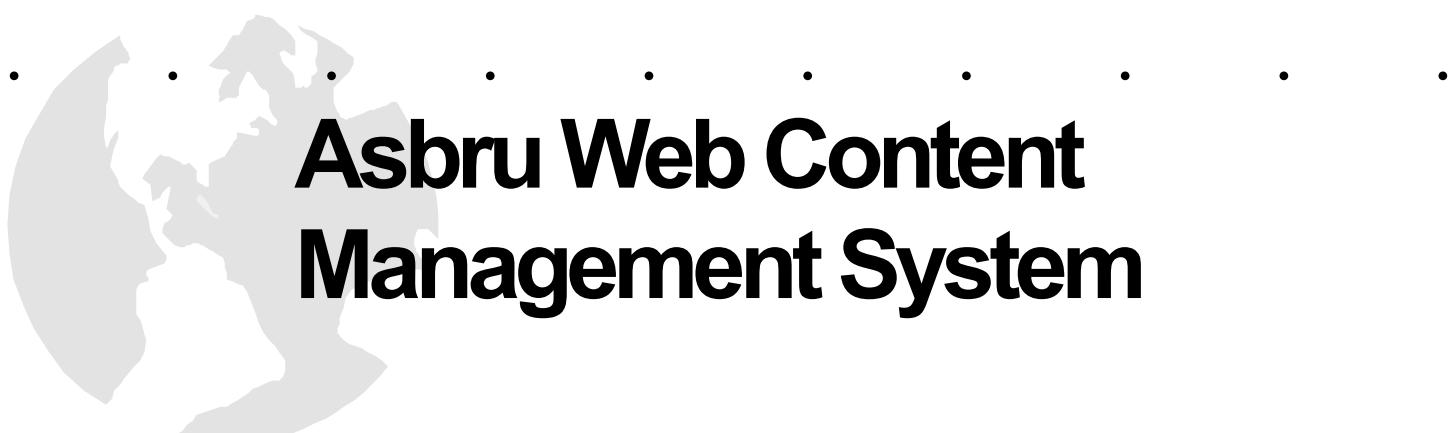




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Asbru Web Content Management System

Website Editor Guide

*Easily & Inexpensively
Create, Publish & Manage Your Websites*



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Asbru Web Content Management System

*Easily & Inexpensively
Create, Publish & Manage Your Websites*

Introduction

This document is the website editor guide for the Asbru Web Content Management System. The user guide describes how you, the website editor, use the basic Asbru Web Content Management System to update your website content.

The Asbru Web Content Management System is a web solution allowing you easy access to create and update the content of your Internet website as well as your Intranet and Extranet websites. The system is full-featured but very easy to use and highly flexible. You will only need to see the more advanced features if/when needed. Unused features can easily be disabled and hidden (by the “superadmin” website administrator) to keep the website administration web pages as simple as possible for you, the website editor, to use. More advanced web content management features can be enabled and displayed to you if/when needed.

This user guide is divided into four main parts:

Part 1 describes how to login to and logout from the Asbru Web Content Management System on your website.

Part 2 describes how to use your “Home” website administration page and the general sections and functionality of the Asbru Web Content Management System.

Part 3 describes how to use the Browse & Edit mode to update the content of your website.

Part 4 describes how to use the built-in WYSIWYG (What-You-See-Is-What-You-Get) Asbru Web Content Editor to edit your website content.



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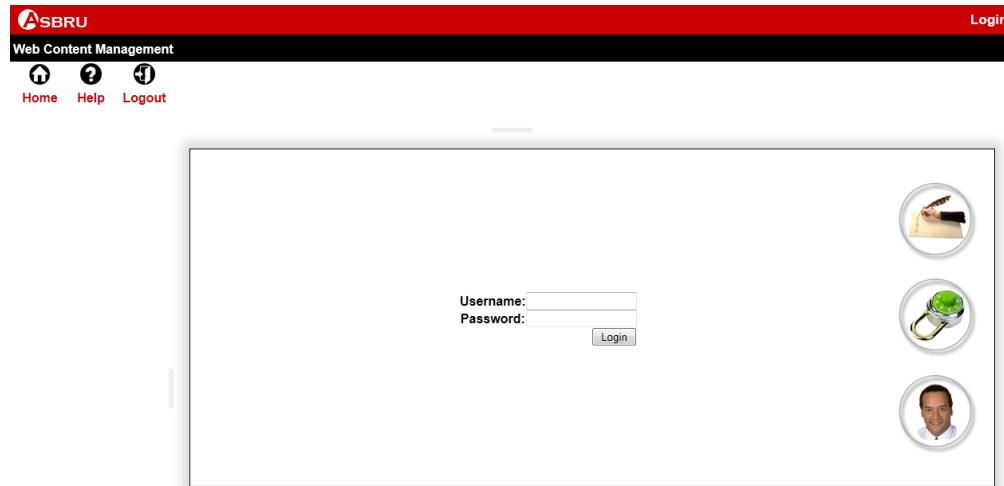
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1 Login

To access the Asbru Web Content Management system to manage your website you must open your usual website address followed by “/webadmin/”. For example, if you usually access your website using the address “http://127.0.0.1”, you must use the address “http://127.0.0.1/webadmin/” to access the Asbru Web Content Management system.

When accessing the Asbru Web Content Management system you must first authenticate yourself using the configured superadmin or another configured website administrator username and password to login. Please note that you must enter the username and password exactly as configured with lowercase/uppercase, spacing and punctuation and without leading or trailing blanks etc.



1.1 Logout

After a successful login you have access to the Asbru Web Content Management system for your website – and so has anybody else with access to your computer. Before leaving your computer for a longer or shorter period of time you should logout from the Asbru Web Content Management system to prevent others from using it to make changes to your website. This is especially important if you use a computer which other people have access to.

To logout from the Asbru Web Content Management system, please select the “Logout” link in the top-left hand corner of the Asbru Web Content Management administration and Browse & Edit pages. After logging out you will see your website homepage.

You will also be logged out automatically after some time depending on the configuration of your web server. Technically, your login/logout is controlled through so-called “session



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variables” on your web server. Your web server may be configured to automatically expire session variables after anything from a few minutes to a few days.

Please note that you will need to login again if your web server session variables and thus your login expire while you are using the Asbru Web Content Management system. E.g. if you are using a long time to edit the content of one of your web pages and your login expires before you save, your changes will be lost. If you experience this problem you should make sure to save your work regularly. Alternatively you can ask your web hosting provider to “increase the web server session variable expiration time”. Usually your web server configuration should be fine, but occasionally it may have been configured to expire session variables after just a few minutes.

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2 Home

After a successful login to the Asbru Web Content Management system you will see the main administration page. At the top of the main administration page there is a toolbar, which gives you access to the different sections of the Asbru Web Content Management system:

- Home – return to the main administration page.
- Help – opens a separate web browser window with access to the Asbru Web Content Management Getting Started tutorial and this website editor guide as well as other guides.
- Logout – exit the Asbru Web Content Management system and return to your website homepage as an ordinary website visitor.
- Browse & Edit - an easy way to manage the content of your website simply by browsing your website in administration mode and editing the Pages and Elements of your website.
- Website Structure – organise your website pages hierarchically for dynamic menu and breadcrumbs etc. functionality and for easier administration of your website content.
- Website Content – full access to manage the Pages, Elements, Templates and Style Sheets of your website through the content administration pages.
- Media Library – full access to manage the Images, downloadable Files and frequently used Links of your website through the library administration pages.
- Products & Orders – full access to manage the Products of your website as well as your orders through the content administration pages.
- Content Databases – manage the data in your custom content databases through the content databases administration pages.
- User Database – manage the website administrators and registered users of your website through the user administration pages.
- Usage Statistics – access detailed, integrated, real-time usage statistics for your website content and visitors through the usage statistics administration pages.
- Configuration – re-configure your Asbru Web Content Management and website settings and enable/disable advanced web content management features.
- Updates – displays Asbru Web Content Management system software updates and support services from the Asbru Ltd website.
- Search For - finds all content items in the content administration and library administration, which contain the entered search words. (Or if the user database administration is selected, Search For finds users instead of content items).



- Advanced Search - finds all content items in the content administration and library administration of the given content categories, which contain the entered search words.
- Search And Replace - finds all content items in the content administration and library administration, which contain the entered search words, and gives access to advanced search functionality as well as search and replace functionality.

Please note that all of these sections may not be available to you if some features have been disabled completely on your website or if you do not have permissions to access them.

Please see the following sections for details on the Browse & Edit functionality and general administration pages. Please see the Website Administrator guide for details on the other sections.

The screenshot shows the Asbru Web Content Management system homepage. At the top, there is a red header bar with the Asbru logo, the title 'Web Content Management', and a 'Logged in as: admin' message. Below the header is a black navigation bar with various icons and links: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. To the left of the main content area, there is a sidebar with a search bar and links for Home, Help, Logout, and a 'Search for:' field. The main content area has a white background with a red header 'Welcome admin'. It contains several sections with icons and descriptions:

- Browse & Edit Website Content**: START HERE. Description: Browse your website in administration mode and edit your content directly.
- View User Guide**: Description: Introduction to the system and information about advanced features.
- Manage Website Content**: Description: Access and manage all the pages/elements of your website.
- Manage Media Library**: Description: Access and manage all the images, files and hyperlinks for your website.
- Manage Products and Orders**: Description: Access and manage all the products on and orders from your website.
- Manage Content Databases**: Description: Access and manage the additional content databases for your website.
- Manage User Database**: Description: Access and manage the user database for your website.
- View Usage Statistics**: Description: View how your website visitors access your website content.
- Configure System and Features**: Description: Setup the Asbru Web Content Management System.
- Add Website Functionality**: Description: Import additional website functionality modules.

At the bottom of the page, there is a small footer note: 'Asbru Web Content Management System v1.1 Copyright © 1996-2012 Asbru Ltd. and its licensors. All rights reserved.'

2.1 Personal Workspace

At the bottom of the main administration page you may also have access to your Personal Workspace listing content items, which you are currently working on, and content items, which may have been assigned to you by someone else for you to work on them.

Please note that the displayed personal workspace sections depends on how the web content management system on your website has been configured and on your personal user account administrator preferences – some sections may not be available to you and the order may be different and your personal workspace may also include usage statistics reports.

Please see the Website Administrator Guide for details on how to use your Personal Workspace.



Search for:
Advanced Search
Search and Replace

Home

Your checked out content items

Package	Class	Bundle	Group	Type	Version	Content	ID	Actions	Status
page	About Us					About Us	19		Published: 2012-07-13 10:18:30 Checked Out: admin
page	About Us					Company Profile	20		Published: 2010-09-01 14:32:55 Checked Out: admin
page	Utilities					Contact Us	68		Published: 2010-09-11 14:32:55 Checked Out: admin
page	Customer Service					Customer Service	168		Published: 2010-09-01 13:09:31 Checked Out: admin
product	Digital Products 1	Feature				Digital Product 1	409		Published: 2010-09-25 09:18:12 Checked Out: admin
product	Digital Products 1	Feature	Danish			Digitalt Produkt 1	580		Published: 2010-09-25 09:18:32 Checked Out: admin
page	Utilities		Danish			Kontakt	561		Published: 2010-09-01 14:32:53 Checked Out: admin
page	Customer Service		Danish			Kundeservice	592		Published: 2010-09-01 14:24:40 Checked Out: admin
page	Customer Service		Danish			Leveringstider og priser	593		Published: 2010-09-01 14:33:03 Checked Out: admin
product	Member Products 1	Feature				Member Product 1	410		Published: 2010-09-25 09:18:49 Checked Out: admin
product	Physical Products 1	Feature				Product 1	169		Published: 2012-07-09 15:54:04 Checked Out: admin
product	Physical Products 1	Feature				Product 2	172		Published: 2010-09-25 09:18:53 Checked Out: admin
product	Physical Products 2	Feature				Product 3 - with options	173		Published: 2010-09-25 09:18:53 Checked Out: admin
product	Physical Products 1	Feature				Product 4	723		Published: 2010-09-25 09:21:22 Checked Out: admin
product	Physical Products 1	Feature	Danish			Produkt 1	570		Published: 2010-09-25 09:21:43 Checked Out: admin
product	Physical Products 2	Feature	Danish			Produkt 3 - med valgmuligheder	581		Published: 2010-09-25 09:21:43 Checked Out: admin
page	Utilities		Danish			Redskaber	560		Published: 2010-09-01 14:32:53 Checked Out: admin
page	Customer Service					Shipping Costs & Delivery Times	434		Published: 2010-09-01 14:32:48 Checked Out: admin
product	Subscription Services 1	Feature				Subscription 1 - 1 Month	411		Published: 2010-09-25 09:20:19 Checked Out: admin
product	Subscription Services 1	Feature				Subscription 2 - 1 Year	488		Published: 2010-09-25 09:26:44 Checked Out: admin
page	Utilities					Utilities	44		Published: 2010-09-01 14:32:55 Checked Out: admin

Your updated unpublished content items

Package	Class	Bundle	Group	Type	Version	Content	ID	Actions	Status
stylesheet						default	1		Updated: 2012-07-29 16:14:52
template						feature page - 2 column - centre, right	34		Updated: 2012-07-29 16:15:39
page	Home					My Business	32		Updated: 2012-07-29 16:29:58 Published: 2012-09-01 00:00

Your new unpublished content items

Package	Class	Bundle	Group	Type	Version	Content	ID	Actions	Status
page	Utilities					Mobile Website	276		New: 2012-02-11 15:05:04

Your expired content items

Package	Class	Bundle	Group	Type	Version	Content	ID	Actions	Status
---------	-------	--------	-------	------	---------	---------	----	---------	--------

Your workflow content items

Package	Class	Bundle	Group	Type	Version	Content	ID	Actions	Status
---------	-------	--------	-------	------	---------	---------	----	---------	--------



3 Browse & Edit

Browse & Edit is an easy way to create and update the content of your website simply by browsing your website in administration mode and editing the page content and elements.

When you access your website in Browse & Edit mode each content item, which your website pages are composed of, is (optionally) displayed in a box to separate the different content items and to give access to edit each of them.

To update the different web pages on your website, simply use your regular website navigation menus and links to go to the web page you want to update.

The screenshot shows a website editor interface for 'My Business'. At the top, there's a red toolbar with links: 'Asbru Web Content Management System' (highlighted), 'Home - Help - Logout', 'Outline', 'Version', 'Preview', 'Edit', 'Publish', 'Admin', and 'Add New'. Below the toolbar, the page title 'My Business' is visible along with a search bar and a login status message 'Logged in as: admin | My Account | Logout'. The main content area features a banner 'My Business Launches New Products' with a 'Learn More' link and an image of a green apple on a tree. To the left, a sidebar titled 'Discover My Business' contains sections for 'Products & Services' (with a photo of two people), 'About Us' (with a photo of a building), and 'Careers' (with a photo of a group of people). To the right, there are sections for 'Latest News' (with a photo of a woman), 'Financial News Article 1' (with a photo of a person), 'Company News Article 1' (with a photo of a person), 'Online Shop' (with a photo of a couple), and 'Quick Links' (with links to 'Store Locator', 'Product Support', 'Job Search', and 'Annual Reports'). At the bottom, there are links for 'Terms & Conditions', 'Privacy Policy', 'RSS', 'Email Alerts', and 'Accessibility'. A note at the bottom states: 'This is an example website, which shows the features of the Asbru Web Content Management system. Login to manage your website: LOGIN. Login to special intranet functionality: LOGIN.' There are also links to 'Skip to top' and '© 2020 My Business. All rights reserved.'

3.1 Toolbar

At the very top of the web page, the small red toolbar gives you access to basic functionality.



Just below, the small black toolbar gives you access to the Browse & Edit functionality.

[Outline] [Version] [Preview] [Edit] [Publish] [Admin] [Add New]

3.1.1 Home

Returns to the main administration page.

3.1.2 Help

Opens a separate web browser window with access to the Asbru Web Content Management Getting Started tutorial and this website editor guide as well as other guides.

3.1.3 Logout

Exits the Asbru Web Content Management system and returns to your website homepage as an ordinary website visitor.

3.1.4 Outline

Changes how the Browse & Edit mode looks and works. Selecting the Outline link toggles between the following options which can also be selected directly from the Outline drop-down menu.

3.1.4.1 None (default)

The website pages are displayed (almost) as they look to your website visitors on your website. The editable content item are not outlined, but they can be edited and published etc. through the other black toolbar menus.

Asbru Web Content Management System

Home - Help - Logout

[Outline] [Version] [Preview] [Edit] [Publish] [Admin] [Add New]

None

Black

White

My Business

About Us Products & Services News & Media Careers Investor Relations

My Business Launches New Products > Learn More

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search

Logged in as: admin | My Account | Logout

3.1.4.2 Black

Each editable content item on the current web page is outlined with black boxes with links to edit and publish etc. that content item.



Asbru Web Content Management System

[Outline] [Version] [Preview] [Edit] [Publish] [Admin] [Add New]

None
Black
White

Published: 2010-05-27 07:59:07 "default" stylesheet Add New Admin Edit

Published: 2010-05-27 07:59:07 "feature page - 2 column - centre, right" template Add New Admin Edit

Published: 2010-05-13 10:30:52 logo content Add New Admin Edit

My Business

Published: 2010-05-21 10:30:52 utilities content Add New Admin Edit

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search

Published: 2010-05-01 14:32:56 page content Add New Admin Edit

Logged in as: admin | My Account | Logout

Published: 2010-05-13 08:41:17 toolbar content Add New Admin Edit

About Us | Products & Services | News & Media | Careers | Investor Relations |

Published: 2010-05-13 08:41:17 banner content Add New Admin Edit

My Business Launches New Products > Learn More

3.1.4.3 White

Each editable content item on the current web page is outlined with white boxes with links to edit and publish etc. that content item.

Asbru Web Content Management System

[Outline] [Version] [Preview] [Edit] [Publish] [Admin] [Add New]

None
Black
White

Updated: 2012-07-25 16:15:39 "feature page - 2 column - centre, right" template Add New Admin Edit Publish

Published: 2010-05-13 07:56:07 logo content Add New Admin Edit

My Business

Published: 2010-05-21 10:30:52 utilities content Add New Admin Edit

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search

Published: 2010-05-01 14:32:56 page content Add New Admin Edit

Logged in as: admin | My Account | Logout

Published: 2010-05-13 08:41:17 toolbar content Add New Admin Edit

About Us | Products & Services | News & Media | Careers | Investor Relations |

Published: 2010-05-13 08:41:17 banner content Add New Admin Edit

My Business Launches New Products > Learn More



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3.1.5 Version

Lists the alternative content versions such as language versions and web browser/device versions configured for your website. Select one of the listed content versions to change the Browse & Edit to display that version of content items where available.

The screenshot shows the Asbru Web Content Management System's 'Version' section. At the top, there's a navigation bar with links for Home, Help, Logout, Outline, Version, Preview, Edit, Publish, Admin, and Add New. On the left, a sidebar lists content versions: default (selected), Danish, Japanese, mobile, and tablet. The main content area features a banner with the text 'My Business Launches New Products' and a link to 'Learn More'. To the right of the banner is a photo of a green apple on a branch. Below the banner are two columns: 'Discover My Business' (with a photo of two people and sections for Products & Services and About Us) and 'Latest News' (with a photo of a woman, a date of 01 Sep, 2010, and links for Financial News Article 1 and Company News Article 1).

3.1.6 Preview

Lists the dates/times for which any of your content items have been scheduled to be published. Select one of the listed dates/times to change the Browse & Edit mode to display how your website content is scheduled to look at the selected date/time. Alternatively, select the “-select-“ option to enter any date/time to change the Browse & Edit mode to display how your website content is scheduled to look at the entered date/time. Select the “-current-“ option to change the Browse & Edit mode back to the default to display your current updated/published website content.



Asbru Web Content Management System

[Outline] [Version] [Preview] [Edit] [Publish] [Admin] [Add New]

-CURRENT-

- select -

2012-08-01 00:00
2012-09-01 00:00
2012-12-01 00:00

My Business

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search

Logged in as: admin | My Account | Logout

About Us Products & Services News & Media Careers Investor Relations

My Business Launches New Products > Learn More

Discover My Business

Products & Services
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Products & Services News
> Products & Services 1

About Us
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

Latest News

01 Sep, 2010
Financial News Article 1
01 Sep, 2010
Company News Article 1
> More News

3.1.7 Edit

Lists “-all/inline-“ as well as the title, content class, id and status for each editable content item on the current web page. Select “-all/inline-“ to edit all editable content “inline” directly on the web page. Select one of the listed content item titles to edit that content item’s title and primary content.

Asbru Web Content Management System

[Outline] [Version] [Preview] [Edit] [Publish] [Admin] [Add New]

My Business (page) (32)
Updated: 2012-08-01 18:48
Published: 2012-08-01 00:00

Company News Article 1 (page) (82)
Published: 2010-09-01 15:24:45

Financial News Article 1 (page) (90)
Published: 2010-09-01 15:28:07

Logout Link (page) (24)
Published: 2010-09-01 14:32:26

default - banner (banner) (161)
Published: 2010-05-13 08:45:11

Latest News (featurebox1) (45)
Published: 2010-05-13 15:03:27

Quick Links (featurebox2) (46)
Published: 2010-03-23 15:03:27

Online Shop (featurebox3) (47)
Published: 2010-08-23 10:31:17

default - footer list (footer) (193)
Published: 2010-05-13 08:44:47

logo (logo) (38)
Published: 2010-05-13 07:56:07

default - toolbar - children under "My Business" (toolbar) (33)
Published: 2010-05-13 08:47:17

default - utilities list (utilities) (166)
Published: 2010-08-21 10:30:52

feature page - 2 column - centre, right (template) (34)

default (stylesheet) (1)
Published: 2010-05-13 08:44:47

Investor Relations

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search

Logged in as: admin | My Account | Logout

Discover My Business

Products & Services
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Products & Services News
> Products & Services 1

About Us
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

Latest News

01 Sep, 2010
Financial News Article 1
01 Sep, 2010
Company News Article 1
> More News



3.1.8 Publish

Lists the title, content class, id and status for each editable content item on the current web page that is new or updated and has not been published, yet. Select one of the listed content item titles to publish that content item.

The screenshot shows the Asbru Web Content Management System's 'Publish' interface. At the top, there's a red header bar with the system name and navigation links: Home, Help, and Logout. Below this is a black navigation bar with links for Outline, Version, Preview, Edit, Publish, Admin, and Add New. The main content area shows a list of content items. One item is selected: 'feature page - 2 column - centre, right (template) (34)'. This item has a yellow background and is highlighted. Other items in the list include 'My Business (page) (32)' and 'default (stylesheet) (1)'. Below the list, there's a search bar and a message indicating the user is logged in as 'admin'. The bottom of the screen features a blue footer bar with links for About Us, Products & Services, News & Media, Careers, and Investor Relations. On the left side, there's a sidebar with sections for Discover My Business, Products & Services, and About Us. On the right side, there's a sidebar for Latest News, showing a news article from 01 Sep, 2010.

3.1.9 Admin

Lists the title, content class, id and status for each editable content item on the current web page. Select one of the listed content item titles to access the the full website content management system administration page for that content item. (When the content item is saved, you will return to the Browse & Edit mode).



Asbru Web Content Management System

[Outline] [Version] [Preview] [Edit] [Publish] [Admin] [Add New]

Home - Help - Logout

My Business (page) (32)
Published: 2012-07-31 16:00:48
Updated: 2012-08-01 00:00

Company News Article 1 (page) (82)
Published: 2010-09-01 15:24:43

Financial News Article 1 (page) (90)
Published: 2010-09-01 15:25:07

Logout Link (page) (264)
Published: 2010-09-01 14:32:56

default - footer list (banner) (161)
Published: 2010-09-13 08:42:17

Latest News (featurebox1) (45)
Published: 2010-03-05 11:39:45

Quick Links (featurebox2) (46)
Published: 2010-03-29 15:00:07

About Us | **Products & Services** | **Discover My Business** | **Online Shop** | **Actions**

My Business
New Products

Products & Services
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Products & Services News
> Products & Services 1

About Us
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

Latest News

01 Sep, 2010
Financial News Article 1
01 Sep, 2010
Company News Article 1
> More News

Search

Logged in as: admin | [My Account](#) | [Logout](#)

3.1.10 Add New

Lists the title, content class, id and status for each editable content item on the current web page. Select one of the listed content item titles to add a new copy of that content item in the web content management system.

Asbru Web Content Management System

[Outline] [Version] [Preview] [Edit] [Publish] [Admin] [Add New]

Home - Help - Logout

My Business (page) (32)
Published: 2012-08-01 00:00
Updated: 2010-09-01 15:24:43

Company News Article 1 (page) (82)
Published: 2010-09-01 15:24:43

Financial News Article 1 (page) (90)
Published: 2010-09-01 15:25:07

Logout Link (page) (264)
Published: 2010-09-01 14:32:56

default - footer list (banner) (161)
Published: 2010-09-13 08:42:17

Latest News (featurebox1) (45)
Published: 2010-03-05 11:39:45

Quick Links (featurebox2) (46)
Published: 2010-03-29 15:00:07

About Us | **Products & Services** | **Discover My Business** | **Online Shop** | **Actions**

My Business
New Products

Products & Services
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Products & Services News
> Products & Services 1

About Us
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

Latest News

01 Sep, 2010
Financial News Article 1
01 Sep, 2010
Company News Article 1
> More News

Search

Logged in as: admin | [My Account](#) | [Logout](#)



•
•
•
•

3.2 Style Sheet

Under the red toolbar, you may see a black or white “stylesheet” box if you have permission to edit the style sheet used by the web page. The style sheet can be used to control how your website content is displayed – for example, that your website content headings are displayed in bold and in a larger text size, and that your website links to other web pages and website are displayed in blue etc. Creating and editing style sheets require some specialist technical knowledge of HTML and CSS coding. Please see general documentation and literature for details on HTML and CSS.

The screenshot shows a list item with the following details:

- Published: 2010-09-27 10:27:39
- Name: "default" stylesheet
- Action buttons: Add New, Admin, Edit

3.3 Template

Next, you may see a black or white “template” box if you have permission to edit the template used by the web page. The template defines the overall web page layout and contains the common content that is used on all your website pages or at least all your websites pages of a section of your website or a type of your website pages.

For example, the template may define that all your website pages have a horizontal toolbar menu at the top of the web page; a left-hand navigation menu; a right-hand news block; and the primary page content in the middle.

The template does not define exactly what these parts should be, but simply reserves blank space where these parts can be filled in. Each such part of the website page is called a “content item” in the Asbru Web Content Management system – the primary content item is called a “page”, and the secondary content items such as for example the toolbar menu, navigation menu and news block are called “elements”.

The screenshot shows a list item with the following details:

- Published: 2010-09-27 14:32:33
- Name: "feature page - 2 column - centre, right" template
- Action buttons: Add New, Admin, Edit

3.4 Content Items

Under the red and black toolbars, black/white “stylesheet” box (if any) and black/white “template” box (if any), you will see your website page content. Depending on how your web page is composed of different content items and if you have permissions to update any of the content items, you may see a number of black or white “content” boxes above and around different parts of the web page.



Published: 2010-06-13 07:56:07 logo content Add New Admin Edit

My Business

Published: 2010-06-21 10:30:52 utilities content Add New Admin Edit

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search

Published: 2010-06-01 14:55:49 page content Add New Admin Edit

Logged in as: admin | My Account | Logout

Published: 2010-06-13 08:43:57 toolbar content Add New Admin Edit

About Us | Products & Services | News & Media | Careers | Investor Relations |

Published: 2010-06-13 08:43:57 banner content Add New Admin Edit

My Business Launches New Products

> Learn More 

Discover My Business

Updated: 2011-06-23 18:17:19 page content Add New Admin Edit Publish

**Products & Services**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Products & Services News
> Products & Services 1

**About Us**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Company Profile
> Key Facts & Figures

**Careers**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Why Us

Published: 2010-06-23 10:30:49 featurebox1 content Add New Admin Edit

Latest News

01 Sep, 2010 

Published: 2010-06-01 15:25:07 page title Add New Admin Edit

Financial News Article 1

01 Sep, 2010

Published: 2010-09-01 15:24:43 page title Add New Admin Edit

Company News Article 1

> More News

Published: 2010-06-23 10:31:17 featurebox3 content Add New Admin Edit

Online Shop

Product 1
Lorem ipsum dolor sit amet, consectetur adipisicing elit.
Only £100.00 

> More Products

Published: 2010-03-29 10:00:07 featurebox2 content Add New Admin Edit

Quick Links

> Store Locator
> Product Support
> Job Search
> Annual Reports

[Skip to top](#)

© 2020 My Business. All rights reserved.

Published: 2010-06-13 08:44:47 footer content Add New Admin Edit

Terms & Conditions | Privacy Policy | RSS | Email Alerts | Accessibility

This is an example website, which shows the features of the Asbru Web Content Management system.
Login to manage your website: [LOGIN](#).
Login to special intranet functionality: [LOGIN](#).



Published: 2010-05-13 07:55:07 logo content [Add New](#) [Admin](#) [Edit](#)

My Business

Published: 2010-05-21 10:30:52 utilities content [Add New](#) [Admin](#) [Edit](#)
Online Shop | Contact Us | Site Map | Advanced Search | English | Danish
Search

Published: 2010-05-01 14:32:00 page content [Add New](#) [Admin](#) [Edit](#)
Logged in as: admin | [My Account](#) | [Logout](#)

Published: 2010-05-13 05:47:17 toolbar content [Add New](#) [Admin](#) [Edit](#)

About Us Products & Services News & Media Careers Investor Relations

Published: 2010-05-13 05:43:17 banner content [Add New](#) [Admin](#) [Edit](#)

My Business Launches New Products

> Learn More 

Discover My Business

Updated: 2011-05-23 15:17:19 page content [Add New](#) [Admin](#) [Edit](#)

Products & Services
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
> Products & Services News
> Products & Services 1

About Us
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
> Company Profile
> Key Facts & Figures

Careers
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
> Why Us

Published: 2010-05-29 11:39:45 featurebox1 content [Add New](#) [Admin](#) [Edit](#)

Latest News


01 Sep, 2010
Published: 2010-05-31 15:25:07 page title [Add New](#) [Admin](#) [Edit](#)
Financial News Article 1
01 Sep, 2010
Published: 2010-05-01 15:24:43 page title [Add New](#) [Admin](#) [Edit](#)
Company News Article 1
> More News

Published: 2010-05-23 10:31:17 featurebox3 content [Add New](#) [Admin](#) [Edit](#)

Online Shop

Product 1
Lorem ipsum dolor sit amet, consectetur adipisicing elit.
Only £100.00
> More Products

Published: 2010-05-29 15:00:07 featurebox2 content [Add New](#) [Admin](#) [Edit](#)

Quick Links

> Store Locator
> Product Support
> Job Search
> Annual Reports

Published: 2010-05-13 05:44:47 footer content [Add New](#) [Admin](#) [Edit](#)

Terms & Conditions | Privacy Policy | RSS | Email Alerts | Accessibility

[Skip to top](#)
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This is an example website, which shows the features of the Asbru Web Content Management system.
Login to manage your website: [LOGIN](#).
Login to special intranet functionality: [LOGIN](#).

3.5 Content Block Heading

The content block heading displayed at the top of each content item of the web page is used for displaying summary information and allowing you to have quick access to editing the item.



Published: 2010-05-13 08:47:17	toolbar content	Add New Admin Edit
About Us Products & Services News & Media Careers Investor Relations		

Published: 2010-05-13 08:47:17	toolbar content	Add New Admin Edit
About Us Products & Services News & Media Careers Investor Relations		

3.5.1 Status

Each content item's publication status is displayed to the left in the administration heading. The publication status will always be "Published" unless one of the more advanced Publish features has been enabled for your website. Please see the Website Administrator for details on the Publish features. If the more advanced Publish features are enabled, the status of the content item can be one of the following:

- **New**
The content is a new page/element that has not been published yet.
- **Updated**
The content has been updated and the updated content has not been published yet.
(The new updated content is displayed in Edit & Browse administration mode, but the old published content is still displayed on the public website.)
- **Publish: date/time**
The new/updated content is scheduled to be published at the displayed date/time.
- **Published**
The content has been published on your web site.
- **Unpublished**
The content has been unpublished from your web site.
- **Expire: date/time**
The published content is scheduled to expire at the displayed date/time.
- **Expired**
The content has expired.
- **Checked Out**
The content is currently inaccessible for editing because it is checked out for editing by another website administrator.

Published: 2010-05-13 08:47:17	toolbar content	Add New Admin Edit
About Us Products & Services News & Media Careers Investor Relations		

Published: 2010-05-13 08:47:17	toolbar content	Add New Admin Edit
About Us Products & Services News & Media Careers Investor Relations		

3.5.2 Content Class

Each content item's class is displayed centred in the administration heading. The content class will be either "page title", "page content" or one of the Element classes such as "menu",



“toolbar”, “news” or “banner” etc. as configured for your website. The “page content” item is the primary content of the page.

Published: 2010-05-13 08:47:17	toolbar content	Add New Admin Edit
About Us Products & Services News & Media Careers Investor Relations		

Published: 2010-05-13 08:47:17	toolbar content	Add New Admin Edit
About Us Products & Services News & Media Careers Investor Relations		

3.5.3 Add New

If you have permission to add new copies of a content item, an Add New link will be displayed to the right in the administration heading. Selecting the Add New link opens the full Content Editor administration web page with access to edit and add a new copy of the content and all the content item’s other data. Please see the Website Administrator Guide for details.

Published: 2010-05-13 08:47:17	toolbar content	Add New Admin Edit
About Us Products & Services News & Media Careers Investor Relations		

Published: 2010-05-13 08:47:17	toolbar content	Add New Admin Edit
About Us Products & Services News & Media Careers Investor Relations		

3.5.4 Admin

If you have permission to update a content item, an Admin link will be displayed to the right in the administration heading. Selecting the Admin link opens the full Content Editor administration web page with access to update the content and all the content item’s other data. Please see the Website Administrator Guide for details.

(Please note that if you have been using an older release of the Asbru Web Content Management the new “Admin” link is equivalent to the old “Edit” link).

Published: 2010-05-13 08:47:17	toolbar content	Add New Admin Edit
About Us Products & Services News & Media Careers Investor Relations		

Published: 2010-05-13 08:47:17	toolbar content	Add New Admin Edit
About Us Products & Services News & Media Careers Investor Relations		

3.5.5 Edit

If you have permission to update a content item, an Edit link will be displayed to the right in the administration heading. Selecting the Edit link opens a simplified Content Editor with access to update the content directly in the Browse & Edit mode. Only the content item’s title and content can be edited. For access to update the content item’s other data the “Admin” link should be used instead.



Discover My Business

Updated:
2011-06-23
18:17:19

page content

Add New
Admin
Edit
Publish

Products & Services

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
[> Products & Services News](#)
[> Products & Services 1](#)

About Us

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
[> Company Profile](#)
[> Key Facts & Figures](#)

Careers

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
[> Why Us](#)

Discover My Business

Updated:
2011-06-23
18:17:19

page content

Add New
Admin
Edit
Publish

Products & Services

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
[> Products & Services News](#)
[> Products & Services 1](#)

About Us

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
[> Company Profile](#)
[> Key Facts & Figures](#)

Careers

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
[> Why Us](#)



Asbru Web Content Management System

[Outline] [Edit] [Publish] [Admin] [Add New]

Published: 2010-09-27 03:37:29

Edited: 2010-09-27 14:55:05

Published: 2010-09-27 14:57:53

Edited: 2010-09-27 14:59:05

Published: 2010-09-27 14:59:05

Edited: 2010-09-27 14:59:05

Title: My Business

Content:

Products & Services

 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Products & Services News
> Products & Services 1

About Us

 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Company Profile
> Key Facts & Figures

Careers

 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Why Us

HTML > BODY

Publish

Discover My Business

Published: 2010-09-23 18:17:19

Edited: 2010-09-23 18:17:19

page content

Add New Admin Edit

featurebox1 content

Published: 2010-09-23 11:38:46

Edited: 2010-09-23 11:38:46

Latest News

Add New Admin Edit



Asbru Web Content Management System
[Outline] [Edit] [Publish] [Admin] [Add New]

Published: 2010-02-27 18:27:29

Published: 2010-05-27 14:32:33

Published: 2010-07-05 14:32:33

Published: 2010-08-19 08:41:00

Published: 2010-09-05 09:45:00

Published: 2011-06-23 18:17:19

Title
My Business
Content

Products & Services
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
> Products & Services News
> Products & Services 1

About Us
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
> Company Profile
> Key Facts & Figures

Careers
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
> Why Us

HTML > BODY

Publish

Discover My Business

Updated: 2010-03-09 11:39:46 featurebox1 content Add New Admin Edit Publish

Latest News

page content

Add New Admin Edit Publish

3.5.6 Publish

If you have permission to publish a content item, a Publish link will be displayed to the right in the administration heading. Selecting the Publish link publishes the content item.

Discover My Business

Updated: 2011-06-23 18:17:19

page content

Add New Admin Edit Publish

Products & Services
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
> Products & Services News
> Products & Services 1

About Us
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
> Company Profile
> Key Facts & Figures

Careers
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
> Why Us



Discover My Business

Updated:
2011-06-23
18:17:19

page content

Add New
Admin
Edit
Publish

Products & Services

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Products & Services News
> Products & Services 1

About Us

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Company Profile
> Key Facts & Figures

Careers

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Why Us

3.6 Edit All / Inline

Select the Edit “-all/inline-“ option on the toolbar to edit all editable content “inline” directly on the web page. The web content editor toolbar will be displayed at the top of the web page below the Browse & Edit toolbar along with a Publish checkbox and Save and Cancel buttons.

Please note that content items which contain any special codes (“@ @ @.....@ @ @” and “# # #.....# # #”) used by the web content management system cannot be edited through the Edit All/Inline mode, but only through the Browse & Edit toolbar Edit links for each of the content items.

When the caret/cursor is moved over any editable content on the web page, the editable content will be highlighted by a dashed red border. Click the content to place the caret/cursor and to edit the content. You can move the caret/cursor to other editable content to also edit that.

Select Save to save all edited content on the web page and to exit the Edit All/Inline mode. Select Cancel to discard all content changes and to exit the Edit All/Inline mode.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a toolbar with various icons for file operations like Open, Save, Publish, and Undo. Below the toolbar is a navigation bar with links for Home, Help, and Logout. The main content area displays a website titled 'My Business'. The header of the website includes a search bar and a login status message. The main content block features a blue banner with the text 'My Business Launches New Products' and a link to 'Learn More', accompanied by an image of a green apple on a tree branch. Below this, there are two columns: 'Discover My Business' on the left and 'Latest News' on the right. The 'Discover My Business' column contains a thumbnail of two people and a section for 'Products & Services' with some placeholder text. The 'Latest News' column shows a thumbnail of a person on a phone and two news articles from September 2013.

3.7 Exit Browse & Edit

When you are done browsing and editing your website content you can exit the Browse & Edit mode in two different ways:

- Select Home in the top-right corner of the Browse & Edit page to go back to the main administration page of the Asbru Web Content Management System.
- Select Logout in the top-right hand corner of the Browse & Edit page to logout from the Asbru Web Content Management system and return to your public website as a regular user.



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Content Editor

The Content Editor gives you access to actually create and update the content of your web pages. The Content Editor is accessible from the Browse & Edit administration mode (as well as from the Website Content and Media Library administration sections).

The Content Editor includes a Title input field and an actual Content input field. The actual Content input field will differ depending on whether you are creating/editing a Page, Element, Template, Style Sheet, File, Image or Link.

Simply edit the text in the Title field and update the details in the Content input field to create/update the content of your website and select Save to store the changes.

If you are creating or updating a Page, Element or Template you will have access to a web editor in the Content input field, which allows you to format your text and insert images, files and links. As default, Pages, Elements and Templates use HTML format for the Content input field and these are edited in Asbru Web Content Editor WYSIWYG input fields. Please see section 4.1 Asbru Web Content Editor for details on using this to edit your content.

To view your Page, Element, Template and Style Sheet changes before saving and publishing them, you can select the Preview toolbar button to open a new web browser window with the currently edited content.

When you Save your content eventual links to other content and websites will be checked. If any of the links are unavailable you will be warned about this in a pop-up window. You can select “OK” in the warning pop-up window to ignore the warning and save the content anyway, or you can select “Cancel” in the warning pop-up window to go back to the content editor to edit the content before saving it again.

Please note that if you select another link or close your web browser without first selecting Save, any changes you have made will be ignored and no changes will be made to your website content.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the text "Asbru Web Content Management System", "Home - Help - Logout", and navigation links like "Outline", "Edit", "Publish", "Admin", and "Add New". Below the header is a toolbar with various icons for editing text, images, and other content elements. The main workspace contains several sections of content:

- Products & Services:** Features a thumbnail image of two people smiling, some placeholder text, and two links: "Products & Services News" and "Products & Services 1".
- About Us:** Features a thumbnail image of a modern building at night, some placeholder text, and two links: "Company Profile" and "Key Facts & Figures".
- Careers:** Features a thumbnail image of a group of people, some placeholder text, and a link: "Why Us".
- Careers (continued):** Shows another section of the careers page with a thumbnail image of a group of people, some placeholder text, and a link: "Why Us".
- Product 1:** A sidebar element showing a thumbnail of a couple, some placeholder text, and a price: "Only £100.00". It also has a link: "More Products".

At the bottom of the workspace, there are buttons for "Publish", "Save", and "Cancel".

4.1 Asbru Web Content Editor

As default the Asbru Web Content Management system will use the built-in Asbru Web Content Editor to edit your Pages, Elements and Templates. The built-in Asbru Web Content Editor is described in the following sections.

Due to differences in supported web browser technologies, there are different versions of the Asbru Web Content Editor for different web browsers. Some web editor functionality varies between the different Asbru Web Content Editor versions and some web editor functionality is not available in all Asbru Web Content Editor versions. See the following sections for details.

As default the Asbru Web Content Management system auto-detects the web browser you are using and automatically selects the best Asbru Web Editor version for your web browser.

The Asbru Web Content Management system can also be configured to use other content editor products. If your website is configured to use such another content editor product, please see the documentation for that product for details on how to use it.

The Asbru Web Content Editor can be used for adding text, images, hyperlinks or HTML code to the primary content of Pages, Elements and Templates. The Asbru Web Content Editor screens are displayed below.

Asbru Web Content Editor v1 (for Microsoft Internet Explorer 4.0-5.0):



Normal 18 **I** U

Asbru Web Content Editor

Introduction  <p>Welcome to the Asbru Web Content Editor Demo. This page shows some of the features of the editor. Please feel free to edit the content here. The only thing, which has been disabled in this demo is save and upload of media and hyperlinks.</p>	Tables To insert a table click on the Insert Table button. To edit a table place the cursor in the table and select the Table Properties button. There are various other buttons to assist in editing tables. Header Row ... Row 1 Row 2 Row 3 Footer Row
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Asbru Web Content Editor v2+ (for Microsoft Internet Explorer v5.5 and newer; Netscape 7.1 and newer; Mozilla 1.3 and newer; as well as Mozilla Firefox, Google Chrome and Apple Safari):

Normal 18 **I** U

Asbru Web Content Editor

Introduction


Welcome to the Asbru Web Content Editor Demo. This page shows some of the features of the editor. Please feel free to edit the content here. The only thing, which has been disabled in this demo is save and upload of media and hyperlinks.

Text Formatting
Format your text with a number of different text formatting options. To format text select the text and press one of the text formatting buttons in the toolbar.

Size • Bulleted
Bold 1. Indented
Italic 2. Numbered
Underline ◊ Strikethrough
Text Colour

Tables
To insert a table click on the Insert Table button. To edit a table place the cursor in the table and select the Table Properties button. There are various other buttons to assist in editing tables.

Table Caption

Header Row	Column 1	Column 2
Row 1	a	b
Row 2	c	d
Row 3	e	f
Footer Row	a+c+e	b+d+f

Links
To insert or edit links select the Insert Link button. A

HTML > BODY > BR <<< REMOVE

Write text in the work area in the middle and select the toolbar buttons to format the text and insert images, hyperlinks and HTML code. Additionally, the HTML DOM Inspector located below the editable content displays details about the currently selected content. The toolbar buttons and the HTML DOM Inspector are described in the following sections.



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4.2 Text Formatting and Style

4.2.1 Style

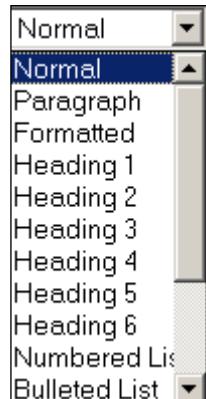


Asbru Web Content Editor v2+ only.

The Asbru Web Content Editor offers support for Cascading Style Sheets. Defined styles/classes are extracted automatically from any Style Sheet assigned to the content.

To apply a style select the text you want to change and then select the style from the Style list in the toolbar. The actual formatting for the styles can be defined in the Style Sheet assigned to the content.

4.2.2 Format



The Asbru Web Content Editor offers standard predefined HTML text styles.

- Normal
- Formatted
- Address
- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Heading 6
- Numbered List
- Bulleted List
- Directory List
- Menu List
- Definition Term
- Definition



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- Paragraph

To apply a style select the text you want to change and then select the style from the Style list in the toolbar. The formatting of the styles can be defined in the Style Sheet assigned to the content.

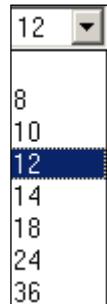
4.2.3 Font Name



Asbru Web Content Editor v2 only. See Font Formatting for Asbru Web Content Editor v1.

To change the Font Name select the text you want to change and then select a Font Name from the Font Name list in the toolbar.

4.2.4 Font Size



To change the Font Size select the text you want to change and then select a Font Size from the Font Size list in the toolbar.

4.2.5 Bold



To apply bold formatting to text select the text you want to change and then select the Bold toolbar button.

4.2.6 Italic



Apply italic formatting to text by selecting the text you want to change and then select the Italic toolbar button.



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4.2.7 Underline



Apply underline formatting to text by selecting the text you want to change and then select the Underline toolbar button.

4.2.8 Font Formatting



Asbru Web Content Editor v1 only. See Text Colour for Asbru Web Content Editor v2.

The Font toolbar button provides several formatting options that will override the formatting styles defined by your Style and Style Sheet selection. To format text select the text you want to change and then select the Font toolbar button. The following screen will appear:



- Font - Select the font you want to apply to the selected text.
- Style - Select the style you want to apply to the selected text.
- Size - Select the Font Size you want to apply to the selected text.
- Underline - If you want to underline the selected text check the Underline checkbox.
- Color - Select the Font Color from the color list or select the button and select the Font Color.

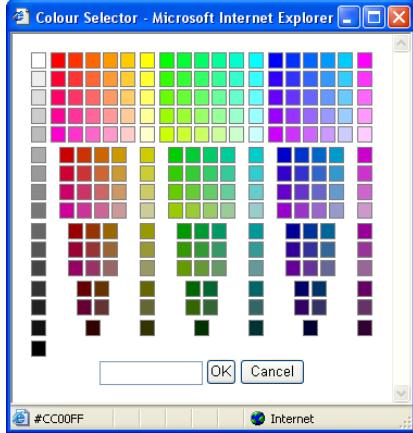
Select OK when the Sample box displays the formatting you want to apply to the selected text or select Cancel.

4.2.9 Text Colour



Asbru Web Content Editor v2 only.

Apply text colour formatting to text by selecting the text you want to change and then select the Text Colour toolbar button. The following screen will appear:



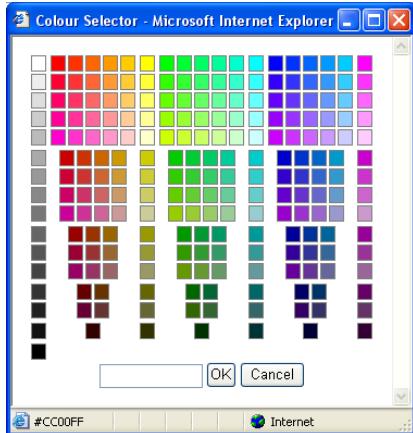
Select a colour from the palette or enter a HTML colour code. Select OK to apply to the selected text or select Cancel.

4.2.10 Background Colour



Asbru Web Content Editor v2 only.

Apply background colour formatting to text by selecting the text you want to change and then select the Background Colour toolbar button. The following screen will appear:



Select a colour from the palette or enter a HTML colour code. Select OK to apply to the selected text or select Cancel.

4.2.11 Superscript



Asbru Web Content Editor v2 only.



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Apply superscript formatting to text by selecting the text you want to change and then select the Superscript toolbar button.

4.2.12 Subscript



Asbru Web Content Editor v2 only.

Apply subscript formatting to text by selecting the text you want to change and then select the Subscript toolbar button.

4.2.13 Strikethrough



Asbru Web Content Editor v2 only.

Apply strikethrough formatting to text by selecting the text you want to change and then select the Strikethrough toolbar button.

4.2.14 Remove Format



Asbru Web Content Editor v2 only.

Remove formatting from text by selecting the text you want to change and then select the Remove Format toolbar button.

4.3 Indentation and Alignment

4.3.1 Decrease Indent



To decrease the indent of a paragraph select the text you want to change and then select the Decrease Indent toolbar button.

4.3.2 Indent



To apply indent to a paragraph select the text you want to change and then select the Indent toolbar button.

4.3.3 Align Left



To align left select the text you want to align left and then select the Align Left toolbar button.



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4.3.4 Align Center



To center text select the text you want to center and then select the Align Center toolbar button.

4.3.5 Align Right



To align right select the text you want to align and then select the Align Right toolbar button.

4.3.6 Align Full



Asbru Web Content Editor v2 only.

To align left and right select the text you want to align and then select the Align Full toolbar button.

4.3.7 Do Not Break



Asbru Web Content Editor v2+ only.

To prevent text from being broken by automatic line breaks select the text you want to keep together and then select the Do Not Break toolbar button.

4.3.8 Numbered List



Asbru Web Content Editor v2 only.

To apply numbers select the items you want to add numbers to. Then select the Numbered List toolbar button.

4.3.9 Bullet List



To apply bullets select the items you want to add bullets to. Then select the Bullet List toolbar button.

4.4 Editing

4.4.1 Cut





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To remove selected content from the Asbru Web Content Editor and place it on the clipboard select the Cut toolbar button.

Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.



4.4.2 Copy



To copy selected content from the Asbru Web Content Editor and place it on the clipboard select the Copy toolbar button.

Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.



4.4.3 Paste



To paste content from the clipboard into the Asbru Web Content Editor select the Paste toolbar button.

Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.



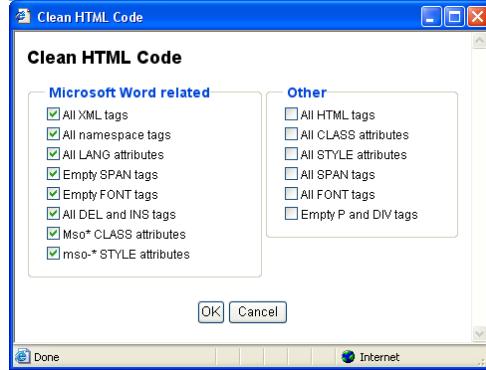
4.4.4 Clean HTML Code



Asbru Web Content Editor v2 only.



Content pasted from other applications such as Microsoft Word may contain unneeded/unwanted HTML codes. Select the Clean HTML Code toolbar button to clean the content for such unneeded/unwanted HTML codes. The following screen will appear:



- Microsoft Word related (selected by default and “safe” to clean):
 - All XML tags
Delete all XML tags from content.
 - All namespace tags
Delete all XML namespace tags from content.
 - All LANG attributes
Delete all LANG attributes from content.
 - Empty SPAN tags
Delete empty and double SPAN tags.
 - Empty FONT tags
Delete empty and double FONT tags.
 - All DEL and INS tags
Delete all DEL and INS tags.
 - Mso* CLASS attributes
Delete all CLASS attributes named Mso* from content.
 - mso- STYLE attributes
Delete all STYLE attributes named mso-* from content.
- Other (only select these if you are sure you want to delete these HTML tags and attributes or your content may be altered significantly):
 - All HTML tags
Delete all HTML tags from content.
 - All CLASS attributes
Delete all CLASS attributes from content.



- All STYLE attributes
Delete all STYLE attributes from content.
- All SPAN tags
Delete all SPAN tags.
- All FONT tags
Delete all FONT tags.
- Empty P and DIV
Delete all empty P and DIV tags.

Select OK to clean the content in the web editor work area.

4.4.5 Delete



Asbru Web Content Editor v2 only.

To delete content from the Asbru Web Content Editor select the content to be deleted and select the Delete toolbar button.

4.4.6 Select All



Asbru Web Content Editor v2 only.

To select all content in the Asbru Web Content Editor select the Select All toolbar button.

4.4.7 Redo



Select the Redo toolbar button to reverse an action of the Undo command.

4.4.8 Undo



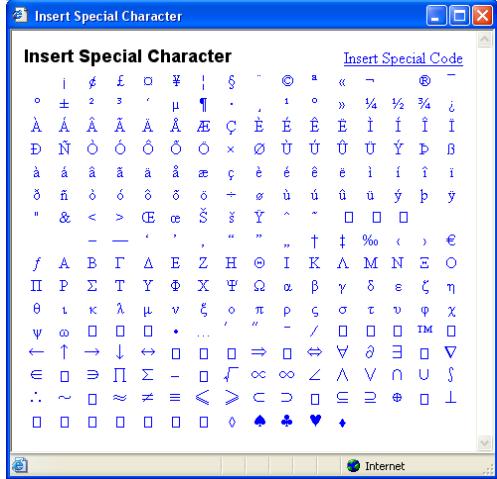
Select the Undo toolbar button to reverse the last command or delete the last entry you typed.

4.5 Web Content

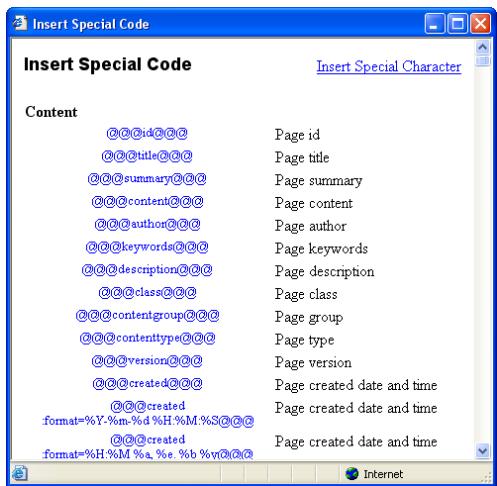
4.5.1 Insert Special Characters & Codes



To insert special characters and codes into the web editor work area select the Insert Special Characters & Codes toolbar button. The following screen will appear:



Select the special character you want to insert and the special character will be inserted into the web editor work area, or select the “Insert special code” link for access to the special codes screen:

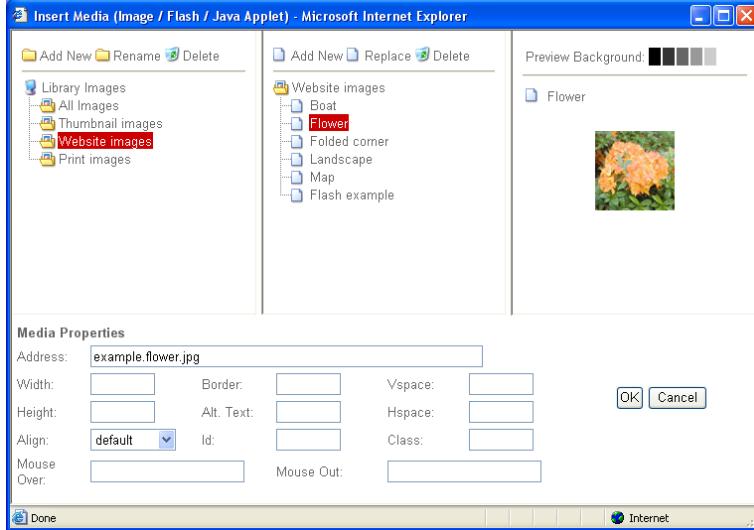


Select the special code you want to insert and the special code will be inserted into the web editor work area, or select the “Insert special character” link to return to the special characters screen.

4.5.2 Insert Media (Image / Flash / Java Applet)



To insert an image into the Asbru Web Content Editor select the Insert Image toolbar button. The following window will appear:



You can insert an image either from your library of images or from your local computer.

4.5.2.1 Library Images

Your image categories from the web server library are listed in the left hand side of the window, if you have enabled the Content Categories - Image Groups or Types features (Please see **Error! Reference source not found.** **Error! Reference source not found.** for tails). Select All Images or an image category to list all your web server library images of that category in the center of the window.

Select an image to preview it in the right hand side of the window. Select one of the preview background colour boxes to preview the image with different background colour contrasts.

When an image is selected its website address details are displayed at the bottom part of the window along with other optional image properties:

- Address
Full web address including Type and URL domain, path and file name.
- Width
Number of pixels or percentage for how the image is to be displayed.
- Height
Number of pixels or percentage for how the image is to be displayed.
- Border
Number of pixels for border to be displayed around the image.
- Alignment / Align
Defines the image alignment in relation to surrounding text.
 - Left

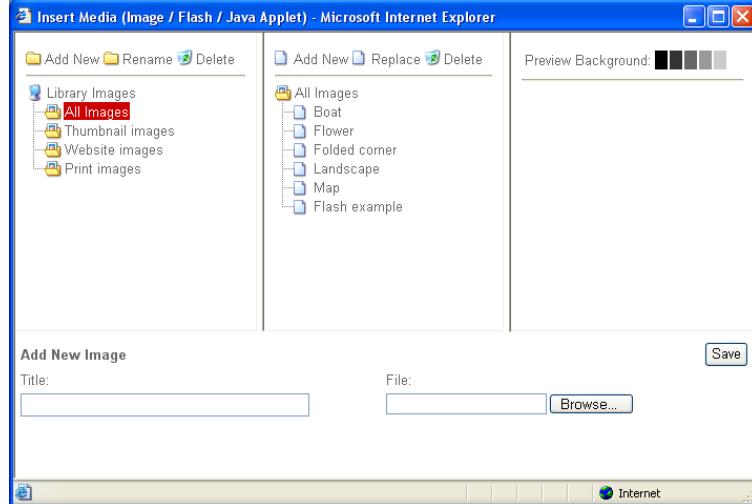


- Right
 - Top
 - Bottom
 - Middle
 - Absmiddle
- Vertical spacing / Vspace
Number of blank pixels to be displayed above and below the image.
- Horizontal spacing / Hspace
Number of blank pixels to be displayed to the left and right of the image.
- Alt. Text
Alternative text description to be displayed instead of the image.
- Id
Unique id to be used for Advanced Scripting etc.
- Class
Name to be used for Style Sheets etc.
- Mouse Over
Javascript event handler triggered when the caret/cursor is moved over the image.
- Mouse Out
Javascript event handler triggered when the caret/cursor is moved away from image.

Select OK to insert the image into the Content Editor or select Cancel to return to the Content Editor without inserting the Image into the Content Editor.

4.5.2.2 Add New Image

You can also add an image from your local computer. Select the Add New link at the top center of the window. The following window will appear:



Enter a title for the new image in the Add New Image section at the bottom of the window.

Select Browse to find the image file on your computer. When you have selected the image file on your computer it will be displayed in the right hand side of the screen. Alternatively, if you have a recent version of the Flash plug-in installed in your web browser you should have an additional “Choose Multiple Files” button next to the “Browse” button. Use this to select multiple files to be uploaded and added at the same time.

Select an existing image to copy other attributes for the new image from. If you select “- blank -”, all other image attributes for the new image will be set to the default (blank) value.

Select Save to add the image to the image library.

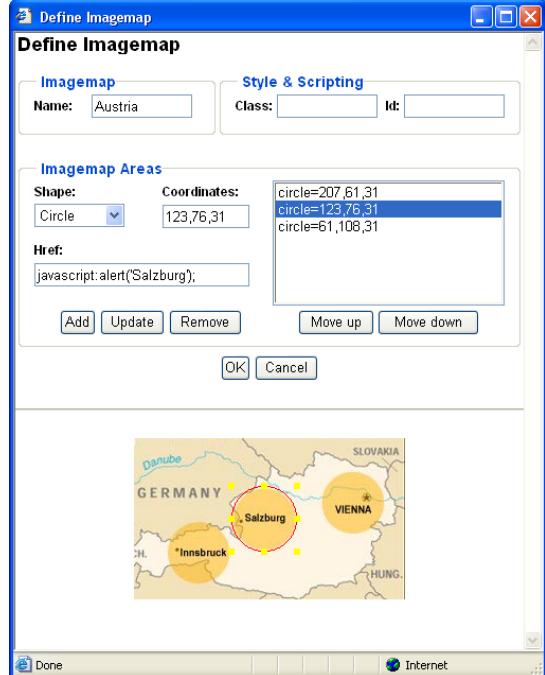
If you have enabled the more advanced publishing features (Please see **Error! Reference source not found. Error! Reference source not found.** for details.) you will see a Publish checkbox that you check if you want to publish the image when it is saved.

If you have enabled the Content Categories - Image Groups or Types features (Please see **Error! Reference source not found. Error! Reference source not found.** for details.) you will also be able to select the Image Type and Image Group for the new image.

4.5.3 Define Imagemap



To define an imagemap for an image select the image and then the Define Imagemap toolbar button. The following window will appear:



- **Name**
Name of the imagemap used internally to link the image and the imagemap (required).
- **Class**
HTML class name for use with CSS style sheet.
- **Id**
Unique HTML code id for use with Javascript.
- **Imagemap Areas**
Define the imagemap areas which users can select:
 - **Shape**
The supported imagemap shapes are circle and rectangle.
 - **Coordinates**
The coordinates which define the imagemap area position and size (Circle: centerX, centerY, radius) (Rectangle: left, top, right, bottom).

Enter the coordinates manually, or Drag & Drop the imagemap area outline and handles displayed on the image at the bottom of the imagemap window.
 - **Href**
The web address URL to which the image map area links.
 - **Add**
Add entered Shape, Coordinates and Href as imagemap area.



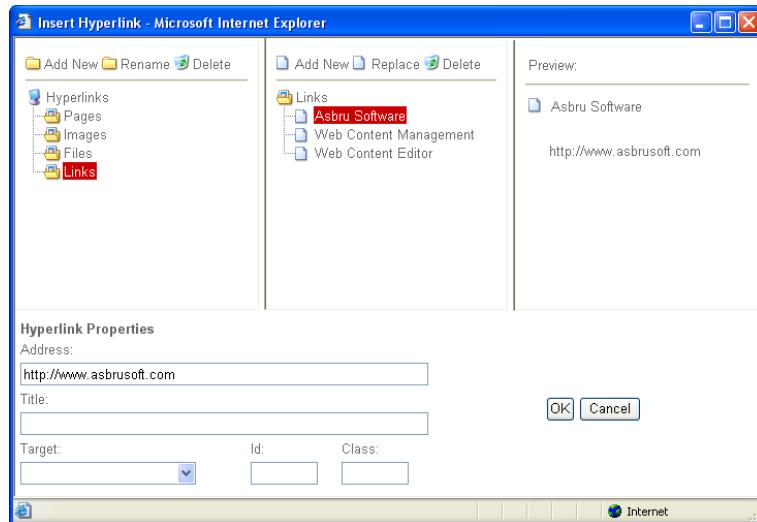
- Update
Change selected imagemap area to entered Shape, Coordinates and Href.
- Delete
Delete selected imagemap area.
- Move Up
Move selected imagemap area up.
- Move Down
Move selected imagemap down.

Select OK to define the imagemap for the selected image in the web editor work area.

4.5.4 Insert Hyperlink



Select the Insert Hyperlink toolbar button to insert a link into the work area. The following window appears:



You can insert a link to an existing Page, Image, File or Link in the Asbru Web Content Management system or to any other website address on the Internet. You can also add a new Page, Image, File or Link.

4.5.4.1 Insert Hyperlink

Your content categories are listed in the left hand side of the window, if you have enabled the Content Categories features (Please see **Error! Reference source not found. Error!** **reference source not found.** for details).

Select a content class/category to list your web server content of that class/category in the center of the window.



- Pages
Your web content management system website pages.
- Images
Your web content management system library images.
- Files
Your web content management system library files.
- Links
Your web content management system library links.
- Special
Special links to web content management system functionality.
 - View This Item
Use for search results entries and the E-Commerce Add-On functionality to link to an item's full page.
 - Login
Use for a "manual" login link to login as a registered user of the website. (Login is also automatically requested when required for accessed content).
 - Logout
Use for a "manual" logout link to logout as a registered user of the website. (Logout is also automatically done when the web browser is closed and when the user "session" expires as configured for your web server).
- Versions
Link for your website visitors to select their preferred version of your website content. (Only available, if the Content Versions feature is enabled. Please see **Error! Reference source not found. Error! Reference source not found.** for details).
- Micro-Sites
Link to your configured "micro-sites" Internet address domain names. (Please see **Error! Reference source not found. Error! Reference source not found.** for details).
- age Relations
Link to a related content as defined for the currently viewed content. (Only available, if the Content Relations feature is enabled. Please see **Error! Reference source not found. REF _Ref20479853 \h Error! Reference source not found.** for details).
- Page Relations
Link to a related content as defined for the currently viewed content. (Only available, if the Content Relations feature is enabled. Please see **Error! Reference source not found. REF _Ref20479853 \h Error! Reference source not found.** for details).
 - Page Top
Link to the Page Top web page specified in the Content Relations section in the content editor.

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- Page Up
Link to the Page Up web page specified in the Content Relations section in the content editor.
- First Page
Link to the First Page web page specified in the Content Relations section in the content editor.
- Last Page
Link to the Last Page web page specified in the Content Relations section in the content editor.
- Previous Page
Link to the Previous Page web page specified in the Content Relations section in the content editor.
- Next Page
Link to the Next Page web page specified in the Content Relations section in the content editor.

Select a content item to preview it in the right hand side of the window.

When a content item is selected its website address details are displayed at the bottom part of the window along with other optional content properties:

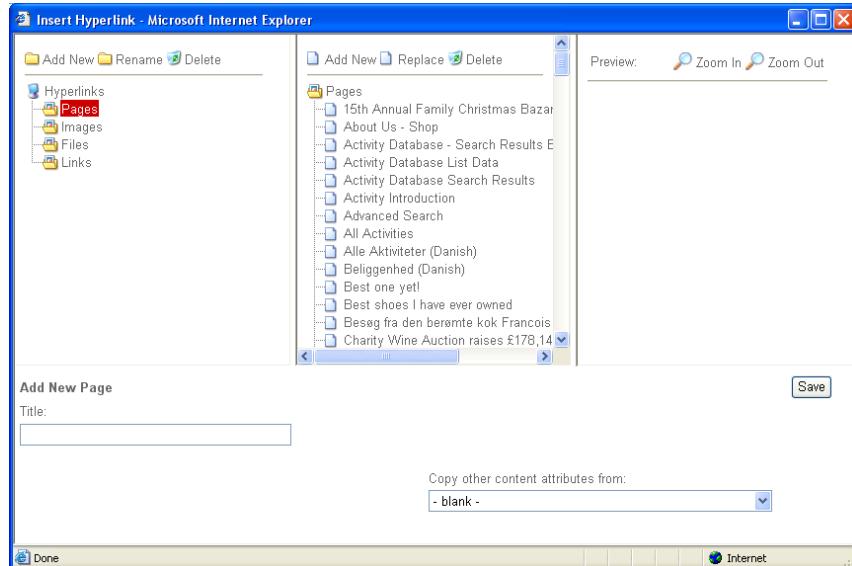
- Address
The web address of the selected page etc. Usually, this should not be changed, but you can add additional parameters etc. if needed. You can also enter an address such as "#mybookmark" to link to an anchor/bookmark you have inserted on your web page.
- Target
Defines how the hyperlink is to be opened.
 - Same Window (_self)
The link will be opened in the current window.
 - Parent Window (_parent)
The link will be opened in the parent window.
 - Browser Window (_top)
The link will be opened on the top level of the window.
 - New Window (_blank)
The link will be opened in a new window.
- Id
Unique id to be used for Advanced Scripting etc.
- Class
Name to be used for Style Sheets etc.



When you are done, select OK to insert the link into your web editor.

4.5.4.2 Add New Page

If you want to add a new Page select Pages at the left hand of the window and then the Add New link at the top center of the window. The following window will appear:



Enter the name of the new page in the Title field. If you are adding a new File select it from your local computer by selecting Browse. Alternatively, if you have a recent version of the Flash pluing installed in your web browser you should have an additional “Choose Multiple Files” button next to the “Browse” button. Use this to select multiple files to be uploaded and added at the same time. When uploading and adding multiple files at the same time, the actual file names will be appended to the entered Title.

If you have enabled the Content Categories – Page/Element Groups or Types features (Please see **Error! Reference source not found. Error! Reference source not found.** for details), u will also be able to select the Page Type and Group.

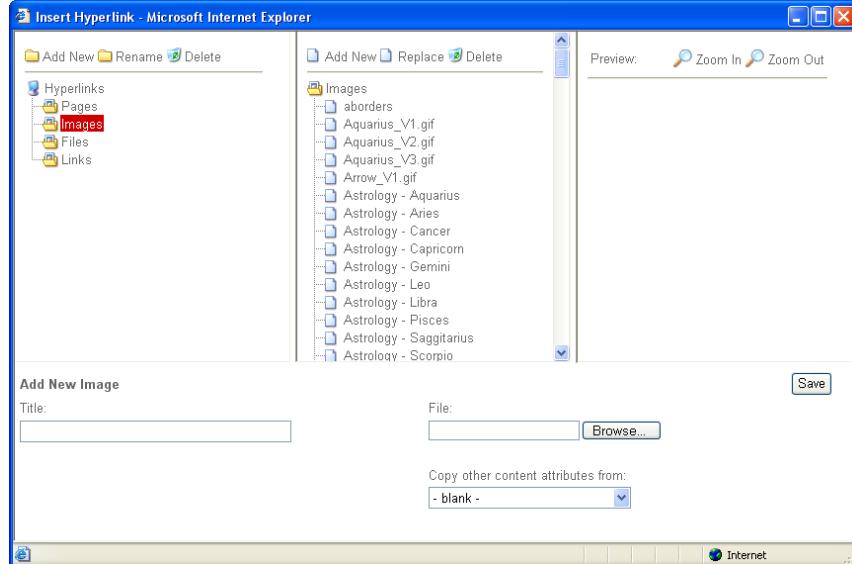
Select an existing Page to copy other attributes for the new page from. If you select “- blank -”, all other page attributes for the new page will be set to the default (blank) value.

If you have enabled the more advanced publishing features (Please see **Error! Reference source not found. Error! Reference source not found.** for details), you will see a Publish checkbox. Check this Publish checkbox to publish the new Page/File immediately when it is saved.

When you select Save the new page or file will be created.

4.5.4.3 Add New Image

If you want to add a new Image select Images at the left hand of the window and then the Add New link at the top center of the window. The following window will appear:



Enter the name of the new image in the Title field and select Browse to select the actual image file from your local computer. Alternatively, if you have a recent version of the Flash plug-in installed in your web browser you should have an additional “Choose Multiple Files” button next to the “Browse” button. Use this to select multiple files to be uploaded and added at the same time. When uploading and adding multiple files at the same time, the actual file names will be appended to the entered Title.

Select an existing Image to copy other attributes for the new image from. If you select “- blank -”, all other image attributes for the new image will be set to the default (blank) value.

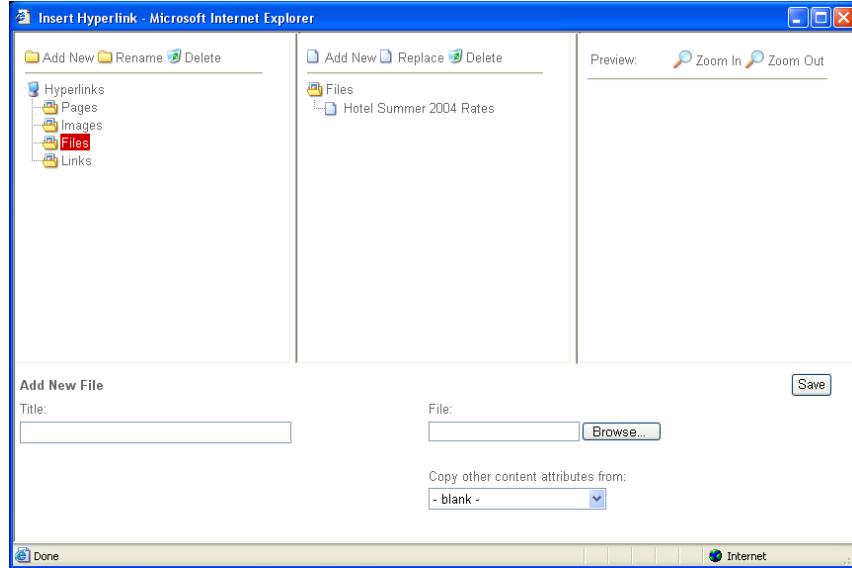
If you have enabled the Content Categories – Image Groups or Types features (Please see **Error! Reference source not found. Error! Reference source not found.** for details), you will also be able to select the Image Type and Group.

If you have enabled the more advanced publishing features (Please see **Error! Reference source not found. Error! Reference source not found.** for details), you will see a Publish checkbox. Check this Publish checkbox to publish the new Image immediately when it is saved.

When you select Save the new image will be created.

4.5.4.4 Add New File

If you want to add a new File select Files at the left hand of the window and then the Add New link at the top center of the window. The following window will appear:



Enter the name of the new file in the Title field and select Browse to select the actual file from your local computer. Alternatively, if you have a recent version of the Flash pluing installed in your web browser you should have an additional “Choose Multiple Files” button next to the “Browse” button. Use this to select multiple files to be uploaded and added at the same time. When uploading and adding multiple files at the same time, the actual file names will be appended to the entered Title.

Select an existing File to copy other attributes for the new file from. If you select “- blank -”, all other file attributes for the new file will be set to the default (blank) value.

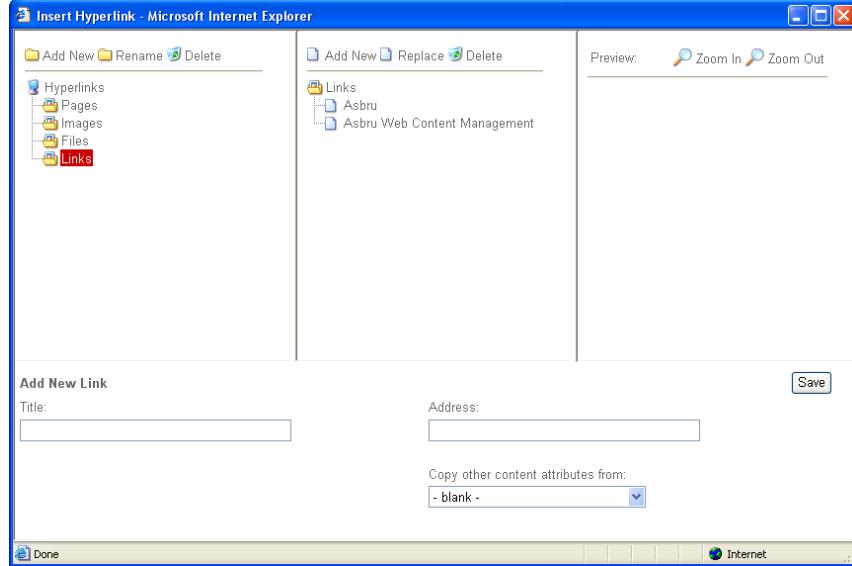
If you have enabled the Content Categories – File Groups or Types features (Please see **Error! Reference source not found. Error! Reference source not found.** for details), you ll also be able to select the File Type and Group.

If you have enabled the more advanced publishing features (Please see **Error! Reference source not found. Error! Reference source not found.** for details), you will see a Publish checkbox. Check this Publish checkbox to publish the new File immediately when it is saved.

When you select Save the new file will be created.

4.5.4.5 Add New Link

If you want to add a new Link select Links at the left hand of the window and then the Add New link at the top center of the window. The following window will appear:



Enter the name of the new link in the Title field and its full website address (for example: <http://www.asbrusoft.com/>).

Select an existing Link to copy other attributes for the new link from. If you select “- blank -”, all other link attributes for the new link will be set to the default (blank) value.

If you have enabled the Content Categories – Link Groups or Types features (Please see **Error! Reference source not found. Error! Reference source not found.** for details), you will also be able to select the Link Type and Group.

If you have enabled the more advanced publishing features (Please see **Error! Reference source not found. Error! Reference source not found.** for details), you will see a Publish checkbox. Check this Publish checkbox to publish the new Link immediately when it is saved.

When you select Save the new link will be created.

4.5.5 Insert Frame

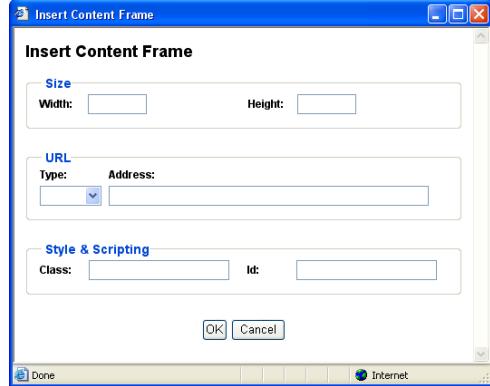


Asbru Web Content Editor v2+ only.

Select the Insert Frame toolbar button to insert a content frame containing another web page in the work area. The following screen will appear:



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- **Width**
Enter the width of the box as a percentage (for example “100%”) or in pixels (for example “100” pixels).
- **Height**
Enter the height of the box as a percentage (for example “100%”) or in pixels (for example “100” pixels).
- **URL Type**
Type of URL address (“http://”, “https://”).
- **URL Address**
Web address domain, path and page name.
- **Id**
Unique HTML code id for use with Javascript.
- **Class**
HTML class name for use with CSS style sheet.

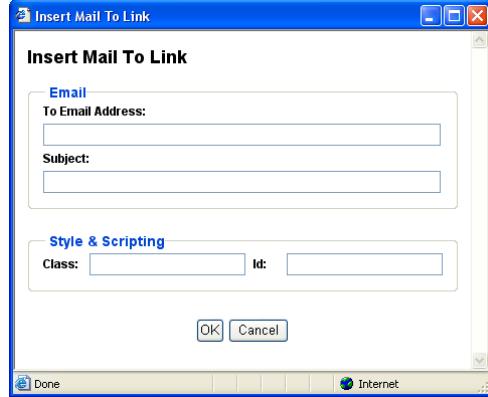
Select OK to insert the content frame into the web editor work area.

4.5.6 Insert Mail To Link



Asbru Web Content Editor v2+ only.

Select the Insert Mail To Link toolbar button to insert a link into the work area. The following screen will appear:



- To Email Address
Default email address to which the email should be sent.
- Subject
Default subject for the email to be sent.
- Id
Unique HTML code id for use with Javascript.
- Class
HTML class name for use with CSS style sheet.

When you are done, select OK to insert the link into your web editor.

4.5.7 Insert Anchor/ Bookmark



Asbru Web Content Editor v2+ only.

Select the Insert Anchor / Bookmark toolbar button to insert an anchor/bookmark into the work area. The following screen will appear:



- Name
Name of the anchor/bookmark.



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- Id
Unique HTML code id for use with Javascript.
- Class
HTML class name for use with CSS style sheet.

When you are done, select OK to insert the anchor/bookmark into your web editor.

To link to the anchor/bookmark you can use the Insert Hyperlink toolbar button and enter a web address such as “#mybookmark” in the “Address” input field.

4.5.8 Unlink



Asbru Web Content Editor v2 only.

To remove a link (without deleting the content) select the link and select the Unlink toolbar button.

4.5.9 Insert Horizontal Rule



Asbru Web Content Editor v2 only.

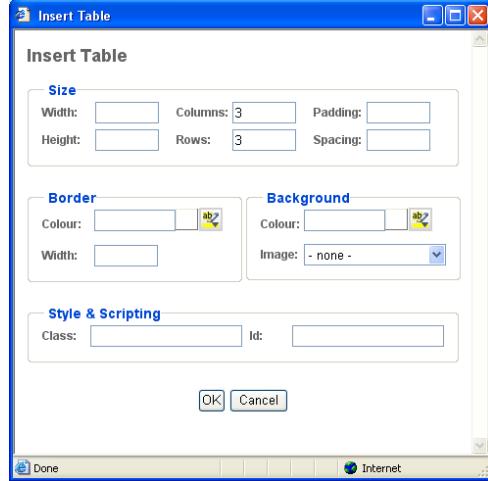
To insert a horizontal rule select the Insert Horizontal Rule toolbar button.

4.6 Table Editing

4.6.1 Insert Table



Select the Insert Table toolbar button to insert a table in the work area. The following screen will appear:



- **Width**
Enter the width of the table as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the browser will determine the width.
- **Height**
Enter the height of the table as a percentage (for example “100%”) or in pixels (for example “100” pixels. You can leave the field blank and the browser will determine the height.
- **Columns**
Enter the number of columns in the table.
- **Rows**
Enter the number of rows in the table.
- **Cell padding**
Enter the distance between the border and content of the table in pixels (for example “2” pixels). You can leave the field blank and the browser will determine the cell padding.
- **Cell spacing**
Enter the distance between the cells in pixels (for example “2” pixels). You can leave the field blank and the browser will determine the cell spacing.
- **Border Width**
Select the border width of the table in pixels from the list. If you select 0 there will be no border. If you select “- default -“ the browser will determine the border width.
- **Border Colour**
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.



- **Background Colour**
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Image**
In the Background image section of the screen select “- none -“ if no background image is required or select a background image from the list of background images.
- **Id**
Unique HTML code id for use with Javascript.
- **Class**
HTML class name for use with CSS style sheet.

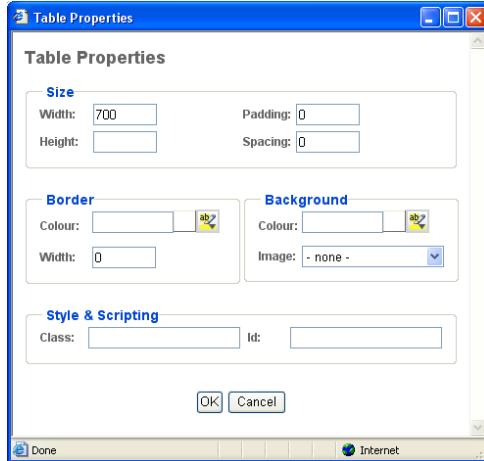
When all the details for the table have been entered, select OK to insert the table into the content editor.

4.6.2 Table Properties



Asbru Web Content Editor v2 only.

Select or position the claret/cursor inside a table and select the Table Properties toolbar button to edit the table’s properties. The following screen will appear:



- **Width**
Enter the width of the table as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine the width.
- **Height**
Enter the height of the table as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine



the height.

- **Cell padding**
Enter the distance between the border and content of the table in pixels (for example “2” pixels). You can leave the field blank and the browser will determine the cell padding.
- **Cell spacing**
Enter the distance between the cells in pixels (for example “2” pixels). You can leave the field blank and the browser will determine the cell spacing.
- **Border Width**
Enter the border width of the table in pixels. If you enter 0 there will be no border. If you leave it blank the browser will determine the border width.
- **Border Colour**
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Colour**
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Image**
In the Background image section of the screen select “- none -“ if no background image is required or select a background image from the list of background images.
- **Id**
Unique HTML code id for use with Javascript.
- **Class**
HTML class name for use with CSS style sheet.

When all the details for the table have been entered, select OK to update the table in the content editor.

4.6.3 Insert Caption



Asbru Web Content Editor v2+ only.

Select or position the claret/cursor inside a table and select the Insert Caption toolbar button to insert a caption for the table. As default the caption is displayed above the table.

4.6.4 Insert Header Row



Asbru Web Content Editor v2+ only.



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Select or position the claret/cursor inside a table and select the Insert Header Row toolbar button to insert a new table header row at the top of the table.

4.6.5 Insert Footer Row



Asbru Web Content Editor v2+ only.

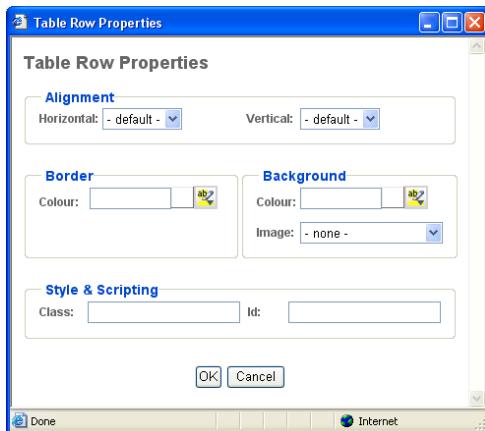
Select or position the claret/cursor inside a table and select the Insert Footer Row toolbar button to insert a new table footer row at the bottom of the table.

4.6.6 Row Properties



Asbru Web Content Editor v2 only.

Select or position the claret/cursor inside a table row and select the Row Properties toolbar button to edit the row's properties. The following screen will appear:



- **Horizontal Alignment**
Select default, left, center or right to horizontally align the row's cell's contents. This row alignment is overruled by any defined column and cell horizontal alignment.
- **Vertical Alignment**
Select default, top, middle, baseline or bottom to vertically align the row's cell's contents. This row alignment is overruled by any defined column and cell vertical alignment.
- **Border Colour**
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.



- **Background Colour**
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Image**
In the Background image section of the screen select “- none -“ if no background image is required or select a background image from the list of background images.
- **Id**
Unique HTML code id for use with Javascript.
- **Class**
HTML class name for use with CSS style sheet.

When all the details for the table row have been entered, select OK to update the table row in the content editor.

4.6.7 Insert Row Above



Asbru Web Content Editor v2 only.

Select or position the claret/cursor inside a table row and select the Insert Row Above toolbar button to insert a new row above the selected row.

4.6.8 Insert Row Below



Asbru Web Content Editor v2 only.

Select or position the claret/cursor inside a table row and select the Insert Row Below toolbar button to insert a new row below the selected row.

4.6.9 Delete Row



Asbru Web Content Editor v2 only.

Select or position the claret/cursor inside a table row and select the Delete Row toolbar button to delete the selected row.

4.6.10 Split Cell Rows



Asbru Web Content Editor v2 only.



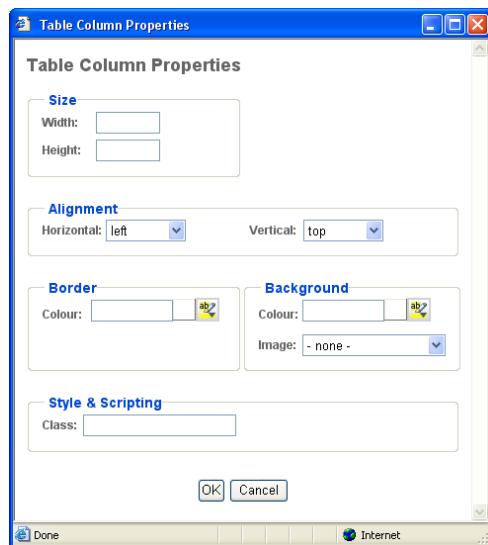
Position the claret/cursor inside a merged table cell and select the Split Cell Rows toolbar button to split the cell back into rows again.

4.6.11 Column Properties



Asbru Web Content Editor v2 only.

Position the claret/cursor inside a table cell and select the Column Properties toolbar button to edit the column's properties. The following screen will appear:



- **Width**
Enter the width of the column as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine the width.
- **Height**
Enter the height of the column as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine the height.
- **Horizontal Alignment**
Select default, left, center or right to horizontally align the column's cell's contents. This column alignment overrules/overwrites any defined row/cell horizontal alignment.
- **Vertical Alignment**
Select default, top, middle, baseline or bottom to vertically align the column's cell's contents. This column alignment overrules/overwrites any defined row/cell vertical alignment.



- Border Colour
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- Background Colour
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- Background Image
In the Background image section of the screen select “- none -“ if no background image is required or select a background image from the list of background images.
- Class
HTML class name for use with CSS style sheet.

When all the details for the table column have been entered, select OK to update the table column in the content editor.

4.6.12 Insert Column Left



Asbru Web Content Editor v2 only.

Position the claret/cursor inside a table cell and select the Insert Column Left toolbar button to insert a new column to the left of the selected column.

4.6.13 Insert Column Right



Asbru Web Content Editor v2 only.

Position the claret/cursor inside a table cell and select the Insert Column Right toolbar button to insert a new column to the right of the selected column.

4.6.14 Delete Column



Asbru Web Content Editor v2 only.

Position the claret/cursor inside a table cell and select the Delete Column toolbar button to delete the selected column.

4.6.15 Split Cell Columns



Asbru Web Content Editor v2 only.



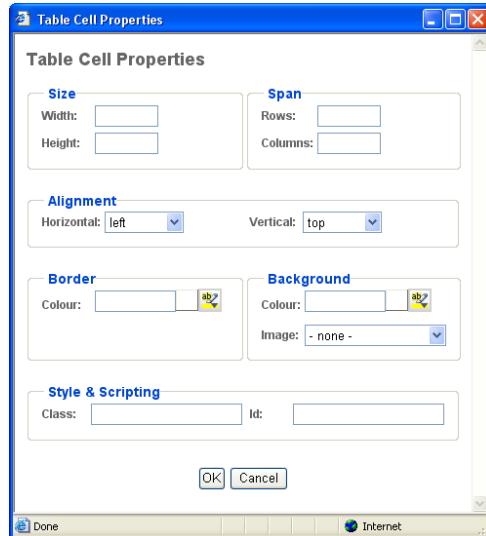
Position the claret/cursor inside a merged table cell and select the Split Cell Columns toolbar button to split the cell back into columns again.

4.6.16 Cell Properties



Asbru Web Content Editor v2 only.

Position the claret/cursor inside a table cell and select the Cell Properties toolbar button to edit the cell's properties. The following screen will appear:



- **Width**
Enter the width of the cell as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine the width.
- **Height**
Enter the height of the cell as a percentage (for example “100%”) or in pixels (for example “100” pixels. You can leave the field blank and the web browser will determine the height).
- **Span Rows**
Enter the number of rows the (merged) cell spans. Changing this row span will not actually merge/split the cell, but only change how it is displayed.
- **Span Columns**
Enter the number of columns the (merged) cell spans. Changing this column span will not actually merge/split the cell, but only change how it is displayed.
- **Horizontal Alignment**
Select default, left, center or right to horizontally align the cell's contents. This cell



alignment overrules/overwrites any defined row/column horizontal alignment.

- **Vertical Alignment**
Select default, top, middle, baseline or bottom to vertically align the cell's contents. This cell alignment overrules/overwrites any defined row/column vertical alignment.
- **Border Colour**
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Colour**
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Image**
In the Background image section of the screen select “- none -“ if no background image is required or select a background image from the list of background images.
- **Id**
Unique HTML code id for use with Javascript.
- **Class**
HTML class name for use with CSS style sheet.

When all the details for the table cell have been entered, select OK to update the table cell in the content editor.

4.6.17 Insert Cell Left



Asbru Web Content Editor v2 only.

Position the claret/cursor inside a table cell and select the Insert Cell Left toolbar button to insert a new cell to the left of the selected cell.

4.6.18 Insert Cell Right



Asbru Web Content Editor v2 only.

Position the claret/cursor inside a table cell and select the Insert Cell Right toolbar button to insert a new cell to the right of the selected cell.

4.6.19 Delete Cell



Asbru Web Content Editor v2 only.



Position the claret/cursor inside a table cell and select the Delete Cell toolbar button to delete the selected cell.

4.6.20 Split Cell



Asbru Web Content Editor v2 only.

Position the claret/cursor inside a merged table cell and select the Split Cell toolbar button to split the cell back into rows and columns again.

4.6.21 Merge Cells



Asbru Web Content Editor v2 only.

Select a number of table cells across rows and/or columns and select the Merge Cells toolbar button to merge the cells into a single cell.

Your web browser may not support selection of cells across rows properly as a square of selected cells. Some additional cells to the left and right of the intended square of cells selection may be selected as well. The Asbru Web Content Editor adjusts this non-square cell selection by ignoring any selected cells outside the square of selected cells defined by the top-left and the bottom-right selected cells.

4.7 Form Editing

4.7.1 Insert Form



Asbru Web Content Editor v2+ only.

Select the Insert Form toolbar button to insert a form in the work area. The following screen will appear:



- **Method**
Method used to submit form data to the web server. GET (default) submits data as part of the URL web address. POST submits data as attachments and is required for file upload and larger amounts of data.
- **Action URL**
Website address to which the form data is submitted.
- **Encoding**
Encoding format for form data when submitted to the web server. The default encoding is “URL encoded”. “Multi-part form-data” encoding is required for file upload.
- **Target**
Defines how the submitted form is to be opened.
 - Same Window (_self)
The form will be opened in the current window.
 - Parent Window (_parent)
The form will be opened in the parent window.
 - Browser Window (_top)
The form will be opened on the top level of the window.
 - New Window (_blank)
The form will be opened in a new window.
- **Submit**
Javascript event handler triggered when the form is submitted.
- **Reset**
Javascript event handler triggered when the form is reset.



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- Id
Unique HTML code id for use with Javascript.
- Class
HTML class name for use with CSS style sheet.

Select OK to insert the form into the web editor work area.

4.7.2 Insert Button



Asbru Web Content Editor v2+ only.

Select one of the Insert Button toolbar buttons to insert a button of that type in the work area.
The following screen will appear:



- Name
Name of parameter submitted to the web server.
- Value
Value of parameter submitted to the web server.
- Type
Type of button to be inserted:
 - Submit
Submits the form to the web server.
 - Button
Does not do anything unless used with Javascript event handler.
 - Reset
Resets the form to the default values.



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- Image
Submits the form to the web server.
- Click
Javascript event handler triggered when the button is clicked.
- Image URL
Website address for image to be used for image button.
- Image Align
Alignment of image in relation to surrounding text.
- Id
Unique HTML code id for use with Javascript.
- Class
HTML class name for use with CSS style sheet.

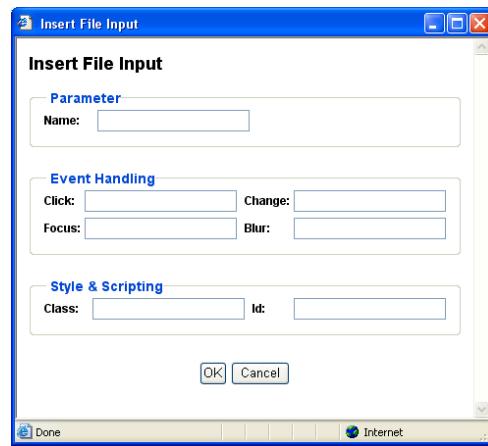
Select OK to insert the button into the web editor work area.

4.7.3 Insert File Input



Asbru Web Content Editor v2+ only.

Select the Insert File Input toolbar button to insert a file selector button for file upload to the web server in the work area. The following screen will appear:



- Name
Name of parameter submitted to the web server.
- Value
Default value of parameter submitted to the web server.



- Click
Javascript event handler triggered when the file input field/button is clicked.
- Change
Javascript event handler triggered when the file input is changed.
- Focus
Javascript event handler triggered when the file input is focused.
- Blur
Javascript event handler triggered when focus is removed from the file input.
- Id
Unique HTML code id for use with Javascript.
- Class
HTML class name for use with CSS style sheet.

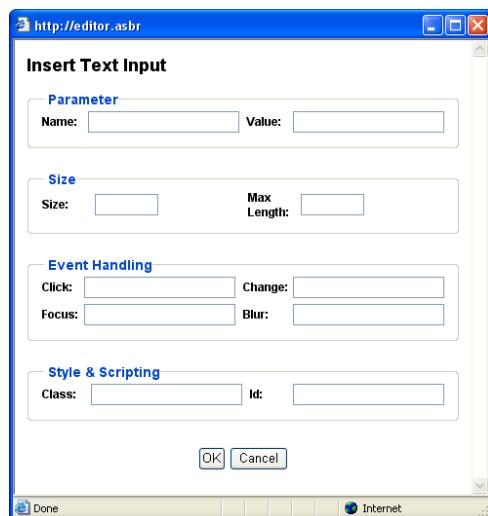
Select OK to insert the file input field/button into the web editor work area.

4.7.4 Insert Text Input



Asbru Web Content Editor v2+ only.

Select the Insert Text Input toolbar button to insert a text input field in the work area. The following screen will appear:



- Name
Name of parameter submitted to the web server.



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- **Value**
Default value of parameter submitted to the web server.
- **Size**
Display size of input field.
- **Max Length**
Maximum number of characters to be entered into the input field.
- **Click**
Javascript event handler triggered when the input field is clicked.
- **Change**
Javascript event handler triggered when the input field is changed.
- **Focus**
Javascript event handler triggered when the input field is focused.
- **Blur**
Javascript event handler triggered when focus is removed from the input field.
- **Id**
Unique HTML code id for use with Javascript.
- **Class**
HTML class name for use with CSS style sheet.

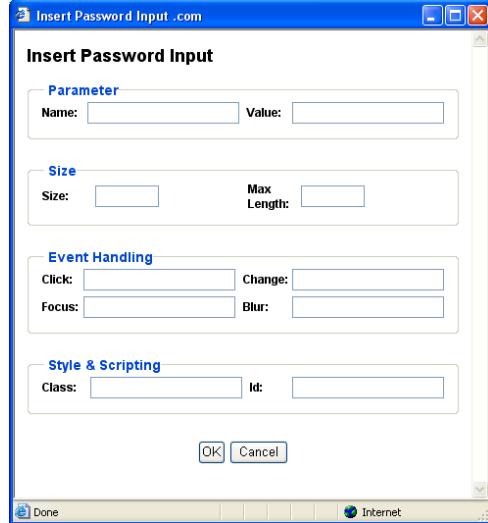
Select OK to insert the input field into the web editor work area.

4.7.5 Insert Password Input



Asbru Web Content Editor v2+ only.

Select the Insert Password Input toolbar button to insert a password input field in the work area. The following screen will appear:



- **Name**
Name of parameter submitted to the web server.
- **Value**
Default value of parameter submitted to the web server.
- **Size**
Display size of input field.
- **Max Length**
Maximum number of characters to be entered into the input field.
- **Click**
Javascript event handler triggered when the input field is clicked.
- **Change**
Javascript event handler triggered when the input field is changed.
- **Focus**
Javascript event handler triggered when the input field is focused.
- **Blur**
Javascript event handler triggered when focus is removed from the input field.
- **Id**
Unique HTML code id for use with Javascript.
- **Class**
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.



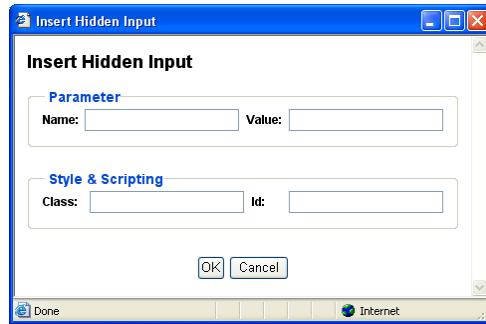
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4.7.6 Insert Hidden Input



Asbru Web Content Editor v2+ only.

Select the Insert Hidden Input toolbar button to insert a hidden input field in the work area. The following screen will appear:



- Name
Name of parameter submitted to the web server.
- Value
Default value of parameter submitted to the web server.
- Id
Unique HTML code id for use with Javascript.
- Class
HTML class name for use with CSS style sheet.

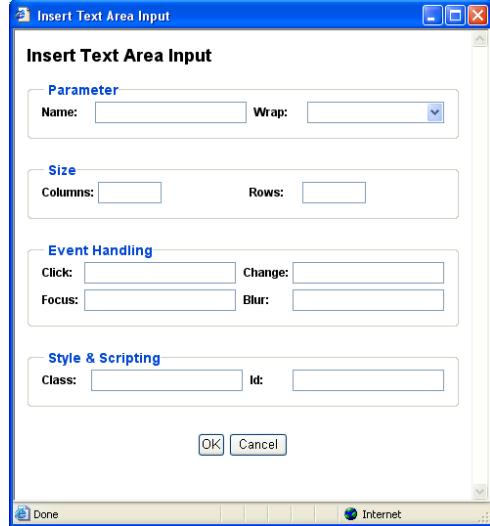
Select OK to insert the input field into the web editor work area.

4.7.7 Insert Text Area Input



Asbru Web Content Editor v2+ only.

Select the Insert Text Area Input toolbar button to insert a text area input field in the work area. The following screen will appear:



- **Name**
Name of parameter submitted to the web server.
- **Wrap**
Defines if and how content entered into the text area input should be word wrapped with automatic insertion of line breaks:
 - **Off**
Do not wrap.
 - **Soft / Virtual**
Display automatic word wrapping but do not submit automatic word wrapping to the web server.
 - **Hard / Physical**
Display and submit automatic word wrapping to the web server.
- **Columns**
Width of the input field.
- **Rows**
Height the input field.
- **Click**
Javascript event handler triggered when the input field is clicked.
- **Change**
Javascript event handler triggered when the input field is changed.
- **Focus**
Javascript event handler triggered when the input field is focused.



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- **Blur**
Javascript event handler triggered when focus is removed from the input field.
- **Id**
Unique HTML code id for use with Javascript.
- **Class**
HTML class name for use with CSS style sheet.

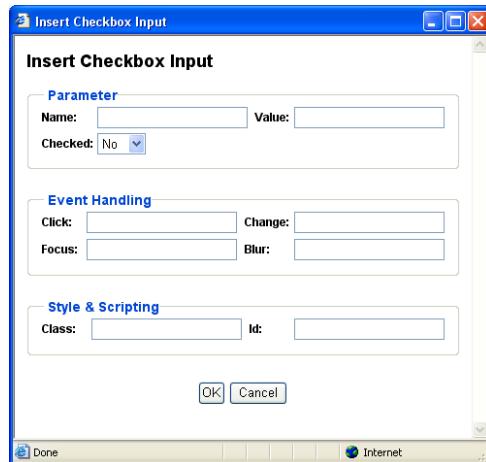
Select OK to insert the input field into the web editor work area.

4.7.8 Insert Checkbox



Asbru Web Content Editor v2+ only.

Select the Insert Checkbox toolbar button to insert a checkbox input field in the work area.
The following screen will appear:



- **Name**
Name of parameter submitted to the web server.
- **Value**
Default value of parameter submitted to the web server.
- **Checked**
Default state of input field.
- **Click**
Javascript event handler triggered when the input field is clicked.
- **Change**
Javascript event handler triggered when the input field is changed.



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- Focus
Javascript event handler triggered when the input field is focused.
- Blur
Javascript event handler triggered when focus is removed from the input field.
- Id
Unique HTML code id for use with Javascript.
- Class
HTML class name for use with CSS style sheet.

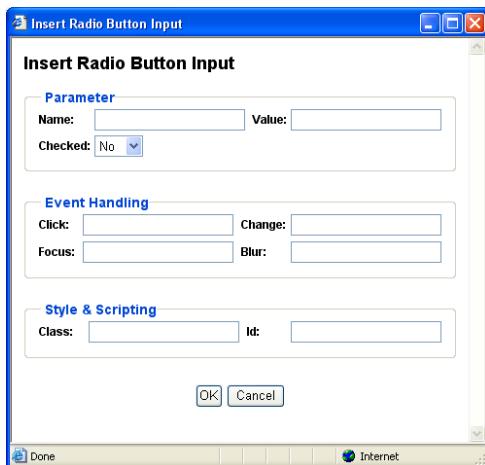
Select OK to insert the input field into the web editor work area.

4.7.9 Insert Radio Button



Asbru Web Content Editor v2+ only.

Select the Insert Radio Button toolbar button to insert a radio button input field in the work area. The following screen will appear:



- Name
Name of parameter submitted to the web server.
- Value
Default value of parameter submitted to the web server.
- Checked
Default state of input field.
- Click
Javascript event handler triggered when the input field is clicked.



- **Change**
Javascript event handler triggered when the input field is changed.
- **Focus**
Javascript event handler triggered when the input field is focused.
- **Blur**
Javascript event handler triggered when focus is removed from the input field.
- **Id**
Unique HTML code id for use with Javascript.
- **Class**
HTML class name for use with CSS style sheet.

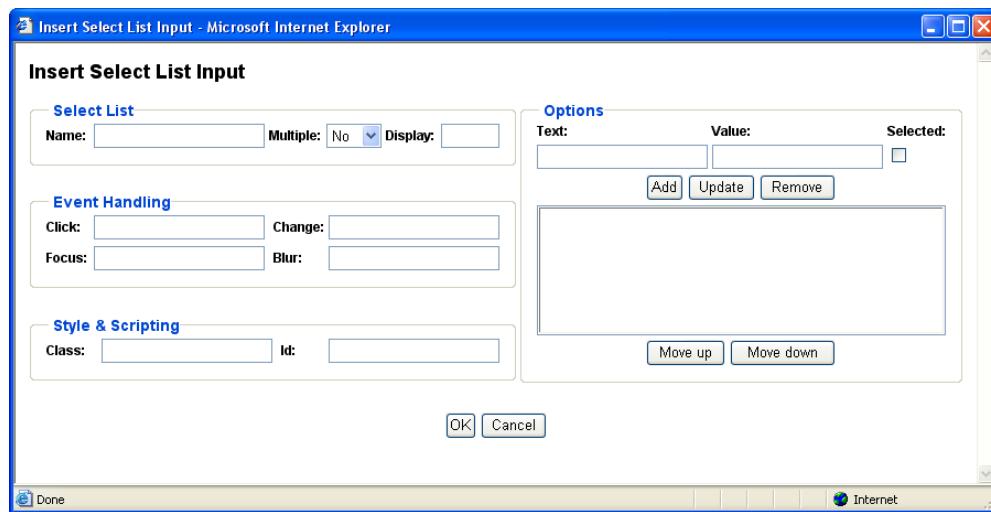
Select OK to insert the input field into the web editor work area.

4.7.10 Insert Select List



Asbru Web Content Editor v2+ only.

Select the Insert Select List toolbar button to insert a select list input field in the work area.
The following screen will appear:



- **Name**
Name of parameter submitted to the web server.
- **Multiple**
Define if users can select multiple options or only a single option.



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- **Display**
Number of options to be displayed (default 1).
- **Options**
Define the options which users can select from:
 - **Text**
Label to be displayed for option.
 - **Value**
Value submitted to the web server if selected.
 - **Selected**
Define if option should be selected as default.
 - **Add**
Add entered Text and Value as option.
 - **Update**
Change selected option to entered Text and Value
 - **Delete**
Delete selected option.
 - **Move Up**
Move selected option up.
 - **Move Down**
Move selected option down.
- **Click**
Javascript event handler triggered when the input field is clicked.
- **Change**
Javascript event handler triggered when the input field is changed.
- **Focus**
Javascript event handler triggered when the input field is focused.
- **Blur**
Javascript event handler triggered when focus is removed from the input field.
- **Id**
Unique HTML code id for use with Javascript.
- **Class**
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.



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4.8 Positioning

4.8.1 Absolute Positioning



Asbru Web Content Editor v2+ only.

Select a positionable content element or place the caret/cursor inside a positionable content element and select the Absolute Positioning toolbar button to toggle absolute positioning for the selected content element.

Positionable content elements include images, tables, P and DIV tags, IFRAMES, form input fields and OBJECTs (Flash and Java applets).

4.8.2 Bring Forwards



Asbru Web Content Editor v2+ only.

Bring the currently selected absolute positioning enabled content element further forwards in front of other absolute positioning content elements.

4.8.3 Send Backwards



Asbru Web Content Editor v2+ only.

Send the currently selected absolute positioning enabled content element further backwards behind of other absolute positioning content elements.

4.8.4 Bring To Front



Asbru Web Content Editor v2+ only.

Bring the currently selected absolute positioning enabled content element in front of all other absolute positioning content elements.

4.8.5 Send To Back



Asbru Web Content Editor v2+ only.

Send the currently selected absolute positioning enabled content element behind of all other absolute positioning content elements.



4.8.6 Bring Above Text



Asbru Web Content Editor v2+ only.

Bring the currently selected absolute positioning enabled content element in front of the general page content.

Microsoft Internet Explorer for Windows only. Mozilla/Netscape content is always above text or invisible.

4.8.7 Send Below Text



Asbru Web Content Editor v2+ only.

Send the currently selected absolute positioning enabled content element behind of the general page content.

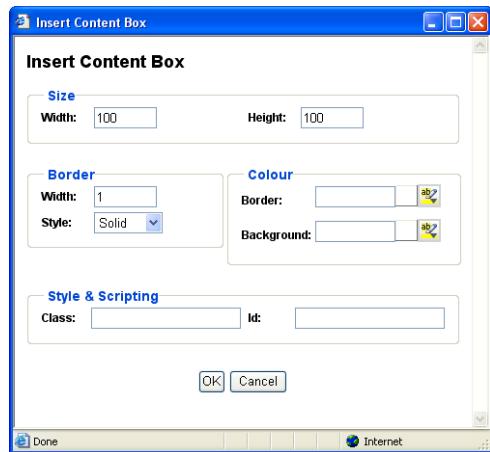
Microsoft Internet Explorer for Windows only. Mozilla/Netscape content is always above text or invisible.

4.8.8 Insert Box



Asbru Web Content Editor v2+ only.

Select the Insert Box toolbar button to insert an absolute positioning content box in the work area. The following screen will appear:



- **Width**

Enter the width of the box as a percentage (for example “100%”) or in pixels (for example “100” pixels).



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- Height
Enter the height of the box as a percentage (for example “100%”) or in pixels (for example “100” pixels).
- Border Width
Enter the border width in pixels. If you enter 0 there will be no border. If you leave it blank the browser will determine the border width.
- Border Style
Select the border style to be used for the box.
- Border Colour
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- Background Colour
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- Id
Unique HTML code id for use with Javascript.
- Class
HTML class name for use with CSS style sheet.

Select OK to insert the content box into the web editor work area.

4.9 Special

4.9.1 Help



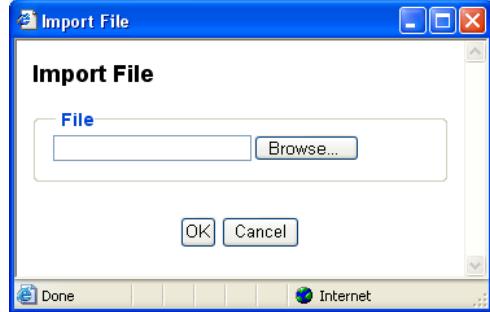
Select the Help toolbar button when you need help and a help screen will open.

4.9.2 Import File



Asbru Web Content Editor v2 only.

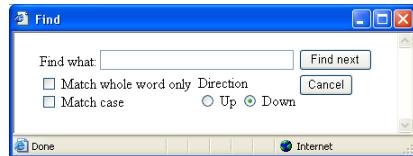
Select the Import File toolbar button to upload and import a text or HTML format file from your local computer to the web editor work area. The imported file will replace the current content in the web editor work area.



4.9.3 Find



To search for characters in the work area select the Find toolbar button. The following sub-session will appear. Type the characters in the Find what field and select additional search criteria.



Select the Find Next button to search the work area or select Cancel.

Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.



4.9.4 Insert Print Page Break



Asbru Web Content Editor v2+ only.

Position the claret/cursor where you want to define a page break (when the content is printed) and select the Insert Print Page Break button to insert a (hidden) print page break code into the web editor work area.

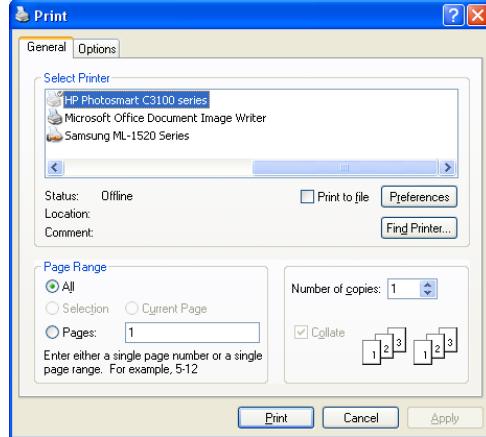
4.9.5 Print



Asbru Web Content Editor v2 only.



To print the content in the work area select the Print toolbar button. This will open your web browser's Print dialog window. Please see your web browser and operating system documentation for details on the Print dialog window.



4.9.6 Preview



Asbru Web Content Editor v2 only.

To preview the content in the work area select the Preview toolbar button. This will open a new web browser window with the content from the web editor work area.



The screenshot shows a Microsoft Internet Explorer window titled "Preview - Microsoft Internet Explorer". The main content area is titled "Asbru Web Content Editor". It contains several sections: "Introduction" with a small image of orange flowers and text; "Text Formatting" with options for Size, Bold, Italic, Underline, and Text Colour, along with bulleted and numbered lists; "Styles" with a note about applying styles from style sheets; and a "Table" section with a 3x2 grid. The table has a header row and three data rows, with a footer row containing a formula. On the right side, there are links for Local/relative, External, Files, and Email to.

Header Row	Column 1	Column 2
Row 1	a	b
Row 2	c	d
Row 3	e	f
Footer Row	a+c+e	b+d+f

4.9.7 Save / Submit



Asbru Web Content Editor v2 only.

To save the content in the work area, select the Save toolbar button. This will submit the web page form, which the web editor work area is part of, to the web server.

4.9.8 Show Details



Asbru Web Content Editor v1 only.

Select the Show Details toolbar button to see formatting marks and hidden text.

4.9.9 Show Hidden Details





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Asbru Web Content Editor v2+ only.

Select the Show WYSIWYG / Plain toolbar button to see toggle between displaying the content in WYSIWYG (What-You-See-Is-What-You-Get) and Plain modes.

- WYSIWYG mode - displays content (approximately) as it will be displayed on your websites including application of Style Sheet formatting.
- Plain mode – displays content with table border, image and form outlines and without application of Style Sheet formatting.

4.9.10 Show HTML



Select the Show HTML toolbar button to see and edit the primary content as HTML code in the work area.

4.9.11 Check Spelling



Asbru Web Content Editor v2 only.

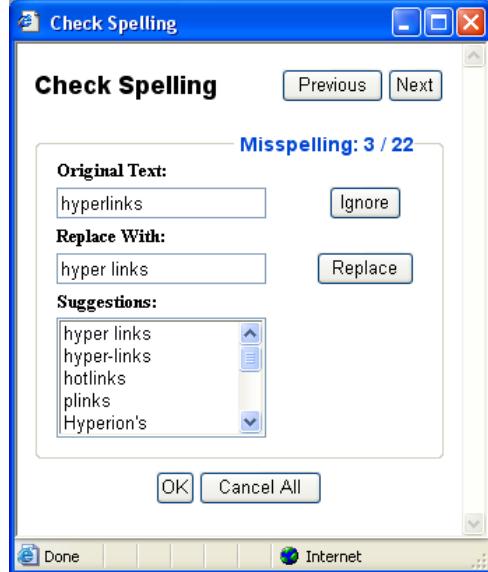
Select the Check Spelling toolbar button to check the spelling of the content in the currently selected web content editor input field. This will open a new web browser window.

Depending on how your system has been configured, you may have access to select which dictionary to use for the spell checking. Alternatively, your system may have been configured to always use a specific dictionary.



Spell checking your web content may take a little while depending on the size of your content and the size of the dictionary used for the spell checking.

When your web content has been spell checked any identified misspellings would be displayed with a number of suggestions for corrections. Please note that any identified misspellings and suggestions may be wrong. You should never simply accept all spell checking suggestions.



The total number of identified misspellings and details of the currently select misspelling are displayed.

- Previous
Displays the details of the previous identified misspelling.
- Next
Displays the details of the next identified misspelling.

The misspelling is also highlighted and focused in the web content editor input field if possible – i.e. if the misspelling is not in hidden text in the web content.

A number of suggestions for replacements of the original text may be listed. As default the best suggestion is selected automatically or you can select any of the other listed suggestions or enter your own correction manually.

- Ignore
Skips the current misspelling without making any changes to your web content and displays the next misspelling.
- Replace
Replaces the identified misspelling in your web content with the selected/entered correction and displays the next misspelling.

When done with the spell checking please select “OK” or “Cancel” to return to the web content editor input field.

- OK
Applies your spell checking corrections to your web content.



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- Cancel All
Undo all your spell checking corrections.

Please note that you should not simply close the spell checking window as this may leave some of your web content highlighted.

4.10 HTML DOM Inspector

HTML > BODY > DIV > TABLE > TBODY > TR > TD > DIV > FONT color="#9191ff" <<< REMOVE

Asbru Web Content Editor v2 only.

Additionally, a HTML DOM Inspector may be displayed below your editable web content.

The HTML DOM Inspector displays the hierarchy of HTML codes the currently selected content is located within. The HTML attributes of the innermost surrounding HTML code are also displayed. In the example graphic above, the currently selected content is enclosed by a FONT code with the attribute “size=4”, which in turn is enclosed by a STRONG code etc.

Each of the displayed surrounding HTML codes may be clicked to make that content block the currently selected content in the web content editor. In the example graphic above, the TABLE link may be clicked to make the entire table the currently selected content.

The HTML DOM Inspector may also display a “REMOVE” link, which deletes the innermost HTML code surrounding the currently selected content. In the example graphic above, “REMOVE” will delete the FONT code, which encloses the currently selected content.