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# User Guide

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**Using WSM's Web-Based Authoring and  
Administration Environment**

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# 1 Purpose

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The Web-base authoring and administration interface is used for several tasks, such as:

- Editing the content of your Web pages
- Managing your Web site
- Managing user accounts, user groups, and roles
- Using workflows to define authoring processes
- Replication, versioning, and so on

All interaction between the author and WSM takes place through the Web browser.

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**Note:** If you feel that your Web browser does not show the changes you have made, make sure to set the browser preferences to update on every request. If this is not done, you must manually reload the Web page after each change. Consult the browser documentation for details.

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## 2 Connecting

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To connect to WSM, type the URL into the address bar of your browser. The URL depends on your project, ask an administrator for details. For example, a URL may look as follows:

```
http://www.authoringsite.com:4302/author
```

You need to log in to WSM with a **user name** and **password**. Depending on how your WSM is set up, you are either presented with a form to login or the normal standard login window:



The image shows a standard Windows-style dialog box titled "Prompt". It contains a question mark icon and the text: "Enter username and password for 'FileNet Web Site Manager' at http://192.168.0.108:4402". Below this, there are two input fields: "User Name:" with the text "superuser" entered, and "Password:" with "\*\*\*\*\*" entered. At the bottom, there is a checked checkbox labeled "Use Password Manager to remember this password." and two buttons: "OK" and "Cancel".

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**Note:** In a single sign-on environment, you only log on when you start your computer. You do not need to log on again to access WSM.

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### How do I get here?

1. Open your Web browser.
2. In the address bar of your browser, type the address of the WSM authoring environment.

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### 2.1 Browser Extensions

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In the past, browser extensions have gained popularity, both as welcome additions to Web browser capabilities, and as marketing tools that lead to unsolicited messages, links and pop-up windows. In return, some browsers and browser extensions rigorously block pop-up windows and similar technologies, which can also interfere with WSM's functions.

WSM is tested to work on standard Web browsers. WSM does not require or install any browser extensions. If you use browser

extensions that modify the behavior of your Web browser, parts of WSM may stop working, or you may receive pop-up ads while editing a Web site. These ads do not come from WSM, or from the Web site you are editing. They come from a browser extension.

Browser extensions are installed in the following ways:

- You willingly download and install the extension.
- The extension is bundled with a program you install. The program may or may not inform you, ask for your permission, or respect the choice you make.
- The extension is installed while you visit a Web site. This requires you to click a button or check a box to approve the installation, but the Web site may trick you into believing that you are doing something else (such as refusing to install the extension).

### 2.1.1 Removing Browser Extensions in Internet Explorer

To see which extensions are installed in Microsoft Internet Explorer, proceed as follows:

1. In the **Tools** menu, click **Manage Add-Ons**. Internet Explorer lists all the installed browser extensions.
2. To disable an extension, click it, and then click **Disable**.
3. After you have finished, click **OK**.

For more control, Microsoft offers Microsoft AntiSpyware. This program scans your computer for potentially unwanted software, and removes it.

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**Note:** A number of similar tools are available for download on the Web. Do **not** use these tools unless you have reason to trust them, as several of them install additional extensions.

---

### 2.1.2 Removing Browser Extensions in Mozilla Firefox

Firefox keeps a list of browser extensions, so you can quickly see any modifications.

1. In the **Tools** menu, click **Extensions** to see the browser extensions, or click **Themes** to see the themes.
2. Remove all extensions and themes that you did not willingly install.
3. If you continue to have browser problems, remove all extensions and themes.

## 2.2 Using WebDAV

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You can use WebDAV to access the files in the ContentBus using the Windows Explorer. This can help you manage, edit, and copy the files in your repository without having to use the WSM Development Environment.

There are three views:

- **Resource view** displays all the files and folders in the repository.
- **Content view** contains the Web pages.
- **Media Library view** shows the Media Library content.

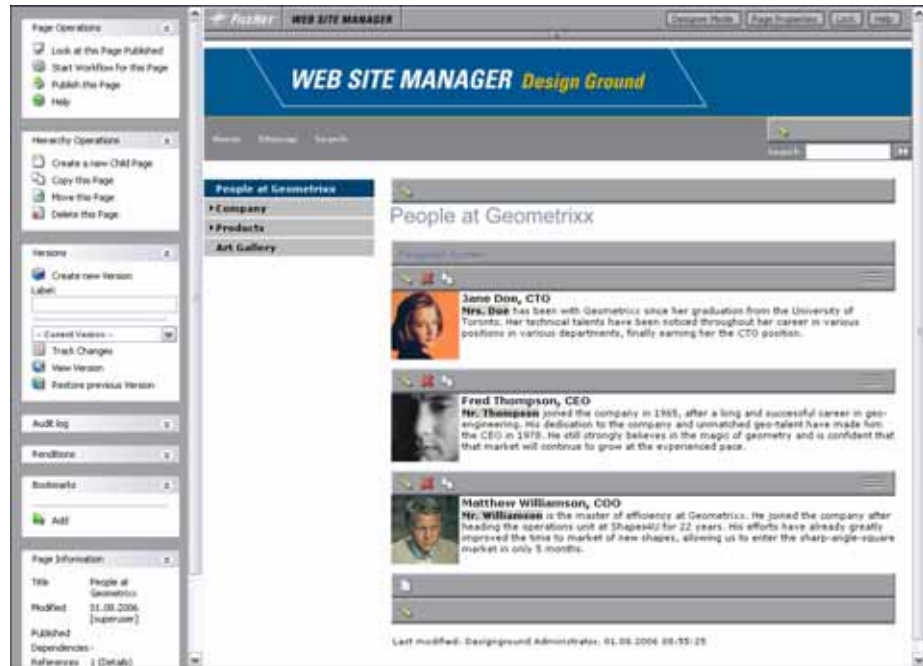
To access the repository using WebDAV under Windows XP, proceed as follows (for other operating systems, consult the operating system's documentation, or look for respective products for your operating system):

1. In WSM, click the **Miscellaneous** tab. In the function list (left), click **WebDAV**.
2. Click **Resource View** to see the path to the resource view  
- or -  
click **Content View** to see the path to the content view  
- or -  
click **Media Library View** to see the path to the Media Library view.
3. Copy the path: Drag the pointer to select the path, right-click, and then click **Copy**.
4. In Windows Explorer, click the **Tools** menu, and then click **Map Network Drive**.
5. Click **Create a shortcut to a Web folder or FTP site**. The Add Network Place Wizard opens.
6. Right-click the location field, and then click **Paste**.
7. Click **Next**. Type your username and password, and then click **Finish**. Windows creates a new folder that allows you to access the repository.



## 3 Page Editing

In WSM, most of the editing is done right on the page. WSM offers a wide range of editing tools, most of which can be extended, modified, and adapted to a project. The tools may look and work slightly differently in your project.



Toolbar	The toolbar is the bar on top of the page. Click the up arrow to collapse it. If you collapse or expand the toolbar, the Edit bar(s) and new bar(s) disappear and reappear, respectively.
Edit bar	The Edit bars are the bars with the pen icon. They allow you to edit the content of the paragraph below, as well as deleting, ordering, or creating a copy of the complete paragraph. Some actions may be unavailable for some paragraphs.
New bar	The new bar is the bar with the blank page icon at the bottom of a paragraph list. It allows you to add a new paragraph to the list.
Sidekick	The Sidekick is to the left of the page. It contains information about the page as well as shortcuts to frequent tasks.

### How do I get here?

1. Connect to WSM.

2. In the authoring environment, click a page. The page opens in edit mode.

### 3.1 Toolbar

The toolbar serves the following purposes:

- You can switch the Edit bars on and off.
- You can set the page properties.



Mode Switch	The Mode Switch is the little up or down arrow in the center of the toolbar. Click it to collapse or expand the toolbar. The Edit bar and the New bar will disappear and reappear, respectively.
Designer Mode	Depending on the page and your user rights, the Designer Mode button may be available. It allows you to modify the design of the components on the page. Note that design modifications affect all pages that use the same design.
Page Properties	Opens the Page Properties window, which contains general settings for the page, such as the title or the keywords. Which settings are available depends on the type of the page.
Lock	Locks the current page so other authors cannot modify it. Use this if you are working on a page for a prolonged period of time and want to prevent others from editing it. If you have locked the page, the button changes to <b>Unlock</b> . Click it to make the page editable for other users again. If another user has locked the page, you have a <b>Break Lock</b> button that allows you to break the lock. Only use this if you are sure that the page is locked by mistake.
Help	Displays help for the template if help page is defined in project. Otherwise the WSM authoring environment help is shown.

#### How do I get here?

The toolbar is available at the top of every page you edit. To edit a page, proceed as follows:

1. Connect to WSM.

2. In the authoring environment, click a page. The page opens in edit mode.

### 3.1.1 Mode Switch



The Mode Switch is the little up or down arrow in the center of the toolbar. Click it to collapse or expand the toolbar. The Edit bar(s) and the new bar(s) will disappear and reappear, respectively.

### 3.1.2 Designer Mode



Designer Mode allows you to modify the design values of the components on the page. In designer mode, Design bars replace the Edit bars, where you can edit the design values of the components on the page.

To switch to designer mode, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page. The page opens in edit mode.
3. Click **Designer Mode**. The page is displayed in designer mode.

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**Note:** Design modifications affect all pages that use the same design. You can set the page design in the **Page Properties**.

---

In designer mode, four additional buttons are added on to the toolbar:

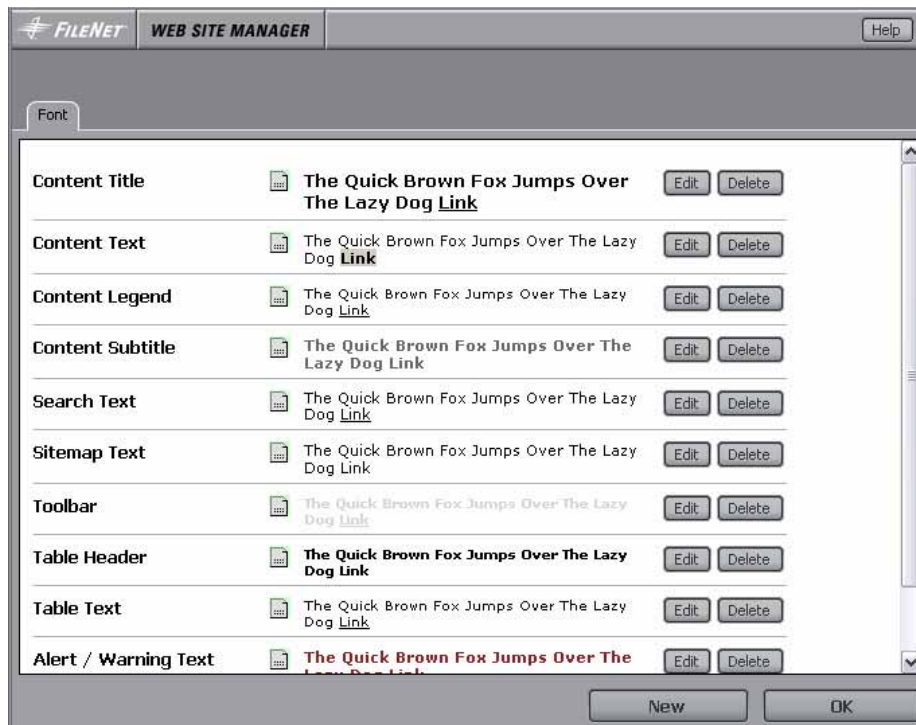


#### Edit Mode

Click on this button to return to the normal editing mode.

#### Color List

Color List allows you to edit the color list of the current design. Colors for component design attributes, which require selecting a color, can only be selected from colors defined in this list.



Add New Color	<p>Either add a hexadecimal RGB value (RRGGBB) or use the <b>Select</b> to open a color picker.</p> <p>Click <b>Add</b> to add the new color to the list of allowed colors for this design.</p>
Defined Colors	<p>The list of defined colors for the current design. You can edit the values by either changing the RGB value in the according input field or clicking <b>Edit</b> to open a color picker. Click <b>Save</b> to commit your changes.</p> <p>To remove a color from the design, click <b>Delete</b>.</p> <p>You can change the order of the colors by dragging and dropping the color icon.</p>

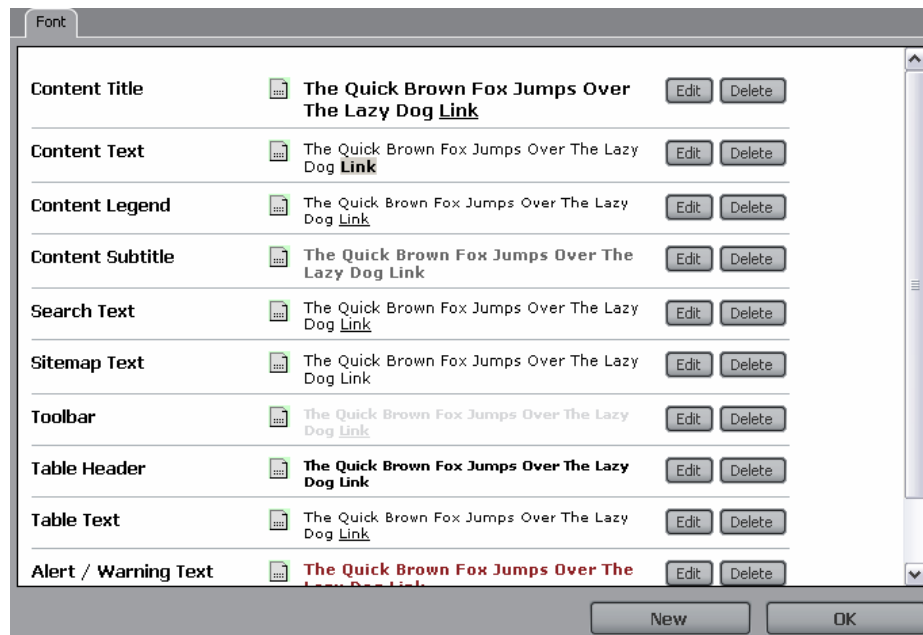
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**Note: Be careful when deleting colors from a design.** Different designs and elements may share a color definition. Before deleting a color definition, make sure that it is not being used.

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## Font List

Font list allows you to edit the font list of the current design. Fonts for component design attributes asking for a text font can only be selected from the fonts defined in this list.



For each font entry the following information is shown:

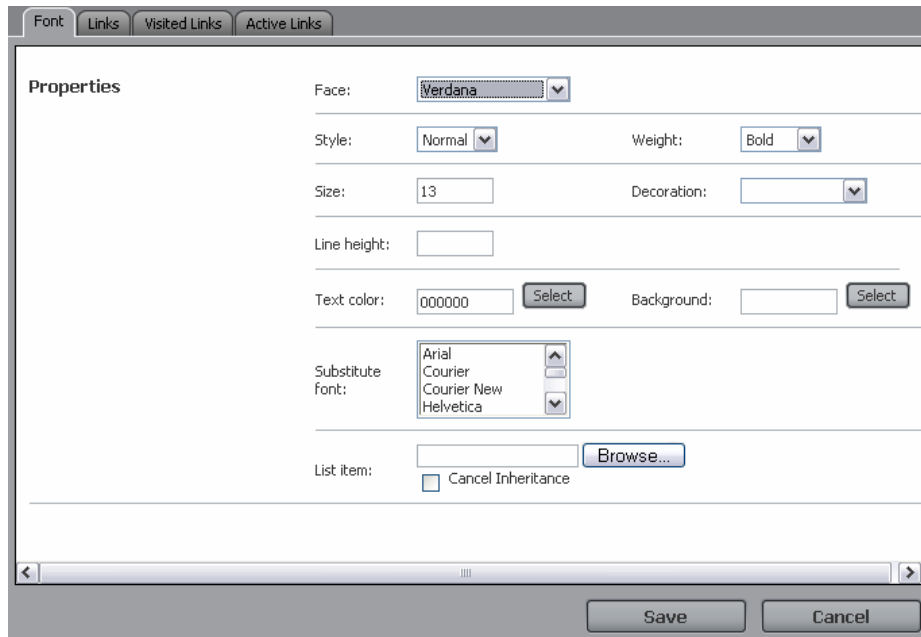
Font Title	Name of the font definition as it will appear in the drop down list of components when selecting a font.
Drag and Drop Icon	Drag and drop this icon to change the order of a font definition in the list.
Sample	A sample of the font definition.
Edit	Opens a sub window where you can define the CSS font values for normal text, links, visited links, and when the mouse is over a link (hovering). See below.
Delete	Removes the font definition from the current design.
New	Opens a sub window where you can enter the title and an optional description for the new font definition.

---

**Note: Be careful when deleting fonts from a design.** Different designs and elements may share a font definition. Before deleting a font definition, make sure that it is not being used.

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The window for editing font definitions has four tabs:



Font	CSS font style properties for normal text.
Links	CSS font style properties for links.
Visited Links	CSS font style properties for visited links.
Hover   Active Links	CSS font style properties for when the mouse is hovering over a link or when the link is rendered as active (meaning you are on the page that the link points to).

## Body Style

Lets you edit the style properties of the HTML <BODY> element.

### 3.1.3 Page Properties

The Page Properties window contains general settings for the page, such as the title or the keywords. Which settings are available depends on the type of the page and your project.

The following describes the most common standard properties usually found in this window.

#### How do I get here?

The toolbar is available at the top of every page you edit. To edit a page, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page. The page opens in edit mode.

- On the toolbar, click **Page Properties**. The Page Properties window opens.

### 3.1.3.1 Global Page Properties

The input fields in the **Global Page Properties** tab depend on the template used for the page.

Title text	The page title, as it is shown in the Site view of WSM.
Page title	The title of the page, as it appears on the page. Note that the template design determines if and how the name is displayed.
Show page in navigation	This is a custom field that determines if the page is listed in the navigation or not. The field may not be available in your project.
On time	The time at which the page is taken live. Use this for pages that you want to publish at a set time. Leave empty to take the page live immediately upon activating it.
Off time	The time the page is taken offline. Use this for pages that you want to remove at a set time. Leave empty to keep the page live until you deactivate or delete it.
Language	The language of the page. This determines the dictionary used by the spelling checker. The languages with an asterisk are languages that the spelling checker supports. Note that this value is inherited from the language page, so you do not have to set it for every page.

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**Note:** Input fields in red indicate mandatory values.

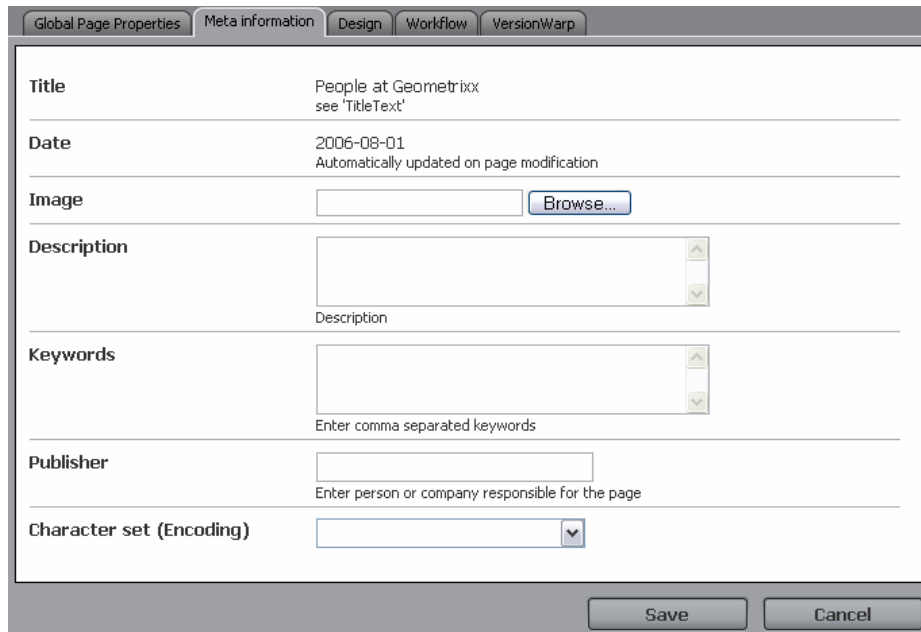
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## How do I get here?

The toolbar is available at the top of every page you edit. To edit a page, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page. The page opens in edit mode.
3. On the toolbar, click **Page Properties**. The Page Properties window opens, and the Global Page Properties tab is displayed by default.

### 3.1.3.2 Meta Information



The screenshot shows the 'Page Properties' dialog box with the 'Meta information' tab selected. The dialog has several fields: 'Title' (text field with 'People at Geometrixx see 'TitleText''), 'Date' (text field with '2006-08-01' and a note 'Automatically updated on page modification'), 'Image' (text field with a 'Browse...' button), 'Description' (text area with a 'Description' label), 'Keywords' (text area with a 'Enter comma separated keywords' label), 'Publisher' (text field with a 'Enter person or company responsible for the page' label), and 'Character set (Encoding)' (dropdown menu). At the bottom right are 'Save' and 'Cancel' buttons.

Meta Information entered in this window is usually added in the HEAD section of the HTML page to serve as information for search engines. If and how the keywords are used on a page depends on the page design.

Title	The title of the page (not editable).
Date	The last time the page was updated.
Description	Adds a description of the page.
Keywords	A list of keywords that apply to this page.
Publisher	Name of the author or person responsible for the current page.



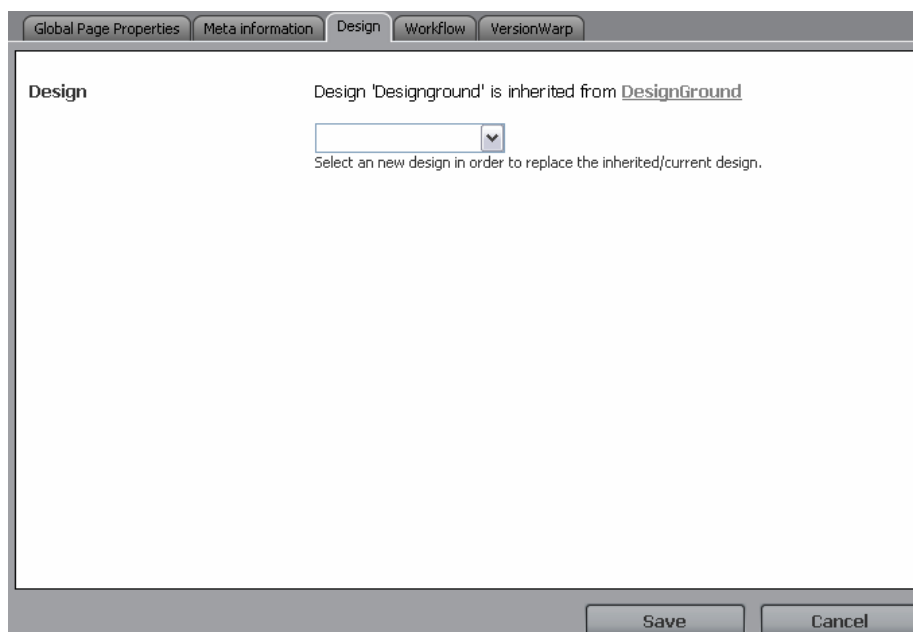
Character set	The character set used to display the page.
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## How do I get here?

The toolbar is available at the top of every page you edit. To edit a page, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page. The page opens in edit mode.
3. On the toolbar, click **Page Properties**. The Page Properties window opens.
4. Click the **Meta Information** tab.

### 3.1.3.3 Design



You can define the design that the page and its sub pages use. Select one of the available designs from the list.

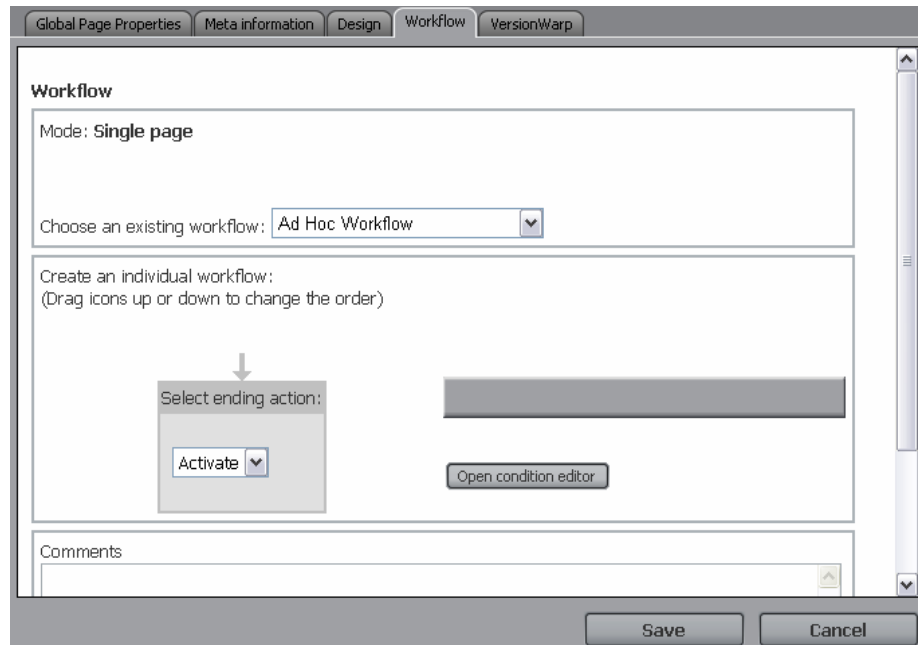
## How do I get here?

The toolbar is available at the top of every page you edit. To edit a page, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page. The page opens in edit mode.

3. On the toolbar, click **Page Properties**. The Page Properties window opens.
4. Click the **Design** tab.

#### 3.1.3.4 Workflow



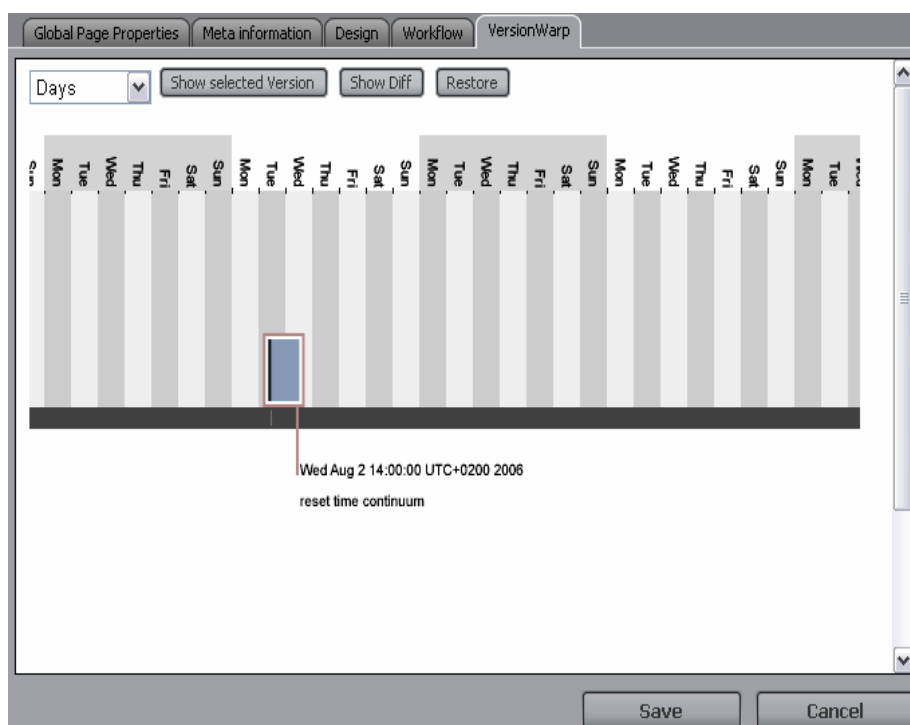
The Workflow tab allows you to start a new workflow for the page, or displays the status of the current workflow. See Starting a Workflow for a detailed description about how to use this tab.

### How do I get here?

The toolbar is available at the top of every page you edit. To edit a page, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page. The page opens in edit mode.
3. On the toolbar, click **Page Properties**. The Page Properties window opens.
4. Click the **Workflow** tab.

### 3.1.3.5 Version Warp



Version Warp is a visual tool to select, view, and restore previous versions of the current page.

Time interval	In this list, you can set the time interval used for the table. You can change this at any time to zoom into or out of the timetable.
Show selected version	Shows the selected version in a separate browser window.
Show diff	Compares the selected version with the current version and highlights all text that is different between the two versions in red. This command only works for text strings (no images) and only if the template has a comparison function.
Restore	Restores the selected version of the page. After confirming your choice, the selected page version is restored and a message is shown indicating that the restore function was successful. Refresh the content page to see the restored version.

Timetable	<p>The horizontal axis shows time while on the vertical axis the available versions are stacked on top of each other, the oldest version at the bottom of the stack.</p> <p>The blue bars represent the life span of the version.</p> <p>To scroll the timetable, click anywhere on the timetable, press the right mouse button, and move the mouse to the left or right.</p>
Version Indicator	<p>Shows the currently selected date and time and highlights the version that is currently active with a red frame.</p>

If you click **Show Selected Version**, the selected version is shown in a separate browser window. The toolbar now has an additional button named **Exit VersionWarp**. To return to the current version, click this button. This reloads the current version of the page.

### How do I get here?

The toolbar is available at the top of every page you edit. To edit a page, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page. The page opens in edit mode.
3. On the toolbar, click **Page Properties**. The Page Properties window opens.
4. Click the **Version Warp** tab.

#### 3.1.4 Lock

The lock button allows you to lock a page. The button changes depending on the lock status of the page:

- **Lock:** Locks the current page so other authors cannot modify it. Use this if you are working on a page for a prolonged time and want to prevent others from editing it.
- **Unlock:** Available if you have locked the page. Makes the page editable for other users again.
- **Break Lock:** Available if another user has locked the page. Removes the lock and makes the page editable for you and other users again. Only use this if you are sure that the page is locked by mistake.

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**Note:** A user does not need special rights to break a lock. Any user who has write access to a page can also break the lock of the page.

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## How do I get here?

The toolbar is available at the top of every page you edit. To edit a page, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page. The page opens in edit mode.
3. On the toolbar, click **Lock**, **Unlock** or **Break Lock**, respectively.

## 3.2 Edit Bar

---

In the edit mode, an edit bar is displayed above every paragraph that you can edit. Depending on the page design and your access rights, some buttons may not be available.



From left to right: Edit, Delete, Copy. The move handle, located on the right end of the bar, allows you to move the paragraph up and down in the paragraph list.

Edit	Opens the edit window for the paragraph. The window looks differently depending on the paragraph type.
Delete	Deletes the paragraph.
Copy	Creates a copy of the paragraph at the bottom of the paragraph list.
Move	Moves a paragraph to another location in the same paragraph list. Drag the paragraph using the handle at the right end of the edit bar.

## How do I get here?

If you edit a page, the edit bar is available at the top of every paragraph you can edit. To edit a page, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page. The page opens in edit mode.

### 3.3 New Bar

---



New	Creates a new paragraph at the end of the paragraph list. Exactly what happens when you click the button depends on the project and the available choices. Usually, you can select the type of paragraph you want to insert.
-----	--

#### How do I get here?

If you edit a page with a paragraph system, the new bar is available at the bottom of the paragraph system. To edit a page, proceed as follows:

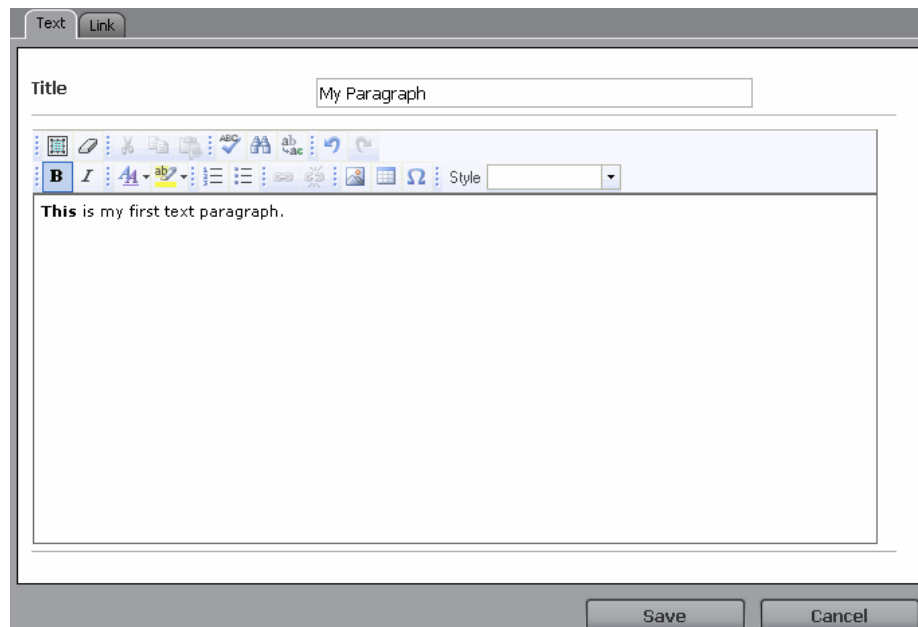
1. Connect to WSM.
2. In the authoring environment, click a page. The page opens in edit mode.

### 3.4 Editors

---

When editing the content of a paragraph, you have different types of edit controls that you can use. The choices available may differ for some WSM projects.

#### 3.4.1 Rich Text Editor (JavaScript)



The rich text editor allows you to edit text in an Office-like manner. This editor does not require you to install additional software.

## Spelling Checker

If enabled, the spelling checker automatically underlines misspelled words with a red wavy line. Right-click on the misspelled word to display a list of suggested words.

## Formatting

To format text, highlight it, and then click on one of the formatting buttons below the text area. Note that the formatting on the Web page may differ from the display in the editor window, and that the same text may be displayed with entirely different formatting on different parts of the Web site. For example, the print version may use only black and white and fonts that are optimized for reading on paper.

## How do I get here?

The rich text editor opens when you create or edit a rich text paragraph. To create a rich text paragraph, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page with a paragraph system. The page opens in edit mode.
3. On the page, click the **New** button. It is the blank page icon on the new bar, which is at the bottom of the paragraph system.
4. In the paragraph list, click **Richtext Editor** (at the bottom). WSM adds a new rich text paragraph at the bottom of the paragraph system and opens the rich text editor.

---

**Note:** The paragraph may not be available in all projects and at all locations.

---

### 3.4.2 Rich Text Editor (Applet)

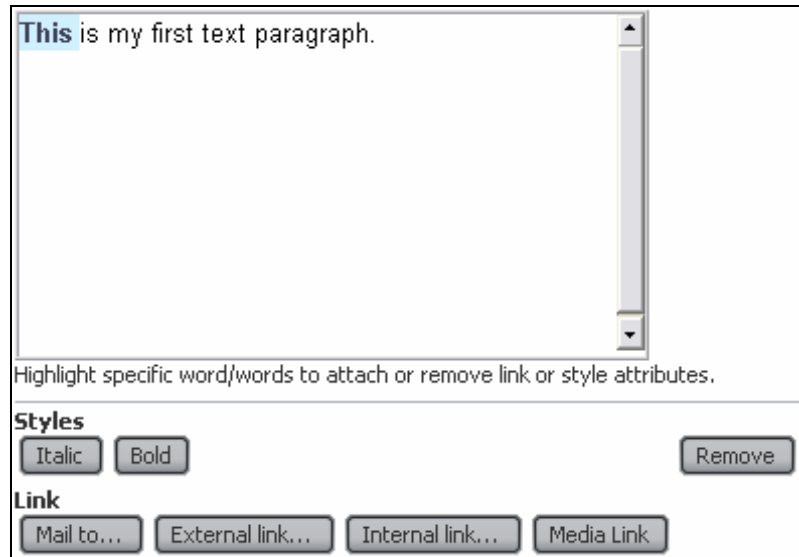
The rich text editor applet allows you to edit and format text using your Web browser. The editor supports several formats, such as bold, italic, or any project-specific formats. In this way, you can edit the text in exactly the way that is supported by the design of the Web site.

---

**Note:** The first time you open a window that uses rich text editing, your browser asks you if you want to execute the rich text editor applet on your computer. Check **Always trust content from** FileNet Corporation, and then click **Yes**. Now the rich text editor applet starts without asking you.

---

## Clipboard Actions (Cut, Copy, Paste)



To cut, copy or delete text, highlight the text, right click the selection, and then click **Cut**, **Copy**, or **Delete**. Alternatively, you can use the following keyboard shortcuts:

- Ctrl+C to copy
- Ctrl+X to cut
- **Delete** to delete the selection

To paste a copied selection from the clipboard into the text, place the text cursor at the desired location, right click in the text area and then click **Paste**. Alternatively, you can use the keyboard shortcut CTRL+V to paste the text.

## How do I get here?

The rich text editor opens when you create or edit a paragraph that supports formatted text, such as the text-and-image paragraph. To create a text-and-image paragraph, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page with a paragraph system. The page opens in edit mode.



3. On the page, click the New button. It is the blank page icon on the new bar, which is at the bottom of the paragraph system.
4. In the paragraph list, click **Text & Image**. WSM adds a new text-and-image paragraph at the bottom of the paragraph system and opens the rich text editor applet.

---

**Note:** The paragraph may not be available in all projects and at all locations.

---

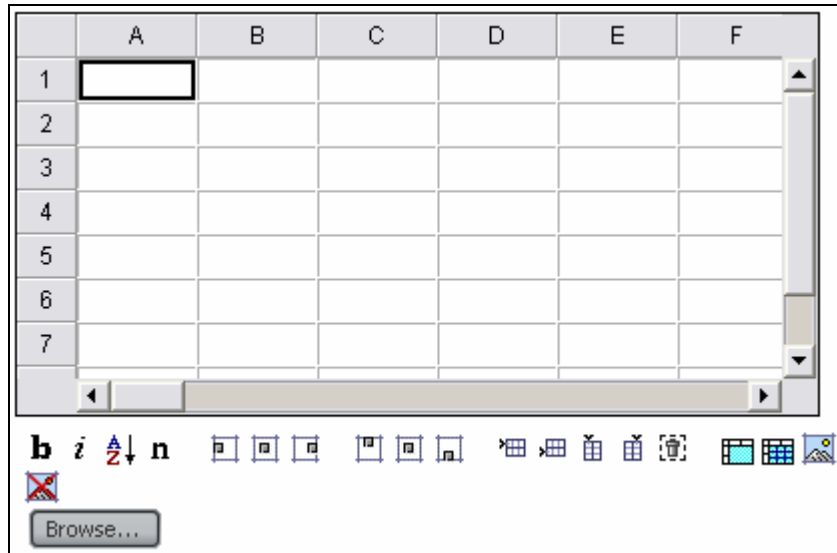
## Spelling Checker

If enabled, the spelling checker automatically underlines misspelled words with a red wavy line. Right-click on the misspelled word to display a list of suggested words.

## Formatting

To format text, highlight it, and then click on one of the formatting buttons below the text area. Note that the formatting on the Web page may differ from the display in the editor window, and that the same text may be displayed with entirely different formatting on different parts of the Web site. For example, the print version may use only black and white and a font that is optimized for reading on paper.

### 3.4.3 Table Editor



The table editor allows you to edit tabular data. The data may be displayed in the Web page as a table, chart, or used in other ways, depending on the page design.

Table Data	<p>The table data field behaves like a spreadsheet application</p> <ul style="list-style-type: none"> <li>• Click the top left corner to select the entire table.</li> <li>• Click a row or column indicator to select a row or column</li> <li>• Left click in a cell, hold the button, and drag the cursor to select a group of cells.</li> <li>• Drag a row or column separator to change the size of a row or column.</li> <li>• Left double-click in a cell to edit the text</li> </ul>
Text Formatting	<p>Highlight the cells you want to format, then click the buttons for the following effect:</p> <ul style="list-style-type: none"> <li>• b: Bold text</li> <li>• i: Italics</li> <li>• n: No special format</li> <li>• A-Z: Marks the selected column as sortable. The table paragraph displays an icon that sorts the table by this column.</li> </ul>
Text Alignment	<p>Determines how the text is aligned in a table cell:</p> <ul style="list-style-type: none"> <li>• Horizontal alignment: left, center, right</li> <li>• Vertical alignment: top, middle, bottom.</li> </ul>
Row/Column Insertion	<p>Allows you to insert a new row above or below, or a new column left or right, and to delete the selected row or column.</p>
Cell Merging	<p>Merges the selected cells, or restores the original unmerged cells.</p>
Image Insertion	<p>Inserts an image from the media library in a cell</p>
Cell Linking	<p>Allows you to insert a link to another page or an external link (including a mailto link)</p>

The following keyboard shortcuts are available:

Ctrl+C	Copy the selection.
Ctrl+X	Cut the selection.
Ctrl+V	<p>Paste any previously copied or cut content at the selected location.</p> <p>You can also directly copy or paste a selection made in an Excel spreadsheet.</p>
Delete	Delete the selection.

## How do I get here?

The table editor opens when you create or edit a table paragraph. To create a table paragraph, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page with a paragraph system. The page opens in edit mode.
3. On the page, click the **New** button. It is the blank page icon on the new bar, which is at the bottom of the paragraph system.
4. In the paragraph list, click **Table**. WSM adds a new table paragraph at the bottom of the paragraph system and opens the table editor.

---

**Note:** The paragraph may not be available in all projects and at all locations.

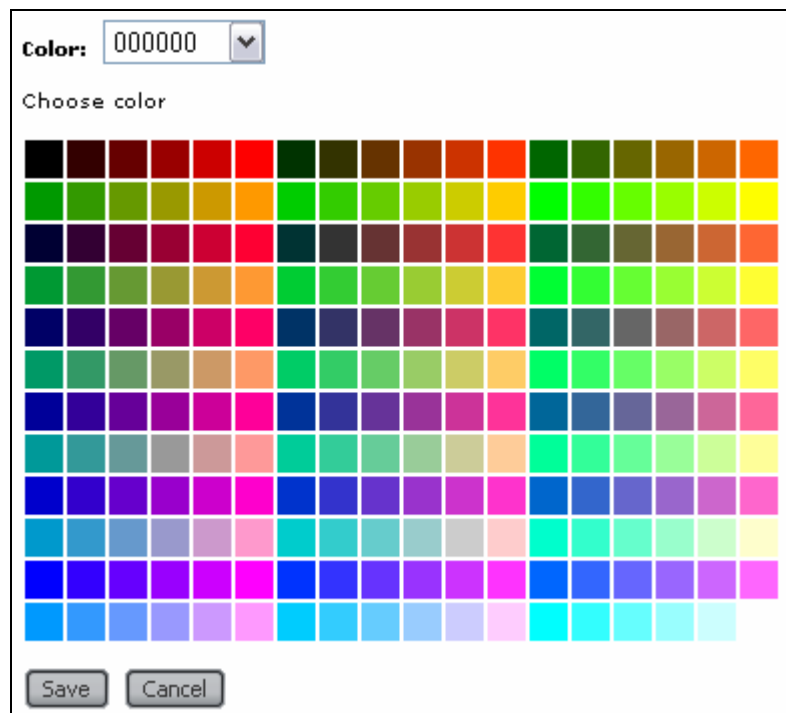
---

### 3.4.4 Color Selector

The color selector allows you to select a color. Depending on the control settings, there are three different ways to choose colors:

- Pick a color from the full palette.
- Pick a color from a list of pre-defined colors.
- Pick a color scheme.

## Full Palette



The Full Palette option allows you to pick a color from the full palette. Click the color you want to use, and then click **Save**. This is used when you want to have full control over the color you want to use. In most applications, your choice is limited by the page design.

### How do I get here?

The color selector opens for example when you add colors to a design's color palette:

1. Connect to WSM.
2. In the authoring environment, click a page that has a design (top-level pages may not have one). The page opens in edit mode.
3. In the top toolbar, click **Designer Mode**. The page is displayed in Designer Mode.
4. Click **Color List**. WSM displays the color list for the current design.
5. Click **Select**. WSM displays the full color palette, and you can select a new color to add to the design.

## Color List



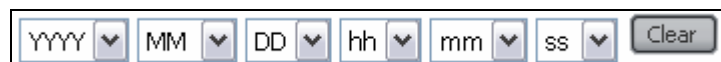
The color list allows you to pick a color from a list of pre-defined colors. This is used if you can select one color from a range of colors that fits with the page design, for example to highlight a text element. Click a color, and then click **Save**.

### How do I get here?

The color list opens when you select a color from the design's color palette, for example if you set the page background color:

1. Connect to WSM.
2. In the authoring environment, click a page that has a design (top-level pages may not have one). The page opens in edit mode.
3. In the top toolbar, click **Designer Mode**. The page is displayed in Designer Mode.
4. Click **Body Style**. WSM displays all the style values for the page body.
5. In the background group, click **Select**. WSM displays the color palette of the current design, and you can select a color to use for the page background.

### 3.4.5 Date Selector



The Date Selector allows you to select a date. Select the year, month, and so on from the list, or click **Clear** to clear your selection.

### How do I get here?

The date selector is available at locations where a user has to enter a date value, such as the page's on and off time in Page Properties:

1. Connect to WSM.

2. In the authoring environment, click a page that has a design (top-level pages may not have one). The page opens in edit mode.
3. In the top toolbar, click **Page Properties**. The page properties are displayed, among which you find the on and off time.

### 3.4.6 File Upload

<b>Upload File for Download</b>	<input type="text"/>	<input type="button" value="Browse..."/>
<b>File Title</b>	<input type="text"/>	

File Upload allows you to upload a file to the server. Usually, the file is then available for download on the page.

Upload file for download	Click <b>Browse</b> to select the file you want to make available for download.
File title	If the file is intended for download, you can specify the filename of the download file. This field is optional and not always available.

### How do I get here?

The file upload is, for example, used for a download paragraph. To create a new download paragraph, proceed as follows:

1. Connect to WSM.
2. In the authoring environment, click a page with a paragraph system. The page opens in edit mode.
3. On the page, click the **New** button. It is the blank page icon on the new bar, which is at the bottom of the paragraph system.
4. In the paragraph list, click **Download Paragraph**. WSM adds a new download paragraph at the bottom of the paragraph system.

---

**Note:** The paragraph may not be available in all projects and at all locations.

---

### 3.4.7 Image Editor

Use image from Media Library:

Use image from local disk:

Clear (at saving)



Please note: if you want to apply 'Image Crop' together with 'ImageMap' a separate save action is required in between, in order to get the 'cropped' image displayed.

The image editor allows you to select an image from your local computer or from the media library.

Use image from Media Library	Click Browse to select an image from the Media Library.
Use image from Local Disk	Click Browse to select an image from your computer.
Clear	If an image was uploaded, click <b>Clear</b> and then <b>Save</b> to remove the picture. To remove an image selected in the media library, clear the media library field.
Image Map	Optional. Allows you to place linked areas and texts in the picture.
Image Crop	Allows you to crop the picture. The original picture remains intact, but only the cropped part is displayed.

---

**Note:** Before you can map or crop an image, you have to save it. When you re-open the image for editing, WSM displays it along with the Image Crop and Image Map buttons.

---

## How do I get here?

The image editor allows you to select and edit an image, such as in the image paragraph:

1. Connect to WSM.
2. In the authoring environment, click a page with a paragraph system. The page opens in edit mode.
3. On the page, click the **New** button. It is the blank page icon on the new bar, which is at the bottom of the paragraph system.
4. In the paragraph list, click **Image**. WSM adds a new image paragraph at the bottom of the paragraph system and opens the edit window.
5. In the **Select Image** group, click either **Browse** button to use an image from the media library or your computer, respectively.
6. Click **Save** to display the image. On the page, click the **Edit** icon to edit the image.

---

**Note:** Until you have saved the image, the Image Crop and Image Map buttons are not available.

---



### 3.4.8 Media Browser



The Media Browser allows you to select a media file from WSM's media library.

Folders	Click the folders on the left to display the folder content in the right pane.
Files	Select a media file and click <b>OK</b> to use the file.
Search	Click the Search tab to search the title or description of the media files.

#### How do I get here?

The media browser allows you to select an image from the WSM media library, such as when you create an image paragraph:

1. Connect to WSM.
2. In the authoring environment, click a page with a paragraph system. The page opens in edit mode.
3. On the page, click the **New** button. It is the blank page icon on the new bar, which is at the bottom of the paragraph system.

4. In the paragraph list, click **Image**. WSM adds a new image paragraph at the bottom of the paragraph system and opens the edit window.
5. In the **Select Image** group, click the top **Browse** button to select an image from the media library.

---

**Note:** The paragraph may not be available in all projects and at all locations.

---

### 3.4.9 Image Cropper

The Image Cropper window allows you to crop images. To change the size of the cropped section, drag the handles. Note that the image remains as it is, but only the cropped section is displayed.

The following keyboard shortcuts are available:

- The + key zooms in.
- The - key zooms out.
- The space bar changes between three different views: normal, light background image with dark crop area, and dark background image with light crop area.



Save	Closes the Image Cropper. <b>Caution:</b> The changes you have made are not yet stored. To store the values, click <b>Save</b> in the paragraph window.
Remove	Removes the crop rectangle. The picture is displayed in full size.
Constraints	A list of constraints that limit the deformation possibilities of the cropping rectangle. This list is project dependent. For example free square lets you resize the rectangle but enforces a quadratic overall shape.

---

**Note:** Until you have saved the image, the Image Crop and Image Map buttons are not available.

---

### How do I get here?

The image cropper is available for all the images you have uploaded, for example in the image paragraph:

1. Connect to WSM.

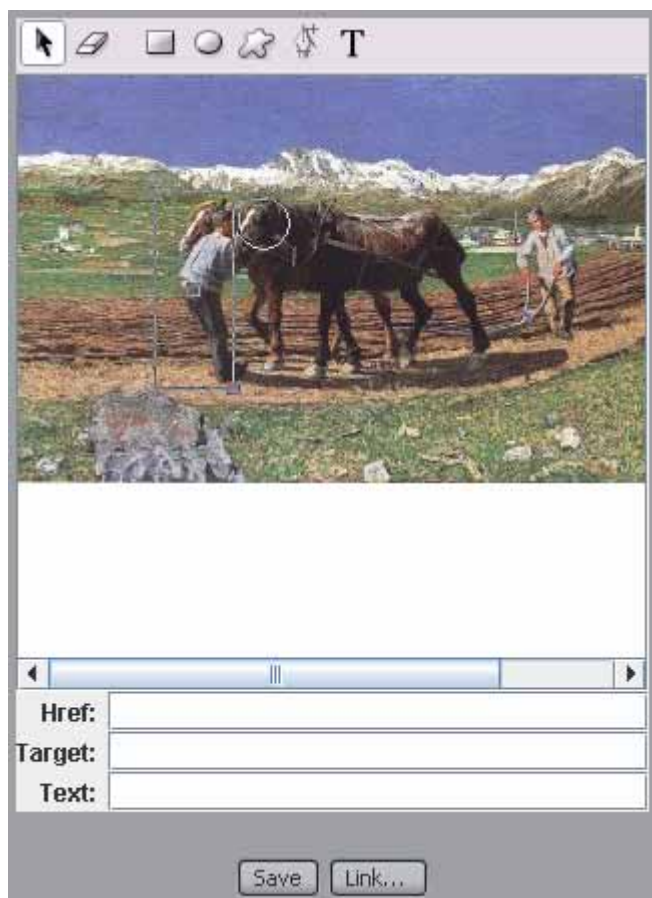
2. In the authoring environment, with a paragraph system. The page opens in edit mode.
3. On the page, click the **New** button. It is the blank page icon on the new bar, which is at the bottom of the paragraph system.
4. In the paragraph list, click **Image**. WSM adds a new image paragraph at the bottom of the paragraph system and opens the edit window.
5. In the **Select Image** group, click either **Browse** button to use an image from the media library or your computer, respectively.
6. Click **Save** to display the image.
7. On the page, click the **Edit** icon to edit the image, and then click **Image Crop**.

---

**Note:** The paragraph may not be available in all projects and at all locations.

---

### 3.4.10 Image Mapper



The Image Mapper allows you to add links to parts of an image.

Add Circle	Creates a circle-shaped link area. Click the Add Circle button and then click in the image area. The circle has a handle in the middle to move the circle's position and a handle on the perimeter to change its radius.
Add Rect	Creates a rectangular link area. The rectangle has a handle in the middle to move the rectangle around and two handles in the top left and bottom right corner to change its size.
Add Poly	Creates a polygon-shaped link area. Click the Add Poly button and then click in the image area. This starts the creation of a polygonal area. Click the image to generate more polygon points. To finish the polygon, click the End Poly. To reshape the polygon, select it and drag the points to the desired location, or move the entire polygon by dragging the handle in the center.
Add Point	To add an additional point to the polygon, select it and click the endpoint handle of the polygon. Click the Add Point button to add the additional polygon point between the selected point and the next polygon point (counter clockwise).
Delete	Select any area or text element and then click Delete to delete it.
Set Href	Select the area or text element to associate with the link. Type the URL or handle into the field next to the Set href button; this will turn the button red. Click the button to assign the URL to the area.
Add Text	To add text to insert into the image, type the text into the field to the right of the Add Text button, click the button, and then click in the image area. The text is displayed in the image with a handle at the top left to drag the text to a different location. Click this button repeatedly to add the same text several times. Note that you can use this text as a link in the image. See Set Href for more detail.
Set Text	To set text for ToolTip messages, select an area, and then type the text in field to the left of the Set Text button. The button turns red. Click it to update the text in the image.

Link Browser	To set or change an internal link, first select an image map area and then click the Link Browser button. Select the page that is the link target and press OK. It is not necessary to click Set Href to confirm.
Save	Clicking the Save button closes the Image Mapper.  <b>Caution:</b> The changes you have made are not yet stored. To store the values, click the Save button of the paragraph window. If you reopen the Image Mapper without saving, all the changes are lost.

---

**Note:** Until you have saved the image, the Image Crop and Image Map buttons are not available.

---

### How do I get here?

The image mapper is available for all the images you have uploaded. For example, in the image paragraph:

1. Connect to WSM.
2. In the authoring environment, click a page with a paragraph system. The page opens in edit mode.
3. On the page, click the **New** button. It is the blank page icon on the new bar, which is at the bottom of the paragraph system.
4. In the paragraph list, click **Image**. WSM adds a new image paragraph at the bottom of the paragraph system and opens the edit window.
5. In the **Select Image** group, click either **Browse** button to use an image from the media library or your computer, respectively.
6. Click **Save** to display the image.
7. On the page, click the **Edit** icon to edit the image, and then click **Image Map**.

---

**Note:** The paragraph may not be available in all projects and at all locations.

---

## 3.5 Sidekick

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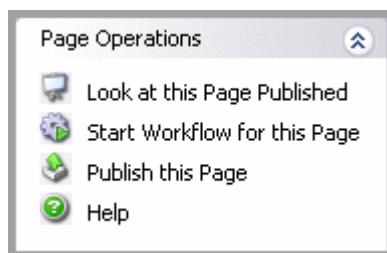


The Sidekick places the frequently used functions in the WSM editing environment in a bar at the right of the screen.

By default, the Sidekick is activated. To activate or deactivate it, proceed as follows:

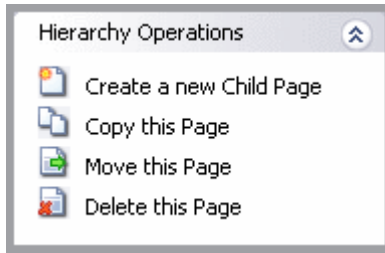
1. In WSM, click the User Properties button. The User Properties window opens.
2. Click the User Interface tab.
3. Under Page view, click **Sidekick view** or **Standard view** to turn the Sidekick on or off, respectively. (Scroll down if you do not see the entry).
4. Click **OK**.

### 3.5.1 Page Operations



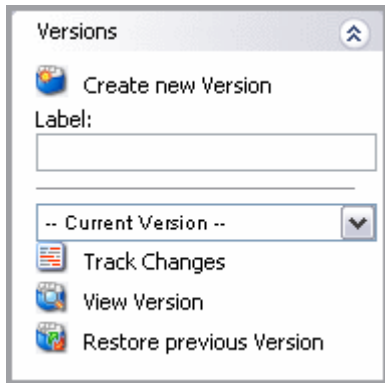
Look at this Page Published	Opens the same page on the live system, so you can see the page that is currently published under the same name.
Start Workflow for this Page	Assigns and starts a workflow for this page.
Publish this Page	Activates the page.
Help	Opens the Help window.

### 3.5.2 Hierarchy Operations



Create a new Child Page	Opens the Create Page window to add a new sub page.
Copy this Page	Opens the Copy Page window to copy the current page.
Move this Page	Opens the Move Page window to move the current page to a new location.
Delete this Page	Deletes the current page.

### 3.5.3 Versions

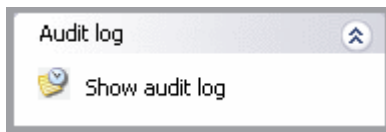


Create new Version	Creates a 'snapshot' of the current state of the page, and labels it with the value set in the Label field. You can restore the snapshot later (see below).
Versions list	List of all versions of the current page. If the version was added with a label, the label is written next to the version's date.
Track Changes	Click to reload the page and highlight all differences between the current version and the version you have selected in the drop down list. Note that highlighting only works with templates that support it.



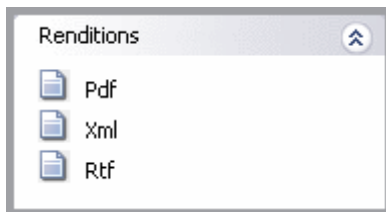
View Version	Displays the version selected in the list. To return to the current version, you can either click the Exit Version Warp button in the toolbar or select the current version in the drop down list and then click View Version again.
Restore previous Version	Restores the version selected in the list. <b>Caution:</b> Before you do this, create a new version of the current state of the page. After you restore a version, all changes that are not saved as a version are lost.

### 3.5.4 Audit Log



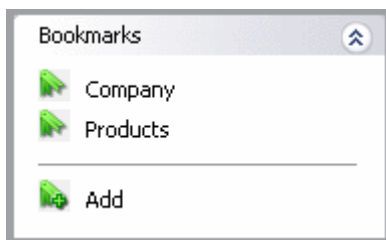
The Audit Log displays a list of all changes that were made to the current page. It allows you to quickly see who worked on the page before.

### 3.5.5 Renditions



The Renditions displays the page in different output formats (may differ in your project).

### 3.5.6 Bookmarks



Bookmarks allow you to set a bookmark at a page you are working on.

Bookmark	Click a bookmark in the list to go to the page.
Add	Adds the current page to the list of bookmarks.
Delete	Removes a bookmark from the list. The page is not affected by this.

### 3.5.7 Page Information



This box contains general information about the current page:

Title	The title of the page.
Modified	The last modification date and user.
Published	The last time the page was published.
Workflow state	If the page is in a workflow, the name of the workflow and the current workflow step are shown.
# Versions	The number of versions that exist of the current page.

## 3.6 Understanding Designs

In WSM, a design specifies how components look in part of a Web site. For example, if you define a design for the product pages, you can define each property of each component in the product section.

### 3.6.1 Components and Design Pages

How do components and layout go together? Each component has a number of properties that define how it looks. For some components, you can define colors, fonts, line spacing, and so on. These properties are stored on the design page, also known as "the design". If you change these properties in one page, they are automatically changed on all pages that use the same design page.

### 3.6.2 Inheritance: Five Rules

The design properties of a component are inherited following five rules. From basic to esoteric, the rules are as follows:

1. If the current page does not have a design, WSM uses the design of the next parent that has one.
2. If no parent has a design, WSM uses the system default design.

3. If a design does not contain a specific property, WSM looks for parent elements on the same page that have a property with the same name.
4. If two pages use the same name for a component, and the component is at the same place in the hierarchy, they share the design properties.
5. If all else fails, WSM uses the system default value.

### **3.6.3 The Easy Way: One Design Fits All**

If you choose to use the same design for your entire Web site, you need not worry much about design inheritance. You simply specify your design for the top page, and by rule 1, every page inherits the values. All the navigation entries, titles, paragraph styles, and so on, will look the same on all pages.

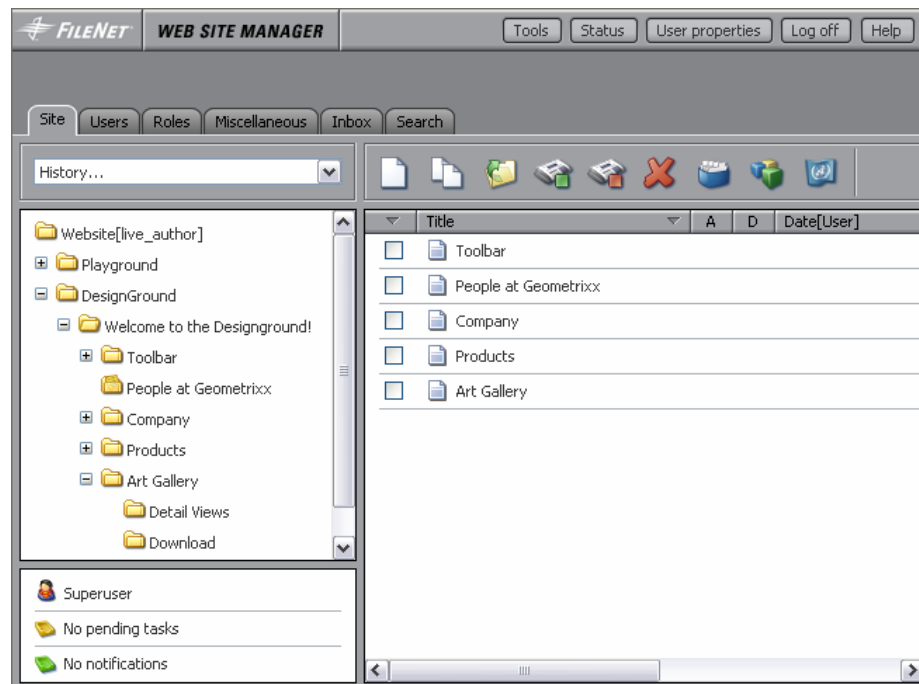
### **3.6.4 User Rights**

Whether a user has the right to modify the design depends on his or her access rights on the design page. The design page is located in the folder etc/design. A user who does not have access to the design folder cannot modify the design.

---

## 4 Web Site Management

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The Site tab offers functions to manage your Web pages.

---

**Note:** You can drag-and-drop to change the order of the pages in the page list (right).

---

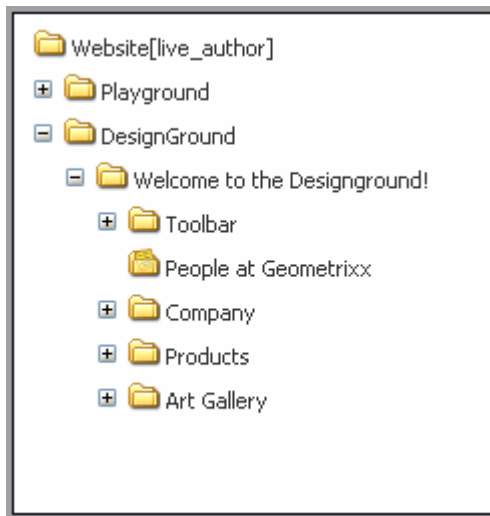
### How do I get here?

1. Connect to WSM.
2. Click the **Site** tab (if it is not already displayed).

### History

The history list contains the 10 most recent pages you selected.

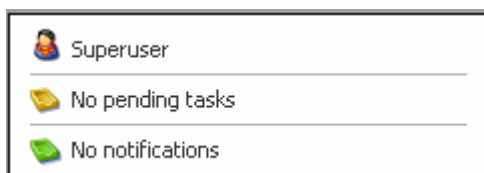
## Navigation Pane



The navigation pane displays all the Web pages that you can access. The pages are displayed based on your access rights:

Write	<p>Editable pages are listed as clickable folder icons. The title text of the page is displayed next to it, or the label if no title is set. When you click a page, the sub pages it contains are shown in the page-listing pane (right).</p> <p>Clicking the plus icon next to the page, opens the sub pages in the navigation pane.</p>
Read	If you only have read rights, the page is rendered using a non-clickable, inactive icon.
None	Pages you cannot edit are not displayed. However, if they contain editable sub pages you edit, they are displayed, but are inactive.

## User Pane

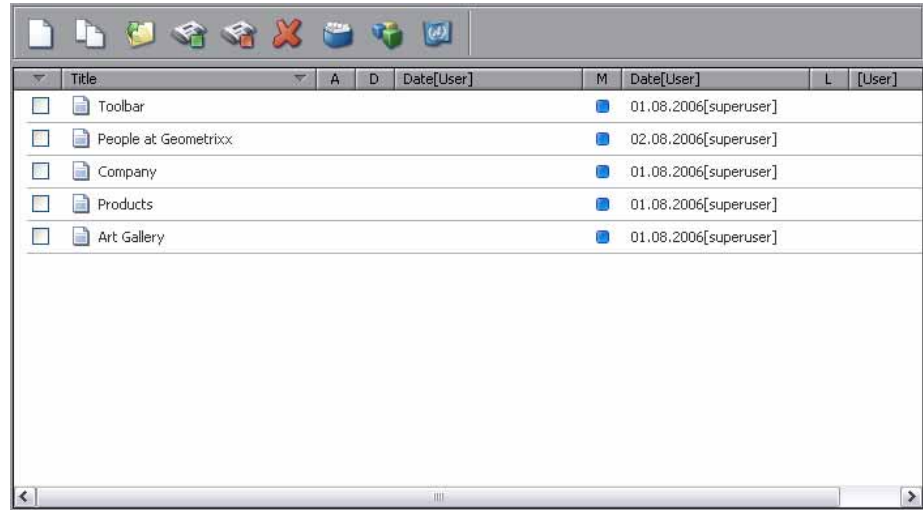


The User Pane gives you a short overview of:

- The user account you are currently logged in with or the user you are currently impersonating. Impersonating allows you to temporarily act as a different user.
- The number of assigned workflow tasks in the Inbox.
- The number of unapproved notifications in the Inbox.

You can configure the information in this tab in the User Properties window.

## Page List



The page list provides a list of the child pages of the selected page in the navigation pane. Detailed information for each page is displayed.

Checkbox	Check the checkbox next to a page, and then click on an icon to execute the action. If you select multiple pages, the action is performed on all of them.
Document icon	Clicking the document icon of a page opens it in a separate window where you can edit its content. You can reorder a page by dragging the document icon to the desired position in the list.
Page title	The title of the page.

<p>Activate/deactivate indicators</p>	<p>A page can have different activation/replication states:</p> <ul style="list-style-type: none"> <li>• The page has never been activated or deactivated. In this case, no indicator is set.</li> <li>• The page is pending for activation. A yellow square is displayed. When the page is activated, it turns green.</li> <li>• The page is pending for deactivation. A yellow square is displayed. When the page is deactivated, it turns green.</li> <li>• The page is activated. A green square in row A is visible.</li> <li>• The page has been deactivated. A red square in row D is visible.</li> <li>• The page is activated but has an on time in the future. A green clock icon is shown. When the on time is reached it turns into a green icon.</li> <li>• The page is activated and has an off time that is still in the future. A red clock icon is shown. When the off time is reached it turns into a red icon.</li> </ul> <p>See Working with On/Off times for more details.</p>
<p>Activation/deactivation date and user</p>	<p>Date of last activation/deactivation and name of the user who performed the action.</p>
<p>Modified indicator</p>	<p>A blue square is shown if the page has been modified since the last activation/deactivation. It is cleared with the next activation/deactivation.</p>
<p>Modification date and user</p>	<p>Date and name of the user who did the last modification on the page. It is cleared with the next activation/deactivation.</p>
<p>Locked indicator</p>	<p>Shows a light gray square if a user has locked the page for exclusive editing.</p>
<p>Locking user</p>	<p>Name of the user who locked the page.</p>

## Moving Pages in the Page List

To change the order of the pages in a folder, proceed as follows:

1. Log on to WSM.
2. Click the **Site** tab.
3. Click the folder that contains the pages you want to re-order.
4. Drag the pages to their new position by clicking the page icon.

### 4.1 New

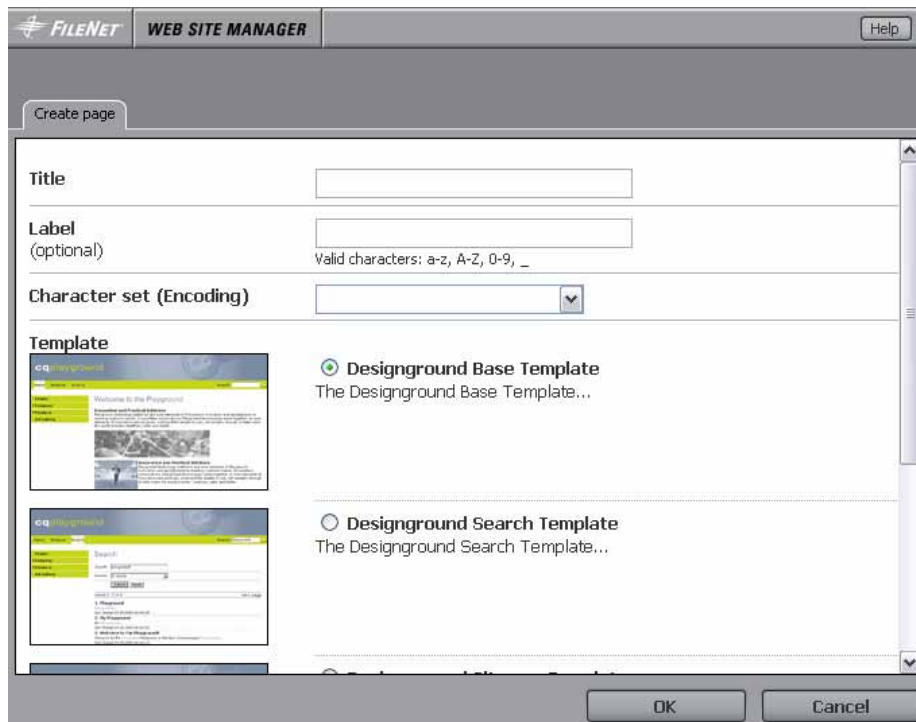
---

The **Create Page** window allows you to add new pages to your WSM Web site.

To create a new page, follow these steps:

1. Log on to WSM.
2. Click the branch where you want to insert the new page.
3. Click the **Site** tab, and then click the **New** icon. The Create Page window opens.
4. In the Title field, type the title of the page.
5. In the Template list, click the template you want to use for the page.
6. Click **OK**.





Title	Title of the new page. The title may be displayed very prominently or not at all, depending on the design of the Web site. It also appears in the page list of the administration interface.
Label	Type a label for the page. If you do not specify a label, WSM creates one based on the page title. The label is used as the name of the page in the URL.
Character set	If the page uses a different encoding than your other pages, click the encoding you want to use for the page. You can later change the encoding in Page Properties.
Template	Select the template you want to use for the page. The list of available templates depends on the following factors: The templates that are defined for your project The location of the new page Your access rights

Symbolic link	<p>You can create a symbolic link to an existing page in the Web site. A symbolic link points to an existing page on the site.</p> <p>Click Symbolic Link and indicate the target page to link to. To do so,</p> <ul style="list-style-type: none"><li>• Click on the Browse button and select the page in the content browser window.</li></ul> <p>- or -</p> <ul style="list-style-type: none"><li>• Type the full path of the page (starting at "/content").</li></ul> <p><b>Note:</b> In addition to the page you select, all child pages are linked as well.</p>
---------------	---

### How do I get here?

1. Connect to WSM.
2. Click on the **Site** tab.
3. Click **New**.

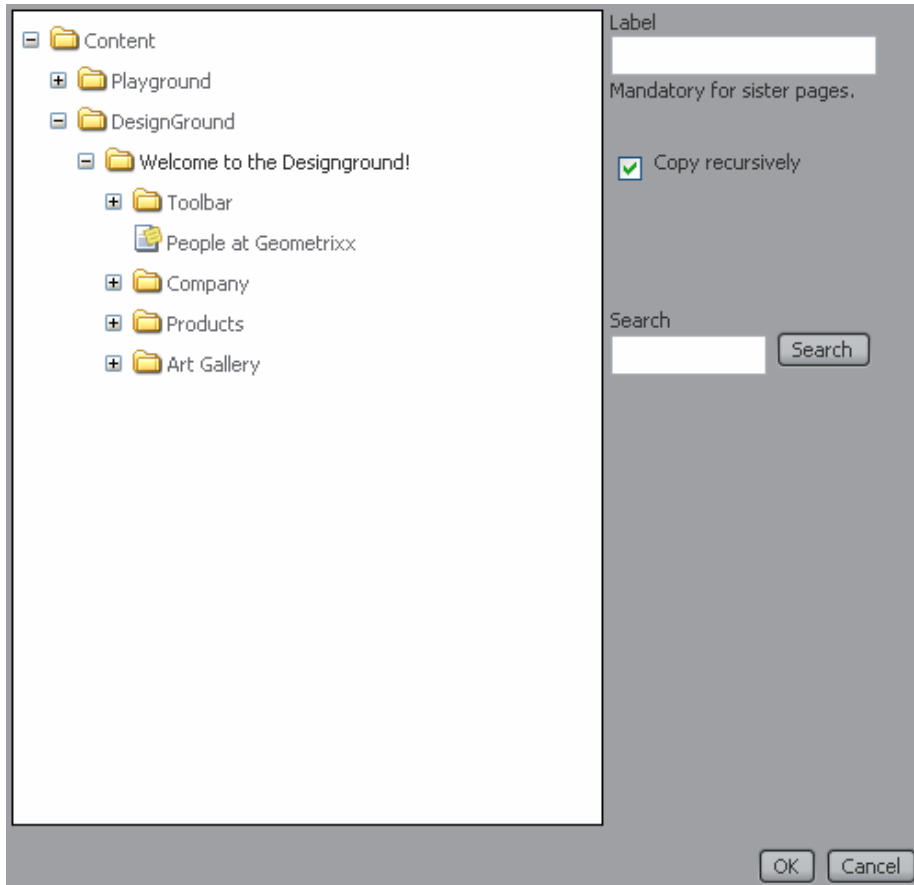
## 4.2 Copy

---

This function allows you to copy one or more pages to a new location.

To copy a page to a new location, follow these steps:

1. Log on to WSM.
2. Click the check box next to the page(s) you want to copy.
3. Click the **Site** tab, and then click the **Copy** icon. The Browse window opens.
4. Click the page where you want to copy the page(s) to.
5. If you want to change the label of the copied page, type the new label into the Label field.
6. Click **OK**.



Page list	The main section of this window displays the same content tree structure as in the navigation pane of the Site view. Click the page under which you want to copy the page(s).
Label	If a page with the same label as the copied page already exists at the destination, type a new label. If you do not type a label, the copied page has the same label as the original page. <b>Note:</b> If you copy several pages at once, the label is only applied to the first of the copied pages. If there are more pages that have the same label as existing pages, they are not copied.
Copy recursively	By default, only the selected pages are copied. By activating this check box, the sub pages of the selected pages are copied as well.
Search	The search function is used to search for a target parent page containing a specific word. The search function lists all the pages that match the search criteria.
OK	After selecting the target parent page in the tree, click OK to continue. An alert box will ask for confirmation.

Cancel	Aborts the complete copy action and closes the window.
--------	--

## How do I get here?

1. Connect to WSM.
2. Click the **Site** tab.
3. Check the page(s) you want to copy.
4. Click **Copy**.

## 4.3 Move

---

This function allows you to move one or more pages to a new location.

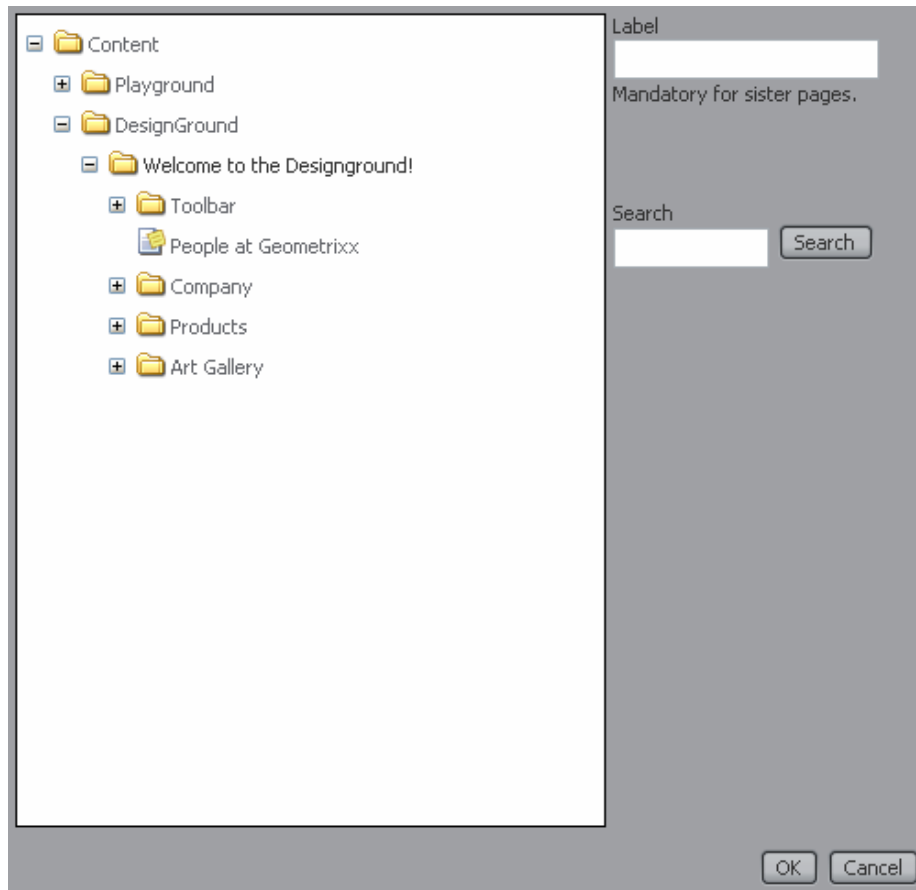
To move a page to a new location, follow these steps:

1. Log on to WSM.
2. Click the **Site** tab.
3. Click the check box next to the page(s) you want to move.
4. Click the **Move** icon. The Browse window opens.
5. Click the page where you want to move the page(s) to.
6. If you want to change the label of the page, type the new label into the Label field. Click **OK**. A new window opens, showing all the pages that you want to move, and all the pages that contain links to these pages.
7. Check all the pages that you want to send to the live system (usually, select all pages).
8. Click **OK**.

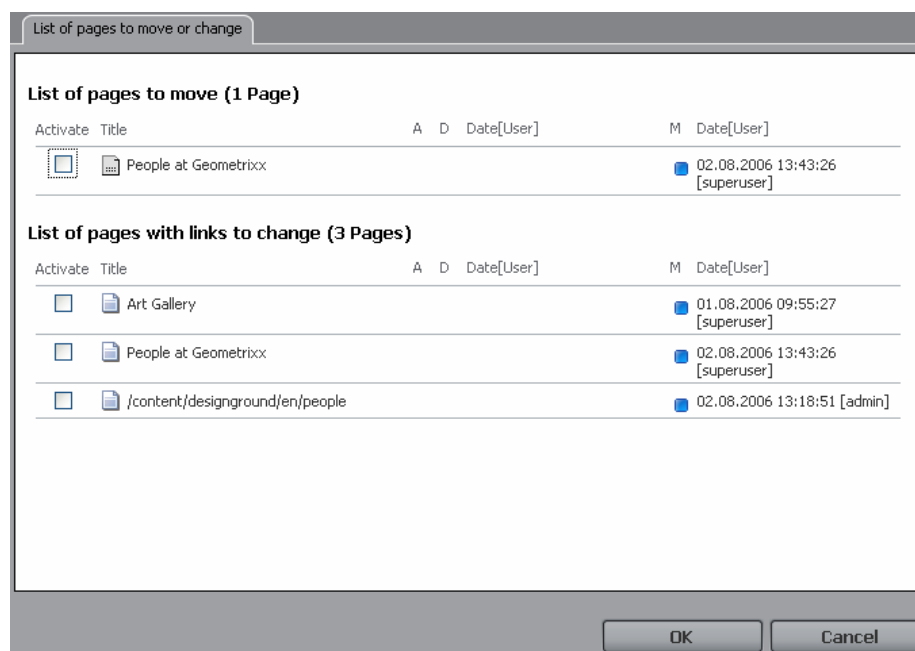
---

**Note:** You can change the order of the pages in a folder by dragging and dropping them in the page list.

---



Tree view	The main section of this window displays the same content tree structure as in the navigation pane of the site view. Click the page under which you want to move the page.
Label	<p>If a page with the same label as the moved page already exists at the destination, type a new label. If you do not type a label, the page keeps its label.</p> <p>Note: If you move several pages at once, the label is only changed for the first page you move. If there are more pages that have the same label as existing pages, they are not moved.</p>
Search	The search function is used to search for a target parent page containing a specific word. The search function lists all the pages that match the search criteria.
OK	<p>After selecting the target parent page in the tree, click OK to continue. An alert box will ask for confirmation.</p> <p>A list of all pages that you want to move and pages with links to the moved pages is displayed.</p>
Cancel	Aborts the move action and closes the window.



List of pages to move	A list of all pages and sub pages that have are moved. Each page has a checkbox displayed in the Activate column. If selected, the page is sent to the live system automatically after moving.
List of pages with links to change	This is a list of all content pages that have links pointing to one of the pages that are moved. The links are automatically changed to point to the new location of the page.  Each page has a checkbox displayed in the Activate column. If selected, the page with the corrected links is sent to the live system automatically.
OK	Click and confirm to move the page(s).
Cancel	Aborts the move operation and closes the window.

## How do I get here?

1. Connect to WSM.
2. Click the **Site** tab.
3. Check the pages you want to move.
4. Click the **Move** icon.

## 4.4 Activate

---

Click **Activate** to set the selected page(s) to live. If you activate a page, the following happens:

- The current state of the page is sent to the live system (or systems), where it is published.
- The activation indicator in the page listing changes to yellow while the activation is pending, and then to green when the page is live.
- WSM creates a version snapshot of the page. To revert to an old version of the page, click **Restore**.

---

**Note:** In some setups, it may take a few seconds (or even several minutes) from when the activation indicator turns green until you can see the page on the live system.

---

To activate a page, proceed as follows:

1. Log on to WSM.
2. Click the **Site** tab.
3. Check the page(s) you want to activate.
4. Click the **Activate** icon.

To activate entire branches, use the Activate Tree tool:

1. Log on to WSM.
2. Click **Tools**.
3. Click **Activate Tree**.

### How do I get here?

1. Connect to WSM.
2. Click the **Site** tab.

## 4.5 Deactivate

---

Click **Deactivate** to remove the selected page(s) and all sub pages from the live Web site. If you deactivate a page, the following things happen:

- The page is removed from the live system. It remains on the authoring system, and you can activate it again later.

- All the sub pages of the page are removed from the live system.
- The activation indicator in the page listing changes to red.

To deactivate a page, proceed as follows:

1. Log on to WSM.
2. Click the **Site** tab.
3. Check the pages you want to deactivate.
4. Click the **Deactivate** icon.

---

**Note:** WSM automatically deactivates all sub pages of the deactivated page. Be careful when you deactivate pages that have child pages below them.

---

### How do I get here?

1. Connect to WSM.
2. Click the **Site** tab.

## 4.6 Delete

---

Click **Delete** to remove the selected page(s) and all sub pages from the authoring and the live system. If you delete a page, the following things happen:

- The page is removed from the authoring and the live system.
- All the sub pages of the page are removed from the authoring and live system.
- WSM creates a version snapshot of the page. To restore the page, click **Restore**.

To delete a page, proceed as follows:

1. Log on to WSM.
2. Click the **Site** tab.
3. Check the page you want to delete.
4. Click the **Delete** icon.



---

**Note:** WSM automatically deletes all sub pages of the deleted page. Be careful when you delete pages that have child pages below them.

---

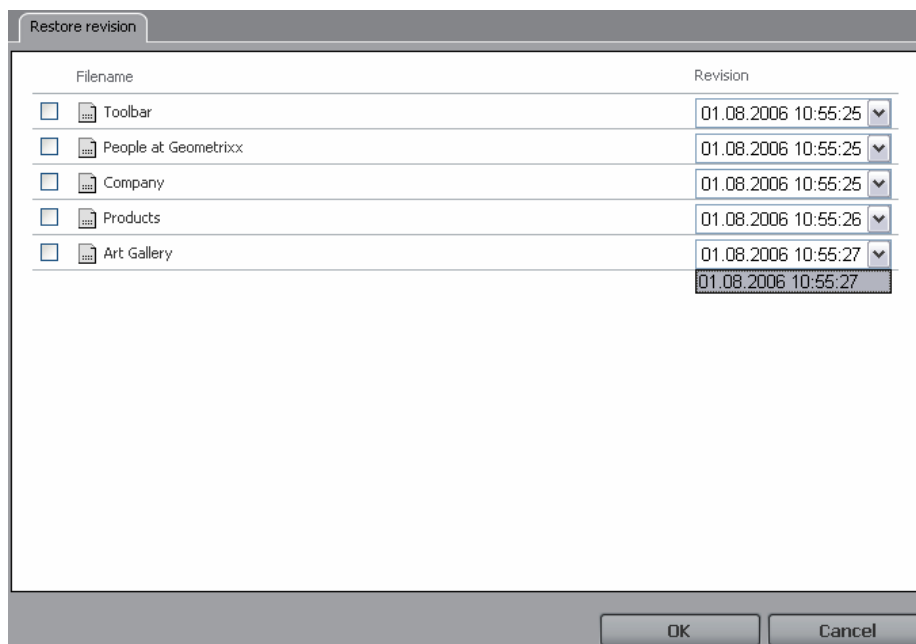
## How do I get here?

1. Connect to WSM.
2. Click the **Site** tab.

## 4.7 Restore

---

WSM saves a snapshot of a page every time you activate it and when you delete it. Click **Restore** to restore previous states of a page, or to restore a deleted page.



Filename	The name of the file that has versions stored. Click the check box to restore a version of that file.
Revision	The list contains all the snapshots you can restore.
OK	Click OK to restore the version(s) you have selected from the page(s) you have checked.
Cancel	Closes the window without restoring.

## How do I get here?

1. Connect to WSM.
2. Click the **Site** tab.
3. Click the **Restore** icon.

### 4.8 Inherit

Displays the content that you inherit from a master site, and allows you to inherit optional content. This only works if there is a master site, and if the administrator of the master site has specified content that you can use.



Page list	List of pages on the master site.
Action list	Lists the type of inheritance that is specified for each page. The color list to the left shows which pages are effectively inherited, and reflects that some inheritance types automatically include sub pages. For optional content, a list allows you to select an action. The actions are listed below and depend on the inheritance type.
Add arbitrary reference...	Allows you to inherit a page that was not specifically prepared on the master site. Note that this function may be unavailable on some setups.

## Optional Content

The following actions are available for content that has the inheritance type "Optional Content":

Empty	No action is executed.
Reference	The optional content is added by reference. WSM includes a reference to the page and all the sub pages. The pages are displayed on your site, but you cannot modify them. Changes to the original pages are reflected on your site.

---

**Note:** The reference is created as a "symbolic link". After the reference is created, the action is disabled in the action list. To remove the pages and enable the action again, delete the symbolic link.

---

## Optional Content Copy

The following actions are available for content that has the inheritance type "Optional Content Copy":

Empty	No action is executed.
Reference	The optional content is added by reference. WSM includes a reference to the page and all the sub pages. The pages are displayed on your site, but you cannot modify them. Changes to the original pages are reflected on your site.
Copy	The content is copied from the master site. You can modify the page. Changes to the master page are not reflected on the page.
Copy (auto-update)	The content is copied from the master site. You can modify the page. Changes to the master page are reflected on the page as long as you do not modify it. After you have modified it, it is no longer connected to the master page.

---

**Note:** You can change the action in the action list at any time. Note that this may delete changes you have made to the page.

---

## Add Arbitrary Reference or Copy

The following actions are available in the action list for the "Add Arbitrary Reference or Copy" function:

Reference	The content is added by reference. WSM includes a reference to the page and all the sub pages. The pages are displayed on your site, but you cannot modify them. Changes to the original pages are reflected on your site.
Copy	The content is copied from the master site. You can modify the page. Changes to the master page are not reflected on the page.

---

**Note:** These functions are also available outside of the inheritance framework.

---

### How do I get here?

1. Connect to WSM.
2. Click the **Site** tab.
3. Click the **Inherit** icon.

## 4.9 Language

---

The Language Manager allows you to manage a Web site that is localized.

### How do I get here?

1. Connect to WSM.
2. Click the **Site** tab.
3. Click the parent folder of the language folders of your Web site.
4. Click the **Languages** icon.

#### 4.9.1 Localizing Your Web Site

The WSM Language Manager supports you in localizing your Web site. This section tells you how to create and maintain a copy of your Web site in a different language.

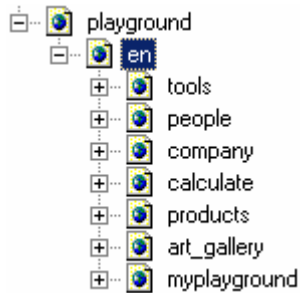
##### 4.9.1.1 Structure

Each language version must be in a folder that is labeled with the ISO code of the language version it contains. WSM supports two ways of labeling the languages:

- **By language:** Use "en" for English, "de" for German, and so on.

- **By language and country:** Use “en\_us” for United States/English, “uk\_en” for Britain/English, and so on.

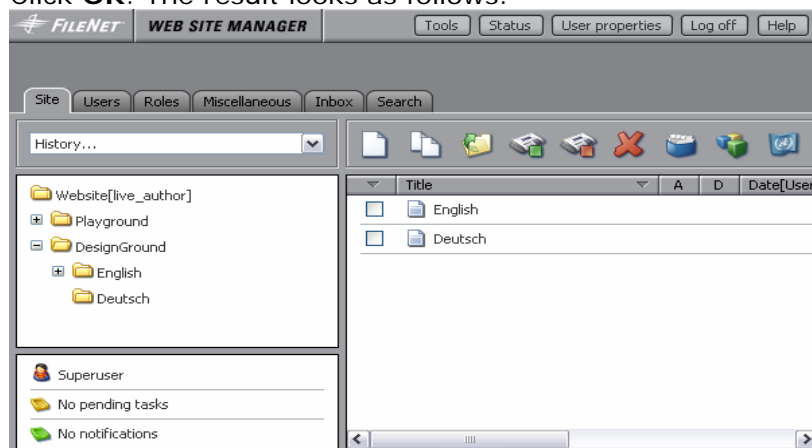
If you plan to localize your Web site, make sure the default language version is in a folder that is labeled with the ISO code. For example, if you create an English Web site, place it in the folder “en” or “en\_uk”, so you can later localize it.



#### 4.9.1.2 Creating a New Language Version

To create a new language version, create an empty folder with the label of the new language version on the same level as the original language version:

1. Click the **Site** tab, and then click the parent page of the original language folder.
2. Click **New**. The Create Page window opens.
3. In the Title field, type the name of the new language version (for example “Deutsch”).
4. In the Label field, type the ISO language code of the new language version (for example “de” for German or “de\_de” for German/Germany).
5. Click **OK**. The result looks as follows:



### 4.9.1.3 Localizing Content

The WSM Language Manager helps you to create and maintain content in different languages. To open it, click the **Site** tab, and then click the **Languages** icon. The Language Manager opens:



Site structure (left)	This is the structure of your Web site. Click a folder to expand it.
Country flags (top)	The country flags represent the language folders.
Page with text	A page with text under a country flag is a page that exists in that language, and that contains content.
Empty page	A page with text under a country flag is a page that exists in that language, but is empty. Note that pages may be wrongly displayed as empty if they do not use paragraph systems.
Ghost page	A ghost page is a page that does not exist in that language. To create it, click it. The Localize window opens (see below).
Browse	Click Browse to compare the current language folder(s) with a language folder that is located at another branch of the Web site. Select the language folder, and then click Submit.


The transparent empty pages represent pages that are not localized yet. To localize a page, click it, and the following window opens:

Copy content (not just empty structure)

Yes

---

Copy from language



---

Copy subpages

Yes

---

Select workflow

▼

Copy content	Check Yes to copy the page content. This can help translators, because it is usually easier to work on the existing content rather than re-create it from scratch. If you clear the check box, the new page is empty.
Copy from which language	If you copy page content, select the language from which you want to copy the content.
Copy children	Check Yes to copy the child pages of the current page as well.
Select workflow	Select a workflow to place the newly created page in a workflow.
Submit Query	Click to create the new page(s) in the new language folder.

To localize a page, proceed as follows:

1. Click the empty page. A new window opens.
2. Check **Yes** (copy content) to copy the content from an existing version of the page. This can help a translator, because it is usually easier to work on the existing content rather than create it again from scratch.
3. Click the language flag that you want to use as the source.
4. If you want to copy the child pages as well, check **Yes** (copy children).
5. To place the newly created page in a workflow, select the workflow in the **Select Workflow** list.

6. Click **Submit Query**. The page is now created in the language folder. You can now edit it using the edit bars on the page.

---

**Note:** The Language Manager creates the new page with the same label as the original page. This helps it to keep track of language versions. If you create pages in different languages without the language manager, make sure that the same page has the same label in all language folders.

---

### How do I get here?

1. Connect to WSM.
2. Click the **Site** tab.
3. Click the parent folder of the language folders of your Web site.
4. Click the **Languages** icon.

#### 4.9.2 Comparing Branches of your Web Site

You can use the Language Manager as a general compare/copy tool of different subsections of your Web site. For example, you can compare different product sheets, or the documentation for two releases of a software program.

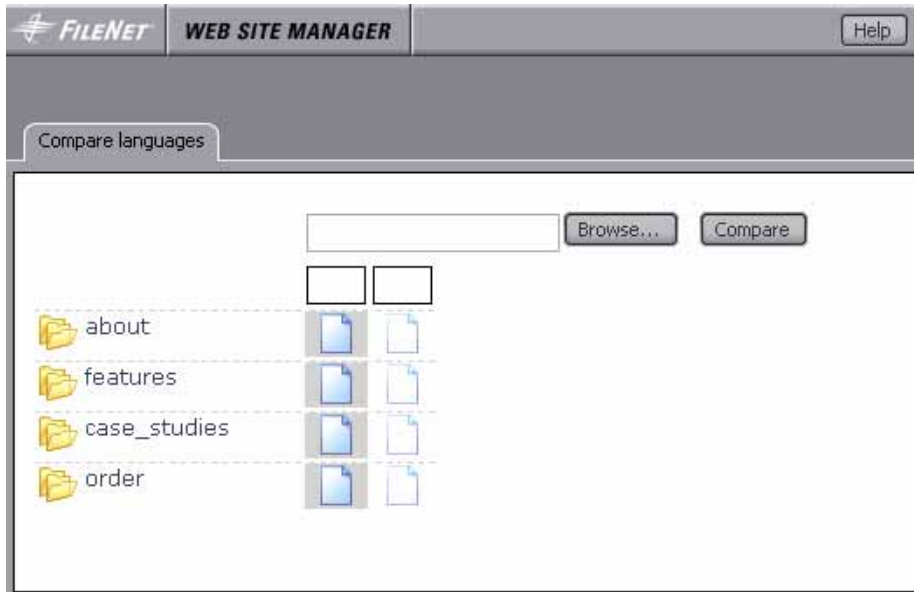
##### 4.9.2.1 Case 1: All Branches are in the Same Folder

**Example:** You want to compare the product branches in your "products" folder.

Because the folder structure is the same as for all languages, you can proceed as follows:

1. On the **Site** tab, click the parent folder of the branches you want to compare, and then click Languages. The **Language Manager** opens.
2. The Language Manager displays each branch in one column. To find out which branch is which, point to the white rectangle on top of the column. After a moment, a ToolTip displays the folder location.






---

**Note:** To copy a page to a new branch, click the ghost page in the branch where you want to create the new page.

---

#### 4.9.2.2 Case 2: The Branches are in Different Folders

**Example:** You want to compare one product branch with another branch that is in a different folder.

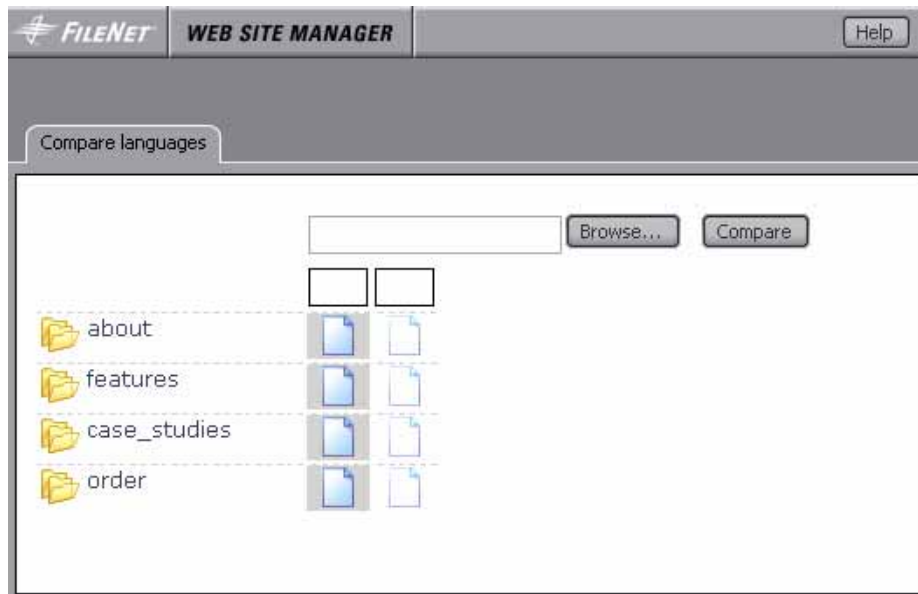
Because the Language Manager is not designed to compare branches from different folders, you have to use a trick:

1. On the **Site** tab, click a page, that does not have any pages below it, and then click Languages. The **Language Manager** opens empty.



2. Click **Browse**, select the branch you want to compare, and then click **Submit**. The branch is displayed as a column.
3. Repeat step 2 for all other branches you want to compare with each other.

4. To find out which branch is which, point to the white rectangle on top of the column. After a moment, a ToolTip displays the folder location.

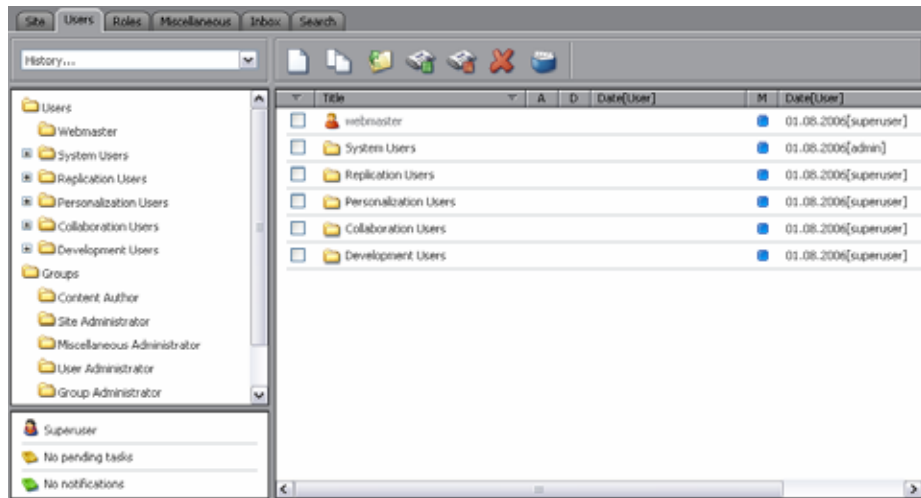


---

**Note:** To copy a page to a new branch, click the ghost page in the branch where you want to create the new page.

---

## 5 Users



The Users tab allows you to manage WSM user accounts. Because WSM treats user accounts as pages, handling users is similar to handling Web pages.

### 5.1 ACLs: How Access Rights Work

Access rights are defined in Access Control Lists (ACLs). An access control list is a list of statements that allow or deny certain actions on a part of the Web site. For example, the following ACL states, "You may edit any part of the site except the products branch":

1. **Allow:** content/mySite, Read, Write
2. **Deny:** content/mySite/products, Write

#### 5.1.1 Where You Can Define ACLs

ACLs are defined on several levels:

1. The system Pre ACL contains basic system settings for all users. Group and user ACLs can overwrite these settings.
2. The group ACL specifies the access rights for a group, such as "Marketing" or "Products".
3. The user ACL specifies the access rights on a per-user basis (note that for most cases, we recommend not to use this, and rather attach the rights to groups).
4. The system Post ACL contains mandatory settings for all users.

To determine the access rights of a user, WSM evaluates the ACLs in the following order:

1. The system Pre ACL.
2. The group ACLs for all groups to which the user belongs (you can specify the order of the groups for each user).
3. The ACL of the user.
4. The deny statements of all parent users.
5. The system Post ACL.

At this point things become complicated. For example, a deny statement on a parent user will always override the group definition, and the group definition itself may turn out differently if you change the order of the groups. For effective access rights management, you have two options:

1. Make sure you understand very well what you are doing.
2. Follow a few simple rules (see below).

Of course, if you do understand very well what you are doing, your ACLs may be shorter and more elegant, and you may use some very nifty tricks to make the most of the system. However, in order to keep your system flexible, transparent, and hassle-free, we recommend that you adhere to the following rules.

### **5.1.2 Avoiding ACL Problems: Three Rules**

Access Control Lists (ACL) are very powerful access right management tools. In fact, they are so powerful that you can easily create a situation that is so complex that you have no idea what is happening. This section contains three rules that will help you keep ACLs under control.

An ACL is a list of statements that either allow or deny certain actions on a part of the Web site. In evaluating user rights, WSM collects these statements from several sources and evaluates one after another. The trouble is that some of these statements may or may not cancel each other out, depending on the order in which they are evaluated. The following rules ensure that your ACLs work the same no matter the orderh they are evaluated.

#### **Rule 1: Anything Goes in Pre and Post**

Pre and Post definitions are always evaluated exactly as you expect.

**Why?** The Pre definition is overwritten by everything that follows, while the Post definition overwrites everything before it. No hierarchy, no effect of sequence order, no hassle.

## Rule 2: Use Groups

To administer access rights, use groups. Do not assign access rights to users.

**Why?** Three reasons:

1. You have a lot more users than groups, so groups keep it simple.
2. Inheriting is simpler in groups.
3. Users come and go. Groups are here to stay.

## Rule 3: Be Positive

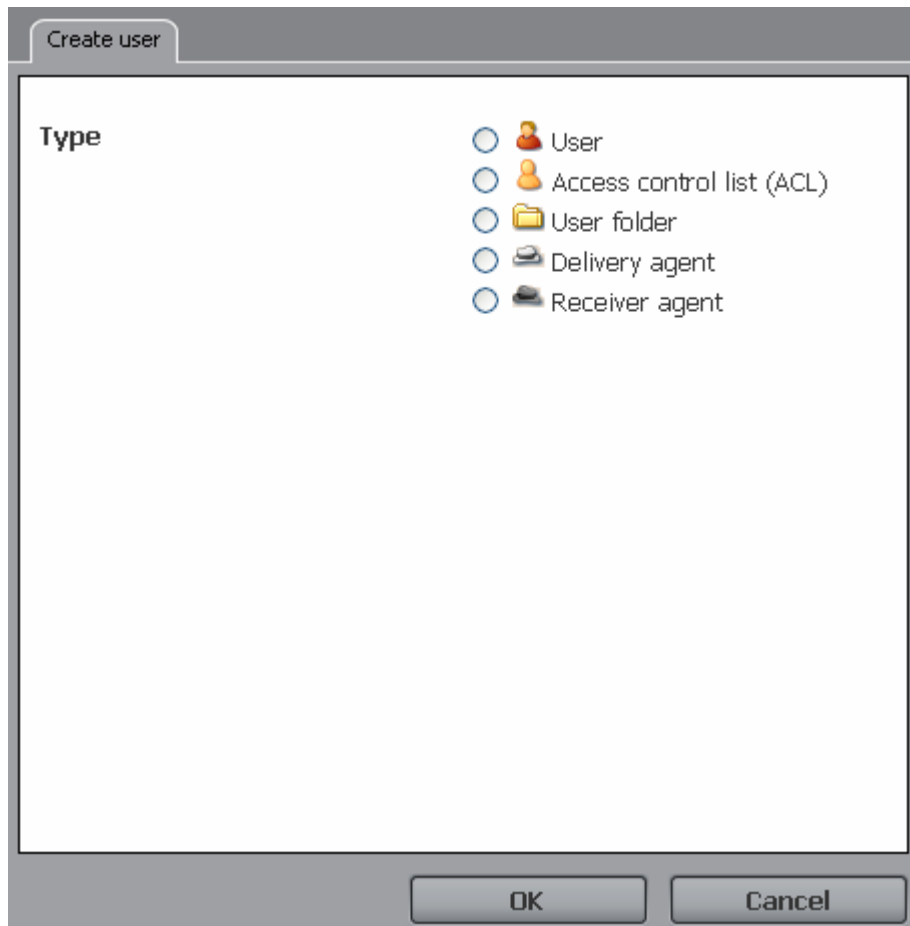
Always use Allow statements to specify the group's rights. Avoid using a Deny statement.

**Why?** Groups are evaluated in their order, and the order may be defined differently per user. In other words: You have little control over the order in which the statements are evaluated. If you use only Allow statements, the order does not matter.

## 5.2 New

---

Click **New** to create a new user, user folder, access control list, or agent. A window opens where you can specify the type of user you want to create:



User	Creates a standard user. For example, an author of the Web site.
Access Control List (ACL)	Creates an Access Control List, a set of rules that allow or deny specific types of access on specific folders or pages of the Web site. For example, an ACL may allow edit rights on all product pages.
User folder	Creates a folder in which you can store users.
Delivery agent	Creates a delivery agent. In a replication process, the delivery agents on the authoring system send all the content they can read to the live system.
Receiver agent	Creates a receiver agent. In a replication process, the receiver agent on the live system is used to write the content on the live system.

---

**Note:** To set the user properties, click the user icon in the User tab.

---

### How do I get here?

1. Connect to WSM.

2. Click the **Users** tab.
3. Click the **New** icon.

### 5.2.1 User

Creates a standard user, for example an author of the Web site.

User ID	Type the user ID of the new user.
Password	Type the password for the new user into both boxes.
OK	Creates the new user.
Cancel	Closes the window without creating a user.

---

**Note:** To set the properties of the newly created user, click its icon in the User tab.

---

#### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.

3. Click the **New** icon, and then click **User**.

### 5.2.2 Access Control List (ACL)

This option creates an Access Control List, a set of rules that allow or deny specific types of access on specific folders or pages of the Web site. For example, an ACL may allow edit rights on all product pages.

Title	The title of the Access Control List.
Description	A short description of the Access Control List.
OK	Creates the Access Control List.
Cancel	Closes the window without creating an Access Control List.

---

**Note:** To set the properties of the newly created Access Control List, click on its icon in the User tab.

---

#### How do I get here?

1. Connect to WSM.
2. Click on the **Users** tab.
3. Click on the **New** icon, and then click **Access Control List (ACL)**.

### 5.2.3 User Folder

Creates a folder in which you can store users.



Title	The title of the folder.
Description	A short description of the folder.
OK	Creates the folder.
Cancel	Closes the window without creating a folder.

### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the **New** icon, and then click **User Folder**.

### 5.2.4 Delivery Agent

Creates a delivery agent. In a replication process, the delivery agents on the authoring system send all the content they can read to the live system.

Title	The user ID of the delivery agent.
Password	Type the password for the delivery agent into both boxes.
OK	Creates the delivery agent.

Cancel	Closes the window without creating a delivery agent.
--------	--

---

**Note:** To set the properties of the newly created delivery agent, click its icon in the User tab.

---

### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the **New** icon, and then click **Delivery Agent**.

#### 5.2.5 Receiver Agent

Creates a receiver agent. In a replication process, the receiver agent on the live system is used to write the content on the live system.

Title	The user ID of the receiver agent.
Password	Type the password for the receiver agent into both boxes.
OK	Creates the receiver agent.
Cancel	Closes the window without creating a receiver agent.

---

**Note:** To set the properties of the newly created receiver agent, click its icon in the User tab.

---

The receiver agent is a normal user that has edit rights on the entire live site. In the replication process, the delivery agents log in as this user to copy the content over to the live system.

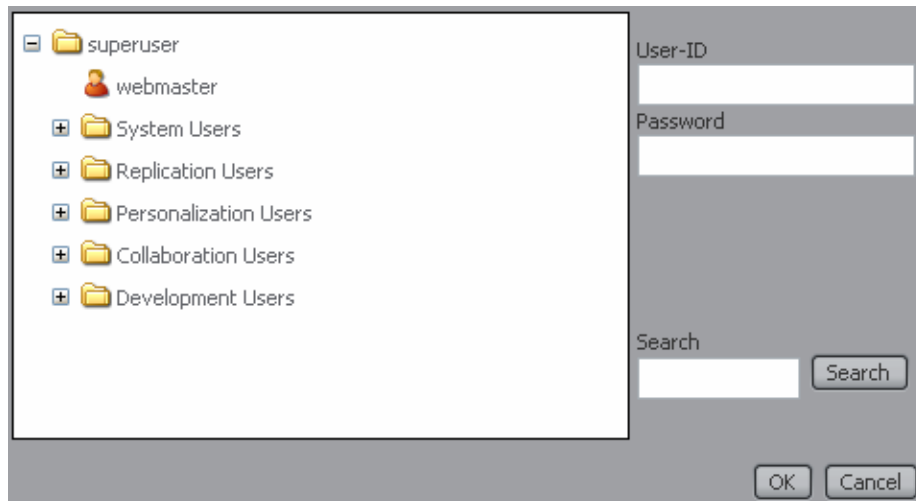
## How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the **New** icon, and then click **Receiver Agent**.

## 5.3 Copy

---

Copies an existing user.



User list	Click the folder under which you want to create the new user.
User ID	Type the user ID for the new user.
Password	Type the password for the receiver agent into both boxes.
OK	Creates the new user.
Cancel	Closes the window without creating a user.

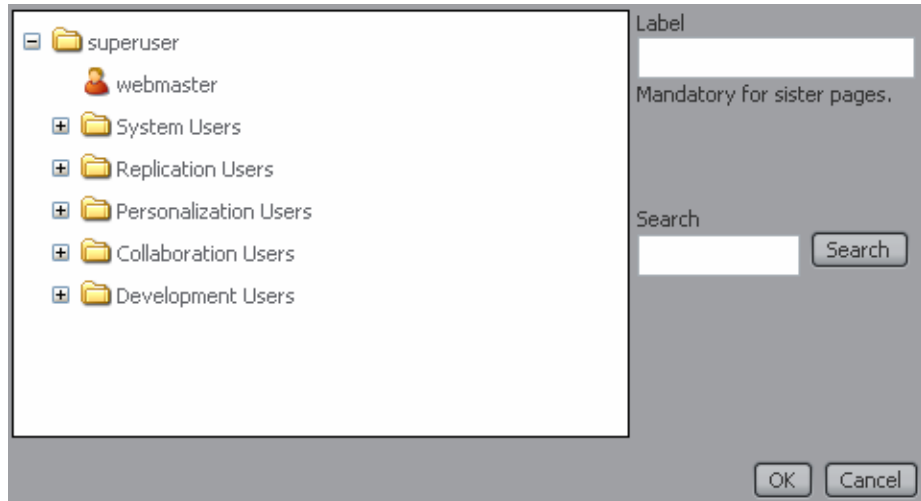
## How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Check an existing user, and then click the **Copy** icon.

## 5.4 Move

---

Moves an existing user into a new folder.



User list	Click the folder under which you want to move the user.
Label	
Search	
OK	Moves the user to the new folder.
Cancel	Closes the window without moving the user.

### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Check an existing user, and then click the **Move** icon.

## 5.5 Activate

---

Copies the user to the live system. This is necessary if the user needs access to the live system. For editing on the authoring system, you do not need to activate the user.

### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Check an existing user, and then click the **Activate** icon.

## 5.6 Deactivate

---

Removes the user from the live system. The user still has all rights on the authoring system, but cannot log on to the live system anymore.

## How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Check an existing user, and then click the **Deactivate** icon.

## 5.7 Delete

---

Deletes the user from both the live and authoring systems.

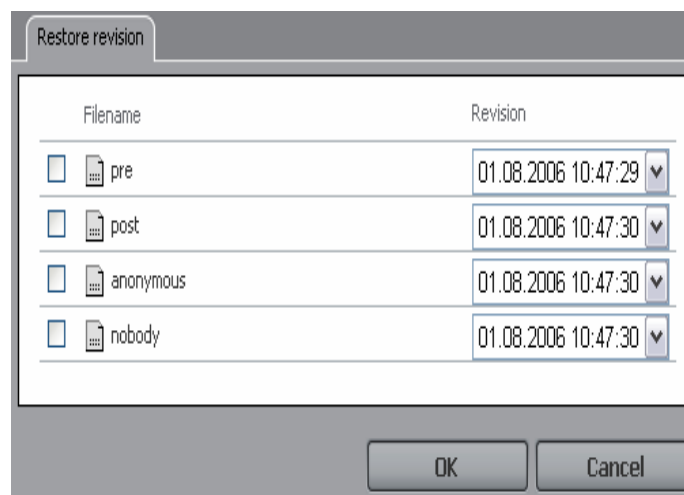
## How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Check an existing user, and then click the **Delete** icon.

## 5.8 Restore

---

Restores deleted users.



User list	Check all users you want to restore.
OK	Restores the selected users.
Cancel	Closes the window without restoring a user.

## How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Check an existing user, and then click the **Restore** icon.

## 5.9 Properties

Each type of user has one or more property windows that define their access rights, name, password, and so on.

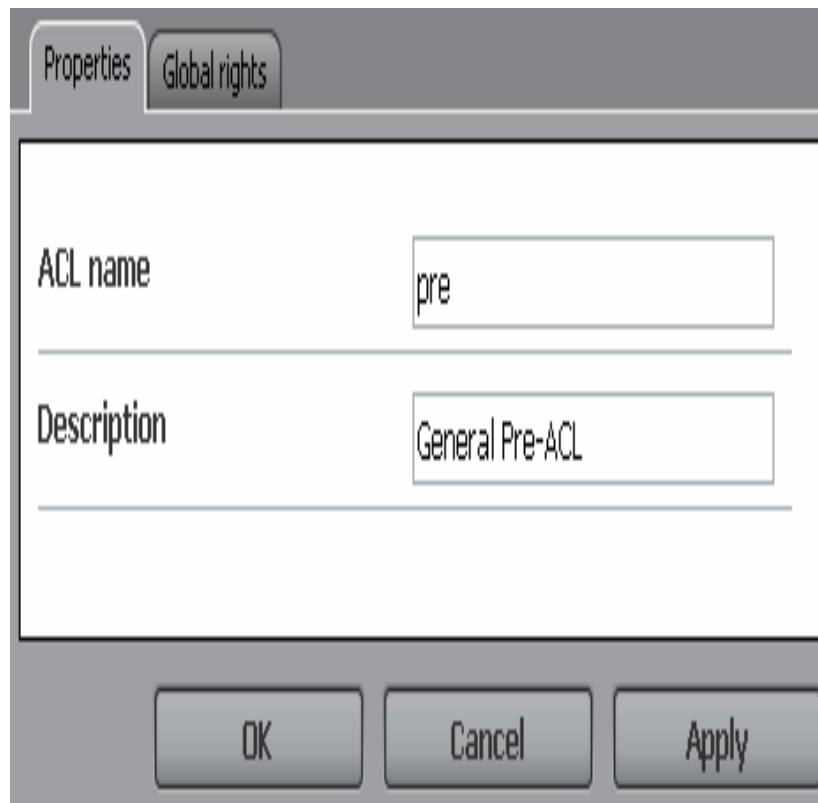
### 5.9.1 Properties (User)

User ID	The user ID of the user.
Password	The password of the user. To change, type the new password into both fields.
Full name	The full name of the user.
E-mail address	The e-mail address of the user. Mandatory for users who receive workflow notifications by e-mail.
Do not send notifications...	The user does not receive any notification e-mails from workflows.
Send notification when...	The user receives a notification by e-mail when a workflow is completed that they have started.
Notification interval	How often the user receives a reminder by e-mail to check the workflow inbox.
Subscribe	Subscribe to certain changes in the system. The user receives a notification for all changes that are defined here.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

## How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a user.

### 5.9.2 Properties (Access Control List)



The screenshot shows a dialog box titled 'Properties (Access Control List)'. It has two tabs: 'Properties' and 'Global rights'. The 'Properties' tab is selected. The dialog contains two text input fields. The first is labeled 'ACL name' and contains the text 'pre'. The second is labeled 'Description' and contains the text 'General Pre-ACL'. At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Apply'.

ACL name	The name of the Access Control List.
Description	A short description of the Access Control List.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

## How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of an Access Control List.

### 5.9.3 Properties (User Folder)

Properties

Title

Description

OK Cancel Apply

Title	The name of the folder.
Description	A short description of the folder.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

#### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a folder.

### 5.9.4 Properties (Delivery Agent)

Properties Transport properties Subscription format & content Global rights

User-ID

Password

Full name

OK Cancel Apply



User ID	The user ID of the delivery agent.
Password	To change the password, type the new password into both fields.
Full name	The full name of the delivery agent.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a delivery agent.

### 5.9.5 Properties (Receiver Agent)

User ID	The user ID of the receiver agent.
Password	The password of the receiver agent. To change the password, type the new password into both fields.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a receiver agent.

## 5.9.6 Transport Properties

Properties
Transport properties
Subscription format & content
Global rights

**Status** Enabled ▼

---

**Transport type** CqNative ▼

---

**Transport host**

---

**Transport port**

---

**Transport user**

---

**Transport password**

---

**Connection**

---

**Additional transport parameters**

```
/request/url.format="/publish/system/replication/co
ntent/receive.html"
```

Enter transport protocol specific parameters

---

**Delivery frequency**   
Choose the time to wait (in seconds) before retrying after an error

---

<b>Status</b>	<p>The status of the delivery agent:</p> <p>Enabled: The delivery agent is active and sends the content to the live system.</p> <p>Disabled: The agent is not active. It does not perform any replication tasks.</p>
---------------	--

Transport type	Selects the replication type: CqNative: Uses HTTP protocol. This method is used to replicate content to other WSM 3 systems. CqNativeSSL: Uses HTTP protocol, but encrypts the content. This method is used to replicate content to other WSM 3 systems. Use it if you have confidential content, and are not sure if the communication line is safe. Cq2Compatible: Uses HTTP protocol, but only uses headers that are compatible with WSM 2.x. Use this function to replicate content to WSM 2 systems. Dispatcher Flush: Sends the headers using HTTP protocol, but does not send the content. This is useful if the recipient is for example a dispatcher, so it needs to know that something has changed, but does not need the content itself. Mail: Sends the content in an email message using SMTP protocol. FTP upload: Sends the content using FTP protocol.
Transport host name	The name of the recipient (host name, mail server name, or ftp server name).
Transport port	Port number of the recipient. If not set, the following default ports are used:  HTTP : 80 FTP : 12 SMTP : 25
Transport user	User name to log on to the recipient (if needed). If the transport type is mail, the email address of the recipient.
Transport password	The password to log on to the recipient (if needed).
Additional transport parameters	Additional information for future use. The current transport types do not use the information in this field.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

## How do I get here?

1. Connect to WSM.

2. Click the **Users** tab.
3. Click the icon of a delivery agent.
4. Click the **Transport Properties** tab.

### 5.9.7 Subscribe

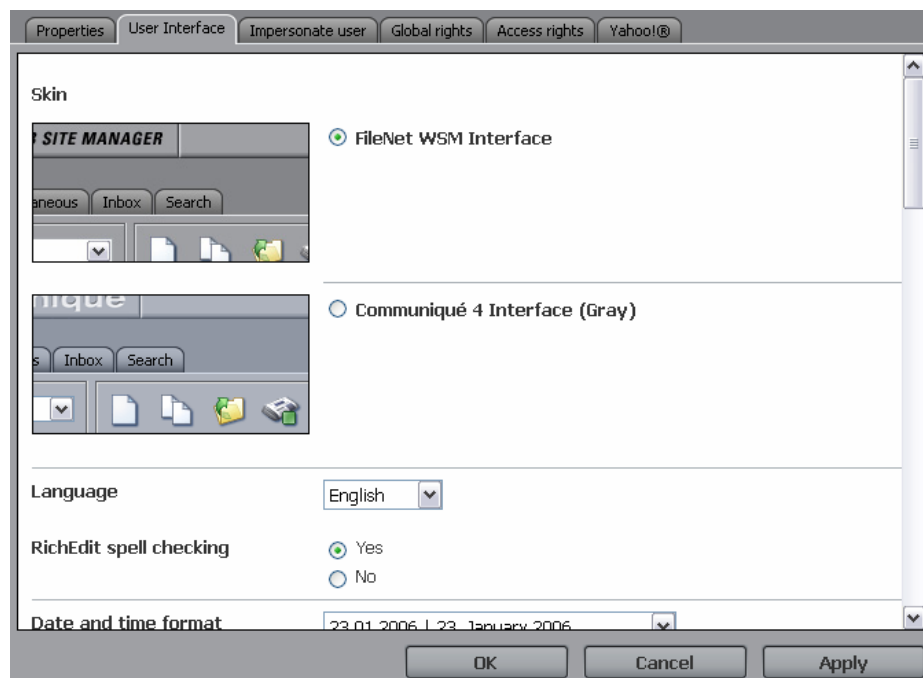
Select notification channels	How the user is notified of the modification. Currently, the workflow inbox is the only available option.
Select actions to be notified	<p>The list of actions for which the user receives notifications. Click the action for which the user receives a message. Hold CTRL to select multiple actions. The actions are:</p> <ul style="list-style-type: none"> <li>• <b>Activated:</b> The user receives a message each time a page is activated.</li> <li>• <b>Deactivated:</b> The user receives a message each time a page is deactivated.</li> <li>• <b>Created:</b> The user receives a message each time a page is created.</li> <li>• <b>Modified:</b> The user receives a message each time a page is modified.</li> <li>• <b>Deleted:</b> The user receives a message each time a page is deleted.</li> <li>• <b>Deleted (Syndication):</b> The user receives a message each time a page is deleted on the live system.</li> </ul> <p>Please be careful when selecting the Modified option. This can lead to huge number of notifications in your inbox.</p>

Define package	<p>Here you can define the section of the Web site for which the user receives notification messages:</p> <ul style="list-style-type: none"> <li>• <b>Handle:</b> The handle (path) of the Web pages for which the user receives notifications.</li> <li>• <b>Type:</b> Select allow to add notification for the page, or deny to suppress it.</li> <li>• <b>Scope:</b> Select Tree to include the sub pages, or Exact to include only the selected page.</li> <li>• <b>Add/Update:</b> Saves the changes you have made and adds a new empty line at the bottom, so you can specify additional pages.</li> </ul>
----------------	--

### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a user.
4. Click the **Subscribe** button.

### 5.9.8 User Interface



Skin	If you are familiar with a previous version of WSM, you can use the visual style of the previous version. This does not affect the functions you can use.
Language	The language of the user interface.
Width of left window	The width of the navigation pane. Use a large width if you have a high-resolution screen, or a low width if you have a low-resolution screen.
Date and time format	Format used for date and time.
Time zone	The time zone in which you are located.
History	The number of visited pages in the history list that appears above the tree views in the Site, Users, Roles, and Miscellaneous tabs. If you leave the field empty, the history list is not displayed.
Customized information	The information that is displayed in the Site, Users, Roles, and Miscellaneous tabs: <ul style="list-style-type: none"> <li>• <b>User:</b> The name of the user (or the name of the user currently impersonated)</li> <li>• <b>Inbox:</b> The number of entries in the user's inbox.</li> <li>• <b>Notification:</b> The number of notifications in the user's inbox.</li> </ul>
Page view	If set to Sidekick view, then the Sidekick menu is shown in a separate frame on the left.
Button style	The style of the toolbar buttons. Click <b>Image</b> to use icons or <b>Text</b> to use text buttons.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

## How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a user.
4. Click the **User Interface** tab.

### 5.9.9 Impersonate User

In this window, you can specify one or more users that are allowed to impersonate the current user. That is, they can log in and act on behalf of this user. Use this function with caution, as it can allow users to perform many actions they usually cannot while they are logged in as somebody else.

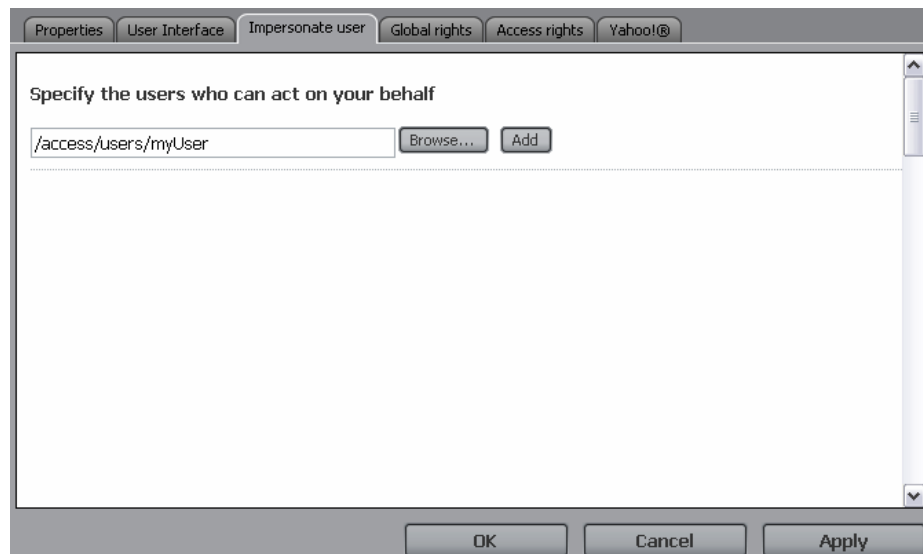
In WSM, you can use this command for two purposes:

- If you are out of the office, you can allow another person to impersonate you while you are away. In this manner, you can make sure that somebody has your access rights, and you do not need to modify a user profile or give your password.
- You can use it for debugging purposes. For example, to see how the Web site looks for a user with restricted access rights. Also, if a user complains about technical problems, you can impersonate that user to diagnose and fix the problem.

---

**Note:** This command is well known from UNIX. Because UNIX associates files with users, administrators may need to execute some commands as a certain user. In WSM, you do not need to use this command for that purpose.

---



Browse	Click to select a user that can impersonate the current user.
Add	Adds the selected user to the list.
Delete	Removes the selected user from the list.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.

Apply	Saves all changes, but leaves the window open.
-------	--

## How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a user.
4. Click the **Impersonate User** tab.

### 5.9.10 Global Rights

The Global Rights tab allows you to give a user access to certain functions in WSM. Note that we do not recommend assigning these rights on a per-user basis, but to assign them to a user group. This helps you to better manage these rights.



A/D/G	Sets whether the user is allowed to perform the action: A: Allows the action. D: Denies the action. G: Allows or denies the action depending on the group the user belongs to.
-------	---



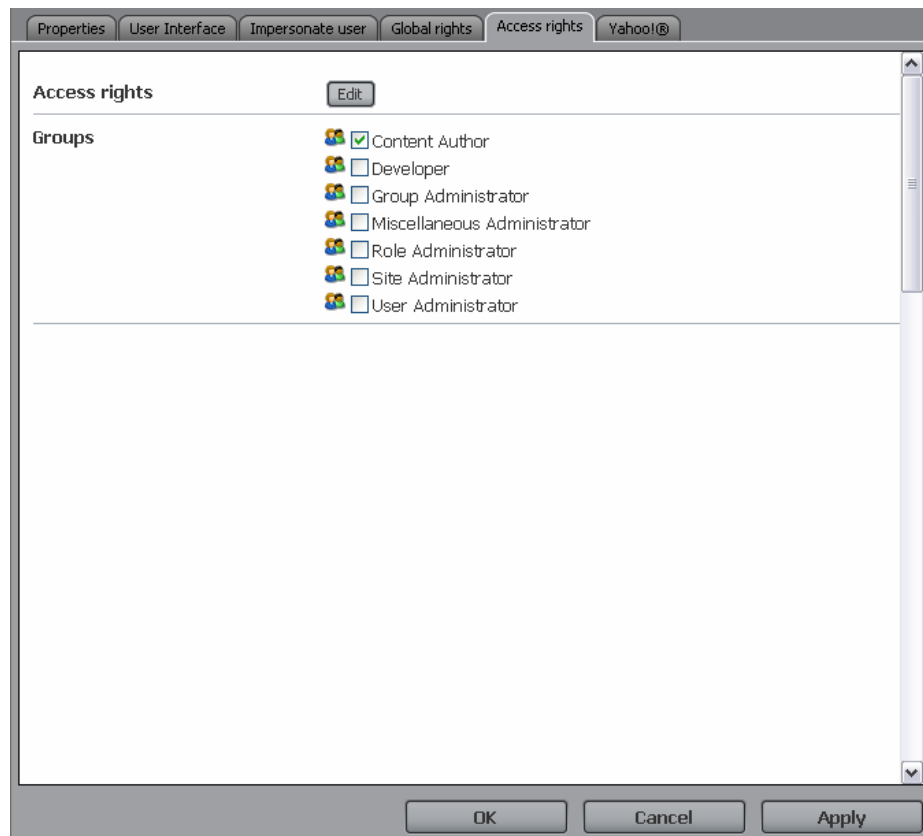
Allowed search queries	The types of search that the user can perform.
Allowed tools	The tools the user can use.
Allowed templates	The templates the user can use. At the bottom of the list, you can select all or select no templates.
Allow reset workflow	Allows the user to restart a workflow regardless of the current workflow state.
Allow ad hoc workflows	Allows the user to create ad hoc workflows.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a user.
4. Click the **Global Rights** tab.

#### 5.9.11 Access Rights

Access rights allow you to specify group membership and access rights. Do not assign access rights on a per-user basis if possible, but try to manage them by adding the user to one or more groups.



Access Rights	Click Edit to specify the access rights for the user.
Groups	Check a group to add the user to that group.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a user.

## 5.9.12 Yahoo!



Yahoo! ID	<p>Here, you can specify the Yahoo! ID of the user. This tab is only available if the Yahoo! service is enabled for this project. Users with a valid Yahoo! ID can participate in Yahoo! Conferences.</p> <p>When typing the Yahoo! ID for the first time, the owner of the ID will receive a notification in the Yahoo! Messenger with the request for adding the Yahoo! ID of the system to the contact list. Only after this they can participate in conferences and other Yahoo!-based functionalities in WSM.</p>
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

### How do I get here?

1. Connect to WSM.
2. Click on the **Users** tab.
3. Click on the icon of a user.
4. Click **Yahoo!**

### 5.9.13 Subscription Format and Content

Subscription format type	The data format used to transmit the content. "Spice" is the default format used in WSM. "Null" does not send any content.
Additional formatting parameters	Currently not used. May contain additional parameters for future or project-specific enhancements.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

#### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a delivery agent.
4. Click the **Subscription Format and Content** tab.

### 5.9.14 Access Rights

In WSM, access rights are defined using the Access Control List (ACL). The ACL specifies the rights a user has on each section of the Web site. Each entry in the ACL allows or denies a certain access right on a certain part of the Web site. By adding up all the entries, WSM defines the access rights of the user.

Access rights    Tree structure

Access control list (ACL)

Type	R	W	X	C	D	Role
* <input type="button" value="Allow"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Delete"/>

Entire Compiled ACL

pre	*	Allow	r	-	-	-	-	
pre	/system/cqde	Deny	r	w	x	c	d	
pre	/libs/CFC/content/admin/tools/*	Deny	r	w	x	c	d	
pre	/access/groups	Deny	-	w	-	-	-	
pre	/system/work/history	Allow	r	w	x	c	d	Superuser
pre	/etc/help	Allow	r	-	-	-	-	Superuser

Browse	Click to select a part of the Web site. You can select both the content and the system paths. Use the asterisk (*) as a wildcard to include any pages below the path you have specified.
New	Creates a new ACL definition entry for the path, so you can specify the access rights the user has for that path.
Delete	Deletes the ACL definition entry.
Submit	Submits the ACL definition entry and adds it to the user's ACL.
Pre/post...	The source of the ACL entry: <ul style="list-style-type: none"> <li>• <b>Pre:</b> The system default ACL</li> <li>• <b>Group name:</b> The group default ACL</li> <li>• <b>User name:</b> The user ACL</li> <li>• <b>Post:</b> The system mandatory ACL</li> </ul>
Path	The path for which the ACL entry is valid.
Allow/Deny	Allows or denies access rights. By combining allow and deny entries, you can define complex access rights such as "a user may edit all content pages except one". <ul style="list-style-type: none"> <li>• <b>Allow:</b> The user can perform the action in the path specified.</li> <li>• <b>Deny:</b> The user may not perform the action in the path specified.</li> </ul>

R W X C D	The access rights: <ul style="list-style-type: none"> <li>• R: Read access, view pages</li> <li>• W: Write access, edit page content</li> <li>• X: Activate and deactivate pages</li> <li>• C: Create new pages</li> <li>• D: Delete pages</li> </ul>
Role	Select a role to specify the type of access that the user has on the page. For example, a role may allow a user to edit only the images on the page. Roles only work if users have at least read and write access.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

WSM goes through the ACL from top to bottom. An entry further down the list may restrict the effect of an entry, or it may completely negate it. The exact order in which WSM goes through the ACL is as follows:

- WSM evaluates the **pre rights** located at **/system/pre** in the user tree. These contain the default settings.
- Next, WSM evaluates the access rights of the **groups** the user belong to. These access rights contain the group's defaults.
- The **user rights** defined in the above dialog are applied next. These may further refine the general defaults and the group defaults.
- Next, the **inherited user rights** are applied. These rights add to the user's existing rights.
- Finally, the **post rights** defined at **/system/post** in the user tree are applied. As these rights are applied last, they represent a final set of access rights that cannot be changed.

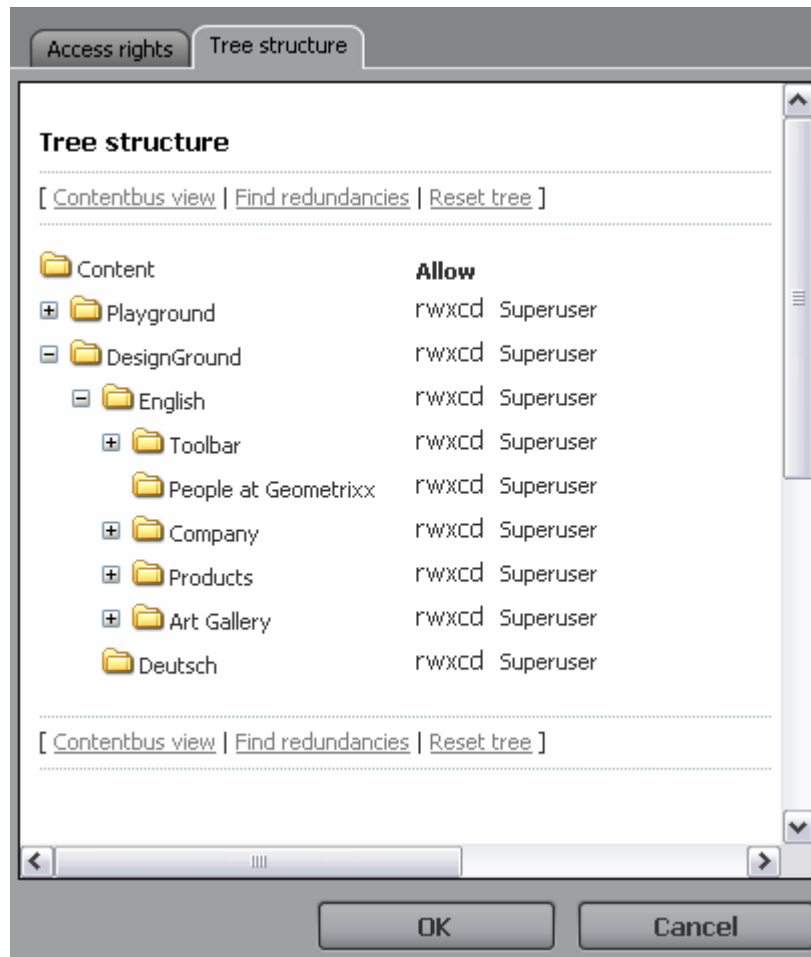
### How do I get here?

1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a user.

4. Click the **Access Rights** tab.
5. Click the **Edit** button.

### 5.9.15 Tree Structure

The tree structure displays the access rights a user has on each page or file. This allows you to make sure that your ACL definitions work as expected.



rwxcd	The type of access for the page (read content, write content, activate page, create page, delete page)
Contentbus view	Displays all folders and files, not only the Web pages.
Content view	Displays only the Web pages.
Find redundancies	Locates ACL entries that do not seem to have an effect when determining the access rights of the user. Note that other users may inherit the entries, and they may affect their access rights.
Reset tree	Collapses all subfolders and displays only the top folders.

OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

### How do I get here?

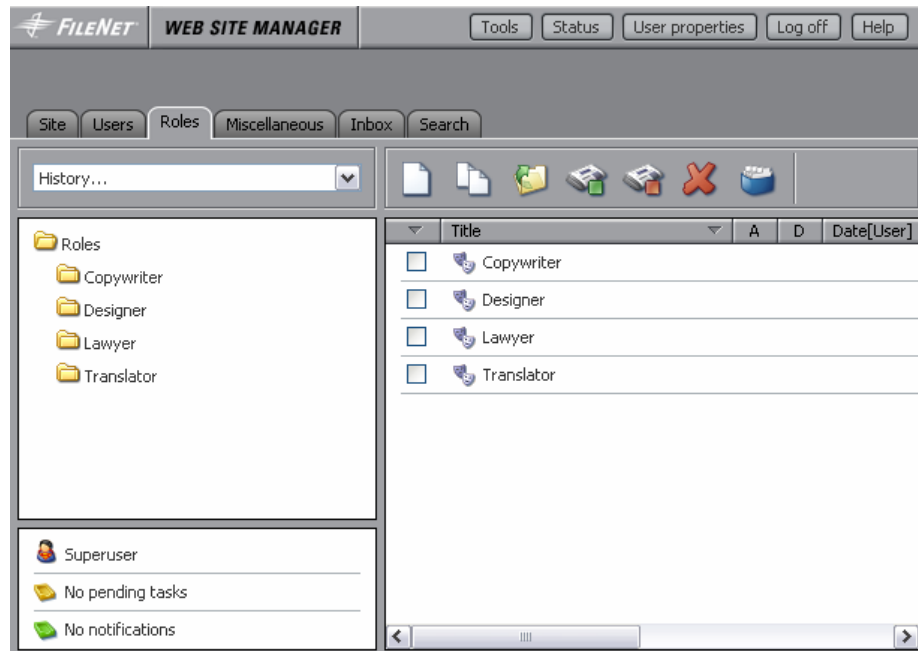
1. Connect to WSM.
2. Click the **Users** tab.
3. Click the icon of a user.
4. Click the **Access Rights** tab.
5. Click **Access Rights**.
6. Click the **Tree View** tab.



## 6 Roles

Roles allow you to specify write access for part of a page. For example, you may specify that the role allows a user to edit pictures, or to edit only the English content.

**Note:** In most setups, you need roles only in connection with workflows. For page editing, use the standard user rights and user groups.



Role list (left)	Lists all roles that are defined on the system.
Details (right)	Lists details for all roles. Check a role to perform an action on it.
New (icon)	Creates a new role.
Copy (icon)	Copies an existing role.
Move (icon)	Moves a role into another folder.
Activate (icon)	Copies the role to the live system. This may be necessary if parts of the live system demand user authentication. The role works on the authoring system without activating.
Deactivate (icon)	Deletes the role from the live system. On the authoring system, the role is still valid.
Delete (icon)	Deletes the role from both the authoring and live systems.
Restore (icon)	Restores deleted roles.

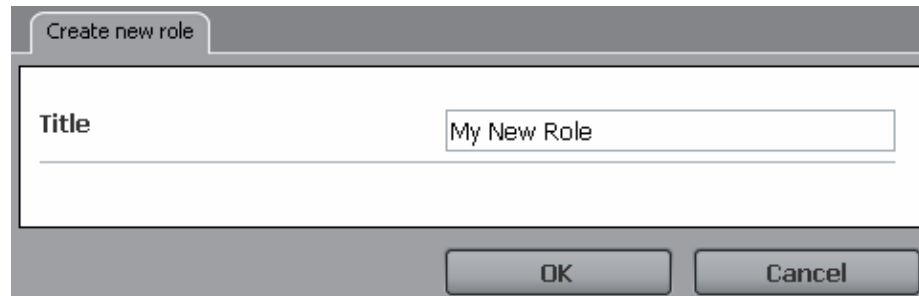
## How do I get here?

1. Connect to WSM.
2. Click the **Roles** tab.

### 6.1 New

---

Creates a new role.



Title	The title of the new role.
OK	Creates the new role and closes the window.
Cancel	Closes the window without creating a role.

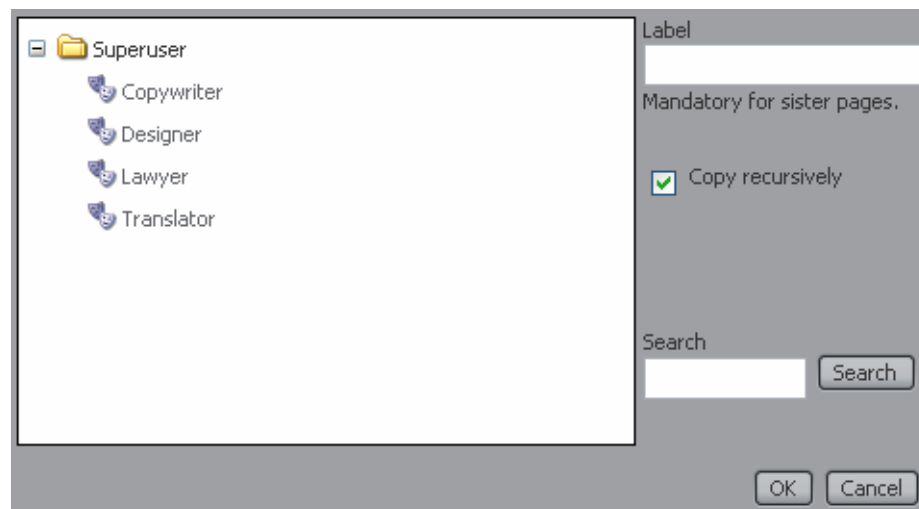
## How do I get here?

1. Connect to WSM.
2. Click the **Roles** tab.
3. Click the **New** icon.

### 6.2 Copy

---

Copies an existing role.



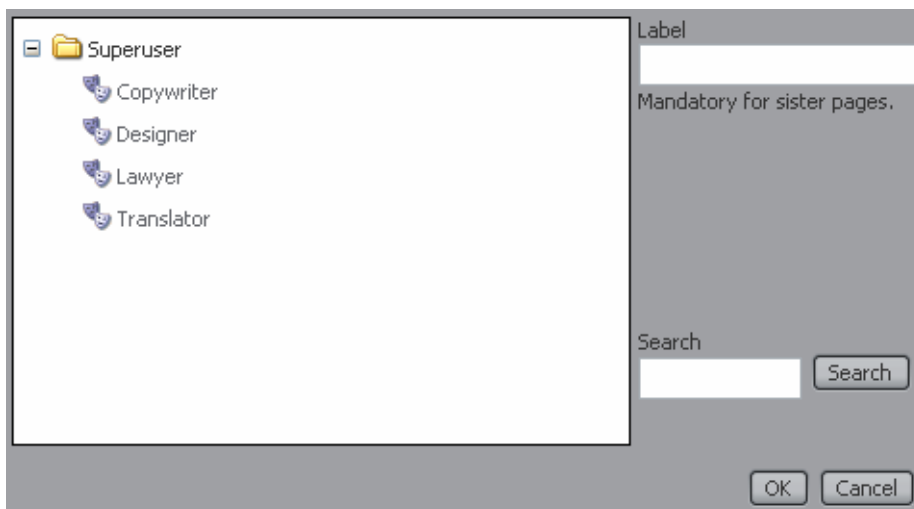
Label	If you copy the role into a folder that already contains a role with the same name, type the name of the new role.
Copy recursively	Copies any roles that are located below the role you copy as well.
Search	Search for a target folder or role.
OK	Copies the role and closes the window.
Cancel	Closes the window without copying the role.

### How do I get here?

1. Connect to WSM.
2. Click the **Roles** tab.
3. Click **Copy**.

## 6.3 Move

Moves a role into another folder.



Label	If you move the role into a folder that already contains a role with the same name, type a new name for the role.
Search	Search for a target folder or role.
OK	Moves the role and closes the window.
Cancel	Closes the window without moving the role.

### How do I get here?

1. Connect to WSM.

2. Click the **Roles** tab.
3. Click **Move**.

## 6.4 Activate

---

The Activate function copies the role to the live system. This may be necessary if parts of the live system demand user authentication. The role works on the authoring system without activating.

### How do I get here?

1. Connect to WSM.
2. Click the **Roles** tab.
3. Check the role you want to activate.
4. Click **Activate**.

## 6.5 Deactivate

---

The deactivate function deletes the role from the live system. On the authoring system, the role is still valid.

---

**Note:** WSM automatically deactivates the sub pages of a deactivated page.

---

### How do I get here?

1. Connect to WSM.
2. Click on the **Roles** tab.
3. Check the role you want to deactivate.
4. Click **Deactivate**.

## 6.6 Delete

---

The delete function deletes the role from both the authoring and live systems.

---

**Note:** WSM automatically deletes the sub pages of a deactivated page.

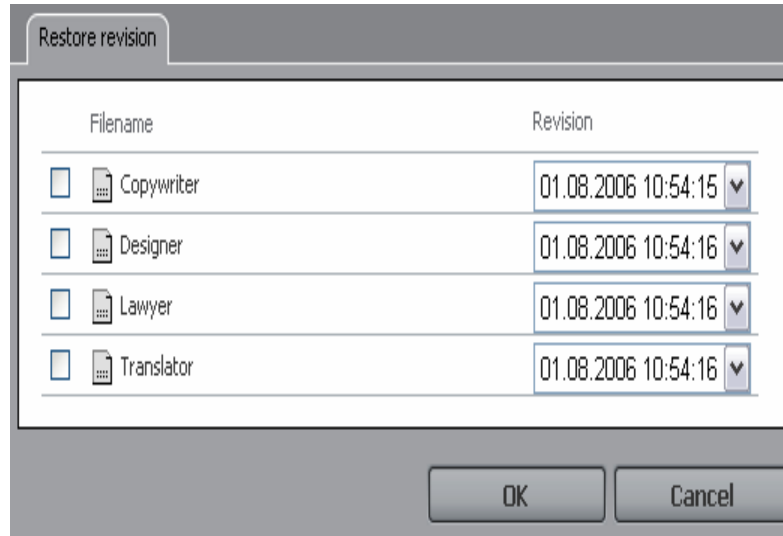
---

### How do I get here?

1. Connect to WSM.
2. Click the **Roles** tab.
3. Check the role you want to delete.
4. Click **Delete**.

## 6.7 Restore

The restore function restores a deleted role or the previous versions of a role.

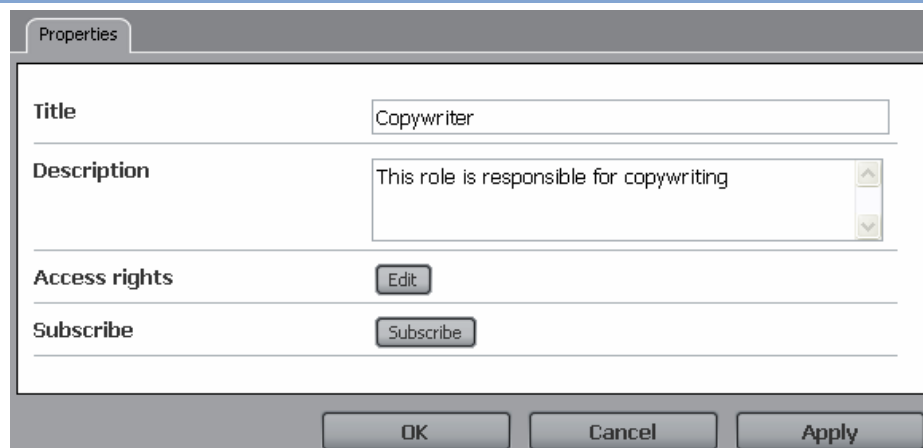


Filename	Name of the role. Check the roles you want to restore.
Revision	The revision (version) of the role you want to restore. Select the correct version from the list.
OK	Restores the roles you have checked.
Cancel	Closes the window without restoring a role.

### How do I get here?

1. Connect to WSM.
2. Click the **Roles** tab.
3. Click **Restore**.

## 6.8 Role Properties



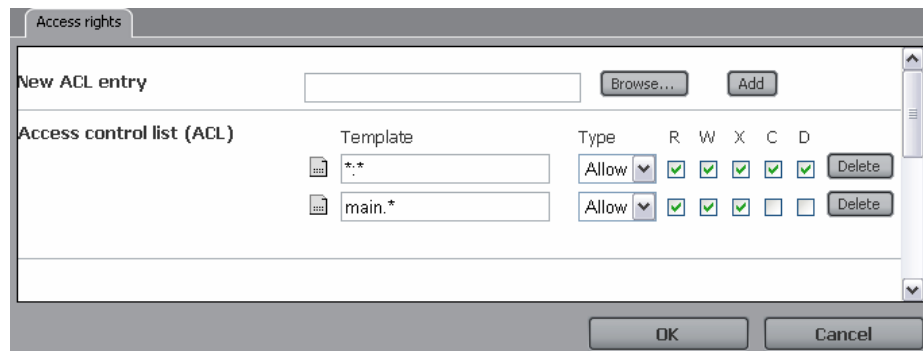
Title	Name of the role. Check the roles you want to restore.
Description	The revision (version) of the role you want to restore. Select the correct version from the list.
Access rights	Click to define the access rights that go with the role.
Subscribe	Click to define notification triggers that go with the role. Users with the role receive automatic notification for the events you specify here.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.
Apply	Saves all changes, but leaves the window open.

### How do I get here?

1. Connect to WSM.
2. Click the **Roles** tab.
3. Click the icon of a role.

## 6.9 Access Rights

Access rights allow you to specify the access rights that go with a role. Access rights define the parts of a template that a user can edit, and the edit options at their disposal.



Browse	Opens the Template/Atom Browser window. Select the template or atom for which you want to define the access rights.
Add	Adds a new entry to the Access Control List based on the template or atom you have selected.
Entry icon	Drag the entry icon to change the order of the entries in the Access Control List. The entries are evaluated in the order in which they are listed here.

Template	<p>The path to the template or atom that is described in the entry. A content element in the ACL is defined as follows:</p> <p>&lt;TemplateName&gt;: &lt;atomName&gt;.&lt;atomName&gt;...</p> <p>The asterisk (*) can be used at the end of the template name and at the end of the content element name to match content elements. For example, the path "product_*.footnote*" selects all content elements whose name starts with "footnote" that are defined in a template whose name starts with "product_".</p>
Type	<p>The type of entry:</p> <ul style="list-style-type: none"> <li>• Allow: The user may perform the actions you specify</li> <li>• Deny: The user may not perform the actions you specify</li> </ul>
R W X C D	<p>The actions a user may take:</p> <ul style="list-style-type: none"> <li>• R: Read, the atom is visible</li> <li>• W: Write, the user can edit the content of the atom</li> <li>• X: not used</li> <li>• C: Create, the user can create new content atoms</li> <li>• D: Delete, the user can delete the atom</li> </ul>
Delete	Deletes the entry.
OK	Saves all changes and closes the window.
Cancel	Closes the window without saving changes.

## How do I get here?

1. Connect to WSM.
2. Click the **Roles** tab.
3. Click the icon of a role.
4. Click **Edit**.

## 6.10 Subscribe

Subscribe

**Notification Subscription**

Select Notification Channels:

Inbox

Select actions to be notified:

Activated ▲  
 Deactivated  
 Deleted (syndication) ▸  
 Modified  
 Created ▼

Define Package:

Handle

Type

Scope

Allow ▼

Tree ▼

Notification channel	How the user is notified of the modification. Currently, the workflow inbox is the only selectable option.
Actions to be notified	<p>The list of actions for which the user receives notifications. Click the action for which the user receives a message. Hold CTRL to select multiple actions. The actions are:</p> <p>Activated: The user receives a message each time a page is activated.</p> <p>Deactivated: The user receives a message each time a page is deactivated.</p> <p>Created: The user receives a message each time a page is created.</p> <p>Modified: The user receives a message each time a page is modified.</p> <p>Deleted: The user receives a message each time a page is deleted.</p> <p>Deleted (Syndication): The user receives a message each time a page is deleted on the live system.</p> <p>Please be careful when selecting the Modified option. This can lead to huge number of notifications in the user's inbox.</p>



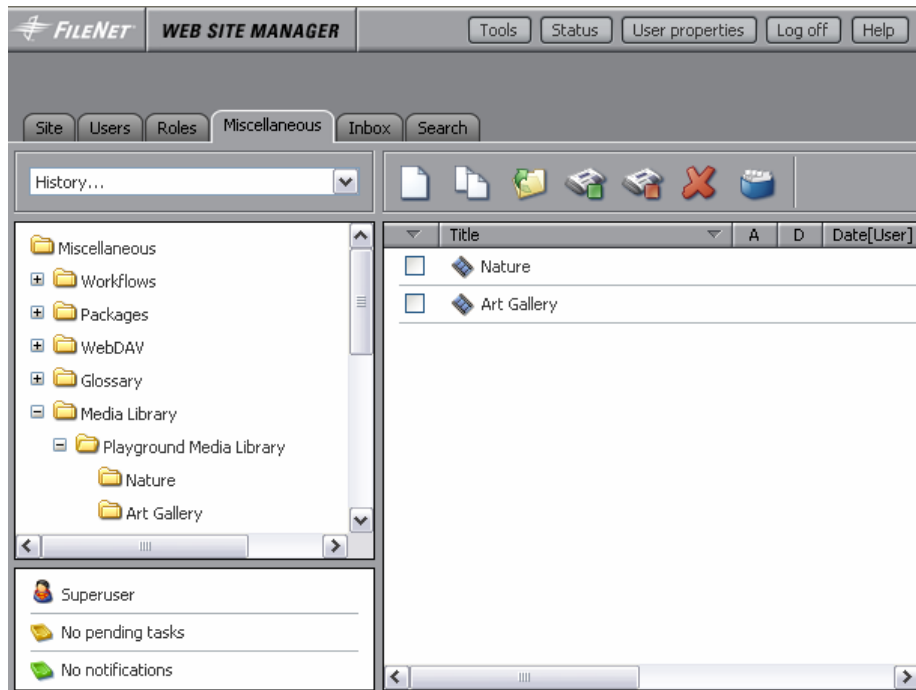
Package handle	Here you can define the section of the Web site for which the user receives notification messages: <ul style="list-style-type: none"><li>• Handle: The handle (path) of the Web pages for which the user receives notifications.</li><li>• Type: Select allow to add notification for the page, or deny to suppress it.</li><li>• Globbing: Select Tree to include all child pages, or Exact to include only the selected page.</li><li>• Add/Update: Saves the changes you have made and adds a new empty line at the bottom, so you can specify additional pages.</li></ul>
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### How do I get here?

1. Connect to WSM.
2. Click the **Roles** tab.
3. Click the icon of a role.
4. Click **Subscribe**.

## 7 Miscellaneous

The Miscellaneous tab contains several functions that contain project-specific data. Some of these functions are vital to all WSM projects, while others may not be necessary or even available in your project. Technically, the functions are WSM Web pages, so you can use these functions in the same way as any other part of a WSM Web site.



Function list (left)	This list contains the functions that are available to you. To use a function, click it in the function list.
Function details (right)	This list contains elements of the function. The usage depends on the function you have selected.
Toolbar	Allows you to add and manage content within the functions. The usage depends on the function you have selected.

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.

### Working with Function Pages

Creating a function page works like creating a standard WSM page. The main difference is that you use the function page template instead of a Web page template. For example, to create a new

Media Library (that is, a media library function page), proceed as follows:

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. In the function list (left), click the function to which you want to add a page. To add a media library, click **Media Library**.
4. Click **New**. The Create Page window opens, and you can specify the details of the new media library.

The screenshot shows a 'Create page' dialog box with the following fields and options:

- Title:** My Media Library
- Label (optional):** (empty field) Valid characters: a-z, A-Z, 0-9, \_
- Character set (Encoding):** (dropdown menu)
- Template:**
  - Communiqué Folder Template  
Use this template for generic folders.
  - Communiqué Media Library Template  
Use this template for media libraries.
- Symbolic Link:**
  - Symbolic Link  
Please choose a target page for your symbolic link:
  - (empty field)

Buttons: OK, Cancel

Title	The title of the new page.
Label	Type a label for the page. If you do not specify a label, WSM creates one based on the page title. The label is used as the name of the page in the URL.
Character Set	If the page uses a different encoding than your other pages, click the encoding you want to use for the page. You can later change the encoding on the page properties page.

Template	The template you want to use. Generally, two templates are available: <ul style="list-style-type: none"> <li>The template for the function page, such as the WSM media library template. Click it to create a new function page, for example a new media library page.</li> <li>The WSM folder template. Click it to create a folder that can contain function pages.</li> </ul>
Symbolic Link	A link to another page. This is generally not used for function pages. Only use it for function pages of the same type. For example, use it to place a link to a media library page in a different part of the media library.
OK	Creates the new function page.
Cancel	Closes the window without creating a function page.

## 7.1 Packages

The screenshot shows the FileNet Web Site Manager interface. At the top, there are buttons for 'Properties', 'Lock', and 'Help'. Below this is a table with 'Property' and 'Value' columns. The properties listed are: Package Name (maintemplate example), Last Update (28.06.2006 08:01:20), Pre 3.5.2 Compatible (No), and Uninstall information present (No). Below the properties is a 'Rules' section with a table for 'Rules' and 'Type'. The rules listed are: '/apps/playground/templates/maintemplate' (Type: Allow), '\* /svn\*' (Type: Deny), and an empty rule (Type: dropdown). There are 'Browse...' buttons for each rule and 'Delete' and 'Add/Modify' buttons for the types. Below the rules are buttons for 'Recreate Package', 'Clear Package', 'Download Package', 'Refresh View', 'Install Package', and 'Uninstall Package'. The 'Delivery agents' section has checkboxes for 'dispatcher' and 'author', with 'Deploy Package' and 'Undeploy Package' buttons. The 'Mapping (Instance Name)' section has a text input field and an 'Add/Modify' button. At the bottom, there is a table with columns for '+ Handle', 'Status', 'CSD', 'Size', and 'Archive Date'. Below this table are statistics: 'Hiding 38 OK', 'Hiding 0 New', 'Hiding 0 Modified', and 'Hiding 0 Deleted'.

Package name	The package name. To alter it, click the <b>Properties</b> button (at the top of the screen).
--------------	---

Last update	Date and time when the package was last updated.
Pre 3.5.2 compatible	Select <b>Yes</b> if you want to import the package into a WSM system before 3.5.2.
Uninstall information present	Whether the package contains information that allows you to uninstall it again.

## Rules

The rules function is the list of content page handles that are included in the package. Please note that the order of the rules added is important because they are evaluated from top to bottom. You can drag the rule icon to change the order of the rules.

Browse	Opens a content browser to select the branch of the Web site
Type	Click Allow to add the pages to the list, or click Deny to remove them from the list.
Submit	Click Submit to add the current rule to the list. If necessary, WSM creates a new empty line at the bottom.
Delete	Deletes the rule.
Recreate Package	Copies all the pages that are specified in the Rules list into the package. If the package already exists, it is overwritten. The new package now contains the current content from all pages.
Clear Package	Clears the content of the package. The package definition remains the same, but the package is now empty.
Refresh View	Reloads the page and updates the status of the pages in the package.
Download Package	Downloads the package to your computer. The filename is by default set to the package name and the current date (in YYYYMMDD-format). The file extension for packages is ".cq".  The package contains all pages belonging to the package as well as the package page itself. So if you upload the package on a different system, the package page itself is created there as well.

Install Package	Installs the package and creates the pages on the WSM system. The following things happen: - All modified pages (status: mod) are overwritten with the version in the package. - All pages that have been deleted (status: del) after the package creation date are restored. - All pages that would be part of the package but were created after the package creation date (status: new) are deleted.
Uninstall Package	Uninstalls the package. The system is reverted back to the state it was in before the package was installed.

## Delivery Agents

Delivery Agents	All delivery agents that are allowed to send the package page are listed. Check an agent to send the package using this agent.
Deploy Package	Installs the package on the target system of the selected syndicate agent. Works only if the target system is a WSM 3.x system.
Undeploy Package	Uninstalls the package on the target system of the syndicate agent.

## Mapping

Mapping allows you to send different versions of a package to different target systems. For example, configuration file settings in a live system might be different from those in the authoring system. The mapping section allows you to rename files on-the-fly while the package is installed on the target system, so you can make sure that the file with the correct content is used.

Instance Name	The name of the target system for which you want to use this mapping. For example, type “*publish” to use the mapping on all target systems that have names ending with “publish”.
Submit	Submit the instance name. This creates the source handle and destination handle fields and a new line for a handle at the bottom.
Delete	Deletes the line with the mapping.
Source Handle	The name of the file in the current (source) system.

Destination Handle	If the name of the target system matches with the instance name, the file is renamed to this name on the target system.
--------------------	---

## Handle

Handle lists the content of the package.

+/-	Click to switch between summary statistics and a list of all pages.
Status	The status of the page in the current repository compared to the version in the package: <ul style="list-style-type: none"> <li>• <b>ok</b>: The version in the package is the same as the one in the content repository.</li> <li>• <b>mod</b>: The version in the package differs from the current version in the content repository.</li> <li>• <b>del</b>: The version in the package no longer exists in the content repository.</li> <li>• <b>new</b>: The page is not in the package because it was added after the package was created.</li> </ul>
CSD	Content Storage Definition that is used for this content page. The CSD defines the kind of content that is stored in a page.
Size	Size of the content page in kilobytes.
Archive Date	Date and time when the page was added to the package.

## How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click **Packages**.
4. Click an existing package.

## 7.2 Media Library

---

The media library stores the picture and download files for your project. It offers the following functions:

1. Central storage point, making user and file management easier, more efficient, and more accessible.
2. Special templates for storing and managing media files.
3. Integration into the authoring environment, so authors can access the files at all times.

---

**Note:** The media library files are stored in the folder /etc/medialib. The media library works as an independent Web site stored in this folder, with every page containing one or more media files.

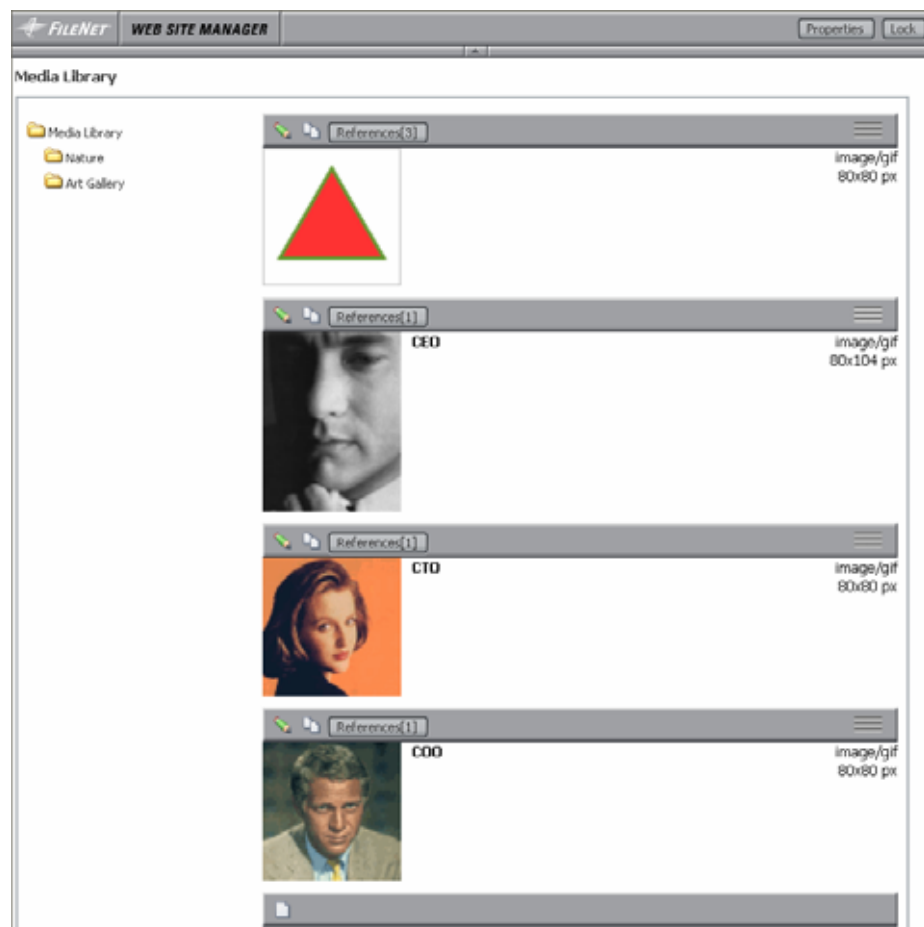
---

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click **Media Library**.
4. Click an existing media library.

#### 7.2.1 The Media Library Page

Use the media library page to add, copy, and delete files in the media library.





Edit/Delete	Opens the properties window for the paragraph.
Copy	Copies the paragraph.
Drag handle (right)	Moves the paragraph to a new location. Click the handle and drag the paragraph to the new location.
New	Adds a new paragraph at the bottom.

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Media Library** folder in the function list (left).
4. Click a media library page. The page opens in a new browser window.

### 7.2.2 New Paragraph

The new paragraph option creates a new media library paragraph. The paragraph can store one image; download file, or other media file, as well as additional information about the picture or file.

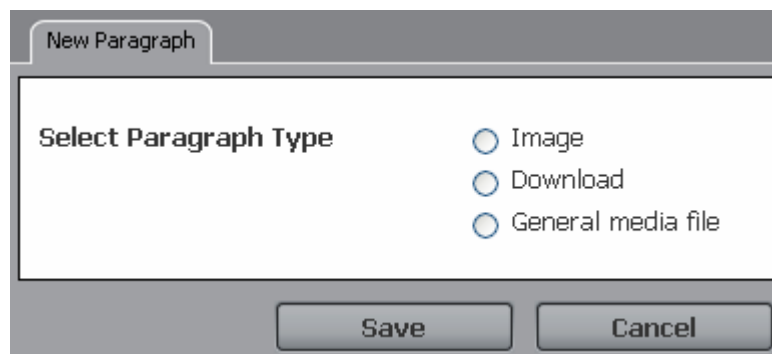


Image	Creates a new paragraph that holds an image. The image paragraph property window opens.
Download	Creates a new paragraph that holds a download file. The download paragraph property window opens.
General media file	Creates a new paragraph that holds a general media file, such as a Macromedia Flash movie. The general media file paragraph property opens.
Cancel	Closes the window without creating a paragraph.

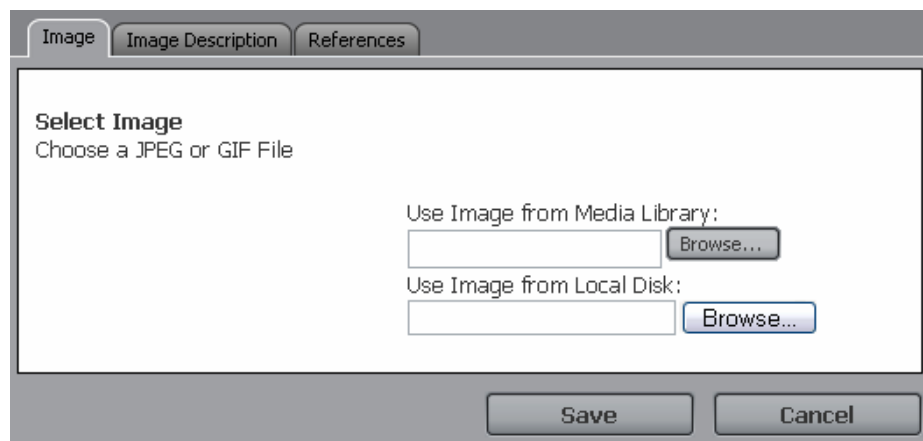
### How do I get here?

1. Connect to WSM.

2. Click the **Miscellaneous** tab.
3. Click the **Media Library** folder in the function list (left).
4. Click a media library page in the function details (right).  
The page opens in a new browser window.
5. On the media library page, click **New**.

### 7.2.3 Image Paragraph Properties

In the image paragraph properties, you can select the picture and information about it for a media library paragraph.



Use image from media library	The idea of the image library is to have all the pictures stored in one place. Only use this button if you need the same image at several places in the media library.
Use image from local disk	Uploads a file from your computer to the media library. If the paragraph already contains an image, the image you specify replaces it.
Clear (at saving)	Check to remove the current picture from the media library. The paragraph is saved without the picture.
Image Crop	Opens the Image Crop window, where you can crop the picture.
Image Map	Opens the Image Map window, where you can add links to parts of the picture.
Save	Saves all changes and/or uploads the pictures into the media library.
Cancel	Closes the window without saving.
Delete	Deletes the paragraph. The image and the information about it are removed from the media library.

Title	The title of the picture.
Text for paragraph	A text that can be used in a paragraph that describes the picture. If and how this text is displayed depends on the design of the Web site.
Save	Saves all changes and/or uploads the pictures into the media library.
Cancel	Closes the window without saving.
Delete	Deletes the paragraph. The image and the information about it are removed from the media library.

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Media Library** folder in the function list (left).
4. Click a media library page in the function details (right). The page opens in a new browser window.
5. Create or edit an **Image** paragraph.

### 7.2.4 Download Paragraph Properties

The download paragraph properties allow you to add a file to the media library that users can download.

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Media Library** folder in the function list (left).
4. Click a media library page in the function details (right). The page opens in a new browser window.

5. Create or edit a **Download** paragraph.

Text for download	A text that can be displayed for downloading this file. If and how the text is displayed depends on the layout of the Web site.
Upload file for download	The file you want to make available for download. Click Browse to add a file or replace the existing file. Check Clear to remove the current file. Click the file name to view the file.
File title	The filename as it is shown when a user downloads the file.
Save	Saves all changes and/or uploads the file into the media library.
Cancel	Closes the window without saving.
Delete	Deletes the paragraph. The file and the information about it are removed from the media library.

### 7.2.5 General Media File Paragraph Properties

The download paragraph properties allow you to add a file to the media library. The properties are the same as for the download file.

#### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Media Library** folder in the function list (left).
4. Click a media library page in the function details (right). The page opens in a new browser window.
5. Create or edit a **General Media File** paragraph.

Title	A text that can be displayed for using this file. If and how the text is displayed depends on the layout of the Web site.
Upload file for download	The file you want to use. Click Browse to add a file or replace the existing file. Check Clear to remove the current file. Click the file name to view the file.
File title	The filename as it is shown when a user clicks or downloads the file.
Save	Saves all changes and/or uploads the file into the media library.
Cancel	Closes the window without saving.
Delete	Deletes the paragraph. The file and the information about it are removed from the media library.

## 7.2.6 References

References list all the places where a media library file is used.

Title	A	D	Date[User]	M	Date[User]	L	[User]
<input type="checkbox"/> Art Gallery				<input checked="" type="checkbox"/>	01.06.2006[superuser]		
<input type="checkbox"/> Art Gallery				<input checked="" type="checkbox"/>	01.06.2006[superuser]		

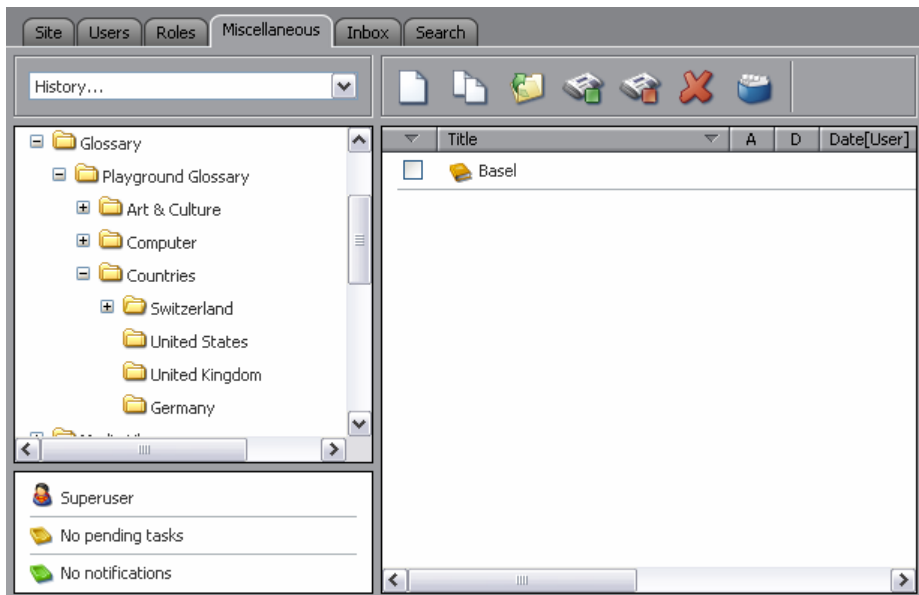
### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Media Library** folder in the function list (left).

4. Click a media library page in the function details (right). The page opens in a new browser window.
5. Create or edit a paragraph of any type.
6. Click the References tab.

## 7.3 Glossary

The glossary allows you to create a simple tree of keywords. Authors can then choose which of the keywords apply to a page they have created, and the keywords are automatically inserted into the page. Each glossary entry is one page in the glossary tree.



Glossary tree (left)	The tree to the left shows the hierarchical structure of all glossary entries.
Glossary page list (right)	The list of pages shows all glossary entries under the selected folder. Click an entry to open its page.
Toolbar	Click New to add a new glossary entry. You can move, activate, and delete entries just the same as with regular Web pages. Note that you have to activate a glossary entry for it to be used on the live system.

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Glossary** folder in the function list (left).

### 7.3.1 New

Creates a new glossary entry. The Create Page window opens. The window is the same as for creating a Web page, but some of the functions are used differently.

Title	The glossary entry.
Label	Leave empty. The label is created automatically.
Character set	Usually, not used. If you use a special character set for your glossary entries, make sure it is supported in the content page where the glossary entries are displayed.
Template	The template you want to use: <ul style="list-style-type: none"> <li>• WSM Meta Information Template creates a glossary entry.</li> <li>• WSM Node Template creates a folder that can contain further glossary entries.</li> </ul>
Symbolic link	Not used.
OK	Creates a new glossary page.
Cancel	Closes the window without creating a glossary entry.

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.

3. Click the **Glossary** folder in the function list (left).
4. Click **New**.

## 7.4 Workflows

The workflow function allows you to create workflows in WSM. With a workflow, you can support or enforce processes in your organization.

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Workflows** folder in the function list (left).

#### 7.4.1 New

This option creates a new workflow.

Title	The title of the workflow.
Label	Leave empty. The label is created automatically.
Character set	Usually, not used. If you use a special character set for your workflow, make sure it is supported where the workflow is displayed.



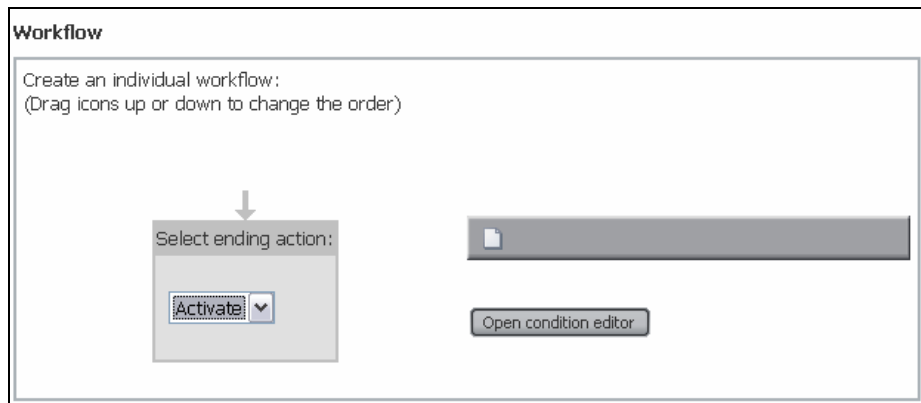
Template	The template you want to use: <ul style="list-style-type: none"> <li>WSM Workflow Template creates a new workflow.</li> <li>WSM Node Template creates a folder that can contain further workflows.</li> </ul>
Symbolic link	Not used.
OK	Creates a new workflow.
Cancel	Closes the window without creating a workflow.

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Workflow** folder in the function list (left).
4. Click **New**.

#### 7.4.2 Workflow Page

The workflow is stored on a page in the workflows folder. You can edit the page like any other WSM page.



New (blank page icon)	Creates a new workflow step.
Open Condition Editor	Opens the condition editor. The condition editor allows you to control the path a workflow takes.

Select ending action	<p>The action that the workflow performs when it ends successfully:</p> <ul style="list-style-type: none"><li>• Activate page: The page is sent to the live system, where it is published.</li><li>• Delete page: The page is deleted. Use this for workflows that are not about pages. Technically, a workflow needs a page to run – if the page is not needed after the workflow finishes, delete it.</li></ul> <p>Note: You can define further ending actions. Doing so requires advanced knowledge of WSM.</p>
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### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Workflow** folder in the function list (left).
4. Click a workflow page.

#### 7.4.3 New Workflow Step Wizard

The Workflow Step Wizard allows you to add a new step to the workflow.

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Workflow** folder in the function list (left).
4. Click a workflow page.
5. Click **New** (or the **New** icon).

## General Step Settings

General Step Settings
Forms Step Settings
Scriptable Step Settings

**Title**

---

**Choose Roles**

Superuser  
 Copywriter  
 Designer  
 Lawyer  
 Translator

---

**Choose Users**

---

**Choose Sub-Workflow**

---

**Change context**

No

Yes  
Workflow will continue on another Communiqué instance and therefore disappear in the inbox.

Yes  
Workflow will continue on the current Communiqué instance as well as on another one.

---

**Notify user**

---

**Escalate**

Escalation Time

Notify parent role

Notify parent user

Notify user

Auto advance

---

<b>Title</b>	The title of the workflow step. This text is displayed in the graphical overview.
<b>Choose roles</b>	The role used for this workflow step. You can assign one or more roles to this workflow step. To select more than one role: <ul style="list-style-type: none"> <li>Click first role, press SHIFT and click the last role. This selects all roles in-between.</li> <li>Press CTRL and select all roles from the list you wish to add.</li> <li>To clear a role, press CTRL and click the role.</li> </ul>
<b>Choose users</b>	The users who receive the workflow step. In general, do not use this, but assign the step to a role.

Choose sub workflow	<p>Select one or more sub workflows. This is useful for two purposes:</p> <ul style="list-style-type: none"> <li>• Re-using parts of a workflow. For example, if you have a general activation workflow, you can use it in several workflows, such as creating a news article and translating a product description.</li> <li>• Creating parallel workflows. If you select more than one workflow, the workflows run in parallel. The main workflow continues after all the sub workflows are terminated.</li> </ul> <p><b>Note:</b> If you select sub workflows, the current step is not executed. Assigning it to a user or role does nothing, and it does not show up in a user's inbox. The title of the step is used as a label for branching.</p>
Change context	<p>If set to yes, the next workflow step is located on a different WSM instance.</p> <p><b>Note:</b> This feature is only required for advanced configurations, and requires careful planning and management. Use with caution.</p>
Notify user	<p>Notifies the user by email that a workflow task is in the WSM Inbox:</p> <ul style="list-style-type: none"> <li>• No: Do not notify the user.</li> <li>• Now: Notifies the user instantly (for technical reasons, there can be a short delay of a few minutes).</li> <li>• 1h: Notifies the user one hour after the step has arrived in the Inbox.</li> <li>• n h: Notifies the user n hours after the step has arrived in the Inbox.</li> </ul> <p><b>Note:</b> You have to configure the email server correctly for this to work.</p>
Escalation time	<p>Defines the time limit for this workflow step. After the time limit has passed, WSM takes the actions you specify in the following fields.</p>
Notify parent role	<p>WSM sends an email message to the parent role, noting that the time allotted for the workflow step has elapsed.</p>

Notify parent user	WSM sends an email to the parent user, noting that the time allotted for the workflow step has elapsed.
Notify user	WSM sends an email to the user, noting that the time allotted for the workflow step has elapsed.
Proceed to next step	WSM automatically proceeds with the next step in the workflow. Use this option if the current step is not essential for the workflow to continue.

## Forms Step Settings

Attached form	Attaches a form to the workflow step. This is useful if you want to create a workflow that is not used to manage a page on the Web site. For example, you can use this to collect user information or assist in real-world tasks, such as selling an insurance policy.
---------------	--

## Scriptable Step Settings

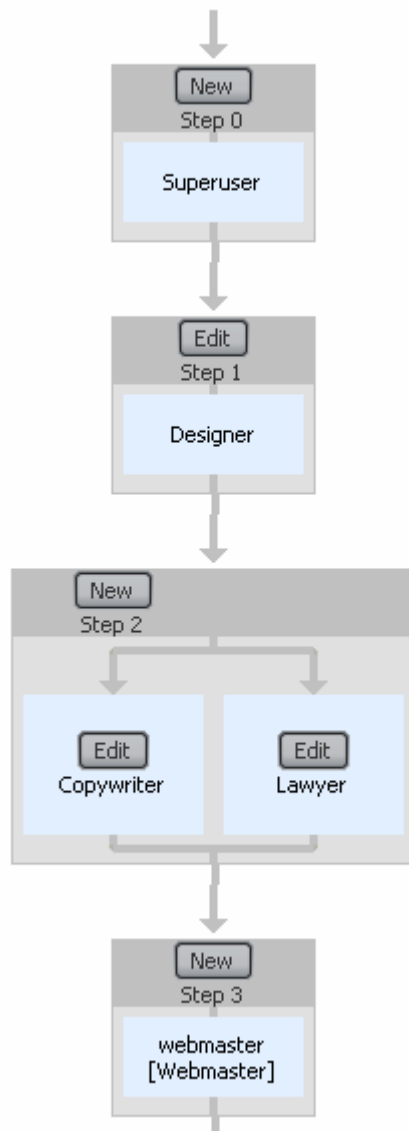
Pre method	A script that is executed after the user finishes a workflow step, but before the page status is updated.
Pre parameters	If the script requires parameters, type the parameters into the field, separated by commas.

Post method	A script that is executed after the user finishes a workflow step, and after the page status is updated.
Post parameters	If the script requires parameters, type the parameters into the field, separated by commas.
Method as a step	A script that is executed after the workflow step. This field is only included for backward compatibility. Do not use – specify a pre and/or post method instead.
Save	Saves the workflow step definition.
Cancel	Closes the window without saving.

#### 7.4.4 Condition Editor

The condition editor allows you to determine the path that the workflow takes, based on logical conditions. For example, you can skip the image-editing step if there is no image on the page, or you can switch to a different editor depending on the language of the page.

## Workflow Condition Editor



New	Adds a new condition. The condition is evaluated before the step is executed. Steps with a New button do not currently have a condition.
Edit	Edits an existing condition. Steps with an Edit button have a condition assigned.

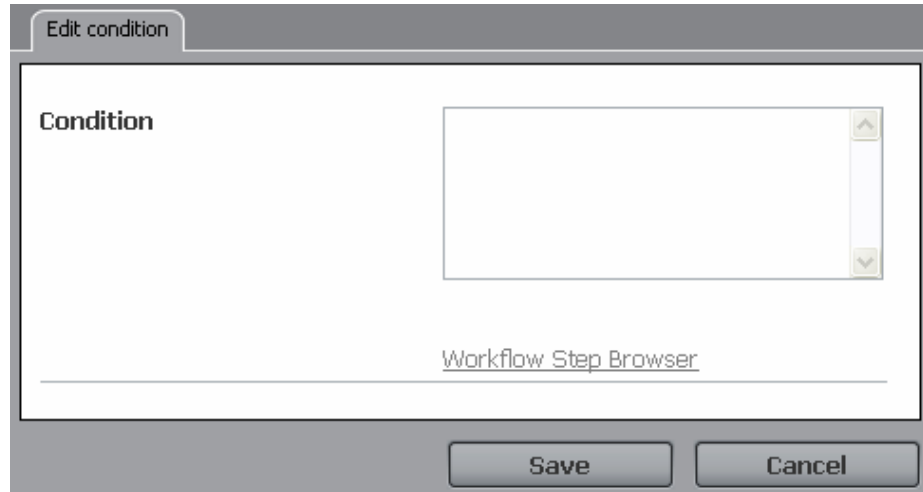
### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Workflow** folder in the function list (left).
4. Click a workflow page.

5. Click **Open Condition Editor**.

### 7.4.5 Edit Condition Window

The edit condition window allows you to specify the condition for the next workflow step.



Condition	The condition for the step (see below for how to define a condition). Conditions are written in ECMA script. For all practical purposes, the syntax of an ECMA condition is the same as in Java.
Step browser	Click to select a workflow step. The path to the step is inserted in the Condition field.
Save	Saves the condition.
Cancel	Closes the window without saving.

### Specifying a Jump Condition

A jump condition has the following form:

```
If A is true, then jump to step X.
```

The workflow then continues from the new location. This is used to skip or backtrack if a condition is set. For example, you can skip the image-editing step if the page does not contain an image, or you can go back if some information is missing.

### Specifying a Branch Condition

Branch conditions specify a condition for each branch of a workflow. The workflow only continues on the branches where the condition is **true**. For example, you can switch between different editing workflows depending on the language of the page. A branch condition looks as follows:

```
if(this.pageObj.contents.PageTitle.toString()==')
{'true';}
```



```
else  
{'false';}
```

---

**Note:** When using branch conditions, make sure that at least one branch is valid under each condition. If there are no valid branches, the workflow will stall.

---

### How do I get here?

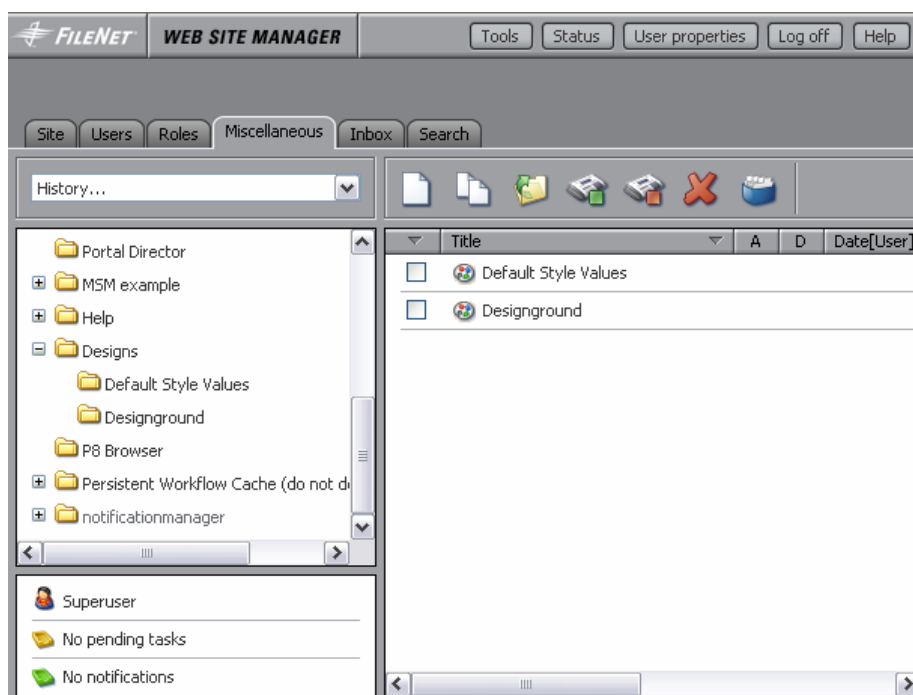
1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Workflow** folder in the function list (left).
4. Click a workflow page.
5. Click **Open Condition Editor**.

## 7.5 Designs

---

Using designs, you can specify how a component looks in your Web site, and you can centrally define the colors and fonts that are available to the authors. The designs are specified in the following places:

- In the **Miscellaneous** tab, you can define which designs exist and set the values for the system default design. You cannot set any values for a custom design.
- In the **page properties** of a Web page, you can specify the design that is used for a page and all its sub pages.
- In the **Designer Mode** of a Web page, you can set the properties for the design. These properties are used for all pages that use this design.



Design list (center)	Contains a list of all designs that you have specified, plus the system default. To change the properties for a custom design, go to a page that uses the design, and click Designer Mode.
Toolbar	Allows you to create and delete designs.

---

**Note:** We recommend that you do not modify the system default styles. These styles are defined so that a Web page looks presentable without a design attached. The file is not intended as a useful way of setting style properties for your project. For this, we recommend that you define your own design.

---

**Caution:** Due to the complex internal structure of design definitions, the **Copy** function can lead to undesired results.

### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Designs** folder in the function list (left).

## 7.6 WebDAV

---

WebDAV allows you to access the ContentBus repository using Windows Explorer. There are two views that you can use with WebDAV:

1. **Resource View** shows the entire Content Bus

2. **Content View** shows only the Web pages

To see the path for each view, click the view in the main pane.

## Resource View

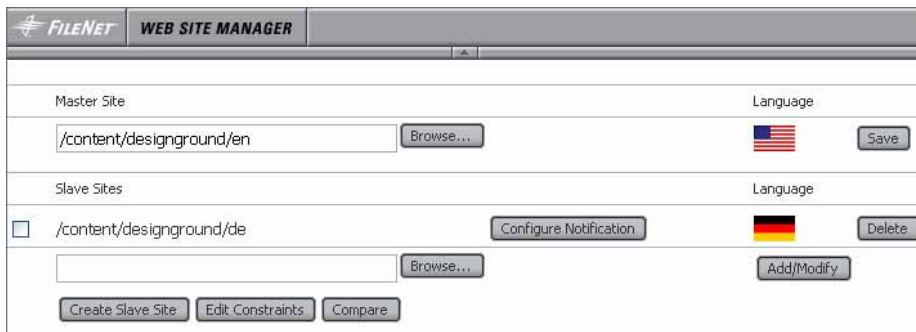
This cannot be used in the browser but only in a WebDAV client.  
Add the following resource to your WebDAV client:

**`http://localhost:4302/author/etc/webdav/resource.dav`**

## 7.7 Multi Site Manager

Multi Site Manager allows you to create a master site that defines structure and content centrally. The structure and content can then be used on sub sites, enabling you to do the following:

- Enforce a common base structure and common content across all Web sites.
- Provide structure and content that the sub sites can freely use, thus avoiding double work and improving the unified look and feel.
- Focus on the differences between the sites, knowing that the common aspects are stored centrally, and only once.



### Master

Path	The path of the master page. Click Browse to change the path.
Language	The language of the master page. If the master page is in a folder named with the language label (such as "en"), a flag shows the language.
Submit	Click Submit to set the page as the master page.

## Slaves

Path	The path of the sub site. You can specify several sub sites.
Configure Notification	Click to automatically notify users if certain parts of the site are modified.
Language	The language of the sub site. If the Web site is in a folder named with the language label (such as "en"), a flag shows the language.
Delete	Removes a sub site.
Path field	Type the path of the sub site. Use this field to add an existing branch of the Web site as a sub site.
Submit	Adds the existing branch defined in the path field as a new sub site. Note that you have to specify the master page and the constraints before you do this.
Create New Slave Page	Creates a new sub site based on the constraints you have specified. The new site contains all the mandatory elements you have specified. Note that you have to specify the master page and the constraints before you do this. The Create Sub Site window opens.
Edit Constraints	Defines which parts of the master page are mandatory on the sub site, and which parts are available optionally. Note that you have to specify the master page before you do this.
Compare Slaves	Compares the structure and content of sub sites. Use to get a quick overview of how the sub sites overlap or differ.

### Caution:

When you use Multi Site Manager, you must define the individual parts in the following order:

1. Create the master site with all the structure and content you want to share.
2. Set the master site in Multi Site Manager.
3. Define the constraints.
4. Define the sub sites.

### How do I get here?

1. Connect to WSM.

2. Click the **Miscellaneous** tab.
3. Click the **Multi Site Manager** folder in the function list (left).
4. Click a Multi Site Manager page in the page list (center).

### 7.7.1 Create New Slave Page

This function creates a new slave page (sub site). The sub site has the content and structure you have defined in the Constraints window.

Master	The path of the master page.
Primary user	The primary user for the sub site. The user automatically receives all the access rights that are necessary for maintaining the sub site.
Title text	The title of the sub site.
Label (language)	The language label for the sub site. Select the language and country for which the sub site is intended.
Parent page	Select or type the path of the folder in which you want to place the new sub site.
OK	Creates the new sub site.
Cancel	Closes the window without creating a new sub site.

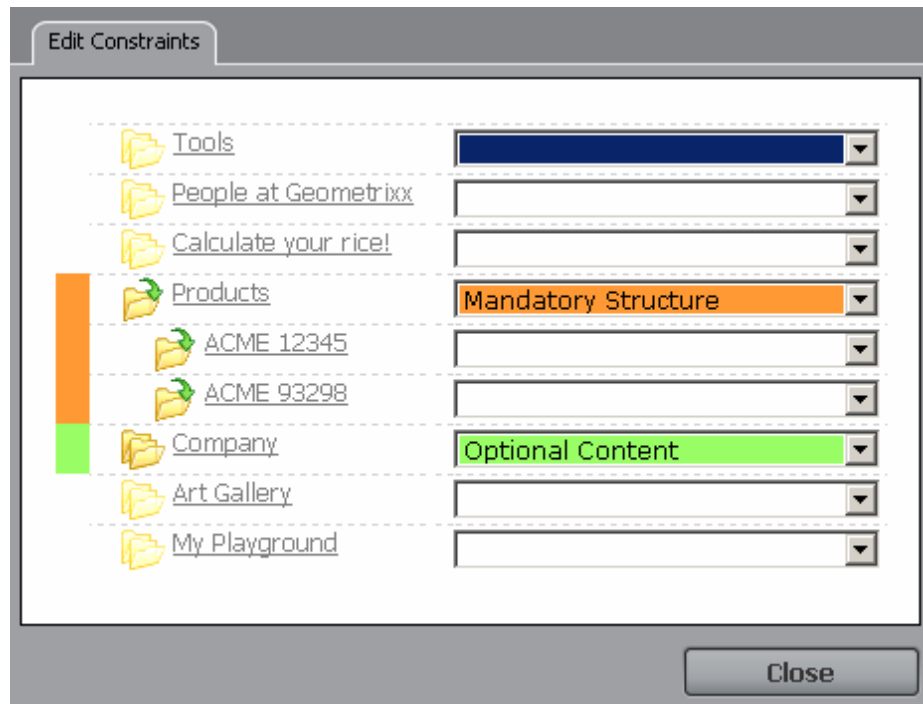
### How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.

3. Click the **Multi Site Manager** folder in the function list (left).
4. Click a Multi Site Manager page in the page list (center).
5. Click **Create New Slave Page**.

### 7.7.2 Edit Constraints

In the edit constraints window, you can specify the content and structure that is mandatory on the sub site, and the content and structure that is optionally available.



Color bar (left)	The color bar indicates the constraint type for the page or folder. In addition to the information in the constraint type list, it shows the constraint type that a page inherits from its parent.
Master site (center)	Lists the pages in the master site.
Constraint type list (right)	Here, you can set the constraint type for every page of the master site.

### How do I get here?

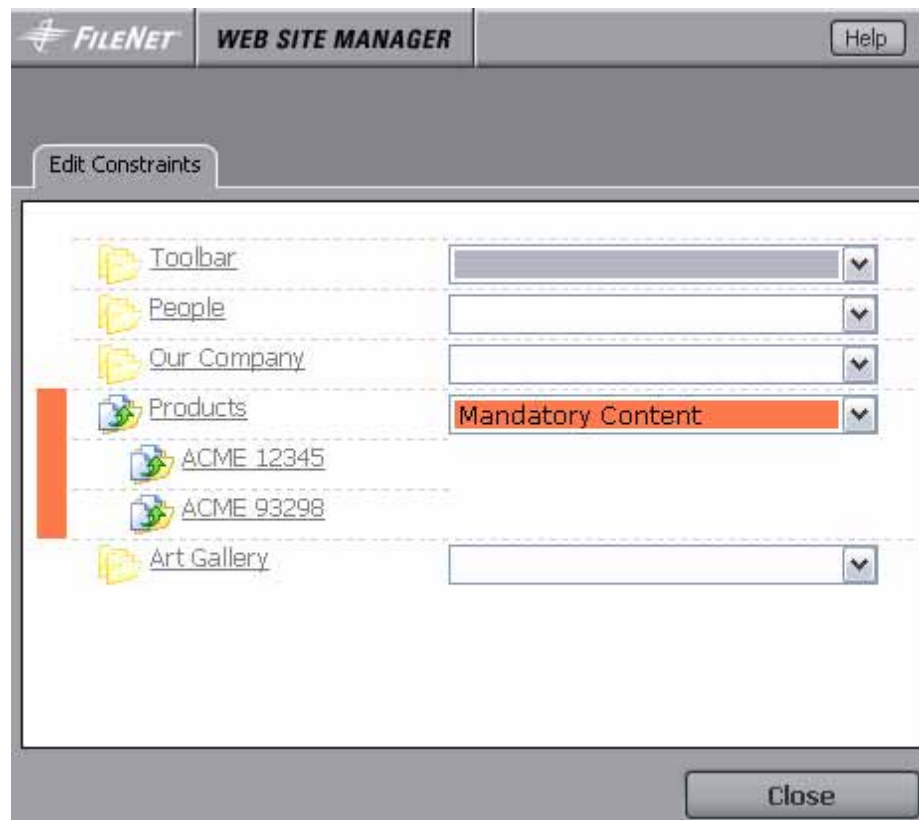
1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Multi Site Manager** folder in the function list (left).

4. Click a Multi Site Manager page in the page list (center).
5. Click **Edit Constraints**.

### 7.7.3 Constraint types

The following types of constraints are available:

#### Mandatory Content



**Use if** the page appears on all sites with the same content as on the master.

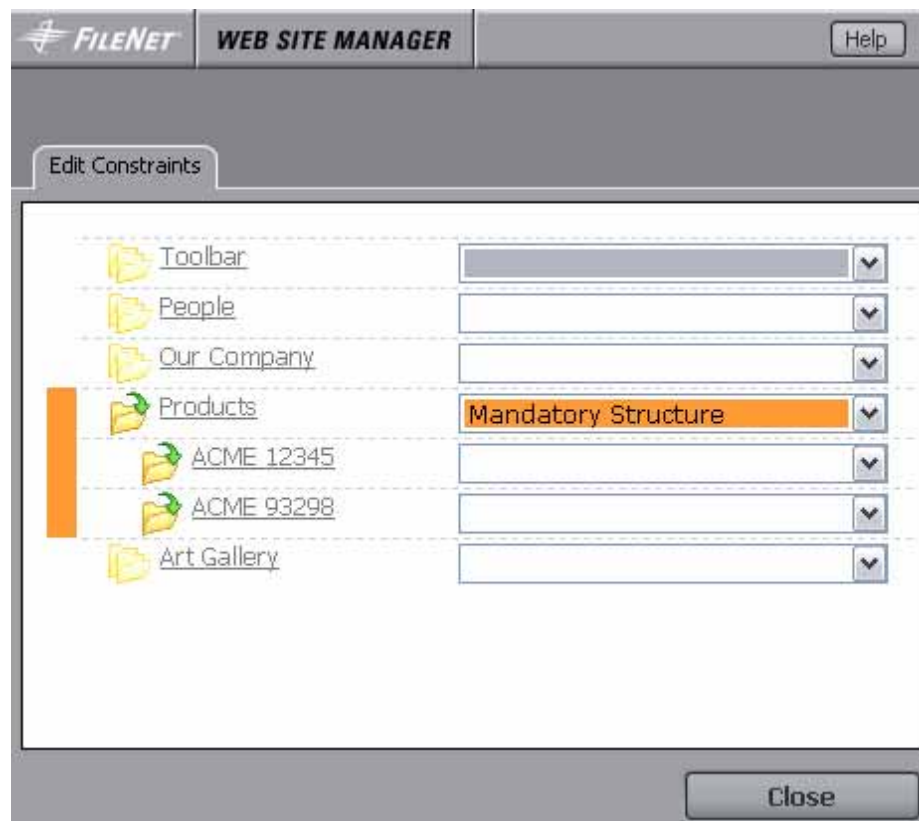
**Examples:** Corporate disclaimer page, common information on same-language sites.

**Do not use if** you have different language versions – you cannot translate the page content.

**Behavior:**

- The page appears on each site.
- Sub sites must display the page.
- A sub site user cannot delete or modify the page.
- The sub pages of the mandatory content page are also mandatory content pages.

## Mandatory Structure



**Use if** the page must exist on all sites, but can have different content, or is translated.

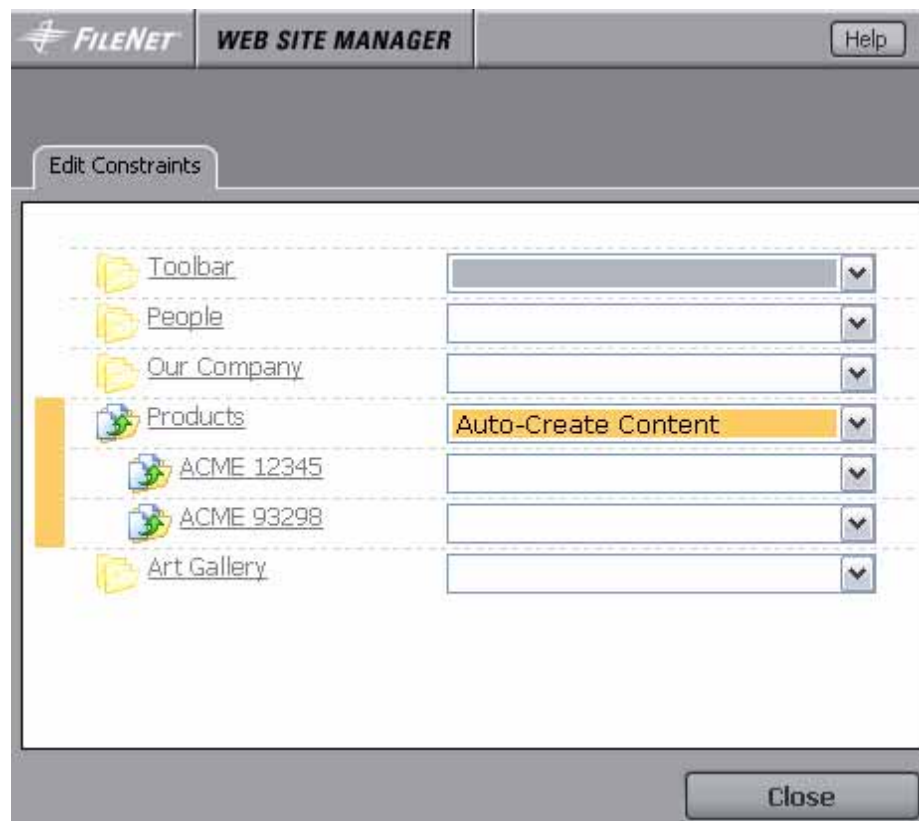
**Example:** Common information on a localized Web site.

### Behavior:

- Each site must have this page.
- A sub site user can modify the page content.
- A sub site user cannot delete the page.
- The sub pages of the mandatory structure page can have a different constraint type.



## Auto-Create Content



**Use if** the page is usually the same for all sites, but a site may alter the page content or delete the page.

**Example:** Product pages with possible regional modifications.

### **Behavior:**

- The page and its content are copied from the master site.
- You can modify, move, delete, activate, and deactivate the master page independently of the copied page.
- A sub site user can modify the page content or delete the page. After this, the page is no longer updated automatically.

---

**Note:** If you have a multi-language page, you can use this constraint as a first step in the translation workflow. WSM automatically creates the page with the source content, so a translator can work directly on the source text.

---

## Auto-Create Linked Content



**Use if** the page is usually the same for all sites, but a site may alter the page content or delete the page.

**Example:** Product pages with possible regional modifications.

### **Behavior:**

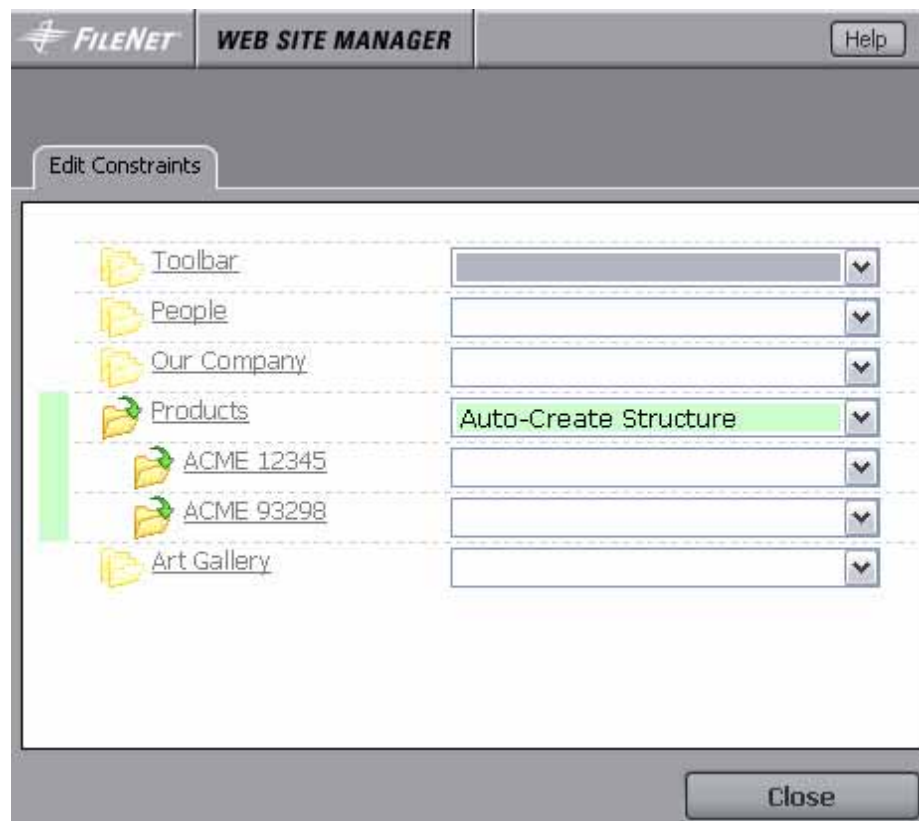
- The page and its content are copied from the master site.
- If the master page is modified, moved, deleted, activated or deactivated, the page is updated automatically.
- A sub site user can modify the page content or delete the page. After this, the page is no longer updated automatically.

---

**Note:** If you have a multi-language page, you can use this constraint as a first step in the translation workflow. WSM automatically creates the page with the source content, so a translator can work directly on the source text.

---

## Auto-Create Structure



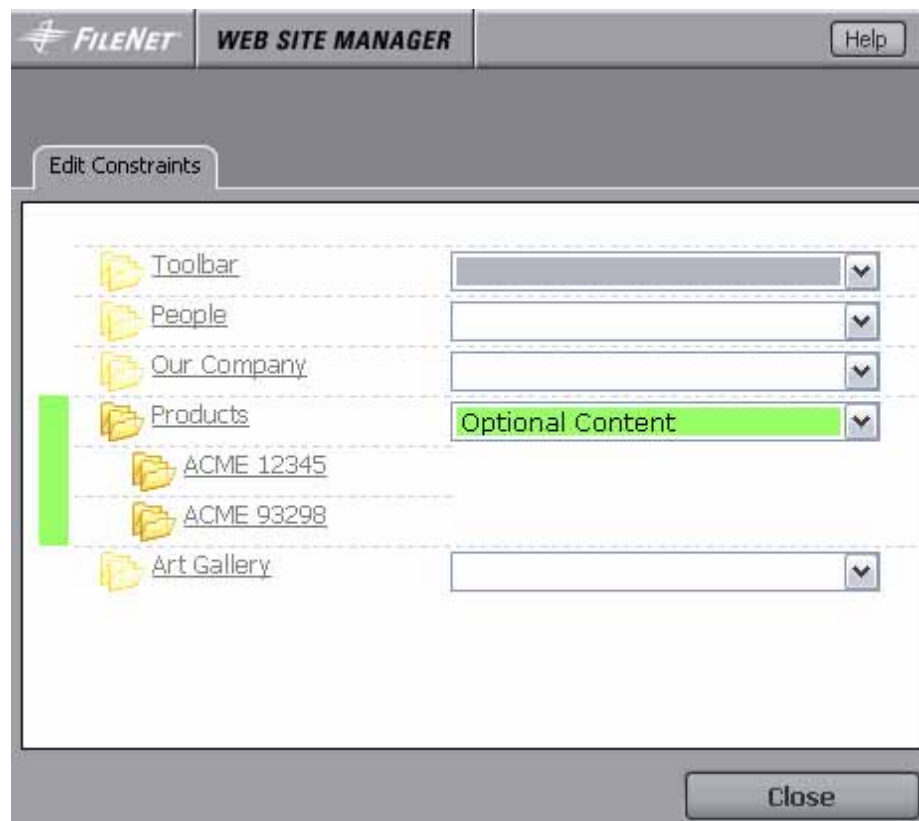
**Use if** the page usually exists on all sites, but has different content, or is translated.

**Example:** Product page on a multi-language Web site, where not all products are available in all languages.

### **Behavior:**

- An auto-create structure page is automatically created on each site.
- The page is created empty (without any content).
- A sub site user can modify the page content or delete the page.

## Optional Content



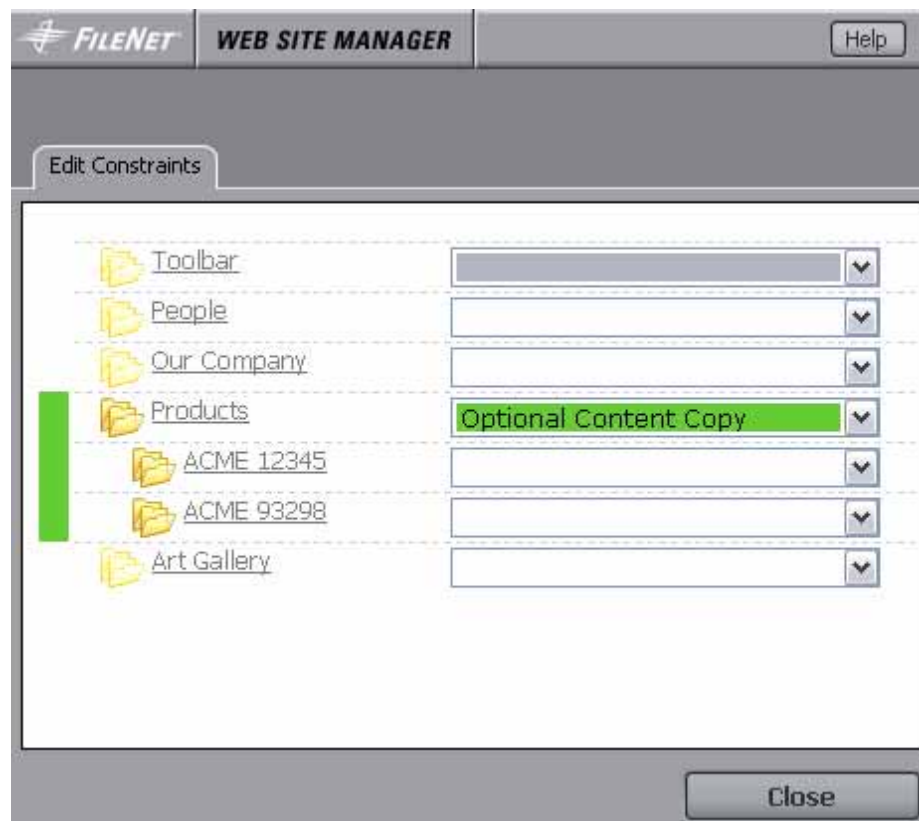
**Use if** the page is used on some sites, and has the same content on all sites that use it.

**Example:** Different types of disclaimers, where not all sub sites use all disclaimers.

### **Behavior:**

- A sub site user can choose whether or not to use the page.
- If the master page is updated, the page is updated automatically.
- A sub site user cannot modify the page.
- The sub pages of an optional content page are optional content pages as well.

## Optional Content Copy



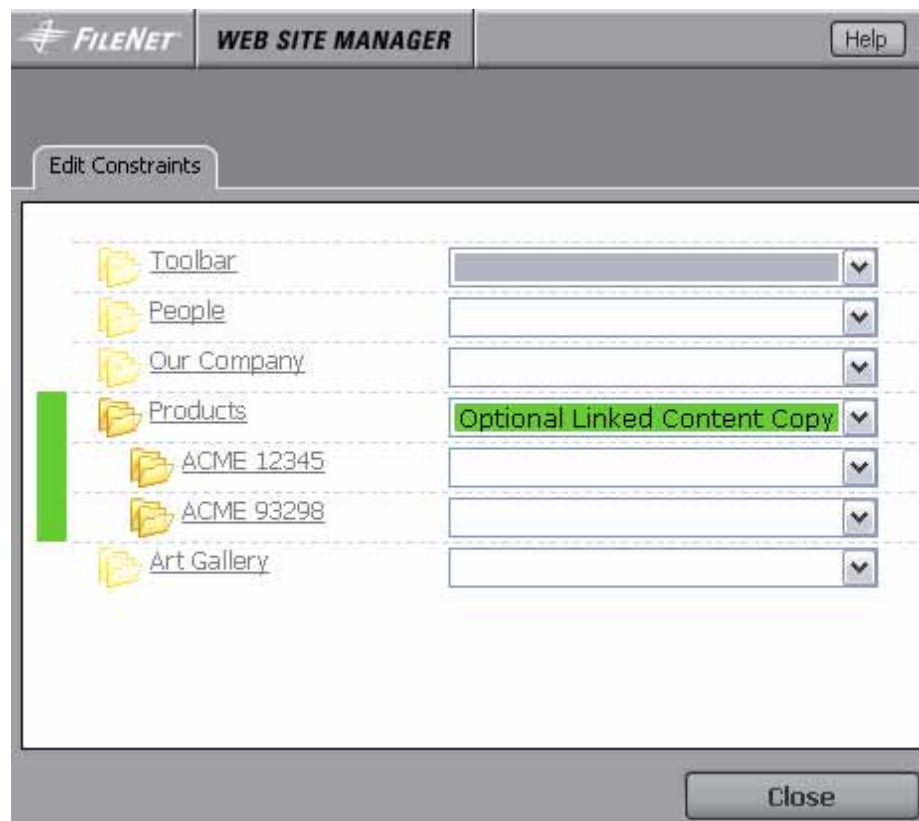
**Use if** the page may be used and modified on some sites.

**Example:** Product pages with regional modifications, if the products are only available on some sites.

### **Behavior:**

- A sub site user can choose whether or not to use the page.
- If a sub site user chooses to use the page, the page and its sub pages are copied from the master site to the sub site.
- You can modify, move, delete, activate, and deactivate the master page independently of the copied page.
- The sub site user can then modify the pages. After modification, the page is no longer updated automatically.

## Optional Linked Content Copy



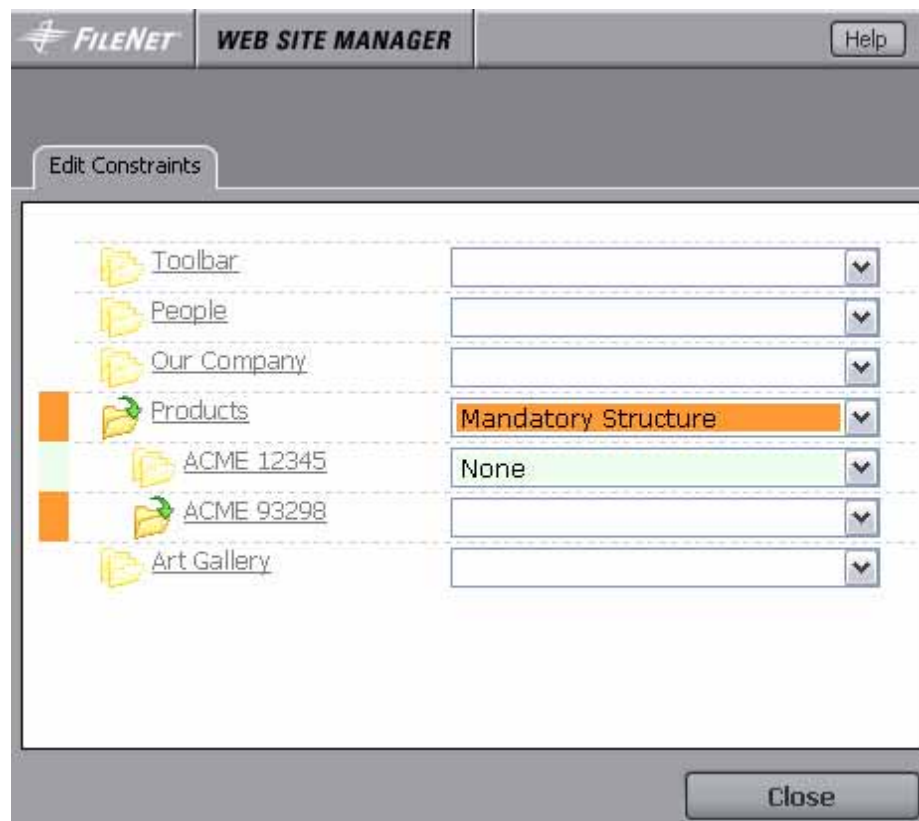
**Use if** the page may be used and modified on some sites.

**Example:** Product pages with regional modifications, if the products are only available on some sites.

### **Behavior:**

- A sub site user can choose whether or not to use the page.
- If a sub site user chooses to use the page, the page and its sub pages are copied from the master site to the sub site.
- If the master page is modified, moved, deleted, activated or deactivated, the page is updated automatically.
- The sub site user can then modify the pages. After modification, the page is no longer updated automatically.

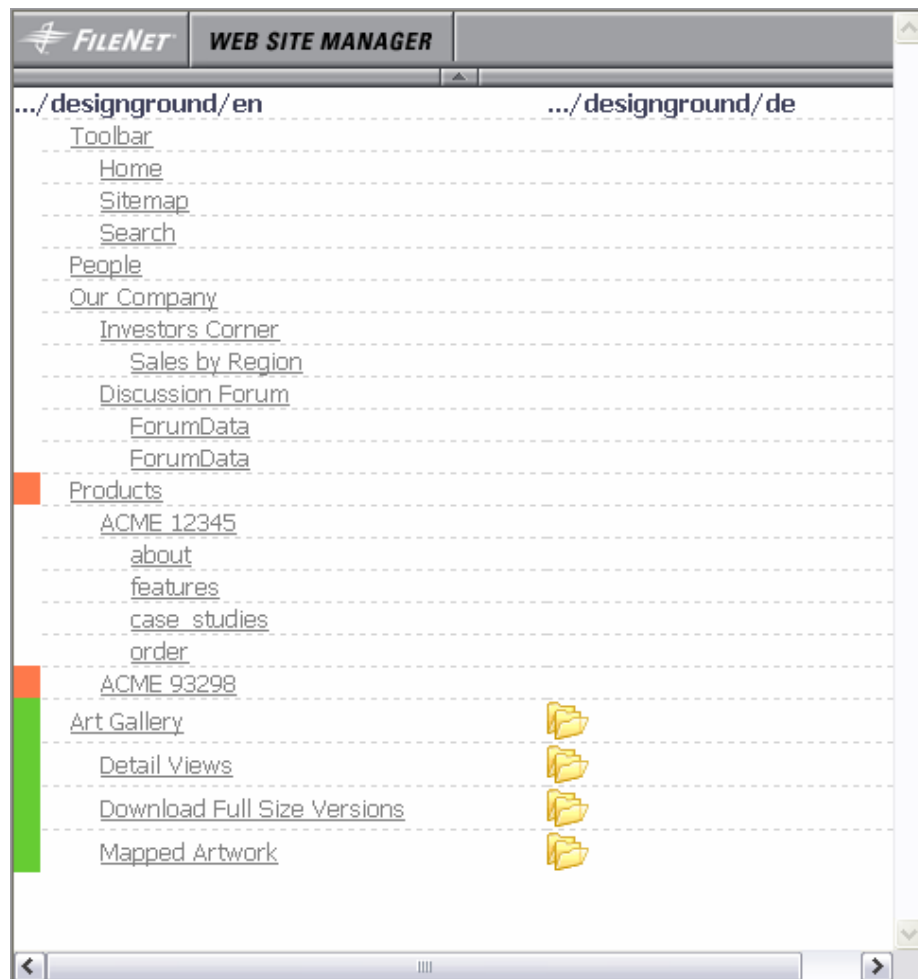
## None



**Use if** the page is not used on sub sites. The Multi Site Manager does not handle this page and its sub pages.

### 7.7.4 Compare Slaves

Compare Slaves compares the sub sites with the master site.



## How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Multi Site Manager** folder in the function list (left).
4. Click a Multi Site Manager page in the page list (center).
5. Click **Compare Slaves**.

## 7.8 Offline Configuration

Offline Configuration allows you to create and manage configuration settings for offline import. Each configuration file is stored in a page. To edit the page, open it and then click **Page Properties**.





RTF style to paragraph type mapping	Maps RTF paragraph styles to a WSM paragraph system. To edit the mapping definition, copy it to a text editor, and then copy it back when you are done. The file is described below.
Default atom names	The default atom names that are used in WSM to store the structure of the document. Leave empty to use the system default.
RTF style to atom name mapping	If some paragraphs store the atoms under a different name, you can specify the name here. This overrides the default atom name for the paragraphs you specify.  Click <b>Browse</b> to open the Style Atom Picker.
Save	Saves the mapping information.

## RTF Style to Paragraph Type Mapping

The following example definition file maps the paragraphs of an RTF file to paragraphs in a WSM paragraph system. Each line contains three values, separated by tab stops:

- The name of the paragraph style in the RTF document, such as "normal" or "heading 5". Use "\*" at the end for all paragraphs names that are not mentioned previously.
- The type of information in the paragraph. "Text" is used for all text paragraphs, "Table" for all tabular data, and "Image/\*" for all types of images, such as jpeg, gif, and png.
- The name of the paragraph type in the WSM paragraph system. This is also the content of the "ParSel"-atom, and determines the content structure and layout.

Example definition (note that the table must be separated by tab stops):

download	Text	apps_Components_download
table	Table	apps_Components_table
piechart	Table	apps_Components_piechart
linechart	Table	apps_Components_linechart
candlechart	Table	apps_Components_candlechart
tilechart	Table	apps_Components_tilechart
barchart	Table	apps_Components_barchart
textimage	Image/*	apps_Components_textimage
*	Image/*	apps_Components_image
*	Text	apps_Components_textimage
*	Table	apps_Components_table

## RTF Style to Atom Name Mapping

This table defines where the paragraph content goes for certain paragraph types. It overrides the defaults set in the "Default atom names" fields. For example, the following table defines that the content of the candlechart-paragraph in the RTF document is stored in the ChartData atom in WSM.

Example definition (note that the table must be separated by tab stops):

TableData	table
ChartData	candlechart
ChartData	linechart
ChartData	tilechart
ChartData	piechart
ChartData	barchart
DownloadText	download
Image	image

## How do I get here?

1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Offline Configuration** folder in the function list (left).
4. Click an Offline Configuration page in the page list (center). The page opens.
5. Click **Page Properties**. The Page Properties window opens.
6. Click the **Configuration** tab.

### 7.8.1 Style Atom Picker

The Style Atom Picker helps you to map the paragraphs of an RTF document to the atoms in a WSM paragraph system. This feature is used for paragraphs that use special atom names, such as the chart paragraphs.

#### Step 1: Selecting the File and Template

Before you can define the mapping, you must specify an RTF file and a template that you want to map:

1. In the Upload file field, select or type the RTF file that contains the paragraph styles you want to map.
2. In the Choose template field, click the template you want to map the styles to.
3. Click **OK**. The Atom Picker reads both the template and the file and lists the paragraph styles and atom names.

#### Step 2: Defining the Mapping

To add a new mapping of a paragraph style to an atom name, proceed as follows:

1. In the Style list, click the style you want to map.
2. In the Atom list, click the atom that stores the content of the paragraph.
3. Click **Add**. The style is added to the mapping list.
4. Repeat steps 1 to 3 for all styles that do not conform to the default mapping.
5. Click **OK**.

## How do I get here?

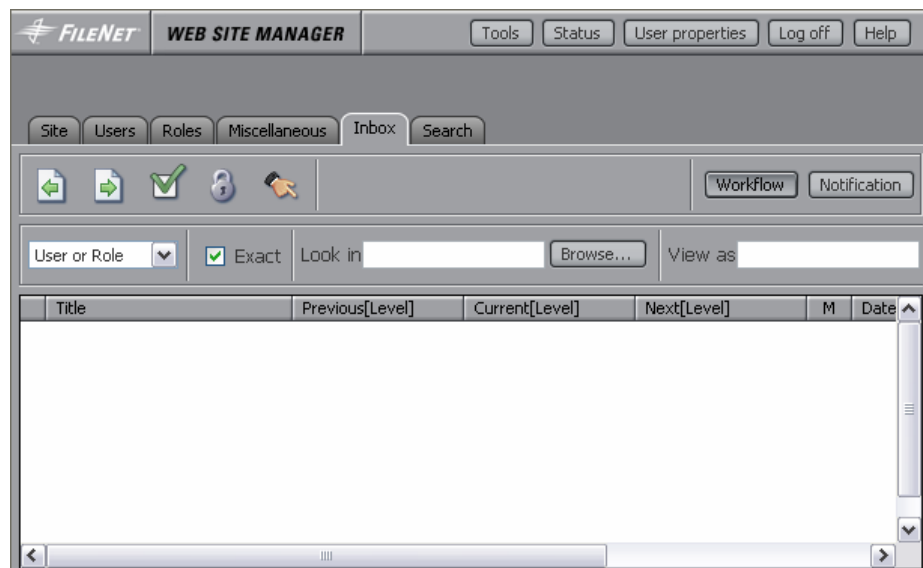
1. Connect to WSM.
2. Click the **Miscellaneous** tab.
3. Click the **Offline Configuration** folder in the function list (left).
4. Click an Offline Configuration page in the page list (center). The page opens.
5. Click **Page Properties**. The Page Properties window opens.
6. Click the **Configuration** tab.
7. Click **Browse**.

---

## 8 Inbox

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The Inbox is where you receive and process workflow tasks.



The icons are (from left to right):

- Previous
- Next
- Details
- Lock
- Delegate

Task list (bottom)	<p>Lists all tasks that are currently on your list. Select a task to perform a function on it, or click the page icon to edit the page. The list contains the following information:</p> <ul style="list-style-type: none"> <li>• The user or role that is responsible for the task. Depending on the configuration and your settings (see below), you may see tasks that are not in your sole or direct responsibility.</li> <li>• The previous, current, and next step in the workflow.</li> <li>• The state of the page.</li> <li>• The last modified date and user.</li> <li>• A paper clip symbol if additional information is available. To access the information, select the task, and then click Details.</li> </ul>
Previous	<p>Click <b>Previous</b> to jump back to a prior step in the workflow. Use this if you want to hand the workflow back to a previous user or group. You can jump back to any step in the workflow history.</p>
Next	<p>After you have fulfilled your task, click <b>Next</b> and the workflow proceeds to the next task. A window opens where you can select the next user.</p> <ul style="list-style-type: none"> <li>• Click OK to select the default group or role. The members of the group or role can then decide who performs the next step.</li> <li>• Click a user to assign the next step to the user. This is helpful if you know who will perform the next step.</li> </ul>
Details	<p>Displays a detailed summary of the steps that are already done and those still open. You can also see a workflow graph and read the comments of previous users.</p>
Lock	<p>Locks the step so nobody except you can work on it. Use this if you cannot currently complete the step, but you do not want anybody else to work on it.</p>

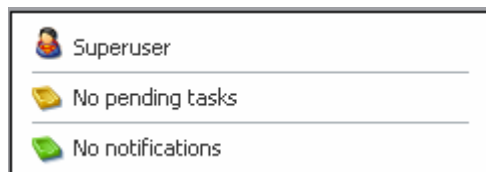
Delegate	Delegates the step to a user or role. The user or role you select is made responsible for completing the step.
Display	<p>Selects which tasks are listed:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> Displays the tasks that you receive as a user.</li> <li>• <b>Role:</b> Displays the tasks that you receive as a member of a role.</li> <li>• <b>User or Role:</b> Displays all tasks that you receive.</li> </ul>
Exact	Select to display only your own tasks. Clear to display also the tasks that users below you have.
Look in	Type a path to display only the pages in that path.
View as	Select a user to see that user's task list.
Query	Click to refresh the list based on your settings.

### How do I get here?

1. Connect to WSM.
2. Click the **Inbox** tab.

- or -

1. Click the Inbox icon in the lower left of the screen. The icon is displayed only if you have new tasks.

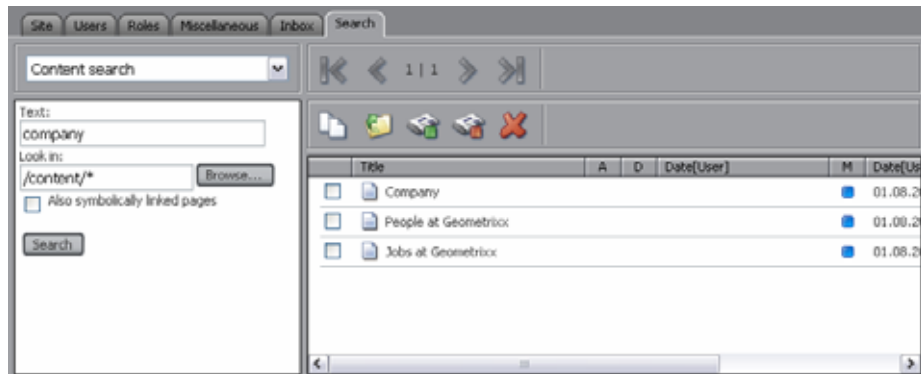


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## 9 Search

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From the Search tab, you can locate content in WSM.



Search type	The type of search: <ul style="list-style-type: none"><li>• Content management audit log</li><li>• Content search</li><li>• Pages with on/off times</li><li>• Page permission search</li><li>• Search and replace</li></ul>
Query pane (left)	The query pane contains the fields used in the search. The fields vary for each type of search.
Search results (center)	The results found in your search query. The results displayed vary for each type of search.

### How do I get here?

1. Connect to WSM.
2. Click the **Search** tab.

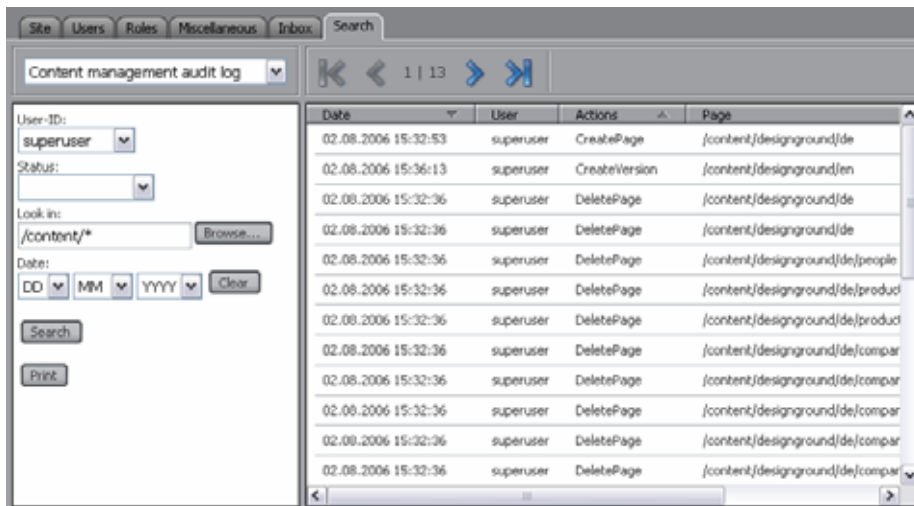
---

### 9.1 Content Management Audit Log

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The Content Management Audit Log displays a log of all changes to the system.





### Query pane (left)

User ID	The user for whom you want to list the changes. Leave empty to list all users.
Status	The type of change you want to list: <ul style="list-style-type: none"> <li>• CreatePage: Lists every time a page was created.</li> <li>• ModifyPage: Lists every time a page was modified.</li> <li>• DeletePage: Lists every time a page was deleted.</li> <li>• OrderPage: Lists every time the order of the pages was changed.</li> <li>• RestorePage: Lists every time a page was restored.</li> <li>• ActivatePage: Lists every time a page was activated.</li> <li>• DeactivatePage: Lists every time a page was deactivated.</li> </ul>
Look in	Type or select a path to list only pages below that path. Leave empty to search the entire repository. Note that this is useful to list changes to the system files, or to list only changes to Web pages.
Date	Select a date to list only the changes from that day. Click Clear to clear the date and list all changes.

Search	Executes the search query and displays the results in the result list.
Print	Executes the search query and displays the results as unformatted text in a new window. You can then print the list or copy it into a word processing or spreadsheet application.

## Results (center)

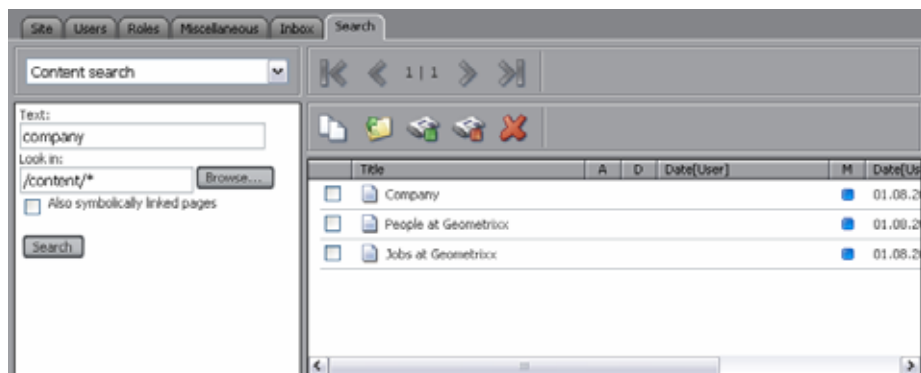
Date	The date of the change.
User	The user who changed the page.
Status	The type of change.
Handle	The handle (path) of the changed page.

## How do I get here?

1. Connect to WSM.
2. Click the **Search** tab.
3. In the search type list, click **Content management audit log**.

## 9.2 Content Search

Content Search performs a full-text search in the repository.



## Query pane (left)

Text	The text you want to search for. You can use the asterisk (*) as a wildcard character. For example, the query "play*" finds both playground and player.
Look in	The path in which you want to search.

Search	Executes the search query and displays the results in the result list.
--------	--

### Results (center)

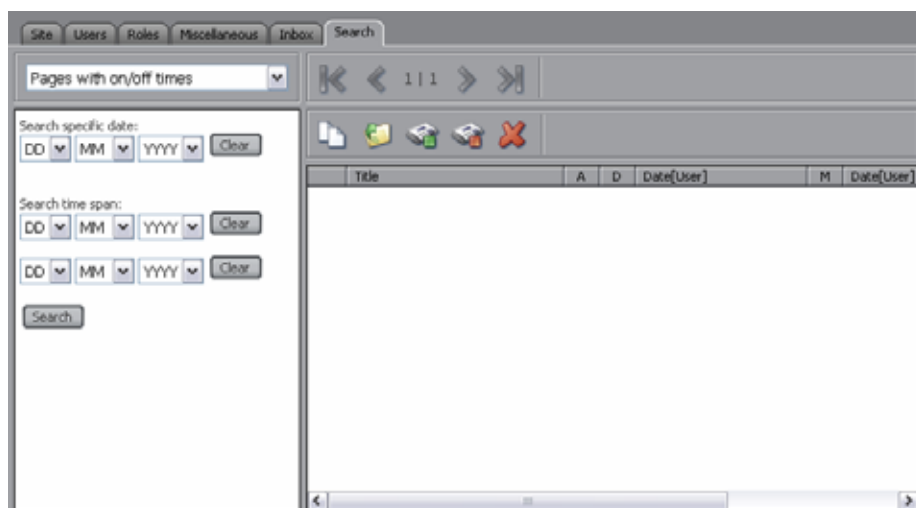
Title	The title of the page.
A/D Date [User]	Whether, when, and by whom the page has been activated and/or deactivated.
M Date [User]	Whether, when, and by whom the page was last modified.
L [User]	Whether the page is locked, and by whom.
Toolbar	Check a search result and click a button to copy, move, activate, deactivate, or delete a page.

### How do I get here?

1. Connect to WSM.
2. Click the **Search** tab.
3. In the search type list, click **Content search**.

## 9.3 Pages With On/Off Times

This function searches for pages with specific on/off times. This function only lists pages with a specific on and off time. These pages are displayed on the Web site only during the interval between the on time and the off time.



## Query pane (left)

Specific date search	Lists all pages with this date set as either the on time or the off time.
Time span search	Lists all pages whose on time or off time falls between the interval you specify here. This includes all pages that either become visible or invisible on the Web site during the interval.
Search	Executes the search query.

## Results (center)

Title	The title of the page.
On time	The time at which the page becomes visible.
Off time	The time at which the page becomes invisible.
A/D [User]	The activation status (activated/deactivated) of the page and the user who last changed it.
Toolbar	Check a search result and click a button to copy, move, activate, deactivate, or delete a page.

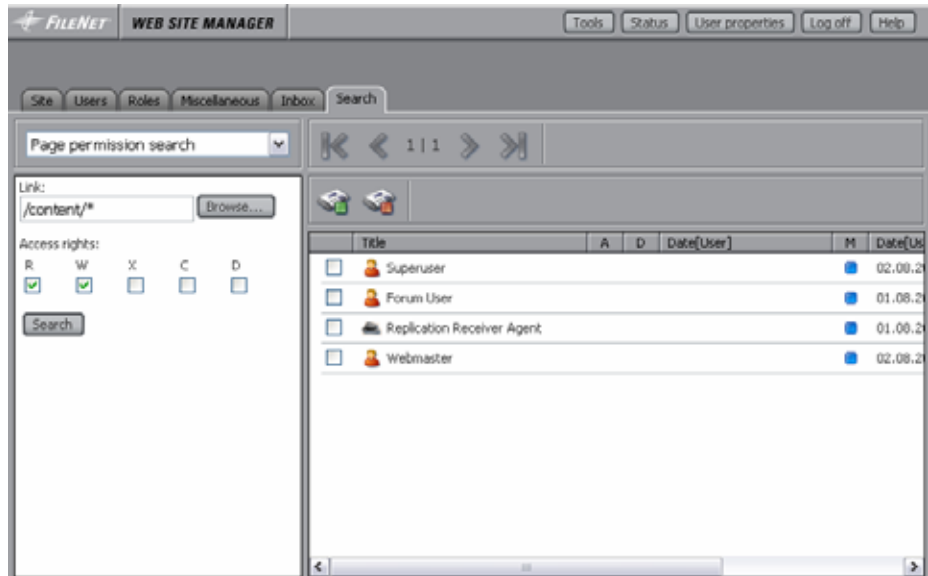
## How do I get here?

1. Connect to WSM.
2. Click on the **Search** tab.
3. In the search type list, click **Pages with on/off times**.

## 9.4 Page Permission Search

---

This function searches for users who have certain permissions on a page.



### Query pane (left)

Link	The page on which you want to search users.
Access rights	The access rights of the user on the page you have selected: <ul style="list-style-type: none"> <li>• R: Read access, view pages</li> <li>• W: Write access, edit page content</li> <li>• X: Activate and deactivate pages</li> <li>• C: Create new pages</li> <li>• D: Delete pages</li> </ul>
Search	Executes the search query.

### Results (center)

User ID	The user ID of the user who has the rights you have specified on the page you have selected.
A/D Date[User]	Whether, when, and by whom the page has been activated and/or deactivated.
Full name	The time at which the page becomes invisible.
Toolbar	Check a search result and click a button to activate or deactivate a page.

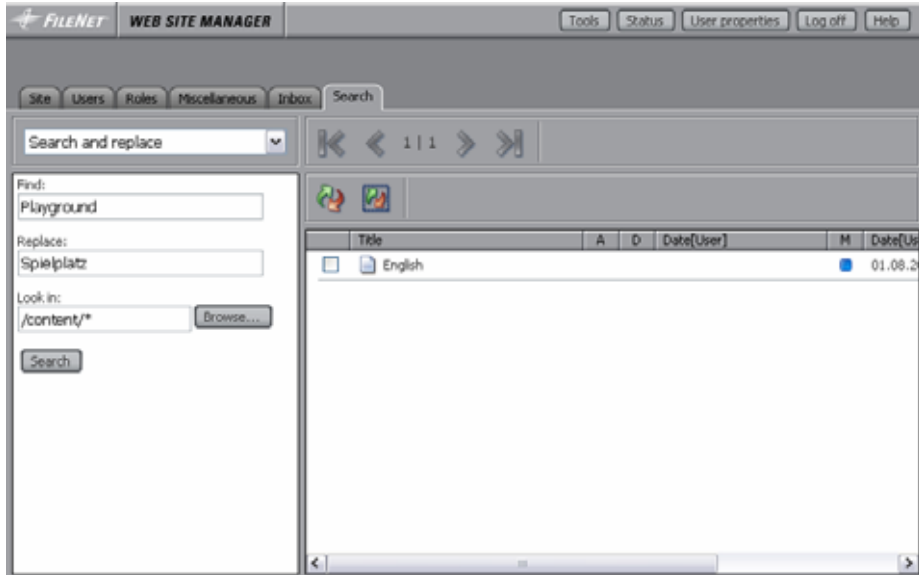
### How do I get here?

1. Connect to WSM.
2. Click the **Search** tab.

- In the search type list, click **Page permission search**.

## 9.5 Search and Replace

Search and Replace allows you to search and replace content. Note that the content is replaced in all the atoms on a page, so the effects may be more far-reaching than you have intended. Use with caution.



### Query pane (left)

Find	The term you want to search for.
Replace	The term you want to replace the search term with.
Look in	The path under which you want to search and replace content.
Search	Executes the search query. The results are listed in the result list, from where you can replace content. By clicking Search, no content is replaced.

### Results (center)

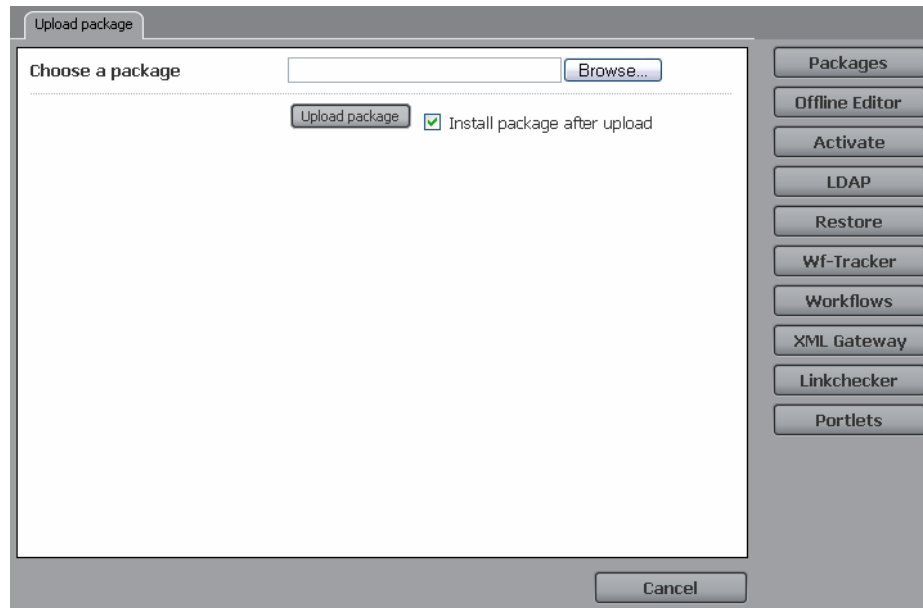
Replace	Replaces the search term in all the pages you have selected in the result list.
Replace all	Replaces the search term in all the pages in the result list.
Title	The title of the page.
A/D Date [User]	Whether, when, and by whom the page has been activated and/or deactivated.

M Date [User]	Whether, when, and by whom the page was last modified.
L [User]	Whether the page is locked, and by whom.

### How do I get here?

1. Connect to WSM.
2. Click the **Search** tab.
3. In the search type list, click **Search and replace**.

## 10 Tools

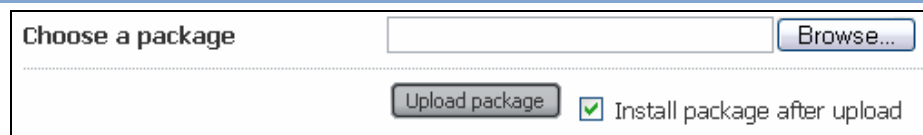


The tools menu contains a number of useful tools. To select a tool, click it in the tool list (right).

### How do I get here?

1. Connect to WSM.
2. Click on the **Tools** menu.

### 10.1 Packages



Choose a package allows you to upload and install a package.

Choose a package	Type or select the package you want to upload and/or install.
Upload Package	Click to upload and/or install the package.
Install package after upload	Check to automatically install the package after it is uploaded.



## Caution

Installing a package can overwrite existing files, or can delete existing files in the same folders that are defined in the package. Only upload the package if you are sure that it does not delete or overwrite files you need.

## How do I get here?

1. Connect to WSM.
2. Click the **Tools** button. The package tool is displayed by default.

## 10.2 Offline Editor

The Offline Editor tool allows you to import and export RTF files, so you can edit the content in a word processor, without a connection to WSM. RTF (Rich Text Format) is a format that is based on plain text and is used by all major word processors and office programs.

## How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **Offline Editor** button.

### 10.2.1 Import RTF

The screenshot shows the 'Import RTF' dialog box. It has three tabs: 'Import RTF', 'Configuration', and 'Export RTF'. The 'Import RTF' tab is selected. The dialog contains the following sections:

- Choose a file:** A text input field and a 'Browse...' button. Below it, the text reads: 'Specify the RTF document on your local disk that you want to import.'
- Choose a target document:** A text input field and a 'Browse...' button. Below it, the text reads: 'The location in the website tree, where you want the document to appear.'
- Create a new page for this document?:** A checkbox that is checked. Below it, the text reads: 'The Document title is used to create a top page for this document.'
- Create a subpage in target document for heading:** A row of checkboxes labeled 1 through 9. Below it, the text reads: 'For each heading type you specify, a new (sub-)page will be created in the website tree.'
- Choose Import mode:** A dropdown menu with 'import document' selected.

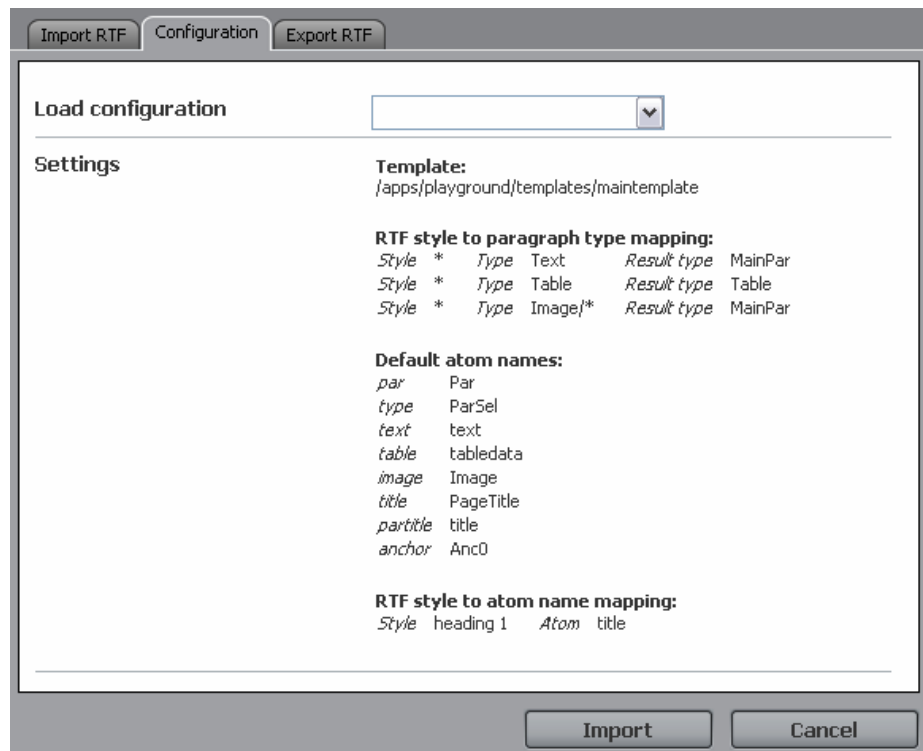
At the bottom of the dialog are two buttons: 'Import' and 'Cancel'.

Choose a file	Select the RTF file you want to import.
Choose a target document	Select or type the target page or folder. The content of the RTF file is created under this file or folder.
Create a new page for this document?	If this checkbox is set, the first page is a title page containing the document title. All other pages are created below it.
Create a sub page in target document for a heading?	If the document contains multiple levels of headings, this option is used to split the imported document into separate pages. Select the heading levels at which you want to split the document by selecting the respective check boxes. Headings that are not used for starting a new page will be displayed as titles in the parent page. Headings that are used to start a new page will become the title of the new page.
Choose import mode	There are three options for import: <ul style="list-style-type: none"> <li>• Import document: This will import the document and create the Web pages.</li> <li>• Dry run: This simulates the import and displays information about the pages that would be created by the import function.</li> <li>• Preview content: This shows all the content that will be imported.</li> </ul>
Import	Start the import process.

## How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **Offline Editor** button.

## 10.2.2 Configuration



The Configuration tab displays the current configuration for RTF import, and allows you to load a configuration file.

Load configuration	Loads a configuration file. The configuration files are located in the Miscellaneous folder.
Settings	Displays the current settings for RTF import and export.
Edit	If you have loaded a configuration, click Edit to edit it.

### How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **Offline Editor** button.
4. Click the **Configuration** tab.

## 10.3 Activate

Use this tool to activate an entire branch of a Web site. The pages in the tree are copied to the live site, where they are published.



Choose a tree	Type or select the parent folder of the tree you want to activate.
Simulate	Simulates activating the pages. The pages are not published, but you receive a list of the pages that are activated and messages of possible problems during the activation process.
Activate	Activates the selected branch.
Only modified pages	Activates only the pages that have been modified. This can save time on large sites.

**Note:** Activating a large tree can take a few minutes. Please be patient.

### How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **Activate** button.

## 10.4 Restore

The restore function restores a branch of the Web site to a previous state.

Choose a tree

---

Date:

---

Choose a tree	Type or select the parent folder of the tree you want to restore. Note that the browser also shows branches that have been deleted.
Date	Select the date to which you want to restore the branch.
Show Revision	Shows the pages that are restored to a previous state. The tree shows the time of the revision that is restored.
Restore	Restore the previous state of the branch.

### How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **Restore Tree** button.

## 10.5 Workflow Tracker

This tool allows you to track the workflow status of a page. After you have selected a page, you can see all workflow comments and attachments of current and past workflows.

Page	Select or type the path of the page for which you want to see the workflow information.
Revision	Click the version for which you want to see the workflow information. This allows you to track the history of a page, if the page is created and updated using workflows.

Refresh	Displays the list for the selected page and version.
Comments	The list of comments added for the selected version of the page during the workflow process. If the selected version was not in a workflow at all, or no comments were added, then the list is empty.
Attachments	The list of all attachments for the selected version added for this page during the workflow process. If the selected version was not in a workflow at all, or no attachments were added, then the list is empty.

### How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **WF Tracker** button.

## 10.6 Workflows

---

This tool allows you to start workflows automatically under the following circumstances:

- If a user creates a page using a certain template, in a certain folder.
- If a user attempts to activate or deactivate a page, but does not have the necessary rights to do so.

### How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **Workflows** button.

#### 10.6.1 Workflow Auto Assign

Workflow Auto Assign allows you to automatically start workflows when a user creates or modifies a page using a certain template, in a certain folder.

Template	The template on which the page is based.
Handle	The folder in which the page is located.
Workflow	The workflow that is started automatically whenever a user creates a page in the folder you have specified with the template you have specified.
Auto submit	If selected, the workflow starts again when a user modifies the page.  Note that you have to enable this feature by setting the attribute workflowAutoSubmit to 1 in the file libs/CFC/templates/modconfig.any. By default, this feature is disabled.
Add	Adds the workflow to the workflow list.
Assigned workflows	The list of workflows that are assigned to the template and folder.

### How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **Workflows** button.

### 10.6.2 Request for Activation/Deactivation

This tool shows the workflows that are started automatically if a user tries to activate or deactivate a page, but does not have the necessary rights to do so.

Auto-assign Workflows Request for activation/deactivation

Defined workflows for:

Activation requests /internal/Activate@/CQ\_internal.0

Deactivation requests /internal/Deactivate@/CQ\_internal.0

Note: The workflows can be defined in the CFC libraries (/apps/CFC/templates/Workflow/modconfig.any).

Cancel

Activation requests	The workflow used to activate a page. The default workflow that is used here shows the page in the Inbox of all users who have the necessary rights to activate it.
Deactivation requests	The workflow used to deactivate a page. The default workflow that is used here shows the page in the Inbox of all users who have the necessary rights to deactivate it.

To override the default workflows, specify the workflows you want to use in the file /apps/CFC/templates/Workflows/modconfig.any as follows:

```
/request_f_acti_wf "/etc/workflows/activation_request_wf"
/request_f_deacti_wf ""
```

If the attribute is not set or empty, the default workflow is used.

### How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **Workflows** button.
4. Click the **Request for Activation/Deactivation** tab.

## 10.7 XML Gateway

This tool imports and converts XML files into WSM pages. You can define different configurations that map XML elements and attributes to the content atoms of a page.



XML Import

Choose a tree

Enter XML

Copy/Paste XML

Enter DTD

Copy/Paste DTD

Template    
 Select template to define how to import data

Page Element   
 Define element for page breaks

Atom/element mapping

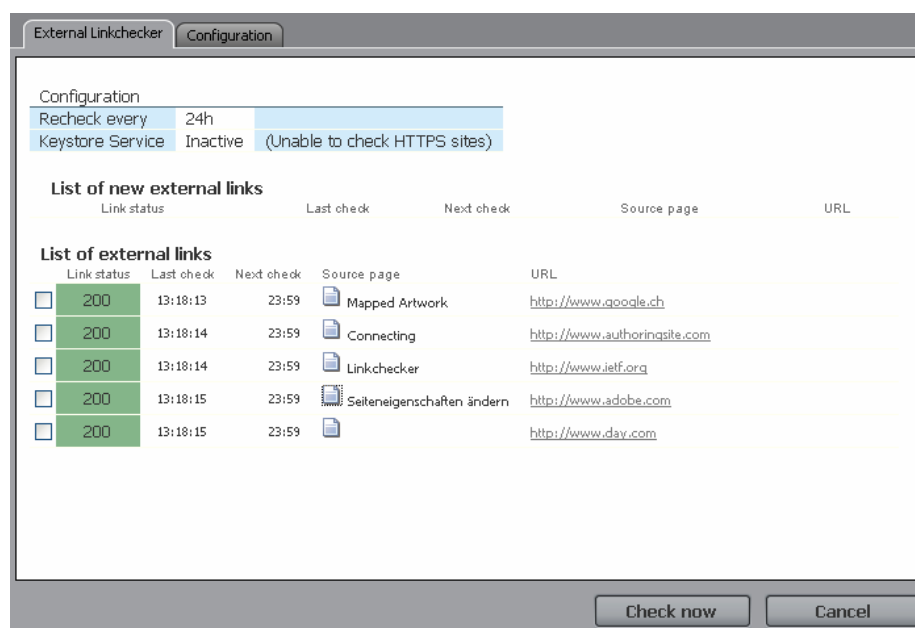
Chose a tree	Select the folder in which the new pages are created.
Enter XML	Copy the content of the XML file into this field.
Enter DTD	Copy the DTD for the XML file into this field. Without the DTD, the XML file will not be validated.
Template	Select the Template that is used to create the new Web pages.
Page element	The name of the XML element that defines one Web page. The content must be specified in the sub elements of the page element. If not set, the complete XML file generates a single Web page.
Atom/element mapping	Here you can define the mapping between atoms of the page and XML elements/attributes. Click Open Element-Atom Mapper to open a new window where you can select the atoms of the template and assign the XML element.
Import	Creates the new Web pages.
Save Configuration	Click to save the current configuration. You can later load it using the list to the right of the button.

## How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **XML Gateway** button.

### 10.8 Link Checker

The Link Checker helps you to find broken links to external pages. All the links in your WSM Web site are updated automatically. Note that the Link Checker updates the link list when it starts, which can take a few seconds.



Recheck every	The interval in which the external links are tested. To manually test a link, check it in the link list, and then click Check now.
Keystore service	To examine the connection with secure sites over the HTTPS protocol, you have to install the Keystore service for WSM.
List of New External Links	Lists all the external links that have been added to the Web site since the last check.
List of External Links	Lists all the external links that have been checked before.
Link Status	The status code returned by the target Web site. A status of 200 indicates that the target page is available. For a list of all status codes, see below.
Last Check	The time when the link was last checked.
Next Check	The time at which the page will be checked again.

From Page	The page that contains the link.
Target Page	The target of the link. Click to open the target page in a new window. This allows you to quickly see what the problem is. You can also use this to check whether a link with a valid status code still points to the correct page.
Check Now	Click to check the selected pages again. Use this if a link is listed as not working, and you suspect a temporary problem that may be solved in the meantime.

The following list contains all HTTP 1.1 status codes suggested in RFC 2616 by the Network Working Group. Note that different Web servers may follow these conventions more or less strictly. For example, if a Web server does not find a page, the following actions are possible:

- The Web server returns an error code and no content. This is the standard behavior for most Web servers.
- The Web server returns an error code and a page that helps you locate what you were looking for. This is the optimal behavior.
- The Web server returns a status code of "200 – OK" and a page that helps you locate what you were looking for. This is common for Web sites whose creators have limited control over the behavior of the Web server, for example if a commercial provider hosts the site.
- The Web server returns a completely different page. This can happen if a popular Web site has been taken over by an advertising site.

100 Continue
101 Switching Protocols
200 OK
201 Created
202 Accepted
203 Non-Authoritative Information
204 No Content
205 Reset Content
206 Partial Content
300 Multiple Choices
301 Moved Permanently
302 Found
303 See Other
304 Not Modified
305 Use Proxy
307 Temporary Redirect
400 Bad Request
401 Unauthorized
402 Payment Required

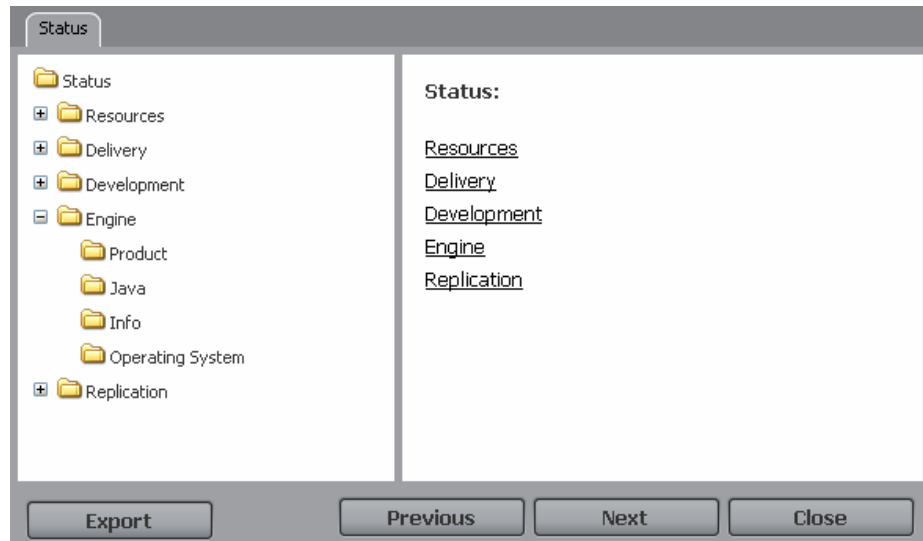
```
403 Forbidden
404 Not Found
405 Method Not Allowed
406 Not Acceptable
407 Proxy Authentication Required
408 Request Time-out
409 Conflict
410 Gone
411 Length Required
412 Precondition Failed
413 Request Entity Too Large
414 Request-URI Too Large
415 Unsupported Media Type
416 Requested range not satisfiable
417 Expectation Failed
500 Internal Server Error
501 Not Implemented
502 Bad Gateway
503 Service Unavailable
504 Gateway Time-out
505 HTTP Version not supported
```

### How do I get here?

1. Connect to WSM.
2. Click the **Tools** button.
3. Click the **Link Checker** button.

## 11 Status

The Status tab opens a window that shows product, status, and configuration information. This information is used for support and troubleshooting purposes.



Status list (left)	Lists a number of information sources. Click to expand a folder and/or show the information in the information pane (right)
Information pane	Shows the information you have requested.
Export	Opens a new window that contains the status information in one plain text file. Use this to quickly see all information, or to email the information to support.
Previous	Shows the previous information page.
Next	Shows the next information page.
Close	Closes the window.

### How do I get here?

1. Connect to WSM.
2. Click the **Status** button.

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## 12 User Properties

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User Properties shows the properties of the current user. The information is the same as in the User Properties window in the user management function.

### **How do I get here?**

1. Connect to WSM.
2. Click the **User Properties** button.

---

## 13 Log Off

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Log off terminates your current session with WSM. This is useful in the following situations:

- You have terminated your editing session and want to close the connection for security reasons. Leaving the connection open may impose a security risk.
- Somebody else uses the computer you are working on after you, and you want to make sure that the person cannot access WSM in your name.
- You want to log in as a different user.

---

**Note:** You may have to close your browser windows after logging out. WSM will show a message that contains detailed instructions.

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