

Presto CMS

<http://presto.communicopia.net>

Presto Content Manager Manual

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1: Quick Tour

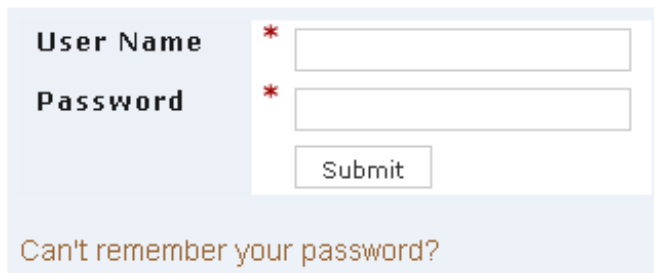
This section provides a quick tour through the Presto interface. It describes the various elements of the interface and their purpose at a high level. If you are trying to remember what a particular feature is for, this is a good place to start. This section does not describe how to perform any of Presto's functions.

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1.1: Logging In

The figure below shows the default login screen for Presto. Once you have logged in, you will be delivered to the Presto website administration interface, where the Explore Panel and Work Area are displayed. This is commonly referred to as the Presto "backend".

Presto Site Manager



The image shows a login form titled "Presto Site Manager". It features two input fields: "User Name" and "Password", each with a red asterisk indicating a required field. Below the "Password" field is a "Submit" button. At the bottom of the form, there is a link that says "Can't remember your password?".

On test or live websites, this is usually accessed by typing the basic website URL followed by "presto.cfm", e.g. <http://yourwebsite.com/presto.cfm>. When we initially do an installation, we provide clients with a few user IDs and passwords for logging in as content authors and managers. (You can try out Presto demonstration login accounts [here](#)).

Your browser must be enabled to accept cookies from the Presto website, or you won't be able to login. Also note that after you enter your password, you have about 10 seconds to submit the form before the password field is automatically cleared, for security reasons.

The "Can't remember your password?" link takes you to a form for submitting an email address associated with the account.

Presto Site Manager

To get your password emailed to you, enter your email address below.

If that email address doesn't match a login account, the email you receive will not contain user ID or password information. In this case, contact a site administrator to determine your account status.

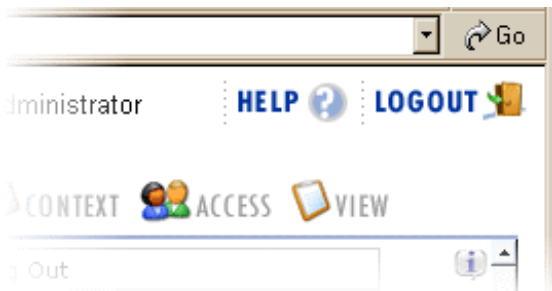
account's email address	*	<input type="text"/>
		<input type="submit" value="Submit"/>

If you have any other difficulties with the login process please use the Presto [Support Request](#) form.

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1.2: Logging Out

To end your session in the Presto backend simply click the “Logout” button that appears in the top right-hand side of the screen.



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1.3: Inactivity Timeout

As an additional security precaution, you will be automatically logged out of Presto if you do not interact with your Presto backend or website for more than 30 minutes (this timeout period pertains to all users

and is set by a system administrator).

IMPORTANT: When this happens, your browser will not automatically return to the Log In screen. This is due to the nature of online applications. Instead, the first link or button that you click in the Presto! back-end (including a content form's Submit button) will bring up the Log In screen. ***This can result in loss of work*** if you were to have left a content page open with unsaved changes. For this reason it is good practice to always save what you are working on before leaving the browser for an extended period of time. It is also recommended that you get in the habit of logging out each time you are finished using the system.

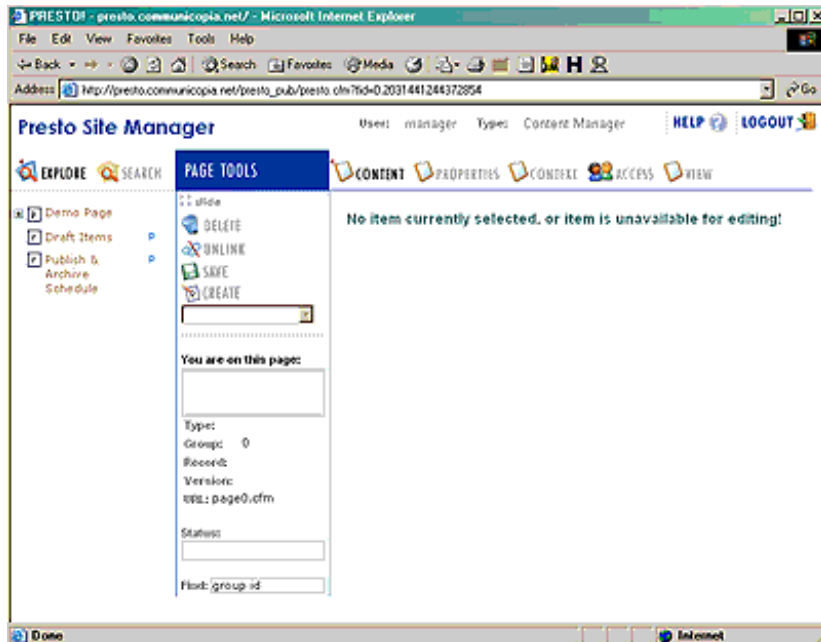
Restated, if a user tries to click on ANY Presto page link in an expired Presto backend, they will be redirected to the login form.

There is a "keep alive" function that works with Presto forms in general, and with some form WYSIWYG editors fields, that enables you to keep working on a form, and have a signal sent every 5 minutes to Presto to stay logged in. This prevents the aggravation of editing content without having to save it repeatedly in order to avoid being logged out automatically.

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1.4: The Main Screen

The figure below shows the Presto! screen as it first appears when you log in to the system.



The back-end interface is divided into 3 main areas; the Explorer appears on the left, The Page Tools in the middle, and the Work Panel on the right.

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1.5: Explore

The Explore Pane and tab is primarily used to navigate the website page and file folder hierarchy. Once you find a page and click on it, two things will happen. First, the form for editing that page will usually appear in the work panel under the Content tab. Second, some basic information about the page will appear in the Page Tools. Pages can be found either by browsing through the site hierarchy in the Explore tab or by a keyword search in the Search tab.



The figure below shows a typical Explore tab when a user logs in. It is similar to the Windows File Explorer. You use the Explore tab to browse your website's page hierarchy.

A. The **Explore** tab gives the "files and folders" view of the site.

B. Click the **Search** tab to find web pages, files, and other data by keyword.

C. Home Page: This is your website's home page, indicated by a little house icon. All pages that appear within a website can be found by looking within this section. In some cases, there may be more than one website listed (for example, an additional site for members only).

D. Presto Configuration: This is the top level of an administration menu, and since it contains sensitive configuration information for your website, it is usually viewable only by Presto programmers and system administrators. Various forms and databases can be administered here. It is not a page on your website, and you usually won't see this if you login as a content manager.

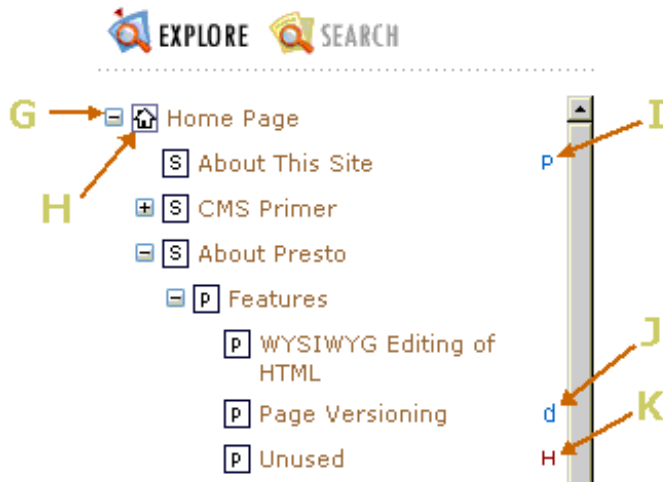
E. Reports: Content managers and system administrators have access to a variety of reports which are found here.




F. User Accounts: Content author, manager and system administrator accounts are usually listed here. Content authors and managers shouldn't normally see this item.

Note that other top-level menu items can be set up by system administrators; similarly the above items may be located down from the top level in a customized Presto installation.

The following diagram shows an expanded Home Page.

Presto Site Manager



G. The plus  and minus  icons indicate that a page or menu item has subordinate pages or items that can be or are being listed. A web page that has sub-pages is often called a "section". Clicking on a  to view sub-pages or items is called "expanding". When the icon shows a minus sign, the section is expanded and the sub-pages are shown below.

H. Each page (or item) in the website hierarchy has an associated icon to indicate it's type. For a full list of icons see [Page Type Icons](#). An icon has three functions:

1. It indicates the page type, or type of content that the page contains.
2. It can be used to select the page. Click on an icon and it will turn red. This indicates that it is selected.
3. It can be used to drag-and-drop the page to another location on a website, or to a different ordering underneath a parent page. An introduction to this is on the [Linking Pages](#) page.

I. The blue "p" that appears to the right of a page title indicates that that page is private. See "[The Properties Tab](#)" for more information about private pages.

J. The blue "d" or "a" that appears to the right of a page title indicates that the page is in draft mode or is an archived page, respectively. If neither of these appear, then the page is "live", that is, publicly viewable. Details are available about [publishing](#), [archiving](#), and [content versioning](#).

K. The red "H" that appears to the right of a page title indicates that that page is on hold. See "[The Properties Tab](#)" for more information about the hold function.

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1.6: Search



The figure below shows the Search tab in the Explore Panel. This tab provides an alternative to using the Explore tab. You can use the Search tab to find all pages in the site hierarchy that contain a specific term, phrase, or combination of terms.

search type

search text

in search index

OR search by type & record ID

When you run a search, the matching pages appear in the Search tab as a straight list, as shown below. Each row contains a link to a web page or database item that matched the search. The type of content that is linked to is spelled out. Clicking on a link will cause it to be focused on in the Work Pane.

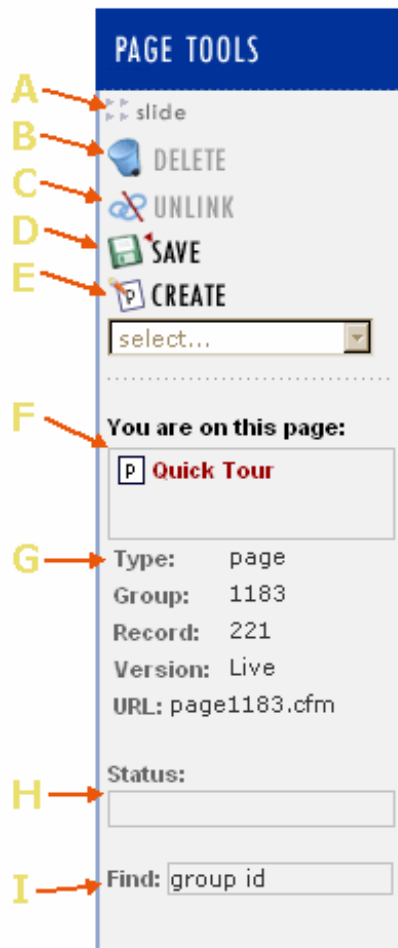
Search Result(s)	
Page Type	Link
page	1) Application Setup
page	FAQ
page	Microsoft Access
page	Microsoft SQL Server
page	Microsoft SQL Server to MS Access conversion
page	Microsoft SQL Server to MySQL database conversion

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1.7: Page Tools

The Page Tools is a toolbar where the most commonly used controls and page information are consolidated. When you select a page in the Explorer tab, the content of the Page Tools is refreshed with the key information for that page. This page is then referred to as the active page.

The figure below explains the elements of the Page Tools in detail.



A. Slide

This control allows you to change the width of the Explorer. Place the mouse pointer over this area, hold the mouse button down and drag either left or right to shrink or expand the width of the Explorer.

B. Delete

This control allows you to remove pages from the website. Drag-and-drop pages from the Explorer onto the Delete icon.

C. Unlink

This control allows you to unlink the pages from their current parent page. Drag-and-drop pages from the Explorer to the Unlink icon.

D. Save

Once you are finished making updates to a web page in the Work Panel click this button to save your changes.

E. Create

This control allows you to create a new sub-page of the active page. Clicking on the Create button will activate the section box immediately below the button. This selection box lists all the types of pages that can be sub-pages of the active page. When you select one of these pages, the Work Panel will bring up the appropriate new page form in the Content tab.

F. You are on this page

Indicates the title of the active page.

G. Additional page information

Type indicates the type of the active page. For more information about the various page types see THIS SECTION.

Group indicates the Group ID of the active page. For more information about the Group ID see "Groups and Records".

Record indicates the Record ID of the active page. For more information about the Record ID see "Groups and Records".

Version indicates the version status of the active page. Possible values are; Draft, Live, Archived. For more information about versions see "Content Versioning".

URL indicates the filename of this page in the file system. Use this filename when creating links to this page from other pages on your site. If linking from other sites, you need to include your full web address, e.g. `http://www.yourdomain.com/cms/[filename]`

H. Status

Indicates the status of the last operation performed on the active page. A status message disappears after about 10 seconds.

I. Find

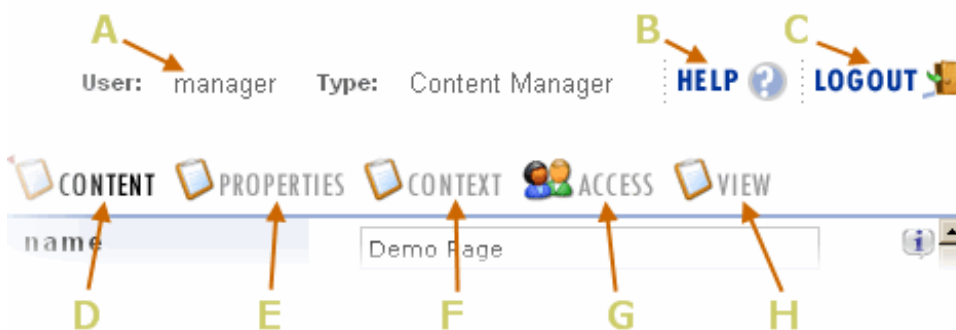
Enables a page or item to be focused on in the Work Area by searching for its group ID.

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1.8: Work Area

The Work Panel is where you edit the content and various properties of web pages. This section provides a basic overview of the Work Panel functions. More detailed information can be found in the **Managing Your Content** section.

The figure below shows the tabs available in the Work Panel.



A. User & Type

Indicates the name and type of the user currently logged in to the back–end. This is useful if you regularly log in using a few different accounts with different permissions where it can be easy to lose track of which account you are currently logged in with.

B. Help Link

Links to the <http://presto.communicopia.net> website where this user manual resides online.

C. Logout button

Click the logout button when you have finished your work in Presto or when you are going to be away from your computer.

The following Work Area tab descriptions are all linked to more detailed information in the Managing Your Content section.

D. Content tab

This tab is available to all back–end user accounts. After selecting a page in the Explorer, click this tab to bring up a form to edit the page content. The majority of site content updates and creation happen within this tab.

E. Properties tab

This tab is available to all users with access to the back–end. After selecting a page in the Explore tab, click on this tab to bring up a form to edit the page's properties.

F. Context tab

This tab is available to system administrator and content manager users. After selecting a page in the Explore Panel, click on this tab to bring up a form to edit the page's relationships to other pages in the site and it's version history.

G. Access tab

This tab is available to system administrator and content manager users. After selecting a page in the Explorer Panel, click on this tab to see a report that shows which Presto user accounts, if any, have access to modify the selected page. Here a user can be unlinked from a page to discontinue the user's management of the page.

H. View tab

This tab is available to all back–end user accounts. After selecting a page in the Explore tab, click this tab, and you will see the page as it appears on the front–end website.

As well, draft or archived pages can be viewed as they would appear on the website. This comes with one proviso: that the live site's dynamic menu system will retain the live site's name for the page, even if the draft or archived page has a different name.

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2: The Basics

This section covers the basic steps required to find, update, create, or delete a web page on your site via the Presto! back–end. It is designed as a quick reference for the user that needs to access their site and make a quick update without learning all the details of the system.

2.1: Your User Account

The permissions for your account will depend on the features and requirements of your particular site and thus cannot be documented here. However, based on your user-type, there are some general rules that will apply. Most, if not all accounts created for users outside of Communicopia staff will be either Content Managers or Content Authors;

- If your account is a ***Content Manager***;
 - ◆ you can create a new pages in the site hierarchy and decide if they will be published immediately or at some date in the future.
 - ◆ you can edit content that is currently live on the site.
 - ◆ you can delete pages.
 - ◆ you can manage the site hierarchy by creating links between pages, setting page sort order, and moving pages.
 - ◆ you can manage the version history of site pages.
 - ◆ you can manage what pages in the site hierarchy Content Author users have access to.
 - ◆ you can view reports.

- If your account is a ***Content Author***:
 - ◆ you can create a new page in the site hierarchy. However that page will be created as a 'draft' and will not appear on the live site until a Content Manager user approves it and specifies when it should be published.
 - ◆ you can edit content that is currently live on the site. However when you save your changes those updates will not be applied to the live version of the page. Instead a new 'draft' version of that page will be created based on your updates to the 'live' version. It will not appear live on the site until a Content Manager user approves it as the new 'live' version of the page.

If you have questions about your user account please contact your project manager or virtual web master at Communicopia.

2.2: Navigating Your Site Hierarchy

To navigate the site hierarchy, use the Explore tab. In most cases, the site hierarchy that you see here will be exactly the same as that on the front–end of your site. All of the top–level pages that are one click away from any page on the web site should appear as sub–pages of the Home Page in the Explore tab. There may be exceptions and special cases for certain customized Presto driven sites.

Clicking on the plus icon that appears next to a page name will reveal that page's sub–pages. This is called "expanding" a page. The sub–pages that appear in the Explore tab are the same pages that you see on the public site.



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2.3: Selecting the Active Page

Once you have a page located in the Explore tab, click on the page name to bring up the details in the Work Panel. By default, the view that comes up in the Work Panel will be the view that was last used. So if you were on the Properties tab on the previous page you were working on, then if you click on a new page you will be taken to that page's Properties view.

Regardless of which tab you are currently on in the Work Panel, you can always determine what the Active Page is by looking at the Page Tools under the "You are on this page:" heading.

One shortcut available to content managers (but not authors) is the ability to drag a page's icon directly to a Work Area tab to open the item under that tab. Sometimes this saves a click when your desired tab isn't already selected. For example, if the Context tab was currently shown, but you wanted to get the content editing form for another page in the Explore tab, drag the page's icon over to the Content tab, and release.

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2.4: Updating Existing Page Content

To edit page content, click on the Content tab. For most page updates, the two fields you will need to work with are the "name" and "content" fields. All of the common fields in the Content tab are covered in [The Content Tab](#) section of this document.

Click in the content field to place your cursor and start editing just as you would in a word processor. When you are done, save your work by clicking the Save button in the Page Tools.


Important:

You must save your changes before browsing to another page OR another tab in the back-end. If you don't, your updates will be lost. However, you can use this to your advantage. If you are updating some page content and get into a situation where you can't undo a mistake, you can always start over by clicking on the Content tab again. Your changes will be discarded and the most recently saved content will appear.

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2.5: Creating a New Page

Presto has a system requirement that each page must have at least one parent page. As a result, before you can create a new page on your website, you first need to use the Explore tab to navigate to where you want to create the new page in the site hierarchy.

Once you have navigated to the correct parent page, click on the  button in the Page Tools. A select box of possible sub-page types will be enabled below the button. Use this to select the type of page you want to create. In most cases the only option that will appear here is 'page'. If your site has custom page types created for your requirements, then those page types will appear in this list.

Once you select the page type in the selection box, the Work Panel will go to the Content tab and provide you with an empty form. Enter a page title in the 'name' field and the page content in the 'content' field and click the 'Save' button in the Page Tools. When the page has been successfully saved to the system, you will see the message "Your form input has been SAVED!" under the status heading in the Page Tools.

Example:


If you wanted to create a new page that appears in the About Us section of the site, you would need to use the Site Explorer to navigate to the About Us page and click on it to make it the active page. In this example, the About Us page is known as the parent page to all of its sub-pages. About Us is both a web page and a section. This is quite common as any page in the system can have sub-pages. Once a page has sub-pages, the Presto system considers it a section.

The general term "section" should not to be confused with a special page type called "Section", which has particular fields for giving a unique look and feel to sections of your website.

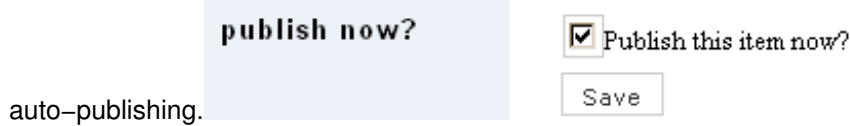
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2.6: Publishing a New Page

By default, when a new page is created, it is not automatically "published". As a result, it will not

automatically appear on the web site. It can however be previewed in the back-end using the  VIEW tab. This allows you to work on the page until it is complete and you don't have to worry about having a half-finished page live on your site.

However, if you are a Content Manager user, you have the option to select if the new page be automatically published and thus immediately appear on the site. Use the "**publish now?**" checkbox at the bottom of the form. This is called



auto-publishing.

Only Content Managers (and above) can auto-publish, or publish, new pages. Pages created by a Content Author will be created as a draft. It is the Content Manager's responsibility to review new drafts and identify when they are to be published in the Context tab. Your website may have a mechanism to automatically email you when an edit to a content page has been performed. A Presto backend report also reports on all pages which are in draft mode.


Note also that the **site map** and **site menu** settings in the Properties tab may also need to be adjusted in order for users to navigate to the created page.

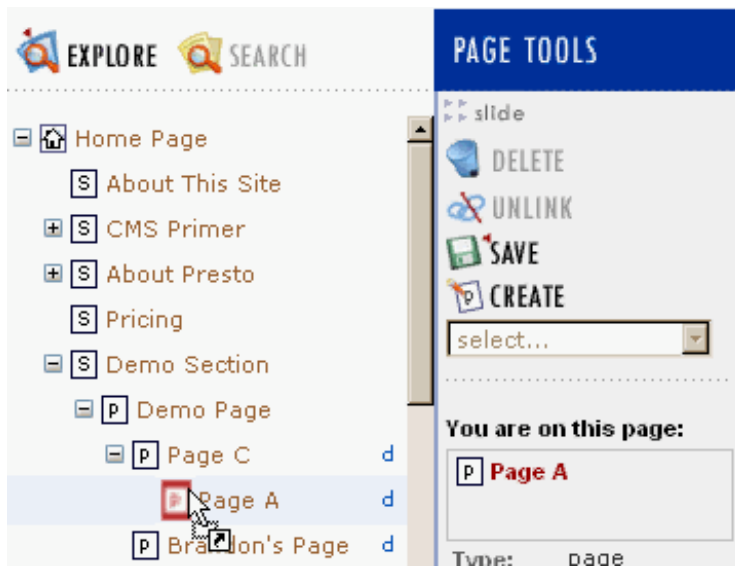
For more information about content publishing see "[Content Publishing](#)".

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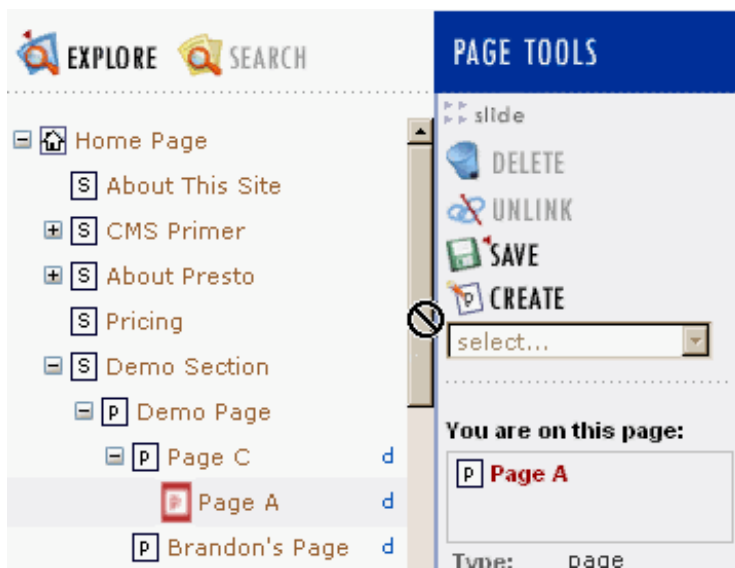
2.7: Deleting a Page: A Drag and Drop Intro

To delete a page from the site hierarchy, you need to find the page in the Site Explorer and

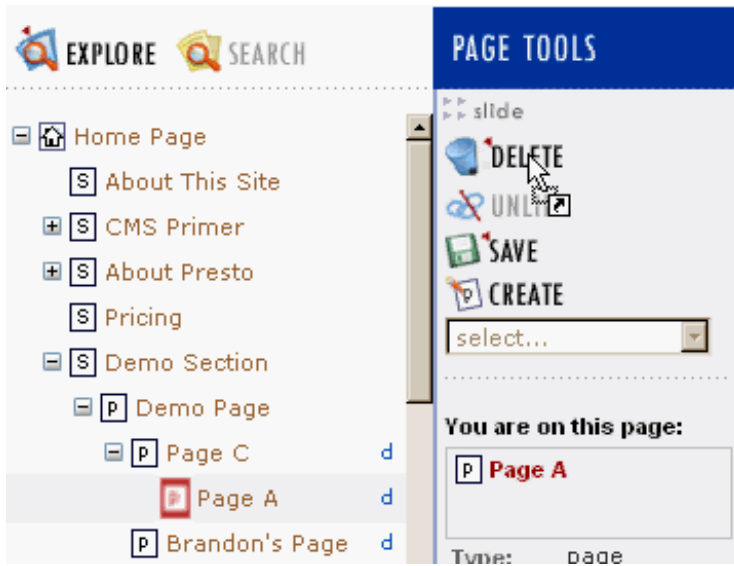
drag-and-drop it into the  trash can icon at the top of the Page Tools. If you have ever drag-and-dropped a folder on your desktop to the trashcan then you already know how this works. This process is explained in detail below. The following screenshots illustrate the selection and drag of an item into the delete trashcan icon (a 1 meg [draganddrop_delete.avi](#) silent video shows this in action).



1. Use the Site Explorer to navigate to the page you want to delete.
2. Click on the page icon and hold down the mouse button.



3. Start dragging this icon over to the Trashcan icon at the top of the Page Tools. As you do this you'll notice that the page icon becomes highlighted and the mouse pointer turns into a circle with a line through it. This indicates that the item being drag-and-dropped cannot be dropped in the location where your mouse pointer is. If you release the mouse button while the mouse pointer is in this state your drag-and-drop operation will be cancelled.



4. When you get the mouse pointer item over the trashcan you will notice that the mouse pointer now changes to the regular pointer with a little arrow icon attached. This indicates that you can drag-and-drop the item onto this control.

5. Release the mouse-button. A confirmation window will appear asking you if you are sure that you want to delete this page.

6. Confirm that you want to delete the page by clicking "Delete" in the confirmation window OR cancel the operation by clicking "Cancel".

You can also delete multiple pages with a single drag-and-drop operation. To do this, replace step 2 in the instructions above with the following;

2. Click on each page icon for the pages that you want to delete. As you do this each icon will become highlighted. On the last icon that you select, click and hold down the mouse button.

Note that you will not be allowed to delete a page or item if it has children. If all the children are visible in Site Explorer, you can select the item and its children and delete them in one move.

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2.8: Linking Pages

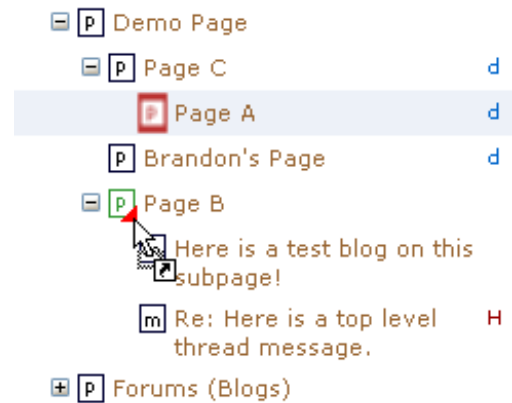
New pages are always created with a parent page already specified. However, sometimes a web page needs to appear in more than one section of the site, and thus needs to have more than one parent page. A page can be assigned to another parent page (or section) by linking the pages together.

As an example, imagine that you want to take page A (which is a sub-page of page C) and also make it a sub-page of page B. First, make sure that both pages A and B are visible in the Site Explorer. Next, drag-and-drop the Page A's icon onto Page B's icon, moving the cursor to the lower right side of the Page B icon until you see an arrowhead pointing in that direction. Finish the drag operation by releasing the mouse button.

Selecting the page to link

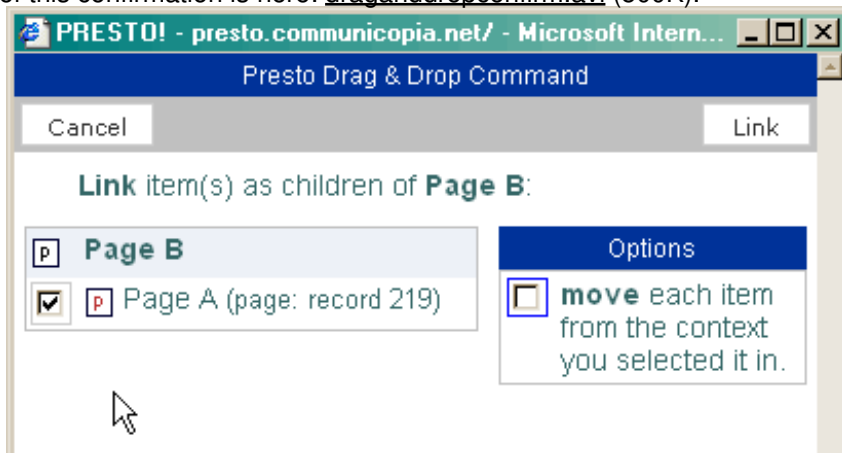


Selecting the new parent page



A 180K video of this selection process can be viewed in [draganddrop.avi](#).

A popup confirmation form will appear that asks if you really want to link one page to the other. A video of this confirmation is here: [draganddropconfirm.avi](#) (500K).

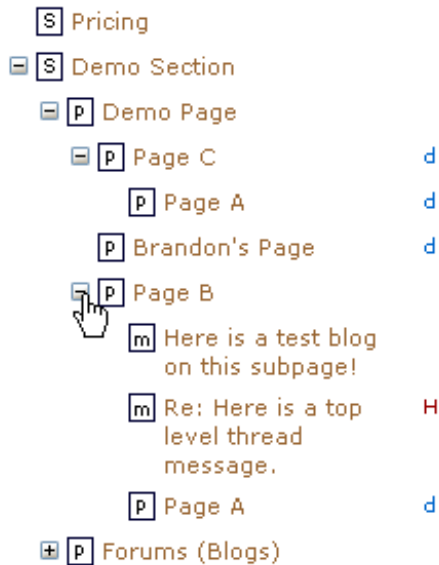


In the confirmation form, Page A appears below Page B, and is indented, indicating that it will be a sub-page of Page B. Clicking on "Link" completes the operation, and closes the popup window. If you set the "move" checkbox before the Link button, then the page will be disconnected from the parent you dragged it from, and will then be connected to the new parent.

Linking operations can be performed that involve linking several pages to a parent page. Because of this, a checkbox is included by each item (e.g. by Page A above) so that you can confirm some link operations but not others.

When the confirmation window disappears, you may wonder why nothing has changed in the Explore tab or the Context tab. Currently Presto doesn't automatically update the Explore Tab (or Context tab) to reflect drag and drop changes or renaming of items. In the Explore tab, you must manually close and open the parent item of any page or section you have changed. The diagram below and this 170K [video](#) illustrate this. If you are viewing the Context tab as you do a related drag and drop operation, then click on the Context tab again to see the changes.

Closing and Opening an Explore tab item
to see changes



Note that opening and closing an Explore tab item – or using your browser's "refresh" function to refresh the Explore tab – deselects any items you selected for your most recent drag and drop operation. Without an Explore tab refresh of some kind, the dragged items from the last operation remain in a selected state so that you can perform other drag and drop operations with them. If you continue to do drag and drop operations, you may want to refresh the Explore tab to clear existing selections, or just deselect the items you don't want in a new operation.

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2.9: Drag and Drop Rules

When you attempt a drag and drop operation, the confirmation form may report that your requested operation can't be performed because rules forbid it. This is because there are rules that Presto system administrators can set up to control the types of possible connections between Explore tab items.



Simply put, if you can't create a page of a particular type underneath an existing page, then you can't drag something of that type underneath the existing page either. If you are not sure if a particular drag and drop operation is possible, just try it. Alternately, select the target page in the Explorer tab, click on Page Tools, Create, and examine the list of creatable items. If the items you were going to drag were of that type, then the operation will not be blocked.

Rules can be general, for example, enabling all sections to have sub-pages of type "page"; alternately they can be specific to a particular page, e.g. that a page can have calendars under it, and nothing else.

Contact your Communicopia representative for more information on rule restrictions that may be in place, or desired modifications thereof.

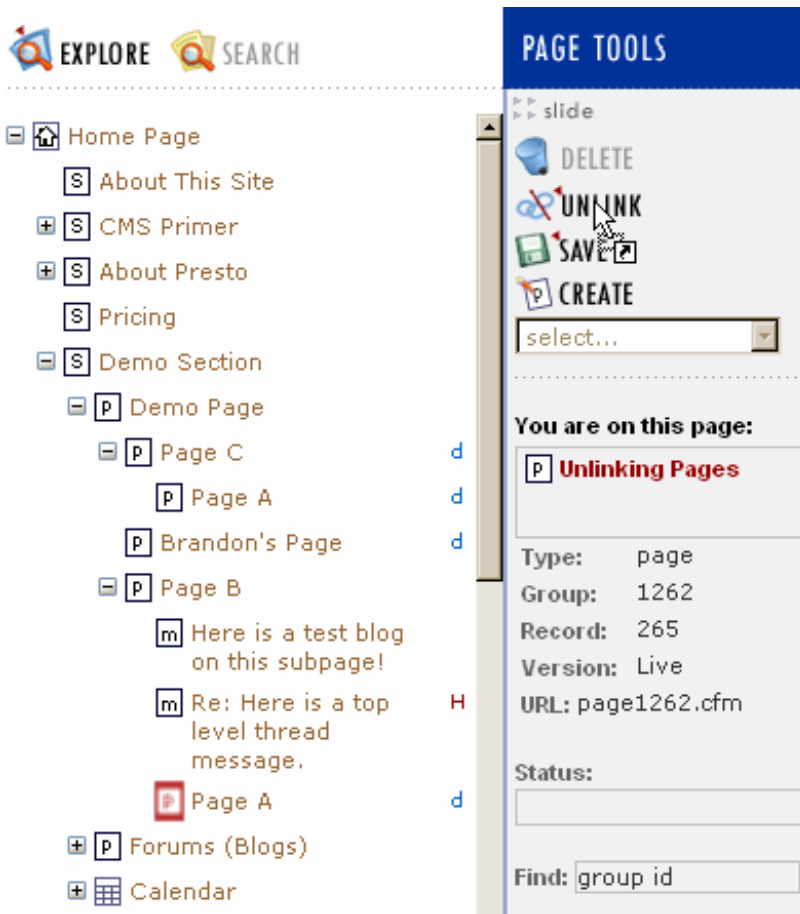
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2.10: Unlinking Pages

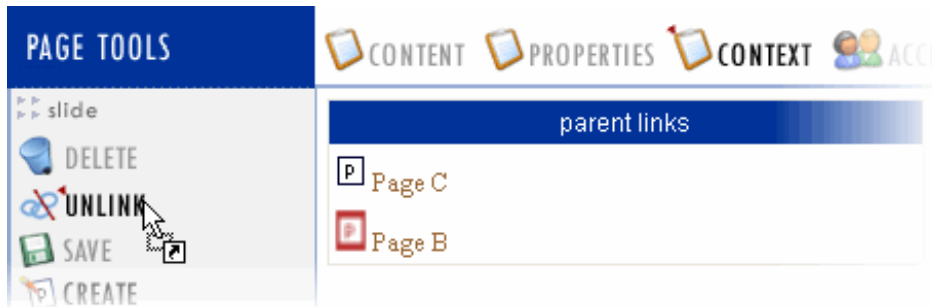
Just as pages can be linked together, the links between pages can also be removed. This is also done using the drag-and-drop function.

Following up on the previous example, imagine that you no longer want Page A to be a sub-page of Page B. In the Explorer Panel, find and expand Page B so that Page A is also visible. From this point there are two ways that you can remove the link between the two pages.

Method 1: Drag-and-drop Page A's icon from the Explorer Panel onto the Unlink control in the Page Tools.



Method 2: Click on Page A and go to the Context tab in the Work Panel. In the top left you will see a list of Page A's parent pages under the heading "parent links". Page B will appear here. Drag-and-drop Page B's icon from this list onto the Unlink control in the Page Tools.



In both cases a confirmation window will appear. Click the **'Disconnect'** button to complete the operation.

Important:


Because of the way Presto manages site pages in a hierarchy, every page in the site needs to have at least one parent page. Presto! will not allow Content Managers to unlink a page from its only parent page and thus create what is known as an orphan page because you would never be able to navigate to that page in the Explore tab again.

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3: Managing Your Content: The Work Panel

This section builds on [The Basics](#) section and provides more details for each of the tabs available in the Work Panel.

Inline Help

As you navigate through the various tabs, you will notice certain items have an Info icon associated with them. The icon looks like this: 

You can bring up some basic help or notes about that item by clicking on this icon. The information will pop-up on the screen in a small box. Once you are finished reading the contents, move your mouse-pointer away from the box and it will disappear.

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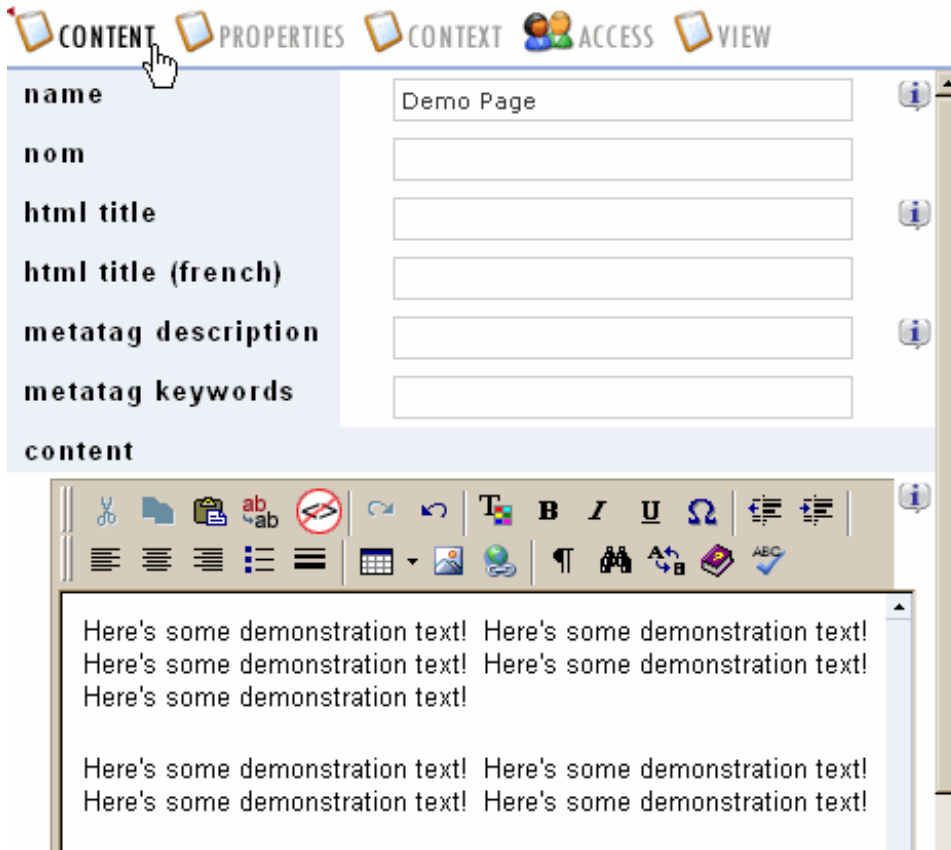
3.1: Content Tab

The Content tab is the most frequently used tab in the Work Panel. It is where the editing of information contained within site pages and sections, as well as any other Presto items takes place.

Users that have access to this tab include:

- System administrators
- Content Managers
- Content Authors

The contents of the Content tab are shown in the figure below.



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3.1.1: Name field

This field's contents are used for the title name of the website page. It appears in a number of places.

- Most Presto sites are configured so that the page template displays the title somewhere at the top of the page. It may also appear in the title-bar of your browser and in the breadcrumbs on the page.
- If your website has been built with a dynamic navigation menu, the title will appear in this menu.
- In the back-end, this title appears in the site hierarchy in the Site Explorer.
- This title is used to indicate the active page in the Page Tools under the "You are on this page:" heading.

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3.1.2: HTML Title field

Your Presto website templates can be set up to use the text in this field (if it exists) as the page's title. This enables the menu and site map and cookie crumbs to have a shorter name (as given in this form's name field) for the page, while the *html title* field is used to display the full name in the page template as the header <title>.

As well a Presto installation can be customized to include the HTML title field at the top of the template's content area. Consult your website's Presto! development team for further information on the implementation of this feature.

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3.1.3: Metatag fields

Metatags are included in the hidden codes of a web page to enable search engines and other web tools to gain a better understanding of the page's content. Two important metatags are "description" and "keywords". You can specify metatag description text or keyword text which is specific to this page.

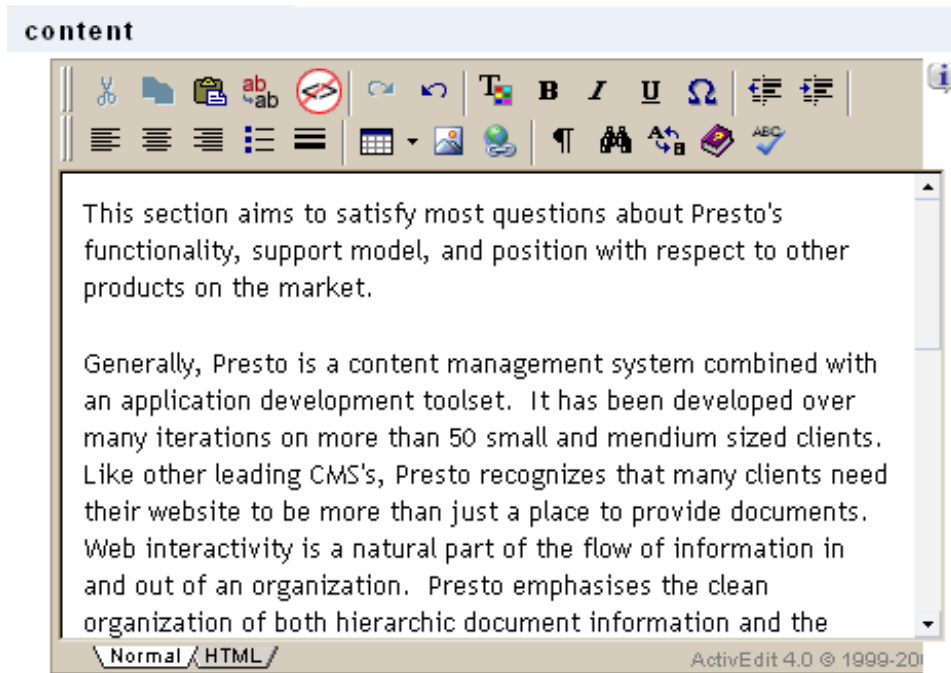
If no text is given in these fields, then by default, the overarching section or home page metatag text will be used.



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3.1.4: Content Field

This field contains all of the content that appears on the web page. In the back-end, the content appears in a WYSIWYG (what you see is what you get) field. It has a toolbar that will be familiar to users with experience with word processors such MS Word.

Presto has a few [choices](#) for the 3rd party WYSIWYG editor that is used in the backend. We refer to both ActivEdit and to soEditor here. This is a screenshot of ActivEdit's WYSIWYG field input:



For a detailed description of each of the icons on the ActivEdit toolbar click on the  help icon. soEditor provides help when you click on .

As with any form field, you are able to cut and paste text into the Content field. When doing so, make sure that the content pasted is plain text. Any formatting must be done within the WYSIWYG field. Copying and pasting content from programs with formatting such as MS Word will appear to work correctly at first but it will eventually cause irregular and unstable formatting in the content. This is because when you copy text from a program such as MS Word, you are actually copying the text and a series of hidden formatting commands. When these hidden formatting commands make their way into an HTML environment they can cause formatting conflicts that are difficult to troubleshoot and time-intensive to fix.

If you have a document in MS Word that you would like to transfer into Presto, you will need to first copy the text into a plain text editor like Notepad. This will strip all of the hidden formatting commands. You can then copy and paste this text into the Content field. At this point you will need to redo the formatting within the Content field using the WYSIWYG controls.

(We hope to see a tool on the market that cleans up Word documents within the context of a WYSIWYG HTML editor, but haven't seen one yet).

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3.1.5: Viewing HTML

For users comfortable working with HTML, the WYSIWYG control provides the ability to edit the mark-up code directly. Click on the **HTML** tab at the bottom of ActivEdit's Content field, or the toggle icon in soEditor.



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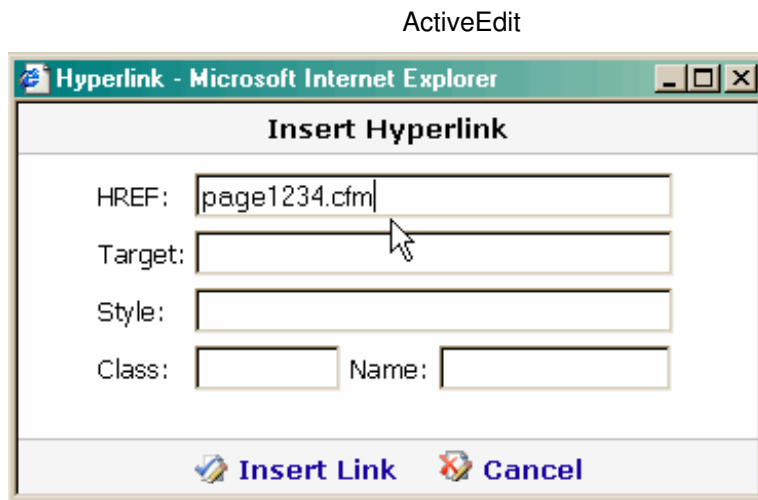
3.1.6: Creating / Editing Links Within Content

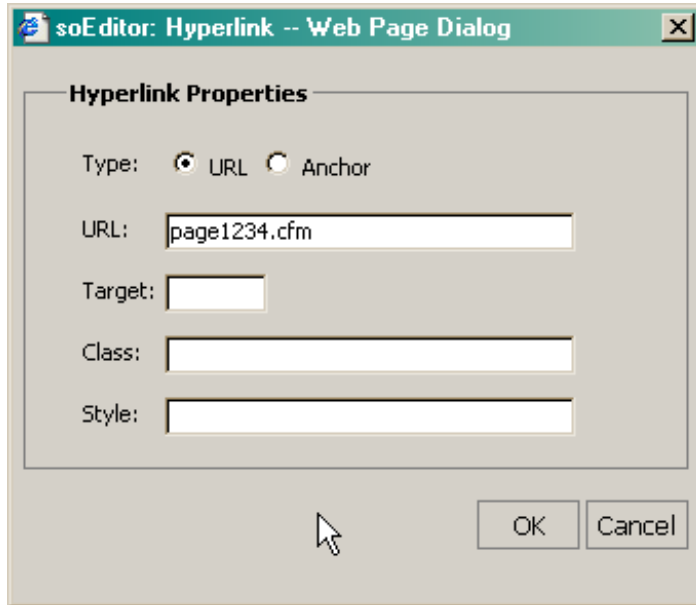
Creating links within your content is a straightforward operation. If you've ever browsed a website you already understand the concept of hyperlinks. To create such a link, follow these steps.

- In the Content field, select the text that you want to act as the link.
- Click the 'link' icon in the toolbar of the Content field.



You will then see a pop-up window that looks like this:





• Enter the URL of the link in the HREF field in the pop-up window.

If linking to another website or a page on another website, use the absolute URL (i.e. "<http://www.google.com>")

If linking to another page in the CMS, you need to know the Group ID of the page that you will be linking to. Say you want to link to a page with Group ID of 1234. Enter "page1234.cfm" into the HREF or URL field.

Each page in the site has a unique Group_ID. You can find out the Group_ID of any page by navigating to it in the Explore tab, and selecting it to load up the Page Tools information on the page. Alternately, you can browse to it through the public side of your website. Once you are at the page look in the location bar of your browser. The last part of the URL will be in the form of "page1234.cfm" where 1234 is the Group ID.

- If you want the link to spawn a new browser window when clicked, enter "_blank" in the Target field. If you want the link to open in the same browser window simply leave this field blank.
- Click the "Insert Link" or "OK" button. The pop-up window will disappear and the selected text in the Content field now appears as a link.

NOTE: Don't forget to click the Save button in the Page Tools to save your changes in the Content Field.

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3.1.7: Removing Links From Content

To remove a link entirely, you can simply select the text in the Content field and delete it. If you want to keep the text but turn off the link, follow these steps.

For soEditor:

- Click on the link text, and a "broken link" icon will activate.
- Click on that button, and the link will be removed.

For ActiveEdit:

- In the Content field, select the text that is the link.
- Click the 'link' icon in the toolbar of the Content field.
- In the pop-up window, clear the contents of all the fields that define the link.
- Click the "Insert Link" button. The pop-up window will disappear and the selected text in the Content field will now no longer be a link.

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3.1.8: Uploading Files & Images Into Content


To insert an image into your content, you can either select an image that already exists on the server or upload a new image file. Both soEditor and ActiveEdit (Pro version) have image upload functionality to do this, but we are going to focus on using Presto's "Folder" module to do this work. The Folder module provides security when we need it, and it has the flexibility to enable images and other files to be uploaded to a variety of folders that Presto system administrators set up.

The Folder module has two parts, the Site Explorer folder functionality, and a popup folder report.

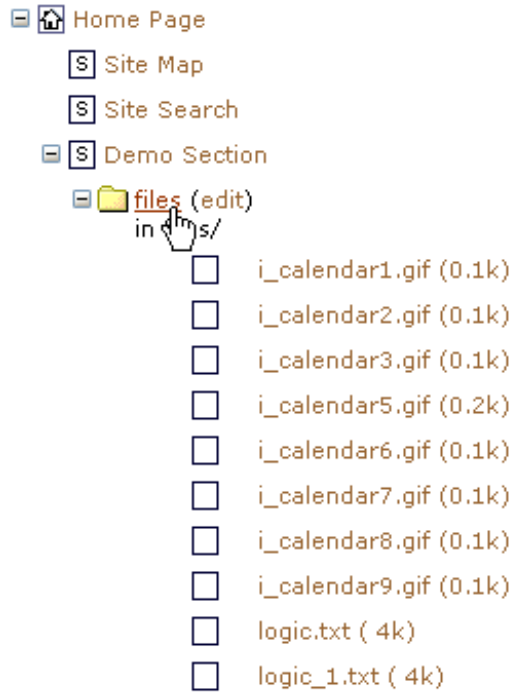
Site Explorer Folders

Folder about to be opened



Within the Explore tab hierarchy of pages, Presto administrators can add a folder icon  that, when opened, lists by name all the files within a related folder in the website server's folder hierarchy. The listed files aren't Presto pages or groups of course, but are rather real images, documents, spreadsheets, etc.

Open folder and its report link

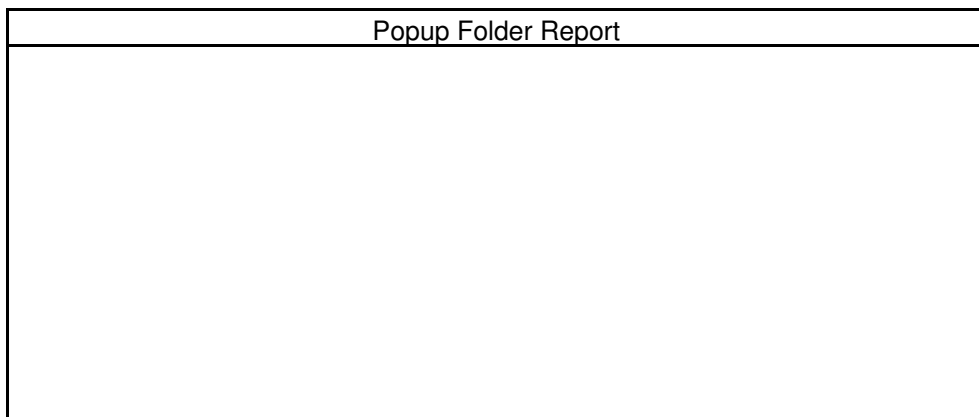


Clicking on a folder file item will open it up for viewing in the Presto Work Area (using whatever facilities your web browser has for viewing the file). Note that the Content, Properties, Context, Access or View tabs do not work on file items.

In the future, to place an image (or URL) to one of these files into your WYSIWYG content area, you will be able to directly drag and drop the item in straight from the Explore tab. But for now, the following folder report must be used for drag and drop operations.

Folder Report

When you click on the folder name, a popup report comes up which contains a listing of all the files in the folder. It will also display each graphic file. It is these graphic files that can be dragged directly into your page content. The diagram below shows the first "i_calendar1.gif" graphic about to be dragged from the report over to the Content tab's WYSIWYG content field.



files
August 26, 2004 1:21:AM X

file path
web path
select file

files/
files1/

(No file selected) i

in server directory /presto-v2-beta/files/

 Upload new file (check to enable input below)

file	size	date	image
i_calendar1.gif	0.1k	2003/12/4 11:33a	
i_calendar2.gif	0.1k	2004/8/4 12:41p	
i_calendar3.gif	0.1k	2004/8/4 12:41p	
i_calendar5.gif	0.2k	2004/8/4 12:41p	
i_calendar6.gif	0.1k	2004/8/4 12:41p	
i_calendar7.gif	0.1k	2004/8/4 12:41p	
i_calendar8.gif	0.1k	2004/8/4 12:41p	
i_calendar9.gif	0.1k	2004/8/4 12:41p	
logic.txt	4k	2004/8/22 9:41p	
logic_1.txt	4k	2004/8/22 11:59p	

You can leave the popup folder report open if you have several graphics to drag and drop into content (on one or many pages).

Once the drag and drop operation is complete, you can modify the HTML tag properties of the image in its new content location.

For soEditor, just double click on the image, or right click on it, and select "Image ...". A popup form will appear with various image HTML attributes to adjust.

For ActiveEdit, just right click your mouse while it is positioned over the image, and select the bottom item, "Image Properties". A popup form will appear with image attributes to adjust.

One issue with ActiveEdit is that it often converts a **src** graphic reference which is relative (e.g. "../files/mygraphic.gif") to one that is absolute (e.g. acme.com/files/mygraphic.gif). This is a problem if you are working on a test Presto site and you want to eventually upload all of your content to a live website that has a different URL. So generally we advise that as you make changes to an image's properties, ensure that the Image Properties form's **src** field's URL remains a relative reference (if the graphic is on your website of course).

Uploading Files

The "**select file**" field enables you to upload files to this folder on the webserver.

- Check the "upload new file" checkbox.

- The "Browse ..." button & file name field will become activated. Click on "Browse ..." to select a file from your computer or network.
- Click "Save" to upload the file. This also refreshes the report after the upload.
- If the file is successfully uploaded, you will see it appear in the list of files.

Renaming or Deleting Files

You can also rename or delete a listed file:

- Use the pulldown list of files to select the file, and press "Save".
- The report will come back with the item selected, and two extra form inputs displayed for the file.
- A rename text input field allows you to enter a new name for the file.
- A Delete checkbox allows you to delete the file.
- To complete your requested rename or delete operation, press "Save".

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3.2: Properties Tab

Users that have access to this tab include:

- System administrators
- Content Managers

Each page in the CMS has a set of properties that determine how the page behaves on the front–end. Depending on your site's configuration, you will see some subset of the properties listed below.

Some types of content don't show options for any of these properties, in which case a message that "**No property editing is available for this item.**" is presented. The availability of an option depends on the applicability of the option to the content, the use of default or hidden values, and the user rights that content authors, managers, and system administrators have setup with respect to the option.

Important:

You need to click "Save" in the Page Tools or the Properties form for any updates you make in the Properties tab, just like you do with any updates you make in the Content tab.

CONTENT
 PROPERTIES
 CONTEXT
 ACCESS
 VIEW

hold	<input type="radio"/> yes <input checked="" type="radio"/> no					
private	<input type="radio"/> yes <input checked="" type="radio"/> no					
URL type	as per user or web URL request					
deletable	<input checked="" type="radio"/> yes <input type="radio"/> no					
search index(es)	<input type="checkbox"/> Website Search					
cache	<input type="radio"/> yes <input checked="" type="radio"/> no					
site map	<input checked="" type="radio"/> yes <input type="radio"/> no					
site menu	<input checked="" type="radio"/> yes <input type="radio"/> no					
rules	<table border="1"> <thead> <tr> <th>ID</th> <th>name</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <input type="button" value="Add"/> <input type="button" value="Save"/>	ID	name			
ID	name					

Hold

The Hold flag determines if a page's content is accessible on the website. To take a page temporarily offline without deleting it set this property to YES. When a page is on hold, that means the CMS will not present it's content to a site visitor. However it does not mean that the page cannot be browsed to. A page that is on hold can still be accessed through the site menu, content–embedded links, or the site map. When a site visitor navigates to a page that is on hold they will be given a "This content is currently unavailable" message.

This option is commonly used in conjunction with the Site Menu and Site Map flags. Setting Hold to Yes and Site Menu and Site Map to No will make the page harder to access. The only way visitors will be able to get to the back now is through any content–embedded links on other site pages.

Private

The Private property determines if a page is accessible by all site visitors or only those with a login account. This flag may or may not be applicable to your site. If your site is set up with logins for site members that allow them access to content that anonymous visitors are not allowed to see, this is usually implemented through this field. However there may be exceptions depending on any custom work done for your site. For further details ask your site administrator.

It is certain that if a page is marked private, it will only appear on a Presto dynamic menu if the user is logged in and has sufficient rights to see the page.

If a user walks up to a web browser which is showing a public website navigation menu left over from a previously–logged–in user's session, a click on a private page link will usually result in a "This content is currently unavailable" message. Some Presto installations have a redirect to present users with a login form in this case.

URL type

Setting this property to "**https:// (secure)**" will force this page to be served as a secure page. This means that any links to this page will be redirected so that the URL of the page has https:// at the beginning. Setting this property to "**http:// (non secure)**" will force this page to be served as a regular page. This means that any links to this page will be redirected so that the URL of the page has http:// at

the beginning – even if the URL in the referring link had https://. Setting this property to "**as per user or web URL request**" disables this property and the page will be served using the protocol (http or https) as indicated in the referring link.

Deleteable

This property determines if an item can be deleted through the Presto interface. You may want to protect some web pages from being deleted. Once this property is set to "no" and updated, this property will disappear from the Properties tab, and no delete options will be available in presto interface for this page.

Search index(es)

If your site has a search feature, this property allows you to exclude the page from that search. By default, all Presto! sites that have a basic site search page will have a "Website Search" option here. If your site has additional search pages, an advanced search, or more than one page hierarchy then you may see other search options here. To exclude the active page from all searches on the site simply deselect all the search options shown. To include it in the default site search select "Website Search". To include it in other searches specific to your site select the appropriate search index.

Cache

This property determines if an item (usually a page) is included in the page cache. This feature may or may not be enabled on your site so if you are not sure consult with your project manager. This feature is typically only used for sites with a large number of site pages to speed up the access time required on the server. Pages that contain forms or content coming from other websites generally can't be cached. When creating your site your Communicopia developer will set this property accordingly for all your pages. If you are creating new pages and are unsure how to set this property, you can either stick with the default setting or consult with your project manager for help.

Site Map

This property determines if this item (usually a page) will appear on the website site map. Only items that fall under the website's home page hierarchy in the Site Explorer are included in the site map.

Site Menu

This property determines if a page will appear on the dynamic menu on the website. There may be some cases where you need a page on the site but don't want to have it appear on the menu. A page that has **site menu=no** can still be accessed on the public site through content-embedded links, the site search, and possibly the site map (depending on how the previous property is set). By default this flag is set to YES for all new pages.

Rules

Rules control which content types can be created under a particular item. They also control what can be dragged & dropped under an item. See the [Linking Pages](#) page for more information.

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3.3: Context Tab

Users that have access to this tab include:

- System administrators
- Content Managers

The contents of the Context tab are shown in the figure below. Three areas are provided for managing links from the item to parent pages, links from the item to subordinate items, and a list of draft or archive versions the item may have.

manage page versions				
Create new version of this item. An empty form will be provided.				
record	publish	archive	created/by	updated/by
[P] 242	Page C			
Live	<input type="text" value="2004/8/1 12:00p"/>	<input type="text"/>	04/8/12 11:56a manager	04/8/25 12:02p admin
Copy this item's content to a new version.				

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3.3.1: Managing Parents

Managing Parent Pages for the Active Page

The "parent links" appear in the top left corner of the Context Tab. This shows a list of all the items in the site hierarchy underneath which the active item appears.

This list appears here mostly for reference as the relationships between items can easily be managed within the Site Explorer itself; see [Linking Pages](#).

However this list can also be used to unlink the active item from any of its current parent items. You can drag-and-drop any of the active item's parent items to the Unlink icon in the Page Tools. This is illustrated in [Unlinking Pages](#).

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3.3.2: Managing Sub–pages

Managing Sub–pages of the Active Page

The "child links" appear in the top right corner of the Context Tab. This shows a list of all the sub–items of the active item in the site hierarchy. If there are no sub–items, the header to this section will say "child links (none)"

This list appears here mostly for reference as the relationships between items can easily be managed within the Site Explorer itself; see [Linking Pages](#).

However this list can also be used to unlink any of the current sub–items from the active item. You can drag–and–drop any of sub–pages that appear in this list to the Unlink icon in the Page Tools.


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3.3.3: Ordering Sub–pages

Managing Sub–page Sort Order

There are two options for the sort–order in which sub–pages are listed; alphabetic (a–z) and custom.

A–Z

Let's say you wanted all of the sub–pages of page B to appear in alphabetical order. Find page B in the Site Explorer and click on it to make it the active page. Click on the Context tab in the Work Panel. You will see a list of page B's sub–pages. Click the  icon at the top of the list. The sub–pages will be sorted into alphabetical order. Click the "Save" button in the Page Tools to save your changes.

Custom

Setting a custom sort–order for sub–pages is very similar to linking pages. Let's say that you have Page B with sub–pages A, D, and E (currently in that order) and you wanted the order to be D, A, E.

Â· Find page B in the Site Explorer and click on it.

Â· Click on the Context tab in the Work Panel. You will see a list of page B's sub–pages in the order that they currently appear (A, D, E).

Â· Drag–and–drop page A onto page D and hold the mouse pointer there without releasing the mouse button. As you hold the mouse pointer over page D's icon, you will notice a small blue horizontal line appear above or below page D's icon. If you hold the mouse pointer over the upper half of the icon it will appear above the icon. If you hold it over the lower half of the icon the line will appear below the icon. The line indicates where in the list you are going to drop the item you are currently dragging.

Â· Hold the mouse pointer so that the blue line sort indicator appears below the Page D icon and release the mouse button.

Â· You will see the page A jump down below page D.

Â· Click the "Save" button in the Page Tools to save your changes.

3.3.4: Content Publishing

There are a number of situations in which a page can exist in the CMS but not appear on the front–end of the website. Here are some common reasons for this:

- A page has just been created by a content author, and so by default it is created as a draft and not automatically added to the site.
- A page has been created by a content manager that did not select the "auto–publish" option on the Content form when creating the page
- A page is an archived version; a more recent version is currently live.

To publish the Active Page, go to the "Context Tab" in the Work Panel. Underneath the "manage page history" heading you will see a list of versions of this page. A page that was just created should only have a single version here and if it is not published it will be labeled as 'draft'.

To publish this page so that it appears on the front–end site, click in the 'publish date' field. A calendar will pop–up prompting you to select the publish date. To publish the page immediately, select the current date and click the save button at the top right of the calendar. The Work Panel will refresh and you will see the word "live" appear next to the title of the page in the manage page history listing. The page is now published and will appear on the front–end site.

You can also post–date a page for publishing, just as you can post–date a cheque for processing. If you select a date that is a week from today, the page will automatically switch to live on the selected date.

3.3.5: Content Archiving

Content archiving is useful in a number of situations:

- When you make updates to the content of a page, you may want to track the changes you made rather than completely overwrite the old content with your new updates. When this is the case, instead of simply opening the Active Document in the Content tab and making your changes, you can make a new version of the page and archive the current version that you are updating.
- Sometimes you want to keep a page in the CMS even though its use on the website has expired. You may need to refer to it later so deleting it from the system is not an option. In this case you can simply archive the current version of the page without creating a new live page.

It is possible to create a situation where all versions of a page are archived and thus there is no "live" version. When this happens, site visitors that try to access this page will just get a "content unavailable" message.

If there is no live version of a page then it won't appear on the site menu or site map.

3.3.6: Content Versioning

As described in the previous sections, the possible 'states' of a version of a page are:

Draft

Indicates that this version of the page is a work in progress. Any page can have multiple drafts, though for the sake of simplicity we recommend one draft per page at any time. Drafts are not available on the website.

Live

Indicates that this version of the page is the version that is currently available to the public on the website.

Archived

Indicates that this is a previous version of the page. Archives are not available on the website.

3.3.7: Groups and Records

Presto references pages and other database items by group ID and by record ID for a few reasons. In short, in the backend, we generally use the group ID for talking about website pages, and for making URLs; however, to uniquely pinpoint a version of some content, we use a combination of record ID and the content's page type.

Here are some details about how Group IDs and Record IDs are used:

- Mainly, the distinction is made to make content versioning easy. A single group ID points to a content item, but there may be many versions of that item, only one of which is live. Each version, whether it be an archived version, a draft, or the live item itself, has a unique record ID for that content type.
- Group IDs are meant to be persistent. References to website content from the Internet at large are usually done by group id. You will see URL's like "yoursite.com/cms/index.cfm?group_id=1234" or "yoursite.com/cms/page1234.cfm" (the "1234" is a group_id). We don't want to find that links to our website no longer work just because we've been publicizing a link with a record id, and we just switched to a new version of some content, and therefore ended up with an Internet link that points to an archived page.
- Group IDs make some Presto programming more general and easier to do. Also, behind the scenes in custom Presto applications sometimes we have several kinds of content – each with their own page type and record ID's – come together under a single group ID.

3.4: Access Tab

Users that have access to the Access tab include:

- System administrators
- Content Managers

The Access tab displays all the users that have direct or indirect access to the Work Area's active page. All users have read access to pages that are not private, but only some can edit such pages. The Access tab will show who they are. The screen capture below shows that "Brandon's Page" can be viewed and edited by the "author" and "manager" user accounts, both of which are automatically highlighted in purple. It also indicates where these user accounts are located, under the "User Accounts" page. It is possible to have user account lists broken up into different groups and locations.



Any page that is marked "private" in its Properties settings will only be shown to a user (or editable by a user) if:

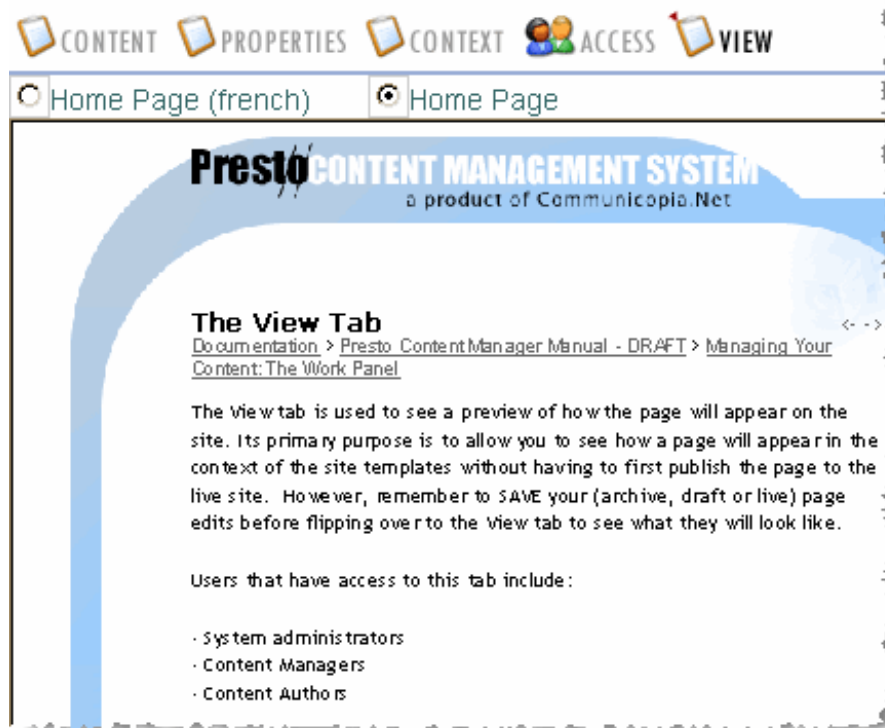
- The user is logged in, AND
- The page is linked directly or indirectly under the user's account page (which are in turn listed in the backend "User Accounts" page). A page can be ultimately linked to a user account via several parent pages; another way of putting it is that by linking a user to a section, you can bestow editing rights to that user for all pages in the section, regardless of type of content.

A note on how security works: When the user logs in, a hierarchic calculation of all the pages linked under their user account is performed, and this produces a list of pages he or she is allowed to view or edit. It is this list which is quickly consulted each time the user makes a request for a private page, or each time a site navigation menu is presented to a user for perusal. The list is also consulted whenever a user performs a search on database content, and items marked "private" are returned.

Secondly, the extent to which a user can edit content is also a function of the form presented for content editing. Each field of a content form can be activated or disabled depending on the user type of the user. All of this is configured when Presto is initially installed (and can be revised at any time).

3.5: View Tab

The View tab is used to see a preview of how the page will appear on the site. Its primary purpose is to allow you to see how a page will appear in the context of the site templates without having to first publish the page live to the website. However, you still have to **SAVE** your (archive, draft or live) page edits before flipping over to the View tab to see what they will look like.



Note that the view is automatically reduced by about 20% in order to reduce the likelihood that backend users have to scroll to see the whole width of the page.

You can actually browse within the View frame, since the displayed page is a real, live HTML page. This does not change the active page in the Work Area.

The View tab has options to switch language when viewing content in a multilingual website.

Users that have access to this tab include:

- System administrators
- Content Managers
- Content Authors

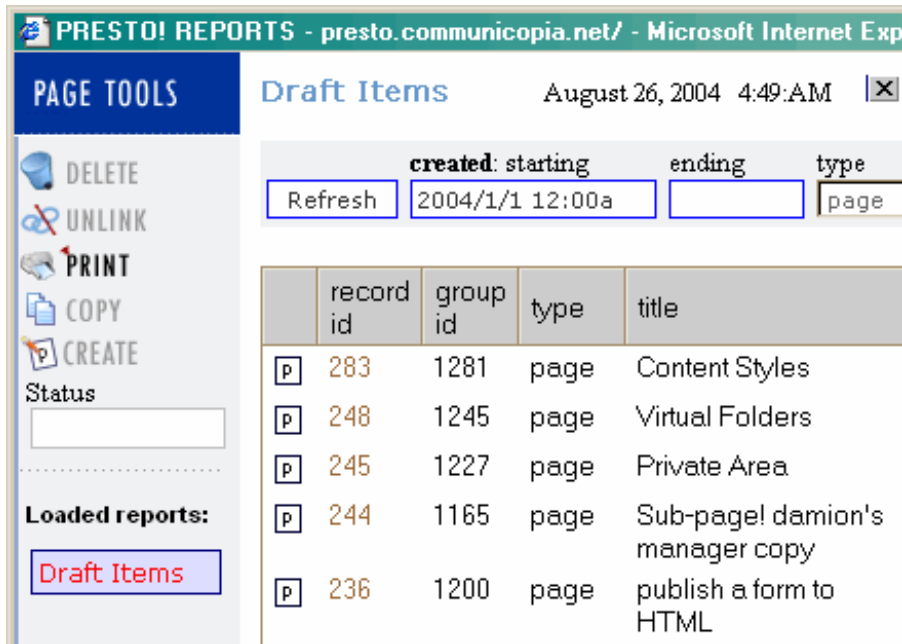
4: Reports

Presto has a report system designed to fit a web-based backend administration interface. Presto comes with a number of reports that fit within this environment, and custom ones can be added on at any time by Presto programmers. Two reports are often used by content managers, namely the "Draft Items" report, and the "On Hold Items" report. We have also mentioned previously that the Folder module has a report component. Below is a standard list of reports that come with Presto.





+		Home Page	
+		Presto Configuration	P
+		Reports	P
		Draft Items (edit)	P
		On Hold Items (edit)	P
		Searchable Pages (edit)	P
		Email List (edit)	Pd
		Reserved (edit)	Pd
		Events, by Calendar (edit)	P
		Log: tab delimited form data (edit)	P
		Log: XML form data (edit)	P
		Publish & Archive Schedule (edit)	P
		User Report, by latest login (edit)	P
+		User Accounts	P

When you click on a report's name in the Site Explorer, that report will appear in a Presto Reports browser window. Subsequent clicks on Explore tab report links all get channeled to the same window, and separate tabs on this window are used to access the loaded reports. In other words, the Presto Reports window can have multiple reports loaded at a time, and it is up to you to drop them, as desired, from the window, or to close the window when you are finished with them.



If your site has been configured with custom reporting for web applications, or for data collected from visitors, these reports can be listed under the Reports page, or they can be positioned in other locations.

The pop-up window has a somewhat modified version of the Page Tools tab on the left and it has the report itself displayed on the right.

- date filter controls may be available below the report title in the Report Data area if the data can be filtered by a date field.
- A  **CREATE** button is highlighted if the user can create a new item of the same type as items that appear in the report. Clicking this button takes the user focus back to the main Presto window, where a new item form is presented in the Content tab.
- the save button does not appear (or is not active)
- the  **DELETE** delete button is present and is highlighted when suitable icon links exist in the report.
- there is a "**refresh**" button that users can click to apply a new date range or other report variable.
- the report can be shown to show all records by default or some default date range.
- The Report interface supports the management of long lists of data (10, 20 or 50 thousand items) with a small number of fields – for example lookup lists or library indexes.
- The data table may have column labels. If it does, chances are a click on a column header will trigger the sorting of the data by that column, ascending or descending. Sorting behaviour is controlled by Presto report programming.

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5: Site Administration

This section describes some of the basic site administration tasks that are available to Content Manager users. There are a number of other functions that are available only to system administrators which are

not documented here.

Initializing the Site

Sometimes a website's menu system doesn't reflect the backend hierarchy of pages as given under the Explore tab. Reinitialize the site if this is the case. Get the site's home page into the Properties tab, and press "Initialize" at bottom of form.

User Account Management

Creating a New User Account: All user accounts are created under the "User Accounts" page. Click on this page in the Explore tab, then "Create", and select "user". In the Content tab, fill in user's name, password, and email address (at least). Then press "submit", and a new user account will be added.

Disabling a User Account: A simple way to disable an account is to put it on Hold. Find the account in the Explore Tab, then click on the "hold" checkbox, then Save.

Removing a User Account: Drag and drop it to the "Delete" bucket icon.

Permissions Management

See [The Access Tab](#)

User Account Types

User types can be customized, of course, but here is our standard instal set of user types:

system administrator

- full back–end access to all system functions

content manager

- limited back–end access, can only see site hierarchy and reports, access to all tabs in Work Panel
- can set permissions of author users

content author

- can submit new content as a draft
- cannot edit live content
- very limited back–end access, can only see site hierarchy, no access to Properties, Context, and Access tabs in Work Panel

member

- custom user type, exact permissions depend on the project requirements, usually some combination of visitor and author permissions
- no back–end access

visitor / anonymous

- basically this is any anonymous user on the web accessing the site

- has read access only to pages marked as public
- no back–end access

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6: Glossary and Terms

Here is a glossary of terms commonly used in the Presto CMS.

Term	Definition
A control	An item (like the Page Tools "DELETE" or "UNLINK" icons) that can be drag & dropped onto.
Active Page	When you select a page in the Explore tab, the content of the Page Tools area and the Work Panel both focus on the selected page. This page is then referred to as the active page.
Back–end	The Presto CMS site administration interface through which a website's content is managed.
Breadcrumbs, Cookiecrumbs	The hierarchic trail of page names and links that show a web page's position with respect to the website home page. This is often shown below the page title on a website page.
Child page	A page which is linked so that it appears underneath (or in the menu of, or subordinate to) another page.
Collapsing	Closing or hiding the display of a page's subordinate or child pages.
Delete	To permanently remove an item from a database.
Dynamic Menu	A menu usually on most pages of a website which immediately reflects any changes to page names or linkages.
Expanding	Opening or revealing the display of a page's subordinate or child pages.
Explorer	This refers to the Explore Pane and tab which navigate the website page and file folder hierarchy.
Front–end	The website(s) that Presto CMS feeds content to. Front–end templates control how the website is displayed and navigated.
Group ID	The Group ID is the primary identifier of an item in the Presto CMS. Behind the scenes, all items are stored in a database. Items include pages, sections, fields, forms, reports, etc. Anything that you can select, edit, create, or delete is an item. For the majority of content management, you'll only need to refer to the Group ID for pages and sections.
Indicator	item that provides information, for example, the Type, Group, Record, and Version fields of the Page Tools display.
Link	























This can refer to any URL link from the content of a web page to any other. In the Presto Back–end this also refers to the connections – or the act of connecting – Presto pages and other items.

Orphan page	A page (or similar content) which is not linked to any website or backend item hierarchy.
Page	Presto comes with standard kinds of content – home page, section, page, HTML form, etc. "Page" usually refers to any type of standard content that can show up in the Front–end site navigation, or in the Back–end Explore pane.
Page Tools	A pane in the Presto Back–end that displays basic information about a selected or active page.
Parent page	A page that a given page is linked under. See Child page.
Plain text	Typed text which doesn't have any additional HTML or other formatting codes embedded in it. Extra steps are often required to convert text copied from applications into plain text.
Private site	A website or section of one that requires a user ID and password to access.
Public site	A website or section of one that can be accessed without any form of user identification.
Publish(ed)	The act of making content available to website viewers; or the date on which it is made visible.
Record ID	The Record ID is the secondary identifier of an item in the Presto CMS. Any item in the system can only have one Group ID, but it can have one or more Record Ids. For the purposes of content manager, this mostly applies to pages and sections. A page will only ever have a single Group ID, but it can have multiple record Ids. In this case each record ID refers to a specific version of that page in its page history.
Section	Websites often have a Home Page, Section pages, and regular pages as distinct types of content. Section pages may have certain headings, graphics, colors or layout that are inherited by underlying pages; hence the need for a separate content type to manage them with.
Site Explorer	See "Explorer".
Site hierarchy	The hierarchy of home page, section pages, underlying pages and other types of content that make up the "Information Architecture" of a website.
Unlink	To remove the link between a page and a child or parent page.
Work Panel	The Presto Back–end area that provides tabs for managing an active page. This includes editing, setting website properties, managing user access and linkage, and previewing.

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7: Page Type Icons

Page Type Icons

calendar	
email	
email list	
event	
field	
folder	
form	
home page	
keyword	
site map / table of contents	
message	
page	
page type	
person	
phrase	
report	
search index	
section	
setup	
user	
user type	
XML	

This is a list of all active icons that come with a Presto install by default. Icons for custom page types can be added by a Presto Programmer.

Some of the listed icons (calendar, message, email list) are specific to Presto modules which are purchased and added to a Presto installation.

Some icons share the same upper or lower case letter; this is done where such icons would be difficult to confuse in context (usually one of the two page types is referenced only inside the Presto Configuration area for example).

Currently icons are not multilingual; they are only in english.

Technical Programming Notes:

When a page type is edited (in the Presto Configuration / Page Types section), its "Icon" field text is used as a key to retrieve an icon for the page type. E.g. a field value of "email" causes the i_email[icon state].gif to be displayed for that page type.

If there is no icon in the images folder for that page type, then an attempt is made to generate one. This will only succeed if the custom <CFX_image> tag has been installed along with Presto on the webserver.

The icon is generated by taking the first (upper or lower case) character of the icon name and placing it in an icon template automatically, and generating a graphic on the fly. Then different versions of this graphic are made so that all the selected states of the item can be represented.

Non-alphabetical icons can represent page types of course (the "home page" house for example). This is achieved by preparing a graphical icon and placing it in the presto_pub/img/ folder as i_[page_type]1.gif . Clear out all i_[page_type][index greater than 1].gif icons. Then edit the page type's icon text field, and the selected state variations of that first template will automatically be generated.

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