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Types of Items

All Contributors

The following types of items are supported in the website:

- Folder
 - A container of items in the website. A folder may contain several of the following:
 - Folders
 - Documents
 - Event Folders
 - News Folders
 - Forums
 - Custom Pages
 - Shortcuts
 - Links
- Document
 - Contains content in the website
- Event Folder
 - Contains events and recurrences of events. Events have a start data, and optional End Date, Start Time, End Time. An event will appear once for each recurrence.
- News Folder
 - A dated item.
- Forums
 - A place where conversation between multiple users can be displayed.
- Custom Pages
 - Special “application” pages. Most custom pages are used by individuals in special security groups
- Shortcuts
 - An internal link to a page on the website. The desired page is selected from a tree on the page
- Links
 - A link to an external website

Adding a Document or Folder to a Folder

All Contributors

To add a page to the a folder

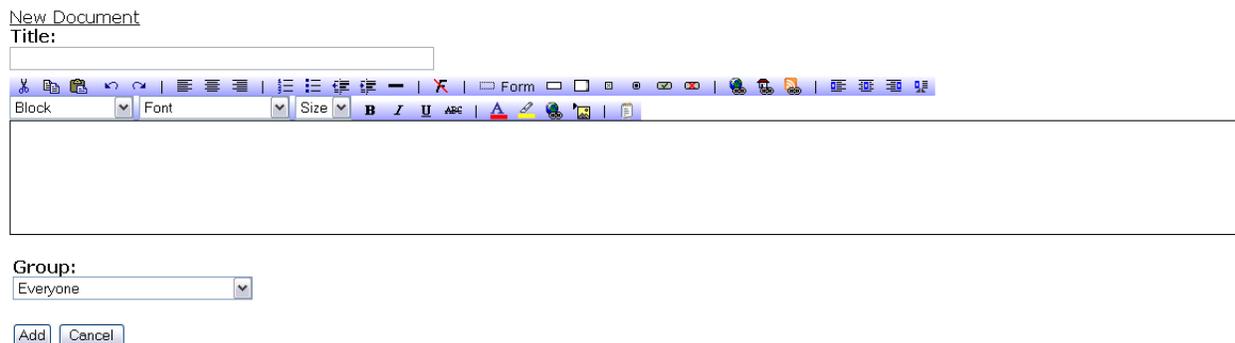
- Go to the folder item where the child item will be added.
- Log into the website if you are not already
- Switch to Edit mode
- Click the “New Document” or “New Folder” button at the bottom of the page, shown in Figure 1.
- Within the “Title” field, enter a name for the new item and within the “Description” field, enter a short description of the new item, shown in Figure 1.
- Click the “Add” button to create this item.
- Click on the new item to add content or attachments to this item.



Figure 1 New Document button within New Item bar

New Document

Title:



Group:

Everyone

Add Cancel

The form contains a 'Title:' label followed by a text input field. Below this is a rich text editor with a toolbar showing options for bold, italic, underline, text color, background color, and link. Underneath the editor is a 'Group:' label and a dropdown menu currently set to 'Everyone'. At the bottom are 'Add' and 'Cancel' buttons.

Figure 2 New Document bar

Using the Content Editor

All Contributors

The site allows inline editing of content on pages. It resembles a word processor. The content editor includes the following features:

- Fonts
- Colors
- Creation of forms
- Inserting images
- Justification of paragraphs or images
- Linking to other places in the site, or to other sites
- Cut / Copy / Paste
- Creation of bulleted or numbered lists

The content editor is supported differently on different web browsers. Some web browsers do not support the content editor. For more information, look at the “Supported Platforms” page on the Technology site.

Since the content editor supports Cut/Copy/Paste, if you would like to format the page using an HTML feature that is not directly able to be performed in the content editor, you can use an external HTML editor and paste it into the content editor. The content editor is displayed in Figure 3.

To edit a page:

- Switch to Edit mode
- Select the link to edit the content of the page. In most places, the link is called “Edit Content”

To save changes made in the content editor:

- Click the “Save” button

To select a font / font size [most supported browsers]:

- Select the text that you want to format
- Select the desired font or font size in the dropdown

To select a font [Safari/WebKit]:

- Select the desired font or font size in the dropdown
- Select the text that you want to format
- Select the checkbox next to the dropdown to apply the font

To select a color:

- Select the text that you want to format
- Select the forecolor/backcolor button
- Select the color you wish to use

To insert a Bible reference:

- Select the Insert Bible Reference button. This brings up the Insert Bible Reference dialog, shown in Figure 4.
- Type the Bible reference into the dialog and select the desired translation
- Select OK to insert the Bible reference. The link can be tested first by using the “View” button



Figure 3 Content Editor



Figure 4 Insert Bible Reference

Uploading a file or image to the website

All Contributors

One of the uses of the website is to share files and photos with group members. Before you can link to an image or file within your content area, you first must attach the file to your page. Then for an image, you can inset the image into your content, explained on page 9.

Before uploading an image, it is recommended to reduce the image's size using a photo editor. Instructions on how to do this will be available soon.

To attach a file to a page

- Go to the page where the image will be placed
- If not in Edit mode, enter Edit mode.
- Below the Mode bar, click "Edit Attachments" to enter Attachment editing mode, shown in Figure 5.
- Within the "Name" field, enter a friendly name for this file or image.
- Within the "File" field, click the "Browse..." button and select the file to upload. Click the "Open" button.
- Select the appropriate media streaming options for the file:
 - Download only: (Default) File will be available as a regular download.
 - Streaming only: File will only be available as streaming audio / video
 - Streaming or Download: File will be available as a regular download or as streaming audio / video
- Click the "Add" button to upload the file. This may take several seconds or minutes.
- The attached image will be displayed in the list of Attachments.

Attachments:  (None)

Add New

Name

Description

File

Media Streaming Options
Download only

Figure 5 Attachment bar

Insetting an Image or Video on a Page

All Contributors

Once an image is uploaded into the site, you may then “inset” it into your content area.

To inset an image into the current page

- Enter the Content Editor for the page where the image will be placed (detailed on page 4).
- Place the cursor where the image should be dropped.
- If the Attachment bar is displayed while you are editing, click the “Inset Image” (or “Inset Video”) button under the image that you desire to inset, shown in Figure 6. Otherwise, click the “Inset Image” (or “Inset Video”) button in the toolbars of the Content Editor and select the appropriate image from the list, shown in Figure 7.
- The image (video) will be dropped into the current cursor location. You may resize the image (video) by clicking on the image handles.
- Remember to save the page when you are finished making edits.



Figure 6 Inset Image within Attachment bar

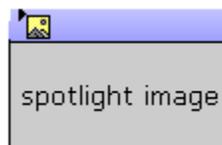


Figure 7 Inset Image within Content Editor toolbar

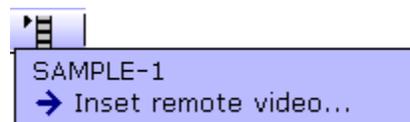


Figure 8 Inset Video within Content Editor toolbar

Working with Images and Videos on a Page

All Contributors

Once an image or video has been inset into the content area, it can be manipulated in a number of different ways. Once an image or video is selected, some extra options appear in the toolbar.

Alignment:

An image can be laid out to the left, to the right, or inline. If either “Left Layout” or “Right Layout” is selected, the image will float to either the left or right and text will flow around the image. The “Center Layout” option causes the image to be laid out where it was previously inset.



Figure 9 Set Alignment

Padding:

The padding around an image or video can be set with “Set Padding”. When selected, the “Set Padding” dialog will appear, where a number of pixels of padding can be set for the top, bottom, left, and right of the object can be specified.



Figure 10 Set Padding



Figure 11 Set Padding Dialog

Title:

The title of an image or video can be set with “Set Title”. The default title will be the name of the attachment



Figure 12 Set Title



Figure 13 Set Title Dialog

Creating a Hyperlink to an Attachment

All Contributors

Once an image or file has been attached, you may create a hyperlink to it from content that you have created.

To insert a hyperlink into the current page

- Enter the Content Editor for the page where the hyperlink will be placed (detailed on page 4).
- Highlight the text where the link should be inserted.
- If the Attachment bar is displayed while you are editing, click the “Create Hyperlink to this item” button under the file for which you desire to insert a hyperlink. Otherwise, click the “Create Hyperlink to this item” button in the toolbars of the Content Editor and select the appropriate image from the list, shown in Figure 14.
- The hyperlink will be inserted into the current cursor location. NOTE: Depending on the formatting being replaced, you may not be able to perform this task in WebKit browsers (for example, Safari). If such a situation exists, a box will pop up indicating this..
- Remember to save the page when you are finished making edits.

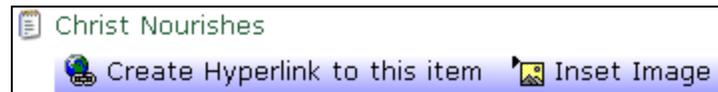


Figure 14 Create Hyperlink

Creating a Prayer Forum

All Contributors

One great use of your group web page is a group prayer list. A group prayer list can be a very exciting place where each group member can add their individual prayer requests and ways that their prayers have been answered. A group prayer list is built using a Forum. A prayer forum is displayed in Figure 15.

To create a prayer list forum: (Available to Contributors only)

- Within your Group Web page from the “My Groups” page
- Within Edit mode
- Click  **New Forum**
- Within the ‘Title’ field, type ‘Prayer List’
- Within the ‘Description’ field, type ‘A place where our group shares our prayer requests’
- Click ‘Add’ button

To add a prayer request to your prayer list forum: (Available to all group members)

- Within your Group Web page from the “My Groups” page
- Click on ‘Prayer List’
- Click  **New Message**
- Within the ‘Title’ and ‘Description’ fields, fill in your prayer request
- Click ‘Add’ button to post your prayer request.

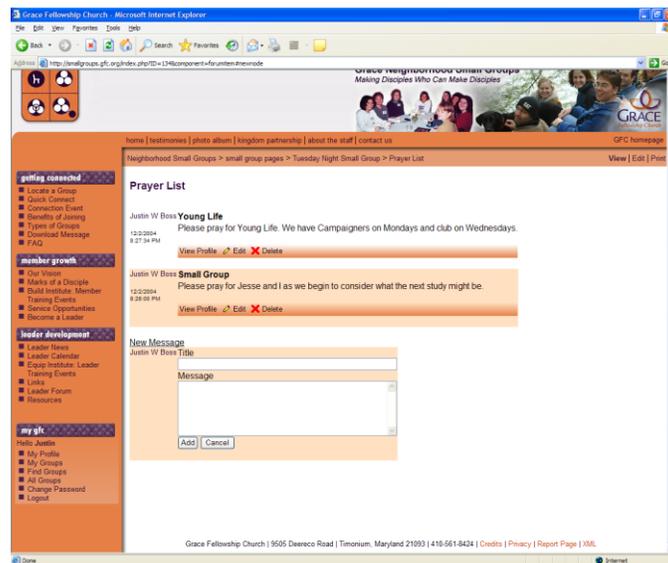


Figure 15 Prayer Forum

Changing the View of a Page

All Contributors

The site allows you to change the look and feel of a page by changing its view.

To change the view of an item

- Go to the item where the view will be changed
- Log into the website if you are not already
- Switch to Edit mode
- Click “Set View” button.
- The “Select View” dialog will display, shown in Figure 16. Select a desired view.
Some views that are available include:
 - Picture View
 - Image Zap
 - Group View
 - Feed View
 - Month View
 - Event Table View
 - Blog View
- Additional views may be available in Advanced Mode. To view / select one of these additional views, Click “Advanced” if it is not already selected in the Red bar.
- Click “OK” button. The view will be changed on the page.

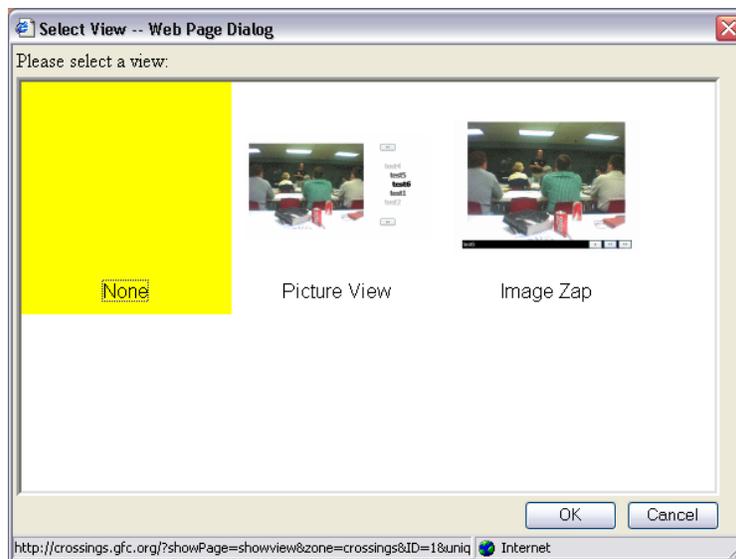


Figure 16 Select View dialog

Using the “Group View” Group Web Page View All Contributors

The new “Group View” view is an easy way to manage a simple Group Web Page. It makes it easy to have a prayer forum, an upcoming events folder, display a group picture and view group location information. This view is displayed in Figure 17.

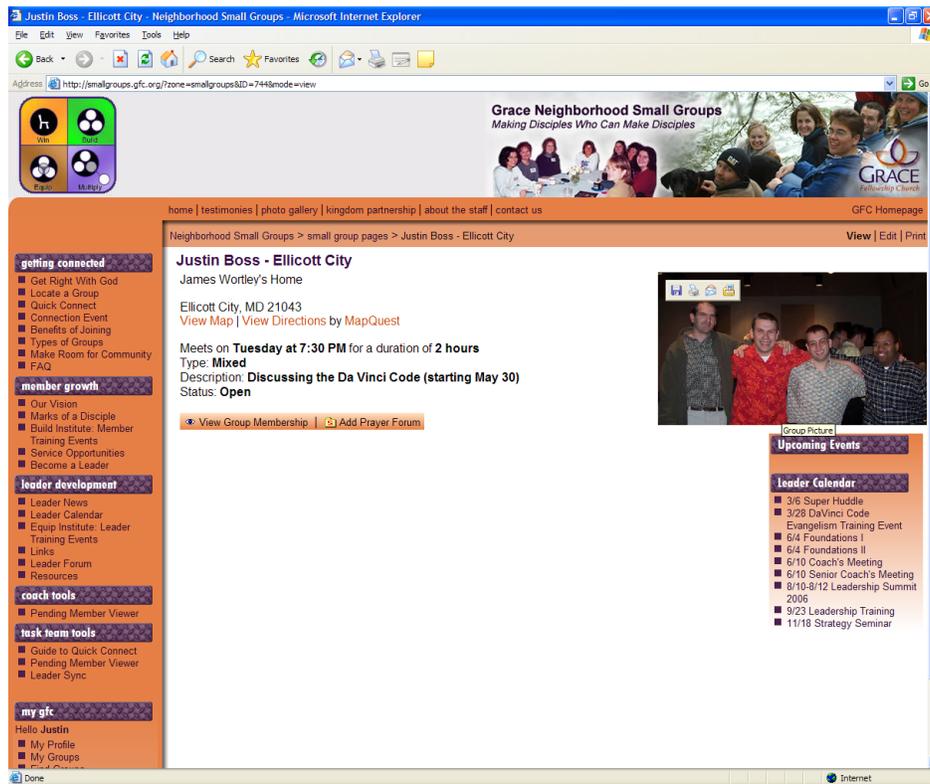


Figure 17 Group View within Group Web Page

To enable the Group View for your Group Web Page

- Go to your Group Web Page from the “My Groups” page
- Follow the instructions for “Changing the View of a page” to apply the “Group View” view.

To change the image displayed on the Group Web Page

- Attach an image to the site (detailed on page 4).
- Switch to Edit mode
- In the upper right, click “Select Image” button.
- Select the desired image from the dropdown.
- Click “OK” button
- The image will be changed

To add an Upcoming Events Folder

- Attach an image to the site (detailed on page 4).

- Click “Add Upcoming Events” folder
- The folder is created and is displayed on the right side of the page.
- To add items to this page, click on the “Upcoming Events” link and within Edit mode, create a “New Event” for each event to place in this calendar.

To add a Prayer Forum

- Attach an image to the site (detailed on page 4).
- Click “Add Prayer Forum” button
- Change the name of the forum, if you desire.
- Click “Add” button. The forum will be created.

Creating a Photo Gallery

All Contributors

A photo gallery can be created by adding photos as attachments to a page and then setting the view to one of the picture views.

To create a photo gallery

- Create a document or folder to hold the photo gallery
- Upload the images to the website
- Change the view of the page to either “Image Zap”, “Picture View”, “Image Stream”, or “Thumbnail View”, shown in Figure 18, Figure 19, Figure 20, and Figure 21, respectively.

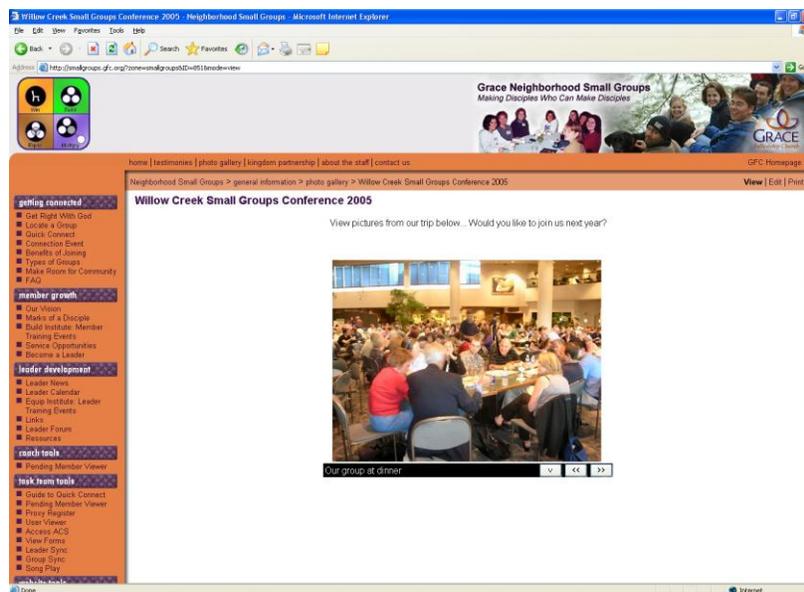


Figure 18 Image Zap

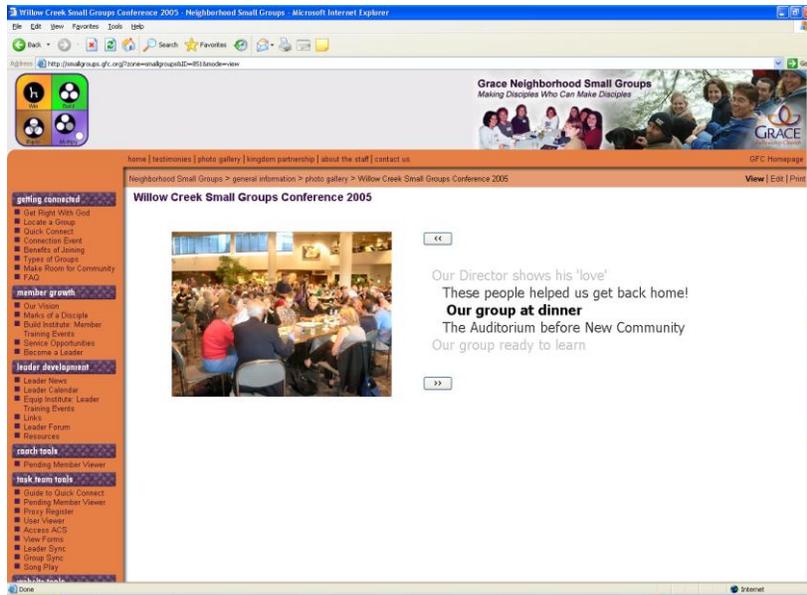


Figure 19 Picture View

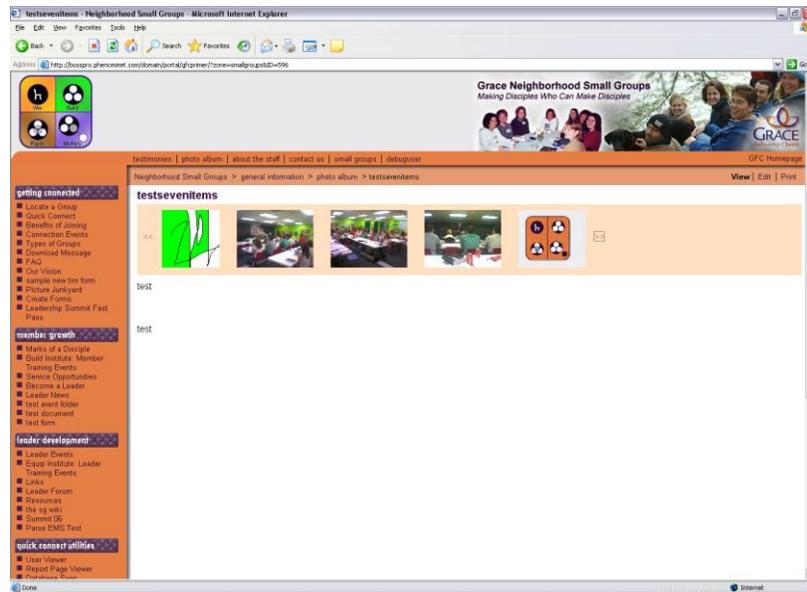


Figure 20 Image Stream View

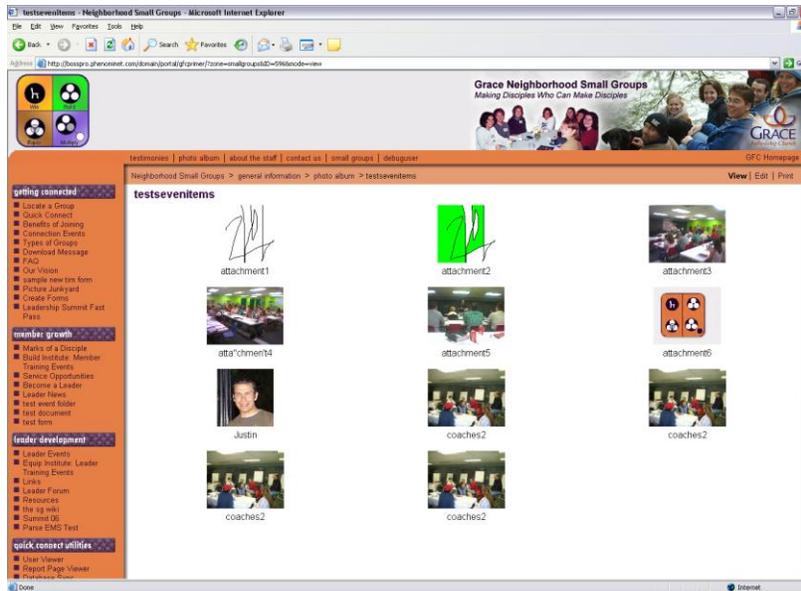


Figure 21 Thumbnail View

Adding Events

All Contributors

To add an event folder:

- Go to the folder item where the child item will be added.
- Log into the website if you are not already
- Switch to Edit mode
- Click the “New Event Folder” button at the bottom of the page, shown in Figure 22.
- Within the “Name” field, enter a name for the new item and within the “Description” field, enter a short description of the new item.
- Click the “Add” button to create this item.
- Click on the new item to add content or attachments to this item.



Figure 22 New Document button within New Item bar

To add an event:

- Go to the event folder item where the child item will be added.
- Log into the website if you are not already
- Switch to Edit mode
- Click the “New Event” button at the bottom of the page, shown in Figure 23.
- Within the “Name” field, enter a name for the new item and within the “Description” field, enter a short description of the new item. The New Event display is shown in Figure 24.
- Enter the Start Date of the event. If the event has an End Date, Start Time, or End Time, specify those times as well.
- Click the “Add” button to create this item.
- Click on the new item to add content or attachments to this item.



Figure 23 New Item bar in an Event Folder

New Event

Title:

Description:

Date: Start Date

October ▼ 21 ▼ 2006 ▼

Has End Date

Has Start Time

Location:

Group:

Everyone ▼

Figure 24 New Event

To add a recurrence to an event:

- Go to the event item where the recurrence will be added.
- Log into the website if you are not already
- Switch to Edit mode
- Click on “Edit Recurrences” in the Recurrence bar, shown in Figure 25. The Recurrence edit dialog will be displayed, shown in Figure 26.
- Select the Start Date of the recurrence. If the recurrence has an End Date, Start Time, or End Time, specify those times as well.
- Click the “Add” button to create this recurrence..

Recurrances:  [Edit Recurrances](#)
Date: 10/9/2006
Time: 7:00 PM - 8:30 PM
Location: Main Auditorium

Date: 10/9/2006
Time: 7:00 PM - 8:30 PM
Location: Main Auditorium

Date: 11/13/2006
Time: 7:00 PM - 8:30 PM
Location: Main Auditorium

Date: 1/29/2007
Time: 7:00 PM - 8:30 PM
Location: Main Auditorium

Date: 2/26/2007
Time: 7:00 PM - 8:30 PM
Location: Main Auditorium

Date: 3/26/2007
Time: 7:00 PM - 8:30 PM
Location: Main Auditorium

Date: 4/23/2007
Time: 7:00 PM - 8:30 PM
Location: Main Auditorium

Figure 25 Recurrances

Add New

Date: Start Date

October 21 2006

Has End Date

Has Start Time

Location:

Figure 26 Add New Recurrence

The website supports multiple views for events. These include the following:

Event Table View: Display events in a table in date-sorted order. Past events can be configured to disappear automatically after the event date has passed

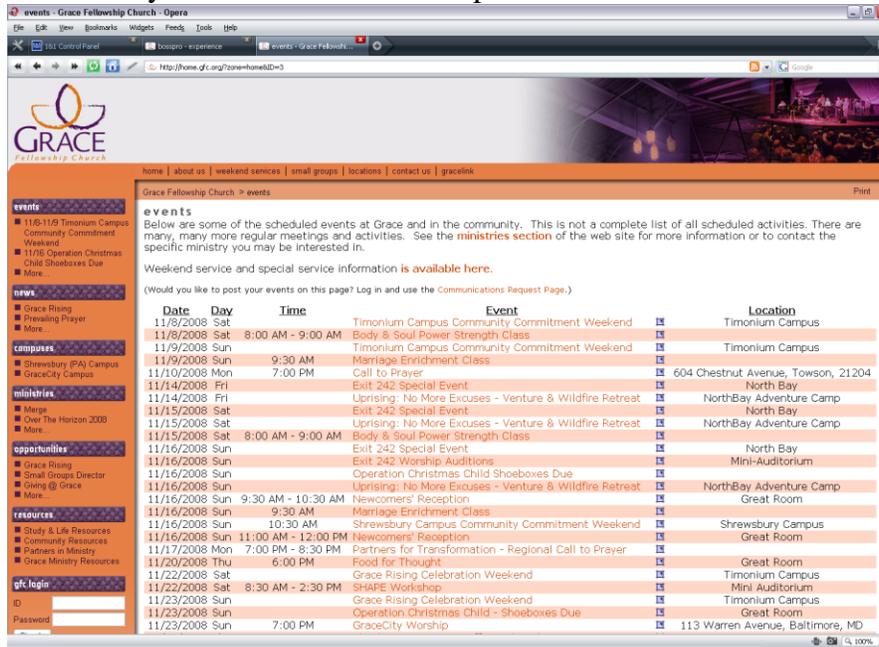


Figure 27 Event Table View

Month View: Display events in a calendar format. Can be configured to display one or more months at a time.

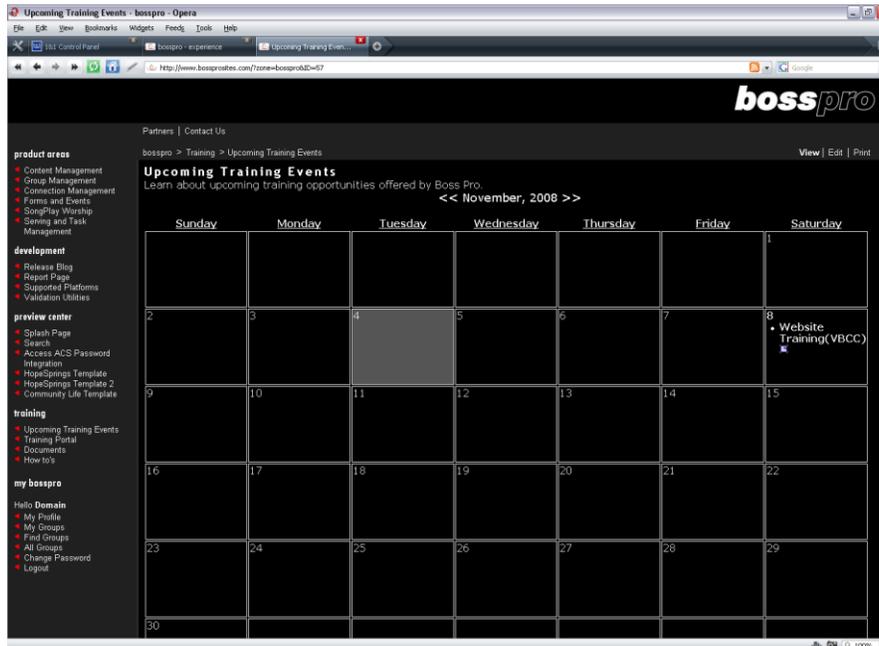


Figure 28 Month View

Understanding Item Visibility

All Contributors

A page on the site can be visible or invisible from its parent item. This does not affect the ability for people to be able to see the content of the page if they get to the page (for example, if they type the address into the web browser), but it does allow items to not have to appear for aesthetic or time-sensitive reasons. More advanced options can be specified with the Visibility Options dialog.

To hide an item:

- Go to the folder which contains the item desired to be hidden.
- Log into the website if you are not already
- Switch to Edit mode
- Click on “Hide Item”, shown in Figure 29.

A rectangular button with a light blue background and a dark blue border. On the left side, there is a small icon of an eye with a diagonal slash through it. To the right of the icon, the text "Hide Item" is written in a dark blue, sans-serif font.

Figure 29 Hide Item

To show an item:

- Go to the folder which contains the item desired to be hidden.
- Log into the website if you are not already
- Switch to Edit mode
- Click on “Show Item”, shown in Figure 30.

A rectangular button with a light blue background and a dark blue border. On the left side, there is a small icon of an eye. To the right of the icon, the text "Show Item" is written in a dark blue, sans-serif font.

Figure 30 Show Item

To show an item for a specified time range:

- Go to the folder which contains the item desired to be hidden.
- Log into the website if you are not already
- Switch to Edit mode
- Click “Advanced” if it is not already selected in the Red bar.
- Click “Visibility Options”, shown in Figure 31. This will display the Visibility Options dialog, shown in Figure 32.
- If the item should become visible on a particular date, check “Start Date” and specify the start date.
- If the item should become invisible after a particular date, check “End Date” and specify the start date.
- Click on “OK”

A rectangular button with a light blue background and a dark blue border. On the left side, there is a small icon of a gear with a yellow circle inside. To the right of the icon, the text "Visibility Options" is written in a dark blue, sans-serif font.

Figure 31 Visibility Options

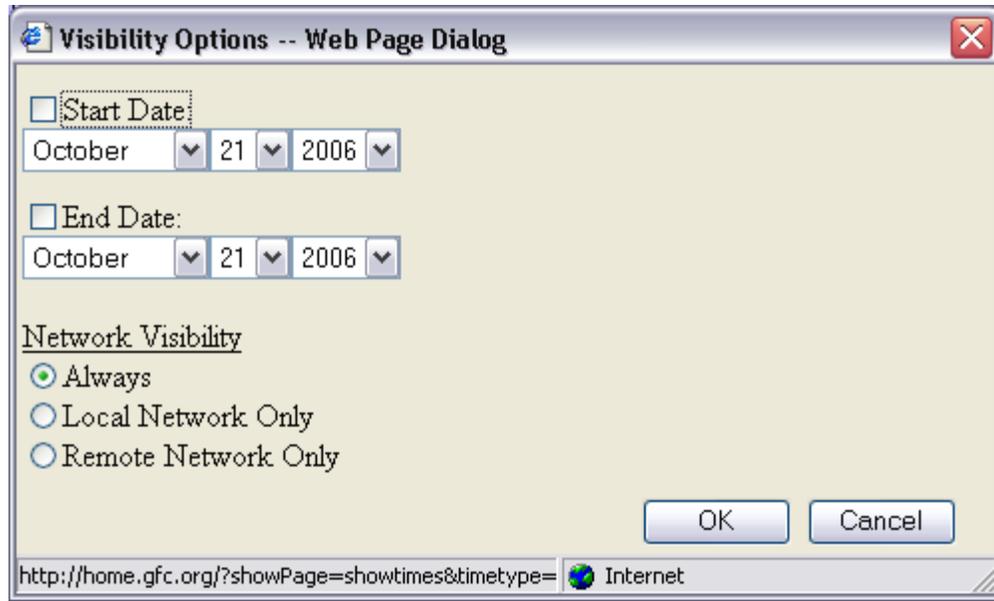


Figure 32 Visibility Options Dialog

An item is only visible to the Search feature if the page is active.

To set an item as active:

- Go to the folder which contains the item desired to be set active.
- Log into the website if you are not already
- Switch to Edit mode
- Click on “Set Active”, shown in Figure 29.



Figure 33 Set Active

To set an item as inactive:

- Go to the folder which contains the item desired to be set inactive.
- Log into the website if you are not already
- Switch to Edit mode
- Click on “Set Inactive”, shown in Figure 30.



Figure 34 Set Inactive

Document Permissions

All Contributors

The website supports the following types of permissions for items:

- Contributors
 - Contributors have the right to modify content
 - Non-Contributors have the right to view content
 - The default for most types of items
- Contributors and Creator
 - Contributors have the right to modify content
 - Non-Contributors have the right to post public content, and either that person or a Contributor is able to modify the item
 - The default for forums
- All Members
 - All member of the group have the right to modify content
 - Functions similarly to a wiki

To change permissions of an item

- Go to “Edit” mode
- Click on “Set Permissions”. This brings up the Edit Permissions dialog, shown in Figure 35.
- Select the permissions that you would like the item to have
- Click “OK”

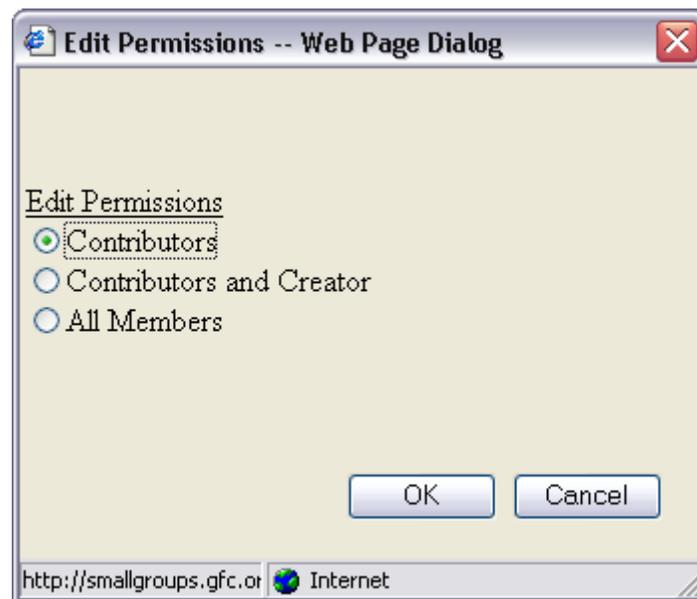


Figure 35 Edit Permissions

To change permissions of a new item

- Go to “Edit” mode

- Click on “Set Permissions”. This brings up the Set New Item Permissions dialog, shown in Figure 36.
- Select who is allowed to create new items
- Select the permissions that you would like new items to have
- Click “OK”



Figure 36 Set New Item Permissions

Creating Forms

All Contributors

The site allows the creation of forms through the content editor. When a form is submitted, the data provided in the form is collected by the site and is available through View Forms. Additionally, a user can receive an e-mail that the form was submitted.

Form areas are created with the Form button, shown in Figure 37.

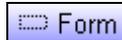


Figure 37 Create Form toolbar item

Inside of a form, various elements can be placed, shown in Figure 38, including text boxes, text areas, checkboxes, radio buttons, submit buttons, and reset buttons. Form elements can be defined to be required or have to pass validation (ex: phone number, state, etc.).



Figure 38 Form elements toolbar

Detailed information about creating forms and managing submitted form data are available in the “Forms and Events” manual.

Adding an Item to a Sidebar

All Contributors

Sidebars are implemented as Folders which contain shortcuts to other folders. The folder that is pointed to by the shortcut will appear as a sidebar header item. Items in that folder will appear as the items beneath that sidebar header item.

A topbar is a folder whose items are displayed within the folder. Adding an item to the folder will cause the item to appear in the sidebar.

The order of sidebar and topbar items may be changed by using the Move Up or Move Down commands.

To create a shortcut to a folder that will become a sidebar, use either “Create Shortcut to this Item” from that folder, or “New Shortcut” from the sidebar folder, shown in Figure 39 or Figure 40, respectively.



Figure 39 Create Shortcut to this item

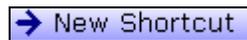


Figure 40 New Shortcut item

Understanding Subzones

All Contributors

A subzone is an area within a zone of the website that can be defined to have an alternate template. This can be used to implement things like an alternate masthead, alternate sidebars, or a “site within a site”.

Subzones have the following properties:

- Subitems of a subzone will also appear in that subzone
- Similar to the template of a full zone, a subzone template has to be manually loaded and configured
- Subzones can be embedded within subzones
- A subzone is governed by the security groups of the zone that it is present in

Viewing Revisions of a Document

All Contributors

View Revisions provides the ability to view earlier revisions of a document. View Revisions also provides information regarding who updated the page to a particular revision.

To view revision information of an item

- Go to “Edit” mode
- Click on “View Revisions”. This brings up the View Revisions window, shown in Figure 42.
- Click on a particular revision to see that revision of the document. This is shown in Figure 43.

 View Revisions

Figure 41 View Revisions

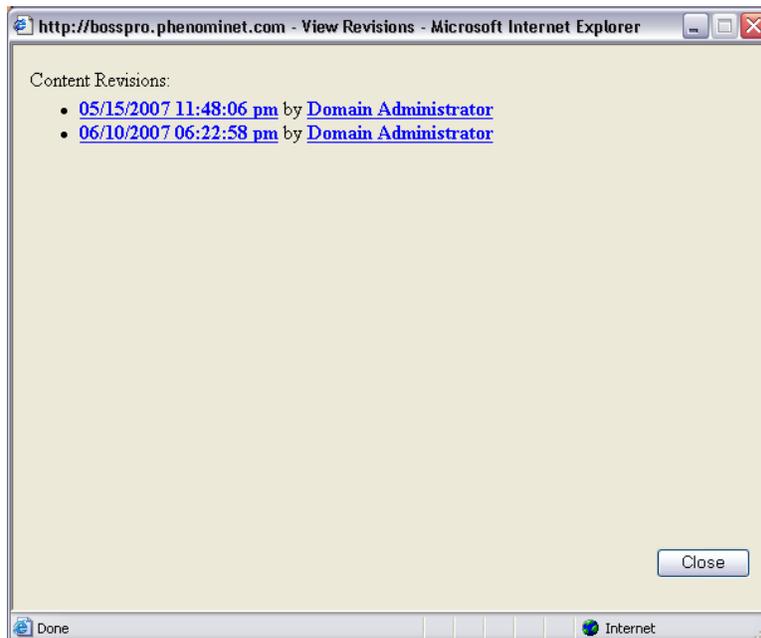


Figure 42 View Revisions Window

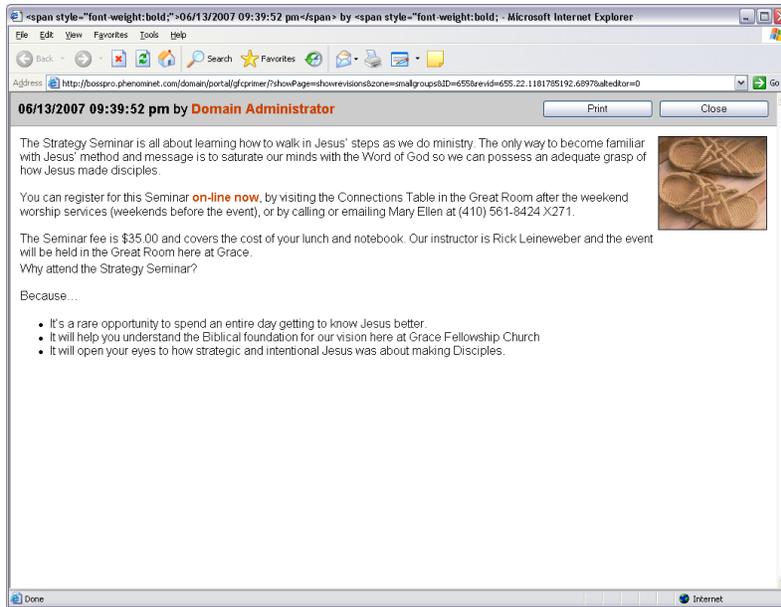


Figure 43 Revision Display

Adding Comments to a Document

All Users

The website supports the ability to add comments about a particular page, if enabled. For a custom page, comments may even be tied to the type of data being displayed in the page (for example, a case or a form).

Comments, if enabled, are displayed in the Comments bar of the page. Comments are enabled if an “Add Comment” button or box is present.

To add a comment to a page

- Click on “Add Comment” (This step is not necessary if the Add Comment box is already displayed)
- Type the comment into the box
- Click “Add”



Figure 44 Add Comment Button

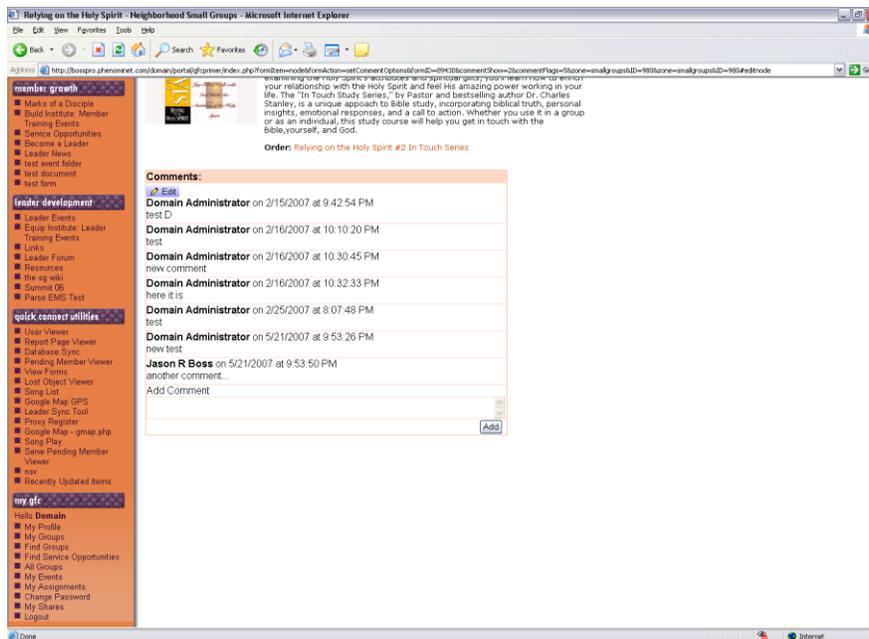


Figure 45 Comments and Add Comment Box

Modifying Comment Options

All Contributors

How comments are displayed is controlled by the Set Comment Options dialog. This dialog displays differently based on whether or not the current page is a folder. The Set Comment Options dialog for folders contains extra configuration information for the subitems of the folder.

The Set Comment Options dialog can be brought up with the following

- Go to “Edit” mode
- Click Comment Options



Figure 46 Comment Options

Set Comment Options has the following options:

- Show Comments – Display the Comments bar
- Quick Add Support – Display the Add Comment box automatically
- New Comments Visible – Determines whether comments are shown immediately or whether they first require approval by a contributor
- Allow Editing – Allow users to edit their comments after they had already been submitted
- Comment Permissions – Set who is able to create or edit comments
 - Contributors – Only Contributors can add / edit comments
 - Contributors and Creator – Users can create comments. Only Contributors and the creator of a comment can edit a comment.
 - All Members – Anyone can add / edit any comment on the page.

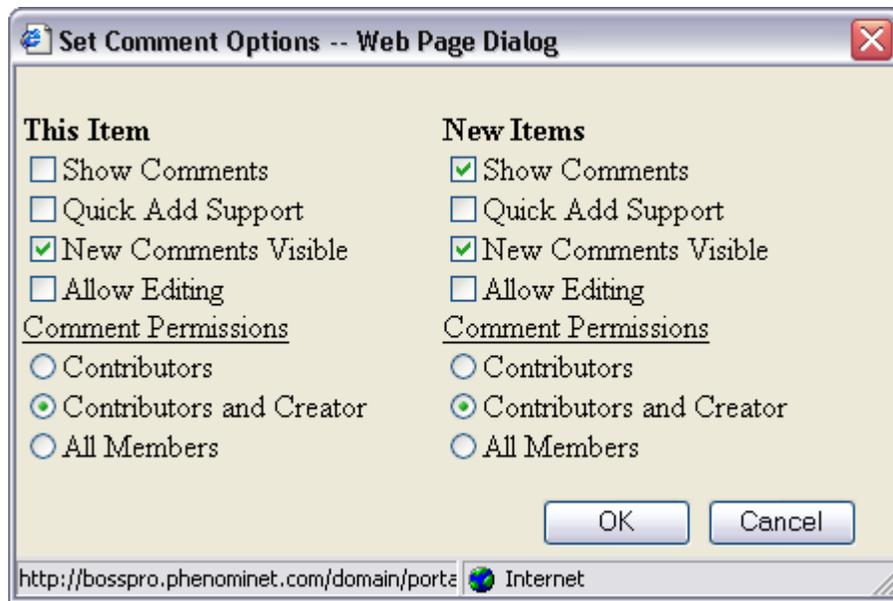


Figure 47 Set Comment Options

Displaying Recently Updated Items

All Contributors

The Recently Updated Items page is capable of displaying the most recently updated pages or comments in the current zone. This page also exports an RSS feed of this information.

Recently Updated Items has the following options (which can be set as instance parameters):

- **Paging Size:** Number of pages to show at once
- **Data Type:** Specifies whether the page will display recently updated pages or recently updated comments

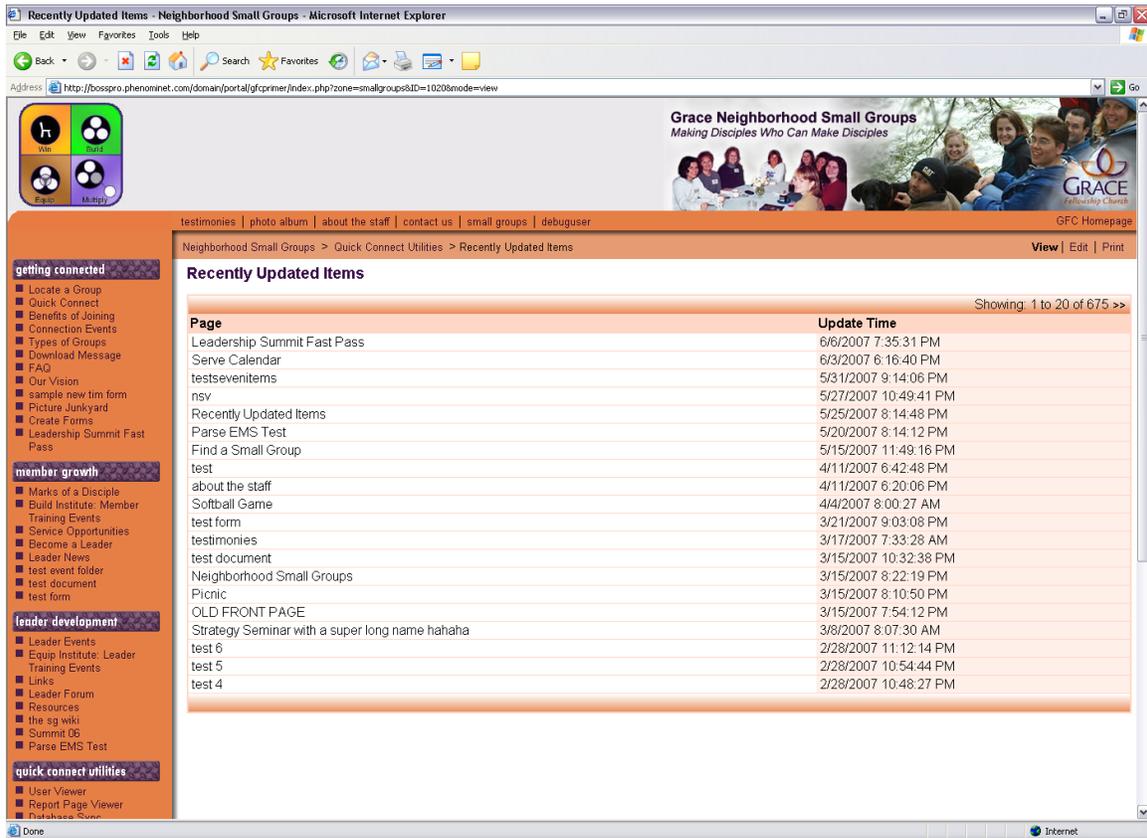


Figure 48 Recently Updated Items

Creating a Blog

All Contributors

The website provides the ability to create blogs, where you can share ideas, information, etc., and people can provide comments.

This can be accomplished with the following steps:

- Create a folder that will contain the blog posts (see “Adding a Document or Folder to a Folder”)
- Set the view to “Comment View” (see “Changing the View of a Page”)
- Set the Comment Options so that new comments are visible (see “Modifying Comment Options”)
- Create a new document to be your blog posting (see “Adding a Document or Folder to a Folder”)

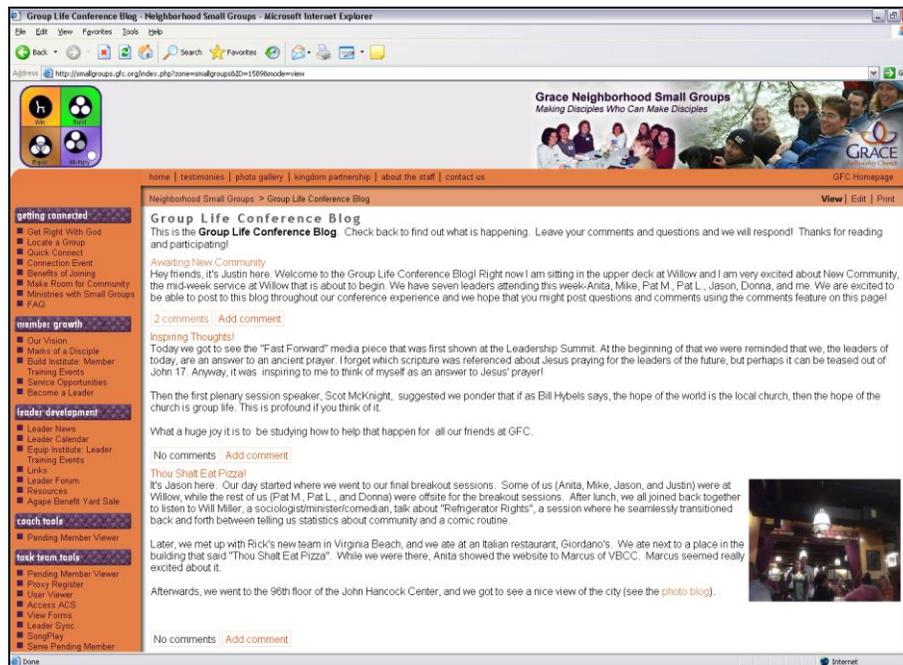


Figure 49 Blog with Comment View enabled

Tagging Content

All Contributors

The website provides the ability to tag content. Tagging provides a way to state that the content of a page is about the subject denoted by the tag. A tagged page can also have a link to a page that will display all other pages in that zone that share the same tag. That page is described in General Resources.

Tagging is not limited to pages, but also includes:

- Form Submissions
- Songs

When a page is tagged, when the page appears in an RSS feed, each tag will be listed as a category.

During Edit Mode, the Tag Bar is displayed on pages. The Tag Bar displays all tags associated with the page.



Figure 50 Tag Bar

The visibility of the Tag Bar during View Mode can be controlled by clicking on “Show Tags” and “Hide Tags” on that page.



Figure 51 Show Tags



Figure 52 Hide Tags

The tags for the current page can be edited by clicking on “Edit” in the tag bar.



Figure 53 Tag Bar (Edit Mode)

To delete a tag, click “Delete”. A prompt confirming that you want to delete the tag appears. Click “OK”.

To add a tag, click “Add Tag”. The “Tag Item” dialog will pop up. This dialog contains a list of existing tags in that zone and a textbox where new tags can be entered. To select an existing tag, check the tag in the list. To add a new tag, type the tag into the textbox and click “Add”. As you

are typing, the tag list will filter down to what you have typed. Multiple tags can be selected at once. When you are finished adding tags, click “OK”.



Figure 54 Add Tag Window

Setting Primary Tags *Selected Contributors*

Primary tags provide the ability to define an URL on the website to map to the page being tagged. Primary tags are defined on a per-zone basis. You need to be part of a special security group (one per zone) to set primary tags.

For example, if the primary tag “test” is enabled, then that page can be navigated to by <url>/test (for example: http://www.bossprosites.com/test).

A primary tag can be set by clicking “Set Primary” and unset by clicking “Unset Primary”. Setting a primary tag will unset the previous primary tag by that name, if one was set.



Figure 55 Set Primary Tag



Figure 56 Unset Primary Tag

Using an Atom Publishing Protocol Client

All Contributors

The website supports the use of clients that use the Atom Publishing Protocol to publish content. This allows someone to be able to create content in external applications (such as weblog software) and upload items to the site as an alternative to using the built-in content editor. The website supports both uploading text and images through this mechanism.

The following configuration(s) have been tested:

- Windows Live Writer

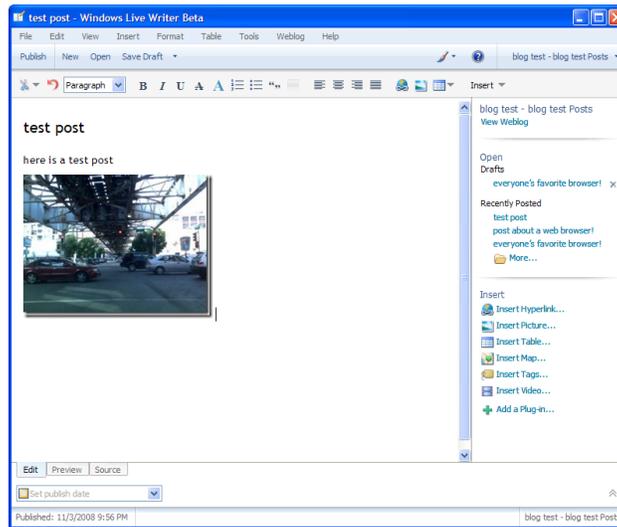


Figure 57 Post within an Atom Publishing Protocol Client

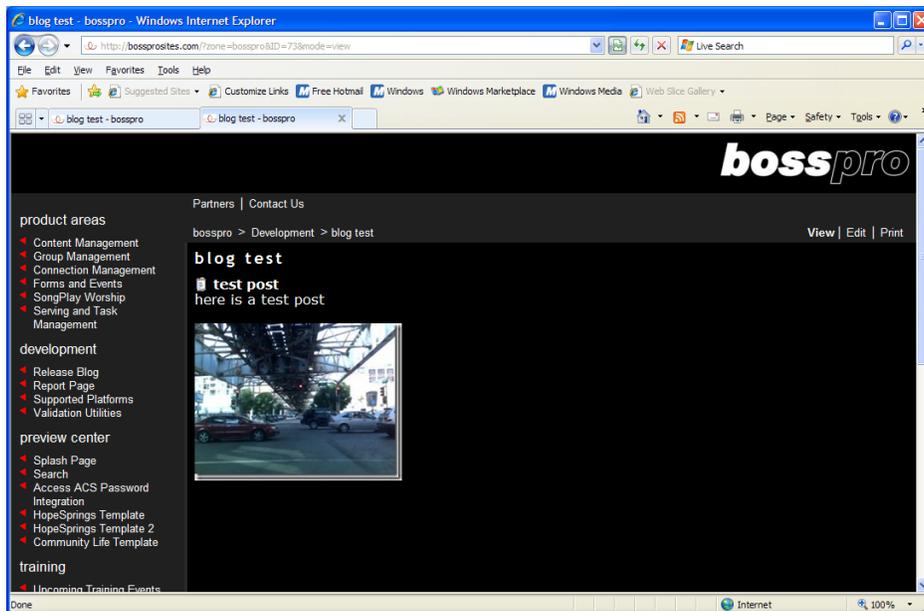


Figure 58 Post on the website