

# Saurus 4

## Content Management

Document version: English 4.0.2

© Saurus 2002-2005

# Contents

<b>CONTENTS</b> .....	<b>2</b>
<b>INTRODUCTION</b> .....	<b>3</b>
ABOUT THIS GUIDE.....	3
UNDERSTANDING SAURUS.....	3
REQUIREMENTS.....	3
MAIN CONCEPTS.....	4
<b>CONTENT CREATION</b> .....	<b>4</b>
ENTERING CONTENT CREATION ENVIRONMENT.....	4
HOTSPOT BUTTONS.....	4
BASIC OPERATIONS.....	5
PUBLISHING AND HIDING CONTENT.....	5
BUILDING SITE STRUCTURE.....	6
EDITING ARTICLES.....	7
<b>MORE INFORMATION</b> .....	<b>8</b>

**Note:** The images of the websites in this guide are examples and may be different from the actual site you are working on. As Saurus' features develop through the versions, there might be slight difference between the actual software user interface and the illustrations in this guide.

# Introduction

## About this Guide

This guide will give you a step-by-step overview about performing daily content management tasks with Saurus.

## Understanding Saurus

Saurus is a server-side software product which allows:

- Non-technical users to publish and manage content;
- Web developers to rapidly set up site properties, visual design and style;
- Administrators to give access rights to editors, observe system status, manage integration to 3<sup>rd</sup> party products etc.

Saurus web-based user interface is divided into three environments:

- End-user environment – the public web interface.
- Content creation environment – designed for non-technical content contributors for doing their everyday job – create, manage and publish content.
- Site administration environment – here web developers and site administrators can define site settings and design, manage editor rights etc.

## Requirements

Saurus' content management capabilities make web editing easy and intuitive. You do not have to be a programmer or HTML-coder although we presume an entry level understanding about internet and basic skills in working with office applications such as spreadsheets and text processors.

All tasks within Saurus can be accomplished using only a web browser. You do not have to install any other application to you computer.

The following web browsers with Macromedia Flash are currently supported:

- Microsoft Internet Explorer 5.5 or 6.0
- Mozilla Firefox 1.0 or Mozilla Suite 1.7

## Main Concepts

### Basic object types

Section	The structure of the web site is built of sections. Section can be described as folder or category which may contain articles, documents, sub-sections etc. The section usually appears as menu item on the website interface.
Article	Content element which contains texts, pictures, tables, links etc. An article is the most used content element in website since it's most universal information container.
Document	Document is another content element containing document file (.doc, .pdf, etc.) and it's meta-descriptions.

# Content Creation

## Entering Content Creation Environment

To be able to edit a web page or add a new section to a web site, you need to enter the content creation environment. To do so, type "/editor/" after you site address in the address field of your web browser.

Sample:  
<http://www.yourdomainname.com/editor/>

You will be prompted to enter you username and password to log in. Additionally you may choose between several software user interface languages.



The screenshot shows the login interface for Saurus CMS. At the top, it says "Login" and "Saurus CMS - www.saurus.info" next to a key icon. Below this are three input fields: "Username:" with the value "admin", "Password:" with masked characters, and "Language:" with a dropdown menu set to "English". There is a "Forgot your password?" link and a "Login" button at the bottom right.

## Hotspot Buttons

After a successful authorisation, Saurus opens your website with small hotspot buttons attached to every changeable object on that page. By clicking those, a popup menus will appear revealing all possible actions with the selected object.

Otherwise than showing the hotspots, the site in content creation environment works as usual – you can browse, search and do whatever your site allows you to normally do.



## Basic Operations

The basic operations accessed via the hotspots are:

- Creating new similar object or editing current;
- Moving up/down – this allows you to manually position menu items or other objects in a list. When you move the first element up, it moves to the last position and similarly when you move the last to down, it jumps to the first position.
- Deleting is always confirmed before taking any action. Even then, most of the content object types are moved to the Recycle Bin from where you can restore them when needed.

## Publishing and Hiding Content

Every content object in Saurus has two states: published and hidden. In content creation environment, you can see both published and hidden content while in end-user environment only published items are showed.

The hotspot colour indicates which items are published and which are not: hidden objects have red hotspots.

Whenever you add a new content object to the site, it is created initially as hidden. This allows you to be sure that it appears correctly in the page and then you can publish it by clicking the **Hidden** menu. Or you can let somebody to review the content before publishing. You have also an option to publish the content by setting specific time and date as we see in upcoming chapters.

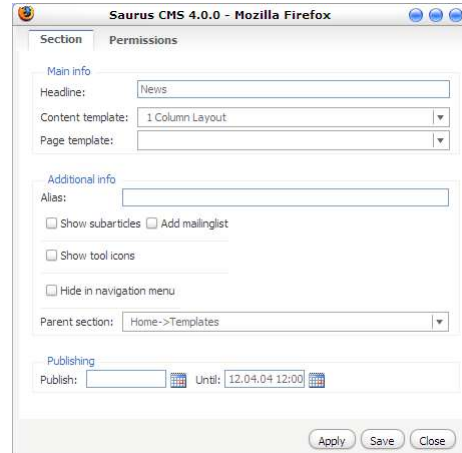


## Building Site Structure

The structure of the web site is built of sections. Section can be described as folder or category which may contain articles, documents, sub-sections etc. The section usually appears as menu item on the website interface.

When you click on **New** or **Edit** button in a menu item popup menu, a section dialogue window appears. Here you can define the section's properties like:

- **Headline** – this text appears on the web site as a section or menu item name.
- **Content template** – name of the template which defines the layout and functionality of the content area of this section.
- **Page template** – name of the template which defines the layout and functionality of site page.



- **Alias** – a friendly name for the section. When you create a new object, Saurus always generates a unique ID number for it and uses it in the site address (URL) when the object should be shown. The default URL is in format of `http://sitename/?id=ID` where ID is the unique number. Alias feature is handy when you wish to point to the section with a more human friendly name. For example, if you type in "products" into the Alias field, you can use web address `http://sitename/products/`.
- **Show subarticles** – allows to create hierarchy of the articles on content. This option is content template specific, it may not work with the template you are using.
- **Add mailinglist** – automatic mailinglist for this section will be created. Each user can subscribe to get the automatic e-mail notifications of new articles published in this section.
- **Show tools icons** – adds "Print" icon to articles in this section. This option is content template specific, it may not work with the template you are using.
- **Hide in navigation menu** – select this option if you wish to hide this section in the menu from the public visitors. The menu item will not be visible to the public users even if it is published. This option is handy when you wish to set up a section which can be accessed only by knowing the address (URL) of the section.
- **Parent section** – this is the section where the object belongs to in the site hierarchy. This is automatically filled when you create new section, but you can choose different target if you wish to move your section to another location. When you do that, the section will be moved with all the sub items.
- **Publishing** – if defined, Saurus will automatically publish or hide this object. Choose the desired date from calendar or type in in format of "dd.mm.yyyy". You can also specify exact time, the format will then be "dd.mm.yyyy hh:mm".

## Editing Articles

An article is the most universal content object in your website. It may contain formatted text, pictures, tables, feedback forms, links to documents and other websites.

### Article Editor

Articles are managed using Saurus' article editor which combines well-known text processing tools with advanced web-specific features like feedback forms and direct HTML-editing. Article editor is integrated with Saurus' file manager which allows you to add any type of files and images into the article text.

The main features in article editor include:

- **Headline** appears on the top of an article. If you don't want to show headline on a page you can hide it by unchecking Show headline box.
- Checking **Allow comments** allows website users to add personal comments about the article. This feature depends on the content template you are using.
- **Parent section** defines into which section the article belongs to. By default it is the section where you opened the article editor to create a new article, but you can change it if you want to transfer the article to another section.

You can also specify to display your article in multiple sections. In this case, the first section in the list is considered to be the primary parent. When the user searches for content and clicks on article link, it will be displayed in the primary section.

### Separating Article Into Lead and Body

You can divide your article content into "lead" and "body". If you do so, lead will be displayed on a page with a link "Read further" which leads user to the view containing both lead and body text. This feature depends on the content template you are using.

### Working With Links

You can add hyperlinks and e-mail links within an article. Select the text that should appear as link and click Add hyperlink button in toolbar.

To remove link, click inside your link, click again the Add hyperlink button and select to delete the link from the new window with link options.

When you create links within the same site you are working on, use the links in format of "?id=number" by omitting "http://sitename/catalogue/editor/". This ensures that the links you enter work both in end-user and content creation environment and also work when you move your site from one server to another or when your site is accessible from multiple web addresses (URL-s).

### Working in HTML Mode

Eventually all articles will be saved in HTML-code. If you wish to modify it, you can switch to HTML-editing mode in the article editor. Just click on HTML button right bottom corner of the article text. Click Normal to return to normal text editing mode.

# More information

**Saurused LLC**

<http://www.saurus.info>

<http://support.saurus.ee>