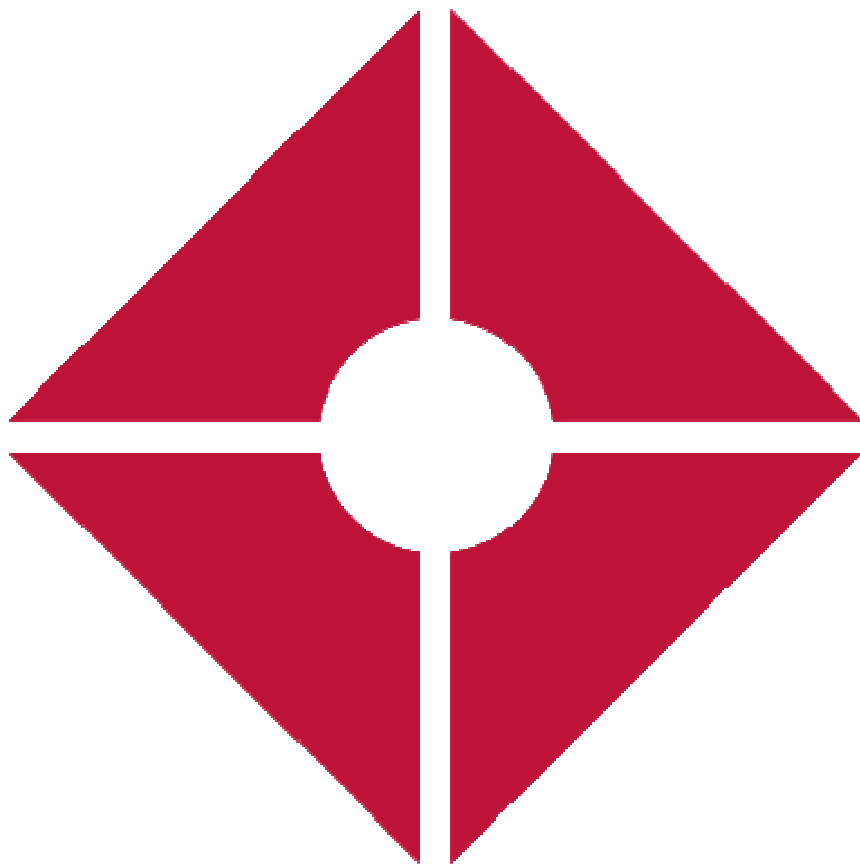


CorePublish 6



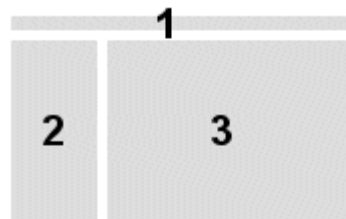
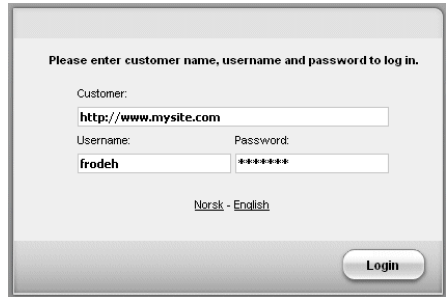
A

Getting started with CorePublish

- 1** Start your browser.
Enter the address of the administration part of CorePublish in the address field and press the Enter key.
- 2** The login screen in CorePublish is shown. Please enter:
 - customer
 - user name
 - passwordClick the “Log in” button.
- 3** The front page in CorePublish is shown. The front page contains the following shortcuts:
 - New article
 - New category
 - Upload new file
 - Category layout templates
 - Getting started
 - Edit my profile
 - User administration

The screen area in CorePublish is divided into three parts:

1. The title bar
2. The tree on the left
3. The work area

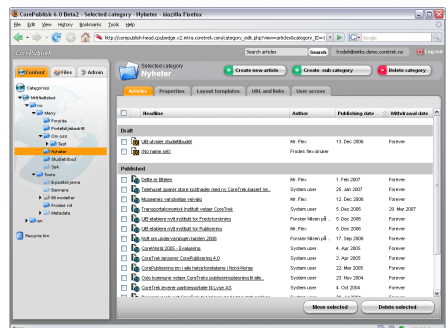
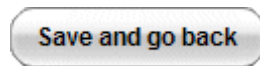
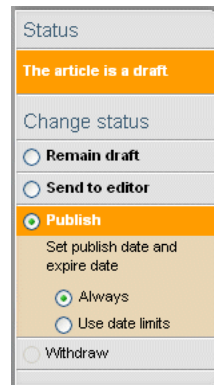
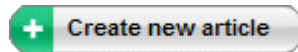
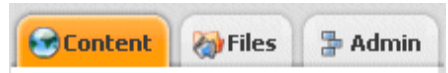


B

Publish an article in CorePublish

- 1 Choose the Content tab and click the category you want to publish the article in.
- 2 Click the “Create new article” button in the title bar.
- 3 Enter the headline, the digest and the content of the article.
- 4 Change the article status to Publish in the status field in the upper right part of the work area.
- 5 Click the “Save and go back” button to save the article.
- 6 The article is saved and visible for visitors of your web site.

CorePublish shows all the articles in the category and is ready to publish another article.



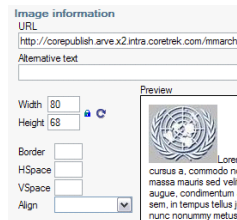
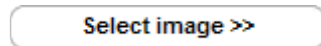
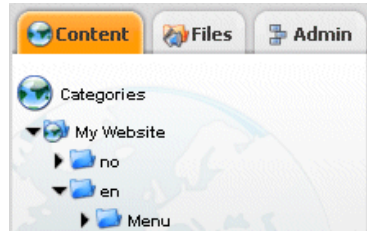
C

Insert images in articles in CorePublish

- 1** Find the article in which you want to insert an image, by searching or locating it in the category tree on the Content tab.
- 2** Click the title of the article to open it for editing. Scroll down to the word processor field.
- 3** Place the cursor where you want to insert the image and click the “Insert image” button on the tool bar.
- 4** Click the “Select image” button.
- 5** Select the folder that contains the picture, and click the picture you want to insert.

If the picture you want is not yet in the multimedia archive, you can upload it by clicking the “Upload file here” button. This is described in section D.

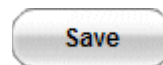
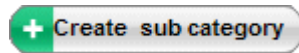
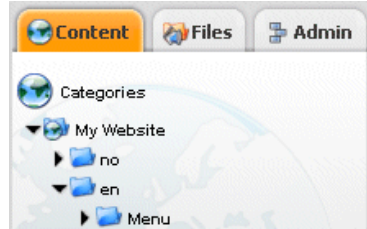
- 6** Specify image options and select the file variant. When you choose a variant, it will be previewed. Adjust values as desired. Click the OK button to insert the image in your article.



D

Create a menu item in CorePublish

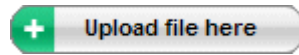
- 1 Choose the Content tab and click the category you want to create the menu item below.
- 2 Click the “Create sub category” button in the title bar.
- 3 Enter the category name. The category name is used in the menu on your web site.
- 4 You can add a description.
- 5 Keep the default settings to let the category be published on your web site, available to everyone visiting and visible in the menu.
- 6 Click the Save button to save the menu item information.





Upload images in CorePublish

- 1** Choose the Files tab and click the folder you want to upload images to.
- 2** Click the “Upload file here” button in the title bar.
- 3** Click the Browse-button and locate the image you want to upload in CorePublish. Click the OK-button to confirm your choice.
- 4** You can upload many images at once as a compressed (ZIP) file. Doing this you need to check the “Unzip the contents of uploaded zip files to separate files” option.
- 5** The image is uploaded.
- 6** If you want to modify the suggested file name, enter it in the file name field. A description can be entered in the description field.
- 7** Click the Save button to save the image information.



Upload new file

The size of your file must be less than 128 megabytes (which is 131072 k)

File to upload

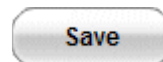
Unzip the contents of uploaded zip files to separate files

Name and description

Here you can override the file name, and add a description (max 255 charac)

File name

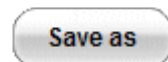
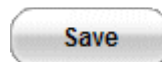
Description





Edit images in CorePublish

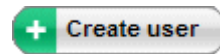
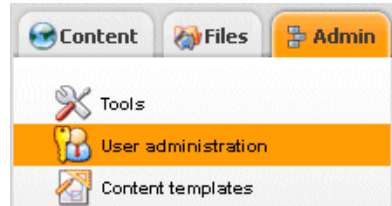
- 1 Choose the Files tab and click the folder containing the image you want to edit.
- 2 Click the image you want to edit.
- 3 Click the “Image Lab” button.
- 4 The image lab offers the following tools:
 - Crop
 - Rotate
 - Resize
 - Mirror
 - Grayscale
 - Negative
 - Adjust contrast
 - Adjust brightness
 - Adjust saturation
 - Equalize colours
- 5 Click the Save button to save the changes to the original image file, or click the “Save as” button to save the changes as a new image file.



G

Create a user in CorePublish

- 1 Choose the Admin tab and click the “User administration” menu item.
- 2 Click the “Create user” button in the title bar.
- 3 Enter user name, full name and e-mail address. Choose the user’s desired language setting, and enter the user’s password.
- 4 Optionally, check the “Send an e-mail to the user with information about this user account”.
- 5 Set the user rights for the user you are creating:
 - No rights
 - Reader
 - Author
 - Editor
- 6 Click the Save button to save the user information.

A screenshot of the 'New user' form in CorePublish. The form is titled 'New user' and has a person icon. It is divided into two sections: 'User information' and 'User rights'.
User information:
- Username*: frodeh
- Full name*: Frode R. Helgesen
- E-mail*: frode.helgesen@coretek.no
- Language: English (dropdown menu)
- Password(at least 5 chars)*: *****
- Retype password(at least 5 chars): *****
- Let CorePublish generate a password
- Send an e-mail to the user with information about this user account.
User rights:
- No rights
- Reader
- Author
- Editor