

Working with content

Or we can just call it: Working with files

What is content?

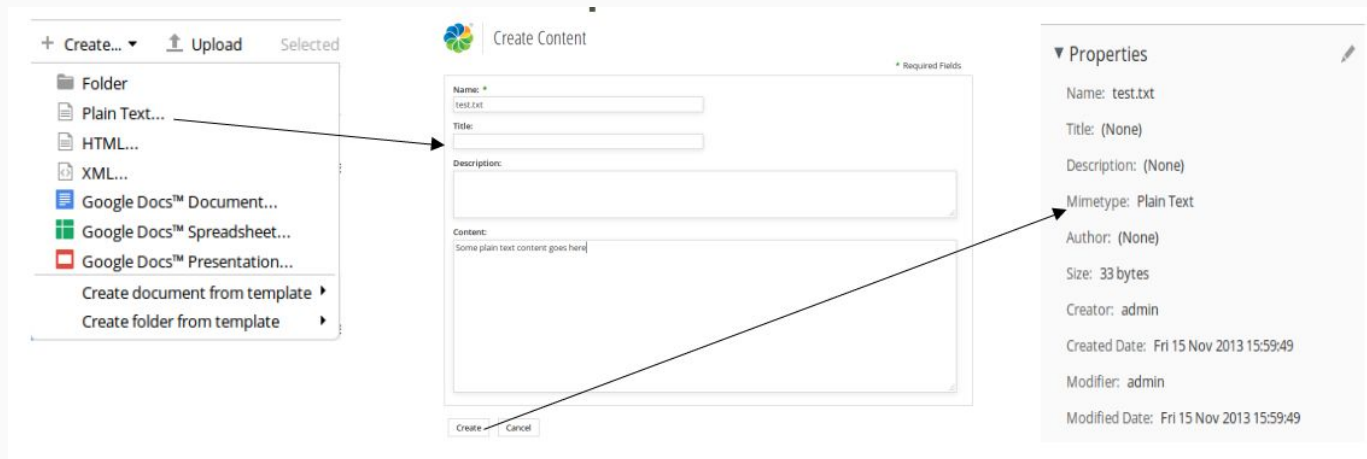
- Often can be thought of as a **physical file** or a document
- But is actually made up of three elements:
 - The “content” itself, a physical file
 - Information about the content (metadata)
 - The index for the content
- **Content (file)** - Anything: documents, video, audio, images, XML, HTML
- **Properties (metadata)**
 - Name, title, description, format, language, creator, dates, author
 - Classifications, Links to related content
 - Renditions, different formats (e.g. PDF, HTML, Text), Translations
- **Index** - The index for the file makes it possible to do Full Text Search (FTS)

What is content? continued

- Can be classified
- Can be versioned (in contrast to folders, which can't)
- Can be commented on
- Can be part of a workflow
- Can be published to social media
- Can be synced with the Cloud (4.1)
- Triggers metadata extraction

Creating content: Plain Text and XML

- Plain Text and XML can be created in-line from the **+ Create... | Plain Text...** and **+ Create... | XML...** toolbar items:



- In-line means that an external application is not needed to create the content

Creating content: HTML

- HTML can be created in-line with WYSIWYG editor in the browser, click on **+ Create... | HTML....**:

The screenshot displays the 'Create Content' interface. On the left, a dropdown menu under '+ Create...' is open, showing options: Folder, Plain Text..., HTML..., XML..., Google Docs™ Document..., Google Docs™ Spreadsheet..., and Google Docs™ Presentation.... The 'HTML...' option is selected, indicated by an arrow. The main form has fields for Name (test.html), Title, and Description. Below these is a WYSIWYG editor with a toolbar and the text 'This is an example of an HTML document'. An arrow points from the 'Mimetype: HTML' field in the Properties panel on the right to the 'Create' button at the bottom. The Properties panel also shows Author: admin, Created Date: Fri 15 Nov 2013 16:04:21, and Modified Date: Fri 15 Nov 2013 16:04:21.

Create Content

+ Create... Upload Selected

Folder
Plain Text...
HTML...
XML...
Google Docs™ Document...
Google Docs™ Spreadsheet...
Google Docs™ Presentation...

Create document from template
Create folder from template

Name: *
test.html

Title:

Description:

Content:



Properties


Name: test.html
Title: (None)
Description: (None)
Mimetype: HTML
Author: (None)
Size: 88 bytes
Creator: admin
Created Date: Fri 15 Nov 2013 16:04:21
Modifier: admin
Modified Date: Fri 15 Nov 2013 16:04:21

Create Cancel


Creating content: from template

- Content can also be created from a template
- The template file need to first be uploaded into **/Repository/Data Dictionary/Node Templates:**

Select ▾ + Create... ▾  Upload Selected Items... ▾  Name ▾ Options ▾

 Repository > Data Dictionary > Node Templates

☐







Project Plan Template.docx

Modified just now by Administrator 10 KB

Word document to use when creating new project plans

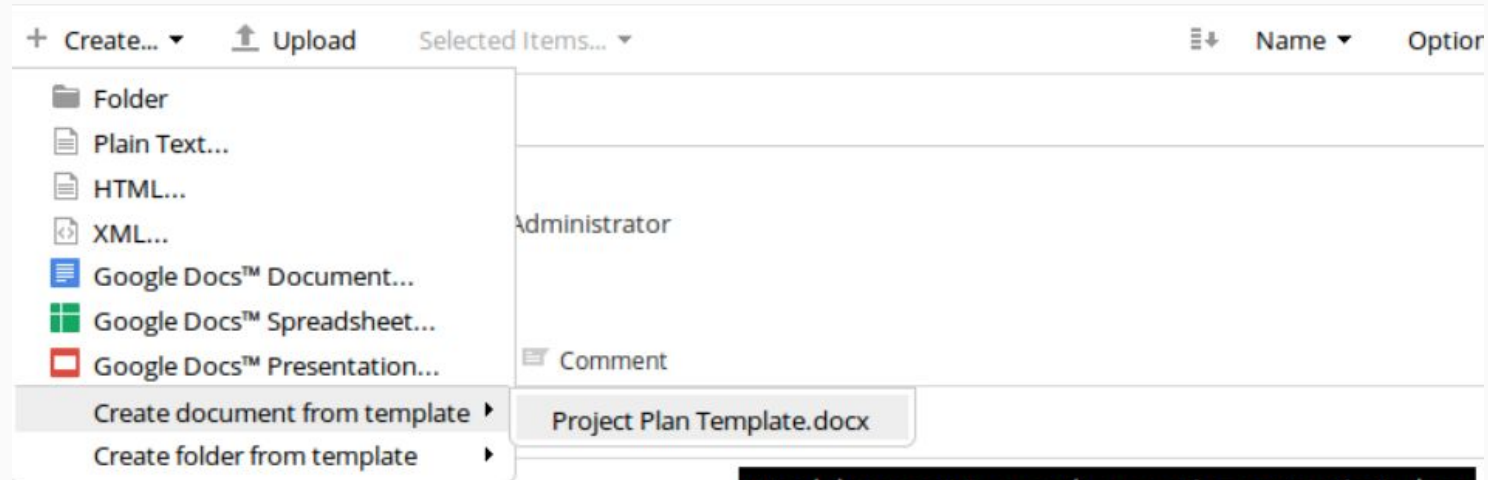
No Tags

 Favorite |  Like 0 |  Comment  Share

1 - 1 of 1 << 1 >>

Creating content: from template continued

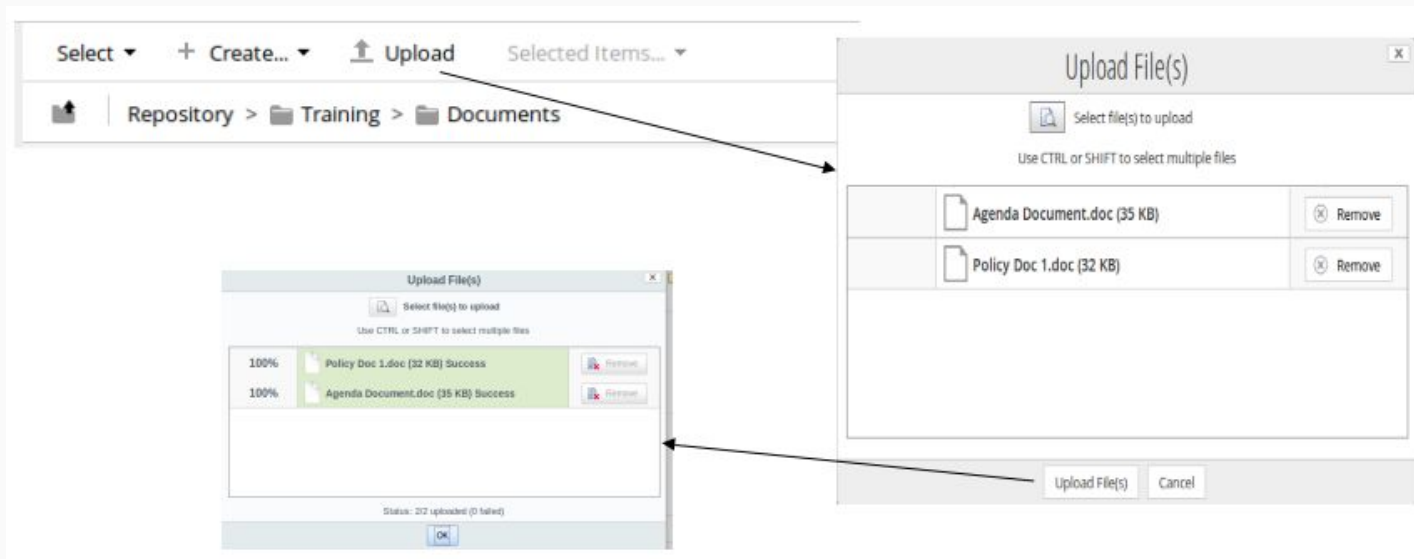
- It can then be selected from the **+Create... | Create document from template** menu item:



Word document to use when creating new project plans

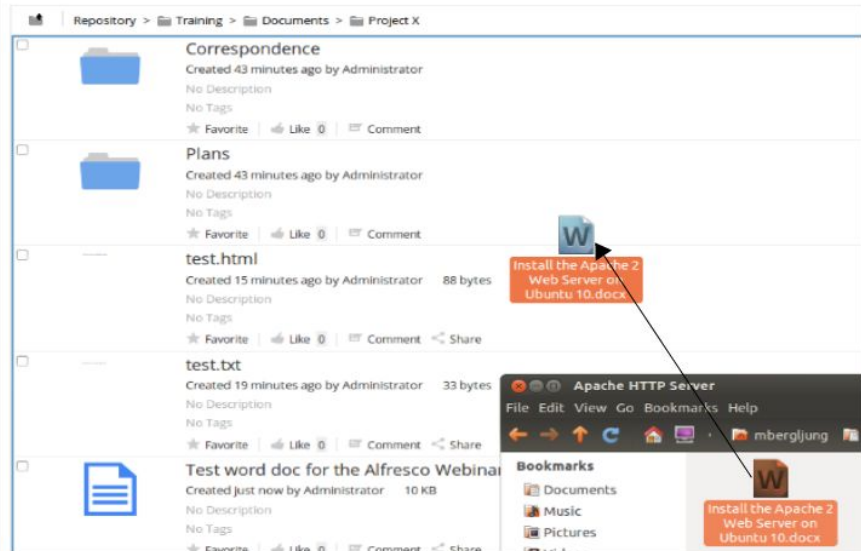
Uploading content

- Any content file can be uploaded to the repository via the **Upload** toolbar item:



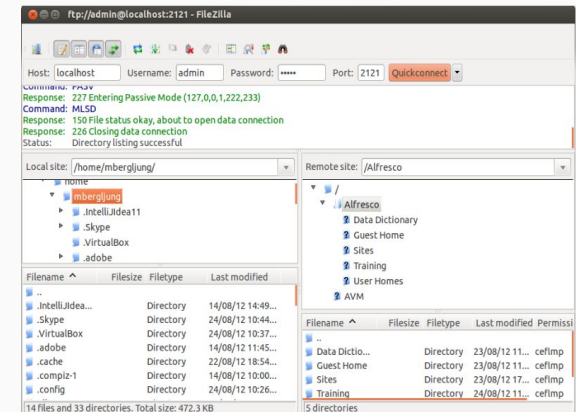
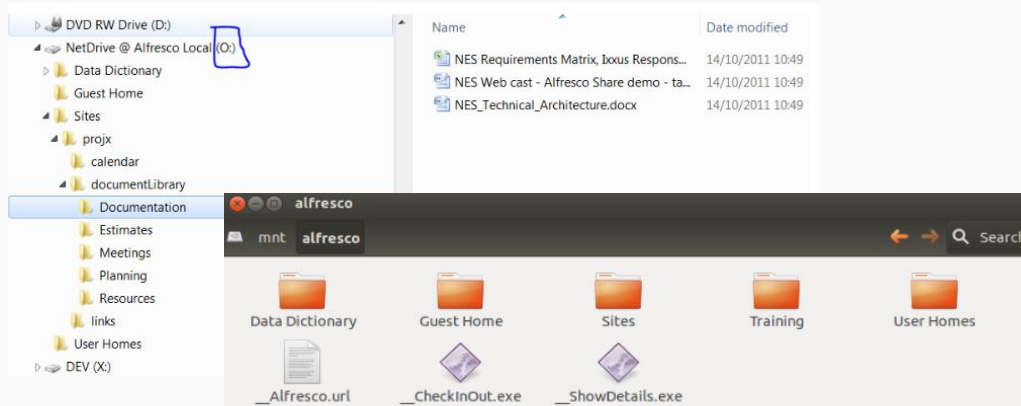
Uploading content: Drag-n-Drop

- Content can also be uploaded by Drag-and-Drop onto the folder area (HTML5):



Uploading content: WebDAV, CIFS, and FTP

- As we have seen, content can easily be uploaded via WebDAV and CIFS from a mapped drive
- FTP clients can also be used to upload content



Uploading content: Email (SMTP & IMAP)

- Content can also be added to the repository via email
 - Email metadata and attachments are extracted
 - Embedded SMTP server:
 - You can map a folder to an email alias such as reports and then send emails to it – `reports@alfresco.mycompany.com`
 - Embedded IMAP Server:
 - You can drag-and-drop emails into Alfresco from IMAP compatible client such as Outlook and Thunderbird

Uploading content: Email (Outlook)

- Alfresco Outlook Integration
 - Use **drag and drop** to add emails and attachments to folders within Alfresco.
 - Automatically **strip off file attachments** to be saved as separate, but related, documents.
 - Custom metadata allows you to capture and **categorize documents** (like an invoice or a contract) for easy retrieval and search.
 - Allow users to find the information they need more quickly in context with **search filters** within email, documents, folders, and sites.
 - Securely **share emails** and associated documents from within Alfresco Share with other users
 - Simply **attach links to documents to email** to other Alfresco users.
 - **Auto generate and send PDF versions** to be reviewed externally via email.

Uploading content: MS Office

- **Alfresco Office Services**

- The Microsoft Office SharePoint Protocol (SPP) Support offers Microsoft users greater choice by providing a fully-compatible SharePoint repository that allows the Microsoft Office Suite applications (for example, Word, PowerPoint, Excel) to interact with Alfresco as if it was SharePoint
- This enables users to leverage the Alfresco repository directly from Microsoft Office

Editing content: Txt, XML, HTML

- Text, XML, and HTML files can be updated in-line via the “Edit in Alfresco Share” action:

The screenshot displays the Alfresco Share user interface. On the left, a document titled 'cifs on ubuntu.txt' (version 1.0) is shown, modified by Administrator on Fri 20 Jan 2017 22:10:35. The document content is a terminal script for mounting CIFS on Ubuntu. On the right, the 'Document Actions' menu is open, with 'Edit in Alfresco Share' highlighted. An arrow points from this menu item to a secondary window titled 'Edit in Alfresco Share'. This window shows the 'Edit Content' form with the document name 'cifs on ubuntu.txt' and the same terminal script content.

```
pository > Guest Home
```

cifs on ubuntu.txt 1.0
Modified by Administrator on Fri 20 Jan 2017 22:10:35 | ★ Favorite | 👍 Like 0 | 💬 Comment | ➦ Share

Previous Next 1 / 1 125% Maximize Download

```
Mount CIFS on Ubuntu
$ sudo apt-get install cifs-utils
$ sudo mkdir /media/windowsshare
$ sudo gedit /etc/fstab

//gravitonian/alfresco /media/windowsshare cifs
port=1445,username=martin,password=1234,iocharset=utf8,sec=ntlm 0 0
```

▼ Document Actions

- View In Browser
- Edit in Google Docs™
- Edit in Alfresco Share**
- Edit Offline
- Upload New Version
- Edit Properties
- Move to

Home My Files Shared Files Sites Tasks People Repository Admin To

Edit in Alfresco Share

Edit Content

Name: *
cifs on ubuntu.txt


Mount CIFS on Ubuntu

```
$ sudo apt-get install cifs-utils
$ sudo mkdir /media/windowsshare
$ sudo gedit /etc/fstab
```

Editing content: MS Office Docs

- MS Office files, such as Word documents, can be edited via the **Edit in Microsoft Office** action:

Repository > Guest Home

 Contact Details Author.docx 1.0






Modified by Administrator on Fri 27 Jan 2017 15:02:07 | ★ Favorite | 👍 Like 0 | 💬 Comment | ➦ Share

⏮ Previous ⏭ Next 1 / 1 - + 125% | Maximize | ⬇ Download | 🔍

PACKT PUBLISHING

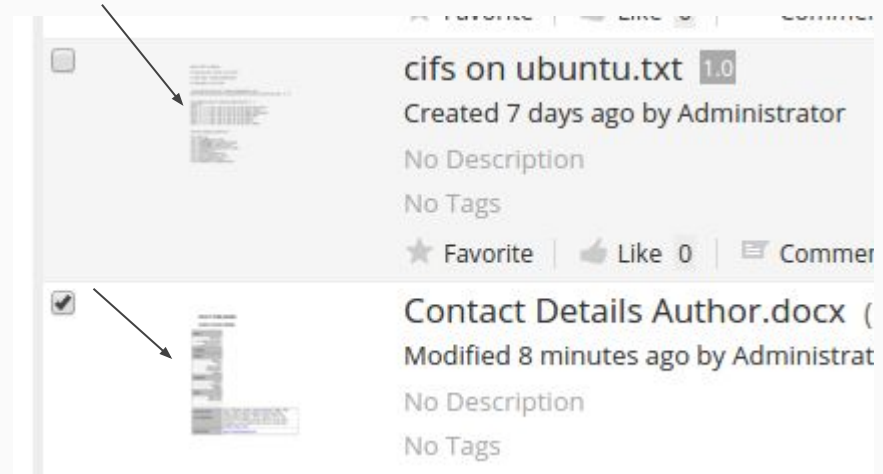
Author Contact Details

▼ Document Actions

-  View In Browser
-  Edit in Google Docs™
-  **Edit in Microsoft Office™**
-  Edit Offline
-  Upload New Version

Content Thumbnail

- A rendition called a thumbnail is generated when a file is uploaded
- Asynchronous
- .docx → Image transformation
- .png → Image transformation
- Can be turned off
- Used for drag-and-drop



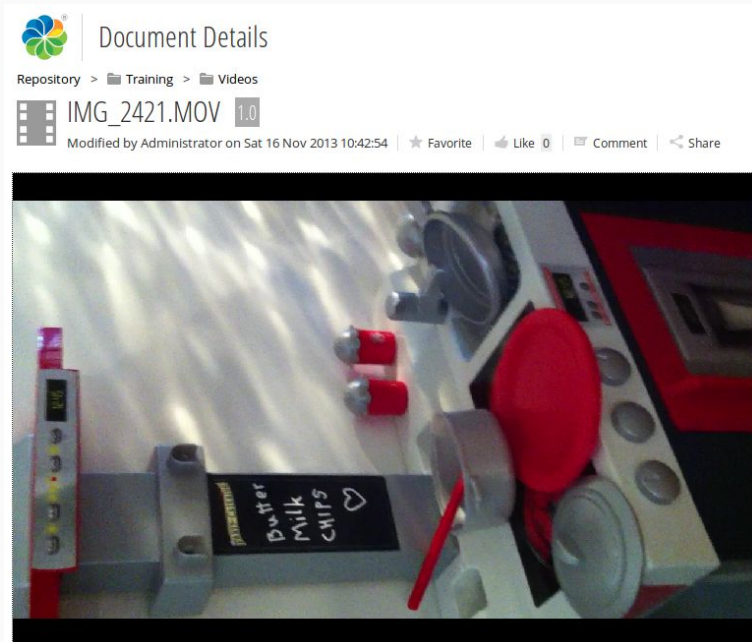
Content Preview: Documents

- Clicking a file name in the folder browse view takes you to the Preview page called *Document Details*:
- Asynchronous
- Uses JS code to generate preview



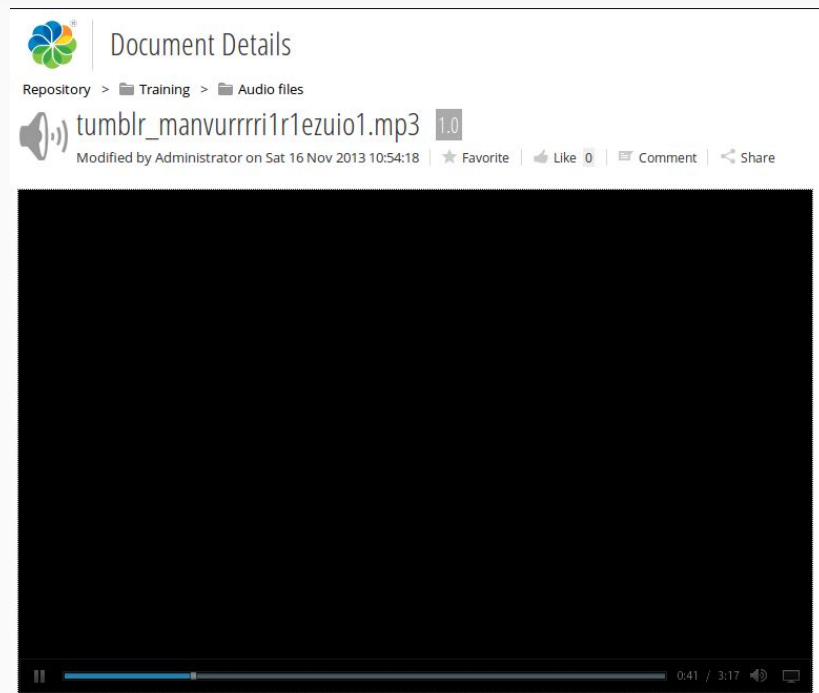
Content Preview: Videos

- Videos can be previewed without having to be downloaded



Content Preview: Audio

- Audio files can be listened to without having to be downloaded



Content Preview: Images and Google Maps

- If Geographical Data is available then you can **View on Google Maps**

Document Details

Repository > Training > Documents > Project X > Images

IMG_3533.JPG

Modified by Administrator on Sat 16 Nov 2012 09:07:34

Latitude: 41.3845

Longitude: 2.175667

Document Actions

- Download
- View in Browser
- Edit Properties
- Upload New Version
- Like
- Copy to...
- Move to...
- Delete Document
- Start Workflow
- Manage Permissions
- Manage Aspects
- Change Type
- Publish
- View on Google Maps

Google Maps View

Repository > Training > Documents > Project X > Images

IMG_3533.JPG

Modified by Administrator on Sat 16 Nov 2012 09:07:34

Image Width: 2880
Image Height: 1920
Resolution: 10100
F: 2.8
Flash Activated: No
Focal Length: 3.85
ISO Speed: 80
Camera Make/Model: Apple iPhone 4
Camera Software: 4.3.1
Orientation: P
Horizontal Resolution: 75.0
Vertical Resolution: 75.0
Resolution Unit: inch

Content Download

Click on the **Download** action in the popup menu or in the preview:

The screenshot displays the Alfresco user interface for document management. At the top, a document titled "Alfresco and Kerberos Authentication with SSO - client configuration v1.0.docx" is shown with a version of 1.0. It was created 2 hours ago by Administrator and is 421 KB in size. Below the document title, there are options to Favorite, Like (0), Comment, and Share. A popup menu is open, showing options: Download, View In Browser, Edit Properties, and More... The "Download" option in the popup menu is highlighted with a black box, and an arrow points to it from the document title area.

Below this, the breadcrumb "Repository > Guest Home" is visible. The main section shows a document titled "Alfresco Document Migration.pdf" with a version of 1.0. It was modified by Administrator on Fri 20 Jan 2017 22:10:35. Below the document title, there are options to Favorite, Like (0), Comment, and Share.

At the bottom, there is a navigation bar with "Previous", "Next", a page indicator "1 / 8", a zoom level "125%", a "Maximize" button, and a "Download" button. The "Download" button in the navigation bar is highlighted with a yellow circle.