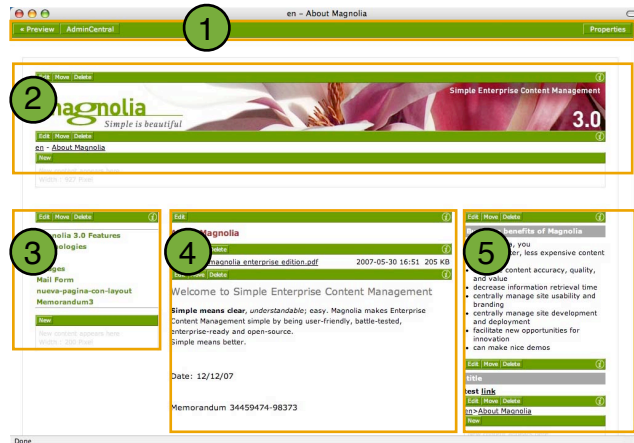


Edit Mode

In the EditWindow you manage the content of your website. Note that all design elements are in there too. Like this, you can always see where you are working. In addition to your design elements, the EditWindow displays the green Magnolia control bars.



- 1: Main Magnolia Bar
- 2: Header Container
- 3: Left Column Container
- 4: Main Column Container
- 5: Right Column Container

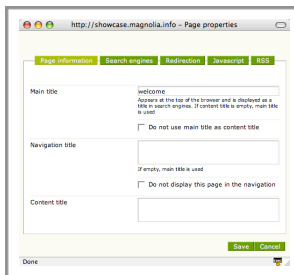
All Magnolia Content is organized in containers, each of which features a set of paragraphs. You will see that in each of these containers, you can enter new paragraphs by clicking the respective **New** button.

The Main Magnolia Bar (1) is the navigation bar in the Edit Mode:

- Preview will display the page without the green bars, exactly as it will look online.
- AdminCentral lets you go back to the AdminCentral window.
- PageProperties opens a dialog where you can edit general information on the page:

Edit here:

- Titles of the page (Main title, Navigation title, content title)
- Search engine information
- Redirection URL's, to redirect your page to another page of your site or an external page
- Paste JavaScript code
- Make the page accessible as an RSS feeds



Titles are being inherited. E.g. if you do not enter a navigation title, the main title will be displayed in the navigation as a link instead.

How to create a new paragraph

1. Click the button „New“ at the bottom of a container section. The paragraph interface will open containing a list of all paragraphs accessible to you.
2. Fill in all information.
3. Click „Save“: the paragraph interface will close and the page will reload.

How to edit a paragraph

1. Click the button „Edit“ on the magnolia bar of the paragraph. The paragraph interface will open containing previously filled in values.
2. Make your changes.
3. Click „Save“: the paragraph interface will close and the page will reload.

How to move a paragraph

1. Click the button „Move“ on the magnolia bar of the paragraph. The paragraph will now stick to your cursor.
2. Go to the place where you want to move your paragraph. You can scroll the window.
3. Click the bar of another paragraph to position your paragraph at the top of the clicked paragraph.

How to delete a paragraph

1. Click the button „Delete“ on the magnolia bar of the paragraph. The paragraph will be deleted. Consider that there is no undo-function.

How to make a paragraph which is visible on all pages

1. Go to the page, which is at the lowest level of your site tree. For this, go to AdminCentral. The lowest level is the one which is displayed right after you log in. It is usually called like your website is called or the name is something like „home“ or „root“.
2. Create a paragraph. See the section on how to create a paragraph for information on how to do this but stop before clicking „Save“.
3. Go to tab „Properties“ (this tab may in some cases be named „Inheritance“). At the bottom, tick the box which says „Show this paragraph on pages below the current one“.
4. Click „Save“.

How to make a link on an image (popup)

1. Create a paragraph with an image or edit a paragraph containing an image.
2. In the paragraph interface, go to tab „Link“.
3. If you want to create a link within your website, click on the button „Browse...“ to open a window displaying the structure of your website. Choose the page you want to link to and click „Ok“. If you want to make an external link, write it directly into the field „Link“. Note that external links always need a „http://“.
4. In the section „Link with“, tick the box „Image“ and the box „Open page in new window“.
5. If you want to make the new window look like a classic popup window, tick the box at the bottom „Load new window without address bar in an empty frame“, otherwise
6. Click „Save“

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Quick Reference Guide for Endusers

Document created by: Michael Schär, esense gmbh
Version: EN 2.0
Created on: January 2008

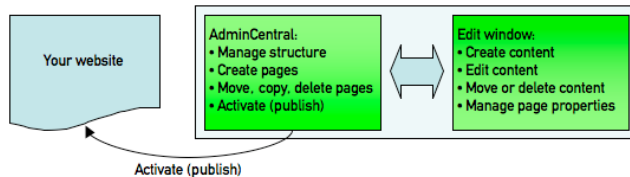
Welcome to Magnolia

Magnolia is your Content Management System (CMS). It will assist you in creating and managing the contents of your website, be it text, images, movies, galleries or else.

This is your Quick Reference Guide. It contains information on how to...
...manage the structure of your website
...create, move and handle pages
...create and manage content
...structure and display content
...publish content and pages

Discover the beauty of simplicity. You will love Magnolia.

Magnolia System - how it works



The AdminCentral is where you do everything related to structure. Here you can...




...create pages
...move, copy, rename or delete pages
...activate pages so your changes appear online

In the Edit Window you manage your content. See the section on Edit Window for information on how to do this.

The Website is where you see the final result after activation.

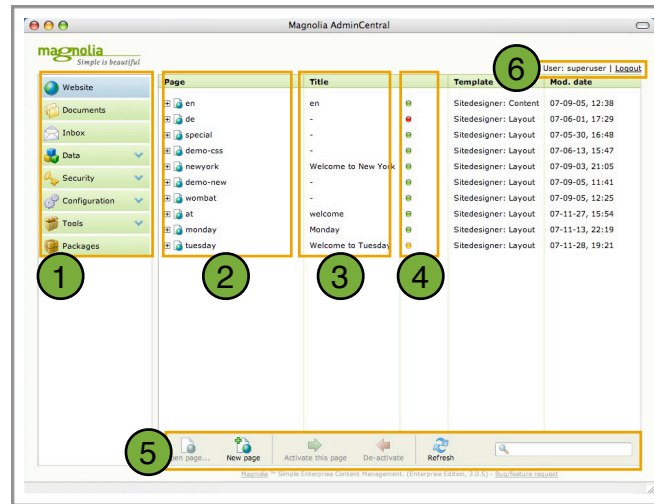
Note that changes do not appear online until they have been activated. This prevents you from displaying content which is not finished yet. See section Tasks in AdminCentral for info on how to do this.

There are three different activation states:



-  the page is activated
-  the page has been changed, changes are not yet online.
Activate this page to make the changes appear online.
-  the page is deactivated and is not displayed on your website.
Activate this page to make it appear online.

Admincentral

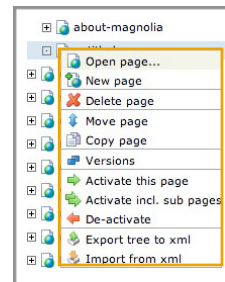
AdminCentral is where you manage the structure of your website, create pages, move, delete or activate them. This is what you see directly after logging in:



- 1: Navigation
- 2: Page Structure
- 3: Page Title
- 4: Activation Status
- 5: Action Buttons
- 6: Login Information / Logout

The structure of your website consists of pages and subpages. Click the small cross icon  to expand and display the subpages, the minus icon  to collapse the folders.

All functions of the AdminCentral are accessible either via Action Buttons (5) or via Mouse Menu. It opens if you click a page with the right mouse button:



Use this right menu to access all functionalities of the AdminCentral structure window. See next page for a detailed description of the most important functionalities.

If you are working on an Apple computer, you may access this menu by CTRL+Click

Tasks in AdminCentral

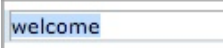
How to create a page

1. Use the button „New Page“ to create a new page. If you want to create a subpage, select an existing page and then click „New Page“.



How to rename a page

You can either rename the URL (appearing in the address bar of your browser) or the title of the page.

1. To rename the URL, double-click the page in column 1 of the AdminCentral.
2. To rename the title, double-click the  page in column 2 of the AdminCentral.

How to move a page

1. Right-click the page and choose „Move page“. The page will now stick to your cursor.
2. Go to the place where you want to move your page. You can scroll the window, expand and collapse folder with the page still stuck to the cursor.
3. NOTE: you can only move the page to a place where a fine horizontal line appears or click another page to make a subpage.

How to copy a page

Copying a page works like moving a page. Just choose „Copy page“ in the right-mouse menu instead. The page will be duplicated instead of moved.

How to activate a page

1. Right-click the page and choose „Activate this page“. You will be asked if you really want to do this.
2. Choose „Activate inclusive subpages“ if you want to activate a page and all its subpages.
3. Choose „Deactivate this page“ if you want to deactivate it. It will then cease to be displayed on your website but it will still be there for later activation.

How to create a backup

1. Right-click the page and choose „Export tree to XML“. The selected page and all pages below the selected one will be backed up.
2. Choose where you want to save the backup file.
3. If for some reason the page should crash, you can just send this file to your Magnolia Administrator who can easily import it.