Administration Manual
ContentCafe 1.2 ColdFusion

http://www.contentcafe.net/ | support@contentcafe.net

Table of Contents

Section 1: About the Site Administration Page

The Site Administration page provides the interface to manage your ContentCafe site. Using this interface you can:

- add, update, copy and delete templates
- add, update, and delete style sheets, assign those style sheets to templates and assign classes within each style sheet to objects
- add/update/delete categories for objects in ContentCafe
- create new pages and list existing pages
- add and delete subdirectories for your site
- add, deactivate/activate and update content element displays
- import, export and disable/enable content element types
- update the content element settings for a site
- add/update/delete users
- create a new ContentCafe site
- manage global element content
- change site-wide settings
- use utilities to manage cache files
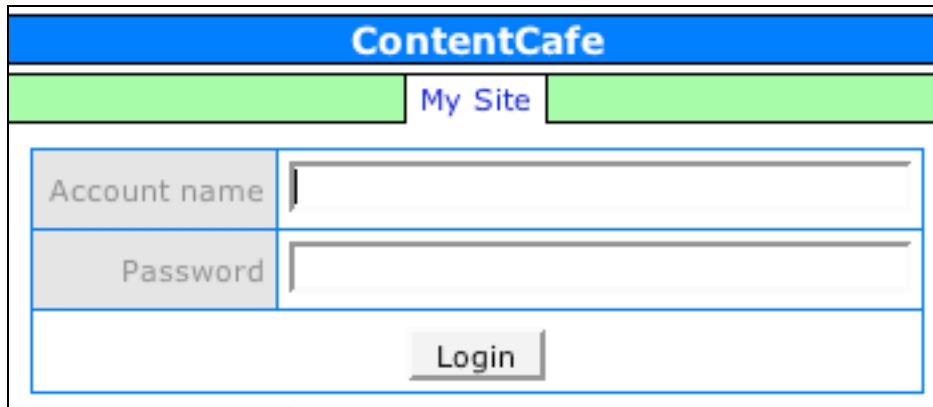
To access the Site Administration page, load http://[server]/[site]/admin.cfm in your web browser (eg, http://www.mycompany.com/admin.cfm or http://www.mycompany.com/hr/admin.cfm). If you have not previously logged in you will see the text shown in figure 1.1.

Please login before editing any ContentCafe pages!

Figure 1.1: the login link

Click on the 'login' link to open the login pop-up window, as shown in figure 1.2.

Figure 1.2: the login form

Enter your account name and password then click the 'Login' button. Upon successfully authenticating you will see the Site Administration page for your ContentCafe site, as shown in figure 1.3.
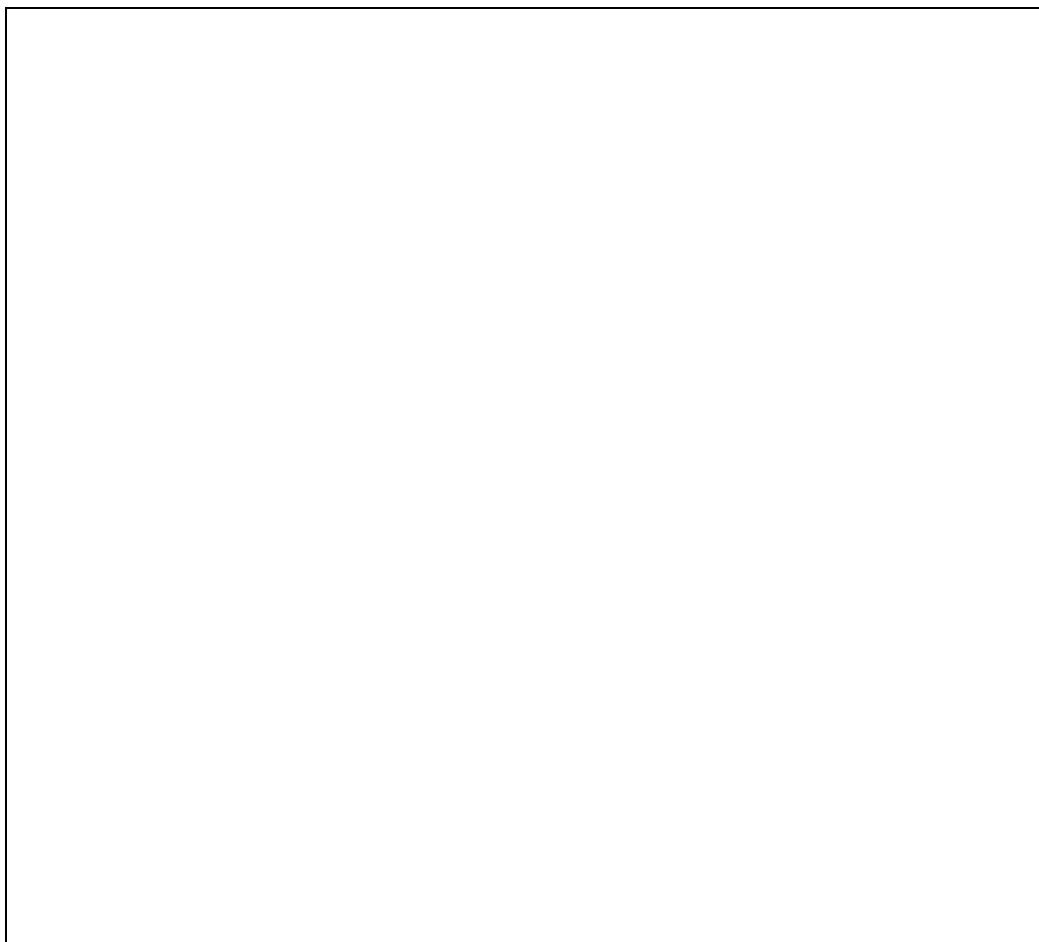
Figure 1.3: the Site Administration page

Clicking on the options listed ("Create a New Page", etc) will open either form choices below the option selected or a form in a pop-up window.

Some definitions that will help you understand the processes described in this manual are listed below.

Content Managers
These are the people who will manage the web site's content. They may or may not have access to the ContentCafe Site Administration page.

Templates
Templates are building blocks for web pages for your ContentCafe site. Each template provides a "shell" into which content managers can place their content.

Content Elements
Content elements are the web page components that content managers can manipulate on web pages (eg, an image or a news item). These elements are initially defined on the template used to derive the web page.

Content Element Types
Content element types are the available types of content elements in ContentCafe that can be used on templates and pages to define content elements. Content element types are identified by an "elementtype" attribute on templates (as described in Section 2: Templates). A list of ContentCafe base "elementtype" values is listed in Appendix A.

Content Displays
Each content element holds information. The HTML generated for this information can be varied by selecting different content displays. Content displays take content element information and convert it to a specific HTML "look".

Section 2: Templates

Templates are used as building blocks for pages on your web site. Each defines a specific look for a group of pages; for example, your home page will be based on one template while your news pages will be based on a different template.

Each template consists of HTML code and ColdFusion markup language (CFML) tags for ContentCafe functionality. The ContentCafe CFML tags are for the items that can be changed within ContentCafe (the content elements); it is best to avoid putting content that the content manager won't be changing within ContentCafe.

For example, page headers and footers probably won't change very often, usually only as a major site redesign. Rather than making these ContentCafe content elements, use hard-coded HTML. You will still be able to update the hard-coded HTML of the template with ContentCafe or by editing the template by hand.

Here is an example of a (very simple) ContentCafe template:

```
<html>
<head>
  <cfmodule template="/contentcafe/base/cfm/html_head.cfm">
</head>

<body>
  <cfmodule
template="/contentcafe/base/cfm/element_display.cfm"
elementtype="mode" elementname="mode">

  <div>
    <h1>MyCompany – All of your needs online!</h1>
  </div>

  <div>
    <cfmodule
template="/contentcafe/base/cfm/element_display.cfm"
elementtype="container" elementname="Main Content">
  </div>
</body>
</html>
```

The first ContentCafe ColdFusion tag is the '<cfmodule template="/contentcafe/base/cfm/html_head.cfm">' tag that appears in the HEAD section of the template. This tag displays TITLE, STYLE and other tags needed for the HEAD section of web pages derived from this template.

The second ColdFusion tag is used within the BODY tags to define content elements on the template. It always starts with '<cfmodule template="/contentcafe/base/cfm/element_display.cfm"' and has two attributes: "elementtype" and "elementname".

You'll notice on this template there are two of these CFML tags. The first one defines a mode element ('elementtype="mode"') with a name of 'mode'. All templates need to have this exact CFML tag; this tag defines the page mode indicator that is used by content managers to switch modes on the page (the mode indicator is shown in figure 2.1).

Figure 2.1: the page mode indicator

The second CFML tag defines a container element ('elementtype="container"') with the name 'Main Content'. A container is a content element that allows content managers to drop other content elements into it; it is one of the base content elements in ContentCafe.

The "elementtype" attribute must be one of the known content element type names – see Appendix A for the description and "elementtype" value for each content element type in ContentCafe.

The "elementname" attribute is used to identify the content element on the template (or page derived from this template). As such, it must be unique to the content elements on the template. This element name is also displayed in the ContentCafe interface above the content element when in edit mode (see figure 2.2).

Figure 2.2: the content indicator for the "Main Content" element

8

Important! The cfmodule tag and its attributes ("template", "elementname" and "elementtype") must be in lower case to be processed properly by ContentCafe! The elementname attribute's value can be mixed case but must only contain alphanumeric and white space (space, tab, etc) characters.

Templates used for RSS feeds (templates that use the "documentlistrss" or "newslistrss" content element types) are slightly different from HTML templates. Since these templates are used to generate RSS data rather than HTML, they are composed only of two tags:

```
<cfmodule
template="/contentcafe/base/cfm/element_display.cfm"
elementtype="newslistrss" elementname="RSS Feed">
<cfmodule
template="/contentcafe/base/cfm/element_display.cfm"
elementtype="mode" elementname="mode">
```

The first CFML tag defines the RSS feed element (in this case an RSS feed of news items) and the second one defines the mode indicator.

Adding a New Template File

Once you have a template file written you can upload it using the "Add a New Template" tab of the "Template Management" option, shown in figure 2.3.

Template name	[ ] Descriptive name for this template
Template file name	[ ] File name without the .cfm extension
File to Add	⦿ Upload a template from your computer [ ] Browse… Click the 'Browse' button to find the template on your computer ○ Template has been manually uploaded to the server
	Add Template

Figure 2.3: the form for adding a new template

The template name will be displayed in the page creation form; make the template name descriptive (eg, use "News item template" instead of "template1").

The template file name is the actual file name (without the ".cfm" extension) the template will be stored as on your server.

The "File to Add" option allows you to either upload a template from your web browser or to select a file you've previously FTP'd to templates/files/temp directory of your ContentCafe site (some ISPs do not allow uploading of files directly from web browsers). You will need to reload the Site Administration page if you FTP'd the file after loading the Site Administration page for ContentCafe to show the new template.

Click the "Add Template" button to add the template to your site. The new template will be stored in the templates/files directory of your ContentCafe site as [filename].cfm.

Also, the file used to edit the template is also created in the "templates" directory of your ContentCafe site with the same name. Remember, the web pages in the "templates" directory are for templates; you should never link to these templates! Create pages from these templates instead.

Getting a Copy of a Template

To download a template from your ContentCafe site, select the "Existing Templates" tab of the "Template Management" option, select the template to download and click the "Get Template" button. You should be prompted for the location on your computer where you would like to save the template.

Editing the Content Elements on a Template

After a template is uploaded to a ContentCafe site the "Existing Templates" tab will be available under "Template Management". You can edit the content elements that are defined on the template by selecting the template in the "Existing templates" menu and clicking on the "Edit Template" button.

You will be taken to the URL for the template in edit mode. You can make changes to the template using the interface described in the Content Manager Manual.

Updating a Template File

If you need to update a template (perhaps you made changes to the HTML, added new content elements or deleted unnecessary content elements) select the "Existing Templates" tab of the "Template Management " option, select the template to update in the "Existing templates" menu and click on the "Update Template" button. The "Options" section of the form will display the update form, as shown in figure 2.4.

Either browse to the file on your computer or select the file you've previously uploaded to templates/files/temp (if your ISP does not support file uploading via web browser). Click on the "Update Template" button.
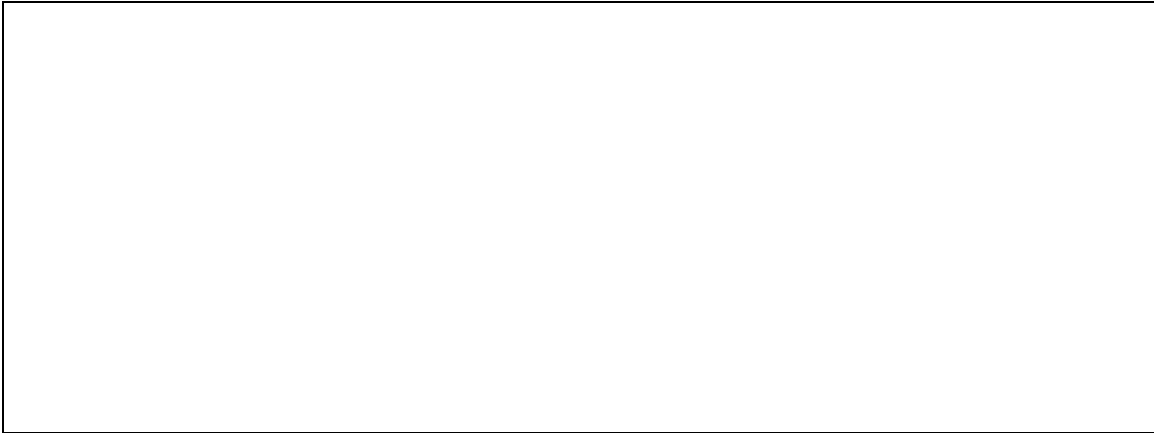
Figure 2.4: the form for updating a template

ContentCafe will prompt you if the new template does not contain content elements previously defined on the template and ask you to confirm the deletion of the missing content elements. If you confirm, those content elements will be deleted permanently from your site.

The template files will be updated and any pages that are derived from this template should have the changes made effective immediately.

Note, if you are only making cosmetic HTML changes (not adding content elements to the template) you can edit the template file directly.

Copying a Template to a New Template

To copy a template to a new template, select the "Existing Templates" table in Template Management, select the name of the template to

copy and then click on the "Copy Template" button. The "Options" section of the form is replaced with the form used to copy a template, as shown in figure 2.5.
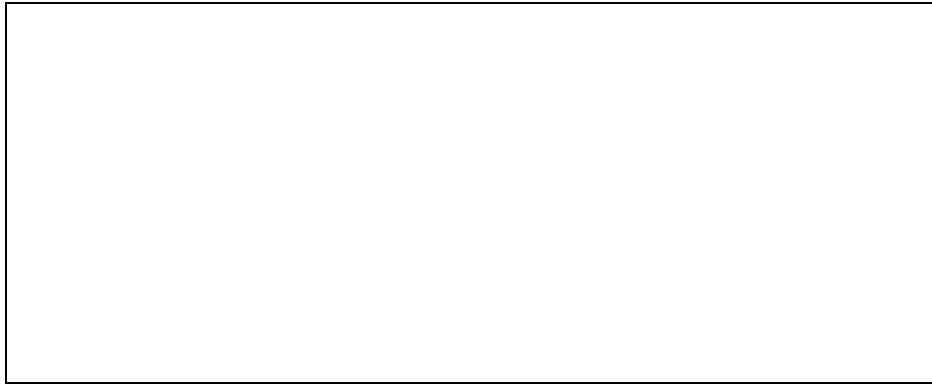
Figure 2.5: the form for copying a template

Enter the name of the template and the file name and click the "Copy Template" button. The template and its elements will be copied to the new template and the Site Administration page will reload.

Deleting a Template

To delete a template, select the "Existing Templates" table in Template Management, select the name of the template to delete and click on the "Delete Template" button. You will be asked to confirm the deletion. If you confirm, ContentCafe will make sure no pages are derived from this template; if there are, a list of pages is displayed and the template is not deleted. Delete the pages listed then retry deleting the template.

If no pages are derived from the selected template, the template is deleted and the Site Administration page is reloaded.

Section 3: Style Sheets

Clicking on the "Style Sheet Management" option displays tabs for adding, updating, deleting and assigning style sheets in ContentCafe (if you have never defined a style sheet for this ContentCafe site, your only option will be to add a new style sheet). All style sheets are uploaded into the "styles" directory of your ContentCafe site.

ContentCafe allows you to upload style sheets and assign them to specific templates. The classes defined in these style sheets are made available to components of content elements based on what types of objects (text, images, etc) the classes are assigned to.

ContentCafe will only recognize class definitions in your style sheet that are defined all on one line, with the first character of the line being a period ('.'). The benefit of this is styles that you don't want to be recognized by ContentCafe can be defined across multiple lines in the style sheet. For example, in the style sheet:

```
.header_text { font-size: 18px; }
.header_image {
     border: 1px solid #000;
}
```

the class "header_text" will be recognized by ContentCafe and can be assigned to objects (text, images, etc). The class "header_image" will not be recognized by ContentCafe because it is defined across multiple lines.

Any underscores in class names will be displayed as spaces when content managers edit content elements. This allows you to give descriptive names to classes, making their use clearer for content managers (in the above example, the class "header_text" will be displayed as "header text" in the ContentCafe interface).

Adding a New Style Sheet

Figure 3.1 shows the "Add a New Style Sheet" form. The "Style sheet file name" input is the file name (without the ".css" extension) the new style sheet will have in your site's "styles" directory. The "Style sheet to add" radio buttons allow you to upload a style sheet directly from your computer or to manually upload a style sheet into the styles/temp directory of your ContentCafe site (because some ISPs do not allow uploading files directly from a web browser). You will need to

refresh the Site Administration page if you manually uploaded the style sheet after loading the Site Administration page.

Figure 3.1 the form for adding a new style sheet

Enter values into the form and click on the "Add Style Sheet" button. After the style sheet is processed you will be presented with the "Assign Style Sheets to Templates and Types" pop-up window. See the "Assigning Style Sheets to Templates and Types" section below.

Updating an Existing Style Sheet

To update an existing style sheet with a new version, select the "Existing Style Sheets" tab from the "Style Sheet Management" option of the Site Administration page. Select the style sheet you wish to update and click on the "Update Style Sheet" button; the form to update the style sheet will be displayed. Next, specify the location of the style sheet that will replace the selected style sheet. If you choose the "Upload…" option, click on the "Browse" button to find the style sheet on your computer. If you choose the "Style sheet has been manually uploaded to the server" option, select a style sheet that has been previously FTP'd to the styles/temp directory of your ContentCafe site (for sites which do not allow file uploading via a web browser). You will need to refresh the Site Administration page if you uploaded the style sheet after loading the Site Administration page.

Click on the "Update Style Sheet" button, ContentCafe will parse the new style sheet and the "Assign Style Sheets to Templates and Types" pop-up window will be displayed. The "Assigning Style Sheets to Templates and Types" section (below) describes how to assign style sheets and styles.

Deleting a Style Sheet

To delete a style sheet, select the "Existing Style Sheets" tab from the "Style Sheet Management" option of the Site Administration page. Select the style sheet to delete and click on the "Delete Style Sheet" button. You will be asked to confirm the deletion of the selected style sheet; once you confirm, the style sheet is deleted and the Site Administration page reloads.

Assigning Style Sheets to Templates and Types

You assign style sheets to templates and classes in the style sheet to ContentCafe object types (text, images, etc) when you add or update a style sheet. Additionally, under the "Style Sheet Management" option you can select the "Existing Style Sheets" tab, select a style sheet to assign and click on the "Assign to Templates/Types" button.

Whichever option you choose, you will be presented with a pop-up window like the one shown in figure 3.2.
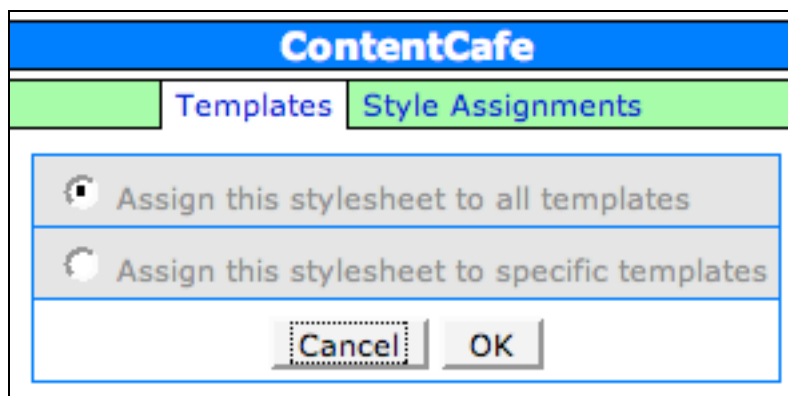

Figure 3.2: the style sheet assignment window

The "Templates" tab allows you to assign this style sheet to all templates in this ContentCafe site (including new templates added later) or to specific templates.

If you select the "Assign this stylesheet to specific templates" radio button, you will see a list of templates not assigned to this style sheet on the left and a list of templates assigned to this style sheet on the right. Use the '>>' button to move selected templates in "unassigned" list to the "assigned" list; use the '<<' button to move selected templates in the "assigned" list to the "unassigned" list.

Selecting the "Style Assignments" tab displays a form like the one shown in figure 3.3.

Class name	text	image	link	table	other	container	formatted_text
body	☐	☐	☐	☐	☐	☐	☐
caption	☑	☐	☑	☐	☐	☐	☐

Figure 3.3: the style assignments form

The form lists the classes recognized by ContentCafe down the left side and the ContentCafe object types listed along the top. Check the checkboxes for each object type that you wish to assign the class to. For example, the "caption" class above is assigned to text and link objects. In content elements that have text or link objects (eg, the header text of a plain text element) the "caption" class will be a selectable class.

Most of the object types are self-explanatory. The "other" type is used for objects like form inputs, such as buttons. The "formatted_text" option specifies that this style will be available in Xinha, the formatted text editor used by ContentCafe (see the Content Manager Manual Appendix B: Common Interfaces).

Section 4: Category Management

Categories are used to classify objects within ContentCafe. The default objects that can have categories are documents (PDFs, etc), images, news items and web pages. The categories you define for each of these objects can be used to limit the number of objects returned by searches.

For example, you can assign a category of "scores" to certain news items and then display all of those news items in a "news list" element with the "scores" category as a selector.

Selecting the "Category Management" option in the Site Administration page will display a list of objects that have categories. The interface for adding, renaming and deleting categories is the same for each type of object. Clicking on the link for the object categories (eg, "Document Categories") opens a new pop-up window for managing that object's categories; a screen shot of the pop-up window for Image Categories is shown in figure 4.1.
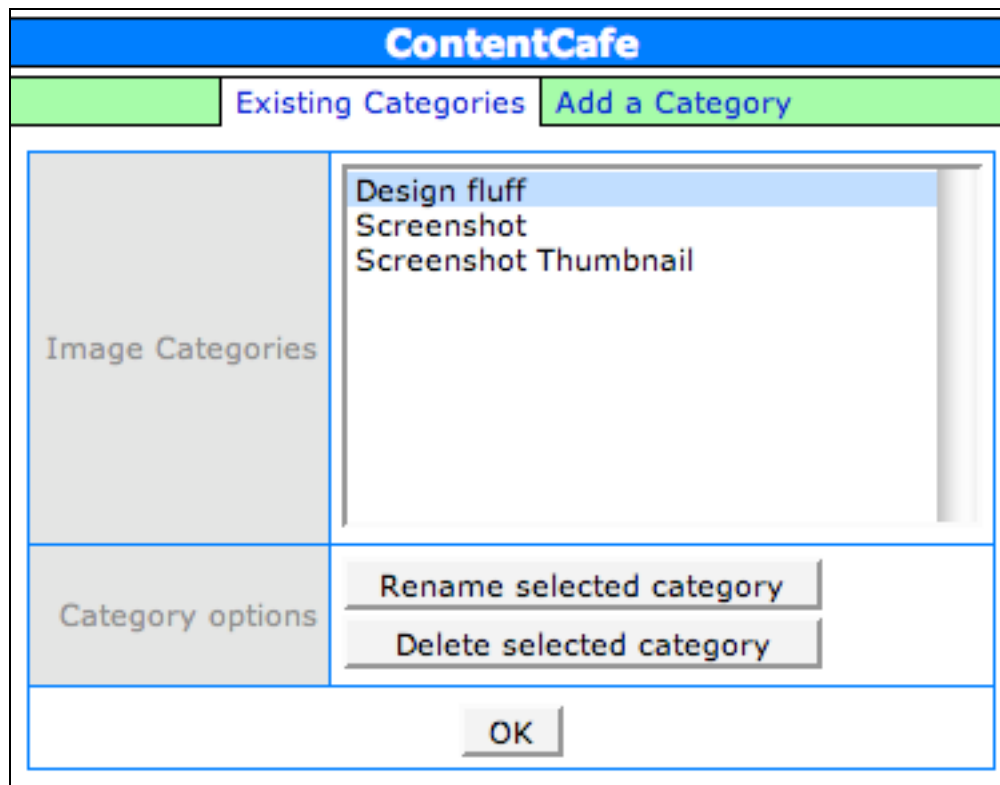

Figure 4.1: the Image Categories popup window

When you are done with category management, click the "OK" button to close the pop-up window.

Adding a New Category

To add a new category for the selected object, click on the "Add a Category" tab; the form for adding a new category will be displayed, as shown in figure 4.2.
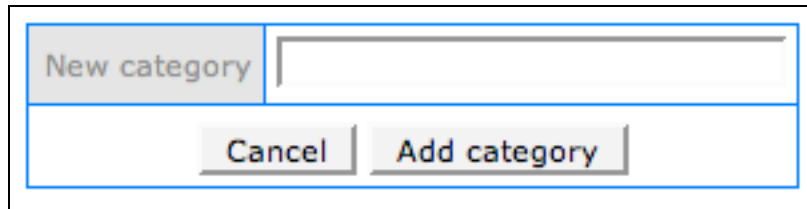

Figure 4.2: the form for adding a new category

Enter the category name in the "New category" field and click the "Add category" button; the results of the addition will be displayed.

Renaming a Category

To rename a category, click on the category you wish to rename and then click on the "Rename selected category" button. You will be prompted to enter the new category name. Type in the name and click the "OK" button; the results of the renaming will be displayed.

Deleting a Category

To delete a category, click on the category to delete and then click on the "Delete selected category" button. You will be asked to confirm deletion of the category; click the "OK" button to confirm. The results of deleting the category will be displayed.

Section 5: Creating a New Page

The first web page for your ContentCafe site will need to be created by clicking on the "Create a New Page" option in the Site Administration page or under the "Template" tab when editing a template (see the Content Manager Manual Section 6: The Page Tab for more information).

When you click on the "Create a New Page" link a pop-up window opens that contains two tabs, as shown in figure 5.1.

Figure 5.1: the create page form

The "Page Information" tab has the required fields for creating a page. The "Page title" field is the value within the <TITLE> tags of the HTML document and identifies the page within ContentCafe. The "File name" is the file name of the page within this ContentCafe site/directory without the file extension (eg, use "index" rather than "index.cfm"). The "Template" field specifies which of your site's ContentCafe templates will be used for the look of the new web page. The "Directory" specifies which directory in your site the new web page should be saved in.

The "Optional Attributes" tab is shown in figure 5.2. All of the fields in this tab are not required to create a ContentCafe page.

Figure 5.2: the optional attributes for a new page

The "Keywords" and "Description" inputs are used for <META> tags in your document. The categories listed are the previously defined page categories (see Section 4: Category Management).

The activation can be set so the page is immediately available or available after a certain date and time. By selecting the "Activate at:" option and clicking the calendar icon you can specify the date and time the page will be available; enter the time first at the bottom of the pop-up window then click on the date to select a date and time.

The expiration can be set so the page is always available (never expires) or available up to a certain date and time. By selecting the "Expire on" option and clicking on the calendar icon you can specify

the date and time the page expires. Pages that are not active display "This page is not currently active" when viewed in read mode.
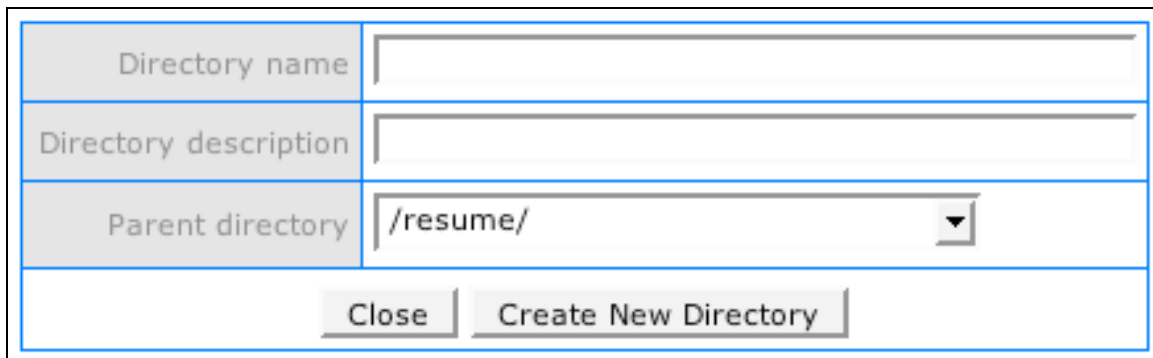
Once you have filled out the form, click on the "Create Page" button. Your page will be created and your browser will load the new page in edit mode. You may now modify the page as described in the Content Manager Manual.

Section 6: Directory Management

The "Directory Management" option of the Site Administration page provides the interface for creating and deleting directories within your ContentCafe site. Clicking on this option opens a pop-up window with an "Existing Subdirectories" tab (if you have defined any subdirectories) and an "Add a Directory" tab.

Adding a Directory

The "Add a Directory" tab contains the form for adding a new directory, shown in figure 6.1.

Figure 6.1: the form for adding a new directory

The "Directory name" field is the name of the directory that will be used in URLs to pages within this directory. The "Directory description" is used by content elements like breadcrumbs to display a more descriptive name for the directory. The "Parent directory" is the location in your ContentCafe site where this directory will be created.

After filling out the form, click on the "Create New Directory" button to create the directory. The results of the creation of this directory will be displayed.
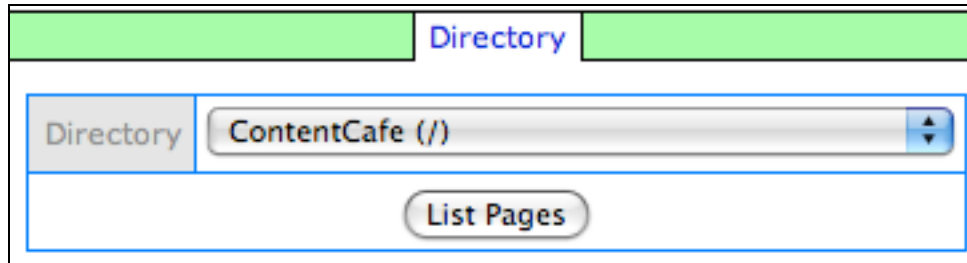
Deleting a Directory

The "Existing Subdirectories" lists the subdirectories of your site and allows you to delete a subdirectory. Click on the subdirectory to delete and click the "Delete Selected" button. After you confirm the deletion, ContentCafe will make sure the subdirectory to delete does not contain any pages. If it does, the pages are listed and the subdirectory is not deleted.

If the subdirectory does not contain any pages the subdirectory is deleted and the Site Administration page is reloaded.

Section 7: Pages on this Site

Figure 7.1 shows the form that is displayed when "Pages on this Site" is clicked.

Figure 7.1: Directory selection for "Pages on this Site"

Selecting a directory and clicking the "List Pages" button opens a pop-up window with a list of pages in the directory selected (see figure 7.2). Clicking the "view" link loads the page in the main window while leaving the page list window open, while the "edit" link loads the page in edit mode in the main window and closes the pop-up window.
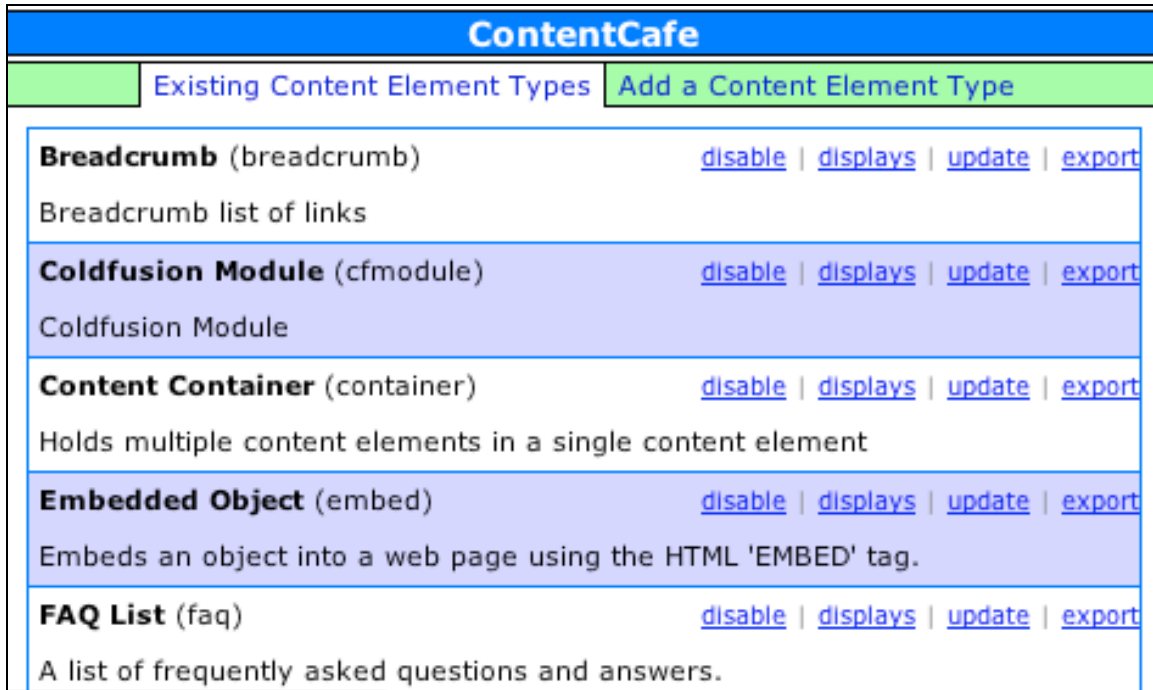
Figure 7.2: Page listing for a site directory

The "Close" button closes the page listing pop-up window.

Section 8: Content Element Types Management

You can manage content elements using the "Content Element Types Management" option of the Site Administration page. Clicking on this option opens a pop-up window like the one shown in figure 8.1.

Figure 8.1: the content element types management window

This window displays two tabs: the "Existing Content Element Types" tab and the "Add a Content Element Type" tab.

The Existing Content Element Types tab displays the content element type names, the "elementtype" values used in templates (the value in parentheses), descriptions of the content element type and links to manipulate each content element type.

The links are "enable" or "disable", "displays", "update" and "export". Optionally, there may be a "settings" link if the content element requires settings (eg, a ColdFusion data source name); none of the base content elements have a "settings" option.

Content Elements that are saved as content element types also have a "view content" link that allows editing of the default content for the content element type. See "Saving Content Elements as Content

Element Types" in the Content Manager manual for information regarding saving content elements as content element types.

Enable/Disable

The "Enable" or "Disable" link toggles the state of the element. Disabled elements are not available for use on templates and can not be added to content container elements.

Content Displays

ContentCafe uses Extensible Stylesheet Language (XSL) to transform the contents of a content element into the HTML that is rendered by the browser. Each XSL file comprises a specific content element display – that is, each XSL file describes specific HTML tags for the content element that the XSL file is associated with.

Many content elements have more than one display option. Content managers can change a content element's display by selected a different content display in the ContentCafe interface (see the Content Manager Manual Section 4: The Content Tab).

In addition to the default content displays for the base content elements of ContentCafe, you can add and update your own content displays.

Clicking on the "displays" link to the right of a content element type shows the content display information for that content element type; this is a list of content display names and options for manipulating those content displays. The following four subsections describe how to manipulate content displays in ContentCafe.

Viewing the XSL for a Content Display

The "XSL" option to the right of a content display name opens a new pop-up window that contains the XSL tags used by this content display (see figure 8.2). You can copy and paste the XSL into a new file using your favorite text editor. Click the "OK" button to close the XSL pop-up window.

```
ContentCafe                                          Display XSL

Horizontal Display
Breadcrumb

<?xml version="1.0" encoding="utf-8"?>
<xsl:stylesheet xmlns:xsl="http://www.w3.org/1999/XSL/Transform"
version="1.0">
<xsl:output method="html"/>
  <xsl:template match="breadcrumb">
    <div>
    <xsl:attribute name="id"><xsl:value-of
select="@elementname"/></xsl:attribute>
    <xsl:if test="@style!=''"><xsl:attribute name="class"><xsl:value-of
select="@style"/></xsl:attribute></xsl:if>
    <xsl:choose>
     <xsl:when test="dividers/start/@type='text'">
      <span>
      <xsl:if test="dividers/start/text/@style!=''"><xsl:attribute

                          OK
```
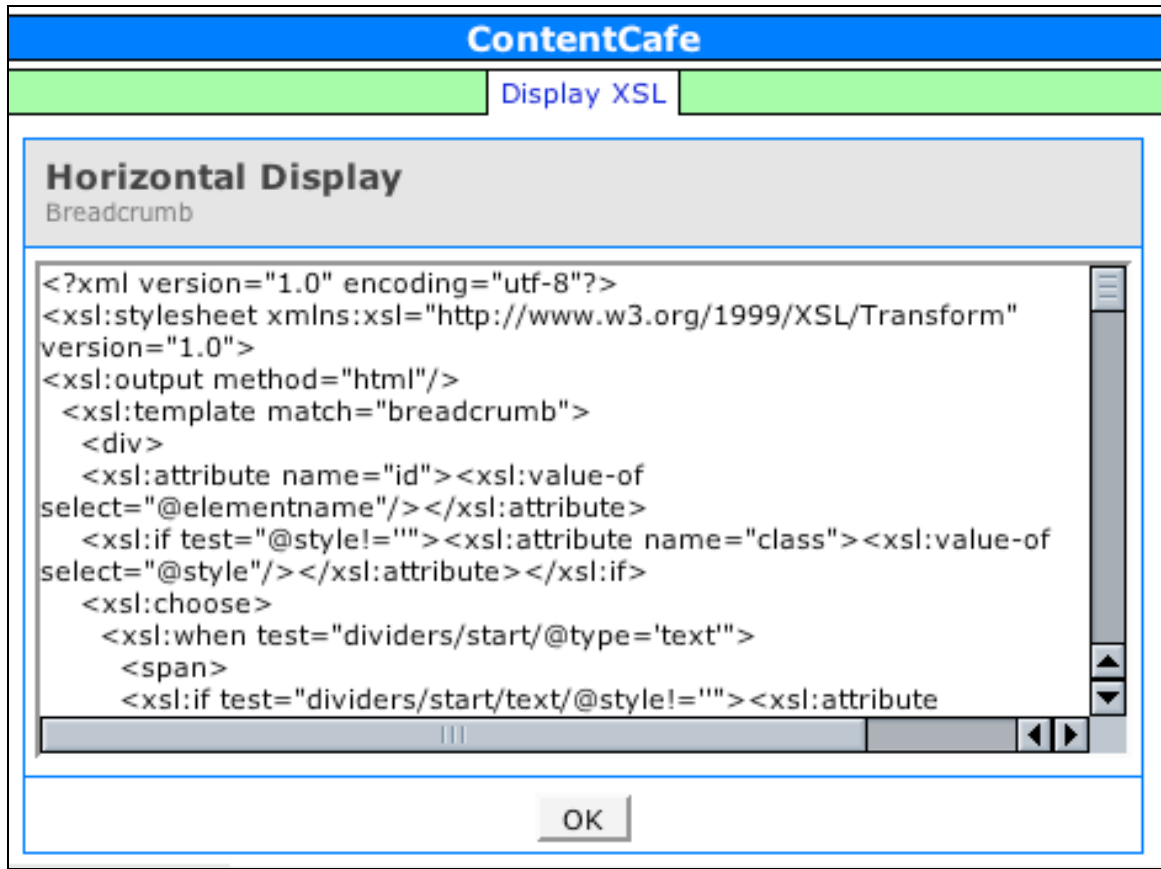
Figure 8.2: XSL tags for a content display

Setting a Default Content Display
When you add or update a template that has new content
elements, those content elements are initially created with the
default data for the content element type and the default content
display for that content element type.

In the list of content displays for a content element type the
default content display has its name in bold.

You may change the default content display for new content
elements by clicking on the "make default" option that appears
to the right of any content display which is not the default. The
results of this change are shown at the top of the Content
Element Types Management pop-up window.

Adding a New Content Display
You can add new content displays for a content element type.
These new content displays may be XSL files you created in a

text editor, downloaded from www.contentcafe.net or from another ContentCafe administrator.

Clicking on the "add a display" option (below the list of content displays for a content element type) opens the "Add a New Display" pop-up window, as shown in figure 8.3.

Figure 8.3: the form for adding a new content display

The "Display name" field is the name content managers will use to select this content display while the "Display description" is a more verbose description of the content display including any requirements (eg "requires JavaScript"). The "Display XSL" field is the XSL tags for your content display.

Clicking on the "Add Display" button will attempt to add this content display to your ContentCafe database. ContentCafe will attempt to transform the default data for the content element type to HTML using the new content display. If this test passes, your content display will be added and the "Add a New Display"

pop-up window will close; if the test fails, the pop-up window closes and an error message is displayed at the top of the "Content Element Types Management" window.

Updating a Content Display
Any content displays that are not part of the base ContentCafe installation can be updated using the "update" option that appears to the right of the content display name. Clicking on this option opens a pop-up window that is similar to the "Add a New Display" window with all of the fields pre-populated with values from the content display being updated.

Make any changes to the name, description, and XSL then click on the "Update Display" button to update the display. ContentCafe will close the "Update" pop-up window and show you the results of your attempt to update the content display.

Even though your update may install into ContentCafe without errors, it may not behave as you expect. It is always best to **make a copy of the XSL for a content display** before making any changes (see the "Viewing the XSL for a Content Display" section above).

Updating a content display will not update the caches for content elements that are currently using this display. You must manually rebuild these cache files (see the Content Manager Manual Section 5: The Page Tab).

Activating and Deactivating a Content Display
The "activate" and "deactivate" option toggles the availability of this display in the "Content Display" option. Deactivated displays are not shown as available displays; elements that have been configured to use a deactivated display will still use that display.
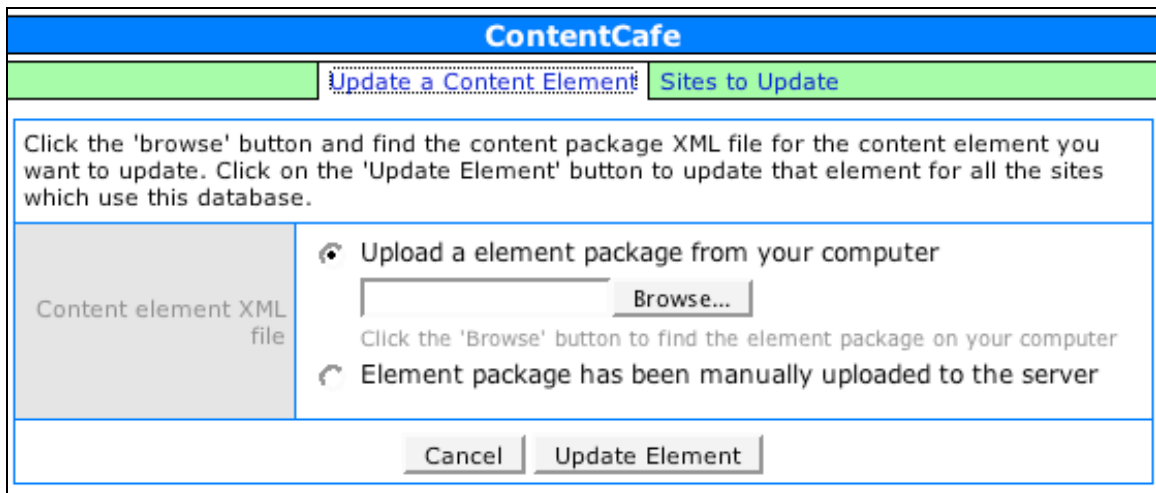
Updating a Content Element Type

Content element types can be updated to newer versions using the "update" link that appears to the right of the content element type's name in the Content Element Types Management pop-up window. To update a content element you will need to download the content element XML file that contains the updated content element from www.contentcafe.net.

Content element types are shared across all ContentCafe sites that are using the same ContentCafe installation. Content displays, however, are site specific. When you update a content element type you have the option to update the content displays that share the same database tables as the current site being administered.

Updating a content element type will not update ContentCafe sites that use different database tables from the current site; you must update the content element type for each site that uses distinct database tables.

Figure 8.4 shows the pop-up window that results from clicking the "update" link. This window has two tabs: "Update a Content Element" and "Sites to Update".

Figure 8.4: the form to update a content element type

The "Update a Content Element" tab contains a form where you specify the content element XML file used to update the content element type. You may either upload the XML file directly from your computer or select a file that has been previously uploaded to [parent directory]/contentcafe/admin/cfm/elements/temp on your web server.

The "Sites to Update" tab lists all of the ContentCafe sites that share the database tables used by this site. Checking the checkboxes will update the content displays for the selected sites. When updating a content element type it is a good idea to select all sites for updating.

Clicking on the "Update Element" button will update the content element type; the results of the update are displayed.

Exporting a Content Element Type

Exporting a content element type will create a content element XML file that can be used by the "Update a Content Element" tab. Clicking on the "export" link to the right of the content element type's name opens the "Export Content Element" pop-up window, shown in figure 8.5.

Figure 8.5: the content element export form

Select the content element displays you would like to export in this content element XML file. You must select at least one display to export and one display must be selected as the default display for this content element type.

Clicking on the "Export" button displays the XML in a text box. Copy the text to a text editor and save it as '[elementtype].xml'. Click "OK" to close the Export Content Element window.

Content Element Settings

Some content elements require site-specific settings to function properly. You may access these settings in the Content Element Types Management window using the "settings" option that appears to the right of the content element type's name. Note - none of the base content element types including with ContentCafe have settings.

Clicking on the "settings" option opens a new popup window that displays a form with setting name/value pairs and an optional description of the setting. See the documentation for the content element type for a description of these settings.

Once you have filled out the form, click on the "Update" button to update the settings for this site and to close the settings window.

View Content

For content elements that are saved as content element types, the "view content" option opens a pop-up window with a mode indicator for switching between read, edit and preview mode. See "Section 10: Global Custom Elements" for more information on the options that appear in edit mode when using the "view content" option.

Adding a Content Element Type

New content element types can be added to your ContentCafe site. Download the content element XML file for the content element type from www.contentcafe.net then click on the "Add a Content Element Type" tab in the Content Element Types Management window. The form for adding a content element XML file is displayed, as shown in figure 8.6.

Figure 8.6: the form to add a new content element type

You may either upload the XML file directly from your computer or select a file that has been previously uploaded to [parent directory]/contentcafe/admin/cfm/elements/temp on your web server.

Clicking on the "Add Element" button adds the new content element type. The content displays for the new content element type are added to each site that shares database tables with this site. If you have other ContentCafe sites that use different database tables than the

current site, you will need to install this content element type on those other sites to make this content element type available to those sites.

You may now use the new content element type's "elementtype" attribute in your ContentCafe templates.

Section 9: Site Settings

The "Site Settings" option of the Site Administration page provides an interface for changing the email and proxy server settings for a ContentCafe site, defining login and logout pages and enabling/disabling features in the formatted text editor. Clicking on this option displays the form shown in figure 9.1. All of these settings are optional for your site.

Figure 9.1: the Site Settings form

Site Settings

The "Site Settings" tab allows you to defined email and web proxy server information. The email settings are only required if you will be using content elements that send email from your site or if you have content managers who do not have permission to publish content changes (see Section 9: User Management).

The SMTP server, account and password are the server you send email through and the account information used to send email, respectively.

The web proxy server/port and username/password are only required if your web server requires a proxy server to connect to the Internet.

34

Authorization Settings

The "Authorization Settings" tab lets you select a web page to use for authentication into ContentCafe instead of using ContentCafe's built-in login.cfm page. This page will require using the "login" content element to build a login form: see "Section 13: Customizing/Logout" for more information on customizing ContentCafe login and logout.

The "Unauthorized page" is displayed when a ContentCafe user has successfully logged in but does not have permission to access the web page they have requested.

Fill out this form and click the "OK" button to update these settings for your ContentCafe site.

Formatted Text Editor Settings
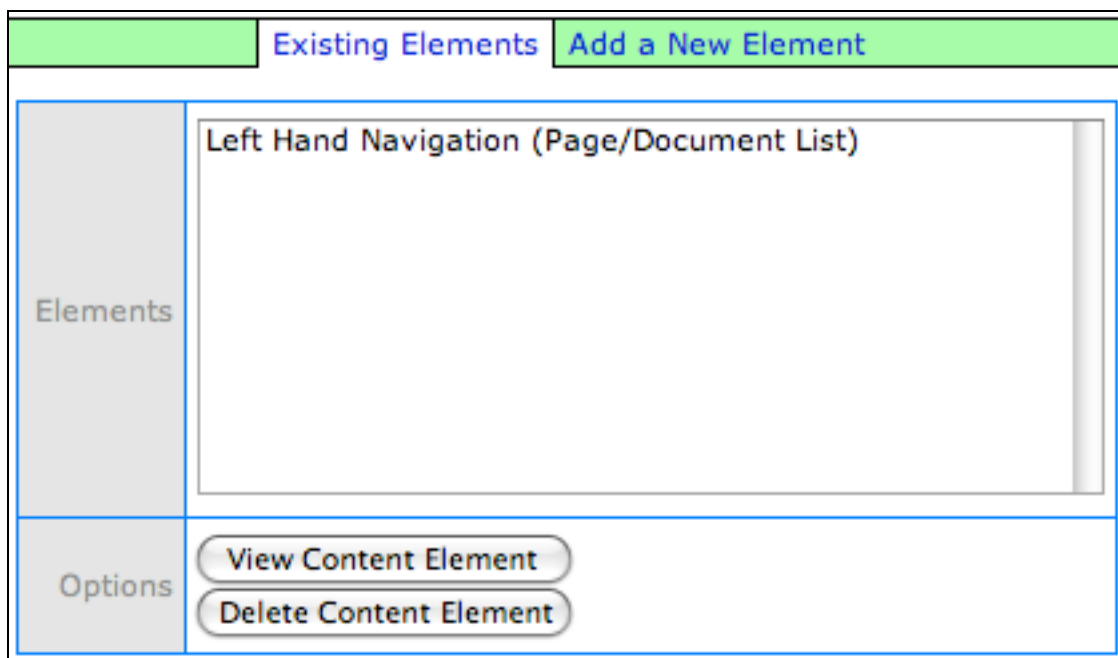
The "Formatted Text Editor Settings" tab contains checkboxes for toggling features of the formatted text editor, Xinha, on or off. Unchecking a box disables the feature; click the "OK" button to submit the settings.

For more information about Xinha options, see http://xinha.webfactional.com/

Section 10: Global Content Elements

"Global Content Elements" lets site administrators create content that can be shared across multiple ContentCafe pages and templates. For example, a navigation element such as a list of pages might be common across all pages of a site.

Clicking on the "Global Content Elements" link displays the form shown in figure 10.1 (if you have not created any global content elements only the "Add a New Element" tab is displayed):

Figure 10.1: the Global Content Element option

The "Existing Elements" tab lists the global content elements that have been defined along with the content element type. Selecting an element and clicking the "View Content Element" button opens a pop-up window where you can modify, preview and save changes to the element, as shown in figure 10.2.

In the top right is a content element mode indicator just like would see when editing a ContentCafe page or template. Red mode shows the most recently saved version of the element, edit mode allows you to change the content of the global content element and preview mode lets you see what the changes would look like if the changes were saved.
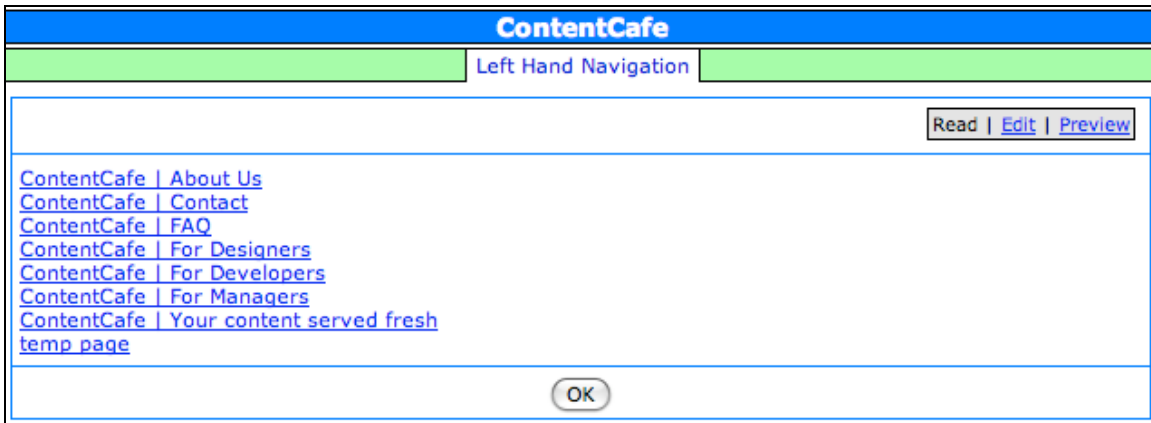
Figure 10.2: an example Global Content Element in read mode

Clicking on "Edit" displays the edit page for a global custom element, as shown in Figure 10.3.
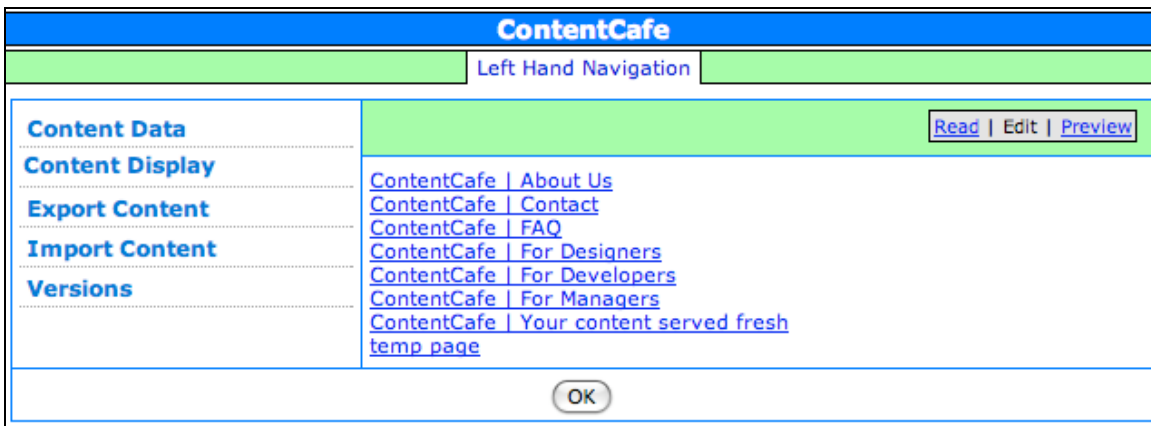
Figure 10.3: a Global Content Element in edit mode

The background color of the mode indicator indicates the state of the global content element (green for the currently published version, yellow for a work in progress version and blue for a past version).

The options on the left allow a site administrator to manipulate the global content element. See the Content Manager Manual for a detailed description of each option. Below is a summary of what each option does:

Content Data: opens a pop-up window that is used to modify the data of a content element
Content Display: shows a select list of displays for the element type with the option to change a display

Export Content: exports the content of this global content element to an XML file; this file can then be imported into other content elements of the same type

Import Content: loads the content of an exported content element into the global content element (provided the content element type of the exported content is the same as the viewed element's)

Versions: shows past versions of the content element
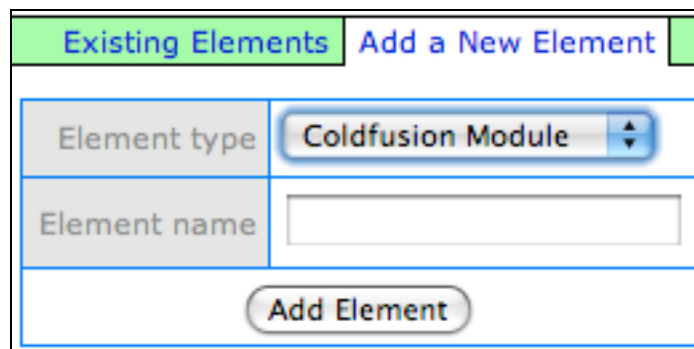
Revert to Version: when viewing a past version, this option will allow the site administrator to convert the viewed version to a work in progress

Save These Changes: saves the current work-in-progress version if the global content element

Revert to Last Saved: discards all changes made to the global content element, reverting to the last saved version

Clicking the "OK" button at the bottom of the window closes the global content element window.

To add a new global content element, click on the "Add a New Element" tab and fill out the form (see figure 10.4).

Figure 10.4: the form to add a new global content element

Select an element type and enter a element name into the form then click the "Add Element" button. The new global content element will appear in the Existing Elements tab. Note that certain types of elements, such as containers, can not be global content elements.

Section 11: User Management

The "User Management" option in the Site Administration page will let you create, edit and delete accounts for this ContentCafe site. These accounts may be user accounts with no editing permissions in ContentCafe (uesr accounts) or content manager accounts. Clicking on this option opens a pop-up window that contains two tabs: "Existing Users" and "Add a User" (see figure 11.1).
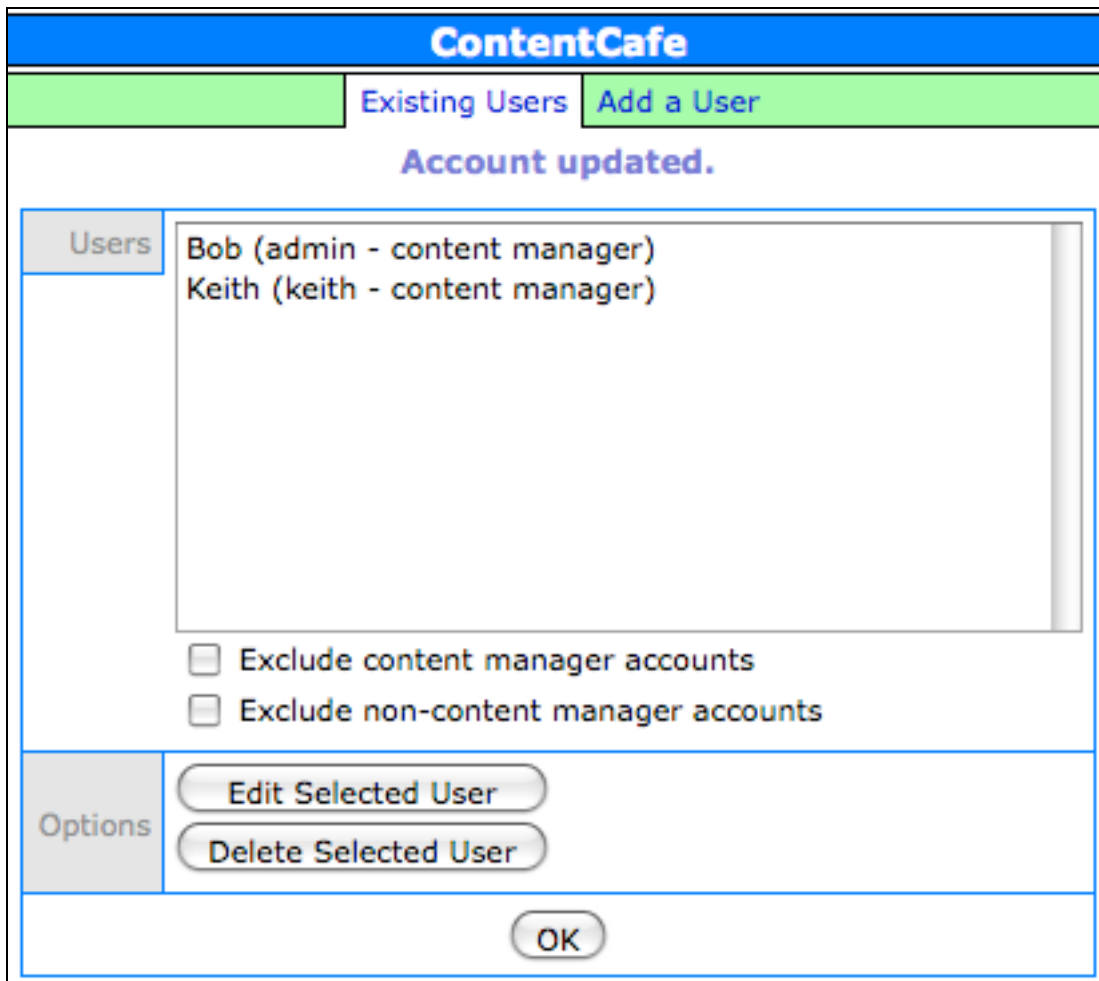
Figure 11.1: the user management pop-up window

The "Existing Users" tab lists all of the accounts for this site (content managers and user accounts) with options to "Edit" or "Delete" an account (note that the account viewing the User Management window can not be deleted).

Editing a User

Selecting an account and clicking on the "Edit Selected User" link displays a three-tabbed form for modifying the user account (the form is shown in figure 11.2).
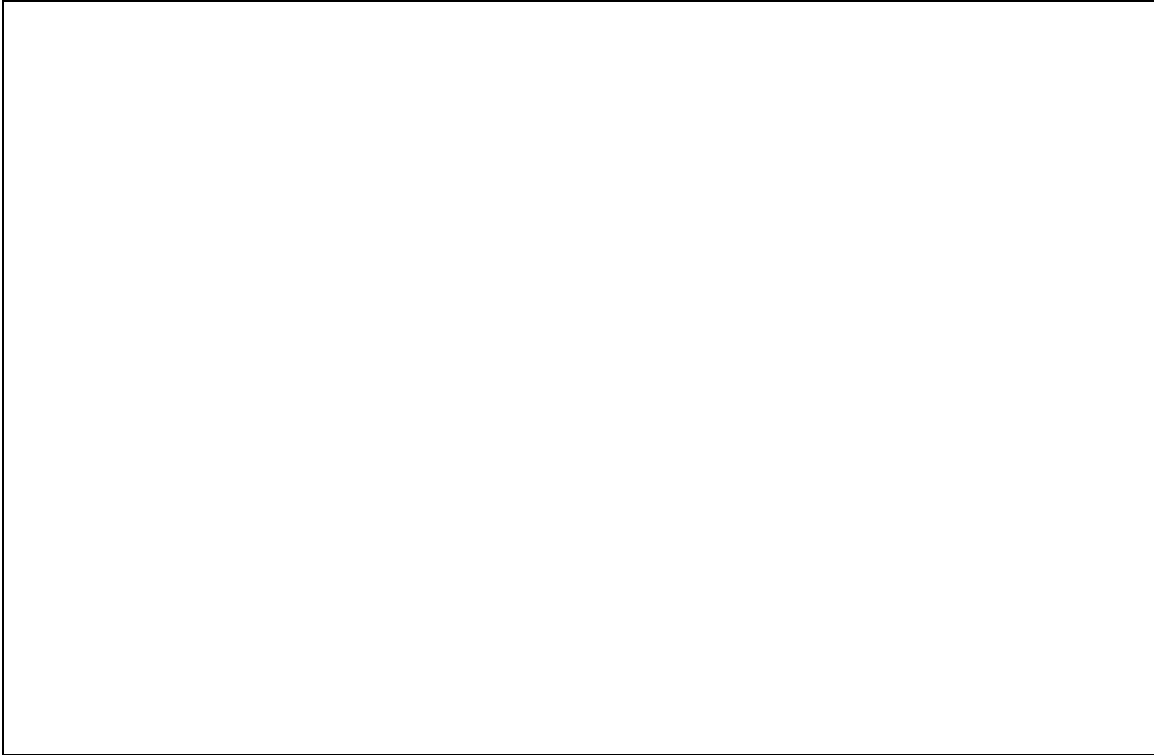
Figure 11.2: the form for editing a user's settings

The "Account" tab contains information about the selected account. The "Full name" field is the name of the person who owns this account while the "Email address" is that person's email address. Only enter values in the "New Password" and "New Password (again)" fields if you want to change this account's password.

The "Optional Information" tab contains contact information for the account.

The "Permissions" tab is used to set ContentCafe permissions for the selected account. The "Content Manager" checkbox is checked if the user can edit web pages in ContentCafe. The "Can administer" checkbox determines if the user can access the Site Administration page. If checked the user will have access to the Site Administration page through the Site tab of the ContentCafe interface or by directly browsing to admin.cfm.

The "Can publish" checkbox, when checked, allows the user to save content element changes. If this checkbox is unchecked, the user will instead have the option to notify content managers, via email, who do have "save content changes" permissions.

"Can set styles" and "Can access styles in the editor" determine if the user can change styles in the "Styles" tab of content elements and styles in the formatted text editor, respectively.

The "Directories" option determines in what subdirectories of the current site the user can create and edit web pages (all or select subdirectories).

Make any changes necessary and click on the "Update Account" button to submit the changes.

Deleting a User

Clicking on the "Delete Selected User" button after selecting an account will prompt to you confirm the deletion of this account. After you confirm, the results of the account deletion will be displayed.

Adding a New User

The "Add a New User" tab displays the form for adding a new user, as shown in figure 11.3.

Figure 11.3: the form for adding a new account

The "Account name" field is the name used to log in while the "Password" and "Password (again)" fields are the password for the account.

The "Optional Information" tab contains contact information for the account.

The "Permissions" tab is used to set ContentCafe permissions for the selected account. The "Content Manager" checkbox is checked if the user can edit web pages in ContentCafe. The "Can administer" checkbox determines if the user can access the Site Administration page. If checked the user will have access to the Site Administration page through the Site tab of the ContentCafe interface or by directly browsing to admin.cfm.

The "Can publish" checkbox, when checked, allows the user to save content element changes. If this checkbox is unchecked, the user will instead have the option to notify content managers, via email, who do have "save content changes" permissions.

"Can set styles" and "Can access styles in the editor" determine if the user can change styles in the "Styles" tab of content elements and styles in the formatted text editor, respectively.

The "Directories" option determines in what subdirectories of the current site the user can create and edit web pages (all or select subdirectories).

Clicking the "Add Account" will attempt to add the account and display the results of the attempt.

Section 12: Creating a New Site

You can create a new ContentCafe site for this installation of ContentCafe by clicking on the "Create a New Site" link in the Site Administration page.

To install a new ContentCafe site you will need a new site key; these keys can be purchased from the ContentCafe web site (http://www.contentcafe.net).

Clicking on this option opens a new pop-up window with the new site form. This form is exactly the same as the form used to install ContentCafe with two exceptions: you do not need to enter an install key (the current ContentCafe install key is used) and the "License" tab is not included (you've already agreed to the terms of the license).

See the Installation Manual for a description of each form field and the process for creating a new ContentCafe site.

Section 13: Customizing Login/Logout

ContentCafe provides a standard login interface through the /login.cfm page of your web site. In addition to this basic authentication page, custom login and logout pages can be created to match your site's design and the login and logout process can be customized.

Creating a Customized Login Page

The "Login Form" content element displays the form to log an account into ContentCafe (either a content manager or a read only account) and handles the authentication of the user.

The first step to customizing login is to create a new page that will hold the Login Form element (see section 5 to learn how to create a page in ContentCafe). On this page you will add the "Login Form" element.

Once the page has been created you need to configure ContentCafe to use your new page as the authentication page (see Section 9: Authentication Settings).

Now, whenever a user accesses a page that requires authentication (see the Content Manager Manual, Page Security), ContentCafe will redirect the browser to a URL in the form:

[authentication URL]?[original URL]

For example, if http://mysite.com/account.cfm requires authentication and the mysite.com login page is http://mysite.com/auth.cfm, when an unauthenticated user accesses the account.cfm page they will be redirected to:

http://mysite.com/auth.cfm?http://mysite.com/account.cfm

Upon successful authentication, the browser redirect back to the originally requested page that required authentication.

Creating a Customized Logout Page

The "Logout" content element, when placed on a page, will log out the currently logged in user.

When setting up a logout page you will need to append "?testing=yes" to the URL for the page (eg,

) to ensure that you do not get logged out while building the page. Do not use "?testing=yes" in the URLs that your visitors will go to when they want to log out.

Customizing the Login Process

To customize the login process for ContentCafe you will create a ColdFusion file named cc_login.cfm and place it in the top level of your site (in the same directory as the "login.cfm" ContentCafe file). Note that this is not a ContentCafe page but a file that contains ColdFusion tags for performing authentication.

Your cc_login.cfm page will be passed three parameters in the "attributes" collection: username, password and authenticated. "username" and "password" are the account name and password entered by the user in the login form. "authenticated" indicates if the user has successfully authenticated (1=yes). Your cc_login.cfm file should only be setting this value to 1 if the username and password meet your custom authentication requirements; setting "authenticated" to 0 will break all authentications that use ContentCafe's internal authentication mechanism.

Listing 13.1 provides an example cc_login.cfm which authenticates a user if their username and password appear in a table named "Accounts".

```
<!--- set some defaults for the attributes passed to cc_login.cfm
--->
<cfparam name="attributes.username" default="">
<cfparam name="attributes.password" default="">
<cfparam name="attributes.authenticated" default="0">

<cfquery datasource="MyDSN" name="Accounts">
SELECT id
  FROM Accounts
WHERE account=<cfqueryparam cfsqltype="cf_sql_varchar"
value="#attributes.username#">
AND password=<cfqueryparam cfsqltype="cf_sql_varchar"
value="#attributes.password#">

<cfif Accounts.recordcount is 1>
  <cfset attributes.authenticated=1>
</cfif>
```

Listing 13.1: a sample cc_login.cfm file

Note that although cc_login.cfm authenticates a user against an external data source, the user still needs to exist in the ContentCafe "users" table (eg cc_users). Your cc_login.cfm page could be modified to create a record in the "users" table, if one does not already exist, for the authenticated user upon successful authentication.

Customizing the Logout Process

To customize the logout process for ContentCafe you will create a ColdFusion file named cc_logout.cfm and place it in the top level of your site (in the same directory as the "login.cfm" ContentCafe file). Note that this is not a ContentCafe page but a file that contains ColdFusion tags for performing authentication.

cc_logout.cfm is called after the user is logged out and can be used to clean up a user's browser session. For example, listing 13.2 clears the Session variables for the current user:

```
<!--- clear the session variables --->
<cfscript>structClear(Session);</cfscript>
```

Listing 13.2: a sample cc_logout.cfm file

Information about the user that is logging out is passed in the "request.user" structure.

Section 14: Utilities

The "Utilities" option provides utilities for removing old past versions of pages ("Remove Past Versions") and for rebuilding page and template caches ("Rebuild Caches").

In the "Remove Past Versions" form you specify the number of days in the past you want to go back. Past versions of elements older than this date will be removed from the ContentCafe database. Eg, specifying 30 days will delete content versions of elements that are older than 30 days.

Note, published versions (even if older than the date specified) and work-in-progress versions are not deleted.

The "Rebuild Caches" option presents a form that is used to specify which cache files to rebuild. You can rebuild cache files for templates and pages (either the entire ContentCafe site or a specific subdirectory). Clicking the "Rebuild Caches" button displays a pop-up window of the cache files that are rebuilt by ContentCafe.

Appendix A: Base Content Element Types

ContentCafe includes twenty two base content element types. This appendix is a listing of those content element types, their "elementtype" values (the values used for the "elementtype" attribute of the cfmodule tag that defines a content element on a template) and a description.

The name of the content element appears in bold below, followed by the "elementtype" value and a description for the content element.

Remember, the cfmodule tags and all attributes of those tags ("template", "elementtype", and "elementname") must be in lower case for ContentCafe to recognize the content elements.

For a description of how to modify these content elements, see the Content Manager Manual.

Mode Indicator
mode

This content element is required on each template added to your ContentCafe site. It displays the page mode indicator that allows content managers to switch between read, edit and preview modes.

Breadcrumb
breadcrumb

Breadcrumb content elements provide a list of links that act as a navigation path from the top of the site to the current page. This path provides the user with easy access to the major sections of your site in the context of the currrent web page being viewed.

For example, if the user is viewing the page
http://www.mycompany.com/documentation/whitepapers/blogging
the breadcrumb for this location might look like:

My Company | Documentation | White Papers | Blogging

The top level of the breadcrumb is the site name entered when you created the site, the bottom level is the title of the page being viewed and the levels in between are the descriptive names of the subdirectories in this path.

ColdFusion Module

cfmodule

The ColdFusion Module content element allows you to use custom code within your ContentCafe pages. The CFML code for your ColdFusion Modules is placed within the "cfmodules" directory of your ContentCafe site. Content managers can then select the module within the ContentCafe interface.

If you are using these modules to handle the posting of form data, you must remember that sites that use server side includes (SSI) for caching need to post to the CFM version of the page not the SSI version.

Additionally, if your ColdFusion module causes any kind of a ColdFusion error you must catch these errors with cftry/cfcatch tags or you module will not produce any output.

To demonstrate both of these concepts look the (defective) code in listing A.1.

```
<cfsavecontent variable="myoutput">
<cfset error="">

<cftry>
  <form method="post"
action="<cfoutput>#request.page.pagefilename#</cfoutput>.cf
m">
  <input name="test" value="This is my test">
  <input type="submit">
  </form>

  <cfdump var="#form#">

  <cfcatch>
    <cfset error=cfcatch.message>
  </cfcatch>
</cftry>
</cfsavecontent>

<cfif error is not "">
  <cfoutput>#error#</cfoutput>
<cfelse>
  <cfoutput>#myoutput#</cfoutput>
```

```
</cfif>
```

Listing A.1: sample ColdFusion module code

This code saves the output of the entire module to the variable "myoutput" using the cfsavecontent tag. It then sets the "error" variable to an empty value.

Next, the code uses the cftry/cfcatch tags to detect any errors in the module. It outputs a form and prints the "form" structure using the cfdump tag (which generates an error is the "form" structure is not defined).

The "action" attribute of the form tag includes the code to post to the CFM version of the current page regardless of the caching scheme used. The variable "request.page.pagefilename" holds the file name for the current page without the file extension. The ".cfm" extension is added to this variable, making the form's action point to the current page's CFML version.

The cfcatch tags set the "error" variable to the value of the error message if the module's code causes an error.

Finally, after the closing cftry and cfsavecontent tags, the module's code checks the status of the "error" variable. If "error" is not blank the error message is printed; otherwise, the output of the module is printed.

Container
container

Container content elements act as a "well" for content managers to drop other content elements into. This creates a stack of a variety of distinct content elements within a single content element.

Containers are often used for the main content area of a template. This allows for a variety of content in the main content area.

Embedded Object
embed

Embedded Object content elements are multimedia objects like audio and video. This content element displays the multimedia object using

the EMBED HTML tag with source URL for the object pointing to either a ContentCafe uploaded document or an external object.

Formatted Text

wysiwyg

The Formatted Text content element provides a word processor-style interface (Xinha) that allows content managers to enter formatted text into their web pages.

Formatted Text and Image

ftextimage

The Formatted Text and Image content element is similar to the Formatted Text content element but allows content managers to add an optional image with the formatted text.

Google Analytics

googleanalytics

This content element embeds the Google Analytics (http://www.google.com/analytics/) JavaScript code into web templates and pages. The Google Analytics element requires your tracking ID code; see the Content Manager Manual Appendix A: Content Element Data Forms for more information.

Google Search

googlesearch

The Google Search content element displays a search form that will be submitted to Google's search engine. This search can be limited to a specific web domain.

Image

image

The Image content element displays a single image added to ContentCafe.

Image Group List

imagegrouplist

An Image Group List content element is a list of ContentCafe images that match specific image categories.

Image List

imagelist

An Image List content element is a list of ContentCafe images that are manually selected by a content manager.

List of Links

linklist

The List of Links content element is a list of HTML links (URLs) entered by a content manager. The links may point to ContentCafe web pages, ContentCafe uploaded documents and/or external (non-ContentCafe) URLs.

Login Form

login

Displays a login form for logging into ContentCafe (for both Content Manager and non-Content Manager accounts). Also handles processing of the login form.

Logout

logout

Element that will log out the currently logged in user. If called with a URL parameter of testing=yes (eg, http://mycompany.com/logout.cfm?testing=yes), will not perform the logout (used when building the web page in ContentCafe).

News Item

newsitem

A News Item content element is an object consisting of a short text abstract, a longer description and optional images and links. These items are often used for news items but, by using News Categories (see Section 4), can be used for other purposes (eg, events or conference sessions).

News List

newslist

The News List content element displays a list of news items based on criteria selected by the content manager. The criteria can be page or news categories, templates used to generate the page or subdirectories of your ContentCafe site.

News List RSS Feed

newslistrss

Similar to the News List content element, the News List RSS Feed content element provides a list of news items for use in RSS. Because this content element is designed to display RSS code rather than HTML, it should only be used in templates designed specifically for RSS (see Section 2).

Page/Document List

documentlist

Page/Document List content objects display a list of ContentCafe web pages and/or uploaded documents. The criteria for selecting pages and documents is specified by the content manager and can include page/document categories, subdirectories, templates and document types (for uploaded documents).

Page/Document List RSS Feed

documentlistrss

Similar to the Page/Document List content element, the Page/Document List RSS Feed content element provides a list of ContentCafe pages and/or uploaded documents for use in RSS. Because this content element is designed to display RSS code rather than HTML, it should only be used in templates designed specifically for RSS (see Section 2).

Text

text

The Text content element allows the content manager to enter plain text into a web page.

Text Link

textlink

The Text Link element displays a simple text link (URL).

Appendix B: Content Element Caching

This appendix is a continuation of the discussion of ContentCafe caching that was started in the Installation Manual's Appendix A. That discussion was an overview of the mechanisms used for caching; this appendix provides more details on cache files.

Template-relative vs. Page-relative

Every ContentCafe page and template consists of static HTML and content elements. The static HTML is stored in the template used for the page/template being viewed; templates are stored in the templates/files directory of your ContentCafe site.

Content elements are initially defined as being "template-relative". In other words, the content of these content elements is defined on the template. When you create a new page, all of the elements on the new page remain template-relative. If you change a content element on a page and save that change the content element is now considered "page-relative". Any changes that are made to the template element are not reflected in page-relative elements.

The .htcache directory

Each directory of your ContentCafe site contains a subdirectory named ".htcache" that is used to store cache files for the content elements of pages in that directory. Most content elements store their cache files based on their relativity; they are either template-relative or page-relative.

When you save a change to a content element, a cache file is generated for that content element. This cache file is stored in either the templates/.htcache directory (for template-relative elements) or in the .htcache directory of the directory that holds the page (for page-relative elements).

Cache files

The cache file names are in the format "[page file name].[element name].[extension]" where [page file name] if the file name for the page minus the file extension (eg 'index'), [element name] is the "elementname" attribute of the cfmodule tag which defines the element in the template (with spaces converted to underscores), and [extension] is the appropriate extension based on the element type.

For static elements (those with element_type.bln_dynamic set to 0 in the ContentCafe database) the extension is the HTML extension for your ContentCafe site. The exception to this is content elements which are element_types.bln_dynamic=0 and element_types.bln_self_cache=1; the extension for cache files of these content elements is "cfm".

For dynamic elements (element_type.bln_dynamic set to 1) the extension is 'cfm'.

The one exception to the location of cache files is content elements that are defined as always having page-relative caches (element_types.bln_relative_cache is set to 1). For these content elements the cache file will always be located in the .htcache directory of the subdirectory of the page.

For example, breadcrumb elements are defined as always using page-relative caches. When you create a page that uses a template with a breadcrumb element, the cache for the breadcrumb element will be page-relative even though the breadcrumb element itself will be template-relative.