


DIGIMAKER 6.0



Digimaker 6.0 How to guides

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1.1 Adding and Managing new articles

To add a new article,

- Step 1:** Click the **Content** from the main menu tab. This displays the **Content Workspace**, which displays commonly used links **Figure 10-2**.
- Step 2:** In the **Content Workspace** click **New article**.



Figure 10-1: Accessing New Article screen

You can also access the **New Article** command from the **Content Submenu**, position the mouse over **Content** under the **Content Submenu** and choose **New Article**.

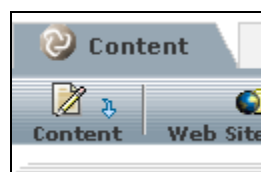


Figure 10-2: Add new Article – Content Submenu

- Step 3:** This displays the **Write Article Workspace**.

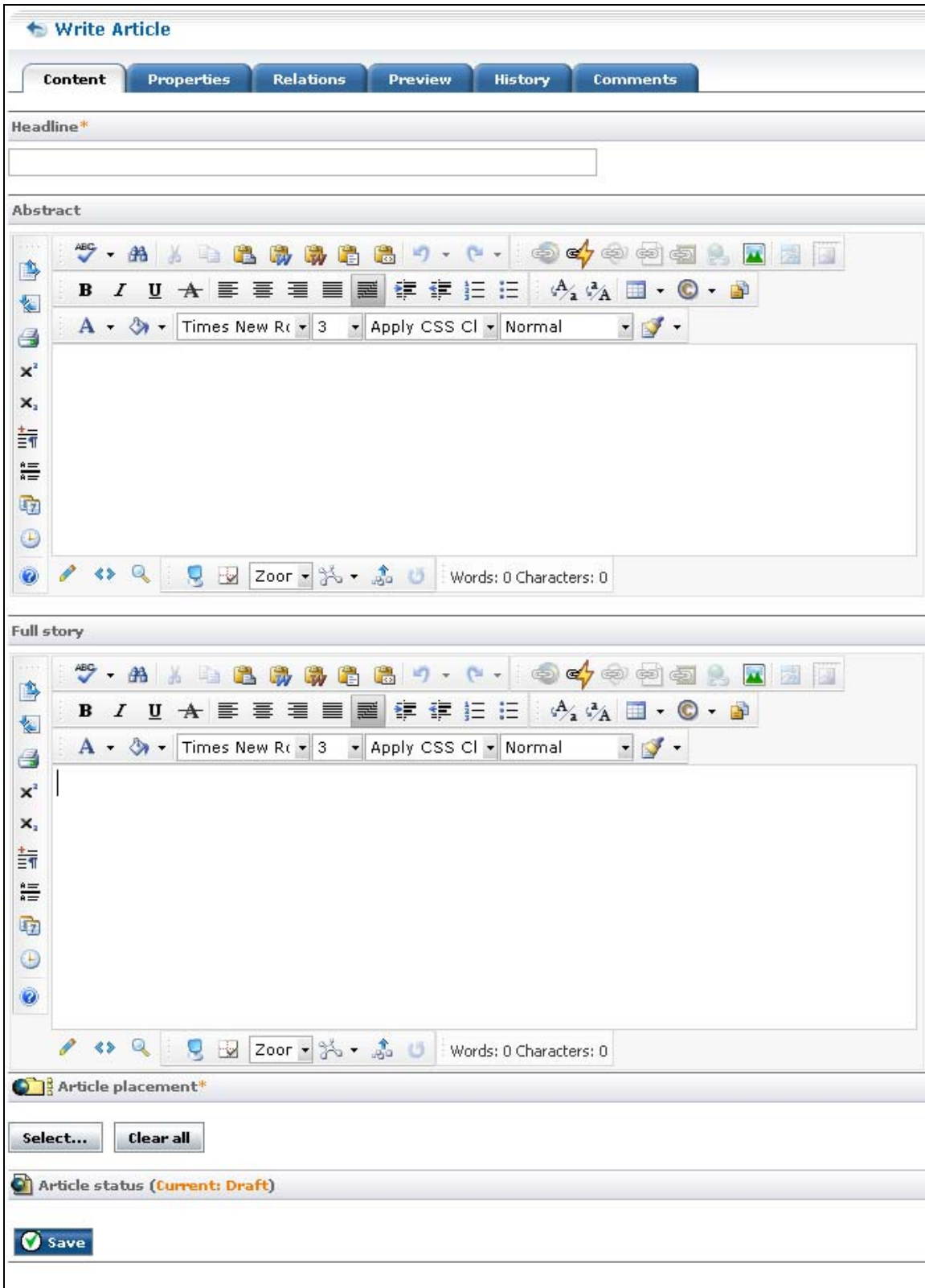


Figure 10-3: Write Article Workspace

The **Content Tab** is selected by default, see **Figure 10-4**. This is where you write the matter of your article. The way this article is displayed on the web is defined by the template that you choose. However, you can format the text using the formatting features which are similar to that of Microsoft word.

Content

The **content** tab has the following elements:

Headline allows you to enter the article's title or headline.

Article Abstract is a brief summary or synopsis of the article.

Full story is where the main content of the article can be typed. You can format the text, insert images or make references to links, documents or other internal articles. The WYSIWYG toolbar facilitates this process.

Article Placement allows you to place the article in a location in the Digimaker hierarchy. Click on the **Select** button, see **Figure 10-4**. A pop-up, **Figure 10-5** is displayed listing all the available menu groups. Select a menu item or a number of menu items where you want to store the article.

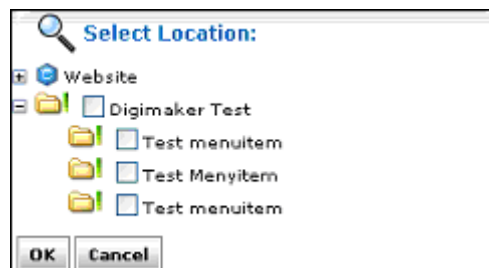


Figure 10-4: Select Location pop-up

Note! An article can be published in more than one menu group at the same time. You would want to store an article in multiple menu groups when you want to publish the article in more than one place in your website.

As soon as you choose a menu item to store/publish your article the bottom of the screen changes depending on what you decide to do with the article.

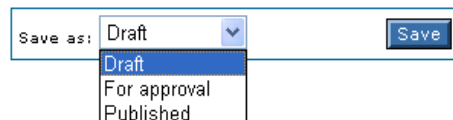


Figure 10-5: Draft Article

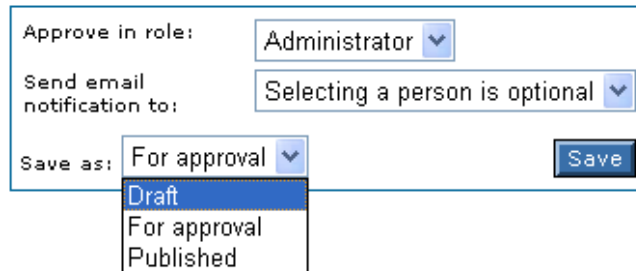
You can save an article as **Draft**, **For approval** or a **Published** article.

Note! The options displayed in the **Save as** drop-down list depends on the permissions given to your role on that particular menu item.

Step 4: Click **Save** button. The article is saved in the menu item that you chose in the previous step and the list of articles in the menu item is displayed.

1.1.1 Sending an Article for Approval

An article **For Approval** is that which is complete according to you as an author. However all articles need to be reviewed by your site administrator or a person with enough privileges to publish it.



The image shows a web form with the following elements:

- Approve in role:** A dropdown menu with 'Administrator' selected.
- Send email notification to:** A dropdown menu with 'Selecting a person is optional' selected.
- Save as:** A dropdown menu with 'For approval' selected. The dropdown list is open, showing three options: 'Draft', 'For approval', and 'Published'.
- Save:** A blue button.

Figure 10-6: Save as drop down list

To send an article for approval,

- Step 1:** Select **For approval** from the **Save as** drop-down list **Figure 10-7**.
- Step 2:** Choose the role that needs to approve your article from the **Approve in role drop down list**.
- Step 3:** All the persons associated with the role you selected are listed in the **Send email notification to** drop-down list. You can choose to send the article for approval to a specific person from this list. If you do not choose a specific person then the mail is sent out to every one associated with this role.

1.1.2 Approving an Article

All the articles that need to be approved are queued in the **Inbox** of the approver. The heading of each article and the person who sent it for approval is displayed as a link.

To approve an article,

- Step 1:** Click on the article name that needs approval, see **Figure 10-8: Inbox – Articles for approval**. The site view screen is displayed with the details of the article.



Figure 10-7: Inbox – Articles for approval

Step 2: Click on **Approve** button to approve the article. If you want to edit the article before approving it, click the **Edit** button.

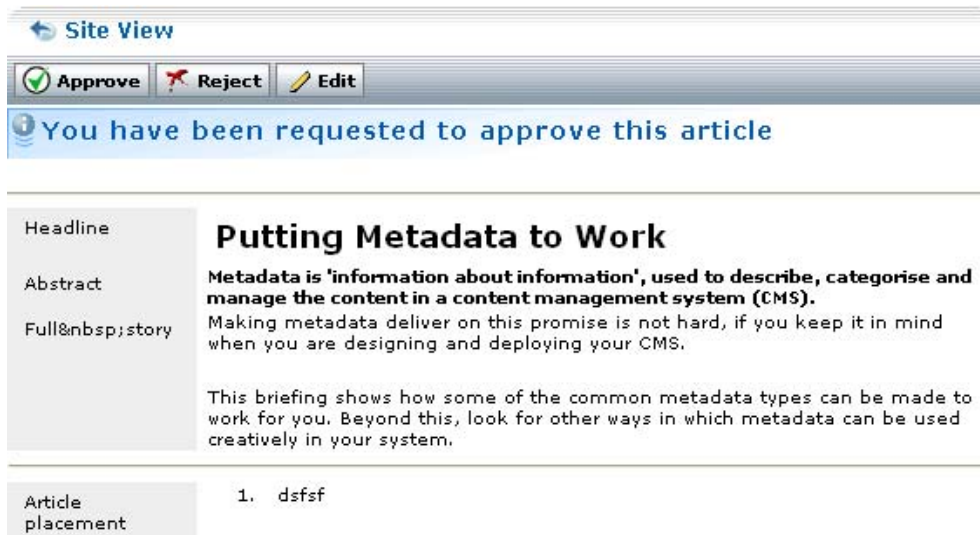


Figure 10-8: Details of the article for approval

1.1.3 Setting the Properties of an Article

The **Properties tab** (Figure 10-10: Write Article – Properties tab) allows you to add various properties to the article such as author and meta-keywords. You can also pre-publish content using the 'show date' field. This enables you to ensure articles are published on the site automatically based on a date trigger. You can also archive articles automatically using this feature.

Note! None of the fields in the Properties tab are mandatory to publishing an article.

Figure 10-9: Write Article – Properties tab

Author allows you to enter your name or the name of the person you wish to identify as the author of the article. To quickly enter your own name as the author, click on **Insert your name**. To quickly insert your e-mail, click **Insert your email**

Meta keywords are keywords that describe the article. For example, Car, Washed or Shiny are automobile specific keywords. These keywords are used by internet search engines such as AltaVista or Google to classify your article in their search index.

Meta description is a description of the content of an article. For example: My car is washed and shiny. This description helps facilitate Internet search engines such as Alta Vista or Google classify your article in their search index

Alias is a unique name associated with an article. This is used by the site builders to refer to article as an alternative to the article ID (generated by default).

Figure 10-10: Display Properties

Display Properties

Priority allows you to set the priority listing of the article using numbers starting from 1. This enables you to exercise control over article positioning. By default the Priority is set

to 1. Articles can be sorted in ascending or descending priority order. The sorting options are part of the menu group's properties.

Show date allows you to specify a date and time for the article to be published on your web site. The default **Show date** is set to the current system date and time. Use the **Choose Date** button to choose a date and the drop-down list to choose the time.

Expire date is the date and time when the article will be automatically removed from the site and archived. If you do not select an expiry date, the article stays published until it is removed manually.

Note! The name and e-mail inserted is that of the logged in person.

1.1.4 Relations to An Article

The **Relations** tab allows you to relate various information and functions to an article.



Figure 10-11: Write Article – Relations Tab

Related Persons

To relate a person to an article,

- Step 1:** Select **Add persons** if you want to link persons registered in the user database to the current article. A pop-up window appears where you can navigate via the tree-structure to required users.

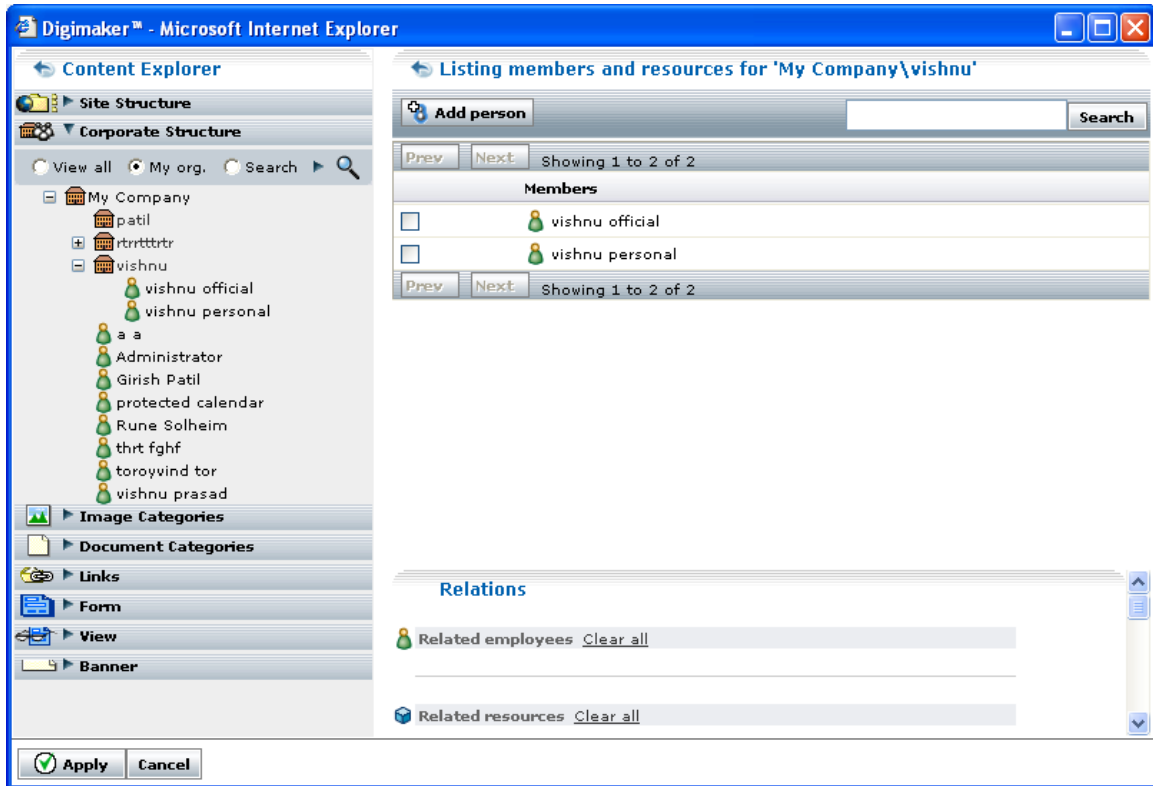


Figure 10-12: Add Person

The company you represent will automatically appear. If you have access to view other companies, select **View all** under **Users and Target Groups** in the **Content Explorer** to look for people from all companies.

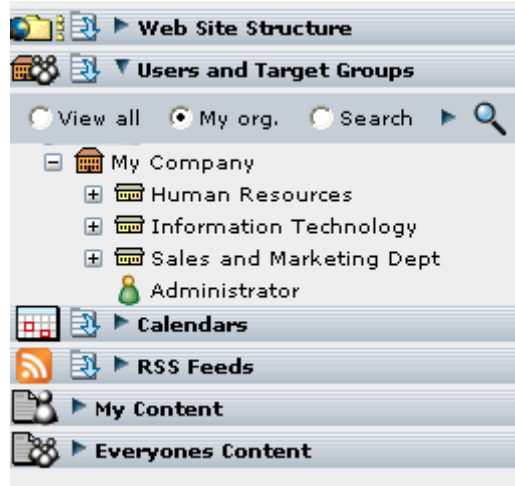


Figure 10-13: User and Target Groups

Step 2: You can then check the checkboxes to the left of the persons you want to relate to your document, and click **Apply**.

You can also search for persons. When the search results are displayed you can choose which persons you want to relate to by clicking the checkboxes.

Related links

To relate a link to an article,

Step 1: Choose **Select links** to relate a hyperlink to the current article. This can be to a web page, e-mail address or other external link. A pop-up window will be displayed where you can select links already defined in the link library.

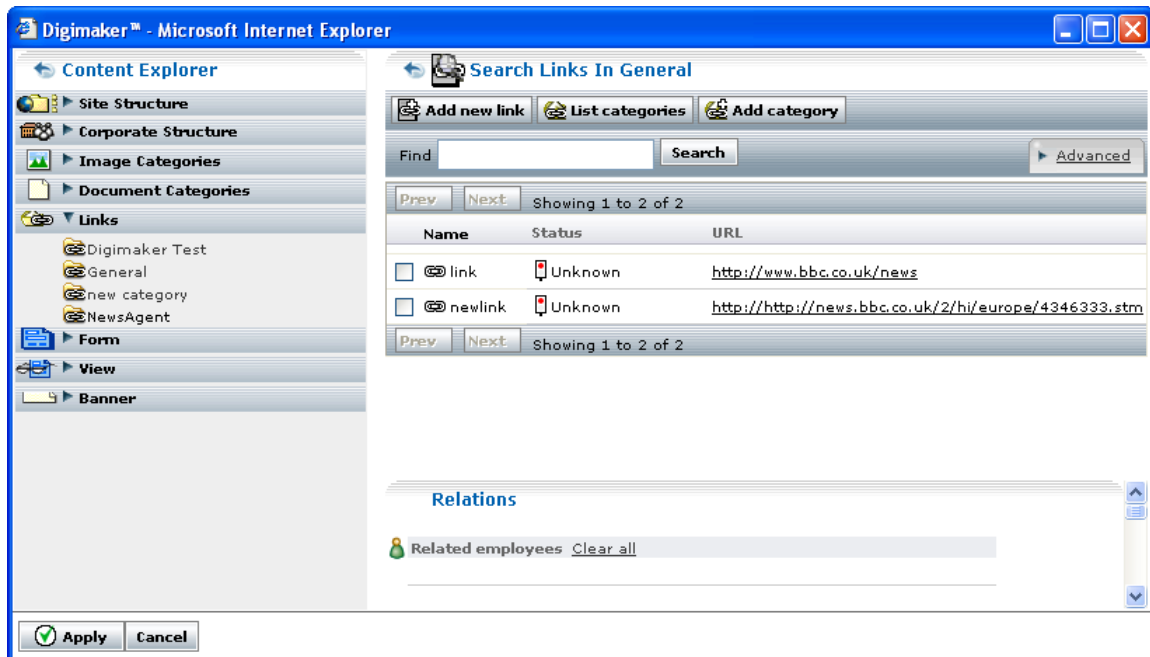


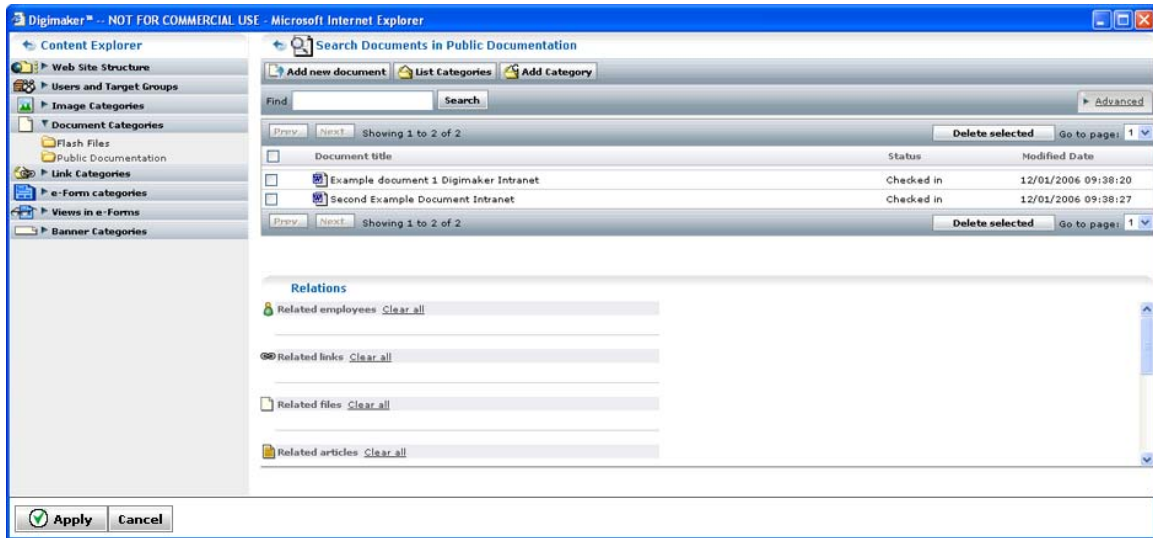
Figure 10-14: Relate link to an article-Link Library

Step 2: Step 2: First choose a category, then a link in that category. When you have chosen the links you wish to relate, click on **Apply**.

Note! In the same window you can also add new links directly by clicking on **Add new Link**.

The links you choose will normally be shown at the end of the article under the heading **Related links**, depending on what **Design template** you use.

You can also search for links. When the search results are displayed you can choose which links you want to relate to by clicking the check boxes.



Related files

To relate files to an article,

- Step 1:** Choose **Select related files** to relate files to the current article. A pop-up window will be displayed where you can select links already defined in the documents library.
- Step 2:** First choose a category, then a document in that category. When you have chosen the files you wish to relate, click on **Apply**.
- You can also search for files. When the search results are displayed you can choose which files you want to relate to by clicking the checkboxes.

Note! In the same window you can also add new files to the document library directly by clicking on Add new Document button.

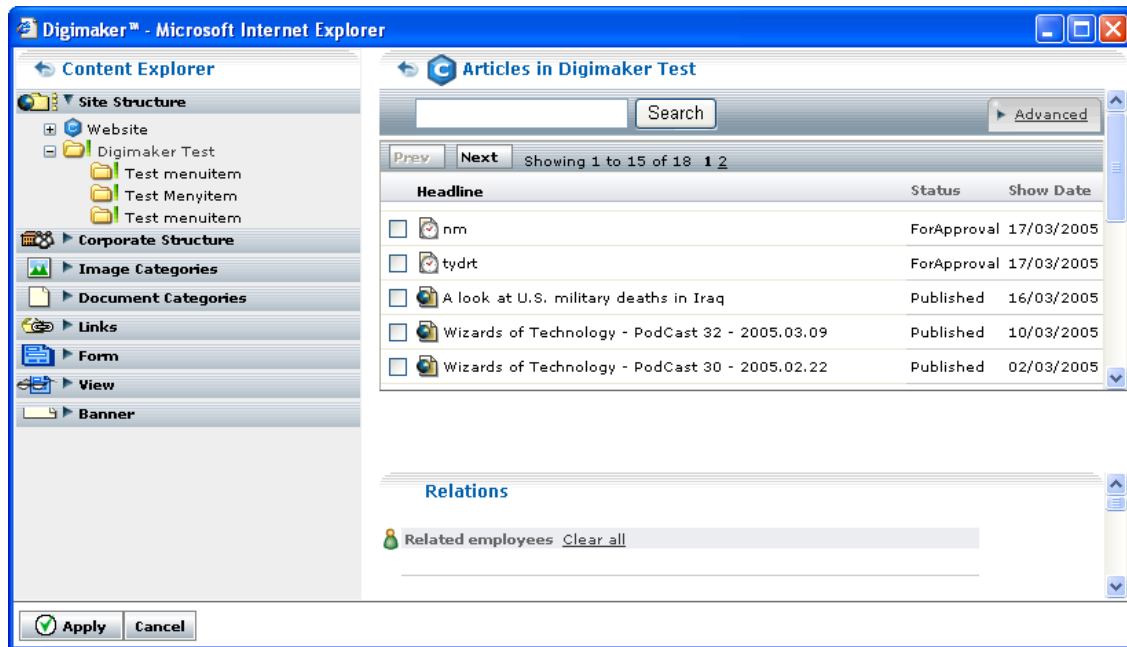


Figure 10-15: Relating Articles

Related articles

To relate other articles to an article,

- Step 1:** Choose **Select Related Articles** to relate other articles to the current article. A pop-up window will be displayed where you can select articles already organised under different menu groups.
- Step 2:** First choose a menu group, then an article(s) in that menu group. When you have chosen the article(s) you wish to relate, click on **Apply**. You can also search for articles. When the search results are displayed you can choose which articles you want to relate to by clicking the checkboxes.

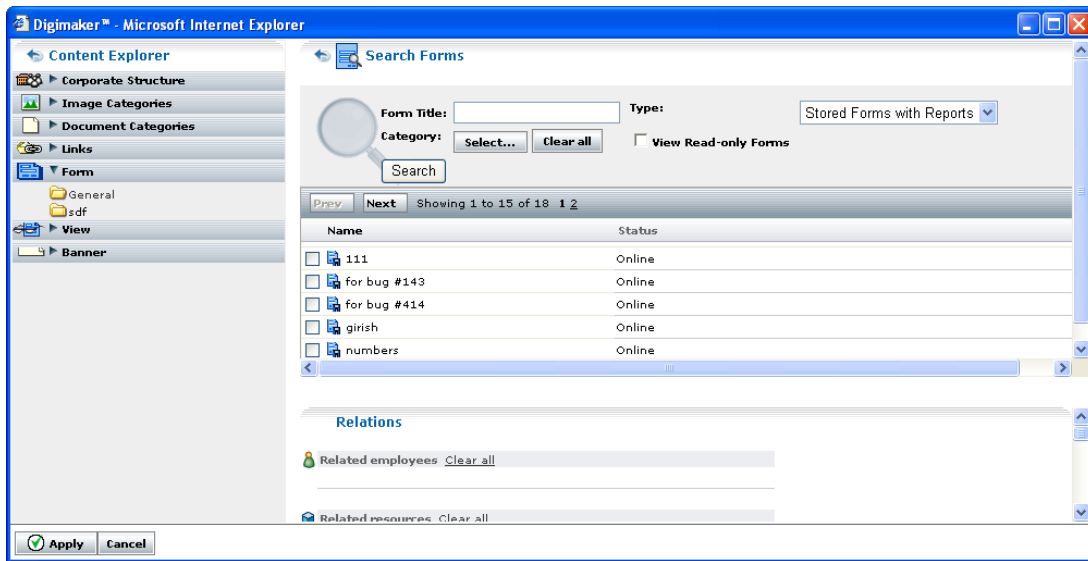


Figure 10-16: Related Forms

Related Forms

To relate forms to an article,

- Step 1:** Choose **Select related Forms** to add system forms to the current article. A pop-up window will be displayed where you can select forms already defined in the forms library.
- Step 2:** First choose a category, then a form in that category. When you have chosen the form(s) you wish to relate, click on **Apply**.

You can also search for form views. When the search results are displayed you can choose which forms you want to relate to by clicking the checkboxes.

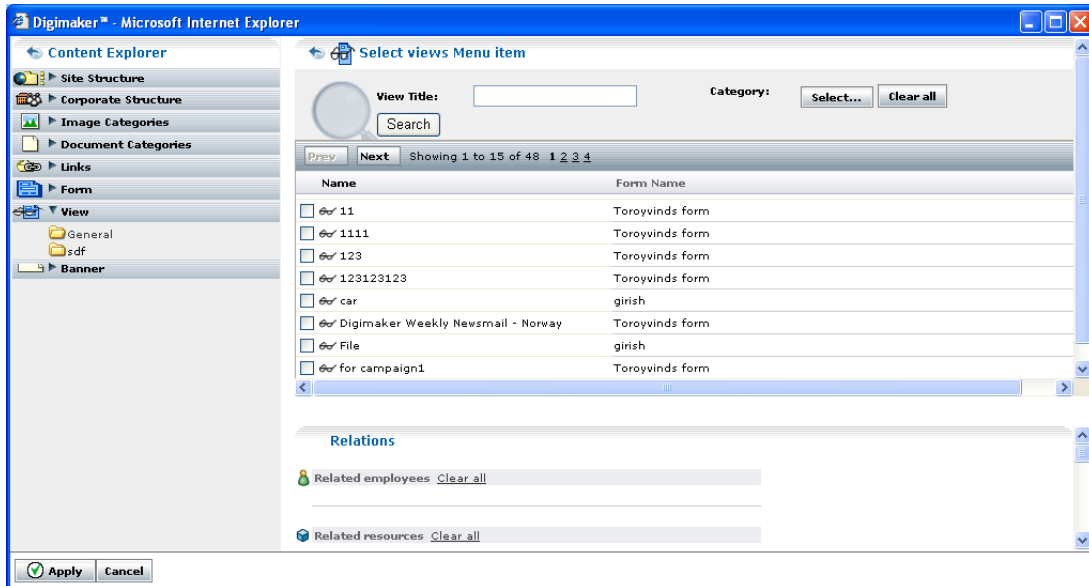


Figure 10-17: Related Forms View

Related Forms View

To relate a Forms View to an article,

- Step 1:** Choose **Select related forms view** to add form views to the current articles. A pop-up window will be displayed where you can select **Form Views** already defined in the views library.
- Step 2:** First choose a category, then a **Forms View** in that category. When you have chosen the **Forms View(s)** you wish to relate, click on **Apply**.

You can also search for **Forms Views**. When the search results are displayed you can choose which **Forms Views** you want to relate to by clicking the checkboxes.

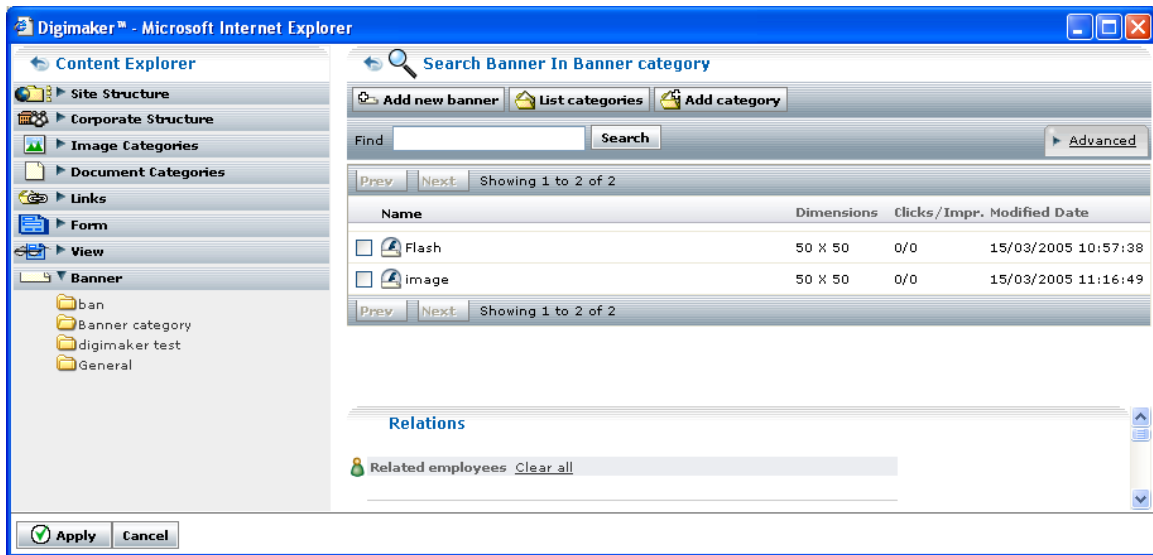


Figure 10-18: Related Banners

Related Banners

To relate banners to an article,

- Step 1:** Choose **Select related banners** to relate a banner to the current article. A pop-up window will be displayed where you can select **Banners** already defined in the Banners library.
- Step 2:** First choose a category, then a **Banner** in that category. When you have chosen the **Banner(s)** you wish to relate, click on **Apply**.

You can also search for banners. When the search results are displayed you can choose which banners you want to relate to by clicking the checkboxes.

Note! In the same window you can also add new banners directly by clicking on **Add new Banner**.

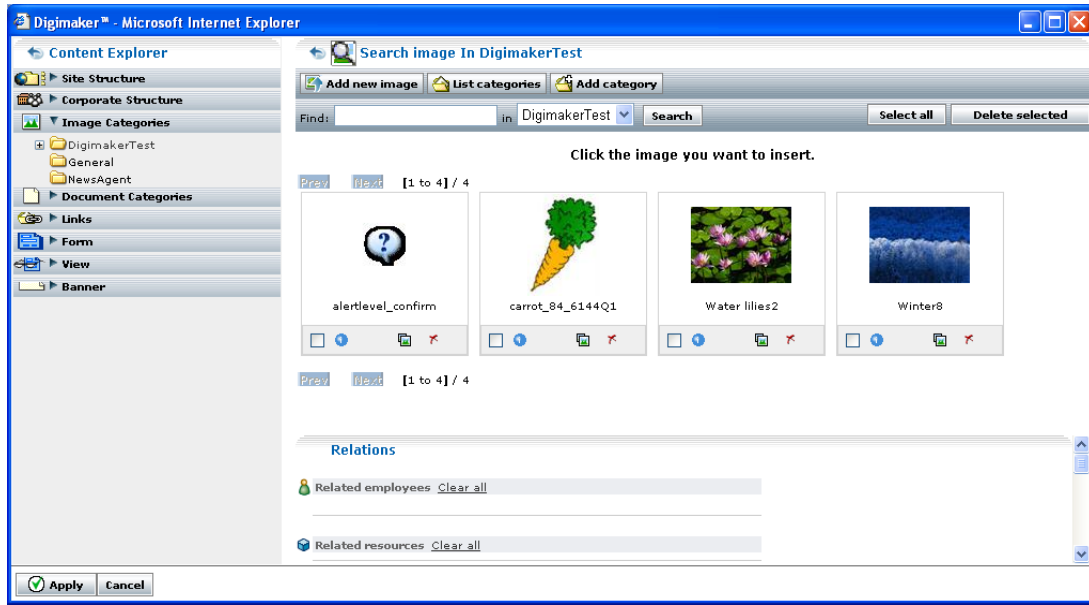


Figure 10-19: Upload Image

Image Related To Article

When you relate an image to an article the placement of that image on the web page is controlled by the design template associated with the article's menu group.



Figure 10-20: Image Related to an Article

Click **Search image** if you want to find an image already in the system select **Search image**.

First select from the image categories to shown in the **Content Explorer** to the left of the screen. The different images defined for the category will be listed. Click the checkbox to select images you want to relate, click on **Apply**.

You can also search for images. When the search results are displayed you can choose which images you want to relate to by clicking in the checkbox.

Note! In the same window you can also add new images directly by clicking on Add new image.

Click **Upload image** If you want to upload a new image select **Upload image**. A pop-up window will be displayed which allows you to browse to an image on your own computer. For more information about uploading images, see section [11.1: Adding and Managing Images](#).

Remove allows you to remove an image related to the current article.

Preview tab

The preview tab gives you the ability to preview how your article will appear on the website after publication.

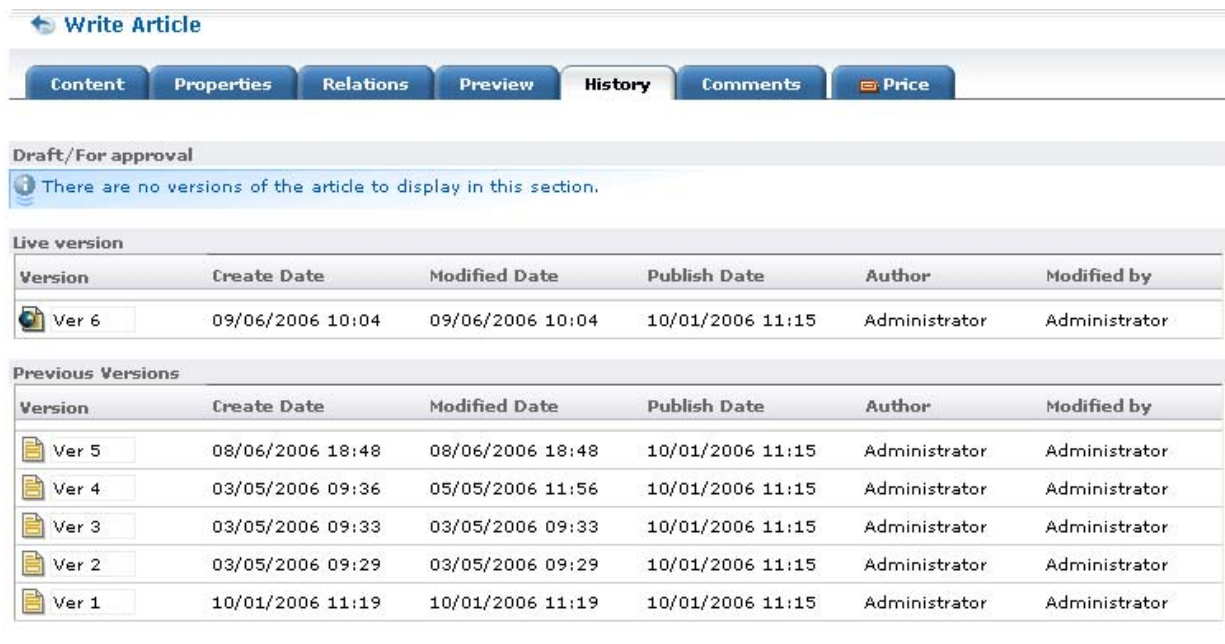


Figure 10-21: Preview Tab

Note! In order to see the preview you must first place the article in a menu group.

History tab

Each time an article is updated, a new version is created. You can retrieve these old versions and re-publish them at any stage by using the **Rollback** function.



Write Article

Content Properties Relations Preview History Comments Price

Draft/For approval

There are no versions of the article to display in this section.

Live version

Version	Create Date	Modified Date	Publish Date	Author	Modified by
Ver 6	09/06/2006 10:04	09/06/2006 10:04	10/01/2006 11:15	Administrator	Administrator

Previous Versions

Version	Create Date	Modified Date	Publish Date	Author	Modified by
Ver 5	08/06/2006 18:48	08/06/2006 18:48	10/01/2006 11:15	Administrator	Administrator
Ver 4	03/05/2006 09:36	05/05/2006 11:56	10/01/2006 11:15	Administrator	Administrator
Ver 3	03/05/2006 09:33	03/05/2006 09:33	10/01/2006 11:15	Administrator	Administrator
Ver 2	03/05/2006 09:29	03/05/2006 09:29	10/01/2006 11:15	Administrator	Administrator
Ver 1	10/01/2006 11:19	10/01/2006 11:19	10/01/2006 11:15	Administrator	Administrator

Figure 10-22: History Tab

Previous Versions	
Version	Create Date
Ver 4	18/03/2005
Rollback	3/2005
Ver 2	18/03/2005
Ver 1	18/03/2005

Figure 10-23: Rollback to Previous Version

Article Status

Your article is now ready to be published. You must now decide what status to give it. You can choose between the following article statuses:

Figure 10-24: Article Status

Publish

If you choose **Publish** and click on **Save** the article will automatically be published on your website. Published articles are shown with a Published icon.

Draft

If you choose Draft and click on **Save** the article will be filed under your chosen menu group, but will not be published on your website. You can retrieve the article at any stage and publish it. Draft articles are shown with a Draft icon.

For Approval

If you don't have privileges to publish an article for the selected menu group, select **For Approval** to send the article for approval to the editor who has access to publish content to the selected menu group. For approval articles are shown with a For Approval icon.

Figure 10-25: Select Role for Article Approval

For more information about sending articles for approval, see section [10.1.1: Sending an Article for Approval](#).

Comments Tab

The **Comments Tab** is a new addition to the article detail page and provides the functionality to add comments to an article.

To add comments to the current article,

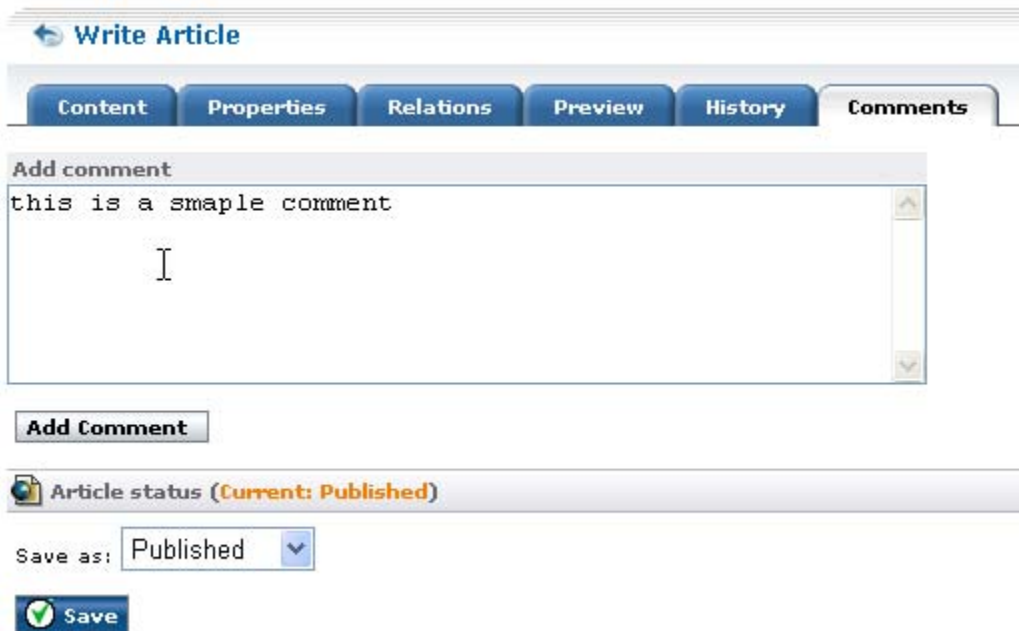


Figure 10-26: Articles Comment tab

Choose the **Comments Tab** while modifying an existing article. Click the **Save comment** button to save only the comment. To save the article along with the comment, click **Save**. Once the comment has been added to the article it will be displayed in the comment text area.

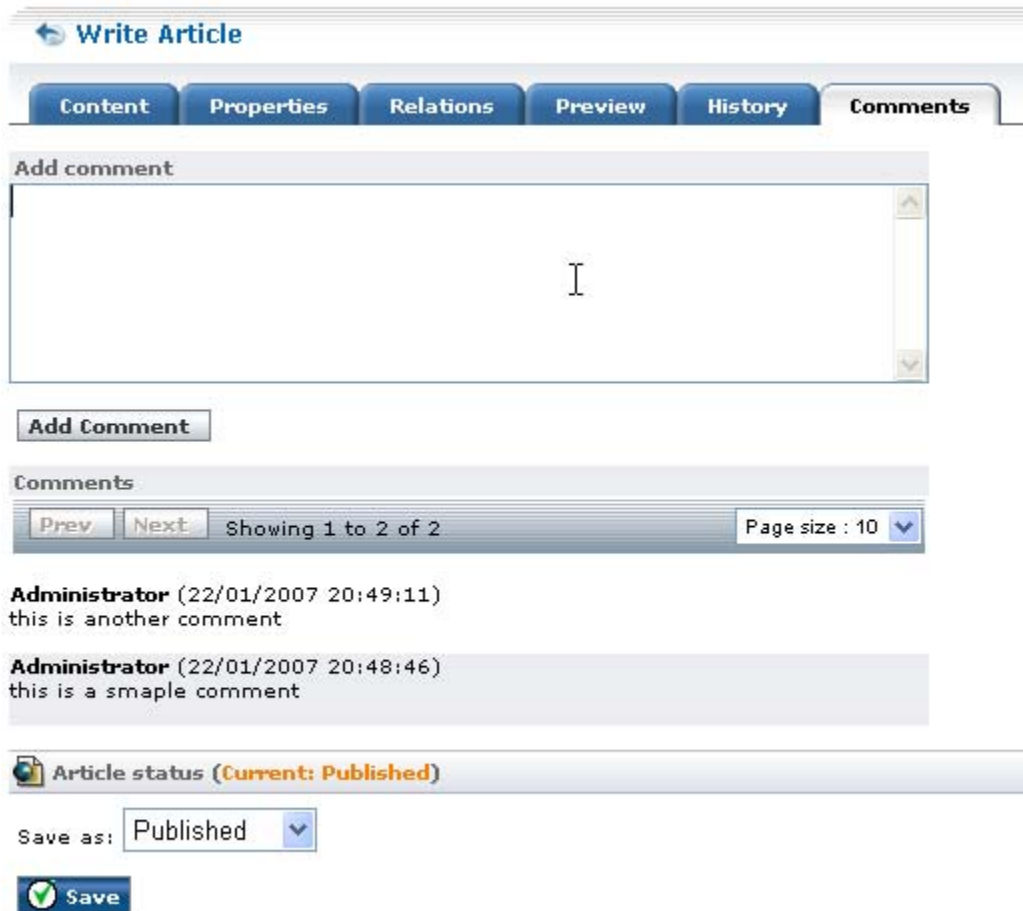


Figure 10-27: Sorting article comments

The comments are sorted on the basis of date and time in descending order.

You can also control the number of comments displayed by changing the Page size from the drop-down list **Figure 10-29: Article Comments - Paging**

Write Article

Content Properties Relations Preview History Comments

Add comment

Add Comment

Comments

Prev Next Showing 1 to 8 of 8 Page size : 10

Page size : 10
Page size : 25
Page size : 50

Administrator (22/01/2007 20:51:33)
more comments

Administrator (22/01/2007 20:51:27)
more comments

Administrator (22/01/2007 20:51:13)
more comments

Administrator (22/01/2007 20:50:58)
more comments

Administrator (22/01/2007 20:50:53)
more comments

Administrator (22/01/2007 20:50:50)
more comments

Administrator (22/01/2007 20:49:11)
this is another comment

Administrator (22/01/2007 20:48:46)
this is a smaple comment

Article status (Current: Published)

Save as: Published

Save

Figure 10-28: Article Comments - Paging

While a comment is being saved the page may display a loading graphic. This is to inform you that the comment you added is being saved to the Digimaker database.



Figure 10-29: Comments Page-Loading Graphic

Article Check-In and Check-Out functionality

Digimaker 6.0 includes article check in and check out functionality which can be enabled or disabled from the Digimaker Server Manager.

When you open an existing article, the article will be checked out by the logged in user automatically and a message will be displayed on the top of the article display page as shown below.

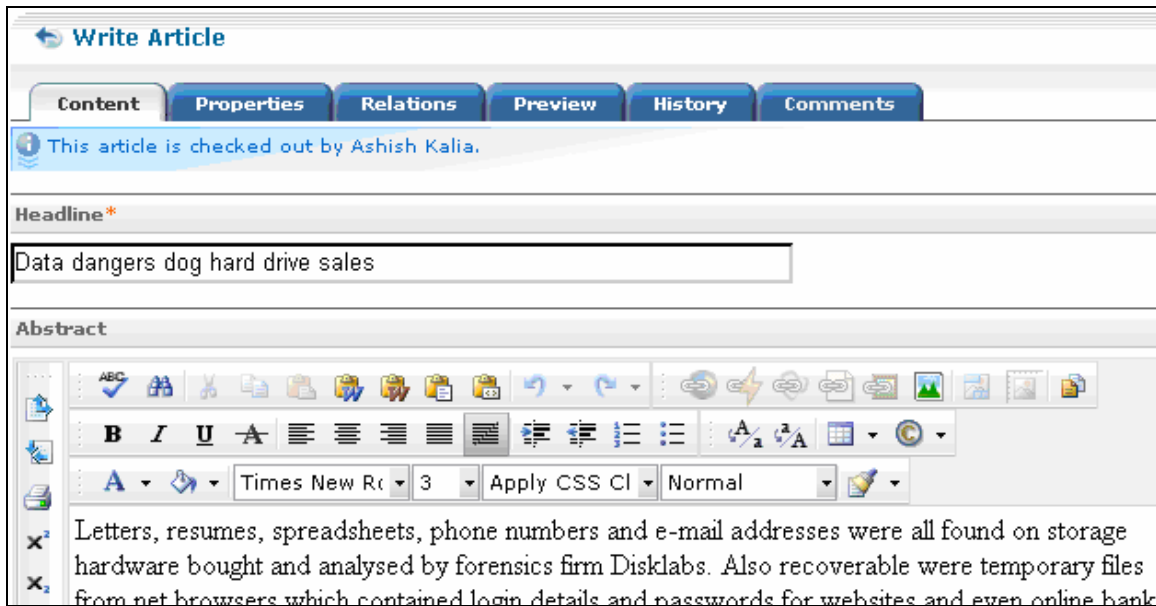


Figure 10-30: Check-In Check-Out

The message in shows the owner of the article at that time. Instead of only one save button, the article editor displays three buttons.



Save

After clicking this button the article will be saved with the changes made but user will still be the owner of the article.

Check in

After clicking this button the article will be saved with the changes but the user will no longer remain the owner of this article.

Undo Check out

Clicking on this button will simply discard all the changes made and will take the control to the list control with normal status of the article.

Snippet Manager



Figure 10-31: Snippets Button

Another new functionality that has been added to the article editor in Digimaker 6.0 is the snippet manager.

To use the snippet manager,

- Step 1.** In the article editor, click the snippets manager button, this displays the Snippets manager popup.

Snippets are usually little bits of content that you add all the time. Its more productive to save snippets as files, upload and reuse them from with in Digimaker.

The Snippet manager popup window allows your to upload and choose small snippets of html code or text. The html file should not contain any html and body tags.

Example:

```
<strong>This is how it works</strong>
```

```
<tr><td>one</td></tr>
```

```
<tr><td>one</td></tr>
```

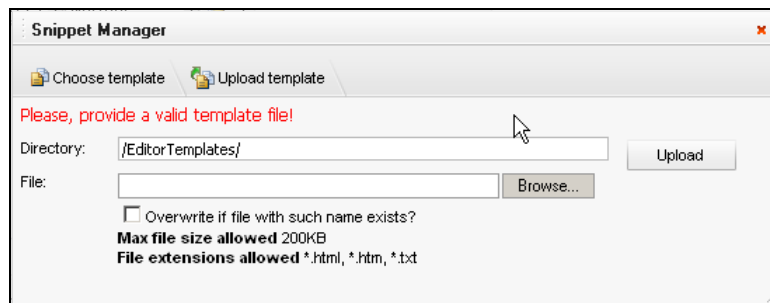


Figure 10-32: Upload template

- Step 2.** Click the Upload tab, and browse for the file. Make sure you choose a txt file or a html file.

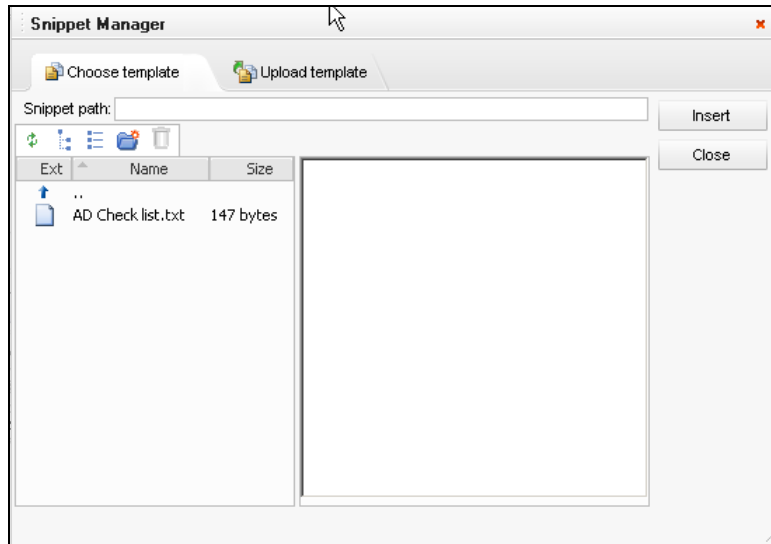


Figure 10-33: Choose template

- Step 3.** Click on the snippets manager tab, you should now see the file you uploaded in the left pane. Choose the file that you need to insert into the body of your article and click insert. You should now see the snippet content inserted into your article.

Configuring the article editor in Digimaker.

The Article editor in Digimaker 6.0 is fully configurable.

To configure the article editor,

Navigate to the root folder of the digimaker site and edit **toolsfile.xml**. This file is basically a collection of keys and values which should be fairly easy to edit.

If you want to alter the way the editor looks for the article abstract and the article story, you will need to follow the simple procedure below:

Navigate to **<InstallationPath>Digimaker Server\6.0\Web\RadControls\Editor**. Under this directory, copy **ToolsFileAbstract.xml** and **ToolsFileFull.xml** into the website root. Edit this file the same way you edited the toolsfile.xml file. Specific keys show/hide and enable/disable features in the article editor.

1.2 How to re-publish a previous version of an article

Each time an article is updated, a new version is created. All versions of an article are stored in the article **History tab**. You can retrieve old versions and re-publish them at any stage by using the **Rollback** function.

To republish a previous version of an article,

Step 1: Use **Web Site Structure** under **Content Explorer** and click on the menu group the article is filed in. Click on the article and choose the **History tab**.

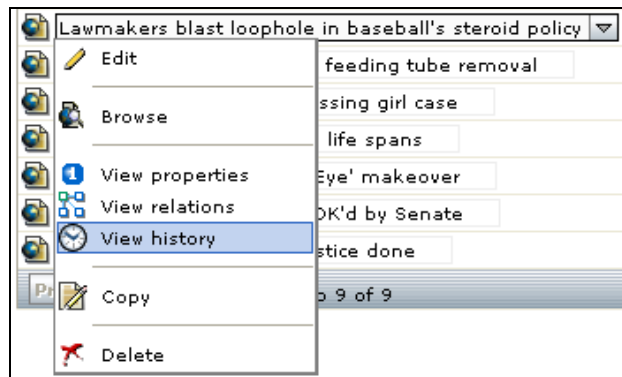
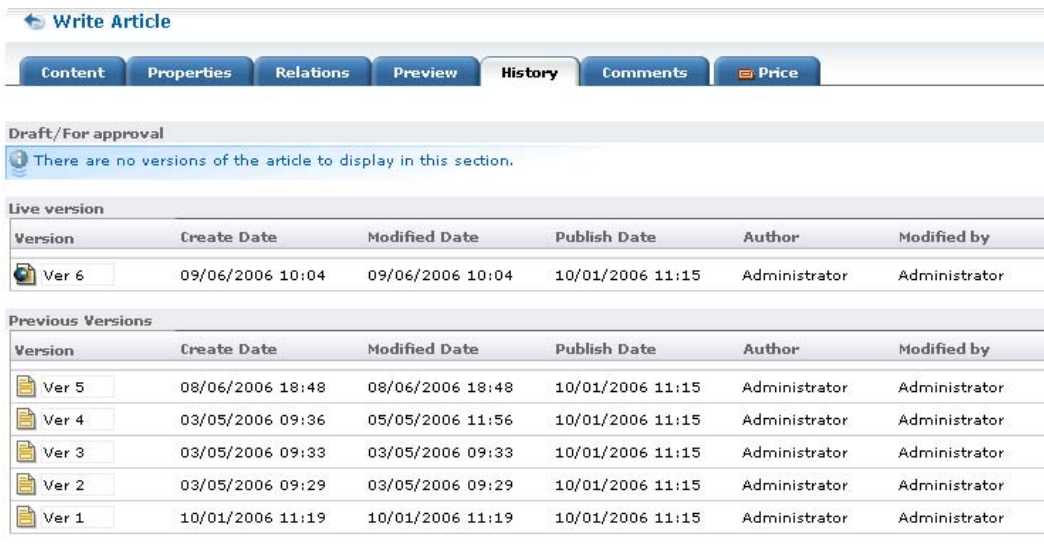


Figure 10-34: View History of Article

You can also use the options pop-up menu to access the History tab. You can use the search function to locate the article you want to re-publish.



Write Article

Content Properties Relations Preview **History** Comments Price

Draft/For approval

There are no versions of the article to display in this section.

Live version

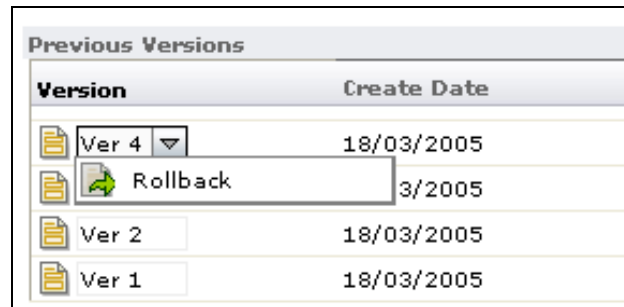
Version	Create Date	Modified Date	Publish Date	Author	Modified by
Ver 6	09/06/2006 10:04	09/06/2006 10:04	10/01/2006 11:15	Administrator	Administrator

Previous Versions

Version	Create Date	Modified Date	Publish Date	Author	Modified by
Ver 5	08/06/2006 18:48	08/06/2006 18:48	10/01/2006 11:15	Administrator	Administrator
Ver 4	03/05/2006 09:36	05/05/2006 11:56	10/01/2006 11:15	Administrator	Administrator
Ver 3	03/05/2006 09:33	03/05/2006 09:33	10/01/2006 11:15	Administrator	Administrator
Ver 2	03/05/2006 09:29	03/05/2006 09:29	10/01/2006 11:15	Administrator	Administrator
Ver 1	10/01/2006 11:19	10/01/2006 11:19	10/01/2006 11:15	Administrator	Administrator

Figure 10-35: History of an Article

Step 2: Locate the version you want to re-publish in the list of previous versions, and choose **Rollback** from the version pop-up menu.



The screenshot shows a window titled "Previous Versions" with a table of version history. The table has two columns: "Version" and "Create Date". The first row shows "Ver 4" with a dropdown arrow and a date of "18/03/2005". The second row shows a "Rollback" option with a green arrow icon and a date of "3/2005". The third row shows "Ver 2" with a date of "18/03/2005". The fourth row shows "Ver 1" with a date of "18/03/2005".

Version	Create Date
Ver 4	18/03/2005
Rollback	3/2005
Ver 2	18/03/2005
Ver 1	18/03/2005

Figure 10-36: Rollback

Step 3: If you want to make changes you can do it before you select Publish and click the **Save** button. You have now published the old version.

Note! In order for the old version to be re-published you have to make sure it has the correct status of Published.