

CommonSpot™
Summer 2012
Contributor's Reference



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Table of Contents

Welcome to the CommonSpot Contributor's Reference.....	14
General Concepts.....	1
CommonSpot Features.....	1
Types of Content.....	2
Content Publishing Process.....	3
Templates and Elements.....	3
CommonSpot Workspace.....	7
CommonSpot Menu Bar.....	8
My CommonSpot.....	10
Customize My CommonSpot.....	11
My Favorite Shortcuts.....	12
All Shortcuts.....	13
Create New Shortcut.....	14
Shortcut Security.....	16
Add Shortcut Security Permissions.....	16
My Favorite Saved Searches.....	16
Create Saved Search.....	18
Create New Page Search.....	18
Create New Image Search.....	23
Advanced Search Results.....	28
Find Image – Search Results.....	30
Edit Saved Image Search.....	32
Saved Searches Security.....	37
Saved Searches Security – Add Users.....	37
Saved Searches Security – Add Groups.....	38
Add Saved Search Security Permissions.....	40
Notifications.....	41
View Work Request.....	41
View Freshness Reminder.....	42
Reminders.....	43
Customize My Reminders.....	44
Pages Scheduled for Publication.....	45
Pages Scheduled for Expiration.....	49
Inactive Pages.....	52
Expired Pages.....	55
Active Freshness Reminders.....	58
Work Requests.....	59
Subscriptions.....	60
Locked Pages.....	61
Report of Approvals Blocked by Expired Users or Non-Contributors.....	65
My CommonSpot – Social Media.....	67

Social Media Manager.....	68
Edit Post.....	71
View Post Comments.....	73
Add Post Comment.....	73
Customizable Left Panel.....	74
Customize Left Pane.....	75
Page Tools.....	76
Active Freshness Reminders.....	77
Broken Links.....	78
Page View.....	79
Page Details.....	80
Page Contributors.....	81
Page Versions.....	82
Version Comment History.....	83
Versions to Show.....	84
Visual Difference.....	85
Page Performance.....	87
Community.....	88
Analytics.....	89
CommonSpot Menus.....	92
My Content.....	92
My Pages.....	92
Page Security.....	96
Page Security – Add User.....	97
Page Security – Add Group.....	98
Add Page Permissions.....	100
My Page Sets.....	101
Page Set Members.....	105
Page Set Security.....	107
Page Set Security – Add User.....	108
Page Set Security – Add Group.....	109
Edit Page Set Permissions.....	111
Delete Page Sets Confirmation.....	112
My Images.....	113
Image Preview.....	114
Delete Image Confirmation.....	115
Image Security.....	116
Image Security Add User.....	117
Image Security Add Group.....	118
Edit Image Permissions.....	120
My Templates.....	121
Template Security.....	124
Template Security Add User.....	125
Template Security Add Group.....	126

My Uploaded Documents.....	128
Uploaded Document Details Summary.....	131
Uploaded Document Security.....	132
Uploaded Document Security – Add User.....	133
Uploaded Document Security – Add Group.....	134
Edit Uploaded Document Permissions.....	135
Uploaded Document Version History.....	136
Delete Uploaded Document Confirmation.....	137
My Registered URLs.....	137
Register URL.....	140
My Pending Uploaded Documents.....	141
Enter Properties to Pending Uploads.....	142
My Pending Uploaded Images.....	143
Apply Properties to Pending Images.....	144
New Menu.....	145
New From Shortcut.....	145
Create Page.....	146
Template Gallery.....	148
Create New Page.....	149
Select Keywords.....	153
Create Page Set.....	155
Create New Page Set.....	155
Page Set Members.....	156
Upload New Image.....	158
My Pending Uploaded Images.....	160
Upload New Images.....	162
Image Security.....	163
Image Security Add User.....	164
Image Security Add Group.....	165
Edit Image Permissions.....	167
Add Image Category.....	168
Upload New Document.....	168
Upload Multiple Documents.....	171
My Pending Uploaded Documents.....	172
Upload Status.....	173
Register URL.....	174
Register New URL.....	175
Shortcut.....	176
Tools Menu.....	177
Find.....	178
Find – Advanced Search.....	180
Find Images – Advanced Search.....	185
Search Results.....	190
Specify Date Range/Duration.....	192

Keywords.....	194
Search.....	194
Choose.....	194
Choose Page – Advanced Search.....	196
Choose Page.....	201
Choose Page Search Results.....	203
Choose Page Saved Searches.....	207
Choose Page– Advanced Search.....	209
Choose Page – Advanced Search Results.....	213
Search Tips.....	216
Search Case Sensitivity.....	216
Multiple Word Search.....	217
Wildcards.....	217
OR Operator.....	217
NEAR Operator.....	217
NEAR/N Operator.....	218
PARAGRAPH Operator.....	218
PHRASE Operator.....	218
SENTENCE Operator.....	219
WILDCARD Operator and Characters.....	219
WORD Operator.....	220
Find Images.....	220
Find Images – Advanced Search.....	221
Find Images – Saved Searches.....	226
All Saved Searches.....	227
Saved Search Results.....	229
Save Saved Search As.....	231
Edit Saved Search.....	231
Feeds.....	236
Upload File – Select Subsite.....	238
Page Sets.....	238
File Upload.....	242
File Upload Status.....	243
Reports.....	243
Admin Menu.....	244
Properties Menu.....	245
Standard Properties.....	245
Custom Properties.....	247
Page Details Summary.....	248
Cache /Static Settings.....	249
Actions Menu.....	252
Copy Page.....	253
Copy Existing Page.....	254
Move Page.....	254

Moving Multiple Pages.....	255
Rename Page.....	256
Delete Page.....	257
Deleting Multiple Pages.....	258
Delete Page Confirmation.....	258
Delete Status.....	259
Delete Conflicts and Warnings.....	259
Confirm Deactivate.....	261
Lock Unlock Page.....	262
Page or Template Worked on In Another Session.....	263
Page or Template Worked On by Another User.....	264
Change Ownership.....	264
Select User.....	265
Subscriptions.....	266
Subscription.....	268
Create Post.....	268
Create Work Request.....	270
Usage Statistics.....	271
Usage Statistics Details.....	272
Clear & Update Page Cache.....	273
Updating Cache.....	273
Manage Menu.....	273
Manage Freshness Reminders.....	274
Add Freshness Reminder.....	275
Snooze Freshness Reminder.....	277
Dismiss Freshness Reminder.....	278
Manage Work Requests.....	278
Manage Contacts.....	279
Add Contacts.....	280
Add Contact Type.....	281
Manage Contact Types.....	281
User Information.....	282
Manage Notes.....	283
Add Note.....	284
My Tags.....	284
Select Tags.....	285
Page Security – Add User.....	285
Page Security – Add Group.....	286
Style Sheet Sets.....	288
Add Style Sheet Set.....	290
Style Sheets.....	292
Add Style Sheet.....	292
Scheduled /Personalize Style Sheets.....	293
Style Sheet Sets and Style Sheet Inheritance.....	294

Manage Live Bookmarks.....	296
Add Live Bookmark(s).....	297
Manage Pop-Up Menus.....	297
Start New Pop-Up Menu.....	302
Menu Delete.....	303
New Menu Item.....	303
Author and Approver Comments.....	304
Pop-up Menu Security.....	305
Popup Menu Security – Add User.....	306
Popup Menu Security – Add Group.....	307
Page Set Members.....	307
Page Margins, Colors and More.....	309
Page Margins, Colors and Background Properties.....	310
Manage Page URLs.....	311
Add Page URL.....	312
Links Menu.....	314
Referring Pages.....	314
Change Link Reference.....	315
Link Validation.....	316
See Also References.....	317
Templates Menu.....	318
Template Hierarchy.....	319
Submit Template for Public Use.....	320
Save as Template.....	320
Copy Current Page as a Template.....	321
Page Converted to Template.....	322
New Template Created.....	322
Template Inheritance Security.....	322
Inheritance Restrictions.....	323
Template Inheritance Security – Add User.....	325
Template Inheritance Security – Add Group.....	326
Edit Inherited Page Permissions.....	327
Inheritance Restrictions Confirmation.....	329
Apply Permissions Confirmation.....	330
View Menu.....	330
Logging into CommonSpot.....	332
Logging into a Site.....	332
User Login.....	333
Login through 'login.cfm' URL.....	333
Cookie-based Automatic Login.....	334
Log In through a Custom Interface.....	335
Logging Out of a Site.....	335
Change Password.....	335
Edit User Profile Information.....	336

Authoring Browser Considerations	338
Browser Support	338
Pop-up Blocking	338
Page Publishing Process	340
Content States	340
Page View Modes	341
Read Mode: View Page As Published	341
Author Mode: Work on this Page (My Changes)	342
Edit Mode	343
Approve Mode	344
Preview Mode	344
Work In Progress and Approval Icons	345
Element Locked	345
Submitting a Change for Publication	346
Submit All Changes for Publication	347
Submit Change for Publication	352
Submit Entire Element for Publication	353
Validating External URLs	354
Discard Changes	354
Author and Approval Comments	355
Confirm Item Changes Discard	356
Collaborative Contribution	356
Entering Edit Mode	356
Change Element Ownership	357
Layout Cell Locking	357
Edit Mode Icons	357
Pending Approval	357
Approval Status	358
Approving Content	359
Approve Change for Publication	360
Refer Change Back to Author	361
Reject Change	361
Nothing to Approve	362
Approve All Changes for Publication	362
Approve Entire Element for Publication	363
CommonSpot Security Exception	364
Recovered Content	365
Forms	367
Calendar Fields	367
CommonSpot Page URL Fields	368
Date Fields	368
Email Fields	368
Formatted Text Block Fields	369
Image Fields	369

Floating Point Number Fields.....	370
Integer Fields.....	370
Taxonomy Browser Fields.....	370
Browse Taxonomy.....	370
Tree Control Fields.....	371
URL Fields.....	371
Required Fields.....	372
Elements Overview.....	373
Elements as Modular Units.....	374
Using Elements.....	374
Moving an Element.....	376
Copy Element.....	377
Deleting an Element.....	379
Confirm Delete.....	380
Element Version History.....	380
Name Element.....	380
Save As Element.....	381
Element Security.....	383
Element Security Add User.....	384
Element Security Add Group.....	385
Add Element Permissions.....	387
Element Inheritance Security.....	388
Edit Inherited Element Permissions.....	389
Restore Inherited Content/Properties.....	390
Image Properties.....	392
Choose Image.....	394
Choose Image – Advanced Search.....	396
Choose Image – Search Results.....	400
Choose Image – Saved Searches.....	402
Image Size.....	403
Link Properties.....	404
Link Properties – Page Group.....	406
Link Properties – Categories.....	407
Link Properties – Subsites.....	407
Link Properties – URL Pattern.....	408
Schedule/Personalize Item.....	408
Custom Render Handlers.....	409
Edit Pop Up Menu Properties.....	410
Popup Menu Inheritance Security.....	411
Inherited Pop-up Menu Permissions.....	412
Spell Check.....	413
Common Wizards.....	415
Font and Color Properties.....	415
Font Properties.....	415

Color Properties	416
Color Palette	417
Element Style	418
Date/Time Selection Control	418
Editing Content with the Rich Text Editor	421
Work Space Orientation	423
Toolbars	423
Editable Region	424
Tag Selector	424
Inspector Panel	425
Formatting Text	425
Text Color	426
Background Color	426
Color Palette	426
Bold, Italic and Underline	428
Bold	428
Italic	428
Underline	428
Alignment and Indentation	429
Align Left	429
Center	429
Align Right	429
Justify	429
Increase/Decrease Indent	430
Lists	430
Numbered List	430
Numbered List Properties	431
Bulleted List	431
Bulleted List Properties	432
List Item Properties	432
Superscript & Subscript	433
Superscript	433
Subscript	433
Insert Image	434
Using Styles	434
CSS Styles	434
Applying Formatting Styles	435
Font Face	435
Font Size	436
Right-click Operations for Text Selection	436
Working with Images in the RTE	437
Image Properties	437
Set Image Properties	440
Remove Images	442

Right-Click Options for Images in the RTE	442
Image as Link	442
Rescan Image Size	443
Working with Tables	443
Inserting Tables	443
Editing Tables	445
Setting Table Properties	445
Setting Row Properties	449
Setting Cell Properties	451
Show/Hide Table Borders	453
Removing Tables	453
Right-Click Options for Table	454
Adding/Removing Hyperlinks	455
Insert Link	456
New Window Properties	462
Hyperlink Properties	463
Insert Anchor	463
Clipboard Operations	464
Install CommonSpot Paste Helper Extension	464
Cut	465
Copy	465
Paste	465
Undo and Redo Operations	467
Undo	467
Redo	468
Miscellaneous Operations	468
Find & Replace	468
Show /Hide HTML	469
Show/Hide Property Inspector	470
Invoking Button Help	471
Clean HTML Content	471
Inserting HTML Snippets	472
Insert Snippets	472
Insert Field	472
Insert Text Field Properties Panel	473
Insert Table	473
Insert Horizontal Rule	473
Horizontal Rule Properties	473
Insert Special Character	474
Right-click Contextual Menus	475
Shortcut Keys	475
The CommonSpot Image Editor	477
The Image Gallery	477
Viewing Image Properties	479

Image Properties.....	480
Adding an Image to the Gallery.....	482
Edit Image.....	483
Move Image.....	486
Crop Image.....	489
Resize Image.....	490
Rotate Left.....	490
Rotate Right.....	490
Flip Vertically.....	491
Flip Horizontally.....	491
Blur Image.....	492
Sharpen Image.....	492
Increase Contrast.....	493
Decrease Contrast.....	494
Increase Brightness.....	494
Decrease Brightness.....	495
Negative Image.....	496
Compress Image.....	496
Zoom In.....	497
Zoom Out.....	497
Reset Zoom.....	498
Reset.....	498
Finish.....	499
Save/Update Image Properties.....	499
Image Details.....	500
Referring Pages.....	501
Image Version History.....	501
Edit Image Properties.....	502
Upload New Image.....	503
Image Metadata.....	505
Advanced XML Support.....	506
XML Publication/Syndication.....	506
Create RSS Feed.....	506
Manage XML Publications.....	509
Change selected XML Publication State.....	511
Add XML Publication – Step 1 of 2.....	512
Add XML Publication Step 2 of 2.....	513
Render/View Content as XML.....	515
View Element XML.....	516
XSL Render Handlers.....	517

Welcome to the CommonSpot Contributor's Reference

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

If you are new to CommonSpot, you may want to first review:

- [General Concepts](#)
- [CommonSpot Workspace](#)
- [CommonSpot Menus](#)

If you are an experienced CommonSpot user and want to become familiar with the new interface, review:

- [CommonSpot Workspace](#)
- [CommonSpot Menus](#)

General Concepts

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

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

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

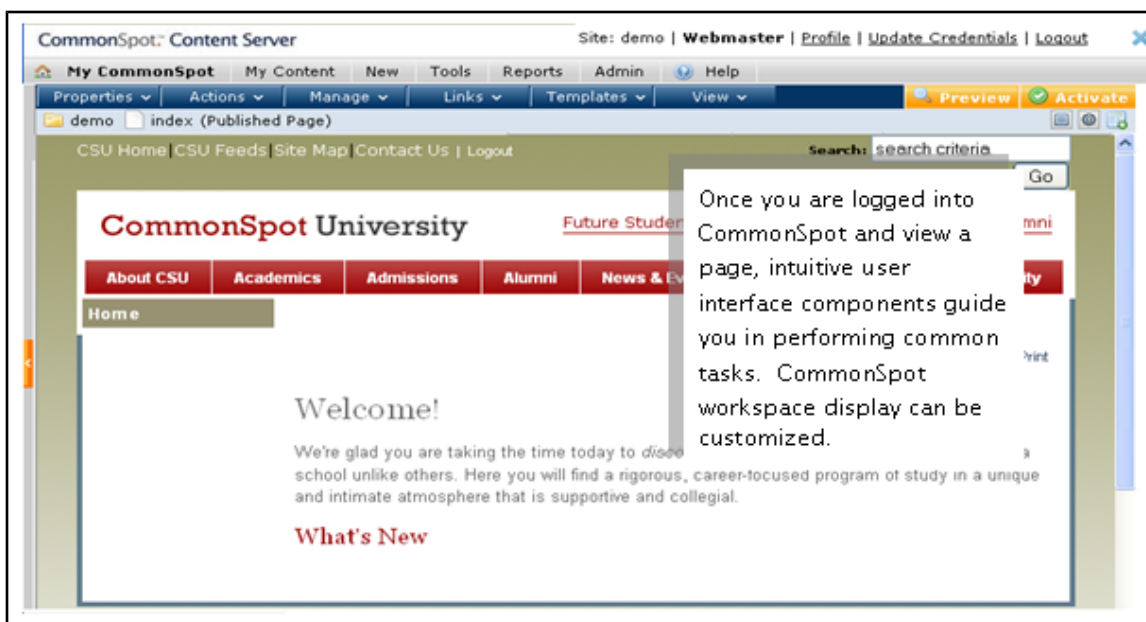
- [CommonSpot Features](#)
- [Types of Content](#)
- [Content Publishing Process](#)
- [Templates and Elements](#)

CommonSpot Features

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

- Sophisticated authoring tools
- Extensive metadata support
- Flexible formats for structuring pages
- Intuitive wizards, offering step–by–step guidance for tool usage and
- Powerful content scheduling and personalization features to deliver content based on the time of day and/or an audience's interests
- Expiration and freshness reminder tools for delivering timely information
- Tools to help users find, access and organize information, quickly and easily
- Granular level security that can be applied at the subsite, page element or template level
- Version history, and
- Distributed administration to allow those closest to the content manage the process

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



With CommonSpot Content Server, users can leverage the Web to its fullest by participating directly in the medium and communicating ideas and information with colleagues, business partners and customers without depending on technical Web resources. Without these constraints, all users can share information from the desktop with anyone, anywhere, effortlessly and in real time.

CommonSpot accomplishes all of this by providing benefits in the following six key areas: empowered authoring and publishing, presentation management, content scheduling and personalization, content management, distributed administration and security, and tools.

Types of Content

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

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

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

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

Uploaded Files – CommonSpot also manages non-HTML content. Non-technical users can easily upload images, PDFs, PowerPoint presentations, video clips, Flash and other rich media directly to the Web site. These

files are versioned and managed by CommonSpot just like normal CommonSpot pages. Formats supported by the search engine in use, such as .pdf, .doc, etc. are full-text indexed at upload time as well.

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

Content Publishing Process

CommonSpot has a flexible, yet easy-to-use publishing process that allows non-technical users to easily publish Web content CommonSpot includes:

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

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

At-a-Glance Status – CommonSpot presents content owners with a customizable dashboard for viewing work in progress, content requiring approval, reminders to check content freshness, shortcuts, saved searches, and other time-saving tools, through a personalized list displayed at log in.

Email Review – For organizations that require approval from individuals or groups outside the standard publishing process CommonSpot provides an “Email Review” option to route approval requests to non-CommonSpot contributors. This feature allows content contributors to send a “preview” of a page via email. Reviewers receive an HTML attachment of the page optionally displaying content in read mode, author mode, or edit mode view. With this feature, “outside reviewers” can conveniently participate in the publishing process.

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

Templates and Elements

CommonSpot leverages the efficiency and flexibility of a modular system by separating form from content. Instead of storing Web pages as static chunks of HTML code, CommonSpot maintains content and the Elements that structure content in separate databases, assembling and serving up Web pages on the fly as relevant URLs are requested.

This approach enables a highly efficient and reliable multi-authoring environment, and virtually limitless reuse of content in myriad combinations, to create Web pages tailored to precise requirements. In addition, Com-

monSpot's dynamic template linkage makes it easy to maintain a common "look and feel" while rendering content in diverse combinations in a distributed authoring environment

You create all CommonSpot content within a browser and web page. No client software is required, nor is it necessary to learn HTML. Participants from developers to content contributors use intuitive and dynamic menus and user interface components to engage CommonSpot functionality.

Templates – Templates provide a variety of versatile, predefined page layout options for simply and effortlessly building Web pages or other templates. Authors can pick from a defined set of templates designed to handle their content requirements, or start from a blank page. The use of templates enables the administration of a consistent look and feel.

Base Template

The Base template is the foundation for all site pages and contains features and properties that remain constant, such as background color, style settings, footer boilerplate, etc. Under normal circumstances, you will not access or change the base template.



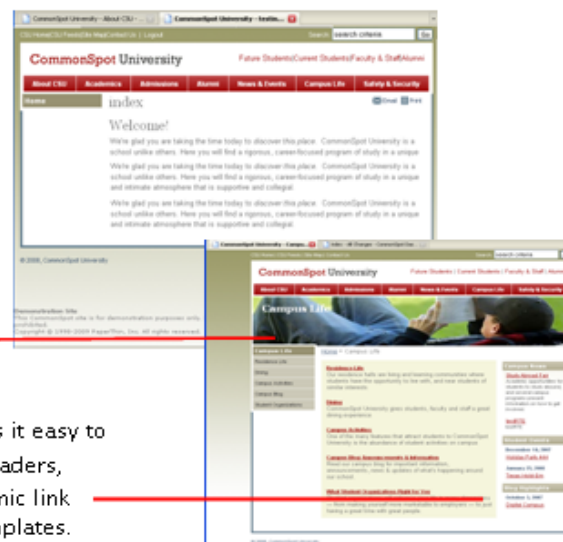
Navigation Template

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



Site Pages

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



CommonSpot makes it easy to add new images, headers, navigation, or dynamic link lists to pages or templates.

Elements – Elements are specific regions of pages for holding different content types, with unique rendering characteristics. Out of the box, CommonSpot provides over 50 Elements, including Elements for rendering a text around an image, creating a grid of images, formatting text blocks, producing Flash movies, videos, and more.

Element Gallery

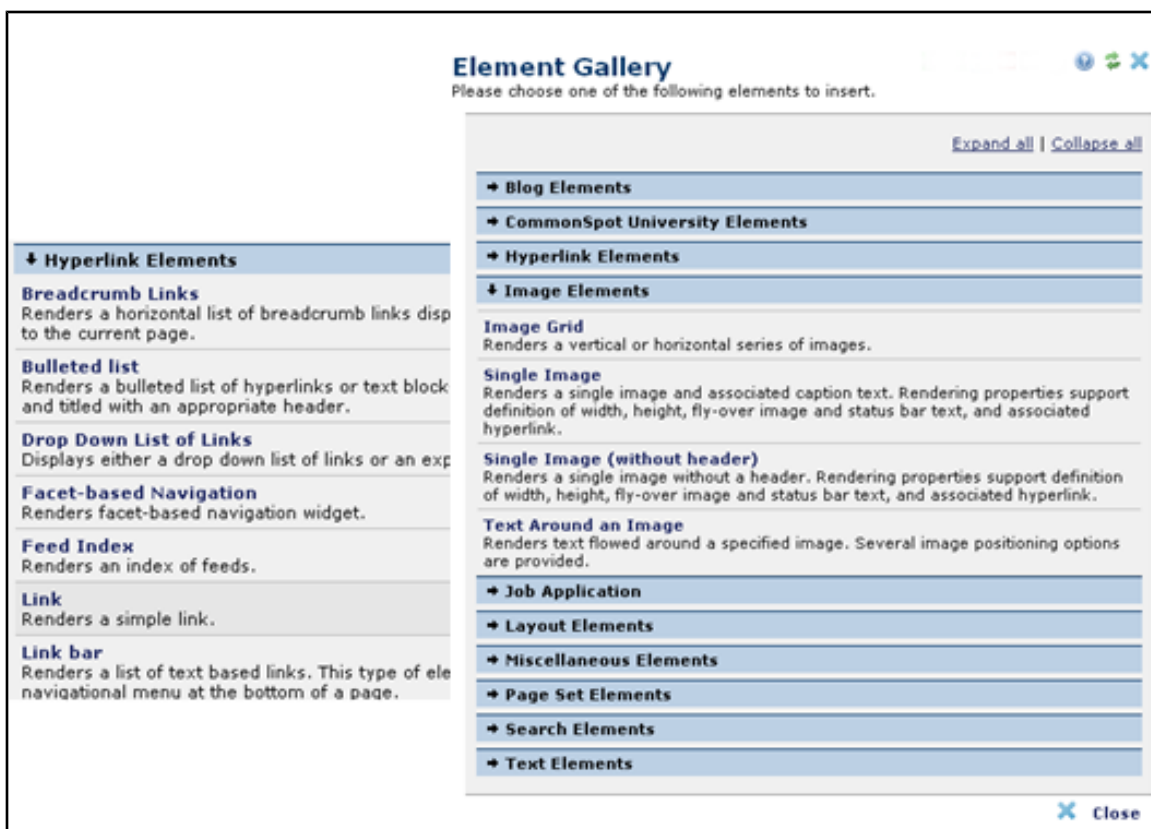
Please choose one of the following elements to insert.

[Expand all](#) | [Collapse all](#)

- Form & Data Sheet Elements**
 - Data Sheet**
Renders data from any source in a table format.
 - Simple Form**
Renders a simple HTML form.
- Image Elements**
- Layout Elements**
- Link & List Elements**
- Miscellaneous Elements**
- Multimedia Elements**
 - Flash**
Renders an embedded Flash movie
 - QuickTime**
Renders a QuickTime movie.
 - Video**
Renders a video clip.
- Page Set Elements**
- Search Elements**
- Text Elements**
- Word, HTML & Other Format Elements**
 - HTML**
Renders an uploaded HTML document within a textblock.
 - Microsoft PowerPoint Presentation**
Renders preview slides from an uploaded Microsoft PowerPoint presentation.
 - Microsoft Word**
Renders an uploaded Word document as HTML. This element automatically converts Word documents to HTML and renders the converted HTML as an element.
 - PDF**
Renders an embedded Adobe PDF document.

[Close](#)

Developers and administrators can customize the list of [Elements](#) that display in the Element Gallery, as shown below.

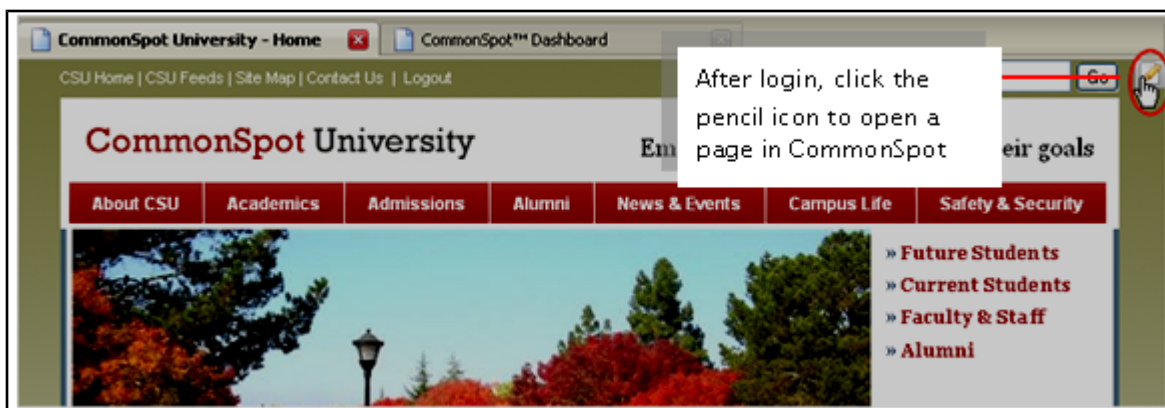


Custom Elements – CommonSpot provides a unique tool set that enables site designers to define their own content objects, and allows contributors to add content to objects, either as part of a page, or stand-alone. This powerful feature enables creating content objects once, then reusing them across different locations or sub-sites within a site, without having to re-enter content.

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

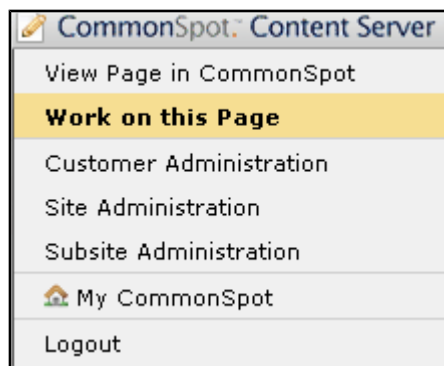
CommonSpot Workspace

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



After authentication, click the edit icon  entrance tab in the upper right corner of a CommonSpot page, as shown above.

CommonSpot displays a slider menu with page view and access options.



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



CommonSpot Menu Bar

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



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

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



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

Breadcrumb options include:

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

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

Quick Find

In addition to menu items, the top bar displays a Quick Find search box for full-text page or image searches across the entire site. Pick from the dropdown, enter a text string and click the Go button. Quick Find uses a "contains" search model and returns all page or images whose names include your string. For example, entering alum returns Alumni, AlumniMeetUp, Alumnae, Just for Alums



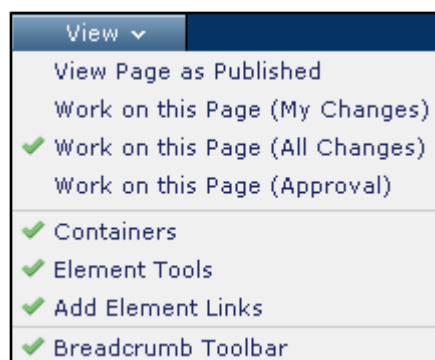
The Menu Bar displays at the top of every page, with one-click Preview, Submit, and Activate/Inactivate page options. These options are page-state dependent.



All CommonSpot content is entered through individual [Elements](#). Click to toggle display of Containers, Elements, and new Element icons:

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

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



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

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

Click Activate to make the page available in CommonSpot.

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



A link to the site home page is always available.

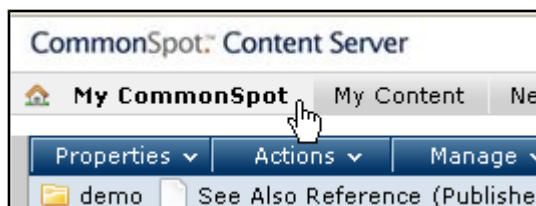
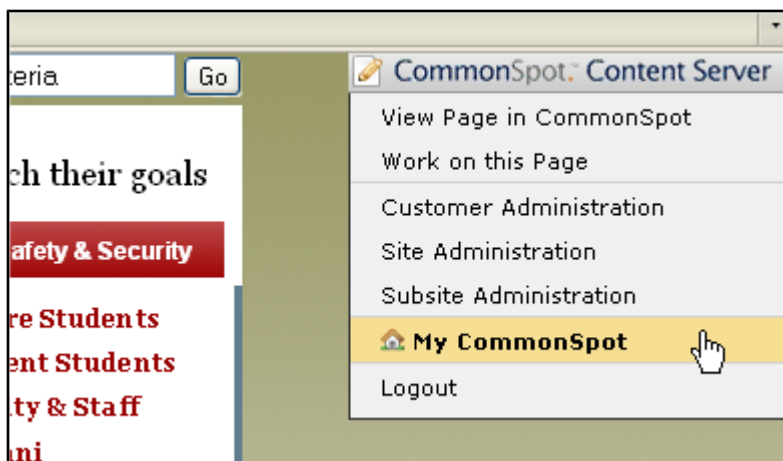
[Profile](#) – Displays information for the current user, with options to view or change password.

[Logout](#) – Logs you out of CommonSpot. Note that this option may not appear if your site uses custom or single-signon.

My CommonSpot

My CommonSpot displays a personalized interactive view of current tasks, content status, searches, and shortcuts. Use this dashboard to save time and increase productivity by creating favorites – frequently accessed site locations or search queries – and sharing them with team members. You can view both your own and your groups' changes and pending approvals, for better team collaboration. Sites with Social Media (see the CommonSpot Administrator's Reference for details) included in their site license can create social media postings and [centrally manage communications](#).

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



You can also make My CommonSpot your “home page” by enabling this option in the login dialog. See [User Login](#).

For any panel, click **Customize** to define the number of items displayed for each category and to set display order in My CommonSpot.

Edit existing or create new shortcuts and searches.

Click to show/hide panels.

View your status or your groups' status at a glance.

Click to view page.

Invoke Visual Difference to compare page versions.

Close panels and click and drag to move My CommonSpot sections.

(Note: For IE, click on the Name or Title, instead of the entire row.)

You can further customize each component of the My CommonSpot dashboard by clicking the Customize link to set defaults for expand/collapse behavior and the number of items displayed for each panel.

Click a page link to view pages in author mode. Administrators and developers can further customize components of this dashboard. See My CommonSpot Sections in the CommonSpot Administrator's Reference for details.

Customize My CommonSpot

To change the number or type of page activities and notices displayed in My CommonSpot, click the Customize link at the top of [My CommonSpot](#) view.

Click & drag to change the order your items display in My CommonSpot.

Title	Items	Expand
Changes Pending My Approval My Changes	10 3	☒
Changes to My Content	3	☒
Notifications	3	☒

4 item(s) found

Save Cancel

Set the number of pages displayed and whether sections expand (default) to show all items or collapse to hide them. Your site administrator defines site-wide default behavior for My CommonSpot sections, such as the maximum number of records to show.

Click to show  or hide  My CommonSpot sections. In the example above, the Notifications section does not display in My CommonSpot.

My Favorite Shortcuts

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

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

My Favorite Shortcuts   

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

My Favorite Shortcuts | [All Shortcuts](#)

Maximum items to display on My Commonsport dashboard: [Set](#)

Name	Description	Properties	Shared	Actions
  REGISTERED EXTERNAL url	Commonly used external LINK	Location: /demo/	☒	    
  New PAGE	Commonly used page reference	Location: /demo/nw_test/ Template: undefined	☒	    
  External URL		Location: /demo/about/	☒	    
  Blue Hills IMAGE	IMAGE of University environs and recreation	Location: /demo/	☒	    
  blog ELEMENT	Commonly used link to a Global Custom Element	Location: /demo/ Template: undefined	☒	    

 [Create New Shortcut](#) [More Actions...](#)  [Go](#)

 Showing 5 record(s) [Close](#)

You can toggle between viewing the favorites that display in My CommonSpot and viewing all of your shortcuts.

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

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

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

Click the Security icon  to display the [Shortcut Security](#) dialog for sharing shortcuts with groups or users at your site. Enabling multi-user access sets status to Shared .

See [All Shortcuts](#) for more information.

All Shortcuts

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

All Shortcuts
You have the following shortcuts for this site.

[My Favorite Shortcuts](#) | **All Shortcuts**

Show: All Type: All Filter

Date restriction: None None

Search: Name or Description Contains

[Select Date Options](#)

Name ^	Description	Owner	Date	Shared	Actions
★  blog ELEMENT	Commonly used link to a Global Custom Element	Webmaster	2009-12-29		    
★  Blue Hills IMAGE	IMAGE of University environs and recreation	Webmaster	2009-12-29		    
★  COPY of New PAGE		Webmaster	2010-01-27		    
★  External URL		Webmaster	2009-12-29		    
★  New PAGE	Commonly used page reference	Webmaster	2009-12-29		    
★  REGISTERED EXTERNAL url	Commonly used external LINK	Webmaster	2010-01-05		    
★  Test New Shortcut	Test New Shortcut	Webmaster	2010-01-12		    

[Add New Shortcut](#) More Actions... Go

 7 items found.  Close

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

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

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

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

Click the Security icon  to display the [Shortcut Security](#) dialog for sharing shortcuts with groups or users at your site. Enabling multi-user access sets status to Shared .

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

Click Add New Shortcut to use the [Create New Shortcut](#) dialog to add to your shortcuts.

Customize My Shortcuts

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

Maximum items to display on My Commonspot dashboard:

Name	Description	Properties	Shared	Actions
 Blue Hills IMAGE	IMAGE of University environs and recreation	Location: /demo/	☒	    
 New PAGE	Commonly used page	Location: /demo/nw_test/	☒	    
 blog ELEMENT	Commonly used link to a Global Custom Element	Location: /demo/ Template: SubSite Landing Template- Template: Blog Categories	☒	    
 Registered URL	Commonly used external link	Location: /demo/	☒	    

 [Create New Shortcut](#)

 Showing 4 record(s) 

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

(Note: For IE, click on the Name or Title, instead of the entire row.)

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Create New Shortcut

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

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

Create New Shortcut

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

Name your shortcut:

Description:

Favorite:

Type of Content:

Location in website:

Page Template:

- My Templates
- Simple Layout Templates
- Standard Layout Templates
- Test Template
- Test Templates
- testing

Edit Shortcut

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

Name your shortcut:

Description:

Favorite: ☒

Type of Content:

Location in website:

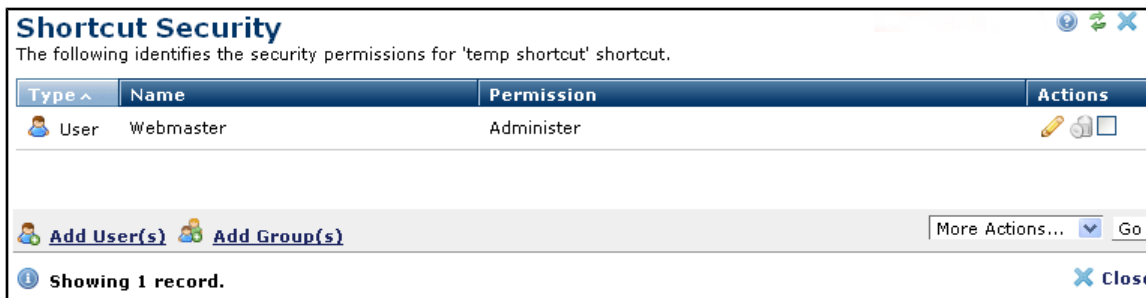
This dialog displays in edit mode for existing shortcuts as shown above.

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

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

Shortcut Security

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



Click Add Users or Add Groups to display [Shortcut Security – Add Users](#) or [Shortcut Security – Add Groups](#). Make the appropriate selections for sharing the current shortcut and click Next. The [Add Shortcut Security Permissions](#) dialog displays.

Add Shortcut Security Permissions

Use this dialog to assign rights to shortcuts shared through [Shortcut Security](#).



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

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

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

My Favorite Saved Searches

Use CommonSpot Saved Searches to conveniently maintain quick access to frequently used search criteria. Instead of repeatedly creating the same search queries, you can define favorites to save time completing common tasks, such as reviewing the most recently changed content, editing content owned by a specific author, or reviewing styles currently in use, as shown for the shared Bulleted list IMAGES below.

You can also share your saved searches with other team members to centrally control & quickly distribute search results updates. CommonSpot delivers powerful capabilities for fast access to extremely refined search results.

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

My Favorite Saved Searches

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

My Favorite Saved Searches | [All Saved Searches](#)

Maximum items to display on My Commonsport dashboard:

Name	Description	Shared	Actions
★ Bulleted list IMAGES	Bullet symbols currently in use throughout the site and all child subsites	✓	
★ Officially "owned" pages	Pages that I own, but don't typically edit...	✓	
★ Recreation pages...	Local student recreation pointers - need to integrate with Park Service database	✓	
★ Yesterday's Changes	Content updated within the last 24 hours	✓	
★ Faculty IMAGES	Current faculty head shots	✓	
★ UPLOADED Active docs	Uploaded files, currently linked to on the site	✓	
Add New Saved Search		More Actions... Go	

Showing 6 records. Close

You can toggle between viewing searches you've designated as favorites and viewing all the searches you've saved. Features for both views are the same. See [All Saved Searches](#)

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

(Note: For IE, click on the Name or Title, instead of the entire row.)

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

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

Click the run icon in the Actions column to execute the saved search and view [Saved Search Results](#)

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

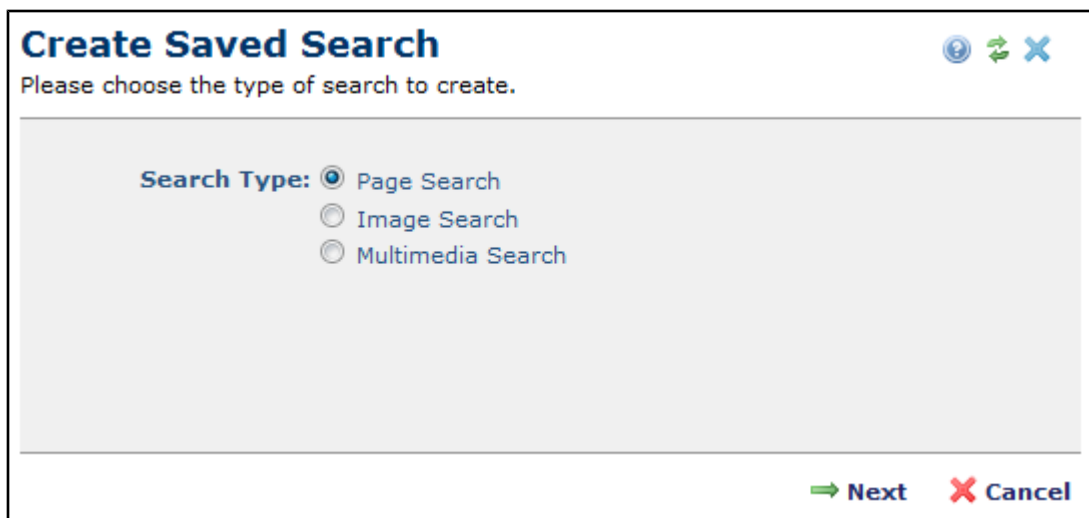
Click the Security icon to display the [Saved Searches Security](#) dialog for sharing saved searches with groups or users at your site. Enabling multi-user access sets status to Shared .

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

Click Add New Saved Search. The [Create Saved Search](#) wizard displays for adding a new saved search to My CommonsSpot.

Create Saved Search

Access this dialog in any of the following ways: Click Add New Saved Search from the [My Favorite Saved Searches](#) dialog or choose Tools – Saved Searches and click Add New Saved Search, or click New under My Favorite Saved Searches in My CommonsSpot to add to your Saved Searches list.



CommonSpot displays context-specific dialogs for each Saved Search type. Select Page Search to include all available file types and templates in your search. Click Next to display the [Create New Page Search](#) dialog.

Click Image Search to restrict results to images. Click Next to display the [Create New Image Search](#) dialog.

Click Multimedia Search to restrict results to video and other multimedia files used at your site. Click Next to display the Create New Video Search dialog.

Create New Page Search

This dialog displays when you choose Page from the [Create Saved Search](#) dialog.

Create New Page Search

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

[Expand All](#) | [Collapse All](#)

Search Criteria

- ☒ What type of content do you want to see?
- ☐ Who owns the content you are looking for?
- ☐ What subsite do you want to search within?
- ☐ Is the content associated with any keywords or tags?
- ☐ When was the content created, modified, changed, or published?
- ☐ Under which categories is the content classified?
- ☐ What is the language of the content?
- ☐ Do you have any custom search criteria?
- ☐ Do you want the search results narrowed further?

Sorting

- ☐ How would you like the results sorted?

 Save  View Results  Close

This dialog displays in edit mode for existing page searches, with the addition of a field for identifying your saved search. Click How do you want to refer to this saved search to rename .

Edit Saved Page Search

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

[Expand All](#) | [Collapse All](#)

Saved Search

- ☐ How do you want to refer to this saved search?

Choosing View Results for page searches displays [Advanced Search Results](#). If you're editing an existing search, you have the [Save As](#) option.

You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine document or file searches. (Use [Find Images – Advanced Search](#), [Create New Image Search](#), or [Edit Saved Image Search](#) to construct or revise advanced queries for images.)

You can save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

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

Set Search Criteria:

- What type of content do you want to see? – CommonSpot can filter returned results by the following content types:
 - All – No pages are eliminated because of their content type.

- Pages – Looks for pages based on parent template. Select All Templates or the template for an individual page.
- Uploaded Documents – Looks for an uploaded document by type (for example, PDF) or searches for documents in all available formats.
- Registered URLs – Looks for a registered URL.
- Templates – Looks for a template.
- Page Sets – Looks for a page set.
- Page Set Members – Looks for member pages within a page set.
- Subsites – Looks within subsites.

What type of content do you want to see?

Content Types: ☐ All Content Types
☒ Pages
 Parent Template:
☒ Uploaded Documents
 Format:
☐ Registered URLs
☒ Templates
☐ Page Sets
☐ Page Set Members
☐ Subsites

- Who owns the content you are looking for? – This option lets you choose documents that are owned by "All Owners", the "Current user", "Members of the current user's group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select button for opening the [Add Users](#) dialog, an administrative function.

Who owns the content you are looking for?

Owner:

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

What subsite do you want to search within?

Subsite:
☒ Include Child Subsites
 

Note that you can use custom criteria to limit the number of child subsites searched, as described [below](#).

- Is the content associated with any keywords or tags?– Restrict results by providing a comma-separated list of terms or [Select Keywords](#) or [Select Tags](#) to choose from existing keywords or personal tags. Search results returns files associated with at least one of the specified terms.

Is the content associated with any keywords or tags?

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

Tags:
Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.

- When was the content created, modified, changed, or published? – Use this area to specify a creation, last modification, last major change, or publication date. Clicking the calendar icon displays the [Specify Date Range Duration](#) dialog for setting date criteria.

When was the content created, modified, changed, published, or expired?

Created: All Dates 

Last Modified: All Dates 

Last Major Change: All Dates 

Published: All Dates 

Expired: All Dates 

Use the Expired option to define criteria for viewing expired pages.

- Under which categories is the content classified?– Use this area to search for files by category. This section displays categories for which you have access rights.

Under which categories is the content classified?

Category: ☒ Any Category (or none)
☐ Document
☐ Media Library
☐ Private
☐ Standard Page

- What is the language of the content? – Looks for the language the page uses. You can select "All languages", "Current SubSite's Language", or a language used by your site such as English or Spanish.

What is the language of the content?

Language: 

- Do you have any custom search criteria? – You can add criteria that must be matched. To build an advanced query, determine the full criteria you wish to build. See [Search Tips](#) for more detail.
 1. Field – Select the field to search against in the Field dropdown. The values you can select are "Language", "Creation Date", "Last Modification Date", "Last Major Modification Date", "Publication Date", "Subsite", "Category", "Keywords", "Owner", "Format", "Parent Template", "File Name", "Title", or "Description".
 2. Operator – Select the operator (greater than, equal to, within, and the like) from the Operator field. The operators in this dropdown depend upon what you selected in the Field dropdown list.
 3. Value – Enter or select a value. The values available here depend on your selection in the Field dropdown list.
 4. AND/OR – If you are searching for multiple criteria, set the AND or OR operator between each criteria line.
 5. Parentheses – If you need to group criteria, use parentheses to define logic; for example, "(A or B) and C". Select parentheses from the unlabeled dropdowns that begin and end a set of criteria. To further refine more complex criteria, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

Do you have any custom search criteria?

Field	Operator	Value
Language	Equals	Current SubSite's Language
AND		
Language	Equals	Current SubSite's Language

-Add Criterion-

[Remove All Custom Criteria](#)

Note that selecting subsite criteria, as shown below,

Do you have any custom search criteria?

Field	Operator	Value
Subsite	Equals	Current subsite

☐ Include child subsites

-Add Criterion-

[Remove All Custom Criteria](#)

and then including child subsites gives you the additional option of limiting the number of subsites to search. Use this feature for less resource-intensive processing and more relevant search results when searching subsites with many children.

Value

Current subsite ▼

☒ Include child subsites

Limit to ☐ child levels

- Do you want the search results narrowed further? – You can further refine the search by selecting:
 - Limit results to – Limit returned results to "All pages", "Pages modified since last login", "Pages significantly modified since last login", or "Pages created since last login".
 - Indexed search string – Limit returned results to the text that you enter here and this text must be in the search collections maintained for your subsite.
 - Collections to search – Limit returned results to just one of the search collections that CommonSpot maintains for your subsite.
 - Other – Limit returned results so CommonSpot excludes pages with publication dates in the future or specify including expired pages.

Do you want the search results narrowed further?

Limit results to: All pages ▼

Indexed search string:

Collections to search: ☐ cp-demo ☐ fefe

Other: ☐ Exclude pages with publication dates in the future ☐ Show expired pages

- Sorting: How would like the results sorted? – CommonSpot can display document search results sorted by data stored with the document. Choose from Creation date, Last modification date, Last major modification date, Publication (Release) date, Expiration date, Title, Subsite, Owner, and the contents of variables created at your site. Select either Ascending (a-z) or Descending (z-a) to set the display order for your results.

Sorting

How would you like the results sorted?

Sort by: Creation date ▼ Ascending ▼

Save searches by clicking Save, or, for edited searches, the Save As option at the bottom of the dialog. The [Save – Saved Search As](#) dialog displays. Click View Results to execute your search. Results display in the [Advanced Search Results](#) dialog. Click Cancel to exit without executing or saving your criteria.

Create New Image Search

This dialog displays when you choose Image from the [Create Saved Search](#) dialog.

Create New Image Search

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

[Expand All](#) | [Collapse All](#)

Search Criteria

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

Sorting

- ☒ How would you like the results sorted?

Save
 View Results
 Close

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

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

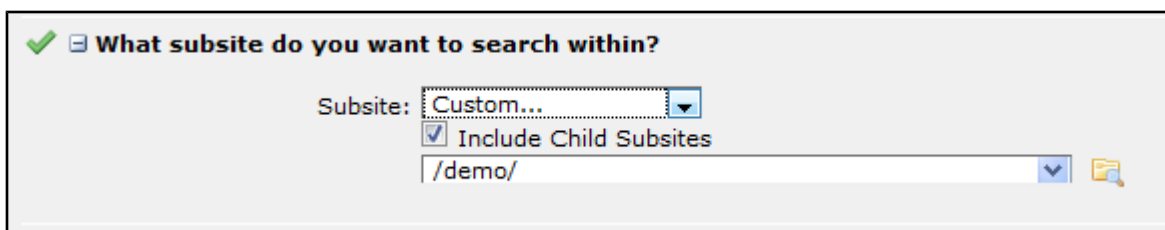
Search Criteria gives you the following options:

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

☒ **Who owns the images you are looking for?**

Owner:

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



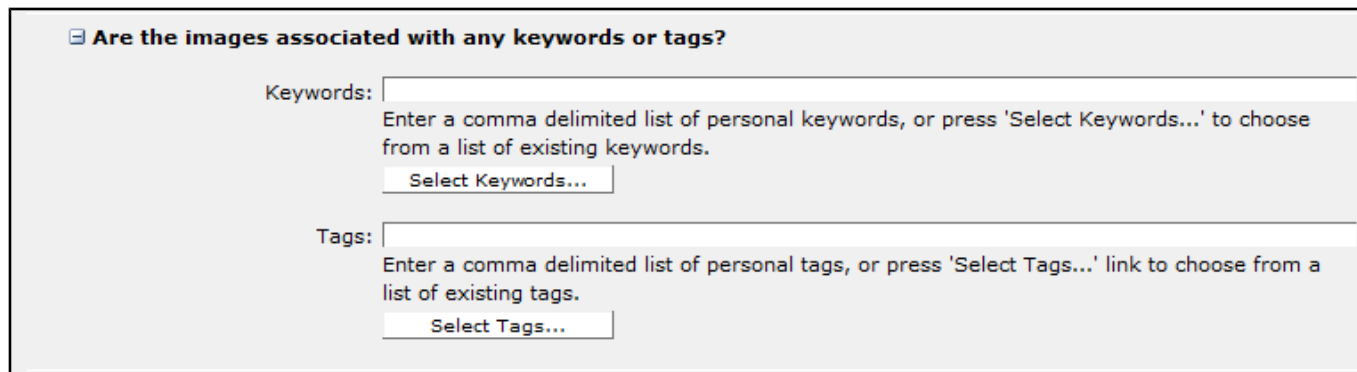
✓ **What subsite do you want to search within?**

Subsite: Custom... 

☒ Include Child Subsites

/demo/  

- Are the images associated with any keywords or tags? – Restrict results by providing a comma-separated list of terms or click [Select Keywords](#) or [Select Tags](#) to choose from existing keywords or personal tags. To be included in the results, an image must be associated with at least one of the specified terms.

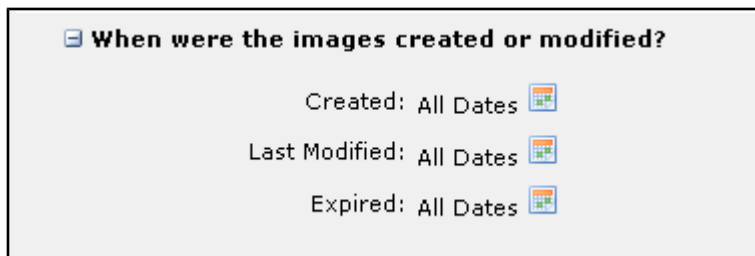


Are the images associated with any keywords or tags?

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

Tags:
Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.

- When were the images created or modified? – Use this area to specify a creation or modification date. Clicking the calendar icon, displays the [Specify Date Range Duration](#) dialog for setting date criteria.



When were the images created or modified?

Created: All Dates 

Last Modified: All Dates 

Expired: All Dates 

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

 **Under which categories are the images classified?**

Category: ☒ Any Category (or none)

☐ Around Boston

☐ Athletics

☐ Banner

☐ Buildings

☐ Bullet

☐ Button

☐ Faculty & Staff Photo

☐ General

☐ Landing Photo

☐ Logos

☐ Residence Photos

Do you have any custom search criteria?

You can add criteria that must matched. To build an advanced query, determine the full criteria you wish to build. For each criterion:

1. Field – Select the field to search against in the Field drop down list. The values you can select are "Sub-site", "Creation Date", "Last Modified Date", "Category", "Keywords", "Owner", "Format", "File Name", and "Owner".
2. Operator – Select the operator (greater than, equal to, within, and so on) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.
3. Value – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.
4. AND/OR – If multiple criteria are used, set the AND or OR operator between each criteria line.
5. Parentheses – If more than one criteria needs to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

  **Do you have any custom search criteria?**

Field	Operator	Value
Keywords	Equals	Choose...
AND		
Subsite	Equals	Current subsite ☒ Include child subsites
-Add Criterion-		

[Remove All Custom Criteria](#)

Note that selecting subsite criteria, as shown below,

Do you have any custom search criteria?

Field	Operator	Value
Subsite	Equals	Current subsite

☐ Include child subsites

[Remove All Custom Criteria](#)

and then including child subsites gives you the additional option of limiting the number of subsites to search. Use this feature for less resource-intensive processing and more relevant search results when searching subsites with many children.

Value

Current subsite

☒ Include child subsites

Limit to child levels

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

Do you want the search results narrowed further?

Image Type: All Images

Image Format: All Formats

Collections to search: ☐ cp-demo ☐ fefe

- Sorting: How would you like the results sorted? – CommonSpot can display image search results sorted by data stored with the image. Choose from Creation date, Last modification date, File Name, Subsite location, a site-defined category, the image owner, image file type – public (or shared) images or private (images you own that are not shared), size, width, or height. Select either Ascending (a-z) or Descending (z-a) to set display order for your results.

Sorting

How would you like the results sorted?

Sort by: Owner Ascending

You can save searches by clicking the Save icon, or for edited searches, the Save As option at the bottom of the dialog. The [Save Saved Search As](#) dialog displays. Click View Results to execute your search. Results display in the [Find Image Search Results](#) dialog.

Click Cancel to exit without searching or saving.

Advanced Search Results

Clicking View Results from [Create New Page Search](#) or clicking the run icon ⚡ for an individual search in [All Saved Searches](#) displays Advanced Search Results.

Advanced Search Results 🔍 🔄 ✕

The following pages, templates, uploaded documents and registered URLs meet the specified filter criteria.

[Select Date Options](#) [Select All](#) [Deselect All](#)

Date ▼	Page Title	State	Subsite	Actions
2011-02-15	Base Plus One (template)	✓	/demo/	
2011-02-25	Welcome	✓ W	/demo/	
2011-01-19	Landing Page Template (template)	✓	/demo/	
2011-01-19	About Us	✓ Page owned by user: Webmaster, Wendy.		
2011-01-19	Academics	✓	/demo/academics/	
2011-01-19	Campus Life	✓	/demo/campuslife/	
2011-01-19	Admissions	✓	/demo/admission/	
2011-01-19	Alumni Chapter Page (template)	✓	/demo/alumni/	
2011-01-19	Western Massachusetts Chapter	✓	/demo/alumni/	
2011-01-19	Seattle Region Chapter	✓	/demo/alumni/	
2011-01-19	Regional Alumni Chapters	✓ W	/demo/alumni/	
2011-01-19	Greater Boston Chapter	✓	/demo/alumni/	
2011-01-19	Alumni	✓	/demo/alumni/	
2011-01-19	Chicago Alumni Chapter	✓	/demo/alumni/	

[More Actions...](#) [Go](#)

🔍 Showing 300 record(s) - use filter criteria to narrow your search. ✕ Close

Use [Select Date Options](#) to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark ✓ indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Saved search type (page, template, or other object) displays in the second column, with standard file type icons.

Click to sort by column head.

The Date column uses values defined by Select Date Options.

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

The State column indicates status for each page in this report. A green check mark  indicates currently active pages. This column also includes user  or group  ownership status (where applicable). Mouseover to view owner details. State also displays standard CommonSpot [Work In Progress and Approval Icons](#). A page may display one or more of the following:

 Blue W indicates Work in Progress, scheduled for publishing.

 Orange P indicates Pending Approval.

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

 The calendar icon indicates a page scheduled for publication.

For more information, see [Content States](#), [Page View Modes](#), and the [View Menu](#).

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



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

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

Select Date Options				
Date	Page Title	State	Subsite	Actions
2010-01-25	 Landing Page Template (template)		/demon/	   
2010-01-25	 Welcome		/d	   
2010-01-22	 My Page 6	 	/d	   
2010-01-20	 See Also Reference		/d	   
2010-01-20	 See also references (template)	 	/d	   

Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.
- Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).
- Inheritance Security: This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.
- My Tags: Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Find Image – Search Results

Choosing Tools – Find Images displays search results for images. Use this dialog to include new images in your pages, or to view, sort, change, or manage existing images. CommonSpot uses a weighted algorithm for retrieving results, assigning more weight to whole word matches, with additional points for keyword or tag matches and search engine score.

Use the Show As and Sort By dropdowns for viewing options, or combine these options to filter results. For example, to quickly view all available images, choose Show As Small Images, as shown below. You can also view results in large image, report, or filmstrip format.

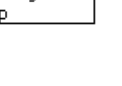
Close the dialog to reset search criteria and rerun the image search.

Find Image - Search Results

Your search found the following images. If you don't see what you were looking for, upload a new image, or close this window and search again.

Show As: **Small Images** (dropdown menu with options: List, Small Images, Large Images, Filmstrip) | Sort By: Creation date | Descending | ☐ Auto Preview

[Select All](#) [Deselect All](#)

				
puppy.jpg (public) 460 x 306 (scaled) 8.82 KB	bullet-gray.gif (public) 9 x 7 97 bytes	bullet-arrow.gif (public) 9 x 10 102 bytes	bullet-blackd... (public) 9 x 7 97 bytes	bullet.gif (public) 10 x 7 99 bytes

[Upload New Image](#) | More Actions... | Go

5 item(s) found. [Close](#)

Optionally check Auto Preview to preview on mouseover as shown below.

Sort By: Creation date | Descending | ☒ Auto Preview

			
building_tree... (public) 550 x 200 (scaled) 29.55 KB	camp... 550 x ...		

Freedom Trail Circle



freedomtrail_circle_scaled.jpg - Freedom Trail Circle (es/freedomtrail_circle_scaled.jpg)
145 x 99 - 5.37 KB

freedomtrail_...
(public)
145 x 99 (scaled)
5.37 KB

Sand...
150 x ...

For each image returned, CommonSpot displays public (available to others) and private (only you can view) status for images, as well as standard format, file size, and dimension information.

Click the preview icon  for full-size [Image Preview](#).

Clicking the More Actions icon  displays the following options:

- [Properties](#) – Click to display standard properties and any defined custom image properties for the selected image. See the Site Administrator Page Creation/Properties UI option for information on how

options displayed here are defined.

- [Edit Image](#) – Click to change image size, rotation, brightness, and other standard attributes.
- [Upload New Version](#) – Click to replace the current version.
- [Details](#) – Click to display the Image Details dialog for reviewing image dimensions and creation information.
- [Security](#) – Displays the Image Security dialog for viewing or changing permissions for this image.
- [Change Owner](#) – Click to display the Change Ownership dialog for choosing a new image owner.
- [Image Version History](#) – Click to view creation and revision information for this image and optionally replace the current image with an older version .
- [My Tags](#) – Click to view or create personalized keywords for this image.

Remove individual items by clicking the associated delete icon  , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Click [Upload New Image](#) to add a new image to the Image Gallery.

Click to select an image. Selections are highlighted.



Click Use Highlighted Image to complete image insertion or selection.

Edit Saved Image Search

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

Edit Saved Search

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

Saved Search

How do you want to refer to this saved search?

Search Criteria

What type of content do you want to see?

Who owns the content you are looking for?

What subsite do you want to search within?

Is the content associated with any keywords or tags?

When was the content created, modified, changed, or published?

Under which categories is the content classified?

What is the language of the content?

Do you have any custom search criteria?

Do you want the search results narrowed further?

Sorting

How would you like the results sorted?

Save Save As... View Results

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

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

Search Criteria gives you the following options:

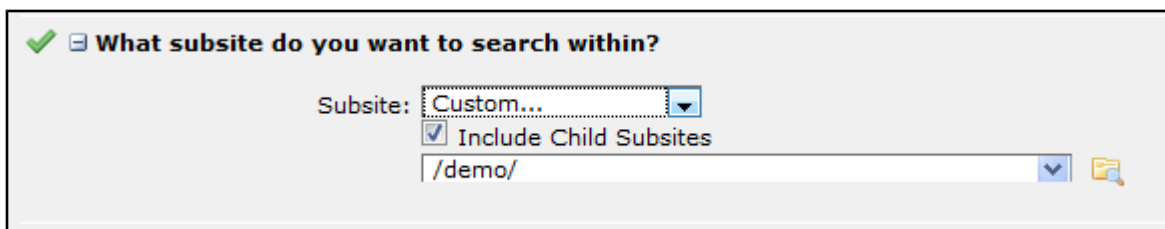
- Who owns the images you are looking for? – This option lets you choose images that are owned by "All Owners", the "Current user", "Members of the current user's group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select, which when clicked, opens the Add Users dialog. (This dialog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

  **Who owns the images you are looking for?**

Owner: 

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

subsite search icon  to display the Select Subsite dialog. Note that you can use custom criteria to limit the number of child subsites searched, as described [below](#).



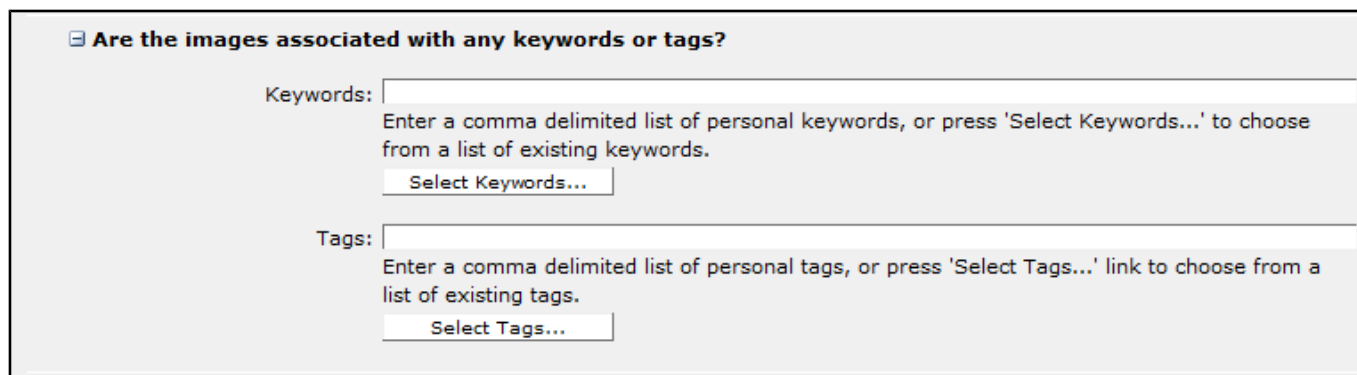
What subsite do you want to search within?

Subsite: Custom... 

☒ Include Child Subsites

/demo/  

- Are the images associated with any keywords or tags? – Restrict results by providing a comma-separated list of terms or click [Select Keywords](#) or [Select Tags](#) to choose from existing keywords or personal tags. To be included in the results, an image must be associated with at least one of the specified terms.

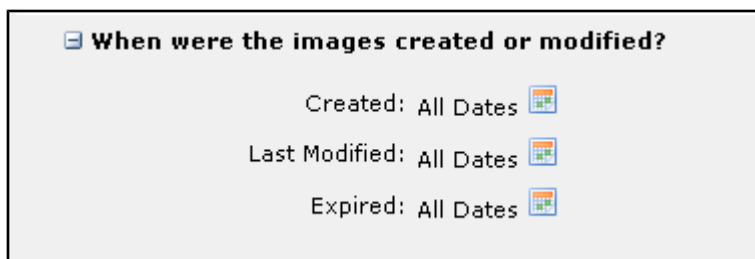


Are the images associated with any keywords or tags?

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

Tags:
Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.

- When were the images created or modified? – Use this area to specify a creation or modification date. Clicking the calendar icon, displays the [Specify Date Range Duration](#) dialog for setting date criteria.



When were the images created or modified?

Created: All Dates 

Last Modified: All Dates 

Expired: All Dates 

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

 **Under which categories are the images classified?**

Category: ☒ Any Category (or none)

☐ Around Boston

☐ Athletics

☐ Banner

☐ Buildings

☐ Bullet

☐ Button

☐ Faculty & Staff Photo

☐ General

☐ Landing Photo

☐ Logos

☐ Residence Photos

Do you have any custom search criteria?

You can add criteria that must matched. To build an advanced query, determine the full criteria you wish to build. For each criterion:

1. Field – Select the field to search against in the Field drop down list. The values you can select are "Sub-site", "Creation Date", "Last Modified Date", "Category", "Keywords", "Owner", "Format", "File Name", and "Owner".
2. Operator – Select the operator (greater than, equal to, within, and so on) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.
3. Value – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.
4. AND/OR – If multiple criteria are used, set the AND or OR operator between each criteria line.
5. Parentheses – If more than one criteria needs to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

  **Do you have any custom search criteria?**

Field	Operator	Value
Keywords	Equals	Choose...
AND		
Subsite	Equals	Current subsite ☒ Include child subsites
-Add Criterion-		

[Remove All Custom Criteria](#)

Note that selecting subsite criteria, as shown below,

Do you have any custom search criteria?

Field	Operator	Value
Subsite	Equals	Current subsite

☐ Include child subsites

[Remove All Custom Criteria](#)

and then including child subsites gives you the additional option of limiting the number of subsites to search. Use this feature for less resource-intensive processing and more relevant search results when searching subsites with many children.

Value

Current subsite

☒ Include child subsites

Limit to child levels

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

Do you want the search results narrowed further?

Image Type: All Images

Image Format: All Formats

Collections to search: ☐ cp-demo ☐ fefe

- Sorting: How would you like the results sorted? – CommonSpot can display image search results sorted by data stored with the image. Choose from Creation date, Last modification date, File Name, Subsite location, a site-defined category, the image owner, image file type – public (or shared) images or private (images you own that are not shared), size, width, or height. Select either Ascending (a-z) or Descending (z-a) to set display order for your results.

Sorting

How would you like the results sorted?

Sort by: Owner Ascending

You can save searches by clicking the Save icon, or for edited searches, the Save As option at the bottom of the dialog. The [Save Saved Search As](#) dialog displays. Click View Results to execute your search. Results display in the [Find Image Search Results](#) dialog.

Click Cancel to exit without searching or saving.

Saved Searches Security

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

Saved Searches Security

The following identifies the security permissions for 'Bullethead list IMAGES' saved search.

Type ^	Name	Permission	Actions
User	Editor Alumni Relations	Administer	  
User	Editor Allpages	Administer	  

 [Add User\(s\)](#)
 [Add Group\(s\)](#)

More Actions... 

Go

 Showing 2 records.

 Close

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

Saved Searches Security – Add Users

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

Saved Searches Security - Add Users

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

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

User Name  Begins With  E

Filter Clear

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

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

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

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

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

Users by Name | [Users by Group](#) | [Groups by Name](#) | [Groups by User](#)

User Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Name ^	Email
☐ admin-issues1	admin-issues1@pthin.com
☒ admin-issues3	admin-issues3@pthin.com
☒ admin-issues4	
☒ admin-root, admin	admin-root@paperthin.com
☐ commonspot, admin	admin@paperthin.com

13 items found.

Selected: [Clear All](#)

admin-issues3 ☒ admin-issues4 ☒ admin-root, admin ☒

Names within the dialog are displayed in the following order: last name, first name, middle name.

Clicking Next displays the [Add Saved Search Security Permissions](#) dialog.

Saved Searches Security – Add Groups

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

Saved Searches Security - Add Groups

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

Group records created through the Admin – Group Administration function display in the Add Group(s) dialog. Use this dialog to include one or more existing groups in a new group or to give one or more existing groups explicit permissions.

Group selection dialogs may also include [Visitor Context Groups](#) such as the IP, Job seekers, or Page groups shown below. These groups display only for cases where it makes sense to include specific visitor communities, and do not appear otherwise. See [Visitor Context](#) for more information.

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

	Group Name ^	Description
☒	Alumni Relations Managers	Content Managers for the Alumni subsite
☐	Anonymous Users	All un-authenticated users
☐	Authenticated Users	All authenticated users
☒	Campus Life Editors	Content Managers for the Campus Life Subsite
☐	CommonSpot Contributors	Includes all users who are designated as contributors
☐	Faculty	Faculty users, authenticated using custom database
☐	IP Group	Visitors with specific IPs (<i>Visitor Context group</i>)
☐	Job seekers	Visitors coming from Job URLs (<i>Visitor Context group</i>)
☐	Page Group	Group that visits Admissions (<i>Visitor Context group</i>)

17 groups found.

Selected: [Clear All](#)

Alumni Relations Managers ✕ Campus Life Editors ✕

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

Although the Add Groups dialog is functionally the same, security options are case-specific.

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

Click the Clear button to empty the text entry field.

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

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

Groups by Name

Group Name Ends With Editors Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description
☒ Alumni Relations Editors	Content Managers for the Alumni subsite
☒ Campus Life Editors	Content Managers for the Campus Life Subsite
☒ Web Communications Editors	Users responsible for creating and editing the web content and university message

3 items found.

Selected: Alumni Relations Editors Campus Life Editors Web Communications Editors [Clear All](#)

[Next](#) [Cancel](#)

Clicking Next displays [Add Saved Search Security Permissions](#).

Add Saved Search Security Permissions

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

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

Edit Saved Search Security Permissions   

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

Permissions:

- ☒ Read
- ☒ Edit
- ☒ Administer

[Save](#) [Cancel](#)

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

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

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

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

Notifications

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

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

↓ Notifications		
2010-04-29	Cartoon Video Windows Media	Incoming Work Request (Pending)
2010-04-29	Frequently Asked Questions	Incoming Work Request (Pending)
2010-04-28	Add Locations	Incoming Work Request (Pending)
2010-04-13	My Testing Page	Broken Link
2010-04-12	Mission & Goals	Broken Link
2010-04-12	Get Involved	Broken Link
2010-04-09	Base Plus One (template)	Broken Link
2010-04-08	Welcome	Broken Link
2010-04-01	My Testing Page	Active Freshness Reminder (Active)
2010-03-31	My Testing Page	Active Freshness Reminder (Active)
show less (more data is available than can be shown here)		

View Work Request

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

Title: WR2

Scope: General Work Request

Created By: Gopa Webmaster

Assigned To: Gopa Webmaster

Work Type: WR2

Due Date: 2010-03-30

Urgency: Medium

Notes: Please review all new custom elements for typos.

[View All](#)
 Accept
 Reject
 Close

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

↓ Notifications		
2010-04-29	Cartoon Video Windows Media	Incoming Work Request (Accepted)
2010-04-29	Organizational Empowerment	Active Freshness Reminder (Active)
2010-04-29	Frequently Asked Questions	Incoming Work Request (Pending)
2010-04-29	My Testing Page	Broken Link

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

Work requests originate at the page level from [Manage Work Requests](#).

View Freshness Reminder

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

View Freshness Reminder

Title: Once author removes lock, update template

State: Active

Remind On: Specific date - 2010-04-01 13:07:00

Created By: Webmaster

Assigned To: Webmaster

Description: make template changes for this section

[View All](#)
[Snooze](#)
[Dismiss](#)
[Close](#)

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

Clicking Snooze or Dismiss removes a reminder from Notifications and displays it in [Reminders](#).

↓ Notifications		
2010-04-29	Cartoon Video Windows Media	Incoming Work Request (Accepted)
2010-04-29	Organizational Empowerment	Active Freshness Reminder (Active)
2010-04-29	Frequently Asked Questions	Incoming Work Request (Pending)
2010-04-29	My Testing Page	Broken Link

Clicking Close maintains active status.

Reminders

The Reminders section of My CommonSpot displays a convenient list of action items for activities related to your content.

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



Customize My Reminders

Access this dialog by choosing My CommonSpot – Reminders and clicking customize.

Use this dialog to show/hide reminders or to change the order of reminder links in My CommonSpot.

Customize My Reminders

Just click and drag your Reminders items into the sequence you would like them to appear on your CommonSpot Dashboard. Click 'Save' to save your changes, and 'Cancel' to exit with no changes.

	Title
	Pages Scheduled For Publication
	Pages Scheduled For Expiration
	Expired Pages
	Inactive Pages
	Freshness Reminders
	Work Requests
	Subscriptions
	Locked Pages
	Pages with Blocked Approvals
	Social Media Manager

 Showing 10 records.  Save  Cancel

Click to toggle between show and hide  states for individual reminder categories that display in My CommonSpot.

Click and drag to reposition reminder categories.

(Note: For IE, click on the Name or Title, instead of the entire row.)

Pages Scheduled for Publication

Use this dialog to review all approved pages with future publication dates. Contributors set publication date in the Create New Page dialog or modify it through Standard Properties.

Pages Scheduled for Publication

You are the owner for the following pages that are scheduled for publication in the future.

Subsite: ☒ Include Child Subsites

Date Restrictions:

Owner:

[Select Date Options](#) [Select All](#) [Deselect All](#)

Date	Page Title	State	Subsite	Actions
2011-10-11	November Events		/demo/	

1 item(s) found. Close

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

Click a link in the Page Title column, or mouseover to view the page window icon and conveniently launch the page in a separate window:

2012-02-15	Cookout	
2011-12-16	Welcome	Click to view the page in a new window.

You can set search criteria to filter results – results include some or all of these options:

To view items for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. The defaults for these options are set through Site Administration – Properties and Settings – Report Settings. See Report Settings in the Administrator's Reference.

You can filter using these options. Click Filter to apply and display items that meet your criteria.

- Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.
- Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.
- Date Restrictions – Select from the dropdown:
 - None (initial default) – Use no date filters.
 - Last modification date – The last time content was changed
 - Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
 - Creation date – Search by the date content was first created.
 - Publication date – Search by the date content was published.
 - Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction for past events displays past options only. Optionally pick from the options below:



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

The State column indicates status for each page in this report. A green check mark ✓ indicates currently active pages. This column also includes user 🧑 or group 👥 ownership status (where applicable). Mouseover to view owner details. State also displays standard CommonSpot [Work In Progress and Approval Icons](#). A page may display one or more of the following:

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

🟠 Orange P indicates Pending Approval.

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

📅 The calendar icon indicates a page scheduled for publication.

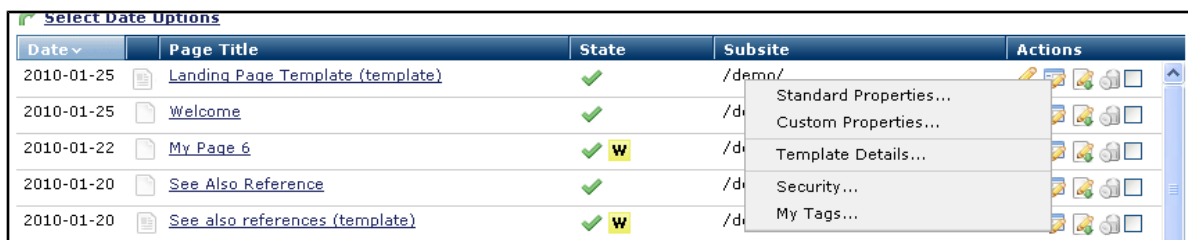
For more information, see [Content States](#), [Page View Modes](#), and the [View Menu](#).

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



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

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



Date	Page Title	State	Subsite	Actions
2010-01-25	Landing Page Template (template)	✓	/demon/	- Standard Properties... - Custom Properties... - Template Details... - Security... - My Tags...
2010-01-25	Welcome	✓	/d	
2010-01-22	My Page 6	✓ W	/d	
2010-01-20	See Also Reference	✓	/d	
2010-01-20	See also references (template)	✓ W	/d	

Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.
- Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).
- Inheritance Security: This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.
- My Tags: Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Pages Scheduled for Expiration

Displays a personalized view of pages with a scheduled expiration data and status information. Access this report by clicking Pages Scheduled for Expiration in the Reminders section of My CommonSpot.

Pages Scheduled For Expiration

You are the owner of the following pages that have an expiration date in the future.

Subsite:
☐ Include Child Subsites

Date Restrictions:

Owner:

Filter

Expiration Date	Page Title	State	Subsite	Actions
2011-10-19	2010 Alumni Events		/demo/	
2011-10-28	August Events		/demo/	

Select All Deselect All

More Actions... Go

2 item(s) found.
Close

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

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed
- Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by the date content was first created.
- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



Owner – Select from the dropdown:

- Me – Displays only items that you own.
- Me or My Groups – Default. Displays items that belong to you or your groups (that is, groups in which you are a member).
- My Groups – Displays items that belong to your groups, but excludes pages that only you own.
- Custom – Displays the [Select Owner](#) dialog for choosing which of your groups to use for filtering items. Select one or more.

Click to sort by column head.

The Expiration Date column indicates the date specified for expiration in the Create New Page dialog (or modified through the Standard Properties dialog). This date is filtered by the values set in Date Restrictions.

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

The State column indicates status for each page in this report. A green check mark  indicates currently active pages. This column also includes user  or group  ownership status (where applicable). Mouseover to view owner details. State also displays standard CommonSpot [Work In Progress and Approval Icons](#). A page may display one or more of the following:

 Blue W indicates Work in Progress, scheduled for publishing.

 Orange P indicates Pending Approval.

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

 The calendar icon indicates a page scheduled for publication.

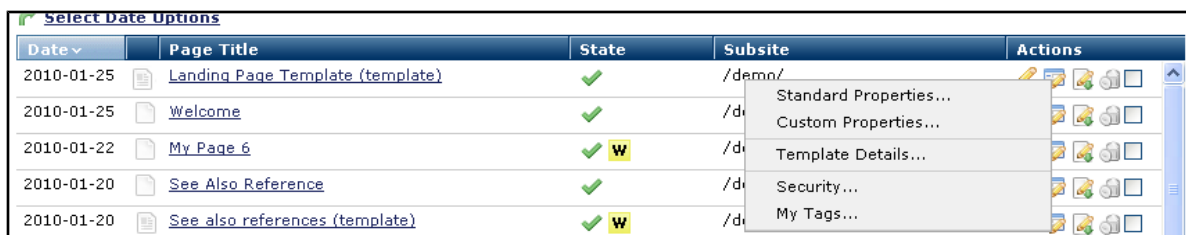
For more information, see [Content States](#), [Page View Modes](#), and the [View Menu](#).

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



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

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



Select a page information option.

- **Standard Properties, Custom Properties:** See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- **Details:** Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.
- **Security:** Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).
- **Inheritance Security:** This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.
- **My Tags:** Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.

- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions drop-down to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Inactive Pages

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

Inactive Pages

The following inactive pages exist in the selected subsite(s).

Subsite:
☒ Include Child Subsites

Date Restrictions:

Owner:

Me
 My Groups
 Me or My Groups
 Custom...

Date	Page Title	State	Subsite	Actions
2011-02-28	 Test 2975	☒  W	/demo/	    
2011-02-25	 Cookout	☒  W	/demo/futurestudents/	    
2011-02-15	 Page15thFeb	☒  W		    
2011-01-19	 Welcome to School of the Arts	☒ 	/demo/academics/	    
2011-01-19	 Welcome to the School of Business	☒ 	/demo/academics/	    
2011-01-19	 Manage Online Videos	☒  W	/demo/webadmin/	    
2011-01-19	 New Landing Page	☒  W	/demo/about/	    
2011-01-19	 Sample	☒  W	/demo/admission/	    
2011-01-19	 New Landing Page1	☒ 	/demo/admission/	    

You can filter inactive pages for which you or your groups are the owner, including which subsite levels to include and date restrictions:

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

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed
- Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by the date content was first created.
- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



Owner – Select from the dropdown:

- Me – Displays only items that you own.
- Me or My Groups – Default. Displays items that belong to you or your groups (that is, groups in which you are a member).
- My Groups – Displays items that belong to your groups, but excludes pages that only you own.
- Custom – Displays the [Select Owner](#) dialog for choosing which of your groups to use for filtering items. Select one or more.

Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

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

- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click to sort by column head.

The Date column uses values defined by Select Date Options

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

The State column indicates status for each page in this report. A green check mark  indicates currently active pages. This column also includes user  or group  ownership status (where applicable). Mouseover to view owner details. State also displays standard CommonSpot [Work In Progress and Approval Icons](#). A page may display one or more of the following:

 Blue W indicates Work in Progress, scheduled for publishing.

 Orange P indicates Pending Approval.

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

 The calendar icon indicates a page scheduled for publication.

For more information, see [Content States](#), [Page View Modes](#), and the [View Menu](#).

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



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

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

Select Date Options				
Date	Page Title	State	Subsite	Actions
2010-01-25	 Landing Page Template (template)		/demon/	   
2010-01-25	 Welcome		/demon/	   
2010-01-22	 My Page 6	 	/demon/	   
2010-01-20	 See Also Reference		/demon/	   
2010-01-20	 See also references (template)	 	/demon/	   

Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.

- **Security:** Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).
- **Inheritance Security:** This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.
- **My Tags:** Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Expired Pages

Displays a list of your expired pages plus status information. Access this report by clicking Expired Pages in the Reminders section of My CommonSpot.

Expired Pages   

You are the owner of the following pages that have expired.

Subsite:  ☒ Include Child Subsites

Date Restrictions:

Owner:

[Select All](#) [Deselect All](#)

Expiration Date	Page Title	State	Subsite	Actions
2011-07-24	 Social Media and Online Community	 	/demo/campuslife/	   

 [Create New Page](#)

 1 item(s) found. 

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

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed
- Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by the date content was first created.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction for past events displays past options only. Optionally pick from the options below:

This week


This week

This month

This year

Next week

Next month

Next 7 days

Next 30 days

Next 60 days

Next 90 days

Next 6 months

Next year

Last week

Last month

Last 7 days

Last 30 days

Last 60 days

Last 90 days

Last 6 months

Last year

Owner – Select from the dropdown:

- Me – Displays only items that you own.
- Me or My Groups – Default. Displays items that belong to you or your groups (that is, groups in which you are a member).
- My Groups – Displays items that belong to your groups, but excludes pages that only you own.
- Custom – Displays the [Select Owner](#) dialog for choosing which of your groups to use for filtering items. Select one or more.

Click to sort by column head.

The Expiration Date column indicates the date specified for expiration in the Create New Page dialog (or modified through the Standard Properties dialog). This date is filtered by the values set in Date Restrictions.

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

The State column indicates status for each page in this report. A green check mark  indicates currently active pages. This column also includes user  or group  ownership status (where applicable). Mouseover to view owner details. State also displays standard CommonSpot [Work In Progress and Approval Icons](#). A page may display one or more of the following:

 Blue W indicates Work in Progress, scheduled for publishing.

 Orange P indicates Pending Approval.

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

 The calendar icon indicates a page scheduled for publication.

For more information, see [Content States](#), [Page View Modes](#), and the [View Menu](#).

Subsite displays the subsite location for the page.

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



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

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

Select Date Options				
Date	Page Title	State	Subsite	Actions
2010-01-25	 Landing Page Template (template)		/demo/	   
2010-01-25	 Welcome		/d	   
2010-01-22	 My Page 6	 	/d	   
2010-01-20	 See Also Reference		/d	   
2010-01-20	 See also references (template)	 	/d	   

Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.
- Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).
- Inheritance Security: This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.
- My Tags: Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Active Freshness Reminders

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

Active Freshness Reminders

The following lists the Freshness Reminders for the 'Welcome from the President' page.

Type: Reminders Assigned to me State: Active Search Criteria: Filter

All Reminders
Reminders Assigned to me
Reminders I Created

Name	Remind On	Owner	Assigned To	Private	State	Actions
President Message Update	60 days after change	Webmaster, Wendy	Webmaster, Wendy	✓	Active	

[Add Freshness Reminder](#)

Showing 1 record. Close

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

If you have many reminders, enter all or part of a search term and click Filter to find your reminders.

Click to sort by column head. You can sort by reminder name, reminder time, owner and the user or group the reminder is assigned to, as well as active/inactive state. A checkmark in the Private column indicates a reminder visible to the owner only. The reminder shown above is not available for public viewing.

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

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

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

Click the dismiss icon to permanently ignore a reminder.

Click the delete icon to permanently remove a reminder.

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

Work Requests

Displays a personalized view of your current work requests.

Manage Work Requests

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

Type: All State: All Urgency: All ☐ Show Details Filter

All
Pending
Completed
Accepted
Rejected

Due Date	Urgency	Title	State	To	From	Actions
2011-01-26	Medium	WorkRequest	Pending			
2011-02-22	Medium	Work request	Pending			
2011-02-22	Medium	yy	Pending			
2011-02-28	Medium	workrequest	Pending			
2011-02-28	Medium	WorkRequest28thFeb	Pending	Work request assigned to group: Faculty.		

[Add Work Request](#)

5 items found Close

See [Manage Work Requests](#) and [Create Work Request](#) for details on using this dialog.

Subscriptions

Use the Subscriptions dialog to review or change notifications received for a specific pages. Click Tools – My Subscriptions to view a list of pages you currently subscribe to. You can choose to subscribe via email or My CommonSpot notification.

Subscriptions   

The following lists the pages that you have subscribed to. Set the 'Show' option to 'Content Change Notifications' to see pending notifications of changes.

Subsite:  ☒ Include Child Subsites

Date Restrictions:

Show:

 [Select Date Options](#) [Select All](#) [Deselect All](#)

Date	Title	Subsite	Notify Via	Actions
2011-04-05	 Tips For Parents	/demo/about/	Email, My CommonSpot	   

 1 item(s) found.

- Clear Selected Notifications
- Delete Selected Subscription
- Clear All Notifications

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

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

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed
- Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by the date content was first created.
- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



Use the Show dropdown to view all of your subscriptions or only those with content changes.

Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

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

In the Actions column, click the clear icon  to remove this notification.

To add or change notification preferences, click the edit icon  for a current subscription. The [Subscription](#) dialog displays in edit mode.

To unsubscribe, click the associated delete icon .

Optionally, select one or more items, pick from the More Actions dropdown, and click Go to process multiple subscriptions.

Locked Pages

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

Locked Pages

You have a permanent lock on the following pages, templates and uploaded documents.

Subsite: /  ☒ Include Child Subsites [Filter](#)

Date Restrictions: None  None 

Owner: Me 
 Me
 My Groups
 Me or My Groups
 Custom...

[Select All](#) [Deselect All](#)

Lock Date	Page	State	Subsite	Actions
2011-03-18	 imageGrid	  	/issues/singleElements/	   
2011-02-28	 Residence Life	  	/demo/campuslife/	   

Page owned by user: Campus Life, Editor.

[More Actions...](#)  [Go](#)

 1 item(s) found. [Close](#)

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

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed
- Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by the date content was first created.
- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



Owner – Select from the dropdown:

- Me – Displays only items that you own.
- Me or My Groups – Default. Displays items that belong to you or your groups (that is, groups in which you are a member).
- My Groups – Displays items that belong to your groups, but excludes pages that only you own.
- Custom – Displays the [Select Owner](#) dialog for choosing which of your groups to use for filtering items. Select one or more.

Click to sort by column head.

The Lock Date column indicates the date the page was locked, filtered by the values set in Date Restrictions.

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

The State column indicates status for each page in this report. A green check mark  indicates currently active pages. This column also includes user  or group  ownership status (where applicable). Mouseover to view owner details. State also displays standard CommonSpot [Work In Progress and Approval Icons](#). A page may display one or more of the following:

 Blue W indicates Work in Progress, scheduled for publishing.

 Orange P indicates Pending Approval.

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

 The calendar icon indicates a page scheduled for publication.

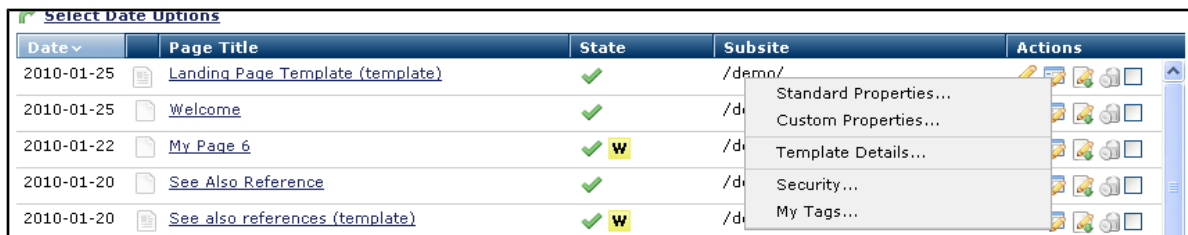
For more information, see [Content States](#), [Page View Modes](#), and the [View Menu](#).

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



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

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



Date	Page Title	State	Subsite	Actions
2010-01-25	Landing Page Template (template)	✓	/demon/	
2010-01-25	Welcome	✓	/demon/	
2010-01-22	My Page 6	✓ W	/demon/	
2010-01-20	See Also Reference	✓	/demon/	
2010-01-20	See also references (template)	✓ W	/demon/	

Standard Properties...
 Custom Properties...
 Template Details...
 Security...
 My Tags...

Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.
- Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).
- Inheritance Security: This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.
- My Tags: Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions drop-down to copy, move, delete or change page owner. Remove individual items by clicking the associated delete

icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Report of Approvals Blocked by Expired Users or Non-Contributors

Access this report from the Reminders section of My CommonSpot or from the Reports menu. Use this report to troubleshoot approvals blocked by inactive or expired users identified in the Blocked by column. This report also supplies user approval level. Click to sort by column head. Select one or more pages and pick from the More Actions dropdown.

You can reassign content ownership or use Group Administration to remove expired users or non-contributors from approval groups. See [Approving Content](#) and the CommonSpot Administrator's Reference for more information on creating and managing an approval process.

Report of Approvals Blocked by Expired Users or Non-Contributors   

The following pages meet the specified filter criteria and are pending one or more approvals, however those approvals are blocked because the approver's account is expired or he/she is no longer a contributor. If the approval is assigned to a group, that group does not have any active contributors.

Subsite:  ☒ Include Child Subsites

Date Restrictions:

 **Select Date Options** [Select All](#) [Deselect All](#)

Date	Page Title	Approval Level	Blocked by	Subsite	Actions
2011-01-13	 MyPageAgainChanged...	Approver Level 1	 user5thaug, user2010	/demo/currentstudents/	    

 1 item(s) found.

More Actions...

- More Actions...
- Delete Selected
- Copy Selected
- Move Selected
- Change Owner

You can filter results using the following options. The defaults for these options are set through Site Administration – Properties and Settings – Report Settings. See Report Settings in the CommonSpot Administrator's Reference. Click Filter to apply and display items that meet your criteria.

- Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.
- Date Restrictions – Select from the dropdown:
 - None – Initial default. No date limitations.
 - Last modification date – The last time content was changed
 - Last major modification date – The last time the content was changed with the setting Treat change as significant, organization-configurable option that has no effect on CommonSpot versioning.
 - Creation date – Search by origination date.
 - Publication date – Search by date published.

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

Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

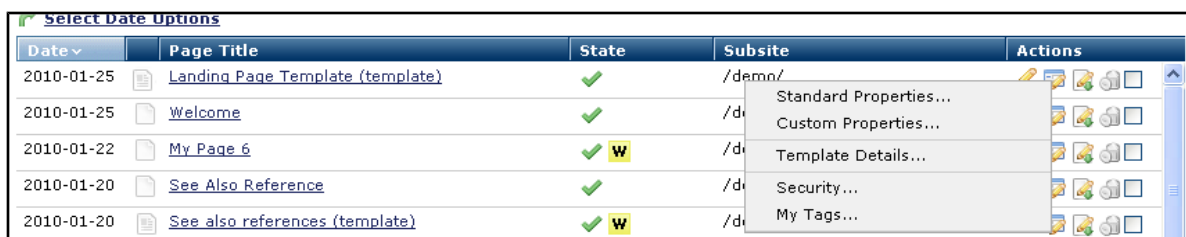
Click to sort by column head.

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



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

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



Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.
- Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).

- **Inheritance Security:** This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.
- **My Tags:** Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

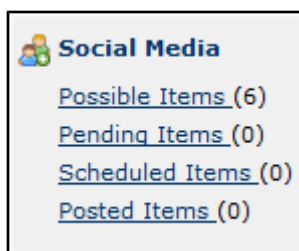
- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

The Date column uses values defined by Select Date Options

My CommonSpot – Social Media

For sites whose licenses include Social Media, this section of My CommonSpot displays to contributors with Post, Manage, or Administer Channel permissions and to users granted Manage Social Media permissions in Site Administration. See the Administrator's Reference for more information.



Use this dashboard to view counts at-a-glance for current or planned social media postings and to manage posts, comments, and responses.

Click through to view content in Possible, Pending, Scheduled, or Posted states, as described in the [Social Media Manager](#).

All content is editable until posting time.

Social Media Manager

Access this dialog from the [Social Media](#) section of My CommonSpot or the [Manage menu](#) to view a report of current or planned social media posts for the site or the current page, as follows:

When accessed from...	Displays...
My CommonSpot with Manage Social Media permissions	All social media content generated for the site
My CommonSpot with permissions to post to specific channels	User-generated social media content only
The Manage Menu for the current page with Manage Social Media permissions	All social media content generated for the page.
The Manage Menu for the current page permissions to post to specific channels	Only user-generated social media content for the page.

See Social Media and Add Social Media Channel Security Permissions for more on Social Media security.

You can view, post, or schedule postings from this dialog, edit planned postings right up until posting time, track responses to posts, and generate comments – all from the dashboard. Posts displays in the following states.

- Possible: Posts that are not currently scheduled, from content that does not require approval. CommonSpot assigns this status to saved posts.
- Pending: Created from content that requires approval. Once posts in this state are approved, they are either scheduled or published to social media sites based on the Share option selected in [Create](#) or [Edit Post](#).
- Scheduled: Content assigned a publishing time. Generated for either approved content or content that does not require approval.
- Posted: These items are already published to a social media site. Use this tab to view the number of clicks, shares, likes, retweets, and comments and post your responses. Sites must create and maintain scheduled job records for each channel to synchronize social media-generated and CommonSpot-generated content. See the Administrator's Reference for more information.

Each tab displays the current count for each category for quick review. Record counts are controlled by the Reports and Tools settings in the Site Admin – Site Properties/Settings – Report Settings.

Social Media Manager

Social media content has been generated for this site in one or more of the following states.

Possible (6) Pending (0) Scheduled (0) **Posted (3)**

Search: Rule: All Service: All Filter

☒ Show Grouped

Begin Date: Clear End Date: Clear

Select Date Options [Select All](#) [Deselect All](#)

Date/Time	Rule	Title	Channels	Actions
Oct 04 6:30 pm	Direct Submission	Alumni Page Updates	Facebook Channel1 (NA 10 5 20)	
Oct 04 05:00 am	Rule1	Auto-update Faculty Profile	Twitter channel (NA 3 7) Facebook Channel2 (NA 15 9 6)	

More Actions... Go

Showing 2 records. Close

For each category, optionally enter a value in the Search field and filter by the Social Media Rules defined for your site, the Services you currently use, or both. See the Administrator's Reference for more information. For this release CommonSpot supports Facebook and Twitter. These fields default to All.

For the Posted view, optionally check the Show Grouped checkbox, as shown above, to view aggregated counts for click-throughs to links contained in your posts, comments, and responses, or leave unchecked to view by category, as shown below.

Social Media Manager

Social media content has been generated for this site in one or more of the following states.

Possible (6) Pending (0) Scheduled (0) **Posted (3)**

Search: Rule: All Service: All Filter

☐ Show Grouped ☐ Show modified objects only

Begin Date: Clear End Date: Clear

Date/Time	Title	Channels	Clicks	Comments	Likes	Retweets	Shares	Actions
Jan 04 6:30 pm	New Alumni page	Facebook Channel1	NA	9	50		50	
Jan 04 05:00 am	New Freshman page	Facebook Channel2	NA	3	10		10	
Jan 04 03:14 am	New Parents Page	Twitter channel	NA	4		1		

Showing 3 records. Close

When Show Grouped is unchecked, you have the additional option of selecting a start and end date.

Optionally check Show modified objects only to restrict results to saved posts whose associated pages or objects (elements) have been updated. This option does not display for Posted content.

Search: Rule: All Service: All

☒ Show Grouped ☐ Show modified objects only

Click the Filter button to generate a report based on your selection criteria.

Use Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Last Modification Date – Filters results based on the date of last change.

Click to sort by column head.

Date – The last time a posting was created or changed, as defined by the Select Date Options. Defaults to descending (most recent items first).

Rule – The rule that generated this posting. Social Media Rules are created and applied at the Site Administration level. See the Administrator's Reference for more information. CommonSpot displays Direct Submission as the rule type for posts created at the page level through either [Submit and Share](#) or Actions – [Create Social Media Post](#).

Title – The title assigned to this post.

Channels – The target channel(s) (individual social media accounts) for each post.

In the Grouped view, for messages posted to Twitter, aggregates counts for click-throughs , comments , and retweets .

For messages posted to Facebook, aggregates counts for click-throughs , comments , Likes , and Shares .

Channels	
	PaperThin Twitter (103 33,847 17,715)
	PaperThin Facebook (33,012 120,037 32,092 1,528)

The Un-grouped view, displays the target channel, and separately categorizes click-throughs , comments , twitter retweets , and Facebook Likes , and Shares .

For both services, displays N/A for posts that do not include links. Click through comments to view [latest with history](#), if any, and optionally respond.

Clicking retweet links displays the Twitter post linked to the channel for the service.

Clicking Like or Share links displays the Facebook post for this channel.

Action – Optionally pick from the following:

- Click the edit icon  to [modify postings](#) in Possible, Pending, or Scheduled states. You cannot edit completed postings, but you can view and respond to comments, as described above.
- Remove individual postings by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all to remove postings.

Edit Post

You can edit the social media posts you create up until the scheduled posting time. Access this dialog by clicking the edit icon  for possible, pending, or scheduled posts displayed in the [Social Media Manager dialog](#). Options in this dialog vary according to posting [state](#).

Edit Post

Edit a title for this social media content. Note this will not be included in the post. To post to a social media channel, select from the left, modify the content and click the Share button.

Title: Save Show More

Channels:

-  **FaceBook Channel**
Posted: Never  
-  **Facebook Channel1**
Posted: Never  
-  **FaceBook Channel3**
Posted: Never  

Post Type: MessagePost

Social Message:

Link To:    63177

Message Image:  Clear...

Schedule: 2012-08-31 10:03:00  

Save

Close

Title – The label for this posting. This shows up in CommonSpot reports for easy reference, but does not display in the posting itself. This field is required.

Save – This option is required. Click Save to keep the title you assign and continue updating your post.

Remove from Dashboard – This field is optional. Displays the [calendar](#) icon for setting an expiration date for post records in the [Social Media dashboard](#). Contents populated from rules uses the Days to Expire value to calculate this date. For content created directly from page, this field defaults to 30 days.

Title: Save Show Less

Remove from Dashboard:  Clear

Click Show More/Show Less to show/hide this option.

Channels – Lists channels (accounts) defined for your site, for which you have permissions. If this list is empty, channels have not yet been defined for your site, or your administrator has not granted access. Pick a channel to post to.

Post Type – Displays for Facebook posts only. Pick from the dropdown. If this is a combination post (both image & text), this selection sets priority.

Social Message – Required if you selected MessagePost for the Post Type. Enter or change text content here. CommonSpot updates character count for both Facebook and Twitter messages. Optional for Facebook image messages with text.

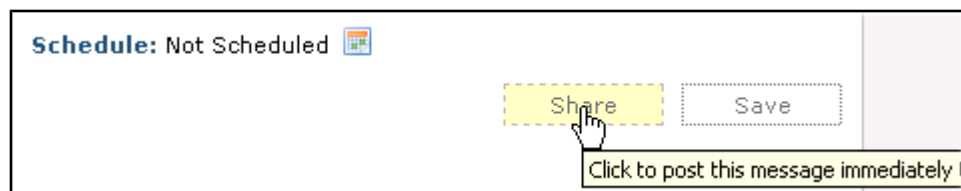
Link To – Optionally pick a [web page](#)  or [image](#)  file to link to in this post.

Message Image – Required if you selected ImagePost for the Post Type. Optional for Facebook text messages with images. Click the image icon  to [choose an image](#) for your message. Click the Clear button to remove existing image content.

NOTE: Image URLs must point to a publicly accessible domain. Image URLs resolving to localhost or a local server will not work.

Schedule – For unscheduled items, displays the [Date-Time Selection Control](#) for setting a post time. For scheduled items, displays the publishing time set for this post. Click the schedule  icon to set or reset the post time, or click the cancel icon  to "unschedule" the posting.

Share – This button displays for unscheduled content. For messages generated from content or pages that do not require approval, click this button to immediately post to the selected channel. CommonSpot prompts for confirmation and your message displays as Posted in the [Social Media Manager](#).



For messages generated from content or pages that require approval before publishing, this button displays as shown below and the message is maintained as Pending in the [Social Media Manager](#). When approval times exceeds the scheduled times, posts are rescheduled for 5 minutes from the approval time.



Save is disabled for posts associated with content or pages pending approval, already approved and scheduled, or rejected.

Once your messages post, you can view and respond to [comments](#) by accessing the Social Media Manager from My CommonSpot or from the Manage Menu.

View Post Comments

Access this dialog by clicking a comments link in the [Posted](#) tab of the Social Media Manager.

Use this dialog to view responses to your posts or to reply to comments.

View Post Comments

The following comments were made in response to the post on Jan 04, 2012 at 03:14 am.

Post:

Comments last updated on: Jan 05, 2012 at 3:22 pm [Refresh](#)

Date/Time ^	Comment	By
Jan 04, 2012 at 8:17 pm	@brandeisblogger A new response!	User at Brandeis
Jan 04, 2012 at 8:18 pm	@bcBlogger comment 2...	BC User
Jan 04, 2012 at 8:22 pm	@BUBlogger comment #3	BUser
Jan 05, 2012 at 7:22 pm	@BUBlogger comment 4	BUser

[Add Comment](#)

[Showing 4 records.](#) [Close](#)

Click to sort by column head.

Date/Time – When comments were posted.

Comment – Comment text.

By – Who commented.

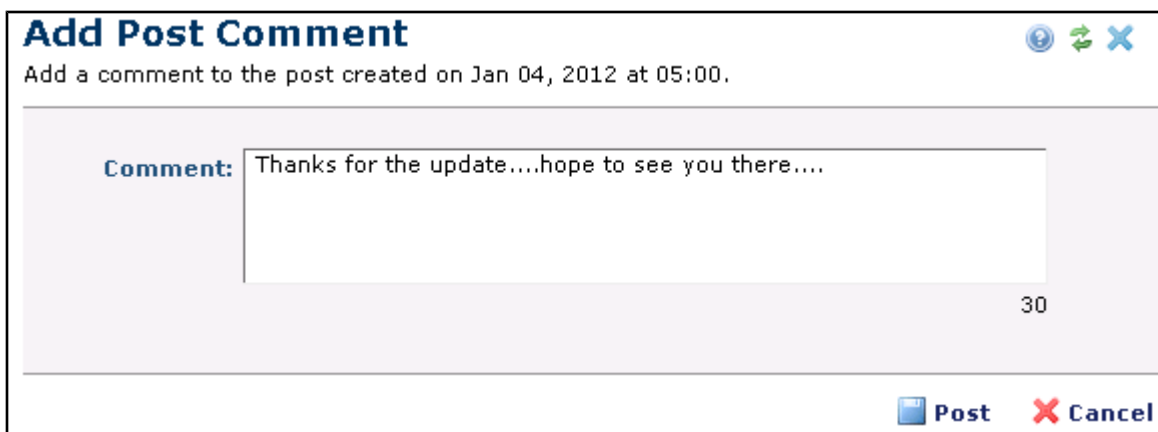
Click the Add Comment link to post a reply. External comments are pulled from social media sites on the schedule defined in the Update Social Media Posting Scheduled Job (defaults to every 30 minutes). See the Administrator's Reference for more information.

Remove individual comments by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all to remove postings.

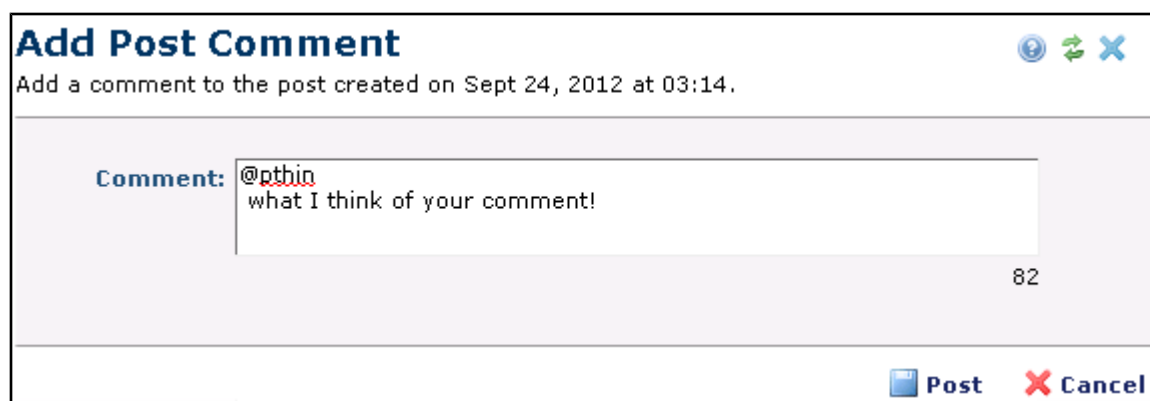
Click Refresh to update the list.

Add Post Comment

Access this dialog from [View Post Comments](#) to respond to social media posts within CommonSpot. Facebook comments display with a freeform text field. For Facebook, character counts update in real time.



Twitter comments are pre-populated with Twitter handles; Twitter character display the standard limit of 144 characters and decrement in real time, to 0, to help you manage your content.

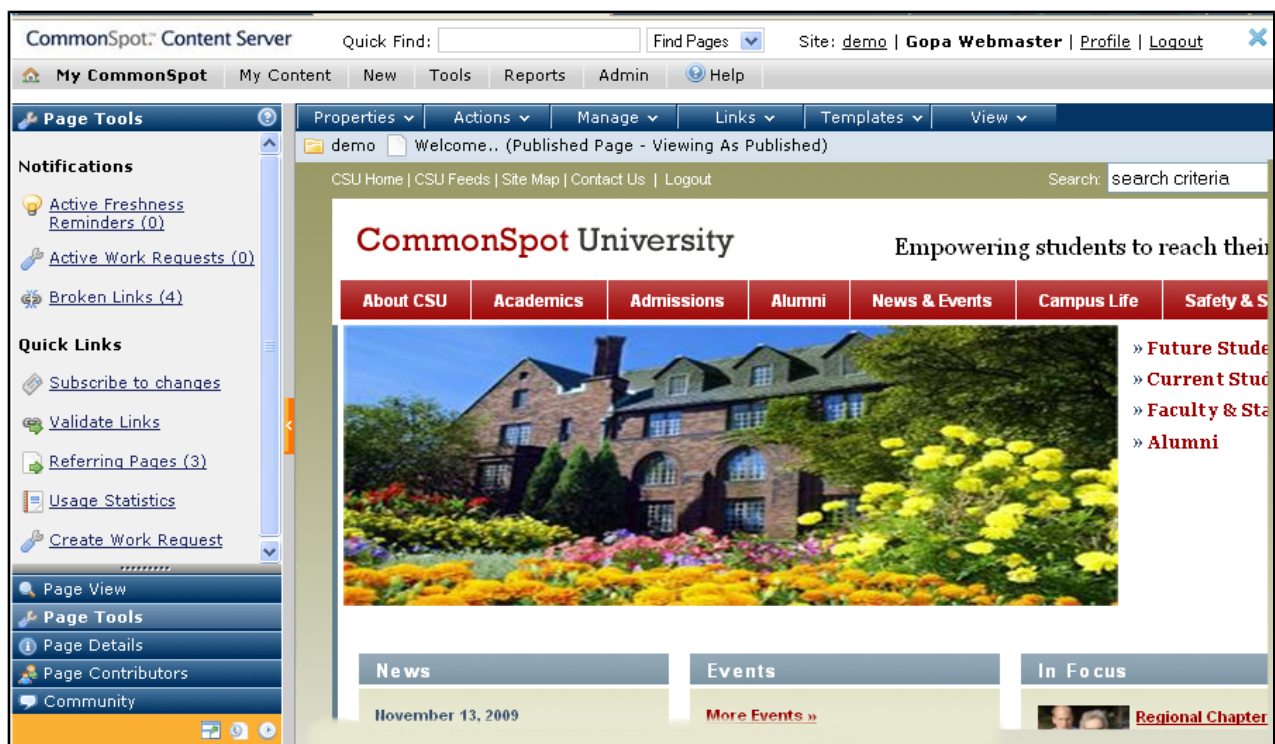


Enter your comments and click Post to update the social media site. The [Social Media Comment](#) dialog reports status.

Comments and responses are synchronized with external sites on the timetable set through the social media scheduled job. See the Administrator's Reference for more information.

Customizable Left Panel

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



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

-  Customize left pane
-  Page Performance
-  Page Versions
-  Community

If your site is licensed for CommonSpot Analytics, you may also see this icon  or pane for reviewing statistics for the current page.

With appropriate permissions, you can personalize the left pane by choosing icon or panel display, showing/hiding panels, and setting order. Click the [Customize Left Pane option](#) .

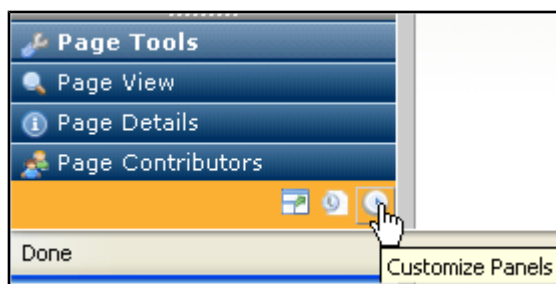
Site administrators define the level of access to each panel, set default display, and can show/hide or create custom panels for individual or organizational needs.

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

Customize Left Pane

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

Click the Customize Panels icon in the CommonSpot left pane.



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

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

Customize Left Pane

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

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

Showing 6 records.

Save Cancel

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

Customize Left Pane

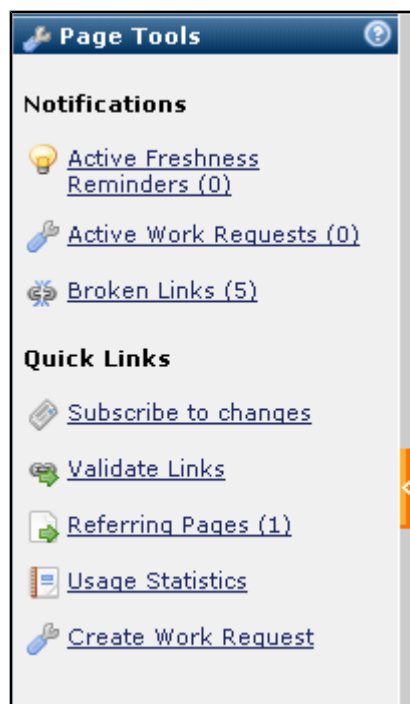
Use the control below to customize which panels appear in the left pane and in what order. Toggle a panels display by clicking the checkbox in the first column. Position the panels by dragging and dropping them into the desired order.

Display	Name	Description
as a panel	Page Tools	Displays status, information, and tools for the current page.
as a panel	Page Details	Displays various properties for the current page, with locking and activation options.

(Note: For IE, click on the Name or Title, instead of the entire row.)

Page Tools

This panel provides summary notifications (including counts) and interactivity options. Use this pane to quickly view and respond to freshness reminders, work requests, and broken links for the current page. Click a link to view options.



You can also conveniently subscribe to page changes, validate links for the page, view a list of referring, review internal usage and request work on this page. For details, see the following:

- [Subscription](#)
- [Link Validation](#)
- [Referring Pages](#)
- [Usage Statistics](#)
- [Create Work Request](#)

Active Freshness Reminders

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

Active Freshness Reminders

The following lists the Freshness Reminders for the 'Welcome from the President' page.

Type: Reminders Assigned to me State: Active Search Criteria: Filter

Name	Remind On	Owner	Assigned To	Private	State	Actions
President Message Update	60 days after change	Webmaster, Wendy	Webmaster, Wendy	✓	Active	

[Add Freshness Reminder](#)

Showing 1 record. [Close](#)

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

If you have many reminders, enter all or part of a search term and click Filter to find your reminders.

Click to sort by column head. You can sort by reminder name, reminder time, owner and the user or group the reminder is assigned to, as well as active/inactive state. A checkmark in the Private column indicates a reminder visible to the owner only. The reminder shown above is not available for public viewing.

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

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

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

Click the dismiss icon  to permanently ignore a reminder.

Click the delete icon  to permanently remove a reminder.

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

Broken Links

CommonSpot regularly runs a scheduled process to review and report on link status.

This process displays summary results for the current page under Notifications in the Page Tools left panel and lists site-wide results in the Report of Pages with Broken Links (available from the top-level Reports menu).

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

Broken, Deleted or Unverified Links

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

	URL ^	State	Status
☐	Deleted Internal Page: 1221	Current	Deleted
☐	Deleted Internal Page: 8024	Current	Deleted
☐	Deleted Internal Page: 17423	Current	Deleted
☐	Deleted Internal Image: 932	Current	Deleted
☐	Deleted Internal Page: 17423	Work In Progress	Deleted
☒	/webadmin/AB-Test-Datasheet.cfm	Current	Broken

Validate Links

Showing 7 records.
 Mark as valid
 Close

CommonSpot also generates a report on affected links for Delete Page operations. See [Delete Conflicts and Warnings](#).

Deleted Internal Page and ID display for pages that have been deleted in CommonSpot without correcting link references.

Scheduled pages not currently displayed may also be included in this report.

See the [Links Menu](#) for more information on using this and other options to manages links.

Select one or more items and click [Validate Links](#) to view a validation report.

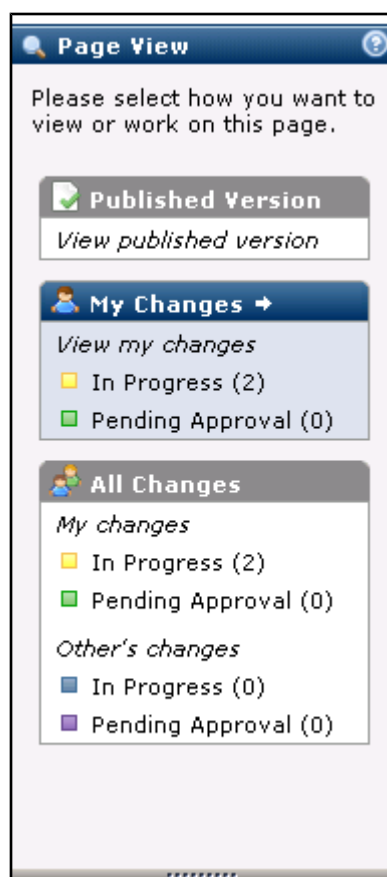
CommonSpot attempts to resolve all link types and differentiates between them, validating http and verifying syntax for https and mailto. CommonSpot does not verify protocols like ftp, mms, rtsp.

For these link types or for external unregistered links that you know are valid, but that cannot be validated by CommonSpot, you can use the Mark as Valid option to suppress these links from validation reporting.

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

Page View

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

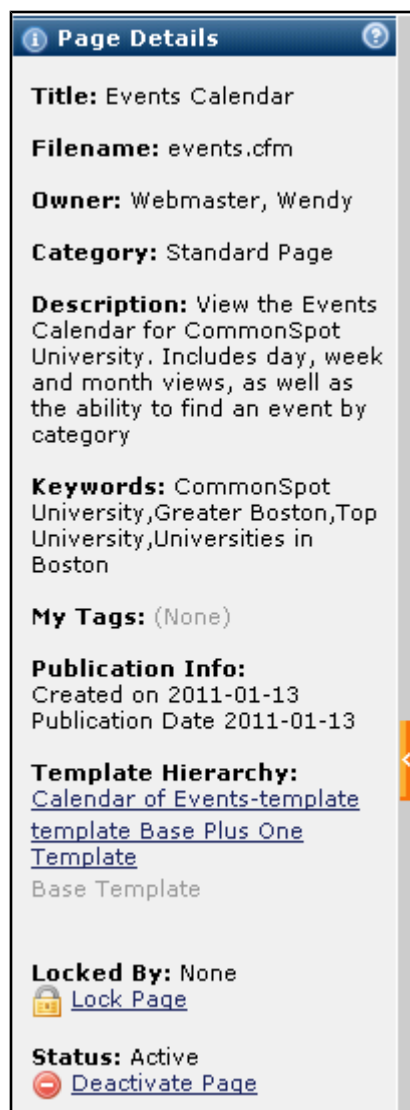


Click My Changes in this panel to view your changes only, or All Changes to see other contributors' work in progress and work pending approval.

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

Page Details

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



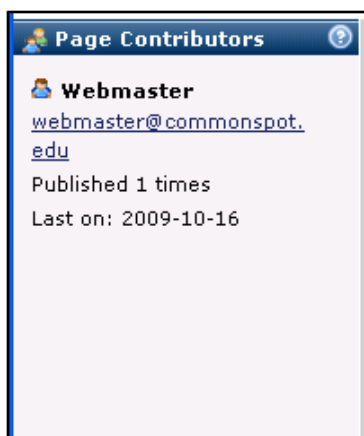
In Author mode this pane enables an author, editor, designer, or administrator to:

- View template hierarchy and navigate up the hierarchy. Click a link to view the template from which this page is derived.
- Lock a page to prohibit another user from working on the page: This feature is helpful for protecting content during edits that require a significant amount of time. CommonSpot allows only one person to author a page at a time. However, when that person has logged out or the session has expired, other users with the appropriate permissions may modify the page. When a page is locked, only the person who locked it has Author mode access.
- Activate/deactivate a page.

See [Template Hierarchy](#), [Lock Unlock Page](#), and [Inactive Pages](#).

Page Contributors

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

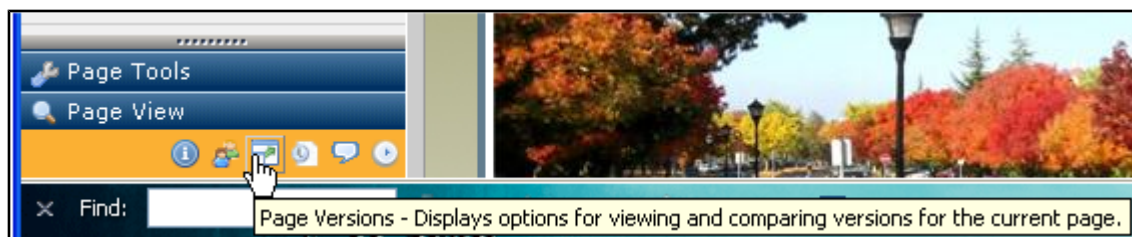


Page Versions

Use this panel to review earlier versions of the current page and related comment history, if any, or to compare any two versions, using the CommonSpot Visual Difference tool. Once a selected version displays in the main window, you can optionally revert individual Elements to an earlier version.

In author or edit mode, choose Page Versions from the left panel of the CommonSpot dashboard for the current page.

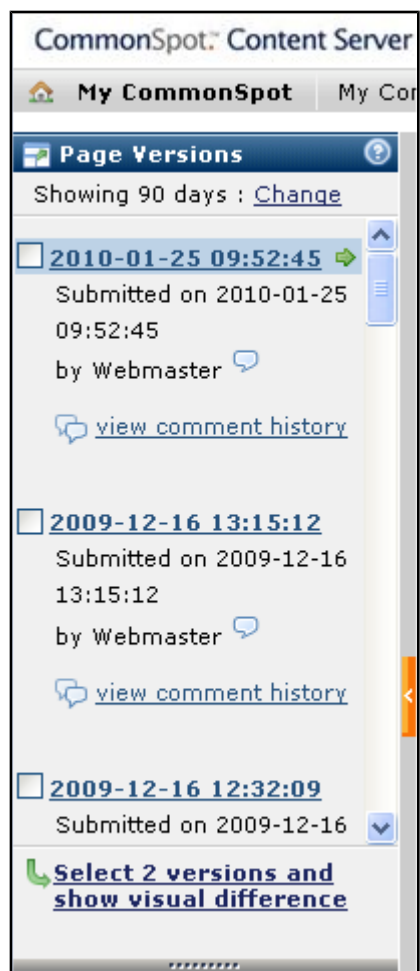
By default this option displays as an icon at the bottom of the left pane.



(You can optionally display Page Versions as a panel. See [Customize Left Pane](#))

From the Page Versions left pane, click a page version to view history. Your selection is highlighted in the left panel and displays in the main window.

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



This panel displays the following options:

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

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

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

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

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

Version Comment History

Use this dialog to review comments made for a particular page version. Access this dialog by from the Page Versionsleft panel, and clicking view comment history.

Version Comment History

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

Version: Action: Filter

Date/Time	Action	User	Comment	Elements
2009-12-15 17:43:10	Published	Webm	Given.	Link bar
2009-12-15 17:40:50	Published	Webmaster	No Description Given.	Link bar
2009-12-14 16:55:23	Published	Webmaster	No Description Given.	Bulleted List of Textblocks
2009-12-14 16:51:37	Published	Webmaster	No Description Given.	Bulleted List of Textblocks, Link bar, DHTML Menu, Formatted Text Block (without header), Events, pagei
2009-12-03 14:32:21	Published	Webmaster	need link information	Drop Down List of Links
2009-10-16 03:33:40	Published	Webmaster	initial revision for demo site	DHTML Menu

Showing 18 records. Close

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

Versions to Show

CommonSpot maintains history for all page versions. Use this dialog to define the period for viewing earlier versions of the current page. The initial default is 30 days. Subsite administrators can override this setting and assign default page viewing periods through Subsite Administration – Properties – Version History.

Access this dialog from the Page Versions left panel by clicking the Change link.

Click Use site settings to accept the site default, or uncheck to override site settings by entering an appropriate value between 1 and 999.

Versions to Show

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

☐ Use site settings (30 Days)

Show days worth of version history.

Save Cancel

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

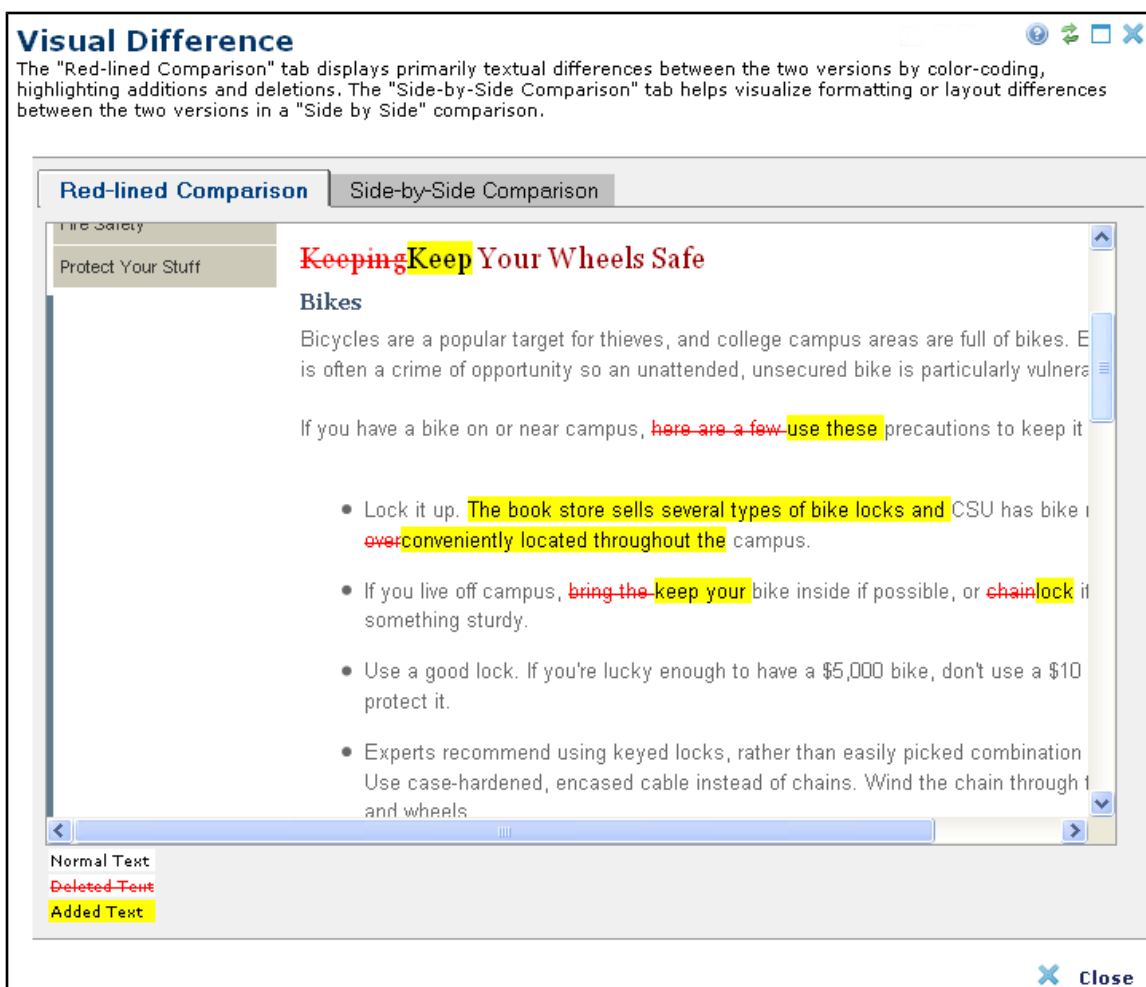
Visual Difference

In the Page Versions left panel, select any two versions and click Visual Difference to display this dialog.

You can also invoke Visual Difference in author mode by selecting Compare from a Work in Progress , Pending Approval , or Approval  item, or by selecting the Visual difference icon  for any page in [My CommonSpot](#). Accessing Visual Difference this way displays the current version compared to the most recent version. You can't select from available versions, as you can from the [Page Versions](#) left panel.

This feature is useful for approvers or anyone who needs to sign off on changes made by an author, or for authors who need to "roll back" a page element to a previous version.

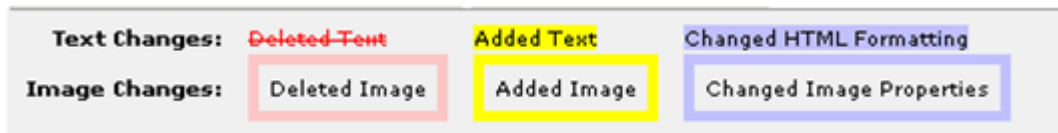
Choose from two Visual Difference options for viewing edits: Red-lined Comparison or Side-by-Side Comparison. The Red-lined Comparison tab shows primarily textual changes using a color-coded system, highlighting additions and deletions. Red-lined Comparison may not pick up style, color, or layout changes.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



Red-Lined Comparison Tab

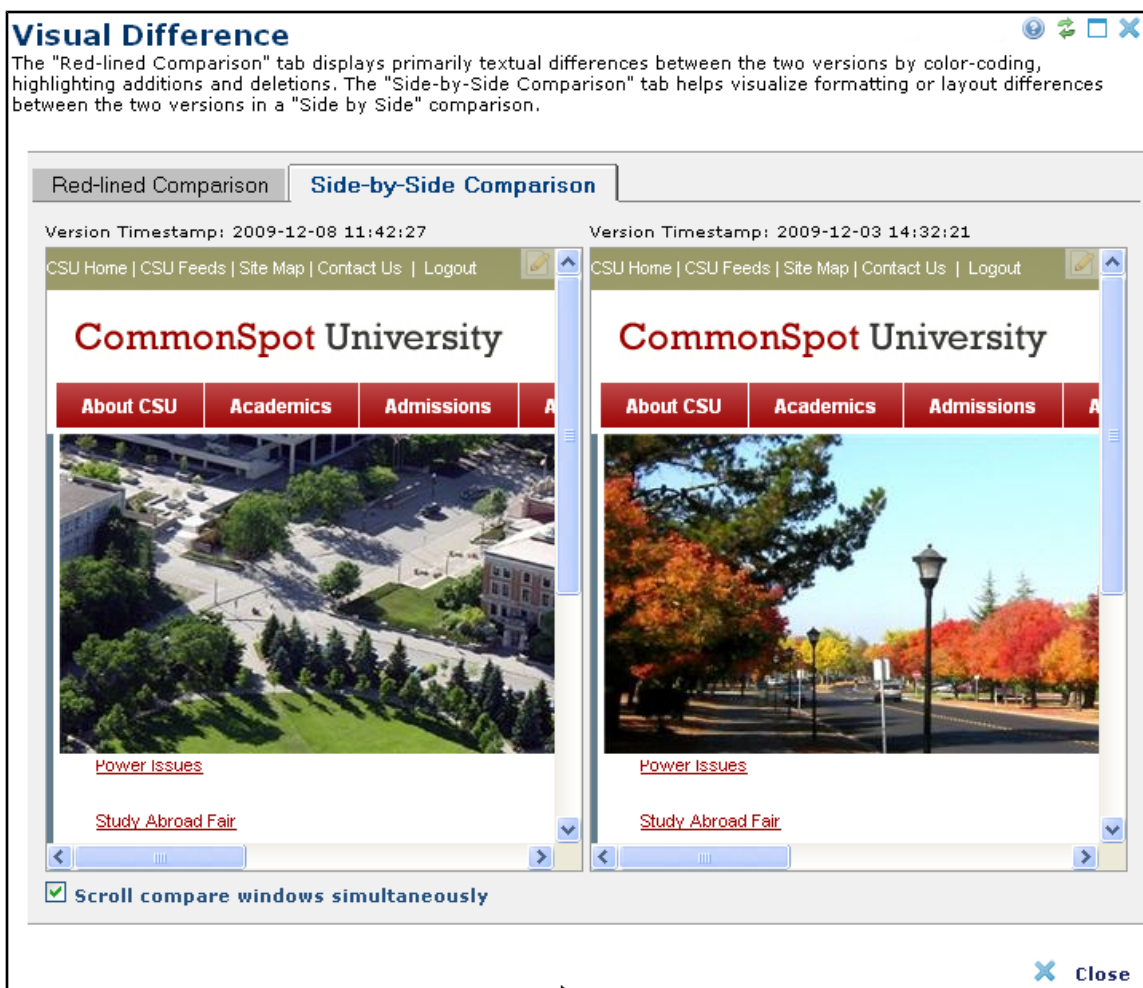
The Red-lined Comparison tab displays a window with changes marked up in color-coded text. Additions appear with a yellow highlight, deletions with red strikethrough. A legend for the color-coded system appears in the lower left-hand corner of the dialog, as shown above.

In addition to text changes you can also view changes to images and formatting.



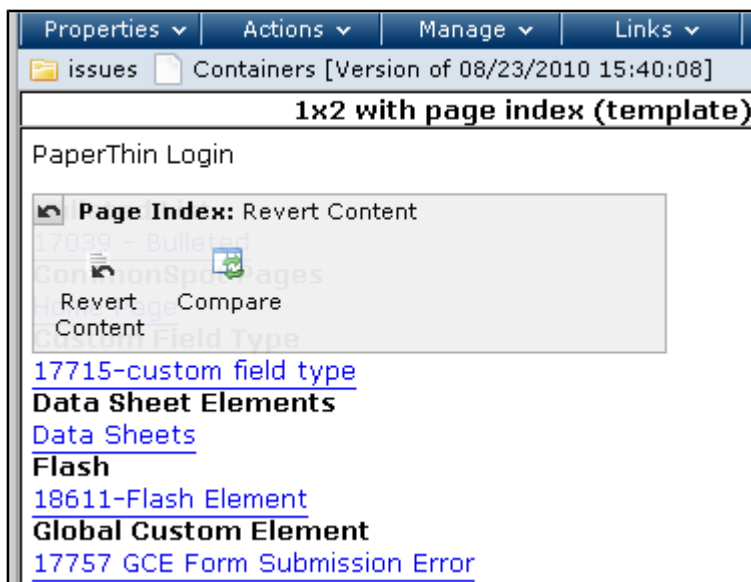
Side-by-Side Comparison Tab

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



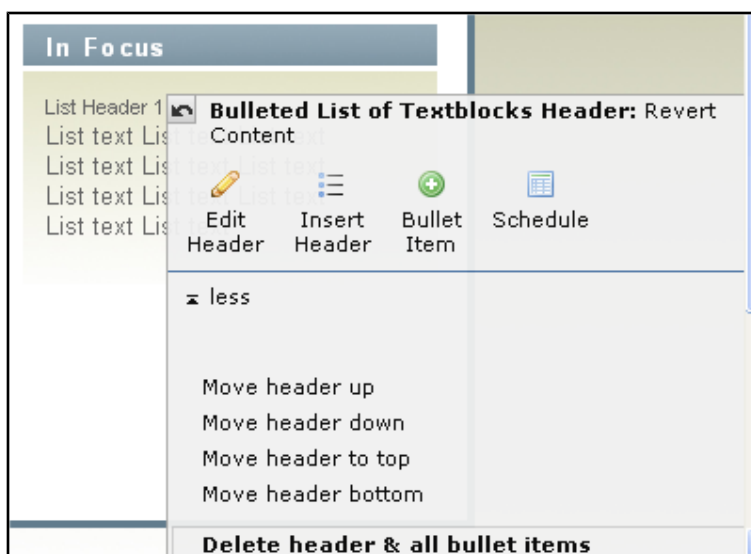
Revert Content

While reviewing an earlier version of a page, switching to Author Mode displays the revert content  icon for identifying Element changes (any change that required resubmission at the element level). You can use this option to “roll back” changes, as shown below for a Page Index Element.



Click the revert icon to restore Element content and/or format to a previous version.

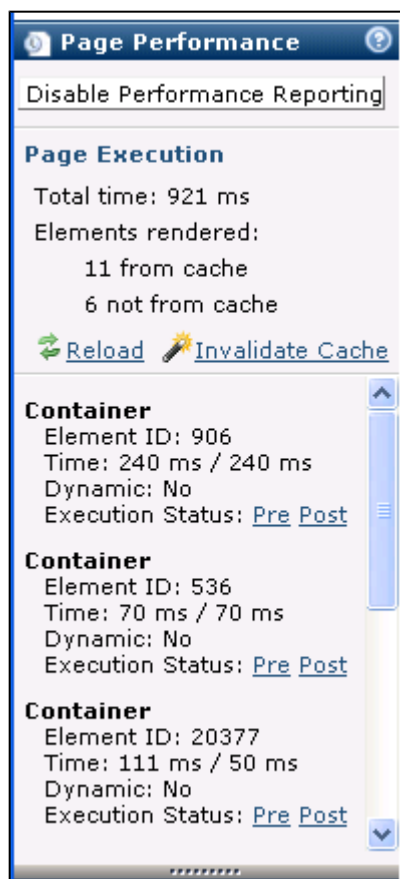
When accessing this feature through the Element menu dropdown, the effect of this action displays at the end of the More menu, as shown.



Page Performance

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

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



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

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

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

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

In addition to reports, CommonSpot provides a set of features for improving site performance, including a dedicated Cache Server option that continuously rebuilds cache for all pages on a server and pushes any updates to each Read Only Production Server. See [Stale Cache Handling](#) and the Cache Server description in the Shared Database Configuration Guide.

Community

Use the Community left panel option to conveniently view summaries of the latest postings to community.paperthin.com. You can browse articles, participate in forum discussions and look at the latest projects.



This dialog gives you options to filter by most recent/most popular posts. Access this pane by clicking the balloon icon, the default display for this option.

|

This option may also display as a panel. See [customizing the left pane](#).

Analytics

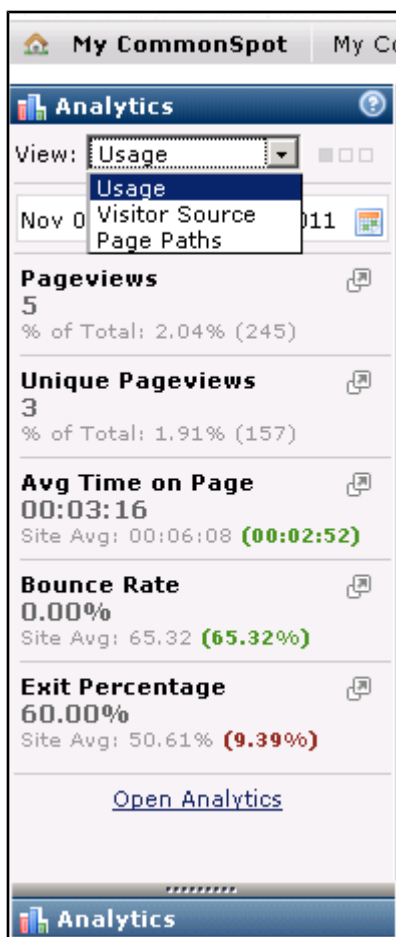
If your site licenses CommonSpot Analytics, use this panel to conveniently view visitor statistics for the current page without leaving CommonSpot.



You can view statistics information as metrics or charts or launch Google Analytics from the dashboard for more complete information on the page, subsite, or site while maintaining your CommonSpot session.

This release supports both In-Page and Google Analytics reporting.

Once Analytics reporting is enabled in CommonSpot, view overview statistics available through Google Analytics. See the Administrator's Reference for more information. Access this panel from the [CommonSpot left pane](#). For the date selected, CommonSpot highlights statistics for the current page relative to site averages for the same category for easy comparison.



Click the View dropdown to filter reported information using one of the following options.

Usage: Displays the following subset of Analytics reports for the current page, as shown above. View Analytics documentation for details.

- Pageviews (total number of pages viewed on your site)
- Unique Pageviews (aggregates pageviews generated by the same user)
- Avg Time on Page (the total time spent on a page for the selected date range divided by the number of unique visits to that page. The value is shown in minutes.)
- Bounce Rate (percentage of single-page visits)
- Exit Percentage (the number of visitors who exit from this specific page)

Visitor Source: Displays referrer information (which sites visitors came from).

Page Paths: Displays navigational paths through the site.

Mouseover sections to view a graphical representation of data.

Click the Enlarge icon  for a graphical version of [Analytics Data](#).

For more information on these functions, review Google Analytics support pages.

Select a reporting date.

Click the Open Analytics link at the bottom to navigate to Google Analytics for more complete statistics for the current page, site or subsite, all from the dashboard.

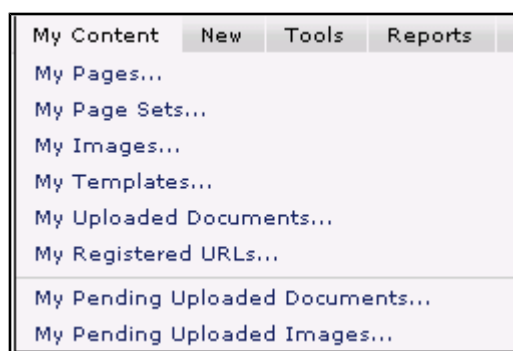
CommonSpot Menus

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

The main tools and page-level options are contained within the CommonSpot Menu. All menu options are context-specific depending on the permissions of the user logged in. Available permissions are defined through Site Administration.

My Content

My Content displays personalized views of content you own. Use this menu for fast access to the following content types.



My Pages

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

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

My Pages

You are the owner of the following pages.

Search Criteria: Contains Filter

Subsite: /demo/ Include Child Subsites

Date Restrictions: None None

Owner: Me or My Groups

[Select Date Options](#) Select All Deselect All

Date	Page Title	State	Subsite	Actions
2011-09-14	Welcome	✓ W	/demo/	
2011-09-08	Cookout	✓ W	/demo/	
2011-09-08	Submit Profile	✓	/demo/	
2011-09-08	Search Results	✓	/demo/	
2011-09-08	Site Map	✓	/demo/	

[Create New Page](#) More Actions... Go

6 items found. Close

Click a link in the Page Title column, or mouseover to view the page window icon and conveniently launch the page in a separate window:

2012-02-15	Cookout	
2011-12-16	Welcome	Click to view the page in a new window.

You can set search criteria to filter results – results include some or all of these options:

To view items for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. The defaults for these options are set through Site Administration – Properties and Settings – Report Settings. See Report Settings in the Administrator's Reference.

You can filter using these options. Click Filter to apply and display items that meet your criteria.

- Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.
- Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.
- Date Restrictions – Select from the dropdown:
 - None (initial default) – Use no date filters.
 - Last modification date – The last time content was changed
 - Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
 - Creation date – Search by the date content was first created.

- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction for past events displays past options only. Optionally pick from the options below:

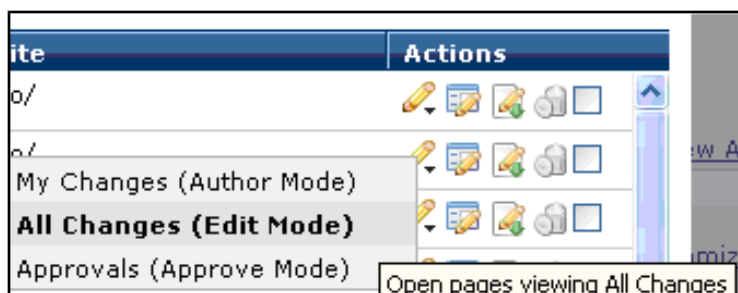


Owner – Select from the dropdown:

- Me – Displays only items that you own.
- Me or My Groups – Default. Displays items that belong to you or your groups (that is, groups in which you are a member).
- My Groups – Displays items that belong to your groups, but excludes pages that only you own.
- Custom – Displays the [Select Owner](#) dialog for choosing which of your groups to use for filtering items. Select one or more.

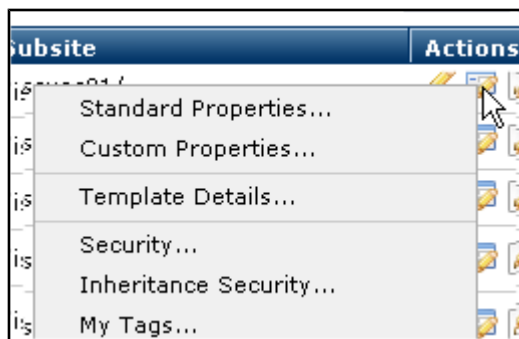
Click an item in the Page Title column to display in the main browser window, for quick review.

In the Actions column, the edit icon  displays for modifiable file types, with the following options.



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

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



Select a page information option:

Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#) in the CommonSpot Content Contributor's Reference. Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI [Report Settings](#) option.

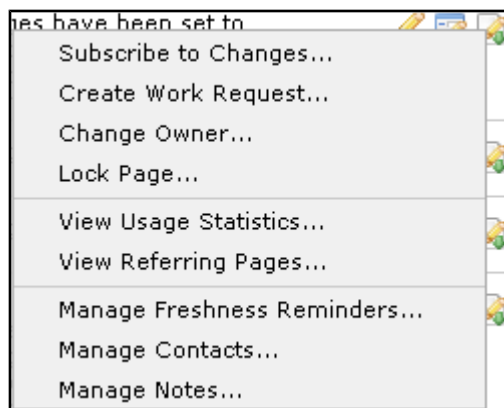
Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.

Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), [Uploaded Document Security](#), and [Content Security](#) in this document.

Inheritance Security: This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.

My Tags: Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

Clicking the More Actions icon , as shown below, displays the following options. Options are available on the basis of your rights to the CommonSpot page or object. For example, users without admin rights cannot change ownership to objects.



- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock Page](#) – Exclude other users from updating the current page.

- [View Usage Statistics](#) – Review activity for selected pages.
- [Referring Pages](#) – View a list of pages with links to the current page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes, or Select/Deselect All, pick the appropriate option from the dropdown, and click Go to copy, move, or delete pages or files, or to change owner. You can also selectively delete individual pages by clicking the delete icon  for a single item.

Note: Choosing multiple pages or templates for activation or deactivation opens the Job Manager Status dialog for viewing status.

Page Security

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

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

Page Security

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

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

Type ^	Name	Permission	Actions
 Group	Anonymous Users	Read	  ☐
 Group	Authenticated Users	No Rights	  ☐
 Group	Webmasters	Read, History, Author, Edit, Design, Style, Admin	
 User	Webmaster	Read, History, Author, Edit, Design, Style, Admin	  ☐

 [Add User](#)
 [Add Group](#)

 Showing 4 records.  Close

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

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

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

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

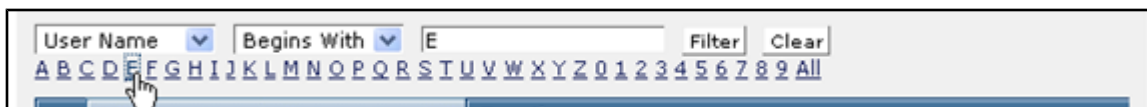
To grant permissions for a new user or group, click Add Group or Add User to open the Page Security – Add User or Page Security – Add Group dialogs.

Page Security – Add User

Use this dialog to grant individuals access to the current or selected page. Access this dialog by clicking Add User in the [Page Security](#) dialog.



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



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

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

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

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

Users by Name | [Users by Group](#) | [Groups by Name](#) | [Groups by User](#)

User Name Begins With

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [All](#)

Name ^	Email
☐ admin-issues1	admin-issues1@pthin.com
☒ admin-issues3	admin-issues3@pthin.com
☒ admin-issues4	
☒ admin-root, admin	admin-root@paperthin.com
☐ commonspot, admin	admin@paperthin.com

13 items found.

Selected: [Clear All](#)

admin-issues3 ☒ admin-issues4 ☒ admin-root, admin ☒

Names within the dialog are displayed in the following order: last name, first name, middle name.

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

Page Security – Add Group

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

Page Security - Add Group

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

Groups by Name

Group Name Begins With

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [All](#)

Group Name ^	Description

Group records created through the Admin – Group Administration function display in the Add Group(s) dialog. Use this dialog to include one or more existing groups in a new group or to give one or more existing groups explicit permissions.

Group selection dialogs may also include [Visitor Context Groups](#) such as the IP, Job seekers, or Page groups shown below. These groups display only for cases where it makes sense to include specific visitor communities, and do not appear otherwise. See [Visitor Context](#) for more information.

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

	Group Name ^	Description
☒	Alumni Relations Managers	Content Managers for the Alumni subsite
☐	Anonymous Users	All un-authenticated users
☐	Authenticated Users	All authenticated users
☒	Campus Life Editors	Content Managers for the Campus Life Subsite
☐	CommonSpot Contributors	Includes all users who are designated as contributors
☐	Faculty	Faculty users, authenticated using custom database
☐	IP Group	Visitors with specific IPs (<i>Visitor Context group</i>)
☐	Job seekers	Visitors coming from Job URLs (<i>Visitor Context group</i>)
☐	Page Group	Group that visits Admissions (<i>Visitor Context group</i>)

17 groups found.

Selected: [Clear All](#)

Alumni Relations Managers ✕ Campus Life Editors ✕

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

Although the Add Groups dialog is functionally the same, security options are case-specific.

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

Click the Clear button to empty the text entry field.

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

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

Groups by Name

Group Name Ends With Editors Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description
☒ Alumni Relations Editors	Content Managers for the Alumni subsite
☒ Campus Life Editors	Content Managers for the Campus Life Subsite
☒ Web Communications Editors	Users responsible for creating and editing the web content and university message

3 items found.

Selected: [Clear All](#)

Alumni Relations Editors ☒ Campus Life Editors ☒ Web Communications Editors ☒

[Next](#)

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

Add Page Permissions

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

Edit Page Permissions

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

Group:

Authenticated Users - All authenticated users

Permissions:

☐ Read ☐ History ☐ Author ☐ Edit ☐ Design ☐ Style ☐ Admin

Approval:

(not approver)
Proofread Content
Alumni Content Approval
Final Content Approval

This dialog displays the following options.

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

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

- Read: Grants permission to view, but not modify, the page.
- History: Grants permission to review page versions and comment history.
- Author: Grants permission to update and revise the page.
- Edit: Grants permission to view and modify all page changes, to delete, copy, and move the page, to modify standard and custom properties, and to view or change security settings.
- Design: Grants permission to view and modify template and element controls affecting page display and layout.
- Style: Grants permission to view or change page styles.
- Admin: Grants permission to delete, copy, and move the page, modify standard and custom properties, and view or change security settings.
- No Rights: Disables all rights to the page or object.
- Approval: Displays approval roles set through Site Administration Approval Levels options. Select from the dropdown to optionally assign these explicit rights.

Grayed-out checkboxes indicate non-modifiable permissions enforced at the site or template level.

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

My Page Sets

If your site uses Page Sets, use this dialog to view, copy, move, or create groups of pages that are managed as sets. See [Create Page Set](#) and [Create New Page Set](#).

You can also use this dialog to delete page sets no longer in use. Note that you must remove page set members before you can delete a page set. See [Delete Conflicts and Warnings](#).

This dialog displays page sets you have rights to.

Click a link in the Members column to view pages in a selected page set.

See Page Set Elements in the CommonSpot Elements Reference for more information on implementing page sets.

My Page Sets

You are the owner of the following page sets.

Search Criteria: Contains

Subsite: /demo/ ☐ Include Child Subsites

Date Restrictions: None

Owner: Me or My Groups

[Select Date Options](#) [Select All](#) [Deselect All](#)

Date	Page Title	Owner	Subsite	Members	Actions
2011-10-11	intro_page_set		/demo/	5	

[Create New Page Set](#)

1 item found.

Click a link in the Page Title column, or mouseover to view the page window icon and conveniently launch the page in a separate window:

2012-02-15	Cookout	
2011-12-16	Welcome	Click to view the page in a new window.

You can set search criteria to filter results – results include some or all of these options:

To view items for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. The defaults for these options are set through Site Administration – Properties and Settings – Report Settings. See Report Settings in the Administrator's Reference.

You can filter using these options. Click Filter to apply and display items that meet your criteria.

- Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.
- Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.
- Date Restrictions – Select from the dropdown:
 - None (initial default) – Use no date filters.
 - Last modification date – The last time content was changed
 - Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
 - Creation date – Search by the date content was first created.
 - Publication date – Search by the date content was published.
 - Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction for past events displays past options only. Optionally pick from the options below:



Owner – Select from the dropdown:

- Me – Displays only items that you own.
- Me or My Groups – Default. Displays items that belong to you or your groups (that is, groups in which you are a member).
- My Groups – Displays items that belong to your groups, but excludes pages that only you own.
- Custom – Displays the [Select Owner](#) dialog for choosing which of your groups to use for filtering items. Select one or more.

Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click to sort by column head.

The Date column uses values defined by Select Date Options.

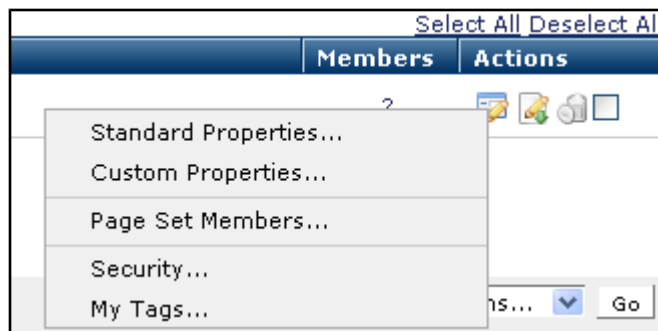
Click an item in the Page Title column to display that page set in the main browser window, for quick review.

The Owner column includes user  or group  ownership status (where applicable). Mouseover to view owner details.

The Subsite column displays the location of this page set.

Members Counts the number of pages in the page set. Click this link to view [current page set members](#), or, if zero, to add members.

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



Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Page Set Members: Click to view [Page Set Members](#).
- Security: Displays type-specific security settings for the selected page set. Options displayed to authors derive from administrative settings. See [Page Set Security](#),
- My Tags: Displays any personal tags associated with the page set. See [My Tags](#).

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

- [Create Work Request](#) – Submit a work request for the page set.
- [Change Owner](#) – Define a new user or group owner for the page set.
- [View Referring Pages](#) – View a list of pages linking to the page set and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the page set.
- [Manage Notes](#) – View any notes associated with the page set.

More Actions: Click one or more checkboxes (or use Select/Deselect All) and select the appropriate option from the More Actions dropdown to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Deleting a page set either displays a prompt for [confirmation](#) or [Delete Conflicts and Warnings](#)

Note that you must remove members of a page set before you can delete the page set itself.

Click [Create Page Set](#) to add new page sets to your site.

Page Set Members

Use the Page Set Members dialog to view, add, or delete pages from a Page Set. The order of pages in this dialog determines the order pages display within a page set.

Access this dialog for existing page sets from [My Content – My Page Sets](#) or from [Tools – Page Sets](#) by clicking a link in the Members column. You can also access this dialog contextually for the current page by selecting Current Page Set from the Manage menu when viewing a page that is a page set member.

You can click and drag to reposition single pages, or select multiple pages to reposition as shown below.

Page Set Members

Add new pages by clicking the 'Add Members' link below. Then click and drag them into the order in which you would like them to be in your page set.

2 Then choose a page and click the insert page icon to move the selected group of pages after this one. Use this feature to reposition large numbers of pages within a page set.

Page Set Properties [Select All](#) [Deselect All](#)

Date	Page Title	State	Subsite	Actions
2011-11-10	Applied Learning	✓	/demo/academics/	
2011-11-10	Apply for a Job	✓	/demo/about/	
2011-11-10	Continuing & Lifelong Education	✓	/demo/academics/	
2011-11-10	Faculty & Staff Profile	✓	/demo/academics/	
2011-11-10	Honors College	✓	/demo/academics/	
2011-11-10	CSUTube	✓	/demo/about/	
2011-11-10	CSUTube Videos	✓	/demo/about/	
2011-11-10	Our Faculty	✓	/demo/academics/	☒
2011-11-10	Profile Allen Weng	✓	/demo/academics/	☒
2011-11-10	Profile Barbara Franek	✓	/demo/academics/	☒
2011-11-10	Profile Beth Ciovacco	✓	/demo/academics/	☒

1 First select multiple pages to reposition...

[Add Members](#) [More Actions...](#) [Go](#)

Showing 49 records. [Save](#) [Save & Close](#) [Cancel](#)

Note that this dialog remains open in edit mode to allow you to make multiple changes without taking the time to save them. To help protect your work, the following notice displays if you make a change without saving it. In addition, you'll be alerted if you attempt to close the dialog without saving changes you've made.

Page Set Members

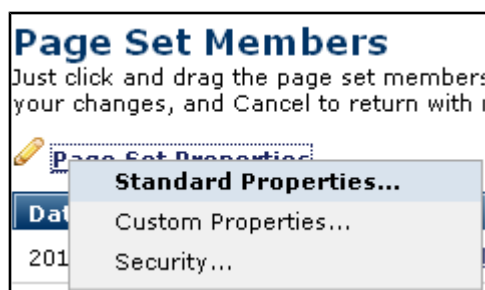
Add new pages by clicking the 'Add Members' link below. Then click and drag them into the order in which you would like them to be in your page set.

NOTE: You have unsaved changes. When you're finished editing, click Save to update this pageset, or Cancel to discard them.

Page Set Properties [Select All](#) [Deselect All](#)

Date	Page Title	State	Subsite	Actions
2011-11-10	Applied Learning	✓	/demo/academics/	

Click the  Page Set Properties link at the top of the dialog to display or change [Standard](#) or [Custom Properties](#) for the page set. View or change permissions through [Page Set Security](#).



Click to sort by column head.

The State column indicates status for each page in this report. A green check mark  indicates currently active pages. This column also includes user  or group  ownership status (where applicable). Mouseover to view owner details. State also displays standard CommonSpot [Work In Progress and Approval Icons](#). A page may display one or more of the following:

 Blue W indicates Work in Progress, scheduled for publishing.

 Orange P indicates Pending Approval.

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

 The calendar icon indicates a page scheduled for publication.

For more information, see [Content States](#), [Page View Modes](#), and the [View Menu](#).

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



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

The navigate icon  opens the page.

Click the remove icon  to remove an individual page from the current page set, or select multiple items (optionally select/deselect all), click Remove Selected from the More Actions dropdown, then click Go. Note that this function removes the page from the page set – it does not delete the page from CommonSpot.

Clicking the insert icon  moves one or more selected pages before this one, as shown in the first image above. Use this feature to reposition multiple pages at once or move pages beyond the limit of what's scrolled into view.

Clicking Add Members displays the [Choose Page](#) dialog for adding new pages to the page set. Select one or more pages from Search Results. The More Actions dropdown in this dialog includes an Add Selected to Page Set option for adding multiple pages at once. Optionally select/deselect all.

Click Save to keep incremental changes or Save and Close to keep all changes and exit.

Page Set Security

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



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

Page Security

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

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

[Restore Default Security](#)

Type ^	Name	Permission	Actions
Group	Anonymous Users	Read	
Group	Authenticated Users	No Rights	
Group	Webmasters	Read, History, Author, Edit, Design, Style, Admin	
User	Webmaster	Read, History, Author, Edit, Design, Style, Admin	
Add User Add Group			More Actions... Go

i Showing 4 records. [Close](#)

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

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

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

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

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

Page Set Security – Add User

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

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

This dialog is a standard part of CommonSpot security operations such as Left Pane Security – Add Users, Image Security – Add User, Subsite General Security – Add Users, Custom Element Security – Add Users, Page Security – Add Users, etc. Use the links at the top to view Users by Name, Users by Group, Groups by Name, or Groups by User. Click column heads to sort names alphabetically or by email, or refine your search by selecting from the dropdowns and optionally entering a value in the text field and clicking Filter, or combine dropdown and text field options with alphanumeric selections and click Filter as shown above for names beginning with E. These filters are useful for limiting results if your installation has many users. Click checkboxes to select users. Choices display in the Selected box. Click  to remove individual users, as shown below, or click Clear All to deselect all users. When you are finished, click Add Selected if you're updating a group, as shown below, or click Next to complete security assignments if they are required.

Users by Name | [Users by Group](#) | [Groups by Name](#) | [Groups by User](#)

User Name Begins With

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [All](#)

Name ^	Email
☐ admin-issues1	admin-issues1@pthin.com
☒ admin-issues3	admin-issues3@pthin.com
☒ admin-issues4	
☒ admin-root, admin	admin-root@paperthin.com
☐ commonspot, admin	admin@paperthin.com

13 items found.

Selected: [Clear All](#)

admin-issues3 ☒ admin-issues4 ☒ admin-root, admin ☒

Names within the dialog are displayed in the following order: last name, first name, middle name.

Click Next to display [Edit Page Set Permissions](#) for setting permissions that control the level of interaction allowed for this page set.

Page Set Security – Add Group

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

Page Set Security - Add Group

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

Groups by Name

Group Name Begins With

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [All](#)

Group Name ^	Description

Group records created through the Admin – Group Administration function display in the Add Group(s) dialog. Use this dialog to include one or more existing groups in a new group or to give one or more existing groups explicit permissions.

Group selection dialogs may also include [Visitor Context Groups](#) such as the IP, Job seekers, or Page groups shown below. These groups display only for cases where it makes sense to include specific visitor communities, and do not appear otherwise. See [Visitor Context](#) for more information.

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

	Group Name ^	Description
☒	Alumni Relations Managers	Content Managers for the Alumni subsite
☐	Anonymous Users	All un-authenticated users
☐	Authenticated Users	All authenticated users
☒	Campus Life Editors	Content Managers for the Campus Life Subsite
☐	CommonSpot Contributors	Includes all users who are designated as contributors
☐	Faculty	Faculty users, authenticated using custom database
☐	IP Group	Visitors with specific IPs (<i>Visitor Context group</i>)
☐	Job seekers	Visitors coming from Job URLs (<i>Visitor Context group</i>)
☐	Page Group	Group that visits Admissions (<i>Visitor Context group</i>)

17 groups found.

Selected: [Clear All](#)

Alumni Relations Managers ✕ Campus Life Editors ✕

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

Although the Add Groups dialog is functionally the same, security options are case-specific.

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

Click the Clear button to empty the text entry field.

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

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

Groups by Name

Group Name Ends With Editors Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description
☒ Alumni Relations Editors	Content Managers for the Alumni subsite
☒ Campus Life Editors	Content Managers for the Campus Life Subsite
☒ Web Communications Editors	Users responsible for creating and editing the web content and university message

3 items found.

Selected: [Clear All](#)

Alumni Relations Editors ☒ Campus Life Editors ☒ Web Communications Editors ☒

[Next](#)

Click Next to display [Edit Page Set Permissions](#) for setting permissions that control the level of interaction allowed for this page set.

Edit Page Set Permissions

Access this dialog from the [Page Set Security](#) dialog.

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

Edit Page Set Permissions

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

User:

Webmaster
E-Mail: webmaster@commonspot.edu

Permissions:

☒ Author ☒ Admin

This dialog displays the following options.

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

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

Author: Grants permission to update and revise the page set.

Admin: Grants permission to delete, copy, and move the page set, modify standard and custom properties, and view or change security settings.

Grayed-out checkboxes indicate non-modifiable permissions enforced at the site or template level.

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

Delete Page Sets Confirmation

Use this dialog to review the status of page sets you are deleting. CommonSpot displays similar dialogs for pages, images, uploaded files, and URLs.

For deleting a single page set, with no active dependencies, CommonSpot displays a message like the following.

For deleting a page set with active dependencies, CommonSpot displays a [Delete Conflicts and Warnings](#) message with the option to [View Referring Pages](#) to fix links before deleting.

Click Delete to permanently remove the selected page set or Close to exit without deleting.

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

My Images

Use this dialog to view, copy, move, or delete images that you own and to upload new images to your site.

You can upload one or more documents at a time and simultaneously apply metadata to upload batches. This dialog reports the number of uploads in progress and links to [your pending image uploads](#).

See [Working with Images](#) and [The CommonSpot Image Editor and Gallery](#) for procedural information on including images in your CommonSpot pages. See Image Elements in the CommonSpot Element Reference for details on creating and managing images.

My Images

You are the owner of the following images.

Note: you have 3 pending uploaded images.

Subsite: [Click here to see the pending uploaded images.](#) ☐ Include Child Subsites

Date Restrictions:

Owner: Image Type:

[Select Date Options](#) [Select All](#) [Deselect All](#)

Date	Image Filename ^	Size	State	Category	Subsite	Actions
2011-01-14	Alumni-Thumbnail.jpg	1.78 KB		General	/demo/	
2011-01-15	about.jpg	115.79 KB		Image owned by user: Webmaster, Wendy.		
2011-01-14	Bio-Mike_1.png	28.17 KB		Faculty & Staff Photo	/demo/	
2011-01-14	Bio-Rob_1.png	31.22 KB		Faculty & Staff Photo	/demo/	
2011-01-14	building_tree.jpg	29.55 KB		Private Image	/demo/	
2011-01-14	campus-admin-building.jpg	33.12 KB		Landing Photo	/demo/	
2011-01-15	campus_2.jpg	87.93 KB		Landing Photo	/demo/	
2011-01-19	profileP_1.jpg	46.62 KB		Faculty & Staff Photo	/demo/	
2011-01-19	profileQ_1.jpg	39.38 KB		Athletics	/demo/	
2011-01-19	profileR_1.jpg	55.75 KB		Faculty & Staff Photo	/demo/	

[Upload New Image](#)

Click to sort by column head. Mouseover an item in the Image Filename column for popup preview, as shown below:

2009-11-24	street-across-campus-scaled.jpg	26.23 KB	Landing Photo	/demo/
2009-11-23	navto_1.png			
2009-11-20	Mike1_1.png			
2009-11-19	active_1.png			
2009-11-11	Adobe_1.jpg			
2009-11-11	Library_1.jpg			
2009-11-11	Library.jpg			
2009-11-11	building_24620_2.jpg			

Library



(/demo/images/Library_1.jpg)
650 x 236 (scaled) - 28.75 KB

The State column indicates status for each image in this report. A lock icon  indicates a private image, as shown above; unlock icons  indicate public images. You can filter results in the Image Type field. This column also includes user  or group  ownership status. Mouseover to view owner details.

In the Actions column, clicking the preview icon  displays Image Preview, for full-size [Image Preview](#).

Clicking the More Actions icon  displays the following options:

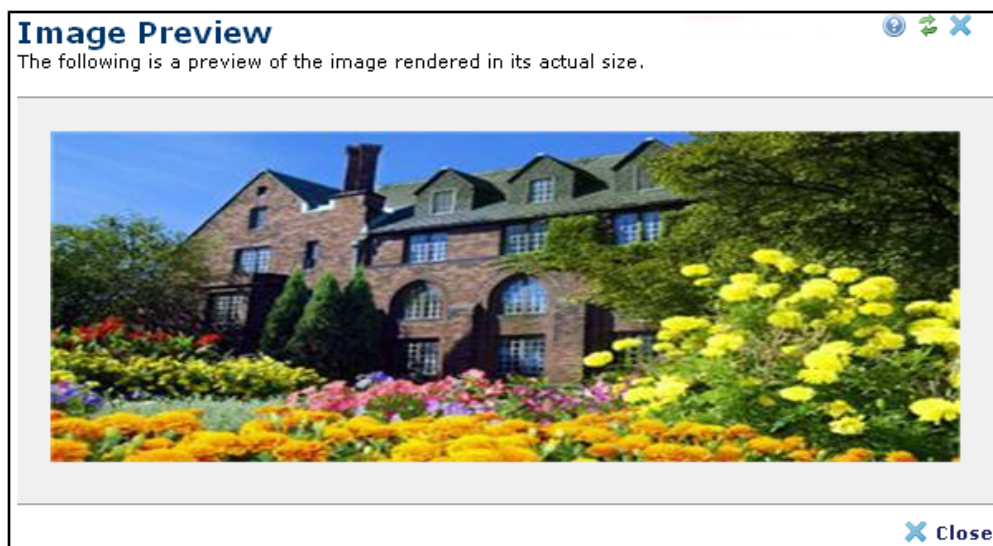
- [Properties](#) – Click to display standard properties and any defined custom image properties for the selected image. See the Site Administrator Page Creation/Properties UI option for information on how options displayed here are defined.
- [Edit Image](#) – Click to change image size, rotation, brightness,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

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

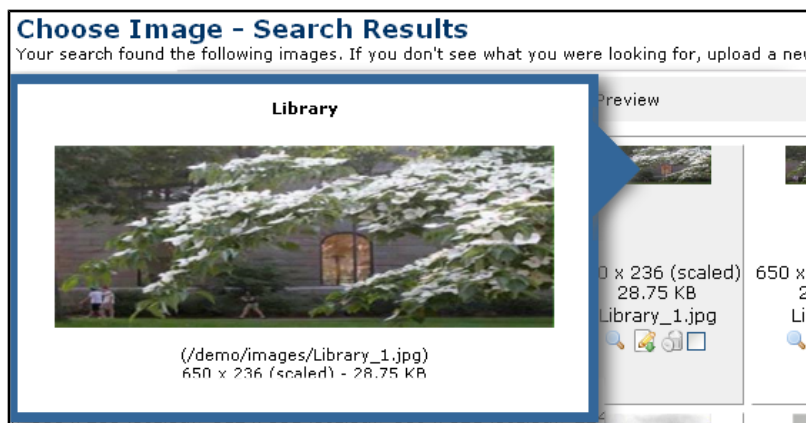
Click [Upload New Image](#) to add a new image to the Image Gallery.

Image Preview

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

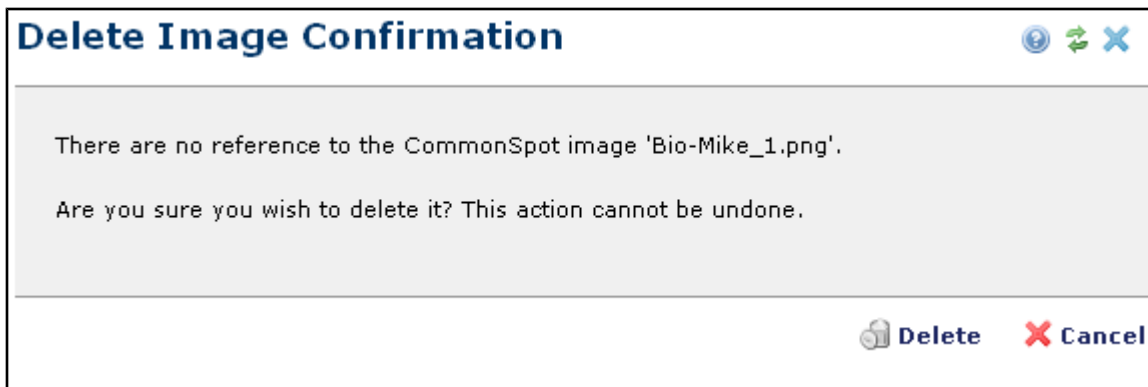


In search results, you can optionally check Auto Preview to preview on mouseover, as shown.

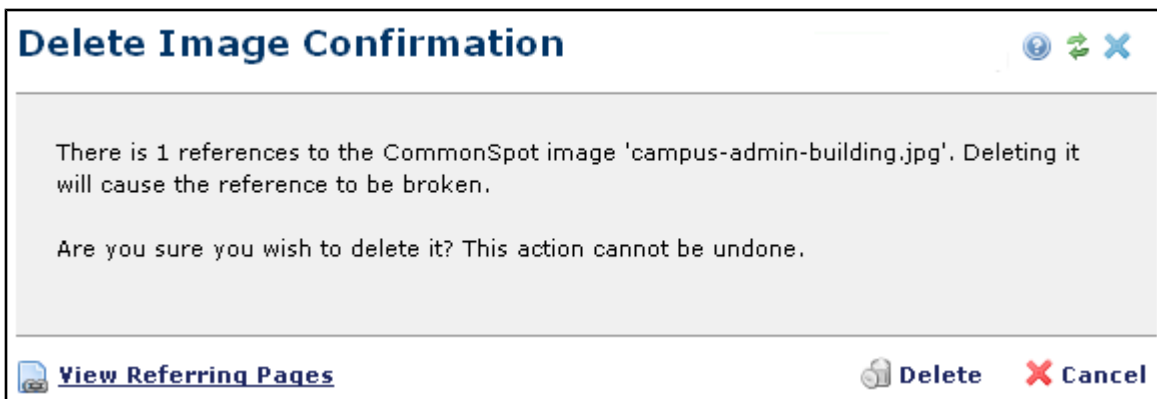


Delete Image Confirmation

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



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



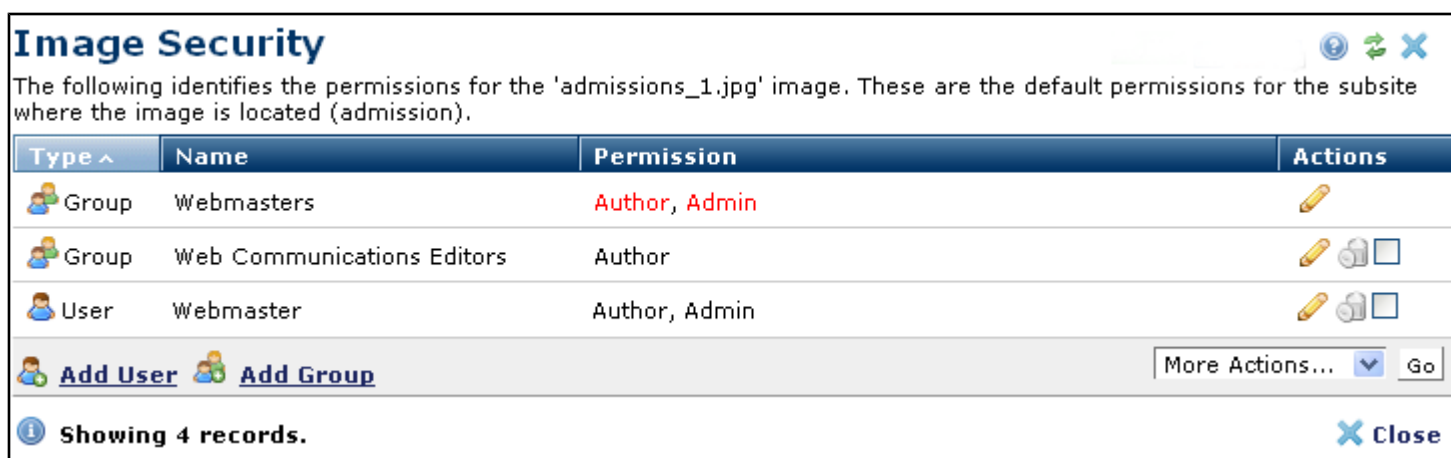
Optionally, click View Referring Pages before deleting to display the Referring Pages dialog for fixing links.

Click Delete to permanently remove the selected pages or Cancel to exit without deleting.

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

Image Security

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



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

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

- Normal Text – User or Group has modifiable Author or Admin permissions for this image.
- **Red** – User or Group has Author or Admin permissions enforced for either the subsite or for this specific image. This permission cannot be overridden.

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

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

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

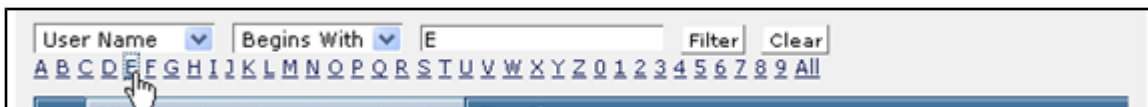
Click Next to assign image rights through [Edit Image Permissions](#).

Image Security Add User

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



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



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

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

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

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

Users by Name | [Users by Group](#) | [Groups by Name](#) | [Groups by User](#)

User Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Name ^	Email
☐ admin-issues1	admin-issues1@pthin.com
☒ admin-issues3	admin-issues3@pthin.com
☒ admin-issues4	
☒ admin-root, admin	admin-root@paperthin.com
☐ commonspot, admin	admin@paperthin.com

13 items found.

Selected: [Clear All](#)

admin-issues3 ☒ admin-issues4 ☒ admin-root, admin ☒

Names within the dialog are displayed in the following order: last name, first name, middle name.

Click Next to assign image rights through [Edit Image Permissions](#)

Image Security Add Group

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

Image Security - Add Group

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

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description

Group records created through the Admin – Group Administration function display in the Add Group(s) dialog. Use this dialog to include one or more existing groups in a new group or to give one or more existing groups explicit permissions.

Group selection dialogs may also include [Visitor Context Groups](#) such as the IP, Job seekers, or Page groups shown below. These groups display only for cases where it makes sense to include specific visitor communities, and do not appear otherwise. See [Visitor Context](#) for more information.

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

	Group Name ^	Description
☒	Alumni Relations Managers	Content Managers for the Alumni subsite
☐	Anonymous Users	All un-authenticated users
☐	Authenticated Users	All authenticated users
☒	Campus Life Editors	Content Managers for the Campus Life Subsite
☐	CommonSpot Contributors	Includes all users who are designated as contributors
☐	Faculty	Faculty users, authenticated using custom database
☐	IP Group	Visitors with specific IPs (<i>Visitor Context group</i>)
☐	Job seekers	Visitors coming from Job URLs (<i>Visitor Context group</i>)
☐	Page Group	Group that visits Admissions (<i>Visitor Context group</i>)

17 groups found.

Selected: [Clear All](#)

Alumni Relations Managers ✕ Campus Life Editors ✕

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

Although the Add Groups dialog is functionally the same, security options are case-specific.

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

Click the Clear button to empty the text entry field.

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

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

Groups by Name

Group Name Ends With Editors Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description
☒ Alumni Relations Editors	Content Managers for the Alumni subsite
☒ Campus Life Editors	Content Managers for the Campus Life Subsite
☒ Web Communications Editors	Users responsible for creating and editing the web content and university message

3 items found.

Selected: [Clear All](#)

Alumni Relations Editors ☒ Campus Life Editors ☒ Web Communications Editors ☒

[Next](#)

Click Next to assign the selected group image rights through [Edit Image Permissions](#)

Edit Image Permissions

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

Grayed-out checkboxes indicate non-modifiable permissions enforced at the site or template level. Available permissions are defined by administrators.

Edit Image Permissions

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

Group:

Web Communications Editors - Users responsible for creating and editing the web content and university message

Permissions:

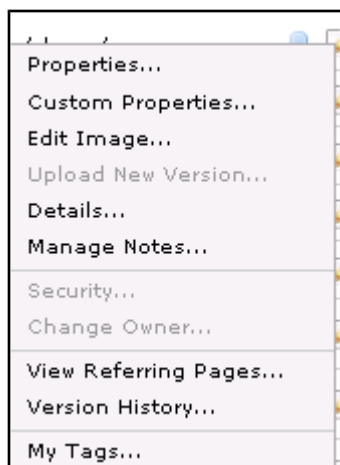
☒ Author ☐ Admin

User/Group: Displays the name of the user or group whose permissions you're viewing or changing. Email addresses display for individual users.

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

- **Author:** Grants permission to view details, referring pages, and version history, and to view or modify the image, image properties, and tags. Contributors with author-only privileges are limited to the

following options when clicking the More Actions icon.



- Admin: Grants permission to change, delete, or move the current image, view or change image properties, upload new versions, view or change permissions, owner, and tags, and view referring pages and version history. For administrators, none of the above options are grayed out.

My Templates

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

In author mode, access this dialog by choosing My Templates from the My Content menu.

My Templates ⓘ ⚙ ✕

You are the owner of the following templates.

Search Criteria: Contains Filter

Subsite: /demo/ ⌵ ⓘ ☐ Include Child Subsites

Date Restrictions: None ⌵ None ⌵

[Select Date Options](#)

Date	Title	Category	State	Subsite	Actions
2010-03-22	School College Page (template)	University Templates		/demo/	
2010-03-22	Landing Page Template (template)	University Templates		/demo/	
2009-11-17	Base Plus One (template)	Design/Layout Templates		/demo/	
2009-11-17	Simple WYSIWYG (template)	University Templates		/demo/	
2009-11-15	Press Release Page (template)	University Templates		/demo/	
2009-11-15	Blog Renderer (template)	University Templates		/demo/	
2009-11-15	Blog Manager (template)	University Templates		/demo/	

More Actions... ⌵ Go

ⓘ **7 items found.** ✕ Close

Click a link in the Page Title column, or mouseover to view the page window icon and conveniently launch the page in a separate window:



You can set search criteria to filter results – results include some or all of these options:

To view items for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. The defaults for these options are set through Site Administration – Properties and Settings – Report Settings. See Report Settings in the Administrator's Reference.

You can filter using these options. Click Filter to apply and display items that meet your criteria.

- Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.
- Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.
- Date Restrictions – Select from the dropdown:
 - None (initial default) – Use no date filters.
 - Last modification date – The last time content was changed
 - Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
 - Creation date – Search by the date content was first created.
 - Publication date – Search by the date content was published.
 - Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction for past events displays past options only. Optionally pick from the options below:



Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click to sort by column head.

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

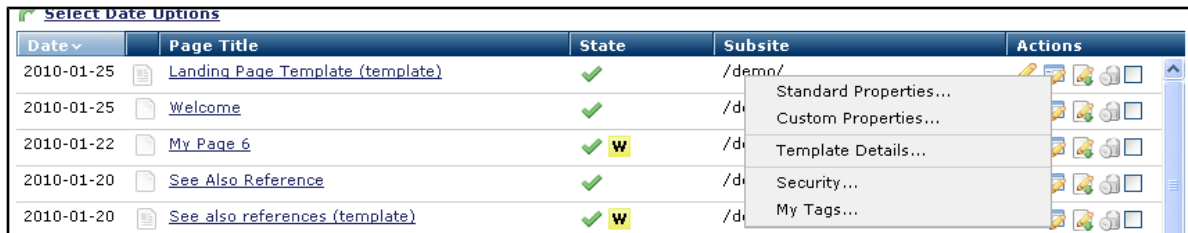
The State column indicates active  /inactive and public/private  status Click to toggle. In the example above, the Landing Page template is inactive and the Base Plus One template is private.

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



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

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



Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#) . Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.
- Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).
- Inheritance Security: This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.

- **My Tags:** Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Template Security

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

Template Security

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

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

[Restore Default Security](#)

Type ^	Name	Permission	Actions
 Group	Anonymous Users	Read	  
 Group	Authenticated Users	No Rights	  
 Group	Webmasters	Read, History, Author, Edit, Design, Style, Admin	
 Group	Web Communications Editors	Read, History, Author	  
 Group	Web Communications Managers	Read, History, Final Content Approval	  
 User	Webmaster	Read, History, Author, Edit, Design, Style, Admin	  

 [Add User](#)  [Add Group](#) [More Actions...](#)  [Go](#)

 **Showing 6 records.**  [Close](#)

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

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

Click to sort by Type, or alphabetically by Name, or Permission.

- **Normal text** – Indicates that the user or group has permissions which can be modified by an administrator of inheriting pages.
- **Red text** – Indicates enforced user or group permissions that can be modified for this template only.

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

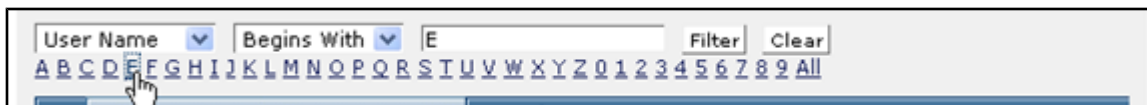
To grant permissions for a new user or group, click Add User or Add Group to open the [Template Security Add User](#) or [Template Security Add Group](#) dialog.

Template Security Add User

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



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

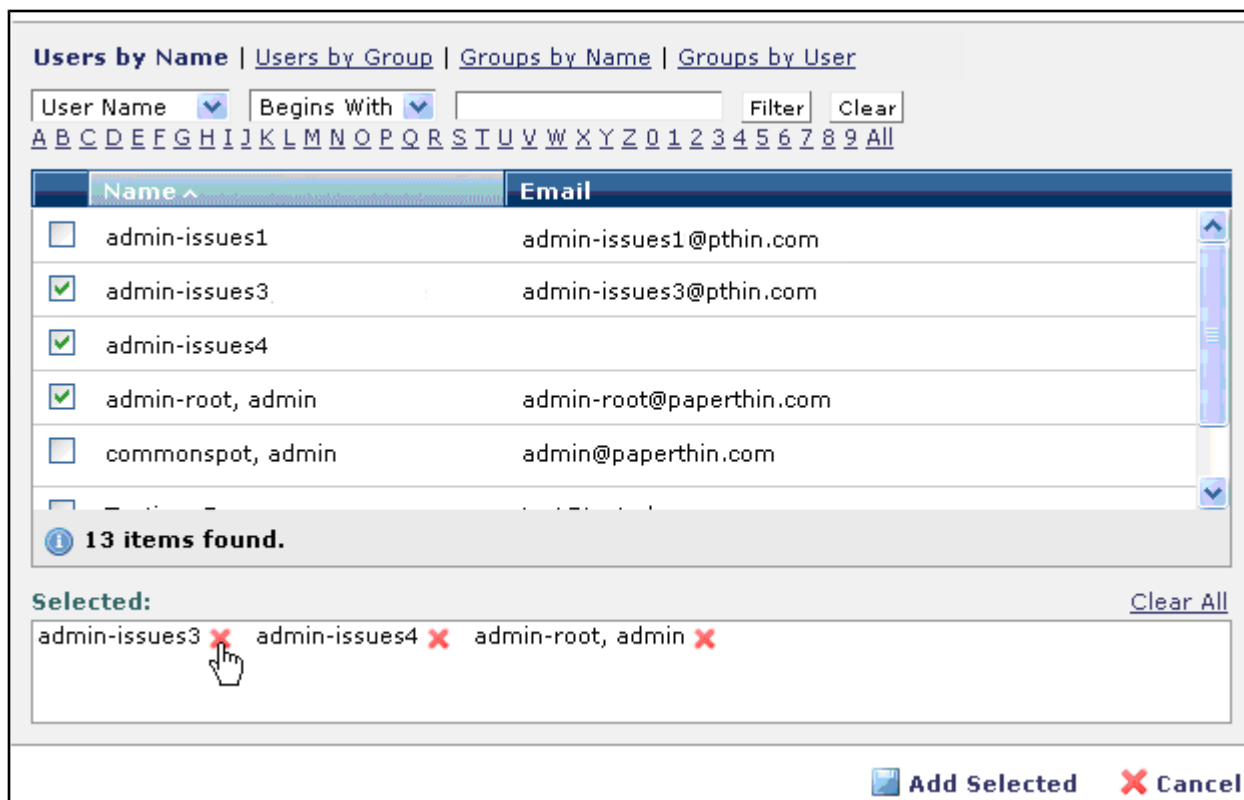


This dialog is a standard part of CommonSpot security operations such as Left Pane Security – Add Users, Image Security – Add User, Subsite General Security – Add Users, Custom Element Security – Add Users, Page Security – Add Users, etc.

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

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

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



Users by Name | [Users by Group](#) | [Groups by Name](#) | [Groups by User](#)

User Name Begins With Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Name ^	Email
☐ admin-issues1	admin-issues1@pthin.com
☒ admin-issues3	admin-issues3@pthin.com
☒ admin-issues4	
☒ admin-root, admin	admin-root@paperthin.com
☐ commonspot, admin	admin@paperthin.com

13 items found.

Selected: [Clear All](#)

admin-issues3  admin-issues4  admin-root, admin 

 Cancel

Names within the dialog are displayed in the following order: last name, first name, middle name. Click Add Selected to assign a new user rights to this template.

Template Security Add Group

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



Template Security - Add Group   

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

Groups by Name

Group Name Begins With Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group records created through the Admin – Group Administration function display in the Add Group(s) dialog. Use this dialog to include one or more existing groups in a new group or to give one or more existing groups explicit permissions.

Group selection dialogs may also include [Visitor Context Groups](#) such as the IP, Job seekers, or Page groups shown below. These groups display only for cases where it makes sense to include specific visitor communities, and do not appear otherwise. See [Visitor Context](#) for more information.

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

	Group Name ^	Description
☒	Alumni Relations Managers	Content Managers for the Alumni subsite
☐	Anonymous Users	All un-authenticated users
☐	Authenticated Users	All authenticated users
☒	Campus Life Editors	Content Managers for the Campus Life Subsite
☐	CommonSpot Contributors	Includes all users who are designated as contributors
☐	Faculty	Faculty users, authenticated using custom database
☐	IP Group	Visitors with specific IPs (<i>Visitor Context group</i>)
☐	Job seekers	Visitors coming from Job URLs (<i>Visitor Context group</i>)
☐	Page Group	Group that visits Admissions (<i>Visitor Context group</i>)

17 groups found.

Selected: [Clear All](#)

Alumni Relations Managers ✕ Campus Life Editors ✕

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

Although the Add Groups dialog is functionally the same, security options are case-specific.

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

Click the Clear button to empty the text entry field.

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

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

Groups by Name

Group Name Ends With Editors Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description
☒ Alumni Relations Editors	Content Managers for the Alumni subsite
☒ Campus Life Editors	Content Managers for the Campus Life Subsite
☒ Web Communications Editors	Users responsible for creating and editing the web content and university message

3 items found.

Selected:

Alumni Relations Editors ☒ Campus Life Editors ☒ Web Communications Editors ☒

Click Next to assign a new group rights to this template.

My Uploaded Documents

Use this dialog to view, copy, move, or delete uploaded documents that you own and to upload new documents to your site.

You can upload one or more documents at a time and simultaneously apply metadata to upload batches. This dialog reports the number of uploads in progress and links to [your pending uploads](#).

My Uploaded Documents

You are the owner of the following uploaded documents.

Note: you have 13 pending uploaded documents.

Search Criteria: Contains Filter

Subsite: /demo/ ☒ Include Child Subsites

Date Restrictions: None None

Select Date Options

Date	Title	Subsite	State	Actions
2010-08-18	Organizational Empowerment	/demo/resources/		
2009-06-22	Job Search Tips	/demo/resources/		
2009-06-22	Freshman Scholarships	/demo/resources/		
2009-06-22	Freshman Aid Options	/demo/resources/		
2009-06-21	Top 100 Speeches - 2	/demo/resources/		
2009-06-21	Cartoon Video Real Media	/demo/resources/		
2009-06-21	Audio Clip Quicktime	/demo/resources/		

12 items found.

You can only upload registered document types, controlled through the Site Administration Content Creation – Uploaded Document Format options. See the CommonSpot Administrator's Reference for details.

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

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

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

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed
- Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by the date content was first created.
- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



Use  **Select Date Options** to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

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

- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click column heads to sort by date or alphabetically by title.

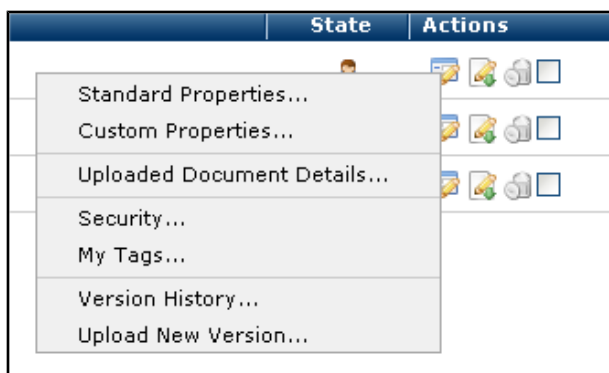
The Date column uses values defined by Select Date Options.

The second column displays standard file type icons, for example, Word, PDF, Quicktime and RealPlayer formats, as shown above.

Click a link in the Title column to display the document for quick review.

View group or individual ownership status in the State column. Mouseover to view owner.

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



Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). View or modify properties. Properties.
- Uploaded Document Details: Displays specifics for the selected uploaded file. See [Uploaded Document Details](#) for information presented for these file types. The Details option does not display for registered URLs.
- Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and Content Security (see the Administrator's Reference).
- My Tags: Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).
- Version History: Displays revision history for this file, with rollback options
- Upload New Version: Displays a form for replacing the current version.

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.

- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Click [Upload New Document](#) to add new documents to your site.

Uploaded Document Details Summary

From [My Uploaded Documents](#), CommonSpot [reports](#), or search results that include this file type, select the Metadata & Security icon  for an uploaded document and click Uploaded Document Details to review information for individual uploaded documents.

Uploaded Document Details Summary

The following summarizes information about the 'new doc' Uploaded Document.

Title: new doc

Description: new doc

URL: /demo/academics/loader.cfm?csModule=security/getfile&pageid=43819

Category: Standard Page

Date Created: 2011-06-03 06:35:39

Publication Date: Document was not available before 2011-06-03 06:35:01

Date Last Updated: 2011-06-03 06:35:39

Date Last Major Mod: 2011-06-03 06:35:39

Creator: Webmaster, Wendy

Owner: Webmaster, Wendy

Last Editor: Webmaster, Wendy

Contributors: Wendy Webmaster



This dialog displays data entered during [upload new document](#) or [upload new document version](#) operations. The process is similar to [creating a new page](#) and displays similar [details](#).

View details, then click Close to exit.

Uploaded Document Security

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

Uploaded Document Security

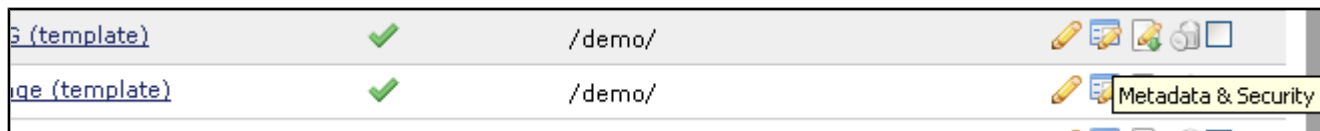
The following identifies the explicitly assigned permissions for the 'Test doc 34' document. These are the default permissions for the subsite where the document is located (/).

Type ^	Name	Permission	Actions
 Group	Anonymous Users	Read	  
 Group	Webmasters	Read, History, Author, Admin	
 Group	Web Communications Editors	Read, History, Author	  
 Group	Web Communications Managers	Read, History	  
 User	tester tester	Read, History, Author, Admin	  
 User	Webmaster	Read, History, Author, Admin	  

 [Add User](#)  [Add Group](#) More Actions... 

 Showing 6 records. 

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



Toggle to sort by Type, Name, or Permission. Click the edit icon to change permissions.

- Normal Text – Indicates modifiable permissions for this document.
- Red – Indicates enforced permissions for this image. You cannot override this permission or remove user access to this document.

Uploaded Document Security – Add User

Use this dialog to define which individuals at your site can view specific popup menu items. Access this dialog by clicking Add User from the [Uploaded Document Security](#) dialog.

Uploaded Document Security - Add User ? ↺ ✕

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

Users by Name | [Users by Group](#)

Last Name ▼ Begins With ▼ Filter Clear

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Name ^	Email
Alumni Relations, Editor	alumnirelations@commonspot.edu
Test1, User1	Test@gmail.com
User, user1	user@gmail.com
Web Communications, Editors	editor@commonspot.edu
Web Communications, Manager	manager@commonspot.edu
evan@commonspot.edu, evan	evan@commonspot.edu
mike@commonspot.edu, test test	mike@commonspot.edu
pop, push	pop@gmail.com

10 users found.

Selected: Web Communications, Editors → Next ✕ Cancel

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

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

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

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

Your selection is highlighted and appears in the Selected field at the bottom of the dialog as shown above for Editors Web Communications.

Clicking Next displays the [Edit Uploaded Document Permissions](#) dialog.

Uploaded Document Security – Add Group

Use this dialog to define which groups at your site can view your popup menu items. Click Add Group from the [Pop-up Menu Security](#) dialog.

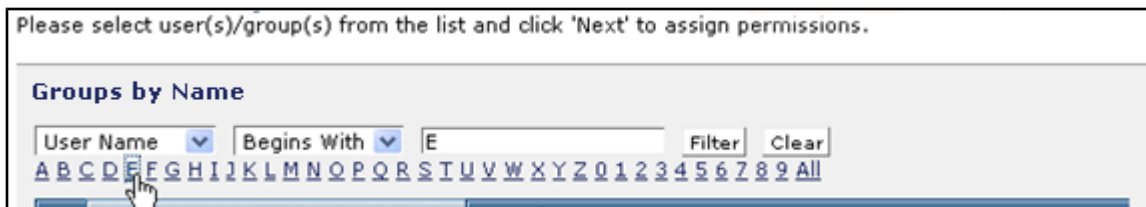
Group Name ^	Description
Alumni Relations Editors	Content Managers for the Alumni subsite.
Authenticated Users	All authenticated users
CommonSpot Contributors	Includes all users who are designated as contributors
Faculty	Faculty users, authenticated using custom database
Public Info	test
SDSU.CommonSpot.ExternalSites.Accreditation.Webmaster	desc
admissions.telerecruiting.admin	Created by Jnan

Selected: Alumni Relations Editors Next Cancel

Group records created through the Administrator – User Administration function display in the Add Group dialog. Use this dialog to add existing users to groups and organizations at the server, site, subsite, or cus-

tomter administration levels, or to select groups for explicit permission assignments in dialogs that include the Add Group(s) option.

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



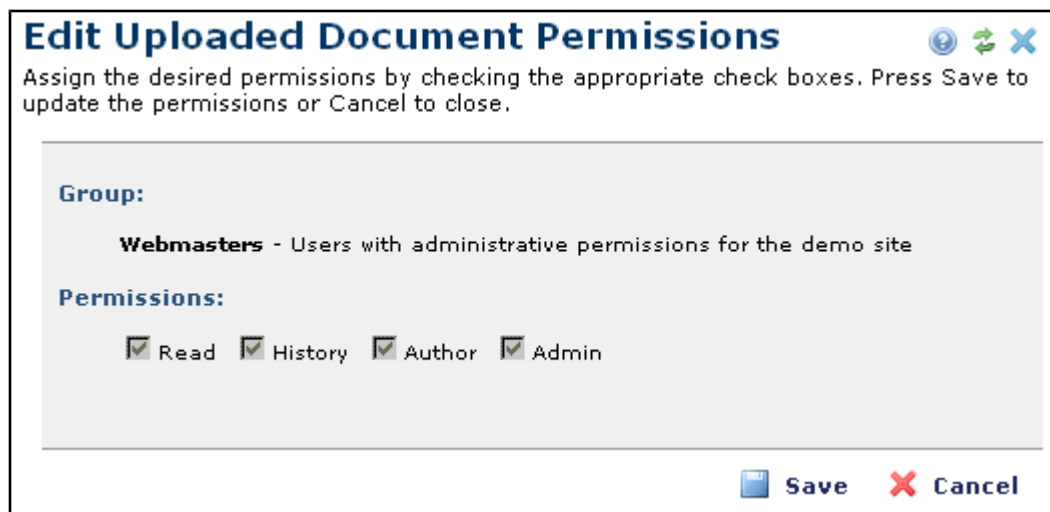
Click column heads to sort names alphabetically or by description, or refine your search by selecting from the dropdowns and optionally entering a value in the text field and clicking Filter, or combine dropdown and text field options with alphanumeric selections and click Filter as shown above for names beginning with E. These filters are useful for limiting results for installations with many users. Click the Clear button to empty the text entry field.

Your selection is highlighted and appears in the Selected field at the bottom of the dialog, as shown above for Alumni Relations Editors.

Clicking Next displays the [Edit Uploaded Document Permissions](#) dialog.

Edit Uploaded Document Permissions

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



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



This dialog displays the following options.

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

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

Read: Grants permission to view, but not modify, the document.

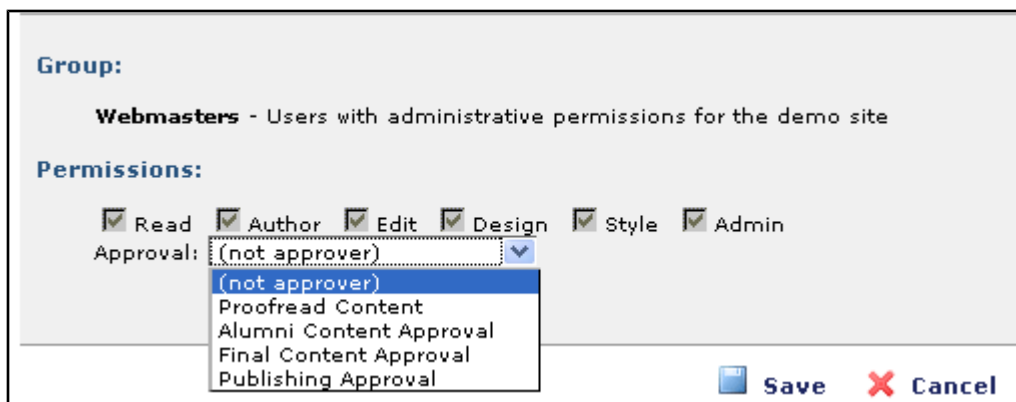
History: Grants permission to review version and comment history.

Author: Grants permission to update and revise the page.

Edit: Grants permission to view and modify all document changes, to delete, copy, and move the document, to modify standard and custom properties, and to view or change security settings.

Admin: Grants permission to delete, copy, and move the page, modify standard and custom properties, and view or change security settings.

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



The screenshot shows a permissions configuration window. At the top, it says "Group: Webmasters - Users with administrative permissions for the demo site". Below this, under "Permissions:", there are six checked checkboxes: Read, Author, Edit, Design, Style, and Admin. Below the checkboxes is an "Approval:" dropdown menu currently set to "(not approver)". The dropdown menu is open, showing a list of options: "(not approver)", "Proofread Content", "Alumni Content Approval", "Final Content Approval", and "Publishing Approval". At the bottom right of the window are two buttons: "Save" with a floppy disk icon and "Cancel" with a red X icon.

Uploaded Document Version History

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

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

Uploaded Document Version History

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

Version	Uploaded By	Format	Filename	Actions
2009-11-02 (Current)	Webmaster		27812_1.doc	
2009-11-02	Webmaster		27812_3.doc	
2009-11-02	Webmaster		27812_2.doc	
2009-11-02	Webmaster		27812_1.doc	

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

Delete Uploaded Document Confirmation

CommonSpot confirms deletion for uploaded documents without current links.

Delete Uploaded Document Confirmation

Are you sure you wish to delete the 'Test today' uploaded document.

There is no reference to this Uploaded Document.

Are you sure you wish to delete it? Once deleted the action can not be undone.

Delete Close

Access this dialog from My Content . Choose My Uploaded Documents, select a document, and click the associated delete icon .

CommonSpot issues a warning for uploaded documents currently referenced within the site. See [Delete Conflicts and Warnings](#) .

My Registered URLs

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

My Registered URLs

You are the owner of the following registered URLs.

Search Criteria: Contains

Subsite: /demo/ ☒ Include Child Subsites

Date Restrictions: None None

Owner: Me or My Groups

[Select Date Options](#) [Select All](#) [Deselect All](#)

Date	Title	URL	Subsite	State	Actions
2011-09-08	PaperThin Helps Web Marketers Expand Brand Footprints with New Social Media Apps	http://www.socialmediaportal.com/PressReleases/2010/09/PaperThin-Helps-Web-Marketers-Expand-Brand-Footprints-with-New-Social-Media-Apps.aspx	/demo/newsevents/		
2011-09-08	CommonSpot on Facebook	http://www.facebook.com/group.php?gid=2429772379	/demo/resources/		
2011-09-08	CommonSpot on Twitter	http://twitter.com/commonspot	/demo/resources/		
2011-09-08	PaperThin	http://www.paperthin.com	/demo/resources/		
2011-09-08	ADF - Application Development	http://community.paperthin.com/	/demo/resources/		

[Register New URL](#)

15 items found.

Click a link in the Page Title column, or mouseover to view the page window icon and conveniently launch the page in a separate window:



You can set search criteria to filter results – results include some or all of these options:

To view items for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. The defaults for these options are set through Site Administration – Properties and Settings – Report Settings. See Report Settings in the Administrator's Reference.

You can filter using these options. Click Filter to apply and display items that meet your criteria.

- Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.
- Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.
- Date Restrictions – Select from the dropdown:
 - None (initial default) – Use no date filters.
 - Last modification date – The last time content was changed
 - Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
 - Creation date – Search by the date content was first created.

- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction for past events displays past options only. Optionally pick from the options below:



Owner – Select from the dropdown:

- Me – Displays only items that you own.
- Me or My Groups – Default. Displays items that belong to you or your groups (that is, groups in which you are a member).
- My Groups – Displays items that belong to your groups, but excludes pages that only you own.
- Custom – Displays the [Select Owner](#) dialog for choosing which of your groups to use for filtering items. Select one or more.

Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click to sort by column head.

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

The URL column displays the fully qualified address.

The Subsite column displays the location using this URL.

The State column includes user  or group  ownership status. Mouseover to view owner details.

The Actions column displays the following.

Click the Metadata & Security icon  to pick from the following options

- [Standard Properties](#) and [Custom Properties](#). The properties displayed in these dialogs derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- [My Tags](#) displays any personal tags associated with the registered URL.
- Note that The Details option does not display for registered URLs.

Click the More Actions icon  for the following options.

- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

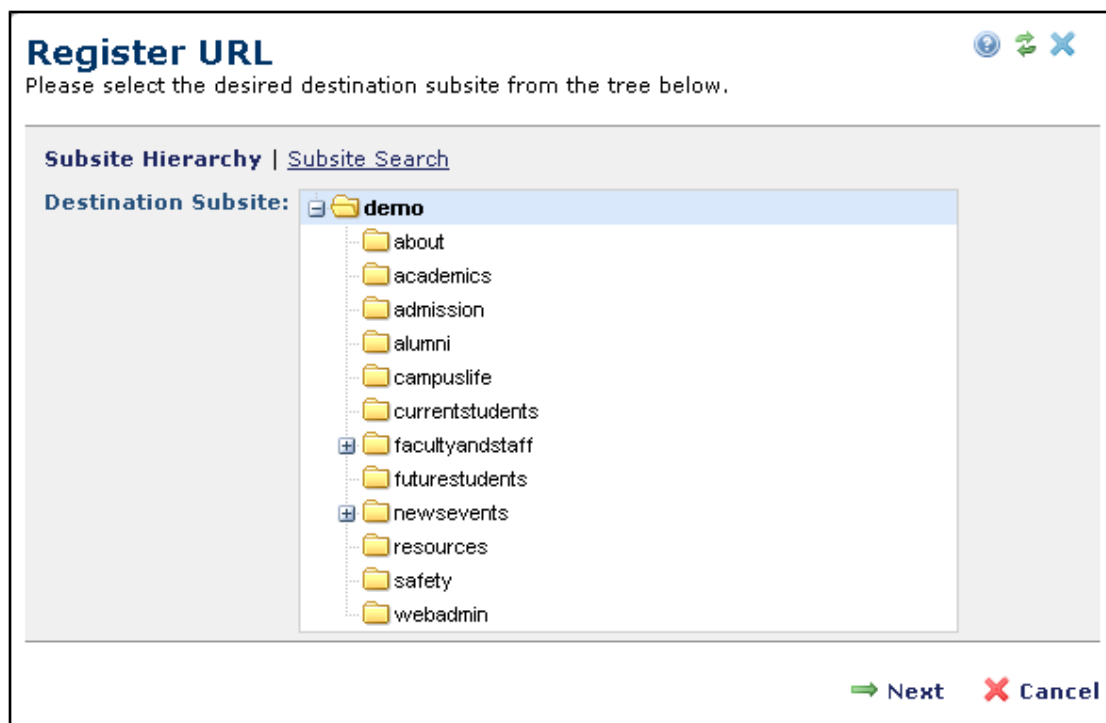
Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Click [Register New URL](#) to create a new CommonSpot-managed link. Note that CommonSpot does not accept URLs of the form file:///c:/file_name as this form presents a security vulnerability.

Register URL

External pages are those created outside of CommonSpot. Use the Registered URL option in the [New Menu](#), or click Register New URL in [My Registered URLs](#), to organize and classify external URLs referenced in your CommonSpot pages. You can assign standard and custom metadata to external pages for categorizing them in Page Index Elements (for details see the Elements Reference) and CommonSpot [Find](#) functions.

Note: External pages do not display in full-text searches.



The dialog prompts for the destination subsite that contains the link to the new external page. Select a subsite and click Next to display the [Register New URL](#) dialog.

My Pending Uploaded Documents

If you have [started the document upload process](#), this dialog displays a personalized view of uploads-in-progress. Documents in this state are uploaded to the server, but not yet available in CommonSpot.

This dialog gives you the option of reviewing, revising, adding, or deleting items in an upload batch. You can apply metadata to one item at a time or you can simultaneously apply similar metadata to selected items. If you apply properties to documents of multiple file types, CommonSpot analyzes which metadata applies to each type and separately categorizes mixed types for batch processing in the [Enter Properties to Pending Uploads](#) dialog.

You can use this dialog to save items in a pending state (to manage interrupts, for example) and then add or delete items and complete uploads at a later time. CommonSpot reports the number of pending items with a link to this dialog in [My Uploaded Documents](#).

Access this dialog from the My Content menu. A version of this dialog also displays as part of the process of [uploading multiple images](#). See [My Pending Uploaded Images](#).

My Pending Uploaded Documents

You have uploaded the following documents as part of a multi-files upload process. In order to add these as Uploaded Documents within your site, you must select one or more of these documents by checking the box in the Actions column, provide unique Title and Description fields and then press the 'Enter Properties' button and enter the required standard and/or custom properties. Note that the properties entered will apply to all of the selected documents.

Show: Recently Uploaded Documents Filter

[Select All](#) [Deselect All](#)

Date	Uploaded File	Subsite	Title	Description	Actions
2012-02-24	 job_defs.doc	/demo/	Job descriptions -- Word	Downloadable job descriptions in Word format	  
2012-02-24	 job_defs.pdf	/demo/	Job descriptions -- PDF	Downloadable job descriptions in PDF format	  

 [Upload Document\(s\)](#) More Actions... Go

 Showing 2 records.  Save  Enter Properties  Cancel

Click the Show dropdown to filter by all or recent uploads.

Optionally click to sort by column head.

You must add a unique title and a description for each document you upload, as well as any properties (meta-data) required.

You can maintain documents in a pending state by clicking Save, or complete the upload process by adding titles, descriptions, and any required properties.

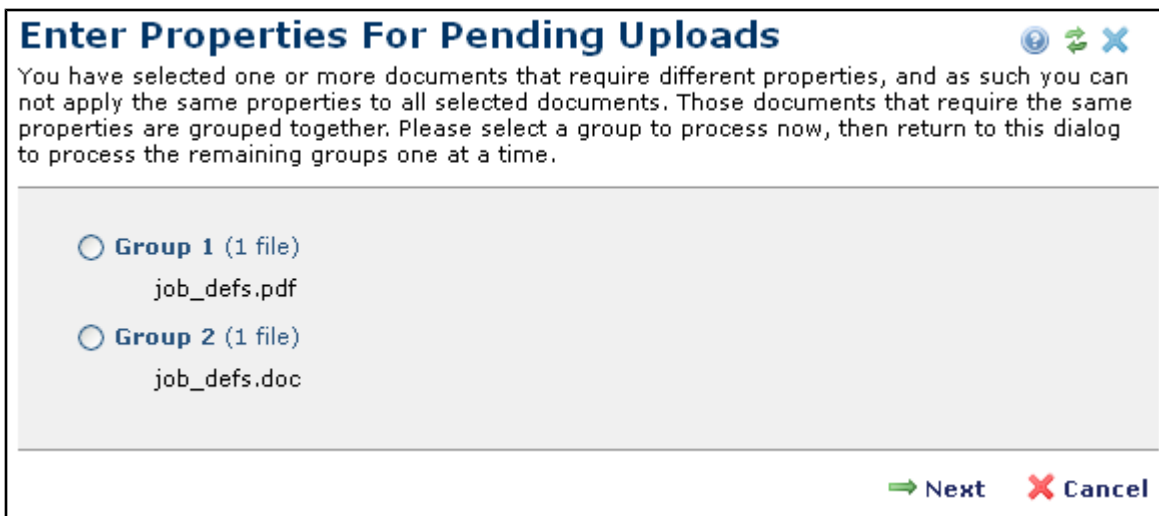
You can add a single set of properties to individual documents by clicking the metadata and security icon  and following the prompts.

You can apply properties to multiple documents of the same or mixed file types by selecting one or more documents and clicking  Enter Properties. The Upload New Documents dialog displays your selections and prompts you through standard or custom properties dialogs, as required.

CommonSpot reports [upload status](#).

Enter Properties to Pending Uploads

This dialog displays when you select Enter Properties for a multi-file upload with mixed file types in [My Pending Uploaded Documents](#). This dialog does not display when you are uploading multiple files of the same type.



Select a group to process, click Next, then follow the prompts to add properties.

Once you complete one set, CommonSpot returns you to this dialog for processing the remaining set or sets.

My Pending Uploaded Images

If you have started the image upload process, this dialog displays a personalized view of uploads-in-progress. Images in this state are uploaded to the server, but not yet available in CommonSpot.

This dialog gives you the option of reviewing, revising, adding, or deleting images in an upload batch. You can apply metadata to one item at a time or you can simultaneously apply metadata to selected items. CommonSpot applies the same metadata to all images.

You can also save images in a pending state (to manage interrupts, for example), add or delete individual images from the batch, or complete the batch upload. CommonSpot reports the number of pending items with a link to this dialog in [My Uploaded Images](#).

Access this dialog from the My Content menu. A version of this dialog also displays as part of the process of [uploading multiple documents](#). See [My Pending Uploaded Documents](#).

This dialog also displays as part of the process of uploading multiple images (New – Uploaded Images – [Upload Multiple Images](#)).

My Pending Uploaded Images

You have uploaded the following images as part of a multi-images upload process. In order to add these as Uploaded Images within your site, you must select one or more of these images by checking the box in the Actions column, provide unique Title and Description fields and then press the 'Enter Properties' button and enter the required standard and/or custom properties. Note that the properties entered will apply to all of the selected images.

Show: All Uploaded Images Filter

[Select All](#) [Deselect All](#)

Date	Uploaded File	Subsite	Description	Actions
2012-02-21	aro-up-blue.gif	/demo/	use on home page for "back to top"	☐
2012-02-21	aro-up-green.gif	/demo/	use on <u>eco</u> school pages for "back to top"	☐
2012-02-21	aro-up.gif	/demo/	use on all school pages for "back to top" *except* home and school of ecology	☐

[Upload Image\(s\)](#) [More Actions...](#) Go

Showing 3 records. **Save** **Enter Properties** **Cancel**

Click the Show dropdown to filter by all or recent uploads. Optionally click to sort by column head.

You must add a description for each image you upload, as well as any properties (metadata) required.

Click Upload Image(s) to include additional images in the batch.

You can add a single set of properties to individual documents by clicking the metadata and security icon and following the prompts.

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

You can also add a single set of properties to multiple images. Select one or more and click Enter Properties. The [Upload New Images](#) dialog displays your selections and prompts you to add metadata, if required.

You can maintain images in a pending state by clicking Save, or, once you add descriptions and properties, complete the upload. CommonSpot reports [upload status](#).

Apply Properties to Pending Images

This dialog displays when you select Apply Properties for one or more images from [My Pending Uploaded Images](#).

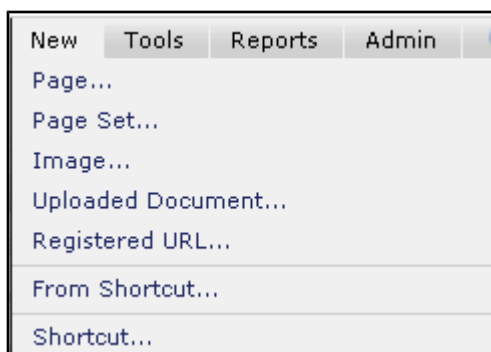


CommonSpot determines which metadata is logically associated with the images you selected for upload and displays the [Upload New Images](#) dialog and any additional metadata forms required.

Change categories or keywords, or modify public/private settings. If any custom metadata apply, the Next prompt displays for adding custom properties before completing the upload.

New Menu

Use this menu to create new content for your site.



This menu displays the following options:

[From Shortcut](#) – Save steps by creating new pages, images, or uploaded files from your existing Shortcuts.

[Page](#) – Allows users with Page Creation rights to create a new page.

[Page Set](#) – Set the location and name for groups of related CommonSpot pages, with customizable tools for navigating between them.

[Image](#) – Add new images to your site.

[Uploaded Document](#) – Store new documents and files for your site.

[Registered URL](#) – Add and categorize links to external pages at your site.

[Shortcut](#) – Create a new shortcut.

New From Shortcut

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

New From Shortcut

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

Show: My Favorites **Type:** All

Date restriction: None None

Search: Name or Description Contains

[Select Date Options](#)

Name ^	Description	Owner	Date	Shared	Actions
★ blog ELEMENT	Commonly used link to a Global Custom Element	Webmaster	2009-12-29	☒	
★ Blue Hills IMAGE	IMAGE of University environs and recreation	Webmaster	2009-12-29	☒	
★ Copy of New PAGE		Webmaster	2009-12-29	☒	
★ External URL		Webmaster	2009-12-29	☒	
★ New PAGE	Commonly used page reference	Webmaster	2009-12-29	☒	
★ REGISTERED EXTERNAL url	Commonly used external LINK	Webmaster	2010-01-05	☒	

6 items found.

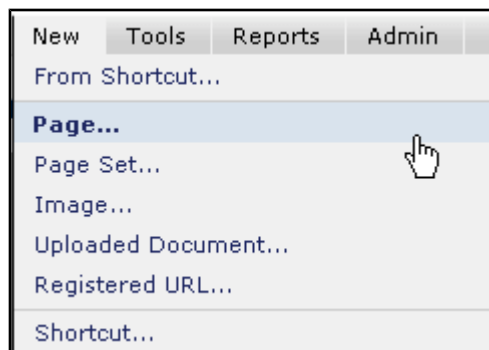
For more information, see [My Favorite Shortcuts](#) and [Create New Shortcut](#).

Create Page

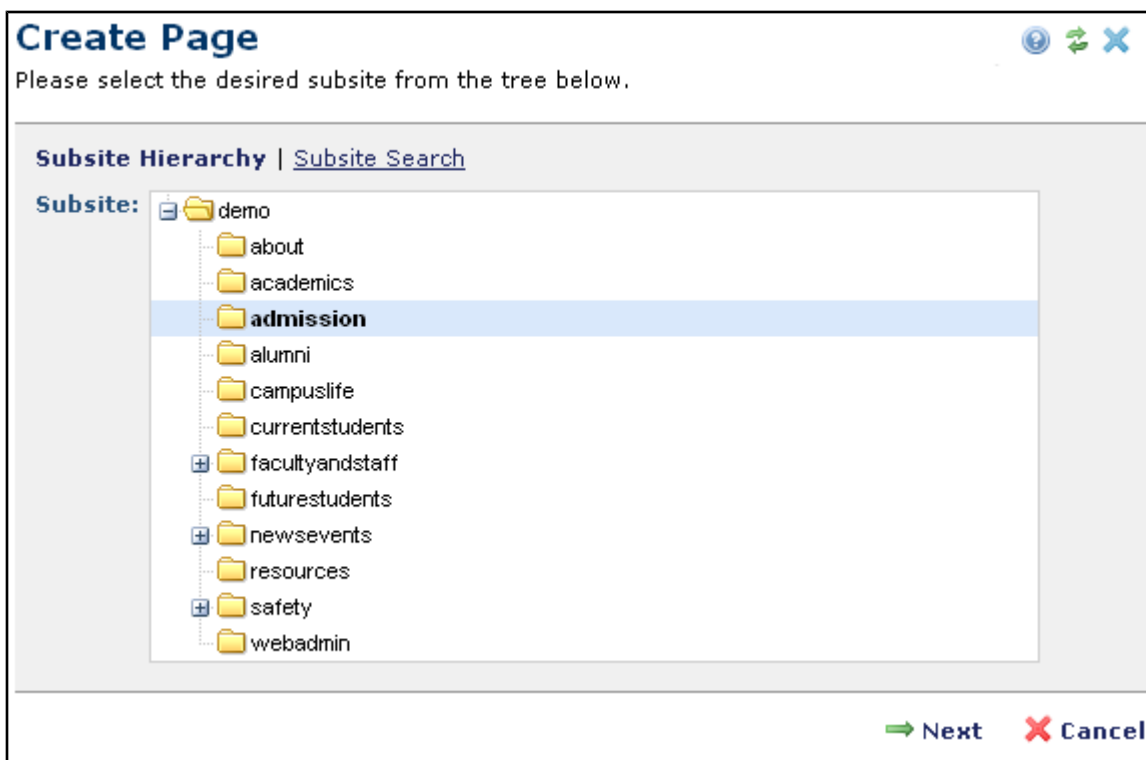
Creating pages in CommonSpot is a process of:

1. Choosing a subsite location for the page, using this dialog.
2. Selecting a [template](#) for page layout.
3. Entering standard properties (metadata), such as name, title, or expiration date, and optionally entering custom properties, (data that can categorize page data or support content reuse, for example). See [Create New Page](#)

To create a page, select Page from the New menu. This option is accessible in both Read and Author mode.



A list of subsites for which you have Page Creation permissions displays. If you do not have rights to the subsite for your new page, contact your Site Administrator for the appropriate permissions. View by Subsite Hierarchy, as shown below.



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



You can also sort by alpha or numeric value.

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

After you create a page, you will choose or define CommonSpot [Elements](#) to add text, images, and other content to your page.

CommonSpot provides a rich array of Elements for sophisticated content rendering and embedding logic for reuse and distribution. Administrators and designers develop templates and Elements that drive page structure.

Template Gallery

Selecting a page layout from the Template Gallery is the second step in the page creation process. This dialog displays a searchable list of templates for each new Create New Page request at the contributor or administrator level. CommonSpot supplies a set of standard templates as a starting point for customizing templates at your site.

Administrators can show/hide templates or categories or set default template categories. See [Templates](#), [New Base Template](#), and [Add Category](#) for more information. The number and type of templates available is based on your security permissions. For example, a marketing contributor may see both standard and marketing templates, while a developer may see these templates, as well as base templates for making lower-level changes to page design or functionality.

Template Gallery

Please choose one of the following templates.

View Listing | [View Categorized](#)

Category: All Filter

Search Criteria: All
Design/Layout Templates
Spanish Templates
University Templates

Name ^	Category	Description
Academic Department (template)	University Templates	Academic Department
Alumni Chapter Page (template)	University Templates	Template for creating a new Alumni chapter
Base Plus One (template)	Design/Layout Templates	The main navigation template. Uses a Container element for the main content area, and supports multiple layouts through metadata.
Blank Template	Design/Layout Templates	Simple blank page with container.
Blog Manager (template)	University Templates	Use this template to create a new blog. It will give users the tools to write posts, view posts, view comments and create/manage blog categories
Blog Renderer (template)	University Templates	Blog Renderer
Calendar of Events (template)	University Templates	Used to create Calendar of Event pages (day, week, month)
Feature Story Template	University Templates	Use this template to create a Web Story. This template includes the title at the top of the page, place holder for the article and any image as well as a list of News Topics in the right column.
Profile (template)	University Templates	Profile
Residence Hall Page (template)	University Templates	Use this template to create a Residence Hall page with details about the residence.
School College Page (template)	University Templates	Template for creating a new School or College home page

Showing 19 records. Next Cancel

Selected: Alumni Chapter Page (template)

You can view an uncategorized listing, as shown above, and then search by category or sort by column head, or you can view a categorized listing, optionally showing preview icons, as shown below.

Template Gallery

Please choose one of the following templates.

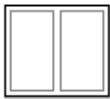
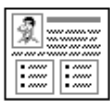
[View Listing](#) | [View Categorized](#)

Category: All

Filter

Search Criteria:

☒ Show Preview Image

Name ^	Category	Description
 1x1 Base	Simple Layout Templates	1x1 Base
 1x2 Base	Simple Layout Templates	1x2 Base (1 row - 2 columns)
 2 Column bulleted list with text wrapped around an image	Standard Layout Templates	2 Column bulleted list with text wrapped around an image
 2 Column text around image with bulleted list and textblock below	Standard Layout Templates	2 Column text around image with bulleted list and textblock below
 2-Column bulleted list with textblock header	Standard Layout Templates	2-Column bulleted list with textblock header
 2x1 Base	Simple Layout Templates	2x1 Base (2 rows - 1 Column)

Showing 23 records. Next Cancel

Selected: 1x1 Base

Pick from the Category dropdown or enter text in the Search Criteria field and click the Filter button to narrow the list of templates displayed. Site administrator, designers, or developers set the number and type of categories. You can also click to sort by column head.

The default number of templates displayed is 50. If the results count exceeds 50, CommonSpot displays a message to filter templates by category.

Click to select a template. Your selection is highlighted as shown above for the Design/Layout Template Base Plus One.

Click Cancel to exit or Next to create a page using the design from your selected template. Each template has one or more fields for adding content.

Create New Page

Use this dialog to define the set of standard properties (standard metadata included in most Web pages) and any custom information required for pages at your site.

The Create New Page dialog often includes two tabs, as shown in the following example. Note that the Create New Page dialog layout is fully customizable by site administrators or template designers who define which fields display, whether they are required or optional, and whether they display on the Main or Other tab.

The example below shows a Create New Page dialog with nine fields on the Main tab. The optional Keywords field displays on the Other tab, as shown in the second image. Your organization may opt not to use the Other tab, or distribute a different set of fields between the Main tab and Other tab. At a minimum, creating new pages generally requires entering standard metadata (page name, title, publication date, and description) and often includes additional specific information in the form of Custom Properties (or custom metadata) for categorization, display, or other applications.

Main Tab

The Main Tab typically collects standard page information. Name and Title are often required. Click the yellow down arrow to pre-fill the next field with the current field value.

Create New Page

Enter the following information to create a new page, from the 'Student Organization Page (template)' template.

Main Other

Name: Teach for America
A short name for the page from which the page's url will be derived.

Title: Teach for America - CSU Chapter
The title of the page.

Title Bar Caption: Teach for America
The title to appear in the browser's caption bar.

Description: Contact page for students interested in Americorps TFA program. Official TFA Information, Applications and Guidance
A brief summary of the page's content.

Category: volunteer New...
The category this page belongs to.

Publication Date: 03/19/2010 12:55:33
Pick the scheduled publication date for this page. Before this date, this page will only be available to authors, approvers and administrators.

Confidentiality: Internal

Include In: ☒ Page Indexes ☒ Full Text and Search Element Results

Expiration: Content does not expire

☒ Check Spelling Next Cancel

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

Title: text displays as the page title. Text entered here displays within the breadcrumb trail and Page Index Elements. Administrators can set a maximum length for this field.

Title Bar Caption: is the title that will appear in the browser's caption bar.

Description: provides a brief summary of page content.

If enabled, you can assign a Category to the page, or, with subsite-level permissions for creating categories, you can click New to create a category for the new page; otherwise, Administrators set categories.

Note: The Category field may also appear if your site uses CommonSpot's Static Content Generation feature. This option extends CommonSpot's scalability and performance by separating the processes for handling dynamic and static content to serve content more cost effectively, with better performance from one or more standard HTTP servers.

If this feature is enabled, auto-detect settings are generally appropriate.

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



March, 2009

« < Today > »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Time: 03:21:00

***Publication Date:** 03/05/2009 03:21:54

Pick the scheduled publication date for page will only be available to authors, ...

***Expiration:** Content does not expire

Confidentiality – If enabled for your site, displays a dropdown list of options for setting the confidentiality level of the page. Select the appropriate option. This option is commonly a feature for corporate intranet publishing.

Include In controls whether to show/hide this page in Page Index or search results output. Uncheck to exclude from Page Indexes or results returned by Search Elements or full-text searches. Choices here do not affect page display for [Choose](#), [Choose Page](#), or [Find](#) operations. Content security controls which pages display for these functions (see the Site Administrator's Reference).

Include In: ☒ Page Indexes ☒ Full Text and Search Element Results

Expiration indicates when and whether this page expires. This field defaults to None as shown below.

Expiration alerts users to the currency of a given page. Clicking the calendar displays expiration options for this page content, as shown below. With the proper permissions, use the [Date/Time Selection Control](#) and select a date/time for either expiring content or receiving a prompt to check content freshness. You can specify both a date and time for expiring pages and uploaded documents, as well as the action to take when the page expires.

(Administrator privileges for pages are controlled by default page-level security options for the designated site within the CommonSpot Administrator. See Content Security Permissions in the CommonSpot Administrator's Reference.)

Choose an action to take at expiration, to proactively inform or redirect users when information is no longer current. The arrival of the expiration date triggers the preset action requested:

You have the option of not triggering any action when this page expires by choosing No Action.

Choosing Warn of expiration displays a text entry form for optionally customizing a message to contributors.

Setting Deny Access to General Public or Deny Access to All prevents site visitors and CommonSpot contributors, respectively, from accessing the page upon expiration. Deny Access to All maintains administrative access to the page, with the option of using the Calendar Control for resetting the expiration date, as shown below.

All other users see a message like the following:



Selecting Redirect to Another Page/URL displays the Redirect URL field for entering or choosing a URL to display to users when this page expires.

Other Tab

Administrators and designers control which fields and options display on this tab. In this example, Keywords is the only option. Add keywords to help future users leverage information the page contains and to improve both internal and external search results and ranking. CommonSpot automatically generates meta-tags for entries in the Keywords and Descriptions fields for use by CommonSpot's internal search engine, as well as Internet search engines.

This field may be pre-populated with a set of modifiable default keywords defined for your site. Optionally change or remove these, or use the Select Keywords button to choose from other previously defined keywords, view any enforced keywords, or enter new keyword terms.

 A screenshot of the "Create New Page" dialog box. The title bar says "Create New Page". Below the title bar, it says "Enter the following information to create a new page, from the 'Student Organization Page (template)' template." There are two tabs: "Main" and "Other", with "Other" selected. Under the "Other" tab, there is a "Keywords:" label followed by a text box containing "CommonSpot University, Greater Boston, Top University, Universities in Boston". Below the text box, there is a smaller text box with "Select Keywords..." and a button labeled "Select Keywords...". At the bottom left, there is a checkbox labeled "Check Spelling". At the bottom right, there are two buttons: "Next" (with a green arrow icon) and "Cancel" (with a red X icon).

Complete all the fields in the Create New Page dialog and click Next to display any required Custom Properties. Custom Properties collects additional, specific information for this page, for custom views or output.

Click Save to complete page creation or Cancel to exit without creating.

Select Keywords

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

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

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

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

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

To refine your search, select an option in the From dropdown. Optionally select an operator in the Find dropdown, enter a term or meaningful string in the text field, and click the Filter button.

Select Keywords

Please drag keywords from the list on the left to the list on the right, dropping them in the desired location. You can change the order in which the selected keywords render on the page by dragging them into position.

Available Keywords:

From: Find:

Keywords

Boston student pages	→
Haiti	→
Haitian Relief	→
recreation	→

Selected Keywords: [Delete All](#)

Keywords	
CommonSpot University	×
Greater Boston	×
Top University	×
Universities in Boston	×
earthquake	×
rebuilding	×

Enforced Keywords: No enforced keywords present.

Showing 4 records.

Add:

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



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

Note: Individual keyword length cannot exceed 255 characters.

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

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

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

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

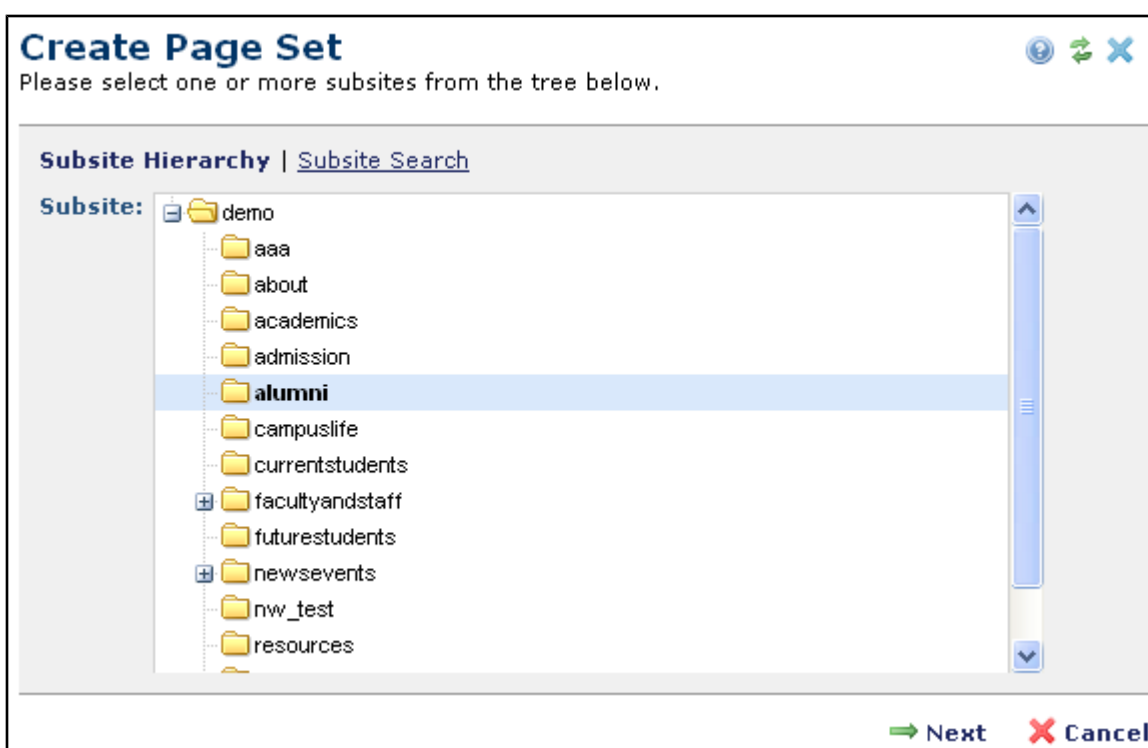
Click Use Selected Words to complete keyword tagging of the current object, or click Cancel to exit without saving.

Create Page Set

Create page sets for pages that are logically grouped together, and typically viewed as a set. Creating a Page Set is a multi-step process. First use this dialog to specify the location for a new page set. Next, define properties for the group of pages through the [Create New Page Set dialog](#), then [add page members](#) to the set, and finally define a new Page Set Element to reference the set.

Review Page Set Elements in the Elements Reference for details on implementing Page Sets at your site.

The Create Page Set option is accessible in both Read and Author mode



From the New menu in author mode, select Page Set. Select a Subsite location, then click Next to provide information for the set in the [Create New Page Set dialog](#).

Create New Page Set

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

This dialog displays when you select Next from the [Create Page Set](#) dialog. Completing these steps is a prerequisite for creating page sets and using Page Set Elements. See the Elements Reference for details.

Create New Page Set   

Enter the following information to create a new page set.

Main

Other

Page Set Name: 
Short name for the page set.

Title: 
The title of the page set.

Description:
A brief summary of the page set's content.

Category:
The category this page set belongs to.

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

Publication Date: 
Pick the scheduled publication date for this page set. Before this date, this page set will only be available to authors, approvers and administrators.

Confidentiality: 

Availability: ☒ Page Index ☒ Search/Find Results
☒ Tools & Reports
Select the places that this page will appear by checking the appropriate options above.

Expiration: 

☐ Check Spelling  **Next**  **Cancel**

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

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

Page Set Members

Use the Page Set Members dialog to view, add, or delete pages from a Page Set. The order of pages in this dialog determines the order pages display within a page set.

Access this dialog for existing page sets from [My Content - My Page Sets](#) or from [Tools - Page Sets](#) by clicking a link in the Members column. You can also access this dialog contextually for the current page by selecting Current Page Set from the Manage menu when viewing a page that is a page set member.

You can click and drag to reposition single pages, or select multiple pages to reposition as shown below.

Page Set Members

Add new pages by clicking the 'Add Members' link below. Then click and drag them into the order in which you would like them to be in your page set.

2 Then choose a page and click the insert page icon to move the selected group of pages after this one. Use this feature to reposition large numbers of pages within a page set.

Page Set Properties [Select All](#) [Deselect All](#)

Date	Page Title	State	Subsite	Actions
2011-11-10	Applied Learning	✓	/demo/academics/	
2011-11-10	Apply for a Job	✓	/demo/about/	
2011-11-10	Continuing & Lifelong Education	✓	/demo/academics/	
2011-11-10	Faculty & Staff Profile	✓	/demo/academics/	
2011-11-10	Honors College	✓	/demo/academics/	
2011-11-10	CSUTube	✓	/demo/about/	
2011-11-10	CSUTube Videos	✓	/demo/about/	
2011-11-10	Our Faculty	✓	/demo/academics/	
2011-11-10	Profile Allen Weng	✓	/demo/academics/	
2011-11-10	Profile Barbara Franek	✓	/demo/academics/	
2011-11-10	Profile Beth Ciovacco	✓	/demo/academics/	

[Add Members](#) [More Actions...](#) [Go](#)

Showing 49 records.

1 Save Save & Close Cancel

First select multiple pages to reposition...

Note that this dialog remains open in edit mode to allow you to make multiple changes without taking the time to save them. To help protect your work, the following notice displays if you make a change without saving it. In addition, you'll be alerted if you attempt to close the dialog without saving changes you've made.

Page Set Members

Add new pages by clicking the 'Add Members' link below. Then click and drag them into the order in which you would like them to be in your page set.

NOTE: You have unsaved changes. When you're finished editing, click Save to update this pageset, or Cancel to discard them.

Page Set Properties [Select All](#) [Deselect All](#)

Date	Page Title	State	Subsite	Actions
2011-11-10	Applied Learning	✓	/demo/academics/	

Click the Page Set Properties link at the top of the dialog to display or change [Standard](#) or [Custom Properties](#) for the page set. View or change permissions through [Page Set Security](#).

Page Set Members

Just click and drag the page set members into the order you want, and Cancel to return with no changes.

Page Set Properties

- Standard Properties...
- Custom Properties...
- Security...

Click to sort by column head.

The State column indicates status for each page in this report. A green check mark ✓ indicates currently active pages. This column also includes user or group ownership status (where applicable). Mouseover

to view owner details. State also displays standard CommonSpot [Work In Progress and Approval Icons](#). A page may display one or more of the following:

 Blue W indicates Work in Progress, scheduled for publishing.

 Orange P indicates Pending Approval.

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

 The calendar icon indicates a page scheduled for publication.

For more information, see [Content States](#), [Page View Modes](#), and the [View Menu](#).

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



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

The navigate icon  opens the page.

Click the remove icon  to remove an individual page from the current page set, or select multiple items (optionally select/deselect all), click Remove Selected from the More Actions dropdown, then click Go. Note that this function removes the page from the page set – it does not delete the page from CommonSpot.

Clicking the insert icon  moves one or more selected pages before this one, as shown in the first image above. Use this feature to reposition multiple pages at once or move pages beyond the limit of what's scrolled into view.

Clicking Add Members displays the [Choose Page](#) dialog for adding new pages to the page set. Select one or more pages from Search Results. The More Actions dropdown in this dialog includes an Add Selected to Page Set option for adding multiple pages at once. Optionally select/deselect all.

Click Save to keep incremental changes or Save and Close to keep all changes and exit.

Upload New Image

After login, click New – Image to transfer images from local or networked drives to the CommonSpot Image Gallery for inclusion in CommonSpot pages, templates, or Elements. (To replace existing images, select Upload New Version from the More Actions dropdown in [Find Image – Search Results](#) or [Image reports](#).)

The first dialog displays for selecting a subsite location for images. You can upload one or more images.

Upload New Image

Please select the desired subsite from the tree below.

Subsite Hierarchy | [Subsite Search](#)

Subsite:

- demo
 - academics
 - admission
 - alumni
 - campuslife
 - currentstudents
 - facultyandstaff
 - futurestudents
 - lightbox
 - newsevents
 - resources

Select Upload Single Image to transfer one image. You can also choose to [Upload Multiple Images](#) and simultaneously apply similar metadata to selected items. You can upload multiple images through either the standard browse-and-select method or a drag-and-drop interface.

Upload New Image

Please specify the full local path of the new file which you wish to upload, and enter the appropriate information regarding the new image. Note that only new images should be uploaded from this dialog. If you are updating an existing image, please do so through the Tools > Find Images dialog.

Target Subsite: /demo/academics/

Upload New Image:

Description:

Category: Athletics

Keywords: CommonSpot University, Greater Boston, Top University, Universities in Boston

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

☒ **Include in Public Image Gallery**

☐ **Check Spelling**

On installation, this option is enabled. Deselect to make new images unavailable to others.

View or change the destination Subsite for the new image. This field defaults to the current subsite.

In the Upload New Image field enter the disk location or networked path of the new file (for example, d:\Website\imagegrid\products.png) if you know the full path name, or click the Browse button to locate the file.

CommonSpot displays the full image path name and automatically uploads the new image to the server.

Enter a brief text Description.

Category: Select from the drop-down list. If you have Category creation permissions, you can create a new Category by clicking New and following the prompts to [add an image category](#).

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

Include in Public Image Gallery: By default, when CommonSpot is first installed, all new images are available for viewing and use by other CommonSpot users, as shown above. To make an image unavailable to other Web authors, deselect this option. The image is only available to you or your groups, and displays as private in image search results and reports, as shown below.



Click Next to add [image metadata](#), if required, or to assign [image security](#).

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

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

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

My Pending Uploaded Images

If you have started the image upload process, this dialog displays a personalized view of uploads-in-progress. Images in this state are uploaded to the server, but not yet available in CommonSpot.

This dialog gives you the option of reviewing, revising, adding, or deleting images in an upload batch. You can apply metadata to one item at a time or you can simultaneously apply metadata to selected items. CommonSpot applies the same metadata to all images.

You can also save images in a pending state (to manage interrupts, for example), add or delete individual images from the batch, or complete the batch upload. CommonSpot reports the number of pending items with a link to this dialog in [My Uploaded Images](#).

Access this dialog from the My Content menu. A version of this dialog also displays as part of the process of [uploading multiple documents](#). See [My Pending Uploaded Documents](#).

This dialog also displays as part of the process of uploading multiple images (New – Uploaded Images – [Upload Multiple Images](#)).

My Pending Uploaded Images

You have uploaded the following images as part of a multi-images upload process. In order to add these as Uploaded Images within your site, you must select one or more of these images by checking the box in the Actions column, provide unique Title and Description fields and then press the 'Enter Properties' button and enter the required standard and/or custom properties. Note that the properties entered will apply to all of the selected images.

Show: All Uploaded Images Filter

[Select All](#) [Deselect All](#)

Date	Uploaded File	Subsite	Description	Actions
2012-02-21	aro-up-blue.gif	/demo/	use on home page for "back to top"	
2012-02-21	aro-up-green.gif	/demo/	use on <u>eco</u> school pages for "back to top"	
2012-02-21	aro-up.gif	/demo/	use on all school pages for "back to top" *except* home and school of ecology	

[Upload Image\(s\)](#)
More Actions... Go

Showing 3 records.
Save Enter Properties Cancel

Click the Show dropdown to filter by all or recent uploads. Optionally click to sort by column head.

You must add a description for each image you upload, as well as any properties (metadata) required.

Click Upload Image(s) to include additional images in the batch.

You can add a single set of properties to individual documents by clicking the metadata and security icon and following the prompts.

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

You can also add a single set of properties to multiple images. Select one or more and click Enter Properties. The [Upload New Images](#) dialog displays your selections and prompts you to add metadata, if required.

You can maintain images in a pending state by clicking Save, or, once you add descriptions and properties, complete the upload. CommonSpot reports [upload status](#).

Upload New Images

The Upload New Images dialog displays when you select Apply Properties from [My Pending Uploaded Images](#).

Use this dialog or [Upload New Image](#) to add new images to your site. To replace existing images, select Upload New Version from the More Actions dropdown in [Find Image – Search Results](#) or [Image reports](#).

Upload New Images

Please enter the following properties for the new images. Note that only new images should be uploaded from this dialog. If you are updating an existing image, please do so through the Tools > Find Images dialog.

URL: /demo/admission/images/aboutus.png
 /demo/admission/images/background_block_slice.jpg
 /demo/about/images/aboutus.png
 /demo/images/arrow_right.png
 /demo/campuslife/images/Alumni-Thumbnail.jpg
 /demo/campuslife/images/campus-admin-building.jpg
 /demo/campuslife/images/campus.jpg
 /demo/campuslife/images/bullet-square.gif

Category: Athletics New...

Keywords: CommonSpot University, Greater Boston, Top University, Universities in Boston
 Enter a comma delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords.
Select Keywords...

On installation, this option is enabled. Deselect to make new images unavailable to others.

☒ **Include in Public Image Gallery**

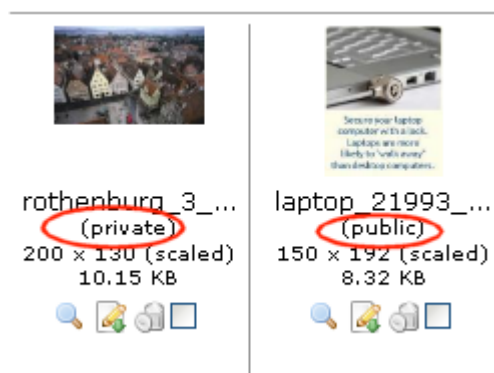
☐ **Check Spelling** Next Cancel

The URL field displays the target subsite location and new image names.

Category: Select from the dropdown. If you have Category creation permissions, you can create a new Category by clicking New and following the prompts to [add an image category](#).

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

Include in Public Image Gallery: By default, when CommonSpot is first installed, all new images are available for viewing and use by other CommonSpot users, as shown above. To make an image unavailable to other Web authors, deselect this option. The image is only available to you or your groups, and displays as private in image search results and reports.



Click Next to assign any required image properties. See [Image Metadata](#),

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

Image Security

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

Image Security

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

Type ^	Name	Permission	Actions
Group	Webmasters	Author, Admin	
Group	Web Communications Editors	Author	
User	Webmaster	Author, Admin	

[Add User](#)
[Add Group](#)

More Actions...

Showing 4 records.
 Close

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

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

- Normal Text – User or Group has modifiable Author or Admin permissions for this image.
- **Red** – User or Group has Author or Admin permissions enforced for either the subsite or for this specific image. This permission cannot be overridden.

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

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

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

Click Next to assign image rights through [Edit Image Permissions](#).

Image Security Add User

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



Image Security - Add User

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

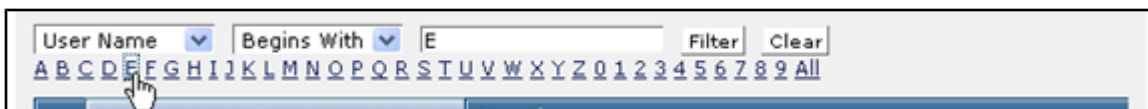
Users by Name | [Users by Group](#)

Last Name Begins With Filter Clear

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Name ^ Email

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



User Name Begins With Filter Clear

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

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

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

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

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

Users by Name | [Users by Group](#) | [Groups by Name](#) | [Groups by User](#)

User Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Name ^	Email
☐ admin-issues1	admin-issues1@pthin.com
☒ admin-issues3	admin-issues3@pthin.com
☒ admin-issues4	
☒ admin-root, admin	admin-root@paperthin.com
☐ commonspot, admin	admin@paperthin.com

13 items found.

Selected: [Clear All](#)

admin-issues3 ☒ admin-issues4 ☒ admin-root, admin ☒

Names within the dialog are displayed in the following order: last name, first name, middle name.

Click Next to assign image rights through [Edit Image Permissions](#)

Image Security Add Group

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

Image Security - Add Group

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

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description

Group records created through the Admin – Group Administration function display in the Add Group(s) dialog. Use this dialog to include one or more existing groups in a new group or to give one or more existing groups explicit permissions.

Group selection dialogs may also include [Visitor Context Groups](#) such as the IP, Job seekers, or Page groups shown below. These groups display only for cases where it makes sense to include specific visitor communities, and do not appear otherwise. See [Visitor Context](#) for more information.

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

	Group Name ^	Description
☒	Alumni Relations Managers	Content Managers for the Alumni subsite
☐	Anonymous Users	All un-authenticated users
☐	Authenticated Users	All authenticated users
☒	Campus Life Editors	Content Managers for the Campus Life Subsite
☐	CommonSpot Contributors	Includes all users who are designated as contributors
☐	Faculty	Faculty users, authenticated using custom database
☐	IP Group	Visitors with specific IPs (<i>Visitor Context group</i>)
☐	Job seekers	Visitors coming from Job URLs (<i>Visitor Context group</i>)
☐	Page Group	Group that visits Admissions (<i>Visitor Context group</i>)

17 groups found.

Selected: [Clear All](#)

Alumni Relations Managers ✕ Campus Life Editors ✕

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

Although the Add Groups dialog is functionally the same, security options are case-specific.

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

Click the Clear button to empty the text entry field.

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

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

Groups by Name

Group Name Ends With Editors Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description
☒ Alumni Relations Editors	Content Managers for the Alumni subsite
☒ Campus Life Editors	Content Managers for the Campus Life Subsite
☒ Web Communications Editors	Users responsible for creating and editing the web content and university message

3 items found.

Selected: [Clear All](#)

Alumni Relations Editors ☒ Campus Life Editors ☒ Web Communications Editors ☒

[Next](#)

Click Next to assign the selected group image rights through [Edit Image Permissions](#)

Edit Image Permissions

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

Grayed-out checkboxes indicate non-modifiable permissions enforced at the site or template level. Available permissions are defined by administrators.

Edit Image Permissions

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

Group:

Web Communications Editors - Users responsible for creating and editing the web content and university message

Permissions:

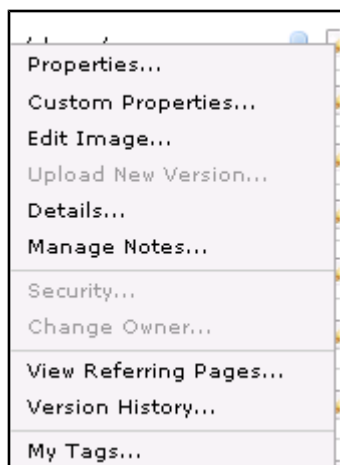
☒ Author ☐ Admin

User/Group: Displays the name of the user or group whose permissions you're viewing or changing. Email addresses display for individual users.

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

- **Author:** Grants permission to view details, referring pages, and version history, and to view or modify the image, image properties, and tags. Contributors with author-only privileges are limited to the

following options when clicking the More Actions icon.



- Admin: Grants permission to change, delete, or move the current image, view or change image properties, upload new versions, view or change permissions, owner, and tags, and view referring pages and version history. For administrators, none of the above options are grayed out.

Add Image Category

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

Enter a text Name and Description (both required).

Check Active (default) to display this category for CommonSpot images, or uncheck to exclude this category.

Check Default to make this category the standard (first to display) for new images.

Upload New Document

CommonSpot provides several methods for adding external content to sites. You can incorporate PDF files and Microsoft Word documents directly into CommonSpot pages via corresponding Element types, or use the Web

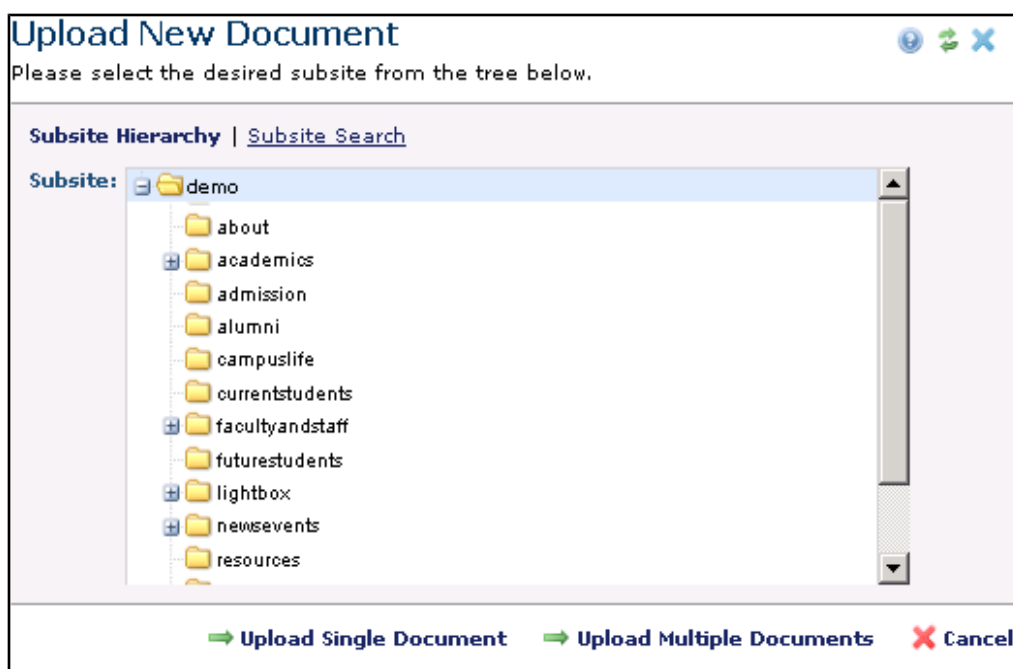
Process Element for external Web pages. You can make both uploaded documents and external web pages targets of CommonSpot links via the [Insert Link](#) dialog.

CommonSpot also gives you the ability to define metadata for uploaded documents and external web pages, enabling search and management through the Find and Search functions. Depending on filtering criteria, Page Index elements can also include uploaded files. Note that external content is not searchable via the full-text search feature.

You can upload a single document or simultaneously [upload multiple documents, images, or files](#) and apply similar metadata to selected items. Upload multiple items through either the standard browse-and-select method or the drag-and-drop interface.

CommonSpot first stores multiple items in a [pending](#) state, for adding, deleting, or changing attributes such as name, description, or metadata before making them available on the site. If upload document types differ, CommonSpot prompts you to upload in batches to correctly apply metadata.

The process of uploading new documents and new versions of existing documents is similar to [Creating a New Page](#).



To upload a single document, select  Upload Single Document. Next, complete the Standard or Custom Properties dialog, as you would during the [page creation process](#). See [Upload Multiple Documents](#) for details on the process of adding documents in batches..

Upload New Document

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

Main **Other**

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

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

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

Expiration: Content does not expire

☐ Check Spelling ➔ Next ✖ Cancel

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

Custom Properties

Please provide the following information.

☐ Select if In Focus

Select Thumbnail Image:

➔ Prev ✖ Cancel

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

Click Save to complete the document upload.

To upload new versions of existing documents, use the Find or My Uploaded Documents or [report](#) dialogs. Click the Metadata & Security icon for a selected document, then click Upload New Version.

Select Date Options

Date	Page Title	State	Subsite	Actions
2010-05-13	Simple WYSIWYG (template)	✓ W	/demo/	
2010-05-09	stylesheetsetTesting	✓ W	/demo/	
2010-05-05	APl26Page	✓ W	/demo/	
2010-04-28	My Doc		/demo/	
2010-04-27	Yahoo	✓	/demo/	
2010-04-21	page22	✓ W	/demo/	
2010-04-21	Page1	✓	/demo/	
2010-04-21	Base Plus One (template)	✓	/demo/	
2010-04-20	TemplateTesting	✓	/demo/	
2010-04-20	InheritedTemplate (template)	✓	/demo/	

Standard Properties...
 Custom Properties...
 Uploaded Document Details...
 Security...
 My Tags...
 Version History...
Upload New Version...

Upload Multiple Documents

Click Upload Multiple Documents from the [Upload New Document dialog](#) to simultaneously upload multiple documents in CommonSpot. Use this option to save time creating content.

CommonSpot allows you to review items in a pending state. Use this feature to simultaneously apply metadata to multiple items, to delete items, or to save them for uploading at a later time (to better manage transfer of large files, or to help you manage interrupts as you prepare batch uploads, for example).

Upload Multiple Documents

To upload multiple documents into your 'My Pending Uploaded Documents' staging area, either drag and drop one or more files into the 'Drop files here' area or click the 'Add File' button and browse to the file to be uploaded one at a time. Once all desired files have been added, click the 'Upload Document(s)' button below.

Files to be uploaded:

Add File or Drop Files Here

Remove newwindow.txt

Remove Browse...

Upload Document(s) **Cancel**

Click Add File to use the standard Browse option, displayed in the second item above, to add one file at a time to the upload, or click and drag one or more files to the Drop Files Here box, as shown above for the Word document.

Note: IE and Safari do not support drag-and-drop for this function.

Optionally remove items. CommonSpot will prompt you to remove a blank browse field.

As for all upload file operations, you can only upload files [types allowed at your site](#). You must also have permissions for the target subsite.

CommonSpot reports [status](#).

Click  Upload Document(s) to proceed to the [next step of the upload process](#) or Cancel to exit.

My Pending Uploaded Documents

If you have [started the document upload process](#), this dialog displays a personalized view of uploads-in-progress. Documents in this state are uploaded to the server, but not yet available in CommonSpot.

This dialog gives you the option of reviewing, revising, adding, or deleting items in an upload batch. You can apply metadata to one item at a time or you can simultaneously apply similar metadata to selected items. If you apply properties to documents of multiple file types, CommonSpot analyzes which metadata applies to each type and separately categorizes mixed types for batch processing in the [Enter Properties to Pending Uploads](#) dialog.

You can use this dialog to save items in a pending state (to manage interrupts, for example) and then add or delete items and complete uploads at a later time. CommonSpot reports the number of pending items with a link to this dialog in [My Uploaded Documents](#).

Access this dialog from the My Content menu. A version of this dialog also displays as part of the process of [uploading multiple images](#). See [My Pending Uploaded Images](#).

My Pending Uploaded Documents

You have uploaded the following documents as part of a multi-files upload process. In order to add these as Uploaded Documents within your site, you must select one or more of these documents by checking the box in the Actions column, provide unique Title and Description fields and then press the 'Enter Properties' button and enter the required standard and/or custom properties. Note that the properties entered will apply to all of the selected documents.

Show: Recently Uploaded Documents Filter

Select All Deselect All

Date	Uploaded File	Subsite	Title	Description	Actions
2012-02-24	 job_defs.doc	/demo/	Job descriptions -- Word	Downloadable job descriptions in Word format	☐  
2012-02-24	 job_defs.pdf	/demo/	Job descriptions -- PDF	Downloadable job descriptions in PDF format	☐  

 Upload Document(s) More Actions... Go

Showing 2 records. Save Enter Properties Cancel

Click the Show dropdown to filter by all or recent uploads.

Optionally click to sort by column head.

You must add a unique title and a description for each document you upload, as well as any properties (metadata) required.

You can maintain documents in a pending state by clicking Save, or complete the upload process by adding titles, descriptions, and any required properties.

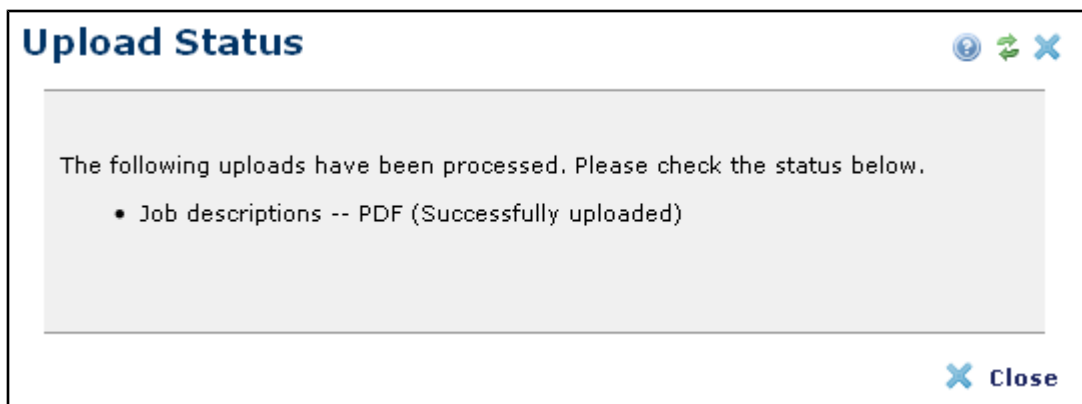
You can add a single set of properties to individual documents by clicking the metadata and security icon  and following the prompts.

You can apply properties to multiple documents of the same or mixed file types by selecting one or more documents and clicking  Enter Properties. The Upload New Documents dialog displays your selections and prompts you through standard or custom properties dialogs, as required.

CommonSpot reports [upload status](#).

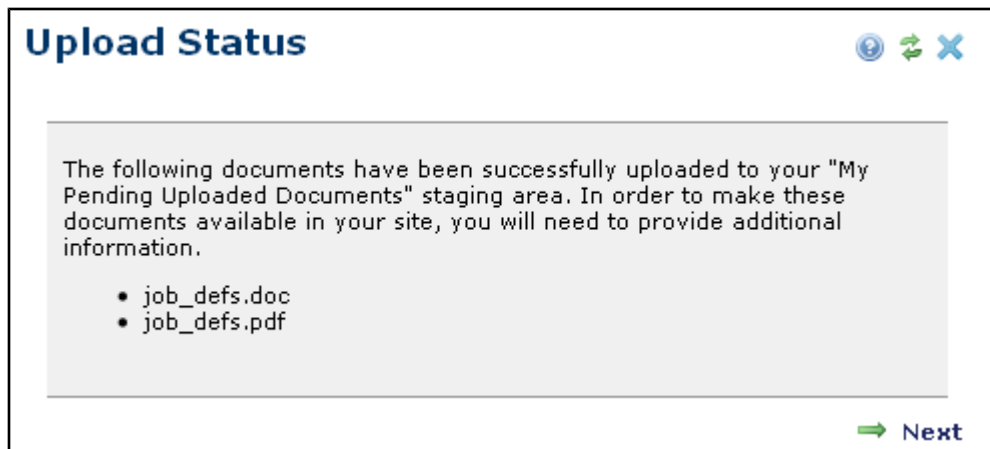
Upload Status

This dialog displays information based on the stage of the upload. For a single file upload, or for a successful batch upload, CommonSpot reports the following.



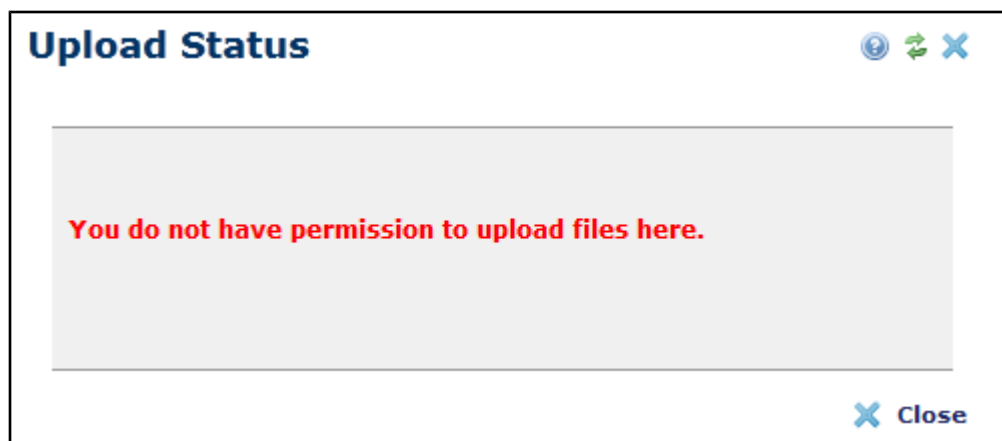
At this stage, the upload process is complete and files are available for use in CommonSpot.

When you simultaneously [Upload Multiple Documents](#) CommonSpot first reports the following.



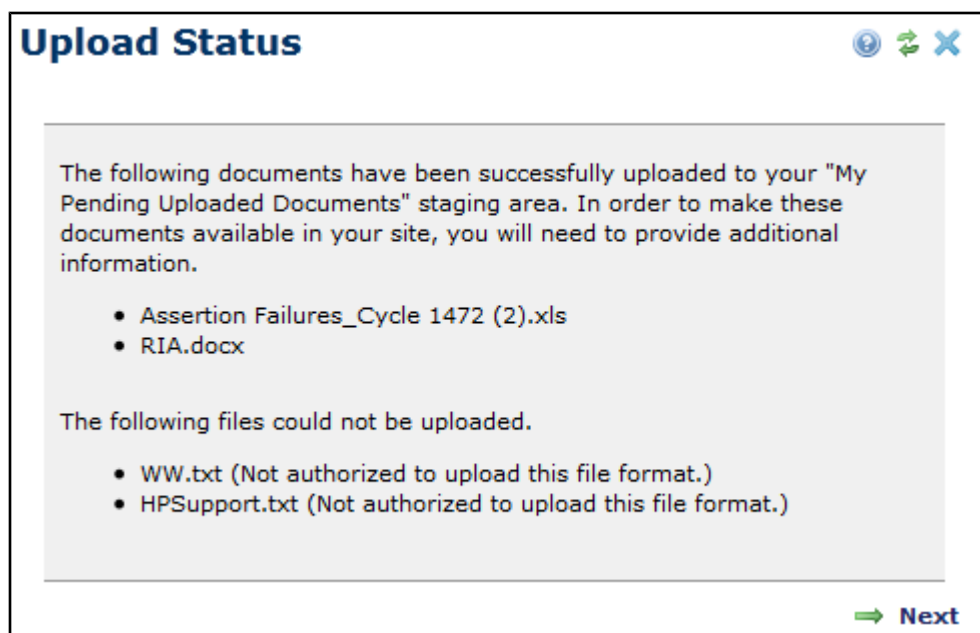
To complete the upload process, click Next to review status in [My Pending Uploaded Documents](#), assign required titles and descriptions, and apply any standard or custom metadata for each document. You can simultaneously apply metadata to the multiple documents. CommonSpot processes multiple files in batches and reports success, as in the first image, above, once the upload is complete.

As for all file upload operations, you can only upload document types allowed at your site. You must also have permissions for the target subsite, as indicated by the message below..



Review this report, then click Close to continue.

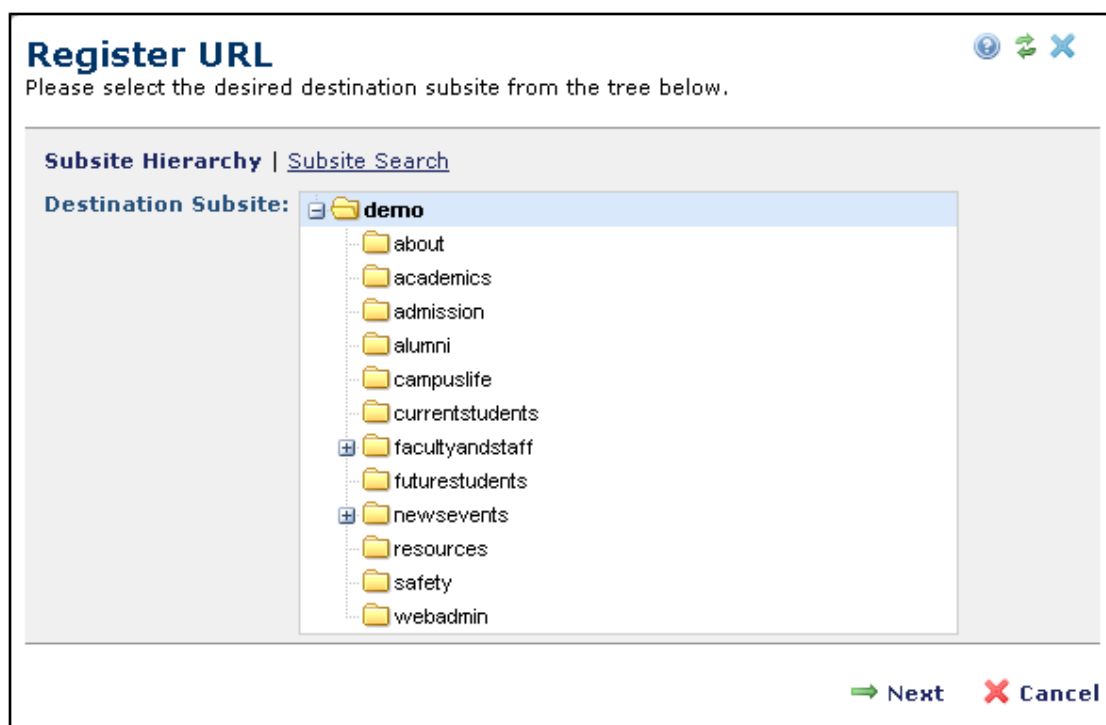
When upload results are mixed, click Next to process the uploads you can complete.



Register URL

External pages are those created outside of CommonSpot. Use the Registered URL option in the [New Menu](#), or click Register New URL in [My Registered URLs](#), to organize and classify external URLs referenced in your CommonSpot pages. You can assign standard and custom metadata to external pages for categorizing them in Page Index Elements (for details see the Elements Reference) and CommonSpot [Find](#) functions.

Note: External pages do not display in full-text searches.



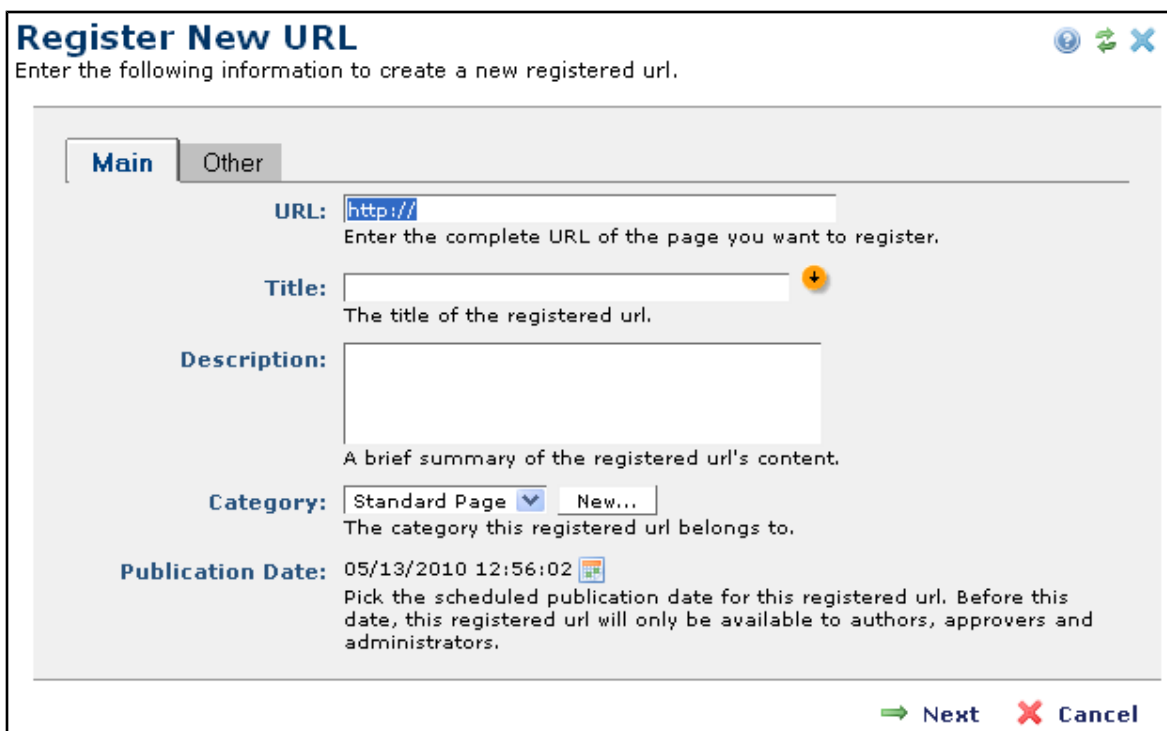
The dialog prompts for the destination subsite that contains the link to the new external page. Select a subsite and click Next to display the [Register New URL](#) dialog.

Register New URL

The Register New URL dialog is the next step in the registering new external links. Click Registered URL from the New menu, select a subsite location for this URL, then click Next. This dialog displays for defining URL properties.

Use this dialog to create links to external pages and to assign standard and custom metadata for categorizing them in Page Index Elements (for details see the Elements Reference) and CommonSpot [Find](#) functions.

Note: External pages do not display in full-text searches.



Register New URL

Enter the following information to create a new registered url.

Main Other

URL:
Enter the complete URL of the page you want to register.

Title:
The title of the registered url.

Description:
A brief summary of the registered url's content.

Category:
The category this registered url belongs to.

Publication Date: 05/13/2010 12:56:02
Pick the scheduled publication date for this registered url. Before this date, this registered url will only be available to authors, approvers and administrators.

Enter a valid link in the URL field.

Note: Do not enter file system links (links of the form //server/c:/filename). For security reasons, CommonSpot does not accept this format.

This dialog prompts for the same information required for creating or modifying other CommonSpot objects. See [Create New Page](#).

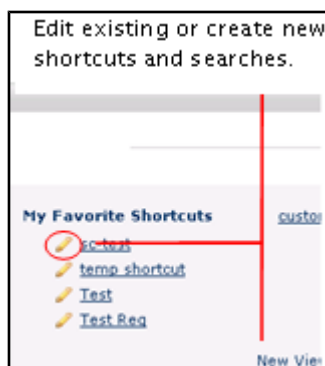
Complete both tabs and click Next to include any metadata required for URLs at your site.

Often link references to external pages change, or pages you link to are removed or deleted. Once you register external pages, you can easily change link references. Select [My Registered URLs](#) from the My Content menu, select an external page, click the Metadata & Security icon, and select [Standard Properties](#) to make URL definition changes.

Shortcut

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

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



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

All Shortcuts
You have the following shortcuts for this site.

[My Favorite Shortcuts](#) | **All Shortcuts**

Show: Type: Filter

Date restriction:

Search:

[Select Date Options](#)

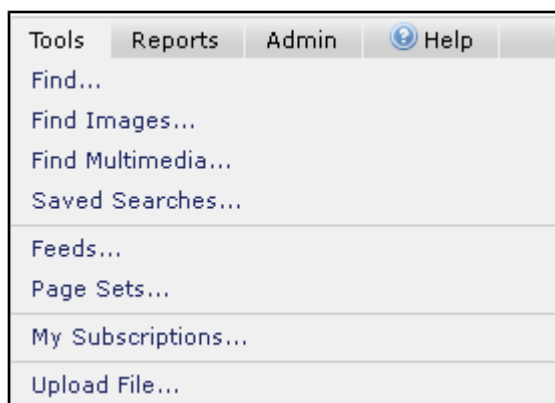
Name ^	Description	Owner	Date	Shared	Actions
★ blog ELEMENT	Commonly used link to a Global Custom Element	Webmaster	2009-12-29	✓	
★ Blue Hills IMAGE	IMAGE of University environs and recreation	Webmaster	2009-12-29	✓	
★ COPY of New PAGE		Webmaster	2010-01-27	✓	
★ External URL		Webmaster	2009-12-29	✓	
★ New PAGE	Commonly used page reference	Webmaster	2009-12-29	✓	
★ REGISTERED EXTERNAL url	Commonly used external LINK	Webmaster	2010-01-05	✓	
★ Test New Shortcut	Test New Shortcut	Webmaster	2010-01-12	✓	

[Add New Shortcut](#) More Actions... Go

7 items found. Close

Tools Menu

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



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

The following options are available in this menu:

[Find](#) – Search for pages, uploaded documents, or external URLs using standard or custom metadata criteria and other filtering options.

[Find Images](#) – Search for all private or public image files for which you have rights.

[Find Multimedia](#) – Search for all private or public video files for which you have rights.

[Saved Searches](#) – Displays Saved Searches in “All” mode. View, manage, and run all public and private saved searches for which you have rights.

[Feeds](#) – Displays options for finding and viewing Feeds used at your site.

[Page Sets](#) – Displays options for finding and viewing Page Sets in use at your site.

[My Subscriptions](#) – Displays items to which you're currently subscribed. See [Actions – Subscribe to changes](#) for more on this dialog.

[Upload File](#) – Displays options for adding new files to your CommonSpot site.

Find

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

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

In author mode, access this dialog from any CommonSpot page by selecting Find from the Tools menu.

For simple search, use the Quick Find option displayed at the top of every CommonSpot page. See the description of this feature in the [CommonSpot Workspace](#).

Find

Please enter the criteria by which you want to search, and any other options as desired.

[Quick Find](#) | [Advanced Search](#) | [Saved Searches](#)

Search Criteria: Contains

Search Using: ☒ Standard Metadata ☒ Keywords ☒ Full Text ☒ My Tags

Subsite: /demo/ 

☐ Include Child Subsites

Date Restrictions: None None

Order Results By: Score Ascending

Show: ☒ Pages ☒ Page Sets ☒ Templates ☒ Uploaded Documents ☒ Registered URLs

☐ Custom Element Data

Results Per Page: 25

[Show Less](#)

 **Search**

 **Cancel**

Search Criteria – Select from the dropdown and enter a word or phrase in the text field. For "contains" searches, you must enter a string of at least two characters. CommonSpot searches for all file names that contain the string you specify. For information on case sensitivity and multiple word searches, see [Search Tips](#).

Search Using – Defaults to all selected. Selecting Standard Metadata searches using file name, page title, and description. Selecting Keywords includes content defined for keywords used at your site. Check Full Text to search all text contained in CommonSpot–managed Web pages and uploaded documents, including Word, PDF and HTML. Check My Tags to include any personal tags assigned to content in your search.

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

Click Show More to view options for ordering and displaying search results.

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed
- Last major modification date – The last time content was changed with the setting Treat change as significant, an organization–configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by the date content was first created.
- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



Order Results By: Pick from one of the following dropdown options:

- **Score:** Orders results ranked by relevancy assigned to results. The score is influenced by
 - Keyword matches to search criteria.
 - Matches with text that appears in the title or section headings of a page or document.
 - Matches with text found at the beginning of a document versus the end.
 - Matches with text found numerous times in a document versus only a once.
- **Date:** Lists results using the value selected in Date Restrictions. Pick Ascending (most recent first), or Descending (most recent last)
- **Subsite:** Sorts alphabetically by subsite name. This is useful for searching across multiple sites.
- **Title:** Sorts alphabetically by document title.
- **Document Type:** Sorts results by document types, including HTML, Microsoft Word, PowerPoint, Excel, PDF, etc.

Show: Defaults to showing all except custom element data. Select CommonSpot file types to show.

Results Per Page: Select from the dropdown to limit or display all results on a single page.

Click Search to run the search and advance to the [Search Results](#) dialog. Click Cancel to exit and restore default settings. Use Saved Searches to maintain reusable search settings.

Find – Advanced Search

This dialog also displays for [Choose Page – Advanced Search](#).



Find - Advanced Search

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

[Quick Find](#) | **[Advanced Search](#)** | [Saved Searches](#)

[Expand All](#) | [Collapse All](#)

Search Criteria

✓ **What type of content do you want to see?**

Who owns the content you are looking for?

What subsite do you want to search within?

Is the content associated with any keywords or tags?

When was the content created, modified, changed, or published?

Created: All Dates

Last Modified: All Dates

Last Major Change: All Dates

Published: All Dates

Under which categories is the content classified?

What is the language of the content?

Do you have any custom search criteria?

Save **View Results** **Close**

You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine document or file searches. (Use [Find Images – Advanced Search](#), [Create New Image Search](#), or [Edit Saved Image Search](#) to construct or revise advanced queries for images.)

You can save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

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

Set Search Criteria:

- What type of content do you want to see? – CommonSpot can filter returned results by the following content types:
 - All – No pages are eliminated because of their content type.
 - Pages – Looks for pages based on parent template. Select All Templates or the template for an individual page.
 - Uploaded Documents – Looks for an uploaded document by type (for example, PDF) or searches for documents in all available formats.
 - Registered URLs – Looks for a registered URL.
 - Templates – Looks for a template.
 - Page Sets – Looks for a page set.

- Page Set Members – Looks for member pages within a page set.
- Subsites – Looks within subsites.

What type of content do you want to see?

Content Types: ☐ All Content Types
☒ Pages
 Parent Template:
☒ Uploaded Documents
 Format:
☐ Registered URLs
☒ Templates
☐ Page Sets
☐ Page Set Members
☐ Subsites

- Who owns the content you are looking for? – This option lets you choose documents that are owned by "All Owners", the "Current user", "Members of the current user's group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select button for opening the [Add Users](#) dialog, an administrative function.

Who owns the content you are looking for?

Owner:

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

What subsite do you want to search within?

Subsite:
☒ Include Child Subsites
 

Note that you can use custom criteria to limit the number of child subsites searched, as described [below](#).

- Is the content associated with any keywords or tags?– Restrict results by providing a comma-separated list of terms or [Select Keywords](#) or [Select Tags](#) to choose from existing keywords or personal tags. Search results returns files associated with at least one of the specified terms.

Is the content associated with any keywords or tags?

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

Tags:
 Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.

- When was the content created, modified, changed, or published? – Use this area to specify a creation, last modification, last major change, or publication date. Clicking the calendar icon displays the [Specify Date Range Duration](#) dialog for setting date criteria.

When was the content created, modified, changed, published, or expired?

Created: All Dates 

Last Modified: All Dates 

Last Major Change: All Dates 

Published: All Dates 

Expired: All Dates 

Use the Expired option to define criteria for viewing expired pages.

- Under which categories is the content classified?– Use this area to search for files by category. This section displays categories for which you have access rights.

Under which categories is the content classified?

Category: ☒ Any Category (or none)
☐ Document
☐ Media Library
☐ Private
☐ Standard Page

- What is the language of the content? – Looks for the language the page uses. You can select "All languages", "Current SubSite's Language", or a language used by your site such as English or Spanish.

What is the language of the content?

Language: 

- Do you have any custom search criteria? – You can add criteria that must be matched. To build an advanced query, determine the full criteria you wish to build. See [Search Tips](#) for more detail.
 1. Field – Select the field to search against in the Field dropdown. The values you can select are "Language", "Creation Date", "Last Modification Date", "Last Major Modification Date", "Publication Date", "Subsite", "Category", "Keywords", "Owner", "Format", "Parent Template", "File

Name", "Title", or "Description".

2. Operator – Select the operator (greater than, equal to, within, and the like) from the Operator field. The operators in this dropdown depend upon what you selected in the Field dropdown list.
3. Value – Enter or select a value. The values available here depend on your selection in the Field dropdown list.
4. AND/OR – If you are searching for multiple criteria, set the AND or OR operator between each criteria line.
5. Parentheses – If you need to group criteria, use parentheses to define logic; for example, "(A or B) and C". Select parentheses from the unlabeled dropdowns that begin and end a set of criteria. To further refine more complex criteria, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

Note that selecting subsite criteria, as shown below,

and then including child subsites gives you the additional option of limiting the number of subsites to search. Use this feature for less resource-intensive processing and more relevant search results when searching subsites with many children.

- Do you want the search results narrowed further? – You can further refine the search by selecting:
 - Limit results to – Limit returned results to "All pages", "Pages modified since last login", "Pages significantly modified since last login", or "Pages created since last login".

- Indexed search string – Limit returned results to the text that you enter here and this text must be in the search collections maintained for your subsite.
- Collections to search – Limit returned results to just one of the search collections that CommonSpot maintains for your subsite.
- Other – Limit returned results so CommonSpot excludes pages with publication dates in the future or specify including expired pages.



☒ **Do you want the search results narrowed further?**

Limit results to:

Indexed search string:

Collections to search: ☐ cp-demo ☐ fefe

Other: ☐ Exclude pages with publication dates in the future ☐ Show expired pages

- Sorting: How would like the results sorted? – CommonSpot can display document search results sorted by data stored with the document. Choose from Creation date, Last modification date, Last major modification date, Publication (Release) date, Expiration date, Title, Subsite, Owner, and the contents of variables created at your site. Select either Ascending (a-z) or Descending (z-a) to set the display order for your results.



Sorting

☒ **How would you like the results sorted?**

Sort by:

Save searches by clicking Save, or, for edited searches, the Save As option at the bottom of the dialog. The [Save – Saved Search As](#) dialog displays. Click View Results to execute your search. Results display in the [Advanced Search Results](#) dialog. Click Cancel to exit without executing or saving your criteria.

Find Images – Advanced Search

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

Find Images - Advanced Search

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

[Quick Find](#) | **Advanced Search** | [Saved Searches](#) [Expand All](#) | [Collapse All](#)

Search Criteria

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

Sorting

- ☒ How would you like the results sorted?

Save View Results Close

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

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

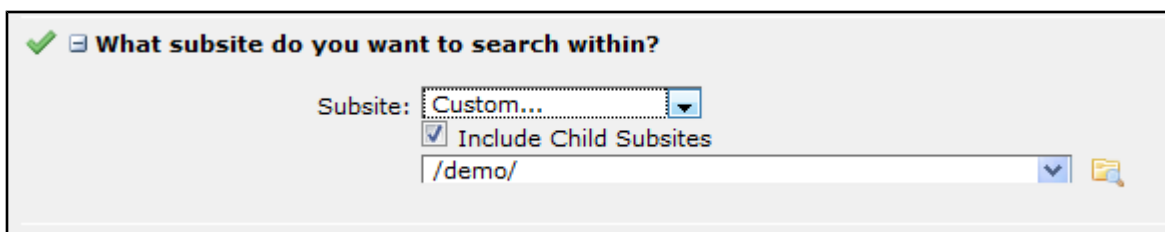
Search Criteria gives you the following options:

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

☒ **Who owns the images you are looking for?**

Owner:

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



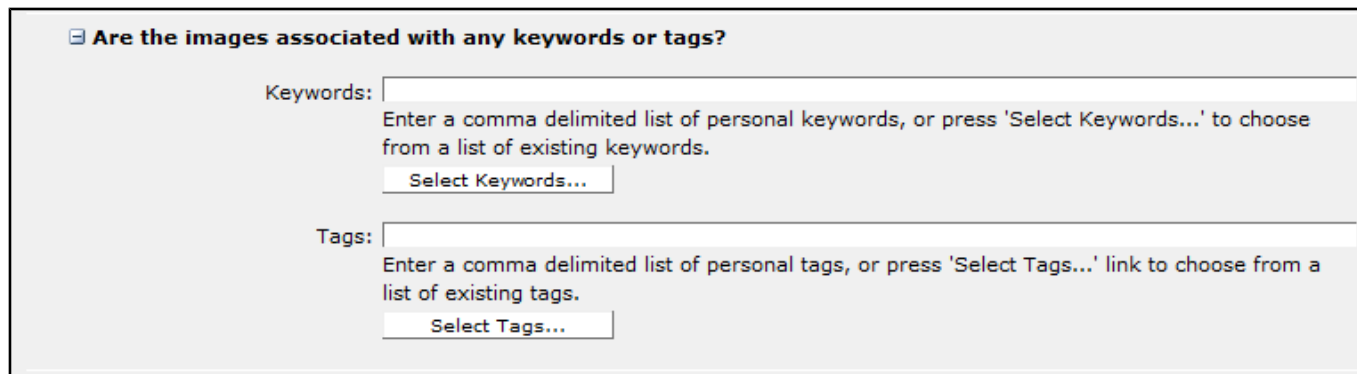
✓ **What subsite do you want to search within?**

Subsite: Custom... 

☒ Include Child Subsites

/demo/  

- Are the images associated with any keywords or tags? – Restrict results by providing a comma-separated list of terms or click [Select Keywords](#) or [Select Tags](#) to choose from existing keywords or personal tags. To be included in the results, an image must be associated with at least one of the specified terms.

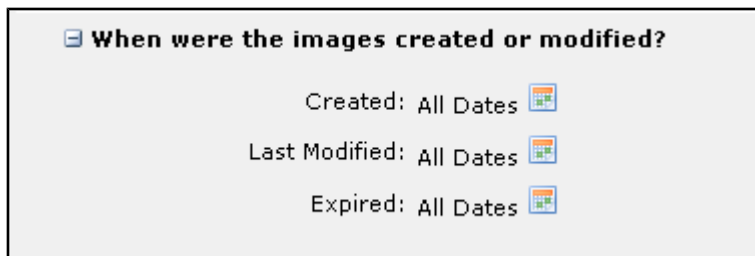


Are the images associated with any keywords or tags?

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

Tags:
Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.

- When were the images created or modified? – Use this area to specify a creation or modification date. Clicking the calendar icon, displays the [Specify Date Range Duration](#) dialog for setting date criteria.



When were the images created or modified?

Created: All Dates 

Last Modified: All Dates 

Expired: All Dates 

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

 **Under which categories are the images classified?**

Category: ☒ Any Category (or none)

☐ Around Boston

☐ Athletics

☐ Banner

☐ Buildings

☐ Bullet

☐ Button

☐ Faculty & Staff Photo

☐ General

☐ Landing Photo

☐ Logos

☐ Residence Photos

Do you have any custom search criteria?

You can add criteria that must matched. To build an advanced query, determine the full criteria you wish to build. For each criterion:

1. Field – Select the field to search against in the Field drop down list. The values you can select are "Sub-site", "Creation Date", "Last Modified Date", "Category", "Keywords", "Owner", "Format", "File Name", and "Owner".
2. Operator – Select the operator (greater than, equal to, within, and so on) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.
3. Value – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.
4. AND/OR – If multiple criteria are used, set the AND or OR operator between each criteria line.
5. Parentheses – If more than one criteria needs to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

  **Do you have any custom search criteria?**

Field	Operator	Value
Keywords	Equals	Choose... 
AND		
Subsite	Equals	Current subsite  ☒ Include child subsites
-Add Criterion- 		

[Remove All Custom Criteria](#)

Note that selecting subsite criteria, as shown below,

Do you have any custom search criteria?

Field	Operator	Value
Subsite	Equals	Current subsite

☐ Include child subsites

[Remove All Custom Criteria](#)

and then including child subsites gives you the additional option of limiting the number of subsites to search. Use this feature for less resource-intensive processing and more relevant search results when searching subsites with many children.

Value

Current subsite

☒ Include child subsites

Limit to child levels

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

Do you want the search results narrowed further?

Image Type: All Images

Image Format: All Formats

Collections to search: ☐ cp-demo ☐ fefe

- Sorting: How would you like the results sorted? – CommonSpot can display image search results sorted by data stored with the image. Choose from Creation date, Last modification date, File Name, Subsite location, a site-defined category, the image owner, image file type – public (or shared) images or private (images you own that are not shared), size, width, or height. Select either Ascending (a-z) or Descending (z-a) to set display order for your results.

Sorting

How would you like the results sorted?

Sort by: Owner Ascending

You can save searches by clicking the Save icon, or for edited searches, the Save As option at the bottom of the dialog. The [Save Saved Search As](#) dialog displays. Click View Results to execute your search. Results display in the [Find Image Search Results](#) dialog.

Click Cancel to exit without searching or saving.

Search Results

The Search Results dialog displays pages and documents that meet the filter criteria specified in a [Find](#) or [Choose](#) operation. CommonSpot uses a weighted algorithm that counts search string matches in each standard metadata field separately, giving more weight to whole word matches, with additional points assigned to keyword or tag matches and search engine score.

Search Results

The following are the results of your search. To modify your search, please enter new criteria below.

Search Criteria:

Search Using: ☒ Standard Metadata ☒ Keywords ☒ Full Text ☒ My Tags

Subsite: ☐ Include Child Subsites

Date Restrictions:

[Select Date Options](#) [Select All](#) [Deselect All](#)

Date	Page Title	Subsite	Score ^	Actions
2008-10-09	Community Services	/		
2009-01-23	Services Search	/	Score: 59/100 - found in caption, title, filename, description, full text score: 9.7/10	
2009-04-30	Advanced Search	/		
2008-10-10	Advanced Search Results	/		
2009-04-17	FAQ Search	/		
2009-04-14	For Business	/		
2009-04-14	For Families	/		

Result Pages: [1](#) [2](#) [More Actions...](#)

37 matches found. Showing results 1 through 25. [New Search](#)

Click to sort by Date or alphabetically by Title, Subsite location, or Score – the results ranking.

The Date column uses values defined by Select Date Options

Use Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark indicates the current filter. Optionally choose from the following:

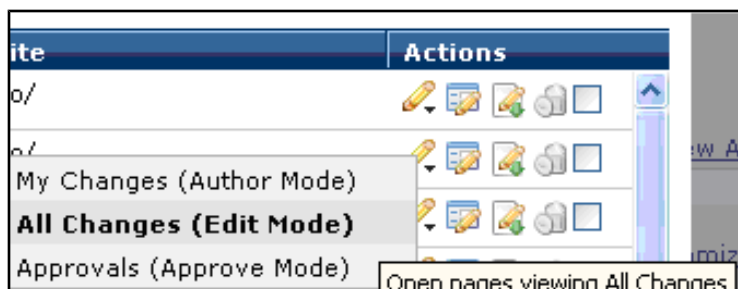
- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

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

Mouseover Score to view details on matching criteria.

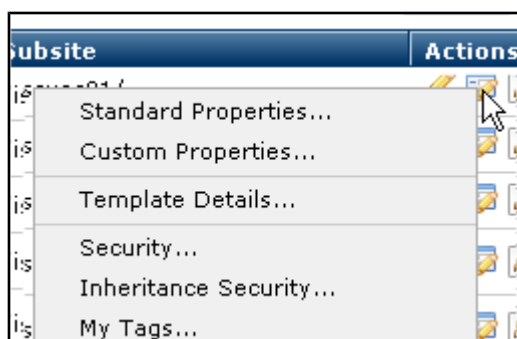
To change criteria, choose from the dropdowns and other options at the top of the dialog and click the Filter button or click [New Search](#). For details on setting or changing search criteria, see [the description of Find options](#).

In the Actions column, the edit icon  displays for modifiable file types, with the following options.



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

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



Select a page information option:

Standard Properties, Custom Properties: See Standard Properties and Custom Properties in the CommonSpot Content Contributor's Reference. Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI [Report Settings](#) option.

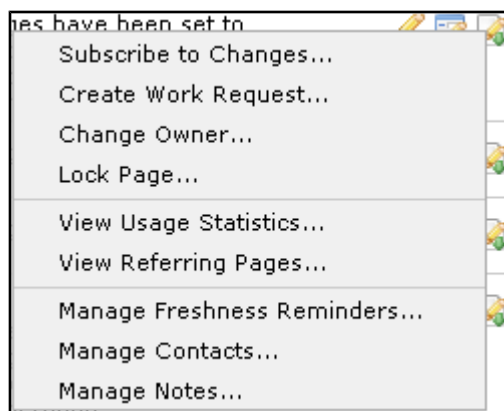
Details: Displays specifics for the selected page, template, or uploaded file. See Page Details, Template Details, and Uploaded Document Details in the CommonSpot Content Contributor's Reference, for information presented for these file types. The Details option does not display for registered URLs.

Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See “Page Security,” “Template Security,” “Image Security,” and “Uploaded Document Security” in the CommonSpot Content Contributor's Reference, as well as [Site General Security](#) and [Content Security](#).

Inheritance Security: Where applicable, displays permissions associated with this object, as well as those that inherit permissions from this object.

My Tags: Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

Clicking the More Actions icon , as shown below, displays the following options. Options are available on the basis of your rights to the CommonSpot page or object. For example, users without admin rights cannot change ownership to objects.



[Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.

[Create Work Request](#) – Allows the current user to submit a work request for the current page.

[Change Owner](#) – Define a new user or group owner for the current page or object.

[Lock Page](#) – Exclude other users from updating the current page.

[View Usage Statistics](#) – Review activity for selected pages.

[View Referring Pages](#) – View a list of pages with links to the current page and optionally change link references.

[Manage Freshness Reminders](#) – Ticklers for content updates.

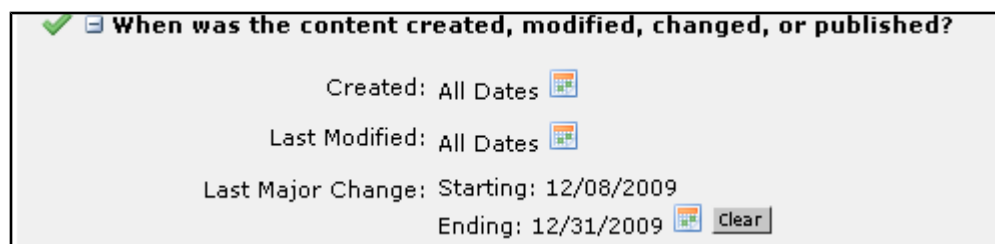
[Manage Contacts](#) – Review contributors and email addresses associated with the selected page.

[Manage Notes](#) – View any notes associated with the selected page.

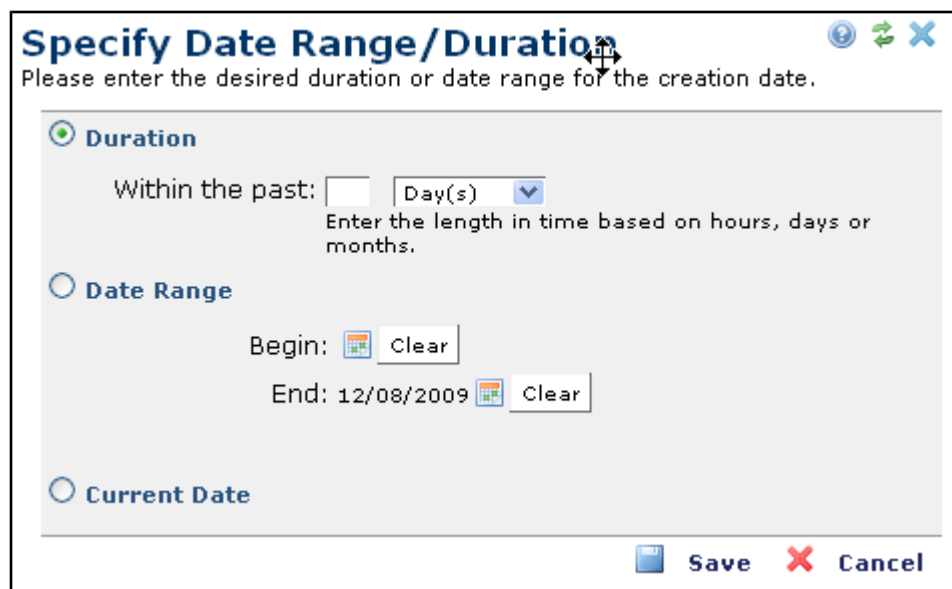
More Actions: Click one or more checkboxes, select the appropriate option from the dropdown, and click Go to copy, move, or delete pages or files, or to change owner. Optionally Select/Deselect All. You can also delete individual pages by clicking the delete icon  for a single item.

Specify Date Range/Duration

The Specify Date Range/Duration dialog is used to specify dates, date ranges, or time periods for use as filters in the [Find – Advanced Search](#) dialog and other dialogs that enable date selections.



Click the calendar icon to display the Specify Date Range/Duration dialog.



Specify Date Range/Duration

Please enter the desired duration or date range for the creation date.

☒ **Duration**

Within the past: Day(s) 

Enter the length in time based on hours, days or months.

☐ **Date Range**

Begin: 

End: 12/08/2009 

☐ **Current Date**

This dialog contains the following fields:

Duration – Filter for date values within the past ‘n’ hours, days, or months.

Date Range – Filter for date values that fall within the specified date range. Click the calendar icons to open the [Date/Time Selection Control](#).

August, 2007						
<<	<	Today			>	>>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Current Date – Filter for date values that match the current date.

Select the desired options and click Save to set these values or Cancel to exit without saving.

Note: You can also use keystrokes for Calendar functions. You can access the control using the Tab key. Once the Calendar Control has focus, press Enter to open the calendar.

Once open, use these keys to change calendar values:

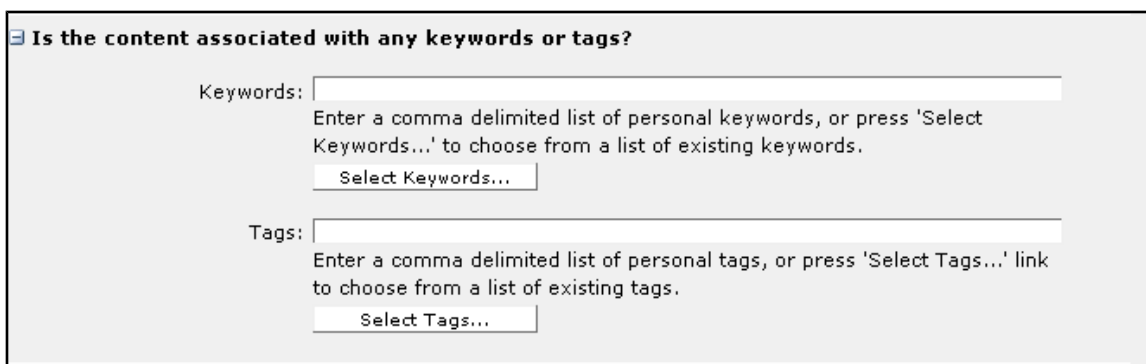
- Arrow keys change the selected date.
- CTRL key used with calendar arrow keys changes month and year.
- Left and right arrows navigate to previous and next month, respectively.
- Up and down arrows navigate to previous and next year, respectively.
- Spacebar navigates the calendar to the current date, without changing the selected date.
- h, m, and s keys increment hours, minutes, and seconds, respectively. Holding the Shift key down for these keys decrements these units.

Note: System administrators can configure the date ranges available in the Calendar Control by modifying commonspot/calendar.js to change the following two values:

```
this.minYear = 1970; this.maxYear = 2050;
```

Keywords

Use the Keywords option to specify one or more keywords for use as filters in the Find or Choose advanced search dialogs. In Find – Advanced Search, expand the section titled Is the content associated with any keywords or tags?



Is the content associated with any keywords or tags?

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

Tags:
Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.

Click the Select Keywords button to display the [Select Keywords dialog](#) for viewing or choosing existing keywords. Click Save to return to the [Find](#) dialog.

Search

CommonSpot integrates with the open source SOLR standard supported by ColdFusion to provide advanced full-text searching and search by keyword. Each time a page is approved for publication, the Web page or uploaded document (Word, PDF, and HTML) is indexed using Verity's full text engine.

All author-assigned keywords are stored as meta-information tags, which are automatically inserted into the HTML document.

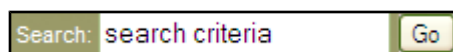
To access Search, open the Tools menu and select Find.

You may find that access to Find has been implemented differently on your site. CommonSpot allows Find to be customized to fit within your page design and navigation requirements.

A link to Search can be included in a top-level navigation bar.



Search may be located on a Web page through a separate panel.



To access CommonSpot's advanced Search features, click the [Advanced Search](#) link in the [Find](#) dialog.

Choose

Choose displays for multiple CommonSpot file selection operations. See [Find](#) for details on using this dialog.

Choose

Please enter the criteria by which you want to search, and any other options as desired.

Quick Find | [Advanced Search](#) | [Saved Searches](#)

Search Criteria: Contains

Search Using: ☒ Standard Metadata ☒ Full Text ☒ My Tags

Subsite: /demo/ ☐ Include Child Subsites

Date Restrictions: None None

Order Results By: Score Descending

Show: ☒ Pages ☒ Page Sets ☒ Templates ☒ Uploaded Documents ☒ Registered URLs ☐ Custom Element Data

Results Per Page: 25

[Show Less](#)

You can set criteria to filter search results:

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

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

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

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

Click More to add these filters:

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed
- Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by the date content was first created.
- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



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

Order Results By: Pick from one of the following dropdown options:

Score: Orders results ranked by relevancy assigned to results. The score is influenced by:

- Keyword matches to search criteria.
- Matches with text that appears in the title or section headings of a page or document.
- Matches with text found at the beginning of a document versus the end.
- Matches with text found numerous times in a document versus only once.

Date: Lists results using the value selected in Date Restrictions. Pick Ascending (most recent first), or Descending (most recent last)

Subsites: Sorts alphabetically by subsite name. This is useful for searching across multiple sites.

Title: Sorts alphabetically by document title.

Document Type: Sorts results by document types, including HTML, Microsoft Word, PowerPoint, Excel, PDF, etc.

Show: Defaults to all but custom element data. Select CommonSpot file types.

Results per Page: Select from the dropdown to limit or display all results on a single page.

Click Search to run the search and advance to the [Search Results](#) dialog. Click Cancel to restore default settings and exit.

Choose Page – Advanced Search

The Choose Page option displays for multiple CommonSpot page selection operations. Optionally build advanced queries by clicking Advanced Search in the Choose Page dialog.

Choose Page - Advanced Search

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

[Quick Find](#) | **Advanced Search** | [Saved Searches](#)

[Expand All](#) | [Collapse All](#)

Search Criteria

- ☒ ☐ What type of content do you want to see?
- ☐ Who owns the content you are looking for?
- ☐ What subsite do you want to search within?
- ☐ Is the content associated with any keywords or tags?
- ☐ When was the content created, modified, changed, or published?
- ☐ Under which categories is the content classified?
- ☐ What is the language of the content?
- ☐ Do you have any custom search criteria?
- ☐ Do you want the search results narrowed further?

Sorting

- ☐ How would you like the results sorted?

 [View Results](#)  [Close](#)

You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine document or file searches. (Use [Find Images - Advanced Search](#), [Create New Image Search](#), or [Edit Saved Image Search](#) to construct or revise advanced queries for images.)

You can save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

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

Set Search Criteria:

- What type of content do you want to see? – CommonSpot can filter returned results by the following content types:
 - All – No pages are eliminated because of their content type.
 - Pages – Looks for pages based on parent template. Select All Templates or the template for an individual page.
 - Uploaded Documents – Looks for an uploaded document by type (for example, PDF) or searches for documents in all available formats.
 - Registered URLs – Looks for a registered URL.
 - Templates – Looks for a template.
 - Page Sets – Looks for a page set.

- Page Set Members – Looks for member pages within a page set.
- Subsites – Looks within subsites.

What type of content do you want to see?

Content Types: ☐ All Content Types
☒ Pages
 Parent Template:
☒ Uploaded Documents
 Format:
☐ Registered URLs
☒ Templates
☐ Page Sets
☐ Page Set Members
☐ Subsites

- Who owns the content you are looking for? – This option lets you choose documents that are owned by "All Owners", the "Current user", "Members of the current user's group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select button for opening the [Add Users](#) dialog, an administrative function.

Who owns the content you are looking for?

Owner:

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

What subsite do you want to search within?

Subsite:
☒ Include Child Subsites
 

Note that you can use custom criteria to limit the number of child subsites searched, as described [below](#).

- Is the content associated with any keywords or tags?– Restrict results by providing a comma-separated list of terms or [Select Keywords](#) or [Select Tags](#) to choose from existing keywords or personal tags. Search results returns files associated with at least one of the specified terms.

☐ **Is the content associated with any keywords or tags?**

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

Tags:
 Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.

- When was the content created, modified, changed, or published? – Use this area to specify a creation, last modification, last major change, or publication date. Clicking the calendar icon displays the [Specify Date Range Duration](#) dialog for setting date criteria.

☐ **When was the content created, modified, changed, published, or expired?**

Created: All Dates 

Last Modified: All Dates 

Last Major Change: All Dates 

Published: All Dates 

Expired: All Dates 

Use the Expired option to define criteria for viewing expired pages.

- Under which categories is the content classified?– Use this area to search for files by category. This section displays categories for which you have access rights.

☐ **Under which categories is the content classified?**

Category: ☒ Any Category (or none)
☐ Document
☐ Media Library
☐ Private
☐ Standard Page

- What is the language of the content? – Looks for the language the page uses. You can select "All languages", "Current SubSite's Language", or a language used by your site such as English or Spanish.

☐ **What is the language of the content?**

Language: 

- Do you have any custom search criteria? – You can add criteria that must be matched. To build an advanced query, determine the full criteria you wish to build. See [Search Tips](#) for more detail.
 1. Field – Select the field to search against in the Field dropdown. The values you can select are "Language", "Creation Date", "Last Modification Date", "Last Major Modification Date", "Publication Date", "Subsite", "Category", "Keywords", "Owner", "Format", "Parent Template", "File

Name", "Title", or "Description".

2. Operator – Select the operator (greater than, equal to, within, and the like) from the Operator field. The operators in this dropdown depend upon what you selected in the Field dropdown list.
3. Value – Enter or select a value. The values available here depend on your selection in the Field dropdown list.
4. AND/OR – If you are searching for multiple criteria, set the AND or OR operator between each criteria line.
5. Parentheses – If you need to group criteria, use parentheses to define logic; for example, "(A or B) and C". Select parentheses from the unlabeled dropdowns that begin and end a set of criteria. To further refine more complex criteria, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

Note that selecting subsite criteria, as shown below,

and then including child subsites gives you the additional option of limiting the number of subsites to search. Use this feature for less resource-intensive processing and more relevant search results when searching subsites with many children.

- Do you want the search results narrowed further? – You can further refine the search by selecting:
 - Limit results to – Limit returned results to "All pages", "Pages modified since last login", "Pages significantly modified since last login", or "Pages created since last login".

- Indexed search string – Limit returned results to the text that you enter here and this text must be in the search collections maintained for your subsite.
- Collections to search – Limit returned results to just one of the search collections that CommonSpot maintains for your subsite.
- Other – Limit returned results so CommonSpot excludes pages with publication dates in the future or specify including expired pages.



☒ **Do you want the search results narrowed further?**

Limit results to:

Indexed search string:

Collections to search: ☐ cp-demo ☐ fefe

Other: ☐ Exclude pages with publication dates in the future ☐ Show expired pages

- Sorting: How would like the results sorted? – CommonSpot can display document search results sorted by data stored with the document. Choose from Creation date, Last modification date, Last major modification date, Publication (Release) date, Expiration date, Title, Subsite, Owner, and the contents of variables created at your site. Select either Ascending (a–z) or Descending (z–a) to set the display order for your results.



Sorting

☒ **How would you like the results sorted?**

Sort by:

Save searches by clicking Save, or, for edited searches, the Save As option at the bottom of the dialog. The [Save – Saved Search As](#) dialog displays. Click View Results to execute your search. Results display in the [Advanced Search Results](#) dialog. Click Cancel to exit without executing or saving your criteria.

Choose Page

Choose Page displays for all CommonSpot page selection operations.

Optionally add [Advanced Search](#) criteria or choose from your [Saved Searches](#).

Choose Page

Please enter the criteria by which you want to search, and any other options as desired.

Quick Find | [Advanced Search](#) | [Saved Searches](#)

Search Criteria: Contains

Search Using: ☒ Standard Metadata ☒ Full Text ☒ My Tags

Subsite: /demo/ 
☐ Include Child Subsites

Date Restrictions: None None

Order Results By: Score Descending

Show: ☒ Pages ☒ Page Sets ☒ Templates ☒ Uploaded Documents ☒ Registered URLs
☐ Custom Element Data

Results Per Page: 25

[Show Less](#)  **Search**  **Cancel**

You can set search criteria to filter results – click to view details

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

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

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

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

Click Show More/Show Less to show/hide options for ordering and displaying search results.

Date Restrictions – Select from the dropdown:

- **None** (initial default) – Use no date filters.
- **Last modification date** – The last time content was changed
- **Last major modification date** – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- **Creation date** – Search by the date content was first created.
- **Publication date** – Search by the date content was published.
- **Expiration date** – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



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

Order Results By: Pick from one of the following dropdown options:

Score: Orders results ranked by relevancy assigned to results. The score is influenced by

- Keyword matches to search criteria.
- Matches with text that appears in the title or section headings of a page or document.
- Matches with text found at the beginning of a document versus the end.
- Matches with text found numerous times in a document versus only a once.

Date: Lists results using the value selected in Date Restrictions. Pick Ascending (most recent first), or Descending (most recent last)

Subsites: Sorts alphabetically by subsite name. This is useful for searching across multiple sites.

Title: Sorts alphabetically by document title.

Document Type: Sorts results by document types, including HTML, Microsoft Word, PowerPoint, Excel, PDF, etc.

Show: Defaults to all but custom element data. Select CommonSpot file types to include in your search.

Results per Page: Select from the dropdown to limit or display all results a single page.

Click Search to run the search and advance to the [Search Results](#) dialog. Click Cancel to exit and restore default settings.

Choose Page Search Results

Choose Page Search Results displays for all CommonSpot page selection operations.

Choose Page - Search Results

The following are the results of your search. To modify your search, please enter new criteria below.

Search Criteria: Filter

Search Using: ☒ Standard Metadata ☒ Full Text ☒ My Tags

Subsite: Include Child Subsites

Date Restrictions:

[Select Date Options](#)

Date	Page Title	Subsite	Score	Actions
2010-03-15	About Us	/demo/about/	0.0	
2010-04-07	Academic Resources	/demo/academics/	0.0	
2010-03-03	Add Department	/demo/webadmin/	0.0	
2010-03-15	Add Locations	/demo/alumni/	0.0	
2009-07-07	Add Locations	/demo/webadmin/	0.0	
2009-06-22	Add New Event Category	/demo/webadmin/	0.0	
2009-07-07	Add a Job Listing	/demo/webadmin/	0.0	
2009-06-23	Add a book	/demo/facultyandstaff/web/	0.0	
2009-12-14	Admission Guidelines	/demo/futurestudents/	0.0	
2009-06-22	Admissions	/demo/admission/	0.0	
2009-06-22	African Student Association	/demo/campuslife/	0.0	
2009-06-22	After You Are Admitted	/demo/admission/	0.0	
2009-06-22	Alpha Kappa Alpha Sorority	/demo/campuslife/	0.0	
2009-06-22	Alpha Phi Alpha Fraternity	/demo/campuslife/	0.0	

Result Pages: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [Next](#) [Previous](#)

204 matches found. Showing results 1 through 25.
Highlighted: /demo/webadmin/Add Department

[Use Highlighted Page](#) [Close](#)

Results Pages at the bottom of the dialog lists the number of returns. Buttons for next or "go to end" display for results exceeding seven pages.

Select a page and click Use Highlighted Page to use this page for the current page collection or page selection operation.

Click New Search to display the [Find](#) dialog for selecting new search criteria.

Click a link in the Page Title column, or mouseover to view the page window icon and conveniently launch the page in a separate window:



You can set search criteria to filter results – results include some or all of these options:

To view items for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. The defaults for these options are set through Site Administration – Properties and Settings – Report Settings. See Report Settings in the Administrator's Reference.

You can filter using these options. Click Filter to apply and display items that meet your criteria.

- Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.
- Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.
- Date Restrictions – Select from the dropdown:
 - None (initial default) – Use no date filters.
 - Last modification date – The last time content was changed
 - Last major modification date – The last time content was changed with the setting Treat change as significant, an organization–configurable option that has no effect on CommonSpot versioning.
 - Creation date – Search by the date content was first created.
 - Publication date – Search by the date content was published.
 - Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction for past events displays past options only. Optionally pick from the options below:



Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.

- Last Major Modification Date – Filters results based on the date of last major change. This is an organization–defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click to sort by column head. The Date column uses values defined in  Select Date Options. The Score column ranks results.

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

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



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

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

Select Date Options				
Date	Page Title	State	Subsite	Actions
2010-01-25	 Landing Page Template (template)	✓	/demo/	   
2010-01-25	 Welcome	✓	/d	   
2010-01-22	 My Page 6	✓ W	/d	   
2010-01-20	 See Also Reference	✓	/d	   
2010-01-20	 See also references (template)	✓ W	/d	   

Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.
- Security: Displays type–specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).
- Inheritance Security: This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.
- My Tags: Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.

- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions dropdown to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Choose Page Saved Searches

This dialog displays for choosing pages from your saved searches. Use the links at the top to toggle between this and other search options.

Choose Page - Saved Searches

The saved searches for pages, uploaded documents and registered urls in this site are listed below.

[Quick Find](#) | [Advanced Search](#) | **Saved Searches**

Date restriction: None None Filter

Search: Name or Description Contains

Name or Description
Owner

[Select Date Options](#) Select All Deselect All

Name ^	Description	Owner	Date	Shared	Actions
★  Bulleted list IMAGES	Bullet symbols currently in use throughout the site and all child subsites	Editor Allpages	2010-01-04	✓	    
★  Editors'+IMAGES		Editor Allpages	2010-01-27	✓	    
★  External URL search	All pages containing links to external content	Editor Allpages	2010-01-04	✓	    
★  Faculty IMAGES	Current faculty head shots	Editor Allpages	2010-01-04	✓	    
★  Officially "owned" pages	Pages that I own, but don't typically edit...	Editor Allpages	2010-01-04	✓	    
★  Recreation pages...	Local student recreation pointers - need to integrate with Park Service database	Editor Allpages	2010-01-04	✓	    
"Previous" - "Next" page					

[Add New Saved Search](#) More Actions... Go

10 items found. Close

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed

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

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



You can set search criteria to filter results – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.

Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization–defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click the first column head to sort by favorite/non–favorite status. Click the next column heads to sort alphabetically by name, description, date, or shared status. Date values are determined by selections made in Select Date Options.

Click the star icon  in the first column of the table to toggle Favorite/Non–favorite status. Favorites display in this table and in My CommonSpot. You can also set rank within favorites by clicking the column head to order

saved searches, or clicking and dragging items to change display order for saved searches in My CommonSpot.

(Note: For IE, click on the Name or Title, instead of the entire row.)

Click the run icon  in the Actions column to execute the saved search.

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

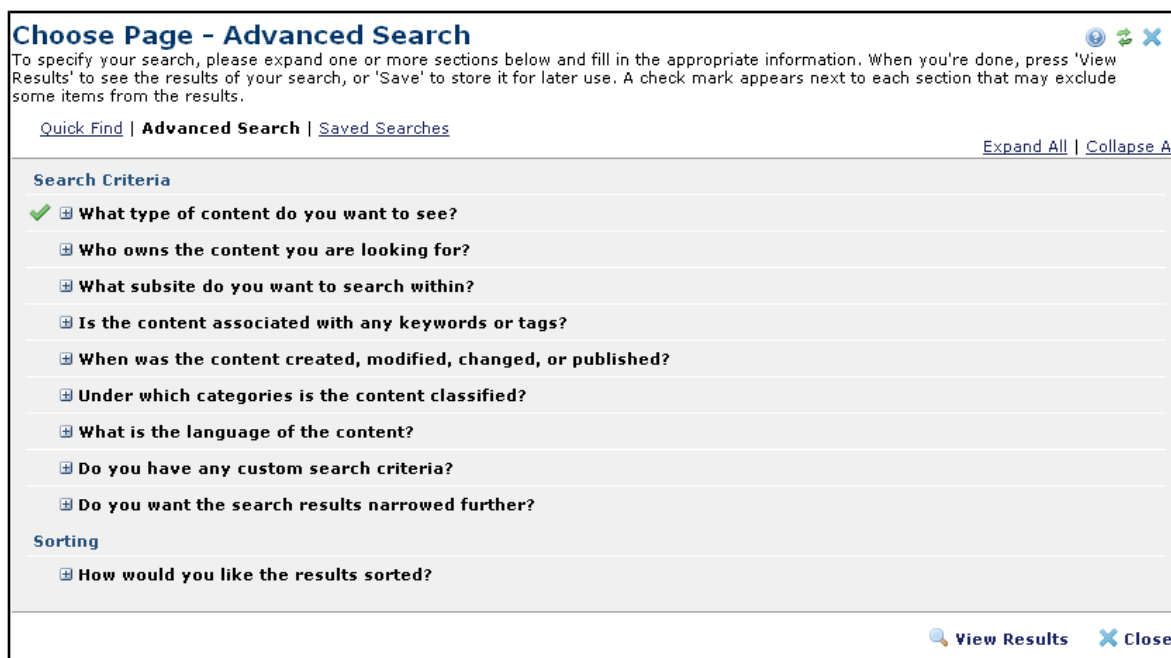
Click the Security icon  to display the [Saved Searches Security](#) dialog for sharing saved searches with groups or users at your site. Enabling multi-user access to searches sets status to Shared .

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

Click Add New Saved Search. The [Create Saved Search](#) wizard displays for adding a new saved search.

Choose Page– Advanced Search

The Choose Page dialog displays for multiple CommonSpot page selection operations. Access this option by clicking Advanced Search from the Choose Page dialog.



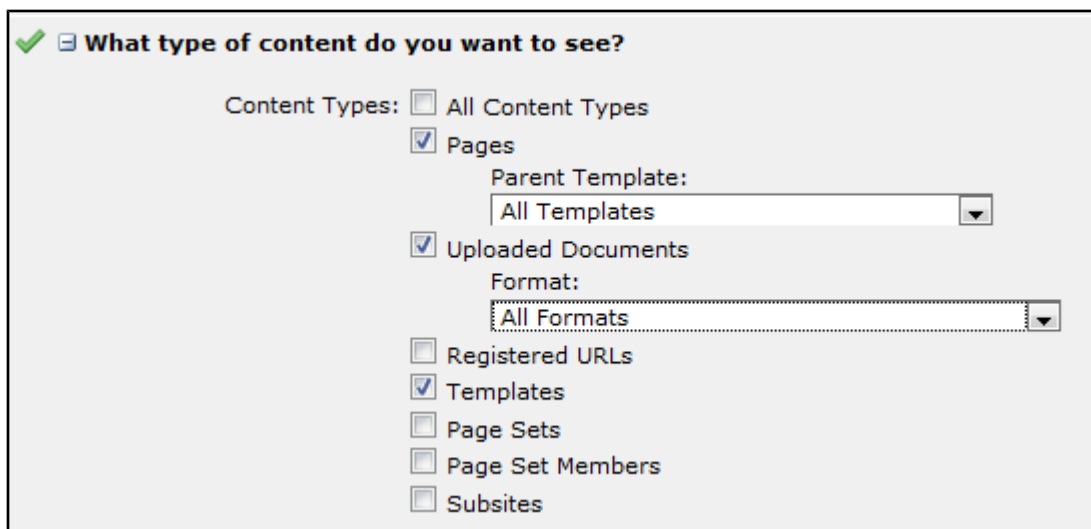
You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine document or file searches. (Use [Find Images – Advanced Search](#), [Create New Image Search](#), or [Edit Saved Image Search](#) to construct or revise advanced queries for images.)

You can save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

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

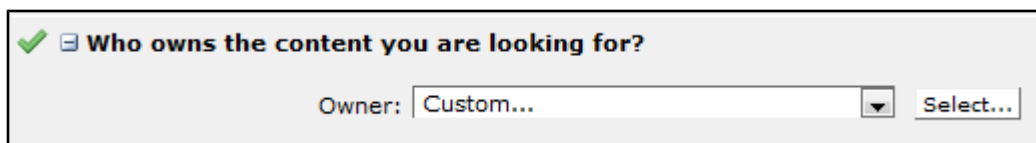
Set Search Criteria:

- What type of content do you want to see? – CommonSpot can filter returned results by the following content types:
 - All – No pages are eliminated because of their content type.
 - Pages – Looks for pages based on parent template. Select All Templates or the template for an individual page.
 - Uploaded Documents – Looks for an uploaded document by type (for example, PDF) or searches for documents in all available formats.
 - Registered URLs – Looks for a registered URL.
 - Templates – Looks for a template.
 - Page Sets – Looks for a page set.
 - Page Set Members – Looks for member pages within a page set.
 - Subsites – Looks within subsites.



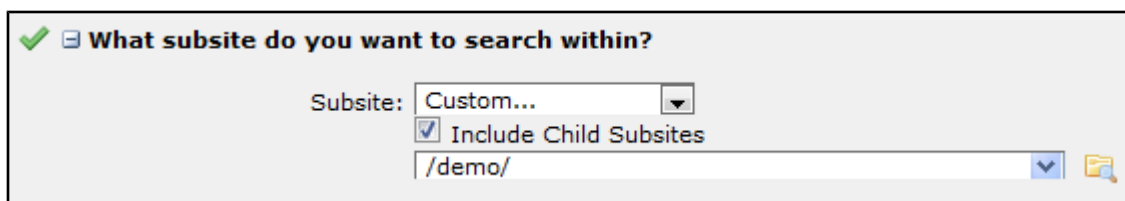
A screenshot of a web interface dialog box titled "What type of content do you want to see?". The dialog has a green checkmark icon and a close button. It contains a list of content types with checkboxes: "All Content Types" (unchecked), "Pages" (checked), "Uploaded Documents" (checked), "Registered URLs" (unchecked), "Templates" (checked), "Page Sets" (unchecked), "Page Set Members" (unchecked), and "Subsites" (unchecked). Below "Pages" is a "Parent Template:" dropdown menu set to "All Templates". Below "Uploaded Documents" is a "Format:" dropdown menu set to "All Formats".

- Who owns the content you are looking for? – This option lets you choose documents that are owned by "All Owners", the "Current user", "Members of the current user's group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select button for opening the [Add Users](#) dialog, an administrative function.



A screenshot of a web interface dialog box titled "Who owns the content you are looking for?". The dialog has a green checkmark icon and a close button. It contains an "Owner:" label followed by a dropdown menu set to "Custom..." and a "Select..." button.

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



What subsite do you want to search within?

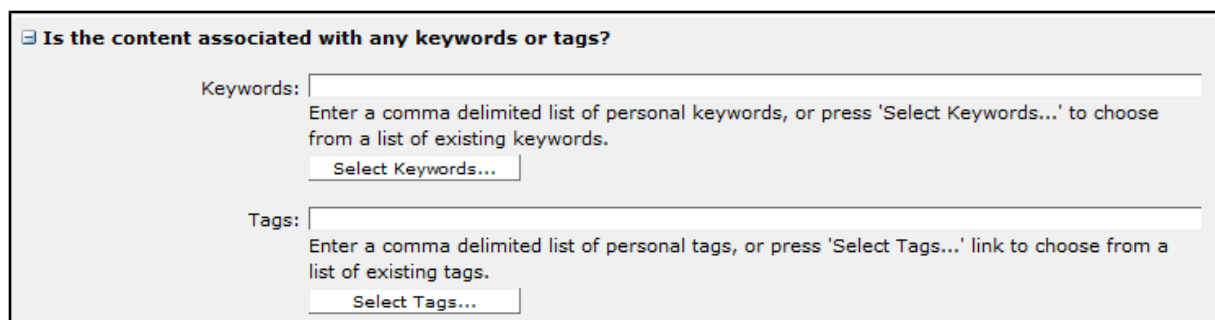
Subsite: Custom...

☒ Include Child Subsites

/demo/

Note that you can use custom criteria to limit the number of child subsites searched, as described [below](#).

- Is the content associated with any keywords or tags?– Restrict results by providing a comma-separated list of terms or [Select Keywords](#) or [Select Tags](#) to choose from existing keywords or personal tags. Search results returns files associated with at least one of the specified terms.



Is the content associated with any keywords or tags?

Keywords:

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

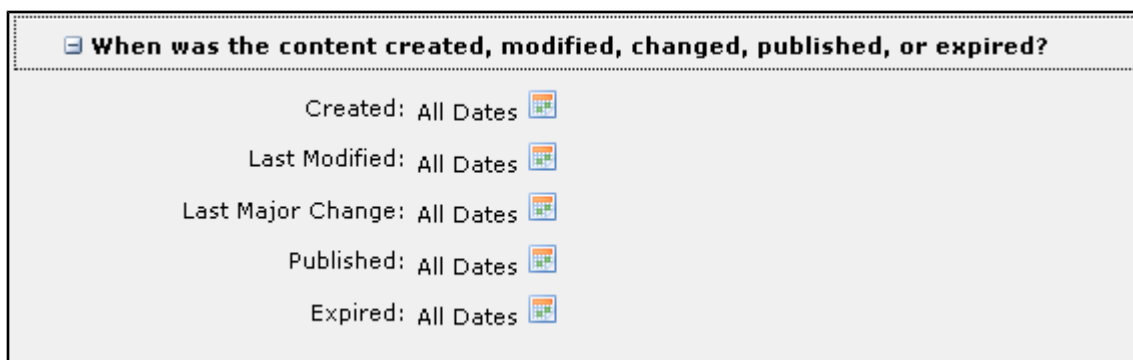
Select Keywords...

Tags:

Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.

Select Tags...

- When was the content created, modified, changed, or published? – Use this area to specify a creation, last modification, last major change, or publication date. Clicking the calendar icon displays the [Specify Date Range Duration](#) dialog for setting date criteria.



When was the content created, modified, changed, published, or expired?

Created: All Dates

Last Modified: All Dates

Last Major Change: All Dates

Published: All Dates

Expired: All Dates

Use the Expired option to define criteria for viewing expired pages.

- Under which categories is the content classified?– Use this area to search for files by category. This section displays categories for which you have access rights.



Under which categories is the content classified?

Category: ☒ Any Category (or none)

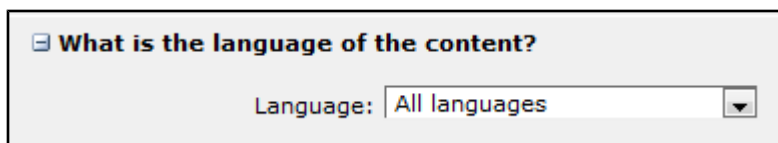
☐ Document

☐ Media Library

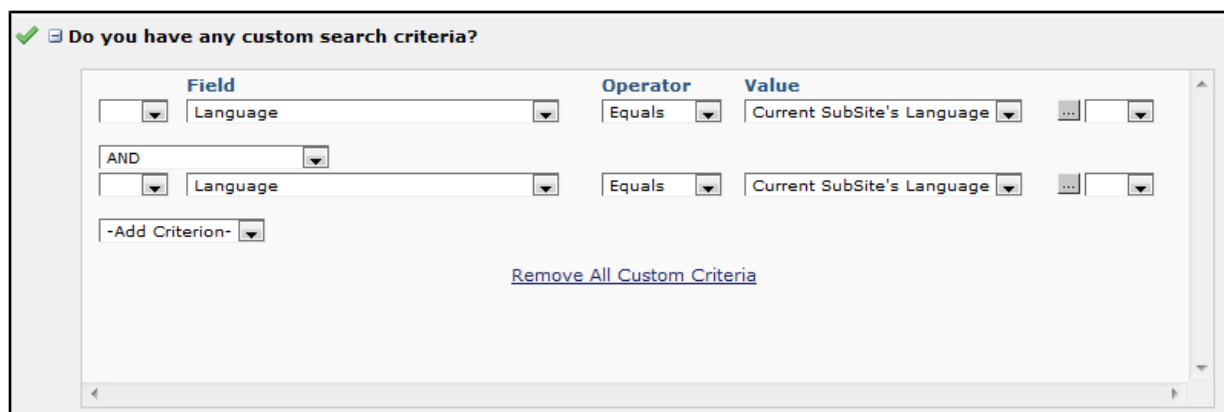
☐ Private

☐ Standard Page

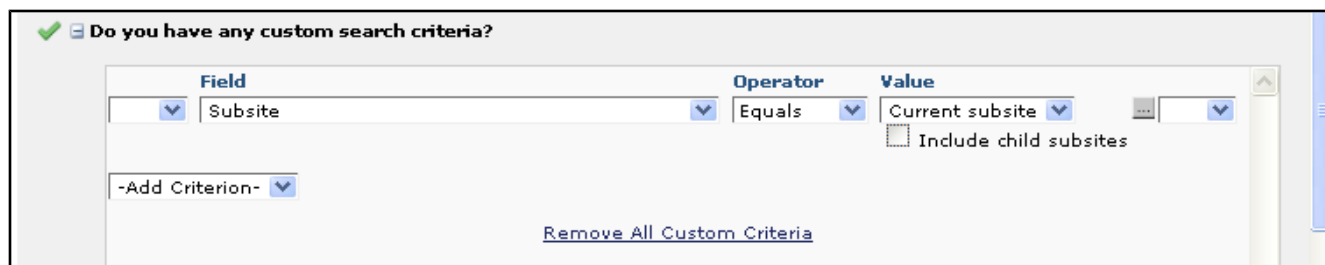
- What is the language of the content? – Looks for the language the page uses. You can select "All languages", "Current SubSite's Language", or a language used by your site such as English or Spanish.



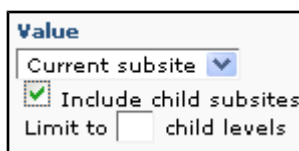
- Do you have any custom search criteria? – You can add criteria that must be matched. To build an advanced query, determine the full criteria you wish to build. See [Search Tips](#) for more detail.
 1. Field – Select the field to search against in the Field dropdown. The values you can select are "Language", "Creation Date", "Last Modification Date", "Last Major Modification Date", "Publication Date", "Subsite", "Category", "Keywords", "Owner", "Format", "Parent Template", "File Name", "Title", or "Description".
 2. Operator – Select the operator (greater than, equal to, within, and the like) from the Operator field. The operators in this dropdown depend upon what you selected in the Field dropdown list.
 3. Value – Enter or select a value. The values available here depend on your selection in the Field dropdown list.
 4. AND/OR – If you are searching for multiple criteria, set the AND or OR operator between each criteria line.
 5. Parentheses – If you need to group criteria, use parentheses to define logic; for example, "(A or B) and C". Select parentheses from the unlabeled dropdowns that begin and end a set of criteria. To further refine more complex criteria, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".



Note that selecting subsite criteria, as shown below,



and then including child subsites gives you the additional option of limiting the number of subsites to search. Use this feature for less resource-intensive processing and more relevant search results when searching subsites with many children.



The 'Value' dialog box contains the following options:

- A dropdown menu set to 'Current subsite'.
- A checked checkbox labeled 'Include child subsites'.
- A text input field labeled 'Limit to' followed by 'child levels'.

- Do you want the search results narrowed further? – You can further refine the search by selecting:
 - Limit results to – Limit returned results to "All pages", "Pages modified since last login", "Pages significantly modified since last login", or "Pages created since last login".
 - Indexed search string – Limit returned results to the text that you enter here and this text must be in the search collections maintained for your subsite.
 - Collections to search – Limit returned results to just one of the search collections that CommonSpot maintains for your subsite.
 - Other – Limit returned results so CommonSpot excludes pages with publication dates in the future or specify including expired pages.



The dialog box titled 'Do you want the search results narrowed further?' contains the following controls:

- 'Limit results to:' followed by a dropdown menu currently showing 'All pages'.
- 'Indexed search string:' followed by a text input field.
- 'Collections to search:' followed by two checkboxes, 'cp-demo' and 'feff'.
- 'Other:' followed by two checkboxes: 'Exclude pages with publication dates in the future' and 'Show expired pages'.

- Sorting: How would like the results sorted? – CommonSpot can display document search results sorted by data stored with the document. Choose from Creation date, Last modification date, Last major modification date, Publication (Release) date, Expiration date, Title, Subsite, Owner, and the contents of variables created at your site. Select either Ascending (a-z) or Descending (z-a) to set the display order for your results.



The 'Sorting' dialog box contains the following controls:

- A checked checkbox labeled 'How would you like the results sorted?'.
- 'Sort by:' followed by a dropdown menu showing 'Creation date' and a second dropdown menu showing 'Ascending'.

Save searches by clicking Save, or, for edited searches, the Save As option at the bottom of the dialog. The [Save – Saved Search As](#) dialog displays. Click View Results to execute your search. Results display in the [Advanced Search Results](#) dialog. Click Cancel to exit without executing or saving your criteria.

Choose Page – Advanced Search Results

Choose Page Advanced Search Results displays when you search using [Advanced Search](#) options.

Choose Page - Advanced Search Results

The following pages, templates, uploaded documents and registered URLs meet the specified filter criteria.

[Select Date Options](#) [Select All](#) [Deselect All](#)

Date	Page Title	State	Subsite	Actions
2010-03-17	Base Plus One (template)	✓	/demo/	
2010-04-13	Welcome	✓ W	/demo/	
2010-07-16	Landing Page Template (template)	✓	/demo/	
2010-03-17	Academics	✓	/demo/academics/	
2010-03-16	About Us	✓	/demo/about/	
2010-03-17	Campus Life	✓	/demo/campuslife/	
2010-03-17	Admissions	✓	/demo/admission/	
2010-03-17	Alumni Chapter Page (template)	✓	/demo/alumni/	
2010-03-17	Edit My Account	✓	/demo/facultyandstaff/web/	

236 item(s) found. [Use Highlighted Page](#) [Close](#)

Select a page and click Use Highlighted Page to use this page for the current page collection or page selection operation.

Click Close to exit the results page and select new search criteria.

Use [Select Date Options](#) to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark ✓ indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click to sort by column head. The Date column uses the values set in [Select Date Options](#). The Page Title column sorts alphabetically.

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

W Blue W indicates Work in Progress by others .

P Orange P indicates pending my approval.

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

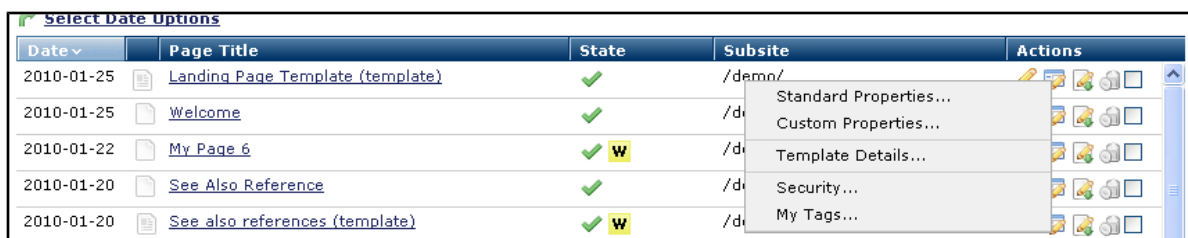
For more information, see [Content States](#) , [Page View Modes](#), and the [View Menu](#).

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



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

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



Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.
- Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).
- Inheritance Security: This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.
- My Tags: Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.
- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.

- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions drop-down to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon  , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Search Tips

CommonSpot's advanced search capabilities enable you to refine searches through a set of logical operators available through an expression builder under the section Do you have any custom search criteria option in the Find – or Choose – Advanced Search operations.

Review the following for details on using these operators.

- [Search Case Sensitivity](#)
- [Multiple Word Search](#)
- [WILDCARD Operator and Characters](#)
- [OR Operator](#)
- [NEAR Operator](#)
- [NEAR N Operator](#)
- [PARAGRAPH Operator](#)
- [PHRASE Operator](#)
- [SENTENCE Operator](#)
- [WILDCARD Operator and Characters](#)
- [WORD Operator](#)

Search Case Sensitivity

If you enter a mixed case string (mixed upper and lower case), case sensitivity is applied to the search. If you enter an all upper case or all lower case entry, case sensitivity is not applied.

Search String	Matches
Hello	Hello hello HELLO
Hello	Hello
HELLO	Hello hello HELLO

Multiple Word Search

Words separated by spaces behave as if they had a logical AND between them. Words separated by commas behave as if they had a logical OR between them.

Search String	Matches
hello, world	Documents that have either hello OR world somewhere in the document
hello world	Documents that have both hello AND world somewhere in the document

Wildcards

Wildcard '*' matches any number of (0 to n) characters

Wildcard '?' matches only one character

Search String	Matches
behav*	behaving, behave etc.
behav?	behave
*ion	information, fusion etc.
?ite	kite, Site etc.

OR Operator

Selects documents that show evidence of at least one of your search terms. Documents returned using the OR operator are ranked by relevance.

To search for documents that contain stemmed variations of the word "election" or the phrases "national elections" or "senatorial race", you can enter the following:

election OR national elections OR senatorial race

Only those documents that contain at least one of the search terms, or a stemmed variation of at least one of them, are returned and ranked according to their scores.

NEAR Operator

Selects documents containing specified search terms within close proximity to one another. Document scores are calculated based on the number of words between search terms in each document as compared to each of the other documents. If the search expression includes two words and those words occur next to each other in a document, the region size is two words long. Thus, the document with the smallest possible region containing all search terms always receives the highest score. Documents in which the search terms do not appear within 1000 words of each one another are not returned, because even if all the search terms appear in the document, they are probably too far apart to be meaningful within the context of the document.

The NEAR operator is similar to the other proximity operators in the sense that the search terms you enter must be found within close proximity of one another. However, unlike other proximity operators, the NEAR operator compares the proximity of the search terms in each document to the proximity of the search terms in each of the other documents and assigns scores based on its calculations. For example, when the search

expression NEAR is used to find two words close to each other, a document that has the specified words within five words of each other is scored higher than a document that has the specified words within nine words of each other.

To retrieve relevance-ranked documents that contain stemmed variations of the words "war" and "peace" within close proximity to each other, you can enter the following:

war <NEAR> peace

NEAR/N Operator

Selects documents containing two or more words within N number of words of each other, where N is an integer. Document scores are calculated based on the distance of the specified words when they are separated by N words or less.

Like the NEAR operator, the NEAR/N operator compares the proximity of the search terms in each document to the proximity of the search terms in each of the other documents and assigns scores based on its calculations. Unlike the NEAR operator, the NEAR/N operator returns search results only for documents where the search terms are within N words of one another. A document where the specified words do not occur within five words of each another is not returned in the search results.

The N variable can be any integer between 1 and 1,024, where NEAR/1 searches for two words that are next to each other. If N is 1,000 or above, you must specify its value without commas, as in NEAR/1000. You can specify multiple search terms using multiple instances of NEAR/N, as long as the value of N is the same.

For example, to retrieve relevance-ranked documents that contain stemmed variations of the words "commute," "bicycle," "train," and "bus" within 10 words of each one another, you can enter the following:

commute <NEAR/10> bicycle <NEAR/10> train <NEAR/10> bus

PARAGRAPH Operator

Finds documents that include all of your search terms within a paragraph. Valid search terms are two or more words or phrases. You can specify search terms in a sequential or a random order. Documents are returned as long as the search terms appear in the same paragraph.

To retrieve relevance-ranked documents that contain stemmed variations of the word "drug" and the phrase "cancer treating" within the same paragraph, you can enter the following:

drug <PARAGRAPH> cancer treating

To search for three or more words or phrases within a single paragraph, you must use the PARAGRAPH operator between each word or phrase. For example:

drug <PARAGRAPH> cancer treating <PARAGRAPH> cancer cure

You can use the PARAGRAPH operator with the ORDER modifier to perform ordered proximity searches.

PHRASE Operator

Returns documents that include a phrase that you specify. A phrase is a grouping of two or more words that occur next to each other in a specific order.

By default, two or more words separated by a space are considered to be a phrase in simple syntax. In addition, two or more words enclosed in double quotes are considered to be a phrase. To retrieve relevance-ranked documents that contain the phrase "mission oak" you can enter any of the following:

mission oak

"mission oak"

mission <PHRASE> oak

<PHRASE> (mission, oak)

SENTENCE Operator

Returns documents where all of the words you specify appear within a single sentence. You can specify search terms in a sequential or a random order. Documents are retrieved as long as search terms appear in the same sentence.

To retrieve relevance-ranked documents that contain stemmed variations of the words "American" and "innovation" within the same sentence, you can enter the following:

american <SENTENCE> innovation

<SENTENCE> (american, innovation)

You can use the SENTENCE operator with the ORDER modifier to perform ordered proximity searches.

WILDCARD Operator and Characters

Selects documents that contain matches to a wildcard search string. A wildcard search string consists of a word stem combined with special characters. The WILDCARD operator lets you define a wildcard search string, which can be used to locate related word matches in documents. For example, to retrieve documents that contain words such as "pharmaceutical," "pharmacology," and "pharmacodynamics," you can enter the following: pharmac*

Documents are not relevance-ranked unless the MANY modifier is used, as in:

<MANY> pharmac*

The wildcard characters '*' and '?' automatically enable wildcard searching. To use other constructs, use the WILDCARD operator in conjunction with any of the characters below.

Character	Function
?	Specifies any single alphanumeric character, as in ?an, which locates "ran," "pan," "can," and "ban." You don't have to use the WILDCARD operator when you use the question mark. The question mark is ignored in a set ([]) or in an alternative pattern ({ }).
*	Specifies zero or more of any alphanumeric character, as in corp*, which locates "corp," "corporate," "corporation," "corporal," and "corpulent." You don't have to use the WILDCARD operator when you use the asterisk; you should avoid using the asterisk as the first character of a wildcard string because it uses computing resources intensively. The asterisk is ignored in a set ([]) or in an alternative pattern ({ }).
[]	Specifies one of any character in a set, as in <WILDCARD> `[auct]`, which locates "cat," "cut,"

	and "cot." You must enclose the word that includes a set in backquotes (`). The backquote character normally shares a keyboard key with the tilde (~), near the upper left corner of the keyboard. Space characters are not allowed in a set..
{ }	Specifies one of each pattern separated by a comma, as in <WILDCARD> `bank{s,er,ing}`, which locates "banks," "banker," and "banking." You must enclose the word that includes a pattern in backquotes (`). Space characters are not allowed in a set.
^	Specifies one of any character not in the set, as in <WILDCARD> `st[^oa]ck`, which excludes "stock" and "stack" but returns "stick" and "stuck." The caret (^) must be the first character after the left bracket ([]) that introduces a set.
-	Specifies a range of characters in a set, as in <WILDCARD> `c[a-r]t`, which locates every three-letter word from "cat" to "crt."

WORD Operator

Selects documents that include one or more instances of the exact word you specify, with no variations. For example, to search for documents that contain the word "rhetoric," without also considering the words "rhetorical" and "rhetorician," you can enter the following:

<WORD> rhetoric

Documents are not relevance-ranked unless the MANY modifier is used, as in:

<MANY> <WORD> rhetoric

Find Images

Click Tools – Find Images to locate images available at your site. The Find Images dialog displays Quick Find options. Use dropdown options to refine your search by Subsite, Category, and Owner information. Optionally, use the Search Type field to include Keywords and Tags or Common Fields in your search.

For simple searches, you can also use the Quick Find option displayed at the top of every CommonSpot page. See the description of this feature in the [CommonSpot Workspace](#).

To perform a more detailed search on image metadata, click [Advanced Search](#) or choose from any available [saved image searches](#).

Find Images

Please enter the criteria by which you want to search, and any other options as desired.

[Quick Find](#) | [Advanced Search](#) | [Saved Searches](#)

Search Criteria: Contains

Subsite: /demo/ 

☒ Include Child Subsites

Search Using: ☒ Standard Metadata ☒ Keywords ☒ My Tags

[Show More](#)  **Search**  **Cancel**

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

Subsite – Select from the dropdown, or click the subsite search icon .

Optionally check Include Child Subsites to search within the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Search Using – Optionally click Standard Metadata to search using file name, page title, description or other standard page information, Keywords to include them in your image search, or My Tags to search using any personal tags you assigned to content.

Click Show More to view these options:

Date Restrictions: None None

Order Results By: Creation date Descending

Owner: My Groups
 Anyone
 Me
 My Groups
 Me or My Groups
 Not Me or My Groups

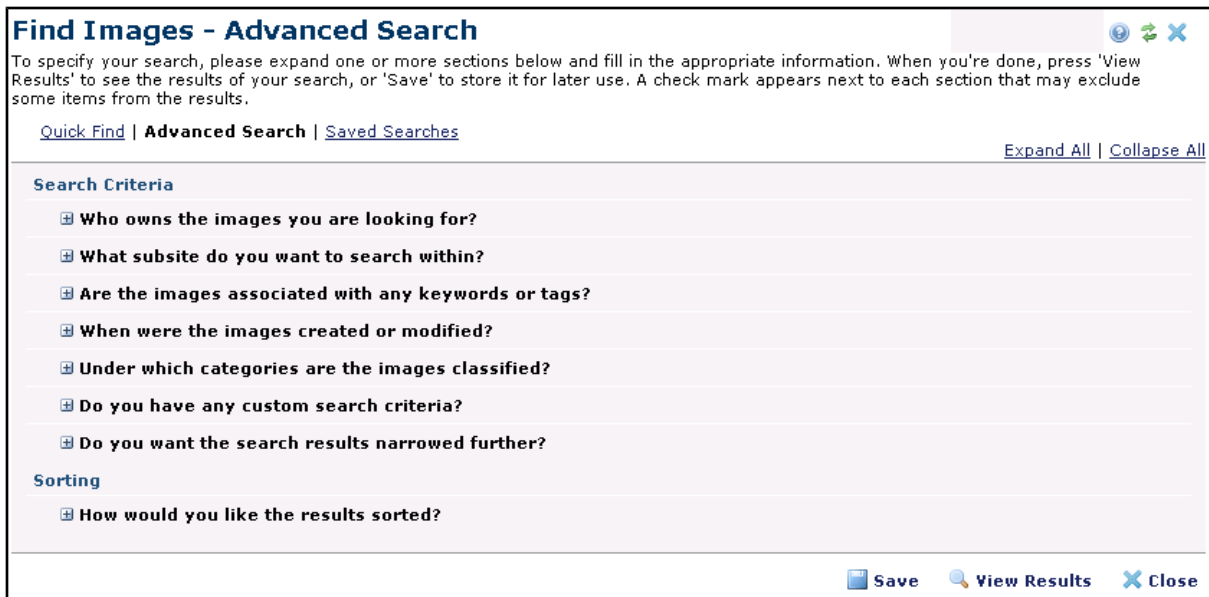
Image Type: All

[Show Less](#)  **Search**  **Cancel**

Click Search to apply your criteria, or Cancel to exit. See [Find Image Search Results](#)

Find Images – Advanced Search

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



Find Images - Advanced Search

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

[Quick Find](#) | **Advanced Search** | [Saved Searches](#) [Expand All](#) | [Collapse All](#)

Search Criteria

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

Sorting

- ☒ How would you like the results sorted?

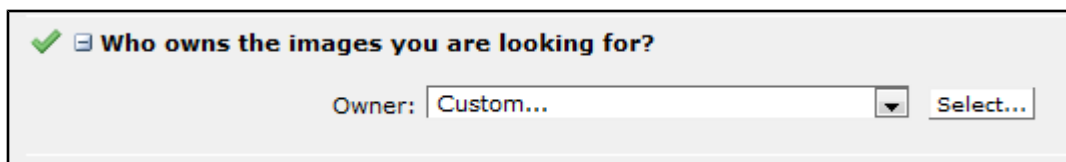
Save View Results Close

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

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

Search Criteria gives you the following options:

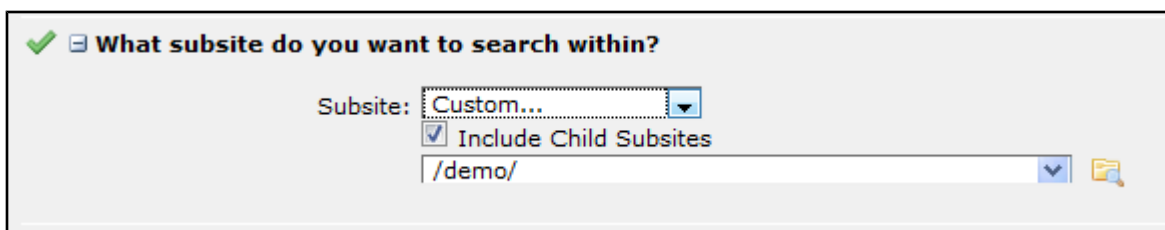
- Who owns the images you are looking for? – This option lets you choose images that are owned by "All Owners", the "Current user", "Members of the current user's group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select, which when clicked, opens the Add Users dialog. (This dialog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



Who owns the images you are looking for?

Owner:

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



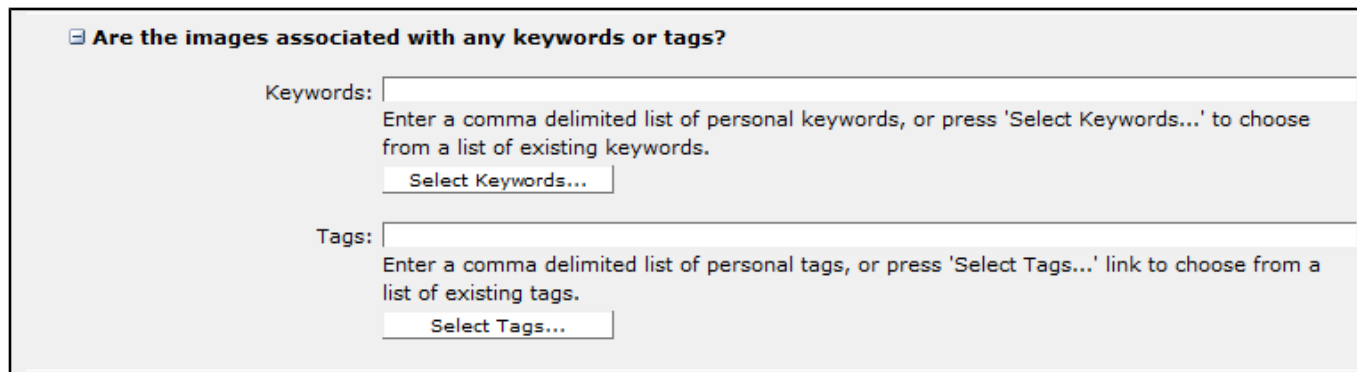
✓ **What subsite do you want to search within?**

Subsite: Custom... 

☒ Include Child Subsites

/demo/  

- Are the images associated with any keywords or tags? – Restrict results by providing a comma-separated list of terms or click [Select Keywords](#) or [Select Tags](#) to choose from existing keywords or personal tags. To be included in the results, an image must be associated with at least one of the specified terms.

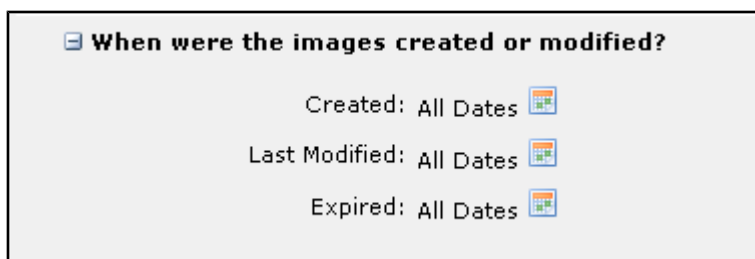


Are the images associated with any keywords or tags?

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

Tags:
Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.

- When were the images created or modified? – Use this area to specify a creation or modification date. Clicking the calendar icon, displays the [Specify Date Range Duration](#) dialog for setting date criteria.



When were the images created or modified?

Created: All Dates 

Last Modified: All Dates 

Expired: All Dates 

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

 **Under which categories are the images classified?**

Category: ☒ Any Category (or none)

☐ Around Boston

☐ Athletics

☐ Banner

☐ Buildings

☐ Bullet

☐ Button

☐ Faculty & Staff Photo

☐ General

☐ Landing Photo

☐ Logos

☐ Residence Photos

Do you have any custom search criteria?

You can add criteria that must matched. To build an advanced query, determine the full criteria you wish to build. For each criterion:

1. Field – Select the field to search against in the Field drop down list. The values you can select are "Sub-site", "Creation Date", "Last Modified Date", "Category", "Keywords", "Owner", "Format", "File Name", and "Owner".
2. Operator – Select the operator (greater than, equal to, within, and so on) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.
3. Value – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.
4. AND/OR – If multiple criteria are used, set the AND or OR operator between each criteria line.
5. Parentheses – If more than one criteria needs to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

  **Do you have any custom search criteria?**

Field	Operator	Value
Keywords	Equals	Choose...
AND		
Subsite	Equals	Current subsite
		☒ Include child subsites
-Add Criterion-		

[Remove All Custom Criteria](#)

Note that selecting subsite criteria, as shown below,

Do you have any custom search criteria?

Field	Operator	Value
Subsite	Equals	Current subsite

☐ Include child subsites

[Remove All Custom Criteria](#)

and then including child subsites gives you the additional option of limiting the number of subsites to search. Use this feature for less resource-intensive processing and more relevant search results when searching subsites with many children.

Value

Current subsite

☒ Include child subsites

Limit to child levels

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

Do you want the search results narrowed further?

Image Type: All Images

Image Format: All Formats

Collections to search: ☐ cp-demo ☐ fefe

- Sorting: How would you like the results sorted? – CommonSpot can display image search results sorted by data stored with the image. Choose from Creation date, Last modification date, File Name, Subsite location, a site-defined category, the image owner, image file type – public (or shared) images or private (images you own that are not shared), size, width, or height. Select either Ascending (a-z) or Descending (z-a) to set display order for your results.

Sorting

How would you like the results sorted?

Sort by: Owner Ascending

You can save searches by clicking the Save icon, or for edited searches, the Save As option at the bottom of the dialog. The [Save Saved Search As](#) dialog displays. Click View Results to execute your search. Results display in the [Find Image Search Results](#) dialog.

Click Cancel to exit without searching or saving.

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

All Saved Searches

Use Tools – Saved Searches to review all saved searches for which you have privileges. You can also toggle to display this view in My Favorite Saved Searches by clicking My CommonSpot – Saved Searches – View All.

Use the links at the top to toggle between these views. Features for both are the same. See [My Favorite Saved Searches](#).

All Saved Searches   

The saved searches for pages, uploaded documents and registered urls in this site are listed below.

[My Favorite Saved Searches](#) | **All Saved Searches**

Show: All  **Type:** All  Filter
Date restriction: None  None 
Search: Name or Description  Contains 

 [Select Date Options](#)

Name ^	Description	Owner	Date	Shared	Actions
★  Bulleted list IMAGES	Bullet symbols currently in use throughout the site and all child subsites	Editor Allpages	2010-01-04	✓	    
★  Editors'+IMAGES		Editor Allpages	2010-01-27	✓	    
★  External URL search	All pages containing links to external content	Editor Allpages	2010-01-04	✓	    
★  Faculty IMAGES	Current faculty head shots	Editor Allpages	2010-01-04	✓	    
★  Officially "owned" pages	Pages that I own, but don't typically edit...	Editor Allpages	2010-01-04	✓	    
★  Recreation pages...	Local student recreation pointers - need to integrate with Park Service database	Editor Allpages	2010-01-04	✓	    
"Previous" - "Next" page					

 [Add New Saved Search](#) More Actions...  Go

 **10 items found.**  Close

Use the Show dropdown to select a saved search view: All (includes shared, non-shared and default), Shared (distributed to others' shared search view), Non-shared (view is restricted to the search creator), Others Shared (shared search views).

Use the Type dropdown to include/exclude image or page searches.

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed
- Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by the date content was first created.
- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



Search: Pick a category. You must use two or more characters for "contains" searches.

Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click the first column head to sort by favorite/non-favorite status. Click the next column heads to sort alphabetically by name, description, date, or shared status. Date values are determined by selections made in Select Date Options.

Click the star icon  in the first column of the table to toggle Favorite/Non-favorite status. Favorites display in this table and in My CommonSpot. You can also set rank within favorites by clicking the column head to order saved searches, or clicking and dragging items to change display order for saved searches in My CommonSpot. (Note: For IE, click on the Name or Title, instead of the entire row.)

Click the run icon  in the Actions column to execute the saved search.

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

The Date column uses values defined by Select Date Options.

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

The State column indicates status for each page in this report. A green check mark  indicates currently active pages. This column also includes user  or group  ownership status (where applicable). Mouseover to view owner details.

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



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

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

Select Date Options				
Date	Page Title	State	Subsite	Actions
2010-01-25	 Landing Page Template (template)		/demo/	   
2010-01-25	 Welcome		/d	   
2010-01-22	 My Page 6	 	/d	   
2010-01-20	 See Also Reference		/d	   
2010-01-20	 See also references (template)	 	/d	   

Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Details: Displays specifics for the selected page, template, or uploaded file. See [Page Details](#), [Template Details](#), and [Uploaded Document Details](#), for information presented for these file types. The Details option does not display for registered URLs.
- Security: Displays type-specific security settings for the selected item. Options displayed to authors derive from administrative settings. See [Page Security](#), [Template Security](#), [Image Security](#), and [Uploaded Document Security](#), and [Content Security](#).
- Inheritance Security: This option displays for objects that inherit security attributes from a parent object, such as templates or pages. See [Template Inheritance Security](#). Click to view or change.
- My Tags: Displays any personal tags associated with the page, template, or uploaded file. See [My Tags](#).

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

- [Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.
- [Create Work Request](#) – Allows the current user to submit a work request for the current page.
- [Change Owner](#) – Define a new user or group owner for the current page or object.

- [Lock/Unlock Page](#) – Allow/exclude page updates.
- [View Usage Statistics](#) – Review contributor activity.
- [View Referring Pages](#) – View a list of pages linking to the selected page and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the selected page.
- [Manage Notes](#) – View any notes associated with the selected page.

More Actions: Click one or more checkboxes and select the appropriate option from the More Actions drop-down to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Save Saved Search As

Use this dialog to rename Saved Searches. Click the edit icon for an existing saved search in either My CommonSpot or Tools – Saved Searches to display the Edit Saved Search dialog, then click Save As.



The dialog box is titled "Save Saved Search As" and includes a subtitle "Please enter a name and description for this search." It contains three input fields: "Saved Search Name:" with the text "Copy 2 of Test SS 2", "Description:" with the text "Test SS 2", and "Favorite:" with a dropdown menu showing "Non-favorite" selected. The dropdown menu is open, showing options: "Non-favorite", "Favorite (near top)", and "Favorite (near bottom)". At the bottom right, there are "Save" and "Cancel" buttons.

Saved Search Name: Required. Enter a new name.

Description: Optional. Explain the purpose of this saved search.

Favorite: Pick from the dropdown. Favorites display with a star icon  in the My Favorite Saved Searches view and in My CommonSpot. Non-favorites display in the All Saved Searches view.

Edit Saved Search

This displays the Find – Advanced Search options, in edit mode, with the addition of a naming option. Click to expand the How do you want to refer to this search section to change the name of this saved search.

Expand other sections to modify search criteria. Checked  sections identify previously defined query criteria.



Edit Saved Search

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

Saved Search [Expand All](#)

How do you want to refer to this saved search?

Search Criteria

 What type of content do you want to see?

Who owns the content you are looking for?

What subsite do you want to search within?

Is the content associated with any keywords or tags?

 When was the content created, modified, changed, or published?

Under which categories is the content classified?

What is the language of the content?

Do you have any custom search criteria?

Do you want the search results narrowed further?

Sorting

How would you like the results sorted?

 Save  Save As...  View Results

You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine document or file searches. (Use [Find Images – Advanced Search](#), [Create New Image Search](#), or [Edit Saved Image Search](#) to construct or revise advanced queries for images.)

You can save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

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

Set Search Criteria:

- What type of content do you want to see? – CommonSpot can filter returned results by the following content types:
 - All – No pages are eliminated because of their content type.
 - Pages – Looks for pages based on parent template. Select All Templates or the template for an individual page.
 - Uploaded Documents – Looks for an uploaded document by type (for example, PDF) or searches for documents in all available formats.

- Registered URLs – Looks for a registered URL.
- Templates – Looks for a template.
- Page Sets – Looks for a page set.
- Page Set Members – Looks for member pages within a page set.
- Subsites – Looks within subsites.

What type of content do you want to see?

Content Types: ☐ All Content Types
☒ Pages
 Parent Template:
☒ Uploaded Documents
 Format:
☐ Registered URLs
☒ Templates
☐ Page Sets
☐ Page Set Members
☐ Subsites

- Who owns the content you are looking for? – This option lets you choose documents that are owned by "All Owners", the "Current user", "Members of the current user's group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select button for opening the [Add Users](#) dialog, an administrative function.

Who owns the content you are looking for?

Owner:

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

What subsite do you want to search within?

Subsite:
☒ Include Child Subsites
 

Note that you can use custom criteria to limit the number of child subsites searched, as described [below](#).

- Is the content associated with any keywords or tags?– Restrict results by providing a comma-separated list of terms or [Select Keywords](#) or [Select Tags](#) to choose from existing keywords or personal

tags. Search results returns files associated with at least one of the specified terms.

Is the content associated with any keywords or tags?

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

Tags:
 Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.

- When was the content created, modified, changed, or published? – Use this area to specify a creation, last modification, last major change, or publication date. Clicking the calendar icon displays the [Specify Date Range Duration](#) dialog for setting date criteria.

When was the content created, modified, changed, published, or expired?

Created: All Dates 

Last Modified: All Dates 

Last Major Change: All Dates 

Published: All Dates 

Expired: All Dates 

Use the Expired option to define criteria for viewing expired pages.

- Under which categories is the content classified?– Use this area to search for files by category. This section displays categories for which you have access rights.

Under which categories is the content classified?

Category: ☒ Any Category (or none)
☐ Document
☐ Media Library
☐ Private
☐ Standard Page

- What is the language of the content? – Looks for the language the page uses. You can select "All languages", "Current SubSite's Language", or a language used by your site such as English or Spanish.

What is the language of the content?

Language: 

- Do you have any custom search criteria? – You can add criteria that must be matched. To build an advanced query, determine the full criteria you wish to build. See [Search Tips](#) for more detail.
 1. Field – Select the field to search against in the Field dropdown. The values you can select are "Language", "Creation Date", "Last Modification Date", "Last Major Modification Date",

"Publication Date", "Subsite", "Category", "Keywords", "Owner", "Format", "Parent Template", "File Name", "Title", or "Description".

2. Operator – Select the operator (greater than, equal to, within, and the like) from the Operator field. The operators in this dropdown depend upon what you selected in the Field dropdown list.
3. Value – Enter or select a value. The values available here depend on your selection in the Field dropdown list.
4. AND/OR – If you are searching for multiple criteria, set the AND or OR operator between each criteria line.
5. Parentheses – If you need to group criteria, use parentheses to define logic; for example, "(A or B) and C". Select parentheses from the unlabeled dropdowns that begin and end a set of criteria. To further refine more complex criteria, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

Do you have any custom search criteria?

Field	Operator	Value
Language	Equals	Current SubSite's Language
AND		
Language	Equals	Current SubSite's Language

-Add Criterion-

[Remove All Custom Criteria](#)

Note that selecting subsite criteria, as shown below,

Do you have any custom search criteria?

Field	Operator	Value
Subsite	Equals	Current subsite
		☒ Include child subsites

-Add Criterion-

[Remove All Custom Criteria](#)

and then including child subsites gives you the additional option of limiting the number of subsites to search. Use this feature for less resource-intensive processing and more relevant search results when searching subsites with many children.

Value

Current subsite

☒ Include child subsites

Limit to child levels

- Do you want the search results narrowed further? – You can further refine the search by selecting:
 - Limit results to – Limit returned results to "All pages", "Pages modified since last login", "Pages significantly modified since last login", or "Pages created since last login".
 - Indexed search string – Limit returned results to the text that you enter here and this text must be in the search collections maintained for your subsite.
 - Collections to search – Limit returned results to just one of the search collections that CommonSpot maintains for your subsite.
 - Other – Limit returned results so CommonSpot excludes pages with publication dates in the future or specify including expired pages.



Do you want the search results narrowed further?

Limit results to:

Indexed search string:

Collections to search: ☐ cp-demo ☐ fefe

Other: ☐ Exclude pages with publication dates in the future ☐ Show expired pages

- Sorting: How would like the results sorted? – CommonSpot can display document search results sorted by data stored with the document. Choose from Creation date, Last modification date, Last major modification date, Publication (Release) date, Expiration date, Title, Subsite, Owner, and the contents of variables created at your site. Select either Ascending (a-z) or Descending (z-a) to set the display order for your results.



Sorting

How would you like the results sorted?

Sort by:

Save searches by clicking Save, or, for edited searches, the Save As option at the bottom of the dialog. The [Save – Saved Search As](#) dialog displays. Click View Results to execute your search. Results display in the [Advanced Search Results](#) dialog. Click Cancel to exit without executing or saving your criteria.

Feeds

Choose Tools – Feeds to view feeds for the site.

Feeds

The following feeds have been created for this site.

Subsite:

☒ Include Child Subsites

Search Criteria:

Feed Type:

Feed Name	Format	URL	Source Page	Synd	Element Type
LatestArticles	RSS2.0	http://community.paperthin.com/rss.cfm?xml=LatestArticles,RSS2,0	/rss.cfm	✓	Article
LatestProjects	RSS2.0	http://community.paperthin.com/rss.cfm?xml=LatestProjects,RSS2,0	/rss.cfm	✓	Project
Latest Community Blog Posts	RSS2.0	http://community.paperthin.com/blogs/index.cfm?xml=LatestCommunityBlogPosts,RSS2,0	/blogs/index.cfm	✓	Posts2
All Posts	XML simple	http://community.paperthin.com/blogs/RSS.cfm?xml=AllPosts,simple	/blogs/RSS.cfm		Posts2

4 records returned.

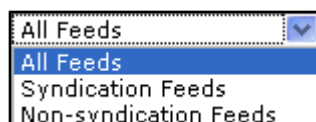
You can set search criteria to filter results:

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

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

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

Feed Type – Pick from the dropdown to optionally view all feeds or filter by syndicated / non-syndicated.



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

Click to sort by column heads.

The Feed column identifies the feed type: RSS or Atom are widely supported in all major consumer feed readers. CommonSpot also supports non-syndicated XML (simple) feeds. See [Advanced XML Support](#) and [XML Publication Syndication](#).

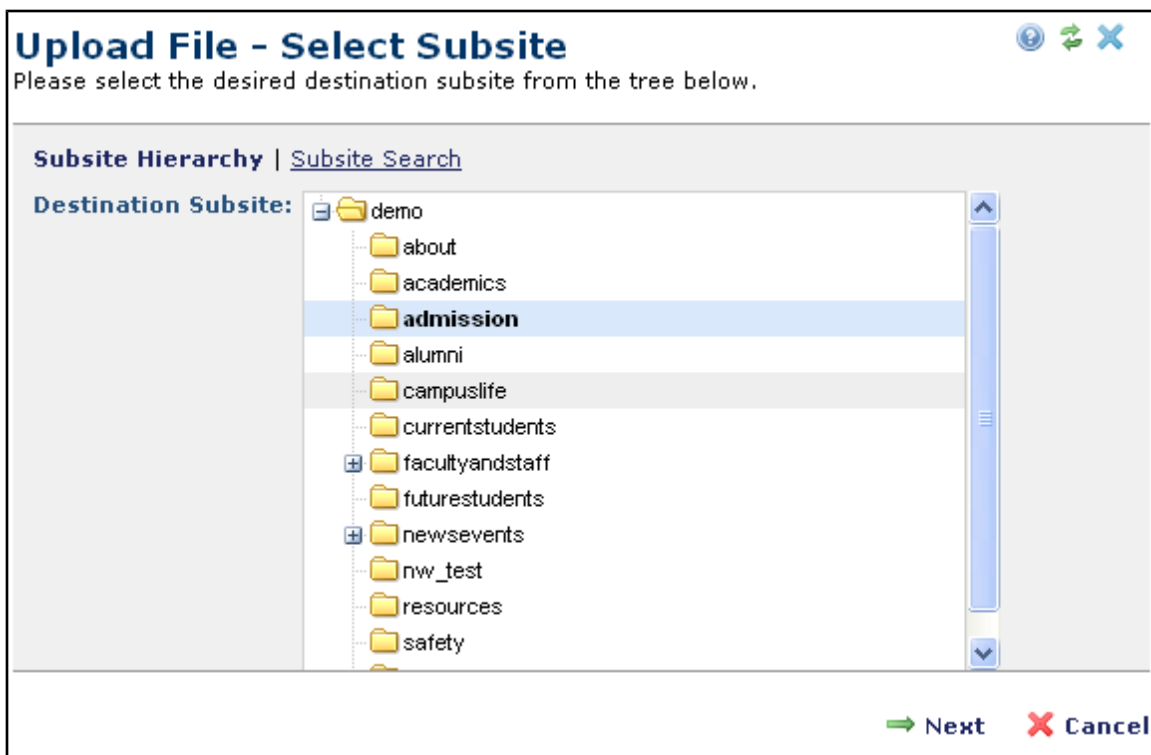
Click a link in the URL column to open a feed in new window, or click a Source Page link to navigate to the page containing the feed.

A green check mark  in the Synd column indicates syndicated feeds, as shown for the first three feeds in the example above.

The Element Type column identifies the CommonSpot Element currently using this feed.

Upload File – Select Subsite

Choose Tools – Upload File to upload allowable file types. First, select the destination subsite for the uploaded document. Your selection is highlighted, then click Next. The [File Upload](#) dialog displays. To enter images into the Image Gallery, use [Upload New Image](#).



Page Sets

If your site uses Page Sets, use this dialog to view, copy, move, or create groups of pages that are managed as sets.

You can also use this dialog to delete page sets no longer in use. Note that you must first remove page set members before you can delete a page set. See [Delete Conflicts and Warnings](#).

This dialog displays existing page sets you have rights to.

Click a link in the Members column to view pages in a selected page set.

See [Create Page Set](#), [Creating Page Sets](#), and [Page Set Elements](#) in the CommonSpot Elements Reference for more information on implementing page sets.

Page Sets

The following Page Sets exist for this site.

Search Criteria: Contains

Subsite: /demo/ ☒ Include Child Subsites

Date Restrictions: None

[Select Date Options](#) [Select All](#) [Deselect All](#)

Date	Page Set Name	Subsite	Owner	Members	Actions
2011-10-17	CSU Faculty and Staff	/demo/academics/catalog/	Webmaster, Wendy	2	
2011-10-11	Event Series	/demo/	Webmaster, Wendy	5	

[Create New Page Set](#)

2 item(s) found.

Click a link in the Page Title column, or mouseover to view the page window icon and conveniently launch the page in a separate window:

2012-02-15	Cookout	
2011-12-16	Welcome	Click to view the page in a new window.

You can set search criteria to filter results – results include some or all of these options:

To view items for which you are the owner, set filtering and ordering criteria, including which subsite levels to include and date restrictions. The defaults for these options are set through Site Administration – Properties and Settings – Report Settings. See Report Settings in the Administrator's Reference.

You can filter using these options. Click Filter to apply and display items that meet your criteria.

- Search Criteria – Select from the dropdown, then specify an alphanumeric value to refine your search on item title. Leave blank to include all titles.
- Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.
- Date Restrictions – Select from the dropdown:
 - None (initial default) – Use no date filters.
 - Last modification date – The last time content was changed
 - Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
 - Creation date – Search by the date content was first created.

- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction for past events displays past options only. Optionally pick from the options below:



Owner – Select from the dropdown:

- Me – Displays only items that you own.
- Me or My Groups – Default. Displays items that belong to you or your groups (that is, groups in which you are a member).
- My Groups – Displays items that belong to your groups, but excludes pages that only you own.
- Custom – Displays the [Select Owner](#) dialog for choosing which of your groups to use for filtering items. Select one or more.

Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

Click to sort by column head.

The Date column uses values defined by Select Date Options.

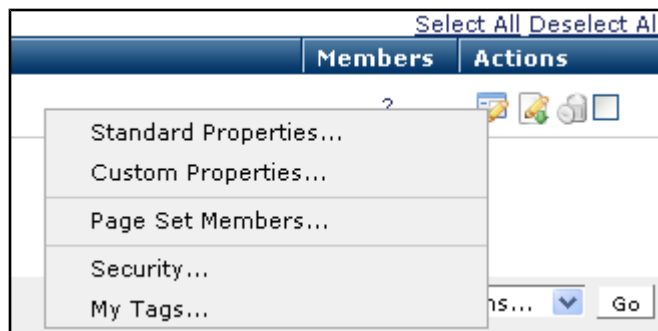
Click an item in the Page Title column to display that page set in the main browser window, for quick review.

The Owner column includes user  or group  ownership status (where applicable). Mouseover to view owner details.

The Subsite column displays the location of this page set.

Members Counts the number of pages in the page set. Click this link to view [current page set members](#), or, if zero, to add members.

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



Select a page information option.

- Standard Properties, Custom Properties: See [Standard Properties](#) and [Custom Properties](#). Properties displayed to authors derive from administrative settings made through the Site Administrator – Page Creation/Properties UI option.
- Page Set Members: Click to view [Page Set Members](#).
- Security: Displays type-specific security settings for the selected page set. Options displayed to authors derive from administrative settings. See [Page Set Security](#),
- My Tags: Displays any personal tags associated with the page set. See [My Tags](#).

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

- [Create Work Request](#) – Submit a work request for the page set.
- [Change Owner](#) – Define a new user or group owner for the page set.
- [View Referring Pages](#) – View a list of pages linking to the page set and optionally change link references.
- [Manage Freshness Reminders](#) – Ticklers for content updates.
- [Manage Contacts](#) – Review contributors and email addresses associated with the page set.
- [Manage Notes](#) – View any notes associated with the page set.

More Actions: Click one or more checkboxes (or use Select/Deselect All) and select the appropriate option from the More Actions dropdown to copy, move, delete or change page owner. Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all. [Delete Conflicts and Warnings](#) display

Note that you must remove members of a page set before you can delete the page set itself.

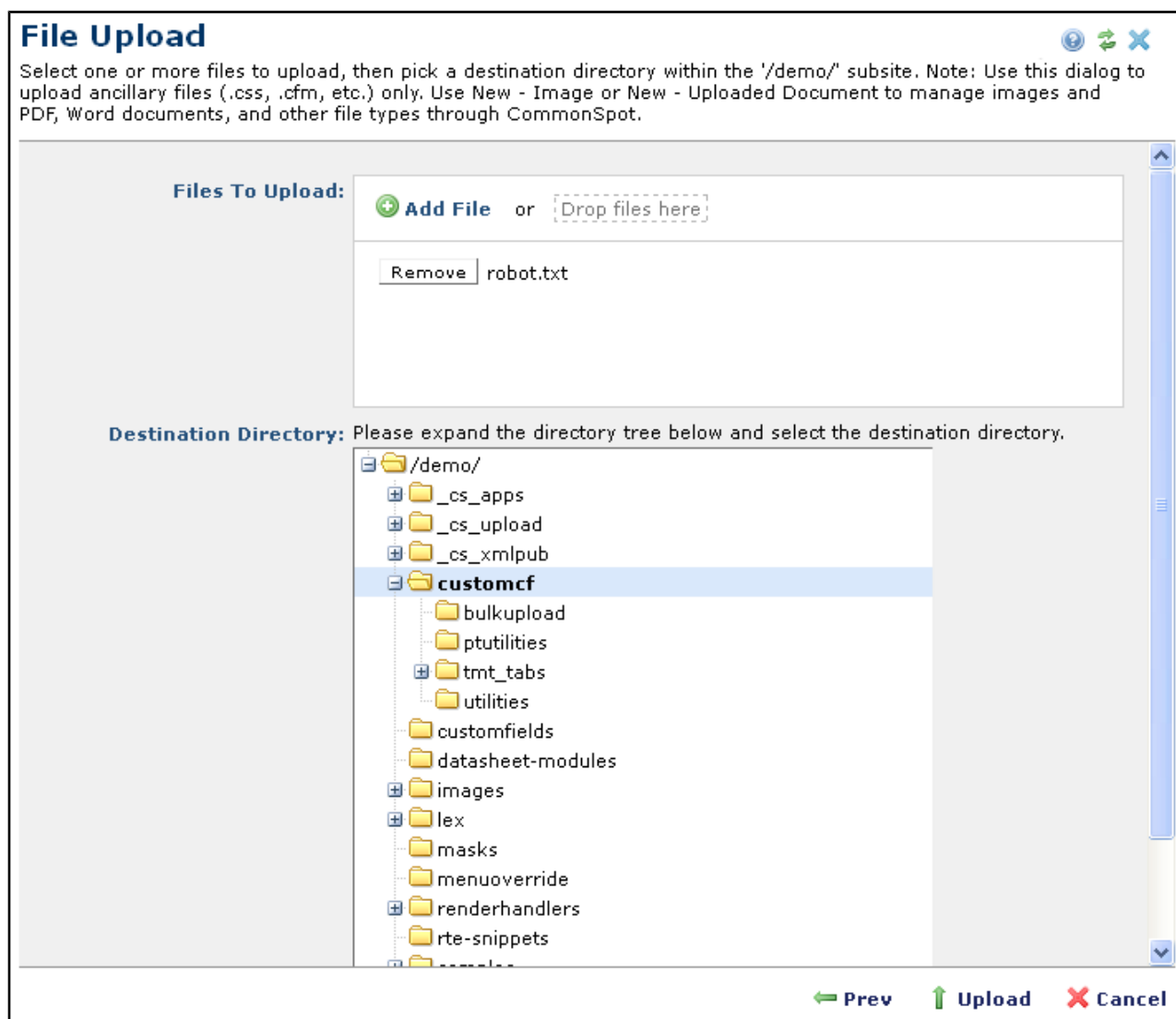
Click [Create Page Set](#) to add new page sets to your site.

File Upload

Access this dialog from the top-level Tools menu by choosing File Upload.

Use this option to store custom scripts, custom render handlers, style sheets, and other site-specific files for use at your CommonSpot site. This feature provides a convenient way to enable access to files your site needs, but that do not require management through CommonSpot. CommonSpot does not maintain metadata for files uploaded through this feature. File Upload copies files from local or networked drives to CommonSpot site and subsite directories.

To make images and files available to the CommonSpot Image Gallery, document libraries, reports, and search results, use the [Upload New Image](#) and [Upload New Document](#) options. Registered files are available for distribution to any read-only production servers at your site.



File To Upload: Click Add File to use the standard Browse option to upload files from one at a time from local or networked drives, or click and drag one or more files to the Drop Files Here box.

Optionally click the Remove button to remove files from the upload.

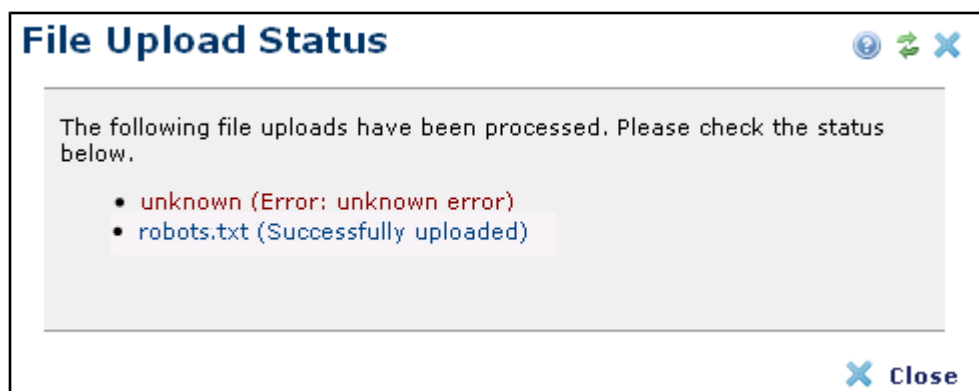
Destination Directory: Select a logical site or subsite for the new file.

Click Prev to change subsite target or Cancel to exit without uploading. Clicking Upload displays a confirmation dialog with directory location. As for all upload file operations, you can only upload files whose types are allowed at your site. You must also have permissions for the target directory.

CommonSpot reports [status](#).

File Upload Status

This dialog reports status once you click Upload Files from the [File Upload](#) dialog.



As for all file upload operations, you can only upload files whose types are allowed at your site. You must also have permissions for the target subsite. Site administrators define allowable file types (through Admin – Site Administration – Content Creation – Uploaded Document Formats).

Review this report, then click Close to continue.

Reports

In order to help administrators manage content within a sites or subsites, CommonSpot provides a set of standard reports containing useful, interactive views of pages, images, and other CommonSpot objects.

Choose Reports from the main CommonSpot menu.

See the CommonSpot Administrator's Reference for details on viewing and using these reports.

- Pages, Uploaded Docs, External URLs – Lists all these file types, plus templates in a single comprehensive report sortable by type and modifiable.
- Images – Lists all images with image viewing, sorting, and modification options.
- Multimedia – Lists all video and multimedia files with viewing, sorting, and modification options.
- Pages with Broken Links – Lists all pages that CommonSpot identifies as containing broken or invalid link references.
- Pages/Images By Link Reference – List all pages/images linked to, sortable in ascending or descending order by the total number of referring pages.
- Pages Waiting for Approvals – Lists pages with one or more pending approvals, sortable by date range.

- **Approval Blocked by Expiring Users** – Users who are part of an active approval process but who no longer have account access to CommonSpot display in this report. Use this to move forward approvals blocked due to account expiration or non-contributor status.

Each report provides a set of standard sorting and viewing options, including site hierarchy, owner, page/document type, size, state (Current, WIP, Pending Approval, Inactive, etc.) and creation, publishing, last modified, or last major modification date.

Report of Pages, Templates, Uploaded Docs & Registered URLs

The following pages, templates, uploaded documents and registered URLs meet the specified filter criteria.

Subsite: ☐ Include Child Subsites

Date Restrictions:

Show: ☒ Pages ☒ Templates ☒ Uploaded Documents ☒ Registered URLs

Select Date Options

Date	Page Title	State	Subsite	Actions
2010-04-19	smoke document		/demo/	
2010-04-19	Smoke Test Page 223	✓ W	/demo/	
2010-04-15	16th April Page 1	✓ W	/demo/	
2010-04-12	image picker test	✓ W	/demo/	
2010-04-08	Welcome	✓ W	/demo/	
2010-04-08	Simple Form tests	✓	/demo/	
2010-04-07	7th April page 1	✓ W	/demo/	
2010-04-05	Testing 12345 (template)	✓ W	/demo/	
2010-04-02	Test	✓ W	/demo/	
2010-03-22	School College Page (template)	✓	/demo/	
2010-03-22	Landing Page Template (template)	✓	/demo/	

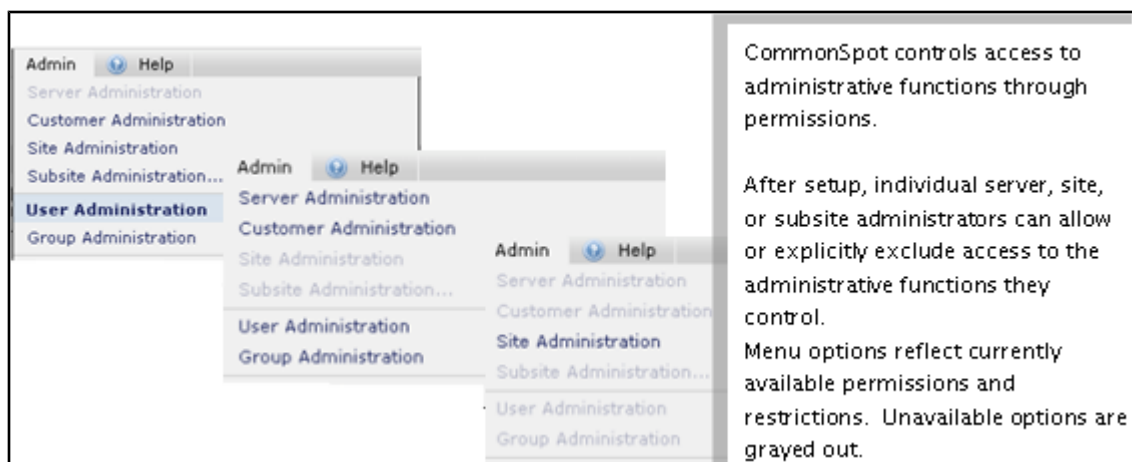
More Actions...

18 item(s) found.

Selecting a report displays a table of results. Note that site or subsite size and the level of filtering criteria applied may produce load time waits.

Admin Menu

This menu displays options for managing server, site, and subsite options for groups and individuals assigned administrator rights for your CommonSpot installation. See the CommonSpot Administrator's Reference for details on using these menus.



Properties Menu

Use this menu to create or change standard or custom properties (metadata) and to view or change other page details. This menu displays the following options:

[Standard](#) – Edit the current page's standard properties (metadata)

[Custom](#) – Edit the current page's custom properties (metadata). Only displays if a custom metadata form applies to the current page.

[Page Details](#) – View or change specific page information.

[Cache/Static Settings](#) – Set or remove temporary caching or static rendering for the current page.

Standard Properties

From the Properties menu, choose Standard Properties to view or edit standard metadata for the current page. Standard metadata includes data common to all HTML pages: title, caption, category, description, publication and expiration dates, and optional keywords. This dialog also displays as part of all [Create New Page](#) actions.

Note that the site administrator determines which fields display, which are required, and whether they display in the Main or Other tab.

You can also view or modify these options by clicking the Metadata & Security icon  for selected items in CommonSpot search results and reports.

Data displayed in this dialog is the same information entered during the [Create New Page](#) process. Review field descriptions for Create New Page for information on editing fields in this dialog.

Standard Properties



Please update the following information if appropriate.

Main

URL: /issues/index.cfm

Base Template: Base Template (issues)

Title: 
The title of the page.

Title Bar Caption:
The title to appear in the browser's caption bar.

Description:
A brief summary of the page's content.

Category: 
The category this page belongs to.

Audience: All Users

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

Publication Date: 09/03/2010 17:13:03 
Pick the scheduled publication date for this page. Before this date, this page will only be available to authors, approvers and administrators.

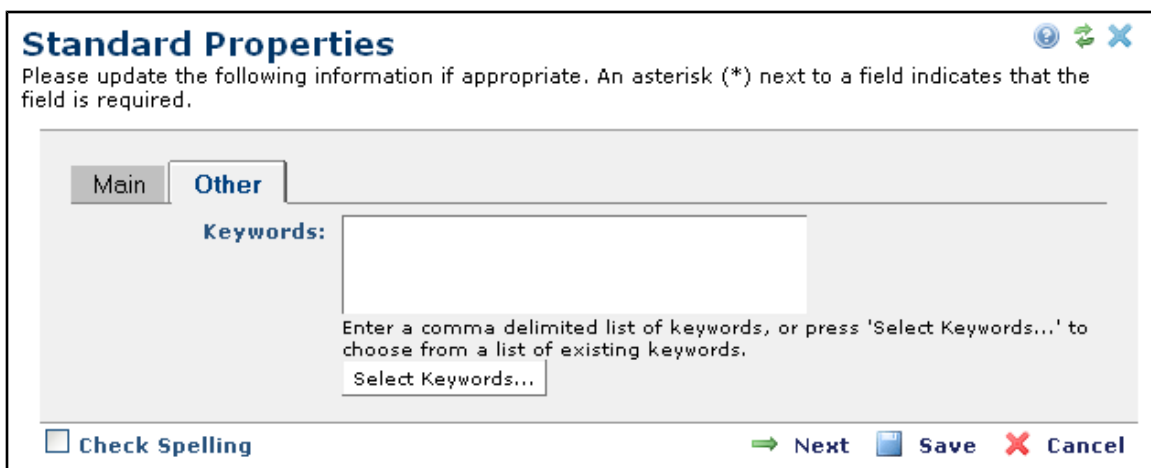
Confidentiality: 

Include In: ☒ Page Indexes ☒ Full Text and Search Element Results

Expiration Date: 
Content will expire at the specified date and time (server time)

☒ Check Spelling

 **Next**  **Save**  **Cancel**



Standard Properties

Please update the following information if appropriate. An asterisk (*) next to a field indicates that the field is required.

Main **Other**

Keywords:

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

Select Keywords...

☐ Check Spelling

Next Save Cancel

Enter the appropriate field information and click Next to view [Custom Properties](#), if any are requested or required.

Custom Properties

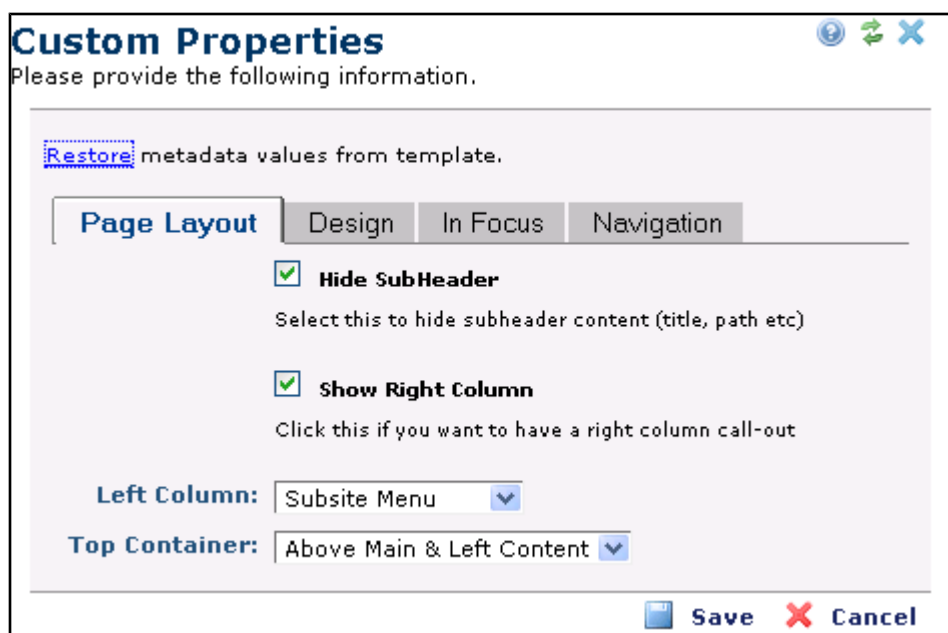
When standard metadata does not include specific enough information, custom metadata fields added through the CommonSpot Administrator can capture important details for use in determining which content is displayed on a page. From the Properties menu, choose Custom Properties to edit custom metadata for the current page.

You can also view or modify these options by clicking the Metadata & Security icon  for selected items in CommonSpot search results and reports.

If custom metadata has been created for the current page, the appropriate metadata fields display in the Custom Properties dialog, prompting the page creator to enter the information requested. In addition to the ability to bind custom metadata to subsites, templates and page categories, it is also possible to bind metadata to document types, render handlers, image files and external URLs, extending the ways in which you can reuse content. Metadata fields can be grouped for easier entry, fields can be set to have default values, and can be joined so that values from an existing field can be reused.

If custom metadata is bound to external URLs or image files, for example, then additional dialogs display for entering of these fields upon upload of the external URL or image file. There are a great many ways in which custom metadata can be employed in order to efficiently reuse and personalize content.

Note: Find full details on creating and binding custom metadata in the CommonSpot Administrator's Reference.



Custom Properties

Please provide the following information.

[Restore](#) metadata values from template.

Page Layout Design In Focus Navigation

☒ **Hide SubHeader**
Select this to hide subheader content (title, path etc)

☒ **Show Right Column**
Click this if you want to have a right column call-out

Left Column: Subsite Menu ▼

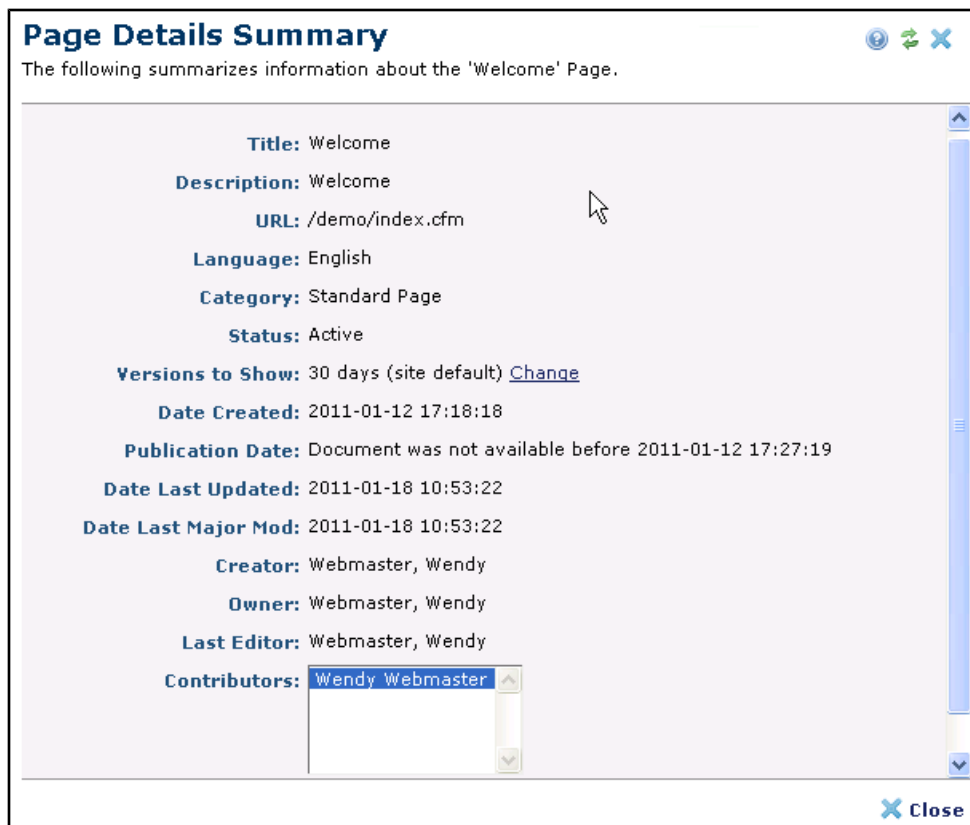
Top Container: Above Main & Left Content ▼

Save Cancel

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

Page Details Summary

Access this dialog in author mode for the current page by choosing Properties – Page Details to view specific page information.



Page Details Summary

The following summarizes information about the 'Welcome' Page.

Title: Welcome

Description: Welcome

URL: /demo/index.cfm

Language: English

Category: Standard Page

Status: Active

Versions to Show: 30 days (site default) [Change](#)

Date Created: 2011-01-12 17:18:18

Publication Date: Document was not available before 2011-01-12 17:27:19

Date Last Updated: 2011-01-18 10:53:22

Date Last Major Mod: 2011-01-18 10:53:22

Creator: Webmaster, Wendy

Owner: Webmaster, Wendy

Last Editor: Webmaster, Wendy

Contributors: Wendy Webmaster

Close

This dialog displays information entered through the Create Page or Standard Metadata dialogs, as well as status and change state for the current page. See ["Create Page" on page 146](#) See also [Page Details](#).

Title and Description display information entered as standard metadata during the page creation process.

URL is the site- or subsite-relative location.

Language is the language defined through Subsite - Properties - Language

Category displays the category optionally defined for the page.

Status displays whether the page is available or not available for viewing. You can toggle activation through the [Actions](#) menu options or the CommonSpot Menu Bar activate/deactivate icon. You can also access this option by clicking the More Actions icon  for a selected page in My Pages and other page reports. See ["Inactive Pages" on page 52](#)

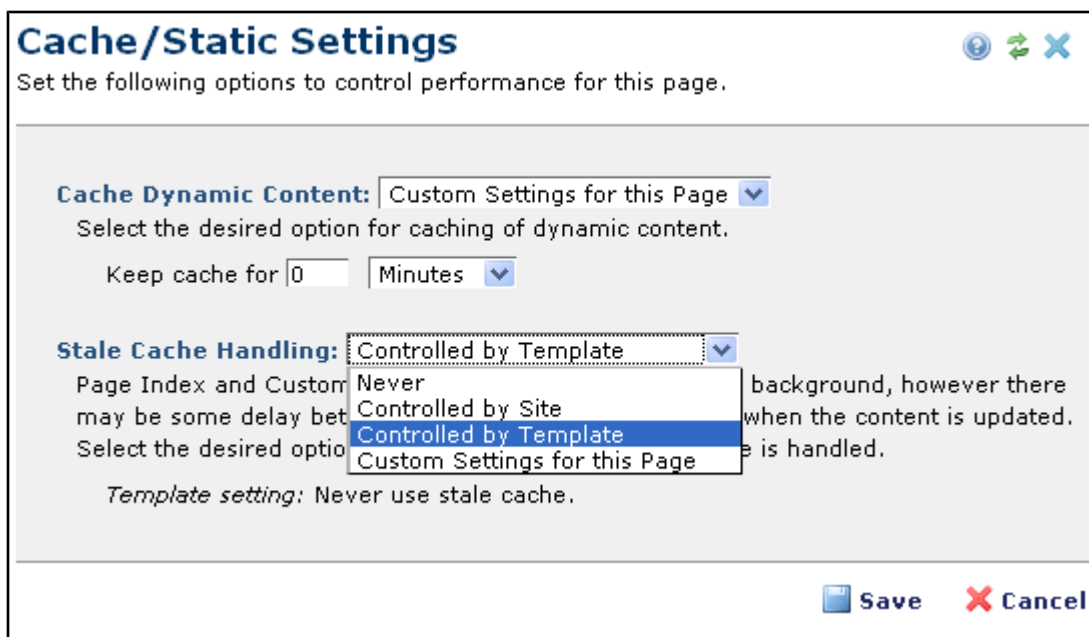
Versions to Show displays the time period set for accessing earlier versions of this page through [Version History](#). Click Change to [reset](#).

Review creation, publication, and owner/editor information.

You can also access this dialog from page search results or page reports, such as [My Pages](#), by clicking the Metadata & Security icon  and selecting Page Details to review data for individual pages.

Cache/Static Settings

Use this dialog to control how CommonSpot handles dynamic content and "stale" cache. Sites can gain significant performance improvements by adjusting these settings, particularly when changes are frequent (see [Page Performance](#)). Instead of re-fetching or recomputing original data for each request (dynamic state), you can render the page from server-side data stored locally (static state).



Cache/Static Settings

Set the following options to control performance for this page.

Cache Dynamic Content: Custom Settings for this Page 
 Select the desired option for caching of dynamic content.
 Keep cache for Minutes 

Stale Cache Handling: Controlled by Template 
 Page Index and Custom may be some delay between updates.  background, however there when the content is updated. e is handled.
 Select the desired option: Never, Controlled by Site, **Controlled by Template**, Custom Settings for this Page
Template setting: Never use stale cache.

 **Save**  **Cancel**

Enabling cache for dynamic content improves performance by eliminating the need for CommonSpot to re-render several types of dynamic content for every request. For example, random content can be cached for 5 minutes, giving most requests the performance benefit of the cache without losing dynamic appearance.

With Stale Cache Handling set to Never, CommonSpot always delivers the most current content, even if this means performing time-consuming rendering while site visitors wait. Enabling expired cache, improves performance, although site visitors may not immediately see the latest updates. CommonSpot minimizes the delivery of outdated content by using a background task to rebuild cache for pages where stale cache has been used.

Use this dialog to set how outdated is “too outdated” for the current page or template. A short limit (5–10 minutes, for example) will ensure that all updates are delivered quickly, but may negate the performance benefit for infrequently viewed pages. A longer limit (1 day, for example) can eliminate most page rendering wait times (especially if a scheduled process rebuilds cache during low-traffic periods), but some content updates won't be immediately available.

For example, instead of regenerating page indexes after every change, which can slow the display of pages, you can opt to regenerate them on an hourly, daily, or weekly basis. CommonSpot gives you flexibility in finding the balance between content freshness and page performance.

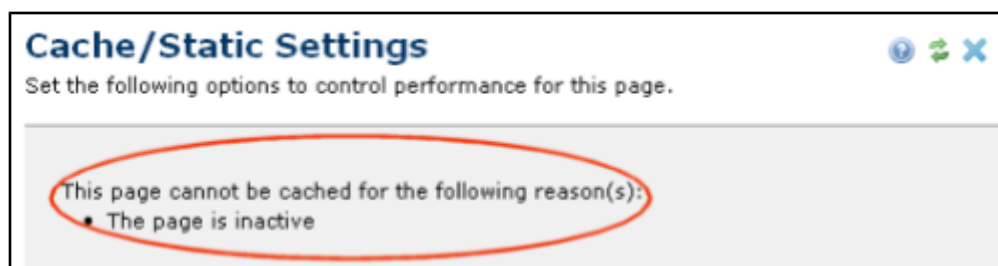
This dialog reports current state information for the page.

Caching options vary based on state, whether the page is cacheable, whether Static Content Generation is installed/enabled, and whether any global caching defaults are in effect through Site Administration. See Site Administration – Properties/Settings – Cache Properties. If your site uses the CommonSpot Static Content Generation feature, review this topic in the Static Content Generation Guide and in the Administrator's Reference.

When Static Generation is not enabled and the page is not cacheable, CommonSpot displays an informational message detailing the reasons content cannot be cached, for example:

- The page is not readable by anonymous users
- The Element is not readable by anonymous users
- The page has Elements scheduled based on non-anonymous group only
- The page contains errors

These settings and the list of reasons apply to published pages only. They do not display for content that is work in progress. The message in the example below displays for a page that was published and is now inactive.



When Static Generation is enabled and the page contains non-cacheable elements, CommonSpot displays an informational message detailing the reasons that one or more elements must be dynamically rendered.

Complete the following fields.

Serve this page from Static Server

This option displays for sites using the Static Content Generation feature. Pick from the dropdown.



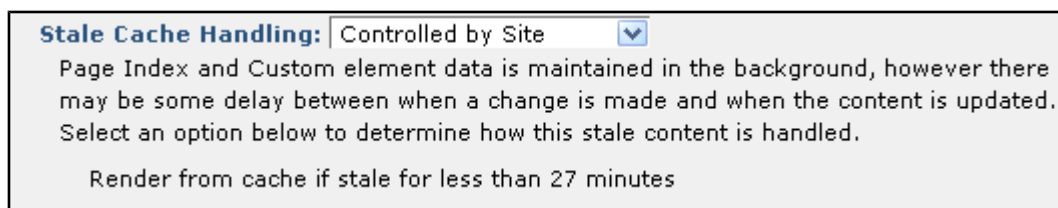
- If No Dynamic Content – Detects whether the page contains any dynamic content; if not, renders the page from the static cache.
- Always – Serves the page from the static cache every time; new content displays as a function of the Stale Cache Handling setting below.
- Never – Generates all page elements for each page request.

Cache Dynamic Content

Pick from the dropdown.



- Never – Page elements are generated in real time on each page request. All other caching options are hidden.
- Controlled by Site – Displays the cache duration defined through Site Administration, as shown below:



- Controlled by Template – Displays the cache duration set at the template level.
- Custom – Displays a field for setting the length of time to maintain cached content. Enter a value and pick a period from the dropdown, for example, 1 day. Set an appropriate value for maintaining the static copy.

Stale Cache Handling

You can optionally configure CommonSpot to serve recently-expired ("stale") cache to reduce or eliminate delays in delivering content to site visitors. This feature enables you to set whether and how long to serve stale cache at the site, template, or page level. Administrators configure site-wide settings for handling Stale Cache through Site Admin – Site Properties / Settings – Cache Properties.

Use this option to customize settings at the individual template or page level. Additional options are available for sites with Static Content Generation installed (See "[Static Content Generation](#)" in the Administrator's Reference).

Once CommonSpot detects that content stored in cache is stale, cache is for that page is automatically queued for regeneration through a background process that updates all stale content.

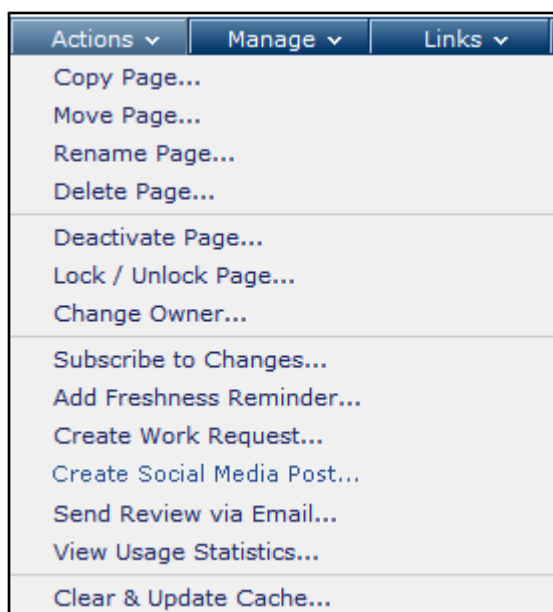
Pick from the dropdown to indicate how CommonSpot should handle this page when it detects stale content. Choosing **Never** generates this page dynamically, rebuilding cache for each page request. Selecting this option may result in a performance hit for site visitors, but content will always be up to date.

Choosing any other option serves site visitors stale content, if stale cache exists, and the cache is not older than the time period specified. Visitors may not see the latest content, but page rendering times improve. Updates depend on site-wide, template-level, or custom settings.

- **Never** – Content is not rendered from the stale cache process. Cache is built dynamically at first visitor request.
- **Controlled by Site** – Uses the Site Administration setting for expired cache.
- **Controlled by Template** – Displays the cache duration set at the template (or template hierarchy) level.
- **Custom** – Displays a field for setting the length of time to maintain cached content. Enter a value and pick a period from the dropdown, for example, 1 day.

Actions Menu

Use the Actions menu to copy, rename, and move pages and to change page state and interactivity settings.



This menu displays the following options

[Copy Page](#) – Duplicate the current page.

[Move Page](#) – Displays options for relocating the current page.

[Rename Page](#) – Allows for the current page to be renamed.

[Delete Page](#) – Allows contributors with Admin rights to delete the page.

[Deactivate Page](#) – Makes the current page unavailable for CommonSpot functions.

[Lock Page](#) – Exclude other users from updating the current page.

[Change Owner](#) – Define a new owner for the current page.

[Subscribe to Changes](#) – Choose to view updates to the current page via email subscription or My Notifications.

[Add Freshness Reminder](#) – Ticklers for content updates.

[Create Work Request](#) – Allows the current user to submit a work request for the current page.

[Create Social Media Post](#) – Displays if the current user has permission to post to social media channels. Allows posting to a social media site from the current page.

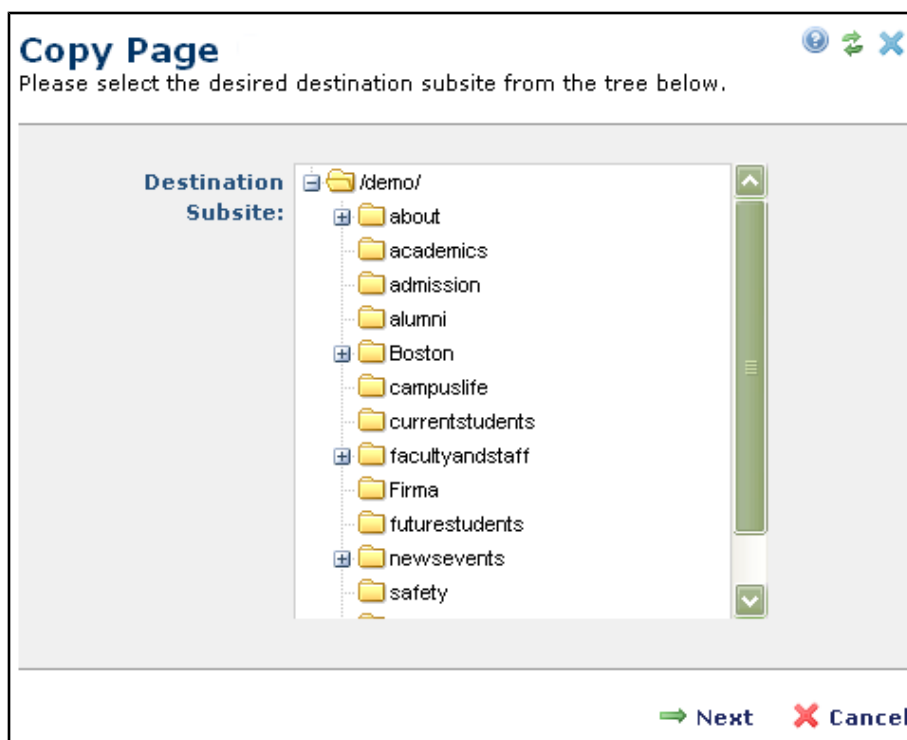
[Send Review via Email](#) – Allows contributors to share current and pending pages with non-contributors by sending them through e-mail as HTML attachments.

[View Usage Statistics](#) – Review activity for selected pages.

[Clear & Update Cache](#) – Clears cache and reloads the current page.

Copy Page

To copy or move a page in CommonSpot, you must have Page Creation rights within both the source and destination subsites. The Copy Page dialog first prompts for the destination subsite of the page. The destination subsite can be the same as the source (in which case the name of the page must be different). This dialog only displays subsites for which you have Page Creation rights.



Choose a destination subsite and click Next to display the [Copy Existing Page](#) dialog.

Copy Existing Page

The Copy Existing Page dialog displays after you choose a subsite from within the [Copy Page](#) dialog.

Copy Existing Page

Please enter the following information regarding the page copy.

Main Other

Copy to: /demo/

Name: Copy of My New Page111
A short name for the page from which the page's url will be derived.

Title: Copy of My New Page111
The title of the page.

Title Bar Caption: My New Page111
The title to appear in the browser's caption bar.

Description: My New Page111
A brief summary of the page's content.

Edit New Page: ☒ Check this box to display the new page when the Copy operation is completed.

☐ Check Spelling

Save Cancel

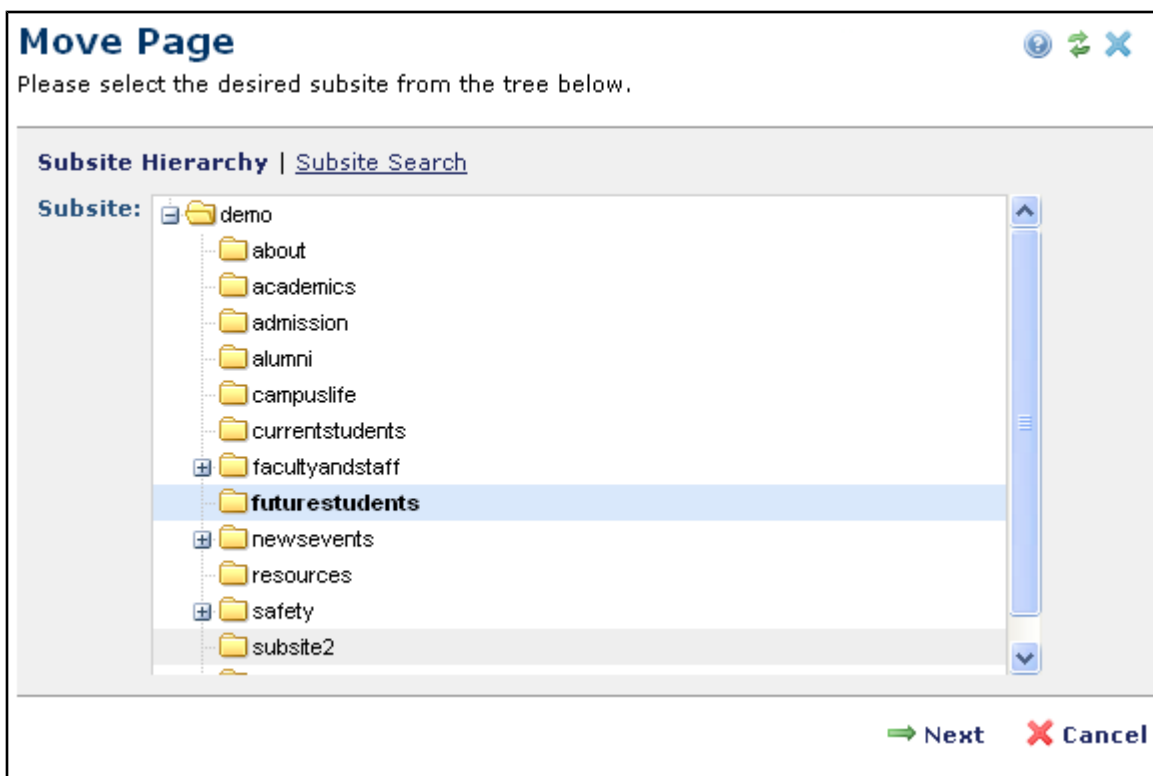
For information on these fields, see [Create New Page](#).

Check the Edit New Page checkbox at the bottom of the dialogue box if you wish to immediately begin editing the page that you have moved/copied.

Move Page

Use this dialog to migrate pages from one location to another within your site. You can move a single page or multiple pages at once. To move pages in CommonSpot, you must have Page Creation rights for both source and destination subsites. Move Page only displays subsites for which you have rights.

In the Move Page dialog, indicate the target for the new pages by selecting the destination subsite from the list displayed. Your selection is highlighted.



Click Next.

CommonSpot displays [Move Conflicts and Warnings](#) to alert you to any possible issues. Correct any problems and revise your selection, as necessary, then continue to move the selected pages to the location you specify here.

CommonSpot automatically updates all links. If automatic redirection is enabled for your site, CommonSpot also creates permanent redirect records for old and new URLs. You can view, modify, and delete these records, or manually create new records. See [Manage Site Redirects](#) for more information.

Moving Multiple Pages

To move multiple pages at once, select My Pages from the My Content Menu. Then click on the checkbox next to the name of the page(s) that you wish to move and select Move Selected from the More Actions dropdown.

My Pages

Filter My Pages:

Search Criteria: Contains Search

Subsite: / ☐ Include Child Subsites

Date Restrictions: None None

Select Date Options

Date	Page Title ^	State	Subsite	Actions
2009-01-21	About Us	✓	/demo/about/	
2007-10-09	Academic Advising	✓ W	/demo/academics/	
2007-10-09	Academic Advising	✓	/demo/currentstudents/	
2007-10-09	Academic Resources	✓	/demo/academics/	
2009-01-15	Academics	✓ W	/demo/academics/	
2009-03-04	activationtest	✓	/demo/	
2007-10-09	Active Blogs	✓	/demo/webadmin/	
2007-10-21	Add a book	✓	/demo/facultyandstaff/web/	
2008-01-28	Add a Job Listing	✓	/demo/webadmin/	
2007-10-08	Add a New Event	✓	/demo/webadmin/	
2008-01-28	Add Department	✓	/demo/webadmin/	
2008-01-28	Add Locations	✓	/demo/webadmin/	
2007-10-08	Add New Event Category	✓	/demo/webadmin/	
2007-10-09	Admission Guidelines	✓	/demo/futurestudents/	
2007-10-08	Admissions	✓	/demo/admission/	
2007-10-09	After You Are Admitted	✓	/demo/admission/	
2007-10-10	Applied Learning	✓	/demo/academics/	
2007-10-09	Apply	✓	/demo/admission/	
2008-03-14	Apply for a Job	✓	/demo/	

[Create New Page](#)

120 items found.

More Actions...

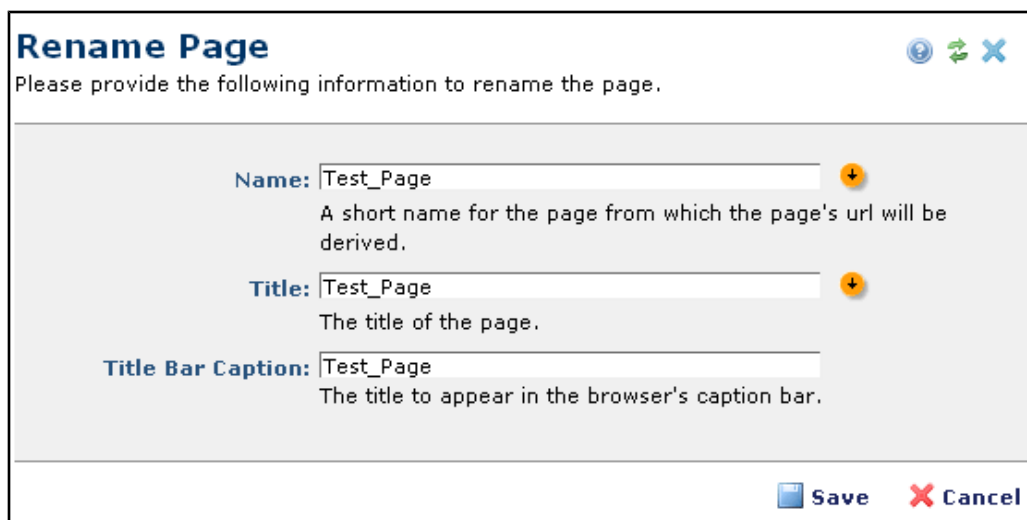
More Actions...
Delete Selected
Copy Selected
Move Selected

The [Move Page](#) dialog displays.

Rename Page

In order to rename a page in CommonSpot, you must have administrative rights to the page. To rename a page, navigate to the page you wish to rename, and select Rename Page from the Actions menu.

Use this dialog to rename the page within the current subsite.



Rename Page

Please provide the following information to rename the page.

Name: Test_Page
A short name for the page from which the page's url will be derived.

Title: Test_Page
The title of the page.

Title Bar Caption: Test_Page
The title to appear in the browser's caption bar.

 **Save**  **Cancel**

The fields within the Rename Page dialog are pre-populated with the current name, title, and title bar caption of the page. You can overwrite these to rename a page.

Click Save to rename the page using the information in the Title field.

CommonSpot automatically updates all links. If automatic redirection is enabled for your site, CommonSpot also creates permanent redirect records for old and new URLs. You can view, modify, and delete these records, or manually create new records. See [Manage Site Redirects](#) for more information.

Delete Page

In order to delete a page in CommonSpot, you must have administrative rights for the page. To delete a page, select Delete Page from the Actions menu.

Then confirm the deletion of the page in the resulting dialog.

Note: Once you delete a page, the action can not be un-done. The page will be permanently removed.

Upon selection, a warning dialog validates the request for page deletion. Clicking Delete This Page completes the page deletion process. Click Close to exit without deleting.



Delete Page

Are you sure you wish to delete the 'index.cfm' page? Once it is deleted the action can not be undone.

 **Delete This Page**  **Close**

If other pages link to the page selected for deletion, those pages display in the dialog box, along with a warning. Review these links before deleting the page.

Deleting Multiple Pages

To delete multiple pages at once, select My Pages from the My Content menu or any multi-page report for which you have delete rights.

Check the boxes for the page(s) you wish to delete and click Delete Selected from the More Actions drop-down. CommonSpot displays [Delete Page Confirmation](#). Click Delete to permanently remove the selected pages or Cancel to exit without deleting.

My Pages

Filter My Pages:

Search Criteria: Contains [] Search

Subsite: / [] ☒ Include Child Subsites

Date Restrictions: None [] None []

Select Date Options

Date	Page Title	State	Subsite	Actions
2009-01-21	About Us	✓	/demo/about/	[Edit] [Delete] [More]
2007-10-09	Academic Advising	✓ W	/demo/academics/	[Edit] [Delete] [More]
2007-10-09	Academic Advising	✓	/demo/currentstudents/	[Edit] [Delete] [More]
2007-10-09	Academic Resources	✓	/demo/academics/	[Edit] [Delete] [More]
2009-01-15	Academics	✓ W	/demo/academics/	[Edit] [Delete] [More]
2009-03-04	activationtest	✓	/demo/	[Edit] [Delete] [More]
2007-10-09	After You Are Admitted	✓	/demo/admission/	[Edit] [Delete] [More]
2007-10-10	Applied Learning	✓	/demo/academics/	[Edit] [Delete] [More]
2007-10-09	Apply	✓	/demo/admission/	[Edit] [Delete] [More]
2008-02-14	Apply for a Job	✓	/demo/about/	[Edit] [Delete] [More]

[Create New Page](#)

119 items found.

More Actions...

- More Actions...
- Delete Selected
- Copy Selected
- Move Selected

Delete Page Confirmation

Use this dialog to review the status of pages you are deleting. CommonSpot displays similar dialogs for images, uploaded files, and URLs.

For deleting a single page, with no active dependencies, CommonSpot displays a message like the following or a [Delete Conflicts and Warnings](#) message.

Delete Page Confirmation

Are you sure you wish to delete the 'Test Page 11 Demo' page.

There is no reference to this CommonSpot Page.

Are you sure you wish to delete it? Once deleted the action can not be undone.

Delete **Close**

For deleting a single page with active dependencies, a message like the following displays.



Optionally, click View Referring Pages before deleting to display the [Referring Pages](#) dialog for fixing links.

Click Delete to permanently remove the selected pages or Close to exit without deleting.

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

Delete Status

The deletion process reports status for each page.



Delete Conflicts and Warnings

CommonSpot displays Conflicts and Warnings if you try to delete multiple items. Access this dialog through My Content or Reports menu options. From a report, select one or more, click Delete from the More Actions drop-down, then click Go. CommonSpot warns of data corruption or loss, as shown for the first two items in the first image below, and fails attempts that generate either, as shown in the second image below.

Delete Conflicts And Warnings

The following lists the items that you have marked for deletion. Please confirm that you wish to delete them. Uncheck any that you do not wish to delete.
Note 2 items either have conflicts (warnings), or can not be deleted (failure). Uncheck those that you do not wish to delete.

Status	Title	Subsite	Reason
☒ Warning	Add a book	/demo/facultyandstaff/web/	One or more pages link to this page.
☒ Warning	Welcome from the President	/demo/about/	One or more pages link to this page.
☒ OK	Tips For Parents	/demo/futurestudents/	
☒ OK	Its That time of Year - Homecoming 2007	/demo/newsevents/	
☒ OK	School of Science Expends Energy on Power Issues	/demo/newsevents/	
☒ OK	Frequently Asked Questions	/demo/alumni/	
☒ OK	Campus Activities	/demo/campuslife/	

Showing 7 records.

 Delete  Cancel

Click column heads to sort by status, or alphabetically by item title, subsite location, or reason.

Delete Conflicts And Warnings

The following lists the items that you have marked for deletion. Please confirm that you wish to delete them.
Note 6 items either have conflicts (warnings), or can not be deleted (failure). Uncheck those that you do not wish to delete.

Status	Page Name	Subsite	Reason
☐ Failure	template-SubSite-Landing-Template.cfm	/demo/	One or more pages derive from this template. You must delete those pages before deleting the template.
☐ Failure	template-Simple-WYSIWYG.cfm	/demo/	One or more pages derive from this template. You must delete those pages before deleting the template.
☐ Failure	template-Press-Release-Page.cfm	/demo/	One or more pages derive from this template. You must delete those pages before deleting the template.

Showing 6 records.

 Delete  Cancel

The Status column displays the following options:

OK: This item has no active dependencies – deleting will not affect other CommonSpot objects.

Warning: This item has active dependencies – deleting will affect other CommonSpot objects. You have the option of resolving conflicts before deleting.

Failure: This item has important current dependencies. You cannot delete this item until you resolve dependencies, such as first deleting pages derived from a template or first removing all pages from a page set, as shown below.

Delete Conflicts and Warnings

The following lists the items that you have marked for deletion. Please confirm that you wish to delete them. Uncheck any that you do not wish to delete.

Note 1 item either have conflicts (warnings), or can not be deleted (failure).

Status	Title	Subsite	Reason
☒ Warning	CSU Faculty and Staff	/demo/academics/catalog/	One or more pages are members of the page set. You must remove the members before attempting to delete the page set.

Showing 1 record.

Delete
 Cancel

Once you resolve problems, select items and click Delete to complete, or Cancel to exit without completing. Initiating delete actions with no serious dependencies displays the [Delete Page Confirmation](#) dialog.

Confirm Deactivate

Choose Actions – Deactivate Page to make a page unavailable for public or read-only viewing. You can also access this option by clicking the More Actions icon for a selected page in My Pages and other page reports, or view status and change state for the current page through the Page Details left pane option. See Page Details.

The following prompt displays.

Confirm Deactivate

Are you sure you wish to deactivate the page?

Inactive pages can only be viewed by contributors with Author, Edit, Design, Style or Admin permissions.

Yes
 No

Clicking Yes displays the following..

CSU Events
 Events Calendar
 Media Library
 Media/Communications

Published October 3, 2009

By Chris Randall

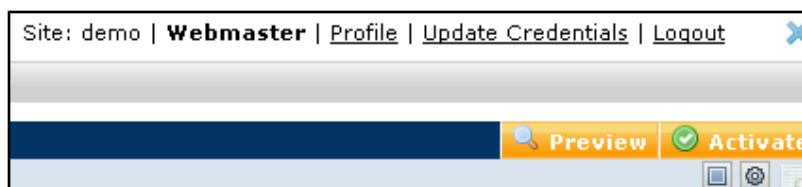
CommonSpot University School of E establishes program to help account connect to career.

Inactivating page. Please wait...

College students preparing for a professional face a host of important decisions that will ha

Newly created pages are automatically inactive to ensures that work under design and development does not display within the Choose, Find, or Page Index options in CommonSpot. While a page is inactive, any attempt to access the page displays a dialog indicating that the page is not active. View inactive pages through the Reminders section of My CommonSpot.

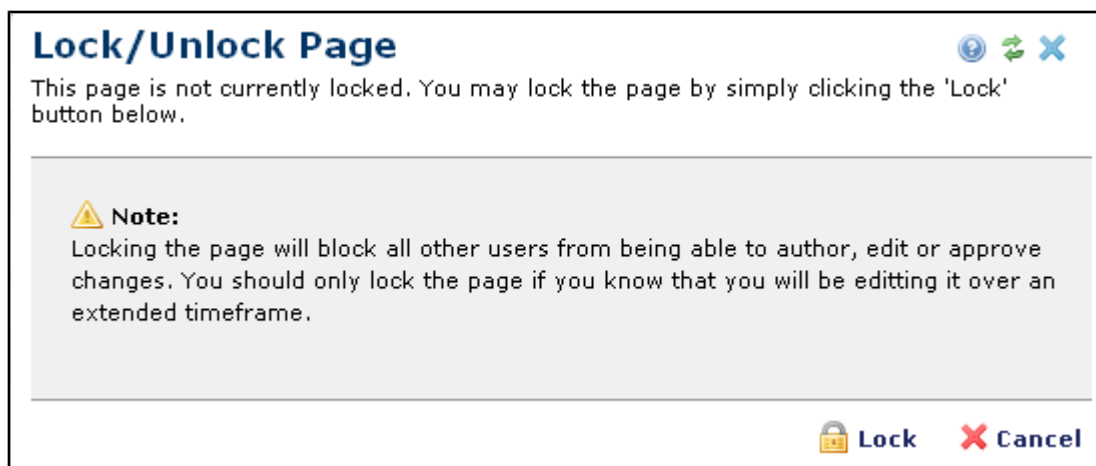
The Activate button displays for inactive pages for contributors with author rights.. Activate inactive pages at any time by clicking this button in the top right of the CommonSpot workspace.



Pages automatically become active when published if Activate when Approved is checked.

Lock Unlock Page

Choose Actions – Lock Page to enable/disable other users from editing the current page.



This option is also available from My CommonSpot and other reports including pages, such as the Report of Pages, Templates, Uploaded Docs & Registered URLs. See the description of this option in the CommonSpot Administrator's Reference.

Select Date Options				
Date	Page Title	State	Subsite	Actions
2010-01-25	Landing Page Template (template)	✓	/demo/	
2010-01-25	Welcome	✓	/demo/	
2010-01-22	My Page 6	✓ W	/demo/	
2010-01-20	See Also Reference	✓	/demo/	
2010-01-20	See also references (template)	✓ W	/demo/	
2010-01-12	test link	✓	/demo/	
2010-01-06	My Page 3	✓	/demo/	

CommonSpot allows any contributor with author rights to a page to explicitly lock it to prevent others from making changes.

Once a page is locked, only the person who locked it, or administrators, can edit, move, rename, delete, or otherwise change the page. For others, the page is in a read-only state and Take Control is not an option. Use this feature to maintain page integrity for updating pages over a long period of time.

In addition to explicit locking, CommonSpot automatically prevents multiple authoring sessions on the same page at the same time, to prevent editing conflicts and overwriting. CommonSpot creates a database entry at

the start of each authoring session and displays Take Ownership or Cancel options when you try to enter author mode on a page someone else is editing.

Error messages vary based on who encounters the lock.

Attempting to re-enter author mode on a page where you own the lock displays the [Page Worked on in Another Session](#) message.

If you try to author a page currently locked by another user, you receive the [Page Worked on by Another User](#) error.

These actions unlock explicitly locked pages:

Time Expires – A lock on a page in Author mode remains open for the length of a user's session, as specified in the Session Timeout setting in the CommonSpot Server Configuration dialog.

Move out of Author mode – During the page publishing process, you choose the Reload in Read Mode option, or manually enter Read mode.

Another user with sufficient rights breaks the lock– A user with Admin rights entered Author mode on the locked page and breaks your lock.

See also [Element Locked](#).

Page or Template Worked on In Another Session

If you close the browser window in the middle of an authoring session, Page Worked on In Another Session displays. (A similar window displays if you were editing a template.)



Click Take Control to break the old Authoring lock and enter Author mode on the page. Click Cancel to exit without breaking the lock. You will not be able to enter Author mode until you navigate to another page within the site, or the original lock expires.

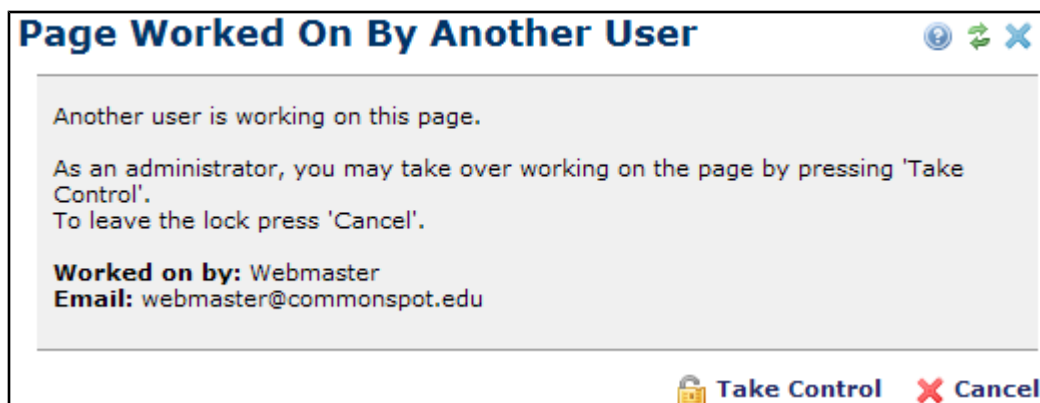
Note: You can navigate to other pages (for instance by following links) and still maintain your lock on the last-authored page. However, entering Author or Edit mode on another page releases the original lock.

Navigating to a page in the CommonSpot Administrator does not break the Author mode lock.

If a lock breaks during an authoring session (because you navigated to another page, your session has expired, or because you accidentally logged out), an alert displays with options for recovering your current work. See [CommonSpot Security Exception](#) for more information.

Page or Template Worked On by Another User

Attempting to enter author mode on a page or template authored by another user displays a message similar to the following.

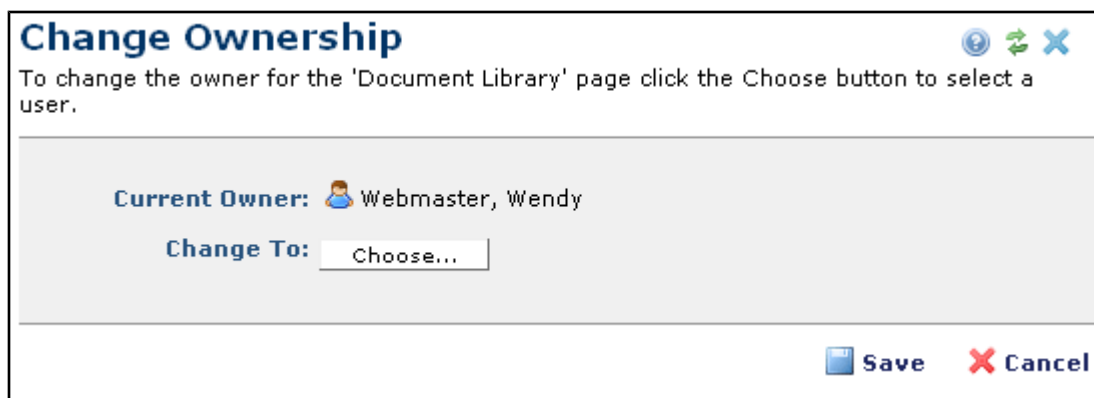


If you have edit or author rights to the page or template, click Take Control to modify the page, or Cancel to exit without changing ownership. If email service is enabled for your CommonSpot site, the email address of the current author displays. (Administrators enable this option through Server Administration – Configuration – Email Notification.) You can optionally contact or email the current owner to notify them of the change of control.

Change Ownership

This option is available to users with admin rights to CommonSpot objects. You can select a single user or a single group as the new owner; you cannot select multiple users or groups.

Choose Actions – Change Owner. You can also access this option by clicking the More Actions icon  for pages, images, or other objects in search results and CommonSpot reports to reassign rights. The current owner's group  or user  status displays, as shown below for the user Wendy Webmaster.



Click the Choose button in the Change To field to display the [Select User](#) dialog for picking a new owner.

Select User

This dialog displays throughout CommonSpot for security, assignment, and routing operations, such as email notifications. To assign or change ownership, you can select from either users or groups with edit rights to a page or object. View Users by Name, Users by Group, Groups by Name or Groups by User.

Select User   

Please select a user from the list below.

[Users by Name](#) | [Users by Group](#) | **[Groups by Name](#)** | [Groups by User](#)

Group Name Begins With

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [All](#)

Group Name ^	Description
611_admins	611_admins
611_authors	611_authors
CommonSpot Contributors	Includes all users who are designated as contributors
CPAdmin	CommonSpot system administrators

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

User Name Begins With

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [All](#)

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

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

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

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

Users by Name | [Users by Group](#) | [Groups by Name](#) | [Groups by User](#)

User Name Begins With

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [All](#)

Name ^	Email
☐ admin-issues1	admin-issues1@pthin.com
☒ admin-issues3	admin-issues3@pthin.com
☒ admin-issues4	
☒ admin-root, admin	admin-root@paperthin.com
☐ commonspot, admin	admin@paperthin.com

13 items found.

Selected: [Clear All](#)

admin-issues3 ☒ admin-issues4 ☒ admin-root, admin ☒

Names within the dialog are displayed in the following order: last name, first name, middle name.

Subscriptions

Use the Subscriptions dialog to review or change notifications received for a specific pages. Click Tools – My Subscriptions to view a list of pages you currently subscribe to. You can choose to subscribe via email or My CommonSpot notification.

Subscriptions

The following lists the pages that you have subscribed to. Set the 'Show' option to 'Content Change Notifications' to see pending notifications of changes.

Subsite: ☒ Include Child Subsites

Date Restrictions:

Show:

[Select Date Options](#) [Select All](#) [Deselect All](#)

Date	Title	Subsite	Notify Via	Actions
2011-04-05	Tips For Parents	/demo/about/	Email, My CommonSpot	☒ ☐ ☐ ☐

1 item(s) found.

More Actions...

- More Actions...
- Clear Selected Notifications
- Delete Selected Subscription
- Clear All Notifications

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

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

Date Restrictions – Select from the dropdown:

- None (initial default) – Use no date filters.
- Last modification date – The last time content was changed
- Last major modification date – The last time content was changed with the setting Treat change as significant, an organization-configurable option that has no effect on CommonSpot versioning.
- Creation date – Search by the date content was first created.
- Publication date – Search by the date content was published.
- Expiration date – Search by the date content expired.

Once you set a date restriction, you can further refine your search with options in the second date field. Picking a date restriction based on past events displays past time periods only. Picking a date restriction for future events displays future times only. Optionally refine date restrictions:



Use the Show dropdown to view all of your subscriptions or only those with content changes.

Use  Select Date Options to set the date that displays in the Date column. (Use the Date Restrictions search criteria to constrain results by specific dates). Pick from the dropdown. A green checkmark  indicates the current filter. Optionally choose from the following:

- Creation Date – Filters results based on the date created.
- Publication Date – Filters results based on release for publication.
- Expiration Date – Filters results based on the date content expires.
- Last Modification Date – Filters results based on the date of last change.
- Last Major Modification Date – Filters results based on the date of last major change. This is an organization-defined option set by treat change as significant during updates, which has no effect on CommonSpot versioning.

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

In the Actions column, click the clear icon  to remove this notification.

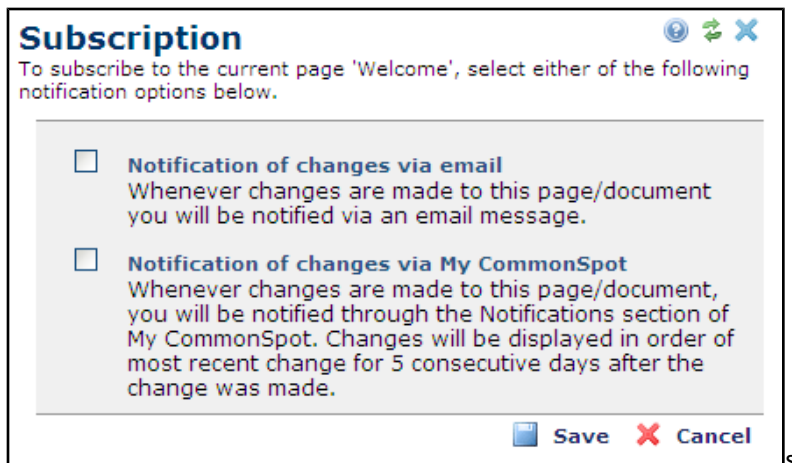
To add or change notification preferences, click the edit icon  for a current subscription. The [Subscription](#) dialog displays in edit mode.

To unsubscribe, click the associated delete icon .

Optionally, select one or more items, pick from the More Actions dropdown, and click Go to process multiple subscriptions.

Subscription

If you are interested in updates to a specific page, or if you rely on access to specific content on a routine basis, you can opt in to notification when information changes. through My CommonSpot – Notifications.



Subscription

To subscribe to the current page 'Welcome', select either of the following notification options below.

- ☐ **Notification of changes via email**
Whenever changes are made to this page/document you will be notified via an email message.
- ☐ **Notification of changes via My CommonSpot**
Whenever changes are made to this page/document, you will be notified through the Notifications section of My CommonSpot. Changes will be displayed in order of most recent change for 5 consecutive days after the change was made.

 **Save**  **Cancel**

To subscribe to notification of changes to a page by others, navigate to the page and choose Actions – Subscribe to Changes to view the Subscription dialog. You can also access this option by clicking the More Actions icon  for a selected page or pages in My Pages and other page reports and search results that include this option.

If mail service is set up for your CommonSpot environment you can check either or both of the notification options. Otherwise, updates display in My CommonSpot Notifications. Click Save to keep your preferences.

Create Post

If you have permission to post to one or more social media channels in CommonSpot, you can create posts from the page view, then [manage them](#) without leaving the page. (You can also manage your posts through [the dashboard](#) available in My CommonSpot.) Post immediately, save content for posting later, or schedule posts for a future date or time. To help you manage the number of records created for your posts, CommonSpot prompts you to pick a date to expire post records from the Social Media Manager dashboard.

Access this dialog from [Actions](#) – Create Social Media Post or from Submit All Changes for Publication when you click [Submit and Share](#).

Create Post

Create a title for this social media content. Note this will not be included in the post. To post to a social media channel, select a channel from the left, enter message and click the Share button.

Title:

[Show Less](#)

Remove from Dashboard on:

Channels:

- Facebook Channel1**
 Posted: Never
- Facebook Channel2**
 Posted: Never
- Facebook Channel3**
 Posted: Never
- My Twitter Channel**
 Posted: Never
- My Twitter Channel1**
 Posted: Never

Post Type:

Social Message:

Link To: 63127

Message Image:

Schedule: Not Scheduled

Title – The label for this posting. This shows up in CommonSpot reports to help you find and manage posts, but does not display in the post itself.

Save – Creates a record for this post in the [Social Media dashboard](#), but does not post to the external social media channel. This option is disabled for posts generated from content that requires approval, which are saved in a Pending state. Saving posts that don't require approval maintains them in a Possible state. See the [state descriptions](#) for the Social Media Manager.

Remove from Dashboard – Displays the [calendar](#) icon for setting an expiration date for post records in the [Social Media dashboard](#). This field is optional.

Title:

[Show Less](#)

Remove from Dashboard:

Click Show More/Show Less to show/hide this option.

Channels – Lists channels (accounts) for which you have permissions. Pick a channel to post to.

Post Type – Displays for Facebook posts only. Pick from the dropdown. If this is a combination post (both image & text), this selection sets priority.

Social Message – Required if you selected MessagePost for the Post Type. Enter or change text content here. CommonSpot updates character count for both Facebook and Twitter messages. Optional for Facebook image messages with text.

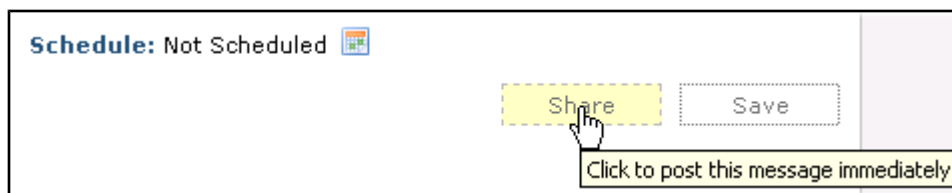
Link To – Optionally pick a [web page](#) or [image](#) file to link to in this post.

Message Image – Required if you selected ImagePost for the Post Type. Optional for Facebook text messages with images. Click the image icon  to [choose an image](#) for your message. Click the Clear button to remove existing image content.

NOTE: Image URLs must point to a publicly accessible domain. Image URLs resolving to localhost or a local server will not work.

Schedule – For unscheduled items, displays the [Date-Time Selection Control](#) for setting a post time. For scheduled items, displays the publishing time set for this post. Click the schedule  icon to set or reset the post time, or click the cancel icon  to "unschedule" the posting.

Share – This button displays for unscheduled content. For messages generated from content or pages that do not require approval, click this button to immediately post to the selected channel. CommonSpot prompts for confirmation and your message displays as Posted in the [Social Media Manager](#).



For messages generated from content or pages that require approval before publishing, this button displays as follows and your message is maintained as Pending in the [Social Media Manager](#).



Once your messages post, you can view and respond to [comments](#) by accessing the Social Media Manager from My CommonSpot or, for individual pages, from the Manage Menu.

Note: Updating comments and counts requires enabling the Update Social Media Scheduled Job. See the Administrator's Reference for more information.

Create Work Request

CommonSpot provides a controlled way for you to ask another contributor to start, work on, or finish specific tasks. Access this dialog to initiate and assign tasks in author mode by selecting Create Work Request from the Actions menu or Add Work Request from the Reminders section of My CommonSpot. You can also access this option by clicking the More Actions icon  for a selected page in My Pages or other page reports and search results that include this option.

Note: Before you can initiate work requests, your site administrator must first allocate work request resources through Site Administration – Approval and Workflow – Work Request Resources.

CommonSpot automatically records and tracks task status and optionally deletes completed tasks so you never have to think about following up or removing old requests. This dialog displays in edit mode for existing work requests viewed from [Manage Work Requests](#).

Edit Work Request

Please select the desired work type, then choose one of the following individuals or groups who have been assigned to handle this type of work request, then complete the remaining fields.

Work Type: Work 11

User/group: Editor Alumni Relations (User)

Title: Clean up typos on each Alumni relations page

Due Date: 2010-02-10

Scope: General Work Request

Urgency: Medium

Notes: Spell check did not find all typos...Please copy edit & fix text.

Notification: Send email notifications when:

- ☒ Work Request is assigned (send to assignee)
- ☒ Work Request is rejected (send to assigner)
- ☒ Work Request is accepted (send to assigner)
- ☒ Work Request is completed (send to assigner)

Removal: ☒ Automatically remove the work request when completed

Work Type: Select from the dropdown. Your CommonSpot Site Administrator defines options available here through Site Administration – Approval & Workflow – Work Request Resources.

User/Group: Select from the dropdown. For each Work Type available, the CommonSpot Site administrator creates user/group associations. Selecting a work type without this association generates an error.

Title: Required. Enter a descriptive title for this request.

Due Date: Required. Click the calendar icon to set a deadline.

Scope: Select from the dropdown.

Urgency: Select from the dropdown.

Notes: Required. Include additional information or instructions.

Notification: Select the appropriate option. Defaults to all selected.

Removal: Automatically deletes this request from the Manage Work Requests view once it's completed.

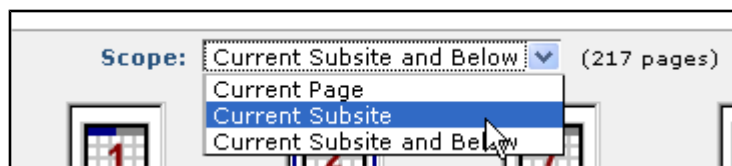
Usage Statistics

CommonSpot's Usage Statistics help content owners assess the value of the content they publish. It is not meant to replace common Web server usage statistics packages.

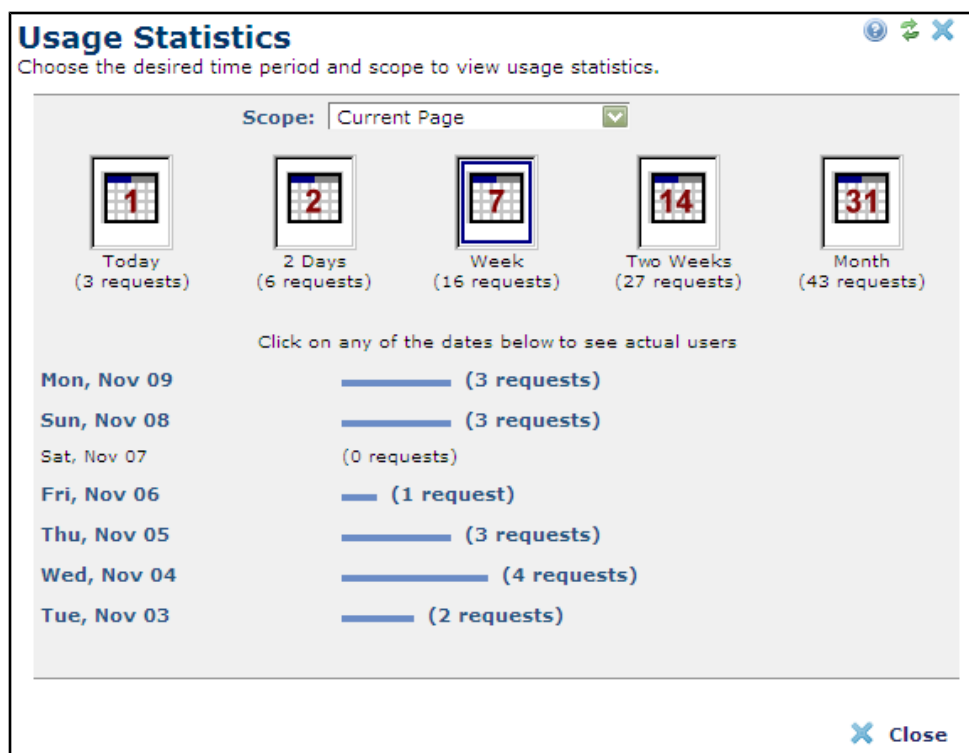
Usage Statistics show on a page-by-page basis which authenticated users have viewed the page during a specified time frame. It does not track anonymous usage, only that of authenticated users.

In author mode, while viewing a page, choose Actions – View Usage Statistics. You can also access usage information by clicking the More Actions icon  for an item in CommonSpot reports.

Choose from the dropdown list at the top of this dialog to view statistics at the page or individual subsite level, or for all subsites within a subsite (for example, the root subsite)..



Choose the time period to view usage information by clicking on a calendar image. Time period options include: today, last two days, last week or last seven days, last two weeks, or the preceding month.



The total number of authenticated user requests for the page or pages defined in Scope displays in parentheses () below each time period icon.

Selecting a time period displays a bar graph for visually comparing usage by day, to easily review high and low activity periods.

Click a date in the left column or a requests link in the right column for user information. The [Usage Statistics Details](#) dialog displays.

Usage Statistics Details

Use this dialog to identify users interacting with specific pages and the frequency of use (displayed in parentheses after each user name). Review activity for the current day, two days, current week, two weeks, or

month.

While viewing a page in author mode, choose Actions – View Usage Statistics, then click a date in the left-hand column to view user details.



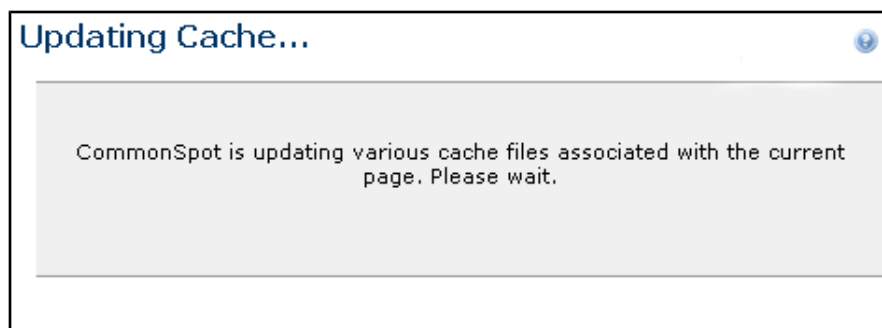
Click Close to exit the dialog or Refresh  to update display.

Clear & Update Page Cache

Choose Actions – Clear & Update Cache to delete all of the page and Element-level caches for the current page. CommonSpot displays the [Updating Cache](#) dialog.

Updating Cache

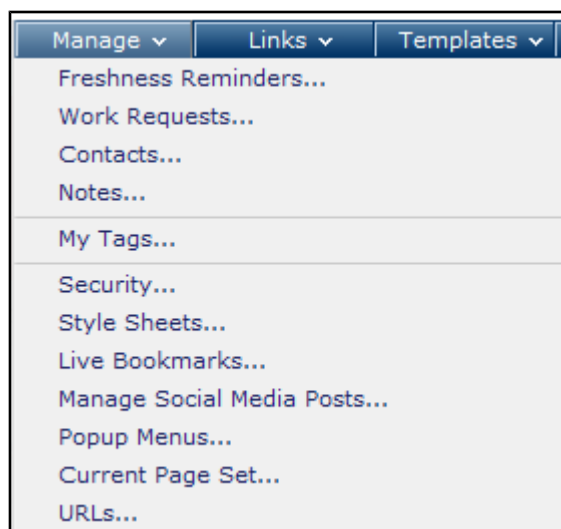
This dialog displays when you choose Clear & Update Cache from the Actions menu in Author mode.



Reload the page to regenerate page and Element caches. You will not need to use this option often, but it is useful for updating pages after programmatic changes to the base template or when custom scripts run on the current page. Note that this action deletes cache items for the current page only. See the discussion of Clear Cache in the [ΧορμόνΣποτ Αδμινιστρατορ □ Ρεφερενχε](#) for information on how to clear site and subsite caches.

Manage Menu

Use this menu to manage action items, local formatting, and other activities and attributes for the current page. If your site licenses CommonSpot Social Media features and you have permission to create or manage posts, this menu also displays a Social Media option. Popup Menus and Current Page Set items also display conditionally.



For each page you can manage:

[Freshness Reminders](#) – View, change or add reminders.

[Work Requests](#) – View, change, or create task assignments for the current page.

[Contacts](#) – View all contacts associated with the current page.

[Notes](#) – Add, edit, or delete notes for the current page.

[My Tags](#) – View, change, or create personalized keywords for the current page.

[Page Security](#) – View, change, or set page permissions.

[Style Sheets](#) – Define which Style Sheets to use with the current page.

[Live Bookmarks](#) – Defines which feeds link to the current page as Live Bookmarks.

[Manage Social Media Posts](#) – Conditionally displays for users with social media permissions. View, edit, and update current and planned postings generated from the current page.

[Popup Menus](#) – Displays in author mode, for viewing, defining, and setting attributes for popup menus for this page.

[Current Page Set](#) – Conditionally displays for pages that are members of a page set.

[URLs](#) – Displays URLs pointing to the current page and gives you options for changing, removing, or adding new redirects.

Manage Freshness Reminders

Content Freshness Reminders display in My CommonSpot as “ticklers” for content requiring maintenance. Use Freshness Reminders in combination with CommonSpot’s content expiration features to monitor and maintain content currency.

Access this dialog by clicking Freshness Reminders from the Manage menu in author mode to view, edit, or delete Freshness Reminders at your site.

Manage Freshness Reminders

The following lists the Freshness Reminders for the 'Welcome' page.

Type: Reminders Assigned to me
State: All Reminders
Search Criteria:
Filter

Name ^	Remind On	Assigned To	Owner	Private	State	Actions
All Haitian Relief updates	1 days after change	Webmaster	Webmaster	✓	Scheduled	   
check for form submission updates	2010-02-08	Webmaster	Webmaster		Active	   
Copy 2 of Returning Students	1 days after change	Page owner	Webmaster		Dismissed	  
Returning Students	1 days after change	Page owner	Webmaster		Scheduled	   

 Add Freshness Reminder

 Showing 4 records.
 Close

Filter using the Type or State dropdown. The example above uses no filter to display all available reminder types and states. The second reminder in the table, check for form submission updates, is based on a specific date. All others are change-triggered. Click to sort by column head. A checkmark in the Private column indicates a reminder visible to the owner only.

State is Active for freshness reminders that currently require attention, as shown above for check for form submission updates.

State is Scheduled for currently assigned freshness reminders, as shown above for All Haitian Relief updates.

State is Dismissed for freshness reminders reviewed and permanently ignored, as shown above for Copy 2 of Returning Students.

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

Click the dismiss icon  to permanently ignore a reminder.

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

Click the copy icon to duplicate a reminder, as shown above for Copy 2 of Returning Students. Use this feature to save time creating frequently used or assigned reminders.

Click the delete icon  to permanently remove a reminder.

Add Freshness Reminder

Authors can set Freshness Reminders for a specific date, a specific interval before content expiration or after content is last changed, or when some specific content maintenance is required. No reminder is also an option for content that does not require proactive management. You can create reminders for yourself and make them private.

Contributors can create, manage, and assign Freshness Reminders to others.

Add Freshness Reminder

Please enter the specified information below to create a Freshness Reminder for the 'Welcome' Page.

Name: Check formatting for new tagline element

Assign To: ☒ Myself
☐ Current Page Owner
☐ Selected Contributor

Reminded On: Specific Date

Date:

Description: New logo available 5/14/10. Check formatting in tagline on dev for spacing

☒ **Private**

Save **Cancel**

This dialog displays in edit mode for existing Freshness Reminders as shown below.

Access this dialog from Manage – Freshness Reminders, or by clicking Active Freshness Reminders from the Page Tools left panel and selecting the Add or Edit options.

Name: Required. Enter a meaningful label for the Freshness Reminder.

Assign To: Required. Select the appropriate option. Clicking Selected Contributor displays the Choose button. Click to assign this reminder to a user or group. For details on this process, see Select User.

Reminded On: Required. Choose from the dropdown. You can set a generic reminder, triggered by change state, or select a specific date for reminders.

Selecting X days after Next Content Change displays the Days field for setting the interval between update and reminder.

Selecting Specific Date displays the calendar icon for picking a date for the reminder.

Description: Required. Enter a meaningful explanation.

Private: When checked, prevents others from seeing this reminder.

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

Edit Freshness Reminder

Please enter the specified information below to create a Freshness Reminder for the 'Welcome' Page.

State: Dismissed
Dismissed By: Webmaster
Dismissed On: 2010-02-08
Dismissed Comment: Will route to a single editor, don't need two separate reminders

Name:

Assign To: ☐ Myself
☒ Current Page Owner
☐ Selected Contributor

Reminded On:

Days: Enter days from 1 to 999

Description:

Save Cancel

Once this reminder has been set and assigned, a link to each current reminder displays for the assignee under Reminders in My CommonSpot.

Snooze Freshness Reminder

You can choose to postpone freshness reminders you receive. Set the appropriate delay time from the Snooze for dropdown. Add an optional comment.

Snooze Freshness Reminder

Please select the duration you wish to snooze the 'Test page' Freshness Reminder for and add an optional comment if appropriate.

Snooze for:

Comment:

Snooze Cancel

Click Snooze to save the delay time or Cancel to exit without saving.

Dismiss Freshness Reminder

You can choose to dismiss freshness reminders you receive. Click Dismiss. Add an optional comment.

Dismiss Freshness Reminder

Please enter a comment to dismiss the 'Test page' Freshness Reminder.

Comment:

Dismiss

Cancel

Click Dismiss to cancel the selected Freshness reminder or Cancel to exit without dismissing.

Manage Work Requests

Access this dialog by clicking Work Requests under Reminders in My CommonSpot, or select this option from the Manage menu in author mode. Use this dialog to view, review, change, or delete current task assignments and status.

You can also choose Active Work Requests in author mode from the Page Tools left panel to display work requests for the current page.

Manage Work Requests

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

Type: All

State: All

Urgency: All

Show Details

Filter

Due Date ^	Urgency	Title	State	To	From	Actions
2011-01-26	Medium	WorkRequest	Pending			
2011-02-22	Medium	Work request	Pending			
2011-02-22	Medium	vv	Pending			
2011-02-28	Medium	workrequest	Pending			
2011-02-28	Medium	WorkRequest28thFeb	Pending			

Add Work Request

5 items found

Close

Select an option in the Type dropdown to display all or all open work requests, or filter for assignments made to you or by you or your groups.

Type: All

- All
- Requested By Me
- Assigned To Me
- Assigned to My Groups
- Assigned to Me or My Groups

Optionally click Show Details (default) to display request type and any notes in the Title column, as shown below

Manage Work Requests
Manage the following work requests regarding the 'Campus Life' page.

Show: Open assigned to me Urgency: All ☒ Show Details Filter

Due Date	Urgency	Title	State	To
2010-03-31	Medium	from webmaster for page Type: Design Notes: This is the notes. It may wrap multiple lines.	Design	Editor Campus

Otherwise Title displays task name only. Page-specific assignments link to the relevant page and general assignments are unlinked, as shown above.

Click to sort by column head. The State column can display the following:

- Pending – The request has not yet been received
- Completed – The request was received and completed
- Accepted – The request was received and accepted, but is not yet completed.
- Rejected – The request was received and rejected.

Remove individual items by clicking the associated delete icon .

Click Add Work Request to display the [Create Work Request](#) dialog for initiating a new request for work or click the edit icon  to display this dialog in edit mode for an existing request.

Manage Contacts

All of the relevant contacts associated with any CommonSpot page and their direct e-mail links are available in one convenient location. Contacts can include the author, publisher, product manager, technical support, or other relevant subject-matter experts. Choose Manage – Contacts to access this dialog. You can also access this option by clicking the More Actions icon  for a page or template in My Content or CommonSpot reports. Use this dialog to view and associate contacts with a document. Click to sort contacts by type, name, email, or phone.

Manage Contacts

The following contacts are associated with the 'image picker test' page.

[Manage Contact Types](#)

Type ^	Contact Name	Email	Phone	Actions
CommonSpot Administrator	Campus Life, Editor	campuslife@commonspot.edu		
CommonSpot Administrator	mike@commonspot.edu,	mike@commonspot.edu		
CommonSpot Administrator	evan@commonspot.edu,	evan@commonspot.edu		
CommonSpot Administrator	Alumni Relations, Editor	alumnirelations@commonspot.edu		
CommonSpot Administrator	tester, tester	tester@paperthin.com		

[Add Contact\(s\)](#)

More Actions... Go

Showing 5 records.

Close

In Author mode you can add new contacts to a page. Click [Add Contacts](#) to associate another contact with the current page.

Click the edit icon to view or change contact type or responsibility description. The Add Contacts dialog displays in edit mode.

Click the user icon to view user profile information. The User Information dialog displays.

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Add Contacts

Access this dialog by choosing Contacts from the Manage Menu and then clicking Add Contact(s) from the Manage Contacts dialog to create new contacts for the current page, or click the edit icon for an existing contact in Manage Contacts to display this dialog in edit mode as shown below.

Edit Contact

Update...

Add Contacts

To add one or more individuals as a contact for the 'Cookout' page, first select the type of contact, then check one or more users.

Contact Type: CommonSpot Administrator [New...](#)

Contacts to Add: [Choose...](#)

Responsibility Description:

Save Cancel

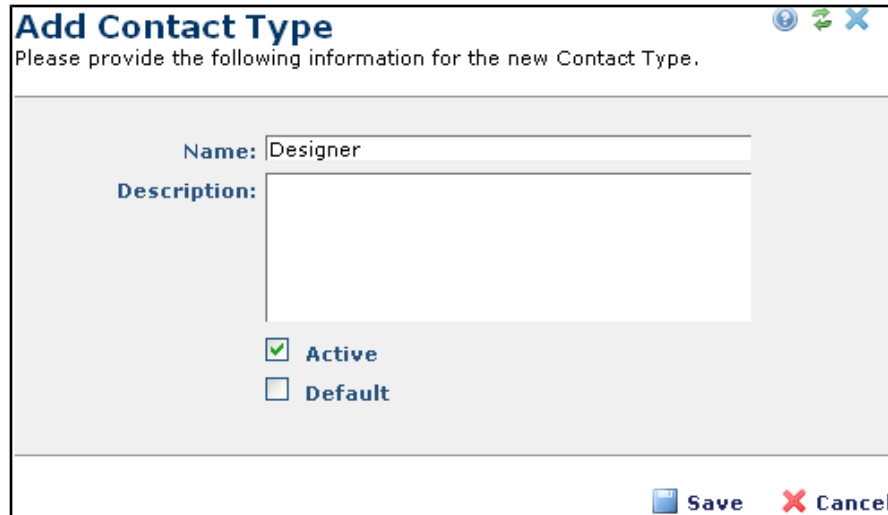
Contact Type: Pick from the dropdown or click the New button to display the Add Contact Type dialog.

Contacts to Add: Required. Click Choose to add from existing CommonSpot users. The Select User dialog displays.

Responsibility Description: Optionally describe this contact's role.

Add Contact Type

Click New in the Add Contact dialog, to display the Add Contact Type dialog for associating a new individual and job function with the current page. You must have new category creation rights to specify a new type.

The image shows a dialog box titled "Add Contact Type" with a subtitle "Please provide the following information for the new Contact Type." The dialog has a light gray background and a white border. It contains a text input field for "Name" with the value "Designer" and a larger text area for "Description". Below these fields are two checkboxes: "Active" (checked) and "Default" (unchecked). At the bottom right, there are "Save" and "Cancel" buttons with icons. The title bar of the dialog shows standard window controls (minimize, maximize, close) on the right.

Name is required.

Description: Optionally enter any additional information about this contact type.

Check Active (default) to display this contact in the Contact Types dropdown in the Add Contacts dialog.

Check Default to make this the first type to display.

Manage Contact Types

Use this dialog to activate, deactivate, edit, or delete contact types. Types registered as Active here display in the Contact Types dropdown in the [Add Contacts](#) dialog.

Click to sort types by, name, description, active , inactive, or default  status.

Manage Contact Types

The following list the available contact types.

Name ^	Description	Active	Default	Actions
CommonSpot Administrator		✓	✓	
Reviewer		✓	✓	 

 [Add Contact Type](#)

 Showing 2 records.
  Close

From the Manage Menu, click Contacts to display the [Manage Contacts](#) dialog. Click Manage Contact Types in the upper right corner to display this dialog.

Click Add Contact Type to make a new type available.

Click the edit icon  to display the [Add Contact Type](#) dialog in edit mode so that you can revise type status and information.

Click the delete icon  to remove a type.

User Information

Use this informational dialog to view user details for CommonSpot operations that include user data. See [Edit User Profile Information](#) in this guide and “Add User Information” in the CommonSpot Administrator’s Reference for more on this dialog.

User Information

The following is the user profile information for 'Editor Alumni Relations'.

Company: CommonSpot University
Organization: Administrators
Last Name: Alumni Relations
First Name: Editor
Middle:
Title:
Address1:
Address2:
City:
State:
Zip:
Phone:
Fax:
Voice Mail:
Email: alumnirelations@commonspot.edu
HomePage:

 Close

Manage Notes

Use this dialog to view, add, edit, or delete notes for the current page. Choose Manage Notes from the [Manage Menu](#). Click column heads to sort notes by date last updated, owner name, text, or private/public status. Private notes display a green check mark  in the Private column.

Manage Notes

The following notes exist regarding the 'News & Events' page.

Notes to Display: 

Last Updated	Owner	Note	Private	Actions
2009-11-08	Webmaster	reset replication times		 
2009-11-08	Webmaster	contact designer for new graphics		 

 [Add Note](#)

 Showing 2 records.

 Close

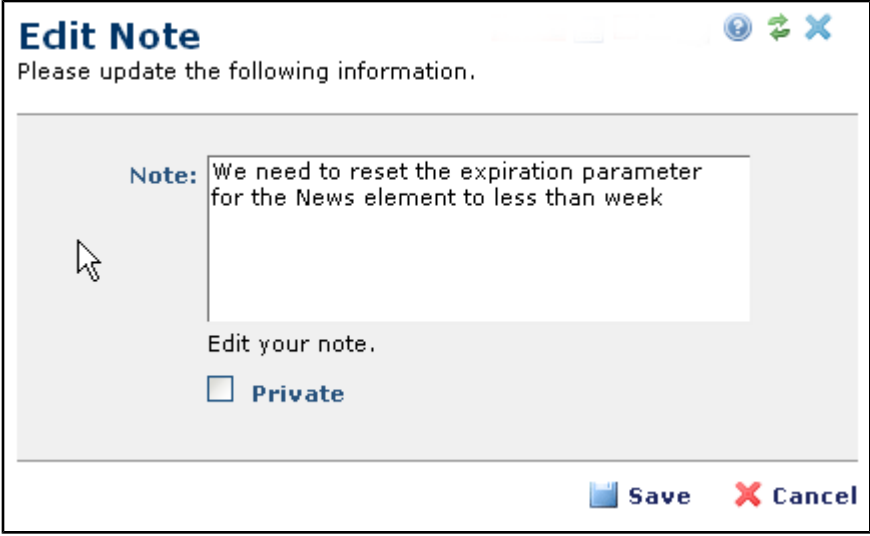
In Author mode you can add new notes to a page. Click Add Note to display the Add Notes dialog for associating new comments with the current page.

Click the edit icon  to view or change Note content. The Add Note dialog displays in edit mode.

Click the delete icon  to remove an individual note.

Add Note

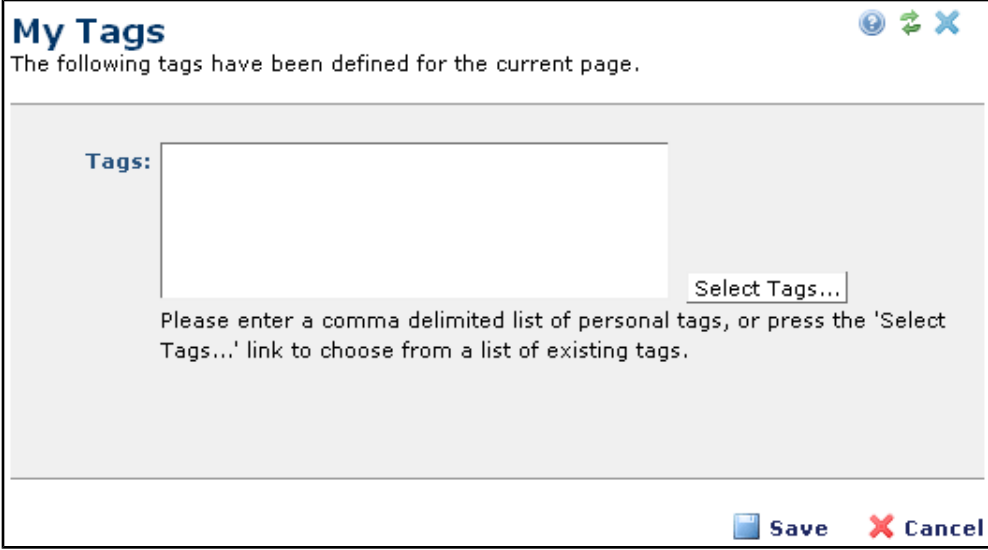
Access the Add Note dialog from Manage Notes to comment on the current page. By default, Private is unchecked for sharing notes with team members. Optionally click Private to create personal notes. This dialog displays in edit mode for existing notes, as shown below.



The **Edit Note** dialog box has a title bar with a question mark, a refresh icon, and a close icon. Below the title bar, it says "Please update the following information." The main area contains a text box with the text "Note: We need to reset the expiration parameter for the News element to less than week". Below the text box is the label "Edit your note." and a checkbox labeled "Private". At the bottom right are "Save" and "Cancel" buttons.

My Tags

Use this dialog to view or change the assignment of informal keywords to a page. Use this kind of metadata to more easily find personal pages and information.



The **My Tags** dialog box has a title bar with a question mark, a refresh icon, and a close icon. Below the title bar, it says "The following tags have been defined for the current page." The main area contains a text box with the label "Tags:". To the right of the text box is a button labeled "Select Tags...". Below the text box is the text "Please enter a comma delimited list of personal tags, or press the 'Select Tags...' link to choose from a list of existing tags." At the bottom right are "Save" and "Cancel" buttons.

Click the [Select Tags](#) button to choose from existing tags, or enter new tags for your collection.

Select Tags

This dialog displays for all CommonSpot operations that support searching or classifying information using tags – informal, personal keywords used to easily find items you create or own. Tags are distinct from keyword metadata, which are more formal associations, usually reflecting classification policies established at the sub-site level.

Click items from the left and drag to the right to select tags for the current page, image, template or other CommonSpot object, or enter a new term and click the Add to Selected button to create a tag. New keywords become part of the site/subsite collection.

Click the delete icon to selectively remove individual terms or click Delete All to clear your selections.

Page Security – Add User

Use this dialog to grant individuals access to the current or selected page. Access this dialog by clicking Add User in the [Page Security](#) dialog.

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

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

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

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

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

	Name ^	Email
☐	admin-issues1	admin-issues1@pthin.com
☒	admin-issues3	admin-issues3@pthin.com
☒	admin-issues4	
☒	admin-root, admin	admin-root@paperthin.com
☐	commonspot, admin	admin@paperthin.com

13 items found.

Selected: admin-issues3 admin-issues4 admin-root, admin

[Clear All](#)

Names within the dialog are displayed in the following order: last name, first name, middle name.

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

Page Security – Add Group

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

Page Security - Add Group

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

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description

Group records created through the Admin – Group Administration function display in the Add Group(s) dialog. Use this dialog to include one or more existing groups in a new group or to give one or more existing groups explicit permissions.

Group selection dialogs may also include [Visitor Context Groups](#) such as the IP, Job seekers, or Page groups shown below. These groups display only for cases where it makes sense to include specific visitor communities, and do not appear otherwise. See [Visitor Context](#) for more information.

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description
☒ Alumni Relations Managers	Content Managers for the Alumni subsite
☐ Anonymous Users	All un-authenticated users
☐ Authenticated Users	All authenticated users
☒ Campus Life Editors	Content Managers for the Campus Life Subsite
☐ CommonSpot Contributors	Includes all users who are designated as contributors
☐ Faculty	Faculty users, authenticated using custom database
☐ IP Group	Visitors with specific IPs (<i>Visitor Context group</i>)
☐ Job seekers	Visitors coming from Job URLs (<i>Visitor Context group</i>)
☐ Page Group	Group that visits Admissions (<i>Visitor Context group</i>)

17 groups found.

Selected: [Clear All](#)

Alumni Relations Managers ✕ Campus Life Editors ✕

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

Although the Add Groups dialog is functionally the same, security options are case-specific.

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

Click the Clear button to empty the text entry field.

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

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

Groups by Name

Group Name 
Ends With 
Editors
Filter Clear

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description
☒ Alumni Relations Editors	Content Managers for the Alumni subsite
☒ Campus Life Editors	Content Managers for the Campus Life Subsite
☒ Web Communications Editors	Users responsible for creating and editing the web content and university message

 **3 items found.**

Selected:
Clear All

Alumni Relations Editors 
Campus Life Editors 
Web Communications Editors 

 Next
 Cancel

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

Style Sheet Sets

Pages rendered using style sheets typically use more than one. For example, you might have a “main.css” style sheet that contains general style sheet definitions and a “home.css” containing styles specific to the home page. A style sheet set contains one or more style sheets that you can apply to your pages.

Individual style sheets cannot be directly associated with a page or template. Instead, you add style sheets to a style sheet set and then associate the set with a page or template. Typically, sets are associated with templates. Pages derived from the template then inherit the template’s sets.

However, you can add a new style sheet to a page or template in CommonSpot.

Note: When you create a page, it inherits any associated style sheet sets. Once you make style sheet changes, the page uses the modified version and no longer derives formatting from the inherited set. CommonSpot maintains the modified version locally. However, you can restore inheritance. For more information, see [Style Sheet Sets and Style Sheet Inheritance](#).

You can change style sheet sets and the sheets they contain by selecting Manage – Style Sheets while logged in to CommonSpot. The Style Sheet Sets dialog displays as shown below.

Style Sheet Sets

Check or uncheck the box below to enable or disable use of style sheets for this page.

☒ **Enable Style Sheets**

Class to use on Body tag: ---Use default--- Save

The following list shows the Style Sheet Sets registered for this page. Each set contains one or more style sheets, and can be scheduled based on criteria such as subsite, audience, time of day, etc. CommonSpot uses the first set in the list whose criteria match. Click and drag to set priority, or select one or more items and click an Insert  icon to move them.

This page has its own style sheet set information (names, schedules and order). Stylesheets themselves inherit independently for each set, as indicated below.

Style Sheet Sets: Select All Deselect All

Name	Style Sheets	Schedule	Actions
Home (stylesheets from page)	/demo/style/home.css	Schedule: All Dates Groups: All Groups SubSites with URLs containing: '/demo/index.cfm'	   ☐
Student Pages		Schedule: All Dates Groups: All Groups Subsites: All Subsites	   ☐
Default (stylesheets from template)	/demo/style/main.css /ADFdemo/apps/pt_profile/style/profile.css	Schedule: All Dates Groups: All Groups Subsites: All Subsites	   ☐
Faculty Pages		Schedule: All Dates Groups: All Groups Subsites: All Subsites	   ☐

Showing 4 records.  [Add New Style Sheet Set](#)

Close

CommonSpot uses the first style sheet set available. Not all sets are available due to scheduling criteria. See [Schedule/Personalize](#). After locating the first set, CommonSpot ignores all others. Set the order of preference by clicking and dragging to a new position in this table. (Note: For IE, click on the Name or Title, instead of the entire row.)

Name	Style Sheets	Schedule	Actions
admin_set		Schedule: All Dates Groups: All Groups	   ☐
Default (stylesheets from template)	/demo/style/main.css /ADFdemo/apps/pt_profile/style/profile.css	Schedule: All Dates Groups: All Groups Subsites: All Subsites	   ☐

 Click and drag to reorder items
For IE, click the name.

Alternatively, select one or more style sheets and click the insert icon  to move multiple sets or to move one or more sets outside of the scrollable region. Note that changes to style sheet set order are saved immediately.

This dialog displays the following fields:

- **Enable Style Sheets** – When checked, the current page uses style sheets. If this is not checked, style information is embedded within HTML tags. For example, font information is placed within HTML `<font>` `</font>` tags. See [Font and Color Properties](#) and [Page Margins, Colors, and More](#).

- Class to use on Body tag – Some page designs use a class attribute within a <body> tag. Do this by selecting Other in this dropdown and entering the class name.

Style Sheet Sets

Check or uncheck the box below to enable or disable use of style sheets for this page.

☒ **Enable Style Sheets**

Class to use on Body tag: Other...
 Name:

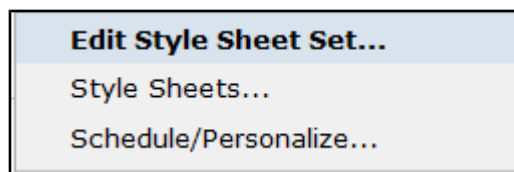
Save

Click the Save button to keep changes to this section. Note that clicking Close without first saving will not honor changes made to this section.

Style Sheet Sets

This table has four columns:

- Name – Identifies the style sheet sets you can assign to the current page. CommonSpot identifies inherited and local sets.
- Style Sheets – Displays the style sheets within a set. You can make changes by clicking the edit icon and selecting Style Sheets. The order displayed here is the order applied.
- Schedule – Shows the scheduling criteria applied to a set. Style sheets must meet scheduling criteria to become available.
- Actions – Displays options for modifying the set. Click the edit icon to display the following menu:



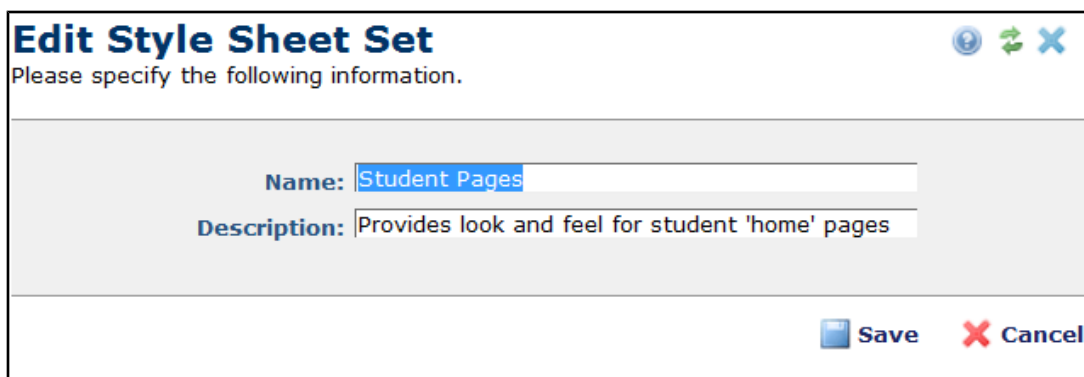
- (delete) – Removes the style sheet set from this page. You cannot delete an inherited style sheet set if it is the only one remaining. You can delete local copies. For more information, see Style Sheet Sets and Style Sheet Inheritance.

To add a new set, click [Add New Style Sheet Set](#).

Click Close to exit.

Add Style Sheet Set

Display this dialog box by clicking Add New Style Sheet Set in the Style Sheet Sets dialog. If you have already created the style sheet, you can select Edit Style Sheet Set by clicking the edit icon for a selected set, displaying this dialog in edit mode, as shown below.



Edit Style Sheet Set

Please specify the following information.

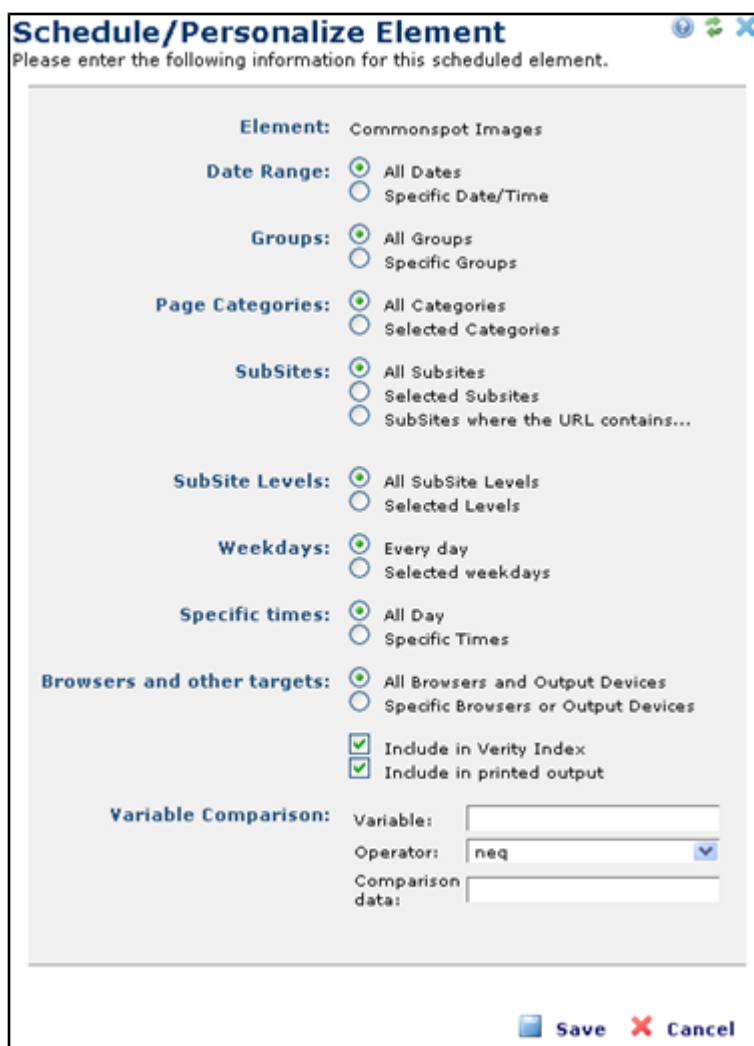
Name:

Description:

 **Save**  **Cancel**

After entering a name and a description, click Save.

Using the Schedule/Personalize Element dialog, you can set criteria for style sheet use or define the last date available. CommonSpot examines style sheet sets for availability in the order in defined in the [Style Sheets](#) dialog. If a set is not available because of the order defined in this dialog, CommonSpot looks at the next style sheet set in the list.



Schedule/Personalize Element

Please enter the following information for this scheduled element.

Element: Commonspot Images

Date Range: ☒ All Dates
☐ Specific Date/Time

Groups: ☒ All Groups
☐ Specific Groups

Page Categories: ☒ All Categories
☐ Selected Categories

SubSites: ☒ All Subsites
☐ Selected Subsites
☐ SubSites where the URL contains...

SubSite Levels: ☒ All SubSite Levels
☐ Selected Levels

Weekdays: ☒ Every day
☐ Selected weekdays

Specific times: ☒ All Day
☐ Specific Times

Browsers and other targets: ☒ All Browsers and Output Devices
☐ Specific Browsers or Output Devices

☒ Include in Verity Index
☒ Include in printed output

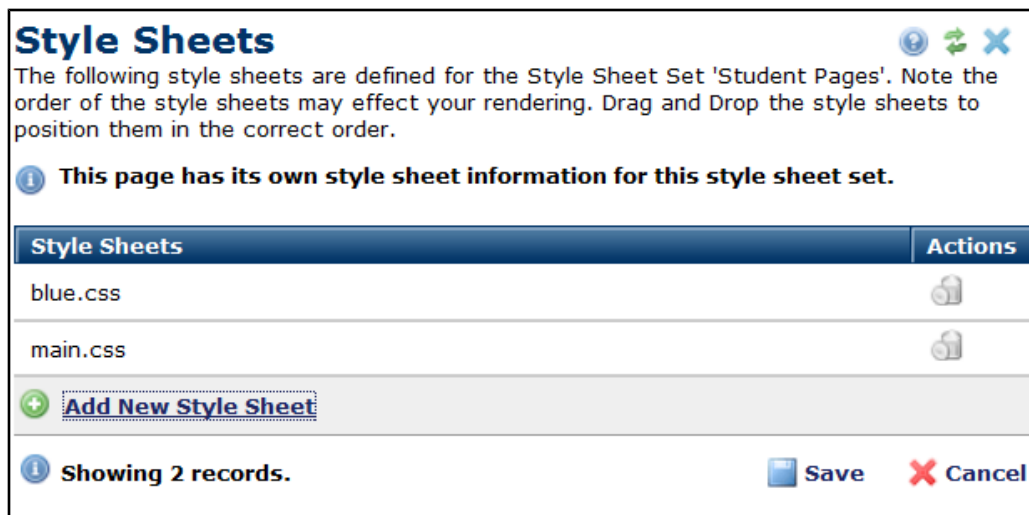
Variable Comparison: Variable:
Operator:
Comparison data:

 **Save**  **Cancel**

For more information, see Schedule/Personalize Element in the CommonSpot Elements Reference.

Style Sheets

Display this dialog box by selecting Style Sheets from the  edit icon menu in the [Style Sheet Sets](#) dialog.

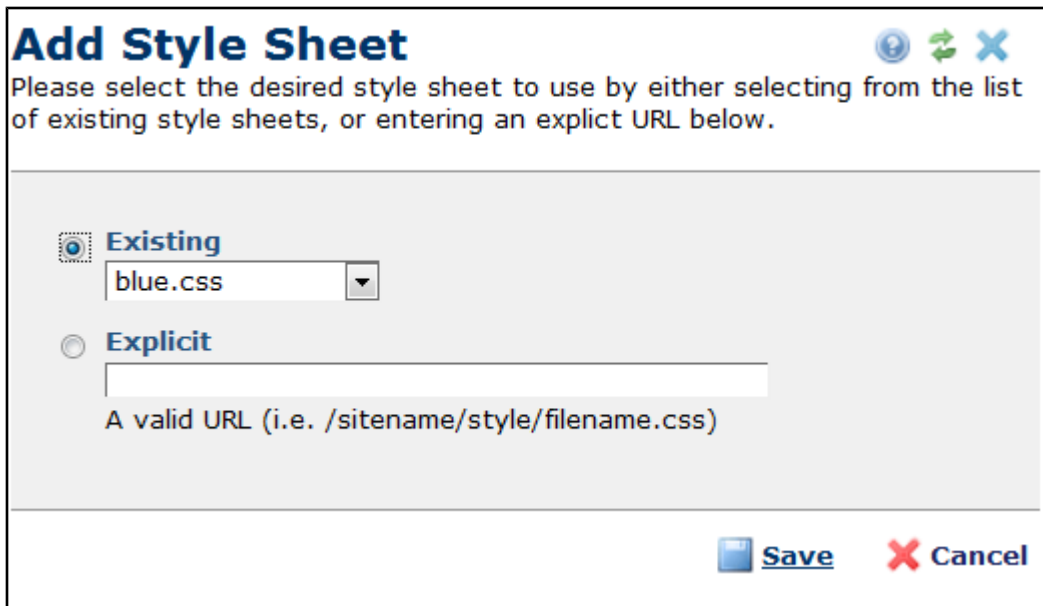


Use this dialog to add, delete, and change style sheet order.

- Add – Click [Add New Style Sheet](#) to display a dialog that lets you add a style sheet to the style sheet set.
- Delete – Click the delete icon , to remove the style sheet from the style sheet set. You are only removing it from the set; you are not removing it from a site nor removing it from other sets.
- Change order – The order in which style sheets display in this dialog is the order in which they are applied within each set. Click and drag to change order. (Note: For IE, click on the Name or Title, instead of the entire row.)

Add Style Sheet

To add a style sheet to a style sheet set, select Add New Style Sheet in the [Style Sheets](#) dialog. Before you add a style sheet, it must already exist in a CommonSpot directory or be accessible through a URL.



Add Style Sheet

Please select the desired style sheet to use by either selecting from the list of existing style sheets, or entering an explicit URL below.

☒ **Existing**

blue.css

☐ **Explicit**

A valid URL (i.e. /sitename/style/filename.css)

 **Save**  **Cancel**

The fields in this dialog are:

- Existing – The dropdown displays all style sheets contained in the CommonSpot /stylesheets sub-directory.
- Explicit – For style sheets not contained the CommonSpot /stylesheets subdirectory, enter the URL location.

Scheduled/Personalize Style Sheets

Using the Schedule/Personalize Element dialog, you can set criteria for style sheet use or define the last date available. CommonSpot examines style sheet sets for availability in the order defined in the [Style Sheet Sets](#) dialog. If a set is not available because of the order defined in this dialog, CommonSpot looks at the next style sheet set in the list.

Schedule/Personalize Element
Please enter the following information for this scheduled element.

Element: Commonspot Images

Date Range: ☒ All Dates
☐ Specific Date/Time

Groups: ☒ All Groups
☐ Specific Groups

Page Categories: ☒ All Categories
☐ Selected Categories

SubSites: ☒ All Subsites
☐ Selected Subsites
☐ SubSites where the URL contains...

SubSite Levels: ☒ All SubSite Levels
☐ Selected Levels

Weekdays: ☒ Every day
☐ Selected weekdays

Specific times: ☒ All Day
☐ Specific Times

Browsers and other targets: ☒ All Browsers and Output Devices
☐ Specific Browsers or Output Devices

☒ Include in Verity Index
☒ Include in printed output

Variable Comparison: Variable:
Operator:
Comparison data:

Save Cancel

For details on completing this dialog, see Schedule/Personalize Element in the CommonSpot Elements Reference.

Style Sheet Sets and Style Sheet Inheritance

Note: In most cases, small changes made to style sheet sets will not affect usage. For these cases, inheritance is probably not an issue, but you do need to be aware that changing a sheet or a set makes it local to the page.

The most common problem is that changes to a set in a template do not propagate to the page. This section explains this (and more).

New pages inherit style sheet sets and the style sheets they contain. For pages inheriting styles, style changes made at the template level also appear in derived pages.

However, once you make changes to a style sheet or a style sheet set, styles become local to the page and CommonSpot indicates this new association, as shown below.

Style Sheet Sets:	
Name	Style Sheets
Default (stylesheets from template)	/demo/style/main.css
Student Pages (stylesheets from page)	/demo/aaa/style /blue.css /demo/aaa/style /main.css

In the example above, the Default set is derived from the template. The Student Pages set exists at the page level. This set may have been newly created or the result of modifying an inherited set.

If you add a second style sheet to the Default set, the message updates to indicate that this set is now local.

Style Sheet Sets:	
Name	Style Sheets
Default (stylesheets from page)	/demo/aaa/style /main.css /demo/aaa/style /blue.css
Student Pages (stylesheets from page)	/demo/aaa/style /blue.css /demo/aaa/style /main.css

Similarly, the Style Sheets dialog also lets you know that style sheet information is local.

Style Sheets

The following style sheets are defined for the Style Sheet Set 'Default'. Note the order of the style sheets may effect your rendering. Drag and Drop the style sheets to position them in the correct order.

This page has its own style sheet information for this style sheet set.

Style Sheets	Actions
main.css	
blue.css	
Add New Style Sheet	

Showing 2 records.

Save Cancel

Assume that main.css was once inherited and that blue.css was added while in Author mode. If you delete main.css, the only sheet in the set is blue.css. If you now delete blue.css, CommonSpot restores inheritance, which means that main.css reappears.

While the same thing happens if you delete `blue.css` before `main.css`, the results may not be as obvious. Deleting `blue.css` does not restore inheritance. While `main.css` was once inherited, CommonSpot has copied it to the page. If you now delete `main.css`, CommonSpot restores inheritance. Because `main.css` is now inherited, it exists with the set. It is no longer a copy.

Similarly, if all sets are local, you can delete all of them. Because CommonSpot restores inheritance, any sets that were once inherited are now used. You cannot delete the last stylesheet set if it is inherited.

The behavior for sets and sheets is identical. Specifically, CommonSpot makes sets and sheets local if you make changes. Deleting all local copies restores inheritance.

If you change the order of sets in the Style Sheet Sets dialog or sheets in the Style Sheets dialog, CommonSpot also copies set and sheet information to the page. Similarly, if you rename a set or sheet, the information is also now local.

The page will inherit changes to an inherited set even if changes were made to other sets. For example, if you add a style sheet to an inherited set within a template, this new sheet is visible on the page. However, if you add another set to the template, this set is not visible on the page because set inheritance no longer exists.

All changes you make are local. These changes never affect the template.

Manage Live Bookmarks

Live bookmarks are growing in popularity because they allow visitors to easily consume live content from a site without having to navigate to the site. Instead, visitors simply open the bookmarks folder in their browser and the items within the specified RSS feed appear as bookmark items.

CommonSpot makes it easy for contributors to create Live Bookmarks on any page. In Author mode, select Manage – Live Bookmarks and select Add Live Bookmark.

Manage Live Bookmarks

The following feeds have been specified as 'Live Bookmarks' for this page.

Feed Name	Description	Format	Actions
The NewsSpot	Get the latest CommonSpot University news at The News Spot.	RSS2.0	 
CommonSpot Events Calendar	Subscribe to our Events Calendar at CommonSpot University.	RSS2.0	 
 Add Live Bookmark(s)			
 Showing 2 records. More Actions... More Actions... Delete Selected Go Close			

From here you can easily see which Feeds are associated with the current page. Click to sort by column head.

The Manage Live Bookmarks dialog lists all feeds associated with the current page as live bookmarks. To add a new feed as a live bookmark, click [Add Live Bookmark\(s\)](#) to display a complete list of feeds available as live bookmarks. To add a feed, simply check one or more Feeds to be included.

Once a page has been configured to expose Live Bookmarks the browser displays an indicator to the site visitor.

Remove individual items by clicking the associated delete icon  , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Add Live Bookmark(s)

The Add Live Bookmark(s) dialog box lists all feeds available for live bookmarking for this site. Access this dialog from Manage Live Bookmarks to add one or more feeds to the live bookmark list for the current page.

Note: Only XML Publications based on a format that supports syndication (for example, RSS or Atom) are listed in the Add Live Bookmarks dialog. For more information on XML Publication Formats and the Supports Syndication option, see the CommonSpot Administrator's Reference.

Add Live Bookmark(s)

The following feeds are available for this site. Please check one or more feeds to be associated as 'Live Bookmarks' for this page.

Subsite: ☒ **Include Child Subsites**

	Feed Name ^	Description	Subsite	Format
☐	Noticias de la Universidad		/demo/newsevents/spanish/	RSS2.0
☐	Media Library Podcast		/demo/newsevents/	RSS2.0
☐	The NewsSpot		/demo/newsevents/	Atom1.0
☐	Feed11		/demo/	RSS2.0full

Showing 4 records.

Save
Cancel

Click to sort by column head.

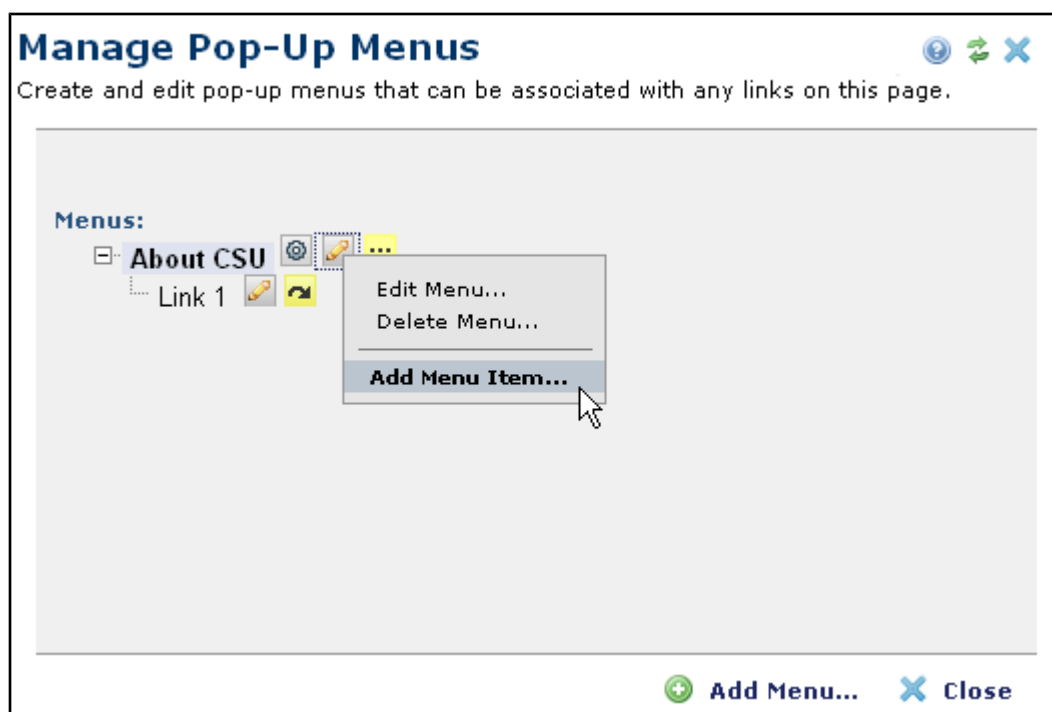
Subsite – Select from the dropdown, or click the subsite search icon . Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only. Click the Filter button to view available feeds in the subsites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

Click a link in the Format column to view its definition.

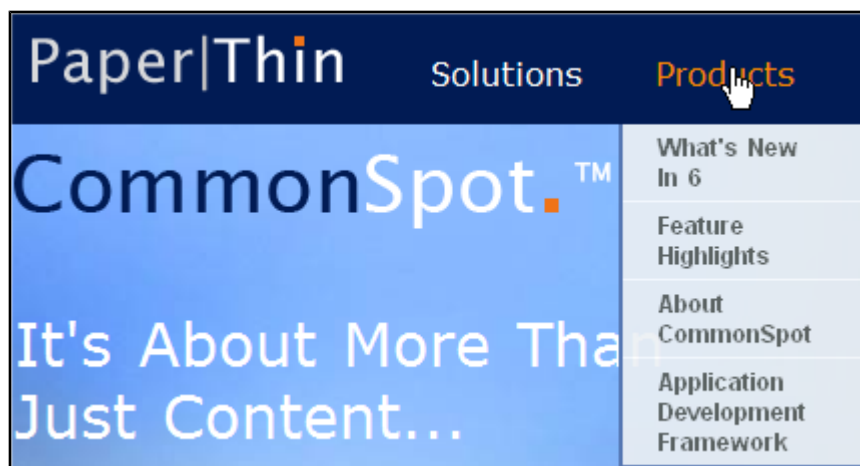
Select the feed or feeds you want to make available as Live Bookmarks on this page and click Save, or Cancel to exit without changing.

Manage Pop-Up Menus

In Author mode, click the Manage menu and select Pop Up Menus to open this dialog (this menu option is grayed out in other modes). Use Manage Pop-Up Menus to create new menus and to manage menu items, sub-items, and their properties.



Use the pop-up menu function to create JavaScript pop-up style DHTML menus that become visible on mouse-over or other cursor action, as shown below for the highlighted Products menu.



Each item in the pop-up menu can have its own Link Action as described for the Link Action tab on the [Insert Link](#) dialog. Pop-up menu items can not have their own mouseover action. Because each pop-up menu is bound to a CommonSpot page or template, this feature is most commonly used for navigation templates.

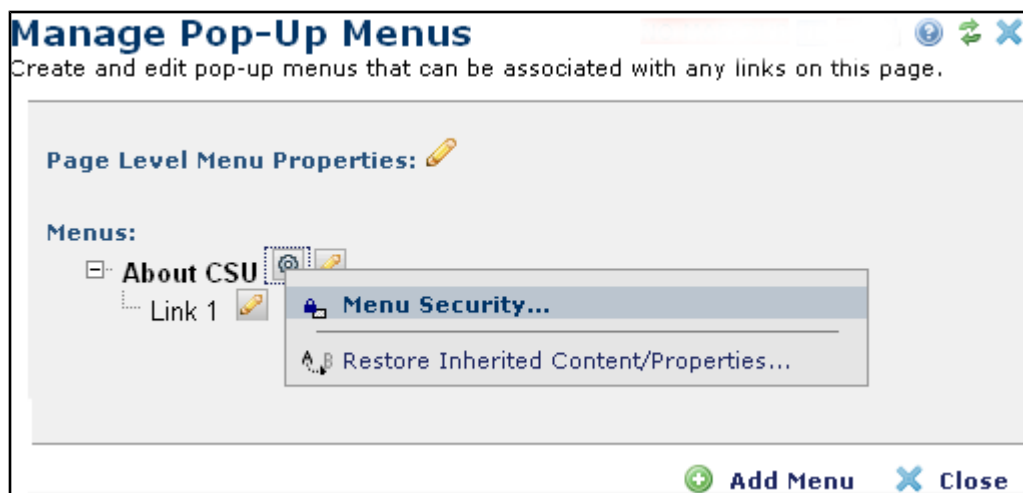
While you can define pop-up menus for individual pages, it's best to define them at the template level and to "lock down" security by setting Inheritance Security to disallow changes at the page level.

You can include these items in a parent template, for display on all pages that derive from the template. Once defined, a pop-up menu can be activated by any hyperlink Element, such as a Simple Link Element or an Image.

Note: Pop-up menus are not visible in CommonSpot pages until you bind them to hyperlinks via the Insert Link dialog.

To create and manage popup menus, you must have Author rights for pages or templates containing the pop-up menu.

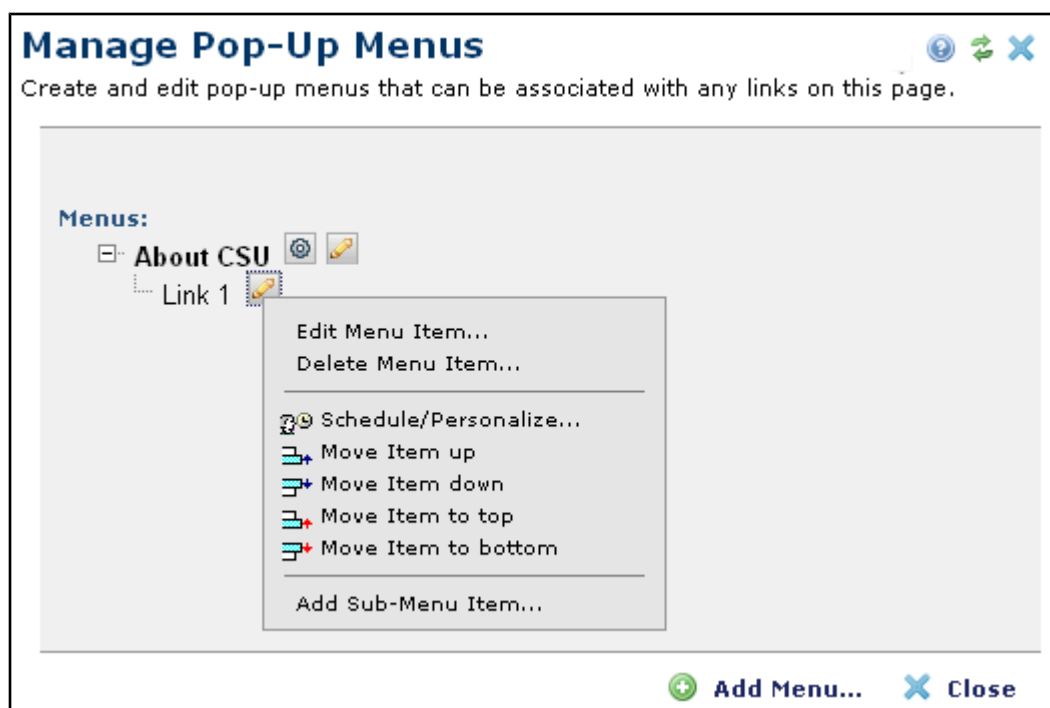
You can also access the page-level properties that control parameters such as colors, timing, and positioning of the menus.



Each menu (and its child items) can be bound to a hyperlink element or links that are included as components of various other types of elements. Each top level Menu displays two icons, the Menu Properties icon shown above, and the Edit Menu icon, as shown below. The Properties icon menu gives you the following options:

- Menu Security – For finer-grained security, user and/or user group rights can also be set for each menu. Click this item to open the [Pop-Up Menu Security](#) dialog.
- Restore Inherited Content/Properties– You can restore inheritance security for each menu defined on a template. Click this option to display the [Restore Inherited Content Properties](#) dialog for the specific menu.

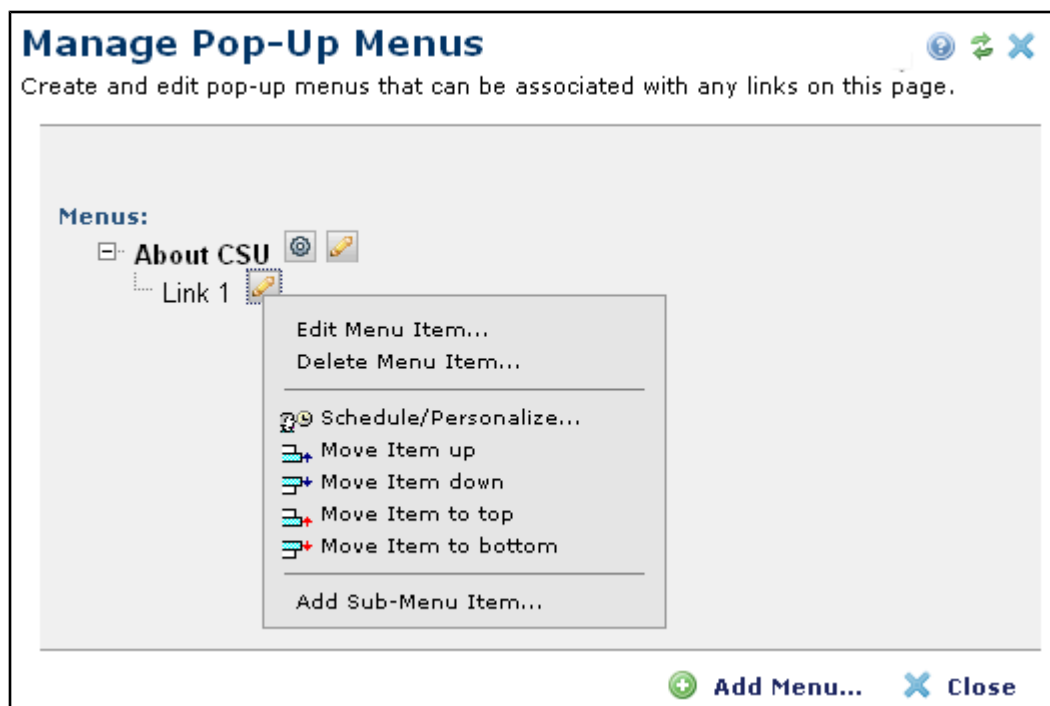
Note: This option is only available for pop-up menus defined on CommonSpot templates, not CommonSpot pages



Each menu item can have one or more sub-items, allowing you to create menus with any number of hierarchical levels.

The Manage Pop-Up Menu dialog provides the following features (either directly or through the various icons available on the screen):

Add Menu – To create a new pop-up menu, click the Add Menu link to open the [Start New Pop-Up Menu](#) dialog, for naming the menu and defining its size and pop-up position. Once a menu is created, it displays as a root-level entry in the tree representation of the pop-up menus that have been defined for the page, as shown above for About CSU.



The Edit icon menu gives you the following options:

Edit Sub-Menu Item – Under each main menu, there are Menu Items and Sub Menu Items. The Menu Items and Sub Menu Items have the icon which offers the following options:

- **Edit Menu Item** – Click 'Edit Menu Item...' link to open the Menu Item dialog.
- **Delete Menu Item** – Prompts for confirming that you want to delete the item. When a menu item is deleted, all of its sub-items are also deleted.
- **Schedule/Personalize Menu Item** – Click the 'Schedule/Personalize...' to open the Schedule/Personalize Pop-Up Menu Item dialog.
- **To move a menu item within its branch of the menu hierarchy**, click the edit element icon for the item and select 'Move Item up, Move Item down, Move Item to top, or Move Item to bottom. Moving a menu item moves its sub-items. It is not possible to move an item to a different level or a different branch of the menu hierarchy.
- **Page-Level Menu Properties** – Properties related to the appearance (size, colors, borders, etc.) of pop-up menus can be defined at the page-level and may be shared by all of the menus defined for the page. Click the first element properties icon in the Manage Pop-Up Menus dialog and select 'Page-Level Menu Properties' to open the [Page-Level Menu Properties](#) dialog.
- **Page-Level Menu Security** – User and/or user group rights to view, edit, etc. pop-up menus can be set at the page-level and applied to all menus defined for the page. Click the first element properties icon on the Manage Pop-Up Menus dialog and select 'Security...' to open the [Pop-up Menu Security](#) dialog.
- **Template-Level Menu Inheritance Security** – For menus defined on a CommonSpot template, to ensure consistency of the menus throughout your site, you can restrict the ability for the menu content and properties to be modified on pages derived from the template. Click the first element properties icon on the Manage Pop-Up Menus dialog and select 'Inheritance Security...' to open the [Pop-Up Menu Inheritance Security](#) dialog.

- **Edit Menu Item** – The Edit Menu option will invoke the Edit Menu dialog and allow you to set various properties for the menu like: Menu Name, Menu Width, Menu Position etc.
- **Delete Menu Item** – Click the ‘Delete Menu...’ link to open the [Menu Delete](#) dialog. When a menu is deleted, all of its items and sub-items are also deleted.
- **Add Menu Item** – To add a new top-level item to a menu, click ‘Add Menu Item...’ to open the [Menu Item](#) dialog. To add a sub-item to an existing menu item, click the edit element icon for the Menu Item and select Add Sub-Menu Item to open the [Menu Item](#) dialog.

Restore Inherited Content and Properties – When a pop-up menu is defined at the template level, its content and properties can be modified for specific pages derived from the template. To restore the content and properties to those defined at the template level, click the element properties icon for the root-level menu entry and select ‘Restore Inherited Content/Properties...’ to open the [Restore Inherited Content/Properties](#) dialog.

When you are finished defining your menus and menu items, click the Close button. You are now ready to bind the menus to hyperlink elements within the page.

Start New Pop-Up Menu

Access the Start New Pop-Up Menu dialog from the Manage Pop-Up Menus dialog by clicking the Add Menu link or by clicking the edit element icon for an existing root-level menu entry and selecting Edit Menu.

Start New Pop-Up Menu   

Please provide a name for the menu and its display properties.

Menu Name:

Menu Width: in pixels

Position Relative to Link:

Left Position:

Top Position:

Display sub-menus indicator image:

☒ **Use page level properties**

 **Save**  **Cancel**

The Start New Pop-Up Menu dialog requests the following information:

Menu Name – Enter a descriptive name for the pop-up menu. This is the name that will be used to refer to this menu when defining links to it in the Insert Link dialog.

Menu Width – The total width of the menu. Enter a value in pixels.

Position Relative to Link – Use this option allows you to specify where the pop-up menu appears in relation to the element that links to it. Setting this value disables the Left Position and Top Position options below.

Note: Pop-up menu position relative to the underlying hyperlink element may function differently in Microsoft Internet Explorer and Mozilla and other browsers. Test your output in browser types commonly used by visitors to your site.

Left Position – This allows you to select the position of the pop-up menu either relative to the cursor position or absolute from the left-hand side of the page (in pixels). Selecting an option from the Position Relative to Link list above disables this option.

Top Position – This allows you to select the position of the pop-up menu either relative to the cursor position or absolute from the top of the page (in pixels). Selecting an option from the Position relative to Link list above disables this option.

Display sub-menus indicator image – Whether an image indicates sub-items beneath a pop-up menu item.

Use page-level properties – Check this option to accept page-level properties for the menu; uncheck to make font and color non-modifiable

For new menus, completing the form and clicking Save refreshes the [Manage Pop-up Menu](#) dialog to show a new root-level entry in the tree representation of the pop-up menus defined for the page.

Menu Delete

This dialog is opened from the [Manage Pop-Up Menu](#) dialog by clicking the edit Element icon for an existing root-level menu entry and selecting Delete Menu.

New Menu Item

Access this dialog from the [Manage Pop-Up Menu](#) dialog by:

- Clicking the edit Element icon for a root-level menu entry and selecting Add Menu Item
- Clicking the edit Element icon for an existing menu item and selecting Edit Menu Item.
- Clicking the edit Element icon for an existing menu item and selecting Add Sub-Menu Item

This dialog displays in edit mode for existing menu items as shown below:

Edit Menu Item

Item Text:

Link:

Link Description: Welcome

Highlight Item on Rollover: ▼

Permanently Highlight Item: ▼

☐ Check Spelling

The Menu Item dialog requests the following information:

Item Text – Enter text exactly as you want it displayed to users.

Link – Click the edit element icon  to open the Insert Link dialog for defining the menu item hyper-link action. To delete current link properties for the menu item, click the delete icon .

Highlight Item on Rollover – Select Yes to enable text color and background color change on mouseover. The colors are defined by the Font Highlight Color and Background Highlight Color fields in either the [Page-Level Menu Properties](#) dialog, or the [Start New Pop-up Menu](#) dialog, if ‘Use page level properties’ is unchecked.

Permanently Highlight Item – If you select ‘Yes’, the menu item will always be shown using the Font Highlight Color and Background Highlight Color defined in either the [Page-Level Menu Properties](#) dialog, or the Pop-up Menu dialog, if ‘Use page level properties’ is unchecked.

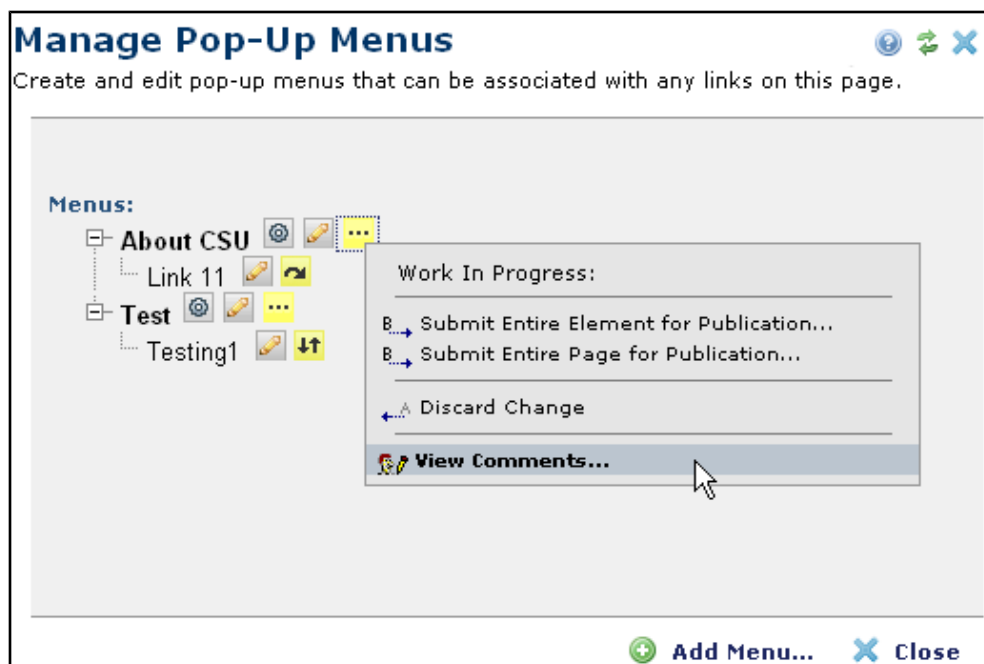
Click Save to keep your settings and return to the Manage Pop-Up Menus dialog.

Author and Approver Comments

This dialog displays for popup menu items in a work-in-progress state.



In author mode, choose Popups from the Manage menu. Click a work in progress icon and select View Comments, as shown below, to review remarks about this popup menu.



Pop-up Menu Security

Use the Pop-Up Menu Security dialog to selectively display menu items based on credentials. The security settings apply to all menus defined on the page.

Popup Menu Security

The following identifies the permissions for the 'About CSU' popup menu. These are the default permissions for the subsite where the popup menu is located (/).

[Select All](#) [Deselect All](#)

Type ^	Name	Permission	Actions
Group	Webmasters	Author, Edit, Admin	
Group	Web Communications Editors	Author	
Group	Web Communications Managers	Final Content Approval	
User	Webmaster	Author, Edit, Admin	

[Add User](#) [Add Group](#) More Actions...

Showing 4 records. Close

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

- Normal Text – User or group has modifiable permissions for this menu.
- Red – User or group has permissions enforced either at the site level or through one or more of the menus. You cannot override these permissions.

To change permissions for an existing user or group, click the edit  icon to display the [Edit Element Permissions](#) dialog for viewing or changing menu item access.

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

Popup Menu Security – Add User

Use this dialog to define which individuals at your site can view your popup menu items . Click Add User(s) from the [Pop-up Menu Security](#) dialog.



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

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



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

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

Your selection is highlighted and appears in the Selected field at the bottom of the dialog.

Clicking Next displays the [Edit Element Permissions](#) dialog.

Popup Menu Security – Add Group

Use this dialog to define which groups at your site can view your popup menu items . Click Add Group from the [Pop-up Menu Security](#) dialog.

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

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

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

Your selection is highlighted and appears in the Selected field at the bottom of the dialog.

Click the Clear button to empty the text entry field.

Clicking Next displays the [Edit Element Permissions](#) dialog.

Page Set Members

Use the Page Set Members dialog to view, add, or delete pages from a Page Set. The order of pages in this dialog determines the order pages display within a page set.

Access this dialog for existing page sets from [My Content – My Page Sets](#) or from [Tools – Page Sets](#) by clicking a link in the Members column. You can also access this dialog contextually for the current page by selecting Current Page Set from the Manage menu when viewing a page that is a page set member.

You can click and drag to reposition single pages, or select multiple pages to reposition as shown below.

Page Set Members

Add new pages by clicking the 'Add Members' link below. Then click and drag them into the order in which you would like them to be in your page set.

2 Then choose a page and click the insert page icon to move the selected group of pages after this one. Use this feature to reposition large numbers of pages within a page set.

Page Set Properties [Select All](#) [Deselect All](#)

Date	Page Title	State	Subsite	Actions
2011-11-10	Applied Learning	✓	/demo/academics/	
2011-11-10	Apply for a Job	✓	/demo/about/	
2011-11-10	Continuing & Lifelong Education	✓	/demo/academics/	
2011-11-10	Faculty & Staff Profile	✓	/demo/academics/	
2011-11-10	Honors College	✓	/demo/academics/	
2011-11-10	CSUTube	✓	/demo/about/	
2011-11-10	CSUTube Videos	✓	/demo/about/	
2011-11-10	Our Faculty	✓	/demo/academics/	
2011-11-10	Profile Allen Weng	✓	/demo/academics/	
2011-11-10	Profile Barbara Franek	✓	/demo/academics/	
2011-11-10	Profile Beth Ciovacco	✓	/demo/academics/	

[Add Members](#) [More Actions...](#) [Go](#)

Showing 49 records.

1 [Save](#) [Save & Close](#) [Cancel](#)

First select multiple pages to reposition...

Note that this dialog remains open in edit mode to allow you to make multiple changes without taking the time to save them. To help protect your work, the following notice displays if you make a change without saving it. In addition, you'll be alerted if you attempt to close the dialog without saving changes you've made.

Page Set Members

Add new pages by clicking the 'Add Members' link below. Then click and drag them into the order in which you would like them to be in your page set.

NOTE: You have unsaved changes. When you're finished editing, click Save to update this pageset, or Cancel to discard them.

Page Set Properties [Select All](#) [Deselect All](#)

Date	Page Title	State	Subsite	Actions
2011-11-10	Applied Learning	✓	/demo/academics/	

Click the Page Set Properties link at the top of the dialog to display or change [Standard](#) or [Custom Properties](#) for the page set. View or change permissions through [Page Set Security](#).

Page Set Members

Just click and drag the page set members into the order you want, and Cancel to return with your changes.

Page Set Properties

- Standard Properties...
- Custom Properties...
- Security...

Click to sort by column head.

The State column indicates status for each page in this report. A green check mark indicates currently active pages. This column also includes user or group ownership status (where applicable). Mouseover

to view owner details. State also displays standard CommonSpot [Work In Progress and Approval Icons](#). A page may display one or more of the following:

 Blue W indicates Work in Progress, scheduled for publishing.

 Orange P indicates Pending Approval.

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

 The calendar icon indicates a page scheduled for publication.

For more information, see [Content States](#), [Page View Modes](#), and the [View Menu](#).

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



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

The navigate icon  opens the page.

Click the remove icon  to remove an individual page from the current page set, or select multiple items (optionally select/deselect all), click Remove Selected from the More Actions dropdown, then click Go. Note that this function removes the page from the page set – it does not delete the page from CommonSpot.

Clicking the insert icon  moves one or more selected pages before this one, as shown in the first image above. Use this feature to reposition multiple pages at once or move pages beyond the limit of what's scrolled into view.

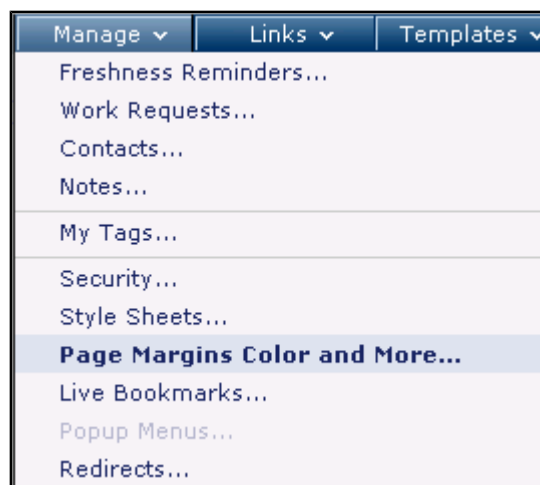
Clicking Add Members displays the [Choose Page](#) dialog for adding new pages to the page set. Select one or more pages from Search Results. The More Actions dropdown in this dialog includes an Add Selected to Page Set option for adding multiple pages at once. Optionally select/deselect all.

Click Save to keep incremental changes or Save and Close to keep all changes and exit.

Page Margins, Colors and More

With appropriate Author rights for the page and with Styles turned off, this option is available for setting page display parameters. From the Manage menu, select Page Margins, Colors and More to invoke the [Page Margins, Colors and Background Properties](#) dialog.

Note: This menu option displays only if Styles have been disabled for the page. PaperThin recommends using [Style Sheets](#) on all pages.



Page Margins, Colors and Background Properties

Note: This dialog is only available if styles are not in use for this page. PaperThin recommends using Style Sheets on all pages.

Use these options to set parameters for the look of the page when style sheets are not enabled .

Page Margins, Colors and Background Properties ⓘ

Enter the desired parameters to control the look of the page.

Margins

Top: in pixels

Left: in pixels

Colors

Background:

Text:

Hyperlink:

Visited Hyperlink:

Active Hyperlink:

Background Image

No image specified

The Margins section defines the page's top and left margins. The Top margin is the number of pixels between the top of the Web page and the top of the screen. The Left margin is the number of pixels between the left edge of the Web page and the left edge of the screen.

The Colors section defines the various color properties of the page; background, text, hyperlink, visited hyperlink and active hyperlink. The Background color is the color used to fill the entire page area. The Text color is the default color for the page's text, unless it is otherwise specifically specified. The Hyperlink color is the color of text links that have not been visited. The Visited Hyperlink color marks links that have been visited. The Active Hyperlink color designates the color of the link when it is clicked (activated).

For each of the color properties, colors can be either selected through the [Color Palette](#) dialog, accessed by clicking the ▼ down arrow, or by typing the appropriate color code into the adjacent Text Block.

Once you identify color choices, you can optionally choose a Background Image for the page. Click Select Image to open the [Image Properties](#) dialog for choosing from existing images at your site or to upload a new image to use as background for the page.

Manage Page URLs

In page view mode, select URLs from the Manage menu to view, edit, or remove records for site URLs that point to the current page.

CommonSpot automatically creates 301 (permanent) redirects for renamed or moved pages, or pages contained within renamed subsites. Administrators and site managers have additional options for creating and modifying redirect URLs, to replace outdated, or "legacy" URLs or to create a temporary (302) or permanent (301) "vanity" URLs for marketing campaign jump pages, for example. See [Manage URL Redirects](#) for details.

Manage Page URLs

The following URLs redirect to the 'Request Our Brochure' page. Click the 'Add Page URL' link below to add a new one.

[Select All](#) [Deselect All](#)

URL ^	Reason	Description	Expires	Last Modified	Actions
/demo/resources/Brochure.cfm	Page Moved	Visitors look for this more often from Admissions.		2012-01-30	

[Add Page URL](#) [More Actions...](#) [Go](#)

Showing 1 record. Close

For automatically generated redirects you can view original URLs and the reason, and modify the redirect target.

For manually generated redirects – redirects typically created for marketing purposes, that do not result from page move or rename operations – you can make permanent redirects temporary, or vice-versa, add or update descriptions, change redirect targets, and optionally set or change an expiration date.

Note that these actions require the proper permissions, as follows:

To create, you need:

- Author rights on the new target page
- Create Page rights in the new redirect subsite

To edit, you need:

- Author rights on the current target page
- Author rights on the new target page
- Create Page rights in the new redirect subsite

To delete, you need:

- Author rights on current target page

Menu items for which you don't have rights are disabled.

Click to sort by column head.

Optionally [edit](#) a record.

Remove individual items by clicking the associated delete icon  , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Once you delete a redirect, visitors to the original URLs are no longer redirected to the current page and visitors receive a 404 (File Not Found) error.

To create a new URL pointer to the current page, click [Add Page URL](#) at the bottom of the dialog.

Add Page URL

At the page level, access this dialog from the [Manage Page URLs](#) menu to add, remove, or modify URL pointers to the current page.

To preserve search engine rankings for renamed or moved pages, or pages contained within moved or renamed subsites, CommonSpot automatically creates 301 (permanent) redirects at your site. Administrators and site managers can also manually redirect URLs for permanent or temporary custom URLs (for branding or short-term marketing campaigns, for example), to substitute short URL aliases for long URLs, or to create permanent targets for frequently changing URLs (to maintain visitor bookmarks, for example). See Manage URL Redirects in the Administrator's Reference.

For all redirects you can set or remove expiration dates. For manually generated redirects, you can change permanent/temporary status status, as well as the source page. You cannot change the source or modify the reason for automatically generated redirects. These always return a 301 (permanent) status.

Note that this feature requires a 404 handler that references CommonSpot redirect functions. The CommonSpot Developer's Guide describes an example file and implementation details.

This dialog displays in edit mode for existing redirects, as shown below:

Add Page URL
Please provide the following information describing the URL which redirects to the 'Welcome' page.

Edit Page URL
Please provide the following information describing a URL which redirects to the 'Request Our Brochure' page.

Redirect From: /demo/publications/Brochure.cfm
Enter the server relative URL of the page or uploaded document you want to redirect from.

Reason: Legacy URL

Description: Phasing out the Publications ~~sub~~site and redistributing content to logical locations...

Expire Date: Clear
Enter an expiration date after which this URL will be removed.

Redirect From: For moved or renamed page displays the URL pointer to this page, as shown below.

Redirect From: /demo/resources/Brochure.cfm

Reason: Page Moved

Description: Visitors look for this more often from Admissions.

For manually generated redirects, displays an editable field for changing the source page. Enter the server-relative URL for a non-existent page or uploaded file. A leading slash is required.

Reason: For moved or renamed pages, displays the reason for automatic redirects, as shown above for a moved page. For manually generated redirects, displays a dropdown for choosing a new reason. Click the dropdown to choose from:

- Legacy – Obsolete pages or uploaded files
- Permanent Vanity URL (301) – The new URL doesn't expire.
- Temporary Vanity URL (302) – The new URL is for a short-term program.

Description: Optionally enter a description.

Expire Date: Optionally enter a redirect end date through the [calendar](#) icon, or clear an existing date. Once the redirect expires, visitors to the "source" URL receive a 404 (File not found) error.

Click Save to complete the redirect, or Cancel to exit.

New records displays in the page-level Manage Page URLs dialog and in the administrative dialog Manage URL Redirects.

See the Administrator's Guide for details.

Links Menu

CommonSpot provides a number of ways to manage and keep track of links throughout the site. The Links menu includes tools for:

- [Referring Pages](#)
- [Link Validation](#)
- [See Also References](#)

Note: CommonSpot provides a Validate Links Scheduled Job option at the Site Administration level, as well as a set of [site tools](#) for rebuilding and repairing links. See these topics in the CommonSpot Administrator's Guide.

Referring Pages

The Referring Pages dialog, accessed from Links – Referring pages or from the Page Tools left panel item, provides a convenient way to see all pages with links to the current page. This can be particularly helpful when you are considering moving or deleting a page. You can also access this option by clicking the More Actions icon  for a page in My Pages or CommonSpot reports. The Referring Pages dialog displays a list of pages with links to the current page.

Referring Pages

The following lists the pages within this site that contain one or more links to the 'Academics' page. To change the link references of one or more pages to another target URL, select the enabled checkboxes next to the desired pages and press the 'Change Link References' link.

	Page Title	Subsite
☐	 Base Plus One (template)	/demo/

Showing 1 record.

 **Change Link References**  **Close**

Note: If CommonSpot finds any referring pages that link to a registered external URL, then pages with unregistered links to the same URL will not be shown. If CommonSpot finds no referring pages that link to a registered external URL, the Referring Pages function then looks for unregistered links to the same URL. If any are found, they'll be shown, but Change Link References functionality will not be available.

Through the Referring Pages dialog, you can change link references to another page, Element, image, or object. To change the link references on one or more of the referring pages, check the corresponding boxes and click Change Link References to open the Change Link Reference dialog.

Change Link Reference

Access this dialog by choosing Referring Pages from the Links menu and clicking Change References for the current page or from the Page Tools left panel. Use this dialog to define new targets for referring links. This dialog presents a set of options contained on the Link Action Tab of the [Insert Link](#) dialog.

Change Link Reference

Please choose which of the following link types you wish to insert:

Link Action

To change the link action, select the appropriate link type below, then specify the action.

Type: Page or Bookmark on Page

Link to an existing page, previously uploaded file or registered URL.

Choose from current subsite... Choose... Bookmark...

Click either the 'Choose from current subsite...' or the 'Choose...' button to select a CommonSpot page, uploaded document or external URL to which you want to link. To link to a particular named portion of the current or selected page, press the 'Bookmark...' button and select the named element.

Display the link with the following properties.

Link Display: Normal Link

Insert Link Cancel

Type: Click this dropdown to select an option for the new link. Type selection determines which of the buttons you use.

- **Page or Bookmark on Page:** Use this option to link to a page or a bookmark on another page. Click Choose from current subsite to select from the subsite or click the Choose button to link outside the current subsite. The Choose Page dialog displays options for simple or advanced searches for existing pages or documents. See the Find dialog description for details on choosing pages. Click the Bookmark button to display the Select Bookmark dialog for choosing from currently or manually defined bookmarks.
- **Bookmark on Current Page:** Select this option to insert a bookmark link from the current page, then click the Bookmark button. The Select Bookmark dialog displays. Choose defined bookmarks from the dropdown or enter a link from the current page.
- **Uploaded Document:** Use this option to link to an existing uploaded document. For this option, the Choose from current subsite or Choose buttons restrict results to uploaded files.
- **Registered URL:** Links to an external URL registered for your site. For this option, the Choose from current subsite or Choose buttons restrict results to registered URLs.
- **Page Set:** Links to a current Page Set for your site.. Click Choose from current subsite to select from the subsite or click the Choose button to link outside the current subsite.
- **Email Link:** Selecting this option displays an E-mail field. Enter a valid email address.

- **Unregistered URL or Relative Internal URL:** Displays a field for specifying a local (on this server) or fully qualified external URL. Enter a URL of the form /new link/here.html or http://www-.newlinklocation.com

Link Display: Pick from the dropdown .

Once you have selected a new target link for the referring links, you will be prompted to confirm the changes.

Click Save to keep your changes. The new link targets are immediately effective.

Link Validation

To make the process of tracking links to other internal or external pages, PDFs, images, and other elements easier, CommonSpot enables link validation during page creation, and optionally at other times.

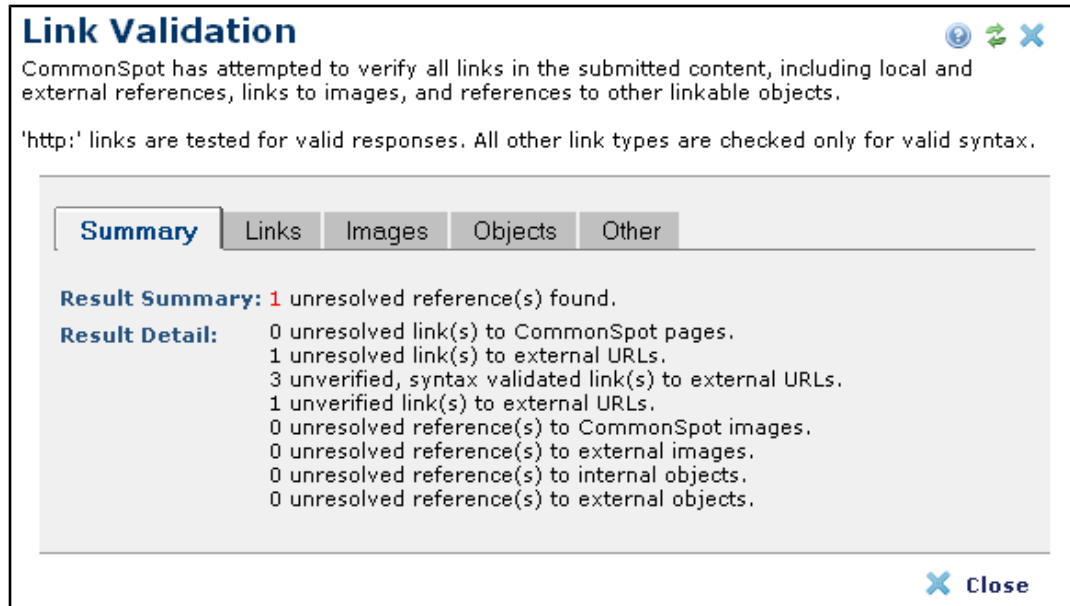
If the Validate external links option is enabled as part of your publication process, you can check this option to validate links when you submit content.

If Web proxy settings are defined (through the Configuration left panel option in the CommonSpot Server Administration dashboard), link validation uses the proxy when checking link references.

To check links at any other time, select the Links – Validate Links menu item or select Validate Links from the Page Tools left panel.

CommonSpot differentiates between link types, validating http and verifying syntax for https and mailto. CommonSpot does not verify protocols like ftp, mms, rtsp, etc. You can mark as valid all "unverified", "syntax checked" and "invalid" links by using the page-level Validate Links option.

This initiates the [Validating External URLs](#) process. Results are displayed in this dialog.



Clicking the tabs for Links, Images, Objects, and Other displays details for all link types on the page. In addition to validating HTML, CommonSpot checks and reports on syntax for other references.

Link Validation

CommonSpot has attempted to verify all links in the submitted content, including local and external references, links to images, and references to other linkable objects.

These are references to http or https links.

Summary

Links

Images

Objects

Other

Use the checkbox beside the URLs below to manually mark links as 'valid'. Checked items will not be validated again until the next time the content is modified.

Unreachable ☐ <http://60features/mysql03/google> [active]

OK <http://yahoo.com> [active]

OK </mysql03/BBBB01/AAAA01.cfm> AAAA01 [active]

OK </mysql03/images/2010-logo.jpg> [active]

Mark Selected Valid
 Close

You can optionally OK links that CommonSpot cannot validate. Select links that you know are valid and click Mark Selected Valid. CommonSpot will treat these links as OK on the next validation.

Link Validation

CommonSpot has attempted to verify all links in the submitted content, including local and external references, links to images, and references to other linkable objects.

These are the references to non http or https links, images, or objects. Note these sources are not tested for valid responses.

Summary

Links

Images

Objects

Other

Unverified, syntax validated ☐ <mailto:p@thin.com> [active]

Unverified, syntax validated ☐ <mailto:test> [active]

Unverified ☐ <mms://streaming.bayanat.com.sa/SaudiSportTV-high-Band> [active]

Unverified, syntax validated ☐ <https://google.com> [active]

Mark Selected Valid
 Close

See Also References

Maintaining links on hundreds of Web pages quickly becomes a challenge in environments where information is constantly changing.

Use CommonSpot See Also References to include links to related Web pages or documents without cluttering your pages with multiple citations or hard-to-maintain links. This feature allows you to centrally review and maintain cross-links to related material contained in your pages.

References display with brief descriptions. In Author mode (but not Read mode), you can optionally add references to new related material as it becomes available.

See Also References

The following pages/documents are defined as See Also References for this page.

Filter See Also References:

Subsite: ☐ Include Child Subsites

Date Restrictions:

Date	Page Title	Subsite	Actions
2009-10-07	Site Map	/demo/	 
2009-10-07	Alumni	/demo/alumni/	 

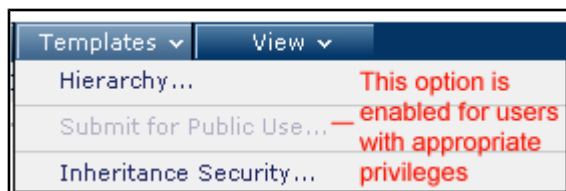
 [Add See Also Reference](#)

 2 items found.

Click Add See Also Reference to display the Choose dialog for selecting See Also... references for this page.

Templates Menu

Use this menu to create new templates from pages or to view relative location within your site's template structure. Most sites implement security at a low level to protect template boilerplate, standard Elements, and other page components.



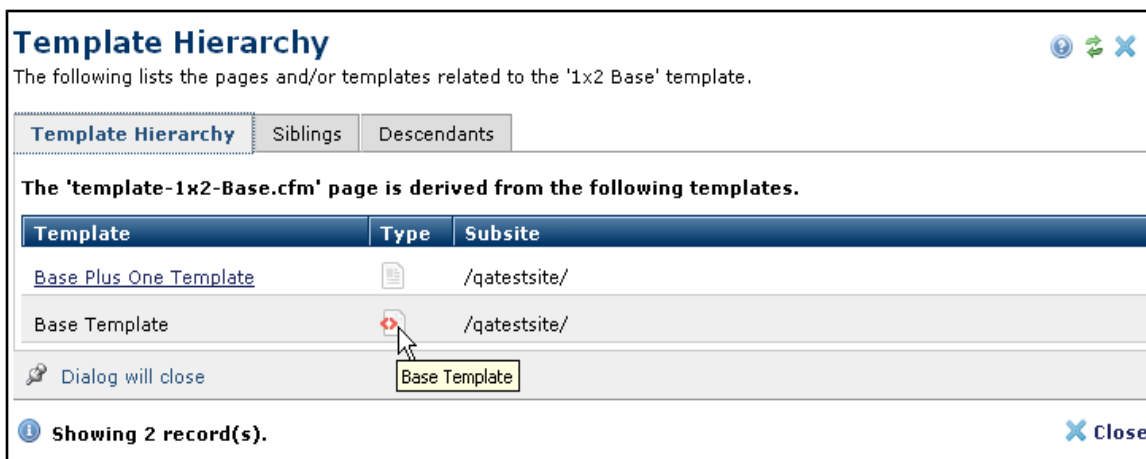
View security structure through Template Inheritance Security

This menu is modal, based on whether you are currently displaying a template or a page.

For the current page, this menu displays the following options:	If you are currently displaying a template, the following options display:
Hierarchy	Hierarchy
Save as Template	Submit for Public Use
	Inheritance Security (review this topic in the Administrators Reference)

Template Hierarchy

Displays the hierarchy from which the current page (or template) is derived. This feature is useful for determining which pages derive from a given template. Use this dialog to navigate to the "source" template, or to conveniently view siblings and descendants.



Template Hierarchy

The following lists the pages and/or templates related to the '1x2 Base' template.

Template Hierarchy | Siblings | Descendants

The 'template-1x2-Base.cfm' page is derived from the following templates.

Template	Type	Subsite
Base Plus One Template		/qatestsite/
Base Template		/qatestsite/

Dialog will close

Showing 2 record(s).

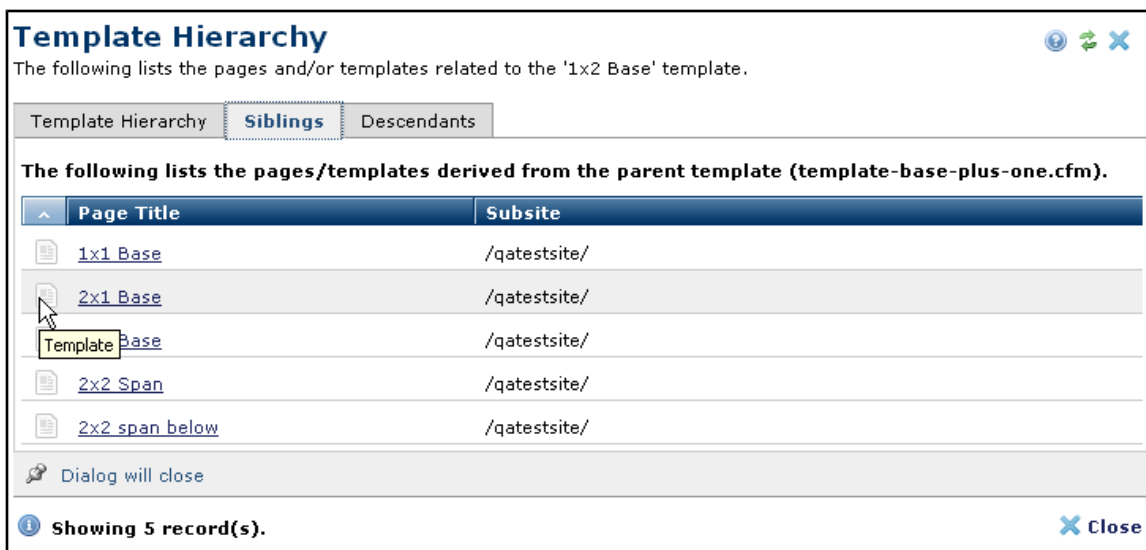
Close

The sample Template Hierarchy dialog above is for a template, derived from the Base Plus One Template, which in turn derives from the Base Template, the lowest level template. The Base Template, identified as shown above, is a ColdFusion CFM module, and not editable from within CommonSpot. Changes to base templates are made using an HTML editor or ColdFusion. All other levels of the hierarchy are editable (with proper permissions) by clicking on the hyperlink.

Any changes made to lower level templates are inherited by higher level templates and by all pages and templates created from them.

The Siblings tab lists all pages at the same level in the hierarchy. These derive from the same parent template. For example, in the above example, all siblings derive from the Base Template.

If the current page is a template, a Descendants tab displays any direct descendant pages or templates. This dialog identifies the base template, as shown above. Base templates are created in code and are typically uneditable.



Template Hierarchy

The following lists the pages and/or templates related to the '1x2 Base' template.

Template Hierarchy | Siblings | Descendants

The following lists the pages/templates derived from the parent template (template-base-plus-one.cfm).

Page Title	Subsite
1x1 Base	/qatestsite/
2x1 Base	/qatestsite/
Template Base	/qatestsite/
2x2 Span	/qatestsite/
2x2 span below	/qatestsite/

Dialog will close

Showing 5 record(s).

Close

For more information, review "Template Hierarchy" in the Template Developer's Guide.

Submit Template for Public Use

CommonSpot gives you the option of keeping templates you own private until you are ready to make them generally available. Use Submit Template for Public Use to convert private templates to public, making them visible to authorized users in the Template Gallery.



With a template displayed in Author Mode choose Templates – Submit for Public Use.

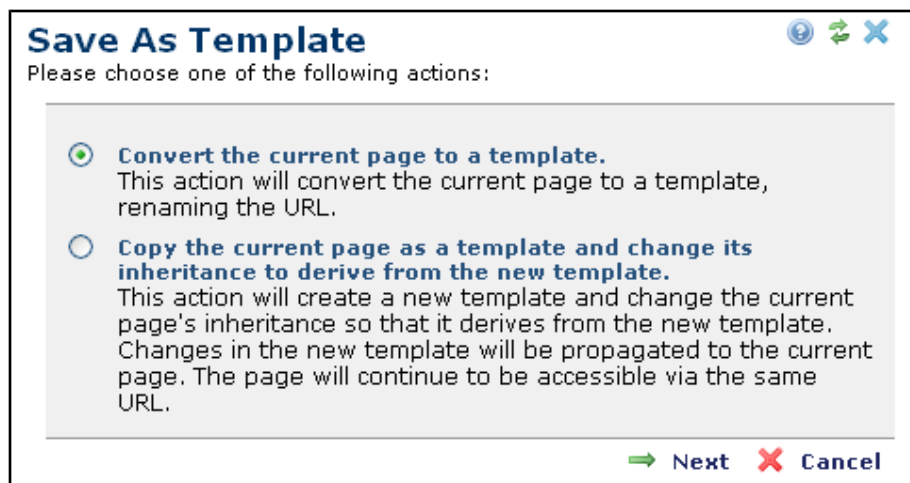
This template must be up-to-date, with no actions pending. This menu option is unavailable for templates with Work In Progress or approval pending.

Click Submit to continue or Cancel to exit without submitting.

Refer to the [Τεμπλάτε Δεσμελοπερσ Γυιδε](#) for more information on this option.

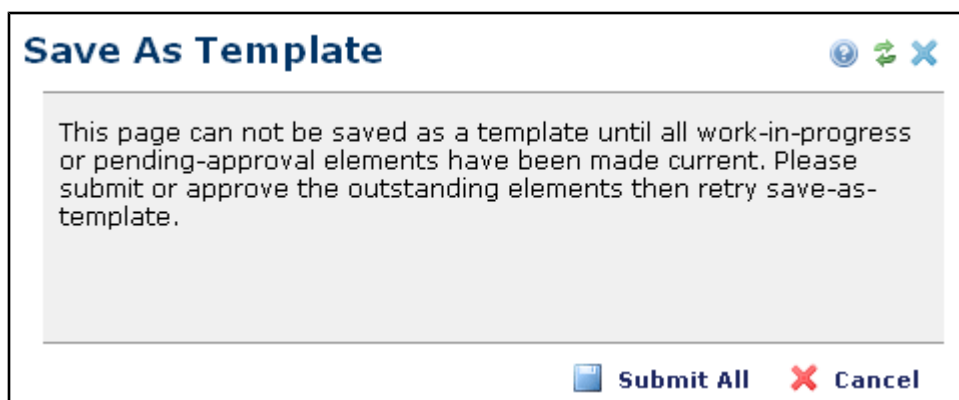
Save as Template

Use Save as Template to save the current page as a template.



With a page displayed in Author Mode choose Templates – Save as Template.s

The page must be up-to-date, with no actions pending, for page-to-template conversion. CommonSpot issues the following prompt if there are outstanding changes.

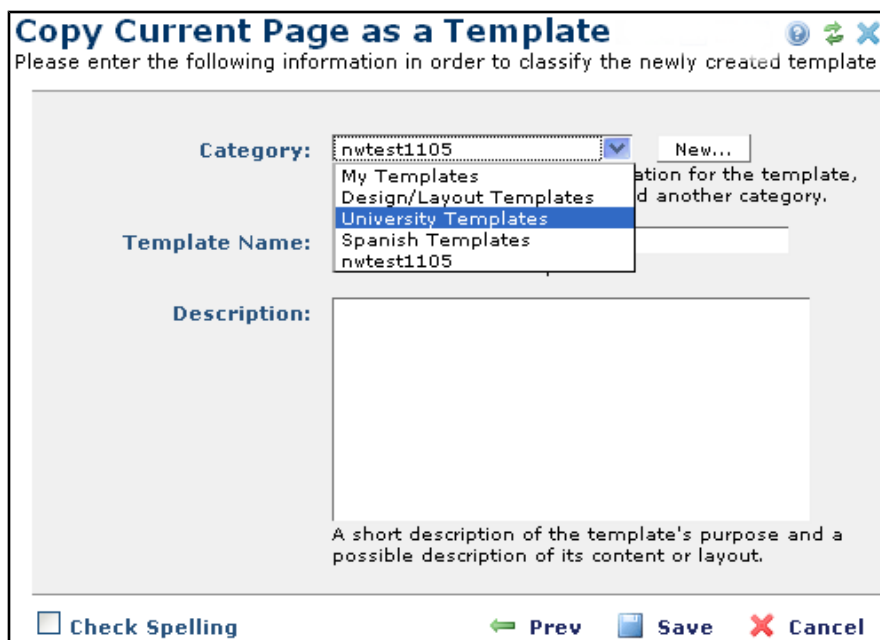


Click Submit All to continue. Review any items you own.

Refer to the Template Developer's Guide for more information on this option.

Copy Current Page as a Template

You can optionally convert a page to a template. This action creates a new inheritance structure for the current page based on the copy.



With a page displayed in Author Mode, choose Templates– Save as Template. Click Copy the current page as a template.

Category: Pick from the dropdown, or, if you have category creation permissions, click the New button to create a new category for the template.

Template Name: Required. Enter a name for the new template.

Description: Briefly describe the purpose of this template.

Optionally click Check Spelling, if this is displayed, then click Save to keep your changes, Prev to step back or Cancel to exit without saving.

Page Converted to Template

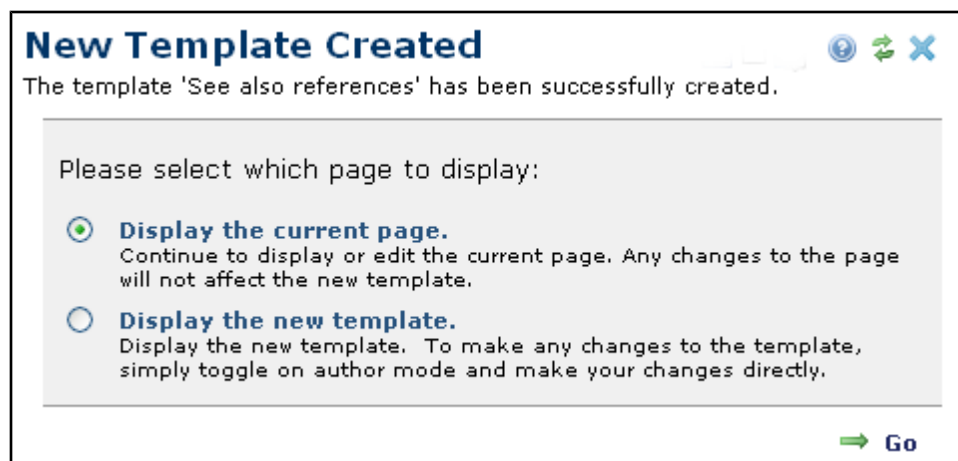
CommonSpot displays this confirmation message when you successfully save a page as a template. See [Save as Template](#).



Click View Template to review the new item, or close.

New Template Created

CommonSpot displays this confirmation message when you successfully *copy* a page as a template. See [Copy Current Page as a Template](#). You have the option of returning to the current page to continue page-level work, or reviewing the new template. Pick the appropriate option and click Go.



Template Inheritance Security

Use this dialog to view or change derived security settings for the current template.

Template Inheritance Security

The following lists the permissions that have been restricted to this template, plus the security permissions that will be inherited to pages that derive from this template.

Restrictions: Restrict certain permissions to this template by checking the appropriate item below. For those permissions that are not restricted, owners of inherited pages may be able to make changes to content and/or permit others to do so.

Design [Change...](#)

Type ^	Name	Permission	Actions
Group	Campus Life Editors	Read, History, Author, Edit, Design	
User	Webmaster	Read, History, Author, Edit, Design, Style, Admin	

[Add User](#)
[Add Group](#)
More Actions...
Go

Showing 2 records.
 Close

When viewing a template, choose **Templates – Inheritance Security** from the CommonSpot menu bar. You can also access this dialog from the [Base Template](#) dialog in Subsite Administration.

You can change [general restrictions](#) for the template by clicking the Change button.

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

- **Normal text** – Indicates that the user or group has permissions that can be modified by an administrator of inheriting pages.
- **Red text** – Indicates enforced user or group permissions that can be modified for this template only.

To edit permissions for an existing user or group, click the Edit icon to invoke the Edit Template Inheritance Permissions dialog.

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

Click the Apply Permission icon to make this change apply to all descendant pages for the selected user or group.

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Inheritance Restrictions

For components that can inherit security permissions (templates, Elements, and popup menus), CommonSpot gives you flexible control over specific privileges. Click Change in [Template Inheritance Security](#) or [Element Inheritance Security](#) to configure access to the current object and its children. Use this option to "lock down" attributes you don't want modified.

Inheritance Restrictions

Restrict certain permissions to this template by checking the appropriate item below.

For those permissions that are not restricted, owners of inherited pages may be able to make changes to content and/or permit others to do so.

- ☐ **Author/Edit** ([2 pages affected](#))
- ☐ **Design** ([1 pages affected](#))
- ☐ **Style** (0 pages affected)
- ☐ **Admin** ([18 pages affected](#))

 **Save**  **Cancel**

This dialog lists the number of pages affected by any restrictions you put in place. Click one of the (n pages affected) links to view pages.

Select an option to exclude access to design, style, or administration features:

- Author: Permission to view and modify page/template content.
- Design: Permission to view and modify page/template and element controls.
- Style: Permission to view or change page or template styles.
- Admin: Permission to delete, copy, and move the page/template, modify standard and custom properties, and view or change security settings.

Select one or more options to restrict assignment. For example, selecting the Design option above restricts users from making design changes. The design option is unavailable, as shown below, to anyone trying to [Edit Inherited Page Permissions](#).

Permissions

Use the 'Default' column to assign permissions which may be changed or deleted by the administrator of inheriting pages. The 'Enforce' column is for permissions which can only be deleted from this template. Permissions marked with ☒ cannot be changed at this level.

Default	Enforce
☐ Read	☒ Read
☐ History	☒ History
☐ Author	☒ Author
☐ Edit	☒ Edit
Restricted Design	Restricted Design
☐ Style	☒ Style

Click Save to keep your changes. For changes affecting derived pages, CommonSpot asks you to review affected pages by displaying the [Inherited Restrictions Confirmation](#) dialog.

Template Inheritance Security – Add User

Access this dialog by clicking Add User(s) in the [Template Inheritance Security](#) dialog to grant new users access to the current template. This dialog also displays when adding users through the [Element Inheritance Security dialog](#) within a template.

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

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

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

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

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

Users by Name | [Users by Group](#) | [Groups by Name](#) | [Groups by User](#)

User Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Name ^	Email
☐ admin-issues1	admin-issues1@pthin.com
☒ admin-issues3	admin-issues3@pthin.com
☒ admin-issues4	
☒ admin-root, admin	admin-root@paperthin.com
☐ commonspot, admin	admin@paperthin.com

13 items found.

Selected: [Clear All](#)

admin-issues3 ☒ admin-issues4 ☒ admin-root, admin ☒

Names within the dialog are displayed in the following order: last name, first name, middle name.

Click Add Selected after you have finished adding users.

Template Inheritance Security – Add Group

Access this dialog by clicking Add Group(s) in the [Template Inheritance Security](#) dialog to grant new groups access to pages or templates derived from the current template. This dialog also displays when adding groups through the [Element Inheritance Security dialog](#) within a template.

Template Inheritance Security - Add Group

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

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description

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

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

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

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

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

Name ^	Email
☐ admin-issues1	admin-issues1@pthin.com
☒ admin-issues3	admin-issues3@pthin.com
☒ admin-issues4	
☒ admin-root, admin	admin-root@paperthin.com
☐ commonspot, admin	admin@paperthin.com

Selected: admin-issues3 admin-issues4 admin-root, admin

Names within the dialog are displayed in the following order: last name, first name, middle name.

Click Next to display Template Inheritance Security permissions.

Edit Inherited Page Permissions

Use this dialog to view or change user or group access to pages that inherit template characteristics. Access this dialog for new users from [Template Inheritance Security Add User](#) or [Template Inheritance Security Add](#)

[Groups](#) or by clicking the edit icon for a user or group with current access in the [Template Inheritance Security](#) dialog.

Edit Inherited Page Permissions

Assign the desired permissions to the selected user by checking the appropriate check boxes below.

User

Editor Campus Life

Phone:

E-Mail: campuslife@commonspot.edu

Permissions

Use the 'Default' column to assign permissions which may be changed or deleted by the administrator of inheriting pages. The 'Enforce' column is for permissions which can only be deleted from this template. Permissions marked with ☒ cannot be changed at this level.

Default	Enforce
☐ Read	☐ Read
☐ History	☐ History
☐ Author	☐ Author
☐ Edit	☐ Edit
☐ Design	☐ Design
☐ Style	☐ Style
☐ Admin	☐ Admin
☒ No Rights	☐ No Rights
Approval (none) v	Approval (none) v

Settings in [Inheritance Restrictions](#) control what's available for assignment here.

This dialog displays the following options.

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

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

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

- Design: Grants permission to view and modify template and element controls affecting page display and layout.
- Style: Grants permission to view or change page styles.
- Admin: Grants permission to delete, copy, and move the page, modify standard and custom properties, and view or change security settings.
- No Rights: Disables all rights to the page or object.
- Approval: Displays approval roles set through Site Administration Approval Levels options. Select from the dropdown to optionally assign these explicit rights.

Grayed-out checkboxes indicate non-modifiable permissions enforced at the site or template level.

Select the appropriate options and click Save to set or change permissions, or Cancel to exit without saving. The [Inheritance Permissions Confirmation](#) dialog displays.

Inheritance Restrictions Confirmation

This dialog displays when you make changes to [Inheritance Restrictions](#) for [Templates](#) or [Elements](#) that affect content derived from the template or element. Use this dialog to review and confirm the effects of changes to permissions made for pages inheriting characteristics from the selected template or element.

Inheritance Restrictions Confirmation

The following pages will be effected by applying the selected restrictions. Please confirm that you wish to apply these restrictions.

Warning: Applying the selected restrictions will delete the following in all pages that derive from this template. This action can not be undone. Are you sure you wish to continue?

Author/Edit: Content

Affected Pages:

Title ^	File Name	Subsite	Restrictions
About Us	index.cfm	/demo/about/	AuthorEdit
Academics	index.cfm	/demo/academics/	AuthorEdit
Admissions	index.cfm	/demo/admission/	AuthorEdit
Alumni	index.cfm	/demo/alumni/	AuthorEdit
Campus Life	index.cfm	/demo/campuslife/	AuthorEdit
Current Students	index.cfm	/demo/currentstudents/	AuthorEdit
Safety & Security	index.cfm	/demo/safety/	AuthorEdit
Web Administration	index.cfm	/demo/webadmin/	AuthorEdit

 **Apply**
 **Cancel**

Click Apply to confirm your changes or Cancel to exit.

Apply Permissions Confirmation

Use this dialog to confirm your changes to permissions for a selected template or Element. This dialog displays when you click the apply permissions  icon for a user or group in [Template Inheritance Security](#) or [Element Inheritance Security](#).

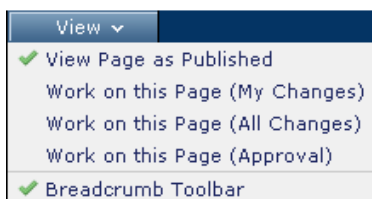
CommonSpot prompts you to confirm that the new permissions should apply to all pages inheriting attributes from the the current template or Element.



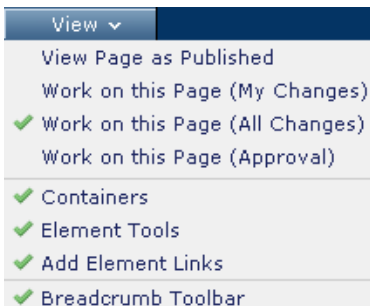
Click Yes to confirm your changes or No to exit.

View Menu

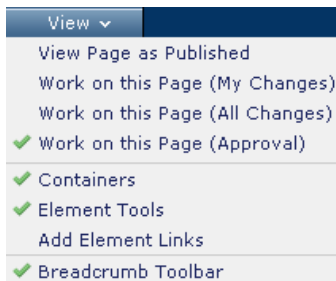
Use the View menu to enter Read, Author, Edit, or Approve modes for viewing pages. You must have the associated permissions to access each mode. Access this menu by choosing Work on This Page from the CommonSpot entrance tab.



(in Read Mode)



(in Edit mode)



(in Approve mode)

The following provides a brief overview of each menu option. For more detailed information on any menu, click on its link below.

View Page as Published – Switches to [Read Mode](#).

Work on this Page (My Changes) – Switches to [Author Mode](#) and shows your current changes (if any).

Work on this Page (All Changes) – Switches to [Edit Mode](#) and shows all current changes to the page (if any).

Work on this Page (Approval)– If you have any approvals pending for the current page, displays Approval icons for content requiring your OK.

Logging into CommonSpot

Before you can access CommonSpot Web publishing and content management functionality, you must first become familiar with:

- [Logging into a Site](#)
- [Logging Out of a Site](#)
- [Change Password](#)
- [Edit User Profile Information](#)

Logging into a Site

Pages served to anonymous visitors at your site do not require login. However, most sites require login to differentiate between anonymous and authenticated users, or between contributors or non-contributors.

Your CommonSpot site may limit access to specific pages or sections of a site. For example, you may have a “Members Only” section, or you may require authentication to serve personalized content based on user profiles or to display editing options to CommonSpot contributors.

CommonSpot supports multiple means of authenticating users:

- [User Login](#)
- [Login through 'login.cfm' URL](#)
- [Cookie-based Automatic Login](#)
- [Log In through a Custom Interface](#)

Once logged in, you will automatically be in the Read mode. Now you are ready to:

- [Create a page](#)
- [Create a template](#)
- [Edit text](#)
- [Edit Images](#)
- [Approve proposed new content](#)
- [Change page security permissions](#)

and more.

CommonSpot facilitates the entire range of activities associated with a complex Web site, including authoring, editing, design, and administration.

It is important to note that once you are logged in, remaining inactive for too long will logged you off automatically. How quickly that happens depends on configuration settings in both CommonSpot and ColdFusion; it will typically be in the range of 30 to 60 minutes.

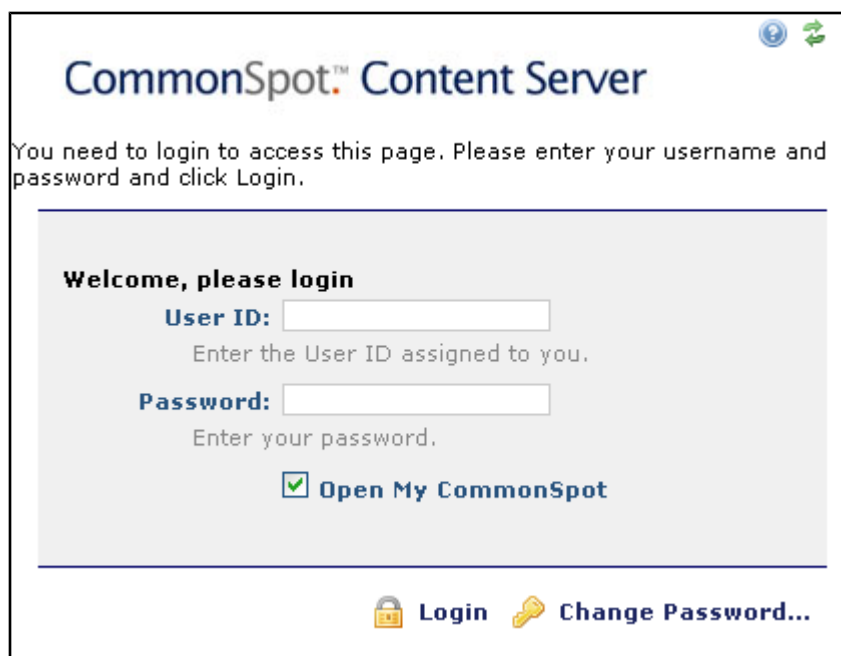
Everyone using CommonSpot to contribute to the Web site is assigned a particular role (either by the site administrator or by a departmental administrator). Your role determines the permissions you receive and your level of access to specific CommonSpot features.

Permissions may be defined globally, at the site level, or more locally at the page or element level. CommonSpot presents menus, dialogs, and an intuitive user interface tailored to the permissions of the current user. The tools you see pertain only to activities you are authorized to carry out.

User Login

The User Login prompt displays when you click your site's Login link, when you use the [CommonSpot login URL](#), or when you attempt to access other CommonSpot pages that require authentication. Complete the following fields:

- **User**– Click in the text area to create a blinking cursor and type in your assigned User ID.
- **Password** – Type in your Password (it will not show on the screen). The first time you log in, CommonSpot prompts you to change your assigned password. Passwords must be a minimum of four characters and cannot be the same as the User ID.

The screenshot shows the 'CommonSpot™ Content Server' login interface. At the top, the title 'CommonSpot™ Content Server' is displayed in blue. Below it, a message states: 'You need to login to access this page. Please enter your username and password and click Login.' The main login area is a light gray box with the heading 'Welcome, please login'. It contains two input fields: 'User ID:' with a text box and the instruction 'Enter the User ID assigned to you.', and 'Password:' with a text box and the instruction 'Enter your password.'. Below these fields is a checkbox labeled 'Open My CommonSpot' with a green checkmark icon. At the bottom of the login box, there are two buttons: 'Login' with a padlock icon and 'Change Password...' with a key icon.

If you're a content contributor, the Open My CommonSpot checkbox displays. Optionally select this option to view your CommonSpot pages, shortcuts, saved searches, and tasks "at a glance" after login. Checking this once automatically enables this option the next time you log in.

If you leave this unchecked, login defaults to the subsite index page or other specific CommonSpot URL entered in the browser.

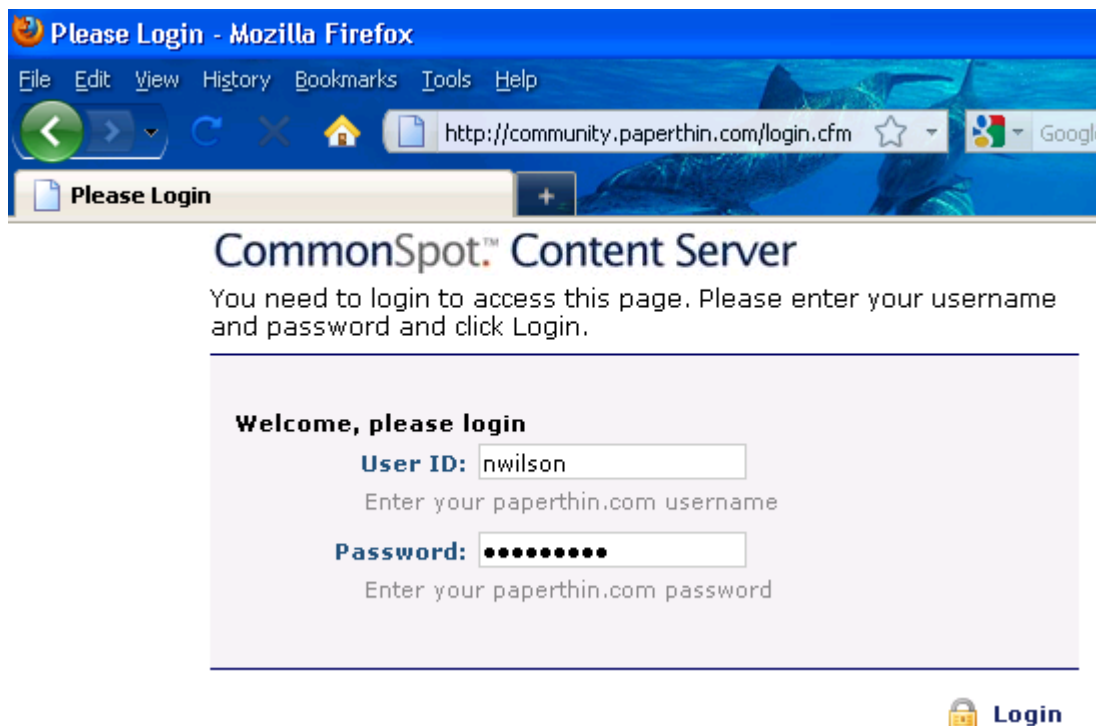
To change your password, enter your User ID and Password, then click [Change Password](#).

Once you enter your User ID and Password (and optionally check [My CommonSpot](#)) click Login to view pages in CommonSpot.

Login through 'login.cfm' URL

If login indicators are hidden from anonymous users, which is typical for Internet or extranet sites, you will need to use the CommonSpot login URL for authentication. Within each site or subsite's root directory the Cold-

Fusion module login.cfm enables secure log in. Enter /login.cfm in the browser's address bar to display the CommonSpot login prompt for a site or subsite, as shown below, .



Please Login - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://community.paperthin.com/login.cfm

Please Login

CommonSpot™ Content Server

You need to login to access this page. Please enter your username and password and click Login.

Welcome, please login

User ID:

Enter your paperthin.com username

Password:

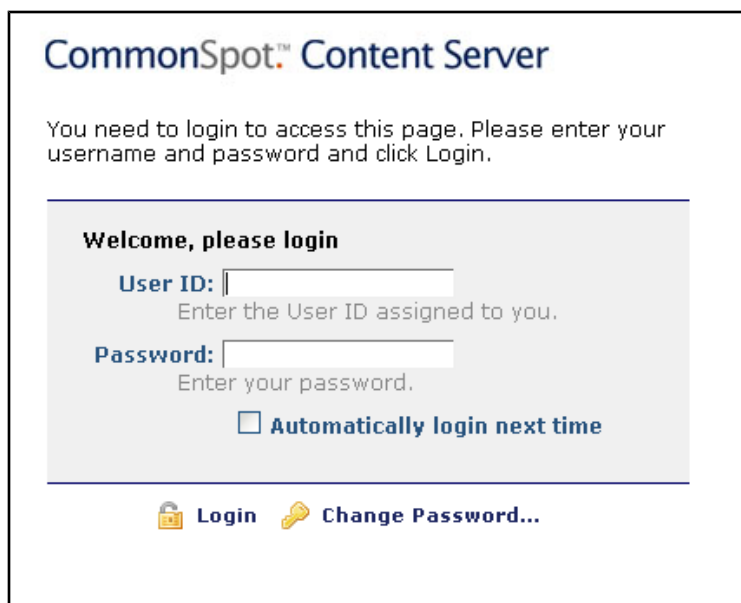
Enter your paperthin.com password

 **Login**

Note that the Open My CommonSpot option does not display for the public community site in the example above. This option only appears for users defined as CommonSpot contributors.

Cookie-based Automatic Login

When a user checks the box 'Automatically login next time' the Cookie Authentication method is enabled, and retrieves the UserID from a locally stored Cookie. Only when accessing any functionality requiring secured access (i.e. authoring or approval of content) is the user prompted for their CommonSpot password to validate authentication.

The image shows a login interface for the CommonSpot Content Server. At the top, the text "CommonSpot™ Content Server" is displayed. Below this, a message states: "You need to login to access this page. Please enter your username and password and click Login." The login area is enclosed in a light gray box with the heading "Welcome, please login". It contains two input fields: "User ID:" with a placeholder "Enter the User ID assigned to you." and "Password:" with a placeholder "Enter your password.". Below the password field is a checkbox labeled "Automatically login next time". At the bottom of the login area are two buttons: "Login" with a key icon and "Change Password..." with a key icon.

Log In through a Custom Interface

CommonSpot supports the development of custom interfaces for site login, including login options on every page or a single page. If your organization uses a custom login interface, consult the appropriate resource for login instructions.

Logging Out of a Site

To log out of CommonSpot, click Logout in the upper right section of the CommonSpot workspace.

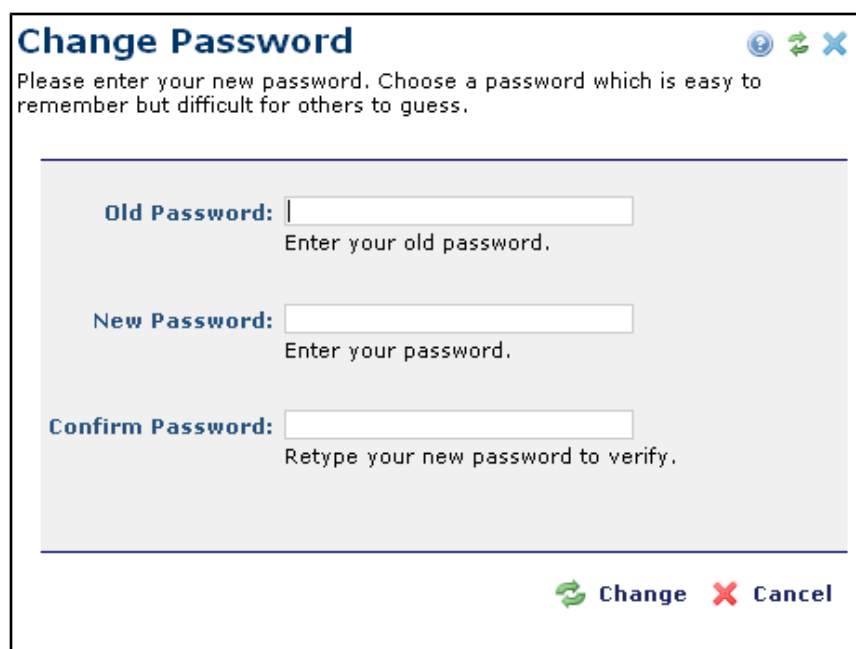
The image shows a user navigation bar with the text "Site: [demo](#) | **Webmaster** | [Profile](#) | [Logout](#)".

This logs you out of all sites associated with the current Users data source.

Also note that you may be automatically logged out if you do not perform any actions (for example, navigating to a page or opening dialogs) within the session time-out period established by the administrator.

Change Password

Open the Change Password dialog from the [User Login](#) dialog by entering your User ID and Password and clicking Change Password. After login, you can also access this dialog by clicking the Profile link in the upper right corner of the CommonSpot workspace and clicking Change Password from the [Edit User Profile Information dialog](#).



Change Password

Please enter your new password. Choose a password which is easy to remember but difficult for others to guess.

Old Password:
Enter your old password.

New Password:
Enter your password.

Confirm Password:
Retype your new password to verify.

 **Change**  **Cancel**

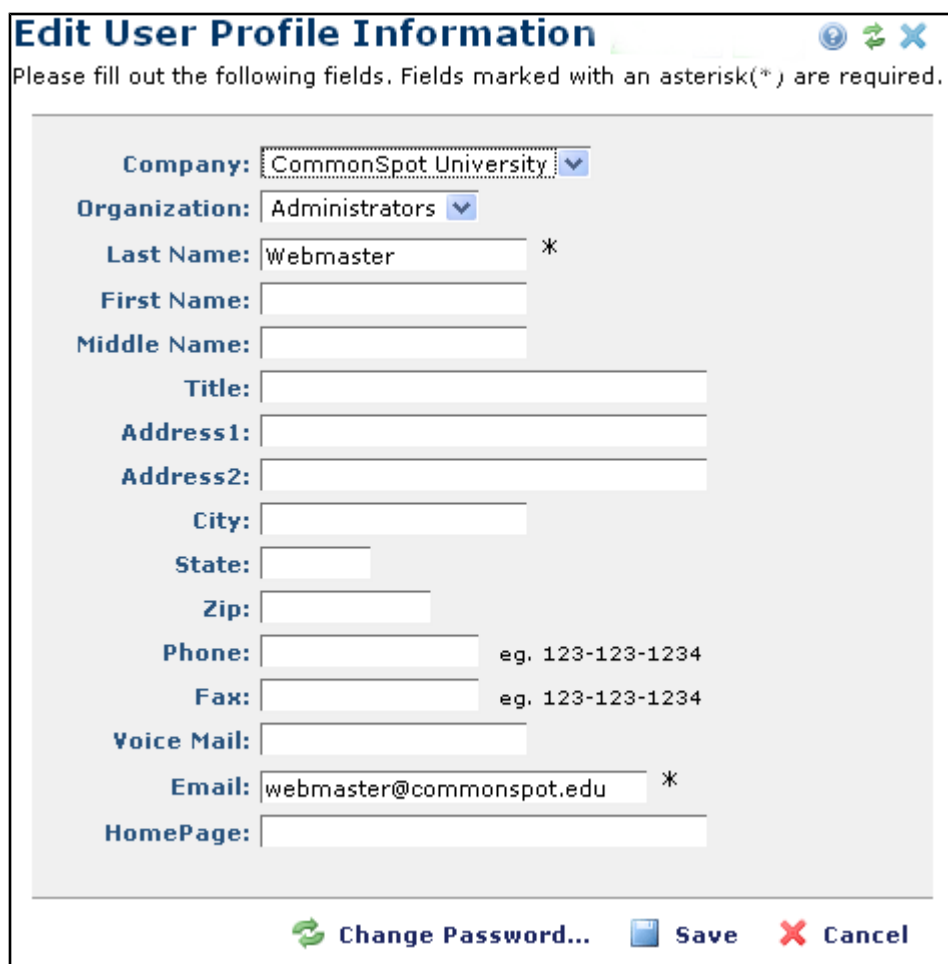
Passwords must be a minimum of four characters and cannot be the same as your User ID. The new password must be different from the old password. Enter your new password in both fields and click Change.

If you change your mind and would like to keep your current password, click Cancel to return to the [User Login](#) dialog.

Edit User Profile Information

Use the Edit User Profile Information dialog to view current contact information, company name, organization, and homepage. Click Profile in the top right corner of the CommonSpot dashboard to view or change this information.

Note that you cannot add or edit profile information for users [marked for deletion](#).



Edit User Profile Information

Please fill out the following fields. Fields marked with an asterisk(*) are required.

Company: CommonSpot University ▼

Organization: Administrators ▼

Last Name: Webmaster *

First Name:

Middle Name:

Title:

Address1:

Address2:

City:

State:

Zip:

Phone: eg. 123-123-1234

Fax: eg. 123-123-1234

Voice Mail:

Email: webmaster@commonspot.edu *

HomePage:

 **Change Password...**  **Save**  **Cancel**

The User Profile Information dialog requires the following fields:

- **Company** – A dropdown with available company names. Defined in the Manage Companies dialog. Most environments will display one. If more than one option, choose the appropriate company.
- **Last Name** – Enter a valid last name. User names must be unique.
- **First Name** – Enter a valid first name. User names must be unique.
- **Email** – Enter a valid, unique email address. The entry here displays as an email link in approval and other dialogs to allow contributors to easily communicate.

Optionally complete the other fields. You may also have the option to [Change Password](#) from this dialog.

Authoring Browser Considerations

For this release of CommonSpot you should be aware of the following and related considerations.

- [Browser Support](#)
- [Pop-up Blocking](#)

Browser Support

CommonSpot's content management interface is entirely browser-based; there is no need to install or maintain client software. Pages are viewable from most standard browsers including Chrome, Safari, Microsoft Internet Explorer, and Mozilla-based browsers.

You must use one of the supported Web browsers to author in CommonSpot. For the most up-to-date requirements, see:

<http://www.paperthin.com/support/tech-specs.cfm>

Authoring and approval functionality is nearly identical across the browsers. There are differences that affect usage of the CommonSpot rich text editor (RTE): For security reasons, both Mozilla-based browsers and Chrome disallow cut, copy, and paste operations unless you first configure the browser to explicitly grant access to the clipboard.

You can easily install add-ins to support clipboard functions in both browsers:

Chrome users are automatically prompted to download and install the PaperThin helper on first use, and clipboard functions are active after browser restart. To avoid the interruption this may cause, contributors using Chrome should create a sample instance of cut-and-paste in the RTE to invoke the download in advance of using the clipboard for actual content creation and modification.

Note: Sites running IIS must first register the Chrome MIME type in order for this action to work.

For Firefox the same recommendations apply: See <http://community.paperthin.com/articles/2010/03/15/firefox-paste-into-rte.cfm> and support information at mozilla.org

Safari restricts cut-and-paste to right-click operations, affecting the RTE toolbar and keyboard shortcuts.

For more information, see the [Clipboard Operations](#).

Pop-up Blocking

Most Web browsers include an option for preventing Web sites from programmatically opening new browser windows, to block unwanted pop-up windows. While such pop-up windows, particularly advertisements, have become a too-common annoyance, there are legitimate uses of pop-up windows.

CommonSpot uses pop-up windows for many contextual information and action dialogs. For example, while a CommonSpot page remains open in the main browser window, you can view and modify corresponding Page Properties in separate browser windows. Similarly, you can add content elements to a page and/or edit them using dialogs that open in separate browser windows while the current version of the page remains visible in

the main browser window. As you execute various functions in separate dialog windows, the view of the page in the main window is updated.

Pop-up windows greatly enhance multi-level action dialogs and are an essential design feature of CommonSpot.

Browsers that include pop-up blocking features also allow you to selectively disable pop-up blocking. Disabling pop-up blocking for a CommonSpot site will not affect the blocking of unwanted pop-up windows for other web sites. For CommonSpot to work properly, pop-up blocking must be disabled for contributors, for each CommonSpot site.

To set popup blocking exceptions for CommonSpot, see Help for your Browser. You will typically find this option associated with Tools, Privacy, Security, or Internet Options.

Page Publishing Process

CommonSpot maximizes organization-wide participation in Web site development by enabling any business or organizational user to become a Web author and publisher. CommonSpot addresses concerns of quality and security through a revision and approval process, a system of checks and balances that ensures the quality and reliability of all information on your Web site.

Content States

CommonSpot manages all content in a database repository and separately manages the state of each individual element.

Content for Elements can exist in one of three states – Published, Work In Progress, and Pending Approval.

- Published content is the current content and is generally available for viewing by anonymous or authenticated users.
- Work In Progress is any newly created or modified content that is “in progress” and not ready for public distribution. It has also not been submitted for publication by the author. In Read mode, only the author of the changes can see the content. Others with Edit or Admin permission may view Work In Progress content, but only in Edit mode. Otherwise, it is not accessible. Your Work in Progress content is indicated by a yellow icon.  A purple icon indicates other contributors' WIP content. 
- Pending Approval is Work In Progress content awaiting approval. It has been submitted for publication by the author of the changes and is progressing through the workflow approval process, pending one or more approvals. A green icon indicates content Pending Approval. 

As content for each element is managed separately, it is possible to have elements on the same page in different states. For example, an author with two text blocks and an image on a page, can have one text block in a Work in Progress state, another Pending Approval, and the image in a current state (no change).

CommonSpot displays different icons for the various states, to enable better management of the content creation and publication process. Clicking on each of the icons brings up the appropriate menu. For a list of Element icons and their meaning see [Work In Progress and Approval Icons](#).

It is important to remember that only one user can be in Author, Edit or Approve mode on the same page at the same time. When you finish editing a page, it's a good practice to switch back to Read mode to allow others to enter Author, Edit, or Approve mode on the page.

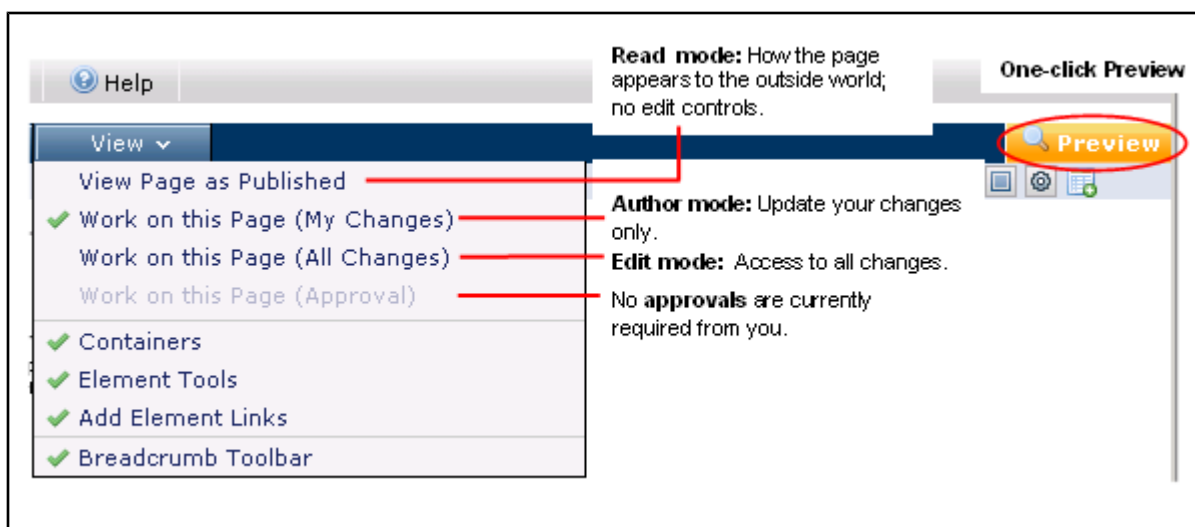
Also remember that each element can have work in progress changes from only one user at a time. CommonSpot keeps track of content you change, and disallows others from editing any elements you modified (in the Work in Progress or Pending Approval states) until your revisions are published or discarded.

Users with Edit or Admin rights can take ownership of those changes, making them their own work in progress, but everyone else has to wait until changes are resolved before elements become available for editing.

You can easily access your Work In Progress pages through My CommonSpot.

Page View Modes

CommonSpot Page View modes present user- and page-specific options. After login, access options from the View menu as shown below.



A green check mark  indicates currently active options. The example above shows a page in author mode with all "Show" tools and the breadcrumb bar currently displayed.

Approval mode is active when you are an approver for one or more changes on a page.

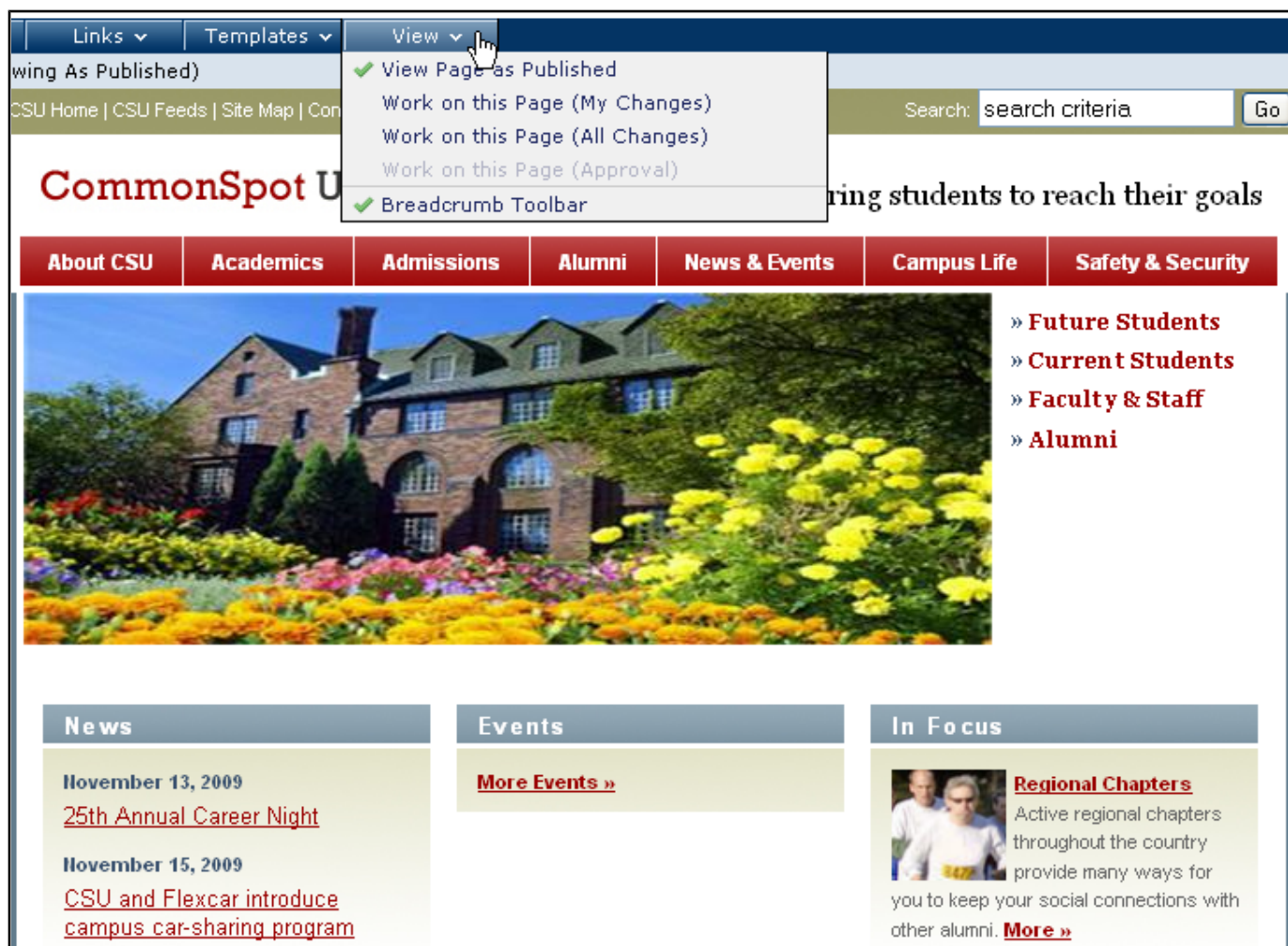
Toggle the Preview button to check changes before publishing.

- [Read Mode](#)
- [Author Mode](#)
- [Edit Mode](#)
- [Approve Mode](#)

Read Mode: View Page As Published

Read Mode displays a CommonSpot page as visitors currently see it.

The CommonSpot menus remain visible, but no Element controls are available. This state is distinct from Pre-view which enables you to view the most recent version of a page as visitors would see it before actually publishing.

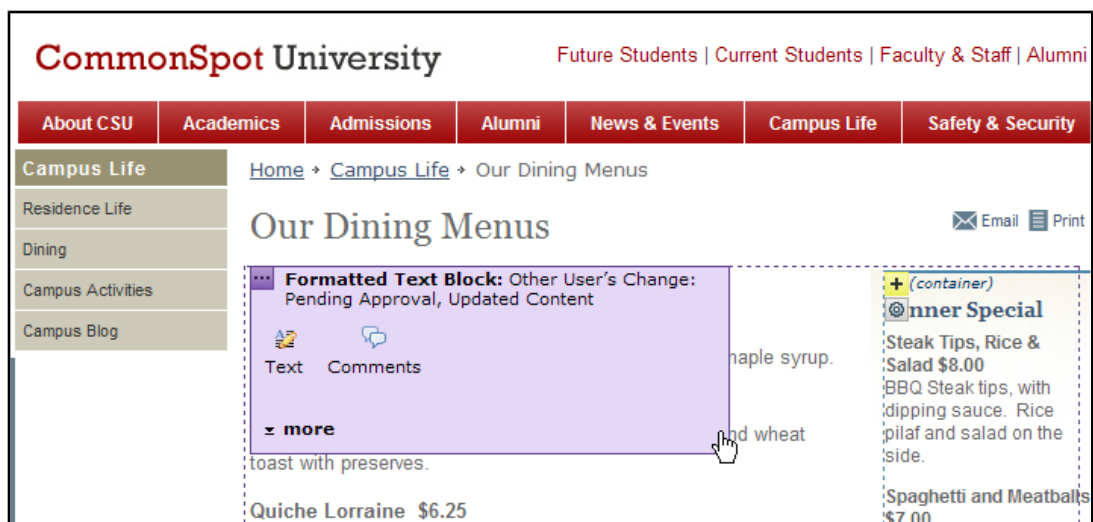


Author Mode: Work on this Page (My Changes)

In Author mode, you can see published content, and view or modify any of your changes with Work in Progress or Pending Approval status.



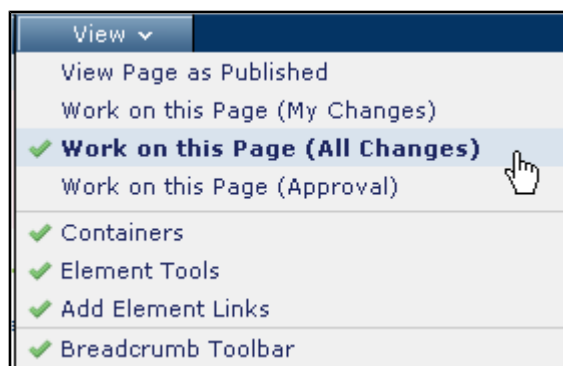
You can view, but not modify, Work in Progress or Pending Approval changes created by others. CommonSpot displays purple icons for work done by others, with status, as shown below.



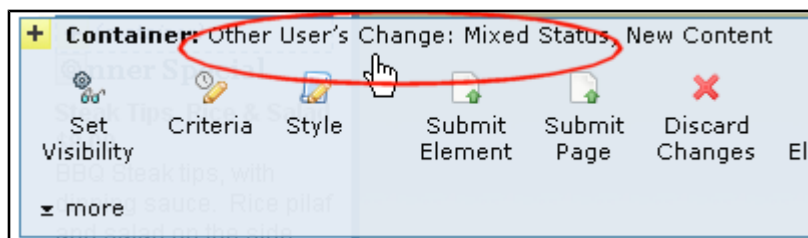
Any Elements you have permission to change will display an appropriate icon, allowing you to modify Element content or properties, as shown above for the container on the right. See [Work In Progress and Approval Icons](#) for more information.

Edit Mode

In Edit Mode, contributors can see published content, plus any changes that they or anyone else has in a Work in Progress or Pending Approval state.



This mode enables more collaborative authoring. Content in a Work in Progress state for one author can be viewed and edited by another author. CommonSpot displays status.



Additionally, if content is Work in Progress or Pending Approval by another user, in Edit Mode with the proper permissions, the current user can "take ownership" of the changes. This feature is helpful for sharing the content contribution between multiple users.

See:

[Take Ownership](#)

[Lock Unlock Page](#)

Approve Mode

Approve Mode displays icons indicating changes that are awaiting your approval. Based on approval setup, you can approve, disapprove, or refer changes back to authors. These changes can include new or existing content added, moved, or deleted, or sub-item details that have changed.

The text element below requires the current user's approval.

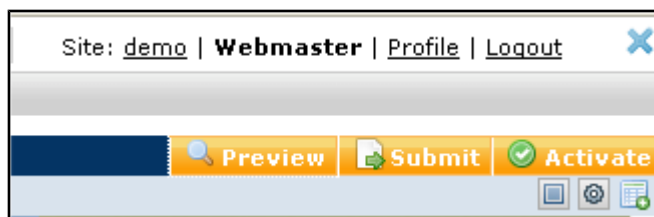


You can also see items that you have approved, but that still require approval by others. Approvers can also rescind approval.

All items currently requiring your approval display in My CommonSpot.

Preview Mode

Preview mode allows you to see your page rendered just as it would appear live or is published, without refreshing the page. No container or Element tools are visible. All links in the page are live. Click the Preview button in the second-level menu bar or use Alt-Shift-5. Preview conveniently displays Submit and Activate options for immediate routing for review or activation.



Preview mode persists for the last page where it was used, in each site. It shuts off only when you click Leave Preview, when you enter Authoring on another page, or when you end the browser session.

When preview is on, the authoring UI menu items (Show Container Tools, Show Element Tools, Show New Element Links) don't apply, so they're hidden and their keyboard shortcuts disabled.

When you load a page where preview is on, a notification appears briefly.

Use CommonSpot's Visual Difference feature to easily compare proposed changes against already published content.

Work In Progress and Approval Icons

CommonSpot icons represent various Work In Progress states. Each Work In Progress icon has a Pending Approval and Needs Approval counterpart. In Edit Mode, two different sets of icons can appear for Work In Progress – yellow icons identify the current user's work, while blue icons identify the work of others. When working on a page in edit mode, others' changes display with purple icons.

Here is a complete list of these icons and their meanings.

Status ⇒	Work In Progress			Pending Approval	
Viewing Mode ⇒	Author, Edit	Edit Others	Author, Edit	Approve	
New content added for first time					
Existing content changed			N/A		
Existing content deleted					
Existing content moved			N/A		
New content added, existing content moved					
Existing content changed and moved					
Content deleted, existing content moved		N/A			
Sub-item details changed					
Some details still Work In Progress, others Pending Approval					
Already approved; awaiting approval of other items on the page before it can be published. (Approver can also rescind his/her own approval)	N/A	N/A	N/A	N/A	

Element Locked

This dialog displays if you attempt to modify an Element in a pending state. For Elements in a work-in-progress state the following displays.



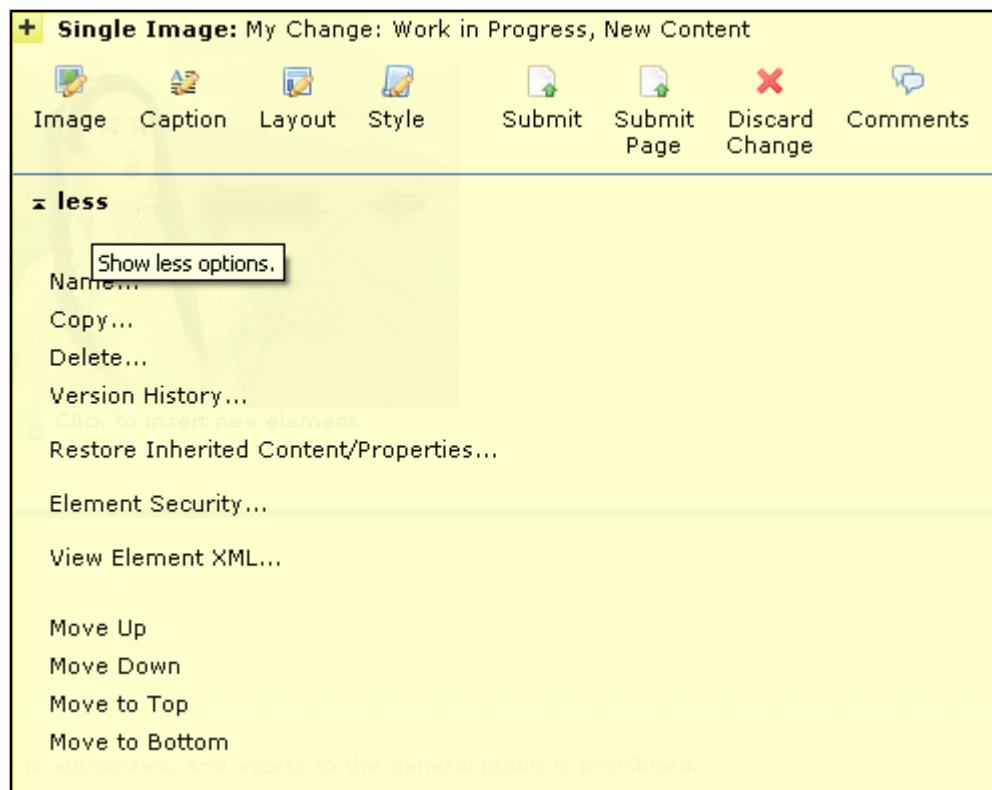
If Work on this Page (All Changes) displays in the View menu, you have the option to [Take Ownership](#) of this Element.

Optionally contact the owner to request release. If email service is enabled for your CommonSpot site, this dialog also contains the current owner's address. (Administrators enable this option through Server Administration – Configuration – Email Notification.)

Submitting a Change for Publication

Before content can be published, it must first be submitted. Depending on whether an approval workflow has been set up, the content might require approval by one or more individuals or groups. Even if you have approval rights for the content you are editing, you still have to put your revisions through the publication process.

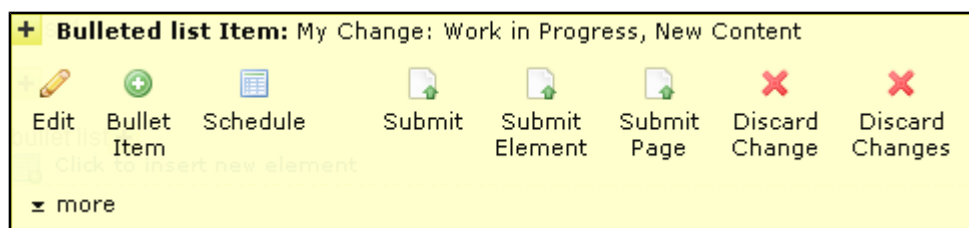
The following is the menu for a Single Image element that is in the Work in Progress state.



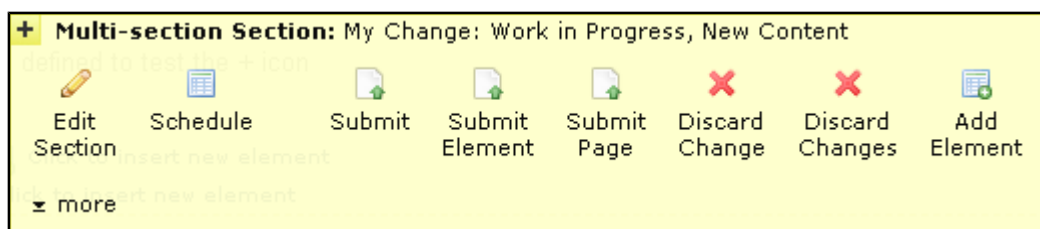
Click the Work In Progress icon  to bring up the list of options for submitting content.

Depending on whether an element has one or more items (for example, a Text Block versus a bulleted list), the menu will reflect the appropriate options for the specific items submitted. For multi-part elements, you can submit changes for an individual item, for the entire element, or for the entire page. You can submit individual items within a multi-part element from the sub-item detail dialog, which lists each sub-item with a Work In Progress indicator. The following depicts the menus you might see, depending on the type of content submitted:

Single Item Element (page level)



Multiple Item Elements (page level)



Where:

- Submit applies to the individual item or element.
- Submit Element submits all the changes for an element with sub-items
- Submit Page submits all changes on the page at once.
- Discard Change cancels changes made to the individual item or element.
- Discard Changes cancels all the changes for an element with sub-items..
- Compare allows you to compare the current version to the most recent version. To select a different version to compare, expand the left panel of the workspace and choose [Page Versions](#).

Submit All Changes for Publication

Use this dialog to publish or submit for approval every change made to a single page. To submit individual changes, use [Submit Change for Publication](#). This dialog displays options for publishing content, commenting on changes, and routing review via email.

Other options are a function of whether your site uses an approval workflow or has enabled [social media](#) communication through CommonSpot.

Administrators create approval levels and bypass rights through Site Administration – Approval & Workflow – Approval Levels. Rights created here are assigned at the site or subsite level or at the page level through [Page Security](#)

Submit All Changes for Publication

Enter the following information to submit your changes for publication.

Approval: You are an approver for one or more items you are submitting. Check the box(es) below to approve the change(s) immediately. Leave box(es) unchecked if another group member should review the change(s) before publication.

☐  **Webmasters (Publishing Approval)**

Publication Comment:

Please enter an appropriate comment for this change.

Actions:

☒ **Treat content change as significant**

☐ **View page as published after submission**

☐ **Send publication notification**

When this change is published, send email notifications to the following people (enter a comma delimited list of email addresses):

webmaster@commonsspot.edu

☐ **Send approvers notification email**

☐ **Check Spelling**

 **Submit**  **Submit & Share**  **Cancel**

When you're an approver and you are also a member of a group that's responsible for approval, you can approve for publication on submit.

If there are multiple approval groups within each level, one person from each group must approve content in order to pass that level, or in the case of final approval, before it can be published.

The dialog has a set of common fields:

Approval – Options displayed in this field are a function of whether:

- [You have any approval rights](#)
- [No approvals are required](#)
- [Only your approval is required](#)
- [Your approval and the approval of others is required](#)
- [Your approval is required and you have rights to bypass or skip approval levels to publish content](#)

If the page is set up for approval (you are an approver or are in approve mode), you can optionally include notification when you complete approval, as shown above.

Publication Comment– Optionally include remarks. These display in [Version Comment History](#), available from the Page Versions left panel for the current page. Site administrators may require publication comments, in which case you must provide one to continue.

Actions – Select one or more options:

- **Treat content change as significant:** When checked (default), CommonSpot associates these changes with Last Major Modification status in reports that include this filter. This filter appears for all

reports and search results that include the Date Restrictions option and provides a convenient way to quickly identify and review all changes that your organization rates as important. Consult your organization's policy for setting this option.

- **Note:** Setting this option has no effect on versioning. CommonSpot maintains page version data irrespective of this setting.
- **View page as published after submission:** Defaults to unchecked. On submit, the parent window refreshes the page in Author mode. If checked, displays the page as currently published (in read mode) on submit.
- **Send publication notification:** When checked, sends email to the list of users whose addresses display in the following field. Enter one or more email addresses separated by commas. Your site must be configured for email notification.
- **Send approvers notification email:** When checked, sends email to others responsible for approving this page. Optionally send notice of your actions.
- **Validate external links:** Pages containing links display this option. When checked (default) verifies all links. On submit, the [Validating External URLs](#) dialog displays for checking and fixing any broken links in the page.



Approval Workflow No Rights

If an approval workflow exists and you have no approval or publish rights, the Submit All Changes dialog displays an informational workflow message at the top of the dialog, without options to bypass approval or approve automatically.

All other options are the same. Submit routes the page for approval.

No Approval Workflow

If your site has no approval process, or if no approvers are assigned to this page at any level, approval is not required and content changes are published immediately once you click Submit, as shown below.

Submit All Changes for Publication

Enter the following information to submit your changes for publication.

Approval: No approvers have been set up for the current submission. Your changes will become effective immediately.

Publication Comment:

Please enter an appropriate comment for this change.

Actions:

- ☒ Treat content change as significant
- ☒ Validate external links
- ☐ View page as published after submission

☐ Check Spelling

 **Submit**  **Cancel**

Approval Workflow with Rights

If you are a member of a group with approval rights you have the option of approving and publishing page changes at once on submit, as shown below, or optionally de-selecting the approval group to either request approval from another group member or to re-review and approve at a later time.

Submit All Changes for Publication

Enter the following information to submit your changes for publication.

Approval: You are an approver for one or more of the changes you are submitting. Check the approvals you wish to perform upon submission. Uncheck those that you wish another group member to perform, or that you want to do yourself at a later time.

☒ CPAdmin (Publisher)

Publication Comment:

Please enter an appropriate comment for this change.

Actions:

- ☒ Treat content change as major
- ☐ View page as published after submission
- ☐ Send publication notification

When this change is published, send email notifications to the following people (enter a comma delimited list of email addresses):

☐ Send approvers notification email

☒ Check Spelling

 **Submit**  **Cancel**

Approval Workflow with Bypass Rights

If you have bypass rights in a particular level of the workflow, you can skip approval levels. Select an approver to bypass in the Approval Bypass section. Leaving this option unchecked will route content to the next level of approval.

Submit All Changes for Publication



Enter the following information to submit your changes for publication.

Approval: You are an approver for one or more of the changes you are submitting. Check the approvals you wish to perform upon submission. Uncheck those that you wish another group member to perform, or that you want to do yourself at a later time.



CPAdmin (Approver Level 3)



joe admin-commonspot (Publisher)

Approval Bypass: You may bypass the following approvals to expedite publication of the selected content. Check the approvals you wish to bypass at this time. Leave approvals unchecked to require review by these users and/or groups before publication.



admin-issues (Publisher)

Approval Workflow with Multiple Approval Levels

You cannot publish content for which others have equal or higher-level rights, as shown below.

Submit All Changes for Publication



Enter the following information to submit your changes for publication.

Approval: You are an approver for one or more of the changes you are submitting. Check the approvals you wish to perform upon submission. Uncheck those that you wish another group member to perform, or that you want to do yourself at a later time.



CPAdmin (Approver Level 3)

Approval Bypass: You may bypass the following approvals to expedite publication of the selected content. Check the approvals you wish to bypass at this time. Leave approvals unchecked to require review by these users and/or groups before publication.



admin-issues (Publisher)

Approval By Others: The following other users and/or groups must approve some or all of these changes before they can be published.



Group AAA (Approver)

Submit All Changes for Publication



Enter the following information to submit your changes for publication.

Approval: You are an approver for one or more of the changes you are submitting. Check the approvals you wish to perform upon submission. Uncheck those that you wish another group member to perform, or that you want to do yourself at a later time.



CPAdmin (Approver Level 3)



joe admin-commonspot (Publisher)

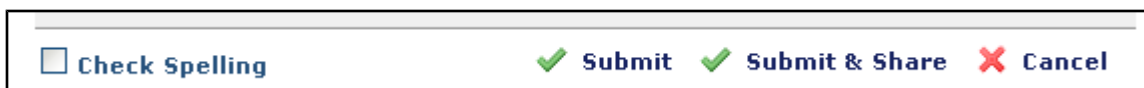
Approval Bypass: You may bypass the following approvals to expedite publication of the selected content. Check the approvals you wish to bypass at this time. Leave approvals unchecked to require review by these users and/or groups before publication.



admin-issues (Publisher)

Submitting and Sharing

If you have social media posting enabled in CommonSpot, and posting permission, clicking Submit and Share gives you the option to automatically generate a social media notification for this page and track, edit, and manage postings through the Social Media section of My CommonSpot. This option is only available when submitting all changes, not individual element changes for the page.



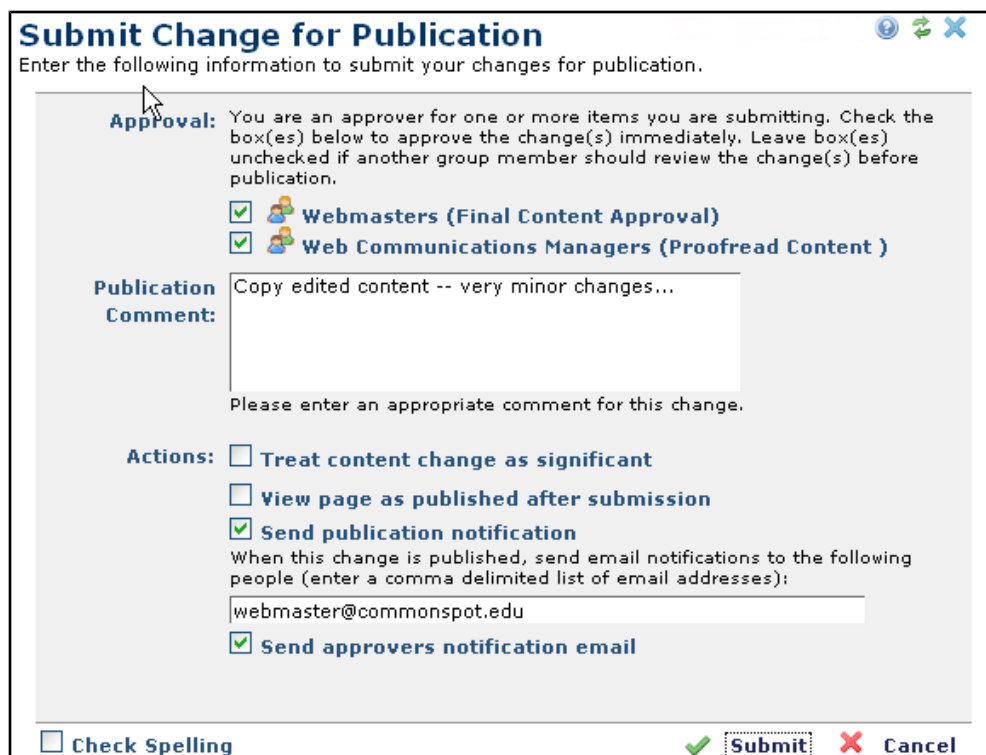
If content for this page requires approval before publishing, your post enters a pending state until the page is approved. The [Create Post](#) dialog that displays when you select Submit and Share gives you the option of posting immediately on approval, or scheduling your post.

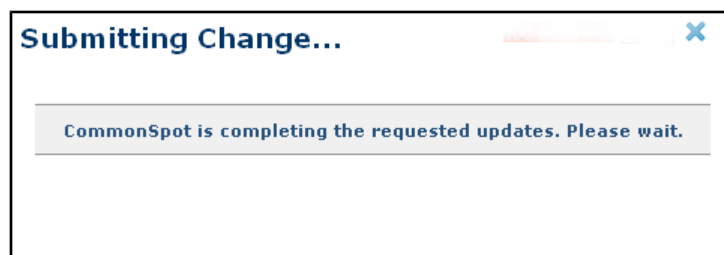
See [Social Media](#) and the [Social Media Manager](#) for more information.

Submit Change for Publication

Use this dialog to submit individual changes for publication or approval. This dialog displays the same fields as [Submit All Changes for Publication](#). If you have bypass permissions, checked boxes indicate levels you can bypass, to publish changes to the page immediately, without review from anyone registered in the Approver Level of the workflow process.

Optionally, you can uncheck an approver to request review before publishing.





Submit Entire Element for Publication

This dialog displays in author mode when you click Submit Element for a single Element.

 A dialog box titled "Submit Entire Element for Publication" with help, refresh, and close buttons in the top right. The text inside says: "Enter the following information to submit your changes for publication."

Approval: No approvers have been set up for the current submission. Your changes will become effective immediately.

Publication Comment: [Text area]
Please enter an appropriate comment for this change.

Actions:

- ☒ Treat content change as significant
- ☒ Validate external links
- ☐ View page as published after submission

☐ Check Spelling

Approval: Lists approvers, if any, or displays the message shown above.

Publication Comment: Optionally include remarks.

Actions: Select the appropriate action:

Treat content change as significant: When checked (default), CommonSpot associates these changes with Last Major Modification status in reports that include this filter, for example, My Pages, as shown below. This filter appears for all reports and search results that include the Date Restrictions option for quick identification and review of changes that your organization rates as important.

My Pages

Filter My Pages:

Search Criteria: Contains [dropdown] [text field]

Subsite: [dropdown] [text field] ☐ Include Child Subsites

Date Restrictions: [dropdown] [text field]

[Select Date Options](#)

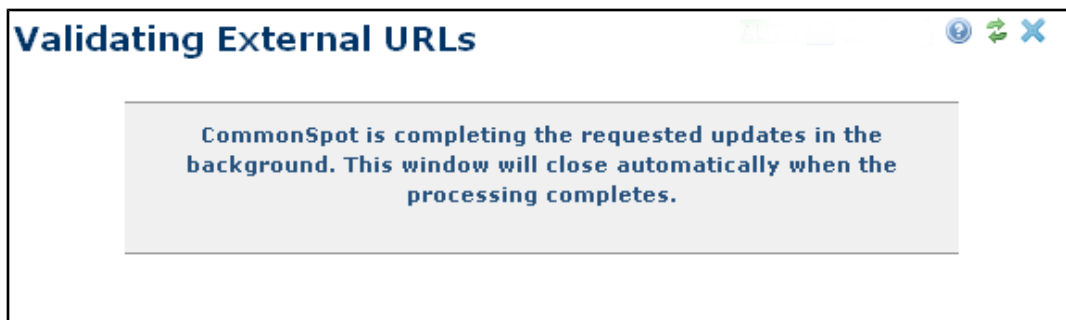
Date	Page Title	Subsite	Actions
2009-12-15	Welcome	/demo/	☒
2009-12-14	Page index 1 14th Nov 2009	/demo/	☒ W

Validate external links: When checked (default) verifies all links. On submit, the Validating External URLs dialog displays.

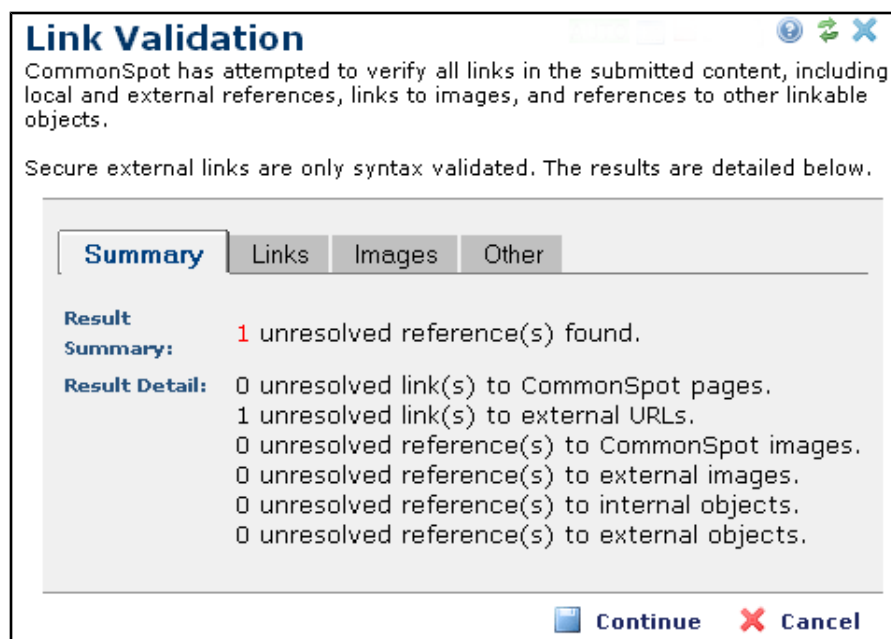
View page as published after submission: Defaults to unchecked. If checked, displays the page as currently published (in read mode).

Validating External URLs

This dialog displays when you select this option in the Submit Entire Element for Publication dialog and click Submit. If all links resolve, this window closes after the following message displays.



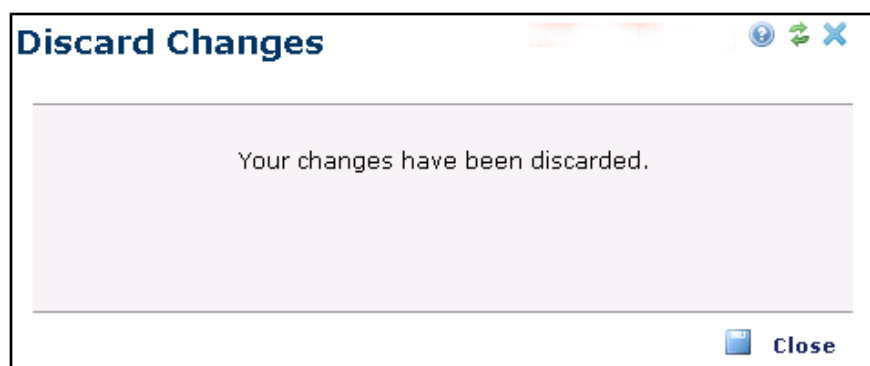
If CommonSpot finds unresolved links the following displays.



See [Referring Pages](#) and [Report of Pages with Broken, Deleted or Unverified Links](#) for more information. CommonSpot differentiates between link types, validates http, verifies syntax for https and mailto, but does not verify protocols like ftp, mms, rtsp etc. You can mark all Unverified, Syntax Validated, and Invalid links as valid by using the page-level [Validate Links](#) option.

Discard Changes

This dialog displays to confirm that you have discarded changes made to an Element or page item. Discarding pages is permanent. CommonSpot first [prompts you to confirm discard](#).



Author and Approval Comments

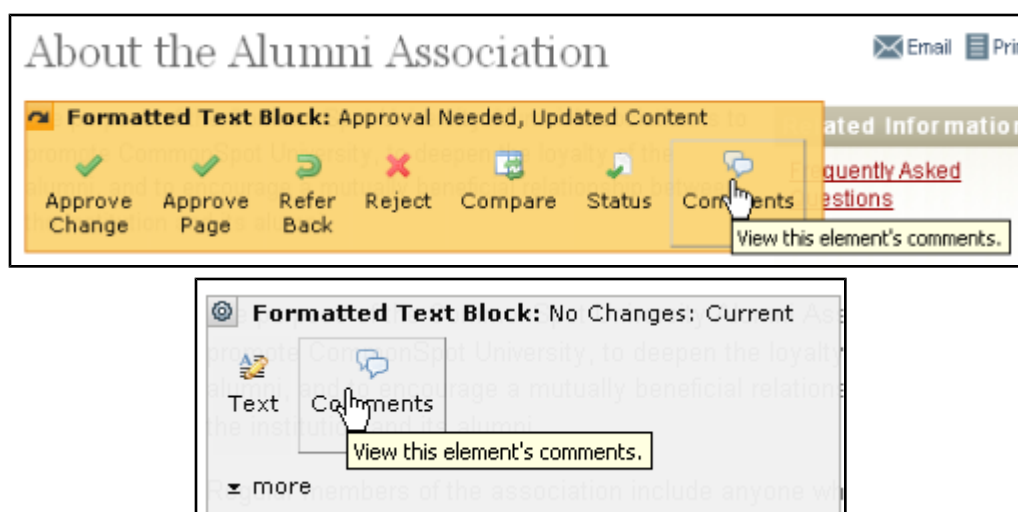
The Author and Approval Comments dialog displays a table for all comments entered during the Page Publication process.

Date/Time	Action	Person	Comment
2010-01-22 17:16:28	Published	Webmaster	Changed contact info, approved with this change.

Showing 1 record.

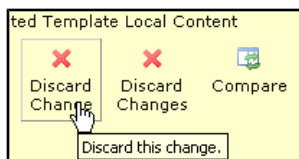
Access this dialog at the page level in approve or edit mode by clicking the Comments option for an element, as shown below. Click the Date/Time column to toggle between latest/earliest comments, or sort by Person or Action. The Action column head represents the stage the comment was entered in the approval process (if configured).

Click Close to return.

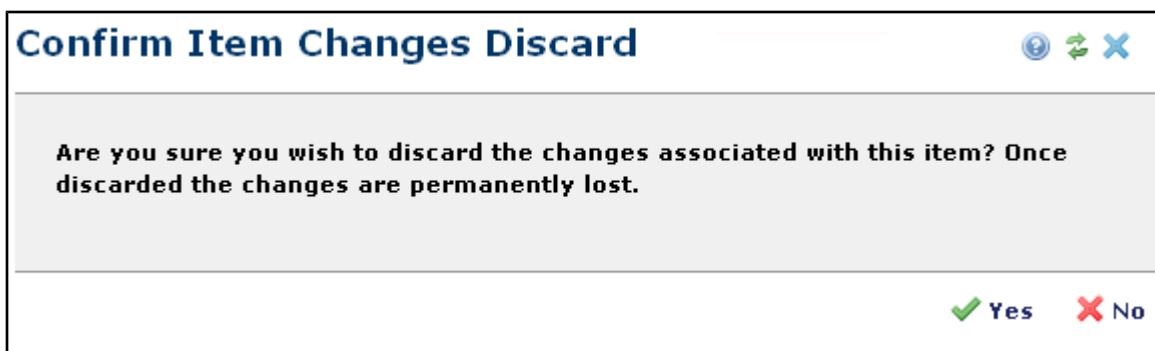


Confirm Item Changes Discard

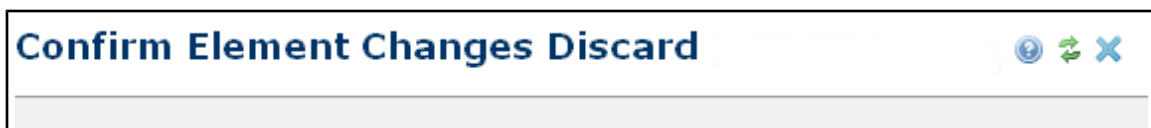
Changing a page item, then clicking the Work In Progress – Discard Changes 



option in edit or author mode displays this prompt.



A variant of this dialog, Confirm Element Changes Discard, displays for discarding changes for new Elements.



Discarding changes is permanent. Click Yes to approve or No to keep your changes. The [Discard Changes](#) dialog confirms removal of your changes.

Collaborative Contribution

When a user wants to edit content currently being worked on by another user, they can enter Edit Mode to perform the modifications. This mode is only available to users with Edit rights to the page. In this mode, all work in progress is displayed even if the content change was made by another user. When users edit content in this mode, they become the new owner of the content.

Entering Edit Mode

A user can enter Edit Mode by selecting the "Edit" option from the "Page View" menu. This option is only available if the user has Edit rights to the page or Edit rights to any elements on the page.



Change Element Ownership

When in Edit mode, the user sees all work in progress even if they are not the owner of the content. In Edit mode or Author mode, if you try to edit content owned by another user, an error dialog appears.

If the current owner's profile includes an email address, click the hyperlinked address to send them an email message. To immediately take ownership of the item, click the Change Ownership to open the Change Element Ownership dialog.

Select a user from the list and, if desired, enter a message that will be emailed to the current owner.

Layout Cell Locking

For certain types of work in progress, it is not possible to take ownership and proceed with authoring. When an author has work in progress that affects the layout of elements within a page layout cell (e.g., an element has been moved up or down), other authors cannot move or delete elements within the same layout cell. When an author attempts to delete an element in a layout cell in which another author has moved an element as a Work in Progress, the following dialog appears:

If the current owner's profile includes an email address, it appears as a hyperlink. If their profile includes a phone number, that also appears.

Edit Mode Icons

While in Edit Mode, standard Yellow icons indicate work in progress owned by the current user.



In Author or Edit Mode one of the following green icons indicates content for the current user pending approval



Edit mode, however, will also indicate work in progress and pending approval content that is owned by other users. These icons will appear as blue.



Note work in progress content is not distinguished from content pending approval if owned by another user. Both states render as blue icons.

These edit mode icons make it easy to distinguish which content requires that you take ownership of it before you can edit it. Once the current user takes ownership, these edit mode icons will now be yellow or green, indicating that the current user is now the owner. Also, once the ownership transfer has occurred, the current user will now be able to see this content in Author Mode.

Pending Approval

Once you have submitted the new content or the changes for approval, the Pending Approval  icon replaces the Work In Progress  icon next to the content in question.

CommonSpot can notify selected Approvers about content awaiting their approval two ways: by e-mail and through the My CommonSpot dashboard. The [Submit Change](#) dialog allows you to designate how CommonSpot should notify an approver.

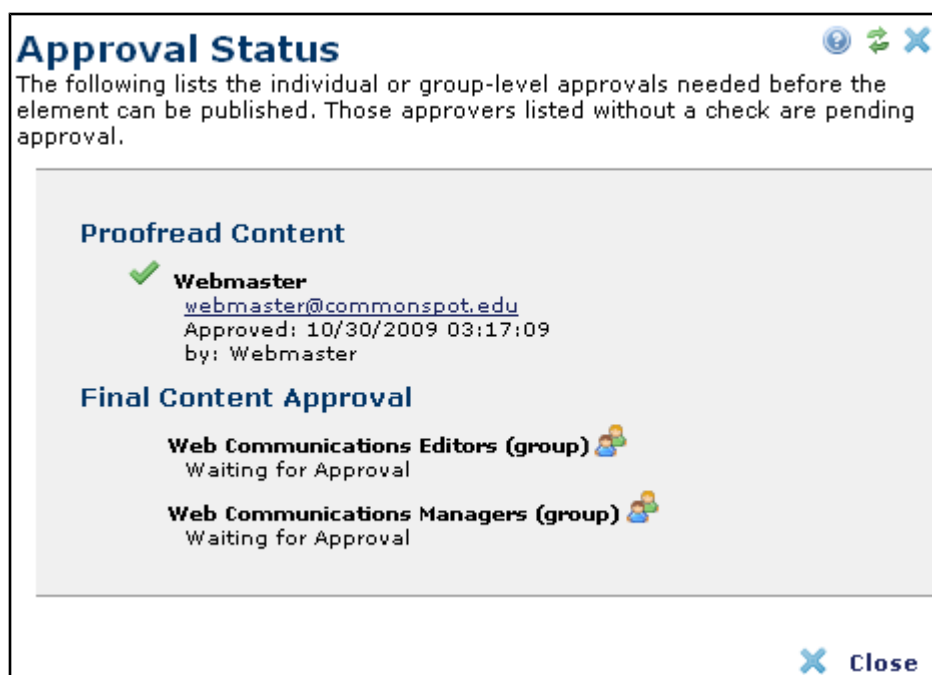
The [My CommonSpot](#) dashboard provides users with a list of all the pages with content awaiting approval, with each entry hyper-linked directly to the page.

Approvers can accept the changes, reject them, or refer them back to you for further revision. If the changes are accepted, the Pending Approval  icon disappears and CommonSpot publishes the updated page to the Web. If the submitted changes are referred back for further revision, the Pending Approval  icon reverts to the Work In Progress  icon.

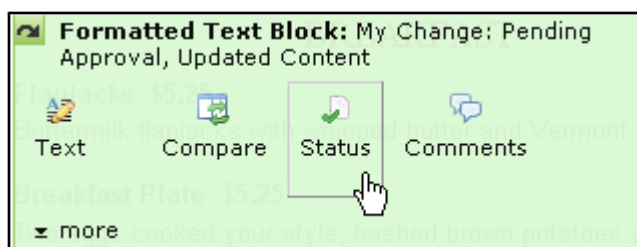
To view the status of any pending approvals click the  icon and select Status to open the [Approval Status](#) dialog.

Approval Status

Approval Status displays current state information for a selected Element.



Access this dialog in Author mode, by clicking a pending approval icon and selecting Status from the Element menu, as shown below.



The information displayed in this dialog varies according to your workflow process and the state of the current page/Element. In the example above, the content requires two levels of approval — Proofread Content and Final Content Approval.

Approval is complete for the Webmaster, as indicated by the check mark ✓ under Proofread Content, but the Web Communications Editors and the Web Communications Managers groups must still provide Final Content Approval. Optionally click the Group Members icon  to identify individual members of an approval group.

Click Close to exit.

Approving Content

Site administrators set up approval roles, levels, and bypass privileges and assign roles to individuals and groups.

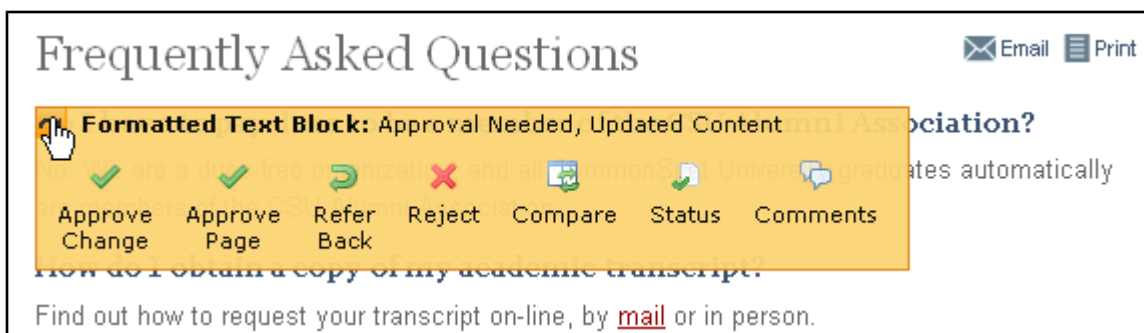
Subsite administrators assign Content Security through the Subsite Administration dashboard.

If your organization has set up an approval process in CommonSpot, your role, group membership, and the number and type of other individual approvers determines when and whether you have final or interim approval rights. Consult your site or subsite administrator, or review how CommonSpot manages approval in the CommonSpot Administrator's Reference for more information.

You can view a summary of changes requiring your approval in My CommonSpot. Navigate to the page containing revisions. From the View menu choose Work on this Page (Approval).



In Approve mode, proposed changes for which you are a designated approver (and have approval rights) display the Needs Approval icon. Click this icon to display the Approval Needed menu.



From this menu, you can do any of the following:

- Approve the changes
- Approve all changes on the page
- Refer the changes back to the author/editor for further revision
- Reject the changes

The menu also gives you access to useful information about the change, and about the action other approvers have taken.

The person submitting the content for approval can review the status of all approvals at any time in either Read or Edit mode by clicking the Pending Approval  icon displayed and selecting Approval Status from the menu.

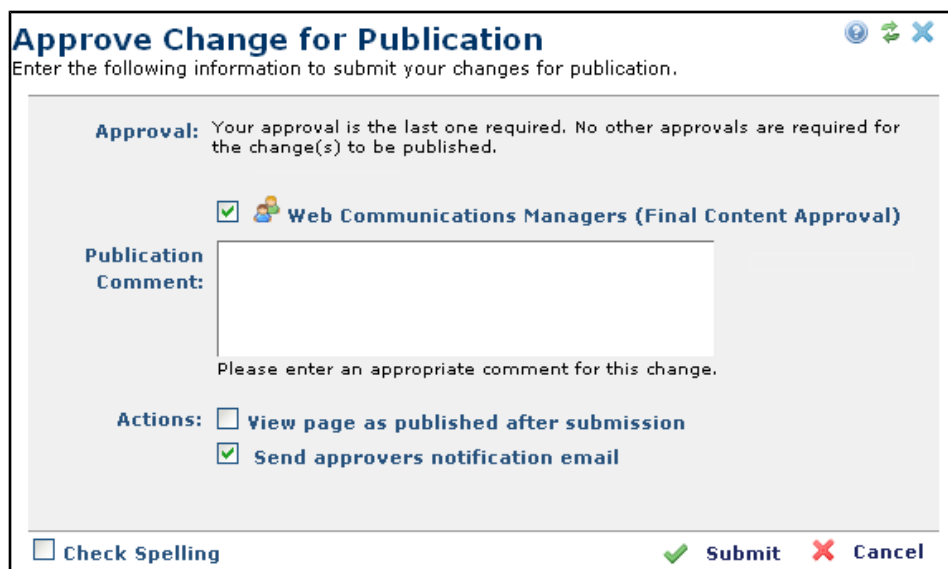
To view the currently approved content, switch to Read mode.

If the page has no elements that require your approval, you will see the Nothing to Approve message.

Note: In Approve Mode, you cannot make any edits.

Approve Change for Publication

If you are the only approver assigned to this content, or if all other approvers have already OK'd it, you will see the Approve Change for Publication dialog when you click the Approve Change option from the Approval Needed menu.



The dialog box is titled "Approve Change for Publication" with a subtitle "Enter the following information to submit your changes for publication." It contains the following sections:

- Approval:** Your approval is the last one required. No other approvals are required for the change(s) to be published.
- Publication Comment:** A text area with a placeholder "Please enter an appropriate comment for this change." Above the text area is a checked checkbox and the text "Web Communications Managers (Final Content Approval)".
- Actions:** Two checkboxes: "View page as published after submission" (unchecked) and "Send approvers notification email" (checked).
- Footer:** A "Check Spelling" checkbox, a green checkmark icon, and "Submit" and "Cancel" buttons.

If a page has one or more social media posts pending approval through the [Submit & Share](#) option, the following message displays to approvers.

NOTE: This page has pending social media content. Once all changes are approved the social media content will be posted or scheduled.

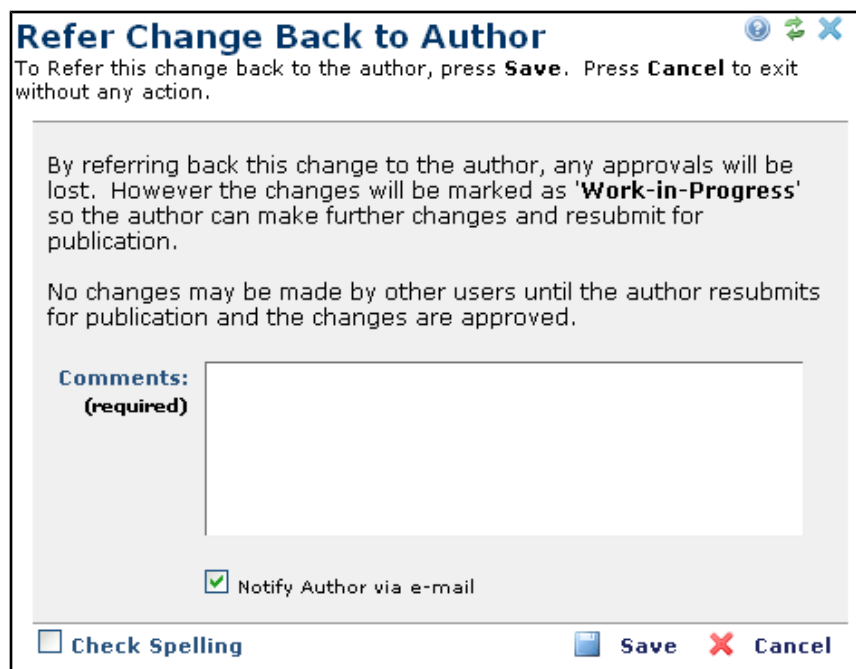
Click Submit to publish the change (and approve any pending social media posts associated with this page), or Cancel to maintain approval pending status.

If at least one other approver has not yet approved the change, the Approve Change for Publication dialog lists all authorized approvers for this item, along with the action, if any, each has taken. Each approver's e-mail address appears as a hyperlink, so you can easily communicate about the item.

Click Submit to approve, or Cancel to exit without taking action.

Refer Change Back to Author

If you want to refer the change back to the author or editor for further revisions, the Refer Back Change to Author dialog appears, warning you that if you refer the change back, all approvals by other approvers will be lost. The Author will have to resubmit any further revisions to all approvers.



The dialog box is titled "Refer Change Back to Author" in blue text. Below the title, it says: "To Refer this change back to the author, press **Save**. Press **Cancel** to exit without any action." There are three icons in the top right corner: a blue circle with a white 'i', a green double arrow, and a blue 'X'.

The main content area has a light gray background and contains the following text:

By referring back this change to the author, any approvals will be lost. However the changes will be marked as '**Work-in-Progress**' so the author can make further changes and resubmit for publication.

No changes may be made by other users until the author resubmits for publication and the changes are approved.

Below this text is a section labeled "Comments: (required)" in blue text, followed by a large white text area for entering comments.

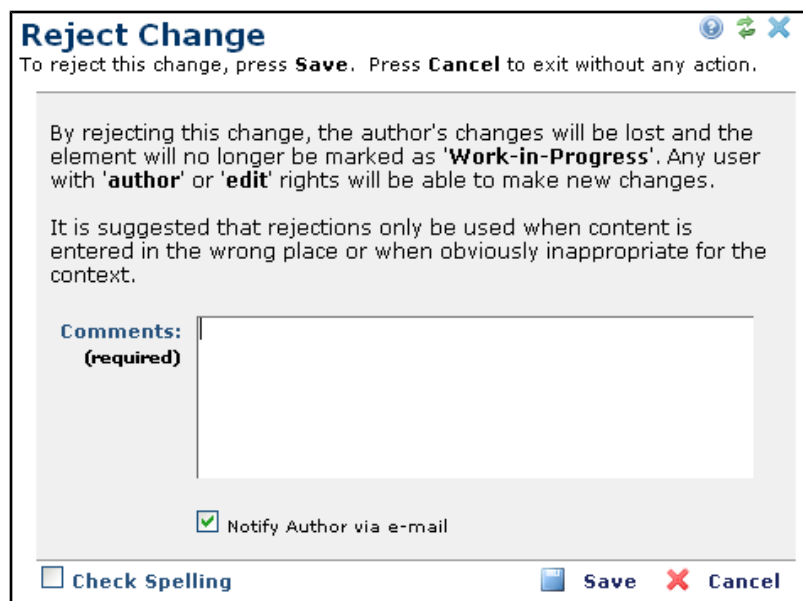
At the bottom of the text area, there is a checkbox labeled "Notify Author via e-mail" which is checked.

At the bottom of the dialog box, there are three buttons: "Check Spelling" (with a blue icon), "Save" (with a blue icon), and "Cancel" (with a red 'X' icon).

The Refer Change Back to Author dialog provides a comment area where you can explain your objections and suggest improvements. You must enter a comment, which CommonSpot will pass on to the author by e-mail.

Reject Change

The Reject Change dialog warns that this action will remove the submitted change from the Work In Progress state. This means that the author will no longer be able to work on it. This could cause a loss of valuable effort. If you are in any doubt, consider referring back rather than rejecting.



Reject Change

To reject this change, press **Save**. Press **Cancel** to exit without any action.

By rejecting this change, the author's changes will be lost and the element will no longer be marked as **'Work-in-Progress'**. Any user with **'author'** or **'edit'** rights will be able to make new changes.

It is suggested that rejections only be used when content is entered in the wrong place or when obviously inappropriate for the context.

Comments:
(required)

☒ Notify Author via e-mail

☐ Check Spelling

Use the Description area to let the contributor know why the submission was rejected.

Note: The Reject option can be disabled in the CommonSpot Administrator so that it is not available to approvers.

Nothing to Approve

The Nothing to Approve dialog will appear on a page when you are in Approve mode and no elements on the page require your approval.

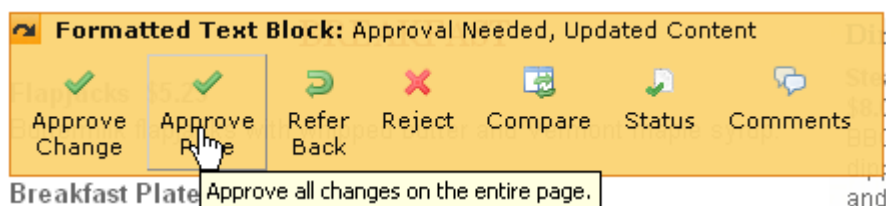
Here are a few reasons you may receive this dialog:

- If you receive an email requiring you to approve some content and someone else in the approval process has already approved the element
- The page owner may have removed the element from the approval process to make further edits

Click 'Close' to close the window and return to the page you were working on.

Approve All Changes for Publication

This dialog displays at the page level when you select Approve Page to accept and publish all changes for which you have approval rights.



If at least one other approver has not yet approved the change, the Approve Change for Publication dialog lists all the authorized approvers for this item, along with the action, if any, each has taken. If all other approvers have already approved it, or if you have exclusive approval rights, the Approve All Changes for Publication dialog displays. See [Submit All Changes for Publication](#).

Approve All Changes for Publication

Enter the following information to submit your changes for publication.

Approval: You are a member of the following group(s) which need to approve the change(s). Check the box(es) below to approve the change(s) immediately. Leave box(es) unchecked if another group member should review the change(s) before publication.

☒  **Webmasters (Final Content Approval)**

Publication Comment:

Please enter an appropriate comment for this change.

Actions: ☒ **Validate external links**
☐ **View page as published after submission**
☐ **Send approvers notification email**

☐ **Check Spelling**

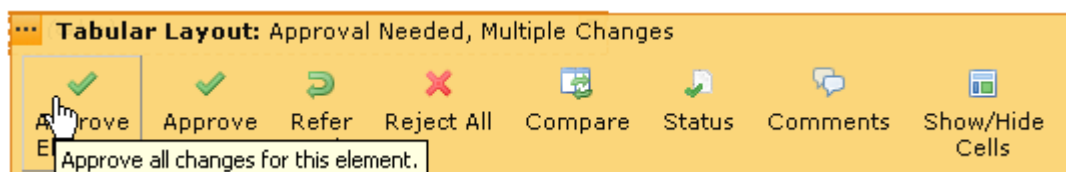
 **Submit**  **Cancel**

Optionally enter a comment, or select an item in the Actions field to check links, view the published page, or send email to notify other users of publication.

Click Submit to publish the change, or Cancel to keep approval pending.

Approve Entire Element for Publication

Contributors can submit changes for an individual item, for the entire element, or for the entire page. This dialog displays in approval mode when a contributor submits all the changes for an Element with sub-items, as shown below.



Clicking Approve Element. displays the following dialog.

Approve Entire Element for Publication

Enter the following information to submit your changes for publication.

Approval: You are a member of the following group(s) which need to approve the change(s). Check the box(es) below to approve the change(s) immediately. Leave box(es) unchecked if another group member should review the change(s) before publication.

☒ **Web Communications Managers (Final Content Approval)**

Publication Comment:

Please enter an appropriate comment for this change.

Actions: ☐ View page as published after submission
☒ Send approvers notification email

☐ Check Spelling

Submit **Cancel**

Approval – If no approvers are assigned to this page at any level, or if default assignments at the template level are removed at the page or Element level, no approval is required and content changes are published as you click Submit. Uncheck boxes for other approvers to route this Element to them before publishing.

Publication Comment – Optionally include remarks. These display in [Version Comment History](#), available from the Page Versions left panel for the current page.

Actions

View page as published after submission: Defaults to unchecked. On submit, the parent window refreshes the page in Author mode. If checked, displays the page as currently published (in read mode) on submit.

Send approvers notification email Optionally include notification when you complete approval, as shown above.

Click Submit to apply your changes or Cancel to exit without approving.

CommonSpot Security Exception

For authentication and other errors CommonSpot issues a security exception which typically includes a message detailing possible causes.

If you are working in a Text block or Custom Element dialog and the process of entering data takes longer than your current session timeout or page lock timeout, CommonSpot cannot automatically store the data in the proper locations when you close the dialog. To prevent you from losing your work, CommonSpot captures your content and presents it in a dialog that for pasting once you regain the lock.

For example: You are entering a lot of content into a Custom Element when you are called away to an important meeting. You forget to submit your current progress and leave your Custom Element dialog open. While you are away from your desk, your session expires and you no longer have a valid login. After you return from your meeting, you finish entering content, then exit the dialog. Instead of throwing away all of your progress, CommonSpot presents you with a Security Exception dialog with options for viewing and copying contents from your Custom Element, as shown:



The message at the top of the dialog provides information about the cause of the security exception. In the example, the session has expired, but it is also possible to lose your lock on the page that you are currently authoring in other ways.

The process of recovering content requires you to click the View Recovered Content button to invoke the Recovered Content dialog. After you have opened the Recovered Content dialog, it is safe to log back in, regain the lock on the page in Author mode, and paste your content back into the Element that you were working on. See the [Recovered Content](#) dialog for more information on what type of content is represented.

Recovered Content

CommonSpot enables you to recover from unexpected authoring interrupts. Click View Recovered Content in the [Security Exception dialog](#), which displays when you lose your authoring session or authoring lock for an Element during updates.

Recovered Content displays the content you were working on, as well as page- and Element-specific records identifying affected CommonSpot fields and content types. (See the CommonSpot API documentation for details.)

Complete the recommended steps to recover.

Recovered Content

The following data was recovered.

Keep this window open! and perform the following steps. Note your changes will be lost if you close this window before performing all of the steps.

1. Switch back to the main editing window and re-login.
2. Return to the desired 'Work on this page' or 'Approval' mode.
3. Re-edit the element you were working on by copying your changes from this window to the 'edit' dialog(s).
4. Re-submit your changes.
5. Upon successful submission, you may close this window.

Note that some of the displayed fields may be internal CommonSpot data, which you may not need to copy/preserve.

Field	Content
LEVEL	page
NEEDAPPROVALEMENTS	
SC_ELEMENTLISTCURRENT	536
SC_VERSIONSTATE	2
SC_ELEMENTLISTOTHER	

Forms

Forms are used within CommonSpot for the following purposes:

- Creating and editing metadata associated with CommonSpot pages, documents, and images. For detailed information on creating and managing metadata forms, refer to the Custom Metadata chapter in the CommonSpot Administrator's Reference.
- Creating and editing Custom Element data. For detailed information on creating and managing metadata forms, refer to the Custom Elements chapter in the CommonSpot Administrator's Reference.
- Simple Form Elements on CommonSpot pages. For details, see Simple Forms in the CommonSpot Elements Reference.

All three types of forms are built from the same collection of field types. Most of these field types (i.e., text fields, checkboxes, selection lists, etc.) will be familiar to all internet users and require no further explanation. The purpose of this chapter is to describe how the more advanced fields are rendered on forms, how their controls are used to enter data, and how the data that is entered is validated.

The following field types are covered in this chapter:

- [Calendar Fields](#)
- [CommonSpot Page URL Field](#)
- [Date Fields](#)
- [Email Fields](#)
- [Formatted Text Block Fields](#)
- [Image Fields](#)
- [Floating Point Number Fields](#)
- [Integer Fields](#)
- [Taxonomy Browser Fields](#)
- [Tree Control Fields](#)
- [URL Fields](#)

This chapter also covers [Required Fields](#) of any type.

Calendar Fields

Calendar fields include a calendar  icon for activating [Date/Time Selection Controls](#) for setting date and/or time (depending on the configuration of field) values for fields.

Click the calendar  icon again to edit selections. Click the Clear button to remove the selection from the field.

Note: You can also use keystrokes for Calendar functions. You can access the control using the Tab key. Once the Calendar Control has focus, press Enter to open the calendar.

Once open, use these keys to change calendar values:

- Arrow keys change the selected date.
- CTRL key used with calendar arrow keys changes month and year.
- Left and right arrows navigate to previous and next month, respectively.
- Up and down arrows navigate to previous and next year, respectively.
- Spacebar navigates the calendar to the current date, without changing the selected date.
- h, m, and s keys increment hours, minutes, and seconds, respectively. Holding the Shift key down for these keys decrements these units.

Note: System administrators can configure the date ranges available in the Calendar Control by modifying `commonspot/calendar.js` to change the following two values:

```
this.minYear = 1970; this.maxYear = 2050;
```

CommonSpot Page URL Fields

CommonSpot Page URL fields are rendered as shown:

Field Name:	Select Page...	Clear

Click the 'Select Page...' button to open the [Find](#) dialog for selecting a CommonSpot page or document which will then be shown as follows:

Field Name: <code>http://cfusion/test/index.cfm</code>	Select Page...	Clear

You may click the 'Select Page...' button again to edit your selection. Click the 'Clear' button to remove the selection from the field.

Date Fields

Date fields are rendered as shown:

Field Name:		mm/dd/yy

You must enter a valid date with month, day of month, and year values separated by '/' characters with no extra spaces. The month and day of month values may be either single (for example, '1') or double (for example, '01') digits. The year value may be one to four digits. Single and double digit year values will be interpreted as being between 1930 and 2029.

Email Fields

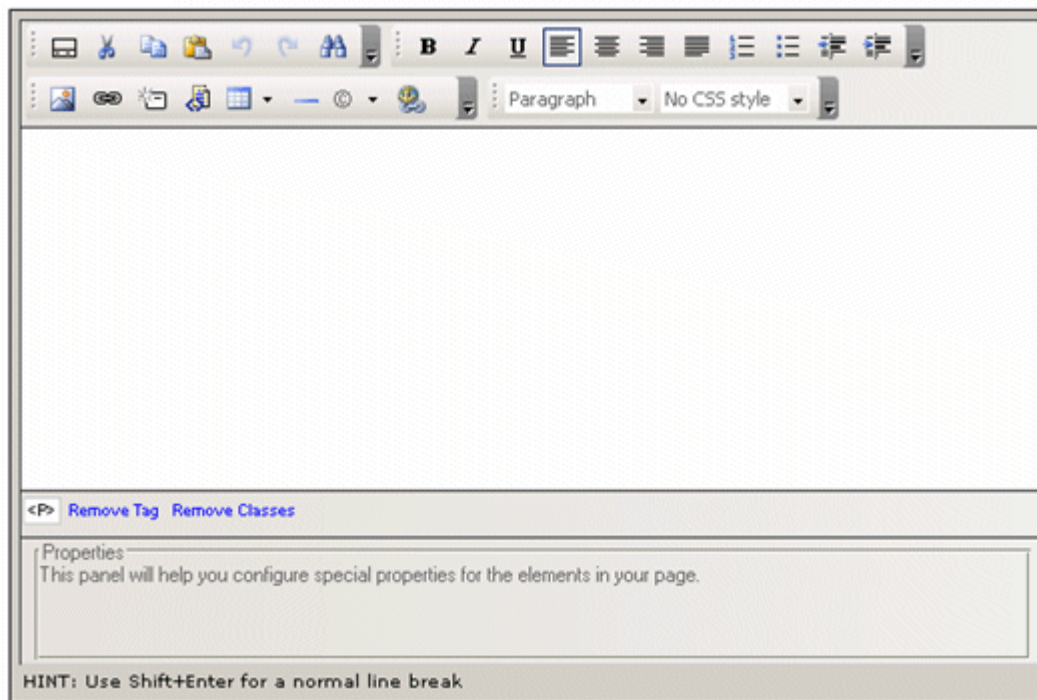
Email fields are rendered as simple text fields:

Field Name:	

You must enter a well-formed email address consisting of one or more characters followed by '@', followed by one or more characters followed by '.', followed by one or more characters.

Formatted Text Block Fields

Formatted Text Block fields are rendered with the Rich Text Editor controls.



The visibility of all of the toolbar icons can be controlled, limiting the user of the text block field to certain operations.

Image Fields

Image fields are rendered as shown:

Field Name:	Select Image...	Clear

Click the 'Select Image...' button to open the [Image Properties](#) dialog in which you will upload a new image or select an existing images using the [Find Images](#) dialog. The selected image will then be shown as follows:

		
Field Name:	Select Image...	Clear

You may click the 'Select Image...' button again to edit your selection. Click the 'Clear' button to remove the selection from the field.

Floating Point Number Fields

Floating point, or decimal, number fields are rendered as simple text fields:

Field Name:

You must enter a valid numeric value. The field may be configured with minimum and/or maximum allowed values.

The field may also be configured with a specific 'precision', which determines the number of digits to the right of the decimal point. Entered values will be converted to the specified precision by either trimming extra digits or adding '0'.

If an invalid number is entered, the following message is shown when the form is submitted:

The message will indicate the minimum value, maximum value, and/or precision, if they have been specified for the field.

Integer Fields

Integer number fields are rendered as simple text fields:

Field Name:

You must enter a valid numeric value. The field may be configured with minimum and/or maximum allowed values.

If an invalid number is entered, the following message is shown when the form is submitted:

The message will indicate the minimum and/or maximum values, if they have been specified for the field.

Taxonomy Browser Fields

Taxonomy fields are rendered as shown:

Field Name:

Click the 'Browse Taxonomy...' button to open the Browse Taxonomy dialog in which you will select one or more terms (depending on the field configuration) from a taxonomy.

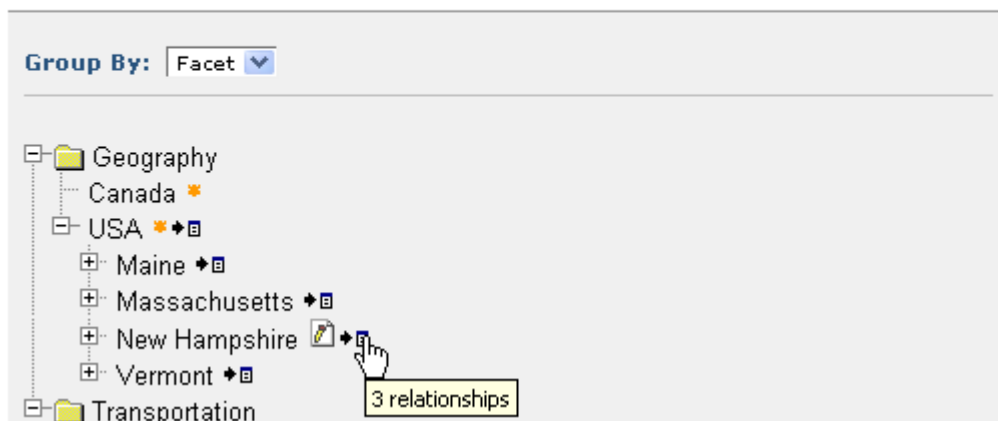
Browse Taxonomy

In the dialog, you can select one or more terms (depending on the field configuration) from a taxonomy. See the Taxonomy section of the CommonSpot Administrator Guide for detailed information on using this dialog.

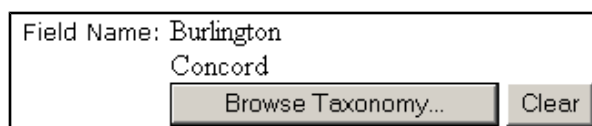
Browse Taxonomy



The following lists the defined taxonomy terms for the 'New_Sample Taxonomy' taxonomy. Select the desired 'Group By' option to view terms alphabetically or categorized by facet, then check the desired term(s) to assign to this content object



The selected terms will then be shown as follows:



You may click the 'Browse Taxonomy...' button again to edit your selection. Click the 'Clear' button to remove the selection from the field.

Tree Control Fields

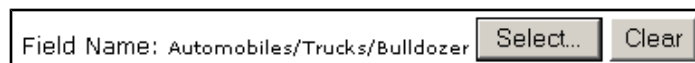
Tree Control fields are rendered as shown:



Click the 'Select...' button to open the Tree Control Field dialog.

Click the and icons to open and close branches of the tree. Click an item in the tree and click the 'Select' button.

Your selection will then be shown as follows:



You may click the 'Select...' button again to edit your selection. Click the 'Clear' button to remove the selection from the field.

URL Fields

URL fields are rendered as simple text fields:

Field Name:

You must enter a well-formed URL that contains at least one '.'.

Required Fields

Required fields are rendered with their labels in boldface. The following example shows a required text field.

Field Name:

Elements Overview

In addition to [Templates](#), CommonSpot Elements greatly simplify the ability to create exciting, dynamic Web pages. Each Element is a predefined object or logical structure that controls the display of content on a page. CommonSpot provides a Gallery of versatile structuring Elements for delivering rich Web content, from a simple Text Block, to a dropdown list of links, text around an image, hierarchical menus, page indexes for automatically aggregating, filtering, and dynamically rendering link lists, and video and multimedia content. Developers, administrators, and designers can also create Custom Elements, specifically tailored for the needs of your site.

Elements make it easy to contribute content. Each Element has a set of wizards or dialogs to guide you through content rendering options.

Administrators and designers can also assign security at the Element level, offering a granular level of access, with options to control both who can manage content, and who can view it. See: User Authentication and Security Permissions, Security, and Defining Element Security in the Administrators Reference and [Element Security](#) in this guide for more information on assigning rights to Elements.

For a complete list of all out-of-the-box CommonSpot Elements and related wizards, see the CommonSpot Elements Reference.

These topics are common to all types of elements:

- [Using Elements](#)
- [Moving an Element](#)
- [Copying an Element](#)
- [Deleting an Element](#)
- [Naming an Element](#)
- [Saving an Element](#)
- [Element Security](#)
- [Element Inheritance Security](#)

CommonSpot provides features and interfaces common to specific element types:

- [Images](#)
- [Links](#)
- [Pop-up Menus](#)
- [Custom Render Handlers](#)
- [Spell Check](#)
- [Font and Color Properties](#)
- [Styles](#)
- [Date/Time Selection Control](#)

Refer to the Elements Reference and the CommonSpot Administrator's Reference for information on creating and adding Custom Elements.

Elements as Modular Units

CommonSpot leverages the efficiency and flexibility of a modular system by separating form from content. Instead of storing Web pages as static chunks of HTML code, CommonSpot maintains content and the Elements that structure content in separate databases, assembling and serving up Web pages on the fly as relevant URLs are requested.

This approach enables a highly efficient and reliable multi-authoring environment, and virtually limitless re-use of content in myriad combinations, to create Web pages tailored to precise requirements. In addition, CommonSpot's dynamic template linkage makes it easy to maintain a common "look and feel" while rendering content in diverse combinations in a distributed authoring environment

Using Elements

CommonSpot's Elements handle everything from plain text and images to hypertext links, PowerPoint presentations, and video clips with equal facility. Most authors find the standard suite of Elements sufficient for their needs. However, it is also possible to create new Elements for specialized purposes.

Site administrators grant rights to create Elements. Web developers creating base templates in ColdFusion may also programmatically insert Elements with desired attributes.

Site designers, Webmasters, and content authors build Web pages either by choosing a template containing the desired Elements or by inserting appropriate Elements from the Element Gallery onto a page.

Adding Elements to pages is a two-step process of:

1. Selecting the Element to insert
2. Defining Element attributes

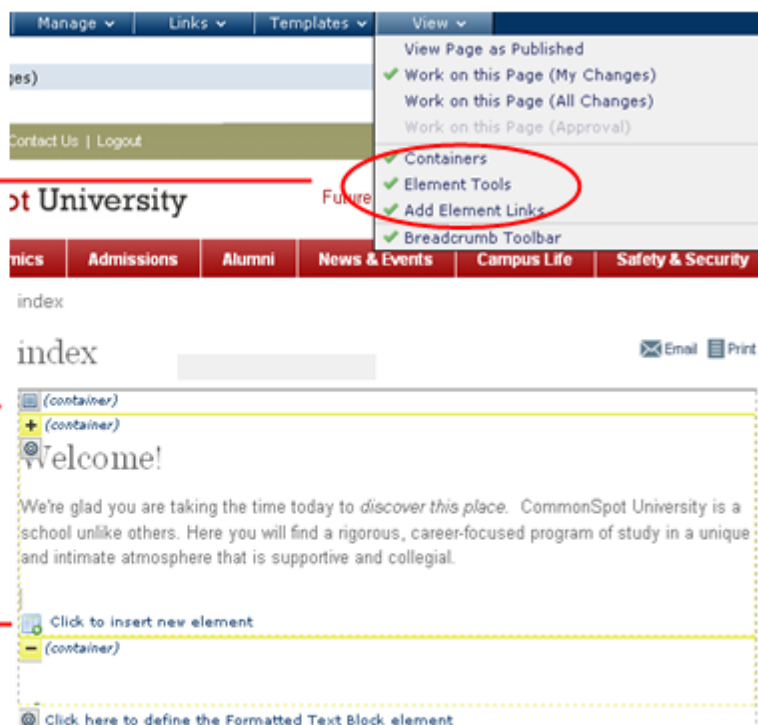
With Edit or Author rights you can selectively display Element controls. CommonSpot only displays Elements or controls for which you have rights.

 Containers are layout Elements for holding other Elements

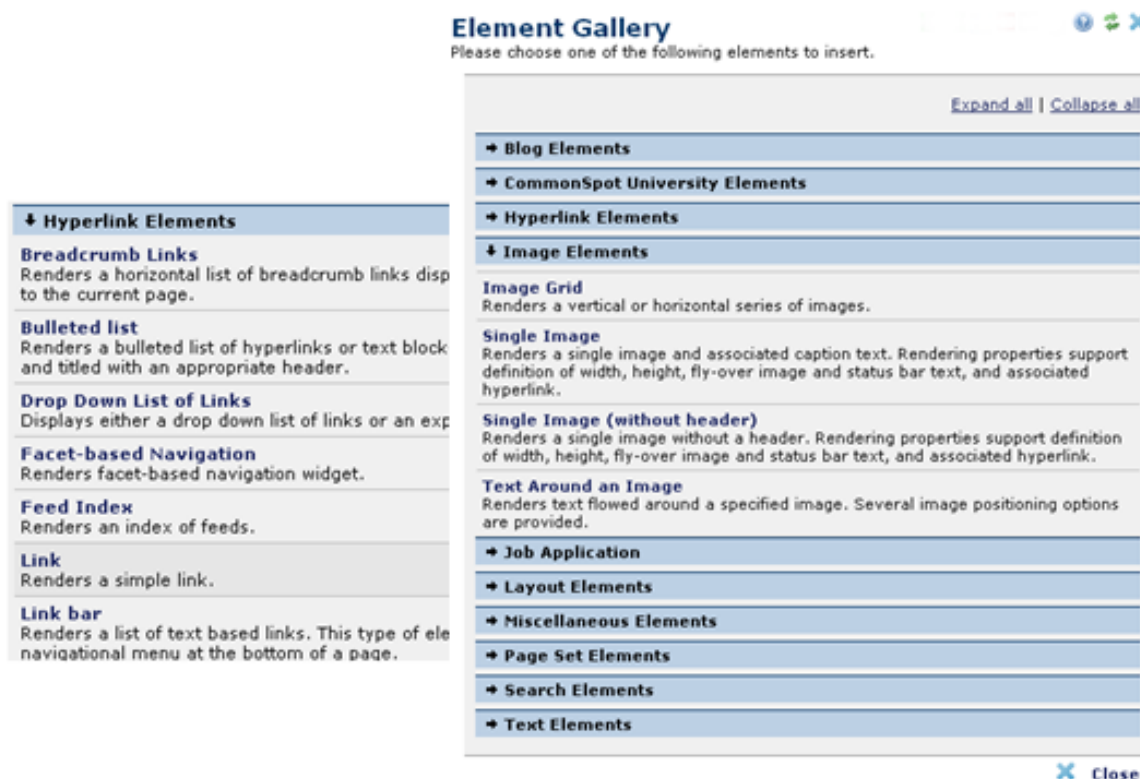
 The Add Element icon displays the Element Gallery for choosing new page Elements.

 Once you add an Element, clicking the Element Tool presents options for defining it, in this case entering text or setting attributes for a Formatted Text Block. CommonSpot gives you rich text controls for text entry & editing.

A dashed line indicates element boundaries



Whether you are starting from a blank page or modifying an existing template or page, click the New Element icon with the ghost text Click to insert new element to display the Element Gallery. Element categories make it easy to find what you need.



Click  to expand a category. To open all categories at once and view the complete Gallery, click the Expand all link.

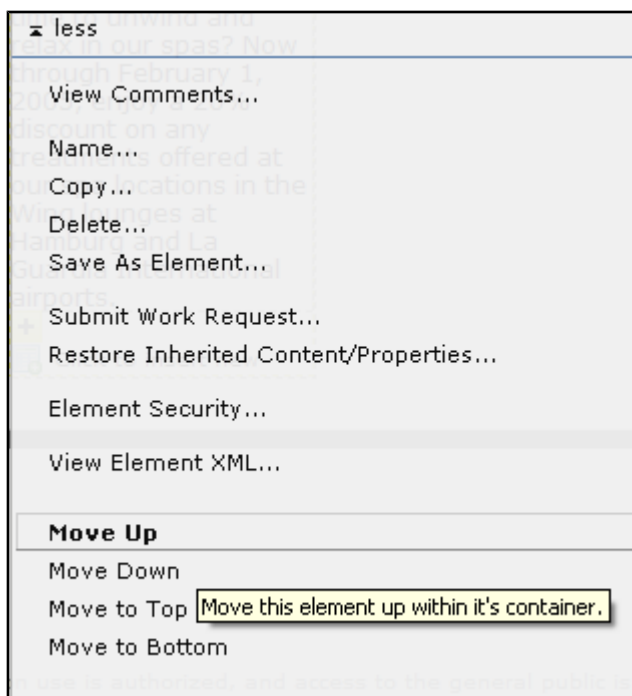
Each Element displays with a brief explanation of its function. When you find the Element you need, click to insert it into your page. If you want to leave the Gallery without making a selection, click Close.

See [Templates and Elements](#) and the CommonSpot Elements Reference for more information on individual Elements and their functions.

Once you insert and define an Element, its status changes to Work-in Progress, for editing or submitting for approval or publishing. See [Content States](#) and [Work In Progress and Approval Icons](#).

Moving an Element

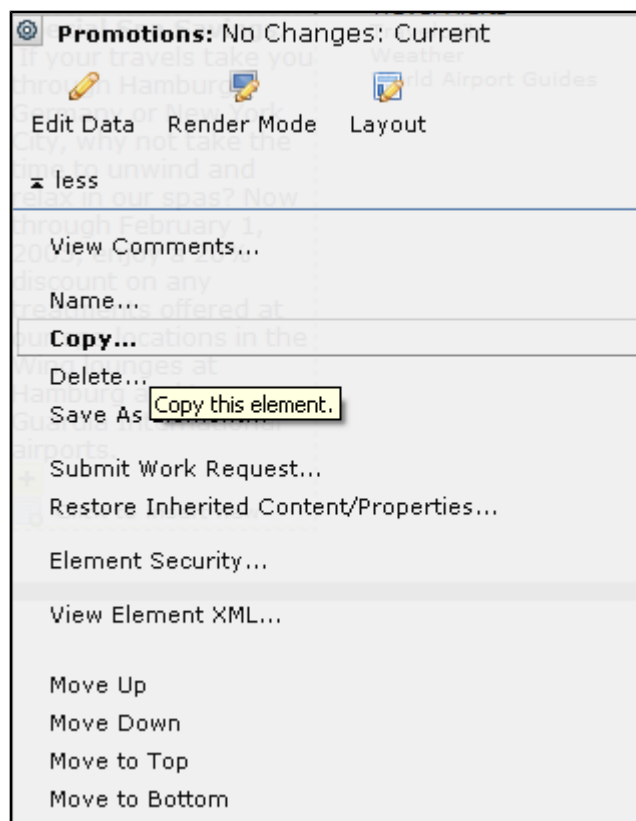
Multiple elements may be included within a single tabular layout cell by checking Allow insertion of multiple elements per cell in the Tabular Layout Element Properties dialog. The order of elements within a layout cell can be changed. See the Elements Reference for details.



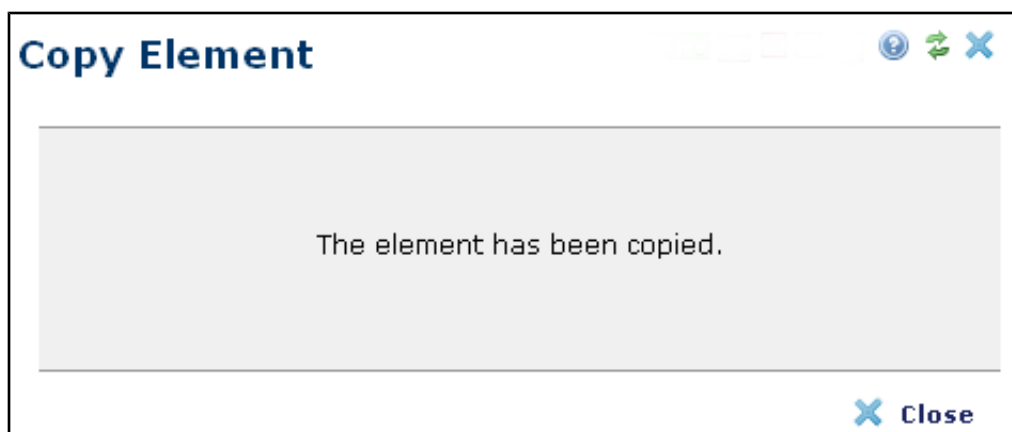
To move an element up or down one position, click the Element Tool icon and select 'Move Up' or 'Move Down' from the menu. To move an Element to the top or bottom of the layout cell, click the Element Tool  icon and select 'Move to Top' or 'Move to Bottom' from the menu.

Copy Element

You may wish to copy an existing element to another location on a page, or to another page or template. To do so, in Author mode, click the Element Tool  icon for the element you wish to copy and select Copy from the dropdown menus.

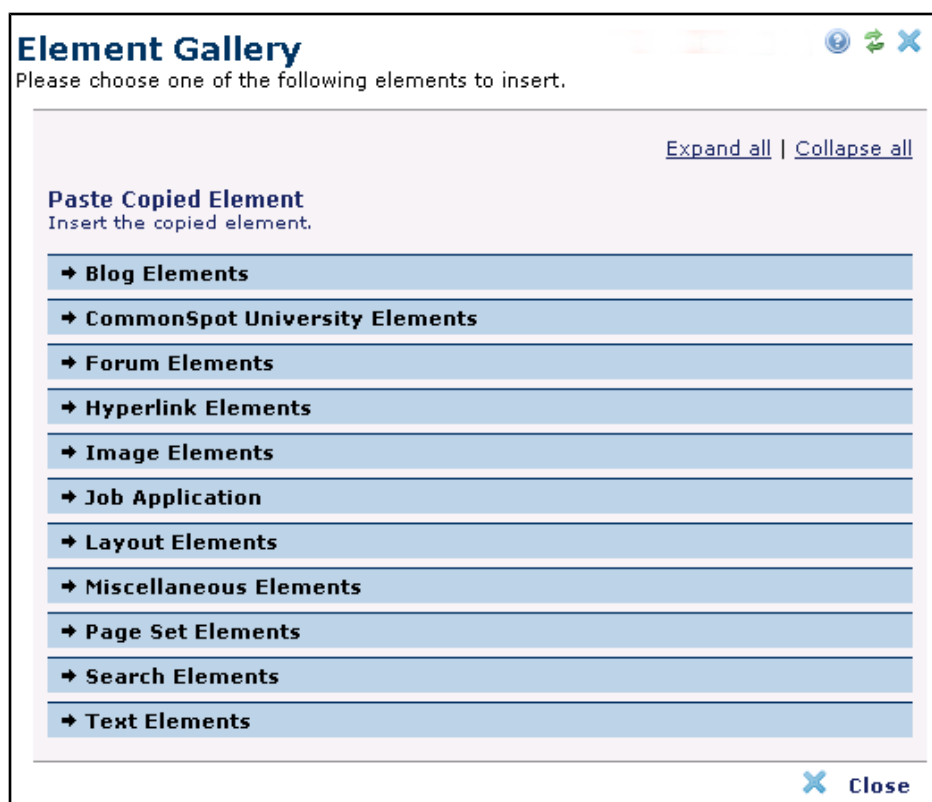


The Copy Element dialog displays.



By selecting Copy, you copy the element and all of its layout properties, as well as the contents of the element. You can paste the element on the current page or on another page or template. (To paste the element on another page, you need to exit author mode for the page you are copying the element from, navigate to the target page and enter author mode.)

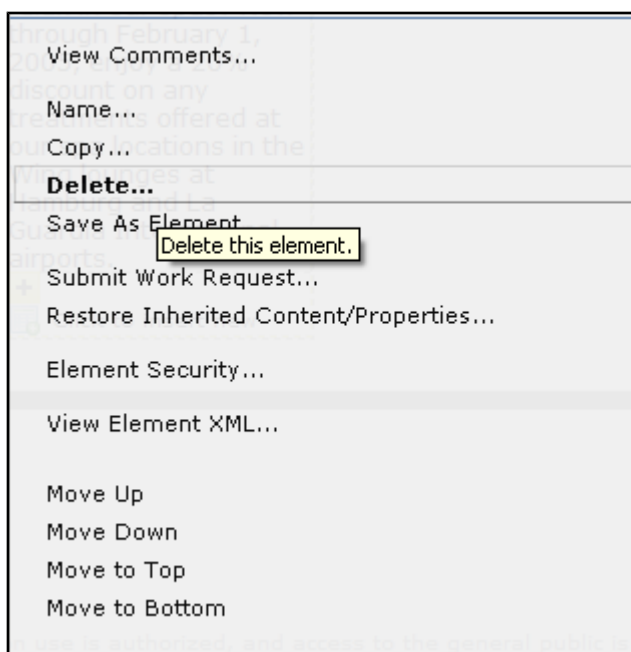
To paste the element in the Element Gallery, click the ghost text Insert the copied element.



The element you copied now displays in the Element Gallery dialog above the list of available element categories as Copied Element.

Deleting an Element

To delete an element from a page or template, click the Element Tool  icon for the element, and select Delete from the dropdown menu.



CommonSpot displays the following warning message. Click Delete to proceed with Element deletion.



Deleting an element previously approved and published, requires approval before the deletion becomes effective. Click the  icon in order to submit the deletion for publication.

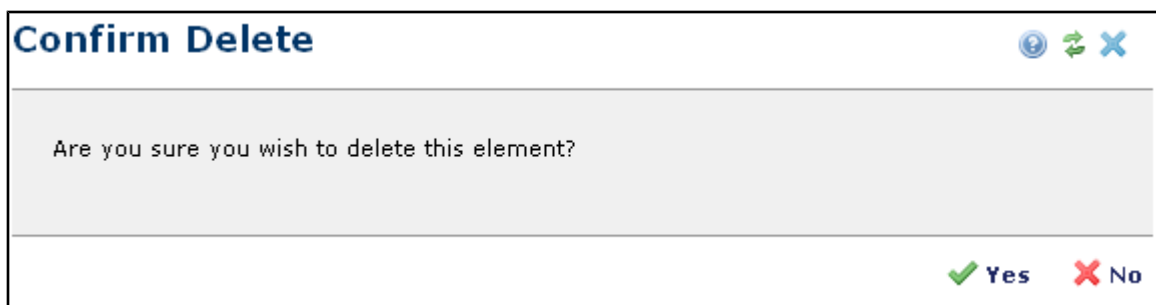
Refer to Approval Workflow in the CommonSpot Administrator Guide for more details on the approval process.

If you are deleting an Element that has not yet been published (still Work in Progress), the deletion will be immediately effective.

Confirm Delete

This dialog displays when you select from the Element dropdown [to delete an Element](#) from a page.

The following prompt displays.



Click Yes to remove the Element from the page, No to exit without deleting.

Element Version History

To view history for an Element on a page or template, click the Element Tool  icon, click More for the element, and select Version History.

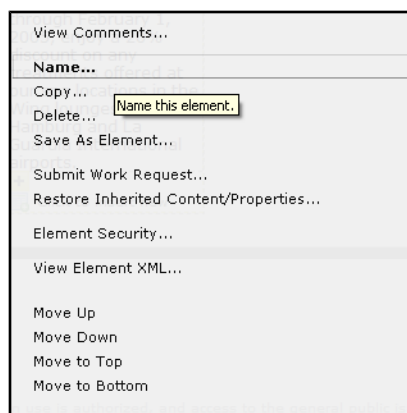


Name Element

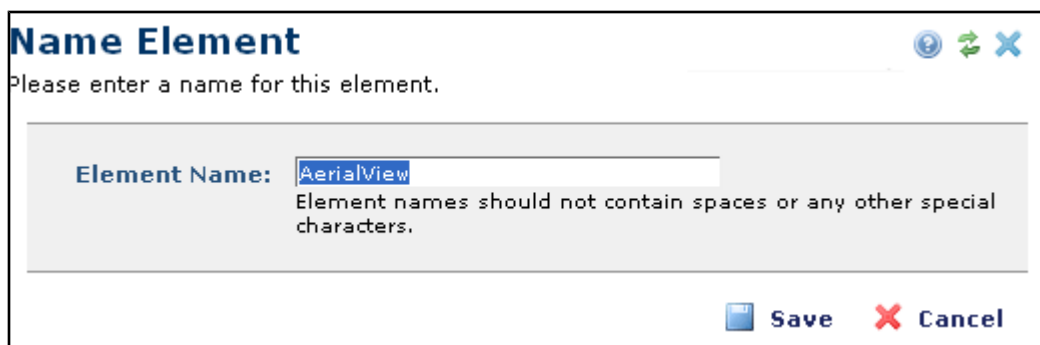
The Bookmark feature in the [Insert Link](#) dialog allows you to create a hyperlink to a specific Element on a CommonSpot page. When a user clicks a bookmark link, the browser window scrolls as needed to bring the target

Element into view. You can insert a jump link to an Element on the current page or on another page. This feature works like an anchor tag, moving the focus to that section of the page.

To enable creation of a jump link, you must first provide a name for the target Element. In Author mode, click the Element Tool  icon and select Name from the dropdown menu.



The Name Element dialog displays. Enter a unique name without spaces or special characters. Elements on the same page must have unique names.

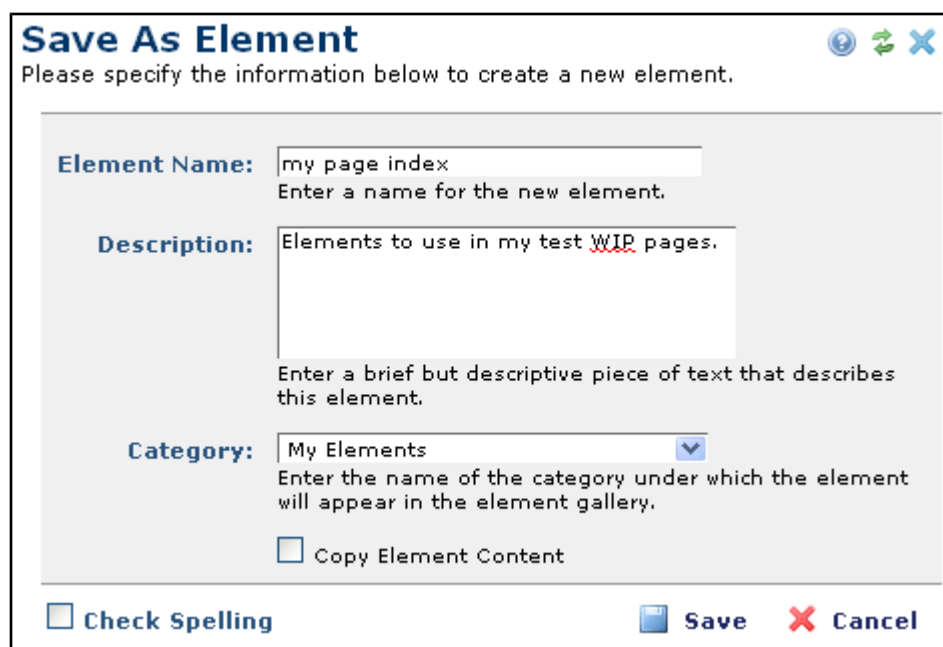


Click Save to keep your changes, or Cancel to exit without changing. Once you name the Element, it displays as an option in Insert Link.

Save As Element

Use Save As Element to save existing Elements for permanent placement in the Element Gallery, making them always available for reuse.

Using Save As Element differs from copying an Element, which overwrites the last Element copied to the Element Gallery. The Element Gallery only maintains one copied Element at a time. See [Copy Element](#).



Save As Element

Please specify the information below to create a new element.

Element Name: my page index
Enter a name for the new element.

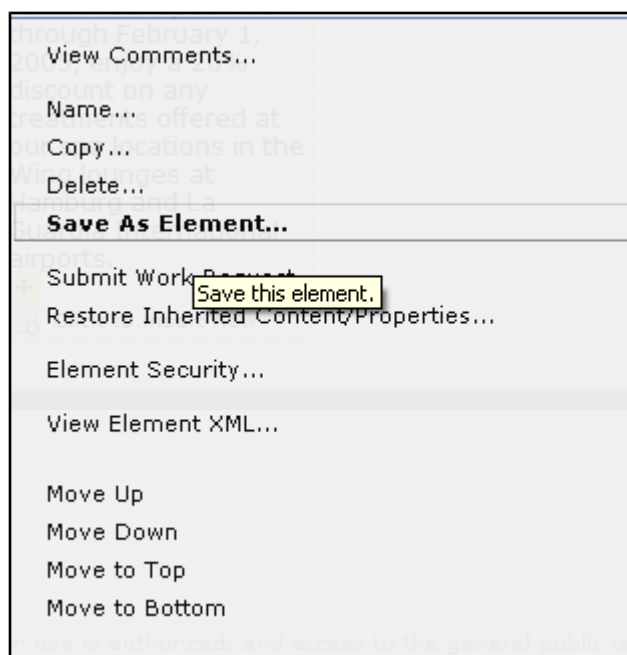
Description: Elements to use in my test ~~WIP~~ pages.
Enter a brief but descriptive piece of text that describes this element.

Category: My Elements
Enter the name of the category under which the element will appear in the element gallery.

☐ Copy Element Content

☐ Check Spelling  **Save**  **Cancel**

Using Save As Element requires site-level Manage Elements permissions. Access this option in Author mode, by clicking the Element Tool  icon for the Element you wish to save and selecting Save As Element as shown below.

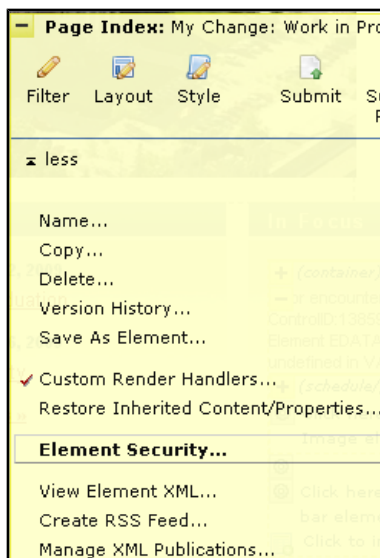


Enter an Element name and Description, and select a category in the Element Gallery.

By default, only Element styles and properties are saved, not Element content. To save the content, check Copy Element Content.

Element Security

With the appropriate permissions, you can view or change authoring rights to an Element within the page view. In author mode, click the Element icon to expand options. Click More, then select Element Security.



The Element Security dialog displays.

Element Security

The following identifies the explicitly assigned permissions for the 'Query-by-example' element.

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

[Restore Default Security](#)

Warning: Changing permissions at the element level could have a detrimental effect on the performance of this page. If this is a template, all pages based on this template will be affected.

Type ^	Name	Permission	Actions
Group	Anonymous Users	Read	
Group	Authenticated Users	Read	
Group	Webmasters	Read, Author, Edit, Design, Style, Admin	
User	Webmaster	Read, Author, Edit, Design, Style, Admin	

[Add User](#) [Add Group](#) [More Actions...](#) [Go](#)

Showing 4 records. [Close](#)

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

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

- Normal Text – User or group has modifiable permissions for this page.
- **Red** – User or group has permissions enforced at either the site level or for one or more of the templates containing the Element. You cannot override these permissions.

To change permissions for an existing user or group, click the edit icon  to display the [Add Element Permissions](#) dialog in edit mode .

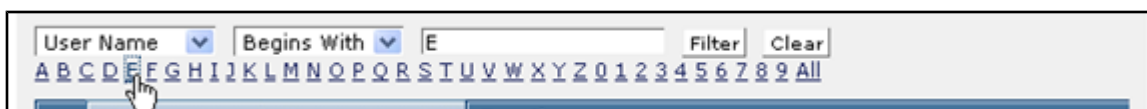
To grant permissions for a new user or group, click [Add User](#) or [Add Group](#) to open the Element Security – Add Users or Element Security Add Groups dialog.

Element Security Add User

Use this dialog to grant additional users rights to the current Element. Access this dialog from Element Security.



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



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

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

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

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

Users by Name | [Users by Group](#) | [Groups by Name](#) | [Groups by User](#)

User Name Begins With

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [All](#)

Name ^	Email
☐ admin-issues1	admin-issues1@pthin.com
☒ admin-issues3	admin-issues3@pthin.com
☒ admin-issues4	
☒ admin-root, admin	admin-root@paperthin.com
☐ commonspot, admin	admin@paperthin.com

13 items found.

Selected: [Clear All](#)

admin-issues3 ☒ admin-issues4 ☒ admin-root, admin ☒

Names within the dialog are displayed in the following order: last name, first name, middle name.

Click Next to display [Add Element Permissions](#) for setting privileges for this Element.

Element Security Add Group

Use this dialog to grant additional groups rights to the current Element. Access this dialog from [Element Security](#).

Element Security - Add Group

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

Groups by Name

Group Name Begins With

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [All](#)

Group Name ^	Description

Group records created through the Admin – Group Administration function display in the Add Group(s) dialog. Use this dialog to include one or more existing groups in a new group or to give one or more existing groups explicit permissions.

Group selection dialogs may also include [Visitor Context Groups](#) such as the IP, Job seekers, or Page groups shown below. These groups display only for cases where it makes sense to include specific visitor communities, and do not appear otherwise. See [Visitor Context](#) for more information.

Groups by Name

Group Name Begins With

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

	Group Name ^	Description
☒	Alumni Relations Managers	Content Managers for the Alumni subsite
☐	Anonymous Users	All un-authenticated users
☐	Authenticated Users	All authenticated users
☒	Campus Life Editors	Content Managers for the Campus Life Subsite
☐	CommonSpot Contributors	Includes all users who are designated as contributors
☐	Faculty	Faculty users, authenticated using custom database
☐	IP Group	Visitors with specific IPs (<i>Visitor Context group</i>)
☐	Job seekers	Visitors coming from Job URLs (<i>Visitor Context group</i>)
☐	Page Group	Group that visits Admissions (<i>Visitor Context group</i>)

17 groups found.

Selected: [Clear All](#)

Alumni Relations Managers ✕ Campus Life Editors ✕

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

Although the Add Groups dialog is functionally the same, security options are case-specific.

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

Click the Clear button to empty the text entry field.

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

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

Groups by Name

Group Name Ends With Editors Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 All

Group Name ^	Description
☒ Alumni Relations Editors	Content Managers for the Alumni subsite
☒ Campus Life Editors	Content Managers for the Campus Life Subsite
☒ Web Communications Editors	Users responsible for creating and editing the web content and university message

3 items found.

Selected:

Alumni Relations Editors ☒ Campus Life Editors ☒ Web Communications Editors ☒

Click Next to display Add Element Permissions for setting group privileges for this Element.

Add Element Permissions

Clicking the edit icon for a selected user or group or clicking Add User/Group in the [Element Security](#) dialog gives you options for adding or changing rights to the Element. Use the Add Element Permissions dialog to set permissions that control the level of interaction allowed for individual elements.

Accessing this option requires administrative rights to the Element.

Assigning edit rights to a group or user activates the Element tool in author mode on a page. This dialog displays in edit mode, as shown below, for existing assignments.

Edit Element Permissions

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

Group:

Authenticated Users - All authenticated users

Permissions:

☐ Read ☐ Author ☐ Edit ☐ Design ☐ Style ☐ Admin

Approval: (not approver)

(not approver)
Proofread Content
Alumni Content Approval
Final Content Approval

This dialog displays the following options.

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

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

Read: Grants permission to view, but not modify, the Element.

History: Grants permission to review Element versions and comment history.

Author: Grants permission to update and revise the Element.

Edit: Grants permission to view and modify all page changes, to delete, copy, and move the page, to modify standard and custom properties, and to view or change security settings.

Design: Grants permission to view and modify element controls.

Style: Grants permission to view or change Element styles.

Admin: Grants permission to delete, copy, and move the Element, modify standard and custom properties, and view or change security settings.

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

Approval: Displays approval roles set through Site Administration Approval Levels options.

Select from the dropdown to optionally assign these explicit rights.

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

Group:

Webmasters - Users with administrative permissions for the demo site

Permissions:

☒ Read ☒ Author ☒ Edit ☒ Design ☒ Style ☒ Admin

Approval: (not approver) ▼

- (not approver)
- Proofread Content
- Alumni Content Approval
- Final Content Approval
- Publishing Approval

Save Cancel

Check one or more boxes to select the appropriate permissions and click Save to change permissions or Cancel to exit the without saving.s

Element Inheritance Security

Use this dialog to view or change settings for Elements that inherit security.

Element Inheritance Security



The following lists the permissions that have been restricted to this template, plus the security permissions that will be inherited to pages that derive from this template.

Restrictions: Restrict certain permissions to this template by checking the appropriate item below. For those permissions that are not restricted, owners of inherited pages may be able to make changes to content and/or permit others to do so.

[Change...](#)

[Select All](#) [Deselect All](#)

Type ^	Name	Permission	Actions
User	Webmaster, Wendy	Read, Author, Edit, Design, Style, Admin	
User	Alumni Relations, Editor	No Rights	
User	Contributor, Connie	Read	
Add User Add Group			More Actions... Go

Showing 3 records.

[Close](#)

While viewing a template in author mode, select an Element and choose Inheritance Security from the Element dropdown.

You can change [general restrictions](#), which control the rights that can be assigned for this Element, by clicking the Change button.

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

- **Normal text** – Indicates that the user or group has permissions which can be modified by an administrator of inheriting pages.
- **Red text** – Indicates enforced user or group permissions that can be modified for this template only.

To edit permissions for an existing user or group, click the edit icon to invoke the Edit Inherited Element Permissions dialog. (See the CommonSpot Content Contributor's Reference.)

To grant permissions for a new user or group, click the [Add Group](#) or [Add User](#) links.

Click the Apply Permission icon to make [new permissions apply to all descendant pages](#), as shown above for Connie Contributor.

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Edit Inherited Element Permissions

Use this dialog to view or change user or group rights to Elements that inherit attributes. This dialog displays when you add or edit user or group permissions in the Element Inheritance Security dialog (see the Administrator's Reference.)

Edit Inherited Element Permissions



Assign the desired permissions to the selected user by checking the appropriate check boxes below.

User

Editor Alumni Relations

Phone:

E-Mail: alumnirelations@commonspot.edu

Permissions

Use the 'Default' column to assign permissions which may be changed or deleted by the administrator of inheriting pages. The 'Enforce' column is for permissions which can only be deleted from this template. Permissions marked with ☒ cannot be changed at this level.

Default	Enforce
☐ Read ☐ Author ☐ Edit ☐ Design ☐ Style ☐ Admin ☒ No Rights Approval: (none)	☐ Read ☐ Author ☐ Edit ☐ Design ☐ Style ☐ Admin ☐ No Rights Approval: (none)

Save Cancel

Settings in Inheritance Restrictions control what's available for assignment here.

If your changes affect derived pages, CommonSpot prompts you to [confirm](#) inheritance restrictions.

Restore Inherited Content/Properties

This dialog displays when you choose to restore inheritance for CommonSpot Elements and objects whose attributes derive from other objects.

Restore Inherited Content/Properties

This element has properties and/or content that is different than the template from which it derives. You may revert this element to display the contents/properties defined in the template by checking the appropriate boxes below.

Warning: Restoring an element's properties and/or content deletes all data bound to this instance of the element. The restoration can NOT be un-done.

Content:

- Content has been explicitly defined for this page
- Content has NOT been defined for any templates from which this page is derived

☐ Delete the explicitly defined content for this element, leaving an empty element.

Layout & Font/Color Properties:

- Properties have NOT been explicitly defined for this page
- Properties have NOT been defined for any templates from which this page is derived

Style Properties:

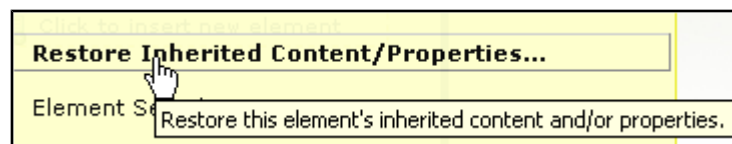
- Style have NOT been explicitly defined for this page
- Style have NOT been defined for any templates from which this page is derived

Render Handlers:

- A render handler has NOT been explicitly defined for this page
- A render handler has NOT been defined for any templates from which this page is derived

Save Cancel

For example, use this to revert pop-up menus to their original design when undesired changes have been introduced at the page level. This option is available for individual work-in-progress Elements at the page level as shown below.



You can also access this option from the Manage Popups menu by choosing [Pop-Up Menu Inheritance Security](#), for either all menus defined on the template or for specific pop-up menus.

The Restore Inherited Content/Properties dialog displays messages indicating whether the content and/or properties for the current object have been modified from those defined at the template level. For changed content, the dialog displays the check box option 'Delete the explicitly defined content for this element leaving an empty element. To complete the change, you must have modification rights to the derived pages.

Important Note: If you do not already have a backup of content affected by this change, back up databases and the site before completing this step. Restoring Inherited Content processes is irreversible in CommonSpot. For example, making this change for a component of a low-level template may introduce changes affecting the entire site.

Clicking Save displays a confirmation prompt.

PaperThin recommends rebuilding cache files for the scope of the change.

Image Properties

The Image Properties dialog is one of CommonSpot's common dialogs that is available from any element that renders an image (image grid, text-around-an-image, the Rich Text Editor, and so on) or directly from the [Image Gallery](#).

This dialog provides a convenient and common interface for managing the properties of an image. From this dialog, contributors can:

- Upload an initial image for an element
- Replace the image with another image
- Edit the current image by uploading a new version of the element (not this is different than uploading an entirely new image)
- Specify a rollover image (optional)
- Specify the image's display size
- Specify the image's alignment
- Specify the image's Alt text, which is necessary in order to built accessible sites
- Specify a link target when the user click and/or rolls over the image

Depending where the Image Properties dialog was invoked, it may or may not display all of the fields shown below. For example Rollover Image option is not available from this dialog when invoked within the Rich Text Editor, the option for specifying a is not provided.

When no image is specified, the contributor is prompted to either upload a new image or select an image from the existing Image Gallery.

Clicking the Choose button displays the Image Gallery dialog, allowing the user to choose an image from a gallery of "public" uploaded images or any image previously uploaded by the current user. Clicking the New button displays the [Upload New Image](#) dialog, allowing the user to upload an image that is stored locally to the server, and include it in the Image Gallery (either for public or private use). If an image had been previously specified, the Image Properties dialog renders in a slightly different fashion, showing a an image preview in the left side panel with property information.

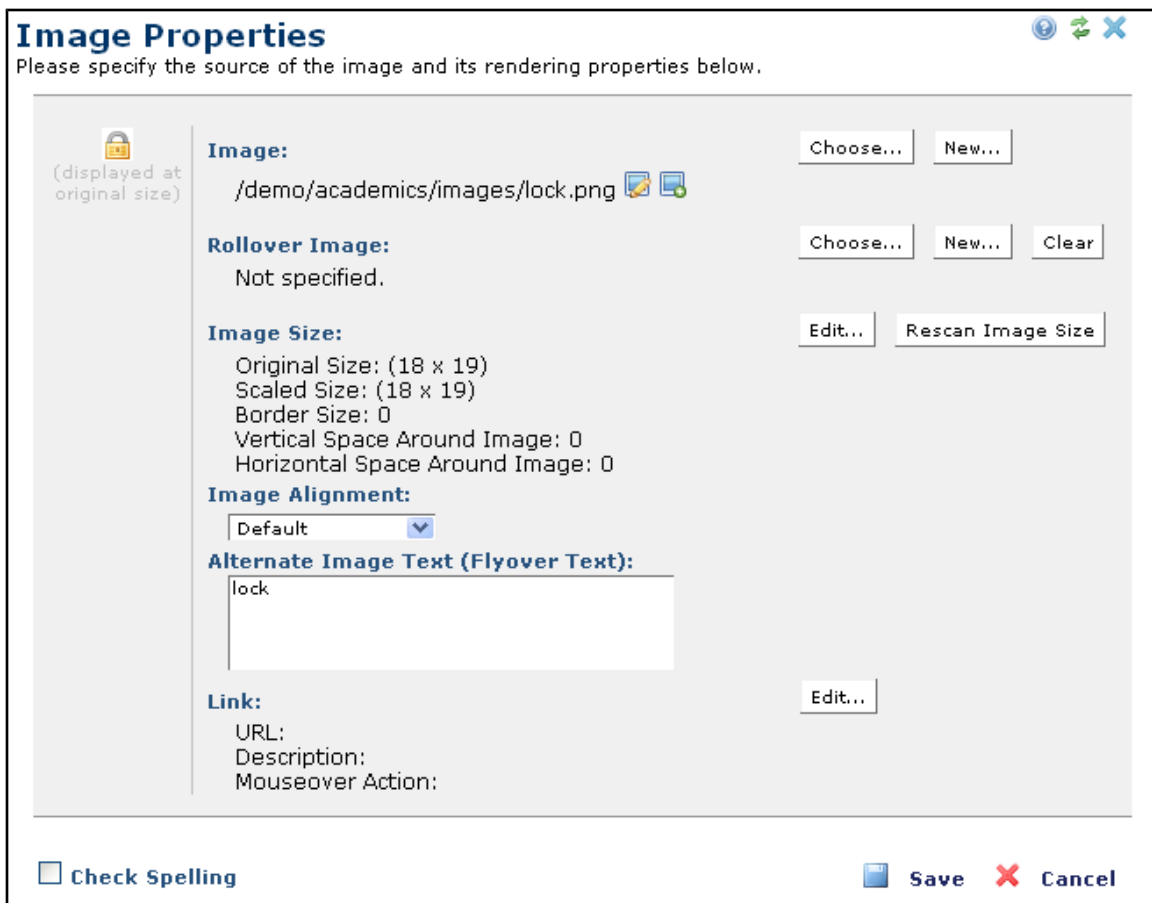


Image Properties

Please specify the source of the image and its rendering properties below.

Image: /demo/academics/images/lock.png  

Rollover Image: Not specified.   

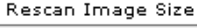
Image Size:  
 Original Size: (18 x 19)
 Scaled Size: (18 x 19)
 Border Size: 0
 Vertical Space Around Image: 0
 Horizontal Space Around Image: 0

Image Alignment: Default 

Alternate Image Text (Flyover Text):
 lock

Link: 
 URL:
 Description:
 Mouseover Action:

☐ Check Spelling  Save  Cancel

In addition to [Choose](#) and [New](#) buttons, the Edit option invokes the [Edit Image Properties](#) dialog for uploading a new version of the image.

Note: There is an important difference between uploading a new image via the New button and uploading a new version via the Edit button. CommonSpot tracks versions of an image and when a new version is uploaded all reference to the image will show the new version.

The Image Properties dialog displays the following sections:

Roll Over Image

You can choose to have a second image render when a viewer “rolls-over” the image with the mouse. Specify the image in the same manner as the primary image, by selecting an image from the Image Gallery or upload a new image file. When you have an image on a page (a “primary” image), you can specify a second image to use for “rollovers.” A rollover image appears whenever a visitor hovers the mouse cursor over the primary image. Whenever the visitor moves the mouse cursor off the rollover image, it reverts back to the primary image. You can specify a rollover image, from the Image Properties dialog, shown below. This wizard will take you through a second round of image selection.

When you have entered an image file name, click Next to go on to the Image Size dialog, where you specify the size the image will appear on the Web page.

Image Size

The settings that are related to the sizing of the image are conveniently displayed in the wizard window, settings such as original size, scaled size, border size, vertical spacing and horizontal spacing around image. To edit any of these settings, click the 'Edit...' button next to the 'Image Size' section. This will invoke the Image Size dialog. Once you have made your edits, click the 'OK' button to continue.

If you have uploaded an image using a version of CommonSpot prior to v3.1 and your image size is unknown or has a width or height of 0 pixels, it is also recommended that you click the 'Rescan Image Size' button. This will ensure that the size of the image is properly obtained from the image. This step is should not be necessary if you are using CommonSpot 3.1 or above.

Alternate Image Text (Flyover Text)

Enter copy to display when a user "flies" or "rolls-over" the image with the mouse.

Text entered here displays in a box on mousover. You can leave this blank or enter short descriptive text. Sites adhering to Section 508 Accessibility standards, should always use Alternate Image Text.

Link

You can link the image, just like any other link (bullet item, text, and so on) to an existing Web page or document (file), a new Web page to be created, a new document or file to be uploaded, or you can choose to not link at all.

While still in the Image Properties dialog, click on the Edit button in the Link Section. This will open the [Insert Image](#) dialog where you can select the appropriate link type – existing page or file, new page from template, new uploaded file, an image, e-mail link, scheduled element or no link.

Choose Image

Choose Image displays for all CommonSpot image selection operations.

Choose Image

Please enter the criteria by which you want to search, and any other options as desired.

Quick Find | [Advanced Search](#) | [Saved Searches](#)

Search Criteria: Contains [dropdown] [text input]

Search Using: ☒ Standard Metadata ☒ My Tags

Subsite: /demo/ [dropdown] [folder icon]

☐ Include Child Subsites

[Show More](#) [Search button] [Cancel button]

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

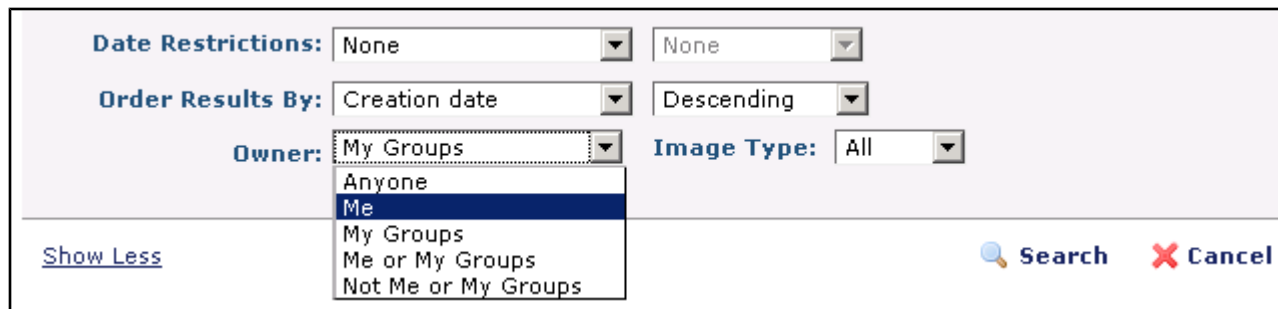
Search Using – Optionally click Standard Metadata to search using file name, page title and description and other standard Web information, or click My Tags to search using any personal tags you assigned to content.

To perform a more detailed search on image metadata, click Advanced Search. See [Find Images – Advanced Search](#).

Subsites – Select from the dropdown, or click the subsite search icon .

Optionally check Include Child Subsites to search from the selected subsite and all the subsites it contains. Leave this unchecked to search the selected subsite only.

Click Show More to view these options:



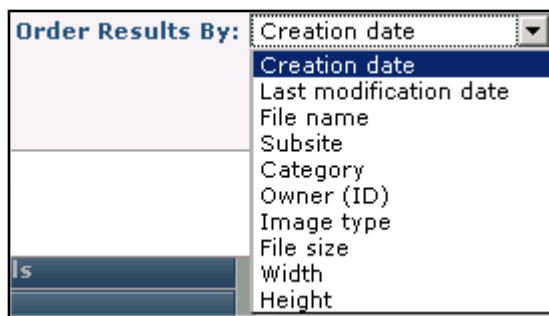
Date Restrictions – Select from the dropdown:

Last modification date – The last time the image was changed

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

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

Order Results By: Pick one of the dropdown options shown below and select Ascending or Descending to order items.



Owner – You can further filter image search results by group membership. Select from the dropdown:

- Anyone – (Default) Displays all public images, including those you, your groups, and others own.
- Me – Displays images that belong to you and those that belong to all groups of which you are a member.
- My Groups – Displays images that belong to all the groups of which you are a member and excludes pages that you own separately.
- Me or My Groups – Displays images or objects that belong to you and those that belong to all groups of which you are a member.
- Not Me or My Groups – Excludes images owned by you or your groups.

Image Type – This field displays if you select Me, My Groups, or Me or My Groups as owner. Filter by [public or private image](#) types.

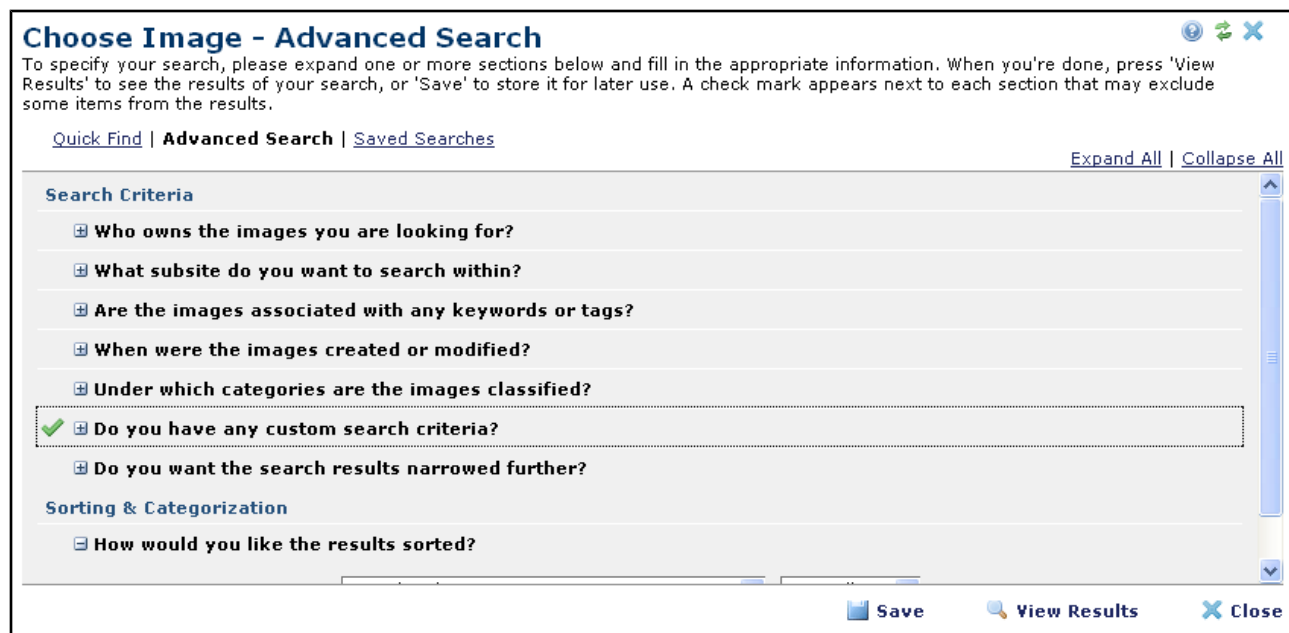


- All – (Default) Displays both public and private images, qualified by owner. Selecting Me, as shown below, displays all images you have rights to, selecting Me or My Groups displays all images both you and your groups have rights to, etc..
- Public – Displays all images saved to the public image gallery, qualified by owner, as described above.
- Private – Displays only images saved as private, qualified by owner, as described above.

Click Search to apply your criteria, or Cancel to exit. See [Find Image Search Results](#)

Choose Image – Advanced Search

This dialog displays when you select the Advanced Search option for Choose Image operations.

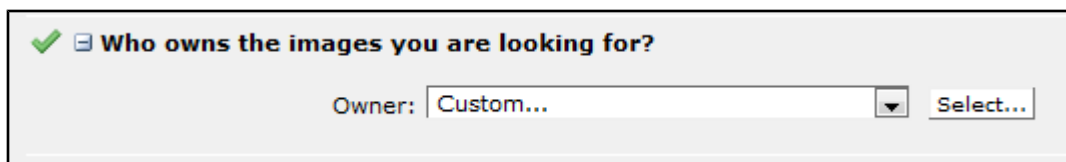


You can specify multiple attributes for searching in CommonSpot. Use this dialog to refine image searches. You can also save your advanced queries by clicking the Save icon at the bottom of the dialog so that you do not have to recreate searches you use often.

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

Search Criteria gives you the following options:

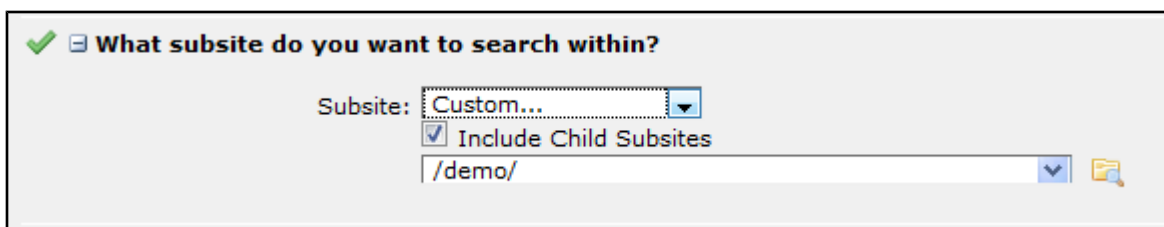
- Who owns the images you are looking for? – This option lets you choose images that are owned by "All Owners", the "Current user", "Members of the current user's group", or by "Custom" criteria. If you select "Custom", CommonSpot adds a Select, which when clicked, opens the Add Users dialog. (This dialog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



Who owns the images you are looking for?

Owner: Custom...  

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



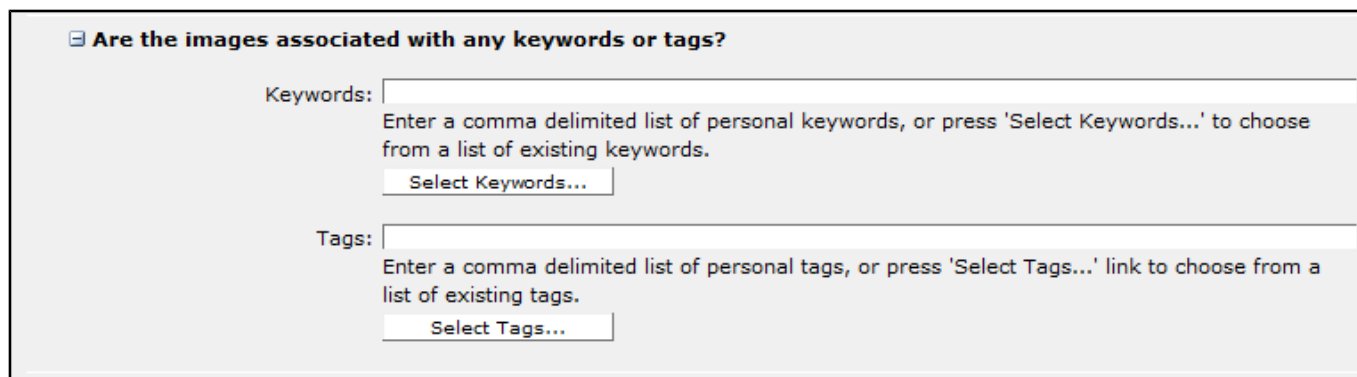
What subsite do you want to search within?

Subsite: Custom... 

☒ Include Child Subsites

/demo/  

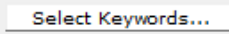
- Are the images associated with any keywords or tags? – Restrict results by providing a comma-separated list of terms or click [Select Keywords](#) or [Select Tags](#) to choose from existing keywords or personal tags. To be included in the results, an image must be associated with at least one of the specified terms.



Are the images associated with any keywords or tags?

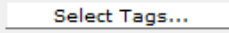
Keywords:

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



Tags:

Enter a comma delimited list of personal tags, or press 'Select Tags...' link to choose from a list of existing tags.



- When were the images created or modified? – Use this area to specify a creation or modification date. Clicking the calendar icon, displays the [Specify Date Range Duration](#) dialog for setting date criteria.

 **When were the images created or modified?**

Created: All Dates 

Last Modified: All Dates 

Expired: All Dates 

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

 **Under which categories are the images classified?**

Category: ☒ Any Category (or none)

☐ Around Boston

☐ Athletics

☐ Banner

☐ Buildings

☐ Bullet

☐ Button

☐ Faculty & Staff Photo

☐ General

☐ Landing Photo

☐ Logos

☐ Residence Photos

Do you have any custom search criteria?

You can add criteria that must matched. To build an advanced query, determine the full criteria you wish to build. For each criterion:

1. Field – Select the field to search against in the Field drop down list. The values you can select are "Sub-site", "Creation Date", "Last Modified Date", "Category", "Keywords", "Owner", "Format", "File Name", and "Owner".
2. Operator – Select the operator (greater than, equal to, within, and so on) from the Operator field. The operators in this drop down list depend upon what you selected in the Field drop down list.
3. Value – Enter or select a value. The values from which you can select within this drop down list depend upon what you selected in the Field drop down list.
4. AND/OR – If multiple criteria are used, set the AND or OR operator between each criteria line.
5. Parentheses – If more than one criteria needs to be grouped together, group them using parentheses; for example, "(A or B) and C". Parentheses are selected in the unlabeled fields that begin and end a criteria. As criteria can be complex, you can select 1, 2, or 3 parentheses. For example, "((A or B) and C) or D".

✓ Do you have any custom search criteria?

Field	Operator	Value
Keywords	Equals	Choose...
Subsite	Equals	Current subsite

☒ Include child subsites

-Add Criterion-

[Remove All Custom Criteria](#)

Note that selecting subsite criteria, as shown below,

✓ Do you have any custom search criteria?

Field	Operator	Value
Subsite	Equals	Current subsite

☐ Include child subsites

-Add Criterion-

[Remove All Custom Criteria](#)

and then including child subsites gives you the additional option of limiting the number of subsites to search. Use this feature for less resource-intensive processing and more relevant search results when searching subsites with many children.

Value

Current subsite

☒ Include child subsites

Limit to child levels

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

Do you want the search results narrowed further?

Image Type: All Images

Image Format: All Formats

Collections to search: ☐ cp-demo ☐ fefe

- Sorting: How would you like the results sorted? – CommonSpot can display image search results sorted by data stored with the image. Choose from Creation date, Last modification date, File Name, Subsite location, a site-defined category, the image owner, image file type – public (or shared) images or private (images you own that are not shared), size, width, or height. Select either Ascending (a-z) or Descending (z-a) to set display order for your results.

Sorting

☒ **How would you like the results sorted?**

Sort by:

You can save searches by clicking the Save icon, or for edited searches, the Save As option at the bottom of the dialog. The [Save Saved Search As](#) dialog displays. Click View Results to execute your search. Results display in the [Find Image Search Results](#) dialog.

Click Cancel to exit without searching or saving.

Choose Image – Search Results

This dialog displays for CommonSpot image selection operations, such as defining Single Image or Image Grid Elements.

Use the Show As and Sort By dropdowns for viewing options, or combine these options to filter results. For example, to quickly view all available images, choose Show As Small Images, as shown below. You can also view results in large image, report, or filmstrip format.

Close the dialog to reset search criteria and rerun the image search.

Find Image - Search Results

☒ ☐ ☐

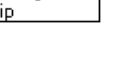
Your search found the following images. If you don't see what you were looking for, upload a new image, or close this window and search again.

Show As:

List
Small Images
Large Images
Filmstrip

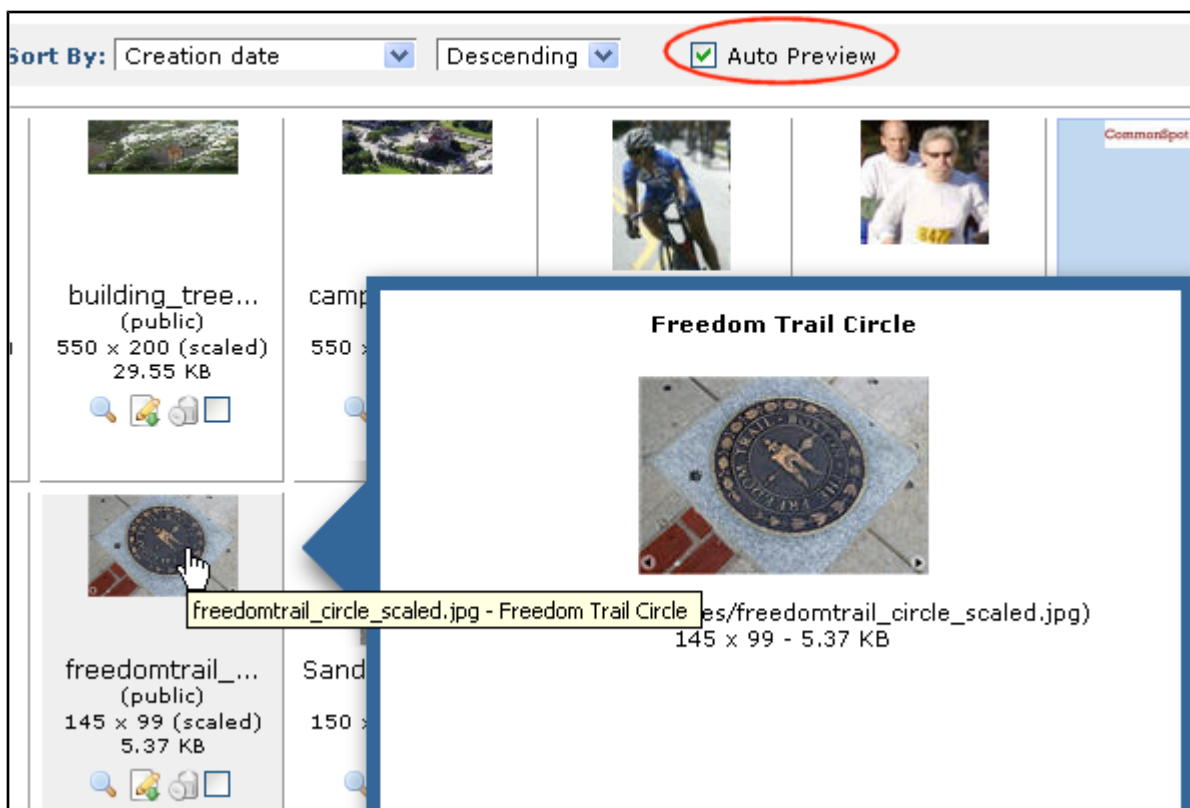
Sort By: ☐ Auto Preview

[Select All](#) [Deselect All](#)

				
puppy.jpg (public) 460 x 306 (scaled) 8.82 KB Search Add Remove Info	bullet-gray.gif (public) 9 x 7 97 bytes Search Add Remove Info	bullet-arrow.gif (public) 9 x 10 102 bytes Search Add Remove Info	bullet-blackd... (public) 9 x 7 97 bytes Search Add Remove Info	bullet.gif (public) 10 x 7 99 bytes Search Add Remove Info

More Actions...

Optionally check Auto Preview to preview on mouseover as shown below.



For each image returned, CommonSpot displays public (available to others) and private (only you can view) status for images, as well as standard format, file size, and dimension information.

Click the preview icon  for full-size [Image Preview](#).

Clicking the More Actions icon  displays the following options:

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

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Click [Upload New Image](#) to add a new image to the Image Gallery.

Click to select an image . Selections are highlighted.



Click Use Highlighted Image to complete image insertion or selection.

Choose Image – Saved Searches

This dialog displays your current set of saved image searches when you choose the Saved Searches option for image selection operations, as shown below.

Choose Image - Saved Searches

The saved searches for images in this site are listed below. To run one, click its lightning bolt ⚡ icon.

[Quick Find](#) | [Advanced Search](#) | **Saved Searches**

Show: My Favorites

Search: Name or Description Contains Filter

Name	Description	Actions
★ Copy 2 of Test SS 2	Test SS 2	⚡ ✎ 🔑 📄 🗑️
★ Copy 3 of Test SS 2	Test SS 2	⚡ ✎ 🔑 📄 🗑️
★ Copy of Test SS 2	Test SS 2	⚡ ✎ 🔑 📄 🗑️
★ Test SS 2	Test SS 2	⚡ ✎ 🔑 📄 🗑️

More Actions... Go

Showing 4 records. Close

Click to sort by column head. Mouse over an item in the Name column for popup preview, as shown below:

2009-11-24	street-across-campus-scaled.jpg	20-23 KB	140000 P0000	700000
2009-11-23	navto_1.png			
2009-11-20	Mike1_1.png			
2009-11-19	active_1.png			
2009-11-11	Adobe_1.jpg			
2009-11-11	Library_1.jpg			
2009-11-11	Library.jpg			
2009-11-11	building_24620_2.jpg			

Library

(/demo/images/Library_1.jpg)
650 x 236 (scaled) - 28.75 KB

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

Click All in the Show dropdown at the top of this table to see both favorites and non-favorites.

(Note: For IE, click on the Name or Title, instead of the entire row.)

Click the edit icon ✎ and select Edit to view or change Name or Description information for an existing saved search, or click [Change Owner](#) to reassign rights.

Click the Security icon 🔑 to display the [Saved Searches Security](#) dialog for sharing saved searches with groups or users at your site. Enabling multi-user access sets status to Shared ✔ in other search tables..

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

Image Size

To modify the image size, border size, or vertical/horizontal spacing, click the Edit button next to Image Size in the Image Properties dialog.

Original Size resizes the image to its original size at upload to the server.

The Scaled option renders the image to the size you specify.

Remember that you cannot make an image larger than it is—you can only make it smaller. Making an image larger than the original adds artifacts and results in a poor quality image.

Image Size

Please specify how to render the selected Image.

☒
Original Size
 Render the image in its original size (18 pixels x 19 pixels).

☐
Scaled
 Render the image scaled to the specified size.
☒ Scale proportionally

Width: in pixels
Height: in pixels

Link Border Size:
 Enter the border size in pixels to display for linked images.

Spacing Around Image:
 Enter the spacing around the image in pixels.

Vertical:
Horizontal:

NOTE: Stylesheets are in use for the page containing this image. Enter "0" to use border and margin values in the style definitions. Enter positive values to override the style definitions. Enter "-1" to force the border or margins to "0".

Save
 Cancel

If you check Scale proportionally, you can enter a value for either the width or the height and CommonSpot will automatically calculate the other dimension required to maintain the image proportions. If you do not check Scale proportionally, you will have to enter both dimensions manually. To maintain image integrity, proportional scaling is usually preferred.

Link Border Size: If you want a border around the image, specify its width in pixels. If you do not want a border, set or keep this field at zero (0).

Spacing Around Image: Enter the number of pixels of “padding” to leave between the image and the text or cell boundaries.

Link Properties

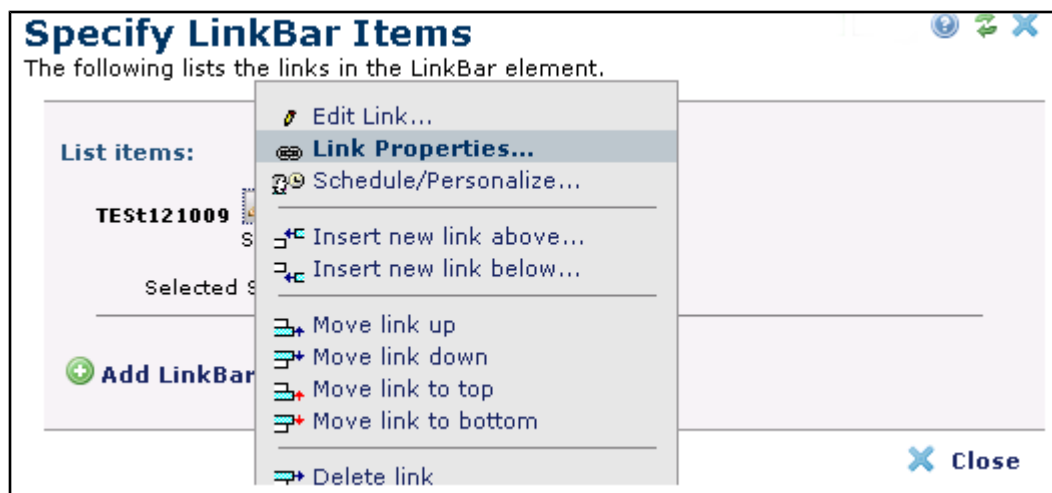
Use the Link Properties dialog to view or change highlighting options for links created within CommonSpot Elements.

Link Properties

Please select the appropriate rendering properties for this link bar.

- ☒ **Display as standard link bar**
Always render the link bar normally.
☐ Apply to all links.
- ☐ **Highlight link bar for the current page**
Highlight the link bar when the specified link URL matches the current page.
☐ Apply to all links.
- ☐ **Highlight link bar for a selected group of pages**
Highlight the link bar when it links to any of the specified pages.
- ☐ **Highlight link bar for specified page categories**
Highlight the link bar when the current page is in any of the specified page categories.
- ☐ **Highlight link bar for specified subsites**
Highlight the link bar when the page is part of a specified subsite.
 ☐ Include all children of selected subsite(s)
- ☐ **Highlight link bar for pages matching a pattern**
Highlight the link bar when the page's URL contains a specified string.

Access the Link Properties from the Link Bar Entries, Tab Bar, or Image Grid Entries dialog by clicking the edit  icon for an entry and selecting Link Properties.

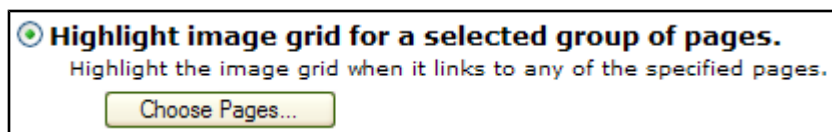


Choose from the following options:

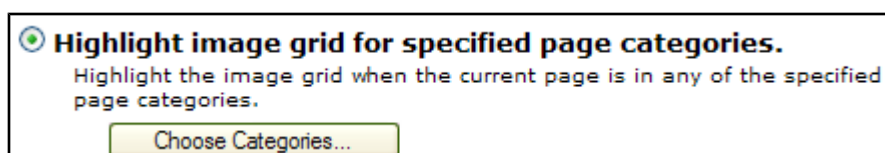
Display as standard link – This option applies no special highlighting to the link. To use this style for all links in the element, check **Apply to all links**.

Highlight image grid for the current page – This option highlights links to the current page. To use this link-ing style for all link entries in the element, check **Apply to all links**.

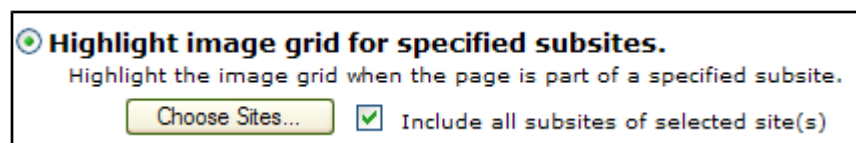
Highlight image grid for a selected group of pages – This option highlights links to a specific group of pages. Click the **Choose Pages** button to open the [Link Properties Page Group](#) dialog to select or edit the page group. Your selections display in the Link Properties dialog.



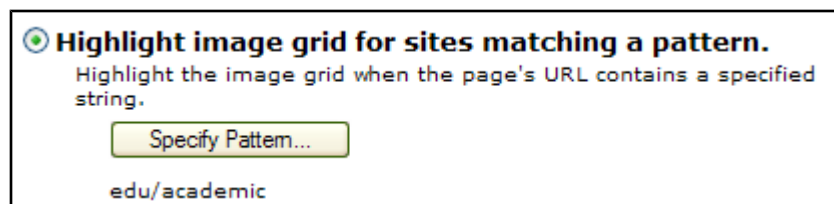
Highlight image grid for specified page categories – Use this option to highlight links to pages that belong to specific categories. Click the **Choose Categories** button to open the [Link Properties Categories](#) dialog for selecting page categories. The categories you select display in the Link Properties dialog.



Highlight image grid for specified subsites – Use this option to highlight links to pages in specific subsites. Check **Include all subsites of selected site(s)** to also highlight child or descendent subsites. Click the **Choose Sites** button to open the [Link Properties – Sites](#) dialog for selecting subsites. Your selections display in the Link Properties dialog.



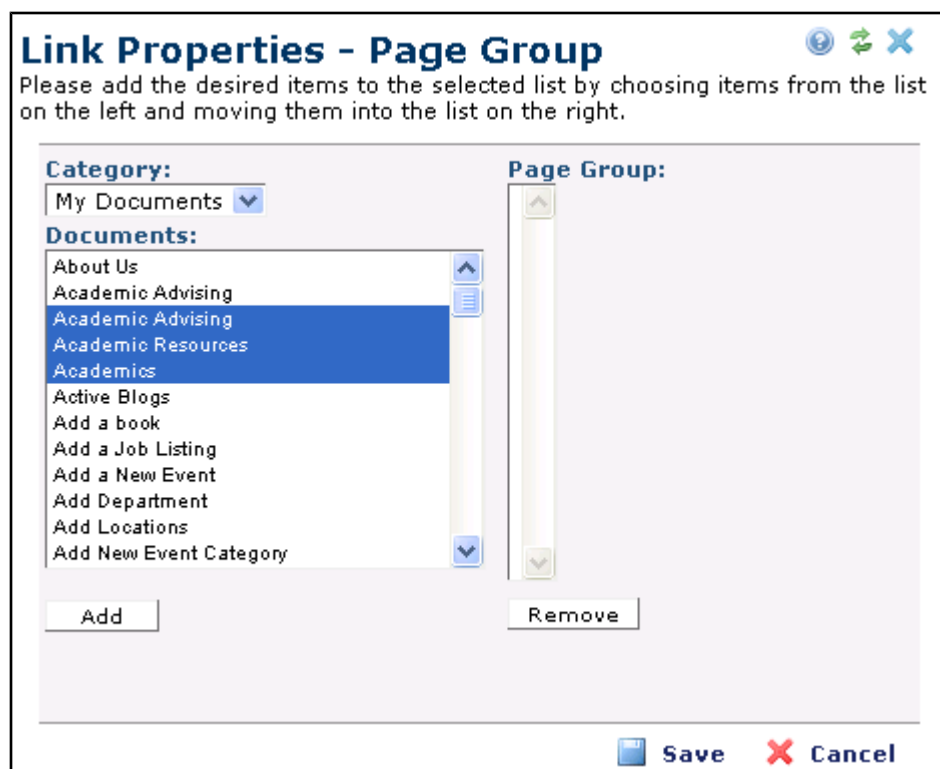
Highlight image grid for sites matching a pattern – This option highlights links to URLs containing a pattern of text that you specify. Click the Specify Pattern button to open the [Link Properties – URL Pattern](#) dialog for defining a text pattern. The pattern that you specify displays in the Link Properties dialog.



Once you define styles for your links, click Save to keep your changes or Cancel to exit without saving.

Link Properties – Page Group

This dialog is accessed from the [Link Properties](#) dialog by selecting the “Highlight image grid for a selected group of pages” option and clicking the “Choose Pages...” button.



The Page Group control on the right side of the dialog contains a list of the current members of the group. Use the controls on the left side of the dialog to find and add new members.

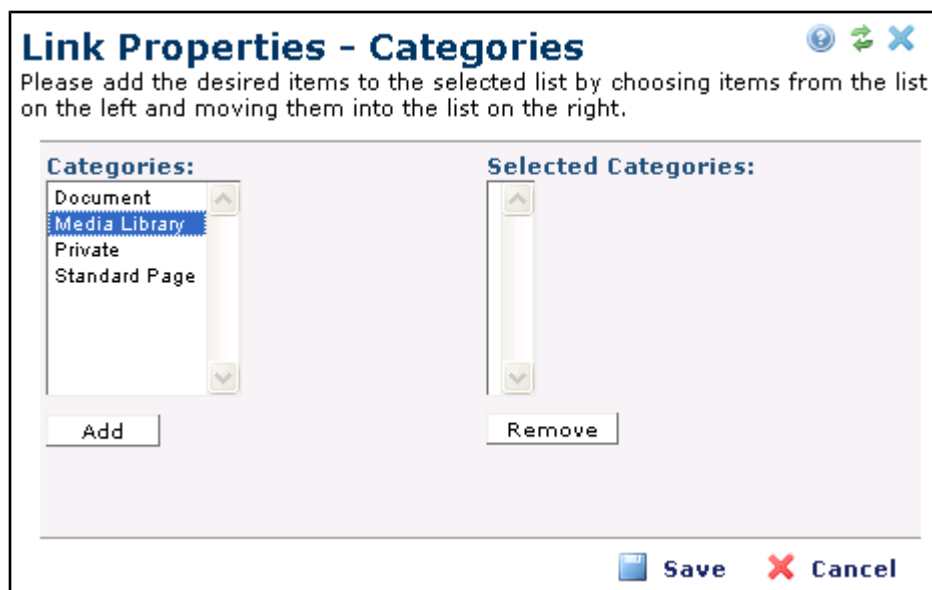
If you know the category of a page that you want to add the group, select the category from the Category drop-down list. If you don't know the category, you may select “All Documents” from Category drop-down list. The Documents control will be updated with all the pages that match the selected category. Select one or more items from the Documents control and click the “Add” button. The selected pages will be added to the list in the Page Group control.

To remove one or more pages from the group, select the pages in the Page Group control and click the “Remove” button.

Click the 'OK' button to save the page group and return to the Link Properties dialog.

Link Properties – Categories

This dialog is accessed from the [Link Properties](#) dialog by selecting the “Highlight image grid for specified page categories” option and clicking the “Choose Categories...” button.

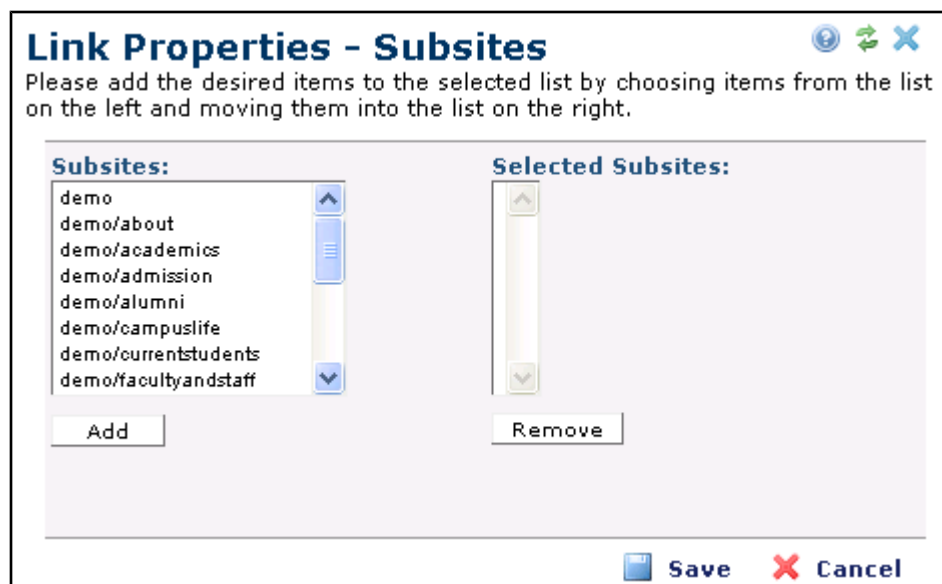


The Selected Categories control on the right side of the dialog contains a list of the currently selected categories. To add one or more categories, select the categories in the Categories control and click the “Add” button. To remove one or more categories, select the categories in the Selected Categories control and click the “Remove” button.

Click the 'OK' button to save the selected categories and return to the Link Properties dialog.

Link Properties – Subsites

This dialog is accessed from the [Link Properties](#) dialog by selecting the “Highlight image grid for specified subsites” option and clicking the “Choose Sites...” button.

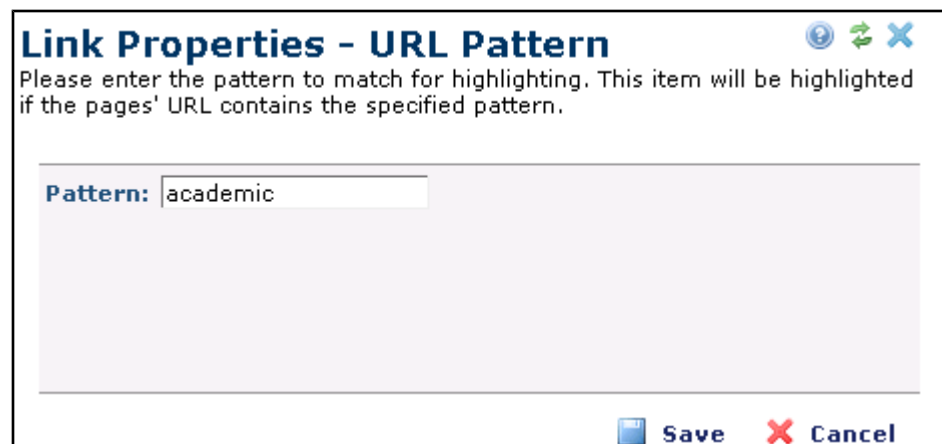


The Selected Sites control on the right side of the dialog contains a list of the currently selected sites. To add one or more sites, select the sites in the Sites control and click the “Add” button. To remove one or more sites, select the sites in the Selected Sites control and click the “Remove” button.

Click the ‘OK’ button to save the selected sites and return to the Link Properties dialog.

Link Properties – URL Pattern

The Link Properties – URL Pattern dialog is accessed from the [Link Properties](#) dialog by selecting the “High-light image grid for sites matching a pattern” option and clicking the “Specify Pattern...” button.



Enter the desired pattern in the Pattern field. Click the ‘OK’ button to save the pattern and return to the Link Properties dialog.

Schedule/Personalize Item

The Schedule/Personalize Item dialog has several options which can be used to determine which items will be displayed under certain conditions.

Schedule/Personalize Item

Please enter the following scheduling and personalization information for this item.

SubSites:

- ☒ All Subsites
- ☐ Selected Subsites
- ☐ SubSites where the URL contains...

SubSite Levels:

- ☒ All SubSite Levels
- ☐ Selected Levels

Variable Comparison:

Variable:

Operator:

Comparison data:

Save **Cancel**

The Schedule/Personalize Pop-Up Menu Item dialog has the following options:

Subsites – Choosing from this section allows you to determine which items will be displayed based on what subsite that page is located in.

SubSite Levels – Choosing this allows you to determine how many levels deep from the current subsite should the item go before it is not displayed.

Variable Comparison – The Variable Comparison option allows you to schedule based on different variables and values.

Custom Render Handlers

Custom Render Handlers are simple ColdFusion modules that provide customized rendering for a particular element type. Rather than relying on the standard output for an element type provided by CommonSpot, developers can create their own modules that combine HTML and the data saved in the CommonSpot element. The handlers are managed from within the consolidated Element management section of the CommonSpot Administrator. See the Defining Render Handlers section of the Site Administration chapter in the CommonSpot Administrator Guide for details on creating Custom Render Handlers.

Within the Element Management Dialog, a custom render handler can be registered for an element type. Once a handler is registered for a particular element type, when you click the Element Tool  icon for an instance of the element type, the menu will include the option 'Custom Render Handlers...' which opens the Custom Render Handlers dialog. This option is provided for the following elements: Formatted Text Block, Simple Text Block, Link, Link Bar, Breadcrumb, Page Set Navigation, Page Index, Page Set Index, Page Set Table of Contents, and Search Results elements.

Upon clicking the corresponding menu item, the following dialog presents an example of a list of Custom Render Handlers. From here, simply select the desired rendering format by clicking on the radio button adjacent to the desired option. Each option provides a different, predetermined way in which to render, in this case, the Page Index element on the page.

Click the 'OK' button to save your selection and immediately view the element using the selected render handler.

Edit Pop Up Menu Properties

Access this dialog by clicking the edit icon in the [Manage Pop-Up Menu](#) dialog and selecting Pop-up Menu Properties.

Edit Pop-Up Menu Properties

Please provide a name for the menu and its display properties.

Menu Name:

Menu Width: in pixels

Position Relative to Link:

Left Position:

Top Position:

Display sub-menus indicator image:

☐ Use page level properties

Background Color:

Background Highlight Color:

Border Color:

Separator Color:

Font Color:

Font Highlight Color:

Menu Cascade Direction:

In this dialog, enter or select properties used for all menus defined for the page.

The Pop-up Menu Properties dialog displays the following fields:

- **Menu Name** – The menu label. Enter a text title.
- **Menu Width** – The total width of the menu. Enter a value in pixels.
- **Position Relative to Link** – The offset of the menu relative to the link it contains. Leaving this field blank enables the following two fields. If you set a value for this field, the following two fields are disabled.
- **Left Position** – Defines where the popup displays. Selecting Relative to Cursor displays the popup menu when the cursor hovers near the popup location. Selecting Absolute Value displays a field for defining a fixed position for the left popup display. position.
- **Top Position** – Defines where the popup displays. Selecting Relative to Cursor displays the popup menu when the cursor hovers near the popup location. Selecting Absolute Value displays a field for defining a fixed position for the top popup display. position.

- Display submenus indicator image – Pick from the drop down to specify whether to use an image to indicate additional submenus.

Deselecting Use page-level properties displays options for controlling popup menu appearance

Popup Menu Inheritance Security

The Pop-Up Menu Inheritance Security dialog identifies who has rights to manage Pop-Up Menus. Inheritance security settings apply to all menus defined on a template. These options do not apply to CommonSpot pages.

Popup Menu Inheritance Security

The following lists the permissions that have been restricted to this template, plus the security permissions that will be inherited to pages that derive from this template.

Restrictions: Restrict certain permissions to this template by checking the appropriate item below. For those permissions that are not restricted, owners of inherited pages may be able to make changes to content and/or permit others to do so.

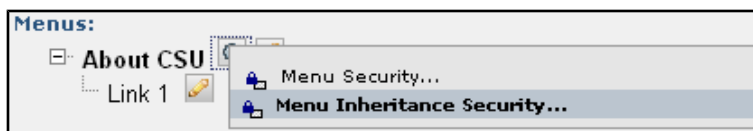
Change... Select All Deselect All

Type ^	Name	Permission	Actions
Group	Webmasters	Author, Edit, Admin	
User	Editor Campus Life	No Rights	

Add User Add Group More Actions... Go

Showing 2 records. Close

Access this dialog in author mode by choosing Popup Menus from the Manage menu, and selecting Menu Inheritance Security as shown below.



Click the Change button to view or change inheritance restrictions. These settings control which options are available when editing security permissions. See [Inheritance Restrictions](#).

You can assign Author, Design, Edit, or Admin privileges as follows:

- Normal text – User or Group has permission by default for new menus. The administrator of the menus derived from this template can revoke this permission.
- **Red** – User or Group has permissions enforced for either the site or one or more of the menus derived from this template. This permission cannot be overridden.

To edit permissions for a user or group, click the edit icon . The [Inherited Pop-up Menu Permissions](#) dialog displays.

To grant permissions for a new user or group, click Add User or Add Group.

To delete all permissions for a user or group, click the delete icon, or select multiple users or groups and click Delete from the More Actions dropdown and click the the Go button.

Note that the deleted user or group may still have some permissions through membership in other groups.

Inherited Pop-up Menu Permissions

Use this dialog to view or change user or group access to popup menus that inherit template settings. Access this dialog by clicking the edit icon for a user or group with current access in the [Pop up Menu Inheritance Security](#) dialog.

Inherited Pop-up Menu Permissions

Assign the desired permissions to the selected group by checking the appropriate check boxes below.

Group

Webmasters - Users with administrative permissions for the demo site

Permissions

Use the 'Default' column to assign permissions which may be changed or deleted by the administrator of inheriting pages. The 'Enforce' column is for permissions which can only be deleted from this template. Permissions marked with ☒ cannot be changed at this level.

Default	Enforce
☐ Author	☒ Author
☐ Edit	☒ Edit
☐ Admin	☒ Admin
☐ No Rights	☐ No Rights
Approval (none) ▼	Approval (none) ▼

Save
Cancel

Settings in Inheritance Restrictions control what's available for assignment here.

This dialog displays the following options.

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

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

Author: Grants permission to update and revise the popup menu.

Edit: Grants permission to view and modify all popup menu changes, to delete, copy, and move menu items, to modify standard and custom properties, and to view or change security settings.

Admin: Grants permission to delete, copy, and move the popup menu, modify standard and custom properties, and view or change security settings.

No Rights: This user has no permission for the pop-up menu.

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

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

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

The screenshot shows a dialog box titled "Group:" with the text "Webmasters - Users with administrative permissions for the demo site". Below this, under the heading "Permissions:", there are six checkboxes: "Read", "Author", "Edit", "Design", "Style", and "Admin", all of which are checked. Below the checkboxes is a label "Approval:" followed by a dropdown menu. The dropdown menu is open, showing the following options: "(not approver)", "Proofread Content", "Alumni Content Approval", "Final Content Approval", and "Publishing Approval". At the bottom right of the dialog, there are two buttons: "Save" (with a blue floppy disk icon) and "Cancel" (with a red X icon).

The Inheritance Permissions Confirmation dialog displays.

Spell Check

When enabled in the CommonSpot Administrator, many authoring and administrative dialogs include an option to check spelling when submitting text data.

Formatted Text Block

Please enter the following information.

Text Block:

The text area contains the following sample text:

If you have reviewed any of the rest of CommonSpot University Web site, you a excellence, one of CommonSpot University's primary objectives is to provide his possible audience. Our outstanding faculty and staff embrace the concept that background, deserve the highest quality of education.

At the same time, CommonSpot University is committed to attaining fairness a practices. We believe this broad-minded approach creates a unique experience

And there is so much more going on here. More Boston residents attend our un more than 9,000 students have access to 46 degree programs at the bachelor's

Since arriving at CommonSpot University in 2001, I have come to appreciate ho catalyst for the economic well-being of the City of Boston and the New England partners and are actively involved in the Boston Economic Development Campa

We also have numerous nonprofit partnerships, highlighted by the work we do v service agencies that serve area residents. CommonSpot University is clearly a

Thank you.

Sincerely,

David E. Tobey
President

Below the text area, the 'Image Properties' section shows:

- Element ID: ICPIMAGE:3755
- Width: 177
- Height: 177
- Src: /demo/about/images/profileU
- Link: (empty field)

A hint at the bottom reads: **HINT: Use Shift+Enter for a normal line break**

At the bottom of the dialog, the **Check Spelling** checkbox is highlighted with a red box.

When Check Spelling is selected and the dialog is submitted (usually by clicking Save, Next, or OK), the spell checker processes the content of all text entry fields in the dialog. If any words are found that do not match entries in the lexicon, the Spell Check dialog is opened.

For each possibly misspelled word, the Spell Check dialog shows the word in context in the top text block and displays the following options:

- **Replace** – Replaces the word with the content of the 'Replace With' field and proceeds to the next possibly misspelled word. Closely matched words will be listed in the 'Suggestions' field, with the closest match pre-populated in the 'Replace With' field. You may change the text in the 'Replace With' field by clicking any of the entries in the 'Suggestions' field or by directly editing the 'Replace With' field. Note that the spelling of the replacement text will not be checked again.
- **Replace All** – Replaces all occurrences of the word with the content of the 'Replace With' field and proceeds to the next possibly misspelled word.
- **Ignore** – Leaves the word "as is" and proceeds to the next possibly misspelled word.

- Ignore All – Leaves all occurrences of the word "as is" and proceeds to the next possibly misspelled word.
- Add – Leaves all occurrences of the word "as is", adds the word to the lexicon, and proceeds to the next possibly misspelled word.
- Close – Leaves all remaining possibly misspelled words "as is" and proceeds with submitting the dialog.
- Cancel – Leaves all remaining possibly misspelled words "as is" and cancel the dialog submission. If you have already made corrections, you will be asked whether you would like to discard the corrections. Click 'OK' to discard corrections or 'Cancel' to keep them. In either case, you will be returned to the starting dialog (i.e., where they checked the 'Check Spelling' box).

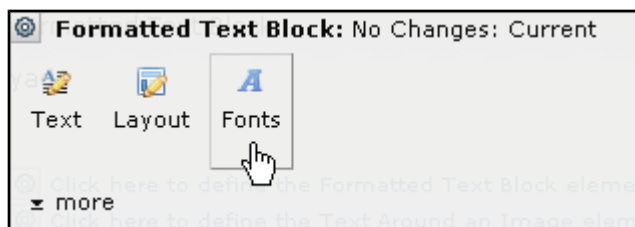
For detailed information on configuring spell checking, see the Spell Checking Section of the Site Administration chapter in the CommonSpot Administrator's Reference.

Common Wizards

Many of CommonSpot's elements use common wizards to help with authoring and formatting content. These wizards will appear and function in the same manner no matter where in the product they are invoked.

Font and Color Properties

When [style sheets](#) are not enabled for a CommonSpot page, the font choice, style, size, and color used for rendering many CommonSpot Elements are controlled through a Font and Color Properties dialog. Open this dialog by clicking the Element icon and selecting Font from the menu.



The specific parameters available in the dialog depend on the Element type.

See font and color properties for individual Elements in the Elements Reference, for example:

Label Font Color Properties

Link Bar Font Color Properties

Image Font Color Properties

Flash Font Color Properties

Feed Index Font Color Properties

Font Properties

To provide formatting options for sites where style sheets are not in use, most CommonSpot Elements include font and color properties.

Fonts are managed at the site level through Manage Fonts dialog.. Administrators determine the default font settings and may choose to make other font types available. Site-level font selections are displayed in the Font & Color Properties dialog.

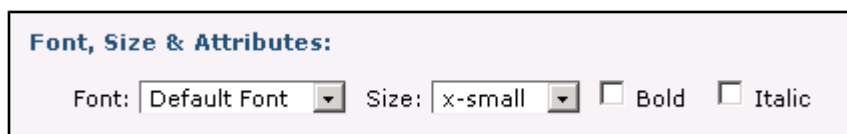
Font properties can be defined at the template level. If you wish to “lock” down or preserve certain font styles and colors, you can do so through Page Inheritance Security by restricting Design rights. All pages that inherit from the template inherit the security attributes, and thus will be restricted from changing the font attributes.

For detailed information, see the Page and Element Inheritance Security section in the Template Security/Inheritance chapter of the CommonSpot Template Developer's Guide.

To access font attributes you must have either Design or Administrator rights for either the template, if you are in a template or the page or element if you are on a page. Authors and Editors are precluded from changing a font's properties.

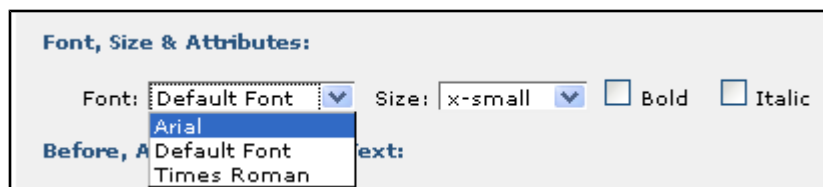
The [Font & Color Properties](#) dialog for an Element is available by clicking Fonts for Element properties. Options differ for each Element.

For most Elements, the Font & Color Properties dialog offers the following choices: Font type, Size of the font, Bold and Italic.



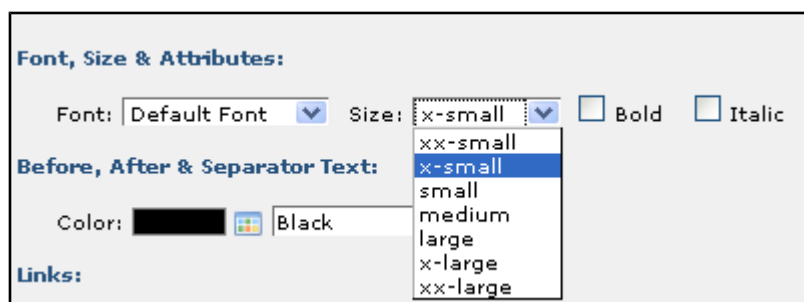
The dialog box is titled "Font, Size & Attributes:". It contains two dropdown menus: "Font:" with "Default Font" selected and "Size:" with "x-small" selected. To the right of these are two checkboxes: "Bold" and "Italic", both of which are currently unchecked.

To choose a font other than the default, click on dropdown.



The dialog box is titled "Font, Size & Attributes:". The "Font:" dropdown menu is open, showing a list of font options: "Default Font", "Arial", "Before, A", "Default Font", and "Times Roman". The "Size:" dropdown menu is still set to "x-small". The "Bold" and "Italic" checkboxes remain unchecked.

Next choose font size, Bold or Italic.



The dialog box is titled "Font, Size & Attributes:". The "Font:" dropdown menu is still set to "Default Font". The "Size:" dropdown menu is open, showing a list of font sizes: "x-small", "xx-small", "x-small", "small", "medium", "large", "x-large", and "xx-large". The "Bold" and "Italic" checkboxes remain unchecked. Below the font and size settings, there is a section titled "Before, After & Separator Text:" which includes a "Color:" label, a black color swatch, a palette icon, and the text "Black". At the bottom left, there is a "Links:" label.

Include a color choice if available. See [Color Properties](#) and [Color Palette](#).

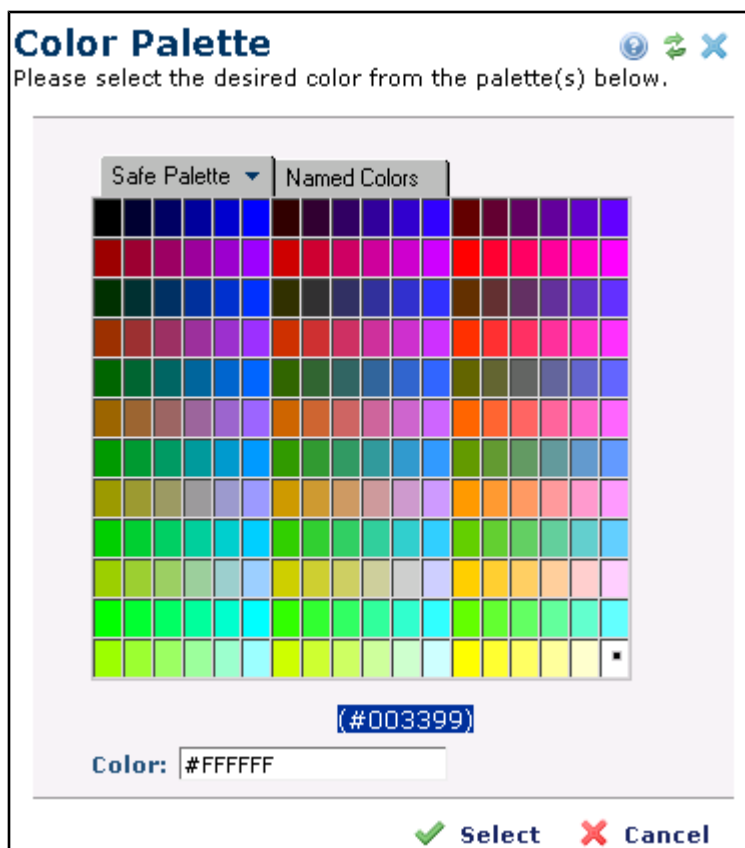
Color Properties

Color properties are available for most [Font and Color Properties dialogs](#).

Access properties by clicking on the palette icon  to display the [Color Palette](#) dialog.

Color Palette

The palette may present the following color tabs: Browser Safe Palette, Named Colors and Custom Colors. The available tabs are defined within the CommonSpot Administrator interface. When you fly over a color in the Named Colors palette, the actual name of the color is displayed. Select the preferred color by clicking on it or enter the name if available; otherwise enter the RGB corresponding number.

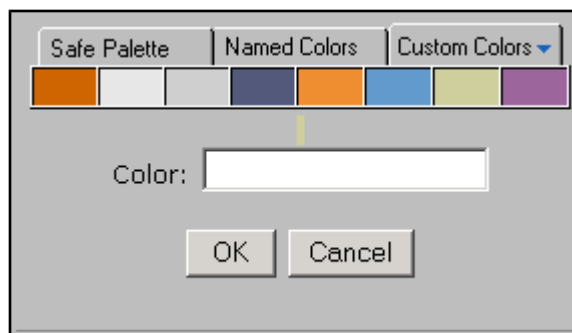


The tabs within this dialog are:

- The Safe Palette tab lets you select colors that all display monitors are able to show. At one time, the number of colors that the monitor could display was limited. Choosing from these values meant that the browser could accurately depict the color you select. (If a "non-safe" color were chosen, the browser would simulate the color.) Few modern monitors have these constraints.
- The Named Colors tab presents colors that have names that are defined as standards. Knowing these names can often be helpful. For example, a site administrator might tell you to use a color named Brown. Browsers use additional names and many are compatible across browsers.
- If you see a Custom Colors tab, the tab was created at your site. See your site administrator for more information.

Color Text Field – Type the color name or the hexadecimal color value (Red–Green–Blue) value where the first two colors represent red, and so on, into this text field. You must type a "#" before the number.

If the Element displays rows of information, this dialog will have an Alternate row check box. If you select this check box, you can enter the color that CommonSpot uses when displaying every other row using the controls that immediately follows.



Element Style

By selecting the desired style class, the properties of that class as defined in the style sheet will be applied to the element or subcomponent:

(If a known class is not listed in the drop-down list, the option of “other” can be selected and the class name manually entered in the resulting text field.) When the desired class is selected, press ‘Finish’ to apply the class and refresh the page.

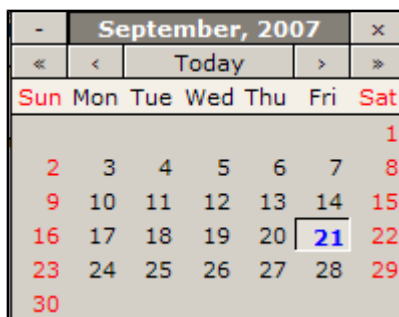
The class “red” as defined in the style sheet (color:#FF0000; font-size:large; text-decoration:none;) will now be applied to the text block header.

For detailed information on registering and assigning styles to elements and element subcomponents, refer to the Style Definitions Section in the Site Administration chapter of the CommonSpot Administrator Guide.

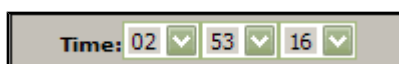
Date/Time Selection Control

Controls for setting date and time are available everywhere you need to specify duration or frequency for CommonSpot operations. For example, this dialog displays when specifying Publication and Expiration dates in the [Page Properties](#) dialog or inserting Calendar values in Simple Forms, Custom Elements, and Metadata Forms.

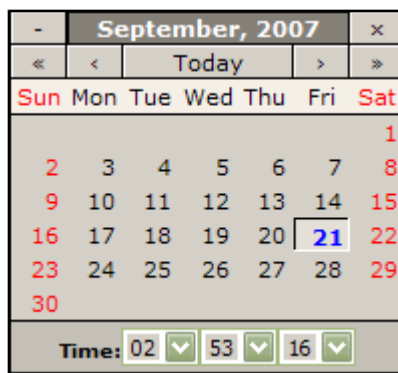
The control is a pop-up window that opens when you click a calendar  icon. The control typically includes a calendar section for selecting a date,



or a set of dropdowns for specifying a time,



or both.



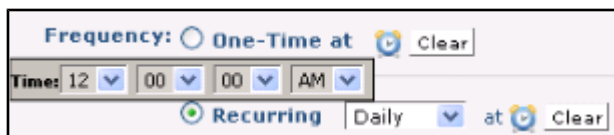
To find the desired date in the calendar section, use the  and  buttons to move forward or backward by one month, and the  and  buttons to move forward or backward by one year. Click on a date to select it. Click the minus  button to view a display of the calendar with Saturday/Sunday next to each other, as shown below.



The dropdown fields in the time section will match the time field formatting. For a time field with 24-hour formatting and only hours and minutes (no seconds), the time selection will appear as shown.



Time controls are also available as popups from the schedule  icon, with a.m. and p.m. options, as shown below. Pick from the dropdowns.



Once you have selected the appropriate date and time, click the Close  button to exit the pop-up window. The window will also close if you click anywhere on your screen outside of the pop-up window.

Note: You can also use keystrokes for Calendar functions. You can access the control using the Tab key. Once the Calendar Control has focus, press Enter to open the calendar.

Once open, use these keys to change calendar values:

- Arrow keys change the selected date.
- CTRL key used with calendar arrow keys changes month and year.
- Left and right arrows navigate to previous and next month, respectively.

- Up and down arrows navigate to previous and next year, respectively.
- Spacebar navigates the calendar to the current date, without changing the selected date.
- h, m, and s keys increment hours, minutes, and seconds, respectively. Holding the Shift key down for these keys decrements these units.

Note: System administrators can configure the date ranges available in the Calendar Control by modifying `commonspot/calendar.js` to change the following two values:

```
this.minYear = 1970; this.maxYear = 2050;
```

Editing Content with the Rich Text Editor

Creating richly formatted browser-based text is easy with the CommonSpot Rich Text Editor (RTE) . The RTE includes a suite of powerful and familiar tools that make creating rich text as easy as using any standard word processor.

The Rich Text Editor is a common component of several tools/elements within CommonSpot. They include:

- The Formatted Text Block and Formatted Text Block (without header) elements
- A metadata form within the Custom Metadata dialog
- As one of the fields in a Custom Element
- As one of the fields in a Simple Form

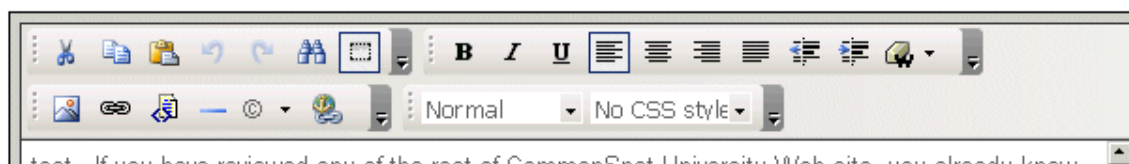
When included in any of the above, the Rich Text Editor operates the same. Review the following topics for details on the RTE's capabilities:

- [Work Space Orientation](#)
- [Formatting Text](#)
- [Working with Images in the RTE](#)
- [Working with Tables](#)
- [Adding/Removing Hyperlinks](#)
- [Clipboard Operations](#)
- [Undo and Redo Operations](#)
- [Miscellaneous Operations](#)
- [Right-click Contextual Menus](#)
- [Shortcut Keys](#)

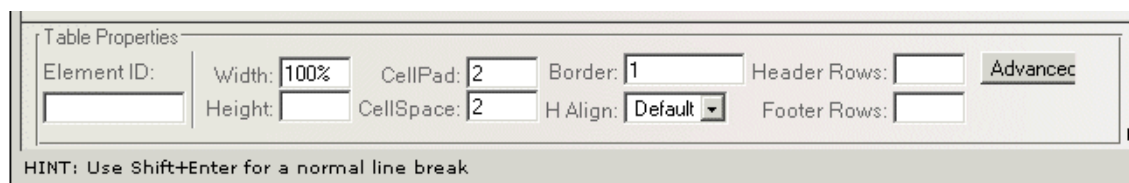
CommonSpot's Rich Text Editor provides:

- A well-organized interface
- Property inspectors
- Standards-based CSS rendering
- HTML code cleaning
- Reusable Snippets

[Well organized interface](#): Four (4) logically-organized toolbars make it easier to find features, and usability has been improved through new icons, labels, and tooltips on buttons and drop-down menus.

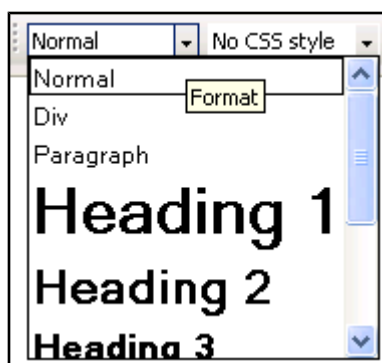


Property inspectors: Advanced options are available when adding many types of content (tables, images, links, buttons, etc.) through the Rich Text Editor. For example when adding a table, advanced options include settings for table alignment and for the width and color of the table borders. The new version of the Rich Text Editor groups all of these options together in a Property Inspector panel that is always visible at the bottom of the page. The options on the Property Inspector change depending on what you are managing at the time. For example your Property Inspector panel will display one set of options while you are managing text, but when you change to managing a table, the Property Inspector will change to show options relevant to tables.



CSS-based rendering: CommonSpot's rich text editor provides robust support for rendering via CSS styles. The editor can be configured by the site administrator to either show a listing of styles based on the current page's style sheets, or to display a listing of style based on registered styles. The styles are available for selection through the Style drop-down selection list in the rich text editor's toolbar. The Styles in the selection list are rendered as they will look on the page so that you can easily pick the one you want.

In addition, Contributors can format a block of text as a single unit, using familiar formatting headings such as H1, H2, <p>, and <div>. Simply select the paragraph or place the cursor inside it, then choose a heading tag from the Format drop-down in the toolbar. The heading is set for the entire paragraph that contains the current selection. If that paragraph already has a heading tag applied, that tag is replaced by the new one. The image below shows the block-level formats in the Format drop-down menu.



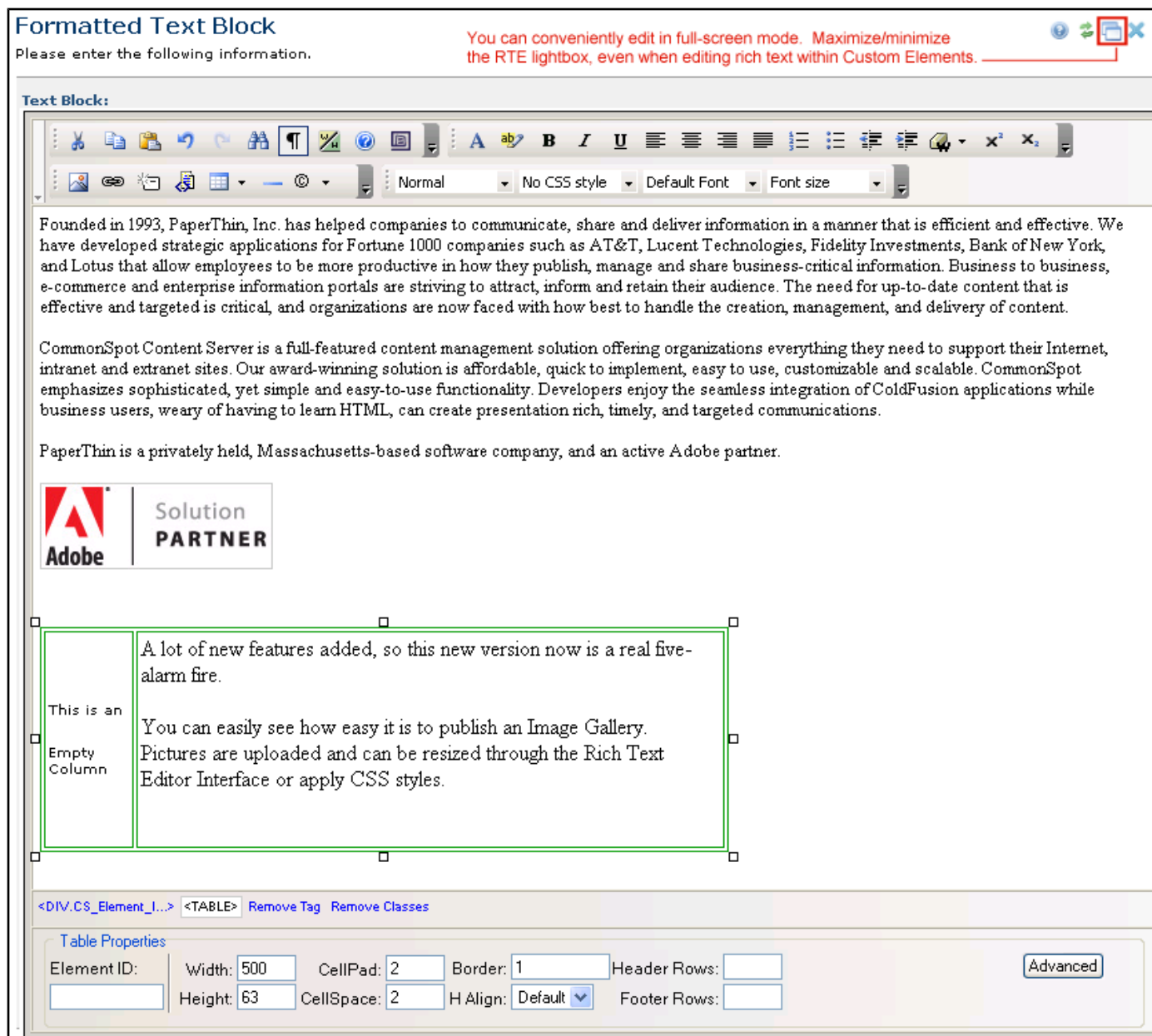
Content Snippets: When the same content is used in multiple places, you don't need to maintain each instance separately. Instead, you can use snippets to save time and minimize editing. A snippet is an .htm file that you can insert in page at any time. This file contains a certain structure and design that you often need when editing online content.

HTML Code Cleaning: There are many times when the content that you are about to publish has been saved previously in Microsoft Word. When copying text from MS Word and pasting it into the Rich Text Editor, you're also pasting in tags created specifically for Word that can create problems when the text is displayed as HTML. To ensure that content displays correctly in a browser, these extra tags should be removed. You can

significantly reduce the time you spend reformatting your documents in HTML if you use the HTML cleaning functions. The Rich Text Editor even has a paste function specifically for Word content, which helps you get the best results so that you get the most out of both editing tools.

Work Space Orientation

The Rich Text Editor interface is shown in the image below. The important regions are, from top to bottom, the [Toolbars](#), the [Editable Region](#), the [Tag Selector](#), and the [Inspector Panel](#).



Toolbars

Toolbars are at the very top of the Rich Text Editor interface. They present buttons and dropdown menus grouped into four categories:

The Standard toolbar displays controls for the following: [Cut](#), [Copy](#), [Paste](#), [Undo](#), [Redo](#), [Find/Replace](#), [Show/Hide Table Borders](#), [Show/Hide HTML](#), [Show/Hide Property Inspector](#), [Help](#).



The Formatting toolbar displays controls for the following: Text Color, Background Color, Bold, Italic, Underline, Align Left, Center, Align Right, Justify, Numbered List, Bulleted List, Decrease Indent, Increase Indent, Clean HTML Content, Superscript, [Subscript](#).



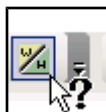
The Insert toolbar displays controls for the following: Image, Adding/Removing Hyperlinks, Field, HTML Snippet, [Insert Table](#), [Horizontal Rule](#), and [Special Character](#).



The Styles toolbar displays controls for the following: [Format](#), [CSS Style](#), [Font](#), [Size](#).



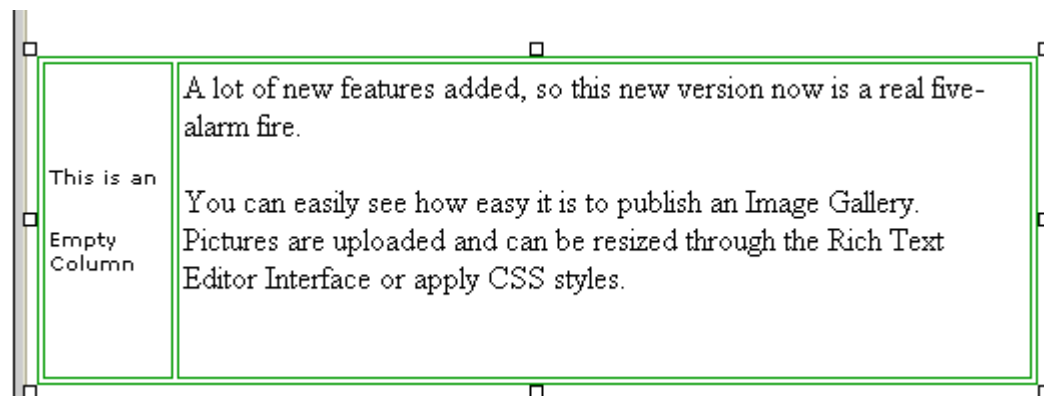
For detailed help on any button or drop down selection list within the toolbar, click the help icon . The cursor changes to a pointer with a question mark.



Use the question mark cursor to click another button and view context-sensitive help for that button.

Editable Region

The editable region is in the center of the interface, where the content is displayed and edited in a WYSIWYG format. As you edit content the current selection is also indicated in a manner similar to that of Microsoft Word. Depending on the type of content being edited the selection may appear different. The image below shows a table selected with the Editable Region.



Tag Selector

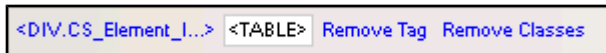
The Tag Selector is located directly below the Editable Region of the RTE and displays the hierarchy of HTML tags for the current selection (or cursor position). Clicking any of the tags displayed applies it to the current tag

and updates the Inspector Panel to reflect the new properties .

For example, the following displays if the current selection was within a cell of a table.

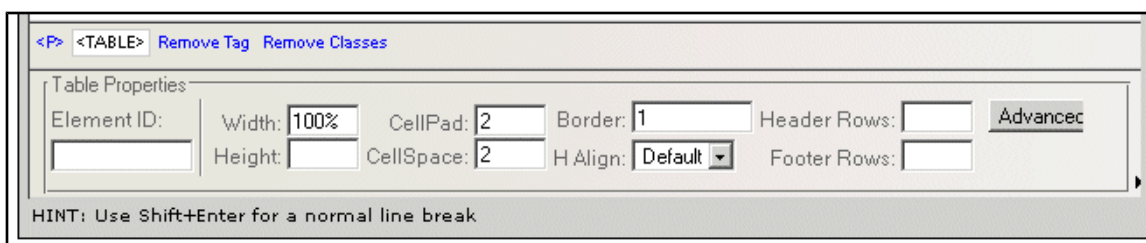


You can also remove the current tag. For example, if a table is selected in the editable region, the Tag Selector looks like this, with the Remove Tag option displayed to the right of the <TABLE> tag:



Inspector Panel

The Inspector Panel, at the bottom of the Rich Text Editor dialog, displays important information for currently selected page components, such as images, tables (as shown below), links, horizontal rules, buttons, and text areas.



CommonSpot includes property panels for the following:

- [Cell Properties](#)
- [Row Properties](#)
- [Table Properties](#)
- [Image Properties](#)
- [Link Properties](#)
- [Numbered List Properties](#)
- [Bulleted List Properties](#)
- [List Item Properties](#)

Formatting Text

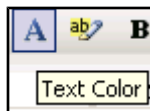
This section describes the text formatting options provided by the Rich Text Editor, with the following segments:

- [Text Color](#)
- [Background Color](#)
- [Color Palette](#)
- [Bold, Italic and Underline](#)
- [Alignment and Indentation](#)

- [Lists](#)
- [Superscript & Subscript](#)
- [Using Styles](#)
- [Working with Images](#)

Text Color

The 'Text Color' button allows you to set a color for your text:

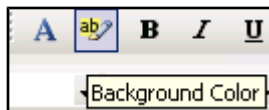


When you click the 'Text Color' button, the Color Palette window appears, presenting you with colors to choose from. The Color Palette interface is described [here](#).



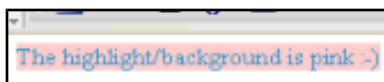
Background Color

The Background Color button allows you to highlight text with a background color:



The button has two areas:

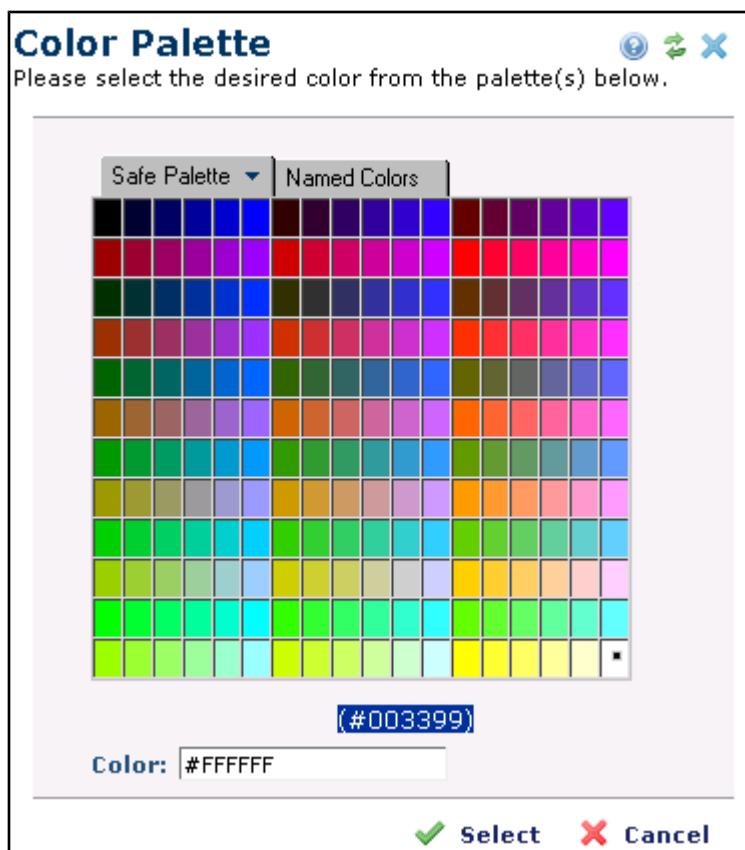
Click the icon and the Color Palette is displayed, allowing you to select a background color for your selected text.



To change the highlight color, select the text, click the 'Highlight' button and choose a different color from the Color Palette interface, described [here](#).

Color Palette

The palette may present the following color tabs: Browser Safe Palette, Named Colors and Custom Colors. The available tabs are defined within the CommonSpot Administrator interface. When you fly over a color in the Named Colors palette, the actual name of the color is displayed. Select the preferred color by clicking on it or enter the name if available; otherwise enter the RGB corresponding number.

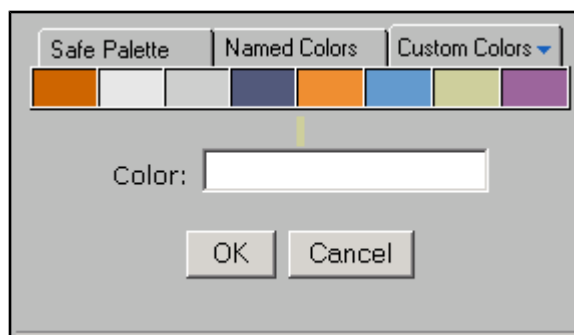


The tabs within this dialog are:

- The Safe Palette tab lets you select colors that all display monitors are able to show. At one time, the number of colors that the monitor could display was limited. Choosing from these values meant that the browser could accurately depict the color you select. (If a "non-safe" color were chosen, the browser would simulate the color.) Few modern monitors have these constraints.
- The Named Colors tab presents colors that have names that are defined as standards. Knowing these names can often be helpful. For example, a site administrator might tell you to use a color named Brown. Browsers use additional names and many are compatible across browsers.
- If you see a Custom Colors tab, the tab was created at your site. See your site administrator for more information.

Color Text Field – Type the color name or the hexadecimal color value (Red–Green–Blue) value where the first two colors represent red, and so on, into this text field. You must type a "#" before the number.

If the Element displays rows of information, this dialog will have an Alternate row check box. If you select this check box, you can enter the color that CommonSpot uses when displaying every other row using the controls that immediately follows.

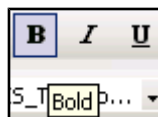


Bold, Italic and Underline

The CommonSpot rich text editor allows you to apply the common formats Bold, Italic, and Underline to text, as explained below.

Bold

To apply the bold style to your text, click the 'Bold' button on the toolbar or use the shortcut keys "Ctrl+B":



The effect will be applied to the selected text. You can also check to see if text is formatted as bold by placing your cursor inside that text and looking at the 'Bold' button to see if it is activated.

To remove the bold style, select the text and deactivate the 'Bold' button by clicking it.

Italic

To apply the italic style to your text, click the 'Italic' button on the toolbar or use the shortcut keys "Ctrl+I":

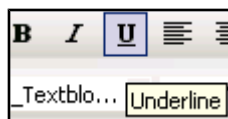


The effect will be applied to the selected text. To check if the formatting style of any text is set to italic, place the cursor inside that text or select it, and look at the 'Italic' button to see if it is activated.

To remove the italic style, select the text and deactivate the 'Italic' button by clicking it.

Underline

To apply the underline style to your text, click the 'Underline' button on the toolbar or use the shortcut keys "Ctrl+U":



The effect will be applied to the selected text. To check if the formatting style of any text is set to underline, place the cursor inside that text or select it, and look at the 'Underline' button to see if it is activated.

To remove the underline style, select the text and deactivate the 'Underline' button by clicking it.

Alignment and Indentation

From the CommonSpot rich text editor, you can easily set alignment and indentation for your paragraphs, using the alignment and indent keys as described below.

Align Left

To apply the left alignment style to your selected paragraph(s), click the 'Align Left' button on the toolbar or use the shortcut keys "Ctrl+Shift+L":



The selected paragraph(s) will be aligned to the left margin of the page.

Center

To apply the centered alignment style to your selected paragraph(s), click the 'Center' button on the toolbar or use the shortcut keys "Ctrl+Shift+E":



The selected paragraph(s) will be centered on the page.

Align Right

To apply the right alignment style to your selected paragraph(s), click the 'Align Right' button on the toolbar or use the shortcut keys "Ctrl+Shift+R":



The selected paragraph(s) will be aligned to the right margin of the page.

Justify

To apply the justified alignment style to your selected paragraph(s), click the 'Align Justify' button on the toolbar or use the shortcut keys "Ctrl+Shift+J":

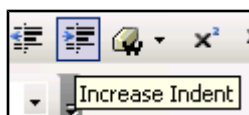


The selected paragraph(s) will be aligned to both margins of the page (left and right) and text will be distributed uniformly across the page.

Note: The left, centered, right, and justified alignment functions always affect paragraphs. So to apply the alignment to any single paragraph, you do not have to select the whole paragraph. Just click anywhere inside the paragraph and then press the corresponding button on the toolbar.

Increase/Decrease Indent

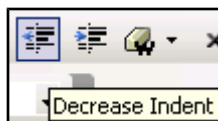
By pressing the 'Increase Indent' button on the toolbar, the indentation function is called:



The distance is increased between the current paragraph (the selected one or the one where the cursor is placed) and the left page margin.

Each time you click the 'Increase Indent' button, the left margin increases.

The 'Decrease Indent' button reverses 'Increase Indent' operation, so you can apply it only if 'Increase Indent' was already applied to the text. The text moves to the left each time you click the 'Decrease Indent' button on the toolbar or use the shortcut keys "Shift+Tab":

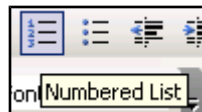


Lists

The rich text editor allows you to format lists to be bulleted or numbered. You can also choose from many styles of bullets and numbers to customize the look of your lists.

Numbered List

If you select several paragraphs and then click the 'Numbered List' button on the toolbar, the Rich Text Editor inserts a number at the beginning of each paragraph, in ascending order:



If at the end of a numbered paragraph you press the 'Enter' key, the new paragraph will also begin with a number. To end the numbered list, press 'Enter' twice after the last item in the list.

To unset a numbered list, select it and then click the same button to deactivate the style.

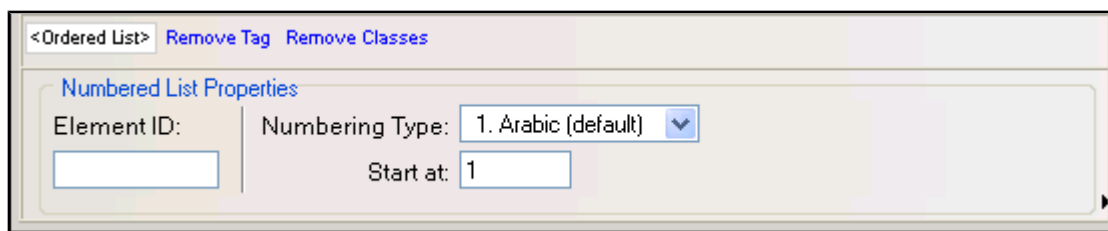
If you place the cursor inside a numbered paragraph that is somewhere in the middle of a series of numbered paragraphs and you deactivate the 'Numbered List' button, that paragraph will no longer be numbered and the following paragraph's number will be reset to 1.

To create a nested numbered list, click a list item in an existing list and press the 'Tab' key. The paragraph is indented and its number resets to 1. The number of the following paragraphs are decremented.

Note: In Mozilla/Firefox only, if you apply a numbered list to each paragraph separately (instead of applying it to a selection of several paragraphs), the numbering will be reset each time (each paragraph number will be set to 1).

Numbered List Properties

When you select at least two items in a numbered list or when the tag is selected in the Tag Selector, the Numbered List Properties panel is displayed:



If you want to change the properties of the numbered list, follow the instructions below:

In the Element ID text box enter some value to uniquely identify the numbered list on the page.

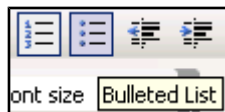
In the Numbering Type drop-down menu you can change the numbering style of the list items. The available options are:

- Arabic (default): 1, 2, 3...
- Lower alpha: a, b, c...
- Upper alpha: A, B, C...
- Lower roman: i, ii, iii...
- Upper roman: I, II, III...

In the Start at text box, enter a number equal to or greater than zero that the numbered list should start with. For example, if you enter 4, the first item in the ordered list will be preceded by 4, d, D, iv or IV (depending on your preferred numbering type).

Bulleted List

If you select several paragraphs and then click the 'Bulleted List' button on the toolbar, the Rich Text Editor will insert a bullet at the beginning of each paragraph:



If at the end of a bulleted paragraph you hit the 'Enter' key, the new paragraph also be bulleted. To end the bulleted list, press 'Enter' twice after the last item in the list.

To unset a bulleted list, select it and then click the 'Bulleted List' button to deactivate the style.

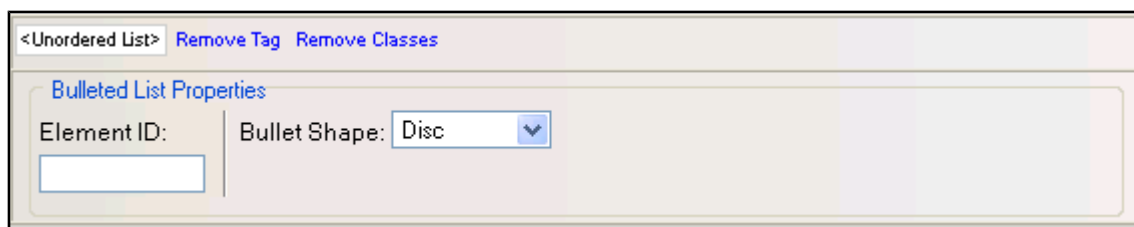
To check if a paragraph or a list displays the Bulleted List style, place the cursor inside that paragraph or select it, and check if the 'Bulleted List' button is activated.

When the 'Tab' key is pressed while the cursor is inside a bulleted paragraph, that paragraph is indented and the bullets change their shape to indicate a sub-list.

Note: In Mozilla/Firefox only, if you apply a bulleted list to each paragraph separately instead of applying it to multiple selected paragraphs, the spacing between paragraphs will increase.

Bulleted List Properties

The Bulleted List Properties panel is displayed when you select at least two items in a bulleted list or when the tag is selected in the Tag Selector:



To configure properties of the bulleted list, follow the instructions below:

In the Element ID text box enter a value to uniquely identify the bulleted list on the page.

In the Bullet Shape drop-down menu you can change the shape of the bullets displayed before the list items.

The available options are:

- Disc
- Circle
- Square

You can also set options for one list item at a time if you want to, in the List Item Properties panel, described below.

List Item Properties

The List Item Properties panel is displayed when you select or simply place the mouse cursor inside a list item (the list can be numbered or bulleted), or when the tag is selected in the Tag Selector:

If the list is numbered, the panel looks like this:

To configure this panel, follow the [instructions](#) given for the Numbered List Properties panel. Know that the number you enter in the Start at text box will be associated to the list item and displayed before it (as either a number, an alpha character, or a roman character).

If the list is bulleted, the panel looks like this:

To configure this panel, follow the [instructions](#) given for the Bulleted List Properties panel.

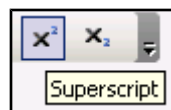
Note: For both situations above, in the Element ID text box enter some value to uniquely identify the list item on the page.

Superscript & Subscript

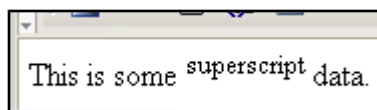
Superscript is often used for trademark indications, and both superscript and subscript are used in mathematical expressions. CommonSpot allows you to format your text in both styles.

Superscript

To make text display as superscript, select the text and click the 'Superscript' button on the toolbar:



The effect will be applied to the selected text:



To check if the formatting style is set to Superscript, place the cursor inside the text or select it, and check if the 'Superscript' button is activated. To remove the Superscript style, select the text (if it's only one word, you can just click inside it) and deactivate the 'Superscript' button by clicking it.

Subscript

To make text display as subscript, select the text and click the 'Superscript' button on the toolbar:



The effect will be applied to the selected text:



Insert Image

To insert a line drawing, photograph, or any other kind of image, just click the icon with an image of a mountain. You will be prompted to specify all the required information to insert the picture. For more information on the Insert Image feature, see [Image Properties Dialog](#).

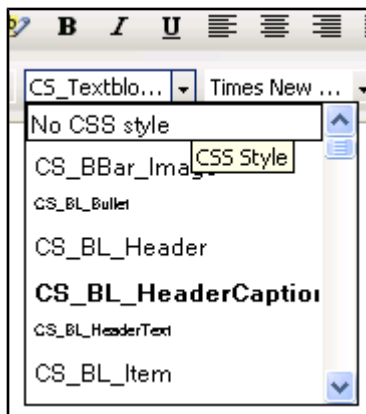


Using Styles

Using Styles consistently is key to maintaining a consistent look and feel all over your website. In the CommonSpot Rich Text Editor, you can use CSS Styles and Formatting Styles.

CSS Styles

The Style drop-down menu displays the available Cascading Style Sheets (CSS) you can choose from to implement styling in HTML:



CSS styles can be made available for text, images, and tables. If you want to set or change the CSS style for specific text, select and choose a CSS style from the drop-down menu in the toolbar.

If you place the cursor inside a paragraph that has CSS styles applied to only certain parts of it, and then select a style from the drop-down menu, the CSS style will be set for all the words in the paragraph, except for the ones that already had a style defined.

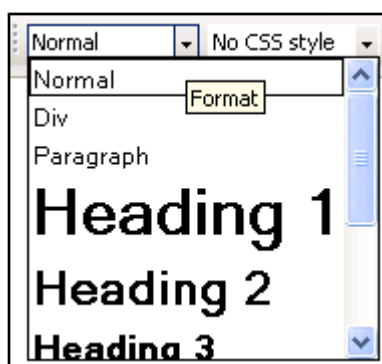
If you place the cursor inside a word within a paragraph, and that word has a CSS style set (Style A), if you apply a new style (Style B), all the words in that paragraph that were formatted with Style A will switch to Style B (all

these words were included in the same CSS style tag – a `<SPAN>` tag). This feature saves time because you don't have to repeatedly select text and apply styles within a paragraph.

Tip: For predictable text appearance and efficient HTML, try not to make repeated style changes to a particular section of text. Repeated style changes create overly-complex HTML code and can produce unexpected display results in the Mozilla/Firefox browser. To manage the CSS styles more efficiently, use the [Tag Selector](#) to easily select and remove unnecessary `<SPAN>` tags (corresponding to already-set CSS styles) from the code.

Applying Formatting Styles

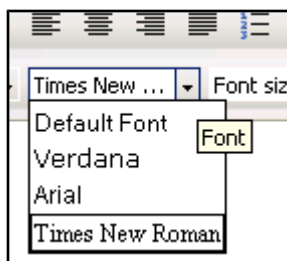
The Format drop-down menu contains some classic heading and formatting tags that you can apply to your text:



If you want to apply a specific heading tag, first select the text or place the cursor inside it. Then choose a heading tag from the Format drop-down menu in the toolbar. The heading is set for the entire paragraph containing the current selection. If that paragraph already has a heading tag, the new one replaces it.

Font Face

The Rich Text Editor allows you to change the fonts for your text by selecting from the Font drop-down menu available in the toolbar



Note: You can modify the default font list in a configuration file.

The automatic selection of the current font is a feature that allows you to easily find out what font a particular word or text has just by selecting it or by positioning the cursor inside it.

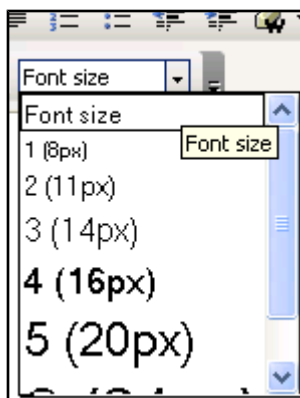
If you select text with more than one font applied (to different words), no font will be displayed in the Font drop-down menu.

When changing the font for a selection that has multiple fonts applied, all of the selected text will be set to have the new selected font. Note that this behavior is different from the way CSS styles behave.

When a CSS style containing references to new fonts is imported into a document, those new styles will appear in the Font drop-down menu.

Font Size

You can change font size by selecting the text and choosing a size from the Size drop-down menu available in the toolbar:



The size change affects the selected text. By default, the text size is set to 14 pixels. The text sizes are similar to the ones used by the most word processors, including Microsoft Word and OpenOffice.

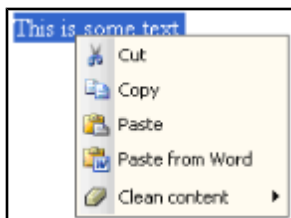
The current font size will be automatically selected in the Size drop-down menu. To see what size a specific text is, simply select the text or click inside it, and then check out the font size drop-down menu.

However, if a text selection has more than one font size applied, a size will no longer be displayed in the drop-down menu.

When changing the size of a text selection that has multiple sizes applied, they will all be replaced by the new size.

Right-click Operations for Text Selection

If you select some text in the Rich Text Editor's editable region and right-click it, a pop-up "contextual" menu will be displayed containing the available action options:



The text contextual menu provides the following operations:

- **Cut** – Remove the selected text from the page and place it on the clipboard. This menu entry performs the same action as the [Cut](#) command in the toolbar.
- **Copy** – Copy the selected text to the clipboard and leave it on the page as well. This menu entry performs the same action as the [Copy](#) command in the toolbar.
- **Paste** – Replace the selected text with the content from the clipboard (or if there is no selection, simply place the content at the cursor location). If no content is on the clipboard, the Paste option is disabled. This menu entry performs the same action as the [Paste](#) command in the toolbar.
- **Paste from Word** – Replace the current selection with clipboard content that has been copied from Microsoft Word. Whenever you try to paste content from Word, you will be asked if you want to clean it first of all the formatting tags that are specific for Microsoft Word. You can think of the Paste from Word command as a combination the Paste command and the Clean Word Markup command. If the content you copied from Microsoft Word includes images, when you paste it in the Rich Text Editor area you'll notice that images are replaced by a generic placeholder so that you will not lose track of them and their position. This way you can easily upload and then insert the needed images in the page.
- **Clean content** – This sub-menu expands on hover. Read about its role and the three options [here](#).

As you might have noticed, the [right-click contextual menus](#) group together related options that are often used, and can save a considerable amount of time.

Working with Images in the RTE

This section contains information in the following segments:

- [Image Properties](#)
- [Set Image Properties](#)
- [Remove Images](#)
- [Right-Click Options for Images in the RTE](#)
- [Image as Link](#)
- [Rescan Image Size](#)
- [Shortcut Keys](#)

Image Properties

The Image Properties dialog is one of CommonSpot's common dialogs that is available from any element that renders an image (image grid, text-around-an-image, the Rich Text Editor, and so on) or directly from the [Image Gallery](#).

This dialog provides a convenient and common interface for managing the properties of an image. From this dialog, contributors can:

- Upload an initial image for an element
- Replace the image with another image

- Edit the current image by uploading a new version of the element (not this is different than uploading an entirely new image)
- Specify a rollover image (optional)
- Specify the image's display size
- Specify the image's alignment
- Specify the image's Alt text, which is necessary in order to built accessible sites
- Specify a link target when the user click and/or rolls over the image

Depending where the Image Properties dialog was invoked, it may or may not display all of the fields shown below. For example Rollover Image option is not available from this dialog when invoked within the Rich Text Editor, the option for specifying a is not provided.

When no image is specified, the contributor is prompted to either upload a new image or select an image from the existing Image Gallery.

Clicking the Choose button displays the Image Gallery dialog, allowing the user to choose an image from a gallery of "public" uploaded images or any image previously uploaded by the current user. Clicking the New button displays the [Upload New Image](#) dialog, allowing the user to upload an image that is stored locally to the server, and include it in the Image Gallery (either for public or private use). If an image had been previously specified, the Image Properties dialog renders in a slightly different fashion, showing a an image preview in the left side panel with property information.

Image Properties

Please specify the source of the image and its rendering properties below.

Image: (displayed at original size) /demo/academics/images/lock.png

Rollover Image: Not specified.

Image Size:

Original Size: (18 x 19)
 Scaled Size: (18 x 19)
 Border Size: 0
 Vertical Space Around Image: 0
 Horizontal Space Around Image: 0

Image Alignment: Default

Alternate Image Text (Flyover Text):
 lock

Link:

URL:
 Description:
 Mouseover Action:

☐ Check Spelling

Save Cancel

In addition to [Choose](#) and [New](#) buttons, the Edit option invokes the [Edit Image Properties](#) dialog for uploading a new version of the image.

Note: There is an important difference between uploading a new image via the New button and uploading a new version via the Edit button. CommonSpot tracks versions of an image and when a new version is uploaded all reference to the image will show the new version.

The Image Properties dialog displays the following sections:

Roll Over Image

You can choose to have a second image render when a viewer “rolls-over” the image with the mouse. Specify the image in the same manner as the primary image, by selecting an image from the Image Gallery or upload a new image file. When you have an image on a page (a “primary” image), you can specify a second image to use for “rollovers.” A rollover image appears whenever a visitor hovers the mouse cursor over the primary image. Whenever the visitor moves the mouse cursor off the rollover image, it reverts back to the primary image. You can specify a rollover image, from the Image Properties dialog, shown below. This wizard will take you through a second round of image selection.

When you have entered an image file name, click Next to go on to the Image Size dialog, where you specify the size the image will appear on the Web page.

Image Size

The settings that are related to the sizing of the image are conveniently displayed in the wizard window, settings such as original size, scaled size, border size, vertical spacing and horizontal spacing around image. To edit any of these settings, click the ‘Edit...’ button next to the ‘Image Size’ section. This will invoke the Image Size dialog. Once you have made your edits, click the ‘OK’ button to continue.

If you have uploaded an image using a version of CommonSpot prior to v3.1 and your image size is unknown or has a width or height of 0 pixels, it is also recommended that you click the ‘Rescan Image Size’ button. This will ensure that the size of the image is properly obtained from the image. This step is should not be necessary if you are using CommonSpot 3.1 or above.

Alternate Image Text (Flyover Text)

Enter copy to display when a user “flies” or “rolls-over” the image with the mouse.

Text entered here displays in a box on mousover. You can leave this blank or enter short descriptive text. Sites adhering to Section 508 Accessibility standards, should always use Alternate Image Text.

Link

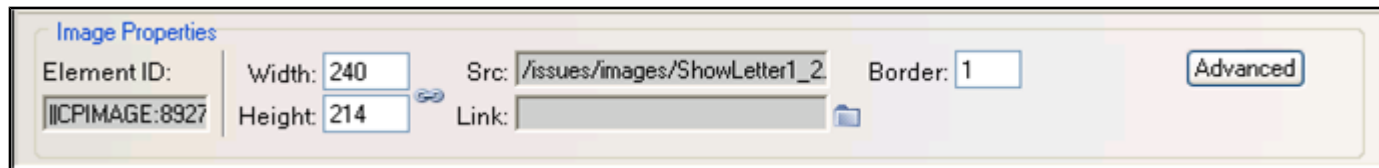
You can link the image, just like any other link (bullet item, text, and so on) to an existing Web page or document (file), a new Web page to be created, a new document or file to be uploaded, or you can choose to not link at all.

While still in the Image Properties dialog, click on the Edit button in the Link Section. This will open the [Insert Image](#) dialog where you can select the appropriate link type – existing page or file, new page from template, new uploaded file, an image, e-mail link, scheduled element or no link.

Set Image Properties

The Image Properties panel is displayed when you click an image inserted in your page. It corresponds to the tag in the Tag Selector.

The Image Properties panel has two views, Simple and Advanced. The Simple view is the default, as shown below:



To configure this panel, follow the instructions below:

In the Element ID text box enter a unique identifier for the element (image) on the page.

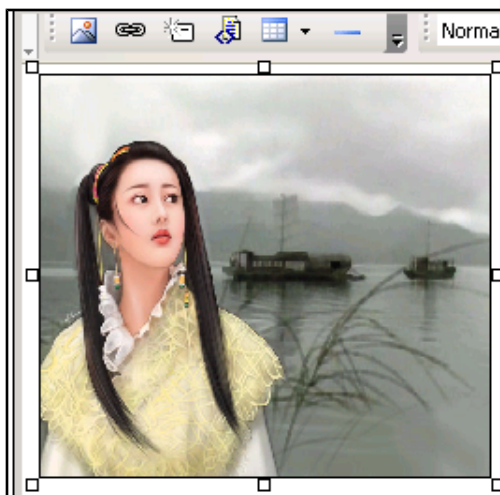
In either the Width or Height text box, specify a new value for the selected image (in pixels). If you specify either width or height but not both, and leave the Constrain control active (indicated by the “unbroken chain” symbol ) , CommonSpot will automatically calculate the other value so that the image retains its original proportions.

If you enter a value in either the Height or Width text box and the Constrain control is inactive (indicated by the “broken chain” symbol ) , CommonSpot leaves the other dimension unchanged

You can toggle the Constrain control between active (unbroken) and inactive (broken) by clicking it.

Note: If you supply values for both height and width, or if you supply one of these values when the Constrain control is inactive (indicated by the broken chain symbol ) , the proportions of your image will change – it will be stretched or compressed in width or height. This result is usually undesirable because it can significantly reduce the image quality and make it look unnatural. To keep the original size of the image, always activate the Constrain control , or leave the Width and Height text boxes values unchanged.

You can also resize the image without using the Image Properties panel. Simply select the image from within the Rich Text Editor and drag the resize handles:

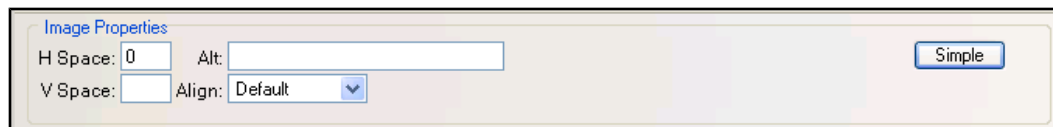


The Src text box displays the path on the remote server to the source image file. If you click the 'Browse for Image' button on the right, the Remote File Explorer is displayed, allowing you to replace the selected image with a new one.

In the Link text box, enter a URL to a Web page or to a document on your remote server or use the 'Browse for File' button. When a visitor clicks the image, he or she will be redirected to that page or document.

In the Border text box enter the thickness (in pixels) of the border that you want displayed around the image. The default value is 0 (no border is displayed).

Advanced view – displays when you click the Advanced button in Simple view (the button then toggles to Simple):

The image shows a software interface titled "Image Properties". It contains four input fields: "H Space:" with the value "0", "Alt:" which is empty, "V Space:" which is empty, and "Align:" with a dropdown menu showing "Default". To the right of these fields is a button labeled "Simple".

To configure this panel, follow the instructions below:

By clicking the Advanced button (displayed in Simple view), the Image Properties panel switches to the Advanced view for setting additional attributes for the selected image.

In the H Space (Horizontal Space) text box, specify the horizontal space (in pixels) between the image and the other page elements (images, table borders, text) to its left and right. These other page elements can be present or can be added later, and they will not get closer to the image than the horizontal space setting allows. The default value is 0 (zero).

In the V Space (Vertical Space) text box, specify the vertical space (in pixels) between the image and the other page elements (images, table borders, text) above and below it. These other page elements can be present or can be added later, and they will not get closer to the image than the vertical space setting. The default value is 0 (zero).

In the Alt(Alternative) text box enter the alternative text to be displayed when the viewer hovers a mouse cursor over the image on the screen. You can leave this blank or enter short descriptive text. On sites adhering to Section 508 Accessibility standards, you should always use Alternate Image Text.

The Align drop-down menu contains the options for positioning the image relative to the other page elements:

- Default
- Baseline
- Top
- Middle
- Bottom
- Text Top
- Absolute Middle
- Absolute Bottom
- Left
- Right

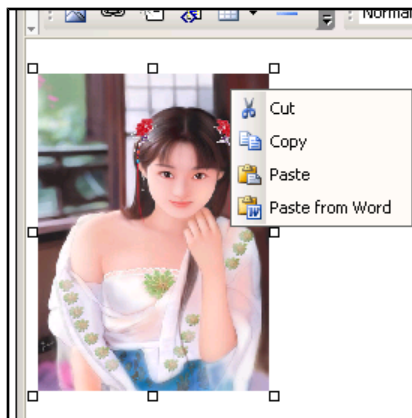
By clicking the Simple button (displayed in Advanced view), the Image Properties panel will switch to the Simple view.

Remove Images

Image files can be removed from the Rich Text Editor's editable region. To remove an image inserted in your page, select it and press the 'Delete' key.

Right-Click Options for Images in the RTE

If you select an image in the editable region of the Rich Text Editor and right-click it, a pop-up menu appears with the available action options:



The image contextual menu provides the following operations:

- Cut
- Copy
- Paste
- Paste from Word

Resize Image – this option becomes enabled only after you change the dimensions of the image in the Image Properties panel. It will modify the dimensions of the original image to the values you enter.

Image as Link

The Link section of the Image Properties dialog allows you to specify whether your image will also function as a hyperlink, and whether you want to include a mouseover action. You can have your image link to either a Web page or to a file in another format (such as a Microsoft Word or Excel document). In the latter case, CommonSpot will display the file in its native format.

To make the image function as a hyperlink, click the 'Edit' button to the right of Link. This will bring up the Insert Link dialog, where you can also define Mouseover behavior. For more information, see [Insert Link](#).

Choose the type of link you want and click 'Next'. Follow the instructions in each subsequent dialog. When complete, click 'Finish' to complete creation of the link. You will be returned to the Image Properties wizard where the URL information for the link is displayed, as shown below.

Image Properties

Please specify the source of the image and its rendering properties below.

Image: /demo/campuslife/images/studentlife_4.jpg Choose... New...

Image Size: Edit... Rescan Image Size

Original Size: (965 x 338)
 Scaled Size: (965 x 338)
 Border Size: 0
 Vertical Space Around Image: 0
 Horizontal Space Around Image: 0

Image Alignment:
 Default

Alternate Image Text (Flyover Text):
 student life

Link: Edit...

URL: /demo/campuslife/activities.cfm
 Description: Campus Activities
 Mouseover Action:

☐ Check Spelling Save Cancel

Rescan Image Size

Clicking the 'Rescan Image Size' button will ensure that the file size of the image is small enough to be appropriate for display on a web page. Images with large file sizes can slow down the performance of your Web page. Upon completion, click 'Finish' to return to the Web page.

Note: You cannot make an image larger than it is—you can only make it smaller. Making an image larger than the original adds artifact and results in a poor quality image.

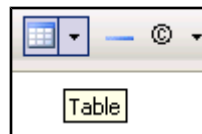
Working with Tables

This section contains information on the following topics:

- [Inserting Tables](#)
- [Editing Tables](#)
- [Setting Table Properties](#)
- [Setting Row Properties](#)
- [Setting Cell Properties](#)
- [Removing Tables](#)
- [Right-Click Options for Tables](#)

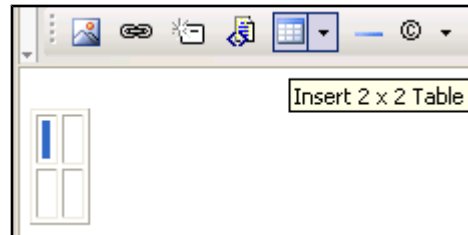
Inserting Tables

You can insert a table in your page by clicking the 'Table/Insert 2x2 Table' button on the toolbar:



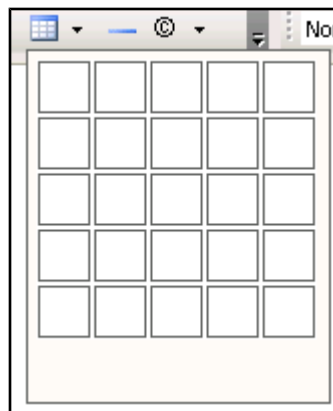
The button has two areas:

If you click the icon (on the left), a 2x2 table is inserted into the page. This is the default Rich Text Editor table, having 2 rows and 2 columns.

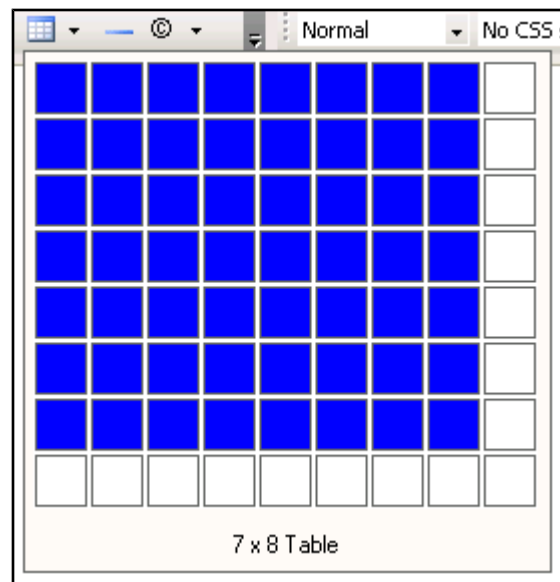


Note: The default column width is wide enough for a space character to fit it, and the default rows' height is tall enough for the mouse cursor to fit inside

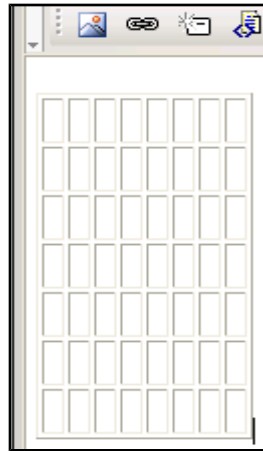
If you click the arrow displayed on the right, the visual row/column selector will pop-up:



The selector window is expandable , so you can move the cursor up and down, to the right and to the left, to establish the table's dimensions in rows and columns (the respective area will became blue):



Once you decided on the table's size, the table will be inserted in your page:



Editing Tables

This section describes the Properties Panels corresponding to tables. The Rich Text Editor provides them to allow you to customize the tables inserted on the page:

- [Set Table Properties](#)
- Set Row Properties
- [Set Cell Properties](#)

To learn about the contextual (right-click) table menu, read [here](#).

Setting Table Properties

The Table Properties panel is displayed when you select a table by clicking <TABLE> in the Tag Selector or its associated glyph (a graphical symbol  that shows on the very top, left corner, when the mouse is above the table)

The Table Properties Panel has two views: Simple View and Advanced View

Simple View – it is the default one:

Table Properties						
Element ID:	Width:	CellPad:	Border:	Header Rows:	Advanced	
		2	1			
	Height:	CellSpace:	H Align:	Footer Rows:		
		2	Default ▼			

To configure this panel, follow the instructions below:

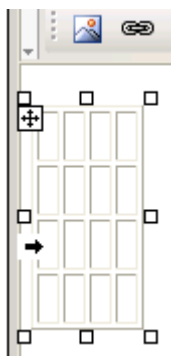
In the Element ID text box enter a value to uniquely identify the table on the page.

In the Width text box specify a new width for the table. The width can be given in either number of pixels or percentage of the page width. If you enter the width in pixels and the value is greater than 1,000, a pop-up window will display the error message: "The value must be lower than 1,000."

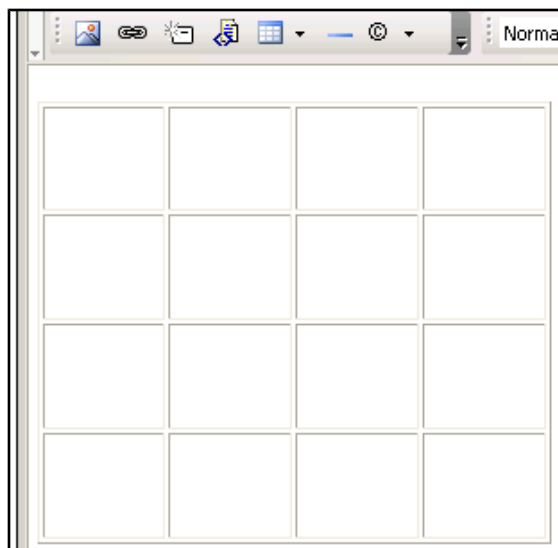
The default width of the table is rather tight (each column expands wide enough for the space character to fit inside).

In the Height text box, specify the new height of the table. The height can be given in either number of pixels or percentage of the page height. If you enter the height in pixels and the value is greater than 1,000, a pop-up window will display the error message: "Value too big! Must be less than 1,000." Usually though, the table height is not set because it changes (increases) anyway as you type text in the table cells. The default height of the table is rather short (each column expands deep enough for the mouse cursor to fit inside).

Note: Table handles show once a table is selected. Select a table by clicking its associated glyph (symbol that shows on the very top, left corner, when the mouse is above the table). Notice how the mouse cursor shape changes:



You can manually modify the table's dimensions by pulling its handles:



In the CellPad text box, specify the number of pixels between a cell's content and the cell's borders (cell padding). The default value is 2.

In the CellSpace text box specify the number of pixels between adjacent cells (cell spacing). The default value is 2.

In the Border text box enter the thickness (in pixels) of the border that you want displayed around the table. The default value is 1. To make the border invisible, set this attribute to 0.

Note: When the table border becomes invisible, the inside cell borders also become invisible.

The H Align drop-down contains the options for the horizontal alignment of the table relative to the page:

- Default
- Left
- Right
- Center

In the Header Rows text box, enter the number of rows that you will use as the table header. They will be included in the `<thead></thead>` tag

In the Footer Rows text box, enter the number of rows that you will use as the table footer. They will be included in the `<tfoot></tfoot>` tag.

Note: Think of a table as having three categories of rows: header, body, and footer. There cannot be header rows without footer rows. So if you enter any numeric value for the header, the footer field is auto-filled with the value 1. If you enter any numeric value for the footer, the header field is auto-filled with the value 1. At least one row must correspond to the table body.

Advanced View – displays when you click the 'Advanced' button in Simple view (the button then changes its label to Simple):

To configure this panel, follow the instructions below:

By clicking the 'Advanced' button (displayed in Simple view), the Table Properties panel will switch to the Advanced view. You will be offered the possibility of setting advanced options in the current table.

In the Caption text box, enter the text that you want displayed as the table caption. The <caption></caption> tag is included in the <table></table> tag.

In the Summary text box enter the value for the summary attribute.

The Caption Position drop-down menu contains the options for the caption position relative to the table (and its height):

Top – the caption will be displayed above the table

Bottom – the caption will be displayed below the table

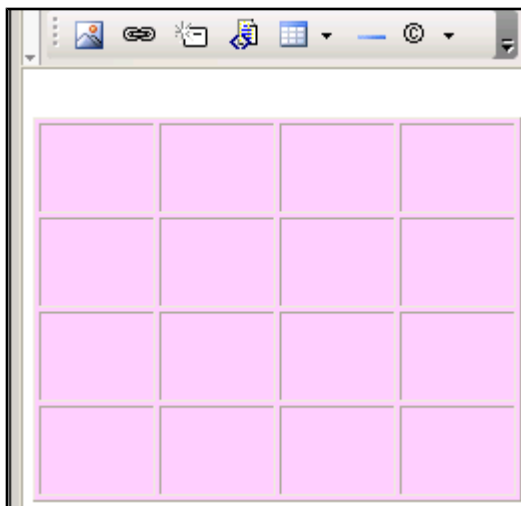
The Caption Align drop-down menu contains options for the horizontal alignment of the caption relative to the table (and its width):

- Left
- Right
- Center

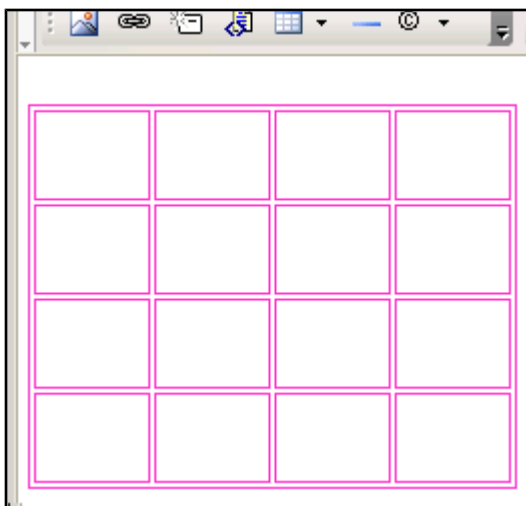
With the Bg Text box you can set an image as the table background. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the 'Browse for Image' button to select an image from the server:

Note: Be careful not to stretch the image vertically or horizontally, because the graphic will not be automatically resized to the table's dimensions.

With the Bg Color text box you can set the desired background color for the table. You can enter the hexadecimal code of the color in the text box or you can use the 'Color Palette' button:



1. In the Brdr Color text box you can set the desired border color for the table. You can enter the hexadecimal code of the color in the text box or you can click the 'Color Palette' button:



2. By clicking the 'Simple' button the Table Properties panel will switch to Simple view. You will be offered the possibility of setting various options for the currently-selected table.

Setting Row Properties

The Row Properties panel is displayed when you select at least two cells on the same table row, when you click the associated glyph (the selector symbol), or when you select the <TR> tag in the Tag Selector:

To configure this panel, follow the instructions below:

In the Element ID text box enter the value for the ID attribute. It will uniquely identify the table row on the page.

The H Align drop-down menu contains the options for the horizontal alignment of the row's content:

- Default
- Left
- Right
- Center

The V Align drop-down menu contains the options for the vertical alignment of the row's content:

- Default
- Top
- Bottom
- Baseline
- Middle

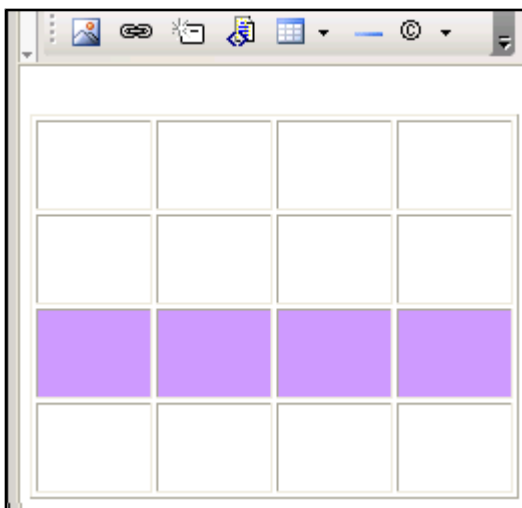
If the No Wrap option is checked, each paragraph in the current row will be displayed on a single line.

If the Header option is checked, the content from the current row will be formatted as bold and centered (header style).

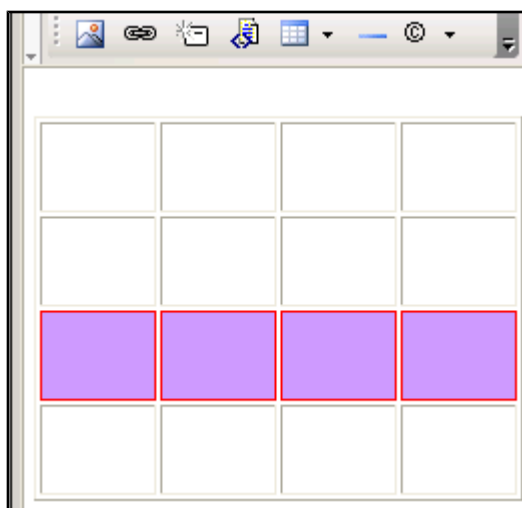
With the Bg text box you can set an image as the row background. You can either enter the full path (URL) to the image previously uploaded on the remote server or you can click the 'Browse for Image' button to select an image from the server:

Note: Be careful not to stretch the image vertically or horizontally, because the graphic will not be automatically resized to the row's dimensions

With the Bg Color text box you can set the desired background color for the selected row. You can enter the hexadecimal code of the color in the text box or you can click the 'Color Palette' button:



With the Brdr Color text box you can set the desired border color for the selected row. You can enter the hexadecimal code of the color in the text box or you can click the 'Color Palette' button.



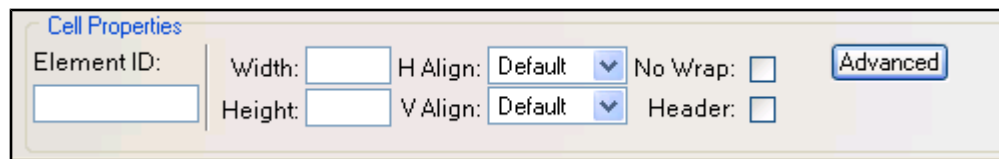
Note: Each cell of the selected row is bordered in that color, not just the table row.

Setting Cell Properties

The Cell Properties panel is displayed when the cursor is placed inside a table cell or when the `<TD>` tag is selected in the Tag Selector.

The Cell Properties panel has two views: Simple View and Advanced View.

Simple view – (default):

The screenshot shows the 'Cell Properties' panel with a light beige background. At the top left, the title 'Cell Properties' is in blue. Below it, there are four input fields: 'Element ID:' with an empty text box, 'Width:' with an empty text box, 'Height:' with an empty text box, and 'H Align:' with a dropdown menu showing 'Default'. To the right of these are two checkboxes: 'No Wrap:' and 'Header:', both of which are unchecked. Further right is an 'Advanced' button with a blue border. The panel has a thin black border.

To configure this panel, follow the instructions below:

In the Element ID text box, enter a value to uniquely identify the table cell on the page.

In the Width text box specify the width of the table cell where the cursor is placed (it will become the width of that respective table column). The width can be given in either number of pixels or percentage of the whole table's width.

If you enter the width in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000."

In the Height text box specify the height of the table cell where the cursor is placed (it will become the height of that respective table row). The height can be given in either number of pixels or percentage of the whole table's height.

If you enter the height in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000." If you enter the value as a percentage, you will never get this error message. Usually though, the height is not set because it increases automatically as you type text into the table cell.

The H Align dropdown menu contains options for the horizontal alignment of cell content:

- Default
- Left
- Right
- Center

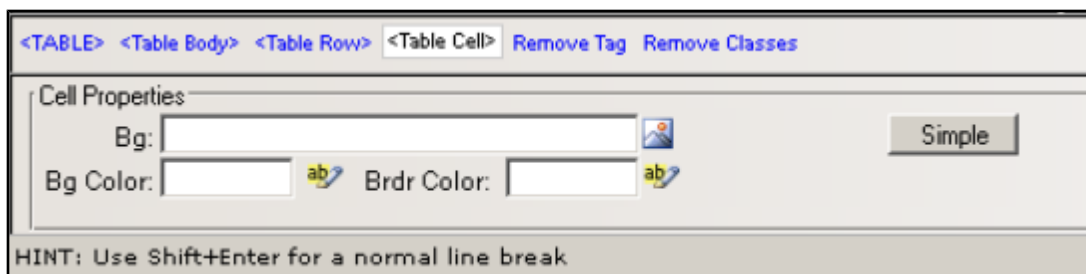
The V Align dropdown menu contains options for the vertical alignment of cell content:

- Default
- Top
- Bottom
- Baseline
- Middle

If you want the text inserted in the current cell to be displayed as a single line, check the No Wrap option. This may widen the cell. If the option is not checked, then the entered text moves down to the next line when it reaches the cell width limit.

If the Header option is checked, the content from the current cell will be formatted as bold and centered (header style).

Advanced view – this view displays when you click the 'Advanced' button in the Simpleview (the button toggles to Simple).

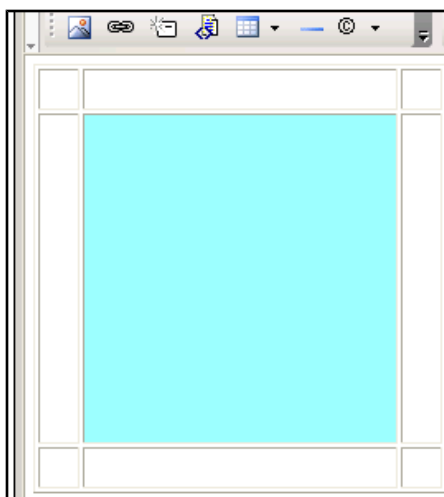


Use the Advanced option to set additional attributes for the currently selected table cell.

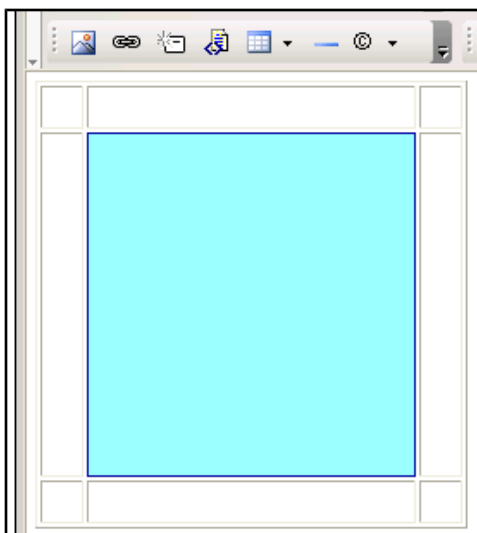
Use the Bg text box to set a background image for the selected cell (where the cursor is placed). You can either enter the full path (URL) to an image previously uploaded on the remote server, or you can click the 'Browse for Image' button to select an image from the server.

Note: Be careful not to stretch the image vertically or horizontally, because the graphic will not automatically resize to the cell's dimensions.

With the Bg Color text box you can set the desired background color for the selected cell. You can enter the hexadecimal code of the color or click the Color Palette button:

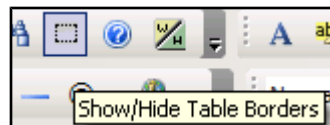


In the Brdr Color text box, you can set the desired border color of the selected cell. You can enter the hexadecimal code of the color or click the Color Palette button:



Show/Hide Table Borders

In many situations, you might want to set a table border to 0 (zero) rendering the border invisible. The Rich Text Editor allows you, as Author or Editor, to view table borders (for further editing) even when they are set to zero (invisible). To make invisible table borders visible to you (not to site visitors), just press the 'Show/Hide Table Borders' button on the toolbar:



Showing the invisible table borders allows you to organize data in a tabular manner. The next two images illustrate the difference between showing and hiding invisible borders:

"Invisible" borders hidden:

Column 1	Column 2	Column 3
List 1	List 2	List 3

"Invisible" borders showing:

Column 1	Column 2	Column 3
List 1	List 2	List 3

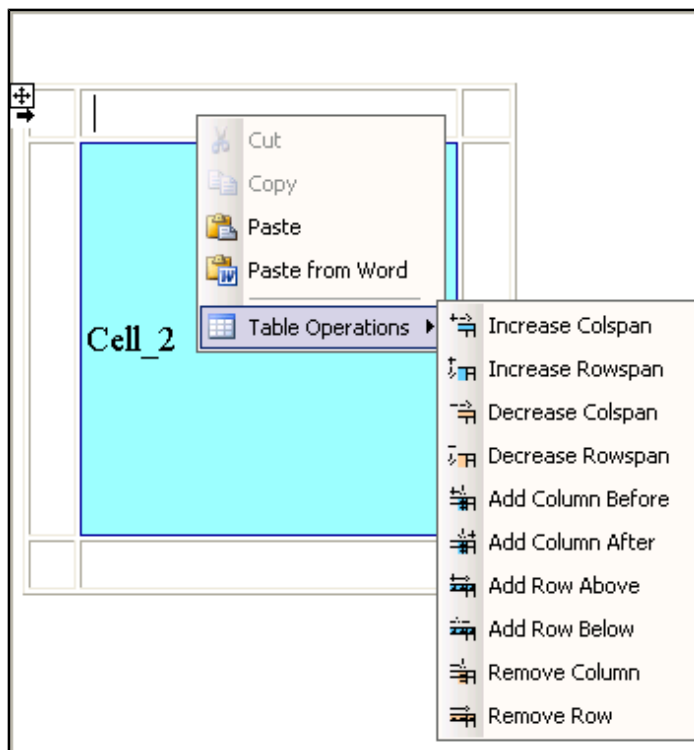
Removing Tables

To remove a table (with all its content) from your page, select it first and then press the 'Delete' key. You can select the table by clicking the glyph or by clicking anywhere inside the table, and then selecting the <TABLE> tag from the Tag Selector. The table handles appear, letting you know that the table is selected.

If you want to remove only a table row or a table column, place the cursor inside it, right-click, and select from the contextual menu what you want to delete.

Right-Click Options for Table

Right-clicking inside a table cell will open a context sensitive menu, with that it expands when you hover the cursor over the Table Operations icon (you don't have to right-click to see the sub-menu). It contains operations related to a table cell:



Increase Colspan – increase the value of the current cell's colspan attribute, merging it with the column cell to the right.

Increase Rowspan – increase the value of the current cell's rowspan attribute, merging it with the row cell below.

Decrease Colspan – split a previously-merged cell into two columns.

Decrease Rowspan – split the previously-merged cell into two rows.

Add Column Before – insert a new table column to the left of the one where the cursor is placed

Add Column After – insert a new table column to the right of the one where the cursor is placed

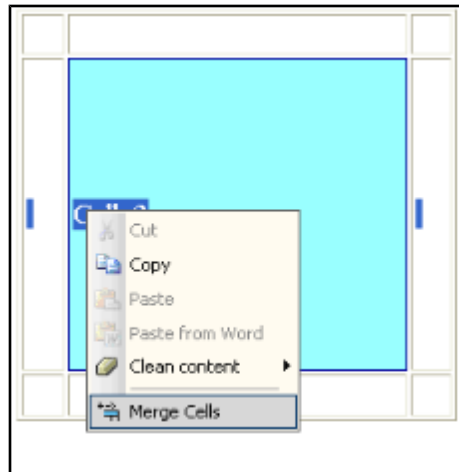
Add Row Above – insert a new table row above the one where the cursor is placed

Add Row Below – insert a new table row below the one where the cursor is placed

Remove Column – remove the table column where the cursor is placed

Remove Row – remove the table row where the cursor is placed

The table row contextual menu includes the Merge Cells operation, which unites the selected cells into one larger cell.

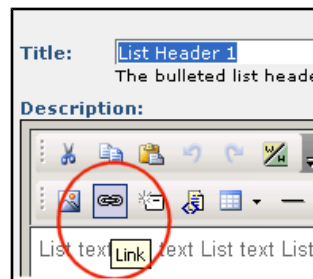


Because the right-click table menus group together related, commonly-used options, and can save a considerable amount of time.

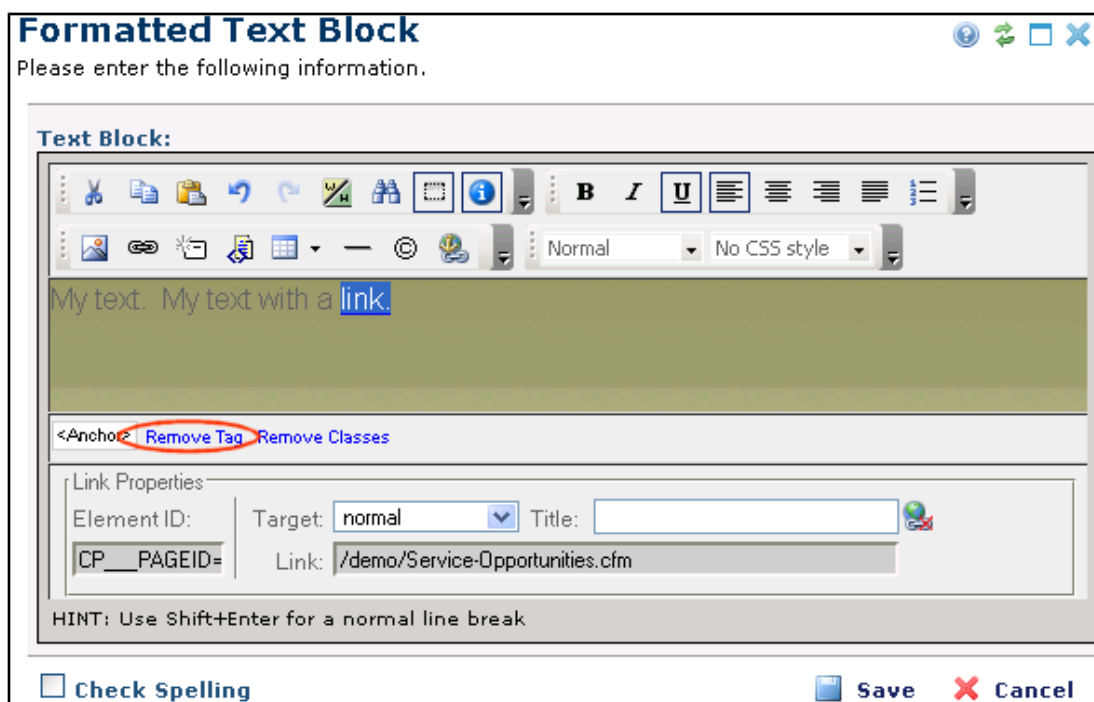
Adding/Removing Hyperlinks

CommonSpot's Rich Text Editor makes it easy to add hyperlinks within text blocks, using the same link wizard used for other elements that support linking.

To insert a link to another CommonSpot page, uploaded document, image, external URL, or other CommonSpot object, simply select the desired text and click the Insert Link icon.



The CommonSpot [Insert Link](#) dialog displays. To remove a hyperlink, select or place the cursor in the linked text and click Remove Tag.



Insert Link

This dialog displays for all CommonSpot operations that support linking, including inserting links to text or images within the Rich Text Editor and adding links to Bulleted Lists, Link Bars, Tab Bars, and other Hyperlink Elements. Use this dialog to create or edit hyperlinks and set link and target attributes.

CommonSpot gives you advanced options for content linking and display. In addition to standard page, image, bookmark, and email address links, you can link to QuickTime movies, Scheduled Elements and uploaded files. You can also define links to new pages and file uploads "on the fly" and assign [Standard Properties](#) or [Custom Properties](#) to new items, to improve link relevancy. CommonSpot manages links created within CommonSpot and provides tools for managing other external links. See [Link Validation](#), [Validating External URLs](#), and [Report of Pages with Broken, Deleted or Unverified Links](#).

This dialog displays in edit mode for existing links, as shown below. Link types that can open in another window or tab include a Link Opening Properties tab.

For Custom Element fields, options here are controlled by the Other Properties settings for the CommonSpot extended URL field type. See New Form Field and Edit Form Field in the Administrator's Reference.

Edit Link

Please choose which of the following link types you wish to insert:

Insert Formatted Text Block Link

Please choose which of the following link types you wish to insert:

Link Action

Mouseover Action

Link Opening Properties

The link's properties are currently set to the following:

Type: No Link

To change the link action, select the appropriate link type below, then specify the action.

Type:

Link to an existing page, or an existing bookmark on page.

Click either the 'Choose from current subsite...' or the 'Choose...' button to select a CommonSpot page, uploaded document or external URL to which you want to link. To link to a particular named portion of the current or selected page, press the 'Bookmark...' button and select the named element.

Display the link with the following properties.

Link Display:

Note: You can define both link action and mouseover action for a single link. For example, you can define the descriptive text that displays in the browser status bar as the Mouseover Action for a page or document link.

Link Action Tab

Use the Link Action tab in the Insert Link dialog to define link targets and behavior. You can create links to existing Web pages or documents (files), pages to be created, or uploaded, images, email addresses, or scheduled Elements. You can also specify no linking.

The first Type field identifies the current file type for this link. The target for the link above is undefined, the one displayed in edit mode below is for an uploaded document.

Edit Link

Please choose which of the following link types you wish to insert:

Link Action

Mouseover Action

Link Opening Properties

The link's properties are currently set to the following:

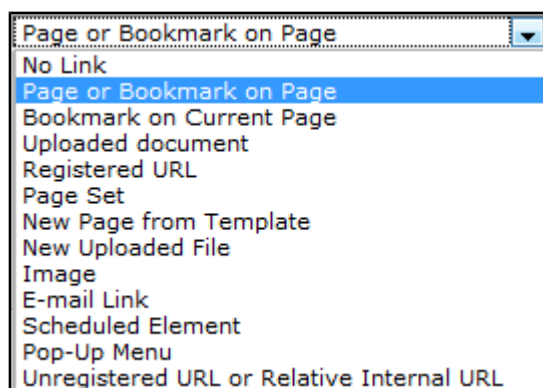
Type: Uploaded Document

Title: Organizational Empowerment

URL: /demo/resources/loader.cfm?csModule=security/getfile&pageid=27025

In Edit mode, the Title displays the link name, and the URL field displays the path to the link target.

The second Type field displays link target options.



- No Link – Do not assign a link. Use this for simple text items or as placeholder text for inserting links later.
- Page or Bookmark on Page (default) – Use this option to link to a CommonSpot page or a bookmark on another page, enabling CommonSpot to manage link content.

To change the link action, select the appropriate link type below, then specify the action.

Type:

Link to an existing page, previously uploaded file or registered URL.

- Bookmark on Current Page – Select this option to insert a bookmark link from the current page, then click the Bookmark button. The [Select Bookmark](#) dialog displays. Choose defined bookmarks from the dropdown or enter a link from the current page.
- Uploaded Document – Use this option to link to an existing uploaded document. For this option, the Choose from current subsite button restricts results to uploaded files.
- Registered URL – Links to an external URL registered for your site. For this option, the Choose from current subsite button restricts results to registered URLs.
- Page Set – Links to a Page Set. Click Choose from current subsite to select from the subsite. Other options let you select page sets from all of your site's page sets.
- New Page from Template – Enables you to create a page for linking. Initiates the [Create Page](#) process.

To change the link action, select the appropriate link type below, then specify the action.

Type:

Create a new web page (by selecting an appropriate template from the template gallery) and link to the new page.

Destination Subsite:

Begin by selecting the Change button. This displays a dialog for selecting the subsite location for the new page. After selecting the subsite, click Next to complete the process of creating a new page.

- **New Uploaded File** – Use this option to link to a Word, PowerPoint, PDF or other uploaded file or document. Selecting this option and clicking Insert Link displays the Upload New Document dialog for initiating the document upload process.
- **Image** – Links to an image. Selecting Link to Image and clicking Next displays the [Image Properties](#) dialog for uploading a new image file or linking to an image already available at your site. Choosing this option gives you the additional option of displaying the linked image in a new window.
- **Email Link** – Selecting this option displays an email field. Enter a valid email address.

To change the link action, select the appropriate link type below, then specify the action.

Type:

Create a link for sending e-mail.

E-Mail:

Please enter the recipient's email address (i.e. jsmith@companyname.com)

- **Scheduled Element** – If a Scheduled/Personalize Element exists on the page, you can set criteria that must be fulfilled before CommonSpot displays this Element. You can also specify the last date for displaying the Element.
- **Pop-up Menu** – Displays a popup menu for this link. The pop-up menu must already exist. See [Manage Popup Menus](#) and [Start New Pop Up Menu](#).

To change the link action, select the appropriate link type below, then specify the action.

Type:

Create a link that will trigger the display of a pop-up menu.

Pop-Up Menu:

- **Unregistered URL or Relative Internal URL** – Link to a page using either an absolute link (for example, <http://www.paperthin.com>) or a link relative to this page on this site (for example, [../about/index.cfm](#)) if you are using a relative URL, you can use an input field for free-form entry of the target URL.

To change the link action, select the appropriate link type below, then specify the action.

Type:

Enter the full URL of an external page or document, or the relative URL of an internal page or document to which you want to link. External URLs must specify 'http://' or another protocol specifier. Please note that URLs provided here are not automatically updated when pages are moved or renamed.

Once you select or a link type, you have the following options for creating a link target.

Click the Choose from current subsite button to select a page or object from this subsite. CommonSpot returns results based on link type.

Click the Quick Find button to use a [simple search](#) to locate a link target.

Click the Advanced Search button to [build a search query](#) to find a link target.

Click the Saved Search button to choose from your [saved searches](#) to set a link target (you must first create saved searches).

Click the Bookmark button to [select a bookmark](#) from existing bookmarks or to manually define new ones.

Mouseover Action Tab

Once you define a link, you can optionally add a mouseover effect. Choose from the following.

The screenshot shows the 'Insert Link' dialog box with the 'Mouseover Action' tab selected. The dialog has a title bar with a help icon, a refresh icon, and a close icon. Below the title bar are two tabs: 'Link Action' and 'Mouseover Action'. The 'Mouseover Action' tab contains three options, each with a checkbox and a text description:

- ☐ **Show Status Bar Text:** [text input field]
- ☐ **Show Scheduled Element**
Trigger the display of a scheduled element on the current page.
- ☐ **Show Pop-Up Menu**
Trigger the display of a pop-up menu.

At the bottom right of the dialog are three buttons: 'Prev' (with a left arrow icon), 'Save' (with a floppy disk icon), and 'Cancel' (with a red X icon).

Options in this dialog box tell CommonSpot to:

- **Show Status Bar Text** – Sets the text that appears in the browser's bottom margin when a user places the mouse over the link. Enter a descriptive text string.
- **Show Scheduled Element** – For Scheduled Element links, displays the Scheduled Element on mouseover.
- **Show Pop-Up Menu** – For popup menu links, displays the predefined popup menu on mouseover.

Link Opening Properties

For link types that can open in another window, the Insert Link dialog displays a Link Opening Properties tab with options for tab or window display, and size, position, and other options.

Note: Insert Link options contained in forms or Elements customized for your site may show or hide fields. See New Form Field in the Administrator's Reference for details.

Insert Formatted Text Block Link

Link Action Mouseover Action **Link Opening Properties**

☒ **Open link in current window, replacing current page**

☐ **Open link in a new tab or window**

Save **Cancel**

Optionally check Open link in a current window, to replace the visitor's current page.

Selecting Open link in a new tab or window displays the following additional options. Deselecting Always open a new pop-up window opens the link in a new tab.

Name: By default the new tab takes the page title. Optionally specify an alternate tab label. For new windows this is required. Enter an identifier for this window. The name you enter displays in the window title bar.

☒ **Open link in a new tab or window**

☒ **Specify name for tab or window (Advanced)**

Name:

Select Always open a new pop-up window to render your link in a new window instead of a new tab. You can set the following attributes for the popup window. Position and size values display in pixels. The image below displays initial default settings.

☒ **Always open a new pop-up window**

Top: Left:

Width: Height:

☒ **Toolbar** ☒ **Menubar**

☒ **Location** ☒ **Scrollbars**

☒ **Directories** ☒ **Resizable**

☒ **Status**

Set window size and enable/disable controls for a secondary window, keeping in mind the monitor sizes and screen resolution standards for your site's visitors.

Top: Required. Enter a value in pixels for the top offset for the window. Left: Required. Enter a value in pixels for the left offset for the window.

Width: Enter a value in pixels for window width. Height: Enter a value in pixels for window height.

Toolbar: Whether browser navigation or bookmark toolbars display in this window.

Location: If checked, the browser displays its location bar. (The location bar is where you type Web addresses.)

Directories: If checked, the browser displays its directory buttons.

Status: Whether mouseover, link, or other information displays in the status bar.

Menubar: Whether browser menu options display in the new window.

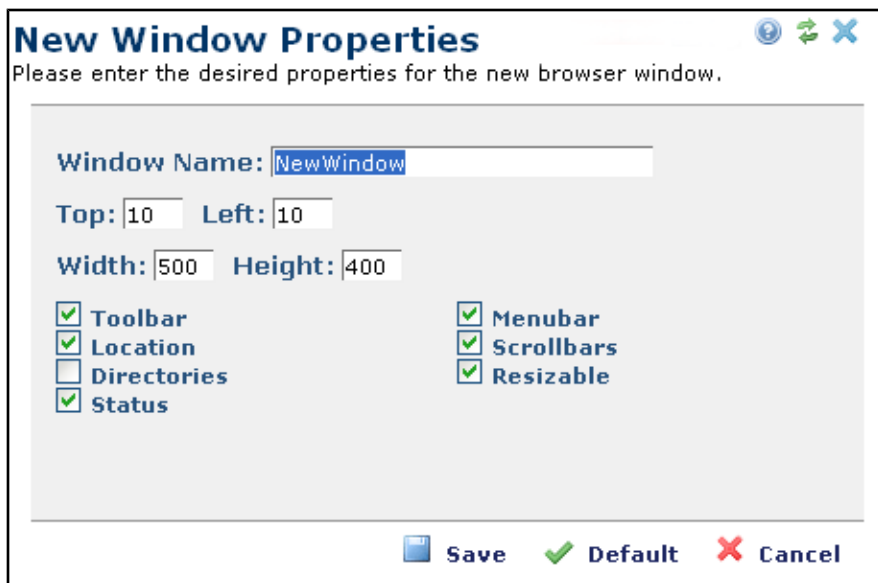
Scrollbar: Whether the new browser window is scrollable. Enable this option if the new window contains content that extends beyond the length of a single window.

Resizable: Whether the new window displays at a fixed size or is resizable.

Click **Save** to keep window setting or **Cancel** to exit without saving. Click **Default** to reset the window to the original default settings shown above. These settings launch your linked content in the upper left corner of the browser window with all of the window controls available.

New Window Properties

Use this dialog to set attributes for link targets defined to display in a secondary window. This option appears when you check **Open link in new window** and click the **New Window Properties** button in the [Insert Link](#) dialog. Position and size values display in pixels. The image below displays initial default settings.



New Window Properties
Please enter the desired properties for the new browser window.

Window Name:

Top: **Left:**

Width: **Height:**

☒ Toolbar	☒ Menubar
☒ Location	☒ Scrollbars
☐ Directories	☒ Resizable
☒ Status	

Use this dialog to set size and to enable/disable controls for a secondary window, keeping in mind the monitor sizes and screen resolution standards for your site's visitors.

Window Name: Required. Enter an identifier for this window. The name you enter displays in the window title bar.

Top: Required. Enter a value in pixels for the top offset for the window. **Left:** Required. Enter a value in pixels for the left offset for the window.

Width: Enter a value in pixels for window width. **Height:** Enter a value in pixels for window height.

Toolbar: Whether browser navigation or bookmark toolbars display in this window.

Location: If checked, the browser displays its location bar. (The location bar is where you type Web addresses.)

Directories: If checked, the browser displays its directory buttons.

Status: Whether mouseover, link, or other information displays in the status bar.

Menubar: Whether browser menu options display in the new window.

Scrollbar: Whether the new browser window is scrollable. Enable this option if the new window contains content that extends beyond the length of a single window.

Resizable: Whether the new window displays at a fixed size or is resizable.

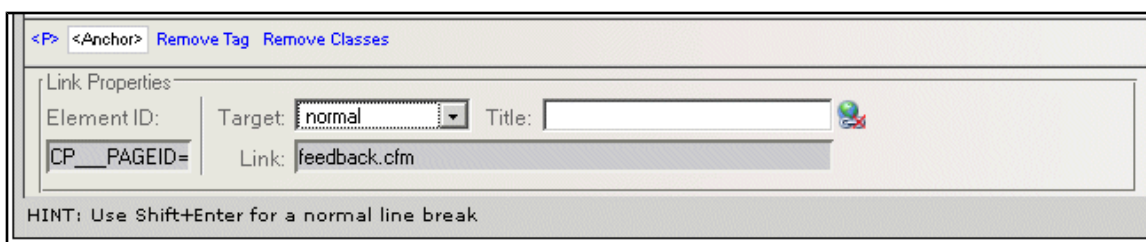
Click **Save** to keep window setting or **Cancel** to exit without saving. Click **Default** to reset the window to the original default settings shown above. These settings launch your linked content in the upper left corner of the browser window with most window controls available.

Hyperlink Properties

Selecting or clicking inside link within the Rich Text Editor displays **Link Properties**, which correspond to the `<Anchor>` tag in the **Tag Selector**.

Note: If you want to edit link properties for a link applied to an image, selecting the image opens the **Image Properties** panel, not the **Link Properties** panel. To configure an image link, click the `<Anchor>` tag in the **Tag Selector**.

Clicking [Remove Tag](#) deletes the link associated with the current selection (text, or image).



As shown above, the ID and Link URL fields are read-only. To change the Link, simply click the **Insert Link** icon from the toolbar. The other editable fields for links include:

- **Target** – Specifies the target of the link URL. Pick from the following drop-down options for defining the window that will display the linked content:
 - normal
 - new window
 - current window
 - current frame
 - parent frame
 - custom target – if you organize your page in frames, enter the name of the frame where you want the link to open.
- **Title** – Enter a Tool Tip to display on mouseover (in most common browsers).

Insert Anchor

Sometimes you want to link to a specific part of a Web page instead of linking to the entire page. To insert a spot on a page that you can hyperlink to, use the **Anchor** icon.



Clipboard Operations

Although you are probably familiar with the clipboard operations Cut, Copy, and Paste, they are described below.

Note: For security reasons, both Mozilla-based browsers and Chrome disallow these operations unless you first configure the browser to explicitly grant access to the clipboard. You can easily install helper extensions to support clipboard functions in both browsers:

For Mozilla-based browsers, see support information at mozilla.org, consult your system administrator, or review this article (requires login):

<http://community.paperthin.com/articles/2010/03/15/firefox-paste-into-rte.cfm>

If you are using Chrome, the first time you use the RTE CommonSpot automatically prompts you to download and [install](#) the Paperthin Chrome extension. To avoid the interruption in work this may cause, create an instance of cut, copy, or paste to download and install the extension in advance of using the RTE and clipboard for real work.

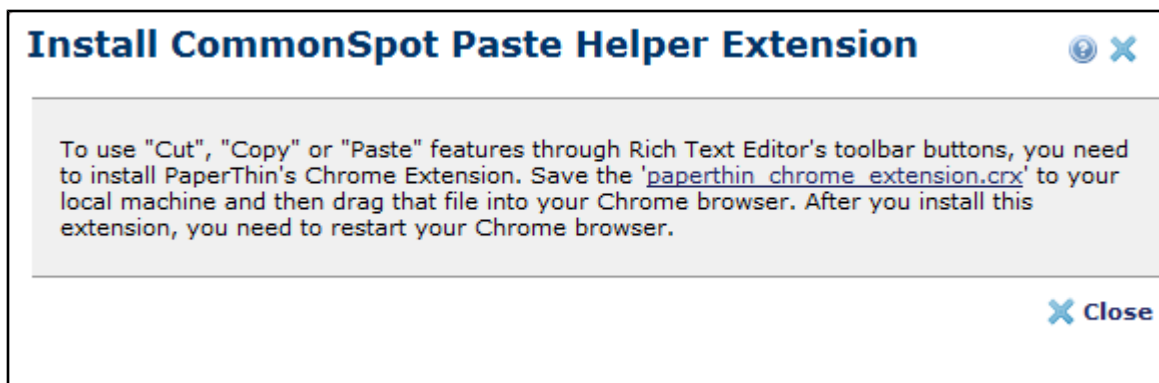
Note for IIS sites: Your site must first register the Chrome extension MIME type application/x-chrome-extension (.crx).

Since Safari allows cut, copy and paste through right-click only, these functions (as well as the standard keyboard shortcuts of Command/CTRL-C, Command/CTRL-V, etc.) are not available from the Rich Text Editor toolbar for Safari users.

Clipboard behavior is also affected by Rich Text Editor settings configured at the admin level. Consult your CommonSpot Site Administrator or see the description of Paste Options under Rich Text Editor Settings in the Administrator's Reference.

Install CommonSpot Paste Helper Extension

If you use Chrome to author, this dialog displays the first time you try to cut, copy, or paste content in the CommonSpot Rich Text Editor. For security reasons, both Mozilla-based browsers and Chrome disallow these operations unless you first configure the browser to explicitly grant access to the clipboard.



Click to download the extension, then drag to the browser window, as instructed. Clipboard functions are enabled on browser restart. To avoid the interruption this may cause, create a sample instance of cut-and-paste in the RTE to invoke the download in advance of using the clipboard for actual content creation.

Note that clipboard behavior is also affected by Rich Text Editor settings configured at the admin level. Consult your CommonSpot Site Administrator or see the description of [Paste Options](#) under [Rich Text Editor Settings](#) in the Administrator's Reference.

Cut

To cut the selected image or text from its context, click the Cut button on the toolbar or use the shortcut keys "Ctrl+X":



To cut the selected image or text means to remove it from the document and place it into the clipboard, from which it can be pasted into either the Rich Text Editor editable region or another editor.

Copy

To copy the selected image or text, click the Copy button on the toolbar or use the shortcut keys Ctrl+C



After executing this command, the selected image or text is copied to the clipboard, from which it can be pasted into either the Rich Text Editor's editable region or another editor. For security reasons, Mozilla-based browsers disallow cut, copy, and paste operations unless you configure the browser to explicitly enable Clipboard access. See support information at mozilla.org or consult your system administrator. Clipboard behavior is also affected by Rich Text Editor configuration settings. Consult your CommonSpot Site Administrator.

Note: For security reasons, Mozilla-based browsers disallow Copy and Paste operations unless you configure the browser to explicitly enable Clipboard access through the AllowClipboard Helper add-on.

See:

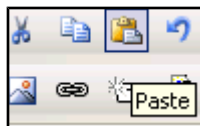
<http://community.paperthin.com/commonspot/dashboard/index.html#mode=read&url=/articles/2010/03/15/firefox-paste-into-rte.cfm>

Also see support information at mozilla.org, or consult your system administrator. Clipboard behavior is also affected by Rich Text Editor configuration settings. Consult your CommonSpot Site Administrator.

Paste

This command can be used after a previous Cut or Copy operation to place content on the clipboard in the Rich Text Editor's editable region. You can access the Paste command from the Paste button on the toolbar, by using the shortcut keys Ctrl+V, or right-clicking.

Note: Right-click is only method available to Safari users.



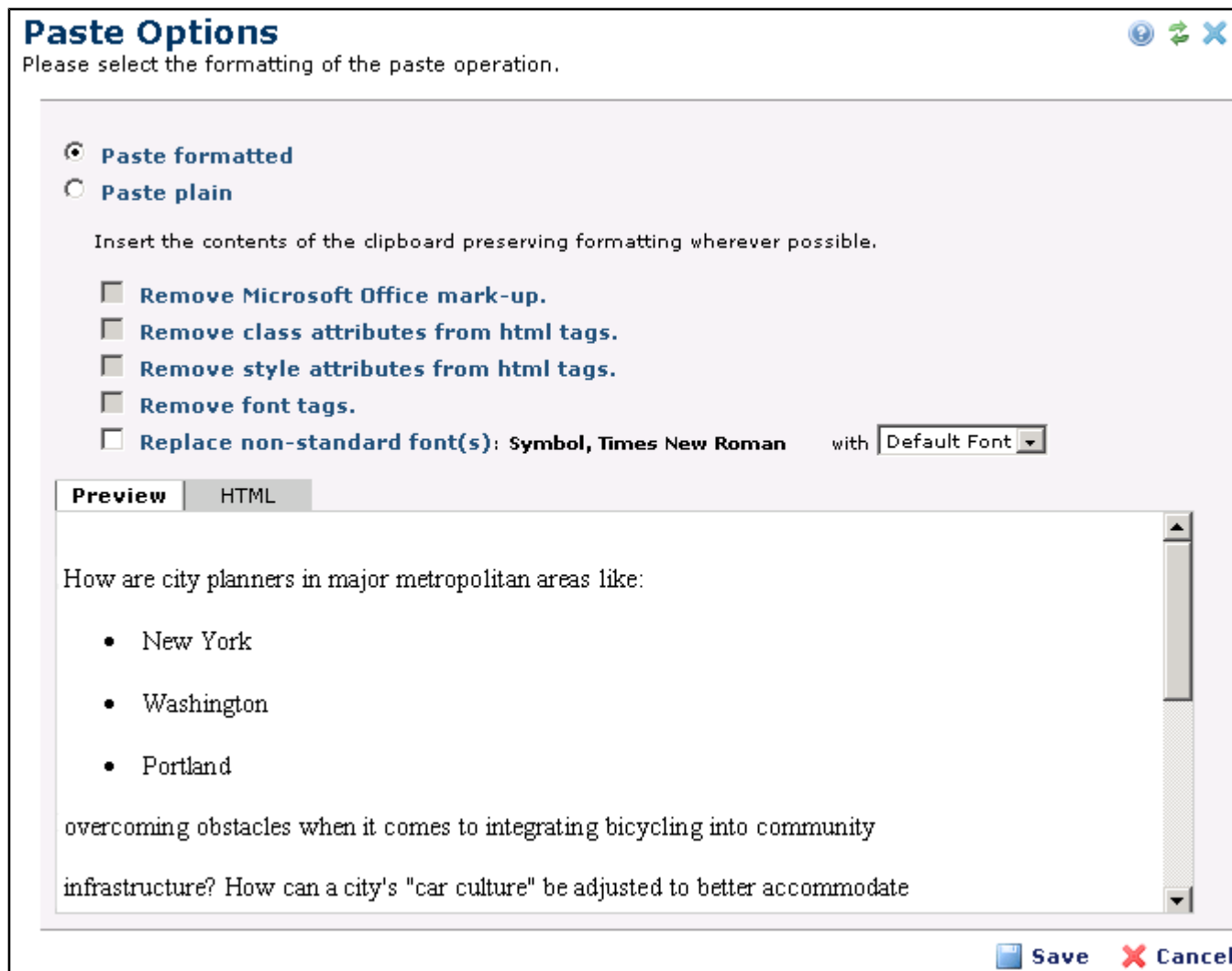
Note: For security reasons, Chrome and Mozilla-based browsers disallow Paste operations unless you configure the browser to explicitly enable Clipboard access. See [Clipboard Operations](#) or consult your system

administrator. Clipboard behavior is also affected by Rich Text Editor configuration settings. Consult your CommonSpot Site Administrator.

CommonSpot now allows you to preview pasted content, making it easier to work from Word or other text sources.

Paste Options

The Paste Option dialog displays when you click the Paste  toolbar button or when you use a keyboard shortcut (Control-V for Windows; Command-V for MAC-OS). Use this dialog to define how CommonSpot converts pasted content into HTML code. Paste Options includes a Preview tab to review output before submitting your content.



Paste Options
Please select the formatting of the paste operation.

☒ **Paste formatted**
☐ **Paste plain**

Insert the contents of the clipboard preserving formatting wherever possible.

☐ **Remove Microsoft Office mark-up.**
☐ **Remove class attributes from html tags.**
☐ **Remove style attributes from html tags.**
☐ **Remove font tags.**
☒ **Replace non-standard font(s):** **Symbol, Times New Roman** with **Default Font**

Preview **HTML**

How are city planners in major metropolitan areas like:

- New York
- Washington
- Portland

overcoming obstacles when it comes to integrating bicycling into community infrastructure? How can a city's "car culture" be adjusted to better accommodate

Save **Cancel**

Some or all of the following options will be available. The specific options are determined by the actual content that is being pasted, as well as the settings defined in the Advanced Textblock Properties dialog (see the Elements Reference), the specific text block instance, and the site-wide settings defined in the CommonSpot Administrator (see the CommonSpot Administrator's Reference for detailed information).

- **Paste formatted** – This option is available when formatting is detected in the pasted content. Options exist to remove class and style attributes from pasted HTML tags, and to remove HTML tags.

- Paste plain – This option removes all HTML mark-up from the pasted content, inserting only plain text.
- Paste code – This option allows you to paste an HTML code sample. Any included “<” and “>” characters are converted to HTML entities “<” and “>” respectively so that the content will not be interpreted and rendered as HTML.

You have these paste options, within the "Insert the contents of the clipboard preserving formatting wherever possible" area.

- Remove Microsoft Office Markup – Removes Word or other Office formatting from pasted copy.
- Remove class attributes from HTML tags – Removes class attributes when pasting HTML.
- Remove style attributes from HTML tags – Removes style attributes when pasting HTML.
- Remove font tags – Removes font tags when pasting HTML.
- Replace non-standard font(s) – Displays options for replacing fonts that are not part of the style standard. Pick from the dropdown.

When the pasted content contains only plain text, the Paste plain option is automatically selected and the Paste Options dialog is not shown.

Note: For security reasons, Mozilla-based browsers disallow Cut and Paste operations unless you configure the browser to explicitly enable Clipboard access through the Clipboard Helper. See this [PaperThin Community Site article](#), review the support information at mozilla.org, or consult your system administrator. Clipboard behavior is also affected by Rich Text Editor configuration settings. Consult your CommonSpot site administrator.

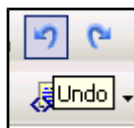
Undo and Redo Operations

As in many other desktop applications, CommonSpot's Rich Text Editor supports Undo and Redo commands, allowing you to easily roll-back/roll-forward your changes.

For more information on each command, please see the [Undo](#) or [Redo](#) sections.

Undo

To return to the previous state of your page (just before the last modification), click the Undo button on the toolbar or use the shortcut keys "Ctrl+Z



The Rich Text Editor allows you to undo the last fifty changes made. Depending on the page content that was modified, the changes that can be reversed are:

- Text: text insertion and deletion, text formatting, style formatting, color changes (text color and highlight).
- Images: image insertion and deletion, image resize, image properties modifications.

- Tables: table insertion and deletion, table properties modifications, row insertion/deletion, column insertion and deletion, row and column properties changes.
- Links: link insertion and deletion, links properties changes.
- Clean HTML Content: undo the changes made by the Clean HTML Content command.

Redo

To return the page to the state before you clicked the 'Undo' button, click the 'Redo' button on the toolbar or use the shortcut keys "Ctrl+Y":



This command allows you to execute again the same action that you previously canceled. You will be able to redo all the operations performed on a page using the Rich Text Editor.

Miscellaneous Operations

The following Miscellaneous operations are covered in this section:

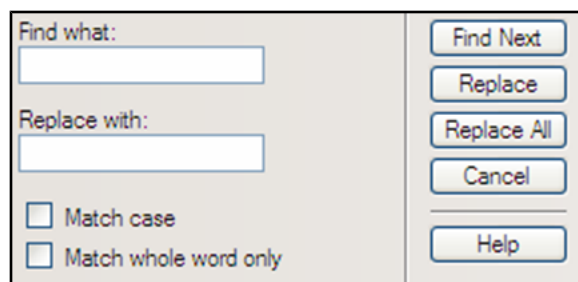
- [Find & Replace](#)
- [Show / Hide HTML](#)
- [Clean HTML Content](#)
- [Inserting HTML Snippets](#)
- [Insert Field](#)
- [Insert Table](#)
- [Insert Horizontal Rule](#)
- [Insert Special Character](#)
- [Right-click Contextual Menus](#)
- [Shortcut Keys](#)

Find & Replace

The Rich Text Editor allows you to find and replace text in both Design view and Code view. Click the 'Find/Replace' button on the toolbar or use the shortcut keys "Ctrl+F":



When you click this button, a window pops-up:



In the Find what text box, enter the text to be found and then replaced.

In the Replace with text box enter the text to replace the original text. If you enter nothing and then try to replace text, the original text will be deleted (replaced by nothing).

Check the Match case option if you want the letter case (upper or lower) to be taken into consideration when finding and replacing text.

Check the Match whole word only option if you want to make sure that only whole words will be found and changed, and not words that happen to contain the piece of text you're looking for. For example, if you're looking for "found" but don't check the Match whole word only option, the Rich Text Editor will display instances of "profound," "founder" and "foundation."

By clicking the 'Find Next' button, the next occurrence of the text you're looking for will be highlighted on the page, ready for replacement.

Click the Replace button if you want the highlighted text to be replaced (one replacement). If no text is highlighted (you haven't pressed the Find Next button for the first time), the first occurrence of the current text will be replaced with the new text.

Click the Replace All button if you want to replace all the occurrences of the text in the document with the new text.

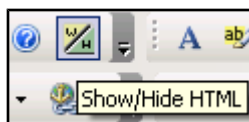
Click the Cancel button to stop the find and replace.

Click the Help button to open Help.

Show /Hide HTML

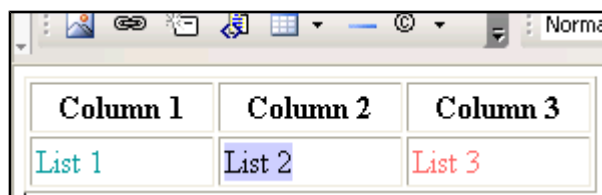
Because the Rich Text Editor is a WYSIWYG (What You See Is What You Get) text editor for HTML documents, advanced users need to be able to toggle easily between the edit modes so they can edit the raw HTML and quickly see the result.

The Rich Text Editor has two editing modes, and you can toggle between them by clicking the 'Show /Hide HTML' button on the toolbar:



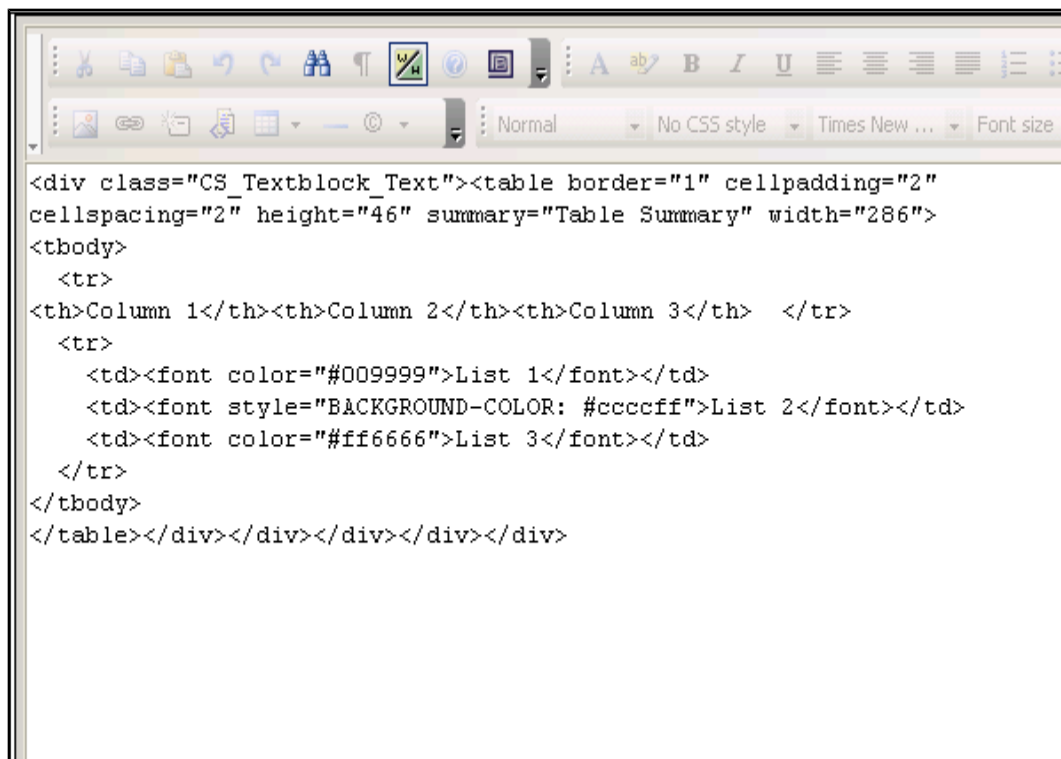
The next two images illustrate the Design and Code views for page content:

Design view:



Column 1	Column 2	Column 3
List 1	List 2	List 3

Code view:



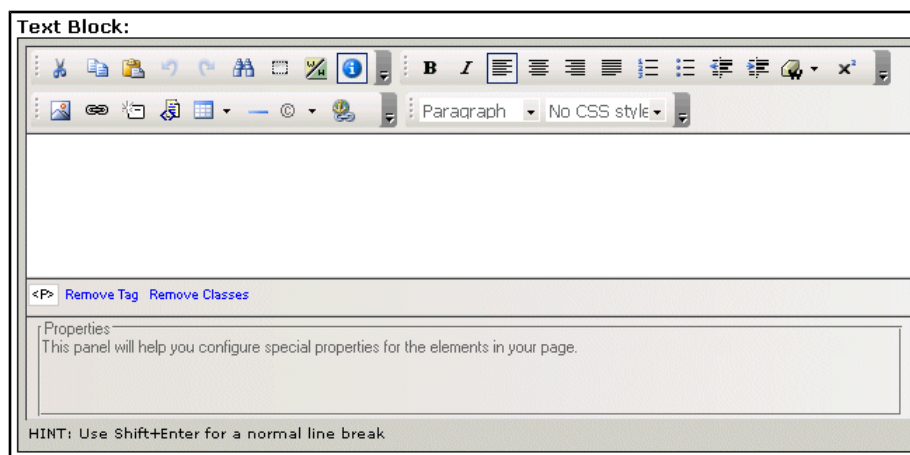
```
<div class="CS_Textblock_Text"><table border="1" cellpadding="2"
cellspacing="2" height="46" summary="Table Summary" width="286">
<tbody>
<tr>
<th>Column 1</th><th>Column 2</th><th>Column 3</th> </tr>
<tr>
<td><font color="#009999">List 1</font></td>
<td><font style="BACKGROUND-COLOR: #ccccff">List 2</font></td>
<td><font color="#ff6666">List 3</font></td>
</tr>
</tbody>
</table></div></div></div></div></div>
```

Show/Hide Property Inspector

The 'Show/Hide Property Inspector' icon in the Rich Text editor toolbar, as depicted below,



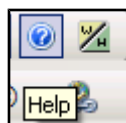
allows the user to toggle on or off the Property Inspector window of the Rich Text Editor. By turning the Property Inspector window off the user has more room for editing text. With the Property Inspector tuned on there is less room for editing but details of the selected tag are exposed and can be manipulated directly within the Property Inspector window.



The RTE with the Properties Inspector panel displayed

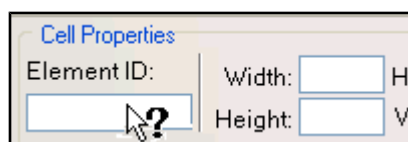
Invoking Button Help

The 'Button Help' button is blue with a question mark. It allows you to instantly discover the role of any other control (button, drop-down menu, Property panel item, etc.) in the interface. Use the 'Button Help' button to get help with whatever you are currently doing:

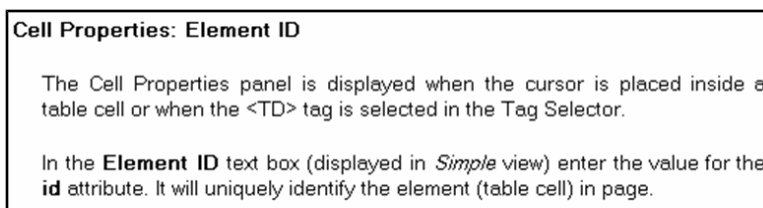


When you click the 'Button Help' button, the cursor changes (a question mark is added to it). While the question mark cursor is displayed, you can click any control in the interface to display a concise description for that control.

Say you want to learn what the Element ID text box in the Cell Properties panel does. Click the question mark button, and then with the question mark cursor, click the Element ID text box.



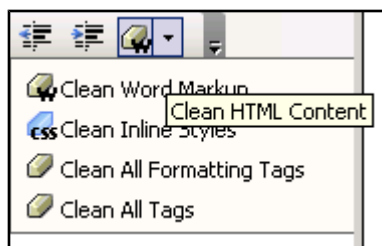
A window pops up describing the role of the Element ID text box:



Clean HTML Content

When inserting one or more paragraphs that have already been formatted with another word processor (for example, Microsoft Word or OpenOffice), the size of the HTML code could increase considerably. These applications insert HTML code during export that is generally not useful for the Rich Text Editor.

With Rich Text Editor you can clean up the HTML code by using the Clean HTML Content button on the toolbar:



There are four options from which to choose:

- Clean Word Markup – removes all the unnecessary Microsoft Word tags.
- Clean Inline Styles – removes all the CSS styles.
- Clean All Formatting Tags – removes all formatting tags from the page, except for the `<p>` tags (paragraph that includes the selection).
- Clean All Tags – removes all formatting tags from the page.

The clean-up process applies to the current selection or, if no selection is made, the entire page. The result is cleaner, faster, more accurate code.

Note: The four options apply to the selection and its parent tag. For example, if you select two words in a `<p>` tag, the command will be applied to the entire paragraph.

Inserting HTML Snippets

The rich text editor provides the ability for an author to insert HTML code fragments into a block of content by selecting it from a drop-down list. The Insert HTML Snippet dialog is opened from the Rich Text Editor interface by clicking the 'Insert Snippet' toolbar  button.

For more information on this dialog, see the [Insert Snippets Dialog](#) section.

Insert Snippets

The Insert Snippets dialog box displays a list of the files kept by the Administrator in the `/rte-snippets` directory. Selecting an item and clicking 'Finish' will insert that code into the rich text editor at the current location of the cursor.

Only an administrator (or other who has access to the web server file system) can add HTML code fragments to the `/rte-snippets` directory. These files can contain any valid HTML.

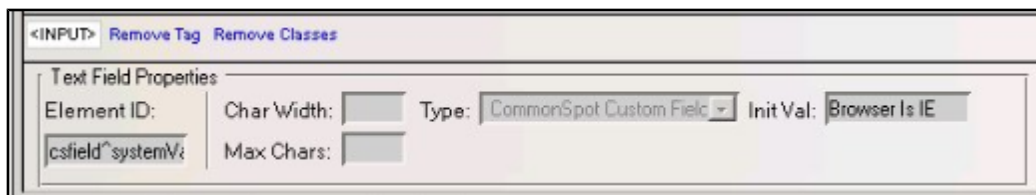
Insert Field

The insert field dialog allows you to insert a CommonSpot variable into the Rich Text Editor. When the text block is rendered, the current value of the variable will be shown. To insert a field, just click the icon below. You will be prompted to specify all the required information to insert the picture. For more information on Insert Field feature, [click here](#).



Insert Text Field Properties Panel

In the Inspector Panel, you can customize attributes of text fields, including the type of field, the character width and maximum number of characters the field will hold, as well as the value that will appear in the field initially by default.



Insert Table

Tables have many uses on a Web page, and CommonSpot lets you insert a table just by clicking the icon that looks like a table. For more information on working with tables in Rich Text Editor, click [here](#).



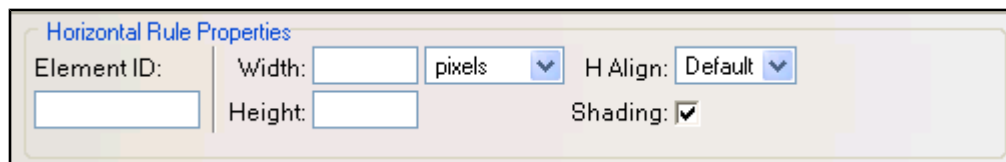
Insert Horizontal Rule

Horizontal rules are ubiquitous on the Web because they are an easy way to clearly divide one section of text from another. To insert a horizontal rule, just click the icon with the horizontal line on it.



Horizontal Rule Properties

The Horizontal Rule Properties dialog allows you to insert an HTML HR tag into your work. Click the horizontal rule toolbar button  to open the Horizontal Rule Properties panel.



In the Element ID text box, enter the value for the ID attribute to uniquely identify the horizontal rule on the page.

The Width of a horizontal rule is relative to the page width. In the Width text box enter a number that can represent either pixels or percentages of the page width. Select one of these two options from the associated drop-down menu.

In the Height text box, enter the number of pixels for the horizontal rule's height. The greater the number is, the thicker the line will be.

The H Align drop-down menu contains the options for the position of the horizontal rule relative to the page width:

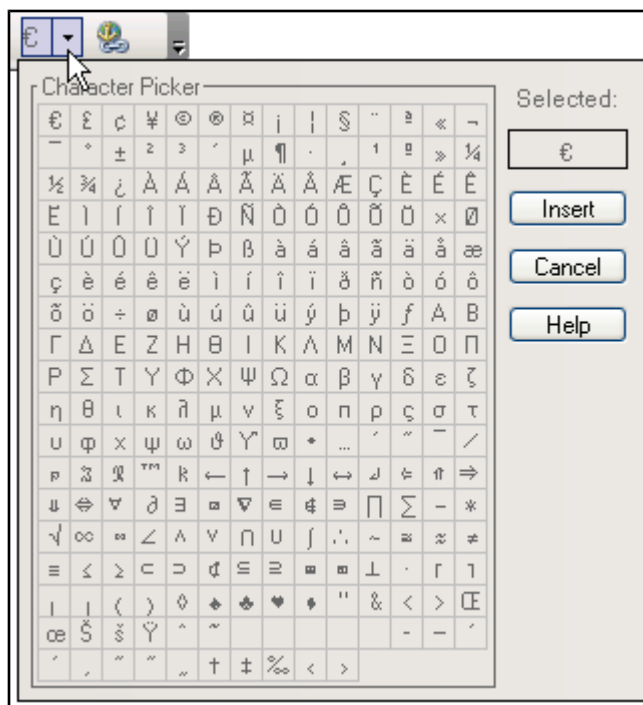
Note: If the rule is exactly as wide as the page, aligning it to the left, right, or center would not make a difference in its position. But when the rule's width is smaller than the page width, then its alignment options will be visible.

- Default
- Left
- Center
- Right

If you check the Shading option, the inside area of the horizontal rule will be transparent. If left unchecked, the rectangle corresponding to the horizontal rule will be filled with a shade of gray.

Insert Special Character

CommonSpot provides functionality similar to the Microsoft Word feature that enables inserting special characters (characters not found on your keyboard). To insert special characters, just click the down arrow to the right of the symbol icon, select the symbol from the dropdown table, then click the Insert button.



The symbol that appears for the dropdown is the one last used. For example, in the first screen shot below, the default copyright symbol is displayed, but in the second screen shot the Euro symbol is displayed, because

the Euro symbol was the last one used. Clicking the symbol itself instead of the dropdown enters that symbol on the page. Use this feature for one-click insertion of frequently used characters.



Right-click Contextual Menus

Right-click contextual menus are associated with the following elements:

- [Text selections](#)
- [Tables](#)

The right-click contextual menus group together frequently-needed options, and can save a considerable amount of time.

Shortcut Keys

Keyboard shortcuts in the Rich Text Editor include:

Shortcut keys	Action
Ctrl + A	Select all the content on the page (editable region).
Ctrl + B	Apply the bold style to your text – see bold .
Ctrl + C	Copy the selected image/text – see Copy button .
Ctrl + V	Paste the selected image/text – see Paste .
Ctrl + I	Apply the italic style to your text – see Italic .
Ctrl + U	Apply the <u>underline</u> style to your text – see Underline .
Ctrl + Shift + L	Align paragraph(s) to the left – see Align .
Ctrl + Shift + E	Apply the centered alignment to paragraph(s) – see Center .
Ctrl + Shift + R	Align paragraph(s) to the right – see Align Right .
Ctrl + Shift + J	Apply the justified alignment to paragraph(s) – see Justify .
Ctrl + F	Open the Find/Replace window – see Find_&_Replace .
Ctrl + Z	Undo the last operation on the page – see Undo .

Ctrl + Y	Return to the page state before undoing something – see Redo .
Ctrl + K	Insert a link a page (transform current selection or add actual URL address) – see Creating a URL Link .
Tab	Increase paragraph indent (except for when the cursor is inside a table cell) – see Increase/Decrease Indent .
Shift + Tab	Decrease paragraph indent (except for when the cursor is inside a table cell) – see Increase/Decrease Indent .

The CommonSpot Image Editor

Within each top-level site, CommonSpot provides a repository for images in the Image Gallery. Access the Image Gallery through [Tools – Find Images](#) or from [Choose Image](#) operations.

This section explains how to add, edit, and modify images in CommonSpot, and how to create rollovers and image hyperlinks. It also explains how to upload images to servers at your site and manage them:

- [The Image Gallery Dialog](#)
- [Viewing Image Properties](#)
- [Adding an Image to the Gallery](#)
- [Editing Images](#)
- [Image Details Dialog](#)
- [Image Version History Dialog](#)
- [Edit Image Properties Dialog](#)
- [Image Security Dialog](#)
- [Edit Image Permissions Dialog](#)
- [Upload New Image Dialog](#)

The Image Gallery

Access the Image Gallery through Find Images – Search Results or through Choose Image operations. (See [Find Images](#).)

From the Image Gallery dialog you can preview, search, delete, and edit images available in the gallery, add images of your own, make images public or private and view image details, including referring pages.

Filtering options include: last modification date, creation date, file name, subsite, category, owner, description, image type, file size, height, width.

Use the Show As and Sort By dropdowns for viewing options, or combine these options to filter results. For example, to quickly view all available images, choose Show As Small Images, as shown below. You can also view results in large image, report, or filmstrip format.

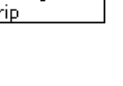
Close the dialog to reset search criteria and rerun the image search.

Find Image - Search Results

Your search found the following images. If you don't see what you were looking for, upload a new image, or close this window and search again.

Show As: Small Images List Small Images Large Images Filmstrip
Sort By: Creation date Descending ☐ Auto Preview

[Select All](#) [Deselect All](#)

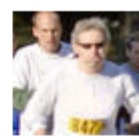
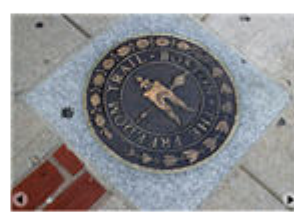
				
puppy.jpg (public) 460 x 306 (scaled) 8.82 KB	bullet-gray.gif (public) 9 x 7 97 bytes	bullet-arrow.gif (public) 9 x 10 102 bytes	bullet-blackd... (public) 9 x 7 97 bytes	bullet.gif (public) 10 x 7 99 bytes

[Upload New Image](#) More Actions... Go

5 item(s) found. Close

Optionally check Auto Preview to preview on mouseover as shown below.

Sort By: Creation date Descending ☒ Auto Preview

			
building_tree... (public) 550 x 200 (scaled) 29.55 KB	camp... 550 x ...	Freedom Trail Circle  freedomtrail_circle_scaled.jpg - Freedom Trail Circle 145 x 99 - 5.37 KB	
			
freedomtrail_... (public) 145 x 99 (scaled) 5.37 KB	Sand... 150 x ...		

For each image returned, CommonSpot displays public (available to others) and private (only you can view) status for images, as well as standard format, file size, and dimension information.

Click the preview icon  for full-size [Image Preview](#).

Clicking the More Actions icon  displays the following options:

- [Properties](#) – Click to display standard properties and any defined custom image properties for the selected image. See the Site Administrator Page Creation/Properties UI option for information on how

options displayed here are defined.

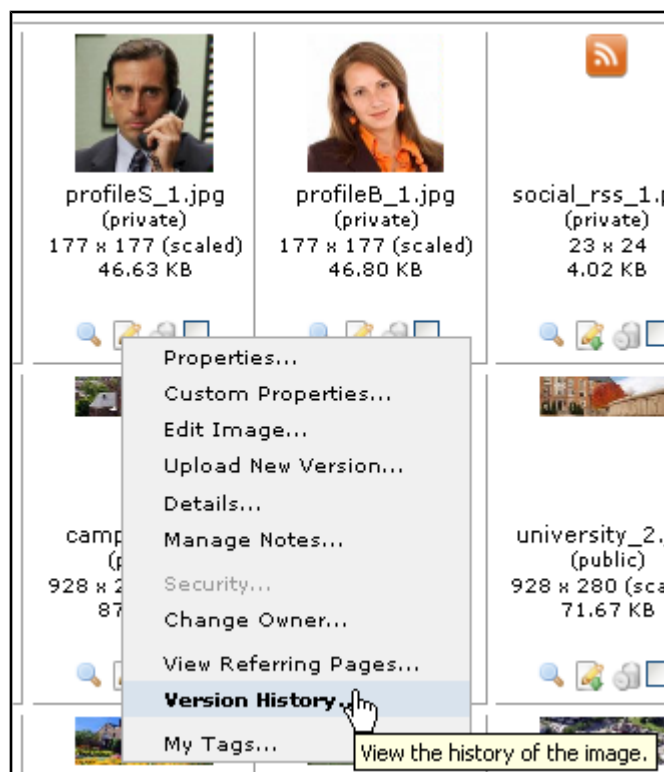
- [Edit Image](#) – Click to change image size, rotation, brightness, and other standard attributes.
- [Upload New Version](#) – Click to replace the current version.
- [Details](#) – Click to display the Image Details dialog for reviewing image dimensions and creation information.
- [Security](#) – Displays the Image Security dialog for viewing or changing permissions for this image.
- [Change Owner](#) – Click to display the Change Ownership dialog for choosing a new image owner.
- [Image Version History](#) – Click to view creation and revision information for this image and optionally replace the current image with an older version.
- [My Tags](#) – Click to view or create personalized keywords for this image.

Remove individual items by clicking the associated delete icon , or select multiple items, click Delete Selected from the More Actions dropdown, then click Go. You can optionally select/deselect all.

Click [Upload New Image](#) to add a new image to the Image Gallery.

Viewing Image Properties

Once you locate the image you wish to use through Tools – [Find Images](#), click the More Actions icon to display a dropdown menu with options for viewing image Properties, Details, Referring Pages, and Version History.



Version History is especially useful because it allows you to roll back to an earlier [version](#) of the image. See [Edit Image](#) for more information on using these option.

Image Properties

The Image Properties dialog is one of CommonSpot's common dialogs that is available from any element that renders an image (image grid, text-around-an-image, the Rich Text Editor, and so on) or directly from the [Image Gallery](#).

This dialog provides a convenient and common interface for managing the properties of an image. From this dialog, contributors can:

- Upload an initial image for an element
- Replace the image with another image
- Edit the current image by uploading a new version of the element (not this is different than uploading an entirely new image)
- Specify a rollover image (optional)
- Specify the image's display size
- Specify the image's alignment
- Specify the image's Alt text, which is necessary in order to built accessible sites
- Specify a link target when the user click and/or rolls over the image

Depending where the Image Properties dialog was invoked, it may or may not display all of the fields shown below. For example Rollover Image option is not available from this dialog when invoked within the Rich Text Editor, the option for specifying a is not provided.

When no image is specified, the contributor is prompted to either upload a new image or select an image from the existing Image Gallery.

Clicking the Choose button displays the Image Gallery dialog, allowing the user to choose an image from a gallery of "public" uploaded images or any image previously uploaded by the current user. Clicking the New button displays the [Upload New Image](#) dialog, allowing the user to upload an image that is stored locally to the server, and include it in the Image Gallery (either for public or private use). If an image had been previously specified, the Image Properties dialog renders in a slightly different fashion, showing a an image preview in the left side panel with property information.

Image Properties

Please specify the source of the image and its rendering properties below.

Image: /demo/academics/images/lock.png

Rollover Image: Not specified.

Image Size:
 Original Size: (18 x 19)
 Scaled Size: (18 x 19)
 Border Size: 0
 Vertical Space Around Image: 0
 Horizontal Space Around Image: 0

Image Alignment: Default ▼

Alternate Image Text (Flyover Text):
 lock

Link:
 URL:
 Description:
 Mouseover Action:

☐ Check Spelling

In addition to [Choose](#) and [New](#) buttons, the Edit option invokes the [Edit Image Properties](#) dialog for uploading a new version of the image.

Note: There is an important difference between uploading a new image via the New button and uploading a new version via the Edit button. CommonSpot tracks versions of an image and when a new version is uploaded all reference to the image will show the new version.

The Image Properties dialog displays the following sections:

Roll Over Image

You can choose to have a second image render when a viewer “rolls-over” the image with the mouse. Specify the image in the same manner as the primary image, by selecting an image from the Image Gallery or upload a new image file. When you have an image on a page (a “primary” image), you can specify a second image to use for “rollovers.” A rollover image appears whenever a visitor hovers the mouse cursor over the primary image. Whenever the visitor moves the mouse cursor off the rollover image, it reverts back to the primary image. You can specify a rollover image, from the Image Properties dialog, shown below. This wizard will take you through a second round of image selection.

When you have entered an image file name, click Next to go on to the Image Size dialog, where you specify the size the image will appear on the Web page.

Image Size

The settings that are related to the sizing of the image are conveniently displayed in the wizard window, settings such as original size, scaled size, border size, vertical spacing and horizontal spacing around image. To edit any of these settings, click the 'Edit...' button next to the 'Image Size' section. This will invoke the Image Size dialog. Once you have made your edits, click the 'OK' button to continue.

If you have uploaded an image using a version of CommonSpot prior to v3.1 and your image size is unknown or has a width or height of 0 pixels, it is also recommended that you click the 'Rescan Image Size' button. This will ensure that the size of the image is properly obtained from the image. This step is should not be necessary if you are using CommonSpot 3.1 or above.

Alternate Image Text (Flyover Text)

Enter copy to display when a user "flies" or "rolls-over" the image with the mouse.

Text entered here displays in a box on mousover. You can leave this blank or enter short descriptive text. Sites adhering to Section 508 Accessibility standards, should always use Alternate Image Text.

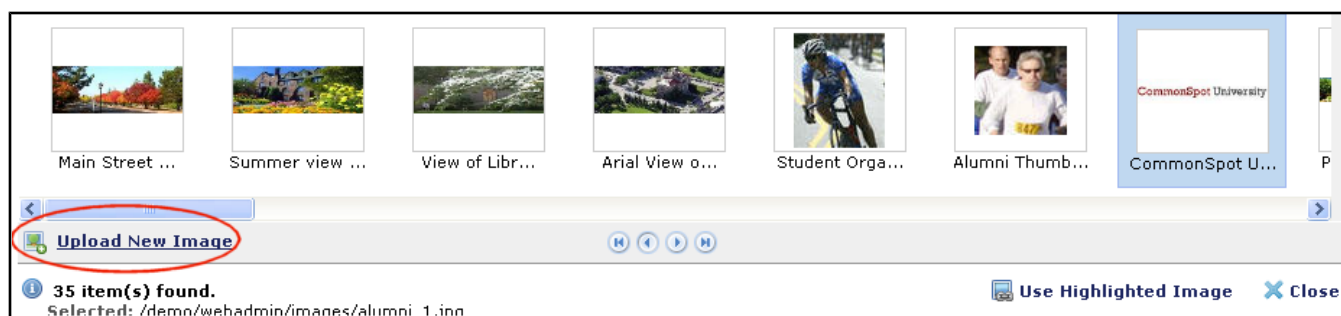
Link

You can link the image, just like any other link (bullet item, text, and so on) to an existing Web page or document (file), a new Web page to be created, a new document or file to be uploaded, or you can choose to not link at all.

While still in the Image Properties dialog, click on the Edit button in the Link Section. This will open the [Insert Image](#) dialog where you can select the appropriate link type – existing page or file, new page from template, new uploaded file, an image, e-mail link, scheduled element or no link.

Adding an Image to the Gallery

To add an image to the Gallery, just click Upload New Image at the bottom of the image Find or Search result–sor click Image from the New menu. The [Upload New Image](#) wizard opens, prompting you to specify the file and enter descriptive information.



You can also replace existing images with new versions from the More Actions option within My Images or other Image reports, as shown below.

Report of Images

The following images meet the specified filter criteria.

Show: All Images
 Subsite: /demo/ ☐ Include Child Subsites
 Date Restrictions: None

Select Date Options Select All Deselect All

Date	Image Filename	Size	Owner	Category	Subsite	Actions
2011-01-19	profileU_1.jpg	41.37 KB	Webmaster, Wendy	Faculty & Staff Photo		
2011-01-19	profileS_1.jpg	46.63 KB	Webmaster, Wendy	Athletics		
2011-01-19	profileR_1.jpg	55.75 KB	Webmaster, Wendy	Faculty & Staff Photo		
2011-01-19	profileQ_1.jpg	39.38 KB	Webmaster, Wendy	Athletics		
2011-01-19	profileP_1.jpg	46.62 KB	Webmaster, Wendy	Faculty & Staff Photo		
2011-01-19	profileI_1.jpg	40.91 KB	Webmaster, Wendy	Athletics		
2011-01-19	profileC_1.jpg	41.24 KB	Webmaster, Wendy	Faculty & Staff Photo		
2011-01-19	profileL_1.jpg	41.60 KB	Webmaster, Wendy	Faculty & Staff Photo		
2011-01-19	profileA_1.jpg	40.61 KB	Webmaster, Wendy	Faculty & Staff Photo		
2011-01-19	profileK_1.jpg	40.94 KB	Webmaster, Wendy	Athletics		

Context menu options: Properties..., Custom Properties..., Edit Image..., **Upload New Version...**, Details..., Manage Notes..., Security..., Change Owner..., View Referring Pages..., Version History..., My Tags...

Edit Image

Edit an image from Find Image – Search Results, from My Content – My Images, image saved searches, or image reports.

Find Image – Search Results

Your search found the following images. If you don't see what you were looking for, upload a new image, or close this window and search again.

Show As: Small Image ☐ Sort ☐ Auto Preview

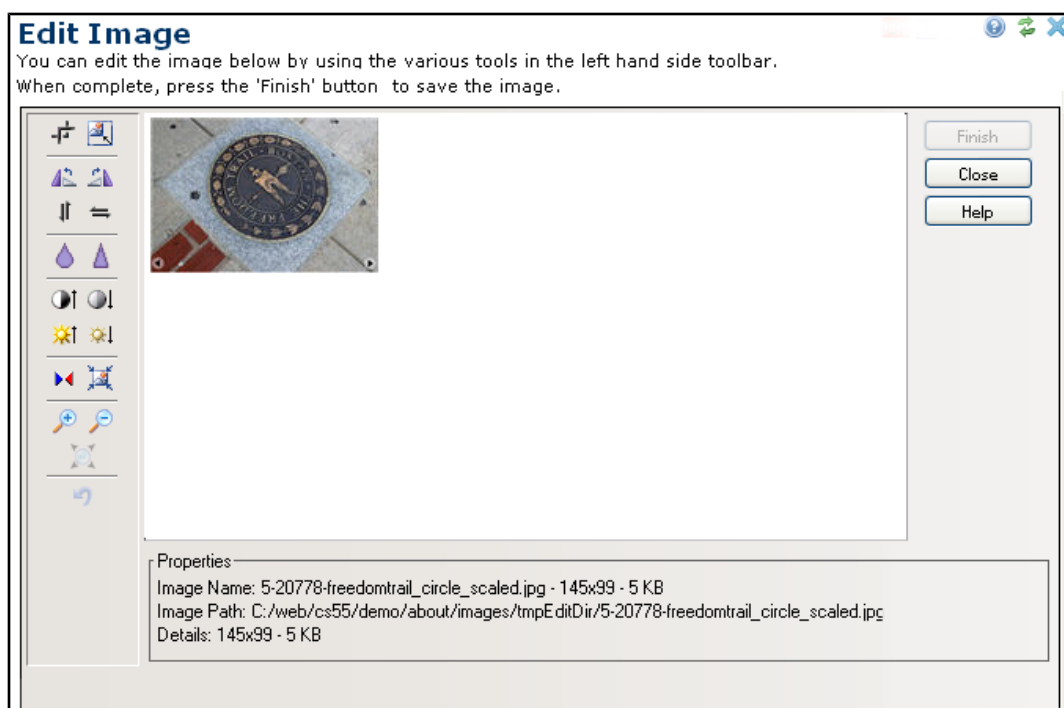
515 x 236 (scaled) 22.08 KB 8551.JPG
 145 x 95 (scaled) 5.1 KB freedomtrail_circle_scaled.jpg

Context menu options: Properties..., **Edit Image...**, Upload New Version..., Details..., Security..., Change Owner..., View Referring Pages..., Version History..., My Tags...

[Upload New Image](#) More Actions...

3 item(s) found.
 Selected: /demo/about/images/freedomtrail_circle_scaled.jpg

Click the More Actions icon and select Edit Image. The Edit Image dialog displays.

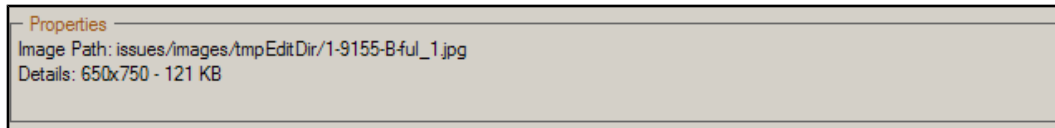


This dialog presents the following options. Access all editing functions using the buttons on the left of the Image Editor.

	Crop and Resize
	Rotate Left and Rotate Right
	Flip Vertically and Flip Horizontally
	Blur Image and Sharpen Image
	Increase Contrast and Decrease Contrast
	Increase Brightness and Decrease Brightness
	Negative image
	Compress Image
	Zoom In and Zoom Out
	Reset Zoom
	Reset
	Button-Level Help

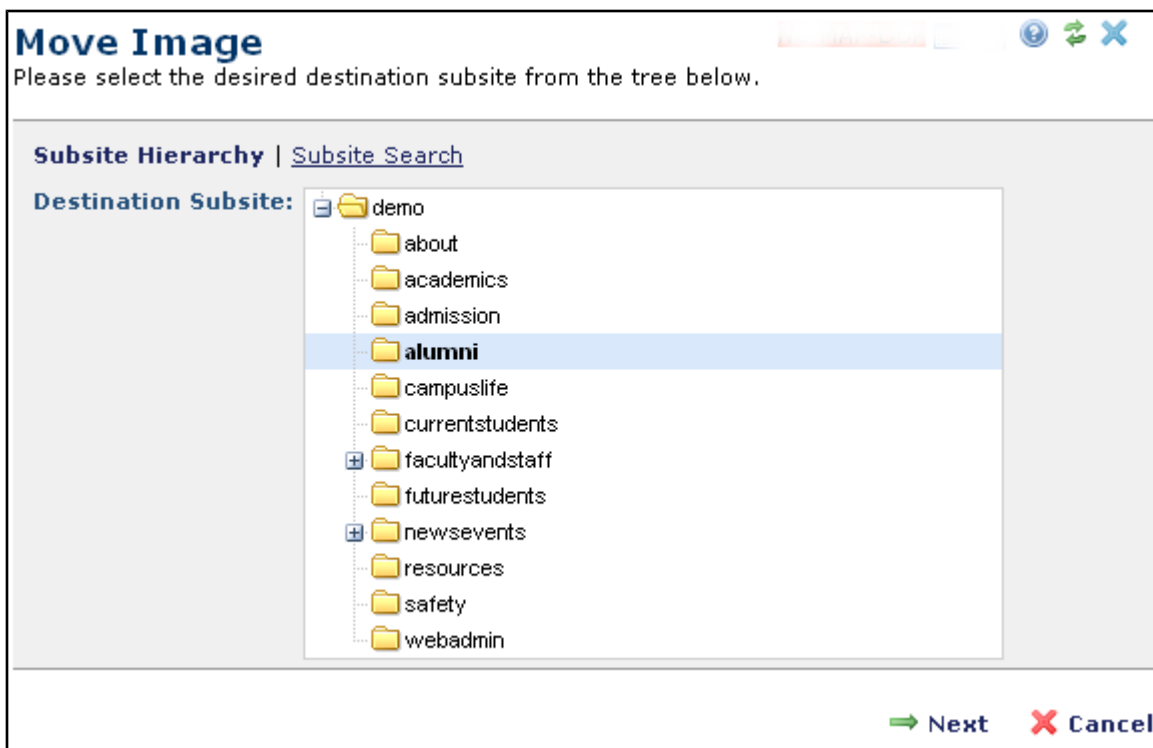
Note: Changes you make to an image are made to the original image file on the server. If you don't want to overwrite the original file, make sure you save it as a new file with a new name.

The bottom of the Image Editor interface displays information about the current image (path, name, dimensions, size):



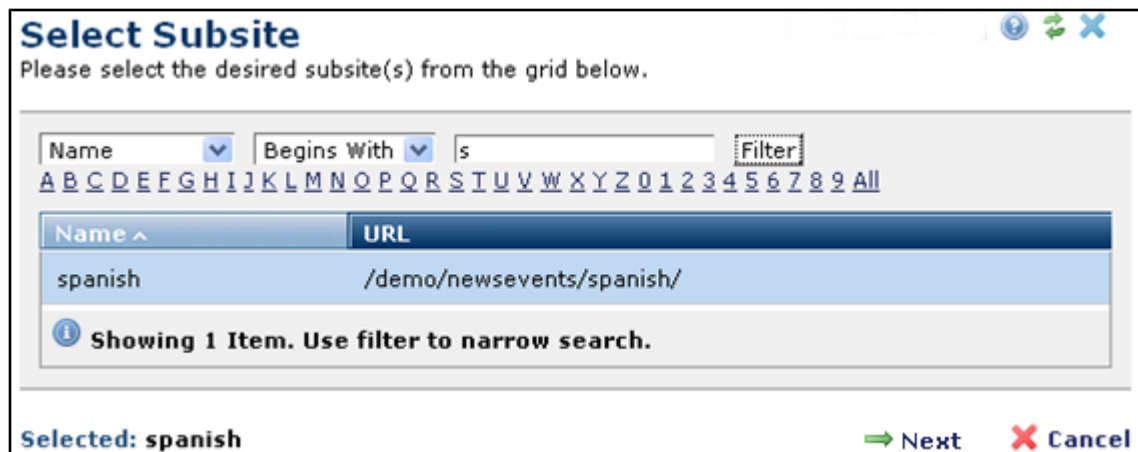
Move Image

This dialog displays when you select one or more images from image reports and search results, such as My Images, and select Move Selected from the More Actions dropdown. Use this dialog to migrate images from one location to another within your site. You can move a single images or multiple images at once. You must have Image Creation rights for both source and destination subsites. Move Image only displays subsites for which you have rights.



Indicate the target for the new images by selecting the Destination Subsite from the list displayed, or optionally search for a destination subsite.

You can use the Subsite Search option to use search criteria for subsite selection. Filter by subsite name, parent name, or URL, or select a comparison operator and enter a name or character to filter. Optionally click an alpha or numeric character, or choose All. For example, search for subsites that begin with the letter s, which returns the spanish subsite as shown below.



Your selection is highlighted.

Click Next. CommonSpot displays a Conflicts and Warnings dialog for actions that may produce undesired results, as shown below. For moving multiple items, click to sort by Status. This dialog displays the file name of the object you are moving, the destination subsite, and the reason for the status assignment.

Move Conflicts and Warnings

The items you chose to move to the '/demo/alumni/' subsite are listed below with any conflict warnings or errors. Check or uncheck the items appropriately, then press the 'Continue' button to move the items.

	Status ▾	Title	Subsite	Reason
		(template)		
☒	OK	Press Release Page (template)	/demo/	
☒	OK	Finding Jobs At CommonSpot University (template)	/demo/	
☒	OK	Base Plus One (template)	/demo/	
☒	OK	Service at CommonSpot U	/demo/	
☒	OK	CS New Page	/demo/	
☐	Failure	Welcome	/demo/	The destination location already contains an object of the same name.

Showing 13 records.

Continue Cancel

The Status column displays the following options, detailed in the Reason column:

OK: This item has no active dependencies. Click Continue to complete, or Cancel to exit without completing.

Warning: This item has active dependencies -- moving will affect other CommonSpot objects. You have the option of resolving conflicts before moving.

Failure: Moving this item will overwrite files, as shown above. You cannot move this item until you resolve issues.

Once you resolve problems, select the action and click Continue to complete, or Cancel to exit without completing. The Move Status dialog displays.

Move Status



The following displays the status of the moved objects.

Start Time: 2010-03-26 12:52:21

Status:  Running

Records Processed: 0 of 4

Running Time: 9 seconds

Progress:

 **Cancel Job**  **Exit with Job Running**

Use this dialog to monitor status and processing time and to verify the number of records moved and confirm successful completion.

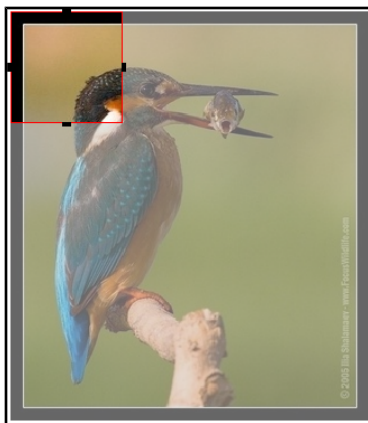
While status is Running, click Cancel Job to exit without moving files or Exit with Job Running to move files without monitoring progress through this dialog.

Once CommonSpot moves all objects, this dialog reports status as complete.

Crop Image

When you click the Crop button, a resizable rectangle displays for selecting an image area. Click and drag the crop tool handles (the black rectangles on the crop border, shown below) to change the dimensions of the selected area. Current dimensions display in pixels in the Width and Height boxes in the lower part of the interface.

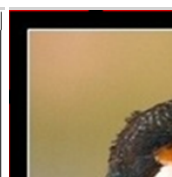
You can click and drag to move a defined crop area.



Before



After Crop



You can also enter new values in pixels to change crop width and height.

Crop	
Width:	200
Height:	200
	Apply
	Cancel

Click the Apply button to remove the portion of the image outside the selection area and view the cropped image, or click Cancel to discard.

Click Save to keep your changes and update the image.

Resize Image

When you click the 'Resize' button, the Width and Height text boxes appear in the lower part of the interface, displaying the image dimensions in pixels:

- Resize	
Width: 650	Keep Aspect Ratio ☒
Height: 750	
	Apply
	Cancel

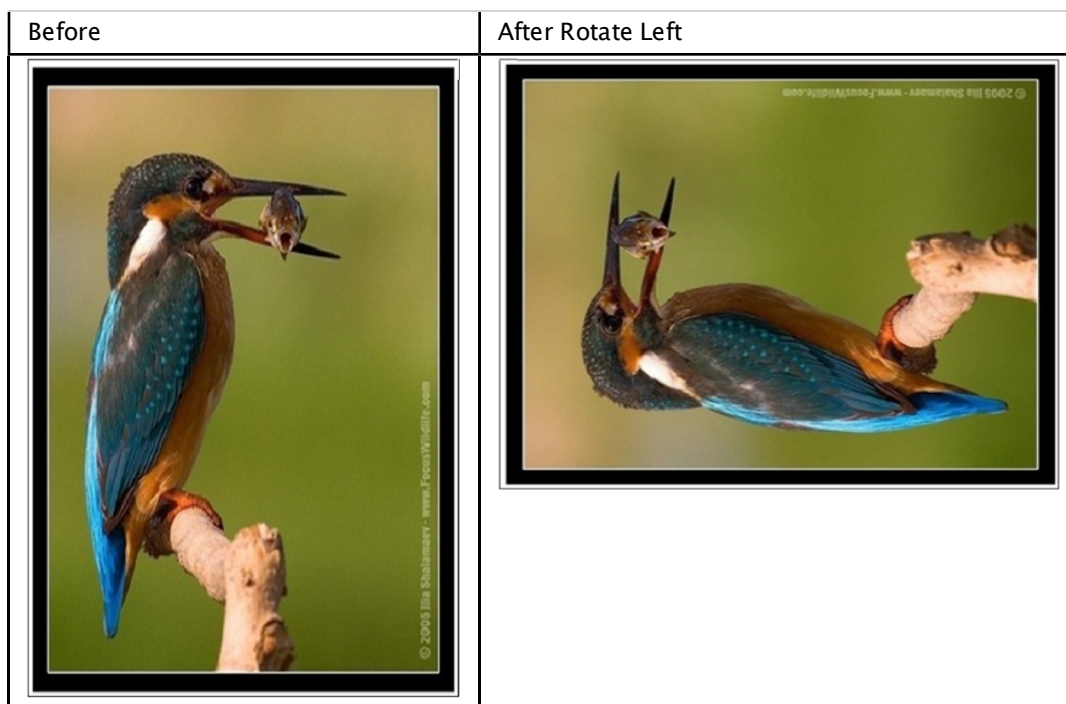
You can modify the image size by using the Width and Height text boxes, and you should normally check the box next to Keep Aspect Ratio (similar to the Constrain control) as explained [here](#).

Once you click the 'Apply' button near the text boxes, the image will be resized according to the width and height values you entered.

Note: You cannot make an image larger than it is—you can only make it smaller. Making an image larger than the original adds artifact and results in a poor quality image.

Rotate Left

To rotate an image to the left, click the 'Rotate Left' button.



Rotate Right

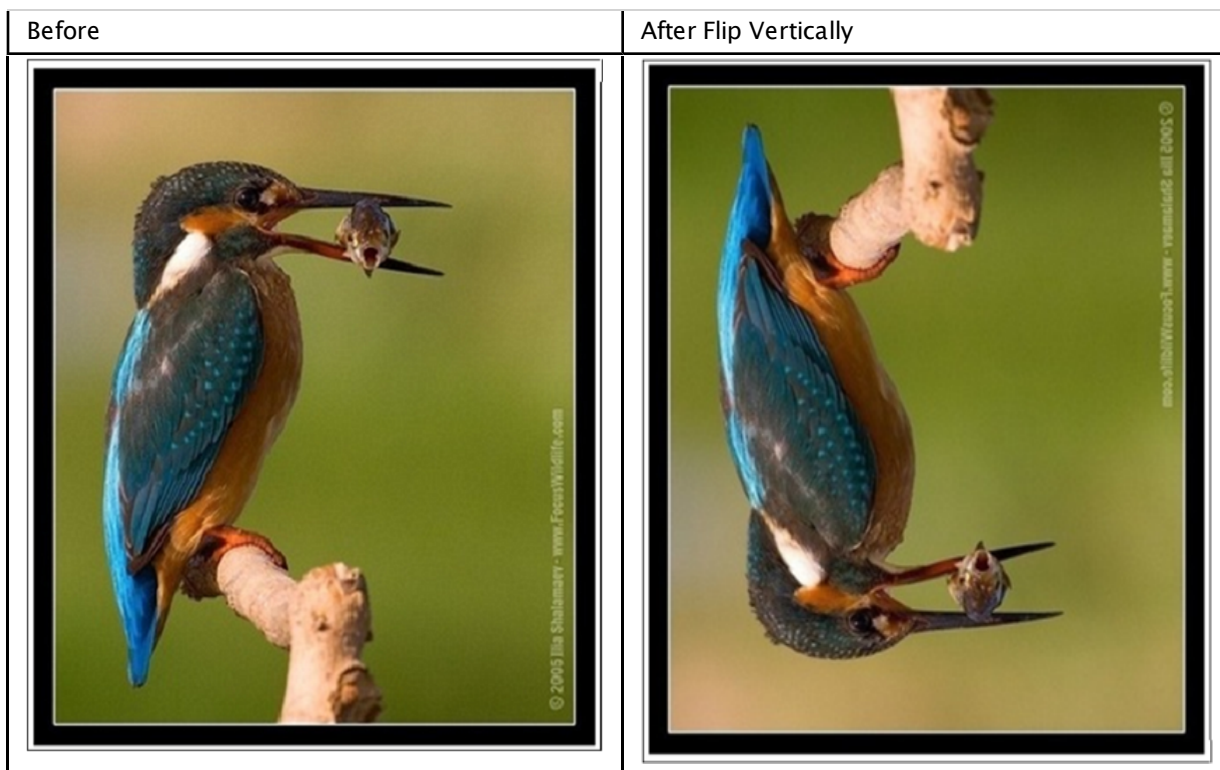
To rotate an image to the right, click the 'Rotate Right' button.





Flip Vertically

To produce an upside-down, mirror image of the original, click the 'Flip Vertically' button.



Flip Horizontally

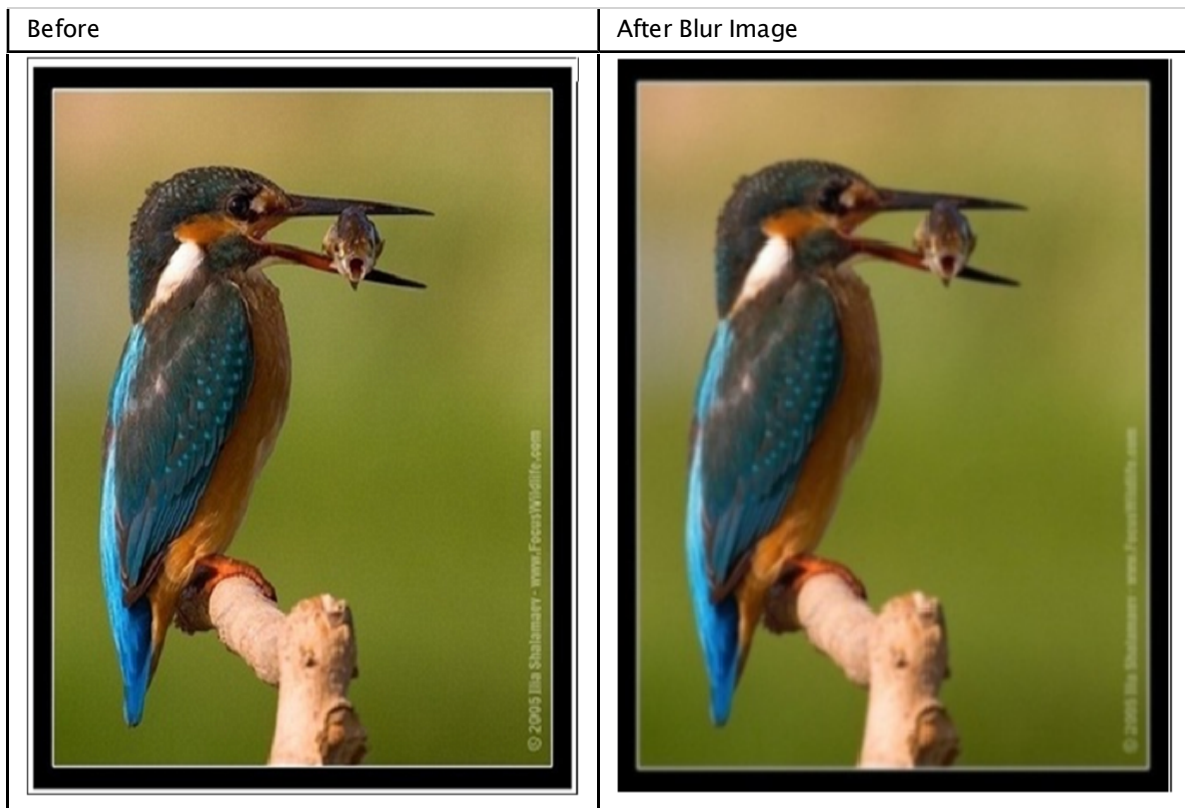
To produce a mirror image of the original, click the 'Flip Horizontally' button.





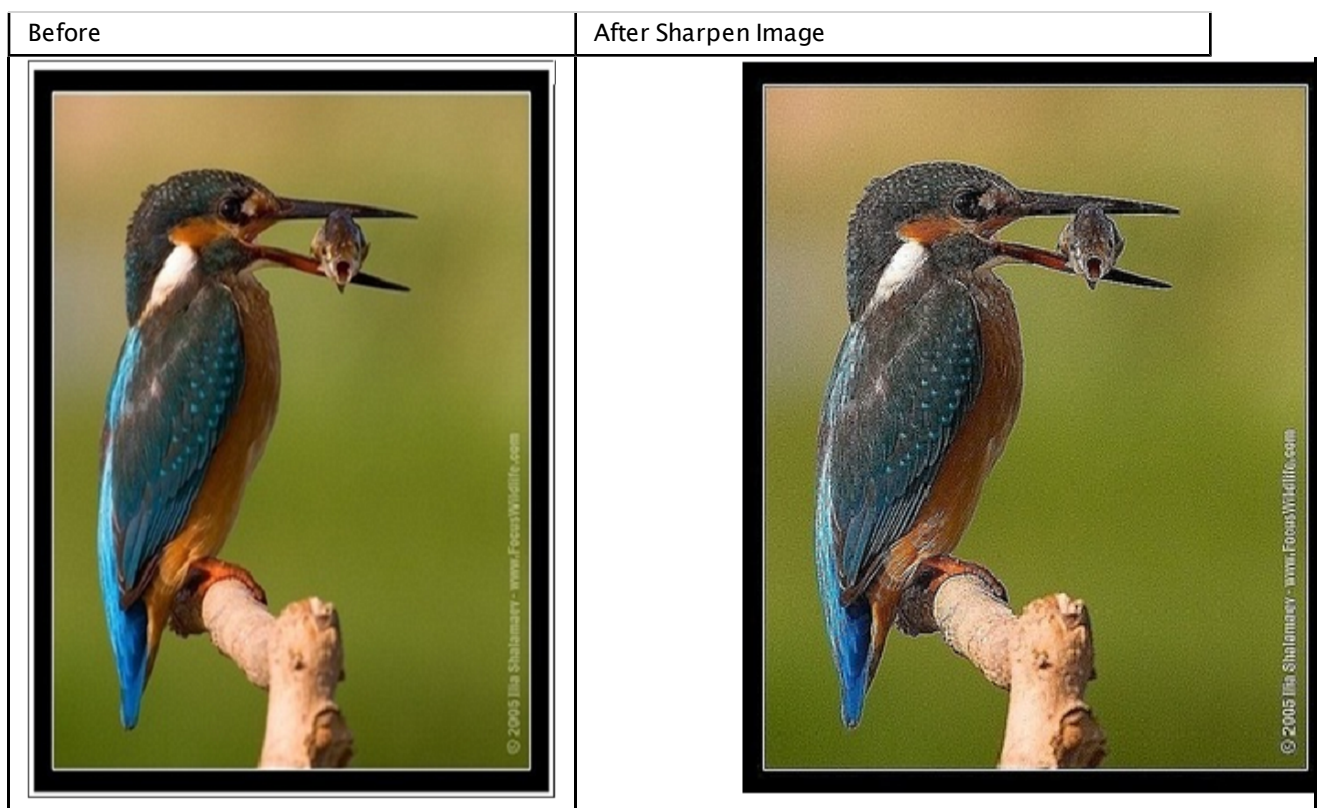
Blur Image

To give an image a blurry appearance, click the 'Blur' button.



Sharpen Image

To give an image a sharpened appearance, click the 'Sharpen' button.



Increase Contrast

To increase contrast in an image, click the 'Increase Contrast' button.



Note: To create the image above, the 'Increase Contrast' button was pressed twice to make the effect more obvious.

Decrease Contrast

To decrease contrast in an image, click the 'Decrease Contrast' button.



Note: To obtain the image above, the 'Decrease Contrast' button was pressed twice to make the effect more obvious.

Increase Brightness

To increase brightness in an image, click the Increase Brightness.





Decrease Brightness

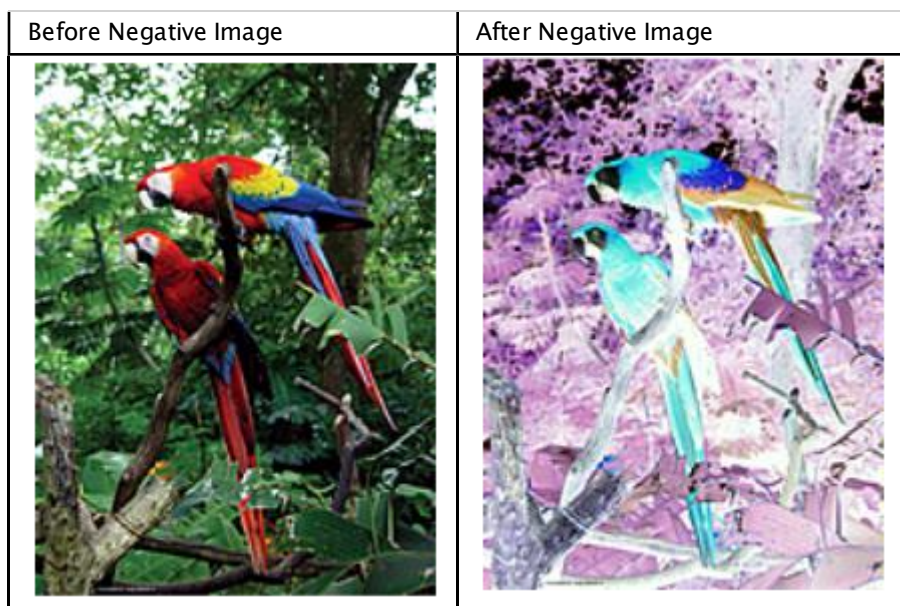
To decrease brightness in an image, click the 'Decrease Brightness' button.



Negative Image

The Negative Image command replaces the color value of each color with its opposite, to create the effect of a photographic negative.

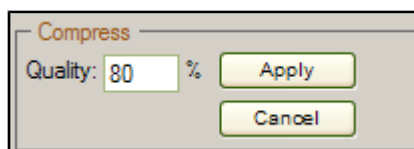
To convert an image, click the 'Negative Image' button.



Compress Image

Compressing an image reduces the file size (fewer kilobytes) which makes the image load faster on a Web page. Compression also reduces the quality of an image. The more compression you use, the more likely it is that a viewer will detect a reduction in image quality.

To reduce an image's file size, click the 'Compress Image' button. You will notice in the lower part of the interface the Quality text box, where you can enter a number between 1 and 99. This number represents the percent of the image's initial quality you want to maintain:



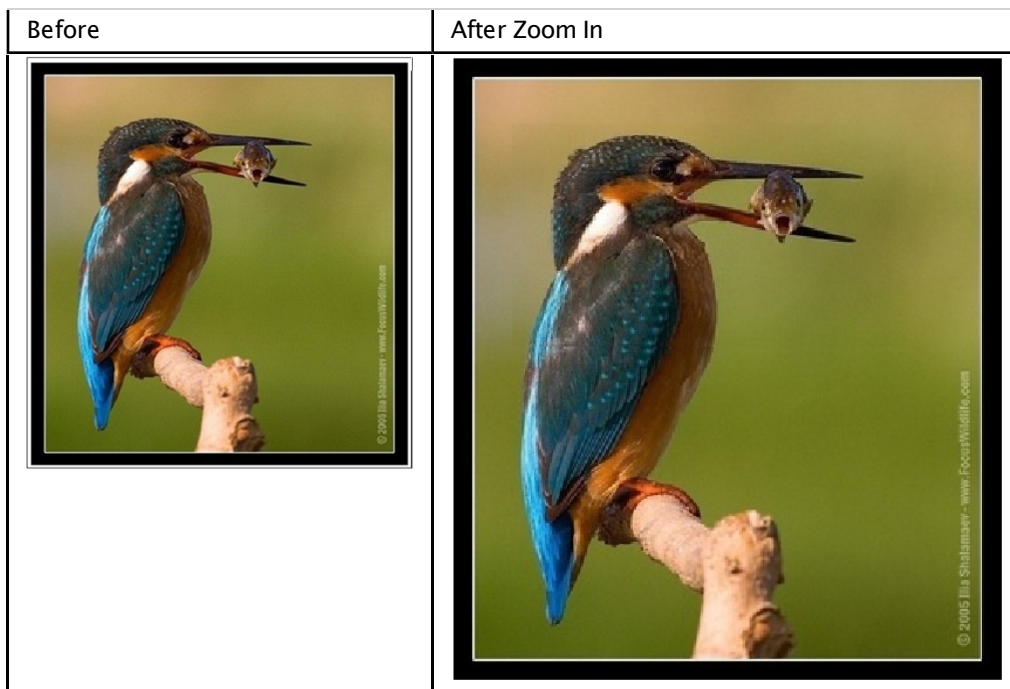
The default value of the Quality text box is 80. The image below was reduced to 20 percent of the original's quality, resulting in a much smaller image but also a noticeable reduction in visual quality.





Zoom In

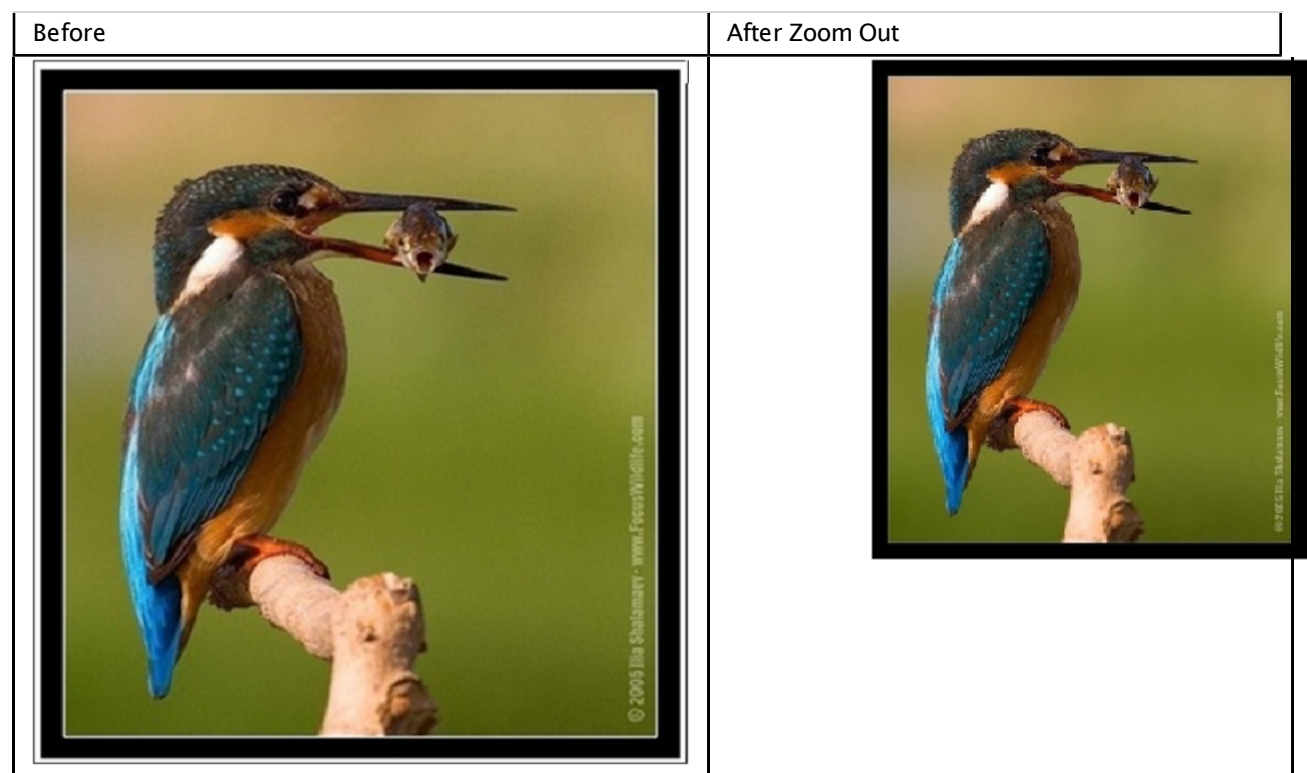
Click the 'Zoom In' button to enlarge the appearance of an image. Each click increases the apparent size a little more. This operation is useful when you need to see image details up close.



Note: Zooming In and Zooming Out has no effect on the image file. It only changes your view of the image. To obtain the image above, the 'Zoom In' button was pressed four times.

Zoom Out

Click the 'Zoom Out' button to shrink the appearance of an image, not its native dimensions. Each click shrinks the apparent size a little more:



Reset Zoom

Click the Reset Zoom button to return your view of the image to the original state.



Reset

The 'Reset' button is not active when you first launch the Image Editor. It becomes active after you perform at least one operation on the image. When you click the 'Reset' button, all the operations you performed on the

image since you opened it will be canceled, and the image will be displayed in its original state.



Finish

Click the 'Finish' button to close the Image Editor window and lock the changes you made to the image. When you click 'Finish', the Edit Image Properties dialog appears, where you can decide whether to update the existing image or save it as a new image.

Save/Update Image Properties

This dialog displays when you modify an existing CommonSpot image. Editing is an option available from image searches and saved searches. You can also access this option by clicking the More Actions icon  for a selected image in reports or My Images.

Optionally update the current image or create a new image. Saving as a new image displays the New Name field. Enter a name without a file extension. Modifying an image does not change its file type in CommonSpot.

Complete description, category, or keywords (with the proper permissions) and optionally make this image publicly available. For details on these fields, see [Upload New Image](#).

Save/Update Image Properties

Please specify how you want to save the updated image.



(Note the image is scaled to a width of 100 pixels and may not display correctly for this preview. Once saved, it can be viewed in its actual size.)

☒ **Update existing image**
 (saves as a new version)

☐ **Save as a new image**

Description:

Category:

Keywords:

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

☒ **Include in Public Image Gallery**

Click Next to enter any custom metadata your site requires.

Image Details

Access this dialog from image reports and search results by clicking the More Actions icon  for a selected image and clicking Image Details. (Images displayed in the filmstrip view in image search results display similar details.) Use this feature to view image name, creation, file size, and version information and to optionally rescan image size. Any changes display in the Dimensions field.

Image Details

The following are the details of the specified image.

Name: /demo/images/active_1.png

Description: active

Dimensions: Width: 23 pixel(s) Height: 19 pixel(s)

Size: 504 bytes

Creator: Webmaster

Last Update By: Webmaster

Creation Date: 11/13/2009 13:00:33

Current Version: 1

Administrators can rescan all images at a site from the Utilities left panel of the Site Administration dashboard and choosing Site Tools – Rescan Image Sizes.

Referring Pages

The Referring Pages dialog, accessed from Links – Referring pages or from the Page Tools left panel item, provides a convenient way to see all pages with links to the current page. This can be particularly helpful when you are considering moving or deleting a page. You can also access this option by clicking the More Actions icon  for a page in My Pages or CommonSpot reports. The Referring Pages dialog displays a list of pages with links to the current page.

Referring Pages

The following lists the pages within this site that contain one or more links to the 'Academics' page. To change the link references of one or more pages to another target URL, select the enabled checkboxes next to the desired pages and press the 'Change Link References' link.

	Page Title	Subsite
☐	Base Plus One (template)	/demo/

Showing 1 record.

 [Change Link References](#)  [Close](#)

Note: If CommonSpot finds any referring pages that link to a registered external URL, then pages with unregistered links to the same URL will not be shown. If CommonSpot finds no referring pages that link to a registered external URL, the Referring Pages function then looks for unregistered links to the same URL. If any are found, they'll be shown, but Change Link References functionality will not be available.

Through the Referring Pages dialog, you can change link references to another page, Element, image, or object. To change the link references on one or more of the referring pages, check the corresponding boxes and click Change Link References to open the Change Link Reference dialog.

Image Version History

The Image Version History dialog lists available versions of an image. If more than one version exists, past versions are also listed.

Image Version History

The following versions exist for the image 'street-across-campus-scaled.jpg'. To make a previous version current, select the version from the list below and click 'Make Current'. This will update all instances of the image.

	Version	Image FileName	Size	Width	Height	Subsite
	2009-11-11 01:29:42	street-across-campus-scaled.jpg	28.23 KB	550	200	/demo/
☐	2009-11-11 01:28:58	Water-lilies.jpg	81.83 KB	800	600	/demo/
☐	2009-10-07 01:01:58	street-across-campus-scaled.jpg	28.23 KB	550	200	/demo/

Showing 3 records.

 [Make Current](#)  [Close](#)

Clicking the link to the current version or a previous version will preview the image. It also "selects" this version, placing a green check next to the image name. Optionally select a previous version and click Make Current. Rolling back the version of an image changes all references to display the new image.

Note: This dialog shows all versions of the image. Unlike [Page Version History](#), this is not bound by a specific number of days

Edit Image Properties

In the Edit Image Properties dialog, you first choose if you want to edit properties of the existing image or if you want to upload a new version of the image and edit properties on the new version. With either choice, you can edit the image's description, category, keywords, and security.

Note: If you choose to update the existing image, the changes will appear everywhere the image appears in your site.

Use Existing Image

Modify existing image properties by entering new values in the image fields. Change security by clicking the [Image Security](#) button.

Edit Image Properties
Edit the image properties below, if desired.

(Note the image is scaled to a width of 100 pixels and may not display correctly for this preview. Once uploaded it can be viewed in its actual size.)

Description: image004

Category: Athletics ▼ New...

Keywords: CommonSpot University, Greater Boston, Top University, Universities in Boston
Select Keywords...

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

☒ **Include in Public Image Gallery**

Image Security...

☐ Check Spelling

Next Cancel

Click Next to make changes to any defined [image metadata](#).

Upload New Version

To replace the current image with a new version, enter the local or network pathname for the replacement image, or click the Browse button to locate one. Enter any new values in the image fields. Change security by clicking the [Image Security](#) button. For details on these fields see [Upload New Image](#).

Upload New Version

Please upload a new version of the image. Please note that updates to this image will be reflected on all pages referencing this image.



(Note the image is scaled to a width of 100 pixels and may not display correctly for this preview. Once uploaded it can be viewed in its actual size.)

Target Subsite: /demo/about/images/

Upload New

Version: Please specify the full path (directory and filename) of the image to add this site's image repository.

Description:

Category:

Keywords:

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

☒ **Include in Public Image Gallery**

☐ **Check Spelling**

Click Next to make changes to any defined [image metadata](#).

Upload New Image

After login, click New – Image to transfer images from local or networked drives to the CommonSpot Image Gallery for inclusion in CommonSpot pages, templates, or Elements. (To replace existing images, select Upload New Version from the More Actions dropdown in [Find Image – Search Results](#) or [Image reports](#).)

The first dialog displays for selecting a subsite location for images. You can upload one or more images.

Upload New Image

Please select the desired subsite from the tree below.

Subsite Hierarchy | [Subsite Search](#)

Subsite: ☐ **demo**

- ☐ academics
- ☐ admission
- ☐ alumni
- ☐ campuslife
- ☐ currentstudents
- ☐ facultyandstaff
- ☐ futurestudents
- ☐ lightbox
- ☐ newsevents
- ☐ resources

Select Upload Single Image to transfer one image. You can also choose to [Upload Multiple Images](#) and simultaneously apply similar metadata to selected items. You can upload multiple images through either the stand-alone browse-and-select method or a drag-and-drop interface.

Upload New Image

Please specify the full local path of the new file which you wish to upload, and enter the appropriate information regarding the new image. Note that only new images should be uploaded from this dialog. If you are updating an existing image, please do so through the Tools > Find Images dialog.

Target Subsite: /demo/academics/

Upload New Image:

Description:

Category: Athletics

Keywords: CommonSpot University, Greater Boston, Top University, Universities in Boston

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

☒ **Include in Public Image Gallery**

☐ **Check Spelling**

On installation, this option is enabled. Deselect to make new images unavailable to others.

View or change the destination Subsite for the new image. This field defaults to the current subsite.

In the Upload New Image field enter the disk location or networked path of the new file (for example, d:\Website\imagegrid\products.png) if you know the full path name, or click the Browse button to locate the file.

CommonSpot displays the full image path name and automatically uploads the new image to the server.

Enter a brief text Description.

Category: Select from the drop-down list. If you have Category creation permissions, you can create a new Category by clicking New and following the prompts to [add an image category](#).

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

Include in Public Image Gallery: By default, when CommonSpot is first installed, all new images are available for viewing and use by other CommonSpot users, as shown above. To make an image unavailable to other Web authors, deselect this option. The image is only available to you or your groups, and displays as private in image search results and reports, as shown below.



Click Next to add [image metadata](#), if required, or to assign [image security](#).

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

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

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

Image Metadata

Images can also have metadata forms associated with them. After adding an image you may be prompted to complete a metadata form dialog. Metadata classifies images to make it easier to search using the Advanced option in image searches.

Custom Properties

Please provide the following information.

News

In Focus

Tag other areas of the site to publish this article

☐ Publish to Home Page

☐ Publish to Campus Life

☐ Publish to Alumni & Friends

☐ Publish to Featured Articles

☐ Publish to Safety & Security

Author:

Prev

Save

Cancel

Designers, administrators, or developers typically define Image metadata. Click Save to update metadata, Prev to return to the Upload Image dialog or Cancel to exit without saving,

Advanced XML Support

The use of XML and other related technologies, such as RSS and XSLT, has become widespread in today's Web world. These technologies provide important standards to facilitate the sharing of structured data across different information systems, syndication of content with interested users, and the ability to more easily reuse, repurpose, and format content.

CommonSpot continues to extend its flexibility through the addition of a new XML framework. Significant enhancements in XML Publication/Syndication, XML rendering, and XSL style sheets make it simple to manage the format, display, re-use, and syndication of content in CommonSpot. The result is enhanced productivity, interoperability, and content re-usability.

With CommonSpot you can now:

- Easily syndicate content as news feeds or podcasts via RSS and/or Atom
- Create custom XML Publications to exchange data with other systems
- Create an index of Feeds (with quick links to popular Feed readers)
- Include Live Bookmarks on any CommonSpot page
- Use XSLT to render elements
- View the content of any page or Element as XML

For more information on CommonSpot's XML functionality, see the following:

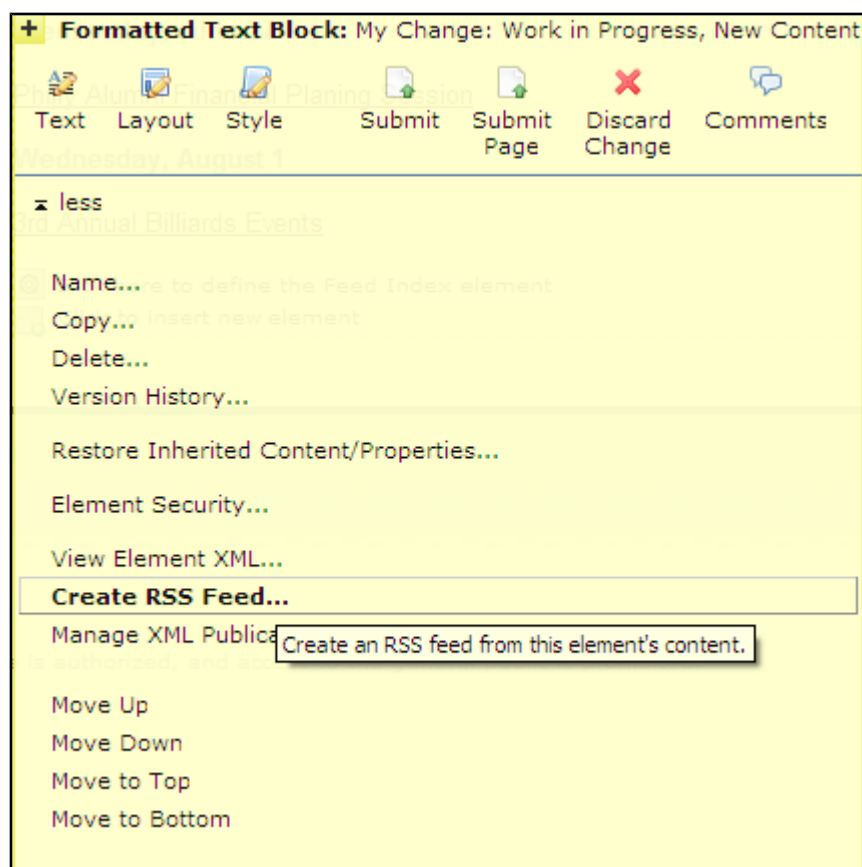
- [XML Publication/Syndication](#)
- [Live Bookmarks](#)
- [View Content as XML](#)
- [XSL Render Handlers](#)

XML Publication/Syndication

Through CommonSpot's XML framework you can easily publish content in different XML formats. This framework delivers out-of-the-box support for feeds and podcasts in either RSS 2.0 or Atom 1.0 formats, but it also enables administrators and developers to create XML Publications in any format, making it easier to publish content stored and managed in CommonSpot with other systems.

Create RSS Feed

Access the Create RSS Feed dialog from the Create RSS Feed... menu option for a Page Index, Custom Element, or Text block element.



Simply enter a name for your RSS feed and click Next to create the RSS Feed.

Please keep in mind that the Name field will appear in the publication's URL. The format of the URL string is
?xml=[name],[format]

For example,

http://cs/demo/about/our-president.cfm?xml=Msg%20from%20Pres,RSS2.0

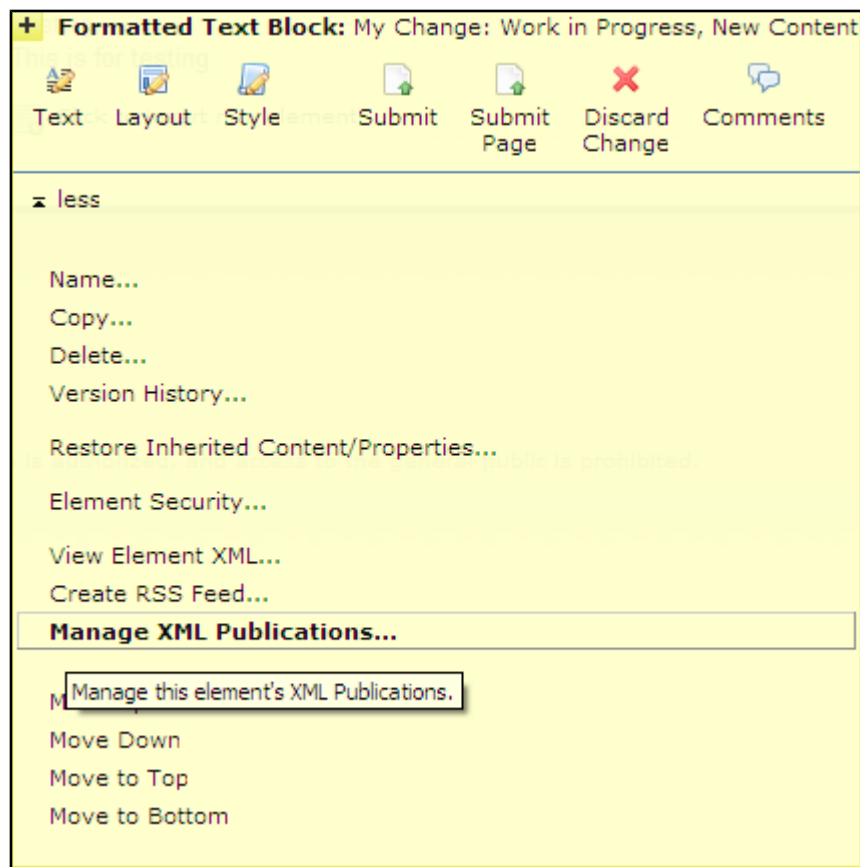
Note that any spaces will be escaped appropriately.

Note that to create RSS Feeds, you must have Create Page rights.

Upon submission of the Create RSS Feed dialog, the [Manage XML Publications dialog](#) displays and the new RSS feed is listed. A convenient link is provided in this dialog, allowing the new Feed to be directly opened in a new window.

Managing XML Publications

While CommonSpot provides a simple one-click action to create RSS feeds using the 'Create RSS Feed...' menu option, you can also create and manage feeds of any type through the 'Manage XML Publications...' menu option.



The 'Manage XML Publications...' menu option invokes the [Manage XML Publications dialog](#), where you can:

- view the current Feeds/Formats that are set up for the current element
- add new feeds
- remove existing feeds

As new formats emerge, CommonSpot's flexible architecture makes it easy to support new feed definitions.

For detailed information on creating and managing XML Publications, see:

- [Change selected XML Publication State](#)
- [Add XML Publication – Step 1 of 2](#)
- [Add XML Publication – Step 2 of 2](#)

Note, as for Create RSS feeds, creating XML Publications requires Create Page rights.

XML Publication Indicator

When an XML Publication/Feed has been created for an element, the familiar orange syndication icon  appears in the upper right corner of the element in Author, Edit, and Approve mode, indicating that this element is tied to a feed.

The image below shows a custom element with the XML Publication indicator.



Note that the XML Publication indicator is not rendered in Read Mode. It is only rendered in Author, Edit and Approve modes. Also, no actions are taken if you click the icon. To view or edit the XML Publications associated with the element, open the [Manage XML Publications dialog](#).

Manage XML Publications

Use the Manage XML Publications dialog to associate one or more XML publications with a specific Page Index, Custom Element, or Text Block element. This dialog lists XML Publications currently bound to the element. For each XML Publication an edit and delete icon is presented, along with the publication's name, description, and a list of formats.

In the screen shot above, you can see that this Page Index block element has The NewsSpot feed bound to its content.

Manage XML Publications

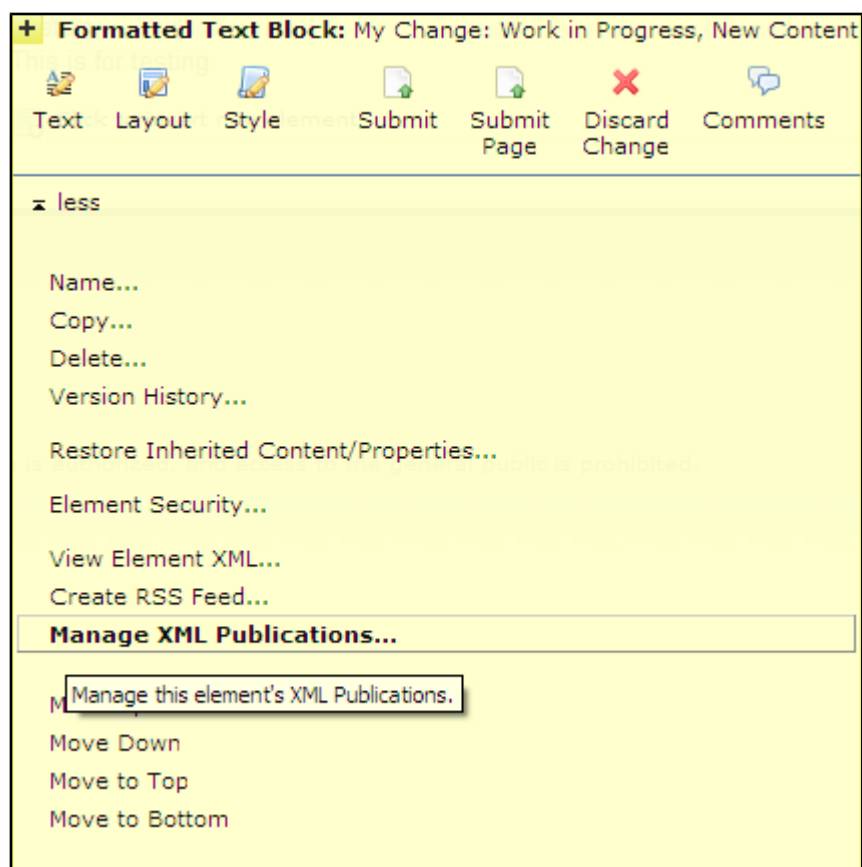
The following XML publications have been defined for this element.

State ^	Name	Description	XML Publication Format(s)	Actions
	The NewsSpot	Get the latest CommonSpot University news at The News Spot.	 RSS2.0 ,  Atom1.0	 
 Add XML Publication				

 Showing 1 record.

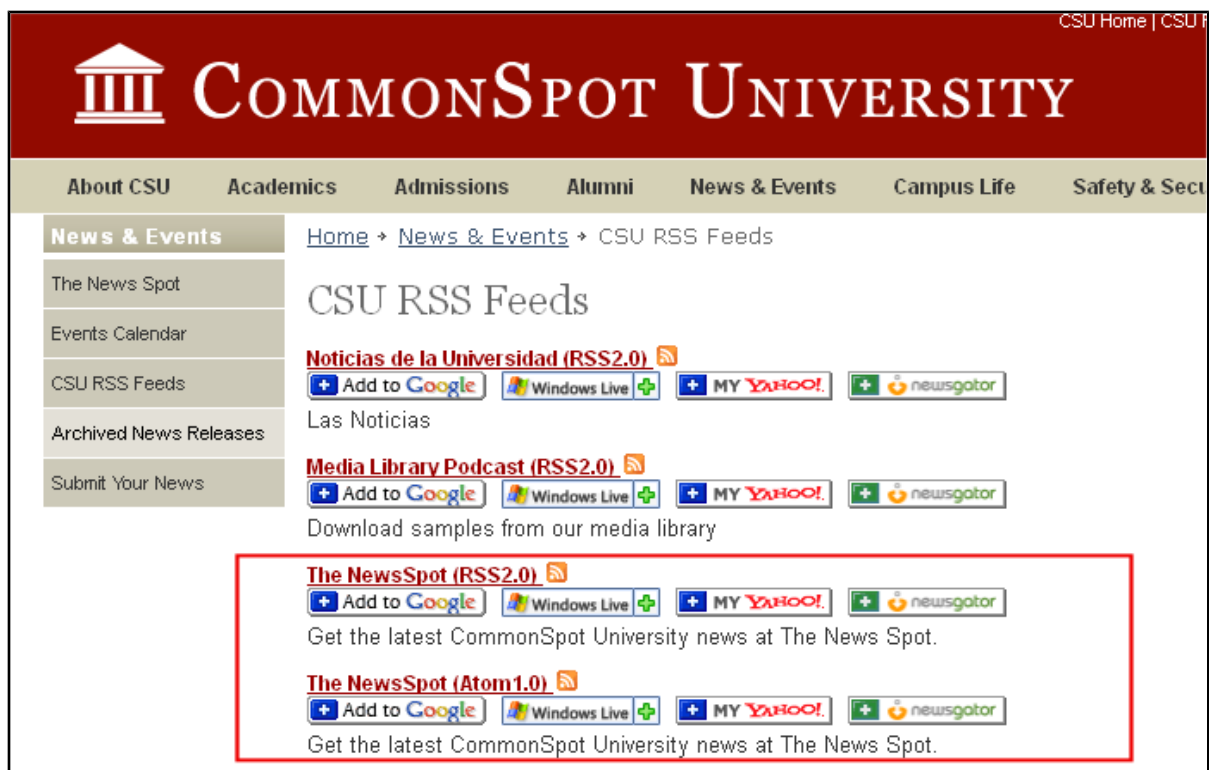
 Close

The dialog is invoked by selecting the Manage XML Publications menu option from the selected element's menu.



Each format being published is listed in the XML Publication Format(s) column for each XML Publication. Here, the 'NewsSpot feed is being published using two different formats.

Clicking the link for any format will open a new window and will display the XML publication.



The URLs for the two formats would be:

`http://myserver/demo/newsevents/news.cfm?xml=The%20NewsSpot,RSS2.0`

`http://myserver/demo/newsevents/news.cfm?xml=The%20NewsSpot,Atom1.0`

If you want to make further modifications to any XML Publication, click the pencil icon next to its name to open the [Edit XML Publication, Step 1 Dialog](#).

To delete or deactivate an XML Publication, simply click the delete icon next to the desired XML Publication name.

To add a new XML Publication, click the link Add XML Publication. This will invoke the [Add XML Publication, Step 1 of 2 Dialog](#).

Note: If you update metadata fields in CommonSpot's out-of-the-box 'SimpleSyndication' Publication Definition, you must return to each feed you've created using that Publication Definition and update the feed header information using the element menu option, 'Manage XML Publication', which opens the XML Publication List dialog.

Change selected XML Publication State

The state of a particular XML Publication can be changed by invoking the Change selected XML Publication state dialog. This dialog is invoked by clicking the change icon next to the XML Publication name in the [Manage XML Publications](#) dialog.

An XML Publications can be either active or inactive. The radio button options are described below.

Activate – To activate the XML Publication, selected the 'Active' radio button, then click the 'Update' button. Active XML Publications can be accessed by site visitors and their properties can be changed by contributors.

Deactivate – To inactivate the XML Publication, select the 'Deactivate' button, then click the 'Update' button. Deactivated XML Publications will still remain accessible to site visitors, but contributors will not be able to edit the properties of the XML Publication. After an XML Publication has been deactivated, the publication will be listed in the Manage XML Publications dialog with the text "(Deactivated)" next to the publication name.

Delete – To completely delete an XML Publication, select the 'Delete' radio button, then click the 'Update' button. Once deleted, an XML Publication is permanently deleted and it cannot be re-activated.

Add XML Publication – Step 1 of 2

Adding an XML Publication for a Page Index, Custom Element, or Text block is a two-step process. First enter basic information for the new XML in the Add XML Publication Step 1 of 2 dialog, as shown below.

Add XML Publication – Step 1 of 2

To create a new XML Publication bound to the selected element, please enter the information specified below.

Name:
Note: The value for 'Name' will be used in the URL to specify this XML Publication. Any spaces in the name should be removed when specified in the URL.

Description:

Publication Definition: SimpleSyndication

XML Publication Format: ☐ Atom1.0 ☐ RSS2.0 ☐ simple
Please select at least one Publication Format

Category: None
Pick the category this document belongs to.

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

☐ Check Spelling

Complete the following fields:

Name – Provide the name of the XML Publication. Note that this name becomes part of the URL used to access the feed. Spaces are escaped. The format of the URL will be {current page url}?xml=[name],[format]. The name must be unique if multiple XML Publications are on the same page.

Description – Provide a text description of the XML Publication.

Publication Definition – Select the Publication Definition to use. The selection of the Publication Definition may dynamically change which formats are available for selection in the XML Publication Formats field below.

If an XML Publication has already been set up that makes available all of the formats, then that XML Definition will not be included in the list.

XML Publication Formats – Specify one or more formats to make available for the selected XML Publication Definition by checking the appropriate checkboxes.

Category – Optional. Choose a category to classify the XML Publication. This classification can be used later when creating a Feed Index, as you can filter by specified categories. For example, show a list of all XML Publications having the category 'Sports'

Keywords – Optional. Type one or more comma-delimited keywords (or select from a list by clicking the Select Keywords button) to classify the XML Publication. This classification can be used later when creating a Feed Index, as you can filter by specified keywords. For example, to show a list of all XML Publications having the keyword Politics.

Once all fields have been completed, click **Next** to continue to the second step in the wizard for creating an XML Publication. You can return to Step 1 from the next dialog by clicking the **Previous** button at any time.

Click **Cancel** to exit without creating an XML Publication.

For more information on XML Definitions, refer to the CommonSpot Administrator's Reference.

Add XML Publication Step 2 of 2

The second step in adding an XML Publication defining the metadata for the XML Publication itself. The fields in this dialog are dependent on the XML Definition selected in Step 1 of the wizard. Simple syndication presents the first dialog. Detailed syndication presents the second type.

Add XML Publication - Step 2 of 2



Please provide the following information for the XML Publication. This information will appear as header information in the publication itself.

Title:
The title of this XML Publication.

Description:
Phrase or sentence describing the XML Publication.

Link:
The URL to be associated with this XML Publication.

Copyright:
Copyright notice for content in the XML Publication.

☐ Check Spelling

Prev **Save** **Cancel**

Add XML Publication - Step 2 of 2

Please provide the following information for the XML Publication. This information will appear as header information in the publication itself.

Required - Detailed

Optional - Detailed

Unusual - Detailed

title:

The name of the channel. It's how people refer to your service. If you have an HTML website that contains the same information as your RSS file, the title of your channel should be the same as the title of your website.

link:

The URL to the HTML website corresponding to the channel.

description:

Phrase or sentence describing the channel.

☐ Check Spelling
 ← Prev
Save
✖ Cancel

The information collected here typically is included as part of the publication itself. For example if this were an XML Definition that was collecting information for a RSS feed, the information collected here would be included in the feed as metadata about the feed, not about the items inside the feed itself.

All fields in the first tab are required, and must be completed prior to submitting.

Once you have completed all of the required fields, click the Save button to create the XML Publication. Click Cancel button to exit without creating an XML Publication, or click Previous to return to Step 1 of the wizard.

Upon submission of this dialog, you will see the [Manage XML Publications](#) where the new XML Publication will be listed with the specified formats.

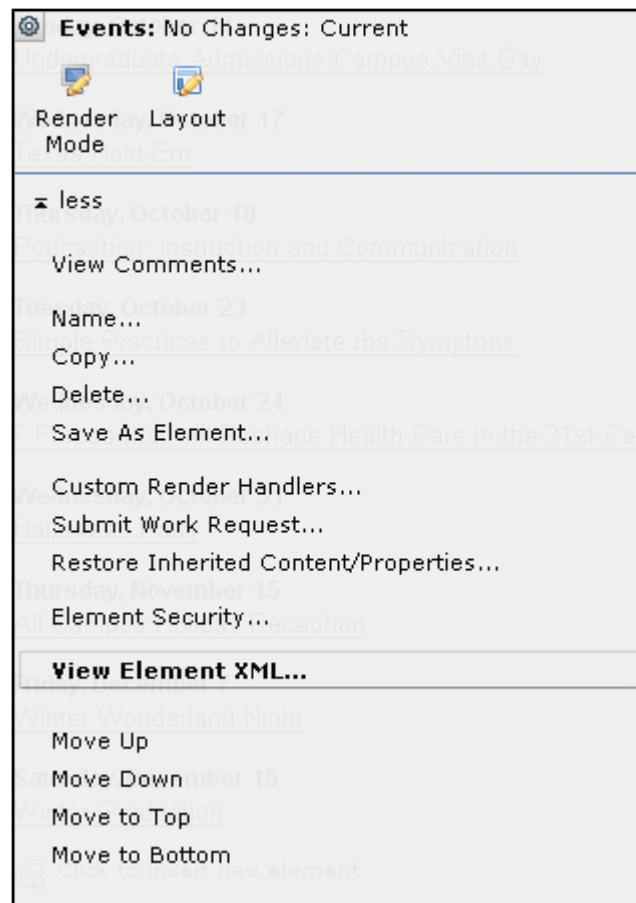
For more information on XML Definitions, refer to the CommonSpot Administrator Reference.

Render/View Content as XML

Through CommonSpot's XML framework you can now render and/or view the content of a page or element in XML.

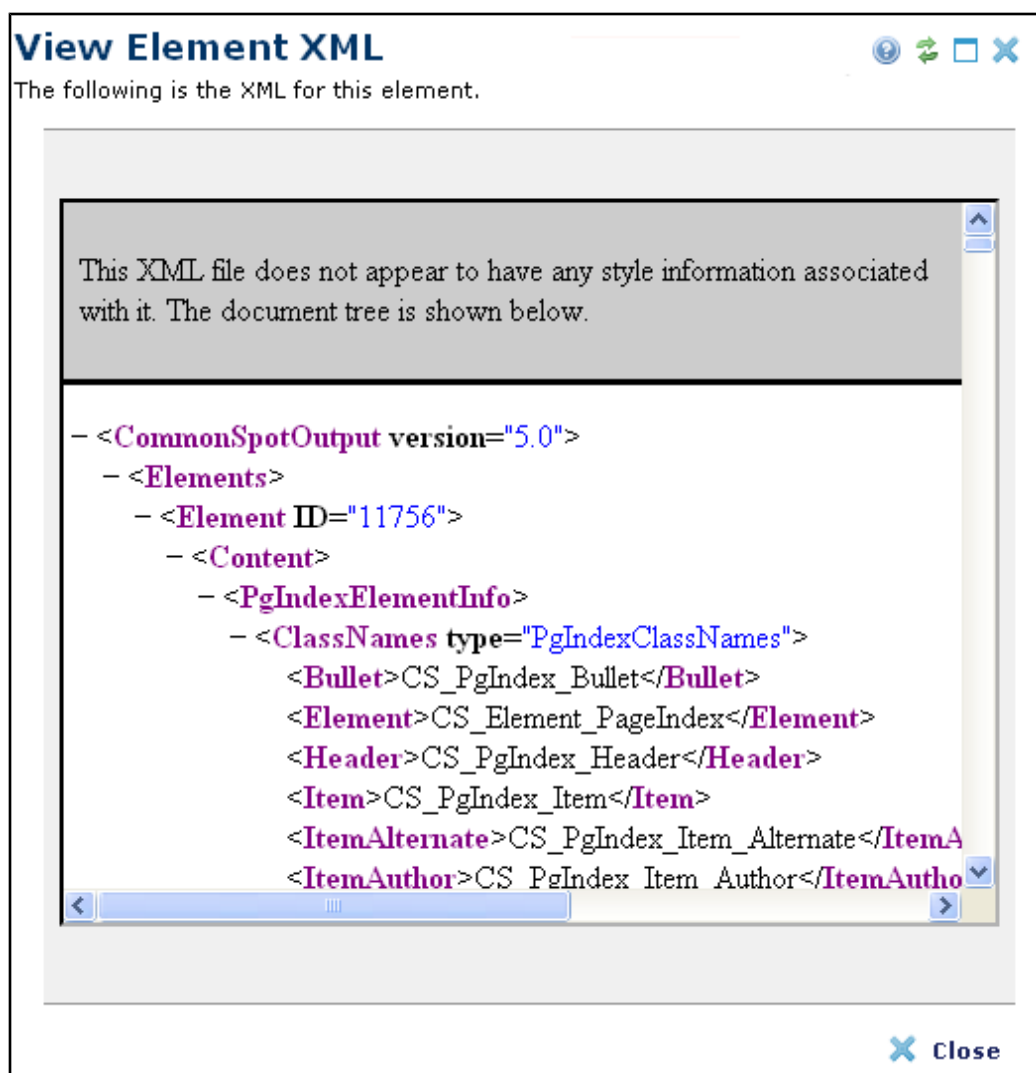
To view the content of a page as XML, simply type 'xml=1' at the end of the page's URL. Note: CommonSpot will ONLY convert elements on the page that support custom render handlers to XML. Using this XML as the source, a developer can transform it using XSLT into any output.

To view the contents of a particular element as XML, simply choose the 'View Element XML...' menu option from any element's menu to invoke the View Element XML dialog that displays the element's XML.



View Element XML

The View Element XML dialog is available for most all CommonSpot elements, including custom elements. The dialog displays the content of the current element in XML within a scrollable region.



Depending on the browser you are using, you can typically expand and collapse nodes of the XML content by clicking on the plus (+) or minus (-) icons in the XML.

Note: Both Chrome and Safari require a third-party extension (like xml tree for Chrome) to correctly display XML. If you are using either of these browsers for authoring, download the appropriate extension to view XML for CommonSpot Elements.

XSL Render Handlers

CommonSpot allows HTML/XSL developers to control the rendering of various elements via XSL templates. Most all elements in CommonSpot support rendering their content as XML and as such can be configured to use an XSL render handler.

To view the XML for a particular element type, simply open the element's menu and choose the 'View Element XML...' menu option. This will invoke the [View Element XML dialog](#), which will display the content of the element in XML.

Note: As part of the CommonSpot distribution, PaperThin supplies a handful of sample XSL render handlers in the `/commonspot/samples/renderhandlers` directory.

For more information on XSL render handlers, please refer to the XML Render Handling chapter in the CommonSpot Administrator's Guide.