Savvy Content Manager 4.7

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Introduction

The following document is intended to be useful for those creating templates for Savvy CM. For information about installation, using the editor, or administering the content management system please see the related documentation.

It is expected that the server already has ColdFusion MX version 7 or greater installed and Savvy CM is already installed. You should test building a page with our simple template sent with the install package.

Your next steps:

Create a Template

Upload to the /primarytemplatefiles/ folder

Log into Savvy CM and visit the Templates admin option from the Savvy Toolbar to add the template.

Install Guide

Requirements

Savvy Editors:

You can edit web content with Savvy CM from anywhere, without having to download or install any special program (supposing you have already installed Savvy CM into your web site and have it properly configured). All you need is a computer with an operating system and an web browser. This can be your local computer or any other computer.

An operating system: Windows XP/2000/2003, MAC OS X, Linux, Solaris;

An Internet browser: Microsoft Internet Explorer 6, Mozilla 1.4 or above, or Firefox.

Savvy CM compatibility with operating systems and browsers

Windows - MSIE 6.x, Mozilla 1.4, 1.5, 1.6, Firefox 1.x (not Opera);

MAC OS X -Mozilla 1.4, 1.5, 1.6 (NOT safari, Opera, or MSIE);

All other OS's that support Mozilla 1.4+.

Server Requirements:

Windows 2000/2003 , Red Hat Enterprise Linux AS & ES 3.0 or 4.0, SuSE Enterprise Server 8 or 9, Sun Solaris 8+, OSX 10.3.9+

ColdFusion MX 7 or Higher (see www.adobe.com for ColdFusion requirements)

Database: MS SQL, MySQL

How a Savvy Install Works

Savvy CM installation is very easy. There are no installation programs to be run on the server, instead you copy your files to the web server, modify the includes.cfm file with the correct information for your installation, register the database in ColdFusion, then upload your templates.

Since Savvy CM is template based, you will need to have templates prepared. Savvy comes with a couple of simple testing templates to make sure the install works and show you how a template may be formatted. See our template section for more information.

Install Files on Server

Savvy does not have an executable installer. Instead to install Savvy CM all you need to do is copy all folders and files into the root of the dev web site or sub directory in an existing site. The completed copy should include an actionfiles folder, an install folder, a primarytemplatefiles folder and some key files for the root folder.

Next run /install/ on your web site. Such as dev.mydomain.com/install/

The installer will step you through creating the config file, testing your configuration and all the necessary database work.

You may have other files or folders in this same directory structure. Savvy will not interfere with files already on the web server. However, if your web site currently uses an application.cfm file you may need to alter it to include our application.cfm file contents. See the Template Guide > Custom Code Object section for more information.

Includes.cfm File

Savvy creates your main configuration file for you upon installation. However you may need to update it when going live or moving the site. This information is stored into variables in the includes.cfm file located in the actionfiles/config folder. You can edit this file with any text or HTML editor. Do not modify this file in design view. Make sure you are editing in HTML view (or its equivalent) only.

NOTE: The includes.cfm file is cached the first time it is used. If you make changes you will need to tell Savvy to refresh the cache and look at the revised file. There are two ways to refresh. The first is to run the following command on your site.

```
http://www.yoursite.com/index.cfm?savvyreinit=1
```

Where www.yoursite.com is your web site address. This tells Savvy to flush the cache and look at the includes.cfm file again. Savvy will also flush cache any time the service is stopped and started, or if the server is rebooted.

Configuring the File

Enter datasource name where indicated. This is the datasource name you used when making the connection to your database through the ColdFusion administrator.

```
<cfset datasourceName="YOUR DATASOURCE NAME">
```

Enter the DB type. If you have a username and password for the database also enter it. If not leave these variables empty.

```
<cfset DBType=”msSQL”> msaccess, mssql, mysql, etc

<cfset DSUsername="">

<cfset DSPassword="">
```

Enter the full path to the root folder to your web site.

Do not remove the trailing slash.

```
<cfset basepath="d:\webfolder\rootwebfolder\">
```

Enter the full web address to your web site including the folder that savvy is installed in.

Do not remove the trailing / slash.

```
<cfset weburl="http://www.besavvy.com/savvycm/">
```

Specify if you want to show calendar events as a layer over your page or as details above the calendar object.

Layer = dhtml layer and often preferred method

None = default mode of showing events above the object.

```
<cfset calendarwindowmode="layer">
```

Enter the admin email contact. This email contact will get error reports if errors happen within Savvy.

```
<cfset adminemail="email@domain.com">
```

Enter the default page title.

```
<cfset defaultTitle = "Savvy CM, Content Management Made Simple">
```

Enter the default meta keywords.

```
<cfset defaultKeywords = "Savvy CM, Content Management Made Simple">
```

Enter the default meta description.

```
<cfset defaultDescription = "Savvy CM, Content Management Made Simple">
```

Note: Save the includes.cfm to the "actionfiles" directory of your Savvy CM installation.

Other Config Files

Each of the methods of Appliaction.cfc can now be injected with your own custom ColdFusion code. This is done via /actionfiles/config/ folder. Most of the files in that folder correspond to a function in Application.cfc. Adding your code to the included file will inject that code instantly for all requests. Aside from the many config files which inject custom ColdFusion code into the Application.cfc functions there are a few other files that may be useful for developers.

applicationnameinclude.cfm:

This file specifies the application name, timeout and a few other attributes. It is included into the beginning of Application.cfc Don't change these values or add to it unless you are very familiar with ColdFusion.

emailnewuser.cfm

This file is the template used to send emails to new users when a new user is created with Savvy. If you do NOT want users to be emailed or you want to customize the email being sent, modify this file.

error_template_general.cfm and error_template_fatal.cfm

These files are templates for what to show if an error occurs. By default we do NOT show the error details to the user, but instead alert the user to an error and email the content of that error to the administrator. You can make that display look better and match the design of the site by altering these templates. Please not it is very important you do not display any of the actual error to users. This is a very big security issue. Error specifics shouldn't be shown to your web site visitors ever. If they are then these two templates need to be modified to remove those statements.

errorconfig.cfm

This is a file which indicates to Savvy what to do if an error occurs. By default it simply uses the templates above to handle the display and alert of the error. Some developers comment out these lines for development. It is very important for security reasons that there is some sort of error handling used with live sites.

loginredirect.cfm

This is a file which runs when someone logs in. By default it will send the user back to the page they logged in from or back to the home page, depending on where the user is logging in from. If you wish to alter that behavior and send the logged in user to a different page, this is the code to modify.

logoutredirect.cfm

This is a file which runs when a user logs out of the site. Similar to the login script this will redirect them back to the page they logged out from or back to the home page, depending on where they logged out from.

redirect.cfm

This file is run if a user has no rights to view a page within Savvy. For example if a user has not logged in, and are trying to visit a password protected page this file is processed. By default it sends them to the home page. You can modify this file to redirect them to some other page of your site or process more complicated business logic.

onmissingtemplate.cfm

This is actually injected into the onmissingtemplate function within Application.cfc. By default it will send anyone visiting an unknown page back to the home page. This is handy if you delete a page, but search engines may still link to that page. Any visitors going to the old deleted page will be redirected to your home page and all search engines will be alerted that the page is no longer available.

Create Database

Create your database using the database server of your choice. Common databases used are MSSQL or MySQL. MS Access is no longer supported. The data and table structures will be created by Savvy CM later in the installation.

Important: Make sure your database is set for UTF-8 character sets. We use unicode so that you can use any characters in your web site including special characters and foreign characters. If you do not set this up properly you will see funny characters show up in your content.

Set Up Datasource

Once your database has been created you must make a datasource to that database. The datasource is set up on your server, typically through the CF Administrator. You may call the datasource anything that is appropriate for your site and server.

Make sure that the datasource is set up to use UTF-8 character encoding. This typically is manually set for MySQL.

MySQL Example: http://www.howtoforge.com/coldfusion7_mysql4.1_connection

Install License

Next place the savvylicense.cfm file supplied to you by Savvy Software into the actionfiles folder. The installation comes with a license file that only supports http://127.0.0.1or http://localhost for testing. You must get a new file from Savvy Software in order to have your site run on a different URL.

Run Diagnostic

Your installation of Savvy CM includes a **/install/** folder with some scripts to help you test your install. Run the diagnostic utility in your browser to check your configuration.

Example address: http://yourdomainname.com/install/

Run the diagnostic utility to confirm your installation is properly configured.

Create Tables and Data

Once the diagnostic has run without error you should go back to the install page and click on "create/upgrade database". This will connect to your empty database and create all table structures, indexes, etc.

Upgrading

Upgrading the database is the same as creating one. The same script is run for either action. It will parse the xml description file and create any needed columns, indexes and tables, and also alter any data needed for the upgrade. You will still need to move over files for the upgrade.

Testing the Installation

Go to a web browser and type in the URL page to your savvy site.

This should be the same address as your web URL value you set in the includes.cfm file.

You should get a Welcome to Savvy Content Manager screen. Login to begin.

Login username: admin Login password: Admin (**NOTE:** passwords are case sensitive)

NOTE: Remember to change the username and password after logging in!

Add A Template

Begin by adding templates to your system.

Each install of savvy comes with a demo template that contains many of the typical objects for a site.

In order to create your first page and test the Savvy CM installation you must first register a template within Savvy. You should use the sample included to test. To register click on 'Add Template'.

When in the template management screen you see a dropdown list of template files that are not currently in use by Savvy CM. If no files show up in the list, your includes.cfm is not configured correctly. Double check your basepath settings.

Select a template and give it an appropriate name. If that template should be in a specific sub directory structure, specify that. Note that you can leave the default directory blank for your first test.

After registering a template you need to specify who has rights to that template before you can start adding pages. After the template has been registered you need to assign what users or groups have rights to create pages for it and its objects. Add your 'admin' user account or group.

Now you are ready to create pages using that template. We recommend using a test page name and NOT index.cfm when testing. You can at some point overwrite the index.cfm file of Savvy to place your home page of your web site, but it is best to have the template tested fully before doing so.

Install Complete

If your testing has successfully created a template and page then your install is complete. Your next step is to create new templates (see Template Guide) and start creating pages from those templates.

Remove unnecessary files:

/database/
/install/

Troubleshooting

The most common time for errors to appear is when creating and testing new templates. If you encounter an error, please check your includes.cfm file in the actionfiles folder. Make sure it follows the instructions listed at the beginning of this document.

Does your includes.cfm file exist in the actionfiles folder?

Have you copied over your savvylicense.cfm file supplied by Savvy?

Is your file path correct and include the / at the end of it?

Is your web URL correct including the sub-folder that Savvy is installed in (if you installed in a sub-folder)?

Are you using the correct datasource name? Is that a datasource that is recognized and working in the ColdFusion administrator?

Does the basictemplate.cfm work, but not other templates?

Do you have a header object at or near the top of your template (between the Title tags)?

Do you have at least one Savvy Content Object and does it match the samples in the Template Guide?

Visit http://www.besavvy.com/support.cfm for a full Knowledge Base of ideas and support options.

Google Sitemap

Google Webmaster Tools has an option that allows you to supply google a specifically formated xml file of the sitemap of your site. Savvy generates this document for you.

The document can be found in the root of your site and is called googlesitemap.cfm.

You may move this document, delete it or rename it as appropriate.

To submit to google you must do it in this format.

http://www.mydomain.com/googlesitemap.cfm?ext=xml

the ?ext=xml is the important part. It tells google it really is an xml file. Without it google may not parse it correctly.

You must have a google account made and sign up for the webmaster tools program at:

http://www.google.com/webmasters/tools

This tool does not apply date times to each URL nor does it assign priority. Should you need that you may consider modifying this script or buiding your own xml file.

Upgrade

How To Upgrade

Upgrading a Savvy CM installation is a simple process.

1. Backup all files of your website to a safe area. Especially important are the entire /primarytemplatefiles/ folder, your includes.cfm and savvylicense.cfm and any new skins for the navigation object.

2. Backup your database.

3. Upload the new files to the Savvy site. Check the readme document in the install folder for any specific instructions. Typically you will be uploading all files **except** these:

    1. /actionfiles/config/includes.cfm

    2. /actionfiles/config/savvylicense.cfm

    3. /actionfiles/config/ - check for any new files here. If new config files exist then upload. Don't overwrite existing files if you have changed them.

    4. /index.cfm (your home page)

    5. Anything in /primarytemplatefiles/ that already exists. We sometimes add new files or folders here, so check for new files or folders and if so upload those. Don't overwrite existing files.

    6. /dnav/cssmenus/skins/ - this is your css for your nav. Don't overwrite anything you have done here.

4. Run www.yourdomain.coim/install/. This will update the database with new tables, data, columns and indexes.

5. Upgrade is complete!

Template Guide

Introduction

The following document is intended to be useful for those creating templates for Savvy CM. For information about installation, using the editor, or administering the content management system please see the related documentation.

It is expected that the server already has ColdFusion MX version 7 or greater installed and Savvy CM is already installed. You should test building a page with our simple template sent with the install package.

Your next steps:

Create a Template

Upload to the /primarytemplatefiles/ folder

Log into Savvy CM and visit the Templates admin option from the Savvy Toolbar to add the template.

Requirements

Savvy Web Interface

- Windows - MSIE 6.x, Mozilla 1.4, 1.5, 1.6, Firefox 1.x (not Opera);
- MAC OS X -Mozilla 1.4, 1.5, 1.6 (NOT safari, opera, MSIE);
- MAC OS 9 - NOT supported (Mozilla does not work with it);
- All other OS's that support Mozilla 1.4+.

Server Requirements

Windows 2000/2003 | Linux

ColdFusion MX Version 6 or Higher

Databases Supported:

- MS SQL Server
- MS Access
- MySQL
- Oracle

Template Requirements

When creating templates you may use whatever editor you feel most comfortable, so long as it allows you to enter non standard HTML (such as ColdFusion tags) and you are able to enter in some sort of Code View. Many people use Dreamweaver, BB Edit, Homesite, or Notepad. A template is just like any other HTML file, but has a few additional tags directly related to Savvy CM.

How Savvy Templates Work

Savvy CM uses HTML templates as the layout for pages built and edited/managed using Savvy. These templates can be designed in any way that is required. You may use HTML table structure or CSS positioning for the layout of your templates and use any tool to create them such as Dreamweaver, BBEdit, Notepad, CFEclipse, etc. They can have as many content objects (or as few) as desired. Any actual content that is to be edited by an end user should not be placed into the template. Rather that content should be entered after the template is made and registered with the Savvy CM installation.

Once the template has been made, it is registered with the Savvy CM installation through the manage templates interface within Savvy CM. After it is registered, users are assigned rights to create pages using that template. Once a user has rights to create pages using that template the user clicks on 'add page' in their Savvy Tools interface. When a user chooses to add a page, they choose the template to use from a list that has been authorized for them by the Savvy Administrator. Once the user chooses that template, they name their page, and Savvy CM does the rest. A new page is created and placed on the web server using the layout and design designated in the template.

See an example template.

Object Types

Header Objects

Required Each template must have one header object. It replaces the title, meta tags, and style sheet tags. Starting at the top of your file replace the title tag and style sheet include code of your page with the following module:

```
<cfmodule template="../actionfiles/createheader.cfm"
Title="TitleObjectName" UniqueObject="no"
basetemplate name="#url.basetemplate name#" page ID="#url.Page ID#"
stylesheet="style.css" stylesheetcalendar="stylecalendar.css">
```

NOTE: There are only two parts to the cfmodule line of code you should modify for your install. The title should be unique for each page. And contain no spaces. The style sheet parameters should contain the name of your style sheet you are using for that template of your web site. One is for display of all information other than the calendar. The other should only contain the calendar specific style information. We provide samples in the primary template folder for each. Remember to put the style sheets in the primary template files folder. All other parameters should be left as is.

Unique Content Objects

There are two types of content objects. Unique objects to a page, or objects that are shared across multiple pages in a section, or across the whole web site.

The unique objects will be most widely used and will contain content unique to that object and page. A unique object type is demonstrated below:

```
<cfmodule template="../actionfiles/createcontentobject.cfm"
Title="UniqueObjectName" ObjectType="Unique"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" stylesheet="#stylesheet#"  bgcolor="ffffff"
editmode="editor">
```

There are four attributes to edit:

1. **Title:** The title given to this object. Make this unique if the object isn't shared.

2. **ObjectType:** This determines if the content in the object will be shared with other content areas. See Shared Content Objects for more information.

3. **Bgcolor:** This is the default background color shown in the editor. The default is ffffff which is white. (standard hex colors without the #). Change this to a different color if you need the editor to preview differently. Such as if you have a footer area that is dark blue, with white text, and you want the editor to preview as such.

4. **Editmode:** Editmode instructs Savvy to use the editor or not. It is possible for you to create a content object which will not use the editor. This is useful if you need to put in javascript or other code that may not work with the editor. To turn the editor off set **editmote="no editor".** By default this parameter is set to 'editor'.

NOTE: You only need to update four parameters of this tag. Do not change any other parameters. The Title of each unique cfmodule needs to be unique. Rename the title to reflect the content area, for example: HomePageCenterContent. Please do not use spaces or other special characters in the object title name.

Shared Content Objects

Use shared objects where you want to display the same content on many pages throughout the site. A good example of where to use a shared object type is in the copyright statement often found at the bottom of a web page. This can contain any copyright information and often address and telephone and is usually the same on every page of the site. If that content is changed on one page, it should be changed on all others as well. Another common example is a news announcement you want on multiple pages. In this case, the news item may only be shown in a couple templates, but have the same information in each of the pages made from those templates. Finally, sub-navigation for a specific template is a common use of shared content objects. In this case, only one template is using the shared object, and all pages using that template show the content. A shared object type is shown below:

```
<cfmodule template="../actionfiles/createcontentobject.cfm"
Title="SharedModuleName" ObjectType="Shared"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" stylesheet="#stylesheet#"
bgcolor="ffffff"  editmode="editor">
```

There are four attributes to edit:

1. **Title:** The title given to this object. Make this unique if the object isn't shared.

2. **ObjectType:** This determines if the content in the object will be shared with other content areas. See Unique Content Objects for more information.

3. **Bgcolor:** This is the default background color shown in the editor. The default is ffffff which is white. (standard hex colors without the #). Change this to a different color if you need the editor to preview differently. Such as if you have a footer area that is dark blue, with white text, and you want the editor to preview as such.

4. **Editmode:** Editmode instructs Savvy to use the editor or not. It is possible for you to create a content object which will not use the editor. This is useful if you need to put in javascript or other code that may not work with the editor. To turn the editor off set **editmote="no editor".** By default this parameter is set to 'editor'.

NOTE: If sharing a module and content between templates the Title needs to be the same on each template using the shared module. Rename the title to reflect the content area, for example: CopyrightStatement. Please do not use spaces in the object title name and remember that the name needs to remain the same on all templates sharing that content.

No Editor Content Objects

The content object can be used in editor mode, or no editor mode. The editor mode is default, and what you will use most of the time. No editor mode is useful when you want the editable object to not utilize the editor built into Savvy and to instead present a basic text area. You can past any html, javascript or other information into it. You can not paste any ColdFusion, ASP, PHP or other server side code as it will not be processed, but instead saved to the page as display.

This feature is triggered in the template via the create content object tag. Note the Editmode attribute below.

```
<cfmodule template="../actionfiles/createcontentobject.cfm"
Title="UniqueObjectName" ObjectType="Unique"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" stylesheet="#stylesheet#"  bgcolor="ffffff"
editmode="editor">
```

There are four attributes to edit:

1. **Title:** The title given to this object. Make this unique if the object isn't shared.

2. **ObjectType:** This determines if the content in the object will be shared with other content areas. See Shared Content Objects for more information.

3. **Bgcolor:** This is the default background color shown in the editor. The default is ffffff which is white. (standard hex colors without the #). Change this to a different color if you need the editor to preview differently. Such as if you have a footer area that is dark blue, with white text, and you want the editor to preview as such.

4. **Editmode:** Editmode instructs Savvy to use the editor or not. It is possible for you to create a content object which will

not use the editor. This is useful if you need to put in javascript or other code that may not work with the editor. To turn the editor off set **editmote="no editor".** By default this parameter is set to 'editor'.

NOTE: You only need to update four parameters of this tag. Do not change any other parameters. The Title of each unique cfmodule needs to be unique. Rename the title to reflect the content area, for example: HomePageCenterContent. Please do not use spaces or other special characters in the object title name.

Login / Log Out Object

A new object introduced in Savvy 4.5 is the Log In / Log Out object.

This allows you to embed the login form within any savvy template. The code that displays this login is available to edit as well, to customize the look as appropriate for your design.

The code is as follows:

```
<cfmodule template="../actionfiles/CreateLoginObject.cfm">
```

To alter the look of the form you can edit this file:

/primarytemplatefiles/login/loginform_template.cfm
/primarytemplatefiles/login/logout_template.cfm

The loginform_template.cfm is embeded for those who have not logged into savvy. The logout_template.cfm file is embeded for those who have logged in.

Navigation Object

This navigation object builds a DHTML CSS driven nav bar for your web sites. You can have as many of the nav objects in a template as you like.

```
<cfmodule template="../actionfiles/createnavobject.cfm"
style="arktic_orange" layout="horizontal"
navname="WhateverNameYouWant">
```

In this object you specify three things.

Style: which is the name of the folder where the style sheet for this object exists. It is located in /actionfiles/dnav/cssmenues/skins/[stylefolder]. So in the example above there is a folder in the skins folder called /arktic_orange/ which has a style sheet you can modify or use as is.

Layout: there are three options. Horizontal, Horizontal2, and Vertical.

- **Horizontal** (goes across the top, with sub items dropping down)
- **Horizontal2** (goes across the top, with sub items only 1 level deep.)
- **Vertical** (goes down, with sub items opening to the right)

Navname: This is the name you give the navigation element. It should be the same on all nav objects that should share the same data. If you want two nav objects on the same template (and thus the same page) you would have two different names.

You may edit or create new style sheets easily. Copy an existing skin folder such as arktic_orange and paste it in with a new name. Next open the menu.css file and search/replace the text 'arktic_orange' with your new skin name. Make sure the new folder name and skin name is the same. As an example, if you copied arktic_orange and made a new skin you could name the new folder 'brilliant_yellow', then in the menu.css file, search and replace 'arktic_orange' with 'brilliant_yellow' and you are all set. Next modify the CSS at will.

You do not need to rebuild pages to see the new CSS modifications, however if you change your nav object to have a different layout or a different name/style you will need to rebuild that template.

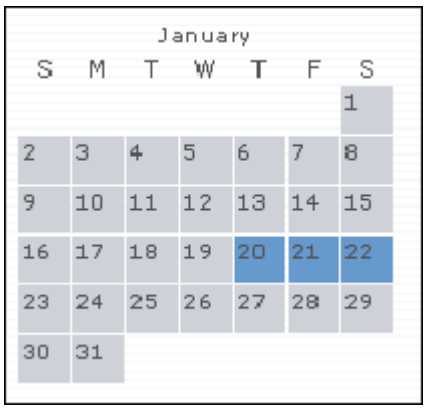
NOTE: We supply you with a number of sample styles, but don't hesitate to create your own. The easiest way to do that is to copy an existing style then edit it.

Calendar Objects

Use calendar objects where you would like to display a large or small calendar view. You can display multiple calendars on your site, each with different content, by giving each calendar module title a unique name or display the same calendar in different areas of your site by keeping each calendar module title name the same. There is a small calendar view, a large calendar view, and a list view.

Small Calendar View

This shows a small monthly calendar, without event details; useful for a preview of the full calendar. It will show the current month and shade the colors of days where events are taking place. To change the colors of the calendar, refer to our style sheets section.




```
<cfmodule template="../actionfiles/createcalendarobject.cfm"
Title="EventCalendar" UniqueObject="yes"
CalendarName="EventCalendarName"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" viewmode="small">
```

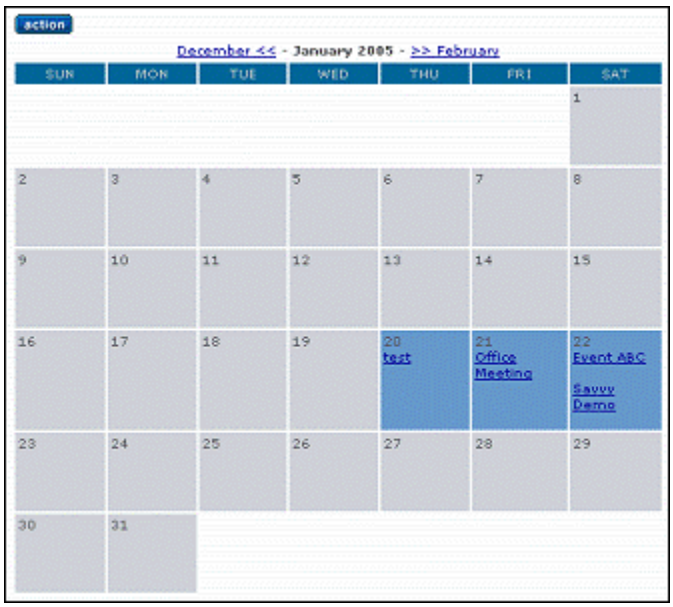
Rename the title and name to reflect the calendar content, for example: EventCalendar. Please do not use spaces in the object title name. Also set the viewmode to 'small'. No other parameters should be changed.

Note: Set the CalendarName attribute to 'all' if you want to show all information from all calendars in the Savvy system. As an example, if you have 3 calendars in the site. Named calendar1, calendar2, calendar3. You can show 3 mini views with three objects, each having CalendarName="calendar[x]" as appropriate. If you have CalendarName="all" it will show based on the data in all 3 calendars in the site.

If you use the same name in multiple templates the calendars will share data. If the names are unique they will not share event data.

Large Calendar View

This shows a full monthly view of a calendar with event titles showing up in the correct day. The display automatically changes the layout according to the current month.




```
<cfmodule template="../actionfiles/createcalendarobject.cfm"
Title="EventCalendar" UniqueObject="yes"
CalendarName="EventCalendarName"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" viewmode="full">
```

Rename the title and name to reflect the calendar content, for example: EventCalendar. Please do not use spaces in the object title name. Also set the viewmode to ‘full’. No other parameters should be changed.

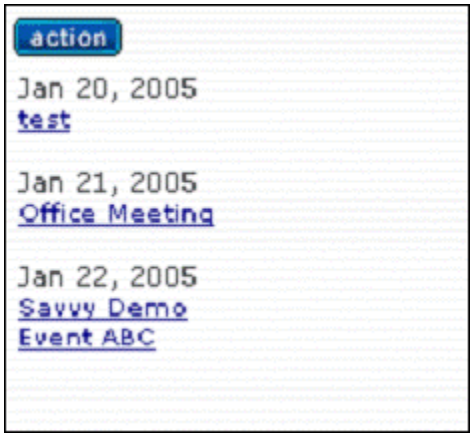
If you use the same name in multiple templates the calendars will share data. If the names are unique they will not share event data.

Remember, if you would like to show a small calendar view on your home page and link to the large calendar view and have both feature the same content both object title names need to remain the same such as in the example above.

Again, set the calendarname attribute to 'all' if you want to show all information from all calendars in the Savvy system.

List Calendar View

This shows a list of events, without event details; useful for a preview of the full calendar.




```
<cfmodule template="../actionfiles/createcalendarobject.cfm"
Title="EventCalendar" UniqueObject="yes"
CalendarName="EventCalendarName"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" viewmode="list" listsize="10">
```

Rename the title and name to reflect the calendar content, for example: EventCalendar. Please do not use spaces in the object title name. Also set the viewmode to 'small'. No other parameters should be changed. Set the listsize attribute to the max number of items to show in the list. It will show events from the current date forward until it shows the max number specified in listsize. Again, set the calendarname attribute to 'all' if you want to show all information from all calendars in the Savvy system.

Search Object

The search object is used to provide the results of a search on your site. The search object will search across all content objects currently in use and published. It will output a short summary of the content, as well as a link to the page.

```
<cfmodule template="../actionfiles/createsearchobject.cfm">
```

Typically the search object above is put into its own template. Then a page is created from that template called 'search_results.cfm' or something similar. You have search forms on other pages that point to the page made from that template. An example of a typical search form is:

```
 <form action="/search_results.cfm" method="post">
        <input type="text" name="searchterms" size="15">
        <input type="submit" name="submit" value="Search Now">
</form>
```

The input type should be set to **text** and the name of the input needs to be **searchterms**. This is important, as that is what Savvy will be looking for. If your search results page is showing blank, that would indicate that it isn't getting the form field it is expecting.

Custom Code Object

Sometimes you will have the need to insert some custom ColdFusion code into your web site. Use this tag to specify the name of the file to include into your template. A good example of custom code is inserting ColdFusion code that should be run every time the page is viewed. You can enter ColdFusion code directly into a template, but that code is run when the page is made, not when it is viewed.

```
<cfmodule template="../actionfiles/createcustomcodeobject.cfm"
customcodefile="randomheadersmall.cfm" >
```

NOTE: Change the filename of the custom code file parameter to the coldfusion file that contains your custom code. This file should be placed in the primarytemplatefiles/customcode folder. If this folder does not exist, create the folder customcode then ftp your custom ColdFusion code into it.

Application.cfm Changes

Should you need to add anything to the Application.cfm you can add it to the /actionfiles/config/ file. Choose the right file for your CFMX version. This file is automatically included within Application.cfm and will automatically include any of your additions. Typically your additions would be at the end of this file.

Application and Session Information

Savvy stores its application information (all the includes.cfm variables, etc) in a structure called application.SavvyCM. All session information is stored in session.Savvy structure.

To determine what information is stored in your version of savvy create a debug.cfm file and put into it:

```
<cfdump var="#application.SavvyCM#">

<cfdump var="#session.Savvy#">
```

Then run that file in the root of the Savvy Install.

Extending Application.cfm

The application.cfm file is run ever time a page is used within Savvy CM. Most of the time you will not need to alter this file. For those times that you need to you have a few options.

Application.cfm is encrypted by default. You do have other files you can modify which are included into the application.cfm and thus give you access to create variables and alter the Savvy default configuration.

When application.cfm is run it first reads a file called /actionfiles/config/applicationconfig_v[6|7].inc. This file contains code that sets the cfappliaction name, session management and timeout. Usually you will not want to modify this file. If you need to include variables or other code before or just after CFapplication is run this would be the place to do it.

Do not put any code in here that references application or session variables. This is because those variables are not created until after this file and thus when the server restarts you will receive an error.

At the end of the application.cfm file another file is included. /actionfiles/config/endofapplication.cfm. This file is where you can add variables and other code. Normally if you need to add or alter the appliccation or session structures of savvy you would do so in this file. It also contains code for cferror. You can alter these or remove them based on your needs.

Savvy Variables:

The following variables are created by Savvy and used throughout the site.

application.savvycm - Structure
This struct contains the varables from includes.cfm and the components for cfc's.

session.savvy - Structure
This struct contains session information for each person using the site. End users that are not logged in have a session, though that session information has little in it.

Components:

There are two components made available through Savvy at this time. More will be made available as time goes on.

application.savvySecurity - the actionfiles.cfc.security component.

application.savvySchedule - the actionfiles.cfc.schedule component.

Calling a function looks a bit like:

```
<cfset
getsecurity=application.savvySecurity.UserReadByUserPass('#session.savvy.username#','#session.savvy.password#',session.savvy)

>

<cfif getsecurity.recordcount GT 0>user exists</cfif>
```

OR

<cfset getRights = application.savvySecurity.ContentReadByContentObjectIDGroup(myobjectID, session.savvy)>

For a full API of Savvy CM visit: http://www.besavvy.com/cfcdoc/

Example of a Simple Template

The following code would be an example of a very simple template. It contains 2 content areas, one in each column and a full view of a calendar below them. The Savvy CM code is shown in blue.

```
<HTML>
<HEAD>
     <cfmodule template="../actionfiles/createheader.cfm" Title="BasicTemplateHeader"
UniqueObject="no" basetemplate_name="#url.basetemplate_name#"  page_ID="#url.Page_ID#"
stylesheet="style2.css">
</HEAD>

<BODY MARGINWIDTH="0" MARGINHEIGHT="0" TOPMARGIN="0" >
<TABLE BORDER="1" WIDTH="743" CELLSPACING="0" CELLPADDING="0" ALIGN="center"
bgcolor="#FFFFFF">

<tr>
          <td valign="top" bgcolor="#cccccc">
                   This is a Unique Object.<br>
          <!-- UNIQUE CONTENT OBJECT WITH GREY BACKGROUND COLOR -->
        <cfmodule template="../actionfiles/CreateContentObject.cfm" Title="ExampleLeft"
ObjectType="Unique" basetemplate_name="#url.basetemplate_name#" page_ID="#url.Page_ID#"
stylesheet="#stylesheet#">
     </td>

          <td valign="top">
                   This is a shared object.<br>
          <!-- SHARED CONTENT OBJECT -->
        <cfmodule template="../actionfiles/CreateContentObject.cfm" Title="ExampleRight"
ObjectType="Shared" basetemplate_name="#url.basetemplate_name#" page_ID="#url.Page_ID#"
stylesheet="#stylesheet#">
           </td>

</tr>
<tr>
           <td colspan="2" align="center">
           This is a full view of calendar.<br>
           <cfmodule template="../actionfiles/CreateCalendarObject.cfm"
Title="ExampleCalendar" UniqueObject="yes" CalendarName="SavvyCMCalendarDemo"
basetemplate_name="#url.basetemplate_name#"  page_ID="#url.Page_ID#" viewmode="full">
           </td>
</tr>
</TABLE>
</BODY>
</HTML>
```

Creating Savvy CM Templates

Savvy CM Templates are simply html files with a couple extra lines of code. The lines are described below and can be copied and pasted into your template file using your favorite html editor (in code mode).

The easiest approach is to create your page as you would if it were html (with the .html name). Preview it to make sure it is displaying correctly.

Then rename it with a .cfm extension and add the new Savvy CM lines of code to the appropriate areas. If you have questions, refer to our sample template. Wherever you place our display objects, savvy will place the code necessary to implement the content management. For a typical template, there are only 2 to 3 lines of code needed!

Templates are used to create the final pages of your web site. Typically a template is made for each section of your site. For example, if your web site has the main navigation of 'home, about, services, products, contact us, and support' you will probably have a template for the home page, a template for about, etc. If you have multiple pages in the products section, one template can be used to create each of those pages. In this way your pages within a section can be consistent.

Templates also do not need to be similar to each other. Take your graphic design, and use it to derive the number of templates. Remember, you can always add more templates later, or change the layout of your templates at any time.

Once your template(s) are made and uploaded to the primaryTemplate Files folder of your web site, log into Savvy CM, and choose 'manage templates' under the Savvy Tools button. You can then register your new template, and select the filename from the list available. After you have registered your templates you then associate what users will have rights to create pages with it. Once user rights are assigned people can add new pages using that template.

All templates files must be saved and stored in the PrimaryTemplate Files folder and must end with the .cfm extension. Please do not use any spaces in your template file names.

Open your template file and begin inserting content modules where you want a content area to be displayed. There is only one required line of code in the template. This is the Header Object.

Stylesheets

Template and Page Styles

Savvy CM sites embeds a stylesheet to all templates. By default this is stye.css. It is used to alter the style of your pages and also used to within the editor to preview styles. Feel free to modify the style sheet to suit the design needs of your web site. There are a few specific items required in the calendar style sheet if you are using calendar objects.

The style sheet is found in the PrimaryTemplateFiles folder and is by default named style.css. You can alter this file and name to suit your needs. If you change the name of this file, be sure to change the header object parameter for the stylesheet to match the new name of the file.

Note: You may have more than one style sheet. If you use CSS positioning you may want to have the CSS file with the layout code done externally as you would normally do (outside of Savvy). Place the text, link and other presentation styles you want previewed in the editor into the style listed in the header object. This way your layout styles are not previewed in the editor.

Navigation

The navigation object also uses a style sheet. This style is specified by the nav object by naming the folder that style is in.

/actionfiles/dnav/cssmenues/skins/[stylefolder]

The style sheets can be complex. We have provided a handfull of samples you may use as is, or modify to suit your needs. In addition you can create your own CSS files for the nav object.

To create a new style sheet copy an existing skin folder such as arktic_orange and paste it in with a new name. Next open the menu.css file and search/replace the text 'arktic_orange' with your new skin name. Make sure the new folder name and skin name is the same. As an example, if you copied arktic_orange and made a new skin you could name the new folder 'brilliant_yellow', then in the menu.css file, search and replace 'arktic_orange' with 'brilliant_yellow' and you are all set. Next modify the CSS at will.

The nav object renders each nav item as a list item (LI). As such there are many classes applied based on the state of the navigation elements. Below is a sample that shows you what classes you can find and use/style.

Example Nav CSS from www.besavvy.com/products.cfm

Note the classes lev1, first, haschildren, and selected. These classes among others help you control how the navigation looks at all times. You can customize colors based on order of elements, if they are selected (products.cfm is labeled selected as that is the page we are viewing), if they have children (for down arrows or other visual cues), etc.

A useful tool to further analyze what classes are applied to elements is Firebug, a FireFox addon. Firebug will slow your browser down a lot when run, so only enable it when you want to inspect style elements of a site.

```
<div id="iaktuid_3873_1_" class="ktcssmenu savvynav_aqua_blue" style="position:
absolute; left: 242px; top: 139px; z-index: 10000; width: 649px; height: 26px;">
<div class="kthorizontal ktopts_showtimeout_100 ktopts_hidetimeout_100
ktopts_imgreplace_no ktopts_imgreplacestyle_img ktopts_imgdir_
ktopts_imgnames_" style="width: 649px; height: 26px;">
<ul class="lev1 clearfix" style="width: 649px; height: 26px;">
<li class="lev1 pos1 lev1_pos1 first lev1_first">
<a class="lev1 pos1 lev1_pos1 first
lev1_first" target="_self" href="/client_list.cfm">Client List</a>
</li>
```

```
<li class="lev1 pos2 lev1_pos2 haschildren lev1_haschildren">
<a class="lev1 pos2 lev1_pos2 haschildren
lev1_haschildren" target="_self" href="/why_savvy.cfm">Why Savvy</a>
<ul>
<li>
<a target="_self" href="/testimonials.cfm">Testimonials</a>
</li>
<li>
<a target="_self" href="/case_studies.cfm">Case Studies</a>
</li>

</ul>
</li>
<li class="selected lev1 pos3 lev1_pos3 haschildren lev1_haschildren lev1_selected">
<a class="lev1 pos3 lev1_pos3 haschildren lev1_haschildren selected
lev1_selected" target="_self" href="/products.cfm">Products</a>
<ul>
<li>
<a target="_self" href="/screenshots.cfm">Screenshots</a>
</li>
<li>
<a target="_self" href="/system_requirements.cfm">System Requirements</a>
</li>
<li>
<a target="_self" href="/Demo_info.cfm">Demos</a>
</li>
<li>
<a target="_self" href="/pricing.cfm">Pricing</a>
</li>


</ul>
</li>
<li class="lev1 pos4 lev1_pos4">
</li>
<li class="lev1 pos5 lev1_pos5 last lev1_last haschildren lev1_haschildren">
</li>
</ul>
</div>
</div>
```

Calendar

The stylesheet code for calendar display is specified in stylecalendar.css by default. The following are the options available in that stylesheet.

The following property applies to the calendar days of the week as they appear horizontally above the calendar

```
.defaultcalendarHeader {COLOR: #CCCCCC; BACKGROUND-COLOR: #006699; FONT-SIZE: 10px;}
```

The following property applies to the color of the calendar day if there are events on that day.

```
.defaultcalendarCurrentDay {BACKGROUND-COLOR: #6699CC; FONT-SIZE: 10px;}
```

The following property applies to the color of the calendar day if there are no events on that day

```
.defaultcalendarOffDay {BACKGROUND-COLOR: #CED1D8; FONT-SIZE: 10px;}
```

The following property applies to the background color of the event detail description.

```
.defaultcalendarEvent {BACKGROUND-COLOR: #eeeeee; FONT-SIZE: 10px; border: 1px solid#cccccc;}
```

The following properties apply to the month forward and backward links.

```
.defaultcalendarForwardBackLink:link,
.defaultcalendarForwardBackLink:visited,
.defaultcalendarForwardBackLink:active {COLOR: #000099}
.defaultcalendarForwardBackLink:hover {COLOR: #3333cc}
```

The following properties apply to the event links within the calendar.

```
.defaultcalendarLink:link,
.defaultcalendarLink:visited,
.defaultcalendarLink:active {COLOR: #000099; FONT-SIZE: 10px;}
.defaultcalendarLink:hover {COLOR: #3333cc; FONT-SIZE: 10px;}
```

Troubleshooting

The most common time for errors to appear is when creating and testing new templates. If you encounter an error, please check your includes.cfm file in the actionfiles folder.

Does your includes.cfm file exist in the actionfiles folder?

Does it contain all of the variables required?

Is your file path correct and include the / at the end of it?

Is your web URL correct including the sub-folder that savvy is installed in (if you installed in a sub-folder)?

Are you using the correct datasource name? Is that a datasource that is recognized and working in the ColdFusion administrator?

Next, check your objects placed in your templates.

Do you have a header object at or near the top of your template (between the Title tags)?

Do you have at least one Savvy Content Object and does it match the samples in the Template Guide?

Check our forums for more support troubleshooting tips.

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User Guide

Savvy Toolbar

Site

Add Page

Adding pages with Savvy CM is as simple as selecting this option. You will be presented with a list of templates you have been given rights to create pages from. These templates are the layouts of your page. Commonly templates are made for different sections of the web site. Choose your template from which to create the page.

Once you have selected a template, you will be prompted to name the page and enter or modify the keywords and other page data for that page.

Page Name: The page name should be unique (unless overwriting an existing page) and not contain any special characters or spaces. A good example of a page name is 'Newsletter_December_2004.cfm' or products.cfm. A bad name would be something like 'Joes Pages!.cfm' You can use the _ character or the – when naming pages.

You can specify a sub folder when naming pages. For example 'about/test.cfm' would make an about folder (if it doesn't exist), then put the test.cfm page in it.

Page Title: This is the title that shows up in the bar at the top of your browser window. Typically Savvy CM automatically enters a default title for you. You can always edit this information later.

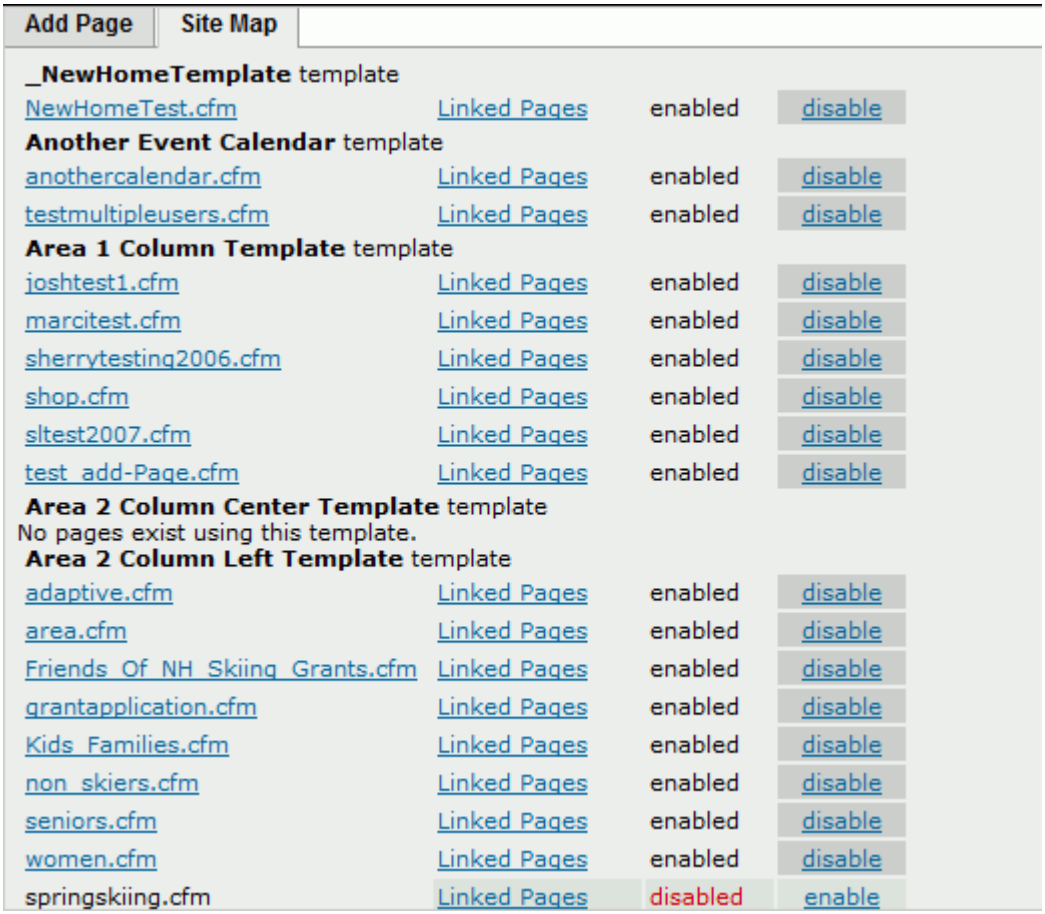
Page Description: This is useful for search engines. It is a description of the information found on your page. Often Savvy CM will put default information here. You can edit this information later if required.

Page Keywords: This is also useful for search engines. Often Savvy CM will put default information here. You can edit this information later if required.

Site Map

The site map is a listing of all of your sites templates, and all pages created from each template. It is a good resource to get to pages that you can't find through navigating your web site, or to undelete pages that you may have deleted earlier. Also useful to determine what pages are made from what templates.

It is also a handy resource to see what pages link to other pages. For example you can click on 'linked pages' next to your about page to see what other pages link to your about page. Handy if you are about to disable the page and need to identify links first.



Publish All

Within your Site menu is a tab for Publish All. This allows a user with specific rights to publish all content within the site at once.

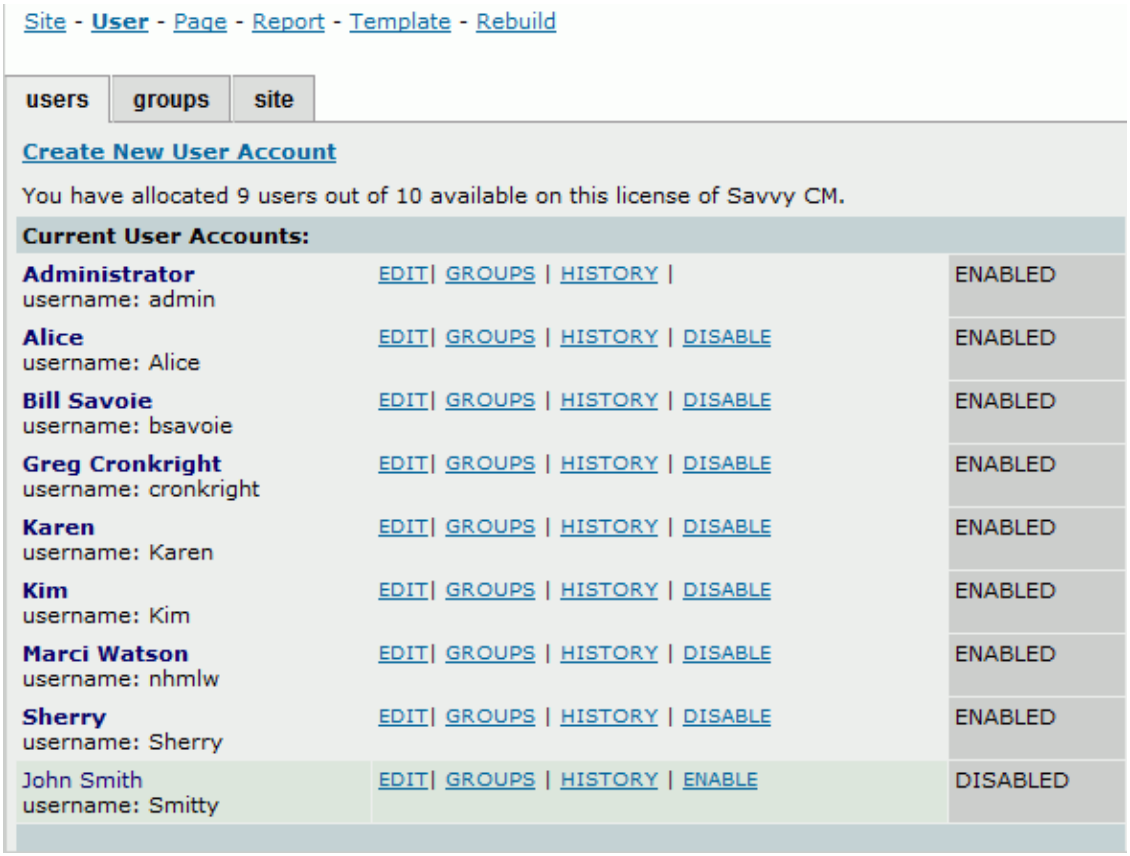
This action is often only taken when a site is first developed and many pages are pending publication at once.

Only users who belong to groups given site wide rights to publish are able to publish all content.

User

User Management

This is your means of updating users, groups or site wide rights.



Learn more about:

User Rights

Group Rights

Site Wide Rights

Rights Hierarchy

User Delete

A user account can now be permanently deleted.

Deleting the user account will remove it from all user screens permanently. The data is still stored in some areas of Savvy for historical lookups on history, audit trails, etc.

Deleting a user is done through the disable link in the user tab.

Pages

Delete Page

Deleting pages is often only granted to persons who can also create pages. This removes the page from your web site. Any person who clicks on a

link to visit the deleted page (from other pages in your site, other sites, or search engines) will be given a 404 file not found error by your server.

Typically you don't need to delete pages. However there are times when you no longer want the page or data to be available. Click on Delete Page, and confirm. Make sure you are on the page you want deleted. DO NOT delete the home page of your web site!

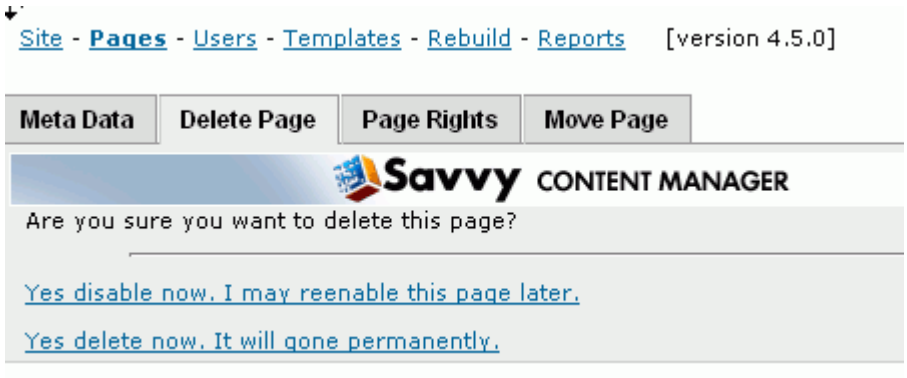
There are two options when deleting a page.

Disable:

Once the page has been disabled it **is** possible to undelete. Visit the Site Map option on your Savvy CM toolbar. Go to the section of your web site, and the page that you want re-enabled. (it will be listed in the disabled section). Click on enable to have that page recreated. All of your previous content will be automatically added back to that page.

Delete:

This will permanently remove the page and it will not be shown in the site map tab. It is not possible to recover this page.

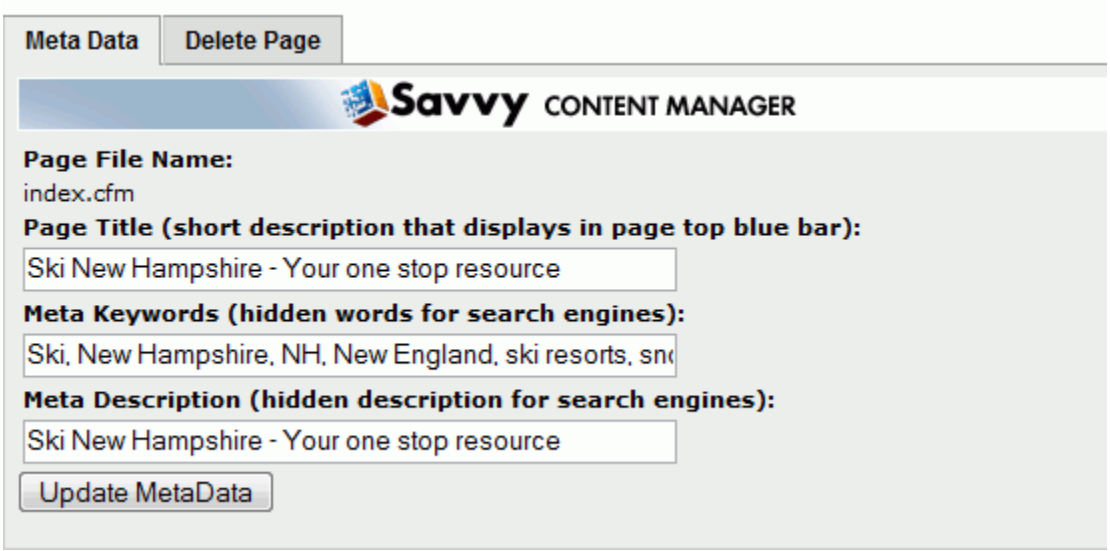


Meta Data

The meta data that Savvy manages is directly related to search engine optimization (SEO). With Savvy CM you can edit the title, keywords and description of any page.

This screen allows you to edit an existing pages meta data. You can also modify the default meta data by updating the includes.cfm file.

Best practice is to ensure a relevant and unique title for each page of your web site. Search engines care about the title far more than the other meta data. Fore SEO tips consult a local marketing company.



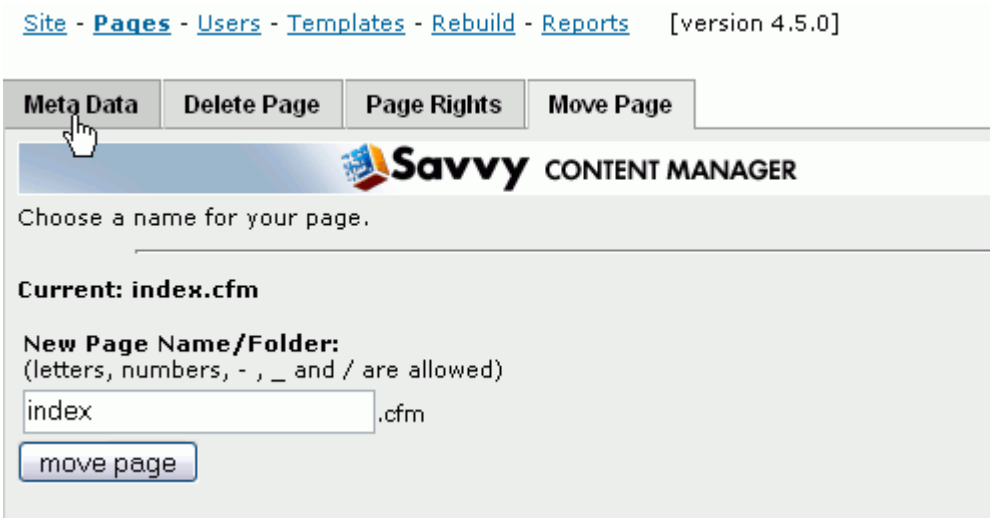
Move Page

As of version 4.5 you are now able to move pages once they are made. To do so log into Savvy CM and browse to the page you wish to move. Open the Page option under the Savvy Toolbar and select the tab labeled 'Move Page'.

You will be given a prompt to select the new page name, and are reminded what the existing page name is called.

This is useful if you make a temporary home page and wish to make it live by moving it to the new home page file name.

Moving a page will keep all content and rights of that page and its objects.



Rebuild

Rebuilding

Rebuilding is done when changes to a template have been made, and pages need to have those changes applied to them. A web developer will

upload those changed templates to the site, and then choose one of the rebuild options to have those changes reflected.

Note: This can be very dangerous to the site. Only qualified people should be given the ability to rebuild sites.

Rebuild Page

This allows you to only rebuild one page of a site from the updated template. This is useful if you have made a change to a template, and want to preview that change on a test page before applying it site wide. This is most commonly used when testing changes.

Rebuild Template

Using this option will only rebuild pages that are based off of the template you are currently viewing. So if you have an About Us template, with 5 pages using that template, you choose this option to rebuild all 5 pages at once based on the revised template. It will rebuild whatever template you are viewing at the time (be on the right page first). DO NOT do this operation without testing your template changes first using rebuild page on a test page.

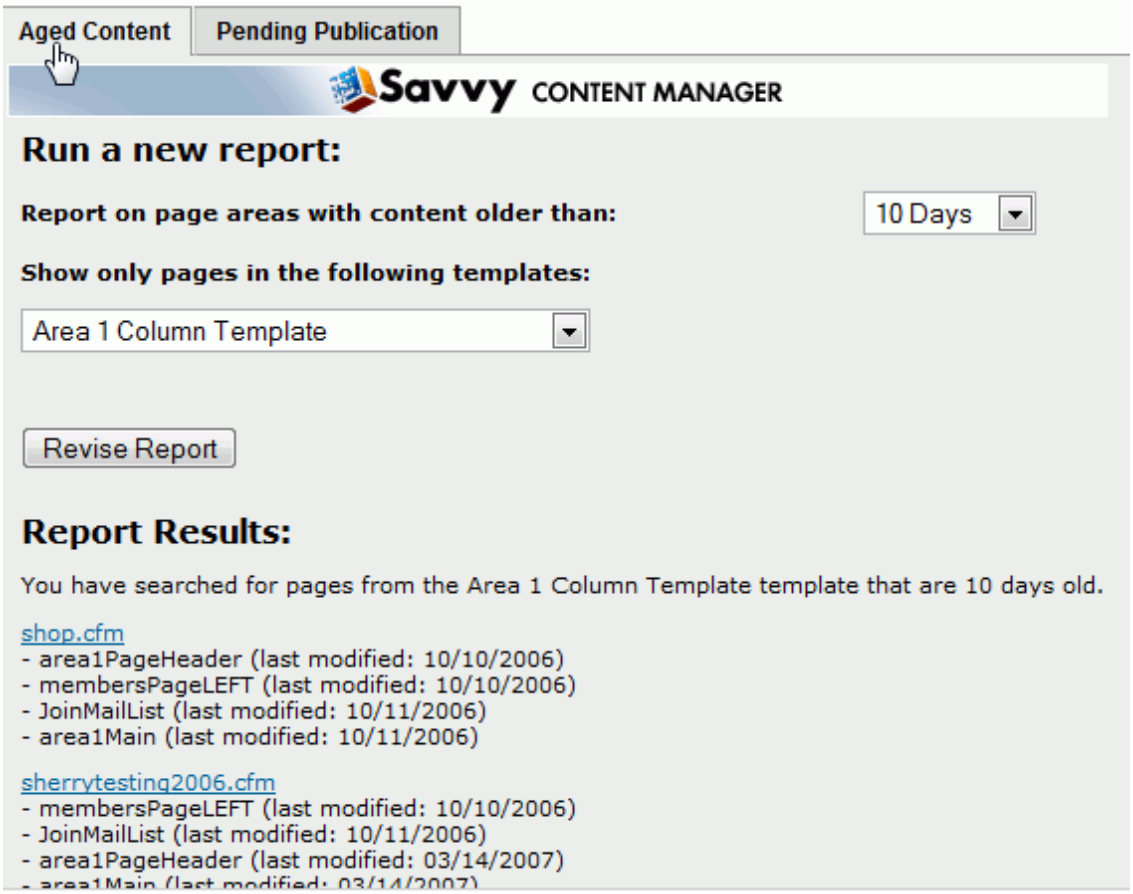
Rebuild Site

This will rebuild all pages of the site at once. Useful when you have fully tested the templates modified, and are ready to apply the changes. This can be very time and processor consuming if you have a large number of pages. Should you have timeout errors, try doing one template at a time. DO NOT do this operation without testing your template changes first using rebuild page on a test page.

Report

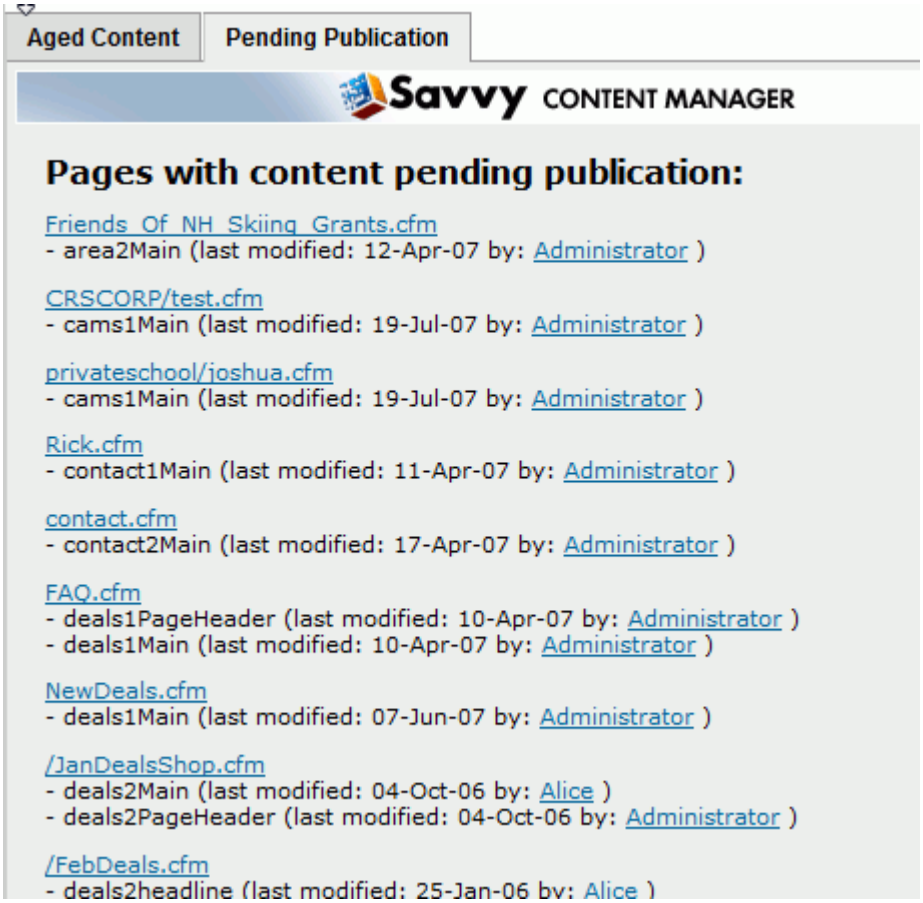
Aged Content

Aged content report is for viewing pages that may have not been updated in a specified period of time. This is useful to help determine where updates should be made or if there are neglected areas of your web site.



Pending Publication

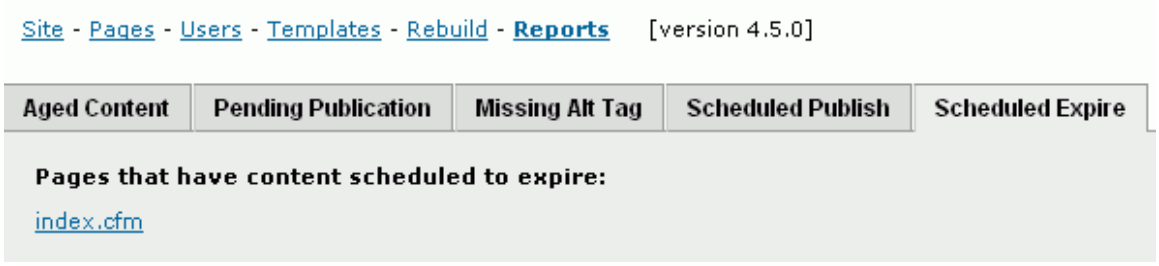
Pending publication report is to determine which pages of the site have information that has been updated but not published. It is a good idea to view this report periodically to see if there has been a forgotten update.



Scheduled Items

There are two reports for scheduled items. Scheduled Publish and Scheduled Expire. They both work exactly the same way. Both are new to Savvy CM 4.5.

These reports list the pages that have a scheduled item, and link to those pages. This is useful to get a quick snapshot of what will be changing on your site in the future.

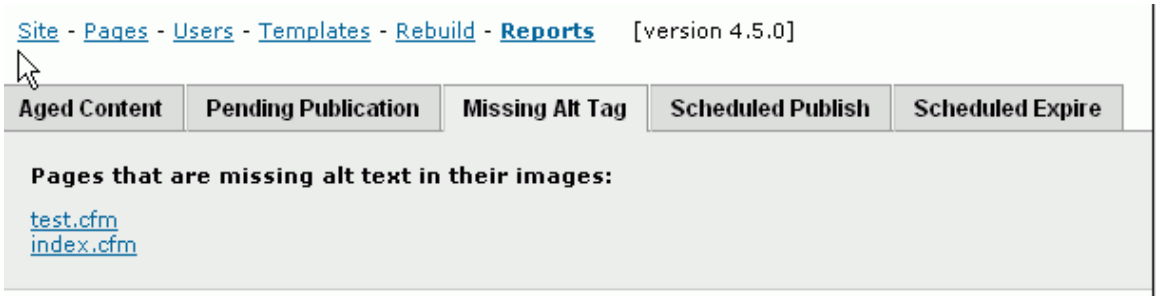


Missing Alt Text

New to Savvy 4.5 this report will present you with a list of pages that contain images that are missing the Alt attribute. Often called Alt tag, the alt attribute allows you to specify text that is an alternate to an image. This is useful for those people who use browsers that don't view images (such as those with disabilities).

The report will only show pages with published content missing those tags.

Alt text is often required for government sites so that the web sites are kept in 508 compliance and usable by the widest array of visitors. Learn how to set the Alt text here.



Templates

Manage Templates

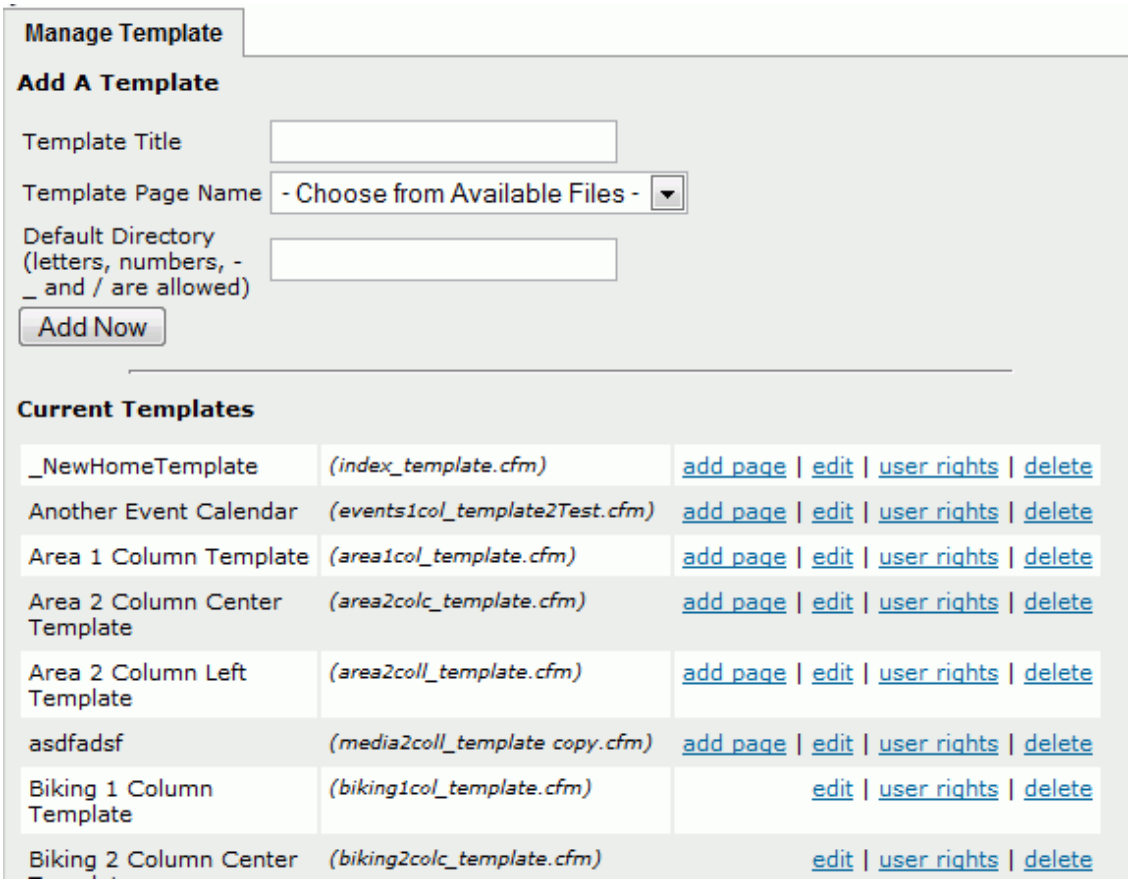
This is used by system administrators to create and register new templates with Savvy CM. See the template guide for additional information about registering templates the first time.

When in the template management screen you see a dropdown list of template files that are not currently in use by Savvy CM. If no files show up in the list, your includes.cfm is not configured correctly. Double check your basepath settings.

Select a template and give it an appropriate name. If that template should be in a specific sub directory structure, specify that. Note that you can leave the default directory blank for your first test.

After registering a template you need to specify who has rights to that template before you can start adding pages. After the template has been registered you need to assign what users have rights to create pages for it. Add your 'admin' user account.

Now you are ready to create pages using that template. We recommend using a test page name and NOT index.cfm when testing. You can at some point overwrite the index.cfm file of Savvy to place your home page of your web site, but it is best to have the template tested fully before doing so.



Content Object Options

Edit

This option opens the Savvy Editor window so you can edit the content. If you do not have this button showing for your content area then either that area is not editable as defined by the template or you have not been given rights to update that content. After you have updated and saved your content it will be shown in preview mode. The action button will be orange and your changes are pending publication. For detailed information about the editor, see the Savvy Editor Guide documentation.

History

This lists the content object as it currently exists, and the past several iterations of that content object. You can scroll down to the version of the object and if required click on 'revert to...' link to revert to that version of the content.

This is useful if you need to look back into the history of the object to see when changes have been made, who made them, and what they were.

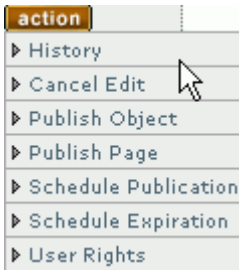
You can also easily switch from one content block to another as your needs dictate.

You can also schedule expiration of content if you would like the revert to take place at a time you are not available.

Cancel Edit

New to Savvy CM 4.5 is the ability to cancel a pending edit to a content object. This is useful if you have made a change to your content and saved but change your mind. Previously you had to publish and then revert in history.

With the cancel edit option you are able to simply remove the old edit and the status of the object changes back to the normal non-edited state.



Publish Object

This allows you to publish the updated content object that is currently in preview mode. Until you publish the updated content object no visitors to your site will see the changes that have been made. Objects can be pending publication for an indefinite time. It is ok to leave them pending publication while you seek approval or feedback from others or require more time to continue revising the content.

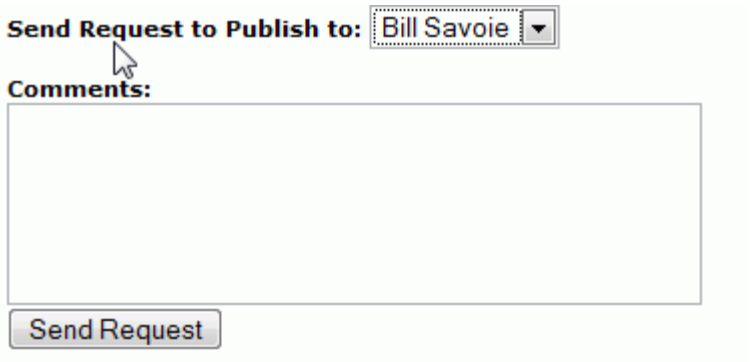
Publish Page

Publish page is the same thing as publish object, but will publish all objects that require publishing at the same time. This is useful when you have multiple objects on a page and have updated many of them.

Request Publication

This option is for people who are able to edit an object, but do not have a publish object or publish page option. It will allow you to send a request to another user of Savvy CM who does have that right. Enter your comments and select a user then submit.

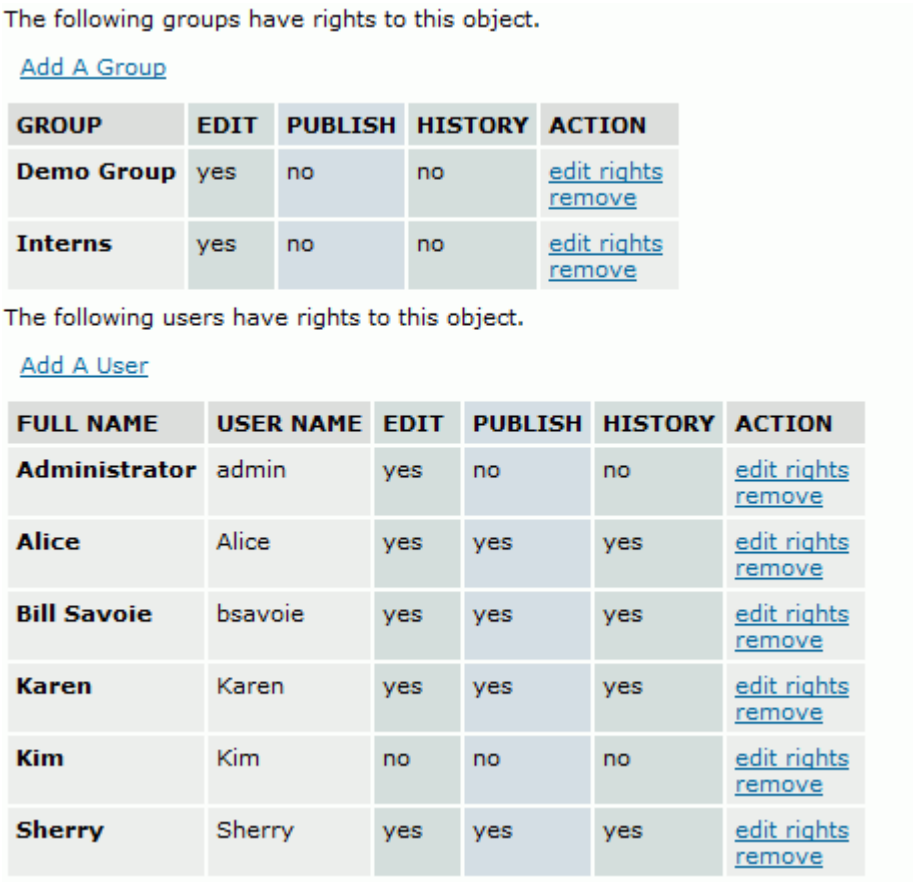
Your request will be emailed to the specified user along with a copy of the original content and your updates. They will then have a link to the page and will be able to publish the content as appropriate.



User Rights

This is where an administrator can specify the user rights for a specific object. You may specify which users or groups may edit, publish and view history on the specific object. This option is typically only available for power users or administrators.

For more information about assigning user rights visit this page.



Schedule Publication

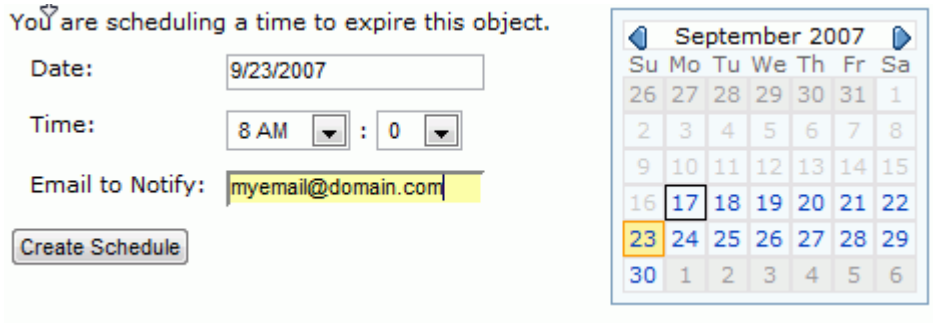
Content may be published at a future date using this utility, which is located under the Action button of any content object. Only users that are already allowed to publish the object may schedule its publication. The object can be scheduled for a specific day and time, and an email will be sent to a specified email address to confirm publication.

A common scenario would be to schedule a sales announcement for Saturday morning at 5am. Often times a user isn't available to directly publish. By scheduling publication the system will automatically publish the content at the specified time.

You may also schedule expiration of content. This can be done concurrently so that the sales announcement, for example, will be removed on Monday at 5am.

Schedule Expiration

Just like you can schedule publication of content you can also schedule the expiration of an object. This is available under the Action button of any content object so long as the user has rights to history for an object.



This is often used in combination with scheduling publication, so that you may schedule an object to be published on a future date, stay live for a few days, then expire back to the previous version. For example, you may want to post a special message that only lasts 24 hours on your web site. You could schedule it to be published at any date, and then schedule the expiration of that object for exactly 24 hours later. The content will revert back to the previous version, exactly the same way it would had you selected History and clicked on the last version of content. An email will be sent to the address specified once the expiration has been performed.

Note that this will only go back one version of the content.

Navigation Object

Edit

The edit button for the navigation object allows the user to modify parts of the navigation bar. You may have multiple navigation objects in a site,

which may share data or be unique, depending on how your template is designed.

When clicking the edit button a floating window will appear and provide you a drag and drop interface for moving your navigation elements. You may select an element, or a whole section of the nav tree and drag it to another nav item.

Moving Nav Items

When dragging elements you have two visual cues for your actions:

The first is a solid line. It indicates your element will be placed directly below the other nav item. In this case Trax Scrub will be just below Bizz Cleaner within the Products section.

The second visual cue is an arrow. It indicates your navigation element will be placed as a sub item of the item you are pointing at. In this image you can see that Johnson's Fizz will be a sub menu item to Trax Scrub.

Within this interface you can also create new nav elements, delete them and edit them.

Edit

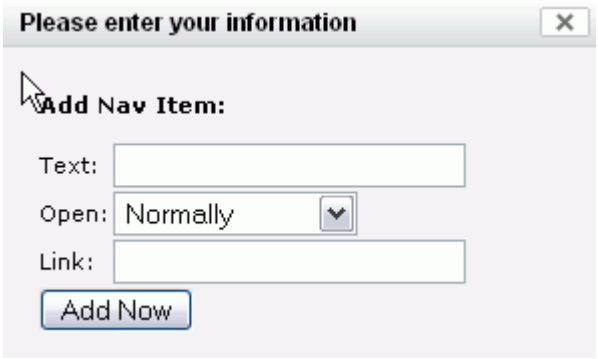
To edit a nav item click on the yellow T icon next to it. Options include editing the text of the item, and the link to the page itself.

Delete

Removing an element is done by clicking on the red - icon next to its name.

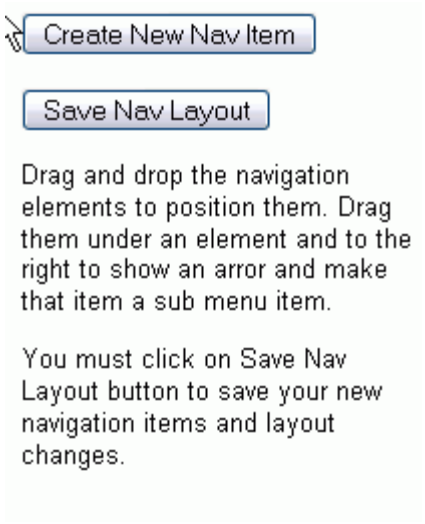
Add New Nav

Creating a new nav item is done by clicking on the button labeled 'Create New Nav Item'. The interface is identical to the edit screen.



Saving

Once your navigation changes are complete you must click on the 'Save Nav Layout' button to save everything. While edits to a nav label or link will happen instantly, moved nav items around will not be saved until the button is pressed.



User Rights

Each navigation object may have its own user rights. The user rights directly correspond with what buttons are available when the user clicks on Edit.

A navigation object has the following user rights:

Add: Create a new element in the nav.

Edit: Edit an existing element in the nav.

Remove: Remove an element from the nav.

Move: Move the elements up or down the nav object.

For more information about assigning user rights visit this page.

Calendar Object Options

Add Event

This allows you to add an event to the calendar. You will need to specify an event name, and choose at least one date from the calendar. You can optionally specify an email contact, web site address, and description for the event as well. You can also check off other calendars which you want the event also added to.

To add multiple identical events at once, select multiple dates from the calendar.

Edit Event

Use this option to edit an existing event. Choose from the list of events in the menu. You may then change any part of the event and save. The calendar will automatically be updated with your changes.

Remove Event

Here you may remove an event from the calendar. Simply choose from the calendar events presented in the list.

User Rights

Here a user manager may choose to allow users to Add, Edit, and Remove events from the specific calendar. Each calendar may be given its own user rights.

For more information about assigning user rights visit this page.

Password Protect Content

Basic Concept

Introduced to Savvy CM 4.5 is the ability to password protect any content, or page within the web site. This is common for member only areas of a web site.

Doing this is based on a new right applied to every object, page, and template called 'display'. If the right is enabled for a given user or group then they will be able to view that item. By default anonymous user account is given the ability to view all content. You can edit the group's site wide permissions to change that, or apply negative rights as appropriate.

By default, when an unauthorized user attempts to visit a page they do not have rights to they are redirected to the home page. You can change this configuration so that they are redirected to a different page. Simply edit /actionfiles/config/redirect.inc and enter in the page you wish your users to visit.

Often if you are password protecting content you will have a login page embedded into the website. This can be done with the login/out object.

Example

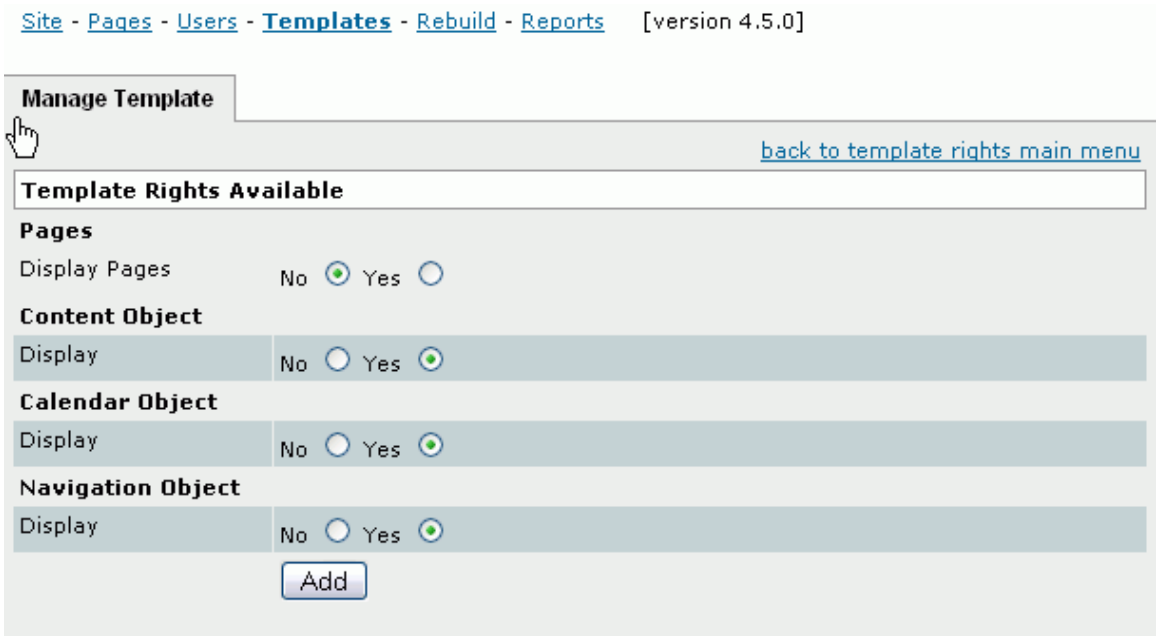
In this example we will be password protecting a section of our web site so that only people logged in will be able to view those pages.

First we create a new user group. We will call it board members. This group we will give site wide rights to display all content.

Next we will create new member user accounts for the board members and assign them all to the board members group.

Next we open the template manager and click on 'user rights' next to the template we want to protect (we could do this on page rights if there were only a few pages to protect). By selecting template rights we can ensure that any future pages made from this template will also be protected.

Next we will add the anonymous group to the template rights and select NO for Display Pages . This now prevents anyone that is not logged in from seeing any pages made from the template.


Site - Pages - Users - Templates - Rebuild - Reports [version 4.5.0]
Manage Template
back to template rights main menu
Template Rights Available
Pages
Display Pages No Yes
Content Object
Display No Yes
Calendar Object
Display No Yes
Navigation Object
Display No Yes
Add

User Management

Content Contributor Account

A content contributor is the typical user account for Savvy Content Manager. They are a user who has the ability to update information within the site in some way. They have user options that range from editing, publishing, creating pages, etc. Before version 4.5 all user accounts were content contributors.

They differ from members in that a member can't do anything but log in and see content that they have permission to view.

Only Content Contributor users count against your licensed number of users allowed.

Member User Account

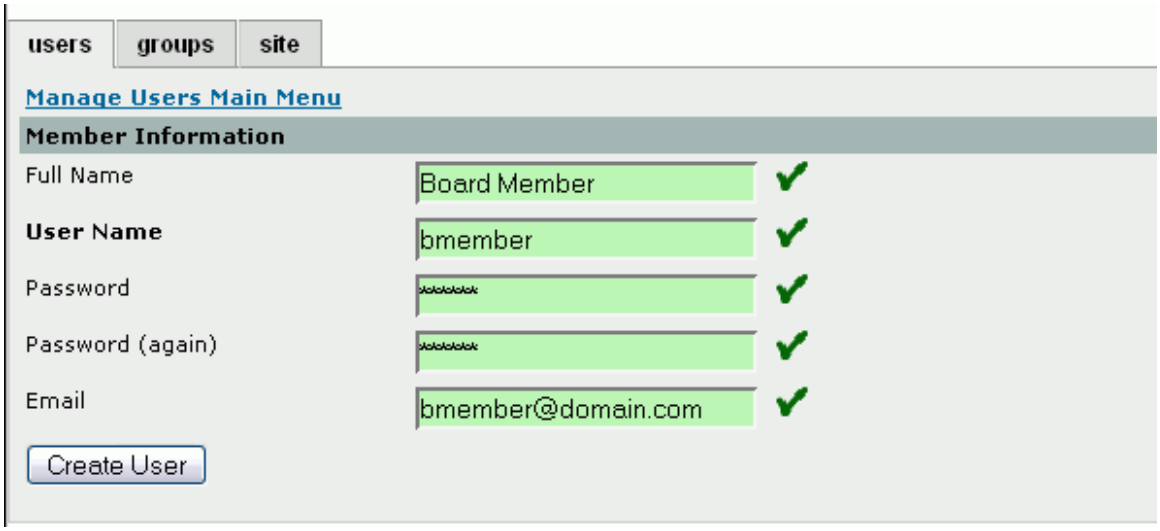
A member user account is someone who has permissions to log in and view content objects, pages or templates within your site. Many sites may not need a member user. This is typically used for sites that have a password protected area.

In the password protected area anonymous group would be given display rights of 'no'. Contributors and member user accounts that should have access to the content, page or template should be given display rights of 'yes'. In this way you can control who is able to see the content of your site.

Member user accounts will not be able to edit any content, publish or do any other operations, and will not see any Savvy CM icons or interface. This is the main difference between members and content contributors, who can edit and can see the Savvy CM interface.

Member user accounts do not count against your licensed number of users allowed.

Creating New Member



Anonymous User and Group

New to version 4.5 of Savvy Content Manager is the anonymous user and group.

The user and group is automatically created for you and by default given rights to view all objects. There are no other abilities that will function for this user or group but display rights. This is useful when you want to password protect content, pages or templates within your site.

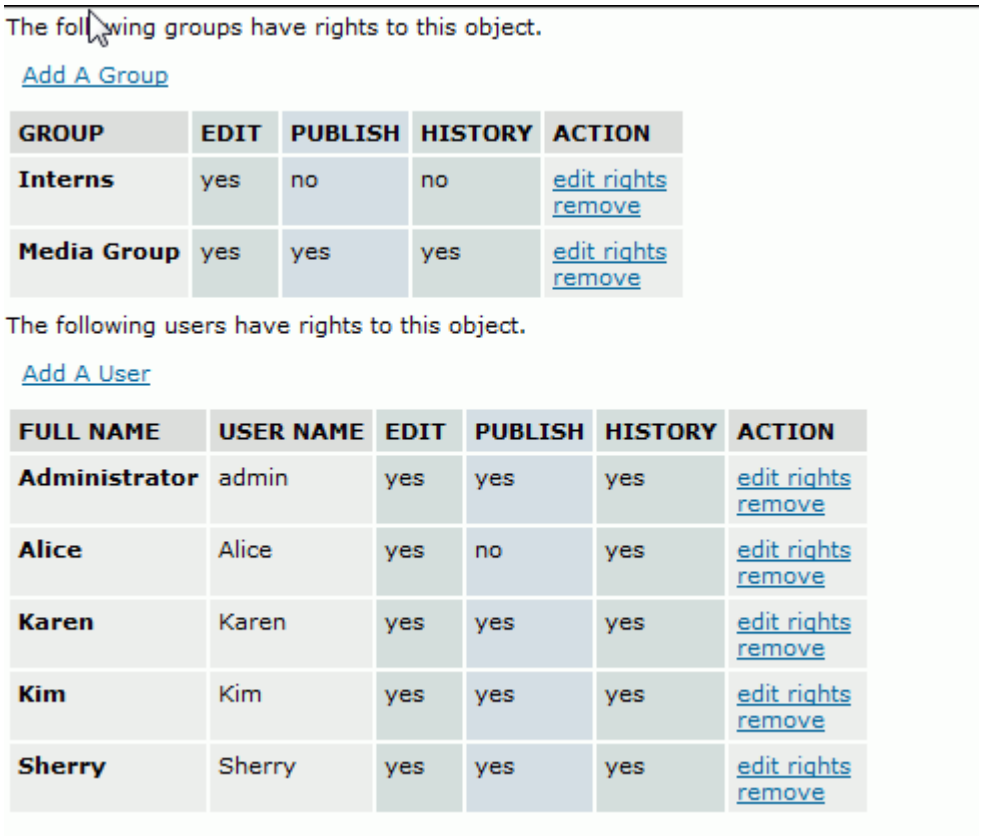
The anonymous user is someone who has not logged into your site. At any given time many people may be viewing your site and using the anonymous user account automatically. In order for that visitor to use a different user account they must first log in as either a content contributor, or a member.

Assigning Rights To Objects

Every editable object within Savvy CM has rights that can be managed. Typically you are able to specify a user or group to that object and what abilities they may have.

To better understand how conflicts in rights are handled visit the Rights Hierarchy page.

For the content object you are able to specify the edit, publish and history abilities for any user or group.



The following groups have rights to this object.

Add A Group

GROUP	EDIT	PUBLISH	HISTORY	ACTION
Interns	yes	no	no	edit rights remove
Media Group	yes	yes	yes	edit rights remove

The following users have rights to this object.

Add A User

FULL NAME	USER NAME	EDIT	PUBLISH	HISTORY	ACTION
Administrator	admin	yes	yes	yes	edit rights remove
Alice	Alice	yes	no	yes	edit rights remove
Karen	Karen	yes	yes	yes	edit rights remove
Kim	Kim	yes	yes	yes	edit rights remove
Sherry	Sherry	yes	yes	yes	edit rights remove

For the calendar object you are able to specify the add, edit and remove event abilities for any user or group.

The following groups have rights to this calendar object.

Add A Group

NAME	ADD	EDIT	REMOVE	ACTION
Interns	yes	no	no	edit rights - remove
Media Group	yes	yes	no	edit rights - remove

The following users have rights to this calendar object.

Add A User

FULL NAME	USER NAME	ADD	EDIT	REMOVE	ACTION
Sherry	Sherry	yes	no	no	edit rights - remove
Bill Savoie	bsavoie	yes	yes	yes	edit rights - remove

For the navigation object you are able to specify add, edit, move and remove abilities for any user or group.

The following groups have rights to this object.

Add A Group

NAME	ADD	EDIT	REMOVE	MOVE	ACTION
Interns	yes	yes	yes	yes	edit rights - remove
skinh group	yes	no	no	no	edit rights - remove

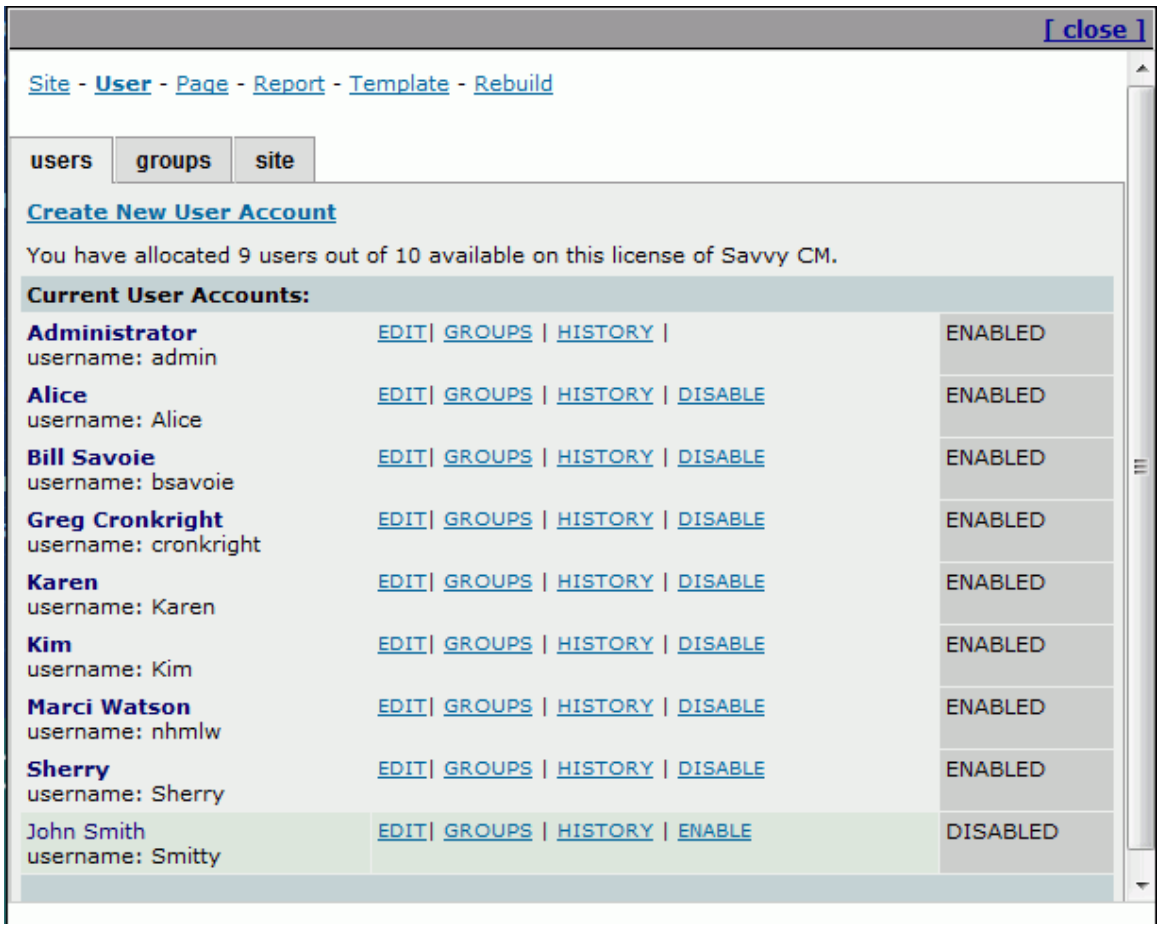
The following users have rights to this object.

Add A User

FULL NAME	USER NAME	ADD	EDIT	REMOVE	MOVE	ACTION
Administrator	admin	yes	yes	yes	yes	edit rights - remove

User Rights

User Rights are managed by clicking on 'Users' from the Savvy Tools menu. From this interface you may manage many aspects of users, their rights, groups and site wide rights. Note that Group Rights and Site Wide Rights are also available and may sometimes conflict. See the Rights Hierarchy for more information about precedence of user rights.



To edit a specific users rights click on edit next to their name. This will bring up a window with many options that you can configure for each user of the CMS.

The first section deals with the users name, password, and basic permissions.

Add Pages - Allow a user the ability to create new pages. They will be able to create pages based off of templates they have been given rights to. See Template User Rights for more details. If a user has no templates listed when they click on 'add page' they need those templates assigned to them under the Template management area.

Delete Pages - Users with this ability will be able to delete pages within the CMS. Any page deleted can be undeleted through the site map option.

Manage Templates - Users will be able to add new templates, edit them, assign rights, and remove templates. Typically only for administrators or high lvl developer roles.

Upload Files - The ability to upload images and files through the editor.

Manage Files - Ability to edit, rename, and move files within the editor interface.

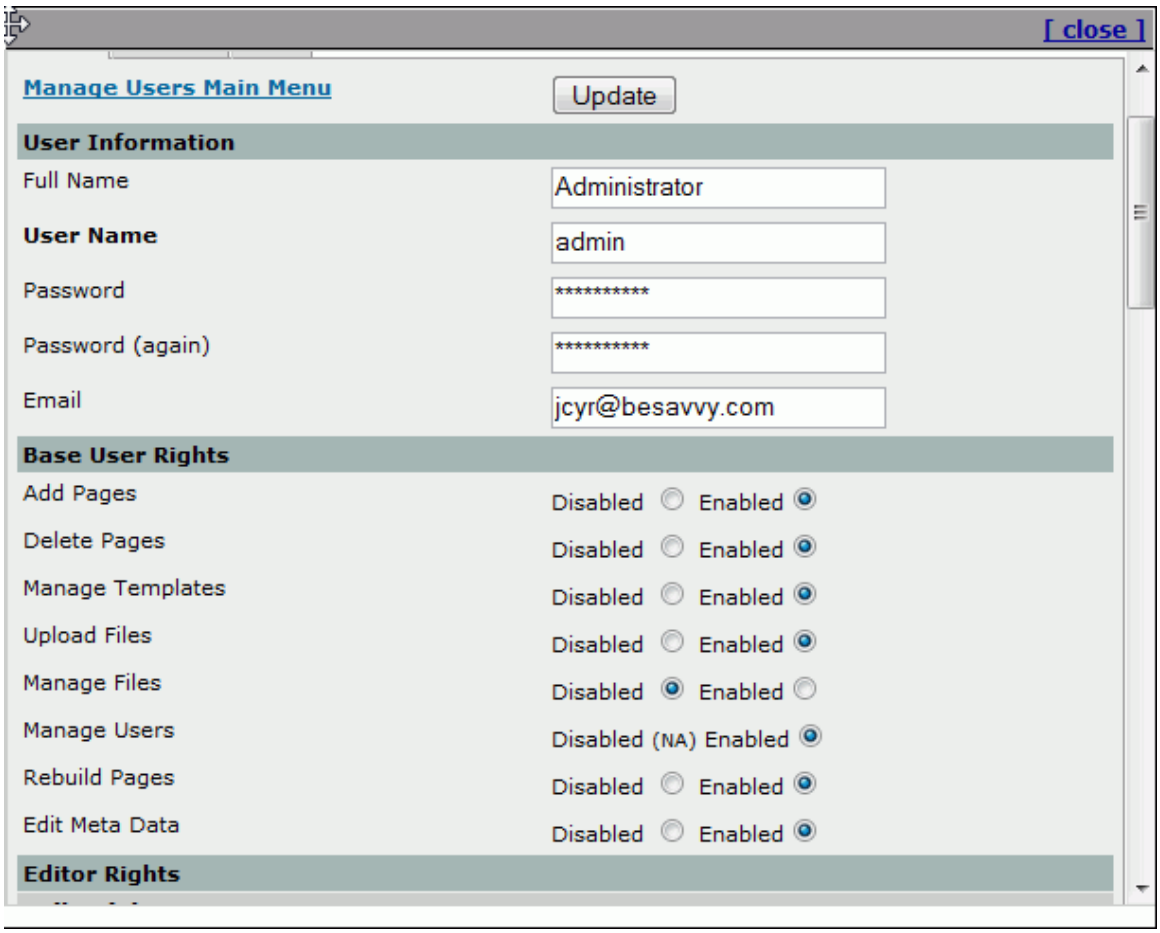
Manage Users - Typically used only by administrators this allows someone to create new users, edit user rights, and create groups. This is typically only given to administrator lvl users.

Manage Email Alerts - Allows a user to create newsletter alerts, edit them (name and template) and also delete them.

Send Email Newsletter - Allows a user to send a newsletter out, specifying the subject and body copy. They can't edit or delete any alerts settings though.

Rebuild Pages - This is only used when a template has changed and the pages built from that template need to be updated. Typically only used by administrators and web developer roles.

Edit Meta Data - The ability to edit the title, keywords, and description of each page in the cms.



The next section is specific to the editor rights for that user.

Max File Size - the number of bytes a user can upload. 1024 = 1MB

Folder List - These are folders to deny a user, or inversely the only folders a user can see. Useful when a user is creating links or uploading files through the editor.

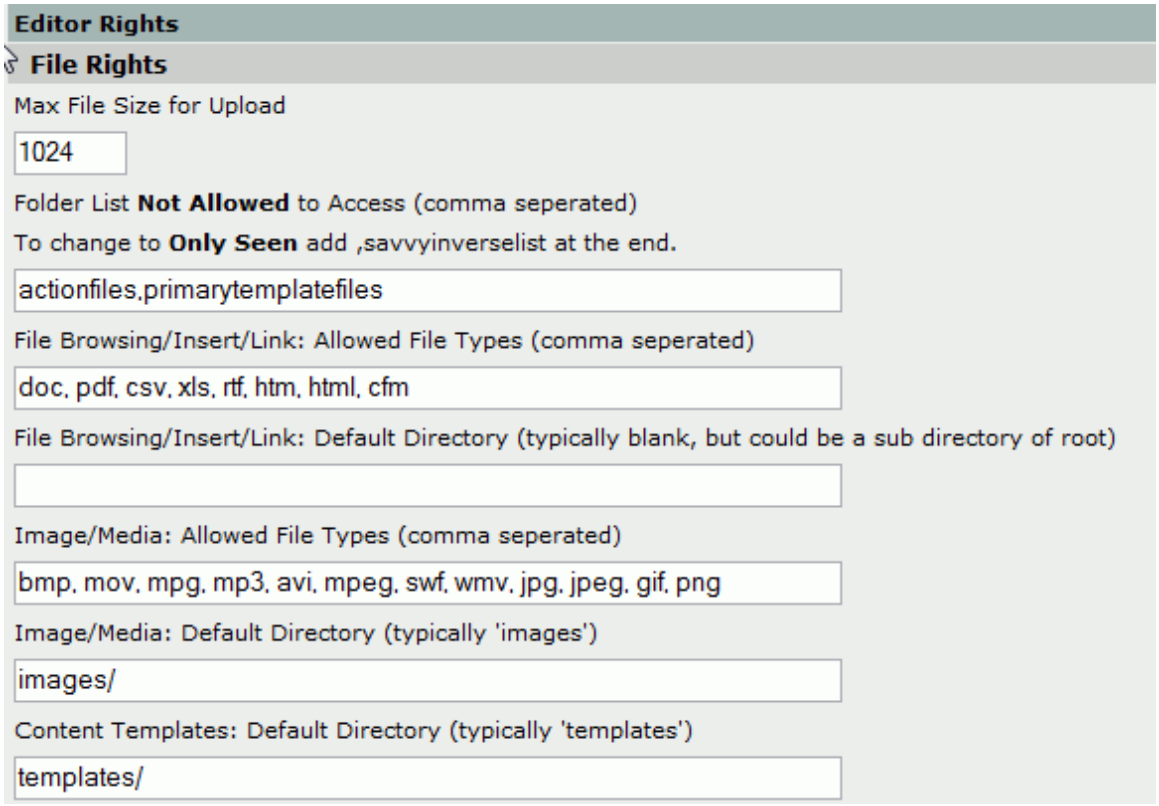
File Browsing Allowed Types: These document types are the kind of files a user can upload and link to.

File Browsing Default Directory: Typically blank which is the root of the web site. You can specify a folder name which forces users to only see documents in a specific folder. Only one folder is allowed to be entered.

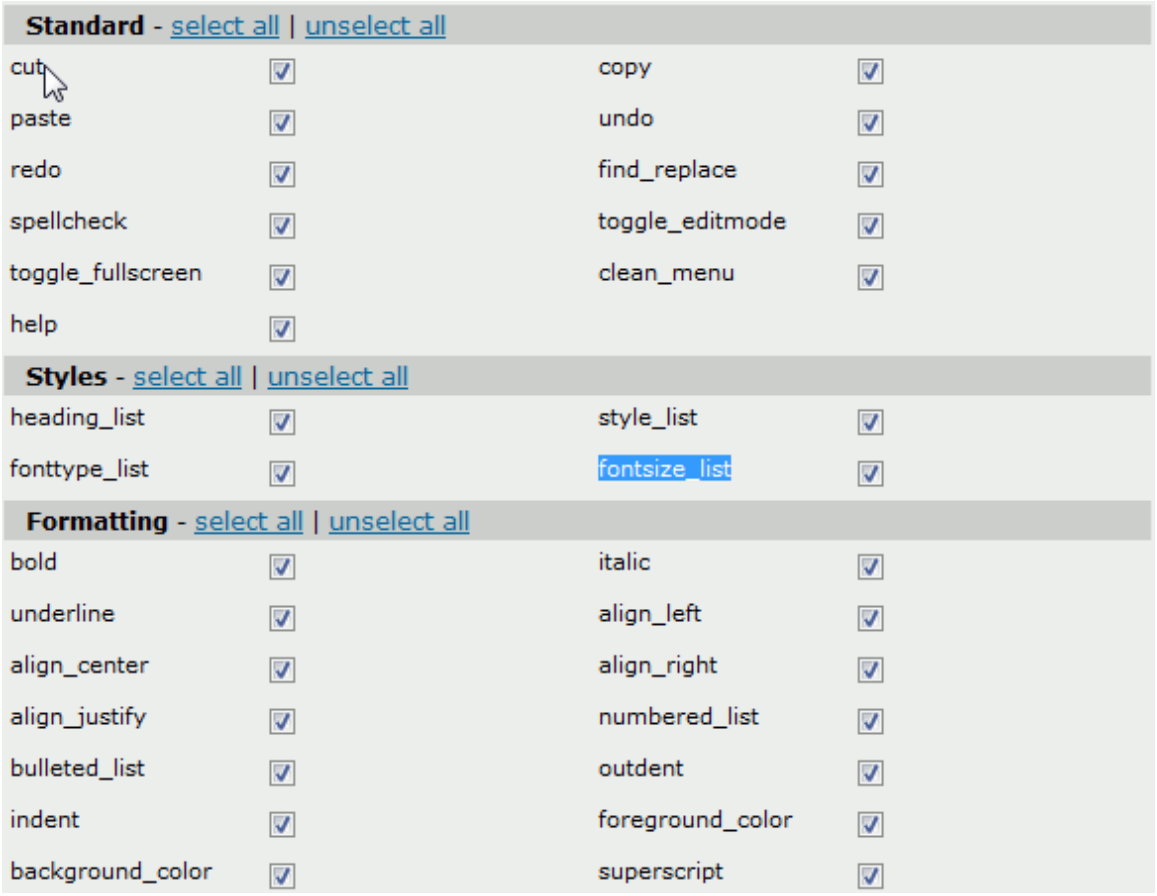
Image/Media File Types: These are the file types allowed to be inserted as an image or media file. By default all standard images and videos/flash are allowed.

Image/Media Default Directory: The default directory for images and other media to be stored. Typically the Images folder.

Content Templates: Where content templates are stored.



The next section is a means of specifying which buttons in the editor the user may see. If they are not checked off, the user will not see the button. For example if you want to prevent a user from changing the font size you would have fontsize_list unchecked.



Group Rights

Users may be assigned to groups. Those groups can then be given rights within the CMS much like a user can be assigned rights. This is useful for sites with a large number of users. You simply assign the group rights, then add users to the group. Those users will instantly inherit all rights given to the group.

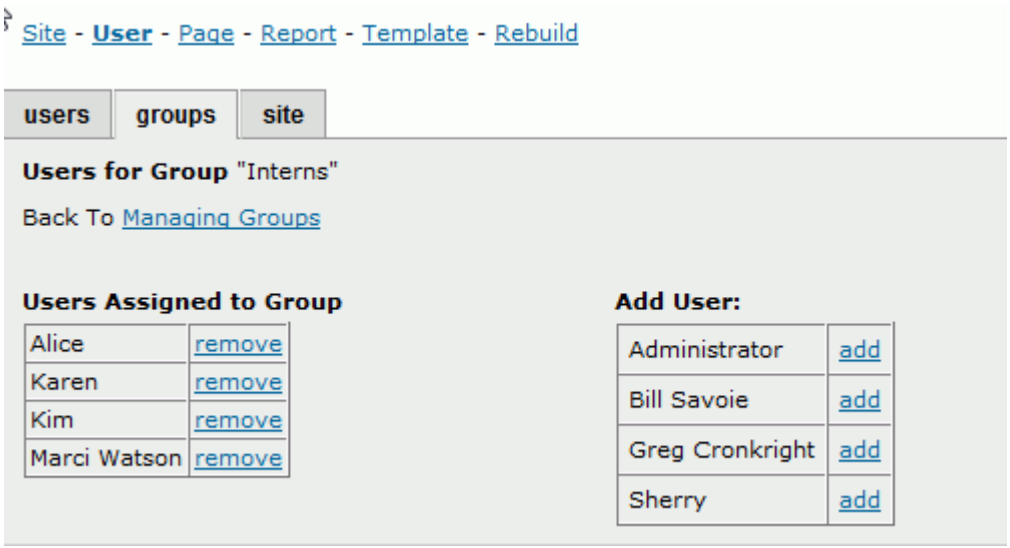
Managing group rights is done from the user tab of the savvy tools interface.

From the main interface you may create new groups, edit the groups, remove a group or assign users.

When creating a new group the interface is identical to the User Rights interface.

To edit a group click on that groups name. The editing interface is also identical to the user rights management interface.

To select users that should belong to the group click on the users link next to the appropriate group name. You can add and remove any user from this screen. You can also manage which groups a user belongs to from the user tab.



Page Rights

Page Rights are specific rights that are applied to all objects on the page, including the page itself. This is new to version 4.5.

The bulk of the rights operate just like all other rights areas of Savvy. The main difference is that you can specify display rights for the page. This will allow you to specify, for example, that the anonymous group can't view a specific page.

To do this simply apply the anonymous group to that page rights, and specify the display to 'no'. This can be done to any user account or group.

Example of Page Rights

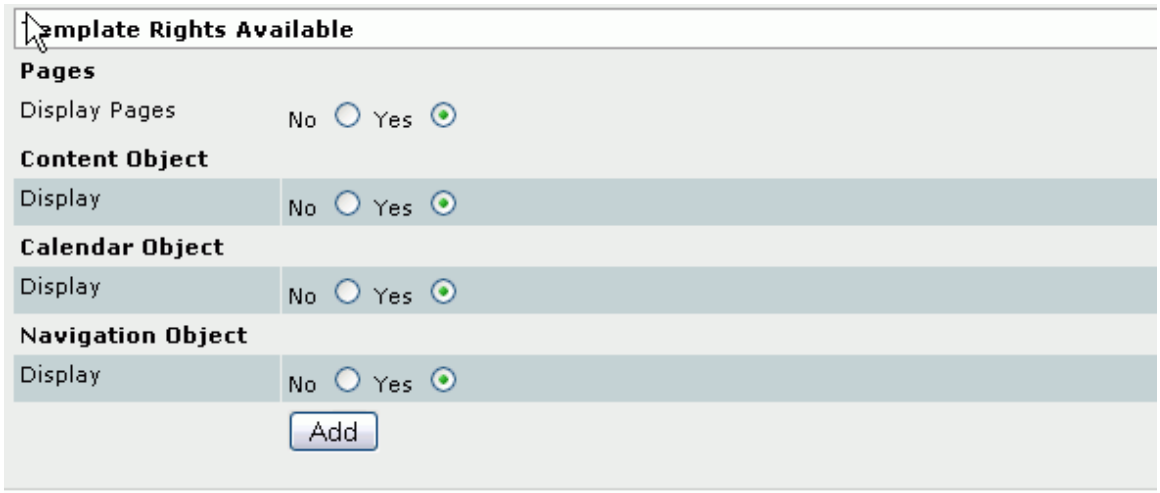
Template Rights

Template Rights have been updated for version 4.5. You are now able to apply users and groups to a template and specify the specific rights for that user or group.

An additional right listed for templates is the ability to create pages. This is intended for users given the ability to make pages. That user will only be able to see templates that they have been given create pages rights for. In this way you can have users make pages from one template and not others.

Additionally you can now specify display rights for templates. This would allow you, for example, to set anonymous users display rights to no. All pages made from that template would then prevent the anonymous user account or group account from viewing those pages.

Example of Anonymous Group Rights for Template



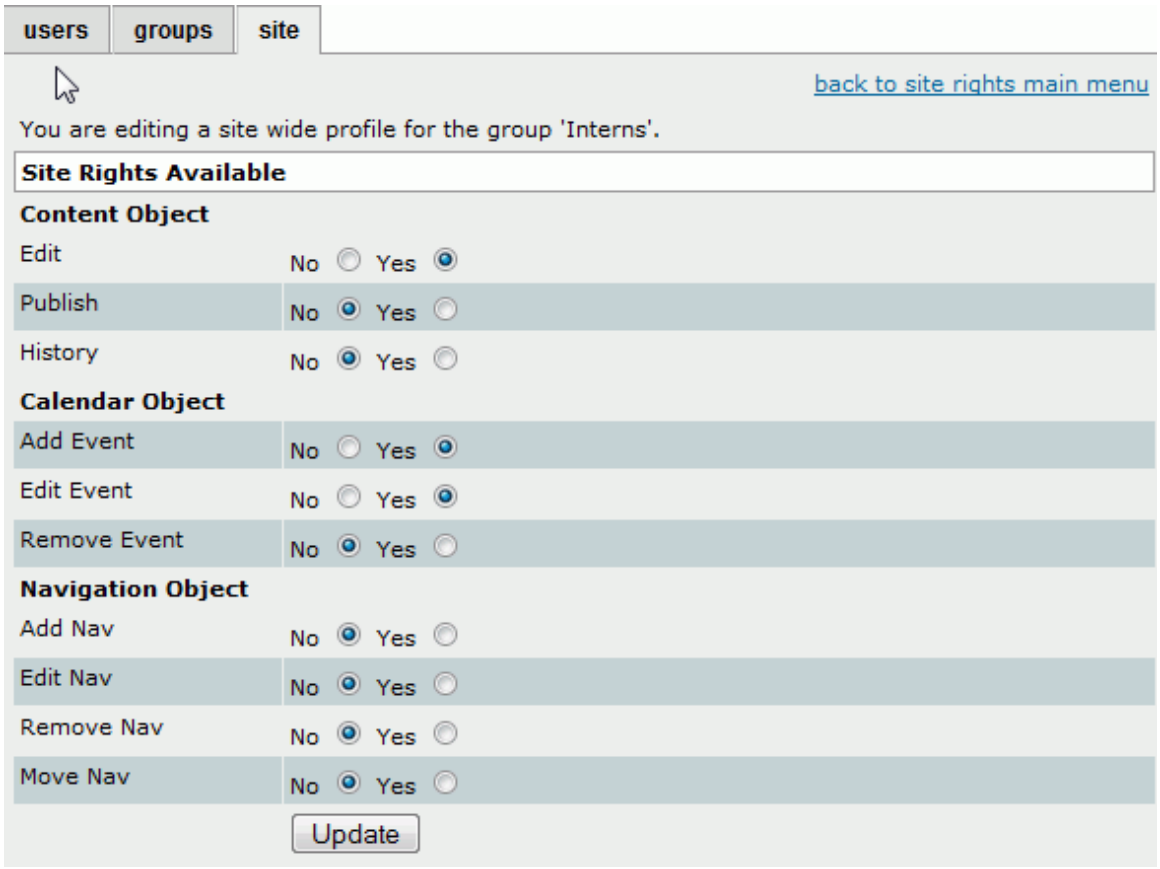
Example of Content Contributor Group Rights for Template

Site Wide Rights

Any group can be assigned default site wide rights. These are abilities that the group has across the entire web site by default. At any time you can assign a user or group to an object to override these defaults.

Managing rights is a quick way to provide basic default rules for a group and any users assigned to that group.

For example, in this groups site wide rights profile they are able to edit content but not publish. The Interns Group is also able to add and edit events, but not delete them. They have been given no default rights for the navigation objects.



Remember that site wide rights are the default rights. Any user or group can be assigned to an object within Savvy and that specific assignment will override the site wide rights for that object. For more information about how rights are managed when a user, group or site wide rights may conflict see the Rights Hierarchy page.

Rights Hierarchy

Rights may be assigned on a user, group or site wide basis. It is possible that a user, group and sitewide rights can all be in play, so it is important to understand which will take precedent. The hierarchy of which rights get assigned are as follows.

For any object within the site, the more specific the assignment the more likely it is to override other rights.

Site Wide - least specific. Only gets applied if no other rights are assigned to the object.

Template Rights - Granted rights across all pages built using that template.

Page Rights - Granted rights across just that page. More specific than site wide and template wide.

Group Rights - Less specific. Only get applied if a user isn't directly assigned to the object. If multiple groups are assigned to the object and the user belongs to multiple groups then the group rights are merged. For example Susan belongs to both the Management Group and also to the Publishers Group. If the Management Group has no publish rights, but the Publisher Group does have publish rights, Susan WILL have publish rights.

User Rights - Most specific. If a user is specifically assigned to an object it will override any other conflicting rights assigned to the object that relate to that user.

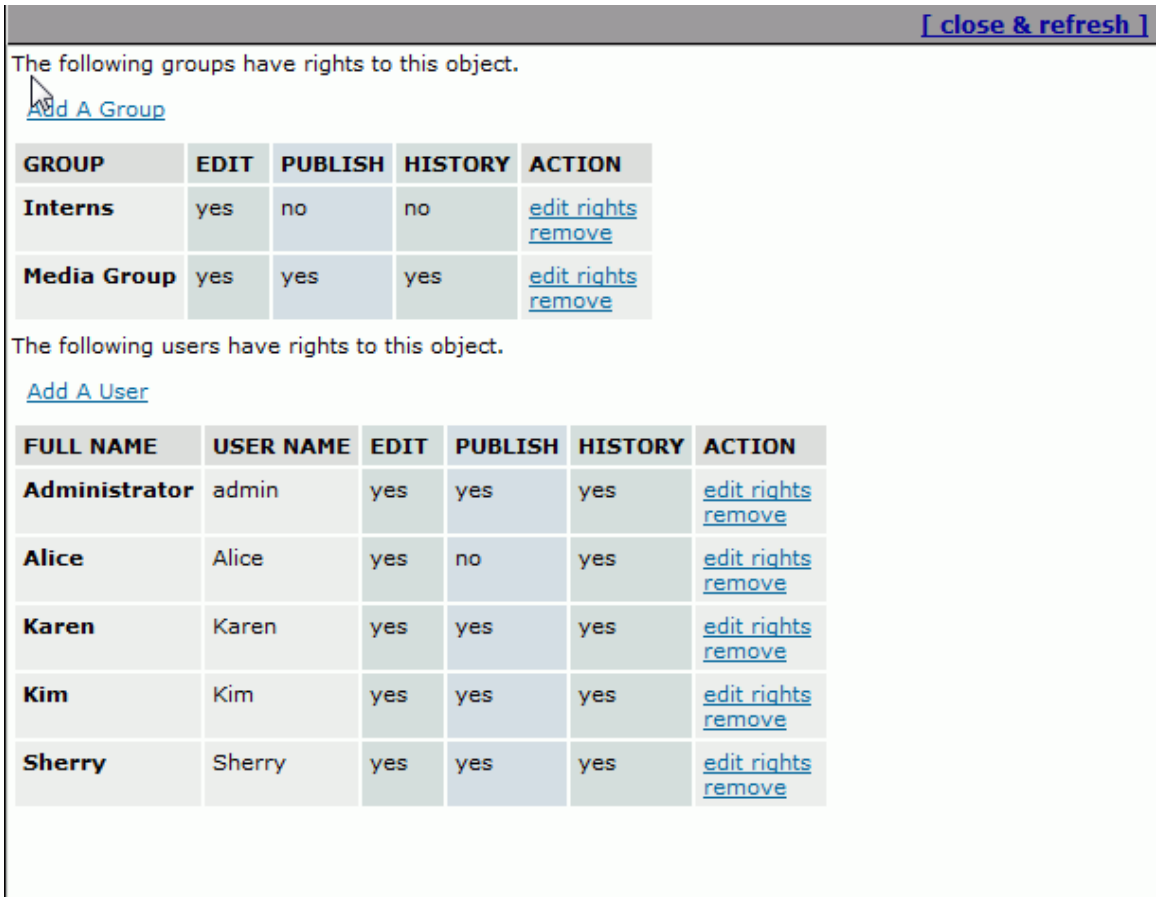
The diagram below may help you better understand which rights will override others. On the far left is the most specific rights, user rights of an object. That will always override any other rights. Then Group rights for object, then page user, etc. Site wide rights are only ever applied if no other rights for that user and object/page/template are found.

Object User > Object Group > Page User > Page Group > Template User > Template Group > Site

Lets look at Alice for a case example (see image below):

Alice belongs to the Media Group. However Alice is also specifically assigned to that object. Therefore her specific user rights are used and she cannot publish. Even though her group can, her user rights are more specific and therefore take precedent.

Lucy, on the other hand, is not specifically assigned to the object. Instead she is just associated to the Interns group and as such inherits the groups permissions.



[close & refresh]

The following groups have rights to this object.

Add A Group

GROUP	EDIT	PUBLISH	HISTORY	ACTION
Interns	yes	no	no	edit rights remove
Media Group	yes	yes	yes	edit rights remove

The following users have rights to this object.

Add A User

FULL NAME	USER NAME	EDIT	PUBLISH	HISTORY	ACTION
Administrator	admin	yes	yes	yes	edit rights remove
Alice	Alice	yes	no	yes	edit rights remove
Karen	Karen	yes	yes	yes	edit rights remove
Kim	Kim	yes	yes	yes	edit rights remove
Sherry	Sherry	yes	yes	yes	edit rights remove

Editor Guide

Common Operations

This chapter presents the basic operations that you can perform with the editor when editing online content.

Contents

Clipboard operations

Manage changes

Find and replace

Show / hide table borders

Show code / design

Toggle full screen

Using the editor

Intended audience: developers, content editors.

Using the editor describes in detail all the features, functionalities and facilities that the editor brings to make your online editing easier than ever before.

This guide contains the following chapters:

Workspace orientation

Common Operations

Format Text

Use Styles

Upload Files

Work with Media Files

Work with Tables

Work with Templates

Create Links

Build Web Forms

Spellchecker

Clean HTML content

Insert special symbols

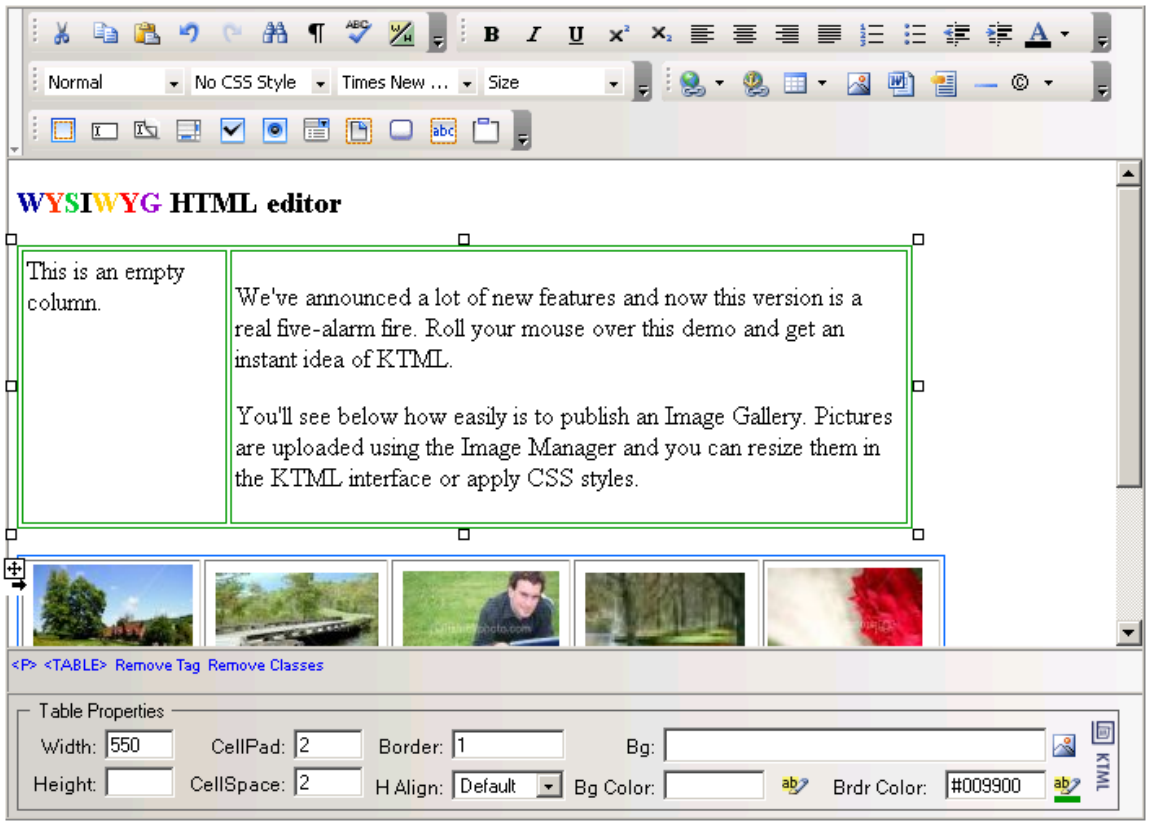
Use the Tag Selector

Shortcut keys

Workspace orientation

Workspace orientation

the editor interface looks like in the image below:



It consists of four areas:

1. Toolbar - it's the area on the very top of the editor interface. It presents buttons and drop-down menus that are grouped in five categories:

- **Standard** toolbar: Cut, Copy, Paste, Undo, Redo, Find/Replace, Show/Hide Table Borders, Spellcheck, Show Code/Design, Toggle Full Screen, Help, About.

- **Formatting** toolbar: Bold, Italic, Underline, Superscript, Subscript, Align Left, Center, Align Right, Justify, Numbered List, Bulleted List, Decrease Indent, Increase Indent, Clean HTML Content, Text Color, Highlight.

- **Styles** toolbar: Format, Style, Font, Size.

- **Insert** toolbar: Link/Hyperlink Picker, Anchor, Insert Table, Image, Link to document, Content Template, Horizontal Rule, Special Character.

- **Form** toolbar: Form, Text Field, Hidden Field, Textarea, Checkbox, Radio Button, List/Menu, File Field, Button, Label, Fieldset.

2. Editable region - it's the central area of the interface, where the content of the page can be edited.

3. Tag selector - it's the area in the lower part of the editor interface that displays the hierarchy of tags around the current selection (or cursor position). By clicking any of the tags displayed, the tag and its contents are selected. You can also remove the current tag.
For example, if a table cell is selected in the editable region, the Tag selector could look like:

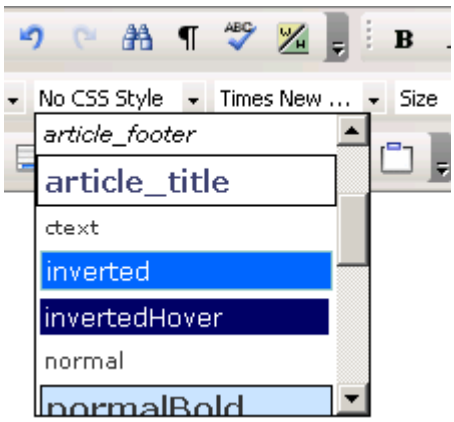
4. Property panel - it's the area on the very bottom of the editor interface. It puts together properties for certain page elements (image, table, link, horizontal rule, button, textarea etc.). When one of these elements is selected (or clicked on) in the editable region, its corresponding property panel will be displayed allowing you to set the element's properties. There is a total of twenty-four property panels, eleven of these corresponding to form elements (second column below):

Cell Properties	Form Properties
Row Properties	Text Field Properties
Table Properties	Hidden Field Properties
Image Properties	Textarea Properties
Link Properties	Checkbox Properties
Anchor Properties	Radio Button Properties
Numbered List Properties	List/Menu Properties
Bulleted List Properties	File Field Properties
List Item Properties	Button Properties
Horizontal Rule Properties	Label Properties
Flash Properties	Fieldset Properties
Windows Media Properties	
QuickTime Properties	

Formatting Content

Apply CSS styles

The Style drop-down menu displays the available **C**ascading **S**tyle **S**heets (CSS) from which you can choose to implement styling in HTML:



The CSS styles can be applied to any type of selection (text, image, table). If you want to set or change the CSS style for a certain text, you can either select it or place the cursor inside it (if it's a whole paragraph that you want to format), and then choose a CSS style from the drop-down menu in the toolbar.

- If you place the cursor inside a paragraph that has CSS styles applied to only certain parts of it, and then select a style from the drop-down menu, the CSS style will be set for all the words in the paragraph, except for the ones that already had a style defined.

- If you place the cursor inside a word from a paragraph, and that word has a CSS style set (style A), if you apply a new style (style B), all the words in that paragraph that were formatted with style A will switch to style B now (all these words were included in the same CSS style tag - a `<SPAN>` tag). This is a very useful feature because the user doesn't have to spend time making text selections and identifying styles.

Tip: In order to obtain good results, apply CSS styles to your text in an accurate manner, rather than making repeated text selections and changing the style several times. This method is not recommended, especially when using the Mozilla browser, because the HTML code will get too complicated and the visual results will not always be the expected ones. To manage the CSS styles correctly, also use the Tag Selector in order to easily select and remove some `<SPAN>` tags (corresponding to already set CSS styles) from the code.

Format Text

This chapter describes the possibilities you have with the editor to format the text from your pages.

Contents

Apply styles

Text layout

Lists

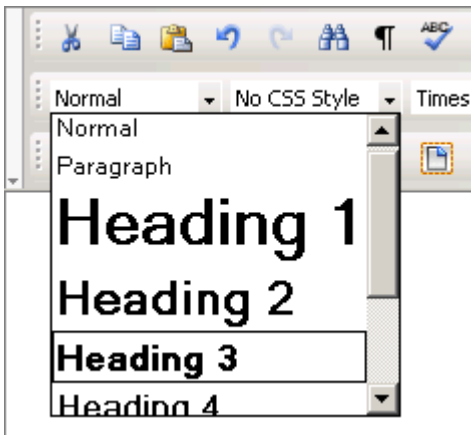
Text color

Superscript & subscript

Right-click options for text selection

Apply formatting styles

The Format drop-down menu contains some classic heading and formatting tags that can be applied to your text:



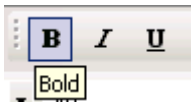
If you want to apply a specific heading tag, first select the text or place the cursor inside it. Then choose a heading tag from the Format drop-down menu in the toolbar. The heading will be set for the entire paragraph that contains the current selection. If that paragraph already has a heading tag applied, it will be replaced by the newly selected one.

Bold Italic and Underline

Apply styles

Bold

In order to apply the **bold** style to your text, click the Bold button from the toolbar or use the shortcut keys "**Ctrl+B**":



The effect will be applied to the selected text and to the one entered right after it. To check if the formatting style is set to **bold**, place the cursor inside that certain text or select it, and check if the Bold button is activated.

To remove the **bold** style, select the text and deactivate the Bold button by clicking it.

Italic

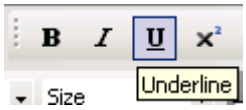
In order to apply the *italic* style to your text, click on the Italic button from the toolbar or use the shortcut keys "**Ctrl+I**":

The effect will be applied to the selected text and to the one entered right after it. To check if the formatting style is set to *italic*, place the cursor inside that certain text or select it, and check if the Italic button is activated.

To remove the *italic* style, select the text and deactivate the Italic button by clicking it.

Underline

In order to underline text in your file or message, click the Underline button from the toolbar or use the shortcut keys "**Ctrl+U**":



The effect will be applied to the selected text and to the one entered right after it. To check if the formatting style is set to underline, place the cursor inside that certain text or select it, and check if the Underline button is activated.

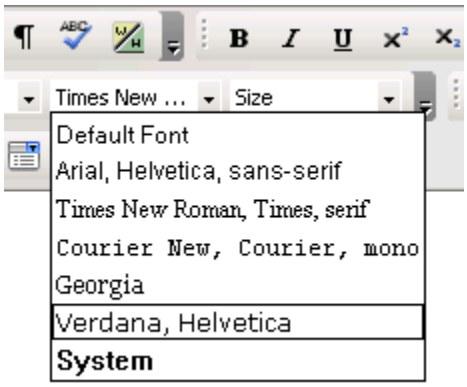
To remove the underline style, select the text and deactivate the Underline button by clicking it.

Change Font

Change font

Change Font Face

the editor editor allows you to change the fonts for your text by selecting the desired one from the Font drop-down menu available in the toolbar:



Note: You can define yourself the font list in a configuration file. There is a default font list defined in case you make no changes in the configuration file. Read more about this in the API documentation.

The automatic selection of the current font is a feature that allows you to easily find out what font a particular word or text has just by selecting it or by positioning the cursor inside it.

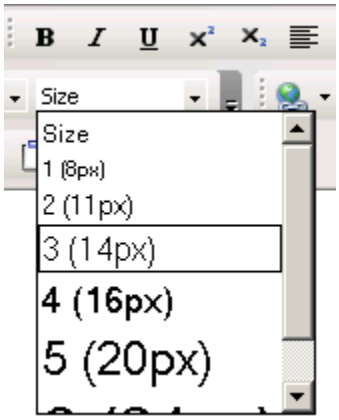
- If a text section with more than one font applied (on different words) is selected, a font will no longer be displayed in the Font drop-down menu.

- When changing the font for a selection that has multiple fonts applied, the whole text will be set to have the new selected font.

When a CSS style containing references to new fonts is imported into the document, those new styles will appear in the drop-down menu.

Change Font Size

The font size can be changed by selecting the desired size from the Size drop-down menu available in the toolbar:



The size change affects the selected text or the text entered afterwards, if no text selection has been made. By default, the text size is set to 14 pixels. The text sizes are similar to the ones used by the most common word processors (Microsoft Word, OpenOffice).

The current font size will be autoselected in the Size drop-down menu. To see what size a specific text is, simply select the text or click inside it, and then check out the font size drop-down menu.

- However, if a text selection has more than one font size applied, a certain size will no longer be displayed in the drop-down menu.

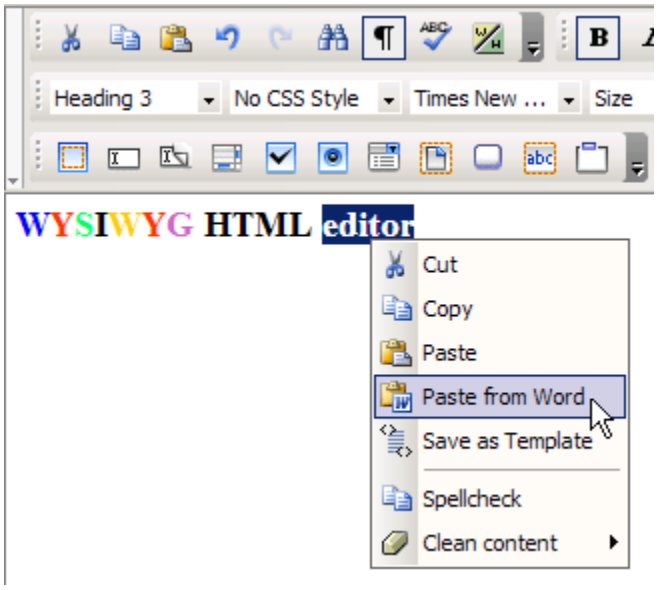
- When changing the size of a text selection that has multiple sizes applied, they will all be replaced by the new size.

Clean HTML and Word Tags

Cleaning the HTML code

Cleaning the code in your page from unwanted tags that clutter it is an important addition to the editor. Content copied from other text processing applications usually contains specific mark-up code that is not needed and might affect the way content is displayed in browser.

In many cases, since more than likely most of the site content is still kept in Microsoft Word format and has to be put online, you need to clean it for optimum display in browser. The time you spend reformatting your documents in HTML will be visibly reduced by using the clean functions. the editor has even a special paste function for Word content, so that you get the most out of both editing tools:



the editor detects when you trying to paste content from Microsoft Word and it prompts you for automatic cleaning.

To make sure your HTML code is clean, use the Clean HTML content feature - access it from the Styles toolbar:

The three available options are:

1. Clean Word Mark-up - this option removes any unnecessary tags added by Microsoft Word and present in the current selection (or in page, if no selection was made). These tags are present in your document after you paste a text written and formatted in Word, or when you edit a page saved as *web page* by Microsoft Word.

2. Clean All Formatting Tags - this option removes all the tags that apply formatting on the editor content (or on the selection, if any).

3. Clean Inline Styles - this option removes all the CSS styles from the page elements.

If you create content in another editor, or want to copy it from another application which does not add any unnecessary tags, the content will be correctly pasted in the editor window.

XHTML Standard Compliance

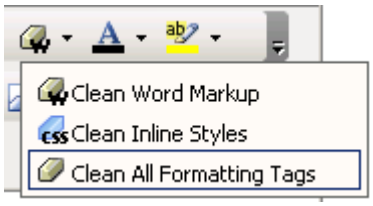
Becoming more and more of an industry standard, XHTML is the way to go. This is why the editor has full XHTML support - it is based on a combination of Tidy and Javascript to output pure XHTML code.

Tidy is a free utility that automatically fixes the HTML mistakes and cleans sloppy editing into nicely laid-out mark-up. It is included with Savvy.

Clean HTML content

When inserting one or more paragraphs already formatted with another word processor (e.g. Microsoft Word or OpenOffice), the size of the HTML code could considerably increase. This phenomenon is due to the export methods used by those applications that insert into the HTML code many, and mostly useless HTML tags.

With the editor you can clean-up the HTML code of these extra tags by using the Clean HTML Content button from the toolbar:



There are three possibilities from which you can choose:

1. Clean Word Markup - it removes all the unnecessary Microsoft Word tags.
2. Clean Inline Styles - it removes all the CSS styles.
3. Clean All Formatting Tags - it removes all formatting tags from the page, except for the <p> tags (paragraph that includes the selection).

The clean-up process affects the current selection, or the entire page if no selection was made. The result is a cleaner and more accurate code.

Note: The three options apply to the selection and its parent tag. For example, if you select two words in a <p> tag, the command will be applied to the entire paragraph.

Text Alignment

Text layout

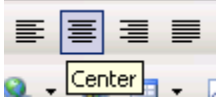
Align Left

In order to apply the left alignment style to your selected paragraph(s), click the Align Left button from the toolbar or use the shortcut keys "**Ctrl+Shift+L**":

Just like when using common word processors, the selected paragraph(s) will be aligned to the left margin of the page.

Center

In order to apply the centered alignment style to your selected paragraph(s), click the Center button from the toolbar or use the shortcut keys "**Ctrl+Shift+E**":



Just like when using common word processors, the selected paragraph(s) will be aligned equally-distanced from the left and right margins of the page (in the center of the page).

Align Right

In order to apply the right alignment style to your selected paragraph(s), click the Align Right button from the toolbar or use the shortcut keys "**Ctrl+Shift+R**":

Just like when using common word processors, the selected paragraph(s) will be aligned to the right margin of the page.

Justify

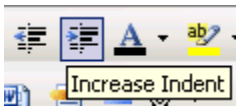
In order to apply the justified alignment style to your selected paragraph(s), click the Align Justify button from the toolbar or use the shortcut keys "**Ctrl+Shift+J**":

Just like when using common word processors, the selected paragraph(s) will be aligned to both margins of the page (left and right) and text will be uniformly distributed.

Note: If you want to apply the left/centered/right/justified alignment to **only one paragraph**, you do not have to select it, but only click inside it and then press the corresponding button from the toolbar.

Increase Indent

By pressing the Increase Indent button from the toolbar or the **Tab** key, the indentation function is called:

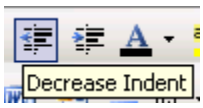


It increases the distance between the current paragraph (the selected one or the one where the cursor is placed) and the left page margin.

Each time you click the Increase Indent button, the left margin will increase.

Decrease Indent

This command executes the exact reverse operation of the Increase Indent one. It can be applied only if an Increase Indent command was executed before-hand. Its role is to decrease the left margin each time you click the Decrease Indent button from the toolbar or use the shortcut keys "**Shift+Tab**":



Remember it only functions if the paragraph was already indented (once, twice, or as many times as you plan to click the Decrease Indent button).

Text color

Text color

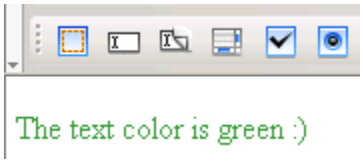
Text Color

The Text Color button allows you to set a certain text color (foreground color):

The button has two areas:

1. Click the icon on the left to use the currently selected text color (it is shown by the horizontal bar in the lower part of the icon).
2. By clicking the arrow on the right, the Color Picker window will be displayed allowing you to select a color for your text.

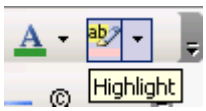
The effect will be applied to the selected text and to the one entered right after setting the foreground color:



To change the color, select the text, click the Text Color button and choose a more convenient color from the Color Picker interface, described below.

Highlight

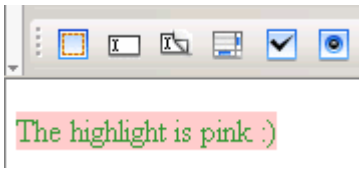
The Highlight button allows you to set a certain highlight color (background color):



The button has two areas:

1. Click the icon on the left to use the currently selected highlight color (it is shown by the horizontal bar in the lower part of the icon).
2. By clicking the arrow on the right, the Color Picker window will be displayed allowing you to select a highlight color for your text.

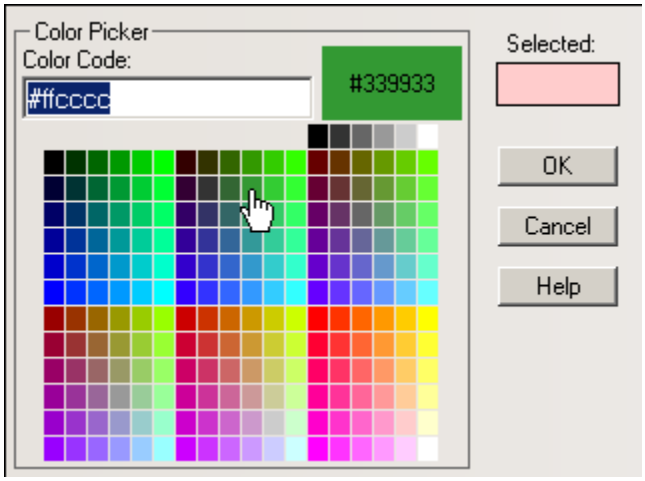
The effect will be applied to the selected text and to the one entered right after setting the background color:



To change the color, select the text, click the Highlight button and choose a more convenient color from the Color Picker interface, described below.

Color Picker

The Color Picker is a menu that presents a large range of colors from which you can choose, and it also offers the possibility of entering the hexadecimal code for a precise, preferred color:



Note: You can define yourself the colors displayed in the Color Picker in a configuration file. The default colors are those from the Web safe color palette (216 colors) and some gray shades. Read more about this in the API documentation.

The Color Picker interface presents the following elements:

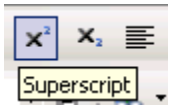
1. When you launch the Color Picker window, the Color Code text box displays the code of the previously selected (foreground/background) color. Once you select a new color, the displayed code will change. Also, you can enter the hexadecimal code yourself.
2. When you move the mouse above the color matrix, the color that has the mouse over it will be shown (as well as its code) in a larger rectangle on the right, namely the Mouse-over display item.
3. Once you select a color in the matrix, its appearance will be shown in the Selected display item.
4. Click OK to apply the selected foreground/background color to your text.
5. Click Cancel to cancel any foreground/background color selection.
6. The Help button opens the contextual help window.

Superscript & subscript

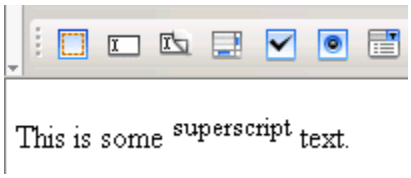
Superscript & subscript

Superscript

In order to make a certain text section display as superscript text, click the Superscript button from the toolbar:



The effect will be applied to the selected text and to the one entered right after it:

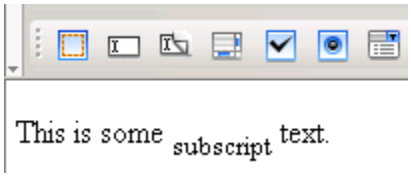


To check if the formatting style is set to superscript, place the cursor inside that certain text or select it, and check if the Superscript button is activated. To remove the superscript style, select the text (if it's only one word, click inside it) and deactivate the Superscript button by clicking it.

Subscript

In order to make a certain text section display as subscript text, click the Subscript button from the toolbar:

The effect will be applied to the selected text and to the one entered right after it:

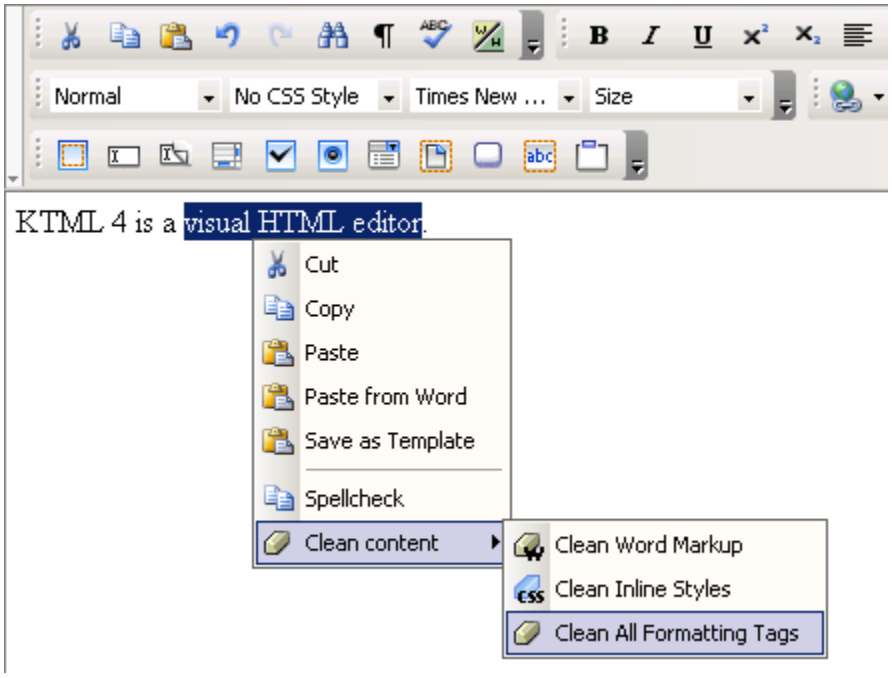


To check if the formatting style is set to subscript, place the cursor inside that certain text or select it, and check if the Subscript button is activated. To remove the subscript style, select the text (if it's only one word, click inside it) and deactivate the Subscript button by clicking it.

Right-click options for text selection

Right-click options for text selection

If you select some text in the editor editable region and right-click it, a pop-up menu will be displayed containing the available action options:



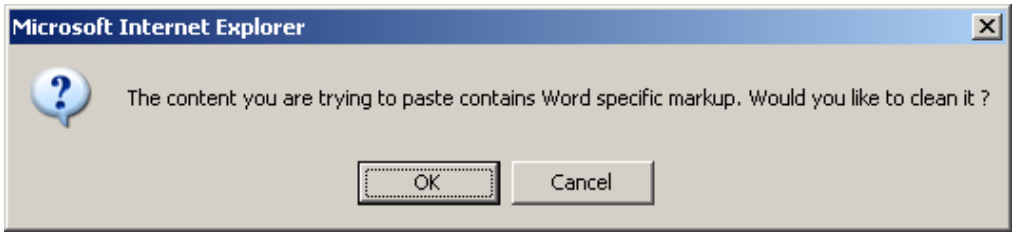
The text contextual menu provides the following operations:

1. Cut -copy the selected text to the clipboard and remove it from page. This menu entry performs the same action as the Cut command in the toolbar.

2. Copy - copy the selected text to the clipboard and leave it in page as well. This menu entry performs the same action as the Copy command in the toolbar.

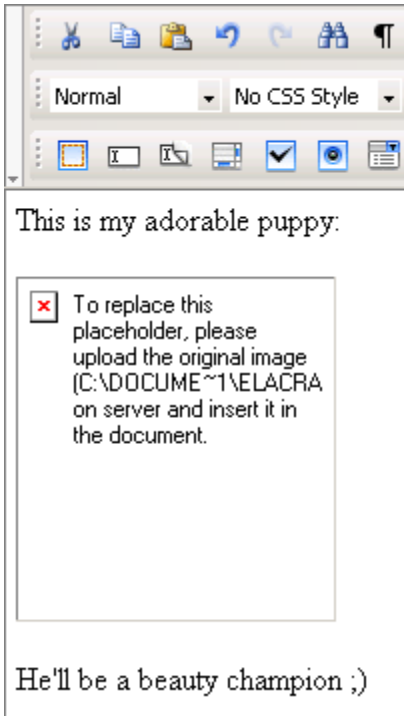
3. Paste - replace the selected text with the content from the clipboard (or simply place that content where the cursor lays, if there is no selection). If no content is in the clipboard, the option is disabled.
This menu entry performs the same action as the Paste command in the toolbar.

4. Paste from Word - replace the current selection with the clipboard content, content that is copied from Microsoft Word. Whenever you try to paste content from Word, you will be asked if to first clean it of all the Microsoft Word formatting tags, and only then will it added in the page:



You can see the Paste from Word command as a mixture between the Paste command and the Clean Word Markup command.

If the content you copied from Microsoft Word includes images, when you paste it in the editor area you'll notice that images are replaced by a generic placeholder so that you will not lose track of them and their position:



This way you will easily upload and then insert the needed images in page.

5. Save as Template - save the selection as a separate template file. Read more about this here.

6. Spellcheck - start the spellchecking process of the current text selection. Read more about the window that pops-up here.

7. Clean content - this entry is a sub-menu that expands while hovering the mouse cursor over. Read about its role and the three options here.

Note: On **Mozilla** the Cut, Copy, Paste, and Paste from Word menu entries are disabled due to a security feature. Read this technical note for details.

As you noticed, the right-click contextual menu groups together options often needed. Use it whenever you want to save time with accessing certain commands.

Links

Create Links

This chapter presents the editor features regarding links in page.

Contents

Create URL links

Create anchor links

Create e-mail links

Create links to files

Add links to images

Remove links

Add links to images

As said in the other help topics from the Create Links book, you can also add links to images, and not only text. Of course, you first have to upload the images on the remote server, and then insert them in page.

All the link types that you can add to text selections, you can add to image selections as well:

- Simple URL links.
- Anchor links.
- E-mail links.
- Link to file.

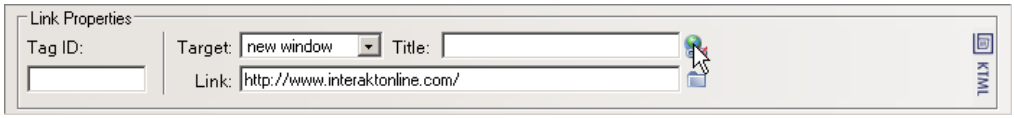
Note: When selecting (single-click) an image in the editable area, the Image Properties panel will open in the lower part of the interface. If the image is at the same time a link, you have to click the <A> tag in the Tag Selector so that the Link Properties panel will open.

Remove links

In order to remove a link (applied to either text or image) from your page, follow the next steps:

1. Select the link or simply click inside it. Either way, the associated Link Properties panel will be displayed.
Note: If the link is applied to an image and you want to see the link properties, selecting the image will not open the Link Properties panel, but the Image Properties panel. Click the <A> tag in the Tag Selector for the link properties to display.

2. Click the Remove Link button in the Link Properties panel:



The link will be removed without affecting the text or image to which it was applied (even if the text is the URL itself).

Create anchor links

Create anchor links

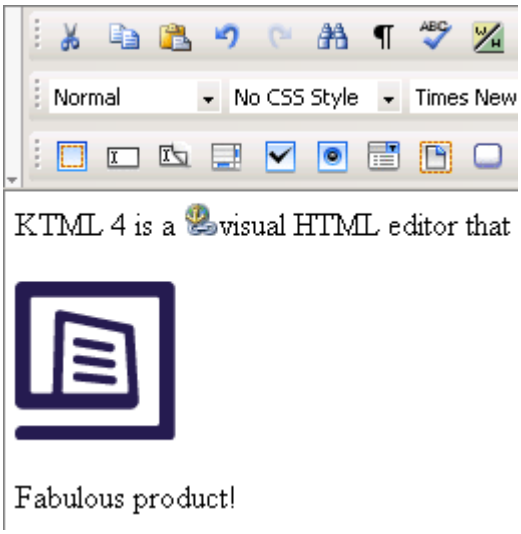
By clicking the Anchor button from the toolbar, you can insert an anchor in your page (the equivalent of a 'bookmark' in Microsoft Word) right where the cursor is placed or right 'above' the selection (image/text), if there is any:

After clicking the Anchor button, you will be prompted to type a name for the anchor:

The name is needed when links (text, images) to that anchor are created in other pages, or even in the same page. An anchor is used to specifically localize a certain section in page.

Anchors do not show when the page is previewed in browser. However, when editing content, a glyph is displayed to show exactly where anchors are placed. If you create an anchor:

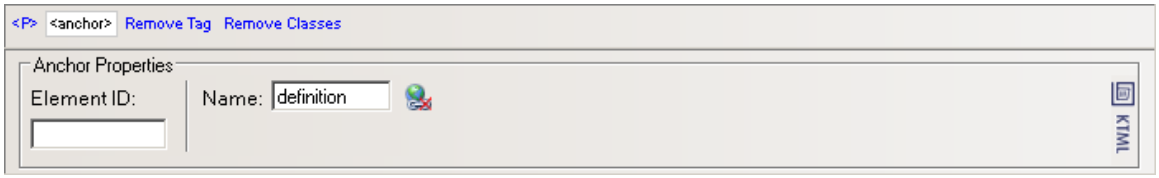
1. where the cursor is placed, the glyph will be displayed right there:



2. while having some text/image selected, the glyph will be displayed right after the selection.

Anchor Properties

The Anchor Properties panel is displayed when you select (click on) the glyph of an anchor inserted in your page. It corresponds to the `<anchor>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (anchor) in page.

2. The Name text box displays the name you entered when you created the anchor.

3. By clicking the Remove Anchor button, the current anchor is removed. If the anchor was applied to a selection (text, image), once you remove the anchor, its associated glyph will disappear and the initial selection will be revealed.

Create URL links

Create URL links

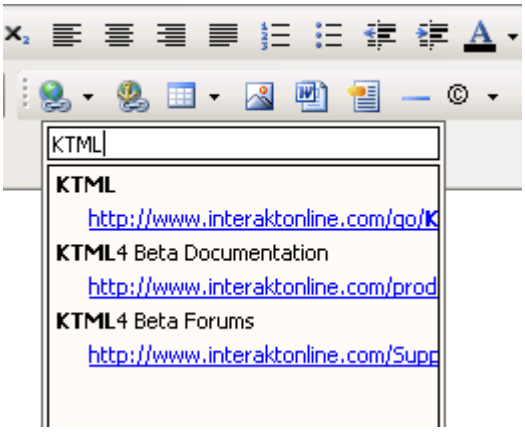
In order to easily insert links (of various types) in your page, use the Link/Hyperlink Picker button from the toolbar:

The button has two areas on which you can click: the button icon (image) and the arrow on the right. You can link your page to other site pages, to external sites, to downloadable files or to an anchor (within the same page or in another site page).

1. If you click the button icon (its tooltip is Link), a window will pop-up requiring you to enter the URL for the link:

Once you fill it in, click OK and the link will be inserted in page. If no selection (text, image) had been made before you clicked this button, the specified URL will be inserted in page as a link. If a selection had been made, it will become link to the entered URL.
Note: If you want to create a link to an anchor in the same page, simply enter "#" followed by the anchor name in the URL text box. If the anchor is not in the same page, enter "#" and the anchor name after specifying the URL.

2. If you click the arrow on the right (its tooltip is Hyperlink Picker), a drop-down menu with predefined links will show. On the first row, enter a piece of text (at least one letter) of interest for the link you want to insert. Depending on your input, the list of options (links) below varies. The options contain in their name the entered text, which is highlighted:

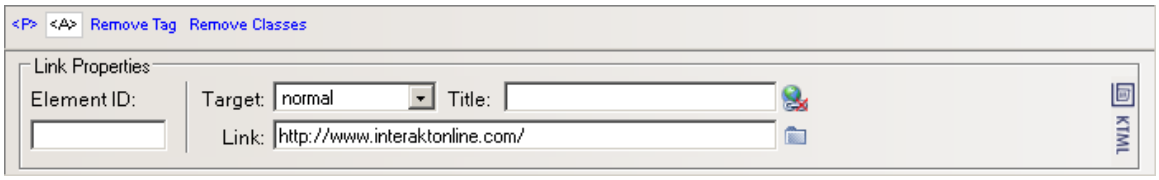


By selecting one of them, a link to that URL, and with the name displayed in the drop-down menu (if no selection had been made), will be automatically inserted in your page. If a selection had been made, it will become link to the selected URL.
Note: The list of predefined links is created by the developer and it facilitates the users' effort when inserting links in that site's pages. The drop-down menu displays the first ten statically defined links. For more details on how to create a custom link list, see the How to Create a custom link list tutorial.

You can also insert a link by using the shortcut keys "**Ctrl+K**". The window asking you to enter the hyperlink URL will pop-up. Proceed as explained above.

Link Properties

The Link Properties panel is displayed when you select or click inside a link from your page. It corresponds to the <A> tag in the Tag Selector:



Note: If there is a link applied to an image and you want to edit the link properties, the simple act of selecting the image will not open the Link Properties panel, but the Image Properties panel. In order to configure the link, click the <A> tag in the Tag Selector.

To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (link) in page.

2. The Target drop-down menu in the Link Inspector presents the options for defining the window that will display the targeted page:

   - normal
   - new window
   - current window
   - current frame
   - parent frame
   - custom target... - if you organize your page in frames, enter the name of the frame where you want the link page to open.

3. In the Title text box enter the tooltip to be displayed when the mouse pointer is placed over the link (in most common browsers).

4. By clicking the Remove Link button, the link associated to the current selection (text, image) is removed.

5. In the Link text box you can edit the URL address of the targeted page. By clicking the **Browse for File** button to the right, the Remote File Explorer window opens and you can select the file on the remote server to which the current link should point.

Create e-mail links

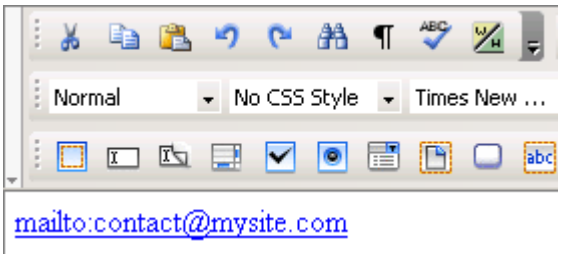
Create e-mail links

E-mail links are those hyperlinks that, instead of pointing to a web page, open the default e-mail client with the To text field already completed (with an e-mail address).

In the editor, you can create an e-mail link by using the Link button from the toolbar (click the button icon on the left). In the window that pops-up when you press this button, instead of entering the URL to a web page, enter "**mailto:**" immediately followed by the address to which you want e-mails to be sent:

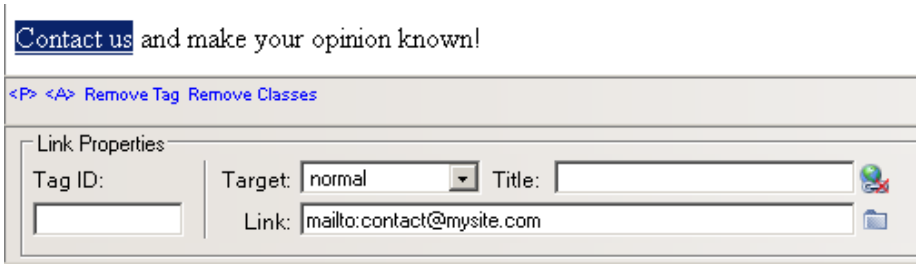
Just as explained here,

1. if you made no selection in page before clicking this button, the hyperlink text entered will be displayed in page:



2. if you made a selection (image, text) in page before clicking the Link button to create an e-mail link, that selection will become an e-mail link:

- Text selection:



- Image selection:

Note: When selecting (single-click) an image in the editable area, the Image Properties panel will open in the lower part of the interface. If the image is at the same time a link, you have to click the <A> tag in the Tag Selector so that the Link Properties panel will open.

Clicking the e-mail link when you preview the page in browser will open the window where you can type the message to-be-sent to that address.

Create links to files

Create links to files

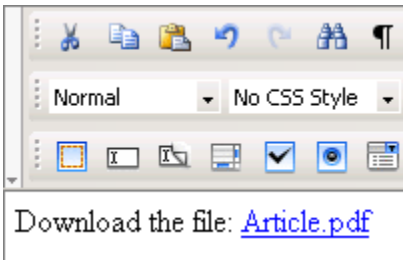
With the editor, you can easily create links to the files uploaded on the remote server.

Links to document files

If you want to create links to document files on the remote server, there are two ways in which you can achieve this with the editor:

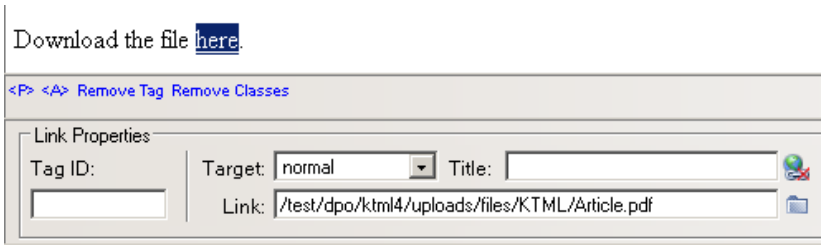
1. Use the Link to Document button from the toolbar. In the Remote File Explorer that opens, browse to the needed document and insert it in page.

- If no selection (text, image) was made in page, the name of the file will be inserted as a link:

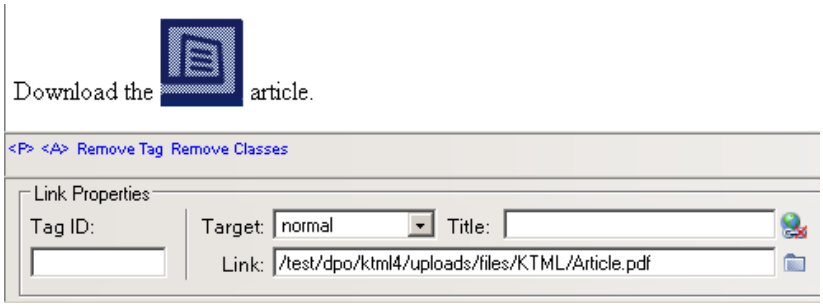


- If you made a selection (text, image) in page before clicking the Link to Document button and choosing a file, that selection will become a link to the chosen file:

  - Text selection:



- Image selection:



Note: When selecting (single-click) an image in the editable area, the Image Properties panel will open in the lower part of the interface. If the image is at the same time a link, you have to click the <A> tag in the Tag Selector so that the Link Properties panel will open.

2. You can also create links to document files on the remote server by clicking the Link button from the toolbar (the icon on the left). When asked for the URL hyperlink, enter the absolute path to the document file from the remote server:

Links to media files

You can create links to media files on the remote server by clicking the Link button from the toolbar (the icon on the left). Just like the second method above, when asked for the URL hyperlink, enter the absolute path to the media file from the remote server.

When a file link is clicked, the file will be offered for download or opened in a browser window (same or another) -- it depends on the user installed plugins.

Browse for files

Browse for files

the editor comes with three buttons on the toolbar that help you browse for:

1. media files (images and movies) - Image.
2. document files - Link to Document.
3. template files - Content Template.

When clicking any of these three buttons, a pop-up window (Remote File Explorer) is displayed and helps you select the desired file(s) to insert from the remote server, or upload new ones from your local server. Before inserting a file into the editor editable area, it has to be previously uploaded on the remote server.

Check out the Remote File Explorer description by clicking here.

Browse for media files

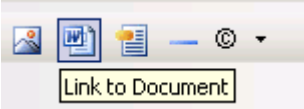
You can upload and/or insert images or videos into your web pages by using the Image button:

Note: In the Remote File Explorer window that opens, the Show drop-down menu is set by default to Media Files.

Even if some media files are deleted from the site pages, their corresponding files will remain on the remote server until you delete them from the upload folder.

Browse for documents

You can upload documents and/or insert links to documents in your web pages by using the Link to Document button:

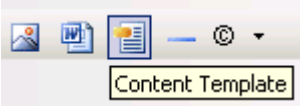


Note: In the Remote File Explorer window that opens, the Show drop-down menu is set by default to Documents.

When you insert a document, a link with its name will be included in your page where the cursor was placed. By clicking the link, the document from the remote server will be opened. Even if some document links are deleted from the site pages, their corresponding files will remain on the remote server until you delete them from the upload folder.

Browse for templates

You can upload and/or insert templates (.ktpl) into your web pages by using the Content Template button:



Note: In the Remote File Explorer window that opens, the Show drop-down menu is set by default to Templates.

You can create your own templates in the editor by putting together a design in the visual editor. Then select it all, right-click, choose the Save as Template option, and in the Remote File Explorer window that opens save the file in a folder of choice. For more details about working with template files, click here.

Clipboard operations

Clipboard operations

Cut

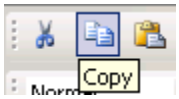
In order to cut the selected image or text from its context, click the Cut button from the toolbar or use the shortcut keys "**Ctrl+X**":

To cut the selected image/text means to remove it from the document and place it into the Clipboard, from where it can be pasted into either the editor editable region or another editor.

Note: In Mozilla, the Cut command is not accessible from the toolbar, but only by using the keyboard shortcut.

Copy

In order to copy the selected image or text, click the Copy button from the toolbar or use the shortcut keys "**Ctrl+C**":



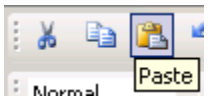
After executing this command, the selected image/text is copied to the Clipboard, from where it can be pasted into either the editor editable region or another editor.

Note: In Mozilla, the Copy command is not accessible from the toolbar, but only by using the keyboard shortcut.

Paste

This command is to be applied after a previous Cut or Copy operation. The image/text stored in the clipboard is then placed into the editor editable region, in the current pointer position or replacing the already selected image/text (if there is any).

This command is accessible through the Paste button from the toolbar or by using the shortcut keys "**Ctrl+V**":



Note: In Mozilla, the Paste command is not accessible from the toolbar, but only by using the keyboard shortcut.

Tables

Work with Tables

This chapter presents the editor features that help you manipulate tables in your pages.

Contents

Insert tables

Edit tables

Right-click options for table

Remove tables

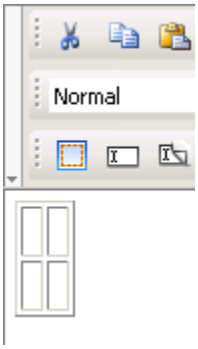
Insert tables

Insert tables

You can insert a table in your page by clicking the Table/Insert 2x2 Table button from the toolbar:

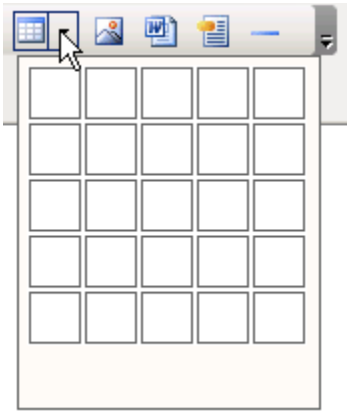
As you can notice, the button has two areas:

1. If you click the button icon (on the left), a 2x2 table will be inserted in page. This is the default the editor table, having 2 rows and 2 columns (hence the button tooltip):

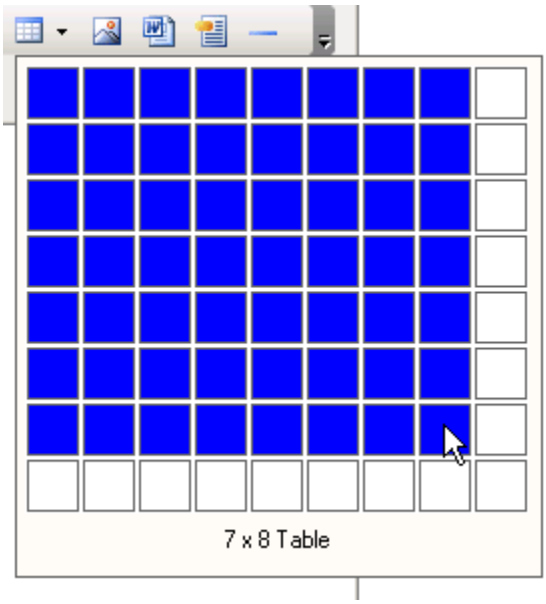


Note: The default columns' width is wide enough for a **space** to fit it, and the default rows' height is tall enough for the mouse cursor to fit inside

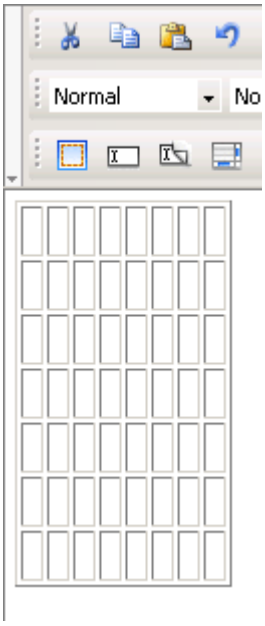
2. If you click the arrow displayed on the right, the visual row/column selector will pop-up:



It is an expandable window where you can move the mouse cursor up and down, to the right and to the left, and establish this way the table's dimensions (the respective area will became blue):



Once you decided on the table's size, through a simple click the table will be inserted in your page:



Edit tables

This section describes the Properties panels corresponding to table elements. the editor provides them to allow you to customize the tables inserted in page:

- Set table properties
- Set row properties

- Set cell properties

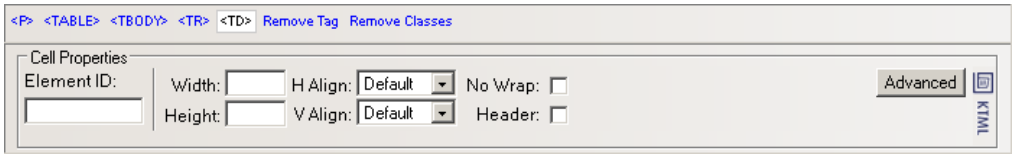
To also learn about the contextual menu when right-clicking table elements (options to manipulate them), read here.

Set cell properties

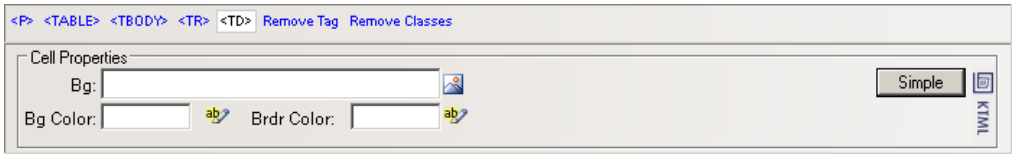
The Cell Properties panel is displayed when the cursor is placed inside a table cell or when the `<TD>` tag is selected in the Tag Selector.

The Cell Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



To configure this panel, follow the instructions below:

1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (table cell) in page.

2. In the Width text box (displayed in **Simple** view) specify the width of the table cell where the cursor is placed (it will become the width of that respective table column). The width can be given in either number of pixels or percentage of the whole table's width.
If you enter the width in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000." It's recommended that you enter the value as percents.

3. In the Height text box (displayed in **Simple** view) specify the height of the table cell where the cursor is placed (it will become the height of that respective table row). The height can be given in either number of pixels or percentage of the whole table's height.
If you enter the height in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000." It's recommended that you enter the value as percents. Usually though, the height is not set because it increases anyway as you type text in the table cell.

4. The H Align drop-down menu (displayed in **Simple** view) contains the options for the horizontal alignment of the cell's content:

   - Default
   - Left
   - Right
   - Center

5. The V Align drop-down menu (displayed in **Simple** view) contains the options for the vertical alignment of the cell's content:

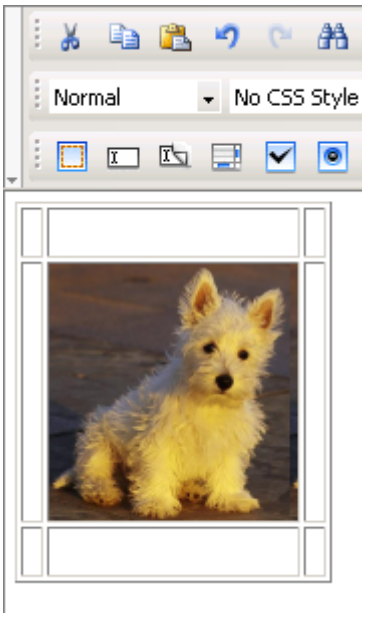
- Default
- Top
- Bottom
- Baseline
- Middle

6. Check the No Wrap option (displayed in **Simple** view) if you want the text inserted in the current cell to be displayed as a single line (if there are more paragraphs, each of them on a line). This could enlarge the cell. If the option is not checked, then the entered text passes on to the next line when it reaches the cell width limit.

7. If the Header option (displayed in **Simple** view) is checked, the content from the current cell will be formatted as bold and centered (header style).

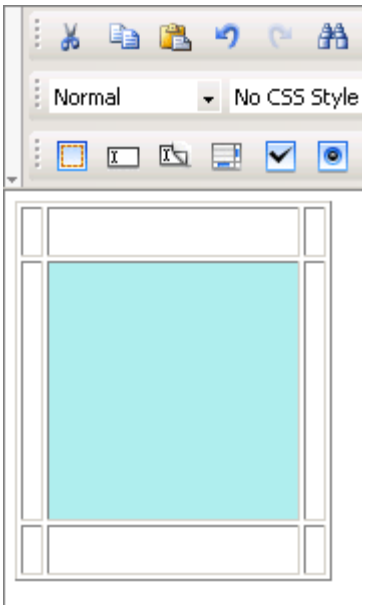
8. By clicking the Advanced button (displayed in **Simple** view), the Cell Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected table cell.

9. With the Bg text box (displayed in **Advanced** view) you can set the desired background image for the selected cell (where the cursor is placed). You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for Image button to select an image from the server.

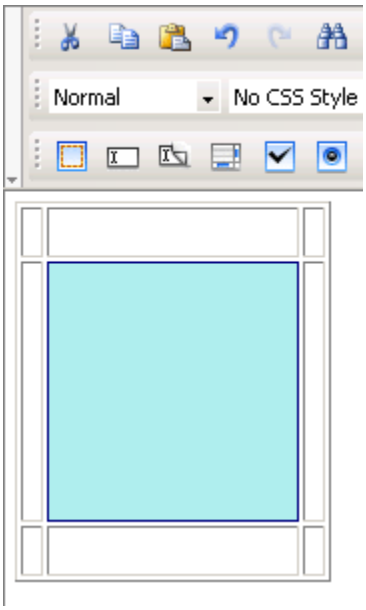


Note: It is your task to make sure the table cell and the image have the right dimensions, as automatic resizing of the image to the cell's dimensions will not take place.

10. With the Bg Color text box (displayed in **Advanced** view) you can set the desired background color for the selected cell (where the cursor is placed). You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button:



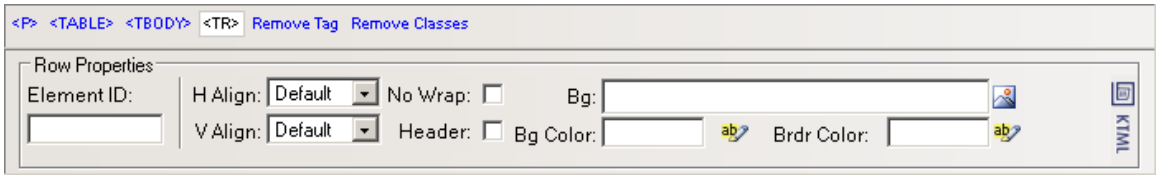
11. With the Brdr Color text box (displayed in **Advanced** view) you can set the desired border color of the selected cell (where the cursor is placed). You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button:



12. By clicking the Simple button (displayed in **Advanced** view), the Cell Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected table cell.

Set row properties

The Row Properties panel is displayed when you select at least two cells on the same table row, when you click the associated glyph (the selector symbol), or when the `<TR>` tag is selected in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (table row) in page.

2. The H Align drop-down menu contains the options for the horizontal alignment of the row's content:

   - Default
   - Left
   - Right
   - Center

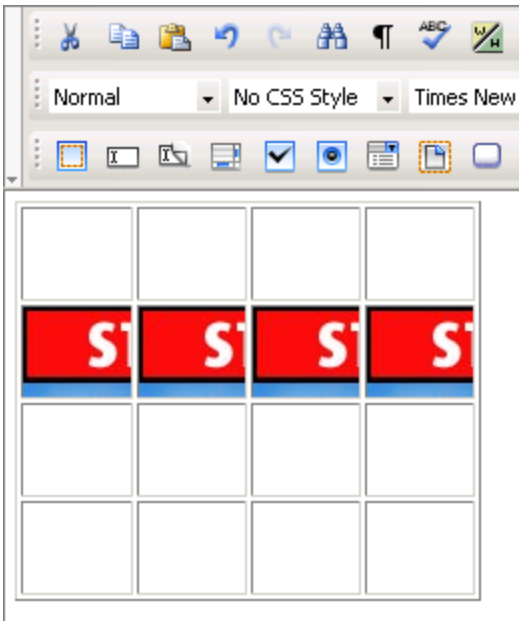
3. The V Align drop-down menu contains the options for the vertical alignment of the row's content:

   - Default
   - Top
   - Bottom
   - Baseline
   - Middle

4. If the No Wrap option is checked, each paragraph in the current row will be displayed on a single line.

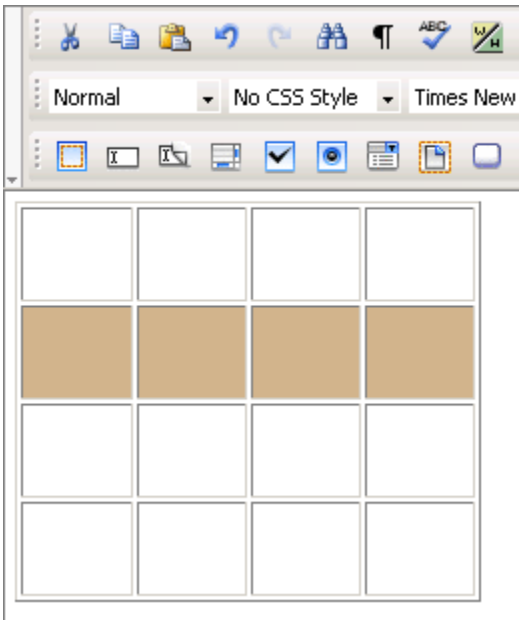
5. If the Header option is checked, the content from the current row will be formatted as bold and centered (header style).

6. With the Bg text box you can set an image as the row background. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for Image button to select an image from the server:

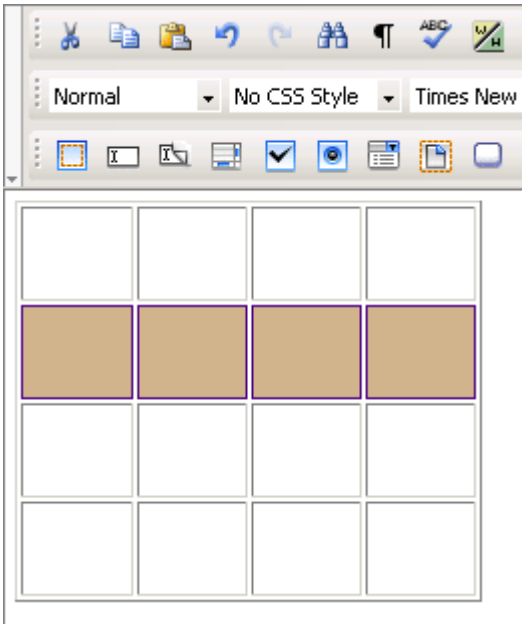


Note: It is your task to make sure the image has appropriate dimensions, as automatic resizing of the image to the row's dimensions will not take place.

7. With the Bg Color text box you can set the desired background color for the selected row. You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button:



8. With the Brdr Color text box you can set the desired border color for the selected row. You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button.



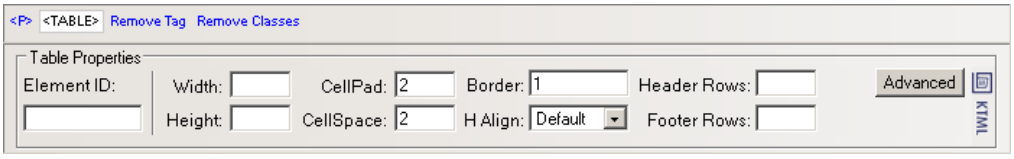
Note: Each cell of the selected row is bordered in that color, and not only the table row (seen as a larger cell).

Set table properties

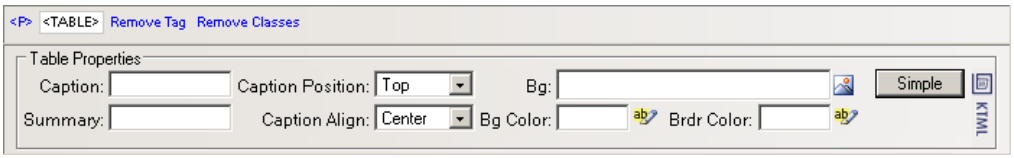
The Table Properties panel is displayed when you select a table (inserted in your page) by clicking its associated glyph or when the <TABLE> tag is selected in the Tag Selector.

The Table Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



To configure this panel, follow the instructions below:

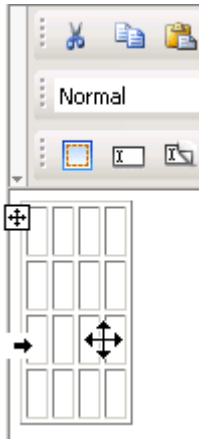
1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (table) in page.

2. In the Width text box (displayed in **Simple** view) specify a new width for the table. The width can be given in either number of pixels or percentage of the page width. If you enter the width in pixels and the value is greater than 1000, a pop-up window will display the error message: "The value must be lower than 1000."

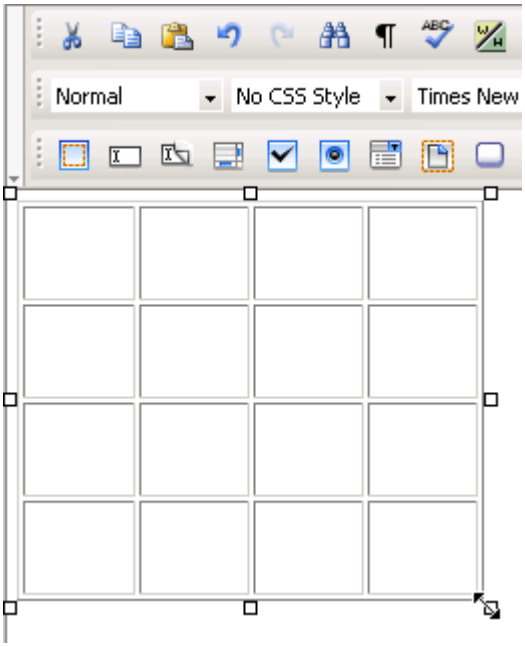
The default width of the table is rather tight (each column expands wide enough for the **space** character to fit inside).

3. In the Height text box (displayed in **Simple** view) specify the new height of the table. The height can be given in either number of pixels or percentage of the page height. If you enter the height in pixels and the value is greater than 1000, a pop-up window will display the error message: "Value too big! Must be less than 1000." Usually though, the table height is not set because it changes (increases) anyway as you type text in the table cells.
The default height of the table is rather short (each column expands deep enough for the mouse cursor to fit inside).

Note: Table handlers show once a table is selected. Select a table by clicking its associated glyph (symbol that shows on the very top, left corner, when the mouse is above the table). Notice how the mouse cursor shape changes:



You can manually modify the table's dimensions by pulling its handlers:



4. In the CellPad text box (displayed in **Simple** view) specify the number of pixels between a cell's content and the cell's borders (cell padding). The default value is 2.

5. In the CellSpace text box (displayed in **Simple** view) specify the number of pixels between adjacent cells (cell spacing). The default value is 2.

6. In the Border text box (displayed in **Simple** view) enter the thickness (in pixels) of the border that you want displayed around the table. The default value is 1. To make the border invisible, set this attribute to 0.
Note: When the table border becomes invisible, the inside cell borders also become invisible.

7. The H Align drop-down menu (displayed in **Simple** view) contains the options for the horizontal alignment of the table relatively to the page:

- Default
- Left
- Right
- Center

8. In the Header Rows text box (displayed in **Simple** view) enter the number of rows that you will use as the table header. They will be included in the `<thead></thead>` tag. You can definite CSS rules for this tag in the KT_styles.css file (included in the package) so that the header rows will have a specific look.

9. In the Footer Rows text box (displayed in **Simple** view) enter the number of rows that you will use as the table footer. They will be included in the `<tfoot></tfoot>` tag. You can definite CSS rules for this tag in the KT_styles.css file (included in the package) so that the footer rows will have a specific look.

Note: When talking about header and footer rows, you must see the table as having three categories of rows: header, body, and footer. There cannot be header rows without footer rows. So if you enter a numeric value in one of the text boxes and leave the other one blank, the latter will be automatically filled with the value **1**. The sum of the two values entered cannot be greater than the number of table rows minus 1 (at least one row must correspond to the table body). So if you choose to work with header and footer rows, and the second value you enter is greater than the maximum admitted, it will be automatically decreased to that allowed maximum value.

10. By clicking the Advanced button (displayed in **Simple** view), the Table Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected table.

11. In the Caption text box (displayed in **Advanced** view) enter the text that you want displayed as the table caption (name for the table). The `<caption></caption>` tag is included in the `<table></table>` tag.

12. In the Summary text box (displayed in **Advanced** view) enter the value for the `summary` attribute.

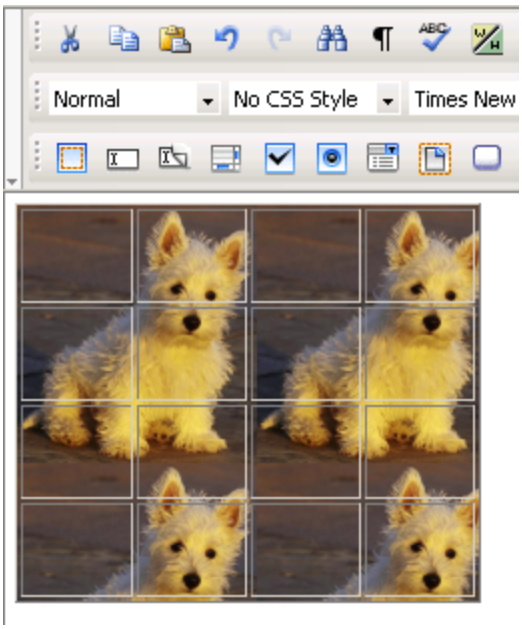
13. The Caption Position drop-down menu (displayed in **Advanced** view) contains the options for the caption position relatively to the table (and its height):

- Top - caption displayed above the table.
- Bottom - caption displayed below the table.

14. The Caption Align drop-down menu (displayed in **Advanced** view) contains the options for the horizontal alignment of the caption relatively to the table (and its width):

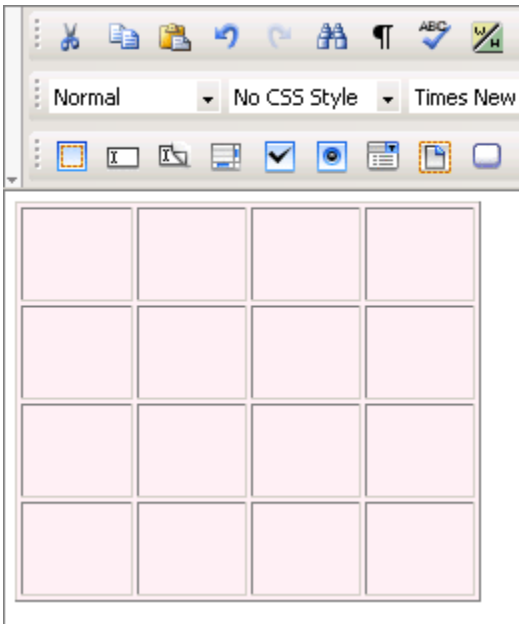
- Left
- Center
- Right

15. With the Bg text box (displayed in **Advanced** view) you can set an image as the table background. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for Image button to select an image from the server:

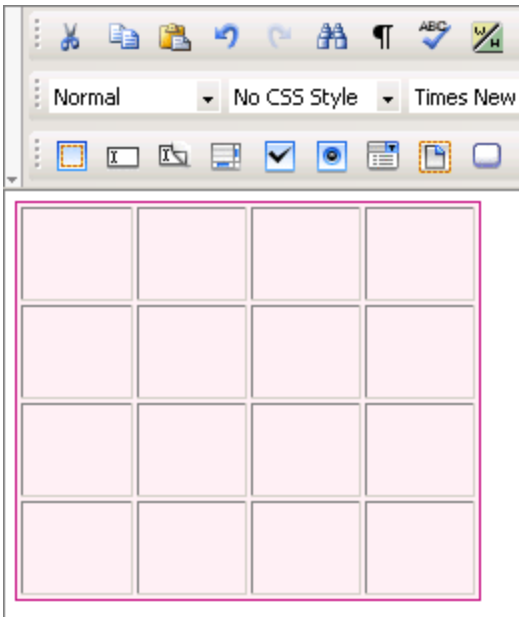


Note: It is your task to make sure the image has appropriate dimensions, as automatic resizing of the image to the table's dimensions will not take place.

16. With the Bg Color text box (displayed in **Advanced** view) you can set the desired background color for the table. You can enter the hexadecimal code of the color in the text box or you can use the Color Picker button:



17. With the Brdr Color text box (displayed in **Advanced** view) you can set the desired border color for the table. You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button:



18. By clicking the Simple button (displayed in **Advanced** view), the Table Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected table.

Remove tables

In order to remove a table (with all its content, of course) from your page, select it first and then press the **Delete** key. Besides the glyph clicking, there is another way to select a table: click anywhere inside it, and then select the <TABLE> from the Tag Selector. The table handlers will show, letting you know that the table is selected.

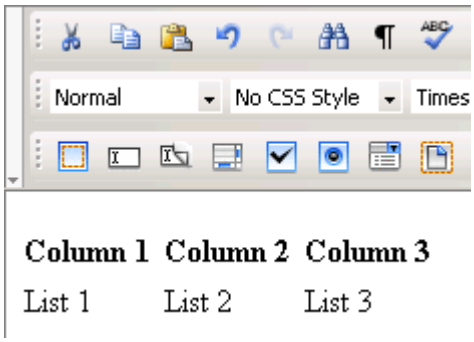
If you want to only remove a table row or a table column, place the cursor inside it, right-click, and select the needed option from the contextual-menu.

Show / hide table borders

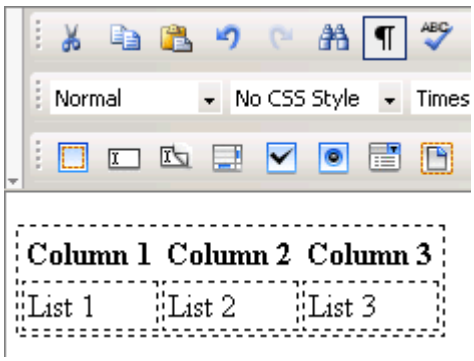
In many situations, setting the table border to 0 (to make it invisible) may be indicated. the editor allows you to view table borders (for further editing) even when they are set to invisible. To achieve this, just press the Show/Hide Table Borders button from the toolbar:

Showing the invisible table borders allows you to organize data in a tabular manner, while respecting certain design rules. The next two images illustrate the difference between showing and hiding invisible elements:

- Invisible elements "hidden":



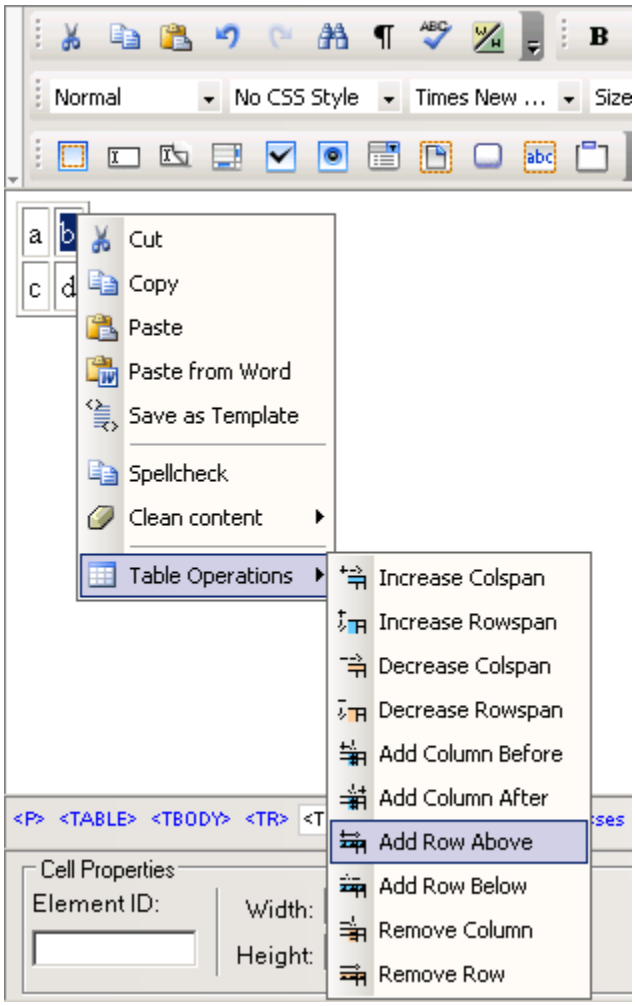
- Invisible elements "showing":



Right-click options for table

Right-click options for table

Right-clicking inside a **table cell** will display a pop-up menu with the actions you can perform:



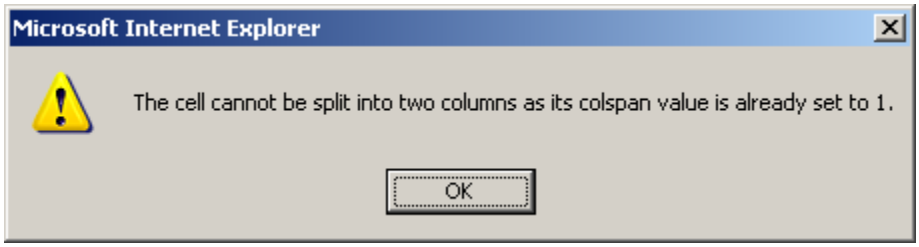
The table cell contextual menu provides the following operations:

1. Cut
2. Copy
3. Paste
4. Paste from Word
5. Save as Template
6. Spellcheck
7. Clean content

Note: Read more about these options here (the description is for a simple text selection, but it applies to text inside table cells as well). Except for the 'paste' commands, that are enabled when there is content stored in the clipboard, the others are only enabled when you right-click above a selection inside the table cell.

8. Table Operations - this entry is a sub-menu that expands while hovering the mouse cursor over. It contains operations that can be performed related to a table cell:

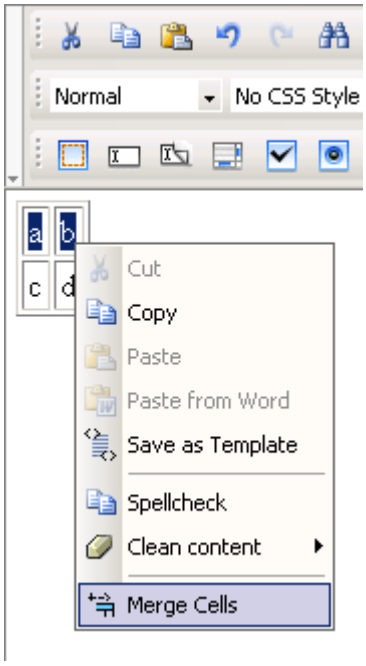
- Increase Colspan - increase the value of the current cell's `colspan` attribute, merging it with the column cell to the right.
- Increase Rowspan - increase the value of the current cell's `rowspan` attribute, merging it with the row cell below.
- Decrease Colspan - split the cell where the cursor is placed (if possible, meaning previously merged) into two columns. If the cell `colspan` value cannot be decreased, the following window will pop-up:



- Decrease Rowspan - split the cell where the cursor is placed (if possible, meaning previously merged) into two rows. If the cell `rowspan` value cannot be decreased, the following window will pop-up:

- Add Column Before - insert a new table column before the one in which the cursor is placed.
- Add Column After - insert a new table column after the one in which the cursor is placed.
- Add Row Above - insert a new table row above the one in which the cursor is placed.
- Add Row Below - insert a new table row below the one in which the cursor is placed.
- Remove Column - remove the table column in which the cursor is placed.
- Remove Row - remove the table row in which the cursor is placed.

Right-clicking a selected **table row** (or at least two cells in the same row) will display a pop-up menu with the actions you can perform:



The table row contextual menu, besides common options (7) with the table cell contextual menu, provides only one specific operation: Merge Cells. It will unite the selected cells into one bigger cell.

As you noticed, the right-click contextual menu groups together options often needed. Use it whenever you want to save time with accessing certain commands.

Images Flash and Movies

Insert images and movies

Insert images and movies

After creating the layout, and after adding and formatting text, it's now time to insert media files into the page to make it look more like the MX Kollection presentation page. After viewing the **display** page in browser, with the text you added earlier, use the *Edit content* link to go back to the **edit** page and insert media files this time. Click the Show/Hide Invisible Elements button to be able to see the table borders.

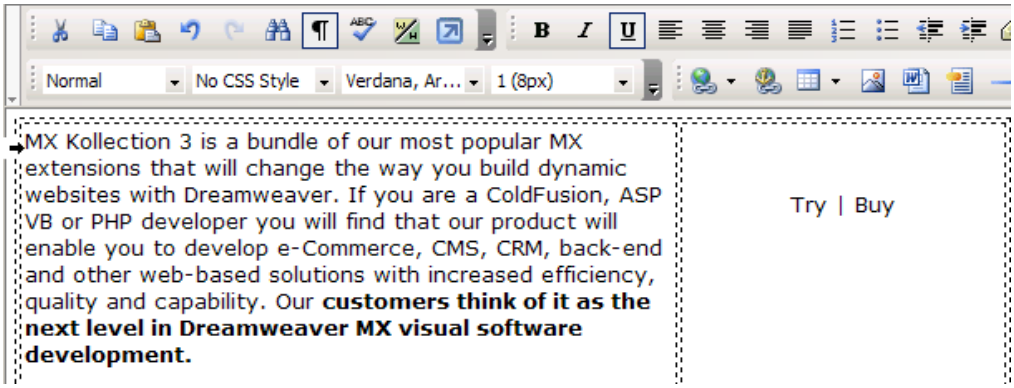
You'll consider again the five sections mentioned previously:

1. Introduction
2. Benefits
3. Notable features
4. Flash movies
5. See also

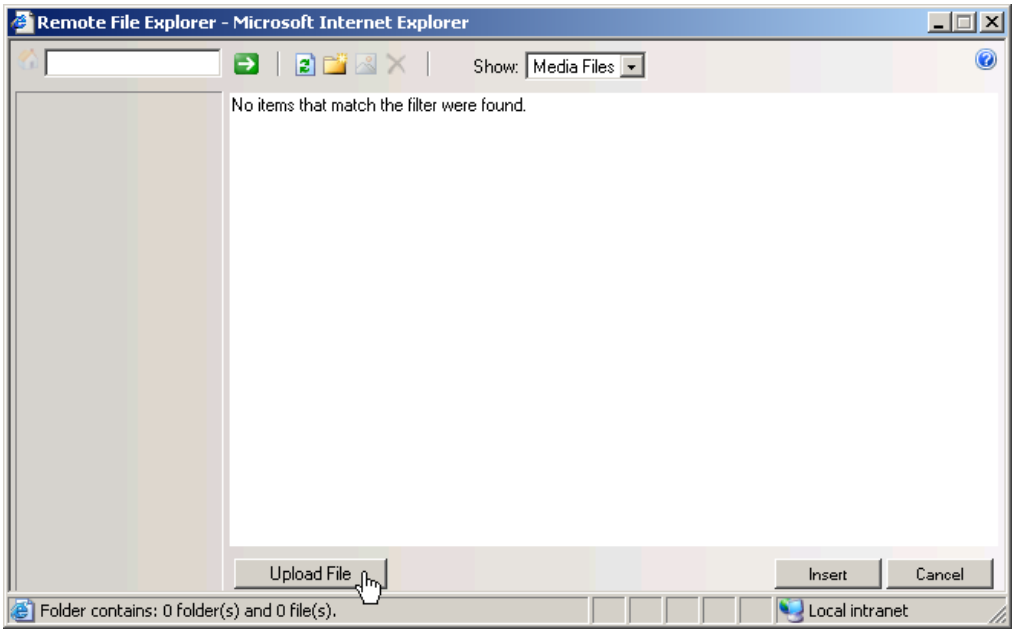
Insert media files in the Introduction section

To insert images in the **Introduction** section, follow the next instructions:

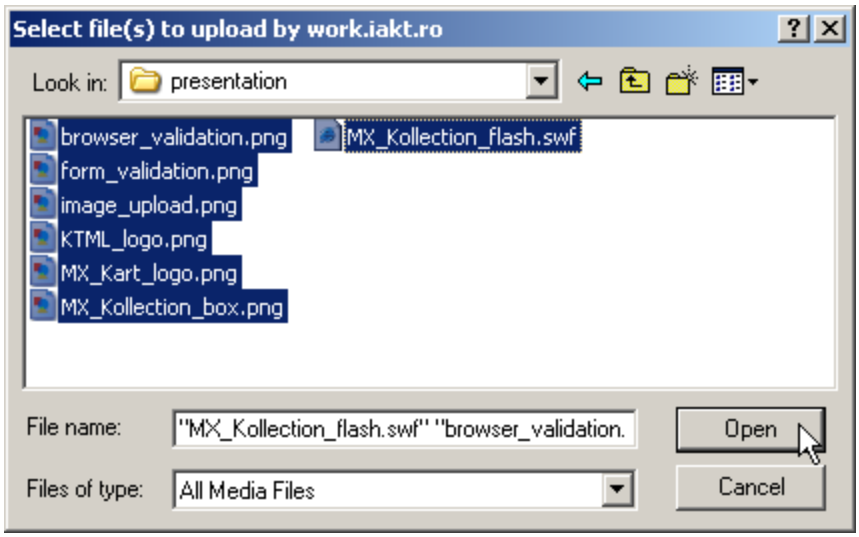
1. Place the mouse cursor in the first paragraph of the second table column (it should be an empty paragraph), and click the Image button:



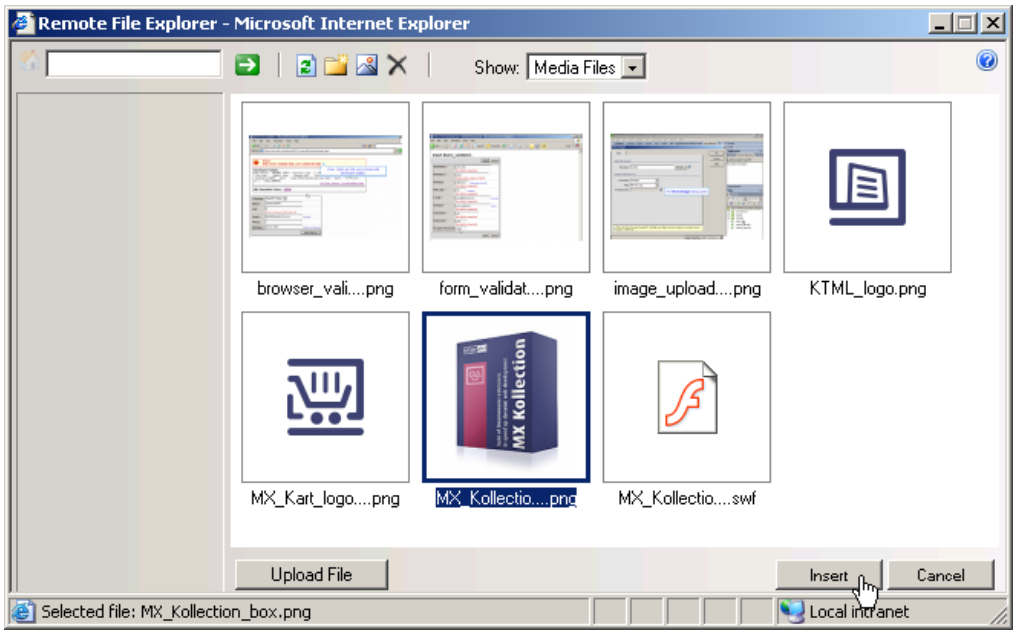
2. In the window that pops-up (Remote File Explorer), click the Upload File button to upload the needed files (any file needs to be first uploaded on the remote server before being inserted in page):



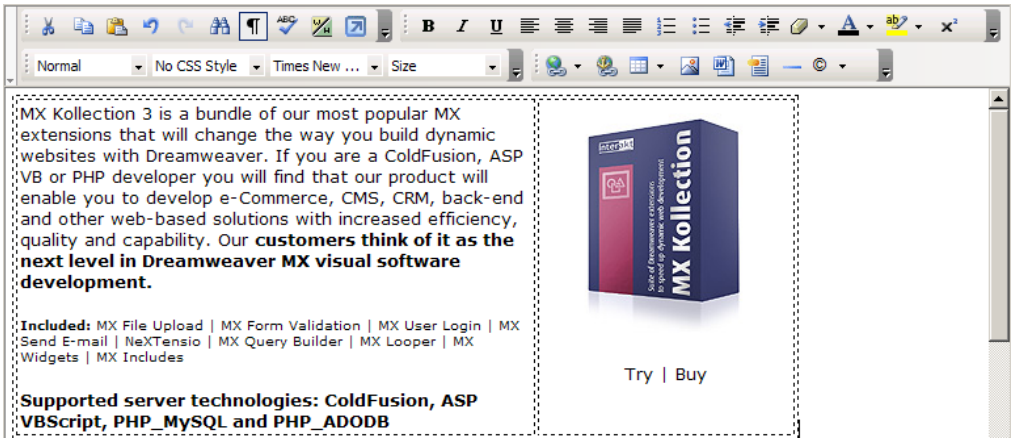
3. In the window that opens, browse to the **presentation** folder from the .zip package (wherever you stored it -- in your site folders or outside the site). Since the editor allows you to upload multiple files at once, select the six image files and the flash movie (click the first file, hold the **Shift** key and click the last file). Then click Open:



4. Back to the Remote File Explorer window, you will notice seven thumbnails (corresponding to the uploaded files) in the file area on the right. Select the **MX_Kollection_box.png** file and click the Insert button:



5. The image is inserted in page:

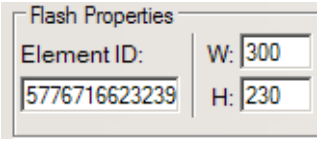


6. Press the Save button (below the KTML textarea) to save the changes and view the page. Then click the *Edit content* link to go back to editing, and do not forget to click the Show/Hide Invisible Elements button.

Insert media files in the Benefits section

In the **Benefits** section you have to insert a flash movie in the first paragraph of the second column. The file is already uploaded on the remote server. Proceed just as explained above to insert the **MX_Kollection_flash.swf** file.

Once the file is inserted in page, click on it and in the Flash Inspector, set the following properties:



- Enter **300** in the W text box (movie width).
- Enter **230** in the H text box (movie height).

Save the changes and then return to the **edit** page.

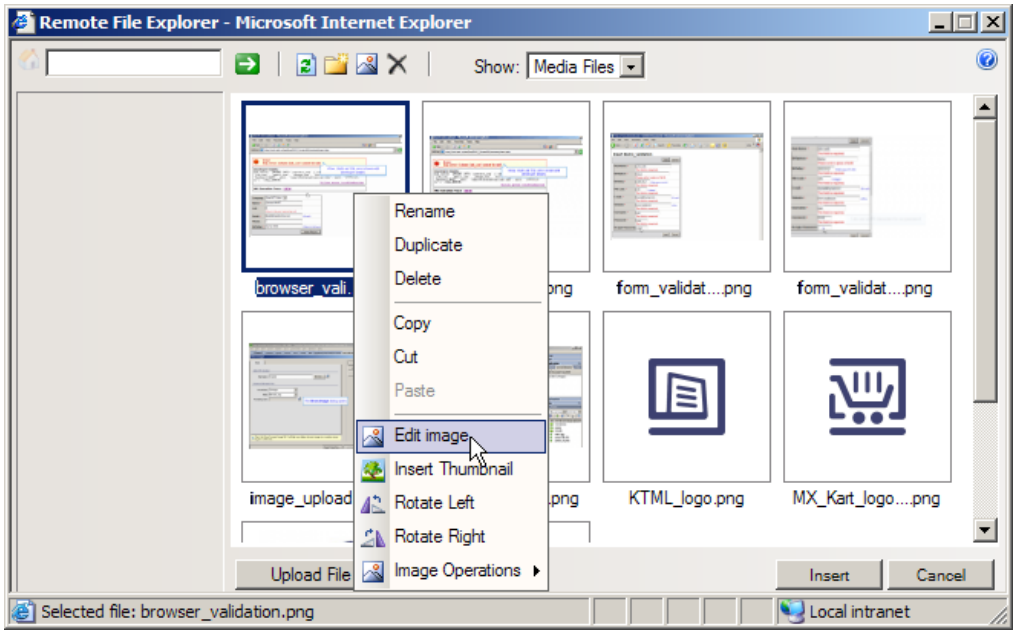
Insert media files in the Notable features section

There are no images or movie files to be inserted in this section (check here).

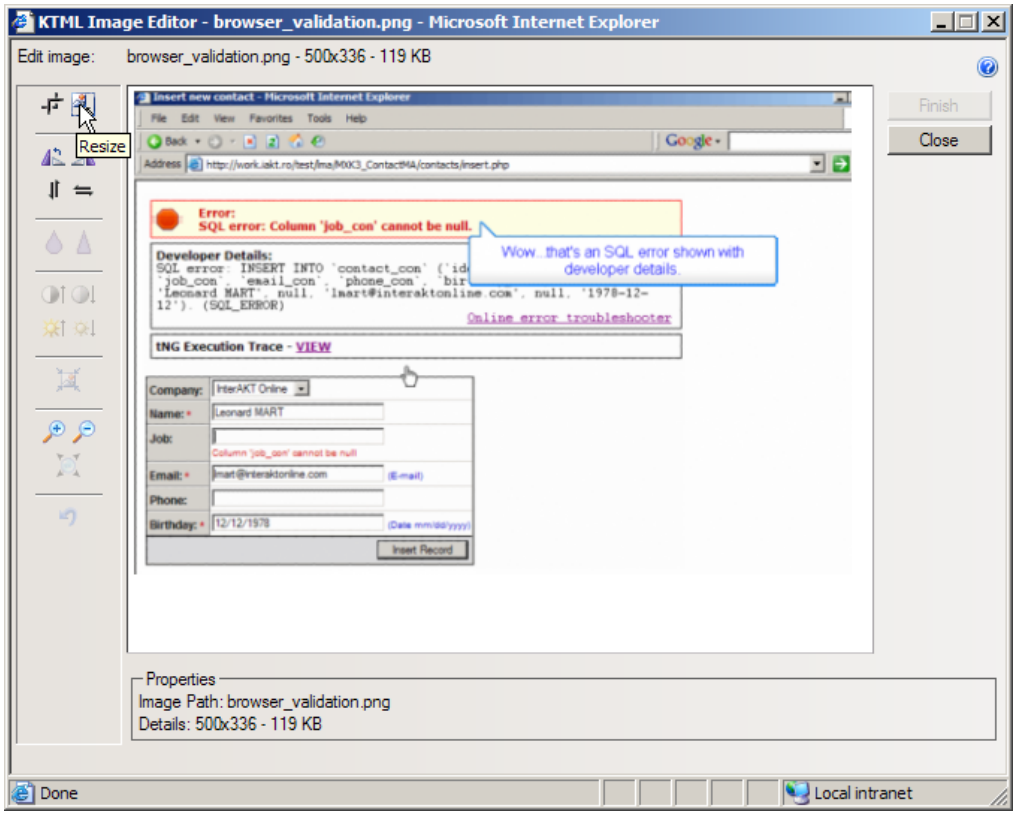
Insert media files in the Flash movies section

In the **Flash movies** section you have to insert an image in each cell of the first table row. The three images are already uploaded, but they are too big to fit in the page layout, so you need to edit them a little before inserting them in page:

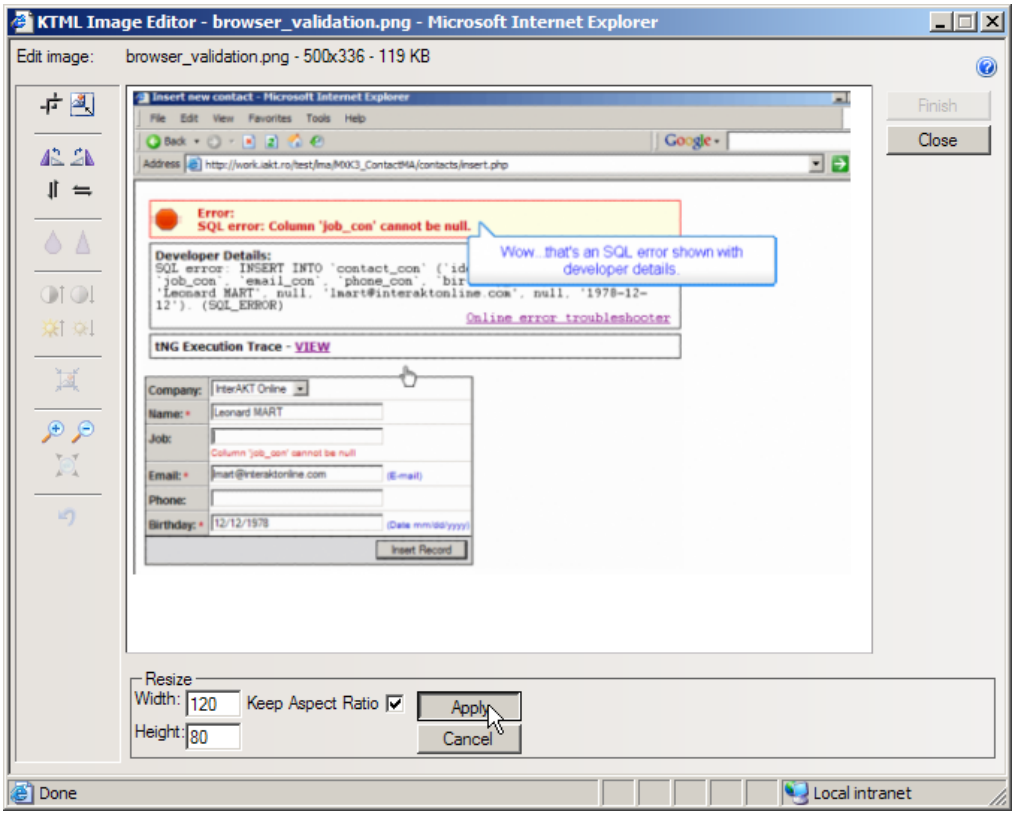
1. Open the Remote File Explorer by clicking the Image button on the toolbar.
2. Right-click on the **browser_validation.png** file and select the Edit image option:



3. The Image Editor window will open. Click the Resize button on the left to change the image dimensions:



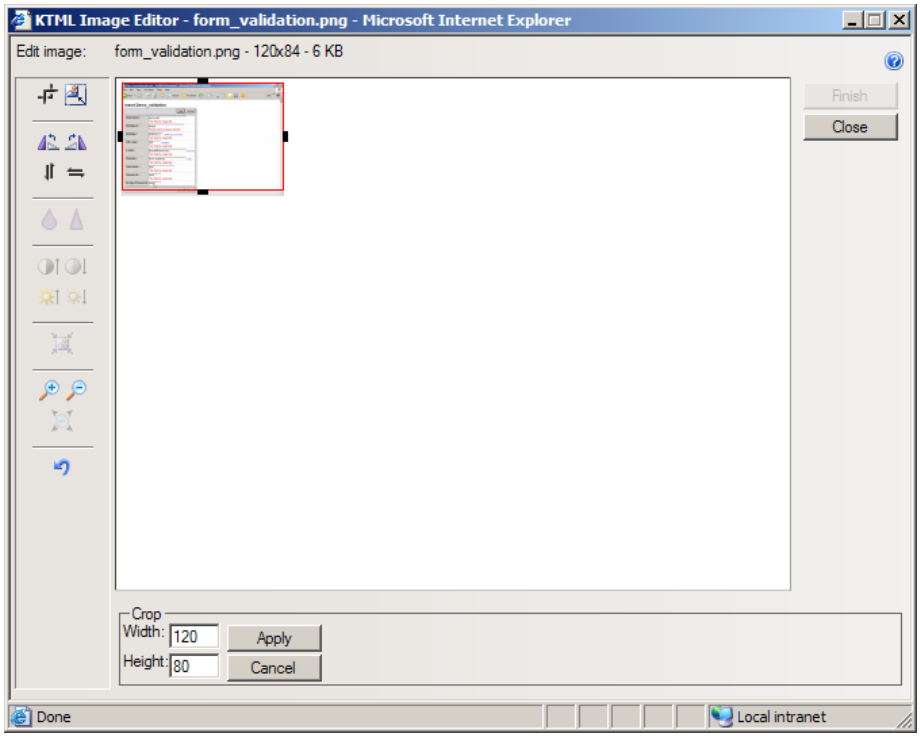
4. In the Resize properties, in the lower part of the interface, set the Width to **120** pixels and keep the proportion ratio. The Height will be automatically calculated to **80** pixels (120/80 are the dimensions you need in this page layout). Click Apply to keep the changes:



5. Click Finish to close the Image Editor window.

6. In the same manner, bring the other two image files (**form_validation.png**, **image_upload.png**) to the 120/80 size.

- If after setting the Width to **120**, the Height is not calculated to **80** (but more), use the Crop operation to edit the image (the Crop button is placed next to the Resize one in the Image Editor). It's the case for the **form_validation.png** file:



- You also need to resize and then crop the **image_upload.png** file.

Note: Know that all these image changes take place server-side.

After editing (resize and crop) the images, follow the steps (for the insert operation) presented above, and:

1. Insert the **browser_validation.png** file in the first cell.
2. Insert the **form_validation.png** file in the second cell.
3. Insert the **image_upload.png** file in the third cell.

Select each of the three images inserted in page, and in the Image Inspector, set the border thickness to 1 pixel (enter **1** in the **Border** text box).

Save the changes and then return to the **edit** page.

Insert media files in the See also section

In the **See also** section you have to insert an image in each cell of the first table column. The two images are already uploaded. Follow the steps (for the insert operation) presented above, and:

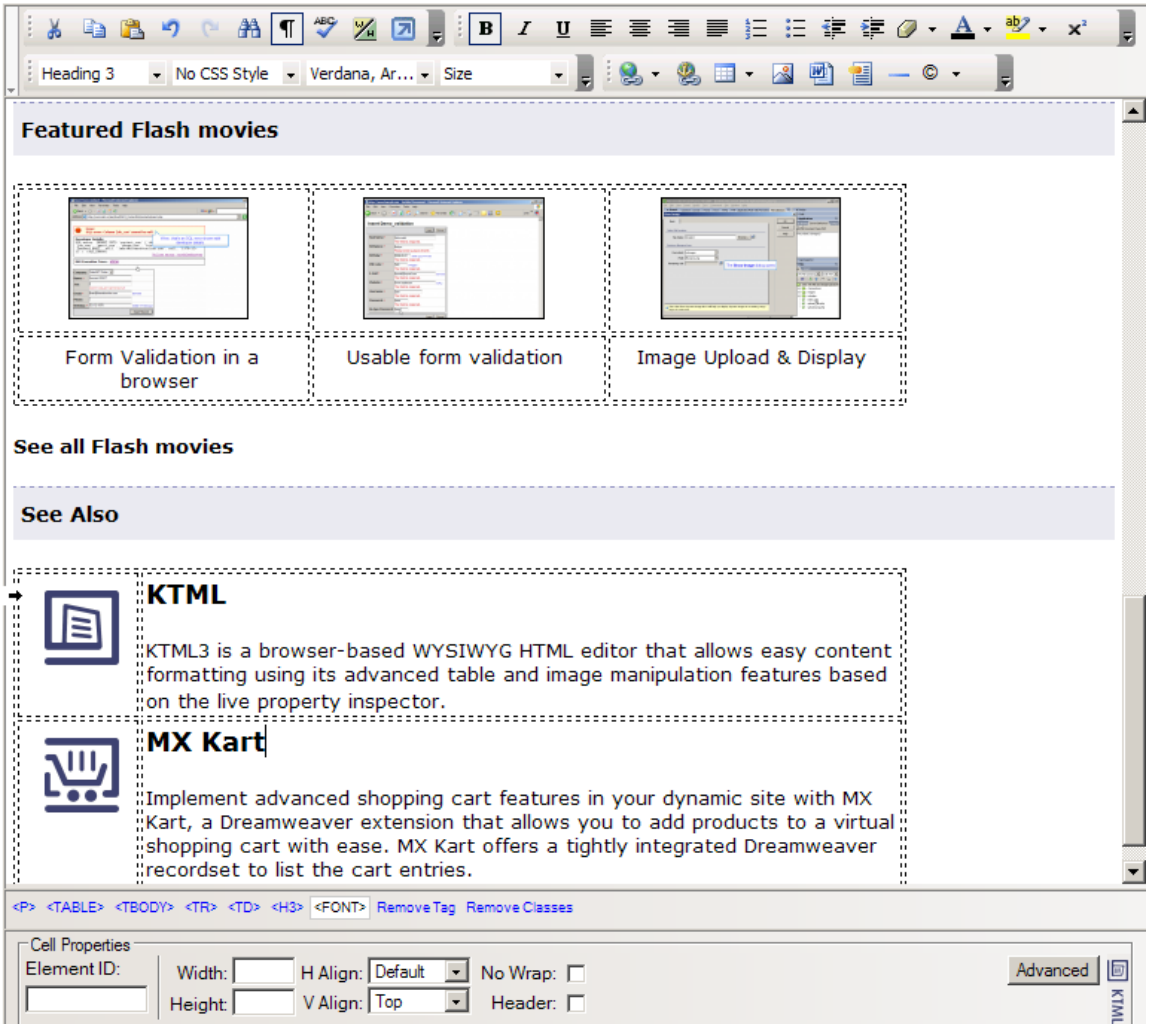
1. Insert the **KTML_logo.png** file in the first cell.
2. Insert the **MX_Kart_logo.png** file in the second cell.

Select each of the two images inserted in page, and in the Image Inspector, set the horizontal and vertical spaces to 9 pixels (enter **9** both in the **H Space** text box and **V Space** text box).

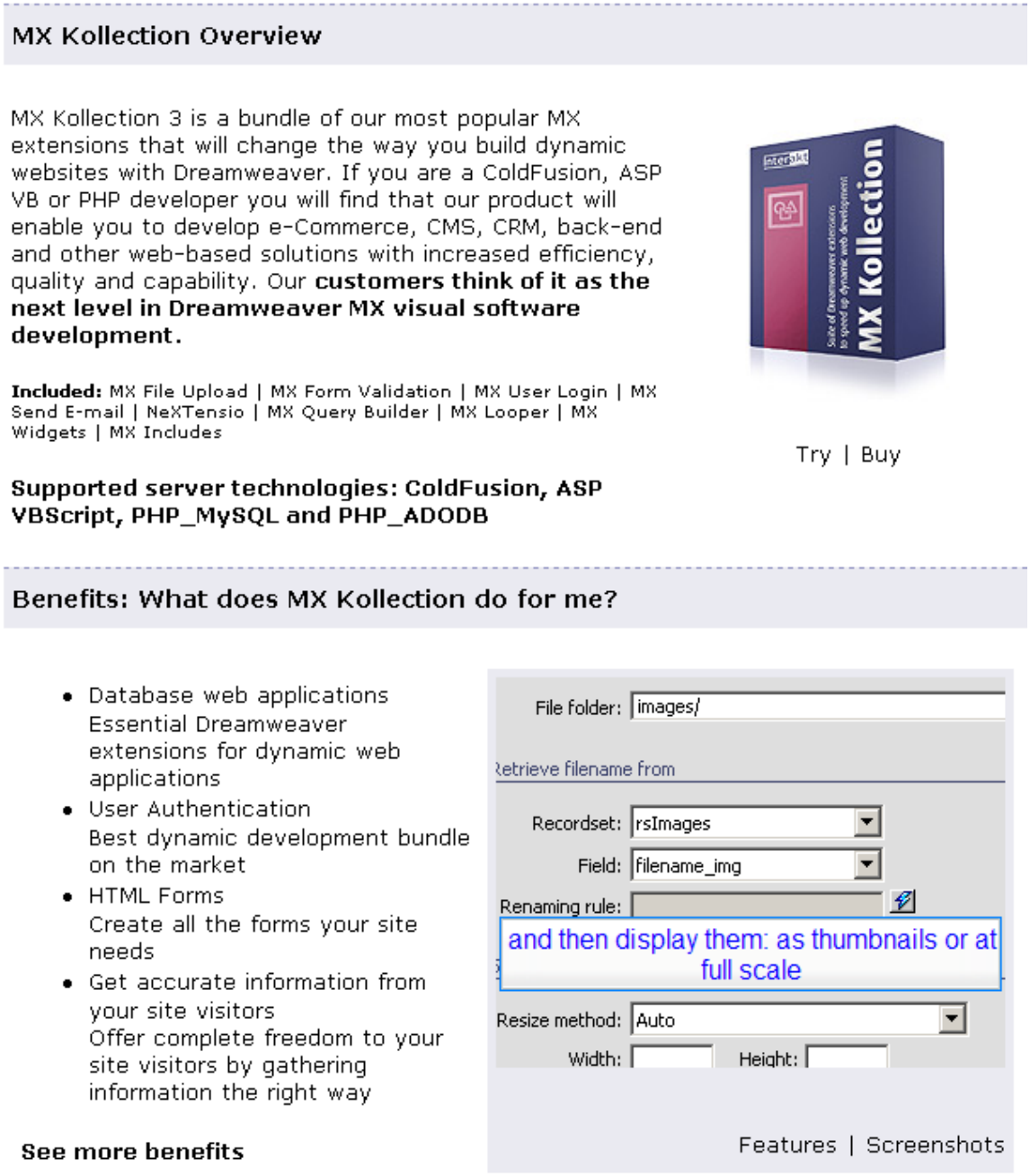
Click Save to keep the changes you have made.

After following all the steps above, the KTML area in the **edit** page should look like below (when showing the invisible elements, namely the table borders):

Product overview:



After inserting media files and saving the changes, the **display** page looks as follows:

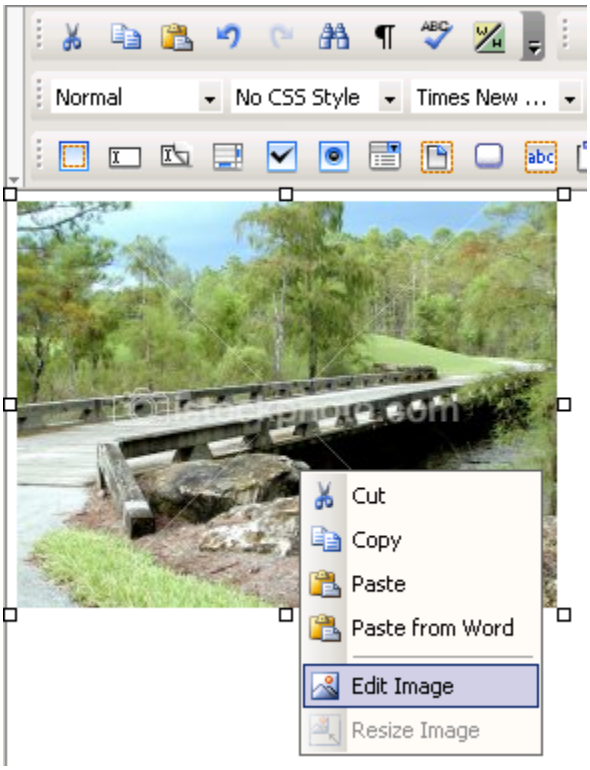


Edit images

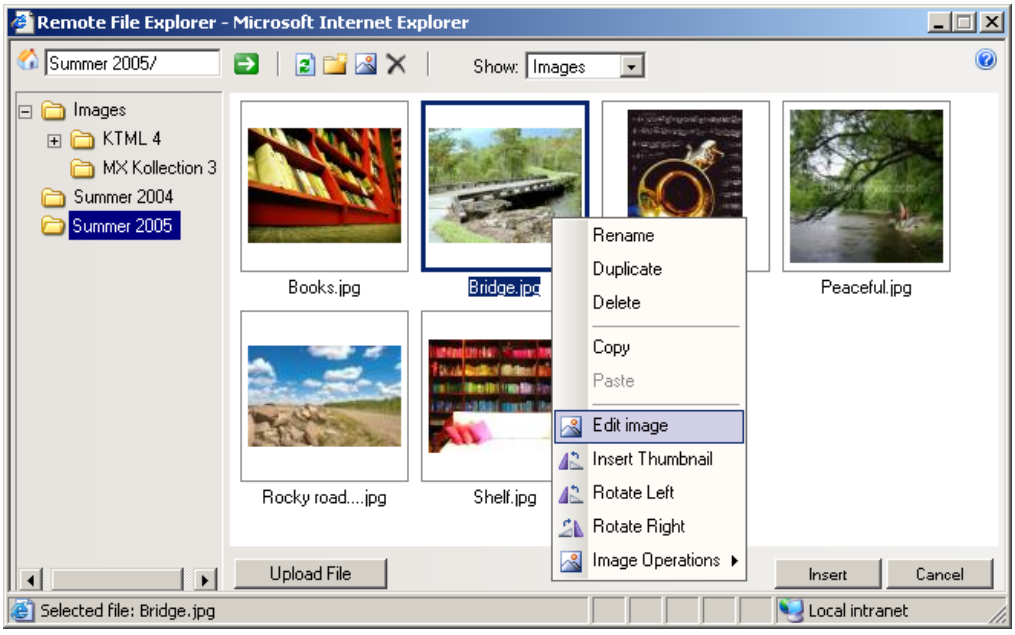
Process images

The KTML Image Editor window pops-up in the following three situations:

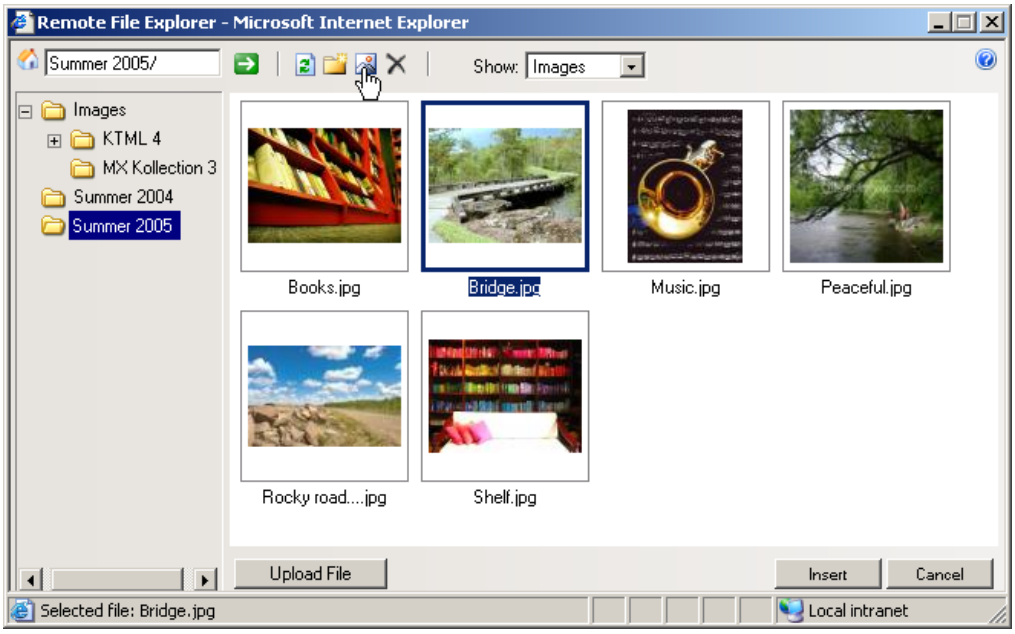
1. While having an image selected in the editor editable region, you click the Edit Image option in the right-click contextual menu:



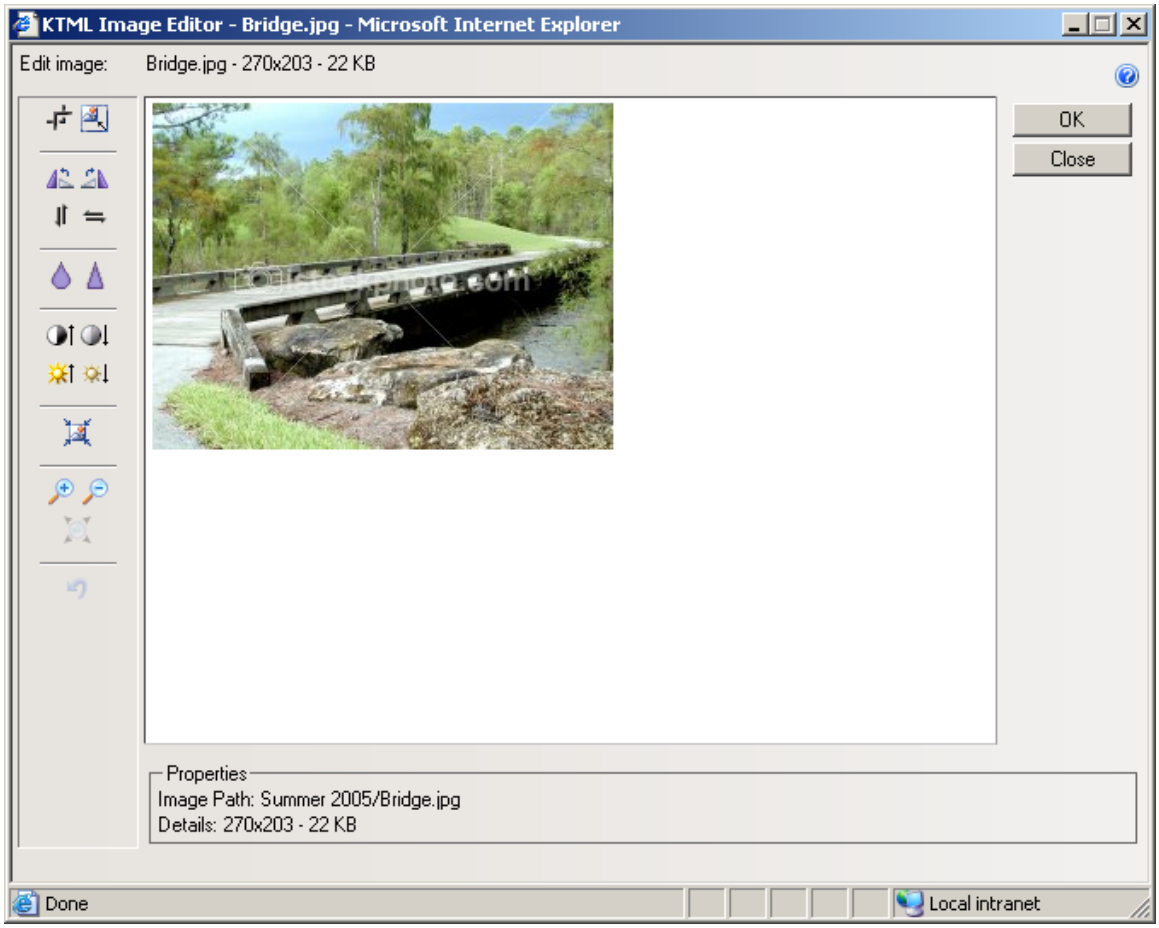
2. While having an image selected in the files area of the Remote File Explorer window, you click the Edit Image option in the right-click contextual menu:



3. While having an image selected in the files area of the Remote File Explorer window, you click the Edit Image button in the Remote File Explorer window:



The KTML Image Editor window looks like the user interface below:

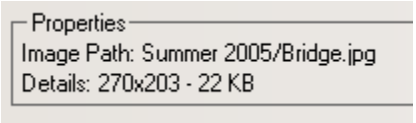


The operations that you can perform to edit an image are accessible through the buttons on the left:

- Crop/Resize
- Rotate Left/Right
- Flip Vertically/Horizontally
- Blur/Sharpen
- Increase/Decrease Contrast
- Increase/Decrease Brightness
- Compress Image
- Zoom In/Out
- Reset Zoom
- Reset

Note: Except for the zooming commands, when altering an image through any of the other ones, the changes will take place server-side (the image on the server will be modified).

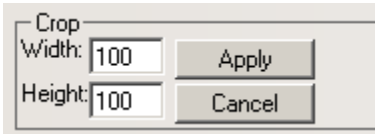
In the lower part of the interface, you are offered some information about the current image (path, name, dimensions, size):



To learn how to use each control in the Image Editor window, read the instructions below:

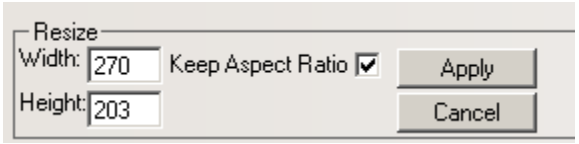
1. When clicking the Crop button, a 100 pixels/100 pixels square is displayed on top of your picture:

You can change its position by dragging it around, and its dimensions by using either its handlers, or the Width and Height text boxes that show in the lower part of the interface:



- Once you click the Apply button near the text boxes, the image part that is covered by the rectangle will be cut out from the initial picture and will become the new picture.
- The Cancel button annuls the crop operation.

2. When clicking the Resize button, two text boxes (Width and Height) will show in the lower part of the interface, displaying the image dimensions (in pixels):



- You can modify the image size by using the Width and Height text boxes, and the Keep Aspect Ratio checkbox (similar to the Constrain control) as explained here.
- Once you click the Apply button near the text boxes, the image will be resized according to the values entered for its width and height.
- The Cancel button annuls the resize operation.

3. Click the Rotate Left button if you want to rotate the current image to the left:

Note: The operation was applied when the image was in the status displayed here. This same observation remains available for the next examples (steps 4 - 15).

4. Click the Rotate Right button if you want to rotate the current image to the right:

5. Click the Flip Vertically button to flip the image with 180 degrees vertically (the new image shown will be the old one seen in a horizontal mirror):

6. Click the Flip Horizontally button to flip the image with 180 degrees horizontally (the new image shown will be the old one seen in a vertical mirror):

7. Click the Blur button to give the current image a blurry effect:

8. Click the Sharpen button to give the current image a sharp effect:

9. Click the Increase Contrast button to secure more contrast in the current image:

Note: To obtain the image above, the Increase Contrast button was pressed twice (to make the effect clearer).

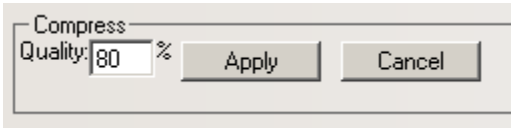
10. Click the Decrease Contrast button to secure less contrast in the current image:

Note: To obtain the image above, the Decrease Contrast button was pressed twice (to make the effect clearer).

11. Click the Increase Brightness button to secure more brightness in the current image:

12. Click the Decrease Brightness button to secure less brightness in the current image:

13. Click the Compress Image button to modify the image quality in order for its size (in kb) to decrease. You will notice in the lower part of the interface the Quality text box, where you can enter a number between 1 and 99. This number represents how many percents from the initial quality you want the quality of the modified image to be:



- The default value of the Quality text box is 80. Say you enter 20; the compressed image will look like this:

- Once you click the Apply button near the text box, the image will be compressed according to the value entered in the Quality text box.

- The Cancel button annuls the compress operation.

14. Click the Zoom In button to enlarge the image proportionally. Each click will increase the image a little more. This operation is used when you need to see certain image details up close:

Note: To obtain the image above, the Zoom In button was pressed four times.

15. Click the Zoom Out button to diminish the image proportionally. Each click will decrease the image a little more:

Note: To obtain the image above, the Zoom Out button was pressed four times.

16. The Reset Zoom button becomes active only after you clicked the Zoom In and Zoom Out buttons for an unequal number of times (the image size is no longer the initial one). Once you click the Reset Zoom button, the image will be brought to its original size.

17. The Reset button is not active when you first launch the KTML Image Editor. It becomes active after you perform at least one operation on the image. By clicking it, all the operations that you just performed on the image will be canceled, and the image will be displayed in its initial state.

18. The Help button on the top-right corner of the interface has the same role as described here, just that it regards the KTML Image Editor interface.

19. The OK button changes its label to Finish after you perform the first operation on the image.

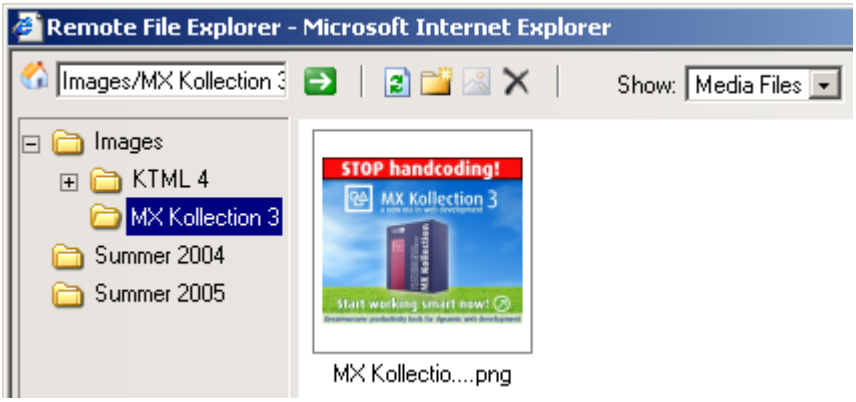
- If you click it while its label is still OK, the window will close (no change was made).
- By clicking the Finish button, the KTML Image Editor window will close and all the changes that you performed on the selected image will become visible in page.

20. By clicking the Close button, the KTML Image Editor window will close and no change will be performed on the current image.

Insert images/movies

You can insert image and movie files in the page only after previously uploading them on the remote server. Both the upload and insert operations are done in the Remote File Explorer window. Click the Image button to get this window to display.

You will notice that the Show drop-down menu in the Remote File Explorer window is already set to the Media Files option (meaning images and movies):

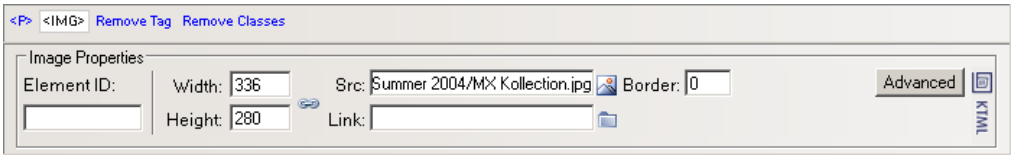


Set image properties

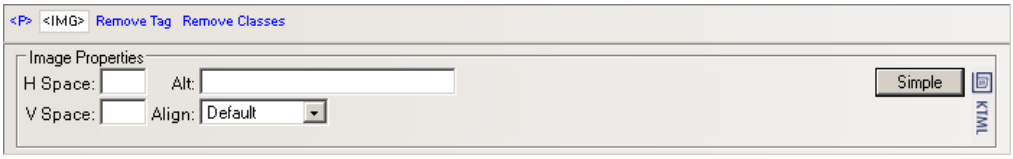
The Image Properties panel is displayed when you select (click on) an image inserted in your page. It corresponds to the `<IMG>` tag in the Tag Selector.

The Image Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



To configure this panel, follow the instructions below:

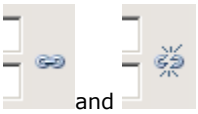
1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (image) in page.

2. In the Width text box (displayed in **Simple** view) specify a new width for the selected image (in pixels).
- If you do not specify any dimension in the Height text box as well (and leave the Constrain control to its default, namely the **chain** symbol), its value will be automatically calculated (according to the width you entered) and the image size will be modified proportionally.
- If you also enter a value in the Height text box (after switching the Constrain control to the **broken chain** symbol), no automatic recalculation will be done this time (the image ratio and quality could get damaged if you enter both values).

3. In the Height text box (displayed in **Simple** view) specify a new height for the selected image (in pixels).
- If you do not specify any dimension in the Width text box as well (and leave the Constrain control to its default, namely the **chain** symbol), its value will be automatically calculated (according to the height you entered) and the image size will be modified proportionally.
- If you also enter a value in the Width text box (after switching the Constrain control to the **broken chain** symbol), no automatic recalculation will be done this time (the image ratio and quality could get damaged if you enter both values).

Note: To keep the original size of the image, leave the Width and Height text boxes to their default values. You can also resize the image without using the Image Properties panel. Simply select it in the editor editable region and then drag the resize handlers:

4. Connecting somehow the Width and Height text boxes, you'll notice the Constrain control that has only two appearances (symbols), namely **chain** and **broken chain**:

 and

They alternate according to your mouse-clicks. If you are resizing an image and you want to do it:

- proportionally, make sure the **chain** symbol is displayed. Once you enter one of the dimensions, the other one will be automatically calculated so to maintain the proportion.
- not proportionally (independent dimensions), make sure the Constrain control displays the **broken chain** symbol.

5. The Src text box (displayed in **Simple** view) displays the path on the remote server to the source image file. By clicking the Browse for Image button on the right, the Remote File Explorer window will display, giving you the possibility to replace the selected image with a new one of your choice.

6. In the Link text box (displayed in **Simple** view) enter a correct URL to a web page or to a document on your remote server (you can use the Browse for File button on the right for this), and when clicking on the image, you will be redirected to that page/document.

7. In the Border text box (displayed in **Simple** view) enter the thickness (in pixels) of the border that you want displayed around the image. The default value is 0 (no border is displayed).

8. By clicking the Advanced button (displayed in **Simple** view), the Image Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected image.

9. In the H Space text box (displayed in **Advanced** view) specify the horizontal distance (in pixels) between the image and the other page elements (images, table borders, text) to its left and right. These other page elements can be present in page or can be added at a

later time: they will not get closer to the image than the horizontal space set. The default value is 0 (zero).

10. In the V Space text box (displayed in **Advanced** view) specify the vertical distance (in pixels) between the image and the other page elements (images, table borders, text) above and below it. These other page elements can be present in page or can be added at a later time: they will not get closer to the image than the vertical space set. The default value is 0 (zero).

11. In the Alt text box (displayed in **Advanced** view) enter the alternative text (tooltip) to be displayed by browsers that do not support images. In most common browsers, this text also appears when the pointer is over the image.

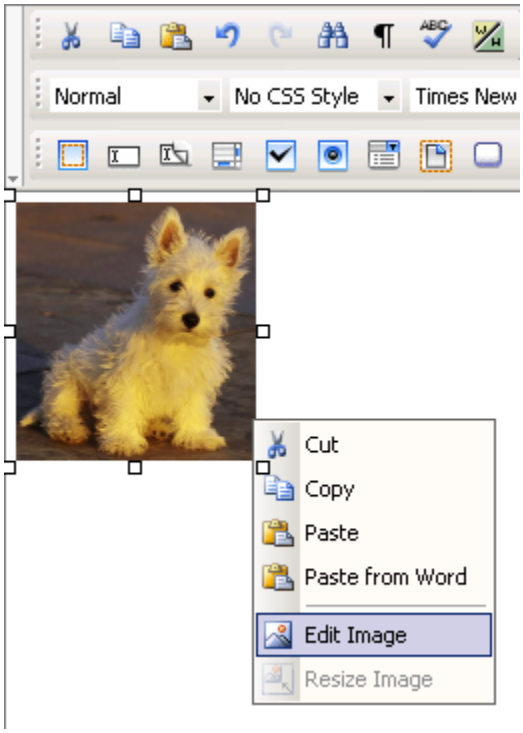
12. The Align drop-down menu (displayed in **Advanced** view) contains the options for the image position in relation with the other page elements:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
- Right

13. By clicking the Simple button (displayed in **Advanced** view), the Image Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected image.

Right-click options for image in page

If you select an image in the editor editable region and right-click it, a pop-up menu will be displayed containing the available action options:



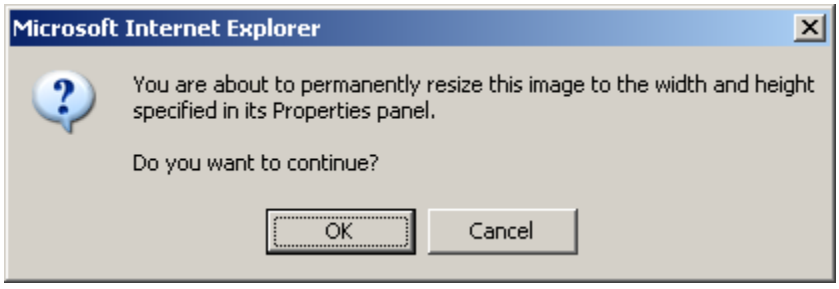
The image contextual menu provides the following operations:

1. Cut
2. Copy
3. Paste
4. Paste from Word

Note: Read more about these four options here (the description is for a text selection, but it applies to image selection as well).

5. Edit Image - select this option if you want to edit to current image. The KTML Image Editor window pop-up. To learn how to use it, read here.

6. Resize Image - this option becomes enabled only after you changed the dimensions of the image in the Image Properties panel. It will modify the dimensions of the original image on disk to the values you entered. Since it is a server-side operation, you will be asked to make sure if you want to go through with it:

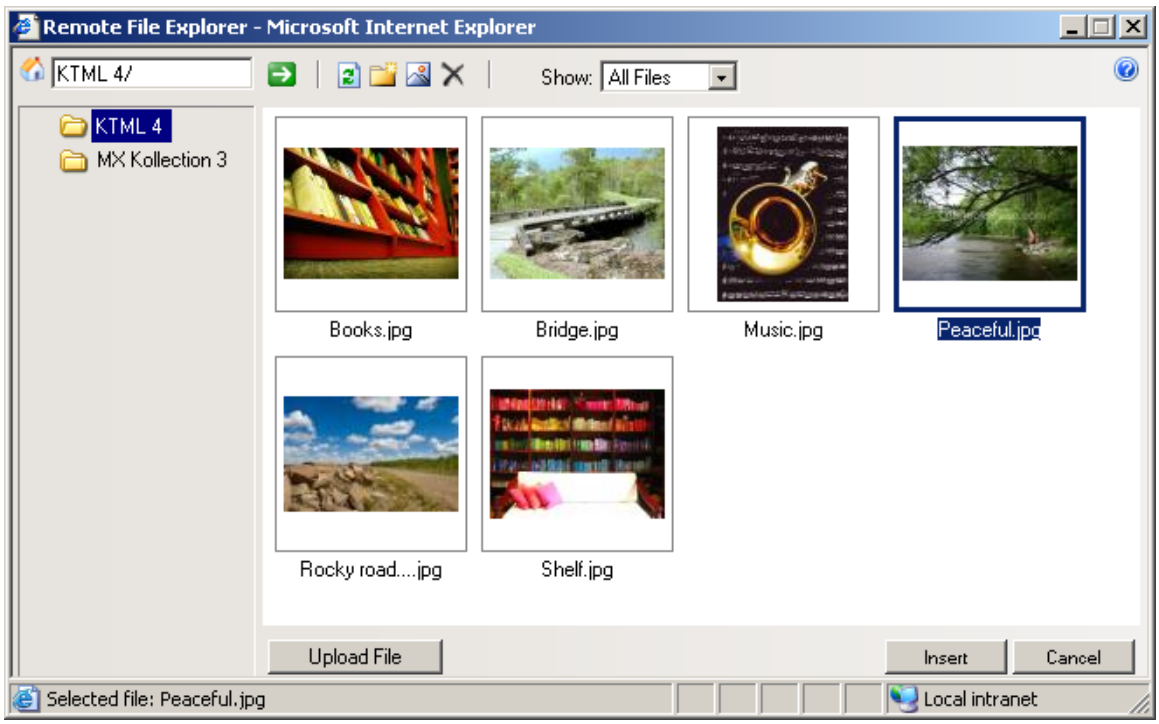


As you noticed, the right-click contextual menu groups together options often needed. Use it whenever you want to save time with accessing certain commands.

File explorer

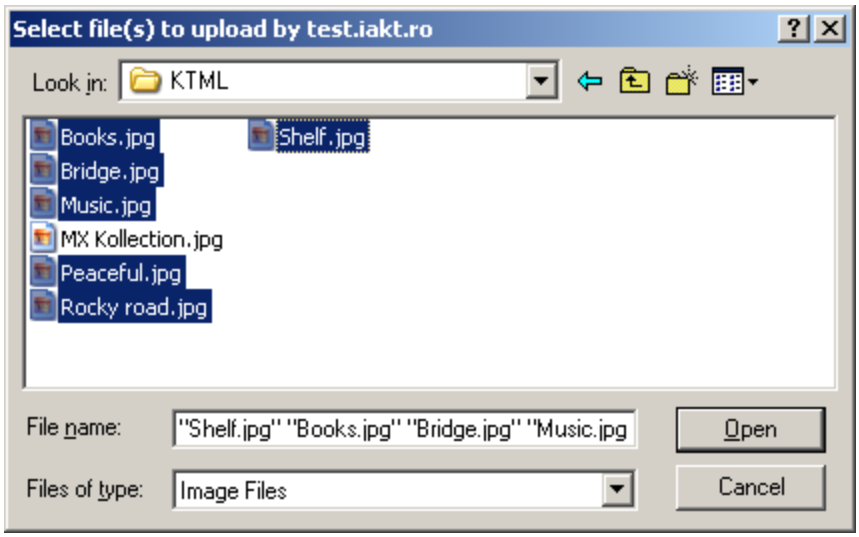
With the editor you can insert video files and images in your pages and create links to downloadable documents on the server.

In order to upload files, manage them on the server, and select the ones you need to insert in page, the editor presents the Remote File Explorer window:

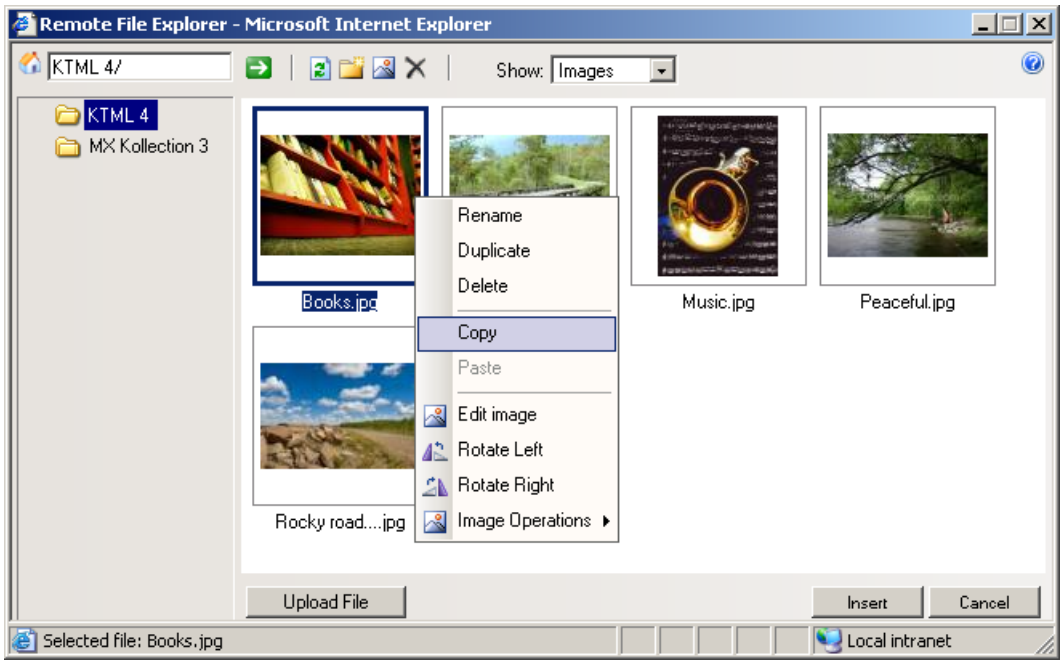


Some of the operations that can be done with the Remote File Explorer window are:

- **Multiple file upload** (from the local computer to the server) - this is an extremely important and time-saving feature. In order to upload multiple files on the server, click the Upload File, browse to the needed folder, and select as many files as you wish (use either the **Ctrl** or **Shift** keyboard keys):



- Create and manage folders on the server.
- Managing files (rename, copy, duplicate etc.).
- Filter files by type (images, media files, documents).
- The right-click contextual menus and the interface buttons allow you to quickly access certain options for manipulating files and folders:



Remove images / movies

Image and movie files can be removed from two locations: the editor editable region (the site page) and the upload folder.

1. If you want to remove an image/movie inserted in your page, select it (click on it) and press the **Delete** key. It will not be removed from the remote server, but only from the page.

2. If you want to remove an image/movie from the remote server:

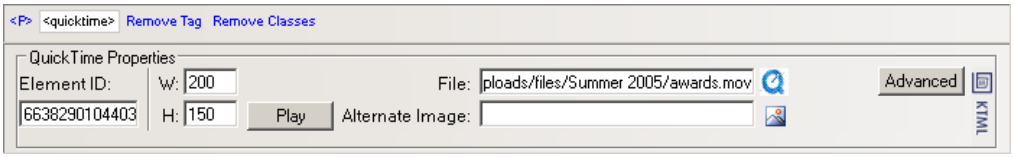
   - Open the Remote File Explorer window.
   - Browse to the upload folder where the image/movie is stored.
   - Select the corresponding thumbnail(s).
   - Use the Delete button or the Delete option in the right-click contextual menu to remove the image/movie file(s).

Set QuickTime movie properties

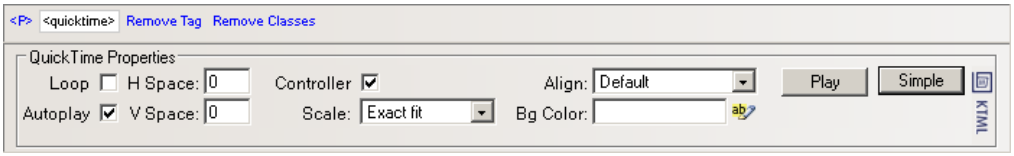
The QuickTime Properties panel is displayed when you select (click on) a QuickTime movie (.mov) inserted in your page. It corresponds to the `<quicktime>` tag in the Tag Selector.

The QuickTime Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



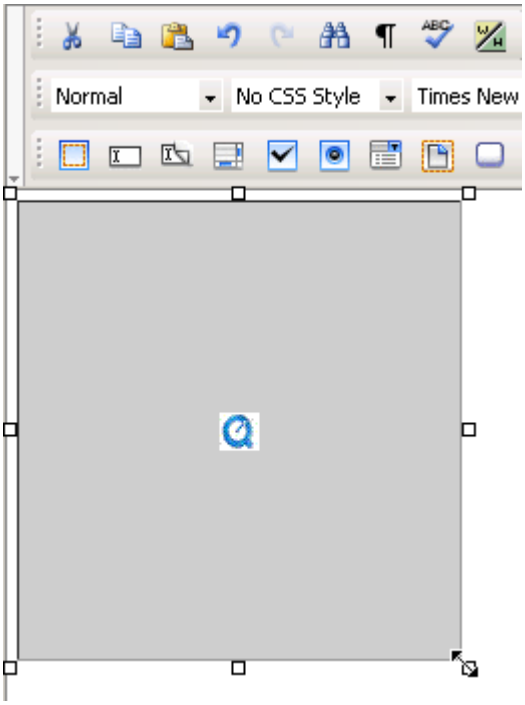
To configure this panel, follow the instructions below:

1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (QuickTime movie) in page.

2. In the W text box (displayed in **Simple** view) you can enter a new width (in pixels) for the QuickTime movie.

3. In the H text box (displayed in **Simple** view) you can enter a new height (in pixels) for the QuickTime movie.

Note: To keep the original size of the movie, leave the W and H text boxes to their default values. You can also resize the QuickTime movie without using the QuickTime Properties panel. Simply select it in the editor editable region and then drag the resize handlers:



4. Click the Play button (displayed in both **Simple** and **Advanced** view) when you want the movie to start playing. Its label will then turn to *Stop*. By clicking the Stop button, the QuickTime movie will cease playing.

5. The File text box (displayed in **Simple** view) displays the path on the remote server of the currently selected QuickTime movie. If you want to replace the selection with another movie, click the button next to the text box and browse to another file. You can also manually change the path and make it point to a new QuickTime movie.

6. With the Alternate Image text box (displayed in **Simple** view) you can set an image to be displayed in the browsers that do not have support for playing QuickTime movies. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for File button to select an image from the server.

7. By clicking the Advanced button (displayed in **Simple** view), the QuickTime Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected QuickTime movie.

8. If the Loop option (displayed in **Advanced** view) is checked, the QuickTime movie will play continuously. Else, it will only play once and then stop.

9. If the Autoplay option (displayed in **Advanced** view) is checked, the QuickTime movie will automatically start playing when the page is loaded.

10. In the H Space text box (displayed in **Advanced** view) specify the horizontal distance (in pixels) between the QuickTime movie and the other page elements (images, table borders, text) to its left and right. These other page elements can be present in page or can be added at a later time: they will not get closer to the QuickTime movie than the horizontal space set. The default value is 0 (zero).

11. In the V Space text box (displayed in **Advanced** view) specify the vertical distance (in pixels) between the QuickTime movie and the other page elements (images, table borders, text) above and below it. These other page elements can be present in page or can be added at a later time: they will not get closer to the QuickTime movie than the vertical space set. The default value is 0 (zero).

12. If the Controller option (displayed in **Advanced** view) is checked, the controller bar of the QuickTime movie will show. Else, it will be hidden.

13. In the Scale drop-down menu (displayed in **Advanced** view) select how you want the QuickTime movie to fit into the dimensions you set in the W and H text boxes from **Simple** view:

- Exact fit - The QuickTime movie fits in the specified rectangle (width x height). It does not preserve original aspect ratio.
- Aspect - It preserves the original aspect ratio of the movie when playing.

14. The Align drop-down menu (displayed in **Advanced** view) contains the options for the QuickTime movie position in relation with the other page elements:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
- Right

15. With the Bg Color text box (displayed in **Advanced** view) you can set the desired background color for the selected QuickTime movie. The color will also show when the movie is not playing.
You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button to select a color from a large range of colors. The Color Picker also offers the possibility of entering the hexadecimal code for a precise, preferred background color.

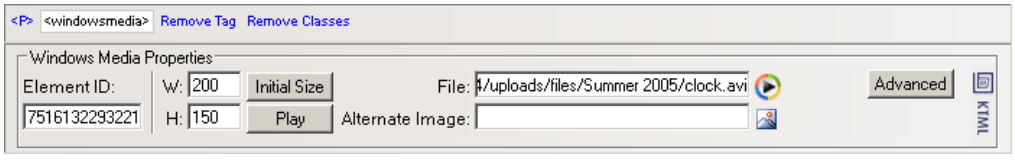
16. By clicking the Simple button (displayed in **Advanced** view), the QuickTime Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected QuickTime movie.

Set Windows Media movie properties

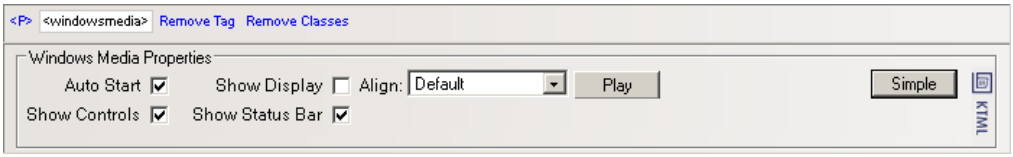
The Windows Media Properties panel is displayed when you select (click on) a Windows Media movie (.wmv, .avi) inserted in your page. It corresponds to the `<windowsmedia>` tag in the Tag Selector.

The Windows Media Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



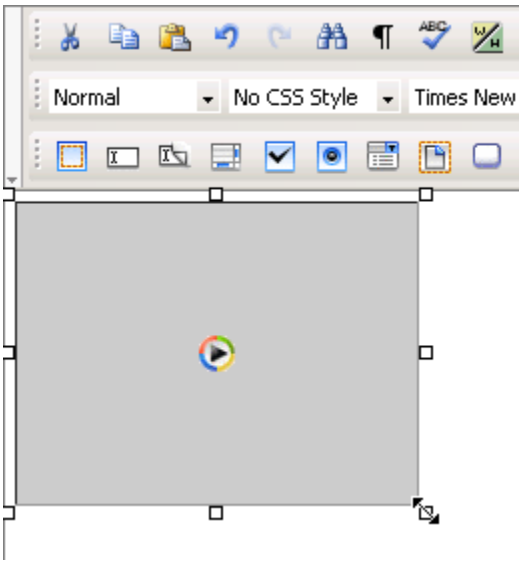
To configure this panel, follow the instructions below:

1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (Windows Media movie) in page.

2. In the W text box (displayed in **Simple** view) you can enter a new width (in pixels) for the Windows Media movie.

3. In the H text box (displayed in **Simple** view) you can enter a new height (in pixels) for the Windows Media movie.

Note: To keep the original size of the movie, leave the W and H text boxes to their default values. You can also resize the Windows Media movie without using the Windows Media Properties panel. Simply select it in the editor editable region and then drag the resize handlers:



4. The Initial Size button (displayed in **Simple** view), when clicked, brings the Windows Media movie to its original dimensions.

5. Click the Play button (displayed in both **Simple** and **Advanced** view) when you want the movie to start playing. Its label will then turn to *Stop*. By clicking the Stop button, the Windows Media movie will cease playing.

6. The File text box (displayed in **Simple** view) shows the path on the remote server of the currently selected Windows Media movie. If you want to replace the selection with another movie, click the button next to the text box and browse to another file. You can also manually change the path and make it point to a new Windows Media movie.

7. With the Alternate Image text box (displayed in **Simple** view) you can set an image to be displayed in the browsers that do not have support for playing Windows Media movies. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for File button to select an image from the server.

8. By clicking the Advanced button (displayed in **Simple** view), the Windows Media Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected Windows Media movie.

9. If the Auto Start option (displayed in **Advanced** view) is checked, the Windows Media movie will start playing as soon as the page loads.

10. If the Show Controls option (displayed in **Advanced** view) is checked, controls such as pause/play, stop, rewind, forward will be displayed under the actual movie area in page.

11. If the Show Display option (displayed in **Advanced** view) is checked, the playlist name and the name of the Windows Media movie file will be shown under the movie area in page or under the controls bar, if they were set to show.

12. If the Show Status Bar option (displayed in **Advanced** view) is checked, you will be told how much time out of the total movie time has passed since the movie started playing. This information will be displayed under the display area, if it was set to show; if not, under the controls bar, if it was set to show; else, right under the movie area.

13. The Align drop-down menu (displayed in **Advanced** view) contains the options for the Windows Media movie alignment relatively to the page:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
- Right

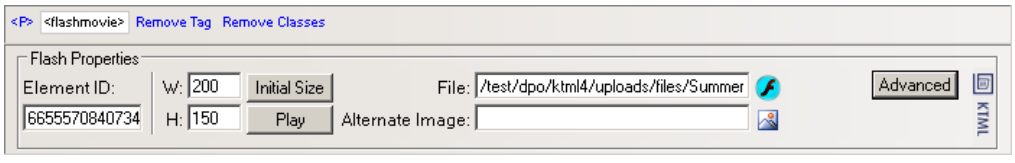
14. By clicking the Simple button (displayed in **Advanced** view), the Windows Media Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected Windows Media movie.

Set Flash movie properties

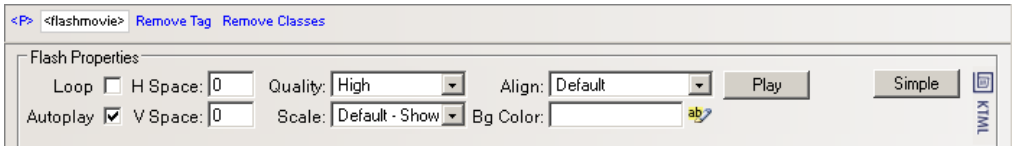
The Flash Properties panel is displayed when you select (click on) a Flash movie (.swf) inserted in your page. It corresponds to the `<flashmovie>` tag in the Tag Selector.

The Flash Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



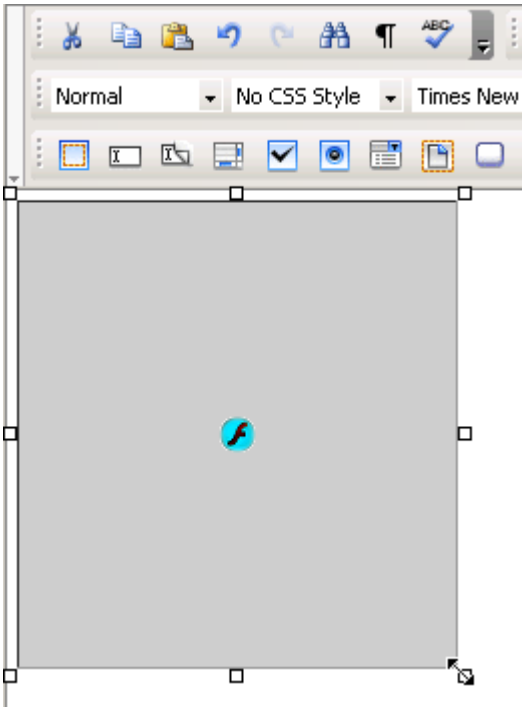
To configure this panel, follow the instructions below:

1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (Flash movie) in page.

2. In the W text box (displayed in **Simple** view) you can enter a new width (in pixels) for the Flash movie.

3. In the H text box (displayed in **Simple** view) you can enter a new height (in pixels) for the Flash movie.

Note: To keep the original size of the movie, leave the W and H text boxes to their default values. You can also resize the Flash movie without using the Flash Properties panel. Simply select it in the editor editable region and then drag the resize handlers:



4. The Initial Size button (displayed in **Simple** view), when clicked, brings the Flash movie to its original dimensions.

5. Click the Play button (displayed in both **Simple** and **Advanced** view) when you want the movie to start playing. Its label will then turn to *Stop*. By clicking the Stop button, the Flash movie will cease playing.
Note: On **Mozilla FireFox**, clicking the Play button will load a separate window where the flash movie is previewed.

6. The File text box (displayed in **Simple** view) displays the path on the remote server of the currently selected Flash movie. If you want to replace the selection with another movie, click the button next to the text box and browse to another file. You can also manually change the path and make it point to a new Flash movie.

7. With the Alternate Image text box (displayed in **Simple** view) you can set an image to be displayed in the browsers that do not have support for playing Flash movies. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for File button to select an image from the server.

8. By clicking the Advanced button (displayed in **Simple** view), the Flash Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected Flash movie.

9. If the Loop option (displayed in **Advanced** view) is checked, the Flash movie will play continuously. Else, it will only play once and then stop.

10. If the Autoplay option (displayed in **Advanced** view) is checked, the Flash movie will automatically start playing when the page is loaded.

11. In the H Space text box (displayed in **Advanced** view) specify the horizontal distance (in pixels) between the Flash movie and the other page elements (images, table borders, text) to its left and right. These other page elements can be present in page or can be added at a later time: they will not get closer to the Flash movie than the horizontal space set. The default value is 0 (zero).

12. In the V Space text box (displayed in **Advanced** view) specify the vertical distance (in pixels) between the Flash movie and the other page elements (images, table borders, text) above and below it. These other page elements can be present in page or can be added at a later time: they will not get closer to the Flash movie than the vertical space set. The default value is 0 (zero).

13. In the Quality drop-down menu (displayed in **Advanced** view) choose the option that you prefer for the Flash movie in your page. Know that the high quality focuses on a better appearance, while the low quality on a better speed:

- Low
- Auto Low
- Auto High
- High

14. In the Scale drop-down menu (displayed in **Advanced** view) select how you want the Flash movie to fit into the dimensions you set in the W and H text boxes from **Simple** view:

- Default - Show all
- No border
- Exact fit

15. The Align drop-down menu (displayed in **Advanced** view) contains the options for the Flash movie position in relation with the other page elements:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
- Right

16. With the Bg Color text box (displayed in **Advanced** view) you can set the desired background color for the selected Flash movie. The color will also show when the movie is not playing.

You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button to select a color from a large range of colors. The Color Picker also offers the possibility of entering the hexadecimal code for a precise, preferred background color.

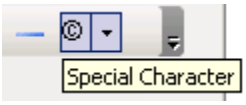
17. By clicking the Simple button (displayed in **Advanced** view), the Flash Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected Flash movie.

Insert special symbols

Insert special symbols

Special Character

In order to insert a special character in page when the keyboard does not come at hand, click the Special Character button from the toolbar:

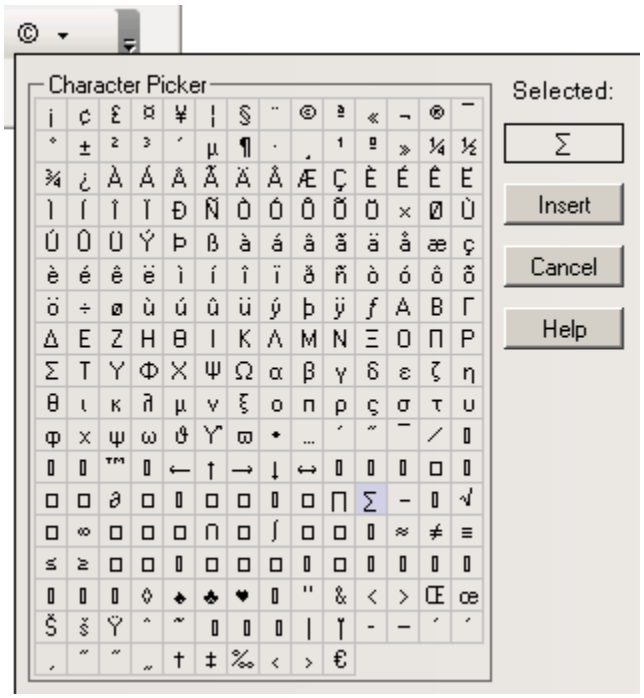


The button has two areas:

1. Click the icon on the left to use the currently selected character (shown by the icon).

2. By clicking the arrow on the right, the Character Picker window will be displayed allowing you to select the character that you need. It displays a matrix of characters from which you can choose.
Note: You can define yourself the special characters list displayed in the matrix in a configuration file. There is a default character list defined in case you make no changes in the configuration file. Read more about this in the API documentation.

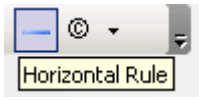
The Character Picker interface presents the following elements:



1. The Selected display item shows the symbol you select in the matrix (single-click).
2. Click Insert to insert the selected character in page.
3. Click Cancel to annul any character selection or insertion in your page.
4. The Help button opens the contextual help window.

Horizontal Rule

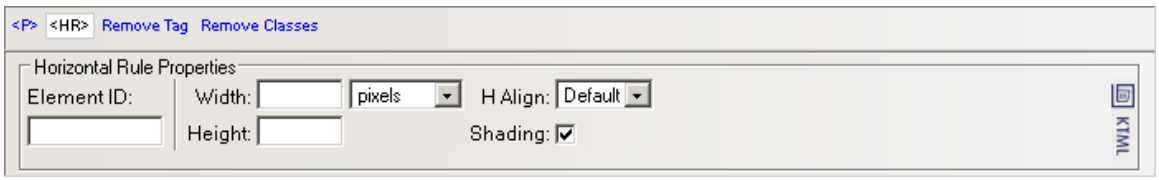
By pressing the Horizontal Rule button, you can insert a horizontal line in page at the point where the cursor is:



A horizontal rule will help you visually separate elements.

Horizontal Rule Properties

The Horizontal Rule Properties panel is displayed when you select a horizontal rule (by clicking it) inserted in page. It corresponds to the <HR> tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (horizontal rule) in page.

2. The width of a horizontal rule is relative to the page width. In the Width text box enter a number that can represent either pixels or percents (of the page width). Select one of these two options from the associated drop-down menu.

3. In the Height text box enter the number of pixels for the horizontal rule's height. The greater the number is, the deeper the delimitation space (between the two paragraphs the horizontal line separates) will be.

4. The H Align drop-down menu contains the options for the position of the horizontal rule relatively to the page's width:
Note: If the rule is as wide as the page, aligning it to the left, right, center, would not make a difference in its position. But when the rule's width is smaller than the page width, then its alignment options will be visible.

- Default
- Left
- Center
- Right

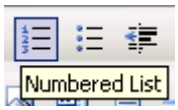
5. If you check the Shading option, the inside area of the horizontal rule (its thickness is given but the height) will be transparent. If left unchecked, the rectangle corresponding to the horizontal rule will be filled with a shade of gray.

Lists

Lists

Numbered List

If you select several paragraphs and then click the Numbered List button from the toolbar, the editor will insert a number at the beginning of each paragraph, in ascending order:



If at the end of a numbered paragraph you hit the **Enter** key, the new paragraph will begin with a number as well.

After clicking the Numbered List button, it will remain activated until the list is unset or until you move on to a not-numbered paragraph. To unset a numbered list, select it and then click the same button to deactivate the style. To move on and end the numbered list, press **Enter** twice after the last element in the list.

To check if a paragraph or a list presents the Numbered List style, place the cursor inside that certain paragraph or select it, and check if the Numbered List button is activated.

If you place the cursor inside a certain numbered paragraph (not the last one) and deactivate the Numbered List button, that paragraph will no longer be preceded by a number. A new list will start right below it. The numbering is reset and the following paragraph's number (the first paragraph in the new list) is set to 1.

If the **Tab** key is pressed while:

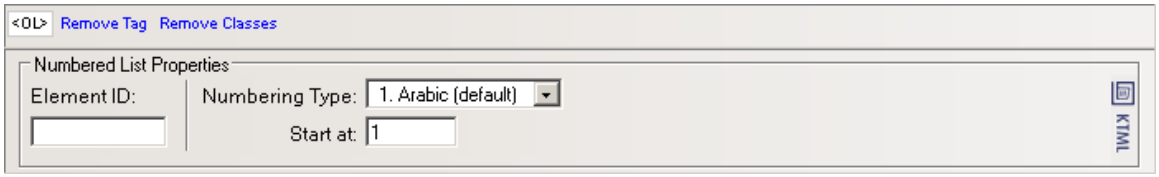
- the cursor is inside a numbered paragraph - the paragraph is indented and its number will become 1. The number of the following paragraph is decremented by 1. This way, you can obtain nested lists.

- having several paragraphs selected - they will be indented, and a nested list will be created (that starts numbering with 1). In the main list, the paragraphs that follow the nested list will have their associated numbers decreased.

Note: In Mozilla only, if you apply a numbered list to each paragraph separately (instead of applying it to a selection of several paragraphs), the numbering will be reset each time (i.e. each paragraph number is set to 1).

Numbered List Properties

The Numbered List Properties panel is displayed when you select at least two elements in a numbered list or when the `<OL>` tag is selected in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (numbered list) in page.

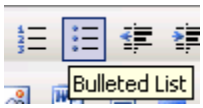
2. With the Numbering Type drop-down menu you can change the numbering style of the list elements. The available options are:

   - 1. Arabic (default): 1, 2, 3...
   - a. Lower alpha: a, b, c...
   - A. Upper alpha: A, B, C...
   - i. Lower roman: i, ii, iii...
   - I. Upper roman: I, II, III...

3. In the Start at text box enter a number equal or greater than zero with which the numbering should start. For example, if you enter **4**, the first element in the ordered list will be preceded by **4**, **d**, **D**, **iv** or **IV** (depending on the preferred numbering type).

Bulleted List

If you select several paragraphs and then click the Bulleted List button from the toolbar, the editor will insert a bullet at the beginning of each paragraph:



If at the end of a bulleted paragraph you hit the **Enter** key, the new paragraph will begin with a bullet as well.

After clicking the Bulleted List button, it will remain activated until the list is unset or until you move on to a not-bulleted paragraph. To unset a bulleted list, select it and then click the same button to deactivate the style. To move on and end the bulleted list, press **Enter** twice after the last element in the list.

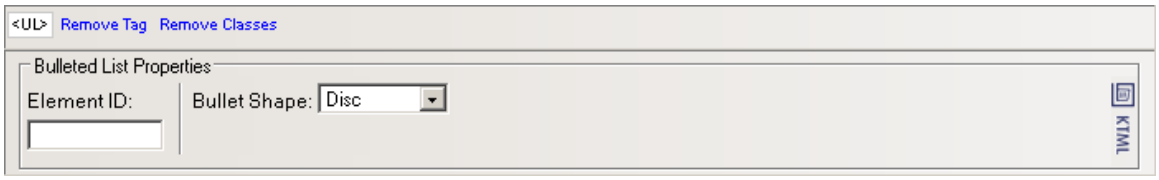
To check if a paragraph or a list presents the Bulleted List style, place the cursor inside that certain paragraph or select it, and check if the Bulleted List button is activated.

When the **Tab** key is pressed while the cursor is inside a bulleted paragraph, that paragraph is indented and the bullets change their shape.

Note: In Mozilla only, if you apply a bulleted list to each paragraph separately, the spacing will increase, compared to the situation when the bulleted list is applied to all selected paragraphs at once.

Bulleted List Properties

The Bulleted List Properties panel is displayed when you select at least two elements in a bulleted list or when the `<UL>` tag is selected in the Tag Selector:



To configure this panel, follow the instructions below:

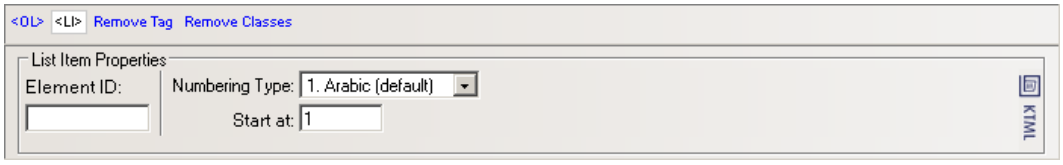
1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (bulleted list) in page.
2. With the Bullet Shape drop-down menu you can change the shape of the bullets displayed before the list elements. The available options are:
    - Disc
    - Circle
    - Square

Related to lists (both ordered/numbered and unordered/bulleted), there is another property panel that allows you to set options for one list element at a time, if desired. It is the List Item Properties panel, described below.

List Item Properties

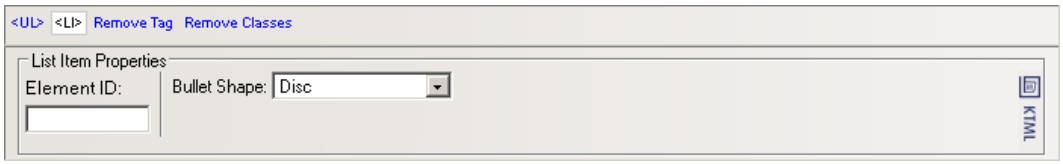
The List Item Properties panel is displayed when you select or simply place the mouse cursor inside a list element (the list can be numbered or bulleted), or when the `<LI>` tag is selected in the Tag Selector:

- If the list is numbered, the panel looks like this:



To configure this panel, follow the instructions given for the Numbered List Properties panel. Know that the number you enter in the Start at text box will be associated to the list item and displayed before it (as either a number, an alpha character or a roman character). The number/letter associated to the following list item will become this set value increased by 1.

- If the list is bulleted, the panel looks like this:



To configure this panel, follow the instructions given for the Bulleted List Properties panel.

Note: For both situations above, in the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (list item) in page.

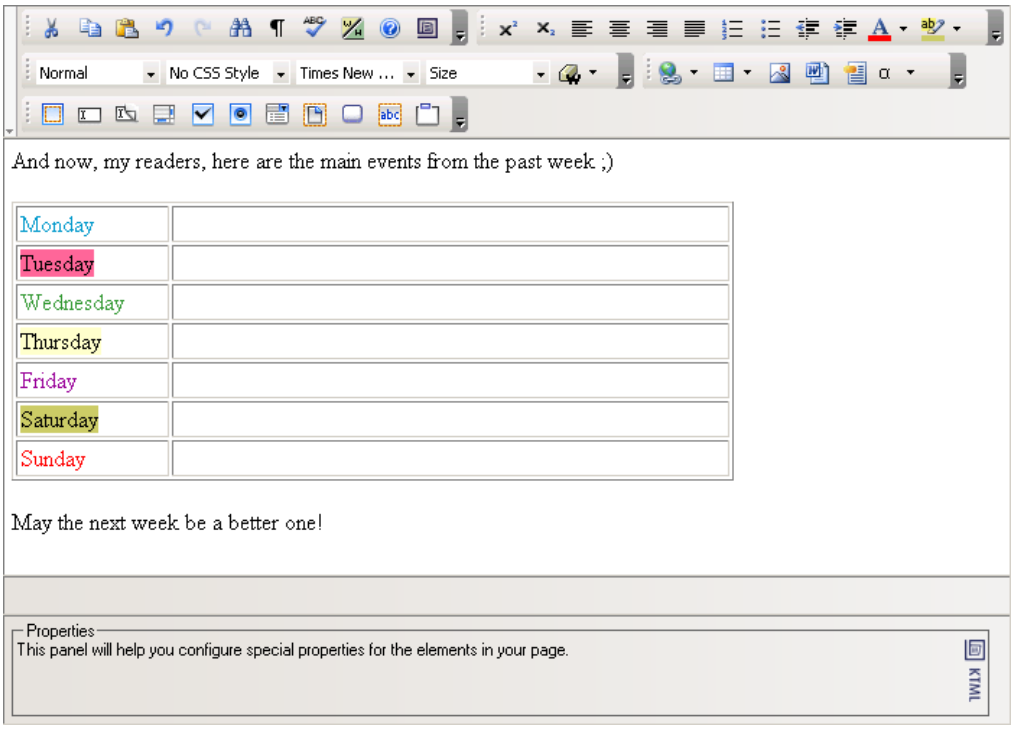
Work with Templates

Work with Templates

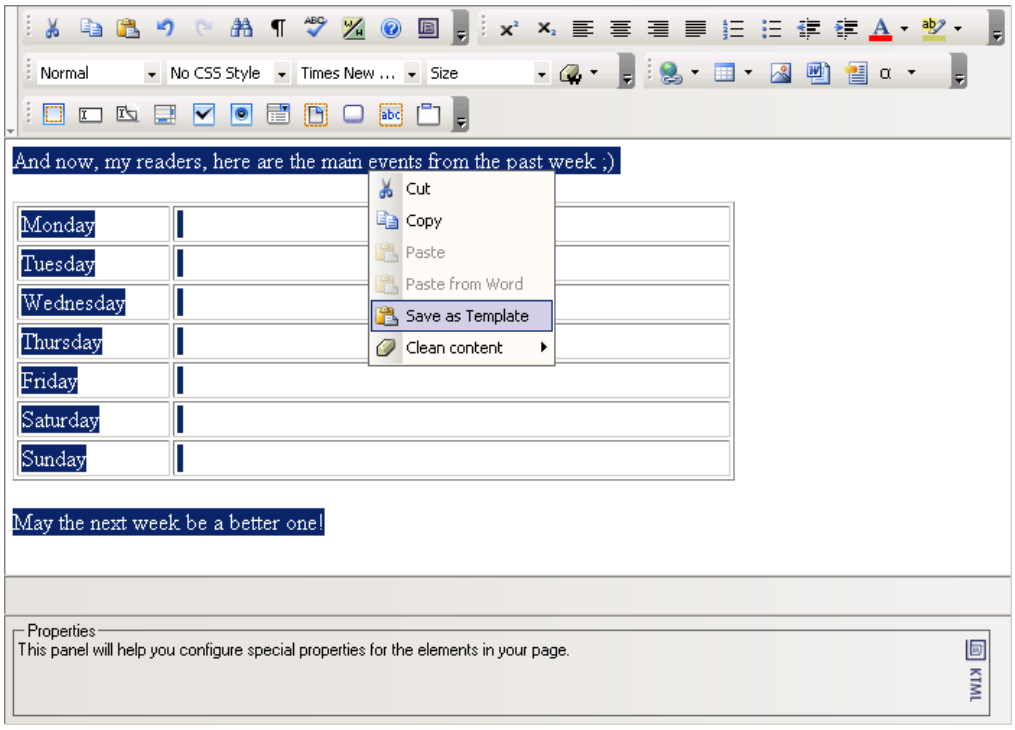
A template (or content template) is a predefined structure/design that you can use any time by inserting it in page. In the editor context, a template is stored in a .ktpl file that you can insert in page. The main role of a content template is to reduce work time and minimize editing.

For example, if at the end of the week you summarize in your blog ("online diary") the main event that happened in each day, a template will save you significant time: you do not have to write the common part every week (a table, days etc.).

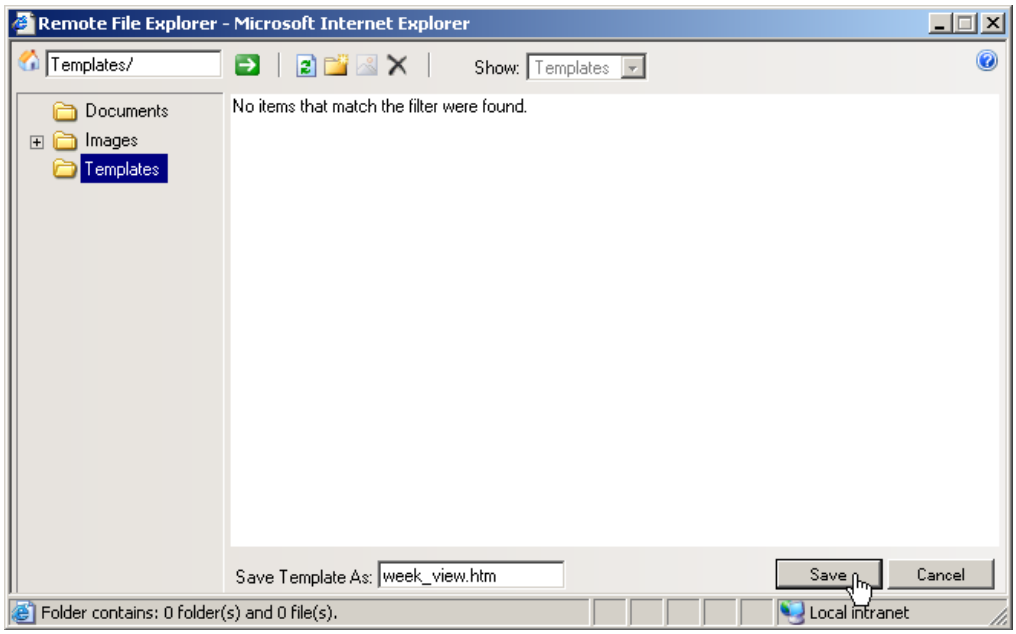
1. You can create this template directly in the editor:



2. Then save the content as a .ktpl template file (select it, right-click, and choose the Save as Template option):

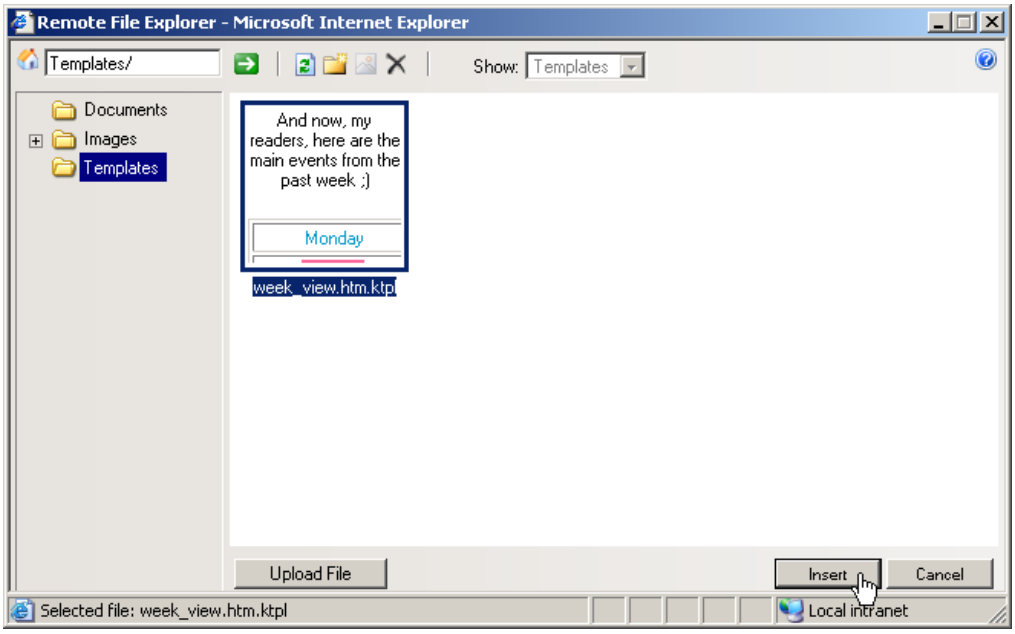


In the window that opens, enter a name for the .ktpl file (only the name, and not the extension as well), and on the left select the folder where you want to save it:



Note: Click here to learn more about configuring the Remote File Explorer window when saving a new template.

3. Once saved on the remote server, you can access the template file at any later time - click the Content Template button from the toolbar and then select the needed template:



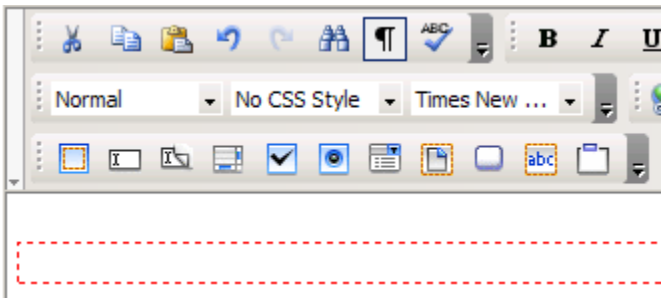
To then link to your template later use the browse for template button.

Forms

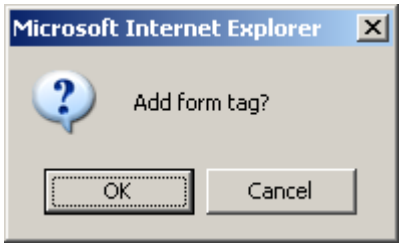
HTML form controls

An HTML editor is not complete unless it offers the possibility to create basic web forms with various controls, such as a site contact form (see below on example). From buttons to textareas or menus, the editor allows you to insert simple form controls into your HTML page. The Form toolbar presents the same buttons that you are familiar with if you have used an HTML editing application before:

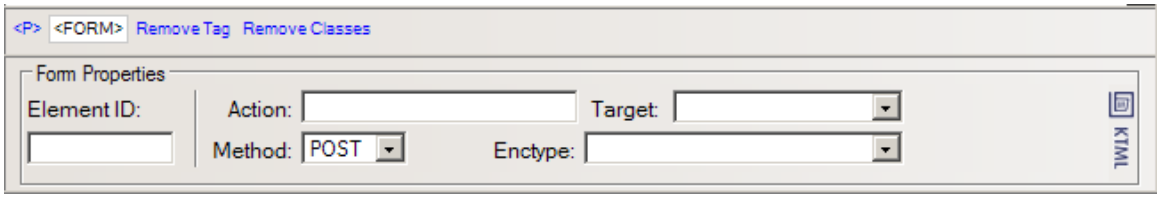
When you add an empty form to the page, a red border is displayed to help you visualize its location:



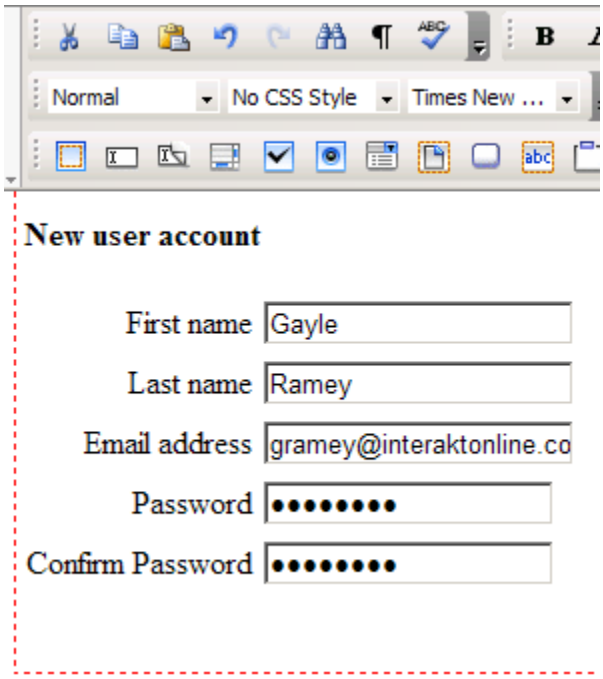
When you insert form controls in your page, you will be prompted to add a form tag, if you have not done so already:



Each of the form controls has its own properties panel which you can use to set specific options. You can access these panels by selecting the controls in page:



Here is an example of a simple site contact form that you can create with the editor:



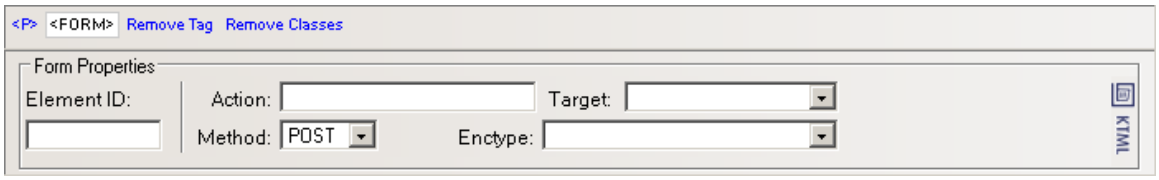
Insert form

In order to insert an HTML form (empty at first) in your page click the Form button from the toolbar:

Once inserted, the form will be indicated by a doted red outline. You can set form options by using the Form Properties panel.

Form Properties

The Form Properties panel is displayed when you click inside a form (inside the doted red outline) or when the `<FORM>` tag is selected in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (form) in page.
2. In the Action text box enter the URL to the page that will process the form.
3. In the Target drop-down menu select in what window you want the returned data to be displayed:
   - Default
   - _blank
   - _parent
   - _self
   - _top
4. In the Method drop-down menu select the method to be used when sending the form data to the server:
   - Default
   - GET - each form field is passed as URL parameter to the page specified in the Action text box.
   - POST - form values are submitted to the Action page as POST variables, hidden to the user.
5. In the Enctype drop-down menu select the encoding type of the data submitted to the server:
   - Default
   - application/x-www-form-urlencoded
   - multipart/form-data

Insert radio button

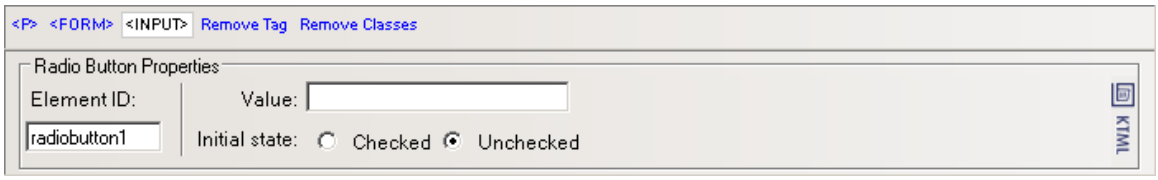
In order to insert a radio button inside a form in page (or even independent from the form) click the Radio Button button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

In a group of related radio buttons, only one of them can be checked at one time (exclusive selection). Configure advanced radio button settings by using the Radio Button Properties panel.

Radio Button Properties

The Radio Button Properties panel is displayed when you select (click on) a radio button inserted in your page. It corresponds to the `<INPUT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (radio button) in page.
Note: However, if you need to work with a radio group (more radio buttons, with only one that can be selected at one time), all the buttons in the group must share the same name.

2. In the Value text box enter the value that will be sent to the server once the form is submitted, if the current radio button was selected.

3. In the Initial state radio group choose how you want the current radio button to be when the form first loads in browser:

- Checked - when the page loads, the radio button will be already checked.
- Unchecked - when the page loads, the radio button will be unchecked.

Insert fieldset

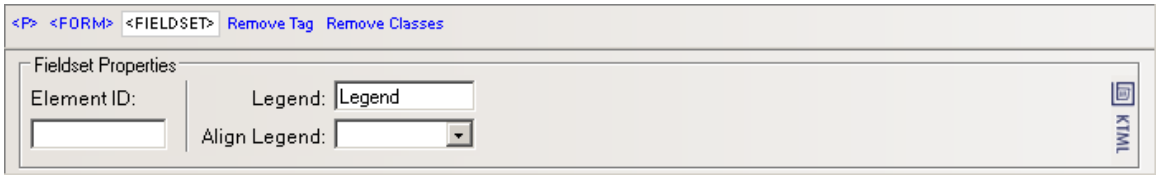
In order to insert a fieldset inside a form in page (or even independent from the form) click the Fieldset button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

A fieldset is a bordered container that has a name ('Legend' is the default name) and inside which you can insert other form elements. To set advanced fieldset options use the Fieldset Properties panel.

Fieldset Properties

The Fieldset Properties panel is displayed when you select (click on) a fieldset control inserted in your page. It corresponds to the `<FIELDSET>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (fieldset) in page.
2. In the Legend text box enter the title to be displayed on the fieldset border.
3. In the Align Legend drop-down menu select the way you want the title to be aligned on to the fieldset border:
    - Default
    - Bottom
    - Center
    - Left
    - Right
    - Top

Insert file field

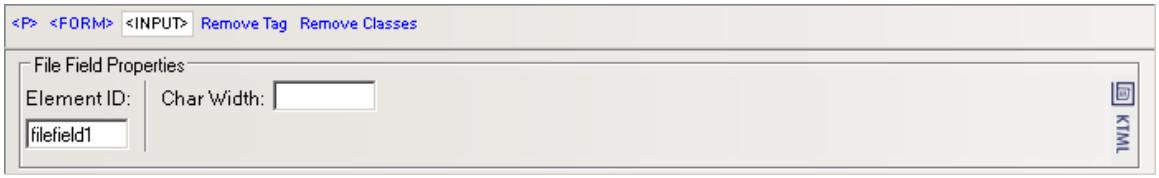
In order to insert a file field inside a form in page (or even independent from the form, click the File Field button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

File fields offer the possibility of browsing to a file stored on your computer, and then submit it as form data. Set advanced file field options by using the File Field Properties panel.

File Field Properties

The File Field Properties panel is displayed when you select (click on) a file field inserted in your page. It corresponds to the `<INPUT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (file field) in page.

2. In the Char Width text box set the maximum number of characters that can be displayed at one time in the file field (the width of the form control given in characters).

Insert label

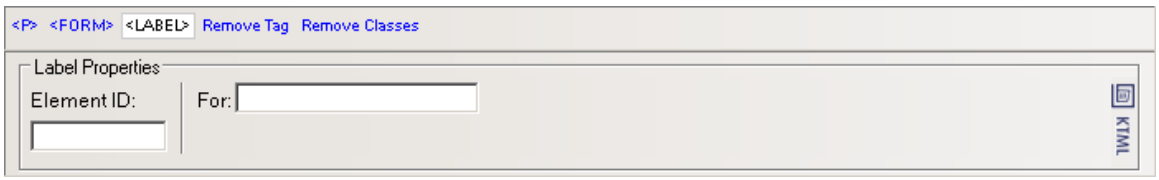
In order to insert a label inside a form in page (or even independent from the form) click the Label button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

A label is a text section associated to a form control (previously inserted in page). When you click the label, the form control gets focused. To set advanced label options use the Label Properties panel.

Label Properties

The Label Properties panel is displayed when you select or click inside a label field inserted in your page. It corresponds to the `<LABEL>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (label) in page.

2. In the For text box enter the unique name (ID) of the form control to which you want to associate the label. Afterwards, when the page loads and you click the label, the corresponding form control gets focused.

Insert hidden field

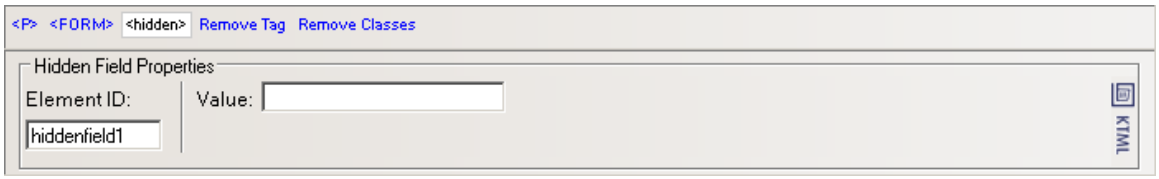
In order to insert a hidden field inside a form in page (or even independent from the form) click the Hidden Field button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

Hidden fields store information that is not displayed in the form (e.g. current date, data specified by the site developer, data retrieved from the session etc.). Set advanced hidden field options by using the Hidden Field Properties panel.

Hidden Field Properties

The Hidden Field Properties panel is displayed when you select (click on) a hidden field inserted in your page. It corresponds to the `<hidden>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (hidden field) in page.

2. In the Value text box enter the hidden field value that will be sent to the server once the form is submitted.

Insert button

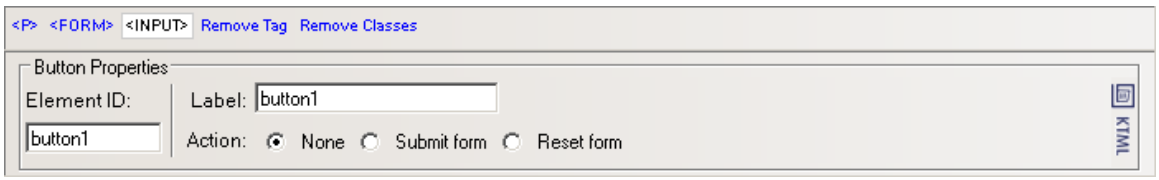
In order to insert a button inside a form in page (or even independent from the form) click the Button button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

Buttons perform actions when clicked, and these actions usually involve submitting forms. Set advanced button options by using the Button Properties panel.

Button Properties

The Button Properties panel is displayed when you select (click on) a button inserted in your page. It corresponds to the `<INPUT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (button) in page.

2. In the Label text box enter the text that will be displayed on the button.

3. The Action radio group offers three possibilities regarding what happens when the button is clicked:

   - Submit form - the form data is submitted for processing.

- Reset form - the input entered in the form controls is cleared.
- None - specify the action to take place when the button is clicked.

Insert text field

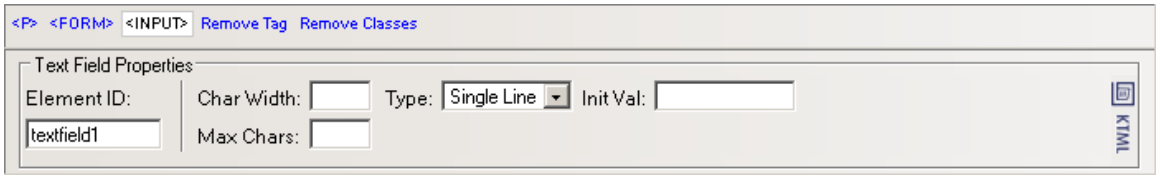
In order to insert a text field inside a form in page (or even independent from the form) click the Text Field button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well:

After inserting a text field, you can set it to display content on a single line, on multiple lines, or display password content. This, and other settings can be done with the Text Field Properties panel.

Text Field Properties

The Text Field Properties panel is displayed when you select (click on) a text field inserted in your page. It corresponds to the `<INPUT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

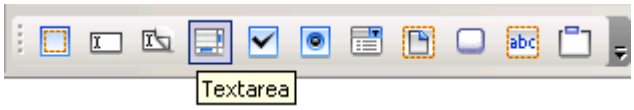
1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (text field) in page.
2. In the Char Width text box set the maximum number of characters that can be displayed at one time in the text field (if it only has one row). If it is a multi-line text field, this number represents the width of the form control given in characters.
3. In the Max Chars text box set the maximum number of characters that can be entered in the (single-line) text field.
4. From the Type drop-down menu select a type for the current text field:
   - Single Line - the control will span a single text line.
   - Multi Line - transforms the text field into a textarea. The textarea has more than one line of text.

- Password - text entered is not visible to the user. Instead, it is replaced with an * sign. The text is sent un-encrypted to the action page however.

5. In the Init Val text box enter the value that should be displayed in the text field when the form loads by default.

Insert textarea

In order to insert a textarea inside a form in page (or even independent from the form) click the Textarea button from the toolbar:

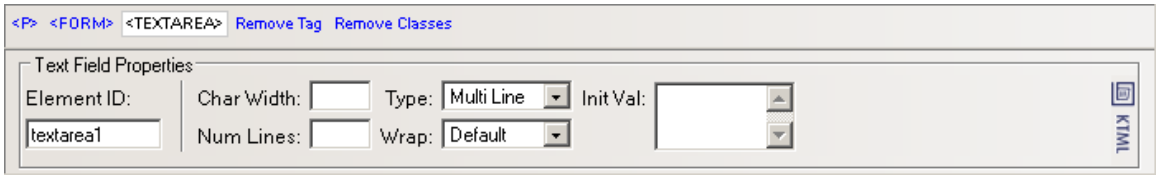


Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

After inserting it, you can set it to display content on a single line, on multiple lines, or display password content. This, and other settings can be done with the Textarea Properties panel.

Textarea Properties

The Textarea Properties panel is displayed when you select (click on) a textarea inserted in your page. It corresponds to the <TEXTAREA> tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (textarea) in page.

2. In the Char Width text box set the maximum number of characters that can be displayed on a textarea row (in other words, it's the textarea width, given in characters).

3. In the Num Lines text box set the height of the textarea (the number of rows visible at one time).

4. From the Type drop-down menu select a type for the current textarea:

   - Single Line - transforms the textarea into a text field. Text can only be entered on one line.

   - Multi Line - more than one line is displayed on page.

   - Password - content can only be entered on one line (text field - like), but when entered , each character is replaced with a * sign.

5. The Wrap drop-down menu is only enabled when the textarea is a multi-line one. It specifies how the input will be displayed. The available options are:

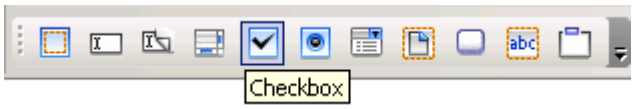
   - Default (Virtual) - when the end of the text area is reached, text is displayed on the line below. The wrapping is not applied to the data that is submitted.

- Off - no wrapping is applied to the text. Text is entered on a continuous line to the left, and the user must press Enter/Return to pass to another line.
- Physical - aside displaying text wrapped, the wrapping is also applied to the data that is submitted, adding characters for the new lines.

6. In the Init Val text box enter the value that should be displayed in the textarea when the form loads.

Insert checkbox

In order to insert a checkbox inside a form in page (or even independent from the form) click the Checkbox button from the toolbar:

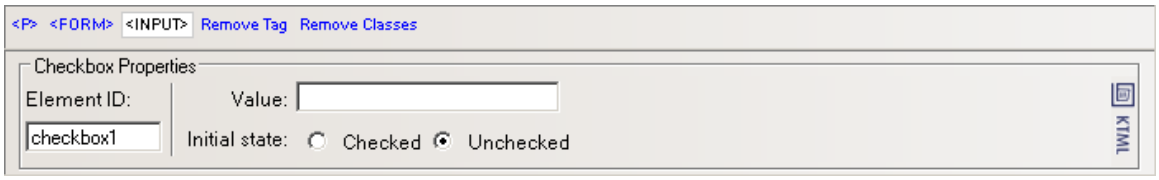


Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

Checkboxes are used when there are only two available answers regarding a certain decision (yes or no). Their being checked or unchecked covers those two possibilities. You can insert a set of checkboxes in page and allow the user to check multiple options at once. Configure advanced checkbox settings by using the Checkbox Properties panel.

Checkbox Properties

The Checkbox Properties panel is displayed when you select (click on) a checkbox inserted in your page. It corresponds to the `<INPUT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (checkbox) in page.
2. In the Value text box enter the value that will be sent to the server once the form is submitted, if the checkbox was checked.
3. In the Initial state radio group choose how you want the checkbox to be when the form first loads in browser:
   - Checked - when the page loads, the form checkbox is already checked.
   - Unchecked - when the page loads, the checkbox is not checked.

Insert list / menu

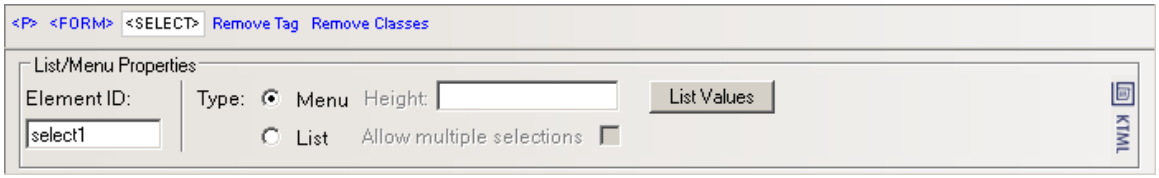
In order to insert a list/menu item inside a form in page (or even independent from the form) click the List/Menu button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

With a list you can make multiple selections, while with a menu you can only select one option. Set advanced list/menu options by using the List/Menu Properties panel.

List / Menu Properties

The List/Menu Properties panel is displayed when you select (click on) a list/menu item inserted in your page. It corresponds to the `<SELECT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (list/menu) in page.

2. With the Type radio group decide if you want the list/menu item to be displayed as a:

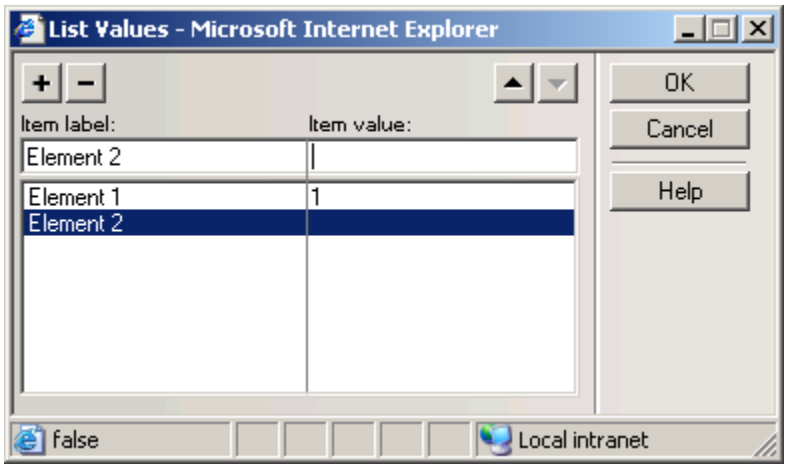
   - Menu - a drop-down menu that only shows one option when the form loads. To view all the options, click the down arrow in the drop-down menu.

   - List - it displays more options when the form loads, and it can also allow multiple selections.

3. The Height text box is only enabled if the form item type is list. Enter the number of elements that you want the list to display (how many rows it should have).

4. The Allow multiple selections checkbox is only enabled if the element type is list. Check it if you want multiple selections (of the list elements) to be possible.

5. By clicking the List Values button, a dialog box pops-up and allows you to add/edit elements (labels and values) in the list/menu control:



The List Values window presents the following controls:

- The Plus (+) / Minus (-) buttons allow you to add/remove elements from the list/menu control.
- In the Item label and Item value text boxes enter the label (text displayed in the form control) and the value (value submitted to the server) for the current list element. The already entered elements are displayed below.
- With the up (^) and down (v) arrows you can change the order of the list elements (in this same order they will be displayed in the form control).
- Click OK when you are done configuring the list elements.
- Click Cancel to exit without any new settings to be applied.
- The Help button opens the contextual help window.

Shortcut keys

The list of keyboard shortcuts in the editor is displayed in the following table:

Shortcut keys	Action
Ctrl + A	Select all the content in page (editable region).
Ctrl + X	Cut the selected image/text - see here.
Ctrl + C	Copy the selected image/text - see here.
Ctrl + V	Paste the selected image/text - see here.
Ctrl + B	Apply the **bold** style to your text - see here.
Ctrl + I	Apply the *italic* style to your text - see here.
Ctrl + U	Apply the underline style to your text - see here.
Ctrl + Shift + L	Align paragraph(s) to the left - see here.

Ctrl + Shift + E	Apply the centered alignment to paragraph(s) - see here.
Ctrl + Shift + R	Align paragraph(s) to the right - see here.
Ctrl + Shift + J	Apply the justified alignment to paragraph(s) - see here.
Ctrl + F	Open the Find/Replace window - see here.
Ctrl + Z	Undo the last operation in page - see here.
Ctrl + Y	Return to the page state before undoing something - see here.
Ctrl + K	Insert a link a page (transform current selection or add actual URL address) - see here.
Tab	Increase paragraph indent (except for when the cursor is inside a table cell) - see here.
Shift + Tab	Decrease paragraph indent (except for when the cursor is inside a table cell) - see here.

The keyboard shortcuts listed above help speeding up the process of content editing, by saving precious seconds of your time.

Note: The **Ctrl+A**, **Ctrl+X**, **Ctrl+C**, and **Ctrl+V** shortcut keys work in the Remote File Explorer as well, allowing you to select all, cut, copy, and paste files.

Manage changes

Undo

In order to return to the previous state of your page (just before the last modification), click the Undo button from the toolbar or use the shortcut keys "**Ctrl+Z**":

the editor allows you to undo the last fifty (50) changes made. Depending on the page elements that were modified, the changes that can be reversed are:

- **Texts:** text insertion/deletion, text formatting, style formatting, color changes (text color and highlight).
- **Images:** image insertion/deletion, image resize, image properties modifications.
- **Tables:** table insertion/deletion, table properties modifications, row insertion/deletion, column insertion/deletion, row and column properties changes.
- **Links:** link insertion/deletion, links properties changes.
- **Spellcheck:** users can undo the last word-changes done by the spellchecker.
- **Clean HTML Content:** users will be able to undo the changes operated by the Clean HTML Content command.

Redo

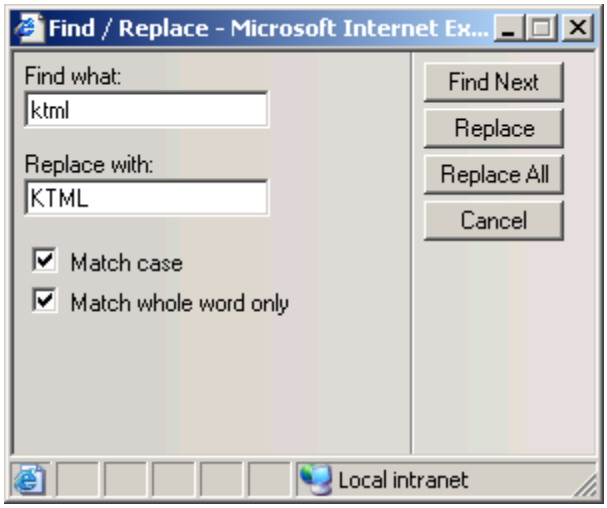
In order to return to the page state before undoing something, click the Redo button from the toolbar or use the shortcut keys "**Ctrl+Y**":

This command allows you to execute again the same action that you previously canceled. You will be able to redo all the operations performed on a page using the editor.

Find and replace

the editor editor allows you to find and replace text both in Design and Code view. Click the Find/Replace button from the toolbar or use the shortcut keys "**Ctrl+F**":

When clicking this button, a window pops-up:



Configure its interface as shown below:

1. In the Find what text box enter the text to be found and then replaced.
2. In the Replace with text box enter the text that will replace the one previously found. If you enter nothing and then try to replace text, the replacement will be null, meaning the original text will be deleted.
3. Check the Match case option if you want the letter case (upper/lower) to be taken into consideration when finding and replacing text.

4. Check the Match whole word only option if you want to make sure that only whole words will be found/changed, and not also words that happen to contain the piece of text you are trying to find/replace.
5. By clicking the Find Next button, the next occurrence of the current text (to be found) will be highlighted on page.
6. Click the Replace button if you want the highlighted text to be replaced (one replacement). If no text is highlight (haven't pressed the Find Next button), the first occurrence of the current text will be replaced with the new text.
7. Click the Replace All button if you want to replace all the occurrences of the current text with the new suggestion, at once.
8. By clicking the Cancel button you will stop the find/replace operation and the window will be closed.

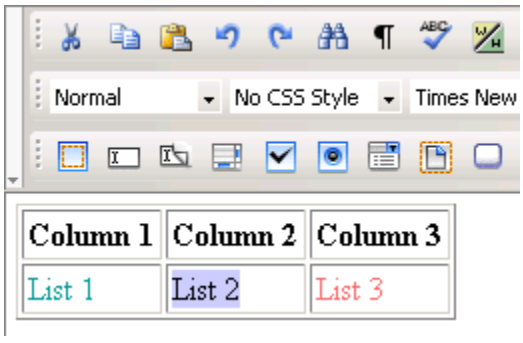
Show code / design

Since the editor is a **WYSIWYG** text editor for HTML documents, it was important to implement a function that would allow toggling the edit modes. Advanced users benefit from this as they can edit the document in the HTML format as well.

the editor editor has two editing modes, between which you can switch by clicking the Show Code/Design button from the toolbar:

The next two images illustrate the Design and the Code view for a certain page content:

- Design view:



- Code view:

```
<table cellspacing="2" cellpadding="2" border="1">
  <tbody>
    <tr>
      <th>Column 1</th>
      <th>Column 2</th>
      <th>Column 3</th>
    </tr>
    <tr>
      <td><font color="#009999">List 1</font></td>
      <td><font style="BACKGROUND-COLOR: #ccccff">List 2</font></td>
      <td><font color="#FF6666">List 3</font></td>
    </tr>
  </tbody>
</table>
<p> </p>
```

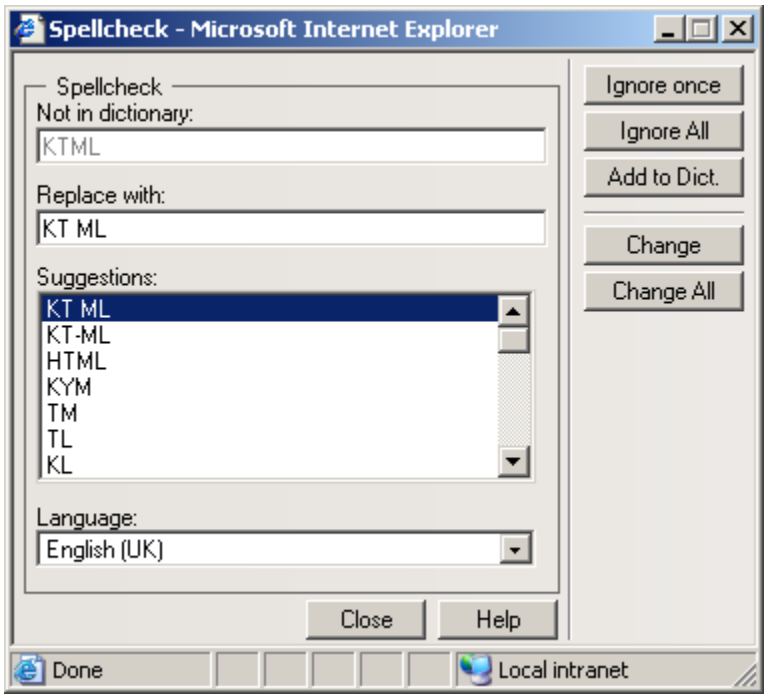
Spellchecker

By clicking the Spellcheck button, a window will pop-up and help you streamline the spellchecking process:

the editor spellchecker allows you to:

- quickly identify misspelled words.
- select one of the suggested corrections or replace them with new words/expressions.
- add words to the dictionary.
- ignore one or all the occurrences of a word, at once.
- change one or all the occurrences of a word, at once.

Configure the Spellcheck interface as shown below:



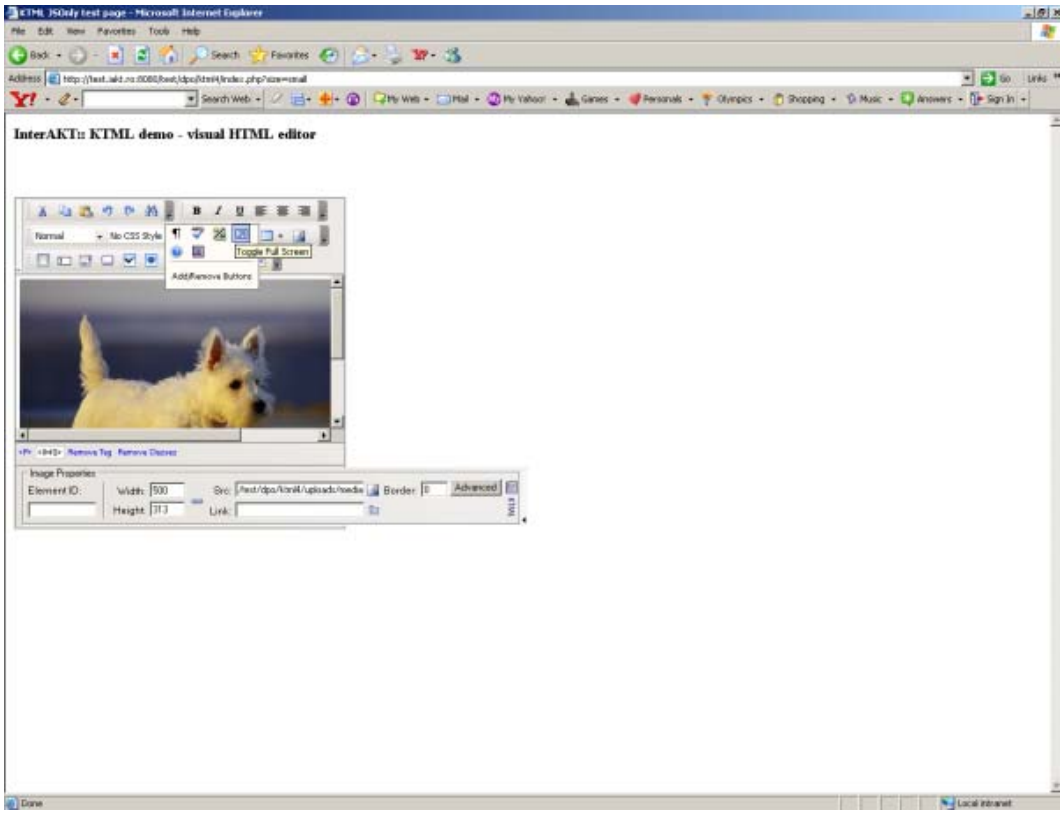
1. Not in dictionary display item - displays the word found on page which does not appear in the dictionary.
2. Replace with text box - displays the word selected to replace the word that does not exist in dictionary.
3. Suggestions list - based on the incorrect word found on page, one or more variants will be proposed as replacements.
4. Language drop-down menu - select from the available languages the one you want the editor to consider when performing the spellcheck operation.
5. Ignore button - ignore the current occurrence of the selected word.
6. Ignore All button - click this button to ignore all occurrences of the word.
7. Add to Dict. button - click this button to add the current "misspelled" word to the dictionary.
8. Change button - change the current occurrence of the selected word with the value displayed in the Replace with text box.
9. Change All button - replace all instances of the word that are encountered with the selected suggestion.
10. Close button - close the user interface and abort the spellchecking process.
11. Help button - open the contextual help window.

Toggle full screen

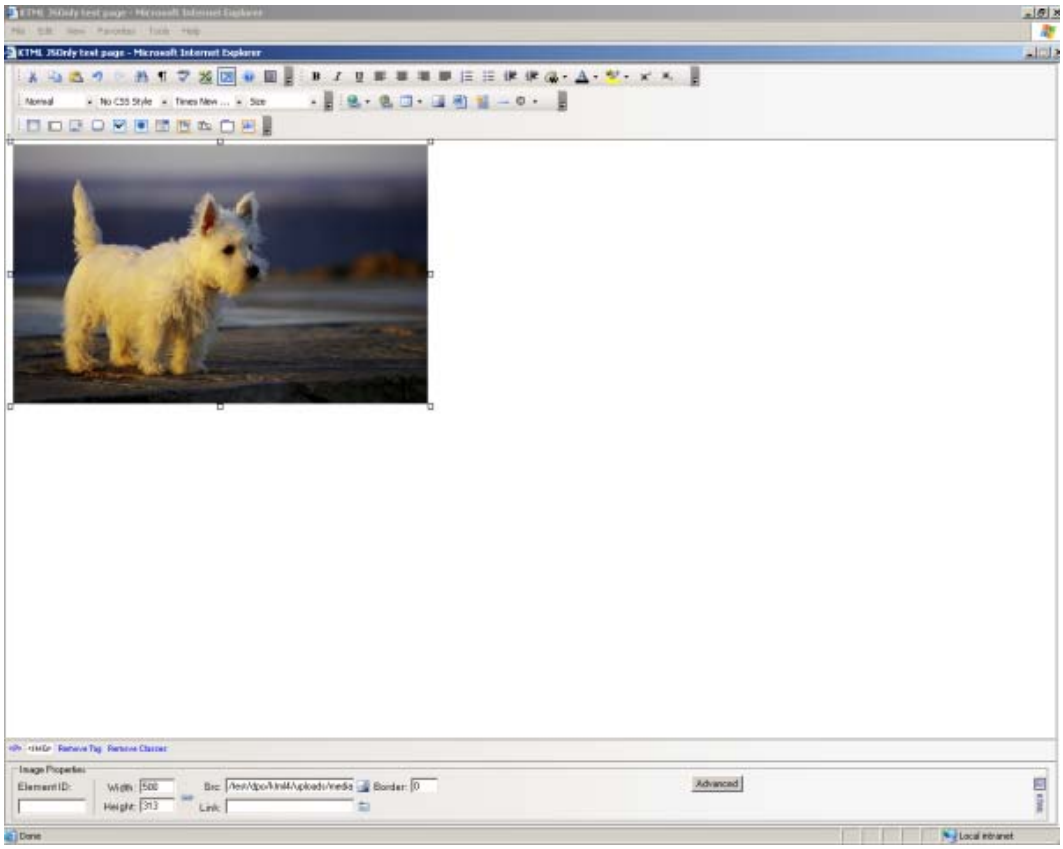
Whenever you need to expand the editor editable region in order to manipulate content more efficiently, click the Toggle Full Screen button from the toolbar:

It will enlarge the editor editable region and make it as big as your screen:

- Editable area BEFORE clicking the Toggle Full Screen button:



- Editable area AFTER clicking the Toggle Full Screen button:

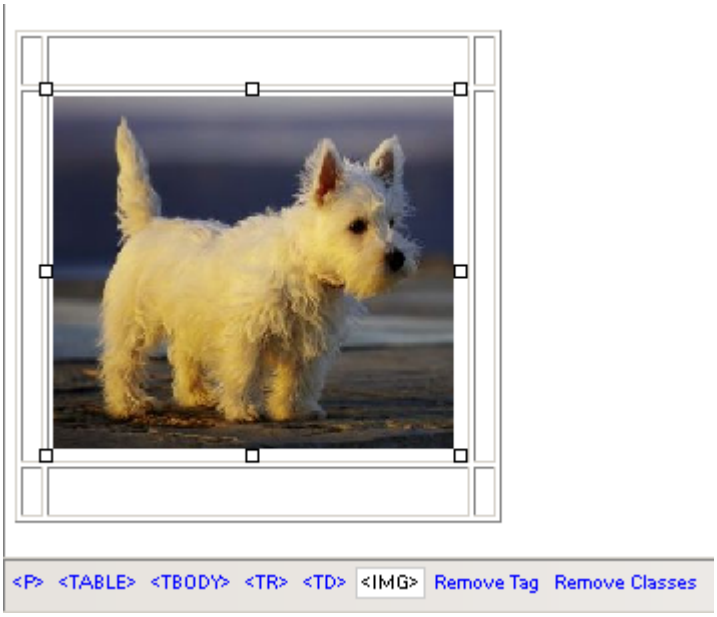


Notice that the new enlarged page is opened on top of the browser window you were working in. After closing the large window (the **X** button in the top-right corner), you will return to the initial browser window, with the smaller the editor editable region.

Use the Tag Selector

The Tag Selector displays the entire chain of tags that apply to the current selection or to the cursor position.

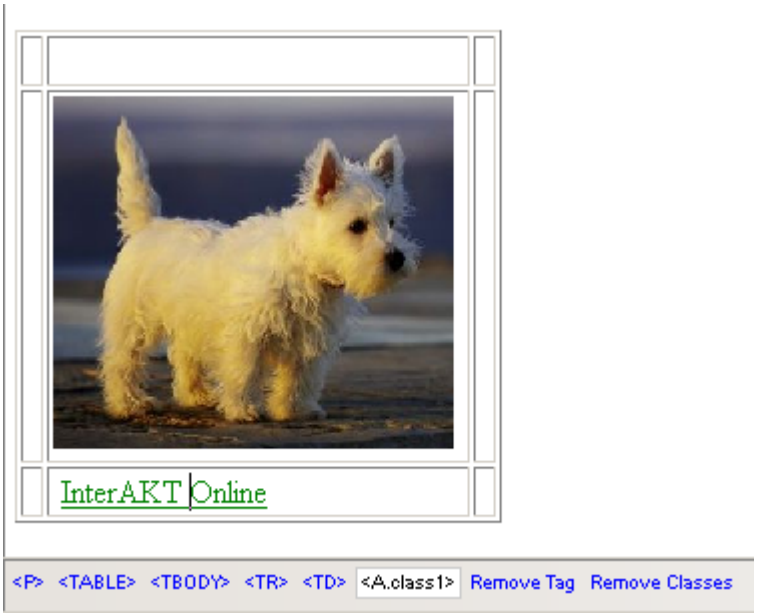
For example, when selecting an image placed inside a table cell, the Tag Selector will display the `<IMG>` tag, as well as the parent tags. It could look like this:



You can use the Tag Selector to quickly select any of the page elements. Simply place the cursor on them, or on elements they contain: say you want to select a table with invisible borders, and that includes links/images/movies; place the cursor inside the table and simply click the `<table>` tag in the Tag Selector. In the editable region you will see the table selected (you can consider the example above to see what happens).

When you select an element using the Tag Selector, its corresponding tag will be displayed the last one in the Tag Selector, and all its child tags are ignored.

If any of the HTML elements has a style applied, it will be reflected in the Tag Selector: it displays the tag name, a dot, and then the class name:



Aside the list of tags that apply for the current element, the Tag Selector also displays two buttons:

- Remove Tag - it removes the selected tag from the page. Any elements that are contained in that tag will be removed (e.g. the cells and table content when you remove a `<table>` tag).

- Remove classes - it deletes the CSS class that is applied to the selected tag. It only removes it from the tag, not from the CSS file as well.

Install Guide

Requirements

Savvy Editors:

You can edit web content with Savvy CM from anywhere, without having to download or install any special program (supposing you have already installed Savvy CM into your web site and have it properly configured). All you need is a computer with an operating system and an web browser. This can be your local computer or any other computer.

An operating system: Windows XP/2000/2003, MAC OS X, Linux, Solaris;

An Internet browser: Microsoft Internet Explorer 6, Mozilla 1.4 or above, or Firefox.

Savvy CM compatibility with operating systems and browsers

Windows - MSIE 6.x, Mozilla 1.4, 1.5, 1.6, Firefox 1.x (not Opera);

MAC OS X -Mozilla 1.4, 1.5, 1.6 (NOT safari, Opera, or MSIE);

All other OS's that support Mozilla 1.4+.

Server Requirements:

Windows 2000/2003 , Red Hat Enterprise Linux AS & ES 3.0 or 4.0, SuSE Enterprise Server 8 or 9, Sun Solaris 8+, OSX 10.3.9+

ColdFusion MX 7 or Higher (see www.adobe.com for ColdFusion requirements)

Database: MS SQL, MySQL

How a Savvy Install Works

Savvy CM installation is very easy. There are no installation programs to be run on the server, instead you copy your files to the web server, modify the includes.cfm file with the correct information for your installation, register the database in ColdFusion, then upload your templates.

Since Savvy CM is template based, you will need to have templates prepared. Savvy comes with a couple of simple testing templates to make sure the install works and show you how a template may be formatted. See our template section for more information.

Install Files on Server

Savvy does not have an executable installer. Instead to install Savvy CM all you need to do is copy all folders and files into the root of the dev web site or sub directory in an existing site. The completed copy should include an actionfiles folder, an install folder, a primarytemplatefiles folder and some key files for the root folder.

Next run /install/ on your web site. Such as dev.mydomain.com/install/

The installer will step you through creating the config file, testing your configuration and all the necessary database work.

You may have other files or folders in this same directory structure. Savvy will not interfere with files already on the web server. However, if your web site currently uses an application.cfm file you may need to alter it to include our application.cfm file contents. See the Template Guide > Custom Code Object section for more information.

Create Database

Create your database using the database server of your choice. Common databases used are MSSQL or MySQL. MS Access is no longer supported. The data and table structures will be created by Savvy CM later in the installation.

Important: Make sure your database is set for UTF-8 character sets. We use unicode so that you can use any characters in your web site including special characters and foreign characters. If you do not set this up properly you will see funny characters show up in your content.

Set Up Datasource

Once your database has been created you must make a datasource to that database. The datasource is set up on your server, typically through the CF Administrator. You may call the datasource anything that is appropriate for your site and server.

Make sure that the datasource is set up to use UTF-8 character encoding. This typically is manually set for MySQL.

MySQL Example: http://www.howtoforge.com/coldfusion7_mysql4.1_connection

Includes.cfm File

Savvy creates your main configuration file for you upon installation. However you may need to update it when going live or moving the site. This information is stored into variables in the includes.cfm file located in the actionfiles/config folder. You can edit this file with any text or HTML editor. Do not modify this file in design view. Make sure you are editing in HTML view (or its equivalent) only.

NOTE: The includes.cfm file is cached the first time it is used. If you make changes you will need to tell Savvy to refresh the cache and look at the revised file. There are two ways to refresh. The first is to run the following command on your site.

```
http://www.yoursite.com/index.cfm?savvyreinit=1
```

Where www.yoursite.com is your web site address. This tells Savvy to flush the cache and look at the includes.cfm file again. Savvy will also flush cache any time the service is stopped and started, or if the server is rebooted.

Configuring the File

Enter datasource name where indicated. This is the datasource name you used when making the connection to your database through the ColdFusion administrator.

```
<cfset datasourceName="YOUR DATASOURCE NAME">
```

Enter the DB type. If you have a username and password for the database also enter it. If not leave these variables empty.

```
<cfset DBType=”msSQL”> msaccess, mssql, mysql, etc
<cfset DSUsername="">
<cfset DSPassword="">
```

Enter the full path to the root folder to your web site.

Do not remove the trailing slash.

```
<cfset basepath="d:\webfolder\rootwebfolder\">
```

Enter the full web address to your web site including the folder that savvy is installed in.

Do not remove the trailing / slash.

```
<cfset weburl="http://www.besavvy.com/savvycm/">
```

Specify if you want to show calendar events as a layer over your page or as details above the calendar object.

Layer = dhtml layer and often preferred method

None = default mode of showing events above the object.

```
<cfset calendarwindowmode="layer">
```

Enter the admin email contact. This email contact will get error reports if errors happen within Savvy.

```
<cfset adminemail="email@domain.com">
```

Enter the default page title.

```
<cfset defaultTitle = "Savvy CM, Content Management Made Simple">
```

Enter the default meta keywords.

```
<cfset defaultKeywords = "Savvy CM, Content Management Made Simple">
```

Enter the default meta description.

```
<cfset defaultDescription = "Savvy CM, Content Management Made Simple">
```

Note: Save the includes.cfm to the "actionfiles" directory of your Savvy CM installation.

Other Config Files

Each of the methods of Appliaction.cfc can now be injected with your own custom ColdFusion code. This is done via /actionfiles/config/ folder. Most of the files in that folder correspond to a function in Application.cfc. Adding your code to the included file will inject that code instantly for all requests. Aside from the many config files which inject custom ColdFusion code into the Application.cfc functions there are a few other files that may be useful for developers.

applicationnameinclude.cfm:

This file specifies the application name, timeout and a few other attributes. It is included into the beginning of Application.cfc Don't change these values or add to it unless you are very familiar with ColdFusion.

emailnewuser.cfm

This file is the template used to send emails to new users when a new user is created with Savvy. If you do NOT want users to be emailed or you want to customize the email being sent, modify this file.

error_template_general.cfm and error_template_fatal.cfm

These files are templates for what to show if an error occurs. By default we do NOT show the error details to the user, but instead alert the user to an error and email the content of that error to the administrator. You can make that display look better and match the design of the site by altering these templates. Please not it is very important you do not display any of the actual error to users. This is a very big security issue. Error specifics shouldn't be shown to your web site visitors ever. If they are then these two templates need to be modified to remove those statements.

errorconfig.cfm

This is a file which indicates to Savvy what to do if an error occurs. By default it simply uses the templates above to handle the display and alert of the error. Some developers comment out these lines for development. It is very important for security reasons that there is some sort of error handling used with live sites.

loginredirect.cfm

This is a file which runs when someone logs in. By default it will send the user back to the page they logged in from or back to the home page, depending on where the user is logging in from. If you wish to alter that behavior and send the logged in user to a different page, this is the code to modify.

logoutredirect.cfm

This is a file which runs when a user logs out of the site. Similar to the login script this will redirect them back to the page they logged out from or back to the home page, depending on where they logged out from.

redirect.cfm

This file is run if a user has no rights to view a page within Savvy. For example if a user has not logged in, and are trying to visit a password protected page this file is processed. By default it sends them to the home page. You can modify this file to redirect them to some other page of your site or process more complicated business logic.

onmissingtemplate.cfm

This is actually injected into the onmissingtemplate function within Application.cfc. By default it will send anyone visiting an unknown page back to the home page. This is handy if you delete a page, but search engines may still link to that page. Any visitors going to the old deleted page will be redirected to your home page and all search engines will be alerted that the page is no longer available.

Install License

Next place the savvylicense.cfm file supplied to you by Savvy Software into the actionfiles folder. The installation comes with a license file that only supports http://127.0.0.1or http://localhost for testing. You must get a new file from Savvy Software in order to have your site run on a different URL.

Testing the Installation

Go to a web browser and type in the URL page to your savvy site.

This should be the same address as your web URL value you set in the includes.cfm file.

You should get a Welcome to Savvy Content Manager screen. Login to begin.

> Login username: admin
>
> Login password: Admin (**NOTE:** passwords are case sensitive)

NOTE: Remember to change the username and password after logging in!

Add A Template

Begin by adding templates to your system.

Each install of savvy comes with a demo template that contains many of the typical objects for a site.

In order to create your first page and test the Savvy CM installation you must first register a template within Savvy. You should use the sample included to test. To register click on 'Add Template'.

When in the template management screen you see a dropdown list of template files that are not currently in use by Savvy CM. If no files show up in the list, your includes.cfm is not configured correctly. Double check your basepath settings.

Select a template and give it an appropriate name. If that template should be in a specific sub directory structure, specify that. Note that you can leave the default directory blank for your first test.

After registering a template you need to specify who has rights to that template before you can start adding pages. After the template has been registered you need to assign what users or groups have rights to create pages for it and its objects. Add your 'admin' user account or group.

Now you are ready to create pages using that template. We recommend using a test page name and NOT index.cfm when testing. You can at some point overwrite the index.cfm file of Savvy to place your home page of your web site, but it is best to have the template tested fully before doing so.

Install Complete

If your testing has successfully created a template and page then your install is complete. Your next step is to create new templates (see Template Guide) and start creating pages from those templates.

Remove unnecessary files:

/database/
/install/

Troubleshooting

The most common time for errors to appear is when creating and testing new templates. If you encounter an error, please check your includes.cfm file in the actionfiles folder. Make sure it follows the instructions listed at the beginning of this document.

Does your includes.cfm file exist in the actionfiles folder?

Have you copied over your savvylicense.cfm file supplied by Savvy?

Is your file path correct and include the / at the end of it?

Is your web URL correct including the sub-folder that Savvy is installed in (if you installed in a sub-folder)?

Are you using the correct datasource name? Is that a datasource that is recognized and working in the ColdFusion administrator?

Does the basictemplate.cfm work, but not other templates?

Do you have a header object at or near the top of your template (between the Title tags)?

Do you have at least one Savvy Content Object and does it match the samples in the Template Guide?

Visit http://www.besavvy.com/support.cfm for a full Knowledge Base of ideas and support options.

Template Guide

Introduction

The following document is intended to be useful for those creating templates for Savvy CM. For information about installation, using the editor, or administering the content management system please see the related documentation.

It is expected that the server already has ColdFusion MX version 7 or greater installed and Savvy CM is already installed. You should test building a page with our simple template sent with the install package.

Your next steps:

Create a Template

Upload to the /primarytemplatefiles/ folder

Log into Savvy CM and visit the Templates admin option from the Savvy Toolbar to add the template.

Requirements

Savvy Web Interface

- Windows - MSIE 6.x, Mozilla 1.4, 1.5, 1.6, Firefox 1.x (not Opera);
- MAC OS X -Mozilla 1.4, 1.5, 1.6 (NOT safari, opera, MSIE);
- MAC OS 9 - NOT supported (Mozilla does not work with it);
- All other OS's that support Mozilla 1.4+.

Server Requirements

Windows 2000/2003 | Linux

ColdFusion MX Version 6 or Higher

Databases Supported:

- MS SQL Server
- MS Access
- MySQL
- Oracle

Template Requirements

When creating templates you may use whatever editor you feel most comfortable, so long as it allows you to enter non standard HTML (such as ColdFusion tags) and you are able to enter in some sort of Code View. Many people use Dreamweaver, BB Edit, Homesite, or Notepad. A template is just like any other HTML file, but has a few additional tags directly related to Savvy CM.

How Savvy Templates Work

Savvy CM uses HTML templates as the layout for pages built and edited/managed using Savvy. These templates can be designed in any way that is required. You may use HTML table structure or CSS positioning for the layout of your templates and use any tool to create them such as Dreamweaver, BBEdit, Notepad, CFEclipse, etc. They can have as many content objects (or as few) as desired. Any actual content that is to be edited by an end user should not be placed into the template. Rather that content should be entered after the template is made and registered with the Savvy CM installation.

Once the template has been made, it is registered with the Savvy CM installation through the manage templates interface within Savvy CM. After it is registered, users are assigned rights to create pages using that template. Once a user has rights to create pages using that template the user clicks on 'add page' in their Savvy Tools interface. When a user chooses to add a page, they choose the template to use from a list that has been authorized for them by the Savvy Administrator. Once the user chooses that template, they name their page, and Savvy CM does the rest. A new page is created and placed on the web server using the layout and design designated in the template.

See an example template.

Object Types

Header Objects

Required Each template must have one header object. It replaces the title, meta tags, and style sheet tags. Starting at the top of your file replace the title tag and style sheet include code of your page with the following module:

```
<cfmodule template="../actionfiles/createheader.cfm"
Title="TitleObjectName" UniqueObject="no"
basetemplate name="#url.basetemplate name#" page ID="#url.Page ID#"
stylesheet="style.css" stylesheetcalendar="stylecalendar.css">
```

NOTE: There are only two parts to the cfmodule line of code you should modify for your install. The title should be unique for each page. And contain no spaces. The style sheet parameters should contain the name of your style sheet you are using for that template of your web site. One is for display of all information other than the calendar. The other should only contain the calendar specific style information. We provide samples in the primary template folder for each. Remember to put the style sheets in the primary template files folder. All other parameters should be left as is.

Unique Content Objects

There are two types of content objects. Unique objects to a page, or objects that are shared across multiple pages in a section, or across the whole web site.

The unique objects will be most widely used and will contain content unique to that object and page. A unique object type is demonstrated below:

```
<cfmodule template="../actionfiles/createcontentobject.cfm"
Title="UniqueObjectName" ObjectType="Unique"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" stylesheet="#stylesheet#"  bgcolor="ffffff"
editmode="editor">
```

There are four attributes to edit:

1. **Title:** The title given to this object. Make this unique if the object isn't shared.

2. **ObjectType:** This determines if the content in the object will be shared with other content areas. See Shared Content Objects for more information.

3. **Bgcolor:** This is the default background color shown in the editor. The default is ffffff which is white. (standard hex colors without the #). Change this to a different color if you need the editor to preview differently. Such as if you have a footer area that is dark blue, with white text, and you want the editor to preview as such.

4. **Editmode:** Editmode instructs Savvy to use the editor or not. It is possible for you to create a content object which will not use the editor. This is useful if you need to put in javascript or other code that may not work with the editor. To turn the editor off set **editmote="no editor".** By default this parameter is set to 'editor'.

NOTE: You only need to update four parameters of this tag. Do not change any other parameters. The Title of each unique cfmodule needs to be unique. Rename the title to reflect the content area, for example: HomePageCenterContent. Please do not use spaces or other special characters in the object title name.

Shared Content Objects

Use shared objects where you want to display the same content on many pages throughout the site. A good example of where to use a shared object type is in the copyright statement often found at the bottom of a web page. This can contain any copyright information and often address and telephone and is usually the same on every page of the site. If that content is changed on one page, it should be changed on all others as well. Another common example is a news announcement you want on multiple pages. In this case, the news item may only be shown in a couple templates, but have the same information in each of the pages made from those templates. Finally, sub-navigation for a specific template is a common use of shared content objects. In this case, only one template is using the shared object, and all pages using that template show the content. A shared object type is shown below:

```
<cfmodule template="../actionfiles/createcontentobject.cfm"
Title="SharedModuleName" ObjectType="Shared"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" stylesheet="#stylesheet#"
bgcolor="ffffff"  editmode="editor">
```

There are four attributes to edit:

1. **Title:** The title given to this object. Make this unique if the object isn't shared.

2. **ObjectType:** This determines if the content in the object will be shared with other content areas. See Unique Content Objects for more information.

3. **Bgcolor:** This is the default background color shown in the editor. The default is ffffff which is white. (standard hex colors without the #). Change this to a different color if you need the editor to preview differently. Such as if you have a footer area that is dark blue, with white text, and you want the editor to preview as such.

4. **Editmode:** Editmode instructs Savvy to use the editor or not. It is possible for you to create a content object which will not use the editor. This is useful if you need to put in javascript or other code that may not work with the editor. To turn the editor off set **editmote="no editor".** By default this parameter is set to 'editor'.

NOTE: If sharing a module and content between templates the Title needs to be the same on each template using the shared module. Rename the title to reflect the content area, for example: CopyrightStatement. Please do not use spaces in the object title name and remember that the name needs to remain the same on all templates sharing that content.

Navigation Object

This navigation object builds a DHTML CSS driven nav bar for your web sites. You can have as many of the nav objects in a template as you like.

```
<cfmodule template="../actionfiles/createnavobject.cfm"
style="arktic_orange" layout="horizontal"
navname="WhateverNameYouWant">
```

In this object you specify three things.

Style: which is the name of the folder where the style sheet for this object exists. It is located in /actionfiles/dnav/cssmenues/skins/[stylefolder]. So in the example above there is a folder in the skins folder called /arktic_orange/ which has a style sheet you can modify or use as is.

Layout: there are three options. Horizontal, Horizontal2, and Vertical.

- **Horizontal** (goes across the top, with sub items dropping down)
- **Horizontal2** (goes across the top, with sub items only 1 level deep.)
- **Vertical** (goes down, with sub items opening to the right)

Navname: This is the name you give the navigation element. It should be the same on all nav objects that should share the same data. If you want two nav objects on the same template (and thus the same page) you would have two different names.

You may edit or create new style sheets easily. Copy an existing skin folder such as arktic_orange and paste it in with a new name. Next open the menu.css file and search/replace the text 'arktic_orange' with your new skin name. Make sure the new folder name and skin name is the same. As an example, if you copied arktic_orange and made a new skin you could name the new folder 'brilliant_yellow', then in the menu.css file, search and replace 'arktic_orange' with 'brilliant_yellow' and you are all set. Next modify the CSS at will.

You do not need to rebuild pages to see the new CSS modifications, however if you change your nav object to have a different layout or a different name/style you will need to rebuild that template.

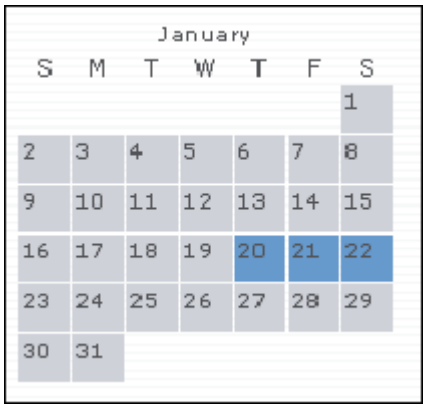
NOTE: We supply you with a number of sample styles, but don't hesitate to create your own. The easiest way to do that is to copy an existing style then edit it.

Calendar Objects

Use calendar objects where you would like to display a large or small calendar view. You can display multiple calendars on your site, each with different content, by giving each calendar module title a unique name or display the same calendar in different areas of your site by keeping each calendar module title name the same. There is a small calendar view, a large calendar view, and a list view.

Small Calendar View

This shows a small monthly calendar, without event details; useful for a preview of the full calendar. It will show the current month and shade the colors of days where events are taking place. To change the colors of the calendar, refer to our style sheets section.




```
<cfmodule template="../actionfiles/createcalendarobject.cfm"
Title="EventCalendar" UniqueObject="yes"
CalendarName="EventCalendarName"
basetemplate name="#url.basetemplate name#"
page_ID="#url.Page_ID#" viewmode="small">
```

Rename the title and name to reflect the calendar content, for example: EventCalendar. Please do not use spaces in the object title name. Also set the viewmode to ‘small’. No other parameters should be changed.

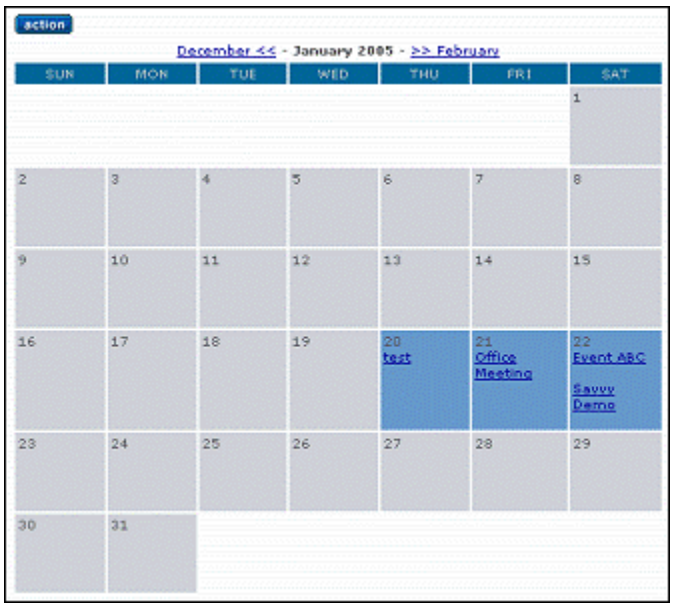
Note: Set the CalendarName attribute to 'all' if you want to show all information from all calendars in the Savvy system. As an example, if you have 3 calendars in the site.

Named calendar1, calendar2, calendar3. You can show 3 mini views with three objects, each having CalendarName="calendar[x]" as appropriate. If you have CalendarName="all" it will show based on the data in all 3 calendars in the site.

If you use the same name in multiple templates the calendars will share data. If the names are unique they will not share event data.

Large Calendar View

This shows a full monthly view of a calendar with event titles showing up in the correct day. The display automatically changes the layout according to the current month.




```
<cfmodule template="../actionfiles/createcalendarobject.cfm"
Title="EventCalendar" UniqueObject="yes"
CalendarName="EventCalendarName"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" viewmode="full">
```

Rename the title and name to reflect the calendar content, for example: EventCalendar. Please do not use spaces in the object title name. Also set the viewmode to 'full'. No other parameters should be changed.

If you use the same name in multiple templates the calendars will share data. If the names are unique they will not share event data.

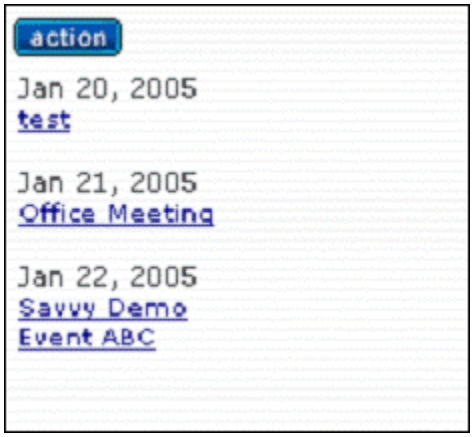
Remember, if you would like to show a small calendar view on your home page and link to the large calendar view and have both feature the same

content both object title names need to remain the same such as in the example above.

Again, set the calendarname attribute to 'all' if you want to show all information from all calendars in the Savvy system.

List Calendar View

This shows a list of events, without event details; useful for a preview of the full calendar.




```
<cfmodule template="../actionfiles/createcalendarobject.cfm"
Title="EventCalendar" UniqueObject="yes"
CalendarName="EventCalendarName"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" viewmode="list" listsize="10">
```

Rename the title and name to reflect the calendar content, for example: EventCalendar. Please do not use spaces in the object title name. Also set the viewmode to ‘small’. No other parameters should be changed. Set the listsize attribute to the max number of items to show in the list. It will show events from the current date forward until it shows the max number specified in listsize. Again, set the calendarname attribute to 'all' if you want to show all information from all calendars in the Savvy system.

Search Object

The search object is used to provide the results of a search on your site. The search object will search across all content objects currently in use and published. It will output a short summary of the content, as well as a link to the page.

```
<cfmodule template="../actionfiles/createsearchobject.cfm">
```

Typically the search object above is put into its own template. Then a page is created from that template called 'search_results.cfm' or something similar. You have search forms on other pages that point to the page made from that template. An example of a typical search form is:

```
<form action="/search_results.cfm" method="post">
        <input type="text" name="searchterms" size="15">
        <input type="submit" name="submit" value="Search Now">
</form>
```

The input type should be set to **text** and the name of the input needs to be **searchterms**. This is important, as that is what Savvy will be looking for. If your search results page is showing blank, that would indicate that it isn't getting the form field it is expecting.

Custom Code Object

Sometimes you will have the need to insert some custom ColdFusion code into your web site. Use this tag to specify the name of the file to include into your template. A good example of custom code is inserting ColdFusion code that should be run every time the page is viewed. You can enter ColdFusion code directly into a template, but that code is run when the page is made, not when it is viewed.

```
<cfmodule template="../actionfiles/createcustomcodeobject.cfm"
customcodefile="randomheadersmall.cfm" >
```

NOTE: Change the filename of the custom code file parameter to the coldfusion file that contains your custom code. This file should be placed in the primarytemplatefiles/customcode folder. If this folder does not exist, create the folder customcode then ftp your custom ColdFusion code into it.

Application.cfm Changes

Should you need to add anything to the Application.cfm you can add it to the /actionfiles/config/ file. Choose the right file for your CFMX version. This file is automatically included within Application.cfm and will automatically include any of your additions. Typically your additions would be at the end of this file.

Application and Session Information

Savvy stores its application information (all the includes.cfm variables, etc) in a structure called application.SavvyCM. All session information is stored in session.Savvy structure.

To determine what information is stored in your version of savvy create a debug.cfm file and put into it:

```
<cfdump var="#application.SavvyCM#">

<cfdump var="#session.Savvy#">
```

Then run that file in the root of the Savvy Install.

Example of a Simple Template

The following code would be an example of a very simple template. It contains 2 content areas, one in each column and a full view of a calendar below them. The Savvy CM code is shown in blue.

```
<HTML>
<HEAD>
     <cfmodule template="../actionfiles/createheader.cfm" Title="BasicTemplateHeader"
UniqueObject="no" basetemplate_name="#url.basetemplate_name#"  page_ID="#url.Page_ID#"
stylesheet="style2.css">
</HEAD>

<BODY MARGINWIDTH="0" MARGINHEIGHT="0" TOPMARGIN="0" >
<TABLE BORDER="1" WIDTH="743" CELLSPACING="0" CELLPADDING="0" ALIGN="center"
bgcolor="#FFFFFF">

<tr>
          <td valign="top" bgcolor="#cccccc">
                    This is a Unique Object.<br>
          <!-- UNIQUE CONTENT OBJECT WITH GREY BACKGROUND COLOR -->
        <cfmodule template="../actionfiles/CreateContentObject.cfm" Title="ExampleLeft"
ObjectType="Unique" basetemplate_name="#url.basetemplate_name#" page_ID="#url.Page_ID#"
stylesheet="#stylesheet#">
     </td>

          <td valign="top">
                    This is a shared object.<br>
          <!-- SHARED CONTENT OBJECT -->
        <cfmodule template="../actionfiles/CreateContentObject.cfm" Title="ExampleRight"
ObjectType="Shared" basetemplate_name="#url.basetemplate_name#" page_ID="#url.Page_ID#"
stylesheet="#stylesheet#">
           </td>

</tr>
<tr>
           <td colspan="2" align="center">
           This is a full view of calendar.<br>
           <cfmodule template="../actionfiles/CreateCalendarObject.cfm"
Title="ExampleCalendar" UniqueObject="yes" CalendarName="SavvyCMCalendarDemo"
basetemplate_name="#url.basetemplate_name#"  page_ID="#url.Page_ID#" viewmode="full">
           </td>
</tr>
</TABLE>
</BODY>
</HTML>
```

Creating Savvy CM Templates

Savvy CM Templates are simply html files with a couple extra lines of code. The lines are described below and can be copied and pasted into your template file using your favorite html editor (in code mode).

The easiest approach is to create your page as you would if it were html (with the .html name). Preview it to make sure it is displaying correctly. Then rename it with a .cfm extension and add the new Savvy CM lines of code to the appropriate areas. If you have questions, refer to our sample template. Wherever you place our display objects, savvy will place the code necessary to implement the content management. For a typical template, there are only 2 to 3 lines of code needed!

Templates are used to create the final pages of your web site. Typically a template is made for each section of your site. For example, if your web site has the main navigation of 'home, about, services, products, contact us, and support' you will probably have a template for the home page, a template for about, etc. If you have multiple pages in the products section, one template can be used to create each of those pages. In this way your pages within a section can be consistent.

Templates also do not need to be similar to each other. Take your graphic design, and use it to derive the number of templates. Remember, you can always add more templates later, or change the layout of your templates at any time.

Once your template(s) are made and uploaded to the primaryTemplate Files folder of your web site, log into Savvy CM, and choose 'manage templates' under the Savvy Tools button. You can then register your new template, and select the filename from the list available. After you have registered your templates you then associate what users will have rights to create pages with it. Once user rights are assigned people can add new pages using that template.

All templates files must be saved and stored in the PrimaryTemplate Files folder and must end with the .cfm extension. Please do not use any spaces in your template file names.

Open your template file and begin inserting content modules where you want a content area to be displayed. There is only one required line of code in the template. This is the Header Object.

Stylesheets

Template and Page Styles

Savvy CM sites embeds a stylesheet to all templates. By default this is stye.css. It is used to alter the style of your pages and also used to within the editor to preview styles. Feel free to modify the style sheet to suit the

design needs of your web site. There are a few specific items required in the calendar style sheet if you are using calendar objects.

The style sheet is found in the PrimaryTemplateFiles folder and is by default named style.css. You can alter this file and name to suit your needs. If you change the name of this file, be sure to change the header object parameter for the stylesheet to match the new name of the file.

> **Note: You may have more than one style sheet. If you use CSS positioning you may want to have the CSS file with the layout code done externally as you would normally do (outside of Savvy). Place the text, link and other presentation styles you want previewed in the editor into the style listed in the header object. This way your layout styles are not previewed in the editor.**

Navigation

The navigation object also uses a style sheet. This style is specified by the nav object by naming the folder that style is in.

/actionfiles/dnav/cssmenues/skins/[stylefolder]

The style sheets can be complex. We have provided a handfull of samples you may use as is, or modify to suit your needs. In addition you can create your own CSS files for the nav object.

To create a new style sheet copy an existing skin folder such as arktic_orange and paste it in with a new name. Next open the menu.css file and search/replace the text 'arktic_orange' with your new skin name. Make sure the new folder name and skin name is the same. As an example, if you copied arktic_orange and made a new skin you could name the new folder 'brilliant_yellow', then in the menu.css file, search and replace 'arktic_orange' with 'brilliant_yellow' and you are all set. Next modify the CSS at will.

The nav object renders each nav item as a list item (LI). As such there are many classes applied based on the state of the navigation elements. Below is a sample that shows you what classes you can find and use/style.

Example Nav CSS from www.besavvy.com/products.cfm

Note the classes lev1, first, haschildren, and selected. These classes among others help you control how the navigation looks at all times. You can customize colors based on order of elements, if they are selected (products.cfm is labeled selected as that is the page we are viewing), if they have children (for down arrows or other visual cues), etc.

A useful tool to further analyze what classes are applied to elements is Firebug, a FireFox addon. Firebug will slow your browser down a lot when run, so only enable it when you want to inspect style elements of a site.

```
<div class="kthorizontal ktopts_showtimeout_100 ktopts_hidetimeout_100
ktopts_imgreplace_no ktopts_imgreplacestyle_img ktopts_imgdir_
ktopts_imgnames_" style="width: 649px; height: 26px;">
<ul class="lev1 clearfix" style="width: 649px; height: 26px;">
<li class="lev1 pos1 lev1_pos1 first lev1_first">
<a class="lev1 pos1 lev1_pos1 first
lev1_first" target="_self" href="/client_list.cfm">Client List</a>
</li>
<li class="lev1 pos2 lev1_pos2 haschildren lev1_haschildren">
<a class="lev1 pos2 lev1_pos2 haschildren
lev1_haschildren" target="_self" href="/why_savvy.cfm">Why Savvy</a>
<ul>
<li>
<a target="_self" href="/testimonials.cfm">Testimonials</a>
</li>
<li>
<a target="_self" href="/case_studies.cfm">Case Studies</a>
</li>

</ul>
</li>
<li class="selected lev1 pos3 lev1_pos3 haschildren lev1_haschildren lev1_selected">
<a class="lev1 pos3 lev1_pos3 haschildren lev1_haschildren selected
lev1_selected" target="_self" href="/products.cfm">Products</a>
<ul>
<li>
<a target="_self" href="/screenshots.cfm">Screenshots</a>
</li>
<li>
<a target="_self" href="/system_requirements.cfm">System Requirements</a>
</li>
<li>
<a target="_self" href="/Demo_info.cfm">Demos</a>
</li>
<li>
<a target="_self" href="/pricing.cfm">Pricing</a>
</li>


</ul>
</li>
<li class="lev1 pos4 lev1_pos4">
</li>
<li class="lev1 pos5 lev1_pos5 last lev1_last haschildren lev1_haschildren">
</li>
</ul>
```

```
</div>
</div>
```

Calendar

The stylesheet code for calendar display is specified in stylecalendar.css by default. The following are the options available in that stylesheet.

The following property applies to the calendar days of the week as they appear horizontally above the calendar

```
.defaultcalendarHeader {COLOR: #CCCCCC; BACKGROUND-COLOR: #006699; FONT-SIZE: 10px;}
```

The following property applies to the color of the calendar day if there are events on that day.

```
.defaultcalendarCurrentDay {BACKGROUND-COLOR: #6699CC; FONT-SIZE: 10px;}
```

The following property applies to the color of the calendar day if there are no events on that day

```
.defaultcalendarOffDay {BACKGROUND-COLOR: #CED1D8; FONT-SIZE: 10px;}
```

The following property applies to the background color of the event detail description.

```
.defaultcalendarEvent {BACKGROUND-COLOR: #eeeeee; FONT-SIZE: 10px; border: 1px solid#cccccc;}
```

The following properties apply to the month forward and backward links.

```
.defaultcalendarForwardBackLink:link,

.defaultcalendarForwardBackLink:visited,

.defaultcalendarForwardBackLink:active {COLOR: #000099}

.defaultcalendarForwardBackLink:hover {COLOR: #3333cc}
```

The following properties apply to the event links within the calendar.

```
.defaultcalendarLink:link,
```

```
.defaultcalendarLink:visited,
.defaultcalendarLink:active {COLOR: #000099; FONT-SIZE: 10px;}
.defaultcalendarLink:hover {COLOR: #3333cc; FONT-SIZE: 10px;}
```

Troubleshooting

The most common time for errors to appear is when creating and testing new templates. If you encounter an error, please check your includes.cfm file in the actionfiles folder.

Does your includes.cfm file exist in the actionfiles folder?

Does it contain all of the variables required?

Is your file path correct and include the / at the end of it?

Is your web URL correct including the sub-folder that savvy is installed in (if you installed in a sub-folder)?

Are you using the correct datasource name? Is that a datasource that is recognized and working in the ColdFusion administrator?

Next, check your objects placed in your templates.

Do you have a header object at or near the top of your template (between the Title tags)?

Do you have at least one Savvy Content Object and does it match the samples in the Template Guide?

Check our forums for more support troubleshooting tips.

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User Guide

Savvy Toolbar

Add Page

Adding pages with Savvy CM is as simple as selecting this option. You will be presented with a list of templates you have been given rights to create pages from. These templates are the layouts of your page. Commonly templates are made for different sections of the web site. Choose your template from which to create the page.

Once you have selected a template, you will be prompted to name the page and enter or modify the keywords and other page data for that page.

Page Name: The page name should be unique (unless overwriting an existing page) and not contain any special characters or spaces. A good example of a page name is 'Newsletter_December_2004.cfm' or products.cfm. A bad name would be something like 'Joes Pages!.cfm' You can use the _ character or the – when naming pages.

You can specify a sub folder when naming pages. For example 'about/test.cfm' would make an about folder (if it doesn't exist), then put the test.cfm page in it.

Page Title: This is the title that shows up in the bar at the top of your browser window. Typically Savvy CM automatically enters a default title for you. You can always edit this information later.

Page Description: This is useful for search engines. It is a description of the information found on your page. Often Savvy CM will put default information here. You can edit this information later if required.

Page Keywords: This is also useful for search engines. Often Savvy CM will put default information here. You can edit this information later if required.

Delete Page

Deleting pages is often only granted to persons who can also create pages. This removes the page from your web site. Any person who clicks on a link to visit the deleted page (from other pages in your site, other sites, or search engines) will be given a 404 file not found error by your server.

Typically you don't need to delete pages. However there are times when you no longer want the page or data to be available. Click on Delete Page, and confirm. Make sure you are on the page you want deleted. DO NOT delete the home page of your web site!

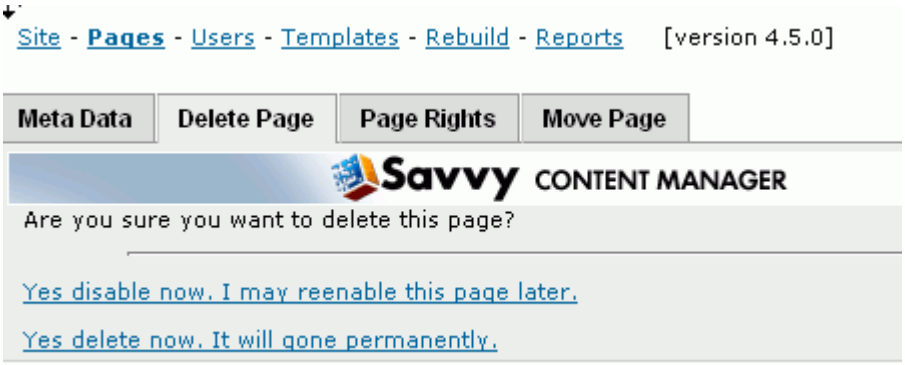
There are two options when deleting a page.

Disable:

Once the page has been disabled it **is** possible to undelete. Visit the Site Map option on your Savvy CM toolbar. Go to the section of your web site, and the page that you want re-enabled. (it will be listed in the disabled section). Click on enable to have that page recreated. All of your previous content will be automatically added back to that page.

Delete:

This will permanently remove the page and it will not be shown in the site map tab. It is not possible to recover this page.



Manage Templates

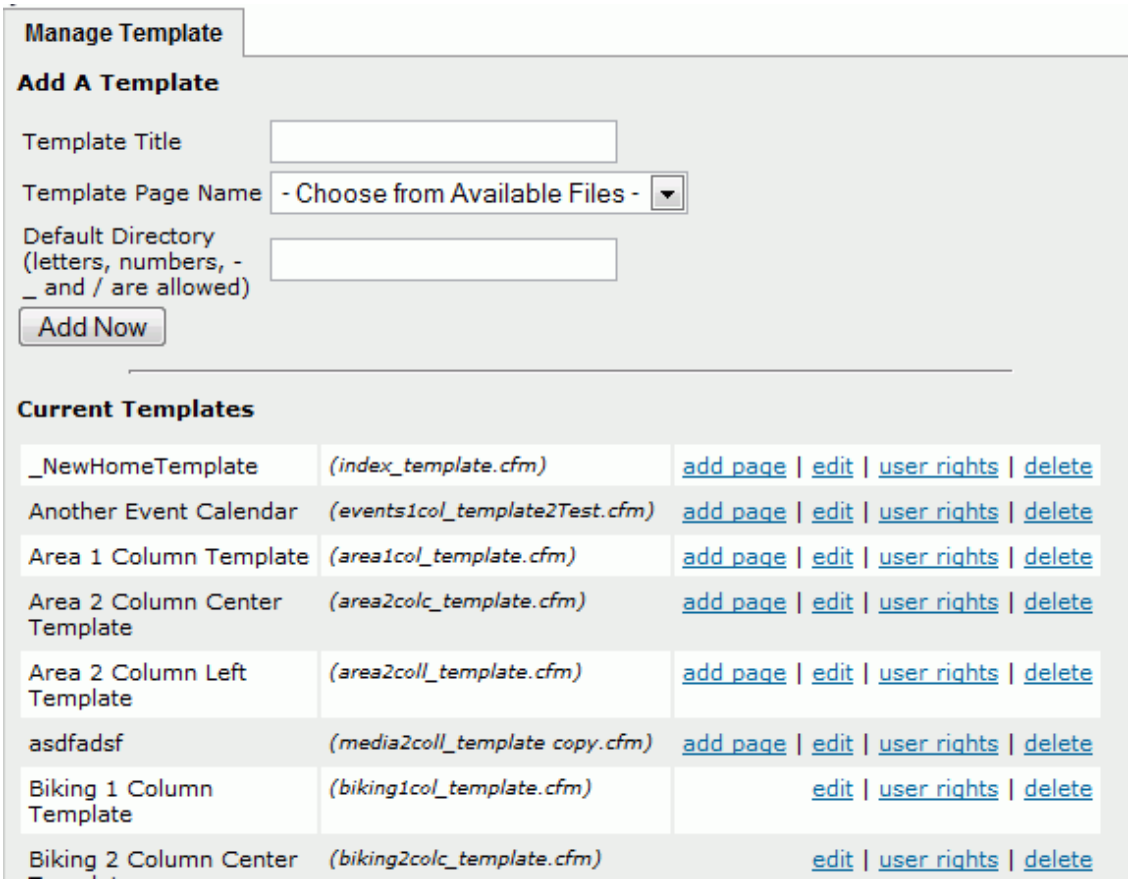
This is used by system administrators to create and register new templates with Savvy CM. See the template guide for additional information about registering templates the first time.

When in the template management screen you see a dropdown list of template files that are not currently in use by Savvy CM. If no files show up in the list, your includes.cfm is not configured correctly. Double check your basepath settings.

Select a template and give it an appropriate name. If that template should be in a specific sub directory structure, specify that. Note that you can leave the default directory blank for your first test.

After registering a template you need to specify who has rights to that template before you can start adding pages. After the template has been registered you need to assign what users have rights to create pages for it. Add your 'admin' user account.

Now you are ready to create pages using that template. We recommend using a test page name and NOT index.cfm when testing. You can at some point overwrite the index.cfm file of Savvy to place your home page of your web site, but it is best to have the template tested fully before doing so.



Rebuilding

Rebuilding is done when changes to a template have been made, and pages need to have those changes applied to them. A web developer will upload those changed templates to the site, and then choose one of the rebuild options to have those changes reflected.

Note: This can be very dangerous to the site. Only qualified people should be given the ability to rebuild sites.

Rebuild Page

This allows you to only rebuild one page of a site from the updated template. This is useful if you have made a change to a template, and want to preview that change on a test page before applying it site wide. This is most commonly used when testing changes.

Rebuild Template

Using this option will only rebuild pages that are based off of the template you are currently viewing. So if you have an About Us template, with 5 pages using that template, you choose this option to rebuild all 5 pages at once based on the revised template. It will rebuild whatever template you are viewing at the time (be on the right page first). DO NOT do this operation without testing your template changes first using rebuild page on a test page.

Rebuild Site

This will rebuild all pages of the site at once. Useful when you have fully tested the templates modified, and are ready to apply the changes. This can be very time and processor consuming if you have a large number of pages. Should you have timeout errors, try doing one template at a time. DO NOT do this operation without testing your template changes first using rebuild page on a test page.

ReIndex Site

This is left in for older compatibility reasons, but is no longer used in Savvy. The internal search engine has been changed to no longer need reindexing.

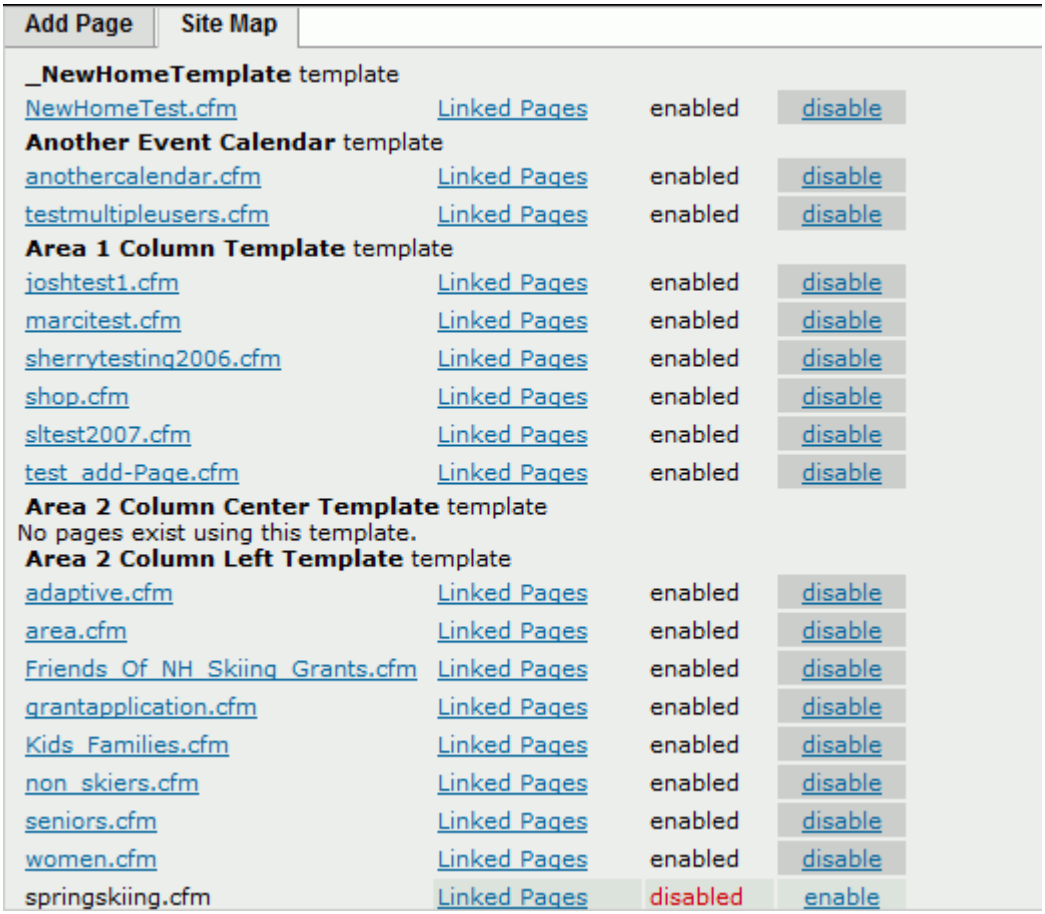
It used to be used to reindex a site for the site's internal search engine. If you use Savvy CM's search tool, you will need to periodically reindex the site. Once choosing this option you will be presented with a choice of which templates to reindex. It is recommended to only reindex the templates that have had updates to them. Either in new pages or from updated content in existing pages.

This process can be resource intensive and take a few minutes to complete. It is best to only run it when necessary and only for the templates required.

Site Map

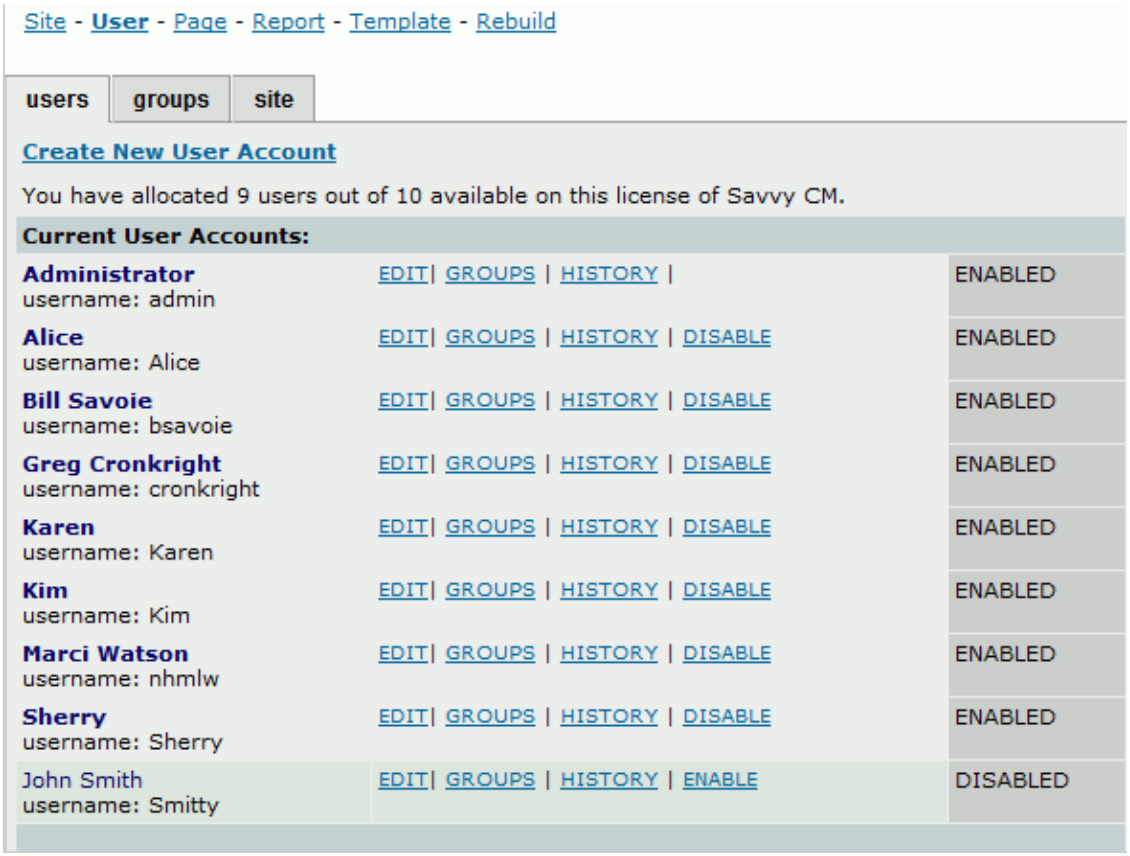
The site map is a listing of all of your sites templates, and all pages created from each template. It is a good resource to get to pages that you can't find through navigating your web site, or to undelete pages that you may have deleted earlier. Also useful to determine what pages are made from what templates.

It is also a handy resource to see what pages link to other pages. For example you can click on 'linked pages' next to your about page to see what other pages link to your about page. Handy if you are about to disable the page and need to identify links first.



User Management

This is your means of updating users, groups or site wide rights.



Learn more about:

User Rights

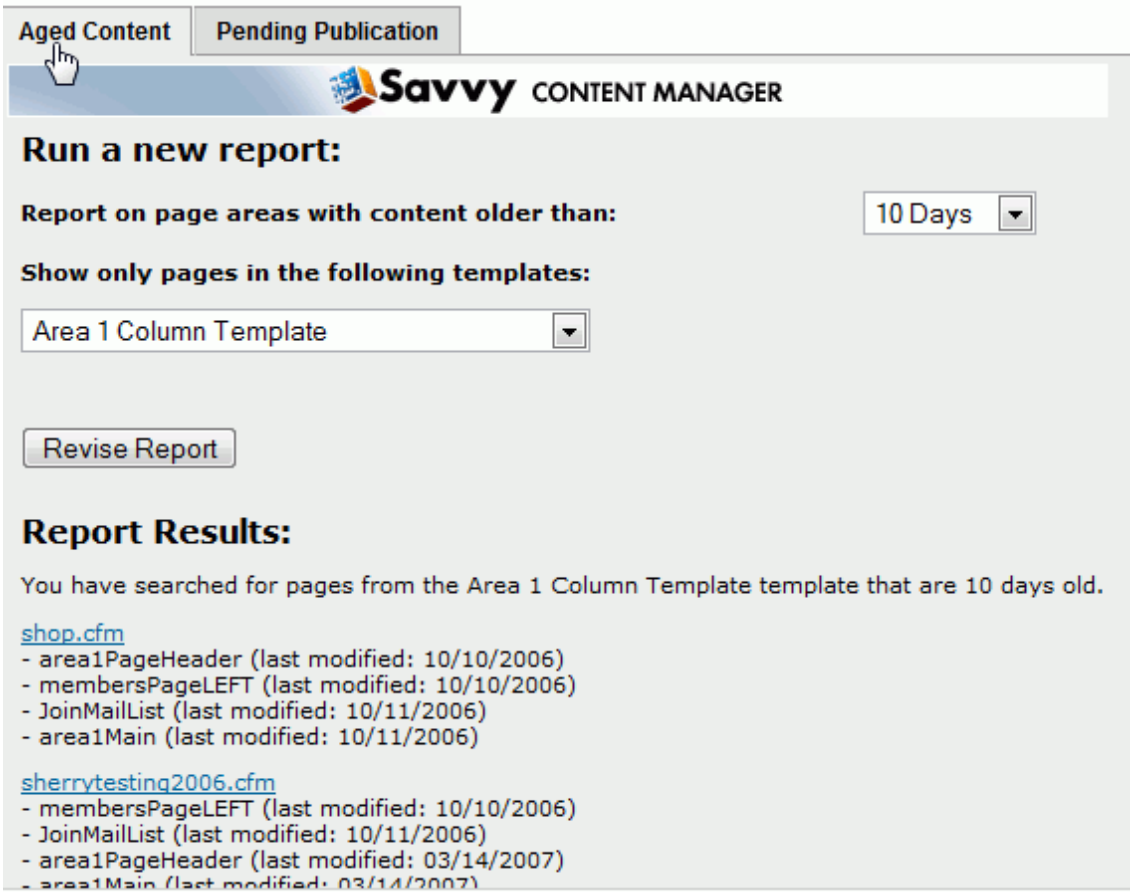
Group Rights

Site Wide Rights

Rights Hierarchy

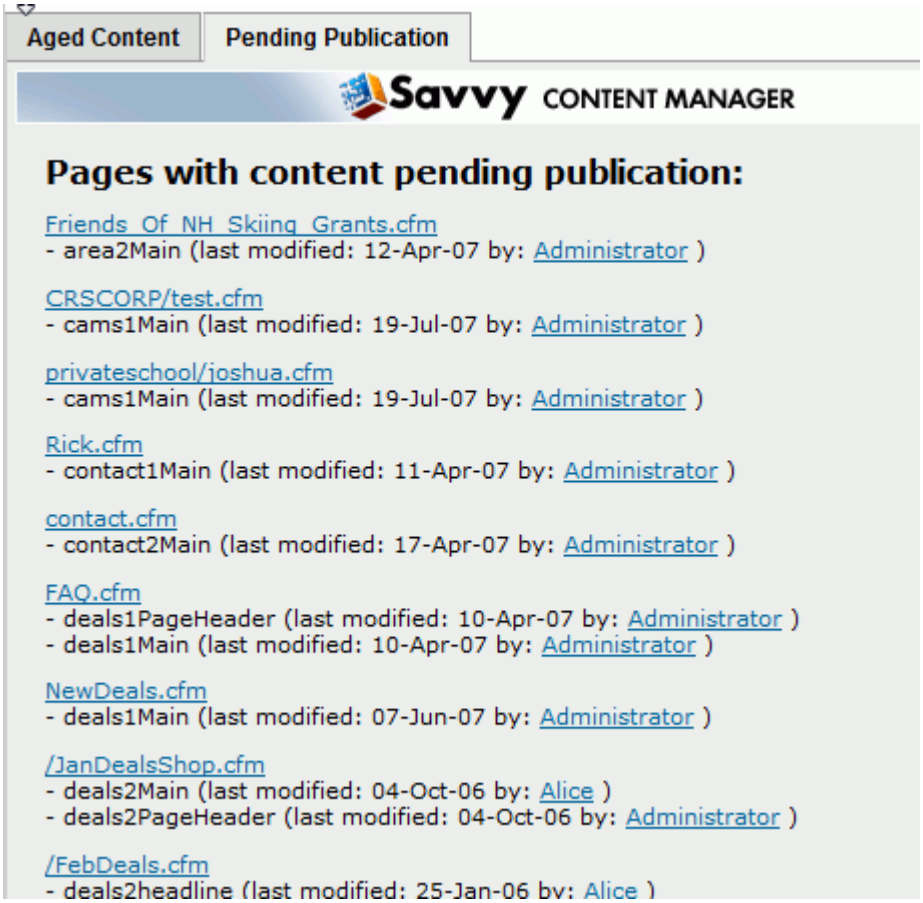
Aged Content

Aged content report is for viewing pages that may have not been updated in a specified period of time. This is useful to help determine where updates should be made or if there are neglected areas of your web site.



Pending Publication

Pending publication report is to determine which pages of the site have information that has been updated but not published. It is a good idea to view this report periodically to see if there has been a forgotten update.



Log Out

You should always log out of Savvy CM when you are done editing. If you have not made updates or used Savvy CM for a while after logging in, you will automatically be logged out.

Content Object Options

Edit

This option opens the Savvy Editor window so you can edit the content. If you do not have this button showing for your content area then either that area is not editable as defined by the template or you have not been given rights to update that content. After you have updated and saved your content it will be shown in preview mode. The action button will be orange and your changes are pending publication. For detailed information about the editor, see the Savvy Editor Guide documentation.

History

This lists the content object as it currently exists, and the past several iterations of that content object. You can scroll down to the version of the

object and if required click on 'revert to...' link to revert to that version of the content.

This is useful if you need to look back into the history of the object to see when changes have been made, who made them, and what they were. You can also easily switch from one content block to another as your needs dictate.

You can also schedule expiration of content if you would like the revert to take place at a time you are not available.

Publish Object

This allows you to publish the updated content object that is currently in preview mode. Until you publish the updated content object no visitors to your site will see the changes that have been made. Objects can be pending publication for an indefinite time. It is ok to leave them pending publication while you seek approval or feedback from others or require more time to continue revising the content.

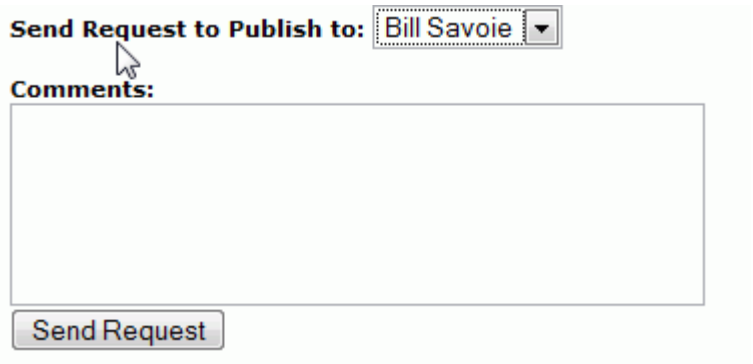
Publish Page

Publish page is the same thing as publish object, but will publish all objects that require publishing at the same time. This is useful when you have multiple objects on a page and have updated many of them.

Request Publication

This option is for people who are able to edit an object, but do not have a publish object or publish page option. It will allow you to send a request to another user of Savvy CM who does have that right. Enter your comments and select a user then submit.

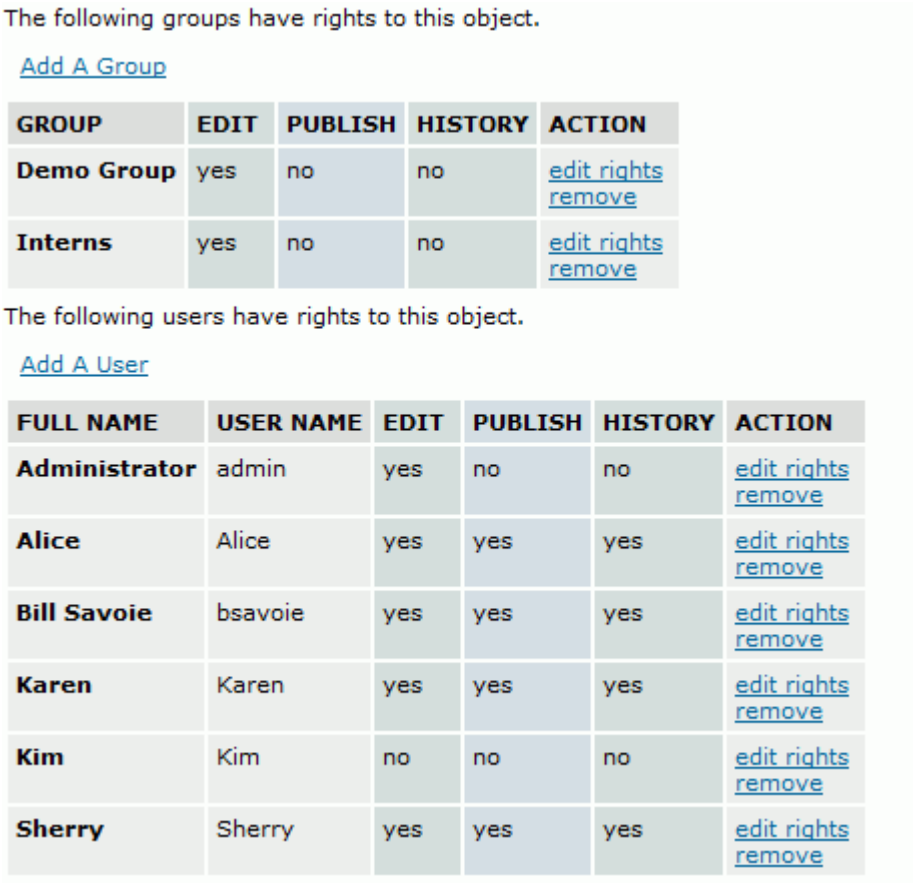
Your request will be emailed to the specified user along with a copy of the original content and your updates. They will then have a link to the page and will be able to publish the content as appropriate.



User Rights

This is where an administrator can specify the user rights for a specific object. You may specify which users or groups may edit, publish and view history on the specific object. This option is typically only available for power users or administrators.

For more information about assigning user rights visit this page.



The following groups have rights to this object.

Add A Group

GROUP	EDIT	PUBLISH	HISTORY	ACTION
Demo Group	yes	no	no	edit rights remove
Interns	yes	no	no	edit rights remove

The following users have rights to this object.

Add A User

FULL NAME	USER NAME	EDIT	PUBLISH	HISTORY	ACTION
Administrator	admin	yes	no	no	edit rights remove
Alice	Alice	yes	yes	yes	edit rights remove
Bill Savoie	bsavoie	yes	yes	yes	edit rights remove
Karen	Karen	yes	yes	yes	edit rights remove
Kim	Kim	no	no	no	edit rights remove
Sherry	Sherry	yes	yes	yes	edit rights remove

Navigation Object

Edit

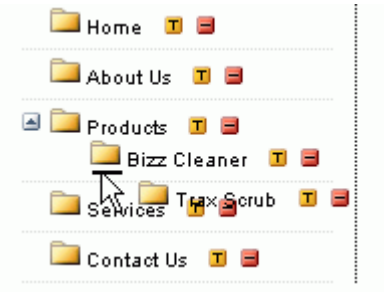
The edit button for the navigation object allows the user to modify parts of the navigation bar. You may have multiple navigation objects in a site, which may share data or be unique, depending on how your template is designed.

When clicking the edit button a floating window will appear and provide you a drag and drop interface for moving your navigation elements. You may select an element, or a whole section of the nav tree and drag it to another nav item.

Moving Nav Items

When dragging elements you have two visual cues for your actions:

The first is a solid line. It indicates your element will be placed directly below the other nav item. In this case Trax Scrub will be just below Bizz Cleaner within the Products section.



The second visual cue is an arrow. It indicates your navigation element will be placed as a sub item of the item you are pointing at. In this image you can see that Johnson's Fizz will be a sub menu item to Trax Scrub.

Within this interface you can also create new nav elements, delete them and edit them.

Edit

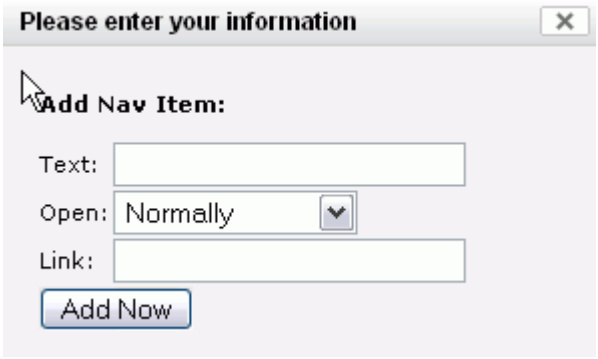
To edit a nav item click on the yellow T icon next to it. Options include editing the text of the item, and the link to the page itself.

Delete

Removing an element is done by clicking on the red - icon next to its name.

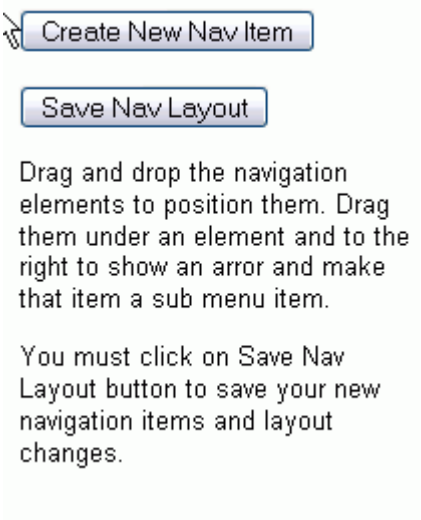
Add New Nav

Creating a new nav item is done by clicking on the button labeled 'Create New Nav Item'. The interface is identical to the edit screen.



Saving

Once your navigation changes are complete you must click on the 'Save Nav Layout' button to save everything. While edits to a nav label or link will happen instantly, moved nav items around will not be saved until the button is pressed.



User Rights

Each navigation object may have its own user rights. The user rights directly correspond with what buttons are available when the user clicks on Edit.

A navigation object has the following user rights:

Add: Create a new element in the nav.

Edit: Edit an existing element in the nav.

Remove: Remove an element from the nav.

Move: Move the elements up or down the nav object.

For more information about assigning user rights visit this page.

Calendar Object Options

Add Event

This allows you to add an event to the calendar. You will need to specify an event name, and choose at least one date from the calendar. You can optionally specify an email contact, web site address, and description for the event as well. You can also check off other calendars which you want the event also added to.

To add multiple identical events at once, select multiple dates from the calendar.

Edit Event

Use this option to edit an existing event. Choose from the list of events in the menu. You may then change any part of the event and save. The calendar will automatically be updated with your changes.

Remove Event

Here you may remove an event from the calendar. Simply choose from the calendar events presented in the list.

User Rights

Here a user manager may choose to allow users to Add, Edit, and Remove events from the specific calendar. Each calendar may be given its own user rights.

For more information about assigning user rights visit this page.

Editor Guide

Common Operations

This chapter presents the basic operations that you can perform with the editor when editing online content.

Contents

Clipboard operations

Manage changes

Find and replace

Show / hide table borders

Show code / design

Toggle full screen

Using the editor

Intended audience: developers, content editors.

Using the editor describes in detail all the features, functionalities and facilities that the editor brings to make your online editing easier than ever before.

This guide contains the following chapters:

Workspace orientation

Common Operations

Format Text

Use Styles

Upload Files

Work with Media Files

Work with Tables

Work with Templates

Create Links

Build Web Forms

Spellchecker

Clean HTML content

Insert special symbols

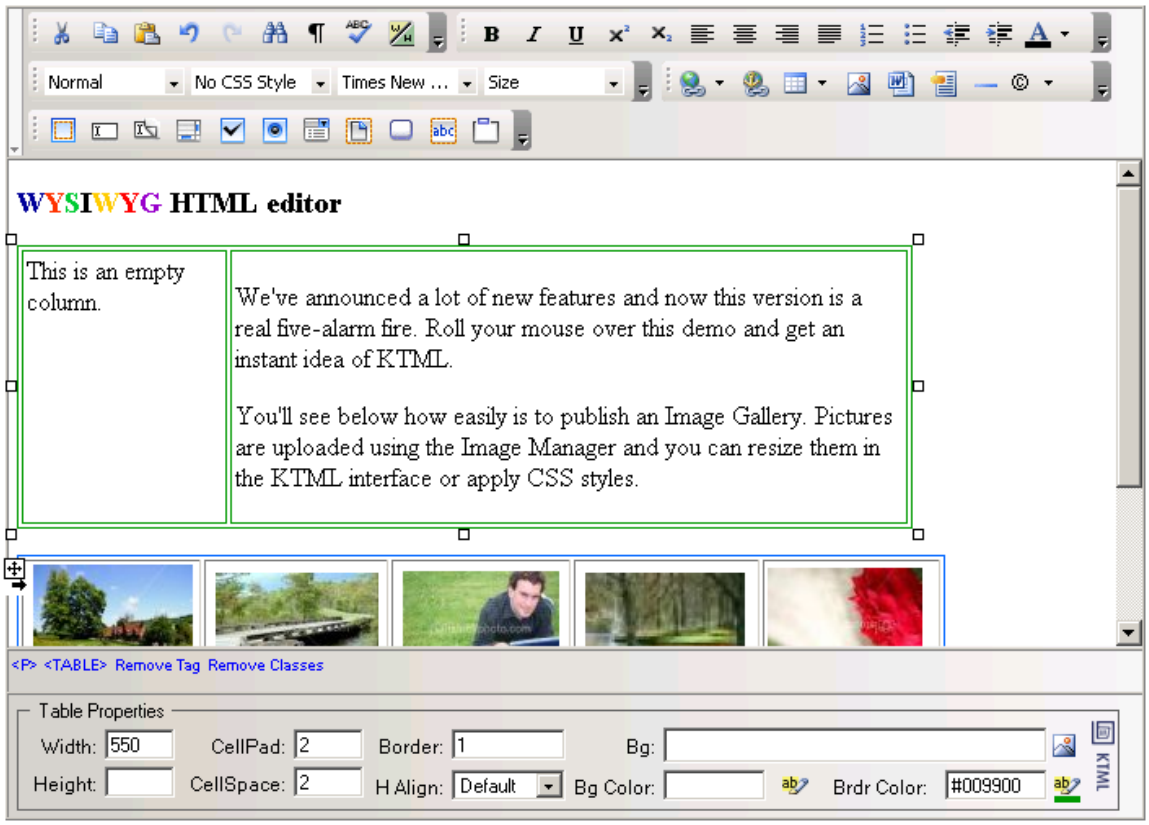
Use the Tag Selector

Shortcut keys

Workspace orientation

Workspace orientation

the editor interface looks like in the image below:



It consists of four areas:

1. Toolbar - it's the area on the very top of the editor interface. It presents buttons and drop-down menus that are grouped in five categories:

- **Standard** toolbar: Cut, Copy, Paste, Undo, Redo, Find/Replace, Show/Hide Table Borders, Spellcheck, Show Code/Design, Toggle Full Screen, Help, About.

- **Formatting** toolbar: Bold, Italic, Underline, Superscript, Subscript, Align Left, Center, Align Right, Justify, Numbered List, Bulleted List, Decrease Indent, Increase Indent, Clean HTML Content, Text Color, Highlight.

- **Styles** toolbar: Format, Style, Font, Size.

- **Insert** toolbar: Link/Hyperlink Picker, Anchor, Insert Table, Image, Link to document, Content Template, Horizontal Rule, Special Character.

- **Form** toolbar: Form, Text Field, Hidden Field, Textarea, Checkbox, Radio Button, List/Menu, File Field, Button, Label, Fieldset.

2. Editable region - it's the central area of the interface, where the content of the page can be edited.

3. Tag selector - it's the area in the lower part of the editor interface that displays the hierarchy of tags around the current selection (or cursor position). By clicking any of the tags displayed, the tag and its contents are selected. You can also remove the current tag.
For example, if a table cell is selected in the editable region, the Tag selector could look like:

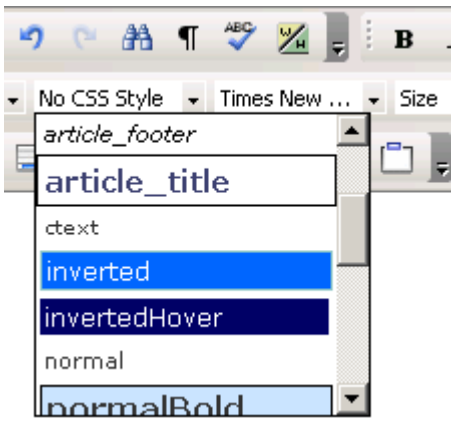
4. Property panel - it's the area on the very bottom of the editor interface. It puts together properties for certain page elements (image, table, link, horizontal rule, button, textarea etc.). When one of these elements is selected (or clicked on) in the editable region, its corresponding property panel will be displayed allowing you to set the element's properties. There is a total of twenty-four property panels, eleven of these corresponding to form elements (second column below):

Cell Properties	Form Properties
Row Properties	Text Field Properties
Table Properties	Hidden Field Properties
Image Properties	Textarea Properties
Link Properties	Checkbox Properties
Anchor Properties	Radio Button Properties
Numbered List Properties	List/Menu Properties
Bulleted List Properties	File Field Properties
List Item Properties	Button Properties
Horizontal Rule Properties	Label Properties
Flash Properties	Fieldset Properties
Windows Media Properties	
QuickTime Properties	

Formatting Content

Apply CSS styles

The Style drop-down menu displays the available **C**ascading **S**tyle **S**heets (CSS) from which you can choose to implement styling in HTML:



The CSS styles can be applied to any type of selection (text, image, table). If you want to set or change the CSS style for a certain text, you can either select it or place the cursor inside it (if it's a whole paragraph that you want to format), and then choose a CSS style from the drop-down menu in the toolbar.

- If you place the cursor inside a paragraph that has CSS styles applied to only certain parts of it, and then select a style from the drop-down menu, the CSS style will be set for all the words in the paragraph, except for the ones that already had a style defined.

- If you place the cursor inside a word from a paragraph, and that word has a CSS style set (style A), if you apply a new style (style B), all the words in that paragraph that were formatted with style A will switch to style B now (all these words were included in the same CSS style tag - a `<SPAN>` tag). This is a very useful feature because the user doesn't have to spend time making text selections and identifying styles.

Tip: In order to obtain good results, apply CSS styles to your text in an accurate manner, rather than making repeated text selections and changing the style several times. This method is not recommended, especially when using the Mozilla browser, because the HTML code will get too complicated and the visual results will not always be the expected ones. To manage the CSS styles correctly, also use the Tag Selector in order to easily select and remove some `<SPAN>` tags (corresponding to already set CSS styles) from the code.

Format Text

This chapter describes the possibilities you have with the editor to format the text from your pages.

Contents

Apply styles

Text layout

Lists

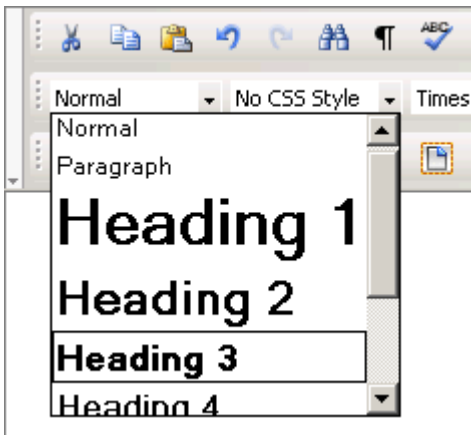
Text color

Superscript & subscript

Right-click options for text selection

Apply formatting styles

The Format drop-down menu contains some classic heading and formatting tags that can be applied to your text:



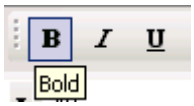
If you want to apply a specific heading tag, first select the text or place the cursor inside it. Then choose a heading tag from the Format drop-down menu in the toolbar. The heading will be set for the entire paragraph that contains the current selection. If that paragraph already has a heading tag applied, it will be replaced by the newly selected one.

Bold Italic and Underline

Apply styles

Bold

In order to apply the **bold** style to your text, click the Bold button from the toolbar or use the shortcut keys "**Ctrl+B**":



The effect will be applied to the selected text and to the one entered right after it. To check if the formatting style is set to **bold**, place the cursor inside that certain text or select it, and check if the Bold button is activated.

To remove the **bold** style, select the text and deactivate the Bold button by clicking it.

Italic

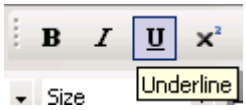
In order to apply the *italic* style to your text, click on the Italic button from the toolbar or use the shortcut keys "**Ctrl+I**":

The effect will be applied to the selected text and to the one entered right after it. To check if the formatting style is set to *italic*, place the cursor inside that certain text or select it, and check if the Italic button is activated.

To remove the *italic* style, select the text and deactivate the Italic button by clicking it.

Underline

In order to underline text in your file or message, click the Underline button from the toolbar or use the shortcut keys "**Ctrl+U**":



The effect will be applied to the selected text and to the one entered right after it. To check if the formatting style is set to underline, place the cursor inside that certain text or select it, and check if the Underline button is activated.

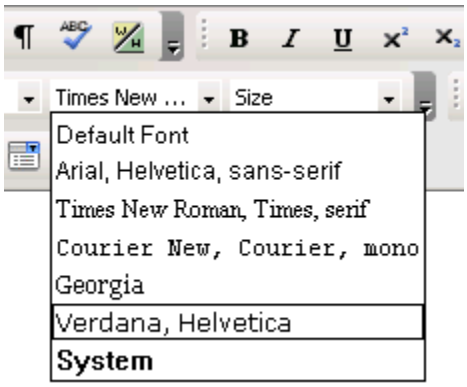
To remove the underline style, select the text and deactivate the Underline button by clicking it.

Change Font

Change font

Change Font Face

the editor editor allows you to change the fonts for your text by selecting the desired one from the Font drop-down menu available in the toolbar:



Note: You can define yourself the font list in a configuration file. There is a default font list defined in case you make no changes in the configuration file. Read more about this in the API documentation.

The automatic selection of the current font is a feature that allows you to easily find out what font a particular word or text has just by selecting it or by positioning the cursor inside it.

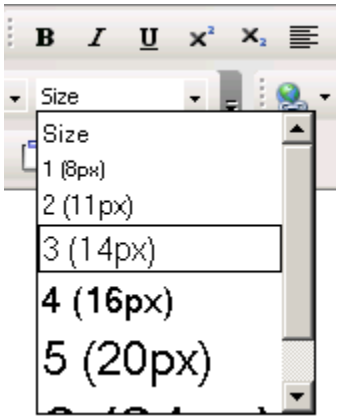
- If a text section with more than one font applied (on different words) is selected, a font will no longer be displayed in the Font drop-down menu.

- When changing the font for a selection that has multiple fonts applied, the whole text will be set to have the new selected font.

When a CSS style containing references to new fonts is imported into the document, those new styles will appear in the drop-down menu.

Change Font Size

The font size can be changed by selecting the desired size from the Size drop-down menu available in the toolbar:



The size change affects the selected text or the text entered afterwards, if no text selection has been made. By default, the text size is set to 14 pixels. The text sizes are similar to the ones used by the most common word processors (Microsoft Word, OpenOffice).

The current font size will be autoselected in the Size drop-down menu. To see what size a specific text is, simply select the text or click inside it, and then check out the font size drop-down menu.

- However, if a text selection has more than one font size applied, a certain size will no longer be displayed in the drop-down menu.

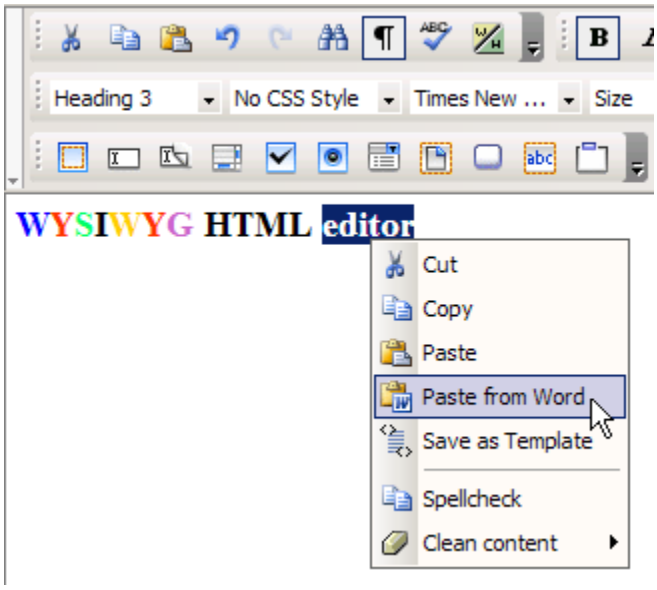
- When changing the size of a text selection that has multiple sizes applied, they will all be replaced by the new size.

Clean HTML and Word Tags

Cleaning the HTML code

Cleaning the code in your page from unwanted tags that clutter it is an important addition to the editor. Content copied from other text processing applications usually contains specific mark-up code that is not needed and might affect the way content is displayed in browser.

In many cases, since more than likely most of the site content is still kept in Microsoft Word format and has to be put online, you need to clean it for optimum display in browser. The time you spend reformatting your documents in HTML will be visibly reduced by using the clean functions. the editor has even a special paste function for Word content, so that you get the most out of both editing tools:



the editor detects when you trying to paste content from Microsoft Word and it prompts you for automatic cleaning.

To make sure your HTML code is clean, use the Clean HTML content feature - access it from the Styles toolbar:

The three available options are:

1. Clean Word Mark-up - this option removes any unnecessary tags added by Microsoft Word and present in the current selection (or in page, if no selection was made). These tags are present in your document after you paste a text written and formatted in Word, or when you edit a page saved as *web page* by Microsoft Word.

2. Clean All Formatting Tags - this option removes all the tags that apply formatting on the editor content (or on the selection, if any).

3. Clean Inline Styles - this option removes all the CSS styles from the page elements.

If you create content in another editor, or want to copy it from another application which does not add any unnecessary tags, the content will be correctly pasted in the editor window.

XHTML Standard Compliance

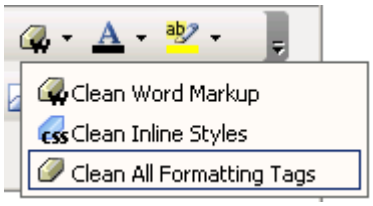
Becoming more and more of an industry standard, XHTML is the way to go. This is why the editor has full XHTML support - it is based on a combination of Tidy and Javascript to output pure XHTML code.

Tidy is a free utility that automatically fixes the HTML mistakes and cleans sloppy editing into nicely laid-out mark-up. It is included with Savvy.

Clean HTML content

When inserting one or more paragraphs already formatted with another word processor (e.g. Microsoft Word or OpenOffice), the size of the HTML code could considerably increase. This phenomenon is due to the export methods used by those applications that insert into the HTML code many, and mostly useless HTML tags.

With the editor you can clean-up the HTML code of these extra tags by using the Clean HTML Content button from the toolbar:



There are three possibilities from which you can choose:

1. Clean Word Markup - it removes all the unnecessary Microsoft Word tags.
2. Clean Inline Styles - it removes all the CSS styles.
3. Clean All Formatting Tags - it removes all formatting tags from the page, except for the <p> tags (paragraph that includes the selection).

The clean-up process affects the current selection, or the entire page if no selection was made. The result is a cleaner and more accurate code.

Note: The three options apply to the selection and its parent tag. For example, if you select two words in a <p> tag, the command will be applied to the entire paragraph.

Text Alignment

Text layout

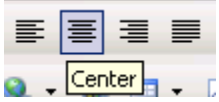
Align Left

In order to apply the left alignment style to your selected paragraph(s), click the Align Left button from the toolbar or use the shortcut keys "**Ctrl+Shift+L**":

Just like when using common word processors, the selected paragraph(s) will be aligned to the left margin of the page.

Center

In order to apply the centered alignment style to your selected paragraph(s), click the Center button from the toolbar or use the shortcut keys "**Ctrl+Shift+E**":



Just like when using common word processors, the selected paragraph(s) will be aligned equally-distanced from the left and right margins of the page (in the center of the page).

Align Right

In order to apply the right alignment style to your selected paragraph(s), click the Align Right button from the toolbar or use the shortcut keys "**Ctrl+Shift+R**":

Just like when using common word processors, the selected paragraph(s) will be aligned to the right margin of the page.

Justify

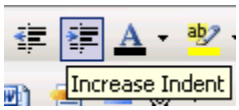
In order to apply the justified alignment style to your selected paragraph(s), click the Align Justify button from the toolbar or use the shortcut keys "**Ctrl+Shift+J**":

Just like when using common word processors, the selected paragraph(s) will be aligned to both margins of the page (left and right) and text will be uniformly distributed.

Note: If you want to apply the left/centered/right/justified alignment to **only one paragraph**, you do not have to select it, but only click inside it and then press the corresponding button from the toolbar.

Increase Indent

By pressing the Increase Indent button from the toolbar or the **Tab** key, the indentation function is called:

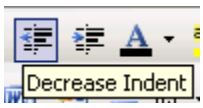


It increases the distance between the current paragraph (the selected one or the one where the cursor is placed) and the left page margin.

Each time you click the Increase Indent button, the left margin will increase.

Decrease Indent

This command executes the exact reverse operation of the Increase Indent one. It can be applied only if an Increase Indent command was executed before-hand. Its role is to decrease the left margin each time you click the Decrease Indent button from the toolbar or use the shortcut keys "**Shift+Tab**":



Remember it only functions if the paragraph was already indented (once, twice, or as many times as you plan to click the Decrease Indent button).

Text color

Text color

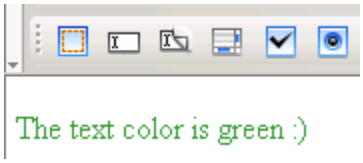
Text Color

The Text Color button allows you to set a certain text color (foreground color):

The button has two areas:

1. Click the icon on the left to use the currently selected text color (it is shown by the horizontal bar in the lower part of the icon).
2. By clicking the arrow on the right, the Color Picker window will be displayed allowing you to select a color for your text.

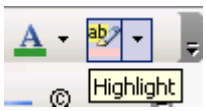
The effect will be applied to the selected text and to the one entered right after setting the foreground color:



To change the color, select the text, click the Text Color button and choose a more convenient color from the Color Picker interface, described below.

Highlight

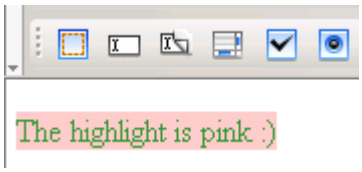
The Highlight button allows you to set a certain highlight color (background color):



The button has two areas:

1. Click the icon on the left to use the currently selected highlight color (it is shown by the horizontal bar in the lower part of the icon).
2. By clicking the arrow on the right, the Color Picker window will be displayed allowing you to select a highlight color for your text.

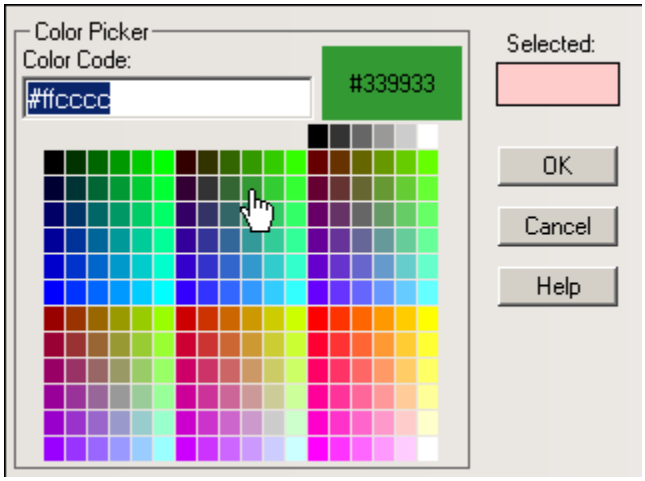
The effect will be applied to the selected text and to the one entered right after setting the background color:



To change the color, select the text, click the Highlight button and choose a more convenient color from the Color Picker interface, described below.

Color Picker

The Color Picker is a menu that presents a large range of colors from which you can choose, and it also offers the possibility of entering the hexadecimal code for a precise, preferred color:



Note: You can define yourself the colors displayed in the Color Picker in a configuration file. The default colors are those from the Web safe color palette (216 colors) and some gray shades. Read more about this in the API documentation.

The Color Picker interface presents the following elements:

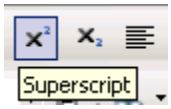
1. When you launch the Color Picker window, the Color Code text box displays the code of the previously selected (foreground/background) color. Once you select a new color, the displayed code will change. Also, you can enter the hexadecimal code yourself.
2. When you move the mouse above the color matrix, the color that has the mouse over it will be shown (as well as its code) in a larger rectangle on the right, namely the Mouse-over display item.
3. Once you select a color in the matrix, its appearance will be shown in the Selected display item.
4. Click OK to apply the selected foreground/background color to your text.
5. Click Cancel to cancel any foreground/background color selection.
6. The Help button opens the contextual help window.

Superscript & subscript

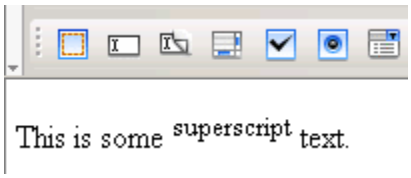
Superscript & subscript

Superscript

In order to make a certain text section display as superscript text, click the Superscript button from the toolbar:



The effect will be applied to the selected text and to the one entered right after it:

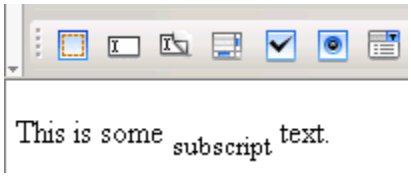


To check if the formatting style is set to superscript, place the cursor inside that certain text or select it, and check if the Superscript button is activated. To remove the superscript style, select the text (if it's only one word, click inside it) and deactivate the Superscript button by clicking it.

Subscript

In order to make a certain text section display as subscript text, click the Subscript button from the toolbar:

The effect will be applied to the selected text and to the one entered right after it:

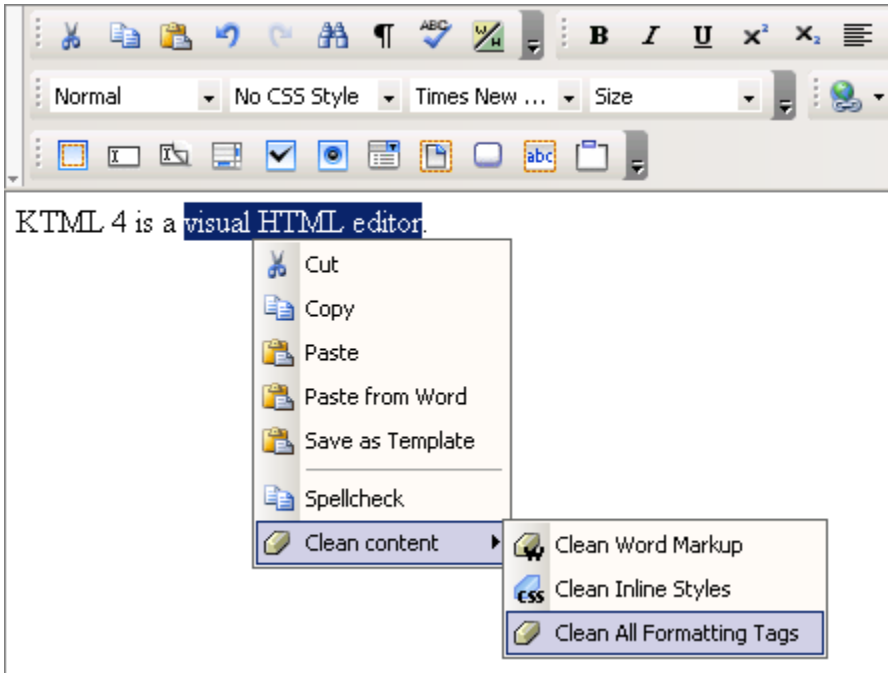


To check if the formatting style is set to subscript, place the cursor inside that certain text or select it, and check if the Subscript button is activated. To remove the subscript style, select the text (if it's only one word, click inside it) and deactivate the Subscript button by clicking it.

Right-click options for text selection

Right-click options for text selection

If you select some text in the editor editable region and right-click it, a pop-up menu will be displayed containing the available action options:



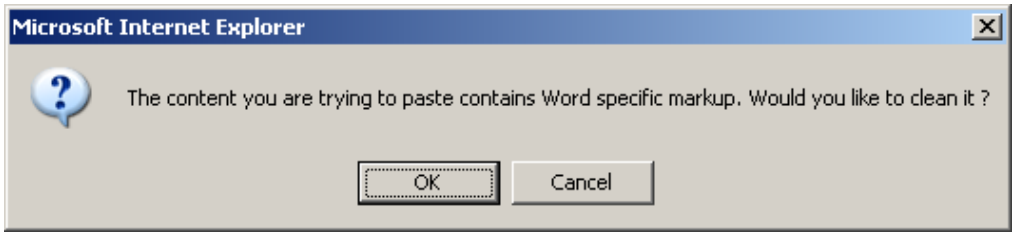
The text contextual menu provides the following operations:

1. Cut -copy the selected text to the clipboard and remove it from page. This menu entry performs the same action as the Cut command in the toolbar.

2. Copy - copy the selected text to the clipboard and leave it in page as well. This menu entry performs the same action as the Copy command in the toolbar.

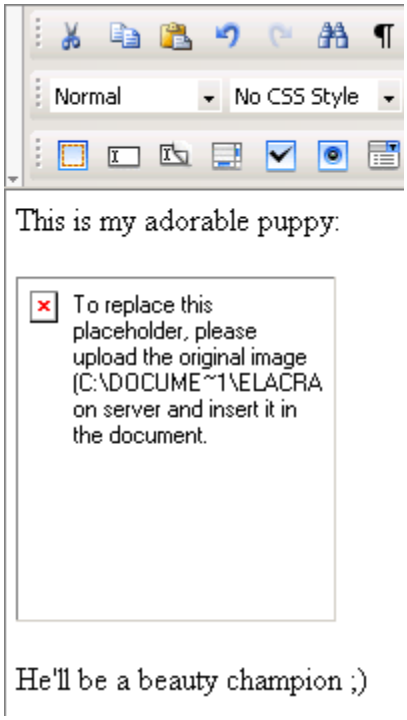
3. Paste - replace the selected text with the content from the clipboard (or simply place that content where the cursor lays, if there is no selection). If no content is in the clipboard, the option is disabled.
This menu entry performs the same action as the Paste command in the toolbar.

4. Paste from Word - replace the current selection with the clipboard content, content that is copied from Microsoft Word. Whenever you try to paste content from Word, you will be asked if to first clean it of all the Microsoft Word formatting tags, and only then will it added in the page:



You can see the Paste from Word command as a mixture between the Paste command and the Clean Word Markup command.

If the content you copied from Microsoft Word includes images, when you paste it in the editor area you'll notice that images are replaced by a generic placeholder so that you will not lose track of them and their position:



This way you will easily upload and then insert the needed images in page.

5. Save as Template - save the selection as a separate template file. Read more about this here.

6. Spellcheck - start the spellchecking process of the current text selection. Read more about the window that pops-up here.

7. Clean content - this entry is a sub-menu that expands while hovering the mouse cursor over. Read about its role and the three options here.

Note: On **Mozilla** the Cut, Copy, Paste, and Paste from Word menu entries are disabled due to a security feature. Read this technical note for details.

As you noticed, the right-click contextual menu groups together options often needed. Use it whenever you want to save time with accessing certain commands.

Links

Create Links

This chapter presents the editor features regarding links in page.

Contents

Create URL links

Create anchor links

Create e-mail links

Create links to files

Add links to images

Remove links

Add links to images

As said in the other help topics from the Create Links book, you can also add links to images, and not only text. Of course, you first have to upload the images on the remote server, and then insert them in page.

All the link types that you can add to text selections, you can add to image selections as well:

- Simple URL links.
- Anchor links.
- E-mail links.
- Link to file.

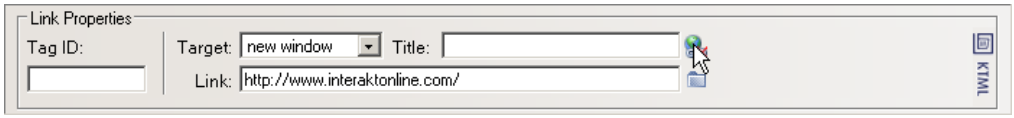
Note: When selecting (single-click) an image in the editable area, the Image Properties panel will open in the lower part of the interface. If the image is at the same time a link, you have to click the <A> tag in the Tag Selector so that the Link Properties panel will open.

Remove links

In order to remove a link (applied to either text or image) from your page, follow the next steps:

1. Select the link or simply click inside it. Either way, the associated Link Properties panel will be displayed.
Note: If the link is applied to an image and you want to see the link properties, selecting the image will not open the Link Properties panel, but the Image Properties panel. Click the <A> tag in the Tag Selector for the link properties to display.

2. Click the Remove Link button in the Link Properties panel:



The link will be removed without affecting the text or image to which it was applied (even if the text is the URL itself).

Create anchor links

Create anchor links

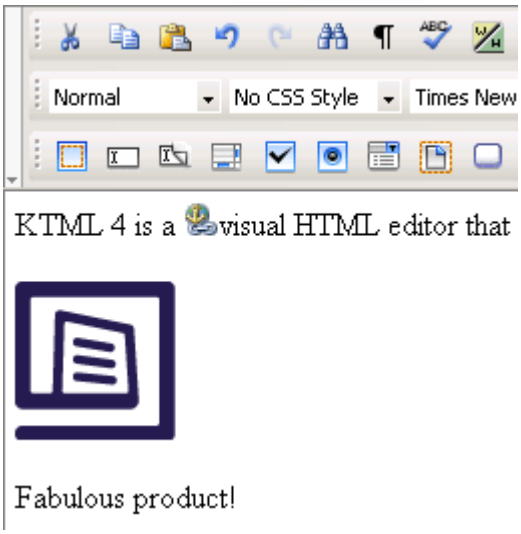
By clicking the Anchor button from the toolbar, you can insert an anchor in your page (the equivalent of a 'bookmark' in Microsoft Word) right where the cursor is placed or right 'above' the selection (image/text), if there is any:

After clicking the Anchor button, you will be prompted to type a name for the anchor:

The name is needed when links (text, images) to that anchor are created in other pages, or even in the same page. An anchor is used to specifically localize a certain section in page.

Anchors do not show when the page is previewed in browser. However, when editing content, a glyph is displayed to show exactly where anchors are placed. If you create an anchor:

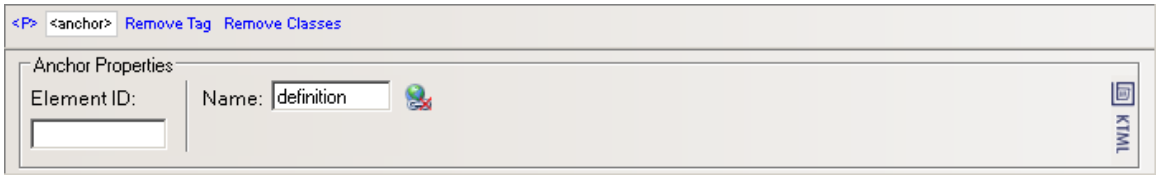
1. where the cursor is placed, the glyph will be displayed right there:



2. while having some text/image selected, the glyph will be displayed right after the selection.

Anchor Properties

The Anchor Properties panel is displayed when you select (click on) the glyph of an anchor inserted in your page. It corresponds to the `<anchor>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (anchor) in page.

2. The Name text box displays the name you entered when you created the anchor.

3. By clicking the Remove Anchor button, the current anchor is removed. If the anchor was applied to a selection (text, image), once you remove the anchor, its associated glyph will disappear and the initial selection will be revealed.

Create URL links

Create URL links

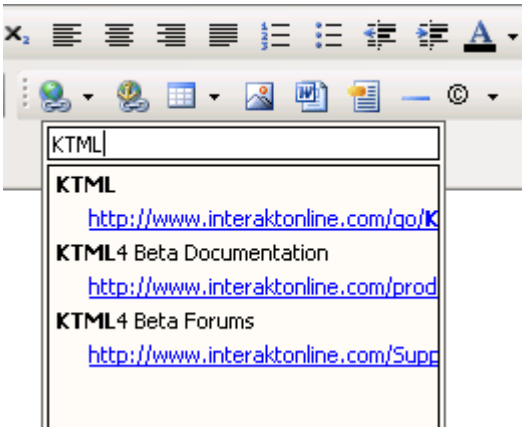
In order to easily insert links (of various types) in your page, use the Link/Hyperlink Picker button from the toolbar:

The button has two areas on which you can click: the button icon (image) and the arrow on the right. You can link your page to other site pages, to external sites, to downloadable files or to an anchor (within the same page or in another site page).

1. If you click the button icon (its tooltip is Link), a window will pop-up requiring you to enter the URL for the link:

Once you fill it in, click OK and the link will be inserted in page. If no selection (text, image) had been made before you clicked this button, the specified URL will be inserted in page as a link. If a selection had been made, it will become link to the entered URL.
Note: If you want to create a link to an anchor in the same page, simply enter "#" followed by the anchor name in the URL text box. If the anchor is not in the same page, enter "#" and the anchor name after specifying the URL.

2. If you click the arrow on the right (its tooltip is Hyperlink Picker), a drop-down menu with predefined links will show. On the first row, enter a piece of text (at least one letter) of interest for the link you want to insert. Depending on your input, the list of options (links) below varies. The options contain in their name the entered text, which is highlighted:

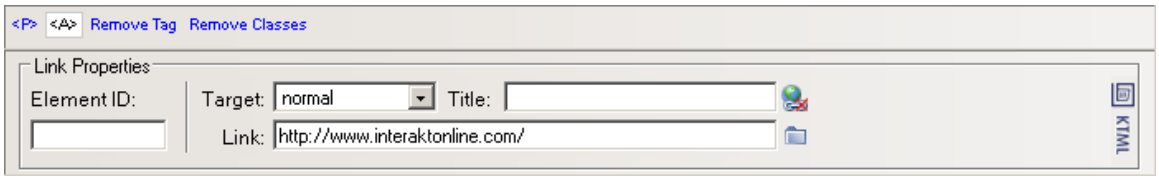


By selecting one of them, a link to that URL, and with the name displayed in the drop-down menu (if no selection had been made), will be automatically inserted in your page. If a selection had been made, it will become link to the selected URL.
Note: The list of predefined links is created by the developer and it facilitates the users' effort when inserting links in that site's pages. The drop-down menu displays the first ten statically defined links. For more details on how to create a custom link list, see the How to Create a custom link list tutorial.

You can also insert a link by using the shortcut keys "**Ctrl+K**". The window asking you to enter the hyperlink URL will pop-up. Proceed as explained above.

Link Properties

The Link Properties panel is displayed when you select or click inside a link from your page. It corresponds to the <A> tag in the Tag Selector:



Note: If there is a link applied to an image and you want to edit the link properties, the simple act of selecting the image will not open the Link Properties panel, but the Image Properties panel. In order to configure the link, click the <A> tag in the Tag Selector.

To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (link) in page.

2. The Target drop-down menu in the Link Inspector presents the options for defining the window that will display the targeted page:

   - normal
   - new window
   - current window
   - current frame
   - parent frame
   - custom target... - if you organize your page in frames, enter the name of the frame where you want the link page to open.

3. In the Title text box enter the tooltip to be displayed when the mouse pointer is placed over the link (in most common browsers).

4. By clicking the Remove Link button, the link associated to the current selection (text, image) is removed.

5. In the Link text box you can edit the URL address of the targeted page. By clicking the **Browse for File** button to the right, the Remote File Explorer window opens and you can select the file on the remote server to which the current link should point.

Create e-mail links

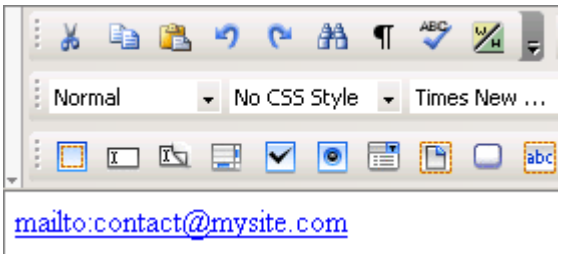
Create e-mail links

E-mail links are those hyperlinks that, instead of pointing to a web page, open the default e-mail client with the To text field already completed (with an e-mail address).

In the editor, you can create an e-mail link by using the Link button from the toolbar (click the button icon on the left). In the window that pops-up when you press this button, instead of entering the URL to a web page, enter "**mailto:**" immediately followed by the address to which you want e-mails to be sent:

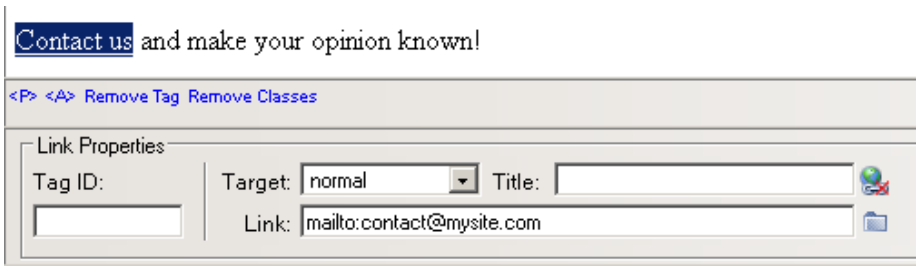
Just as explained here,

1. if you made no selection in page before clicking this button, the hyperlink text entered will be displayed in page:



2. if you made a selection (image, text) in page before clicking the Link button to create an e-mail link, that selection will become an e-mail link:

- Text selection:



- Image selection:

Note: When selecting (single-click) an image in the editable area, the Image Properties panel will open in the lower part of the interface. If the image is at the same time a link, you have to click the <A> tag in the Tag Selector so that the Link Properties panel will open.

Clicking the e-mail link when you preview the page in browser will open the window where you can type the message to-be-sent to that address.

Create links to files

Create links to files

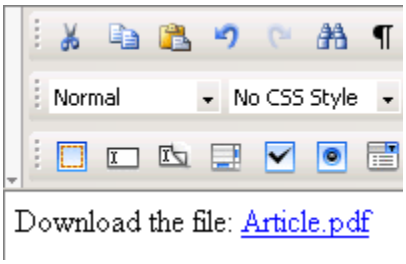
With the editor, you can easily create links to the files uploaded on the remote server.

Links to document files

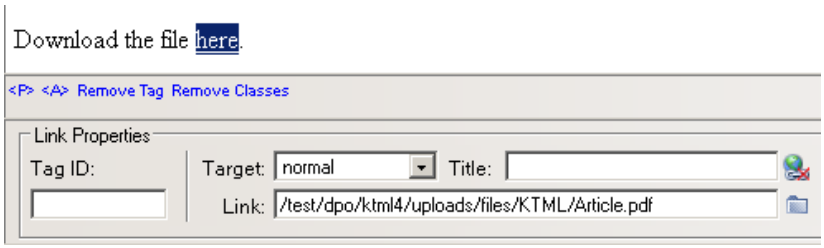
If you want to create links to document files on the remote server, there are two ways in which you can achieve this with the editor:

1. Use the Link to Document button from the toolbar. In the Remote File Explorer that opens, browse to the needed document and insert it in page.

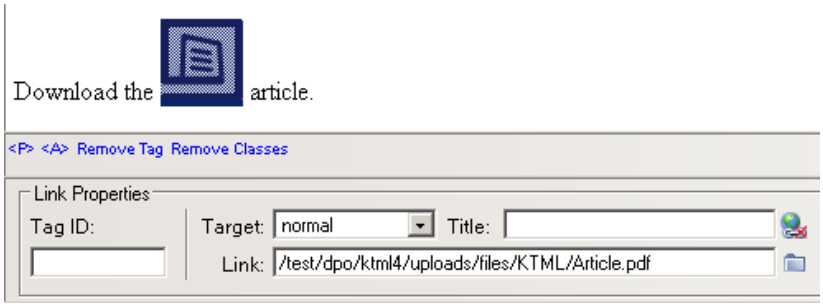
- If no selection (text, image) was made in page, the name of the file will be inserted as a link:



- If you made a selection (text, image) in page before clicking the Link to Document button and choosing a file, that selection will become a link to the chosen file:
    - Text selection:



- Image selection:



Note: When selecting (single-click) an image in the editable area, the Image Properties panel will open in the lower part of the interface. If the image is at the same time a link, you have to click the <A> tag in the Tag Selector so that the Link Properties panel will open.

2. You can also create links to document files on the remote server by clicking the Link button from the toolbar (the icon on the left). When asked for the URL hyperlink, enter the absolute path to the document file from the remote server:

Links to media files

You can create links to media files on the remote server by clicking the Link button from the toolbar (the icon on the left). Just like the second method above, when asked for the URL hyperlink, enter the absolute path to the media file from the remote server.

When a file link is clicked, the file will be offered for download or opened in a browser window (same or another) -- it depends on the user installed plugins.

Browse for files

Browse for files

the editor comes with three buttons on the toolbar that help you browse for:

1. media files (images and movies) - Image.
2. document files - Link to Document.
3. template files - Content Template.

When clicking any of these three buttons, a pop-up window (Remote File Explorer) is displayed and helps you select the desired file(s) to insert from the remote server, or upload new ones from your local server. Before inserting a file into the editor editable area, it has to be previously uploaded on the remote server.

Check out the Remote File Explorer description by clicking here.

Browse for media files

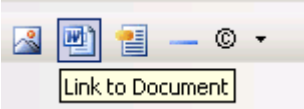
You can upload and/or insert images or videos into your web pages by using the Image button:

Note: In the Remote File Explorer window that opens, the Show drop-down menu is set by default to Media Files.

Even if some media files are deleted from the site pages, their corresponding files will remain on the remote server until you delete them from the upload folder.

Browse for documents

You can upload documents and/or insert links to documents in your web pages by using the Link to Document button:

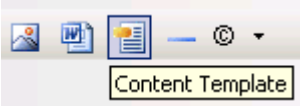


Note: In the Remote File Explorer window that opens, the Show drop-down menu is set by default to Documents.

When you insert a document, a link with its name will be included in your page where the cursor was placed. By clicking the link, the document from the remote server will be opened. Even if some document links are deleted from the site pages, their corresponding files will remain on the remote server until you delete them from the upload folder.

Browse for templates

You can upload and/or insert templates (.ktpl) into your web pages by using the Content Template button:



Note: In the Remote File Explorer window that opens, the Show drop-down menu is set by default to Templates.

You can create your own templates in the editor by putting together a design in the visual editor. Then select it all, right-click, choose the Save as Template option, and in the Remote File Explorer window that opens save the file in a folder of choice. For more details about working with template files, click here.

Clipboard operations

Clipboard operations

Cut

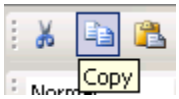
In order to cut the selected image or text from its context, click the Cut button from the toolbar or use the shortcut keys "**Ctrl+X**":

To cut the selected image/text means to remove it from the document and place it into the Clipboard, from where it can be pasted into either the editor editable region or another editor.

Note: In Mozilla, the Cut command is not accessible from the toolbar, but only by using the keyboard shortcut.

Copy

In order to copy the selected image or text, click the Copy button from the toolbar or use the shortcut keys "**Ctrl+C**":



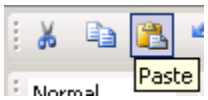
After executing this command, the selected image/text is copied to the Clipboard, from where it can be pasted into either the editor editable region or another editor.

Note: In Mozilla, the Copy command is not accessible from the toolbar, but only by using the keyboard shortcut.

Paste

This command is to be applied after a previous Cut or Copy operation. The image/text stored in the clipboard is then placed into the editor editable region, in the current pointer position or replacing the already selected image/text (if there is any).

This command is accessible through the Paste button from the toolbar or by using the shortcut keys "**Ctrl+V**":



Note: In Mozilla, the Paste command is not accessible from the toolbar, but only by using the keyboard shortcut.

Tables

Work with Tables

This chapter presents the editor features that help you manipulate tables in your pages.

Contents

Insert tables

Edit tables

Right-click options for table

Remove tables

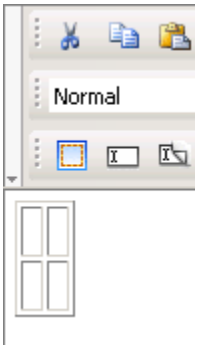
Insert tables

Insert tables

You can insert a table in your page by clicking the Table/Insert 2x2 Table button from the toolbar:

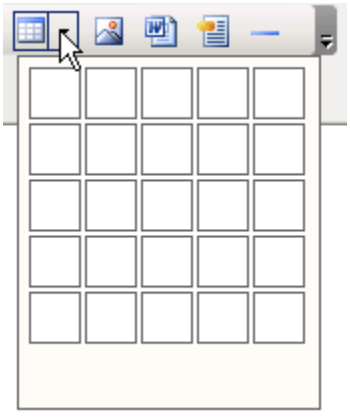
As you can notice, the button has two areas:

1. If you click the button icon (on the left), a 2x2 table will be inserted in page. This is the default the editor table, having 2 rows and 2 columns (hence the button tooltip):

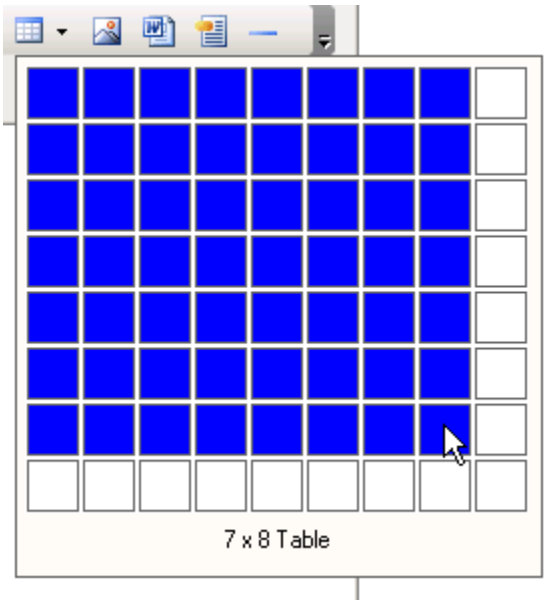


Note: The default columns' width is wide enough for a **space** to fit it, and the default rows' height is tall enough for the mouse cursor to fit inside

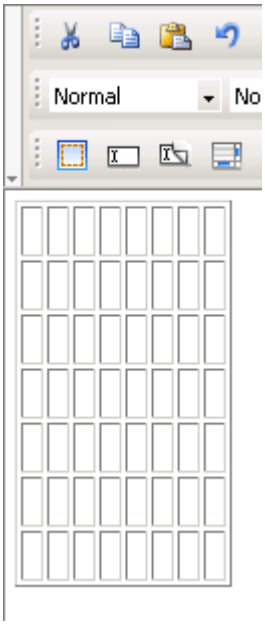
2. If you click the arrow displayed on the right, the visual row/column selector will pop-up:



It is an expandable window where you can move the mouse cursor up and down, to the right and to the left, and establish this way the table's dimensions (the respective area will became blue):



Once you decided on the table's size, through a simple click the table will be inserted in your page:



Edit tables

This section describes the Properties panels corresponding to table elements. the editor provides them to allow you to customize the tables inserted in page:

- Set table properties
- Set row properties

- Set cell properties

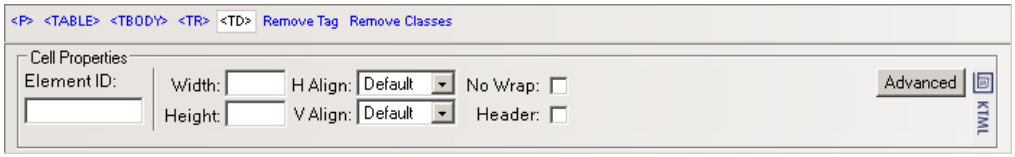
To also learn about the contextual menu when right-clicking table elements (options to manipulate them), read here.

Set cell properties

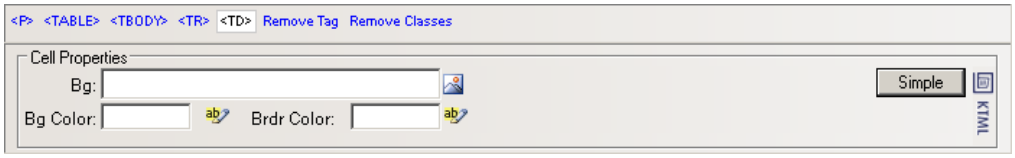
The Cell Properties panel is displayed when the cursor is placed inside a table cell or when the `<TD>` tag is selected in the Tag Selector.

The Cell Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



To configure this panel, follow the instructions below:

1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (table cell) in page.

2. In the Width text box (displayed in **Simple** view) specify the width of the table cell where the cursor is placed (it will become the width of that respective table column). The width can be given in either number of pixels or percentage of the whole table's width.
If you enter the width in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000." It's recommended that you enter the value as percents.

3. In the Height text box (displayed in **Simple** view) specify the height of the table cell where the cursor is placed (it will become the height of that respective table row). The height can be given in either number of pixels or percentage of the whole table's height.
If you enter the height in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000." It's recommended that you enter the value as percents. Usually though, the height is not set because it increases anyway as you type text in the table cell.

4. The H Align drop-down menu (displayed in **Simple** view) contains the options for the horizontal alignment of the cell's content:

   - Default
   - Left
   - Right
   - Center

5. The V Align drop-down menu (displayed in **Simple** view) contains the options for the vertical alignment of the cell's content:

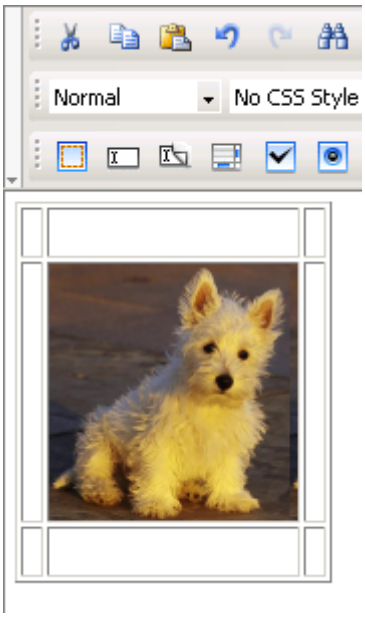
- Default
- Top
- Bottom
- Baseline
- Middle

6. Check the No Wrap option (displayed in **Simple** view) if you want the text inserted in the current cell to be displayed as a single line (if there are more paragraphs, each of them on a line). This could enlarge the cell. If the option is not checked, then the entered text passes on to the next line when it reaches the cell width limit.

7. If the Header option (displayed in **Simple** view) is checked, the content from the current cell will be formatted as bold and centered (header style).

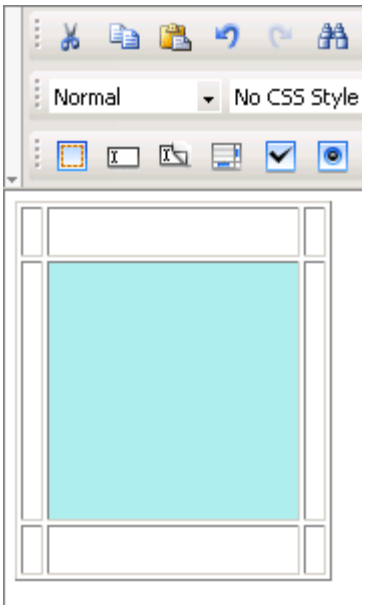
8. By clicking the Advanced button (displayed in **Simple** view), the Cell Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected table cell.

9. With the Bg text box (displayed in **Advanced** view) you can set the desired background image for the selected cell (where the cursor is placed). You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for Image button to select an image from the server.

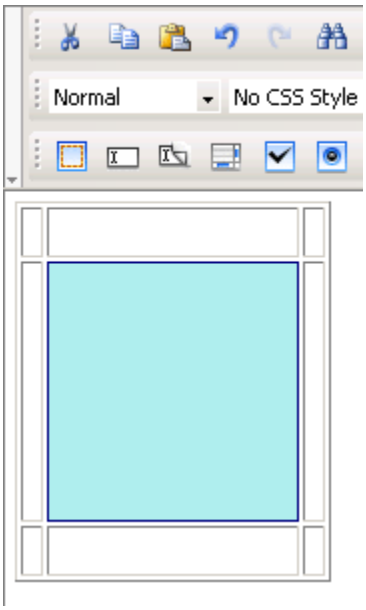


Note: It is your task to make sure the table cell and the image have the right dimensions, as automatic resizing of the image to the cell's dimensions will not take place.

10. With the Bg Color text box (displayed in **Advanced** view) you can set the desired background color for the selected cell (where the cursor is placed). You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button:



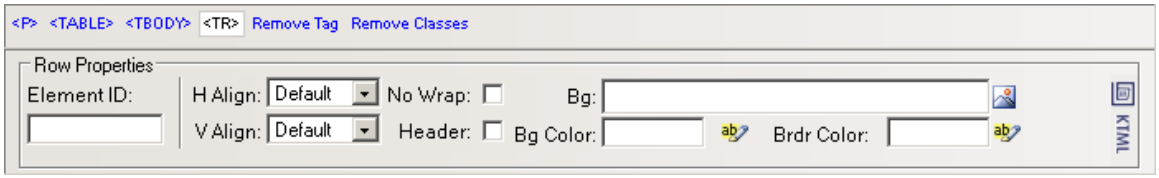
11. With the Brdr Color text box (displayed in **Advanced** view) you can set the desired border color of the selected cell (where the cursor is placed). You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button:



12. By clicking the Simple button (displayed in **Advanced** view), the Cell Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected table cell.

Set row properties

The Row Properties panel is displayed when you select at least two cells on the same table row, when you click the associated glyph (the selector symbol), or when the `<TR>` tag is selected in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (table row) in page.

2. The H Align drop-down menu contains the options for the horizontal alignment of the row's content:

- Default
- Left
- Right
- Center

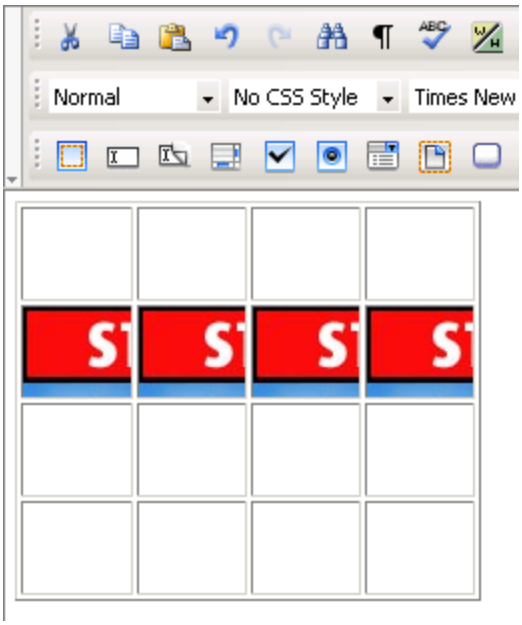
3. The V Align drop-down menu contains the options for the vertical alignment of the row's content:

- Default
- Top
- Bottom
- Baseline
- Middle

4. If the No Wrap option is checked, each paragraph in the current row will be displayed on a single line.

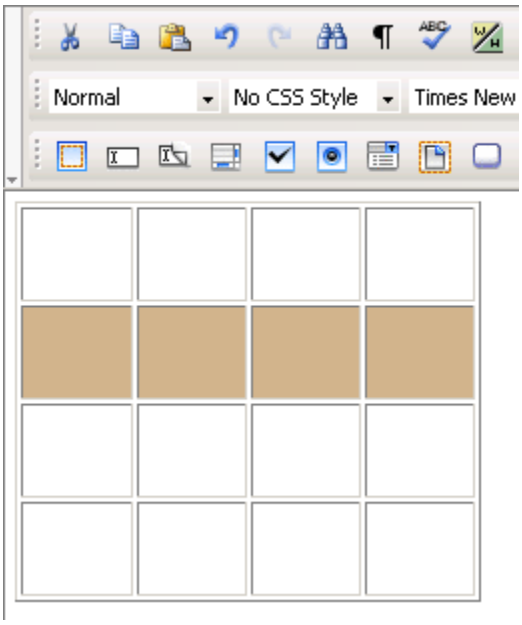
5. If the Header option is checked, the content from the current row will be formatted as bold and centered (header style).

6. With the Bg text box you can set an image as the row background. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for Image button to select an image from the server:

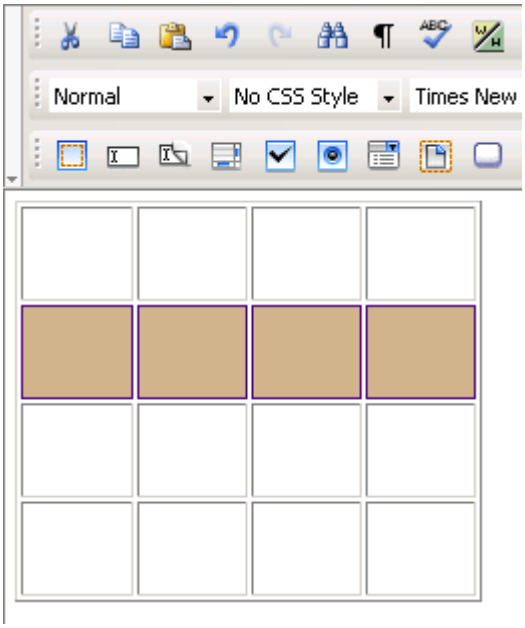


Note: It is your task to make sure the image has appropriate dimensions, as automatic resizing of the image to the row's dimensions will not take place.

7. With the Bg Color text box you can set the desired background color for the selected row. You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button:



8. With the Brdr Color text box you can set the desired border color for the selected row. You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button.



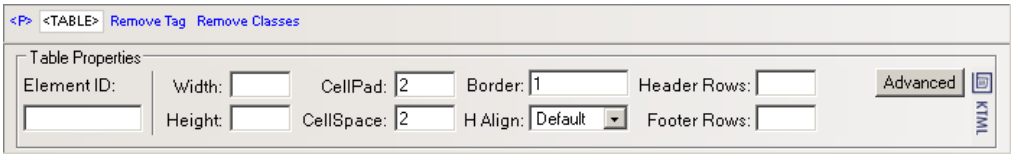
Note: Each cell of the selected row is bordered in that color, and not only the table row (seen as a larger cell).

Set table properties

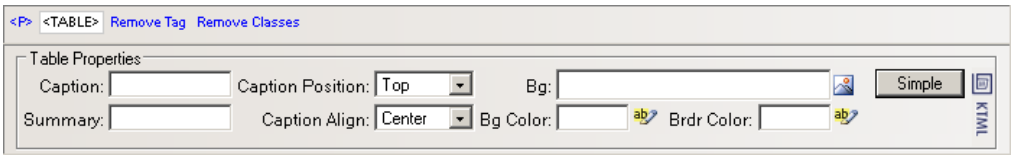
The Table Properties panel is displayed when you select a table (inserted in your page) by clicking its associated glyph or when the <TABLE> tag is selected in the Tag Selector.

The Table Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



To configure this panel, follow the instructions below:

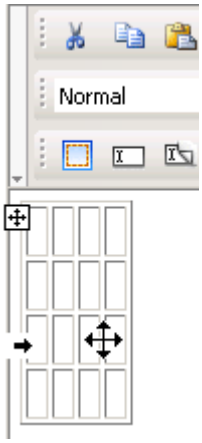
1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (table) in page.

2. In the Width text box (displayed in **Simple** view) specify a new width for the table. The width can be given in either number of pixels or percentage of the page width. If you enter the width in pixels and the value is greater than 1000, a pop-up window will display the error message: "The value must be lower than 1000."

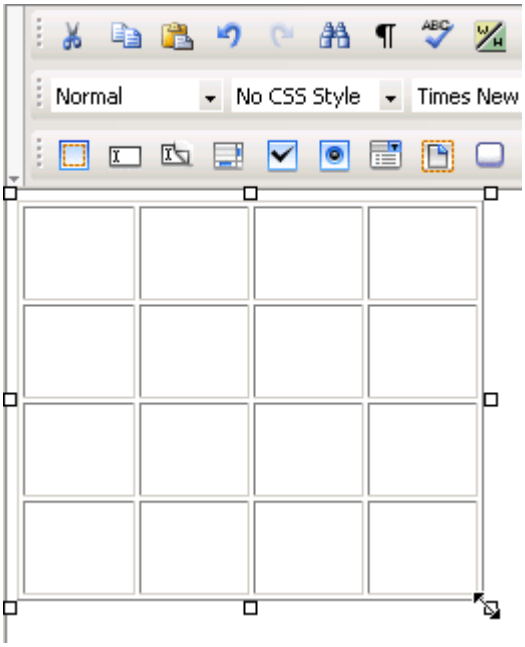
The default width of the table is rather tight (each column expands wide enough for the **space** character to fit inside).

3. In the Height text box (displayed in **Simple** view) specify the new height of the table. The height can be given in either number of pixels or percentage of the page height. If you enter the height in pixels and the value is greater than 1000, a pop-up window will display the error message: "Value too big! Must be less than 1000." Usually though, the table height is not set because it changes (increases) anyway as you type text in the table cells.
The default height of the table is rather short (each column expands deep enough for the mouse cursor to fit inside).

Note: Table handlers show once a table is selected. Select a table by clicking its associated glyph (symbol that shows on the very top, left corner, when the mouse is above the table). Notice how the mouse cursor shape changes:



You can manually modify the table's dimensions by pulling its handlers:



4. In the CellPad text box (displayed in **Simple** view) specify the number of pixels between a cell's content and the cell's borders (cell padding). The default value is 2.

5. In the CellSpace text box (displayed in **Simple** view) specify the number of pixels between adjacent cells (cell spacing). The default value is 2.

6. In the Border text box (displayed in **Simple** view) enter the thickness (in pixels) of the border that you want displayed around the table. The default value is 1. To make the border invisible, set this attribute to 0.
Note: When the table border becomes invisible, the inside cell borders also become invisible.

7. The H Align drop-down menu (displayed in **Simple** view) contains the options for the horizontal alignment of the table relatively to the page:

- Default
- Left
- Right
- Center

8. In the Header Rows text box (displayed in **Simple** view) enter the number of rows that you will use as the table header. They will be included in the `<thead></thead>` tag. You can definite CSS rules for this tag in the KT_styles.css file (included in the package) so that the header rows will have a specific look.

9. In the Footer Rows text box (displayed in **Simple** view) enter the number of rows that you will use as the table footer. They will be included in the `<tfoot></tfoot>` tag. You can definite CSS rules for this tag in the KT_styles.css file (included in the package) so that the footer rows will have a specific look.

Note: When talking about header and footer rows, you must see the table as having three categories of rows: header, body, and footer. There cannot be header rows without footer rows. So if you enter a numeric value in one of the text boxes and leave the other one blank, the latter will be automatically filled with the value **1**. The sum of the two values entered cannot be greater than the number of table rows minus 1 (at least one row must correspond to the table body). So if you choose to work with header and footer rows, and the second value you enter is greater than the maximum admitted, it will be automatically decreased to that allowed maximum value.

10. By clicking the Advanced button (displayed in **Simple** view), the Table Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected table.

11. In the Caption text box (displayed in **Advanced** view) enter the text that you want displayed as the table caption (name for the table). The `<caption></caption>` tag is included in the `<table></table>` tag.

12. In the Summary text box (displayed in **Advanced** view) enter the value for the `summary` attribute.

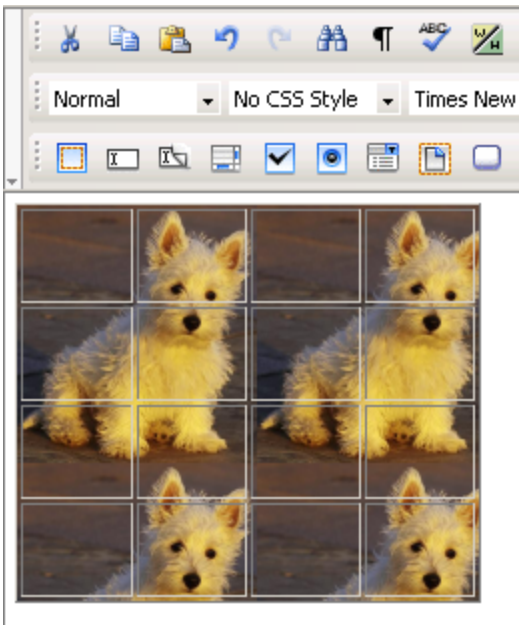
13. The Caption Position drop-down menu (displayed in **Advanced** view) contains the options for the caption position relatively to the table (and its height):

- Top - caption displayed above the table.
- Bottom - caption displayed below the table.

14. The Caption Align drop-down menu (displayed in **Advanced** view) contains the options for the horizontal alignment of the caption relatively to the table (and its width):

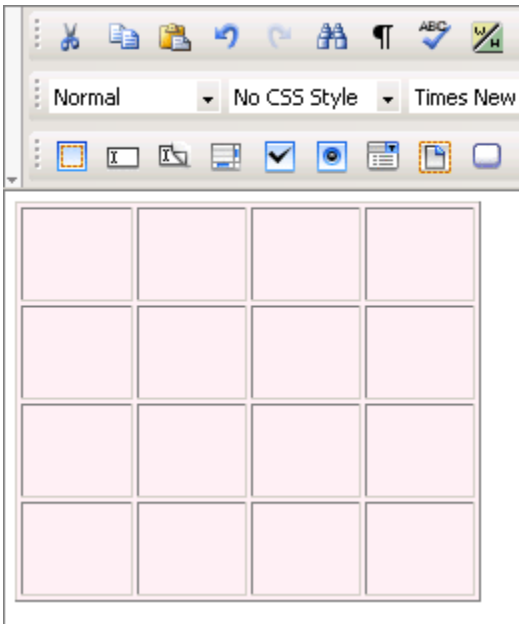
- Left
- Center
- Right

15. With the Bg text box (displayed in **Advanced** view) you can set an image as the table background. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for Image button to select an image from the server:

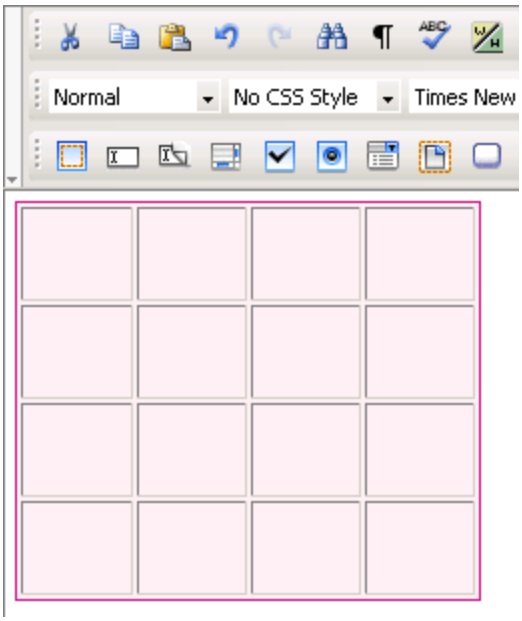


Note: It is your task to make sure the image has appropriate dimensions, as automatic resizing of the image to the table's dimensions will not take place.

16. With the Bg Color text box (displayed in **Advanced** view) you can set the desired background color for the table. You can enter the hexadecimal code of the color in the text box or you can use the Color Picker button:



17. With the Brdr Color text box (displayed in **Advanced** view) you can set the desired border color for the table. You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button:



18. By clicking the Simple button (displayed in **Advanced** view), the Table Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected table.

Remove tables

In order to remove a table (with all its content, of course) from your page, select it first and then press the **Delete** key. Besides the glyph clicking, there is another way to select a table: click anywhere inside it, and then select the <TABLE> from the Tag Selector. The table handlers will show, letting you know that the table is selected.

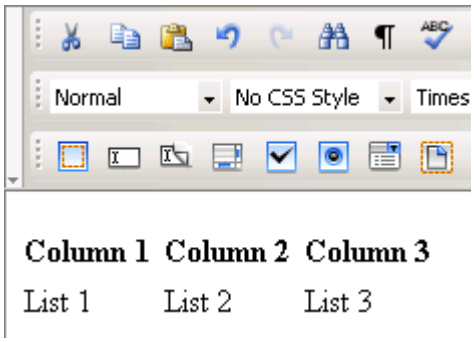
If you want to only remove a table row or a table column, place the cursor inside it, right-click, and select the needed option from the contextual-menu.

Show / hide table borders

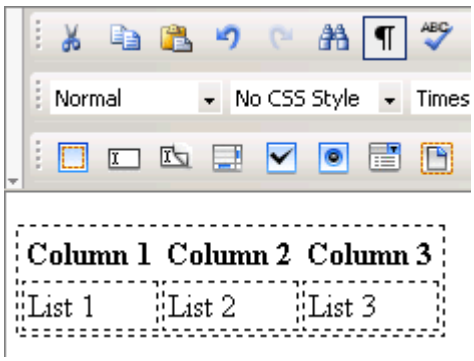
In many situations, setting the table border to 0 (to make it invisible) may be indicated. the editor allows you to view table borders (for further editing) even when they are set to invisible. To achieve this, just press the Show/Hide Table Borders button from the toolbar:

Showing the invisible table borders allows you to organize data in a tabular manner, while respecting certain design rules. The next two images illustrate the difference between showing and hiding invisible elements:

- Invisible elements "hidden":



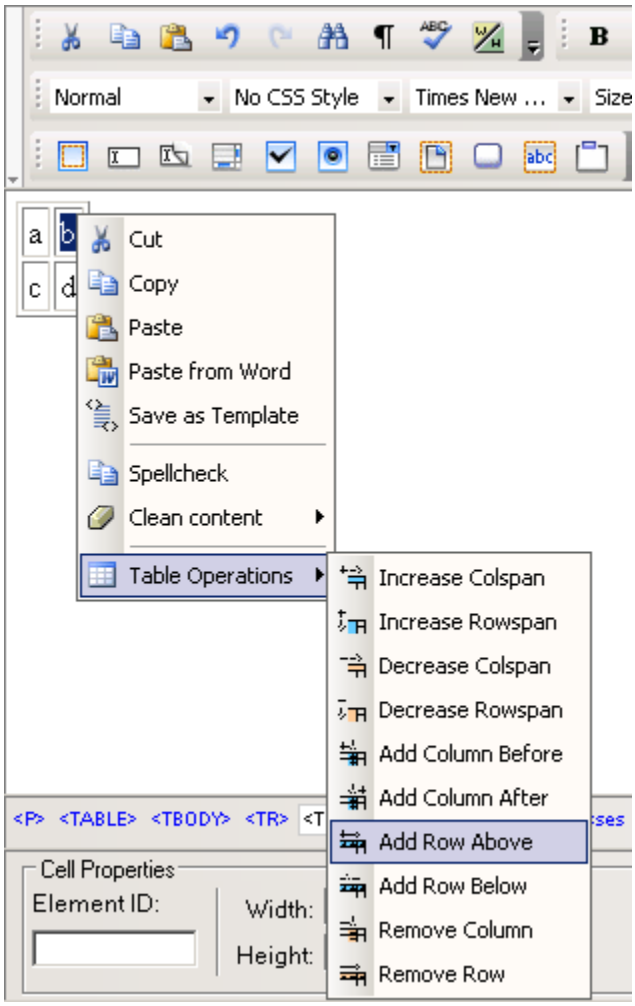
- Invisible elements "showing":



Right-click options for table

Right-click options for table

Right-clicking inside a **table cell** will display a pop-up menu with the actions you can perform:



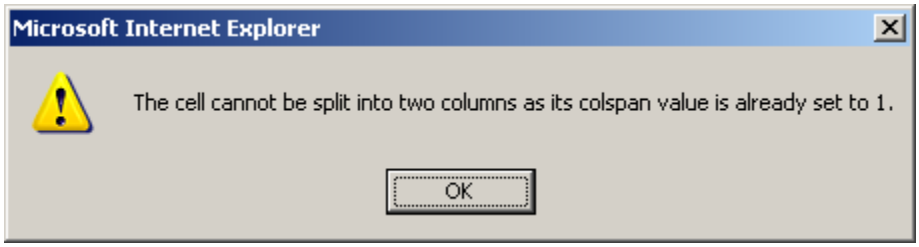
The table cell contextual menu provides the following operations:

1. Cut
2. Copy
3. Paste
4. Paste from Word
5. Save as Template
6. Spellcheck
7. Clean content

Note: Read more about these options here (the description is for a simple text selection, but it applies to text inside table cells as well). Except for the 'paste' commands, that are enabled when there is content stored in the clipboard, the others are only enabled when you right-click above a selection inside the table cell.

8. Table Operations - this entry is a sub-menu that expands while hovering the mouse cursor over. It contains operations that can be performed related to a table cell:

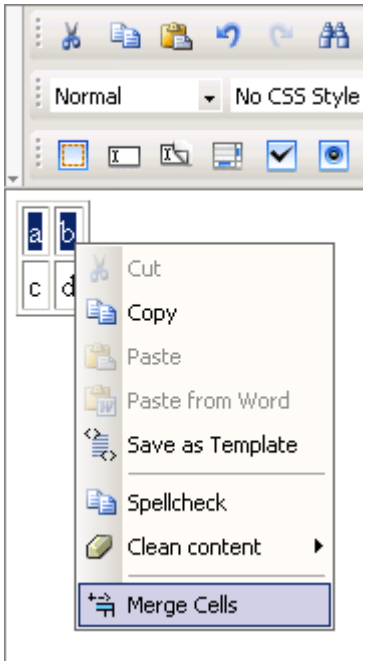
- Increase Colspan - increase the value of the current cell's `colspan` attribute, merging it with the column cell to the right.
- Increase Rowspan - increase the value of the current cell's `rowspan` attribute, merging it with the row cell below.
- Decrease Colspan - split the cell where the cursor is placed (if possible, meaning previously merged) into two columns. If the cell `colspan` value cannot be decreased, the following window will pop-up:



- Decrease Rowspan - split the cell where the cursor is placed (if possible, meaning previously merged) into two rows. If the cell `rowspan` value cannot be decreased, the following window will pop-up:

- Add Column Before - insert a new table column before the one in which the cursor is placed.
- Add Column After - insert a new table column after the one in which the cursor is placed.
- Add Row Above - insert a new table row above the one in which the cursor is placed.
- Add Row Below - insert a new table row below the one in which the cursor is placed.
- Remove Column - remove the table column in which the cursor is placed.
- Remove Row - remove the table row in which the cursor is placed.

Right-clicking a selected **table row** (or at least two cells in the same row) will display a pop-up menu with the actions you can perform:



The table row contextual menu, besides common options (7) with the table cell contextual menu, provides only one specific operation: Merge Cells. It will unite the selected cells into one bigger cell.

As you noticed, the right-click contextual menu groups together options often needed. Use it whenever you want to save time with accessing certain commands.

Images Flash and Movies

Insert images and movies

Insert images and movies

After creating the layout, and after adding and formatting text, it's now time to insert media files into the page to make it look more like the MX Kollection presentation page. After viewing the **display** page in browser, with the text you added earlier, use the *Edit content* link to go back to the **edit** page and insert media files this time. Click the Show/Hide Invisible Elements button to be able to see the table borders.

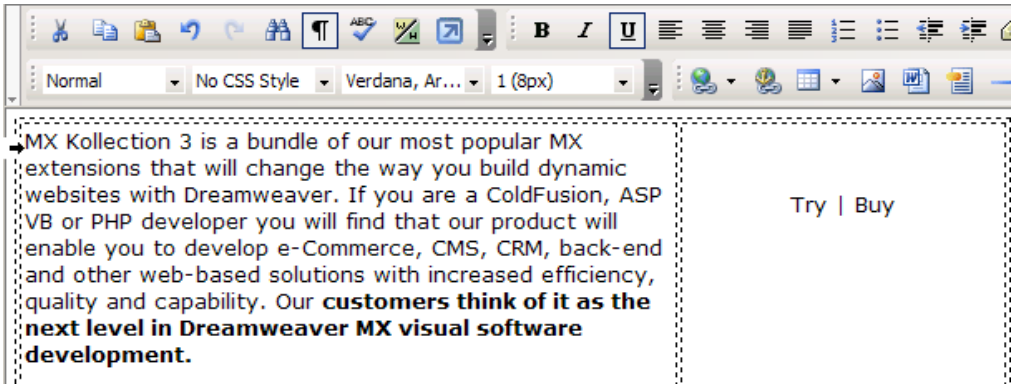
You'll consider again the five sections mentioned previously:

1. Introduction
2. Benefits
3. Notable features
4. Flash movies
5. See also

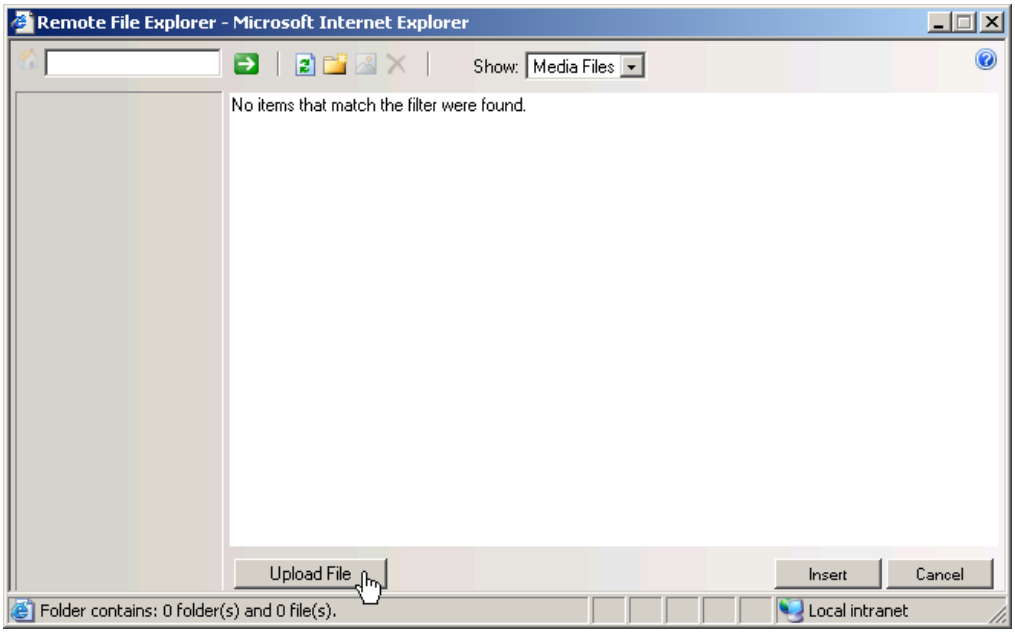
Insert media files in the Introduction section

To insert images in the **Introduction** section, follow the next instructions:

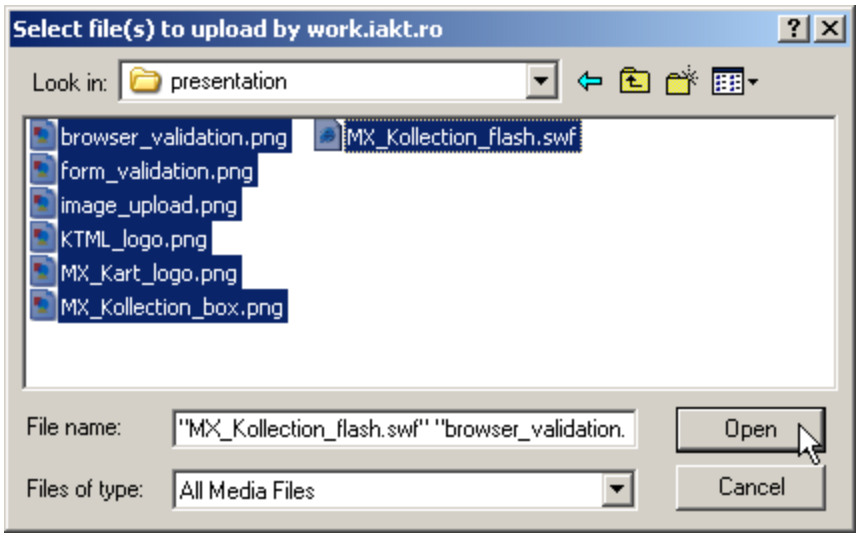
1. Place the mouse cursor in the first paragraph of the second table column (it should be an empty paragraph), and click the Image button:



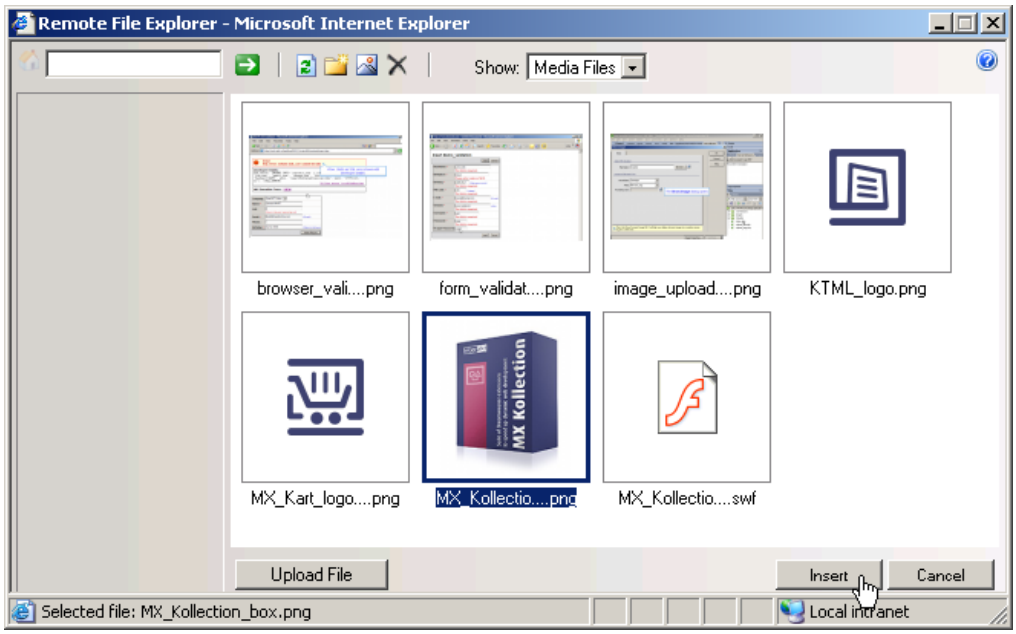
2. In the window that pops-up (Remote File Explorer), click the Upload File button to upload the needed files (any file needs to be first uploaded on the remote server before being inserted in page):



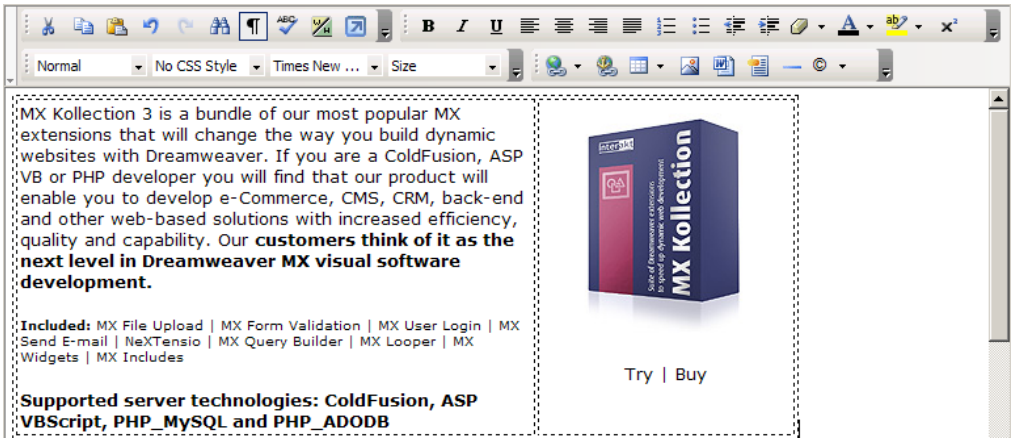
3. In the window that opens, browse to the **presentation** folder from the .zip package (wherever you stored it -- in your site folders or outside the site). Since the editor allows you to upload multiple files at once, select the six image files and the flash movie (click the first file, hold the **Shift** key and click the last file). Then click Open:



4. Back to the Remote File Explorer window, you will notice seven thumbnails (corresponding to the uploaded files) in the file area on the right. Select the **MX_Kollection_box.png** file and click the Insert button:



5. The image is inserted in page:

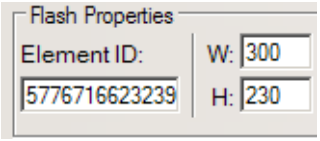


6. Press the Save button (below the KTML textarea) to save the changes and view the page. Then click the *Edit content* link to go back to editing, and do not forget to click the Show/Hide Invisible Elements button.

Insert media files in the Benefits section

In the **Benefits** section you have to insert a flash movie in the first paragraph of the second column. The file is already uploaded on the remote server. Proceed just as explained above to insert the **MX_Kollection_flash.swf** file.

Once the file is inserted in page, click on it and in the Flash Inspector, set the following properties:



- Enter **300** in the W text box (movie width).
- Enter **230** in the H text box (movie height).

Save the changes and then return to the **edit** page.

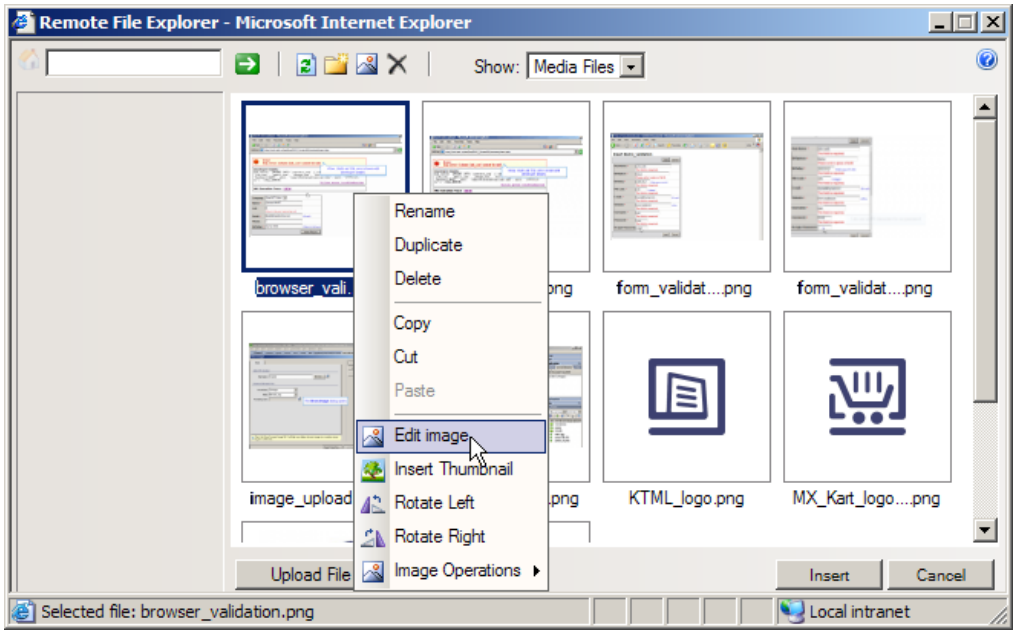
Insert media files in the Notable features section

There are no images or movie files to be inserted in this section (check here).

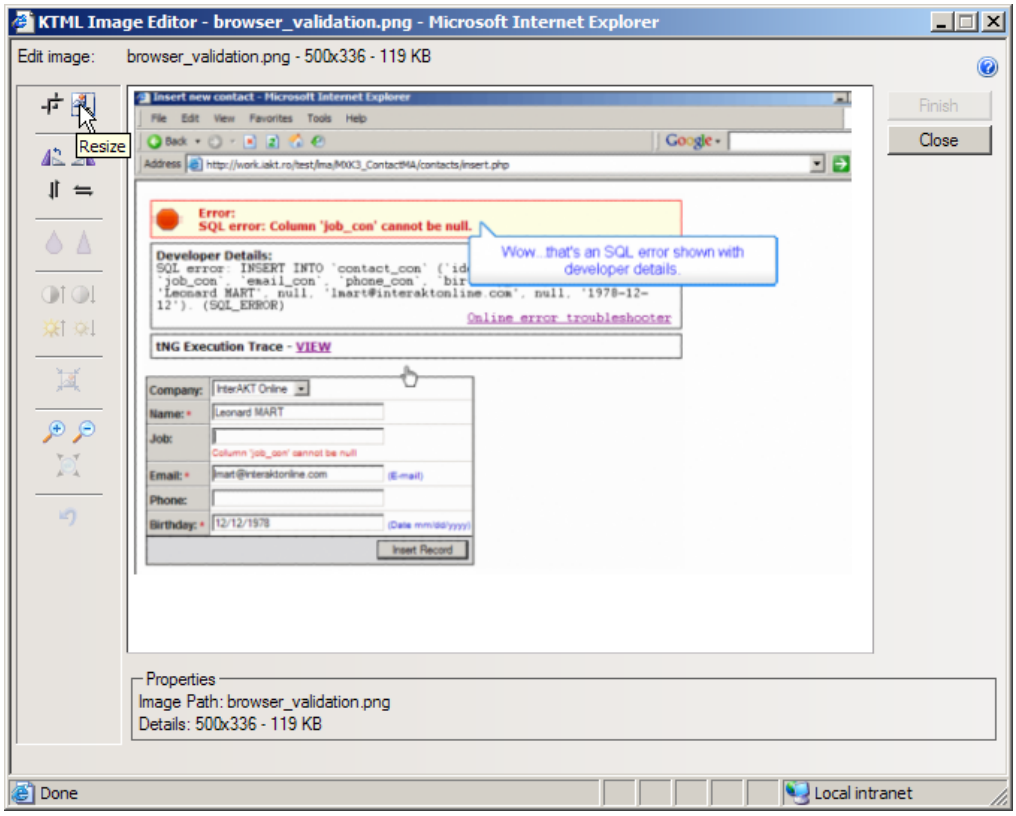
Insert media files in the Flash movies section

In the **Flash movies** section you have to insert an image in each cell of the first table row. The three images are already uploaded, but they are too big to fit in the page layout, so you need to edit them a little before inserting them in page:

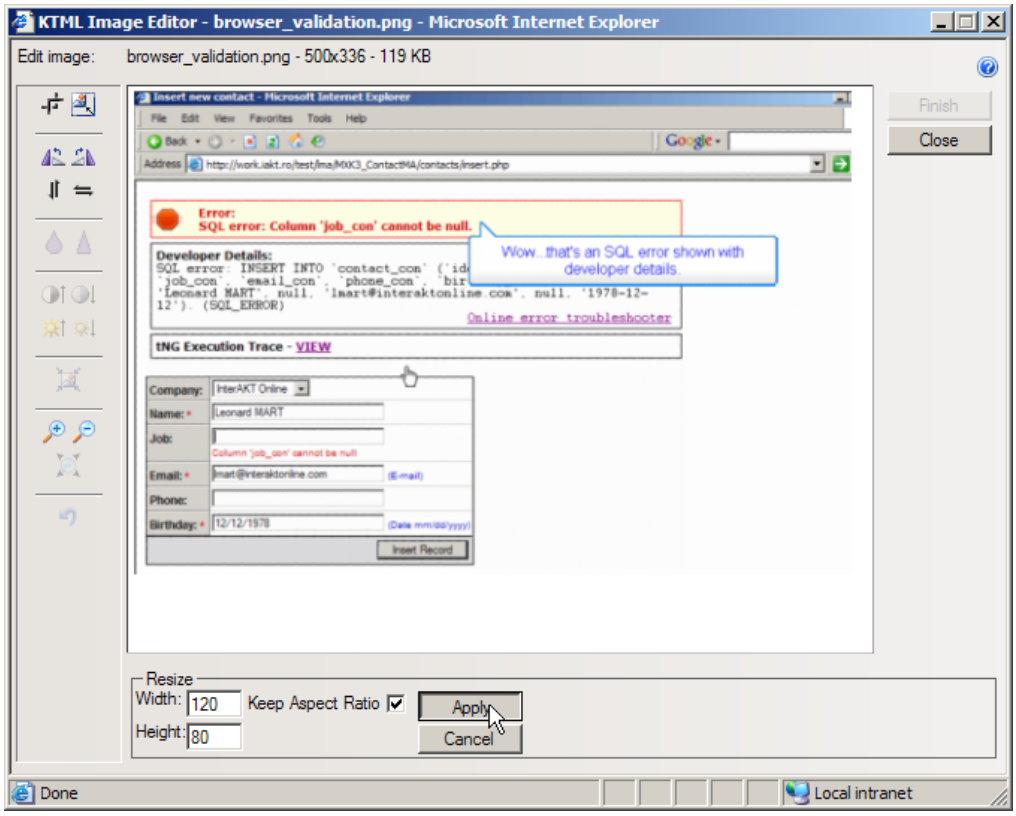
1. Open the Remote File Explorer by clicking the Image button on the toolbar.
2. Right-click on the **browser_validation.png** file and select the Edit image option:



3. The Image Editor window will open. Click the Resize button on the left to change the image dimensions:



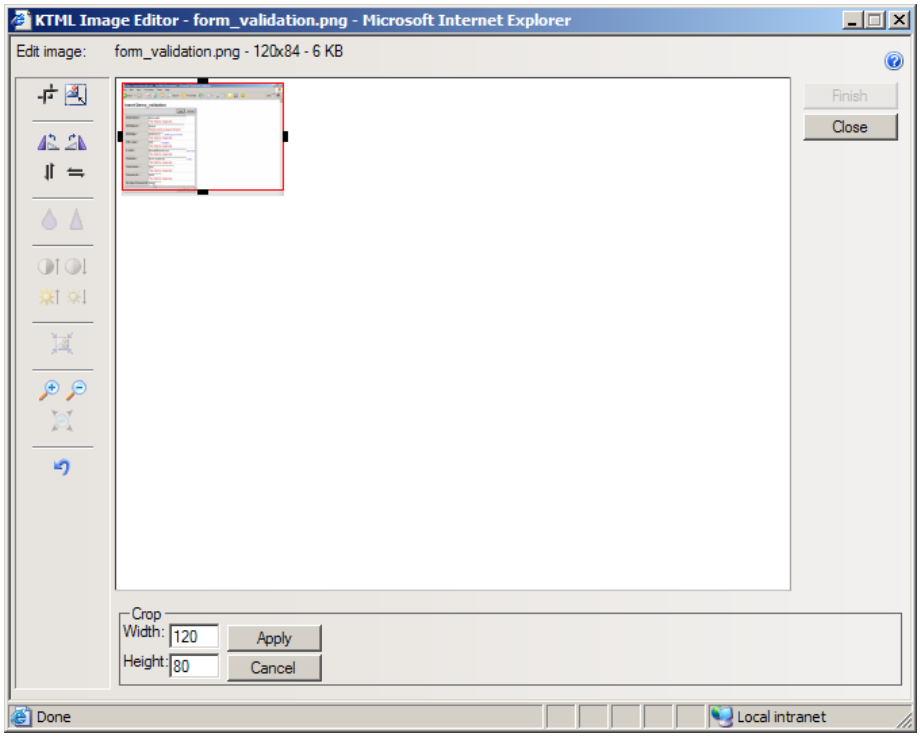
4. In the Resize properties, in the lower part of the interface, set the Width to **120** pixels and keep the proportion ratio. The Height will be automatically calculated to **80** pixels (120/80 are the dimensions you need in this page layout). Click Apply to keep the changes:



5. Click Finish to close the Image Editor window.

6. In the same manner, bring the other two image files (**form_validation.png**, **image_upload.png**) to the 120/80 size.

   - If after setting the Width to **120**, the Height is not calculated to **80** (but more), use the Crop operation to edit the image (the Crop button is placed next to the Resize one in the Image Editor). It's the case for the **form_validation.png** file:



- You also need to resize and then crop the **image_upload.png** file.

Note: Know that all these image changes take place server-side.

After editing (resize and crop) the images, follow the steps (for the insert operation) presented above, and:

1. Insert the **browser_validation.png** file in the first cell.
2. Insert the **form_validation.png** file in the second cell.
3. Insert the **image_upload.png** file in the third cell.

Select each of the three images inserted in page, and in the Image Inspector, set the border thickness to 1 pixel (enter **1** in the **Border** text box).

Save the changes and then return to the **edit** page.

Insert media files in the See also section

In the **See also** section you have to insert an image in each cell of the first table column. The two images are already uploaded. Follow the steps (for the insert operation) presented above, and:

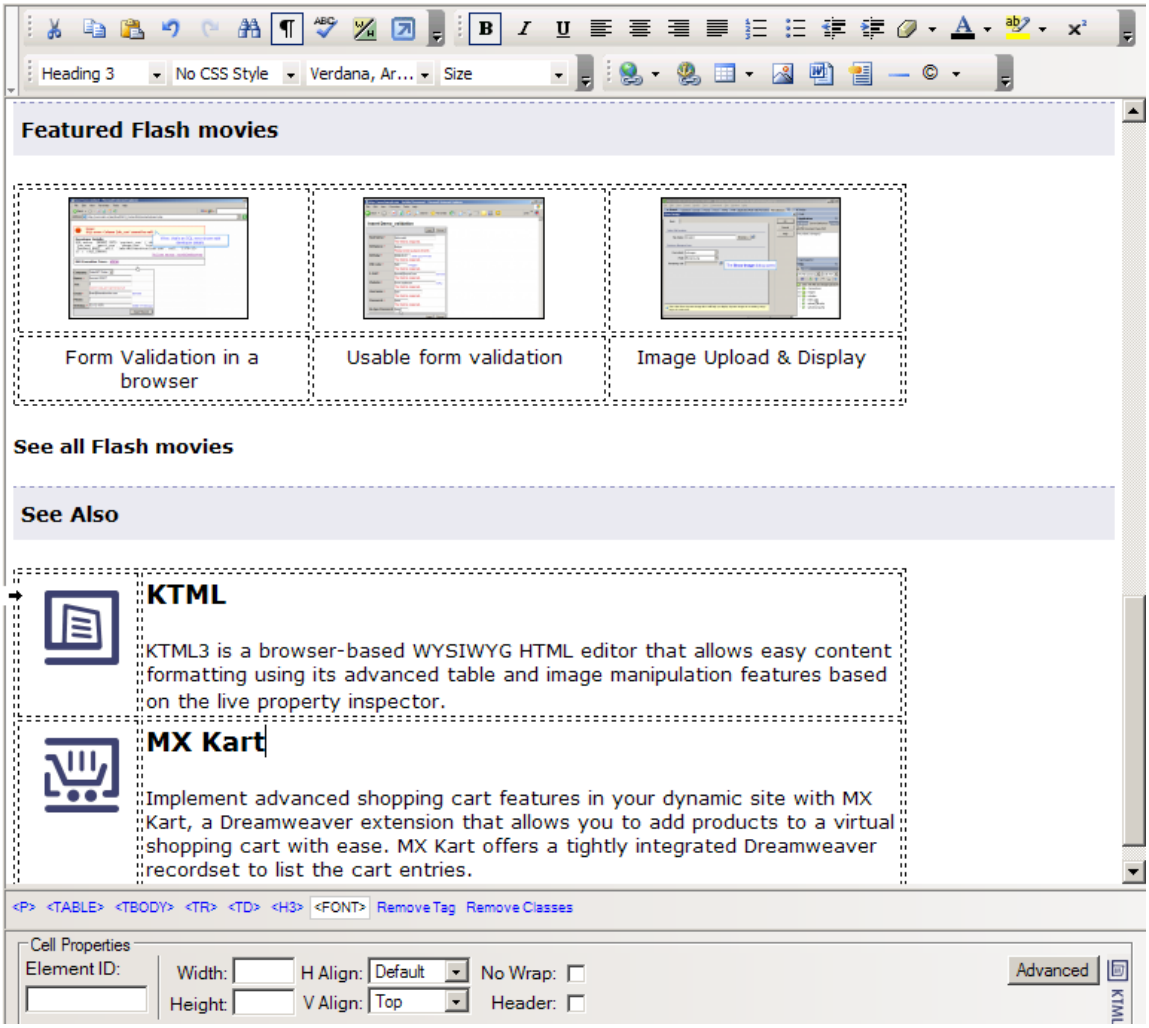
1. Insert the **KTML_logo.png** file in the first cell.
2. Insert the **MX_Kart_logo.png** file in the second cell.

Select each of the two images inserted in page, and in the Image Inspector, set the horizontal and vertical spaces to 9 pixels (enter **9** both in the **H Space** text box and **V Space** text box).

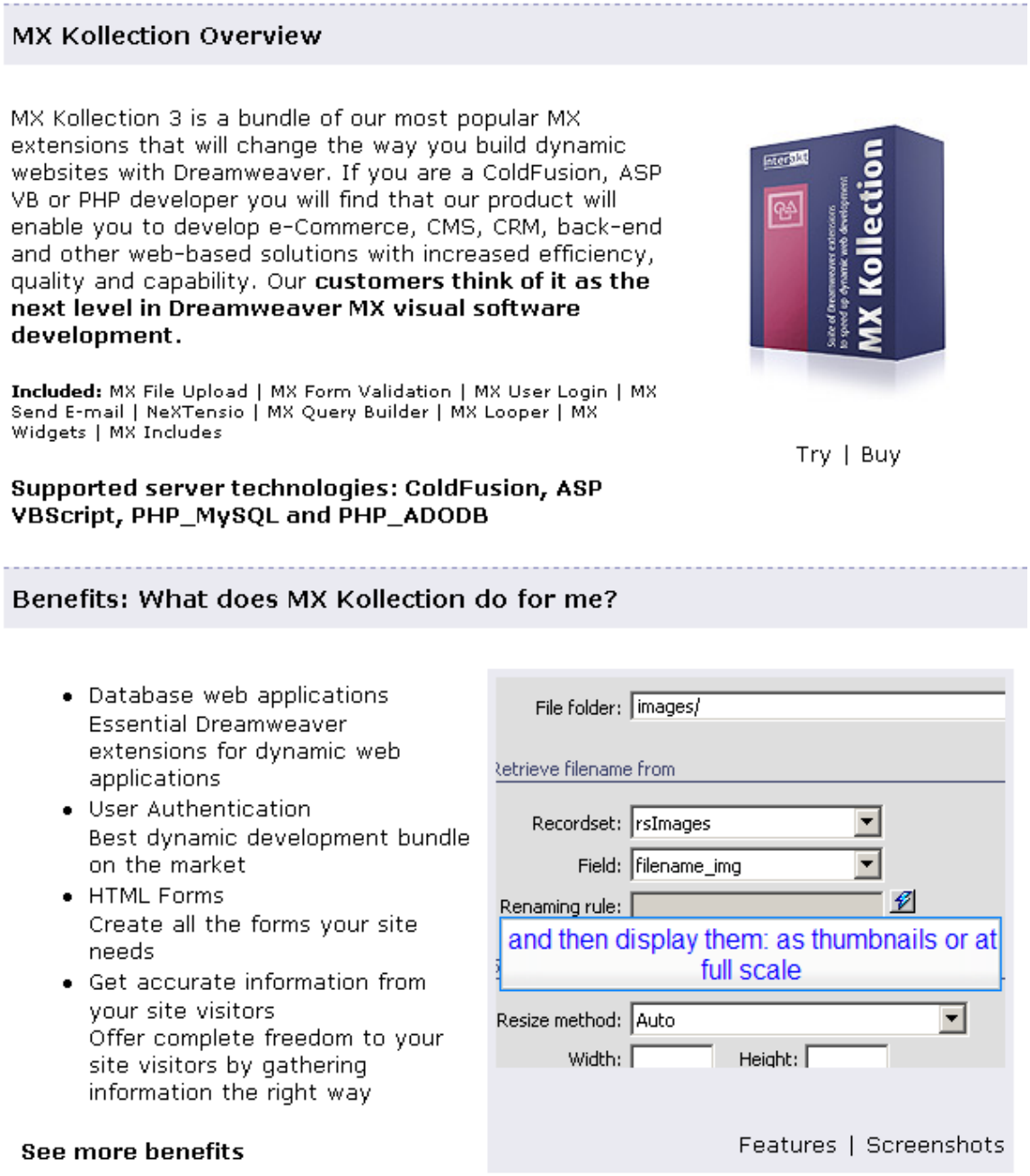
Click Save to keep the changes you have made.

After following all the steps above, the KTML area in the **edit** page should look like below (when showing the invisible elements, namely the table borders):

Product overview:



After inserting media files and saving the changes, the **display** page looks as follows:

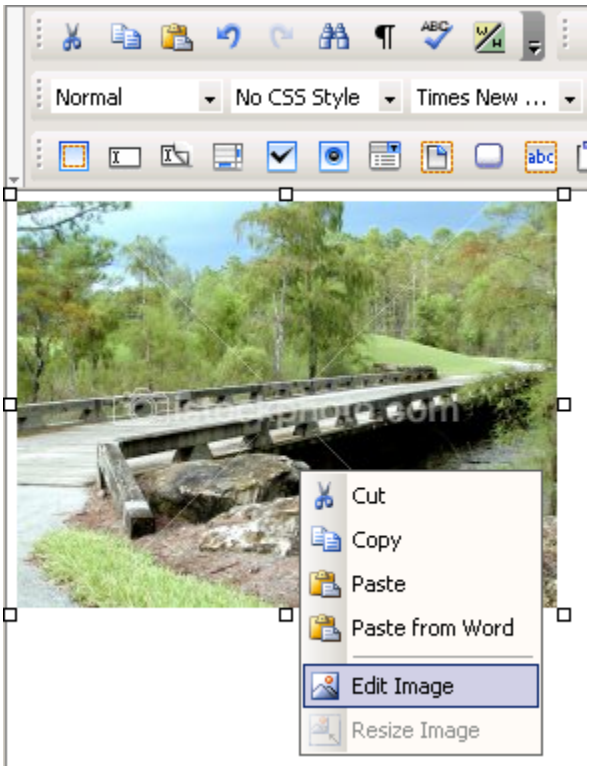


Edit images

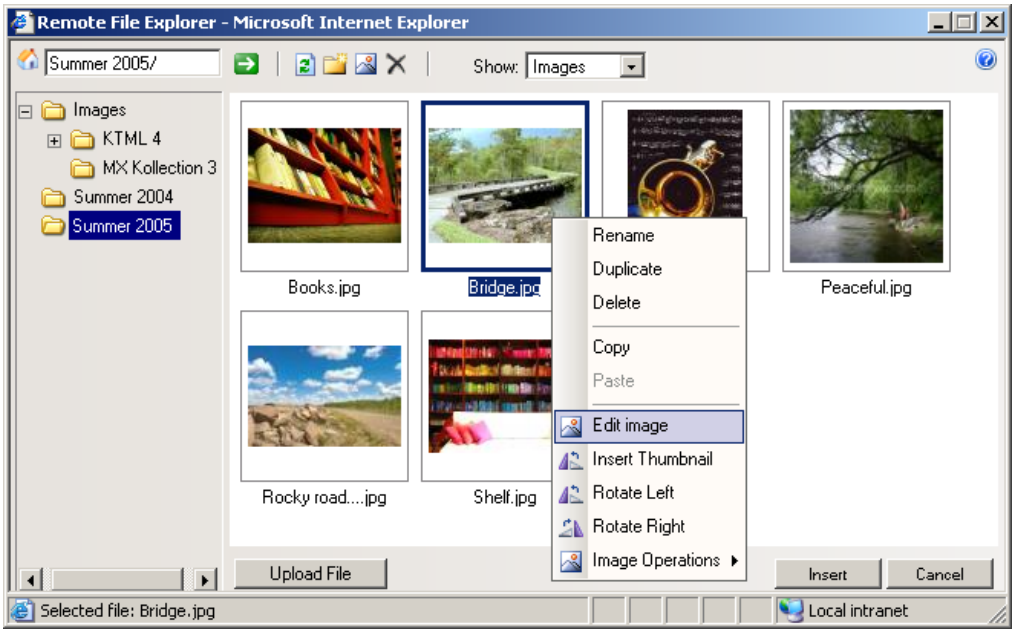
Process images

The KTML Image Editor window pops-up in the following three situations:

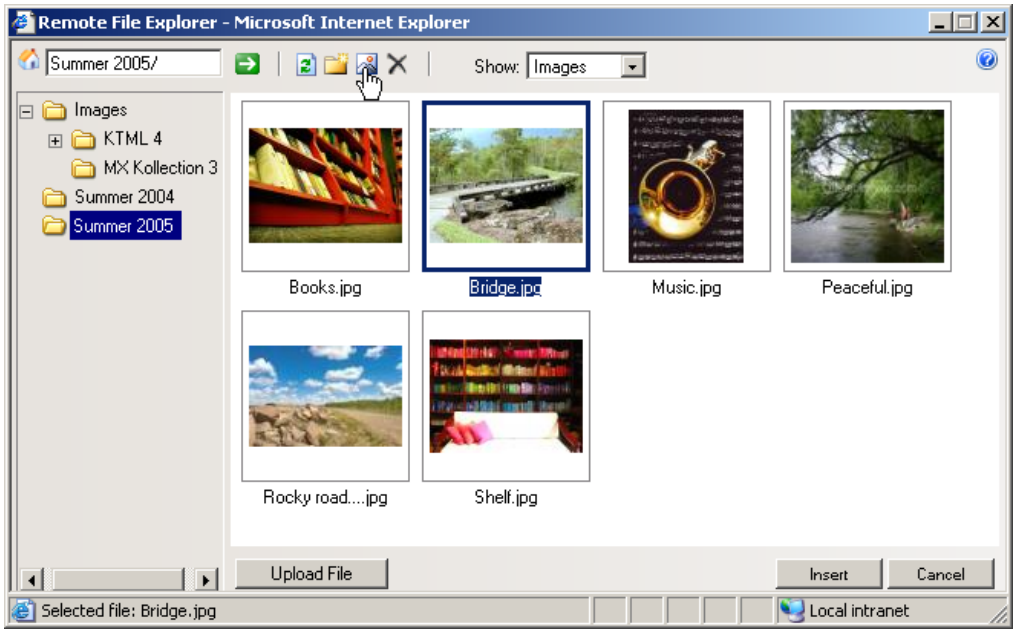
1. While having an image selected in the editor editable region, you click the Edit Image option in the right-click contextual menu:



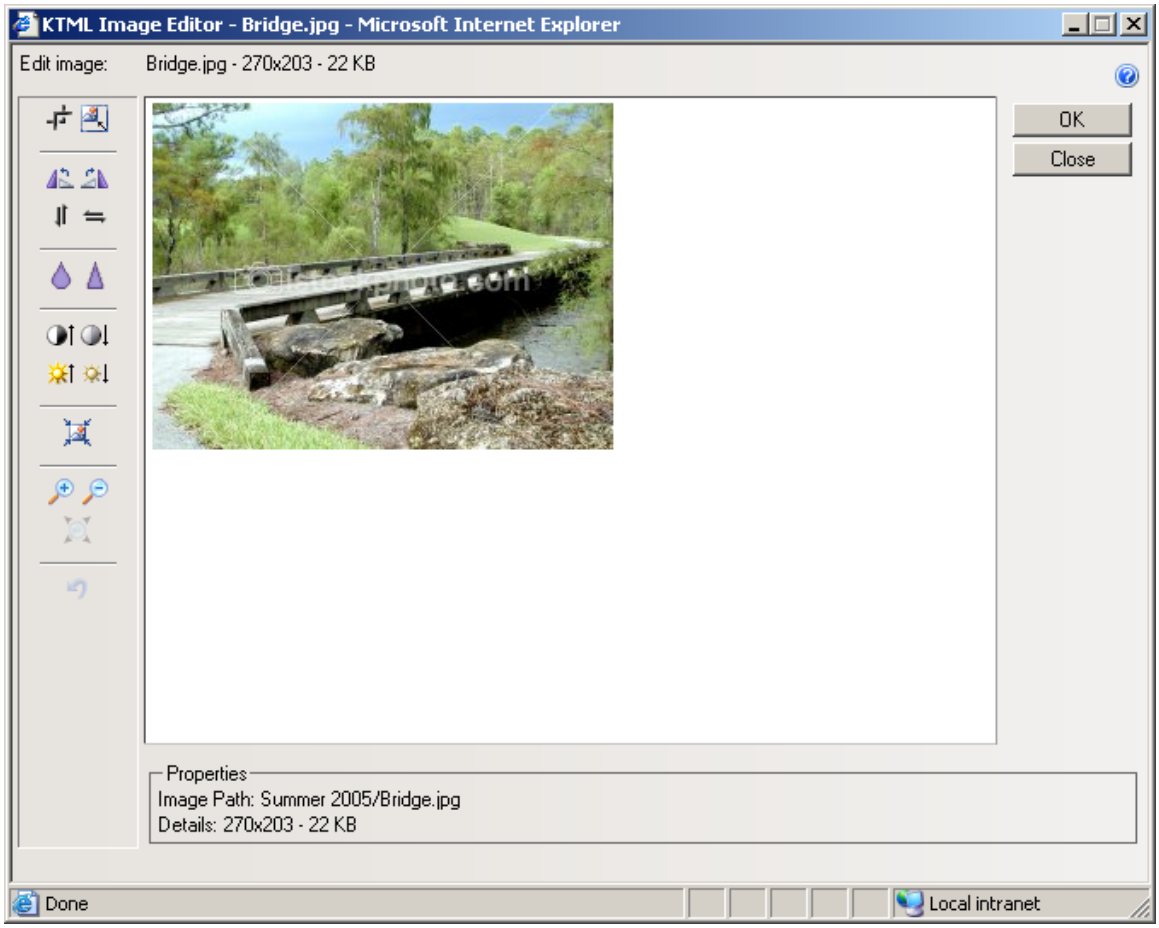
2. While having an image selected in the files area of the Remote File Explorer window, you click the Edit Image option in the right-click contextual menu:



3. While having an image selected in the files area of the Remote File Explorer window, you click the Edit Image button in the Remote File Explorer window:



The KTML Image Editor window looks like the user interface below:

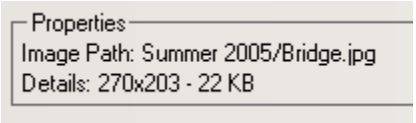


The operations that you can perform to edit an image are accessible through the buttons on the left:

- Crop/Resize
- Rotate Left/Right
- Flip Vertically/Horizontally
- Blur/Sharpen
- Increase/Decrease Contrast
- Increase/Decrease Brightness
- Compress Image
- Zoom In/Out
- Reset Zoom
- Reset

Note: Except for the zooming commands, when altering an image through any of the other ones, the changes will take place server-side (the image on the server will be modified).

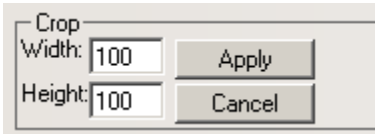
In the lower part of the interface, you are offered some information about the current image (path, name, dimensions, size):



To learn how to use each control in the Image Editor window, read the instructions below:

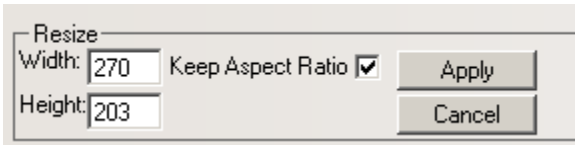
1. When clicking the Crop button, a 100 pixels/100 pixels square is displayed on top of your picture:

You can change its position by dragging it around, and its dimensions by using either its handlers, or the Width and Height text boxes that show in the lower part of the interface:



- Once you click the Apply button near the text boxes, the image part that is covered by the rectangle will be cut out from the initial picture and will become the new picture.
- The Cancel button annuls the crop operation.

2. When clicking the Resize button, two text boxes (Width and Height) will show in the lower part of the interface, displaying the image dimensions (in pixels):



- You can modify the image size by using the Width and Height text boxes, and the Keep Aspect Ratio checkbox (similar to the Constrain control) as explained here.
- Once you click the Apply button near the text boxes, the image will be resized according to the values entered for its width and height.
- The Cancel button annuls the resize operation.

3. Click the Rotate Left button if you want to rotate the current image to the left:

Note: The operation was applied when the image was in the status displayed here. This same observation remains available for the next examples (steps 4 - 15).

4. Click the Rotate Right button if you want to rotate the current image to the right:

5. Click the Flip Vertically button to flip the image with 180 degrees vertically (the new image shown will be the old one seen in a horizontal mirror):

6. Click the Flip Horizontally button to flip the image with 180 degrees horizontally (the new image shown will be the old one seen in a vertical mirror):

7. Click the Blur button to give the current image a blurry effect:

8. Click the Sharpen button to give the current image a sharp effect:

9. Click the Increase Contrast button to secure more contrast in the current image:

Note: To obtain the image above, the Increase Contrast button was pressed twice (to make the effect clearer).

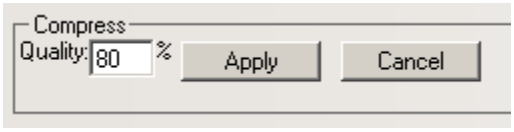
10. Click the Decrease Contrast button to secure less contrast in the current image:

Note: To obtain the image above, the Decrease Contrast button was pressed twice (to make the effect clearer).

11. Click the Increase Brightness button to secure more brightness in the current image:

12. Click the Decrease Brightness button to secure less brightness in the current image:

13. Click the Compress Image button to modify the image quality in order for its size (in kb) to decrease. You will notice in the lower part of the interface the Quality text box, where you can enter a number between 1 and 99. This number represents how many percents from the initial quality you want the quality of the modified image to be:



- The default value of the Quality text box is 80. Say you enter 20; the compressed image will look like this:

- Once you click the Apply button near the text box, the image will be compressed according to the value entered in the Quality text box.
- The Cancel button annuls the compress operation.

14. Click the Zoom In button to enlarge the image proportionally. Each click will increase the image a little more. This operation is used when you need to see certain image details up close:

Note: To obtain the image above, the Zoom In button was pressed four times.

15. Click the Zoom Out button to diminish the image proportionally. Each click will decrease the image a little more:

Note: To obtain the image above, the Zoom Out button was pressed four times.

16. The Reset Zoom button becomes active only after you clicked the Zoom In and Zoom Out buttons for an unequal number of times (the image size is no longer the initial one). Once you click the Reset Zoom button, the image will be brought to its original size.

17. The Reset button is not active when you first launch the KTML Image Editor. It becomes active after you perform at least one operation on the image. By clicking it, all the operations that you just performed on the image will be canceled, and the image will be displayed in its initial state.

18. The Help button on the top-right corner of the interface has the same role as described here, just that it regards the KTML Image Editor interface.

19. The OK button changes its label to Finish after you perform the first operation on the image.

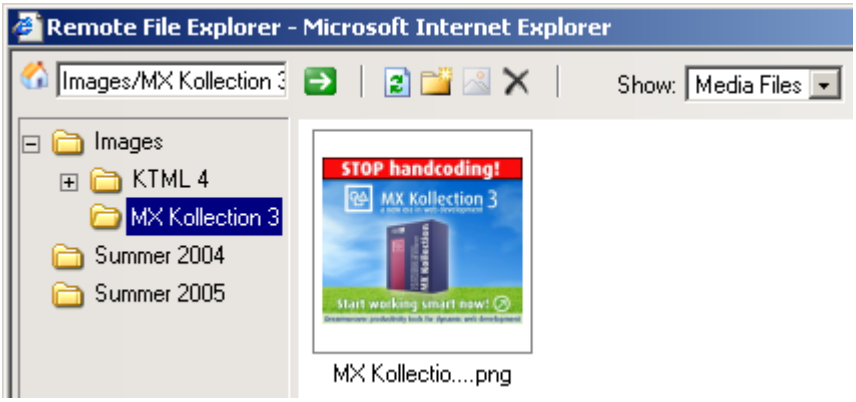
- If you click it while its label is still OK, the window will close (no change was made).
- By clicking the Finish button, the KTML Image Editor window will close and all the changes that you performed on the selected image will become visible in page.

20. By clicking the Close button, the KTML Image Editor window will close and no change will be performed on the current image.

Insert images/movies

You can insert image and movie files in the page only after previously uploading them on the remote server. Both the upload and insert operations are done in the Remote File Explorer window. Click the Image button to get this window to display.

You will notice that the Show drop-down menu in the Remote File Explorer window is already set to the Media Files option (meaning images and movies):

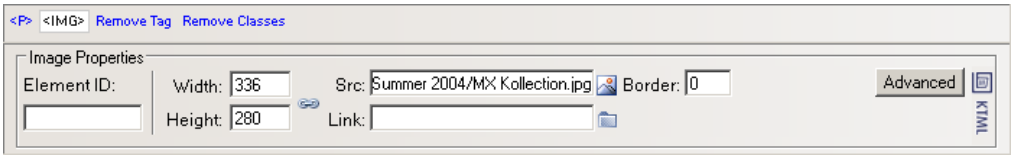


Set image properties

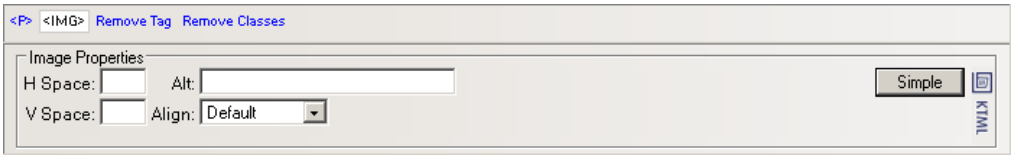
The Image Properties panel is displayed when you select (click on) an image inserted in your page. It corresponds to the `<IMG>` tag in the Tag Selector.

The Image Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



To configure this panel, follow the instructions below:

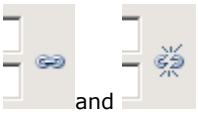
1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (image) in page.

2. In the Width text box (displayed in **Simple** view) specify a new width for the selected image (in pixels).
- If you do not specify any dimension in the Height text box as well (and leave the Constrain control to its default, namely the **chain** symbol), its value will be automatically calculated (according to the width you entered) and the image size will be modified proportionally.
- If you also enter a value in the Height text box (after switching the Constrain control to the **broken chain** symbol), no automatic recalculation will be done this time (the image ratio and quality could get damaged if you enter both values).

3. In the Height text box (displayed in **Simple** view) specify a new height for the selected image (in pixels).
- If you do not specify any dimension in the Width text box as well (and leave the Constrain control to its default, namely the **chain** symbol), its value will be automatically calculated (according to the height you entered) and the image size will be modified proportionally.
- If you also enter a value in the Width text box (after switching the Constrain control to the **broken chain** symbol), no automatic recalculation will be done this time (the image ratio and quality could get damaged if you enter both values).

Note: To keep the original size of the image, leave the Width and Height text boxes to their default values. You can also resize the image without using the Image Properties panel. Simply select it in the editor editable region and then drag the resize handlers:

4. Connecting somehow the Width and Height text boxes, you'll notice the Constrain control that has only two appearances (symbols), namely **chain** and **broken chain**:

 and

They alternate according to your mouse-clicks. If you are resizing an image and you want to do it:

- proportionally, make sure the **chain** symbol is displayed. Once you enter one of the dimensions, the other one will be automatically calculated so to maintain the proportion.
- not proportionally (independent dimensions), make sure the Constrain control displays the **broken chain** symbol.

5. The Src text box (displayed in **Simple** view) displays the path on the remote server to the source image file. By clicking the Browse for Image button on the right, the Remote File Explorer window will display, giving you the possibility to replace the selected image with a new one of your choice.

6. In the Link text box (displayed in **Simple** view) enter a correct URL to a web page or to a document on your remote server (you can use the Browse for File button on the right for this), and when clicking on the image, you will be redirected to that page/document.

7. In the Border text box (displayed in **Simple** view) enter the thickness (in pixels) of the border that you want displayed around the image. The default value is 0 (no border is displayed).

8. By clicking the Advanced button (displayed in **Simple** view), the Image Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected image.

9. In the H Space text box (displayed in **Advanced** view) specify the horizontal distance (in pixels) between the image and the other page elements (images, table borders, text) to its left and right. These other page elements can be present in page or can be added at a

later time: they will not get closer to the image than the horizontal space set. The default value is 0 (zero).

10. In the V Space text box (displayed in **Advanced** view) specify the vertical distance (in pixels) between the image and the other page elements (images, table borders, text) above and below it. These other page elements can be present in page or can be added at a later time: they will not get closer to the image than the vertical space set. The default value is 0 (zero).

11. In the Alt text box (displayed in **Advanced** view) enter the alternative text (tooltip) to be displayed by browsers that do not support images. In most common browsers, this text also appears when the pointer is over the image.

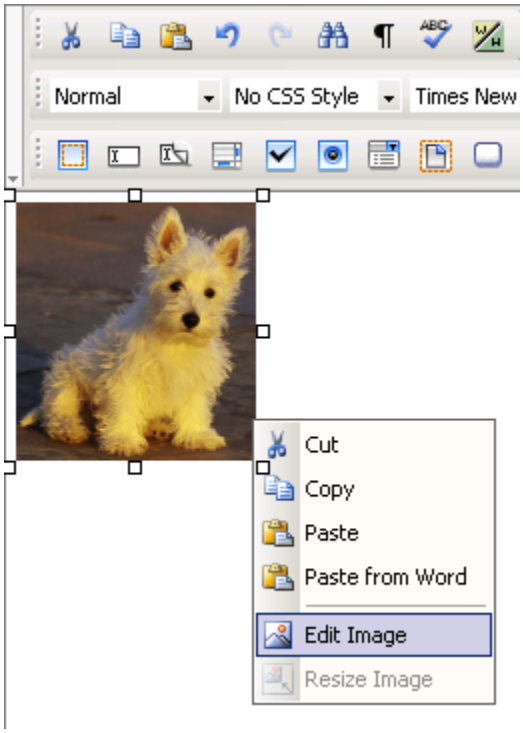
12. The Align drop-down menu (displayed in **Advanced** view) contains the options for the image position in relation with the other page elements:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
- Right

13. By clicking the Simple button (displayed in **Advanced** view), the Image Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected image.

Right-click options for image in page

If you select an image in the editor editable region and right-click it, a pop-up menu will be displayed containing the available action options:



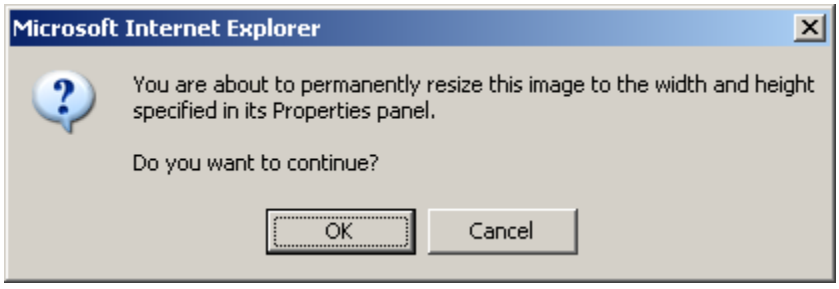
The image contextual menu provides the following operations:

1. Cut
2. Copy
3. Paste
4. Paste from Word

Note: Read more about these four options here (the description is for a text selection, but it applies to image selection as well).

5. Edit Image - select this option if you want to edit to current image. The KTML Image Editor window pop-up. To learn how to use it, read here.

6. Resize Image - this option becomes enabled only after you changed the dimensions of the image in the Image Properties panel. It will modify the dimensions of the original image on disk to the values you entered. Since it is a server-side operation, you will be asked to make sure if you want to go through with it:

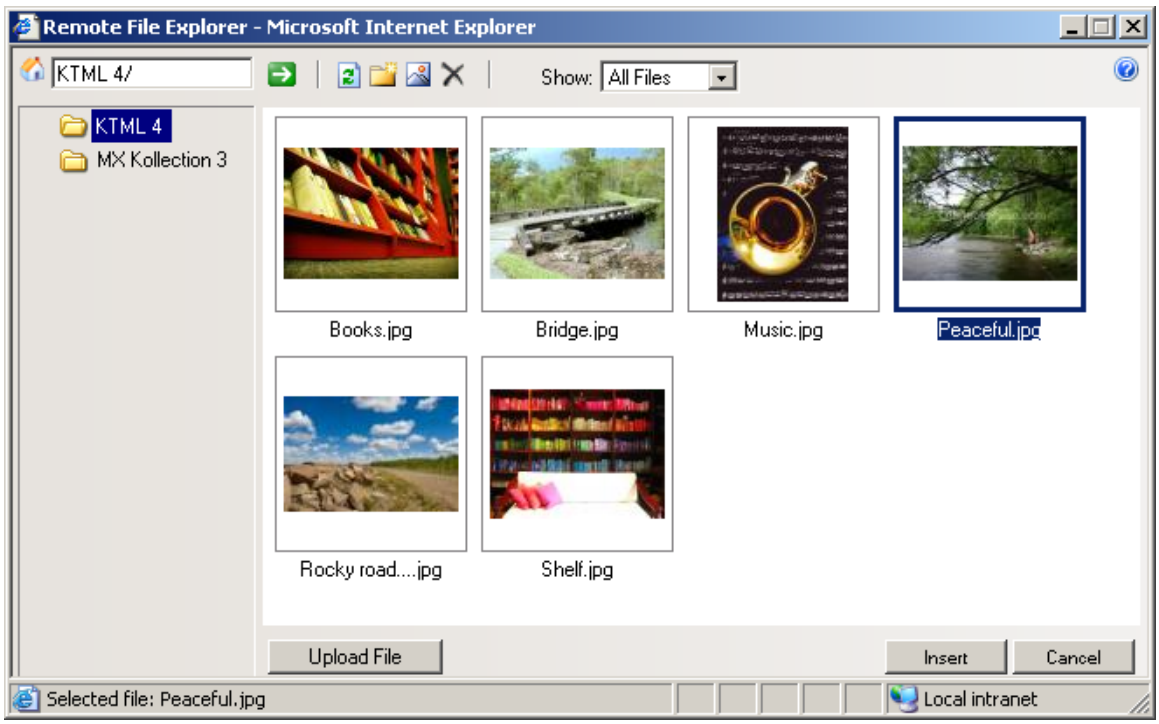


As you noticed, the right-click contextual menu groups together options often needed. Use it whenever you want to save time with accessing certain commands.

File explorer

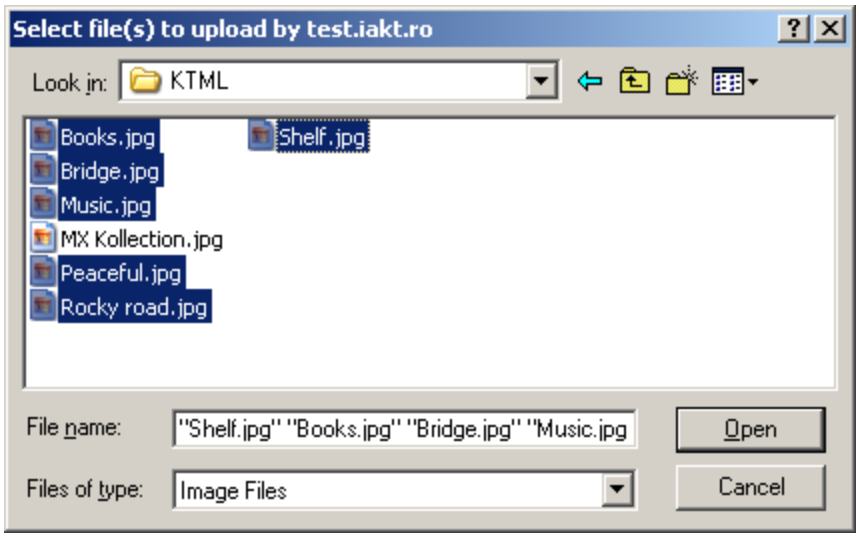
With the editor you can insert video files and images in your pages and create links to downloadable documents on the server.

In order to upload files, manage them on the server, and select the ones you need to insert in page, the editor presents the Remote File Explorer window:

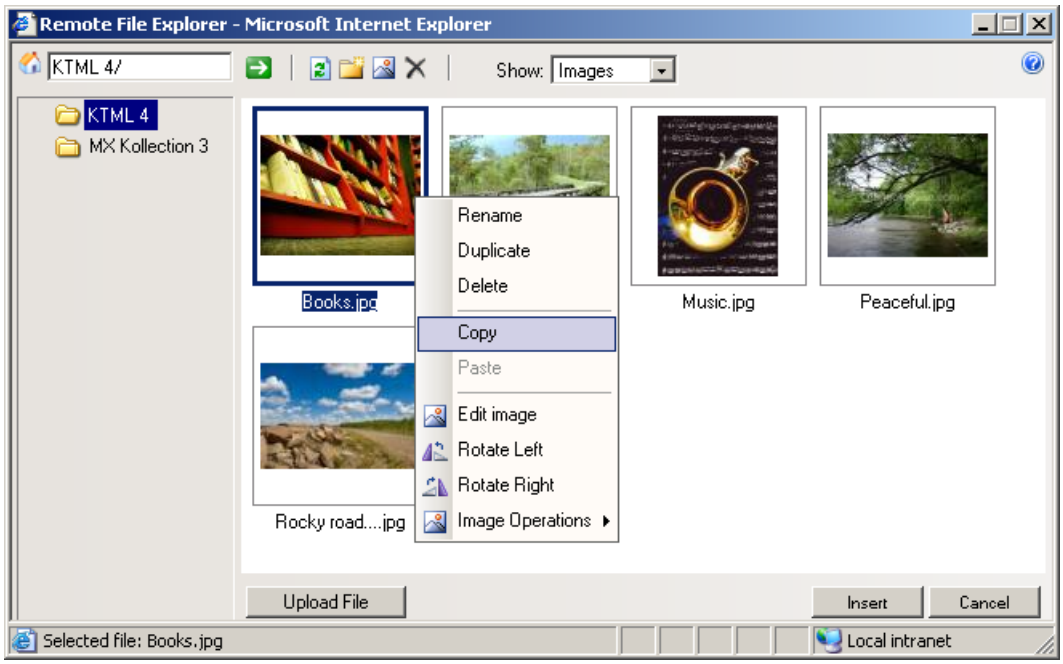


Some of the operations that can be done with the Remote File Explorer window are:

- **Multiple file upload** (from the local computer to the server) - this is an extremely important and time-saving feature. In order to upload multiple files on the server, click the Upload File, browse to the needed folder, and select as many files as you wish (use either the **Ctrl** or **Shift** keyboard keys):



- Create and manage folders on the server.
- Managing files (rename, copy, duplicate etc.).
- Filter files by type (images, media files, documents).
- The right-click contextual menus and the interface buttons allow you to quickly access certain options for manipulating files and folders:



Remove images / movies

Image and movie files can be removed from two locations: the editor editable region (the site page) and the upload folder.

1. If you want to remove an image/movie inserted in your page, select it (click on it) and press the **Delete** key. It will not be removed from the remote server, but only from the page.

2. If you want to remove an image/movie from the remote server:

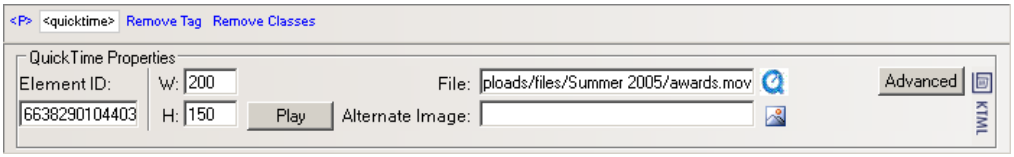
   - Open the Remote File Explorer window.
   - Browse to the upload folder where the image/movie is stored.
   - Select the corresponding thumbnail(s).
   - Use the Delete button or the Delete option in the right-click contextual menu to remove the image/movie file(s).

Set QuickTime movie properties

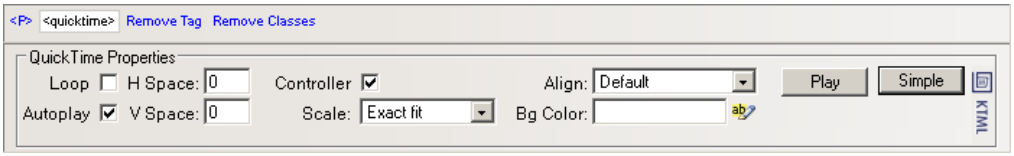
The QuickTime Properties panel is displayed when you select (click on) a QuickTime movie (.mov) inserted in your page. It corresponds to the `<quicktime>` tag in the Tag Selector.

The QuickTime Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



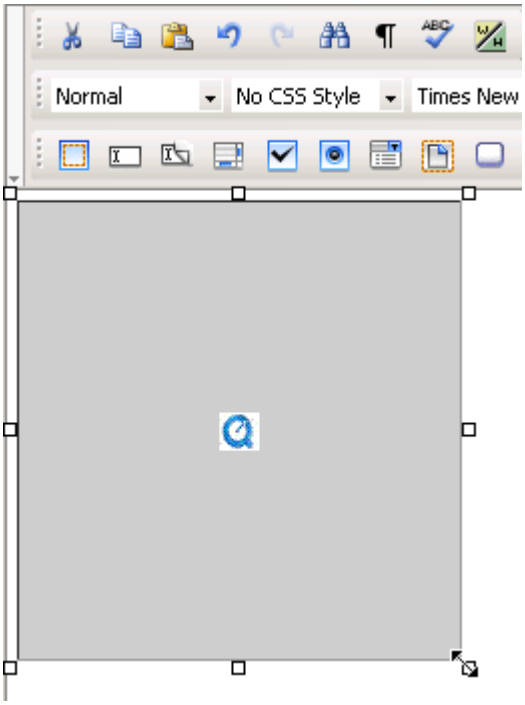
To configure this panel, follow the instructions below:

1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (QuickTime movie) in page.

2. In the W text box (displayed in **Simple** view) you can enter a new width (in pixels) for the QuickTime movie.

3. In the H text box (displayed in **Simple** view) you can enter a new height (in pixels) for the QuickTime movie.

Note: To keep the original size of the movie, leave the W and H text boxes to their default values. You can also resize the QuickTime movie without using the QuickTime Properties panel. Simply select it in the editor editable region and then drag the resize handlers:



4. Click the Play button (displayed in both **Simple** and **Advanced** view) when you want the movie to start playing. Its label will then turn to *Stop*. By clicking the Stop button, the QuickTime movie will cease playing.

5. The File text box (displayed in **Simple** view) displays the path on the remote server of the currently selected QuickTime movie. If you want to replace the selection with another movie, click the button next to the text box and browse to another file. You can also manually change the path and make it point to a new QuickTime movie.

6. With the Alternate Image text box (displayed in **Simple** view) you can set an image to be displayed in the browsers that do not have support for playing QuickTime movies. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for File button to select an image from the server.

7. By clicking the Advanced button (displayed in **Simple** view), the QuickTime Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected QuickTime movie.

8. If the Loop option (displayed in **Advanced** view) is checked, the QuickTime movie will play continuously. Else, it will only play once and then stop.

9. If the Autoplay option (displayed in **Advanced** view) is checked, the QuickTime movie will automatically start playing when the page is loaded.

10. In the H Space text box (displayed in **Advanced** view) specify the horizontal distance (in pixels) between the QuickTime movie and the other page elements (images, table borders, text) to its left and right. These other page elements can be present in page or can be added at a later time: they will not get closer to the QuickTime movie than the horizontal space set. The default value is 0 (zero).

11. In the V Space text box (displayed in **Advanced** view) specify the vertical distance (in pixels) between the QuickTime movie and the other page elements (images, table borders, text) above and below it. These other page elements can be present in page or can be added at a later time: they will not get closer to the QuickTime movie than the vertical space set. The default value is 0 (zero).

12. If the Controller option (displayed in **Advanced** view) is checked, the controller bar of the QuickTime movie will show. Else, it will be hidden.

13. In the Scale drop-down menu (displayed in **Advanced** view) select how you want the QuickTime movie to fit into the dimensions you set in the W and H text boxes from **Simple** view:

- Exact fit - The QuickTime movie fits in the specified rectangle (width x height). It does not preserve original aspect ratio.
- Aspect - It preserves the original aspect ratio of the movie when playing.

14. The Align drop-down menu (displayed in **Advanced** view) contains the options for the QuickTime movie position in relation with the other page elements:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
- Right

15. With the Bg Color text box (displayed in **Advanced** view) you can set the desired background color for the selected QuickTime movie. The color will also show when the movie is not playing.
You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button to select a color from a large range of colors. The Color Picker also offers the possibility of entering the hexadecimal code for a precise, preferred background color.

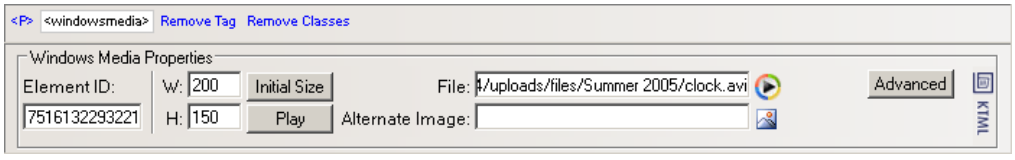
16. By clicking the Simple button (displayed in **Advanced** view), the QuickTime Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected QuickTime movie.

Set Windows Media movie properties

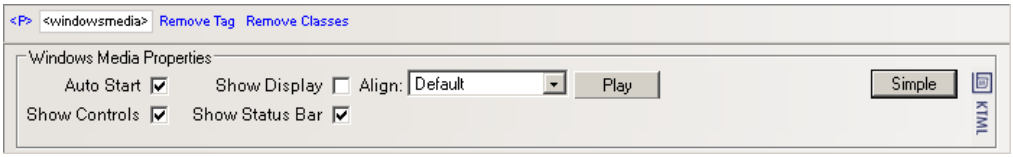
The Windows Media Properties panel is displayed when you select (click on) a Windows Media movie (.wmv, .avi) inserted in your page. It corresponds to the `<windowsmedia>` tag in the Tag Selector.

The Windows Media Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



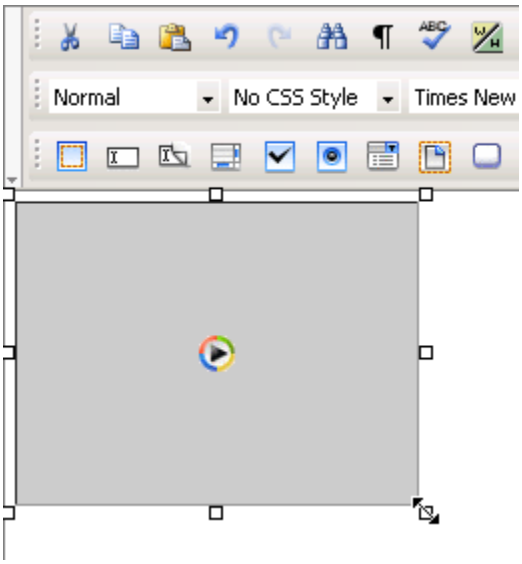
To configure this panel, follow the instructions below:

1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (Windows Media movie) in page.

2. In the W text box (displayed in **Simple** view) you can enter a new width (in pixels) for the Windows Media movie.

3. In the H text box (displayed in **Simple** view) you can enter a new height (in pixels) for the Windows Media movie.

Note: To keep the original size of the movie, leave the W and H text boxes to their default values. You can also resize the Windows Media movie without using the Windows Media Properties panel. Simply select it in the editor editable region and then drag the resize handlers:



4. The Initial Size button (displayed in **Simple** view), when clicked, brings the Windows Media movie to its original dimensions.

5. Click the Play button (displayed in both **Simple** and **Advanced** view) when you want the movie to start playing. Its label will then turn to *Stop*. By clicking the Stop button, the Windows Media movie will cease playing.

6. The File text box (displayed in **Simple** view) shows the path on the remote server of the currently selected Windows Media movie. If you want to replace the selection with another movie, click the button next to the text box and browse to another file. You can also manually change the path and make it point to a new Windows Media movie.

7. With the Alternate Image text box (displayed in **Simple** view) you can set an image to be displayed in the browsers that do not have support for playing Windows Media movies. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for File button to select an image from the server.

8. By clicking the Advanced button (displayed in **Simple** view), the Windows Media Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected Windows Media movie.

9. If the Auto Start option (displayed in **Advanced** view) is checked, the Windows Media movie will start playing as soon as the page loads.

10. If the Show Controls option (displayed in **Advanced** view) is checked, controls such as pause/play, stop, rewind, forward will be displayed under the actual movie area in page.

11. If the Show Display option (displayed in **Advanced** view) is checked, the playlist name and the name of the Windows Media movie file will be shown under the movie area in page or under the controls bar, if they were set to show.

12. If the Show Status Bar option (displayed in **Advanced** view) is checked, you will be told how much time out of the total movie time has passed since the movie started playing. This information will be displayed under the display area, if it was set to show; if not, under the controls bar, if it was set to show; else, right under the movie area.

13. The Align drop-down menu (displayed in **Advanced** view) contains the options for the Windows Media movie alignment relatively to the page:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
- Right

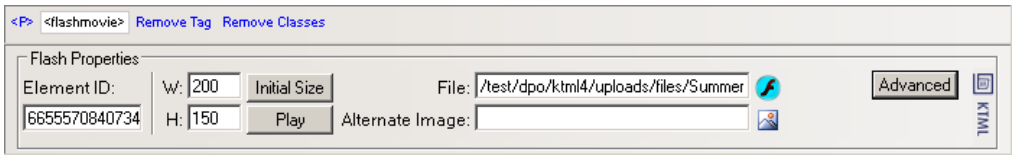
14. By clicking the Simple button (displayed in **Advanced** view), the Windows Media Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected Windows Media movie.

Set Flash movie properties

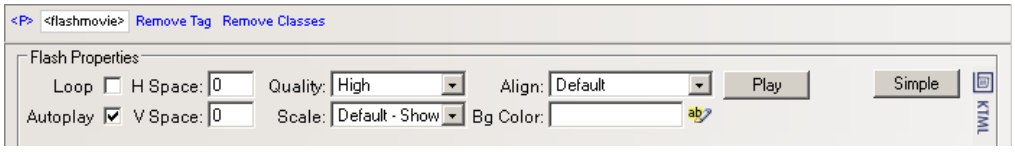
The Flash Properties panel is displayed when you select (click on) a Flash movie (.swf) inserted in your page. It corresponds to the `<flashmovie>` tag in the Tag Selector.

The Flash Properties panel has two views:

1. **Simple view** - it is the default one:



2. **Advanced view** - it displays when you click the Advanced button in **Simple** view (the button then changes its label to Simple):



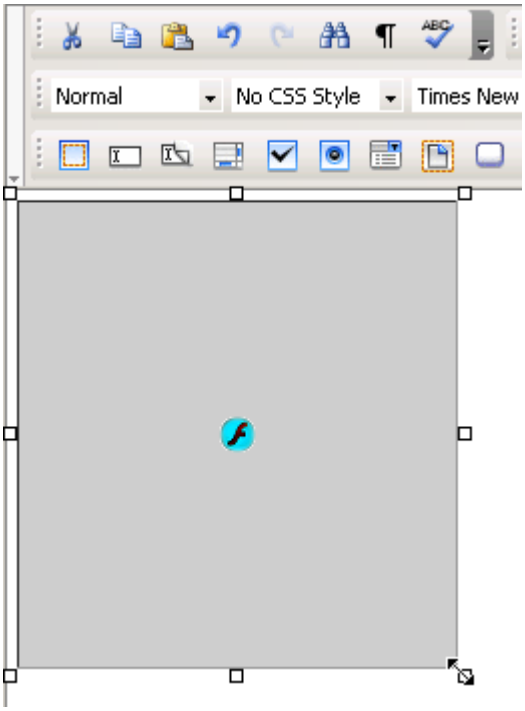
To configure this panel, follow the instructions below:

1. In the Element ID text box (displayed in **Simple** view) enter the value for the `id` attribute. It will uniquely identify the element (Flash movie) in page.

2. In the W text box (displayed in **Simple** view) you can enter a new width (in pixels) for the Flash movie.

3. In the H text box (displayed in **Simple** view) you can enter a new height (in pixels) for the Flash movie.

Note: To keep the original size of the movie, leave the W and H text boxes to their default values. You can also resize the Flash movie without using the Flash Properties panel. Simply select it in the editor editable region and then drag the resize handlers:



4. The Initial Size button (displayed in **Simple** view), when clicked, brings the Flash movie to its original dimensions.

5. Click the Play button (displayed in both **Simple** and **Advanced** view) when you want the movie to start playing. Its label will then turn to *Stop*. By clicking the Stop button, the Flash movie will cease playing.
Note: On **Mozilla FireFox**, clicking the Play button will load a separate window where the flash movie is previewed.

6. The File text box (displayed in **Simple** view) displays the path on the remote server of the currently selected Flash movie. If you want to replace the selection with another movie, click the button next to the text box and browse to another file. You can also manually change the path and make it point to a new Flash movie.

7. With the Alternate Image text box (displayed in **Simple** view) you can set an image to be displayed in the browsers that do not have support for playing Flash movies. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the Browse for File button to select an image from the server.

8. By clicking the Advanced button (displayed in **Simple** view), the Flash Properties panel will switch to **Advanced view**. You will be offered the possibility of setting advanced options for the currently selected Flash movie.

9. If the Loop option (displayed in **Advanced** view) is checked, the Flash movie will play continuously. Else, it will only play once and then stop.

10. If the Autoplay option (displayed in **Advanced** view) is checked, the Flash movie will automatically start playing when the page is loaded.

11. In the H Space text box (displayed in **Advanced** view) specify the horizontal distance (in pixels) between the Flash movie and the other page elements (images, table borders, text) to its left and right. These other page elements can be present in page or can be added at a later time: they will not get closer to the Flash movie than the horizontal space set. The default value is 0 (zero).

12. In the V Space text box (displayed in **Advanced** view) specify the vertical distance (in pixels) between the Flash movie and the other page elements (images, table borders, text) above and below it. These other page elements can be present in page or can be added at a later time: they will not get closer to the Flash movie than the vertical space set. The default value is 0 (zero).

13. In the Quality drop-down menu (displayed in **Advanced** view) choose the option that you prefer for the Flash movie in your page. Know that the high quality focuses on a better appearance, while the low quality on a better speed:

- Low
- Auto Low
- Auto High
- High

14. In the Scale drop-down menu (displayed in **Advanced** view) select how you want the Flash movie to fit into the dimensions you set in the W and H text boxes from **Simple** view:

- Default - Show all
- No border
- Exact fit

15. The Align drop-down menu (displayed in **Advanced** view) contains the options for the Flash movie position in relation with the other page elements:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
- Right

16. With the Bg Color text box (displayed in **Advanced** view) you can set the desired background color for the selected Flash movie. The color will also show when the movie is not playing.

You can enter the hexadecimal code of the color in the text box or you can click the Color Picker button to select a color from a large range of colors. The Color Picker also offers the possibility of entering the hexadecimal code for a precise, preferred background color.

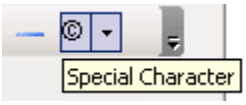
17. By clicking the Simple button (displayed in **Advanced** view), the Flash Properties panel will switch to **Simple view**. You will be offered the possibility of setting various options for the currently selected Flash movie.

Insert special symbols

Insert special symbols

Special Character

In order to insert a special character in page when the keyboard does not come at hand, click the Special Character button from the toolbar:

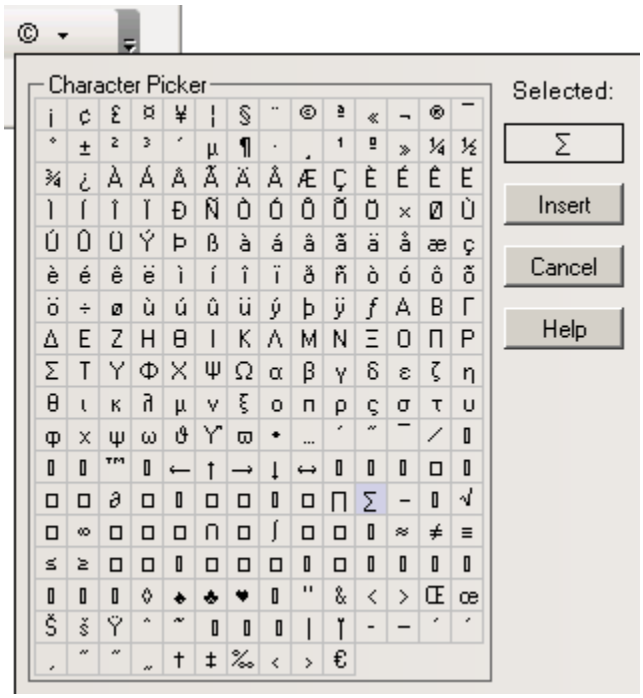


The button has two areas:

1. Click the icon on the left to use the currently selected character (shown by the icon).

2. By clicking the arrow on the right, the Character Picker window will be displayed allowing you to select the character that you need. It displays a matrix of characters from which you can choose.
Note: You can define yourself the special characters list displayed in the matrix in a configuration file. There is a default character list defined in case you make no changes in the configuration file. Read more about this in the API documentation.

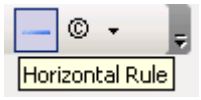
The Character Picker interface presents the following elements:



1. The Selected display item shows the symbol you select in the matrix (single-click).
2. Click Insert to insert the selected character in page.
3. Click Cancel to annul any character selection or insertion in your page.
4. The Help button opens the contextual help window.

Horizontal Rule

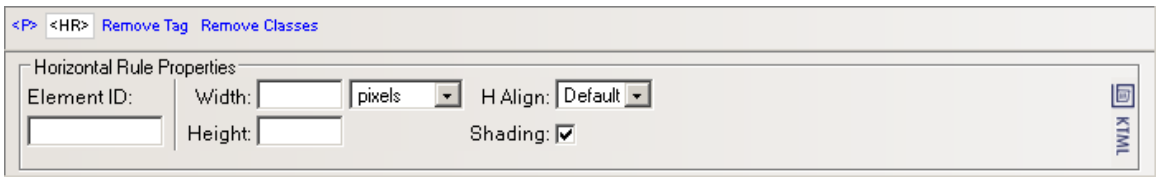
By pressing the Horizontal Rule button, you can insert a horizontal line in page at the point where the cursor is:



A horizontal rule will help you visually separate elements.

Horizontal Rule Properties

The Horizontal Rule Properties panel is displayed when you select a horizontal rule (by clicking it) inserted in page. It corresponds to the <HR> tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (horizontal rule) in page.

2. The width of a horizontal rule is relative to the page width. In the Width text box enter a number that can represent either pixels or percents (of the page width). Select one of these two options from the associated drop-down menu.

3. In the Height text box enter the number of pixels for the horizontal rule's height. The greater the number is, the deeper the delimitation space (between the two paragraphs the horizontal line separates) will be.

4. The H Align drop-down menu contains the options for the position of the horizontal rule relatively to the page's width:
Note: If the rule is as wide as the page, aligning it to the left, right, center, would not make a difference in its position. But when the rule's width is smaller than the page width, then its alignment options will be visible.

- Default
- Left
- Center
- Right

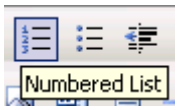
5. If you check the Shading option, the inside area of the horizontal rule (its thickness is given but the height) will be transparent. If left unchecked, the rectangle corresponding to the horizontal rule will be filled with a shade of gray.

Lists

Lists

Numbered List

If you select several paragraphs and then click the Numbered List button from the toolbar, the editor will insert a number at the beginning of each paragraph, in ascending order:



If at the end of a numbered paragraph you hit the **Enter** key, the new paragraph will begin with a number as well.

After clicking the Numbered List button, it will remain activated until the list is unset or until you move on to a not-numbered paragraph. To unset a numbered list, select it and then click the same button to deactivate the style. To move on and end the numbered list, press **Enter** twice after the last element in the list.

To check if a paragraph or a list presents the Numbered List style, place the cursor inside that certain paragraph or select it, and check if the Numbered List button is activated.

If you place the cursor inside a certain numbered paragraph (not the last one) and deactivate the Numbered List button, that paragraph will no longer be preceded by a number. A new list will start right below it. The numbering is reset and the following paragraph's number (the first paragraph in the new list) is set to 1.

If the **Tab** key is pressed while:

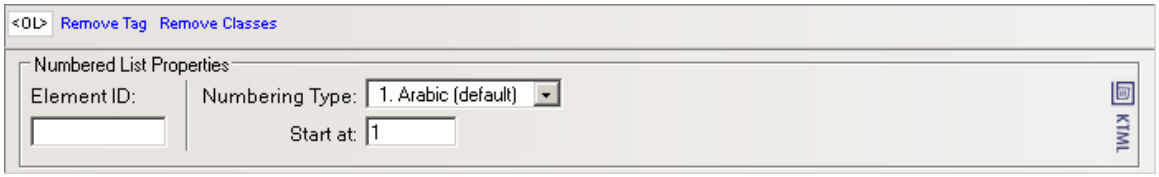
- the cursor is inside a numbered paragraph - the paragraph is indented and its number will become 1. The number of the following paragraph is decremented by 1. This way, you can obtain nested lists.

- having several paragraphs selected - they will be indented, and a nested list will be created (that starts numbering with 1). In the main list, the paragraphs that follow the nested list will have their associated numbers decreased.

Note: In Mozilla only, if you apply a numbered list to each paragraph separately (instead of applying it to a selection of several paragraphs), the numbering will be reset each time (i.e. each paragraph number is set to 1).

Numbered List Properties

The Numbered List Properties panel is displayed when you select at least two elements in a numbered list or when the `<OL>` tag is selected in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (numbered list) in page.

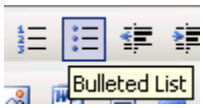
2. With the Numbering Type drop-down menu you can change the numbering style of the list elements. The available options are:

   - 1. Arabic (default): 1, 2, 3...
   - a. Lower alpha: a, b, c...
   - A. Upper alpha: A, B, C...
   - i. Lower roman: i, ii, iii...
   - I. Upper roman: I, II, III...

3. In the Start at text box enter a number equal or greater than zero with which the numbering should start. For example, if you enter **4**, the first element in the ordered list will be preceded by **4**, **d**, **D**, **iv** or **IV** (depending on the preferred numbering type).

Bulleted List

If you select several paragraphs and then click the Bulleted List button from the toolbar, the editor will insert a bullet at the beginning of each paragraph:



If at the end of a bulleted paragraph you hit the **Enter** key, the new paragraph will begin with a bullet as well.

After clicking the Bulleted List button, it will remain activated until the list is unset or until you move on to a not-bulleted paragraph. To unset a bulleted list, select it and then click the same button to deactivate the style. To move on and end the bulleted list, press **Enter** twice after the last element in the list.

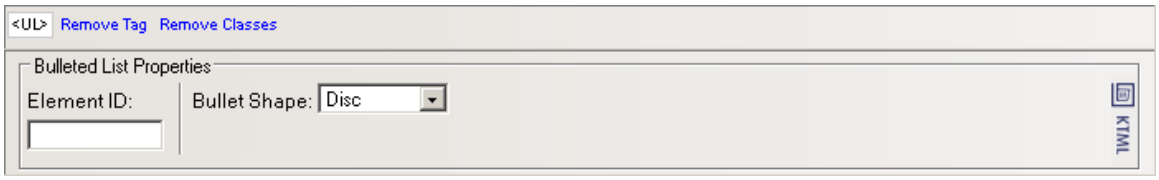
To check if a paragraph or a list presents the Bulleted List style, place the cursor inside that certain paragraph or select it, and check if the Bulleted List button is activated.

When the **Tab** key is pressed while the cursor is inside a bulleted paragraph, that paragraph is indented and the bullets change their shape.

Note: In Mozilla only, if you apply a bulleted list to each paragraph separately, the spacing will increase, compared to the situation when the bulleted list is applied to all selected paragraphs at once.

Bulleted List Properties

The Bulleted List Properties panel is displayed when you select at least two elements in a bulleted list or when the `<UL>` tag is selected in the Tag Selector:



To configure this panel, follow the instructions below:

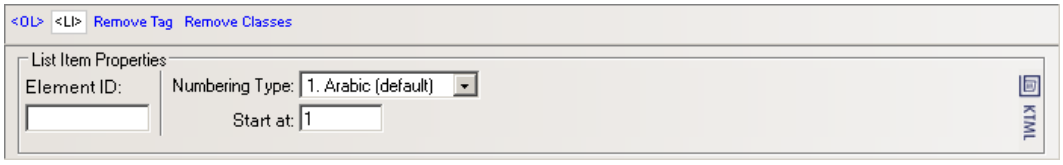
1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (bulleted list) in page.
2. With the Bullet Shape drop-down menu you can change the shape of the bullets displayed before the list elements. The available options are:
    - Disc
    - Circle
    - Square

Related to lists (both ordered/numbered and unordered/bulleted), there is another property panel that allows you to set options for one list element at a time, if desired. It is the List Item Properties panel, described below.

List Item Properties

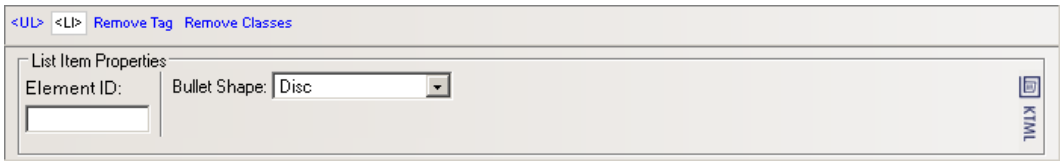
The List Item Properties panel is displayed when you select or simply place the mouse cursor inside a list element (the list can be numbered or bulleted), or when the `<LI>` tag is selected in the Tag Selector:

- If the list is numbered, the panel looks like this:



To configure this panel, follow the instructions given for the Numbered List Properties panel. Know that the number you enter in the Start at text box will be associated to the list item and displayed before it (as either a number, an alpha character or a roman character). The number/letter associated to the following list item will become this set value increased by 1.

- If the list is bulleted, the panel looks like this:



To configure this panel, follow the instructions given for the Bulleted List Properties panel.

Note: For both situations above, in the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (list item) in page.

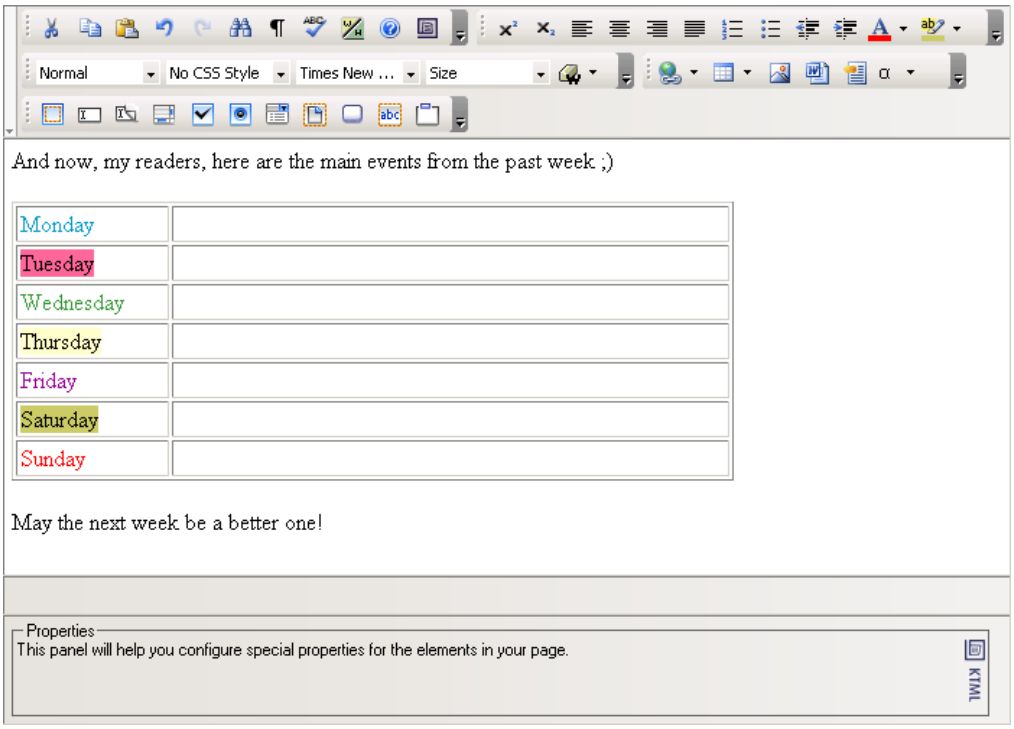
Work with Templates

Work with Templates

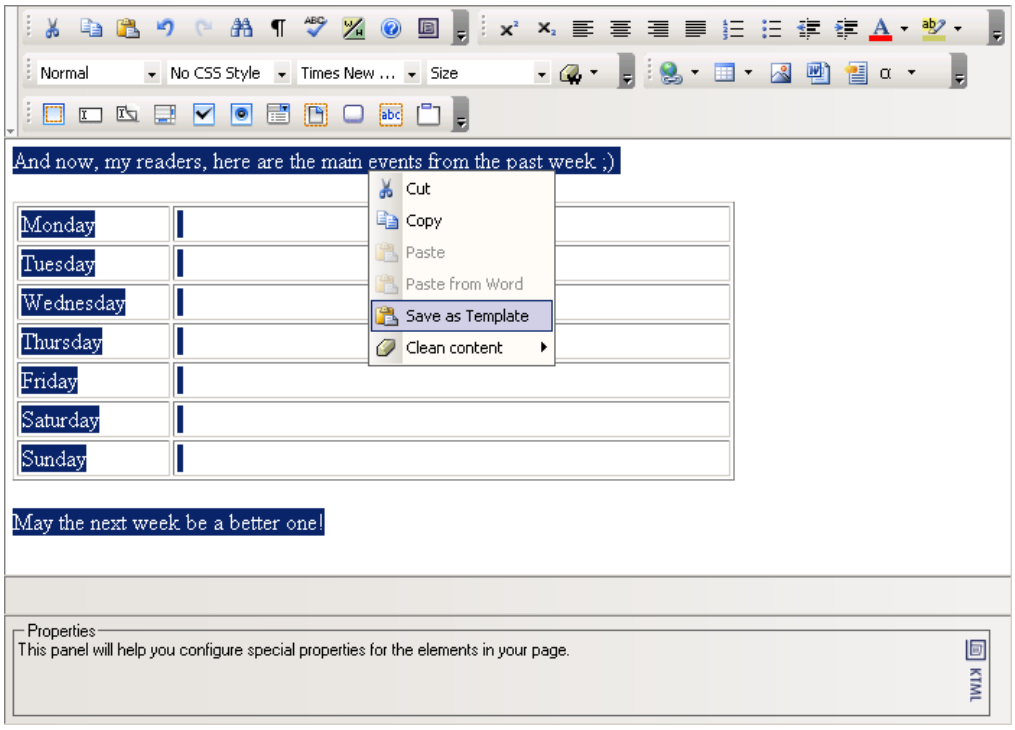
A template (or content template) is a predefined structure/design that you can use any time by inserting it in page. In the editor context, a template is stored in a .ktpl file that you can insert in page. The main role of a content template is to reduce work time and minimize editing.

For example, if at the end of the week you summarize in your blog ("online diary") the main event that happened in each day, a template will save you significant time: you do not have to write the common part every week (a table, days etc.).

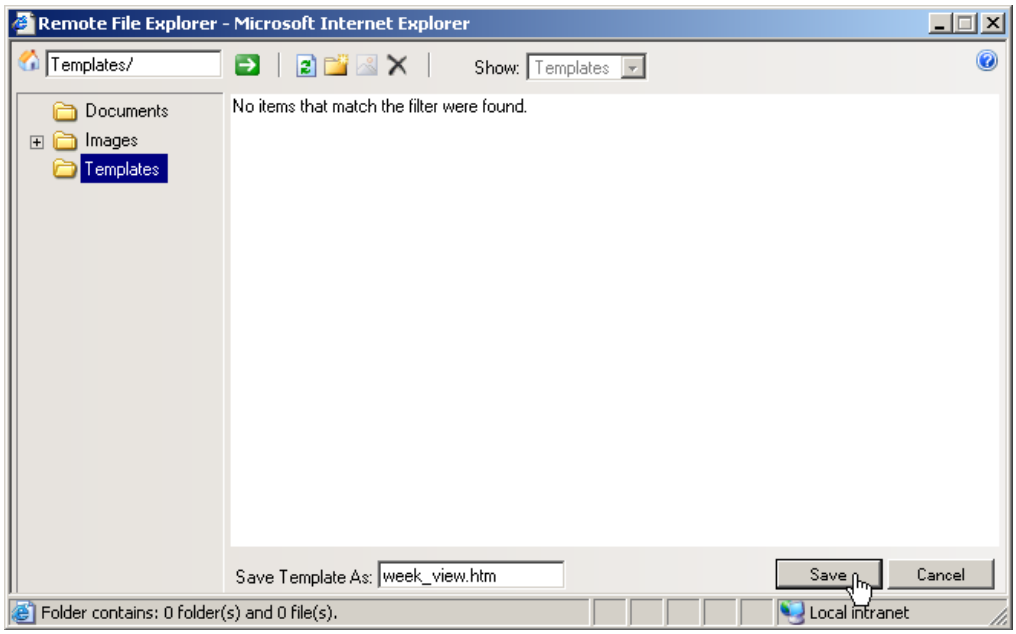
1. You can create this template directly in the editor:



2. Then save the content as a .ktpl template file (select it, right-click, and choose the Save as Template option):

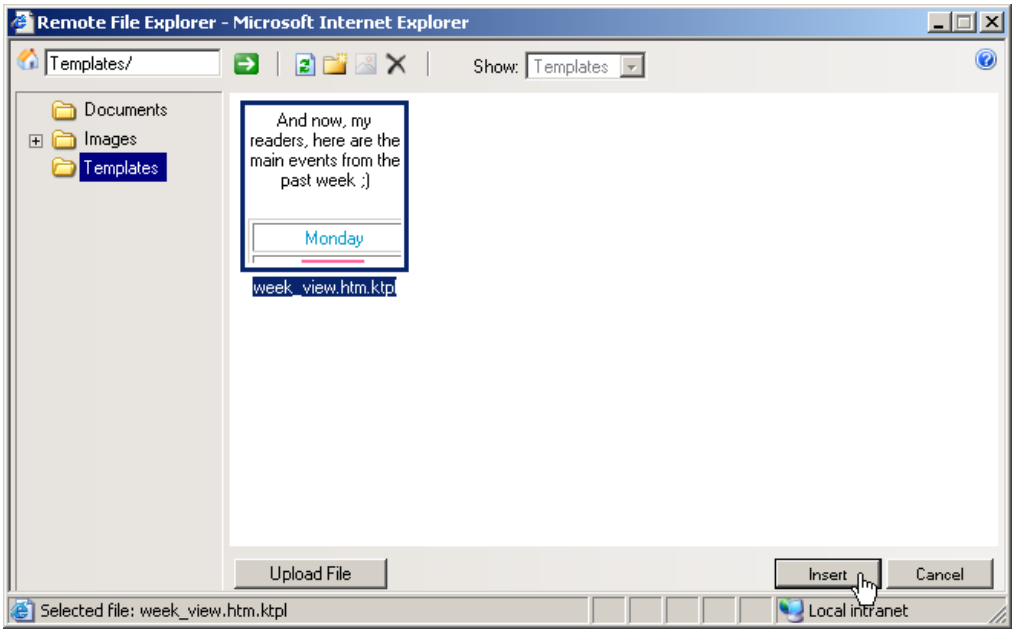


In the window that opens, enter a name for the .ktpl file (only the name, and not the extension as well), and on the left select the folder where you want to save it:



Note: Click here to learn more about configuring the Remote File Explorer window when saving a new template.

3. Once saved on the remote server, you can access the template file at any later time - click the Content Template button from the toolbar and then select the needed template:



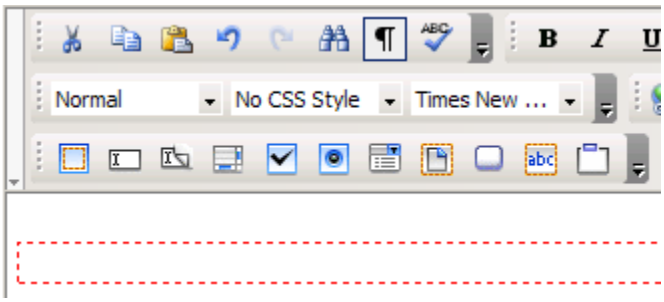
To then link to your template later use the browse for template button.

Forms

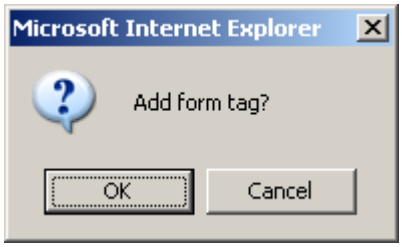
HTML form controls

An HTML editor is not complete unless it offers the possibility to create basic web forms with various controls, such as a site contact form (see below on example). From buttons to textareas or menus, the editor allows you to insert simple form controls into your HTML page. The Form toolbar presents the same buttons that you are familiar with if you have used an HTML editing application before:

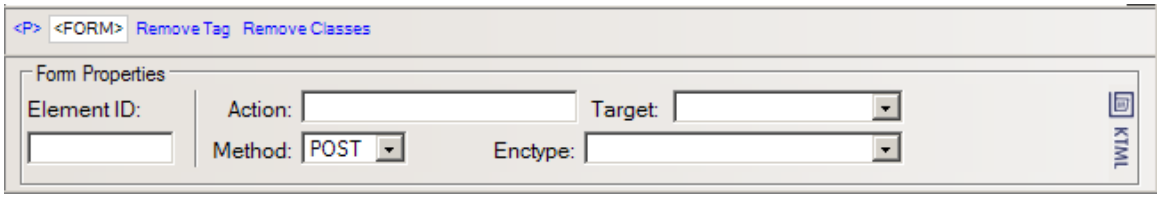
When you add an empty form to the page, a red border is displayed to help you visualize its location:



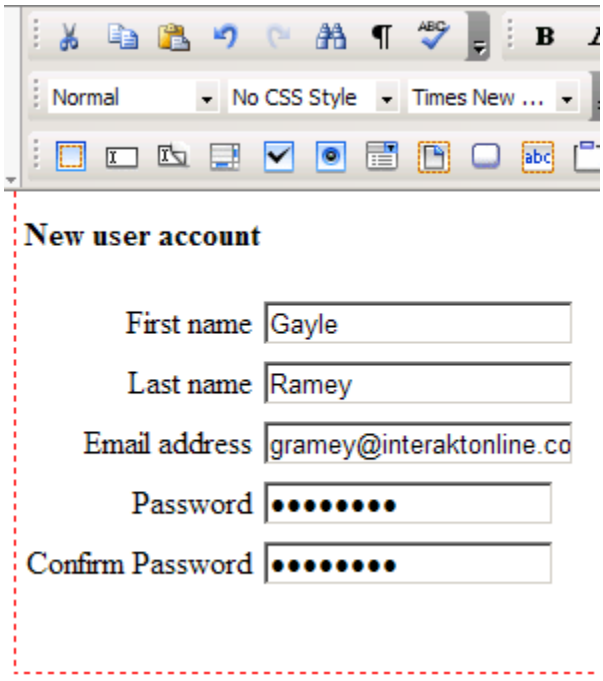
When you insert form controls in your page, you will be prompted to add a form tag, if you have not done so already:



Each of the form controls has its own properties panel which you can use to set specific options. You can access these panels by selecting the controls in page:



Here is an example of a simple site contact form that you can create with the editor:



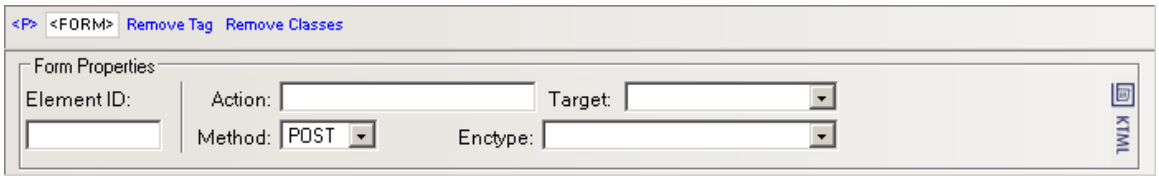
Insert form

In order to insert an HTML form (empty at first) in your page click the Form button from the toolbar:

Once inserted, the form will be indicated by a doted red outline. You can set form options by using the Form Properties panel.

Form Properties

The Form Properties panel is displayed when you click inside a form (inside the doted red outline) or when the `<FORM>` tag is selected in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (form) in page.
2. In the Action text box enter the URL to the page that will process the form.
3. In the Target drop-down menu select in what window you want the returned data to be displayed:
    - Default
    - _blank
    - _parent
    - _self
    - _top
4. In the Method drop-down menu select the method to be used when sending the form data to the server:
    - Default
    - GET - each form field is passed as URL parameter to the page specified in the Action text box.
    - POST - form values are submitted to the Action page as POST variables, hidden to the user.
5. In the Enctype drop-down menu select the encoding type of the data submitted to the server:
    - Default
    - application/x-www-form-urlencoded
    - multipart/form-data

Insert radio button

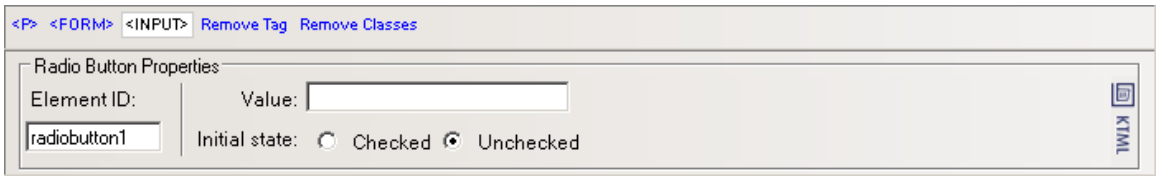
In order to insert a radio button inside a form in page (or even independent from the form) click the Radio Button button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

In a group of related radio buttons, only one of them can be checked at one time (exclusive selection). Configure advanced radio button settings by using the Radio Button Properties panel.

Radio Button Properties

The Radio Button Properties panel is displayed when you select (click on) a radio button inserted in your page. It corresponds to the `<INPUT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (radio button) in page.
Note: However, if you need to work with a radio group (more radio buttons, with only one that can be selected at one time), all the buttons in the group must share the same name.

2. In the Value text box enter the value that will be sent to the server once the form is submitted, if the current radio button was selected.

3. In the Initial state radio group choose how you want the current radio button to be when the form first loads in browser:

- Checked - when the page loads, the radio button will be already checked.
- Unchecked - when the page loads, the radio button will be unchecked.

Insert fieldset

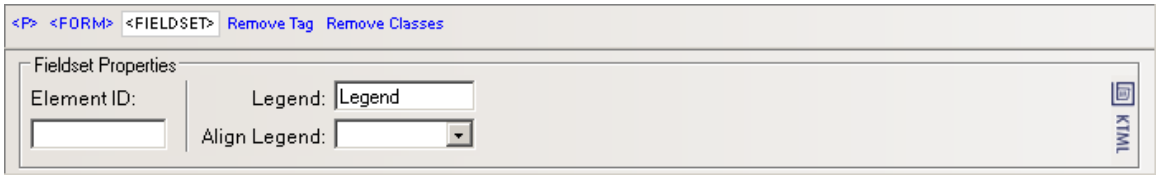
In order to insert a fieldset inside a form in page (or even independent from the form) click the Fieldset button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

A fieldset is a bordered container that has a name ('Legend' is the default name) and inside which you can insert other form elements. To set advanced fieldset options use the Fieldset Properties panel.

Fieldset Properties

The Fieldset Properties panel is displayed when you select (click on) a fieldset control inserted in your page. It corresponds to the `<FIELDSET>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (fieldset) in page.
2. In the Legend text box enter the title to be displayed on the fieldset border.
3. In the Align Legend drop-down menu select the way you want the title to be aligned on to the fieldset border:
    - Default
    - Bottom
    - Center
    - Left
    - Right
    - Top

Insert file field

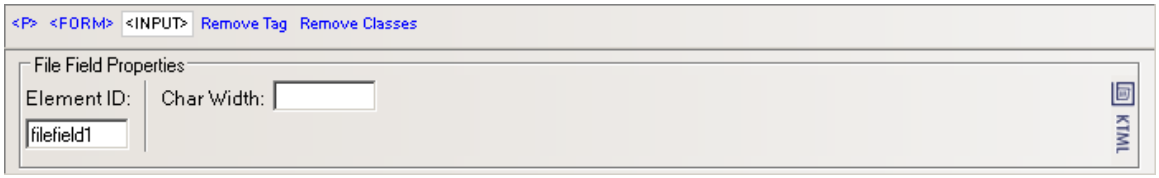
In order to insert a file field inside a form in page (or even independent from the form, click the File Field button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

File fields offer the possibility of browsing to a file stored on your computer, and then submit it as form data. Set advanced file field options by using the File Field Properties panel.

File Field Properties

The File Field Properties panel is displayed when you select (click on) a file field inserted in your page. It corresponds to the `<INPUT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (file field) in page.

2. In the Char Width text box set the maximum number of characters that can be displayed at one time in the file field (the width of the form control given in characters).

Insert label

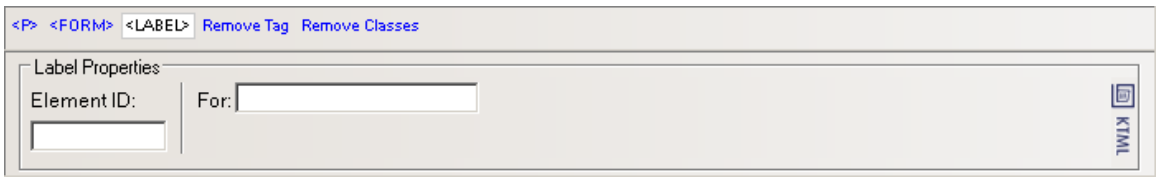
In order to insert a label inside a form in page (or even independent from the form) click the Label button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

A label is a text section associated to a form control (previously inserted in page). When you click the label, the form control gets focused. To set advanced label options use the Label Properties panel.

Label Properties

The Label Properties panel is displayed when you select or click inside a label field inserted in your page. It corresponds to the `<LABEL>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (label) in page.

2. In the For text box enter the unique name (ID) of the form control to which you want to associate the label. Afterwards, when the page loads and you click the label, the corresponding form control gets focused.

Insert hidden field

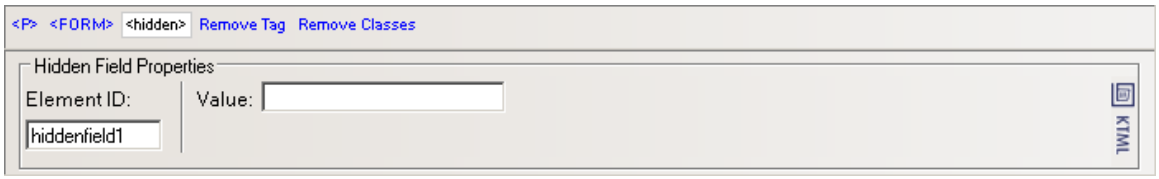
In order to insert a hidden field inside a form in page (or even independent from the form) click the Hidden Field button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

Hidden fields store information that is not displayed in the form (e.g. current date, data specified by the site developer, data retrieved from the session etc.). Set advanced hidden field options by using the Hidden Field Properties panel.

Hidden Field Properties

The Hidden Field Properties panel is displayed when you select (click on) a hidden field inserted in your page. It corresponds to the `<hidden>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (hidden field) in page.

2. In the Value text box enter the hidden field value that will be sent to the server once the form is submitted.

Insert button

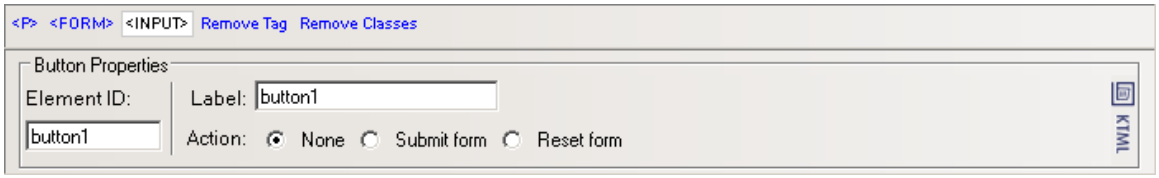
In order to insert a button inside a form in page (or even independent from the form) click the Button button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

Buttons perform actions when clicked, and these actions usually involve submitting forms. Set advanced button options by using the Button Properties panel.

Button Properties

The Button Properties panel is displayed when you select (click on) a button inserted in your page. It corresponds to the `<INPUT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (button) in page.

2. In the Label text box enter the text that will be displayed on the button.

3. The Action radio group offers three possibilities regarding what happens when the button is clicked:

    - Submit form - the form data is submitted for processing.

- Reset form - the input entered in the form controls is cleared.
- None - specify the action to take place when the button is clicked.

Insert text field

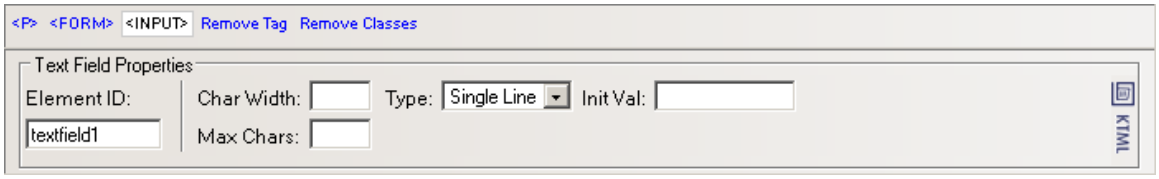
In order to insert a text field inside a form in page (or even independent from the form) click the Text Field button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well:

After inserting a text field, you can set it to display content on a single line, on multiple lines, or display password content. This, and other settings can be done with the Text Field Properties panel.

Text Field Properties

The Text Field Properties panel is displayed when you select (click on) a text field inserted in your page. It corresponds to the `<INPUT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

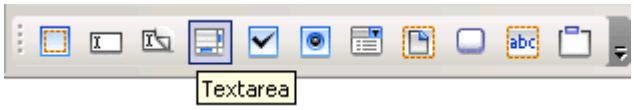
1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (text field) in page.
2. In the Char Width text box set the maximum number of characters that can be displayed at one time in the text field (if it only has one row). If it is a multi-line text field, this number represents the width of the form control given in characters.
3. In the Max Chars text box set the maximum number of characters that can be entered in the (single-line) text field.
4. From the Type drop-down menu select a type for the current text field:
   - Single Line - the control will span a single text line.
   - Multi Line - transforms the text field into a textarea. The textarea has more than one line of text.

- Password - text entered is not visible to the user. Instead, it is replaced with an * sign. The text is sent un-encrypted to the action page however.

5. In the Init Val text box enter the value that should be displayed in the text field when the form loads by default.

Insert textarea

In order to insert a textarea inside a form in page (or even independent from the form) click the Textarea button from the toolbar:

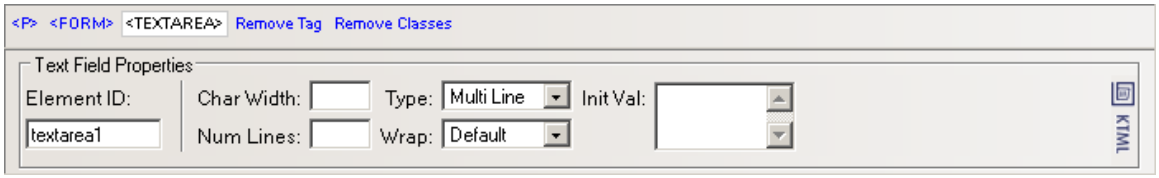


Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

After inserting it, you can set it to display content on a single line, on multiple lines, or display password content. This, and other settings can be done with the Textarea Properties panel.

Textarea Properties

The Textarea Properties panel is displayed when you select (click on) a textarea inserted in your page. It corresponds to the <TEXTAREA> tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (textarea) in page.

2. In the Char Width text box set the maximum number of characters that can be displayed on a textarea row (in other words, it's the textarea width, given in characters).

3. In the Num Lines text box set the height of the textarea (the number of rows visible at one time).

4. From the Type drop-down menu select a type for the current textarea:

   - Single Line - transforms the textarea into a text field. Text can only be entered on one line.
   - Multi Line - more than one line is displayed on page.
   - Password - content can only be entered on one line (text field - like), but when entered , each character is replaced with a * sign.

5. The Wrap drop-down menu is only enabled when the textarea is a multi-line one. It specifies how the input will be displayed. The available options are:

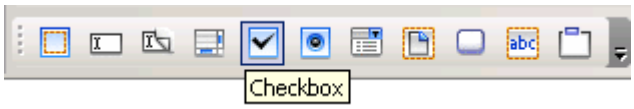
   - Default (Virtual) - when the end of the text area is reached, text is displayed on the line below. The wrapping is not applied to the data that is submitted.

- Off - no wrapping is applied to the text. Text is entered on a continuous line to the left, and the user must press Enter/Return to pass to another line.
- Physical - aside displaying text wrapped, the wrapping is also applied to the data that is submitted, adding characters for the new lines.

6. In the Init Val text box enter the value that should be displayed in the textarea when the form loads.

Insert checkbox

In order to insert a checkbox inside a form in page (or even independent from the form) click the Checkbox button from the toolbar:

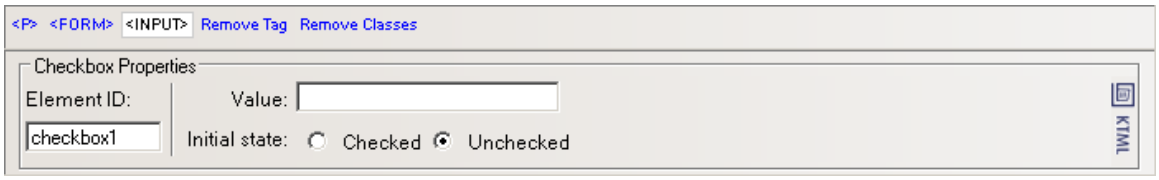


Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

Checkboxes are used when there are only two available answers regarding a certain decision (yes or no). Their being checked or unchecked covers those two possibilities. You can insert a set of checkboxes in page and allow the user to check multiple options at once. Configure advanced checkbox settings by using the Checkbox Properties panel.

Checkbox Properties

The Checkbox Properties panel is displayed when you select (click on) a checkbox inserted in your page. It corresponds to the `<INPUT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (checkbox) in page.
2. In the Value text box enter the value that will be sent to the server once the form is submitted, if the checkbox was checked.
3. In the Initial state radio group choose how you want the checkbox to be when the form first loads in browser:
   - Checked - when the page loads, the form checkbox is already checked.
   - Unchecked - when the page loads, the checkbox is not checked.

Insert list / menu

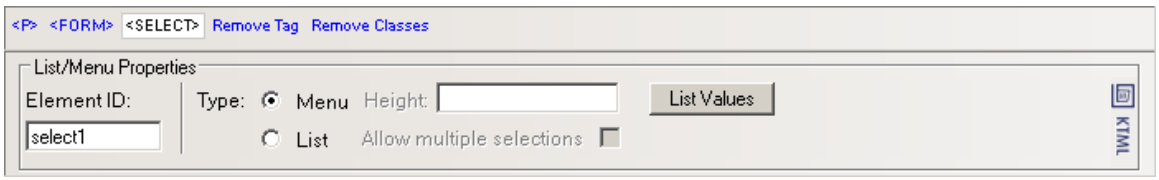
In order to insert a list/menu item inside a form in page (or even independent from the form) click the List/Menu button from the toolbar:

Note: If the cursor is not placed inside a form (inside the red dotted border) a dialog box will be displayed asking whether to add the form as well.

With a list you can make multiple selections, while with a menu you can only select one option. Set advanced list/menu options by using the List/Menu Properties panel.

List / Menu Properties

The List/Menu Properties panel is displayed when you select (click on) a list/menu item inserted in your page. It corresponds to the `<SELECT>` tag in the Tag Selector:



To configure this panel, follow the instructions below:

1. In the Element ID text box enter the value for the `id` attribute. It will uniquely identify the element (list/menu) in page.

2. With the Type radio group decide if you want the list/menu item to be displayed as a:

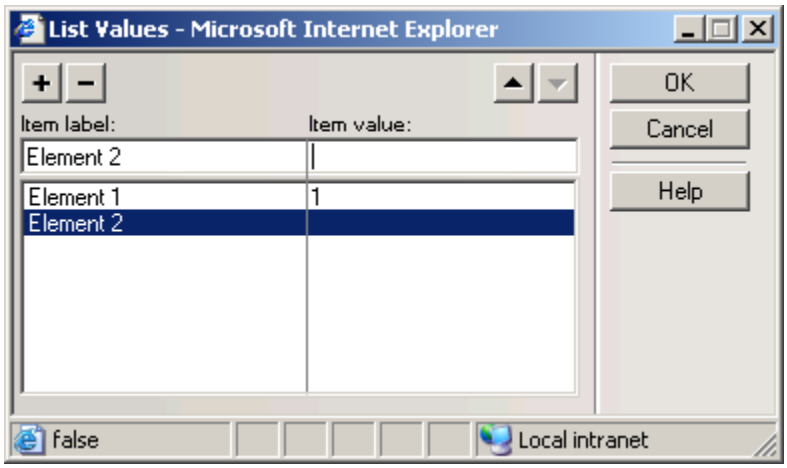
   - Menu - a drop-down menu that only shows one option when the form loads. To view all the options, click the down arrow in the drop-down menu.

   - List - it displays more options when the form loads, and it can also allow multiple selections.

3. The Height text box is only enabled if the form item type is list. Enter the number of elements that you want the list to display (how many rows it should have).

4. The Allow multiple selections checkbox is only enabled if the element type is list. Check it if you want multiple selections (of the list elements) to be possible.

5. By clicking the List Values button, a dialog box pops-up and allows you to add/edit elements (labels and values) in the list/menu control:



The List Values window presents the following controls:

- The Plus (+) / Minus (-) buttons allow you to add/remove elements from the list/menu control.
- In the Item label and Item value text boxes enter the label (text displayed in the form control) and the value (value submitted to the server) for the current list element. The already entered elements are displayed below.
- With the up (^) and down (v) arrows you can change the order of the list elements (in this same order they will be displayed in the form control).
- Click OK when you are done configuring the list elements.
- Click Cancel to exit without any new settings to be applied.
- The Help button opens the contextual help window.

Shortcut keys

The list of keyboard shortcuts in the editor is displayed in the following table:

Shortcut keys	Action
Ctrl + A	Select all the content in page (editable region).
Ctrl + X	Cut the selected image/text - see here.
Ctrl + C	Copy the selected image/text - see here.
Ctrl + V	Paste the selected image/text - see here.
Ctrl + B	Apply the **bold** style to your text - see here.
Ctrl + I	Apply the *italic* style to your text - see here.
Ctrl + U	Apply the underline style to your text - see here.
Ctrl + Shift + L	Align paragraph(s) to the left - see here.

Ctrl + Shift + E	Apply the centered alignment to paragraph(s) - see here.
Ctrl + Shift + R	Align paragraph(s) to the right - see here.
Ctrl + Shift + J	Apply the justified alignment to paragraph(s) - see here.
Ctrl + F	Open the Find/Replace window - see here.
Ctrl + Z	Undo the last operation in page - see here.
Ctrl + Y	Return to the page state before undoing something - see here.
Ctrl + K	Insert a link a page (transform current selection or add actual URL address) - see here.
Tab	Increase paragraph indent (except for when the cursor is inside a table cell) - see here.
Shift + Tab	Decrease paragraph indent (except for when the cursor is inside a table cell) - see here.

The keyboard shortcuts listed above help speeding up the process of content editing, by saving precious seconds of your time.

Note: The **Ctrl+A**, **Ctrl+X**, **Ctrl+C**, and **Ctrl+V** shortcut keys work in the Remote File Explorer as well, allowing you to select all, cut, copy, and paste files.

Manage changes

Undo

In order to return to the previous state of your page (just before the last modification), click the Undo button from the toolbar or use the shortcut keys "**Ctrl+Z**":

the editor allows you to undo the last fifty (50) changes made. Depending on the page elements that were modified, the changes that can be reversed are:

- **Texts:** text insertion/deletion, text formatting, style formatting, color changes (text color and highlight).
- **Images:** image insertion/deletion, image resize, image properties modifications.
- **Tables:** table insertion/deletion, table properties modifications, row insertion/deletion, column insertion/deletion, row and column properties changes.
- **Links:** link insertion/deletion, links properties changes.
- **Spellcheck:** users can undo the last word-changes done by the spellchecker.
- **Clean HTML Content:** users will be able to undo the changes operated by the Clean HTML Content command.

Redo

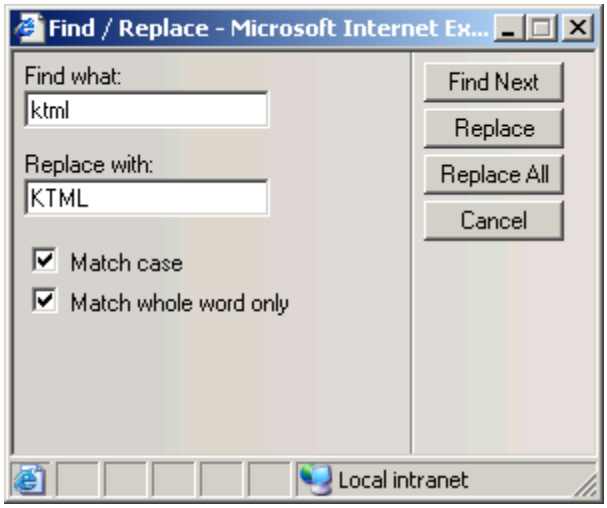
In order to return to the page state before undoing something, click the Redo button from the toolbar or use the shortcut keys "**Ctrl+Y**":

This command allows you to execute again the same action that you previously canceled. You will be able to redo all the operations performed on a page using the editor.

Find and replace

the editor editor allows you to find and replace text both in Design and Code view. Click the Find/Replace button from the toolbar or use the shortcut keys "**Ctrl+F**":

When clicking this button, a window pops-up:



Configure its interface as shown below:

1. In the Find what text box enter the text to be found and then replaced.
2. In the Replace with text box enter the text that will replace the one previously found. If you enter nothing and then try to replace text, the replacement will be null, meaning the original text will be deleted.
3. Check the Match case option if you want the letter case (upper/lower) to be taken into consideration when finding and replacing text.

4. Check the Match whole word only option if you want to make sure that only whole words will be found/changed, and not also words that happen to contain the piece of text you are trying to find/replace.
5. By clicking the Find Next button, the next occurrence of the current text (to be found) will be highlighted on page.
6. Click the Replace button if you want the highlighted text to be replaced (one replacement). If no text is highlight (haven't pressed the Find Next button), the first occurrence of the current text will be replaced with the new text.
7. Click the Replace All button if you want to replace all the occurrences of the current text with the new suggestion, at once.
8. By clicking the Cancel button you will stop the find/replace operation and the window will be closed.

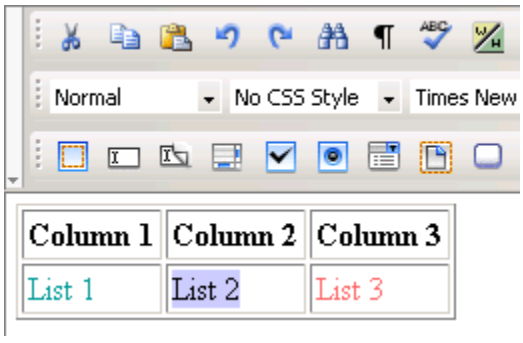
Show code / design

Since the editor is a **WYSIWYG** text editor for HTML documents, it was important to implement a function that would allow toggling the edit modes. Advanced users benefit from this as they can edit the document in the HTML format as well.

the editor editor has two editing modes, between which you can switch by clicking the Show Code/Design button from the toolbar:

The next two images illustrate the Design and the Code view for a certain page content:

- Design view:



- Code view:

```
<table cellspacing="2" cellpadding="2" border="1">
  <tbody>
    <tr>
      <th>Column 1</th>
      <th>Column 2</th>
      <th>Column 3</th>
    </tr>
    <tr>
      <td><font color="#009999">List 1</font></td>
      <td><font style="BACKGROUND-COLOR: #ccccff">List 2</font></td>
      <td><font color="#FF6666">List 3</font></td>
    </tr>
  </tbody>
</table>
<p> </p>
```

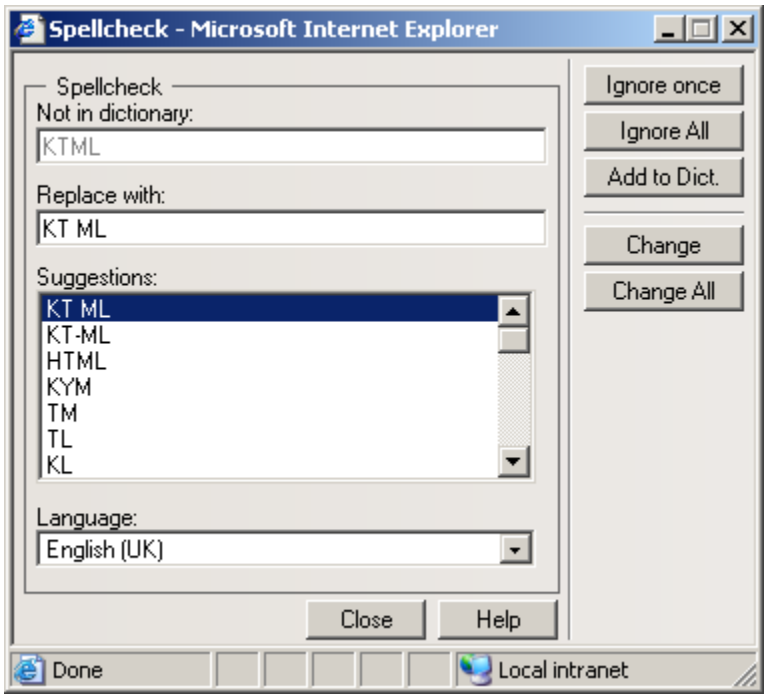
Spellchecker

By clicking the Spellcheck button, a window will pop-up and help you streamline the spellchecking process:

the editor spellchecker allows you to:

- quickly identify misspelled words.
- select one of the suggested corrections or replace them with new words/expressions.
- add words to the dictionary.
- ignore one or all the occurrences of a word, at once.
- change one or all the occurrences of a word, at once.

Configure the Spellcheck interface as shown below:



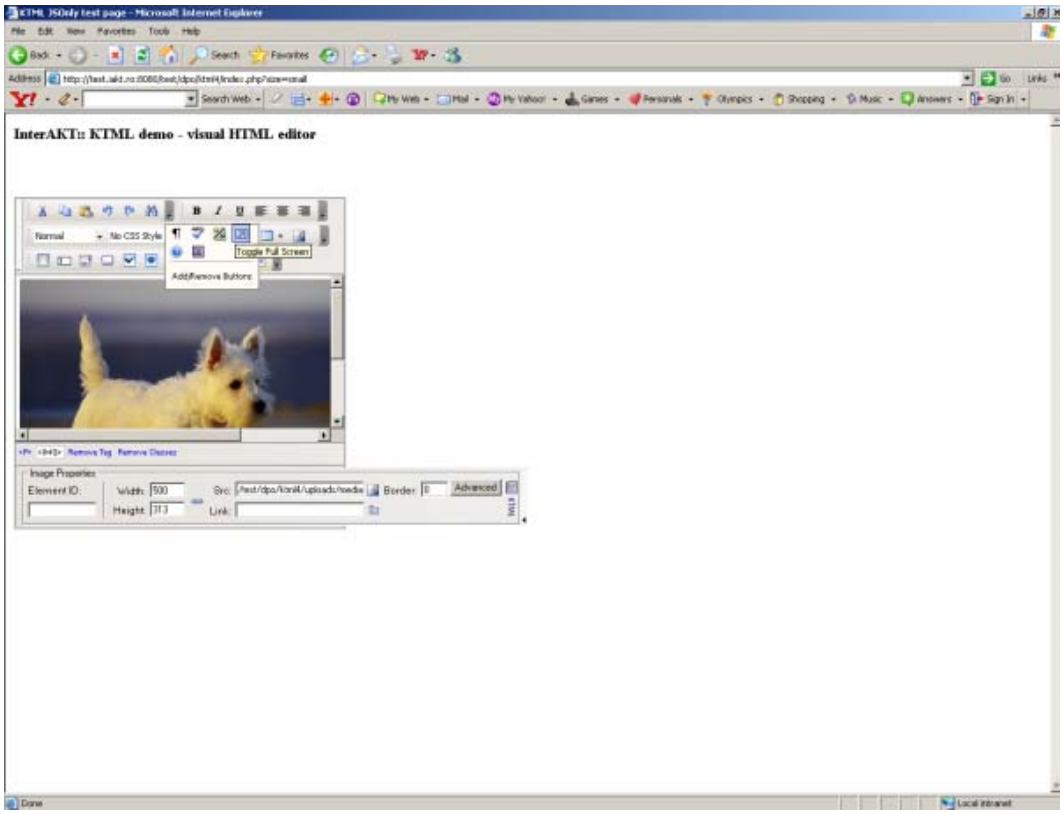
1. Not in dictionary display item - displays the word found on page which does not appear in the dictionary.
2. Replace with text box - displays the word selected to replace the word that does not exist in dictionary.
3. Suggestions list - based on the incorrect word found on page, one or more variants will be proposed as replacements.
4. Language drop-down menu - select from the available languages the one you want the editor to consider when performing the spellcheck operation.
5. Ignore button - ignore the current occurrence of the selected word.
6. Ignore All button - click this button to ignore all occurrences of the word.
7. Add to Dict. button - click this button to add the current "misspelled" word to the dictionary.
8. Change button - change the current occurrence of the selected word with the value displayed in the Replace with text box.
9. Change All button - replace all instances of the word that are encountered with the selected suggestion.
10. Close button - close the user interface and abort the spellchecking process.
11. Help button - open the contextual help window.

Toggle full screen

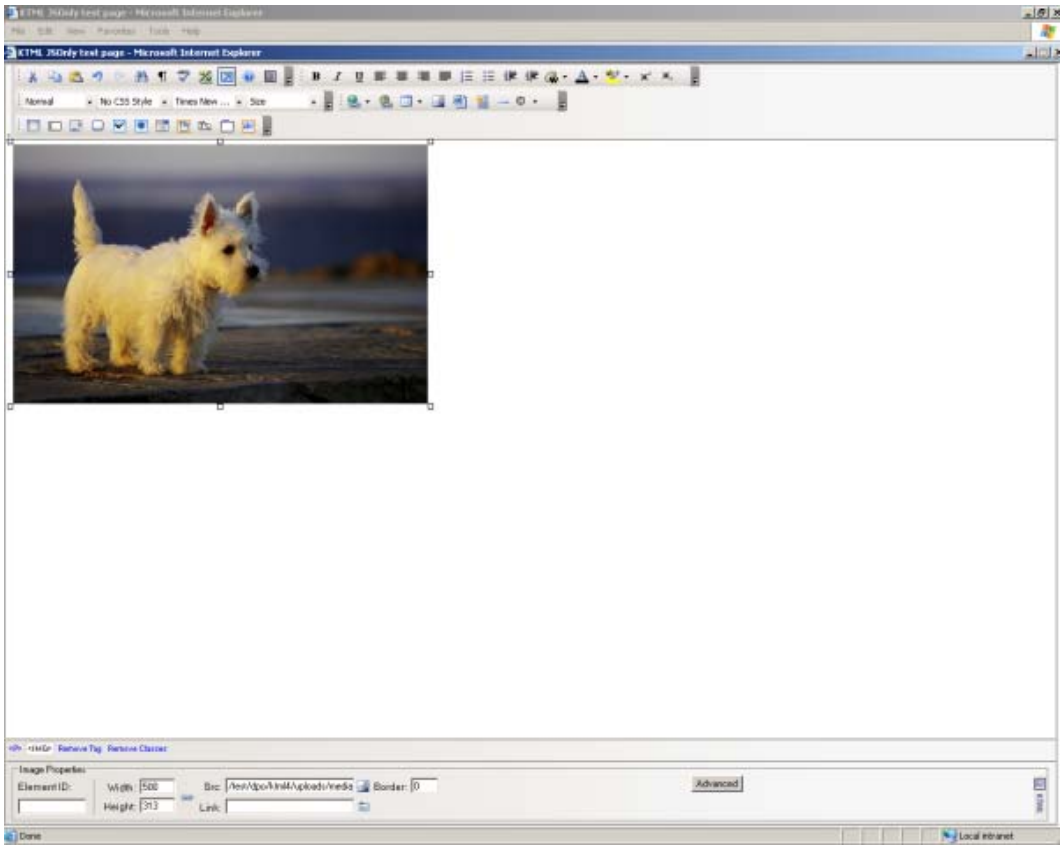
Whenever you need to expand the editor editable region in order to manipulate content more efficiently, click the Toggle Full Screen button from the toolbar:

It will enlarge the editor editable region and make it as big as your screen:

- Editable area BEFORE clicking the Toggle Full Screen button:



- Editable area AFTER clicking the Toggle Full Screen button:

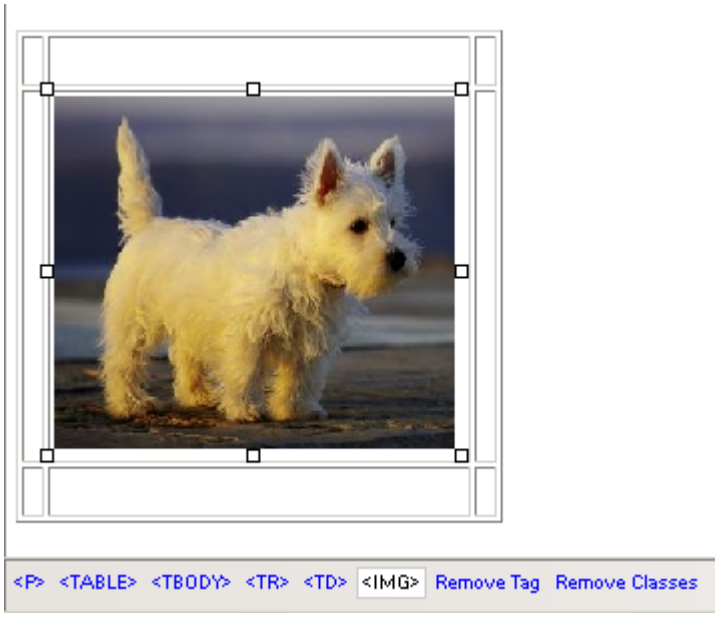


Notice that the new enlarged page is opened on top of the browser window you were working in. After closing the large window (the **X** button in the top-right corner), you will return to the initial browser window, with the smaller the editor editable region.

Use the Tag Selector

The Tag Selector displays the entire chain of tags that apply to the current selection or to the cursor position.

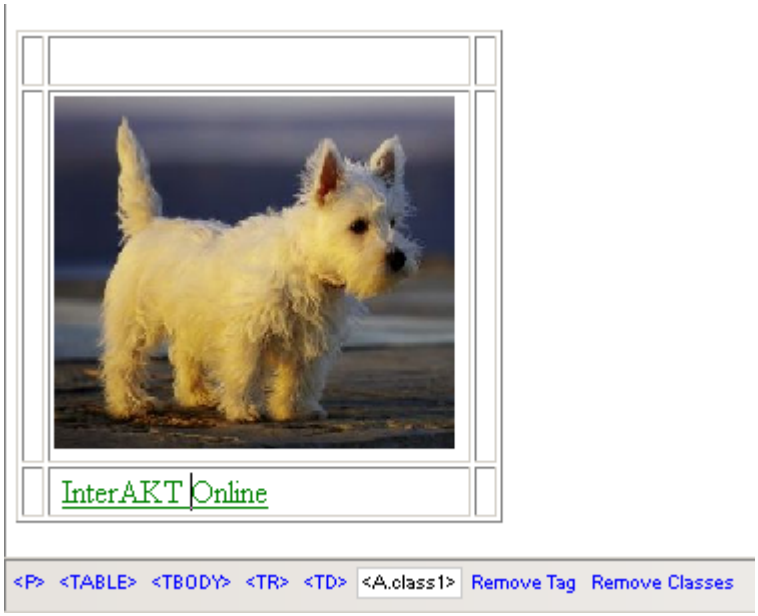
For example, when selecting an image placed inside a table cell, the Tag Selector will display the `<IMG>` tag, as well as the parent tags. It could look like this:



You can use the Tag Selector to quickly select any of the page elements. Simply place the cursor on them, or on elements they contain: say you want to select a table with invisible borders, and that includes links/images/movies; place the cursor inside the table and simply click the `<table>` tag in the Tag Selector. In the editable region you will see the table selected (you can consider the example above to see what happens).

When you select an element using the Tag Selector, its corresponding tag will be displayed the last one in the Tag Selector, and all its child tags are ignored.

If any of the HTML elements has a style applied, it will be reflected in the Tag Selector: it displays the tag name, a dot, and then the class name:



Aside the list of tags that apply for the current element, the Tag Selector also displays two buttons:

- Remove Tag - it removes the selected tag from the page. Any elements that are contained in that tag will be removed (e.g. the cells and table content when you remove a `<table>` tag).

- Remove classes - it deletes the CSS class that is applied to the selected tag. It only removes it from the tag, not from the CSS file as well.

Requirements

Savvy Web Interface

- Windows - MSIE 6.x, Mozilla 1.4, 1.5, 1.6, Firefox 1.x (not Opera);
- MAC OS X -Mozilla 1.4, 1.5, 1.6 (NOT safari, opera, MSIE);
- MAC OS 9 - NOT supported (Mozilla does not work with it);
- All other OS's that support Mozilla 1.4+.

Server Requirements

Windows 2000/2003 | Linux

ColdFusion MX Version 6 or Higher

Databases Supported:

- MS SQL Server
- MS Access
- MySQL
- Oracle

Template Requirements

When creating templates you may use whatever editor you feel most comfortable, so long as it allows you to enter non standard HTML (such as ColdFusion tags) and you are able to enter in some sort of Code View. Many people use Dreamweaver, BB Edit, Homesite, or Notepad. A template is just like any other HTML file, but has a few additional tags directly related to Savvy CM.

How Savvy Templates Work

Savvy CM uses HTML templates as the layout for pages built and edited/managed using Savvy. These templates can be designed in any way that is required. You may use HTML table structure or CSS positioning for the layout of your templates and use any tool to create them such as Dreamweaver, BBEdit, Notepad, CFEclipse, etc. They can have as many content objects (or as few) as desired. Any actual content that is to be edited by an end user should not be placed into the template. Rather that content should be entered after the template is made and registered with the Savvy CM installation.

Once the template has been made, it is registered with the Savvy CM installation through the manage templates interface within Savvy CM. After it is registered, users are assigned rights to create pages using that template. Once a user has rights to create pages using that template the user clicks on 'add page' in their Savvy Tools interface. When a user chooses to add a page, they choose the template to use from a list that has been authorized for them by the Savvy Administrator. Once the user chooses that template, they name their page, and Savvy CM does the rest. A new page is created and placed on the web server using the layout and design designated in the template.

See an example template.

Creating Savvy CM Templates

Savvy CM Templates are simply html files with a couple extra lines of code. The lines are described below and can be copied and pasted into your template file using your favorite html editor (in code mode).

The easiest approach is to create your page as you would if it were html (with the .html name). Preview it to make sure it is displaying correctly. Then rename it with a .cfm extension and add the new Savvy CM lines of code to the appropriate areas. If you have questions, refer to our sample template. Wherever you place our display objects, savvy will place the code necessary to implement the content management. For a typical template, there are only 2 to 3 lines of code needed!

Templates are used to create the final pages of your web site. Typically a template is made for each section of your site. For example, if your web site has the main navigation of 'home, about, services, products, contact us, and support' you will probably have a template for the home page, a template for about, etc. If you have multiple pages in the products section, one template can be used to create each of those pages. In this way your pages within a section can be consistent.

Templates also do not need to be similar to each other. Take your graphic design, and use it to derive the number of templates. Remember, you can always add more templates later, or change the layout of your templates at any time.

Once your template(s) are made and uploaded to the primaryTemplate Files folder of your web site, log into Savvy CM, and choose 'manage templates' under the Savvy Tools button. You can then register your new template, and select the filename from the list available. After you have registered your templates you then associate what users will have rights to create pages with it. Once user rights are assigned people can add new pages using that template.

All templates files must be saved and stored in the PrimaryTemplate Files folder and must end with the .cfm extension. Please do not use any spaces in your template file names.

Open your template file and begin inserting content modules where you want a content area to be displayed. There is only one required line of code in the template. This is the Header Object.

Object Types

Header Objects

Required Each template must have one header object. It replaces the title, meta tags, and style sheet tags. Starting at the top of your file replace the title tag and style sheet include code of your page with the following module:

```
<cfmodule template="../actionfiles/createheader.cfm"
Title="TitleObjectName" UniqueObject="no"
basetemplate name="#url.basetemplate name#" page ID="#url.Page ID#"
stylesheet="style.css" stylesheetcalendar="stylecalendar.css">
```

NOTE: There are only two parts to the cfmodule line of code you should modify for your install. The title should be unique for each page. And contain no spaces. The style sheet parameters should contain the name of your style sheet you are using for that template of your web site. One is for display of all information other than the calendar. The other should only contain the calendar specific style information. We provide samples in the primary template folder for each. Remember to put the style sheets in the primary template files folder. All other parameters should be left as is.

Unique Content Objects

There are two types of content objects. Unique objects to a page, or objects that are shared across multiple pages in a section, or across the whole web site.

The unique objects will be most widely used and will contain content unique to that object and page. A unique object type is demonstrated below:

```
<cfmodule template="../actionfiles/createcontentobject.cfm"
Title="UniqueObjectName" ObjectType="Unique"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" stylesheet="#stylesheet#"  bgcolor="ffffff"
editmode="editor">
```

There are four attributes to edit:

1. **Title:** The title given to this object. Make this unique if the object isn't shared.

2. **ObjectType:** This determines if the content in the object will be shared with other content areas. See Shared Content Objects for more information.

3. **Bgcolor:** This is the default background color shown in the editor. The default is ffffff which is white. (standard hex colors without the #). Change this to a different color if you need

the editor to preview differently. Such as if you have a footer area that is dark blue, with white text, and you want the editor to preview as such.

4. **Editmode:** Editmode instructs Savvy to use the editor or not. It is possible for you to create a content object which will not use the editor. This is useful if you need to put in javascript or other code that may not work with the editor. To turn the editor off set **editmote="no editor".** By default this parameter is set to 'editor'.

NOTE: You only need to update four parameters of this tag. Do not change any other parameters. The Title of each unique cfmodule needs to be unique. Rename the title to reflect the content area, for example: HomePageCenterContent. Please do not use spaces or other special characters in the object title name.

Shared Content Objects

Use shared objects where you want to display the same content on many pages throughout the site. A good example of where to use a shared object type is in the copyright statement often found at the bottom of a web page. This can contain any copyright information and often address and telephone and is usually the same on every page of the site. If that content is changed on one page, it should be changed on all others as well. Another common example is a news announcement you want on multiple pages. In this case, the news item may only be shown in a couple templates, but have the same information in each of the pages made from those templates. Finally, sub-navigation for a specific template is a common use of shared content objects. In this case, only one template is using the shared object, and all pages using that template show the content. A shared object type is shown below:

```
<cfmodule template="../actionfiles/createcontentobject.cfm"
Title="SharedModuleName" ObjectType="Shared"
basetemplate name="#url.basetemplate name#"
page_ID="#url.Page_ID#" stylesheet="#stylesheet#"
bgcolor="ffffff"  editmode="editor">
```

There are four attributes to edit:

1. **Title:** The title given to this object. Make this unique if the object isn't shared.

2. **ObjectType:** This determines if the content in the object will be shared with other content areas. See Unique Content Objects for more information.

3. **Bgcolor:** This is the default background color shown in the editor. The default is ffffff which is white. (standard hex colors without the #). Change this to a different color if you need

the editor to preview differently. Such as if you have a footer area that is dark blue, with white text, and you want the editor to preview as such.

4. **Editmode:** Editmode instructs Savvy to use the editor or not. It is possible for you to create a content object which will not use the editor. This is useful if you need to put in javascript or other code that may not work with the editor. To turn the editor off set **editmote="no editor".** By default this parameter is set to 'editor'.

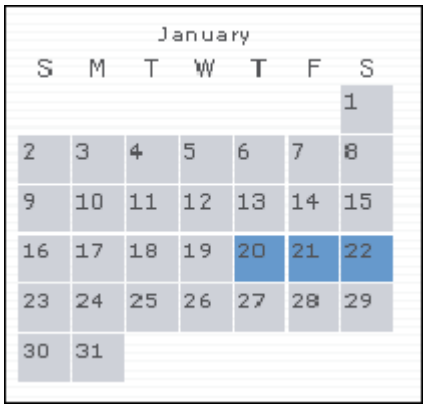
NOTE: If sharing a module and content between templates the Title needs to be the same on each template using the shared module. Rename the title to reflect the content area, for example: CopyrightStatement. Please do not use spaces in the object title name and remember that the name needs to remain the same on all templates sharing that content.

Calendar Objects

Use calendar objects where you would like to display a large or small calendar view. You can display multiple calendars on your site, each with different content, by giving each calendar module title a unique name or display the same calendar in different areas of your site by keeping each calendar module title name the same. There is a small calendar view, a large calendar view, and a list view.

Small Calendar View

This shows a small monthly calendar, without event details; useful for a preview of the full calendar. It will show the current month and shade the colors of days where events are taking place. To change the colors of the calendar, refer to our style sheets section.




```
<cfmodule template="../actionfiles/createcalendarobject.cfm"
Title="EventCalendar" UniqueObject="yes"
CalendarName="EventCalendarName"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" viewmode="small">
```

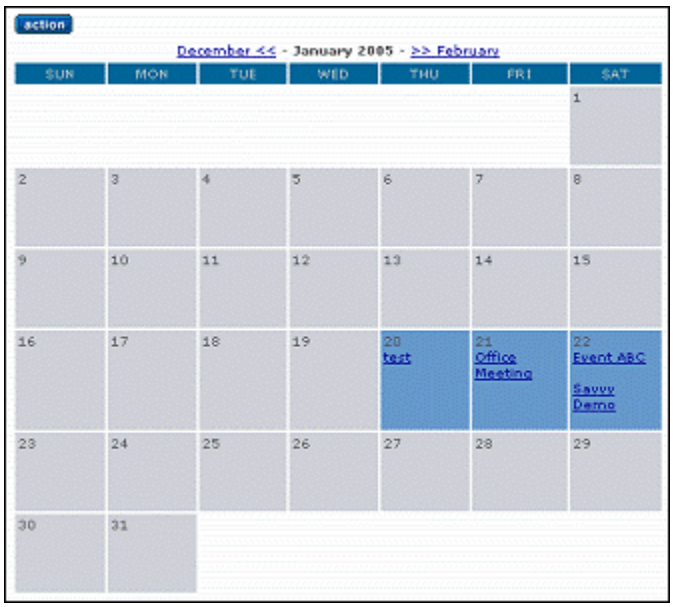
Rename the title and name to reflect the calendar content, for example: EventCalendar. Please do not use spaces in the object title name. Also set the viewmode to 'small'. No other parameters should be changed.

Note: Set the CalendarName attribute to 'all' if you want to show all information from all calendars in the Savvy system. As an example, if you have 3 calendars in the site. Named calendar1, calendar2, calendar3. You can show 3 mini views with three objects, each having CalendarName="calendar[x]" as appropriate. If you have CalendarName="all" it will show based on the data in all 3 calendars in the site.

If you use the same name in multiple templates the calendars will share data. If the names are unique they will not share event data.

Large Calendar View

This shows a full monthly view of a calendar with event titles showing up in the correct day. The display automatically changes the layout according to the current month.




```
<cfmodule template="../actionfiles/createcalendarobject.cfm"
Title="EventCalendar" UniqueObject="yes"
CalendarName="EventCalendarName"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" viewmode="full">
```

Rename the title and name to reflect the calendar content, for example: EventCalendar. Please do not use spaces in the object title name. Also set the viewmode to 'full'. No other parameters should be changed.

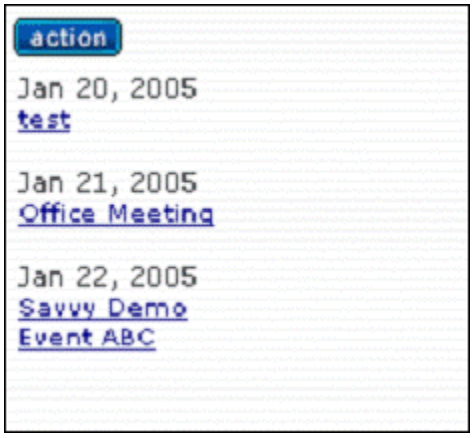
If you use the same name in multiple templates the calendars will share data. If the names are unique they will not share event data.

Remember, if you would like to show a small calendar view on your home page and link to the large calendar view and have both feature the same content both object title names need to remain the same such as in the example above.

Again, set the calendarname attribute to 'all' if you want to show all information from all calendars in the Savvy system.

List Calendar View

This shows a list of events, without event details; useful for a preview of the full calendar.




```
<cfmodule template="../actionfiles/createcalendarobject.cfm"
Title="EventCalendar" UniqueObject="yes"
CalendarName="EventCalendarName"
basetemplate_name="#url.basetemplate_name#"
page_ID="#url.Page_ID#" viewmode="list" listsize="10">
```

Rename the title and name to reflect the calendar content, for example: EventCalendar. Please do not use spaces in the object title name. Also set the viewmode to ‘small’. No other parameters should be changed. Set the listsize attribute to the max number of items to show in the list. It will show events from the current date forward until it shows the max number specified in listsize. Again, set the calendarname attribute to 'all' if you want to show all information from all calendars in the Savvy system.

Custom Code Object

Sometimes you will have the need to insert some custom ColdFusion code into your web site. Use this tag to specify the name of the file to include into your template. A good example of custom code is inserting ColdFusion code that should be run every time the page is viewed. You can enter ColdFusion code directly into a template, but that code is run when the page is made, not when it is viewed.

```
<cfmodule template="../actionfiles/createcustomcodeobject.cfm"
customcodefile="randomheadersmall.cfm" >
```

NOTE: Change the filename of the custom code file parameter to the coldfusion file that contains your custom code. This file should be placed in the primarytemplatefiles/customcode folder. If this folder does not exist, create the folder customcode then ftp your custom ColdFusion code into it.

Application.cfm Changes

Should you need to add anything to the Application.cfm you can add it to the /actionfiles/config/ file. Choose the right file for your CFMX version. This file is automatically included within Application.cfm and will automatically include any of your additions. Typically your additions would be at the end of this file.

Application and Session Information

Savvy stores its application information (all the includes.cfm variables, etc) in a structure called application.SavvyCM. All session information is stored in session.Savvy structure.

To determine what information is stored in your version of savvy create a debug.cfm file and put into it:

```
<cfdump var="#application.SavvyCM#">

<cfdump var="#session.Savvy#">
```

Then run that file in the root of the Savvy Install.

Example of a Simple Template

The following code would be an example of a very simple template. It contains 2 content areas, one in each column and a full view of a calendar below them. The Savvy CM code is shown in blue.

```
<HTML>
<HEAD>
     <cfmodule template="../actionfiles/createheader.cfm" Title="BasicTemplateHeader"
UniqueObject="no" basetemplate_name="#url.basetemplate_name#"  page_ID="#url.Page_ID#"
stylesheet="style2.css">
</HEAD>

<BODY MARGINWIDTH="0" MARGINHEIGHT="0" TOPMARGIN="0" >
<TABLE BORDER="1" WIDTH="743" CELLSPACING="0" CELLPADDING="0" ALIGN="center"
bgcolor="#FFFFFF">

<tr>
          <td valign="top" bgcolor="#cccccc">
                   This is a Unique Object.<br>
          <!-- UNIQUE CONTENT OBJECT WITH GREY BACKGROUND COLOR -->
        <cfmodule template="../actionfiles/CreateContentObject.cfm" Title="ExampleLeft"
ObjectType="Unique" basetemplate_name="#url.basetemplate_name#" page_ID="#url.Page_ID#"
stylesheet="#stylesheet#">
     </td>

          <td valign="top">
                   This is a shared object.<br>
          <!-- SHARED CONTENT OBJECT -->
        <cfmodule template="../actionfiles/CreateContentObject.cfm" Title="ExampleRight"
ObjectType="Shared" basetemplate_name="#url.basetemplate_name#" page_ID="#url.Page_ID#"
stylesheet="#stylesheet#">
            </td>

</tr>
<tr>
            <td colspan="2" align="center">
            This is a full view of calendar.<br>
            <cfmodule template="../actionfiles/CreateCalendarObject.cfm"
Title="ExampleCalendar" UniqueObject="yes" CalendarName="SavvyCMCalendarDemo"
basetemplate_name="#url.basetemplate_name#"  page_ID="#url.Page_ID#" viewmode="full">
            </td>
</tr>
</TABLE>
</BODY>
</HTML>
```

Stylesheets

Template and Page Styles

Savvy CM sites embeds a stylesheet to all templates. By default this is stye.css. It is used to alter the style of your pages and also used to within the editor to preview styles. Feel free to modify the style sheet to suit the design needs of your web site. There are a few specific items required in the calendar style sheet if you are using calendar objects.

The style sheet is found in the PrimaryTemplateFiles folder and is by default named style.css. You can alter this file and name to suit your needs. If you change the name of this file, be sure to change the header object parameter for the stylesheet to match the new name of the file.

> **Note: You may have more than one style sheet. If you use CSS positioning you may want to have the CSS file with the layout code done externally as you would normally do (outside of Savvy). Place the text, link and other presentation styles you want previewed in the editor into the style listed in the header object. This way your layout styles are not previewed in the editor.**

Navigation

The navigation object also uses a style sheet. This style is specified by the nav object by naming the folder that style is in.

/actionfiles/dnav/cssmenues/skins/[stylefolder]

The style sheets can be complex. We have provided a handfull of samples you may use as is, or modify to suit your needs. In addition you can create your own CSS files for the nav object.

To create a new style sheet copy an existing skin folder such as arktic_orange and paste it in with a new name. Next open the menu.css file and search/replace the text 'arktic_orange' with your new skin name. Make sure the new folder name and skin name is the same. As an example, if you copied arktic_orange and made a new skin you could name the new folder 'brilliant_yellow', then in the menu.css file, search and replace 'arktic_orange' with 'brilliant_yellow' and you are all set. Next modify the CSS at will.

The nav object renders each nav item as a list item (LI). As such there are many classes applied based on the state of the navigation elements. Below is a sample that shows you what classes you can find and use/style.

Example Nav CSS from www.besavvy.com/products.cfm

Note the classes lev1, first, haschildren, and selected. These classes among others help you control how the navigation looks at all times. You can customize colors based on order of elements, if they are selected (products.cfm is labeled selected as that is the page we are viewing), if they have children (for down arrows or other visual cues), etc.

A useful tool to further analyze what classes are applied to elements is Firebug, a FireFox addon. Firebug will slow your browser down a lot when run, so only enable it when you want to inspect style elements of a site.

```
<div id="iaktuid_3873_1_" class="ktcssmenu savvynav_aqua_blue" style="position:
absolute; left: 242px; top: 139px; z-index: 10000; width: 649px; height: 26px;">
<div class="kthorizontal ktopts_showtimeout_100 ktopts_hidetimeout_100
ktopts_imgreplace_no ktopts_imgreplacestyle_img ktopts_imgdir_
ktopts_imgnames_" style="width: 649px; height: 26px;">
<ul class="lev1 clearfix" style="width: 649px; height: 26px;">
<li class="lev1 pos1 lev1_pos1 first lev1_first">
<a class="lev1 pos1 lev1_pos1 first
lev1_first" target="_self" href="/client_list.cfm">Client List</a>
</li>
<li class="lev1 pos2 lev1_pos2 haschildren lev1_haschildren">
<a class="lev1 pos2 lev1_pos2 haschildren
lev1_haschildren" target="_self" href="/why_savvy.cfm">Why Savvy</a>
<ul>
<li>
<a target="_self" href="/testimonials.cfm">Testimonials</a>
</li>
<li>
<a target="_self" href="/case_studies.cfm">Case Studies</a>
</li>

</ul>
</li>
<li class="selected lev1 pos3 lev1_pos3 haschildren lev1_haschildren lev1_selected">
<a class="lev1 pos3 lev1_pos3 haschildren lev1_haschildren selected
lev1_selected" target="_self" href="/products.cfm">Products</a>
<ul>
<li>
<a target="_self" href="/screenshots.cfm">Screenshots</a>
</li>
<li>
<a target="_self" href="/system_requirements.cfm">System Requirements</a>
</li>
<li>
<a target="_self" href="/Demo_info.cfm">Demos</a>
</li>
<li>
<a target="_self" href="/pricing.cfm">Pricing</a>
</li>


</ul>
</li>
```

```
<li class="lev1 pos4 lev1_pos4">
</li>
<li class="lev1 pos5 lev1_pos5 last lev1_last haschildren lev1_haschildren">
</li>
</ul>
</div>
</div>
```

Calendar

The stylesheet code for calendar display is specified in stylecalendar.css by default. The following are the options available in that stylesheet.

The following property applies to the calendar days of the week as they appear horizontally above the calendar

```
.defaultcalendarHeader {COLOR: #CCCCCC; BACKGROUND-COLOR: #006699; FONT-SIZE: 10px;}
```

The following property applies to the color of the calendar day if there are events on that day.

```
.defaultcalendarCurrentDay {BACKGROUND-COLOR: #6699CC; FONT-SIZE: 10px;}
```

The following property applies to the color of the calendar day if there are no events on that day

```
.defaultcalendarOffDay {BACKGROUND-COLOR: #CED1D8; FONT-SIZE: 10px;}
```

The following property applies to the background color of the event detail description.

```
.defaultcalendarEvent {BACKGROUND-COLOR: #eeeeee; FONT-SIZE: 10px; border: 1px solid#cccccc;}
```

The following properties apply to the month forward and backward links.

```
.defaultcalendarForwardBackLink:link,

.defaultcalendarForwardBackLink:visited,

.defaultcalendarForwardBackLink:active {COLOR: #000099}
```

```
.defaultcalendarForwardBackLink:hover {COLOR: #3333cc}
```

The following properties apply to the event links within the calendar.

```
.defaultcalendarLink:link,
.defaultcalendarLink:visited,
.defaultcalendarLink:active {COLOR: #000099; FONT-SIZE: 10px;}
.defaultcalendarLink:hover {COLOR: #3333cc; FONT-SIZE: 10px;}
```

Troubleshooting

The most common time for errors to appear is when creating and testing new templates. If you encounter an error, please check your includes.cfm file in the actionfiles folder.

Does your includes.cfm file exist in the actionfiles folder?

Does it contain all of the variables required?

Is your file path correct and include the / at the end of it?

Is your web URL correct including the sub-folder that savvy is installed in (if you installed in a sub-folder)?

Are you using the correct datasource name? Is that a datasource that is recognized and working in the ColdFusion administrator?

Next, check your objects placed in your templates.

Do you have a header object at or near the top of your template (between the Title tags)?

Do you have at least one Savvy Content Object and does it match the samples in the Template Guide?

Check our forums for more support troubleshooting tips.

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