FarCry 6.0 CMS
Contributor Training Course

Version 1.0

Daemon Pty Limited
17 Roslyn Gardens
Elizabeth Bay NSW 2011
GPO Box 263
Sydney NSW 2001
Australia
info@daemon.com.au
www.daemon.com.au

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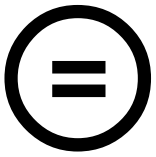

You may not alter, transform, or build upon this work. You can always contribute to our forum at http://groups.google.com/group/farcry-dev

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Unit 1
Introduction to FarCry CMS

Content Management

Content Management Systems (CMS) are used to store and subsequently find and retrieve large amounts of data. Content Management Systems work by indexing text, images, etc., within a database.

Content Management Systems are often used to create web sites or information portals for organizations and can serve as the foundation for knowledge management. They can also be used to organise documents and media assets. For example, a newspaper may use a content management system to provide an archive of every story ever written for the paper. Likewise, they might use the CMS to provide an extensive library of photographs that are reusable for future stories.

Where does FarCry fit in?

Built on the knowledge gained from years of experience developing content management solutions for enterprise clients, FarCry provides you with all the tools you need to quickly become productive.

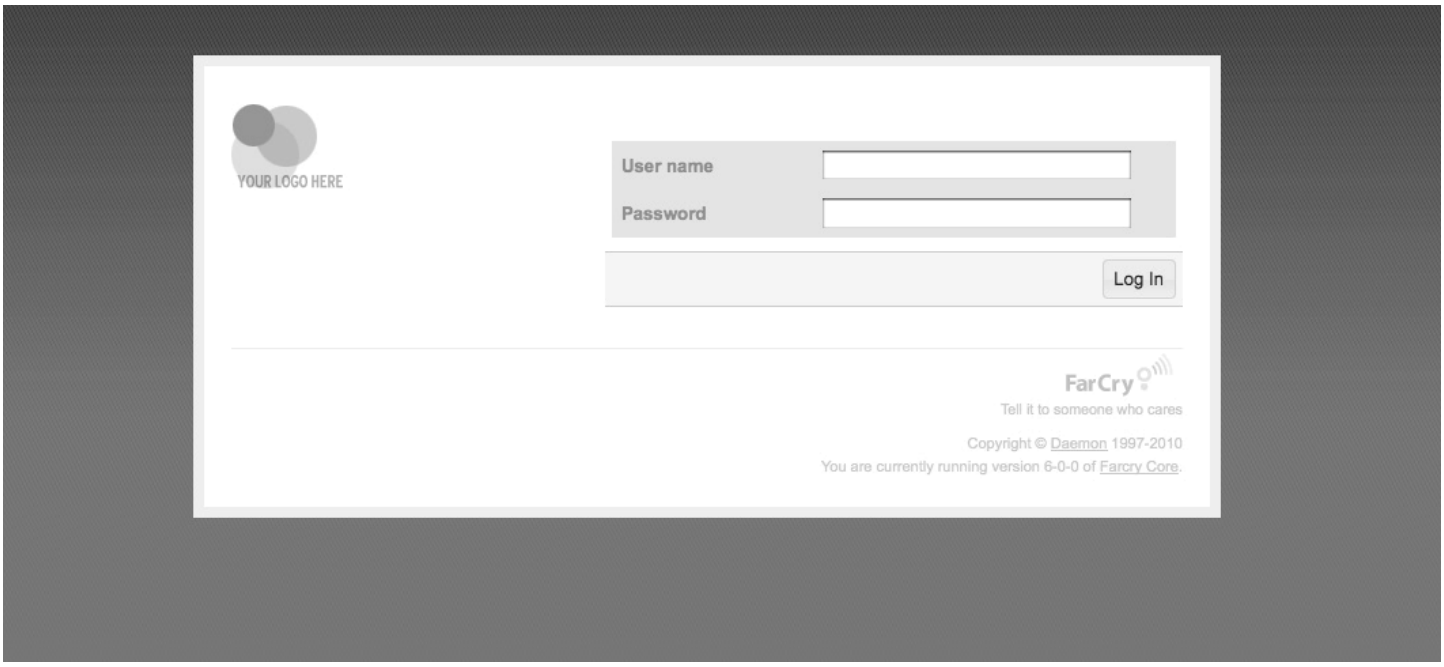
FarCry's tree view allows you to build a site, and then rearrange the structure by simply dragging and dropping pages, files, images and even whole branches to suit your requirements. Changes you make are instantly reflected (once approved) on the site without requiring time-consuming and costly technical expertise.

Once you have a basic site structure non-technical content contributors can quickly add to a company's Internet, Intranet or Extranet sites through the use of "wizards". These step-by-step processes are completely browser-based and available for all site management tasks including creating, updating, publishing, scheduling and analysing both location-specific and time-specific (dynamic) content.

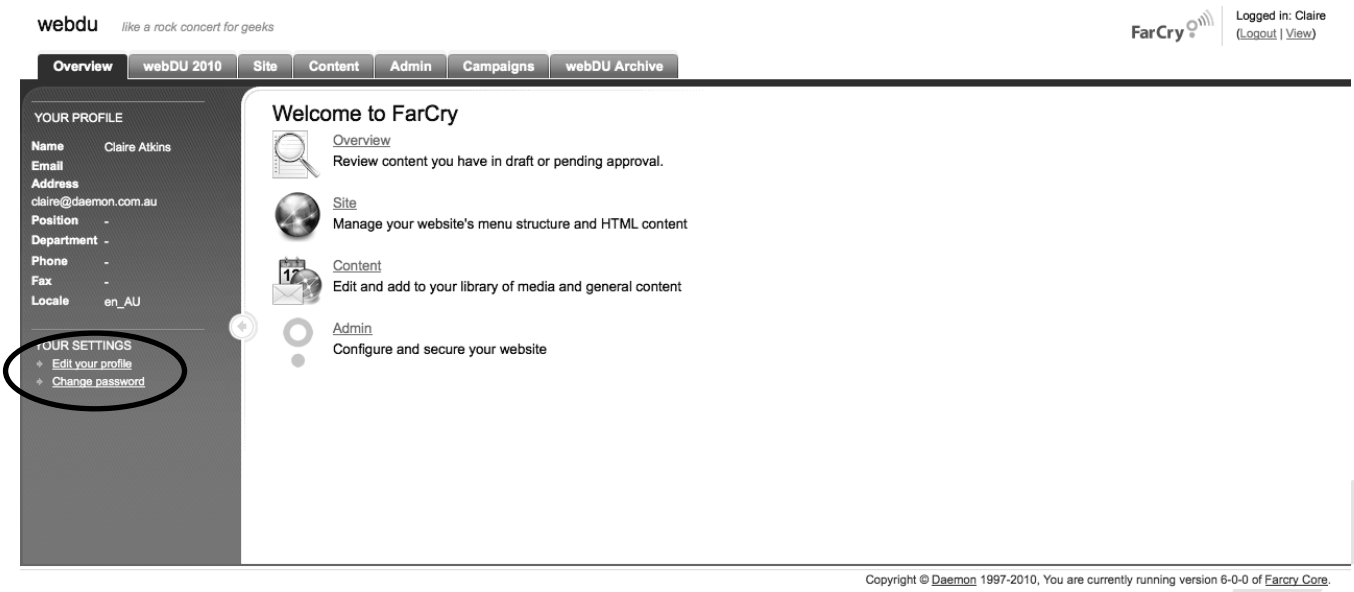
Adding new functionality is as simple as adding additional pre-built or custom-built content types which can include events, facts, polls, competitions, FAQs, plus many more (these types are built by developers by following the steps laid down on the FARCRY website). All custom content types utilise a consistent workflow and look-and-feel, meaning little or no retraining of users.

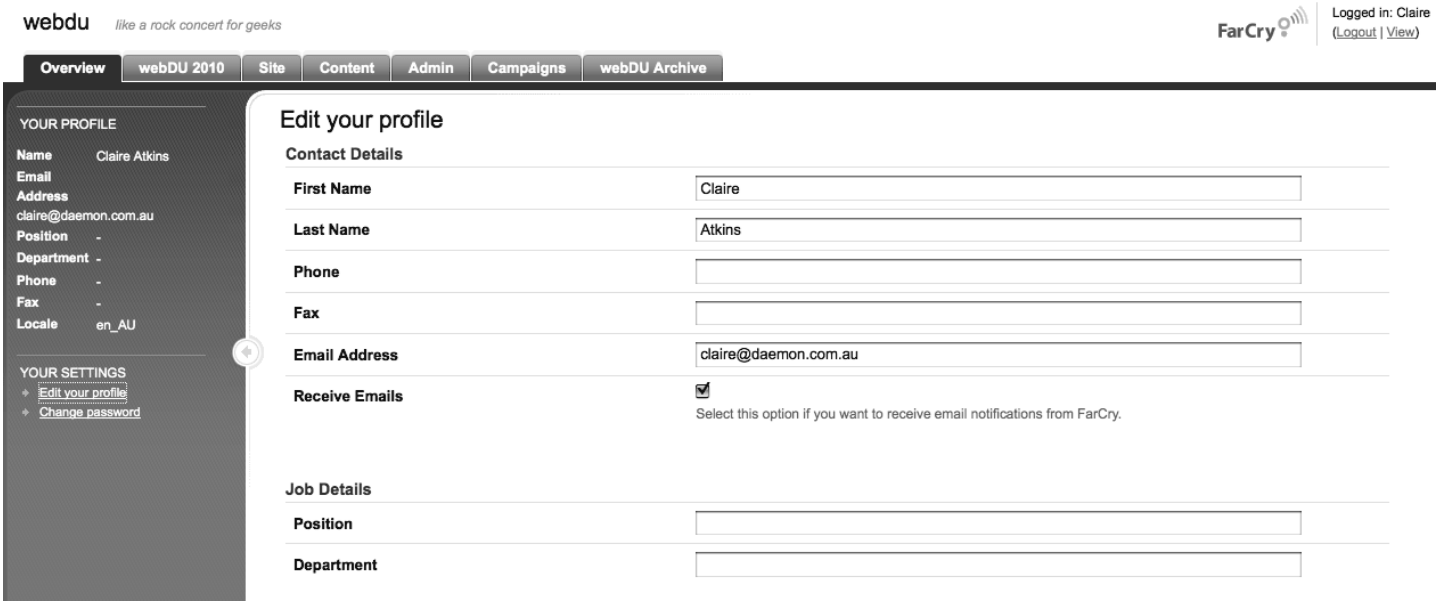
Walkthrough: Logging In

1. Logging into the FarCry Webtop and modifying our user profile details.
   Go to the webtop URL. Typically this is the website address with the suffix /webtop. For example, for a website with an address of http://community.daemonite.com/ this would be http://community.daemonite.com/webtop.



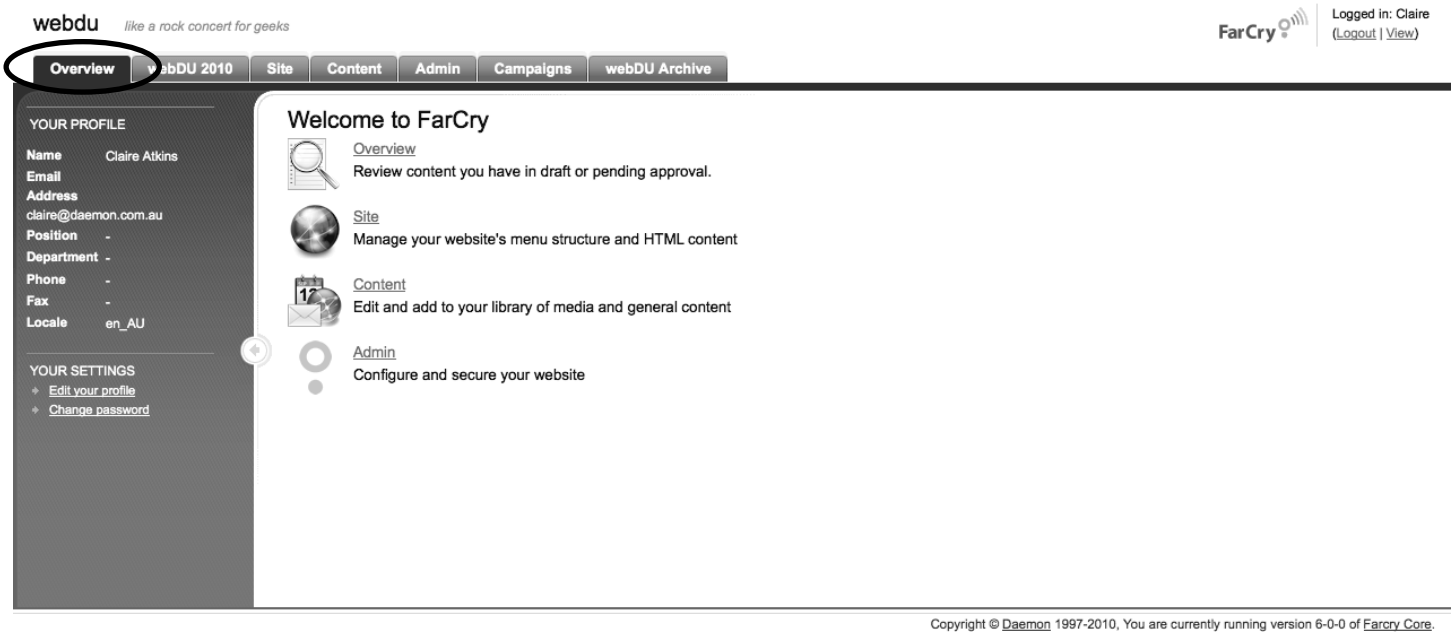
2. Note: if you repeatedly enter the wrong details you may be locked out of the system for a period of time. This is a security precaution.
3. Once you have logged in, locate the profile information on the left hand side of the screen. Select “edit your profile” and complete the details as required.





Lab: Exploring the FarCry Webtop

Login to FarCry and with your instructor explore the primary functional regions of the webtop by tab; overview, site, content and admin.



Overview

The overview area is unique to each user in the system. From here you can edit your personal profile, update your password, and review the current status of content under your control.

The first time you login to FarCry you will be prompted to update your user details. This is an important step as it will set your FarCry 'profile', which is essential for tracking things like who performed what action as well as receiving email notifications based on FarCry events.

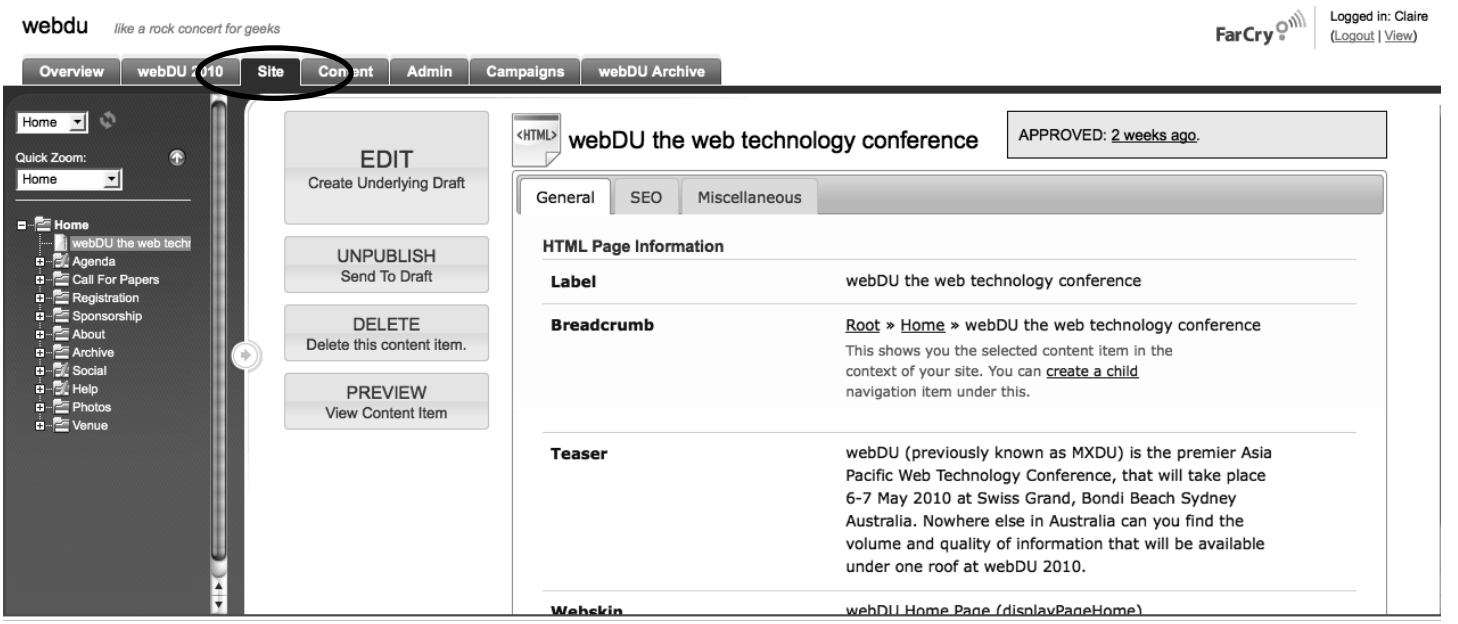
The left hand sidebar will display your details while you are on the Overview tab, and also allow a user to set their language of choice and change their password. The main content area of the Overview tab provides information on any content items the logged in user may be working on at the time including;

- Items pending approval (if the user has the appropriate permissions)
- Items that may be in draft
- Items that are locked

This area (as the name suggests) is a useful overview for each user to track which content they may be working on, and possibly action items that need to be addressed (e.g. approve or unlock content items).

Site

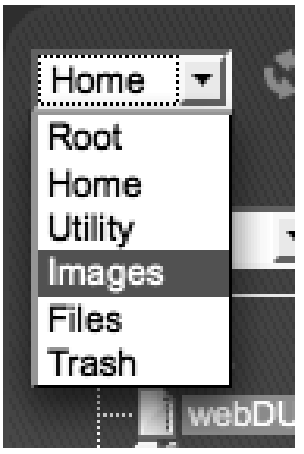
The site tab gives you an overall view of the information hierarchy of the web site. The site tree represents all the fixed-position content of the web site in one view. This area can be used to create edit and delete sections of the site. The tree also enables you to move branches of content to new locations, allowing you to reorganise the information hierarchy when you need to.



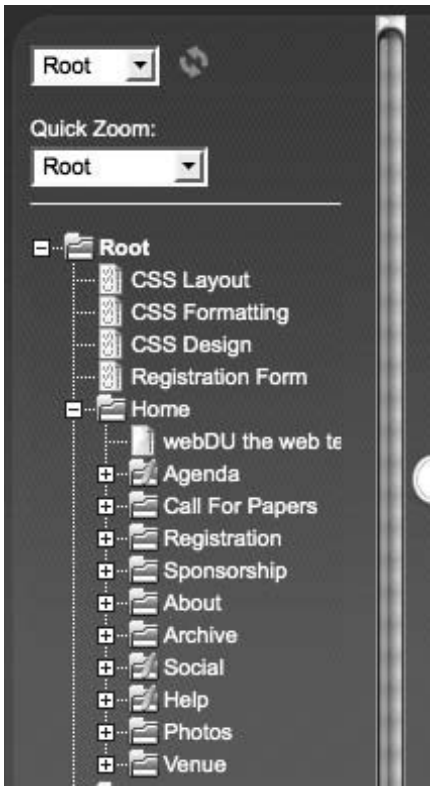
If you have appropriate permissions, you can also secure access to certain regions of the site to create private or "extranet" areas of the site accessible only to members.

The left hand sidebar displays site navigation or menu items as blue folders. Each folder represents an actual navigation menu a visitor would see on the website. As you might guess, you can easily group navigation items by creating a navigation folder within another navigation folder.

To make traversing easier for a contributor, FarCry automatically collapses all navigation folders when the Site tab first loads. Users can then expand the particular area they are interested in working on.



The top left of the sidebar provides shortcut functionality to other areas of the navigation hierarchy, particularly those areas which may rarely need to be accessed by a user.

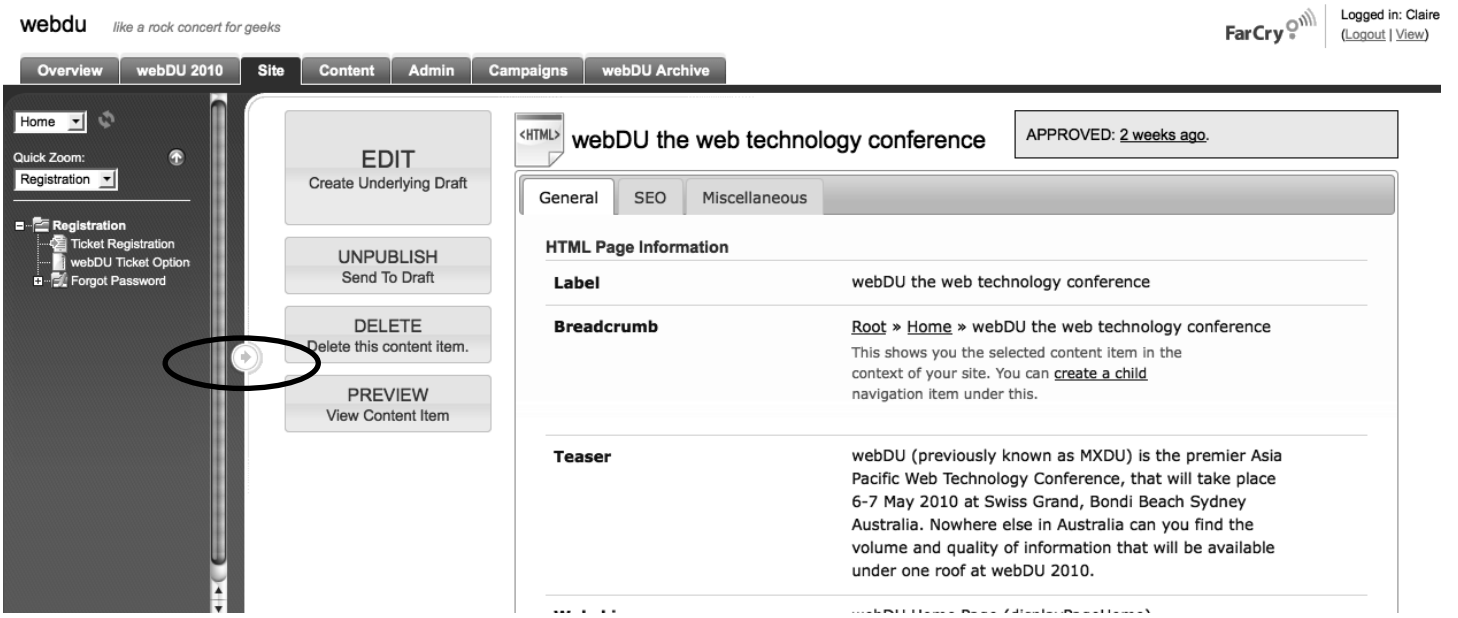


The first dropdown displays the primary navigation branches currently available for this website. The 'Website' or 'Root' is considered the highest point a user can go, from here users will have visibility over each and every navigation folder.

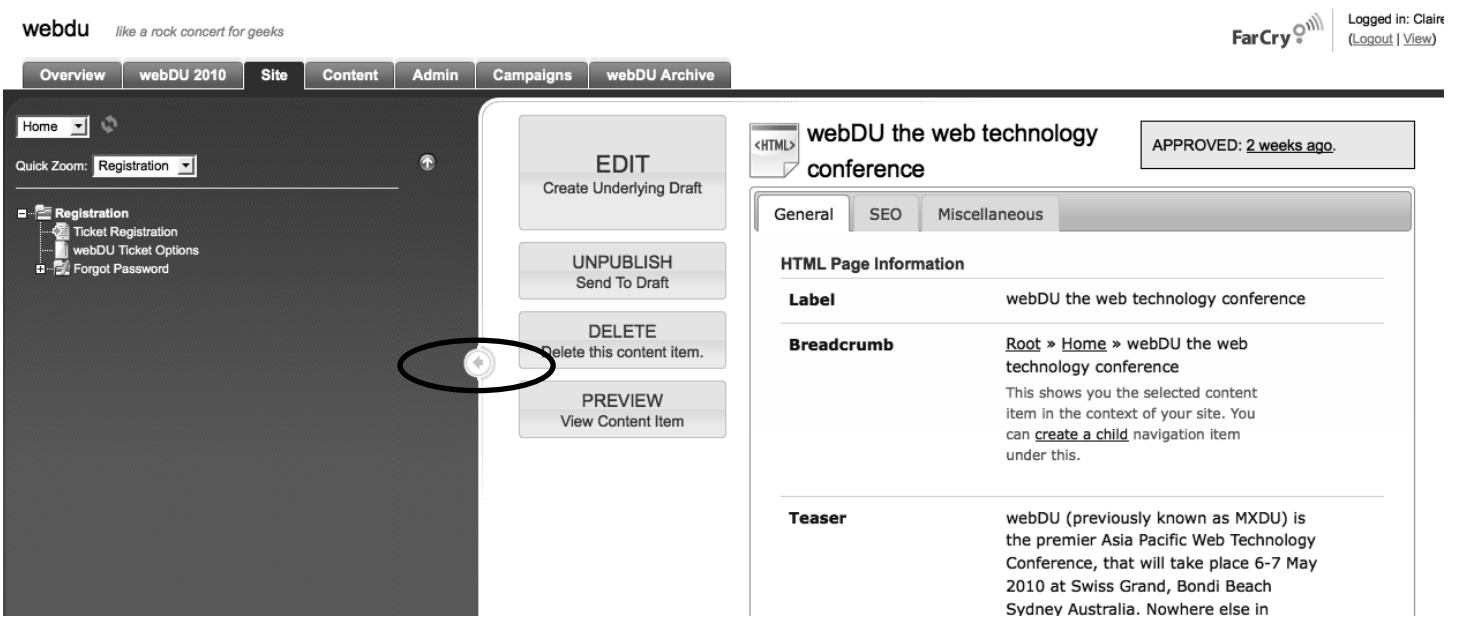
'Home' (which is the default starting point) is the area a contributor will spend most of their time as it represents the primary navigation of the website in question. Apart from the 'Home' section a contributor might visit the 'Utility' branch as this is often where items which sit in the page footer would be stored.

> **Note:** the 'Images' and 'Files' branches are deprecated and only visible for backwards compatibility with prior versions of FarCry.

The 'Quick Zoom' dropdown is a handy tool to use when you are working on a large site which may have a lot of navigation (and sub-navigation) nodes. Using the dropdown allows a user to 'zoom' in on a particular navigation node for display, effectively hiding any other nodes.



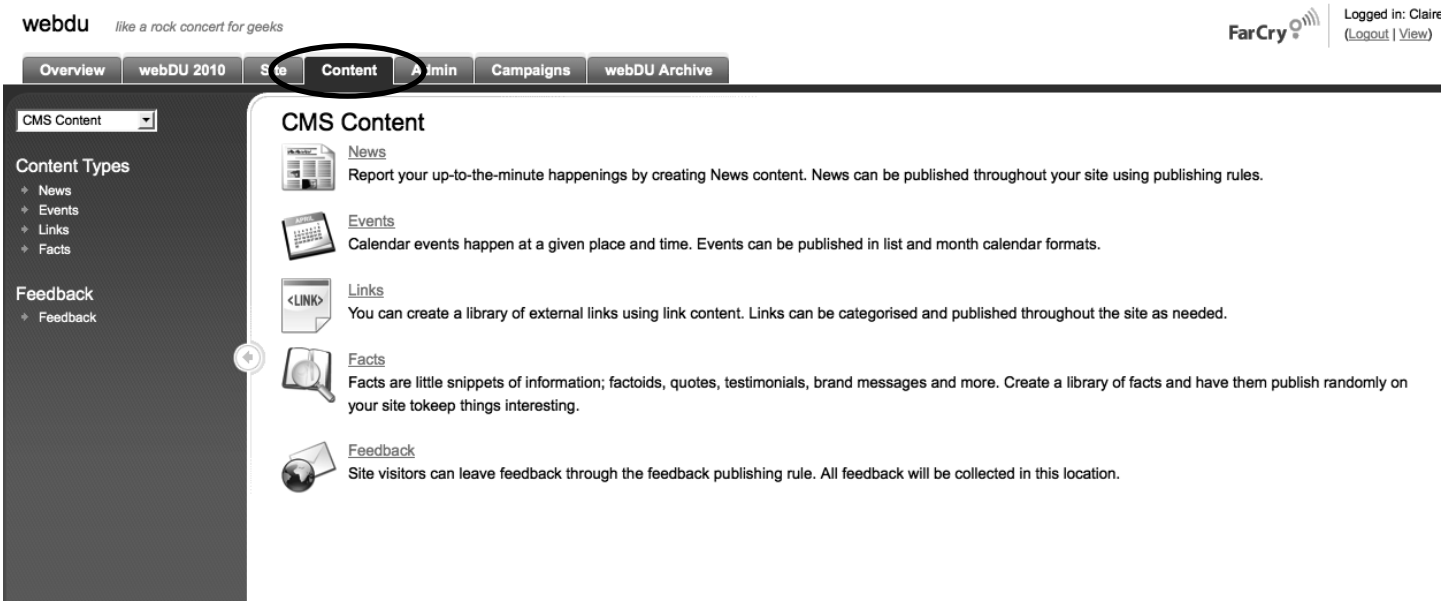
To move up a level (e.g. from 'Support' to 'Home') simply click the 'up' arrow to the right of the Quick Zoom drop-down. An important point to remember is that for nodes to appear in the Quick Zoom dropdown they must have a navigation alias. Another way to zoom (if a node doesn't have an alias) is to right click on a folder and choose 'Zoom in/Zoom out'.
Sometimes navigation headings may be quite long, or you may be working on a site where there are lots of sub-navigation items. In this case readability of the navigation might become harder.



In cases such as these you can click the right pointing arrow (halfway down the left sidebar) to expand the navigation section.
Clicking the arrow icon again will collapse the section.

Content

The content tab gives you access to what we call “dynamic content”. This is content that has no fixed position in the web site, but is published based on its publish date and categorisation; for example, News and Event information. In addition, there are a variety of content tools available for assisting in content creation; including a global media library and category tools.



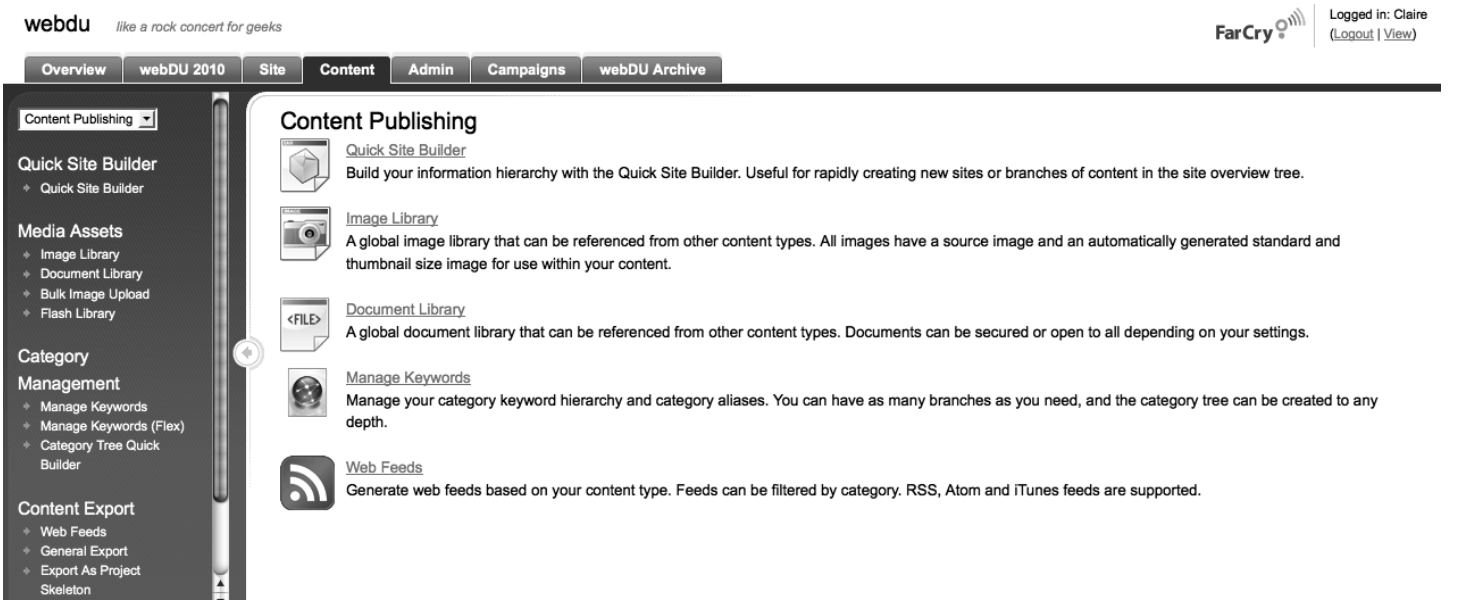
Functionality within the ‘Content’ tab is broken into different ‘sub-sections’ which are accessible via the dropdown box at the top of the sidebar. Users will see different options contained within the dropdown depending on their permissions, however all users will see:

1. CMS Content
2. Content Publishing

The ‘CMS Content’ area holds the following core content types:

- News
- Events
- Links
- Facts
- Feedback

The 'Content Publishing' area allows users to manage content such as images and files, like category management in a centralised location.

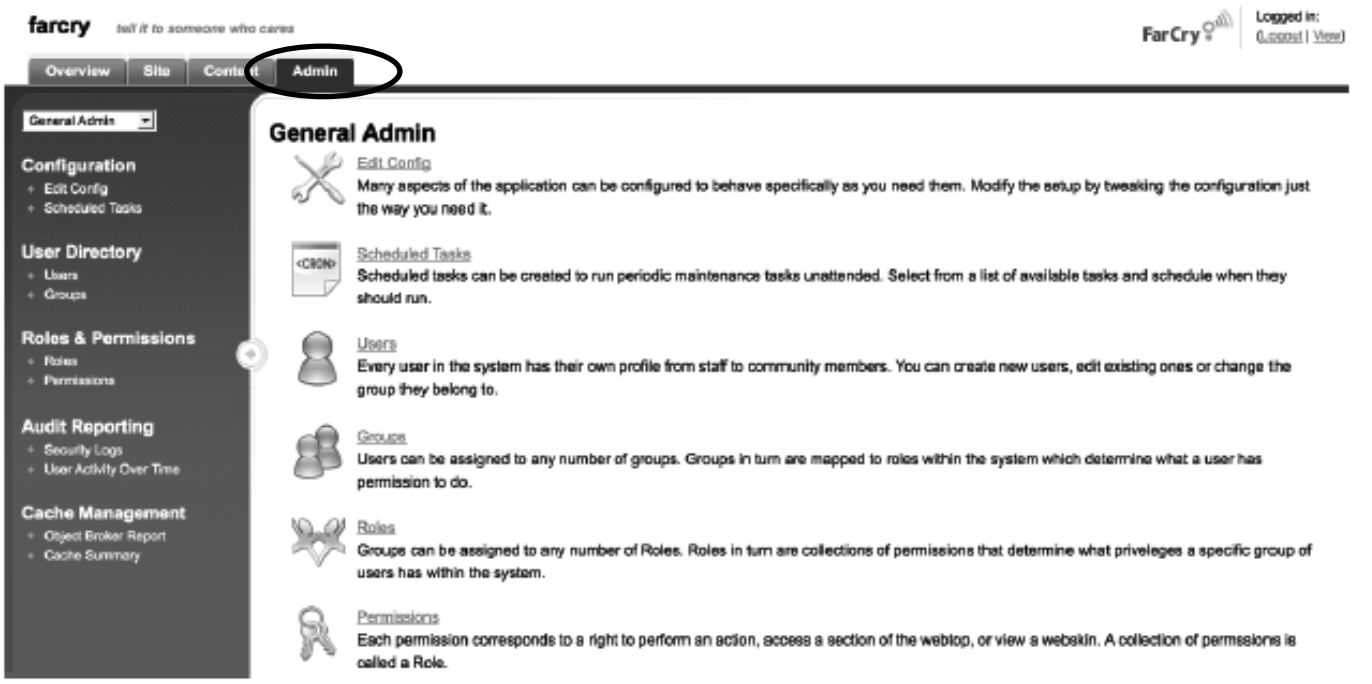


Admin

The Admin tab is typically out of bounds to most contributors. This area allows site administrators and developers to set various configuration options for the web site as a whole. For example;

- managing the free text search engine collections
- configuring the rich text editor
- deploying custom extensions to FarCry
- managing content cache
- setting and resetting Friendly URLs

The General Admin sub section is primarily used for managing FarCry "users" and their permissions in the system.



Unit 2
Site Tree

Overview of Site Tree

The site tree corresponds to the information hierarchy of the whole website including the navigation and layout. The navigation folder is a fundamental building block of the site tree. Each folder represents a section in the website. The folder label corresponds to the menu label in your navigation structures within the website design. Clicking on a menu item in the web site displays the content sitting under the folder in the site tree.

Draft pages and navigation (indicated by a pencil) are not shown on the live site until they have been approved.

Examining the site tree context menu

Whenever you 'right click' on an item in the sidebar, a context menu will appear providing functional options for a contributor.

The options available will be different depending on the content type a user 'right clicks' on (e.g. a navigation node or HTML page).

The context menu for a navigation node will contain:

- edit
- copy
- cut
- preview
- move
- create
- status
- permissions
- properties
- delete
- send to trash
- zoom

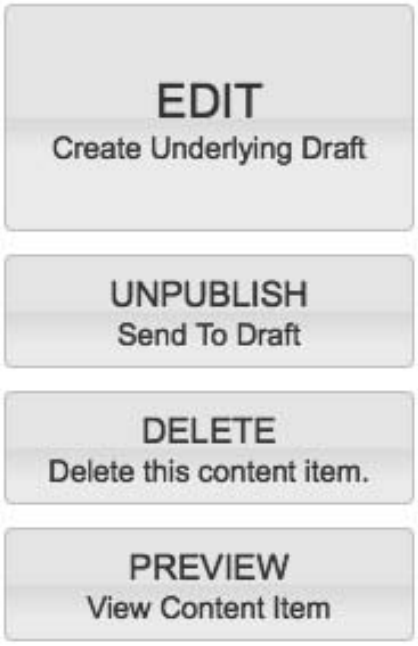
The 'copy' and 'cut' options allow contributors to copy or move a navigation node (and any children it may contain) to another part of the site tree.

Create allows a contributor to 'create' a new content type underneath the current navigation node.

Status allows contributors to set the 'status' of the item, enabling a user to send and object to draft or approve (or request approval of) an item.

'Delete' and 'send to trash' are similar options; both will remove a navigation node from the site. However where delete will permanently remove the item, 'send to trash' will move the item to a separate area called 'Trash' where it can be later recovered. Kind of like the recycle bin in Windows.

It is worth noting that some of the same options in the context menu will be available from the main section of the screen, particularly for editing the current content item.



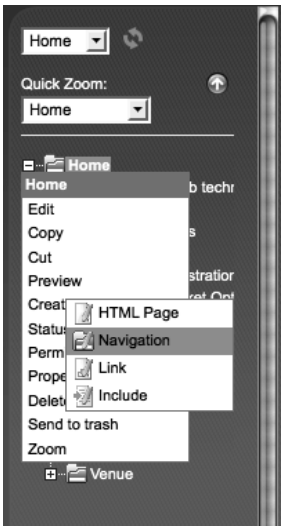
Creating New Content

Navigation folders can hold a variety of different content types depending on the set up of your specific website. It is very common for navigation folders to each hold a single HTML content item. In this scenario, the folder corresponds to the navigation menu label and the HTML content item represents the actual page of content.

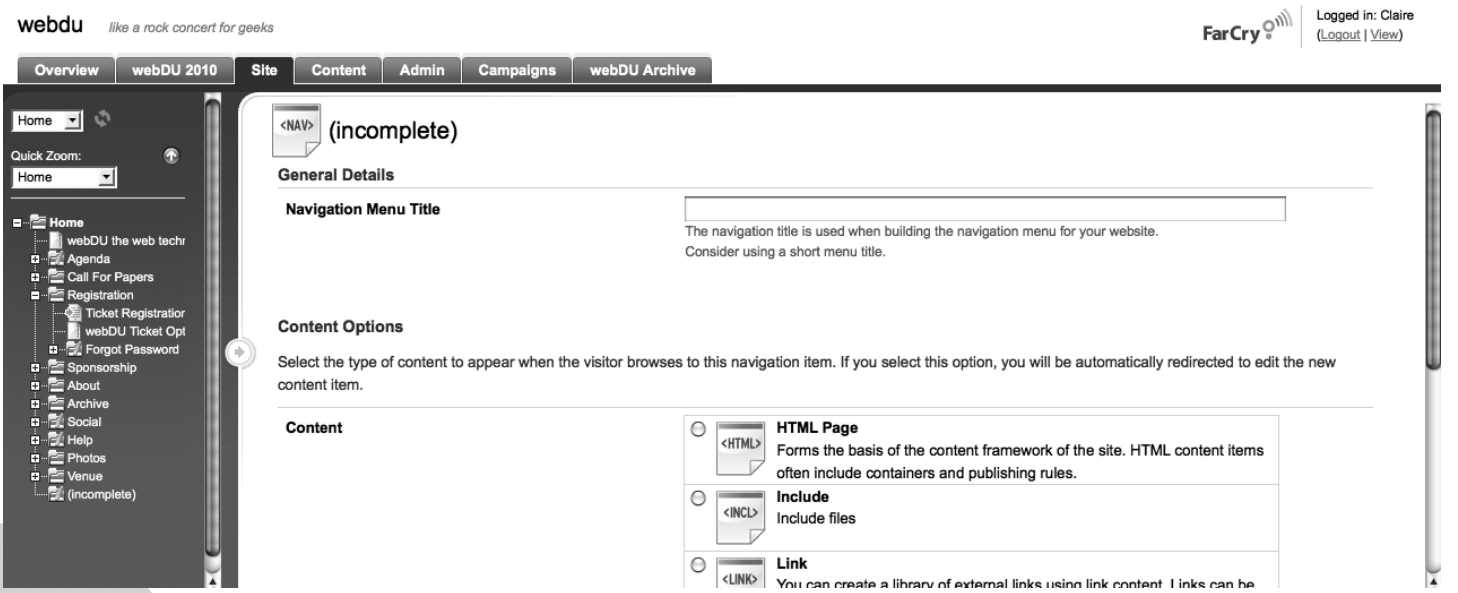
Note: If you place multiple HTML content items under a single navigation folder then only the first one will actually have a specific navigation reference. This would be desirable if you have a multi-page article but generally you should stick to one folder and one html page. This only applies to those whose configuration of the FarCry application allows this.

Walkthrough: Creating a Folder & HTML Page

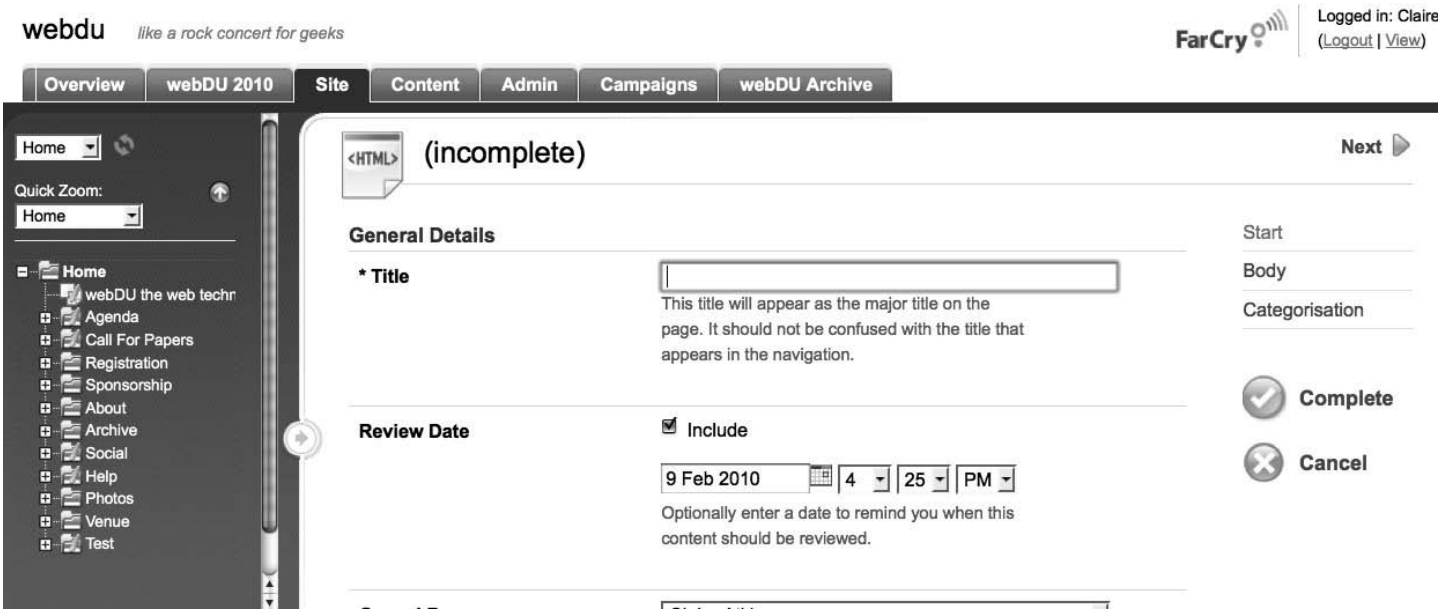
To create a HTML page a NAVIGATION page needs to be created first.
Click on the SITE tab
Using the site tree (on the left side of the screen) right click on the “Home” folder, go to CREATE and from the drop down menu that appears select NAVIGATION.



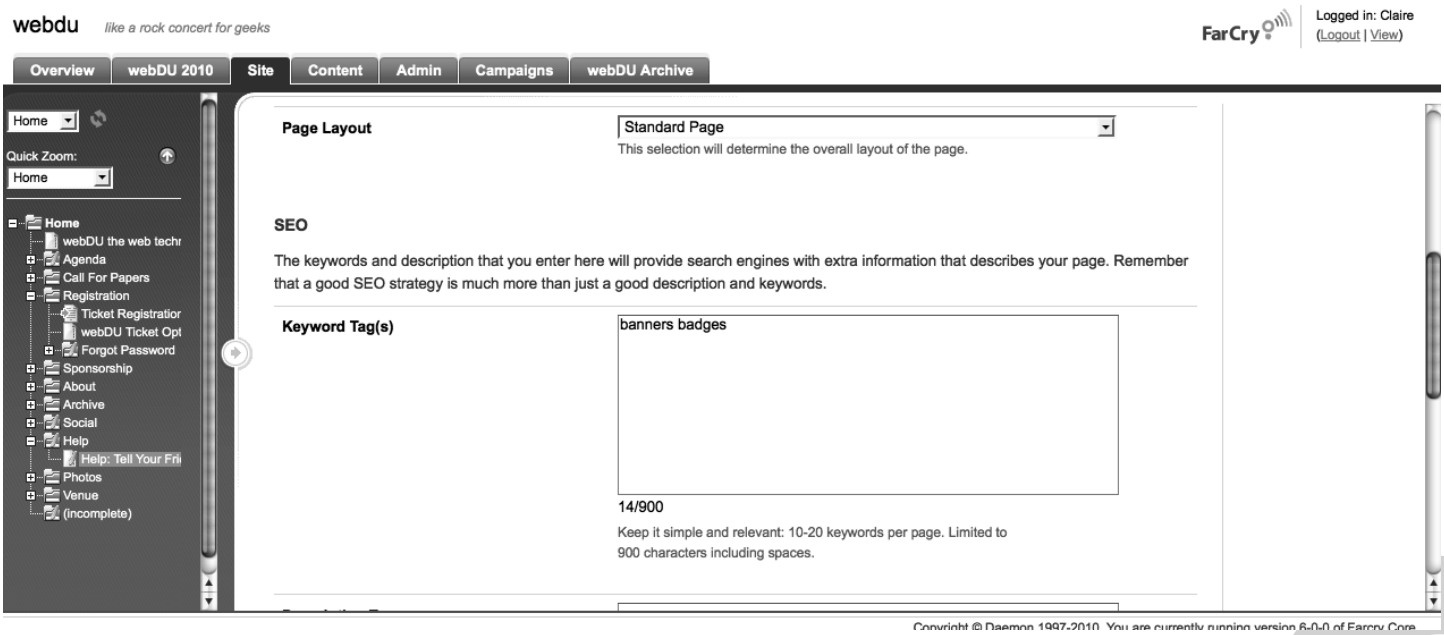
Name the Navigation page in the TITLE field and then click save.



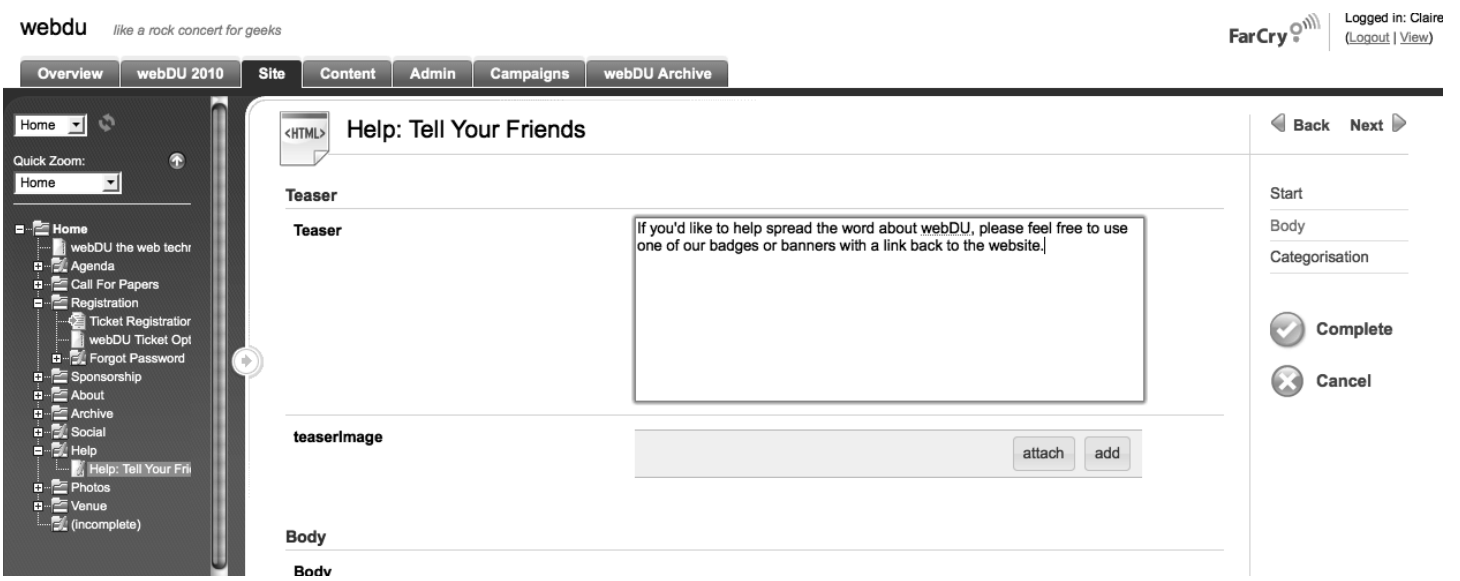
- As soon as you save the navigation folder a wizard for your HTML page should start.



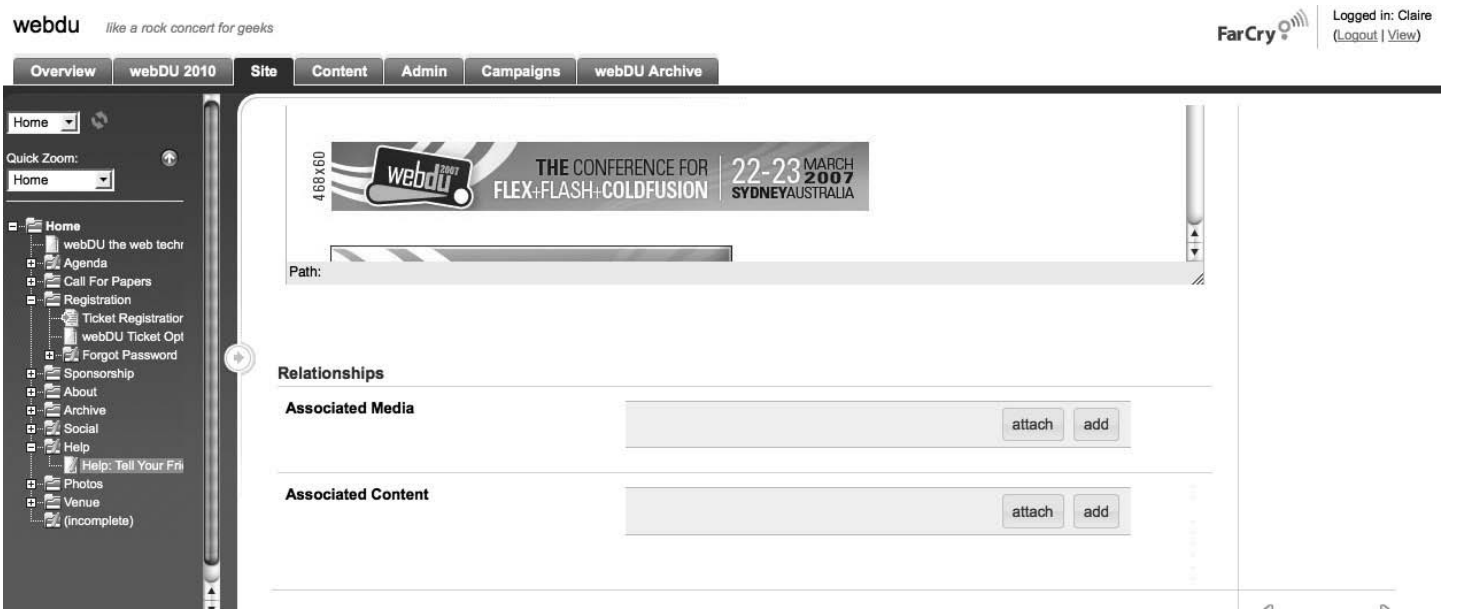
- Enter the page name in the TITLE field.
- Select the CONTENT OWNER.
- Select the display page that you need in the PAGE LAYOUT field.
- Enter any keywords that are associated with this page in the KEYWORDS field.
- Ignore the Imagery section for now, as hard as that may be, we'll look at these later.
- Once all fields are completed on this page, click on NEXT (note that this will save any data currently entered).



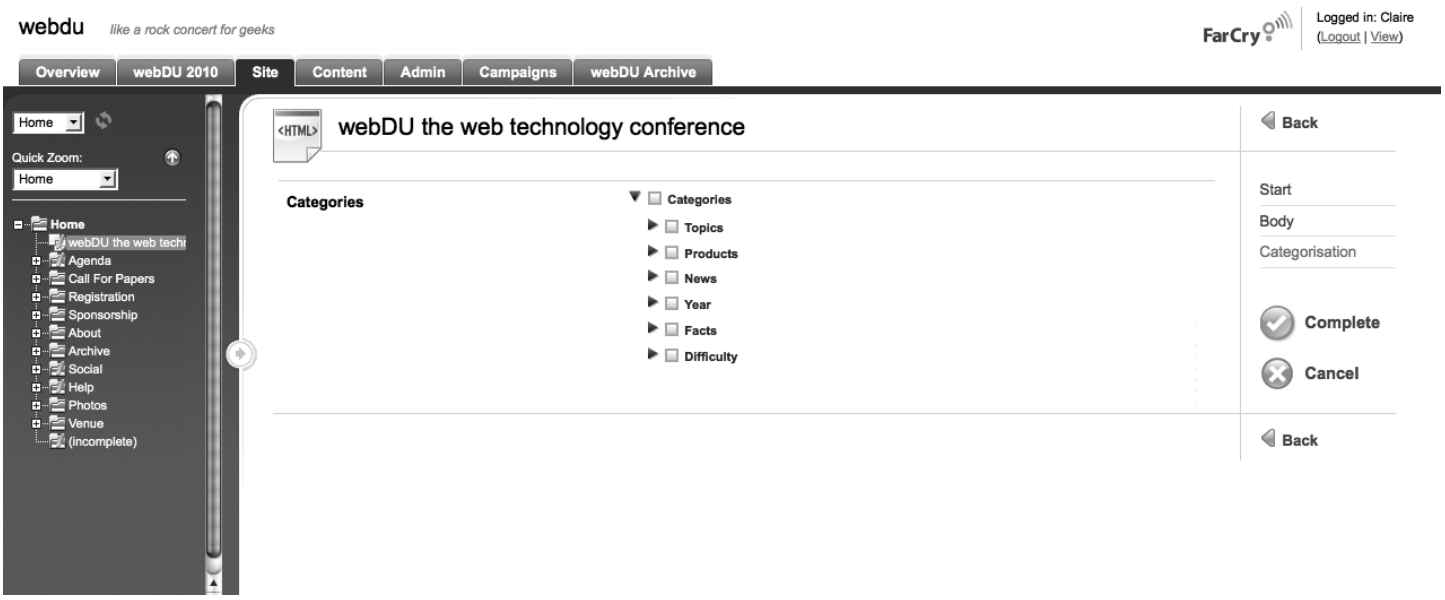
- Enter the text for the teaser in the TEASER TEXT area.
- Enter the body text for this page including the formatting required.



- To associate related content with this page you may choose to attach 'related' content items



- Once all fields have been completed on this page click on NEXT.
- Check the box(s) that relate to the categories this page belongs to if applicable.
- Once all fields are completed on this page click on COMPLETE.



Congratulations! Your HTML page has now been created.

Summary

What you just did when creating the HTML page, was use the FarCry wizard. The wizard is a multistep process a contributor can operate to create and edit a FarCry content item.

HTML pages traditionally have 4 steps:
1. Start
2. Body
3. Related Content
4. Categories

The 'Start' step holds page overview information such as the page title (for display in FarCry), the page owner and the display method or 'template'. The 'Body' step holds all main content of the HTML page, complete with an optional teaser area for custom page summaries.

'Related' will hold any other content items which may have a business rule relationship to the current HTML page. For example if the HTML page was a product, a related item might be a 'how to' on how to use the product.

And lastly 'Categories' offer an extremely important yet simple addition to any content item, the ability to categorise or 'tag' content with a specific keyword. This can be beneficial when a contributor wishes to find or output similar content, or just categorise the content. Categories are created and edited in the 'Content' tab.

Web Pages: What goes into them?

This is probably a good time to introduce some web specific concepts when it comes to editing content. The most important thing to realise is that the web is not a word processor and that your options for formatting are more limited. Secondly, depending on how your web site is configured your "look and feel" may be dictated by a global style sheet.

Our recommendation is to follow a "less is more" approach. Try to format your content as little as possible. Let the overall design of the site dictate how the content will look. Don't try and do too much in terms of formatting and concentrate on the substance of the content. The content management system and the web site design should take care of the rest. That said; let's explore some of the options available to you as a contributor.

HTML (HyperText Markup Language)

In contrast to programs such as Microsoft Word, which combine text and images in the one file, web pages are simply text documents with links and references to other files, which may be html, image, video, audio, text or animation. Consequently, it can be a little fiddlier getting all of these things to gel into the one location.
FarCry tries to assist in this area by managing images, files and other resources separately and then bringing them all together at the right time. We'll learn more about images and files management in a later unit.

Colours

If you were to look at the code for any given page you'd notice that the colours are expressed in a value that probably makes no sense. This is a hexadecimal representation of the colour that the browser can interpret. When deciding on colours, keep in mind general readability and possible problems for colour-blind users as well as consistency with site design.

Also, bear in mind that although changing text and background colours may be straightforward, many web site style guides forbid the use of colour changes within content. Instead they insist that you use a "style" which can be globally changed when needed.

Text

To maintain consistency the fonts that you choose for your content need to be also installed on the viewer's computer. There is only a small sub set of fonts commonly available to all web browsers and so this is why web designers typically restrict font styles for a website to a general font type like Verdana, Arial, or perhaps Times New Roman.

FarCry uses cascading style sheets (CSS), a separate linked text file that is a neat and effective way of describing text and other format elements. Typically it is considered very bad practice to attempt to dictate font styles outside of the style sheet. This makes life easy for the contributor – just go with whatever font appears.
Beware of special characters such as &, ", #: to display correctly, they need to be inserted with a special code called an 'HTML entity'. Word processors have a notorious habit of adding all kinds of special characters to your content that will not necessarily display correctly on your web page.

Tip: A good piece of advice if you find yourself copy and pasting content from something like Word. Make sure you remove all the formatting before you paste the content. This can be done quite easily by cutting and pasting into Notepad (Start Menu, > All Programs > Accessories > Notepad) first, before transferring the content to your web page.
In your html editor, hitting "Enter" creates a new paragraph, while "Shift+Enter" creates a single carriage return.

Tables

Tables are used for representing tabular data. They have also been used to provide additional layout and formatting of pages, however, this approach to content layout is not best practice. Tables are made up of cells, columns and rows. They can be merged and divided to create complicated arrangements of elements.

This is a simple table made up of eight cells, two rows and four columns.

Images

Images use GIF, JPEG (JPG) or PNG formats.

GIFs support transparency for a particular selected colour. A completely transparent gif can be created as a spacer element useful for layouts. GIF is a good format for images with large areas of flat colour and/or illustrative work Animated GIFs can be used to provide movement to a page, but they should not be over-used.

JPEGs are best suited for photographs, and images with colour gradients. PNGs are a relatively new image format and can be used for both photographic and flat colour style of images. Less browsers support the display of these images, but these days they are perfectly acceptable to all but the oldest installations.

Although your rich text editor may allow resizing of the image within the editor you should **never** do this. Images should be created at the required dimensions that they will use within the layout of the web page. By creating an image with the correct size for its use on the page, the user does not have to download extra kilobytes and the image will not be distorted by the browser attempting to resize the image on the fly.

Flash & Video

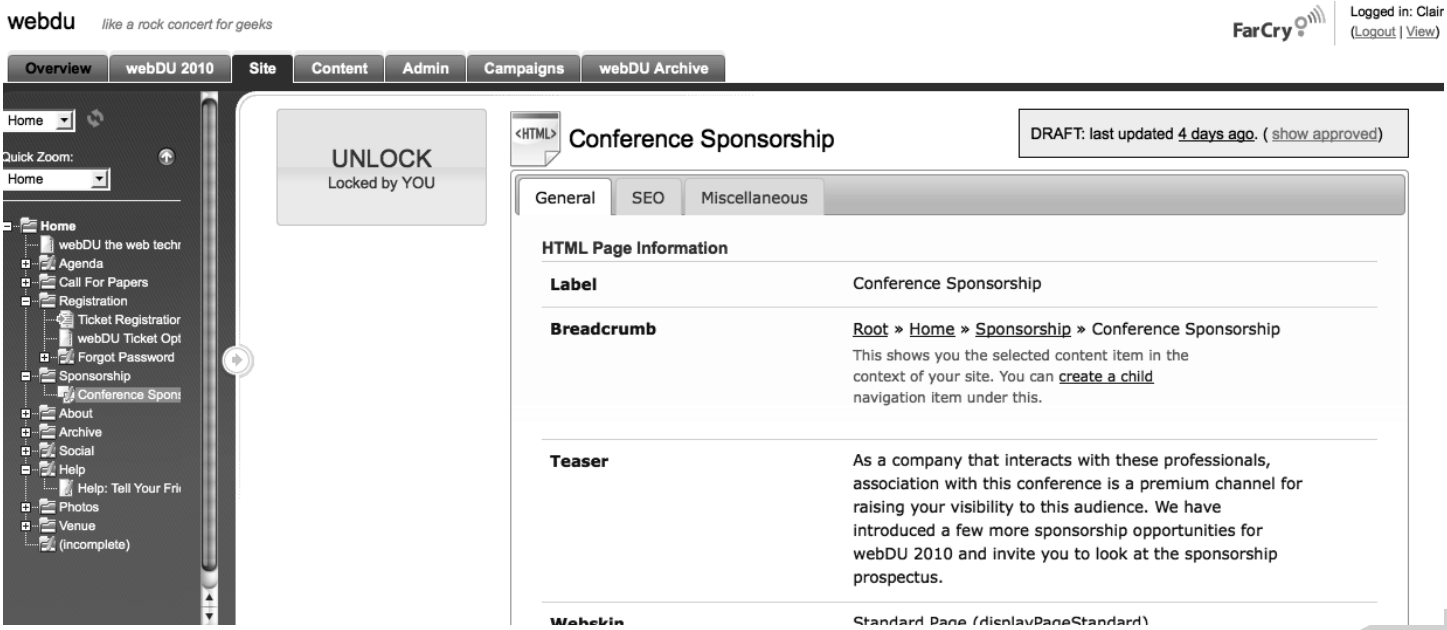
Flash is a vector animation format developed for the web. It can supply great graphics, movement, video and sound at relatively low download rates. Flash, QuickTime, Real Video and Media Player videos can be downloaded to play or stream from a web site.
Although it's possible to use these media elements within a FarCry web site, we do not cover this type of content within this course.

Content Locking

When you are editing a content item it's obviously important that another contributor doesn't accidentally overwrite the work that you are doing. To help prevent this from happening FarCry implements content locking for content items. A "content lock" prevents other users from modifying the content item that you are currently working on.

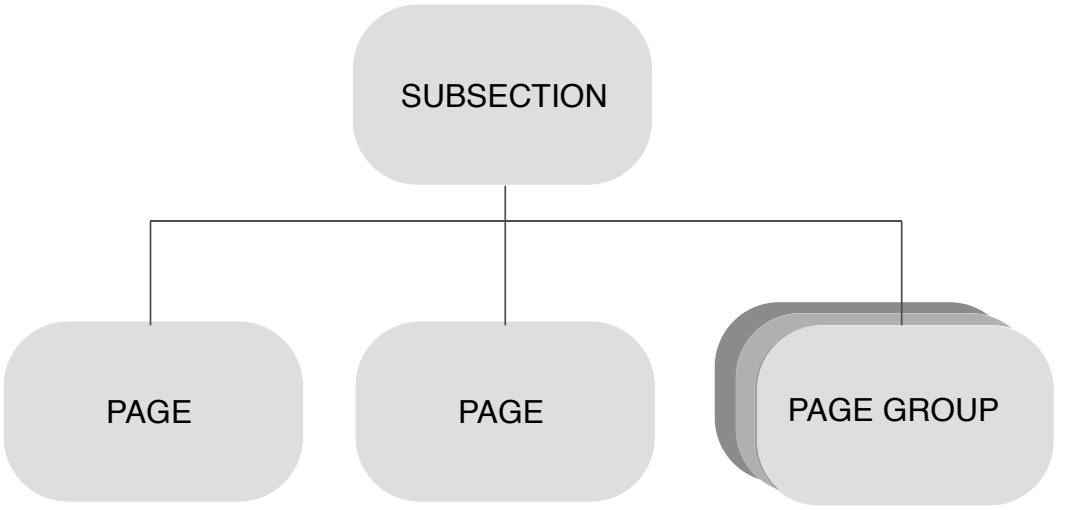
A content lock is automatically created whenever you begin editing a content item. The lock is released as soon as you hit "save" or "cancel" from the editing wizard or form.

Remember that you can see a summary of all items you may have locked from the 'Overview' tab



Lab: Creating a Sub Section

In this lab you will need to create a small subsection of pages.



General Steps:

- First create a navigation folder within your section of the site
- Underneath this new folder create an HTML page (remember only one HTML content item per folder)
- Preview the page within the web site to make sure things are looking correct
- Repeat these steps until you have created the subsection of the site as shown

Content:

It's always good to practice with some real content. If you don't have any available you can always use the "lorem ipsum" site to generate some random Latin content for your pages (http://www.lipsum.com/).

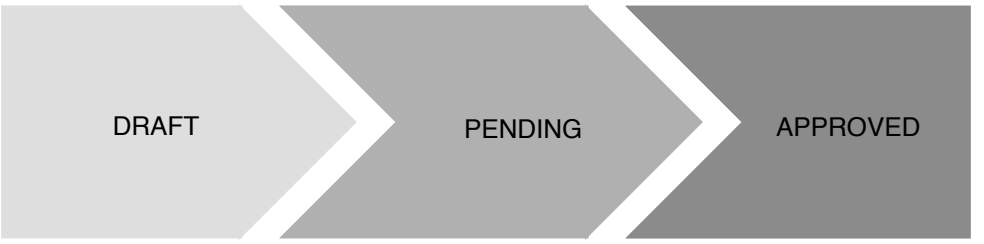
Challenge:

Once you have created your pages, experiment with the formatting options available in the "Rich Text Editor" that comes with your installation. Remember we'll be looking at images and files a little bit later on in the course.

Unit 3
Workflow

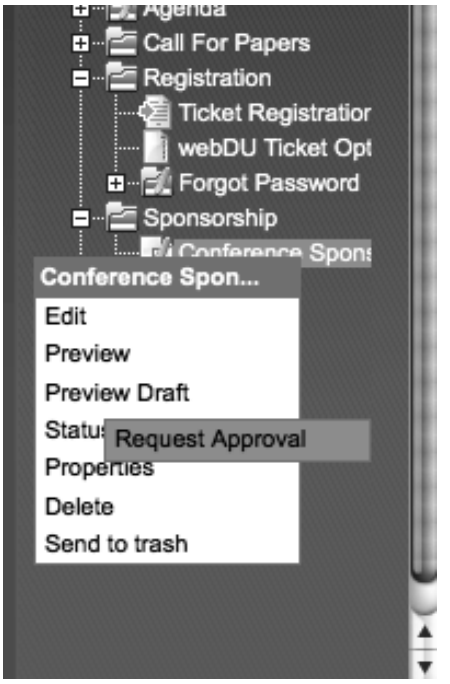
FarCry Workflow

Most FarCry content types have a simple workflow plan attached to them. When content is first created it is in DRAFT. Contributors can request content be sent live, changing the status of the content item to PENDING. Users with the appropriate privileges can then approve or decline content as required. Only APPROVED content is visible on the website to the general public.

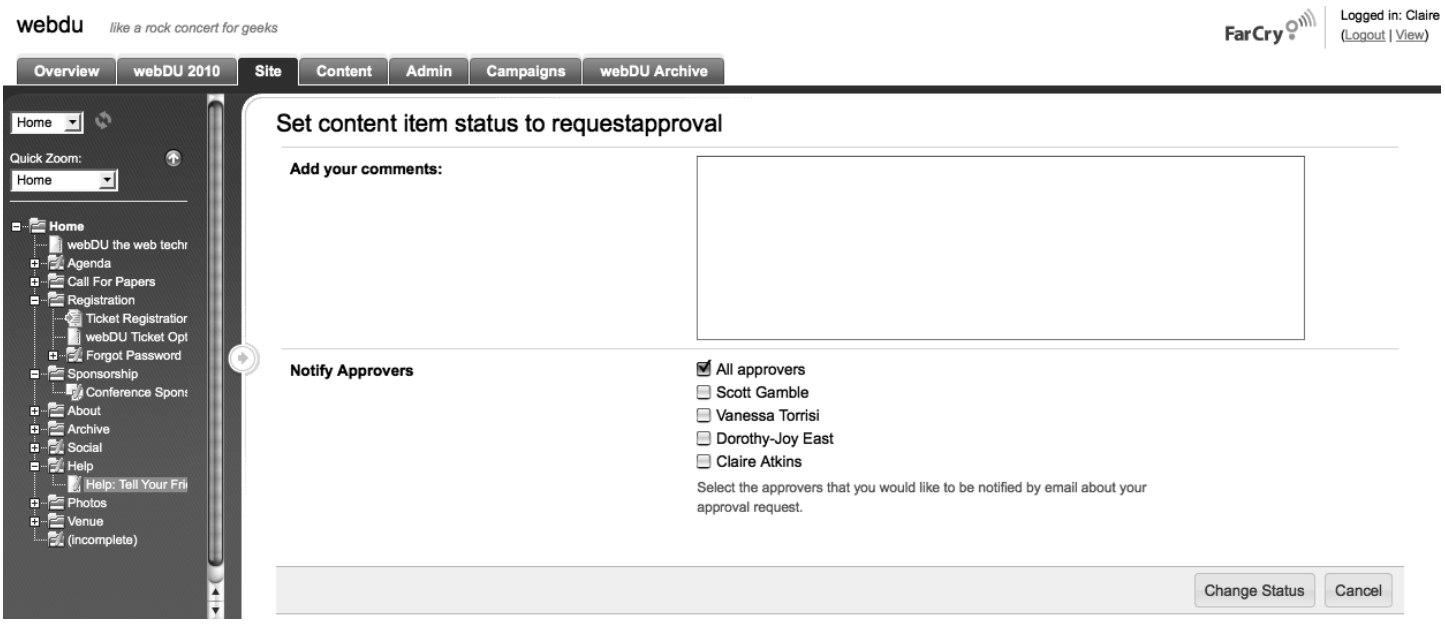


Requesting Approval

In the site tree, DRAFT content is indicated by an icon with a little pencil. Right mouse clicking on the content item will give you the option to send the content for approval. Note: If you have the appropriate permissions, you may be able to bypass the workflow and approve the content yourself.



Once you request approval you'll be asked to comment and select the individual approvers you'd like to consider your request. The default is all approvers.



The list of approvers available depends on how your system is configured but essentially follows these rules for the approver:

- Has permission to approve the section of the site and content type
- Has an email set in their profile
- Has elected to receive approval emails

Regardless of their settings, all approvers will see the content item pending approval when they next login to FarCry.

Approving Multiple Content Items

Approving a navigation folder will always approve any underlying content at the same time. That's just the underlying content and **not** the underlying navigation folders.

Approving a branch will attempt to approve the entire branch of content in one fell swoop. This is a great way of sending an entire subsection live at once.

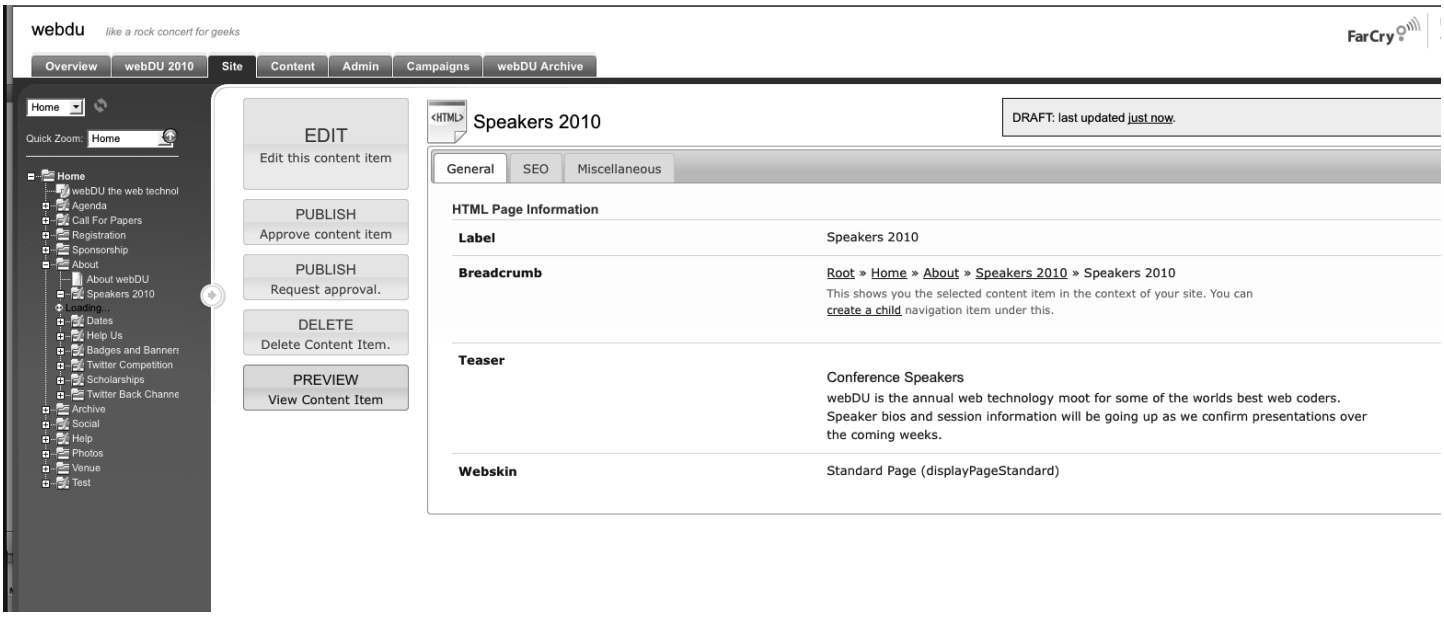
Walkthrough: Approving Content

We're going to practice requesting approval for content and actually approving content for the web site.

1. Right mouse click on your draft subsection or branch
2. Go to Status then Request Approval for Branch from the menu
3. Make a comment and select any relevant approvers
4. Note that the content item's status has changed
5. If you have the relevant permissions, approve your content by right-clicking again, going to Status and then Approve Branch (alternatively, you can Send to Live in the right-hand side menu)
6. Otherwise ask your instructor to approve your content

Editing Approved Content

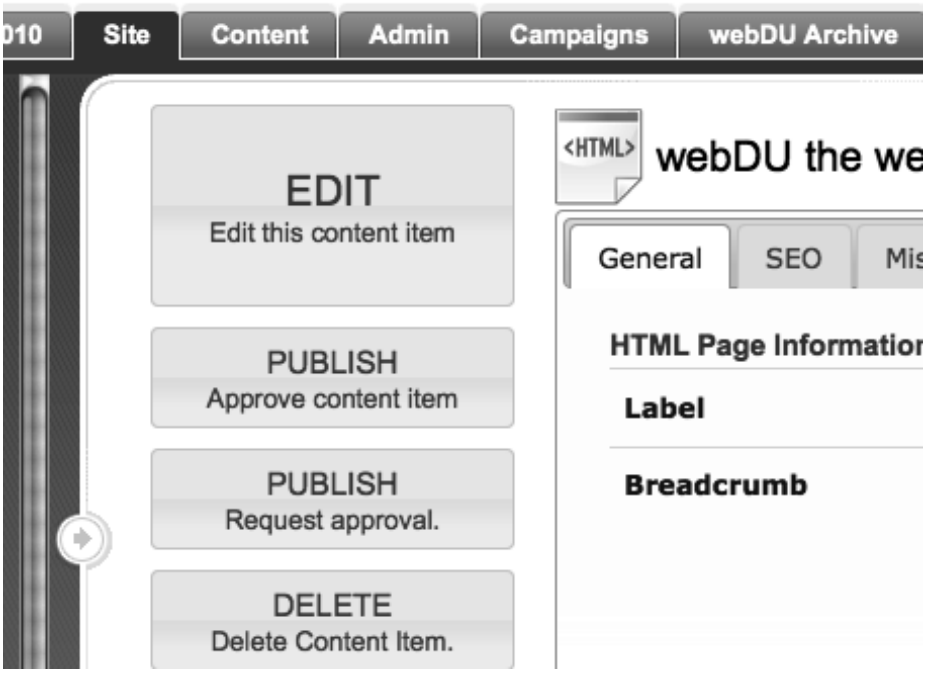
Once a content item is approved and on the web site we still want to be able to go through an approval process for changes without removing the current content from the site. FarCry manages this by allowing you to create an underlying DRAFT item.



Once you have finished editing your underlying draft content you can request approval and approve this content item in the same way. When the draft item finally goes live, the current live content item is archived and replaced by your content changes. FarCry stores this archived content just in case you need to roll-back to an earlier version of the content item.

Lab: Editing Live Content

In this lab you will create an editable draft version of a live content item.

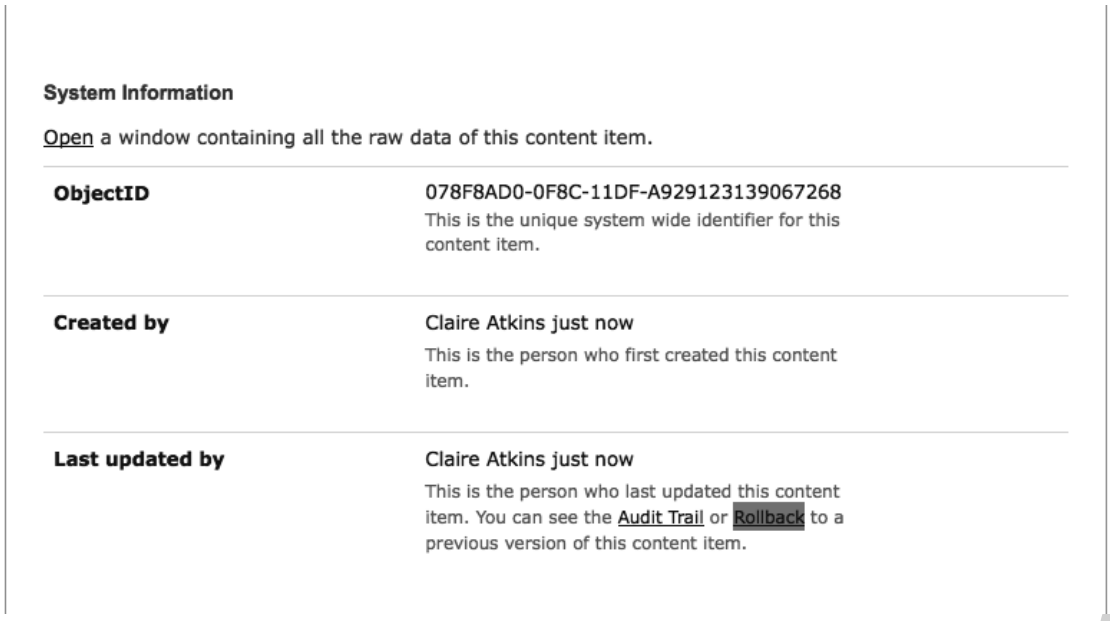


General Steps:

- Select one of the HTML content items in your subsection
- Create an editable draft version of the content item by clicking on "Edit: Create Underlying Draft"
- Make some visible changes to the content
- Preview the draft content on the web site
- Approve the content

Challenge:

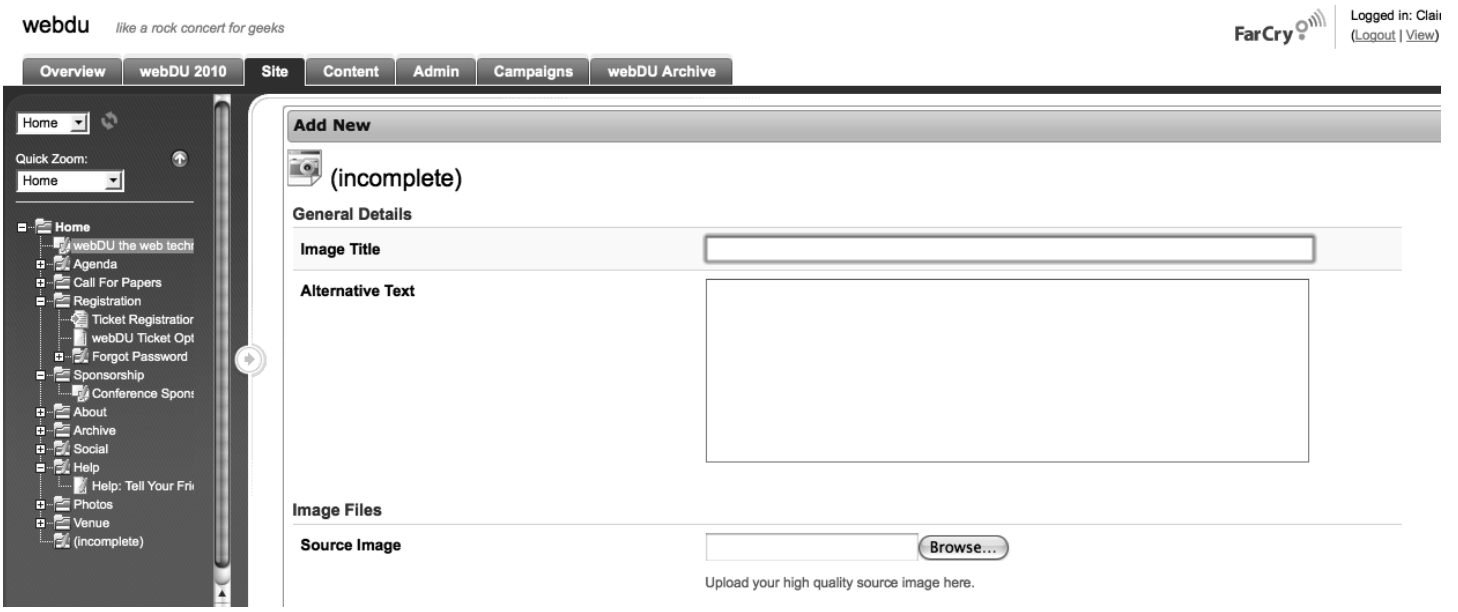
If you have time, try rolling back to an earlier version of your content by using the Archive and rollback utility. The archive can be accessed under the Miscellaneous tab on the right-hand side.



(example from Daemon.com.au)

Unit 4
Media Library

When editing most content types, contributors have access to a central image and file library. Images can be selected from the image library if they are both shared and approved. Images can also be uploaded to the library within the content item wizard to be used within the body of your content.

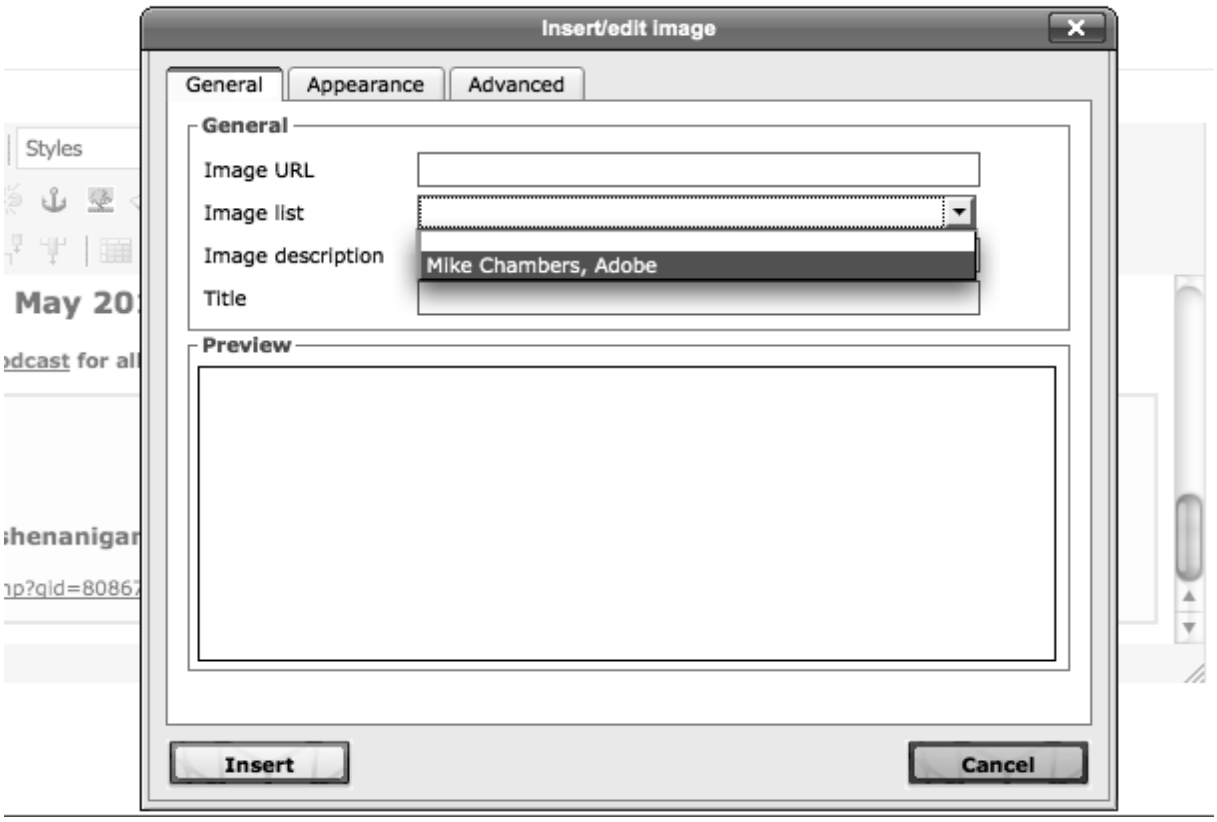


Walkthrough: Adding an image to an HTML page.

In this walkthrough we're going to add an image to a HTML content item:

- Create an editable draft version of an existing HTML content item
- From the BODY step, open the image library pop-up under "Relationships - Associated Media"
- Fill in the relevant details such as Image Title.
- Choose a Source Image
- Click Save.
- The image should now be associated to the page.
- Add the image to your body by clicking on the 'Insert/edit Image' icon in the Rich Text Editor.

- In the pop-up that appears, select the associated image from Image List
- Add the image by clicking Insert.

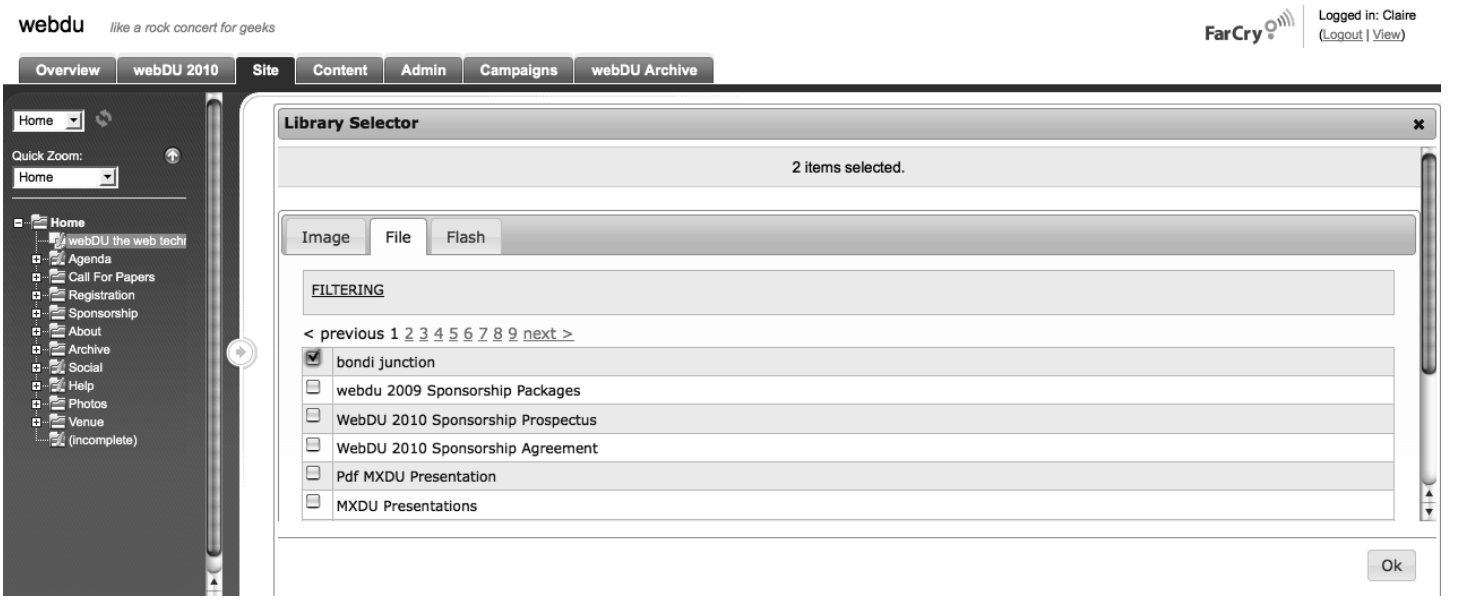


Discuss the use of templates that have fixed positions for images as compared to embedding image content within the body property.

Walkthrough: File library

Demonstrate the file library and compare the functionality to the image library.

1. Create an editable draft version of an existing HTML content item
2. From the BODY step, open the file library pop-up under “Relationships – Associated Media”
3. Create a new file by choosing the ADD NEW tab on the file popup
4. Add the file to the library, make sure it is selected and then close the popup
5. Add the file to your body by clicking on the ‘Related Object Content Templates’ (or FarCry) icon in the Rich Text Editor.



6. Choose the File tab and select the now-associated file, its template and then hit preview (you must preview first!).
7. Press the Insert button.

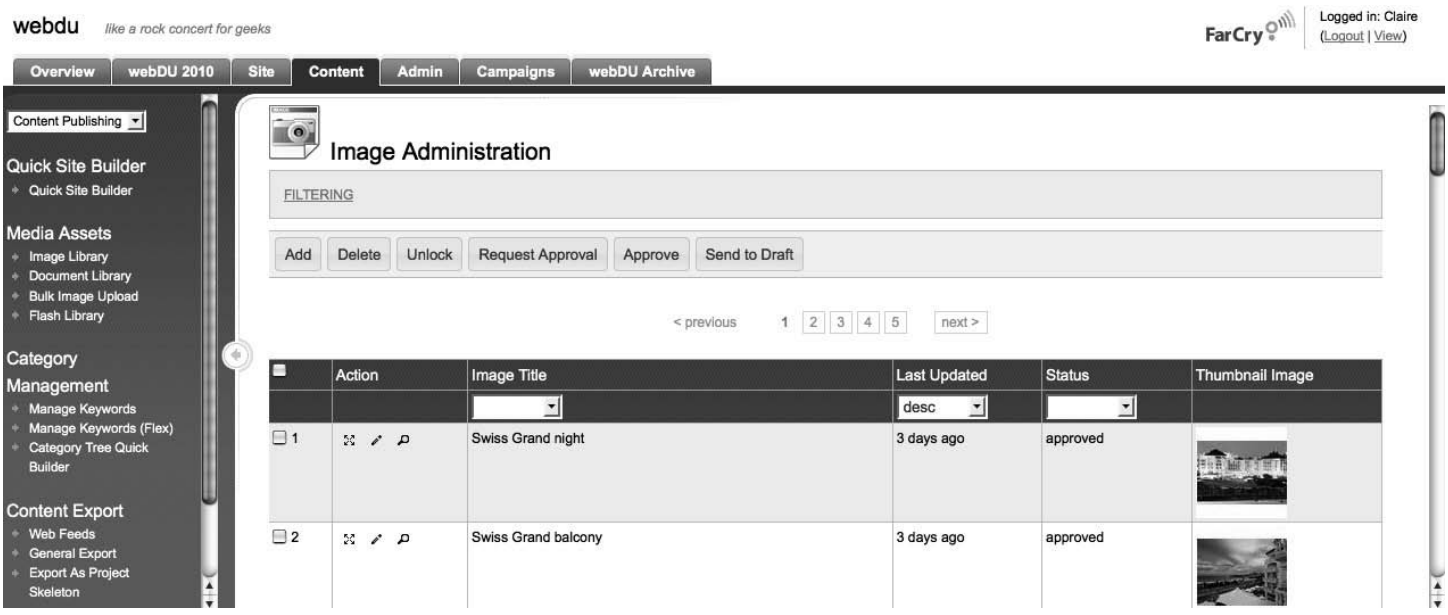
Discuss the difference between the 'Related Object Content Template' (let's just call it the FarCry icon,

for the love of all that is holy) and the standard Insert/edit Image button. You will see that you have a greater breadth of options with the latter, but only for images.

Of course you don't need to upload an asset every time you need to attach one to a page. You can first use the media library to upload and describe all images or files before hand, and then simply choose the file you want from the first tab of the image/file popup.

Media Assets

The media assets section under the Content tab – Content Publishing subsection - is an alternative location to centrally manage media content. All media items are located here regardless of where they were originally uploaded from.



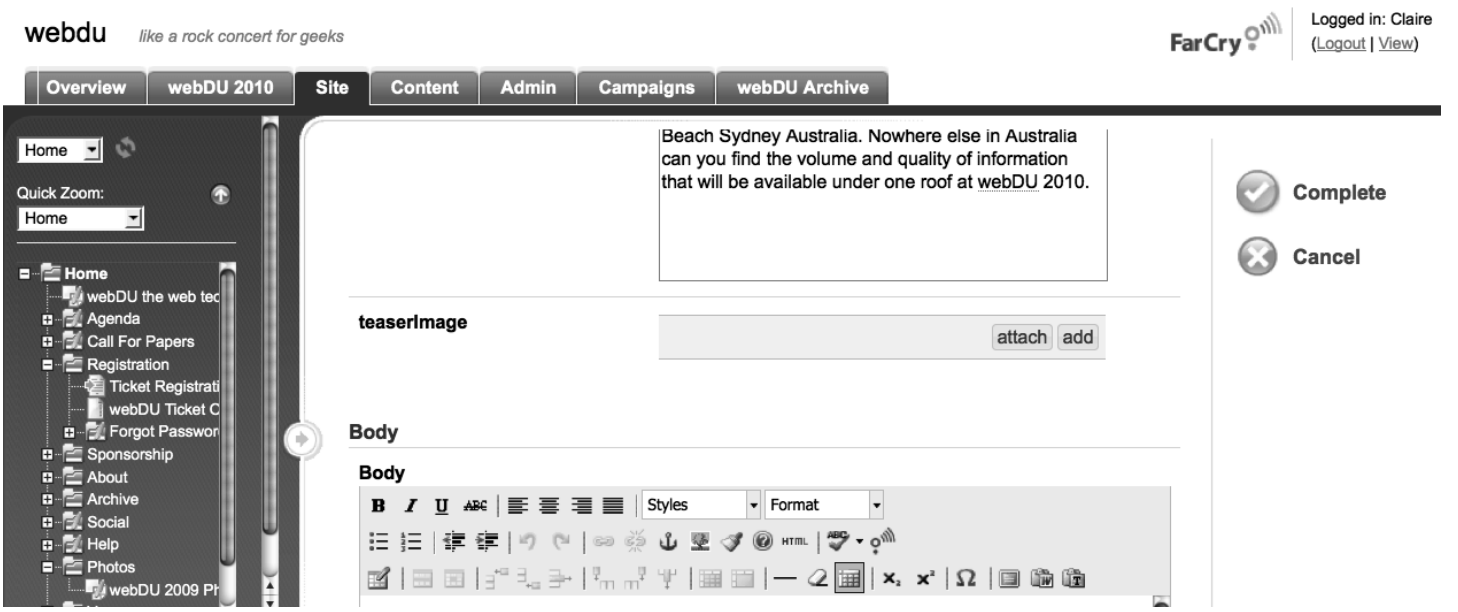
It is possible to place content inline from an external URL using the Rich Text Editor, however it is generally better to use the Library as it provides more consistency.
For example, the external source could delete or move the image, whereas using the Library means that any changes made are carried through to the pages that use the image.

Lab: Inserting Images from the Image Library

In this lab you will create an editable draft version of a live content item, and insert images uploaded by a colleague into the content item.

General Steps:

- Go to the Image Library.
- Locate your colleague's image. Make sure the images are approved before proceeding.
- Go to the Site section of the webtop
- Select one of the HTML content items in your subsection
- Create an editable draft version of the content item

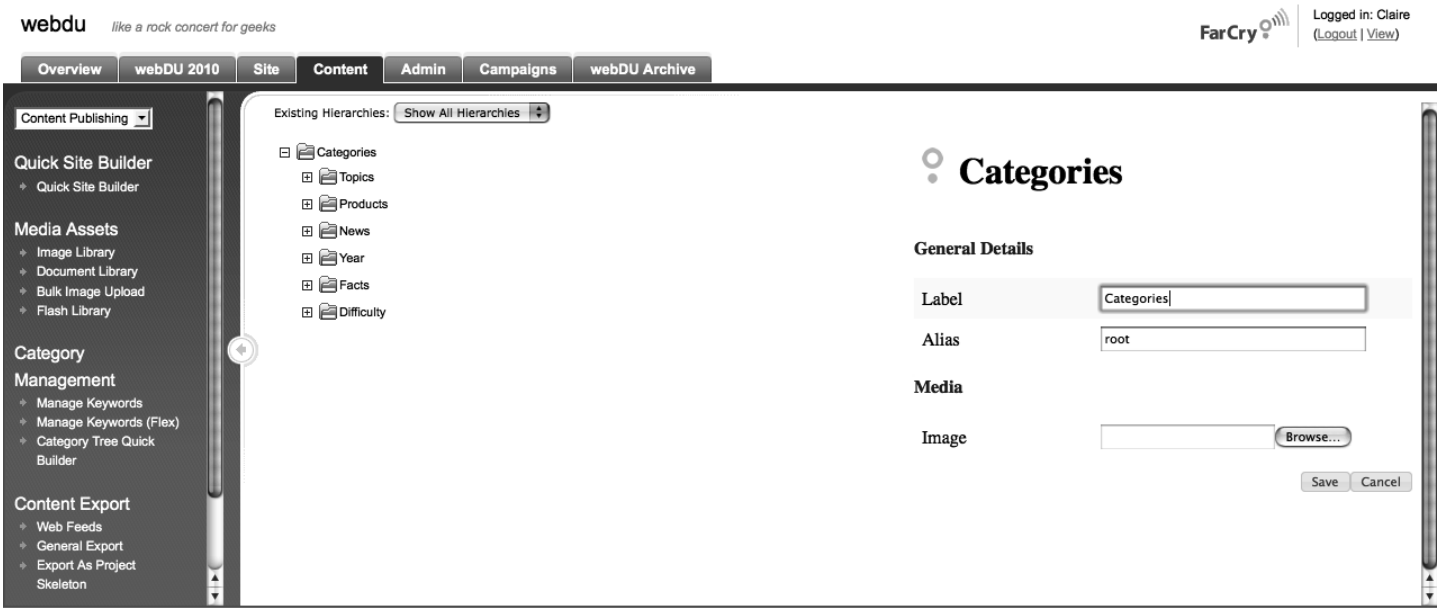


- Go to the body step of the wizard
- Relate/associate the image to the page using the steps covered above.
- Insert the image into the body content of your page
- Preview the draft content on the web site

Unit 5
Dynamic Content

Category Management

FarCry allows you to set up a category tree to better organise content, with whatever category names (keywords in FarCry 6.0) you deem appropriate. These categories can then be made available to contributors to classify all the different content types in the FarCry system.



Walkthrough: Set up keywords

With your instructor; set up some keywords for categorisation.

- Select the Content tab
- Switch to the Content Publisher sub-section
- Select Manage Keywords
- Review the current keyword hierarchy with your instructor.
- If anything needs to be changed, right-click on the relevant category to move, delete or insert a new category.

Tip: You might like to try your luck with the Category Tree Quick Builder utility. This enables contributors to add a lot of category items all at once. Very useful if you are just starting out!

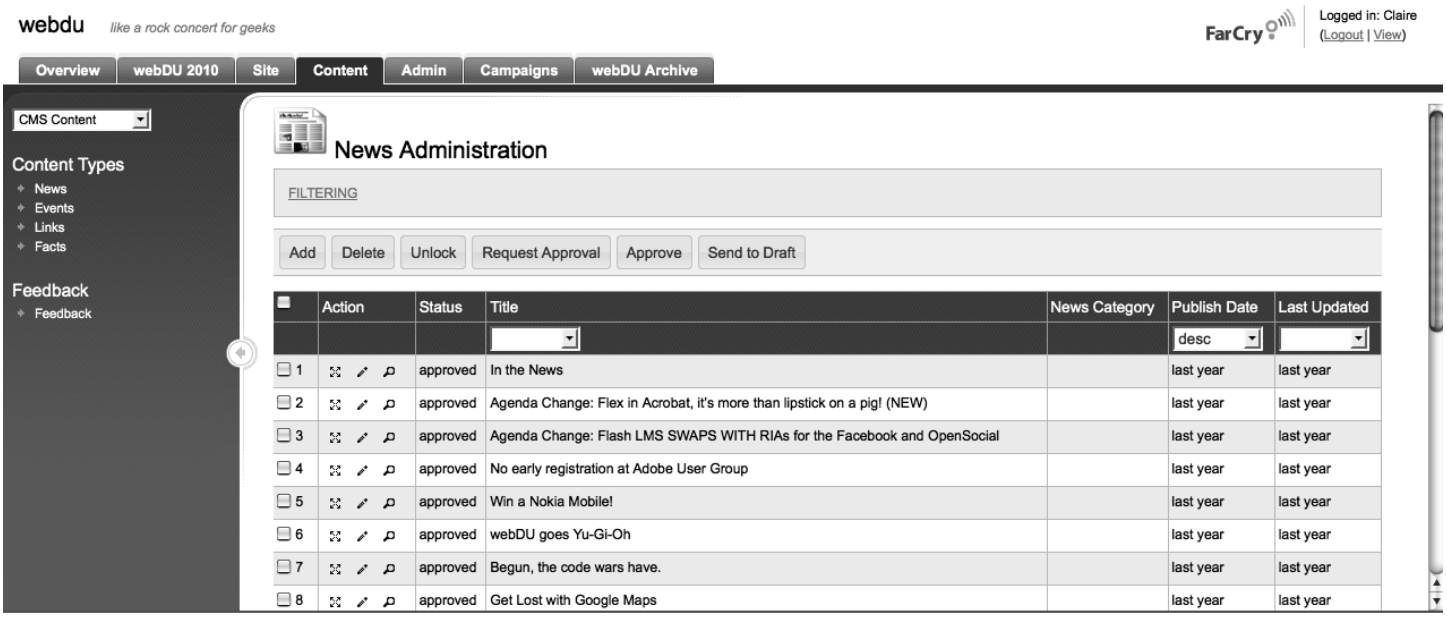
Create News Content

News content differs from a standard HTML content item in that it has no fixed position in the website. It appears only if the current time is past it's publish date, before the expiry date and its categorisation matches that categories assigned for a specific region of the site.

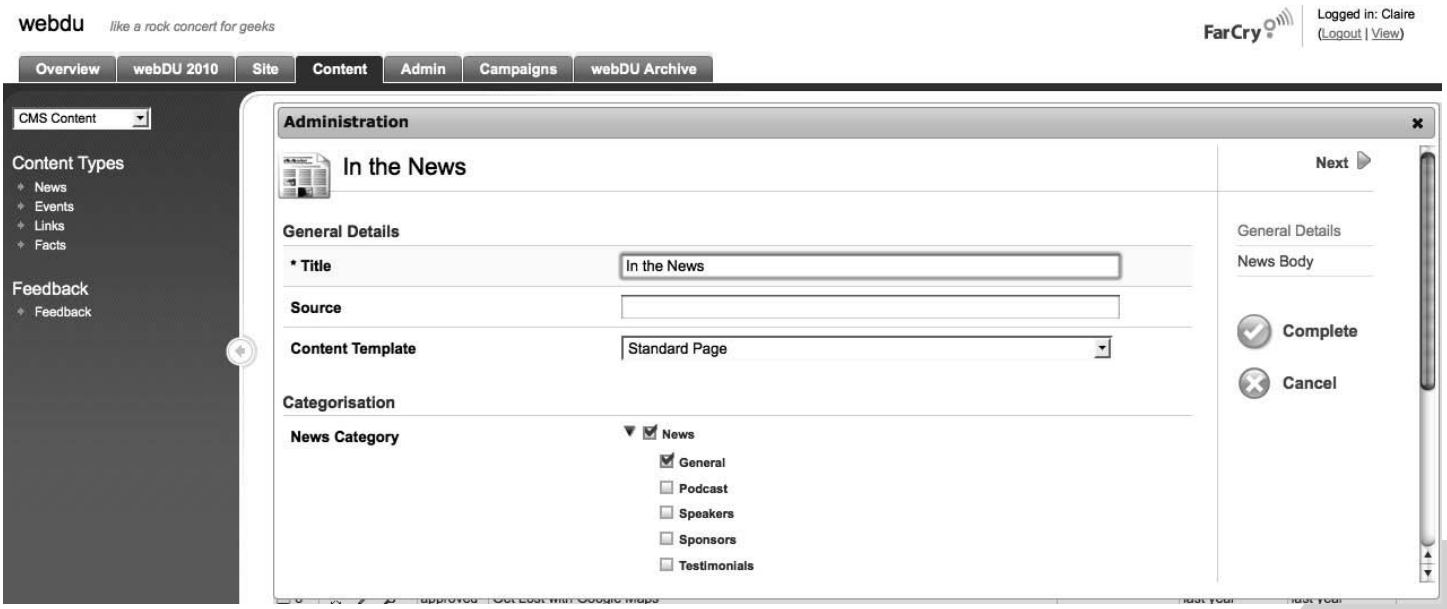
Walkthrough: Creating a News Item

To create a NEWS ITEM

- Click on the CONTENT tab – under CMS Content
- Select NEWS to bring up the NEWS ADMINISTRATION page should appear.
- Click on the ADD button. The News items wizard should now be displayed.
- Give the news item a title in the TITLE field.
- Set the NEWS CATEGORY if applicable



- Select the PUBLISH DATE you would like to the news item to go live and also an expiry date if applicable.
- Once all fields on this page are complete click NEXT.
- Enter the body text for this News item including the formatting required.
- Enter text and add an associated image from the library in the STORY TEASER area if applicable.
- Images and other RELATED CONTENT can be associated to the news item by accessing the relevant library and dragging the item into the “selected” tray. Once there, it can be added to the news story above.



- Click COMPLETE to finish.

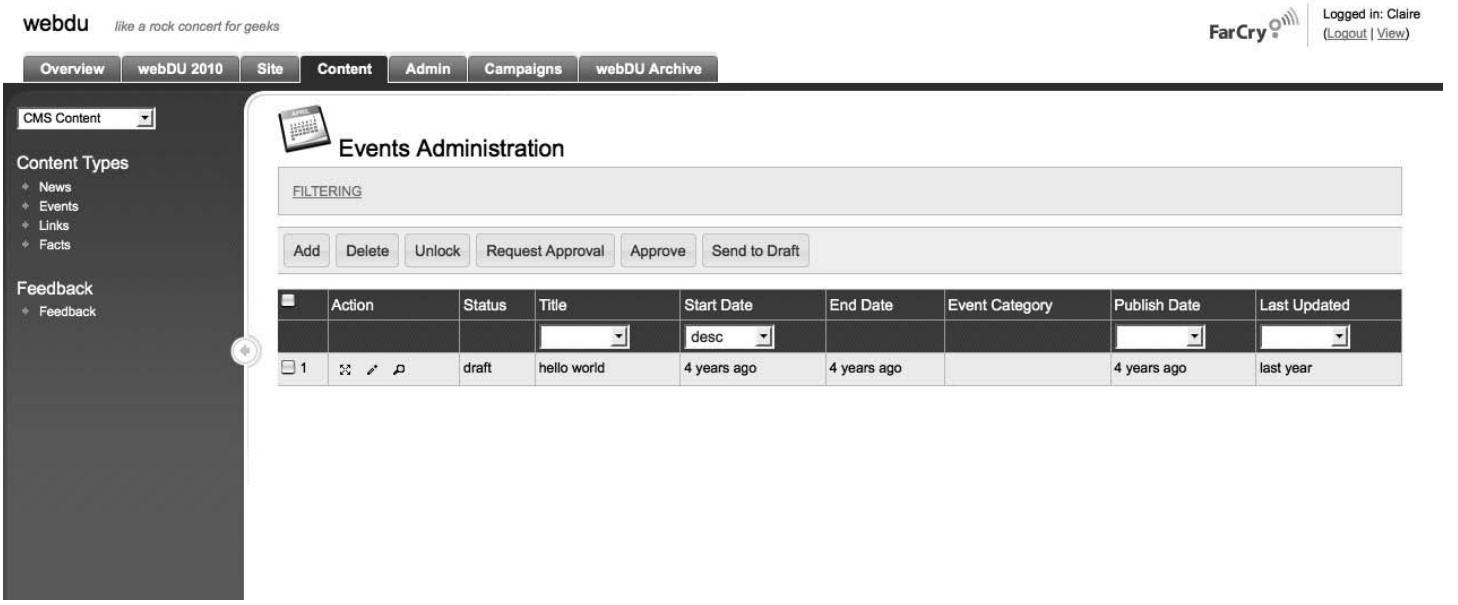
Create Event Content

Event content is very similar to News content. Events have extra fields specific to events, such as event start and end dates. Also the way in which events are displayed is slightly different; for example people normally want to list events by event start date as opposed to publish date.

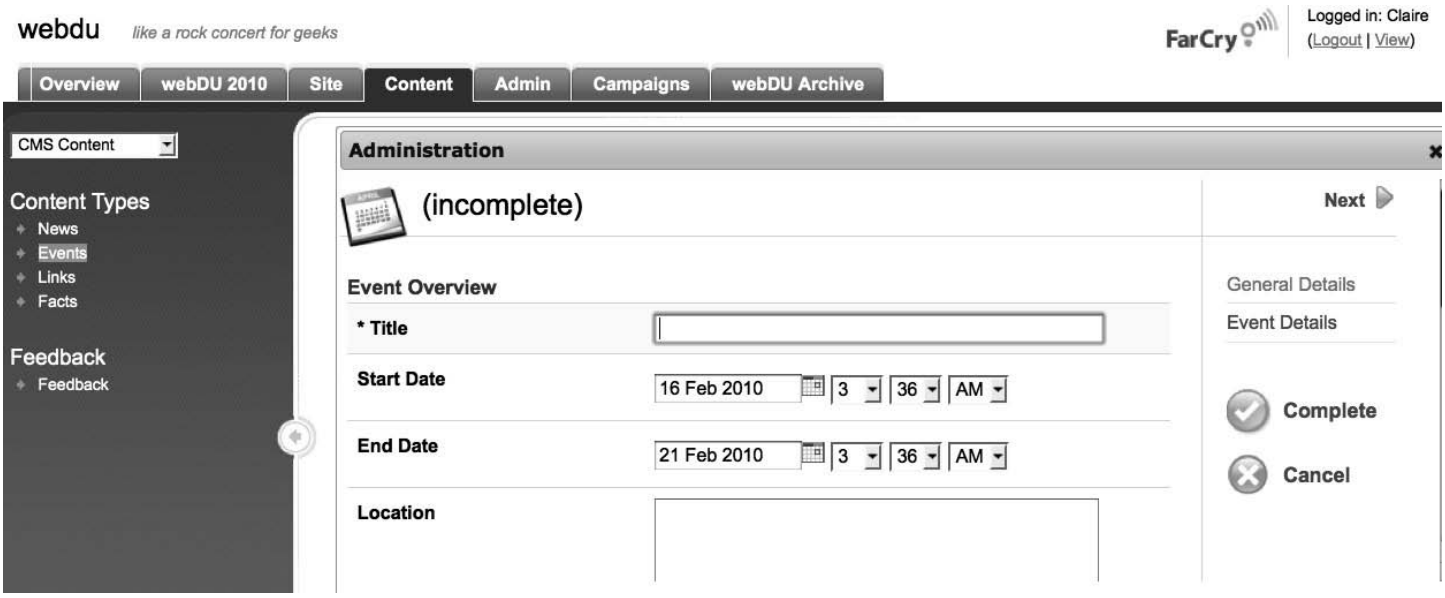
Walkthrough: Creating an Event

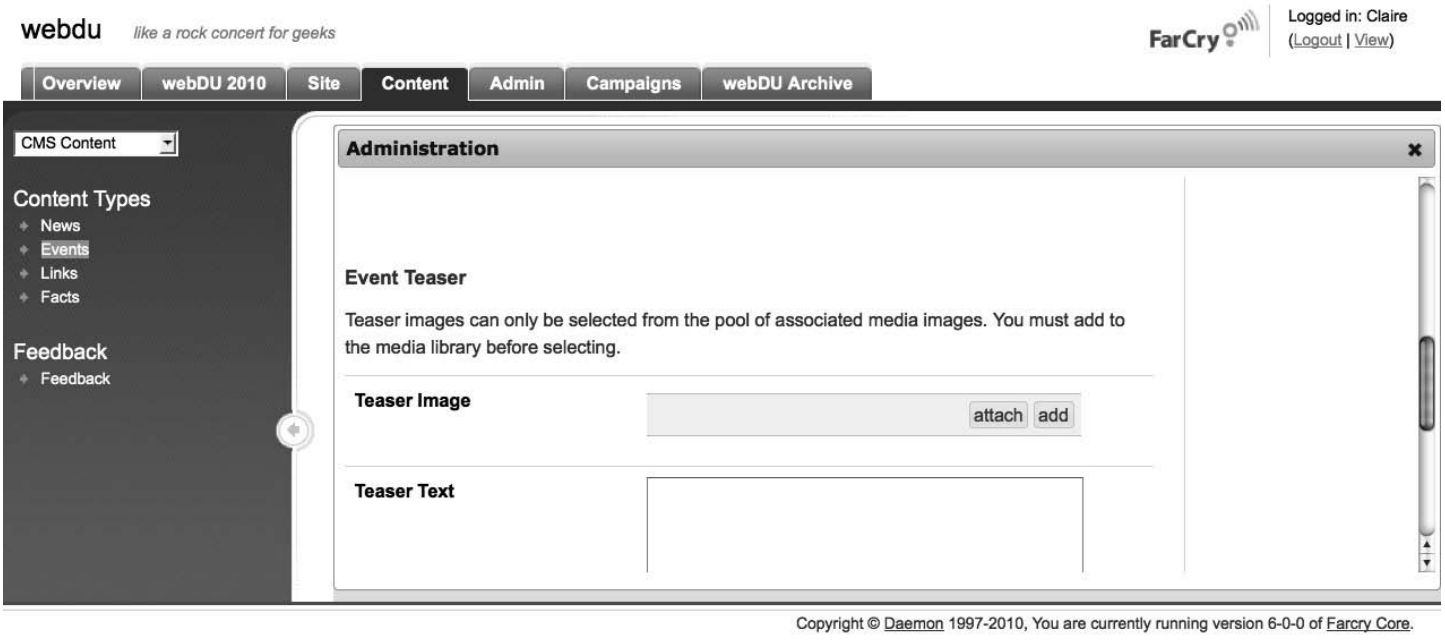
To create an event:

- Click on the CONTENT tab – under CMS Content
- Using the site tree (on the left side of the screen), select EVENTS and the EVENT ADMINISTRATION page.
- Click on the ADD button. The EVENTS wizard should now be displayed.
- Give the event a title in the TITLE field.
- Select the START and END DATES for the event and add the location.



- Set the EVENT CATEGORY if applicable.
- Select the PUBLISH DATE you would like to the event to go live and also an EXPIRY DATE if applicable.
- Once all fields on this page are complete click NEXT.
- Enter the body text for this event including the formatting required.
- Enter text and add an associated image from the library in the STORY TEASER area if applicable.
- Images and other RELATED CONTENT can be associated to the news item by accessing the relevant library and dragging the item into the “selected” tray. Once there, it can be added to the news story above.





- Click complete to finish.
- Approve Event

Lab: Inserting Images from the Image Library

In this lab you will create several news and event content items, and approve them for publishing. We'll use these content items to activate the publishing rules in the following unit.

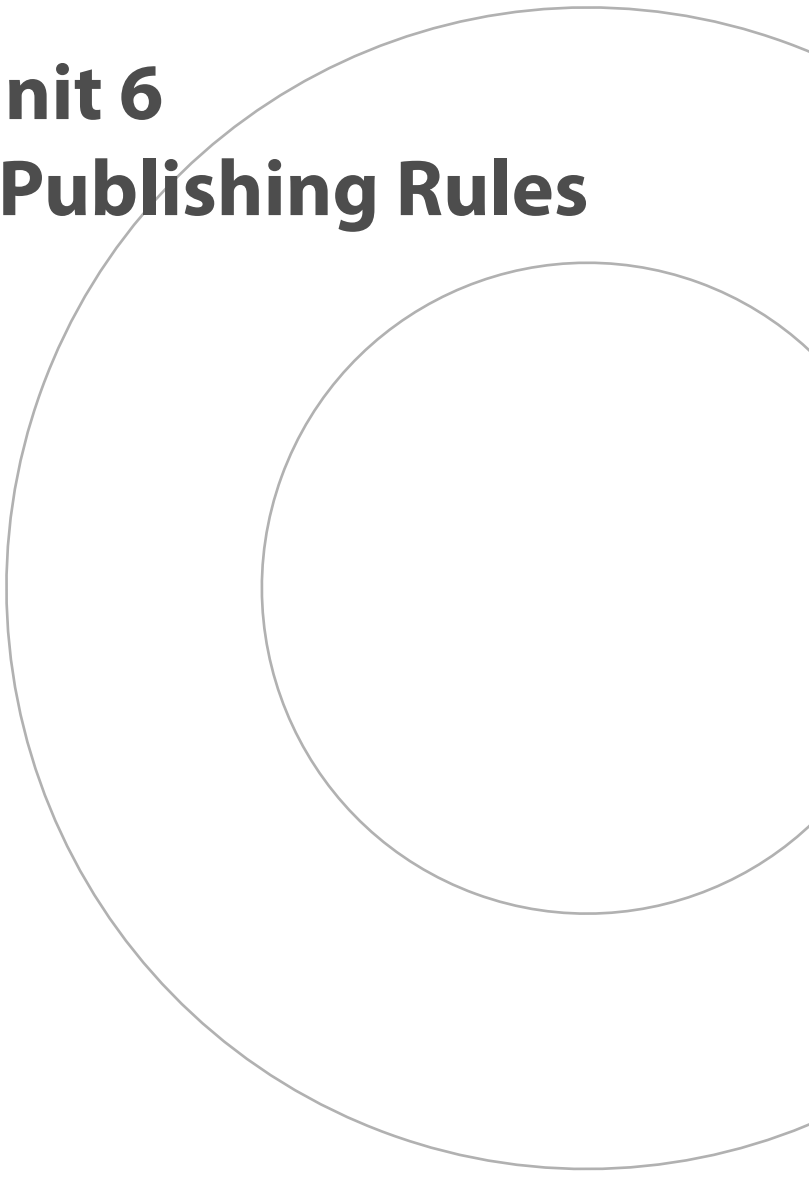
General Steps:

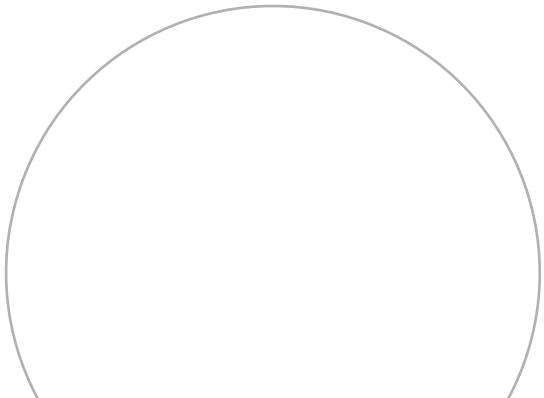
- Go into the Content section
- Create a news content item and categorise appropriately
- Approve the content
- Create an event content item and categorise appropriately
- Approve the content

Challenge:

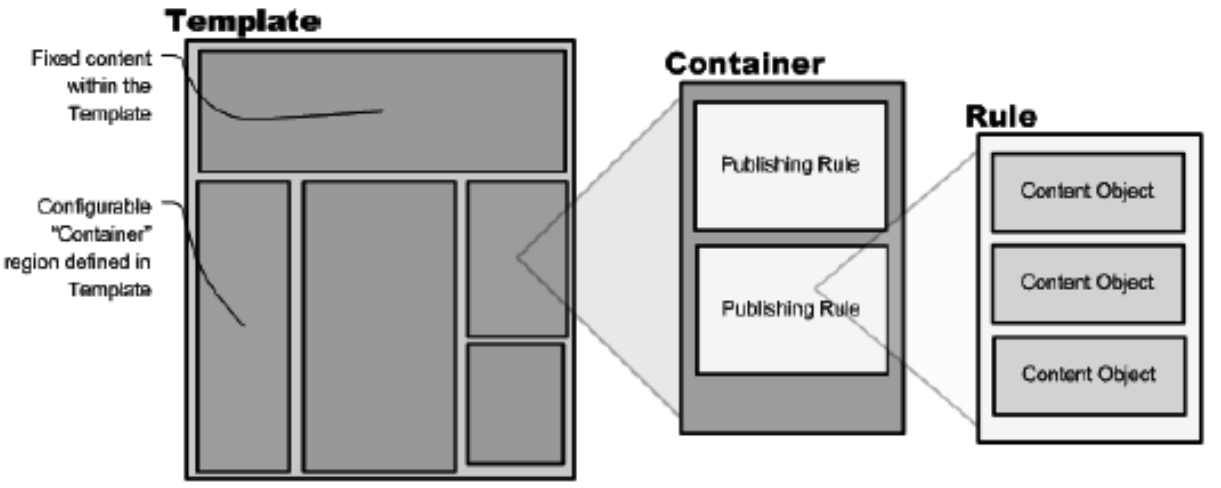
Try to contain your excitement as you learn more and more about FarCry.

Unit 6
Containers & Publishing Rules





Templates contain containers which contain publishing rules which in turn contain content items!



FarCry has a special sub-system for managing dynamic content within the presentation layer. Specific regions of any template can be designated as a “container” and have dynamic content scheduled into them by non-technical authors. These features can also be known as portlets, page behaviours, pods, etc.

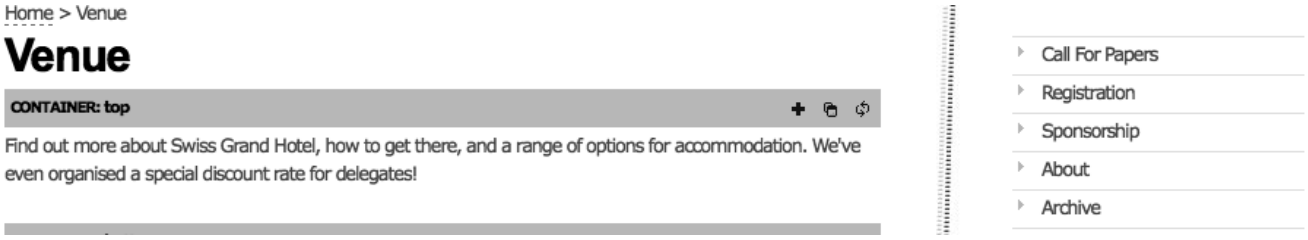
This concept is important to understand because it represents some of the most powerful aspects of the FarCry Content Management Platform. Containers are regions of a page where some sort of programmatic behaviour can be placed. For example, a list of the latest news items, an event calendar, content to be syndicated via XML from another website, a randomly picked fact and so on. These programmatic behaviours in FarCry are called “Publishing Rules”.

Containers

Containers are placed in a template by a website developer. They should already be in place before you come to adding content on your site. Containers can be unique to a specific page, shared across a specific section of the website or shared globally throughout the website. They are populated by contributors selecting from a predefined set of publishing rules.

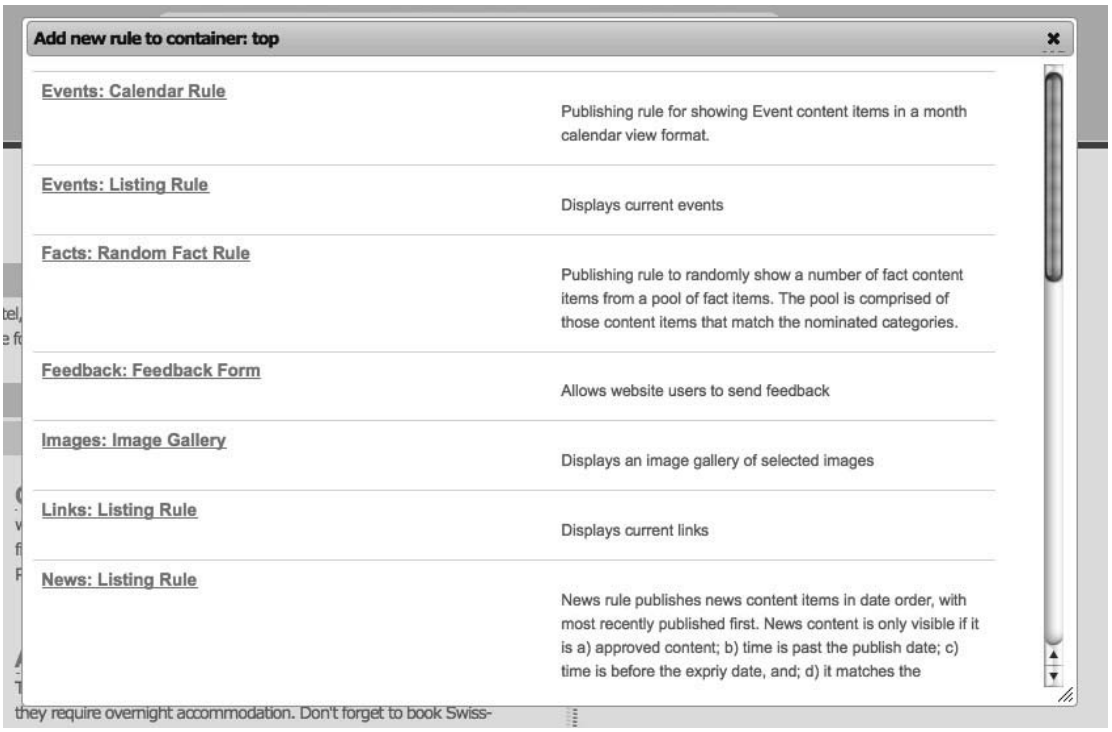
Walkthrough: Design Mode

1. Make sure you are logged into the FarCry webtop
2. Click on the View site link in the top right hand corner of the webtop; this should open up a browser with a view of the main website
3. When you are logged into FarCry as a contributor you should see a round icon at the bottom left of the page. Clicking on this icon opens a tray with the following menu items:
   Hide Tray
   Webtop
   Update Application
   Logout
   Edit



4. Click on the "Rules" button and it will switch to "showing rules" so you can activate the containers. When "Showing Rules" is activated (grey) container widgets should be visible on the page

5. Click on the Add Rule icon (plus sign) to add a publishing rule. A dialogue box will open from which you can select your rule. Do this twice so that you publish 2 publishing rules.



Publishing Rules

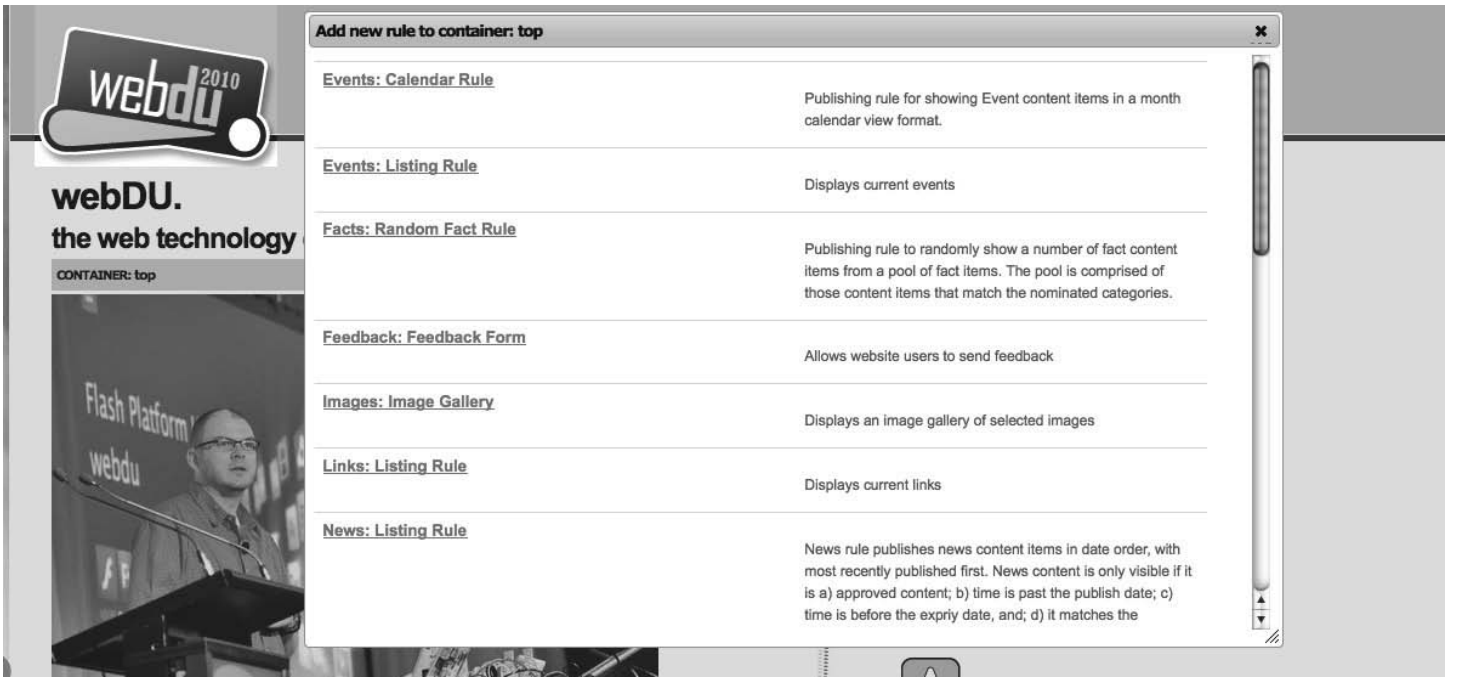
Publishing rules are special content types that are set up to dynamically display content based on some predefined behaviour. FarCry ships with a library of publishing rules for contributors to choose from. Developers can customise these rules or build their own. For example:

- The “news” rule allows a contributor to select a type of display, categories for filtering and the number of news items. When a visitor accesses the page with this rule, the predefined rule grabs the very latest news items matching the specified categorisation and displays them with the selected template. When news content is added to the system, this rule will automatically update the page without any further intervention.
- The “child links” rule will display teasers from all underlying child pages. This sort of behaviour is used to populate a summary or landing page dynamically based on the underlying pages of that section of the website. Add, update or remove a page and the landing page is automatically updated.
- The “random fact” rule will randomly pick and display a predefined number of fact content objects. This rule would update and refresh its content every page request. This is often used as a great way to show off testimonials or other snippets of information.

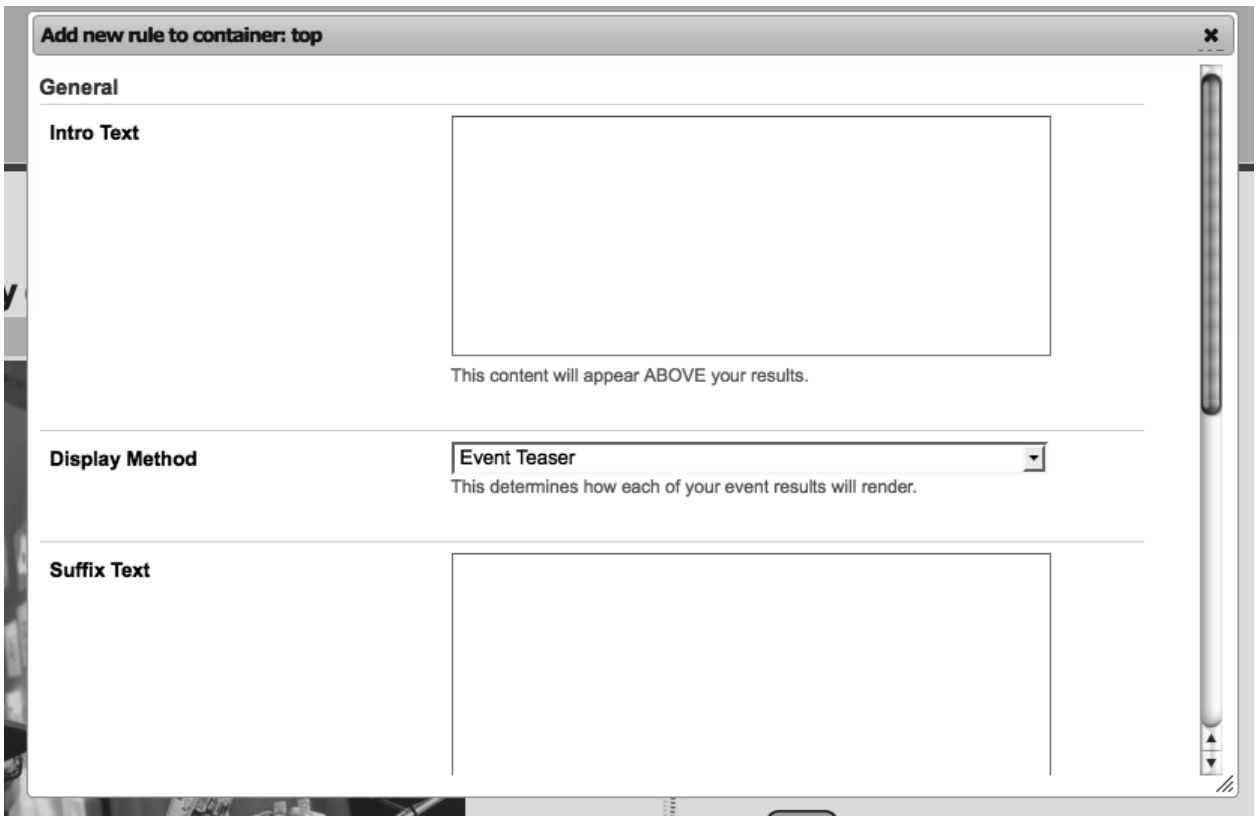
Walkthrough: Publishing News Content

Open the container editor for a page and schedule a News rule onto the page.

- Browse to a page within your section of the web site
- Change the view to design mode
- Click on the container widget to open the container management area - Utility
- Select the News Rule from the list and click “save”



- Choose the display method.
- Select a category if applicable.



- Click go
- Reload the underlying page to see the news content on the page

Lab: Other Publishing Rules

Chat with the instructor about the other rules.

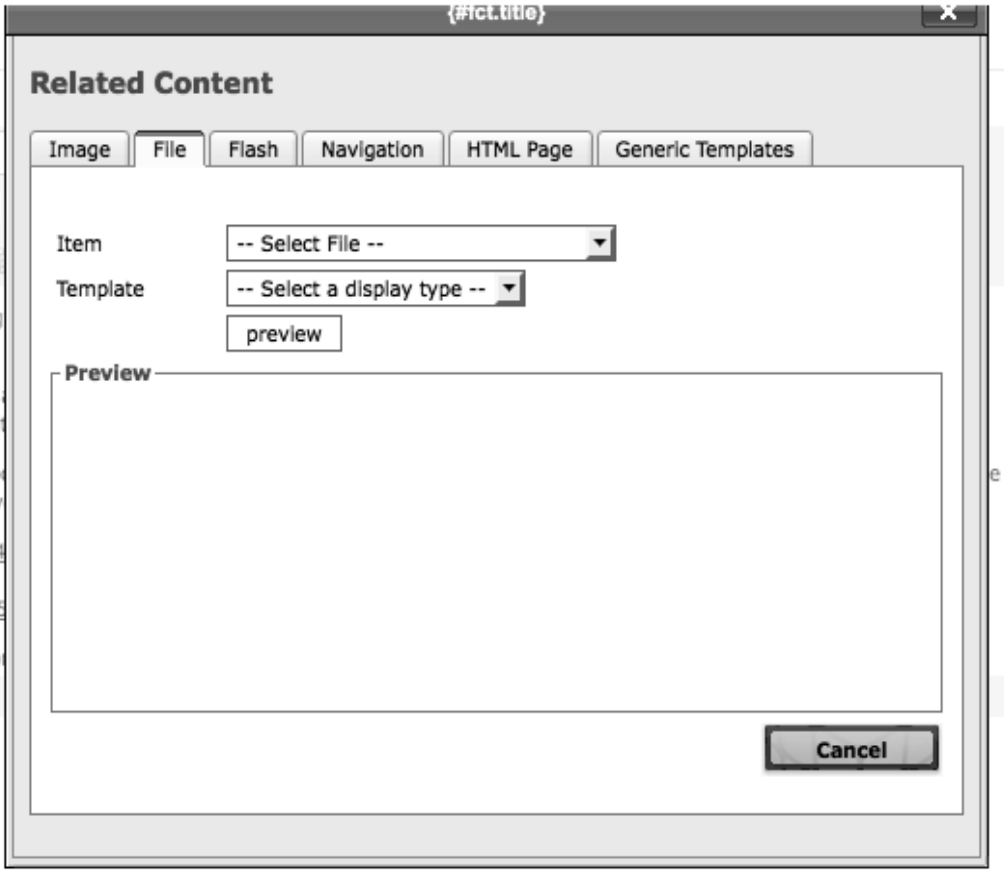
Challenge:

- Experiment with the following rules.
- Your mileage may vary depending on your installation:
- Child Link Rule; for summaries and landing pages
- Event Rule: for publishing a calendar view of events
- XML Publishing Rule; for syndicating remote RSS feeds and publishing them on your pages

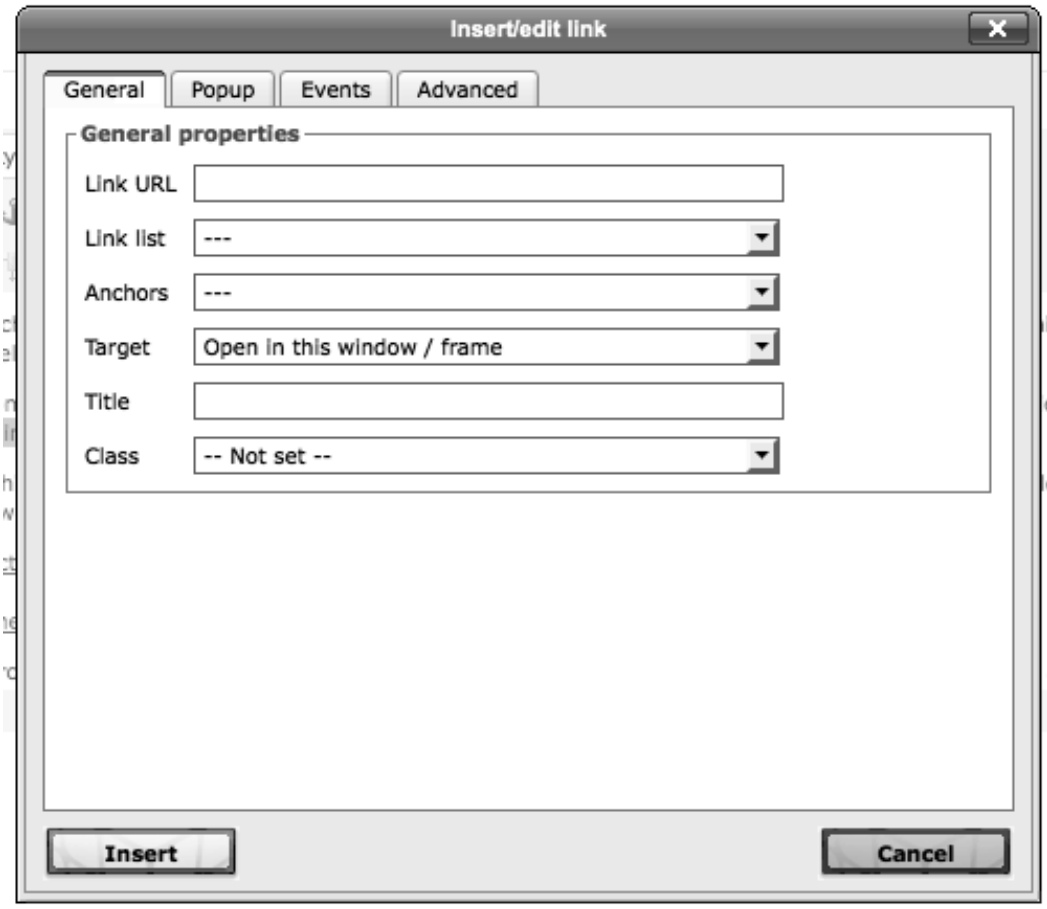
Appendix 1
Rich Text Editor

The Rich Text Editor is used to provide MS Office-style functionality in formatting HTML. More information can be found at the TinyMCE homepage. Of particular import are:

Related Content (or FarCry button): Any kind of content that has been associated from the Media Library will appear here in its relevant tab. Simply select the item and the template to be used if applicable. Once previewed, it can be inserted. In the case of images, it may be beneficial to add them via their separate button if you wish to have more options.

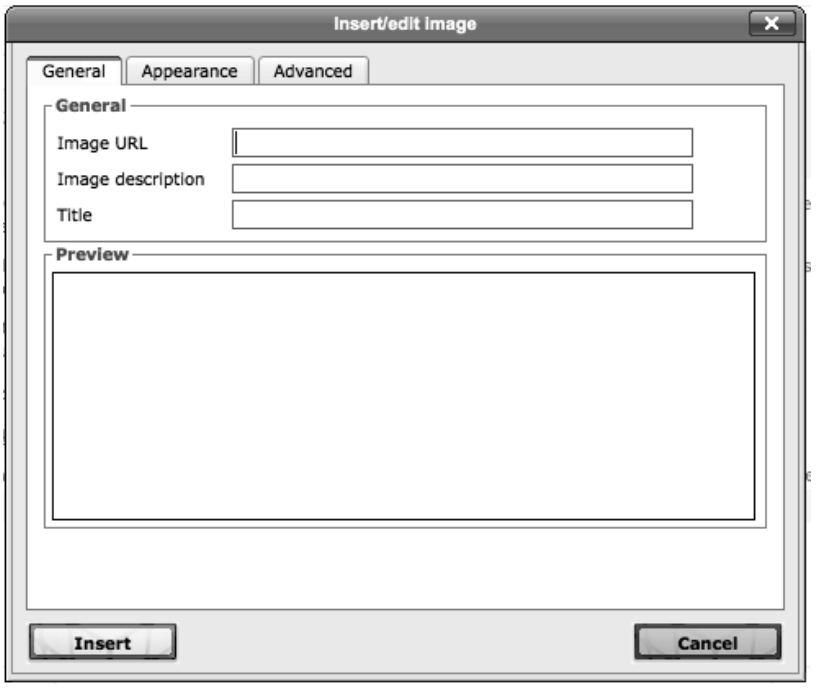


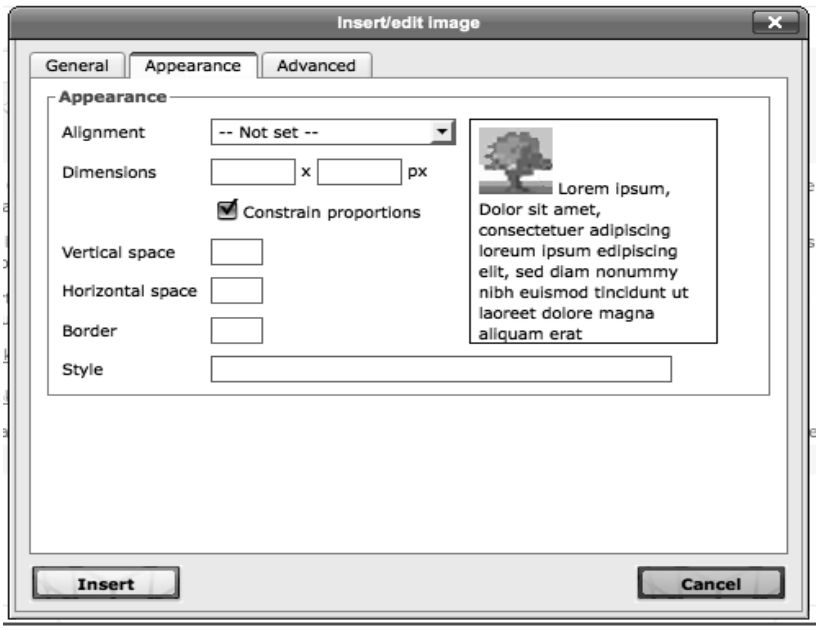
Link/Unlink/Anchor: Selecting some text or an object will enable the Link button. The Anchor button can be used to create links within the same page; for example if it has become so long that you wish to break it up into sections.



Any URL can be added, however there is also a Link list generated from the local site. Anchors that have been placed can be selected as well. The Target refers to the method used to open the link. The Title refers to mouseover text which appears over the link.

Insert/Edit Image: An image can be inserted anywhere in the TinyMCE text area. Use this instead of the Related Content button for more options.



An external image URL can be added, however associated pictures will appear in the Image list. The image description is the ALT text that appears for those with images disabled, and the Title refers to mouseover text which appears over the image.

Alignment, borders and other visual options can be set via this panel. If applicable, classes and styles can be set individually as well.