

# WebEditor v 1.5

## USER'S MANUAL

 EDS SYSTEMS

**weBEDITOR**  
THE ULTIMATE SITE CONTROL SYSTEM



current version 1.5

## Introduction

**WebEditor** is a program for generating websites.

Visiting company's home page is a first contact between you and future clients or investors. That is a reason to do all the possible to make the first meeting pleasant and convincing. Home page is comparable with a business card, as it gives an impression about the company.

**WebEditor** - is a complex toolbox, developed by EDS Systems, for WEB-site administrator that allows him to edit a web-site using a standard browser (Internet Explorer versions 5.5 and higher).

Software package creates fully database-driven sites, using documents in database allows keep documents data and site's visual design apart. Site editing is carried out in beforehand designed pages and allows to see the final look of a document based on WYSIWYG (What You See Is What You Get) technology.

Web-administrator has all the necessary tools for composing site's structure, editing text, inserting tables and pictures into the documents, and also has a preview possibility.

### Benefits of **WebEditor**:

-  User friendly interface, easy, documents editing and creating do not require additional specific knowledge
-  Allows preliminary viewing and comparing before approval and publishing
-  Different access privileges
-  Easy to add new modules – based on component architecture
-  WYSIWYG technology

Using the WebEditor doesn't require good knowledge of the internet-technology or programming. The interface of the WebEditor is simple and clear for a user who has experience in working with computer.

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## 1. General information

### 1.1. Getting started

In order to access the WebEditor add slash (/) and **admin** to the address of a web-site. WebEditor's logo appears similar to the following figure.



Figure 1. WebEditor's starting logo.

Press the monitor with word "ENTER". To work with the WebEditor you need to authorize, enter your user name and password in the opened password request window. You can use "Save password" checkbox, if you do not want to enter password every time you want to work with editor.



Figure 2. Password request window.

After successful authorization you need to choose, what do you want to do with the WebEditor. Possible opportunities may be various and depend on system rights of a user.



Figure 3. Example of editing mode request window.

- To edit the website you should select "Edit site".
- To edit users and their rights, select "User edit".
- To edit FTP-fails, select „FTP edit“.
- To edit fill-in forms, select "Applications"

## 1.2. Working field of a WebEditor

Press (+) button near the folder in the toolbar (1). Then click on the name of a document in the menu tree (name of a document in the list will darken): appears similar window.

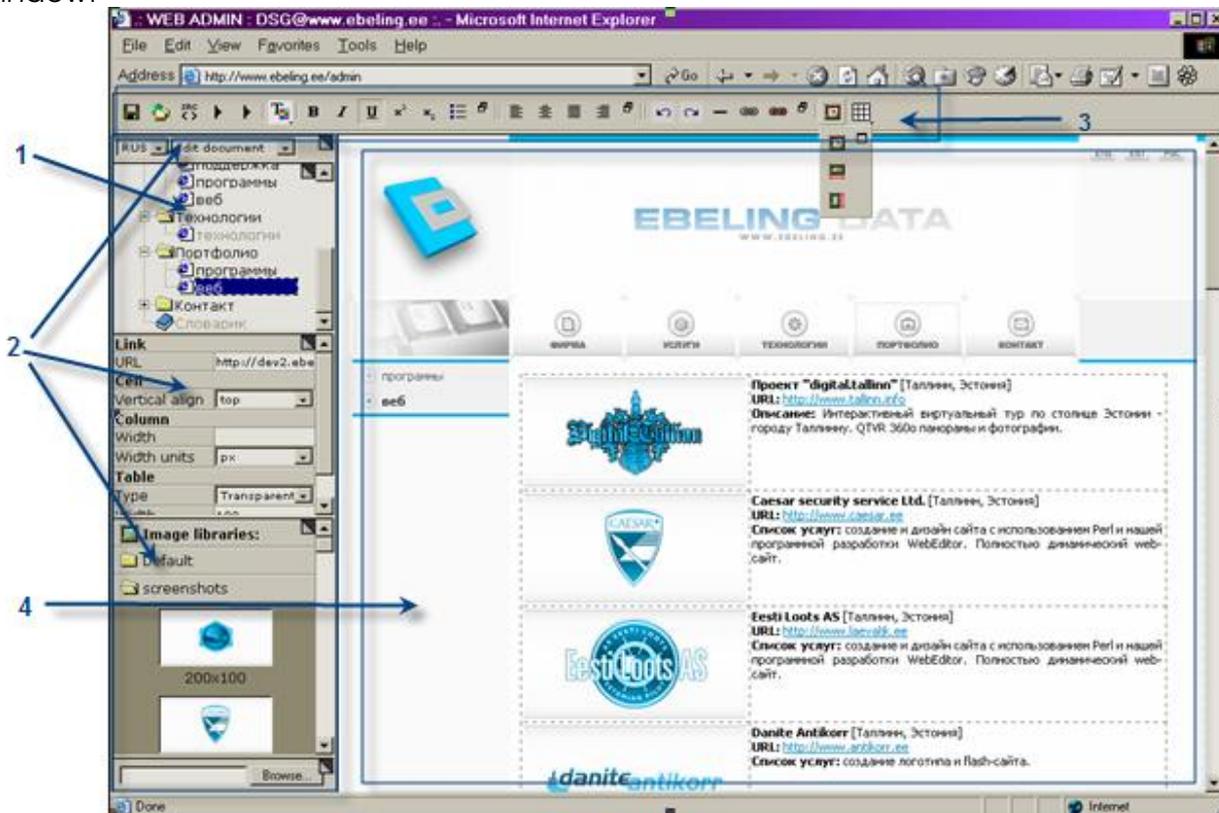


Figure 4. The working field of the WebEditor.

The working field of the editor is divided into four sections:

1. **Structure of a web site**—all the documents and folders that reflect how the site is built. So called **Tree**. Using the tree it's possible to find that part of a site (document), which needs editing. In order to open or close the content of a folder, press +/- buttons, located left from it. In order to open  html-document click on it with left mouse button (stand on it in the tree).
2. **Work tools** are used for editing documents, changing parameters of documents, choosing operation mode.
3. **Additional toolbar** is a place for specific tools, used in document editing. For example, underline the text, insert a picture or a table to the text, and create link to external site.
4. **Document editing window**, for document editing and target documents preliminary viewing.

### 1.3. Tools

On the working tools panel there are 5 modules, 3 and more modules can be displayed at once, depending on the resolution of the screen and convenience in use.

 button allows to switch between accessible modules if all of them are not shown on the screen.

To close or hide the unnecessary module, drag it holding the frame downwards, until full disappearance. The hidden module can be opened by dragging it up holding the dotted frame.

Modules also allow:

- move on web site, in site's structure;
- keep all pictures, used on site;
- modify all the tables used on web-site;
- load files, images (or tables);
- choose current operation mode and switch between languages.

#### 1.3.1. Operation modes

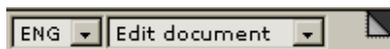
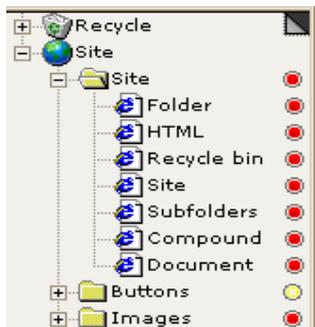


Figure 5. Example of module. Page parameters adjustment: language switch and current operation mode choice.

- *View temp. ver.* – View temporary version of a document mode shows the site with all saved changes made to it. This mode is used in order to preview and check, how the document will look like, after making changes. For example, to check how will the link work. All changes need to be saved, using „Save“  button.
- *View appr. ver.* – View approved version of a document mode shows only those documents in site, which were approved. It means that all the documents, that were changed but did not get the approval, aren't shown in this mode.
- *Edit parameters* – mode is used for editing the parameters of documents and folders. In this mode it's possible to give a name to a document, or mark document as "Hidden" in navigation, or deactivate document in one of languages used on a web-site.
- *Edit Documents* – mode for changing documents, for example adding text, picture, creating banners etc. This mode activates by clicking twice on document field.
- *Edit rights* – operation mode for editing user rights, also adding new users.

### 1.3.2. Site's structure



**Structure of a web site**—all the documents and folders, that reflect how the site is built. So called **Tree**. Using the tree it's possible to find that part of a site (document), which needs editing. In order to open or close the content of a folder, press +/- buttons, located left from it. In order to open html-document click on it with left mouse button (stand on it in the tree).

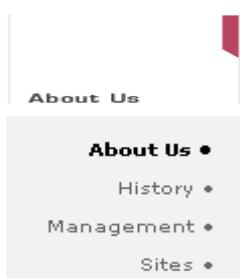
Figure 6. Example of site tree.

Depending on site structure, there are different types of site **navigation**.

Folders represent **the main navigation** of the site. In  Folders we can create  html-documents, loadable PDF-files, subfolders, or any other structural components Home page visitor sees them as headings of menu.



Figure 7. Example of main navigation.



Pressing one of headings (names of main navigation folders), opens a list of documents (maybe subfolders) kept in this menu. This is secondary navigation.

For example, there are following documents in folder "About Us": About Us, History, Management, Sites. As shown on figure 8. The main navigation is "seen" from every point of site. But as for secondary navigation, the content of the main folder appear only when this main folder is opened.

Figure 8. Example of secondary navigation.

There's also a **recycle bin** in the tree.  **Recycle** is a folder, where you can keep all the documents, deleted from the site. Recycle Bin is not in the structure of the site. And it's not possible to see it from the front page.

- Those deleted documents can be restored back to the site's structure (changing the content if needed). For that: press the recycle icon in the tree with right button of the mouse, and choose action "Restore" from the list.
- Redundant documents can be deleted from the bin. For that: press the recycle icon in the tree with right button of the mouse, and choose "Empty Recycle" from the list of functions.

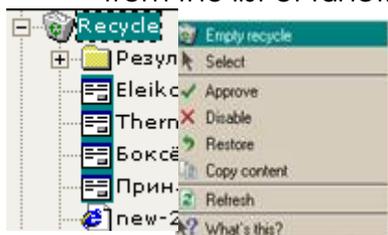
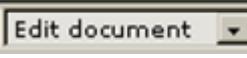


Figure 9. Example of Recycle folder.

### 1.3.3. Example of document editing in WebEditor.

A simple example of document editing is given below.

Choose „Edit Documents” mode. 

Then select a document to edit in the tree. Click on it's name with left mouse button. The name of the document appears in frame with dark font color. Then press right mouse button to open the list of actions. In the opened list select appropriate function. For example, to delete “Vacancy” html-document from the “Contact” folder, choose action “Delete” from the list. In result “Vacancy” moves to “Recycle” folder.



Figure 10. List of actions.

To see these changes on the front page, use “Save” button and then “Approve” the “Contact” folder (from the list of actions, see figure 10). It's also reasoned to check the changes, using “View temp./apr. ver.” modes, before publishing .

### 1.3.4. Creation of the document

To create a document in WebEditor, perform following steps:

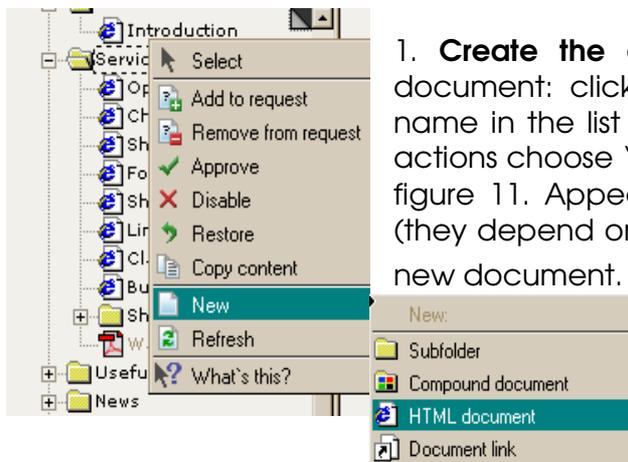
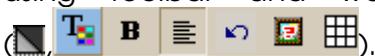


Figure 11. Example, how to insert a new document.

1. **Create the document**, to the tree. To **insert a new document**: click with right mouse button on (sub)folder's name in the list of documents in the tree. In opened list of actions choose “New” (with left mouse button), as shown on figure 11. Appears a small list of possible document types (they depend on user rights). Choose appropriate type of a new document. For example,  html-document.

Then in document editing window type the text, add pictures or tables, create links, give a name to a document etc, using toolbar and working modules .

2. **Save** the document, using “Save” button.

3. Confirm creation and editing the document, using “Approve” function.

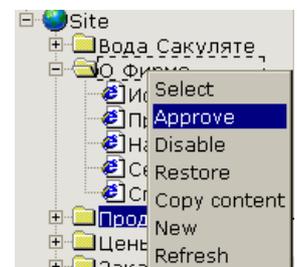


Figure 12. Example of choosing “Approve” action.

4. **Publish** the document. After pressing “Site Publishing” button, all the documents which were approved, go to the front page.

## 1.4. Main functions

This section is for creation of a site structure (folders and documents). All basic functions are accessible through clicking the mouse right button:

<i>Select</i>	Select, choose the document to view, or edit;
<i>New</i>	Create new document. Each new document gets a number (New 125) as a name. User must give a proper name to the document in "Edit parameters" mode. This name will appear in the tree. Otherwise, it is difficult to navigate on site.
<i>Refresh</i>	Refresh the window/tree. This action is used, when changing site's structure or several documents at a time.

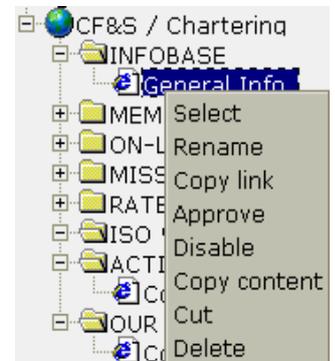


Figure 13. Example of main functions list.

<i>Rename</i>	Rename the document (only in active language, see Document Preferences/Parameters);
<i>Copy Link</i>	Copy current document address (in the tree) for further use in creation of a local link;
<i>Approve</i>	Approve the document for publishing;
<i>Disable</i>	Temporary turn the document off the site. Action "disable" takes off the approval of the document, as a result the document will not appear at the front page.
<i>Restore</i>	Takes document back to the site's structure (from the recycle). Also restores the document, that was changed, maybe saved, but did not get the approval. In result the document will look like before the changes were made.
<i>Paste Into</i>	Place previously copied document into other folder or compound document. As a result, there are two (or more) copies of the same document on the tree.
<i>Copy content</i>	Copies all the content of current document into the same documents in other languages. This action replaces all the data of other documents with current document's data, including text, pictures, tables, links, etc. It also keeps all the formatting. User should be careful, and use this function only on those documents, which were approved. Otherwise all the data in all languages versions might be lost.
<i>Cut/Paste Before</i>	Change the document position in navigation. Number of existing documents stays the same.
<i>Delete</i>	Delete the document. With that action, the document moves to the "Recycle" folder, and it's possible to restore it from there.

### The document status markup:

- – new document that has been edited, changed, maybe saved, but never has been approved;
- – once approved document, that was changed afterwards, but didn't got the approval of new changes.

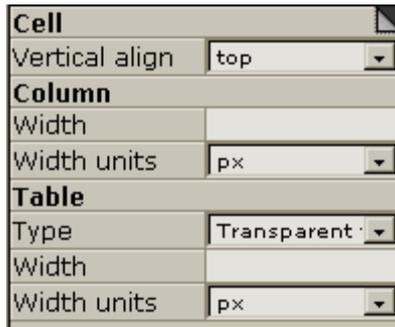
### 1.5. Inserted objects parameters

Depending on type of inserted object (hyperlink or the table) the appearance of the module varies:



That is the look for link. The top row shows what type of object is in work. The middle row is not editable, specifies the destination of the document. Last row shows if the new window will be opened or the new document will be shown in the same window.

Figure 14. Example of the module for a link.



The module for tables contains the information on:

- vertical align of the text in a cell,
- width of a column in pixels or percents,
- type of the table (transparent or with borders) and
- width of the table in pixels or percents.

Figure 15. Example of a module for a table.

### 1.6. Picture library

The picture library is necessary for inserting pictures into documents. Library content can be divided into few folders. The basic functions for running the library are accessible by clicking the mouse right button.

- ADDING A NEW PICTURE INTO LIBRARY

For adding a new picture into library – click *Browse* button to select a picture on local disk(s) and then “ Save” button.

- INSERTING A PICTURE INTO THE DOCUMENT

To insert a picture into the document, select a place in the document where it should be inserted, and then click on a picture in the library with left mouse button (for details see *Document Editing*).

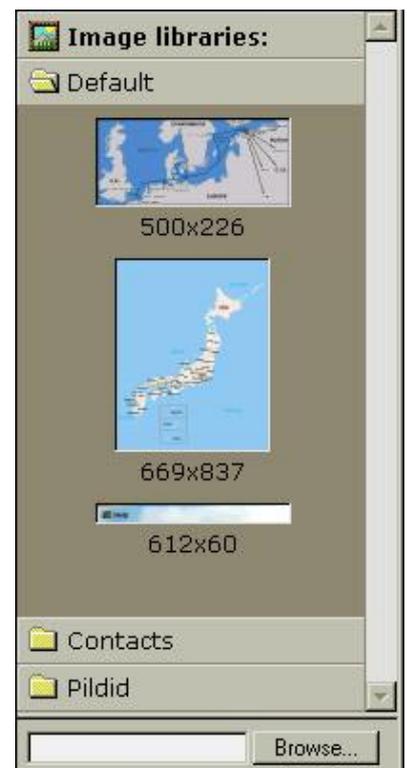


Figure 16. Example of an image library.

## 2. Toolbar

The toolbar can vary depending on a current mode:

-  - Clothes the site editing in "Edit site" mode, and returns to the main menu.
-  - Saves changes made to documents and their parameters. If user is going onto another document (haven't saved), appears a dialog box, asking either to save changes or cancel.
-  - Publish all approved changes onto final site. Each time a site was changed, it's necessary to publish.

### 2.1. Document editing tools



Figure 17. Example of the toolbar.

Pointing the cursor on the button you will get an additional menu. Pointing the cursor on the button in the additional menu you will see hints with button functions.

In every buttons group there is a button  to expand group. Clicking on it you will place the group on the toolbar, to remove it from the toolbar back to the additional menu click button .

On the toolbar appear buttons, that were last in use.

#### 2.1.1. Text editing buttons



apply color on the selected text area.



apply «**Bold**» style on the selected text area (Ctrl + B on keyboard).



apply «*Italic*» style on the selected text area (Ctrl + I on keyboard).



apply «Underlined» style on the selected text area (Ctrl + U on keyboard).



apply «<sup>Superscript</sup>» style on the selected text area



apply «<sub>Subscript</sub>» style on the selected text area



«*Unordered List*» style button formats text into the list, where each new paragraph starts with a bullet.



apply «*Align Left*» style on the selected text area



apply «*Align Center*» style on the selected text area



apply «*Justify*» style on the selected text area



apply «*Align Right*» style on the selected text area

### 2.1.2. Action buttons.

-  - **undo** cancels the last action
-  - **redo** restores after cancellation
-  - **insert horizontal line**
-  - **insert a hyperlink to external site** or e-mail (will appear in new window). It's necessary to select the text, which will refer/link. After pressing the button "Insert External Link", arises a dialog box for printing link address, like shown on following figure.

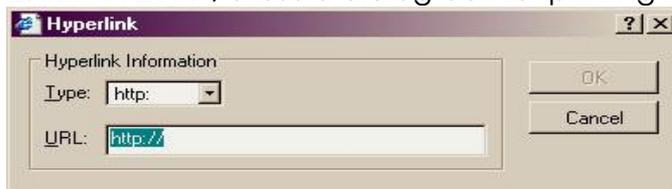


Figure 18. External link dialog-box.

Two types of links are mainly used: **http** for reference to the web-site, and, **mailto** for reference to e-mail. Link to a site must certainly begin with **http://**. It's possible to disable link function: stand on last position of link with mouse cursor and press "Backspace" on keyboard.

-  - **insert link to local internal page** from the edited site (will open in the same window). The link leads to a different document in the same site. Previously you need to select and mark the text, which will work as a link in WebEditor. Then press with right mouse button on the name of a document in the tree, where this link should lead. And choose "Copy link" form the list of functions. Then press " Insert local link" button. It's possible to disable link function: stand on last position of link with mouse cursor and press "Backspace" on keyboard.

-  - **insert full document** (with all it's content, including pictures, tables, links, and full text keeping the same Format and Font) into the current document. At first it's necessary to take a link on input document. Press with right mouse button on the name of input document in the tree. Then choose "Copy link" from the list of functions. After that, stand on that place in the current document, where to place a full version of input document, and click " Insert document full" button.

-  - **insert a short/brief version of a document** in the current page. Brief of the document can content a beginning of a full version (for example 15 first words) or a headline. After pressing on the brief, link leads to the full version of the document. This function is often used in the news pages.

It's necessary to set parameters of included document (in "Edit parameters" work-session). Either the number of words in the link, or the headline in the "Words to show in brief link" row.

Then take a link of included document. By pressing on it's name in the tree with right mouse button. Then choose "Copy link" action. After that, stand on that place in the current document, where to place a short version of input document, and click " Insert document brief" button.

## 2.2. Tools for image formatting

 **Change image attributes.** With help of this button, it's possible to change image properties. First the picture must be activated, by clicking on it with right mouse button (around the image appear black squares). Then press button " *Change Image Attributes*". Appears a window similar to the following figure.

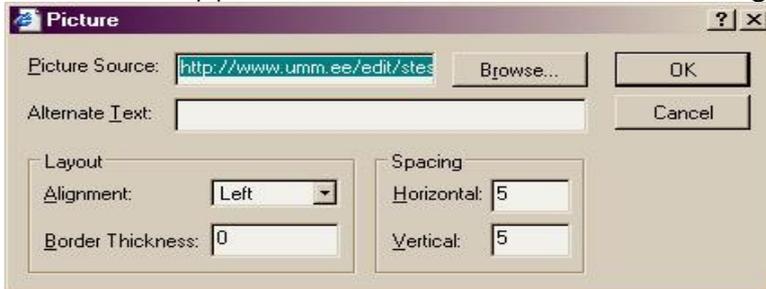


Figure 19. Image attributes changing window.

Where you can set following parameters of the picture.

1. Alternate text. A phrase printed here will appear on the screen, each time the cursor passes the picture.
2. Alignment. Here it's possible to set where the picture will stand in the document (top, bottom, left, right).
3. Border thickness: here we can set the thickness of the border around the image in pixels. If we print "0" the picture appear without the border.
4. Spacing. In this window we can set the spacing from the text up to the picture in pixels.

 **Change image width.** First click on the picture to activate it. Then press the button " *Change Image Width*". Appears following window:



Figure 20. Image width changing window.

Where you can set the width of the image in pixels. This button is used to range all images of the document in one certain width.

 **Change image height.** First click on the picture to activate it. Then press the button " *Change Image Height*". In opened window set the height in pixels.



Figure 21. Image height changing window.

### 2.3. Tools for table formatting



Figure 22. Table editing toolbar.

 **Insert Table** button to create new table in the document. Standing on the document in "Edit documents" work session, press button " *Insert Table*". Opens a window, similar to following figure: In this window set parameters of new table. It's possible to set the number of columns and rows. And also the type of the table, choosing from:

- transparent table
- standard table
- colored table with header
- colored table without header

New table will be narrow at first, but it will grow to normal size, after printing text and adding pictures to the cells.

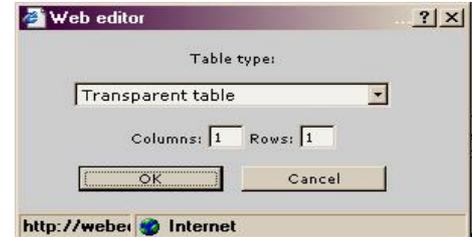


Figure 23. New table type request window.

 **Toggle table type** button allows modify the type of already existing table. Select a table to change and press button " *Toggle table type*". To change table type choose from transparent, standard, and colored table with or without header. And also it's possible to set the **width of the table**, by printing it's width, compared to the width of the document (in pixels, or percents).



Figure 24. Table type toggling window.

 **Change column width** button allows to set the column width (in percents or pixels), compared to the table width.

 **Insert row above.** With this button it's possible to insert a new additional row above the selected row in the current table.

 **Insert row below.** With this button it's possible to insert a new additional row below the selected row in the current table

 **Delete row.** This button deletes current row in edited table.

 **Insert column before.** With this button it's possible to insert new additional column into the table. New column appears to the left from current.

 **Insert column after.** With this button it's possible to insert new additional column into the table. New column appears to the right from current.

 **Delete column.** This button deletes current column in edited table.

 **Split left cell.** This button splits cells. The content will be shifted to the left cell.

 **Split right cell.** This button splits cells. The content will be shifted to the right cell.

 **Merge right cell.** Joins current cell with the cell situated right from it.

 **Justify top** aligns the text in current cell of the table. Vertical alignment, text will be placed at the top of the cell.

 **Justify middle** aligns the text in current cell of the table. Vertical alignment, text will be placed in the middle of the cell.

 **Justify bottom** aligns the text in current cell of the table. Vertical alignment, text will be placed on the bottom of the cell.

## 2.4. Document parameters editing window.

In the "Edit parameters" mode, depending on a site and the current document, the set of parameters can be various. Parameters of the current document are brought out in the table where in columns are languages of page, and in the rows are listed concrete parameters. There are:

-  folder's properties
-  html (and other) document's properties.

### Folder's parameters

One of them is the **name** of a folder, given in different languages. Other specific for a folder is a **color scheme** (colors of headings, and backgrounds used in web-site's design). The color scheme is set in design, user can only change first given scheme on second agreed scheme, by typing number 2 instead of the 1, in "Color scheme" row.

#51	English	Estonian	Russian
Name	About us	Firmast	О фирме
Color scheme	1		

Figure 25. Example of a folder properties window.

### General parameters (see figure 26)

In general for folders and other documents there can be following properties:

**Name** - **Name of the document** in different languages (for example История, History, Ajalugu). This name appears in the tree and also in the front page. All created documents are named automatically "New 123", "New 124" and so on. User must give the document a proper name, to make it easier to navigate in site's structure.

**Hidden** - **Hide the document from navigation** - the function is used for creation of auxiliary documents which are absent in navigation on a final site, but thus it is possible to refer to these documents with use of "Copy Link" function and  "insert local link" or  "include document" function. To make the document hidden (the name of such document in the tree appears in light grey color), the user needs to mark the checkbox in "Hidden" row. If the checkbox is empty, the document will be seen on the front page.

**Alias** - the name of the document, that is shown on the front page as the ending of electronic address of the site. For example (see figure 25), a visitor is on the document "About us". Then electronic address of the page (if user fills the data) might look like: [http://www.ebeling.ee/firmast\\_eng](http://www.ebeling.ee/firmast_eng).

**Approved** – shows that this document has been approved to publication on site;

**Changed** – shows that that this document has been changed;

**Announcement** – **additional commercial link** will be shown on this document. Three slashes in this row (common for all languages), show that this banner will be shown in all existing languages.

**Make Print Version** - **creates printable version of the page** (this page will be visible only on the front site, not in WebEditor). Print version means, that only the content of the document can be printed. All the design, headings, names of the folders, banners, address of the front page, that all is not in the print version. If the checkbox in "Make print version" is filled, then on the final site in the right top corner of the document, appears  button, which allows print this document.

*Words to show in brief link* - number of words, or phrase that will be pasted into other document using the functions *"copy link"* and *"include document brief"*. (by default the amount of words is 10)

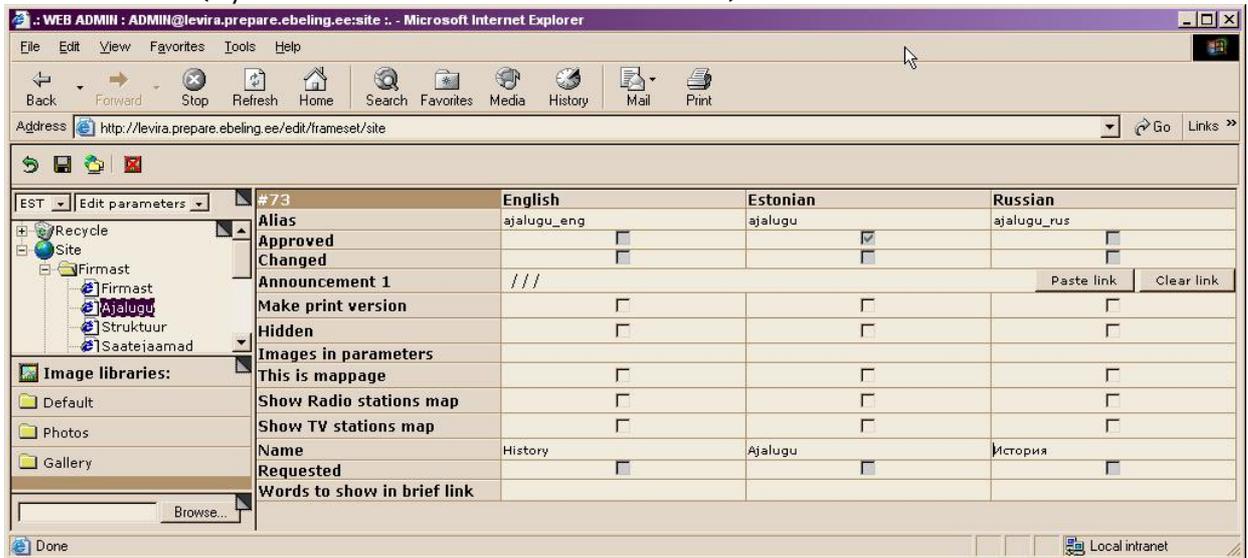


Figure 26. Example of html-document properties window.

Grey checkbox informs about the status of the document, and it's filled by default. (For example -check in checkbox in row *"Approved"* arises after the user chooses *"Approve"* action in *"Edit document"* work session.

White checkbox is filled by the user, and allows set the parameters of the document.



Figure 27. Example of grey checkbox.

### 3. General rules for work with the Editor

Site filling consists on the following steps:

- ✓ Creating a structure of the site (planning subfolders and documents hierarchy);
- ✓ Creating new documents in the structure;
- ✓ Setting parameters for documents;
- ✓ Adding images to pictures library (if necessary);
- ✓ Editing documents;
- ✓ Approving documents;
- ✓ Publishing approved documents to the site.

In document editing mode, you can see the document almost as it will appear on the site and, in the same window you can edit site contents just as you work in the environment of the ordinary text editor. You can copy and insert the text from any other program or just type it in. To see how the edited document will be shown on the site use option "View temp. version", if the changes were not approved, you can compare test version and approved version. If approve of the document was made accidentally and you need to restore data as it was before – use button "Restore" – it will restore data taking it from the published site.

#### UNDO:

- ☞ If you have removed something and wish to return back – press *Ctrl+Z*.

#### LINKS:

- ☞ If you want to insert the reference to external page, - select the text which will be shown as reference and press the button "hyperlink to external site". The reference created thus will open in a new window.
- ☞ To edit already existing reference - click twice on it with the mouse left button.



Figure 28. Hyperlink window.

- ☞ Also it is possible to put a cross-reference for E-mail address, choosing "mailto" in the "Type" field and writing the E-mail address in the "URL" field.
- ☞ To insert the reference to the internal document - choose "Copy Link" in a site structure window and then press the button "hyperlink to internal page".

#### PICTURES:

- ☞ To insert a picture into the document (first it should be uploaded to the Pictures Library) - choose a position in document where this picture should be placed and then click once on a picture (in the library) with mouse's left button.
- ☞ Clicking on a picture inserted into the document will bring out a frame of 9 small squares moving these squares allows to adjust picture size.

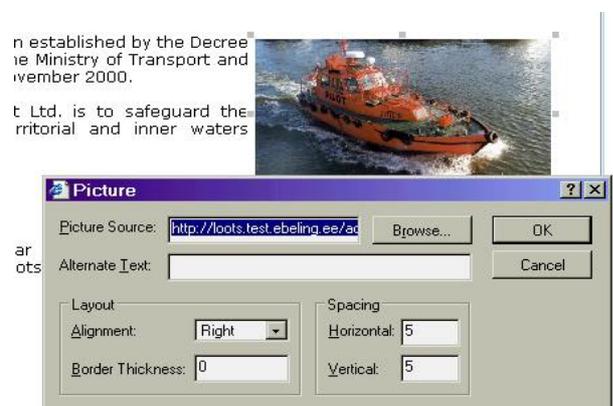


Figure 29. Picture properties editing window.

- It is possible to change the picture layout in the text, by double click on it. In appeared dialogue it is possible to fix alignment "to the right / to the left" and a vertical / horizontal space from picture to the text.

**TEXT:**

- It is possible to enter it from the keyboard, and also it's possible to copy text from other documents, by using standard Windows commands as «copy» Ctrl+C and «paste» Ctrl+V.
- Formatting of the text (alignment and style) can be set with the help of buttons on the toolbar. You can change the text color (within the framework of the created design the most suitable colors are available).
- On a final site if the additional color formatting was not applied to the text, it automatically will be adjusted to the site's color and style.

**TABLES:**

- To create a table, press button "table", - you will get a table.
- Further you can adjust quantity of columns and rows, and text alignment using the appropriate buttons on the toolbar.

**SAVE:**

- Document saving can be carried out through button "Save" on the toolbar.
- If you, not having saved changes in the document, will try to switch to another mode or to other document, program will ask - whether it is necessary to keep the changes.

**APPROVE:**

- All created or edited documents can get on final site, only after passing approve. Each document needs to be approved separately.
- It's easy to check up what documents are authorized by comparing the test version where all saved documents are shown, and the version of a site with only the authorized documents (View test version/View approved version).

**PUBLISHING:**

- The documents publishing to site can be carried out, through pressing button "Site publishing". Without publishing none of the documents will appear on the final site.

**DESIGN:**

- Site graphics can be edited only by EDS Systems design team.
- Under graphics we understand: navigation of the first level on a site (buttons displayed on the left panel of a site), the text and the graphics on the top panel of a site, the logo of the company.

**DICTIONARY:**

- If needed, the dictionary of used words can be created. All static elements that are used on the site,



Figure 30. Example of dictionary file.

for example in the forms, can be gathered in one place so the edition can be carried out easily.

#58	English	Estonian	Russian
Name	Dictionary	Dictionary	Dictionary
address	Street Address	Address	Адрес
air	Airfreight	Lennukiga	Воздухом
city	City	Linn	Город

Figure 31. Example of dictionary data field.

### 3.1. Work with the Editor, Examples

#### 3.1.1. The text document creation on the example of "News" page

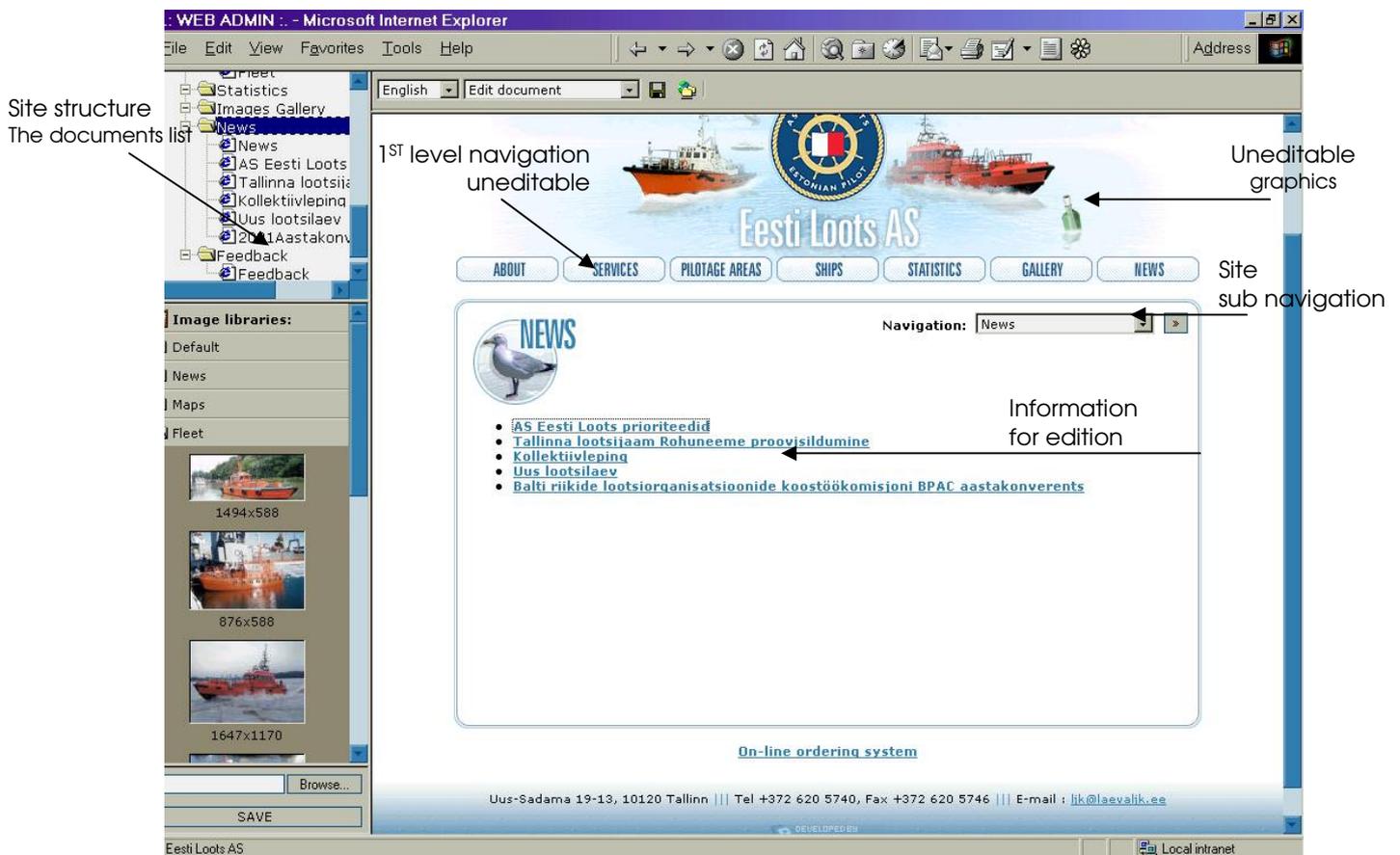


Figure 32. Description of the "News" web-page.

As a matter of fact, information displayed on the "NEWS" page visible to user is the summary or, in other words, an index. The index page is created by the web-site administrator for orientation simplification.

In case if the message is short (in one line and without pictures) it can be displayed on page entirely.

Otherwise, for the beginning, the new document where the text picture and the other necessary information which needs to be displayed in news will be created.

Actions on creation of summary the "NEWS" page can be divided into the following stages:

1. In the text of the "News" page name and short summary of the message is entered.
2. In site structure the new document is created.
3. Parameters of the document are edited, the heading registered, and the document is hidden in navigation (*"Edit parameters" – hidden – Y*).
4. In the row *"Words to show in brief link"* insert necessary message or phrase.
5. On index page the reference to the necessary page on server is established, using *"copy link"* and *"include document brief"* function.
6. The document is saved.
7. After viewing the test version if it is necessary, the document is edited.
8. Each saved document is approved.

### 3.1.2. Document containing table

You can enter table into simple document, just through pressing button "New table". The dialog menu will appear asking what kind of table would you like.

The data can be entered into the table from the keyboard or by copying. The text and numbers can be aligned with the help of the appropriate buttons on the toolbar.



Figure 33. Table type request window.

- create new table or revert changes
- table type and/or number of rows/columns change
- set the column width (in percents or pixels)

Editing the rows and columns of the table:

- insert row above
- insert row below
- delete row
- insert column left
- insert column right
- delete column

If needed the cells can be merged horizontally. cells can't be merged vertically.

- merge cells
- split cells left (entered data will be moved to the left cell)
- split cells right (entered data will be moved to the right cell)

Text or image vertical alignment inside the cell

- align top
- align center
- align bottom



Figure 34. Example of the document containing tables.

### 3.1.3. Compound documents

WebEditor allows to add banners to the pages, amount and position of banner platforms should be reserved is site design, and agreed with site developers. To place banner on the platform you need to create combined document (menu *New* → *Compound document*)

#83	English	Estonian	Latvian	Russian
Alias				
Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bind mode	Side			
Left content	////			Paste link Clear link
Hide left content		<input type="checkbox"/>		
Right content	////			Paste link Clear link
Hide right content		<input type="checkbox"/>		
Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Images in parameters				
Name	History left	new-82	new-82	new-82
Requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Words to show in brief link				

Figure 35. Properties of compound document.

Next step is to set document's parameters in *Edit parameters* mode:

Document should have a name and in the field *Bind mode* the position on the page should be selected.

Into the *Left content* and *Right content* fields the links to the documents, containing banner pictures and/or text, will be inserted.

For the documents, containing banner pictures and/or text, the simple html document should be created.

Into the new document the picture can be inserted (for example element 2 on the picture 36). Picture width can't exceed 114 pixels, image should be centered and assigned with the link to document. Linking an image is as easy as linking text – copy link, select text, press insert link button. Please also remember when you are inserting link to text in banner to press "include document brief" otherwise the whole document will appear on banner and that can cause errors during viewing on the site.

Banners can be temporarily switched off. To switch of the banner in the edit parameters mode fill in the checkboxes "*Hide left content*" and/or "*Hide right content*"



Figure 36. Example of the document containing banners.

### 3.2. Additional WebEditor functions

Brief and PDF functions can't be used directly, these documents do not contain any printing character, that can be extracted and used in other document during linking. For PDF files Brief is the only option.

#### 3.2.1. „Brief“-link

Depending on the design and options reserved in the design in the page submenu the brief link can be placed. The amount of links per page is unlimited but into the submenu only one brieflink can be placed.

If the banners are also included into the design, especially for more then one banner it is wiser to create compound document.

the last row shown in the table below *words to show in brief link* will be used in the documents when inserting the brief link, Include document – brief. The phrase can be inserted or in numbers you can set how many words from the beginning of the text will be taken, by default it is 10.

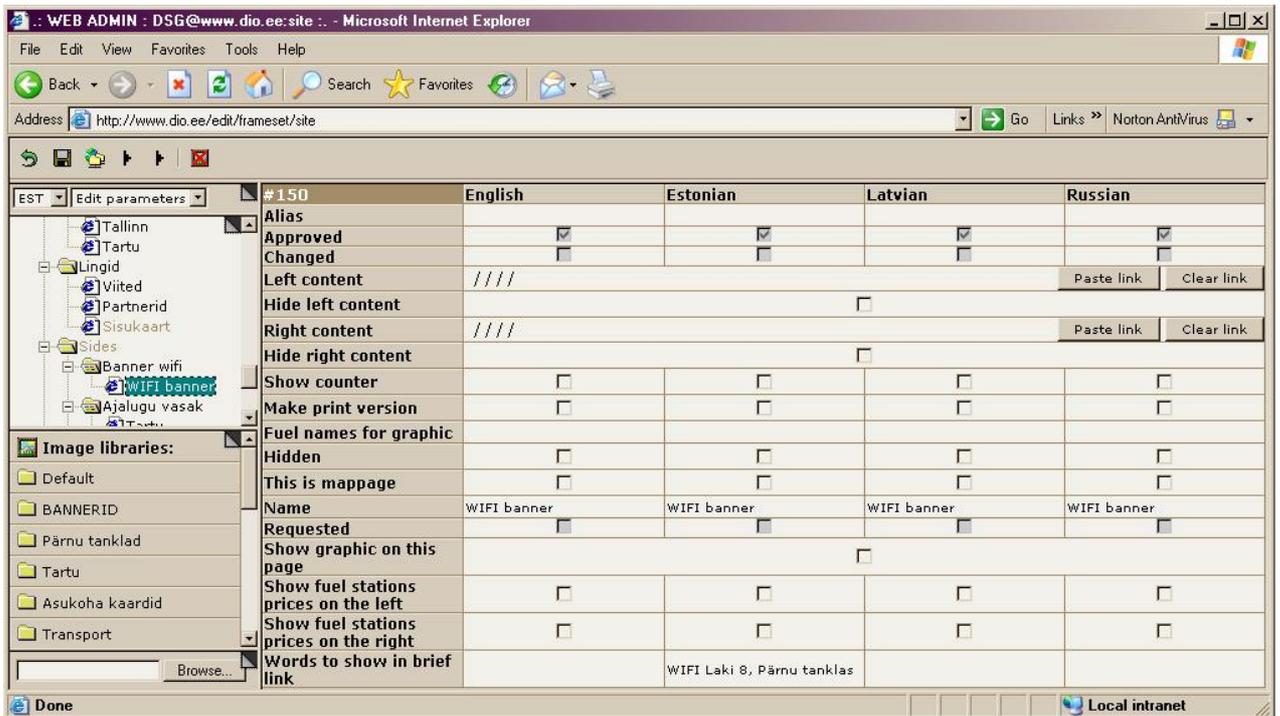


Figure 37. Example of document properties.

#### PLASING THE TEXT INTO THE SUBMENU (OPTION RESERVED IN THE DESIGN)

In the site's structure select the page where link will be placed and open edit parameters mode. Then copy link from the needed document and paste it into the field for link.

### DOCUMENT LINK

For files in site structure the document link can be created right click on the folder - "new" - "document link". in the document link file edit parameters mode the link to the needed file.

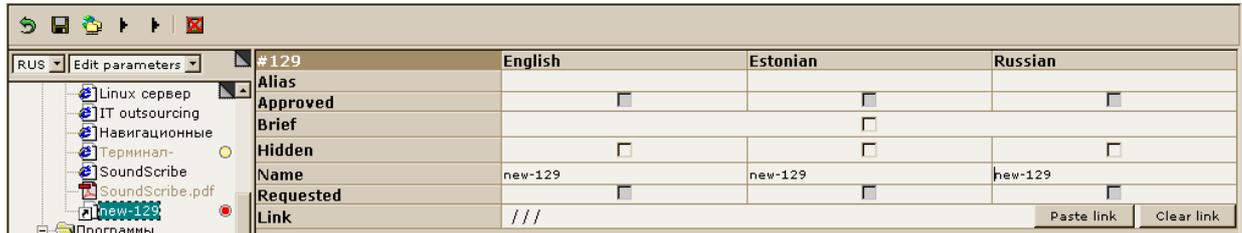
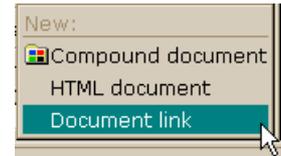


Figure 38. Example, how to create a document link.

### BRIEF-LINK IN SUBMENU

Copy link from file in site structure and in the "edit parameters" mode using the *Paste link* button insert it into the parameters table for the needed file.

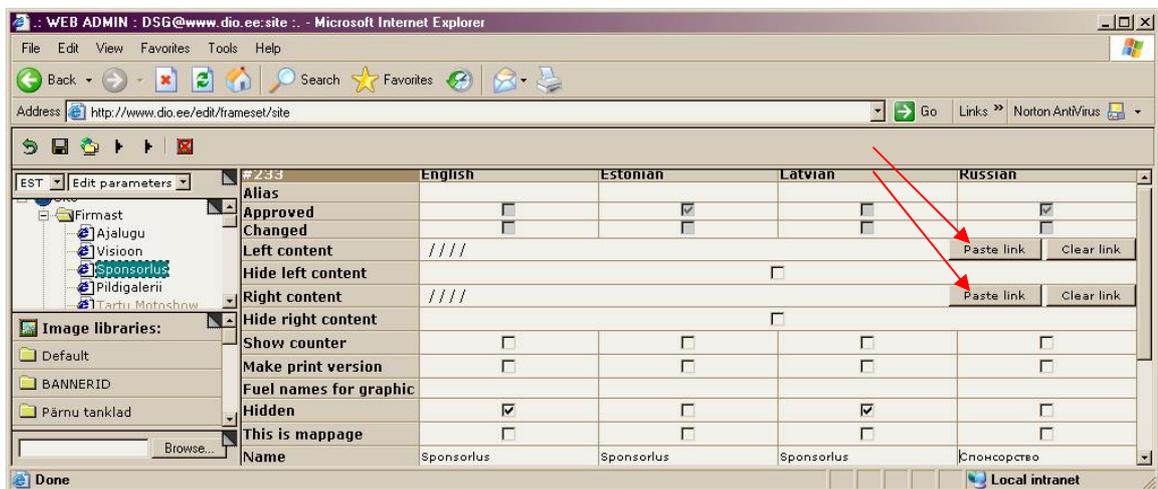


Figure 39. Example of using the brief link.

### 3.2.2. PDF-files

#### SAVING PDF FILES INTO THE SITE STRUCTURE

To upload the PDF file into the site structure first select the folder where the file should be placed.

Next step is to locate the needed file on the local disk with the help of button *Browse*. When you click button *Open* on the file the file will be uploaded to the site into the selected folder. Uploaded file will appear in the site structure under the same name like it was on the local disk, to rename the file go to the "edit parameters" mode and edit field *Name*.

#115	English	Estonian	Russian
<b>Alias</b>	SoundScribe_eng	SoundScribe_est	SoundScribe_rus
<b>Approved</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Changed</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hidden</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Name</b>	SoundScribe.pdf	SoundScribe.pdf	SoundScribe.pdf
<b>Requested</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 40. Properties of PDF-file.

In the parameters table the *Alias* field data will be used as default name for file download.

If the uploaded files should not be visible in site's navigation fill in the checkbox "Hidden", as shown on figure 40.

To link the PDF file in document use function *Copy Link*, after this to place the link to PDF in document use button "Include document full"

#### NB!

Please pay attention during adding new PDF files, folder should be selected in site structure. If you leave selection on the other PDF file the new file will be overwritten.

The program is updated regularly so there can be small differences between the documentation and WebEditor appearance.

If you have questions in use of (e) WebEditor, please contact us by e-mail: [info@edss.ee](mailto:info@edss.ee)