

Content Manager Quick Start Guide

ContentCafé 2.0



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

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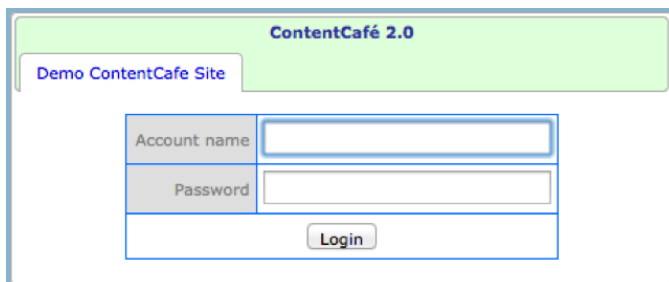
Welcome to ContentCafé!

ContentCafé is a web site content management system that places the responsibility of creating and updating a web site's content in the hands of the people who own the content.

You can make changes to the content of your web site using a web browser and ContentCafé's simple, intuitive interface. The end result is a web site with fresher content because the content is maintained directly by you.

This quick start guide provides a short overview of how to maintain content on pages within your site. For more detailed documentation on maintaining content please see the Content Manager Manual which can be found at <http://www.contentcafe.net/documentation/>.

Logging into Your ContentCafé Site



ContentCafé 2.0	
Demo ContentCafe Site	
Account name	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

To make changes to your ContentCafé site you need to log in using the account name and password assigned to you.

Point your web browser to the "login.cfm" page for your site (e.g., [http:// www.mycompany.com/login.cfm](http://www.mycompany.com/login.cfm) or [http://www.mycompany.com/hr/ login.cfm](http://www.mycompany.com/hr/login.cfm)) and enter your account name and password then click the "Login" button.

Page Modes & The Interface



Every web page and template within ContentCafé includes a page mode indicator; if you navigate to a ContentCafé web page within your site after logging in you should see a page mode indicator like the one shown here.

The page mode indicator is used to switch between the different modes for viewing this web page, as described below.

Read Mode

Read mode displays the page the way a non-authenticated account would view it (minus the page mode indicator). All content elements displayed are the saved versions.

Edit Mode

Edit mode provides the interface that allows you to edit content elements on your pages/templates, create and manage pages and manage your site.

When the page reloads in edit mode it shows tab-shaped content indicators above the content elements.

The colors of the content element tabs indicate the state of the content element:

- Green tabs are content elements that have not been changed since the last save;
- yellow tabs are content elements that have been modified but not saved (work in progress);
- blue tabs are past versions of content elements that

have been replaced by newer versions.

You may have only one page in edit mode at any time.

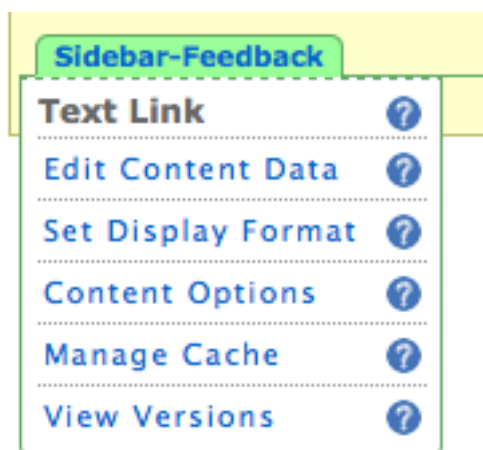
Preview Mode

Preview mode displays what the page changes made in edit mode would look like in read mode when those changes are saved; that is, the page is the edit mode version without the edit mode user interface displayed. This mode is used to verify your changes before saving those changes.

Below is an example of a web page in edit mode.



Element Menus (Edit mode – Tab Indicators)



The tab indicators above content provide the options for changing individual content elements on a ContentCafé page. When you click on or move the mouse over the tab indicator, options for

managing the element are displayed based on the state of the selected content element.

The bold text at the top of the menu (e.g. "Text Link") indicates the content element type for this element. The links listed are options available for this content element.

The "?" icons will display a popup help window with text relating to the option. This is an easy way to quickly get information about the functionality of ContentCafé.

Some of the possible options available under the tab indicator are listed below.

Edit Content Data

Clicking on the "Edit Content Data" option will open a pop-up window similar to the one pictured below that displays data forms for modifying the data components of the selected content element. Most data forms are multiple tabs (e.g., "Text" and "Styles"), with similar data grouped under tabs.

Set Display Format

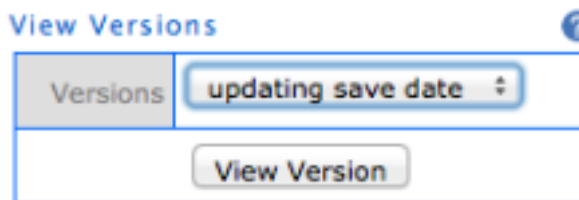
When you click on the “Set Display Format” option, a popup window is shown with the possible displays for this content element type listed.



The title and description of each content display is listed with the currently selected content display having a checkmark to the left and all other content displays having a “select” link to the right.

Clicking the “select” link changes the content display for the content element to the selected display, closes the content display selection window and reloads the current web page.

View Versions

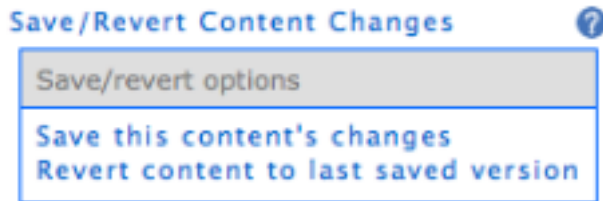


The “View Versions” option allows content managers to view past versions of a content element. Clicking on this option displays a form below the “View Versions” option.

The “Versions” drop down menu lists the comments and dates/times for each version of this content that has been saved. The most recently saved version includes the text “[active]”.

Save/Revert Content Changes

The "Save/Revert Content Changes" option will display a list of links based on the state of the content element currently selected.



A list of links that may be displayed for the "Save/Revert Content Changes"

option:

Save this content's changes – Prompts the content manager for comments for this content change.

Save all modified content on this page – If there is more than one modified content element on the current page, this option can be used to save all of the modified elements.

Revert content to last saved version – The content manager is asked to verify that the content changes to this content element should be discarded. If the content manager verifies this, the page is reloaded with the content element reverted back to the last saved version.

Notify a publisher – If the content manager cannot save changes (see the Administration Manual – Section 9: User Management), this option will be available instead of the "Save this content's changes" option.

The "Publisher(s)" option lists the content managers who can publish content element changes on this site. The "Subject" is the subject for the email message while the "Message" is a comment on the content changes you wish to send to the selected publishers.

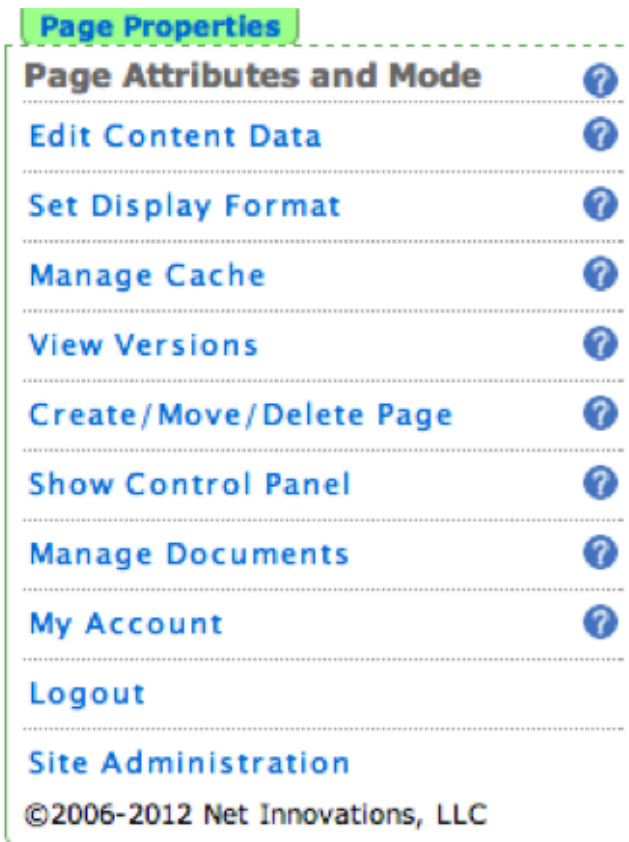
Clicking on the "Notify" button sends an email notification to the selected publishers and the results of the send are displayed. Click on the "Close" button to close the "Notify a publisher" pop-up window.

Revert content to this published version – If you are viewing the last saved (active) version of this content element and the content element has a work in progress version, you can discard the work in progress. Clicking on this option reloads the page (you are not prompted to confirm this action).

Make this version a work in progress – When viewing a past version of a content element, clicking this option will copy the past version to a work in progress. If the content element already has a work in progress, you will be asked to confirm replacing that work in progress with the past version.

The Page Properties Tab

Every page and template in ContentCafé has a “Page Properties” tab that is used to update the properties of a page (title, description, security, etc) and to access other functionality of ContentCafé, such as creating new pages, managing uploaded documents and modifying your account.



Page Attributes

For pages, the Edit Content Data option displays a popup window with the form for modifying the properties of a page such as the title, description, keywords, etc.

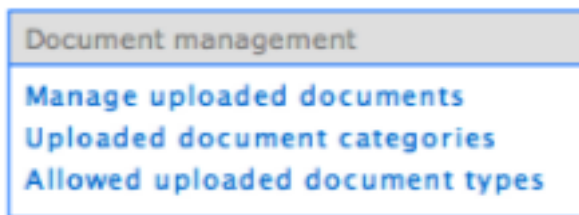
Create/Move/Delete Page

When clicked, this option displays links to create a new ContentCafé web page, copy the current page to a new page, move the current page to a new file name or delete the current page (when viewing a template the create option is the only option available).

Manage Documents

In ContentCafé uploaded documents are non-HTML documents, such as PDFs and Microsoft Word documents, which are added to a site. Clicking the “Uploaded

Manage Documents



Documents” option displays the document management options.

The “Manage uploaded documents” option is used to add, update and delete uploaded documents.

Adding a Document

When you select this tab, the form for adding a new document is displayed.

The “Document to add” options let you either upload the document directly from your computer or select a document that has been previously FTP’d to the “uploads/temp” directory of your ContentCafé site.

Updating a Document

Selecting a document in the “Existing Documents” tab of the uploaded documents management window and clicking on the “Edit Selected Document” button opens a pop-up window with a form to update the selected uploaded document. This form is exactly like the “Add a Document” tab with all of the fields pre-filled with values from the selected uploaded document.

Deleting a Document

Selecting a document in the “Existing Documents” tab of the uploaded documents management window and clicking the “Delete Selected Document” button will prompt you to confirm deleting this document. If confirmed, the document is deleted from the ContentCafé site.

Logout

The “Logout” option will log you out of your ContentCafé web site and reload the current page. Note that after logging out the page mode indicator will be hidden.

It is important to log out ContentCafé before quitting your web browser. This will free any page locks you may have for your current editing session.