

Editor Handbook Content Management System Contenido Version 4.5



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Welcome to Contentido!

Welcome to Contentido, the user-friendly open source content management system.

The principal goal of content management software is providing everyone in the work environment with an easy way to publish Internet content. It's important to make this process as easy as possible for everyone involved.

Programmers tend to focus mainly on how much functionality they can build into software they develop. Most users, however, consider it more important that software be easy and intuitive to use.

Contentido's modular system provides functionality you'll actually find useful. For the end user this means the following things are guaranteed:

- our content management system is easy, intuitive and will stay that way, plus
- you and your co-workers will need a minimum of training to use it.

About this Handbook

On the following pages we'll be giving you an in-depth look at using the content management system Contentido. We focus on the editorial work with Contentido, i.e. the administration of content. For questions concerning the administration of Contentido we would like to refer you to the administrator handbook.

This Handbook consists primarily of documentation for Contentido's backend, i.e. that part of Contentido in which you'll be managing content. Advanced topics such as integrating websites in Contentido are not treated in this handbook. The handbook is structured to follow the structure of Contentido's backend itself -- thus, the handbook is a convenient reference tool as well.

You can find out more about Contentido at www.contentido.de. Especially in the Contentido forum at www.contentido.de/forum many questions regarding Contentido are discussed and solved.

A Request to all our Readers

We welcome all your suggestions as to how this handbook can be improved, and will gladly address open questions that this handbook doesn't answer for you. Send your questions and suggestions to handbuch@contentido.de. Help us continue to improve the quality of this handbook!

Have fun with Contentido!

Your team at **four for business AG**

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1. Starting with Contentido

To start your work in the content management system Contentido you need from your administrator or integrator the following data:

- a link to your website: <http://www.xyz.de>
- a link to the CMS Contentido: <http://www.xyz.de/contentido/>
- user name and password for your login in Contentido

Please choose at the login „English“ as your preferred language for Contentido. After the login you will get to the starting area of Contentido (MyContentido):



Welcome **Administrator Kunde**. You are logged in as: **admin**.

Last login: No Login Information available.


Available clients:
Kunde (1)

My Contentido
[Overview](#)
[Recently edited articles](#)
 Reminder list: 0 Tasks open
[Settings](#)

Help about Contentido
[Symbol help](#)
[Contentido Manual](#)

Contact System Administrators:
sysadmin@IhreSite.de

Contact Client Administrators:
admin_kunde@IhreSite.de

MyContentido you can always access by clicking on the Contentido logo in the left side upper area or by selecting the  icon in the right side upper area.

In the overview the following information is displayed:

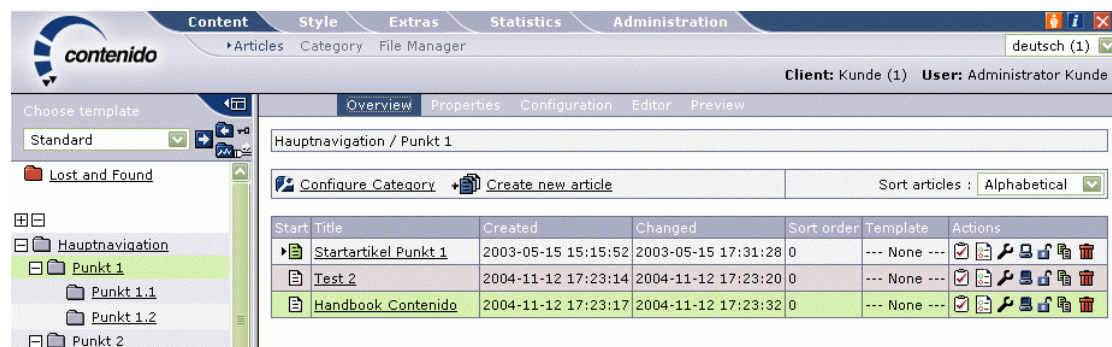
- Available clients: the system shows you all clients that you can work on. If you can have the right to work on several clients, you will find here a selectbox to change the clients.
- Recently edited articles
- Your personal reminder list with all the reminder you or others users defined
- Settings to change your password and your e-mail adress
- Contentido Help with a link to the overview of symbols and icons and the glossary
- Contact to your system administrator

2. Content

Everything to do with publishing content revolves around the creation and maintenance of "articles" and "structures". Content in Contenido consists of three sub-categories: Articles, Structure and Uploading. Via the Articles menu you'll enter content and maintain it; via the Structure menu you'll create the navigational structure of your website, and Uploading, as you've no doubt surmised, lets you upload your articles to the server.

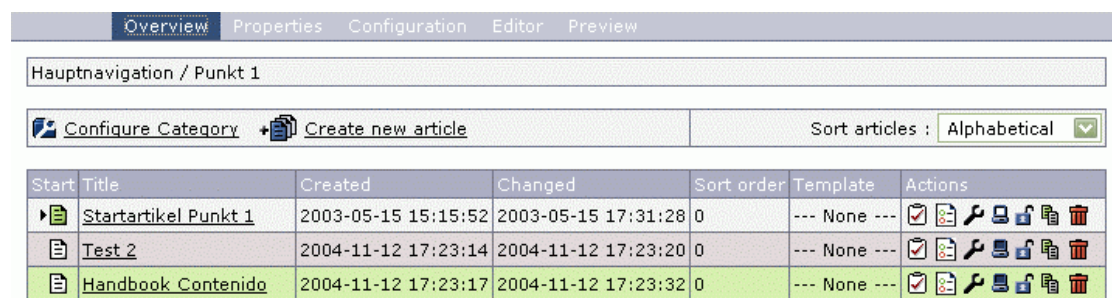
2.1. ARTICLES

Content -> Article is the main workspace for editors. On the left-hand side of the workspace you'll see the Navigation Points (structure points) of the website displayed. When you click on a structure point, all the articles belonging to it appear on the right side of the page, along with important information about each article.:



Start	Title	Created	Changed	Sort order	Template	Actions
	Startartikel Punkt 1	2003-05-15 15:15:52	2003-05-15 17:31:28	0	--- None ---	
	Test 2	2004-11-12 17:23:14	2004-11-12 17:23:20	0	--- None ---	
	Handbook Contenido	2004-11-12 17:23:17	2004-11-12 17:23:32	0	--- None ---	

2.1.1 Article Lists



Start	Title	Created	Changed	Sort order	Template	Actions
	Startartikel Punkt 1	2003-05-15 15:15:52	2003-05-15 17:31:28	0	--- None ---	
	Test 2	2004-11-12 17:23:14	2004-11-12 17:23:20	0	--- None ---	
	Handbook Contenido	2004-11-12 17:23:17	2004-11-12 17:23:32	0	--- None ---	

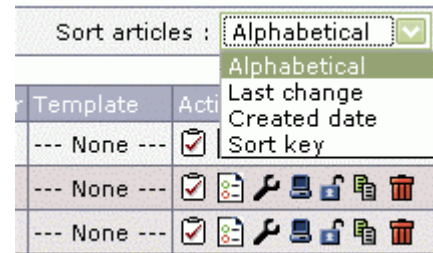
You can reach the menus for Properties, Configuraton, Editor and Preview directly from the Overview page. Just click on the corresponding menu item above the list of articles:



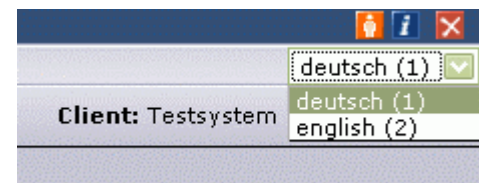
Alternatively you can select the areas by clicking on the icons in the article lists.

Click on the "Overview" tab. From this page you can sort the articles by different criteria:





- alphabetically
- most recent modification
- creation date.
- Sort number









Contenido assigns a "language" and a "client" to each article. You can add new languages and clients from the Administration menu. Located at the top and to the right of every Contenido display is a drop-down menu from which you can change the language in which the article is currently displayed.




The "Overview" tab displays the following information:

- *Lead Article:* the green arrow lets you know which article is defined as the Lead Article. It always appears first in any category. If you haven't defined a Lead Article for a category, you'll get an error message from Contenido.
- *Articles Belonging to Multiple Categories:* If you've assigned an article to a number of categories the icons  are displayed.
- *Title:* Clicking on "Title" takes you to the Edit workspace, where you modify article content.
- *Creation and Modification Dates:* These reflect the dates when the article was created and last modified.
- *Sort order:* If your articles are sorted in the frontend (your website) manually by a number and not by date, this sort number (0,1,2...) is displayed here.
- *Templates:* Here you can see which template is used for the article. If no template is chosen for an article Contenido automatically uses the template associated with the corresponding Structure Point. To configure an article using a template click on the "Tool" icon . You'll see that formula elements for Modules are displayed here as well.
- *Reminder:* for every article you can define a reminder for you or for other users
- *Properties:* Clicking on  takes you to the Article Properties dialog.
- *Actions:* Online/Offline The state of the screen icon  shows whether an article is online or offline (in other words, whether an article is visible from the website or not). A white screen indicates Online; a dark screen indicates the article is Offline.






- **Locking Articles**  : If you lock an article no other user can edit it unless you lift the lock again. This comes in handy when you're about to publish an article but need more information, and don't want a well-meaning colleague to edit it while you're otherwise occupied.
- **Copy Articles** : By selecting this icon you can create a copy of this article.
- **Article Time Scheduling**  : As part of Article Properties you can provide an article with a time control; that is, you can define from what time until what time an article is online and available on your website.
- **Delete**: Use the Trash icon  to delete articles.

2.1.2 Article properties

If you want to create a new article you must first define the article properties. The properties you can change always by selecting the corresponding menu above the list of articles or selecting the icon . In the article properties you can define the following data:

Title	<input type="text" value="Neue Erfolgsmeldung"/>		
Display article link	<input type="text" value="Select an entry to display link"/> <input type="button" value="v"/> <input type="text"/>		
Article specification	No article specifications found!		
idart	6	idcatart	20
Created	15.05.2003 14:37:03	Author	Administrator Kunde
Last modified	15.05.2003 18:05:43	Author	Administrator Kunde
Redirect	<input type="checkbox"/> <input type="text" value="http://"/>		

- **Title**: This is both Contenido's internal reference to the article and the title as displayed in the program. It is not, however, relevant to how the article will be presented over the Internet.
- **Article specification**: Apart from the hierarchical structure articles can be assigned also to a second structure, like projects or groups. This specifications must be defined in the administration of Contenido.
- **Idart / idcatart**: Contenido assigns each article an unambiguous number. With the help of "idcatart=article number" as displayed by the frontend, the end user can quickly reach the desired article.
- **Created / Last Modified**: The fields displayed show the creation date and most recent modification date of the article.
- **Author**: This is a system-side entry corresponding to the name of the article's creator, as stored on the server.
- **Redirection**: If you click this checkbox and enter a web address directly beneath, the article will be linked to the address entered.

Time control	<input type="checkbox"/> Use time control Start date: <input type="text"/>  End date: <input type="text"/>  <input type="checkbox"/> When expired, move to category: <input type="text" value="Hauptnavigation"/>  <input type="checkbox"/> Make online after move
Online	<input checked="" type="checkbox"/> <input type="checkbox"/> Start article <input type="checkbox"/>
Sort key	<input type="text" value="2"/>
Category	<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> Hauptnavigation Punkt 1 <ul style="list-style-type: none"> Punkt 1.1 Punkt 1.2 Punkt 2 <ul style="list-style-type: none"> <li style="background-color: #d3d3d3;">Punkt 2.1 Punkt 2.2 Punkt 2.3 Newsletter News Hilfsnavigation <ul style="list-style-type: none"> Home Impressum Kontakt </div>

- *Time Control:* You can set a Time Control for any article except a Lead Article. You'll need to define both a start time and an end time. Between these two points in time the article is online, that is, visible to the viewer. You can also define whether the article is to be automatically placed in another category once the time control expires, for example, an archive. You can also define whether the article is to remain online or not once archived.
- *Online:* Here you define whether an article is online or offline (visible or invisible from the frontend.). Please note that some modules don't check this flag and will display an article regardless (article list modules, for example.) The screen icon displays the state of this flag, as described elsewhere in Section 2.1.1.
- *Lead Article:* Here you define which article is to appear as the first member of a category. Corresponds to the green arrow in the article list.
- *Sort Ranking:* Here you can assign a number to give an article an arbitrary ranking when sorting: The first article to appear would get a "1", the second a "2", and so on..
- *Categories:* This field lets determines the category under which Contenido's frontend will display the article on the Internet. Contenido automatically employs the category you assigned from the Article Overview menu under "Create New Article" or "Edit Article". You can also assign an article to more than one category: hold down the CTL key and click on the desired categories.

Summary	<input type="text"/>
Page title	<input type="text"/>
Meta tags	
author:	<input type="text"/>
date:	<input type="text"/>
description:	<input type="text"/>
expires:	<input type="text"/>
keywords:	<input type="text"/>
revisit-after:	<input type="text"/>
robots:	<input type="text"/>

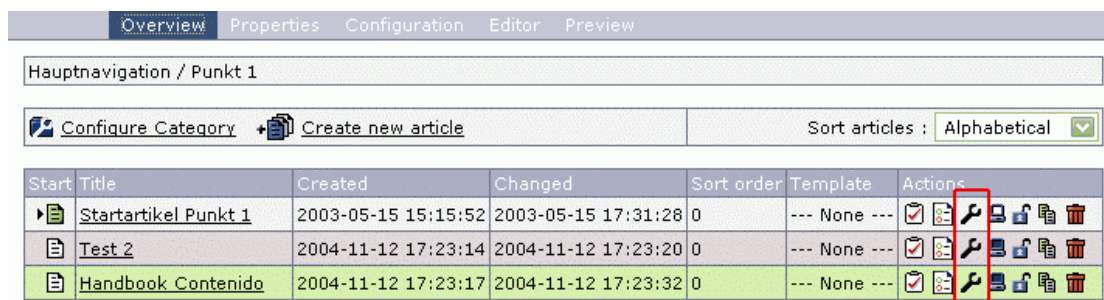


- **Summary:** You can enter a brief summary of the article here. Summaries are relevant to searching for pages and displaying so-called "teasers" (a teaser is a brief display of an article on an overview page.)
- **Page Title:** For each page you can define a title that will display in the caption bar of the browser window. The title defined in the Layout is used if you don't define one.
- **Metatags:** Metatags contain information that helps search machines find pages. For each separate page in Contenido you can define special metatags: author, date, page description, expiration date, keywords, how long the search machine's robots should wait before visiting the page again, and restrictions as to where in the site robots are permitted to search.
 - *author:* responsible person for the content of a website
 - *date:* date of the publication of an article in the format Year-Month-Day (2004-01-14).
 - *description:* this description appears when finding the website in a search engine. The description text should not exceed 200 characters.
 - *expires:* by an expire date you can define if and at what date a website should be loaded from a cache or directly from the original site. Please define the date in format Year-Month-Day (2004-01-14). By typing the number 0 you define that your website is not cached and always loaded from the original website by the search engine.
 - *keywords:* the most relevant keywords of the article should not exceed 1000 characters; they are separated by commas.

- *revisit-after*: request to a search engine to revisit your website after a certain period. This period should be defined by a number followed by „days“, „weeks“ or „months“, e.g. 3 weeks.
- *robots*: here you can define if a search engine may index the appropriate article. „index“ allows the indexing, „noindex“ bans it, „follow“ allows also the indexing of the linked pages and articles, „nofollow“ bans it. The definitions are separated by commas (e.g. index,nofollow).

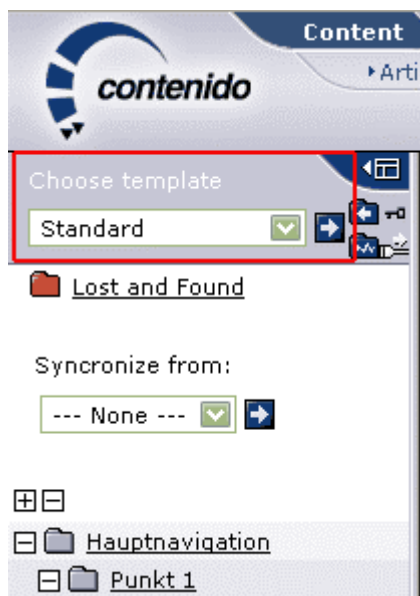
2.1.3 Configuring Templates

You need to give every article you create a template. The template determines the display parameters of the content you provide. During article- or category-specific configuration of the template, module-specific input fields are displayed as well.



Start	Title	Created	Changed	Sort order	Template	Actions
	Startartikel Punkt 1	2003-05-15 15:15:52	2003-05-15 17:31:28	0	--- None ---	[Icons]
	Test 2	2004-11-12 17:23:14	2004-11-12 17:23:20	0	--- None ---	[Icons]
	Handbook_Contentido	2004-11-12 17:23:17	2004-11-12 17:23:32	0	--- None ---	[Icons]

There are two ways to configure an article using a template: click on the Tool icon in the article list and define a template for the associated article;



Or simply define no template at all: the article automatically assumes the template assigned to the category it's in. You'll know a category has a default template assigned to it if a description of the template appears in the "Choose Template" dialog box above the article list.

TIP: When you're configuring categories keep in mind what template should be used for the majority of the articles in that category. For example, if almost all of the pages in a category are to use one template, configure the category with that template and configure the Lead Article separately. The (perhaps many) pages below the lead article will then assume the default template without your intervention.

An example for configuring press releases:

- Lead Article (consisting of a heading and some introductory text) is configured using the "Article List" template, automatically listing all press releases in a single category (achieved using a module).
- Press Article 1 (all press articles are configured using the "Press Detail View" template.)
- Press Article 2
- Press Article 3

As you can see, it makes more sense here to use the "Press Detail View" template as the default for the category, since most of the articles in the category will be using it. Every new press article will automatically use that template; only the Lead Article is configured to use a template of its own.

2.1.4 Editing Articles

Double-click on an entry in the Article List to edit it, or select it with a single click and then click on "Editor" from the choices above the list.

Start	Title	Created	Changed	Sort order	Template	Actions
	Startartikel Punkt 1	2003-05-15 15:15:52	2003-05-15 17:31:28	0	--- None ---	
	Test 2	2004-11-12 17:23:14	2004-11-12 17:23:20	0	--- None ---	
	Handbook Contenido	2004-11-12 17:23:17	2004-11-12 17:23:32	0	--- None ---	

What appears is how the article will be displayed by the frontend. You can edit content directly (Insite-Editing). Please don't forget to save the changes you made on an article by the icon . By selecting preview you can see how the article looks like on the website.

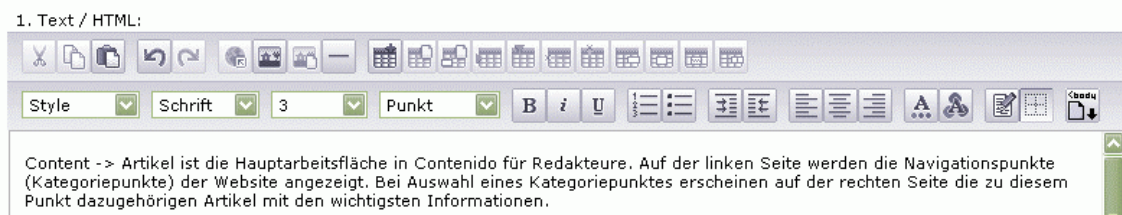


The screenshot shows the 'Editor' tab of the Contenido interface. On the left, a sidebar titled 'Inhalt' contains sections for 'Funktionsbeschreibung', '4fb-Dienstleistungen', 'Implementierung', 'Support', and 'Ihr Punkt 1.1'. The main content area displays a preview of an article titled 'Implementierungsunterstützung'. It features a header with 'Headline' and 'Speichern' buttons, followed by a dashed line separator and another 'Headline' and 'Speichern' section. The main text reads: 'Gerne helfen wir Ihnen Projekte mit C Teilen Sie uns doch kurz Ihre Anforde Sie umgehend kontaktieren und alles persönlich besprechen.' Below the text are 'Text HTML' and 'Speichern' buttons. At the top of the editor, there are tabs for 'Overview', 'Properties', 'Configuration', 'Editor', and 'Preview', and a 'Save' button.

Just click on the ►► **Text HTML** icon to reach the integrated WYSISWYG Editor SPAW that offers you advanced functionalities.


2.1.5 WYSISWYG-Editor SPAW

Contenido offers the editor an integrated WYSISWYG-Editor with many functionalities known from the word processing. This editor called SPAW is a open software integrated in Contenido.



The most important functionalities offered by SPAW are:

- Insert Link
- Insert Image
- Edit image properties
- HTML clean up

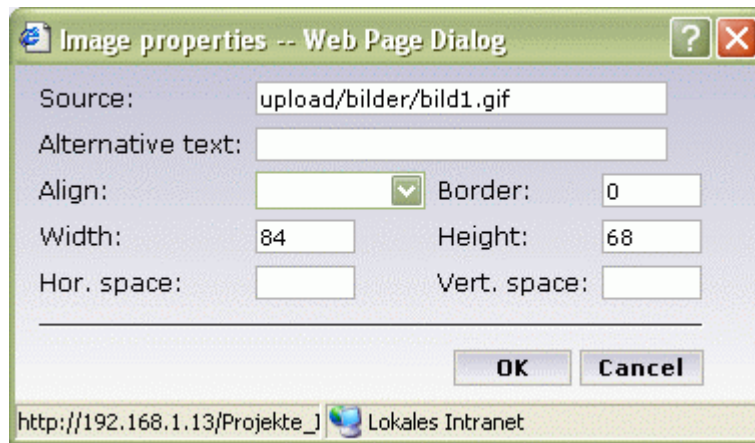
To insert a link, please mark the appropriate word to be linked and select the icon  and define in the upcoming dialog which type of link you want to set:



- Internal link to another article in Contenido
- Link to a PDF document
- Link to other medias, like videos or images
- External link in the format `http://www.xyz.de`
- Target: Here you can define whether the link should be opened in a new browser window.

To insert a image please select the icon . Then you can select by the images preview the desired image.

If you have already inserted an image and you want to change the properties please select the icon



Here you can insert an alternate text that is displayed when the user of your website touches the image with his mouse. In the next field you can define the vertical or horizontal alignment of the picture. Furthermore you can define a border and the distance in pixel between pictures and the text.

2.2. CATEGORIES

A Category is an element forming part of the hierarchy of your website. The Category menu takes you to the tools you'll use to edit your site's structure. Site structure is displayed in a familiar "tree" format. Use of the tree format makes it possible for you to display multidimensional or independent navigation levels. Typically, layouts contain both primary and secondary navigational elements. The structure for secondary navigation is often displayed prominently, perhaps blended in, giving access to licensing, legal and copyright information or to contact links and information.

Create new tree

Category	Template	Actions
<input type="checkbox"/> Hauptnavigation	Standard	
<input type="checkbox"/> Funktionsbeschreibung	Standard	
Übersicht Programm	Standard	
<input type="checkbox"/> Texte bearbeiten	Standard	
Test	--- None ---	

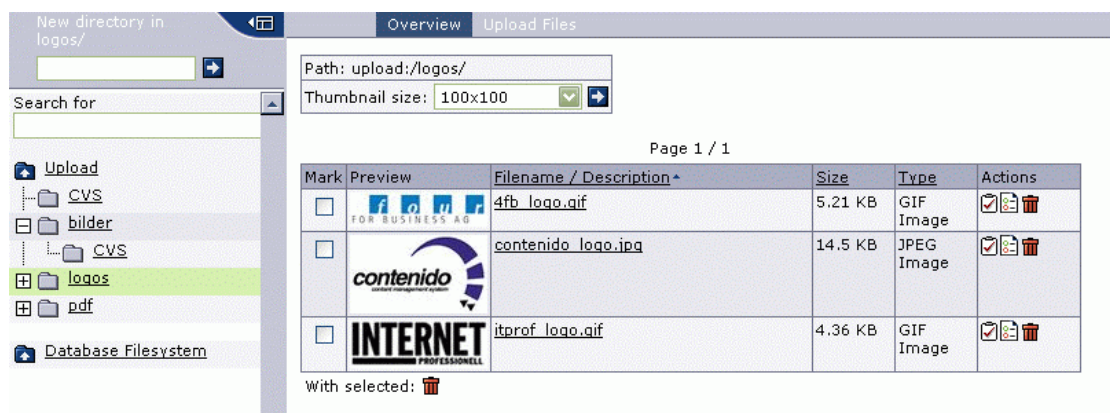
- You can create a new Tree at the uppermost level at any time by clicking on "Create New Tree".
- Clicking on the icon takes you to the dialog for creating a sub-category beneath the selected structure point. As an example, if you want to create a new structure point within the "Products" structure point, click on "New Category" in the "Product" row.
- Click on the icon to change the category's identifier.
- Click on the to switch a Category offline. This results in the category and all articles in it being invisible on the Internet. If the screen icon is dark in color, the category is invisible (offline); if it's white, the category is visible (online).
- The folder icon indicates whether a category is part of a protected region or not. A protected category is available only to a selected group of users; access to such a category is only possible by logging in with a username and password. If there's a key displayed in front of the folder, the area is protected. Special modules are available to implement this behavior.
- Clicking on the icon moves the selected category up one level. This only works for categories that share the same level. If you want to move a category (even across hierarchical levels), click on the folder icon . Now you can select a new location for your category by clicking on the icon. The category will now appear as a sub-category of whatever category you selected. To move a category to the uppermost level, click on .
- Selecting the Trash icon lets you delete a selected category, following a confirmation dialog. You cannot delete a category that still contains articles. You'll need to delete all the articles in the category before you can delete the category itself. Contenido is structured this way to minimize the possibility of editors' unintentionally deleting categories.

2.3. FILE MANAGEMENT







From the *File Management* you can upload images, PDF files or other documents for later use in articles. For example, you can integrate images as part of a text file or make files available for download.


2.3.1 Overview

On the left in the figure above you can see all the subfolders of the Upload directory on the webserver. In a standard installation of Contenido, the Upload directory is a subdirectory of the website directory on your server. The current folder is shown directly above the entry field (above, left).



The screenshot shows the 'Overview' tab of the file management interface. On the left, a sidebar lists directories: Upload, CVS, bilder, CVS, logos (selected), pdf, and Database Filesystem. The main area shows the path 'upload:/logos/' and a 'Thumbnail size' of 100x100. Below this is a table listing files:

Mark	Preview	Filename / Description	Size	Type	Actions
<input type="checkbox"/>		4fb_logo.gif	5.21 KB	GIF Image	<input type="checkbox"/> 
<input type="checkbox"/>		contenido_logo.jpg	14.5 KB	JPEG Image	<input type="checkbox"/> 
<input type="checkbox"/>		itprof_logo.gif	4.36 KB	GIF Image	<input type="checkbox"/> 

Below the table, it says 'With selected: 

After selecting a directory on the left on the right side all files are shown which are in the correspondent directory. In case of images a preview is shown. This preview images you can switch off or limitate in their size by „Thumbnail size“. Beside the preview the name, size and type of the file are shown. With the trash icon you can delete the files. To delete more than one file please mark them with the clickbox on the left und select the trash icon on the bottom of the list. By selecting you can add a reminder to every file.

2.3.2 File Upload

In this area you can upload files from you local system to the webserver. You can upload up to 10 files at once. By the green-white icon you can start the upload process.


Overview		Upload Files
Upload		
Upload files	<input type="text"/>	Durchsuchen...
	<input type="text"/>	Durchsuchen...
	<input type="text"/>	Durchsuchen...
	<input type="text"/>	Durchsuchen...
	<input type="text"/>	Durchsuchen...
	<input type="text"/>	Durchsuchen...
	<input type="text"/>	Durchsuchen...
	<input type="text"/>	Durchsuchen...
	<input type="text"/>	Durchsuchen...
	<input type="text"/>	Durchsuchen...
		<input checked="" type="checkbox"/>

2.3.3 File properties

In the file properties you can define for every file meta data that are used for searching:

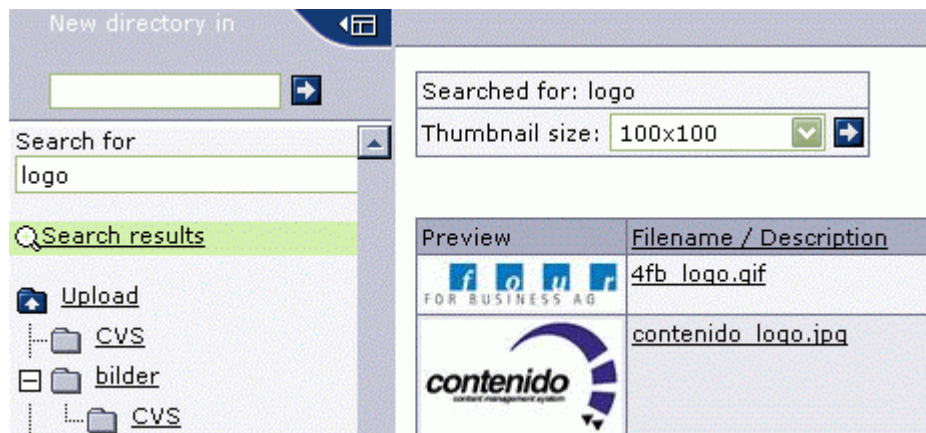
- Media name (file name)
- Description (e.g. image description)
- Keywords (for searching)
- Internal Notes

By selecting replace file you can upload another file existing the existing.

Edit	
File name	4fb_logo.gif
Path	logos/
Replace file	<input type="text"/> <input type="button" value="Durchsuchen..."/>
Media name	<input type="text"/>
Description	<input type="text"/>
Keywords	<input type="text"/>
Internal notes	<input type="text"/>
Preview	
Author	sysadmin (2004-08-05 11:45:20)
Last modified by	sysadmin (2004-08-05 11:45:20)
	<input checked="" type="checkbox"/>

2.3.4 File search

With the file search you can search for files in the file management of Contentido. Please insert a search item, e.g. the name of the document or the file or the short description in the search field.




If an item was found the display „Search results“ appear below the search field. After selecting the search results are displayed on the right.

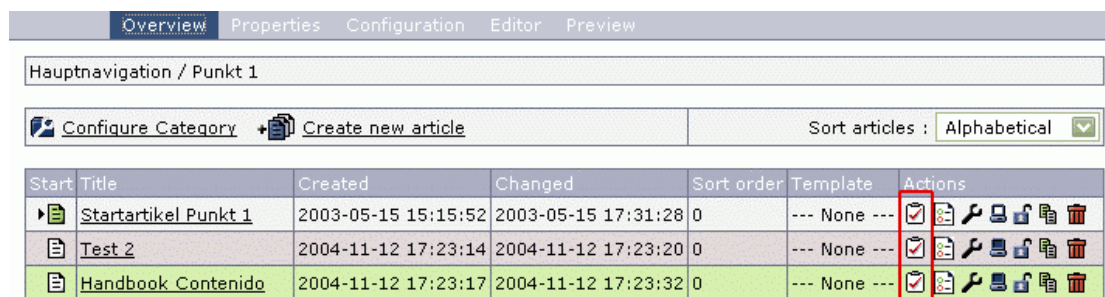
2.4. REMINDER

An editor can use the reminder to inform other editors that an action concerning a element of the CMS Contentido has to be done. E.g. another editor shall revise an existing article.

The following elements of Contentido can be linked with a reminder:

- Article
- Files
- Layouts
- Modules

For the editorial work with Contentido reminder may help with articles in particular. For that purpose please select in the list of articles the reminder icon .

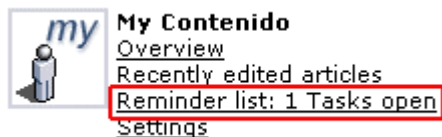


After selecting the icon a new browser window opens in that you can define the reminder:











Add TODO item	
Subject	Reminder for Article 'Startartikel Punkt 1'
Description	Reminder for Article 'Startartikel Punkt 1' Category: Hauptnavigation / Punkt 1
Reminder date	2004-11-01 18:14:34
End date	2004-11-11 18:14:48
Reminder options	<input checked="" type="checkbox"/> eMail notification
Assigned to	admin (Administrator Kunde)
✓	

In the reminder details you can define a topic and a description of the task to be done. Furthermore you can specify, when a reminder should be started and until when the task should be finished. The reminder for a task can also be sent by e-Mail to another Contenido user.

All your personal reminders you can see in the MyContenido area. MyContenido you can start by clicking on the Contenido logo.



After selecting the reminder link in MyContenido all the reminders assigned to you can be seen.

Overview		Recently edited articles		Reminder List		Settings	
Restrict display							
Options	<input type="checkbox"/> Hide done tasks						
		↻					
Subject	Created	End Date	Status	Priority	% complete	Due in	Actions
 Welcome site	2004-11-12 18:18:26	2004-11-19 18:16:28				7 Day(s)	 
 Reminder for Article 'Launch unserer Site'	2004-11-12 18:20:33	2004-11-10 18:18:35				-2 Day(s)	 

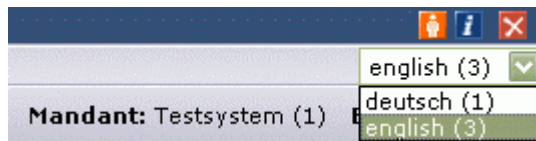
You can limitate the number of reminders in the list by selecting „Hide done tasks“. In the list of reminders the creating date, the end date, status, priority, completion and due date are shown. By selecting the properties of reminder you can change the settings.

2.5. SYNCHRONIZATION OF LANGUAGES

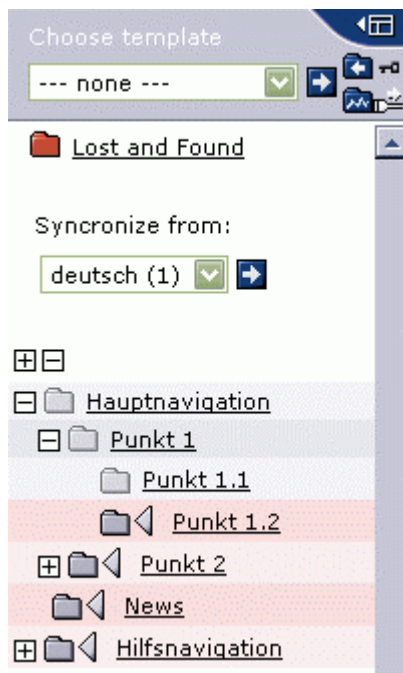
The synchronization of languages is very helpful if you have multilingual websites. The synchronization allows the editors to copy content from one language to another, in order to keep multilingual websites on a common level.

When an editor starts the synchroniziation e.g. from German to English, he can see in the English version all the articles or categories that were added in the German version since the last synchronization. He now can decide whether he wants to copy the content into the English version in order to start the translating process.

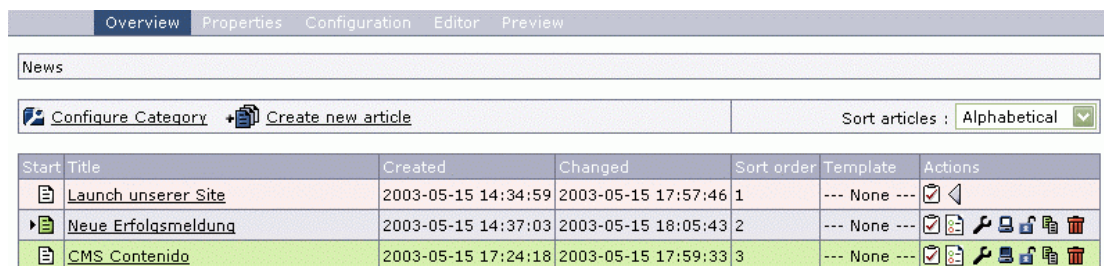
To start the synchronization please select the target language, in which you want to synchronize:




Then please select in Content – Article the starting language from which you wish to synchronize. Please confirm the selection with the arrow icon:

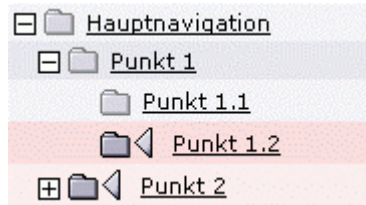



In the tree structure all the categories are highlighted in which new articles were added. If you select the corresponding category all the articles were shown that can be copied to the target language.



After selecting the synchronization button  the selected article is copied in the target language. Now the editor can start the translation of the article.

If a new category was added in the starting language, it will be shown in the tree structure of the target language:



After selecting the synchronization button  the category will be copied in the target language. Now the editor has to copy the corresponding articles in this category.

3. Extras


The Extras area gives you access to newsletter management. Via the menu entry "Newsletter" you can prepare and send your content. The "Recipients" menu entry gives you access to tools to manage lists of potential newsletter recipients.

3.1. NEWSLETTERS

To author a newsletter, click on "Create Newsletter". The name you choose for the newsletter as part of the dialog is used for internal purposes only. Sender, Subject and Message are analogous to fields of a normal email message.

In the body of the message you can insert keywords that add dynamic content capability to your newsletter. From the following table you can determine the possibilities Contenido offers you in this regard:

Placeholder Name	Inserted Content
MAIL_NAME	Name of recipient
MAIL_DATE	Email date
MAIL_TIME	Email time
MAIL_NUMBER	Number of recipients
MAIL_UNSUBSCRIBE	Link to unsubscribe
MAIL_STOP	Link to pause newsletter subscription
MAIL_GOON	Link to resume newsletter subscription

Save your variable declarations by clicking on the green checkmark button. To circulate your newsletter to all active recipients, click on the envelope icon  .

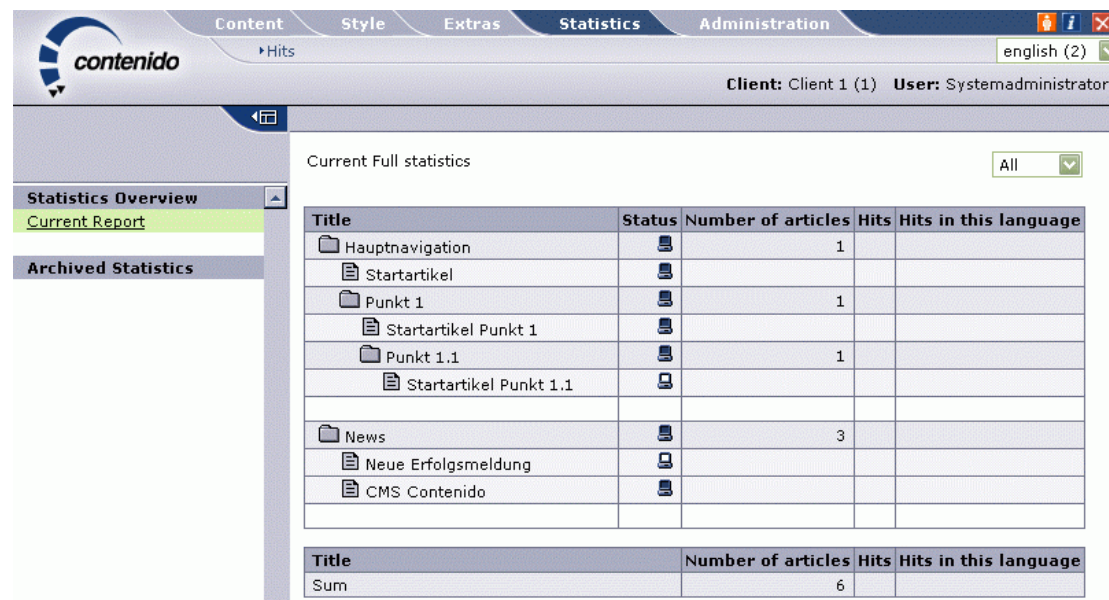
3.2. RECIPIENTS

Here you create and manage your newsletter recipient lists. Enter a name and email address for each recipient. You can also deactivate users. When you publish the next edition of your newsletter, deactivated users won't receive it, but their user data will remain available to you.

4. Statistics

4.1. SITE ACCESS (HITS)

Contenido Statistics gives you an overview of how many visitors have accessed your website. These statistics are intended to complement those you receive from your provider. You can see the number of hits for individual articles as well as for categories. If your website is available in multiple languages, you can see the number of hits for individual languages next to the number of hits for all languages you've selected to use in Contenido. From the navigation menu on the left you'll find archived statistics for the past few months. In the upper right-hand corner is a drop-down menu that gives you the option of displaying only the most frequently requested documents in the statistics.



The screenshot shows the 'Statistics' tab in the Contenido interface. The main content area displays 'Current Full statistics' with a dropdown menu set to 'All'. Below this is a table with the following data:

Title	Status	Number of articles	Hits	Hits in this language
Hauptnavigation		1		
Startartikel				
Punkt 1		1		
Startartikel Punkt 1				
Punkt 1.1		1		
Startartikel Punkt 1.1				
News		3		
Neue Erfolgsmeldung				
CMS Contenido				
Title		Number of articles	Hits	Hits in this language
Sum		6		

5. Glossary



































- Templates** • In Contenido, a template is a layout framework and model used for generating both static and dynamic Internet content. Templates are defined for standard Internet content types (for example, displaying a press release). Once defined, they can be used in multiple spots in the Content Management System. Templates, in Contenido, are the link between Layouts (HTML code with placeholders) and Modules (displaying content).
- Content** • Content refers to all the material that is capable of being displayed on the Internet. Content in Contenido ranges over a broad spectrum, from simple text, to images, to animation. Contenido's content is stored and managed in a MySQL database.
- Categories** • A Category is an element in your website's hierarchy. Categories combine to produce website structure, and form the basis for navigational elements. One or more Articles, the actual content elements in Contenido, are stored in individual categories.
- Upload** • Uploading refers to the transmission of data to a host or a mailbox (as opposed to downloading). Contenido provides you with a web interface for uploading content.
- pdf** • PDF (short for *Portable Document Format*) is a file format defined and propagated by the Adobe Systems, Incorporated. Just about any kind of document can be represented in a PDF file: handbooks, informative brochures, statistics, and so forth. PDF files are platform-independent and can be published electronically. The most important attribute of a PDF file is that its layout doesn't change from browser to browser, or from operating system to operating system. This holds true even if the reader doesn't have the fonts used in the document available on the system displaying the file. File size reduction is another PDF plus.
- Layout** • Layout in Contenido refers to the external form of a document. Contenido distinguishes between a document's layout and its content. This permits the use of content on media other than the Internet. In general, layouts in Contenido consist of HTML code, with placeholders for Containers.
- Modules** • Modules are individual components of conglomerate systems. In Contenido, modules integrate functionality with other website elements, chiefly layouts. Together with layouts, modules define and produce Internet display of content.
- Metadata** • Metadata is content that characterizes or otherwise describes Articles, but is not visible to Internet viewers. Examples of metadata include the name of an article's editor, a summary, the article's creation date, and so forth.

Start Page • A Start Page is the first page displayed in a Category (i.e. structure point). In Contenido each Category requires a Start Page. All other pages in a category can then be accessed via links from the Start Page.

Insite Editing • Insite Editing in Contenido gives the editor the power to "fine-tune", change and augment preset content right in a page's layout. Results of Insite Editing are visible immediately.

WYSIWYG-Editor • (**W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et) Contenido's WYSIWYG editor lets users reformat preset content. You can add text attributes such as bold or cursive, adjust and reformat paragraphs, or integrate lists. The result of editing is visible to the editor exactly as it will appear on the website.

6. Overview of Symbols and Icons

	Information
	Logout
	Takes you to "MyContentido" (personal settings)
	Confirm / Cancel
	Protect (Lock) / Unprotect (Unlock)
	Set to Online / Offline
	Category online / online and locked
	Category offline / offline and locked
	Category online with errors / online with errors and locked
	Category offline with errors / offline with errors and locked
	Configure Category
	Create New Article
	Article
	Article is Start Article / not Start Article
	(Start) Article assigned to multiple Categories
	Edit Article Properties
	Configure Article
	Element is offline / online (click to toggle)
	Delete / Delete unavailable
	Element is locked / accessible (click to toggle)
	Article with time control, online / offline
	Configure Category
	Create Category
	Rename
	Move Category
	Move Category up in hierarchy
	(After selecting ) Insert Category here / uppermost level
	Upload
	Element in use
	Create New Module
	Module / Module Compilation Failed
	Copy Template
	Send Newsletter

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