GuideContentEditor

Overview

This is intended as something that can be copied and turned into a manual for end users of your Lenya site. You may need to update parts of it if you, for example, have changed the workflow from the default. This assumes the site has already been set up for your end user with some sample content.

Document

Overview and basic concepts

Your site is built using a system called Apache Lenya. This provides you with the ability to maintain your site without any technical knowlege on building web sites. All you need is a web browser.

Your site has two different "views". One is the "authoring" view, and one is the "live" view. They exist in different locations on the web. You use the "authoring" view to edit the web site. Public internet users see the "live" view of your web site.

When you make an update to your site using the authoring view, the changes will not be seen on the live view automatically. The pages must first go through a process known as a workflow. This involves different users and entails a review and approval process. When the changes to the page have been appropriately reviewed, they are sent to the live view. This is known as "publishing" the page.

Documents in Lenya have "metadata". Metadata can be described as information about a document, for example the author, the subject, the keywords. It is important that the metadata of all the pages on your site is correct and up to date.

Basic Site Maintenance

How to access your site

Access the live site by entering the following location into your web browser [insert url here].

The location for the authoring view is [insert url here].

Logging in

There are two users defined. The first user, username [xxx] and password [yyy], is an editor and has the ability to update documents. The second user, username [xxx] and password [yyy], is a reviewer and has the ability to review documents and publish them onto the live site.

Type in the username and password for the user you wish to use.

What are the tabs at the top of the screen?

The "Admin" tab, is present, is for advanced administrative tasks.

The "Site" tab enables you to add/remove/move pages from your site, and edit page metadata.

The "Authoring" tab enables you to navigate through your site visually and edit the text of pages.

The "Live" tab opens up the current page you are working with in a new browser window. This lets you see how the current published version of the page looks.

How do I edit the text of a page?

If the "Edit" tab at the top of a page is not highlighted, click on it now. You will see a visual representation of your site on the screen underneath the Lenya toolbar. You can navigate through your site by clicking on the links as you normally would. When you get to the page you want to edit, click on the edit menu. From the menu, select "WYSIWYG Editor (BXE)".

You will proceed to a new screen and you may now edit the text of the page. You can copy and paste text into the box from other applications. You will need to press 'F7' on your keyboard if you wish to see a flashing cursor at the text entry point. This turns on 'Caret Browsing' and allows you to see the cursor.

You can highlight sections of text and change them into heading using the drop down box in the top lefthand corner. You can also highlight a section of text and change the colour.

The "Code" option allows you to enter text in a monspaced font and align things using spaces. This is great for things like computer code, or basic tabular data.

When finished, click the disk icon to save, and then select "Exit" from the "File" menu.

Tip: if you completely ruin your formatting and want to start again, select all the text, and then select "Code" from the drop down box in the top righthand corner. Then select "Normal". this will clear all your formatting.

Tip: If copying and pasting from Microsoft Word results in ruined formatting, try copying and pasting into a basic text editor such as Notepad, and then copying and pasting into Lenya.

Tip: you cannot use tabs to align text as you would in a word processor. You must instead use tables (see below). Internet web pages unfortunately do not have any kind of concept of tabs.

Tip: if you want a single line break in Kupu instead of a paragraph break, use 'ctrl+enter' instead of just 'enter'.

Tip: Firefox will not allow you to paste text using right click. You have to use the keyboard shortcut (Control-v) or preform the procedure outlined in http://www.mozilla.org/editor/midasdemo/securityprefs.html.

Tip: if you have trouble entering a new paragraph break, right click the mouse, and select, from the flyout submenu at the bottom or the right click menu, "Append p"

How do I keep the metadata up to date?

Find the page who's metadata you wish to maintain using the same method as the previous step. When you find the page, from the "Edit" menu, select "Edit Metadata".

Ensure the text in all the boxes is correct and up to date. When done, click "save".

How do I publish my changes onto the live site

If you are logged in as a content editor you cannot do this directly. You must, however, pass control to the content reviewer before documents can be published. To do this, select "Submit" from the "Workflow" menu while viewing the document you wish to publish.

If you are logged in as a reviewer, first navigate to the page that needs to be published in the edit view. Read the text carefully. If you find problems such as spelling mistakes or incorrect content, the page cannot be published. Select "Reject" from the "Edit" menu to pass control of this page back to the content author. If the page is OK to be published, select "Publish" from the "Workflow" menu to proceed.

How do I add a new page, and delete old ones

All site structure management is done using the "Site" tab of the administrative interface. On this tab, you can see a heirarchical (tree) view of all the pages in your site. To add a new page, you first need to click on it's parent page (to add a new top level page, the parent is the word "Authoring"). Then select "New Document" from the "File" menu.

Note that a new page has both a "Document ID" and a "Navigation Title". You can think of the document ID as being like the filename of the document. Likle a filename, you can't use any special symbols. You also can't use spaces. For example, for a page called "About Our Widgets" you might like to use the document ID "about-our-widgets". The "Navigation Title" is the name of the page as it will be displayed in your site's navigation menu.

To delete a file, select "Delete" from the "Edit" menu.

Advanced Site Maintenance

How do I add an image to a page

You can add images to your Lenya web site. You upload them to the web server from your computer. The images are stored on the web server from that point.

Uploading the image to the server

1. Make sure the image is saved on your computer at an appropriate size, in GIF or JPEG format, and has a filename with no spaces (for example 'my friends.jpg' is wrong, 'my_friends.jpg' is OK).
2. Open the page you wish to add an image to for editing.
3. Place the flashing text cursor at the position you would like to see the image.
4. Click the button that looks like a framed picture. A pop-up window opens.
5. Click 'Browse'
6. Locate the image on your computer and select it.
7. Give the image an appropriate english description in the Title field. Fill out other fields as appropriate.
8. Click 'Add'.
9. The image appears in the asset library for the page in the lower half of the popup window.
10. Click the radio button to the left of the new image to select it.
11. Click 'Submit'. The image appears on the page.

To position images next to each other, try creating a table with the appropriate number of rows and columns, and inserting images in the table cells.

Deleting an Existing Image

Click the 'Site' tab. If the page you want to delete the asset from is not the currently selected page in the navigation tree to the left, click on the page name to select it. Now click the 'Assets' tab. You will find a list of images from which you can delete.

Other things

Like language versions &c. This is probably too implementation specific to be covered here.