eZ Publish
Website Interface

User Guide

version 1.3

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1. Introduction

The eZ Publish Website Interface is an extension to eZ Publish that makes it simple for users to create and maintain website content. The Website Interface integrates into the front-end of the website, making content management intuitive and easy to learn. Most website management tasks can be performed through the Website Interface.

The Website Interface is implemented as a "site package" that is installed by the eZ Publish Setup Wizard. Simple site customization is done via site style packages that are imported via the Administration Interface.

1.1. About eZ Publish

eZ Publish is a full-featured Enterprise Content Management System that includes sophisticated features that support multiple authors working on the same site, multiple kinds of content (text, images, multimedia files), content version management and multi-language sites. As an Enterprise Content Management System framework, eZ Publish is highly customizable, capable of fulfilling the complex needs of large organizations.

eZ Publish Premium bundles the leading eZ Publish with support and maintenance from eZ. By purchasing eZ Publish Premium, you receive support from the makers of eZ Publish; can open support tickets for issues; have eZ monitor the health of your installation; and have eZ perform updates. In short, eZ Publish Premium combines the freedom of Open Source with the guarantees and security of an enterprise software vendor.

1.2. Target audience

There are three manuals for the Website Interface:

- User Guide
- Installation Guide
- Customization Guide

This manual (the User Guide) describes how to perform daily tasks like adding and managing content through the Website Interface. It is intended for content editors and authors. For information about performing more complex tasks through the Administration Interface, refer to the eZ Publish User Manual on http://ez.no/doc.

1.3. Conventions

- Code samples, functions, variable names, etc., are printed in `monospace font`.
- Filenames and paths are printed in `monospace italic font`.
- Commands are printed in `monospace bold font`.
- Elements of graphical user interfaces (such as buttons and field labels) are printed in **bold font**.
- Component names (such as application and content class names) are capitalized, for example "Administration Interface" and "the Folder content class").
- In sample URLs, replace "www.example.com" with the domain name of your site.
- The screenshots in this document might have been modified to fit the page or to illustrate a point, and therefore might not exactly match the display on your site.

- Because the design of your website can be customized to suit your needs, descriptions of the location of various links may not match their location on your site. When this is the case, we note that we are referring to the item's location in the default site design.

1.4. More resources

For assistance with the Website Interface, refer to the following resources:

- **eZ Publish documentation**: The Website Interface is an extension to eZ Publish. Documentation for shared features is not reproduced in these manuals. Instead, where appropriate, there are links in this document to the online versions of the eZ Publish documentation, located at http://ez.no/doc.

- **eZ Publish forums**: The forums on the eZ Systems website are a valuable community-driven resource, where eZ Publish users provide assistance and support to each other. Accessing the forums is free. The forums are located at http://ez.no/developer/forum.

- **Support from eZ Partners**: eZ's global network of partners provide professional assistance for all eZ products. To find a partner, contact sales@ez.no.

- **Other eZ solutions**: For information about other solutions provided by eZ Systems, refer to http://ez.no/support_and_services.

- **Training and certification**: eZ Systems and eZ Partners offer training courses and certifications for eZ Publish. Contact sales@ez.no or visit http://ez.no/support_and_services/training for more information.

1.5. Contacting eZ

For non-technical questions regarding eZ Systems, eZ Publish or the Website Interface please contact us:

- http://ez.no/company/contact

- info@ez.no

We welcome your suggestions and comments on this manual. Please write team-knowprod@ez.no.

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2. Interface overview

On eZ Publish sites running the Website Interface, there are two mechanisms for working with site content: the Website Interface and the Administration Interface.

2.1. The Website Interface

The majority of the work on an eZ Publish Website Interface site is done via the Website Interface. The elements of this interface are only displayed to users who belong to a group with Editor or Administrator rights. Therefore, site guests, even if they are registered, cannot access the Website Interface.

Refer to the section "Managing your user profile" for instructions on logging in to the Website Interface. You should first create a new user account (instead of using the administrator account created during the installation) as described in the next section. Accessing and using content management functions in the Website Interface is described in the "Managing content" section.

2.2. The Administration Interface

More complex administrative tasks, such as user management and site design, are done through the Administration Interface. Generally only advanced users, such as site administrators and webmasters, need to use the Administration Interface. All of the editing tasks that can be performed via the Website Interface can also be performed via the Administration Interface.

Refer to the "User accounts" section for instructions on accessing and using the Administration Interface.

3. Managing user accounts

This section explains how to create and manage user accounts. Users must have an account in order to access the Website Interface. User accounts are created in the Administration Interface. Each user account has an associated user profile that contains personal details about the user. Individual users can manage the profile details associated with their account via the Website Interface (by clicking the **My profile** link).

In most cases, the site administrator will create accounts for each user who has the right to add and edit content. ("Guest" users, who have only limited content-creation rights such as the ability to post to forums or add comments to pages, can create their own accounts.) Therefore, this section is only applicable to people who are responsible for site administration.

3.1. Creating a user account

Before you can start adding content to your web site, you need to create a user account that has the rights of an "editor".

3.1.1. Logging in to the Administration Interface

The Administration Interface is used to create user accounts. To access the Administration Interface, use the URL *http://example.com/ezwebin_site_admin*, where "example.com" is the domain name of your site. Log in with the default user name "admin" and the password that you specified for the "admin" account during the installation process. You can also access the Administration Interface from the front-end of your site. Select the **Login** link (located by default in the area at the top right of the each page), specify the administrator user name and password and check **Log in to the administration interface of eZ publish**.

3.1.2. Creating a new user account

In the Administration Interface, click the **User accounts** button in the horizontal menu bar, then click the **Editors** link in the left navigation panel.

To create a new account in the **Editor** group:

> In the **Sub Items** panel, select **User** from the drop-down list box.

1. Click the **Create here** button.
2. Enter information about the user.
3. Click the **Send for publishing** button.

The new user account is a member of the **Editor** group and automatically gets the privileges associated with that group. The user will be able to change some of this information (such as his name, password and email address) via the Website Interface.

3.1.3. User groups, roles and policies

The item **Editors** in the left navigation menu represents a user group. Each user group is associated with a set of user policies that determine the privileges of users assigned to the group. When you create a new user account, it automatically inherits all the user rights associated with the group under which it was created.

To view or edit the policies assigned to a group, click **Roles and policies** in the **Access control** panel on the left side of the screen. All of the configured roles are displayed in the main area of the Administration Interface. A role is a container for one or more policies. Roles can be assigned to groups or to individual user accounts.

This combination of users, groups, roles and policies is referred to as "access control". These can be highly customized via the Administration Interface. To find out more, refer to the online eZ Publish manual:
http://ez.no/doc/ez_publish/technical_manual/3_10/concepts_and_basics/access_control

The pre-configured user groups are:

User group	Description
Administrator users	Superusers. A superuser has access to all functionality in all areas of the website. The administration account for the site should never be used for day-to-day tasks. Instead, it should only be used when you need to access advanced functionality (as described in the relevant sections of this manual).
Editors	Content editors. These users can add, modify and delete content.
Partners	Visitors. These users can access areas of the site that are hidden from users who are members of groups with lesser privileges.
Members	Anonymous users who have created their own account. Self-registered users are automatically assigned to the Members group. They can create topics and replies in forums, and add comments whenever the comment functionality is enabled. They can also modify personal account information (such as email address and photo).
Anonymous users	Visitors that have not logged in. They can read all the site content that is not restricted to registered users.

3.2. Removing a user account

In most cases, it is better to disable a user account than to delete a user account. Disabling a user account prevents the user from logging in, but does not remove the user's association with content that she wrote.

When you delete a user account, the "author" attribute is removed from content posted by the user. While the content itself is not deleted, it is no longer possible to know who posted it. If you delete a user who has not added any content, there will not be any consequences from the deletion.

3.2.1. Disabling a user account

To disable a user account:

1. Log in to the Administration Interface.

2. Click the **User accounts** button in the horizontal menu bar.

3. Click the user account you want to disable.

4. Click **Configure user account settings**.

5. Disable the **Enable user account** checkbox and click the **OK** button.

The account is now disabled, and the user cannot log in. To enable the account again, simply check the **Enable user account** checkbox and save the changes.
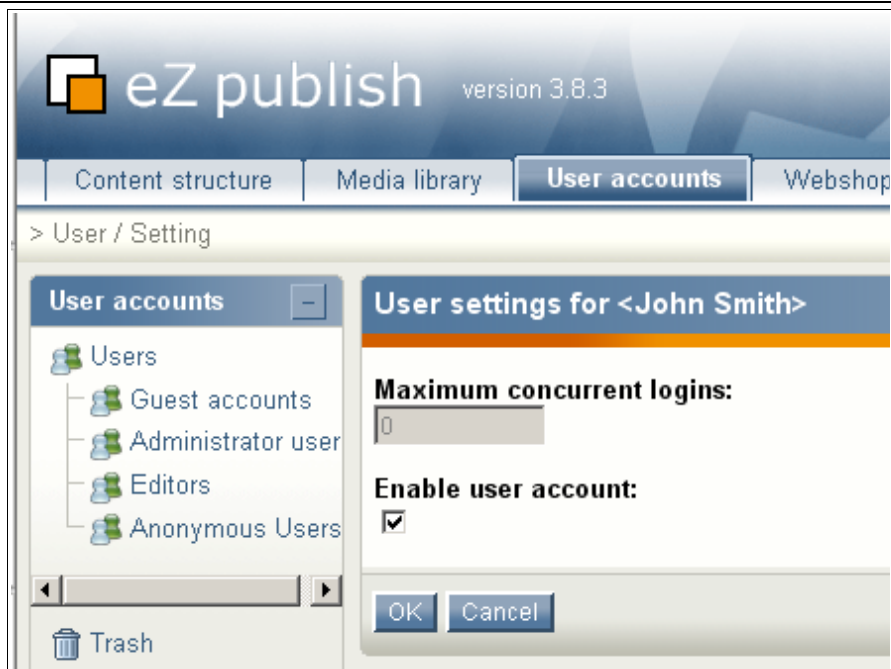
3.2.2. Deleting a user account

To delete a user account:

1. Access the user account you want to delete (as described above).

2. Click the **Remove** button.

3. Confirm the deletion by clicking the **OK** button.

The user account is now deleted.
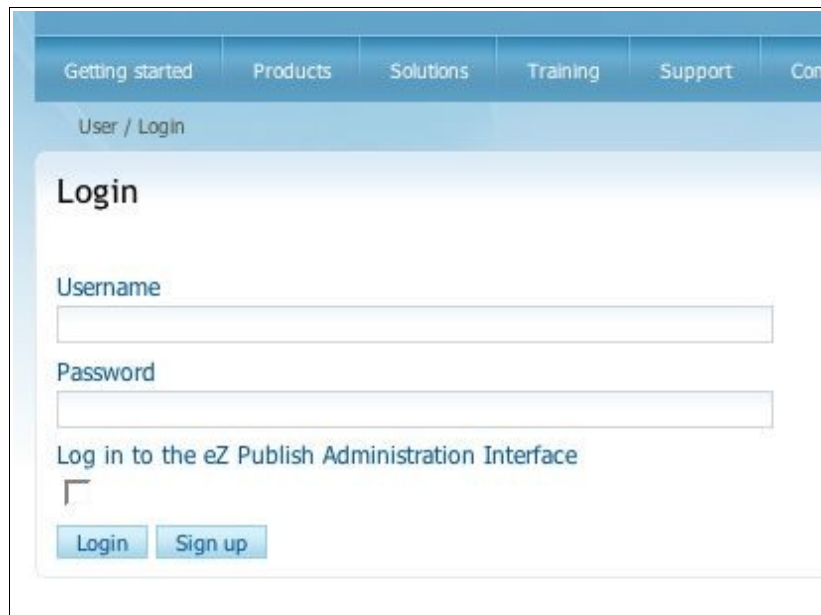
4. Managing user profiles

The personal details and account preferences associated with a user account are called the "user profile". To view or modify your own user profile, use the Website Interface. To view or modify another user's profile, use the Administration Interface (described above).

4.1. Logging in to the Website Interface

To log in to the Website Interface, click the **Login** link located by default in the top right corner of any page.

Enter your user name and password then click the **Login** button.

4.2. Editing your profile

The Website Interface can be used to modify some of the personal information in your user profile. After logging in, click the **My profile** link located (by default) in the top right corner of the page. This will display a page that shows your current settings and contains links to pages where you can configure your preferences (described below).

To modify your personal information, click the **Edit profile** button.
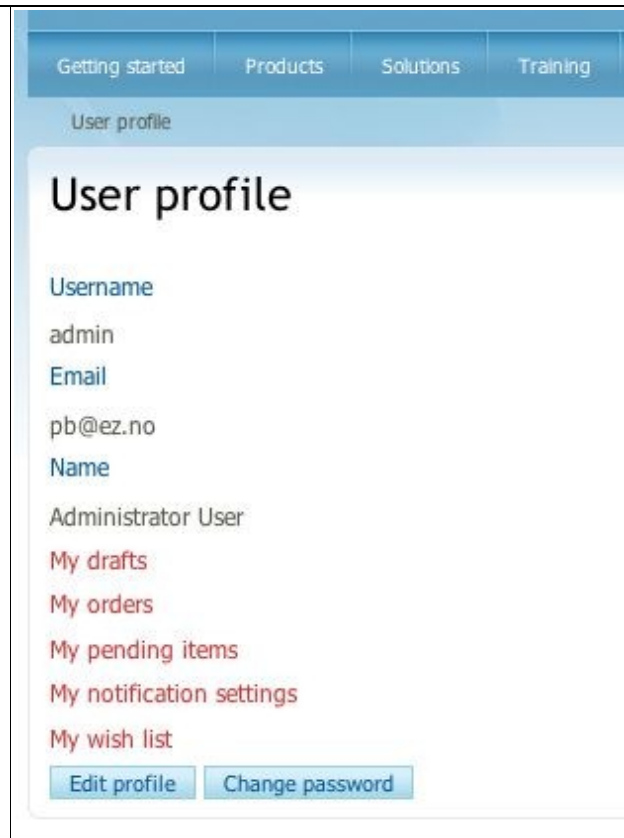
4.2.1. Editing language settings

If your site is configured for multiple languages, after clicking the **Edit profile** button, a page is displayed that allows you to configure the languages related to your user account. eZ Publish can be configured to support multiple languages. (For instruction, refer to the eZ Publish Installation Guide.) The text components of each "object" (a user account, an article, a forum post, an image) can exist in multiple languages. When a site visitor selects a language (from the language list located by default in the top left corner of the page), the text components of objects will subsequently be displayed in the language they selected (if a translation exists in that language).

For example, if an article exists in both French and English, a user who has specified "English" as his language will see the English version, while a user who has specified "French" as her language will see the French version. If a user specifies "German" as his language, and no German translation exists for the article, the user will see the article in the site's default language.

Similar to the article example above, a user's personal information can be published in multiple languages. (This only affects the user's signature and alternative text for their image, not other characteristics such as their first or last name.) As an example of how this is used, a user might enable the French site interface while replying to a forum post written in French. In that case, the French translation of their signature will be appended to their post. If the same user enables the English site while replying to a forum post, the English translation of their signature will be used.

The following configuration options are available for language settings:

- **Select the language you want to use when editing the object**: If multiple languages have been enabled for this user account, they will all be listed here. Click the radiobutton beside the language that you wish to edit.

- **Select the language you want to add to the object**: To add additional languages to the user account, select them from this list. This list shows all the languages that are enabled for your eZ Publish installation.

- **Select the language the added translation will be based on**: If you choose a language to base the translation on, then the current content will be displayed on the edit page, as opposed to editing without basing the translation on existing text, where you will see a edit page with all empty attributes. This means you will have to enter all information from scratch (except the attributes that are un-translateable).

When complete, click the **Edit** button.

4.2.2. Editing personal details

After you have selected the desired translation (if multiple languages have been configured for your site), the page containing your personal information will be displayed. The following items can be edited:

- First name
- Last name
- Password
- Email address
- Signature (used in forums)
- Image (used in forums)
- Alternative image text (an accessibility standard requirement, but not a mandatory field)

When complete, click **Send for publishing** to save, or **Discard** to go back to the site's main page.

4.3. Managing drafts

A "draft" is content that has been entered into eZ Publish but has not yet been published. Drafts can be either new content or modifications to existing content. Site visitors cannot see draft content, but the user who created the draft can access, edit and publish it.

To view all the pages where you have saved drafts:

1. Access your user profile as described above.
2. Click on the link **My drafts**.

Click on the name of a draft (or on the **Edit** button on the right side of the draft item) to resume editing. The standard editing interface will be displayed. After making your

changes, you can either publish the object or save it as a draft again for later editing.

To delete your drafts, click the **Empty draft** button.

See "Saving drafts" for information about creating drafts.

4.4. Managing Webshop orders

If the web site is configured to sell products via a Webshop, users can access their order history and current order status via their profile page.

To view orders:

1. Access your user profile as described above.

2. Click **My orders**.

4.5. Managing email notifications

The email notification service sends an email to you every time a specific part of the web site is changed. This is commonly in forums, where users like to be notified by email whenever a reply is added to a topic.

The Notifications settings page is used to modify three aspects of this feature: the frequency of notifications; whether or not notifications are sent individually or combined into one digest; removing the notifications setting from pages for which you previously requested notifications.

To access your notification settings:

1. Access your user profile as described above.

2. Click on the link **My notification settings**.

3. After you have completed your changes, click the **Store** button at the bottom of the page.

The following settings can be modified:

- **Receive all messages combined in one digest**: If this option is enabled, all your notifications will be combined into a single email. If you specified notifications for more than one page, you will only receive a single email even if more than one page is modified during the notification period.

- Time settings: Specify the frequency of notifications. Use the **Time of day** field to specify the time that the notification email will be sent. Use the **Daily**, **Weekly** and **Monthly** fields to specify the frequency of notification emails.

- **Node notification**: To remove a page for which you had previously requested notifications, click the checkbox beside the page then click the **Remove** button.

4.6. Managing wish lists

If your site has a Webshop, visitors have the option to add products to a wish list. The wish list button is displayed on each product page. To modify or remove items on a wish list:

1. Access your user profile as described above.

2. Click on the link **My wish list**.

3. Select an item from the list by checking the corresponding box on the right.

4. To change the quantity of items on the wish list, enter a new **Count** and then click

Store.

5. To remove an item from the wish list, click **Remove items**.

5. Managing content

This section explains how to add, edit, and remove content using the Website Interface. In order to manage content, you must be logged in as a user with editing rights (by default, a member of the Editors or Administrators groups).

5.1. About content

eZ Publish supports various types of content, such as images, articles, multimedia files, forums, feedback forms, etc. A particular kind of content is called a *content class*, while a specific piece of content is called a *content object*.

A *content class* can be thought of as a template for a particular type of content that expresses that object's attributes. For example, the Article content class contains attributes like title, name of author, introduction text, the text of the article, etc. Although not all of these attributes are mandatory, they are all a part of the article content class, and so all content objects based on this class can have data for the attributes defined in the content class.

Content objects can be both individual objects and containers for content located beneath them in the content hierarchy. For example, one or more Article content objects is generally stored beneath a Folder object. When the Folder object is displayed, it automatically displays a summary list of the articles stored beneath it. (This is part of the internal template for the Folder content class.)

Each content class has a different template for displaying a content object's attributes. Therefore, just because one content object is stored beneath another content object in the content hierarchy doesn't mean the lower content object will be displayed when the higher content object is displayed. For example, if "Article B" is located beneath "Article A", "Article B" will not be shown when "Article A" is displayed, because displaying items located lower in the hierarchy is not part of the Article content class template.

In addition to the display characteristics defined by each content class's template, some content objects can display other objects located anywhere on the site. For example, you can "embed" objects in other objects (for example, embedding an image in an article) using the linking tool in the Online Editor (described below). The content class of both the source object (in this example, the article) and the embedded objected (in this case, the image) determines whether or not they allow for object embedding. (For example, you cannot embed a folder in an image – it is not allowed by the Image content class.)

The content hierarchy is an important concept when creating new content. If you are relying on content objects higher in the hierarchy to display the new content that you are adding, you probably want to add the new content beneath the content container. For example, if you want a Folder content object to automatically display a list of articles, those articles must be located beneath the Folder content object. You can manually add a link to an article in the text of a Folder content object; however, if you delete the article, the link will be broken.

5.2. Adding, editing and deleting content

When you are logged in with a user account that belongs to the Editor or Administrator group, the Website Toolbar (shown below) is displayed on each page of the site.

The buttons available from the Website Toolbar vary depending on whether your user account belongs to the Editor or Administrator group. If it belongs to the Editor group, only buttons that are applicable in the current context are available. Also, the buttons displayed to editors are limited according to the rights granted to the Editor user group. (All buttons are displayed to users who belong to the Administrator user group.)

In addition to the buttons that are displayed, the content classes displayed in the drop-down list vary according to whether your user account belongs to an Editor or Administrator group. If you are logged in as an administrator, all content classes are displayed, regardless of whether or not the class can be displayed within the current context. (For example, when you are logged in as an administrator, you are allowed to create a blog post underneath a folder, even though a blog post can only be displayed by a blog container.) If you are logged in as an editor, only content classes relevant to the currently displayed object are displayed in the drop-down list. (For example, the **Blog post** content class is only shown in the drop-down list when a **Blog** content object is displayed.)

The Website Toolbar only displays the OpenOffice.org import / export buttons when you are viewing a content object that is a container for the **Article** content class. Refer to the "OpenOffice.org support" section for more information.

- **To add content**: Browse to the page under which you want to add the new content, select the type of content you want to add from the drop-down list, then click the **Create here** button. (For more information, see the descriptions for the individual content classes below.)

- **To edit content**: Browse to the page that you want to change then click the **Edit** button. (For more information, see the descriptions for the individual content classes below.)

- **To move content**: Browse to the page that you want to move then click the **Move** button. (For more information, see the "Moving content" section.)

- **To delete content**: Browse to the page that you want to delete then click the **Remove** button. (For more information, see the "Removing content" section.)

- **To display content in more than one area of the site**: Browse to the page you want to display then click the **Add locations** button. (For more information, see the "Displaying the same content in multiple locations" section.)

5.3. The Online Editor

The Online Editor is a web-based rich text editor that enables you to do advanced text formatting (such as headings, tables, lists and links) and to embed content objects into text blocks. When you edit a content object, any attributes of the content object that allow rich formatting are displayed within the Online Editor interface.

The interface is a simplified version of that found in standard text editing applications (such as OpenOffice.org's Writer application and Microsoft Word). For complete documentation, refer to http://ez.no/doc/extensions/online_editor/4_x.

5.4. Content classes

The following sections describe each content class available in eZ Publish. As described above (in the section "Adding, editing and deleting content"), the list of content classes

displayed in the drop-down list vary according to the content object that is currently displayed and whether your are logged in with a user account that belongs to an Editor or Administrator group.

5.4.1. Content | Article

The Article is the most commonly used content type. In addition to text, articles can display images stored in other areas of the site, author information, etc. Single-page articles are created using the **Article** content class (described in this section). Multi-page articles are created using the **Article (main-page)** and **Article (sub-page)** content classes (described in the following sections).

To create an article, select **Article** from the drop-down menu in the Website Toolbar then click the **Create** button.
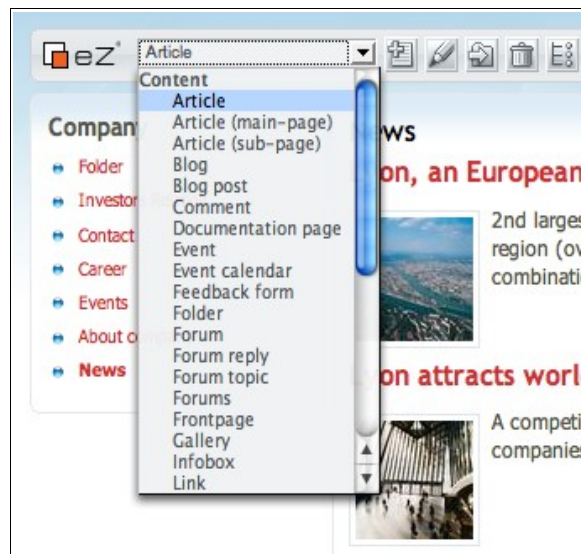
Attributes

- **Title**: The title of the article is shown at the top of article pages, and as linked text when the article is included in a list.

- **Short title**: Used in the Administration Interface in the navigation tree-structure. It is also displayed (if set) in the public site in places like the title of the browser window, the navigation history (breadcrumbs) and so on. Because of this, you should aim at keeping it short.

- **Author**: If these fields are filled in, the name and email address will be displayed under the title of the article (similar to a byline in a magazine). The Name field can also contain additional information, such as the author's title (for example "John Doe, Product manager").

Edit Article - New product release

Title

New product release!

Short title

New product release

Author

	Name	E-mail
☐	John Doe	jd@example.com

Remove selected   Add author

- **Summary**: This is an introduction for the article. In the default design, this text is displayed in bold as a separate paragraph at the top of the page.

- **Body**: The content of the article.

- **Enable comments**: If this checkbox in enabled, site visitors can add comments that will be appended to the article.

- **Image**: To add an image from your local drive to an article, click the **New image file for upload** button and select the image from your local filesystem. This image will be displayed at the top of the article. To embed an image that is already uploaded to the site, or to position an image in different areas of the article, use the Online Editor's **Link** function (described in the "Frontpage" section below). Use the **Alternative image text** to provide text that describes the image (particularly for browsers where images are not available). Use the **Caption** field to create a caption that will be displayed beneath the image.

- **Publication date / Unpublish date**: These fields are used to schedule the date and time when an article is published or archived. For example, if you set a publish date of twelve hours ahead of the current time on the server, the article will not be available for viewing by site visitors until the system time matches the publish date and time. Similarly, if you set an unpublish date for twelve hours ahead of the current time, the article will be deleted when the system time matches the unpublish date and time. (See "Removing content" for instructions on accessing the trash.)

- **Tags**: Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL
http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all items that have a specific tag by accessing the URL
http://www.example.com/<language>/content/keyword/<tag>.

5.4.2. Content | Article (main-page)

The difference between the **Article** content class described above and the **Article (main-page)** content class described here is that the **Article** content class is used to create single-page articles, while the **Article (main-page)** and **Article (sub-page)** classes are used to create multi-page articles. (The **Article (main-page)** class is a container for one or more **Article (sub-page)** content objects.) Multi-page articles are automatically linked, allowing users to move from one page of the article to the next (or previous) page of the article. Also, they are displayed with a sidebar that lists each of the pages in the article.

The **Article (main-page)** content class is the same as the **Article** class, except for one additional field:

- **Index title**: When you create a multi-page article, a list of the pages in the article is displayed to the right of the main page and sub pages. The content of this field is used as the text for the page within the list of pages. If this field is left blank, the content of the **Short title** or, if blank, the **Title** field is used.

5.4.3. Content | Article (sub-page)

The **Article (sub-page)** content class is used to create additional pages for **Article (main-page)** content objects. Refer to the description above for details about this relationship. The attributes for the **Article (sub-page)** content class are a sub-set of the attributes available for the **Article** content class. Refer to the **Content | Article** section above for information about these fields.

5.4.4. Content | Banner

The banner is a graphic file that is used as a "billboard" object on a page. A banner can only be created in the Administration Interface. Although the Website Interface provides the option to create a **Banner**, it is not properly stored in the **Media library**, and therefore it must be moved after creation. Therefore, it is best to create banners via the Administration Interface (rather than via the Website Interface), as described below.

To add a new banner to the system, access the Administration Interface as described earlier in this document and click on the **Media library** button in the horizontal menu bar. Select the **Banner** link from the left menu and add a new banner from the page that appears.
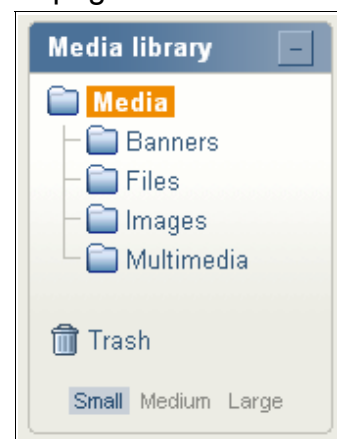
eZ Publish Website Interface comes with a range of demo banners that you can use, or you can provide your own. It is recommended that you create all your banners in the Media Library for better control of your media.

Attributes

- **Name**: The name or title of the banner.

- **URL**: Enter the URL that should be loaded if a visitor clicks on the banner.

- **Image**:

  - **New image file for upload**: Upload the file you want to use.

  - **Alternative image text**: Enter text describing the image (for web accessibility standards compliance).

- **Image map**: A image map is a set of instructions related to geometric regions in an image, and is mostly used implement an image as a navigation menu, where different regions of the image are links to other content (on the eZ Publish site or anywhere else). This is similar to having an entire image linked to a URL, but instead different areas of the image are linked to different destinations. (See http://www.w3.org/TR/html401/struct/objects.html#h-13.6 for more information.)

- **Tags**: Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all items that have a specific tab by accessing the URL http://www.example.com/<language>/content/keyword/<tag>.

5.4.5. Content | Blog

The **Blog** content class is used to create a blog. A "blog" (short for "weblog") is a series of typically short articles by a single person and / or on a particular topic. Individual blog entries are created via the **Blog post** content class.

On the right side of the blog page, there are three elements that are specific to the **Blog** content class. At the top there is a "tag cloud", where all the tags attached to each blog post are aggregated and displayed in varying font sizes according to the number of tags for each term. The description of the **Blog** content object is displayed below the tag cloud. Beneath the description there is an alphabetical list of all the tags for all the individual posts, with the number of occurrences of each tag.
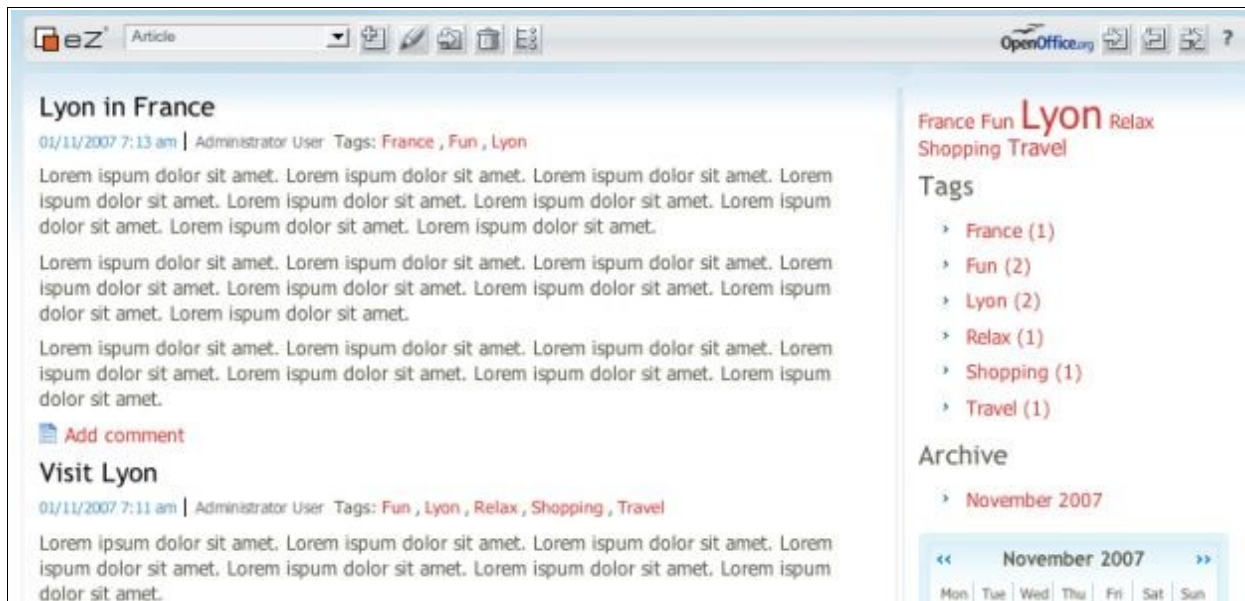
Attributes

- **Name**: Enter the name of the blog.

- **Description**: Enter a description for the blog.

- **Tags**: Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all items that have a specific tab by accessing the URL http://www.example.com/<language>/content/keyword/<tag>.

5.4.6. Content | Blog post

Individual blog posts are created beneath **Blog** content objects. When site visitors look at

a blog, they see a list of the **Blog posts** associated with the blog. Users can click on the title of a blog post to view the post on a single page.

Attributes

- **Title**: Enter a title for the **Blog post**.

- **Body**: Enter the text of the **Blog post**.

- **Publication date / Unpublish date**: These fields are used to schedule the date and time when an article is published or archived. For example, if you set a publish date of twelve hours ahead of the current time on the server, the article will not be available for viewing by site visitors until the system time matches the publish date and time. Similarly, if you set an unpublish date for twelve hours ahead of the current time, the article will be deleted when the system time matches the unpublish date and time. (See "Removing content" for instructions on accessing the trash.)

- **Tags**: Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all items that have a specific tab by accessing the URL http://www.example.com/<language>/content/keyword/<tag>.

    In addition to searching for keywords via the standard, tags assigned to blog posts are automatically included in a tag list and "tag cloud" displayed to the right of the

blog and to the right of each blog post. (A "tag cloud" is a list of all the tags assigned to a group of objects, with a varying font size based on the number of occurrences of each tag. That is, the greater the number of times a term is used as a tag, the larger the font used to display the term in the tag cloud. Each tag in the tag cloud can be clicked to display the associated posts.info) The tag list and tag cloud aggregate all the tags assigned to all posts within a single blog.

- **Enable comments**: If this checkbox in enabled, site visitors can add comments that will be appended to the blog post.

5.4.7.   Content | Comment

When comments have been enabled for an object (by checking the Enable comments box while adding a content object), visitors can post comments that are appended to the bottom of the page. Not all content classes allow comments: those that do include the **Folder**, **Article** and **Blog** content classes. While you can create a **Comment** by adding a Comment content object through the Website Interface, comments are generally added through the "standard" interface (that is, the same interface that is displayed to regular site visitors).

5.4.8.   Content | Documentation Page

A Documentation Page is used to present reference information, such as a knowledge base or FAQ page. It is also useful for building online manuals and other reference documentation. It is similar to the Folder content class, but only contains a subset of the Folder class's attributes. The primary difference between these two content classes is the way that they are displayed.
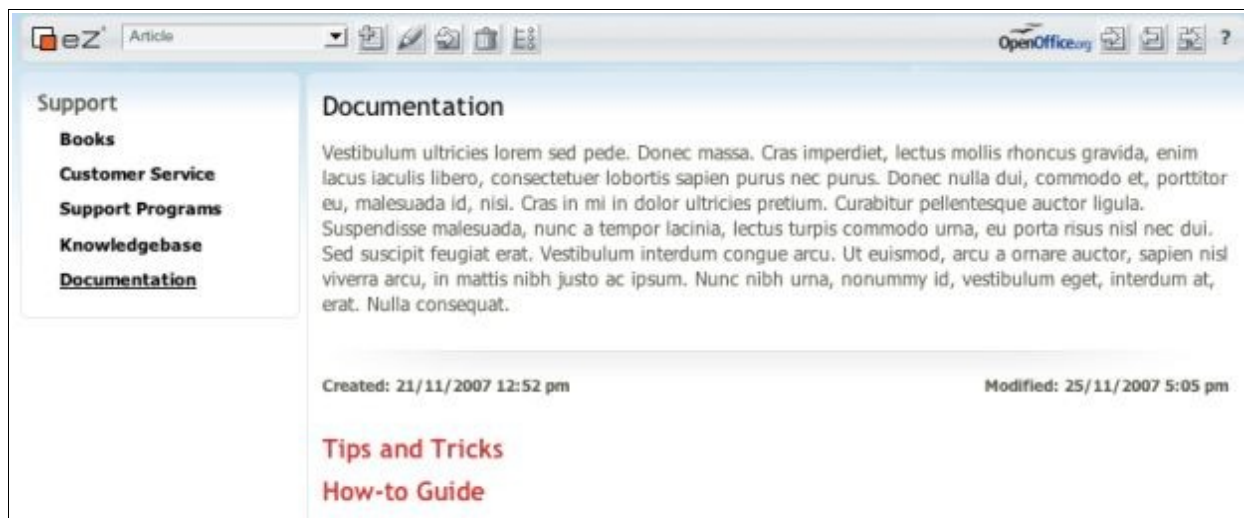
Attributes

- **Title**: The title of the page

- **Body**: The content itself.

- **Tags**: Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all

items that have a specific tab by accessing the URL
http://www.example.com/<language>/content/keyword/<tag>.

- **Display sub items**: Check this box if you want the container to display content beneath it in the content hierarchy.

5.4.9. Content | Event

An **Event** is a content class that is contained in an **Event Calendar** content object (described below).

Attributes

- **Full title**: The full descriptive title of the event. Not displayed.

- **Short title**: The title of the event. Used as a header for the event.

- **Text**: The summary or description of the event.

- **Category**: This attribute is used to "tag" the event (a "Web 2.0" categorization technique; see http://en.wikipedia.org/wiki/Tag_%28metadata%29 for more information). This is a text field where you can add keywords associated with the event.

- **From time**: The start time of the event.

- **To time**: The ending time of the event.

5.4.10. Content | Event Calendar

An Event Calendar is a container for events, and displays as a clickable calendar that allows the user to browse events.

Attributes

- **Full title:** The descriptive title of the calendar. Used as title of the calendar if the short title attribute is empty.

- **Short title**: Used in the Administration Interface in the navigation tree-structure. It is also displayed (if set) in the public site in places like the title of the browser window, the navigation history (breadcrumbs) and so on. Because of this, you should aim at keeping it short.

- **View**: Choose between displaying a calendar (with the events it contains) or a Program (a simple list of events).

5.4.11. Content | Feedback Form

A Feedback Form is used as a contact form.

Attributes

- **Name**: The title of the form.

- **Description**: A description of the use of the form.

- **Sender name**: The user can enter his name in this field. If you enter text in this field, it will be displayed on the web page as a default name.

- **Subject**: This is where the user will enter the title of their feedback. If you enter text in this field, it will be displayed on the web page as default text.

- **Message**: The body of the form. This is where the user enters the feedback. If you enter text in this field, it will be displayed on the web page as default text.

- **Email**: This is where the user enters his email address.

- **Recipient**: The email address where the feedback will be sent.

5.4.12.   Content | Folder

The Folder content class is similar to the Article content class, but it does not allow image uploads or comments. It is a container that is used to display collections of content entities, such as articles, images, etc.

To create a folder, select **Folder** from the drop-down menu in the Website Toolbar then click the **Create** button.

To simply list the children of the folder, you only need to fill in the **Name** attribute. The **Short name**, **Summary** and **Description** fields are optional. The contents of these fields will be displayed above the list of the folder's children.

As an example, imagine that you want to create a folder that will contain news articles. You would give the folder the name of "News" and enable the **Display sub items** checkbox.

After adding news articles beneath the new folder, the folder will display as a page with a list of the articles.

Attributes

- **Name**: This is the title of the content object and is shown on the web site.

- **Short name**: This is never displayed on the site, but can serve as a longer and more descriptive title for the editors.

- **Summary**: This is an introduction for the page. In the default design, this text is displayed in bold as a separate paragraph at the top of the page.

- **Description**: This text is the body of the page.

- **Display sub items**: If this checkbox is enabled, items that exist beneath this folder will be displayed on the folder page.

- **Tags**: Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all items that have a specific tab by accessing the URL http://www.example.com/<language>/content/keyword/<tag>.

- **Publish Date:** This field is used to schedule the date and time when the folder is published. For example, if you set a publish date of twelve hours ahead of the current time on the server, the folder will not be available for viewing by site visitors until the system time matches the publish date and time.

5.4.13.   Content | Forum

A Forum is a container for individual topics, and only holds a few attributes to describe the forum and its purpose.

Attributes

- **Name**: This is used as the title of the forum (if the short name attribute is empty).

- **Description**: This attribute is used for a full description of the forum.

Forum topics and replies are added through the regular site interface.

5.4.14. Content | Forum reply

The **Forum reply** content class stores replies that site visitors post in response to **Forum** topics. While you can create a **Forum reply** using the Website Interface, they are generally added through the "standard" forum interface (that is, the same interface that is displayed to regular site visitors).

5.4.15. Content | Forum topic

The **Forum topic** is the container for conversation threads. A **Forum topic** "opens" the conversation; other participants carry on the discussion via **Forum replies**. While you can create a **Forum topic** using the Website Interface, they are generally added through the "standard" forum interface (that is, the same interface that is displayed to regular site visitors).

5.4.16. Content | Forums

The Forums content class is a container for individual Forum objects. Typically, a top-level Forums content object contains several Forum content objects that organize the forum into topic areas. For example, in the screenshot below, the top-level Forums content object is called "Forums", and it contains the Forum content objects "Technology", "General" and "Setup & design". The Forum content objects are children of the Forums content object.

Attributes

- **Title**: The name of the forum.
- **Description**: A description of the forum.

5.4.17. Content | Frontpage

The Frontpage content class is a very flexible content container used to present summaries of content from throughout the site. Rather than re-adding content from the site on the site's front page, you simply embed objects so that the frontpage is automatically updated whenever new content is added.

The Frontpage content class has four regions: three columns above a bottom row that spans the width of the page. The columns resize automatically; only the columns that contain content will be displayed, and the displayed columns will always use the whole width of the page. So, for example, if there is content in the left and center columns but

nothing in the right column, the page will be rendered so that the center column takes its own space and that of the right column.

Content is embedded into the Frontpage's regions via the embedded objects function in the Online Editor. Any class of content object can be embedded.

To add an embedded object, click the "**Insert object**" icon (the paperclip) on the Online Editor toolbar.

In the resulting popup window, choose the content you wish to embed and the class to use for its layout.

In the screenshot to the right, the gallery "Lyon Pictures" has been selected. In the **Properties** panel, the **Class** specifies the layout style. In this example, we have chosen **Horizontally Listed Sub Items**, which will display the contents of the gallery as shown below.

The following classes are available:

- Itemized Sub Items
- Itemized Subtree Items
- Vertically Listed Sub Items
- Horizontally Listed Sub Items
- Highlighted Object

The **Itemized** classes create a list of content available in the embedded container.

The **Vertically/Horizontally Listed** classes also display lists of content, but include images (if available).

The **Highlighted Object** class only displays one content object, but will use more space and different design (if provided through a custom site style, described in the Customization Manual) in order to draw focus to it.

Note that it is important that the **View** has been set to **Embed**, or the class will not apply. More information about the Online Editor can be found in the online manuals:

http://ez.no/doc/extensions/online_editor/4_x

Attributes

- **Name**: The name of the Frontpage content object.

- **Billboard**: A banner image that will be displayed using the whole width of the page. Refer to the "Banner" section above for information about creating banners.

- **Left column**: Text and objects placed here are positioned in the left column.

- **Center column**:Text and objects placed here are positioned in the center column.

- **Right column**: Text and objects placed here are positioned in the right column.

- **Bottom column**:Text and objects placed here are positioned in the bottom row.

- **Tags**: Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL
http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all items that have a specific tab by accessing the URL
http://www.example.com/<language>/content/keyword/<tag>.

5.4.18. Content | Gallery

The Gallery content class is mostly used as a container for images. A gallery will display a list of images represented by a thumbnail version of the image, with a link to a page with a larger image and a full description. This content class can also be used as a gallery of video files.

Attributes

- **Name**: The name of the gallery.

- **Short description**: A short description of the gallery.

- **Description**: A full description of the gallery.

- **Image**: An image representing the gallery.

5.4.19. Content | Infobox

The Infobox content class is used to display small content entities on the right side of the webpage.

Attributes

- **Header**: The title of the Infobox.

- **Image**: You can upload an image that will be displayed within the infobox.

- **Alternative text for image:** A description of the image (for web accessibility standards compliance).

- **URL (image)**: Images can link to destinations within the site or to external URLs. Note the following syntax:

    - External link: "http://www.google.com" (must include the "http://" prefix)

    - Internal link: "ezinfo/about" (results in the URL "http://www.example.com/eng/ezinfo/about", where "example.com" is the URL of your installation and "eng" is the default siteaccess)

- **Content**: The text inside the infobox.

- **URL**: A link displayed at the bottom of the infobox.

- **Text**: Text for the URL link.

5.4.20. Content | Link

The Link content class is used to create and display a link. The link will be displayed in the container above the location of the link in the content hierarchy.

Attributes

- **Name**: The title of the link.

- **Description**: A description of the link.

- **Location**: This attribute contains two fields:

    - **URL**: The actual URL. If it is an external link outside of your web site, then it must start with "http://". For internal links, use the site's hierarchy path (for example "ezinfo/about").

    - **Text**: Text that is shown instead of the URL on the web page. Optional.

5.4.21. Content | Multicalendar

A **Multicalendar** is a content object that displays one or more **Event calendar** objects. For example, if you maintain both a calendar of training sessions and a calendar of conferences on your site, you could use a **Multicalendar** content object to display all events in both calendars in a single list.

Attributes

- **Name**: Enter a name for the **Multicalendar**.

- **Description**: Enter a description for the **Multicalendar** that will be displayed beneath the name.

- **Calendars**: Add one or more calendars to the **Multicalendar** by clicking the **Add objects** button and navigating to the desired calendars.

5.4.22. Content | Poll

A **Poll** is a form used to collect simple user feedback. A **Poll** asks a single question and provides a list of answers from which the user can choose a single answer.

Attributes

- **Name**: Enter a name for the **Poll**.

- **Description**: Enter a description for the **Poll**.

- **Question**:

  - **Name**: Enter the text of the question.

  - **Options**: Click **Add option** to add an answer, then enter the answer in the text field on the right. To delete an answer, check the box to the left of the option and click **Remove selected**.

5.4.23. Content | Product

If your site is configured as a Webshop, use the Product content class to create new items in the shop. The product type is fairly advanced, allowing you to add options to the product

that the customer can choose in order to increase revenue. Configuring a Webshop is beyond the scope of this manual; for complete information, refer to the online documentation: http://ez.no/doc/ez_publish/technical_manual/3_8/concepts_and_basics/webshop

Attributes

- **Name**: The name of the product.

- **Product number**: The product number or model name.

- **Short description**: A short summary of the product.

- **Description**: A full description of the product.

- **Price**: A collection of elements related to the price.

  - **Price**: The price of the product.

  - **VAT**: Determines if the price includes VAT or not.

  - **VAT type**: VAT factor. Different products may have different VAT.

- **Image**: An image of the product.

- **Alternative image text**: Enter text describing the image (for web accessibility standards compliance).

- **Caption**: A caption for the image.

- **Additional options**: You can create a drop-down list of additional options that the customer can buy with the product.

  - **Option set name**: The title of the option set.

  - **Name**: The title of the option list. (You can have several lists.)

  - **Options**: The option text and price. You may also decide which option should be the default option. You can add and remove options and option lists with the buttons associated with the options.

  Add option sets by clicking the button **Add multioption**, and add options within an option set by clicking the **Add option** button.

  To remove option sets, enable the checkbox beside the desired option set and click **Remove**. To remove an option within an option set, enable the checkbox beside the specific option then click the **Remove selected** button associated with the option set.

- **Tags:** Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all items that have a specific tab by accessing the URL http://www.example.com/<language>/content/keyword/<tag>.

5.4.24.   Media | File

The File content class is used to hold a file and a description of the file.

Attributes

- **Name**: The name of the content object (not the name of the actual file).

- **Description**: A description of the file.

- **File**: The actual file. In the interface, there is an **Upload** button for uploading the file, and a **Remove** button to delete an existing file.

- **Tags:** Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all items that have a specific tab by accessing the URL http://www.example.com/<language>/content/keyword/<tag>.

5.4.25.   Media | Flash, Quicktime, Real video, Windows media

eZ Publish supports the following multimedia file types:

· Real video

· Windows media

· Flash

· Quicktime

All these multimedia standards have a corresponding content class you can use to integrate these files into your web pages. All the multimedia content classes have some similar attributes, and some that are specific to the individual file type.

Attributes

- **Name**: The name of the file.

- **Description**: A description of the file.

- **File**: The file itself.

    - **Width**: The width of the box where the video is displayed.

    - **Height**: The height of the box where the video is displayed.

    - **Autoplay**: If you want the media to play automatically when the page is loaded, enable this checkbox.

- **Tags:** Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all items that have a specific tab by accessing the URL http://www.example.com/<language>/content/keyword/<tag>.

This is a screenshot of the file edit interface of a Real media content object:

The interface for the other multimedia types are similar.

Format-specific attributes

- **Controller (Quicktime, Windows media)**: Enable this checkbox if you want the user to be able to start and stop the video.

- **Loop (Flash, Quicktime)**: Enable this checkbox if you want the multimedia file to play in a loop (that is, to play again after it has finished playing once).

- **Quality (Flash)**: You may tag the multimedia file with a quality identifier.

- **Controls (Real media)**: This setting determines how the controls are displayed.

5.4.26. Media | Image

The Image content class contains both an image file and a description of the file.

Images created this way can be displayed as an image with description in a gallery or can also be embedded in other content. For example, you can embed an image in an article by clicking on the Insert Object button in the Online Editor while editing the article.

Attributes

- **Name**: The name of the image.

- **Caption**: A caption for the image.

- **Image**: The image file.

- **Alternative image text**: Text describing the image (for web accessibility standards compliance).

- **Tags:** Tags are used to add free-form keywords to content objects. These tags are used for meta-information for searching. For example, if an article contains the tag "millennium", a search for the term "millennium" will include the article regardless of whether the article itself contains the word " millennium". To display a tag cloud for the entire site, load the URL http://www.example.com/<language>/content/view/tagcloud/2. Alternatively, see all items that have a specific tab by accessing the URL http://www.example.com/<language>/content/keyword/<tag>.

5.4.27. Setup | Template look

These options are the same as those accessed via the **Site settings** menu item in the top right corner of the interface. They are described in the Website Interface Installation

Manual.

5.4.28. Users | User

This option is only displayed to users who belong to the Administrators group. While it is possible to create a user object via the Website Toolbar, the object is not stored in the **User accounts** branch of the content node tree. (This is because the Website Interface only has access to the **Content** branch of the node tree.) Therefore, the user account will not be valid until the object has been manually moved to the correct location, which can only be done via the Administration Interface. Therefore, we recommend that you create users through the Administration Interface as it is less trouble.

5.4.29. Users | Group

This option is only displayed to users who belong to the Administrators group. While it is possible to create a group object via the Website Toolbar, the object is not stored in the **User accounts** branch of the content node tree. (This is because the Website Interface only has access to the **Content** branch of the node tree.) Therefore, the group will not be valid until the object has been manually moved to the correct location, which can only be done via the Administration Interface. Therefore, we recommend that you create groups through the Administration interface as it is less trouble.

5.5. Saving drafts

When you are working on a content object, you can save your work without making it visible on your site. When you create a "draft", the current version of the content object is saved without publishing. To save a draft, click the **Store as draft** button on the edit page.

There are two methods for retrieving drafts: accessing the **My drafts** page in your profile, or editing a previously published page. If the content object hasn't been previously published, select **My profile** from the top-right corner of any page, then select **My drafts**. A page with all your drafts will be displayed.

To continue working on a draft of a content object that has been previously published, you can alternatively simply edit the existing content object. After clicking the **Edit** button, you will have the option of editing the current version or editing the draft you previously created.

5.6. Previewing content

Before publishing content (and making it visible to site visitors), you can see how the content will look. When adding or editing content, click the **Preview** button on the toolbar to display the content object.

The Preview button

5.7. Editing existing content

To edit content that is already published on the website, browse to the desired page then click the **Edit** button on the Website Toolbar. For embedded content, a small editing button will be displayed near the content object:

The Edit button

5.7.1. Editing conflicts

Under some circumstances, there might be an editing conflict that you must resolve before you can continue to the edit page. Editing conflicts occur when more than one editor alters the same content at the same time, or when a single user generates more than one version. The system does not know which version of the content you want to edit. Do you want to edit the published version, or one of the drafts? This is the conflict you need to resolve by choosing a version of the content and then clicking the **Edit** button.

Editing conflicts highlight the need for having individual accounts for each editor. As the screenshot above shows, if multiple users use the same account, it is impossible to tell which version belongs to whom.

After you publish your changes, the editing conflict becomes resolved.

5.8. Sorting content

When you have several content objects in content containers (such as articles in folders), you may want to sort the display of the content in a certain order.

There are many different ways to sort. This section shows one method, which can be applied to the most common sort preferences (like manually, alphabetically, and by date).

First, log in to the Administration Interface. Click on **Content structure** in the horizontal menu bar as shown in the screenshot below.

On the left side of the page, the site content will be displayed in a hierarchical tree structure.

Locate the content container whose content you want to sort. The screenshot on the left has focus on the folder **Home** (called the "root node"), because it is located on the top of the content structure.

All content containers directly under the root node will appear on the global menu, and this is often the first thing editors want to sort so that they are displayed in a certain sequence. We will use the global menu as a example for sorting content.

The seven content containers below the root node in the screenshot to the left make up the site's horizontal menu. We will

now change the order in which they are displayed on the site.

Click on the root node to display the content listed as shown in the screenshot below.
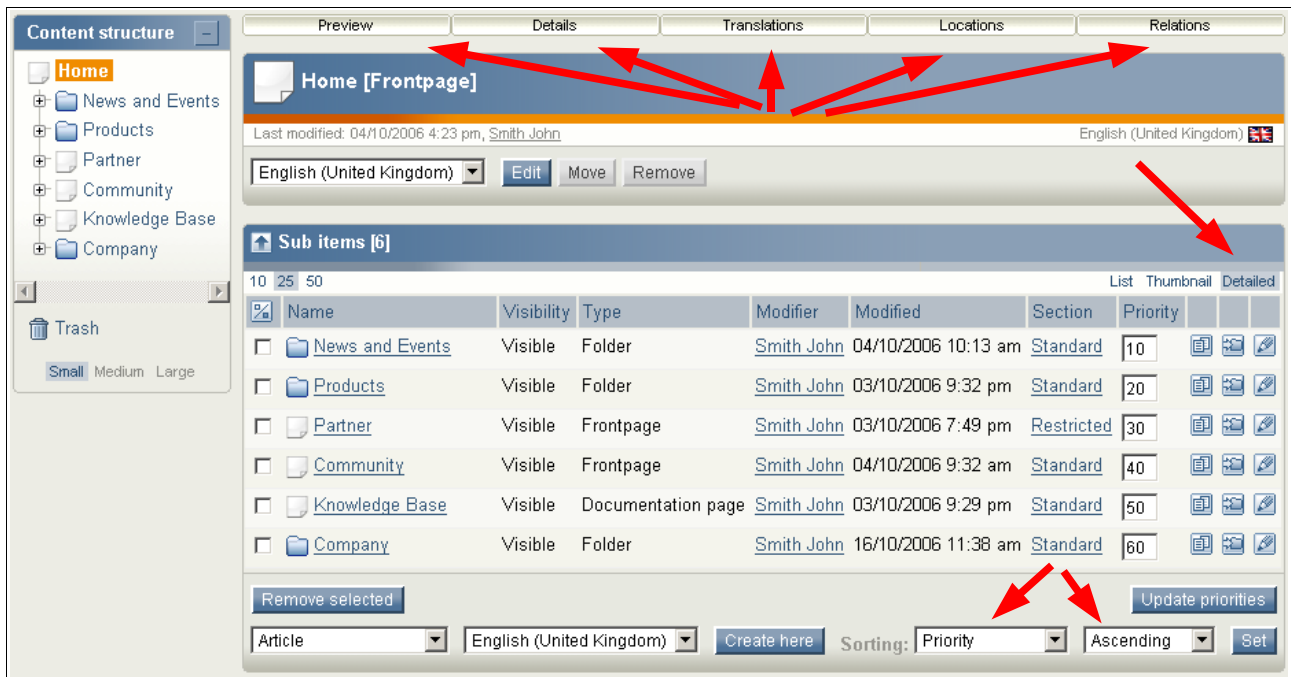
In this view, all the optional details (**Preview**, **Details**, **Translations**, **Locations**, and **Relations**) are disabled. Also, to get the detailed list of the content of the selected container "Home", the **Detailed** view in the **Sub items** panel (located in the top right corner of the table) is enabled.

The sorting type has been set to **Priority** and **Ascending** (as seen in the bottom right corner of the screenshot above). This allows us to do manual sorting.

The priority is determined by the value in the **Priority** column. The content with the lowest number will be listed first on the global menu.

The best practice with this method of sorting is to have several numbers between each priority. (We have used a buffer of 10 in this example). If there is no buffer, you would have to change all the priorities of the other content objects if you wanted to add another object in the middle.

We will now put the "Products" folder first (that is, on the left side) of the horizontal menu.

As you can see in the screenshot above, we have changed the priorities of "News and Events" and "Products". You can of course just change the priority of "Products" to a value lower than "News and events". This example shows you that you can modify several values at once.

After changing the values and specifying the **Sorting order**, click the **Update priorities** button to confirm the changes.

The result:

5.9.   Moving content

To move content from one location to another on the site, use the **Move** button on the Website Toolbar. After clicking **Move**, you will be able to browse the web site and choose the new location for the content.

   The **Move** button

The screenshot below shows how the site's content structure is displayed when you are browsing for a container. You can either choose the new container by clicking on the radio button next to the name or click the container name to view the contents of the container.

After selecting the new location, click the **OK** button.

Note that if you move a content container the system will also move any content beneath that object. For example, if you move a folder containing articles from one location to another, the articles will also be moved.

5.10. Removing content

eZ Publish uses a "trash" container (familiar from common operating systems like Windows and Mac OS X). When you remove content, you are actually just moving it to the trash container. It can be restored at any time up until the trash container is emptied.

To remove content, browse to the desired object and click the **Remove** button on the Website Toolbar. Alternatively, for embedded content, click the **Delete** button near the content object.

🗑 The **Delete** button

You will be prompted to specify whether the content should be moved to the trash or deleted completely:

- Remove the content by moving it to the trash (default).

- Erase the content by unchecking the checkbox **Move to trash**.

Be very careful when removing and deleting content, since these actions also affect other content on the site:

- If you remove a container, the sub-items will also be removed. For example, if you remove folder containing articles, you will also remove the articles.

- If there are links to the content, when you remove the content the links are broken.

5.10.1. Retrieving content from the trash

To retrieve removed content from the trash container, log in to the Administration Interface and click the **Trash** icon on the left side.

The trash container has a "flat" structure, which means that all objects are listed at the same level regardless of their place in the original content hierarchy.

To restore a content object from the trash, click on the pencil icon in the right column. You will be prompted if you want to restore the object to its original location or to a new location. After specifying the location, click **OK**.

Object retrieval

Please choose the location where you wish to restore <Sed porttitor>.

○ **Restore at original location (below <News>).**
○ **Select a location.**

[OK] [Cancel]

If you try to retrieve content to a location where the original content container has been removed, you will be forced to choose a new location for it.

5.11. Displaying the same content in multiple locations

The same content object can be published to multiple locations within the content node tree. This enables a single content object to be displayed in more than one part of the website.

To publish a piece of content to an additional location, navigate to the desired page then click the **Locations** button:

After clicking the button, the top-level node of the content node tree will be displayed. Click on highlighted container nodes to navigate the tree until you get to to the location where you want to publish the content. When you have found the new location, check the box and click the **Select** button.

6. Advanced tasks

This section describes some advanced tasks, such as working with content versions, translating content into different languages, etc.

6.1. Managing content versions

In eZ Publish, all content is stored as an "object". For example, an article is an object, a user account is an object, and so on.

When you create a new object it is assigned a version number. If you modify the object, a new version number is assigned. Both the original and the new versions of the object are stored in the database.

Because of this versioning system, you can revert an object from the current version to a previous version. For example, if a new version of an object contains an error, you can revert the object to the prior version.

Only a limited number of versions of each content object are stored in the database (to prevent the database from getting too large). This value is set as part of the system configuration, which is described in the eZ Publish documentation: http://ez.no/doc/ez_publish/technical_manual/3_8/concepts_and_basics/content_management/object_versioning

6.1.1. Reverting to a previous version of a content object

To revert to a prior version of an object, log in as a user who is part of the Editor group then access the content that you want to revert. (By default, only members of the Editor and Administrator groups have access to this feature.)

1. Click the **Edit** button.

2. Click the **Versions** button.

3. Check the box beside the desired version of the object and click the **Copy** button (if the version's status is "Archived"). This will create a new draft. Click the **Edit** button to edit the new draft. If the version's status is "Draft", you can either copy the draft to a new version or edit the existing draft.

4. Click the **Send for publishing** button. (If you want, you can edit the object before publishing the current version.)

The new version will replace the current version. The version of the object that you just replaced is still stored in the database, and can be reinstated in the same way as it was replaced.

6.2. Managing content translations

eZ Publish can be used to build websites with content in multiple languages. Site visitors can select a language and see content in their preferred language. Supported site languages are configured when the site is installed.

6.2.1. Translating content

To translate content, select the language for which you want to create translated content. (In the default site design, the language selection links are in the top left corner of each page.) Browse to the content that you want to translate. If no translation exists for the

existing content, the content will be displayed in the site's default language.

For example, say you have an article that you wrote in English, and want French visitors to be able to read in their own language.

1. Access the French siteaccess.

2. Access the content you want to translate.

3. Click the **Edit** button on the Website Toolbar.

4. Now you see the article written in English. In the drop-down box on the Website Toolbar, choose the language you want to base the translation on (only English will be available), and click the **Translate** button next to it.

5. Write the content in French, then click the **Publish** button.

The content is now available in two languages: the original language (English) and also French.

6.3. Drag-and-drop content via WebDAV

WebDAV is an abbreviation for "Web-based Distributed Authoring and Versioning" . WebDAV allows users to collaboratively edit and manage files on a web server. Using a WebDAV compatible client (such as Internet Explorer or KDE's Konqueror browser), the user connects to the server and is able to browse and manage files. In other words, this protocol makes it possible to browse, create, remove, upload, download, rename, etc. files and directories on a web server.

The WebDAV interface makes it possible to drag-and-drop files into an eZ Publish installation. For example, when adding a number of images to an eZ Publish site, it is easier to drag-and-drop the files from a local filesystem to the eZ Publish installation via a WebDAV client than to add images individually via the Website Interface.

For instructions about using the WebDAV interface, refer to the eZ Publish WebDAV documentation, located at
http://ez.no/doc/ez_publish/technical_manual/3_10/features/webdav

6.4. OpenOffice.org support

eZ Publish can import and export text documents based on the *OASIS Open Document Format* (ODF) (http://www.oasis-open.org/committees/tc_home.php?wg_abbrev=office). This is the format used by OpenOffice.org Writer documents.

6.4.1. Importing an OpenOffice.org document

There are two basic things to remember about importing OpenOffice.org documents:

● All imported documents are stored as an Article content type.

● Documents can only be imported into content containers (such as Folders).

To import an OpenOffice.org Writer document:

1. Log in as an Editor or Administrator.

2. Browse to the location where you want to import the document.

3. Click the **Import** button on the Website Toolbar.
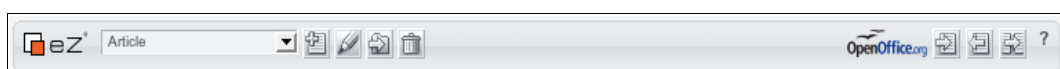
4. You will be prompted to browse your local drives and specify the document you want to import. After selecting the document, click the "**Upload file**" button.

The system will upload and import the document, converting it to the native eZ Publish XML format. When complete, it will displays a page with a confirmation message and a link to the new article.

The end result:

A imported OpenOffice.org document

The **Replace** button on the Website Toolbar has similar functionality to the **Import** button. However, instead of creating a new content object, it replaces the current object you are viewing.

### 6.4.2.   Exporting an OpenOffice.org document

This section explains how to export site content to an OpenOffice.org document. These

exported documents can be read by any application that supports the ODF standard, such as the OpenOffice.org Writer.

The exported document may not be 100% equal to the source. In the example above, the image is embedded in the text, so it appears exactly at the same location in the exported document. However, you can attach 1 image to the article as well, and this image may appear next to the introduction text on the web page (because the template decides where it goes), but since it is not embedded in in the text, it is just attached at the bottom of the exported document (since the open document format extension (`ezodf`) does not know where to put it).

When you export a content object to OpenOffice.org format, only the current object, and not its children, is exported. For example, if you export a Folder, only the content in the Folder object and not articles beneath the folder object are exported.
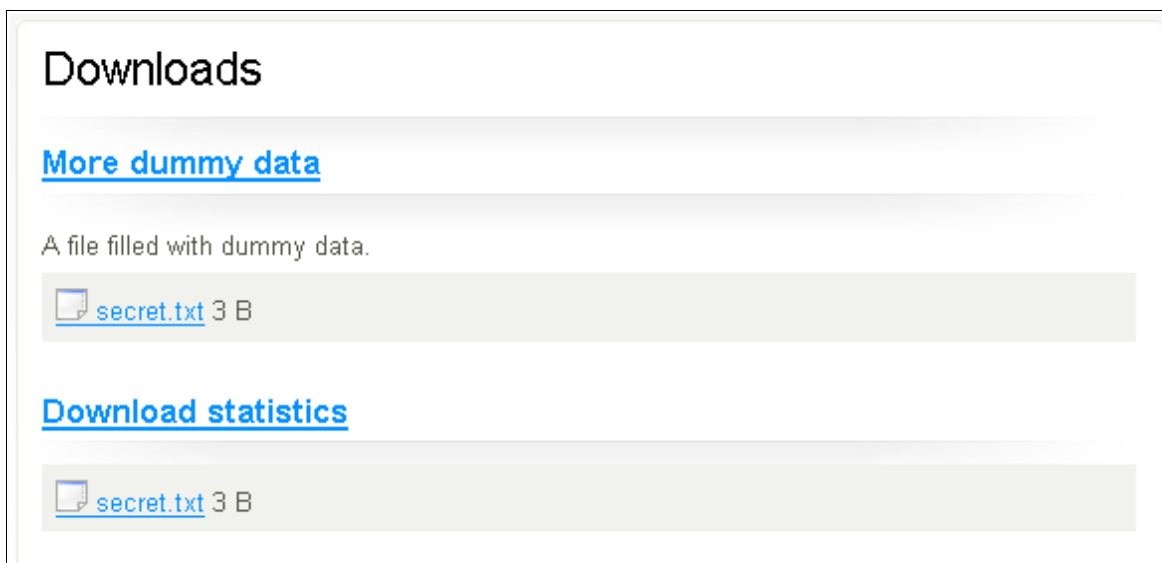
The screenshot above shows a folder called "Downloads" that contains the children "More dummy data" and "Download statistics". If you were to export this content object, the exported document would only contain the text "Downloads" because that is the only text included in the folder object. The child objects would be ignored.

To export content to an OpenOffice.org document:

1. Log in as an Editor or Administrator.

2. Browse to the content object you want to export.

3. Click the **Export** button on the Website Toolbar.
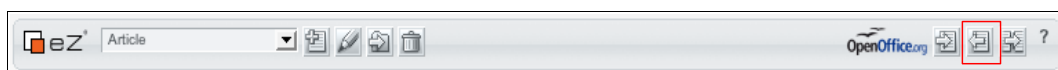
4. You will be prompted to either open the exported content or to save the content to a file.