Content management system for Web Presentation Marwel 2.5

Procedures a Recommendations for Editors

Content

You will find in this document:

- control description of editorial system
- recommended procedures for format content

Login

To login editor to system serves dialog on URL/user.php. For simplification serves link „LOGIN" in the right column under researching form.

For correct function of editioral system browser with allowed Javascript is necessarry prerequisite, as well as saving Cookies.
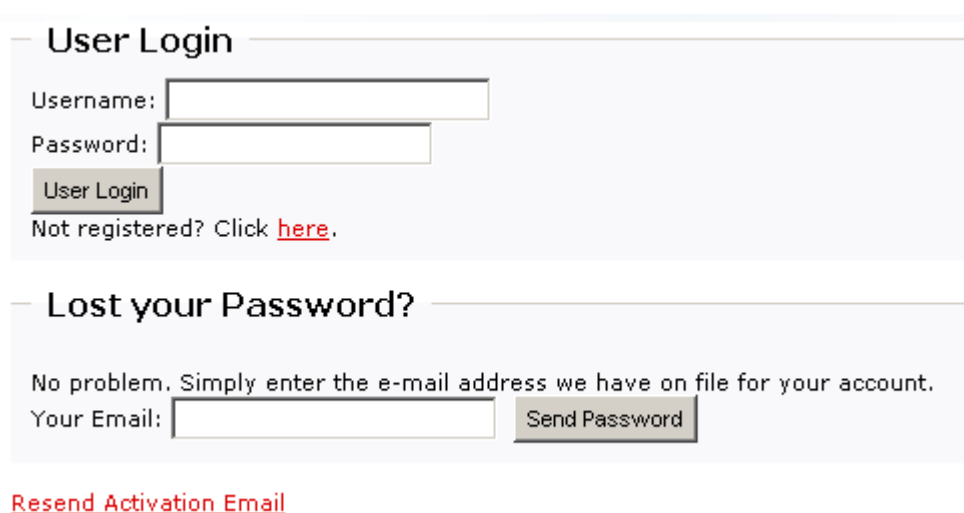
Form for sending forgotten password

If editor forget access password, it is possible to let system resent new one. It will be generate new password and sent on your email. Email address, which you fill in form, has to correspond with email, which you have mention in setting of your account. On this address then will come also new generated access password.

Logout

Logout after finalization of work in editorial system.

Don´t forget logout from system, especially if you work on computer, on which have access also other persons or if you are for example in internet cafe, in computer classroom and the like.

Edit article

To make editor able to edit articles, ha has to be sign in (see above). Identification of login is figure on top grey menu, where is write out name just login editor. Next necessary condition is sufficient competence for editing selected article.

If these conditions are completed and if mouse pointer is above article, at the right side near by headline it figures new proposal (edit toolbar).

Menu contain:

- name of article,

- number of subarticles (number in bars),

- icon for create article,

- icon for edit article,

- icon for delete article and its subarticles.

- icon for copying article to clipboard

- icon for remove of article (only if was article before copy to the clipboard)
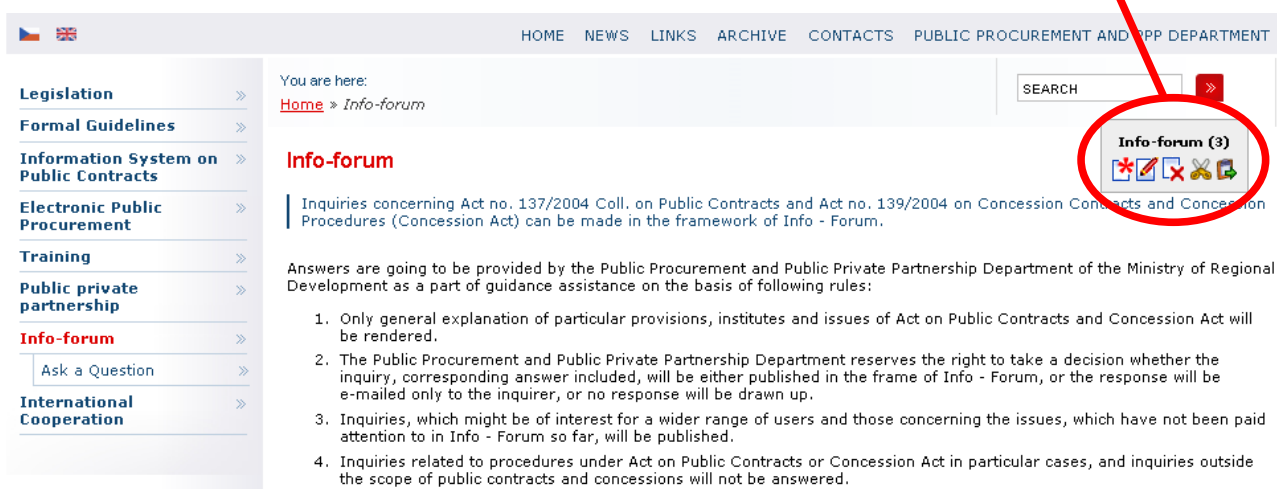
How to change emplacement of article (remove of article)

Removal of article on another place in hierarchy of articles is execute in number of steps.

1. Move on the article, which you want to relocate.

2. Click on the icon for copy article to clipboard in edit toolbar article is marked for relocation. The article will not be modified so far, just currect position is stored in clipboard.

3. Move on the article, in which relocated article is figure in.(Assign it as descendent to this article).

4. Click on the icon for remove article in edit toolbar relocated article from original location is relocate and insert in as descendent actually displayed article.

This was the last step to move article.

How to edit content of article

If you click on the icon for edition directly on page is show form for editing the article and its configuration. You can modify the content in article, change article order and parametres.

Attention on remove between categories   TIP

Remove articles between sections (article with attribute category) web DON´T EXECUTE on it´s own. In this case contact your co-ordinator (administrator) and notify him your demand.

Unpremeditated remove of article can create serious disturbance structure of data and lock up of article.

The article is moved with "descendent"   TIP

If you choose remove article, which has descendants (about their number on toolbar inform, numeral in bar under title of article), will be remove its descendents also.

Form of edit – parts:

Form for edit the article contain s from couple array:

- **Language of edit article** – by change array language in article you save content as another language mutation – you can create the same aticle in different language.

- **Title of article** – to title of article is possible input only text, HTML marks aren´t henceforward support because of possible problems with accessability of content on pages.

- **Perex of article** – would not be formated if possible, formatting bnbmarks in perex will be ignorate. Optimal lenght is one paragraph of common text. <u>Perex must have sence without according to other context</u> – it isn´t continuation of sentence from title and it is not possible suppose, that reader see at the same time content of article.

- **Image in perex** – allow insert in perex illustrative image to article.

- **Content/text of article** – it´s possible format accordance with need. Options of change colour are reduce, change font of text and use underline text (because of possible problems with accessability of content on pages). For more details look at chapter „How to format content".

- „**Cancel**" – if you press the button   then you quit form for edit and unconfirmed changes are not save.

- „**Save and continue**" - the article is saved and then edit mode is still open.

- „**Save**" - the article is saved and edit of article is finished, you are redirect on preview of article. The button in editor menu is function by the same method (last button at the right on the second toolbar editor).

- „**Save and publish**" - if you have competence to publish the article, by this button you also set parametres of article necessary for display on web.

- **Bookmarks with sets of article** are written in more details in chapter „Set of article".

Delete article

The article is possible permanently cut off/delete by force of icon „delete article" on edit toolbar.

Article is always deleted include all his subarticles! Their numbers is displayed on edit toolbar – behind title of article in bar.

If subarticles should not be deleted, then is first of all necessary subarticles remove in structure to another component. Until after this is posssible deletethe article, without delete his descendents. For assurance, that article doesn´t contain some descendents, carefully check number of subarticles before delete.

Remove of article in another component is possible only in back edition.

Is really necessary delete article permanently? TIP

Permanently delete article isnt only possible option, how in edition prevent display article on pages.

For comprehension we recommend read chapters:

- How to order delay publication of article
- Article completeness
- Article visibility

Set article

Options of set are divided
into five thematic bookmarks:

- Article,
- Metainfo,
- Links,
- Optionals,
- Competency.

Bookmark Article

- **Finished –** by tick off this preference you prefer, that article is completed and finished;

- **Publicated –** this preference determine, if the article is published, it is visible on www; accordance with set of right this preference is accessible only for some editors, who can publish articles.

- **Display of sections articles** – preference for display/cover sections of article:
  - ➢ title
  - ➢ perex
  - ➢ user – author of article
  - ➢ date of create article
  - ➢ content
  - ➢ footer – is defined for whole www presentation, usually placed below whole article and contains date and author's name, thats why its not suitable to check this option together with user and date.
  - ➢ navigation– insert list of subarticles in form of block located in article below title
  - ➢ discussion
  - ➢ links – allow display links to article in dedicated block
  - ➢ evaluation
  - ➢ user button 1, 2 – optional definated, additionally switch for eventually another attributes of article

- **Atribbutes of article** – for majority articles suit initial configuration
  - ➢ searchable
  - ➢ on sitemap – article (title) will be display on website
  - ➢ printable

> ➢ contain chapters – see chapter „How to create article with chapters"
> ➢ create category – article with all his subarticles will create category, something as subweb, that´s has influance on for example in display News (only from assign category), it allow use another navigation menu. For most websites default predefined settings, created during build up, is used. This settings should not be changed on existing articles. Indigested creations/deletions could cause web presentation problems.
> ➢ is in breadcrumbs – article (title) will be display in breadcrumbs
> ➢ is in menu – article (its title) will be display in navigation menu

- **type of article** (News, Action, Press release…) – it is possible to set more types for one article (hold CTRL tab and select) or non. This settings is used for filtering (just News etc.). Article types can have set various sizing settings etc.

- **Validity of article from - to** – in more details write in section „How add publishing of article in delay"

- **In calendar from - to** – in more details write in section „How add action"

- **Article order** in section – allow set article order between articles with the same level

Bookmark Metainfo

- **URL** – for case that article hasnt own content, but only links on another content (for example link from menu on another web)

- **Keywords** – words, which briefly describe what about articles are (they dont display visible, they are use by crawlers in merging of pages)

- **Rewrite** – title of article in URL adress, is generating by save the article, for more details look at chapter „How influence URL of article"

- **Change author** – option of change author, for more details look at chapter „How configure author of article"

Informative button – its not possible atribrarily edit:

- **Create** – date of create the article

- **Create by** – name of editor, who create the article

- **Changed** – date of last change in article

- **Change by** – name editor, who change article for the last time

Bookmark Links

- **Assignment of contextual links** – creation of list with links on articles, which are related with edited article. Block with links appears in right column aside displayed article. For more details look at chapter „How configure contextual articles"

- **Links** – external links related with article; for more details look at chapter „How insert block with links"

Bookmark Optional

This bookmark contains arrays, which can be used for savings informations related with article, which can be occasionally used.

Bookmark Competency

Bookmark Competency function to limitation access privileges to groups of users to concrete edited article.

How to create article of type "Actuality"

Editor has to be login with sufficient competency for edition appropriate article.

On the page „News" in appropriate section click on icon add article and than is diplayed form for article[1].

Home / Tourist products / Jewish culture

Jewish culture

The countries in the Visegrad group have always been a h... those of Jewish decent. The history of Jewish settlement in the region goes back to the

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1   To actualities you can add too articles, which are located on another place by configuration of type article on „Actuality".

Add:

- title (clear, short, apposite),

- perex (one paragraph of text),

- whole text of News,

- in menu on bookmark „Article" in section „Article type" mark preference News,

- save article.

How to add article into Links

The step to add article into Links is almost the same as with News. Create article and for link its necessarry to choose type "Link" in Article tab.

How to mark article as Document

The step to add new document is almost the same as with News. Create article and for Document its necessarry to choose type "Document" in Article tab.

How to mark article as Form

The step to add new document are almost the same as with News. Create article and for Form its necessary to choose type "Form" in Article tab.

How to add Contact

The step to add new page with contacts is almost the same as with News. Create article and for insertion into section Contacts its necessarry to choose type "Contact" in Article tab.

How to add Press release

The step to add new article „Press release" is almost the same as with Actuality. Create article and for displaying article in section „For Journalist" is neccessary choose on bookmark „Article" type „Press release".

How to add action

Create article and for action is neccessary add article type „Workshops".

In addition its necessarry **to fill in date when action starts and ends**. This can be done in tab "Article", field "In Calendar from to!

Date is added in form year-month number-day, optionally time hour:minute yet.

How to influence link on article (Rewrite)

Why not to change Rewrite for older published article? TIP

Its normal, that on publication articles on your web are linked another server.

In case, when you change Rewrite of article, it evoke, that links from another servers will visitors send on article, which doesnt exist already.

That´s why do´t change Rewrite in publicated articles, only in extraordinarily cases, but rather never.

All links to articles have special format like http://www.xxxxx.cz/kategorie/nadpis-clanku.
Address is automaticly generated when article is saved from it's title. Czech signs and spaces are replaced. Address has to be unique so if using this process address generated is already used in this category, system add one number at the end of this url – index.

Such generating process is usually sufficient however system allows you to change url manually (Rewrite). But this is not recommended specially for articles which are linked from external web sites.

How to create article as link to different web site

Article can be just a link to external web site. To make this happen, its necessarry to fill field URL on "Metainfo" tab.

Link has to be complete including http:// (protocol definition). If this article should be visible in section Links, its necessarry to set Article type as Link in Article bookmark.

Such article can be edit just from Article summary, because heading will forward you to external web. Only one way how to edit this article is to click on icon "whole article". You are not being forwarded using this procedure and you can open this article for edit.

How add publishing of article in delay

If you need publicate article in concrete time, no just after save, than is neccessary configure time of validation. To this you can use edit field „Article validity" on bookmark „Article".

Date is added in form year-month number-day, optionally time hour:minute yet.

Similary its posssible limit time of validation **to when** will be article accessible.

How to change author of article

If you neeed change author of article, than you can configure this preference on bookmark „Metainfo" by choice „Change author".

How to insert horizontal navigation to the article

Editor systém make possible easy insertion list of subarticles in form of block placed in article below title. For display or cover this navigation serves preference „navigation" on bookmark „article".

How to insert generated list of articles

After insert automated list of articles into text is possible use generated lists by through the use of insert automatically filled fields, which syntax is very flexible. Special sequence of marks are inserted by through the use of dialogue from editor menu. In editation article are displayed as text begining and ending by marks ###. Remove generated lists from content of article its possible by delete automatically filled fields and text between them.

Procedure of insert:

1. From menu editor choose preference „Insert dynamically inserted content", by this step dialog will open, see item 2. Opening of dialog can be block by browser – its neccessary this action allow and then press buton again.
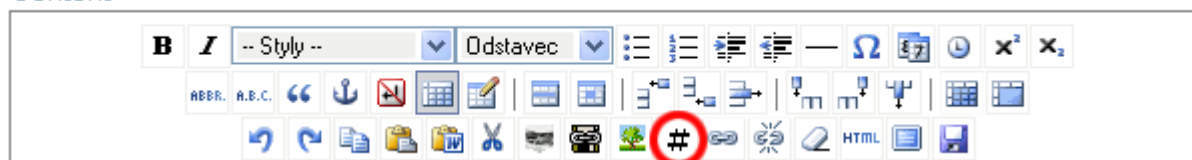
2. Dialog for insertion of generated content (bookmark „list").
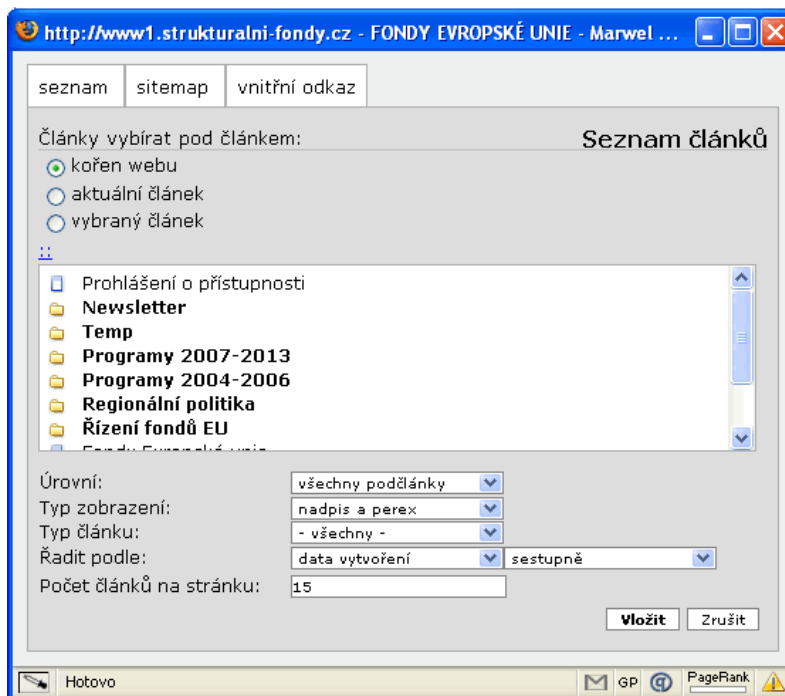
- Root of web – list of subarticles from the highest level of whole web,

- actual article (initial option) – writes off list subarticles of edited article,

- Chosen article (component) – its neccessary mark in structure by click (it stay tinged). You open the component and display its content by doubleclick.

Another option serves to configure parametres of lists. By them you can influence:

- numbers of level, which will display,

- type of list (only title, title with perex, horizontal list, vertical list),

- filtrate only articles, which have only required type (Actualities, Contacts, Actions...),

- set up method (according to date, order, title) and direction (descending, ascending) of sort article in list,

- reducet numbert of article listing on page – pagination.

How to create article with chapters

Accordingly as book is composed from chapters and subchapters, its possible display part of content published on web as „book wit chapters". This method of publication is suitablefor very extensive articles (manuals, guides, laws).

To first (parental) article is then insert content whole „book", to all descendants of selected article is then automatically insert navigation.

Publication Subsystem

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The publication subsystem secures obligations of a contracting authority/entity concerning publication, which are referred to in the Act on Public Contracts, Concession Act and the implementation of which is provided for in Commission Regulation (EC) No 1564/2005 and in implementing regulations to the given Acts.

Entry into ISPC - Publication Subsystem 🏴

Formal Guidelines for Publication

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How to do that? On bookmark „Article" in section „Features" its neccessary mark preference „content chapters" in first article (parents).

Characteristics:
- ☑ searchable
- ☑ sitemap
- ☑ Printable
- ☑ contain chapters
- ☐ create category
- ☑ is in breadcrumbs
- ☑ is in menu

Context blocks in articles

How to add item to links
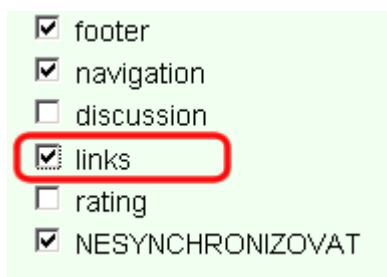
It functions to definition contextual articles on another servers. On bookmark „Metainfo" item links.

1. Links are inserted in form:

   „**URL adress**"space"**Any text legend**"
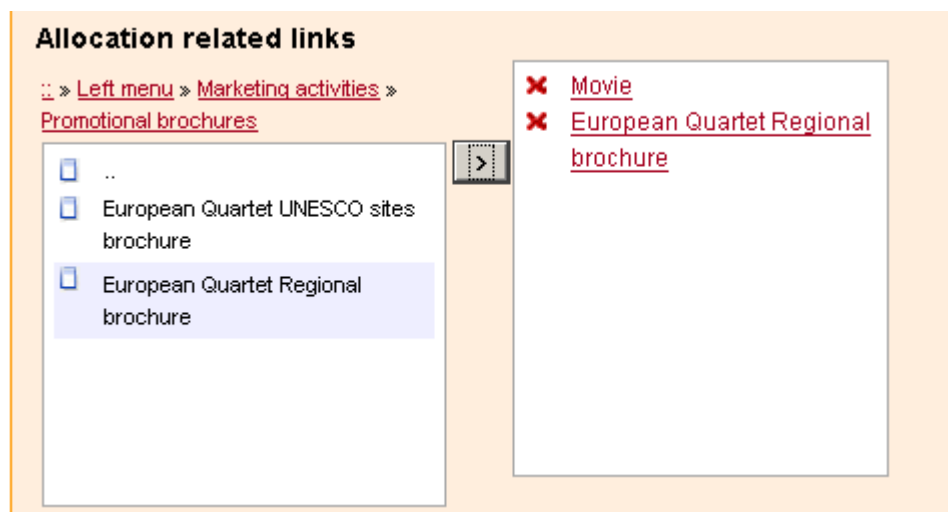
2. URL adress is neccessary enter include http://, past adress insert space and on the same line write text, which will be title of link.

3. Then on the bookmark „Article" its neccessary allow displaying links in articles.

4. Save the article.

How add item to contextual articles

It functions to definition articles, which relate with actual article. (Contextual links from another servers see above "How to add item to links".) Articles will appear in right column aside from displayed article. To article you can assign any amount of contextual articles.

Chosen article (item) its neccessary mark in structure by click (it stay tinged) and then confirm with button to remove into right box. You open the item and display its content by doubleclick. To remove contextual article is enough to click on article in right box and confirm the removing.

Logic in displaying contextual articles is two-way – it means if you mark, that article A relates with article B, that article B will have in contextual articles also article A. Connection is created automatically, without neccessary configure article B as contextual article A. But in article B is need allow displaying links on bookmark „Article" yet .

How to create language mutation of article

Creation of language mutation of existed article is executed by following procedure:

1. open initial version of article,

2. configure language on another mutation,

3. change title, perex and content of article,

4. delete Rewrite,

5. change Keywords and eventually modify links,

6. save article.

How to insert „internal link" on article from own web

To insert link on another published article from own webto edited article:
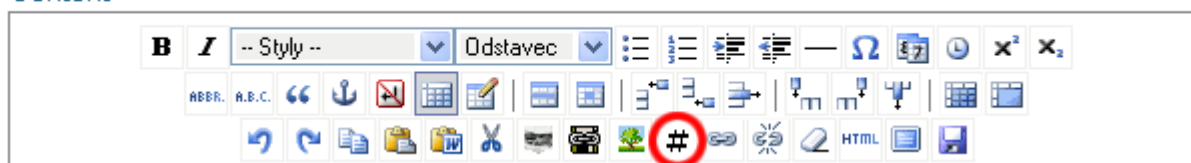
use button „Insert link on article" (common button with insertion dynamically generated content). The opening dialog can be blocking by browser – is neccessary this action allow and than press button again.

1. After open dialog you are switched on bookmark „internal link".

2. Required article (item) is neccessary to mark in structure by click (it stay tinged). You open the item and display its content by doubleclick.
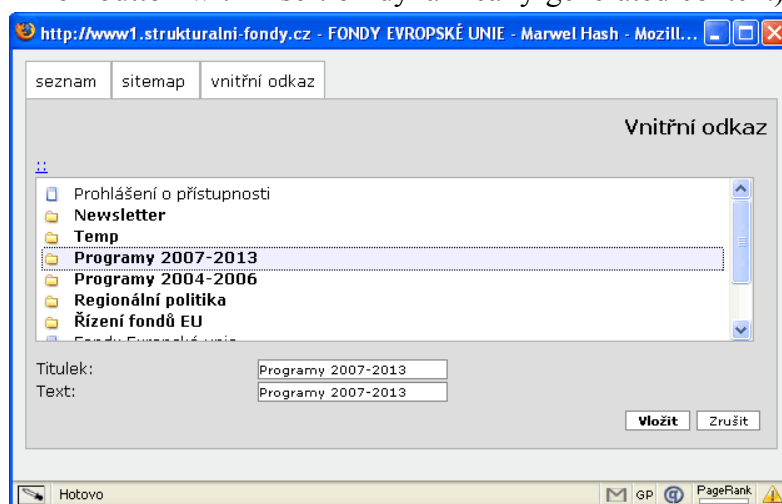
3. This choice confirm by button „*Insert*".

How to delete „internal link"
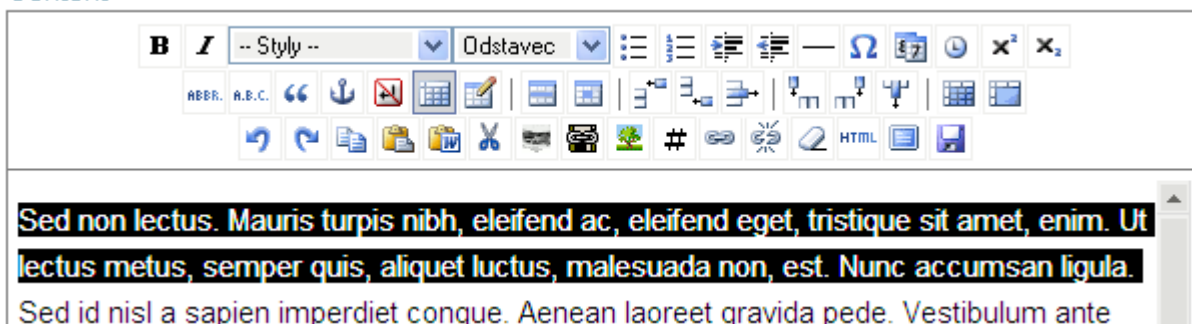
You delete internal link by removing automatically filled fields from content article. Mark it in content press button *Delete* or *Backspace* on your keyboard.

How to insert „external link"

1. Mark text eventually image in article, which will be link.

2. Choose button for insertion link on another server.

3. In dialog fill in URL adress of link **include protocol „http://"**.
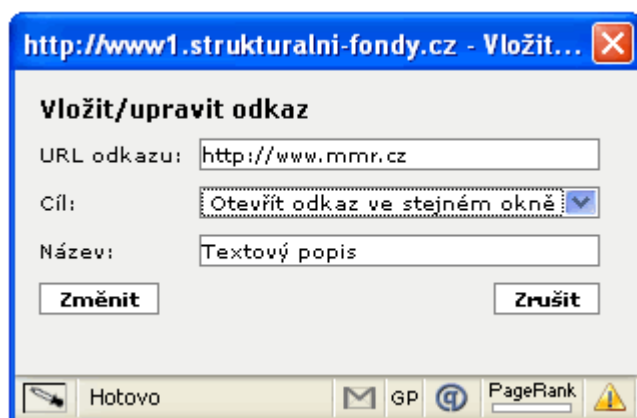
4. In case, that you need opening into new window, change option „Objective" on item „Open link into new window". This option use only in reasoned cases, see tip.

Why its not suitable open links into new window? TIP

Link, which is opened into new window, is obstruction for users, who use for read modified reader (mostly blindly readers).

In new opened window doesnt work button Back. Reader losts orientation and he has to close window, to get on origin page.

Visitor has to be in advance advise, that link is not open into new window.

If you choose option Open link into new window, editor systém will automatically care about differentiation this link from common links.

5. Field „Title" contain text, which will appear after pre-travel mouse on link.

How to cancel „external link"

1. Choose in text of link for example image with link, from which you want to get out link.

2. Click on the button „Revoke link".

Content
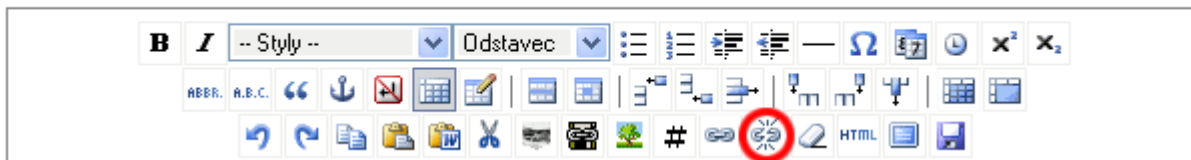
How to format content of article

To format content are prepare editor tools. Till we describe them closely, little excursion.

> **Objective and** purpose of formatting article content **is make easy orientation to reader** in communicated information. In each article we find informations of different importance. Our intention is **show off that important** from supplementary, expositive informations.

Why is so not enough to set more important as is title for example just another colour of text?

We speek about so-called *semantics of content* – marking of informations in content accordance with signification – by way of signs. Data, which have marked inside structure, will be structurated display for example crawlers.

People, who use so-called voice scanners, have oppurtunity choose from text only titles. By this they do the same totéž, as common reader does subconsciously – glances text, uncover its range, lenght and decides, if this is that right information, which he find.

Why use for formatting text by headings, lists undermentioned way? | TIP

By this way you mark in text structure of informations not only optically, but also logically. *Important information is maked as important, secondary information as secondary.*

With this way describe data its easy to work to browsers also programs, which make blind people easy etc.

Remember, that by this you hepl also common visitors – since in structured information they will better orient. Majority of users rather „browse" than read.

Content

Operating element of editor:

First row of icons create basic format element, many you know from MS Word:

1. **type design** configuration – bold, italic; with regard of accessability rules is not support underline text.

2. **paragraph attributes (users styles)** configuration – choosen paragraph (block of text) in content is marked as pre-defined style.

3. **paragraph attributes (style)** configuration – choosen paragraph (block of text) in content is marked as common paragraph, as title, address. Choise of **alignment paragraph** (is not support for preservation uniform appereance of articles).

4. format text as **list** – choosen paragraph transfer on unnumbered list, or numbered list.

5. increase/decrease **text set-back** from row margin

6. insert **horizontal link** on position cursor in content

7. insert **special signs** on position cursor in content

8. insert **actual data** on position cursor in content

9. insert **actual time** on position cursor in content

10. **superscript** – mark choosen text as superscript

11. **subscript** – mark choosen text as subscript

Second row of editor buttons:

1. **abbreviation explication** – function to completion expositive legend in abbreviation – after pre-travel with mouse on these markes words tooltip with expositive comment will display.

2. **the same as previos <abbr>,** different is that, letter are not spell, but they are read together.

3. denotation quotation in text

4. insert/edit so-called **anchor -** function to definition objective of links – by this way is possible create objective for link on for example concrete part of extensive document

5. insert uncrankable **space**

6. display **unvisible components and marks**

7. **create table**

8. **row attributes** in table
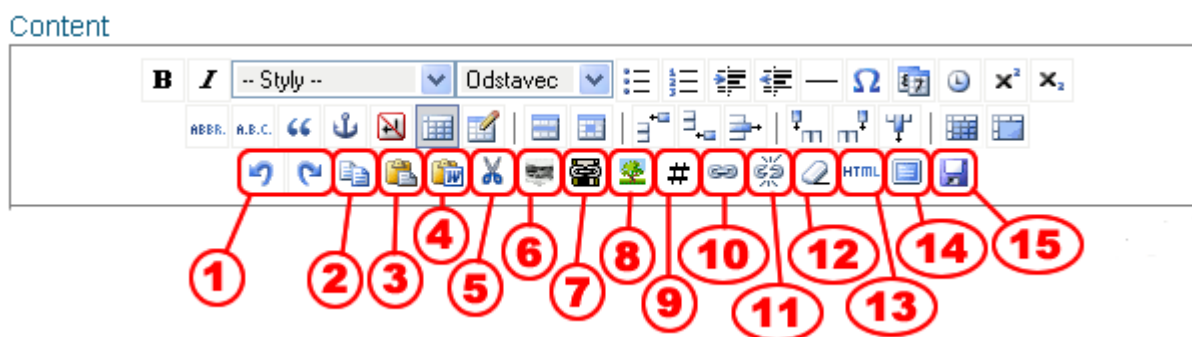
9. **attributes cell** in table

10. **insert row** in table ahead of

11. **insert row** in table behind

12. **delete row** in table

13. **insert column** in table ahead of

14. **insert column** in table behind

15. **delete column** in table

16. **separate cells into** in table

17. **collect cells** in table

Third row of editor buttons:

1. return action **back** / movement action **foreward**

2. **copy** to box

3. **insert** content of box

4. **insert content from aplication MS WORD** – for more details look at chapter „How to insert in article content from MS WORD / MS EXCEL"

5. **exclude** marked content

6. **insert photo** from photo album

7. **dialogue for insertion files** – see „How to insert files"

8. **dialogue for insertion photos** – viz „How to insert photos"

9. **dialogue for insertion internal links, generated lists of articles and pages map,** for more details look at individual chapters

10. **insert link on external web** (in article) more closely see „How to insert link on erternal web"

11. **remove already inserted link**, more closely see „How to insert link on external web"

12. **remove format of text**, more closely see „How to cancel format of content"

13. **editing of article content in source code**

14. **switch on/switch off whole screen regime of editor** – new window in browser will be open without its control elements (menu, toollbar etc.) trought whole screen, you are situated in either in perex editation, or content accordance with, where you use this button; whole

screen regime you left by click on the same button

15. button for **save performed change in form** – same function as „Save"

How to cancel format of content

If happened to you, that text in article content is formatted badly, use this process to quickly remove all formatting rules.
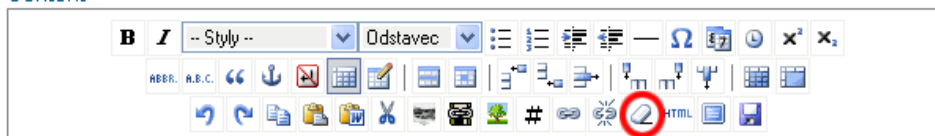
1. Mark text, in which you wish remove format (word, pharagraph...)

2. Press button „Cance format"

Content

„How to insert in article content from MS WORD / MS EXCEL"

For keeeping part of formatting form programmes MS Word and MS Excel function button „Insert from Word". Procedure is following:

1. In programme MS Word / MS Excel choose content and copy it into box (CTRL+C).

2. In edition press button „Insert from Word", new window will open.

3. By way of CTRL+V insert box content into open window.

4. By button „Insert" will be modification content of window insert on actual cursor position kurzoru in article.
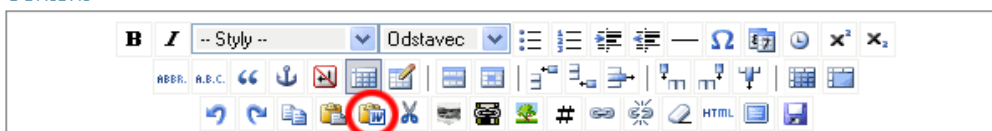
Content
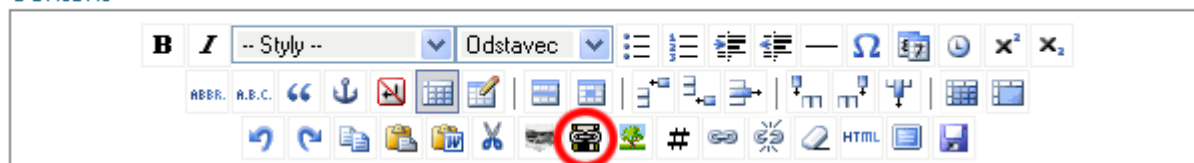
How to insert files

To insertion links on foles functions dialogue, which is opened by button „Insert link on file" on editor toollbar. (Opening dialogue can be block by browser – its neccessary this action allow and then press button again.) If you will insert file, which isn´t in menu till no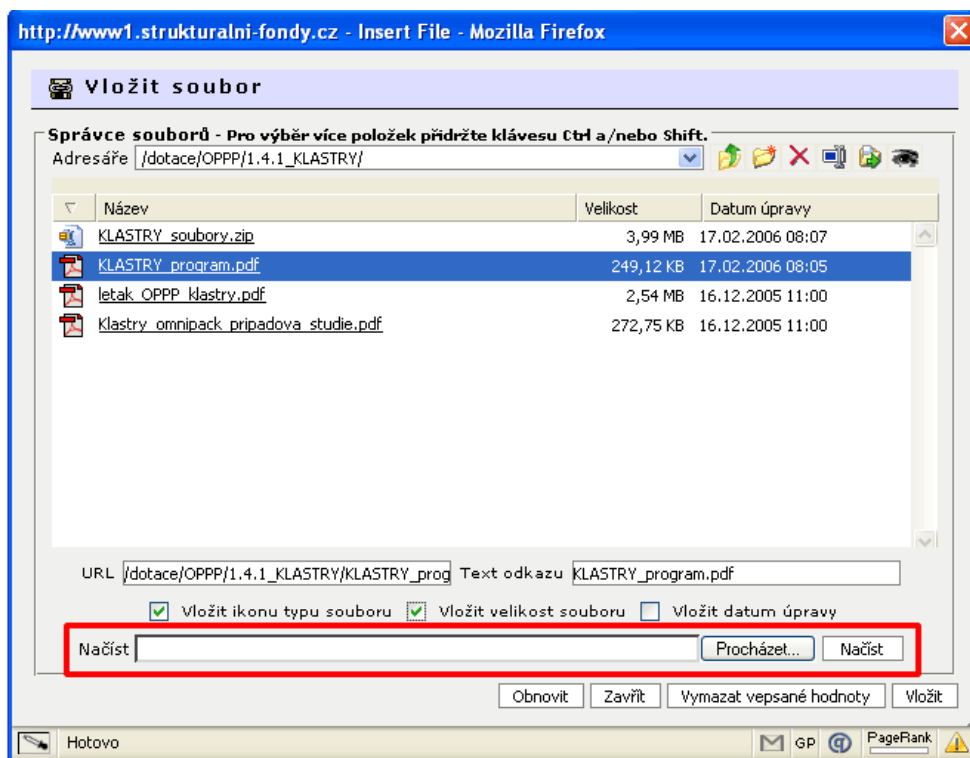w, you have to first load file on server. For uploading function dialogue **Load** file on server (see red marked block on picture). By press button „Browse..." you invoke dialogue for file choise from local place. For choose it press buttton „Load" for start transfer on server. File will be load to actual directory, in which you are just find.

After it you can already choose file and confirm instruction to insertion. Link to file is placed on actuall cursor position. Its suitable set up field „Text of link", which will be display on page, especially nothing say files titles. It´s better, when is enough apossite link, then write into additionally expositive text to it (text of link hasn´t contain file title or its filename extension, to determination its type functions icon). Do not uncheck the settings for showing file icon and file size. Such file settings match access rules.

Do not use confusing links "Details in law about XXX, link can be found here". Rather use self-explain links "Details can be found in law about XXX".

This way inserted link you can format further – insert in list, paragraph...

Ing. Renata Jedličková
vedoucí oddělení JPD 2

KLASTRY_program.pdf (249,12 KB)

How to insert pictures

To insert pictures function dialogue, which is opened by button „Insert picture" from editor toolbar. Opening dialogue can be block by browser – its neccessary this action allow and then press button again.
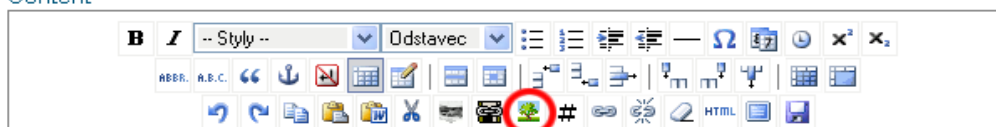
If you intend insert picture, which isn´t in menu till now, you have to use dialogue **Load file** on server (see red marked block on picture). By press button „Browse..." you invoke dialogue for picture choise from local place. For choose it press buttton „Load" for start transfer on server.
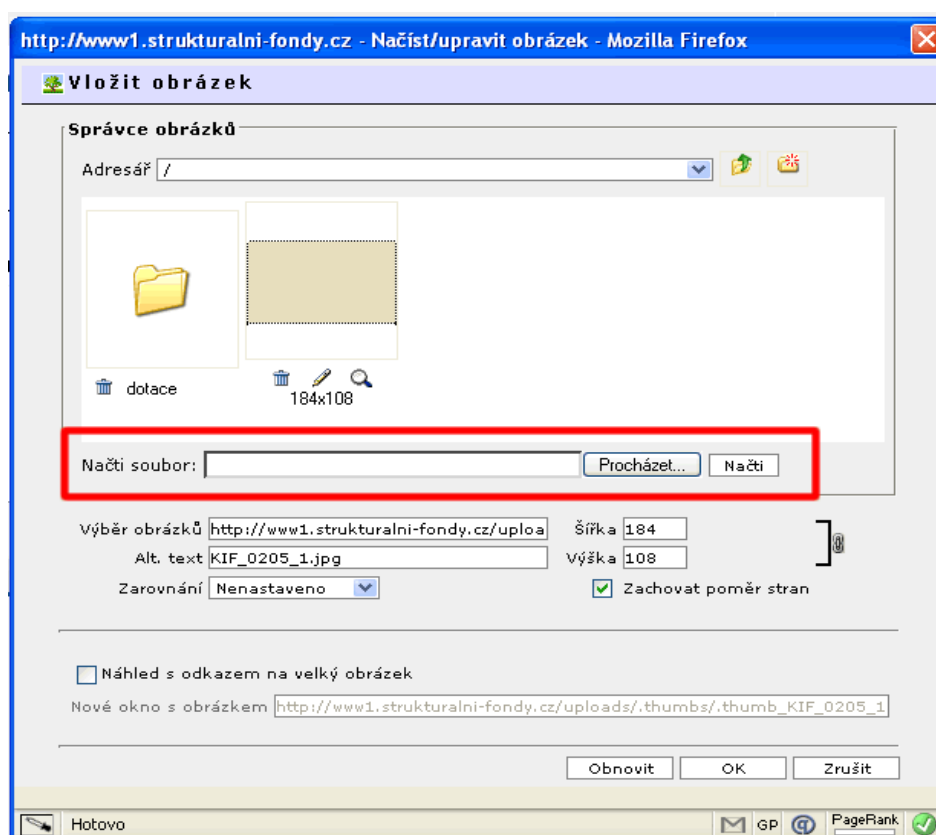
Picture will be load to actual directory, in which you are just find.

Subsequently you can confirm insertion of picture on required place in article. Link to file is placed on actuall

For all pictures, graphs and photos are on server create directory „images". Its inside structure its suitable further divide – create components.

TIP

cursor position.

It´s very suitable change field „Alternative text", to shortly catch picture content (one of web rules accessability).

You can configure to picture alignment (right, left) by choise „Alignment" in dialogue picture insert, accordance with this will be adapt circumfluence also. If you want display on page only miniaturized insight of picture, which will increase after click, use in dialogue for picture insert choise „Insight with link on big picture".

How to insert picturre to perex

At edit article choose "Load picture" and window with edit menu for load picture into perex will open.

Operation is the same as insert picture into article content.

Protection of inserted e-mail address

It is function of editor system, which cover displayed e-mail address before crawlers breaking for purpose distribution spam. E-mail address are saved in database in initial unchanged form. At display in browser are jsou e-mail address edited so, that crawlers didnt find them.

Photography insertion from modul photogalery (optional enlargement)

Its another option how to insert to article content. There are three options, how to insert photography from album to article.
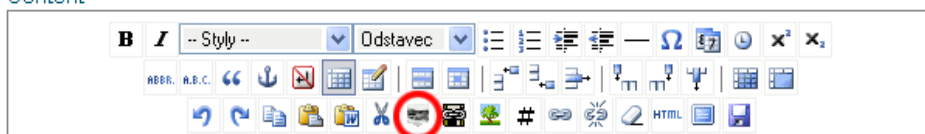
1. Directly without ties on photogalery – choosen picture will load simply from album to article.

2. Picture insight with link on detail in new window – insight on picture will display in article and after click they display in full size.

3. As link on gallery – insight on picture will load into article and after click will display photography together with insights on another pictures and photogalleries.

> "Alt" - alternative text of image fill in and describe, what picture present. If its only ilustrative picture, let value of this field empty. **TIP**

Vložit fotografii z alba: Židlochovice

- <u>Židlochovice 3</u>
- <u>Židlochovice 2</u>
- <u>Židlochovice 1</u>

○ přímo

◉ náhled na detail v novém okně

○ jako odkaz na galerii

Alternativní text: [   ]

[**Vložit**] [**Zrušit**]