

**Oracle® Universal Content Management**  
About the Content Server Help System  
10g Release 3 (10.1.3.3.0)

March 2007

About the Content Server Help System, 10g Release 3 (10.1.3.3.0)  
Copyright © 2007, Oracle. All rights reserved.

Contributing Authors: Sandra Christiansen, Ron van de Crommert

The Programs (which include both the software and documentation) contain proprietary information; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the Programs, except to the extent required to obtain interoperability with other independently created software or as specified by law, is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If the Programs are delivered to the United States Government or anyone licensing or using the Programs on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the Programs, including documentation and technical data, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement, and, to the extent applicable, the additional rights set forth in FAR 52.227-19, Commercial Computer Software--Restricted Rights (June 1987). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

The Programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be the licensee's responsibility to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of such applications if the Programs are used for such purposes, and we disclaim liability for any damages caused by such use of the Programs.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

The Programs may provide links to Web sites and access to content, products, and services from third parties. Oracle is not responsible for the availability of, or any content provided on, third-party Web sites. You bear all risks associated with the use of such content. If you choose to purchase any products or services from a third party, the relationship is directly between you and the third party. Oracle is not responsible for: (a) the quality of third-party products or services; or (b) fulfilling any of the terms of the agreement with the third party, including delivery of products or services and warranty obligations related to purchased products or services. Oracle is not responsible for any loss or damage of any sort that you may incur from dealing with any third party.

# Table of Contents



## **Chapter 1: Information Included**

Information Included . . . . .	1-1
--------------------------------	-----

## **Chapter 2: User Interface**

Navigation and Search Area . . . . .	2-1
Header . . . . .	2-2
Information Area . . . . .	2-3

## **Chapter 3: Using This Help System**

Finding Information . . . . .	3-1
Using the Table of Contents . . . . .	3-1
Using the Index . . . . .	3-2
Using the Full-Text Search Features . . . . .	3-2
Moving Around . . . . .	3-3
Printing the Information . . . . .	3-3
Printing an Individual Page . . . . .	3-3
Printing an Entire Book . . . . .	3-4



# INFORMATION INCLUDED

## INFORMATION INCLUDED

---

This Content Server online user help system contains the complete text of a number of user guides for Content Server and its add-ons, enhanced with features like hyperlinking and full-text search to make it easier for you to find what you are looking for. The online help consists of a number of books:

- ❖ **Welcome**—This section gives an overview of the online user help system.
- ❖ **Content Server User Guide**—This section provides information to help content consumers and contributors find and view content, check content in and out, and work with workflows.
- ❖ **Records Manager User Guide**—This section provides information to help end-users work with the record management features offered by either Records Management product: Corporate Edition or DOD Edition. Please note that this information is only available if the Records Manager software is installed on the computer.

- ❖ **Folders/WebDAV User Guide**—This section provides information to help end-users work with the features offered by Folders and WebDAV. The Folders component provides a hierarchical folder interface to content in Content Server. WebDAV (Web-Based Distributed Authoring and Versioning) provides a way to remotely author and manage your content using clients that support the WebDAV protocol. For example, you can use Microsoft Windows Explorer to check in, check out, and modify content in the repository rather than using the web browser interface. Please note that this information is only available if the Folders/WebDAV software is installed on the computer.
- ❖ **Feedback**—This section explains how you can provide feedback to the user documentation. Your comments help us improve the usability and content of the documentation.

# USER INTERFACE

The user interface of the help system consists of three main areas:

- ❖ [Navigation and Search Area](#) (page 2-1)
- ❖ [Header](#) (page 2-2)
- ❖ [Information Area](#) (page 2-3)

## NAVIGATION AND SEARCH AREA

---

The navigation and search area is located on the left of the help window. It consists of three tabs, which provide the core navigational and search controls of the help system:


- ❖ **Contents**

The Contents tab displays the table of contents of all guides included in the online help system. You can use it to drill down to the information you need. For further details refer to [Using the Table of Contents](#) (page 3-1).
- ❖ **Index**

The Index tab shows a list of hyperlinked keywords that enable you to jump to pages with information on specific topics. For further details refer to [Using the Index](#) (page 3-2).
- ❖ **Search**

The Search tab provides full-text search capability, which enables you to find specific words and phrases in the help system. For further details refer to [Using the Full-Text Search Features](#) (page 3-2).



**Note:** If you are viewing an information page as part of a context-sensitive help topic, the navigation and search area may not be visible. To display the table of contents with the location of the current page highlighted, click the  icon (Show in Contents) in the header.







**Note:** The default width of the navigation and search area is 250 pixels. You can resize the area by dragging the vertical line that separates it from the [information area](#). If you reduce the size of the navigation and search area so much that all tabs no longer fit in the available space, arrow buttons are displayed and you can move from tab to tab by clicking the arrow buttons.

## HEADER

---

The header has a number of buttons which provide navigation and output features:

Button	Description
 <b>(Show in Contents)</b>	If you click this button, the location of the current page in the help system is shown in the table of contents on the left.
 <b>(Previous)</b>	If you click this button, the previous page in the help system is displayed. Please note this is not necessarily the page that you accessed last.
 <b>(Next)</b>	If you click this button, the next page in the help system is displayed.
 <b>(Print)</b>	If you click this button, the current page is printed using the standard printing settings of the selected printer. Please note that only the <a href="#">information area</a> is printed, not the navigation and search area or the header.



**Note:** For more information about printing the product documentation, refer to [Printing the Information](#) (page 3-3).



# INFORMATION AREA

---

This area contains the actual help information. They are the individual “pages” of the help system.


## ***Book Title***

The top left corner of each page shows the title of the book that contains the current page. This helps you identify where exactly you are in the help system when moving from hyperlink to hyperlink.

## ***Breadcrumbs***

The top left corner of each page also shows a trail of navigation links to heading levels in the current book. These are known as “breadcrumbs,” and they help you identify where exactly you are in the current book when moving from hyperlink to hyperlink.

## ***PDF Links***

The top right corner of each page contains a  icon (PDF). If you click this icon, the PDF version of the current book is opened in Adobe Acrobat. You can download the free Adobe Acrobat Reader from the [Adobe Internet website](#).



**Note:** Depending on your Acrobat settings, the PDF document may be opened in a new window or in the current window. You can change this setting in Adobe Acrobat Reader:  
**Acrobat Reader 5:** Edit—Preferences—Options—Open Cross-Document Links In Same Window

**Acrobat Reader 6:** Edit—Preferences—General—Open cross-document links in same window

## ***Hyperlinks***

The text may contain hyperlinks to other sections in the help system. They help you move between related topics. These hyperlinks are marked [blue and underlined](#) (please note this is just an example and not an actual hyperlink).



**Note:** Some hyperlinks link to information that is opened in a new browser window.

### ***Glossary Links***

Some help systems have glossary links, which are marked **purple** (please note this is just an example and not an actual glossary link). If you move the mouse cursor over a glossary link, a small popup will appear containing a definition of the marked word or phrase. If you click a glossary link, you go to the location of the entry in the glossary.

# USING THIS HELP SYSTEM

This section covers the following topics:

- ❖ [Finding Information](#) (page 3-1)
- ❖ [Moving Around](#) (page 3-3)
- ❖ [Printing the Information](#) (page 3-3)

## FINDING INFORMATION

---



There are several ways to find information in the help system:

- ❖ [Using the Table of Contents](#) (page 3-1)
- ❖ [Using the Index](#) (page 3-2)
- ❖ [Using the Full-Text Search Features](#) (page 3-2)

### Using the Table of Contents

---

You can use the table of contents on the Contents tab of the [navigation and search area](#) to drill down to the information you need. This method is useful if you want to go from more generic information to more specific information.

The table of contents has the form of an expandable/collapsible tree view. By default, only the top-level TOC entries are visible. Closed book icons represent TOC entries that have subentries. Click a closed book to open it and see its contents. When you expand a book, the closed book icon () is replaced by an open book icon (). You can click the book again to close it.

## Using the Index

---

You can use the index on the Index tab of the [navigation and search area](#) to view a list of hyperlinked keywords. Each of the keywords takes you to a page that provides information on the keyword subject. This method is useful if you want information on a particular topic, but are not exactly sure where it would be in the table of contents.

You can scroll up and down the list of keywords to find the index entry you want, or you can type the first few letters of the term in the text box, and the index will scroll automatically as you type. Double-click an index entry to display the corresponding help topic, or select an index entry and then click the Display button. If multiple help topics correspond to a particular index entry, double-clicking that entry displays a list of topics from which to choose.

## Using the Full-Text Search Features

---

You can use the search features on the Search tab of the [navigation and search area](#) to perform a full-text search of the entire online help system. This method is useful if you want to look for specific words or phrases.

You type the word or phrase to search for, and then press Enter or click Go. The Search tab displays a list of all the topics in your help system that contain the word or phrase you entered. If you search for multiple words, the search finds help topics that contain all the words you entered. The topics found are ranked in order of relevance. The higher the ranking, the more likely the topic includes all the word or phrase you searched for.

Click the drop-down arrow next to the search field to see a history of words you have searched for. You can then select one of those words to perform the same search again.

When you click one of the topics found by the search, each occurrence of the term or terms you searched for appears highlighted in the [information area](#).





**Note:** The text-highlighting feature works only in Internet Explorer on the Microsoft Windows platform.

## MOVING AROUND

---


There are several ways to move around in the help system.

You can move strictly **sequentially** from page to page by clicking the  (previous) or  (next) icons in the header. This moves you backward or forward between the various heading levels in the table of contents.



**Note:** The Previous and Next icons do *not* take you to pages that you visited earlier. This means they do not behave like the Back and Forward buttons in your web browser.

You can also move more freely by clicking on hyperlinks in the text. This takes you to the page that was referenced by the hyperlink. Hyperlinks are marked **blue and underlined** (please note this is just an example and not an actual hyperlink).

If you are on a particular page and you want to know where that page is located in the table of contents, you can click the  icon in the header. The table of contents will then expand and highlight the location of the current page.

## PRINTING THE INFORMATION


---

This section covers the following topics:

- ❖ [Printing an Individual Page](#) (page 3-3)
- ❖ [Printing an Entire Book](#) (page 3-4)

### Printing an Individual Page

---


You can print individual pages in the help system by clicking the Print icon in the header (). This will print the current page. Only the information area is printed, not the navigation and search area or the header.



**Note:** Only the currently active frame is printed. To make sure the information area is printed, it is recommended that you click anywhere in the information area before giving a print command.

## Printing an Entire Book

---

Most of the guides included in the online help system are also available as Adobe Acrobat (PDF) files. If a PDF version is available, each help page contains a  icon (PDF) in its top-right corner. If you click this icon, the PDF version of the current book is opened in Adobe Acrobat. You can then print the entire book or parts of it.



**Note:** You can download the free Adobe Acrobat Reader from the [Adobe Internet website](#).

# I n d e x



## B

Book title in online help, 2-3  
Breadcrumbs in online help, 2-3

## C

Contents tab in online help, 2-1, 3-1  
Context-sensitive help  
    table of contents and --, 2-2

## F

Finding information, 3-1  
Full-text searching in online help, 3-2

## G

Glossary links in online help, 2-4

## H

Header in online help, 2-2  
Help system  
    Contents tab, 2-1, 3-1  
    finding information, 3-1  
    full-text searching, 3-2  
    header, 2-2  
    hyperlinks, 2-3  
    Index tab, 2-1, 3-2  
    information area, 2-3  
    moving around in --, 3-3  
    navigation and search area, 2-1  
    printing entire books, 3-4  
    printing individual pages, 3-3  
    Search tab, 2-1, 3-2  
    text highlighting, 3-2  
Help tabs  
    Contents, 2-1, 3-1

Index, 2-1, 3-2  
Search, 2-1, 3-2

Highlighting of text in online help, 3-2  
Hyperlinks in online help, 2-3, 2-3

## I

Index tab in online help, 2-1, 3-2  
Information area in online help, 2-3

## N

Navigation and search area, 2-1  
    default width, 2-2  
Navigation in online help, 3-3  
Next icon in online help, 2-2

## O

Online help  
    Contents tab, 2-1  
    finding information, 3-1  
    full-text searching, 3-2  
    header, 2-2  
    hyperlinks, 2-3  
    Index tab, 2-1, 3-2  
    information area, 2-3  
    moving around in --, 3-3  
    navigation and search area, 2-1  
    printing entire books, 3-4  
    printing individual pages, 3-3  
    Search tab, 2-1, 3-2  
    text highlighting, 3-2

## P

PDF files of documentation, 3-4  
PDF links in online help, 2-3  
Previous icon in online help, 2-2

Index

Printing entire help guides, 3-4  
Printing individual help pages, 3-3

## **S**

Search tab in online help, 2-1, 3-2  
Show in contents, 2-2

## **T**

Table of contents  
    and context-sensitive help, 2-2  
Table of contents in online help, 3-1  
Text highlighting in online help, 3-2  
TOC in online help, 3-1