

CELEMENTS
SHORT DOCUMENTATION

JUNE 2013

CONTENTS

CONCEPTION	3
BASIC PRINCIPLE	4
EDITING MULTILINGUAL CONTENT	4
EDITABLE ELEMENTS	4
TEXT EDITOR (RICH-CONTENT-EDITOR)	5
NAVIGATION CONCEPT (BACKGROUND INFORMATION)	8
LOGIN & SYSTEM REQUIREMENTS	8
EDIT CONTENTS	9
EDIT TEXT CONTENTS (RICH-CONTENT-EDITOR)	10
INSERT / EDIT & REMOVE LINKS	11
INSERT IMAGES	14
INSERT TABLES	14
EDIT ACCESS RIGHTS	17
EDIT PAGES AND NAVIGATION	18
CREATE NEW PAGE	19
MOVE MENU ITEM	20
DELETE MENU ITEM	20
DELETE PAGE OR DELETE A TRANSLATION	21
MOVE EXISTING PAGE / LINK UNLINKED PAGE	21
ADDITIONAL NAVIGATION POINT FOR AN EXISTING PAGE	23
BLOG/NEWS	24
USING THE BLOG	25
ARCHIVE	27
USER ADMINISTRATION	28
EDIT USER DATA & PASSWORD	29

CONCEPTION

BASIC PRINCIPLE

Celements.web works mostly via so-called context menus (generally available using the right mouse button, CTRL + mouse button if you are working with an Apple Macintosh computer). Editing an element always works in accordance with the same principle:

- // move the cursor into the position which you want to edit
- // click the right mouse button to activated the basel context menu
- // select the desired action (in the context menu) (with the left mouse button)

Note: Alternatively, by double clicking on the element to be edited, it is possible to switch directly to the standard editing screen of the corresponding element.

EDITING MULTILINGUAL CONTENT

Contents are always edited in the currently selected language (active language). If there is not yet a translation for a content in the requested language, the system falls back on the relevant existing translations and displays them.

New translations can be created by first switching the active language in the editor to the language of the new translation, second editing the content and finally saving new translation.

Note: The **user interface language** can be changed in the **user management** (at the top right of the menu, see also the **USER ADMINISTRATION** section in the documentation).

EDITABLE ELEMENTS

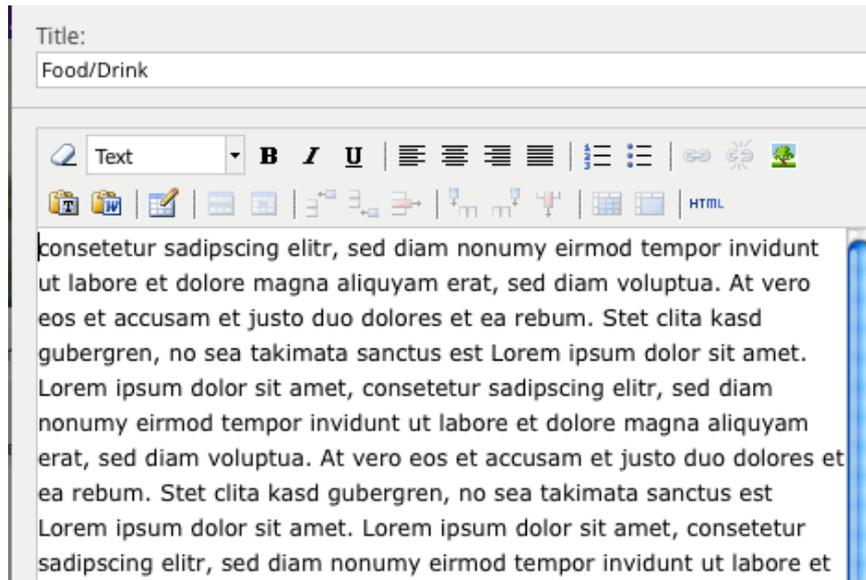
The following elements are editable as a rule of thumb:



To visualise the editable elements, hold down the shift-key and hover over the page. Editable elements will then be highlighted with a border as soon as you hover over them.

TEXT EDITOR (RICH-CONTENT-EDITOR)

One of the most important elements that you will mainly use to manage the contents is the Rich Content Editor. The Contents can be edited in a Rich Content Editor like in a text processing program (such as e.g. Word).



Below you can find the symbols available. It may be that some symbols are not shown in your editor. Please contact the support to add additional symbols if you need them.

// save - saves changes



// cancel all changes - break off without saving



// remove formatting



// select text format



// bold

B

// italic

I

// align left



// align center



// align right



// ordered list



// unordered list



// insert/edit link (mark the text before)



// unlink



// put in an image (image picker)



// paste as plain text (Copy/Paste an existing Text)



// paste from word (formatted text)



// insert a new table



// table row properties



// table cell properties



// insert row before



// insert row after



// delete row



// insert column before



// insert column after



// remove column



// merge table cells



// split merged table cells



// edit HTML source



NAVIGATION CONCEPT (BACKGROUND INFORMATION)

For a better understanding, the navigation concept of celements is briefly explained below:

- // One page in celements is comparable to one page in a book.
- // A navigation point is comparable to an entry in the table of contents of the book. For that reason, there can always only ever be one entry for every page. That is why there is only one navigation point for every page in celements.
- // If one intends to make several (additional) references to the same page (i.e. make the same page available through several navigation points) for instance, additional pages need to be created, which have only one forwarding function (to the desired target page).

LOGIN & SYSTEM REQUIREMENTS

On any celements it is always possible to log into the system via the /login page:

<http://www.eigenedomain.ch/login>

// **Enter username and password** and confirm with **LOGIN**

BENUTZERNAME:

PASSWORT:

login

To edit the contents, you need a PC with internet access. Be aware that you need one of the supported internet browsers and ensure that the Java Script functionality is activated .

Each celements version is tested in the following supported browsers:

- // Mozilla Firefox
- // Microsoft InternetExplorer (from version 7)
- // Safari
- // Chrome

However, we recommend all customers to use the latest version of Mozilla Firefox. You can download the browser for free from the following address: <http://www.getfirefox.com>

EDIT CONTENTS

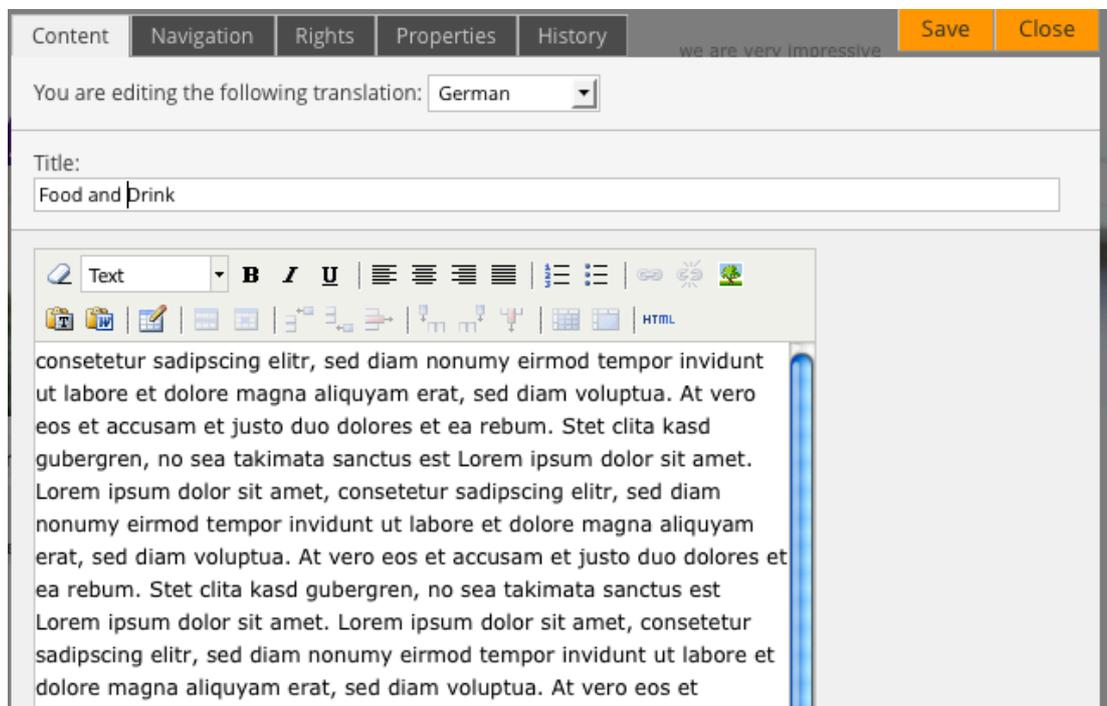
EDIT TEXT CONTENTS (RICH-CONTENT-EDITOR)

// move the cursor into the position that is to be edited

// click the right mouse button to call up the context menu (where applicable, CTRL + mouse button if you are working with an Apple Macintosh computer)

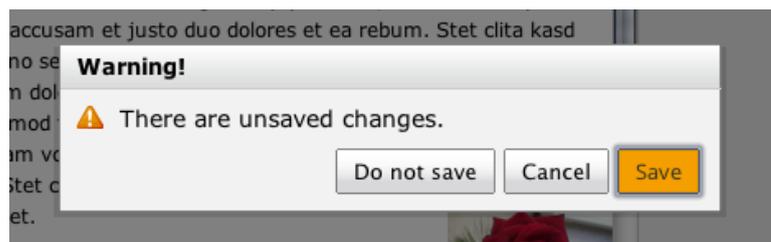
Edit Page

// Select edit PAGE (in the context menu) (with the left mouse button)
→ The rich content editor appears



In this editor you can edit the content in a similar way as in a text processing program (such as Word). The individual symbols are set out in the TEXT EDITOR section (from page 5 onwards). If you change the editing language or navigate away from the editor page and you have unsaved changes the editor will warn you that the unsaved changes get lost if you proceed.

If you click on the close button and you have unsaved changes the editor will ask you what you want to do:



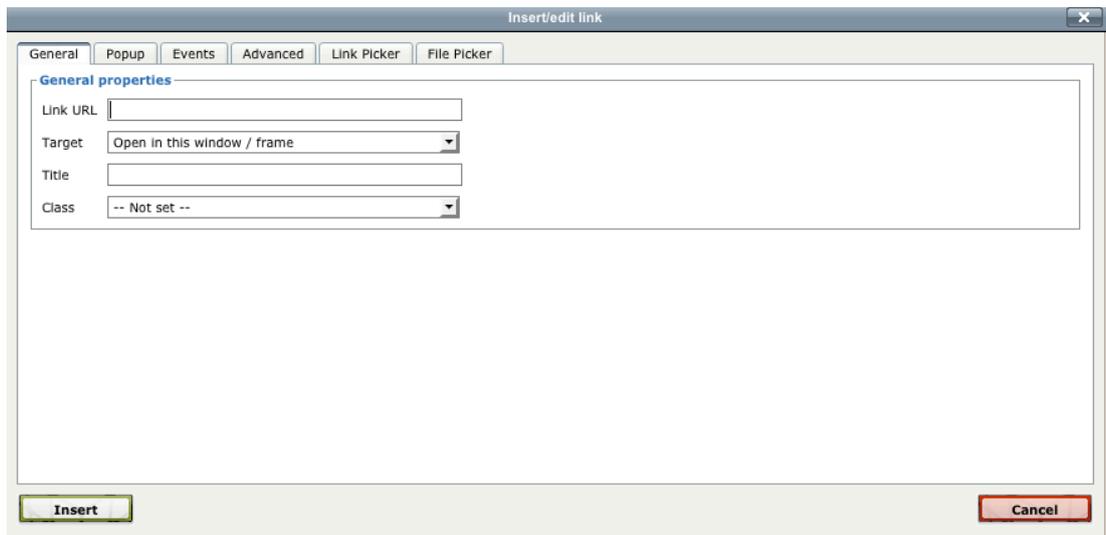
INSERT / EDIT & REMOVE LINKS

// highlight the desired **text or existing link with the cursor**

// **Select the link symbol** in the symbol bar



→ the Insert / Edit link window appears

A screenshot of a software dialog box titled "Insert/edit link". It has several tabs: "General", "Popup", "Events", "Advanced", "Link Picker", and "File Picker". The "General" tab is selected. Under "General properties", there are four fields: "Link URL" (empty), "Target" (set to "Open in this window / frame"), "Title" (empty), and "Class" (set to "-- Not set --"). At the bottom, there are "Insert" and "Cancel" buttons.

// you can enter in the **General** tab a Web address or an e-mail address. Alternatively you can select an internal page in the **Link Picker** tab or select a file in the **File Picker** tab

GENERAL tab: enter a WEB ADDRESS or an E-MAIL ADDRESS

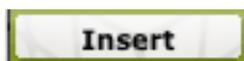
// any web address can be linked by entering the desired URL in the 'Link URL' input field

A close-up screenshot of the "General properties" section of the dialog box. The "Link URL" field contains the text "www.google.ch".

// any e-mail address can be linked by entering the desired e-mail address with a preceding **,mailto:'**

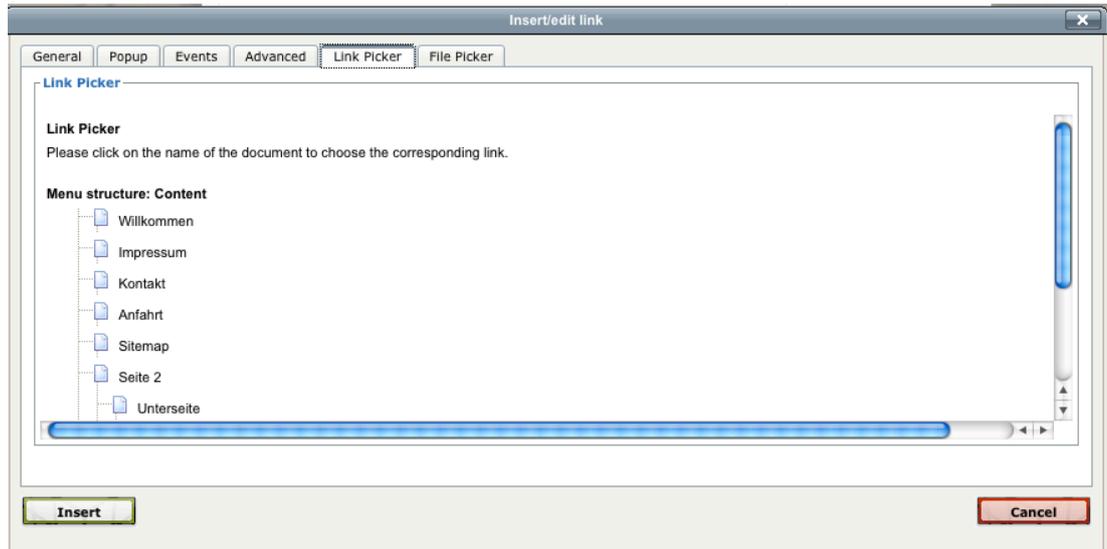
A close-up screenshot of the "General properties" section of the dialog box. The "Link URL" field contains the text "mailto:contact@synventis.com".

// press **INSERT** to confirm and finish



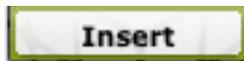
LINK PICKER : INTERNAL PAGES

// to link internal pages, the desired page must be selected in the navigation structure in the **Link Picker** tab



→ the address field is automatically filled with the correct URL

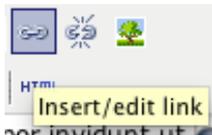
// press **INSERT** to confirm and finish



FILE PICKER : FILES

// to link a file, write a text (file name or a title) and highlight it

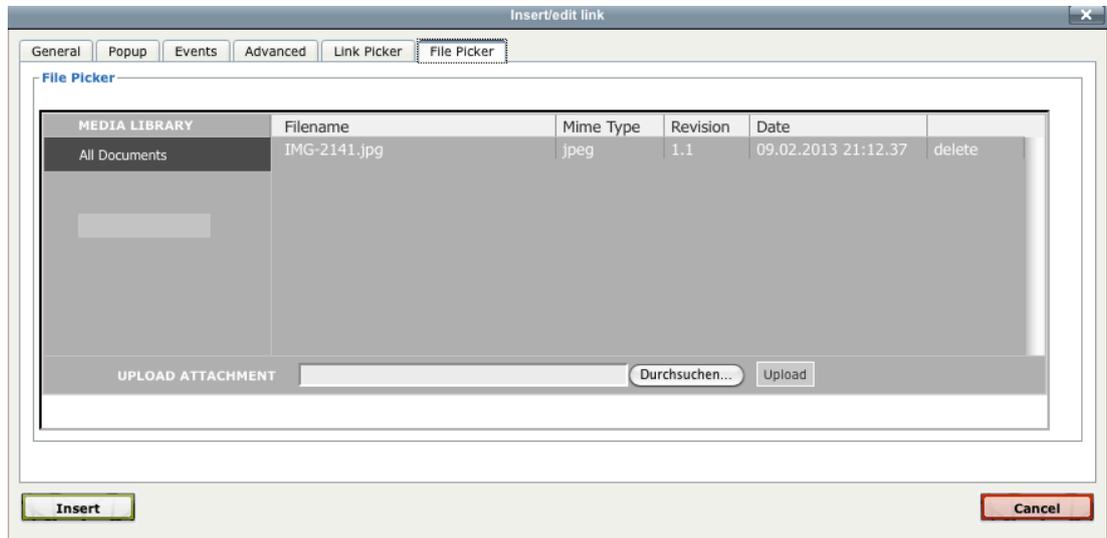
// then click on Insert / Edit link



// in the **General** tab, you can select in the **Target** drop down menu whether the file is to be opened in the same or in a new window



// then click on the **File Picker** tab

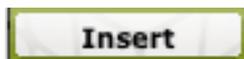


// **select** a file by **clicking on its file name** (left mouse button)

// or **upload a new file**.

Note: The file manager can change the file name in doing so. Confirm this. Then search and select the file uploaded. (Note: Depending on the data volume, the upload process may take some time)

// press **INSERT** to confirm and finish



REMOVE LINK

// highlight the desired existing link by **clicking on the linked text** in the editor

// select the remove link symbol in the symbol bar

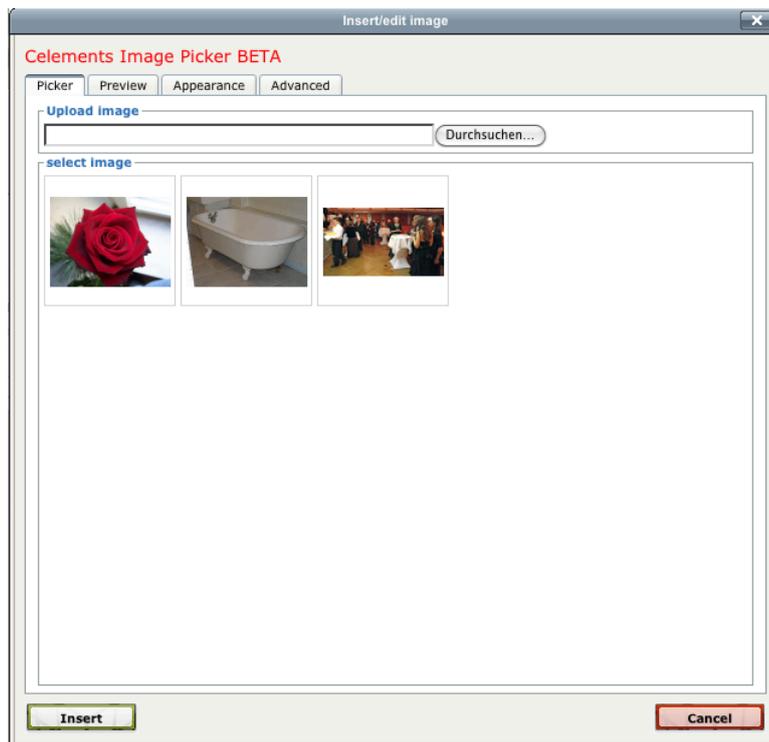


INSERT IMAGES

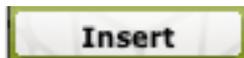
// **Images** in the rich content editor can be inserted via the **Insert / Edit image symbol**



// **select an existing image** or **upload a new image**



// press **INSERT** to confirm and finish



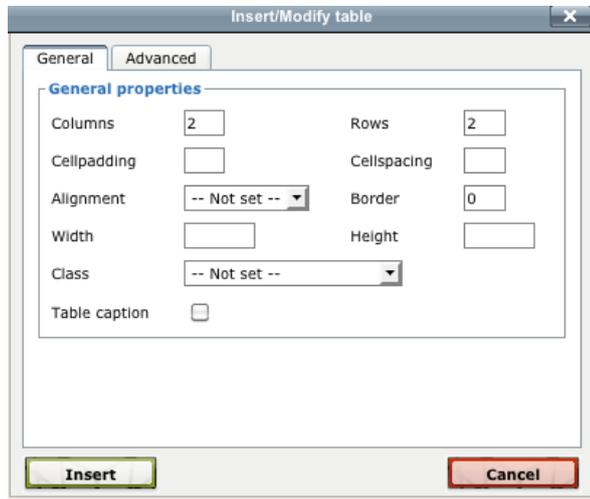
INSERT TABLES

// **To insert a table** in the rich content editor, **click on the table symbol** with the left mouse button

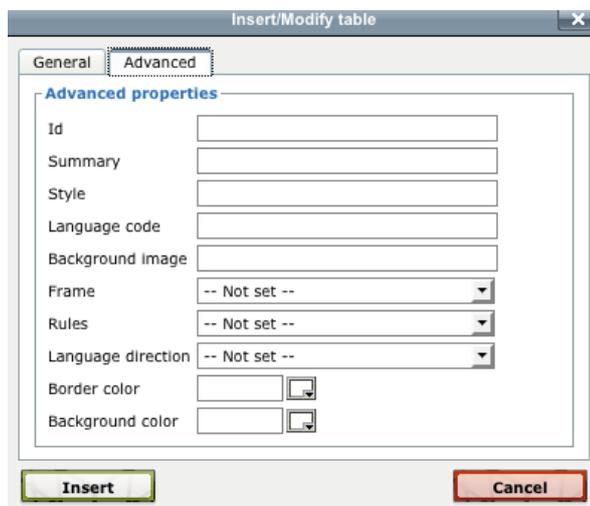


// Then **define the table properties**

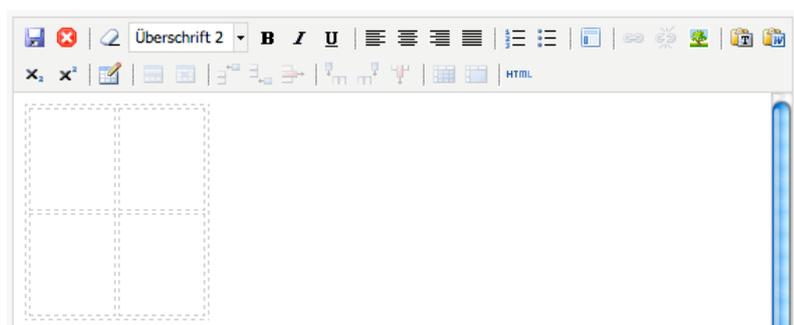
Width details in pixels (number) or percentage possible (e.g. 100% for the full width)



// Under the **ADVANCED** tab, **additional properties of the table** can be set (visible grid, frame and background colours, etc.)



// If all properties of the table are defined, the table is created using the **INSERT** button:



// you can **subsequent change** the table by again clicking on the **table symbol** or via the individual symbols to the right of the table symbol:

// table row properties



// table cell properties



// insert row before



// insert row after



// delete row



// insert column before



// insert column after



// remove column



// merge table cells

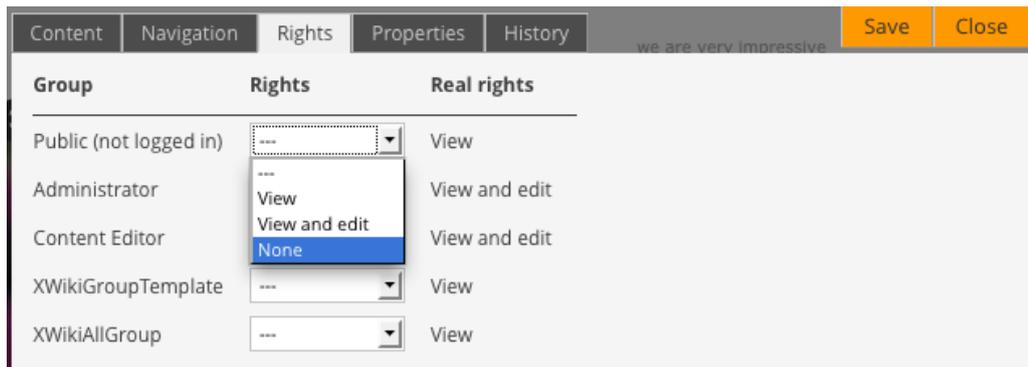


// split merged table cells



EDIT ACCESS RIGHTS

- // It is sometimes beneficial to hide the page that is currently being edited for visitors of the website
- // You can edit the access rights for a page in the **Rights tab** of the editor. To prevent the visitors from seeing the website, the **Public (not logged in)** group must be given the **None** rights



→ After saving the new rights (save and close button), the page can be edited at leisure.

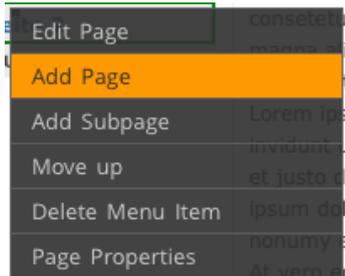
- // After editing the page, the rights need to be reset to „---“

EDIT PAGES AND NAVIGATION

CREATE NEW PAGE

// **Switch to the menu in the page** under which the new page is to be created

// **click the right mouse button** to activate the **context menu** (where applicable, CTRL + mouse button if you are working with an Apple Macintosh computer)



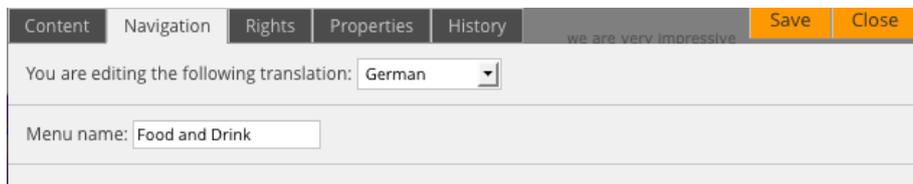
// Select **ADD PAGE** (in the context menu) (with the right mouse button)
→ the following dialog opens

A screenshot of the 'Add Page' dialog box. It has a title bar 'Add Page'. There are two radio buttons: 'Add a new page to the menu' (selected) and 'Add an existing page to the menu / Move an existing page'. Below are three input fields: 'Link (Document name)' with the value 'FoodandDrink', 'Page type' with a dropdown menu showing 'RichText', and 'Page master' with a dropdown menu showing 'Standard Layout'. At the bottom are 'Cancel' and 'Create page' buttons.

// Enter the **url/link name of the document** and **select the page type**
(mostly rich text for normal pages)

// click on **Create page**

// Now the **menu name** can be assigned and content can already be added



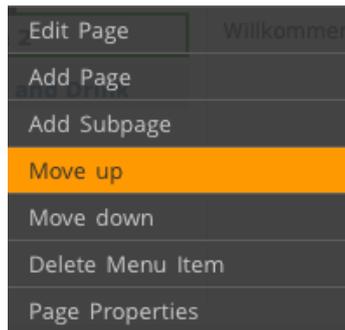
// All languages can also be edited here on multilingual pages

// Click on **SAVE** and then on **CLOSE**, the new navigation point and its page are created

MOVE MENU ITEM

// **Move the cursor over the navigation point** which is to be moved

// click the right mouse button to call up the **context menu** (where applicable, CTRL + mouse button if you are working with an Apple Macintosh computer)



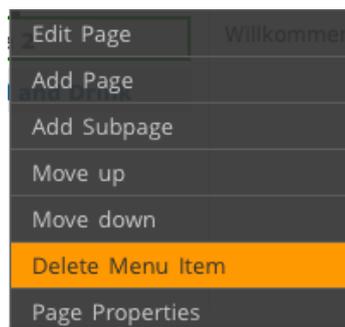
// Select **MOVE UP** or **MOVE DOWN** (in the context menu) (with the left mouse button)
→ The navigation point is moved up by one position

// Repeat so many times until the navigation point is in the desired position

DELETE MENU ITEM

// **Move the cursor over the navigation point** which is to be deleted

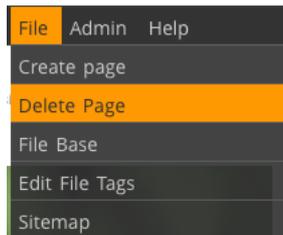
// click the right mouse button to call up the **context menu** (where applicable, CTRL + mouse button if you are working with an Apple Macintosh computer)



// Select **DELETE MENU ITEM** (in the context menu) (with the left mouse button)
→ The navigation point is deleted

DELETE PAGE OR DELETE A TRANSLATION

- // **Switch to the page** that is to be deleted
- // In the **CELEMENTSWEB administration bar** (at the top in the window) click on the **FILE** menu item and select **DELETE PAGE**

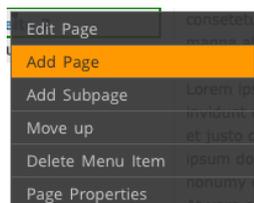


- // **Confirm the deletion** of the page or translation by clicking with the mouse on **Yes**
→ The page is deleted (incl. navigation point)

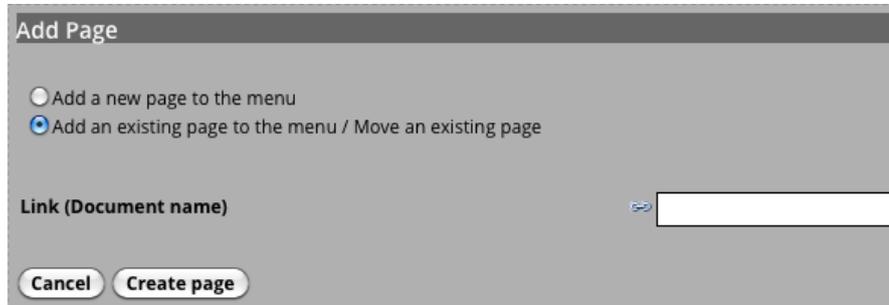


MOVE EXISTING PAGE / LINK UNLINKED PAGE

- // **Switch to the menu in the page** under which the new page is to be available
- // click the right mouse button to call up the **context menu** (where applicable, CTRL + mouse button if you are working with an Apple Macintosh computer)



- // Select **ADD PAGE** (in the context menu) (with the left mouse button)



Add Page

Add a new page to the menu
 Add an existing page to the menu / Move an existing page

Link (Document name) 

Cancel **Create page**

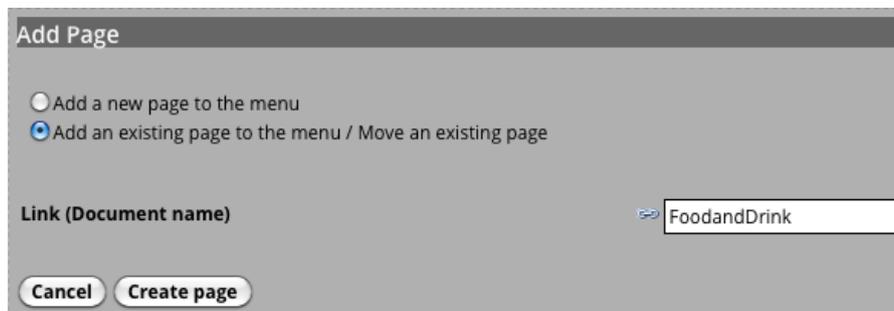
// Select **'Add existing page to the menu / Move existing page'**

// If known, enter the document name directly in the field

Or **click on the symbol of the Link Picker** (chain symbol), the Link Picker opens (overall overview of the menu structure and the pages not available in the menu structure)



// Click on the desired page with the left mouse button, the page name is adopted



Add Page

Add a new page to the menu
 Add an existing page to the menu / Move an existing page

Link (Document name) 

Cancel **Create page**

// Continue in the same way as Create new page

ADDITIONAL NAVIGATION POINT FOR AN EXISTING PAGE

// To create such an additional navigation point, proceed in a similar way as for **Create new page**:

// Under **Add page**, however, you **select the Page type ,Redirect'**; this triggers the redirecting.

// Click on **Create page** and enter the additional information; first, the menu name

// Switch to the **CONTENT** tab

// Click on the **Link Picker** symbol (chain element), the Link Picker opens (overall overview of the menu structure and the pages not available in the menu structure)



// Click on the desired page with the left mouse button, the page name is adopted

// the new navigation point is created with **SAVE** and **CLOSE**

BLOG/NEWS

A blog is a page type for a news page. Articles can be created depending on the date.

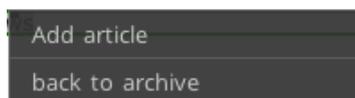
There are two versions of a blog:

// **Full blog:** Every entry is displayed in full in chronological order.

// **Extended blog:** An abstract of the entry is mapped in chronological order. It is possible to switch to the full article with a "more" button

USING THE BLOG

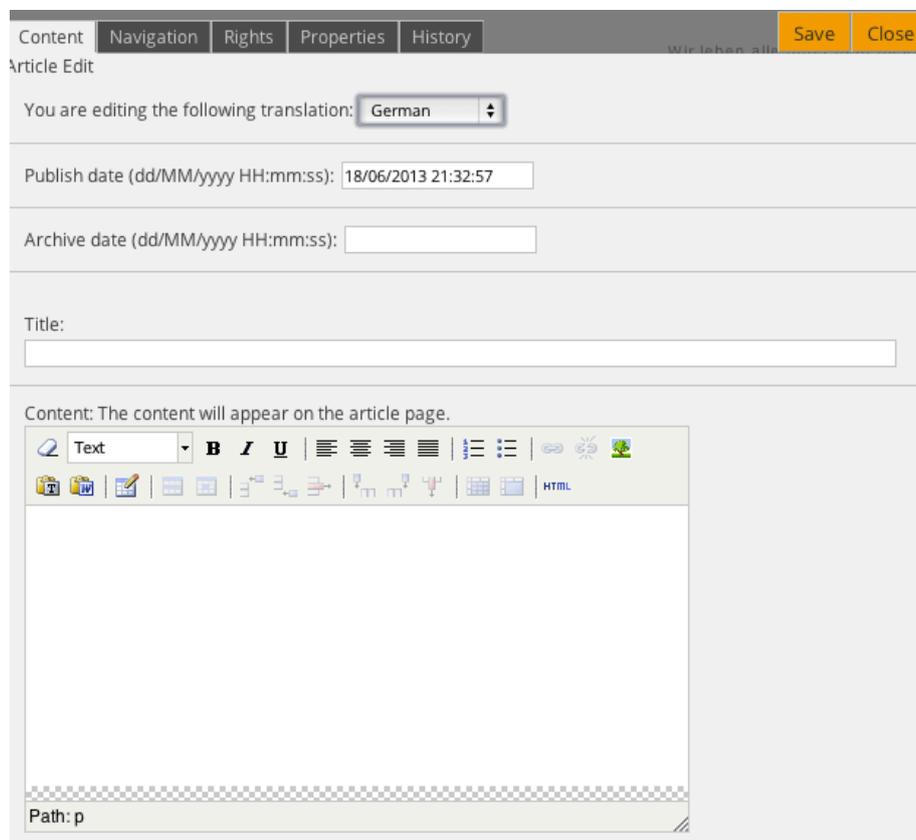
// To create an entry, click with the right mouse button in the page and select Add article.



// Select the date of publication (according to the date format set). This field defines when the article should be published. If it is left empty, the article is published on creation.

// Select the date of archiving (according to the date format set). This field defines when the article should be moved from the page. It will continue to be available in the archive. If the field is left empty, the article continues to exist for ever.

// Give the article a **title** and write the text in the **,Content'** field.

The screenshot shows the 'Article Edit' interface. At the top, there are tabs for 'Content', 'Navigation', 'Rights', 'Properties', and 'History'. The 'Content' tab is active. Below the tabs, there are two buttons: 'Save' and 'Close'. The main area is titled 'Article Edit' and contains the following fields:

- 'You are editing the following translation:' with a dropdown menu set to 'German'.
- 'Publish date (dd/MM/yyyy HH:mm:ss):' with a text input field containing '18/06/2013 21:32:57'.
- 'Archive date (dd/MM/yyyy HH:mm:ss):' with an empty text input field.
- 'Title:' with an empty text input field.
- 'Content: The content will appear on the article page.' with a rich text editor toolbar containing icons for text, bold, italic, underline, list, link, and image. Below the toolbar is a large empty text area.
- 'Path: p' at the bottom left.

// If an **extended blog** is installed on your page, you can enter in the top part (article lead: the article appears on the news overview page) the abstract and in the bottom part (content: The content appears on the article page) the full article

Content | Navigation | Rights | Properties | History | Save | Close

Article Edit

You are editing the following translation: German

Publish date (dd/MM/yyyy HH:mm:ss): 18/06/2013 21:35:36

Archive date (dd/MM/yyyy HH:mm:ss):

Title:

Extract: The extract will appear on the news page.

Content: The content will appear on the article page.

Path: p

// Confirm your entry with **SAVE** and **CLOSE**.

// The article now appears on your blog page.

// If the date of publication is in the future, the article is only visible for users who have logged in (and highlighted with a colour). Visitors to the website without logging in only see it when the date of publication has been reached.

ARCHIVE

// An article remains visible on your blog page until the date of archiving has been reached. If none is entered, it remains on the blog page permanently.

// To view or edit an article that is already in the archive, click with the right mouse button in the window and select Go to archive.



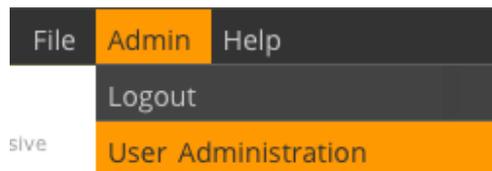
// Now the archive with the "old" articles is displayed

USER ADMINISTRATION

EDIT USER DATA & PASSWORD

// In the **USER ADMINISTRATION**, the data and, in particular, the personal user password can be changed.

// In the **CELEMENTS administration bar** (at the top in the window) click on the **ADMIN** menu item and select **USER ADMINISTRATION**



→ The user manager appears

User Data		Group Membership
Login Name	SynContentEditor	<input checked="" type="checkbox"/> Content Editor
Password	*****	<input checked="" type="checkbox"/> Administrator
First Name	Content	
Last Name	Editor	
E-Mail Address	celements@synventis.com	
Active?	Aktiv	
Company	synventis gmbh	
Force password change on next login.	---	
Edit-Interface Language	English	

Note: ,The Edit-Interface Language' can be changed in the **USER ADMINISTRATION**