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# Day to day use

Information about how you can use eZ publish. Target readers are end users.

You may also consult the older pages at:

<http://ez.no/manual> for more day to day usage

# The admin interface

The admin interface in eZ publish 3 is where you do all the work on your content. You can say that this is where you build your site. In the admin interface you create and edit articles, add pictures and manage workflows - this is where you manage your site.

The first part you see is the login window. You need to login to get access to this site and only users that have a password and login name can make changes here. You are free to give as many users access to the admin interface as you want.

When logged in you get into the actual interface. You will soon become familiar with the look and feel and how to work here. We have divided the site into five parts: Content, Shop, Users, Set up and Personal to make it easier to find what you are looking for. You will also find the powerful search engine enables your web viewers to better find your content.

# How to create a folder

Making a folder in eZ publish 3 is very simple. A folder is where you store other content. "Sports" can for instance be a folder. In this folder you put all the content (articles, pictures, forums etc.) that you want to publish in "Sports". For a newspaper the folders could be: Editorial, News, Sports, Weather and Economy. There are no limit to how many folders you can create. When you want to create folders simply decide where you want to save the folder in the hierarchy, choose folder in the drop down menu and click "Create here".

Click "Create here" and you will go to the "Edit folder - New folder" page. Write in the name of the folder, for example "Sports" and a description of the folder if you want that. You will also get some different choices of what you want to do with your folder. You can preview it, store it as a draft that you can work with later or publish it.

We choose to publish it. Now this folder will appear on your site as "Sports". Now you have created a folder. When you have clicked the "Publish" button you will see the Folder in a new window. The next step is to put content like articles and pictures in the folder.

# How to add content in a folder

Now that you have made a folder it's time to create content and add that to the right folder. First you have to find the folder that you want to add content to. You can find content in eZ publish in several ways; through the "Content" box, the "Sitemap" and through the "Search engine". If you just made the folder you are where you are supposed to be, in the folder window. You will now get the same choice you got when creating the folder. But instead of creating a new folder you choose "Article" in the drop down menu.

Click "Create here" and you will get the "Edit article - New article" window. Write in the title, the intro and the body of the article. You can also add pictures to your article. You will then get the same choices for what you want to do with your article that you got for your folder. Again we choose to "Publish" the article. You are now done. The article is published under the "Sports" folder and can be read on your site.

# How to add objects to an article

Often you want to add pictures to a site. Sometimes you want pictures in an article or for a product, or perhaps your site is an image gallery. This is done very easily in eZ publish. Use exactly the same procedure as you use when making folders or articles. Mark "Image" and click "Create here".

In the "Edit image - New image" window you name the image and write a caption/ picture text to the image. Get the image and click on the desired function for the picture. Voila, the picture is published.

Usually you want to add a picture to an article or a product. To do this you go into the article where you want to add a picture. The picture that you add at the bottom of the article edit page will be a standard picture that is connected with your article.

If you want to add more pictures than this one in your article you can use the "Related objects" function in eZ publish. With this function you can include other files in your article, including other articles, images, MPEG's etc. Click the "Find object" button (magnifying glass) and find the object that you want to add to your article. Select the file with the check box and click the "Select" button.

This will take you back to the "Edit article" page and show the selected file in the "Related objects" box. If you want to show this file in the article, copy the and paste it wherever you want in the text.

Repeat the procedure if you want to add more objects to your article.

# Search for content

Often a site can be very large and the content can be difficult to find or perhaps you have

forgotten where you saved it. There are several ways to find the content in eZ publish 3.

You can find the content through the "Content" box where you can access everything that is published on your site. You can also choose to use the "Sitemap" where you can view your content in a more familiar tree structure.

A third option is to search for the content. eZ publish 3 includes a powerful search engine and we have placed this search engine on the top of the Admin user interface so that it will always be easily accessible. In the search field you can search between everything that is published on your site. We have also included an "Advanced search".

With the search engine you can search through your site in many ways. Search for words, users, exact phrases or folders etc. You can also search within sections. There are also possibilities to do advanced searches like: Search for all images of a "Ball" in the "Sports" section that is published the last year.

With this functionality you can find what you need on your site without problems.

## Drafts

Have you ever experienced writers block? Or perhaps you have lost an article that you started because you had to leave the office for the night?

With the draft function in eZ publish 3 you can start writing on an article and save it as a draft. Then you can bring up this draft some other time and continue writing on it. Let's say that you have ideas for several articles and want to start writing on them before you forget your ideas. Store them as drafts and publish them when you are ready.

You can save several drafts at the same time that you want to continue working on at a later time.

To store an article as a draft choose "Store draft" at the bottom of the "Article edit" page. You will get this message: "Input was stored successfully" (or an error message explaining what to do if something went wrong). This means that your draft is saved. When you want to continue working on it, you will find it in the "My drafts" section under the "Personal" tab.

## Publish in several locations

An object like an article or a product can often be placed in several folders. A bookstore can have several books on programming and computers. A book about PHP programming could be put in a PHP folder. But it can also be put in other folders like Programming books and Computers. This is easily handled in eZ publish 3.

First you find the article or product that you want to publish in several locations. Click the "Edit" button and you will get to the "Edit article - article name" page. On that site you will find the button "Add locations". With this button you can add the

places you want your article to be published in.

Click the "Add location" button. You will now get an overview of all the folders on your site. If you want your article to be published on the top level of one of these folders you select that folder by ticking the "Select" box. If you want to publish your article deeper down in the tree you click on the links until you find the location you are looking for.

When you have selected where to publish your article you will get back to the "Edit" window again. There you can see in what places your article is published.

To remove a location for your article click on the Trash can image next to the location that you want to remove. That's it. Your article or product is removed from that specific location. Remember to always have a main location for your object. This is the main place in the site where the object is saved. It can easily be changed by ticking the "Main" circle.

## Remove objects

Objects like folders, articles, forums and products can be edited any time you wish. To remove an object you need to find the object you wish to remove, click check box to the left of the object to mark it for removal, and click the remove button under the list of objects. Objects are not totally removed from the system, they are just removed from the site and placed in the trash.

When the object is published in several places and you try to remove it from its main place, the object will be removed from all places. You will be warned about this. If you try to remove the object from an additional placement the object will be removed only from that additional place.

The removed object will be sent to the Trash. You can either choose to remove it completely from the trash or move it back to its original placement if you removed it by accident.

## Edit objects

Objects like folders, articles, forums and products can be edited any time you wish. This is no big deal in eZ publish 3 and it really explains itself. All you need to do is find the object you want to edit, click the "Edit" button and start editing.

You can edit everything in the object. Change the title, location, intro and body text, add pictures or relate other objects. Everything is done in this window.

Every time you edit an object, like an article, you can choose to save the different versions of the object.

## Related objects

Related objects are files you can connect to other objects. That can be an article, a product or a picture etc.

Let us say that you have an article in which you want to add another article and a picture. Again, you have to find the specific article that you want to work with. Open the article with the "Edit" button and you will find the "Related objects" function on the right hand side.

With this function you can include other files in your article. include other articles, images, MPEG's etc. Click the "Find object" button (magnifying glass) and find the object that you want to add to your article. Select the file by ticking the tiny box and click the "Select" button. This will take you back to the "Edit article" page and show the selected file in the "Object info" box. If you want to add this file in the article paste it where you want it or use the "Include in article" button (eZ publish online editor).

The selected object will appear in the article where the indicator is. To move the related object within the article use the cut and paste function or mark it and move it to wherever you want. Go through the same process for all objects that you want to relate or relate all the objects at the same time.

All the related objects will appear in the "Related objects" window, as thumbnails if they are pictures, and "filename" in something else.

NB! If you use Internet Explorer there is a WYSIWYG editor available from [www.ez.no](http://www.ez.no) that will make the entire "Related objects" process even easier.

## Version control

After you have written or edited an object you can save this and publish it immediately. But perhaps after you published it you want to change it by adding some more text and a picture. You can work on this new version of the object without worrying about the current published version.

When you have opened the object (article) and changed the content you will find a box that says "Version info" on the right side. In this box you will find a "Manage" button. This button will open a new window where you see all the different versions of the article you are working on. The list will tell you version numbers, who wrote the article, when it was written and when it was edited or modified.

There will also be a (\*) that shows the present version of the article that is published. If you want to change a version to be the "Current", tick the box next to the version that you want to set as "Current". If you want to work on the published and current version you need to make a copy of it. You do that by clicking the "Copy" button. Now you can edit the copy of the "Current" version and publish this. You can also save it as another draft. When you have published the "Copy", that is set to be the current version and the former current version is set to "Archived". Back in the "Edit view" you will find information about which version you are now working on and how many versions exist of this object.

# Preview your content

The preview function shows how your object (article) will look after you have published it.

When you click the "Preview" button you will get the "Preview" window.

Here you can also change what design you want this article to be previewed in by changing the "Site design" drop down menu. If your site is not listed in the dropdown box, add your site-design to /settings/content.ini:

```
[VersionView]
```

```
AvailableSiteDesigns=standard;user;admin;[yourdesign]
```

By doing this you can preview the article in the different designs you have on your site. This function gives you the possibility to edit your article if you're not satisfied with it. When in the preview window you can choose to publish the article or go back to the editing page.

# Translate content

Many sites have the opportunity for users to show content in different languages. International sites with users in more than one country will find this helpful. eZ publish 3 has multi-lingual support. In short that means that you can publish an article in different languages depending on where your users come from.

To translate you go to the object (article) you want to translate and click the "Manage" button in the "Translations" box.

This will take you to the "Translating - object" window. Click the "Translate" button. Now you will see a different window with the text you want to translate on the right side and the "Edit" windows for your new language on the left side. Now you simply add the new language text in those windows and click "Store".

To go back to the article you just added a new language to click "Edit object". This will take you back to the "Edit Article - article name" window where you now can see your new translation in the "Translations" window.

# Sorting content

eZ publish 3 gives you the possibility to sort your content in different ways. You can sort an article by path, by publication/modification date/time, by priority etc. If you want to sort the contents of a folder, click the "Edit" button on the folder itself. Then you will get the "Edit folder - Folder name" page. Use the "Sort by" drop down menu and decide in what manner you want to sort your content.

Let us say that you want to sort it by Priority. Highlight "Priority" and click "Send for publishing". Back in the Folder page you will now find a new box on the right hand side

with a "0" inside. Now you decide the different objects' priority by typing 1,2,3,4 etc in the boxes. When you have prioritised the objects you click the "Update Sorting Priority" button and you are done.

The sorting decides in what way your content will be displayed when published.

Path: sort by path

Published: sort by publishing date/time

Modified: sort by modification date/time

Section: sort by sections

Depth: sort by item depth (in sitemap)

Class identifier: sort by class identifier

Class name: sort by class name

Priority: sort by user-defined priorities

You can also decide if you want to sort in a ascending or descending order by the arrows to the right of the sorting drop down menu.

## Discount rules

Very often we want to have discounts on a special product and give discounts to a group of customers. Again, this is easy to do with eZ publish 3.

We do this by making different user groups that we assign the discount to. Then we add users in that discount group.

To do this you click on the "Discount" link in the "Shop" box. This will take you to the "Defined discount groups" page. Here you will find a list of the different discount groups you have set on your site. Now we want to add a new User group in this list.

Click the "New" button. Now you will see the "Editing discount group - New group" page where you type in the name of the discount group you want to add, for instance "Partner". Then you must click "Apply". This is the first step of adding discount groups.

In step two we have to add the discounts the partners will get.

Click on the "Partner" link that will take you into another page: "Group view". This is where we assign the actual discount to the Partner group.

Click the "Add rule" button to assign the discount. In the "Editing rule" window you write in "Computer store" in the "Name" field and type in how much they will get in discount. Next you decide if they are to get the same discount for all products in the "Computer store" or a selected range of products, e.g. CD's. You can also go down another step to decide what kind of CD's they get the discount for.

When you click "Store" you are done. You can add or remove discount rules in this window at any time.

You can now include the users you want in the "Partner" group through the "Add customer" button. Check the groups, users or persons you want to include. You can go deeper into the customer tree by clicking the "User" links until you find the user you want to add.

# VAT types

Often you need to have different VAT types on different products or product groups in your shop. To save time and make the whole thing as easy as possible this is all done within "VAT types" in the "Shop" box.

When you want to add a VAT type to a product or edit the VAT you go into this window. Let's say that you run a grocery store and you have several products with different VAT types. You have vegetables (20% VAT), bread (15% VAT) and fish (30% VAT). Click the "VAT types". This will take you to the VAT types window where you now see an "Add VAT type" button. When clicking this button you will see a "Name" window and a "Percentage" window. Simply add the name of the product and what percentage of VAT this product should have.

I.E. Name: Vegetables, Percentage: 20%

Then click the "Store" button. If you want to add more VAT types simply click the "Add VAT types" button and go through the process again.

## Adding a class to your VAT types

To get to use the VAT types in the way that it is meant to be used it is important that you make the VAT type before you add any products. We have mentioned how you add classes earlier but we will show it shortly again.

Click on the "Classes" button in the "Setup" window. Then find out where you want to add the new Class. Click the "new class" button and write in the name of the of the new Class, for example "Vegetables". This name will also be written in the "object name" field as soon as you go on. Then add the attributes you want for your class. We will use "Text line", "Text field" and "Price" in this example. You can add as many attributes as you like.

Note that when you add the "Price" attribute you now get to choose Vat types. Since we now are making the Vegetables class we will choose "Vegetables, 20%". To end this process click "Apply".

You have now made the class "Vegetables" with a VAT types at 20%. For every product you now make for the product group "Vegetables" will have this VAT type.

Adding products is done by adding "new Vegetables" in the "Content" window.

# Order list

In the order list you will see the orders your customers have sent in to your shop. Here you will be able to see who bought your goods, what they bought and when they bought. You can alter this list to suit your needs better.

# Wishlist

Wish lists in eZ publish is a function which the user of the site can use to save a product for later shopping.