media file is then accepted with the complete file path into the "Document" field.

Description Here you can enter a description for the selected media file.

10.16.3 Delete a media reference from the input component

 Clicking on this button removes an existing media reference from the picture input component.

10.17 Radio Buttons (CMS_INPUT_RADIOBUTTON)

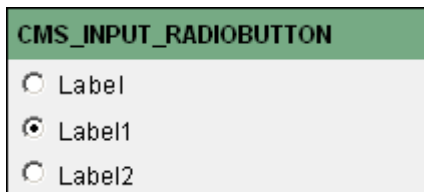
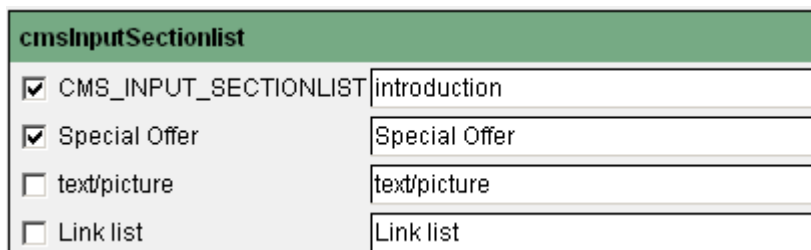


Figure 10-48: Input component - Radio buttons

The user cannot enter content directly using the radio buttons, but he can select an entry from a number of entries. Here, precisely one entry must always be selected.

10.18 Section selection (CMS_INPUT_SECTIONLIST)



cmsInputSectionlist	
<input checked="" type="checkbox"/> CMS_INPUT_SECTIONLIST	introduction
<input checked="" type="checkbox"/> Special Offer	Special Offer
<input type="checkbox"/> text/picture	text/picture
<input type="checkbox"/> Link list	Link list

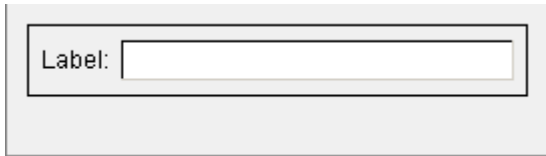
Figure 10-49: Input component – Section selection

Use the section selection list to choose individual sections for display on the page. These are simply checked. Moreover, you can enter texts for the selected sections



which will later be used for the display.

10.19 Single-line text entry (CMS_INPUT_TEXT)

A screenshot of a single-line text entry component. It consists of a rectangular box with a thin border. Inside the box, the word "Label:" is positioned to the left of a smaller, empty rectangular input field.

This entry element was designed for single text line entry, e.g. headings. Formatting cannot be selected here but rather is specified by the template developer.

10.20 Multi-line text entry (CMS_INPUT_TEXTAREA)

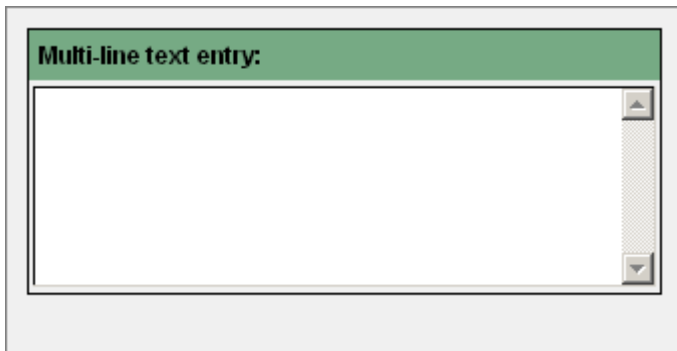
A screenshot of a multi-line text entry component. It features a green header bar at the top with the text "Multi-line text entry:". Below the header is a large, empty rectangular text area with a vertical scrollbar on the right side.

Figure 10-50: Input component – Multi-line text entry

This input component is designed for multi-line text entries that will not be formatted.

10.21 Switching between two values (CMS_INPUT_TOGGLE)

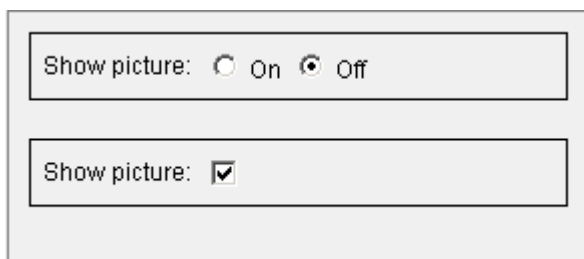
A screenshot showing two examples of toggle input components. The top example is a rectangular box containing the text "Show picture:" followed by two radio buttons. The first radio button is unselected and labeled "On", while the second is selected and labeled "Off". The bottom example is a rectangular box containing the text "Show picture:" followed by a checked checkbox.

Figure 10-51: Toggle input components

The toggle input component works like a switch. Therefore, the editor can only select one of two possible states using this input component: on or off (this entry possibility is especially interesting for Boolean DB columns.)

The display is normally implemented by a checkbox, but may also be made by radio



buttons. Both versions are shown in Figure 10-51.

10.22 Data set selection (FS_DATASET) (from V4.2)

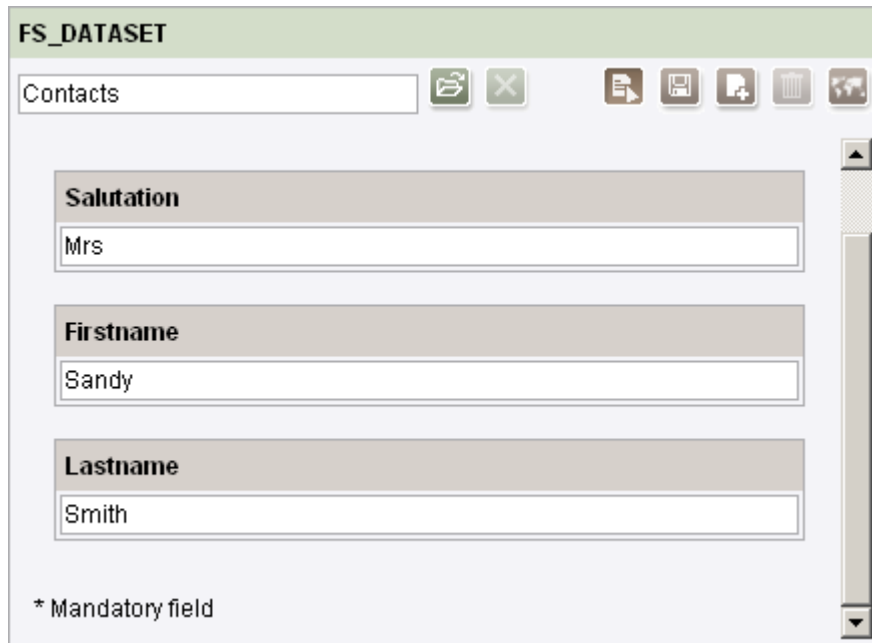


Figure 10-52: Input component – data set selection



This input component has "Under Development" status in Version 4.2 and will not be officially released until a later version. For further information on this status, see "FirstSpirit Release Notes Version 4.2".

Analogous to the CMS_INPUT_OBJECTCHOOSER input component, this input component is used to reference a dataset from the Content Store. Unlike the CMS_INPUT_OBJECTCHOOSER input component however, it is possible not only to select the data set but also the content (data source):



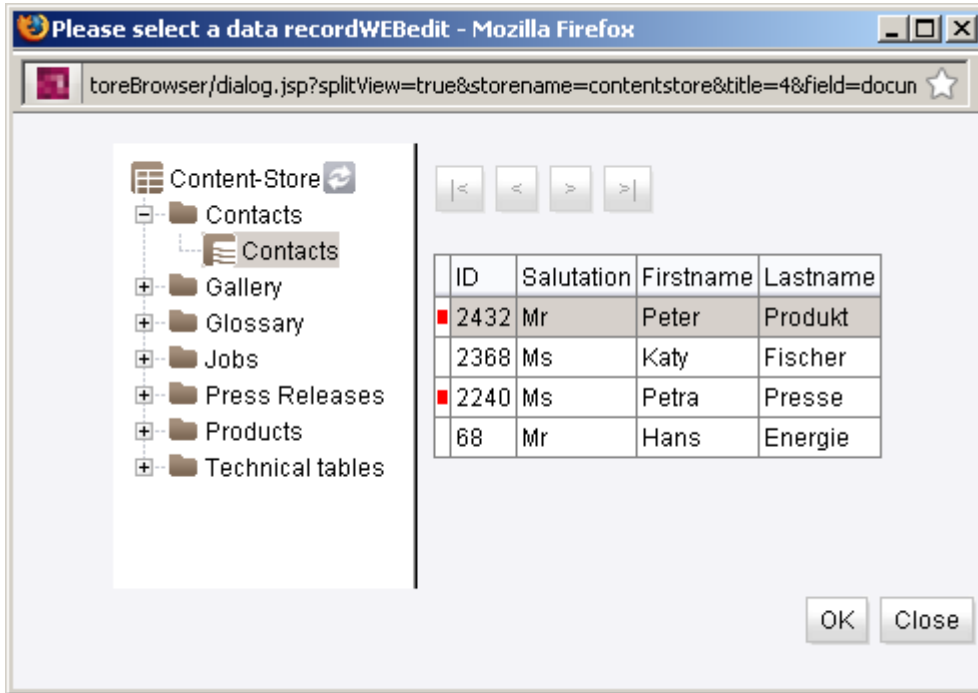


Figure 10-53: Dataset selection from the Content Store

Depending on the configuration by the template developer, the content (data source) and the required dataset can be selected here. Red marking in the first column of the available datasets shows that the dataset has not yet been released.

The other functions are identical to those of the CMS_INPUT_OBJECTCHOOSER input component (see Chapter 10.13 page 197).



10.23 New List (FS_LIST) (from V4.2)

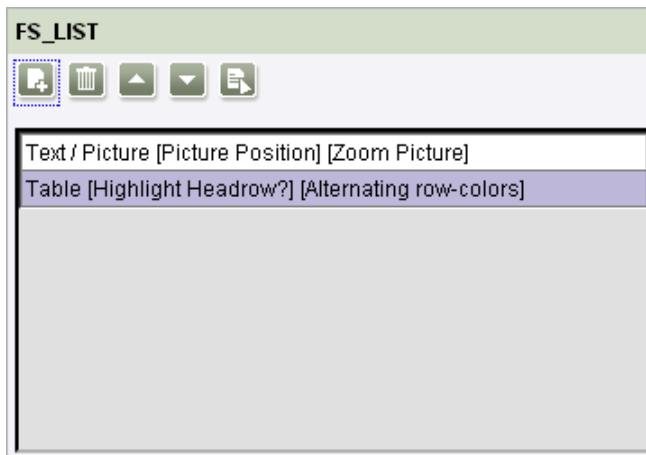


Figure 10-54: Input component – New List



This input component has "Under Development" status in Version 4.2 and will not be officially released until a later version. For further information on this status, see "FirstSpirit Release Notes Version 4.2".

The functional scope of the FS_LIST input component corresponds to the CMS_INPUT_CONTENTAREALIST input component in WebEdit (see Chapter 10.3 page 158).

From FirstSpirit version 4.2R4 this input component can provide further functions. This depends on the settings made by the project administrator (Project configuration, option "Use editor Applet").



10.24 Reference Selection (FS_REFERENCE) (from V4.2)

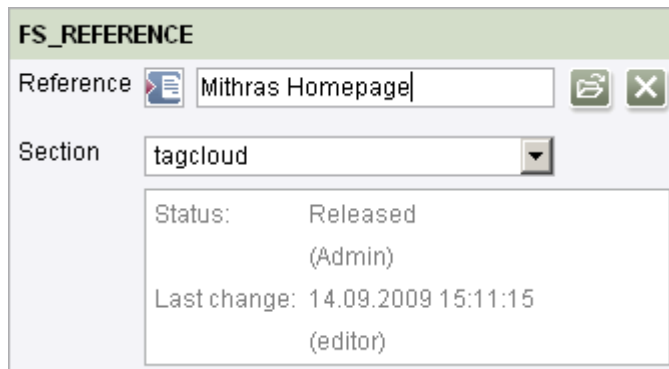


Figure 10-55: Input component – Reference Selection



This input component has "Under Development" status in Version 4.2 and will not be officially released until a later version. For further information on this status, see "FirstSpirit Release Notes Version 4.2".

This input component is for including any reference and therefore includes the function of the input components: CMS_INPUT_PICTURE, CMS_INPUT_FILE and CMS_INPUT_PAGEREF. Depending on the project developer's predefined settings, any object type or folder can potentially be selected. However, unlike the situation in FirstSpirit JavaClient, in WebClient it is only possible to select from references from the following stores:

- Page Store
- Media Store
- Content Store (only content sources)
- Site Store.

Reference: The input component displays a selected reference with object symbol, release status and the time and originator of the last change.



Click this icon to open a selection dialog.



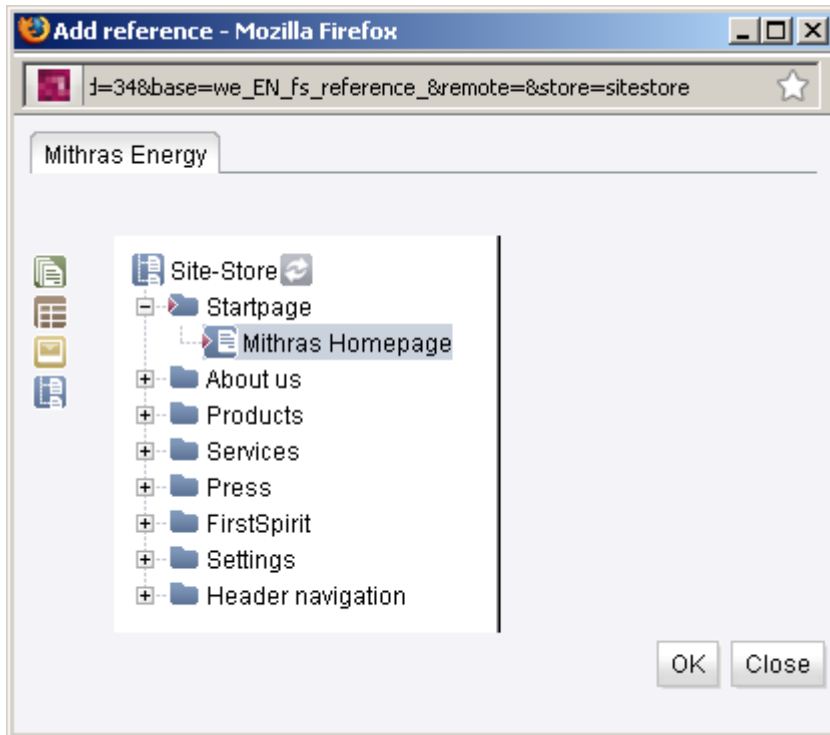


Figure 10-56: Select Reference (here: Site Store)

Depending on the project developer's predefined settings, between one and all stores and folders are displayed here, which can be selected as a reference. Remote projects can also be displayed. The reference is accepted by clicking "OK" in the input component.

In addition, **from FirstSpirit version 4.2R4** this dialog provides a search field (see Figure 10-20 and Figure 10-30).

This can be used to effect a full text search of the stores (except for: Content Store) or folders, from which references can be selected because of the template developer's configuration.

The behavior described below is valid for all versions 4.x:

Section: Depending on the selected reference type a select list will be shown here from which you can select a section of the target page.



Click the icon to remove the selected reference from the input component.





Unlike the situation in FirstSpirit JavaClient, the uploading of new objects is not supported in WebClient.

