Oracle® Fusion Middleware

Using Oracle Site Studio Contributor

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Oracle Fusion Middleware Using Oracle Site Studio Contributor, 12*c* (12.2.1)

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Preface

Using Oracle Site Studio Contributor contains conceptual information and step-by-step instructions to help those in organizations who are responsible for the creation and maintenance of content for Web sites managed by Oracle Site Studio and Content Server.

Audience

This document is intended for those people identified in the organization who will be responsible for maintaining and/or creating content on the organization's Web site. These people are called contributors. Contributors do not need technical knowledge of Web site creation or how to code for a Web site.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Related Documents

For more information, see the following documents in the Oracle Site Studio documentation set:

- *Using Oracle Site Studio Designer*

- *Using Oracle Site Studio Publisher*

- *Managing Oracle Site Studio*

- *Technical Reference for Oracle Site Studio*

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

What's New In This Guide

This section summarizes the new features and significant product changes for Oracle Site Studio Contributor in the Oracle Fusion Middleware *12c* (12.2.1) release.

- New and Changed Features for Release 12c (12.2.1)

New and Changed Features for Release 12*c* (12.2.1)

- The Oracle WebCenter Content Tracker Reports have been deprecated in this release.

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Introduction

Oracle Site Studio is a powerful, flexible web development application suite that offers a comprehensive approach to designing, building, and maintaining enterprise-scale Web sites.

This section covers the following topics:

- "About Oracle Site Studio" on page 1-1
- "The Contributor's Role" on page 1-2
- "The Contributor Editor" on page 1-3
- "System Requirements" on page 1-3
- "Accessibility Features" on page 1-4

1.1 About Oracle Site Studio

Oracle Site Studio is a powerful, flexible web development application suite that offers a comprehensive approach to designing, building, and maintaining enterprise-scale Web sites. It goes beyond conventional Web site development solutions by offering site creation and content management all in one. Everything associated with a Web site, including all site assets (such as templates, graphics, CSS files, and the like) and all site content, is stored and managed in the content server, which means that all security, revision control, workflow, and search functionality of the content server is automatically available.

Oracle Site Studio dramatically improves productivity and enables organizations to maintain accurate, timely, and current web content with consistent branding and presentation across all corporate sites. With Oracle Site Studio, you can centralize control of site architecture and presentation, while distributing content development and ongoing maintenance to business units or other teams.

Oracle Site Studio comprises three applications, which reflect three distinct users of Oracle Site Studio: designers, managers, and contributors.

The **Oracle Site Studio Designer** application provides the development environment in which individuals (the site designers) can create, design, and distribute the site. The designer controls the look and feel of the web pages, and images, fonts, colors, and layout of the web pages. The designer is typically a webmaster, a web developer, a site administrator, or someone in a similar position. Typically, one designer works with multiple managers and contributors. See *Using Oracle Site Studio Designer* for more information.

The **Oracle Site Studio Manager** application provides a web-based site management console that can be used by one or more site managers to control the navigation

structure of the Web site, including which templates to use and which content to display. The manager is often the head of a division or department. See *Managing Oracle Site Studio* for more information.

The **Oracle Site Studio Contributor** application enables assigned individuals within an organization (the contributors) to add and update content on the Web site whenever they want using an inline editing environment that can be called directly from the Web site. Contributors are usually non-technical users and might be members of a marketing team or sales team.

The separation of Oracle Site Studio users into site designers, managers, and contributors yields numerous benefits. First, site designers do not have to be bothered if content or navigation on the site must be updated. They use Oracle Site Studio Designer to create reusable site assets (templates, fragments, and the like) and combine these assets to build a site, and then they are done.

Second, site managers can add entirely new sections to the Web site without needing the design team. They can simply reuse the assets that the designer created and then add new sections to the Web site or rearrange existing ones.

Finally, contributors do not have to know HTML at all to create highly complex and attractive web pages. They can add content with native applications such as Microsoft Word or with Oracle Site Studio Contributor. The latter is a web-based HTML editor that gives contributors an advanced editing environment for creating and updating content. The site designer can still enforce a consistent look and feel by limiting what editing options are available; for example, allowing site contributors to select only from a list of approved fonts, colors, and styles.

In addition to these three Oracle Site Studio roles, there may also be separate site **administrators**, who could take on responsibility for assigning web addresses to the site, backing up the site, replicating the site, and so on. All these administrative tasks are performed on the content server.

> **Note:** One person may have multiple roles, depending on the organization's size and structure.

1.2 The Contributor's Role

As a site contributor, your role is to add content to the Web site and update it, as necessary. You might be updating a portion of a web page, several web pages, a section, or the entire site. Once the site is created, the designer or manager will notify you of the web pages that must be updated (possibly by using e-mail notifications or workflows).

Before you begin, you should learn as much as possible about the Web site that you are contributing to. For example, you should:

- Become familiar with the site. Is it a departmental site, an internal site, a public site? How is the site structured? Where are things located?

- Learn about the current style and formatting choices for the site. Does your organization use a style guide to enforce consistency with word use, sentence structure, and the like?

- Find out what part of the site you are responsible for and see if you will be sharing that responsibility with other contributors. Your organization may choose to implement workflow functionality to assist with this process.

■ Find out what type of content is used on the site. Does the site consist of Oracle Site Studio data files, native documents, images, and video? You edit data files with Contributor, and you edit native documents with the application used to create those files (for example, Microsoft Word for files with the .doc extension).

You can then start making changes directly to the site using Oracle Site Studio Contributor. You can make changes and preview those changes before updating the site. Your changes are saved in a file (called a contributor data file) that is stored on the content server. Alternatively, you can create and edit native documents (such as Microsoft Word files), which are converted into web pages that appear on the Web site.

1.3 The Contributor Editor

The editing environment available on the web pages depends on the editor set up for use with Oracle Site Studio Contributor and the content type that is being edited (text, image, and so on). By default, the editor used with Oracle Site Studio Contributor is based on FCKeditor, which is a light-weight, JavaScript-based editor that does not require any kind of installation on the client computer. Your content server administrator may have chosen to set up an alternative editor. If that is the case, your editing environment may look slightly different than shown in this guide. Also, there may be minor differences in the editing experience (for example, some editing features may not be available or work slightly differently).

The Contributor application is launched by pressing a special key combination (**Ctrl** + **Shift** + **F5** by default) on web pages that are managed by Oracle Site Studio and Content Server and that the site designer has made available for editing by site contributors. Once launched, Contributor displays a special graphic next to each area on the web page that can be edited.

Figure 1–1   Contribution Graphic

Contribution graphic, with region name, edit icon, and menu icon.

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This graphic shows the name of the editable area, an edit icon, and a menu icon. To edit the selected area, click the edit icon (or click the menu icon and choose the edit option). As soon as you are done editing and save the data file, the Web site is updated to reflect the changes.

1.4 System Requirements

The system requirements for Oracle Site Studio Contributor are as follows:

■ An operating system that can run Internet Explorer 7 or higher, or Firefox 2.0 or higher (for example, Microsoft Windows 2000, Windows XP, Windows Vista, Linux, or Mac OS X).

■ Access to the content server running the Oracle Site Studio component (to access the managed site assets and content).

■ Microsoft Internet Explorer 7 or higher, or Firefox 3.0.6+ or Firefox 5.x or higher (Firefox 4.x versions are not supported), or Safari 4.0 or higher, or Chrome 11 or higher. Performance is enhanced in Contributor if you use an up-to-date browser.

To view the resulting web pages, you need Microsoft Internet Explorer 7 or higher, or Mozilla Firefox 1.0.7 or higher, or Safari 4.0 or higher.

1.5 Accessibility Features

There are many keyboard shortcuts available for use while editing in Contributor. Keyboard shortcuts help contributors with disabilities to work in the editing environment. In addition, keyboard shortcuts can speed up editing, since they enable you to work while keeping your hands on the keyboard and not having to constantly switch between the keyboard and the mouse.

This section contains the following topics:

- "Keyboard Shortcuts for Contribution Mode" on page 1-4
- "Keyboard Shortcuts for the Contributor Form" on page 1-4

1.5.1 Keyboard Shortcuts for Contribution Mode

The following shortcuts are used to work with the various contribution region menus on a web page:

Shortcut	Description
Alt + **F3**	Opens the next contribution region menu.
Alt + **F2**	Opens the previous contributor region menu.
Tab	Highlights the next item on the contribution region menu. This shortcut is available only when a contribution region menu is visible.
Shift + Tab	Highlights the previous item on the contribution region menu. This shortcut is available only when a contribution region menu is visible.
Esc	Closes the contribution region menu. This shortcut is available only when a contribution region menu is visible.
Enter	Selects the contribution region menu's highlighted item. This shortcut is available only when a contribution region menu is visible.

1.5.2 Keyboard Shortcuts for the Contributor Form

Once the Contributor form has been opened for a contribution region, further keyboard shortcuts are available:

Shortcut	Description
Alt + **F3**	Moves to the next element.
Alt + **F2**	Moves to the previous element.
Alt + **1**	Places focus on the form.
Tab	Browser dependent tabbing between the Contributor form commands (for example, Update button, About link, Metadata Tab, etc.). Use the keyboard shortcut **Alt** + **1** to reset focus to the top of the form prior to accessing the Contributor form commands.
Enter	Selects the focused item (for example, button, link, tab).

Keyboard Shortcuts for List Elements

List elements in the editing area have the following keyboard shortcuts:

Shortcut	Description
Up / Down arrow	Moves up and down between the rows in the list element.
Ctrl + **Tab**	Moves from table rows to the toolbar (if present).
Enter	In a static list element, **Enter** edits the current row.
	In a dynamic list element, **Enter** shows the content information page for the current row.
Alt + **F3**	Moves to the next element.
Alt + **F2**	Moves to the previous element.
Alt + **1**	Places focus on the form.

Keyboard Shortcuts for Non-List Elements

Non-list elements in the editing area have the following keyboard shortcuts:

Shortcut	Description
Alt + **F3**	Moves to the next element.
Alt + **F2**	Moves to the previous element.
Alt + **1**	Places focus on the form.

Keyboard Shortcuts for Toolbar Items

The toolbar in the editing area has the following keyboard shortcuts:

Shortcut	Description
Alt + **Right Arrow** / **Alt** + **Left Arrow**	Moves forward and backward through the toolbar items.
Ctrl + **Enter**	Accesses or executes the selected toolbar command.
	If accessing the Style, Format, Font, or Size toolbar items, use **Ctrl** + **Enter** to access the drop-down menu, then use the **Up**/**Down** arrow keys to highlight the different menu options.

Keyboard Shortcuts for Context Menu Items

Context menus in the editing area have the following keyboard shortcuts:

Shortcut	Description
Menu / Shift + **F10**	Opens the initial context menu.
Up/**Down Arrow**	Moves up and down within the context menu.
Enter	Executes the highlighted action, or opens a sub-context menu.

Keyboard Shortcuts for Link Properties

Link properties in the editing area have the following keyboard shortcuts:

Shortcut	Description
Ctrl + **Right** / **Left Arrow**	Moves across the tabs.
Tab	Moves across the form items in the dialog.

Shortcut	Description
Space	Selects or deselects button items in the dialog.
Esc	Dismisses the dialog.

Keyboard Shortcuts for Image Properties

Image properties in the editing area have the following keyboard shortcuts:

Shortcut	Description
Ctrl + Right / Left Arrow	Moves across the tabs.
Tab	Moves across the form items in the dialog.
Space	Selects or deselects button items in the dialog.
Esc	Dismisses the dialog.

Keyboard Shortcuts for the Color Dialog

The color dialog in the editing area has the following keyboard shortcuts:

Shortcut	Description
Right / Left Arrow	Moves across the colors.
Tab	Moves across the form items in the dialog.
Space	Selects or deselects button items in the dialog.
Esc	Dismisses the dialog.

Keyboard Shortcuts for the Insert Special Character Dialog

The insert special character dialog in the editing area has the following keyboard shortcuts:

Shortcut	Description
Right / Left Arrow	Moves across the selected characters.
Enter	Inserts the selected character.
Esc	Dismisses the dialog.

Keyboard Shortcuts for Control Selection

Within the WYSIWYG Element, users must perform a 'control' type of selection in order to apply commands to certain HTML elements. Use the keyboard command **Ctrl + Alt + Right/Left Arrow** to toggle between the selectable HTML elements.

Keyboard Shortcuts for Link Wizard

The Link Wizard behaves as a Web page would. The arrow keys will not move in the hierarchy, rather you press **Tab** to move to the selected item and **Enter** to select. Additionally, you press **Tab** to move into a radio button group, and **Enter** to select the button.

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Getting Started With Contributor

Oracle Site Studio Contributor provides numerous options for editing the web pages of your Web site. It offers an editing environment that looks a lot like a word-processing application and provides most of the commonly used word-processing functions. You can write text, format it, add images, create tables, and much more.

The available options may vary from one web page to another, and from one Web site to another, depending on how the site designer set up the site. Working in Contributor, you might be working in one or several editing areas, each one used to add and edit bits of content. The available editing options in each area may vary as well, depending on what the site designer made available.

> **Note:** By default, the editor used with Oracle Site Studio Contributor is based on FCKeditor. This guide assumes the use of this default editor. Your content server administrator may have chosen to set up an alternative editor. If that is the case, your editing environment may look slightly different than shown in this guide. Also, there may be minor differences in the editing experience (for example, some editing features may not be available or work slightly differently).

This section covers the following topics:

- "Launching Contributor" on page 2-2
- "Contribution Mode" on page 2-2
- "Design Mode" on page 2-3
- "Contribution Graphic" on page 2-3
- "Contributor Editor Window" on page 2-4
- "Contribution Toolbar" on page 2-5
- "Element Editing Areas" on page 2-5
- "Element Toolbars" on page 2-6

Further information regarding specific areas of editing can be found in following sections:

- Chapter 3, "Editing Web Pages in Contributor"
- Chapter 4, "Working With Text"
- Chapter 5, "Working With Images"

2.1 Launching Contributor

The site designer can make particular areas on a Web site available to site contributors (the 'contribution regions'), so they can edit or update the content in these contribution regions. The first step to edit or update content on a web page is to open that page in contribution mode. This is done by pressing a special key combination while viewing the web page in a web browser. The default key combination is Ctrl+Shift+F5, but the site administrator may have set up a different combination. Contact your site designer or administrator if you are not sure what key combination to use to activate contribution mode.

When you press the assigned key combination, you may be prompted for your login credentials (user name and password) to connect to the content server that the Web site resides on. After you log on, the Contributor application is launched and the page is displayed in contribution mode (see "Contribution Mode" on page 2-2). Please note that pressing the special key combination is the only way to launch the Contributor application; you cannot launch it from the Windows desktop or the Start menu.

2.2 Contribution Mode

After you press the correct key combination (Ctrl+Shift+F5 by default), the web page is displayed in contribution mode. You see two changes in your web browser: the page now has a Contribution Mode bar at the top with one or more options for the web page as a whole, and the page includes several contribution graphics, one for each of the contribution regions (that is, the areas on the web page that can be edited). See "Contribution Graphic" on page 2-3 for more information on the contribution graphic.

Figure 2–1   Contribution Graphic

Contribution graphic, with region name, edit icon, and menu icon.

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Editing the Contribution Region

To edit the selected contribution region, click its edit icon, or click the menu icon and choose the **Edit** option. The Contributor editor then opens in a browser popup window, and you can start editing the content in that contribution region. Please note that this browser popup window may be suppressed by popup-blocking software, so you must configure that software to allow pop-ups on your site. Also, when the Contributor editor opens, the web browser displaying the original web page becomes

temporarily unavailable. You can return to the web browser when you close the Contributor editor.

> **Important:** The Contributor editor may show more editable data segments than are actually displayed in the contribution region being edited. This is because the current display definition for the contribution region may have been set up to use only a portion of the data file associated with it. The other information may be used elsewhere on the Web site, so editing that information may affect other pages on the site.

Once you are done editing and save the contributor data file, the Web site is automatically updated to reflect the changes.

2.3 Design Mode

Design mode is used to allow some functions of Oracle Site Studio Designer to be accessible through Contributor. Since design mode is only made available for certain, specific roles, it is not typically used or accessible by contributors.

Design mode does not allow you to edit the data file. Design mode does let the user edit, add, and delete placeholders, region templates and subtemplates, data files, and even placeholder definitions. A designer can set up a contributor to change the region template or data file, but in those cases the contributor is limited to the templates and data files determined by the designer. Those users with design mode access can select site assets without being limited in the search. It is also possible to work with the replaceable regions while in design mode.

Users in design mode cannot edit or modify site assets. Changes to the data file itself cannot be made; that is done in contribution mode. Additionally, the region templates, placeholder definitions, and other site assets themselves cannot have any of their properties changed via design mode; they can only be added, replaced or removed. Placeholders can be modified, however.

For more information on design mode, see *Using Oracle Site Studio Designer*.

2.4 Contribution Graphic

With a web page in contribution mode (see "Contribution Mode" on page 2-2), each editable contribution region on the page has a contribution graphic (Figure 2–2).

Figure 2–2   Contribution Graphic

Contribution graphic, with the workflow icon on the left to indicate that the editable contribution region is currently in a workflow.

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The contribution graphic shows (from left to right) the name of the contribution region, a status/edit icon, and a menu icon. If you hover your mouse cursor over a contribution graphic, its associated contribution region is marked in a yellow box. This is the content that can be edited using the selected contribution graphic.

The contribution graphic may include the following icons, depending on the status of its associated contribution region:

Icon	Meaning
	This icon means that you can change the content file assigned to the contribution region. The site designer controls what kinds of files you can assign (contributor data files, native documents, local files, files on the content server). If you click this icon, the Switch Content wizard is launched (see "Switch Content Wizard" on page A-2), which enables you to switch the content file assigned to the contribution region.
	This icon means that the contribution region currently has no content file assigned to it. If you click this icon, the Switch Content wizard is launched (see "Switch Content Wizard" on page A-2), which enables you to assign a new or existing content file to the contribution region.
	This icon means that none of the situations above apply and the contribution region can be edited. Click to start editing the file (contributor data file or native document) associated with the contribution region. See Chapter 3, "Editing Web Pages in Contributor" for more information.
	This icon means that the content of the contribution region is currently in a workflow. See Chapter 12, "Working With Workflows" for more information.
	Click this icon to see a menu of context-sensitive options.

2.5 Contributor Editor Window

After you choose to edit a contribution region on a web page, the Contributor editor launches in a browser popup window, and you can start editing the content in the current contribution region. Please note that this browser popup window may be suppressed by popup-blocking software, so you must configure that software to allow pop-ups on your site. Also, when the Contributor editor opens, the web browser displaying the original web page becomes temporarily unavailable. You can return to the web browser when you close the Contributor editor.

The Contributor interface is very similar to the interface of a word processing program. You can add, remove, and edit text, images, hyperlinks, and more. There is even a list option that enables you to manage simple or complex lists. The appearance and behavior of Contributor varies depending on how each contribution region and associated elements were set up by the site designer.

The main editor window contains various elements:

- **Data file**, which shows the content ID of the data file associated with the editable contribution region on the content server.

- **Elements tab**, which provides the editing environment for all elements in the contribution region. Please note that all elements in the associated Region Definition file are shown.

- **Metadata tab**, which shows the content information (metadata) for the data file associated with the editable contribution region (only if the site designer opted to make the metadata available for the contribution region).

- **Contribution toolbar**, which provides a set of functions that apply to the contribution region as a whole. You can save or preview the data changes, refresh the current view, open a usage report for the data file, and view the changes made to the web page. See "Contribution Toolbar" on page 2-5 for more information.

- One or more **editing areas**, one for each element in the Region Definition file associated with the contribution region on the page. These editing areas are where

you type in your text and format your document. See "Element Editing Areas" on page 2-5 for more information.

- **Element toolbars** in the editing areas, which provide editing functionality relevant to the type of content you are editing. The site designer controls what editing options are available for each element type. See "Element Toolbars" on page 2-6 for more information.

2.6 Contribution Toolbar

The contribution toolbar is provided at the top of the Contributor editor window (see "Contributor Editor Window" on page 2-4). It provides a set of functions that apply to contribution regions as a whole.

Each toolbar option is described below:

Toolbar Option	Description
	Previews the content as it will appear in a web browser.
	Removes the changes made since you last clicked the Save and Close icon.
	Opens a report that you can use to see where this data file is used on the Web site (and other sites in the content server). See Chapter 11, "Working With Site Reports" for more information.
	Opens a browser window that shows the differences between the unsaved version of the data file you are working on and the saved one on the content server. See "Comparing Different Versions of a Web Page" on page 3-10 for more information.
Save and Close	Saves the changes made in Contributor and closes the Contributor window.
Cancel	Cancels all changes made in Contributor and closes the Contributor window. If there are unsaved changes, a dialog verifying this opens before changes are canceled.

2.7 Element Editing Areas

The Contributor editor window (see "Contributor Editor Window" on page 2-4) has one or more editing areas, one for each element in the data file associated with the current contribution region on the web page (or more specifically, its display definition). Please note that the Contributor editor may show more editable data elements than are actually displayed in the contribution region being edited. This is because the current display definition for the contribution region may have been set up to use only a portion of the data file associated with it. The other information may be used elsewhere on the Web site, so editing that information may affect other pages on the site.

If on-demand editing has been enabled for the Web site, then a preview of the content of each element will be displayed. As you move the mouse cursor over each element, it will highlight in yellow. Each element must be clicked to begin editing.

Each editing area has the element title at the top, one or more toolbars (see "Element Toolbars" on page 2-6), and the content area (where you type in your text and format your document). Each separate element in the contributor data file has its own editing area. If there is a red ball in the top-right corner of an editing area (Figure 2–3), then

the site designer has marked this element as required, which means that the editable contribution region must have associated content (that is, it cannot be empty).

Figure 2–3   Required Element Marker

If you hover your mouse cursor over the element title, a tooltip appears which shows additional information about the element, as specified by the site designer (if available).

You can use the plus or minus symbol next to the element title to expand or collapse its editing area.

You can also use the resize handle symbol below an editing area (Figure 2–4) and drag it to change the height of the area.

Figure 2–4   Resize Handle Symbol

You can navigate and work with the contents of an editing area in much the same way as in most other text editors using the customary key combinations and mouse movements. Each editing area also has one or more toolbars (see "Element Toolbars" on page 2-6). In addition, you can use your right mouse button in the editing area to see a menu of context-specific options.

2.8 Element Toolbars

This section covers the following topics:

- "About Element Toolbars" on page 2-6
- "Common Editing Functions" on page 2-7
- "Form Functions" on page 2-8
- "Oracle Site Studio Specific Functions" on page 2-9

2.8.1 About Element Toolbars

Each editing area in the Contributor editor has one or more toolbars that provide several editing options for the element in that area. The site designer decides what editing options are available for each specific element type. Some element types, such as plain-text elements, may have very limited options, whereas WYSIWYG elements typically have a full set of editing features (including advanced text formatting, images, tables, hyperlinks, and the like). Many of the toolbar options are very similar to those of a word-processing application such as Microsoft Word, and are easily recognizable. You can format text and images; cut, copy, and paste content; create lists and tables; and so on.

You can use the arrows on the left of the toolbar area to expand or collapse the element toolbars.

To use a toolbar function, place your cursor in the editing area where you would like to perform a task, such as formatting text, and then click the desired icon in the toolbar. Or, highlight the text first and then click an icon in the toolbar to format that text.

The element toolbars may offer the following functions, depending on the element type and what the site designer chose to make available:

- "Common Editing Functions" on page 2-7
- "Form Functions" on page 2-8
- "Oracle Site Studio Specific Functions" on page 2-9

2.8.2 Common Editing Functions

The element toolbars in the Contributor editor may offer any of the following common editing functions, depending on the element type and what the site designer chose to make available:

Toolbar Option	Description
Source	Shows the document source HTML code, so you can edit it directly (for advanced users).
	Cuts the highlighted text to the clipboard.
	Copies the highlighted text to the clipboard.
	Pastes the data that was copied to the clipboard (with or without formatting).
	Pastes the data that was copied from Microsoft Word.
	Prints the current document.
	Spell-checks the text in the document.
	Undoes or redoes the most recent action taken.
	Finds a word or phrase within the document.
	Finds and replaces a word or phrase within the document.
	Selects the entire text in the document.
	Removes all formatting from the highlighted text.
	Applies bold, italic, underscore or strikethrough formatting to the highlighted text.
	Applies superscript or subscript formatting to the highlighted text.
	Creates numbered or bulleted lists.
	Increases or decreases the text indentation level.
	Formats a block of text to identify quotations (text coming from other sources).
	Sets the text alignment (left, centered, right or justified).

Toolbar Option	Description
	Creates or removes a hyperlink for the selected text.
	Inserts or modifies a link anchor.
	Inserts an image into the document.
	Inserts an Adobe Flash element into the page.
	Creates a table with the specified number of columns and rows.
	Inserts a divider line (horizontal rule).
	Inserts symbols and special characters (accented characters, trademark, currency symbol, and so on).
Style	Applies a CSS formatting style to the selected text. The list of available styles is defined by the site designer. To remove the applied style, select the style name again.
Format	Applies an HTML formatting tag to the selected text (for example, <H1>). The list of available formats is defined by the site designer.
Font	Applies a font to the selected text.
Size	Applies a font size to the selected text.
	Changes the color of the text.
	Changes the background color of the text.
	Shows where the block elements boundaries are in the text.

2.8.3 Form Functions

The element toolbars in the Contributor editor may offer any of the following form-related functions, depending on the element type and what the site designer chose to make available:

Toolbar Option	Description
	Creates a form block on the page.
	Inserts a check box on the page.
	Inserts a radio button on the page.
	Inserts a text field on the page.
	Inserts a multi-line text area on the page.
	Inserts a selection field on the page.
	Inserts a form button on the page.

Toolbar Option	Description
	Inserts an image into the page, which behaves much like form button used to submit forms. Do not use it to insert plain images into the document.
abl	Inserts a hidden field into the page.

2.8.4 Oracle Site Studio Specific Functions

The element toolbars in the Contributor editor may offer any of the following Oracle Site Studio specific functions, depending on the element type and what the site designer chose to make available.

Hyperlinks

Toolbar Option	Description
	Opens the data file or native document that an existing hyperlink points to in the Contributor editor, so you can modify it as needed.

Static Lists

Toolbar Option	Description
	Adds a row to the static list.
	Removes the currently selected row from the static list.
	Launches the static list row editor (see "Static List Row Editor" on page A-8), where you can edit the current row in the static list.
	Moves the selected row up one position in the static list.
	Moves the selected row down one position in the static list.

Dynamic Lists

Toolbar Option	Description
	Launches the Dynamic List wizard, which enables you to add an item to the dynamic list (see "Dynamic List Wizard (Create New)" on page A-7).
	Opens the content item in the dynamic list in its associated application for editing (Contributor for contributor data files, Microsoft Word for .doc native documents, and so on)
	Excludes the currently selected item from the dynamic list. An excluded item is colored differently and shows 'No' in the "Included" column.
	Includes the currently selected item in the dynamic list.
	Refreshes the list of items in the dynamic list.

Toolbar Option	Description
	Shows all excluded items in the dynamic list in a column called "Included." The excluded items are colored differently and show 'No' in the "Included" column.
	Hides all excluded items in the dynamic list.

3

Editing Web Pages in Contributor

Using Oracle Site Studio Contributor, you can update portions of your organization's Web site.

This section covers the following topics:

3.1 About Editing Web Pages in Contributor

As a contributor, you are responsible for updating portions of your organization's Web site. More specifically, you edit parts on the web pages that the site designer has enabled for editing by site contributors (the 'contribution regions'). When the designer sets up the site, he or she may create just one contribution region or several contribution regions on each page. Within the area, the site designer can enable or disable numerous editing options. As such, your experience editing the web page entirely depends on how the designer set it up.

Editing a contribution region is quite simple. You browse to a web page, enter contribution mode (see "Contribution Mode" on page 3-2), and click the editing option within the contribution graphic next to the area you want to edit. When you edit a contribution region, you are actually editing a file on the content server that is assigned to that area:

- **Contributor data file:** an XML file generated by Oracle Site Studio Contributor that is viewed and edited using the Contributor application.

- **Native document:** any file created by a third-party application (such as Microsoft Word), which is then converted into a web page (for example, using Dynamic Converter).

Any of these file types can be assigned to a contribution region, and depending on how your site was set up (again, by the designer), you may be working with just one of them or any combination. The main difference for you, as the contributor, is that when you edit a contribution region, the Contributor editor opens for contributor data files, and a third-party application (for example, Microsoft Word) opens for native documents.

3.2 Contribution Mode

Contribution mode is a way of viewing a web page so that you can see what parts of the page you, as the contributor, can edit. Before you can view a page in contribution mode, you must know which pages you are responsible for editing. You should learn this from the site designer or site manager within your organization. You may even be notified by an automated e-mail message using Content Server's workflow features (the message contains a link to the page that must be reviewed or edited).

Once you identify the page (or pages) that must be edited, you can then switch to contribution mode, and start editing the page. You enter contribution mode for a web page by pressing a special key combination while viewing the web page in a web browser. The default key combination is Ctrl+Shift+F5, but the site administrator may have set up a different combination.

> **Note:** Contact your site administrator if you are not sure what key combination to use to activate contribution mode.

When you press the assigned key combination, you may be prompted for your login credentials (user name and password) to connect to the content server that the Web site resides on. After you log on, you see two changes in your web browser: the page now has a Contribution Mode bar at the top with one or more options for the web page as a whole, and the page includes one or more contribution graphics close to each of the contribution regions (that is, the areas on the web page that can be edited) (Figure 3–1).

Please note that the web page you see in contribution mode may look quite different from the one currently on the Web site. As a contributor, you see the latest saved version on the content server, whereas site consumers see the latest released version, and these may be different (for example, the released web page may not yet include changes to the currently saved page while it is going through a workflow process).

Figure 3–1   Contribution Graphic

Contribution graphic, with region name, edit icon, and menu icon.

****

The contribution graphic shows (from left to right) the name of the contribution region, an edit icon (for data files only), and a menu icon. If you hover your mouse

cursor over a contribution graphic, its associated contribution region is marked in a yellow box. This is the content that can be edited using the selected contribution graphic.

To edit the selected contribution region, click its edit icon, or click the menu icon and choose the **Edit** option. The Contributor editor then launches in a browser popup window, and you can start editing the content in that region (see "Contributor Editor Window" on page 2-4). Please note that this browser popup window may be suppressed by popup-blocking software, so you must configure that software to allow pop-ups on your site. Also, when the Contributor editor opens, the web browser displaying the original web page becomes temporarily unavailable. You can return to the web browser when you close the Contributor editor.

Considerations

Please note the following regarding contribution mode:

- The options available in the contribution graphic depend on your access privileges. If you do not have permission to edit a contribution region, its associated contribution graphic will not have any edit options. This is a security choice by the site designer or network administrator.

- The Contributor editor may show more editable data elements than are actually displayed in the contribution region being edited. This is because the current display definition for the contribution region may have been set up to use only a portion of the data file associated with it. The other information may be used elsewhere on the Web site, so editing that information may affect other pages on the site.

- The contribution graphic may also include a workflow icon (Figure 3–2). For more information, see "Using Workflows on a Web Site" on page 3-13.

Figure 3–2   Workflow Icon

- There may be sections of the site that appear only in contribution mode. As such, you must enter contribution mode first to view those sections.

3.3 Editing the Content in a Contribution Region

As a contributor, you browse to a web page containing a contribution region (or regions), enter a combination of keystrokes to switch to contribution mode, and then click the contribution graphic beside each contribution region to edit that content. When you edit the content in a contribution region, you are editing the file (contributor data file or native document) associated with that contribution region.

To edit the content in a contribution region, perform these tasks:

1. Open the web page to edit (a page containing one or more contribution regions).

2. Enter the required keyboard command to view the page in contribution mode (see "Contribution Mode" on page 3-2). The default is Ctrl+Shift+F5, but your site designer or manager may have changed this.

> **Note:**   Contact your site administrator if you are not sure what key combination to use to activate contribution mode.

3. Enter your login credentials (if prompted) to log onto the site as a contributor.

   The page displays in contribution mode.

4. Click the edit icon (shown with a pencil) in the contribution graphic beside the contribution region to edit. Either of two things will happen:

   ■ If a **contributor data file** is assigned to the contribution region, the Contributor editor opens (see "Contributor Editor Window" on page 2-4).

   ■ If a **native document** is assigned to the contribution region, a third-party application opens (for example, Microsoft Word for .doc files).

   You can also click the menu icon and choose **Edit**.

   > **Note:** The edit features in the contribution graphic are not available if there is no contributor data file or native document currently assigned to the contribution region (see "Assigning Content to a Contribution Region" on page 3-4).

5. Edit the content in its respective application. If you are editing in Contributor, you can use the toolbars to modify the content (see "Element Toolbars" on page 2-6). You can also use right-click menus in the editing area to see context-specific options.

3.4 Assigning Content to a Contribution Region

When you browse to a web page containing a contribution region, you can begin editing the content right away using Contributor (for contributor data files) or a third-party application (for native documents).

There may be times, however, when the contribution region has no content assigned to it yet; it is essentially "empty." This typically happens if the site designer decides to leave it up to contributors to create the initial content for a web page. You, as the contributor, must then assign a content file to the contribution region so that you can edit it in Contributor or a third-party application.

To assign content to a contribution region, perform the following tasks:

1. Open the web page containing the contribution region you want to assign content to.

2. Enter the required keyboard command to view the page in contribution mode (see "Contribution Mode" on page 3-2). The default is Ctrl+Shift+F5, but your site designer or manager may have changed this.

   > **Note:** Contact your site administrator if you are not sure what key combination to use to activate contribution mode.

3. Enter your login credentials (if prompted) to log onto the site as a contributor.

   The page displays in contribution mode.

4. Click the menu icon in the contribution graphic close to the contribution region, and choose **Switch Content** from the menu.

> **Note:** If the menu does not have a Switch Content option, the site designer has chosen not to allow contributors to change the content file assigned to a contribution region.

The Switch Content wizard is launched (see "Switch Content Wizard" on page A-2).

> **Note:** You can step through the wizard faster by clicking the blue arrow to the left of the option you want to use. This automatically selects the option and moves the wizard to the next step.

5. Depending on how the site designer set up the contribution region, you may first be prompted to select the **region definition** or **subtemplate** that the region content should be based on. If you are not prompted, you can skip this step and proceed with the next one.

   If you select a **region definition** from the list, you associate the contribution region directly with a contributor data file or native document (to be selected in the next wizard step). Its contents display in the contribution region in accordance with the selected region definition and its associated region template. The site designer controls what region definitions are available for the contribution region.

   If you select a **subtemplate** from the list, you associate the contribution region with a subtemplate that defines what the region will look like and typically divides it into several smaller contribution regions (each of which needs separate content assigned to it). The site designer controls what subtemplates are available for the contribution region.

   The site designer can give you more information about what impact each region definition and/or subtemplate has on the web page in terms of information usage, layout, formatting, and the like. The names of the available region definitions and subtemplates may also provide some indication regarding what they do. Contact your site designer if you need any assistance in this area.

   Click **Next** to continue.

6. If you selected a subtemplate in the previous step, you can skip this step and proceed with the next one.

   If you selected a region definition in the previous step or if the previous step did not apply, you are prompted to choose the type of content file that will be used for the contribution region. The available content file types depend on what the site designer has chosen to make available. Select an option:

   - To use a new contributor data file, select **New Contributor data file**. You are taken to a content check-in form, where you can provide the metadata for the contributor data file and check the file into the content server. The file is empty until you (or another contributor) edits it in the Contributor editor.

   - To use a new native document, select **New native file** and choose the file format. (The site designer decides what file formats are available.) You are taken to a content check-in form, where you can provide the metadata for the native document and check the file into the content server. All required metadata fields are marked red. The file is empty until you (or another contributor) edits it in its native application.

- To use an existing file on the content server, select **Existing file from server**. You are taken to a search results page, which lists all items on the content server that you can choose from. (The criteria for the search query are defined by the site designer.) Select the file you want to use by clicking its associated **Select** button.

- To use an existing file on your computer, select **Existing local file**. You are taken to a content check-in form, where you can provide the metadata for the file and check the file into the content server. All required metadata fields are marked red. Use the **Browse** button next to the **Primary File** field to navigate to the file on your computer you want to use and select it.

- To remove the existing association of a content file with the contribution region, select **None**. This means that the contribution region no longer has a content file assigned to it.

7. Click **Finish** to return to the web page.

You can now edit the file you assigned to the contribution region (see "Editing the Content in a Contribution Region" on page 3-3).

3.5 Switching the Content Assigned to a Contribution Region

The site designer may allow contributors to switch the content file assigned to a particular contribution region on a web page. The designer decides what kinds of content files you can assign: a new contributor data file or native document, an existing file on the content server, and/or an existing file on your local computer. The site designer may also limit the file formats of native documents that can be assigned (for example, only Microsoft Word documents). In addition, the designer may allow the association of a content file with a contribution region to be removed altogether.

To switch the content assigned to a contribution region, perform the following tasks:

1. Open the web page containing the contribution region for which you want to switch the assigned content file.

2. Enter the required keyboard command to view the page in contribution mode (see "Contribution Mode" on page 3-2). The default is Ctrl+Shift+F5, but your site designer or manager may have changed this.

    > **Note:** Contact your site administrator if you are not sure what key combination to use to activate contribution mode.

3. Enter your login credentials (if prompted) to log onto the site as a contributor.

    The page displays in contribution mode.

4. Click the menu icon in the contribution graphic close to the contribution region, and choose **Switch Content** from the menu.

    > **Note:** If the menu does not have a Switch Content option, the site designer has chosen not to allow contributors to change the content file assigned to a contribution region.

    The Switch Content wizard is launched (see "Switch Content Wizard" on page A-2).

> **Note:** You can step through the wizard faster by clicking the blue
> arrow to the left of the option you want to use. This automatically
> selects the option and moves the wizard to the next step.

5. Depending on how the site designer set up the contribution region, you may first
   be prompted to select the **region definition** or **subtemplate** that the region content
   should be based on. If you are not prompted, you can skip this step and proceed
   with the next one.

   If you select a **region definition** from the list, you associate the contribution region
   directly with a contributor data file or native document (to be selected in the next
   wizard step). Its contents display in the contribution region in accordance with the
   selected region definition and its associated region template. The site designer
   controls what region definitions are available for the contribution region.

   If you select a **subtemplate** from the list, you associate the contribution region
   with a subtemplate that defines what the region looks like and typically divides it
   into several smaller contribution regions (each of which needs separate content
   assigned to it). The site designer controls what subtemplates are available for the
   contribution region.

   The site designer can give you more information about what impact each region
   definition and/or subtemplate has on the web page in terms of information usage,
   layout, formatting, and the like. The names of the available region definitions and
   subtemplates may also provide some indication regarding what they do. Contact
   your site designer if you need any assistance in this area.

   Click **Next** to continue.

6. If you selected a subtemplate in the previous step, you can skip this step and
   proceed with the next one.

   If you selected a region definition in the previous step or if the previous step did
   not apply, you are prompted to choose the type of content file that will be used for
   the contribution region. The available content file types depend on what the site
   designer has chosen to make available. Select an option:

   - To use a new contributor data file, select **New Contributor data file**. You are
     taken to a content check-in form, where you can provide the metadata for the
     contributor data file and check the file into the content server. The file is empty
     until you (or another contributor) edits it in the Contributor editor.

   - To use a new native document, select **New native file** and choose the file
     format. (The site designer decides what file formats are available.) You are
     taken to a content check-in form, where you can provide the metadata for the
     native document and check the file into the content server. All required
     metadata fields are marked red. The file is empty until you (or another
     contributor) edits it in its native application.

   - To use an existing file on the content server, select **Existing file from server**.
     You are taken to a search results page, which lists all items on the content
     server that you can choose from. (The criteria for the search query are defined
     by the site designer.) Select the file you want to use by clicking its associated
     Select button.

   - To use an existing file on your computer, select **Existing local file**. You are
     taken to a content check-in form, where you can provide the metadata for the
     file and check the file into the content server. All required metadata fields are

marked red. Use the **Browse** button next to the **Primary File** field to navigate to the file on your computer you want to use and select it.

- To remove the existing association of a content file with the contribution region, select **None**. This means that the contribution region no longer has a content file assigned to it.

7. Click **Finish** to return to the web page.

You can now edit the file you assigned to the contribution region (see "Editing the Content in a Contribution Region" on page 3-3).

3.6 Removing Content from a Contribution Region

The site designer may allow contributors to switch the content file assigned to a particular contribution region on a web page. The designer decides what kinds of content files you can assign: a new contributor data file or native document, an existing file on the content server, and/or an existing file on your local computer.

To remove the content assigned to a contribution region, perform the following tasks:

1. Open the web page containing the contribution region for which you want to switch the assigned content file.

2. Enter the required keyboard command to view the page in contribution mode (see "Contribution Mode" on page 3-2). The default is Ctrl+Shift+F5, but your site designer or manager may have changed this.

   > **Note:** Contact your site administrator if you are not sure what key combination to use to activate contribution mode.

3. Enter your login credentials (if prompted) to log onto the site as a contributor.

   The page displays in contribution mode.

4. Click the menu icon in the contribution graphic close to the contribution region, and choose **Remove Content** from the menu.

   > **Note:** If the menu does not have a Remove Content option, the site designer has chosen not to allow contributors to remove the content file assigned to a contribution region.

5. A pop-up dialog asks you to confirm if you want to remove the content associated with the region. Click **OK** to remove the association to the content file.

6. The page will refresh, displaying the remaining content while remaining in contribution mode.

3.7 Assigning a Template to a Contribution Region

A contribution region typically has a region template assigned to it, which defines how the information is presented on the web page. The site designer may allow contributors to switch the template of a contribution region. If that is the case, the contributor graphic menu includes an option to that effect.

To switch the template assigned to a contribution region, perform the following tasks:

1. Open the web page containing the contribution region you want to assign a template to.

2. Enter the required keyboard command to view the page in contribution mode (see "Contribution Mode" on page 3-2). The default is Ctrl+Shift+F5, but your site designer or manager may have changed this.

> **Note:** Contact your site administrator if you are not sure what key combination to use to activate contribution mode.

3. Enter your login credentials (if prompted) to log onto the site as a contributor.

   The page displays in contribution mode.

4. Click the menu icon in the contribution graphic beside the contribution region, and choose **Switch Region Template** from the menu.

   The Switch Region Template dialog is launched (see "Switch Region Template Dialog" on page A-3).

5. Select a region template for the contribution region. The site designer controls what templates you can choose from.

   The site designer can give you more information about what impact each region template has on the web page in terms of information usage, layout, formatting, and the like. The names of the available region templates may also provide some indication regarding what they do. Contact your site designer if you need any assistance in this area.

6. Click **OK** to return to the web page.

3.8 Resetting a Web Page in Contributor

As you edit a contribution region, you can choose to reset all of the changes you have made since opening the contribution region for editing. This also resets any changed metadata, if the metadata was available for editing.

To reset the changes you made to a web page in Contributor, click the reset icon (Figure 3–3) in the editor window (see "Contributor Editor Window" on page 2-4). The contribution region is reloaded and returns to the state it was in before being edited (more precisely, the moment the page was updated last).

Figure 3–3   Reset Icon

> **Note:** You cannot reset a page after updating it. It is important to preview a page (see "Previewing a Web Page" on page 3-10) before committing your changes.

3.9 Updating a Web Page in Contributor

When you are done editing and you have previewed what the page will look like (see "Previewing a Web Page" on page 3-10), then you are ready to close the editor and update the web page, so its contents are displayed on the Web site.

To update a web page in Contributor, click the save icon (Figure 3–4) in the editor window (see "Contributor Editor Window" on page 2-4). You return to the web page in Contribution mode, where you can edit another contribution region or exit Contribution mode.

Figure 3–4   Update Icon

3.10 Previewing a Web Page

You can preview the page you are working on while you are still in the Contributor editor so that you can see what the web page will look like in a web browser before updating it (which commits your changes to the Web site).

To preview a web page in Contributor, click the preview icon (Figure 3–5) in the editor window (see "Contributor Editor Window" on page 2-4). This opens a browser window showing what the current web page will look like to site visitors. To return to your work, close the preview window.

Figure 3–5   Preview Icon

3.11 Comparing Different Versions of a Web Page

This section coves the following topics:

- "About Comparing Web Pages" on page 3-10
- "Comparing Contributor Data Files" on page 3-11
- "Comparing Web Pages" on page 3-11
- "Color-Coded Differences" on page 3-12

3.11.1 About Comparing Web Pages

As you edit web pages on your Web site, there may be times when you want to see what changed on a particular page, before and after you (or someone else) edited the page. You may want to know, for example, how much text was removed, how much text was added, and where most of the edits took place.

You can do this using Contributor's compare feature, which you can access from the main Contributor editor window (see "Contribution Toolbar" on page 2-5) or through the contribution graphic in contribution mode (see "Contribution Mode" on page 3-2).

Depending on where you access the feature, you will see different results:

- When opening from the **main Contributor editor window**, you compare two versions of a contributor data file associated with a contribution region on the web page. You are comparing the version of the file stored in memory with the latest version checked into the content server. (In other words, you see the differences between the saved and unsaved version of the data file.)

- When opening from the **contribution graphic**, you compare two versions of a complete web page, which may comprise multiple contributor data files, native documents, page templates, and more. Furthermore, you see the differences

between the most current version of the page and the latest released version of the page. (In other words, you see the difference between the web page viewed normally and the web page viewed in contribution mode.)

Generally, you only see the differences between the current version of a file and the latest released version of the file if the release date has been deliberately set to a future time by the site administrator. Or, if you are using Content Server's workflow features and the item has not been approved yet, you see the differences (see Chapter 12, "Working With Workflows").

It is important to note that Contributor's comparison feature detects changes in content only, not changes in formatting. For example, if you change the font size of text or make it bold, but otherwise do not modify the text, you will not see any differences between the two versions. However, you replace one word with another word, you will see the difference. Images are slightly different. If you resize or replace an image, you see the difference.

3.11.2 Comparing Contributor Data Files

To compare the differences within a contributor data file, perform these tasks:

1. Open the Contributor editor and begin editing a contribution region on a web page as usual (see "Editing the Content in a Contribution Region" on page 3-3).

2. When you are ready to view the differences between what you have edited and the latest data file checked into the content server, click the comparison icon (Figure 3–6) in the contribution toolbar.

Figure 3–6   Comparison Icon

A window opens showing the differences between the current state of the contributor data file and the latest saved one (on the content server). See "Color-Coded Differences" on page 3-12 for an explanation of the formatting used to indicate changes. You only see the changes in the window if there are actually differences to be shown.

To print the page showing the differences, press Ctrl+P.

3. Take note of the changes and then close the window to return to Contributor.

3.11.3 Comparing Web Pages

To compare the differences within a web page as a whole, perform these tasks:

1. Browse to the desired web page and enable contribution mode (see Section 3.2, "Contribution Mode").

2. Click **View Differences** in the contribution bar at the top of the page.

A window opens showing the differences between the current state of the web page and the latest saved one (on the content server). See "Color-Coded Differences" on page 3-12 for an explanation of the formatting used to indicate changes. You only see the changes in the window if there are actually differences to be shown.

To print the page showing the differences, press Ctrl+P.

3. Take note of the changes and then close the window to return to the web page in contribution mode.

3.11.4 Color-Coded Differences

Oracle Site Studio Contributor uses green and red color-coding to indicate differences between two versions of contributor data files or web pages. The differences are always marked relative to the current state.

Text that has been removed appears in red, strike-through formatting. Text that has been added appears in green, blocked formatting. Text that has not changed remains black.

3.12 Working With Other Media Formats

In addition to adding and editing text, graphics, hyperlinks, and lists, you might also work with other media formats, such as video, audio, and multimedia. To accommodate this, the site designer may set up a custom interface that is accessible from within Contributor.

The custom interface can easily vary from one web page to another and one Web site to another. As such, you may need to consult with the site designer and/or manager to find out how you should use the custom interface to add content. The designer may have provided instructions in the interface itself so that you can follow the instructions from there.

> **Note:** In addition to various media formats (Flash, Shockwave, Windows Media, and so on), the custom dialog could also be used to insert your own source code, which is embedded in the web page to provide a certain function. This would be a more advanced use of this feature in Oracle Site Studio Contributor.

3.13 Marking a Web Page for Immediate Publication

When you update a web page in Contributor, its associated content file (contributor data file or native document) is updated on the content server. Depending on how the Web site is set up, visitors to the site may see the changes immediately or it may not be until the next publication cycle that the changes appear on the site.

One way that an Oracle Site Studio Web site can be deployed is using the Oracle Site Studio Publisher utility. This utility essentially gathers all files associated with a complete Web site on the content server, builds a static copy of the site (including all navigation and the like), and then copies this static site to a "live" location where the site is accessible to visitors (for example, on a web server).

Depending on the size of the Web site, this process may take quite a while, and this is why the full site is often published only periodically (say, once daily). This does mean that some time may pass before a changed web page is reflected on the "live" site. As a contributor, you may not want to wait until the next publication cycle for a changed web page to appear on the site, especially if you corrected errors on a page. To accommodate for this, Oracle Site Studio Publisher has a "publish now" feature, which enables it to search for files on the content server that are marked for immediate publication and then publish only those files. This is a much quicker process, since it does not involve deploying the entire site, but only a limited number of files. This can therefore be done at very short intervals (say, every few minutes).

As a contributor working with Oracle Site Studio Contributor, you can take advantage of this "publish now" feature. You can mark a web page for immediate publication, so Oracle Site Studio Publisher can pick up that page and put it on the "live" site very quickly, without having to wait for a full site deployment.

To mark a web page for publication in Contributor, open the page in contribution mode (see "Contribution Mode" on page 2-2) and click **Publish Now** in the contribution mode bar. This marks the associated contributor data file or native document on the content server for immediate publication, and its updated contents appear on the "live" site very quickly.

Contact your site designer of site manager if you need assistance in this area.

3.14 Using Workflows on a Web Site

In addition to contributing content to a Web site, you may also be responsible for reviewing and approving content before it is published on the site. This may be done using a workflow process. With Oracle Site Studio Contributor, you can create a workflow using the existing workflow capabilities provided by Content Server.

If you are familiar with Content Server workflows, then you will be able to quickly adjust to the process for your Web site. A workflow can be set up for every file that you add to, or edit on, a Web site. Most commonly, you will be reviewing and approving contributor data files and native documents because those files constitute the bulk of the content on the Web site.

For more information, see Chapter 12, "Working With Workflows".

4

Working With Text

The Oracle Site Studio Contributor editor provides several commonly used editing and formatting options that you find in most word-processing programs.

While working in Contributor, you spend most of your time adding and editing text. The Contributor editor provides several commonly used editing and formatting options that you find in most word-processing programs (cut, copy, paste, change font and text size, change text color, align text, and much more). The site designer controls what formatting options are available in the Contributor editor.

This section covers the following topics:

- "Formatting Text" on page 4-1
- "Applying CSS Styles to Text" on page 4-2
- "Indenting and Outdenting Text" on page 4-2
- "Aligning Text" on page 4-3
- "Adding Numbered and Bulleted Lists" on page 4-3
- "Changing the Font Typeface and Size" on page 4-3
- "Changing the Text Color and Text Highlight Color" on page 4-4
- "Adding a Horizontal Line" on page 4-4
- "Checking Spelling" on page 4-4

4.1 Formatting Text

You can change the appearance of text by using standard formatting options such as bold and underline.

To format text, complete the following tasks:

1. Highlight the text that you would like to format.

2. In the editing toolbar, choose the formatting option you want to apply to the selected text. Please note that not all formatting options in the table below may be available, depending on what the site designer chose to enable in the editor.

Toolbar Option	Description
⬚	Removes all formatting from the highlighted text.
B *I* <u>U</u> ᴀʙᴇ	Applies bold, italic, underline or strikethrough formatting to the highlighted text.

Toolbar Option	Description
x_2 x^2	Applies superscript or subscript formatting to the highlighted text.
❝	Formats a block of text to identify quotations (text coming from other sources).
Style	Applies a CSS formatting style to the selected text. The list of available styles is defined by the site designer. To remove the applied style, select the style name again.
Format	Applies an HTML formatting tag to the selected text (for example, <H1>). The list of available formats is defined by the site designer.
Font	Applies a font to the selected text.
Size	Applies a font size to the selected text.
T	Changes the color of the text.
	Changes the background (highlight) color of the text.

4.2 Applying CSS Styles to Text

There are two ways to format the text (or graphics) on your web pages. You can manually apply formatting attributes (such as bold, italic, and font color), or you can apply a style (from a cascading style sheet, or CSS) using the style menu in the editing toolbar.

A style can store attributes such as typeface, font, and positioning. Styles are created ahead of time by your site designer or site manager to simplify the process of formatting web pages and to make them more consistent. Rather than having to manually format the text on a given web page and then trying to remember those settings for the next page, you can simply apply a style to your text.

To apply a CSS class to your text, complete the following tasks:

1. Highlight the desired text (or image).

2. In the editing toolbar, click the style you want to apply to your text.

The text then takes on the formatting attributes stored in that particular style. You can assign a class to individual words and graphics in the same field in Contributor. The available styles in the list may vary from one field to another and from one web page to another (depending on how the site was set up).

4.3 Indenting and Outdenting Text

You can increase and decrease the left margin using the indent or outdent button in the editing toolbar.

To indent or outdent text, perform these tasks:

1. Place your cursor where you would like to change the margin.

2. In the editing toolbar, click the Indent icon (Figure 4–1) to increase the left margin.

   Or, click the Outdent icon (Figure 4–1) to decrease the left margin.

Figure 4–1   Text Indentation Icons

4.4 Aligning Text

You can align your text (left, center, right, full) using the alignment icons on the editing toolbar.

To align your text, perform these tasks:

1. Place your cursor where you would like to change the alignment of the text.

2. In the editing toolbar, choose one of the following:

    ■ Click the Left Align icon (Figure 4–2) to align the text to the left margin.

    ■ Click the Center icon (Figure 4–2) to center the text.

    ■ Click the Right Align icon (Figure 4–2) to align the text to the right margin.

    ■ Click the Justification icon (Figure 4–2) to align the text to both the left and right margin.

Figure 4–2   Text Alignment Icons
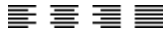
4.5 Adding Numbered and Bulleted Lists

You can add numbered (ordered) lists and bulleted (unordered) list from the toolbar.

To create a numbered or bulleted list, perform these tasks:

1. Place your cursor on a new line, or within a block of text you want included as part of the list.

2. In the editing toolbar, choose one of the following:

    ■ Click the Numbered List icon (Figure 4–3) to create a list where each item in the list has a number.

    ■ Click the Bulleted List icon (Figure 4–3) to create a list where each item in the list has a bullet.

Figure 4–3   Lists Icons

If you want to remove a list, select the text in the list and click the appropriate list icon.

4.6 Changing the Font Typeface and Size

You can change the font typeface and size using two menus in the editing toolbar.

Changing the Font Typeface

To change the typeface, highlight your text and select the desired typeface (Arial, Verdana, Times New Roman, and so on) from the list of available typefaces. This list contains several web-safe fonts that should work in most web browsers.

Changing the Font Size

To change the font size, highlight your text and select a size from the list of available sizes.

4.7 Changing the Text Color and Text Highlight Color

You can change the font color and font background (highlight) color using the color buttons in the editing toolbar.

Changing the Font Color

To change the font color, perform these tasks:

1. Highlight your text.

2. Click the Font Color icon (Figure 4–4).

3. Choose a color for your text using the color selector.

Figure 4–4   Text Color Icon

Changing the Highlight Color

To change the font background (highlight) color, perform these tasks:

1. Highlight your text.

2. Click the Highlight Color icon (Figure 4–5).

3. Choose a highlight color for your text using the color selector.

Figure 4–5   Text Highlight Color

4.8 Adding a Horizontal Line

A horizontal line is useful to separate content on a web page. You may want to use a line to separate large portions of text or graphics. You can add a horizontal line using the editing toolbar.

To add a horizontal line, perform these tasks:

1. Place your cursor where you would like the rule to appear.

2. Click the Horizontal Line icon (Figure 4–6) in the editing toolbar.

   The rule extends across the page (its width taken from the parent field).

Figure 4–6   Horizontal Line Icon

4.9 Checking Spelling

When you finish formatting and editing text, you may want to perform a spell check of your work. You can do this using the spell checker in Contributor.

To do a spell check, perform these tasks:

1. Place your cursor in the element to spell check.

2. Click the Spell Checker icon (Figure 4–7) on the editing toolbar.

Figure 4–7   Spell Checker Icon

5

Working With Images

In addition to adding and editing text on your web pages, you can also add images. Images are a great way to illustrate a point or add color and variety to your pages. You can add, modify, and remove images in Contributor. The image can be in the JPEG, GIF, or PNG format, and it must be checked into the content server.

You generally perform the following tasks with images:

- "Checking Images Into Content Server" on page 5-1
- "Adding Images" on page 5-2
- "Replacing Existing Images" on page 5-2
- "Resizing an Image" on page 5-3
- "Changing the Properties of an Image" on page 5-4
- "Deleting an Image" on page 5-5

5.1 Checking Images Into Content Server

Before you can add an image to the Web site, the image must be checked into the content server. As is the case with native documents (see Chapter 10, "Working With Native Documents"), you can use one of the various methods available on the content server to check the image in.

Please note the following when checking in an image:

- The image must be in the JPEG, GIF, or PNG format. Contact your site designer or site manager if you have questions regarding these files.
- The image should be checked in using the appropriate Oracle Site Studio metadata so that it is recognized as belonging to the Web site. In particular, you should specify the correct value for **Web Sites** and **Website Object Type**. Otherwise, your images may get lost if the site is ever moved to another server.
- The image may need to follow certain company style guidelines, like file type, size, and aspect ratio. Contact your site designer or site manager if you have questions regarding these policies.

> **Note:** For more information on checking content into the content server, see the *Using Oracle WebCenter Content*.

5.2 Adding Images

You can add images in Contributor using the editing toolbar. Once you add the image, you can resize it, change its properties, and more.

1. Place your cursor where you would like to add the image.

2. Click the Insert Image icon (Figure 5–1) in the editing toolbar.

Figure 5–1   Image Icon

3. A window opens displaying the search results page in the content server. Click **Select** beside the image that you would like to use. If you do not see the image you want to add, you may not have checked it into the content server correctly. See "Checking Images Into Content Server" on page 5-1 for more information.

   If the content server has Digital Asset Management, then the Actions column in the results page shows the blue information icon, and a Digital Asset Management icon (Figure 5–2). Click the icon and multiple renderings of the image to use on the Web site are listed. Each rendering is a version of an image created by the content server when the image is checked in. The renderings available depend on how the content server is set up, but will typically include a thumbnail version, a preview version, and similar smaller-sized versions of the image ready to use on a Web site.

   Click **Select** beside the specific rendering of the image that you would like to use.

Figure 5–2   Digital Asset Management icon

4. The search results page closes, and you return to Contributor, where you see your image on the page.

5.3 Replacing Existing Images

You can easily replace an image that you (or another contributor) previously added in Contributor.

To replace an existing image, perform one of these tasks:

- Click anywhere on the image to select it. The image shows it has been selected when it displays a frame (Figure 5–3). Now you simply add the image, which replaces the old image. For more information, see "Adding Images" on page 5-2.

- Click anywhere on the image to select it. The image shows it has been selected when it displays a frame. Right-click and choose **Image Properties**. You can now click **Browse Server** to select a different image on the server.

- Click anywhere on the image to select it. Delete the existing image (by pressing the **Delete** key on your keyboard) and then insert an image. For more information, see "Adding Images" on page 5-2.

Figure 5–3   Unselected and Selected Image
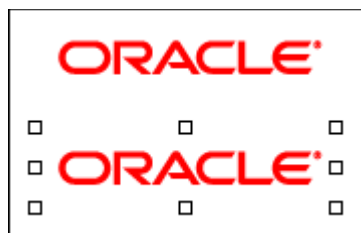
5.4 Resizing an Image

You can resize an image in Contributor using your mouse or using the image properties dialog.

Resizing Using the Mouse

To resize an image, perform these tasks:

1. Select the image so that it is displayed in a frame (Figure 5–4).

Figure 5–4   Unselected and Selected Image
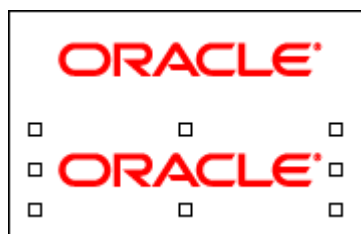
2. Click and drag any of the boxes of the frame to resize the image.

Resizing Using the Image Properties Dialog

You can also change the size of an image in the Image Properties dialog. See "Changing the Properties of an Image" on page 5-4.

Considerations

- Before you can add an image, the image must be checked into the content server (see "Checking Images Into Content Server" on page 5-1).

- Although you can view BMP files in the content server, you cannot add these to your web pages. You can use only GIF, JPEG, or PNG files.

- Only the images with the file extension *.gif*, *.jpg*, or *.png*, and those checked in with **Image** as their "Website Object Type" appear on the search results page.

- The Insert Image option may be the only available option in Contributor, depending on how the site was set up.

- Alternatively, you could resize the image by changing its height and width in the Image Properties dialog (see "Changing the Properties of an Image" on page 5-4).

- If you use any drag handles other than the ones on corners, the aspect ratio of your image changes. You can use the icons to the right of the width and height fields on the image properties dialog to lock the aspect ratio of the image or reset the image to its original size (width and height).

5.5 Changing the Properties of an Image

You can change the properties of an image, including its height, width, and border using the image properties dialog in Contributor.

To change the properties of an image, perform these tasks:

1. Place your mouse cursor anywhere on the image.

2. Right-click, and select **Image Properties** from the menu.

   The Image Properties dialog is displayed.

3. Specify or edit each image property as required:

   ■ **Image Info tab:**

   – **URL:** This is the URL of the image on the content server. You can use the **Browse Server** button to select a different image to replace the current one.

   – **Alternative Text:** This is the alternative text of the image (that is, the value of the `Alt` attribute value of the `IMG` tag). The default is the title of the image on the content server. (See the notes below for typical uses of alternate text.)

   – **Width**: Specifies the width of the image (in pixels). The default is the actual image width.

   – **Height**: Specifies the height of the image (in pixels). The default is the actual image height.

   > **Note:** You can use the icons to the right of the field to lock the aspect ratio of the image or reset the image to its original size (width and height).

   – **Border**: Specifies the size of the border around the image (in pixels).

   – **HSpace**: Controls the horizontal spacing on the left and right sides of the image (in pixels).

   – **VSpace**: Controls the vertical spacing on the top and bottom sides of the image (in pixels)

   – **Align**: Aligns the image with other items on the page (left, middle, right, top, and so on). The preview area shows how the image aligns using the current settings.

   ■ **Advanced tab** (for advanced users):

   – **Id:** Specifies the ID of the image.

   – **Language Direction:** Sets the language direction of the image: left to right (LTR) or right to left (RTL).

   – **Language Code:** Specifies the language code of the image (for example, 'en', 'de', 'fr').

   – **Long Description URL:** Specifies the description of the page.

   – **Stylesheet Classes:** Specifies the name of the CSS class for the image (that is, the `class` attribute value of the `IMG` tag).

   – **Advisory Title:** Specifies the description of the target object.

–   **Style:** Specifies the style.

4. Click **OK** to close the dialog.

Considerations

■   Many of the settings in the image properties form (height, width, border, horizontal spacing, and vertical spacing) specify their values in pixels. (For more information about pixels, contact your site designer or site manager.)

■   The alternative text for an image can be quite useful. By using the "alt" attribute value, you can ensure that alternate text displays when you hover the mouse over the image or the image does not display properly on the web page. In addition, this works for most screen reader programs, which are used by the visually impaired.

5.6 Deleting an Image

You can easily delete an image that you (or another contributor) previously added in Contributor.

To delete an image, perform these tasks:

1. Click to select the image so that it is displayed in a frame (Figure 5–5).

Figure 5–5   Unselected and Selected Image
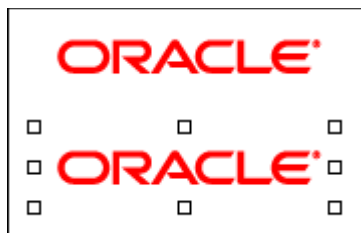
2. Press the **Delete** key on your keyboard.

> **Note:**   The image is removed from the web page, but it is not removed from the content server.

6

Working With Tables

A table can be used for several different purposes on a web page. If you have spent much time in a word processing program, then you are probably familiar with tables for organizing text and graphics or presenting data in a tabular way (similar to a spreadsheet).

On a web page, you can use a table for the same purpose. In addition, you can use it for its more common use on the web pages, and that is to structure content. On a typical web page, text, graphics, and other content appears in a free-flowing way. The text and images wrap, and one item appears after the next. There is no way to control where items appear on the web page, and this is where tables become useful.

Using a table, you can place text or images in one cell and align it accordingly, and then place more text or images in another cell and align it accordingly. If, for example, you want to place text beside an image, or place text, graphics, and other types of content side-by-side or one on top of the other, then you would use a table.

You can perform the following tasks with a table:

- "Adding a Table" on page 6-1
- "Resizing a Table" on page 6-2
- "Changing the Width of Columns in a Table" on page 6-3
- "Changing the Height of Rows in a Table" on page 6-3
- "Adding Rows or Columns to a Table" on page 6-3
- "Deleting Rows and Columns in a Table" on page 6-4
- "Splitting and Merging Cells in a Table" on page 6-4
- "Changing the Properties of a Table" on page 6-5
- "Changing the Properties of Table Cells" on page 6-5
- "Deleting a Table" on page 6-6

6.1 Adding a Table

You can add tables in Contributor using the editing toolbar. Once you add the table, you can resize it, change its properties, and more.

To add a table, perform these tasks:

1. Place your cursor where you would like to add the table.

2. Click the Insert Table icon (Figure 6–1) in the editing toolbar.

Figure 6–1 Table Icon

The table properties dialog is displayed.

3. Specify or edit each table property as required:

- **Rows:** Specifies the number of rows in the table.

- **Columns:** Specifies the number of columns in the table.

- **Border size:** Specifies the border size for the table (in pixels). (Set this to 0 if you do not want borders around the table.)

- **Alignment:** Specifies if the table uses the default setting, or is right aligned, left aligned, or centered.

- **Width:** Specifies the width of the table (in pixels or percentage of the page width). If you do not specify a width, the table is sized automatically to fit the cell contents.

- **Height:** Specifies the height of the table (in pixels). If you do not specify a height, the table is sized automatically to fit the cell contents.

- **Cell spacing:** Specifies the thickness of the cells borders.

- **Cell padding:** Specifies the space between the contents of a cell and the inside border of a cell.

- **Caption:** Specifies the title of your table. The title appears above the table.

- **Summary:** Sets a comment on the table. The comment will not appear in the table. Providing a summary is useful for accessibility purposes.

Not all of the options are required to build a table. You have to provide the number of rows and columns. All other attributes are optional and you may use them depending on your needs.

4. Click **OK** to add the table.

The table is added to your page. You can then resize and change its attributes using your mouse or the table properties dialog (see "Changing the Properties of a Table" on page 6-5).

6.2 Resizing a Table

You can resize a table as a whole using the mouse or the table properties dialog.

Resizing Using the Mouse

To resize a table using your mouse, perform these tasks:

1. Place your mouse cursor over a table border until the cursor turns into an arrows cross and click your left mouse button.

A frame is now displayed around the table to indicate it has been selected (Figure 6–2).

Figure 6–2   Unselected and Selected Table
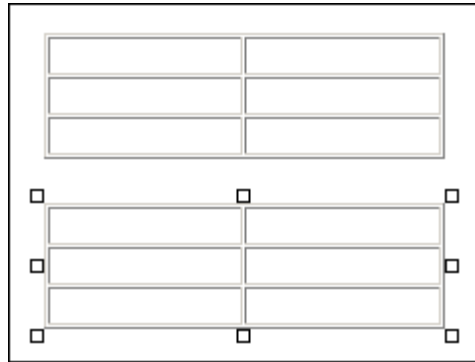
2.   Click and drag any of the boxes of the frame to resize the table.

Resizing Using the Table Properties Dialog

You can also change the size of a table as a whole in the table properties dialog. See "Changing the Properties of a Table" on page 6-5.

6.3 Changing the Width of Columns in a Table

To change the width of a column in a table, perform these tasks:

1.   Place your mouse cursor in any cell of the column you want to resize.

2.   Right-click and choose **Cell**, then **Cell Properties**.

3.   Specify a value in the **Width** field (either in pixels or a percentage).

4.   Click **OK**.

The column is now displayed in its updated width. If it does not look like what you were expecting, there may be table width settings that may take precedence. See "Changing the Properties of a Table" on page 6-5.

6.4 Changing the Height of Rows in a Table

To change the height of a row in a table, perform these tasks:

1.   Place your mouse cursor in any cell of the row whose height you want to change.

2.   Right-click and choose **Cell**, then **Cell Properties**.

3.   Specify a value in the **Height** field (in pixels).

4.   Click **OK**.

The row is now displayed in its updated height. If it does not look like what you were expecting, there may be table height settings that may take precedence. See "Changing the Properties of a Table" on page 6-5.

6.5 Adding Rows or Columns to a Table

You can add rows and columns to a table using your mouse.

Adding a Row to a Table

To add a row to a table, perform these tasks:

1. Place your mouse cursor in a row where you want to add the row.

2. Right-click and choose **Row**, then **Insert Row Before** or **Insert Row After**, depending on whether you want the row to appear above or below the current row.

Adding a Column to a Table

To add a column to a table, perform these tasks:

1. Place your mouse cursor in a column where you want to add the column.

2. Right-click and choose **Column**, then **Insert Column Before** or **Insert Column After**, depending on whether you want the column to appear to the left or to the right of the current column.

After you add the row or column, you can fine-tune their width using the cell properties form (see "Changing the Properties of Table Cells" on page 6-5).

6.6 Deleting Rows and Columns in a Table

You can delete rows and columns to a table using your mouse.

Deleting a Row From a Table

To delete a row from a table, perform these tasks:

1. Place your mouse cursor anywhere in the row you want to delete.

2. Right-click and choose **Row**, then **Delete Rows**.

Deleting a Column From a Table

To delete a column from a table, perform these tasks:

1. Place your mouse cursor anywhere in the column you want to delete.

2. Right-click and choose **Column**, then **Delete Columns**.

If you change your mind, you can press Ctrl+Z to undo the action.

6.7 Splitting and Merging Cells in a Table

You can split and merge cells in a table. Splitting cells is similar to adding a row or column, but it all takes place in one cell instead of a group of cells. Merging cells, however, is similar to deleting a cell and then adjoining it with a neighboring cell.

Splitting Cells in a Table

To split cells in a table, perform these tasks:

1. Place your mouse cursor in the cell you want to split.

2. Right-click and choose **Cell**, then **Split Cell Horizontally** or **Split Cell Vertically**, depending on whether you want to split the cell into two columns or rows.

Merging Cells in a Table

To merge cells in a table, perform these tasks:

1. Place your mouse cursor in the cell to merge.

2. Right-click and choose **Cell**, then **Merge Right** or **Merge Down**, depending on whether you want to merge the cell with the cell on its right or with the cell below it.

6.8 Changing the Properties of a Table

After you add a table to the page, you may want to modify some of its properties. You do this using the Table Properties dialog. You can change the number of table rows and columns, the table width and height, and some display options.

To change the properties of a table, perform these tasks:

1. Place your mouse cursor anywhere in the table whose properties you want to edit.

2. Right-click and choose **Table Properties**.

The Table Properties dialog is displayed.

3. Specify or edit each property as required:

- **Rows:** Specifies the number of rows in the table.

- **Columns:** Specifies the number of columns in the table.

- **Border size:** Specifies the border size for the table (in pixels). (Set this to 0 if you do not want borders around the table.)

- **Alignment:** Specifies if the table uses the default setting, or is right aligned, left aligned, or centered.

- **Width:** Specifies the width of the table (in pixels or percentage of the page width). If you do not specify a width, the table is sized automatically to fit the cell contents.

- **Height:** Specifies the height of the table (in pixels). If you do not specify a height, the table is sized automatically to fit the cell contents.

- **Cell spacing:** Specifies the thickness of the cells borders.

- **Cell padding:** Specifies the space between the contents of a cell and the inside border of a cell.

- **Caption:** Specifies the title of your table. The title will appear above the table.

- **Summary:** Sets a comment on the table. The comment will not appear in the table. Providing a summary is useful for accessibility purposes.

4. Click **OK** when you have finished.

6.9 Changing the Properties of Table Cells

After you add a table to the page, you may want to modify some cell properties. You do this using the Cell Properties dialog. You can change the number of table rows and columns, the table width and height, and some display options.

To fine-tune the appearance of the individual cells in that table, you should use the table cell properties form. This form can be used to change the alignment, height and width, background color, and more for the individual cells in the table.

To change the properties of a table cell, perform these tasks:

1. Place your mouse cursor anywhere in the table cell whose properties you want to edit.

2. Right-click and choose **Cell Properties**.

The Cell Properties dialog is displayed.

3. Specify or edit each cell property as required:

- **Width**: Specifies the width of the cell (in pixels or percentage of the table width). Please note that this affects the width of the entire column that the cell is in.

- **Height**: Specifies the height of the cell (in pixels). Please note that this affects the height of the entire row that the cell is in.

- **Word Wrap:** Turns word wrapping for the cell contents on or off. If you turn on word wrapping, the cell contents automatically flow to the next line if it exceeds the defined cell width. If you turn off word wrapping, the cell width is adjusted automatically to fit the cell contents on a single line (unless there is any column width restriction).

- **Horizontal Alignment**: Specifies the horizontal position of the contents in the cell (left, centered, right).

- **Vertical Alignment**: Specifies the vertical position of the contents in the cell (top, middle, bottom, baseline).

- **Rows Span**: Specifies the number of rows that a cell spans.

- **Columns Span**: Specifies the number of columns that a cell spans.

- **Background Color**: Specifies a color for the background of the cell. Click **Select** next to this field to pick a color. The field shows the color as its hexadecimal value.

- **Border Color:** Specifies a color for the borders of the cell. Click **Select** next to this field to pick a color. The field shows the color as its hexadecimal value.

4. Click **OK** when you have finished.

6.10 Deleting a Table

To delete a table, perform these tasks:

1. Place your mouse cursor anywhere in the table to delete.

2. Right-click and choose **Delete Table** .

The table is deleted.

> **Important:** When deleting a table, you delete everything inside the table as well (text, graphics, and so on). You may want to move that content out of the table before deleting it.

7

Working With Links

One task you perform as a contributor is creating hyperlinks. Hyperlinks are a great way to take site visitors from one web page to another on your site or to other Web sites. Hyperlinks are especially useful to refer visitors to another web page or site where a particular subject is explained in more detail.

This section covers the following topics:

- "About the Link Wizard" on page 7-1
- "Creating a Link to Another Section of the Web Site" on page 7-1
- "Creating a Link to an Existing Local File" on page 7-6
- "Creating a Link to a New Content File" on page 7-3
- "Creating a Link to an Existing File on the Content Server" on page 7-5
- "Creating a Link to a URL" on page 7-8
- "Editing Links" on page 7-9
- "Removing a Link" on page 7-10
- "Considerations When Creating a Link to a File" on page 7-11

7.1 About the Link Wizard

You use the Link wizard in Contributor to create or edit hyperlinks to other sections of your site, to contributor data files and native documents on your site, to other sites in the content server, and so on.

The Link wizard takes you through all variations on linking:

- "Creating a Link to Another Section of the Web Site" on page 7-1
- "Creating a Link to a New Content File" on page 7-3
- "Creating a Link to an Existing File on the Content Server" on page 7-5
- "Creating a Link to an Existing Local File" on page 7-6
- "Creating a Link to a URL" on page 7-8

7.2 Creating a Link to Another Section of the Web Site

To create a link to another section of your Web site or another Oracle Site Studio site on the content server, perform these tasks:

1. Highlight the text (or image) that you would like to turn into a link.

2. Click the Create Hyperlink icon (Figure 7–1) in the toolbar.

Figure 7–1   Create Hyperlink Icon

The Link wizard is launched (see "Link Wizard" on page A-4).

3. Select **Link to a section**.

4. Click **Next**.

Note: You can step through the wizard faster by clicking the blue arrow to the left of the option you want to use. This automatically selects the option and moves the wizard to the next step.

---

5. Choose the section that you would like to link to. This can be a a section on the current Web site or a different Oracle Site Studio site on the content server. You select the target section in the site hierarchy.

6. Click **Next**.

7. Depending on the site configuration, you may be prompted to choose the URL format of the link:

- **Path-based URL:** The link will contain a path to the target location. You have two choices for this type of link:

    – **Absolute Path:** Generates a full path; for example
      `<!--$ssServerRelativeSiteRoot-->products/index.htm` (where
      "`<!--$ssServerRelativeSiteRoot-->`" gets replaced with the path to the root of the Web site).

    – **Relative Path:** Generates a relative path instead of a full path; for example
      `../products/index.htm`.

    Please note that this option is not available if you chose to use the default Web site section for the content file as the target section (see previous step).

- **ID-based URL:** The link will contain the coded identity of the target location rather than the path-based name. You have three choices for this type of link:

    – **Client Side Script Format:** Uses client-side JavaScript to construct a link to the target location; for example, `javascript:nodelink('10024');`.

    – **Server Side Script Format:** Uses server-side Idoc Script to construct a link to the target location; for example,
      `[!--$wcmUrl('nodelink','10024')--]`.

    – **URL Token Format:** Uses a redirect on the server to construct a link to the target location; for example, `ssNODELINK/10024`.

Note: You may not see the URL format page, depending on whether the site designer chose to allow contributors to make this decision. Ask your site designer for assistance if you are unsure which URL format to pick.

---

8. Click **Options**.

The Link Target Options dialog is displayed.

9. If you want the link to open in a new web browser window when clicked, select the **Open link target in new window** check box, and then choose the target in the menu (_blank). You can also directly enter the name of the target in the text box if you want, but if it is not a valid target, the link will be faulty.

10. Click **OK** or **Cancel** to return to the wizard.

11. Click **Next**.

12. Verify the URL for the link.

13. Click **Finish**.

7.3 Creating a Link to a New Content File

You can create a link to a new content file (contributor data file or native document), which will be checked into the content server as a managed site asset.

To create a link to a new content file, perform these tasks:

1. Highlight the text (or image) that you would like to turn into a link.

2. Click the Create Hyperlink icon (Figure 7–2) in the toolbar.

Figure 7–2   Create Hyperlink Icon

The Link wizard is launched (see "Link Wizard" on page A-4).

3. Select **Link to a file**.

4. Click **Next**.

> **Note:**   You can step through the wizard faster by clicking the blue arrow to the left of the option you want to use. This automatically selects the option and moves the wizard to the next step.

5. Select either **New Contributor data file** or **New native file**, depending on which type of file you want to add. For a new native document, also select the file format from the menu. The site designer decides what file formats are allowed for new native documents. (See also "Considerations When Creating a Link to a File" on page 7-11.)

6. Click **Next**.

The standard content check-in page on the content server is displayed.

7. Enter the appropriate content information (metadata) to check the item into the content server. Much of the information will be automatically provided. If a field name is marked red, then the field is required (that is, the item cannot be checked in if the field is empty). Please note that the new contributor data file or native document will be empty until a site contributor (you or someone else) edits it.

Click **Next** when you have finished.

8. Choose the target section for the link. You can choose from the following options:

■ **Use default website section metadata:** If you choose this option, the hyperlinked content file will display in the Web site section as currently specified in the Web Site Section metadata field for the content file. If the site designer allows contributors to select the URL format of links, you must use an ID-based URL format (see next step).

■ **Choose a website section:** If you choose this option, the hyperlinked content file will display in the Web site section of your choice (in effect overriding the default target section of the content file). The section may be in the current Web site or another Oracle Site Studio site on the content server.

■ **Link to the Content Item's URL:** If you choose this option, the file will display exactly as it is stored on the content server rather than within the framework of the Web site. This is useful for linking to native documents such as PDF files.

Click **Next** to continue.

9. Depending on the site configuration, you may be prompted to choose the URL format of the link:

■ **Path-based URL:** The link will contain a path to the target location. You have two choices for this type of link:

– **Absolute Path:** Generates a full path; for example `<!--$ssServerRelativeSiteRoot-->Menus/switched_region_CDF` (where `"<!--$ssServerRelativeSiteRoot-->"` gets replaced with the path to the root of the Web site).

– **Relative Path:** Generates a relative path instead of a full path; for example `../Menus/switched_region_CDF`.

Please note that this option is not available if you chose to use the default Web site section for the content file as the target section (see previous step).

■ **ID-based URL:** The link will contain the coded identity of the target location rather than the path-based name. You have three choices for this type of link:

– **Client Side Script Format:** Uses client-side JavaScript to construct a link to the target location; for example, `javascript:link('switched_region_CDF');`.

– **Server Side Script Format:** Uses server-side Idoc Script to construct a link to the target location; for example, `<!--$wcmUrl("link","switched_region_CDF")-->`.

– **URL token format:** Uses a redirect on the server to construct a link to the target location; for example, `ssLINK/switched_region_CDF`.

Note: You may not see the URL format page, depending on whether the site designer chose to allow contributors to make this decision. Ask your site designer for assistance if you are unsure which URL format to pick.

---

10. Click **Options**.

The Link Target Options dialog is displayed.

11. If you want the link to open in a new web browser window when clicked, select the **Open link target in new window** check box, and then choose the target in the

menu (_blank). You can also directly enter the name of the target in the text box if you want, but if it is not a valid target, the link will be faulty.

12. Click **OK** or **Cancel** to return to the wizard.

13. Click **Next**.

14. Verify the URL for the link.

15. Click **Finish**.

7.4 Creating a Link to an Existing File on the Content Server

You can create a link to an existing content file (contributor data file or native document) on your site or another site in the content server.

To create a link to an existing file on the content server, perform these tasks:

1. Highlight the text (or image) that you would like to turn into a link.

2. Click the Create Hyperlink icon (Figure 7–3) in the toolbar.

Figure 7–3   Create Hyperlink Icon

The Link wizard is launched (see "Link Wizard" on page A-4).

3. Select **Link to a file**.

4. Click **Next**.

> **Note:**   You can step through the wizard faster by clicking the blue arrow to the left of the option you want to use. This automatically selects the option and moves the wizard to the next step.

5. Select **Existing file from server**, and click **Next**.

The standard search results page on the content server is displayed, showing all content files that are available for you to choose. The site designer decides what criteria are used for the search query.

See also "Considerations When Creating a Link to a File" on page 7-11.

6. Click **Select** next to the file you want to link to.

7. Choose the target section for the link. You can choose from the following options:

■ **Use default website section metadata:** If you choose this option, the hyperlinked content file will display in the Web site section as currently specified in the Web Site Section metadata field for the content file. If the site designer allows contributors to select the URL format of links, you must use an ID-based URL format (see next step).

■ **Choose a website section:** If you choose this option, the hyperlinked content file will display in the Web site section of your choice (in effect overriding the default target section of the content file). The section may be in the current Web site or another Oracle Site Studio site on the content server.

■ **Link to the Content Item's URL:** If you choose this option, the file will display exactly as it is stored on the content server rather than within the framework

of the Web site. This is useful for linking to native documents such as PDF files.

Click **Next** to continue.

8. Depending on the site configuration, you may be prompted to choose the URL format of the link:

- **Path-based URL:** The link will contain a path to the target location. You have two choices for this type of link:

    - **Absolute Path:** Generates a full path; for example `<!--$ssServerRelativeSiteRoot-->Menus/switched_region_CDF` (where `"<!--$ssServerRelativeSiteRoot-->"` gets replaced with the path to the root of the Web site).

    - **Relative Path:** Generates a relative path instead of a full path; for example `../Menus/switched_region_CDF`.

    Please note that this option is not available if you chose to use the default Web site section for the content file as the target section (see previous step).

- **ID-based URL:** The link will contain the coded identity of the target location rather than the path-based name. You have three choices for this type of link:

    - **Client Side Script Format:** Uses client-side JavaScript to construct a link to the target location; for example, `javascript:link('switched_region_CDF');`.

    - **Server Side Script Format:** Uses server-side Idoc Script to construct a link to the target location; for example, `<!--$wcmUrl("link","switched_region_CDF")-->`.

    - **URL token format:** Uses a redirect on the server to construct a link to the target location; for example, `ssLINK/switched_region_CDF`.

    Note: You may not see the URL format page, depending on whether the site designer chose to allow contributors to make this decision. Ask your site designer for assistance if you are unsure which URL format to pick.

    ---

9. Click **Options**.

    The Link Target Options dialog is displayed.

10. If you want the link to open in a new web browser window when clicked, select the **Open link target in new window** check box, and then choose the target in the menu (`_blank`). You can also directly enter the name of the target in the text box if you want, but if it is not a valid target, the link will be faulty.

11. Click **OK** or **Cancel** to return to the wizard.

12. Click **Next**.

13. Verify the URL for the link.

14. Click **Finish**.

7.5 Creating a Link to an Existing Local File

You can create a link to an existing local file (that is, on your own computer), which will be checked into the content server as a managed site asset.

To create a link to an existing local file, perform these tasks:

1. Highlight the text (or image) that you would like to turn into a link.

2. Click the Create Hyperlink icon (Figure 7–4) in the toolbar.

Figure 7–4   Create Hyperlink Icon

The Link wizard is launched (see "Link Wizard" on page A-4).

3. Select **Link to a file**.

4. Click **Next**.

> **Note:**   You can step through the wizard faster by clicking the blue
> arrow to the left of the option you want to use. This automatically
> selects the option and moves the wizard to the next step.

5. Select **Existing local file**, and click **Next**.

   The standard content check-in page on the content server is displayed.

   See also "Considerations When Creating a Link to a File" on page 7-11.

6. Enter the appropriate content information (metadata) to check the item into the
   content server. Much of the information will be automatically provided. If a field
   name is marked red, then the field is required (that is, the item cannot be checked
   in if the field is empty). Use the **Browse** button next to the **Primary File** field to
   navigate to the file on your computer and select it. Also, make sure to specify a
   title.

   Click **Next** when you have finished.

7. Choose the target section for the link. You can choose from the following options:

   - **Use default website section metadata:** If you choose this option, the
     hyperlinked content file will display in the Web site section as currently
     specified in the Web Site Section metadata field for the content file. If the site
     designer allows contributors to select the URL format of links, you must use
     an ID-based URL format (see next step).

   - **Choose a website section:** If you choose this option, the hyperlinked content
     file will display in the Web site section of your choice (in effect overriding the
     default target section of the content file). The section may be in the current
     Web site or another Oracle Site Studio site on the content server.

   - **Link to the Content Item's URL:** If you choose this option, the file will display
     exactly as it is stored on the content server rather than within the framework
     of the Web site. This is useful for linking to native documents such as PDF
     files.

   Click **Next** to continue.

8. Depending on the site configuration, you may be prompted to choose the URL
   format of the link:

   - **Path-based URL:** The link will contain a path to the target location. You have
     two choices for this type of link:

- **Absolute Path:** Generates a full path; for example
  `<!--$ssServerRelativeSiteRoot-->Menus/switched_region_CDF` (where
  `"<!--$ssServerRelativeSiteRoot-->"` gets replaced with the path to the
  root of the Web site).

- **Relative Path:** Generates a relative path instead of a full path; for example
  `../Menus/switched_region_CDF`.

Please note that this option is not available if you chose to use the default Web
site section for the content file as the target section (see previous step).

- **ID-based URL:** The link will contain the coded identity of the target location
  rather than the path-based name. You have three choices for this type of link:

  - **Client Side Script Format:** Uses client-side JavaScript to construct a link to
    the target location; for example, `javascript:link('switched_region_
    CDF');`.

  - **Server Side Script Format:** Uses server-side Idoc Script to construct a link
    to the target location; for example, `<!--$wcmUrl("link","switched_
    region_CDF")-->`.

  - **URL token format:** Uses a redirect on the server to construct a link to the
    target location; for example, `ssLINK/switched_region_CDF`.

Note: You may not see the URL format page, depending on whether
the site designer chose to allow contributors to make this decision.
Ask your site designer for assistance if you are unsure which URL
format to pick.

---

9. Click **Options**.

   The Link Target Options dialog is displayed.

10. If you want the link to open in a new web browser window when clicked, select
    the **Open link target in new window** check box, and then choose the target in the
    menu (`_blank`). You can also directly enter the name of the target in the text box if
    you want, but if it is not a valid target, the link will be faulty.

11. Click **OK** or **Cancel** to return to the wizard.

12. Click **Next**.

13. Verify the URL for the link.

14. Click **Finish**.

7.6 Creating a Link to a URL

You can create a link to a specific URL (web address); for example, an Internet Web site
or a file on the content server (one not used for contribution, such as a PDF file, media
file, or zip file).

To create a link to a specific URL, perform these tasks:

1. Highlight the text (or image) that you would like to turn into a link.

2. Click the Create Hyperlink icon (Figure 7–5) in the toolbar.

Figure 7–5   Create Hyperlink Icon

The Link wizard is launched (see "Link Wizard" on page A-4).

3. Select **Link to following URL**.

4. Enter the web address in the field provided (for example, `http://www.oracle.com`).

You cannot proceed in the wizard until you provide a URL.

5. Click **Options**.

The Link Target Options dialog is displayed.

6. If you want the link to open in a new web browser window when clicked, select the **Open link target in new window** check box, and then choose the target in the menu (`_blank`). You can also directly enter the name of the target in the text box if you want, but if it is not a valid target, the link will be faulty.

> **Note:**   When creating a link to another Web site, the "Open link target in new window" option may be useful because it prevents users from inadvertently leaving your Web site when they click the link.

7. Click **OK** or **Cancel** to return to the wizard.

8. Click **Next**.

9. Verify the URL for the link.

10. Click **Finish**.

7.7 Editing Links

After you create a link in Contributor, you can then edit the link at any time. You can change the way the link works on your site, or you can edit the file that the link points to (the target file):

- "Editing a Hyperlink" on page 7-9
- "Editing a Link Target" on page 7-10

7.7.1 Editing a Hyperlink

You can edit an existing link by placing the cursor on the link and then re-launching the Link wizard. You can use the wizard to change any part of the link.

To edit a link, perform these tasks:

1. Highlight the text (or image) that you would like to turn into a link.

2. Click the Create Hyperlink icon (Figure 7–6) in the toolbar.

Figure 7–6   Create Hyperlink Icon

The Link wizard is launched (see "Link Wizard" on page A-4).

3. Follow the same steps that you would to create a link, making changes where appropriate. For more information, see:

- "Creating a Link to Another Section of the Web Site" on page 7-1
- "Creating a Link to a New Content File" on page 7-3
- "Creating a Link to an Existing File on the Content Server" on page 7-5
- "Creating a Link to an Existing Local File" on page 7-6.
- "Creating a Link to a URL" on page 7-8.

4. Close the Link wizard.

7.7.2 Editing a Link Target

If you have created a link that points to another file, then you can edit the contents of that file (the "link target").

To edit the target file of a hyperlink, perform these tasks:

1. Place your mouse cursor anywhere in the hyperlinked text (or highlight the text).

2. Choose the Edit Link Target icon (Figure 7–7) in the toolbar.

Figure 7–7   Edit Link Target Icon

3. One of two things happen:

- If the link target is a **contributor data file**, a window opens showing the link target, and then the Contributor editor opens, so you can edit that file.

  Edit the file as you normally would in Contributor. When you click the save icon, the file is checked into the content server, and the editor will close.

- If the link target is a **native document**, the file opens in the third-party application that is associated with the native file format (for example, Microsoft Word for .doc files). You may need to confirm the installation of a small program that enables this "check-out-and-open" functionality.

  Edit the file as you normally would in that application. When you save and close the file, it is checked into the content server and converted into a web-viewable format (typically, HTML).

4. You return to the page that you were working on in Contributor.

   You can also edit a link target in a dynamic list (see "Editing the Files in a Dynamic List" on page 8-5).

7.8 Removing a Link

After you add a link using the Link wizard, you can easily remove it at any time, by performing these tasks:

1. Place your mouse cursor anywhere in the hyperlinked text (or highlight the text).

2. Click the Remove Hyperlink icon (Figure 7–8) in the toolbar.

   The hyperlink is removed from the text.

Figure 7–8   Remove Hyperlink Icon

7.9 Considerations When Creating a Link to a File

When you create a hyperlink to another file, you can choose to link to a contributor data file or a native document. You can link to an existing file on the site, or you can link to a new file that you create along the way. These are some things you should consider when creating links:

- Contributor Data File Versus Native Document
- Reusing Data Files and Relative Paths
- New Files Result in New Web Pages
- Understanding Target Sections
- How Oracle Site Studio Contributor Determines the Target Section

Contributor Data File Versus Native Document

A contributor data file is a file that is generated by Oracle Site Studio Contributor and viewed and edited using the Contributor application. A native document, however, is any file created by a third-party application (such as Microsoft Word, Excel, or PowerPoint), which is converted into the web-viewable HTML format using Dynamic Converter.

Both files can be used on an Oracle Site Studio Web site. Both become web pages on the Web site, and in fact, you probably will not be able to tell a web page that is derived from a contributor data file from a web page that is derived from a native document.

The difference is in how you edit them. You open and edit contributor data files using the Contributor application, which is a powerful and flexible tool to edit web pages. You open and edit native documents using a third-party application (the actual application depends on the type of file you are editing).

Reusing Data Files and Relative Paths

If you are reusing the same contributor data file in different places in your Web site, you should avoid using relative paths in your links, because the relative path may change depending on where the file is being used on the Web site.

New Files Result in New Web Pages

If you have spent much time working on other Web sites, you are probably familiar with the concept of linking to an existing web page, or file. If, for example, there is a page called "news.htm" and you want to reference it from the page you are working on, you create a link to that file.

However, if the file does not exist and you know you must create one, then you can use the Link wizard in Contributor to create the link and create the file at the same time. By adding the new file, you are effectively adding a new web page to the Web site. Therefore, using the Link wizard is not only useful for creating links, but it also the easiest way to add web pages to the Web site. (The other way is to add a file to a dynamic list, as described in "Adding a New File to a Dynamic List" on page 8-2 and "Adding an Existing File to a Dynamic List" on page 8-4.)

> **Note:**   The Link wizard is available only in Contributor and Designer. You do not have such flexibility with hyperlinks when you are working with native documents in a third-party application.

Understanding Target Sections

When creating a hyperlink to a file (contributor data file or native document), one choice you have is to specify the section where that file should appear on the Web site when the link is clicked. This is also referred to as a "target section."

This is a special feature because you can control where a particular file appears on the Web site regardless of where it is actually stored on the site. For example, if you have a product description stored in the "Products" section of the site, you can create a link to it from the "Support" section and then specify that the document actually appears in the "Support" section when the hyperlink is clicked.

This becomes even more pronounced when you create a link to another file stored on another site or a file that is not associated with any Web site on the content server. Even though that file is not formally part of your site, you can create a link to it and specify that it appear in a section on your site when the link is clicked. (Or, you could do the opposite and create a link to a file on your site but make it appear on another site in the content server.)

This feature is particularly powerful where you want to reuse the same file in different ways on different Web sites.

How Oracle Site Studio Contributor Determines the Target Section

If you frequently create hyperlinks in Contributor, it is useful to understand the logic that Oracle Site Studio uses when determining where to display a particular file. There is essentially a three-rule evaluation that is performed, and it goes as follows:

1. If you (as the contributor) specify a target section for the file in the Link wizard, then the file appears in that section.

2. If you choose "Use default website section metadata" in the Link wizard, then the file appears in the section where it is stored on the Web site.

3. If you choose "Use default website section metadata" in the Link wizard, but the file is not stored in a section on the Web site, then the file appears in the same section where the original hyperlink is located. This is also the case if you do not specify anything.

8

Working With Dynamic Lists

In Oracle Site Studio Contributor you can create dynamic lists. The dynamic list performs a search of the content server and displays the files that result from that search on a web page.

This sections covers the following topics:

8.1 About Dynamic Lists

Lists can take many forms. If you have spent much time in a word processor or a web page editor, then you are probably familiar with the two basic kinds: the bulleted list and the numbered list (see "Adding Numbered and Bulleted Lists" on page 4-3). On an Oracle Site Studio Web site, there are two more types of lists that you can work with: dynamic list and static lists. These offer more advanced editing capabilities in Contributor.

A dynamic list is a flexible and powerful feature in Oracle Site Studio Contributor. The list itself is created by the site designer and then turned over to you, the contributor, so that you can edit and manage the list.

The look-and-feel of the dynamic list varies, depending on how it was originally set up by the designer. It may be a simple bulleted list with links to different web pages, or it could be a list of links on the side of the web page, used by site visitors to navigate the Web site.

The dynamic list performs a search of the content server and displays the files that result from that search on a web page. The search is usually for contributor data files or native documents matching specific criteria (for example, all files stored in the "Products" section). On the web page, you (the contributor) or a site visitor sees a list of related files. These files can be different types of groupings, such as press releases, knowledge base articles, or FAQs.

Regardless of how the list was set up, you (the contributor) are responsible for adding items, removing items, and editing items in the list.

8.2 Dynamic Lists in Contributor

On a web page, a dynamic list may look like a bulleted list of links, a list of related topics, a part of the site navigation, and so on. It can take many forms, depending on how it was set up. When editing a dynamic list in Contributor, however, you see a list in the form of a table with columns and rows.

It is set up this way so that you can easily identify the files (and their properties) that are in the list. The way it looks in Contributor may vary quite a bit from how it looks on the actual web page. It may, for example, be presented as a bulleted list.

As such, you may want to frequently preview the list to see what your changes look like on the actual Web site (see "Previewing a Web Page" on page 3-10).

Each dynamic list in a contribution region has a separate editing section in the Contributor editor. At the top of the section is the dynamic list toolbar (Figure 8–1), which you use to add to, and edit, the list.

Figure 8–1   Dynamic List Toolbar
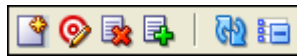
> **Note:**   Some dynamic list features may not appear, depending on how the list was set up by the designer. If you have questions, contact your site designer or site manager for assistance.

Toolbar Option	Description
	Launches a wizard that enables you to add an item to the dynamic list (see "Dynamic List Wizard (Create New)" on page A-7).
	Opens the content item in the dynamic list in its associated application for editing (Contributor for contributor data files, Microsoft Word for .doc native documents, and so on).
	Excludes the currently selected item from the dynamic list. An excluded item is colored differently and shows 'No' in the "Included" column.
	Includes the currently selected item in the dynamic list.
	Refreshes the list of items in the dynamic list.
	Shows all excluded items in the dynamic list in a column called "Included." The excluded items are colored differently and show 'No' in the "Included" column.
	Hides all excluded items in the dynamic list.

8.3 Adding a New File to a Dynamic List

You can add a new file (either a new contributor data file or a new native document) to a dynamic list. When you do this, Oracle Site Studio Contributor creates an empty file with no content, checks it into the content server, and displays it in the list. You can then edit the file.

This method works best for adding a contributor data file to the list, but you can also use this approach to add native documents. Once the file is added, you can edit it immediately to create the content you want to display there.

A "new" file is an empty file that you create as you add it to the list. After you add the file, you can create the content that appears on your Web site. One thing to keep in mind as you add files to a dynamic list is that the files result in new web pages on the Web site. This is similar to what happens when you link to a new file using the Link wizard (see "Creating a Link to an Existing File on the Content Server" on page 7-5).

To add a new file to a dynamic list, perform these tasks:

1. Open the dynamic list in the Contributor editor.

2. Click the Create New Item icon (Figure 8–2) in the dynamic list toolbar.

Figure 8–2   Create New in List Icon

The dynamic list wizard is launched (see "Dynamic List Wizard (Create New)" on page A-7).

3. Select the type of file to add to the dynamic list: **New Contributor data file** or **New native file**. If you choose to add a new native document, select the file format from the list.

> **Note:**   The site designer controls what file types and file formats can be checked in. You may, for example, not be allowed to check in native document, or you may only be allowed to check in only Microsoft Word files.

4. Click **Next**.

> **Note:**   You can step through the wizard faster by clicking the blue arrow to the left of the option you want to use. This automatically selects the option and moves the wizard to the next step.

The standard content check-in page on the content server is displayed.

5. Enter the appropriate information to check the item into the content server. Some of the information is automatically provided. If a field name is marked red, then the field is required (that is, the item cannot be checked in if the field is empty). Click **Next** when you have finished.

6. The content item is checked in and a check-in confirmation is displayed.

> **Note:**   If you receive a message "Unable to locate the content item...," then you may have added a file that is not recognized by the list. Contact your site designer or site manager for details.

7. If the site designer has chosen to enable this, you may be given the option to edit the content item immediately or to exit the wizard without editing the file (you can then edit it at a later time). Make your choice and click **Finish**.

8. If you chose to edit a contributor data file now, it opens in a Contributor editor window.

If you chose to edit a native document now, it opens in its associated application (for example, Microsoft Word for .doc files). You may need to confirm the installation of a small program that enables this "check-out-and-open" functionality.

If you chose to not edit the file now, you return to the dynamic list in the Contributor editor.

8.4 Adding an Existing File to a Dynamic List

You can add an existing file to a dynamic list. An "existing" file is a file that has content and is ready to be viewed on the site. The file may be located on the file system (that is, your local computer) or on the content server

When you add an existing file from your file system, Oracle Site Studio Contributor uploads the file and checks it into the content server with the required metadata so that it appears in the dynamic list. This method works best for adding a native document to the list, but you can also use this approach to add a contributor data file.

One thing to keep in mind as you add files to a dynamic list is that the files result in new web pages on the Web site. This is similar to what happens when you link to a newly created file using the Link wizard (see "Creating a Link to a New Content File" on page 7-3).

This section covers the following topics:

- "Adding a File From the File System" on page 8-4
- "Adding a File From the Content Server" on page 8-5

8.4.1 Adding a File From the File System

To add a file to a dynamic list, perform these tasks:

1. Open the dynamic list in the Contributor editor.

2. Click the Create New Item icon (Figure 8–3) in the dynamic list toolbar.

Figure 8–3   Create New in List Icon

The dynamic list wizard is launched (see "Dynamic List Wizard (Create New)" on page A-7).

3. Select **Existing local file** as the file type you want to add to the dynamic list.

> **Note:**   The site designer controls what file types can be checked in. If you do not see this option, the site designer does not allow local files to be checked into the content server.

4. Click **Next**.

> **Note:**   You can step through the wizard faster by clicking the blue arrow to the left of the option you want to use. This automatically selects the option and moves the wizard to the next step.

The standard content check-in page on the content server is displayed.

5. Enter the appropriate information to check the item into the content server. Some of the information is automatically provided. If a field name is marked red, then the field is required (that is, the item cannot be checked in if the field is empty). Do not forget to specify a **primary file** (use the **Browse** button to navigate to a file on your local computer and select it).

    Click **Next** when you have finished.

6. The content item is checked in and a check-in confirmation is displayed.

7. If the site designer has chosen to enable this, you may be given the option to edit the content item immediately or to exit the wizard without editing the file (you can then edit it at a later time). Make your choice and click **Finish**.

8. If you chose to edit the file now, it opens in its associated application (for example, Microsoft Word). You may need to confirm the installation of a small program that enables this "check-out-and-open" functionality.

    If you chose to not edit the file now, you return to the dynamic list in the Contributor editor.

8.4.2 Adding a File From the Content Server

To add an existing file from the content server, you must change the file's metadata values so that they match the dynamic list (or contact the site designer or site manager to have the criteria of the list changed). The required steps are slightly different in that you must perform them outside of Contributor.

If you have a file (contributor data file or native document) that does not appear in the dynamic list, then one of these things must happen:

-   You must change the metadata of the file so that it matches the criteria in the dynamic list.

-   You must contact the site designer or site manager to have the dynamic list modified (that is, have its query changed) so that it picks up this file and related files in the future.

8.5 Editing the Files in a Dynamic List

There are several ways to edit the files that appear in a dynamic list:

-   You can edit the file as soon as you add it to the list (see "Adding an Existing File to a Dynamic List" on page 8-4).

-   You can browse to the web page containing the file, enable contribution mode, and edit the page like you would any other on an Oracle Site Studio Web site (see "Editing the Content in a Contribution Region" on page 3-3).

-   Or, you can click the Edit Target icon in the dynamic list toolbar (Figure 8–4).

Figure 8–4   Edit Target Icon

If you click the Edit Target icon to edit a contributor data file, then the file opens in a new browser, which is automatically opened to edit. Edit the file as you normally would in Contributor and click the Update icon when finished.

If you click the Edit Target icon to edit a native document, then the file opens in its associated application (for example, Microsoft Word). Edit the file as you normally would in that application, and then save and close your work.

8.6 Excluding and Including Files in a Dynamic List

A dynamic list is set up so that it searches for files on the content server that meet certain criteria and displays these files on a web page. There may be times, however, when you must exclude a file that appears in the list; for example, a native document that has become obsolete.

When you exclude a file from a dynamic list, it is removed from all dynamic lists on the Web site, even though the file itself remains on the content server and any hard-coded links to it will continue to work. After you exclude a file from the list, you can easily add it back.

This section covers the following topics:

- "Displaying Excluded Items" on page 8-6
- "Excluding Files From a Dynamic List" on page 8-6
- "Including Files in a Dynamic List" on page 8-7
- "Refreshing a Dynamic List" on page 8-7

8.6.1 Displaying Excluded Items

When you first open the contribution region for editing, the dynamic list editor only displays the included files. You can display all included and excluded files by clicking the Show Excluded Items icon (Figure 8–5). This adds a column called "Included," which shows the display status of all files in the dynamic list. You can hide the excluded items again by clicking the Hide Excluded Items icon (Figure 8–6).

Figure 8–5   Show Excluded Items Icon

Figure 8–6   Hide Excluded Items Icon

8.6.2 Excluding Files From a Dynamic List

If you exclude files from a dynamic list, they are no longer displayed in the dynamic list (and hence on the Web site). To exclude files from a dynamic list, perform these tasks:

1. Click the row (the one containing the file you want to exclude) in the dynamic list.

2. Click the Exclude from List icon (Figure 8–7) in the dynamic list toolbar.

Figure 8–7   Exclude From List Icon

Alternatively, you can also right-click the item in the list and choose **Exclude Item** in the context menu.

This returns you to the dynamic list where you can see that your file has been excluded from the list. An excluded item is colored differently and shows 'No' in the "Included" column.

8.6.3 Including Files in a Dynamic List

If you excluded files from a dynamic list, you can re-include them, so they are displayed in the dynamic list again (and hence on the Web site). To include files in a dynamic list, perform these tasks:

1. Make sure that all excluded items in the dynamic list are shown (see "Displaying Excluded Items" on page 8-6).

2. Click the Include in List icon (Figure 8–8) in the dynamic list toolbar.

Figure 8–8   Include in List Icon

Alternatively, you can also right-click the item in the list and choose **Include Item** in the context menu.

The dynamic list now shows all included and excluded files. Excluded items are colored differently and show 'No' in the "Included" column.

For information on adding existing files that do not appear in the dynamic list, see "Adding an Existing File to a Dynamic List" on page 8-4.

8.6.4 Refreshing a Dynamic List

When you add and remove files (contributor data files and native documents) in a dynamic list, you do not immediately see a difference in the list because the content server needs time to index its files. To see what the list looks like with newly added files or removed files, you must refresh the list.

To refresh a dynamic list, perform these tasks:

1. Click in the dynamic list to make it editable.

2. Click the Refresh icon (Figure 8–9) in the dynamic list toolbar.

Figure 8–9   Refresh Icon

Any updated results display in the list (which may take a few seconds while the file is being indexed).

8.7 Viewing the Content Information Page for a File in the List

You can view the content information page for each file in the dynamic list (contributor data file or native document). You may find this useful, for example, if you want to know the metadata for any given file in the list, which, in turn, can tell you what the search criteria are for the dynamic list.

To view the content information page for a file in a dynamic list, perform these tasks:

1. Click the row (the one containing the file you want to use) in the dynamic list.

2. Click the Content Information icon (Figure 8–10) in the Dynamic List toolbar (or double-click the row in the list).

Figure 8–10   Content Information Icon

Alternatively, you can also right-click the item in the list and choose **Document Info** in the context menu.

The content information page for the selected item is displayed. When you are finished viewing the page, close the window to return to Contributor.

9

Working With Static Lists

In Oracle Site Studio Contributor you can create static lists. A static list is similar to a table in that it contains rows and columns of information. The difference is that, in a static list, each row or column can be opened up and edited as an individual field in Contributor.

This section covers the following topics:

- "About Static Lists" on page 9-1
- "Static Lists in Contributor" on page 9-2
- "Adding and Removing Rows in a Static List" on page 9-2
- "Reordering Rows in a Static List" on page 9-3
- "Editing a Static List" on page 9-3

> **Note:** Unlike a dynamic list, which displays individual contributor data files or native documents on a web page, a static list displays all of its content from a single contributor data file.

9.1 About Static Lists

Lists can take many forms. If you have spent much time in a word processor or a web page editor, then you are probably familiar with the two basic kinds: the bulleted list and the numbered list (see "Adding Numbered and Bulleted Lists" on page 4-3). On an Oracle Site Studio Web site, there are two more types of lists that you can work with: dynamic list and static lists. These offer more advanced editing capabilities in Contributor.

A static list is a flexible and powerful feature in Oracle Site Studio Contributor. The list itself is created by the designer of the site and then turned over to you, the contributor, so that you can edit and manage the list. Static lists can be used to show things like your office locations, product summaries, or job openings.

A static list is similar to a table in that it contains rows and columns of information. The difference is that, in a static list, each row or column can be opened up and edited as an individual field in Contributor. Furthermore, in a static list, you can add a row or column and remove a row or column, but you cannot change the fundamental layout of the list (just like a dynamic list).

The look-and-feel of the static list may vary, depending on how it was originally set up. It may contain a single row or column, containing text and graphics, or it may contain several rows and columns containing text, graphics, links, and much more. A static list may not look like a list at all when viewed on a web page.

9.2 Static Lists in Contributor

On a web page, a static list can take many forms. It may contain a single column of text and graphics, or it may contain numerous rows and columns and rows containing text, graphics, links, and much more. When editing a static list in Contributor, however, you see a list in the form of a table with columns and rows.

It contains multiple rows and columns, possibly a description or instructions in the field labels. In the above illustration, "Partner Name," "Partner Logo," and "Partner Description" are used for the field labels. The way it looks in Contributor may vary quite a bit from how it looks on the actual web page.

Each static list in a contribution region has a separate editing section in the Contributor editor. At the top of the section is the static list toolbar (Figure 9–1), which you use to add to, and edit, the list.

Figure 9–1   Static List Toolbar

Toolbar Option	Description
✚	Adds a row to the static list.
✖	Removes the currently selected row from the static list.
✎	Launches the static list row editor (see "Static List Row Editor" on page A-8), where you can edit the current row in the static list.
⬆	Moves the selected row up one position in the static list.
⬇	Moves the selected row down one position in the static list.

9.3 Adding and Removing Rows in a Static List

You can add a row to, or remove a row from, a static list. Once you add the row, you can then edit it in Contributor.

Adding a Row

To add a row to a static list, perform these tasks:

1. Open the static list in the Contributor editor.

2. Place your mouse cursor on the row above which you want to add a row.

3. Click the Add Row icon (Figure 9–2) in the static list toolbar.

Figure 9–2   Add Row Icon

Alternatively, you can also right-click the row and choose **Add row** in the context menu.

The row is added immediately above the currently selected row. (For information on changing the location of the row, see "Reordering Rows in a Static List" on page 9-3.)

Removing a Row

To remove a row, perform these tasks:

1. Open the static list in the Contributor editor.

2. Place your mouse cursor on the row that you would like to remove.

3. Click the Remove Row icon (Figure 9–3) in the static list toolbar.

Figure 9–3   Remove Row Icon

Alternatively, you can also right-click the row and choose **Delete row** in the context menu.

The row is removed from the list.

9.4 Reordering Rows in a Static List

You can reorder the rows in a static list by moving a row up or down in the list. This is especially useful after you have added a row and want to move it to a different position.

To reorder the rows in a static list, perform these tasks:

1. Open the static list in the Contributor editor.

2. Place your mouse cursor on the row that you would like to move.

3. Perform one of the following steps:

   - To move the row up, click the Move Row Up icon (Figure 9–4) in the static list toolbar.

   - To move the row down, click the Move Row Down icon (Figure 9–4) in the static list toolbar.

Figure 9–4   Move Row Icons

9.5 Editing a Static List

A static list contains rows and columns of information. To edit the list, you select a row in the list and then edit the individual fields (or cells) in that row. When you do this, Contributor opens a window for you to work in. When you are finished, you can close the window and return to Contributor where you can edit other rows or even other parts of the web page.

To change a static list, perform these tasks:

1. Open the static list in the Contributor editor.

2. Click to select the row in the static list that you would like to edit.

3. Click the Edit Row icon (Figure 9–5) in the static list toolbar.

Figure 9–5   Edit Row Icon

If you receive the message "Please select a row," the table may not contain any rows yet. You must add a row before you can edit it (see "Adding and Removing Rows in a Static List" on page 9-2).

4. The Static List Row editor opens (see "Static List Row Editor" on page A-8), with appropriate sections for you to edit. Enter the appropriate text, graphics, and other content as you normally would in Contributor.

   The number of fields in this dialog may vary, depending on how your site was set up.

5. Click the Update icon (Figure 9–6) to save your work.

Figure 9–6   Update Icon

This returns you to the Contributor editor for the contribution region, where you see the row you just edited highlighted within the static list section editor.

> **Note:**   When you preview the list, it may look very different from what it looks like in Contributor. This depends on how the list was originally set up by the designer. The available editing options in the static list may vary, too, depending on how the site was set up. You cannot change the column headings for the static list. They are created by the designer when the list was first set up. Contact your site designer for details.

10

Working With Native Documents

In addition to using Contributor to create and edit web pages, you can use your own third-party application to create and edit native documents (for example, Microsoft Word). Oracle Site Studio converts these documents into web pages that seamlessly appear on the Web site with other web pages.

The following sections describe the use of native documents on an Oracle Site Studio Web site in more detail:

- "About Native Documents" on page 10-1
- "Requirements for Native Documents" on page 10-2
- "Metadata for Native Documents" on page 10-2
- "Adding Native Documents to a Web Site" on page 10-3
- "Opening and Editing Native Documents" on page 10-4
- "Using Styles in Native Documents" on page 10-5
- "Creating Hyperlinks in Native Documents" on page 10-5

10.1 About Native Documents

A native document is a document created in a third-party application, like Microsoft Word, Excel, or PowerPoint. The document is intended to be viewed and edited in the application that was used to create it (its "native application"). It is not usually viewable as a web page.

Oracle Site Studio Contributor assigns the native document to a contribution region just like it does a contributor data file. However, whereas a contributor data file can be viewed instantly on a web page (because it is written in XML), a native document must be converted into HTML and then pulled into the web page.

Oracle Site Studio uses a conversion engine (Dynamic Converter) to convert the document into a web-viewable rendition. As such, any rules or templates set up in Dynamic Converter are automatically applied on the Oracle Site Studio Web site.

There are several reasons why you may want to use native documents on your site. For one, you can add documents that you may be using for another purpose in your organization. For example, you could add a policy document from your HR department or a product specification from your development department and make those documents part of the Web site without having to create two versions of the documents.

You may also be familiar with a certain application, like Microsoft Word, and prefer to edit the contents of your site in that application. When you have finished, you simply

save and close the document. The document is converted into HTML and appears on the site right away.

10.2 Requirements for Native Documents

In order to use native documents on an Oracle Site Studio Web site, the content server must have Dynamic Converter configured and running. Your site designer or site manager should have completed these steps for you.

Native documents also must be checked in with the appropriate metadata assigned to them so that they are recognized as part of the site. See "Metadata for Native Documents" on page 10-2 for more information. Your system administrator may also be able to provide assistance.

10.3 Metadata for Native Documents

With native documents, you often have control over the metadata that is assigned to them when you check them in (unlike contributor data files, which often are assigned metadata by Oracle Site Studio Contributor). This is especially true if you use the check-in page on the content server or the Desktop Integration Suite client to add native documents to the site (see "Checking In Native Documents Using Content Server" on page 10-3).

The metadata values are particularly important in case your site is ever moved, backed up, published, or used to generate reports. These values are what tell Oracle Site Studio that the document belongs to the site.

Metadata Field	Definition
Web Sites	Identifies the Oracle Site Studio Web sites in the content server.
Web Site Section	Identifies an Oracle Site Studio Web site section in the content server.
Web Site Object Type	Identifies a type of file on an Oracle Site Studio Web site. Choose **Native Document** as the Website Object Type when checking in native documents.

Please note the following:

- In addition to the above metadata, you may need to enter custom metadata values that are required for your document to appear in a dynamic list on the Web site. Contact your site designer or site manager for details.

- If you use the features in Oracle Site Studio Contributor to add a native document to a Web site, all of these metadata values are automatically assigned to the document for you. If you use another method to check in native documents (for example, the Content Server check-in page or the Desktop Integration Suite client), then you must ensure that this metadata gets assigned to the document. For more information, see "Adding Native Documents to a Web Site" on page 10-3.

- To update the "Web Sites" and "Web Site Section" metadata for a native document, you can open the content information update page for the native document on the content server, click **Browse** beside one of those metadata values, and select the appropriate Web site or Web site section.

10.4 Adding Native Documents to a Web Site

There are several ways to add native documents to an Oracle Site Studio Web site. You can choose the method you are most comfortable with. This section describes some ways that you can add native documents to a Web site. Your site may be different, however, and you may be adding native documents in an entirely different way (depending on how the designer set up the site).

This section covers the following topics:

- "Assigning a Native Document to a Web Page" on page 10-3
- "Adding a Native Document When Creating a Link" on page 10-3
- "Adding a Native Document to a Dynamic List" on page 10-3
- "Checking In Native Documents Using Content Server" on page 10-3

10.4.1 Assigning a Native Document to a Web Page

You can add a native document to a Web site by assigning it to a web page (more specifically, to a contribution region on the page). You do this using the contribution graphic just as you would when assigning a contributor data file to the page.

See "Assigning Content to a Contribution Region" on page 3-4 for more information.

10.4.2 Adding a Native Document When Creating a Link

You can add a native document to a Web site by creating a hyperlink in Contributor that points to the native document. When you create a hyperlink in Contributor, you have the opportunity to both create the link and the file that the link points to (its target) at the same time.

See "Creating a Link to an Existing File on the Content Server" on page 7-5 for more information.

10.4.3 Adding a Native Document to a Dynamic List

You can add a native document to a Web site by adding it to a dynamic list (that was set up on the site by the designer). The dynamic list performs a search in the content server and displays all of the files that match that search on a web page. As a result, you see a list of items on the page with a link to each one.

To add native documents to a dynamic list, you can check the document in using one of these methods:

- Using Contributor (see "Adding an Existing File to a Dynamic List" on page 8-4).
- Using an available method in the content server (see "Checking In Native Documents Using Content Server" on page 10-3).

> **Note:** For the document to appear in the list, it must contain the same metadata that is specified in the list. Contact your site designer for details.

10.4.4 Checking In Native Documents Using Content Server

While Oracle Site Studio Contributor includes the option to add new and existing native documents to your Web site (see "Adding Native Documents to a Web Site" on

page 10-3), you may be more comfortable using one of the traditional methods in the content server to check in native documents. This includes the following:

- Content Server check-in page

- Desktop Integration Suite client

- folders functionality on the content server

When checking in a document using one of these methods, however, you must ensure that the metadata for the native document matches the metadata used by the Web site and the dynamic list (see "Metadata for Native Documents" on page 10-2).

> **Note:** See the Content Server user documentation for more information about checking items into the content server.

10.5 Opening and Editing Native Documents

After you add native documents to your Web site, you can then start opening and editing each one. Working on a native document on an Oracle Site Studio Web site is very similar to working on a native document in any other situation.

The main difference is that the document is stored on a Web site, and therefore the content server. For this reason you must open the document from that location, save it to that location, use styles a little differently (if you use styles), and create links a little differently.

You can open and edit native documents from an Oracle Site Studio Web site in the same way that you open and edit a contributor data file using Contributor. You can also use the content server and various add-on components to check out and edit native documents.

Opening and Editing a Native Document Using Oracle Site Studio Contributor

- Browse to the web page containing the native document, enable contribution mode, and click the contribution graphic to edit the native document (see "Editing the Content in a Contribution Region" on page 3-3).

    You can also click the menu on the contribution graphic and choose **Check Out and Open** from the menu.

    or

- Open Contributor and then edit the hyperlink that points to the native document (see "Editing a Link Target" on page 7-10 and "Editing the Files in a Dynamic List" on page 8-5).

When you follow these steps, instead of Contributor opening, the native document opens in the application used to originally create the file (for example, a .doc file opens in Microsoft Word). When you check out documents this way, each time you save the document, a revision is created in the content server. When you close the document, it is checked into the content server.

Opening and Editing Native Documents Using Content Server

In addition to using the available features in Oracle Site Studio Contributor, you can use the Content Server interface and various add-ons (Desktop Integration Suite, folders functionality, and so on) to open and edit native documents.

To do so, simply follow the typical steps outlined in those products to check out, open, and check in a content item; in this case, a native document (see "Checking In Native Documents Using Content Server" on page 10-3). You must search for the native document in the content server rather browse the site as you normally would when using Oracle Site Studio Contributor features.

> **Important:**   When you use the content server to browse an Oracle Site Studio Web site, you may discover files that you are not familiar with, such as those with a .xml, .hcsp, .js, or .css extension. These files are used by the Web site and should not be edited by contributors. You typically edit only those files with known extensions, such as .doc (Microsoft Word), .xls (Microsoft Excel), and .ppt (Microsoft PowerPoint).

10.6 Using Styles in Native Documents

With native documents, you have tremendous freedom regarding how you format and edit the content in the document. This can be both good and bad. You can edit the native document without limitations. However, if you introduce a new typeface or font size, increase the line spacing, and so on, the resulting web page looks different from the other web pages on the Web site.

Therefore, the designer of your site may have set up style names that are mapped to HTML tags when the document gets converted into a web page. (These mappings are actually stored in the Dynamic Converter template that is used to convert the document.)

Instead of manually formatting the content in your document, you would apply a style to it.

For example, styles for "Title," "Body," and "Footer" may be mapped to corresponding tags in HTML or in a customized cascading style sheet. You must coordinate with your site designer or site manager to see whether such styles are in place and how you should be using them.

10.7 Creating Hyperlinks in Native Documents

One task you perform as you work in a native document is creating hyperlinks. The hyperlink may point to another Web site, to another section on your site, to another web page on your site, and so on.

Creating a hyperlink in a native document is different from creating a hyperlink in Contributor. In Contributor, you use the Link wizard, which walks you through the process of creating a hyperlink and introduces you to the different types of links that you can create (see "Link Wizard" on page A-4).

In a native document, you use the method available in the application that is associated with that document to create a link. For example, in Microsoft Word 2003, you click **Insert**, then select **Hyperlink**, enter the address to link to, and click **OK**. The process may vary from one program to another. Therefore, this section does not explain how to create a link in a native document, but, rather, what to put in as a value for the link (which, in your application, may be referred to as the link address, URL, or target file).

There are three ways to create a link to another part of your Web site:

■   "Using a Path-Based URL for the Link" on page 10-6

- "Using an Oracle Site Studio Contributor Token for the Link" on page 10-6
- "Using Client-Side JavaScript for the Link" on page 10-7

10.7.1 Using a Path-Based URL for the Link

A path-based URL is a simple way to read a web address. You usually have a domain name (mywebsite.com), followed by a slash (/), the name of a section (news), and possibly a file name (news1.htm).

To use a path-based URL, perform these tasks:

1. Open a web browser, and browse to the location on your Web site where you want your link to go.

2. In the web browser's address bar, copy the address that displays there (for example, "http://www.mywebsite.com/news/").

3. Paste this address into the hyperlink in your native document.

4. Close the hyperlink feature and save your document.

You can also use relative paths instead of the full path in your hyperlinks (for example "../products/myfile"). Keep in mind, however, that if you reuse the native document on another part of the site, the link does not work there. (This is because the relative path changes depending on where a document is located.)

If you want to create a link to a file and you know the file's content ID and the section where it is stored, you can predict its web address without going to the site. Simply enter the Web site address (for example, "http://www.mywebsite.com"), followed by a slash (/), followed by the section (for example, "News"), followed by a slash (/), and then the content ID (for example, "NewsID"). The complete address would be:

```
http://www.mywebsite.com/news/NewsID
```

10.7.2 Using an Oracle Site Studio Contributor Token for the Link

As an alternative to path-based URLs, you can use a special token called "ssLINK" provided by Oracle Site Studio. The token makes it simple to create a link to another document without having to know the details of the Web site or where the document is stored. The token resolves to an actual web address when the page is served up in a web browser.

To use an Oracle Site Studio Contributor token, perform these tasks:

1. Open the hyperlink in the native document.

2. Enter the text **ssLINK** followed by a slash (/) and the content ID of the document. Thus, for a document with the content ID "MyDoc1," enter:

```
ssLINK/MyDoc1
```
3. Close the hyperlink feature and save your document.

When you create a link this way, the document displays in the section of the Web site defined by the xWebSiteSection metadata field of the document. If you want to change this so that the document appears in a section of your choosing, you could append the ID of the desired section to the ssLINK token, followed by the content ID of the document.

Say you want to create a link to a document with the content ID "MyDoc1" which you want it to appear in the section containing the ID "23." In that event, you would use:

```
ssLINK/23/MyDoc1
```

To create a link to another section of your site, you can also use the "ssNODELINK" token. To use this, you must know the ID of the section you want to link to. For example, to create a link to a section containing the ID "23," you would use:

```
ssNODELINK/23
```

To identify the ID of a section or Web site, open the content check-in page on the content server and click **Browse** next to "Web Site Section." In the Choose Web Site Section window, select your Web site and note the ID in parentheses next to each section.

10.7.3 Using Client-Side JavaScript for the Link

As an alternative to path-based URLs and Oracle Site Studio Contributor tokens, you can use client-side JavaScript to form the link. While this option may not be the simplest or most intuitive, it makes your links compatible with previous versions of Oracle Site Studio Contributor and the Web sites created in those versions. (Contact your site designer or site manager for more information.)

To use client-side JavaScript, perform these tasks:

1. Open the hyperlink in the native document.

2. Enter the text **javascript:link** followed by an opening parenthesis, a single quote, the content ID of the document, a single quote, a closing parenthesis, and semicolon (this is JavaScript syntax). Thus, for a document with the content ID "MyDoc1," enter:

    ```
    javascript:link('MyDoc1');
    ```
3. Close the hyperlink feature and save your document.

When you create a link this way, the document displays in the section of the Web site where it is stored. If you want to change this and have the document appear in a section of your choosing, then you would append the ID of the desired section to the content ID of the native document. Say you want to create a link to a document with the content ID "MyDoc1" to appear in the section containing the ID "23." In that event, you would use:

```
javascript:link('MyDoc1','23');
```

To create a link to another section of your site, you can also use the syntax "javascript:nodelink." To use this, you must know the ID of the section you want to link to. If you were linking to a section containing the ID "23," you would use:

```
javascript:nodelink('23');
```

To identify the ID of a section or Web site, open the content check-in page on the content server and click **Browse** next to "Web Site Section." In the Choose Web Site Section window, select your Web site and note the ID in parentheses next to each section.

11

Working With Site Reports

You can use Oracle Site Studio to find out where files are being used and how often they are viewed.

This section covers the following topics:

- "About Site Reports" on page 11-1
- "Site Usage Reports" on page 11-1
- "Viewing a Site Usage Report" on page 11-1

11.1 About Site Reports

When contributing to a Web site, there are times when you may want to know where files are being used and how often they are viewed. This can help you organize and prioritize your work. You may, for example, want to know where a particular data file is located on the Web site and how often it was viewed. The same goes for native documents, pages templates, and so on.

The best way to do this is to view a site report. You can view the reports online or print them out, if you like.

There are two types of reports that you can view:

- "Site Usage Reports" on page 11-1

> **Note:** There is also another type of site report called a "Web Site Objects Report," but it is only available from the Oracle Site Studio administration page on the content server. Accessing this page typically requires administrative credentials.

11.2 Site Usage Reports

A site usage report provides a detailed summary of where a specific contributor data file or native document is being used. The report breaks this down by Web sites where it is used, sections where it is used, and so on.

11.3 Viewing a Site Usage Report

A site usage report provides a detailed summary of where a specific contributor data file or native document is being used. The report breaks this down by Web sites where it is used, sections where it is used, and so on. When you open the report, you are taken to a page that shows every Web site and every section where the file is used. You

can scroll through the report, print it out, and view the parts of the Web site where the file is used.

There are two ways to view a site usage report:

- "Viewing a Site Usage Report Using the Contribution Graphic" on page 11-2
- "Viewing a Site Usage Report Using the Content Information Page" on page 11-2

11.3.1 Viewing a Site Usage Report Using the Contribution Graphic

To view a site usage report using the contribution graphic, perform these tasks:

1. Browse to the web page that contains the contribution region whose site usage report you want to view.

2. Enter contribution mode (see "Contribution Mode" on page 3-2) and click the menu icon of the contribution region.

3. From the menu, choose **View Web Site Usage Report**.

   This takes you to the site usage report for the specific data file or native document assigned to the contribution region.

11.3.2 Viewing a Site Usage Report Using the Content Information Page

To view a site usage report using the content information page, perform these tasks:

1. Browse to the web page that contains the contribution region whose site usage report you want to view.

2. Enter contribution mode (see "Contribution Mode" on page 3-2) and click the menu icon of the contribution region.

3. From the menu, choose **Document Info**.

   The content information page for the data file or native document associated with the contribution region is displayed.

4. In the **Content Actions** menu, choose **View Web Site Usage Report**.

   This takes you to the site usage report for the specific data file or native document assigned to the contribution region.

11.3.3 Considerations

Please note the following considerations regarding site usage reports:

- Site usage reports are only available in Contributor if they were enabled by the site designer.
- The slash in the "Usage Location" column represents the home page of the Web site.
- Click **Show All** to show the details of where the file is used on every Web site, or click **Hide All** to hide these details.
- Click the expand icon (Figure 11–1) to show the details of where the file is used on a given site, or click the collapse icon (Figure 11–1) to hide these details.

Figure 11–1   Expand and Collapse Icons

- You can preview the places where the file is used on your site by clicking the hyperlinks, where available.

- When you open the report, you are taken to a page on the content server. You are still in the same web browser that you were using before you opened the report. As such, you may want to use the "Back" button in your web browser instead of closing the web browser so that you can return to the page that you were originally working on.

- For a file to appear in the report, it must be checked in with the appropriate metadata to match the site.

12

Working With Workflows

The workflow features of Content Server can be used with Oracle Site Studio Contributor to enable contributors to review and approve the content of your Web site.

As a contributor, your role is to edit the content of the contribution regions assigned to you by the designer or manager. If the designer or manager also sets up workflow in Designer and the content server, you may assume the additional role of workflow participant.

Workflow is discussed in more detail:

- "Contributors and Workflows" on page 12-1

- "Determining Your Role" on page 12-2

- "Reviewing or Contributing to a Workflow" on page 12-2

12.1 Contributors and Workflows

As a workflow participant, you receive an e-mail message with a link to the web page you must review. Clicking this link opens the web page in contribution mode.

As a contributor, you click the edit icon (shown with a pencil) in the contribution graphic (Figure 12–1) to open Contributor, so that you can edit the content of the contribution region defined by the contribution icon. A contribution region that is in a workflow is easily distinguished because of the green workflow gear located to the left of the contribution region name.

Figure 12–1 Contribution Graphic for Region in Workflow

Contributor graphic, with the workflow icon on the left to indicate that the editable contribution region is currently in a workflow.

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You then choose a workflow option in the contribution graphic menu, depending on how the workflow was designed and your role in it:

- **Approve Document:** If you click this option, the next participant in the workflow is notified automatically by e-mail. Once the last workflow participant accepts the contributor data file that stores the content for the web page, the contributor data file is released to its final destination. The web page itself can then become "live" on the Web site.

- **Reject Document:** If you click this option, you have the opportunity to complete a rejection form to explain why you are rejecting the content. An e-mail is then sent to the previous reviewer in the workflow.

- **Edit:** Clicking this option in the menu is the same as clicking the contribution icon without workflow set up. That is, Contributor opens with the content of the contribution region in editable form.

In some cases, there may be many items on a page in workflow. If there is more than one document in workflow available for review, the contribution mode toolbar will have an **Approve All** selection. For more information on the contribution mode toolbar, see "Contribution Mode" on page 2-2.

> **Note:** See the Oracle Content Server user documentation for more information about workflows.

12.2 Determining Your Role

The workflow features of Oracle Content Server can be used with Oracle Site Studio Contributor to enable contributors to review and approve the content of your Web site.

There are two kinds of workflows. Typically, your organization uses what is called criteria workflows, in which you are assigned one of two roles:

- **Reviewer**: you can approve or reject the content item, but not edit it.

- **Reviewer/contributor**: you can approve or reject the content item, and also edit it.

These roles are defined in Oracle Content Server, when the site designer or manager sets up the workflow, and in Designer, when the designer creates a contribution region. Thus, the designer determines which contribution regions are part of a workflow and who has access to those areas.

You can easily tell which role you have been assigned by the options available when you click the menu icon in the contribution graphic of a contribution region included in a workflow. If the **Edit** command is available, then you are a reviewer/contributor. Otherwise, you have reviewer rights only and cannot change the content. You may also see **Accept Document** or **Reject Document** options, depending on how the workflow was set up.

If you are using a basic workflow, you may also be assigned the Contribution role, which is the initial workflow step.

12.3 Reviewing or Contributing to a Workflow

The workflow features of Oracle Content Server can be used with Oracle Site Studio Contributor to enable contributors to review and approve the content of your Web site.

As a participant in a workflow, for the most part, you follow the same steps that you would as a participant in a workflow in Oracle Content Server outside of Oracle Site Studio Contributor.

12.3.1 Step 1: Receiving the E-Mail Message

The first step in reviewing or contributing to a workflow occurs when you receive an e-mail message stating that you must review a content item (typically a web page) that is in workflow.

12.3.2 Step 2: Opening the Web Page

In step 1 (see "Step 1: Receiving the E-Mail Message" on page 12-3), you received an e-mail stating that you must review a content item (typically a web page) that is in workflow.

In step 2, you click the **Review workflow item** link in the e-mail to open the web page for review. The web page opens in contribution mode from the link.

12.3.3 Step 3: Selecting a Workflow Option

In step 2, (see "Step 2: Opening the Web Page" on page 12-3), you were directed to the web page you are responsible for reviewing. Once you clicked the link described in this step, the web page opened in contribution mode, and one or more contribution graphics (Figure 12–2) are displayed. These icons represent the contribution regions of the web page you are responsible for in the workflow. (As a contributor, you see only those icons for the contribution regions you have access to.)

Figure 12–2   Contribution Graphic With Workflow Icon

In step 3, you click the menu icon in the contribution graphic and select a workflow-related option from the menu (they may not all display, depending on how the workflow was set up in Designer and your role in it):

- **Edit**: Select this option to change the content of the web page. This option is available only if you have a contributor role in the workflow and therefore have the rights to change the content.

- **Approve Document**: Select this option to approve the web page. The page is sent to the next workflow participant, or released, if you are the final step in the workflow.

- **Reject Document**: Select this option to reject the web page. The page is sent to the previous contributor specified in the workflow.

> **Note:**   You can also click **Document Info** to open the content information page on the Oracle Content Server.

12.3.4 Step 4: Editing the Web Page

In step 3 (see "Step 3: Selecting a Workflow Option" on page 12-3), you selected a workflow-related option. If, in this step, you chose to edit the web page, Contributor opened and the content of the contribution region is now available in an editable format. If you are not editing the page, proceed to step 5.

In step 4, you edit a web page included in workflow the same way you would edit any other web page in Contributor (see Chapter 2, "Getting Started With Contributor").

If you want to see the differences between two versions of a web page (the most current version and the latest "released" version), you can use a feature that shows the changes on a separate color-coded page (see "Comparing Different Versions of a Web Page" on page 3-10).

When you are finished editing the web page (by clicking the update icon on the contribution toolbar to check the revision into the content server), you are returned to contribution mode so that you can view the web page. From there, click the menu icon of the contribution graphic, this time to approve the page so it moves to the next workflow step.

12.3.5 Step 5: Approving or Rejecting the Web Page

In step 4 (see "Step 4: Editing the Web Page" on page 12-3), you edited the web page, assuming you chose the edit option in step 3.

In step 5, you approve or reject the web page you are responsible for by clicking the menu icon of the contribution graphic while in contribution mode and then clicking **Approve Document** or **Reject Document**.

When you approve the content item, the contributor data file for the content of the web page moves on to the next step in the workflow, or it is released if you are the final review step. In addition, the Workflow Content Items page is displayed so that you can view the workflow status of the content item.

If you reject the content item, the web page is sent to the previous contributor in the workflow process. In addition, a Reject Content Item page displays so that you can enter a description of why you rejected the web page. For more information on this page, or the rejection workflow process in general, see the Oracle Content Server documentation.

> **Note:** If the **Accept Document** and **Reject Document** options do not appear on the menu, the web page has completed the workflow and has been released.

If there is more than one document in workflow available for review, the contribution mode toolbar (see "Contribution Mode" on page 2-2) will have an **Approve All** selection. The **Approve All** allows you to approve all items at once, rather than selecting **Approve Document** for each item.

A

User Interface

Oracle Site Studio Contributor has several user interface screens and dialogs.

These include:

- "Contributor Editor Window" on page A-1
- "Switch Content Wizard" on page A-2
- "Switch Region Template Dialog" on page A-3
- "Link Wizard" on page A-4
- "Dynamic List Wizard (Create New)" on page A-7
- "Static List Row Editor" on page A-8
- "Placeholder Section Properties Dialog (Design Mode)" on page A-8
- "Placeholder Section Mapping Dialog (Design Mode)" on page A-9

A.1 Contributor Editor Window

See "Accessibility Features" on page 1-4 for information on working with Contributor using the keyboard.

After you choose to edit a contribution region on a web page, the Contributor editor launches in a browser popup window, and you can start editing the content in the current contribution region. Please note that this browser popup window may be suppressed by popup-blocking software, so you must configure that software to allow pop-ups on your site. Also, when the Contributor editor opens, the web browser displaying the original web page becomes temporarily unavailable. You can return to the web browser when you close the Contributor editor.

The Contributor interface is very similar to the interface of a word processing program. You can add, remove, and edit text, images, hyperlinks, and more. There is even a list option that enables you to manage simple or complex lists. The appearance and behavior of Contributor varies depending on how each contribution region and element was set up by the site designer.

The main editor window contains various elements:

- **Page header**, which gives the name of the contribution region being edited.
- **Data file**, which shows the content ID of the data file associated with the editable contribution region on the content server.
- **Elements tab**, which provides the editing environment for all elements in the contribution region. Please note that *all* elements in the associated data file are shown, even if only some of them are actually displayed in the contribution region

being edited. (The other information may be used elsewhere on the Web site, so editing that information may affect other pages on the site.)

- **Metadata tab**, which shows the content information (metadata) for the data file associated with the editable contribution region (only if the site designer opted to make the metadata available for the contribution region).

- **Contribution toolbar**, which provides a set of functions that apply to the contribution region as a whole. You can save or preview the data changes, refresh the current view, open a usage report for the data file, and view the changes made to the web page.

- One or more **editing areas**, one for each element in the contributor data file associated with the contribution region on the web page. These editing areas are where you type in your text and format your document.

- **Element toolbars** in the editing areas, which provide editing functionality relevant to the type of content you are editing. The site designer controls what editing options are available for each element type.

A.2 Switch Content Wizard

See "Accessibility Features" on page 1-4 for information on working with this wizard using the keyboard.

The Switch Content wizard is used to change the content assigned to a contribution region on a web page (or assign content if none was assigned yet). The site designer decides what kinds of content you can assign: a new contributor data file or native document, an existing file on the content server, and/or an existing file on your local computer. The site designer may also limit the file formats of native documents that can be assigned (for example, only Microsoft Word documents). In addition, the designer may allow the association of content with a contribution region to be removed altogether.

The Switch Content wizard consists of several steps, depending on the properties of the current contribution region and the choices you make during the process.

> **Note:** You can step through the wizard faster by clicking the blue arrow to the left of the option you want to use. This automatically selects the option and moves the wizard to the next step.

Selecting a Region Definition or Subtemplate

Depending on how the site designer set up the contribution region, you may first be prompted to select the region definition or subtemplate that the region content should be based on.

If you select a **region definition**, you associate the contribution region directly with a contributor data file or native document (to be selected later in the wizard). Its contents display in the contribution region in accordance with the selected region definition and its associated region template. The site designer controls what region definitions are available for the contribution region.

If you select a **subtemplate**, you associate the contribution region with a subtemplate that defines what the region looks like and typically divides it into several smaller contribution regions (each of which needs separate content assigned to it). The site designer controls what subtemplates are available for the contribution region.

The site designer can give you more information about what impact each region definition and/or subtemplate has on the web page in terms of information usage, layout, formatting, and the like. The names of the available region definitions and subtemplates may also provide some indication regarding what they do. Contact your site designer if you need any assistance in this area.

Selecting the Content

Depending on your wizard choices, you may be prompted to select the type of content file that is associated with the contribution region. The available content file types depend on what the site designer has chosen to make available. Select an option:

- To use a new contributor data file, select **New Contributor data file**. You are taken to a content check-in form, where you can provide the metadata for the contributor data file and check the file into the content server. The file is empty until you (or another contributor) edits it in the Contributor editor.

- To use a new native document, select **New native file** and choose the file format. (The site designer decides what file formats are available.) You are taken to a content check-in form, where you can provide the metadata for the native document and check the file into the content server. All required metadata fields are marked red. The file is empty until you (or another contributor) edits it in its native application.

- To use an existing file on the content server, select **Existing file from server**. You are taken to a search results page, which lists all items on the content server that you can choose from. (The criteria for the search query are defined by the site designer.) Select the file you want to use by clicking its associated **Select** button.

- To use an existing file on your computer, select **Existing local file**. You are taken to a content check-in form, where you can provide the metadata for the file and check the file into the content server. All required metadata fields are marked red. Use the **Browse** button next to the **Primary File** field to navigate to the file on your computer to use and select it.

Contact your site designer or site manager if you need further assistance.

A.3 Switch Region Template Dialog

See "Accessibility Features" on page 1-4 for information on working with this dialog using the keyboard.

The Switch Region Template dialog is used to change the region template that is assigned to the current contribution region. A contribution region typically has a region template assigned to it, which defines how the information is presented in the contribution region. The site designer may allow contributors to switch the region template of a contribution region, thus changing its look-and-feel (within the constraints defined by the site designer).

You can choose from two options:

- **Use the default region template:** If you choose this option, the contribution region uses the region template that is associated with that region by default, as defined by the site designer.

- **Use this region template:** If you choose this option, you can select from all region templates that are associated with the contribution region. Each region template defines how the information in the contribution region is presented on the web page.

The site designer can give you more information about what impact each region template has on the web page in terms of information usage, layout, formatting, and the like. The names of the available region templates may also provide some indication regarding what they do. Contact your site designer if you need any assistance in this area.

A.4 Link Wizard

See "Accessibility Features" on page 1-4 for information on working with this wizard using the keyboard.

The Link wizard is used to add a hyperlink to the selected text or item in the editing area. You can link to a variety of targets, including Web site sections, contributor data files, native documents, and URLs. You can link to items on the current Web site, but also to items on other Oracle Site Studio sites on the content server, or to external Web sites.

The Link wizard consists of several steps, depending on the choices you make during the process.

> **Note:** You can step through the wizard faster by clicking the blue arrow to the left of the option you want to use. This automatically selects the option and moves the wizard to the next step.

The first step is to specify the type of hyperlink you want to create:

- Link to a Section
- Link to a File
- Link to a URL

You can click **Options** to specify whether the link target should open in a new browser window. After you select the desired link type, the wizard proceeds and presents several additional screens depending on the choices you make.

Link to a Section

If you choose to link to a section, you are asked to specify the site section that the hyperlink points to. You can link to a section on the current Web site or a different Oracle Site Studio site on the content server. You select the target section from the site hierarchy.

In addition, you may be asked to select the URL format (path-based or ID-based), depending on whether the site designer chose to allow contributors to make this decision. See URL Formats below for more information.

The final step is to confirm the link before it is actually created (or modified).

Link to a File

If you choose to link to a file, you are first asked to select the type of file that the hyperlink points to. The site designer decides which file type(s) you can link to:

- **New contributor data file:** If you choose to link to a new contributor data file, you are prompted to check the new data file into the content server (using the standard content check-in form). Enter the appropriate content information (metadata) to check the item into the content server. Much of the information is automatically provided. If a field name is marked red, then the field is required (that is, the item

cannot be checked in if the field is empty). Please note that the new contributor data file is empty until a site contributor (you or someone else) edits it in the Contributor editor.

You are also prompted to specify the Web site section in which you want the hyperlinked data file to appear. See Target Sections below for more information.

In addition, you may be asked to select the URL format, depending on whether the site designer chose to allow contributors to make this decision. See URL Formats below for more information.

The final step is to confirm the link before it is actually created (or modified).

- **New native file:** If you choose to link to a new native document, you must first select the file format (for example, Microsoft Word). The site designer decides what file formats are allowed for new native documents.

  Next, you are prompted to check the new native document into the content server (using the standard content check-in form). Enter the appropriate content information (metadata) to check the item into the content server. Much of the information is automatically provided. If a field name is marked red, then the field is required (that is, the item cannot be checked in if the field is empty). Please note that the new native document is empty until a site contributor (you or someone else) edits it in its associated third-party application.

  You are also prompted to specify the Web site section in which you want the hyperlinked native document to appear. See Target Sections below for more information.

  In addition, you may be asked to select the URL format, depending on whether the site designer chose to allow contributors to make this decision. See URL Formats below for more information.

  The final step is to confirm the link before it is actually created (or modified).

- **Existing file from server:** If you choose to link to an existing file on the content server, you are taken to the standard search results page on the content server, showing all content files that are available for you to choose. The site designer decides what criteria are used for the search query. Click the **Select** button next to the content item you want to link to.

  You are also prompted to specify the Web site section in which you want the hyperlinked file to appear. See Target Sections below for more information.

  In addition, you may be asked to select the URL format, depending on whether the site designer chose to allow contributors to make this decision. See URL Formats below for more information.

  The final step is to confirm the link before it is actually created (or modified).

- **Existing local file:** If you choose to link to an existing local file (that is, on your own computer), you are prompted to check the file into the content server (using the standard content check-in form). Much of the information is automatically provided. If a field name is marked red, then the field is required (that is, the item cannot be checked in if the field is empty). Use the **Browse** button next to the **Primary File** field to navigate to the file on your computer and select it. Also, make sure to specify a title.

  You are also prompted to specify the Web site section in which you want the hyperlinked file to appear. See Target Sections below for more information.

In addition, you may be asked to select the URL format, depending on whether the site designer chose to allow contributors to make this decision. See URL Formats below for more information.

The final step is to confirm the link before it is actually created (or modified).

- **Current item:** Choose this option to continue to link to the selected content file, but you want to change the hyperlink properties (for example, its target section on the site).

Link to a URL

If you choose to link to a URL (web address), you can specify that URL in the field next to this option. You cannot proceed in the wizard until you provide a URL. This is often an external URL, such as a Web site on the Internet, but may also useful to link to a file on the content server that is not used for contribution, such as a PDF file, media file, or zip file.

The final step is to confirm the link before it is actually created (or modified).

Target Sections

One of the wizard steps enables you to specify the Web site section in which you want the selected data file to appear (the "target section"). This enables you to control where a particular file appears on the Web site regardless of where it is actually stored on the site. For example, if you have a product description stored in the "Products" section of the site, you can create a link to it from the "Support" section and then specify that the document actually appears in the "Support" section when the hyperlink is clicked. You can choose from the following options:

- **Use default website section metadata:** If you choose this option, the hyperlinked content file displays in the Web site section as currently specified in the Web Site Section metadata field for the content file. If the site designer allows contributors to select the URL format of links, you must use an ID-based URL format.

- **Choose a website section:** If you choose this option, the hyperlinked content file displays in the Web site section of your choice (in effect overriding the default target section of the content file). The section may be in the current Web site or another Oracle Site Studio site on the content server.

- **Link to the Content Item's URL:** If you choose this option, the file displays exactly as it is stored on the content server rather than within the framework of the Web site. This is useful for linking to native documents such as PDF files.

URL Formats

You may be prompted to choose the URL format of the link, depending on whether the site designer decided to allow contributors to make this decision. Ask your site designer for assistance if you are unsure which URL format to pick:

- **Path Based URL:** The link will contain a path to the target location. You have two choices for this type of link:

  - **Absolute Path:** Generates a full path; for example
    `<!--$ssServerRelativeSiteRoot-->products/index.htm` (for a link to a site section; "`<!--$ssServerRelativeSiteRoot-->`" gets replaced with the path to the root of the Web site).

  - **Relative Path:** Generates a relative path instead of a full path; for example
    `../products/index.htm` (for a link to a site section).

- **ID Based URL:** The link will contain the coded identity of the target location rather than the path-based name. You have three choices for this type of link:

  - **Client Side Script Format:** Uses client-side JavaScript to construct a link to the target location; for example, `javascript:nodelink('10024');` (for a link to a site section).

  - **Server Side Script Format:** Uses server-side Idoc Script to construct a link to the target location; for example, `[!--$wcmUrl('nodelink','10024')--]` (for a link to a site section).

  - **URL Token Format:** Uses a redirect on the server to construct a link to the target location; for example, `ssNODELINK/10024` (for a link to a site section).

> **Note:** You may not see the URL format page, depending on whether the site designer chose to allow contributors to make this decision. Ask your site designer for assistance if you are unsure which URL format to pick.

A.5 Dynamic List Wizard (Create New)

See "Accessibility Features" on page 1-4 for information on working with this wizard using the keyboard.

The Create New wizard is used to add files to a dynamic list. The site designer decides what kinds of files you can add: a contributor data file or native document, and/or an existing file on your local computer.

> **Note:** You cannot add an existing file on the content server, since any file on the server that meets the criteria of the dynamic list would be included in the list. If certain expected files do not appear in the dynamic list, then you should modify the metadata of these files to meet the list criteria, or you should change the list criteria to be more inclusive.

The Create New wizard consists of several steps, depending on the choices you make during the process.

> **Note:** You can step through the wizard faster by clicking the blue arrow to the left of the option you want to use. This automatically selects the option and moves the wizard to the next step.

The first step is to select the type of content file that is added to the dynamic list. Depending on what the site designer has decided to allow, you may choose to add the following files to the list:

- a new contributor data file

- a new native file (of specific file formats)

- an existing file on your local computer

New Contributor Data File

To add a new contributor data file to the dynamic list, select **New Contributor data file**. You are taken to a content check-in form, where you can provide the metadata for

the contributor data file and check the file into the content server. The file is empty until you (or another contributor) edits it.

New Native File

To add a new native document to the dynamic list, select **New native file** and select the file format. (The site designer decides what file formats are available.) You are taken to a content check-in form, where you can provide the metadata for the native document and check the file into the content server. All required metadata fields are marked red. The file is empty until you (or another contributor) edits it.

Existing File on Your Computer

To add an existing file on your computer to the dynamic list, select **Existing local file**. You are taken to a content check-in form, where you can provide the metadata for the file and check the file into the content server. All required metadata fields are marked red. Use the **Browse** button next to the **Primary File** field to navigate to the file on your computer you want to use and select it.

A.6 Static List Row Editor

See "Accessibility Features" on page 1-4 for information on working with this editor using the keyboard.

The static list row editor is used to edit one entry (that is, one row) in a static list. Each list column is shown in its own editing area, and you can edit it using the options that the site designer made available for the element type. When you have finished, click the **Update Row and Close** button in the contribution toolbar. You then return to Contributor, where you can edit other rows in the static list or other parts of the web page.

> **Note:** You cannot change the column headings for the static list. They were created by the site designer when the list was first set up.

A.7 Placeholder Section Properties Dialog (Design Mode)

See "Accessibility Features" on page 1-4 for information on working with this dialog using the keyboard.

The Placeholder Section Properties Dialog in Design mode is used to define the placeholder name, associated data file, region template, subtemplate, and placeholder definition outside of Oracle Site Studio Designer.

Element	Description
	Select to add a placeholder and related site assets. Opens the Placeholder Section Mappings dialog (see "Placeholder Section Mapping Dialog (Design Mode)" on page A-9).
	Select to remove a placeholder and related site assets.
	Select to edit a placeholder and related site assets. Opens the Placeholder Section Mappings dialog (see "Placeholder Section Mapping Dialog (Design Mode)" on page A-9).
Placeholder Name	The name of the placeholder.

Element	Description
Data File	The name of the data file associated with the placeholder.
Region Template or Subtemplate	The name of the region template or subtemplate associated with the placeholder.
Placeholder Definition	The name of the placeholder definition associated with the placeholder.
OK	Saves your settings and closes the Placeholder Section Properties dialog.
Cancel	Cancels your settings and closes the Placeholder Section Properties dialog.
Help	Opens the online help for this specific dialog.

A.8 Placeholder Section Mapping Dialog (Design Mode)

See "Accessibility Features" on page 1-4 for information on working with this dialog using the keyboard.

The Placeholder Section Mapping dialog is use to add or edit a placeholder through the Design mode interface. This allows you to make changes to a placeholder without needing access to Oracle Site Studio Designer.

Element	Description
Placeholder Name	The name of the placeholder.
Data File	The name of the data file associated with the placeholder.
Region Template or Subtemplate	The name of the region template or subtemplate associated with the placeholder.
Placeholder Definition	The name of the placeholder definition associated with the placeholder.
Search	Displays the results of a search on the content server for the selected site asset type.
OK	Saves your settings and closes the Placeholder Section Mappings dialog.
Cancel	Cancels your settings and closes the Placeholder Section Mappings dialog.
Help	Opens the online help for this specific dialog.

Glossary

The following terms are frequently used in the Oracle Site Studio suite of applications. They are listed here in alphabetical order.

address

See **site address**.

administrator

An individual who uses the performs the administrative Oracle Site Studio tasks on the content server. This would include tasks such as assigning web addresses to the site, backing up the site, replicating the site, and so on.

See also: **designer**, **contributor**, **manager**.

Cascading Style Sheet (CSS)

A file that provides control over how page content is displayed. More specifically, how different HTML elements, such as headers and links, appear on the page. A means of separating structure from presentation to control the formatting and layout of content in one place. Style sheets can be included in an HTML document by linking to an outside style sheet, embedding a document-wide style in the <HEAD> tag of the document, or embedding inline styles where needed.

content server

The central repository of all files associated with an Oracle Site Studio Web site. The server provides advanced content management features such as library services (check-in, check-out, and the like), versioning, workflow, content conversion, and more.

contribution graphic

The graphic that displays beside each contribution region on the web page, when the page is viewed in contribution mode. Clicking the edit icon opens Contributor (or a third-party application for a native document), enabling contributors to edit the region content assigned to the region. Clicking the menu icon provides more options, such as switching the file assigned to the region and approving or rejecting a document for workflow.

contribution mode

A way of viewing a web page in a web browser whereby you can see and edit the contribution regions (and perhaps instances of Manager) on the page.

When the page is viewed in contribution mode, you see a contribution graphic beside each editable region. Click the graphic to edit the contents of the region (a data file or native document), approve it or reject the contents (when workflow is used), update

its metadata, and so on. You enter contribution mode using a combination of keystrokes (the default is Ctrl+Shift+F5).

contribution region

An area where contributors can add and edit content on a web page, as defined by the site designer. When the web page is viewed in contribution mode, contributors can edit the content in the region using either Contributor (for contributor data files) or the application associated with the content (for native documents).

See also: **placeholder**, **replaceable region**.

Contributor

One of three applications in Oracle Site Studio. Contributor is used to edit contributor data files associated with a contribution region. The way you set up a contribution region and contribution elements in Designer affects the appearance and behavior of the Contributor application. Typically, you have many different contributors using the Contributor application.

See also: **Designer**, **Manager**.

contributor

An individual who edits the content on an Oracle Site Studio Web site, using either Contributor or a third-party application. The contributor can be anyone familiar with the content on the Web site (a manager, a member of the sales or marketing team, a member of human resources, and so on). Using Oracle Site Studio, you often have multiple contributors working with a handful of managers and one designer.

See also: **designer**, **administrator**, **manager**.

contributor data file

An XML file created by Oracle Site Studio and designed to be opened and edited using the Contributor application. A contributor data file stores site content, and can be assigned to a contribution region, where it appears on the Web site. The file itself, however, is stored as a managed content item in the content server, separate from the page templates, region templates, subtemplates, and other managed site assets. This enables content (created by contributors) to be separate from presentation (created by site designers).

See also: **native document**.

contributor-only section

A section in the site hierarchy that only appears on the site when it is viewed in contribution mode. Contributor-only sections can be useful to convey information, like instructions for contributing to the site, from designers to managers, managers to contributors, and so on.

conversion definition

A file that specifies the conversion rules for native documents on a Web site. Each conversion definition is a rule, template, or combination that defines how a native document is converted to HTML and displayed in the page.

conversion template

A part of Dynamic Converter used in Oracle Site Studio to define how native documents are converted to HTML for viewing in a web browser. Native documents on the content server are converted based on their metadata and file type.

CSS

See **Cascading Style Sheet (CSS)**.

custom element

A type of element that uses a custom element form. A custom element is quite different from the other elements (WYSIWYG, plain text, dynamic list, static list, and image) in that it is used to create a custom interface (web-based form) in the Contributor application. Contributors use the interface to add various types of content and perform actions that cannot be performed in the other elements.

See also: **WYSIWYG element**, **plain text element**, **image element**, **static list element**, **custom element form**.

Designer

One of three applications in Oracle Site Studio. Designer provides the development environment where designers can create the site and site assets, add fragments and construct contribution regions, and more. The Designer application is used with Manager and Contributor to build and maintain a site.

See also: **Manager**, **Contributor**.

designer

An individual who uses the Designer application to build Web sites. This individual might be a web master, web developer, or member of the web team. The designer focuses on how the Web site looks: the structure of the pages, the way the pages are laid out, the imagery, and the corporate identity. The actual site content is typically created and maintained by contributors.

See also: **contributor**, **manager**, **administrator**.

dynamic content

Content that is displayed in an area defined by a placeholder based on where the page template is used.

See also: **static content**.

dynamic list

A list of files (contributor data files or native documents) that is based on a query performed in the content server. You can have, for example, a dynamic list that queries the content server for files with the document type "Press Releases" and displays those items on the page. The list can be simple, such as a list of links, or it can be complex, such as a list showing the title, an excerpt, and a link for each file.

See also: **static list**.

editing area

Part of the Contributor editor workspace where contributors make changes to contributor data files associated with a contribution region on a Web page. Each editing area has its own toolbar and its own field for entering the data. In some cases, such as with an image or custom element, the editing area does not have any place to enter text. In many cases, there are more editing areas for data than appears on the screen. This could be because the contributor data file contains data not displayed on the web page, or that the designer has included areas meant to display only when Contributor is open.

See also: **element toolbar, contributor-only section**.

element

The smallest chunks of reusable information in an Oracle Site Studio Web site. When using contributor data files on your site, you must create one or more elements in each contribution region. Each defined element is of a particular type: WYSIWYG, text only, image only, static list, dynamic list, or custom. These types characterize what the element content consists of, and, through element definitions, what editing options are available. Elements are not used with native documents, only contributor data files.

See also: **WYSIWYG element**, **plain text element**, **image element**, **static list element**, **dynamic list element**, **custom element**.

element toolbar

Each editing area in the Contributor editor has a toolbar specific to the type of area. Some toolbars have WYSIWYG items, or text-only, or image-only. Static lists and dynamic lists also have their own toolbars.

See also: **editing area**.

eXtensible Markup Language (XML)

A widely used programming language (and standard by the W3C) that facilitates the interchange of data between computer applications. XML is similar to HTML (the language used for web pages) in that both use markup tags. However, as opposed to HTML, XML tags say nothing about the presentation of the data contained in the tags, only their structure. Computer programs automatically extract data from an XML document using its associated DTD as a guide.

home page

A page that serves as an entry point to the Web site. It generally contains links to the main sections of the site.

Hypertext Markup Language (HTML)

A formatting language used for documents on the World Wide Web (WWW). HTML files are plain-text files with formatting code that tells a web browser (or web-capable device) how to display text, position graphics and objects, and display links to other web pages.

HTML

See **Hypertext Markup Language (HTML)**.

HTML table

A way of presenting content in a tabular format. On a Web site, HTML tables can be used to position content and therefore, design web pages. In Oracle Site Studio, you can use HTML tables to design your page templates (such as placing fragments and contribution regions in each table cell).

image element

A type of element that allows only one or more images. An image element offers options specific to adding images for a contributor (such as browsing the content server for an image, replacing an existing image, and applying a CSS class to an image).

See also: **WYSIWYG element**, **plain text element**, **static list element**, **custom element**.

JavaScript

A cross-platform scripting language that can be added to existing HTML code on a web page to create basic online functions and interactivity.

legacy site

Sites which are made with the functionality of the pre-10gR4 architecture. You can continue to use legacy sites in Oracle Site Studio 10gR4 and higher, but they do not take advantage of the new architecture and features introduced in Oracle Site Studio 10gR4 and higher.

link

An item on a web page that takes the user from one web page to another, or to a different position within a web page. Links enable visitors to navigate your Web site. You can add more links yourself, usually to cross-reference another part of your site or perhaps another site.

Link wizard

A feature in Oracle Site Studio (Designer and Contributor) that enables you to quickly and easily creates links to other sections, to other files, and to other sites in the content server. The multi-step wizard walks you through the necessary steps to create the link, choose a target section or file for the link, and choose a format for the link.

Manager

One of three applications in Oracle Site Studio. Manager is a web-based site management console that can be used by one or more site managers to maintain the structure of the site. Site designers can add the Manager application to a site in Designer. The look and feel and behavior can be changed for each instance of Manager.

See also: **Designer**, **Contributor**.

manager

An individual who uses the Manager application to reorganize the site navigation and hierarchy. Site managers can add or remove sections to the site without using Oracle Site Studio Designer by using a web-based tool that the site designer makes available to them. A manager typically works with one designer and multiple contributors.

metadata

"Data about data." In other words, information that describes the characteristics and properties of an item (such as title, author, content ID, and so on).

native document

A content file created using familiar third-party applications such as Microsoft Word. Native documents are converted to HTML format using Dynamic Converter, and they are edited using their associated application.

See also: **contributor data file**.

navigation

The way visitors make their way around a Web site. The navigation on your Web site is usually a collection of links that point to each main category, or section, on the site.

plain-text element

A type of element that allows only text, without modifying the font or other formatting modification. A plain-text element typically offers only the minimum editing options for a contributor (such as cut, copy, paste, and spell checker). .

See also: **WYSIWYG element**, **image element**, **static list element**, **custom element**.

publication

The process of deploying a completed Web site to a location so that it can be viewed by visitors. Web sites can be deployed in Oracle Site Studio using Oracle Site Studio Publisher. This involves gathering all of the files associated with a Web site, building a static copy of the Web site, and then copying the completed site to a "live" location.

region content

The data assigned to display in an editable area (contribution region) on a web page. This can be a contributor data file or a native document. Contributors are generally responsible for the region content (in the same way that designers are responsible for page templates and fragments). Once you assign region content to a contribution region, contributors can edit the content using Contributor (if using contributor data files) or a third-party application (if using native documents).

region definition

A file that defines the type of content that elements of a particular type consists of. It also specifies the content creation and switching options available to contributors for contribution regions, and sets default metadata for content files associated with these regions.

reviewer

An individual who approves content on the site. A reviewer can use the workflow options on the contribution icon to approve and reject content. A reviewer might have the sole responsibility of reviewing content, or the reviewer might be a contributor acting in both roles.

section

A category or specific area in your site hierarchy. You generally create sections in your site hierarchy that represent common parts of a Web site, such as *Products*, *Services*, and *About Us*. The sections in your site hierarchy display in the navigation menus on your Web site. As such, you may use the sections to organize your site, while visitors use the sections to navigate the site.

site address

A name associated with a Web site that allows visitors to locate the site with a web browser.

site asset

A file associated with an Oracle Site Studio Web site and used to build a web page in some way (including a fragment or region definition in the page template as well). Graphics, cascading style sheets, and custom scripts are all frequently used site assets.

Oracle Site Studio

A powerful, flexible web development application suite that offers a comprehensive approach to designing, building, and maintaining enterprise-scale Web sites. It goes beyond conventional Web site development solutions by offering Web site creation and content management all in one. Everything associated with the Web site,

including all site assets (such as templates, graphics, CSS files, and the like) and all site content, is stored and managed in the content server.

static list

A fixed number of rows and columns, each containing a contribution element (WYSIWYG, plain text, or image). Static lists can be used to bundle several elements in a table-like layout. Contributors can, therefore, add, edit, and delete the rows and columns of information, even rearrange them. Within each element, contributors have the same editing capabilities that they have in a standalone element. A static list can be implemented as an element, or as a fragment.

See also: **dynamic list**.

static list element

In Oracle Site Studio releases prior to 10gR4, static lists were created using a fragment. Starting with the 10gR4 release, static lists can be created either by using a fragment or by creating a static list element definition. The static lists function similarly, but implementing static lists as elements maximizes the reusability that all site assets have.

See also: **list fragment**, **plain text element**, **image element**, **static list element**, **dynamic list element**, **custom element**.

subtemplate

A partial HTML file (that is, without head and body sections) that can be inserted into a placeholder on a page template to divide the placeholder into further smaller, reusable areas with their own placeholders and contribution regions. Subtemplates may contain very simple HTML code, but they may also be quite complex, with their own scripts and the like.

Switch Content wizard

A feature in Oracle Site Studio (Designer and Contributor) that enables you to quickly and easily change the content of a contribution region. The multi-step wizard walks you through the necessary steps to change the contributor data file, native document, or even subtemplate (if the site designer has enabled changing the subtemplate).

Uniform Resource Locator (URL)

The address that defines the route to a file on an internet server (web server, FTP server, mail server, and so on).

URL

See **Uniform Resource Locator (URL)**.

validation script

A JavaScript file that defines the validation rules for element data in order to determine that the data meets the requirements (for example, it does not exceed a certain maximum length or contain some illegal characters).

web page

A file containing HTML and possibly scripts, intended for viewing in a web browser. In Oracle Site Studio, a page template is combined with contribution regions, contributor data files, native documents, images, and other site assets to form a web page that the user sees in a web browser.

Web site

A collection of HTML or script-based web pages that are linked and stored on a server. In Oracle Site Studio, a Web site is defined by its site hierarchy, navigation scheme, and page templates. It is stored, managed, and served up by Oracle Content Server (which means you can take advantage of the many built-in content management features on the server).

workflow

A feature in Oracle Content Server that can be used in Oracle Site Studio to review the content of a Web site before it is released for publication. A single workflow can address a portion of a single web page or all of the content on the site. Typically, multiple workflows might be used to review different portions of a Web site. Designated reviewers have the authority to approve or reject content during the workflow process.

WYSIWYG element

A type of element that allows full formatting and editing of the content. A WYSIWYG element typically offers all possible formatting and editing options, such as changing the font, centering text, and creating links to new and existing files.

See also: **plain text element**, **image element**, **static list element**, **dynamic list element**, **custom element**.

XML

See **eXtensible Markup Language (XML)**.