

Estrada[®] 3.1

Author Manual

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Chapter 1: Introduction

Welcome to Estrada, an object-based Internet content development and management system. Estrada is designed to work with large amounts of data, providing absolute control yet great flexibility in managing Web content.

Estrada enables both novice and advanced computer users to build Web sites that are easy to maintain and organize. If you are not skilled with complex computer systems and HTML coding, Estrada takes on all the work, leaving you with a simple point-and-click interface for creating and maintaining Web sites. If you are more proficient at Web authoring, you will appreciate Estrada's powerful capabilities and flexibility.

About this manual

This manual is designed to provide a detailed introduction to Estrada's authoring features. It also can be used as a tutorial, as well as an everyday working reference tool. We recommend that readers have a basic familiarity with computers and the World Wide Web before learning Estrada.

System requirements

To use Estrada as an author, you need the following hardware and software:

- An Internet-enabled computer, capable of running Internet browsing software.
- Internet browsing software, with the support of JavaScript 1.0 or better. Most of today's browsers satisfy this requirement, and we recommend using either Microsoft Internet Explorer 4.0 or higher, or Netscape Navigator 4.0 or higher.
- An Internet connection of 28K or faster.

Note: A few features of Estrada, such as the HTML Editor, require the use of Internet Explorer 5.5 or higher.

Chapter 2: Getting Started

Basic concepts

To use Estrada effectively, it is helpful to understand some of the concepts and principles behind the application's operation. This chapter takes you through a brief overview of Estrada's terms and definitions as well as basic system operations.

Users, authors, and administrators

There are three groups of people who use Estrada:

- *Users* are the visitors to the site — people who simply read the information on your Web pages. They have no ability to modify the content of the site.
- *Authors* are individuals who have the capability to add and edit content for designated Estrada sites.
- *Administrators* are also authors, but who have additional capabilities, including: changing the appearance of the site, giving authors permission to edit parts of the site, creating new sites, add navigation sidebars, and more.

User side vs. author side

Like other Web development tools, Estrada deals with Web pages. However, Estrada differs from the others by offering two distinct views of the same Web page: the *user side* and the *author side*. (See

Figure 1: The user side and the author side.) Think of these as two sides of a shadow puppet theater screen: one (user side) is visible to the audience, and the other (author side) is visible only to Estrada authors and administrators.

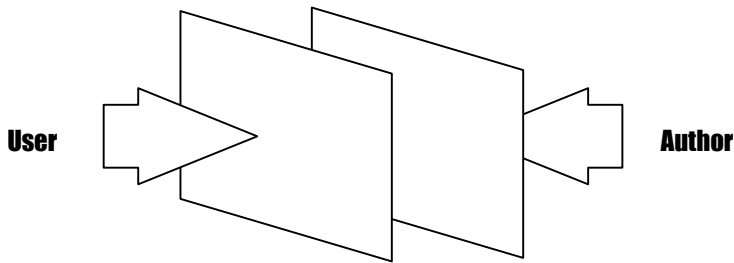
Although different in the way they might look, these sides contain similar information. The primary difference between them is that an author can manipulate and change content from the author side as well as view it from the user side, but a user can only view the page in its final form from the user side.

Template

While authors can create and manage the content of the pages, certain elements of the page on the user side remain the same throughout the site. These elements form the overall graphic identity of the site, called the *template*, creating easy navigation and a consistent look and feel throughout the site. These elements also reinforce brand equity.

Sites can include one or more templates. The template is completely separate from the content and can be easily replaced with other templates. The same content can be presented using different templates, depending on which one is chosen to wrap around the content in a particular situation.

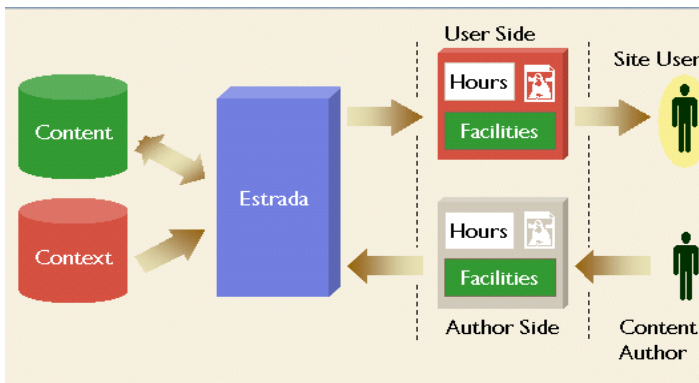
Figure 1: The user side and the author side.



As illustrated in Figure 2, the author updates the content using the author side. The Estrada system then wraps the template assigned to your site around the content and displays the end result (the user side of your Web page) to the site visitor. The

beauty is that the content and template are kept separate in Estrada, making it easy to change one or the other without necessarily affecting the other.

Figure 2: Estrada System — Content authoring, user view of Web page



Secret Button

To get to the author side from the user side, either there will be a special hidden link, placed inconspicuously on the user side of your Web site, or you will have a special URL given to you by your Estrada administrator. The hidden link is normally very small and difficult to locate for an uninformed visitor. This link is called a *secret button* and serves as a convenient way to flip from the user side to the author side.

As you move your mouse over the secret button, your mouse pointer will change from a normal icon to a link icon. (See Figure 3: Using the secret button)

Figure 3: Using the secret button



]

If you are instructed to use a special URL to access the author side of your site, then simply add this to your favorite list or add it to your browser's toolbar for ease of use.

Bricks

The user side layout looks different than the author side layout. The user side contains information organized in a user-friendly way that makes it easy for users to navigate and use the Web site. The author side contains the same information, organized in an author-friendly way that makes it easy for authors to enter and change Web content.

On the author side, Estrada keeps all the units of information in layers, called *bricks*. By creating bricks and stacking them together, authors create Web pages. Estrada makes it easy to move and manipulate the bricks that make up a Web page.

Figure 4: Example of a brick viewed from the author side



A brick is easy to identify when you are viewing a Web page on the author side. Bricks are encased between two long gray horizontal bars and have editing options listed to the far left (delete, edit, copy, cut). They also have pictures or icons listed on the immediate left to signify what type of brick they are. They are named according to the material that is listed in them; a text brick is a listing of text, a link brick provides a link to a Web site, a page brick lists a page to which the user could go, etc.

Original bricks and their shortcuts

Because every brick can be copied and duplicated on other Web pages in your Web site, it is important for you to know whether you are looking at the original brick or a copy of it. Copies of bricks are called *shortcuts*. The icon of a shortcut will have a small arrow next to it, so that you know that it is a copy.

Figure 5: Shortcut to a site icon



When you make a copy, or shortcut, of a brick, it is very easy to update it. All you have to do is change the information in the original brick, and all the shortcuts change automatically. This saves authors from the often complex and time-consuming task of searching for and editing all duplicate information. In summary, a shortcut is a copy of a brick with a direct update link from the original. Authors who use them will find that updating only the original brick truly lets them take a shortcut! (See "Editing bricks" on page 36)

Configuring your browser

In order to work with Estrada, you must make sure that your browser does not cache pages and that it accepts *cookies*. Disabling page caching will ensure your communication with Estrada is direct and accurate.

Disabling page caching

Use the set of instructions below that corresponds to your browser to set its cache to zero. If the browser you are using is not among the listed choices, use your browser's online help to find out how to disable page caching.

NOTE: It is not necessary to change these settings for Microsoft Internet Explorer 5.x or higher, as they use a caching mechanism that automatically enables proper operation of Estrada.

Disabling caching in Netscape Navigator 4.x:

- 1 Open your Netscape Navigator browser.
- 2 Click the **Edit** drop-down menu in the toolbar.
- 3 Select **Preferences**.
- 4 Select and expand (click the + beside the item) **Advanced**.
- 5 Select **Cache** from the list of **Advanced** items.
- 6 Set the **Memory Cache** and the **Disk Cache** to zero by putting a 0 in the box next to each item.
- 7 Click the **Clear Memory Cache** button and on the **Clear Disk Cache** button.
- 8 Click the **OK** button to return to the browser.

Disabling caching in Internet Explorer 4.x

- 1 Open your Internet Explorer browser.
- 2 Click the **View** drop-down menu in the toolbar.
- 3 Select **Internet Options**.
- 4 Click the **Settings** button.

- Click the radio button next to **every visit to page**.
- Click the **ok** button.
- Click the **ok** button again to return to the browser.

Enabling cookies

You will not be able to use Estrada if your browser does not accept *cookies* or you are using *cookie cutter* software. To eliminate security concerns, Estrada uses only *soft cookies* that expire and are removed from your application as soon as you close the browser. By default, all browsers accept *cookies*, so you only have to make adjustments if you have previously set your browser to reject *cookies*. Please use your browser's online help to find out how to change this setting if you have manipulated it from the default.

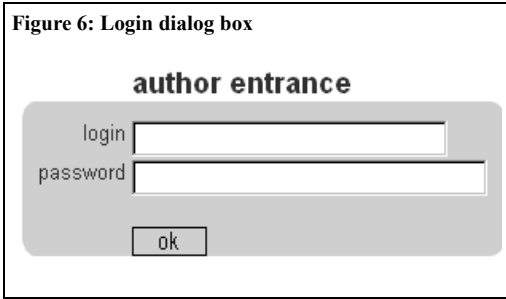
Taking your first steps in Estrada

In order to start working in Estrada, you will need to know the URL of the Web site that you will be authoring, the location of the secret button, your login name, and your password. Your Estrada site administrator or training supervisor should have this information.

Logging in to Estrada

- Log on to the Internet and open your browser.
Note: We recommend that you edit in Internet Explorer, but any browser should work.

- Enter the URL into the *Address* or *Location* line of the browser for the Web site that you will be authoring. Your browser will bring you to the user side of your home page.
- Click the **secret button** (See Figure 3: Using the secret button).
- The **login** dialog box will appear. (See Figure 6: Login dialog box)
- Enter your **login name** and **password** in the box.
- Click the **ok** button to login.



The first time that you log on, you will use a default password given to you by your Web administrator. Once you are on the author side, the first thing you should do is change your password to something memorable to you. Every subsequent time you enter the author side of your Web site, you will enter the password that you assigned to yourself.

Changing your password

Do not choose your name, your spouse or children's names, or your pet's name as a password. You should also avoid using your street

address or your Social Security number. These are usually the first passwords most users choose, and they are the first ones the hackers will try as well.

The ideal password is at least six characters long and includes both numbers and letters. Combining a word of your choice with a number makes it much more difficult to guess your password. Spelling words backwards also helps increase security without forcing you to choose a random set of letters and numbers.

CAUTION: Never write down your password at the office. If you are worried that you will forget your password, keep it in a safe place at home. Remember that anyone who has your password will be able to alter your pages, so guard your password appropriately!

To change your password:

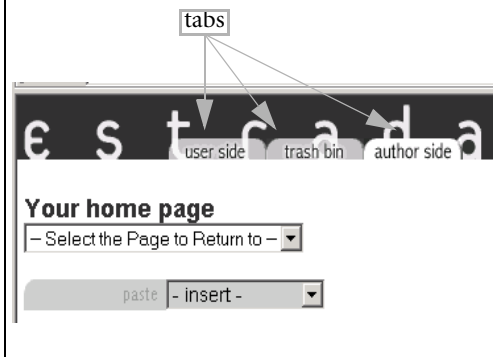
- 1 Click the **-manage-** drop-down menu next to the lock at the top of the page.
- 2 Select **login**.
- 3 The **manage login** dialog box will appear.
(See Figure 7: Manage login dialog box)
- 4 Click in the **new password** text box and enter your new password.
- 5 Re-enter your new password in the **re-type to confirm** text box.
- 6 Click the **ok** button.

Figure 7: Manage login dialog box

If the site you are working on is new, the only information that will appear on the user side is the template material (banner, sidebar, background colors) that will be present on every page in your site and that defines your site graphically, and the title of your page.

On the author side, you will see the page title, a **paste** button and an **insert** drop-down menu. When you first begin, the **paste** button will be grayed-out. The drop-down menu is active, and when you click the arrow next to it, you will see a list of the selections that you can make (the bricks that you can choose) to begin building your Web site.

Figure 8: Author side of a new site



*NOTE: Normally, if a button is grayed-out, such as the **paste** button in Figure 8, its operation is either disabled or not available at the moment. Alternatively, you may not have authoring permissions in this area of the site.*

If the site you are working on is not new, you will see all of the above information, plus all of the bricks that have been placed there by the author or administrator who worked on the site before you. Once you are logged in, try flipping between the author side and the user side. Use the navigational tabs to return to the user side and the secret button to get back to the author side.

Flipping between user side and author side

You will also see tabs at the top of the author side of every page that allow you to flip back to the user side or view the contents of the trash bin.

- When you are on the author side, the **author side** tab is highlighted.
- To move from the author side to the user side, click the **user side** tab. (See Figure 8: Author side of a new site)
- To move from the user side, click the secret button (See "Secret Button" on page 5).
- The **trash bin** tab moves you to the trash bin for this page. The trash bin feature is explained later in this manual. (See "Restoring a deleted brick" on page 44)

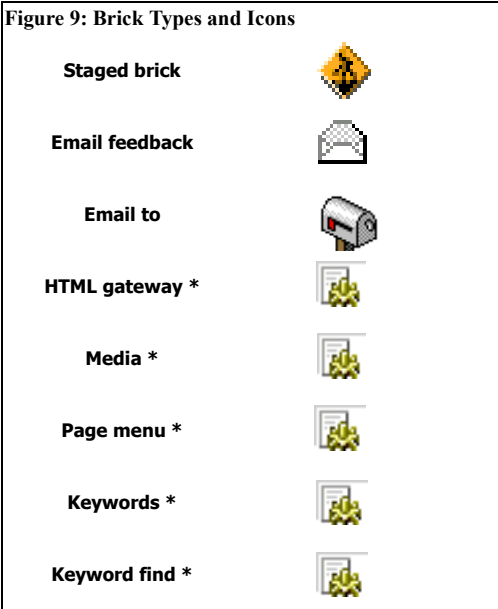
CAUTION: Estrada features a 20-minute time-out feature to avoid unauthorized access to your site if you were to be away from your computer for an extended period. If you were working on a brick for longer than 20 minutes without clicking ok to save your work, Estrada would time out and prompt you to log in again, and your work on that brick would be lost. To avoid this, get in the habit of saving your work frequently by clicking the ok button.

Chapter 3: Building Your Site

As described earlier (See "Bricks" on page 5), everything in Estrada is stored in bricks. This chapter discusses how you can build your entire site, brick by brick, just as a bricklayer builds a house. We start with a discussion on the basic brick set.

Bricks 101

There are several types of bricks. Depending on your needs, you may actually only use a small subset of them. The basic bricks provided with Estrada include:



* These bricks currently use the default icon.

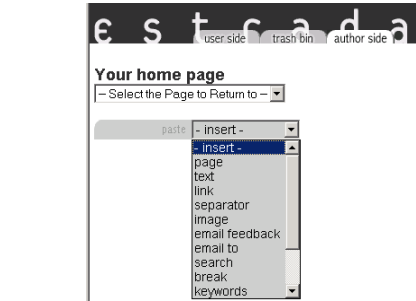
Note: As an author, you cannot create site bricks, but you will certainly see them as you use Estrada to build your site. Site bricks are created by Estrada administrators.

Each brick has attributes that you as the author set when you insert or edit the brick. Some of the attributes are common among all bricks, while other attributes are specific to the brick type. Some brick types have advanced attributes that manage the behavior of a brick to allow for more control over the content.

Inserting a brick

You use the **insert** drop-down menu to add bricks to your page or site.

Figure 10: Insert brick drop-down menu



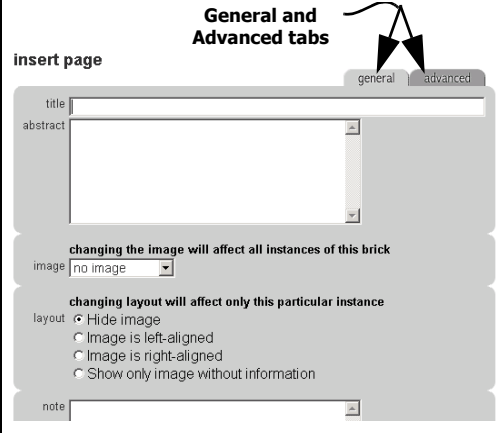
After you select the brick type that you want to insert, (for most bricks) a brick specific dialog will appear, allowing you to set required and optional attributes. You will see the **general** and **advanced** tabs on the top of the brick dialog. The general tab contains all the basic attributes needed for the brick to function properly. The advanced tab contains attributes that more precisely control the behavior of the bricks.

General Attributes

Under the general tab you will find the brick-specific attributes, including those that are required and optional. These are the attributes that distinguish the different brick types from one another. You will also find common attributes among all bricks on this tab. Figure 11 shows a insert page dialog. The top section of the dialog

shows the brick-specific attributes of *title* and *abstract*. The bottom section contains common attributes that you will find on all bricks. Here you can associate an image with the brick from an image library and control its placement related to the brick.

Figure 11: General tab, Advanced tab



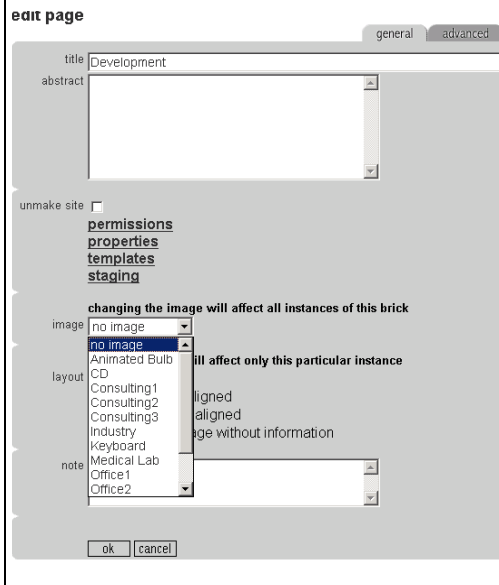
Brick notes

The **note** field is for entering notes or other information that may help you or other authors with the management of the brick. The note field is displayed on the author side, not the user side, so visitors cannot see the notes. Authors and administrators can decide how they wish to use brick notes for each Estrada site or installation.

Adding images to your bricks

Adding images to your bricks is easy. Each brick can have an image associated with it.

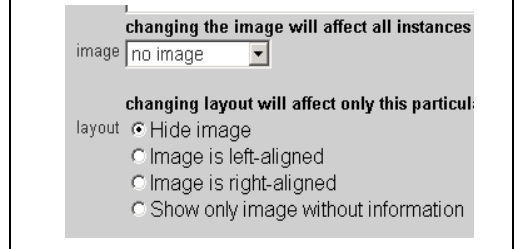
Figure 12: Associating an image with a brick



To associate an image with a brick:

- 1 Insert or edit a brick.
- 2 Click the **image** drop-down menu to display the list of available images.
- 3 Select an image from the list.
- 4 Click a radio button to select a layout. (See Figure 13: Selecting image layout option)

Figure 13: Selecting image layout option



- **Hide image** - do not display the image, but retain the association. You can use this option to temporarily remove the image from the user side.
- **Image is left-aligned** - place the image to the left of the brick.
- **Image is right-aligned** - place the image to the right of the brick.
- **Show only image without information** - show only image and hide brick's contents.

- 5 Click the **ok** button to associate the image with the brick

A typical Estrada installation has a large public library of images available for everyone's use. If you decide that you want to have images that can be displayed only to your site, ask your administrator to put them into your site's private image library and associate it with a site to which you have access. (See Appendix A, "Managing the Image Library.")

HTML Editor

The HTML Editor enables you to format and apply other selected HTML tags to text within text fields in the page brick (abstract field), text brick (body field), and link brick (abstract). The HTML Editor also allows you to paste other forms of content such as images (as long as they are accessible by your browser), functional hyperlinks, tables, and other elements.

The HTML Editor is only available for use in selected Estrada bricks because it can interfere with the functionality of other bricks.

Note: The HTML Editor feature is only available when editing in Microsoft Internet Explorer 5.5 or higher.

To use the HTML Editor:

- 1 Click the **-insert-** drop-down menu.
- 2 Select a brick type from the menu.
- 3 The **insert** dialog box for the selected brick type will appear. Text fields that offer the HTML Editor available display a **View HTML** button to the right of the field name.

Figure 14: Text field with HTML Editor available, but off



- 4 Click the **View HTML** button, switching on the HTML Editor, as indicated by HTML Editor Tools that appear above the text field.

Figure 15: Text field with HTML Editor on



- 5 You may either enter or paste text into the field first and then use the HTML Editor, or employ the HTML Editor as you enter text.

As you work with text fields enabled with the HTML Editor, two text views are available:

- A preview of how the changes made with the HTML Editor will appear to end users. This view is shown whenever the HTML Editor is on.
- Plain text with HTML tags - Turn HTML Editor **off** by clicking the **View HTML** button again.

You may switch between views at any time.

- 6 To save changes made to the text, click the **ok** button.

Note: Remember to click the ok button for the brick dialog box in order to save changes made using the HTML Editor.

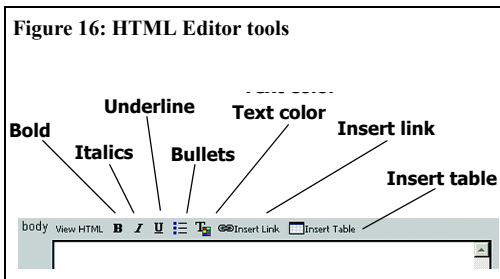
CAUTION: Do not enter HTML tags into text fields when the HTML Editor is on.

CAUTION: Entering certain HTML coding and other formatting or functional elements in Estrada bricks may compromise how your template

displays the user side of the page, may violate stylistic or other standards for your organization's Web site, or otherwise cause your Estrada site to malfunction. Introducing hypertext links inside bricks creates links that are untraceable by Estrada, potentially resulting in broken links. Consult your site or root administrator for additional information.

HTML Editor Tools

The HTML Editor provides tools for formatting or tagging text, which are visible when the HTML Editor is on as icons located above the text field.



To use any of the first five tools, select the text that you wish to format or tag, click on the tool icon that you wish to use (or vice versa), and enter the formatted text. If there is no existing text that you wish to modify, move your cursor to the location in the text field where you wish to enter text or other content, then click a tool icon.

Following are descriptions of and specific instructions for each tool:

Bold - Formats text as **bold**

Italics - *Italicizes* text

Underline - Adds a line under text

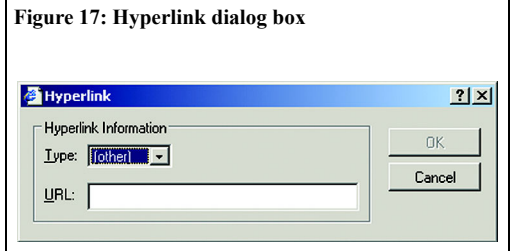
Bullets - Formats text as a bulleted list

Text color - Changes color of text

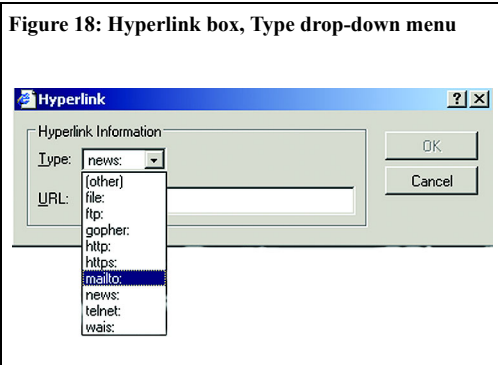
Insert link - Inserts or formats existing text as a hyperlink.

To use insert link:

- 1 Click to select the Insert Link tool. The Hyperlink dialog box will open.



2 Select the type of link that you wish to add from the **Type** drop-down menu:



- **http:** Hypertext transfer protocol or a typical Web hyperlink (default)
- **file:** Link to a file located on the user's PC
- **ftp:** File transfer protocol, a way to send files over the Internet.
- **gopher:** A forerunner to the World Wide Web that uses hierarchical lists to organize and display files on the Internet.
- **https:** Secure Sockets Layer, a protocol for transmitting private documents through encrypted data over the Internet.
- **mailto:** Opens an email message using the Web visitor's default mail client, much like the Estrada email to brick. (See also "Inserting an email to brick" on page 27.)
- **news:** Newsgroup, an online discussion group. To use a newsgroup, the user's PC must have a news reader installed.
- **telnet:** Terminal emulation program allowing you to enter commands from your

PC and execute them directly on a server console

- **wais:** Wide Area Information Server, a program for finding documents on the Internet

3 Enter the URL for the in the **URL** field. The correct protocol definition is automatically inserted in this field when you made your selection in the previous step.

4 Click the **ok** button.

Insert Table - Enables you to insert and format tables, and edit them.

To insert a table:

1 Click to select the **Insert Table** tool. The Insert Table dialog box will open. (If editing an existing table, select the table before clicking **Insert Table** tool.)

2 Enter or edit the table attributes (optional):

Layout :

- **Rows** - Number of horizontal sets of cells
- **Cols** - Columns, number of vertical sets of cells
- **Cell padding** - Spacing between the boundary of the cell and the text inside the cell, measured in pixels
- **Cell spacing** - Area between cells, measured in pixels

Borders:

- **Width** - Enter width of border in pixels
- **Color** - Name of color for border

Background: Enter the background color color for the table (optional).

3 Select the **Insert** button to insert the table as specified, or click the **Cancel** button to not insert or update the table.

*Note: Always click the **ok** button at the bottom of the brick dialog box in order to save your work in the HTML Editor.*

Importing text and other content with formatting

The HTML Editor also enables you to copy text and other content from the Web as well as from other applications (word processing, HTML publishing, desktop publishing, etc.) and paste it into Estrada, preserving the formatting.

- 1 Open the document in the original application in which it was created, or in the case of Web pages, you can open them with a Web browser.
- 2 Select and copy the material that you wish to add to an Estrada brick's text field.
- 3 Insert or open the Estrada brick where you wish to paste the material.
- 4 Locate the text field where you wish to paste the material and select the **View HTML** button to turn the HTML Editor on.
- 5 Paste the material into the text field.
- 6 Edit or make any other adjustments that you wish using the HTML Editor tools (optional).
- 7 Click the **ok** button.

It is also possible to save documents as HTML files and paste the source code into Estrada.

To import text from Microsoft Word into Estrada:

- 1 Open your document in Word.
- 2 Select the **File** drop-down menu.
- 3 Select **Save As HTML**.
- 4 Save HTML file in a separate folder.
- 5 Click the **View** drop-down menu and select **HTML Source**.
- 6 Select entire document.
- 7 Hit **Ctrl-C** to copy the selected text.
- 8 In Estrada, choose **text** from **-insert-** drop-down menu.
- 9 Click the empty text field of the **insert text** dialog box. Do *not* turn on the HTML Editor.
- 10 Hit **Ctrl-V** to paste the text into the text brick.
- 11 Click the **ok** button.

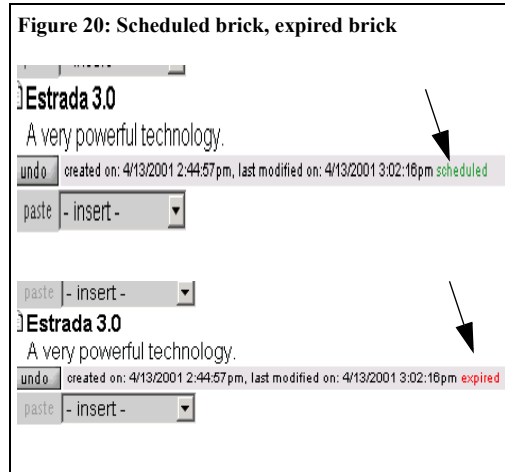
Advanced Attributes

Each brick that supports the advanced attributes has an **advanced** tab (See Figure 19: Advanced tab). Clicking on this tab gives you access to the *active content management* (ACM) attributes. ACM provides a way to exercise more control over the behavior of the brick. The more simple attributes involve setting the font and weight characteristics for the text of the brick. You can also set scheduling attributes that govern when the brick is available for viewing on the user side. (See "User side view" on page 46)

Figure 19: Advanced tab

When a brick is scheduled, a *scheduled* tag will appear in the brick status bar, the shaded area below a brick. (See Figure 20: Scheduled brick, expired brick) Once the brick becomes active, the scheduled tag will disappear. If the brick is scheduled to expire, an *expired* tag will appear in the brick status bar after the brick expires.

Figure 20: Scheduled brick, expired brick



Scheduling bricks

Use the **active from** and **active until** settings to schedule a period of time during which the brick is active (viewable on the user side). The **active from** setting is the start date and time that the brick will be viewable. The **active until** setting is the date and time that the brick becomes inactive (not viewable on the user side). The **remind** setting is the number of days prior to the brick's inactive date when you will receive an email reminder. The **send notification to** setting allows you to either turn notification off or to send the reminder to yourself or to all administrators for the site.

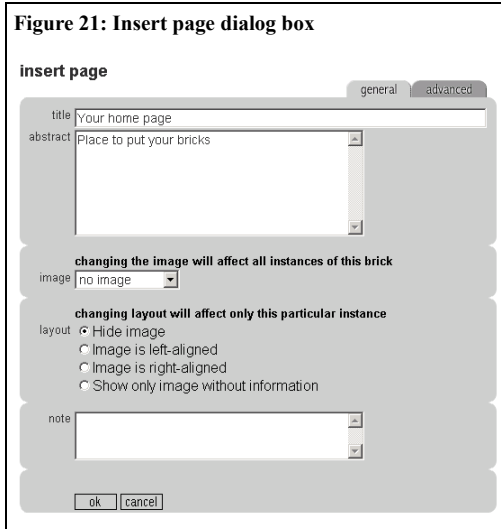
Now that we have discussed bricks in general and their attributes, let's move on to specific brick types.

Page brick

A site wouldn't be a site if it had only one page. Adding pages to your site is a key element to good site development. New pages mean new information pathways, new choices for the visitor, and, thus, new and interesting things to see.

Inserting a page brick

- 1 Click the **-insert-** drop-down menu.
- 2 Select **page** from the menu.
- 3 The **insert page** dialog box will appear. (See Figure 21: Insert page dialog box)



- 4 Enter the **title** of the new page.
- 5 Enter the **abstract** of the new page (optional).
- 6 Click the **ok** button to insert the page brick.

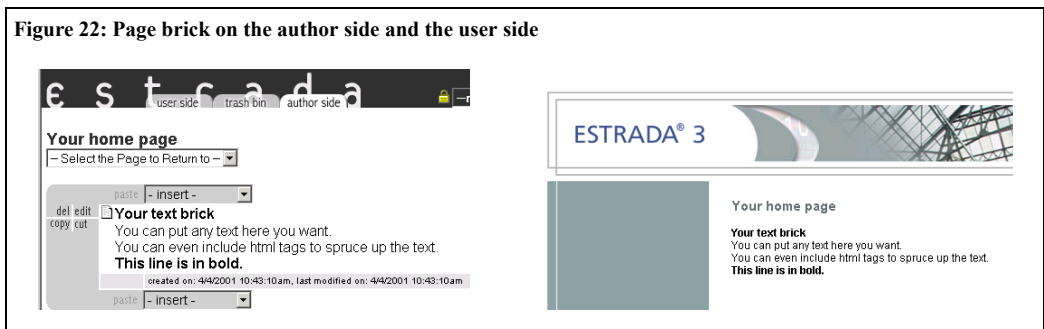
Once you've inserted a page brick, it marks the start of a new lower-level page, which appears on the user side as a link from the current page. The title of the page also serves as the text of the link from the parent page. If you choose to use it, the abstract serves as a short description of the link.

If you click the page link, you will arrive at the new Estrada page, ready for you to begin work. It behaves like your site's home page where you started. You can move between its user side and its author side (See Figure 22: Page brick on the author side and the user side), insert new bricks, and even insert new pages.

Inserting new pages allows you to create a site structure of unlimited complexity, from just a few pages to hundreds of thousands of pages, with as many levels as you like. Page bricks are truly the most powerful bricks in Estrada.

Note: Once you have inserted a page, there is an edit link located at the top of the author side of each page to the right of the page title, which allows the author to make changes to the page's title and abstract without having to return to the parent page.

Figure 22: Page brick on the author side and the user side



Text brick

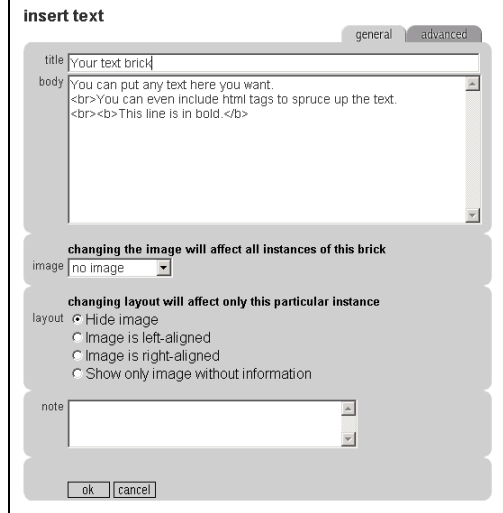
A text brick is exactly what it sounds like: a piece of text. It can be one letter, one word, one paragraph, or the entire text of the *Encyclopedia Britannica*. The size of the text brick is only limited by your need. We would suggest, however, making your text bricks small, manageable units. Try breaking up large pieces of text into separate bricks with each brick being a logically complete piece of text, such as a paragraph. In doing so, you will save considerable time working with this information later on. A good rule of thumb is to use a new brick every time you would be entering a new paragraph if you were typing a document.

Inserting a text brick

- 1 Click the **-insert-** drop-down menu.
- 2 Select text from the menu.
- 3 The **insert text** dialog box will appear. (See Figure 23: Insert text dialog box)
- 4 Enter a title for the text brick in the **title** input field (optional). This text will be displayed in bold.
- 5 Enter the body of your text into the **abstract** input field.
- 6 Click the **ok** button to insert the text brick

After inserting a text brick, try flipping to the user side to see the results of your work. You should see a newly inserted text brick on the page, exactly like your site's visitors would see it. If you are working on a staged site, you will not be able see your work on the user side, but can use an alternate feature to see your work. (See "Working on a Staged

Figure 23: Insert text dialog box



Site" on page 46) Flipping back and forth between the user and author sides is a good practice during content development. It lets you see your work in progress and take immediate measures should something start looking out of place on the user side.

After you insert a text brick, two insert drop-down menu boxes appear: one at the top of the text brick and another at the bottom. These drop-down menus offer two choices for inserting your next brick, either above your first text brick or beneath it. As you add more bricks to your page, even more choices will appear, allowing you to insert a new brick above, beneath, or between the existing bricks.

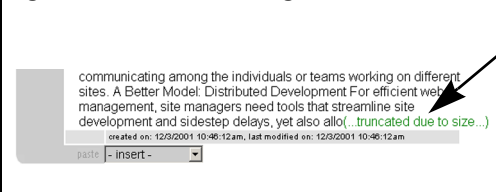
Text Truncation

In order to minimize scrolling when authors build or edit pages using large amounts of texts within a single text brick, Estrada displays only the beginning of very lengthy text that has been entered into the text field. The truncation displays only on the author side of a page. The complete text, however, is displayed on the user side.

Text truncation occurs automatically after an author clicks **ok** in order to save a new or edited text brick that contains lengthy text. An author needs to perform no special actions in order to activate truncation.

You can tell that text has been truncated by looking at the last line of a text field. Text has been truncated if the last line ends with the parenthetical note: **(truncated due to size...)**.

Figure 24: Text field containing truncated text



Estrada's default setting truncates all text that exceeds 3,000 characters. Contact your system administrator to determine or change your installation's text truncation setting.

Separator brick

Depending on how the template for your site is designed, you may have several *placeholder* areas, designated areas within the template in which to place your content. A separator brick controls the placeholder in which your content will appear.

Note: A template is the graphical identity of your site, which controls how your site looks to the end user. (See "Template" on page 3.) An Estrada administrator is responsible for assigning a template to your site. A template developer is responsible for designing the template, therefore assigning the number of available placeholders for your content. Your site template will have at least a main column. It could also have additional placeholders. It is common to see templates with a main column and a left side bar and sometimes a right side bar. Again, the design of your site template is based on the needs of your site.

By inserting a separator brick, you are indicating that the bricks following the separator (up to the next separator) are to be placed in the next placeholder of the template. The location of the next placeholder is controlled by how the template is designed. Experiment to determine how many separators you must insert in order to display your content in the desired placeholder or contact your Estrada administrator or template designer.

Note: If the bricks that you inserted after a separator on the author side do not show up on the user side (or working view of a staged site), then your site template does not support the number of columns that you are attempting to use. You must rethink your content placement—using fewer separators—or consult with your site

administrator about developing a new template or adjusting the existing one in order to support additional placeholders for content.

Inserting a separator brick

- 1 Click the **-insert-** drop-down menu.
- 2 Select **separator** from the menu.
- 3 The separator brick is inserted immediately since there are no attributes to be set.

Note: The edit, copy, and cut buttons to the right of the separator brick are grayed out. These operations have no meaning to a separator brick. You can only delete a separator.

Link brick

There may be occasions when you wish to link to sites other than your own. A *link* brick serves this purpose. It creates a link to another site, which was not built in Estrada, or provides access to outside resources that are related to your site. Inserting an external link requires that you know the URL of the resource to which you wish to link. You can get the URL by browsing to the desired location and looking at the Location or Address field of your browser.

Inserting a link brick

- 1 Click the **-insert-** drop-down menu.
- 2 Select **link** from the menu.
- 3 The **insert link** dialog box will appear. (See Figure 25: Insert link dialog box)
- 4 Enter the **URL** of your link page.
- 5 Enter the **title** of your link page.

6 Enter the **abstract** of your link page. (optional)

7 Click the **ok** button to insert the link.

Figure 25: Insert link dialog box

The screenshot shows the 'insert link' dialog box with the 'general' tab selected. The 'url' field contains 'http://'. The 'title' and 'abstract' fields are empty. The 'image' dropdown is set to 'no image'. The 'changing layout will affect only this particular instance' section has three radio buttons: 'Hide image' (selected), 'Image is left-aligned', and 'Image is right-aligned'. The 'note' field is empty. The 'ok' and 'cancel' buttons are at the bottom.

Image brick

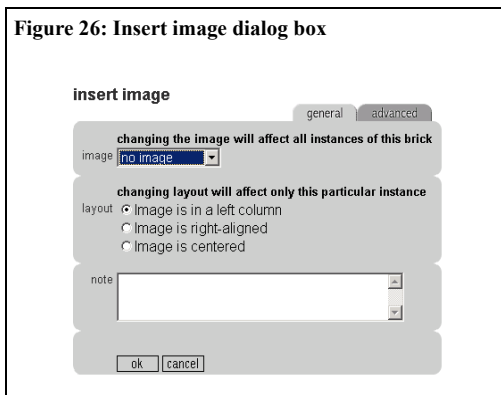
What if you simply need to add an image to your page? The image brick is your solution. Pick the image that you want from the image library and select the layout. That's all there is to adding an image brick.

Inserting an image brick

- 1 Click the **-insert-** drop-down menu.
- 2 Select **image** from the menu.

- 3 The **insert image** dialog box will appear.
(See Figure 27: User side view of search brick with both searches option selected)
- 4 Select the image using the **image** drop-down list.
- 5 Select the appropriate **layout** for your image.
- 6 Click the **ok** button to insert the image.

Figure 26: Insert image dialog box



You can experiment with the use of the break brick in controlling the placement of your images (as well as other bricks) on the user side. (See "Break brick" on page 26) With a bit of experimenting, you can more precisely control the layout of your page.

Search brick

How do you provide the capability for your users to search your content? By adding a search brick, of course. The search brick offers multiple

variables for you and your users to customize their searches: *page search*, *full text search*, *site search* and *global search*.

The search brick can be configured to search only page and link brick title or the complete text of your site. Additionally, you can set up searches that are limited to a site or that encompass your entire Estrada installation.

Search type

Page search

The **page search** provides the capability to search the title fields of all page and link bricks. Its advantage is that it provides an immediate, up-to-the-moment search, reflecting all additions of, or changes to, page and link bricks up to the very moment that the page search is conducted. The page search's limitation is that it searches only the *title fields* of *page* and *link* bricks only. Titles of any text bricks, for example, would not be covered by a page search.

Full text search

The **full text search** provides a more extensive search capability than the page search does, but is less immediate. The advantage of the full text search is that it searches the complete brick content (not just the title). In addition, it performs the search quickly because it searches an *index*, a copy of the site content that is saved periodically, rather than the live content database. Site indexing must be scheduled periodically in order to record all changes made to the database content. The

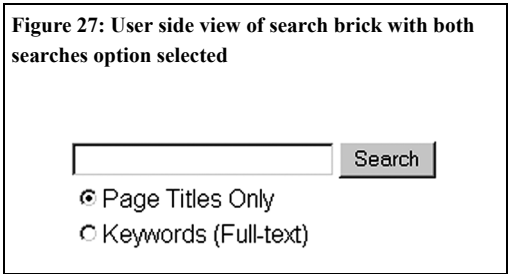
limitation of the full text search is that it can only find new content or content updates up to the time of most recent site indexing.

Note: How often your Estrada installation is indexed is determined by your Estrada system administrator. Contact him or her with any questions regarding indexing and its scheduling.

The full text search disregards noise words such as *a* and *the*, regardless of their context. For example, a full-text search on *Project A* would return any results that contain *Project*, but disregarding the *A*.

Both searches

The **both searches** option allows visitors to your site to choose from the page search and full text search options. On the user side of the page where the search brick is placed, visitors will see radio buttons offering both options below the search field. (See Figure 27: User side view of search brick with both searches option selected)



Search scope

Global search

Selecting the **global search** option causes the search to encompass all content within your Estrada installation.

Site search

The **site search** option limits the range of the search to the site in which the search brick is located (including any sub-sites within it).

Limiting the scope of the search to a site can be useful, for example, if you post all of your product information in a single site and you wish to provide Web visitors a way to be able to search for products only without having other types of information mixed up in their search results.

CAUTION: Take care not to confuse global search with full text search.

Inserting a search brick

- 1 Click the **-insert-** drop-down menu.
- 2 Select **search** from the menu. The **insert search** dialog box will appear. (See Figure 28: Insert search dialog box)
- 3 Enter a title in the **Search Title** input field.
- 4) Select **search type**:
 - **page search** - will search only page and link brick titles
 - **full text search** - will search full text of the site/installation that has been indexed
 - **both searches** - will search both page and link brick titles and full text that has been indexed.

5 Select one of the **select search scope** buttons:

- **site search** - will limit the search to only the site in which the search brick is located (plus any sub-sites that the site may contain)
- **global search** - will search your entire Estrada installation.

6 Click the **ok** button to insert the search brick.

Figure 28: Insert search dialog box

Formatting Search “Not Found” Message

OPTIONAL: If you wish to customize the message that your site visitors see when a search query produces no results, insert appropriate HTML code into the **not found text** field.

1 Begin with the standard HTML source code that Estrada uses to display the “not found” message:

```
<div class="efSearchError">Your
Query did not find any
documents.</div>
```

```
<div class="efSearchText">You may
want to <B>check the spelling of
all the words in your query</B>.
```

```
<P>If all the words are spelled
correctly, you might try <UL>
```

```
<LI>eliminating some words
```

```
<LI>replacing words with synonyms
or more general terms </UL></div>
```

2 Modify the HTML code as desired.

- **New Search:** click the **-insert-** drop-down menu and select **search** from the menu. The **insert search** dialog box will appear. (See Figure 28: Insert search dialog box)

- **Existing Search:** click the **edit** button next to the search brick. The **edit search** dialog box will appear. (See Figure 29: Edit search dialog box)

3 Copy your modified HTML code into the **not found text** field.

4 Click the **ok** button to insert the search brick.

CAUTION: The not found text field is an advanced user feature, which requires HTML programming knowledge. HTML code entered into the not found text field must have proper HTML syntax and tags, or the message will not display correctly on the user side and may cause other errors.

Figure 29: Edit search dialog box

The screenshot shows a dialog box titled "edit search". It has two tabs: "general" and "advanced". The "general" tab is selected. Inside the dialog, there is a "search title:" label followed by a text input field. Below that is a section labeled "select search type" with three radio button options: "page search", "full text search", and "both searches". The "both searches" option is selected. Below this is a section labeled "select search scope" with two radio button options: "global search" and "site searches". The "global search" option is selected. Below this is a "not found text:" label followed by a text input field. At the bottom is a "note" label followed by a text input field. At the very bottom are "ok" and "cancel" buttons.

Resetting Search “Not Found” Message

If you wish to reset a search to display the default search “not found” message:

- 1 Click the **edit** button next to the search brick that you wish to reset to its default. The **edit search** dialog box will appear. (See Figure 29: Edit search dialog box)

- 2 If the search “not found” message has been modified, there may be HTML code in the **not found** field. Delete the code.

- 3 Click the **ok** button to insert the search brick.

Break brick

The break brick can be inserted into locations where you wish to place a line break, much like the Enter key on your keyboard. The break brick also works like the HTML break tag `
`, causing the content following the break brick to be placed on the next line. It can be used to more precisely control the layout of your pages.

Inserting a break brick

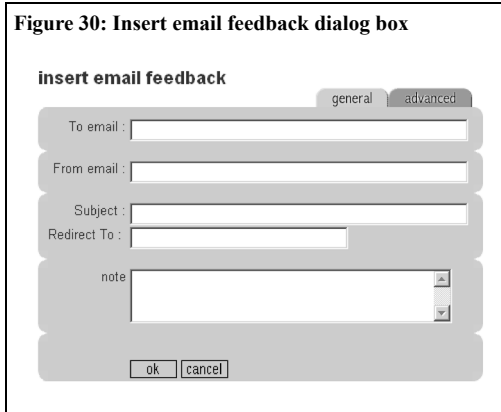
- 1 Click the **-insert-** drop-down menu.
- 2 Select **break** from the menu.
- 3 The break brick is inserted immediately since there are no attributes to be set.

Note: The edit, copy, and cut buttons to the right of the break brick are grayed out. These operations have no meaning to a break brick. You can only delete a break.

Email feedback brick

With the email feedback brick, you can provide a way for your users to send email to an email address that you specify. You also set the from email address as well as the subject for the email. The user side view of this brick is a form with input fields for **from**, **subject**, and **body** that Web visitors can fill in.

The email message sent via an email feedback brick to an author includes the URL of the Web page from which the email was sent. This feature assists authors in locating the page or area of a site about which the visitor may be asking a question or making a comment.



Inserting an email feedback brick

- 1 Click the **-insert-** drop-down menu.
- 2 Select **email feedback** from the menu.
- 3 The **insert email feedback** dialog box will appear. (See Figure 30: Insert email feedback dialog box)
- 4 Enter information into the input fields:
 - Enter the email address to which all email sent via this brick will be sent into the **To email** input field. This will not show up on user side view.
 - Enter a valid email address into the **From email** input field. This is a required field because some email servers will not accept email without valid email addresses from the

sender as an anti-spam precaution. The user can edit this field on the user side view to include his or her own email address.

- Enter a default subject into the **Subject** input field. This field is also editable by the user.
- **Redirect to** (optional field) allows you to send a user to a new Web page after they have submitted information through the email feedback brick. Enter the URL of the Web page to which you wish to direct the user. This is an optional field and does not need to be filled in for the brick to function. If the **Redirect to** field is left empty, users will simply remain on the same page where the email feedback brick is located.

5 Click the **ok** button to insert the **email feedback** brick.

Note: The advantage of the email feedback brick is that visitors to your site do not need to have a default email client (such as Outlook) installed on their PC to send mail. The disadvantage is that users may not include or mistype their from email address, making it almost impossible for you to reply.

Email to brick

The email to brick allows your end users to use their default email client (such as Outlook Express) to send email. The user side view is simply a **Send Mail** link that, when clicked, opens the user's default email client.

Inserting an email to brick

- 1 Click the **-insert-** drop-down menu.

- 2 Select **email to** from the menu.
- 3 The **insert email to** dialog box will appear.
- 4 Enter information into the input fields:
 - **To:** - Enter the email address that you wish to appear in the *To:* field on the user's email client.
 - **Subject:** - Enter a default subject. This will show up in the Subject field on the user's email client.
- 5 Click the **ok** button to insert the **email to** brick.

*Note: The advantage of the **email to** brick is that it allows users to send email through their default email client and minimizes the chance that a user may mistype or not include an email address, which can make it nearly impossible for you to reply. The disadvantage is that users who do not have a default email client configured on their PCs may encounter an error message and be unable to send email to you.*

HTML gateway brick

The HTML gateway brick provides the capability to display Web pages within your current Estrada page's template. You provide a URL of the page to be displayed, and the HTML gateway brick will pull this page in and wrap your current template around the external page. The external URL must be standard HTML. If it contains JavaScript or other programming, there is a possibility that links or other functionality may not work as desired. Instead, this brick is designed to work with external content that is simple content that needs to be displayed in your current template.

CAUTION: The HTML gateway brick does not support the frame src HTML tag (this tag specifies source files for the frames). This means that generally you cannot use HTML gateway to display Web pages that use frames.

Figure 31: Insert email to dialog box

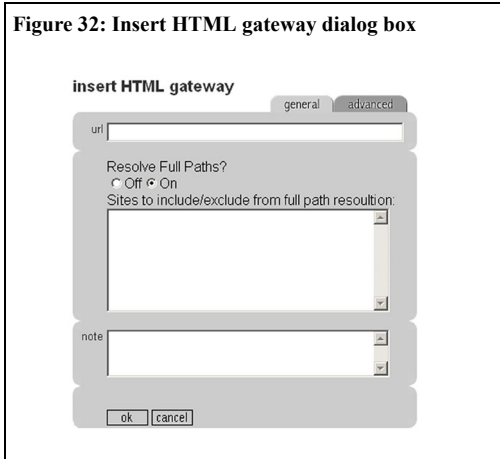
The screenshot shows a dialog box titled "insert email send To defaults". It has two tabs: "general" and "advanced". The "general" tab is selected. Inside the dialog, there are three main input sections: "To:" with a text field, "Subject:" with a text field, and "image" with a dropdown menu currently set to "no image". Below the "image" dropdown is a section titled "changing layout will affect only this particular instance" which contains four radio button options: "Hide image" (which is selected), "Image is left-aligned", "Image is right-aligned", and "Show only image without information". At the bottom of the dialog is a "note" field with a text area and a small icon button, and two buttons labeled "ok" and "cancel".

Inserting an HTML gateway brick

- 1 Click the **-insert-** drop-down menu.
- 2 Select **HTML gateway** from the menu.

3 The **insert HTML gateway** dialog box will appear.

Figure 32: Insert HTML gateway dialog box



4 Enter the URL of the external page that you wish to retrieve into the **URL** input field.

5 Select the desired **Resolve Full Paths?** radio button. This feature allows you to limit or extend how much of the external site's pages will be displayed through the HTML gateway.

- **Off** indicates that Full paths will *not* be handled by the HTML gateway brick, therefore *not* be displayed using the current Estrada template. (In other words, content in Web pages linked from the URL will appear as normal external links.)
- **On** indicates that full paths will be handled by the HTML gateway brick. In this case, the content of all linked pages will be displayed using the current Estrada site template. If you choose the **On** option, you can also supply a list of exception URLs,

which will not be displayed using the Estrada template, but instead as normal external links.

6 In the **Sites to include/exclude from full paths resolution** field

- If you selected **Off** in the preceding step, only those URLs that you enter in the **Sites to include/exclude from full paths resolution** field *will* be displayed within the current Estrada template.
- If you selected **On** in the preceding step, only those URLs that you include in the **Sites to include/exclude from full paths resolution** field *will not* be displayed within the current Estrada template.

7 Click the **ok** button to insert the **HTML gateway** brick.

*Note: When entering more than one URL into the **Sites to include/exclude** field, separate them by using a space, semicolon, or carriage return between each URL and the next. You can enter a maximum of 350 characters total into this field, which is approximately seven average-length URLs.*

Media brick

Do you have a collection of Word documents or other files that you wish that you could simply add to your Web site as links? Are you constantly adding and removing documents to and from this collection? The media brick simplifies these tasks.

The media brick enables you to set up a target folder in which you place files, point to the folder with Estrada, and Estrada will then dynamically manage the links to the media files by automatically adding, updating, or deleting the links to the

media files. This way, you do not have to change your page every time you remove or add a media file.

The Estrada media brick provides access to your media files in a list format, displaying links to all files in a given folder that match a specified naming pattern. You can configure the list to be sorted either by date, which is specified in the file name and displayed next to the URL, or by alphabetic order.

The media brick works with any type of file, including Word documents, jpeg images, mpeg files, and standard HTML pages.

The media brick also provides an *audit* feature that sends email notification to a specified person if any media files have incorrectly formatted file names. When audit is turned on, email notification will be sent every time a user opens the page containing the media brick.

Setting Up a Media Folder

Before you insert a media brick, first create the media folder in which to store your media files. The media brick will work with media folders on the local server as well as those on a network.

Note: If your folder where you store the media files is on a different server, simply use the full path for the address, such as \\netserver\foldername, when inserting the media brick in Estrada.

Then, save each media file in the media folder, using a special naming convention (the pattern that you use to name files). The naming

convention that you choose depends on how you wish your files to be listed on the user side. There are two ways that you can name your media files:

- order list by date
- order list by file name.

Note: Be sure to use the correct naming convention (for list by date or by file name) when saving your media files in order to avoid errors when displaying the media list.

If you plan to display the same files by date and by filename, the best practice is to use two media files, one for each type of display.

Order list by date

If you want your media files to be listed by date, then you must follow this naming convention for each file name:

filter YYYYMMDD title.ext

in which

filter is the filter string (the word that you include in the file name to tell Estrada that this file is part of a particular group of files to be displayed together using the media brick). The filter parameter allows you to select only certain files to be listed on your page.

YYYYMMDD is the date (4 digits for the year, 2 digits for the month, 2 digits for the date).

title is the title of the media file.

.ext is the extension that indicates what type of file this is (such as .doc, .jpg, .wav, .ppt).

Example:

A history lesson taught on May 18, 2001 saved as Powerpoint file for would be named:

history 20010518 lesson.ppt

Note: In each filename, insert a space between the three fields: filter, date, and title.

Order list by file name

If you want to list your files alphabetically by file name, use this naming convention:

filter title.ext

in which:

filter is the filter string (the word that you include in the file name to tell Estrada that this file is part of a particular group of files to be displayed together using the media brick).

title is the title of the file.

.ext is the extension that indicates what type of file this is (such as .doc, .jpg, .wav, .ppt).

Example:

A press release about a company's new product line might be named:

press productline.doc

Note: In each file name, insert a space between the filter and the title.

Caution: The folder that contains the files that you wish to display using the media brick must be accessible by IIS (Internet Information Server). Consult

your Estrada system administrator to ensure that your media folder is correctly configured to work with IIS.

Inserting a media brick

- 1 Click the **-insert-** drop-down menu.
- 2 Select **media** from the menu.
- 3 The **insert media** dialog box will appear.
(See Figure 33: Insert media dialog box)
- 4 Enter the **title** for the media brick. (This will display on the user side above the list of media files.)
- 5 Enter the full path name for the folder where your media files are stored in the **directory** field.

Figure 33: Insert media dialog box

- 6 Enter the **filter** that will be used to select the media files from the directory. The filter parameter allows you to select only certain files to be listed on your page. If you want all files in the folder to be listed, simply use an * (asterisk) in the **filter** field.

7 Select the radio button to either sort the media files by **date** or by **file name**. If date is selected, the list of media files will be displayed according to the dates that you assigned when you named them. (See "Order list by date" on page 30) If file name is selected, the list of media files will be displayed alphabetically by title. (See "Order list by file name" on page 31)

8 To turn on the **audit** feature to receive notification of the incorrectly formatted files, select the **On** radio button.

9 If you wish to use the audit feature, enter the **To email** address where notification should be sent.

10 Click the **ok** button to insert the media brick.

Note: When audit is turned on, email notification will be sent every time a user opens the page containing the media brick. To avoid receiving too many notifications, you may wish to turn audit on when you create the media brick, then go to the user side of the page containing the media brick just to check if there are any incorrectly named files, then turn off auditing. After that, only use auditing when you add new media files.

Page menu brick

The page menu brick enables you to provide a convenient scroll-down menu interface for links to your pages or external URLs. Page menus are especially useful for displaying a large number of selected pages and links through a compact, easy-to-use index.

To use page menu, you will first need to create a feeder page that contains the links or pages that you wish to display. Then, insert the page menu brick, configuring it to access data from the feeder page.

Inserting a page menu brick

1 Make a page that contains the pages and links that you wish to appear on your menu. This is the *feeder page*. (See Figure 35: Page menu and feeder page)

2 Determine the page identification (durki value) of the feeder page. To do this from the author side, move your cursor over a link to the feeder page and find the line containing **durki=** in the browser status bar (bottom of browser). Or, from the user side of the feeder page, look at the URL in the Location or Address field of your browser. The durki value is the numeral located directly after the **=** sign. Copy or write down the durki value.

3 Go to the location where you wish to place the page menu.

4 Click the **-insert-** drop-down menu.

5 Select **page menu** from the menu.

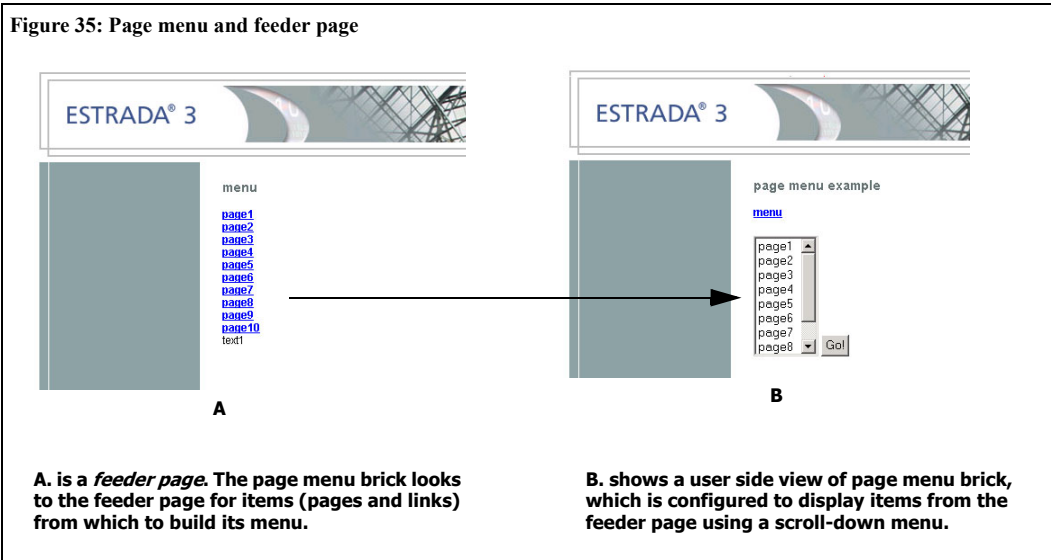
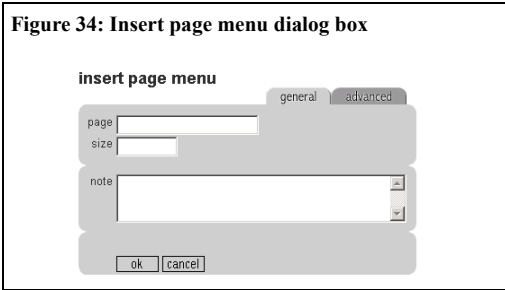
6 The **insert page menu** dialog box will appear. (See Figure 34: Insert page menu dialog box)

7 Enter the durki value of the feeder page (determined from step 2) into the **page** input field.

8 Enter the **size** desired for your insert page menu. Size is the maximum number of rows that you wish the page menu to display on the user side. If the number of pages and links listed on

the feeder page exceeds the number that you enter in the size field, the page menu will contain a scroll bar.

9 Click the **ok** button to insert the **page menu** brick.



Quickfind brick

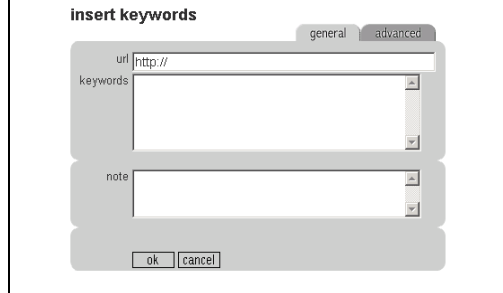
The quickfind feature provides a way for an author to direct a user to a specified page based on the search criteria entered by the user. For example, if a user entered *heart* into the search field of a hospital Web site and you wanted them to be re-directed to the home page of the Heart Center rather than to any page within the hospital site that happens to contain the word *heart*, quickfind enables you to do this.

There are two bricks involved in providing this feature: *keywords* and *keywords find*. To use quickfind, you will first use the *keywords* brick to add a list of words associated with each page the user might search for. You will then use a *keyword find* brick anywhere you want to offer your users a choice to search for the keywords. You can have as many keyword and keyword find bricks as you like.

Keywords brick

As mentioned above, the keywords brick is where you define the keywords and link to your target page. This way, when the keyword find brick finds a match in the keywords brick, the user will be directed to the linked page. There is no limit to the number of keywords bricks that you can place on a page. These bricks are only visible on the author side, so your end users will not see the keywords bricks. Each keywords brick contains the full URL of the page to be found (either an Estrada page or an external page) and a list of keywords by which the users would search for the page.

Figure 36: Insert keywords dialog box



Inserting a keywords brick

1 Create a new page. Determine the page identification (durki value). To do this from the author side, move your cursor over a link to the page containing the keywords brick(s) and find the line containing **durki=** in the browser status bar (bottom of browser). Or, from the user side, look at the URL in the Location or Address field of your browser. The durki value is the numeral located directly after the = sign. Copy or write down the durki value.

2 Click the **-insert-** pull-down menu.

3 Select **keywords** from the menu.

4 The **insert keywords** dialog box will appear.

5 Enter the URL to which you want the users to be redirected in the **url** input field.

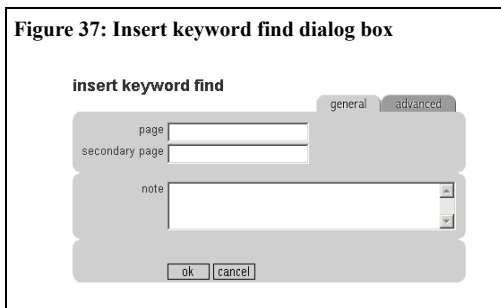
6 Enter the keywords in the **keywords** input field. These words will be compared against the user's search parameter for a match. If a match is found, the user will be re-directed to the specified URL.

7 Click the **ok** button to insert the brick.

8 Repeat steps above for each additional keywords brick. (optional)

Keyword find brick

The keyword find brick is visible on the user side. It provides the user interface for searching your keywords bricks. To configure a keyword find brick, you must enter the page identification (durki value) for the page on which your keywords bricks exist. This simply tells this particular keyword find brick to search all keywords bricks found on the specified page.



Inserting a keyword find brick

- 1 Click the **-insert-** pull-down menu.
- 2 Select **keyword find** from the menu.
- 3 The **insert keyword find** dialog box will appear.
- 4 Enter the page identification (durki value) of the page that contains the keywords brick you want associated with this keyword find brick in the **page** input field. (See step 1 from "Inserting a keywords brick" on page 34.)
- 5 Enter a secondary page id value where a standard search brick has been set up (see note below) into the **secondary page** input field.

- 6 Click the **ok** button to insert the keyword find brick.

Note: Providing a value for a secondary page that contains a standard search brick is highly recommended so that, if the keyword find brick were to return no hits from the keywords bricks, the specified search brick on the secondary page would serve as a back-up. This increases the chance for the Quickfind user to obtain at least some relevant search results.

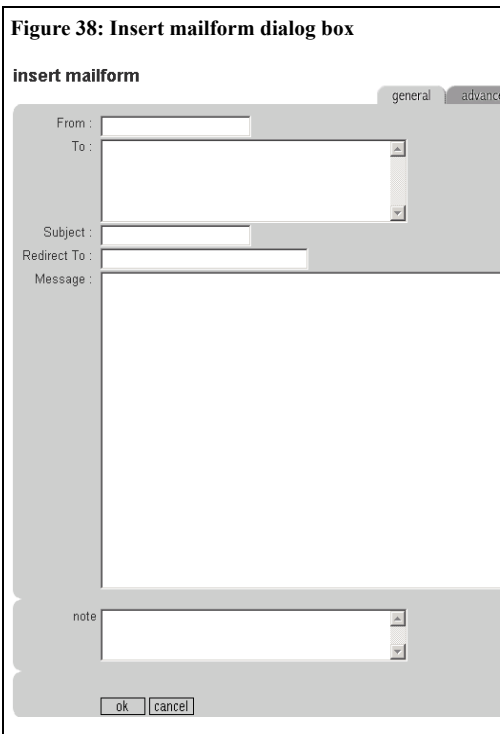
Mailform brick

With a mailform brick, you can drop an HTML form in Estrada and email a designated person with the results each time a user completes the form. You can design your HTML form either by entering the HTML code directly into the **Message** input field, or by designing the form in another application, then copying and pasting the HTML form code into the **Message** input field.

Inserting a mailform brick

- 1 Click the **-insert-** drop-down menu.
- 2 Select **mailform** from the menu.
- 3 The **insert mailform** dialog box will appear.
(See Figure 38: Insert mailform dialog box)
- 4 In the **From** input field, enter an email address. When the form is submitted via email, this address will appear in the **From** field of the email message. If the person who receives the form results were to reply to the user who submitted the form, the reply will be sent to the address in the **From** field. The purpose is to establish an intermediary who can review replies, then send the reply on to the end user.

- 5 Enter the email address to which the results should be emailed into the **To** input field.
- 6 Enter the subject for the email into the **Subject** input field.
- 7 Enter the page identification (durki value) of the page to which you wish to direct the user upon completion of the form into the **Redirect To** input field.
- 8 Enter your HTML form code into the **Message** input field.
- 9 Click the **ok** button to insert the mailform brick.



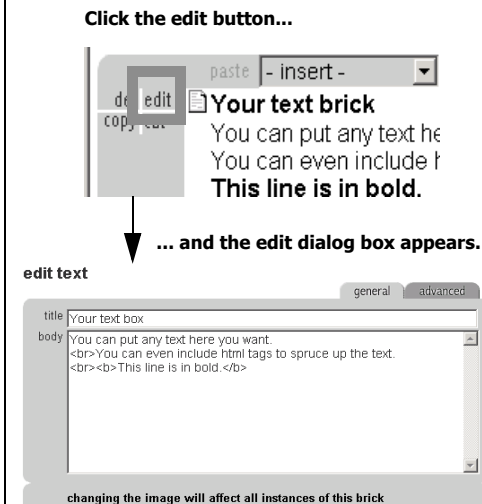
Editing bricks

Now that we have covered the available bricks and how to insert them, let's discuss how to manage your existing bricks. You can change any of the attributes of a brick after inserting it on your page. This is accomplished by clicking the **edit** button located to the left of each brick.

To edit a brick:

- 1 Click the **edit** button next to the brick.
- 2 The **edit dialog** box will appear. (See Figure 39: Editing a text brick)
- 3 Edit the contents of the brick, making desired changes.
- 4 Click the **ok** button to accept the changed version of the brick, or click **cancel** to disregard your changes.

Figure 39: Editing a text brick



Undo

The undo feature allows you to restore a previous version of your brick. Each time you edit and save a brick, the version that was changed is saved within the Estrada system—like a snapshot of the brick. This fail-safe mechanism allows you to undo recent changes that you made to a brick.

There is a limit to the number of brick versions that are saved within Estrada. Consult your Estrada administrator to find out the limit configured for your installation.

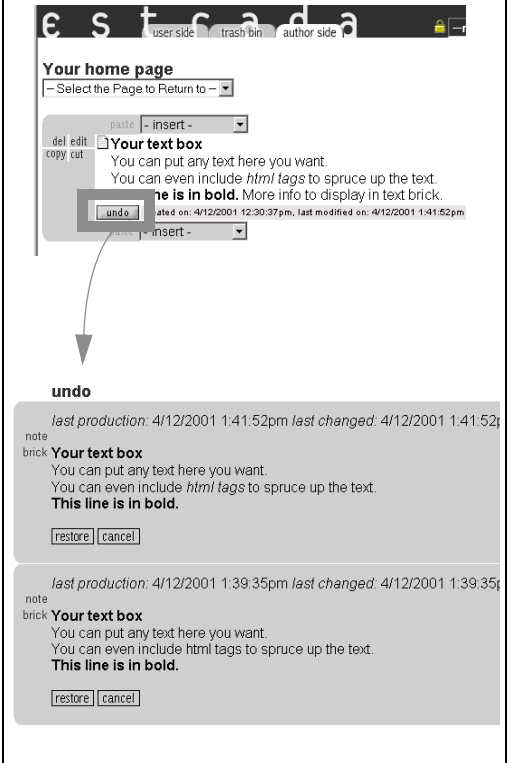
Undoing an edit

- 1 Click the **undo** button under the brick. (See Figure 40: Undo feature)
- 2 The undo buffer will appear, displaying each of your most recent versions (up to the limit configured for your system).
- 3 Click the **restore** button below the version of the brick that you wish to restore.

*Note: Clicking **cancel** on any of the brick versions will cancel the operation, returning you to the author side view of the most recently saved version of your brick.*

Undo is considered to be an edit operation on the brick, so the previous version of your brick will be saved as an undo snapshot.

Figure 40: Undo feature



Taxonomy

The taxonomy feature enables you to classify your content and make connections among related content items. As you add new content, taxonomy helps with the maintenance of your site by forging new connections between new and existing content.

Taxonomy uses three types of bricks: **category set**, **tag**, and **related items**.

- The **category set** brick enables you to create groups of content types, which are related in some manner. This brick is not visible on the user side. Each category set contains categories, individual classes or types of content.
- The **tag** brick allows you to record to which category or categories individual pages belong. This brick is not visible on the user side.
- When placed on an individual page, the **related items** brick displays and organizes links to other pages within your site that have related content. The results of this brick's functionality are visible on the user side.

Creating category sets

Estrada recommends that you create a new page, hidden from user side view, titled "Category Sets" or another name that you can easily recognize. Although you can place category sets anywhere on the site in which you wish them to apply, creating a separate page for them helps prevent accidental deletion and other potential errors.

- 1 Click the **-insert-** drop-down menu.
- 2 Select **insert category set** from the menu. The

Figure 41: Insert category set dialog box

The image shows a software dialog box titled "insert category set". It has two tabs at the top: "general" and "advanced", with "general" being the active tab. Inside the dialog, there is a "title" label followed by a text input field. Below that is a "categories" label followed by a large list box with a vertical scrollbar. Under the list box is a checkbox labeled "Sub-category". Further down is a "note" label followed by a text area with a scrollbar. At the bottom of the dialog are two buttons: "ok" and "cancel".

3 Enter the title for the category set in the **title** field. The title should describe the group of categories that will be grouped in this set. For example, Vegetables would be an appropriate title for a category set that would include types of vegetables.

4 Enter the categories that belong to this categories set in the **categories** field, separating each category name from the next with a comma or line break. Continuing the Vegetables example, example categories may include: Carrots, Corn, Rutabagas, and Squash.

5 Click **ok**.

Note: If using commas to separate category names, avoid using spaces with the commas, which can cause unwanted spaces within the resulting names of categories.

Subcategories: Limiting taxonomy within a site

You can limit the range of taxonomy's relationships within a specific site. In its default state, taxonomy encompasses the entire root site (and all sub-sites within the root site). No matter where you place the taxonomy bricks, they will interact with other taxonomy bricks and connect related content throughout the entire site.

However, using the *subcategory* feature, you can limit that category's functionality to work only within the site in which the category set brick is located. (Any sub-sites contained within that site will also be included.)

- 1 Click the **-insert-drop-down** menu.
- 2 Select **insert category set** from the menu. The **insert category set** dialog box will appear. (See Figure 41: Insert category set dialog box)
- 3 Enter categories into the **category** field. (See "Creating category sets" on page 38.)
- 4 Select the **Sub-category** checkbox located below the **categories** field.
- 5 Click **ok**.

Editing category sets

CAUTION: Avoid renaming or exchanging category names after any pages have been tagged with those categories. (See "Issues to Consider When Editing Categories" on page 40.)

To edit a category set:

- 1 Click on the name of the category set brick that you wish to change. The **edit category set** dialog box will open. Category names that have already been added appear in individual fields under **Categories**, listed in the order that each was entered.

Figure 42: Edit category set dialog box

- To remove a category, select its name and delete from the field.
- To add a category or categories to the set, enter the category name(s) in the **categories to add** field, separating each category name from the next with a comma or line break.
- To edit an existing category name, revise the category name.

- 2 Click **ok**

Issues to Consider When Editing Categories

If you have previously tagged any pages in the site, exercise extreme caution if you choose to rename any category. Estrada strongly recommends that you do *not* rename or change the order of categories that have already been selected during tagging because this can cause errors and unexpected results when related items are displayed.

Previously tagged content continues to belong to the category to which it has been tagged *even if the category is subsequently renamed*. For example, consider if you were to select the category Rutabagas while tagging several pages in your site that contain information about rutabagas. Later, you decide that Rutabagas is not a useful category and rename the category Lettuce. After the category has been renamed, the pages that had been tagged as belonging to the category formerly known as Rutabagas will continue to be tagged to that category, regardless of its name. Thus, Web pages in your site with rutabaga-related content would suddenly be tagged as Lettuce.

Also note that a similar problem could occur if the names of existing categories were exchanged, for example, to rearrange the order in which categories appear within a set.

Tagging content

- 1 Click the **-insert-** drop-down menu.
- 2 Select **tag** from the menu. The **insert tag** dialog box will appear, displaying categories that have been previously created for your site or Estrada installation.

Figure 43: Insert tag dialog box

3 To establish which content categories are more important or relevant to the content on this page, select the checkbox to the left of the category or categories that you wish to mark or tag. (Optional)

4 Set the importance/relevance for each category that you selected in the previous step, using the **weight** drop-down menu located to the right of each category name that you selected in the previous step. Use **high** for categories that are very relevant or important to the content on this page, **medium** (the default setting) for somewhat important categories, and **low** for less important ones. (Optional)

5 Click **ok**.

Note: The tag brick for a page may be left blank (by not checking any boxes or weights). If the tag brick is left blank; however the related items that display for the page containing a blank tag brick

will include **all** pages that have been tagged with **any** category within the category set(s) that you select in the related items brick(s).

Additionally, pages tagged with a blank tag brick will not be displayed among the related items for any other pages.

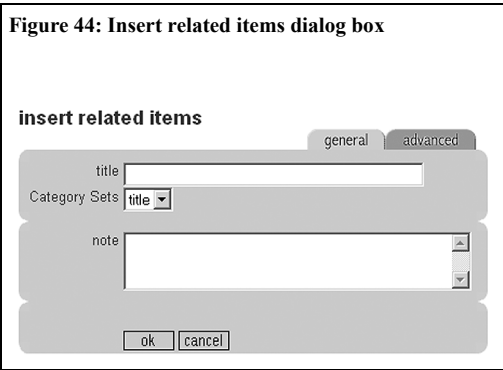
CAUTION: You must place a tag brick on a page in order to display related items for that page.

Displaying related items

Show me the related items! The related items brick displays links to related content items on the user side. Related items are listed according to the weights that you assigned to various categories when you tagged the page using the tag brick.

To display related items:

- 1 Click the **-insert-** drop-down menu.
- 2 Select **related items** from the menu.
- 3 The **insert related items** dialog box will open.



- 4 Enter a title for the brick in the **title** field.
- 5 From the **category set** drop-down menu, select the category set that is most important or relevant to the content on the page.
- 6 (Optional) You can add multiple related items bricks to an individual page, which allows you to organize links to related content into multiple clusters. To do so, follow the steps for **insert related items** for each additional cluster that you wish to add. (See "Displaying related items" on page 41.)
- 7 Click **ok**.

Note: If your Estrada site uses a Pandora External Template, the links to related content display on the user side, grouped together according to category set, and listed in order of relevance (highest to lowest), which is determined by a formula derived from tagging weights.

If your Estrada site uses an internal template or Estrada Template Library Template, the links to related content display on the user side listed in order of relevance (highest to lowest), which is determined by a formula derived from tagging weights, but the related items are not grouped by category set.

Consult your Estrada administrator to find out what type of template your site employs and how it may affect taxonomy.

Chapter 4: Managing Your Site

Estrada is an easy way to create Web site content, but its real power lies in the ability to manage this content efficiently. This chapter takes you through the content management functionalities of Estrada. By now, you should be comfortable with inserting and editing all kinds of bricks, as well as adding images to them.

The underlying mechanisms of content management in Estrada are very intuitive to anyone who ever used word processing software. Almost all text editors utilize cut, copy, and paste operations to move text around. In Estrada, you can move bricks in a similar fashion. On the author side, each brick has its own set of brick management buttons, and authors can use these buttons to manipulate the bricks.

Figure 45: Brick management buttons



Copying a brick

When you perform a copy operation on a brick, Estrada creates a shortcut to this brick and holds it in its memory until you paste it or perform another operation.

To copy a brick:

- 1 Click the **copy** button to the left of the brick.
- 2 A brick shortcut is created and placed in your brick buffer.

You can create as many shortcuts to a brick as needed. (See "Pasting a brick" on page 43)

You can distinguish between an original brick and a shortcut brick by the icons that appear to the left of the brick. The shortcut bricks have an overlying miniature arrow. (See Figure 5: Shortcut to a site icon)

NOTE: To quickly find the original brick for a shortcut brick, click on the shortcut icon.

Caution: When copying a brick, what you have actually done is create a shortcut or link to the original brick. Any changes made to the original brick will be reflected in all shortcuts to the brick. Likewise, when you edit a shortcut, your changes will affect the shortcut's original brick.

Cutting a brick

When you cut a brick, it disappears from its previous location and can then be pasted to a new location. To cut a brick:

- 1 Click the **cut** button to the left of the brick.
- 2 The brick will be placed in the author's brick buffer.

The cut function works on both original and shortcut bricks.

Caution: If you intend to paste a cut shortcut brick elsewhere, you must be careful not to cut or copy another brick without first pasting the currently cut brick, or else the first-cut brick can be overwritten by the more recently cut or copied brick.

Pasting a brick

Performing a paste operation after copy or cut operations allows you to place, respectively, either a copy or the original brick in a new location. If the paste button is grayed out, the brick buffer is empty, and there is nothing to paste.

Just as in the insert brick operation, the location of where the brick will be pasted is determined by the position of the paste button that you click. By clicking on the very first paste button of a page, you paste the brick on the very top of that page. Similarly, by clicking on the paste button between two bricks, you will paste the brick between those bricks.

To paste a brick:

- 1 After you have copied or cut a brick, click the **paste** button at the new location where you wish to place the brick.
- 2 The brick will appear at the designated location.

NOTE: After you paste an original brick, you can continue pasting, and all subsequent paste operations will produce shortcuts to the original brick.

If your brick buffer contains a shortcut brick (either because you cut or copied a shortcut brick or because you just previously pasted an original brick), the paste operation will produce a new shortcut brick.

NOTE: A special brick buffer is allocated for each author to hold the items that are copied or cut before being pasted. This brick buffer is like each author's personal storage space for bricks and keeps the bricks for an unlimited amount of time. For example, if you copied a brick today and no one else uses your account, you could still paste that brick two years from now.

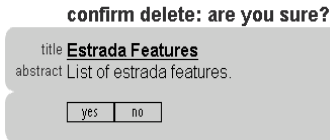
Deleting a brick

When a brick has served its purpose and needs to be removed from the page, use the delete operation. Estrada will always ask for your confirmation before performing this operation.

To delete the brick:

- 1 Click the **del** button to the left of the brick.
- 2 A **confirm delete** dialog box will appear.

Figure 46: Confirm delete dialog box



3 If you wish to remove the brick, click the **yes** button to confirm and delete the brick.

CAUTION: If you delete an *original* brick, *all* of its shortcut bricks will also be deleted. However, if you delete a *shortcut* brick, no other shortcuts nor the original brick will be affected.

Restoring a deleted brick

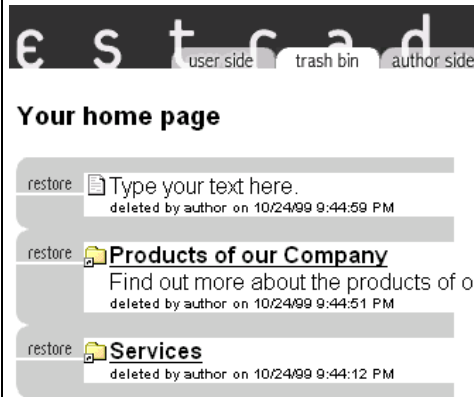
After bricks are deleted, they are placed in the trash bin. The trash bin is a location where all bricks deleted from a particular page are stored. You can move the deleted bricks back to the author side by going to the trash bin and performing a restore operation.

To restore a deleted brick:

- 1 Go to the page where the brick that you wish to restore was deleted.
- 2 Click the **trash bin** tab located at the top of the author side of the page. (see Figure 8: Author side of a new site on page 9)

3 The trash bin contents for the page on which you are currently working will appear.

Figure 47: Contents of the trash bin



4 Click the **restore** to the left of the brick that you wish to retrieve.

5 Estrada will move the brick to the location on the author side from which it was deleted.

6 Click the **author side** tab to return to the author side.

Note: The trash bin may be set to periodically empty. Consult your Estrada system administrator to find out how long items in the trash bin will remain accessible for restoring.

Chapter 5: Working on a Staged Site

Sometimes, information that will appear on the site is so sensitive that it would be unwise to publish it directly. In such cases, administrators can create sites where each brick requires an administrator's review and approval before it is published. In Estrada, these sites are called *staged sites*.

On a staged site, each time you insert or edit a brick, the changes do not immediately appear on the user side. Only the author side changes, allowing the authors to refine the changes until the bricks are ready to be published. In effect, the staged site breaks direct connection between the author side and the user side.

Types of content

Staged sites may contain three types of content:

- *content under development*
- *content for review*
- *published content*.

Content under development

Content under development is any content that you are working on but that has not yet been submitted to an administrator for review.

Content for review

Content for review is content that you have finished developing and have submitted to the site administrators for review and approval.

Published content

Published content is content that has been reviewed and approved by an administrator and has been published on the user side of the Web site.

Staging views

You have three views of a staged site at your disposal to assist in developing, reviewing, and publishing your site:

- *user side view*
- *staged view*
- *working view*

User side view

The *user side* is the public view that shows all published content. This is what visitors to your Web site currently see. You access this view from the author side of any Estrada page by clicking the **user side** tab at top of the page.

Staged view

The *staged view* shows a user side view of your published content plus content that you have submitted for review to your site administrator(s). This is a private view that allows an author or administrator to see the staged content from the perspective of a site visitor, but before the content is actually published on the user side.

Working view

The *working view* shows an advance user side view of your content as it is being developed. Think of this as a sneak preview of your work in progress. Use the working view as you develop your content in order to verify that it appears the way that you intend for it to look to your site visitors.

Submitting content for review

Once you have completed development of one or more pieces of content, you can submit the content to the site's administrator(s) for review and approval. You can submit your content by two methods:

- individual bricks one at a time
- all bricks on a page

Submit individual bricks for review

To submit a brick for review:

- 1 Click the **review** button located at the lower right of the brick. (See Figure 48: Staging - submitting brick for review)

2 The **review** button will disappear. The brick is now submitted for review.

Submit all bricks on a page for review:

- 1 Click the **review all** button (or link) at bottom of the page. (See Figure 48: Staging - submitting brick for review)
- 2 The **review all** button will disappear and all new content on the page is now submitted for review.

*Note: **review all** works only for the bricks on the current page, not the entire site.*

Figure 48: Staging - submitting brick for review



When you click **review** or **review all**, Estrada emails a notification to the site's administrator(s) that the page has been changed. After a site administrator reviews the changes, he or she can publish the brick, causing the changes to appear on the user side.

Note: All administrators for a given site will have the ability to review and approve any content for the site.

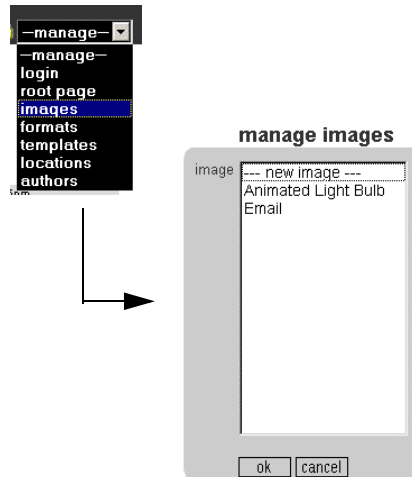
Chapter 6: Managing the Image Library

When authors need to add an image to their bricks, they use images from the image library. Authors can manage the image libraries for sites to which they have access. Image library management involves adding new images to the library as well as changing the properties of existing images.

The image library can hold images of two types: *internal library images* and *external resource images*. Internal library images are located in a subdirectory on the Estrada server. External resource images can be located anywhere on the Internet. Estrada differentiates the two by looking at either the filename or URL. If the filename begins with **http://**, Estrada assumes that the image is an external resource. Otherwise, it is treated as an internal library image. Check with your system administrator or Estrada installation guide for the location of the internal image library subdirectory.

image is site-specific, the image is available only to the specified site or its sub-sites (for example, only the Human Resources sub-site.)

Figure 49: Managing images dialog box



Types of Image Libraries

There are two types of image libraries: *global* and *site-specific*. When an image is added to the global library, the image is available throughout all sites within your Estrada installation (for example, throughout a company's entire Web site). If the

Managing Images

Adding a new image

Each new image added can either belong to a *global image library* (making it available to all sites and authors), or be assigned to a specific site (available only to the authors of that site and its sub-sites).

To add a new image to the public library or a site-specific library:

- 1 Click the **-manage-** drop-down menu.
- 2 Select **images**.
- 3 The **manage images** dialog box will appear. (See Figure 49: Managing images dialog box)
- 4 Click the **--- new image ---** selection on the image menu.
- 5 Click the **ok** button. The **insert image** dialog box will appear. (See Figure 50: Insert image dialog box) Enter new image properties:
 - The image name, as it will appear in the image library, in the **title** input field.
 - The image filename in the **filename** input field.
 - The image width measured in pixels in the **width** input field (optional).
 - The image height measured in pixels in the **height** input field (optional).
 - The **hspace** field sets the *horizontal* buffer zone of blank space located to the left and right of the image as measured in pixels. The default

setting is 5 pixels. If you wish, you can modify it to a larger or smaller value to increase or decrease the buffer (optional).

- The **vspace** field sets the *vertical* buffer zone of blank space located above and below the image as measured in pixels. The default setting is 5 pixels. If you wish, you can modify it to a larger or smaller value to increase or decrease the buffer (optional).

Figure 50: Insert image dialog box

- 6 Select the site to which you want the image to belong from the **site** drop-down menu. Select **All Sites** to add the image to global image library (making it available to all sites in your Estrada installation), or select a specific site to make the image available only for use within that specific site and its sub-sites.

- 7 Click the **ok** button to add new image.

Note: Filling in the width and height fields allows the image to load faster, so Estrada strongly recommends completing these fields for all images.

Changing image properties

If you make a mistake when adding a new image, or the image has changed in some way (for example, if you resize the image or save it in a new location), it becomes necessary change the image properties so that the image displays properly.

To change image properties:

1 Click the **-manage-** drop-down menu. (See Figure 49: Managing images dialog box)

2 Select **images**.

3 The **manage images** dialog box will appear. (See Figure 49: Managing images dialog box)

4 Select the desired image from the **image** drop-down menu.

5 Click the **ok** button.

6 The **edit image** dialog box will appear. (See Figure 51: Edit image dialog box)

7 Enter the new or changed information into the appropriate image property field:

- The image filename in the **filename** input field.
- The image name, as it will appear in the image library, in the **title** input field.
- The image width in pixels in the **width** input field.
- The image height in pixels in the **height** input field.
- The **hspace** field sets the *horizontal* buffer zone of blank space located to the left and right of the image as measured in pixels. The default

setting is 5 pixels. If you wish, you can modify it to a larger or smaller value to increase or decrease the buffer (optional).

- The **vspace** field sets the *vertical* buffer zone of blank space located above and below the image as measured in pixels. The default setting is 5 pixels. If you wish, you can modify it to a larger or smaller value to increase or decrease the buffer (optional).

8 Select the site to which you want the image to belong from the **site** drop-down menu. Select **All Sites** to add the image to global image library (making it available to all sites in your Estrada installation), or select a specific site to make the image available only for use within a specific site and its sub-sites.

9 Click the **ok** button to change image properties.

Figure 51: Edit image dialog box

The screenshot shows a dialog box titled "edit image" with a lightbulb icon. It contains several input fields: "title" with the value "Animated Bulb", "file" with "bulb_ani.gif", "width" with "0", "height" with "0", "hspace" with "5", and "vspace" with "5". Below these fields is a "site" dropdown menu currently set to "Root Page". At the bottom of the dialog, there is a checkbox labeled "delete this image" which is unchecked, and two buttons labeled "ok" and "cancel".

Deleting an image

To delete an image from the image library:

1 Click the **-manage-** drop-down menu.

2 Select **images**.

3 The **manage images** dialog box will appear.
(See Figure 49: Managing images dialog box)

4 Select the desired image from the image menu and click **ok**.

5 The **edit image** dialog box will appear. (See Figure 51: Edit image dialog box)

6 Click the **delete this image** checkbox located near the bottom of the **edit image** dialog box and click **ok**.

CAUTION: Deleting an image from the image library is a permanent action. If you mistakenly delete an image and wish to return it to the image library, follow the steps for adding a new image. (See "Adding a new image" on page 49.)

Appendix A: Working with HTML in Estrada

This appendix presents some basic HTML tags for formatting text or understanding the code that is generated by the HTML Editor.

CAUTION: Do not enter HTML tags into text fields when the HTML Editor is on.

CAUTION: Entering certain HTML coding and other formatting or functional elements in Estrada bricks may compromise how your template displays the user side of the page, may violate stylistic or other standards for your organization's Web site, or otherwise cause your Estrada site to malfunction. Introducing hypertext links inside bricks creates links that are untraceable by Estrada, potentially resulting in broken links.

Simple typeface changes

There are two common typeface changes which you may want to use in your documents, boldface and italics. These are easily created by inserting two formatting commands, called HTML tags, around the piece of text that you wish to format.

Bold

To achieve bold typeface on the user side:

The quick **brown fox** jumped over the lazy dog.

type this on the author side:

The quick `brown fox` jumped over the lazy dog.

Italics

To achieve italics typeface on the user side:

The *quick brown* fox jumped over the lazy dog.

type this on the author side:

The quick `<i>brown fox</i>` jumped over the lazy dog.

Combining Tags

You can also combine HTML tags. To achieve this effect on the user side:

The *quick* **brown fox** jumped over the lazy dog.

type this on the author side:

The `<I>quick brown</i> fox` jumped over the lazy dog.

Centering Text

Text can be centered in Estrada bricks by using the tag `<center>` at the beginning of the passage to be centered and the tag `</center>` at the end of the passage.

To center text on the user side like this:

The quick brown fox jumped over the lazy dog.

type this on the author side:

`<center>The quick brown fox jumped over the lazy dog.</center>`

CAUTION: Using the `<center>` tag or other tags that affect alignment in a brick that contains an image may produce formatting problems. Estrada recommends using the image layout radio buttons instead.

Breaks

Since HTML does not recognize conventional line breaks, a special line break tag is used to begin a new line. To achieve this on the user side:

Hello,

How are you?

Type this on the author side:

Hello,

How are you?

*NOTE:*You can use multiple break tags to move text down several lines.

Block Quotes (Indented Text)

Use the blockquote tag set to enclose all text that you wish to display with indented left and right margins. To achieve this effect on the user side:

Often held as a model of brevity and eloquence, Lincoln's Gettysburg Address began:
Fourscore and seven years ago, our fathers brought forth on this continent, a
new nation, conceived in Liberty, and dedicated to the proposition that all men are
created equal.

Type this on the author side:

Often held as a model of brevity and eloquence, Lincoln's Gettysburg
Address began:
<blockquote>Fourscore and seven years ago, our fathers brought forth
on this continent, a new nation, conceived in Liberty, and dedicated to
the proposition that all men are created equal.</blockquote>

Note: How text within blockquote tags will display on the user side may vary depending on the browser in which the page is viewed.

Glossary

abstract	A brick's abstract is a text field that can be attached to the brick to describe the content.
administrator	A special type of Estrada author with additional capabilities such as changing the appearance of the site, granting authors permission to edit parts of the site, creating new sites, adding navigation sidebars, etc. (See also <i>root administrator</i> and <i>author</i>).
author	An Estrada user who has the capability to add and edit content for designated sites.
brick	The basic building unit of Web content in Estrada.
browser	The generic name for a program that allows you to view Web sites on the World Wide Web.
category	A subdivision or class of content within a category set. See <i>taxonomy</i> and <i>category set</i> .
category set	A brick used in taxonomy for creating groups of content types that are related in some manner. Category set bricks are only visible on the author side of a page.
content	The material that Estrada authors create and edit on a Web page.
copy	An Estrada brick editing function that allows you to make a duplicate or duplicates of a brick; it is similar to the copy function in a word processing application.
cut	An Estrada brick editing function that allows you to pick up a brick so that it can be moved elsewhere; it is similar to the cut function on a word processing application.
default template	The template or graphical identity that establishes how your site will appear to most end users unless an alternate template has been designated through the locations feature. See also <i>template</i> and <i>locations</i> .
delete	An Estrada brick editing function that allows you to remove a brick and all the material in that brick entirely. See also <i>trash bin</i> .

durki value	The numeric value that identifies each individual Estrada page. See also <i>page identifier</i> .
Estrada Template Library (ETL) template	A type of template, developed using Active Server Pages (ASP), that permits some customization and greater flexibility than standard internal templates, such as template elements that change when viewed from the user side, according to the page or site where the template is being used.
external resource images	Estrada Image Library images with source files located anywhere on the Internet. See also <i>internal resource images</i> and <i>image library</i> .
format	Feature that can be used to customize the appearance of various types of Estrada bricks throughout a single site.
image library	Collection of images that can be associated with Estrada bricks
internal resource images	Estrada Image Library images with source files located in a subdirectory on the Estrada server. See also <i>external resource images</i> and <i>image library</i> .
internal template	A type of template that uses HTML, remains static wherever it is used throughout a site, and offers standard Estrada flexibility, such as changing the name of the page that is displayed in the template on the user side
locations	Can be used by Estrada administrators to cause a particular template to display when a user accesses an Estrada site using a particular URL. See also <i>default template</i> and <i>template</i> .
original brick	A brick that was not created through the use of the copy function, but instead was created using the insert drop-down menu.
page identifier	The numeric value that identifies each individual Estrada page. To locate the page identifier, look at the URL (Web address) for the page. The first number located after the equal sign is the page identifier. See also <i>durki value</i> .
Pandora external templates	A type of template that permits developers maximum flexibility to create dynamic and customized content when pages are viewed on the user side. Pandora template developers must be familiar with Active Server Pages (ASP) and server-side scripting languages that support COM (Component Object Model).
parent site	A site in the site hierarchy that contains lower-level sites within it.

related items	A brick used in taxonomy. When placed on an individual page, the related items brick shows links to related content items on the user side of the page. If a Pandora External Template is being used on the site where a related items brick is placed, the links to related items belonging to the category set selected will be clustered together when displayed on the user side.
root administrator	An Estrada administrator who has complete control over an Estrada installation, including all sites and users. See also <i>administrator</i> .
root page	The top-most page in the hierarchy of an Estrada Web site installation.
root site	The top-most site that encompasses all of the sub-sites in an Estrada installation.
shortcut brick	A copy of an original brick. See also <i>original brick</i> .
site	One or more Web pages that function as a unit, and to which access can be limited to specific authors or administrators. For example, pages within a site may share the same template, or if the author is granted access to an Estrada site, he or she gains access to all pages within that site.
staging	A means to require that all content changes be reviewed and approved by an administrator before making them available for viewing on the user side of an Estrada site.
tag	A brick used in taxonomy to record to which category or categories individual pages belong. Tag bricks are only visible on the author side of the page.
taxonomy	An Estrada feature that enables you to classify content and make connections among related content items. As you add new content or make changes to your site, Taxonomy helps with site maintenance by forging and updating connections.
template	A file that provides the visual design information for one or more Estrada sites, controlling how your site looks to end users. Template files also control which areas of a page contain dynamic and static content. The template file contains HTML coding, images, and Estrada-specific tags.
trash bin	A location where you can retrieve bricks that have been deleted. See also <i>delete</i> .
undo	Feature enabling previous version(s) of a brick to be restored, replacing a current version of the brick.
user	Visitors to an Estrada Web site — people who simply read the information on your Web pages, but have no ability to modify the content of the site.

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