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Welcome to CommonSpot

CommonSpot enables individuals and groups at every level of the organization to efficiently and easily communicate in real time to produce and share quality Web content, without special knowledge of programming or markup languages. CommonSpot’s robust and flexible approval and workflow process gives organizations complete control over revision and approval, ensuring consistency with business requirements and quality standards.

If you are new to CommonSpot or are an experienced user, the following will help you become familiar with CommonSpot features and workspace:

- General Concepts
- CommonSpot Workspace
- CommonSpot Menus
General Concepts

In the short time that the Web has evolved from a static text–presentation medium to today's dynamic multimedia sharing and communication environment, the technologies required to develop and support an increasingly rich browsing experience have grown more complex and time–consuming to learn.

CommonSpot is a powerful Content Management System that is also simple and easy to use. With CommonSpot, anyone with a browser has access to all the data and tools needed to create, manage, and publish rich, interactive Web content.

Understanding the following will help you to make the best use of CommonSpot:

- CommonSpot Features
- Types of Content
- Content Publishing Process
- Templates and Elements
CommonSpot Features

CommonSpot empowers any and all Web site users with the following, all without leaving the Web browser:

- sophisticated authoring tools
- extensive metadata support
- flexible formats for structuring pages
- intuitive wizards, offering step–by–step guidance for tool usage and
- powerful content scheduling and personalization features to deliver content based on the time of
day and/or an audience’s interests
- expiration and freshness reminder tools for delivering timely information
- tools to help users find, access and organize information, quickly and easily
- granular level security that can be applied at the subsite, page element or template level
- version history, and
- distributed administration to allow those closest to the content manage the process

You do not have to learn any new software or programming languages. The technicalities of Web authoring are
hidden behind commonly understood screen components — icons, menus, and wizards — added to the stand-
ard browser and tailored, page by page, to the role and permissions of the individual. Individuals or depart-
mental teams can now take responsibility for Web authoring and publishing, without funneling work through
specialists.

With CommonSpot Content Server, users can leverage the Web to its fullest extent by participating directly in
the medium and communicating ideas and information with colleagues, business partners and customers with-
out depending on technical Web resources. Without these constraints, all users can share information from the
desktop with anyone, anywhere, effortlessly and in real–time.
CommonSpot accomplishes all of this by providing benefits in the following six key areas described in detail below: empowered authoring and publishing, presentation management, content scheduling and personalization, content management, distributed administration and security, and tools.
Types of Content

All of CommonSpot’s content is edited and published within the context of the Web page. No client software besides the browser is required, nor is it necessary to navigate to a separate application or URL to manage content.

Participants, from developers to content contributors, are provided with a series of intuitive and dynamic User Interface components and menus that allow them to participate in the creation and management of the site, all within the context of the page.

Pages – Every CommonSpot site is made up of individual pages. Each page contains content in different structures. A page’s structure relies on the underlying template to drive the layout characteristics of the page. This structure contains CommonSpot elements that make up the content of the page. All page content, other than images or other native document files, are stored in a database, separating content from display.

Images – Another form of content that can exist in CommonSpot is images. Images can be part of page content, but they are also stored in the image gallery. The image gallery is a central repository of image files that are categorized for searching. Each image in the gallery is versioned and can be updated, in turn updating all pages that use that image.

Uploaded Files – CommonSpot can also manage non–html content. Non–technical users can easily upload images, PDFs, PowerPoint presentations, video clips, Flash and other rich media directly to the Web site. These files are versioned and managed by CommonSpot just as normal CommonSpot pages. Formats supported by Verity, like .pdf, .doc, etc. are full–text indexed at upload time as well.

External Pages – External pages are those created outside of CommonSpot. The Registered URL item on the New menu provides the ability to organize and classify external Web pages registered in CommonSpot by assigning each page standard and custom metadata. Use this feature to display external pages in Page Index elements and the Find dialog, and Page Gallery functions. Please note that external pages do not display in full–text search results.
Content Publishing Process

CommonSpot has a flexible, yet easy-to-use publishing process that allows non-technical users to easily publish content top the web. The following functionality is provided.

Approval and Workflow – Robust, yet flexible revision and approval procedures allow a workflow and approval process to be established, consistent with your business requirements, ensuring that high quality content is maintained throughout the site. CommonSpot supports both a simple and a more stringent content management workflow, ranging from publish now empowering authors with approval and publishing rights to a more formalized process with multi-level approval required before content is published. Approvers are notified of content awaiting their approval via email, My CommonSpot, or left panel Page Tools – Notifications.

Visual Difference – Visual Difference makes it easy for an approver to review and compare what’s changed on the page, providing a handy comparison of the published version against the proposed changes – a helpful feature for content approvers. This feature is available for comparing the current version with the last version or for selected versions.

At–a–Glance Status– CommonSpot presents content owners with customizable dashboard for viewing work in progress, content requiring approval, reminders to check content freshness, as well as many other items, through a personalized list displayed at log in.

Email Review – It is often necessary to obtain approval from individuals or groups outside the standard publishing process. CommonSpot provides an “Email Review” option to route approval requests to non–CommonSpot contributors. This feature allows content contributors to send a “Preview” of a page via email. The preview can show the content from in read-mode, author-mode, or edit-mode view. Reviewers receive an HTML attachment of the page containing the content. This provides a convenient mechanism to include other participants in the publishing process.

Email Notifications – CommonSpot optionally provides email notifications to both content contributors and end–users in association with various events (such as approval of content, content freshness reminders, etc). using the ColdFusion SMTP interface.
Templates and Elements

All of CommonSpot content is created and edited within the browser and Web page. No client software is required, nor is it necessary to learn HTML. Participants from developers to content contributors are presented with intuitive and dynamic menus and User Interface components that engage CommonSpot’s functionality.

Templates – Templates provide a variety of versatile, predefined page layout options that a user can choose from to simply and effortlessly build Web pages or other templates. Authors can pick from a series of predefined templates designed to handle their content requirements, or start from a blank page. The use of templates enables the administration of a consistent look and feel.
**Base Template**
The Base template is the foundation for all site pages and contains features and properties that remain constant, such as background color, style settings, footer boilerplate, etc. Under normal circumstances, you will not access or change the base template.

**Navigation Template**
The next level of template establishes design, layout and standard site navigation, links that appear on every page in your site. As the second layer in the template hierarchy, this template inherits base template attributes.

**Site Pages**
Once page design, layout and navigation are set, you can add content to pages. These “top transparencies” - the pages your visitors see - inherit attributes from the navigation and base-level templates. Depending on your role, you may also be responsible for creating new templates, for page sets targeted to specific audiences.

Elements – Elements are specific regions of pages that hold different types of content, and have unique rendering characteristics. CommonSpot provides over 50 elements including elements for rendering a text around and image, a grid of images, a formatted text block, a Flash movie, a bulleted list, or a converted Word document to name just a few.
Custom Elements – CommonSpot provides a unique tool set that enables site designers to define their own content objects, and allows contributors to add content to objects, either as part of a page, or to stand alone. This powerful feature enables a content contributor to create a content object once, and reuse it across different locations or sub-sites within a site, without having to re-enter the content.

Custom Properties/Metadata – Sometimes the design of a site’s basic page layout must be flexible. CommonSpot’s custom metadata features gives you the flexibility to adjust these attributes on the fly.
CommonSpot Workspace

For content contributors CommonSpot offers a personalized, highly customizable workspace to maximize ease of use and efficient page-centered content creation and publishing.

After authentication, click the edit icon in the upper right corner of a CommonSpot page, as shown above. CommonSpot displays a slider menu with page view and access options.

With the proper permissions, select Work on this Page to display the CommonSpot menu bars and left panel, as shown below.
CommonSpot Menu Bar

CommonSpot menu bars contain a set of functions for quickly accessing, viewing and managing content. The top-level gray menu bar is always available for quick access to the My CommonSpot dashboard, personalized content and new content creation, and standard tools and reports.

The Admin menu within the top-level menu provides direct administrative access for authenticated Server, Customer, Site, and Subsite administrators.

The second-level menu bar is page-specific, displayed when you access a page through My CommonSpot, My Content, Reports, or through the entrance tab used to enter the CommonSpot Workspace.

A dynamic breadcrumb bar provides immediate visibility to page state information, hierarchy for every page view, and links to complete subsite listing reports. In the example above, demo is the top-level directory, alumni is the subsite, and Alumni is the current page.

Breadcrumb options include:

- Inactive Page
- Published Page
- Page Published in Future
- Viewing As Published
- Viewing My Changes
- Viewing All Changes
- Viewing Pending Approvals

Clicking the folder icon displays a complete hierarchical subsite listing. This feature is available when viewing/editing pages and from within Site and Subsite Administration.

In addition to menu items, the top bar displays a Quick Find search box for full text page or image searches across the entire site.

The Menu Bar displays at the top of every page, with one-click Preview/Submit, and Activate/Inactivate page options. These options are page-state dependent.
Click to toggle display of container, elements, and new element icons:

- **Container Tools**: Toggles the display of container Elements (Tabular Layout, Scheduled/Personalize and Container elements)
- **Element Tools**: Toggles the display of non-container Element icons.
- **New Element Links**: Toggles the display of Insert New Element links.

You can access the same functionality from the View menu, as shown below. Inactive tools are unchecked.

<table>
<thead>
<tr>
<th>View</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View Page as Published</td>
</tr>
<tr>
<td></td>
<td>Work on this Page (My Changes)</td>
</tr>
<tr>
<td></td>
<td>✓ Work on this Page (All Changes)</td>
</tr>
<tr>
<td></td>
<td>Work on this Page (Approval)</td>
</tr>
<tr>
<td>✓ Containers</td>
<td></td>
</tr>
<tr>
<td>✓ Element Tools</td>
<td></td>
</tr>
<tr>
<td>✓ Add Element Links</td>
<td></td>
</tr>
<tr>
<td>✓ Breadcrumb Toolbar</td>
<td></td>
</tr>
</tbody>
</table>

Hiding tools simplifies your view of the page, which is helpful for pages containing many Elements. The state of each tool is remembered from page to page, separately for each user. Icons and associated menu options display only if you have access rights them.

Click the Preview button to display the page as if it were published. All element icons and deleted elements are hidden.

Click Activate to make the page available in CommonSpot.

For pages with changes, clicking Submit routes the current page for publishing or approval.

A link to the site home page is always available.

**Profile** – Displays information for the current user, with options to view or change password.

**Logout** – Logs you out of CommonSpot. Note that this option may not appear if your site uses custom or single-signon.
My CommonSpot

My CommonSpot displays a personalized interactive view of current tasks, content status, searches, and short-cuts. Use this dashboard to save time and increase productivity by creating favorites – frequently accessed site locations or search queries – and sharing them with team members.

To access this dashboard, select this option from the pencil slider, or in Author mode, click My CommonSpot in the top-level menu bar.

You can also make My CommonSpot your “home page” by enabling this option in the login dialog. See User Login.
For any panel, click **Customize** to define the number of items displayed for each category and to set display order in My CommonSpot.

**Click to show/hide panels.**

**View your status at a glance.**

**Click to view page.**

**Invoke Visual Difference to compare page versions.**

You can customize each component of the My CommonSpot dashboard by clicking the Customize link for that panel. You can set the number of items to display and click and drag to set order. Click a page link to view pages and the page menu bar.

# Customize Page Activity and Notifications

To change the number or type of page activities and notices displayed in My CommonSpot, click the Customize link at the top of this section in the My CommonSpot view.
My Favorite Shortcuts

Use CommonSpot shortcuts to create quick access to locations for commonly inserted pages, registered URLs, image files, uploaded documents, or Global Custom Element data, as shown below. Shortcuts are helpful for saving keystrokes for repetitive tasks, such as saving multiple images to or inserting multiple images from the same directory. Shortcuts designated as favorites ⭐ display in My CommonSpot.

Click the Customize link at the top of the Shortcuts section in the My CommonSpot view to change the number or type of Shortcuts displayed there.

You can toggle between viewing the favorites that display in My CommonSpot and viewing all of your shortcuts.
Click the star icon ⭐ in the first column of the shortcut table to toggle Favorite/Non–favorite status and to set position within favorites within My CommonSpot.

Click the run icon ⚡ in the Actions column of the shortcut table to navigate to the shortcut location.

Click the edit icon ⌨ and select Edit to view or change Name or Description information for an existing shortcut, or click Change Owner to reassign rights.

Click the Security icon ⛔ to display the Shortcut Security dialog for sharing shortcuts with groups or users at your site. Enabling multi-user access sets status to Shared ✔.

See All Shortcuts for more information.

All Shortcuts

Clicking All Shortcuts in My Favorite Shortcuts or My CommonSpot displays both favorite and non–favorite shortcuts.

All Shortcuts

You have the following shortcuts for this site.

My Favorite Shortcuts | All Shortcuts

Show: All ▼ Type: All ▼ Date restriction: None ▼ Search: None ▼

### Select Date Options

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Owner</th>
<th>Date</th>
<th>Shared</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>⭐ blog ELEMENT</td>
<td>Commonly used link to a Global Custom Element</td>
<td>Webmaster</td>
<td>2009-12-29</td>
<td>✔</td>
<td>⭐ ⚡ ⚡ ⚡</td>
</tr>
<tr>
<td>⭐ Blue Hills IMAGE</td>
<td>IMAGE of university environs and recreation</td>
<td>Webmaster</td>
<td>2009-12-29</td>
<td>✔</td>
<td>⭐ ⚡ ⚡ ⚡</td>
</tr>
<tr>
<td>COPY of New PAGE</td>
<td></td>
<td>Webmaster</td>
<td>2010-01-27</td>
<td>✔</td>
<td>⭐ ⚡ ⚡ ⚡</td>
</tr>
<tr>
<td>External URL</td>
<td></td>
<td>Webmaster</td>
<td>2009-12-29</td>
<td>✔</td>
<td>⭐ ⚡ ⚡ ⚡</td>
</tr>
<tr>
<td>New PAGE</td>
<td>Commonly used page reference</td>
<td>Webmaster</td>
<td>2009-12-29</td>
<td>✔</td>
<td>⭐ ⚡ ⚡ ⚡</td>
</tr>
<tr>
<td>REGISTERED EXTERNAL URL</td>
<td>Commonly used external LINK</td>
<td>Webmaster</td>
<td>2010-01-05</td>
<td>✔</td>
<td>⭐ ⚡ ⚡ ⚡</td>
</tr>
<tr>
<td>Test New Shortcut</td>
<td>Test New Shortcut</td>
<td>Webmaster</td>
<td>2010-01-12</td>
<td>✔</td>
<td>⭐ ⚡ ⚡ ⚡</td>
</tr>
</tbody>
</table>

Add New Shortcut

More Actions... ▼

7 items found.

Both All Shortcuts and My Favorite Shortcuts present the same options.

Click the star icon ⭐ in the first column of the shortcut table to toggle Favorite/Non–favorite status and to set position within favorites within My CommonSpot.

Click the run icon ⚡ in the Actions column of the shortcut table to navigate to the shortcut location.

Click the edit icon ⌨ and select Edit to view or change Name or Description information for an existing shortcut, or click Change Owner to reassign rights.
Click the Security icon 🔄 to display the **Shortcut Security** dialog for sharing shortcuts with groups or users at your site. Enabling multi-user access sets status to Shared 🔄.

Click the copy icon to clone an existing shortcut, as shown above for New PAGE.

Click Add New Shortcut to use the **Create New Shortcut** dialog to add to your shortcuts.

**Customize My Shortcuts**

Your favorite shortcuts are shown below. Set the maximum number to show on the My CommonsSpot dashboard, then arrange the shortcuts by dragging them into the desired order.

Maximum Items to display on My CommonsSpot dashboard: [ ] set

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Properties</th>
<th>Shared</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌟 Blue Hills IMAGE</td>
<td>IMAGE of University environments and recreation</td>
<td>Location: /demo/</td>
<td>✔</td>
<td>📋 🦋 🎨</td>
</tr>
<tr>
<td>🌟 New PAGE</td>
<td>Commonly used page</td>
<td>Location: /demo/news/index</td>
<td>✔</td>
<td>📋 🦋 🎨</td>
</tr>
<tr>
<td>🌟 blog ELEMENT</td>
<td>Commonly used link to a custom element</td>
<td>Location: /demo/news/index</td>
<td>✔</td>
<td>📋 🦋 🎨</td>
</tr>
<tr>
<td>🌟 Registered URL</td>
<td>Commonly used external link</td>
<td>Location: /demo/</td>
<td>✔</td>
<td>📋 🦋 🎨</td>
</tr>
</tbody>
</table>

**Create New Shortcut**

Enter a number greater than 1 in the Maximum items to display on My CommonsSpot dashboard field and click Set. Click and drag as shown above to change display order for shortcuts in My CommonsSpot.

Remove individual items by clicking the associated delete icon 🗑, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.

**Create New Shortcut**

Click Add New Shortcut from the My Favorite Shortcuts or All Shortcuts dialogs to add to your shortcuts list. You can also create new shortcuts by selecting Shortcut from the New menu.

CommonSpot displays context-specific dialogs for each shortcut type. Template options display for page shortcuts, but not for registered URLs, as shown below.
Create New Shortcut

Here you can create shortcuts that will help you quickly add content to your website. Click Save to keep your changes, or click Cancel to return with no changes.

- Name your shortcut: Required. Enter a meaningful name.
- Description: Optional. Text explaining the shortcut.
- Favorite: Sets whether this shortcut displays as a favorite ⭐ or non-favorite ⧫ in the Shortcut or Customize Shortcut dialogs and defines rank within the My Favorite Shortcuts listing in My CommonSpot. Favorites display in My CommonSpot.
- Type of Content: Required. Pick from the dropdown. Content type defines whether additional fields display, as shown above for a New Page shortcut.
- Location in website: Required. Select a subsite location for this shortcut content.
- Page Template: Displays for pages or templates. This option does not display for registered URLs, image files, uploaded documents, or global Custom Elements.

Clicking Save creates the new shortcut. Click the run ⚡ icon to access the shortcut.
Shortcut Security

Access Shortcut Security by clicking the security icon for an individual shortcut in My Favorite Shortcuts or All Shortcuts. Use this dialog to conveniently share or remove access to your shortcuts.

**Shortcut Security**
The following identifies the security permissions for 'temp shortcut' shortcut:

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Permission</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Webmaster</td>
<td>Administer</td>
<td></td>
</tr>
</tbody>
</table>

Click Add Users or Add Groups to display Shortcut Security - Add Users or Shortcut Security - Add Groups. Make the appropriate selections for sharing the current shortcut and click Next. The Add Shortcut Security Permissions dialog displays.

Add Shortcut Security Permissions

Use this dialog to assign rights to shortcuts shared through Shortcut Security.

**Edit Shortcut Security Permissions**
Assign the desired permissions below for the user 'Manager Web Communications'.

<table>
<thead>
<tr>
<th>Permissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read</td>
</tr>
<tr>
<td>Edit</td>
</tr>
<tr>
<td>Administer</td>
</tr>
</tbody>
</table>

Read: Individuals or groups sharing this shortcut can view but not change the shortcut, favorite status, or rank in My CommonSpot.

Edit: Individuals or groups sharing this shortcut can modify the shortcut, reset favorite status, or set rank in My CommonSpot

Administer: Individuals or groups sharing this shortcut can modify the shortcut, reset favorite status, assign or delete rights, or delete shortcuts.

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My Favorite Saved Searches

Use CommonSpot Saved Searches to conveniently maintain quick access to frequently used search criteria. Instead of repeatedly creating the same search queries you can define favorites to save time completing common tasks, such as reviewing the most recently changed content, editing content owned by a specific author, or reviewing styles currently in use, as shown for bulleted lists under Find Image – Search Results. You can also share your saved searches with other team members to centrally control & quickly distribute search results updates. CommonSpot delivers powerful capabilities for fast access to extremely refined search results.

To change the number or type of Saved Searches displayed under My Saved Searches, click the Customize link at the top of this section in the My CommonSpot view.

My Favorite Saved Searches
Your favorite saved searches are shown below. Set the maximum number to show on the My CommonSpot dashboard, then arrange the saved searches by dragging them into the desired order.

My Favorite Saved Searches | All Saved Searches

Maximum items to display on My Commonspot dashboard: 5 Set

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Shared</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>★ Bulleted list IMAGES</td>
<td>Bullet symbols currently in use throughout the site and all child subsites</td>
<td>✓</td>
<td>✏️</td>
</tr>
<tr>
<td>☑ Officially &quot;owned&quot; pages</td>
<td>Pages that I own, but don't typically edit...</td>
<td>✓</td>
<td>✏️</td>
</tr>
<tr>
<td>☑ Recreation pages...</td>
<td>Local student recreation pointers - need to integrate with Park Service database</td>
<td>✓</td>
<td>✏️</td>
</tr>
<tr>
<td>☑ Yesterday's Changes</td>
<td>Content updated within the last 24 hours</td>
<td>✓</td>
<td>✏️</td>
</tr>
<tr>
<td>☑ Faculty IMAGES</td>
<td>Current faculty head shots</td>
<td>✓</td>
<td>✏️</td>
</tr>
<tr>
<td>☑ UPLOADED Active docs</td>
<td>Uploaded files, currently linked to on the site</td>
<td>✓</td>
<td>✏️</td>
</tr>
</tbody>
</table>

_add New Saved Search

Showing 6 records. More Actions... Go Close

You can toggle between viewing searches you’ve designated as favorites and viewing all the searches you’ve saved. Features for both views are the same. See All Saved Searches

Enter a number greater than 1 in the Maximum items to display on My Commonspot dashboard field and click Set. Click and drag items to change display order for saved searches in My CommonSpot.

Click the star icon ★ in the first column of the saved search table to toggle Favorite and Non-favorite status. Favorites display in this table and in My CommonSpot. You can also set rank within favorites by clicking the column head to order saved searches, or clicking and dragging items to change display order for saved searches in My CommonSpot.

Click the All Saved Searches link at the top of this table to see both favorites and non-favorites.

Click the edit icon ✏️ and select Edit to view or change Name or Description information for an existing saved search, or click Change Owner to reassign rights.

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Click the Security icon to display the Saved Searches Security dialog for sharing saved searches with groups or users at your site. Enabling multi-user access sets status to Shared.

Click the copy icon to clone an existing saved search, to reuse parameters for new saved search queries.

Click Add New Saved Search. The Create Saved Search wizard displays for adding a new saved search to My CommonSpot.

## Create Saved Search

Access this dialog in any of the following ways: Click Add New Saved Search from the My Favorite Saved Searches dialog or choose Saved Searches from the Tools menu, or click New under My Favorite Saved Searches in My CommonSpot to add to your Saved Searches list.

**Create Saved Search**

Please choose the type of search to create.

<table>
<thead>
<tr>
<th>Search Type:</th>
<th>Page Search</th>
<th>Image Search</th>
</tr>
</thead>
</table>

CommonSpot displays context-specific dialogs for each Saved Search type. Select Page Search to include all available file types and templates in your search. Click Next to display the Find Advanced Search dialog.

Click Image Search to restrict results to images. Click Next to display the Find Images Advanced Search dialog.

Find – Advanced Search displays the same options as the Find dialog, with the addition of a Name field for identifying your saved search. See Find for details on how to use this dialog. Click How do you want to refer to this saved search to name your new saved search.

Choosing View Results for page searches displays the following report.
You can set search criteria to filter results: results include some or all of the following options:

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

**Search Criteria** – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

**Search Using** – These options vary according to the content type targeted by the current Choose or Find operation. Select all for the broadest search, or filter using Metadata (Properties), your personal tags, or full-text search criteria.

**Subsite** – Select from the dropdown, or click the subsite search icon 🗄️. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

**Date Restrictions** – Select from the dropdown:

- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization–configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc...

Click Filter to apply and display items that meet your criteria.

Click to sort by ascending or descending date, alphabetically by title, state, or subsite location. Filter date display using Select Date Options.

Click 🗄️ Select Date Options. A green checkmark indicates the current filter. Optionally choose from the following:
• Creation Date – Filters results based on the date created.
• Publication Date – Filters results based on release for publication.
• Last Modification Date – Filters results based on the date of last change.
• Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates.

Click to sort by column head.

The Date column uses values defined by Select Date Options

Click an item in the Page Title column to display that page in the main browser window, for quick review.

The State column indicates status for each page in this report with a green check mark for currently active pages and the standard CommonSpot work-in-progress and approval process icons. See Content States and Work In Progress and Approval Icons for details

W Blue W indicates Work in Progress by others.

P Orange P indicates pending my approval.

W Yellow W indicates my newly created or modified content in a Work in Progress state, not ready for publishing.

For more information, see Content States, Page View Modes, and the View Menu.

In the Actions column, clicking the edit icon displays following.

Select a mode for viewing the page. Selecting All Changes or My Changes, as shown above, opens the selected page for editing. Approvals opens the page for your review and approval.

Clicking the Metadata & Security icon, as shown below, displays the following options.

Select a page information option.

Details: Displays specifics for the selected page, template, or uploaded file. See Page Details, Template Details, and Uploaded Document Details, for information presented for these file types. The Details option does not display for registered URLs.


My Tags: Displays any personal tags associated with the page, template, or uploaded file. See My Tags.

Clicking the More Actions icon for a selected item displays the following options:

- Subscribe to Changes
- Create Work Request
- Change Owner
- Lock/Unlock Page
- View Usage Statistics
- View Referring Pages
- Manage Freshness Reminders
- Manage Contacts
- Manage Notes

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, or delete pages. Remove individual items by clicking the associated delete icon, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.

Find Images – Advanced Search

Click Tools – Find Images and click Advanced Search to create a query for images available at your site or select the Advanced Search option within image search operations

Find Images – Advanced Search

To specify your search, please expand one or more sections below and fill in the appropriate information. When you’re done, press “View Results” to see the results of your search, or “Save” to store it for later use. A check mark appears next to each section that may exclude some items from the results.

Search Criteria

- Who owns the images you are looking for?
- What subsite do you want to search within?
- Are the images associated with any keywords or tags?
- When were the images created or modified?
- Under which categories are the images classified?
- Do you have any custom search criteria?
- Do you want the search results narrowed further?

Sorting

- How would you like the results sorted?

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Clicking Tools – Find Images – Advanced Search or selecting the Advanced Search option within image search operations displays a dialog for creating queries for images available at your site.

You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine image searches. You can also save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

You can use multiple object attributes as search criteria. This dialog is divided into expandable sections containing more options for refining your search. Click the plus sign + to expand a section and the minus sign – to collapse one. Optionally click Expand or Collapse All. CommonSpot displays a green check mark ✔ for sections containing advanced search criteria.

Search Criteria gives you the following options:

- **Who owns the images you are looking for?** – This option lets you choose images that are owned by "All Owners", the "Current user", "Members of the current user’s group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select, which when clicked, opens the Add Users dialog. (This dialog is discussed in the CommonSpot Administrator’s Reference.)

  ![Who owns the images you are looking for?](image)

- **What subsite do you want to search within?** – Choose the specific subsite and the child subsites to be included in your search. Your choices are "All subsites", "Current subsites", "Parent subsite", "Direct child subsites", "Sibling subsites", or by "Custom” criteria. If you select "Custom", CommonSpot adds fields that let you indicate if the search includes child subsites in addition to specifying the site or subsite. Instead of using the drop down list, you can click the subsite search icon ![ ] to display the Select Subsite dialog.

  ![What subsite do you want to search within?](image)

- **Are the images associated with any keywords or tags?** – Restrict results by providing a comma-separated list of terms or click Select Keywords or Select Tags to choose from existing keywords or personal tags. To be included in the results, an image must be associated with at least one of the specified terms.
- When were the images created or modified? – Use this area to specify a creation or modification date. Clicking the calendar icon, displays the Specify Date Range Duration dialog for setting date criteria.

- Under which categories are the images classified? – Use this area to select from categories currently associated with images. The categories that display are those defined at your site for which you have access rights.

- Do you have any custom search criteria? – You can add criteria that must matched. To build an advanced query, determine the full criteria you wish to build. For each criterion:

  1. Field – Select the field to search against in the Field drop down list. The values you can select are “Subsite”, “Creation Date”, “Last Modified Date”, “Category”, “Keywords”, “Owner”, “Format”, “File Name”, and “Owner”.

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2. Operator – Select the operator (greater than, equal to, within, and so on) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.

3. Value – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.

4. AND/OR – If multiple criteria are used, set the AND or OR operator between each criteria line.

5. Parentheses – If more than one criteria needs to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

- Do you want the results narrowed further? – You can further refine the search by selecting the image type (which can be "All Images", "Public Images", or "Private Images"), the image's format (which can be "GIF image (.gif)", "JPG image (.jpg)", or "PNG Image (.png)"). You can also search by available Verity image collections. Select one or more image collections to search.

- Sorting: How would you like the results sorted? – CommonSpot can display image search results sorted by data stored with the image. Choose from Creation date, Last modification date, File Name, Subsite location, a site-defined category, the image owner, image file type – public (or shared) images or private (images you own that are not shared), size, width, or height. Select either Ascending (a-z) or Descending (z-a) to set display order for your results.
You can save searches by clicking the Save icon, or for edited searches, the Save As option at the bottom of the dialog. The Save Saved Search As dialog displays. Click View Results to execute your search. Results display in the Find Image Search Results dialog.

Click Cancel to exit without searching or saving.

Find Image – Search Results

Choose Tools – Find Images to display this dialog for making new images available at your site and to view, sort, and change or manage existing images.

Use the Show As and Sort By dropdowns for viewing options, or combine these options to filter results. For example, to quickly view all available images, choose Show As Small Images, as shown below, and optionally check Auto Preview to preview on mouseover. CommonSpot displays public (available to others) and private (only you can view) status for images, as well as standard format, file size, and dimension information. Your search found the following images. If you don’t see what you were looking for, upload a new image, or close this window and search again.
You can also view results in large image, report, or filmstrip format, as shown below.

Click the preview icon 📌 for full-size Image Preview.

Clicking the More Actions icon 📌 displays the following options:

- **Properties** – Click to display standard properties and any defined custom image properties for the selected image. See the Site Administrator Page Creation/Properties UI option for information on how options displayed here are defined.
- **Edit Image** – Click to change image size, rotation, brightness, and other standard attributes.
- **Upload New Version** – Click to replace the current version.
- **Details** – Click to display the Image Details dialog for reviewing image dimensions and creation information.
- **Security** - Displays the Image Security dialog for viewing or changing permissions for this image.
- **Change Owner** – Click to display the Change Ownership dialog for choosing a new image owner.
- **Image Version History** – Click to view creation and revision information for this image and optionally replace the current image with an older version.
- **My Tags** – Click to view or create personalized keywords for this image.

Remove individual items by clicking the associated delete icon 🗑, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.

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Click **Upload New Image** to add a new image to the Image Gallery.

Click to select an image. Selections are highlighted.

Click Use Highlighted Image to complete image insertion or selection.

**Edit Saved Image Search**

This displays Find Image Advanced Search options in edit mode, with the addition of a naming and Save As option. Click How do you want to refer to this saved search? to rename it. Access this dialog by clicking the edit icon for a saved image search through My CommonSpot or Tools – Saved Searches. Site Administrators access edit saved search options through Site Admin – Utilities – Manage Saved Searches.

**Edit Saved Search**

To edit this saved search, please expand one or more sections below and fill in the appropriate information. When you're done, press 'View Results' to see the results of your search, or 'Save As' to save your changes. Press 'Save As...' to save this as a new search, leaving your existing search unchanged. A check mark appears next to each section that may exclude items from the results.

Clicking Tools – Find Images – Advanced Search or selecting the Advanced Search option within image search operations displays a dialog for creating queries for images available at your site.
You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine image searches. You can also save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

You can use multiple object attributes as search criteria. This dialog is divided into expandable sections containing more options for refining your search. Click the plus sign + to expand a section and the minus sign – to collapse one. Optionally click Expand or Collapse All. CommonSpot displays a green check mark ✔ for sections containing advanced search criteria.

Search Criteria gives you the following options:

- **Who owns the images you are looking for?** – This option lets you choose images that are owned by "All Owners", the "Current user", "Members of the current user’s group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select, which when clicked, opens the Add Users dialog. (This dialog is discussed in the CommonSpot Administrator’s Reference.)

- **What subsite do you want to search within?** – Choose the specific subsite and the child sub-sites to be included in your search. Your choices are "All subsites", "Current subsites", "Parent subsite", "Direct child subsites", "Sibling subsites", or by "Custom" criteria. If you select "Custom", CommonSpot adds fields that let you indicate if the search includes child subsites in addition to specifying the site or subsite. Instead of using the drop down list, you can click the subsite search icon ➝ to display the Select Subsite dialog.

- **Are the images associated with any keywords or tags?** – Restrict results by providing a comma-separated list of terms or click Select Keywords or Select Tags to choose from existing keywords or personal tags. To be included in the results, an image must be associated with at least one of the specified terms.
• When were the images created or modified? – Use this area to specify a creation or modification date. Clicking the calendar icon, displays the Specify Date Range Duration dialog for setting date criteria.

• Under which categories are the images classified? – Use this area to select from categories currently associated with images. The categories that display are those defined at your site for which you have access rights.

• Do you have any custom search criteria? – You can add criteria that must matched. To build an advanced query, determine the full criteria you wish to build. For each criterion:

  1. Field – Select the field to search against in the Field drop down list. The values you can select are "Subsite", "Creation Date", "Last Modified Date", "Category", "Keywords", "Owner", "Format", "File Name", and "Owner".
2. Operator – Select the operator (greater than, equal to, within, and so on) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.

3. Value – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.

4. AND/OR – If multiple criteria are used, set the AND or OR operator between each criteria line.

5. Parentheses – If more than one criteria needs to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

- Do you want the results narrowed further? – You can further refine the search by selecting the image type (which can be "All Images", "Public Images", or "Private Images"), the image’s format (which can be "GIF Image (.gif)", "JPG Image (.jpg)", or "PNG Image (.png)"). You can also search by available Verity image collections. Select one or more image collections to search.

- Sorting: How would you like the results sorted? – CommonSpot can display image search results sorted by data stored with the image. Choose from Creation date, Last modification date, File Name, Subsite location, a site-defined category, the image owner, image file type – public (or shared) images or private (images you own that are not shared), size, width, or height. Select either Ascending (a–z) or Descending (z–a) to set display order for your results.
You can save searches by clicking the Save icon, or for edited searches, the Save As option at the bottom of the dialog. The Saved Search As dialog displays. Click View Results to execute your search. Results display in the Find Image Search Results dialog.

Click Cancel to exit without searching or saving.

Saved Searches Security

Use this dialog to share your saved searches with new users or to view, change or set new permissions for currently shared searches. Access this dialog from My CommonSpot. Select My Saved Searches or All Saved Searches, then click the security icon and select Edit.

Saved Searches Security

The following identifies the security permissions for "Bulletin list IMAGES" saved search.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Permission</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Editor Alumni Relations</td>
<td>Administrator</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>Editor Allpages</td>
<td>Administrator</td>
<td></td>
</tr>
</tbody>
</table>

Click the edit icon to modify security settings for existing users, or click Add User(s) or Add Group(s) to share this saved search with other contributors and set security permissions.

Saved Searches Security Add Users

Use this dialog to define which individuals at your site can view your shared search. Click Add User(s) from the Saved Searches Security dialog.

Saved Searches Security - Add Users

Please select user(s)/group(s) from the list and click 'Next' to assign permissions.

User records created through the Administrator – User Administration function display in the Add Users dialog. Use this dialog to add existing users to groups and organizations at the server, site, subsite, or customer administration levels, or to select users for explicit permission assignments in dialogs that include the Add User(s) option.
This dialog is a standard part of CommonSpot security operations such as Left Pane Security – Add Users, Image Security – Add User, Subsite General Security – Add Users, Custom Element Security – Add Users, Page Security – Add Users, etc.

Please select user(s)/group(s) from the list and click 'Next' to assign permissions.

Use the links at the top to view Users by Name or Users by Group.

Click column heads to sort names alphabetically or by email, or refine your search by selecting from the drop-downs and optionally entering a value in the text field and clicking Filter, or combine dropdown and text field options with alphanumeric selections and click Filter as shown above for names beginning with E. These filters are useful for limiting results if your installation has many users.

Click the Clear button to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click to remove individual users, as shown below, or click Clear All to deselect all users. When you are finished, click Add Selected if you’re updating a group, as shown below, or click Next to complete security assignments, as show above.
Clicking Next displays the Add Saved Search Security Permissions dialog.

Saved Searches Security – Add Groups

Use this dialog to define which individuals at your site can view your shared search. Click Add Group(s) from the Saved Searches Security – Add Groups dialog.

Saved Searches Security – Add Groups

Please select user(s)/group(s) from the list and click ‘Next’ to assign permissions.

Group records created through the Administrator – Group Administration function display in the Add Group(s) dialog. Use this dialog to:

- Include one or more existing groups in a new group
- Give one or more existing groups explicit security permissions

This dialog displays with a function-specific title for all CommonSpot operations that include the Add Group(s) option (for example, Group Administrator(s) – Add Groups, Element Security – Add Groups, Server General Security – Add Groups, Field Security – Add Groups, Shortcut Security – Add Groups, etc.).

Although the Add Groups dialog is functionally the same, different security options apply to each case.

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Use the links at the top to view Groups by Name or Users by Group membership.

Click column heads to sort group names alphabetically or by description, or, for installations with a large number of groups, refine your search through dropdown/text entry field combinations and click Filter, as shown below for Group names ending with Editors.

Click Clear to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click X to remove individual users, as shown below, or click Clear All to deselect all users.

When you are finished, click Add Selected to update a group, as shown above, or click Next as shown below to complete security assignments for the selected groups.
**Groups by Name**

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Relations Editors</td>
<td>Content Managers for the Alumni subsite</td>
</tr>
<tr>
<td>Campus Life Editors</td>
<td>Content Managers for the Campus Life Subsite</td>
</tr>
<tr>
<td>Web Communications Editors</td>
<td>Users responsible for creating and editing the web content and university message</td>
</tr>
</tbody>
</table>

3 items found.

**Selected:**

- Alumni Relations Editors
- Campus Life Editors
- Web Communications Editors

Clicking Next displays Add Saved Search Security Permissions.

**Add Saved Search Security Permissions**

Use this dialog to set permissions for searches you share. From My CommonSpot view All Saved Searches or My Favorite Saved Searches, select a saved search, click 📐 and select Edit.

Then click Add User(s) or Add Group(s), select users and click Next. This dialog displays in Edit mode for existing saved searches as shown below.

**Edit Saved Search Security Permissions**

Assign the desired permissions below for the designated user 'Webmaster'.

**Permissions:**

- Read
- Edit
- Administer
Access this dialog from My CommonSpot – My Saved Searches. Click the security icon 📋, then select Edit and click 📋.

Read: Individuals or groups sharing this search can view but not change the saved search, favorite status, or rank in My CommonSpot.

Edit: Individuals or groups sharing this search can modify the saved search, reset favorite status, or set rank in My CommonSpot

Administer: Individuals or groups sharing this search can modify the saved search, reset favorite status, assign or delete rights, or delete shortcuts.

Notifications

Use the Notifications section of My CommonSpot to quickly review Freshness Reminders, Work Requests, and Broken Link notices with status information.

Click a link to view a reminder or work request. Click a page link to view unresolved links. CommonSpot highlights broken links.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-04-29</td>
<td>Cartoon Video Windows Media</td>
<td>Incoming Work Request</td>
</tr>
<tr>
<td>2010-04-29</td>
<td>Frequently Asked Questions</td>
<td>Incoming Work Request</td>
</tr>
<tr>
<td>2010-04-28</td>
<td>Add Locations</td>
<td>Incoming Work Request</td>
</tr>
<tr>
<td>2010-04-13</td>
<td>My Testing Page</td>
<td>Broken Link</td>
</tr>
<tr>
<td>2010-04-12</td>
<td>Mission &amp; Goals</td>
<td>Broken Link</td>
</tr>
<tr>
<td>2010-04-12</td>
<td>Get Involved</td>
<td>Broken Link</td>
</tr>
<tr>
<td>2010-04-09</td>
<td>Base Plus One (template)</td>
<td>Broken Link</td>
</tr>
<tr>
<td>2010-04-08</td>
<td>Welcome</td>
<td>Broken Link</td>
</tr>
<tr>
<td>2010-04-01</td>
<td>My Testing Page</td>
<td>Active Freshness Reminder</td>
</tr>
<tr>
<td>2010-03-31</td>
<td>My Testing Page</td>
<td>Active Freshness Reminder</td>
</tr>
</tbody>
</table>

show less  (more data is available than can be shown here)
View Work Request

The Notifications section of My CommonSpot displays pending work requests for your review. Click a pending work request to view, accept, or reject.

**View Work Request**

Title: WR2  
Scope: General Work Request  
Created By: Gopa Webmaster  
Assigned To: Gopa Webmaster  
Work Type: WR2  
Due Date: 2010-03-30  
Urgency: Medium  
Notes: Please review all new custom elements for typos.

View All  
Accept  
Reject  
Close

Accepting a request updates status as shown for the first item below. Accepted requests become part of My CommonSpot Reminders. Rejecting a request removes it from Notifications. Clicking Close maintains "pending" status.

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-04-29</td>
<td>Cartoon Video Windows Media</td>
<td>Incoming Work Request (Accepted)</td>
</tr>
<tr>
<td>2010-04-29</td>
<td>Organizational Empowerment</td>
<td>Active Freshness Reminder (Active)</td>
</tr>
<tr>
<td>2010-04-29</td>
<td>Frequently Asked Questions</td>
<td>Incoming Work Request (Pending)</td>
</tr>
<tr>
<td>2010-04-29</td>
<td>My Testing Page</td>
<td>Broken Link</td>
</tr>
</tbody>
</table>

CommonSpot automatically records and tracks accepted task status and optionally deletes completed tasks from the assigners view.

Work requests originate at the page level from Manage Work Requests.

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View Freshness Reminder

The Notifications section of My CommonSpot displays active freshness reminders for your review and action. Click a pending reminder to view details, snooze, or dismiss.

**View Freshness Reminder**

- **Title:** Once author removes lock, update template
- **State:** Active
- **Remind On:** Specific date - 2010-04-01 13:07:00
- **Created By:** Webmaster
- **Assigned To:** Webmaster
- **Description:** Make template changes for this section

[View All] Snooze Dismiss Close

New reminders display as (Active), as shown below. Clicking View All displays Manage Freshness Reminders for viewing, editing or deleting all of your reminders.

Clicking Snooze or Dismiss removes a reminder from Notifications and displays it in Reminders.

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-04-29</td>
<td>Cartoon Video Windows Media</td>
<td>Incoming Work Request</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Accepted)</td>
</tr>
<tr>
<td>2010-04-29</td>
<td>Organizational Empowerment</td>
<td>Active Freshness Reminder</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Active)</td>
</tr>
<tr>
<td>2010-04-29</td>
<td>Frequently Asked Questions</td>
<td>Incoming Work Request</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Pending)</td>
</tr>
<tr>
<td>2010-04-29</td>
<td>My Testing Page</td>
<td>Broken Link</td>
</tr>
</tbody>
</table>

Clicking Close maintains active status.

Reminders

The Reminders section of My CommonSpot displays summary information for activity related to your content.

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Click a link to view a reminder. Click the customize link to show/hide or change the order of reminder links.

**Customize My Reminders**

Use this dialog to show/hide reminders or to change the order of reminder links in My CommonSpot. Click and drag to reposition, as shown below.

**Pages Scheduled For Publication**

Use this dialog to review all approved pages with future publication dates. Contributors set publication date in the Create New Page dialog.

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Pages Scheduled for Publication

Access this dialog from the My CommonSpot Reminders section by clicking Pages Scheduled for Publication.

You can set search criteria to filter results: results include some or all of the following options:

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

Search Using – These options vary according to the content type targeted by the current Choose or Find operation. Select all for the broadest search, or filter using Metadata (Properties), your personal tags, or full-text search criteria.

Subsite – Select from the dropdown, or click the subsite search icon. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:

- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization–configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc...

Click Filter to apply and display items that meet your criteria.

Click Select Date Options. A green checkmark indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.

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- Last Modification Date - Filters results based on the date of last change.
- Last Major Modification Date - Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates.

Click to sort by column head.

The Date column uses values defined by Select Date Options.

Click an item in the Page Title column to display that page in the main browser window, for quick review.

The State column indicates status for each page in this report with a green check mark for currently active pages and the standard CommonSpot work-in-progress and approval process icons. See Content States and Work In Progress and Approval Icons for details.

- Blue W indicates Work in Progress by others.
- Orange P indicates pending my approval.
- Yellow W indicates my newly created or modified content in a Work in Progress state, not ready for publishing.

For more information, see Content States, Page View Modes, and the View Menu.

In the Actions column, clicking the edit icon displays following.

Select a mode for viewing the page. Selecting All Changes or My Changes, as shown above, opens the selected page for editing. Approvals opens the page for your review and approval.

Clicking the Metadata & Security icon, as shown below, displays the following options.

Select a page information option.


Details: Displays specifics for the selected page, template, or uploaded file. See Page Details, Template Details, and Uploaded Document Details, for information presented for these file types. The Details option does not display for registered URLs.

My Tags: Displays any personal tags associated with the page, template, or uploaded file. See My Tags.

Clicking the More Actions icon for a selected item displays the following options:

- Subscribe to Changes
- Create Work Request
- Change Owner
- Lock/Unlock Page
- View Usage Statistics
- View Referring Pages
- Manage Freshness Reminders
- Manage Contacts
- Manage Notes

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, or delete pages. Remove individual items by clicking the associated delete icon, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.

Inactive Pages

This dialog displays a summary of all pages currently set to inactive and includes publishing state information. Access this dialog from My CommonSpot – Reminders. Click Inactive Pages. See Inactivate Page.

Inactive Pages

Filter Inactive Pages:
- Subsite: /demo/
- Date Restrictions: None
- Include Child Subsites

Select Delete Options

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Title</th>
<th>State</th>
<th>Subsite</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-10-20</td>
<td>Test STB</td>
<td>W</td>
<td>/demo/</td>
<td></td>
</tr>
</tbody>
</table>

Create New Page

Showing 1 record(s) - use filter criteria to narrow your search.

You can filter inactive pages for which you are the owner, including which subsite levels to include and date restrictions. You can filter using these options.

Subsite – Select from the dropdown, or click the subsite search icon. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:
• Last modification date – The last time content was changed
• Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
• Creation date – Search by origination date.
• Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc...

Click Filter to apply and display items that meet your criteria.

Click Select Date Options. A green checkmark indicates the current filter. Optionally choose from the following:
• Creation Date – Filters results based on the date created.
• Publication Date – Filters results based on release for publication.
• Last Modification Date – Filters results based on the date of last change.
• Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates.

Click to sort by column head.

The Date column uses values defined by Select Date Options

Click an item in the Page Title column to display that page in the main browser window, for quick review.

The State column indicates status for each page in this report with a green check mark for currently active pages and the standard CommonSpot work-in-progress and approval process icons. See Content States and Work In Progress and Approval Icons for details

W Blue W indicates Work in Progress by others.

P Orange P indicates pending my approval.

W Yellow W indicates my newly created or modified content in a Work in Progress state, not ready for publishing.

For more information, see Content States, Page View Modes, and the View Menu.

In the Actions column, clicking the edit icon displays the following.

Select a mode for viewing the page. Selecting All Changes or My Changes, as shown above, opens the selected page for editing.

Clicking the Metadata & Security icon, as shown below, displays the following options.
### Select Date Options

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Title</th>
<th>State</th>
<th>Subsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-01-25</td>
<td>Landing Page Template (template)</td>
<td></td>
<td>/demo/</td>
</tr>
<tr>
<td>2010-01-25</td>
<td>Welcome</td>
<td>✓</td>
<td>/demo/</td>
</tr>
<tr>
<td>2010-01-22</td>
<td>My Page 6</td>
<td>✓ w</td>
<td>/demo/</td>
</tr>
<tr>
<td>2010-01-20</td>
<td>See Also Reference</td>
<td>✓</td>
<td>/demo/</td>
</tr>
<tr>
<td>2010-01-20</td>
<td>See also references (template)</td>
<td>✓ w</td>
<td>/demo/</td>
</tr>
</tbody>
</table>

Select a page information option.

- **Standard Properties**, **Custom Properties**: See Standard Properties and Custom Properties. Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- **Details**: Displays specifics for the selected page, template, or uploaded file. See Page Details, Template Details, and Uploaded Document Details, for information presented for these file types. The Details option does not display for registered URLs.
- **My Tags**: Displays any personal tags associated with the page, template, or uploaded file. See My Tags.

Clicking the More Actions icon 🔄 for a selected item displays the following options:

- Subscribe to Changes
- Create Work Request
- Change Owner
- Lock/Unlock Page
- View Usage Statistics
- View Referring Pages
- Manage Freshness Reminders
- Manage Contacts
- Manage Notes

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, or delete pages. Remove individual items Remove individual items by clicking the associated delete icon 🗑️, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.

### Active Freshness Reminders

This dialog displays your freshness reminders for the current page. Access this dialog when viewing a page in author mode by clicking Active Freshness Reminders in the Page Tools left panel.
Active Freshness Reminders
The following lists the Freshness Reminders for the 'Test Page 22 Oct' page.

<table>
<thead>
<tr>
<th>Type: Reminders Assigned to me</th>
<th>State: Active</th>
</tr>
</thead>
</table>

Add Freshness Reminder

Showing 1 record.

Filter using the Type or State dropdown. State is Active for freshness reminders that currently require attention, the default for this view. See Manage Freshness Reminders for details on other states.

Click the edit icon to revise reminder name, assignment, schedule, or description.

Click the copy icon to duplicate a reminder, to save time creating frequently used or assigned reminders.

A checkmark in the Private column indicates a reminder visible to the owner only. The reminder shown above is available for public viewing.

Click the snooze icon to temporarily ignore a reminder. State remains scheduled and dismiss option remains available.

Click the dismiss icon to permanently ignore a reminder.

Click the delete icon to permanently remove a reminder.

Click Add Freshness Reminder to create a new shared or private reminder.

Work Requests
Displays a personalized view of your current work requests.

Manage Work Requests
The following work requests have either been created by you or assigned to you in this site.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Urgency</th>
<th>Title</th>
<th>State</th>
<th>To</th>
<th>From</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-02-10</td>
<td>High</td>
<td>Testing whether this routes to the correct user + group</td>
<td>Pending</td>
<td>Editor Campus Life</td>
<td>Webmaster</td>
<td></td>
</tr>
<tr>
<td>2010-02-10</td>
<td>Medium</td>
<td>Clean up typos on each Alumni relations page</td>
<td>Pending</td>
<td>Editor Alumni Relations</td>
<td>Webmaster</td>
<td></td>
</tr>
</tbody>
</table>

Add Work Request

2 items found

See Manage Work Requests and Create Work Request for details on using this dialog.
Subscriptions

Use the Subscriptions dialog to review or change notifications received for a specific pages. Click Tools – My Subscriptions to view a list of pages to which you currently subscribe.

You can set filtering and ordering criteria for your subscriptions, including which subsite levels to include and date restrictions. You can filter using these options.

Subsite – Select from the dropdown, or click the subsite search icon 📦. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:
- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting. Treat change as significant, an organization-configurable option that has no effect on CommonSpot sversioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc.

Click Filter to apply and display items that meet your criteria.

Use the Show dropdown to view all or restrict your view to changed pages only.

Use Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark ✅ indicates the current filter. Optionally choose from the following:
• Creation Date – Filters results based on the date created
• Publication Date – Filters results based on release for publication.
• Last Modification Date – Filters results based on the date of last change.
• Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click to sort by column head. Click an item in the Title column to view the page you’re subscribed to.

To add or change a notification preference, click the edit icon for a current subscription. The Subscription dialog displays in edit mode.

To stop notifications for a particular page, click the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.to remove the page from your subscription list.

Locked Pages

Displays a personalized view of your locked pages, with status information. This view displays pages that are explicitly locked, a state distinct from authoring mode temporary locks. For details on this state see Actions menu – Lock/Unlock Page. Access this dialog from the Reminders section of My CommonSpot.Click Locked Pages.

Locked Pages
The following pages are permanently locked by the current user.

<table>
<thead>
<tr>
<th>Lock Date</th>
<th>Page Title</th>
<th>State</th>
<th>Subsite</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-11-08</td>
<td>News Ramp: Events</td>
<td></td>
<td>/demo/newsevents/</td>
<td></td>
</tr>
<tr>
<td>2009-11-02</td>
<td>Test Site</td>
<td>W</td>
<td>/demo/</td>
<td></td>
</tr>
</tbody>
</table>

Click to sort by column head.

Click an item in the Page Title column to navigate to a locked page

The State column indicates status for each page in this report. A green check mark indicates currently active pages. The standard CommonSpot work-in-progress and approval process icons display.

W Blue W indicates Work in Progress, scheduled for publishing.

P Orange P indicates Pending Approval.

W Yellow W indicates newly created or modified content in a Work in Progress state, not ready for public distribution.

For more information, see Content States and Work In Progress and Approval Icons.
In the Actions column, click the lock icon to unlock a selected page.

Clicking the edit icon displays the following.

Select a mode for viewing the page. For more information, see Page View Modes and the View Menu. Selecting All Changes, as shown above, opens the selected page for editing.

Clicking the Metadata & Security icon as shown below, displays the following options.

Select a page information option.


Details: Displays specifics for the selected page, template, or uploaded file. See Page Details, Template Details, and Uploaded Document Details, for information presented for these file types. The Details option does not display for registered URLs.


My Tags: Displays any personal tags associated with the page, template, or uploaded file. See My Tags.

Clicking the More Actions icon for a selected item displays the following options:

- Create Work Request
- Change Owner
- Lock Page
- View Usage Statistics
- View Referring Pages
- Manage Freshness Reminders
- Manage Contacts

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- **Manage Notes**

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, or delete pages. Remove individual items by clicking the associated delete icon ⚪, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.
Customizable Left Panel

The left pane of the CommonSpot workspace provides convenient links to commonly accessed tasks and tools.

At installation, the left pane displays as shown above, with the Page Tools, Page View, Page Details, Page Contributors and Community options displayed as accordion panels and the following displayed as icons:

- Customize left pane
- Page Performance
- Page Versions

With appropriate permissions, you can personalize the left pane by choosing icon or panel display, showing/hiding panels, and setting order.

Site administrators define the level of access to each panel, set default display, and can show/hide or create custom panels for individual or organizational needs.

See “Left Pane Settings” in the CommonSpot Administrator’s Reference for information on site-level configuration options for the left pane.

Customize Left Pane

With appropriate permissions, you can show/hide and change the order of items in the CommonSpot left pane and display them as icons or panels. The site administrator sets permissions to customize left-pane options through Site Properties/Settings – Left Pane Settings, and may also add or remove panes from your display.
Click the Customize Panels icon in the CommonSpot left pane.

![Customize Panels](image)

The Customize Left Pane dialog displays. Click to sort alphabetically by name or description.

Click a dropdown in the Display column to view or change options for individual left pane item, then click Save to keep your changes or Cancel to exit without saving.

<table>
<thead>
<tr>
<th>Display</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>as a panel</td>
<td>Page Tools</td>
<td>Displays status, information, and tools for the current page.</td>
</tr>
<tr>
<td>as an icon hidden</td>
<td>Page View</td>
<td>Displays change, approval status, and view options for the current page.</td>
</tr>
<tr>
<td>as a panel</td>
<td>Page Details</td>
<td>Displays various properties for the current page, with locking and activation options.</td>
</tr>
<tr>
<td>as an icon</td>
<td>Page Contributors</td>
<td>Identifies contributors and their publishing history for the current page.</td>
</tr>
<tr>
<td>as an icon</td>
<td>Page Versions</td>
<td>Displays options for viewing and comparing versions for the current page.</td>
</tr>
<tr>
<td>as an icon</td>
<td>Page Performance</td>
<td>Displays information regarding performance for the current page.</td>
</tr>
</tbody>
</table>

Once you decide which items you want in the left pane, you can change the order items, by clicking and dragging to reposition, as shown below.

**Customize Left Pane**

Use the control below to customize which panels appear in the left pane and in what order. Toggle a panel display by clicking the checkbox in the first column. Position the panels by dragging and dropping them into the desired order.

<table>
<thead>
<tr>
<th>Display</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>as a panel</td>
<td>Page Tools</td>
<td>Displays status, information, and tools for the current page.</td>
</tr>
<tr>
<td>as a panel</td>
<td>Page Details</td>
<td>Displays various properties for the current page, with locking and activation options.</td>
</tr>
</tbody>
</table>
Page Tools

This panel provides summary information (including counts) and interactivity options for the current page.

Click a link to view details.

For details on using Quick Links, see the following:

- Subscription
- Link Validation
- Referring Pages
- Usage Statistics
- Create Work Request
Active Freshness Reminders

This dialog displays your freshness reminders for the current page. Access this dialog when viewing a page in author mode by clicking Active Freshness Reminders in the Page Tools left panel.

### Active Freshness Reminders

The following lists the Freshness Reminders for the 'Test Page 1 22 Oct' page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Remind On</th>
<th>Assigned To</th>
<th>Owner</th>
<th>Private</th>
<th>State</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test page</td>
<td>2009-11-03</td>
<td>Webmaster</td>
<td>Webmaster</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

**Add Freshness Reminder**

Showing 1 record.

Filter using the Type or State dropdown. State is Active for freshness reminders that currently require attention, the default for this view. See Manage Freshness Reminders for details on other states.

Click the edit icon to revise reminder name, assignment, schedule, or description.

Click the copy icon to duplicate a reminder, to save time creating frequently used or assigned reminders.

A checkmark in the Private column indicates a reminder visible to the owner only. The reminder shown above is available for public viewing.

Click the snooze icon to temporarily ignore a reminder. State remains scheduled and dismiss option remains available.

Click the dismiss icon to permanently ignore a reminder.

Click the delete icon to permanently remove a reminder.

Click Add Freshness Reminder to create a new shared or private reminder.

### Broken Links

CommonSpot regularly runs a scheduled process to review and report on link status. This process displays summary results for the current page under Notifications in the Page Tools left panel and lists site–wide results in the Report of Pages with Broken Links (available from the top–level Reports menu).

From the Page Tools left panel, click Broken Links to review link problems. This dialog displays a list of broken links. Click the link to highlight it on the page. Edit to correct the link or remove it from the current page.
Broken Links

The following broken links are present on this page. Click any of the links below to highlight the broken link on the page. To re-validate the links, press the 'Validate Links' button.

<table>
<thead>
<tr>
<th>URL</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://yagoo.com">http://yagoo.com</a></td>
<td>Current</td>
</tr>
</tbody>
</table>

CommonSpot also generates a report on affected links for Delete Page operations. See Delete Conflicts and Warnings.

Use the CommonSpot Referring Pages function to easily see all pages within the site that have links to the current page. Select Referring Pages from the Links menu or from the Page Tools left panel under Quick Links to view pages pointing to the current page.

See the Links Menu for more information on using this and other options to manages links.
Page View

Use the Page View left panel option to view a summary of changes for the current page. Click Published Version to toggle between edit mode and the current public version of the page.

Click My Changes in this panel to view your changes only, or All Changes to see other contributors' work in progress and work pending approval.

This dialog displays status for components of the current page. See Work In Progress and Approval Icons and Edit Mode Icons.

Page Details

This pane displays useful background information about the current page: document title, file name, owner, category, description, any keywords or tags, publication and date created, locked by.

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From within this pane in Author mode, an author, editor, designer, or administrator can:

- Lock a page to prohibit another user from working on the page
- Activate/deactivate a page

This feature is helpful for protecting content during edits that require a significant amount of time.

CommonSpot allows only one person to author a page at a time. However, when that person has logged out or the session has expired, other users with the appropriate permissions may modify the page. When a page is locked, only the person who locked it has Author mode access.

See Lock/Unlock Page and Inactive Pages.

Page Contributors

Use this pane to see who has worked on the current page. If enabled, displays contributors’ email addresses. Use this as a convenient way to contact contributors for specific pages and specific page changes. Click to email.
Page Versions

Use this panel to review earlier versions of the current page and related comment history, if any, or to compare any two versions, using the CommonSpot Visual Difference tool.

CommonSpot records a new page version each time content is published. Publishing occurs on submit for an individual page Element or for an entire page, when either no approval is required or when approval is required and then granted.

This panel displays the following options:

Change: Click to reset the time frame for showing page versions. The Versions to Show dialog displays. Defaults to the site standard set through Admin – Subsite Administration – Properties – Version History.

Click to select a page version to view. Your selection is highlighted as shown above for 2010–1–25 and that version of the current page displays in the main browser window.

View Comment History: Optionally view comments for the current page version. The Version Comment History dialog displays.

To compare two page versions click to select, then click Select 2 versions and show visual difference. The Visual Difference dialog displays.

Click the top-most version in the Page Versions left panel to return to the current version.

Versions to Show

Use this dialog to set the time period for viewing earlier versions of the current page. Subsite administrators assign site-wide settings for page version display through Subsite Administration – Properties – Version History. The default is 30 days.
Click Use site settings to accept the site default, or override site settings by entering an appropriate value between 1 and 999.

**Versions to Show**

Please enter the following information to determine how many versions to show when viewing version history for this page/template.

- **Use site settings (30 Days)**
  
  Show [30] days worth of version history.

From the Page Versions left panel click the Change link.

Click Save to keep your changes or Cancel to exit without saving.

**Version Comment History**

Use this dialog to review comments made for a particular page version. Comments display with a Date/Time stamp, the associated publishing Action, the User responsible, comment text, and the object commented on. Click to sort by column head. Click the Version or Action dropdowns to sort comments by version or by state associated with the comment, as shown below for the Published state.

**Version Comment History**

The following displays the history of actions and comments for the selected version of the page 'Welcome'.

- **Version:** All Versions
- **Action:**
  - Published
  - Submitted
  - Approved
  - Rejected

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Action</th>
<th>User</th>
<th>Comment</th>
<th>Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-12-15 17:40:10</td>
<td>Published</td>
<td>Webmaster</td>
<td>Published</td>
<td>Link bar</td>
</tr>
<tr>
<td>2009-12-15 17:40:50</td>
<td>Published</td>
<td>Webmaster</td>
<td>No Description Given.</td>
<td>Link bar</td>
</tr>
<tr>
<td>2009-12-24 16:55:23</td>
<td>Published</td>
<td>Webmaster</td>
<td>No Description Given.</td>
<td>Bulleted List of Textblocks</td>
</tr>
<tr>
<td>2009-12-24 16:51:37</td>
<td>Published</td>
<td>Webmaster</td>
<td>No Description Given.</td>
<td>Bulleted List of Textblocks</td>
</tr>
<tr>
<td>2009-12-21 14:32:11</td>
<td>Published</td>
<td>Webmaster</td>
<td>need link information</td>
<td>Drop Down List of Links</td>
</tr>
<tr>
<td>2009-01-16 03:33:40</td>
<td>Published</td>
<td>Webmaster</td>
<td>initial revision for demo site</td>
<td>DHTML Menu</td>
</tr>
</tbody>
</table>

Showing 18 records.

Left panel Page Versions > click view comment history
Visual Difference

In the Page Versions left panel, select any two versions and click Visual Difference to display this dialog. This feature is particularly useful for approvers or anyone who needs to sign off on changes made by an author.

Choose from two options for viewing edits: Red–lined Comparison or Side–by–Side Comparison. The Red–lined Comparison tab shows primarily textual changes using a color–coded system, highlighting additions and deletions. The Red–lined Comparison may not pick up style, color, or layout changes. You can see these more clearly by using the Side–by–Side Comparison option.

Visual Difference
The “Red-lined Comparison” tab displays primarily textual differences between the two versions by color-coding, highlighting additions and deletions. The “Side-by-Side Comparison” tab helps visualize formatting or layout differences between the two versions in a “Side by Side” comparison.

Red–Lined Comparison Tab
The Red–lined Comparison tab displays a window with changes marked up in color–coded text. Additions appear with a yellow highlight, deletions with red strikethrough. A legend for the color–coded system appears in the lower left–hand corner of the dialog, as shown above.

In addition to text changes you can also view changes to images and formatting.
Side–by–Side Comparison Tab

The Side–by–Side Comparison Tab shows two windows side by side, providing a WYSIWYG comparison of the published and work in progress versions. This tab provides an option to scroll both windows at the same time, allowing for easy comparison. Or you can scroll each frame individually. The image below is a side–by–side comparison of a page’s previous version.

Visual Difference

The "Red-lined Comparison" tab displays primarily textual differences between the two versions by color-coding, highlighting additions and deletions. The "Side–by–Side Comparison" tab helps visualize formatting or layout differences between the two versions in a "Side by Side" comparison.

Revert Content

You can also invoke Visual Difference in author mode by selecting Compare from a Work in Progress, Pending Approval, or Approval item, or by selecting the Visual difference icon for any page in My CommonSpot. Accessing Visual difference this way displays the current version compared to the most recent version. You can’t select from multiple versions to compare.
While comparing the current version with the most recent version through either of these methods, switching to Author Mode displays the revert content icon for identifying Element changes (any change that required resubmission at the element level). Use this option to “roll back” changes.

Click the revert icon to restore Element content and/or format to the most recent version. The effect of this action displays at the end of the More menu, as shown.
Page Performance

You can optionally view load times for the current page. Use this panel to evaluate problem pages or to optimize page display.

Toggle Enable/Disable Performance Reporting to activate/deactivate rendering time reporting for the current page and page components.

With performance reporting enabled, click Reload to review both dynamic and cached page content performance.

Click Invalidate Cache to view page execution times without content caching. Each page component renders dynamically in real time for your review.

CommonSpot reports total response time in milliseconds, summarizing rendering time for all Elements and providing rendering time breakdowns for each Element in the current page, as shown for the container Elements below.

Mouse over the Pre and Post links to view before-and-after status.
Keyboard Shortcuts

Keyboard shortcuts are available for a number of commonly-used CommonSpot menu and menu bar options. Note that the focus must be on the CommonSpot page for these to work.

Login/Logout Alt-Shift-0
Read Mode Alt-Shift-1
Author Mode Alt-Shift-2
Edit Mode Alt-Shift-3
Approve Mode Alt-Shift-4
Preview On/Off Alt-Shift-5
Show Container Tools Alt-Shift-6
Show Element Tools Alt-Shift-7
Show New Element Links Alt-Shift-8
Standard Metadata Alt-Shift-9

Note: Keyboard shortcuts are not available on the Mac.
CommonSpot Menus

CommonSpot's unique authoring model enables content creators and reviewers to edit and approve content directly within the context of the page. CommonSpot provides intuitive user interface components to guide you in performing site tasks.

The main tools and page-level options are contained within the CommonSpot Menus. All menu options are context-specific depending on the permissions of the user logged in.

- My Content
- New Menu
- Tools Menu
- Reports
- Admin Menu
- Properties Menu
- Actions Menu
- Manage Menu
- Links Menu
- Templates Menu
- View Menu
My Content

My Content displays personalized views of content you own or have rights to, with work-in-progress, review, and approval status. Each My Content option displays with

<table>
<thead>
<tr>
<th>My Content</th>
<th>New</th>
<th>Tools</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Pages...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Page Sets...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Images...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Templates...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Uploaded Documents...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Registered URLs...</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

My Pages

Use My Pages to quickly access all the pages you currently own within the current site. Specify search criteria to select pages to review status and easily update page metadata, security, and keywords and to view referring pages. You can also use this view to batch copy, move, and delete pages.

Click My Content – My Pages. The My Pages dialog displays. Click a column head to sort by Date, Title, State, or Subsite location, for fast page access.

You can set search criteria to filter results: results include some or all of the following options:

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.
Search Using – These options vary according to the content type targeted by the current Choose or Find operation. Select all for the broadest search, or filter using Metadata (Properties), your personal tags, or full-text search criteria.

Subsite – Select from the dropdown, or click the subsite search icon ☀. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:

- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc...

Click Filter to apply and display items that meet your criteria.

Click ☐ Select Date Options. A green checkmark indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates.

Click to sort by column head.

The Date column uses values defined by Select Date Options

Click an item in the Page Title column to display that page in the main browser window, for quick review.

The State column indicates status for each page in this report with a green check mark for currently active pages and the standard CommonSpot work-in-progress and approval process icons. See Content States and Work In Progress and Approval Icons for details

❑ Blue W indicates Work in Progress by others.

❑ Orange P indicates pending my approval.

❑ Yellow W indicates my newly created or modified content in a Work in Progress state, not ready for publishing.

For more information, see Content States, Page View Modes, and the View Menu.
In the Actions column, clicking the edit icon displays following.

Select a mode for viewing the page. Selecting All Changes or My Changes, as shown above, opens the selected page for editing. Approvals opens the page for your review and approval.

Clicking the Metadata & Security icon, as shown below, displays the following options.

Select a page information option.


Details: Displays specifics for the selected page, template, or uploaded file. See Page Details, Template Details, and Uploaded Document Details, for information presented for these file types. The Details option does not display for registered URLs.


My Tags: Displays any personal tags associated with the page, template, or uploaded file. See My Tags.

Clicking the More Actions icon for a selected item displays the following options:

- Subscribe to Changes
- Create Work Request
- Change Owner
- Lock/Unlock Page
- View Usage Statistics
- View Referring Pages
- Manage Freshness Reminders
- Manage Contacts
- Manage Notes
More Actions: Click one or more checkboxes and select the appropriate option from the More Actions drop-down to copy, move, or delete pages. Remove individual items by clicking the associated delete icon \( \text{\textregistered} \), or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.
Page Security

In some cases, permissions assigned for a subsite are either too general or too restrictive for a page or template. For these cases, CommonSpot permits page administrators to customize permissions to suit the specific requirements for a page or template. Permissions assigned for a page or for a template supersede those assigned for a site.

Access this dialog in Author mode for the page, and select Security from the Manage menu to customize page permissions. You can also access this dialog by clicking the security icon for an item in page and template reports and search results.

Page Security

The following identifies the explicitly assigned permissions for the 'Welcome' page.

![Permissions for this page have been customized. To remove the customization and restore the default permissions for this page, click the Restore Default Security button.]

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Permission</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Anonymous Users</td>
<td>Read</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Authenticated Users</td>
<td>No Rights</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Webmasters</td>
<td>Read, History, Author, Edit, Design, Style, Admin</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>Webmaster</td>
<td>Read, History, Author, Edit, Design, Style, Admin</td>
<td></td>
</tr>
</tbody>
</table>

Add User  Add Group

Showing 4 records.

The first section indicates if any custom permissions are defined for the page. These permissions override those created at the site level, unless they were enforced. Optionally click the Restore Default Security button to remove customizations and revert to standard permissions defined for the subsite.

Groups and users display with associated permissions. Click column heads to sort by Type, Name, or Permission. Permission type is indicated by the display:

- Read (normal text) – User or group has modifiable Read permissions for this page.
- Read (red) – User or group has permissions enforced for either the site or one or more of the templates the page is based on. You cannot override these permissions.

To change permissions for an existing user or group, click the icon to display the Add Page Permissions dialog in edit mode.

To grant permissions for a new user or group, click Add Group or Add User to open the Page Security – Add User or Page Security – Add Group dialogs.

Page Security – Add User

Use this dialog to grant individuals access to the current or selected page. Access this dialog by clicking Add User in the Page Security dialog.
**Page Security - Add User**

Please select one user/group and click 'Next' to assign permissions.

User records created through the Administrator – User Administration function display in the Add Users dialog. Use this dialog to add existing users to groups and organizations at the server, site, subsite, or customer administration levels, or to select users for explicit permission assignments in dialogs that include the Add User(s) option.

This dialog is a standard part of CommonSpot security operations such as Left Pane Security – Add Users, Image Security – Add User, Subsite General Security – Add Users, Custom Element Security – Add Users, Page Security – Add Users, etc.

Please select user(s)/group(s) from the list and click 'Next' to assign permissions.

Use the links at the top to view Users by Name or Users by Group.

Click column heads to sort names alphabetically or by email, or refine your search by selecting from the drop-downs and optionally entering a value in the text field and clicking Filter, or combine dropdown and text field options with alphanumeric selections and click Filter as shown above for names beginning with E. These filters are useful for limiting results if your installation has many users.

Click the Clear button to empty the text entry field.

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Click checkboxes to select users. Choices display in the Selected box. Click ✗ to remove individual users, as shown below, or click Clear All to deselect all users. When you are finished, click Add Selected if you’re updating a group, as shown below, or click Next to complete security assignments, as show above.

### Users by Name

<table>
<thead>
<tr>
<th>User Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ admin-issues1, 2</td>
<td><a href="mailto:a@b.com">a@b.com</a></td>
</tr>
<tr>
<td>✅ admin-issues3, admin-issues3</td>
<td><a href="mailto:admin-issues3@pthin.com">admin-issues3@pthin.com</a></td>
</tr>
<tr>
<td>✅ admin-issues4</td>
<td></td>
</tr>
<tr>
<td>✅ admin-root, admin</td>
<td><a href="mailto:admin-root@paperthin.com">admin-root@paperthin.com</a></td>
</tr>
<tr>
<td>✅ commonspt, admin</td>
<td><a href="mailto:admin@paperthin.com">admin@paperthin.com</a></td>
</tr>
<tr>
<td>✅ Non, Contributor</td>
<td><a href="mailto:b@c.com">b@c.com</a></td>
</tr>
<tr>
<td>✅ sssss, aaaa</td>
<td><a href="mailto:a@cb.com">a@cb.com</a></td>
</tr>
</tbody>
</table>

**Selected:**

- admin-issues3, admin-issues3 ✗ admin-issues4 ✗ admin-root, admin ✗

[Add Selected] [Cancel]

Click Next to display Add Page Permissions for setting permissions that control the level of interaction allowed for individual pages.

### Page Security – Add Group

Use this dialog to grant groups access to the current or selected page. Access this dialog by clicking Add Group in the Page Security dialog.

### Page Security - Add Group

Please select one user/group and click 'Next' to assign permissions.
Group records created through the Administrator – Group Administration function display in the Add Group(s) dialog. Use this dialog to:

- Include one or more existing groups in a new group
- Give one or more existing groups explicit security permissions

This dialog displays with a function-specific title for all CommonSpot operations that include the Add Group(s) option (for example, Group Administrator(s) – Add Groups, Element Security – Add Groups, Server General Security – Add Groups, Field Security – Add Groups, Shortcut Security – Add Groups, etc.).

Although the Add Groups dialog is functionally the same, different security options apply to each case.

Use the links at the top to view Groups by Name or Users by Group membership.

Click column heads to sort group names alphabetically or by description, or, for installations with a large number of groups, refine your search through dropdown/text entry field combinations and click Filter, as shown below for Group names ending with Editors.

Click Clear to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click x to remove individual users, as shown below, or click Clear All to deselect all users.

When you are finished, click Add Selected to update a group, as shown above, or click Next as shown below to complete security assignments for the selected groups.
Click Next to display Add Page Permissions for setting permissions that control the level of interaction allowed for individual pages.

### Add Page Permissions

Use the Add Page Permissions dialog to set permissions that control the level of interaction allowed for individual pages. Accessing this option requires administrative rights to the page. Assigning edit rights to a group or user enables the Work on this Page (All Changes) in the View menu in author mode. This dialog displays in edit mode, as shown below, for existing users or groups.

**Edit Page Permissions**

Assign the desired permissions by checking the appropriate check boxes. Press OK to update the permissions or Cancel to close.

This dialog displays the following options.
User/Group: Displays the name of the user or group whose permissions you’re viewing or changing. CommonSpot displays email addresses for individual users.

Permissions: Displays the following standard CommonSpot options for controlling access to the current page:

- **Read**: Grants permission to view, but not modify, the page.
- **History**: Grants permission to review page versions and comment history.
- **Author**: Grants permission to update and revise the page.
- **Edit**: Grants permission to view and modify all page changes, to delete, copy, and move the page, to modify standard and custom properties, and to view or change security settings.
- **Design**: Grants permission to view and modify template and element controls affecting page display and layout.
- **Style**: Grants permission to view or change page styles.
- **Admin**: Grants permission to delete, copy, and move the page, modify standard and custom properties, and view or change security settings.

Grayed–out checkboxes indicate non–modifiable permissions enforced at the site or template level, as shown below for the group Webmasters.

Approval: Displays approval roles set through Site Administration Approval Levels options. Select from the dropdown to optionally assign these explicit rights.

Select the appropriate options and click Save to set or change permissions, or Cancel to exit without saving.

---

**Group:**

- **Webmasters** - Users with administrative permissions for the demo site

**Permissions:**

- Read
- Author
- Edit
- Design
- Style
- Admin

My Page Sets

If your site uses Page Sets, use this dialog to view, copy, move, or create groups of pages that are managed as sets. You can also use this dialog to delete page sets no longer in use. Note that this does not affect pages that are members of page sets, just the groupings themselves. This dialog displays page sets you have rights to. See the Page Set Element in the CommonSpot Element Reference for more information on implementing page sets.

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My Page Sets

The following lists the page sets that you are owner for.

Filter My Page Sets:

- Search Criteria:
- Subsite:
- Date Restrictions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Title</th>
<th>Subsite</th>
<th>Members</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-11-02</td>
<td>2nd Nov Page set 1</td>
<td>/demo/</td>
<td>q</td>
<td></td>
</tr>
<tr>
<td>2009-11-02</td>
<td>2nd Nov Page set</td>
<td>/demo/</td>
<td>q</td>
<td></td>
</tr>
<tr>
<td>2009-10-30</td>
<td>Test Demo page set 2</td>
<td>/demo/</td>
<td>q</td>
<td></td>
</tr>
<tr>
<td>2009-10-30</td>
<td>Test Demo page set 1</td>
<td>/demo/</td>
<td>q</td>
<td></td>
</tr>
<tr>
<td>2009-10-28</td>
<td>Test Page set today</td>
<td>/demo/</td>
<td>q</td>
<td></td>
</tr>
<tr>
<td>2009-10-28</td>
<td>Test Page set 2</td>
<td>/demo/</td>
<td>q</td>
<td></td>
</tr>
<tr>
<td>2009-10-28</td>
<td>Test Page set 1</td>
<td>/demo/</td>
<td>q</td>
<td></td>
</tr>
</tbody>
</table>

You can set search criteria to filter results: results include some or all of the following options:

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

Search Using – These options vary according to the content type targeted by the current Choose or Find operation. Select all for the broadest search, or filter using Metadata (Properties), your personal tags, or full-text search criteria.

Subsite – Select from the dropdown, or click the subsite search icon. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:

- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc…
Click Filter to apply and display items that meet your criteria.

Click ★ Select Date Options. A green checkmark indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created
- Publication Date – Filters results based on release for publication.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates.

Click to sort by column head.

The Date column uses values defined by Select Date Options.

Click an item in the Page Title column to display that page set in the main browser window, for quick review.

The Subsite column displays the location using this page set.

Members Counts the number of pages in the page set. Click to view current members, or , if zero, to add members.

In the Actions column, clicking the Edit icon, as shown below, displays the following options

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, or delete pages. You can remove individual items by clicking the associated delete icon 🗑, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.

Page Set Members

The Page Set Members dialog lets you add or delete pages from a Page Set.

Page Set Members
Add new pages by clicking the ‘Add Members’ link below. Then click and drag the page set members into the sequence you would like them to appear in your page set.

Page Set Properties

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Title</th>
<th>State</th>
<th>Subsite</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-03-24</td>
<td>Alpha Phi Alpha Fraternity</td>
<td>✔</td>
<td>/demo/campuslife/</td>
<td></td>
</tr>
<tr>
<td>2010-03-24</td>
<td>American Marketing Association</td>
<td>✔</td>
<td>/demo/campuslife/</td>
<td></td>
</tr>
</tbody>
</table>

Access this dialog in author mode for existing page sets from My Content – My Page Sets. Click a link in the Members column to view or create page set members. See Create Page Set and Create New Page Set for creating new page sets.

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Click the properties link to display or change Standard Properties or Custom Properties.

Click the Security option to view or change permissions through Page Set Security.

Page Set Members
Just click and drag the page set members: your changes, and Cancel to return with.

In the Actions column, clicking the edit icon displays the following.

Select a mode for viewing the page. Selecting My Changes or All Changes, as shown above, opens the selected page for editing.

Click the remove icon to remove an individual page from the current page set, or select multiple items, click Remove Selected from the More Actions dropdown, then click Go.

Clicking Add Members displays the Choose Page dialog for selecting page set members.

Page Set Security

When necessary, you can set Page Set security exceptions to those assigned at the site or subsite level. Custom permissions supersede other assignments. Access this dialog in author mode for existing page sets from My Content – My Page Sets. Select Security from the Metadata & Security icon menu as shown below to customize page set permissions.

You can also access this dialog as part of the Add User or Add Group process through the Create New Page Set option
Page Security

The following identifies the explicitly assigned permissions for the 'Welcome' page.

Permissions for this page have been customized. To remove the customization and restore the default permissions for this page, click the 'Restore Default Security' button.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Permission</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Anonymous Users</td>
<td>Read</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Authenticated Users</td>
<td>No Rights</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Webmasters</td>
<td>Read, History, Author, Edit, Design, Style, Admin</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>Webmaster</td>
<td>Read, History, Author, Edit, Design, Style, Admin</td>
<td></td>
</tr>
</tbody>
</table>

Add User  Add Group

Showing 4 records.

The first section indicates if any custom permissions are defined for the page set. These permissions override those created at the site level unless they were enforced. Optionally click the Restore Default Security button to remove customizations and revert to standard permissions defined for page sets.

Groups and users display with associated permissions. Click column heads to sort by Type, Name, or Permission. Permission type is indicated by the display:

- Read (normal text) – User or group has modifiable Read permissions for this page.
- Read (red) – User or group has permissions enforced for either the site or one or more of the templates the page is based on. You cannot override these permissions.

To change permissions for an existing user or group, click the edit icon to display the Edit Page Permissions.

To grant permissions for a new user or group, click Add Group or Add User to open the Page Set Security – Add User or Page Security – Add Group dialog.

Page Set Security – Add User

Use this dialog to grant individuals access to the current or selected page. Access this dialog by clicking Add User in the Page Set Security dialog.

Page Set Security – Add User

Please select one user/group and click 'Next ' to assign permissions.

Users by Name  Users by Group

<table>
<thead>
<tr>
<th>User Name</th>
<th>Begins With</th>
<th>Filter</th>
<th>Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name  Email

User records created through the Administrator – User Administration function display in the Add Users dialog. Use this dialog to add existing users to groups and organizations at the server, site, subsite, or customer administration levels, or to select users for explicit permission assignments in dialogs that include
Add User(s) option. This dialog is a standard part of CommonSpot security operations such as Left Pane Security – Add Users, Image Security – Add User, Subsite General Security – Add Users, Custom Element Security – Add Users, Page Security – Add Users, etc.

Please select user(s)/group(s) from the list and click 'Next' to assign permissions.

![Users by Name](image)

Use the links at the top to view Users by Name or Users by Group. Click column heads to sort names alphabetically or by email, or refine your search by selecting from the dropdowns and optionally entering a value in the text field and clicking Filter, or combine dropdown and text field options with alphanumeric selections and click Filter as shown above for names beginning with E. These filters are useful for limiting results if your installation has many users. Click the Clear button to empty the text entry field. Click checkboxes to select users. Choices display in the Selected box. Click X to remove individual users, as shown below, or click Clear All to deselect all users. When you are finished, click Add Selected if you’re updating a group, as shown below, or click Next to complete security assignments, as show above.
Click Next to display Edit Page Set Permissions for setting permissions that control the level of interaction allowed for this page set.

Page Set Security – Add Group

Use this dialog to grant groups access to the current or selected page set. Access this dialog by clicking Add Group in the Page Set Security dialog.

Page Set Security – Add Group

Please select one user/group and click 'Next' to assign permissions.
Group records created through the Administrator – Group Administration function display in the Add Group(s) dialog. Use this dialog to:

- Include one or more existing groups in a new group
- Give one or more existing groups explicit security permissions

This dialog displays with a function-specific title for all CommonSpot operations that include the Add Group(s) option (for example, Group Administrator(s) – Add Groups, Element Security – Add Groups, Server General Security – Add Groups, Field Security – Add Groups, Shortcut Security – Add Groups, etc.).

Although the Add Groups dialog is functionally the same, different security options apply to each case.

Use the links at the top to view Groups by Name or Users by Group membership.

Click column heads to sort group names alphabetically or by description, or, for installations with a large number of groups, refine your search through dropdown/text entry field combinations and click Filter, as shown below for Group names ending with Editors.

Click Clear to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click ✗ to remove individual users, as shown below, or click Clear All to deselect all users.

When you are finished, click Add Selected to update a group, as shown above, or click Next as shown below to complete security assignments for the selected groups.
Click Next to display Edit Page Set Permissions for setting permissions that control the level of interaction allowed for this page set.

**Edit Page Set Permissions**

Access this dialog from the Page Set Security dialog.

Use the Edit Page Set Permissions dialog to set permissions that control the level of interaction allowed for individual page sets. Accessing this option requires administrative rights to the page set. This dialog displays in edit mode, as shown below, for existing users or groups or for new page set permission assignments.

**Edit Page Set Permissions**

Assign the desired permissions by checking the appropriate checkboxes. Press OK to update the permissions or Cancel to close.

**User:**

**Webmaster**

E-Mail: webmaster@commonspt.edu

**Permissions:**

- [ ] Author
- [x] Admin

This dialog displays the following options.
User/Group: Displays the name of the user or group whose permissions you’re viewing or changing. CommonSpot displays email addresses for individual users.

Permissions: Displays a subset of the standard CommonSpot options for controlling access. Designer and other rights are controlled at the page level:

Author: Grants permission to update and revise the page set.
Admin: Grants permission to delete, copy, and move the page set, modify standard and custom properties, and view or change security settings.
Grayed-out checkboxes indicate non-modifiable permissions enforced at the site or template level.

Select the appropriate options and click Save to set or change permissions, or Cancel to exit without saving.

Delete Page Sets Confirmation

Use this dialog to review status for pages you have selected for deletion. For deleting a single page set, with no active dependencies, CommonSpot displays the following message type.

Delete Page Sets Confirmation

There are no reference to the CommonSpot page sets '10180 Page Set'.
Are you sure you wish to delete it? This action cannot be undone.

For multi-page set deletion, CommonSpot displays dependency status:

OK indicates no current dependencies for the page set, as shown below. See Delete Conflicts and Warnings for other conditions.

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My Images

Use this dialog to view, copy, move, or delete images that you own. See Working with Images and The CommonSpot Image Editor and Gallery for procedural information on including images in your CommonSpot pages.

See Image Elements in the CommonSpot Element Reference for details on creating and managing images.
Click to sort by column head. Mouseover an item in the Image Filename column for popup preview, as shown below:

In the Actions column, clicking the preview icon displays Image Preview, for full-size image viewing.

Clicking the More Actions icon displays the following options:

- **Properties** – Click to display standard properties and any defined custom image properties for the selected image. See the Site Administrator Page Creation/Properties UI option for information on how options displayed here are defined.
- **Edit Image** – Click to change image size, rotation, brightness, and other standard attributes.
- **Upload New Version** – Click to replace the current version.
- **Details** – Click to display the Image Details dialog for reviewing image dimensions and creation information.
- **Security** – Displays the Image Security dialog for viewing or changing permissions for this image.
- **Change Owner** – Click to display the Change Ownership dialog for choosing a new image owner
- **Image Version History** – Click to view creation and revision information for this image and optionally replace the current image with an older version
- **My Tags** – Click to view or create personalized keywords for this image.

Click **Upload New Image** to add a new image to the Image Gallery. See the CommonSpot Contributor’s Reference for details on using this option.
Image Preview

Click the magnifier icon to preview images before selecting or modifying them for your pages. This option is available from My CommonSpot – My Images and image search results dialogs.

In search results, check Auto Preview to preview on mouseover, as shown.

Choose Image – Search Results

Your search found the following images. If you don’t see what you were looking for, upload a new.

Delete Image Confirmation

Use this dialog to review status for images you have selected for deletion. CommonSpot displays similar dialogs for pages, uploaded files, and URLs. For deleting a single image, with no active dependencies, CommonSpot displays the following message type.
Delete Image Confirmation

There are no reference to the CommonSpot image 'Bio-Mike_1.png'.
Are you sure you wish to delete it? This action cannot be undone.

Delete   Cancel

For deleting a single image with active dependencies, the following message type displays.

Delete Image Confirmation

There is 1 references to the CommonSpot image 'campus-admin-building.jpg'. Deleting it will cause the reference to be broken.
Are you sure you wish to delete it? This action cannot be undone.

View Referring Pages   Delete   Cancel

Optionally, click View Referring Pages before deleting to display the Referring Pages dialog for fixing links. Click Delete to permanently remove the selected pages or Cancel to exit without deleting.

For delete operations that break important dependencies, the Delete Conflicts and Warnings dialog prompts you to create new associations or to delete dependent objects first.

Image Security

Default subsite permissions apply to images used in the subsite unless you override them using the Image Security dialog. This dialog lets you add and delete users and groups, and edit permissions of each for this particular image.
Image Security

The following identifies the permissions for the 'admissions_1.jpg' image. These are the default permissions for the subsite where the image is located (admission).

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Permission</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Webmasters</td>
<td>Author, Admin</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Web Communications Editors</td>
<td>Author</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>tester T tester</td>
<td>Author, Admin</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>Webmaster</td>
<td>Author, Admin</td>
<td></td>
</tr>
</tbody>
</table>

Add User  Add Group

Showing 4 records.

To edit permissions for users and groups, click the icon to invoke the Edit Image Permissions dialog.

Groups and Users display with associated permissions. Click column heads to sort by Type, Name, or Permission. The permission type is indicated by the display:

- **Author** (normal text) – User or Group has modifiable Author or Admin permissions for this image.
- **Read** (red) – User or Group has Author or Admin permissions enforced for either the subsite or for this specific image. This permission cannot be overridden.

To edit permissions for an existing user or group, click the name of the user or group or click the edit icon to invoke the **Edit Image Permissions** dialog.

To grant permissions for a new user or group, click Add Group or Add User to open the **Image Security Add User** or the **Image Security Add Group** dialog.

Click the delete icon to remove permissions for this image for an individual or check the boxes to select multiple individuals or groups and click Delete Selected from the More Actions dropdown and click Go.

Click Next to assign image rights through **Edit Image Permissions**.

Image Security Add User

Use this dialog to override subsite permissions for a specific image.

Image Security - Add User

Please select one user/group and click 'Next ' to assign permissions.
User records created through the Administrator – User Administration function display in the Add Users dialog. Use this dialog to add existing users to groups and organizations at the server, site, subsite, or customer administration levels, or to select users for explicit permission assignments in dialogs that include the Add User(s) option.

This dialog is a standard part of CommonSpot security operations such as Left Pane Security – Add Users, Image Security – Add User, Subsite General Security – Add Users, Custom Element Security – Add Users, Page Security – Add Users, etc.

Please select user(s)/group(s) from the list and click 'Next' to assign permissions.

Use the links at the top to view Users by Name or Users by Group.

Click column heads to sort names alphabetically or by email, or refine your search by selecting from the drop-downs and optionally entering a value in the text field and clicking Filter, or combine dropdown and text field options with alphanumeric selections and click Filter as shown above for names beginning with E. These filters are useful for limiting results if your installation has many users.

Click the Clear button to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click to remove individual users, as shown below, or click Clear All to deselect all users. When you are finished, click Add Selected if you’re updating a group, as shown below, or click Next to complete security assignments, as show above.
Click Next to assign image rights through Edit Image Permissions.

Image Security Add Group

Use this dialog to override group subsite permissions for a specific image.

**Image Security - Add Group**

Please select one user/group and click "Next" to assign permissions.

Group records created through the Administrator – Group Administration function display in the Add Group(s) dialog. Use this dialog to:

- Include one or more existing groups in a new group
- Give one or more existing groups explicit security permissions
This dialog displays with a function–specific title for all CommonSpot operations that include the Add Group(s) option (for example, Group Administrator(s) – Add Groups, Element Security – Add Groups, Server General Security – Add Groups, Field Security – Add Groups, Shortcut Security – Add Groups, etc.).

Although the Add Groups dialog is functionally the same, different security options apply to each case.

Use the links at the top to view Groups by Name or Users by Group membership.

Click column heads to sort group names alphabetically or by description, or, for installations with a large number of groups, refine your search through dropdown/text entry field combinations and click Filter, as shown below for Group names ending with Editors.

Click Clear to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click \(\times\) to remove individual users, as shown below, or click Clear All to deselect all users.

When you are finished, click Add Selected to update a group, as shown above, or click Next as shown below to complete security assignments for the selected groups.
Click Next to assign the selected group image rights through Edit Image Permissions.

Edit Image Permissions

Use the Edit Image Permissions dialog, to add or remove permissions for a selected image. Users must have Upload image permissions defined at the subsite level to receive edit permissions here.

You cannot modify enforced permissions, as shown below for webmasters with Admin privileges. Available permissions are defined by administrators.

My Templates

Use this dialog to view or change status for templates for which you have privileges.

In author mode, access this dialog by choosing My Templates from the My Content menu.
You can set search criteria to filter results: results include some or all of the following options:

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

Search Using – These options vary according to the content type targeted by the current Choose or Find operation. Select all for the broadest search, or filter using Metadata (Properties), your personal tags, or full-text search criteria.

Subsite – Select from the dropdown, or click the subsite search icon. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:

- Last modification date – The last time content was changed
- Last major modification date– The last time the content was changed with the setting Treat change as significant, an organization–configurable option that has no effect on CommonSpot versioning.
- Creation date– Search by origination date.
- Publication date– Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc...

Click Filter to apply and display items that meet your criteria.
Click  
Select Date Options. A green checkmark indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates.

Click to sort by column head.

Click an item in the Page Title column to display that page in the main browser window, for quick review.

The State column indicates active/inactive and public/private status Click to toggle. In the example above, the Landing Page template is inactive and the Base Plus One template is private.

In the Actions column, clicking the edit icon displays the following.

<table>
<thead>
<tr>
<th>My Changes (Author Mode)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Changes (Edit Mode)</td>
</tr>
<tr>
<td>Approvals (Approve Mode)</td>
</tr>
</tbody>
</table>

Open

Select a mode for viewing the page. Selecting All Changes, as shown above, opens the selected page for editing.

Clicking the Metadata & Security icon, as shown below, displays the following options.

Select a page information option.


Details: Displays specifics for the selected page, template, or uploaded file. See Page Details, Template Details, and Uploaded Document Details, for information presented for these file types. The Details option does not display for registered URLs.


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My Tags: Displays any personal tags associated with the page, template, or uploaded file. See My Tags.

Clicking the More Actions icon for a selected item displays the following options:

- Create Work Request
- Change Owner
- Lock Page
- View Usage Statistics
- View Referring Pages
- Manage Freshness Reminders
- Manage Contacts
- Manage Notes

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, activate/deactivate, or delete pages. Remove individual items by clicking the associated delete icon, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.

Template Security

Use this dialog to view or change security settings for a selected template.

**Template Security**

The following identifies the explicitly assigned permissions for the 'Base Plus One (template)’ template.

Permissions for this template have been customized. To remove the customization and restore the default permissions for this template, click the 'Restore Default Security' button.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Permission</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Anonymous Users</td>
<td>Read</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Authenticated Users</td>
<td>No Rights</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Webmasters</td>
<td>Read, History, Author, Edit, Design, Style, Admin</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Web Communications Editors</td>
<td>Read, History, Author</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Web Communications Managers</td>
<td>Read, History, Final Content Approval</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>Webmaster</td>
<td>Read, History, Author, Edit, Design, Style, Admin</td>
<td></td>
</tr>
</tbody>
</table>

**Add User**  **Add Group**

Access this dialog from the My Content menu. Choose My Templates and click the Metadata & Security icon for a selected template, or create security assignments through Add User or Add Group.

The first section indicates whether any custom permissions are defined for the page. These permissions override those created at the site level, unless they were enforced. Optionally click the Restore Default Security button to remove customizations and revert to standard permissions defined for the site.
Click to sort by Type, or alphabetically by Name, or Permission.

Read (normal text) – Indicates modifiable permissions for this template.

Read (red) – Indicates enforced permissions for this template. You cannot override this permission or remove user access to this template.

To change permissions for an existing user or group, click the edit icon to display the Add Page Permissions dialog in edit mode.

To grant permissions for a new user or group, click Add User or Add Group to open the Template Security Add User or Template Security Add Group dialog.

**Template Security Add Users**

Use this dialog to view or change security settings for a selected template. Access this dialog by clicking the Add User(s) in the Template Security dialog.

**Template Security - Add User**

Please select one user/group and click 'Next' to assign permissions.

User records created through the Administrator – User Administration function display in the Add Users dialog. Use this dialog to add existing users to groups and organizations at the server, site, subsite, or customer administration levels, or to select users for explicit permission assignments in dialogs that include the Add User(s) option.

This dialog is a standard part of CommonSpot security operations such as Left Pane Security – Add Users, Image Security – Add User, Subsite General Security – Add Users, Custom Element Security – Add Users, Page Security – Add Users, etc.
Please select user(s)/group(s) from the list and click 'Next' to assign permissions.

<table>
<thead>
<tr>
<th>User Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allpages, Editor</td>
<td><a href="mailto:editor@commonspot.edu">editor@commonspot.edu</a></td>
</tr>
<tr>
<td><a href="mailto:evan@commonspot.edu">evan@commonspot.edu</a></td>
<td><a href="mailto:evan@commonspot.edu">evan@commonspot.edu</a></td>
</tr>
<tr>
<td>Web Communications, Editor</td>
<td><a href="mailto:editor@commonspot.edu">editor@commonspot.edu</a></td>
</tr>
</tbody>
</table>

3 items found.

Use the links at the top to view Users by Name or Users by Group.

Click column heads to sort names alphabetically or by email, or refine your search by selecting from the drop-downs and optionally entering a value in the text field and clicking Filter, or combine dropdown and text field options with alphanumeric selections and click Filter as shown above for names beginning with E. These filters are useful for limiting results if your installation has many users.

Click the Clear button to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click ✕ to remove individual users, as shown below, or click Clear All to deselect all users. When you are finished, click Add Selected if you're updating a group, as shown below, or click Next to complete security assignments, as show above.
Click Add Selected to assign a new user rights to this template.

**Template Security Add Group**

Use this dialog to view or change group security settings for a selected template. Access this dialog by clicking Add Group(s) in the Template Security dialog.

**Template Security - Add Group**

Please select one user/group and click 'Next' to assign permissions.

Group records created through the Administrator - Group Administration function display in the Add Group(s) dialog. Use this dialog to:

- Include one or more existing groups in a new group
- Give one or more existing groups explicit security permissions
This dialog displays with a function-specific title for all CommonSpot operations that include the Add Group(s) option (for example, Group Administrator(s) – Add Groups, Element Security – Add Groups, Server General Security – Add Groups, Field Security – Add Groups, Shortcut Security – Add Groups, etc.).

Although the Add Groups dialog is functionally the same, different security options apply to each case.

Use the links at the top to view Groups by Name or Users by Group membership.

Click column heads to sort group names alphabetically or by description, or, for installations with a large number of groups, refine your search through dropdown/text entry field combinations and click Filter, as shown below for Group names ending with Editors.

Click Clear to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click \[\] to remove individual users, as shown below, or click Clear All to deselect all users.

When you are finished, click Add Selected to update a group, as shown above, or click Next as shown below to complete security assignments for the selected groups.
Click Next to assign a new group rights to this template.

**My Uploaded Documents**

Use this dialog to view, copy, move, or delete uploaded documents that you own and to upload new documents to your site. You can only upload registered document types, controlled through the Site Administration Content Creation – Uploaded Document Format options. See the CommonSpot Administrator’s Reference for details.

**My Uploaded Documents**

You are the owner of the following uploaded documents.

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Subsite</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-04-28</td>
<td>Mymdoc</td>
<td>/dem/</td>
<td></td>
</tr>
</tbody>
</table>

You can set search criteria to filter results: results include some or all of the following options:

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

Search Criteria – Select from the dropdown, then specify an alphanumerical value to refine your search on item title. Leave blank to include all titles.
Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:

- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc...

Click Filter to apply and display items that meet your criteria.

See Upload New Document for information on adding documents to your site

Click Select Date Options. A green checkmark indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates.

Click to sort by column head.

The Date column uses values defined by Select Date Options
The second column displays an icon identifying document type.

Click an item in the Title column to display the document for quick review.

Select a mode for viewing the page. Selecting All Changes or My Changes, as shown above, opens the selected page for editing. Approvals opens the page for your review and approval.

Clicking the Metadata & Security icon, as shown below, displays the following options.
Select a page information option.


Details: Displays specifics for the selected page, template, or uploaded file. See “Uploaded Document Details” on page 113. The Details option does not display for registered URLs.

Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See Uploaded Document Security.

My Tags: Displays any personal tags associated with the page, template, or uploaded file. See My Tags.

Clicking the More Actions icon for a selected item displays the following options:

- Subscribe to Changes
- Create Work Request
- Change Owner
- Lock/Unlock Page
- View Usage Statistics
- View Referring Pages
- Manage Freshness Reminders
- Manage Contacts
- Manage Notes

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions drop-down to copy, move, or delete pages. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.

Uploaded Document Details

From My Uploaded Documents, select an uploaded document, click the Metadata & Security icon and select Uploaded Document Details to review information for an individual uploaded document.
Uploaded Document Security

Use this dialog to view, add or remove rights to a selected uploaded document.

Uploaded Document Security
The following identifies the explicitly assigned permissions for the 'Test doc 34' document. These are the default permissions for the subsite where the document is located (/).  

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Permission</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Anonymous Users</td>
<td>Read</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Webmasters</td>
<td>Read, History, Author, Admin</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Web Communications Editors</td>
<td>Read, History, Author</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Web Communications Managers</td>
<td>Read, History</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>tester tester</td>
<td>Read, History, Author, Admin</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>Webmaster</td>
<td>Read, History, Author, Admin</td>
<td></td>
</tr>
</tbody>
</table>

Add User  Add Group

Showing 6 records.

Access this dialog from My Content – My Uploaded Documents. Click the Metadata & Security icon for a selected document, as shown below, and select Security.

<table>
<thead>
<tr>
<th>Type (template)</th>
<th>/demo/</th>
</tr>
</thead>
<tbody>
<tr>
<td>ge (template)</td>
<td>/demo/</td>
</tr>
</tbody>
</table>

Toggle to sort by Type, Name, or Permission. Click the edit icon to change permissions.
• Read (normal text) – Indicates modifiable permissions for this document.
• Read (red) – Indicates enforced permissions for this image. You cannot override this permission or remove user access to this document.

Edit Uploaded Document Permissions

Use this dialog to view or change individual or group permissions for a selected uploaded document.

**Edit Uploaded Document Permissions**

Assign the desired permissions by checking the appropriate check boxes. Press OK to update the permissions or Cancel to close.

<table>
<thead>
<tr>
<th>Group:</th>
<th>Web Communications Editors - Users responsible for creating and editing the web content and university message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permissions:</td>
<td>☑ &gt;Read ☑ &gt;History ☑ &gt;Author ☐ &gt;Admin</td>
</tr>
</tbody>
</table>

Access this dialog from My Content by selecting My Uploaded Documents. Click the Metadata & Security icon and select Security, then select a user or group and click the edit icon.

This dialog displays the following options:

**User/Group:** Displays the name of the user or group whose permissions you’re viewing or changing. CommonSpot displays email addresses for individual users.

**Permissions:** Displays the following standard CommonSpot options for controlling access to the current uploaded document:

- **Read:** Grants permission to view, but not modify, the document.
- **History:** Grants permission to review version and comment history.
- **Author:** Grants permission to update and revise the page.
- **Edit:** Grants permission to view and modify all document changes, to delete, copy, and move the document, to modify standard and custom properties, and to view or change security settings.
- **Admin:** Grants permission to delete, copy, and move the page, modify standard and custom properties, and view or change security settings.

Select the appropriate options and click Save to set or change permissions, or Cancel to exit without saving.
Uploaded Document Version History

From My Uploaded Documents, click the Metadata & Security icon and select Version History to view or change version history for uploaded documents.

Click to toggle by column head. Select a version and click the Actions icon for more options. Select a version and click Rollback to revert to that version. All references are updated.

### Uploaded Document Version History

The following versions exist for the 'Test doc 123' uploaded document. To rollback to a past version, select the desired version and click the 'Rollback' button.

<table>
<thead>
<tr>
<th>Version</th>
<th>Uploaded By</th>
<th>Format</th>
<th>Filename</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-11-02</td>
<td>Webmaster</td>
<td></td>
<td>27812_1.doc</td>
<td></td>
</tr>
<tr>
<td>2009-11-02</td>
<td>Webmaster</td>
<td></td>
<td>27812_3.doc</td>
<td></td>
</tr>
<tr>
<td>2009-11-02</td>
<td>Webmaster</td>
<td></td>
<td>27812_2.doc</td>
<td></td>
</tr>
<tr>
<td>2009-11-02</td>
<td>Webmaster</td>
<td></td>
<td>27812_1.doc</td>
<td></td>
</tr>
</tbody>
</table>

Showing 4 records.  
Selected: 2009-11-02 05:24:09  
Rollback  
Close

Delete Uploaded Document Confirmation

CommonSpot confirms deletion for uploaded documents without current links.
My Registered URLs

Use this dialog to view, copy, move, delete, or register new URLs that you control.

You can set search criteria to filter results: results include some or all of the following options:

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

Search Using – These options vary according to the content type targeted by the current Choose or Find operation. Select all for the broadest search, or filter using Metadata (Properties), your personal tags, or full-text search criteria.
Subsite – Select from the dropdown, or click the subsite search icon 🗺️. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:
- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc...

Click Filter to apply and display items that meet your criteria.

Click 🗳️ Select Date Options. A green checkmark indicates the current filter. Optionally choose from the following:
- Creation Date – Filters results based on the date created
- Publication Date – Filters results based on release for publication.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates.

Click to sort by column head.

Click an item in the Title column to display that page in the main browser window, for quick review.

The URL column displays the fully qualified address.

The Subsite column displays the location using this URL.

Select an information option.


The Details option does not display for registered URLs.

My Tags: Displays any personal tags associated with the page, template, or uploaded file. See My Tags.

Clicking the More Actions icon 🗹, as shown below, displays the following options.

See related descriptions in this document.

- Change Owner
- View Referring Pages
- Manage Contacts
- Manage Notes

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions drop-down to copy, move, or delete registered URLs. You can also selectively delete individual pages by clicking the delete icon for a single item.

Click Register New URL to create a new CommonSpot-managed link.
New Menu

This menu displays the following options:

<table>
<thead>
<tr>
<th>New</th>
<th>Tools</th>
<th>Reports</th>
<th>Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page Set...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Image...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uploaded Document...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered URL...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Shortcut...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shortcut...</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use this menu to create new content for your site.

Page - Allows users with Page Creation rights to create a new page.

Page Set - Set location and name for groups of related CommonSpot pages, with customizable tools for navigating between them.

Image - Add new images to your site.

Uploaded Document - Store new files for your site.

Registered URL - Include and categorize links to external pages at your site.

From Shortcut - Save steps by creating new pages, images or uploaded files from your Shortcuts.

Shortcut - Create a new shortcut.

Create Page

Creating pages in CommonSpot is a process of choosing a subsite location for the page, selecting a template for page layout, then either choosing or defining CommonSpot Elements to add text, images, and other content to your page. CommonSpot provides a rich array of Elements for sophisticated content rendering and embedding logic for reuse and distribution. Administrators and designers develop templates and Elements that drive page structure.

To create a page, select Page from the New menu. This option is accessible in both Read and Author mode.
A list of subsites, for which you have Page Creation permissions displays. If you do not have rights to the subsite for your new page, contact your Site Administrator for the appropriate permissions. View by Subsite Hierarchy, as shown below.

**Create Page**

Please select the desired subsite from the tree below.

You can also use Subsite Search to apply search criteria to subsite selection. Filter by subsite parent name or URL, or enter a name or character to filter using other dropdown operators. For example, search for subsites that begin with the letter s, which returns the Spanish subsite as shown below.
Select Subsite
Please select the desired subsite(s) from the grid below.

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>spanish</td>
<td>/demo/newsevents/spanish/</td>
</tr>
</tbody>
</table>

Showing 1 Item. Use filter to narrow search.

Selected: spanish

You can also sort by alpha or numeric value.

Your selection is highlighted. Click Next to pick a template for your new page. The Template Gallery dialog displays.

Template Gallery

The next dialog in the page creation chain is the Template Gallery dialog. This dialog, pictured below, contains descriptions and thumbnail illustrations of the standard CommonSpot templates plus a categorized listing of other custom templates.

<table>
<thead>
<tr>
<th>Alumni Chapter Page (template)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template for creating a new Alumni chapter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blog Manager (template)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this template to create a new blog. It will give users the tools to write posts, view posts, view comments and create/manage blog categories</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blog Renderer (template)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blog Renderer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Calendar of Events (template)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to create Calendar of Event pages (day, week, month)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Landing Page Template (template)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landing Page Template</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Press Release Page (template)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template for creating a new CommonSpot University Press Release</td>
</tr>
</tbody>
</table>

The page you are creating will be derived from one of these templates and your page will have the same design as the template you select. Each template will have one or more places into which you can add content.
The list of available templates can be different as this list is based upon security permissions. For example, a user within marketing may see the standard templates plus the marketing templates while an engineer may see the same standard templates and only the engineering-specific templates.

Create New Page

After choosing the appropriate template, the Create New Page dialog displays. This dialog prompts for the completion of a number of standard property (standard metadata) fields for the page.

The Create New Page dialog includes two tabs as shown in the following example.

Main Tab

Create New Page

<table>
<thead>
<tr>
<th>Main</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category:</strong></td>
<td>Standard Page □ New...</td>
</tr>
<tr>
<td>The category this page belongs to.</td>
<td></td>
</tr>
<tr>
<td><strong>Keywords:</strong></td>
<td>CommonSpot University, Greater Boston, Top University, Universities in Boston</td>
</tr>
<tr>
<td>Enter a comma delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords.</td>
<td></td>
</tr>
<tr>
<td><strong>Publication Date:</strong></td>
<td>05/14/2010 17:32:56</td>
</tr>
<tr>
<td>Pick the scheduled publication date for this page. Before this date, this page will only be available to authors, approvers and administrators.</td>
<td></td>
</tr>
<tr>
<td><strong>Expiration:</strong></td>
<td>Content does not expire □</td>
</tr>
</tbody>
</table>

Note that the layout of the Create New Page dialog is fully customizable by your site Administrator. Many of the fields in the dialog can be required or optional, and may display on the Main or Other tab. Your organization may include all of the fields on the Main tab and not use the Other tab, or distribute different fields between the Main tab, and Other tab.

CommonSpot uses the text you enter in the Name field to generate the page’s URL. Each page within CommonSpot has a separate, distinct and addressable URL, for easy bookmarking and direct user navigation. Spaces and other punctuation are converted to underscores when generating the full URL name. Pages within CommonSpot have a .cfm extension by default. Administrators can optionally set a maximum length for this field, or require lowercase.

Title text displays as the page title. Administrators can also set maximum length for this field.
Description provides a brief summary of what is included in the page. If enabled, you can assign a Category to the page, or with subsite–level permissions for creating categories, you can click New to create a category for the new page; otherwise, Administrators set categories.

Note: If your site uses CommonSpot’s Static Site Generation feature, the Category field may also appear. The Static Site Generation module further extends CommonSpot’s scalability and performance, to reduce total cost of ownership. By separating the processes for handling dynamic and static content, you can create a site with higher performance, better scalability, and more reliability. Generally, most content can be classified as “semi–static” – published content that doesn’t change until it is edited and republished. Under the Static Site Generation model those these “semi–static” pages, with no other dynamic components, are generated as straight HTML at publish time, and served more cost effectively, with better performance from one or more standard HTTP servers.

Generally, auto–detect settings are appropriate for your pages.

Other Tab

Create New Page

Please enter the following information to create a new page from the 'Base Plus One (template)' template. An asterisk (*) next to a field indicates that the field is required.

<table>
<thead>
<tr>
<th>Main</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Bar Caption:</td>
<td>The title to appear in the browser’s caption bar.</td>
</tr>
<tr>
<td>Keywords:</td>
<td>Test1</td>
</tr>
<tr>
<td>Enter a comma delimited list of keywords, or press 'Select Keywords' to choose from a list of existing keywords.</td>
<td>Select Keywords...</td>
</tr>
</tbody>
</table>

The Title Bar Caption is the title that appears in the browser’s caption bar.

Keywords added to a page can help future users leverage information the page contains and improve search results and ranking. CommonSpot automatically generates meta–tags for Keywords and Descriptions, for use by CommonSpot’s internal search engine, as well as Internet search engines. For additional information, see the Keyword View Dialog section in this guide. It is generally recommended that page authors use the Select Keywords button to enter keywords, for both consistent page classification and to avoid unnecessary and confusing variations of the same keyword(s).

Publication Date gives you the option of scheduling the release of a page at a future date and time. Click the calendar icon to open the Date/Time Selection Control.

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Additionally, you can specify whether the page should appear in the various CommonSpot index mechanisms. Pages excluded from all indexes do not show up in Page Index, Find, Page Gallery, and Search functions.

Confidentiality – If enabled for you site, displays a dropdown list of options indicating the confidentiality of the page. This option is more common for corporate intranet sites than external Internet sites.

Expiration indicates when and whether the content expires.

Expiration alerts users to the currency of a given page. In the Create New Page dialog, you can set expiration parameters for specific page content, as shown.

As a page creator you may or may not have administrator rights for all components of newly created pages. Administrator privileges for pages is controlled by default page–level security options for the designated site within the CommonSpot Administrator.

With the proper permissions, you can specify an expiration date, as well as the action to take when the page expires.

Click the calendar icon to open the Date/Time Selection Control and select the date to either expire content or receive a reminder to check content freshness.

These actions include:
• Warn of Expiration
• Deny Access to General Public
• Deny Access to All
• Redirect to Another Page/URL
• No Action

The arrival of the expiration date triggers the preset action requested. If Warn of Expiration was chosen, a dialog box appears prior to the launch of the page, indicating that the page had expired.

If the action Deny Access to General Public or Deny Access to All swas set, those groups, respectively would be precluded from accessing the page upon its expiration. However, a user would be forwarded to a more current page, upon page expiration, if ‘Redirect to Another Page/URL’ were selected. Finally, the author may not wish to trigger any action at all when a page has expired and therefore would select No Action. These actions proactively inform the user of data that may not be relevant or current.

Complete all the fields in the Create New Page dialog and click Next to display the Custom Properties dialog.

Note: The Calendar Control is also accessible through keystrokes. You can access the control using the Tab key. Once the Calendar Control has focus, press Enter to open the calendar. Once open, use these keys to change the calendar values.

- arrow keys – change selected date
- control key – when used with arrows changes month and year
- left and right arrows navigate to previous and next month respectively
- up and down arrows navigate to previous and next year respectively
- spacebar navigates calendar to current date, without changing selected date
- h, m, and s keys increment hours, minutes, and seconds respectively
- if shift key is down, those keys decrement instead

Select Keywords

This dialog displays for every document, image, or file operation that includes the Select Keywords button, as defined in Site Administration Content Creation – Page Creation/Properties UI settings.

By default this option displays for creating or editing CommonSpot files and is typically contained in the Standard Properties dialog for categorizing new or updated content.

Use this dialog to associate keyword terms with content you create or edit or to select terms to use as search criteria in Find – Advanced Search operations.

The Keywords list on the left displays terms either already applied to content objects or defined as enforced, default or permanently available by subsite administrators.

You can view existing keywords within, above, or below the current subsite level, or maximize results by viewing both above and below.

To refine your search, select an option in the From dropdown. Optionally select an operator in the Find dropdown, enter a term or meaningful string in the text field, and click the Filter button.
Select Keywords
Please drag keywords from the list on the left to the list on the right, dropping them in the desired location. You can change the order in which the selected keywords render on the page by dragging them into position.

Click a green arrow on the left ➔, or click and drag from left to right to associate keywords with the current page, image, template, or other CommonSpot object, as shown below:

To create new keywords, enter one or more comma-delimited terms in the Add field and click Add to Selected.

Note: Individual keyword length cannot exceed 255 characters.

New keywords become part of the subsite collection. CommonSpot displays a notice for duplicate keywords and discards them.

In the Selected Keywords column, click and drag to re-order terms, to set position within pages or templates.

Click the delete icon ✗ to selectively remove individual terms, or click the Delete All link at the top of the column to clear all selections.

Enforced Keywords either displays the non-modifiable set currently in use (as defined by the subsite administrator) or indicates that no keyword requirements are currently in effect, as shown above.

Click Use Selected Words to complete keyword tagging of the current object, or click Cancel to exit without saving.
Create Page Set

Create page sets for groups of pages that should be viewed together. Creating a Page Set is a multi-step process. First use this dialog to specify a location for a new page set, next define properties for the group of pages through the Create New Page Set dialog, then select pages as members of the set, and finally define a new Page Set Element to reference the set.

This option is accessible in both Read and Author mode

Review this topic in the CommonSpot Element Reference for more details on implementing Page Set Elements at your site.

Create Page Set
Please select one or more subsites from the tree below.

From the New menu in author mode, select Page Set. Select a Subsite location and click Next to provide information for the set in the Create New Page Set dialog.

Create New Page Set

After you choose a subsite location for your page set, use this dialog to define properties for the pages within the Page Set.

This dialog displays when you select Next from the Create Page Set dialog.
Create New Page Set

Enter the following information to create a new page set.

<table>
<thead>
<tr>
<th>Main</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Page Set Name:</strong></td>
<td>Chapter Web Sites</td>
</tr>
<tr>
<td>Short name for the page set.</td>
<td></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td>Alumni Chapter Web Sites</td>
</tr>
<tr>
<td>The title of the page set.</td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>A link list featuring thumbnails of alumni web sites</td>
</tr>
<tr>
<td>A brief summary of the page set's content</td>
<td></td>
</tr>
<tr>
<td><strong>Category:</strong></td>
<td>Standard Page</td>
</tr>
<tr>
<td>The category this page set belongs to.</td>
<td></td>
</tr>
<tr>
<td><strong>Keywords:</strong></td>
<td>CommonSpot Alumni, Alumni sites, CU NY, CU NJ, CU Mass, CU</td>
</tr>
<tr>
<td>Enter a comma delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords.</td>
<td></td>
</tr>
<tr>
<td><strong>Publication Date:</strong></td>
<td>01/11/2010 12:46:55</td>
</tr>
<tr>
<td>Pick the scheduled publication date for this page set. Before this date, this page set will only be available to authors, approvers and administrators.</td>
<td></td>
</tr>
<tr>
<td><strong>Confidentiality:</strong></td>
<td>Public</td>
</tr>
<tr>
<td><strong>Availability:</strong></td>
<td>Page Index</td>
</tr>
<tr>
<td>Check this box to make the page available to search results.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Search/Find Results</td>
</tr>
<tr>
<td>Check this box to make the page available to search results.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tools &amp; Reports</td>
</tr>
<tr>
<td>Select the places that this page will appear by checking the appropriate options above.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expiration:</td>
</tr>
<tr>
<td>Content does not expire</td>
<td></td>
</tr>
</tbody>
</table>

See [Create New Page](#) for details on completing this dialog. Click Next to add custom properties and to finish creating the page set, or click Cancel to exit.

Once you create the structure for your page set, populate it by adding [Page Set Members](#).

Upload New Image

In Author Mode, click New – Image to store new images for your CommonSpot sites. Use the Upload New Image dialog to transfer images from local or networked drives to the CommonSpot Image Gallery for inclusion in CommonSpot pages, templates or Elements.
Upload New Image
Please select one or more subsites from the tree below.

Select a destination Subsite for the new image and click Next to specify the location or networked path of the new file (for example, d:\Website\imagegrid\products.gif) if you know the full path name, or click the Browse button to locate the file. CommonSpot displays the full image path name and automatically uploads the new image to the server.

Enter a Description and choose a Category for classifying the new image.

Upload New Image
Please specify the full local path of the new file which you wish to upload, and enter the appropriate information regarding the new image. Note that only new images should be uploaded from this dialog. If you are updating an existing image, please do so through the Tools > Find Images dialog.
Category: Select from the drop-down list. If you have Category creation permissions, you can create a new Category by clicking New and following the wizard prompts to **add an image category**.

Keywords Accept or remove any default keywords that may display. Optionally associate new terms (separated by commas) for defining the image and for use in creating Keyword Views and enhanced Search results. For details on using this feature, see **Select Keywords** and the Keyword field description for Create New Page.

If you want the image to be generally available for use by others CommonSpot users, check Include in Public Image Gallery. To make it unavailable to other Web authors, deselect this option, as shown above. This image is only available to you, and displays as private in image search results and reports.

Click Next to assign **image security**.

Click Save when you have completed the form. If you try to upload a new, unauthorized, or non-standard image file format, a warning displays.

Note: Site Administrators can place restrictions on image size. You may see a dialog asking if the new file is below your site’s limit. Clicking Save uploads the image only if it meets size requirements. If the image exceeds size limitations, it is not uploaded and an error message similar to the following displays:

```
CP-cffile UPLOAD failed (C:/web/cfusion/newsite/images/
```

**Image Security**

Default subsite permissions apply to images used in the subsite unless you override them using the Image Security dialog. This dialog lets you add and delete users and groups, and edit permissions of each for this particular image.
Image Security

The following identifies the permissions for the 'admissions_1.jpg' image. These are the default permissions for the subsite where the image is located (admission).

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Permission</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Webmasters</td>
<td>Author, Admin</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Web Communications Editors</td>
<td>Author</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>tester T tester</td>
<td>Author, Admin</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>Webmaster</td>
<td>Author, Admin</td>
<td></td>
</tr>
</tbody>
</table>

**Showing 4 records.**

To edit permissions for users and groups, click the icon to invoke the Edit Image Permissions dialog.

Groups and Users display with associated permissions. Click column heads to sort by Type, Name, or Permission. The permission type is indicated by the display:

- **Author** (normal text) – User or Group has modifiable Author or Admin permissions for this image.
- **Read** (red) – User or Group has Author or Admin permissions enforced for either the subsite or for this specific image. This permission cannot be overridden.

To edit permissions for an existing user or group, click the name of the user or group or click the edit icon to invoke the Edit Image Permissions dialog.

To grant permissions for a new user or group, click Add Group or Add User to open the Image Security Add User or the Image Security Add Group dialog.

Click the delete icon to remove permissions for this image for an individual or check the boxes to select multiple individuals or groups and click Delete Selected from the More Actions dropdown and click Go.

Click Next to assign image rights through Edit Image Permissions.

**Image Security Add User**

Use this dialog to override subsite permissions for a specific image.
Image Security - Add User

Please select one user/group and click 'Next' to assign permissions.

User records created through the Administrator – User Administration function display in the Add Users dialog. Use this dialog to add existing users to groups and organizations at the server, site, subsite, or customer administration levels, or to select users for explicit permission assignments in dialogs that include the Add User(s) option.

This dialog is a standard part of CommonSpot security operations such as Left Pane Security – Add Users, Image Security – Add User, Subsite General Security – Add Users, Custom Element Security – Add Users, Page Security – Add Users, etc.

Please select user(s)/group(s) from the list and click 'Next' to assign permissions.

Use the links at the top to view Users by Name or Users by Group.

Click column heads to sort names alphabetically or by email, or refine your search by selecting from the drop-downs and optionally entering a value in the text field and clicking Filter, or combine dropdown and text field options with alphanumeric selections and click Filter as shown above for names beginning with E. These filters are useful for limiting results if your installation has many users.

Click the Clear button to empty the text entry field.
Click checkboxes to select users. Choices display in the Selected box. Click \( \times \) to remove individual users, as shown below, or click Clear All to deselect all users. When you are finished, click Add Selected if you’re updating a group, as shown below, or click Next to complete security assignments, as show above.

Click Next to assign image rights through Edit Image Permissions.

**Image Security Add Group**

Use this dialog to override group subsite permissions for a specific image.

**Image Security - Add Group**

Please select one user/group and click 'Next' to assign permissions.

Group records created through the Administrator – Group Administration function display in the Add Group(s) dialog. Use this dialog to:
- Include one or more existing groups in a new group
- Give one or more existing groups explicit security permissions

This dialog displays with a function–specific title for all CommonSpot operations that include the Add Group(s) option (for example, Group Administrator(s) – Add Groups, Element Security – Add Groups, Server General Security – Add Groups, Field Security – Add Groups, Shortcut Security – Add Groups, etc.).

Although the Add Groups dialog is functionally the same, different security options apply to each case.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anonymous Users</td>
<td>All un-authenticated users</td>
</tr>
<tr>
<td>Authenticated Users</td>
<td>All authenticated users</td>
</tr>
<tr>
<td>Campus Life Editors</td>
<td>Content Managers for the Campus Life Subsite</td>
</tr>
<tr>
<td>CommonSpot Contributors</td>
<td>Includes all users who are designated as contributors</td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty users, authenticated using custom database</td>
</tr>
<tr>
<td>Staff</td>
<td>General Staff users, authenticated using custom database</td>
</tr>
<tr>
<td>Web Communications Editors</td>
<td>Users responsible for creating and editing the web content and university message</td>
</tr>
</tbody>
</table>

Showing 8 records. Use filter to narrow search.

Use the links at the top to view Groups by Name or Users by Group membership.

Click column heads to sort group names alphabetically or by description, or, for installations with a large number of groups, refine your search through dropdown/text entry field combinations and click Filter, as shown below for Group names ending with Editors.

Click Clear to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click \( \times \) to remove individual users, as shown below, or click Clear All to deselect all users.

When you are finished, click Add Selected to update a group, as shown above, or click Next as shown below to complete security assignments for the selected groups.

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Groups by Name

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Relations Editors</td>
<td>Content Managers for the Alumni subsite</td>
</tr>
<tr>
<td>Campus Life Editors</td>
<td>Content Managers for the Campus Life Subsite</td>
</tr>
<tr>
<td>Web Communications Editors</td>
<td>Users responsible for creating and editing the web content and university message</td>
</tr>
</tbody>
</table>

3 items found.

Click Next to assign the selected group image rights through Edit Image Permissions.

Add Image Category

Use this dialog to classify new images uploaded to your site. This dialog displays in edit mode for existing images.

Add Image Category

Please fill out the necessary information to describe the category.

Name: new_star
Description: test image update

Active
Default

Enter a text Name and Description (both required).
Check Active (default) to display this category for CommonSpot images, or uncheck to exclude this category.
Check Default to make this category the standard (first to display) for new images.
Upload New Document

CommonSpot provides several methods for incorporating external content into a site. You can incorporate PDF files and Microsoft Word documents directly into CommonSpot pages via corresponding Element types. Incorporate external Web pages via the Web Process element. Both uploaded documents and external web pages can be the targets of CommonSpot hyperlinks via the Insert Link dialog.

An additional powerful feature of CommonSpot is the ability to define metadata for uploaded documents and external web pages. Both types of external content can then be searched and managed via the Find dialog and search functions. Depending on filtering criteria, they can also be included in Page Index elements. Note that external content is not searchable via the full text search feature.

CommonSpot provides a very simple interface for uploading new documents, and for uploading new versions of existing documents. The interface is very similar to the Create New Page feature.

Next, complete the Standard or Custom Properties dialog, as you would during the page creation process.
Upload New Document
Enter the following information to create a new uploaded document. An asterisk (*) next to a field indicates that the field is required.

Main

Other

Category: Standard Page * New...
The category this uploaded document belongs to.

Keywords: 
Enter a comma delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords.
Select Keywords...

Publication Date: 11/09/2009 02:04:07
Pick the scheduled publication date for this uploaded document. Before this date, this uploaded document will only be available to authors, approvers and administrators.

Expiration: Content does not expire

☐ Check Spelling

⇒ Next  ☒ Cancel

If your site associates custom metadata with uploaded documents, add Custom Properties information by clicking Next and completing the form.

Custom Properties
Please provide the following information.

Select if In Focus

Select Thumbnail Image: Select Image...  Clear

← Prev  ☐ Save  ☒ Cancel

For example, in the site using the form above, thumbnail representations are associated with uploaded documents to easily identify them. This custom properties form prompts for selection during new document upload.

Click Save to complete the upload of the document.

You can upload new versions of existing documents, through the Find or My Uploaded Documents dialogs or through reports: click the Metadata & Security icon for a selected document, then click Upload New Version.

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Register URL

External pages are those not created in CommonSpot. Use the Register URL option in the New menu to organize and classify external URLs referenced in your CommonSpot pages.

As for CommonSpot pages and images, you can assign external pages standard and custom metadata for categorizing them in Page Index elements and CommonSpot Find functions.

Note External pages do not display in full text searches.

After selecting Registered URL in the New menu, the Register URL dialog prompts for the destination subsite that contains the link to the new external page.

Upload New Document

Enter the following information to create a new uploaded document. An asterisk (*) next to a field indicates that the field is required.

*Local Filename:
The full path (directory and filename) of the document to upload.

*Title:
The title of the uploaded document.

Description:
A brief summary of the uploaded document's content.

Check Spelling

Register External Page dialog below requires the user to complete the Standard Properties dialog for the external page, using the tabbed interface. As in the page creation process, it is also possible to schedule the document for publication on a future date, as well as set an automatic expiration date and optional Freshness reminders.
Main Tab

**Upload New Document**

Enter the following information to create a new uploaded document. An asterisk (*) next to a field indicates that the field is required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Standard Page</td>
</tr>
<tr>
<td>Keywords</td>
<td></td>
</tr>
<tr>
<td>Publication Date</td>
<td>11/09/2009 02:04:07</td>
</tr>
<tr>
<td>Expiration</td>
<td>Content does not expire</td>
</tr>
</tbody>
</table>

Other Tab

**Custom Properties**

Please provide the following information.

If custom metadata fields have been defined for external pages, clicking Next prompts you to update these fields.

Often, link references for external pages change, or pages you link to are removed or deleted. Once you register external pages, you can easily change link references to the page. Select My Registered URLs from the My Content menu.

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Register URL
Please select the desired destination subsite from the tree below.

Select an external page, click the Metadata & Security icon, and select Standard Properties from the list to display Standard Properties to make URL definition changes.

New From Shortcut

Select New – From Shortcut to access your existing shortcuts. These shortcuts save time when you are creating new pages, images, registered URLs, or uploaded documents. Click the run icon for a selected shortcut to save keystrokes accessing content locations. Filter using search criteria or click to sort by column head to quickly access shortcuts.
New From Shortcut

Please run one of the shortcuts below. Change the filter criteria to see additional shortcuts.

For more information, see Create New Shortcut.

Shortcut

Choosing New – Shortcut, displays the Create New Shortcut dialog for adding new shortcuts to your site. Use this option to set up access to frequently used directories, subsites, or other CommonSpot locations.

Shortcuts you create become available in the Shortcuts section of My CommonSpot.

You can view all, set favorites, or customize your view of shortcuts. You can also create new pages, images or file uploads from your shortcuts by choosing New – From Shortcuts when creating new CommonSpot content.
### All Shortcuts

You have the following shortcuts for this site.

**My Favorite Shortcuts** | All Shortcuts

<table>
<thead>
<tr>
<th>Show:</th>
<th>All</th>
<th>Type:</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date restriction:</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Search:</td>
<td>Name or Description</td>
<td>Contains</td>
<td></td>
</tr>
</tbody>
</table>

### Select Date Options

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Owner</th>
<th>Date</th>
<th>Shared</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>blog ELEMENT</td>
<td>Commonly used link to a Global Custom Element</td>
<td>Webmaster</td>
<td>2009-12-29</td>
<td>✔️</td>
<td>🍃 🍂 🍐 🍇</td>
</tr>
<tr>
<td>Blue Hills IMAGE</td>
<td>IMAGE of University environs and recreation</td>
<td>Webmaster</td>
<td>2009-12-29</td>
<td>✔️</td>
<td>🍃 🍂 🍐 🍇</td>
</tr>
<tr>
<td>COPY of New PAGE</td>
<td></td>
<td>Webmaster</td>
<td>2010-01-27</td>
<td>✔️</td>
<td>🍃 🍂 🍐 🍇</td>
</tr>
<tr>
<td>External URL</td>
<td>Commonly used page reference</td>
<td>Webmaster</td>
<td>2009-12-29</td>
<td>✔️</td>
<td>🍃 🍂 🍐 🍇</td>
</tr>
<tr>
<td>New PAGE</td>
<td>Commonly used external link</td>
<td>Webmaster</td>
<td>2009-12-29</td>
<td>✔️</td>
<td>🍃 🍂 🍐 🍇</td>
</tr>
<tr>
<td>REGISTERED EXTERNAL URL</td>
<td>Commonly used external link</td>
<td>Webmaster</td>
<td>2010-01-05</td>
<td>✔️</td>
<td>🍃 🍂 🍐 🍇</td>
</tr>
<tr>
<td>Test New Shortcut</td>
<td>Test New Shortcut</td>
<td>Webmaster</td>
<td>2010-01-12</td>
<td>✔️</td>
<td>🍃 🍂 🍐 🍇</td>
</tr>
</tbody>
</table>
Tools Menu

Use this menu to access CommonSpot’s knowledge sharing and discovery tools. These powerful tools help you to add value to content published at your site by leveraging the collective knowledge of your organization. CommonSpot’s tools help you to access the relevant and valuable information you need, when you need it, in a format that reflects how you work.

Note that administrators control whether this menu displays to users who aren’t logged into CommonSpot, as well as which menu items display, on an individual user/group basis, per subsite.

This menu displays the following options:

**Find** – A utility for searching for pages, uploaded documents, or external URLs using standard or custom metadata criteria and other filtering options.

**Find Images** – Displays the Find dialog in image mode.

**Saved Searches** – Displays Saved Searches in “All” mode. Review all saved searches for which you have privileges.

**Feeds** – Displays your existing Feeds.

**Page Sets** – Displays your current Page Sets. See My CommonSpot

**My Subscriptions** – Displays items to which you’re currently subscribed. See Actions > Subscriptions for more on this dialog.

**Upload File** – Displays options for adding new files to your CommonSpot site

Find

The Find dialog is a very powerful tool for quickly and easily locating web pages or documents containing common standard or custom metadata. This tool’s sophisticated filtering options support efficient content management by providing an easy-to-use interface for quickly accessing and updating content contained in highly selective results lists.

The Find dialog includes Quick and Advanced methods of filtering pages, as well as Saved Searches. You can filter based on language, subsite hierarchy, or creation, publication, and/or last modification date or time period. You can also apply category, owner, file format, or parent template filters, or combine criteria to accommodate the most complex queries.

In author mode, access this dialog from any CommonSpot page by selecting Find from the Tools menu.
**Search Criteria** Select from the dropdown and enter a word or phrase in the text field. For information on case sensitivity and multiple word searches, see [Search Tips](#).

**Search Using** Defaults to all selected. Check Full Text to search all text contained in CommonSpot–managed Web pages and uploaded documents, including Word, PDF and HTML. Check My Tags to search using any personal tags you have assigned to content. Selecting Standard Metadata searches using file name, page title, and description.

**Subsite** – Select from the dropdown, or click the subsite search icon 🗄. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

**Date Restrictions** More to view options for ordering and displaying search results.

**Order Results By** – Select from the dropdown:

- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant an organization–configurable option that has no effect on CommonSpot versioning
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month etc.

**Order Results By** Pick from one of the following dropdown options:

**Score** Orders results ranked by relevancy assigned to results. The score is influenced by
• Keyword matches to search criteria.
• Matches with text that appears in the title or section headings of a page or document.
• Matches with text found at the beginning of a document versus the end.
• Matches with text found numerous times in a document versus only a once.

Date: Lists results using the value selected in Date Restrictions. Pick Ascending (most recent first), or Descending (most recent last)

Subsites: Sorts alphabetically by subsite name. This is useful for searching across multiple sites.

Title: Sorts alphabetically by document title.

Document Type: Sorts results by document types, including HTML, Microsoft Word, PowerPoint, Excel, PDF, etc.

Show: Defaults to all but custom element data. Select CommonSpot file types.

Results Per Page: Select from the dropdown to limit or display all results a single page.

Click Search to run the search and advance to the Search Results dialog. Click Cancel to restore default settings.

Find – Advanced Search

This dialog also displays for Choose Page Advanced Search.

Find – Advanced Search
To specify your search, please expand one or more sections below and fill in the appropriate information. When you're done, press 'View Results' to see the results of your search, or 'Save' to store it for later use. A check mark appears next to each section that may exclude some items from the results.

Quick Find | Advanced Search | Saved Searches

Search Criteria

☑ What type of content do you want to see?
☐ Who owns the content you are looking for?
☐ What subsite do you want to search within?
☐ Is the content associated with any keywords or tags?
☐ When was the content created, modified, changed, or published?

Created: All Dates
Last Modified: All Dates
Last Major Change: All Dates
Published: All Dates

☐ Under which categories is the content classified?
☐ What is the language of the content?
☐ Do you have any custom search criteria?

Save | View Results | Close
Clicking Tools – Find and selecting Advanced Search or selecting the Advanced Search option within Choose or selection operations displays the Advanced Search dialog for creating queries for images available at your site.

You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine document or file searches. Use Find Images – Advanced Search to construct advanced queries for images.

You can save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

You can use multiple object attributes as search criteria. This dialog is divided into expandable sections containing more options for refining your search. Click the plus sign + to expand a section and the minus sign – to collapse one. Optionally click Expand or Collapse All. CommonSpot displays a green check mark ✓ for sections containing advanced search criteria.

The Search Criteria that you can use are:

- What type of content do you want to see? – CommonSpot can filter returned results by the following content types:
  - All – No pages are eliminated because of their content type.
  - Pages – Look for a page’s template. Select "All Templates" or a template page.
  - Uploaded Documents – Look for an uploaded document by its type (for example, "pdf") or look at "All" uploaded documents.
  - Registered URLs – Look for a registered URL.
  - Templates – Look for a template.
  - Page Sets – Look for a page set.
  - Page Set Members – Look for a member page within a page set.
  - Subsites – Look within subsites.

- Who owns the content you are looking for? – This option lets you choose documents that are owned by "All Owners", the "Current user", "Members of the current user’s group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select button, which when clicked, opens the Add Users dialog. (This dialog is discussed in the CommonSpot Administrator’s Reference.)
- What subsite so you want to search within? – Choose the specific subsite and the child subsites to be included in your search. Your choices are "All subsites", "Current subsites", "Parent subsite", "Direct child subsites", "Sibling subsites", or by "Custom" criteria. If you select "Custom", CommonSpot adds fields that let you indicate if the search includes child subsites in addition to specifying the site or subsite. Instead of using the drop down list, you can click the subsite locator icon to display the Select Subsite dialog.

- Is the content associated with any keywords or tags? – Restrict results by providing a comma-separated list of terms or Select Keywords or Select Tags to choose from existing keywords or personal tags. To be included in the results, a document must be associated with at least one of the specified terms.

- When was the content created, modified, changed, or published? – Use this area to specify a creation, last modification, last major change, or publication date. Clicking the calendar icon, displays the Specify Date Range Duration dialog for setting date criteria.

- Under which categories is the content classified? – Use this area to specify categories associated with documents. The categories that display are those defined at your site for which you have access rights.
• What is the language of the content? – Look for the language that the page uses. You can select "All languages", "Current SubSite’s Language", or a language used by your site such as English or Spanish.

• Do you have any custom search criteria? – You can add criteria that must be matched. To build an advanced query, determine the full criteria you wish to build. See Search Tips for more details.

1. Field – Select the field to search against in the Field drop down list. The values you can select are "Language", "Creation Date", "Last Modification Date", "Last Major Modification Date", "Publication Date", "Subsite", "Category", "Keywords", "Owner", "Format", "Parent Template", "File Name", "Title", or "Description".

2. Operator – Select the operator (greater than, equal to, within, and the like) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.

3. Value – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.

4. AND/OR – If multiple criteria are used, set the AND or OR operator between each criteria line.

5. Parentheses – If more than one criteria need to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".
• Do you want the search results narrowed further? – You can further refine the search by selecting:
  • Limit results to – Limit returned results to "All pages", "Pages modified since last login", "Pages significantly modified since last login", or "Pages created since last login".
  • Indexed search string – Limit returned results to the text that you enter here and this text must be in the search collections maintained for you subsite.
  • Collections to search – Limit returned results to just one of the search collections that CommonSpot maintains for your subsite.
  • Other – Limit returned results so CommonSpot excludes pages with publication dates in the future or specify including expired pages.

• Sorting: How would you like the results sorted? – CommonSpot can display document search results sorted by data stored with the document. Choose from Creation date, Last modification date, Last major modification date, Publication (Release) date, Expiration date, Title, Subsite, Owner, and the contents of variables created at your site. Select either Ascending (a–z) or Descending (z–a) to set the display order for your results.

You can save searches by clicking the Save icon, or, for edited searches, the Save As option at the bottom of the dialog. The Save Saved Search As dialog displays. Click View Results to execute your search. Results display in the Advanced Search Results dialog. Click Cancel to exit without searching or saving.
Search Results

The Search Results dialog displays the pages and documents that meet the filter criteria specified in the Find or Choose dialog.

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

Search Only – These options vary according to the content type targeted by the current Choose or Find operation. Select all for the broadest search, or filter using Metadata (Properties), Keyword, Tag, or full-text search criteria.

Subsite – Select from the dropdown, or click the subsite search icon. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:

- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc…
Click the Filter button to apply and display items that meet your criteria.

Use Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created
- Publication Date – Filters results based on release for publication.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click to sort by Date or alphabetically by Title, Subsite location, or score — the results ranking.

The Date column uses values defined by Select Date Options

Click an item in the Page Title column to display that page in the main browser window, for quick review.

To change criteria, choose the appropriate option from the drop down lists at the top of the dialog and click the Filter or click New Search.

**Specify Date Range/Duration**

The Specify Date Range/Duration dialog is used to specify dates, date ranges, or time periods for use as filters in the Find - Advanced Search dialog and other dialogs that enable date selections.

Click the calendar icon to display the Specify Date Range/Duration dialog.
Specify Date Range/Duration

Please enter the desired duration or date range for the creation date.

- **Duration**
  - Within the past: [ ] Day(s) [ ]
  - Enter the length in time based on hours, days or months.

- **Date Range**
  - Begin: [ ] Clear
  - End: 12/08/2009 [ ] Clear

- **Current Date**

This dialog contains the following fields:

**Duration** – Filter for date values within the past ‘n’ hours, days, or months.

**Date Range** – Filter for date values that fall within the specified date range. Click the calendar icons to open the *Date/Time Selection Control*.

**Current Date** – Filter for date values that match the current date.

Select the desired options and click Save to set these values or Cancel to exit without saving.

Note: The Calendar Control is accessible through keystrokes. To access the control use the “Tab” key. Once the Calendar Control has focus, click the “Enter” key to open calendar.

Once open use these keys to change the values of the calendar:

- arrow keys - change selected date
- control key - when used with arrows calendar changes month and year
- left and right arrows navigate to previous and next month respectively
- up and down arrows navigate to previous and next year respectively
- pressing space navigates calendar to current date, without changing selected date
- h, m, and s keys increment hours, minutes, and seconds respectively
- if shift key is down, those keys decrement instead.

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A system administrator can configure the dates that appear in the calendar by modifying `commonspot/calendar.js`. The following two lines will change: `this.minYear = 1970; this.maxYear = 2050;`

**Keywords**

Use the Keywords option to specify one or more keywords for use as filters in the Find or Choose advanced search dialogs. In Find – Advanced Search, expand the section titled Is the content associated with any keywords or tags?

- **Keywords:**
  - Enter a comma delimited list of personal keywords, or press ‘Select Keywords...’ to choose from a list of existing keywords.
  - `Select Keywords...`

- **Tags:**
  - Enter a comma delimited list of personal tags, or press ‘Select Tags...' link to choose from a list of existing tags.
  - `Select Tags...`

Click the Select Keywords button to display the Select Keywords dialog for viewing or choosing existing keywords. Click Save to return to the Find dialog.

**Enter ColdFusion Expression**

The ColdFusion Expression dialog is used to specify an expression that will be evaluated and the resulting value used in a Page Filter expression. This dialog is available in the Advanced view of the Find dialog.

Enter a ColdFusion variable name or expression and click the ‘OK’ button to return the Find dialog.

**Verity Collections**

The Verity Collections dialog is used to specify one or more Verity collections to be searched when an ‘indexed search string’ is specified in the Common Filter Options section of the Find dialog. This dialog is opened by clicking the arrow ▼ icon beside the ‘indexed search string’ field.

Select one or more Verity collections from the list and click the ‘OK’ button to return the Find dialog.

**Search**

CommonSpot integrates with Verity’s search engine to provide advanced full text searching and search by keyword. Each time a page is approved for publication, the Web page or uploaded document (Word, PDF, and HTML) is indexed using Verity’s full text engine.
All author-assigned keywords are stored as meta-information tags, which are automatically inserted into the HTML document.

To access Search, open the Tools menu and select Find

You may find that access to Find has been implemented differently on your site. CommonSpot allows Find to be customized to fit within your page design and navigation requirements.

A link to Search may also be provided in a top-level navigation bar.

Search may be located on a Web page through a separate panel.

To access CommonSpot's advanced Search features, click on Search.

The resulting Search dialog opens as illustrated below.

**Choose**

Choose displays for multiple CommonSpot file selection operations. See [Find](#) for details on using this dialog.

![Search dialog](image)

You can set criteria to filter search results

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine searches on item titles. Leave blank to include all titles.
Search Using – These options vary according to the content type targeted by the current Choose or Find operation. Select all for the broadest search, or filter using Metadata (Properties), your full-text search criteria, or your personal tags.

Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Click More to add these filters:

Date Restrictions – Select from the dropdown:
- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc...

Order Results By: Pick from one of the following dropdown options:

Score: Orders results ranked by relevancy assigned to results. The score is influenced by
- Keyword matches to search criteria.
- Matches with text that appears in the title or section headings of a page or document.
- Matches with text found at the beginning of a document versus the end.
- Matches with text found numerous times in a document versus only once.

Date: Lists results using the value selected in Date Restrictions. Pick Ascending (most recent first), or Descending (most recent last)

Subsites: Sorts alphabetically by subsite name. This is useful for searching across multiple sites.

Title: Sorts alphabetically by document title.

Document Type: Sorts results by document types, including HTML, Microsoft Word, PowerPoint, Excel, PDF, etc.

Show: Defaults to all but custom element data. Select CommonSpot file types.

Results per Page: Select from the dropdown to limit or display all results on a single page.

Click Search to run the search and advance to the Search Results dialog. Click Cancel to restore default settings and exit.

Choose Page

Choose Page displays for all CommonSpot page selection operations.
Choose Page

Please enter the criteria by which you want to search, and any other options as desired.

Quick Find | Advanced Search | Saved Searches

Search Criteria: Contains

Search Using: [ ] Standard Metadata [ ] Full Text [ ] My Tags

Subsite: /demo/ [ ] Include Child Subsites

Date Restrictions: [ ] None [ ] None

Order Results By: [ ] Score [ ] Descending

[ ] Pages [ ] Page Sets [ ] Templates [ ] Uploaded Documents [ ] Registered URLs

[ ] Custom Element Data

Results Per Page: 25

Select a page and click Use This Page to add your selection to the current page collection or page definition operation. Click Search to apply your criteria and run the search.

You can set search criteria to filter results – click to view details

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

Search Using – These options vary according to the content type targeted by the current Choose or Find operation. Select all for the broadest search, or filter using Metadata (Properties), your full-text search criteria, or your personal tags.

Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Click Show More to view options for ordering and displaying search results.

- Date Restrictions – Select from the dropdown:
- Last modification date – The last time content was changed
- Last major modification date– The last time the content was changed with the setting Treat change as significant organization-configurable option that has no effect on CommonSpot versioning
- Creation date– Search by origination date.
- Publication date– Search by date published

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Once you set a date restriction, you can further refine your search with options in the second date field. Option-
ally pick from This week, Last week, This month, Last month, etc.

Order Results By: Pick from one of the following dropdown options:

Score: Orders results ranked by relevancy assigned to results. The score is influenced by
- Keyword matches to search criteria.
- Matches with text that appears in the title or section headings of a page or document.
- Matches with text found at the beginning of a document versus the end.
- Matches with text found numerous times in a document versus only a once.

Date: Lists results using the value selected in Date Restrictions. Pick Ascending (most recent first), or
Descending (most recent last)

Subsites: Sorts alphabetically by subsite name. This is useful for searching across multiple sites.

Title: Sorts alphabetically by document title.

Document Type: Sorts results by document types, including HTML, Microsoft Word, PowerPoint, Excel, PDF, etc.

- Show: Defaults to all but custom element data. Select CommonSpot file types.
- Results per Page: Select from the dropdown to limit or display all results a single page.

Click Search to run the search and advance to the Search Results dialog. Click Cancel to restore default set-
tings.

Choose Page– Advanced Search

Access this option by clicking Advanced Search from the Choose Page dialog.
Choose Page - Advanced Search

To specify your search, please expand one or more sections below and fill in the appropriate information. When you're done, press 'View Results' to see the results of your search, or 'Save' to store it for later use. A check mark appears next to each section that may exclude some items from the results.

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ What type of content do you want to see?</td>
<td></td>
</tr>
<tr>
<td>☑ Who owns the content you are looking for?</td>
<td></td>
</tr>
<tr>
<td>☑ What subsite do you want to search within?</td>
<td></td>
</tr>
<tr>
<td>☑ Is the content associated with any keywords or tags?</td>
<td></td>
</tr>
<tr>
<td>☑ When was the content created, modified, changed, or published?</td>
<td></td>
</tr>
<tr>
<td>☑ Under which categories is the content classified?</td>
<td></td>
</tr>
<tr>
<td>☑ What is the language of the content?</td>
<td></td>
</tr>
<tr>
<td>☑ Do you have any custom search criteria?</td>
<td></td>
</tr>
<tr>
<td>☑ Do you want the search results narrowed further?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sorting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ How would you like the results sorted?</td>
<td></td>
</tr>
</tbody>
</table>

View Results | Close

Clicking Tools – Find and selecting Advanced Search or selecting the Advanced Search option within Choose or selection operations displays the Advanced Search dialog for creating queries for images available at your site.

You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine document or file searches. Use Find Images - Advanced Search to construct advanced queries for images.

You can save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

You can use multiple object attributes as search criteria. This dialog is divided into expandable sections containing more options for refining your search. Click the plus sign + to expand a section and the minus sign – to collapse one. Optionally click Expand or Collapse All. CommonSpot displays a green check mark ✅ for sections containing advanced search criteria.

The Search Criteria that you can use are:

- What type of content do you want to see? – CommonSpot can filter returned results by the following content types:
  - All – No pages are eliminated because of their content type.
  - Pages – Look for a page’s template. Select “All Templates” or a template page.
  - Uploaded Documents – Look for an uploaded document by its type (for example, “pdf”) or look at “All” uploaded documents.
  - Registered URLs – Look for a registered URL.
  - Templates – Look for a template.
  - Page Sets – Look for a page set.
  - Page Set Members – Look for a member page within a page set.
  - Subsites – Look within subsites.

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• Who owns the content you are looking for? – This option lets you choose documents that are owned by "All Owners", the "Current user", "Members of the current user’s group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select button, which when clicked, opens the Add Users dialog. (This dialog is discussed in the CommonSpot Administrator’s Reference.)

• What subsite so you want to search within? – Choose the specific subsite and the child subsites to be included in your search. Your choices are "All subsites", "Current subsites", "Parent subsite", "Direct child subsites", "Sibling subsites", or by "Custom" criteria. If you select "Custom", CommonSpot adds fields that let you indicate if the search includes child subsites in addition to specifying the site or subsite. Instead of using the drop down list, you can click the subsite locator icon to display the Select Subsite dialog.

• Is the content associated with any keywords or tags? – Restrict results by providing a comma-separated list of terms or Select Keywords or Select Tags to choose from existing keywords or personal tags. To be included in the results, a document must be associated with at least one of the specified terms.
Is the content associated with any keywords or tags?

Keywords:
Enter a comma delimited list of personal keywords, or press 'Select Keywords...' to choose from a list of existing keywords.
Select Keywords...

Tags:
Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.
Select Tags...

- When was the content created, modified, changed, or published? – Use this area to specify a creation, last modification, last major change, or publication date. Clicking the calendar icon, displays the Specify Date Range Duration dialog for setting date criteria.

- Under which categories is the content classified?– Use this area to specify categories associated with documents. The categories that display are those defined at your site for which you have access rights.

- What is the language of the content? – Look for the language that the page uses. You can select "All languages", "Current SubSite's Language", or a language used by your site such as English or Spanish.

- Do you have any custom search criteria?– You can add criteria that must be matched. To build an advanced query, determine the full criteria you wish to build. See Search Tips for more details.

  1. Field – Select the field to search against in the Field drop down list. The values you can select are "Language", "Creation Date", "Last Modification Date", "Last Major Modification Date", "Publication Date", "Subsite", "Category", "Keywords", "Owner", "Format", "Parent Template", "File Name", "Title", or "Description".

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2. Operator – Select the operator (greater than, equal to, within, and the like) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.

3. Value – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.

4. AND/OR – If multiple criteria are used, set the AND or OR operator between each criteria line.

5. Parentheses – If more than one criteria need to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

- Do you want the search results narrowed further? – You can further refine the search by selecting:
  - Limit results to – Limit returned results to "All pages", "Pages modified since last login", "Pages significantly modified since last login", or "Pages created since last login".
  - Indexed search string – Limit returned results to the text that you enter here and this text must be in the search collections maintained for you subsite.
  - Collections to search – Limit returned results to just one of the search collections that CommonSpot maintains for your subsite.
  - Other – Limit returned results so CommonSpot excludes pages with publication dates in the future or specify including expired pages.
• Sorting: How would like the results sorted? - CommonSpot can display document search results sorted by data stored with the document. Choose from Creation date, Last modification date, Last major modification date, Publication (Release) date, Expiration date, Title, Subsite, Owner, and the contents of variables created at your site. Select either Ascending (a–z) or Descending (z–a) to set the display order for your results.

You can save searches by clicking the Save icon, or, for edited searches, the Save As option at the bottom of the dialog. The Save Saved Search As dialog displays. Click View Results to execute your search. Results display in the Advanced Search Results dialog. Click Cancel to exit without searching or saving.

Choose Page Search Results

Choose Page displays for all CommonSpot page selection operations.
Choose Page - Search Results

The following are the results of your search. To modify your search, please enter new criteria below.

Select Date Options

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Title</th>
<th>Subsite</th>
<th>Score</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-03-15</td>
<td>About Us</td>
<td>/demo/about/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2010-04-07</td>
<td>Academic Resources</td>
<td>/demo/academics/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2010-03-05</td>
<td>Add Department</td>
<td>/demo/webadmin/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2010-03-15</td>
<td>Add Locations</td>
<td>/demo/alumni/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2009-07-07</td>
<td>Add Locations</td>
<td>/demo/webadmin/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2009-06-22</td>
<td>Add New Event Category</td>
<td>/demo/webadmin/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2009-07-07</td>
<td>Add a Job Listing</td>
<td>/demo/webadmin/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2009-06-23</td>
<td>Add a book</td>
<td>/demo/facultyandstaff/web/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2009-12-14</td>
<td>Admission Guidelines</td>
<td>/demo/futurestudents/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2009-06-22</td>
<td>Admissions</td>
<td>/demo/admission/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2009-06-22</td>
<td>African Student Association</td>
<td>/demo/campuslife/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2009-06-22</td>
<td>After You Are Admitted</td>
<td>/demo/admission/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2009-06-22</td>
<td>Alpha Kappa Alpha Sorority</td>
<td>/demo/campuslife/</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2009-06-22</td>
<td>Alpha Phi Alpha Fraternity</td>
<td>/demo/campuslife/</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

Result Pages: 1 2 3 4 5 6 7

204 matches found. Showing results 1 through 25.
Highlighted: /demo/webadmin/Add Department

Select a page and click Use Highlighted to add your selection to the current page collection or page definition operation.

Results Pages lists the number of returns. Buttons for next or "go to end" display for results exceeding seven pages.

Click New Search to display the Find dialog for selecting new search criteria.

You can set search criteria to filter results: results include some or all of the following options:

To view pages for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.
Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

Search Using – These options vary according to the content type targeted by the current Choose or Find operation. Select all for the broadest search, or filter using Metadata (Properties), your personal tags, or full-text search criteria.

Subsite – Select from the dropdown, or click the subsite search icon. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:

- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc...

Click Filter to apply and display items that meet your criteria.

Click Select Date Options. A green checkmark indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates.

Click to sort by column head. The Date column uses values defined in Select Date Options. The Score column ranks results.

Click an item in the Page Title column to display that page in the main browser window, for quick review.

In the Actions column, clicking the edit icon displays the following.

<table>
<thead>
<tr>
<th>My Changes (Author Mode)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Changes (Edit Mode)</td>
</tr>
<tr>
<td>Approvals (Approve Mode)</td>
</tr>
</tbody>
</table>

Select a mode for viewing the page. Selecting All Changes, as shown above, opens the selected page for editing.

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Clicking the Metadata & Security icon, as shown below, displays the following options.

Select Date Options

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Name</th>
<th>State</th>
<th>Subsite</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-01-25</td>
<td>Landing Page Template (template)</td>
<td>✓</td>
<td></td>
<td>Standard Properties...</td>
</tr>
<tr>
<td>2010-01-25</td>
<td>Welcome</td>
<td>✓</td>
<td></td>
<td>Custom Properties...</td>
</tr>
<tr>
<td>2010-01-22</td>
<td>My Page 5</td>
<td>✓ W</td>
<td></td>
<td>Template Details...</td>
</tr>
<tr>
<td>2010-01-20</td>
<td>See Also Reference</td>
<td>✓</td>
<td></td>
<td>Security...</td>
</tr>
<tr>
<td>2010-01-20</td>
<td>See also references (template)</td>
<td>✓ W</td>
<td></td>
<td>My Tags...</td>
</tr>
</tbody>
</table>

Select a page information option.


Details: Displays specifics for the selected page, template, or uploaded file. See Page Details, Template Details, and Uploaded Document Details, for information presented for these file types. The Details option does not display for registered URLs.


My Tags: Displays any personal tags associated with the page, template, or uploaded file. See My Tags.

Clicking the More Actions icon for a selected item displays the following options:

- Subscribe to Changes
- Create Work Request
- Change Owner
- Lock Page
- View Usage Statistics
- View Referring Pages
- Manage Freshness Reminders
- Manage Contacts
- Manage Notes

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, or delete pages. Remove individual items by clicking the associated delete icon, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.

Choose Page Advanced Search

The Choose Page dialog displays for multiple CommonSpot page selection operations. Access this option by clicking Advanced Search from the Choose Page dialog.
Choose Page - Advanced Search

To specify your search, please expand one or more sections below and fill in the appropriate information. When you're done, click 'View Results' to see the results of your search, or 'Save' to store it for later use. A check mark appears next to each section that requires some items from the results.

Quick Find | Advanced Search | Saved Searches

Search Criteria

- What type of content do you want to see?
- Who owns the content you are looking for?
- What subsite do you want to search within?
- Is the content associated with any keywords or tags?
- When was the content created, modified, changed, or published?
- Under which categories is the content classified?
- What is the language of the content?
- Do you have any custom search criteria?
- Do you want the search results narrowed further?

Sorting

- How would you like the results sorted?

Search Criteria gives you the following options

- What type of content do you want to see - There are multiple types of documents in CommonSpot, place a check box next to those that you wish to be returned in the results

- Who owns the content you are looking for - The options allow filtering for pages that are owned by the current user, any member of any of the current user’s groups, or any user.

  - What is the language of the content - Limit the results displayed to be only those pages which are located in a subsite that is assigned the selected language
  - What subsite do you want to search within - Choose the specific Subsite and/or the children subsites to be included in your search
  - Is the content associated with any keywords or tags - Restrict results by providing a comma separated list of required keywords. To be included in the results, a page must have at least one of the specified keywords. Keywords can be entered directly in the field provided, or click the Select Keywords button to choose from existing page keywords.

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• When was the content created modified, changed or published?
  • Created – Select pages based on the date they were created. Click the calendar icon button to open the Specify Date Range/Duration dialog.
  • Last Modified – Select pages based on the date they were last modified. Click the Choose button to open the Specify Date Range/Duration dialog.
  • Last Major Change – Select pages based on the date of their last major modification. This content is associated. Click the Choose button to open the Specify Date Range/Duration dialog.

Note: A "major modification" is defined as one for which you specified treat change as significant during updates.
  • Publication Date – Select pages based on their publication date. Click the ‘Choose button to open the Specify Date Range/Duration dialog.
  • Category – Return results based on the selected Page Category.
  • Format – The format of the page (i.e. all Word Documents – .doc or all PDF documents – .pdf)
  • Parent Template – Use this option to return only pages that are derived from the selected template.

The expression builder allows the author to select a field on the left-hand side of the equation and compare it to a value selected or entered on the right-hand side. Alternatively, click the ▼ button to open the ColdFusion Expression dialog in which you may enter a ColdFusion variable name or expression that will be evaluated to generate the comparison value.

Additional filter criteria can be added by selecting a logical operator from the selection list.

The filter logic can be controlled by adding parentheses from the selection

• Limit results to – This selection box has the following options: (All Pages) default, Pages modified since last login, Pages significantly modified since last login – Changes for which “Notify user community via What’s New” was selected during publication, and Pages created since last login
  • Indexed search string – The results can be restricted by applying a full text search using the criteria presented in this box. Click the arrow ▼ icon to open the Verity Collections dialog in which you can choose the collections to be searched.
  • Other – includes ‘Exclude Pages with Publication Date in the Future’ and ‘Show Expired Pages’
The Sorting & Categorization Options section of the Find dialog allows you to control the way results are presented in the Find Results dialog.

The following options are available:

- Categorization – Pages will be grouped by their respective values for the selected option.
- Sort Order – Select a sort field and direction (Ascending or Descending).
- Description Field – The value of the selected field will be included for each page in the result set.

Search Tips

CommonSpot’s advanced search capabilities enable you to refine searches through a set of logical operators available through an expression builder under the Do you have any custom search criteria option in the Find – or Choose – Advanced Search operations.

Review the following for details on using these operators.

- Search Case Sensitivity
- Multiple Word Search
- WILDCARD Operator and Characters
- OR Operator
- NEAR Operator
- NEAR N Operator
- PARAGRAPH Operator
- PHRASE Operator
- SENTENCE Operator
- WILDCARD Operator and Characters
- WORD Operator

Search Tips

Search Case Sensitivity

If you enter a mixed case string (mixed upper and lower case), case sensitivity is applied to the search. If you enter an all upper case or all lower case entry, case sensitivity is not applied.

<table>
<thead>
<tr>
<th>Search String</th>
<th>Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello</td>
<td>Hello hello HELLO</td>
</tr>
</tbody>
</table>
Multiple Word Search

Words separated by spaces behave as if they had a logical AND between them. Words separated by commas behave as if they had a logical OR between them.

<table>
<thead>
<tr>
<th>Search String</th>
<th>Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>hello, world</td>
<td>Documents that have either hello OR world somewhere in the document</td>
</tr>
<tr>
<td>hello world</td>
<td>Documents that have both hello AND world somewhere in the document</td>
</tr>
</tbody>
</table>

Wildcards

Wildcard "*" matches any number of (0 to n) characters  
Wildcard "?" matches only one character

<table>
<thead>
<tr>
<th>Search String</th>
<th>Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>behav*</td>
<td>behaving, behave etc.</td>
</tr>
<tr>
<td>behav?</td>
<td>behave</td>
</tr>
<tr>
<td>*ion</td>
<td>information, fusion etc.</td>
</tr>
<tr>
<td>?ite</td>
<td>kite, Site etc.</td>
</tr>
</tbody>
</table>

OR Operator

Selects documents that show evidence of at least one of your search terms. Documents returned using the OR operator are ranked by relevance.

To search for documents that contain stemmed variations of the word "election" or the phrases "national elections" or "senatorial race", you can enter the following:

election OR national elections OR senatorial race

Only those documents that contain at least one of the search terms, or a stemmed variation of at least one of them, are returned and ranked according to their scores.

NEAR Operator

Selects documents containing specified search terms within close proximity to one another. Document scores are calculated based on the number of words between search terms in each document as compared to each of the other documents. If the search expression includes two words and those words occur next to each other in a document, the region size is two words long. Thus, the document with the smallest possible region containing all search terms always receives the highest score. Documents in which the search terms do not appear within 1000 words of each one another are not returned, because even if all the search terms appear in the document, they are probably too far apart to be meaningful within the context of the document.

The NEAR operator is similar to the other proximity operators in the sense that the search terms you enter must be found within close proximity of one another. However, unlike other proximity operators, the NEAR
operator compares the proximity of the search terms in each document to the proximity of the search terms in each of the other documents and assigns scores based on its calculations. For example, when the search expression NEAR is used to find two words close to each other, a document that has the specified words within five words of each other is scored higher than a document that has the specified words within nine words of each other.

To retrieve relevance–ranked documents that contain stemmed variations of the words "war" and "peace" within close proximity to each other, you can enter the following:

```
war <NEAR> peace
```

**NEAR/N Operator**

Selects documents containing two or more words within \( N \) number of words of each other, where \( N \) is an integer. Document scores are calculated based on the distance of the specified words when they are separated by \( N \) words or less.

Like the NEAR operator, the NEAR/N operator compares the proximity of the search terms in each document to the proximity of the search terms in each of the other documents and assigns scores based on its calculations. Unlike the NEAR operator, the NEAR/N operator returns search results only for documents where the search terms are within \( N \) words of one another. A document where the specified words do not occur within five words of each other is not returned in the search results.

The \( N \) variable can be any integer between 1 and 1,024, where NEAR/1 searches for two words that are next to each other. If \( N \) is 1,000 or above, you must specify its value without commas, as in NEAR/1000. You can specify multiple search terms using multiple instances of NEAR/N, as long as the value of \( N \) is the same.

For example, to retrieve relevance–ranked documents that contain stemmed variations of the words "commute," "bicycle," "train," and "bus" within 10 words of each one another, you can enter the following:

```
commute <NEAR/10> bicycle <NEAR/10> train <NEAR/10> bus
```

**PARAGRAPH Operator**

Finds documents that include all of your search terms within a paragraph. Valid search terms are two or more words or phrases. You can specify search terms in a sequential or a random order. Documents are returned as long as the search terms appear in the same paragraph.

To retrieve relevance–ranked documents that contain stemmed variations of the word "drug" and the phrase "cancer treating" within the same paragraph, you can enter the following:

```
drug <PARAGRAPH> cancer treating
```

To search for three or more words or phrases within a single paragraph, you must use the PARAGRAPH operator between each word or phrase. For example:

```
drug <PARAGRAPH> cancer treating <PARAGRAPH> cancer cure
```

You can use the PARAGRAPH operator with the ORDER modifier to perform ordered proximity searches.
PHRASE Operator

Returns documents that include a phrase that you specify. A phrase is a grouping of two or more words that occur next to each other in a specific order.

By default, two or more words separated by a space are considered to be a phrase in simple syntax. In addition, two or more words enclosed in double quotes are considered to be a phrase. To retrieve relevance-ranked documents that contain the phrase "mission oak" you can enter any of the following:

- mission oak
- "mission oak"
- mission <PHRASE> oak
- <PHRASE> (mission, oak)

SENTENCE Operator

Returns documents where all of the words you specify appear within a single sentence. You can specify search terms in a sequential or a random order. Documents are retrieved as long as search terms appear in the same sentence.

To retrieve relevance-ranked documents that contain stemmed variations of the words "American" and "innovation" within the same sentence, you can enter the following:

- american <SENTENCE> innovation
- <SENTENCE> (american, innovation)

You can use the SENTENCE operator with the ORDER modifier to perform ordered proximity searches.

WILDCARD Operator and Characters

Selects documents that contain matches to a wildcard search string. A wildcard search string consists of a word stem combined with special characters. The WILDCARD operator lets you define a wildcard search string, which can be used to locate related word matches in documents. For example, to retrieve documents that contain words such as "pharmaceutical," "pharmacology," and "pharmacodynamics," you can enter the following:

pharmac*

Documents are not relevance-ranked unless the MANY modifier is used, as in:

< MANY> pharmac*

The wildcard characters ‘*’ and ‘?’ automatically enable wildcard searching. To use other constructs, use the WILDCARD operator in conjunction with any of the characters below.

<table>
<thead>
<tr>
<th>Character</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>?</td>
<td>Specifies any single alphanumeric character, as in ?an, which locates &quot;ran,&quot; &quot;pan,&quot; &quot;can,&quot; and &quot;ban.&quot; You don’t have to use the WILDCARD operator when you use the question mark. The question mark is ignored in a set ({})) or in an alternative pattern ({}).</td>
</tr>
<tr>
<td>*</td>
<td>Specifies zero or more of any alphanumeric character, as in corp*, which locates &quot;corp,&quot; &quot;corporate,&quot; &quot;corporation,&quot; &quot;corporal,&quot; and &quot;corpulent.&quot; You don’t have to use the WILDCARD operator when you use the asterisk; you should avoid using the asterisk as the first character of a wildcard string because it uses computing resources intensively. The asterisk is ignored in a set ({})) or in an</td>
</tr>
</tbody>
</table>
alternative pattern (\{}\).  

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[]</td>
<td>Specifies one of any character in a set, as in <code>&lt;WILDCARD&gt; </code>c[au]t<code> </code>, which locates &quot;cat,&quot; &quot;cut,&quot; and &quot;cot.&quot; You must enclose the word that includes a set in backquotes (`). The backquote character normally shares a keyboard key with the tilde (~), near the upper left corner of the keyboard. Space characters are not allowed in a set.</td>
</tr>
<tr>
<td>{}</td>
<td>Specifies one of each pattern separated by a comma, as in <code>&lt;WILDCARD&gt; </code>bank{s,er,ing}<code> </code>, which locates &quot;banks,&quot; &quot;banker,&quot; and &quot;banking.&quot; You must enclose the word that includes a pattern in backquotes (`). Space characters are not allowed in a set.</td>
</tr>
<tr>
<td>^</td>
<td>Specifies one of any character not in the set, as in <code>&lt;WILDCARD&gt; </code>st[^oa]ck<code> </code>, which excludes &quot;stock&quot; and &quot;stack&quot; but returns &quot;stick&quot; and &quot;stuck.&quot; The caret (^) must be the first character after the left bracket ({) that introduces a set.</td>
</tr>
<tr>
<td>_</td>
<td>Specifies a range of characters in a set, as in <code>&lt;WILDCARD&gt; </code>c[a-f]t<code> </code>, which locates every three-letter word from &quot;cat&quot; to &quot;crt.&quot;</td>
</tr>
</tbody>
</table>

**WORD Operator**

Selects documents that include one or more instances of the exact word you specify, with no variations. For example, to search for documents that contain the word "rhetoric," without also considering the words "rhetorical" and "rhetorician," you can enter the following:

```
<WORD> rhetoric
```

Documents are not relevance-ranked unless the MANY modifier is used, as in:

```
<MANY><WORD> rhetoric
```

**All Saved Searches**

Use Tools – Saved Searches to review all saved searches for which you have privileges. You can also toggle to display this view in My Favorite Saved Searches by clicking My CommonSpot – Saved Searches – View All. Use the links at the top to toggle between these views. Features for both are the same. See My Favorite Saved Searches.
Click the first column head to sort by favorite/non-favorite status. Click the next column heads to sort alphabetically by name, description, date, or shared status. Date values are determined by selections made in Select Date Options.

Click the star icon ✽ in the first column of the table to toggle Favorite/Non-favorite status. Favorites display in this table and in My CommonSpot. You can also set rank within favorites by clicking the column head to order saved searches, or clicking and dragging items to change display order for saved searches in My CommonSpot.

Click the run icon ⚾ in the Actions column to execute the saved search.

Click the edit icon ✏ and select Edit to view or change Name or Description information for a saved search, or click Change Owner to reassign rights.

Click the Security icon ⚒ to display the Saved Searches Security dialog for sharing saved searches with groups or users at your site. Enabling multi-user access to searches sets status to Shared ✔.

Click the copy icon ⏳ to clone an existing saved search, to reuse parameters for new saved search queries.

Click Add New Saved Search. The Create Saved Search wizard displays for adding a new saved search to My Commonspot.

**Edit Saved Search**

This displays the Find – Advanced Search options, in edit mode, with the addition of a naming option. Click to expand the How do you want to refer to this search section to change the name of this saved search.

Expand other sections to modify search criteria. Checked ✔ sections include defined query criteria.
Clicking Tools – Find and selecting Advanced Search or selecting the Advanced Search option within Choose or selection operations displays the Advanced Search dialog for creating queries for images available at your site.

You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine document or file searches. Use Find Images – Advanced Search to construct advanced queries for images.

You can save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

You can use multiple object attributes as search criteria. This dialog is divided into expandable sections containing more options for refining your search. Click the plus sign + to expand a section and the minus sign – to collapse one. Optionally click Expand or Collapse All. CommonSpot displays a green check mark ✓ for sections containing advanced search criteria.

The Search Criteria that you can use are:

- What type of content do you want to see? – CommonSpot can filter returned results by the following content types:
  - All – No pages are eliminated because of their content type.
  - Pages – Look for a page's template. Select "All Templates" or a template page.
  - Uploaded Documents – Look for an uploaded document by its type (for example, "pdf") or look at "All" uploaded documents.
  - Registered URLs – Look for a registered URL.
  - Templates – Look for a template.
  - Page Sets – Look for a page set.
  - Page Set Members – Look for a member page within a page set.
  - Subsites – Look within subsites.
Who owns the content you are looking for? – This option lets you choose documents that are owned by "All Owners", the "Current user", "Members of the current user's group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select button, which when clicked, opens the Add Users dialog. (This dialog is discussed in the CommonSpot Administrator's Reference.)

What subsite so you want to search within? – Choose the specific subsite and the child subsites to be included in your search. Your choices are "All subsites", "Current subsites", "Parent subsite", "Direct child subsites", "Sibling subsites", or by "Custom" criteria. If you select "Custom", CommonSpot adds fields that let you indicate if the search includes child subsites in addition to specifying the site or subsite. Instead of using the drop down list, you can click the subsite locator icon to display the Select Subsite dialog.

Is the content associated with any keywords or tags? – Restrict results by providing a comma-separated list of terms or Select Keywords or Select Tags to choose from existing keywords or personal tags. To be included in the results, a document must be associated with at least one of the specified terms.
• When was the content created, modified, changed, or published? – Use this area to specify a creation, last modification, last major change, or publication date. Clicking the calendar icon, displays the Specify Date Range Duration dialog for setting date criteria.

• Under which categories is the content classified?– Use this area to specify categories associated with documents. The categories that display are those defined at your site for which you have access rights.

• What is the language of the content? – Look for the language that the page uses. You can select "All languages", "Current SubSite's Language", or a language used by your site such as English or Spanish.

• Do you have any custom search criteria?– You can add criteria that must be matched. To build an advanced query, determine the full criteria you wish to build. See Search Tips for more details.

  1. Field – Select the field to search against in the Field drop down list. The values you can select are "Language", "Creation Date", "Last Modification Date", "Last Major Modification Date", "Publication Date", "Subsite", "Category", "Keywords", "Owner", "Format", "Parent Template", "File Name", "Title", or "Description".

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2. Operator – Select the operator (greater than, equal to, within, and the like) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.

3. Value – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.

4. AND/OR – If multiple criteria are used, set the AND or OR operator between each criteria line.

5. Parentheses – If more than one criteria need to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

- Do you want the search results narrowed further? – You can further refine the search by selecting:
  - Limit results to – Limit returned results to "All pages", "Pages modified since last login", "Pages significantly modified since last login", or "Pages created since last login".
  - Indexed search string – Limit returned results to the text that you enter here and this text must be in the search collections maintained for you subsite.
  - Collections to search – Limit returned results to just one of the search collections that CommonSpot maintains for your subsite.
  - Other – Limit returned results so CommonSpot excludes pages with publication dates in the future or specify including expired pages.
- Sorting: How would you like the results sorted? - CommonSpot can display document search results sorted by data stored with the document. Choose from Creation date, Last modification date, Last major modification date, Publication (Release) date, Expiration date, Title, Subsite, Owner, and the contents of variables created at your site. Select either Ascending (a–z) or Descending (z–a) to set the display order for your results.

Yyou can save searches by clicking the Save icon, or, for edited searches, the Save As option at the bottom of the dialog. The Save Saved Search As dialog displays. Click View Results to execute your search. Results display in the Advanced Search Results dialog. Click Cancel to exit without searching or saving.

**Save Saved Search As**

Use this dialog to rename Saved Searches. Click the edit icon for an existing saved search in either My CommonSpot or Tools – Saved Searches to display the Edit Saved Search dialog, and click Save As.

**Save Saved Search As**

Please enter a name and description for this search.

Saved Search Name: Required. Enter a new name.

Description: Optional. Explain the purpose of this saved search.

Favorite: Pick from the dropdown. Favorites display in the My Favorite Saved Searches view and in My CommonSpot. Non-favorites display in the All Saved Searches view.

**Saved Search Results**

Execute a Saved Search from My CommonSpot – My Favorite Saved Searches or from Tools – My CommonSpot to view Saved Search results. Click to sort by column head. Saved search type displays in the second column,
with standard file type icons.

The following are the results of your search. To modify your search, please enter new criteria below.

Click Select Date Options. A green checkmark indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates.

Click to sort by column head.

The Date column uses values defined by Select Date Options

Click an item in the Page Title column to display that page in the main browser window, for quick review.

The State column indicates status for each page in this report with a green check mark for currently active pages and the standard CommonSpot work-in-progress and approval process icons. See Content States and Work In Progress and Approval Icons for details

Blue W indicates Work in Progress by others.

Orange P indicates pending my approval.

Yellow W indicates my newly created or modified content in a Work in Progress state, not ready for publishing.

For more information, see Content States, Page View Modes, and the View Menu.

In the Actions column, clicking the edit icon displays following.
Select a mode for viewing the page. Selecting All Changes or My Changes, as shown above, opens the selected page for editing. Approvals opens the page for your review and approval.

Clicking the Metadata & Security icon, as shown below, displays the following options.

Select a page information option.


Details: Displays specifics for the selected page, template, or uploaded file. See Page Details, Template Details, and Uploaded Document Details, for information presented for these file types. The Details option does not display for registered URLs.


My Tags: Displays any personal tags associated with the page, template, or uploaded file. See My Tags.

Clicking the More Actions icon for a selected item displays the following options:

- Subscribe to Changes
- Create Work Request
- Change Owner
- Lock/Unlock Page
- View Usage Statistics
- View Referring Pages
- Manage Freshness Reminders
- Manage Contacts
- Manage Notes

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, or delete pages. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.
Feeds

Choose Tools – Feeds to view feeds for the site.

You can set search criteria to filter results:

To view feeds for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. You can filter using these options.

Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

Feed Type – Pick from the dropdown to optionally view all feeds or filter by syndication/non-syndications feeds. A green check mark indicates syndicated feeds.

Click Filter to apply and display items that meet your criteria.

Click to sort by column heads. The Feed column identifies the feed type. Click a link in the URL or Source Page column to navigate to that page.

See:
Advanced XML Support
XML Publication Syndication
Upload File – Select Subsite

Choose Tools – Upload File to upload various file types. First, select the destination subsite for the uploaded document. Your selection is highlighted, then click Next. To enter images into the Image Gallery, use Upload New Image.

### Upload File - Select Subsite
Please select the desired destination subsite from the tree below.

![Subsite Hierarchy](image)

File Upload

Access this dialog from the top-level Tools menu by choosing – File Upload.

Use this option to store custom scripts, custom render handlers, style sheets, and other site-specific files for use at your CommonSpot site. Note that the site administrator defines allowable file types (through Admin – Site Administration – Content Creation – Uploaded Document Formats). The File Upload option copies files from local directories to CommonSpot site and subsite directories.

This feature provides a convenient way to enable access to file your site needs, but that do not require management through CommonSpot – CommonSpot does not manage files uploaded through this feature.

To make images and files available to the CommonSpot Image Gallery, document libraries, reports, and search results, use the Upload New Image and Upload New Document options. These files placed are then available for distribution to any read only production servers at your site.
File Upload
Please specify the file to upload and its destination directory within the '/demo/academics/' subsite.

File To Upload: Please provide the full path (directory and filename) of the file to upload.

Destination Directory: Please expand the directory tree below and select the destination directory.

![Directory Tree]

File To Upload: Specify the local path of the new file (for example, c:\Website\myfiles\newflash.swf) or click the Browse button to locate the file on a local or networked drive.

Destination Directory: Select a logical directory or subdirectory for the new file.

Click Prev to change subsite target or Cancel to exit without uploading. Clicking Upload displays a confirmation dialog with directory location.

File Upload

Upload Complete
Your file has been successfully uploaded to /export/home/var/www/html/demo/campuslife/element_reference.css.
Reports

In order to help administrators manage content within a sites or subsites, CommonSpot provides a set of standard reports containing useful, interactive views of pages, images, and other CommonSpot objects.

Choose Reports from the main CommonSpot menu.

See the CommonSpot Administrator's Reference for details on viewing and using these reports.

- Pages, Uploaded Docs, External URLs – Lists all these file types, plus templates in a single comprehensive report sortable by type and modifiable.
- Images – Lists all images with image viewing, sorting, and modification options.
- Pages with Broken Links – Lists all pages that CommonSpot identifies as containing broken or invalid link references.
- Pages/Images By Link Reference – List all pages/images linked to, sortable in ascending or descending order by the total number of referring pages.
- Pages Waiting for Approvals – Lists pages with one or more pending approvals, sortable by date range.
- Approval Blocked by Expiring Users – Users who are part of an active approval process but who no longer have account.access to CommonSpot display in this report. Use this to move forward approvals blocked due to account expiration or non-contributor status.

Each report provides a set of standard sorting and viewing options, including site hierarchy, owner, page/document type, size, state (Current, WIP, Pending Approval, Inactive, etc.) and creation, publishing, last modified, or last major modification date.
Report of Pages, Templates, Uploaded Docs & Registered URLs

The following pages, templates, uploaded documents and registered URLs meet the specified filter criteria.

Select Date Options

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Title</th>
<th>State</th>
<th>Subsite</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-04-19</td>
<td>snipe document</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>2010-04-19</td>
<td>Smoko Test Page 223</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>2010-04-15</td>
<td>16th April Page 1</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>2010-04-12</td>
<td>image slider test</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>2010-04-09</td>
<td>Welcome</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>2010-04-08</td>
<td>Simple Form Test</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>2010-04-07</td>
<td>7th April page 1</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>2010-04-05</td>
<td>Testing 12345 (template)</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>2010-04-02</td>
<td>Test</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>2010-03-22</td>
<td>School College Page (template)</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>2010-03-22</td>
<td>Landing Page Template (template)</td>
<td></td>
<td>/demo/</td>
<td></td>
</tr>
</tbody>
</table>

More Actions... Close

10 item(s) found.

Selecting a report displays a table of results. Note that site or subsite size and the level of filtering criteria applied may produce load time waits.
Admin Menu

This menu displays options for managing server, site and subsite options for groups and individual assigned administrator rights for your CommonSpot installation. See the CommonSpot Administrator’s Reference.
Properties Menu

Use this menu to create or change standard or custom properties (metadata) and to view or change other page details. This menu displays the following options:

**Standard** – Edit the current page’s standard properties (metadata)

**Custom** – Edit the current page’s custom properties (metadata). Only displays if a custom metadata form applies to the current page.

**Page Details** – View or change specific page information.

**Cache/Static Settings** – Set or remove temporary caching or static rendering for the current page.

Standard Properties

From the Properties menu, choose Standard Properties to edit standard metadata for the current page. Standard metadata includes HTML standards: title, caption, category, description, publication and expiration dates, and keywords.

Note that the site administrator determines which fields display, which are required, and whether they display in the Main or Other tab.

You can also view or modify these options by clicking the Metadata & Security icon for selected items in CommonSpot search results and reports.

Data displayed in this dialog is the same information entered during page creation in the Create New Page dialog.
## Standard Properties

Please update the following information if appropriate. An asterisk (*) next to a field indicates that the field is required.

<table>
<thead>
<tr>
<th>Main</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>URL:</strong> /demo/index.cfm</td>
<td></td>
</tr>
<tr>
<td><strong>Base Template:</strong> Base Template (demo)</td>
<td></td>
</tr>
<tr>
<td><strong>Title:</strong> Welcome</td>
<td></td>
</tr>
<tr>
<td>The title of the page.</td>
<td></td>
</tr>
<tr>
<td><strong>Title Bar Caption:</strong> Home</td>
<td></td>
</tr>
<tr>
<td>The title to appear in the browser's caption bar.</td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong> Welcome</td>
<td></td>
</tr>
<tr>
<td>A brief summary of the page's content.</td>
<td></td>
</tr>
<tr>
<td><strong>Category:</strong> Standard Page</td>
<td></td>
</tr>
<tr>
<td>The category this page belongs to.</td>
<td></td>
</tr>
<tr>
<td><strong>Publication Date:</strong> 09/02/2009 03:21:12</td>
<td></td>
</tr>
<tr>
<td>Pick the scheduled publication date for this page. Before this date, this page will only be available to authors, approvers and administrators.</td>
<td></td>
</tr>
<tr>
<td><strong>Expiration:</strong> Content does not expire</td>
<td></td>
</tr>
</tbody>
</table>

Enter the appropriate field information and click Next to view Custom Properties, if any are required.

## Custom Properties

When standard metadata does not include specific enough information, custom metadata fields added through the CommonSpot Administrator can capture important details for use in determining which content is...
displayed on a page. From the Properties menu, choose Custom Properties to edit custom metadata for the current page.

You can also view or modify these options by clicking the Metadata & Security icon for selected items in CommonSpot search results and reports.

If custom metadata has been created for the current page, the appropriate metadata fields display in the Custom Properties dialog, prompting the page creator to enter the information requested. In addition to the ability to bind custom metadata to subsites, templates and page categories, it is also possible to bind metadata to document types, render handlers, image files and external URLs, extending the ways in which you can reuse content. Metadata fields can be grouped for easier entry, fields can be set to have default values, and can be joined so that values from an existing field can be reused.

If custom metadata is bound to external URLs or image files, for example, then additional dialogs display for entering of these fields upon upload of the external URL or image file. There are a great many ways in which custom metadata can be employed in order to efficiently reuse and personalize content.

Note: Find full details on creating and binding custom metadata in the CommonSpot Administrator’s Reference.

**Custom Properties**

Please provide the following information.

- **Page Layout**
  - Design
  - In Focus
  - Navigation

- **Hide SubHeader**
  - Select this to hide subheader content (title, path etc)

- **Show Right Column**
  - Click this if you want to have a right column call-out

- **Left Column:** Subsite Menu
- **Top Container:** Above Main & Left Content

Click Save to keep your changes, Cancel to exit without saving.

**Page Details Summary**

Access this dialog in author mode for the current page by choosing Properties – Page Details to view specific page information, or to view or change the time period for version display. Click Change to reset.
Page Details
The following summarizes information about the 'My Page 6' Page.

Title: My Page 6
Description: My Page 6
URL: /demo/My-Page-6.cfm
Language: English
Category: Standard Page
Status: Active
Versions to Show: 30 days (site default) Change
Date Created: 2009-12-17 00:58:55
Publication Date: Document was not available before 2009-12-17 00:58:14
Date Last Updated: 2009-12-17 00:58:55
Date Last Major Mod: 2009-12-17 00:58:55

You can also access this dialog from page search results or page reports, such as My Pages, by clicking the Metadata & Security icon and selecting Page Details to review data for individual pages.

Cache/Static Settings

If you are licensed for, and have enabled the Static Content Generation feature, CommonSpot displays the Cache/Static Settings menu option in the Properties menu.

Use this to optionally set a cache (temporary storage) period for the current page. This option is useful for improving performance for processing-intensive pages. Instead of re-fetching or recomputing original data for each request (dynamic state), you can use this setting to render the page from local server-side data (static state).

To render the current page statically, set an appropriate value in minutes for maintaining the static copy in the Page Cache Minimum Lifetime field. Set this field to 0 to render the page dynamically.

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### Cache/Static Settings

The option below allows you to control the static/dynamic behavior of the page.

<table>
<thead>
<tr>
<th>Page Cache Minimum Lifetime: 0 (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A page-level cache will be maintained for a minimum of the specified number of minutes, unless the page is directly modified. Enter '0' to disable this feature.</td>
</tr>
</tbody>
</table>

For more information, see [Page Performance](#).
Actions Menu

Use the Actions menu to copy, rename, and move pages and to change page state and interactivity settings.

This menu displays the following options:

- **Copy Page** – Duplicate the current page.
- **Move Page** – Displays options for relocating the current page.
- **Rename Page** – Allows for the current page to be renamed.
- **Delete Page** – Allows contributors with Admin rights to delete the page.
- **Deactivate Page** – Makes the current page unavailable for CommonSpot functions.
- **Lock Page** – Exclude other users from updating the current page.
- **Change Owner** – Define a new owner for the current page.
- **Subscribe to Changes** – Choose to view updates to the current page via email subscription or My Notifications.
- **Add Freshness Reminder** – Ticklers for content updates.
- **Create Work Request** – Allows the current user to submit a work request for the current page.
- **Send Review via Email** – Allows contributors to share current and pending pages with non-contributors by sending them through e-mail as HTML attachments.
- **Clear & Update Cache** – Clears the cache for the current page and reload the page.

Copy Page

To copy or move a page in CommonSpot, you must have Page Creation rights within both the source and destination subsites. The Copy Page dialog first prompts for the destination subsite of the page. The destination subsite can be the same as the source (in which case the name of the page must be different). This dialog only displays subsites for which you have Page Creation rights.
Choose a destination subsite and click Next to display the Copy Existing Page dialog.

Copy Existing Page

The Copy Existing Page dialog displays after you choose a subsite from within the Copy Page dialog.
Copy Existing Page

Please enter the following information regarding the page copy.

<table>
<thead>
<tr>
<th>Main</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Copy to:</strong> /demo/</td>
<td></td>
</tr>
<tr>
<td><strong>Name:</strong> Copy of My New Page111</td>
<td></td>
</tr>
<tr>
<td>A short name for the page from which the page's id will be derived.</td>
<td></td>
</tr>
<tr>
<td><strong>Title:</strong> Copy of My New Page111</td>
<td></td>
</tr>
<tr>
<td>The title of the page.</td>
<td></td>
</tr>
<tr>
<td><strong>Title Bar Caption:</strong> My New Page111</td>
<td></td>
</tr>
<tr>
<td>The title to appear in the browser's caption bar.</td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong> My New Page111</td>
<td></td>
</tr>
<tr>
<td>A brief summary of the page's content.</td>
<td></td>
</tr>
<tr>
<td><strong>Edit New Page:</strong></td>
<td></td>
</tr>
<tr>
<td>Check this box to display the new page when the Copy operation is completed.</td>
<td></td>
</tr>
</tbody>
</table>

For information on these fields, see Create New Page.

Check the Edit New Page checkbox at the bottom of the dialogue box if you wish to immediately begin editing the page that you have moved/copied.

Move Page

Use this dialog to migrate pages from one location to another within your site. You can move a single page or multiple pages at once. To move pages in CommonSpot, you must have Page Creation rights for both source and destination subsites. Move Page only displays subsites for which you have rights.

In the Move Page dialog, indicate the target for the new pages by selecting the Destination subsite from the list displayed. Your selection is highlighted. Click Next to complete the move. The selected pages will be moved to the location you specify.

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Move Page

Please select the desired subsite from the tree below.

Moving Multiple Pages

To move multiple pages at once, select My Pages from the My Content Menu. Then click on the checkbox next to the name of the page(s) that you wish to move and select Move Selected from the More Actions dropdown.
The Move Page dialog displays.

Rename Page

In order to rename a page in CommonSpot, you must have administrative rights for the page. To rename a page, navigate to the page you wish to rename, and select Rename Page from the Actions menu.

Use this dialog to rename the page within the current subsite.
The fields within the Rename Page dialog are pre-populated with the current name, title and title bar caption of the page. You may overwrite these for the newly renamed page. Once you click Save, the page is renamed using the information provided in the Title Bar Caption field.

When you rename a page, all links to this page are automatically updated to refer to the newly renamed page.

Delete Page

In order to delete a page in CommonSpot, you must have administrative rights for the page. To delete a page, select Delete Page from the Actions menu.

Then confirm the deletion of the page in the resulting dialog.

**Note:** Once you delete a page, the action cannot be undone. The page will be permanently removed.

Upon selection, a warning dialog validates the request for page deletion. Clicking Delete This Page completes the page deletion process. Click Close to exit without deleting.
If other pages link to the page selected for deletion, those pages display in the dialog box, along with a warning. Review these links before deleting the page.

**Deleting Multiple Pages**

To delete multiple pages at once, select My Pages from the My Content menu or any multi-page report for which you have delete rights.

Check the boxes for the page(s) you wish to delete and click Delete Selected from the More Actions drop-down. CommonSpot displays [Delete Page Confirmation](#). Click Delete to permanently remove the selected pages or Cancel to exit without deleting.

### Delete Page Confirmation

Use this dialog to review status for pages you have selected for deletion. CommonSpot displays similar dialogs for images, uploaded files, and URLs. For deleting a single page, with no active dependencies.

For deleting a single page, with no active dependencies, CommonSpot displays the following message type or a [Delete Conflicts and Warnings](#) message.
Delete Page Confirmation
Are you sure you wish to delete the 'Test Page 11 Demo' page.

There is no reference to this CommonSpot Page.

Are you sure you wish to delete it? Once deleted the action can not be undone.

Delete Close

For deleting a single page with active dependencies, the following message type displays.

Delete Page Confirmation
Are you sure you wish to delete the 'Welcome' page.

There are 2 references to this CommonSpot Page. Deleting this CommonSpot Page will cause the references to be broken.

Are you sure you wish to delete it? Once deleted the action can not be undone.

View Referring Pages Delete Close

Optionally, click View Referring Pages before deleting to display the Referring Pages dialog for fixing links.

Click Delete to permanently remove the selected pages or Close to exit without deleting.

For delete operations that break important dependencies, the Delete Conflicts and Warnings dialog prompts you to create new associations or to delete dependent objects first.

Delete Status

The deletion process reports status for each page.
Delete Status

The following lists deleted pages/templates.

Start Time: 2009-11-23 14:02:41
Status: Complete
Records Processed: 9 of 9
Running Time: 203 seconds
Progress: 
- Successfully deleted 'edd:dfm' (/demo/).
- Successfully deleted 'Documentation-Work:dfm' (/demo/).
- Successfully deleted 'Test-Page-11-Demo:dfm' (/demo/).
- Successfully deleted 'Test_Page:dfm' (/demo/).
- Successfully deleted 'test-datasheet:dfm' (/demo/campuslife/).
- Successfully deleted 'testimpleform:dfm' (/demo/about/).
- Successfully deleted 'barr-test:dfm' (/demo/hw_test/).
- Successfully deleted 'subsite_home_test:dfm' (/demo/hw_test/).
- Successfully deleted 9 of 9 objects.

Delete Conflicts and Warnings

CommonSpot displays Conflicts and Warnings if you try to delete multiple items. Access this dialog through My Content or Reports menu options. From a report, select one or more items to delete, click Delete from the More Actions dropdown, then click Go. CommonSpot warns of data corruption or loss, as shown for the first two items in the first image below, and fails attempts that generate either, as shown in the second image below.

Delete Conflicts And Warnings

The following lists the items that you have marked for deletion. Please confirm that you wish to delete them. Uncheck any that you do not wish to delete.

Note 2 items either have conflicts (warnings), or can not be deleted (failure). Uncheck those that you do not wish to delete.

<table>
<thead>
<tr>
<th>Status</th>
<th>Title</th>
<th>Subsite</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Warning Add a book</td>
<td>/demo/facultyandstaff/web/</td>
<td>One or more pages link to this page.</td>
</tr>
<tr>
<td></td>
<td>Warning Welcome from the President</td>
<td>/demo/about/</td>
<td>One or more pages link to this page.</td>
</tr>
<tr>
<td></td>
<td>OK Tips For Parents</td>
<td>/demo/futurestudents/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OK That time of Year - Homecoming 2007</td>
<td>/demo/newsavents/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OK School of Science Expends Energy on Power Issues</td>
<td>/demo/newsavents/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OK Frequently Asked Questions</td>
<td>/demo/alumni/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OK Campus Activities</td>
<td>/demo/campuslife/</td>
<td></td>
</tr>
</tbody>
</table>

Showing 7 records.
Click column heads to sort by status, or alphabetically by item title, subsite location, or reason.

### Delete Conflicts And Warnings

The following lists the items that you have marked for deletion. Please confirm that you wish to delete them. Note 6 items either have conflicts (warnings), or cannot be deleted (failure). Uncheck those that you do not wish to delete.

<table>
<thead>
<tr>
<th>Status</th>
<th>Page Name</th>
<th>Subsite</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure</td>
<td>template-SubSite-Landing-Template.cfm</td>
<td>/demo/</td>
<td>One or more pages derive from this template. You must delete those pages before deleting the template.</td>
</tr>
<tr>
<td>Failure</td>
<td>template-Simple-WYSIWYG.cfm</td>
<td>/demo/</td>
<td>One or more pages derive from this template. You must delete those pages before deleting the template.</td>
</tr>
<tr>
<td>Failure</td>
<td>template-Press-Release-Page.cfm</td>
<td>/demo/</td>
<td>One or more pages derive from this template. You must delete those pages before deleting the template.</td>
</tr>
</tbody>
</table>

Showing 6 records.  

The Status column displays the following options:

OK: This item has no active dependencies -- deleting will not affect other CommonSpot objects.

Warning: This item has active dependencies -- deleting will affect other CommonSpot objects. You have the option of resolving conflicts before deleting.

Failure: This item has important current dependencies. You cannot delete this item until you resolve dependencies, such as first deleting pages derived from a template, as shown below.

Once you resolve problems, make a selection and click Delete to complete, or Cancel to exit without completing. Initiating delete actions with no serious dependencies displays the [Delete Page Confirmation](#) dialog. For deleting a single page, the following message type displays.

### Delete Page Confirmation

Are you sure you wish to delete the 'Welcome' page.

There are 2 references to this CommonSpot Page. Deleting this CommonSpot Page will cause the references to be broken.

Are you sure you wish to delete it? Once deleted the action can not be undone.

[View Referring Pages]  

Optionally, click View Referring Pages before deleting. The [Referring Pages](#) dialog displays.

### Confirm Deactivate

Choose Actions – Deactivate Page to make a page unavailable for public or read-only viewing. You can also access this option by clicking the More Actions icon for a selected page in My Pages and other page reports,
or view status and change state for the current page through the Page Details left pane option. See Page Details.

The following prompt displays.

Confirm Deactivate

Are you sure you wish to deactivate the page?

Inactive pages can only be viewed by contributors with Author, Edit, Design, Style or Admin permissions.

Clicking Yes displays the following.

Newly created pages are automatically inactive to ensure that work under design and development does not display within the Choose, Find, or Page Index options in CommonSpot. While a page is inactive, any attempt to access the page displays a dialog indicating that the page is not active. View inactive pages through the Reminders section of My CommonSpot.

The Activate button displays for inactive pages for contributors with author rights. Activate inactive pages at any time by clicking this button in the top right of the CommonSpot workspace.

Pages automatically become active when published if Activate when Approved is checked.

Lock/Unlock Page

Choose Actions – Lock Page to enable/disable other users from editing the current page.
Lock/Unlock Page

This page is not currently locked. You may lock the page by simply clicking the 'Lock' button below.

⚠️ Note:
Locking the page will block all other users from being able to author, edit or approve changes. You should only lock the page if you know that you will be editing it over an extended timeframe.

This option is also available from My CommonSpot and other reports including pages, such as the Report of Pages, Templates, Uploaded Docs & Registered URLs. See the description of this option in the CommonSpot Administrator’s Reference.

Select Date Options

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Title</th>
<th>State</th>
<th>Subsite</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-01-25</td>
<td>Landing Page Template (template)</td>
<td></td>
<td>/demo/</td>
<td>Create Work Request...</td>
</tr>
<tr>
<td>2010-01-25</td>
<td>Welcome</td>
<td>✔</td>
<td>/de</td>
<td>Change Owner...</td>
</tr>
<tr>
<td>2010-01-22</td>
<td>My Page 6</td>
<td>✔ W</td>
<td>/de</td>
<td>Look Page...</td>
</tr>
<tr>
<td>2010-01-20</td>
<td>See Also Reference</td>
<td>✔</td>
<td>/de</td>
<td>View Usage Statistics...</td>
</tr>
<tr>
<td>2010-01-20</td>
<td>See also references (template)</td>
<td>✔ W</td>
<td>/de</td>
<td>View Referring Pages...</td>
</tr>
<tr>
<td>2010-01-12</td>
<td>test link</td>
<td>✔</td>
<td>/de</td>
<td>Manage Freshness Reminders...</td>
</tr>
<tr>
<td>2010-01-06</td>
<td>My Page 3</td>
<td>✔</td>
<td>/de</td>
<td>Manage Contacts...</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Manage Notes...</td>
</tr>
</tbody>
</table>

CommonSpot allows any contributor with author rights to a page to explicitly lock it to prevent others from making changes. Once a page is locked, only the person who locked it, or administrators can edit, move, rename, delete, or otherwise change the page. For others, the page is in a read-only state and Take Control is not an option. Use this feature to maintain page integrity for updating pages over a long period of time.

In addition to explicit locking, CommonSpot automatically prevents multiple authoring sessions on the same page at the same time, to prevent editing conflicts and overwriting. CommonSpot creates a database entry at the start of each authoring session and displays Take Ownership or Cancel options when you try to enter author mode on a page someone else is editing.

Error messages vary based on who encounters the lock.

Attempting to re-enter author mode on a page where you own the lock displays the Page Worked on in Another Session message.

If you try to author a page currently locked by another user, you receive the Page Worked on by Another User error.

Page locks are broken by these actions:

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Time Expires – a lock on a page in Author mode remains open for the length of a user’s session, as specified in the Session Timeout setting in the CommonSpot Server Configuration dialog.

Move out of Author mode – During the page publishing process, you choose the “Reload in Read Mode” option, or you go into Read mode manually.

Have the lock broken by another user with sufficient rights – A user with Admin rights entered Author mode on the locked dialog and elected to break your lock.

**Page or Template Worked on In Another Session**

If you close the browser window in the middle of an authoring session, the Page Worked on In Another Session displays. (A similar window displays if you were editing a template.)

**Page Worked On In Another Session**

You are currently working on this page in another browser session.

To work on the page in this session, click 'Take Control', otherwise click 'Cancel'.

**Worked on by:** Webmaster  
**Email:** webmaster@commonspot.edu

Click Take Control to break the old Authoring lock and enter Author mode on the page successfully. Click Cancel to cancel without breaking the lock. You will not be able to enter Author mode until you navigate to another page within the site, or the original lock expires.

**Note:** You can navigate to other pages (for instance by following links) and still maintain your lock on the last-authored page. However, entering Author or Edit mode on another page releases the original lock.

Navigating to a page in the CommonSpot administrator does not break the Author mode lock.

If a lock breaks during an authoring session (because you navigated to another page, your session has expired, or because you accidentally logged out), an alert displays with options for recovering your current work. See **CommonSpot Security Exception** for more information.

**Page or Template Worked On by Another User**

Attempting to enter author mode on an explicitly locked page or template displays a message similar to the following. "You cannot unlock this page. Optionally contact the owner of the lock to request access."
Change Ownership

Choose Actions – Change Owner or select this option from the More Actions menu in search results and CommonSpot reports to reassign rights to the current page. Click the Choose button in the Change To field to display the Select User dialog for picking a new owner.

Select User

This dialog displays throughout CommonSpot for security, assignment, and routing operations, such as email notifications. For assignments or ownership changes, this dialog displays a list of contributors with edit rights to the page. View Users by Name or Users by Group.

User records created through the Administrator – User Administration function display in the Add Users dialog. Use this dialog to add existing users to groups and organizations at the server, site, subsite, or customer administration levels, or to select users for explicit permission assignments in dialogs that include the Add User(s) option.

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This dialog is a standard part of CommonSpot security operations such as Left Pane Security – Add Users, Image Security - Add User, Subsite General Security – Add Users, Custom Element Security – Add Users, Page Security - Add Users, etc.

Please select user(s)/group(s) from the list and click 'Next' to assign permissions.

<table>
<thead>
<tr>
<th>Users by Name</th>
<th>Users by Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>Begins With</td>
</tr>
<tr>
<td>Allpages, Editor</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:evan@commonspot.edu">evan@commonspot.edu</a></td>
<td></td>
</tr>
<tr>
<td>Web Communications, Editor</td>
<td><a href="mailto:editor@commonspot.edu">editor@commonspot.edu</a></td>
</tr>
</tbody>
</table>

3 items found.

Use the links at the top to view Users by Name or Users by Group.

Click column heads to sort names alphabetically or by email, or refine your search by selecting from the drop-downs and optionally entering a value in the text field and clicking Filter, or combine dropdown and text field options with alphanumeric selections and click Filter as shown above for names beginning with E. These filters are useful for limiting results if your installation has many users.

Click the Clear button to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click ✗ to remove individual users, as shown below, or click Clear All to deselect all users. When you are finished, click Add Selected if you’re updating a group, as shown below, or click Next to complete security assignments, as show above.
Subscriptions

Use the Subscriptions dialog to review or change notifications received for a specific pages. Click Tools – My Subscriptions to view a list of pages to which you currently subscribe.
### Subscriptions

You can set filtering and ordering criteria for your subscriptions, including which subsite levels to include and date restrictions. You can filter using these options.

Subsite – Select from the dropdown, or click the subsite search icon 📁. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Date Restrictions – Select from the dropdown:
- Last modification date – The last time content was changed
- Last major modification date – The last time the content was changed with the setting Treat change as significant, an organization–configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by origination date.
- Publication date – Search by date published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc.

Click Filter to apply and display items that meet your criteria.

Use the Show dropdown to view all or restrict your view to changed pages only.

Use 🗒 Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark ✓ indicates the current filter. Optionally choose from the following:
- Creation Date – Filters results based on the date created
- Publication Date – Filters results based on release for publication.
- Last Modification Date – Filters results based on the date of last change.

---

#### Table of Subscriptions

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Subsite</th>
<th>Notify Via</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-07-16</td>
<td>My Testing Page</td>
<td>/demo/newsevents/spanish/</td>
<td>Email, My CommonSpot</td>
<td></td>
</tr>
<tr>
<td>2009-06-20</td>
<td>Get Involved</td>
<td>/demo/alumni/</td>
<td>Email, My CommonSpot</td>
<td></td>
</tr>
<tr>
<td>2009-06-20</td>
<td>About the Alumni Assoc</td>
<td>/demo/alumni/</td>
<td>Email, My CommonSpot</td>
<td></td>
</tr>
<tr>
<td>2009-06-20</td>
<td>Academic Resources</td>
<td>/demo/academics/</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>2009-06-20</td>
<td>Mission &amp; Goals</td>
<td>/demo/about/</td>
<td>Email, My CommonSpot</td>
<td></td>
</tr>
<tr>
<td>2009-06-20</td>
<td>Fact Sheet</td>
<td>/demo/about/</td>
<td>Email, My CommonSpot</td>
<td></td>
</tr>
</tbody>
</table>

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• Last Major Modification Date – Filters results based on the date of last major change. This is an organization–defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click to sort by column head. Click an item in the Title column to view the page you’re subscribed to.

To add or change a notification preference, click the edit icon for a current subscription. The Subscription dialog displays in edit mode.

To stop notifications for a particular page, click the associated delete icon ⏹️, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go to remove the page from your subscription list.

**Subscription**

If you are interested in updates to a specific page, or if you rely on access to specific content on a routine basis, you can opt in to notification when information changes. through My CommonSpot – Notifications.

![Subscription dialog](image)

To subscribe to notification of changes to a page by others, navigate to the page and choose Actions – Subscribe to Changes to view the Subscription dialog. You can also access this option by clicking the More Actions icon 📜 for a selected page or pages in My Pages and other page reports and search results that include this option.

If mail service is set up for your CommonSpot environment you can check either or both of the notification options. Otherwise, updates display in My CommonSpot Notifications. Click Save to keep your preferences.

**Create Work Request**

CommonSpot provides a controlled way for you to ask another contributor to start, work on, or finish specific tasks. Access this dialog to initiate and assign tasks in author mode by selecting Create Work Request from the Actions menu or Add Work Request from the Reminders section of My CommonSpot. You can also access this option by clicking the More Actions icon 📜 for a selected page in My Pages or other page reports and search results that include this option.
Note: Before you can initiate work requests, your site administrator must first allocate work request resources through Site Administration – Approval and Workflow – Work Request Resources.

CommonSpot automatically records and tracks task status and optionally deletes completed tasks so you never have to think about following up or removing old requests. This dialog displays in edit mode for existing work requests viewed from Manage Work Requests.

**Edit Work Request**

Please select the desired work type, then choose one of the following individuals or groups who have been assigned to handle this type of work request, then complete the remaining fields.

<table>
<thead>
<tr>
<th><strong>Work Type:</strong> Work 11</th>
<th><strong>User/group:</strong> Editor Alumni Relations (User)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> Clean up typos on each Alumni relations page</td>
<td></td>
</tr>
<tr>
<td><strong>Due Date:</strong> 2010-02-10</td>
<td><strong>Clear</strong></td>
</tr>
<tr>
<td><strong>Scope:</strong> General Work Request</td>
<td></td>
</tr>
<tr>
<td><strong>Urgency:</strong> Medium</td>
<td></td>
</tr>
<tr>
<td><strong>Notes:</strong> Spell check did not find all typos. Please copy edit &amp; fix text.</td>
<td></td>
</tr>
</tbody>
</table>

**Notification:** Send email notifications when:
- Work Request is assigned (send to assignee)
- Work Request is rejected (send to assignee)
- Work Request is accepted (send to assignee)
- Work Request is completed (send to assignee)

**Removal:** Automatically remove the work request when completed

- Save  
- Cancel

**Work Type:** Select from the dropdown. Your CommonSpot Site Administrator defines options available here through Site Administration – Approval & Workflow – Work Request Resources.

**User/Group:** Select from the dropdown. For each Work Type available, the CommonSpot Site administrator creates user/group associations. Selecting a work type without this association generates an error.

**Title:** Required. Enter a descriptive title for this request.

**Due Date:** Required. Click the calendar icon to set a deadline.

**Scope:** Select from the dropdown.

**Urgency:** Select from the dropdown.

**Notes:** Required. Include additional information or instructions.

**Notification:** Select the appropriate option. Defaults to all selected.

**Removal:** Automatically deletes this request from the Manage Work Requests view once it's completed.
Send Review via Email

The Email Review authoring feature allows contributors to share pages with non-contributors. Through Email Review, you can email a page, both current and pending, to individual CommonSpot users, groups of users, or specified email lists as an html attachment.

**Send Review via Email**

To have your changes reviewed via email, select any combination of users and/or groups below and fill in other field as appropriate. Upon submission, the page will be sent to the specified recipients as an HTML file attachment in an email. For your reference you will be included via "(cc)."

Access Email Review through Actions – Send Review via Email.

You can choose the email recipients and the version of the page to send. Email review can also be sent to other contributors whose role is approver but are not set up as an approver or the approval/workflow feature is not enabled.

**Note:** In the attached file, the page renders as it appeared when the email was sent.

Email Recipients: Click the Choose button to select users or groups. The Select User(s)/Group(s) dialog displays for selecting users. Identify one or more CommonSpot users to send email to. CommonSpot adds each user chosen to the recipient list, using the email address registered in the user’s CommonSpot user profile.

Additional Email Addresses: The Additional Addresses field allows you to enter one or more specific email address to send the email to. Separate each email address with a comma. CommonSpot adds each address to the recipient list of the email.

Page Version: The Page Version field allows you to select which version of the page you wish to email. “Current Version” will send the page as it is published, “Current Version with only my pending changes” will send the
page as it would look with only your pending changes published, and “Current Version with all pending changes” will send the page as it would look with all pending changes published. Checking the “Include Visual Difference file” checkbox will also include a visual difference of the page, so the email recipients can see what content was added or deleted from the page.

Subject: The Subject field allows you to enter the subject for your the email. This subject will be set to different defaults, depending on what version of the page you are sending.

Message: The Message field allows you to enter the message for the email you’re sending. This message will be set to different defaults, depending on what version of the page you’re sending.

When the proper recipients, subject, and message values have been set, click Save to send the email. The Email Review dialog will process briefly and then display the list of recipients of the email. Click ‘Done’ to close the dialog.

Usage Statistics

CommonSpot’s Usage Statistics help content owners assess whether the content they publish is of value. It is not meant to replace the common Web server usage statistics packages.

Usage Statistics show on a page–by–page basis what authenticated users have viewed the page during a specified time frame. It does not track anonymous usage, only that of authenticated users. Usage Statistics information can also be viewed for a particular subsite or the entire site.

Access to Usage Statistics through Actions – Usage Statistics. The Usage Statistics dialog provides at–a–glance usage statistics for the current page, current site and subsites. Choose the scope in which to view the information from the dropdown list at the top of the page.

Then, choose the period in time for which you want to view the Usage Statistics information by clicking on the image. Time period options include: today, last two days, last week or last seven days, last two weeks or last month.
Usage Statistics

Choose the desired time period and scope to view usage statistics.

Scope: Current Page

- Today (3 requests)
- 2 Days (6 requests)
- Week (16 requests)
- Two Weeks (27 requests)
- Month (43 requests)

Click on any of the dates below to see actual users:

- Mon, Nov 09 (3 requests)
- Sun, Nov 08 (3 requests)
- Sat, Nov 07 (0 requests)
- Fri, Nov 06 (1 request)
- Thu, Nov 05 (3 requests)
- Wed, Nov 04 (4 requests)
- Tue, Nov 03 (2 requests)

× Close

The total number of authenticated requests for the page or pages defined in Scope displays in parentheses () below each time period icon.

Click a time period icon to display a bar graph for visually comparing usage by day, to easily review high and low activity periods.

Click a date in the left column for user information. The Usage Statistics Details dialog displays.

Usage Statistics Details

Use this dialog to see which users at your site are interacting with specific pages and frequency of use (displayed in parentheses after each user name). Review activity for the current day, two days, current week, two weeks, current or month periods. See Usage Statistics Details for more information on accessing and setting parameters for these statistics.

Click Close to exit the dialog or Refresh to update display.

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Clear & Update Page Cache

Choose Actions - Clear & Update Cache to delete all of the page and Element-level caches for the current page. CommonSpot displays the Updating Cache dialog.

Updating Cache

This dialog displays when you choose Clear & Update Cache from the Actions menu in Author mode.

Reload the page to regenerate page and Element caches. You will not need to use this option often, but it is useful for updating pages after programmatic changes to the base template or when custom scripts run on the current page. Note that this action deletes cache items for the current page only. See the discussion of Clear Cache in the CommonSpot Administrator’s Reference for information on how to clear site and subsite caches.
Manage Menu

Use this menu to review and set attributes for existing pages. For each page you can manage:

**Freshness Reminders** – View, change or add reminders.

**Work Requests** – View, change, or create tasks created for or by you.

**Contacts** – View all contacts associated with the current page

**Notes** – Add, edit, or delete notes for the current page.

**My Tags** – View, change, or create personalized keywords for your work.

**Page Security** – View, change, or set page permission assignments.

**Style Sheets** – Define which Style Sheets to use with the current page.

**Live Bookmarks** – Defines which feeds link to the current page as Live Bookmarks.

**Popup Menus** – Defines and set attributes for popup menus created at your site.

Manage Freshness Reminders

Content Freshness Reminders display in My CommonSpot as “ticklers” for content requiring maintenance. Use Freshness Reminders in combination with CommonSpot’s content expiration features to monitor and maintain content currency.

Access this dialog by clicking Freshness Reminders from the Manage menu in author mode to view, edit, or delete Freshness Reminders at your site.

Manage Freshness Reminders

The following lists the Freshness Reminders for the "Welcome" page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Reminder</th>
<th>Assigned To</th>
<th>Owner</th>
<th>Private</th>
<th>State</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Haiti Relief Updates</td>
<td>1 days after change</td>
<td>Webmaster</td>
<td>Webmaster</td>
<td></td>
<td>Scheduled</td>
<td><img src="icon.png" alt="" /></td>
</tr>
<tr>
<td>check for form submission updates</td>
<td>2010-02-06</td>
<td>Webmaster</td>
<td>Webmaster</td>
<td></td>
<td>Active</td>
<td><img src="icon.png" alt="" /></td>
</tr>
<tr>
<td>Copy 2 of Returning Students</td>
<td>1 days after change</td>
<td>Page owner</td>
<td>Webmaster</td>
<td></td>
<td>Dismissed</td>
<td><img src="icon.png" alt="" /></td>
</tr>
<tr>
<td>Returning Students</td>
<td>1 days after change</td>
<td>Page owner</td>
<td>Webmaster</td>
<td></td>
<td>Scheduled</td>
<td><img src="icon.png" alt="" /></td>
</tr>
</tbody>
</table>

Add Freshness Reminder

Showing 4 records.
Filter using the Type or State dropdown. The example above uses no filter to display all available reminder types and states. The second reminder in the table, check for form submission updates, is based on a specific date. All others are change-triggered. Click to sort by column head. A checkmark in the Private column indicates a reminder visible to the owner only.

State is Active for freshness reminders that currently require attention, as shown above for check for form submission updates.

State is Scheduled for currently assigned freshness reminders, as shown above for All Haitian Relief updates.

State is Dismissed for freshness reminders reviewed and permanently ignored, as shown above for Copy 2 of Returning Students.

Click the snooze icon 🕒 to temporarily ignore a reminder. State remains scheduled and the dismiss option remains available.

Click the dismiss icon 🕒 to permanently ignore a reminder.

Click the edit icon 🖋 to revise reminder name, assignment, schedule, or description.

Click the copy icon to duplicate a reminder, as shown above for Copy 2 of Returning Students. Use this feature to save time creating frequently used or assigned reminders.

Click the delete icon 🗑️ to permanently remove a reminder.

Add Freshness Reminder

Authors can set Freshness Reminders for a specific date, a specific interval before content expiration or after content is last changed, or when some specific content maintenance is required. No reminder is also an option for content that does not require proactive management. You can create reminders for yourself and make them private.

Contributors can create, manage, and assign Freshness Reminders to others.
Add Freshness Reminder

Please enter the specified information below to create a Freshness Reminder for the 'Welcome' Page.

Name: Check formatting for new tagline element

Assign To:  
- Myself
- Current Page Owner
- Selected Contributor

Reminded On: Specific Date

Date:

Description:
New logo available 5/14/10. Check formatting in tagline on dev for spacing.

Private

Save  Cancel

This dialog displays in edit mode for existing Freshness Reminders as shown below.

Access this dialog from Manage – Freshness Reminders, or by clicking Active Freshness Reminders from the Page Tools left panel and selecting the Add or Edit options.

Name: Required. Enter a meaningful label for the Freshness Reminder.

Assign To: Required. Select the appropriate option. Clicking Selected Contributor displays the Choose button. Click to assign this reminder to a user or group. For details on this process, see Select User.

Reminded On: Required. Choose from the dropdown. You can set a generic reminder, triggered by change state, or select a specific date for reminders.

Selecting X days after Next Content Change displays the Days field for setting the interval between update and reminder.

Selecting Specific Date displays the calendar icon for picking a date for the reminder.

Description: Required. Enter a meaningful explanation.

Private: When checked, prevents others from seeing this reminder.

Click Save to keep your changes or Cancel to exit without saving.
Edit Freshness Reminder

Please enter the specified information below to create a Freshness Reminder for the 'Welcome' Page.

- **State:** Dismissed
  - Dismissed By: Webmaster
  - Dismissed On: 2010-02-08
  - Dismissed Comment: Will route to a single editor, don't need two separate reminders

- **Name:** Copy 2 of Returning Students

- **Assign To:**
  - Myself
  - Current Page Owner
  - Selected Contributor

- **Reminded On:**
  - X Days after Next Content Change

- **Days:**
  - Enter days from 1 to 999

- **Description:**
  - Add link to new 'Returning Students' subsite

[Save] [Cancel]

Once this reminder has been set and assigned, a link to each current reminder displays for the assignee under Reminders in My CommonSpot.

Snooze Freshness Reminder

You can choose to postpone freshness reminders you receive. Set the appropriate delay time from the Snooze for dropdown. Add an optional comment.
Snooze Freshness Reminder

Please select the duration you wish to snooze the 'Test page' Freshness Reminder for and add an optional comment if appropriate.

Snooze for: 1 day

Comment:

Snooze  Cancel

Click Snooze to save the delay time or Cancel to exit without saving.

Dismiss Freshness Reminder

You can choose to dismiss freshness reminders you receive. Click Dismiss. Add an optional comment.

Dismiss Freshness Reminder

Please enter a comment to dismiss the 'Test page' Freshness Reminder.

Comment:

Dismiss  Cancel

Click Dismiss to cancel the selected Freshness reminder or Cancel to exit without dismissing.

Manage Work Requests

Access this dialog by clicking Work Requests under Reminders in My CommonSpot, or select this option from the Manage menu in author mode. Use this dialog to view, review, change, or delete current task assignments and status.

You can also choose Active Work Requests in author mode from the Page Tools left panel to display work requests for the current page.
Manage Work Requests

The following work requests have either been created by you or assigned to you in this site.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Urgency</th>
<th>Title</th>
<th>State</th>
<th>To</th>
<th>From</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-02-10</td>
<td>High</td>
<td>Testing whether this routes to the correct user + ongoing</td>
<td>Pending</td>
<td>Editor Campus Life</td>
<td>Webmaster</td>
<td></td>
</tr>
<tr>
<td>2010-02-10</td>
<td>Medium</td>
<td>Clean up types on each Alumni relations page</td>
<td>Pending</td>
<td>Editor Alumni Relations</td>
<td>Webmaster</td>
<td></td>
</tr>
</tbody>
</table>

Add Work Request

2 items found

Select an option in the Show dropdown to display all or all open work requests, or filter for assignments made to you or by you in combination with options in the Urgency dropdown.

Open requested by or assigned to me
- All
- All requested by or assigned to me
- Completed assigned to me
- Completed requested by me
- Completed requested by or assigned to me
- All Completed
- Open assigned to me
- Open requested by me
- Open requested by or assigned to me
- All open

Optionally click Show Details (default) to display request type and any notes in the Title column, as shown below.

Manage Work Requests

Manage the following work requests regarding the 'Camp Life' page.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Urgency</th>
<th>Title</th>
<th>State</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-03-31</td>
<td>Medium</td>
<td>from webmaster for page</td>
<td>Design</td>
<td>Editor Campus</td>
</tr>
</tbody>
</table>

Title displays task name only. Page specific assignments link to the relevant page and general assignment are unlinked, as shown above.

Click to sort by column head. The State column can display the following:

- Rejected – The request was received and rejected.
- Complete – The request was received and completed.
- Accepted – The request was received and accepted, but is not yet completed.
- Pending – The request has not yet been received.

Remove individual items by clicking the associated delete icon 🗑.
Click Add Work Request to display the Create Work Request dialog for initiating a new request for work or click the edit icon 📚 to display this dialog in edit mode for an existing request.

Manage Contacts

All of the relevant contacts associated with any CommonSpot page and their direct e-mail links are available in one convenient location. Contacts can include the author, publisher, product manager, technical support, or other relevant subject–matter experts. Use this dialog to view and associate contacts with a document. Click to sort contacts by type, name, email, or phone.

### Manage Contacts

The following contacts are associated with the 'image picker test' page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Contact Name</th>
<th>Email</th>
<th>Phone</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CommonSpot Administrator</td>
<td>Campus Life, Editor</td>
<td><a href="mailto:campuslife@commonspot.edu">campuslife@commonspot.edu</a></td>
<td></td>
<td>📚 📚 📚</td>
</tr>
<tr>
<td>CommonSpot Administrator</td>
<td><a href="mailto:mike@commonspot.edu">mike@commonspot.edu</a></td>
<td><a href="mailto:mike@commonspot.edu">mike@commonspot.edu</a></td>
<td></td>
<td>📚 📚 📚</td>
</tr>
<tr>
<td>CommonSpot Administrator</td>
<td><a href="mailto:evan@commonspot.edu">evan@commonspot.edu</a></td>
<td><a href="mailto:evan@commonspot.edu">evan@commonspot.edu</a></td>
<td></td>
<td>📚 📚 📚</td>
</tr>
<tr>
<td>CommonSpot Administrator</td>
<td>Alumni Relations, Editor</td>
<td><a href="mailto:alumnirelations@commonspot.edu">alumnirelations@commonspot.edu</a></td>
<td></td>
<td>📚 📚 📚</td>
</tr>
<tr>
<td>CommonSpot Administrator</td>
<td>tester, tester</td>
<td><a href="mailto:tester@paperthin.com">tester@paperthin.com</a></td>
<td></td>
<td>📚 📚 📚</td>
</tr>
</tbody>
</table>

In Author mode you can add new contacts to a page. Click Add Contact(s) to associate another contact with the current page.

Click the edit icon to view or change contact type or responsibility description. The Add Contacts dialog displays in edit mode.

Click the user icon to view user profile information. The User Information dialog displays.

Remove individual items by clicking the associated delete icon ❌, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go..

### Add Contacts

Access this dialog by choosing Contacts from the Manage Menu and then clicking Add Contact(s) dialog to create new contacts for the current page, or click the edit icon for an existing contact in Manage Contact to display this dialog in edit mode as shown below.
Contact Type: Pick from the dropdown or click New to display the Add Contact Type dialog.

Contacts to Add: Required. Click Choose to add from existing CommonSpot users. The Select User dialog displays.

Responsibility Description: Optionally describe this contact’s role.

Add Contact Type

Click New in the Add Contact dialog, to display the Add Contact Type dialog for associating a new individual and job function with the current page. You must have new category creation rights to specify a new type.

Add Contact Type
Please provide the following information for the new Contact Type.

Name: Designer

Description:

- Active
- Default

Name is required.

Description: Optionally enter any additional information about this contact type.

Check Active (default) to display this contact in the Contact Types dropdown in the Add Contacts dialog.
Check Default to make this the first type to display.
Manage Contact Types

Use this dialog to activate, deactivate, edit, or delete contact types. Types registered as Active here display in the Contact Types dropdown in the Add Contacts dialog.

Click to sort types by, name, description, active ✓, inactive, or default ✓ status.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Active</th>
<th>Default</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CommonSpot Admin</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Reviewer</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

From the Manage Menu, click Contacts to display the Manage Contacts dialog. Click Manage Contact Types in the upper right corner to display this dialog.

Click Add Contact Type to make a new type available.

Click the edit icon 🎨 to display the Add Contact Type dialog in edit mode so that you can revise type status and information.

Click the delete icon 🛠️ to remove a type.

User Information

Use this informational dialog to view user details for CommonSpot operations that include user data. See Edit User Profile Information in this guide and "Add User Information" in the CommonSpot Administrator’s Reference for more on this dialog.
User Information

The following is the user profile information for 'Editor Alumni Relations'.

- **Company:** CommonSpot University
- **Organization:** Administrators
- **Last Name:** Alumni Relations
- **First Name:** Editor
- **Middle:**
- **Title:**
- **Address1:**
- **Address2:**
  - **City:**
  - **State:**
  - **Zip:**
- **Phone:**
- **Fax:**
- **Voice Mail:**
- **Email:** alumnirelations@commonspot.edu
- **HomePage:**

Manage Notes

Use this dialog to view, add, edit, or delete notes for the current page. Choose Manage Notes from the Manage Menu. Click column heads to sort notes by date last updated, owner name, text, or private/public status. Private notes display a green check mark ✔.

In Author mode you can add new notes to a page. Click Add Note to display the Add Notes dialog for associating new comments with the current page.
Click the edit icon to view or change Note content. The Add Note dialog displays in edit mode.

Click the delete icon to remove an individual note.

**Add Note**

Access the Add Note dialog from Manage Notes to comment on the current page. By default, Private is unchecked for sharing notes with team members. Optionally click Private to create personal notes. This dialog displays in edit mode for existing notes, as shown below.

![Edit Note](image)

**My Notes**

My Notes, is a feature that enables users to record, store, and view their own personal notes about published content. My Notes notations are private and are not seen by other users.

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My Tags

Use this dialog to view or change the assignment of informal keywords to a page. Use this kind of metadata to more easily find personal pages and information.

Click the Select Tags button to choose from existing tags or to define a new tag for your collection.

Select Tags

This dialog displays for all CommonSpot operations that support searching or classifying information using tags – informal, personal keywords used to easily find items you create or own. Tags are distinct from keyword metadata, which are more formal associations, usually reflecting classification policies established at the sub-site level.
Click items from the left and drag to the right to select tags for the current page, image, template or other CommonSpot object, or enter a new term and click the Add to Selected button to create a tag. New keywords become part of the site/subsite collection.

Click the delete icon to selectively remove individual terms or click Delete All to clear your selections.

**Page Security – Add User**

Use this dialog to grant individuals access to the current or selected page. Access this dialog by clicking Add User in the Page Security dialog.

User records created through the Administrator – User Administration function display in the Add Users dialog. Use this dialog to add existing users to groups and organizations at the server, site, subsite, or customer administration levels, or to select users for explicit permission assignments in dialogs that include the Add User(s) option.

This dialog is a standard part of CommonSpot security operations such as Left Pane Security – Add Users, Image Security – Add User, Subsite General Security – Add Users, Custom Element Security – Add Users, Page Security – Add Users, etc.
Please select user(s)/group(s) from the list and click 'Next' to assign permissions.

Use the links at the top to view Users by Name or Users by Group.

Click column heads to sort names alphabetically or by email, or refine your search by selecting from the drop-downs and optionally entering a value in the text field and clicking Filter, or combine dropdown and text field options with alphanumeric selections and click Filter as shown above for names beginning with E. These filters are useful for limiting results if your installation has many users.

Click the Clear button to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click ? to remove individual users, as shown below, or click Clear All to deselect all users. When you are finished, click Add Selected if you’re updating a group, as shown below, or click Next to complete security assignments, as show above.
Click Next to display Add Page Permissions for setting permissions that control the level of interaction allowed for individual pages.

Page Security – Add Group

Use this dialog to grant groups access to the current or selected page. Access this dialog by clicking Add Group in the Page Security dialog.

Page Security – Add Group

Please select one user/group and click 'Next' to assign permissions.
• Include one or more existing groups in a new group

• Give one or more existing groups explicit security permissions

This dialog displays with a function-specific title for all CommonSpot operations that include the Add Group(s) option (for example, Group Administrator(s) – Add Groups, Element Security – Add Groups, Server General Security – Add Groups, Field Security – Add Groups, Shortcut Security – Add Groups, etc.).

Although the Add Groups dialog is functionally the same, different security options apply to each case.

Use the links at the top to view Groups by Name or Users by Group membership.

Click column heads to sort group names alphabetically or by description, or, for installations with a large number of groups, refine your search through dropdown/text entry field combinations and click Filter, as shown below for Group names ending with Editors.

Click Clear to empty the text entry field.

Click checkboxes to select users. Choices display in the Selected box. Click X to remove individual users, as shown below, or click Clear All to deselect all users.

When you are finished, click Add Selected to update a group, as shown above, or click Next as shown below to complete security assignments for the selected groups.
Click Next to display Add Page Permissions for setting permissions that control the level of interaction allowed for individual pages.

Add a Group or User

An Add a Group or User dialog will prompt you to select a user or group to assign security permissions. This dialog is a common dialog invoked from any of the security dialogs. The title reflects the appropriate security level assigned to the selected user or group.

To select a user or group, simply select an item in the listbox, or choose to switch views to see either users or groups. Once an item is selected press the ‘Add’ button.

Once a User or Group has been selected the Edit Page Permissions dialog is launched. Follow the same procedures to Edit the permissions as with an existing User or Group, detailed above.

To delete all permissions for a user or group, click the Delete icon. Note that the deleted user or group may still have some permission’s through membership in other groups. Also note that deleting all of the users and groups from the list has the same effect as clicking the ‘Restore Default Security’ button. (If you are deleting the last user or group, the confirmation message will indicate that default security will be restored).

Style Sheet Sets

Pages rendered using style sheets typically use more than one. For example, you might have a “main.css” style sheet that contains general style sheet definitions and a “home.css” containing styles specific to the home page. A style sheet set contains one or more style sheets that you can apply to your pages.
Style sheets cannot be directly associated with a page or template. Instead, you add style sheets to a style sheet set and then associate the set with a page or template. Typically, you place sets within templates. Pages derived from the template then inherit the template’s sets.

However, you can also add a new style sheet to a page or template while in Author mode.

Note: When you create a page, it inherits any associated style sheet sets. Once you make style sheet changes, the page uses the modified version and no longer derives formatting from the inherited set. CommonSpot maintains the modified version locally. However, you can restore inheritance. For more information, see Style Sheet Sets and Style Sheet Inheritance.

You can change style sheet sets and the sheets they contain by selecting Manage – Style Sheets while in Author mode. The Style Sheet Sets dialog displays as shown below.

This dialog displays the following fields:

- Enable Style Sheets – When checked, the current page uses style sheets. If this is not checked, style information is embedded within HTML tags. For example, font information is placed within HTML <font> </font> tags.

- Class to use on Body tag – Some page designs use a class attribute within a <body> tag. Do this by selecting Other in this dropdown and entering the class’s name.

- To add a new set, click Add New Style Sheet Set to display the Add Style Sheet Set dialog.

The table at the bottom of the page has four columns:

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- **Name** – Contains the names of the style sheet sets that you can use in the current page. The Style Sheet Sets dialog snapshot shows two sets. CommonSpot tells you that one set is inherited from the template and the other is local to the page.

- **What style do you use for paragraphs within a bullet item?**
  CommonSpot uses the first style sheet set available. Not all sets are available due to scheduling criteria. See Schedule/Personalize. After locating the first set, CommonSpot ignores all others. You can set the order of preference by clicking and dragging to a new position in this table.

- **Style Sheets** – Displays the style sheets within a set. You can make changes by clicking the edit icon and selecting Style Sheets. The order of display here is the order applied by your browser.

- **Schedule** – Shows the scheduling criteria applied to a set. Style sheets must meet scheduling criteria to become available.

- **Actions** – Displays options for modifying the set. Click the edit icon to display the following menu:

  ![Edit Style Sheet Set...](image)

  - **(delete)** – Removes the style sheet set from this page. You cannot delete an inherited style sheet set if it is the only one remaining. You can delete local copies. For more information, see Style Sheet Sets and Style Sheet Inheritance.

## Add Style Sheets Set

Display this dialog box by clicking Add New Style Sheet Set in the Style Sheet Sets dialog. If you have already created the style sheet, you can select Edit Style Sheet Set by clicking the edit icon for a selected set, displaying this dialog in edit mode, as shown below.

![Edit Style Sheet Set](image)

After entering a name and a description, click Save.

Using the Schedule/Personalize Element dialog, you can set criteria for style sheet use or define the last date available. CommonSpot examines style sheet sets for availability in the order in defined in the Style Sheets.
dialog. If a set is not available because of the order defined in this dialog, CommonSpot looks at the next style sheet set in the list.

![Schedule/Personalize Element](image)

For more information, see Schedule / Personalize Element in the CommonSpot Elements Reference.

**Style Sheets**

Display this dialog box by selecting Style Sheets from the “edit icon menu in the *Style Sheet Sets* dialog.
Style Sheets
The following style sheets are defined for the Style Sheet Set 'Student Pages'. Note the order of the style sheets may effect your rendering. Drag and Drop the style sheets to position them in the correct order.

This page has its own style sheet information for this style sheet set.

<table>
<thead>
<tr>
<th>Style Sheets</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>blue.css</td>
<td></td>
</tr>
<tr>
<td>main.css</td>
<td></td>
</tr>
</tbody>
</table>

Add New Style Sheet

Use this dialog to add, delete, and change style sheet order.

- Add – Click Add New Style Sheet to display a dialog that lets you add a style sheet to the style sheet set.
- Delete – Click the delete icon , to remove the style sheet from the style sheet set. You are only removing it from the set; you are not removing it from a site nor removing it from other sets.
- Change order – The order in which style sheets display in this dialog is the order in which your browser applies them. Click and drag to change order.

Add Style Sheet

To add a style sheet to a style sheet set, select Add New Style Sheet in the Style Sheets dialog. Before you add a style sheet, it must already exist in a CommonSpot directory or be accessible through a URL.
The fields in this dialog are:

- **Existing** – The dropdown displays all style sheets contained in the CommonSpot /stylesheets sub-directory.
- **Explicit** – For style sheets not contained the CommonSpot /stylesheets subdirectory, enter the URL location.

### Style Sheet Sets and Style Sheet Inheritance

Note: In most cases, small changes made to style sheet sets will not affect usage. For these cases, inheritance is probably not an issue and you only need to know that changing a sheet or a set makes it local to the page. The most common problem is that a set is changed in a template and that change does not propagate to the page. This section explains this (and more).

New pages inherit style sheet sets and the style sheets they contain. For pages inheriting styles, style changes made at the template level also appear in derived pages.

However, once you make changes to a style sheet or a style sheet set, styles become local to the page and CommonSpot indicates this new association, as shown below.

<table>
<thead>
<tr>
<th><strong>Style Sheet Sets:</strong></th>
<th><strong>Name</strong></th>
<th><strong>Style Sheets</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Default (stylesheets from template)</td>
<td>/demo/style/main.css</td>
<td></td>
</tr>
<tr>
<td>Student Pages (stylesheets from page)</td>
<td>/demo/aaa/style/blue.css /demo/aaa/style/main.css</td>
<td></td>
</tr>
</tbody>
</table>

In the example above, the Default set is derived from the template. The Student Pages set exists at the page level. This set may have been newly created or the result of modifying an inherited set.

If you add a second style sheet to the Default set, the message changes:

<table>
<thead>
<tr>
<th><strong>Style Sheet Sets:</strong></th>
<th><strong>Name</strong></th>
<th><strong>Style Sheets</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Default (stylesheets from page)</td>
<td>/demo/aaa/style/main.css /demo/aaa/style/blue.css</td>
<td></td>
</tr>
<tr>
<td>Student Pages (stylesheets from page)</td>
<td>/demo/aaa/style/blue.css /demo/aaa/style/main.css</td>
<td></td>
</tr>
</tbody>
</table>

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It now tells you that the Default set was copied and is now attached to the page rather than inherited. Similarly, the Style Sheets dialog also lets you know that style sheet information is local.

Assume that “main.css” was once inherited and that “blue.css” was added while in Author mode. If you delete “main.css”, the only sheet in the set is “blue.css”. If you now delete “blue.css”, CommonSpot restores inheritance, which means “main.css” reappears.

While the same thing happens if you delete “blue.css” before “main.css”, the results may not be as obvious. Deleting “blue.css” does not restore inheritance. While “main.css” was once inherited, CommonSpot has copied it to the page. If you now delete “main.css”, CommonSpot restores inheritance. Because “main.css” is now inherited, it exists with the set. It is no longer a copy.

Similarly, if all sets are local, you can delete all of them. Because CommonSpot restores inheritance, any sets that were once inherited are now used. You cannot delete the last stylesheet set if it is inherited.

The behavior for sets and sheets is identical. Specifically, CommonSpot makes sets and sheets local if you make changes. Deleting all local copies restores inheritance.

If you change the order of sets in the Style Sheet Sets dialog or sheets in the Style Sheets dialog, CommonSpot also copies set and sheet information to the page. Similarly, if you rename a set or sheet, the information is also now local.

The page will inherit changes to an inherited set even if changes were made to other sets. For example, if you add a style sheet to an inherited set within a template, this new sheet is visible on the page. However, if you add another set to the template, this set is not visible on the page because set inheritance no longer exists.

All changes you make are local. These changes never affect the template.
Manage Live Bookmarks

Live bookmarks are growing in popularity because they allow visitors to easily consume live content from a site without having to navigate to the site. Instead, visitors simply open the bookmarks folder in their browser and the items within the specified RSS feed appear as bookmark items.

CommonSpot makes it easy for contributors to create Live Bookmarks on any page. In Author mode, select Manage – Live Bookmarks and select Add Live Bookmark.

**Manage Live Bookmarks**

The following feeds have been specified as 'Live Bookmarks' for this page.

<table>
<thead>
<tr>
<th>Feed Name</th>
<th>Description</th>
<th>Format</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NewsSpot</td>
<td>Get the latest CommonSpot University news at The News Spot.</td>
<td>RSS2.0</td>
<td></td>
</tr>
<tr>
<td>CommonSpot Events Calendar</td>
<td>Subscribe to our Events Calendar at CommonSpot University.</td>
<td>RSS2.0</td>
<td></td>
</tr>
</tbody>
</table>

**Add Live Bookmark(s)**

From here you can easily see which feeds are associated with the current page. Click to sort by column head.

The Manage Live Bookmarks dialog lists all feeds associated with the current page as live bookmarks. To add a new feed as a live bookmark, click Add Live Bookmark(s) to display a complete list of feeds available as live bookmarks. To add a feed, simply check one or more feeds to be included.

Once a page has been configured to expose Live Bookmarks the browser displays an indicator to the site visitor.

Remove individual items by clicking the associated delete icon, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.

**Add Live Bookmark(s)**

The Add Live Bookmark(s) dialog box lists all feeds available for live bookmarking for this site. Access this dialog from Manage Live Bookmarks to add one or more feeds to the live bookmark list for the current page.

**Note:** Only XML Publications based on a format that supports syndication (for example, RSS or Atom) are listed in the Add Live Bookmarks dialog. For more information on XML Publication Formats and the Supports Syndication option, please see the CommonSpot Administrators Reference.
Add Live Bookmark(s)

The following feeds are available for this site. Please check one or more feeds to be associated as 'Live Bookmarks' for this page.

**Subsite:**

<table>
<thead>
<tr>
<th>Feed Name</th>
<th>Description</th>
<th>Subsite</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noticias de la Universidad</td>
<td>/demo/news/</td>
<td>/demo/news/</td>
<td>RSS2.0</td>
</tr>
<tr>
<td>Media Library Podcast</td>
<td>/demo/news/</td>
<td>/demo/news/</td>
<td>RSS2.0</td>
</tr>
<tr>
<td>The NewsSpot</td>
<td>/demo/news/</td>
<td>/demo/news/</td>
<td>Atom1.0</td>
</tr>
<tr>
<td>Feed11</td>
<td>/demo/</td>
<td>/demo/</td>
<td>RSS2.0feed</td>
</tr>
</tbody>
</table>

Showing 4 records.

Click to sort by column head.

**Subsite** – Select from the dropdown, or click the subsite search icon 📚. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only. Click the Filter button to view available feeds in the subsites selected.

Click an item in the Format column to view its definition.

Select the feed or feeds you want to make available as Live Bookmarks on this page, and click Save, or Cancel/exit without changing.

### Manage Pop–Up Menus

In Author mode, click the Manage menu and select Pop Up Menus to open this dialog. Use Manage Pop–Up Menus to create new menus and to manage menu items, sub-items, and their properties.
Manage Pop-Up Menus

Create and edit pop-up menus that can be associated with any links on this page.

The pop-up menu function allows for the creation of JavaScript pop-up style DHTML menus that become visible on mouse action, such as the cursor passing over a link or image, as shown below.

Each item in the pop-up menu can have its own Link Action as described for the Link Action tab on the Insert Link dialog. Pop-up menu items can not have their own mouseover action. Because each pop-up menu is bound to a CommonSpot page or template, this feature is most commonly used for navigation templates.

While you can define pop-up menus for individual pages, it’s best to define them at the template level and to “lock down” security by setting Inheritance Security to disallow changes at the page level.

You can include these items in a parent template, for display on all pages that derive from the template. Once defined, a pop-up menu can be activated by any hyperlink Element, such as a Simple Link Element or an Image.

Note: Pop-up menus are not visible in CommonSpot pages until you have bound them to hyperlinks via the Insert Link dialog.

To create and manage popup menus, you must have Author rights for pages or templates containing the pop-up menus.

You can also access the page-level properties that control parameters such as colors, timing, and positioning of the menus.
Each menu (and its child items) can be bound to a hyperlink element or links that are included as components of various other types of elements.

Each menu item can have one or sub-items, allowing you to create menus with an arbitrary number of hierarchical levels.

The Manage Pop-Up Menus dialog provides the following features (either directly or through the various icons available on the screen):

Add Menu – To create a new pop-up menu, click the Add Menu link to open the Start New Pop-Up Menu dialog, for naming the menu and defining its size and pop-up position. Once a menu is created, it displays as a root-level entry in the tree representation of the pop-up menus that have been defined for the page, as shown above for About CSU.
Each top level Menu displays two icons, the Menu Properties icon shown above image, and the Edit Menu icon, as shown below. The Properties icon menu gives you the following options:

- Menu Security – For finer-grained security, user and/or user group rights can also be set for each menu. Click this item to open the Pop-Up Menu Security dialog.
- Restore Inherited Content/Properties – You can restore inheritance security for each menu defined on a template. Click this option to display the Restore Inherited Content Properties dialog for the specific menu.

Note: This option is only available for pop-up menus defined on CommonSpot templates, not CommonSpot pages.

The Edit icon menu gives you the following options:

- Add Sub-Menu Item – Under each main menu, there are Menu Items and Sub Menu Items. The Menu Items and Sub Menu Items have the icon which offers the following options:
- Edit Menu Item – Click ‘Edit Menu Item...’ link to open the Menu Item dialog.
- Delete Menu Item – Prompts for confirming that you want to delete the item. When a menu item is deleted, all of its sub-items are also deleted.
- Schedule/Personalize Menu Item – Click the ‘Schedule/Personalize...' to open the Schedule/Personalize Pop-Up Menu Item dialog.
- Re-order Menu Items – To move a menu item within its branch of the menu hierarchy, click the edit element icon for the item and select ‘Move Item up’, ‘Move Item down’, ‘Move Item to top’, or ‘Move Item to bottom’. When a menu item is moved, its sub-items move with it. It is not possible to move an item to a different level or a different branch of the menu hierarchy.
- Page-Level Menu Properties – Properties related to the appearance (size, colors, borders, etc.) of pop-up menus can be defined at the page-level and may be shared by all of the menus defined for the
Click the first element properties icon in the Manage Pop–Up Menus dialog and select ‘Page–Level Menu Properties’ to open the Page–Level Menu Properties dialog.

- **Page–Level Menu Security** – User and/or user group rights to view, edit, etc. pop–up menus can be set at the page–level and applied to all menus defined for the page. Click the first element properties icon on the Manage Pop–Up Menus dialog and select ‘Security...’ to open the Pop–up Menu Security dialog.

- **Template–Level Menu Inheritance Security** – For menus defined on a CommonSpot template, to ensure consistency of the menus throughout your site, you can restrict the ability for the menu content and properties to be modified on pages derived from the template. Click the first element properties icon on the Manage Pop–Up Menus dialog and select ‘Inheritance Security...’ to open the Pop–Up Menu Inheritance Security dialog.

- **Edit Menu Item** – The Edit Menu option will invoke the Edit Menu dialog and allow you to set various properties for the menu like: Menu Name, Menu Width, Menu Position etc.

- **Delete Menu Item** – Click the ‘Delete Menu...’ link to open the Menu Delete dialog. When a menu is deleted, all of its items and sub–items are also deleted.

- **Add Menu Item** – To add a new top–level item to a menu, click ‘Add Menu Item...’ to open the Menu Item dialog. To add a sub–item to an existing menu item, click the edit element icon for the Menu Item and select ‘Add Sub–Menu Item...’ to open the Menu Item dialog.

**Restore Inherited Content and Properties** – When a pop–up menu is defined at the template level, its content and properties can be modified for specific pages derived from the template. To restore the content and properties to those defined at the template level, click the element properties icon for the root–level menu entry and select ‘Restore Inherited Content/Properties...’ to open the Restore Inherited Content/Properties dialog.

When you are finished defining your menus and menu items, click the Close button. You are now ready to bind the menus to hyperlink elements within the page.
Start New Pop–Up Menu

Access the Start New Pop–Up Menu dialog from the Manage Pop–Up Menus dialog by clicking the Add Menu link or by clicking the edit element icon for an existing root–level menu entry and selecting Edit Menu.

The Start New Pop–Up Menu dialog requests the following information:

Menu Name – Enter a descriptive name for the pop–up menu. This is the name that will be used to refer to this menu when defining links to it in the Insert Link dialog.

Menu Width – The total width of the menu. Enter a value in pixels.

Position Relative to Link – Use this option allows you to specify where the pop–up menu appears in relation to the element that links to it. Setting this value disables the Left Position and Top Position options below.

Note: Pop–up menu position relative to the underlying hyperlink element may function differently in Microsoft Internet Explorer and Mozilla and other browsers. Test your output in browser types commonly used by visitors to your site.

Left Position – This allows you to select the position of the pop–up menu either relative to the cursor position or absolute from the left hand side of the page (in pixels). Selecting an option from the Position Relative to Link list above will gray–out this option.

Top Position – This allows you to select the position of the pop–up menu either relative to the cursor position or absolute from the top of the page (in pixels). Selecting an option from the Position relative to link list above will gray–out this option.

Display sub–menus indicator image – This allows you to control the display of the image indicating that a pop–up menu item has sub–items beneath it.

Use page–level properties – Check this option to accept page–level properties for the menu or uncheck to override font and color properties and customize these for your menu.
For new menus, completing the form and clicking Save, refreshes the Manage Pop-up Menus dialog to show a new root-level entry in the tree representation of the pop-up menus defined for the page.

Menu Delete

This dialog is opened from the Manage Pop-Up Menus dialog by clicking the edit Element icon for an existing root-level menu entry and selecting Delete Menu.

New Menu Item

Access this dialog from the Manage Pop-Up Menus dialog by:
- Clicking the edit Element icon for a root-level menu entry and selecting Add Menu Item
- Clicking the edit Element icon for an existing menu item and selecting Edit Menu Item.
- Clicking the edit Element icon for an existing menu item and selecting Add Sub-Menu Item

This dialog displays in edit mode for existing menu items as shown below:

![Edit Menu Item Dialog](image)

The Menu Item dialog requests the following information:

**Item Text** – Enter text exactly as you want it displayed to users.

**Link** – Click the click the edit element icon to open the Insert Link dialog for defining the menu item hyper-link action. To delete current link properties for the menu item, click the delete icon.

**Highlight Item on Rollover** – Select Yes to enable text color and background color change on mouseover. The colors are defined by the Font Highlight Color and Background Highlight Color fields in either the Page-Level Menu Properties dialog, or the Start New Pop-up Menu dialog, if ‘Use page level properties’ is unchecked.

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Permanently Highlight Item – If you select ‘Yes’, the menu item will always be shown using the Font Highlight Color and Background Highlight Color defined in either the Page-Level Menu Properties dialog, or the Pop-up Menu dialog, if ‘Use page level properties’ is unchecked.

Click ‘Save’ to keep your settings and return to the Manage Pop-Up Menus dialog.

**Author and Approver Comments**

This dialog displays for popup menu items in a work-in-progress state.

**Author and Approver Comments**
The following table show the comments of the content contributor submitted at the time of publication, and the comments of any approvers.

<table>
<thead>
<tr>
<th>Unknown Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>No comments found for this item</td>
</tr>
</tbody>
</table>

In author mode, choose Popups from the Manage menu. Click a work in progress icon and select View Comments, as shown below, to review remarks about this popup menu.

**Manage Pop-Up Menus**

Create and edit pop-up menus that can be associated with any links on this page.

![Image of Manage Pop-Up Menus dialog]

Add Menu...  Close
Page Margins, Colors & More

With appropriate Author rights for the page and with Styles turned off, these features allow you to enter the desired parameters of the page to control its look. By accessing the Manage menu, select Page Margins, Colors & more… from the menu to invoke the Page Margins, Colors and Background Properties dialog.

Note: This menu option displays only if styles have not been enabled for the page. PaperThin recommends using Style Sheets on all pages.

<table>
<thead>
<tr>
<th>Manage</th>
<th>Links</th>
<th>Templates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshness Reminders...</td>
<td>Contacts...</td>
<td>Notes...</td>
</tr>
<tr>
<td>Page Discussions...</td>
<td>My Tags...</td>
<td>Security...</td>
</tr>
<tr>
<td>Style Sheets...</td>
<td>Page Margins Color and More...</td>
<td>Live Bookmarks...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Popup Menus...</td>
</tr>
</tbody>
</table>

Page Margins, Colors and Background Properties

Note: This dialog is only available if styles have not been enabled for the page. PaperThin recommends using Style Sheets on all pages.

Use the Page Margins, Colors and Background Properties dialog only when style sheets are not enabled, to set parameters for the look of the page.
Page Margins, Colors and Background Properties

Enter the desired parameters to control the look of the page.

<table>
<thead>
<tr>
<th>Margins</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Top:</td>
<td>0</td>
<td>in pixels</td>
</tr>
<tr>
<td>Left:</td>
<td>0</td>
<td>in pixels</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Colors</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Background:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hyperlink:</td>
<td>#990000</td>
<td></td>
</tr>
<tr>
<td>Visited Hyperlink:</td>
<td>#660099</td>
<td></td>
</tr>
<tr>
<td>Active Hyperlink:</td>
<td>#990000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Background Image</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No image specified</td>
<td>Select Image...</td>
</tr>
</tbody>
</table>

The Margins section defines the page’s top and left margins. The Top margin is the number of pixels between the top of the Web page and the top of the screen. The Left margin is the number of pixels between the left edge of the Web page and the left edge of the screen.

The Colors section defines the various color properties of the page; background, text, hyperlink, visited hyperlink and active hyperlink. The Background color is the color used to fill the entire page area. The Text color is the default color for the page’s text, unless it is otherwise specifically specified. The Hyperlink color is the color of text links that have not been visited. The Visited Hyperlink color marks links that have been visited. The Active Hyperlink color designates the color of the link when it is clicked (activated).

For each of the color properties, colors can be either selected through the Color Palette dialog, accessed by clicking on the down arrow, or by typing the appropriate color code into the adjacent Text Block.

Once you identify color choices, you can optionally choose a Background Image for the page. Click Select Image to open the Image Properties dialog for choosing from existing images in the Image Gallery or uploading new images.

Image Properties

The Image Properties dialog is one of CommonSpot’s common dialogs. It can be invoked from any element that renders an image (image grid, text--around--an--image, the Rich Text Editor, and so on) or directly from
the Image Gallery.

This dialog provides a convenient and common interface for managing the properties of an image. From this dialog, contributors can:

- Upload an initial image for an element
- Replace the image with another image
- Edit the current image by uploading a new version of the element (not this is different than uploading an entirely new image)
- Specify a rollover image (optional)
- Specify the image’s display size
- Specify the image’s alignment
- Specify the image’s Alt text, which is necessary in order to built accessible sites
- Specify a link target when the user click and/or rolls over the image

Depending where the Image Properties dialog was invoked, it may or may not display all of the fields shown below. For example when invoked from with the Rich Text Editor, the option for specifying a rollover image is not provided.

When no image is specified, the contributor is prompted to either upload a new image or select an image from the existing Image Gallery.

Clicking the Choose button displays the Image Gallery dialog, allowing the user to choose an image from a gallery of “public” uploaded images or any image previously uploaded by the current user. Clicking the New button displays the Upload New Image dialog, allowing the user to upload an image that is stored locally to the server, and include it in the Image Gallery (either for public or private use). If an image had been previously specified, the Image Properties dialog renders in a slightly different fashion, showing a an image preview in the left side panel with property information.
Image Properties

Please specify the source of the image and its rendering properties below.

- **Image:**
  - Choose...  New...
  - /demc/academics/images/lock.png

- **Rollover Image:**
  - Not specified.

- **Image Size:**
  - Original Size: (18 x 19)
  - Scaled Size: (18 x 19)
  - Border Size: 0
  - Vertical Space Around Image: 0
  - Horizontal Space Around Image: 0

- **Image Alignment:**
  - Default

- **Alternate Image Text (Flyover Text):**
  - lock

- **Link:**
  - URL:
  - Description:
  - Mouseover Action:
  - Edit...

- **Check Spelling**
  - Save  Cancel

In addition to Choose and New buttons, the Edit option invokes the Edit Image Properties dialog for uploading a new version of the image.

Note: There is an important difference between uploading a new image via the New button and uploading a new version via the Edit button. CommonSpot tracks versions of an image and when a new version is uploaded all reference to the image will show the new version.

The Image Properties dialog displays the following sections:

**Roll Over Image**

You can choose to have a second image render when a viewer “rolls-over” the image with the mouse. Specify the image in the same manner as the primary image, by selecting an image from the Image Gallery or upload a new image file. When you have an image on a page (a “primary” image), you can specify a second image to use for “rollovers.” A rollover image appears whenever a visitor hovers the mouse cursor over the primary image. Whenever the visitor moves the mouse cursor off the rollover image, it reverts back to the primary image. You can specify a rollover image, from the Image Properties dialog, shown below. This wizard will take you through a second round of image selection.

When you have entered an image file name, click Next to go on to the Image Size dialog, where you specify the size the image will appear on the Web page.

**Image Size**

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The settings that are related to the sizing of the image are conveniently displayed in the wizard window, set-
ing such as original size, scaled size, border size, vertical spacing and horizontal spacing around image. To
edit any of these settings, click the ‘Edit...’ button next to the ‘Image Size’ section. This will invoke the Image
Size dialog. Once you have made your edits, click the ‘OK’ button to continue.

If you have uploaded an image using a version of CommonSpot prior to v3.1 and your image size is unknown
or has a width or height of 0 pixels, it is also recommended that you click the ‘Rescan Image Size’ button. This
will ensure that the size of the image is properly obtained from the image. This step is should not be nec-
essary if you are using CommonSpot 3.1 or above.

Alternate Image Text (Flyover Text)

Enter copy to display when a user “flies” or “rolls-over” the image with the mouse.

Text entered here displays in a box on mouseover. You can leave this blank or enter short descriptive text. Sites
adhering to Section 508 Accessibility standards, should always use Alternate Image Text.

Link

You can link the image, just like any other link (bullet item, text, and so on) to an existing Web page or doc-
ument (file), a new Web page to be created, a new document or file to be uploaded, or you can choose to not
link at all.

While still in the Image Properties dialog, click on the Edit button in the Link Section. This will open the Insert
Image dialog where you can select the appropriate link type – existing page or file, new page from template,
new uploaded file, an image, e-mail link, scheduled element or no link.
Links Menu

CommonSpot provides a number of ways to manage and keep track of links throughout the site. The Links menu includes tools for:

- Referring Pages
- Link Validation
- See Also References

Note: there are some prerequisite actions required of the Site Administrator prior to the Validate Links and Referring Pages functions to be active. Please refer to the CommonSpot Administrator Guide for details.

Referring Pages

The Referring Pages dialog, accessed from Links - Referring pages or from the Page Tools left panel item, provides a convenient way to see all pages with links to the current page. This can be particularly helpful when you are considering moving or deleting a page. When you select 'Referring Pages...' from the Links menu, the Referring Pages dialog displays a list of pages with links to the current page.

![Referring Pages Dialog]

The following lists the pages within this site that contain one or more links to the 'Academics' page. To change the link references of one or more pages to another target URL, select the enabled checkboxes next to the desired pages and press the 'Change Link References' link.

<table>
<thead>
<tr>
<th>Page Title</th>
<th>Subsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Plus One (template)</td>
<td>/demo/</td>
</tr>
</tbody>
</table>

Note: If CommonSpot finds any referring pages that link to a registered external URL, then pages with unregistered links to the same URL will not be shown. If CommonSpot finds no referring pages that link to a registered external URL, the Referring Pages function then looks for unregistered links to the same URL. If any are found, they'll be shown, but Change Link References functionality will not be available.

Through the Referring Pages dialog, you can change link references to another page, element, image, or object. To change the link references on one or more of the referring pages, check the corresponding boxes and click Change Link References to open the Change Link Reference dialog.
Change Link Reference

Access this dialog by choosing Referring Pages from the Links menu and clicking Change References for the current page or from the Page Tools left panel. Use this dialog to define new targets for referring links. This dialog presents a set of options contained on the Link Action Tab of the Insert Link dialog.

**Change Link Reference**

Please choose which of the following link types you wish to insert:

<table>
<thead>
<tr>
<th>Link Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>To change the link action, select the appropriate link type below, then specify the action.</td>
</tr>
<tr>
<td><strong>Type:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Click either the 'Choose from current subsite...' or the 'Choose...' button to select a Commonsct page, uploaded document or external URL to which you want to link. To link to a particular named portion of the current or selected page, press the 'Bookmark...' button and select the named element.</td>
</tr>
<tr>
<td><strong>Display the link with the following properties.</strong></td>
</tr>
<tr>
<td><strong>Link Display:</strong></td>
</tr>
</tbody>
</table>

**Type:** Click this dropdown to select an option for the new link. Type selection determines which of buttons you use.

- **Page or Bookmark on Page:** Use this option to link to a page or a bookmark on another page. Click Choose from current subsite to select from the subsite or click the Choose button to link outside the current subsite. The Choose Page dialog displays options for simple or advanced searches for existing pages or documents. See the Find dialog description for details on choosing pages. Click the Bookmark button to display the Select Bookmark dialog for choosing from currently or manually defined bookmarks.
- **Bookmark on Current Page:** Select this option to insert a bookmark link from the current page, then click the Bookmark button. The Select Bookmark dialog displays. Choose defined bookmarks from the dropdown or enter a link from the current page.
- **Uploaded Document:** Use this option to link to an existing uploaded document. For this option, the Choose from current subsite or Choose buttons restrict results to uploaded files.
- **Registered URL:** Links to an external URL registered for your site. For this option, the Choose from current subsite or Choose buttons restrict results to registered URLs.
- **Page Set:** Links to a current Page Set for your site.. Click Choose from current subsite to select from the subsite or click the Choose button to link outside the current subsite.
- **Email Link:** Selecting this option displays an E-mail field. Enter a valid email address.
• Unregistered URL or Relative Internal URL: Displays a field for specifying a local (on this server) or fully qualified external URL. Enter a URL of the form /new link/here.html or http://www-.newlinklocation.com

Link Display: Pick from the dropdown.

Once you have selected a new target link for the referring links, you will be prompted to confirm the changes.

Click Save to keep your changes. The new link targets are immediately effective.

Link Validation

It is often difficult to keep track of links to other internal or external pages, PDFs, images, and other elements. To make this process easier, CommonSpot enables link validation during page creation, and optionally at any other time.

If the Validate external links option is enabled as part of your publication process, you can check this option to validate links when you submit content to make sure that the links are active and working before publishing new pages.

If Web proxy settings are defined (through the Configuration left panel option in the CommonSpot Server Administration dashboard), link validation uses the proxy when checking page link references.

To check the validity of links at any other time, go your My CommonSpot dashboard and select the Links | Validate Links menu item or select Validate Links from the Page Tools left panel.

This initiates the Validating External URLs process. Results are displayed in this dialog.

![Link Validation Dialog]

CommonSpot has attempted to verify all links in the submitted content, including local and external references, links to images, and references to other linkable objects.

Secure external links are only syntax validated. The results are detailed below.

<table>
<thead>
<tr>
<th>Summary</th>
<th>Links</th>
<th>Images</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result Summary:</td>
<td>No bad references found.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result Detail:</td>
<td>0 unresolved link(s) to CommonSpot pages.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 unresolved link(s) to external URLs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 unresolved reference(s) to CommonSpot images.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 unresolved reference(s) to external images.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 unresolved reference(s) to internal objects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 unresolved reference(s) to external objects.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Close
By clicking the tabs for Links, Images, and Other, you can see details for all of the links on the page. Any broken links will be listed in these dialogs, making it easy to detect and repair link errors.

See Also References

Maintaining links on hundreds of Web pages quickly becomes a challenge in environments where information is constantly changing.

Use CommonSpot See Also References to include links to related Web pages or documents without cluttering your pages with multiple citations or hard-to-maintain links. This feature allows you to centrally review and maintain cross-links to related material contained in your pages.

References display with brief descriptions. In Author mode (but not Read mode), you can optionally add references to new related material as it becomes available.

Click Add See Also Reference to display the Choose dialog for selecting See Also... references for this page.
Templates Menu

Use this menu to create new templates from pages or to view relative location within your site's template structure. Most sites implement security at a low level to protect template boilerplate, standard Elements, and other page components. View security structure through Template Inheritance Security.

This menu is modal, based on whether you are currently displaying a template or a page.

For the current page, this menu displays the following options:

- Hierarchy
- Save as Template

If you are currently displaying a template, the following options display:

- Hierarchy
- Submit for Public Use
- Inheritance Security

Template Hierarchy

Displays the template hierarchy from which the current page (or template) is derived. For more information, see this topic in the Template Developer's Guide.

The following lists the pages and/or templates related to the 'News & Events' page.

<table>
<thead>
<tr>
<th>Template</th>
<th>Type</th>
<th>Subsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>SubSite Landing Template-template</td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>template Base Plus One Template</td>
<td>/demo/</td>
<td></td>
</tr>
<tr>
<td>Base Template</td>
<td></td>
<td>/demo/</td>
</tr>
</tbody>
</table>

Dialog will remain open

Showing 3 record(s).

The following lists the pages/templates derived from the parent template (template Base Plus One-Template.cfm).

<table>
<thead>
<tr>
<th>Page Title</th>
<th>Subsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>/demo/</td>
</tr>
<tr>
<td>Landing Page Template [template]</td>
<td>/demo/</td>
</tr>
<tr>
<td>Alumni Chapter Page [template]</td>
<td>/demo/alumni/</td>
</tr>
<tr>
<td>Regional Alumni Chapters</td>
<td>/demo/alumni/</td>
</tr>
<tr>
<td>Employment at CommonSpot University</td>
<td>/demo/about/</td>
</tr>
</tbody>
</table>
Submit Template for Public Use

CommonSpot gives you the option of keeping templates you own private until you are ready to make them generally available. Use Submit Template for Public Use to convert private templates to public, making them visible to authorized users in the Template Gallery.

The 'Base Plus One (template)' template is currently not available in the Template Gallery.

Do you wish to submit the template now?

Upon submission, the template will be available in the Template Gallery for use by authorized contributors.

Submit Cancel

With a template displayed in Author Mode choose Templates – Submit for Public Use.

This template must be up-to-date, with no actions pending. This menu option is unavailable for templates with Work In Progress or approval pending.

Click Submit to continue or Cancel to exit without submitting.

Refer to the Template Developer’s Guide for more information on this option.

Save as Template

Use Save as Template to save the current page as a template.

Please choose one of the following actions:

- Convert the current page to a template.
  This action will convert the current page to a template, renaming the URL.

- Copy the current page as a template and change its inheritance to derive from the new template.
  This action will create a new template and change the current page’s inheritance so that it derives from the new template. Changes in the new template will be propagated to the current page. The page will continue to be accessible via the same URL.

Next Cancel
With a page displayed in Author Mode choose Templates – Save as Template.
The page must be up-to-date, with no actions pending, for page-to-template conversion. CommonSpot issues the following prompt if there are outstanding changes.

**Save As Template**

This page can not be saved as a template until all work-in-progress or pending-approval elements have been made current. Please submit or approve the outstanding elements then retry save-as-template.

Click Submit All to continue. Review any items you own.

Refer to the Template Developer’s Guide for more information on this option.

**Copy Current Page as a Template**

Creates a new inheritance structure for the current page based on the copy.

**Copy Current Page as a Template**

Please enter the following information in order to classify the newly created template.

- **Template Name:**
  - Default: "Template Name"

- **Description:**
  - A short description of the template's purpose and a possible description of its content or layout.

With a page displayed in Author Mode: Templates > Save as Template > Click Copy the current page as a template and change its inheritance to derive from the new template.
Page Converted to Template

CommonSpot displays this confirmation message when you successfully save a page as a template. See Save as Template.

The template 'nw_test_112309' has been successfully created and the old page 'nw_test_112309.cfm' has been removed.

Note that this template will not be available for others to use until it is submitted for public use. Once the template is finalized, submit for public use by selecting the 'Submit Template for Public Use' menu item.

Click View Template to review the new item, or close.

New Template Created

CommonSpot displays this confirmation message when you successfully copy a page as a template. See Copy Current Page as a Template. You have the option of returning to the current page to continue page-level work, or reviewing the new template. Pick the appropriate option and click Go.

Please select which page to display:

Display the current page.
Continue to display or edit the current page. Any changes to the page will not affect the new template.

Display the new template.
Display the new template. To make any changes to the template, simply toggle on author mode and make your changes directly.
View Menu

Use the View menu to enter Read, Author, Edit, or Approve modes for viewing pages. You must have the associated permissions to access each mode. Access this menu by choosing Work on This Page from the CommonSpot entrance tab.

<table>
<thead>
<tr>
<th>(in Read Mode)</th>
<th>(in Edit mode)</th>
<th>(in Approve mode)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View</strong></td>
<td><strong>View</strong></td>
<td><strong>View</strong></td>
</tr>
<tr>
<td>✓ View Page as Published</td>
<td>✓ View Page as Published</td>
<td>✓ View Page as Published</td>
</tr>
<tr>
<td>Work on this Page (My Changes)</td>
<td>Work on this Page (My Changes)</td>
<td>Work on this Page (My Changes)</td>
</tr>
<tr>
<td>Work on this Page (All Changes)</td>
<td>Work on this Page (All Changes)</td>
<td>Work on this Page (All Changes)</td>
</tr>
<tr>
<td>Work on this Page (Approval)</td>
<td>Work on this Page (Approval)</td>
<td>Work on this Page (Approval)</td>
</tr>
<tr>
<td>✓ Containers</td>
<td>✓ Containers</td>
<td>✓ Containers</td>
</tr>
<tr>
<td>✓ Element Tools</td>
<td>✓ Element Tools</td>
<td>✓ Element Tools</td>
</tr>
<tr>
<td>✓ Add Element Links</td>
<td>✓ Add Element Links</td>
<td>✓ Add Element Links</td>
</tr>
<tr>
<td>✓ Breadcrumb Toolbar</td>
<td>✓ Breadcrumb Toolbar</td>
<td>✓ Breadcrumb Toolbar</td>
</tr>
</tbody>
</table>

The following provides a brief overview of each menu option. For more detailed information on any menu, click on its link below.

View Page as Published – Switches to [Read mode](#).

Work on this Page (My Changes) – Switches to [Author mode](#) and shows your current changes (if any).

Work on this Page (All Changes) – Switches to [Edit mode](#) and shows all current changes to the page (if any).

Work on this Page (Approval) – If you have any approvals pending for the current page, displays Approval icons for content requiring your OK.
Logging into CommonSpot

Chapter 2 walks you through the steps of logging into CommonSpot, a necessary first step in accessing its Web publishing and content management functionality.

The following topics are covered in this chapter:

- Logging into a Site
- Logging Out of a Site
- Change Password
- Edit User Profile Information
Logging into a Site

Within a site it may be desired that only certain users or groups of users are able to access specific pages or sections of the site. For example, a site may have a “Members Only” section that anonymous visitors may be restricted from seeing. CommonSpot support authentication of users through various means. If the site differentiates anonymous versus authenticated users by any means, or if a user is setup as a contributor, the user will need to log into the site. Pages that are viewable to anonymous users do not require the user to log in. However, there are several scenarios that require a user to be authenticated. They include access to a page or sections of a site that require the user to be logged in, either because the page's access needs to be restricted to certain users or groups or content within the page is personalized based on the users profile or the user is a contributor and is trying to add or edit content, the user must be authenticated.

CommonSpot provides the following facilities for a user to login and become authenticated:

- User Login
- Login through 'login.cfm' URL
- Cookie-based Automatic Login
- Log In through a Custom Interface

Once logged in, you will automatically be in the Read mode. Now you are ready to:

- Create a page
- Create a template
- Edit text
- Edit Images
- Approve proposed new content
- Change page security permissions

and more.

CommonSpot facilitates the entire range of activities associated with a complex Web site, including authoring, editing, design, and administration.

It is important to note that once you are logged in, if you are inactive for too long, you will be logged off automatically. How quickly that happens depends on configuration settings in both CommonSpot and ColdFusion; it will typically be in the range of 30 to 60 minutes.

Everyone using the application to contribute to the Web site is assigned a particular role (either by the site administrator or by a departmental administrator). Depending on your role in the development of the Intranet site, you will be granted certain permissions that will provide you with access to certain features.

Permissions may be defined globally, at the site level, or more locally at the page or element level. CommonSpot presents menus, dialogs, and an intuitive user interface tailored to the permissions of the current user. The tools you see pertain only to activities you are authorized to carry out.
User Login

Click the Login menu icon and select Login or Click on the Login button to bring up the User Login dialog which has the following fields:

- **User ID** – Click in the text area to create a blinking cursor and type in your assigned User ID.
- **Password** – Type in your Password (it will not show on the screen). The first time you log in, CommonSpot prompts you to change your assigned password.

---

**Welcome, please login**

**User ID:**

Enter the User ID assigned to you.

**Password:**

Enter your password.

- ✔️ Open My CommonSpot

---

To log in, enter your User ID and Password and click Login.

Optionally, check Open My CommonSpot to make My CommonSpot your default login page. My CommonSpot displays all CommonSpot pages “at a glance.” See My CommonSpot.

Leaving this unchecked, without entering a specific URL, login defaults to the Subsite index page.

To change your password, enter your User ID and Password and click Change Password to open the Change Password dialog.

Login through 'login.cfm' URL

If the CommonSpot Indicators are hidden from anonymous users, as is typically the case for Internet or extranet sites, content contributors will need to be logged in and be authenticated via a special URL. Within each site or subsite’s root directory exists a ColdFusion module named 'login.cfm'. Users can Login to CommonSpot by typing 'login.cfm' in the browser’s address bar.
Cookie–based Automatic Login

When a user checks the box 'Automatically login next time' the Cookie Authentication method is enabled, and retrieves the UserID from a locally stored Cookie. Only when accessing any functionality requiring secured access (i.e. authoring or approval of content) is the user prompted for their CommonSpot password to validate authentication.

CommonSpot™ Content Server

You need to login to access this page. Please enter your username and password and click Login.

**Welcome, please login**

<table>
<thead>
<tr>
<th>User ID: [ ]</th>
<th>Enter the User ID assigned to you.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password: [ ]</td>
<td>Enter your password.</td>
</tr>
</tbody>
</table>

- **Automatically login next time**

Login  Edit Change Password...

Log In through a Custom Interface

CommonSpot supports the development of custom interfaces for site login, including login options on every page or a single page. If your organization uses a custom login interface, consult the appropriate resource for login instructions.
Logging Out of a Site

To log out of CommonSpot, click Logout in the upper right section of the CommonSpot workspace.

This logs you out of all sites associated with the current Users data source.

Also note that if you do not perform any actions (for example, navigating to a page or opening dialogs) within the session time-out period established by the administrator, you are automatically logged out.
Change Password

Open the Change Password dialog from the User Login dialog by entering your User ID and Password and clicking Change Password. After login, you can also access this dialog by clicking the Profile link in the upper right corner of the CommonSpot workspace and clicking Change Password from the Edit User Profile Information dialog.

Change Password

Please enter your new password. Choose a password which is easy to remember but difficult for others to guess.

| Old Password: | Enter your old password. |
| New Password: | Enter your password. |
| Confirm Password: | Retype your new password to verify. |

Passwords must be a minimum of four characters and cannot be the same as your User ID. The new password must be different from the old password. Enter your new password in both fields and click Change.

If you change your mind and would like to keep your current password, click Cancel to return to the User Login dialog.
Edit User Profile Information

Use the Edit User Profile Information dialog to view current contact information, company name, organization, and homepage. Click Profile in the top right corner of the CommonSpot dashboard to view or, with the appropriate permissions, change this information.

**Edit User Profile Information**

Please fill out the following fields. Fields marked with an asterisk (*) are required.

- **Company:** CommonSpot University
- **Organization:** Administrators
- **Last Name:** Webmaster
- **First Name:**
- **Middle Name:**
- **Title:**
- **Address1:**
- **Address2:**
- **City:**
- **State:**
- **Zip:**
- **Phone:** eg. 123-123-1234
- **Fax:** eg. 123-123-1234
- **Voice Mail:**
- **Email:** webmaster@commonspot.edu
- **HomePage:**

Change Password...  Save  Cancel

The Profile Information dialog requires the following fields:

- **Company** - A dropdown with available company names. Defined in the Manage Companies dialog. Most environments will display one. If more than one option, choose the appropriate company.
- **Last Name** - Enter a valid last name. User names must be unique.
- **First Name** - Enter a valid first name. User names must be unique.
- **Email** - Enter a valid, unique email address. The entry here displays as an email link in approval and other dialogs to allow contributors to easily communicate.

Optionally, complete the other fields or click Change Password to reset your password.

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Authoring Browser Considerations

For this release of CommonSpot you should be aware of the following and related considerations.

- Supported Browsers
- Pop-up Blocking
Supported Browsers

CommonSpot’s content management interface is entirely browser–based; there is no need to install or maintain client software. Pages are viewable from most standard browsers including Mozilla–based browsers and Microsoft Internet Explorer.

To author using CommonSpot, you must use one of the following Web browsers:

- Internet Explorer 7 or higher
- Internet Explorer 8, including support for Vista Ultimate and Vista Business 32/64–bit operating systems
- Mozilla–based browsers: Firefox 2.0.x through 3.6

With this release of CommonSpot, you can use Microsoft Windows Vista 32–bit and 64–bit computers to contribute content.

Since the release of Version 4.5, CommonSpot supports full authoring capabilities from Windows, Mac, Linux, and Solaris computers. The authoring and approval functionality is nearly identical across the browsers.

There are differences in the behavior of the WYSIWYG rich text editor: For security reasons, Mozilla–based browsers disallow cut, copy, and paste operations unless you configure the browser to explicitly grant Java–Script–access to the Clipboard. See support information at mozilla.org and the Rich Text Editor chapter in this guide for more information.
Pop–up Blocking

Most Web browsers include an option for preventing Web sites from programmatically opening new browser windows, to block unwanted pop–up windows. While such pop–up windows, particularly advertisements, have become a too–common annoyance, there are legitimate uses of pop–up windows.

CommonSpot uses pop–up windows for many contextual information and action dialogs. For example, while a CommonSpot page remains open in the main browser window, you can view and modify corresponding Page Properties in separate browser windows. Similarly, you can add content elements to a page and/or edit them using dialogs that open in separate browser windows while the current version of the page remains visible in the main browser window. As you execute various functions in separate dialog windows, the view of the page in the main window is updated.

Pop–up windows greatly enhance multi–level action dialogs and are an essential design feature of CommonSpot.

Browsers that include pop–up blocking features also allow you to selectively disable pop–up blocking. Disabling pop–up blocking for a CommonSpot site will not affect the blocking of unwanted pop–up windows for other web sites. For CommonSpot to work properly, pop–up blocking must be disabled for contributors, for each CommonSpot site.

To set popup blocking exceptions for CommonSpot, see Help for your Browser. You will typically find this option associated with Tools, Privacy, Security, or Internet Options.
Page Publishing Process

CommonSpot maximizes organization-wide participation in Web site development by enabling any business or organizational user to become a Web author and publisher. With so many newly empowered Web contributors unleashed, quality control and security inevitably become concerns. This section describes CommonSpot’s revision and approval process, a system of checks and balances that ensures the quality and reliability of all information on your Web site.
Content States

CommonSpot manages all content in a database repository and separately manages the state of each individual element.

Content for elements can exist in one of three states – Published, Work In Progress, and Pending Approval.

- Published content is the current content and is generally available for viewing by anonymous or authenticated users.
- Work In Progress is any newly created or modified content that is “in progress” and not ready for public distribution. It has also not been submitted for publication by the author. In Read mode, only the author of the changes can see the content. Others with Edit or Admin permission may view Work In Progress content, but only in Edit mode. Otherwise, it is not accessible. Your Work in Progress content is indicated by a yellow icon. A purple icon indicates other contributors' WIP content.
- Pending Approval is Work In Progress content awaiting approval. It has been submitted for publication by the author of the changes and is progressing through the workflow approval process, pending one or more approvals. Your Pending Approval content is indicated by a green icon.

As content for each element is managed separately, it is possible to have elements on the same page in different states. For example, an author could have two text blocks and an image on a page, one text block could be Work in Progress, one Pending Approval and the image element could be current.

CommonSpot displays different icons for the various states, to enable users to better manage the content creation and publication process. Clicking on each of the icons brings up an applicable menu. For a list of element icons click Work In Progress and Approval Icons.

It is important to remember that only one user can be in Author, Edit or Approve mode on the same page at one time. So if you are done editing a page, simply switch back to Read mode, to allow others to enter Author, Edit or Approve mode on the page.

Also remember that each element can have work in progress changes from only one user at a time. CommonSpot keeps track of what content you have changed, and no one will be able to edit any elements that you have modified (in the Work in Progress or Pending Approval states) until your revisions are published or discarded. Users with Edit or Admin rights can take ownership of those changes, making them their own work in progress, but everyone else has to wait until their changes are resolved before editing those elements.

You can easily access your Work In Progress pages through My CommonSpot.
Page View Modes

CommonSpot Page View Modes present user- and page-specific options.

Read Mode: View Page As Published

Read Mode displays a CommonSpot page as visitors currently see it.

The CommonSpot menus remain visible, but no Element controls are available. This state is distinct from Preview which enables you to look at the page as visitors would see it before you actually publish the page.
Author Mode: Work on this Page (My Changes)

In Author Mode, contributors can see content that has been published, plus any of their changes with Work in Progress or Pending Approval status, as well as Work in Progress or Pending Approval changes created by others.

CommonSpot displays purple icons for work done by others and displays status.
Any Elements you have permissions to change, will display an appropriate icon, allowing you to modify Element content or properties, as shown above for the container.

## Edit Mode

In Edit Mode, contributors can see published content, plus any changes that they or anyone else has in a Work in Progress or Pending Approval state. This mode enables more collaborative authoring. Content that is ‘Work in Progress’ for one author can be viewed and edited by another author. CommonSpot displays status.

Additionally, if content is Work in Progress or Pending Approval by another user, in Edit Mode with the proper permissions, the current user can “take ownership” of the changes. This feature is helpful for sharing the content contribution between multiple users.

See:

- [Take Ownership](#)
- [Lock Unlock Page](#)

## Approve Mode

Approve Mode displays icons indicating changes that are awaiting your approval. Based on approval setup, you can approve, disapprove, or refer changes back to authors. These changes can include new or existing content added, moved, or deleted, or sub-item details that have changed.

The text element below requires the current user’s approval.
You can also see items that you have approved, but that still require approval by others. Approvers can also rescind approval.

All items currently requiring your approval display in My CommonSpot.

**Preview Mode**

Preview mode allows you to see your page rendered just as it would appear live or is published, without refreshing the page. No container or Element tools are visible. All links in the page are live. Click the Preview button in the second-level menu bar or use Alt-Shift-5. Preview conveniently displays Submit and Activate options for immediate routing for review or activation.

Preview mode persists for the last page where it was used, in each site. It shuts off only when you click Leave Preview, when you enter Authoring on another page, or when you end the browser session.

When preview is on, the authoring UI menu items (Show Container Tools, Show Element Tools, Show New Element Links) don't apply, so they're hidden and their keyboard shortcuts disabled.

When you load a page where preview is on, a notification appears briefly.

Use CommonSpot's Visual Difference feature to easily compare proposed changes against already published content.
Work In Progress and Approval Icons

CommonSpot icons represent various Work In Progress states. Each Work In Progress icon has a Pending Approval and Needs Approval counterpart. In Edit Mode, two different sets of icons can appear for Work In Progress – yellow icons identify the current user’s work, while blue icons identify the work of others. When working on a page in edit mode, others’ changes display with purple icons.

Here is a complete list of these icons and their meanings.

<table>
<thead>
<tr>
<th>Status</th>
<th>Work In Progress</th>
<th>Pending Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing Mode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New content added for first time</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Existing content changed</td>
<td>🔄</td>
<td>N/A</td>
</tr>
<tr>
<td>Existing content deleted</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Existing content moved</td>
<td>⬆️</td>
<td>N/A</td>
</tr>
<tr>
<td>New content added, existing content moved</td>
<td>⬇️</td>
<td>⬆️</td>
</tr>
<tr>
<td>Existing content changed and moved</td>
<td>⬇️</td>
<td>⬆️</td>
</tr>
<tr>
<td>Content deleted, existing content moved</td>
<td>⬇️</td>
<td>N/A</td>
</tr>
<tr>
<td>Sub-item details changed</td>
<td>⬇️</td>
<td>⬆️</td>
</tr>
<tr>
<td>Some details still Work In Progress, others Pending Approval</td>
<td>⬇️</td>
<td>⬆️</td>
</tr>
<tr>
<td>Already approved; awaiting approval of other items on the page before it can be published. (Approver can also rescind his/her own approval)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Element Locked

This dialog displays if you attempt to modify an Element in a pending state. To take ownership, select Work on this Page (All Changes) from the View menu to display the Take Ownership option.

This element is locked.

This element has pending changes that are pending approval by another user. Use Edit mode to view and/or take ownership of these changes.

You can also take ownership directly from here, by clicking the Change Ownership button below. However, switching to Edit mode lets you examine the existing changes first.

Author: Editor Campus Life

EMail: campuslife@commonspot.edu

Close
Submitting a Change for Publication

Before content can be published, it must first be submitted. Depending on whether an approval workflow has been set up, the content might require approval by one or more individuals or groups. Even if you have approval rights for the content you are editing, you still have to put your revisions through the publication process.

The following is the menu for a Single Image element that is in the Work in Progress state.

Click the Work In Progress icon to bring up the list of options for submitting content.

Depending on whether an element has one or more items (for example, a Text Block versus a bulleted list), the menu will reflect the appropriate options for the specific items submitted. For multi-part elements, you can submit changes for an individual item, for the entire element, or for the entire page. You can submit individual items within a multi-part element from the sub-item detail dialog, which lists each sub-item with a Work In Progress indicator. The following depicts the menus you might see, depending on the type of content submitted:

Single Item Element (page level)
Submit All Changes for Publications

Use this dialog to publish or submit for approval every change made to a single page. You can optionally submit individual changes. This dialog displays options for publishing content and including comments.

General Fields

In general, the Submit All Changes dialog looks like this.
Submit All Changes for Publication

Enter the following information to submit your changes for publication.

**Approval:** No approvers have been set up for the current submission. Your changes will become effective immediately.

**Publication Comment:**

Please enter an appropriate comment for this change.

**Actions:**

- [ ] Treat content change as significant
- [ ] Validate external links
- [ ] View page as published after submission

[ ] Check Spelling   [✓] Submit   [✗] Cancel

The dialog has these basic fields:

**Approval** – If no approvers are assigned to this page at any level, or if default assignments at the template level are removed at the page or Element level, no approval is required and content changes are published as you click Submit, as shown above.

If the page is set up for approval (you are an approver or are in approve mode), you can optionally include notification when you complete approval, as shown below. See descriptions for other specific workflow rights below.

Submit All Changes for Publication

Enter the following information to submit your changes for publication.

**Approval:** You are an approver for one or more items you are submitting. Check the box(es) below to approve the change(s) immediately. Leave box(es) unchecked if another group member should review the change(s) before publication.

[ ] [✓] Webmasters (Publishing Approval)

**Publication Comment:**

Please enter an appropriate comment for this change.

**Actions:**

- [✓] Treat content change as significant
- [ ] View page as published after submission
- [ ] Send publication notification

When this change is published, send email notifications to the following people (enter a comma delimited list of email addresses):

webmaster@commonspot.edu

[ ] Send approvers notification email

[ ] Check Spelling   [✓] Submit   [✗] Cancel
Publication Comment – Optionally include remarks. These display in Version Comment History, available from the Page Versions left panel for the current page.

Treat content change as significant: When checked (default), CommonSpot associates these changes with Last Major Modification status in reports that include this filter. This filter appears for all reports and search results that include the Date Restrictions option and provides a convenient way to quickly identify and review all changes that your organization rates as important. Consult your organization's policy for setting this option.

Note: Setting this option has no effect on versioning. CommonSpot maintains page version data irrespective of this setting.

View page as published after submission: Defaults to unchecked. On submit, the parent window refreshes the page in Author mode.

If checked, displays the page as currently published (in read mode) on submit.

Validate external links: When checked (default) verifies all links. On submit, the Validating External URLs dialog displays for checking and fixing any broken links in the page.

Approval Workflow No Rights

If an approval workflow exists, you have no approval or publish rights, the Submit Change dialog displays workflow at the top of the dialog, without options to bypass approval or approve automatically. All other options are the same. Submit routes the page for approval.

Approval Workflow with Rights

If you are a member of at least one group with approval rights you can approve and publish page changes at once on submit, as shown above.

Approval Workflow with Bypass Rights

If you have bypass rights in a particular level of the workflow, you can skip approval levels.

Administrators create approval levels and bypass rights through Site Administration – Approval & Workflow – Approval Levels. Rights created here are assigned at the site or subsite level or at the page level through Page Security

Submit Change for Publication

Use this dialog to submit individual changes for publication or approval. This dialog displays the same fields as Submit All Changes for Publication. If you have bypass permissions, checked boxes indicate levels you can bypass, to publish changes to the page immediately, without review from anyone registered in the Approver Level of the workflow process. Optionally, you can uncheck an approver to request review before publishing.
Submit Change for Publication

Enter the following information to submit your changes for publication.

Approval:
- You are an approver for one or more items you are submitting. Check the box(es) below to approve the change(s) immediately. Leave box(es) unchecked if another group member should review the change(s) before publication.
- Webmasters (Final Content Approval)
- Web Communications Managers (Proofread Content)

Publication Comment:
Copy edited content -- very minor changes...

Please enter an appropriate comment for this change.

Actions:
- Treat content change as significant
- View page as published after submission
- Send publication notification
  When this change is published, send email notifications to the following people (enter a comma delimited list of email addresses):
  webmaster@commonspot.edu
- Send approvers notification email

☐ Check Spelling

Submit ✅ Cancel ❌

Submitting Change...

CommonSpot is completing the requested updates. Please wait.
Submit Entire Element for Publication

This dialog displays in author mode when you click Submit Element for a single Element.

Submit Entire Element for Publication

Enter the following information to submit your changes for publication.

Approval: No approvers have been set up for the current submission. Your changes will become effective immediately.

Publication Comment: Please enter an appropriate comment for this change.

Actions:
- Treat content change as significant
- Validate external links
- View page as published after submission

☐ Check Spelling  ✔ Submit  ❌ Cancel

Approval: Lists approvers, if any, or displays the message shown above.

Publication Comment: Optionally include remarks.

Actions: Select the appropriate action:

Treat content change as significant: When checked (default), CommonSpot associates these changes with Last Major Modification status in reports that include this filter, for example, My Pages, as shown below. This filter appears for all reports and search results that include the Date Restrictions option for quick identification and review of changes that your organization rates as important.

My Pages

Filter My Pages:

Search Criteria: Contains ▼
Subsite: ▼
Include Child Subsites

Date Restrictions:

Select Date Options:

Date  Page Title  Subsite  Actions
None  None  None
2009-12-15 Welcome  /demo/  
2009-12-14 Page index 1 14th Nov 2009  /demo/

Validate external links: When checked (default) verifies all links. On submit, the Validating External URLs dialog displays.

View page as published after submission: Defaults to unchecked. If checked, displays the page as currently published (in read mode).

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Validating External URLs

This dialog displays when you select this option in the Submit Entire Element for Publication and click Submit. If all links resolve, this window closes after the following message displays.

**Validating External URLs**

CommonSpot is completing the requested updates in the background. This window will close automatically when the processing completes.

If CommonSpot finds unresolved links the following displays.

**Link Validation**

CommonSpot has attempted to verify all links in the submitted content, including local and external references, links to images, and references to other linkable objects.

Secure external links are only syntax validated. The results are detailed below.

<table>
<thead>
<tr>
<th>Summary</th>
<th>Links</th>
<th>Images</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result Summary:</td>
<td>1 unresolved reference(s) found.</td>
<td>0 unresolved link(s) to CommonSpot pages.</td>
<td>0 unresolved reference(s) to CommonSpot pages.</td>
</tr>
<tr>
<td>Result Detail:</td>
<td>1 unresolved link(s) to external URLs.</td>
<td>0 unresolved link(s) to external URLs.</td>
<td>0 unresolved reference(s) to external URLs.</td>
</tr>
<tr>
<td></td>
<td>0 unresolved reference(s) to internal objects.</td>
<td>0 unresolved reference(s) to internal objects.</td>
<td>0 unresolved reference(s) to external objects.</td>
</tr>
</tbody>
</table>

See Referring Pages for more information.
Discard Changes

This dialog displays to confirm that you have discarded changes made to an Element or page item. Discarding pages is permanent. CommonSpot first prompts you to confirm discard.

Discard Changes

Your changes have been discarded.

Close

Author and Approval Comments

The Author and Approval Comments dialog displays a table for all comments entered during the Page Publication process.

Author and Approval Comments

The following table show the comments of the content contributor submitted at the time of publication, and the comments of any approver.

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Action</th>
<th>Person</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-01-22 17:16:28</td>
<td>Published</td>
<td>Webmaster</td>
<td>Changed contact info, approved with this change.</td>
</tr>
</tbody>
</table>

Showing 1 record.

Access this dialog at the page level in approve or edit mode by clicking the Comments option for an element, as shown below. Click the Date/Time column to toggle between latest/earliest comments, or sort by Person or Action. The Action column head represents the stage the comment was entered in the approval process (if configured).

Click Close to return.
About the Alumni Association

Formatted Text Block: Approval Needed, Updated Content

View this element's comments.

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Confirm Item Changes Discard

Changing a page item, then clicking the Work In Progress – Discard Changes option in edit or author mode displays this prompt.

**Confirm Item Changes Discard**

Are you sure you wish to discard the changes associated with this item? Once discarded the changes are permanently lost.

✓ Yes  ✗ No

A variant of this dialog, Confirm Element Changes Discard, displays for discarding changes for new Elements.

**Confirm Element Changes Discard**

Discarding changes is permanent. Click Yes to approve or No to keep your changes. The Discard Changes dialog confirms removal of your changes.
Collaborative Contribution

When a user wants to edit content currently being worked on by another user, they can enter Edit Mode to perform the modifications. This mode is only available to users with Edit rights to the page. In this mode, all work in progress is displayed even if the content change was made by another user. When users edit content in this mode, they become the new owner of the content.

Entering Edit Mode

A user can enter Edit Mode by selecting the “Edit” option from the “Page View” menu. This option is only available if the user has Edit rights to the page or Edit rights to any elements on the page.

Change Element Ownership

When in Edit mode, the user sees all work in progress even if they are not the owner of the content. In Edit mode or Author mode, if you try to edit content owned by another user, an error dialog appears.

If the current owner’s profile includes an email address, click the hyperlinked address to send them an email message. To immediately take ownership of the item, click the Change Ownership to open the Change Element Ownership dialog.

Select a user from the list and, if desired, enter a message that will be emailed to the current owner.

Layout Cell Locking

For certain types of work in progress, it is not possible to take ownership and proceed with authoring. When an author has work in progress that affects the layout of elements within a page layout cell (e.g., an element has been moved up or down), other authors cannot move or delete elements within the same layout cell. When an author attempts to delete an element in a layout cell in which another author has moved an element as a Work in Progress, the following dialog appears:

If the current owner’s profile includes an email address, it appears as a hyperlink. If their profile includes a phone number, that also appears.
Edit Mode Icons

While in Edit Mode, standard Yellow icons indicate work in progress owned by the current user.

In Author or Edit Mode one of the following green icons indicates content for the current user pending approval.

Edit mode, however, will also indicate work in progress and pending approval content that is owned by other users. These icons will appear as blue.

Note work in progress content is not distinguished from content pending approval if owned by another user. Both states render as blue icons.

These edit mode icons make it easy to distinguish which content requires that you take ownership of it before you can edit it. Once the current user takes ownership, these edit mode icons will now be yellow or green, indicating that the current user is now the owner. Also, once the ownership transfer has occurred, the current user will now be able to see this content in Author Mode.
Pending Approval

Once you have submitted the new content or the changes for approval, the Pending Approval icon replaces the Work In Progress icon next to the content in question.

CommonSpot can notify selected Approvers about content awaiting their approval two ways: by e-mail and through the My CommonSpot dashboard. The Submit Changes dialog allows you to designate how CommonSpot should notify an approver.

The My CommonSpot dashboard provides users with a list of all the pages with content awaiting approval, with each entry hyper-linked directly to the page.

Approvers can accept the changes, reject them, or refer them back to you for further revision. If the changes are accepted, the Pending Approval icon disappears and CommonSpot publishes the updated page to the Web. If the submitted changes are referred back for further revision, the Pending Approval icon reverts to the Work In Progress icon.

To view the status of any pending approvals click the icon and select Status to open the Approval Status dialog.

Approval Status

Approval Status is an informational dialog displaying current state information for a selected Element.

In Author mode, click a pending approval icon for submitted content on a CommonSpot page and select Status from the Element menu, as shown below.

The information displayed in this dialog varies according to the workflow process in place and the state of the current page/Element. In the example below, the content requires two levels of approval—Proofread Content and Final Content Approval.

Approval is complete for the Webmaster, as indicated by the check mark under Proofread Content. Your site administrator defines whether and how many approval levels display for any single Element in your organization.
**Approval Status**
The following lists the individual or group-level approvals needed before the element can be published. Those approvers listed without a check are pending approval.

<table>
<thead>
<tr>
<th>Proofread Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Webmaster</td>
</tr>
<tr>
<td><a href="mailto:webmaster@commonspt.edu">webmaster@commonspt.edu</a></td>
</tr>
<tr>
<td>by: Webmaster</td>
</tr>
<tr>
<td>Final Content Approval</td>
</tr>
<tr>
<td>Web Communications Editors (group)</td>
</tr>
<tr>
<td>Waiting for Approval</td>
</tr>
<tr>
<td>Web Communications Managers (group)</td>
</tr>
<tr>
<td>Waiting for Approval</td>
</tr>
</tbody>
</table>

Click Close to exit.
Approving Content

My CommonSpot displays changes requiring your approval. Navigate to the page containing revisions. From the View menu choose Work on this Page (Approval).

In Approve mode, proposed changes for which you are a designated approver (and have approval rights) display the Needs Approval icon. Click this icon to display the Approval Needed menu.

Frequently Asked Questions

How do I obtain a copy of my academic transcript?

Find out how to request your transcript on-line, by mail or in person.

From this menu, you can do any of the following:

- approve the changes
- approve all changes on the page
- refer the changes back to the author/editor for further revision
- reject the changes

The menu also gives you access to useful information about the change, and about the action other approvers have taken.

The person submitting the content for approval can review the status of all approvals at any time in either Read or Edit mode by clicking the Pending Approval icon displayed and selecting Approval Status from the menu.

To view the currently approved content, switch to Read mode.

If the page has no elements that require your approval, you will see the Nothing to Approve message.

Note: In Approve Mode, you cannot make any edits.

See the Nothing to Approve dialog section of this guide for reasons why this may occur.
Approve Change for Publication

If you are the only approver assigned to this content, or if all other approvers have already approved it, you will see the Approve Change for Publication dialog when you click the

![Approve Change for Publication Dialog](image)

Click **Submit** to publish the change, or **Cancel** to keep the approval pending.

If at least one other approver has not yet approved the change, the Approve Change for Publication dialog lists all the authorized approvers for this item, along with the action, if any, each has taken. Each approver’s e-mail address appears as a hyperlink, so you can easily communicate about the item.

Click **Submit** to approve, or **Cancel** to exit without taking action.

Refer Change Back to Author

If you want to refer the change back to the author or editor for further revisions, the Refer Back Change to Author dialog appears, warning you that if you refer the change back, all approvals by other approvers will be lost. The Author will have to resubmit any further revisions to all approvers.
The Refer Change Back to Author dialog allows you to explain your objections and suggest improvements. You must enter a comment, which CommonSpot will pass on to the author by e-mail.

**Reject Change**

The Reject Change dialog warns that this action will remove the submitted change from the Work In Progress state. This means that the author will no longer be able to work on it. This could cause a loss of valuable effort. If you are in any doubt, consider referring back rather than rejecting.

Use the Description area to let the contributor know why the submission was rejected.
Note: The Reject option can be disabled in the CommonSpot Administrator so that it is not available to approvers.

Nothing to Approve

The Nothing to Approve dialog will appear on a page when you are in Approve mode and no elements on the page require your approval.

Here are a few reasons you may receive this dialog:

- If you receive an email requiring you to approve some content and someone else in the approval process has already approved the element
- The page owner may have removed the element from the approval process to make further edits

Click ‘Close’ to close the window and return to the page you were working on.

Approve All Changes for Publication

This dialog displays at the page level when you select Approve Page to accept and publish all changes for which you have approval rights. Site administrators set up approval roles, levels, and bypass privileges and assign roles to individuals and groups. Subsite administrators assign Content Security through the Subsite Administration dashboard.

If at least one other approver has not yet approved the change, the Approve Change for Publication dialog lists all the authorized approvers for this item, along with the action, if any, each has taken. If all other approvers have already approved it, or if you have exclusive approval rights, the Approve Change All Changes for Publication dialog displays.
Approve All Changes for Publication

Enter the following information to submit your changes for publication.

Approval: You are a member of the following group(s) which need to approve the change(s). Check the box(es) below to approve the change(s) immediately. Leave box(es) unchecked if another group member should review the change(s) before publication.

☐ Webmasters (Final Content Approval)

Publication Comment:

Please enter an appropriate comment for this change.

Actions: ☑ Validate external links
☐ View page as published after submission
☐ Send approvers notification email

☐ Check Spelling

Submit ☐ Cancel

Optionally enter a comment, or select an item in the Actions field to check links, view the published page, or send email to notify other users of publication.

Click Submit to publish the change, or Cancel to keep approval pending.

Approve Entire Element for Publication

Contributors can submit changes for an individual item, for the entire element, or for the entire page. This dialog displays in approval mode when a contributor submits all the changes for an Element with sub-items, as shown below.

Tabular Layout: Approval Needed, Multiple Changes

Adv. Approve Refer Reject All Compare Status Comments Show/Hide Cells

Approve all changes for this element.

Clicking Approve Element. displays the following dialog.
Approval - If no approvers are assigned to this page at any level, or if default assignments at the template level are removed at the page or Element level, no approval is required and content changes are published as you click Submit. Uncheck boxes for other approvers to route this Element to them before publishing.

Publication Comment - Optionally include remarks. These display in Version Comment History, available from the Page Versions left panel for the current page.

Actions

View page as published after submission: Defaults to unchecked. On submit, the parent window refreshes the page in Author mode. If checked, displays the page as currently published (in read mode) on submit.

Send approvers notification email: Optionally include notification when you complete approval, as shown above.

Click Submit to apply your changes or Cancel to exit without approving.

CommonSpot Security Exception

For authentication and other errors CommonSpot issues a security exception which typically includes a message detailing possible causes.

If you are working in a Text block or Custom Element dialog and the process of entering data takes longer than your current session timeout or page lock timeout, CommonSpot cannot automatically store the data in the proper locations when you close the dialog. To prevent your work from being lost, the content is captured and presented to you in a dialog that will allow you to paste back into the window when you have regained the lock.

For example: You are entering a lot of content into a Custom Element when you are called away to an important meeting. You forget to submit your current progress and leave your Custom Element dialog open. While you are away from your desk, your session expires and you no longer have a valid login. After you return from your
meeting, you finish entering content, then exit the dialog. Instead of throwing away all of your progress, CommonSpot presents you with a Security Exception dialog with options for viewing and copying contents from your Custom Element, as shown:

**CommonSpot Security Exception**

---

This operation requires that you be authenticated.
You are not currently logged in.

- You may have waited too long before submitting your changes.
- The Application Server may have been restarted.
- Your browser cookies may have been deleted or corrupted.

Submitted content has been recovered.

- Click the 'View Recovered Content' button below to view your changes.
- Please follow the steps outlined in the 'Recovered Content' dialog to continue editing this element.
- Login (use the 'login' button below).

---

Login...  View Recovered Content...  Cancel

The message at the top of the dialog provides information about the cause of the security exception. In the example, the session has expired, but it is also possible to lose your lock on the page that you are currently authoring in other ways.

The process of recovering content requires you to click the ‘View Recovered Content...’ button to invoke the Recovered Content dialog. After you have opened the Recovered Content dialog, it is safe to log back in, regain the lock on the page in Author mode, and paste your content back into the element that you were working on. See the Recovered Content dialog for more information on what type of content is represented.

**Recovered Content**

CommonSpot enables you to recover from unexpected authoring interrupts. Click View Recovered Content in the Security Exception dialog displayed when you lose your authoring session or authoring lock for an Element during updates.

Recovered Content displays the content you were working on, as well as page- and Element-specific record identifying affected CommonSpot fields and content types. (See the CommonSpot API documentation for details on this information.)

Complete the recommended steps to recover.
**Recovered Content**

The following data was recovered.

Keep this window open! and perform the following steps. Note your changes will be lost if you close this window before performing all of the steps.

1. Switch back to the main editing window and re-login.
2. Return to the desired 'Work on this page' or 'Approval' mode.
3. Re-edit the element you were working on by copying your changes from this window to the 'edit' dialog(s).
4. Re-submit your changes.
5. Upon successful submission, you may close this window.

Note that some of the displayed fields may be internal CommonSpot data, which you may not need to copy/preserved.

<table>
<thead>
<tr>
<th>Field</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL</td>
<td>page</td>
</tr>
<tr>
<td>NEEDAPPROVENELEMENTS</td>
<td></td>
</tr>
<tr>
<td>SC_ELEMENTLISTCURRENT</td>
<td>536</td>
</tr>
<tr>
<td>SC_VERSIONSTATE</td>
<td>2</td>
</tr>
<tr>
<td>SC_ELEMENTSTATE</td>
<td></td>
</tr>
</tbody>
</table>
Forms

Forms are used within CommonSpot for the following purposes:

- Creating and editing metadata associated with CommonSpot pages, documents, and images. For detailed information on creating and managing metadata forms, refer to the Custom Metadata chapter in the CommonSpot Administrator Guide.
- Creating and editing Custom Element data. For detailed information on creating and managing metadata forms, refer to the Custom Elements chapter in the CommonSpot Administrator Guide.

Simple Form Elements on CommonSpot pages. For detailed information on creating and managing Simple Form Elements, refer to the Simple Form Element section in this guide.

All three types of forms are built from the same collection of field types. Most of these field types (i.e., text fields, checkboxes, selection lists, etc.) will be familiar to all internet users and require no further explanation. The purpose of this chapter is to describe how the more advanced fields are rendered on forms, how their controls are used to enter data, and how the data that is entered is validated.

The following field types are covered in this chapter:

- Calendar Fields
- CommonSpot Page URL Fields
- Date Fields
- Email Fields
- Formatted Text Block Fields
- Image Fields
- Floating Point Number Fields
- Integer Fields
- Taxonomy Browser Fields
- Tree Control Fields
- URL Fields

This chapter also covers Required Fields of any type.
Calendar Fields

Calendar fields are rendered as shown:

Field Name:  

Click the calendar icon to open the Date/Time Selection Control in which you will select a date and/or time (depending on the configuration of field) which will then be shown as follows:

You may click the calendar icon again to edit your selection. Click the ‘Clear’ button to remove the selection from the field.

Note: The Calendar Control is accessible through keystrokes. To access the control use the “Tab” key. Once the Calendar Control has focus, click the “Enter” key to open calendar.

Once open use these keys to change the values of the calendar:

- arrow keys – change selected date
- control key – when used with arrows calendar changes month and year
- left and right arrows navigate to previous and next month respectively
- up and down arrows navigate to previous and next year respectively
- pressing space navigates calendar to current date, without changing selected date
- h, m, and s keys increment hours, minutes, and seconds respectively
- if shift key is down, those keys decrement instead
CommonSpot Page URL Fields

CommonSpot Page URL fields are renders as shown:

Field Name: [Select Page... Clear]

Click the ‘Select Page...’ button to open the Find dialog for selecting a CommonSpot page or document which will then be shown as follows:

Field Name: [http://ofusion/test/index.cfm Select Page... Clear]

You may click the ‘Select Page...’ button again to edit your selection. Click the ‘Clear’ button to remove the selection from the field.
Date Fields

Date fields are rendered as shown:

Field Name: ___________ mm/dd/yy

You must enter a valid date with month, day of month, and year values separated by ‘/’ characters with no extra spaces. The month and day of month values may be either single (for example, ‘1’) or double (for example, ‘01’) digits. The year value may be one to four digits. Single and double digit year values will be interpreted as being between 1930 and 2029.
Email Fields

Email fields are rendered as simple text fields:

Field Name: ____________________________________________

You must enter a well-formed email address consisting of one or more characters followed by '@', followed by one or more characters followed by '.', followed by one or more characters.
Formatted Text Block Fields

Formatted Text Block fields are rendered with the Rich Text Editor controls.

The visibility of all of the toolbar icons can be controlled, limiting the user of the text block field to certain operations.
Image Fields

Image fields are rendered as shown:

Field Name: [Select Image...] Clear

Click the ‘Select Image…’ button to open the Image Properties dialog in which you will upload a new image or select an existing images using the Find Images dialog. The selected image will then be shown as follows:

Field Name: [Select Image...] Clear

You may click the ‘Select Image…’ button again to edit your selection. Click the ‘Clear’ button to remove the selection from the field.
Floating Point Number Fields

Floating point, or decimal, number fields are rendered as simple text fields:

Field Name: 

You must enter a valid numeric value. The field may be configured with minimum and/or maximum allowed values.

The field may also be configured with a specific 'precision', which determines the number of digits to the right of the decimal point. Entered values will be converted to the specified precision by either trimming extra digits or adding '0'.

If an invalid number is entered, the following message is shown when the form is submitted:

The message will indicate the minimum value, maximum value, and/or precision, if they have been specified for the field.
Integer Fields

Integer number fields are rendered as simple text fields:

Field Name: 

You must enter a valid numeric value. The field may be configured with minimum and/or maximum allowed values.

If an invalid number is entered, the following message is shown when the form is submitted:

The message will indicate the minimum and/or maximum values, if they have been specified for the field.
Taxonomy Browser Fields

Taxonomy fields are rendered as shown:

Field Name: Browse Taxonomy... Clear

Click the 'Browse Taxonomy...' button to open the Browse Taxonomy dialog in which you will select one or more terms (depending on the field configuration) from a taxonomy.

Browse Taxonomy

In the dialog, you can select one or more terms (depending on the field configuration) from a taxonomy. See the Taxonomy section of the CommonSpot Administrator Guide for detailed information on using this dialog.

The following lists the defined taxonomy terms for the 'New Sample Taxonomy' taxonomy. Select the desired 'Group By' option to view terms alphabetically or categorized by facet, then check the desired term(s) to assign to this content object.

The selected terms will then be shown as follows:

Field Name: Burlington
Concord

You may click the 'Browse Taxonomy...' button again to edit your selection. Click the 'Clear' button to remove the selection from the field.
Tree Control Fields

Tree Control fields are rendered as shown:

Field Name:  Select  Clear

Click the ‘Select...’ button to open the Tree Control Field dialog.

Click the  and  icons to open and close branches of the tree. Click an item in the tree and click the ‘Select’ button.

Your selection will then be shown as follows:

Field Name: Automobiles/Trucks/Bulldozer  Select  Clear

You may click the ‘Select...’ button again to edit your selection. Click the ‘Clear’ button to remove the selection from the field.
URL Fields

URL fields are rendered as simple text fields:

Field Name: [ ]

You must enter a well-formed URL that contains at least one ".".
Required Fields

Required fields are rendered with their labels in boldface. The following example shows a required text field.

Field Name:
Editing Content with the Rich Text Editor

Creating richly-formatted text on the Internet has always been a complex task, but an updated Rich Text Editor (RTE) included in CommonSpot makes editing text through a Web browser as easy as using your favorite word processing software. Thanks to a suite of powerful features, CommonSpot’s Rich Text Editor allows anyone to format text online as only professionals have been able to until now.

The Rich Text Editor is a common component used by several tools/elements within CommonSpot. They include:

- The Formatted Text Block and Formatted Text Block (without header) elements
- A metadata form within the Custom Metadata dialog
- As one of the fields in a Custom Element
- As one of the fields in a Simple Form

When included in any of the above, the Rich Text Editor operates the same. The following segments within this chapter will provide detailed descriptions of the RTE’s capabilities:

- **Work Space Orientation**
- **Formatting Text**
- **Working with Images in the RTE**
- **Working with Tables**
- **Adding/Removing Hyperlinks**
- **Clipboard Operations**
- **Undo and Redo Operations**
- **Miscellaneous Operations**
- **Right-click Contextual Menus**
- **Shortcut Keys**

CommonSpot’s Rich Text Editor provides:

- A well-organized interface
- Property inspectors
- Standards-based CSS rendering
• HTML code cleaning
• Re-usable Snippets

Well organized interface: Four (4) logically-organized toolbars make it easier to find features, and usability has been improved through new icons, labels, and tooltips on buttons and drop-down menus.

Property inspectors: Advanced options are available when adding many types of content (tables, images, links, buttons, etc.) through the Rich Text Editor. For example when adding a table, advanced options include settings for table alignment and for the width and color of the table borders. The new version of the Rich Text Editor groups all of these options together in a Property Inspector panel that is always visible at the bottom of the page. The options on the Property Inspector change depending on what you are managing at the time. For example your Property Inspector panel will display one set of options while you are managing text, but when you change to managing a table, the Property Inspector will change to show options relevant to tables.

CSS-based rendering: CommonSpot’s rich text editor provides robust support for rendering via CSS styles. The editor can be configured by the site administrator to either show a listing of styles based on the current page’s style sheets, or to display a listing of style based on registered styles. The styles are available for selection through the Style drop-down selection list in the rich text editor’s toolbar. The Styles in the selection list are rendered as they will look on the page so that you can easily pick the one you want.

In addition, Contributors can format a block of text as a single unit, using familiar formatting headings such as H1, H2, <p>, and <div>. Simply select the paragraph or place the cursor inside it, then choose a heading tag from the Format drop-down menu in the toolbar. The heading is set for the entire paragraph that contains the current selection. If that paragraph already has a heading tag applied, that tag is replaced by the new one. In the screen shot below you can see the block level formats in the Format drop-down menu.
**Content Snippets:** When the same content is used in multiple places, you don’t need to maintain each instance separately. Instead, you can use snippets to save time and minimize editing. A snippet is an .htm file that you can insert in page at any time. This file contains a certain structure and design that you often need when editing online content.

**HTML Code Cleaning:** There are many times when the content that you are about to publish has been saved previously in Microsoft Word. When copying text from MS Word and pasting it into the Rich Text Editor, you’re also pasting in tags created specifically for Word that can create problems when the text is displayed as HTML. To ensure that content displays correctly in a browser, these extra tags should be removed. You can significantly reduce the time you spend reformatting your documents in HTML if you use the HTML cleaning functions. The Rich Text Editor even has a paste function specifically for Word content, which helps you get the best results so that you get the most out of both editing tools.
Work Space Orientation

The Rich Text Editor interface is shown in the image below. The important regions are, from top to bottom, the Toolbars, the Editable Region, the Tag Selector, and the Inspector Panel.

Toolbars

Toolbars are at the very top of the Rich Text Editor interface. They present buttons and drop-down menus grouped into four categories:

The Standard toolbar displays controls for the following: Cut, Copy, Paste, Undo, Redo, Find/Replace, Show/Hide Table Borders, Show/Hide HTML, Show/Hide Property Inspector, Help.

The Formatting toolbar displays controls for the following: Text Color, Background Color, Bold, Italic, Underline, Align Left, Center, Align Right, Justify, Numbered List, Bulleted List, Decrease Indent, Increase Indent, Clean HTML Content, Superscript, Subscript.
The Insert toolbar displays controls for the following: Image, Adding/Removing Hyperlinks, Field, HTML Snippet, Insert Table, Horizontal Rule, and Special Character.

The Styles toolbar displays controls for the following: Format, CSS Style, Font, Size.

For detailed help on any button or drop down selection list within the toolbar, simply click the help icon at which time your cursor will change to a pointer with a question mark.

If you then click another button using the question mark cursor, context sensitive help for that button is displayed.

### Editable Region

The editable region is in the center of the interface, where the content is displayed and edited in a WYSIWYG format. As you edit content the current selection is also indicated in a manner similar to that of Microsoft Word. Depending of the type of content being edited the selection may appear different. The image below shows a table selected with the Editable Region.

![Editble Region Image]

A lot of new features added, so this new version now is a real fire-alarm fire.

You can easily see how easy it is to publish an Image Gallery. Pictures are uploaded and can be resized through the Rich Text Editor Interface or apply CSS styles.

### Tag Selector

The Tag Selector is located directly below the Editable Region and displays the hierarchy of HTML tags around the current selection (or cursor position). By clicking any of the tags displayed, the selection is applied to the current tag and the Inspector Panel is updated to reflect the properties of the selection. For example, the following would be displayed if the current selection was within a cell of a table.

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You can also remove the current tag. For example, if a table is selected in the editable region, the Tag Selector could look like this, with the Remove Tag option displayed to the right of the <TABLE> tag:

**Inspector Panel**

The Inspector Panel, at the bottom of the Rich Text Editor interface, displays important properties of whatever is selected on the page, such as images, tables, links, horizontal rules, buttons, and text areas.

There are several property panels, described later in this chapter. To go directly to the property panel explanations, click the links below:

- Cell Properties
- Row Properties
- Table Properties
- Image Properties
- Link Properties
- Numbered List Properties
- Bulleted List Properties
- List Item Properties
Formatting Text

This section describes the text formatting options provided by the Rich Text Editor, with the following segments:

- **Text Color**
- **Background Color**
- Color Palette
- **Bold, Italic and Underline**
- **Alignment and Indentation**
- **Lists**
- **Superscript & Subscript**
- **Using Styles**
- **Working with Images**

Text Color

The 'Text Color' button allows you to set a color for your text:

When you click the 'Text Color' button, the Color Palette window appears, presenting you with colors to choose from. The Color Palette interface is described here.

Background Color

The Background Color button allows you to highlight text with a background color:

The button has two areas:

Click the icon and the Color Palette is displayed, allowing you to select a background color for your selected text.
To change the highlight color, select the text, click the ‘Highlight’ button and choose a different color from the Color Palette interface, described here.

**Color Palette**

The palette may present the following color tabs: Browser Safe Palette, Named Colors and Custom Colors. The available tabs are defined within the CommonSpot Administrator interface. When you fly over a color in the Named Colors palette, the actual name of the color is displayed. Select the preferred color by clicking on it or enter the name if available otherwise enter the RGB corresponding number.

The Safe Palette contains those colors that will appear consistently regardless of the browser. The Custom Colors tab presents those colors that have been predefined by the CommonSpot Administrator.

**Bold, Italic and Underline**

The CommonSpot rich text editor allows you to apply the common formats Bold, Italic, and Underline to text, as explained below.

**Bold**

To apply the bold style to your text, click the ‘Bold’ button on the toolbar or use the shortcut keys “Ctrl+B”.

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The effect will be applied to the selected text. You can also check to see if text is formatted as bold by placing your cursor inside that text and looking at the ‘Bold’ button to see if it is activated.

To remove the bold style, select the text and deactivate the ‘Bold’ button by clicking it.

**Italic**

To apply the italic style to your text, click the ‘Italic’ button on the toolbar or use the shortcut keys "Ctrl+I":

The effect will be applied to the selected text. To check if the formatting style of any text is set to italic, place the cursor inside that text or select it, and look at the ‘Italic’ button to see if it is activated.

To remove the italic style, select the text and deactivate the ‘Italic’ button by clicking it.

**Underline**

To apply the underline style to your text, click the ‘Underline’ button on the toolbar or use the shortcut keys "Ctrl+U”:

The effect will be applied to the selected text. To check if the formatting style of any text is set to underline, place the cursor inside that text or select it, and look at the ‘Underline’ button to see if it is activated.

To remove the underline style, select the text and deactivate the ‘Underline’ button by clicking it.

**Alignment and Indentation**

From the CommonSpot rich text editor, you can easily set alignment and indentation for your paragraphs, using the alignment and indent keys as described below.

**Align Left**

To apply the left alignment style to your selected paragraph(s), click the ‘Align Left’ button on the toolbar or use the shortcut keys "Ctrl+Shift+L”:

The selected paragraph(s) will be aligned to the left margin of the page.
Center

To apply the centered alignment style to your selected paragraph(s), click the ‘Center’ button on the toolbar or use the shortcut keys ‘Ctrl+Shift+E’:

![Center button]

The selected paragraph(s) will be centered on the page.

Align Right

To apply the right alignment style to your selected paragraph(s), click the ‘Align Right’ button on the toolbar or use the shortcut keys ‘Ctrl+Shift+R’:

![Align Right button]

The selected paragraph(s) will be aligned to the right margin of the page.

Justify

To apply the justified alignment style to your selected paragraph(s), click the ‘Align Justify’ button on the toolbar or use the shortcut keys ‘Ctrl+Shift+J’:

![Justify button]

The selected paragraph(s) will be aligned to both margins of the page (left and right) and text will be distributed uniformly across the page.

Note: The left, centered, right, and justified alignment functions always affect paragraphs. So to apply the alignment to any single paragraph, you do not have to select the whole paragraph. Just click anywhere inside the paragraph and then press the corresponding button on the toolbar.

Increase/Decrease Indent

By pressing the ‘Increase Indent’ button on the toolbar, the indentation function is called:

![Increase Indent button]

The distance is increased between the current paragraph (the selected one or the one where the cursor is placed) and the left page margin.

Each time you click the ‘Increase Indent’ button, the left margin increases.
The ‘Decrease Indent’ button reverses ‘Increase Indent’ operation, so you can apply it only if ‘Increase Indent’ was already applied to the text. The text moves to the left each time you click the ‘Decrease Indent’ button on the toolbar or use the shortcut keys "Shift + Tab".

Lists

The rich text editor allows you to format lists to be bulleted or numbered. You can also choose from many styles of bullets and numbers to customize the look of your lists.

Numbered List

If you select several paragraphs and then click the ‘Numbered List’ button on the toolbar, the Rich Text Editor inserts a number at the beginning of each paragraph, in ascending order:

If at the end of a numbered paragraph you press the ‘Enter’ key, the new paragraph will also begin with a number. To end the numbered list, press ‘Enter’ twice after the last item in the list.

To unset a numbered list, select it and then click the same button to deactivate the style.

If you place the cursor inside a numbered paragraph that is somewhere in the middle of a series of numbered paragraphs and you deactivate the ‘Numbered List’ button, that paragraph will no longer be numbered and the following paragraph’s number will be reset to 1.

To create a nested numbered list, click a list item in an existing list and press the ‘Tab’ key. The paragraph is indented and its number resets to 1. The number of the following paragraphs are decremented.

Note: In Mozilla/Firefox only, if you apply a numbered list to each paragraph separately (instead of applying it to a selection of several paragraphs), the numbering will be reset each time (each paragraph number will be set to 1).

Numbered List Properties

When you select at least two items in a numbered list or when the <OL> tag is selected in the Tag Selector, the Numbered List Properties panel is displayed.
If you want to change the properties of the numbered list, follow the instructions below:

In the Element ID text box enter some value to uniquely identify the numbered list on the page.

In the Numbering Type drop-down menu you can change the numbering style of the list items. The available options are:

- Arabic (default): 1, 2, 3...
- Lower alpha: a, b, c...
- Upper alpha: A, B, C...
- Lower roman: i, ii, iii...
- Upper roman: I, II, III...

In the Start at text box, enter a number equal to or greater than zero that the numbered list should start with. For example, if you enter 4, the first item in the ordered list will be preceded by 4, d, D, iv or IV (depending on your preferred numbering type).

**Bulleted List**

If you select several paragraphs and then click the ‘Bulleted List’ button on the toolbar, the Rich Text Editor will insert a bullet at the beginning of each paragraph:

If at the end of a bulleted paragraph you hit the ‘Enter’ key, the new paragraph also be bulleted. To end the bulleted list, press ‘Enter’ twice after the last item in the list.

To unset a bulleted list, select it and then click the ‘Bulleted List’ button to deactivate the style.

To check if a paragraph or a list displays the Bulleted List style, place the cursor inside that paragraph or select it, and check if the ‘Bulleted List’ button is activated.

When the ‘Tab’ key is pressed while the cursor is inside a bulleted paragraph, that paragraph is indented and the bullets change their shape to indicate a sub-list.

Note: In Mozilla/Firefox only, if you apply a bulleted list to each paragraph separately instead of applying it to multiple selected paragraphs, the spacing between paragraphs will increase.
Bulleted List Properties

The Bulleted List Properties panel is displayed when you select at least two items in a bulleted list or when the <UL> tag is selected in the Tag Selector:

To configure properties of the bulleted list, follow the instructions below:

In the Element ID text box enter a value to uniquely identify the bulleted list on the page.

In the Bullet Shape drop-down menu you can change the shape of the bullets displayed before the list items. The available options are:

- Disc
- Circle
- Square

You can also set options for one list item at a time if you want to, in the List Item Properties panel, described below.

List Item Properties

The List Item Properties panel is displayed when you select or simply place the mouse cursor inside a list item (the list can be numbered or bulleted), or when the <LI> tag is selected in the Tag Selector:

If the list is numbered, the panel looks like this:

To configure this panel, follow the instructions given for the Numbered List Properties panel. Know that the number you enter in the Start at text box will be associated to the list item and displayed before it (as either a number, an alpha character, or a roman character).

If the list is bulleted, the panel looks like this:
To configure this panel, follow the instructions given for the Bulleted List Properties panel. Note: For both situations above, in the Element ID text box enter some value to uniquely identify the list item on the page.

**Superscript & Subscript**

Superscript is often used for trademark indications, and both superscript and subscript are used in mathematical expressions. CommonSpot allows you to format your text in both styles.

**Superscript**

To make text display as superscript, select the text and click the ‘Superscript’ button on the toolbar:

![Superscript button](image)

The effect will be applied to the selected text:

```
This is some **superscript** data.
```

To check if the formatting style is set to Superscript, place the cursor inside the text or select it, and check if the ‘Superscript’ button is activated. To remove the Superscript style, select the text (if it's only one word, you can just click inside it) and deactivate the ‘Superscript’ button by clicking it.

**Subscript**

To make text display as subscript, select the text and click the ‘Superscript’ button on the toolbar:

![Subscript button](image)

The effect will be applied to the selected text:

```
This is some **subscript** data.
```
Insert Image

To insert a line drawing, photograph, or any other kind of image, just click the icon with an image of a mountain. You will be prompted to specify all the required information to insert the picture. For more information on the Insert Image feature, see Image Properties Dialog.

Using Styles

Using Styles consistently is key to maintaining a consistent look and feel all over your website. In the CommonSpot Rich Text Editor, you can use CSS Styles and Formatting Styles.

CSS Styles

The Style drop-down menu displays the available Cascading Style Sheets (CSS) you can choose from to implement styling in HTML:

CSS styles can be made available for text, images, and tables. If you want to set or change the CSS style for specific text, select and choose a CSS style from the drop-down menu in the toolbar.

If you place the cursor inside a paragraph that has CSS styles applied to only certain parts of it, and then select a style from the drop-down menu, the CSS style will be set for all the words in the paragraph, except for the ones that already had a style defined.

If you place the cursor inside a word within a paragraph, and that word has a CSS style set (Style A), if you apply a new style (Style B), all the words in that paragraph that were formatted with Style A will switch to Style B (all these words were included in the same CSS style tag – a <SPAN> tag). This feature saves time because you don’t have to repeatedly select text and apply styles within a paragraph.

Tip: For predictable text appearance and efficient HTML, try not to make repeated style changes to a particular section of text. Repeated style changes create overly–complex HTML code and can produce unexpected display results in the Mozilla/Firefox browser. To manage the CSS styles more efficiently, use the
Tag Selector to easily select and remove unnecessary <SPAN> tags (corresponding to already-set CSS styles) from the code.

Applying Formatting Styles

The Format drop-down menu contains some classic heading and formatting tags that you can apply to your text:

If you want to apply a specific heading tag, first select the text or place the cursor inside it. Then choose a heading tag from the Format drop-down menu in the toolbar. The heading will be set for the entire paragraph that contains the current selection. If that paragraph already has a heading tag applied, it will be replaced by the new one.

Font Face

The Rich Text Editor allows you to change the fonts for your text by selecting from the Font drop-down menu available in the toolbar.

Note: You can modify the default font list in a configuration file.

The automatic selection of the current font is a feature that allows you to easily find out what font a particular word or text has just by selecting it or by positioning the cursor inside it.

If you select text with more than one font applied (to different words), no font will be displayed in the Font drop-down menu.

When changing the font for a selection that has multiple fonts applied, all of the selected text will be set to have the new selected font. Note that this behavior is different from the way CSS styles behave.
When a CSS style containing references to new fonts is imported into a document, those new styles will appear in the Font drop-down menu.

**Font Size**

You can change font size by selecting the text and choosing a size from the Size drop-down menu available in the toolbar:

![Font size drop-down menu](image)

The size change affects the selected text. By default, the text size is set to 14 pixels. The text sizes are similar to the ones used by the most word processors, including Microsoft Word and OpenOffice.

The current font size will be automatically selected in the Size drop-down menu. To see what size a specific text is, simply select the text or click inside it, and then check out the font size drop-down menu.

However, if a text selection has more than one font size applied, a size will no longer be displayed in the drop-down menu.

When changing the size of a text selection that has multiple sizes applied, they will all be replaced by the new size.

**Right–click Operations for Text Selection**

If you select some text in the Rich Text Editor’s editable region and right–click it, a pop–up “contextual” menu will be displayed containing the available action options:

![Right-click contextual menu](image)

The text contextual menu provides the following operations:

- **Cut** – remove the selected text from the page and place it on the clipboard. This menu entry performs the same action as the Cut command in the toolbar.

- **Copy** – copy the selected text to the clipboard and leave it on the page as well. This menu entry performs the same action as the Copy command in the toolbar.
• Paste – replace the selected text with the content from the clipboard (or if there is no selection, simply place the content at the cursor location). If no content is on the clipboard, the Paste option is disabled. This menu entry performs the same action as the Paste command in the toolbar.

• Paste from Word – replace the current selection with clipboard content that has been copied from Microsoft Word. Whenever you try to paste content from Word, you will be asked if you want to clean it first of all the formatting tags that are specific for Microsoft Word. You can think of the Paste from Word command as a combination the Paste command and the Clean Word Markup command. If the content you copied from Microsoft Word includes images, when you paste it in the Rich Text Editor area you'll notice that images are replaced by a generic placeholder so that you will not lose track of them and their position. This way you can easily upload and then insert the needed images in the page.

• Clean content – this sub-menu expands when you hover the cursor over it. Read about its role and the three options here.

As you might have noticed, the right-click contextual menu groups together related options that are often used, and can save a considerable amount of time.
Working with Images in the RTE

This section contains information in the following segments:

- Image Properties
- Set Image Properties
- Remove Images
- Right-Click Options for Images in the RTE
- Image as Link
- Rescan Image Size
- Shortcut Keys

Image Properties

The Image Properties dialog is one of CommonSpot’s common dialogs. It can be invoked from any element that renders an image (image grid, text-around-an-image, the Rich Text Editor, and so on) or directly from the Image Gallery.

This dialog provides a convenient and common interface for managing the properties of an image. From this dialog, contributors can:

- Upload an initial image for an element
- Replace the image with another image
- Edit the current image by uploading a new version of the element (not this is different than uploading an entirely new image)
- Specify a rollover image (optional)
- Specify the image’s display size
- Specify the image’s alignment
- Specify the image’s Alt text, which is necessary in order to build accessible sites
- Specify a link target when the user click and/or rolls over the image

Depending where the Image Properties dialog was invoked, it may or may not display all of the fields shown below. For example when invoked from with the Rich Text Editor, the option for specifying a rollover image is not provided.

When no image is specified, the contributor is prompted to either upload a new image or select an image from the existing Image Gallery.

Clicking the Choose button displays the Image Gallery dialog, allowing the user to choose an image from a gallery of “public” uploaded images or any image previously uploaded by the current user. Clicking the New button displays the Upload New Image dialog, allowing the user to upload an image that is stored locally to the server, and include it in the Image Gallery (either for public or private use). If an image had been previously specified, the Image Properties dialog renders in a slightly different fashion, showing an an image preview in the left side panel with property information.
**Image Properties**

Please specify the source of the image and its rendering properties below.

<table>
<thead>
<tr>
<th>Image:</th>
<th>Choose...</th>
<th>New...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose...</td>
<td>New...</td>
<td>Clear</td>
</tr>
</tbody>
</table>

**Rollover Image:**

- Not specified.

**Image Size:**

- Original Size: (18 x 19)
- Scaled Size: (18 x 19)
- Border Size: 0
- Vertical Space Around Image: 0
- Horizontal Space Around Image: 0

**Image Alignment:**

- Default

**Alternate Image Text (Flyover Text):**

- Lock

**Link:**

- URL:
- Description:
- Mouseover Action:

- Edit...

☐ Check Spelling

Save  ✗ Cancel

In addition to Choose and New buttons, the Edit option invokes the Edit Image Properties dialog for uploading a new version of the image.

Note: There is an important difference between uploading a new image via the New button and uploading a new version via the Edit button. CommonSpot tracks versions of an image and when a new version is uploaded all reference to the image will show the new version.

The Image Properties dialog displays the following sections:

**Roll Over Image**

You can choose to have a second image render when a viewer “rolls-over” the image with the mouse. Specify the image in the same manner as the primary image, by selecting an image from the Image Gallery or upload a new image file. When you have an image on a page (a “primary” image), you can specify a second image to use for “rollers.” A rollover image appears whenever a visitor hovers the mouse cursor over the primary image. Whenever the visitor moves the mouse cursor off the rollover image, it reverts back to the primary image. You can specify a rollover image, from the Image Properties dialog, shown below. This wizard will take you through a second round of image selection.

When you have entered an image file name, click Next to go on to the Image Size dialog, where you specify the size the image will appear on the Web page.

**Image Size**
The settings that are related to the sizing of the image are conveniently displayed in the wizard window, settings such as original size, scaled size, border size, vertical spacing and horizontal spacing around image. To edit any of these settings, click the ‘Edit...’ button next to the ‘Image Size’ section. This will invoke the Image Size dialog. Once you have made your edits, click the ‘OK’ button to continue.

If you have uploaded an image using a version of CommonSpot prior to v3.1 and your image size is unknown or has a width or height of 0 pixels, it is also recommended that you click the ‘Rescan Image Size’ button. This will ensure that the size of the image is properly obtained from the image. This step is should not be necessary if you are using CommonSpot 3.1 or above.

Alternate Image Text (Flyover Text)

Enter copy to display when a user “flies” or “rolls-over” the image with the mouse.

Text entered here displays in a box on mousover. You can leave this blank or enter short descriptive text. Sites adhering to Section 508 Accessibility standards, should always use Alternate Image Text.

Link

You can link the image, just like any other link (bullet item, text, and so on) to an existing Web page or document (file), a new Web page to be created, a new document or file to be uploaded, or you can choose to not link at all.

While still in the Image Properties dialog, click on the Edit button in the Link Section. This will open the Insert Image dialog where you can select the appropriate link type – existing page or file, new page from template, new uploaded file, an image, e-mail link, scheduled element or no link

Set Image Properties

The Image Properties panel is displayed when you click an image inserted in your page. It corresponds to the <IMG> tag in the Tag Selector.

The Image Properties panel has two views, Simple and Advanced. Simple view – is the default, as shown below:

To configure this panel, follow the instructions below:

In the ‘Element ID’ text box enter a unique identifier for the element (image) on the page.

In either the Width or Height text box, specify a new value for the selected image (in pixels). If you specify either width or height but not both, and leave the Constrain control active (indicated by the “unbroken chain” symbol 🡺), CommonSpot will automatically calculate the other value so that the image retains its original proportions.

If you enter a value in either the Height or Width text box and the Constrain control is inactive (indicated by the “broken chain” symbol 🡺), CommonSpot leaves the other dimension unchanged.

You can toggle the Constrain control between active (unbroken) and inactive (broken) by clicking it.
Note: If you supply values for both height and width, or if you supply one of these values when the Constrain control is inactive (indicated by the broken chain symbol 😕), the proportions of your image will change, meaning that it will be stretched or compressed in width or height. This result is usually undesirable because it can significantly reduce the image quality and make it look unnatural. To keep the original size of the image, always activate the Constrain control 😕, or leave the Width and Height text boxes values unchanged.

You can also resize the image without using the Image Properties panel. Simply select the image from within the Rich Text Editor and drag the resize handles:

![Image Resize Handles]

The Src text box displays the path on the remote server to the source image file. If you click the ‘Browse for Image’ button on the right, the Remote File Explorer is displayed, allowing you to replace the selected image with a new one.

In the Link text box, enter a URL to a Web page or to a document on your remote server or use the ‘Browse for File’ button. When a visitor clicks the image, he or she will be redirected to that page or document.

In the Border text box enter the thickness (in pixels) of the border that you want displayed around the image. The default value is 0 (no border is displayed).

Advanced view – displays when you click the ‘Advanced’ button in Simple view (the button then toggles its label to ‘Simple’):

To configure this panel, follow the instructions below:

By clicking the ‘Advanced’ button (displayed in Simple view), the Image Properties panel will switch to Advanced view. You will be offered the possibility of setting advanced options for the selected image.

In the H Space (Horizontal Space) text box, specify the horizontal space (in pixels) between the image and the other page elements (images, table borders, text) to its left and right. These other page elements can be
present or can be added later, and they will not get closer to the image than the horizontal space setting allows. The default value is 0 (zero).

In the V Space (Vertical Space) text box, specify the vertical space (in pixels) between the image and the other page elements (images, table borders, text) above and below it. These other page elements can be present or can be added later, and they will not get closer to the image than the vertical space setting. The default value is 0 (zero).

In the Alt (Alternative) text box enter the alternative text to be displayed when the viewer hovers a mouse cursor over the image on the screen. You can leave this blank or enter short descriptive text. On sites adhering to Section 508 Accessibility standards, you should always use Alternate Image Text.

The Align drop-down menu contains the options for positioning the image relative to the other page elements:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
- Right

By clicking the ‘Simple’ button (displayed in Advanced view), the Image Properties panel will switch to Simple view.

**Remove Images**

Image files can be removed from the Rich Text Editor’s editable region. To remove an image inserted in your page, select it and press the ‘Delete’ key.

**Right-Click Options for Images in the RTE**

If you select an image in the editable region of the Rich Text Editor and right-click it, a pop-up menu appears with the available action options:
The image contextual menu provides the following operations:

- Cut
- Copy
- Paste
- Paste from Word

Resize Image – this option becomes enabled only after you change the dimensions of the image in the Image Properties panel. It will modify the dimensions of the original image to the values you enter.

**Image as Link**

The Link section of the Image Properties dialog allows you to specify whether your image will also function as a hyperlink, and whether you want to include a mouseover action. You can have your image link to either a Web page or to a file in another format (such as a Microsoft Word or Excel document). In the latter case, CommonSpot will display the file in its native format.

To make the image function as a hyperlink, click the ‘Edit’ button to the right of Link. This will bring up the Insert Link dialog, where you can also define Mouseover behavior. For more information, see Insert Link.

Choose the type of link you want and click ‘Next’. Follow the instructions in each subsequent dialog. When complete, click ‘Finish’ to complete creation of the link. You will be returned to the Image Properties wizard where the URL information for the link is displayed.
Rescan Image Size

Clicking the ‘Rescan Image Size’ button will ensure that the file size of the image is small enough to be appropriate for display on a web page. Images with large file sizes can slow down the performance of your Web page. Upon completion, click ‘Finish’ to return to the Web page.

Note: You cannot make an image larger than it is—you can only make it smaller. Making an image larger than the original adds artifact and results in a poor quality image.
Working with Tables

This section contains information on the following topics:

- Inserting Tables
- Editing Tables
- Setting Table Properties
- Setting Row Properties
- Setting Cell Properties
- Removing Tables
- Right–Click Options for Tables

Inserting Tables

You can insert a table in your page by clicking the 'Table/Insert 2x2 Table' button on the toolbar:

The button has two areas:

If you click the icon (on the left), a 2x2 table is inserted into the page. This is the default Rich Text Editor table, having 2 rows and 2 columns.

Note: The default column width is wide enough for a space character to fit it, and the default rows' height is tall enough for the mouse cursor to fit inside

If you click the arrow displayed on the right, the visual row/column selector will pop–up:
The selector window is expandable, so you can move the cursor up and down, to the right and to the left, to establish the table's dimensions in rows and columns (the respective area will become blue):

Once you decided on the table's size, the table will be inserted in your page:
Editing Tables

This section describes the Properties Panels corresponding to tables. The Rich Text Editor provides them to allow you to customize the tables inserted on the page:

- **Set Table Properties**
- Set Row Properties
- **Set Cell Properties**

To learn about the contextual (right-click) table menu, read [here](#).

Setting Table Properties

The Table Properties panel is displayed when you select a table by clicking `<TABLE>` in the Tag Selector or its associated glyph (a graphical symbol that shows on the very top, left corner, when the mouse is above the table)

The Table Properties Panel has two views: Simple View and Advanced View

Simple View – it is the default one:

<table>
<thead>
<tr>
<th>Table Properties</th>
<th>Width</th>
<th>CellPad:</th>
<th>2</th>
<th>Border:</th>
<th>1</th>
<th>Header Rows:</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Height</td>
<td>CellSpace:</td>
<td>2</td>
<td>H Align:</td>
<td>Default</td>
<td>Footer Rows:</td>
<td></td>
</tr>
</tbody>
</table>

To configure this panel, follow the instructions below:

In the Element ID text box enter a value to uniquely identify the table on the page.

In the Width text box specify a new width for the table. The width can be given in either number of pixels or percentage of the page width. If you enter the width in pixels and the value is greater than 1,000, a pop-up window will display the error message: "The value must be lower than 1,000."

The default width of the table is rather tight (each column expands wide enough for the space character to fit inside).

In the Height text box, specify the new height of the table. The height can be given in either number of pixels or percentage of the page height. If you enter the height in pixels and the value is greater than 1,000, a pop-up window will display the error message: "Value too big! Must be less than 1,000." Usually though, the table height is not set because it changes (increases) anyway as you type text in the table cells. The default height of the table is rather short (each column expands deep enough for the mouse cursor to fit inside).

Note: Table handles show once a table is selected. Select a table by clicking its associated glyph (symbol that shows on the very top, left corner, when the mouse is above the table). Notice how the mouse cursor shape changes: [Note](#)
You can manually modify the table's dimensions by pulling its handles:

In the CellPad text box, specify the number of pixels between a cell's content and the cell's borders (cell padding). The default value is 2.

In the CellSpace text box specify the number of pixels between adjacent cells (cell spacing). The default value is 2.

In the Border text box enter the thickness (in pixels) of the border that you want displayed around the table. The default value is 1. To make the border invisible, set this attribute to 0.

Note: When the table border becomes invisible, the inside cell borders also become invisible.

The H Align drop-down contains the options for the horizontal alignment of the table relative to the page:

- Default
- Left
- Right
- Center
In the Header Rows text box, enter the number of rows that you will use as the table header. They will be included in the `<thead>` </thead> tag.

In the Footer Rows text box, enter the number of rows that you will use as the table footer. They will be included in the `<tfoot>` </tfoot> tag.

Note: Think of a table as having three categories of rows: header, body, and footer. There cannot be header rows without footer rows. So if you enter any numeric value for the header, the footer field is auto-filled with the value 1. If you enter any numeric value for the footer, the header field is auto-filled with the value 1. At least one row must correspond to the table body.

Advanced View – displays when you click the ‘Advanced’ button in Simple view (the button then changes its label to Simple):

To configure this panel, follow the instructions below:

By clicking the 'Advanced' button (displayed in Simple view), the Table Properties panel will switch to the Advanced view. You will be offered the possibility of setting advanced options in the current table.

In the Caption text box, enter the text that you want displayed as the table caption. The `<caption>` </caption> tag is included in the `<table>` </table> tag.

In the Summary text box enter the value for the summary attribute.

The Caption Position drop-down menu contains the options for the caption position relative to the table (and its height):

- Top – the caption will be displayed above the table
- Bottom – the caption will be displayed below the table

The Caption Align drop-down menu contains the options for the horizontal alignment of the caption relatively to the table (and its width):

- Left
- Center
- Right

With the Bg Text box you can set an image as the table background. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the ‘Browse for Image’ button to select an image from the server.

Note: Be careful not to stretch the image vertically or horizontally, because the graphic will not be automatically resized to the table’s dimensions.
With the Bg Color text box you can set the desired background color for the table. You can enter the hexadecimal code of the color in the text box or you can use the 'Color Palette' button:

1. In the Brdr Color text box you can set the desired border color for the table. You can enter the hexadecimal code of the color in the text box or you can click the 'Color Palette' button:

2. By clicking the 'Simple' button the Table Properties panel will switch to Simple view. You will be offered the possibility of setting various options for the currently–selected table.

**Setting Row Properties**

The Row Properties panel is displayed when you select at least two cells on the same table row, when you click the associated glyph (the selector symbol), or when you select the <TR> tag in the Tag Selector:

To configure this panel, follow the instructions below:
In the Element ID text box enter the value for the ID attribute. It will uniquely identify the table row on the page.

The H Align drop-down menu contains the options for the horizontal alignment of the row's content:

- Default
- Left
- Right
- Center

The V Align drop-down menu contains the options for the vertical alignment of the row's content:

- Default
- Top
- Bottom
- Baseline
- Middle

If the No Wrap option is checked, each paragraph in the current row will be displayed on a single line.

If the Header option is checked, the content from the current row will be formatted as bold and centered (header style).

With the Bg text box you can set an image as the row background. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the ‘Browse for Image’ button to select an image from the server:

Note: Be careful not to stretch the image vertically or horizontally, because the graphic will not be automatically resized to the row’s dimensions

With the Bg Color text box you can set the desired background color for the selected row. You can enter the hexadecimal code of the color in the text box or you can click the ‘Color Palette’ button:
With the Brdr Color text box you can set the desired border color for the selected row. You can enter the hexadecimal code of the color in the text box or you can click the ‘Color Palette’ button.

Note: Each cell of the selected row is bordered in that color, not just the table row.

Setting Cell Properties

The Cell Properties panel is displayed when the cursor is placed inside a table cell or when the <TD> tag is selected in the Tag Selector.

The Cell Properties panel has two views: Simple View and Advanced View.

Simple view – (default):

To configure this panel, follow the instructions below:

In the Element ID text box, enter a value to uniquely identify the table cell on the page.

In the Width text box specify the width of the table cell where the cursor is placed (it will become the width of that respective table column). The width can be given in either number of pixels or percentage of the whole table’s width.

If you enter the width in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000."

In the Height text box specify the height of the table cell where the cursor is placed (it will become the height of that respective table row). The height can be given in either number of pixels or percentage of the whole table’s height.

If you enter the height in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000." If you enter the value as a percentage, you will never get this error.
message. Usually though, the height is not set because it increases automatically as you type text into the table cell.

The H Align drop--down menu contains the options for the horizontal alignment of the cell's content:

- Default
- Left
- Right
- Center

The V Align drop--down menu contains the options for the vertical alignment of the cell's content:

- Default
- Top
- Bottom
- Baseline
- Middle

If you want the text inserted in the current cell to be displayed as a single line, check the No Wrap option. This could enlarge the cell. If the option is not checked, then the entered text moves down to the next line when it reaches the cell width limit.

If the Header option is checked, the content from the current cell will be formatted as bold and centered (header style).

Advanced view – this view is displayed when you click the 'Advanced' button in Simple view (the button then changes its label to 'Simple'):

To configure this panel, follow the instructions below:

Change the Cell Properties panel to Advanced view by clicking the ‘Advanced’ button (displayed in Simple view). You will be offered the possibility of setting advanced options for the currently–selected table cell.

Use the Bg text box you can set the desired background image for the selected cell (where the cursor is placed). You can either enter the full path (URL) to the image previously uploaded on the remote server, or you can click the 'Browse for Image' button to select an image from the server.

Note: Be careful not to stretch the image vertically or horizontally, because the graphic will not be automatically resized to the cell's dimensions.
With the Bg Color text box you can set the desired background color for the selected cell. You can enter the hexadecimal code of the color or click the 'Color Palette' button:

In the Brdr Color text box, you can set the desired border color of the selected cell. You can enter the hexadecimal code of the color or click the 'Color Palette' button:

Show/Hide Table Borders

In many situations, you might want to set a table border to 0 (zero) rendering the border invisible. The Rich Text Editor allows you, as Author or Editor, to view table borders (for further editing) even when they are set to zero (invisible). To make invisible table borders visible to you (not to site visitors), just press the 'Show/Hide Table Borders' button on the toolbar.
Showing the invisible table borders allows you to organize data in a tabular manner. The next two images illustrate the difference between showing and hiding invisible borders:

“Invisible” borders hidden:

```
<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>List 1</td>
<td>List 2</td>
<td>List 3</td>
</tr>
</tbody>
</table>
```

“Invisible” borders showing:

```
<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>List 1</td>
<td>List 2</td>
<td>List 3</td>
</tr>
</tbody>
</table>
```

Removing Tables

To remove a table (with all its content) from your page, select it first and then press the ‘Delete’ key. You can select the table by clicking the glyph or by clicking anywhere inside the table, and then selecting the `<TABLE>` tag from the Tag Selector. The table handles appear, letting you know that the table is selected.

If you want to remove only a table row or a table column, place the cursor inside it, right-click, and select from the contextual menu what you want to delete.

Right-Click Options for Table

Right-clicking inside a table cell will open a context sensitive menu, with that it expands when you hover the cursor over the Table Operations icon (you don’t have to right-click to see the sub-menu). It contains operations related to a table cell:
Increase Colspan – increase the value of the current cell’s colspan attribute, merging it with the column cell to the right.

Increase Rowspan – increase the value of the current cell’s rowspan attribute, merging it with the row cell below.

Decrease Colspan – split a previously-merged cell into two columns.

Decrease Rowspan – split the previously-merged cell into two rows.

Add Column Before – insert a new table column to the left of the one where the cursor is placed

Add Column After – insert a new table column to the right of the one where the cursor is placed

Add Row Above – insert a new table row above the one where the cursor is placed

Add Row Below – insert a new table row below the one where the cursor is placed

Remove Column – remove the table column where the cursor is placed

Remove Row – remove the table row where the cursor is placed

The table row contextual menu includes the Merge Cells operation, which unites the selected cells into one larger cell.
Because the right–click table menus group together related, commonly–used options, and can save a considerable amount of time.
Adding/Removing Hyperlinks

CommonSpot’s Rich Text Editor makes it easy to add hyperlinks within the text block, using the same common link wizards that are used in other elements that support linking.

To insert a link to another CommonSpot page, an uploaded document, an image, an external URL, or any other CommonSpot object, simply select the desired text and click Insert Link icon. Upon clicking the icon the CommonSpot Insert Link dialog will be displayed.

For more detailed information on this dialog, please see the Insert Link section

To remove a hyper link, place the cursor in

Hyperlink Properties

When hyperlinked text is selected in the text block, the properties panel will display information regarding the link.

As indicated above in the sample screen shot, the ID and URL fields are read-only. To change the Link, simply click the Insert Link icon from the toolbar. The other editable fields for links include:

- Target – Specifies the target of the link URL.
- Title – Allows you to specify the fly-over text for the link

Insert Anchor

Sometimes you want to link to a specific part of a Web page instead of linking to the entire page. To insert a spot on a page that you can hyperlink to, use the Anchor icon.
Clipboard Operations

You might be familiar with the clipboard operations of Cut, Copy, and Paste, but they are also described below.

Cut

To cut the selected image or text from its context, click the ‘Cut’ button on the toolbar or use the shortcut keys “Ctrl+X”:

![Cut button](image)

To cut the selected image or text means to remove it from the document and place it into the clipboard, from which it can be pasted into either the Rich Text Editor editable region or another editor.

Note: For security reasons, Mozilla–based browsers disallow Cut operations unless you configure the browser to explicitly enable Clipboard access. See support information at mozilla.org or consult your system administrator. Clipboard behavior is also affected by Rich Text Editor configuration settings. Consult your CommonSpot Site Administrator.

Copy

To copy the selected image or text, click the ‘Copy’ button on the toolbar or use the shortcut keys “Ctrl+C”:

![Copy button](image)

After executing this command, the selected image or text is copied to the clipboard, from which it can be pasted into either the Rich Text Editor’s editable region or another editor. For security reasons, Mozilla–based browsers disallow cut, copy, and paste operations unless you configure the browser to explicitly enable Clipboard access. See support information at mozilla.org or consult your system administrator. Clipboard behavior is also affected by Rich Text Editor configuration settings. Consult your CommonSpot Site Administrator.

Note: For security reasons, Mozilla–based browsers disallow Copy operations unless you configure the browser to explicitly enable Clipboard access. See support information at mozilla.org or consult your system administrator. Clipboard behavior is also affected by Rich Text Editor configuration settings. Consult your CommonSpot Site Administrator.
Paste

This command can be used after a previous Cut or Copy operation. The image or text stored on the clipboard is then placed into the Rich Text Editor’s editable region. You can access the Paste command from the ‘Paste’ button on the toolbar or by using the shortcut keys Ctrl-V.

Note: For security reasons, Mozilla-based browsers disallow Paste operations unless you configure the browser to explicitly enable Clipboard access. See support information at mozilla.org or consult your system administrator. Clipboard behavior is also affected by Rich Text Editor configuration settings. Consult your CommonSpot Site Administrator.

CommonSpot now allows you to preview pasted content, making it easier to work from Word or other text sources.
Undo and Redo Operations

As in many other desktop applications, CommonSpot’s Rich Text Editor supports Undo and Redo commands, allowing you to easily roll-back/roll-forward your changes.

For more information on each command, please see the [Undo](#) or [Redo](#) sections.

### Undo

To return to the previous state of your page (just before the last modification), click the Undo button on the toolbar or use the shortcut keys “Ctrl+Z”:

![Undo button](image)

The Rich Text Editor allows you to undo the last fifty changes made. Depending on the page content that was modified, the changes that can be reversed are:

- **Text**: text insertion and deletion, text formatting, style formatting, color changes (text color and highlight).
- **Images**: image insertion and deletion, image resize, image properties modifications.
- **Tables**: table insertion and deletion, table properties modifications, row insertion/deletion, column insertion and deletion, row and column properties changes.
- **Links**: link insertion and deletion, links properties changes.
- **Clean HTML Content**: undo the changes made by the Clean HTML Content command.

### Redo

To return the page to the state before you clicked the ‘Undo’ button, click the ‘Redo’ button on the toolbar or use the shortcut keys “Ctrl+Y”:

![Redo button](image)

This command allows you to execute again the same action that you previously canceled. You will be able to redo all the operations performed on a page using the Rich Text Editor.
Miscellaneous Operations

The following Miscellaneous operations are covered in this section:

- **Find & Replace**
- **Show / Hide HTML**
- **Clean HTML Content**
- **Inserting HTML Snippets**
- **Insert Field**
- **Insert Table**
- **Insert Horizontal Rule**
- **Insert Special Character**
- **Right-click Contextual Menus**
- **Shortcut Keys**

Find & Replace

The Rich Text Editor allows you to find and replace text in both Design view and Code view. Click the ‘Find/Replace’ button on the toolbar or use the shortcut keys "Ctrl+F":

![Find/Replace button]

When you click this button, a window pops-up:

![Find/Replace dialog box]

In the Find what text box, enter the text to be found and then replaced.

In the Replace with text box enter the text to replace the original text. If you enter nothing and then try to replace text, the original text will be deleted (replaced by nothing).

Check the Match case option if you want the letter case (upper or lower) to be taken into consideration when finding and replacing text.
Check the Match whole word only option if you want to make sure that only whole words will be found and changed, and not words that happen to contain the piece of text you’re looking for. For example, if you’re looking for “found” but don’t check the Match whole word only option, the Rich Text Editor will display instances of “profound,” “founder” and “foundation.”

By clicking the ‘Find Next’ button, the next occurrence of the text you’re looking for will be highlighted on the page, ready for replacement.

Click the Replace button if you want the highlighted text to be replaced (one replacement). If no text is highlighted (you haven’t pressed the Find Next button for the first time), the first occurrence of the current text will be replaced with the new text.

Click the Replace All button if you want to replace all the occurrences of the text in the document with the new text.

Click the Cancel button to stop the find and replace.

Click the Help button to open Help.

### Show /Hide HTML

Because the Rich Text Editor is a WYSIWYG (What You See Is What You Get) text editor for HTML documents, advanced users need to be able to toggle easily between the edit modes so they can edit the raw HTML and quickly see the result.

The Rich Text Editor has two editing modes, and you can toggle between them by clicking the ‘Show /Hide HTML’ button on the toolbar:

The next two images illustrate the Design and Code views for page content:

**Design view:**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>List 1</td>
<td>List 2</td>
<td>List 3</td>
</tr>
</tbody>
</table>

**Code view:**
Show/Hide Property Inspector

The ‘Show/Hide Property Inspector’ icon in the Rich Text editor toolbar, as depicted below,

allows the user to toggle on or off the Property Inspector window of the Rich Text Editor. By turning the Property Inspector window off the user has more room for editing text. With the Property Inspector tuned on there is less room for editing but details of the selected tag are exposed and can be manipulated directly within the Property Inspector window.
Invoking Button Help

The ‘Button Help’ button is blue with a question mark. It allows you to instantly discover the role of any other control (button, drop-down menu, Property panel item, etc.) in the interface. Use the ‘Button Help’ button to get help with whatever you are currently doing:

When you click the ‘Button Help’ button, the cursor changes (a question mark is added to it). While the question mark cursor is displayed, you can click any control in the interface to display a concise description for that control.

Say you want to learn what the Element ID text box in the Cell Properties panel does. Click the question mark button, and then with the question mark cursor, click the Element ID text box.

A window pops up describing the role of the Element ID text box:

The Cell Properties panel is displayed when the cursor is placed inside a table cell or when the <TD> tag is selected in the Tag Selector.

In the Element ID text box (displayed in Simple view) enter the value for the id attribute. It will uniquely identify the element (table cell) in page.
Clean HTML Content

When inserting one or more paragraphs that have already been formatted with another word processor (for example, Microsoft Word or OpenOffice), the size of the HTML code could increase considerably. These applications insert HTML code during export that is generally not useful for the Rich Text Editor.

With Rich Text Editor you can clean up the HTML code by using the Clean HTML Content button on the toolbar:

There are four options from which to choose:

- Clean Word Markup – removes all the unnecessary Microsoft Word tags.
- Clean Inline Styles – removes all the CSS styles.
- Clean All Formatting Tags – removes all formatting tags from the page, except for the `<p>` tags (paragraph that includes the selection).
- Clean All Tags – removes all formatting tags from the page.

The clean-up process applies to the current selection or, if no selection is made, the entire page. The result is cleaner, faster, more accurate code.

Note: The four options apply to the selection and its parent tag. For example, if you select two words in a `<p>` tag, the command will be applied to the entire paragraph.

Inserting HTML Snippets

The rich text editor provides the ability for an author to insert HTML code fragments into a block of content by selecting it from a drop-down list. The Insert HTML Snippet dialog is opened from the Rich Text Editor interface by clicking the 'Insert Snippet' toolbar button.

For more information on this dialog, see the Insert Snippets Dialog section.

Insert Snippets

The Insert Snippets dialog box displays a list of the files kept by the Administrator in the /rte-snippets directory. Selecting an item and clicking ‘Finish’ will insert that code into the rich text editor at the current location of the cursor.

Only an administrator (or other who has access to the web server file system) can add HTML code fragments to the /rte-snippets directory. These files can contain any valid HTML.
Insert Field

The insert field dialog allows you to insert a CommonSpot variable into the Rich Text Editor. When the text block is rendered, the current value of the variable will be shown. To insert a field, just click the icon below. You will be prompted to specify all the required information to insert the picture. For more information on Insert Field feature, click here.

Insert Text Field Properties Panel

In the Inspector Panel, you can customize attributes of text fields, including the type of field, the character width and maximum number of characters the field will hold, as well as the value that will appear in the field initially by default.

Insert Table

Tables have many uses on a Web page, and CommonSpot lets you insert a table just by clicking the icon that looks like a table. For more information on working with tables in Rich Text Editor, click here.

Insert Horizontal Rule

Horizontal rules are ubiquitous on the Web because they are an easy way to clearly divide one section of text from another. To insert a horizontal rule, just click the icon with the horizontal line on it.
Horizontal Rules

The Horizontal Rule Properties dialog allows you to insert an HTML HR tag into your work. Click the horizontal rule toolbar button to open the Horizontal Rule Properties panel.

In the Element ID text box, enter the value for the ID attribute to uniquely identify the horizontal rule on the page.

The Width of a horizontal rule is relative to the page width. In the Width text box enter a number that can represent either pixels or percentages of the page width. Select one of these two options from the associated drop-down menu.

In the Height text box, enter the number of pixels for the horizontal rule's height. The greater the number is, the thicker the line will be.

The H Align drop-down menu contains the options for the position of the horizontal rule relatively to the page width:

Note: If the rule is exactly as wide as the page, aligning it to the left, right, or center would not make a difference in its position. But when the rule's width is smaller than the page width, then its alignment options will be visible.

- Default
- Left
- Center
- Right

If you check the Shading option, the inside area of the horizontal rule will be transparent. If left unchecked, the rectangle corresponding to the horizontal rule will be filled with a shade of gray.

Insert Special Character

You might be familiar with the feature in Microsoft Word that lets you insert special characters (a character not found on your keyboard) and CommonSpot uses similar functionality. To insert a special character, just click the down arrow to the right of the symbol icon, and a table appears, from which you can select the symbol you want. Click the symbol you want and then click the 'Insert' button.
The symbol that appears on the button is whichever symbol was used last. For example, in the first screen shot below, the default copyright symbol is displayed, but in the second screen shot the Euro symbol is displayed, because the Euro symbol was the last one used. If you click the symbol itself instead of the down arrow, whatever symbol appears on the button is inserted on the page in a single click. This feature is useful when there is a particular character you need to insert more than once.
Right–click Contextual Menus

Right–click contextual menus are associated with the following elements:

- [Text selections](#)
- [Tables](#)

The right–click contextual menus group together frequently–needed options, and can save a considerable amount of time.
# Shortcut Keys

Keyboard shortcuts in the Rich Text Editor include:

<table>
<thead>
<tr>
<th>Shortcut keys</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + A</td>
<td>Select all the content on the page (editable region).</td>
</tr>
<tr>
<td>Ctrl + B</td>
<td>Apply the bold style to your text – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + C</td>
<td>Copy the selected image/text – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + V</td>
<td>Paste the selected image/text – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + I</td>
<td>Apply the <em>italic</em> style to your text – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + U</td>
<td>Apply the <em>underline</em> style to your text – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + Shift + L</td>
<td>Align paragraph(s) to the left – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + Shift + E</td>
<td>Apply the centered alignment to paragraph(s) – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + Shift + R</td>
<td>Align paragraph(s) to the right – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + Shift + J</td>
<td>Apply the justified alignment to paragraph(s) – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + F</td>
<td>Open the Find/Replace window – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + Z</td>
<td>Undo the last operation on the page – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + Y</td>
<td>Return to the page state before undoing something – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Ctrl + K</td>
<td>Insert a link a page (transform current selection or add actual URL address) – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Tab</td>
<td>Increase paragraph indent (except for when the cursor is inside a table cell) – see <a href="#">here</a>.</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Decrease paragraph indent (except for when the cursor is inside a table cell) – see <a href="#">here</a>.</td>
</tr>
</tbody>
</table>
The CommonSpot Image Editor and Gallery

This section explains how to add, edit and modify images in CommonSpot, and how to create rollovers and image hyperlinks. It also explains how to upload images to the server and manage them, in the following segments:

- Searching the CommonSpot Image Gallery
- The Image Gallery Dialog
- Viewing Image Properties
- Adding an Image to the Gallery
- Editing Images
- Image Details Dialog
- Referring Pages
- Image Version History Dialog
- Edit Image Properties Dialog
- Image Security Dialog
- Edit Image Permissions Dialog
- Upload New Image Dialog

Within each top-level site, CommonSpot provides a repository for images in the Image Gallery. Access the Image Gallery through Tools - Find Images.
Searching the CommonSpot Image Gallery

You can perform targeted searches in the Image Gallery, using filters for any combination of the following:

- category
- creation date
- description
- file name
- image height
- keyword
- last modified date
- owner
- site
- size
- subsite

Find Images

Click Tools – Find Images to locate images available at your site. The Find Images dialog displays Quick Find options. Use dropdown options to refine your search by Subsite, Category, and Owner information. Use the Search Type field to include Keywords and Tags or Common Fields in your search.

Find Images

Please enter the criteria by which you want to search, and any other options as desired.

Quick Find | Advanced Search | Saved Searches

Search Criteria: Contains

Search Using: Standard Metadata, My Tags

Subsite: /demo/

Include Child Subsites

Show More | Search | Cancel

Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

Search Using – Optionally click Standard Metadata to search using file name, page title and description and other standard Web information,, or click My Tags sto search using any personal tags you assigned to content.

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To perform a more detailed search on image metadata, click Advanced Search. See Find Images Advanced Search.

Subsite – Select from the dropdown, or click the subsite search icon. Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Click Show More to view these options:

<table>
<thead>
<tr>
<th>Date Restrictions:</th>
<th>None</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Results By:</td>
<td>Date</td>
<td>Descending</td>
</tr>
<tr>
<td>Show:</td>
<td>File Name</td>
<td>Subsite</td>
</tr>
<tr>
<td>Show Less</td>
<td>Owner</td>
<td>Image Type</td>
</tr>
</tbody>
</table>

Date Restrictions – Select from the dropdown:

- Last modification date – The last time the image was changed
- Last major modification date – The last time the image was changed with the setting. Treat change as significant an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by image origination date.
- Publication date – Search by the date the image was published

Once you set a date restriction, you can further refine your search with options in the second date field. Optionally pick from This week, Last week, This month, Last month, etc.

Order Results By: Pick one of the dropdown options shown above and select Ascending or Descending to order items.

Show: Pick from the dropdown. These options sort on whether Include in Public Image Gallery is checked (everyone can see images) or unchecked (only you can view and use this image). For images stored at your site.

Click All to include both public images and any private images you have created in search results.

Click Search to apply your criteria, or Cancel to exit. See Find Image Search Results

Find Images – Advanced Search

Click Tools – Find Images and click Advanced Search to create a query for images available at your site or select the Advanced Search option within image search operations.
Find Images – Advanced Search

To specify your search, please expand one or more sections below and fill in the appropriate information. When you're done, press 'View Results' to see the results of your search, or 'Save' to store it for later use. A check mark appears next to each section that may exclude some items from the results.

Clicking Tools – Find Images – Advanced Search or selecting the Advanced Search option within image search operations displays a dialog for creating queries for images available at your site.

You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine image searches. You can also save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

You can use multiple object attributes as search criteria. This dialog is divided into expandable sections containing more options for refining your search. Click the plus sign + to expand a section and the minus sign – to collapse one. Optionally click Expand or Collapse All. CommonSpot displays a green check mark ✓ for sections containing advanced search criteria.

Search Criteria gives you the following options:

- Who owns the images you are looking for? – This option lets you choose images that are owned by "All Owners", the "Current user", "Members of the current user’s group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select, which when clicked, opens the Add Users dialog. (This dialog is discussed in the CommonSpot Administrator’s Reference.)

- What subsite do you want to search within? – Choose the specific subsite and the child subsites to be included in your search. Your choices are "All subsites", "Current subsites", "Parent subsite", "Direct child subsites", "Sibling subsites", or by "Custom" criteria. If you select "Custom", CommonSpot adds fields that let you indicate if the search includes child subsites in addition to specifying the site or subsite. Instead of using the drop down list, you can click the subsite search icon ☰ to display the Select Subsite dialog.

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- Are the images associated with any keywords or tags? – Restrict results by providing a comma-separated list of terms or click Select Keywords or Select Tags to choose from existing keywords or personal tags. To be included in the results, an image must be associated with at least one of the specified terms.

- When were the images created or modified? – Use this area to specify a creation or modification date. Clicking the calendar icon, displays the Specify Date Range Duration dialog for setting date criteria.

- Under which categories are the images classified? – Use this area to select from categories currently associated with images. The categories that display are those defined at your site for which you have access rights.
- Do you have any custom search criteria? – You can add criteria that must matched. To build an advanced query, determine the full criteria you wish to build. For each criterion:

1. **Field** – Select the field to search against in the Field drop down list. The values you can select are "Subsite", "Creation Date", "Last Modified Date", "Category", "Keywords", "Owner", "Format", "File Name", and "Owner".

2. **Operator** – Select the operator (greater than, equal to, within, and so on) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.

3. **Value** – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.

4. **AND/OR** – If multiple criteria are used, set the AND or OR operator between each criteria line.

5. **Parentheses** – If more than one criteria needs to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

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• Do you want the results narrowed further? - You can further refine the search by selecting the image type (which can be "All Images", "Public Images", or "Private Images"), the image's format (which can be "GIF Image (.gif)", "JPG Image (.jpg)", or "PNG Image (.png)"). You can also search by available Verity image collections. Select one or more image collections to search.

![Do you want the search results narrowed further?](image)

• Sorting: How would you like the results sorted? - CommonSpot can display image search results sorted by data stored with the image. Choose from Creation date, Last modification date, File Name, Subsite location, a site-defined category, the image owner, image file type - public (or shared) images or private (images you own that are not shared), size, width, or height. Select either Ascending (a-z) or Descending (z-a) to set display order for your results.

![Sorting](image)

You can save searches by clicking the Save icon, or for edited searches, the Save As option at the bottom of the dialog. The Save Saved Search As dialog displays. Click View Results to execute your search. Results display in the Find Image Search Results dialog.

Click Cancel to exit without searching or saving.

**Find Images -Saved Searches**

Access this dialog by choosing Image Search from the Create Saved Search dialog or by selecting the Saved Searches option from Find Images.
Find Images - Saved Searches

The saved searches for images in this site are listed below. To run one, click its lighting bolt icon.

**Saved Images**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Around Boston</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bullets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saved IMAGE Search</td>
<td>My subsite images</td>
<td></td>
</tr>
</tbody>
</table>

Showing 4 records.

Click to sort by column head. Mouseover an item in the Name column for popup preview, as shown below:

- 2009-11-24 science_access_cardio.png
- 2009-11-23 nato_1.png
- 2009-11-20 Mkel_1.png
- 2009-11-19 active_1.png
- 2009-11-11 Adche_1.png
- 2009-11-11 Library_1.png
- 2009-11-11 Library_1.png
- 2009-11-11 building_24620_2.png (demo/images/library_1.jpg) 650 x 255 (original) 28.78 KB

Click the star icon ★ in the first column of the saved search table to toggle Favorite and Non–favorite status. Favorites display in this table and in My CommonSpot. You can also set rank within favorites by clicking the column head to order saved searches, or clicking and dragging items to change display order for saved searches in My CommonSpot.

Click All in the Show dropdown at the top of this table to see both favorites and non–favorites.

Click the edit icon ✏ and select Edit to view or change Name or Description information for an existing saved search, or click Change Owner to reassign rights.

Click the Security icon ⚒ to display the Saved Searches Security dialog for sharing saved searches with groups or users at your site. Enabling multi–user access sets status to Shared ✓ in other search tables.

Click the copy icon to clone an existing saved search, to reuse parameters for new saved search queries.

Remove individual items by clicking the associated delete icon ⚒, or select multiple items, click Delete Selected from the More Actions dropdown, then click Go.
Displaying Your Search Results

The Image Gallery Layout section appears on both the Standard search tab and the Advanced search tab. You can choose how your Search results are displayed by selecting the number and size of images to be shown per page. You can also specify how to order and group the results by making a selection from the Order/Group drop-down list at the bottom of the dialog box.

When you have made all your selections and you want to view all the images that meet your Search criteria, click the 'Show Images' button.

The resulting page displays the images based on the layout options you selected. The images found may take up several pages. To advance to the next page, click the specific page number found in the lower left corner of the page next to Result Pages. The current page is indicated in black, previously-viewed pages are in gray and pages you haven’t viewed yet are in blue. You can also advance through pages from the upper right corner of the dialog box by clicking the links (First, Last, Next, Previous) which change based on where you are in the series.
The Image Gallery

From the Image Gallery dialog you can preview, search, delete, and edit images available in the gallery, and you can also add images of your own.
Viewing Image Properties

When you have located the image you wish to use, you may also click the pencil icon just below the image thumbnail displayed in the Image Gallery. A drop-down menu reveals options for viewing information about the image (Properties, Details, Referring Pages, and Version History). Version History is especially useful because it allows you to roll back to an earlier version of the image. The Edit Image option is explained in depth here.
Adding an Image to the Gallery

To add an image to the Gallery, just click Upload New Image at the bottom of the page or click Image from the New menu. The Upload New Image wizard opens, prompting you to specify the file and enter descriptive information.
Edit Image

To edit an image, choose Tools – Find Images or click the More Actions icon from My Images or image saved searches. The Find Image – Search Results dialog displays.

Find Image – Search Results
Your search found the following images. If you don’t see what you were looking for, upload a new image, or close this window and search again.

Click the More Actions icon and select Edit Image. The Edit Image dialog displays.

Edit Image
You can edit the image below by using the various tools in the left hand side toolbar. When complete, press the ‘Finish’ button to save the image.

This dialog presents the following options:
You can access all available editing operations using the buttons on the left of the Image Editor interface:

Crop and Resize

Rotate Left and Rotate Right
Flip Vertically and Flip Horizontally
Blur Image and Sharpen Image
Increase Contrast and Decrease Contrast
Increase Brightness and Decrease Brightness
Negative image
Compress Image
Zoom In and Zoom Out
Reset Zoom
Reset

Close
Help

Button-Level Help

Note: Changes you make to an image are made to the original image file on the server. If you don’t want to overwrite the original file, make sure you save it as a new file with a new name.

The bottom of the Image Editor interface displays information about the current image (path, name, dimensions, size):

<table>
<thead>
<tr>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image Path: issues/images/tmpEditDir/19155-Bfu_1.jpg</td>
</tr>
<tr>
<td>Details: 650x750 - 121 KB</td>
</tr>
</tbody>
</table>
Move Image

This dialog displays when you select one or more images from image reports and search results, such as My Images, and select Move Selected from the More Actions dropdown. Use this dialog to migrate images from one location to another within your site. You can move a single images or multiple images at once. You must have Image Creation rights for both source and destination subsites. Move Image only displays subsites for which you have rights.

**Move Image**

Please select the desired destination subsite from the tree below.

<table>
<thead>
<tr>
<th>Subsite Hierarchy</th>
<th>Subsite Search</th>
</tr>
</thead>
</table>

**Destination Subsite:**
- demo
  - about
  - academics
  - admission
- alumni
  - campuslife
  - currentstudents
  - facultyandstaff
  - futurestudents
  - newsevents
  - resources
  - safety
  - webadmin

Indicate the target for the new images by selecting the Destination Subsite from the list displayed, or optionally search for a destination subsite.

You can also use Subsite Search to apply search criteria to subsite selection. Filter by subsite parent name or URL, or enter a name or character to filter using other dropdown operators. For example, search for subsites that begin with the letter s, which returns the spanish subsite as shown below.

---

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Select Subsite
Please select the desired subsite(s) from the grid below.

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
<th>Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>spanish</td>
<td>/demo/newsevents/spanish/</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 Item. Use filter to narrow search.

Selected: spanish

You can also sort by alpha or numeric value.

Your selection is highlighted.

Click Next. CommonSpot displays a Conflicts and Warnings dialog for actions that may produce undesired results, as shown below. For moving multiple items, click to sort by Status. This dialog displays the file name of the object you are moving, the destination subsite, and the reason for the status assignment.

Move Conflicts And Warnings
The items you chose to move to the /demo/ subsite are listed below with any conflict warning or errors. Check or uncheck the items appropriately, then press the 'Continue' button to move the items.

<table>
<thead>
<tr>
<th>Status</th>
<th>Image Filename</th>
<th>Subsite</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure</td>
<td>street-across-campus-scaled.jpg</td>
<td>/demo/</td>
<td>The destination location already contains an object of the same name.</td>
</tr>
<tr>
<td>Failure</td>
<td>residence-hall_2.jpg</td>
<td>/demo/</td>
<td>The destination location already contains an object of the same name.</td>
</tr>
<tr>
<td>Failure</td>
<td>large-banner-phm-copy.jpg</td>
<td>/demo/</td>
<td>The destination location already contains an object of the same name.</td>
</tr>
<tr>
<td>Failure</td>
<td>csu.jpg</td>
<td>/demo/</td>
<td>The destination location already contains an object of the same name.</td>
</tr>
<tr>
<td>Failure</td>
<td>campus-admin-building.jpg</td>
<td>/demo/</td>
<td>The destination location already contains an object of the same name.</td>
</tr>
<tr>
<td>Failure</td>
<td>building_fresco.jpg</td>
<td>/demo/</td>
<td>The destination location already contains an object of the same name.</td>
</tr>
<tr>
<td>Failure</td>
<td>Bio-Rob_1.png</td>
<td>/demo/</td>
<td>The destination location already contains an object of the same name.</td>
</tr>
<tr>
<td>Failure</td>
<td>Bio-Mike_1.png</td>
<td>/demo/</td>
<td>The destination location already contains an object of the same name.</td>
</tr>
<tr>
<td>Failure</td>
<td>Alumni-Thumbnail.jpg</td>
<td>/demo/</td>
<td>The destination location already contains an object of the same name.</td>
</tr>
</tbody>
</table>

Showing 9 records.

The Status column displays the following options, detailed in the Reason column:

OK: This item has no active dependencies. Click Continue to complete, or Cancel to exit without completing.

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Warning: This item has active dependencies -- moving will affect other CommonSpot objects. You have the option of resolving conflicts before moving.

Failure: Moving this item will overwrite files, as shown above. You cannot move this item until you resolve issues.

Once you resolve problems, select the action and click Continue to complete, or Cancel to exit without completing. The Move Status dialog displays.

**Move Status**
The following displays the status of the moved objects.

<table>
<thead>
<tr>
<th>Start Time: 2010-03-26 12:52:21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Running</td>
</tr>
<tr>
<td>Records Processed: 0 of 4</td>
</tr>
<tr>
<td>Running Time: 9 seconds</td>
</tr>
<tr>
<td>Progress:</td>
</tr>
</tbody>
</table>

Use this dialog to monitor status and processing time and to verify the number of records moved and confirm successful completion.

While status is Running, click Cancel Job to exit without moving files or Exit with Job Running to move files without viewing move progress in this dialog.

Once CommonSpot moves all objects, this dialog reports status as complete.
Reset Zoom

Click the 'Reset Zoom' button to return your view of the image to the original state.
Reset

The ‘Reset’ button is not active when you first launch the Image Editor. It becomes active after you perform at least one operation on the image. When you click the ‘Reset’ button, all the operations you performed on the image since you opened it will be canceled, and the image will be displayed in its original state.
Close

Click the 'Close' button to close the Image Editor window without locking in any of the changes you made to the image.
Help

By clicking the ‘Help’ button, the Image editor will instantly find out the role of a control. Use this button to get online help.
Edit Updated Image Properties

This dialog displays when you modify an existing CommonSpot image. Editing is an option available from image searches and saved searches. You can also access this option by clicking the More Actions icon for a selected image in reports or My Images.

Optionally update the current image or create a new image. The New Namefield displays. For new images, enter a name without a file extension. Modifying an image does not change its file type in CommonSpot. Complete description, category, or keywords (with the proper permissions). For details on these fields, see Upload New Image.

Save/Update Image Properties

Please specify how you want to save the updated image.

☑️ Update existing image
(saves as a new version)

☐ Save as a new image

Description: View of Library Tree Foreground

Category: Landing Photo

Keywords:

Enter a comma delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords.

Select Keywords...

☑️ Include in Public Image Gallery

Next  Cancel

Click Next to enter any custom metadata required by your site.
Image Details

Access this dialog from image reports and search results by clicking the More Actions icon for a selected image and clicking Image Details. Use this feature to view image name, creation, file size, and version information and to optionally rescan image size. Any changes display in the Dimensions field.

The following are the details of the specified image.

Name: /demo/images/active_1.png
Description: active
Dimensions: Width: 23 pixels Height: 19 pixels
Size: 504 bytes
Creator: Webmaster
Last Update By: Webmaster
Creation Date: 11/13/2009 13:00:33
Current Version: 1

Administrators can rescan all images at a site from the Utilities left panel of the Site Administration dashboard and choosing Site Tools – Rescan Image Sizes.
Referring Pages

The Referring Pages dialog, accessed from Links – Referring pages or from the Page Tools left panel item, provides a convenient way to see all pages with links to the current page. This can be particularly helpful when you are considering moving or deleting a page. When you select ‘Referring Pages...’ from the Links menu, the Referring Pages dialog displays a list of pages with links to the current page.

The following lists the pages within this site that contain one or more links to the 'Academics' page. To change the link references of one or more pages to another target URL, select the enabled checkboxes next to the desired pages and press the 'Change Link References' link.

<table>
<thead>
<tr>
<th>□</th>
<th>Page Title</th>
<th>Subsite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base Plus One (template)</td>
<td>/demo/</td>
</tr>
</tbody>
</table>

Showing 1 record. Change Link References Close

Note: If CommonSpot finds any referring pages that link to a registered external URL, then pages with unregistered links to the same URL will not be shown. If CommonSpot finds no referring pages that link to a registered external URL, the Referring Pages function then looks for unregistered links to the same URL. If any are found, they’ll be shown, but Change Link References functionality will not be available.

Through the Referring Pages dialog, you can change link references to another page, element, image, or object. To change the link references on one or more of the referring pages, check the corresponding boxes and click Change Link References to open the Change Link Reference dialog.
Image Version History

The Image Version History dialog lists the various versions of an image. If more than one version exists, past versions are also listed.

![Image Version History Table]

Clicking the link to the current version or a previous version will preview the image in the left side pane of the dialog. It also 'selects' this version, placing a green check next to the image name. If a previous version is selected when you click the ‘OK’ button creates a new version of this images and makes that version the current image. Rolling back the version of an image changes all references so that they display the new image.

Note: This dialog shows all versions of the image. Unlike the Page Version History, this is not bound by a specific number of days.
# Edit Image Properties

In the Edit Image Properties dialog, you first choose if you want to edit properties of the existing image or if you want to upload a new version of the image and edit properties on the new version. With either choice, you can edit the image’s description, category, keywords, and security.

**Note**: If you choose to update the existing image, the changes will appear everywhere the image appears in your site.

**Use Existing Image**
Modify existing image properties by entering new values in the image fields. Change security by clicking the Image Security button.

---

**Edit Image Properties**
Edit the image properties below, if desired.

- **Description**: randomimage004
- **Category**: Athletics
- **Keywords**: CommonSpot University, Greater Boston, Top University, Universities in Boston

Enter a comma delimited list of keywords, or press ‘Select Keywords...’ to choose from a list of existing keywords.

- **Include in Public Image Gallery**
- **Image Security**

---

Click Next to make changes to any defined image metadata.

**Upload New Version**
To replace the current image with a new version, enter the local or network pathname for the replacement image, or click the Browse button to locate one. Enter any new values in the image fields. Change security by clicking the Image Security button. For details on these fields see Upload New Image.
Upload New Version

Please upload a new version of the image. Please note that updates to this image will be reflected on all pages referencing this image.

- **Target Subsite:** /demo/about/images/
- **Upload New Version:** 
  - Please specify the full path (directory and filename) of the image to add this site's image repository.
- **Description:** Freedom Trail Icons
- **Category:** Around Boston
- **Keywords:**
  - Enter a comma-delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords.
  - Select Keywords...

- **Include in Public Image Gallery**
- **Image Security...**

- **Check Spelling**

Click Next to make changes to any defined image metadata.
Upload New Image

In Author Mode, click New - Image to store new images for your CommonSpot sites. Use the Upload New Image dialog to transfer images from local or networked drives to the CommonSpot Image Gallery for inclusion in CommonSpot pages, templates or Elements.

Select a destination Subsite for the new image and click Next to specify the location or networked path of the new file (for example, d:\Website\imagegrid\products.gif) if you know the full path name, or click the Browse button to locate the file. CommonSpot displays the full image path name and automatically uploads the new image to the server.

Enter a Description and choose a Category for classifying the new image.
Upload New Image

Please specify the full local path of the new file which you wish to upload, and enter the appropriate information regarding the new image. Note that only new images should be uploaded from this dialog. If you are updating an existing image, please do so through the Tools > Find Images dialog.

**Target Subsite:**

**Upload New Image:** Please specify the full path (directory and filename) of the image to add this site's image repository.

**Description:**

**Category:**

**Keywords:** Enter a comma delimited list of keywords, or press "Select Keywords..." to choose from a list of existing keywords. Select Keywords...

**Include in Public Image Gallery**

---

Category: Select from the drop-down list. If you have Category creation permissions, you can create a new Category by clicking New and following the wizard prompts to add an image category.

Keywords Accept or remove any default keywords that may display. Optionally associate new terms (separated by commas) for defining the image and for use in creating Keyword Views and enhanced Search results. For details on using this feature, see Select Keywords and the Keyword field description for Create New Page.

If you want the image to be generally available for use by others CommonSpot users, check Include in Public Image Gallery. To make it unavailable to other Web authors, deselect this option, as shown above. This image is only available to you, and displays as private in image search results and reports.

---

Click Next to assign image security.

Click Save when you have completed the form. If you try to upload a new, unauthorized, or non-standard image file format, a warning displays.
Note: Site Administrators can place restrictions on image size. You may see a dialog asking if the new file is below your site’s limit. Clicking Save uploads the image only if it meets size requirements. If the image exceeds size limitations, it is not uploaded and an error message similar to the following displays:

```
cp-cffile UPLOAD failed (C:/web/cfusion/newsite/images/)
```

Image Metadata

Images can also have metadata forms associated with them. After adding an image you may be presented with a metadata form dialog. Metadata classifies images to make it easier to search using the Advanced option in image searches.

**Custom Properties**

Please provide the following information.

```
<table>
<thead>
<tr>
<th>News</th>
<th>In Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tag other areas of the site to publish this article</td>
<td></td>
</tr>
<tr>
<td>☐ Publish to Home Page</td>
<td></td>
</tr>
<tr>
<td>☐ Publish to Campus Life</td>
<td></td>
</tr>
<tr>
<td>☐ Publish to Alumni &amp; Friends</td>
<td></td>
</tr>
<tr>
<td>☐ Publish to Featured Articles</td>
<td></td>
</tr>
<tr>
<td>☐ Publish to Safety &amp; Security</td>
<td></td>
</tr>
</tbody>
</table>

Author: [ ]
```
Advanced XML Support

The use of XML and other related technologies, such as RSS and XSLT, has become widespread in today's Web world. These technologies provide important standards to facilitate the sharing of structured data across different information systems, syndication of content with interested users, and the ability to more easily re-use and re-purpose and format content.

With the 5.0+ release, CommonSpot continues to extend its flexibility through the addition of a new XML framework. Significant enhancements in XML Publication/Syndication, XML rendering, and XSL style sheets make it simple to manage the format, display, re-use, and syndication of content in CommonSpot. The result is enhanced productivity, interoperability, and content re-usability.

With CommonSpot you can now:

- Easily syndicate content as news feeds or podcasts via RSS and /or Atom
- Create custom XML Publications to exchange data with other systems
- Create an index of Feeds (with quick links to popular Feed readers)
- Include Live Bookmarks on any CommonSpot page
- Use XSLT to render elements
- View the content of any page or element as XML

For more information on CommonSpot’s XML functionality, see the following sections:

- XML Publication/Syndication
- Live Bookmarks
- View Content as XML
- XSL Render Handlers
XML Publication/Syndication

Through CommonSpot’s XML framework you can easily publish content in different XML formats. This framework delivers out-of-the-box support for feeds and podcasts in either RSS 2.0 or Atom 1.0 formats, but it also enables administrators and developers to create XML Publications in any format, making it easier to publish content stored and managed in CommonSpot with other systems.

Create RSS Feed

To create an RSS feed, you simply invoke the ‘Create RSS Feed…’ menu option from a Text Block, Custom Element or Page Index element. . .

. . . and give the feed a name in the resulting Create RSS Feed dialog. It’s that easy.
Create RSS Feed
To create an RSS Feed specify a unique name for the feed below.

Name: ____________________________

Note: The value for 'Name' will be used in the URL to specify this
XML Publication.

☐ Check Spelling

⇒ Next  ❌ Cancel

For more information, please see the following:

- Create RSS Feed dialog

Note that in order for a user to create RSS Feeds, that user must have been granted rights to Create Pages.

Managing XML Publications

While CommonSpot provides a simple one-click action to create RSS feeds using the ‘Create RSS Feed…’ menu option, you can also create and manage feeds of any type through the ‘Manage XML Publications…’ menu option.

Copyright 1998–2010 PaperThin, Inc. All rights reserved.
The ‘Manage XML Publications…’ menu option invokes the Manage XML Publications dialog, where you can:

- view the current Feeds/Formats that are set up for the current element
- add new feeds
- remove existing feeds

As new formats emerge, CommonSpot's flexible architecture makes it easy to support new feed definitions.

For detailed information on creating and managing XML Publications, please see the following:

- Change selected XML Publication State
- Add XML Publication - Step 1 of 2
- Add XML Publication - Step 2 of 2

Note that in order for a user to create XML Publications, that user must have been granted rights to Create Pages.

XML Publication Indicator

When an XML Publication/Feed has been created for an element, the familiar orange syndication icon appears in the upper right corner of the element in Author, Edit, and Approve mode, indicating that this element is tied to a feed.

The image below shows a custom element with the XML Publication indicator.

Please note that the XML Publication indicator is NOT rendered in Read Mode. It is only rendered in Author, Edit and Approve modes. Also, no actions are taken if you click the icon. To view or edit the XML Publications associated with the element, open the Manage XML Publications dialog.

Create RSS Feed

The Create RSS Feed dialog is invoked from the ‘Create RSS Feed…’ menu option off a Page Index, Custom Element or Text block element.
When the dialog is invoked, you simply enter a name for your RSS feed and click Next to create the RSS Feed.

**Create RSS Feed**

To create an RSS Feed specify a unique name for the feed below.

**Name:**

Note: The value for 'Name' will be used in the URL to specify this XML Publication.

Please keep in mind that the Name field will appear in the publication's URL. The format of the URL string is `?xml=[name],[format]`

For example,

http://cs60/demo/about/our-president.cfm?xml=Msg%20from%20Pres,RSS2.0

Note that any spaces will be escaped appropriately.
Upon submission of the Create RSS Feed dialog, the Manage XML Publications dialog will be displayed and the new RSS feed will be listed. A convenient link is provided in this dialog, allowing the new Feed to be directly opened in a new window.

Manage XML Publications

The Manage XML Publications dialog allows the content contributor to create one or more XML publications associated with a particular Page Index, Custom Element, or Text Block element. The dialog is invoked by selecting the ‘Manage XML Publications...’ menu option off the selected element’s menu.

A listing of the current XML Publications is displayed in main part of the dialog. For each XML Publication an edit and delete icon is presented, along with the publication’s name, description, and a list of formats.
In the screen shot above, you can see that this Text block element has two XML Publications bound to its content: ‘Msg from Pres’ and ‘Internal Portal Feed’.

Each format being published is listed in the XML Publication Format(s) column for each XML Publication. Here, the ‘Msg from Pres’ XML Publication is being published using three different formats, while the ‘Internal Portal System’ publication is only available in one format.

Clicking the link for any format will open a new window and will display the XML publication.
The URLs for the three sample 'Msg from Pres' formats would be:

http://cs60/demo/about/our-president.cfm?xml=Msg from Pres,RSS2.0
http://cs60/demo/about/our-president.cfm?xml=Msg from Pres,Atom1.0, and
http://cs60/demo/about/our-president.cfm?xml=Msg from Pres,simple

If you want to make further modifications to any XML Publication, click the pencil icon next to its name to open the Edit XML Publication, Step 1 Dialog.

To delete or deactivate an XML Publication, simply click the delete icon next to the desired XML Publication name.

To add a new XML Publication, click the link “Click here to add a new XML Publication”. This will invoke the Add XML Publication, Step 1 of 2 Dialog.

Note: If you update metadata fields in CommonSpot’s out-of-the-box 'SimpleSyndication' Publication Definition, you must return to each feed you’ve created using that Publication Definition and update the feed header information using the element menu option, 'Manage XML Publication', which opens the XML Publication List dialog.
Change selected XML Publication State

The state of a particular XML Publication can be changed by invoking the Change selected XML Publication state dialog. This dialog is invoked by clicking the delete icon next to the XML Publication name in the Manage XML Publications dialog.

An XML Publications can be either active or inactive. The radio button options are described below.

Activate – To activate the XML Publication, selected the ‘Active’ radio button, then click the ‘Update’ button. Active XML Publications can be accessed by site visitors and their properties can be changed by contributors.

Deactivate – To inactivate the XML Publication, select the ‘Deactivate’ button, then click the ‘Update’ button. Deactivated XML Publications will still remain accessible to site visitors, but contributors will not be able to edit the properties of the XML Publication. After an XML Publication has been deactivated, the publication will be listed in the Manage XML Publications dialog with the text “(Deactivated)” next to the publication name.

Delete – To completely delete an XML Publication, select the ‘Delete’ radio button, then click the ‘Update’ button. Once deleted, an XML Publication is permanently deleted and it cannot be re-activated.

Add XML Publication – Step 1 of 2

Adding an XML Publication for a Page Index, Custom Element, or Text block is a two–step process. First provide information regarding the new XML in the Add XML Publication Step 1 of 2 dialog, as shown below.
Add XML Publication - Step 1 of 2

To create a new XML Publication bound to the selected element, please enter the information specified below.

Name: 

Note: The value for 'Name' will be used in the URL to specify this XML Publication. Any spaces in the name should be removed when specified in the URL.

Description: 

Publication Definition:

XML Publication Format: 

Please select at least one Publication Format

Category: 

Pick the category this document belongs to.

Keywords: 

Enter a comma delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords. 

Select Keywords...

☐ Check Spelling 

Next 

Cancel

The following fields are presented in the dialog:

Name - Provide the name of the XML Publication. Note that this name becomes part of the URL used to access the feed. Spaces are escaped. The format of the URL will be [current page url]?xml=[name],[format]. The name must be unique if multiple XML Publications are on the same page.

Description - Provide a text description of the XML Publication.

Publication Definition - Select the Publication Definition to use. The selection of the Publication Definition may dynamically change which formats are available for selection in the XML Publication Formats field below.

If an XML Publication has already been set up that makes available all of the formats, then that XML Definition will not be included in the list.

XML Publication Formats - Specify one or more formats to make available for the selected XML Publication Definition by checking the appropriate checkboxes.
Category – Optional. Choose a category to classify the XML Publication. This classification can be used later when creating a Feed Index, as you can filter by specified categories. For example, show a list of all XML Publications having the category ‘Sports’

Keywords – Optional. Type one or more comma–delimited keywords (or select from a list by clicking the Select Keywords button) to classify the XML Publication. This classification can be used later when creating a Feed Index, as you can filter by specified keywords. For example, to show a list of all XML Publications having the keyword Politics.

Once all fields have been completed, click Next to continue to the second step in the wizard for creating an XML Publication. You can return to Step 1 from the next dialog by clicking the Previous button at any time.

Click Cancel to exit without creating an XML Publication.

For more information on XML Definitions, please refer to the CommonSpot Administrator’s Reference.

Add XML Publication – Step 2 of 2

The second and final step in the two-part wizard for adding an XML Publication is to define the metadata information for the XML Publication itself. The fields in this dialog are dependent on the XML Definition selected in Step 1 of the wizard.

The information collected here typically is included as part of the publication itself. For example if this were an XML Definition that was collecting information for a RSS feed, the information collected here would be included in the feed as metadata about the feed, not about the items inside the feed itself.

Note that fields with bold labels are required, and must be completed prior to submitting.

Once you have completed all of the required fields, click the ‘Finish’ button to create the XML Publication. Click Cancel button to exit without creating an XML Publication, or click Previous to return to Step 1 of the wizard.

Upon submission of this dialog, you will see the Manage XML Publications where the new XML Publication will be listed with the specified formats.

For more information on XML Definitions, please refer to the CommonSpot Administrator Reference.
Render/View Content as XML

Through CommonSpot’s XML framework you can now render and/or view the content of a page or element in XML.

To view the content of a page as XML, simply type ‘xml=1’ at the end of the page’s URL. Note: CommonSpot will ONLY convert elements on the page that support custom render handlers to XML. Using this XML as the source, a developer can transform it using XSLT into any output.

To view the contents of a particular element as XML, simply choose the ‘View Element XML...’ menu option from any element’s menu to invoke the View Element XML dialog that displays the element’s XML.

View Element XML

The View Element XML dialog is available for most all CommonSpot elements, including custom elements. The dialog displays the content of the current element in XML within a scrollable region.
View Element XML

The following is the XML for this element.

```
<CommonSpotOutput version="5.0">
  <Elements>
    <Element ID="11756">
      <Content>
        <PgIndexElementInfo>
          <ClassNames type="PgIndexClassNames">
            <Bullet>CS_PgIndex_Bullet</Bullet>
            <Element>CS_Element_PageIndex</Element>
            <Header>CS_PgIndex_Header</Header>
            <Item>CS_PgIndex_Item</Item>
            <ItemAlternate>CS_PgIndex_Item_Alternate</ItemAlternate>
            <ItemAuthor>CS_PgIndex_Item_Author</ItemAuthor>
          </ClassNames>
        </PgIndexElementInfo>
      </Content>
    </Element>
  </Elements>
</CommonSpotOutput>
```

Depending on the browser you are using, you can typically expand and collapse nodes of the XML content by clicking on the plus (+) or minus (−) icons in the XML.

XSL Render Handlers

CommonSpot allows HTML/XSL developers to control the rendering of various elements via XSL templates. Most all elements in CommonSpot support rendering their content as XML and as such can be configured to use an XSL render handler.

To view the XML for a particular element type, simply open the element’s menu and choose the ‘View Element XML...’ menu option. This will invoke the View Element XML dialog, which will display the content of the element in XML.

Note: As part of the CommonSpot distribution, PaperThin supplies a handful of sample XSL render handlers in the /commonspot/samples/renderhandlers directory.
For more information on XSL render handlers, please refer to the XML Render Handling chapter in the CommonSpot Administrator’s Guide.