

WebGUI Basics

It is important to become familiar with the general layout and appearance of WebGUI before beginning to manage content. One of the biggest hurdles is simply knowing where everything is located and understanding what you're looking at.

Content Management in WebGUI

Content managers often find themselves wearing many hats. Depending on the size of your organization, you may be responsible for creating and editing content, for managing workflows, managing users or groups, or maybe even for some templating and design. After reading this document you should explore some of the other resources available on www.webgui.org. The default Documentation page included with your site installation contains a list of links to those resources.

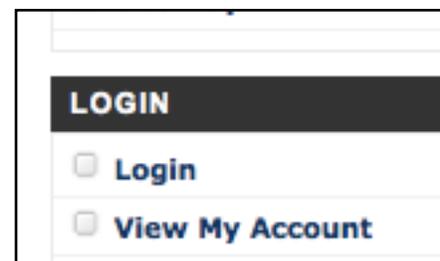
Publishing content in WebGUI is basically a four step process:

1. Select your asset to display on the site. Assets are individual content applications in WebGUI.
2. Enter your content and manage settings of the asset.
3. Save the asset.
4. Optional: Commit your version tag to publish content to the live site. Version tags act as storage containers for your content while you work. By default, version tags are not enabled on the site, so once you save the asset your content will be visible on the live website. You can change this setting in the site settings. Visit the resources listed on the Documentation page of the default site content to learn more about this.

This introductory document will provide an overview of the user interface and provide simple instructions on how to create a page and display an article on it.

Log in/Log out

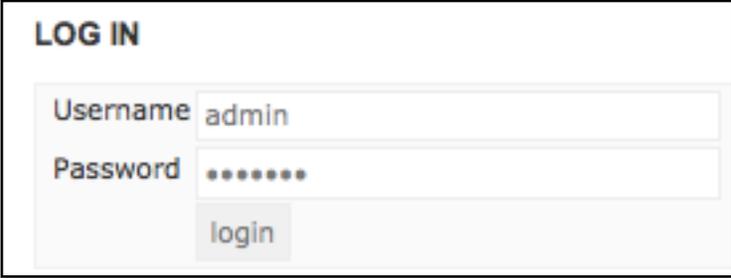
In order to enter edit mode, you must log in to your WebGUI site and then enter Admin mode. The login area will contain two fields: Username and Password. The appearance and location of the login link and fields will differ depending on your site style. The images shown here are from the default site style.



Locate the Login link on your site.

To log in:

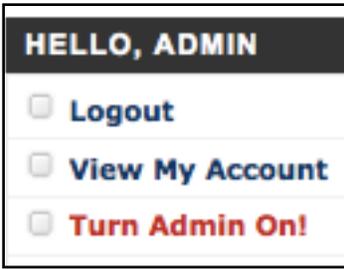
1. Enter your username and password. The first time, the default username will be Admin, and the password will be 123qwe.



The image shows a login form with the title "LOG IN". It has two input fields: "Username" containing the text "admin" and "Password" containing seven asterisks. Below these fields is a button labeled "login".

Enter your username and password.

2. Click "login." Once logged in, your username (Admin in the example), logout toggle, and Admin toggle will appear.



The image shows a user profile menu. At the top, it says "HELLO, ADMIN". Below are three links: "Logout", "View My Account", and "Turn Admin On!".

Logout, View Account, and Turn Admin On! links.

3. Click on the "Logout" link to log out.

Enter/Exit Admin Mode

To begin managing the content of your website, you must enter Admin mode after logging in.

Admin mode can be entered in two ways:

1. Log in to the site.
2. Click on the "Turn Admin On!" link.

When you are ready to exit admin mode, use the "Turn Admin Off!" link.

OR

1. Log in to the site.
2. Click on your username, or the "View My Account" link.

3. In the Update Account Information screen, select “Turn Admin On!”

The Update Account Information screen.

This option is best if your site designer did not place a visible “Turn Admin On!” link on the site.

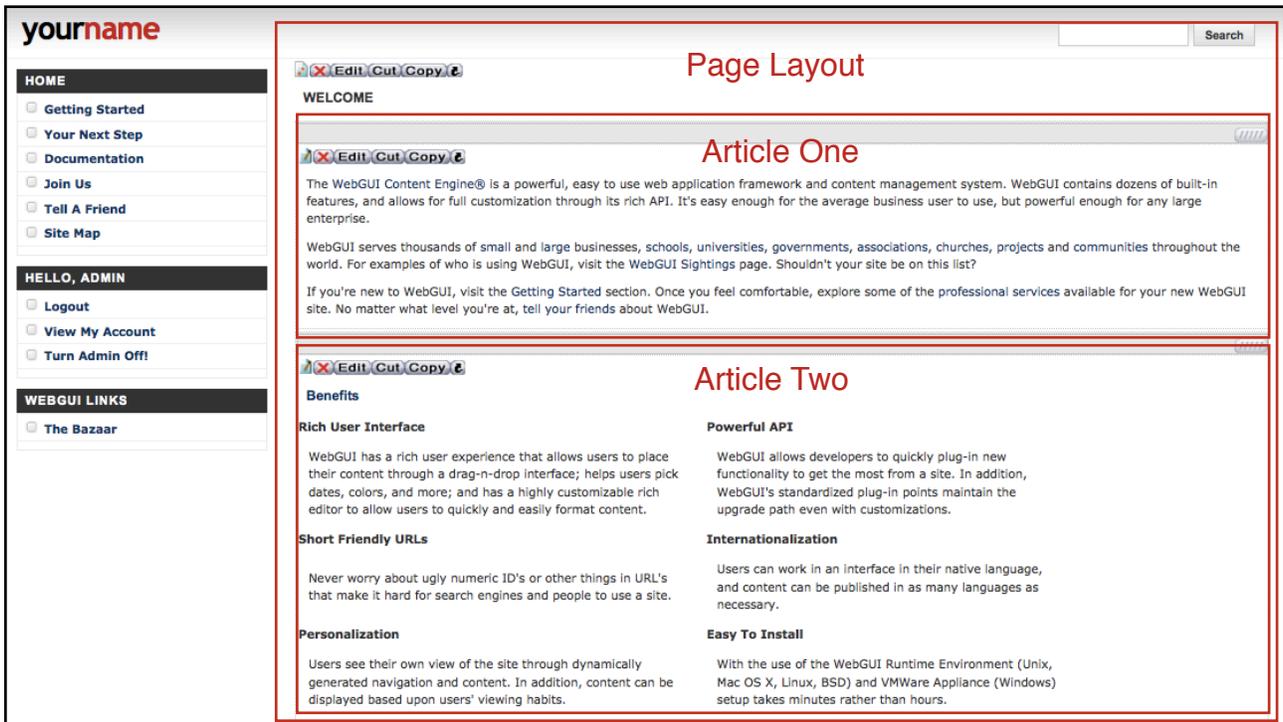
The Look of WebGUI

After turning Admin mode on, you will notice a number of changes have occurred on the page. On the left hand side of the screen you will notice a light gray column; this is the Admin Bar. The New Content menu in the Admin Bar contains all the content applications, called assets, necessary to manage content on your website. The Admin Console menu in the Admin Bar contains administrative functions.

The default editing view in WebGUI is called the inline editing view. It allows you to view the content on the page as you work. The other editing view in WebGUI is the asset manager. The asset manager operates in a similar manner to the filesystem on a PC. You can learn more about using the asset manager in the Asset Manager chapter of the *WebGUI Primer* or the *WebGUI Content Managers Guide*.

Each page is basically comprised of:

- site style: can consist of a company logo and name, specialized icons, a color theme, site navigation, etc. Basically, the overall theme and appearance of the site. The site style is applied in the Display tab of the asset, and will override the style template of any asset it contains (for example, the page's style overrides that of an article contained on that page).
- page layout: the asset used to create a new page, similar to adding a blank notebook page to the site that then needs to be filled with content.
- regular assets: assets used to display content on the page layout, such as an article.



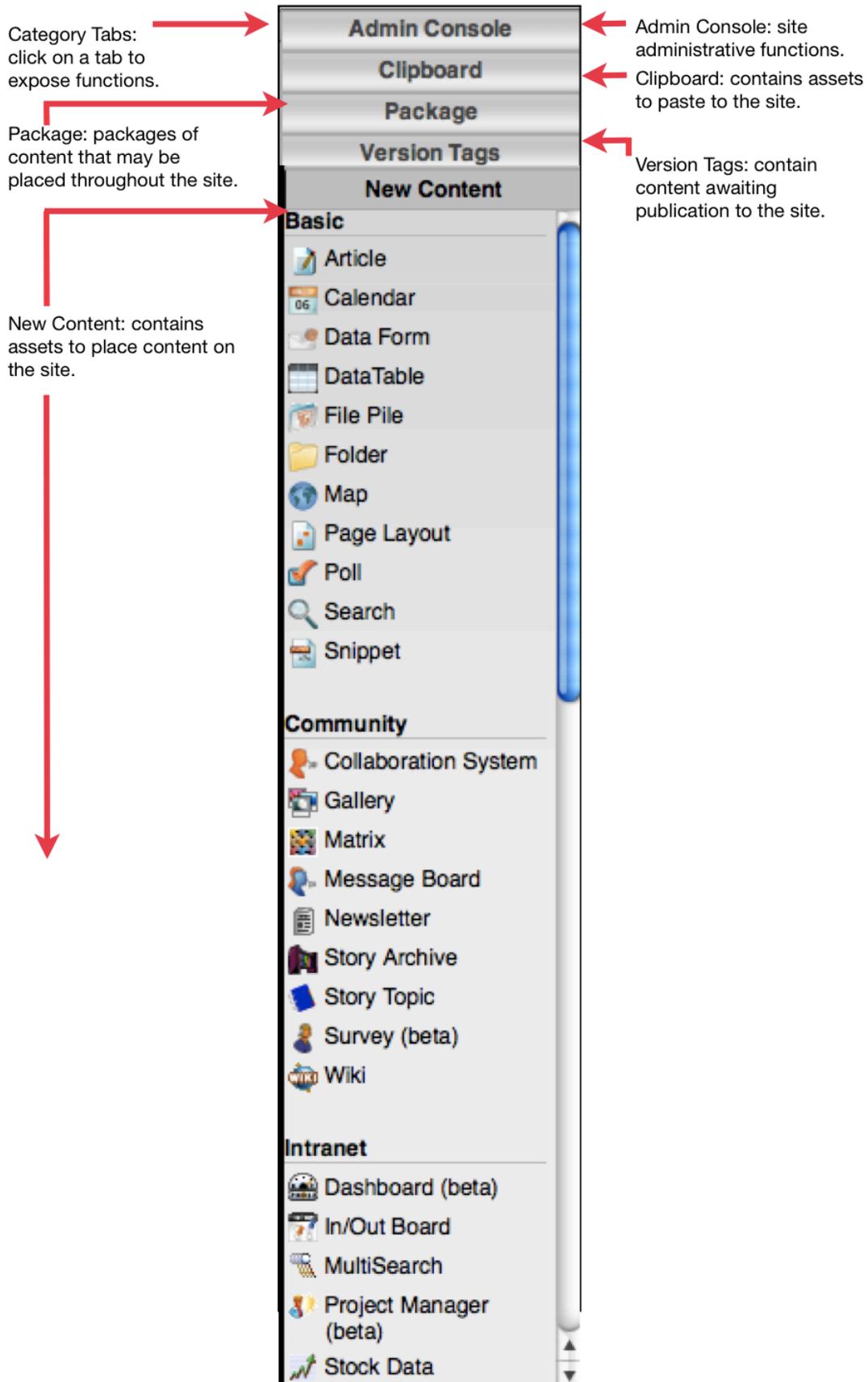
The Page Layout holds other assets, like Articles.

Again, remember that the location and appearance of these items can differ quite a bit depending on your site content and style, your user interface level and your permissions. The examples in this document are all taken from a user with a UI level of 9, and full Admin privileges, so all functionality is exposed.

The Admin Bar

The Admin Bar contains all the tools necessary to manage your WebGUI website. The content contained in the Admin Bar for your site may differ a bit. As a content manager, your primary concern will be the New Content menu, which contains all the assets necessary to add and manage new content on the site.

The New Content menu is arranged into sub-tabs, which basically act as categories of asset types. For example, in the following example, Basic contains some of the most commonly used assets on the site, and Community contains assets that are commonly used for interactive applications, such as forums and wikis. There may be a tab for Shop assets, Prototypes and Packages as well. The New Content menu sub-tabs are completely customizable, so the categories and selections under each may differ from what you see here.



Asset Toolbar Overview

On the body of the web page, you will notice that a number of toolbars have appeared. These are called asset toolbars, and each asset has its own.



Each asset has an asset toolbar. Its appearance may differ slightly depending on the asset.

The first toolbar at the top of the page is used to manage your overall page layout. Using this toolbar, things such as style, security, and the layout of content can be managed.

Below this first toolbar are a number of similar toolbars located throughout the page. These toolbars manage individual assets on the page, such as articles, pictures, polls, or calendars. Each asset has its own toolbar. By editing with these toolbars, you can change the content of that particular asset on the page.

The icons of the toolbar operate in a similar fashion to most word processing programs:

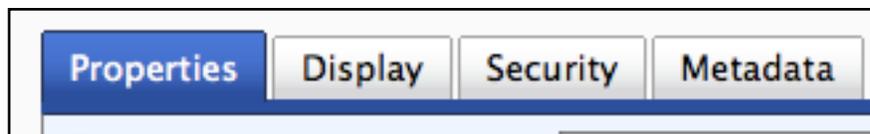
1. **Class Icon:** This is the first icon on the toolbar. By hovering your mouse over this icon, you will be told what kind of asset you are working with. Clicking on the class icon will reveal additional functions that can be performed on that asset.
2. **Red X:** Clicking on this icon will delete the asset from the page and place it in the Trash. This is similar to the X that closes a document in a word processing program.
3. **Edit:** Clicking on Edit will direct you to the edit screen for that particular asset.
4. **Cut:** This icon will remove the asset from the page and place it on the clipboard contained in the Admin Bar. From the clipboard it can be placed somewhere else on the page, similar to the cut and paste feature of a word processing program.
5. **Copy:** This will create a copy of the asset and place it on the clipboard so it can be placed somewhere else on the web page. Again, similar to a word processing program.
6. **Shortcut Arrow:** Clicking this creates a mirror of the asset and places it on the clipboard. You can then place that mirror anywhere on the site. Creating a mirror can save time. By editing one version of the asset, you will simultaneously edit all shortcut versions located throughout the website.

Asset Basics

WebGUI uses four types of assets: container assets, regular assets, SKUs and utility assets.

1. Container assets: assets that contain other assets. These are assets that are placed on the site, and then other assets are added to them. An example of this is a page layout. You add a page layout to the site to create a page, then articles and other regular assets are added. Folders and Dashboards are also considered container assets.
2. Regular assets: normal content applications, such as an Article, Calendar, Collaboration System, or Poll. These are the run of the mill applications used on a daily basis to add content to a page.
3. SKU: SKU assets are used with WebGUI Shop. You can learn about SKU assets in the *WebGUI Shop Guide*.
4. Utility assets: assets which are not normally used for content management in WebGUI, but have other uses within the program. Utility assets include Rich Editors, templates, and file and image assets.

Each asset in WebGUI has a common set of parameters available to help determine things like display properties and security. You can see what parameters each asset offers by clicking on the Properties, Display, Security, and Metadata tabs in the asset's add/edit screen.



Tabs in an asset's add/edit screen.

The tab you are currently viewing will be highlighted in blue. For the purpose of these examples an article is used.

Properties

The Properties tab contains all the basic information you need to include in your asset. It's the default view for Add/Edit screens.

Properties	Display	Security	Metadata
Title	Key Benefits		
Menu Title	Key Benefits		
URL	home/key-benefits		
Description	<p>Easy To Use - WebGUI is absolutely easy to use. WebGUI 7 has a completely revamped user interface to make it even easier to use. There are lots of visual cues, consistent icons, helper apps, and a huge repository of built-in help files.</p> <p>Workflow & Versioning - Never again worry about content getting put on your site that you don't want there. Never again</p>		

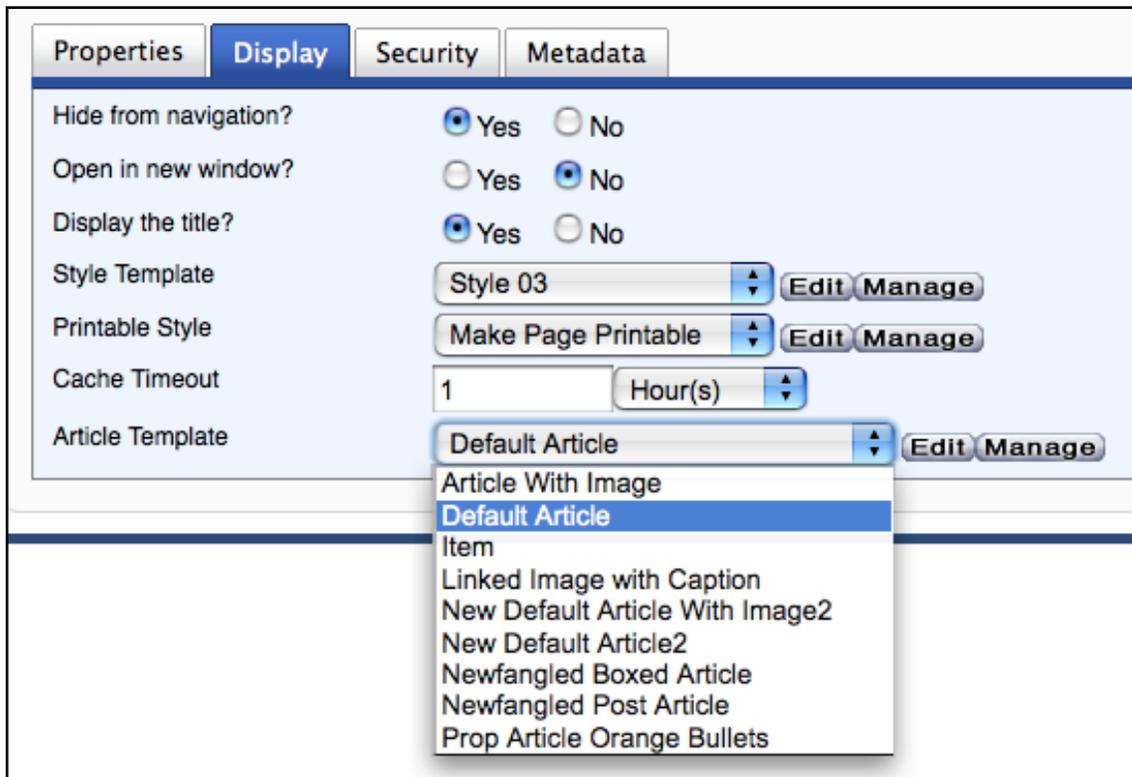
The Properties tab of an Article asset.

1. Title: is the title of the asset as it will appear on the page. You should always specify a title, even if you choose not to display it on the page.
2. Menu Title: this is the title of the asset as it appears in the navigation.
3. URL: WebGUI allows you to choose your own unique URL. If you leave this field blank WebGUI will make a URL from the parent page and this asset's menu title.
4. Description: this is the area in which you enter your asset's content. For example, if you are adding an article to the page, the Description field is where the article's text would be typed.

Display

The Display tab contains tools for controlling things such as the appearance of the title in the navigation, and the overall appearance of the asset on the page.

1. Hide from navigation?: If set to Yes, this will hide the asset's title in the site's navigation and the site map.
2. Open in new window?: If set to Yes, the asset will open in a new browser window when clicked from the navigation. Use this option with care. It may not work in some navigations, or if Javascript is turned off, and some systems will block this as a pop-up window.
3. Display the title?: If set to No, the title of the asset will not be displayed on the web page. This is helpful if you are formatting content as a number of smaller assets on the page.
4. Style Template: this determines the overall layout and look of the asset if it is displayed independently. If the asset is displayed as part of a Page Layout asset, then the Page Layout asset's style template is used instead.



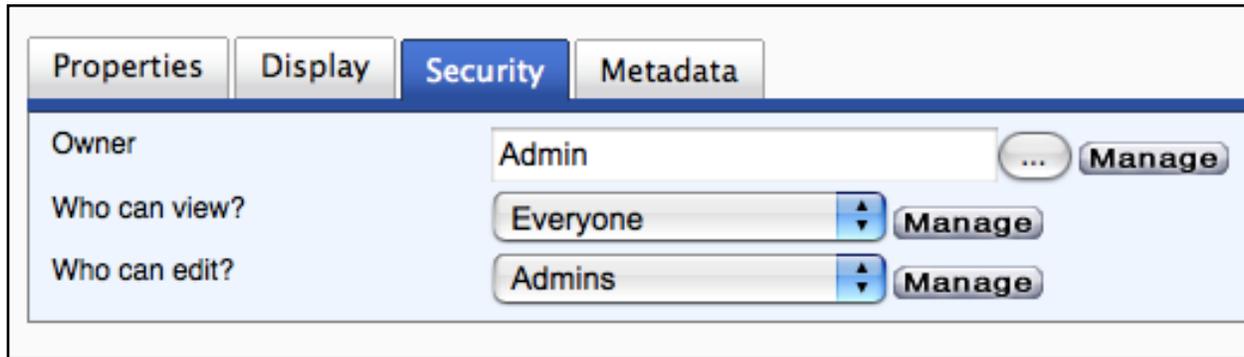
The Article asset Display tab.

5. Printable Style: this sets the printable style to be something other than the WebGUI default printable style. This behaves similarly to the style template, except it is only applied when printing the page. If the page is made printable a pared-down, printer friendly version of the page is made available for printing purposes.
6. Cache Timeout: cache stores data that is frequently viewed for faster access; this option determines how long the asset will be cached.
7. Article Template: determines the layout of this particular article asset. Each asset in WebGUI has a template, or several, associated with it, which can be found in the Display tab.

Some assets may contain additional templates and fields used to handle the display. In a container asset, such as a page layout, there may also be an Assets to Hide field, which is a checkbox list of assets contained by the asset. You can select a checkbox next to an asset that you wish to hide on the page. This allows you to keep the asset on the site, just temporarily hide it from view. Try editing a Page Layout asset that contains some other assets to see this. You will also see another field that allows you to determine if you want to add new assets to the top or to the bottom of the page.

Security

The Security tab contains options for controlling who can view and edit asset content.



The screenshot shows a web interface with four tabs: Properties, Display, Security (selected), and Metadata. Below the tabs, there are three rows of controls:

- Owner:** A text input field containing "Admin", a "..." button, and a "Manage" button.
- Who can view?:** A dropdown menu showing "Everyone", a "Manage" button, and up/down arrow icons.
- Who can edit?:** A dropdown menu showing "Admins", a "Manage" button, and up/down arrow icons.

Security tab of an Article asset.

1. **Owner:** the owner of an asset is usually the asset's creator. This person always has full viewing and editing rights. The owner can only be changed by an administrator.
2. **Who can view?:** choose a group of users who can view this asset. If you want both registered users and visitors to be able to view it, choose the Everyone group.
3. **Who can edit?:** determines who can edit the asset's content. The owner always has editing rights.

Metadata

Metadata allows you to attach arbitrary fields to your content for search engine friendliness, profiling, or simply to add extra display options. To add metadata fields, use Content Profiling in the Admin Console. You can learn more about Content Profiling in the *WebGUI Content Managers Guide*.

1. **Asset ID:** this is a unique identifier given to this asset when it is saved; this field can not be edited.
2. **Class Name:** this indicates the asset's class, or asset type.
3. **Keywords:** keywords for this asset may be entered in the Keywords field. These keywords will be placed in the search index, and added as the keywords metatag. Do not separate keywords with commas, simply list them. Multi-word keyword phrases can be entered by enclosing the phrase in quotation marks.
4. **Summary:** enter a short description of the asset. This can be useful if you want a "teaser" for an article to appear along with a link to the article.
5. **Extra<head>elements(tags):** these tags will be added to the <head> section of each page on which the asset appears.

The screenshot displays the 'Metadata' tab of an asset configuration interface. The top navigation bar includes 'Properties', 'Display', 'Security', and 'Metadata'. The main area contains the following elements:

- Asset ID:** OhdaFLE7sXOzo_SIP2ZUgA
- Class Name:** WebGUI::Asset::Wobject::Article
- Keywords:** An empty text input field.
- Summary:** A large empty text area.
- Extra <head> elements (tags):** A section containing a 'Code Editor' window with a 'Toggle Editor' button. The code editor shows line numbers 1 through 5 and a status bar indicating 'C: 0 L: 1'.
- Options:** A list of five radio button options:
 - Use Packed Head Tags: Yes No
 - Make package?: Yes No
 - Make prototype?: Yes No
 - Make this asset exportable?: Yes No
 - Prepend URL from parent?: Yes No

Article Metadata tab.

6. Make package?: if set to Yes, this asset can be made into a package to be reused throughout the site, or exported for use in another WebGUI site. For example, a package of a page layout asset can be made; remember, a page layout is a container asset which contains the assets added to that page. When this package is distributed to another page, the page layout, along with all the assets and content displayed in the page layout, are placed in the new location.
7. Make prototype?: if set to Yes, this asset will be turned into a prototype. This means Display and Security settings, such as "Who can view?" and "Who can edit?", are saved. The prototype is added to the New Content menu and then treated like any other asset. Users can then add the prototype without having to update the settings.
8. Make this asset exportable?: if set to Yes, this asset can be exported as static HTML. In order for a regular asset to be exportable, its parent assets, back to root, must be made exportable too.
9. Prepend URL from parent?: if set to Yes, the URL of an asset's parent will always prepend the URL of the current asset.

Save, Apply, Cancel

In the top right hand corner of every Add or Edit asset screen are three buttons: save, apply, and cancel. You will notice that the save and apply buttons are green. Every “forward” action in WebGUI has the green color associated with it. The cancel button is “red” because it essentially negates what you have done.

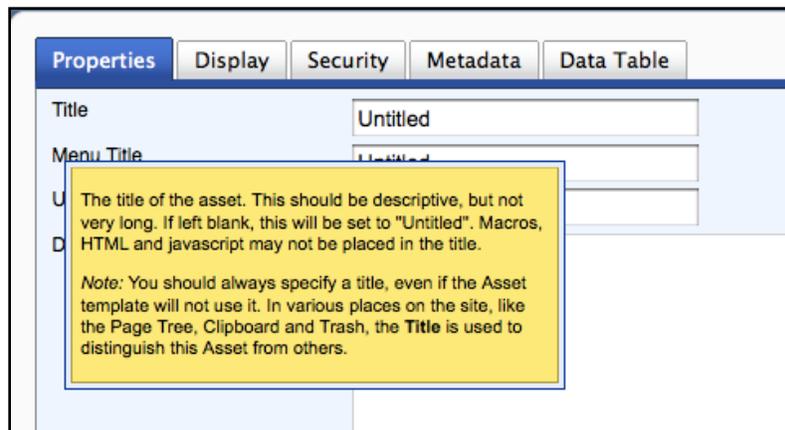


The save, apply and cancel buttons are located in the upper right hand corner of an asset's add/edit screen.

The save and apply buttons have a similar purpose: they both save your content. If you click the save button, you will be taken out of the add/edit screen and returned to the site. If you click the apply button, your changes will be saved, but you will remain in the edit screen. You may want to use the apply button if you are working on a lengthy piece of content. It will allow you to save frequently, yet remain in the working screen.

Hover Help

While in Admin mode, you will notice blue hover help boxes appear as you work in the asset screens. Hover your mouse above the label of a field in the screen to read an explanation of that field's function.



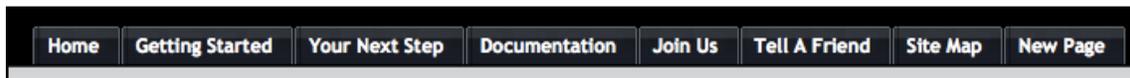
View hover help by hovering your mouse over any field label in an asset's add/edit screen.

Create Content

This section covers the basic, most common, steps involved in adding content to the site: creating a page, and adding a simple article to it.

Add a New Page

All pages in WebGUI are related to other pages, so when you add a new page it will become a subpage (child) of the page you are currently on (parent). Therefore, if you are on the home page, adding a new page will add the page to the main navigation.



New Page added from the Home page appears in the main site navigation (far right).

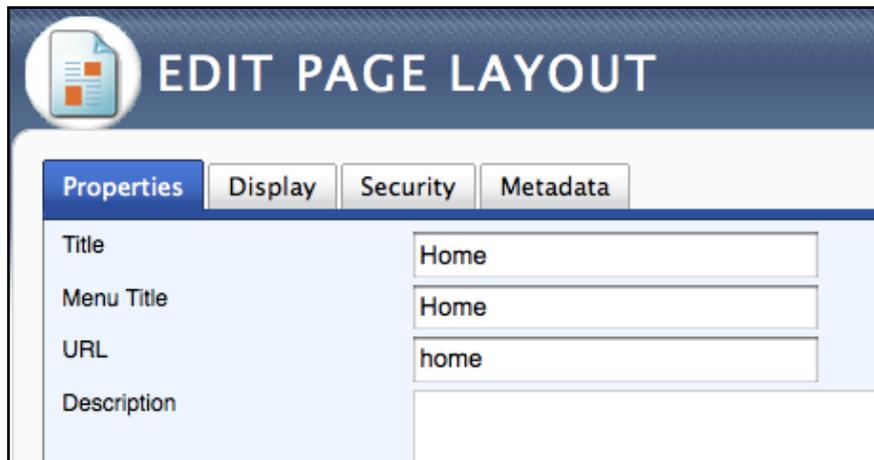
However, if you are already on another page, and you add a page, it will become a subpage, or child, of the page you were viewing.



A new page added under the default site's Getting Started page.

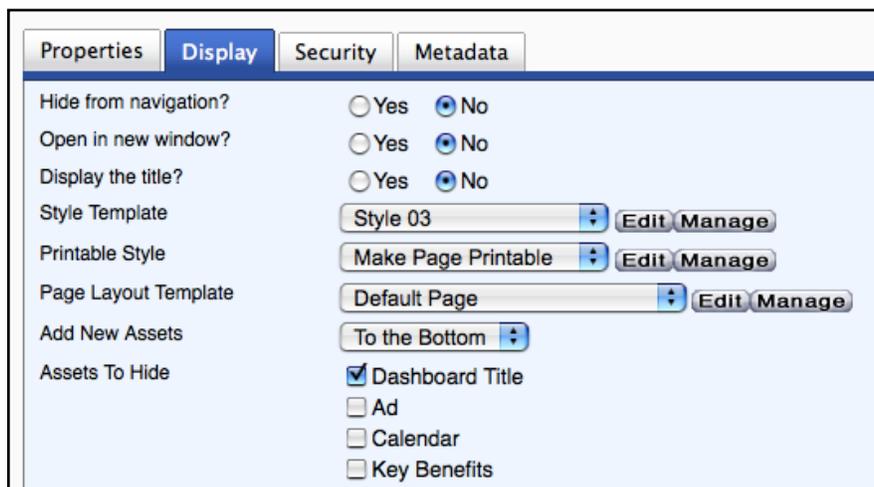
To add a page:

1. Make sure the New Content tab is open in the Admin Bar by clicking on “New Content.”
2. Under the New Content tab, click on “Page Layout.” The “Add Page Layout” screen will open.



The Add/Edit Page Layout screen.

3. Give your new page a title by entering a title in the “Title” box near the top of the screen. You can leave the Menu Title and URL fields blank and WebGUI will fill them in for you.
4. In the “Description” field you can enter content that will be displayed as static content at the top of this page, regardless of any other content placed on the page.
5. In the Display tab you can set display options for this page.



Page Layout Display tab.

- A. The “Hide from navigation?” field determines if this page's menu title will appear in the site navigation.
- B. The “Open in new window?” field determines if this page will be opened in a new browser window..
- C. The “Display the title?” field determines if the title of this page will be displayed on the body of the page to the user.

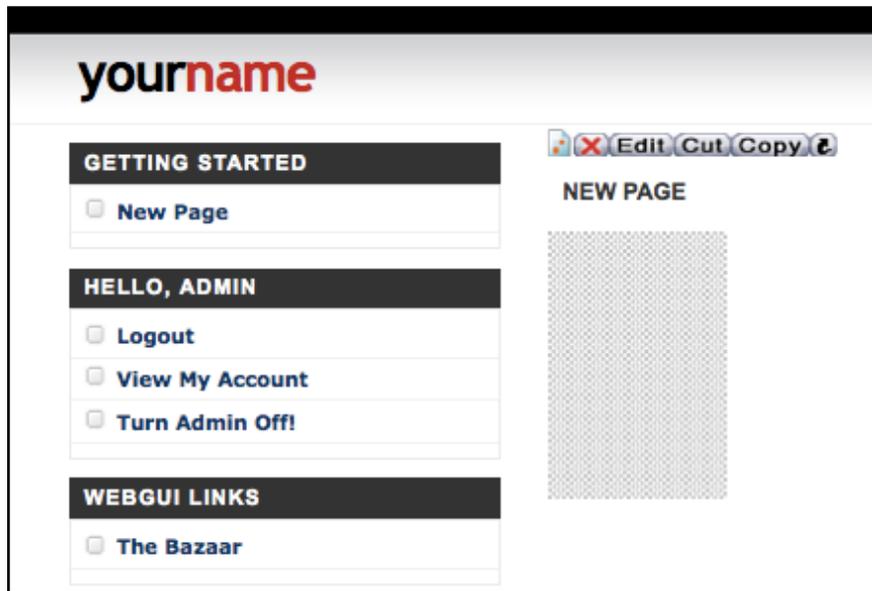
- D. The “Style Template” field allows you to select a style to wrap this page in from the dropdown menu. A page layout's style will override the style of any regular asset that is placed on it.
- E. The “Printable Style” is the style template used for the printable version of this page.
- F. The “Page Layout Template” determines the placement of regular assets on the page. This will be represented by some shaded gray boxes.
- G. The “Add New Assets” field allows you to determine if you want new assets to be added to the page at the bottom of the page or at the top of the page. Assets can then be dragged and dropped into new positions.
- H. The “Assets to Hide” field will display assets displayed on this page (you will see it later, after your page has been created and you have added assets to it). You can select an asset to hide from view.

6. The Security tab allows you to set viewing and editing privileges for this page.



The Page Layout Security tab.

- A. The “Owner” will always have full editing and viewing privileges for this asset.
 - B. The “Who can view?” fields allows you to select the group of users allowed to view content displayed on this page.
 - C. The “Who can edit?” field determines the group of users allowed to edit this page layout asset.
7. The Metadata tab is the standard metadata tab common amongst all assets. This was covered earlier in this document.
8. Click “save” at the top of the screen. This will bring you back to the new page you just added.



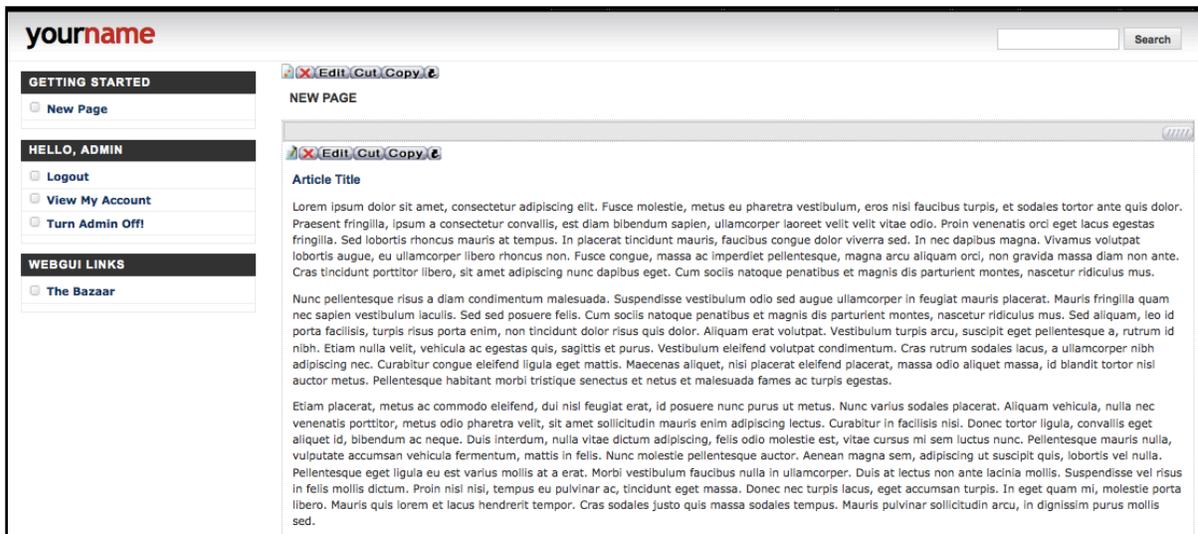
A new page layout.

Your new page will automatically be added to your website navigation.

Add an Article to the Page

An article is a basic tool for adding text to your website. Using the article, you can post stories, news, and general information.

1. Go to the New Content tab in the Admin Bar.
2. Click on "Article." A new screen will appear titled "Add Article."
3. Title your article in the field labeled "Title."
4. Enter your text in the "Description" field. At the bottom of the Description field you will notice a gray shaded area containing a number of icons. This is the Rich Text Editor. These icons allow you to work with your text in a similar way to most word processing programs.
5. Click "save" at the top of the screen. This will return you to your web page, and you will see your article displayed. Make future changes to your article by clicking on its asset toolbar Edit button.



A Page Layout asset with an Article asset on it.

Most assets are added to the page in a very similar fashion. You can read the *WebGUI Primer* for a quick introduction to some of the most common assets, and then move on to the *WebGUI Content Managers Guide* for an explanation of all assets.

Move Assets on the Page

WebGUI allows you to easily rearrange your page content with a drag and drop feature. When you chose your page layout template, you probably noticed some gray areas appear on the screen. This is where your assets are placed on the template you chose. You may need to move assets to the desired location upon saving. To move an asset, left click and hold on the gray bar at the top of the asset, drag it to its new location on the page, and release the mouse. If you are moving an asset to a location occupied by another asset, watch for some dashed gray lines to indicate when the asset is positioned and ready to drop into place.