



# Client Manual

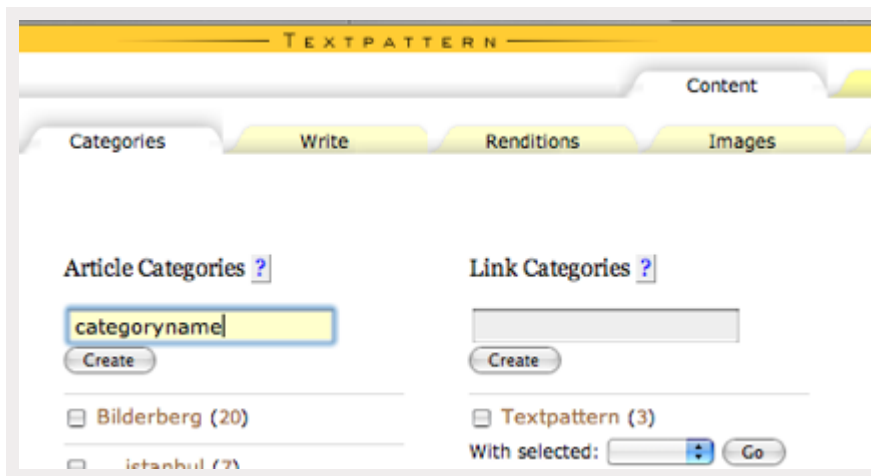
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## Publishing Routine for an Editor in Chief

### STEP 1 Creating and localizing new Categories

➔ **Categories are created under the Tab Content > Categories**



New Categories need to be created and stored first.

Enter your article categories under the first column, and click

create.

Selecting the created Category opens the title fields for each category name. This is entered in English for all languages in this case

TEXTPATTERN

Content Presentation Admin

Categories Write Renditions Images Files Links

Article category name

Parent

Article category title - English

زادوي عربي

Deutsch

Ελληνικό

Italiano

## STEP 2 Assigning a Parent Category

➔ **Parent Categories can be assigned to newly created categories**

In this case, we assign only one parent for each child, so the hierarchy has only two levels. This is shown below.

TEXTPATTERN

Content Presentation Admin

Categories Write Renditions Images Files Links

Article category name

Parent

Article category title - English

زادوي عربي

Deutsch

Ελληνικό

Italiano

## STEP 3 Creating the Category Descriptions

- ➔ To have a short description available, we create an article for each of those.

These articles are assigned to the topics section, and the Titles of these articles are the category names.

We can now assign the Parent and Child categories, that we have created earlier to these articles.

We use the **category1** drop-down select for the Parent category, and the **category2** drop-down select for the Child categories.



Category (Topics) Articles must be assigned to the Topics section.

The Titles of the categories, must be the same as the category names, we created privously.

This is shown below.

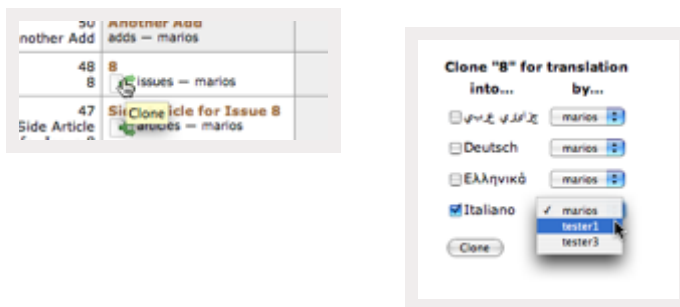
The screenshot displays a content management system interface. At the top, it shows 'ID: 39 / Language: English / article: 28 / Toggle'. Below this, there is a search bar containing 'Congress' and a 'View' button. The main content area shows the article text: 'The intent of this article, is to explain each category term with a short explanation. (This is the article body) These articles, are stored into the topics section for now. (This is a child category) Congress'. To the right of the article text are three tabs: 'TEXT', 'HTML', and 'PREVIEW'. On the far right, there is a sidebar with several sections: 'Create new' with '<Prev' and 'Next>' buttons; 'Status' with radio buttons for 'Draft', 'Hidden', 'Pending', 'Live' (selected), and 'Sticky'; 'Sort and Display' with 'Category 1 [Edit]' set to 'NWO' and 'Category 2' set to 'Congress'; and 'Section [Edit]' set to 'topics'.

## STEP 4 Cloning the Category Descriptions for Localization

- ➔ The MLP Tab under content, allows us, to clone default language content into other languages.

If we need either Localization, or if we want to assign articles ( renditions) into other languages, for translation, we can click on the clone article icon for the corresponding article, and assign a Translator.

This is shown below.



## STEP 5 Publishing an Issue

- ➔ **Articles Are Published Under Content > Write**

Each Issue also has an Issues article, that holds a short Intro about that Issue in the Article Body. Each Issue has three articles. The **Main** and **Side** Articles are published under the **articles** section.



For general Information on Usage of the Article Write panel, follow the link below.

[Article Write Tab.](#)

The Issues Articles also hold information about what is to be published on the Frontpage each time, and then later on archived. This is done, by inserting the article ID numbers in the custom fields, to the left of the article body.

We first create our Main and Side article for the Issue, and then assign a Parent and Child category.

The required custom field to the left of the article body is the **Issue number** where these articles belong to.

The section these articles belong to, is the **Articles section**. This is selected by default to articles, so we don't have to change that.

Each Main and Side article can have an article image, that gets displayed on the front-side of the domain, when a permalink location of an article is requested by a Site Visitor.

You can upload those Images under **Content > Images** right from your desktop.

The Image Dimensions for these Graphics or Images should not exceed a Size of 200 x 300 pixels and are either in png or jpg format.



For General Information about **Content > Images** Tab Usage please refer to appendix A

[Appendix A: Image Handling](#)

Next we create our Issue article, where we insert the number of the Issue in the Title Field. The number is an integer in this case.

We now assign the Article ID's, of the Main and Side article we created previously to the Custom Fields of the Issue article.



Do not insert Values in Custom Fields, that are not intended for this section.

E.g.: For an Issues article, only fill in the custom fields **ArticleNrMain**, **ArticleNrSide1**. And in an articles section article only the custom fields **IssueNr**, **maincategory**, and **subcategory**.

The main publishing process is now complete.

If we can, we leave the publishing content to a draft modus, so errors and mistakes can be revised, by a managing Editor.

If we want to launch our Issue at a specific Date, then we need to edit the **time stamp value** under **Publish at** as well, and set it to the publishing date.

## STEP U Access and change your login Info

- ➔ It is possible to edit your login and User data under Admin Users.

Once you received your login conformation e-mail with your login data, you can change your login info, or send an e-mail to other Users.



It is usually a good Idea, to change your password, once you did receive your login info, especially if you are using an e-mail that is hosted on an insecure e-mail Server with conventional POP3 protocol.

The login info could have been perceived during transaction, by a malicious hacker.

Ask your Site administrator to set up a secure IMAP mail account over SSL on the Server, the Site is hosted on.

Use strong passwords that have at least 12 characters mixed lowercase and uppercase letters and numbers.

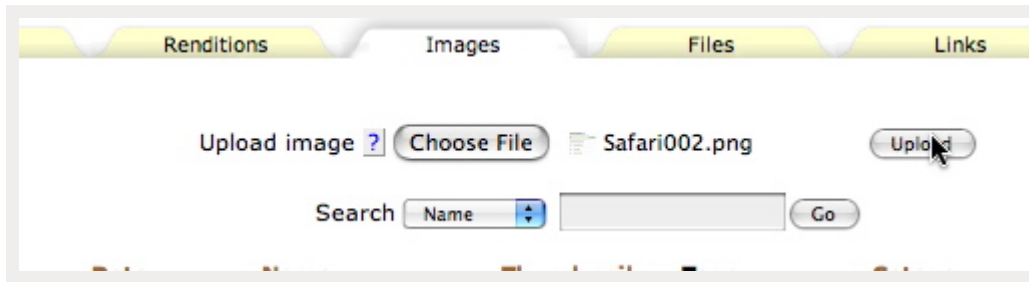
The above measures, will protect the domain against hacking attempts.

## STEP A Uploading an Image under Content > Images

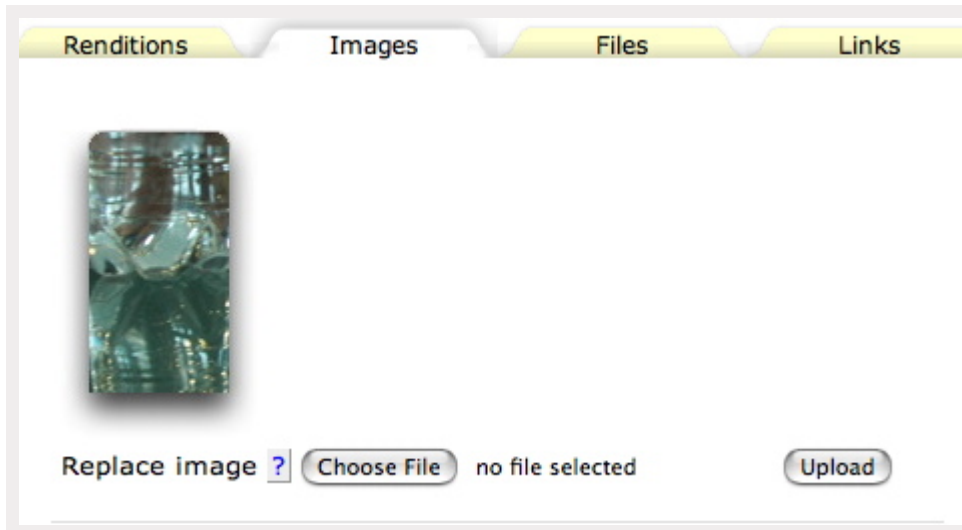
- ➔ Images can later on get assigned to Articles. We keep notice of the Image ID, that TXP has assigned to the image, so we can insert it in the Article Image Id field under Article > Write

Simply click on the **choose File** button, and select the desired image from your desktop under **Content > Images**.

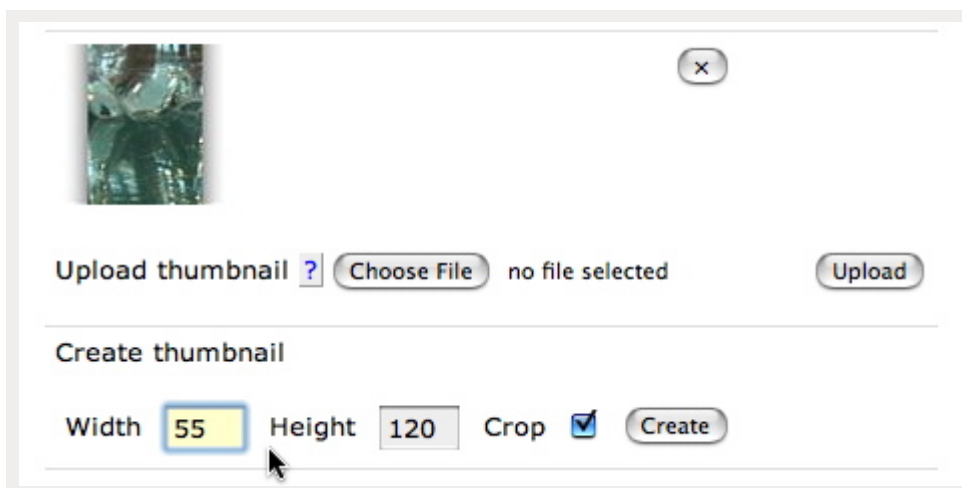
Once this has been done, click on the **upload button**, to the right side of the filename that appears, as shown in the screenshot below.



You should now be able to see a preview of your image with the original dimensions. This is shown below:



The image data has now been inserted in the database, and the image file has been uploaded to the images folder in the root folder of your domain.



Right below the image preview, you can see:

1. ➤ A preview of the thumbnail of the image
2. ➤ A row with a **create thumbnail label** and the dimension input fields.

This is shown in the screenshot above.

Some Site Designs depend on the correct dimension values for the thumbnails, so it is a good Idea, to get in touch with the Site Designer, or Managing Editor, to make sure, these are correct.

The values, that are selected by default will be used on any initial image upload.

It is also possible, to change the dimensions afterwards. Just correct the values, and click on **create**, right next to the Crop checkbox.

3. ➤ A **crop checkbox**, that allows you to resize existing thumbnails while maintaining a correct ratio of the image content.

Leave this checked, if you need a correct aspect ratio of your image thumbnail.

It is also possible, to replace the existing thumbnail with a custom thumbnail from your desktop. This is done using the **upload button** in the same row.

4. ➤

The last Row shows the **Filename** of the image, a **category select** to assign an existing image category to the image and the **alternate** and **caption** fields.



**Image name**

**Category**

**Alternate text English**

**Caption English**

**Alternate text جزایری عربی**

**Caption جزایری عربی**

**Alternate text Deutsch**

In most cases, these options are not important, except the Alternate Text Field.

It is important to always enter information into the **Alternate Text Field**, because if empty alt attribute values are found in the markup, that TXP generates, XHTML validation, that complies to a strict doctype declaration will fail.

This can be either a short description **about the image itself**, or a description about the **context, that image is used in**.

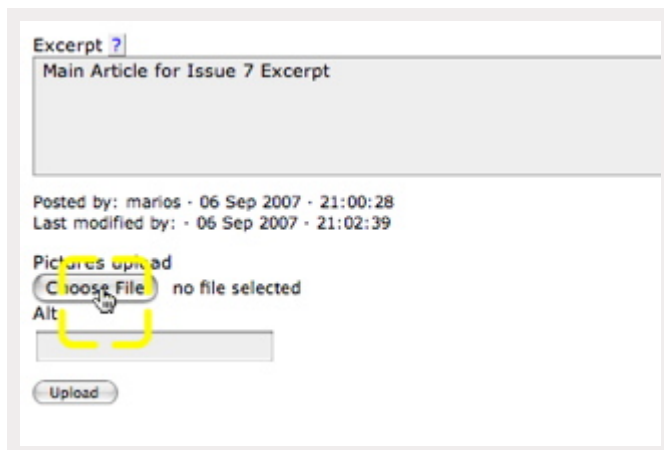
The image upload process is now complete. Repeat this procedure for any images that remain to be uploaded. If you have a large amount of Image Data, then ask your affiliated Web Professional to implement a batch upload solution, that may cut down the needed time to proceed the required files.

## STEP B Direct Image Upload from the Article Write Tab.

- ➔ If your Article Write Pane has this feature installed, you can also directly upload images from the Article Write Tab

Directly below the excerpt Field click on the Choose File button.

This is shown in the image below.

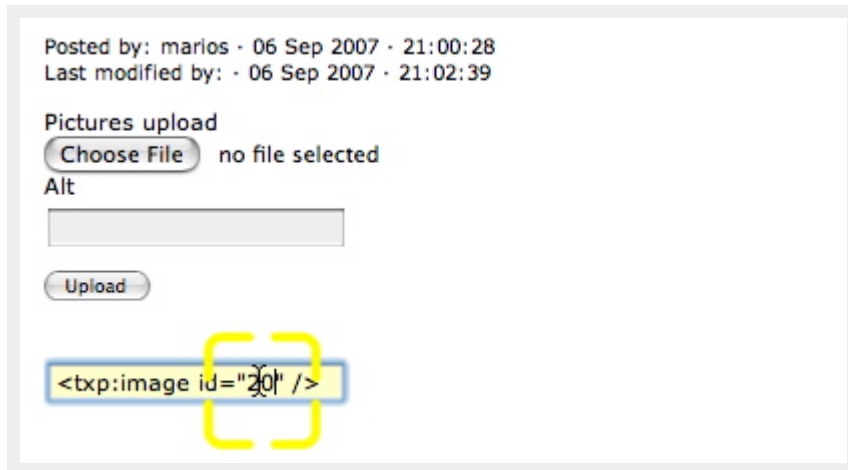


The File name will appear next to the button, and another Field labeled **Alt** opens up. Enter a descriptive phrase for your Image or the Article context, and click on the upload button, as shown in the screenshot below.



A new field will open, with a tag, that you can cut and paste inside your Article Body. If you want your Image to appear at a specific position inside your Article Body, then use this option.

Save your changes.



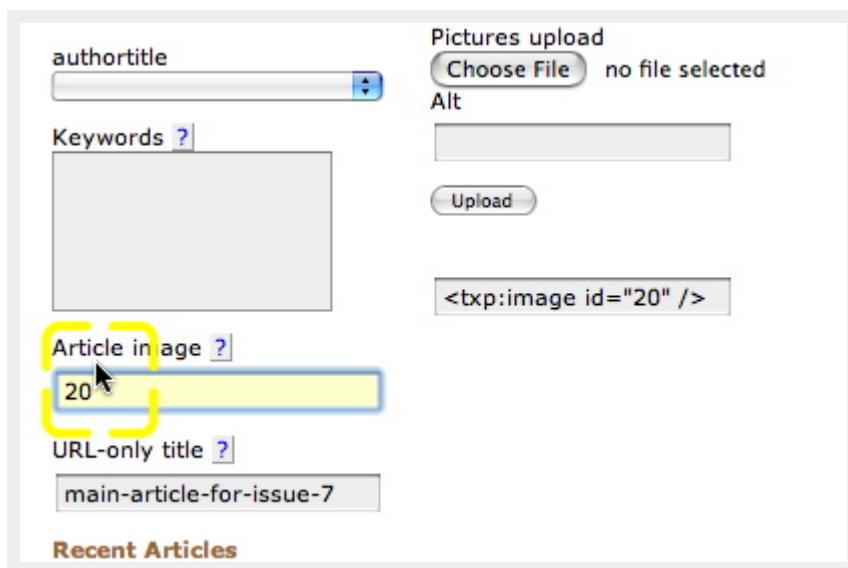
Posted by: marios · 06 Sep 2007 · 21:00:28  
Last modified by: · 06 Sep 2007 · 21:02:39

Pictures upload  
 no file selected  
Alt

`<txp:image id="20" />`

For the main Article Image display, instead of placing this Tag inside your Article Body, you can also take notice of the Image ID number, that TXP has assigned to it, and insert this number in the Article Image Field, as shown in the screenshot below.

Save your changes.



authortitle

Keywords ?

Article in age ?

URL-only title ?

Recent Articles

Pictures upload  
 no file selected  
Alt

`<txp:image id="20" />`

The image upload routine is now complete. It is now a good Idea to view the changes on the Live Site, to see, if display is as intended.

This document was generated Fri, Sep 21, 2007  
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