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Publisher Manual (University of Twente)



Website Control – Content Management – Publication

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1 Introduction

The Publisher application offers you a user friendly environment to manage the content on your webpages. With the help of sites, folders and files you can publish your information to internet, extranet or intranet sites. Keeping your websites up-to-date and looking good was never easier.

The WebHare system creates your (internet) site automatically based on templates and profiles (the design or layout) and the content of the website. This content is built by the files and folders structure which you can control. You can also give the files and folders extra information (the properties of the file or folders, also called metadata) which can be used in the website. In this manual it is made clear how all of this works. The starting point will be an existing and fully completed website.

You can place various types of files on your website. Some of which can be published by WebHare without manipulation, like images, audio files and animations. Other files can be manipulated by WebHare before publishing, like Word documents and HTML files. These manipulations translate the Word documents into HTML files which are adjusted to match the website.

This manual is targeted at every WebHare users who wishes to manage and publish content.

This manual does not explain how to configure read and write properties of your files and folders. In the manual "user control" you can find more information about these subjects. Also this manual does not go into the procedures necessary to built your website from the ground up (like making and publishing layout files)

The screenshots used in this manual were made with the following settings:

- User is logged in with site owner rights
- Language is set to English
- The standard WebHare skin is applied



Because the screenshots were made with site owner rights some of the options will not or in lesser form be available to users with other rights. If this is the case the differences will be presented to the reader.

2 What's new?

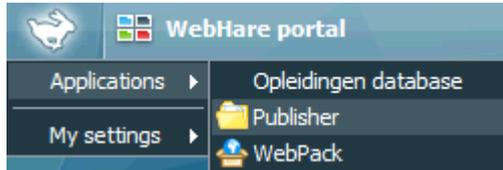
The manual in front of you describes the Publisher application. If you are coming from the old Publisher interface there are a couple of things interesting to know. The full explanation of the new Publisher can be found in this manual, aside from that you should be aware of the following:

- The Publisher is part of the new WebHare Application Portal. For tips and tricks common to all Portal application we recommend reading the "WebHare Applications" manual.
- It is no longer necessary to press F5 to refresh the publishing status of a document: the list with files and folders will refresh itself. F5 reboots the entire Portal forcing you to relocate the correct folder in the Publisher.
- The new interface enables interaction as seen in Windows or MacOS. For instance it is now possible to drag and drop files or open a context menu with the right mouse button.
- You can make shortcuts to folders in the Publisher in the start menu - if you often work in the same folder(s) it enables you to go to those places quickly. To make a shortcut select the target folder and choose the "Add to Start Menu" option from the "Publisher" menu and click "Current Folder".
- You can open multiple Publisher windows next to each other in one WebHare session (like multiple explorer screens in Windows). Open a "New Window" by selecting this option from the "Publisher" menu.
- For many actions from the menus there is a shortcut available. These are listed next to the action it links to. For instance "Ctrl+q" (press the "Ctrl" and "q" key at the same time) closes the application.
- You can select all files and folders inside of a folder at once. Navigate to the target folder and choose "Select All" from the "Edit" menu. This option is also available by pressing the right mouse key or "Ctrl+a".
- The preview screen in the bottom right corner is not the only option to preview your website. You can also see a preview in your browser by pressing the "View" button.
- If you have Flash installed you can upload multiple files at once. To do this you have to select multiple files in the "Choose File" dialog. To select multiple files hold down either the "Shift" or "Ctrl" key while selecting files. Unfortunately it is not possible to download multiple files at once. It is possible to archive entire folders to a ZIP file. The ZIP file can then be downloaded and unpacked.
- In the new Publisher interface the "edit pencil" has been replaced by the Properties button. Before you could change the name of a folder by clicking the pencil behind it. Now you select the file or folder and click "Properties". Double clicking a file doesn't open the properties but the file itself. In many cases this means that the file has to be downloaded, like with Word documents.
- In many cases the size of a dialog screen can be changed. For this read the "Tips and Tricks" section from the "WebHare Application" manual.
- Finally you can always access the old WebHare through the "Start Menu" in the "Classic WebHare applications" option.

3 To work

3.1 Starting the application

After you have logged on you can find the application in the WebHare start menu located in the top left corner (click the running hare). Under the option "Applications" is an application called "Publisher".



3.2 WebHare Applications

This application is part of the WebHare Application Portal and the Tollium framework. This framework offers a consistent user interaction for the applications, just like Windows dos for desktop applications. If you are unfamiliar with WebHare applications we recommend reading the "WebHare Applications" manual for tips and advice.

3.3 The "Publisher" application

In this section will be a general description of the application in order to give you an impression how the programme works. The actions necessary will be discussed in greater detail in the next chapters.

The menu bar and the button bar

After you have started the application you will find the menu and button bar at the top.



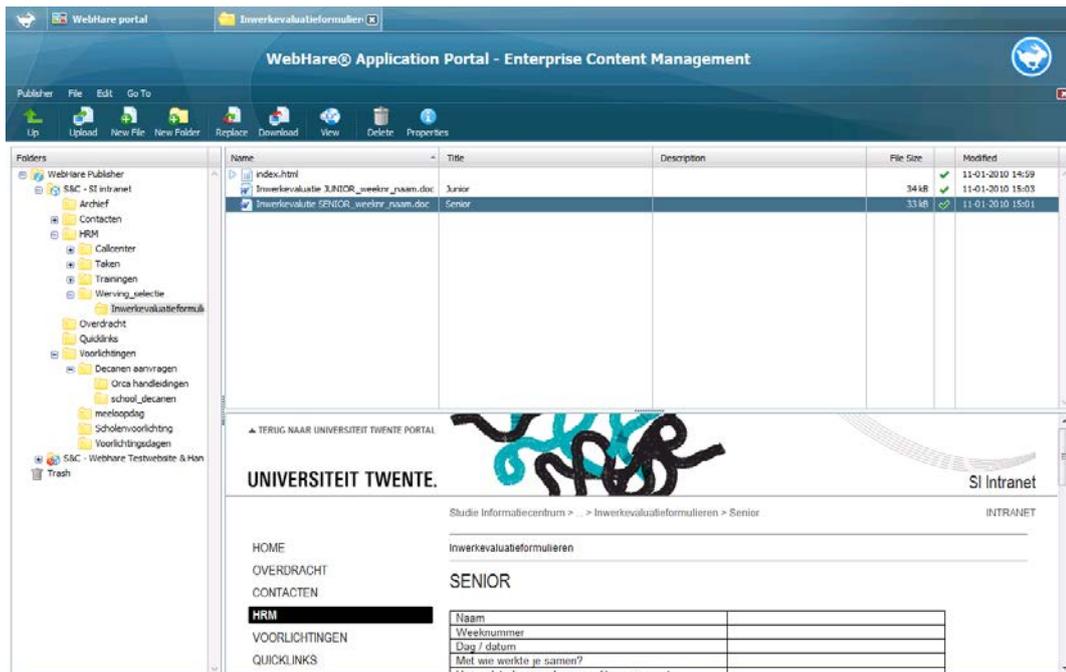
The menu bar contains the items "Publisher", "File", "Edit" and "Go To". In these menus you can find all possible actions within the application. Not all actions are visible to all users depending on the rights of the individual user.

If an action is displayed in grey the action is (temporarily) unavailable. This can be because the action requires the selection of an item from the application. For instance a file or folder first has to be selected before the action "Open" or "Delete" can be done.

Under the menu bar is the button bar where you can find buttons that make common actions from the menu easily accessible. Here too the buttons become unavailable if an action is (temporarily) not possible; the button text turns grey and the image gets darker.

The main screen

The rest of the screen is divided into three sections. The screenshot below depicts this division.



On the left the folder tree is shown. Here you can find the folders and websites present on your server. If you select a folder or website the contents of the folder is shown in the list to the right. A number of things are shown in the list:

- The name of the file or folder.
- The title of the file or folder. This can be used in the navigation of the website as a link to the file or folder.
- The (optional) description.
- The file size.
- The publication status, represented by an icon.
- The time and date of the last edit.

If you select an item from the list on the right which has been successfully published (represented by a green tick at the publication status) a preview of that webpage is shown in the preview screen in the bottom right corner.

The folder structure and file list work in a familiar fashion you may know this method from the explorer in Windows. It is possible to select multiple files by holding down either the "Shift" or "Ctrl" key while selecting files. You can also drag and drop files to other folders (when holding down the "Ctrl" key at the same time the file is copied instead of moved) You can also call up the context menu giving you a quick overview of common actions.

Publication status

In the file overview you can see a column with icons that show the publication status of the files. Below you can find an overview of the possible statuses and the associated icons. The icon on the left side is shown if no tasks are planned for that file. The icon on the right side (with clock) is shown if there are tasks planned for the file.

 	Successful	The file has been successfully published.
 	Busy	The file is being published. The list will be updated.
 	Warning	The file has been published but with warnings.
 	Error	There was an error, the file has not been published.
 	Not published	The file will not be published.

...	No publication	The file will not be published, there is no output location
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There can also be an icon directly in front of the file name:

	Index file	This file is the index for the current folder.
---	------------	--

File and folder names

Although you can give all files and folder in WebHare extensive names the following agreements have been made for the naming of files and folders, because of neatness and consistency:

- The name of a file or folder cannot contain capitals.
- The name of a file or folder cannot contain spaces. Instead use an underscore ('_')
- The name of a file or folder should be short and concise. Use a maximum of ten characters. You can use the title field of a file or folder for a more extensive name.
- The title of a file or folder should always begin with a capital.
- Avoid the use of special characters in the name of a file or folder. Examples of special characters are: ", \, &, ^, \$ and €.

Description for files

For every file in WebHare you can make a description. This description can be used by search engines and in some cases is printed onto the webpage by WebHare.

For the description the following agreements apply:

- Giving files a description is not mandatory but it is strongly advised.
- The description may contain a maximum of 2048 characters. We advise using a shorter description.
- The description may contain HTML code. Including HTML code is strongly discouraged because wrong code can severely limit the operation of the website.

Keywords for files

Besides a description it is also possible to give a file keywords. These keywords can help search engines better index your files which means your content can be found more quickly.

Try to keep to the following rules:

- Don't use too many keywords. Usually seven are enough.
- Don't use the same keywords a lot for different files.
- Don't use general keywords. Words like "University of Twente" are too common to be used as keywords.

Don't use keywords related to the contents of the file. Don't enter for example information about the author or date of publication.

3.4 Folder types

The Publisher application had different types of folders. Below you can see the icons with which to identify the different types of folders. Below that the different types of folders are explained shortly. In the chapter "[Actions](#)" the making, editing and deleting of folders is discussed.

	(Sub) website
	Default folder
	Photo album

	System folder
	External folder

Default folder

This type of folder is used most. A default folder can contain underlying files and folders. Default folders are usually used to build the different parts of your website. The folders make up the structure over which the content of the site is divided.

Photo album

In this type of folder you can place photos or other pictures. From those pages with thumbnails are automatically generated and also pages on which a larger version of the picture can be seen. In the properties of this type of folder you can set how many thumbnails you want displayed on one page. Here you can also set the size of the thumbnails and larger versions on the website.

System folder

This folder is used to store information only accessible to webmasters of the site, like a forum, sitemap or guest book.

External folder

This type of folder contains files and folders not managed by WebHare. If you want to manage one part of your site with WebHare and another with a different system, you can make an external folder. The other system can make files and folders in the external folder without them being altered or deleted from WebHare.

3.5 Protected files and folders

A file or folder can be protected. This can have been done by the website developer to protect an important part of the website, for example a news or archive folder that mustn't be altered.

A protected file or folder cannot be renamed, moved or deleted. You also can't change the publication settings and tasks of a protected file. Finally you can also not change the index file of a protected folder.

You can see whether a file or folder is protected by clicking "Properties":

1. Select a file or folder
2. Choose from the menu "Edit" the option "Properties"
3. Select the "General" tab
4. In the box "Limitations" you can see if protecting is enabled

3.6 File types

The most common file type is Word Document. Using Word documents you can easily update your website, the layout of the site is determined by Publisher application, you can easily make elements such as tables and graphics in your website.

Besides Word files the Publisher application supports a large number of other file types. These and other files can be placed on a website without problems, after which they will be published. Which means that WebHare places the files in the right place in your website. WebHare also automatically creates hyperlinks to these files according to the method you chose, the "Navigation" of the site. Depending on the file type and settings, your website may have changed the files or they perform actions.

In this section the most important file types and its possibilities are explained. In the section "[Actions](#)" the creation, editing and deletion of these files will be discussed.

Word document

Once you place a Word document onto your site, this document will be published. Publication of a Word document means that the document, based on the settings of your website, is divided into one or more HTML files: the "Internet pages" that the visitor will see in his or her browser. These HTML files are automatically in the right place on your site and provided with the correct layout. Finally, the navigation of the site is updated so that it lists the file.



It is also possible to publish a Word document (as a Word document) as a downloadable file. To do this, select the document and in the menu "Edit" select "Change type ...". Then select the option "Unknown Type" and press "OK." The document will not be converted, but placed as a file.

HTML file

You can place HTML files in your website, for example because you want to integrate elements into your website that are not possible using a Word document. For example if you want to include content from other sites like Google Maps or a video service. HTML files are also published in line with the style of your website and included in the navigation.



In Word documents additional text formatting chosen in the profile, is automatically applied, for example, headers and default text. This is not the case with HTML files.

Image file

WebHare supports various types of images, like JPG, PNG and GIF. These images can be used in different ways; within the design of the site or as content. Images can also be placed in a photo album; in that case the images will be adjusted based on the settings of the photo album.

Multimedia files

You can publish various types of multimedia files in WebHare. Depending on the settings of your website and any custom components these multimedia files can be integrated into the website or be provided as a downloadable file.

Internal link

An internal link is similar to a shortcut ("Shortcut") in Windows. Internal link files are designed to easily create hyperlinks within your site.

Internal link files, can be provided with meta-information like all other files such as a title and description, and can automatically be included in the navigation. However, if you click on an internal link you are not sent to a file but to a destination.



If you want to display the same information at several places in your site, you can also use a content link. This allows you to display the same information, if desired but with a different layout.

For more information please go to the section ["Content Link"](#).

An internal link cannot be opened or downloaded. You can edit the file properties and copy and move the file within the Publisher Application.

External link

An external link is similar to a shortcut ("Shortcut") in Windows. External link files are designed to easily create hyperlinks to websites outside of your site

External link files, can be provided with meta-information (such as a title and description) like all other files and can automatically be included in the navigation. However, if you click on a link you don't go to a file, but to the destination that you entered as a link.



If you want to refer to a file or folder on your WebHare server then you should use a internal link. If the URL of the target file or folder changes, then the internal links are automatically updated. An external link is not updated automatically when it would no longer work.

An external link can not be opened or downloaded. You can edit the file properties and copy and move the file within the Publisher Application.

Content link

You can use a content link when you want to use the content from one document on multiple locations. You only have to update one file to keep the information on multiple locations up-to-date.

If you place a content link on your website you need to choose a file on your WebHare site from which you want to use the content. The content link file will then behave like a copy of the original - but it is updated when the original is changed.

This allows for example a list of phone numbers to be offered in several places (in one or more websites). You create one or more content links to the document that contains the list. You need only to maintain that document, also at other points, the correct, new, list will be displayed.

The meta-information of the original file and link file content can vary. So you can give the link file other properties such as a different title and description than the original file. Only the substantive information will be the same. You can also use different templates for the publication and the information in different places will get a different format.



Instead of a content link, you can create an internal link to another file: the visitor is then guided to the target file. In this case, the layout of the target file is always the same.

A content link cannot be opened or downloaded. You can adjust the properties of the file and copy and move the file within the Publisher application.

Archive

An archive contains one or more files and folders. By using compression, the archive is smaller than the files and folders themselves. With Publisher application, you can pack a directory structure including files and save files as an archive. This file can then be downloaded to your computer. You can also unpack an archive in another folder or site.

Files

Besides Word documents you can also publish documents in WebHare in another format. Most of these files will not be aligned with the profile of your website, but be offered as a downloadable file. For example, you provide a PDF file that the user can easily print.

Content list

A content list file works in a manner similar to the menu structure based on the title and order of the files and folders in the same folder as the content list an index is created with links to those files and folders. Thus, for example, a content list can be used as an index of a document folder with many documents in it.

Template

A template is WebHare used to format or layout your website and is therefore of interest in publishing files. Templates are created and configured when setting up your website.

Template files are generally placed in a system folder, for example in the folder ``Design" and are therefore not visible to everyone.

Styles

A profile is used by WebHare to apply (text) layout of your website for conversion and publishing of Word documents. Profiles are created and configured when setting up your website. Profile files are generally placed into a system folder, for example in the folder ``Design" and are therefore not visible to everyone.

3.7 Preferences

You can set some preferences for the Publisher application. You can find these preferences in the ``Publisher" under the ``Preferences".

Open properties after uploading

When you select ``Open the properties screen after uploading one file" box, then right after uploading a file you always get the properties screen. If you immediately after uploading a file, always want to enter the title and other information or want to specify this option makes it easier - you do not have to open the properties immediately after uploading.

Opening Office files with WebDAV

To edit Word documents directly in the Publisher with Microsoft Word you have to check the option 'Try Office documents via WebDAV to access " in the preferences window of the Publisher.



This method is only available for certain versions of Internet Explorer, with Word. If you still do not succeed in accessing Word documents directly from the Publisher you can use another WebDAV method.

When you open a Word document the Word application on your computer starts. The selected Word document is automatically loaded.



Also in the interim saves your files are immediately published. When you make changes with many intermediate saves we recommend that you first save the file on your computer before uploading via WebDAV.

The WebHare Application Portal and Publisher applications offer WebDAV support according to the WebDAV standard. We can not guarantee proper operation: depending on the installed Microsoft Office components, system settings and network configuration it may be that WebDAV functions will not work properly. We recommend the use of WebDAV, the following situation:

- You use Microsoft Windows (2000 or later) as operating system.
- You use the Internet Explorer 6 (or higher) as a web browser.
- Your network settings and firewall allow the use of WebDAV.

Group folders

When you select ``Group folders in the file list" checkbox both files and folders are sorted by the selected column, but the files and folders are not placed together. You will see, for example, the folders sorted alphabetically, followed by the files (also listed in alphabetical order). If you uncheck the option sorting will be done in alphabetical order and folders and files are combined.

Show hidden folders

You can show hidden folders (system folders and remote folders) in the directory listing. Check the option ``Show hidden files".

File names for new files

You can define whether the WebHare system should generate a file or folder name when creating a new file and a new folder. If the name is generated by WebHare you don't have to. But you can always rename the file or folder later by changing the properties of the file or folder.

Reset warnings

The action causes ``Reset Warnings" all warnings in the application to be reset. From that moment all warnings are displayed - including the warnings where you previously checked the option ``Don't show this warning again" in the warning screen.

4 Actions

The actions performed in this chapter are done through the menu. For some actions there is a shortcut, context menu option or button available.

4.1 Managing files



A file or folder can be protected. Protected files cannot be altered or deleted. For more information read the section on [Protected files and folders](#).

Editing the properties of a file.

You can edit the properties of a file through the action "Properties"

1. Select the file.
2. Choose the option "Properties" from the "Edit" menu.
3. Change the data. When you enter a title on the "General" tab the file will be listed in the navigation with that name. On the other tabs you can set things like publication settings. You can also manage tasks for a file or folder; you can set the date for publication or deletion of a file. To do this click on "Add" button on the tab "Publication" and set the task.



Depending on the settings of your website there can be extra options for the properties of a file or folder to use on the site. These elements are discussed in the section [The University of Twente website](#).

4. Click "Ok" to save the changes.

The changes are instantly visible.

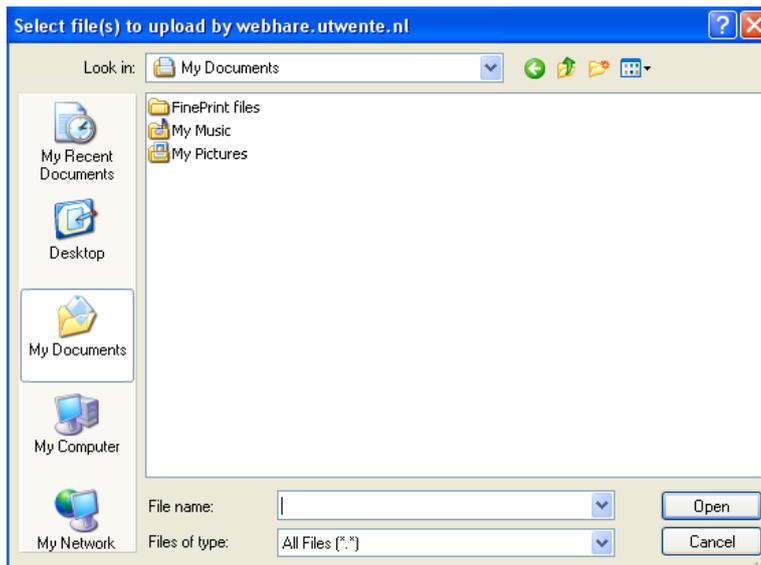
Uploading a file

You can simply add one or more files to your website from your computer. Use the action "Upload from computer..." from the "File" menu.

1. Navigate to the folder where you want to place the file.
2. From the menu "File" choose "Upload from computer..."
3. Click "Choose files".
4. Navigate to the folder on your computer where the file is you want to upload. Select the file. You can also select multiple files by clicking on them holding either the Ctrl or Shift key. Confirm your choice.



The exact procedure for selecting files is dependent on your operating system and web browser. In the screenshots below you can see the procedure executed with Windows XP and Internet Explorer 6.



5. The files are being uploaded. The application shows a progress indicator with the expected time for the upload.

After uploading, the files are placed directly in the chosen folder, you can see them in the file list. If the file can be published, like a Word file, it is directly published. If you upload one file the properties screen can open depending on your settings.

Downloading a file

You can download a file to your computer with the action ``download``.

1. Select the file you want.
2. Choose from the ``File`` menu the option ``Download to computer...``.

! The exact procedure for downloading files is dependent on your operating system and web browser. In the screenshots below you can see the procedure executed with Windows XP and Internet Explorer 6.



3. Navigate to the folder on your computer in which you want to save the file and confirm your choice.

The file is now being saved to your computer.



It is not possible to download multiple files in one action. You can archive a folder and its files in an archive file. The archive file can be downloaded and unpacked on your computer. For information on this subject see [Packing files in an archive](#).

You can open and change the file on your computer. Next you can replace the file in the Publisher with your version. Read the section [Replacing a file](#) for more.

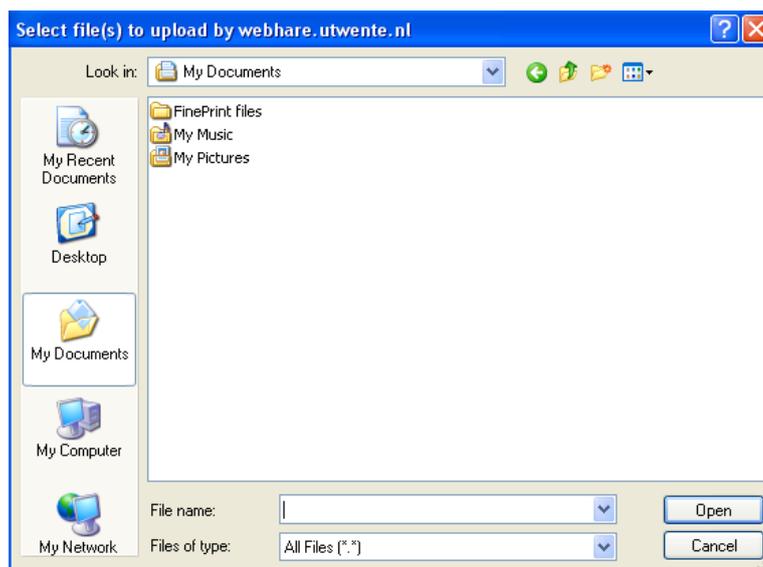
Replacing a file

The action ``Replace" allows you to replace a file with another file on your computer.

1. Select the file you want to replace.
2. Choose from the menu ``File" the action ``Replace file...".
3. Click ``Choose file".
4. Navigate to the correct folder on your computer. Select the file you want to use on your computer and confirm your choice.



The exact procedure for selecting files is dependent on your operating system and web browser. In the screenshots below you can see the procedure executed with Windows XP and Internet Explorer 6.



5. The file is now being uploaded to the Publisher application. The application shows a progress indicator with the expected time it will take to upload the file.

The file is replaced directly by the file that was uploaded and published, if applicable.

Making an empty file

You can make an empty file with the action ``New file". This action can be used for making files that cannot be uploaded or downloaded, like internal or external links, content links or a content summation.

1. Navigate to the target folder.
2. From the menu ``File" submenu ``New" choose the option ``Empty file...".
3. Choose the file type you want to make (for explanation read the section [File types](#)).
4. Make sure you give the file a name. Depending on the chosen file type other fields can also be obligatory.

5. Click "Ok" to make the file.

The file has been created and appears directly in the overview. If applicable it will be published directly.

Opening a file

You can open a file with the action "Open".



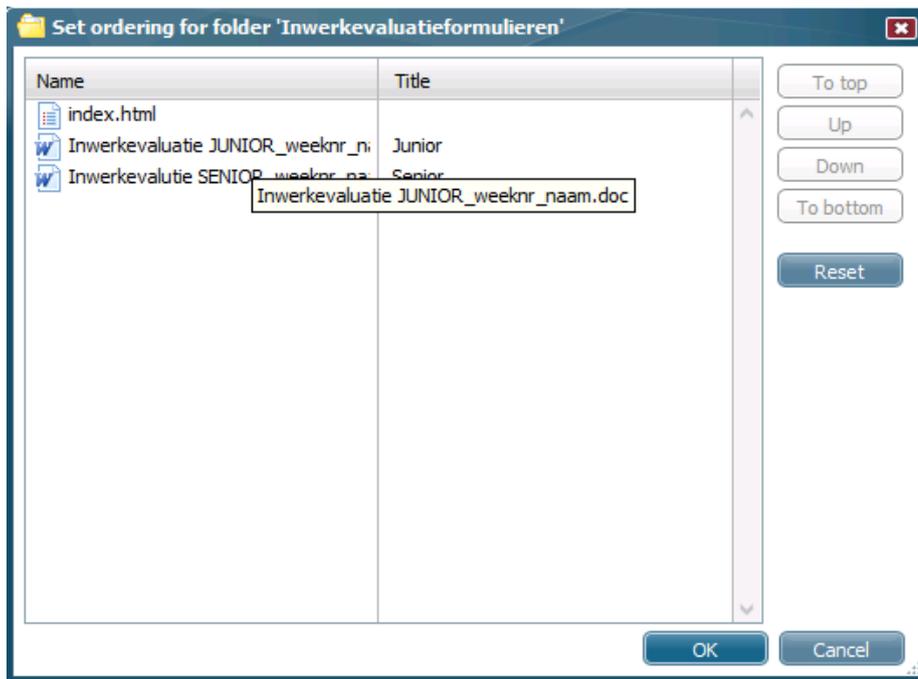
When opening a file the contents is changed (like the text and lay out in a Word file) not the properties of a file (like the name or title).

1. Select the file you want to open.
2. From the "File" menu choose "Open".
3. Depending on the file type and your settings the following will happen:
 - *Word files*: When you are using the WebDAV functionality a Word file will be opened in Microsoft Word (read [Opening Office files with WebDAV](#) for more info). When you don't use WebDAV you will be asked if you want to download the file.
 - *Editable files*: to edit some file types the Publisher has its own editor: for example to edit text files such as HTML en WebHare files. If you open such a file the appropriate editor will be launched. You can save changes to the file directly from this editor.
If there is no editor available for the file type You will be asked to download the file so that you can edit it on your own computer. Afterwards you replace the file by the new version. For more info on how to do this read the sections on [Downloading a file](#) and [Replacing a file](#).
 - *Not editable files*: some file types cannot be downloaded or edited. You cannot open these files. For example an internal or external link, a content summation or a content link. You can edit the properties of these files.

Setting the order of files and folders

You can alter the order of files and folders in a folder or website. In most cases this determines the order of those elements in the menu structure. Changing the order can be done with the action "Change ordering".

1. Select the folder for which you want to set the order in the tree structure on the left.
2. From the "Edit" menu choose "Change ordering".



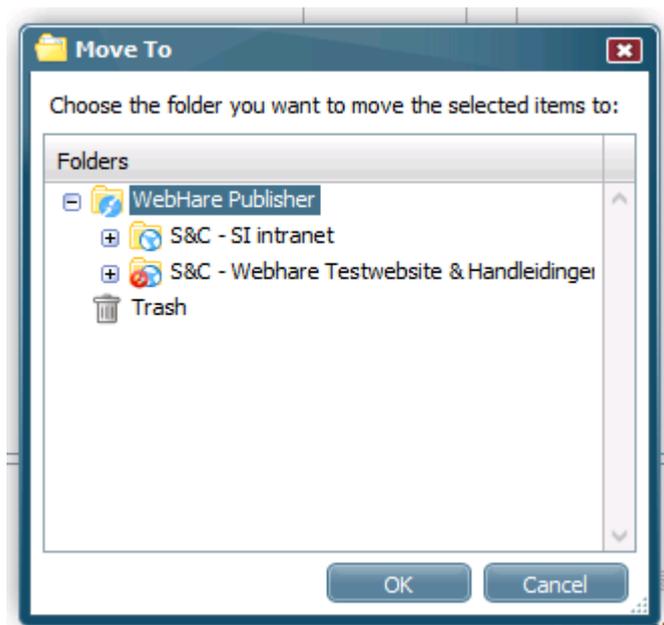
3. Select one of the elements and use the buttons on the right to move the elements up, down or to the top or bottom.
4. Click "Ok" to confirm the order.

The changes are instantly visible. It may be necessary to republish the folder or website in order to make the changes visible in the menu structure.

Moving a file

You can move one or multiple files or folders within the Publisher by using the "Move" action.

1. Select the files or folders you want to move.
2. From the menu "Edit" choose the "Move to..." option.
3. Choose the destination folder.



4. Click "Ok" to confirm the move.

The files and folders are moved directly and appear in the destination folder.

Copying a file

You can copy a file through the action "Copy".

1. Select the file you want to copy.
2. Choose from the "Edit" menu the action "Copy to".
3. Choose the desired location.
4. Click "Ok" to copy the file.

The file is copied directly to the new location.

Removing a file

You can move files and folders to the Trash with the action "Delete".

1. Select the files and folders you want to delete.
2. From the "Edit" menu choose the action "Delete".
3. You will be asked if you are sure you want to delete the selected parts.
4. Click "Yes" to continue.

The selected files and folders are moved instantly to the Trash.

Recovering a deleted item

You can recover files and folders that have been moved to the trash. This is not possible if the trash has been automatically or manually emptied or when the file or folder has been permanently deleted.

1. Navigate to the Trash.
2. In the section "Search trash" give the right criteria with which to find the file or folder and click "Search".
3. Select the file or folder you want to recover.
4. If the folder from which the file has been deleted still exists you can choose the option "Restore" from the "Edit" menu. The deleted file is then placed back in the folder from where it was removed.



When the folder has been moved or renamed the file will also be placed back:

- You delete a file from the folder "yoursite\folder\subfolder"
- You move the "subfolder" up to the "yoursite" folder
- You change the name of the folder into "folder1"
- You restore the file
- The file will be placed in "yoursite\folder1"

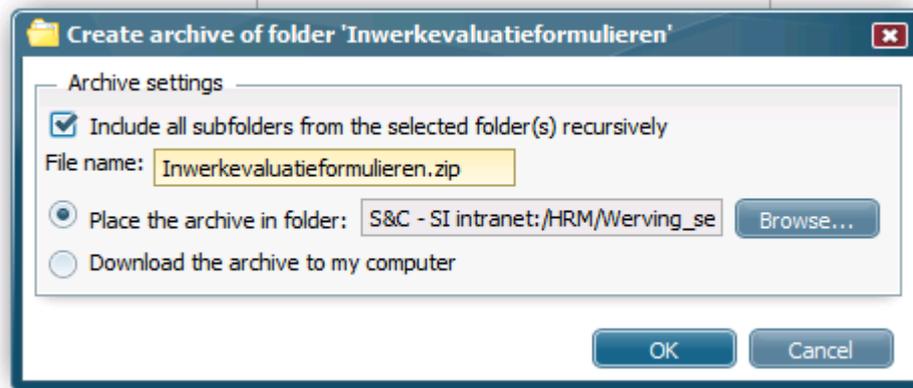
5. If the original location no longer exist you can move the file from the trash with the action "Move". Read the section [Moving a file](#) for more information.

The file has been restored and is no longer in the Trash.

Packing files into an archive file

You can pack a folder or website, including all subfolders and -files, into an archive file.

1. Select the folder or website you want to archive.
2. From the "File" menu choose the "Archive this folder" option.



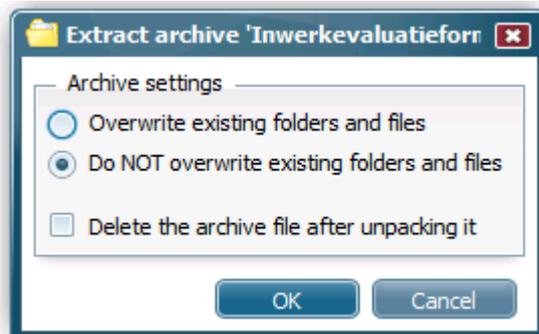
3. If you also want to include all underlying files and folders leave the option "Include all subfolder of the selected folder(s) recursively" ticked. If you don't tick that option only the files that are directly in the folder will be archived.
4. Indicate where you want to place the archive in the Publisher or choose the option to download the archive file directly to your computer.
5. Click "Ok" to continue.

When you have chosen a location within the Publisher the archive file is made and put in that folder. When you have chosen to download the archive directly to your computer the file will not be stored in the Publisher but offered as a download.

Extracting an archive file

You can unpack an archive file with the action "Extract". The files in the archive file will be extracted in the folder in which the archive file is.

1. Select the archive you want to extract.
2. From the "File" menu choose the option "Extract".
3. Indicate if you want to override existing files and folders.



! When you choose to let existing files and folders be overwritten they will be replaced with files and folders from the archive with the same name. Existing files and folders with a different name will not be changed files and folder that only exist in the archive will be added.

When you do not let files and folders be overwritten only non-existing files and folders from the archive are added.

4. Indicate whether the archive file has to be deleted after unpacking. If you tick this option the unpacked archive file will be placed in the Trash.

4.2 Managing folders



A file or folder can be protected. Protected folders cannot be edited or deleted. Read the section [Protected files and folders](#) for more information.

Creating a folder

You can create a new folder with the action ``New folder''.

1. From the ``File'' menu choose the submenu ``New''. From this menu choose ``Folder''.
2. Choose the folder type you want to create (for information on the different folder types read the section [Folder types](#)).
3. Enter the preferred data. Among other options you can enter the following:
 - Folder name (obligatory if you are not letting names be generated by WebHare).
 - Folder title. This will be used for making the navigation structure of you website. The title of the folder is for example the menu item under which links to the files in you folder will be placed.
 - Description.
 - Publishing settings (For more information read the section [Changing the publication settings of a folder](#)).

Depending on the folder type and the settings in the site profile other fields may be available. For instance when the folder is a photo album you can set the number of rows and columns and the size of large and small images.

4. Click ``Ok'' to create the folder.

The folder instantly appears in the overview.

Editing a folder

You can edit a folder through the ``Properties'' action.

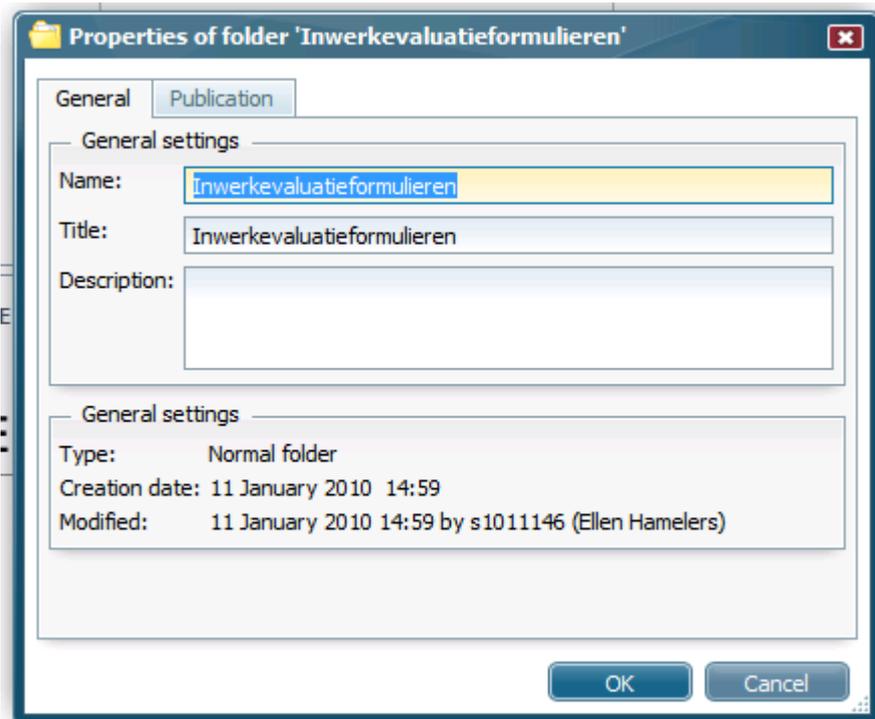
1. From the ``Edit'' menu choose ``Properties''.
2. Change the preferred data. When you enter a title on the tab ``General'' the folder will be included in the navigation with it.
3. Click ``Ok'' to save the changes.

The changes are instantly visible.

Changing the publication settings of a folder

You can edit the publication settings of a folder (or site) with the action ``Properties''. In this section you can set the template or profile for that folder. In general it won't be necessary or possible to edit these settings.

1. Select the target folder or site.
2. From the ``Edit'' menu choose the option ``Properties''.
3. Click on the tab publication.



When you force the template or profile for all subfolders it will also be used for the publication of all files in the underlying folders. You can then no longer set the template or profile on each file.

You can also manage tasks for a file or folder: for instance you can publish or delete a file or folder from a certain date. To do this click on the button "Add" and set the task.

4. Click "Ok" to save the changes.

Changing the folder type

You can change the type of a folder with the action "Edit type".

! You cannot change an external folder into a standard folder, system folder or photo album. You can also not change an existing system folder, standard folder or photo album into an external folder.

1. Select the folder which type you want to change.
2. From the "Edit" choose the action "Edit type...".
3. Choose the wanted folder type.
4. Click "Ok" to save the changes.

The changes are instantly visible.

Moving a folder

You can move a folder with the action "Move".

1. Select the folder you want to move.
2. From the "Edit" menu choose the action "Move to..."
3. Choose the target location.
4. Click "Ok" to move the folder.

The folder is moved directly.

Copying a folder

You can copy a folder with the action "Copy"

5. Select the folder you want to copy.
6. From the "Edit" menu choose the action "Copy to..."
7. Choose the target location.
8. Click "Ok" to copy the folder.

The folder is copied directly to the target location.

Deleting a folder

You can delete a folder, including all underlying files and folders, with the action "Delete".

1. Select the folder you want to delete.
2. From the "Edit" menu choose the option "Delete".
3. You will be asked if you are sure you want to delete the selected folder.
4. Click "Yes" to delete the selected folder.

The folder (including all sub files and folders) has been moved to the Trash.



If you want you can restore a file or folder from the Trash. This is **no longer** possible when the folder has been deleted from the Trash or is the Trash has been automatically or manually emptied.

Restoring a deleted folder

You can restore a folder from the trash. This is no longer possible when the folder has been deleted from the Trash or is the Trash has been automatically or manually emptied.

5. Navigate to the Trash.
6. In the section "Search trash" give the right criteria with which to find the folder and click "Search".
7. Select the folder you want to recover.
8. If the folder from which the folder has been deleted still exists you can choose the option "Restore" from the "Edit" menu. The deleted folder is then placed back in the folder from where it was removed.



When the folder has been moved or renamed the folder will also be placed back:

- You delete a folder from the folder "yoursite\folder\subfolder"
- You move the "subfolder" up to the "yoursite" folder
- You change the name of the folder into "folder1"
- You restore the folder
- The folder will be placed in "yoursite\folder1"

9. If the original location no longer exists you can restore a folder from the trash with the action "Move to". Read the section [Moving a folder](#) for more information.

The folder has been restored and removed from the trash.

4.3 Files and publication

Publishable files (like Word document, images and PDF files) are directly published when they are made or if they have been added to your site by uploading. When you upload multiple files at once the publishable files will also be directly published.

You can start or stop the publication of files and you can set tasks for a file. In that case a task will be executed at a time set by you, this can be the starting or stopping of a publication or the moving or deletion of a file.

This way you can for instance place a news item that will automatically be published in the ``News" section of your site from a certain date. If you add another task you can also have it automatically deleted or moved to the ``News archive" of your site.

Publishing a file

To publish a file you can edit the properties of a file.

1. Select the file of which you want to edit the publication properties.
2. From the ``Edit" menu choose the option ``Properties".
3. Select the tab ``Publication".
4. Tick the option ``Publish this file".
5. Click ``Ok" to publish the file.

The file is published directly. You can see the publication status in the file list. For more information about icons read the section [Publication status](#). When there is an error during publication the example screen will show more information about the error.

Choosing a template for publication

The template determines how a file is fitted into the design of the website. On an existing site you will probably not have to set a template.

When there is only one template it will normally be forced on the whole website it will then not be possible to set a template for the underlying files and folders.

You can find the template setting on the ``Publication" tab in the properties of a file or folder.

Choosing a profile for publication

The profile determines how a Word file is adapted to the text format of the website. On an existing site you will probably not have to set a profile.

When there is only one profile it will normally be forced on the whole website it will then not be possible to set a profile for the underlying files and folders.

You can find the profile setting on the ``Publication" tab in the properties of a file or folder.

Terminating the publication of a file

To terminate the publication of an existing file you can edit its properties.

1. Select the file of which you want to change the publication properties.
2. From the ``Edit" menu choose ``Properties".
3. Select the tab ``Publication".
4. Un-tick the option ``Publish this file".
5. Click ``Ok".

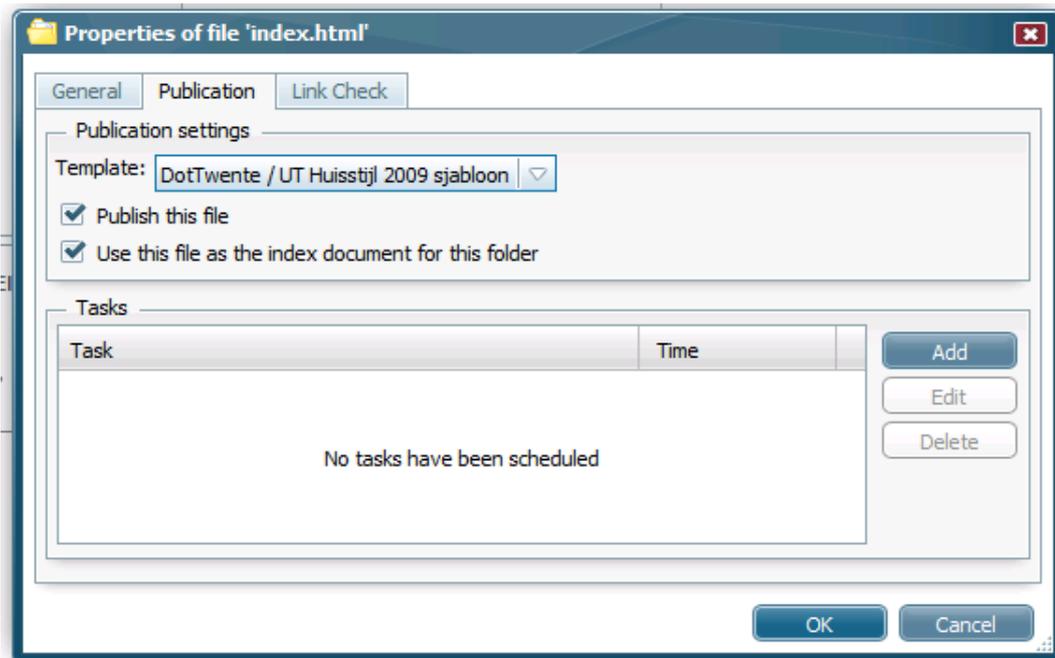
The publication is terminated directly. You can see the publication status in the file list. For more information on icons read the section [Publication status](#).

Scheduling tasks

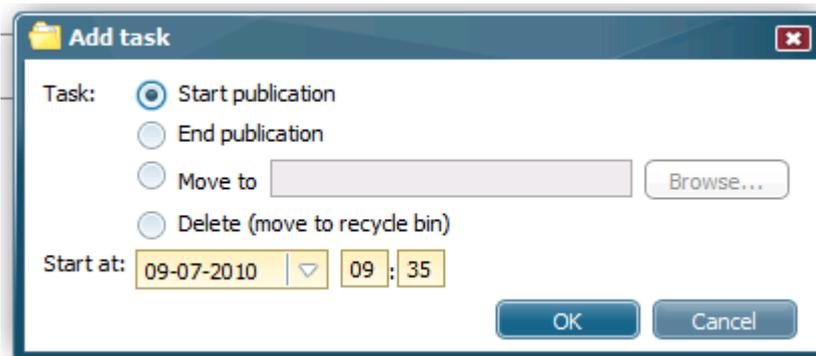
For publishable files you can set tasks. You can automatically publish, move, delete or terminate publication on a time chosen by you.

1. Select the file for which you want to schedule a task.
2. From the ``Edit" menu choose the option ``Properties".

3. Select the "Publication" tab.



4. Click on the "Add" button..



5. Select the task you want: starting or terminating publication, moving or deleting a file. When you want to move a file you have to choose a target destination.
6. Choose the time on which the task has to be executed. The time has to be in the future.
7. Click "Ok" to add the task. The task now appears in the overview of tasks visible in the properties of the file.
8. Click "Ok" again to set the tasks.

In the publication icon there appears a small clock indicating a scheduled task.

Choosing an index file

You can use certain files, like Word files, content summations and HTML files as the index of a site or folder. This index file is shown when the visitor opens a folder.

You can set a file as the index in the properties of the file.

1. Select the file you want to set as index.
2. From the "Edit" menu choose the option "Properties".
3. Select the tab "Publication".
4. Tick the option "Use this file as the index document for this folder".

5. Click "Ok" to confirm the settings.

The changes are applied instantly. The symbol below appears in front of the chosen index.



When there is a HTML file in a folder called "index.html" it is automatically the index file. If you make another file the index the file "index.html" will be removed.

If for instance you make the file "welcome.doc" the index file in the root folder (top level) of you website, this file will be shown when a visitor goes to <http://www.yoursite.com/>. A file you set as the index in the folder named "folder" will be shown when a visitor goes to <http://www.yoursite.com/folder/>.

5 The University of Twente website

In this chapter items specific to the University of Twente website(s) are discussed. The section "Layout and navigation" discusses how the standard elements in the Publisher (like file and folder structure and the names and titles of the files and folders) are embedded in the website. The section "Site specific properties" discusses the Publisher elements that are specifically implemented for the University of Twente website.

5.1 Layout and navigation

The main menu

The main menu is the collection of links that are displayed to the left of all pages on a website. The menu is always available and can be used to quickly navigate to a section.

Because this main navigation is visible on every page of your site it is recommended to limit the number of links. In general it is wise no to use more than nine menu items. When using more links it becomes difficult for visitors of your website to get a quick overview of the structure of your site.

The main menu is comprised of two parts:

- Your own menu items
- Standard menu items

These two parts are explained in the next sections.

Your own menu items



You can add an item to the main menu by creating a new folder in the root folder of your site. The title of this new folder will be embedded in the main menu without an icon. If you don't enter a title the new section is not added to the main menu.

The sequence of the items can be set in the "Edit" menu choosing the option "Change ordering".

Standard menu items

Besides your own menu items there are a couple of standard menu items. These items offer quick access to some standard information, for instance:

- Home (compulsory)
- Contact information (compulsory, top right)
- The sitemap of your site (compulsory, left menu)
- Search function (optional, left menu)
- Different language version (optional, top right)

The standard menu items are presented below your own items (except "Contact").



You cannot change the order of the standard menu items. This is done automatically. WebHare will always add the "Print version" item to the main menu. This item opens a printable version of the page in a new window.

The page title

Every @campus webpage has its own title. This title is displayed directly below the path and possible "brothers".



The page title can be set by filling the title field of the file in WebHare.

If no title is entered WebHare will automatically use the name of the file, without the extension.

! If no title is entered the file is not automatically added to the navigation nor will the file be visible to search engines! It is advisable to always enter a title.

5.2 Edit site specific properties

Templates and profiles

At this time there is one template for every site with the new branding of the University of Twente. Besides that there are three profiles available.

- Document op één pagina / niet splitsen. This profile publishes your files without splitting them into multiple pages.
- Splitsen op Kop 1. This profile allows you to split large Word files into multiple webpages. A table of contents will not automatically be created.
- Splitsen op Kop 1, inhoudsopgave aanmaken. This profile allows you split large Word files into multiple webpages. A table of contents will be created.

The default profile is "Document op één pagina / niet splitsen". You can choose one of the three profiles for every document. You can do this in the properties of the file on the tab "Publication".

The header and site title

The top part of every @campus website is reserved for the header.



The title of the site ("Strategy, Marketing & Communications (S&C)" in the image) is placed over the header. You can set the title and give the subpages different ones. You can also give the Dutch and English pages different titles. The image is chosen through the @campus settings which will be discussed later on.

The path

Directly below the header the path is displayed, or bread crumb trail. This path shows the navigation from the homepage to the current page and offers links to all levels in between.

Home > ... > Afgeronde projecten > Meander

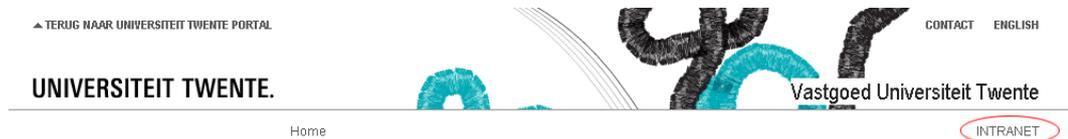
The path is generated automatically by WebHare. WebHare will use the titles of the files and folders for this. If no title was entered for a file or folders the name will be used. The different elements of the path are separated by a greater-than sign (>).

The first element in the path ("Home in the image") offers a link to the homepage of your site. The text of this link can be set.

If you site is part of a bigger site you can embed an extra element in the path that links to the homepage of that site. If for instance you are managing the website of a Chair you can optionally let the first element in the path link to the homepage of your faculty.

The intranet text

Some @campus site may only be accessed from the University network. To prevent people from not realizing this and wonder why they cannot access some sites from outside the University you can place the text "Intranet" on you website.



The Intranet text is placed to the far right of the path.

Banners

In every @campus design the possibility to add banners was included. These banners are placed below the header on the right.



If you use banners this will cost you space in the main screen. If you don't use banners the main screen is larger.



Banners can be used to promote upcoming events from your site or to get attention for other important information.

Brothers

By making (sub)folders you can divide your site into sections. This way you can create a tree structure. If a folders has one or multiple "brothers" links are automatically made for all files in the folder to the other folders to enable quick navigation.

The brothers are displayed in between the path and the contents.



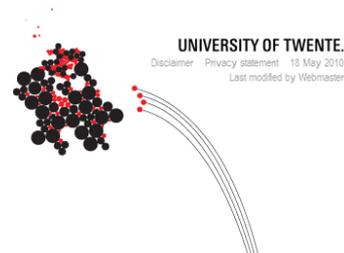
Folders without a title are not embedded into the navigation. Also, when a brother folder does not contain an index file no links will be made.

The footer and author information

Below each page is a navigation menu. Behind this one of the footer images has been placed.

You can also enter the author's information for in the footer; you can choose not to display author information, display the owner of the document or mention the webmaster. A link to the feedback form can also be added. The author information appears on the far right below the page.

- | | | | | |
|--|---|---|---|--|
| <p>Prospective students</p> <ul style="list-style-type: none"> • Bachelor programmes • Master programmes • Major-Minor • Student and Education • Student Union • International Office | <p>Education</p> <ul style="list-style-type: none"> • Behavioural Sciences • Management and Governance • Engineering Technology • Electrical Engineering, Mathematics and Computer Science • Science and Technology • Geo-Information Science and Earth Observation • Overview programmes | <p>Research</p> <ul style="list-style-type: none"> • Centre for Telematics and Information Technology • Institute for Behavioral Research • Institute for Innovation and Governance Studies • Institute of Mechanics, Processes and Control • Mesa+ Institute for Nanotechnology • MIRA Biomedical Technology and Technical Medicine | <p>Cooperation</p> <ul style="list-style-type: none"> • Alumni • Universiteitsfonds • Kennispark Twente • Entrepreneurs • The Science Shop • Press | <p>Organization</p> <ul style="list-style-type: none"> • Phone book • Library and Archive • Strategy, Marketing & Communications • Human Resource Management • Financial & Economic Affairs • ICT Service Centre • Facility Services • Student & Education • Real Estate • UT News • Vacancies |
|--|---|---|---|--|



5.3 @campus elements

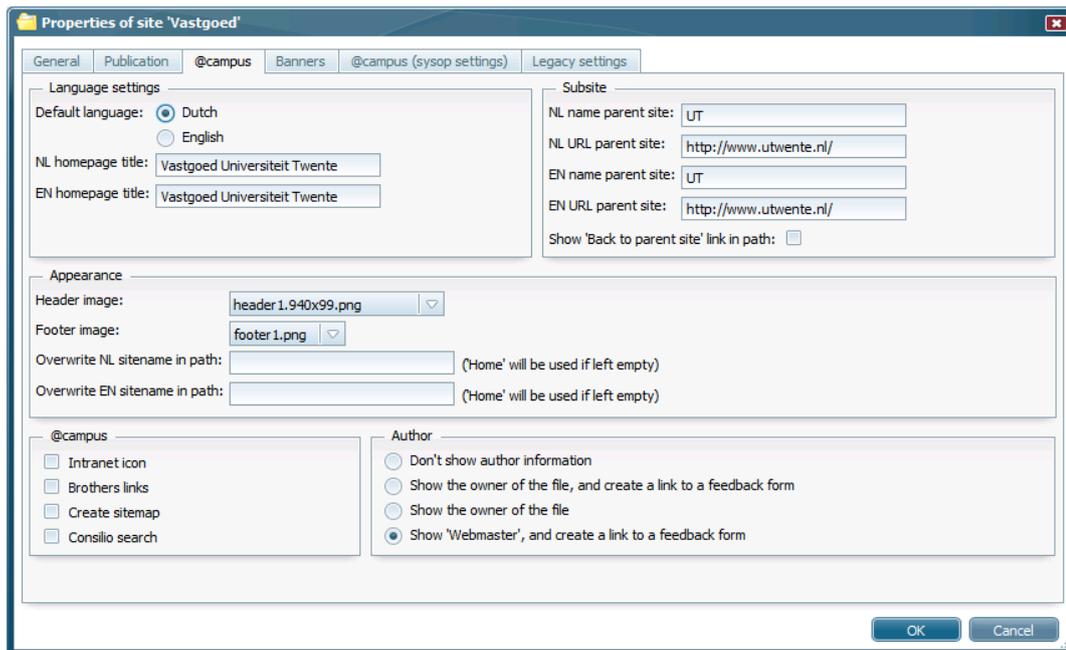
For the websites of the University of Twente you can set properties which are specific for the University. These properties can be found on the ``@campus" tab of the many websites, like ``Master Portal - EN" and ``Real estate".

You can edit these properties like this:

1. Select the website you wish to edit. You can recognize websites from the icon: a folder with a globe.

! The different parts of the University of Twente website like Master Portal are available in the Publisher as websites. You can edit the website elements from these sites in the properties.

2. From the ``Edit" menu choose the option ``Properties".
3. Select the @campus tab



4. Edit the properties you want (these will be discussed in the next sections).
5. Click ``Ok'' to confirm the changes.

Language settings

Default language

The first question you need to answer is which language will be the default on your website.

WebHare considers this choice when generating websites. If your primary site language is English the University logo will be the English version.

Once you have chosen what is the default language for your site you can choose whether the site should also be offered in another language. Let's say the default language is Dutch you can then also choose to make an English version. This can be done by creating a folder called ``en'' in the root folder of your site. This folder doesn't need to have a title. WebHare automatically knows that all content (files and folders) in that folder are English.

In the same way you can make a Dutch site within a site that's primarily English by creating a folder called ``nl'' in the root of that site.

WebHare will automatically by means of a standard menu item offer the possibility to switch between languages. This link will be displayed next to the ``Contact'' link in the top right corner.

The index file in the root folder of your website is the Homepage of the primary website. The secondary language folder is the root folder for the other language site. The index file in the secondary language folder (either the folder ``en'' or ``nl'') is the homepage for the secondary site.

Homepage title

You can set the title of the site as displayed on the homepage. You can set different titles for the Dutch and English versions of your site.

Sub-site

In some cases a site is part of a larger site. For example the Master Portal which has a number of programme specific sub-sites.

If your site is a part of a larger site you can choose to embed a link to the larger site in the main menu. This link will be displayed as the first item in the main menu.

You can enter the name (e.g. ``UT Master Site") and the URL (e.g. ``http://graduate.utwente.nl/") of this larger site.

Optionally you can add an element to the path which links to the larger site.

Rendering

Site name in the path

The first element in the path offers a link to the homepage of your site. This element is called ``Home" by default but can be altered to meet your needs. You can choose to make the abbreviation of your organization the home link, e.g. ``Home ITBE".

@campus elements

Intranet icon

If your site can only be addressed from the University network or is protected with a password you can choose to display the text ``Intranet" on your site.

Brothers

Optionally you can choose to display ``brothers", folders on the same level.

Consilio search engine

If you choose to use the Consilio search engine a ``Search" link is automatically added to the main menu

Author

By default the footer displays the last edit of the page.

You can choose to expand this with your name and possibly your email address. The text is then changed into:

``Last modified on <date> by <your name>"

A third option is to add a link to the text to a standard feedback form with which the visitors can give feedback. The footer then becomes:

``Last modified on <date> by webmaster", where ``webmaster" is a link to the feedback form.

If a visitor uses the feedback form all comments are emailed to the webmaster.

Finally you can choose not to display any author information on the page.

Banners

You can choose to show one or more banners on your website by ticking the banners you want. These banners are on a separate tab called ``Banners".

These banners are made available by ``Strategy, Marketing and Communications (Communication Office)".