



**Building
websites using
CorePublish**

~ a step-by-step introduction ~

Content

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Introduction

The purpose of "Building websites using CorePublish" is to help you get started with CorePublish, the content management system from CoreTrek.

We start by presenting the different concepts used in CorePublish. And then we take a closer look and give you an introduction to how the different concepts are used. Finally we build a website for the sports club Kjapp (Quick), to show you how it all comes together.

When we mention the different elements in CorePublish we have written them in *italic*, to make it easier for you to recognize them. When presenting how to save an article we might for instance write: Press *Save and go back* to save the article.

On some pages you find a note to the left of the text:



The yellow tip note indicates that a tip is described in the text. The tip is meant to help you become a more effective CorePublish user.



The pink advanced note indicates that the functionality described here requires a CorePublish Advanced license.

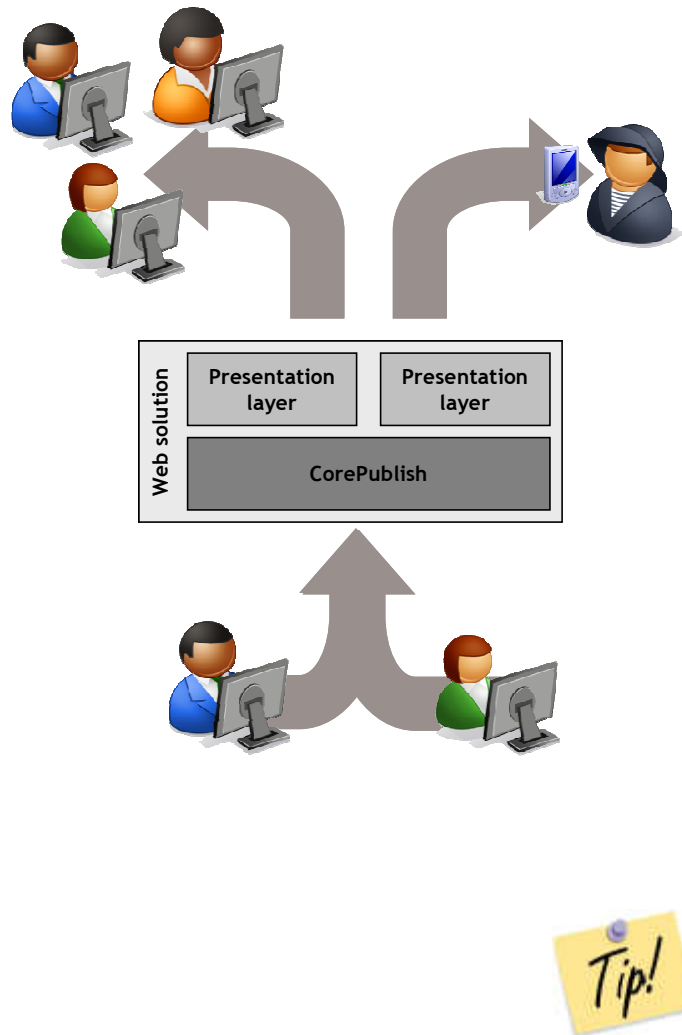


The blue module note indicates that the functionality described requires a module in CorePublish.

The CorePublish content management system is improved constantly and at regular intervals new CorePublish versions are launched. In this version of "Building websites using CorePublish" we use CorePublish version 6.4.

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The CorePublish content management system

The term content management system is used to describe a software system that is used to build and keep one or more websites updated. Using CorePublish you can enter all the content yourself and do not have to depend on a software developer. CorePublish runs in your browser and there is no need to install any additional software on your computer. This way you can access CorePublish wherever you are, as long as you have access to the Internet and a browser.

A website built with CorePublish contains many different kinds of content like text, images, documents and videos. You enter the content using CorePublish, and CorePublish takes care of presenting the content for your website visitors.

How the content is presented varies between different websites, even though they all use CorePublish to maintain their content.

All the different content you enter using CorePublish is placed in a database so that it can be put together in many different ways.

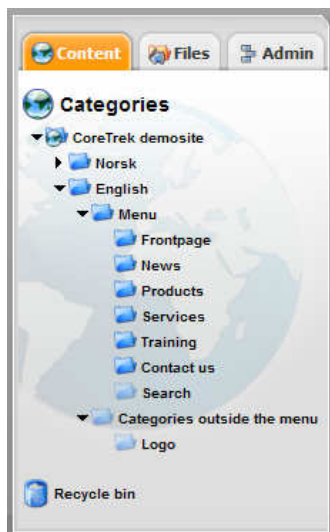
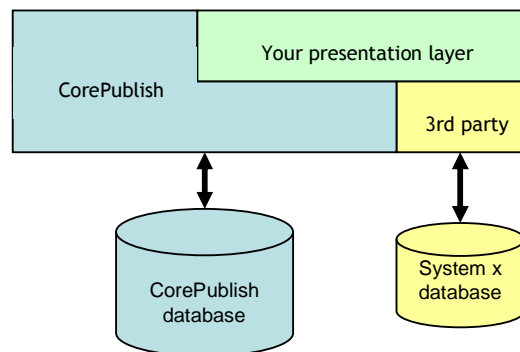
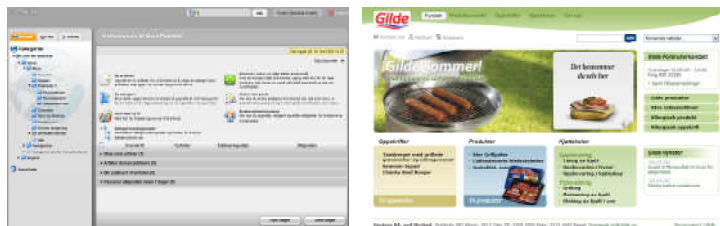
How a dynamic website built with CorePublish works, is shown in the sketch to the left.

The woman and the man in the bottom part of the sketch are editors for your website. They utilize all the possibilities offered by CorePublish to build an exciting website for your organization. All content entered by these two persons, are stored in CorePublish, shown in the middle.

The three persons in the upper left corner are visitors on your website. They see the content your editors have stored in CorePublish. The content is presented through a presentation layer the way the design of your website dictates. The sailor in the upper right corner is also a visitor on your website. He doesn't have an ordinary browser available, but uses a handheld device to keep updated. For him it is possible to make a special design that knows the possibilities and limitations of his handheld device.

CorePublish can provide several different websites with content. The editors who enter the content all use the same functionality and the different designs create different websites, each with potentially very different look and feel.

When you are working in CorePublish, you find many tips and good advice behind the "Getting started and FAQ" shortcut on the CorePublish frontpage.



CorePublish concepts

To make it as easy as possible for you to get started, this section briefly presents the different CorePublish concepts used as building blocks in the CorePublish content management system.

The presentation layer

The presentation layer is the part of the website that collects content from the database, assembles and presents it according to the website's design. All websites have unique presentation layers, even though several basic building blocks can be re-used between presentation layers.

CorePublish

CorePublish is the content management system that authors and editors work with. CorePublish is the same for all websites but the content of course varies between websites.

In this booklet we present the different possibilities in CorePublish. How the content actually will be displayed, is determined by the presentation layer and will vary from the examples shown here.

Categories

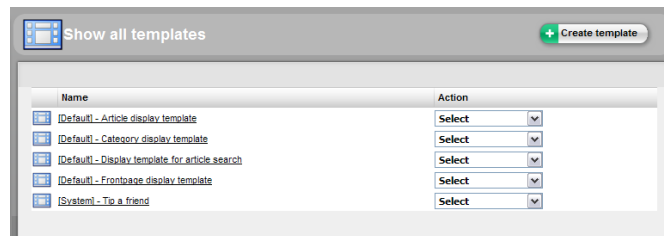
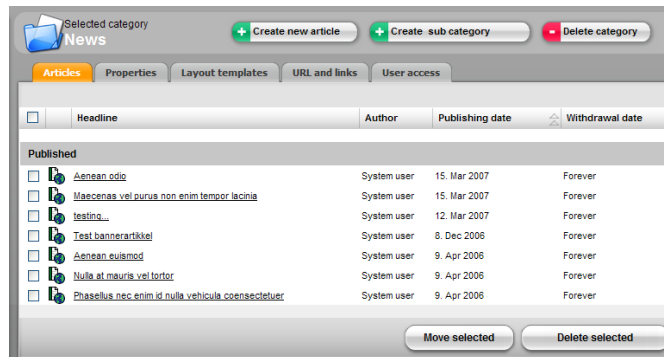
The categories constitute the backbone of your website. All websites built using CorePublish are built around categories. The categories are organized in category trees. On each level of the tree, you can have as many categories as you want.

An example of a category tree is shown on the left side.

Typically the majority of your categories are presented as menu items on your website, but you can also have categories that are not visible on your website and contain information that are not meant to be accessed through the website menu.

Articles

Articles are placed in categories and constitute the main part of your website's content. You can have several types of articles like news articles, product articles, contact person articles, activities and so on.



You can create as many article types as you like. An article type is built up by a set of content elements. A content element is a text field, a single link, a collection of links, images, documents, tables, forms or WYSIWYG fields.

WYSIWYG is an abbreviation for What You See Is What You Get. The WYSIWYG in CorePublish is a simple text editor that contains all the functionality you need to maintain the content of your website.

Layout templates

Together with the design developed for your website, it is the layout templates in CorePublish that decide how the content is presented on your website.

In CorePublish one or more fixed page structures are defined. A page structure defines the main parts of your web pages.

Into the areas defined by the page structure, you put tiles. It is the tiles that provide content and behaviour on your pages. You can create as many layout templates as you want.

A layout template controls how a category and the content of a category is presented on your website. By moving the tiles around in the layout template, you can easily change what content is shown where on your web pages.

Users

CorePublish is used to build very different websites ranging from personal websites through web communities to organisational or business websites with hundreds of authors and editors.

Everybody who enters content in CorePublish needs a user. A user has a username, a password and a set of rights that govern what possibilities the user has in CorePublish.

Some CorePublish websites also let visitors log in to the website to access information only available for logged-in users or to enter information themselves.

When CorePublish validates a password, small and capital letters are not equal, so make sure you enter your password correctly.

To ensure a certain level of security, and prohibit people from guessing our passwords, CorePublish require that the username and the password are different and not simple variations of each other.

When you create a new user, you choose what role he or she is to have in CorePublish and in what parts of the content the user can perform this role.

Different users in CorePublish can have different roles. Some users can author content, some can proof read it and yet others can publish the content. If it's more practical, the roles can be combined so that users can perform more than one role.

Versions

CorePublish uses version numbers containing up to three digits:

- ☐ The first digit is changed when a major upgrade of CorePublish takes place.
- ☐ The second digit is changed when minor upgrades and smaller functional increments are added to CorePublish.
- ☐ The third digit is changed when bugs are corrected or very small adjustments are made in CorePublish.

If you need to contact CorePublish to get help using CorePublish, it's always helpful if you know what version of CorePublish you are running. You find the CorePublish version number in the title bar of your browser as shown to the left.



Getting started with CorePublish

In this chapter we take a quick dive into CorePublish. The remaining chapters will go into further details. The purpose of this chapter is to get you started quickly with publishing content to your website.

Log in

Please enter customer name, username and password to log in.

Customer:
demosite-frodeh

Username: frodeh Password:

[Norsk](#) - [English](#)

CorePublish 6.5 Alpha

Login

1. Start your browser.
2. In the address field, enter the address of the administration part of CorePublish and press *Enter* on your keyboard.

If your website is hosted at CoreTrek's web hotel, the address to the administration part is <http://www.corepublish.no>
3. The login screen of CorePublish is shown and you must enter:
 - ☐ Customer
 - ☐ Username
 - ☐ Password

4. Click the *Login* button.

The CorePublish frontpage is shown. To make it simple to get started, the frontpage contains a set of shortcuts:

- ☐ New article
- ☐ New category
- ☐ Upload new file
- ☐ Category layout templates
- ☐ Getting started and FAQ
- ☐ Edit my profile
- ☐ Statistics (if set up as a part of your installation)
- ☐ User administration



When you have worked with CorePublish for a while, you might want to hide the shortcuts and rather let the different article queues use the space. You do this by clicking *Hide shortcuts* in the upper right corner. Whenever you want to you can get the shortcuts back again by choosing *Show shortcuts*.



Navigating

The CorePublish work surface is divided in three parts:

1. The title bar on the top
2. The category tree on the left side
3. The work area on the right side

The title bar

The title bar is always visible no matter where you are in CorePublish. When you start moving around in CorePublish, the title bar always shows where you are.

The CorePublish logo is a shortcut back to the frontpage.

The title bar contains a search field where you can search for articles, documents, users and templates.

On the right side of the search field you see which user you are logged in as. The first part of the information shown is the username and the second is the customer name.

The username is also a shortcut to the *My profile* page, where you are shown information about the user logged in. This is very useful if something isn't behaving as intended. The first things we typically have to check is the role(s) and right(s) the user have been given.

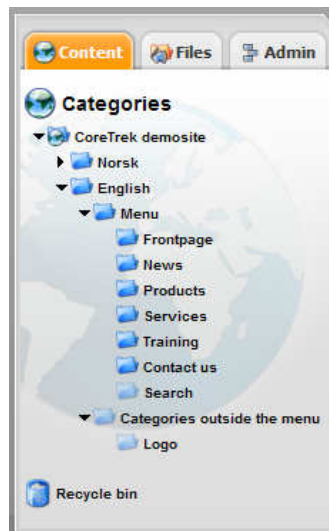
Farthest off to the right you find the *Logout* button.

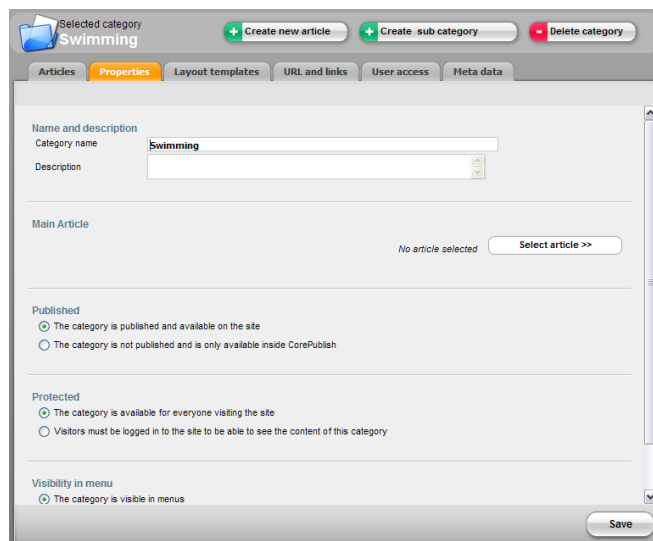
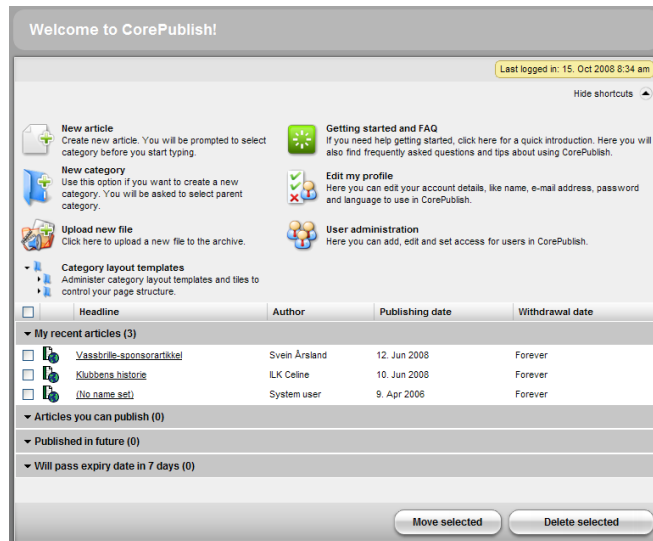
The category tree

The category tree shows how the categories on the website are organized. In addition to showing the category tree, this area can also show the folders in the multimedia archive and the tools in CorePublish.

To see the folders in the multimedia archive, you choose the tab named *Files*. All the tools and modules in your CorePublish installation are shown when you choose the *Admin* tab.

Both in front of the categories in the category tree and the folders in the multimedia archive you see small triangles. The triangles show you if the branch contains additional branches and can be clicked to expand and collapse branches.





CorePublish remembers how you left the tree and folders and shows them to you in the same state; opened and closed in the same way as it was when you left it the last time you worked in CorePublish.

The work area

When you start CorePublish, the work area displays the time when you last logged in, the shortcuts and the article queues. The article queues show you the “temperature” and the status of your website.

When you select a category, a folder or a module, the details are shown in the work area.

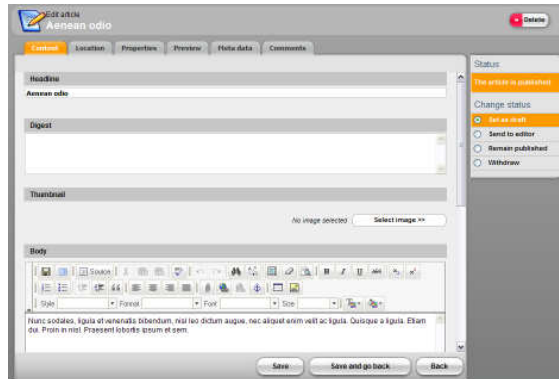
Lists can be sorted

Most of the lists in CorePublish can be sorted. If you click a column heading, the list is sorted accordingly. If you click the column heading once more, the sorting order is reversed.

Create a menu item

To create a menu item on your website, you must create a new, visible category in the category tree. The necessary steps are:

1. Click the *Content* tab.
2. Click the category you want to position the new menu item under.
3. Click *Create sub category* in the top of the work area.
4. Enter the category name. It is the category name that is shown in the menus on your website.
5. You can enter a description. Typically the description is used inside CorePublish to remind yourself and others what you want this category to contain. Especially when there are many authors and editors, it helps to use a few minutes on the description to ensure that everybody understands how you intend the category to be used.
6. When you create a new category, it inherits all settings from its parent, so if you want the new category to be published on your website, available for everyone visiting the website and visible in the menus, you can probably leave all the suggested settings as they are shown.



If you use CorePublish Advanced, you can also activate revisioning for the category. You find more information about revisions in the chapter “Revisioning” on page 24.

- Click *Save* to save the new category and the information about it.

Publish an article

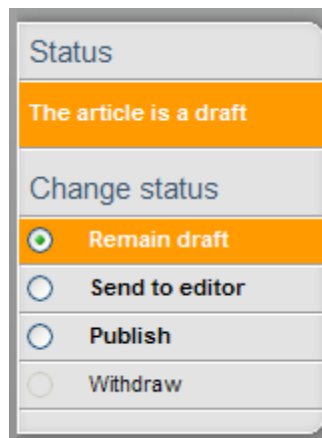
- Click the *Content* tab and select the category you want to publish your article in.
- Click *Create new article* in the top of the work area.
- If your CorePublish contains more than one article type, you choose the content template you want to use and click *Create*. If you have only one content template, this step is omitted.



If you use CorePublish Advanced, you will also be asked if you want to publish the article to other, additional categories than the one you selected in the category tree. Choose location and content template and confirm your choices by clicking *Create*.

- Enter headline, digest and the content. What fields that are presented depend on the content template chosen above.
- The new article is created, but in the status field on the right side, you see that the article is still a draft. To publish it you change its status to *Publish*.

Using CorePublish you can choose that an article is to be published forever or for a given date range. This is explained in the chapter “Working with articles” on page 28.



What options you have in the status field on the right side, depends on your role and rights in CorePublish. Your user could for instance only be allowed to send the article on for proof reading or to an editor who must perform the final publish step.

- Choose *Save and go back* to save the article.

The article is saved and is visible for the visitors on you website. How the different parts that the article consists of are shown, is decided by how your design is put together.



CorePublish shows all the articles in the category and is ready for more work.

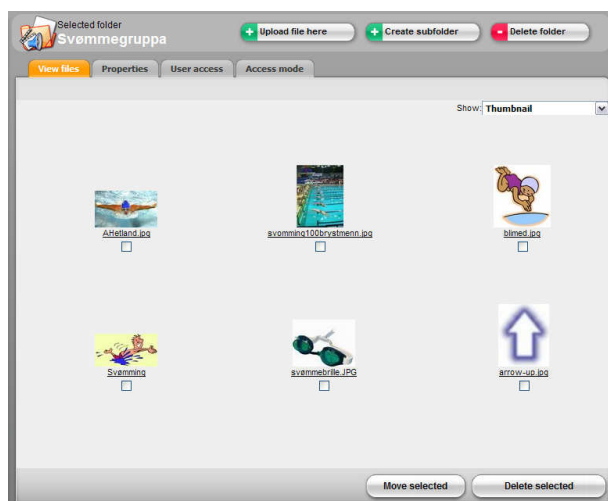


If you choose not to finish the article, but just leave the *Edit article* page, CorePublish will still have created a draft article. Articles like this will be shown in the lists with the name "(No name set)". If you are sure you do not want to work with these articles later, we recommend that you delete them so they do not clutter up your article lists.

Upload files to the multimedia archive

CorePublish contains a multimedia archive where you can collect documents, images, videos and other elements you want to use on your website. Here we show how you upload a file to the multimedia archive.

1. Choose the *Files* tab.
2. Select the folder you want to upload to.
3. Click *Upload file here* in the toolbar.
4. Click *Browse* and locate the image (or something else) you want to upload to CorePublish.
5. Click *OK* to confirm your choice.



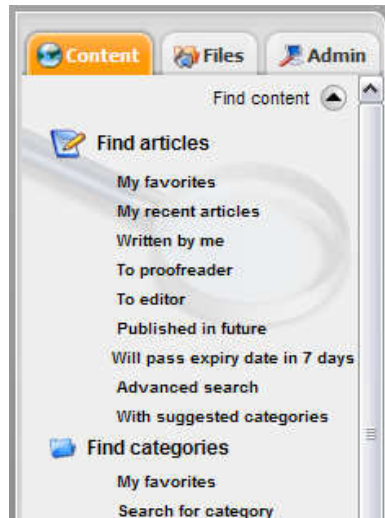
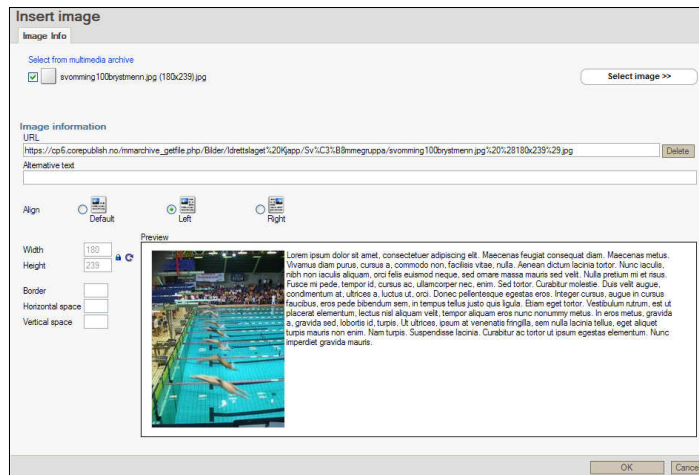
You can upload many files as a compressed (ZIP) file. To do that you must check off "Unzip the contents of uploaded zip files to separate files".

6. Click *Save* to upload the image (or file).
You can change the *File name* CorePublish suggests and optionally enter a *Description*.
7. Click *Save* again to save the updated information about the image (or file).

The image (or file) is now available in the multimedia archive and can be used by all users who have the necessary role and rights.

Insert an image in articles

When you have uploaded an image as described above, it is time to use the image in an article in CorePublish.



1. Locate the article you want to use the image in by searching for it or navigating to it in the category tree on the *Content* tab.
2. Click the article's title to open it for editing.
3. Scroll down to the text processing area - the body.
4. Set the text marker where you want to insert the image.
5. Click *Insert image* in the toolbar.
6. Click *Select image*.
7. Select the folder the image is in and click the image you want to insert.
If the image you want to use has not been uploaded to the multimedia archive yet, you can upload it from here by choosing *Upload file here* the same way as described above.
8. Choose image variant. When you click the variant you want to use, a preview of the image placement is shown.
9. Please adjust the settings before clicking *OK* to insert the image in the article.

It is important to use the *alternative text* as much as possible. This text is an alternative description used to provide information about an image or a graphical presentation to search engines. But much more important it is also used for those of your visitors who might be physically disabled. One example is blind visitors who might access your content through a special reader and their fingertips.

Locating information

When your website starts containing more and more information, it becomes crucial to be able to locate it. The search field in the title bar can be of great help. Here you can search for articles, files, users, user groups and templates.

In CorePublish Advanced you also have a set of more advanced search functionality that can be activated and shown above the category tree and the folders in the multimedia archive: Click *Find content* and CorePublish displays a set of advanced possibilities for locating information.



The multimedia archive

In the CorePublish multimedia archive you collect all documents, illustrations, photos, videos and other elements you want to use as a part of your content. The multimedia archive is located on the *Files* tab.

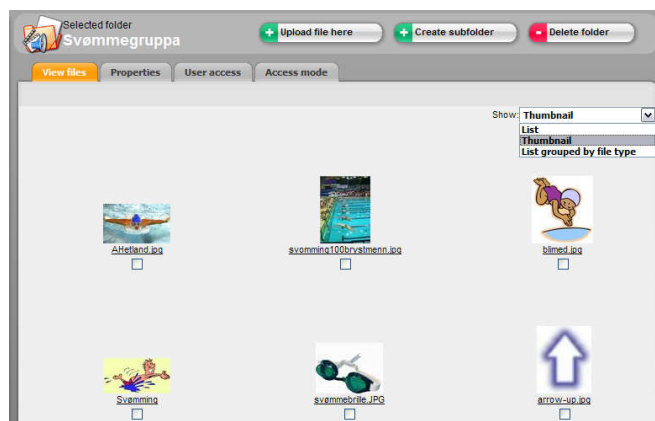
The content of the multimedia archive is organized in folders, much in the same way as categories in the category tree, except that folders on the same level is shown alphabetically, since order has no meaning the multimedia archive.

As in the category tree, you can drag and drop folders to move them around in the multimedia archive.

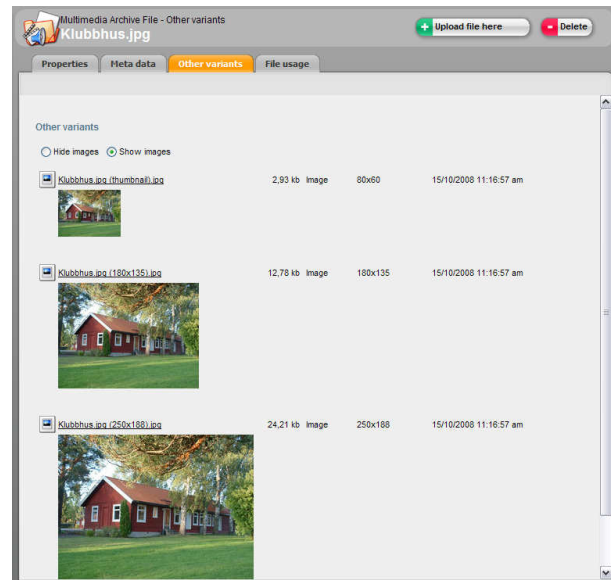
By right clicking a folder in the multimedia archive, you see a menu showing all actions you can perform with a folder. All these actions are also available in the work area when a folder is chosen.

You can adjust how you want CorePublish to display the content of a folder by choosing *List*, *Thumbnail* or *List grouped by file type* in the drop down list over the list.

When you select the *View files* tab, and look at the content of a folder, three other tabs are shown:



1. *Properties* contain information about the folder. Here you can set *Name* and *Description*. You can also limit the size of uploaded images in this folder. If someone uploads a bigger image and you have set an upper limit, the image size will be automatically reduced. Changing this setting does not affect images that already are in the folder.
2. *Access mode* decides how access is controlled in this folder:
 - ☐ *Open for all*: Everybody can access the content of the folder.
 - ☐ *Follow article access*: If some of the content is used in an article, it is available for those who have access to the article.
 - ☐ *Use folder access lists*: The access to items in the folder is governed by settings found on the *User access* tab.
3. *User access* sets access for the users and user groups, if activated as described above. In the multimedia archive you can set the following access to a folder: *Read and view files*, *Upload files* and *Edit folder*.



File variants in the multimedia archive

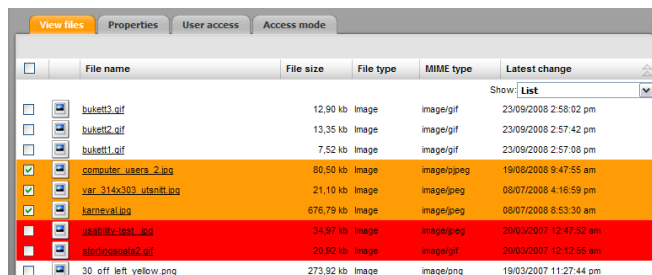
When you upload an image to the multimedia archive, CorePublish automatically generates a set of variants of the image. This is a very good way to ensure that the images used on your website are of the same size and that you get both nice looking and consistent pages.

You set the sizes to be generated this way:

1. Choose the *Admin* tab.
2. Click *System settings* and *Image settings*.
On the lower part of the screen, you see the defined variants and can add other variants for your needs.
3. Enter *Description*, *Width* and *Height*. Check off *Add a new size setting* and select *Save*.
4. You can also change an existing setting in the list. Remember to *Save* after you have done your changes.

If you change the sizes or add new variants, this will not affect the images already in the multimedia archive. The sizes are only used when images are uploaded.

You can see the variants for any file on the *Other variants* tab.



Find where a file is used

If you try to delete a file in the multimedia archive, CorePublish will not allow you to delete a file that is in use somewhere.

If you select many files and choose *Delete selected*, files in use are all marked with a red background.

It is often useful to know where a file is used, not only that it is in use somewhere on your website. Select the file to activate the *Properties* tab and see all the details about the chosen file. If you choose the *File usage* tab, you see where the file is used.

If you choose to replace a file's content it is recommended to check *File usage*, to make sure that you are aware of all the consequences replacing the file content will have on your website.



It is worth noting that even after an article is deleted, the files used by it are still in use. To disconnect them completely the deleted article must be deleted permanently from the Recycle bin in CorePublish.

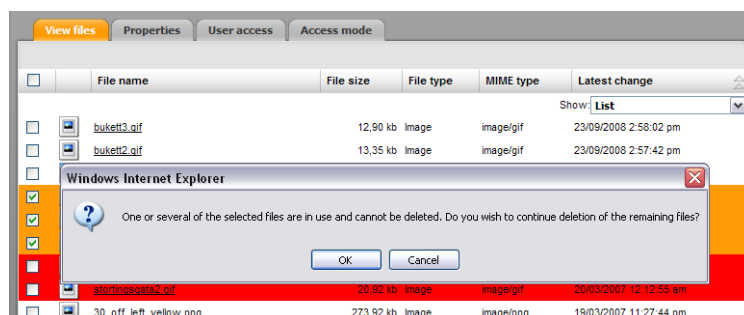
Delete unused files

Since CorePublish makes sure that you can not delete files that are in use, deleting all unused files in a folder becomes very easy:

1. Choose the *Files* tab.
2. Click the folder containing the files you want to delete.
3. Choose to show the content as a *List*. (This way you do not have to select each file individually.)
4. Select all the files in the folder by checking off the check box in the left corner of the column headings.
5. Choose *Delete selected*.

If some of the files are in use, CorePublish will inform you that *One or several of the selected file are in use and cannot be deleted. Do you wish to continue deletion of the remaining files?*

6. Choose *OK* to delete the remaining files = the unused files in the folder.



Delete a folder

Before you can delete a folder in the multimedia archive, the folder must be empty. If you try to delete a folder that is not empty CorePublish will inform you about this: *The folder you have selected cannot be deleted, because it is not empty.*



Working with images in the CorePublish Image Lab

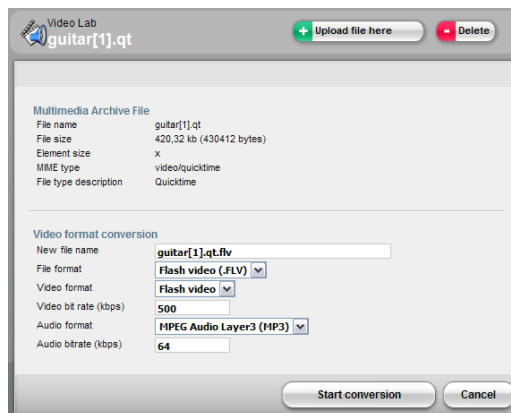
The CorePublish multimedia archive contains an image lab where you can perform the most common image operations.

1. Choose the *Files* tab.
2. Click the folder containing the file you want to work with.
3. Click the image.
4. Click *Image Lab* in the bottom of the screen.

The Image Lab offers the following possibilities:

- ☐ Crop
- ☐ Rotate
- ☐ Resize
- ☐ Mirror
- ☐ Gray scale
- ☐ Negative
- ☐ Adjust contrast
- ☐ Adjust brightness
- ☐ Adjust saturation
- ☐ Equalize colours

5. Choose *Save* to save the changes to the original file or *Save as* to save the changes as a new image.



Working with videos in the CorePublish Video Lab

Using the CorePublish module for video, you can convert your videos to Adobe Flash video format, to make them more suitable for being used on your website.

1. Choose the *Files* tab.
2. Click the folder containing the video you want to work with.
3. Click the video.
4. Click *Video Lab* in the bottom of the screen.

In the Video Lab you can set how CorePublish should convert your video:

- ☐ New filename
- ☐ File format

- ☐ Video format
- ☐ Video bit rate
- ☐ Sound format
- ☐ Sound bit rate

5. If you are not familiar with the different video settings, we recommend using the default settings suggested by CorePublish.
6. Click *Start converting* to convert your video.

File upload collisions

To help organizing the content in the multimedia archive and also help you avoid unnecessary disk usage, CorePublish checks when you upload a file if this file already exists somewhere in the archive. If the file exists, you are told that a file upload collision has been detected.

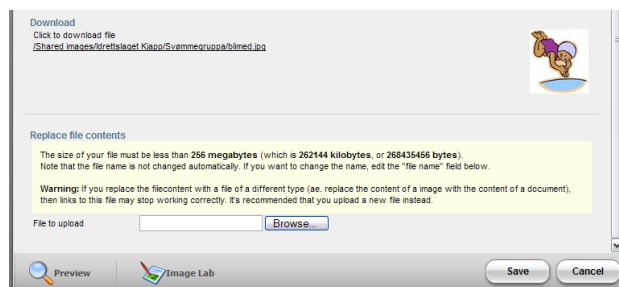
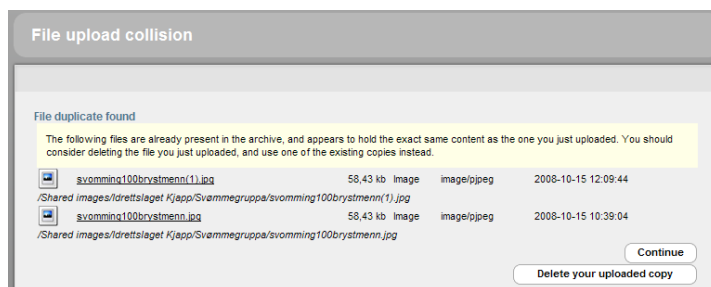
The file shown on top of the screen is the one you just uploaded and the file on the bottom is the one that CorePublish suspects being identical. Both file names are links to the actual files so you can do a visual inspection.

You can choose to:

1. *Continue* to keep the file you uploaded.
2. *Delete your uploaded copy* and use the file that is in the multimedia archive already.



CorePublish compares the **content** of the files and they do not need to have the same name to found to be identical.



Replace file contents

Using the CorePublish multimedia archive it is easy to replace the content of a file. A good example is that you have an image of one employee on your website. This employee leaves the organisation and you get a new image of the new employee. This is the image you would like to use instead.

To ensure that the new image will be used in all places that the old one was used, the easiest way is to replace file contents:

1. Choose the *Files* tab to open the multimedia archive.

2. Click the folder containing the old image.
3. Click the old image.

On the lower half of the screen you see the *Replace file contents* section.

4. *Browse* to locate the new image.
5. Choose *Save*.

When you plan doing changes like this, with potentially extensive consequences, it is always smart to check file usage first to get a complete overview.



It can also be a good idea to give this type of images a general name like "general manager" instead of "Kjell Haga". This ensures that your naming still makes sense, after file contents has been replaced.

Expiry date



If you run CorePublish Advanced you can set an expiry date on files and images to ensure that content you have bought from others are not shown longer than the period you have bought it for. You can choose how CorePublish handles expired material:

- ☐ *Use domain default.* The typical solution is to restrict expired material from being presented at all.
- ☐ *Do not allow download after expiration.*
- ☐ *Allow download after expiration.*

To get an overview of files expiring before a given time, follow these steps:

1. Choose the *Files* tab to open the multimedia archive.
2. Chose *Find content*.
3. Choose *Expired files*.

If you choose to view the files as a *List* the expiry date is shown in the right column.

Files in the multimedia archive have status

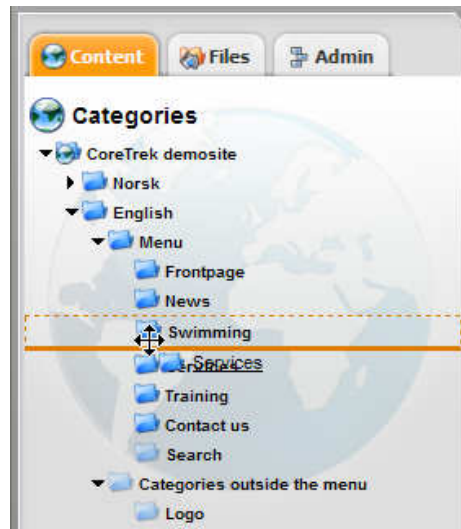
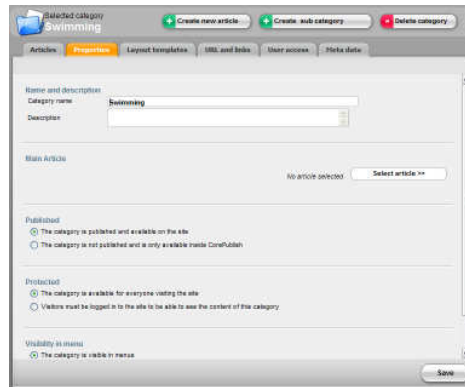


The files in the multimedia archive have one of three statuses:

- ☐ *New*
- ☐ *Published*
- ☐ *Withdrawn*

Only published files can be downloaded by visitors on your website.

The file status is meant to be used on websites where the visitors are allowed to upload files. Typically there is a need to moderate this content before it is made publicly available by changing the status to *Published*.



Working with categories

Typically the majority of your categories are presented as menu items on your website, but you can also have categories that are not visible on your website and that contain information not meant to be accessed through the menu.

In addition to deciding if a category is to be visible or not in your menus, you can also decide if the category is available for everyone visiting the site or if visitors must be logged in to your website to be able to see the content of the category.

When you create a new sub category it inherits the settings from its parent category. With this in mind, setting the correct settings on the top, makes building a category tree quite straight forward.

If you have a CorePublish Advanced license and need to change settings on the categories down the tree, you can use the *Apply properties to sub categories* function that is located in the lower half of the *Properties* and *Layout templates* tabs.

You do not have to propagate all settings down the tree, but can choose those that fit your need. Note that if you have a very big tree with many sub categories, updating all settings can take some time. Note also that changes are only made on the categories you have sufficient access to.

Move a category

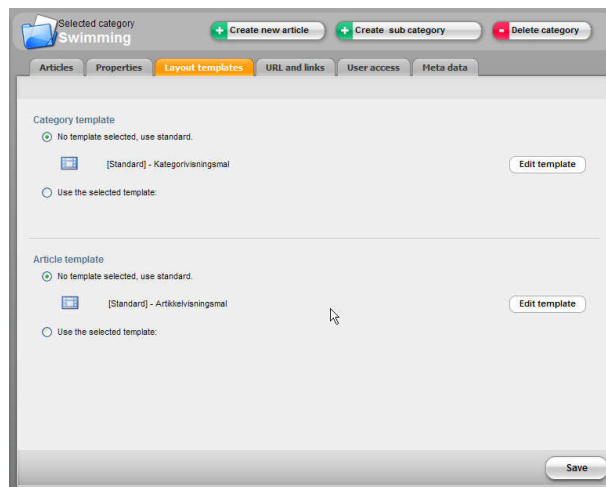
To move a category in the tree, you can drag the category and drop it in its new location.

CorePublish marks the categories you drag over to show how the category will be placed if you drop it at the indicated position.

Before the actual move is performed CorePublish asks you to confirm the move. Only after you have confirmed, the move operation is done.

The category owns layout templates

A category owns two layout templates: One that controls how the category is displayed and one that controls how an article in a category is displayed.

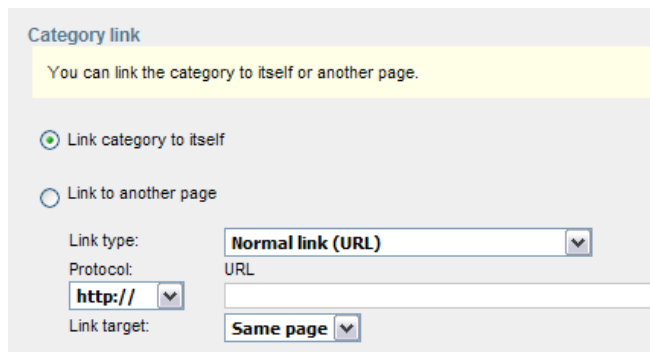


On the *Layout templates* tab you decide what layout templates are used by the category.

In a typical unmodified CorePublish installation, no specific layout template is used and the category uses the standard category layout template and the standard article layout template.

You can choose to use another layout template:

1. In the category tree, choose the category to work with.
2. Choose the *Layout templates* tab in the top of the work area.
3. If you would like to use a different category template, click *Use the selected template* under *Category template*.
4. Choose *Select template* to the right of the text.
5. Select the layout template you want by clicking its name.
6. If you would like to use a different article template, click *Use the selected template* under *Article template*.
7. Choose *Select template* to the right of the text.
8. Select the layout template you want by clicking its name.
9. Click *Save* to confirm your choice(s) of layout templates.



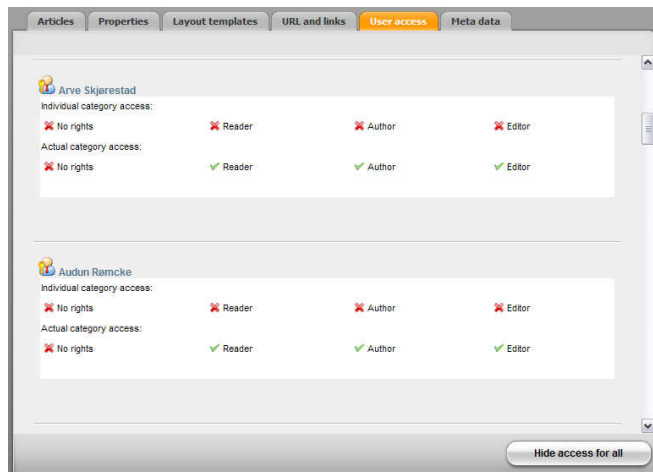
URL and links

Generally a category shows its own content; that is the articles published in the category. Using CorePublish it is also possible to let a category show something else:

A category can show:

- ☐ Its own content by *Link category to itself*.
- ☐ Content from another website (URL).
- ☐ A link to an email address.
- ☐ A link to an article, a category or a file in the CorePublish multimedia archive.

All this possibilities are available on the *URL and links* tab.



User access

The users in CorePublish have different access rights to the content. To see what access rights a user or a user groups has to a given category, you choose the *User access* tab.

On the top of the screen you choose if you want to see *Users* or *User groups*. Before clicking *Search*, you can enter a *Search string* to limit your hits.

In the list showing users or user groups you can do two things:

1. Review and change the access rights for a specific user or user group by clicking the name.
2. Review the access rights to all the users or user groups by choosing *Show access for all*.

Search engine

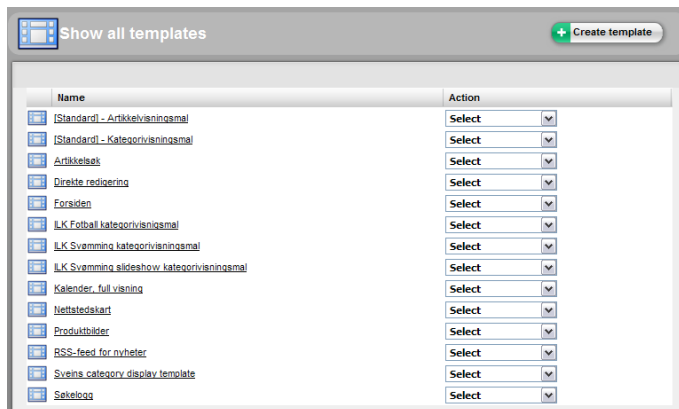
The Search engine tab is used to ensure that your website has good digital visibility. You can read more about this in the chapter Search engine optimization on page 44. Nearly all the settings described in that chapter are available for categories to ensure that also category pages with article lists are digitally visible.

Revisioning

If you use the CorePublish revisioning module, you can decide if the content of a category should be put under revision control. The module supports two modes of revisioning:

- ☐ *Use revision control, simple mode.* When running revision control in simple mode, revisioning is transparent to you as a CorePublish user. What you will experience is that you can work on a revision of an article, save it and nothing happens on your website until you publish the new revision.
- ☐ *Use revision control, advanced mode.* When running revision control in advanced mode, you can check revisions in and out and publish the final result. You have full control on all revisions and you can roll back to a previous revision if needed. You can also use a previous revision as a starting point for a new revision. Running revision control in advanced mode requires CorePublish Advanced.





Working with templates

In the chapter "The category owns layout templates" on page 22 you learned how you connect a layout template and a category. In this chapter we look at how templates are built up and how you can adapt them to fit your needs.

You work with layout templates by choosing the *Admin* tab and then choosing *Category layout templates*.

In the list you see all the layout templates defined in your CorePublish installation. There are two ways to create a new layout template:

1. Create a new layout template by choosing *Create template*.
2. Create a new layout template from an existing one by choosing *Copy* in the action menu on the right side of the template you want to use as a basis for the new one.

The following steps are the same ones no matter how you started above:

3. Enter a *Name* and *Description* for the new/copied layout template.

If your website is set up to support multiple languages, you can enter a *Name* and *Description* for each language.

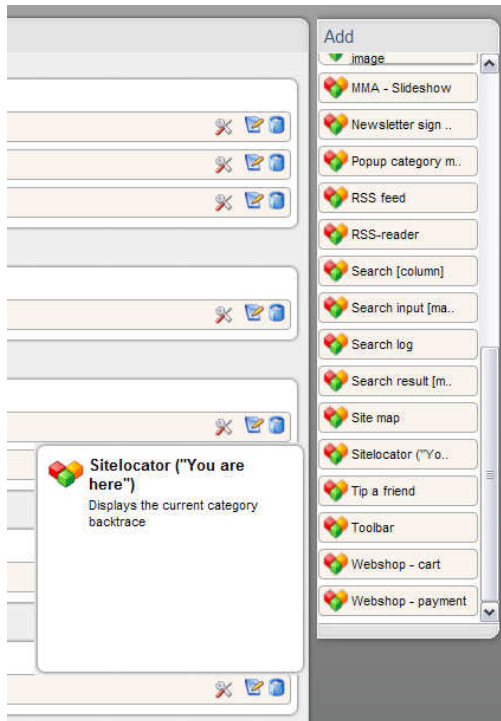
4. Choose *Area of use* for the layout template.

You can set whether the layout template is to be used for presenting both category and article pages. What you set here controls if the template can be chosen for both categories and articles, or if the template can only be chosen for one of them.

5. Select *Standard preview category*.

In CorePublish you can preview a layout template. To do this CorePublish needs to know what category to select content from when previewing.

6. Choose *Save*.



Tiles

A template is composed of a set of placeholders that contain tiles. You work with tiles on the *Tiles* tab. Here you can change what tiles are used and their behaviour.

All the tiles in the *Add*-column can be dragged and dropped on a placeholder.

When you drop a tile that needs more information from you before it knows how you want it to function, the tile details are shown. All the information that you **must** enter is marked as *Mandatory*. You confirm the entered information by clicking *Add tile*.

It can be hard to see the whole name of the tiles in the narrow *Add* column. If you move your mouse cursor over a tile, the full name and a short description of the tile is shown.

You can keep adding tiles until you get a template with the contents you need. Only when you click *Apply changes* all your changes are applied to the template.

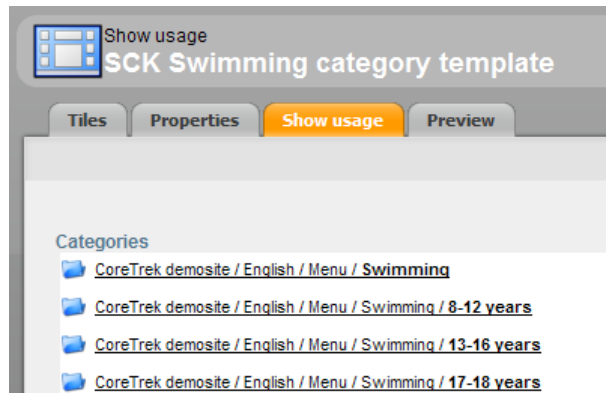
With CorePublish Standard you get a basic set of tiles. In addition to these; tiles with additional functionality is available e.g. RSS-handling, slideshow, random image, calendar, log in and tip a friend.

Some of the tiles are completely independent while others require that the corresponding module is installed as a part of CorePublish.

When you experiment with tiles and their placement in the template, it is very useful to preview the template with content to see how it will turn out on your website:

1. Choose the *Preview* tab.
2. If you have access to more than one website, you must pick one to do the preview in.
3. Choose the category you want to use for previewing. To preview itself the template needs some content. The content is picked from the category you choose. CorePublish suggests to pick content from the *Standard preview category*, but feel free to pick another category if that fits better.
4. Choose *Preview*.

The layout template is previewed using the design it will use on your website.



5. Choose *Back* to end the preview.

Seeing where a template is used

When you consider modifying a template, it is a good idea to check where the template is used, to prevent unexpected surprises on your website. Usage is checked this way:

1. Choose the *Admin* tab.
2. Choose *Category layout templates*.
3. Click the template you want to investigate.
4. Choose the *Show usage* tab for the template.

Seeing what template is used on a page

When you look at a page on your website and want to make a change on the template used, the first step is to figure out what template the page uses:

1. Choose the *Content* tab.
2. Choose the category responding to the page you looked at on your website.
3. Choose the *Layout templates* tab on the category.
4. Here you find what templates are used for categories and articles.



The *Edit template* buttons are shortcuts to the *Tile* tab for the templates.

Paste

Please paste inside the following box using the keyboard(**Ctrl+V**), select options and hit **OK**.

The Mozilla Foundation is a non-profit organization that sponsors the Mozilla project and devotes its resources to promoting openness, innovation and opportunity on the Internet. We do this by supporting the community of Mozilla contributors and by assisting others who are building technologies that benefit users around the world.

Options

☒ Ignore Font Face definitions
☒ Remove Styles definitions

Information about search engine optimization (SEO)



An important aspect of search engine optimization is to make sure website content validates according to certain standards. Content pasted from external applications may not adhere to these standards. For this reason, it is important that you use the above settings to clean up the content you are pasting, and that you study carefully the warnings given by CorePublish in the case that the content does not adhere to the appropriate standards.

OK Cancel

Working with articles

Pasting content in CorePublish

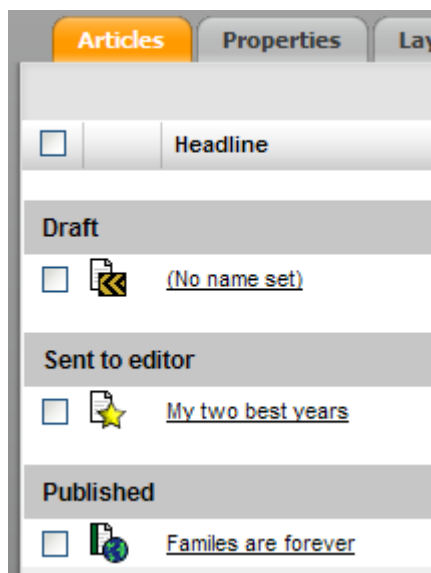
Typically quite a lot of the content on a website is originally created in other tools like Microsoft Office. Using CorePublish you can paste text from other tools in the WYSIWYG editor. There are three ways to accomplish this:

	<p><i>Paste as plain text</i></p> <p>When you choose <i>Paste as plain text</i>, all formatting of the text you paste is removed. Using the formatting options in the CorePublish WYSIWYG on the plain text you can get the look you are after.</p>
	<p><i>Paste</i></p> <p>When you choose <i>Paste</i>, CorePublish tries to keep as much as possible of the original formatting. Often it is very time-saving if you do not have to format text after pasting, so we recommend using this option.</p> <p>When you paste, CorePublish displays a screen where you can control how the existing formatting is handled.</p> <p>You can decide if CorePublish should <i>Ignore font face definitions</i> and <i>Remove style definitions</i>. The default setting is to <i>Ignore font face definitions</i> and <i>Remove style definitions</i>.</p> <p>Choose <i>OK</i> to paste the content.</p>
Ctrl-V	<p><i>Paste</i></p> <p>You can use Ctrl-V as a shortcut for <i>Paste</i>.</p>



If CorePublish is not able to wash the pasted content sufficiently, you will be informed that: *The content you are trying to paste has invalid HTML formatting, which may reduce visitors' and search engines' readability. Are you sure you want to paste this content?*

If you choose *OK* the content is pasted. If you choose *Cancel* the content is not pasted.



An article always has a status

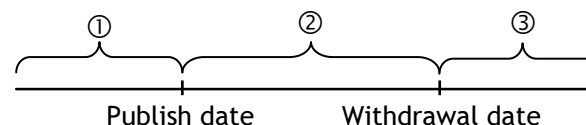
When you create a new article it becomes a *Draft*. A draft article can be sent to approval. The article is then marked as *Sent to approver*. An article sent to approval can be passed on to the editor and marked as *Sent to editor*. Finally the editor can publish the article and the article is marked as *Published*.

The article's status is shown in all article lists. Based on your access rights in CorePublish you can pass an article between the different statuses.

An example of an article list with articles with different statuses is shown on the left.

If you have a CorePublish Advanced license you also have the additional status: *Sent to proof reader*.

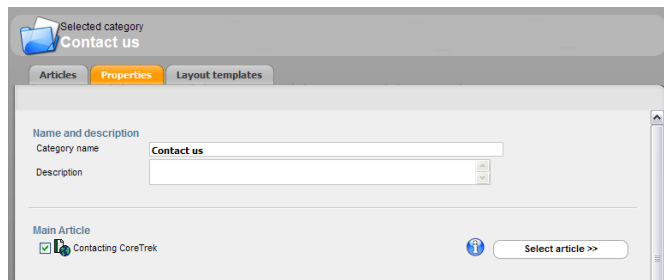
CorePublish supports *Publish date* and *Withdrawal date* when you publish an article, so in addition to being published, an article can be shown in a given time period.



If you use publish date and withdrawal date when publishing the article, CorePublish handles it as *Published*, but in period ① in the figure above it is still not visible on your website. In period ② the article is visible on your website and in period ③ it is not visible anymore.

CorePublish use different symbols to indicate whether an article is in period ①, ② or ③:

	The article is in period ①. CorePublish considers it <i>Published</i> , but it is not visible on your website yet.
	The article is in period ②. CorePublish considers it <i>Published</i> , and it is visible on your website.
	The article is in period ③. CorePublish considers it <i>Published</i> , but it is not visible on your website anymore.



Main article

Generally all articles in a category in CorePublish are equal, but it is possible to choose one article and make it the main article in the category.

Doing this enables special handling of this article on your website. The typical use is to display the main article on the top when all the articles in the category are displayed. The main article is typically shown with all its content, i.e. without a “Read more” link. This is often used to create a page with a descriptive introduction followed by a list of articles that behave normally under the main article.

To create a main article:

1. Create the article in the category you want it to be main article.
2. Go back to the category’s article list.
3. Click the *Properties* tab.
4. In the *Main article* section click *Select article*.

CorePublish displays all the articles contained in the category.

5. Select the article you want to use as the main article.
6. Choose *Save* to save the changes you have made to the category.

Cross publishing

An article in CorePublish is always placed in a main category.

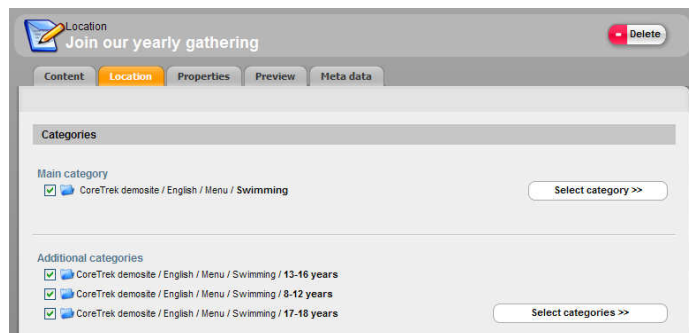
In addition to the main category, an article can be placed in as many additional categories as you want. This is called cross publishing and is a very effective method to ensure that the information on your website is accessible in many different ways.

Steps to cross publish an article:

1. Locate the article you want to cross publish.
2. Select the article to see all details about it.

On the *Location* tab you find *Main category* and *Additional categories*.

3. To cross publish, you *Select categories* under *Additional categories*.
4. Add all the categories you want the article to be shown in.



You can only select categories that you have sufficient access to.

5. Choose *Save*.

Suggested categories



In larger installations many users do not have access to publish articles to all categories. In spite of that it is often desirable that a user can suggest an article to be published in one or more of these categories, and that another user, with sufficient access rights makes the final decision whether to publish or not.

Using CorePublish Advanced it is possible to suggest categories that you are not allowed to publish in. It is done in exactly the same way as when you cross publish, but in the *Suggest categories* section.

Suggested categories that you can approve



In addition to letting the user suggest categories as described above, CorePublish Advanced offers functionality so that CorePublish can suggest that since you publish to *this* category, you should also consider publishing in *these* categories.

The categories to be suggested for approval can be defined for each category on the *Settings* tab in the *Suggested suggested categories* section.

Insert/edit link

Link Info Advanced

Link Type

☐ Normal link (URL)

☐ Anchor in this page

☒ E-mail

☐ Internal link to an article

☐ Internal link to category

☐ Link to a file in the multimedia archive

E-Mail Address

Message Subject

Message Body

OK Cancel

Insert links in the article

We often need to insert links of different kinds in our articles.

CorePublish supports several different types of links:

- ☐ Normal link
- ☐ Anchor in this page
- ☐ E-mail
- ☐ Internal link to an article
- ☐ Internal link to category
- ☐ Link to a file in the multimedia archive

To insert a link you:

1. Choose the article you want to insert the link in.
2. Place the cursor where you want the link inserted. You can also mark text to serve as the link text.
3. Choose *Insert/edit link*.
4. Choose the type of link you want.

For each type of link, CorePublish needs some additional information.

5. Enter the necessary information for the link:
 - ☐ *Normal link*: Enter the address of the external link, e.g. <http://www.coretrek.no>
 - ☐ Link to *Anchor in this page*: Choose one of the defined anchors. You learn more about anchors in "Working with anchors" on page 33.
 - ☐ *E-mail*: Enter the *E-Mail Address*, *Message Subject* and *Message Body*. Only the e-mail address is required. What you optionally enter as subject and body is used by the users e-mail program.
 - ☐ *Internal link to an article*: Select the article to link to using *Select article*. Additionally you can specify an anchor within the selected article. You learn more about anchors in "Working with anchors" on page 33.
 - ☐ *Internal link to category*: Select category to link to using *Select category*.

- *Link to a file in the multimedia archive:* Select a file in the CorePublish multimedia archive using *Select file*.
- 6. On the *Target* tab you control how CorePublish opens the link you are creating. Generally links are opened in the same window as the article is shown, but you can change this by selecting *New window* or *Popup window*.
- 7. Save the link by clicking *OK* in the lower left corner.

Working with anchors

An anchor is a position in a text that you can later use when you create a link. In addition to pointing to an article, the link points to a given position in the text.

Using CorePublish you can work with anchors within one article or between two separate articles.

To create an anchor in an article:

1. Locate the article that you want to create the anchor in.
2. In the editor field, place the cursor where you want the anchor positioned.
3. Choose *Insert/edit anchor*.
4. Name the anchor.



The name of the anchor must be one unbroken word with no spaces or Norwegian letters.

If you create an anchor "jordbær med fløte på", this is converted to "jordb_r_med_fl_te_p_" in CorePublish. It can be hard to remember what this really was about later, so it's typically a better idea to rewrite the anchor names so that CorePublish does not convert them and make them hard to recognize.

5. Choose *OK* to insert the anchor in the text.

The anchor is shown as a yellow anchor positioned where the cursor was.

To delete an anchor you select the yellow anchor and press *Delete* on the keyboard.

You use the anchor when you insert a link. Two of the link types understand anchors:

- ❑ Link to *Anchor in this page*: Links to an anchor in the same article. You choose the anchor from the list presented by CorePublish.
- ❑ *Internal link to an article*: To this link you can add an anchor from the article you are linking to. You must enter the name of the anchor yourself.

Working with large articles



When you work with large articles, the editor sometimes feels small. One trick is to select *Maximize editor size*. This way the editor uses the whole browser, and it gets much easier to work with articles with a lot of content.

Insert tables

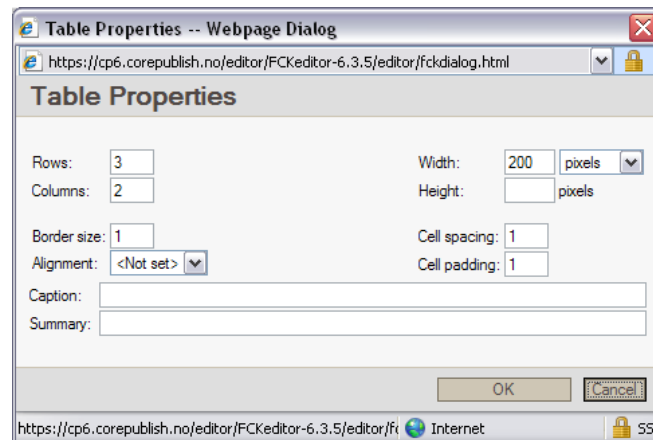
When you work with the content in your articles, tables can be very useful.

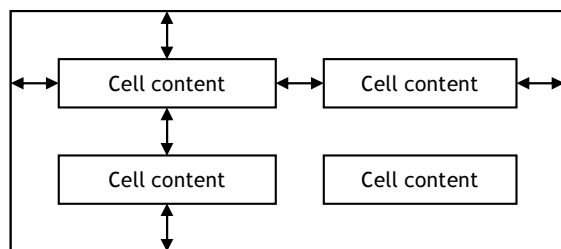
In addition to ordinary tables, like the ones we make in Microsoft Word, tables are often used to create exciting layouts. For this purpose we create invisible tables that divide the page to accommodate our needs.

This paragraph shows how you insert a table in the CorePublish editor. We assume you have an article and are working with the content of it.

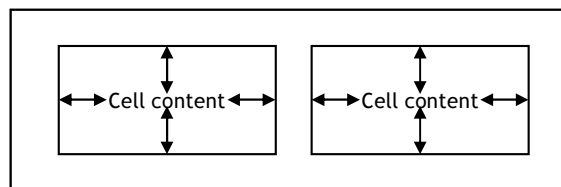
1. In the editor, place the cursor where you want to insert the table.
2. Choose *Insert/edit table*.
3. Using Table Properties you control your table:

- ❑ *Rows* and *Columns* control the number of rows and columns. You can add or remove rows and columns later also.
- ❑ *Border size* controls the thickness of the borders in your table. If you are creating an invisible table to control layout, the *Border size* must be set to zero.
- ❑ *Alignment* controls if the table is left aligned, right aligned or centred.
- ❑ *Width* controls the width of the table. Width can be given in pixels or in percent. If you use percent, it means percent of the available width. The width of the individual columns is typically adjusted automatically when you enter content in the cells.
- ❑ *Cell spacing* controls the space between the cells in the table as shown to the left.

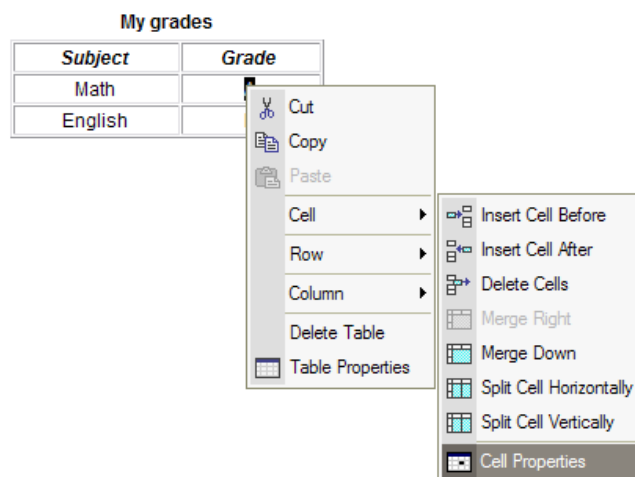




Cell spacing



Cell padding



- ☐ *Cell padding* controls the space between the cells and the text in the cells as shown to the left.
- ☐ What you enter in *Caption* is shown on top of the table.
- ☐ *Summary* can be used to enter a short description of the table. The summary can be read by different reader e.g. readers used by visually impaired visitors.

4. Click *OK*.

The table is inserted in the editor and you can fill the cells with content.

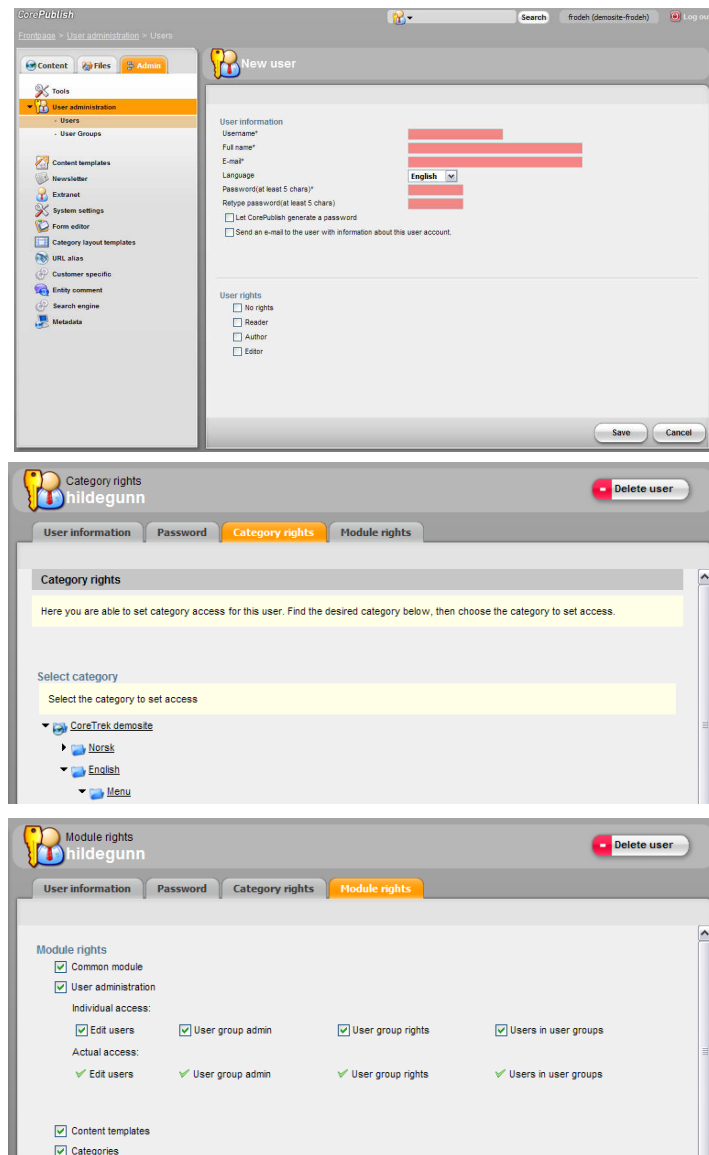
If you later want to change the table properties or the properties of one or more cells, you do that by right clicking the table or the marked cells. CorePublish shows a table menu as the one shown on the left. Here you can choose to work with cells, columns, rows or the whole table.

You can insert new rows before or after the active row, or delete the active row. You can also insert new columns before or after the active one, or delete the active column.

Using the cell menu you can insert more cells, split a cell and merge cells. Choosing cell properties you see a dialog where you can control how each of the marked cells should be formatted:

- ☐ You can control *Width* and *Height*.
- ☐ *Word Wrap* controls if long texts are wrapped over several lines.
- ☐ *Horizontal Alignment* and *Vertical Alignment* control the alignment of individual cells.
- ☐ Setting *Rows Span* and *Columns Span*, cells or columns can span several rows or columns.
- ☐ The colours of cells are controlled by *Background Colour* and *Border Colour*.

Your website's design might limit some of the possible effects from being shown on your website.



Working with users

Creating a user

In CorePublish several persons can work simultaneously with your website. Everybody who is going to do that needs a user in CorePublish. You create a new user following these steps:

1. Choose the *Admin* tab.
2. Click *Users* under *User administration*.
3. Choose *Create user*.
4. Enter *Username*, *Full name* and *E-mail*. Select the *Language* the user wants in CorePublish and add a *Password*.
5. Optionally check *Send an e-mail to the user with information about this user account*.
6. Check the necessary *User rights*. The different rights available in CorePublish Standard and Advanced are described in "Roles in CorePublish" on page 37.
7. Choose *Save* to save the basic user information.
8. Use the *Category rights* tab and adjust the settings reflecting the user's access rights to the different parts of the category tree. Click the individual categories and set access rights.
9. Use the *Module rights* tab and adjust module access for the new user. All users must at least be given access to the Common module and the modules the user is to produce content with.

Setting user rights directly for each user is not the most efficient way to manage your users. We strongly recommend that you create user groups and use them to connect users and user rights. You can learn more about this in "More efficient with user groups" on page 38.

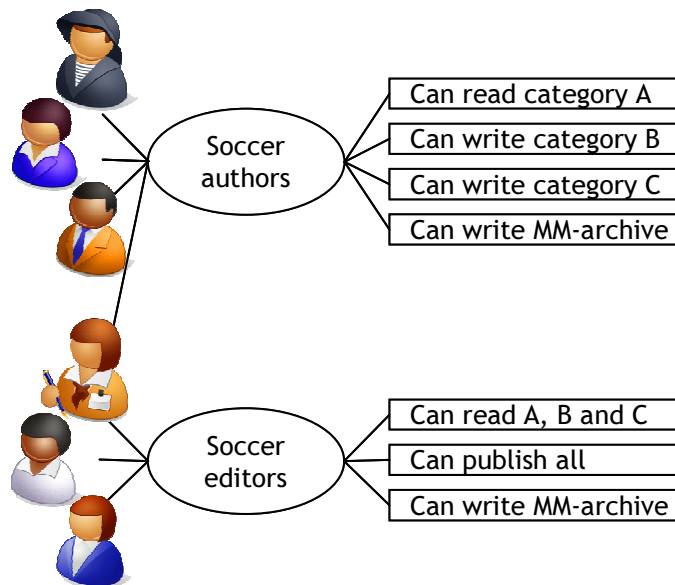
Roles in CorePublish

When you create a new user, you choose what role the user is given in CorePublish. The roles vary between CorePublish Standard and CorePublish Advanced:

Role	Description	Standard	Advanced
No rights	No access to CorePublish	✓	✓
Reader	Can read information	✓	✓
Author, own articles	Can write information the user has created herself and pass it on to proof reader or article editor		✓
Author	Can write information and pass it on to proof readers or article editor	✓	✓
Proof reader	Can proofread, correct information and pass it on to article editor		✓
Article editor	Can publish articles		✓
Category editor	Can maintain information on the category itself, like name, description, location and behaviour		✓
Editor	Can publish articles and maintain information on the category itself, like name, description, location and behaviour	✓	



If a user is to be given more than one role, you must tick off all the roles you want to assign the user.



More efficient with user groups

It is possible to set user access directly for each user. If you do that you have to update each individual user when you need to change something. With many users this will soon become time consuming and error-prone. We suggest that you create user groups instead.

A user group contains a set of users and a set of access rights. All users in the user group have the access rights set for the user group. If you expand the set of access rights in a group, all users in the group get this expanded access right.

The sketch on the left shows two user groups. The three users on the top left are members of the Soccer Authors user group. Through their membership they have the access rights shown to the right of the user group. The three bottom users are members of the Soccer Editors user group.

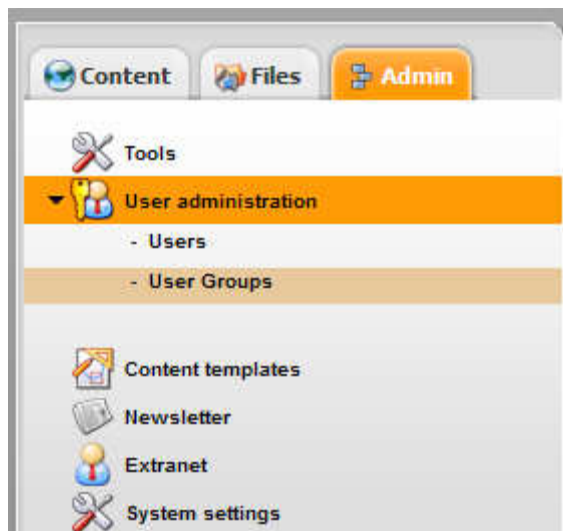
The sketch also shows that one user, the lady with the pencil, is a member of both user groups. Users that are members of multiple user groups, gets the sum of all access rights from all groups they belong to. E.g. the lady with the pencil can do everything that a Soccer Author can do **and** everything that a Soccer Editor can do.

If the user also has personal access rights set directly on the individual user, these access rights are also added.

You work with users and user groups under *Admin* and *User administration*.

To create a user group:

1. Choose the *Admin* tab.
2. Choose *User administration* and *User groups*
3. Choose *Create user group*.
4. Enter a *Name* and *Description* for the user group. Set *User group rights* and *Save*. The different roles available in CorePublish Standard and Advanced are described in "Roles in CorePublish" on page 37.
5. When you have saved the basic user group information, you can set additional access rights on the different tabs:
 - ☐ *Category rights*
 - ☐ *Module rights*
 - ☐ *Multimedia archive access*



- On the *Users in user group* tab you add the users that are to have the access rights you have set for this user group.

It often saves time and frustration to spend some time to consider how to best organize your users in user groups. Typically all users need a set of basic access rights in CorePublish. You can create a user group that provides all these basics and then create other groups that grant even more access.

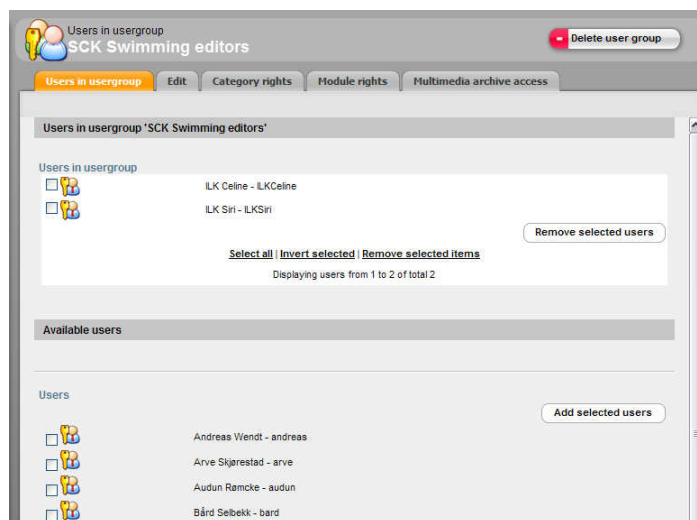
Access rights in CorePublish

What possibilities the different users have in CorePublish is controlled by what access rights users have, either directly on the individual user or through membership in one or more user groups.

When something doesn't work as intended in CorePublish, the cause is often that the access rights are not set properly.

When you need to check the access rights for a user it is good to know that the access rights can be seen in two ways:

- You can stand in a user group or on a user and see what access rights that are set in the category tree, the multimedia archive and the modules.
- You can stand on a category or a folder in the multimedia archive and see what users or user groups that have access rights to the category or the folder.



Access rights seen from a user or a user group

To see/edit access rights seen from a user or user group you:

- Choose the *Admin* tab and *User administration*.

You can choose to look at a user or a user group. It is done the same way. In this example we choose a user group.

- Choose *User groups* in the menu or *User groups* in the lower part of the *User administration* frontpage.

CorePublish displays all user groups in your installation.

- Choose the user group you want to inspect.

CorePublish displays five tabs:

- ☐ *Users in user group*: In the upper part of the screen you see users who are members of the user group. If you need to take someone out, tick them off

and *Remove selected users*. In the lower part you can add users who are not members by ticking them off and *Add selected users*.

- *Edit*: All user groups have a *Name* and potentially a *Description*. On this tab you also decide what *Roles* the users in the user group shall have. It is the role, together with the access rights on the three next tabs that controls how CorePublish acts.



When setting access rights it is time saving to pick a role so that you need to check of as little as possible on the next three tabs. E.g. if you choose the *Reader* role, CorePublish assign read access to *all* categories and you have to turn this read access off if there are categories this user group is not supposed to read.

Sometimes you create a user group to set some access right for just a few categories. In these cases it's easier to choose the role *No rights* and then open for access to the few categories.

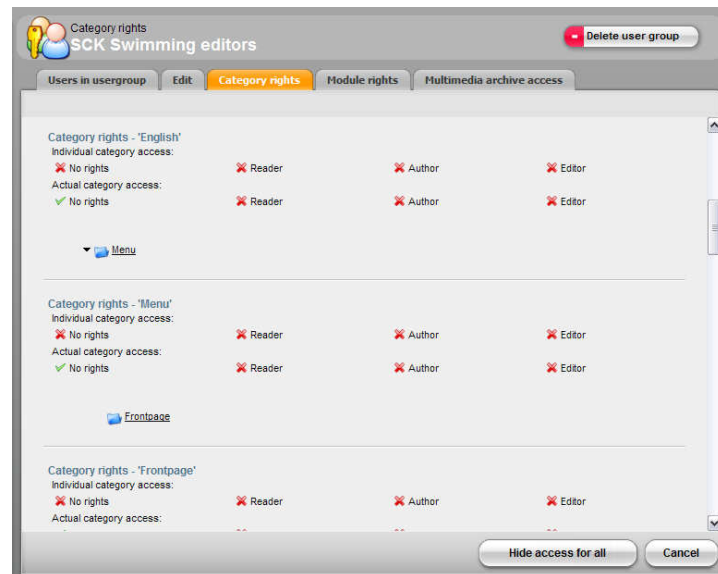
A typical example is when you create a user group of editors for a smaller branch of your total category tree. Then the easiest is to choose the *No rights* role and then open the *Category rights* tab, locate the top category for the smaller branch and set the access right to *Editor*.

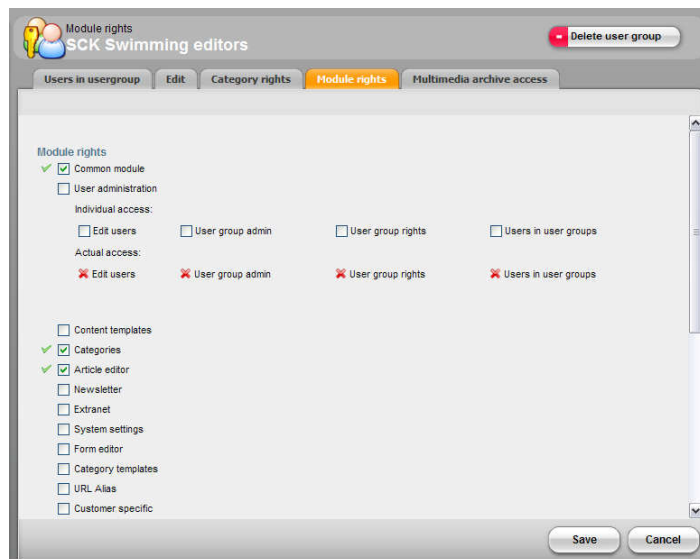
The alternative is to set the *Editor* role and then turn it off for the categories that the user group is *not* to have editor access.

- *Category rights*: Displays the whole category tree. If you want to see or change access rights for a given category, you click it. CorePublish displays the current access rights and lets you change them. You must *Save* your changes before you open another part of the category tree.

When you change a setting in the category tree, the changes are propagated through the tree below the current category.

If you want to see all the access rights in the whole category tree at the same time, select *Show access for all*. To close you select *Hide access for all*.





- **Module rights:** Displays which modules the user group can access and if applicable what access rights are set for the individual modules. On the bottom of the page you find three possibilities that are helpful when working with access rights:
 1. **Select all:** Ticks all the check boxes on the page.
 2. **Remove selected items:** Unticks all the check boxes on the page.
 3. **Invert selected:** Inverts the settings so that ticked boxes are unticked and unticked are ticked.
- **Multimedia archive access:** The access rights to the multimedia archive are set the same way as rights for categories, but the access rights you can choose between are:
 1. **Read and view files:** For users that only need to use the content in the folder.
 2. **Upload files:** For users that are to upload files to the folder.
 3. **Edit folder:** For users that are to maintain information about the folder and create new ones below it.

Access rights seen from a category or a folder

In this example we choose to see the access rights from a category, but seeing access rights from a folder works exactly the same way.

To see/edit access rights seen from a category you:

1. Choose the *Content* tab and the category you want to inspect.
2. Choose the *User access* tab.

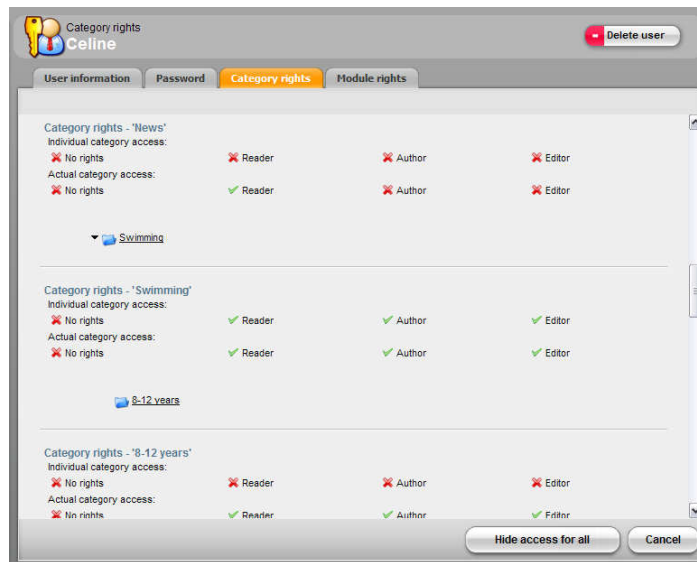
Here you can search for users or user groups and see what access rights they have to the current category.

3. Choose *User groups* and *Search*.

CorePublish displays all the user groups that matches your search.

4. If you want to see or change access rights for a given user group, you click it.

CorePublish displays the current access rights and lets you change them. You must **Save** your changes before you open another user group.



A practical example

What steps do you follow if a user comes to you and claims that she does not have necessary access to a category?

1. Ask the user for her name or user name so that you can find her user in CorePublish.
2. Choose the *Admin* tab and *User administration*.
3. Search for the user by entering the whole or parts of her name or user name in the search field under *Find users* and choose *Search*.

CorePublish displays all users that match your search criteria.

4. Choose the user by clicking the *Full name*.
5. The user's access rights are found on the *Category rights* and *Module rights* tabs.

The user's access rights are shown and if you have based your user access on individual users and not user groups, you can edit the users access rights so that it fits the users needs

If you, on the other side, have given access rights through user groups, you have to work differently:

1. Use the information on the *Category rights* and *Module rights* tabs to determine what access rights the user is lacking.

Since access rights are given through membership in user groups, you must check if the user is a member in the user groups meant to give the access rights.

2. Choose the *User information* tab.

On the bottom of the page you see what *User groups* this user is a member of. You can click the user group name to see what access rights it gives. This is described in the section "Access rights seen from a user or a user group" on page 39.

Most likely the user is not a member of all the user groups she needs for CorePublish to work correctly.

To add this user to a user group, you:

1. Choose the *Admin* tab and *User administration*.

2. Choose *User groups* in the menu or choose *User groups* in the lower part of the User administration frontpage.
3. Choose the user group you want to add the user to.
4. On the *Users in user group* tab, add the user.

If the user lacks access rights from several user groups, you repeat these steps for each user group.



After you have done this, the user must logout and login to CorePublish again, for the changes to be effective.

Search engine optimization

To be visible on the Internet to ensure that your target group finds you, requires a lot of your content. One important part of search engine optimization is initiatives to help your content rank as relevant when searched for using a search engine like Google.

This requires that:

- ☐ The address of your page should be relevant and logical.
- ☐ Relevant keywords are used with the content.
- ☐ The technical quality of your pages is acceptable.
- ☐ The pages have a title and a description that fits the content.
- ☐ Other relevant websites link to your pages.

CorePublish offers several functions to ensure good digital visibility.

To optimize a page for the search engines you:

1. Find the article you want to optimize and select it so that you see its content.
2. Choose the *Search engine* tab.
3. Enter *Page title* and *Description*. This is information **about** the content of the article, and the page title and description should be as suitable and precise as possible. CorePublish suggests that the article headline and digest are good candidates for *Page title* and *Description*, but you can change this. The *Page title* is shown in the title bar in your visitor's browsers.
4. Add the *Keywords* you want the search engines to use when deciding if your content is relevant as hits for a given search. Since it is important that the keywords match the content, CorePublish has *Suggest* functionality.

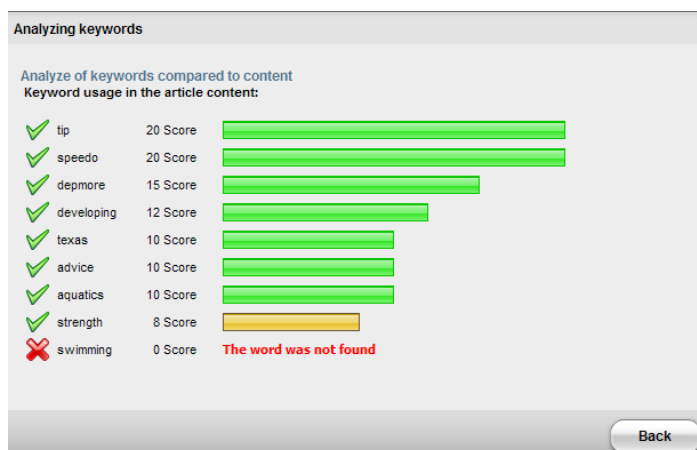
Click *Suggest* to see what words CorePublish thinks are good keywords for the content. The recommended keywords are ranked by relevance and you can pick the ones you want to include.

Click *Insert selected words* to confirm your choices.

5. If you have added your own keywords it can be helpful to have them evaluated. Click *Analyze* and CorePublish shows if your keyword is a good one based on the article's content.

The screenshot shows the 'Search engine' tab in the CorePublish interface for an article titled 'Speedo Tip of the Week'. The interface includes tabs for 'Content', 'Location', 'Properties', 'Preview', 'Meta data', 'Search engine' (selected), and 'Comments'. A 'Delete' button is in the top right. The 'Search engine' section contains the following fields:

- Page Title:** Radio buttons for 'Use article header' (selected) and 'Use custom title:'. The article header is 'Speedo Tip of the Week'.
- Description:** Radio buttons for 'Use article digest' (selected) and 'Use custom description:'. The article digest is 'This week's Speedo Tip of the Week comes from Adam Depmore, coach at Lone Star Aquatics in Round Rock Texas. Depmore offers some advice for developing faster turns.'
- Keywords:** A text input field with a 'Suggest' button.
- Search engine friendly URL:** Radio buttons for 'Set automatically by title:' (selected) and 'Use custom:'. The automatic URL is '[speedo-tip-of-the-week] speedo-tip-of-the-week'.
- XHTML validation:** A link at the bottom left.
- Save:** A button at the bottom right.



If the words you suggest get a low score and you want it to rank higher, you should consider:

- ☐ Should the word be used as a part of the headline?
- ☐ Should the word be used as a part of the digest?
- ☐ Should the word be used more in the article?
- ☐ Should the word be used in other parts of the website?

6. Enter your own *Search engine friendly URL* or use the suggestion CorePublish gives based on the article's headline. It is important that the search engine friendly URL doesn't contain Norwegian and other special characters. This is the URL that the search engines shows when your page is displayed as a hit.
7. To ensure good technical quality, CorePublish validates the code behind your content. If parts of the content in the *Digest* or *Article body* does not validate, it is shown here.

Since this is a technical validation, the messages about parts that do not validate can also be very technical. To correct errors you have to look at and edit the HTML code behind the article.
8. On part of technical quality is whether links in the article are broken. This pulls down the article when ranking, so you find functionality to *Check for broken links* on the bottom of the *Search engine* tab.
9. *Save your changes.*

You also find a *Search engine* tab on the categories. The information you enter there, is used when a category page is shown on your website.

Expanding Publish

CorePublish Standard contains functionality and a set of tiles to help you get the most from the publishing system.

If you need additional functionality, you can expand CorePublish.

- ❑ Using CorePublish Advanced you have a robust solution to make it easier to maintain a large website with a lot of information and many users. When evaluating if you need CorePublish Advanced, you should consider the following questions:
 1. How much information do you need to handle?
 2. How many in your organisation will be working with the solution?
 3. Do you need advanced language handling?
 4. Do you need advanced revision control?
- ❑ Regardless if you are using CorePublish Standard or Advanced, you can expand CorePublish with additional tiles. Some of the tiles are described below:
 - ❑ Calendar: Using the calendar tile you can create articles with fields for dates, and use them in a calendar on your website.
 - ❑ Site map: The site map tile generates a site map based on your category tree.
 - ❑ Newsletter: Using the CorePublish module for newsletter and the tile for newsletter, your visitors can sign up or sign off newsletters you send them at regular intervals.
 - ❑ Login: Using the CorePublish module for extranet and the login tile, your visitors can login to your website and access parts of your content that you have chosen to hide for the regular visitors.
 - ❑ Log on for direct editing: Using the log on for direct editing tile, your authors can log on from the presentation layer and get direct edit access to the content of your website.
 - ❑ RSS feeds: RSS is a simple XML-based format typically used to subscribe at news intensive websites. By offering your users a RSS feed you provide them with a standard format that several RSS readers can

CALENDAR

October 2008 >

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LOG IN

Username

Password

LOG IN


[Forgot password?](#)

Your e-mail

Your friend's e-mail

Comment

Code from image below



[Create new](#) [Why?](#)

SEND

Add commentFields marked with **strong text** must be completed[Trackback URL](#)

Name:


E-mail:

Website:

Comment:

Security code:

Enter the security code from the image below ([explanation](#))



Unable to read the code? [Click here](#) to regenerate

utilize. CoreTrek offers two CorePublish tiles. One tile reads RSS from another website and the other offers an RSS feed from your website.

- Tip a friend: With the tip a friend tile your visitors can tip others about content on your website.
- : Images are typically published as a part of articles and inserted using the WYSIWYG editor. In addition it can sometimes be useful to display images as a separate item on the page. To accomplish this CorePublish offers two tiles:
 - Tile that shows a slideshow built up from all images in a folder in the multimedia archive
 - Tile that shows a random image from a folder in the multimedia archive
- Language selector: The language selector tile shows what languages the visitors on your website can choose between.
- E-mail form: Using the CorePublish module for e-mail forms and the e-mail form tile, CorePublish is expanded with functionality for building simple forms you can use on your website to enable feedback from your visitor.
- File folder: Using the file folder tile you can present the content of a folder in the multimedia archive. You can choose to display the files as a typical file list or as images. Only files with an image representation will be displayed if you choose the latter.
- Article comments: With the CorePublish article comment module, your visitors can comment content on your website and each others comments.

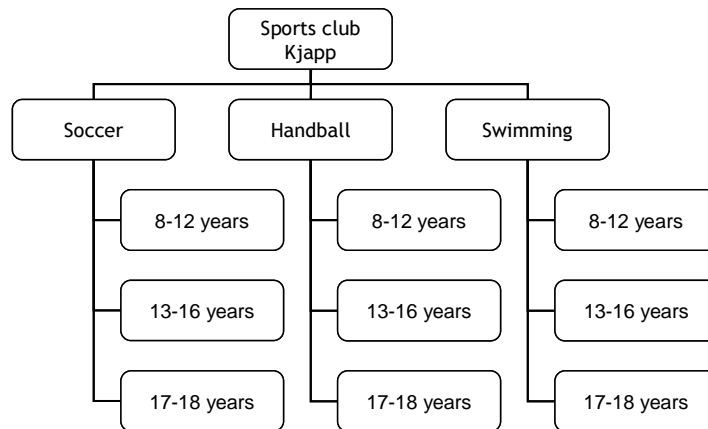
Feel free to contact CoreTrek if you want to know more about how you can expand CorePublish.



Building a website for

The sports club Kjapp

~ a practical example ~



The sports club Kjapp - a practical example

In this chapter we will be building a website from the ground up. We start with an introduction the sports club Kjapp (Quick) and then start building their website. When we describe the practical steps you need to take to get the website up and running, we assume that you start with a standard CorePublish installation with a standard set of tiles. Later in the chapter we will extend the set with a few extra tiles.

About the sports club

The sports club Kjapp (SCK) covers three sports: Soccer, handball and swimming with three age groups in each: 8-12 years, 13-16 years and 17-18 years.

There are many ways to organize a website and we strongly recommend that you do some preparatory work to identify the goals with your website, your target groups and their needs. What you find must be prioritized before wireframes and design are made.

In this example we assume that the preparatory work is done and that SCK have decided to organize the website to reflect their organizational structure. In addition to this, they have found a range of needs they want to fill:

- It is important that the website is visible on search engines, because a lot of people do not remember addresses, but use a search engine to find the websites they want to visit.
- Many of the coaches in the sports club miss contact with and response from the parents and see that the new website can be used to share information on important meetings and as a channel to receive feedback on everything that happens in the sports club.
- It is a goal to be able to reuse information from other quality websites to make the website even more tempting. At the same time it is a goal that information from the sports club's website can be used by other sports clubs.
- From the front page it should be easy to find basic information about the sports club: Contact us, Join Kjapp and About Kjapp.

SCK has a lot of good helpers that are going to contribute with content on the website. SCK has made an overview of the different helpers that shows what areas of responsibility they will have:

Who	Responsibility
Siri	The editor for the complete website
Geir	The editor for the soccer part of the website
Geir and Kristin	Produces content for the soccer pages
May	The editor for the handball part of the website
Frank, Edel and Miriam	Produces content for the handball pages
Celine	The editor for the Swimming part of the website
Joanna and Jonah	Produces content for the Swimming pages
Anja	The shared part of the multimedia archive. She takes pictures and produces illustrations that everybody can use.



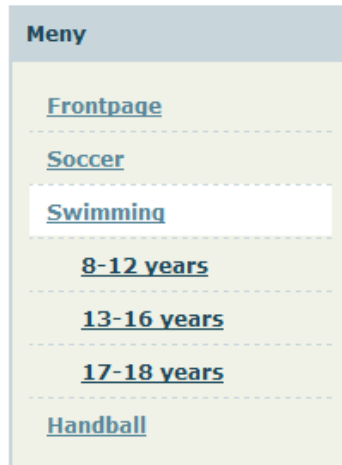
Step one: The category structure

A standard CorePublish installation contains a category tree that we easily can modify to make it fit SCKs needs:

1. Login to your CorePublish installation using your *User name* and *Password*.
2. Select the general website name on top of the category tree, select the *Properties* tab in the work area and change the *Category name* to "The sports club Kjapp".
3. Expand the category tree to see the existing categories.

When the tree is expanded you see that it contains a root for Norwegian language; the category no. Below it you find the categories Meny (Menu), Hurtiglenker (Shortcuts) and "Kategorier utenfor menystrukturen" (Categories outside the menu).

4. Expand the Meny (Menu) category. Rename the three last categories, Menypunkt (Menu item) 1, 2 and 3 to Soccer, Handball and Swimming. You rename them by clicking the category, choosing the *Properties* tab and change the *Category name*. Don't forget to *Save*.
5. Expand the Soccer category and rename the category Menypunkt (Menu item) 1.1 to 8-12 years.



6. Below this category there is one more sub category named Menypunkt (Menu item) 1.1.1. We won't need it, so select it in the category tree and *Delete category*. You have to confirm the deletion.

Below the category Soccer, we need two more categories:

7. Select the Soccer category and choose *Create sub category*. Enter the name of the category, 13-16 years and *Save*.
8. Create one more category below Soccer that you name 18-19 years. (Remember to make the Soccer category the active one before you choose *Create sub category*.)

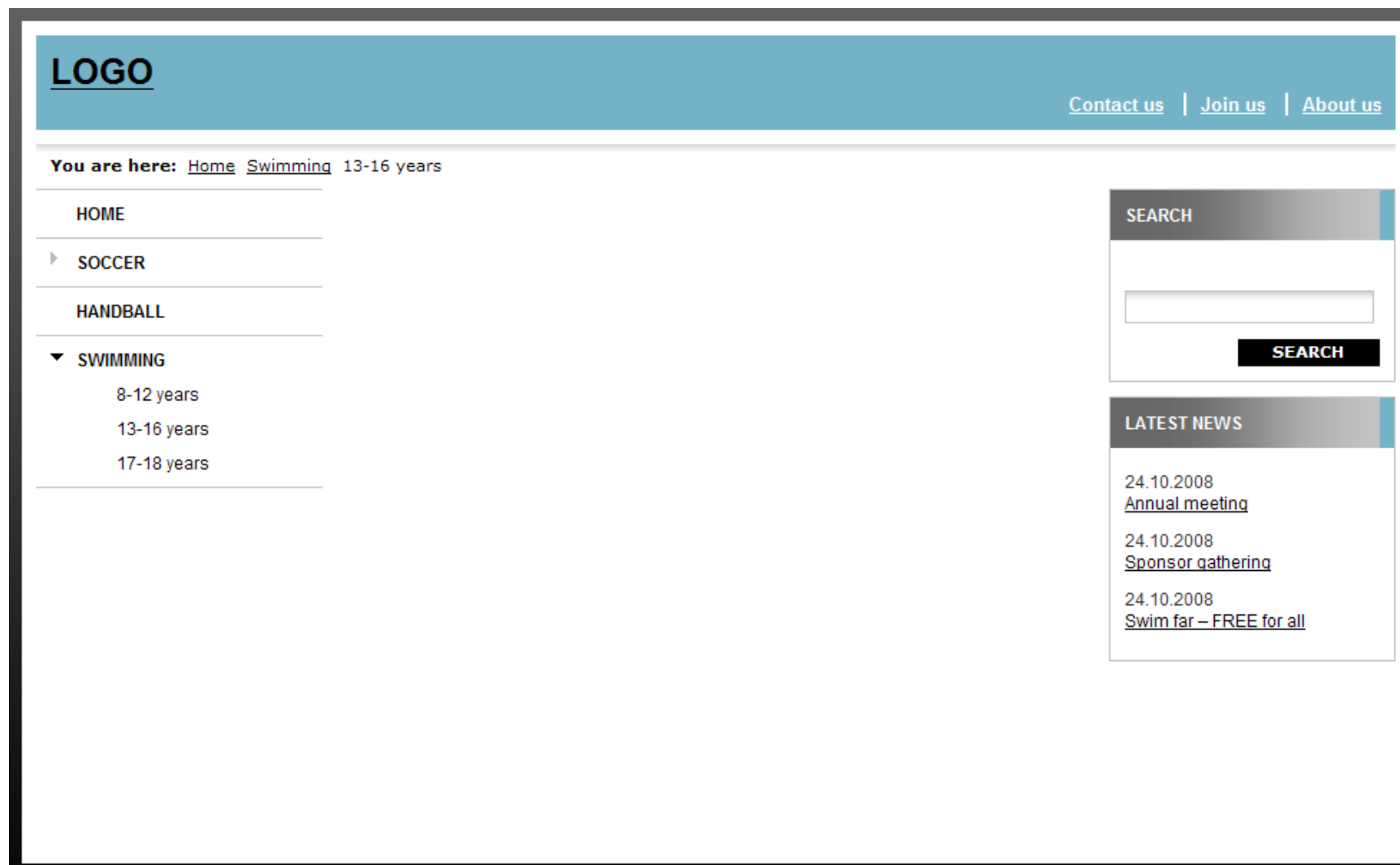
Repeat the last two steps for Handball and Swimming.

When you are done, your tree should look something like the category tree on the previous page.

When building it's always fun to see how the real website looks. Start a second browser and open your website. Check if the menu is organized as you intended and if the different sub menu items are placed correctly.

9. Below the category Hurtiglenker (Short cuts) you find Hurtiglenke (Short cut) 1, 2 and 3. Rename them to Contact us, Join Kjapp and About Kjapp the same way you renamed all the other categories.

If you now go back to your website and refresh the content of your browser, you can see that the SCK website is starting to appear:





Step two: Folders in the multimedia archive

To get a good organization with the access rights described in the introduction about SCK, it is smart to use a few minutes to organize the multimedia archive properly.

SCK wants a shared folder that Anja fills and maintains, but in addition to that each sport want their own folders where they can have their own images, documents and videos. The soccer group has so many pictures that they also want one folder for each age group.

To build this you must:

1. Choose the *Files* tab.
2. Choose the Rot-mappe (Root folder) and create sub folders for SCK-shared, the soccer group, the handball group and the swimming group. Below the soccer group folder you create three more folders, one for each age group.

In the multimedia archive the order of folders is of no consequence. The folders on the same level are always listed alphabetically.

When you have created all the necessary folders, the multimedia archive should look like the one to the left.



Images on a category

SCK has a main logo that is used together with three symbols for Soccer, Handball and Swimming, as shown on the left.

If you have a CorePublish Advanced license, you can add images to categories. If you do not have an Advanced license, a logo is typically already in place for you.

We want to add the logos so that when a visitor looks at the frontpage, Contact us, Join Kjapp or About Kjapp the top logo is shown, but when she visits the other sections the corresponding logo is shown.

On the top of the page we have a logo tile. It shows the logo. The logo tile first looks at the chosen category to see if it has an image. If it has an image that image is used as the logo. If the chosen category does not have an image, the logo tile traverses the three upwards looking for an image to use. If one of

them has an image, the first found becomes the logo.

We can utilize this logic to get the correct logo on all pages, by adding the logo images to the correct categories in the tree. To the Soccer category we add the Soccer logo. This way the Soccer frontpage and all its sub pages will be shown with the Soccer logo. We do the same for handball and swimming. The general SCK-logo is added to the no-category on the top.

For all categories with no image, the logo tile will traverse upwards until it finds a logo to use.

Before you can add the images to the different categories, the images must be uploaded to the image archive. This can also be done in the same step as adding the image to the category, but since we need to upload several images, we do it in the multimedia archive to show how we can upload several images in one operation.

Uploading the SCK logos



Before you start uploading images to the multimedia archive you should consider if you want CorePublish to generate image variants in predefined sizes when images are uploaded.

Doing this helps you get a collection of images in a set of predefined sizes, that helps making your website look nice and consistent.

What sizes you should define depends on what fits your design. For the SCK website we define Full width (520 x 300), Half width (210 x 150) and Narrow (50 x 30).

Uploading one image:

1. Choose the *Files* tab and select the Rot-mappe/Images/Logos folder.
2. Choose *Upload file here*.
3. Select the file you want to upload.
4. Choose *Save*.



If you have more than one file you want to upload to a folder, you can compress them in a ZIP file, upload the ZIP-file and ask CorePublish to *Unzip the contents of uploaded zip files to separate files*.



If you are running a CorePublish Advanced license, you can tick *Upload several files at once* and upload up to five files in the same operation.



Now you are ready to add the uploaded images to the different categories:

1. Choose the soccer category.
2. Choose the *Images* tab.

The logo tile looks for the image given in the *Button* section.

3. Choose *Select image*.
4. Choose the folder containing the logos and select the soccer logo.

CorePublish displays all variants of the chosen image.

5. In this case we want the original image since it already has the correct size. Click the image to choose it.

The logo tile doesn't use the *Adjustment*, *Picture text* or *ALT text* settings, so you can leave them all empty. The logo tile uses the category name as the *ALT text*.

6. *Save* to confirm your choices.

Now you can repeat this and add the handball logo to the handball category, the swimming logo to the swimming category and the general SCK logo to the no category.

To test if we got the effect we are looking for, go to your website, refresh the browser and click on the different menu items and see if you get the correct logo.

Users

Now you are almost ready to invite others to CorePublish so that you can start generating content together. Every person that is to help you, need a user with a user name and a password.

To create a user in CorePublish you:

1. Choose the *Admin* tab.
2. Choose *User administration* and *Users*.
3. Choose *Create user*.
4. Enter *Username*, *Full name*, *E-mail*, *Language* the user is to use in CorePublish and a *Password*.

You can choose to let CorePublish generate a password for you by ticking *Let CorePublish generate a password*.

You can also let CorePublish send an e-mail containing the necessary information to the user. If you want that, tick *Send an e-mail to the user with information about this user account*.

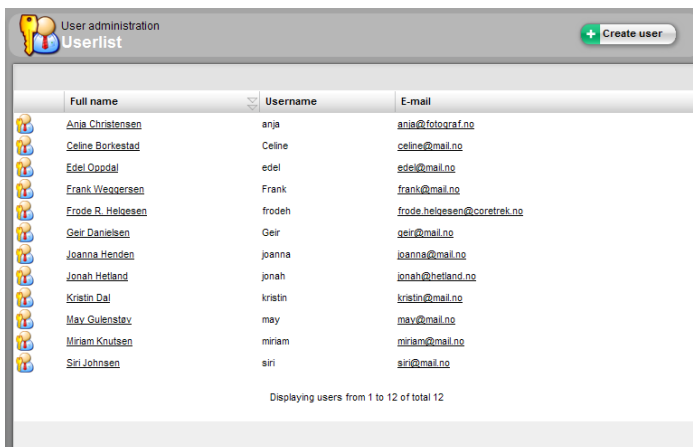
5. Choose *Save* and CorePublish shows you the information about the new user together with a set of tabs containing the user's different access.

The newly created user doesn't have any access yet and you must set **something** so that the user can login at all.

You can set access rights directly for each user, but we recommend creating user groups instead. When the number of users increase as time goes, this makes the user administration task much simpler.

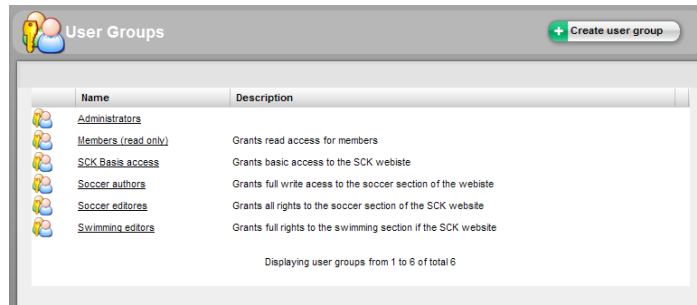
Before we create the user groups SCK needs, we must create a user for each of the persons that are to use CorePublish. We do that by repeating the above steps for each user.

When you have added all the users, your user list should look something like the one to the left.



The screenshot shows the 'Userlist' interface in CorePublish. It features a table with columns for 'Full name', 'Username', and 'E-mail'. To the left of the table is a vertical list of user avatars. At the top right of the interface is a '+ Create user' button. At the bottom, it says 'Displaying users from 1 to 12 of total 12'.

	Full name	Username	E-mail
	Anja Christensen	anja	anja@fotooraf.no
	Celine Borkestad	Celine	celine@mail.no
	Edel Opdal	edel	edel@mail.no
	Frank Weogersen	Frank	frank@mail.no
	Frode R. Helgesen	frodeh	frode.helgesen@coretek.no
	Geir Danielsen	Geir	geir@mail.no
	Joanna Henden	joanna	joanna@mail.no
	Jonah Hetland	jonah	jonah@hetland.no
	Kristin Dal	kristin	kristin@mail.no
	May Gulenstev	may	may@mail.no
	Miriam Knutsen	miriam	miriam@mail.no
	Siri Johnsen	siri	siri@mail.no



User groups

SCK would like to let all users read all content in CorePublish. This can be very useful when one author wonders how another author built a specific page.

For each group, here exemplified with the Swimming group, we want the following access rights:

Who	Main-front-page	Swimming				Multimedia archive	
		Front-page	8-12	13-16	17-18	SCK-shared	Swimming
Siri	E + A	E + A	E + A	E + A	E + A	R	R + W
Celine	A	E + A	E + A	E + A	E + A	R	R + W
Joanna	-	A	A	A	A	R	R + W
Jonah	-	A	A	A	E	R	R + W

In the table we have used E for editor, A for author, R for Read and W for Write.

This gives us the following set of user groups:

- SCK basic access: Provides read access to the complete category tree, all folders in the multimedia archive and access to a minimum set of modules as shown on page 58. (All our users are going to be added as members of this user group.)



If you run CorePublish Advanced, you can set the next user groups as sub user groups to the SCK basic access user group. Doing this access rights will automatically propagate down the user group tree and you do not have to add all users to the SCK basic access user group but only to the lower user groups.

- Swimming authors: Provides write access to the Swimming section of the category tree and the Swimming section of the multimedia archive. To the set of modules we add *Content templates*, *Category templates* and *Search engine*. (All the users from the table above are going to be added as members of this user group, but not the users from the equivalent handball and soccer tables.)
- Swimming editors: Provides editor rights to all categories in the Swimming section of the category tree, together with rights to create new categories

in the Swimming section and new folders in the Swimming part of the multimedia archive. (Celine is to be added to this group.)

- ☐ SCK editor: Provides editor rights to the complete category tree and the right to create new categories. (Siri is to be added to this group.)

It could seem like a little too much to create all these user groups since we do not have that many users yet, but you do not need many additional users with the same roles before using user groups proves very efficient.

To create the SCK basic access user group you:

1. Choose the *Admin* tab.
2. Choose *User administration*.
3. Choose *Create user group*.
4. Enter the *Name* of the user group; SCK basic access and a *Description*.
5. Choose the role you want the users in this user group to have. The users in the SCK basic access user group should be given the role *Reader*.
6. Click *Save* and CorePublish displays basic information about the new user group together with a set of tabs you use to set the different access rights
7. Choose the *Category rights* tab and click Show access for all. You see that *Reader* is set for all categories.

In CorePublish you can detail the access rights so that one role doesn't cover the whole category tree, but for this user group it's OK that the read access is for the complete tree. That was the whole point of the user group.

8. Choose the *Module rights* tab in the work area.

For your users to be able to use CorePublish, they must have access to the modules you want them to use. Some users can have more access than others. For the users to get started with the basic functionality in CorePublish, you must give them access to the:

- ☐ *Common module*
- ☐ *Categories*
- ☐ *Article editor*
- ☐ *Multimedia archive (Read and view files)*

9. Set the necessary *Module rights* and *Save*.
10. Choose the *Multimedia archive access* tab in the work area and choose *Show access for all*. Here you can see that *Read and view files* is set for all the categories.

In CorePublish you can detail the access rights so that one role doesn't cover all the folders, but for this user group it's OK that the *Read and view files* access is for all folders. That was the whole point of the user group.
11. Finally you add users to the user group by choosing the *Users in usergroup* tab. On the upper part you see the users that already are members of the user group. In a new group, like this one, no users are members yet. In the lower part you see the users you can add to the user group. Tick off the users you want to add and choose *Add selected users*.

In SCK all users are to be added to this group.



In a CorePublish Advanced installation you typically have a lot of user groups each containing many users and to ease the management of this CorePublish Advanced contains functionality to search for users and user groups.

The same way we create the user group Swimming authors and give the members access to write to the Swimming section of the category tree:

1. Choose the *Admin* tab.
2. Choose *User administration*.
3. Choose *Create user group*.
4. Enter the *Name* of the user group; Swimming authors and a *Description*.
5. Choose the role *No rights*.



It might seem strange to not set the role to *Author*, but in this case it is less work to open for *Author* access to a limited part of the category tree, than choosing *Author* and then remove the write access from all the other parts of the category tree.

6. Choose *Save*.
7. Choose *Category rights*.

8. Select the Swimming category.
9. Tick the *Author* box.
The *Author* access will propagate down to all the subcategories of the Swimming category
10. Choose *Save*.
11. Choose the *Users in usergroup* tab.
12. Select all users that are to be members of the user group and choose *Add selected users*.

Repeat the steps above to create the user groups Swimming editors and SCK-editor and add the different users to the user groups according to the table above.

Producing content

We are finally ready to start producing content. We pass the user names and passwords on to our users and ask them to login. This will be a very good test to see if the accesses we have set, work as intended.

First look at Jonah. We remember that Jonah is an author in the Swimming group. He is allowed to write articles in the Swimming part of the category tree, but have to pass the articles on to an editor for final approval and publishing. Jonah should also be able to use the content in the multimedia archive, but he can only upload files to the Swimming folder.

After Jonah have logged in, he sees that he can look at all the categories in the category tree, but only when he selects a category in the Swimming part, he sees the *Create new article* button that shows that he can write. That is exactly as planned!

Jonah is going to write an article about an upcoming gathering. He wants the article to show up in the website under the Swimming menu item. He follows these steps:

1. Choose the *Content* tab.
2. Select the Swimming category.
3. Choose *Create new article* in the upper right corner of the work area.

A standard CorePublish installation contains two content templates.

4. Choose the *Standard* content template and choose *Create*.

CorePublish shows the article editor with the *Status* field on the right showing that Jonah is not allowed to publish the article, but that he can pass it on to an editor.

5. Enter *Headline* and *Digest*.
6. Choose *Select image* in the left side of the *Thumbnail* section.
7. Choose an image from the multimedia archive. For this use the thumbnail variants of the images is typically the best. Choose *Left Adjustment* and enter a *Picture text*.
8. Enter the content of the article in the WYSIWYG editor named *Body*.
The editor offers several options for formatting your text, but typically your design will limit what it is possible to choose here.
9. In the *Keywords* field you can enter words that when searched for, should show your article as a hit.
10. Tick *Send to editor* in the *Status* field and choose *Always published*.
11. Choose *Save and go back*.

The article is shown in the category's article list and its status is *Send to editor*. If you check your website the article is not displayed there, since it has not been published by an editor yet.

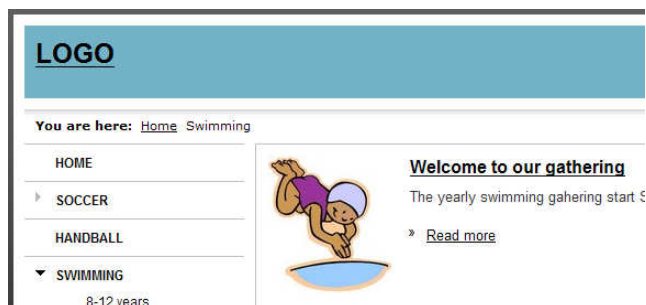
Cross publishing content

Jonah wants the article about the gathering to be shown on all front pages in the Swimming section of the website.

Cross publishing is done this way:

1. Select the article you want to cross publish.
2. Choose the *Location* tab.
3. In the *Additional categories* section choose *Select categories*.
4. CorePublish shows all the categories in the category tree with check boxes in front of those you can write to. Select the categories 8-12 years, 13-16 years and 17-18 years and choose *Insert selected categories*.

<input type="checkbox"/>	Headline	Author
► My recent articles (8)		
▼ Articles you can publish (1)		
<input type="checkbox"/>	The Gathering 2008	Jonah Hetland



5. Choose *Save and go back*.

Now the article is in all four Swimming categories. It is still not visible on the website so now somebody who is allowed to publish must help us out.

Publish content

Since Jonah doesn't have the right to publish, he needs an editor to do this. Celine is an editor and she logs in to CorePublish.

When Celine logs in she sees Jonah's article on the CorePublish frontpage in the section *Articles you can publish*. She sees *Headline*, *Author*, *Date* and the *Withdrawal date* suggested by Jonah.

Celine follows the following steps to publish the article:

1. Select the article to publish.

Users who can publish an article can also edit the content of the article before they publish. In this case Celine approves the article and decides to publish.

It is important that an editor looks through the content of all the tabs before publishing. In this case Jonah had suggested that the article should be cross published to all the Swimming front pages and Celine must decide if this is what she wants.

2. Choose *Publish* in the status field.

Celine wants this article to be withdrawn on August 8th 2008. If she had chosen not to set a date, she would continue with step 6.

As long as the content of a date fields doesn't validate, CorePublish shows the field with a red background.

3. Choose *Use date limits*.
4. Untick the *Forever* box under *Withdrawal date*.
5. Set *Withdrawal date* to August 8th 2008.
6. Choose *Save and go back*.

Now the article is visible on the website in all the categories Jonah suggested. It can vary a little bit how a thumbnail is shown, but the typical us shown to the left.

Our history

- The Romans
- 1923

The Romans were also swimmers

As far as we know swimming is one of the oldest sports. The oldest cave paintings picturing swimmers are about 4,000 years old. In ancient Greece swimming was as important as being able to read might not even be elected to the parliament if one couldn't swim.

The Romans built the first swimming pool, which was seen as high status. Swimming instructors had that the Emperor Augustus appointed himself to swim instructor.

Established in 1923

The Sports Club Kjapp's swimming group was established in 1923. It was the gymnast group that started already in 1916.

A page with a table of contents

The Swimming group has gathered information about the group's history. They want to create a page in the Swimming section to show it. The page got very long and they want a table of contents on top of the page with links to the different sections further down the page. After each section they want a clickable arrow that sends the visitor to the top of the page.

To build this we start by creating a new category. Since we are going to work for some time with the content, and do not really have anything to show yet, we choose not to publish the category now, but wait until the content is ready.

1. Select the Swimming category.
2. Choose *Create sub category*.
3. Name the new category Our history.
4. On the *Properties* tab choose *The category is not published and is only available inside CorePublish* to ensure that no website visitors can see the category and the content until we are completely done.
5. Choose Create new article in the new category.
6. Enter (or paste) a long text.

Typically we use the Heading1 and Heading2 formats in the editor to ensure that the section headings look nice. We select the headings and choose the format.

7. Since we wanted the possibility to jump back to the top, we create an anchor on the top of the page, by placing the cursor in the upper left corner and choosing *Insert/Edit anchor*.
8. Name the anchor "top".
9. Choose *OK*.

The same way you create anchors at the beginning of each section.

Now we are going to use the anchors we have created to make a table of contents on the top of the page as shown to the left.

1. Enter text or choose an existing text to turn into a link to an anchor, i.e. "The Romans also swam" as shown to the left.

2. Choose *Insert/Edit link*.
3. Choose *Anchor in this page*.
4. Select an anchor by anchor name in the drop down list showing all anchors you have defined in your article.
5. Choose *OK*.

To see if this works as intended, leave the article Status as *Remain draft*, Save the article and choose the *Preview* tab. When you click the newly created link, you see that the browser jumps to the section with the defined anchor.

6. Repeat these steps for all anchors in your different sections.

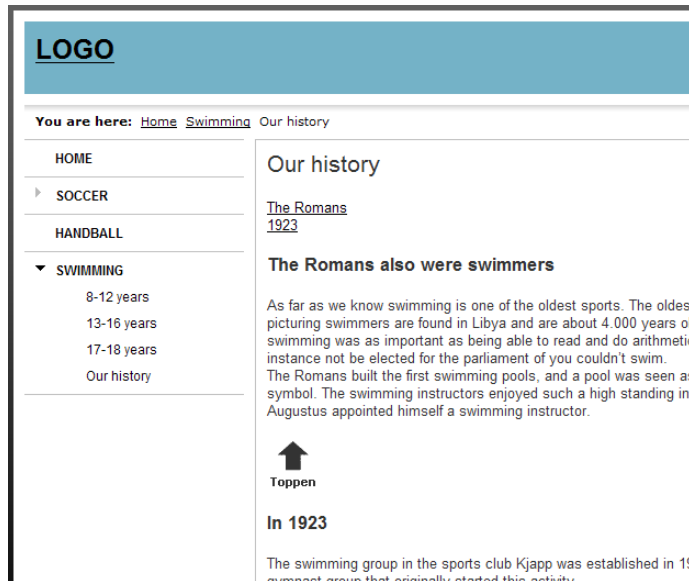
The Swimming group wanted an arrow below each section. For this we use an image from the multimedia archive, insert it into the article and link it to the top anchor like this:

1. Set the cursor where you want to insert the image.
2. Choose *Insert image*.
3. Choose *Select image*.
4. Upload the arrow image if it doesn't exist already. If it exists, you locate it.
5. Select the original image and set *Alternative text* to "Top of the page".
6. Choose *OK* to insert the arrow image.
7. Make sure that the image is selected and choose *Insert/Edit link*.
8. Choose *Anchor in this page*.
9. Select the anchor in the drop down list that corresponds to the top of your page. If you have followed the suggestions above it is named "top".
10. Choose *OK*.

Again you can verify the result by choosing the *Preview* tab.

To reuse the inserted image and link, you can copy the image and insert it after each section. You can also repeat the steps above for each section if you prefer that.

When you are happy with your article you must:



1. Choose *Publish* in the *Status* field to the right.
2. Choose *Save and go back*.

The history article is the only one we plan to have in this category and we want the whole article to be displayed when a visitor clicks the menu item. Therefore we make this article a main article. In the same step, we also want to publish the category to make both the category and the content visible on our website.

1. Choose the Our history category.
2. Choose the *Properties* tab.
3. Set the new article as the main article using *Select article* in the *Main article* section.
4. Under *Published*, choose *The category is published and available on the site*.
5. Choose *Save*.

The visitors on your website will see a new menu item, Our history, below Swimming. When they choose that menu item, the article with the table of contents is shown.

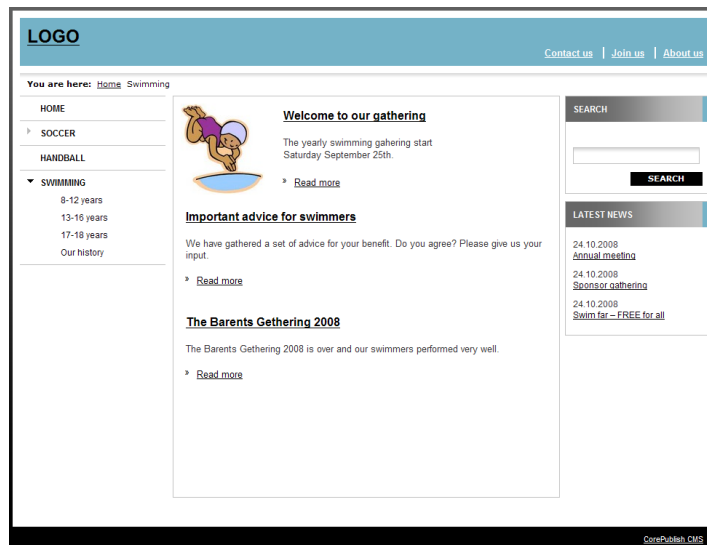
Modifying the layout template

The Swimming group wants to make some changes to how their pages are put together.

1. The Swimming group has a sponsor, Water Goggles, and would like to have their logo in the upper right corner of the pages, above the Search-box.
2. The Latest news box displays the latest news from the soccer group. The Swimming group would like this box to be filled with Swimming news instead. The Swimming news articles are to be fetched from a category that all Swimming authors can publish articles to. The category shall not be available through the website menu.

Before we make the necessary layout changes, it is helpful to create the necessary content that is to be shown. We create one article for the Water Goggles sponsor. We place it in a category below Swimming, which is not available from the website menu.

It is done like this:



1. Select the Swimming category.
2. Choose *Create sub category*.
3. Name the category "Hidden content".
4. Leave the category published and available on the site, available for everyone visiting the site but not visible in menus.
5. Choose *Save*.

The category is shown in the category tree, but in a lighter blue than the rest to indicate that it is not available in the menu.

Create a sponsor article in the new category:

1. Select the Hidden content category, if it is not already selected.
2. Choose *Create new article*.
3. Choose the *Banner* article type. This is a good choice for articles that are not supposed to be visible when visitors search or look at article lists.
4. Choose *Create*.



We will only be using the actual content from the Text element of this article and not the headline. We still recommend that you give these articles a headline to make it easier to locate them in CorePublish and understand their intended use.

5. Enter a *Headline*, i.e. "Water Goggle sponsor article"
6. Insert the image in the article.

Below the picture we add a link to Water Goggles on the Internet. We pretend their web address is www.watergoggles.co.uk. ☺

7. Enter the text "New goggles?".
8. Select the image and the text and chose *Center Justify*.
9. With image and text still selected, choose *Insert/edit link*.
10. Choose *Normal link* and enter the URL www.watergoggles.co.uk.
11. Choose *OK*.

12. Set *Status* to *Published - Always published*.

13. Choose *Save and go back*.

To add a tile to a page we must work with the layout templates. Since we want the change to only affect the Swimming section of the website, we need a new layout template.

It's typically time saving to find an existing template that is close to what we need, make a copy of it and modify the copy.

Follow these steps to find out what layout template is used on a given page:

1. Locate the page on your website and see what category is shown.
2. In CorePublish select this category.
3. Choose the *Layout templates* tab.

Here you see what templates are used to show the category and the articles in it. We were looking for the category layout template and see that the category uses the default template. That's the one we want to make a copy of.

Follow these steps to copy an existing layout template:

1. Choose the *Admin* tab.
2. Choose *Category layout templates*.
3. In the list showing all the category layout templates you choose *Copy* in the menu on the right side of "[Default] - Category display template".
4. Enter a *Name* and *Description* for the new template. In this example we have called the category "Swimming category template".
5. Choose *Area of use* for the template.
6. Select a *Standard preview category* for the category.
7. Choose *Save*.
8. Choose the *Tiles* tab.

We want to add a tile that can display our sponsor article. We already have the article with image and link - we only lack a place to use it!

9. Drag and drop the *Article display/banner [column]* tile from the *Add* column to the top of the right (Høyre) place holder.

10. Select *Article to display*. The article is in the Hidden content category, and is named "Water Goggles sponsor article".
11. Since we do not want to show header and digest tick off *Show header and digest*.
12. Leave *Show layout* as shown.
13. Choose *Add tile*.

Next to the three tiles in the Høyre (Right) place holder you see an exclamation mark. It is shown to indicate that a change has happened with the tile. The top one is the new one we just added. Doing this forced the two other tiles to move down, so indirectly they have also changed.

The changes are not applied until you choose *Apply changes*.

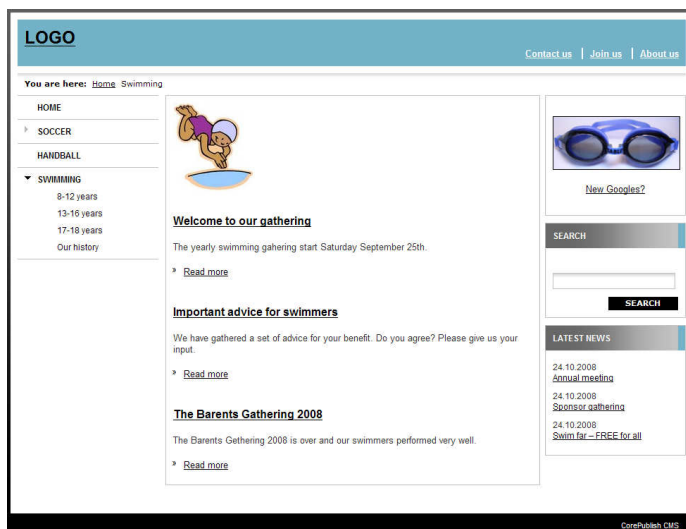
14. Choose *Apply changes*.

Using a new layout template

The new category layout template is still not used by the Swimming category: We need to change that:

1. Locate the Swimming category and select it.
2. Choose the *Layout templates* tab.
3. Choose *Use the selected template* and click *Select template* in the *Category template* section.
4. Select the new "Swimming category template" from the list.
5. Do the same for *Article template*.
6. Choose *Save*.

Since all the categories below Swimming also are to use the new layout template, you must repeat the above steps for each category.



Using CorePublish Advanced it is much easier to propagate a change like this down in the category tree. You just make the change for the parent category and choose *Apply properties to sub categories*.

When all the visible sub categories of Swimming use the same layout template, it is time to check the result. All pages below Swimming should show the sponsor image in the upper right corner.

Latest news still shows soccer news. If you have a category containing Swimming news, you can use that one instead:

1. Locate the Swimming category and select it.
2. Choose the *Layout templates* tab.
3. Choose *Edit template* to the right of the Swimming category template.

On the bottom of the right (Høyre) place holder you find the tile named *Article list [column]*. This is the one showing the Soccer news. We want to change its behaviour.

4. Click the notepad to the left of the tile name to see the settings that controls the tile.
5. Change the value of *Display articles from these categories* so that articles are fetched from the Swimming news category.
6. Change the value of *Newsletter archive category* to the same Swimming news category as above.
7. Choose *Save*.
8. Finally choose *Apply changes*.

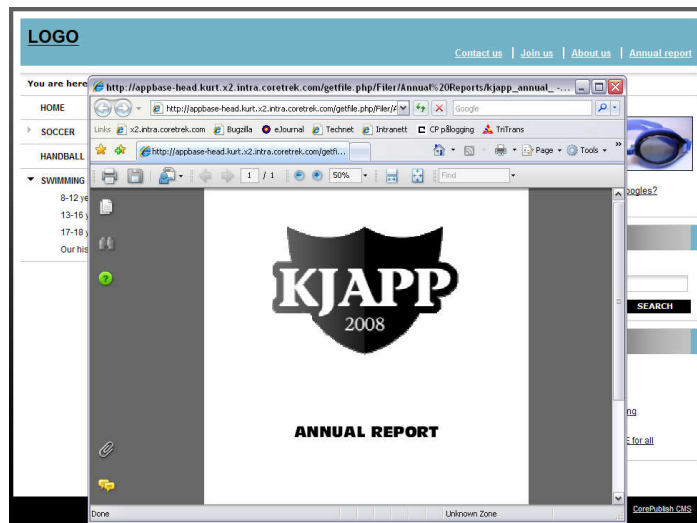
You must ensure that the users that are going to write Swimming news have access to the new category. The easiest way to accomplish this is to locate a suitable user group and expand the access for the group. When that is done, all members of the user group have the new access.

Menu item that opens a file

SCK has an annual report they want to publish to their website. They want this as a new menu item in the horizontal menu. When a visitor chooses the menu item the annual report should be opened. To achieve this you must upload the annual report and connect it to a new menu item.

To do this you must follow these steps:

1. Choose the *Files* tab.



2. Select, or create and select a folder for the annual report.
3. Choose *Upload file here*.
4. Browse for the file and choose *Save*.

Now the annual report is in the multimedia archive and we can create a new menu item on the horizontal menu that we connect to the newly uploaded file.

1. Choose *Content*.
2. Select the Shortcuts (Hurtiglenker) category.
3. Choose *Create sub category*.
4. Name the category Annual report.
5. Click *Save*.
6. Choose the *URL and links* tab.
7. In the *Category link* section choose *Link to another page* and set *Link type* to *Link to a file in the multimedia archive*.
8. Choose *Select file*.
9. Select the annual report you just uploaded.

If you uploaded a PDF document, you see that CorePublish generates variants of PDF-files also so you can choose to use a small image of the front page, the actual front page or the actual PDF-file. For our use, directly from a menu item, we use the actual PDF file.

10. Choose the file.
11. Choose between opening the file in the same window or in a new window.
12. Choose *Save*.

On the website your visitors see a new menu item in the horizontal menu. If they click it, the Annual report is shown.

Showing documents from the multimedia archive

In the previous section we worked with the sports club's Annual report. In the Annual report folder in the multimedia archive SCK has gathered the Annual reports from the seven last years.

SCK wants the content of the Annual report folder to be shown as part of a normal article page on the website. This is quite simple using their newly purchased File folder tile.

We do not have a layout template that uses the new tile, so we start by making a new template:

1. Choose the *Admin* tab and *Category layout templates*.
2. Copy the category layout template named *[Default] -Category template* and name it *Annual Reports template* and *Save*.
3. Choose the *Tile* tab.

In the place holder *Content (Innhold)*:

4. Remove the *Article list [Main area]*.
5. Add the *MMA File folder* tile.

The File folder tile needs some information to know how to behave:

- ☐ *Max image width (pixels)*: The File folder tile can show both document lists and thumbnails. Since we are using it for a document list in this case, we can leave the default value.
- ☐ *Multimedia archive folder* tells the tile where its content is found. We choose the Annual report folder in the multimedia archive.
- ☐ *Tile title*: You do not need to set a *Tile title*. If you choose not to the File folder tile uses the folder name as title.
- ☐ *Display mode* tells the tile how the content is to be shown. We choose *List*.

6. Choose *Add tile*.
7. Choose *Apply changes*.










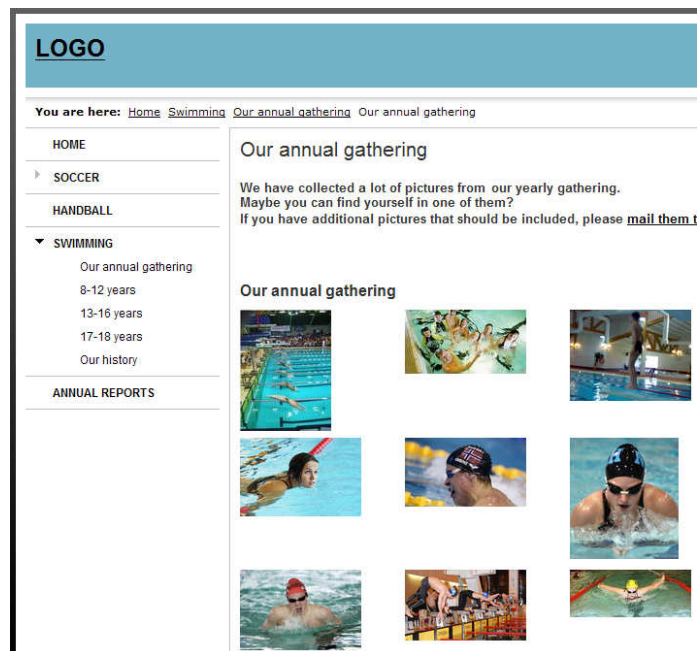
If you are not quite sure if this turned out as intended, it is wise to check it using the *Preview* tab.

The next step is to use the new category layout template that now contains the File folder tile:

1. Create a menu item named *Annual reports*.

Annual Reports

File name	Size
 kjapp_annual_report_2001.pdf	13.37 kB
 kjapp_annual_report_2002.pdf	13.37 kB
 kjapp_annual_report_2003.pdf	13.37 kB
 kjapp_annual_report_2004.pdf	13.37 kB
 kjapp_annual_report_2005.pdf	13.37 kB
 kjapp_annual_report_2006.pdf	13.37 kB
 kjapp_annual_report_2007.pdf	13.37 kB



2. Choose the new category template using the functionality on the *Layout templates* tab.

The content of the Annual report folder is shown when a visitor chooses the Annual reports menu item.

How the File folder tile can be used to show images is shown in the next section.

Show an image gallery

SCK have had their big yearly gathering and a lot of pictures were taken. SCK would like to publish them to a simple image gallery with a short introduction on top, so that everybody can share the good experiences after a successful gathering. The Swimming group creates a folder, where they upload a ZIP-file containing all the images and they use their new File folder tile to show them.

This is done like this:

1. Choose the *Files* tab.
2. Select the Swimming group folder.
3. *Create subfolder*.
4. Name the folder "The gathering 2008" and choose *Save*.
5. Upload all the images using *Upload file here*.
6. Choose the ZIP file and tick *Unzip the contents of uploaded zip files to separate files*.
7. If you want to rename the files that already exist in the multimedia archive, tick *Rename the file if it already exists*. If you do not want that leave the *Do not save files that already exists* setting.

Since we want all the images to be shown from this folder, we want them all to be uploaded, even when a duplicate is found and choose *Rename the file if it already exists*.

8. Choose *Save*.

The ZIP file is uploaded and the images are unzipped in the folder.

9. Create a category layout template that contains the File folder tile. The tile must point to the new folder created above. Since we have an image variant that is 210 pixels, it makes sense to choose that as the image size we want.
10. Create a "The gathering 2008" menu item and connect the new category layout template to it as shown in the previous section.
11. You could create an article with an introduction to the image gallery. You would set the article as the main article of the category. The result would be as shown to the left. You find more information about creating articles on page 12 and about main articles on page 30.

Using a newsfeed from an external website

The Norwegian newspaper VG (www.vg.no) and very many other newspapers offer news feeds. SCK wants to show soccer related news from VG in the right column on the Soccer frontpage.

SCK purchase the RSS tile. The tile must be placed in a category layout template. Since SCK only want this information on the Soccer frontpage the easiest is to make a new Soccer frontpage category layout template based on a copy of the one used today.

Again the first step is to figure out what template that is used on the Soccer frontpage today. This is the template we want to copy:

1. Select the *Content* tab.
2. Select the Soccer category in the category tree.
3. Choose the *Layout templates* tab.

Here we see that the Soccer frontpage uses the "[Default] - Category layout template". We make a copy of it:

1. Choose the *Admin* tab.
2. Choose *Category layout templates*.
3. To the right of the "[Default] - Category layout template", choose *Copy*.
4. Enter *Name* ("Soccer frontpage template"), *Description*, *Area of use* and *Standard preview category* as shown on page 67.
5. Choose *Save*.



Now the new template is available and we need to modify it a little bit. It must contain the RSS Reader tile.

The RSS Reader tile needs to know the address to the news feed. You find this address by looking at the page that offers the feed, www.vg.no in this case.

At VG you can customize the feed yourself by:

1. Choose the RSS-link in the middle of the left column on www.vg.no.
2. Choose the subjects you want covered in your news feed. In this case we choose "Fotball norsk" (Soccer Norwegian) and choose "Abonner nå" (Subscribe now).
3. To see the actual URL, right-click the "Din VG-RSS" (Your VG-RSS) button and choose Copy shortcut. We are very soon going to paste this shortcut into the RSS Reader tile.



It is important to respect the legal rules for using content from other websites. On the VG page it says "The VG RSS is only meant for personal use. All other use must be granted by VG Multimedia." If SCK had been a real sports club, we would have contacted VG Multimedia to ask if our use of the news feed is OK.



Adding the RSS Reader tile:

1. On the new category layout template, "Soccer frontpage template" choose the *Tiles* tab.
2. Drag the RSS Reader tile from the *Add* column and drop it in the right (Høyre) place holder. Drop it in the position you want it to have i.e. under the Search field.

The tile needs some more information from you to know how to behave:

- ☐ **Tile title:** You do not have to enter a *Tile title*. If you do not enter one, the title of the RSS feed is used. How the title is used depends on your presentation layer, but typically the title is used as a heading above the news from the feed.
- ☐ **RSS source URL:** This is the address to the page the tile fetches the news feed. This value must be set so that the tile has something to look for. In

our VG example the address is <http://www1.vg.no/rss/create.php?categories=22&keywords=&limit=10>.

- ☐ *Number of articles to display:* You can choose the number of articles the tile displays.
 - ☐ *Filter keywords:* If any keywords are provided, only articles containing the keywords will be displayed. If you add several keywords the articles must contain all keywords to be shown.
3. When you're done setting the values above, you add the tile by choosing *Add tile*.
 4. Choose *Apply changes*.

Finally you must use the layout template to the Soccer frontpage category. How this is done is shown on page 68.

When the layout template is chosen, the news feed will be a part of the content of the Soccer frontpage as shown to the left.



User generated content

The swimming group wants to give their members the possibility to get more involved. They want the visitors on the website to be able to comment articles and each others comments.

SCK purchases the Article comment module in CorePublish, and when it is installed and the CorePublish users have been given access to it, a new tab is shown when editing an article.

How the module behaves depends on the general settings set when installing it, and in this example we have chosen that comments are not activated automatically for all articles, but that we need to activate like this:

1. Locate the article you want to activate comments for.
2. Choose the *Comments* tab.
3. Choose *Create*.

You can customize how you want comments to behave:

- ☐ *Comments are published and visible:* Set to make the comments available to your visitors.



Comments

John

Written: 31.10.2008 11:48

This was a great experience and I will come back next year too!

Add comment

Fields marked with **strong text** must be completed

Name:

E-mail:

Website:

Comment:

Security code:

Enter the security code from the image below ([explanation](#))



Unable to read the code? [Click here](#) to regenerate

SEND COMMENT

- ☐ *Moderation enabled:* You can select a user that moderates the comment before they are published for all visitors. If you choose to enable moderation, you must also choose a *Comment moderator* by using *Select user*.
- ☐ *Trackback enabled:* Controls if the comment box contains a trackback or not.
- ☐ *Allowed to edit own posts:* Controls if users that are logged in can edit previous comments.
- ☐ *Allowed to add anonymous posts:* Controls if a visitor must be logged in to comment or if all visitors can comment freely.
- ☐ *Allowed to add new posts:* Controls if new comments can be added. This setting can be combined with an end date so that you also can control for how long you allow commenting.

4. Set Yes, No, Yes, Yes, Yes and Yes.

5. Save to confirm your choices.

Now a visitor can comment on the article as shown to the left.

The sports clubs calendar

There is a lot of activity in the sports club and many members and parents have asked for a calendar that sums up all the activities. SCK has purchased two calendar tiles from CoreTrek to fill this need:

- ☐ The tile for activity calendar shows a monthly calendar with today marked and with clickable dates for all dates containing one or more activities.
- ☐ The tile for activity list shows activities as an article list sorted descending on the activities' start date.

The calendar tiles display articles of a given type. The article type contains fields for dates so that it can be used in a calendar.

SCK doesn't want these articles to be available from a menu item on the website. They are only to be shown as part of a calendar somewhere. Therefore SCK chooses to create a category that is not a part of the menu.

In a standard CorePublish installation you find a category named Categories outside the menu structure (*Kategorier utenfor menystrukturen*). Categories

created below this one will not be shown in the menu and SCK choose to create their new category there.

The category is filled with articles of the *Activity (Aktivitet)* type with a start and end date and time.

To display this information, you use one of the calendar tiles and add it to the category layout templates corresponding to the page, you want the calendar shown.

Follow these steps to add the Activity calendar tile to the Swimming category category template:

1. Choose the *Admin* tab and *Category layout templates*.
2. Select the Swimming category template.
3. Drag the *Activity calendar tile* and drop it in the right (Høyre) place holder.

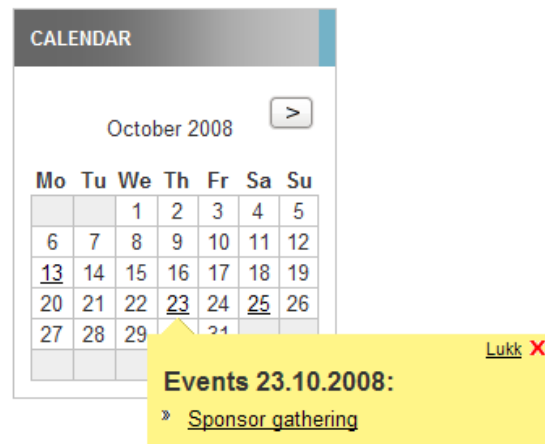
The tile needs some additional information to know how to behave:

- ☐ *Categories* control what categories the tile is to fetch activity articles from. We let it point to the calendar category created above.
- ☐ *Show activities from sub categories* controls if activities from sub categories also should be included in the calendar.



You can use this to make a shared calendar for the different groups in the sports club. Create a sub category for the different groups and grant access to the different user groups. The calendar tile can still fetch all the activities in the small calendar tree and present them as one shared calendar.

- ☐ *Number of articles* controls how many activities that are shown when you use the tile to make an activity list. If you are making a monthly calendar, this setting is not used and you can just leave it.
- ☐ *Display mode* controls if the activities are to be shown as a *Calendar* or a *List*. In our example we choose *Calendar*.
- ☐ *Title*: You can enter a title for the tile. If you do not enter a title, the word *Calendar* is used as title.



- ☐ *Calendar list category* controls what category the calendar is to link to when a user clicks an activity to see the details for it. Sometimes you want to control the look and feel of this page and in those cases you can use this setting.
- ☐ *Link to this months activities* controls if the calendar shows a link to this months activities. When a user clicks this link the activities are shown using the category template chosen above.
- ☐ *Link to this years activities* controls if the calendar shows a link to this years activities. When a user clicks this link the activities are shown using the category template chosen above.
- ☐ *Day link mode* controls if the link targets are shown as pop-ups as shown on the left or as a list. If list is chosen it is important to select *Calendar list category* above too.

4. Choose *Add tile*.
5. Choose *Apply changes*.

Design: The icing on the cake

In "Building websites using CorePublish" we have used the standard tiles in CorePublish with the look and feel they have straight from the box. No websites look exactly like this. Everybody puts their own design on top of the functionality that is built.

Johan Thorell in Bravomedia made two suggestions on Norwegian designs for our sports club. The suggestions are shown below:



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