



Asbru Ltd.  
www.asbrusoft.com  
info@asbrusoft.com

Asbru Ltd.



# Asbru Web Content Management System

## Website Editor Guide

*Easily & Inexpensively  
Create, Publish & Manage Your Websites*



## Copyright and Proprietary Information

Copyright Asbru Ltd 1999–2024. This user guide constitutes proprietary information of Asbru Ltd. No part of this user guide may be reproduced, transmitted, transcribed, stored in a retrieval system or translated into any language in any form, by any means, without the written permission of Asbru Ltd.

## Notice

Asbru Ltd. reserves the right to make changes in this user guide at any time and without notice. Asbru Ltd. makes no warranties, express or implied, in this user guide. In no event shall Asbru Ltd. be liable for any indirect, special, incidental or consequential damages arising out of purchase or use of this user guide or the information contained herein.

## Licenses and Trademarks

Asbru Web Content Management and the Asbru logo are trademarks or registered trademarks of Asbru Ltd. in the United Kingdom and other countries. All other company, product, or trade names are trademarks or registered trademarks of their respective holders.

Asbru Web Content Management includes and uses the wz\_dragdrop.js library, Copyright (c) 2002-2003 Walter Zorn ([www.walterzorn.com](http://www.walterzorn.com)), licensed under the terms of the GNU Lesser General Public License (LGPL) (<http://www.gnu.org/copyleft/lesser.html>).

Asbru Web Content Management includes and uses the wz\_jsgraphics.js library, Copyright (c) 2002-2004 Walter Zorn (<http://www.walterzorn.com>), licensed under the terms of the GNU Lesser General Public License (LGPL) (<http://www.gnu.org/copyleft/lesser.html>).

Asbru Web Content Management includes and uses the Dynarch DHTML Calendar library, Copyright (c) 2002-2005 Mihai Bazon (<http://www.bazon.net/mishoo> - <http://www.dynarch.com/projects/calendar>), licensed under the terms of the GNU Lesser General Public License (LGPL) (<http://www.gnu.org/licenses/lgpl.html>).

Asbru Web Content Management includes and uses the Kryogenix sortable library, Copyright (c) 1997-2005 Stuart Langridge (<http://www.kryogenix.org/code/browser/sortable/>), licensed under the terms of the MIT License (<http://www.kryogenix.org/code/browser/license.html>).

Asbru Web Content Management includes and uses the SWFupload component and library, Copyright (c) 2006-2007 Lars Huring, Olov Nilzén and Mammon Media, and Copyright (c) 2007-2008 Jake Roberts (<http://www.swfupload.org/>), licensed under the terms of the MIT License (<http://www.opensource.org/licenses/mit-license.php>).

Asbru Web Content Management includes and uses the Prototype library, Copyright (c) 2005 Sam Stephenson (<http://prototype.conio.net/>), licensed under the terms of an MIT-style License (<http://prototype.conio.net/>).

Asbru Web Content Management includes and uses the Scriptaculous library, Copyright (c) 2005 Thomas Fuchs (<http://script.aculo.us/>), licensed as free software.

Asbru Web Content Management includes and uses parts of the Rico library, Copyright (c) 2005 Sabre Airline Solutions (<http://openrico.org/>), licensed under the terms of the Apache License, Version 2.0.

Asbru Web Content Management includes and uses the Rico Livegrid Plus library, Copyright (c) 2006 Matt Brown (<http://dowdybrown.com/>), licensed under the terms of the Apache License, Version 2.0.

Asbru Web Content Management includes and uses the Lightbox library, Copyright (c) 2006 Lokesh Dhakar (<http://www.huddletogether.com/>), licensed under the Creative Commons Attribution 2.5 License (<http://creativecommons.org/licenses/by/2.5/>).

Asbru Web Content Management includes and uses the TableKit library, Copyright (c) 2007 Andrew Tetlaw & Millstream Web Software (<http://www.millstream.com.au/view/code/tablekit/>), licensed as free software.

Asbru Web Content Management includes and uses the jQuery library, Copyright (c) 2011 John Resig (<http://jquery.org/>), licensed under the terms of the MIT License (<http://jquery.org/license/>).

Asbru Web Content Management includes and uses the jsTree library, Copyright (c) 2010 Ivan Bozhanov (<http://jstree.com/>), licensed under the terms of the MIT License (<http://www.opensource.org/licenses/mit-license.php>).

Asbru Web Content Management includes and uses the JavaBeans Activation Framework library, Copyright (c) Sun Microsystems (<http://www.sun.com/>), licensed under the terms of the Sun Microsystems, Inc. Binary Code License Agreement.



Asbru Web Content Management includes and uses the JavaMail library, Copyright (c) 2009 Sun Microsystems (<http://www.sun.com/>), licensed under the terms of the Sun Microsystems, Inc. Binary Code License Agreement.

Asbru Web Content Management includes and uses the Apache Jakarta JCS library, Copyright (c) 2001-2007 The Apache Software Foundation (<http://www.apache.org/>), licensed under the terms of the Apache License, Version 2.0.

Asbru Web Content Management includes and uses the Apache Commons Logging library, Copyright (c) 2003-2007 The Apache Software Foundation (<http://www.apache.org/>), licensed under the terms of the Apache License, Version 2.0.

Asbru Web Content Management includes and uses the Apache log4j library, Copyright (c) 2010 The Apache Software Foundation (<http://www.apache.org/>), licensed under the terms of the Apache License, Version 2.0.

Asbru Web Content Management includes and uses the concurrent library, Copyright (c) Doug Lea (<http://gee.cs.oswego.edu/dl/classes/EDU/oswego/cs/dl/util/concurrent/intro.html>), licensed as free software.

Asbru Web Content Management includes and uses the slidetabs library, Copyright (c) WebStack (<http://www.slidetabs.com/>).

Asbru Web Content Management includes and uses the ContentBuilder.js library, Copyright (c) InnovaStudio (<http://www.innovastudio.com/>).

Asbru Web Content Management includes and uses the CodeMirror library, Copyright (c) 2017 Marijn Havebeke ([marijnh@gmail.com](mailto:marijnh@gmail.com)) (<http://www.codemirror.net/>), licensed under the terms of the MIT License (<https://codemirror.net/LICENSE>).

Asbru Web Content Management includes and uses the Tiny Colorpicker library, Copyright (c) 2013 Maarten Baijs (<http://www.baijs.com/>), licensed under the terms of the MIT License.

Asbru Web Content Management includes and uses the HTML5 FormData Polyfill, Copyright (c) 2016 Jimmy Karl Roland Wärtling (<https://github.com/jimmywarting/FormData>), licensed under the terms of the MIT License.

## Asbru Ltd

Asbru Ltd. provides Internet/Web services, consultancy and solutions for businesses and individuals. Registered in England - Company Registration No. 3865324 - [www.asbrusoft.com](http://www.asbrusoft.com)



# Asbru Web Content Management System

*Easily & Inexpensively  
Create, Publish & Manage Your Websites*

## Introduction

This document is the website editor guide for the Asbru Web Content Management System. The user guide describes how you, the website editor, use the basic Asbru Web Content Management System to update your website content.

The Asbru Web Content Management System is a web solution allowing you easy access to create and update the content of your Internet website as well as your Intranet and Extranet websites. The system is full-featured but very easy to use and highly flexible. You will only need to see the more advanced features if/when needed. Unused features can easily be disabled and hidden (by the “superadmin” website administrator) to keep the website administration web pages as simple as possible for you, the website editor, to use. More advanced web content management features can be enabled and displayed to you if/when needed.

This user guide is divided into four main parts:

Part 1 describes how to login to and logout from the Asbru Web Content Management System on your website.

Part 2 describes how to use your “Home” website administration page and the general sections and functionality of the Asbru Web Content Management System.

Part 3 describes how to use the Browse & Edit mode to update the content of your website.

Part 4 describes how to use the built-in WYSIWYG (What-You-See-Is-What-You-Get) Asbru Web Content Editor to edit your website content.





## Table of Contents

<b>INTRODUCTION .....</b>	<b>4</b>
<b>TABLE OF CONTENTS .....</b>	<b>5</b>
<b>1 LOGIN .....</b>	<b>9</b>
1.1 Logout.....	10
1.2 Retrieve Username and Password.....	11
<b>2 HOME .....</b>	<b>12</b>
<b>3 BROWSE &amp; EDIT.....</b>	<b>14</b>
3.1 Toolbar .....	15
3.1.1 Home .....	15
3.1.2 Logged in as .....	15
3.1.3 Logout.....	15
3.1.4 Help .....	15
3.1.5 Edit .....	15
3.1.6 Publish .....	16
3.1.7 Admin .....	17
3.1.8 Add New .....	18
3.1.9 Preview .....	19
3.1.9.1 Website.....	19
3.1.9.2 Date/Time .....	20
3.1.9.3 Language .....	21
3.1.9.4 Device .....	21
3.1.9.5 User Segment .....	22
3.1.9.6 User Test .....	22
3.1.10 Outline .....	23
3.1.10.1 None (default) .....	24
3.1.10.2 Black .....	25
3.1.10.3 White .....	26
3.2 Style Sheet .....	27
3.3 Template.....	28
3.4 Content Items .....	28
3.5 Content Block Heading .....	31
3.5.1 Status .....	31
3.5.2 Content Class.....	32



3.5.3	Add New .....	32
3.5.4	Admin .....	32
3.5.5	Edit .....	32
3.5.6	Publish .....	34
<b>3.6</b>	<b>Edit All / Inline .....</b>	<b>35</b>
<b>3.7</b>	<b>Exit Browse &amp; Edit .....</b>	<b>36</b>
<b>4</b>	<b>CONTENT EDITOR .....</b>	<b>37</b>
<b>4.1</b>	<b>Asbru Web Content Editor .....</b>	<b>38</b>
<b>4.2</b>	<b>Toolbar .....</b>	<b>40</b>
4.2.1	Ribbon-Style Toolbar .....	40
4.2.2	Classic-Style Toolbar .....	41
<b>4.3</b>	<b>Text Formatting and Style .....</b>	<b>42</b>
4.3.1	Style Ribbon .....	42
4.3.2	Format Ribbon .....	43
4.3.3	Style .....	44
4.3.4	Format .....	45
4.3.5	Font Name .....	45
4.3.6	Font Size .....	46
4.3.7	Bold .....	46
4.3.8	Italic .....	46
4.3.9	Underline .....	46
4.3.10	Font Formatting .....	46
4.3.11	Text Colour .....	47
4.3.12	Background Colour .....	47
4.3.13	Superscript .....	48
4.3.14	Subscript .....	48
4.3.15	Strikethrough .....	48
4.3.16	Remove Format .....	49
<b>4.4</b>	<b>Indentation and Alignment .....</b>	<b>49</b>
4.4.1	Decrease Indent .....	49
4.4.2	Indent .....	49
4.4.3	Align Left .....	49
4.4.4	Align Center .....	49
4.4.5	Align Right .....	49
4.4.6	Align Full .....	49
4.4.7	Do Not Break .....	50
4.4.8	Numbered List .....	50
4.4.9	Bullet List .....	50
<b>4.5</b>	<b>Editing .....</b>	<b>50</b>
4.5.1	Cut .....	50
4.5.2	Copy .....	50
4.5.3	Paste .....	51



4.5.4	Clean HTML Code .....	51
4.5.5	Delete.....	52
4.5.6	Select All .....	53
4.5.7	Redo.....	53
4.5.8	Undo .....	53
<b>4.6</b>	<b>Web Content .....</b>	<b>53</b>
4.6.1	Insert Special Characters & Codes .....	53
4.6.2	Insert Media (Image / Flash / Java Applet).....	54
4.6.2.1	Library Images .....	54
4.6.2.2	Add New Image .....	56
4.6.3	Define Imagemap .....	57
4.6.4	Insert Hyperlink.....	58
4.6.4.1	Insert Hyperlink.....	59
4.6.4.2	Add New Page.....	61
4.6.4.3	Add New Image .....	62
4.6.4.4	Add New File .....	63
4.6.4.5	Add New Link .....	63
4.6.5	Insert Snippet.....	64
4.6.6	Insert Frame.....	65
4.6.7	Insert Mail To Link.....	66
4.6.8	Insert Anchor/ Bookmark .....	67
4.6.9	Unlink.....	68
4.6.10	Insert Horizontal Rule.....	68
<b>4.7</b>	<b>Table Editing.....</b>	<b>68</b>
4.7.1	Insert Table.....	68
4.7.2	Table Properties .....	70
4.7.3	Insert Caption .....	71
4.7.4	Insert Header Row .....	71
4.7.5	Insert Footer Row .....	72
4.7.6	Row Properties .....	72
4.7.7	Insert Row Above.....	73
4.7.8	Insert Row Below .....	73
4.7.9	Delete Row .....	73
4.7.10	Split Cell Rows.....	73
4.7.11	Column Properties .....	74
4.7.12	Insert Column Left.....	75
4.7.13	Insert Column Right .....	75
4.7.14	Delete Column.....	75
4.7.15	Split Cell Columns.....	75
4.7.16	Cell Properties .....	76
4.7.17	Insert Cell Left.....	77
4.7.18	Insert Cell Right.....	77
4.7.19	Delete Cell .....	77
4.7.20	Split Cell.....	78
4.7.21	Merge Cells .....	78
<b>4.8</b>	<b>Form Editing.....</b>	<b>78</b>
4.8.1	Insert Form .....	78
4.8.2	Insert Button .....	80



4.8.3	Insert File Input .....	81
4.8.4	Insert Text Input .....	82
4.8.5	Insert Password Input .....	83
4.8.6	Insert Hidden Input.....	85
4.8.7	Insert Text Area Input.....	85
4.8.8	Insert Checkbox.....	87
4.8.9	Insert Radio Button.....	88
4.8.10	Insert Select List .....	89
<b>4.9</b>	<b>Positioning .....</b>	<b>91</b>
4.9.1	Absolute Positioning.....	91
4.9.2	Bring Forwards .....	91
4.9.3	Send Backwards .....	91
4.9.4	Bring To Front.....	91
4.9.5	Send To Back.....	91
4.9.6	Bring Above Text .....	92
4.9.7	Send Below Text .....	92
4.9.8	Insert Box .....	92
<b>4.10</b>	<b>Special.....</b>	<b>93</b>
4.10.1	Help .....	93
4.10.2	Import File .....	93
4.10.3	Find.....	94
4.10.4	Insert Print Page Break .....	94
4.10.5	Print .....	94
4.10.6	Preview .....	95
4.10.7	Save / Submit.....	96
4.10.8	Show Details.....	96
4.10.9	Show Hidden Details .....	96
4.10.10	Show HTML.....	97
4.10.11	Check Spelling.....	97
4.10.12	Insert Comment .....	99
4.10.13	Show / Hide Comments .....	101
<b>4.11</b>	<b>HTML DOM Inspector .....</b>	<b>101</b>
<b>5</b>	<b>CONTENT BUILDER .....</b>	<b>102</b>
<b>5.1</b>	<b>Content Building Blocks .....</b>	<b>102</b>
<b>5.2</b>	<b>Editor Area.....</b>	<b>103</b>



## 1 Login

To access the Asbru Web Content Management system to manage your website you must open your usual website address followed by “/webadmin/”. For example, if you usually access your website using the address “http://127.0.0.1”, you must use the address “http://127.0.0.1/webadmin/” to access the Asbru Web Content Management system.

When accessing the Asbru Web Content Management system you must first authenticate yourself using the configured superadmin or another configured website administrator username and password to login. Please note that you must enter the username and password exactly as configured with lowercase/uppercase, spacing and punctuation and without leading or trailing blanks etc.



Optionally, the web content management system may have been configured to use one-time password codes to login.

If the web content management system has been configured to use a one-time password code as a mandatory or optional alternative to your configured website administrator password then a one-time password code, such as for example a time-based one-time password generated by an “authenticator” app or device, can be entered as the password.

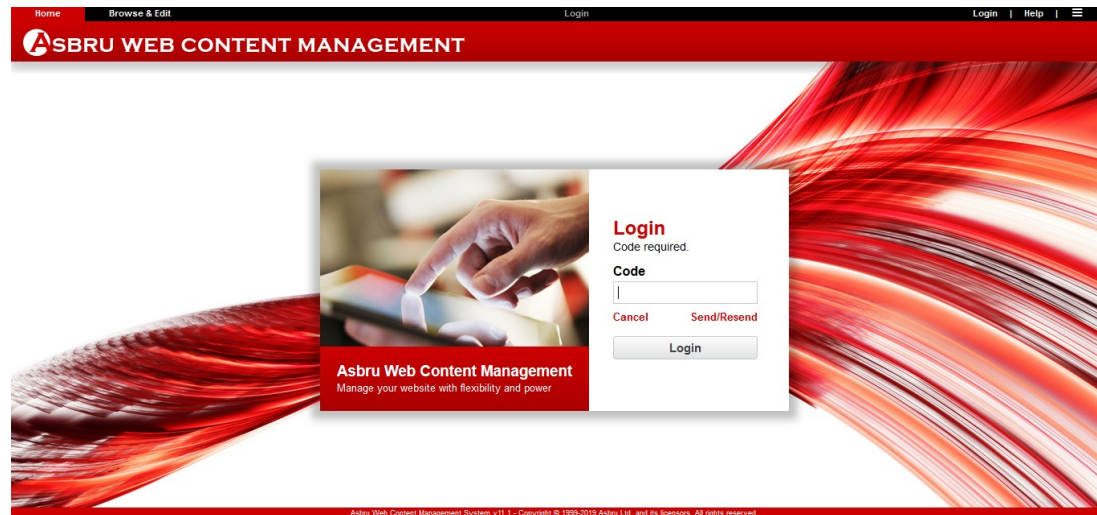
If the web content management system has been configured to use a one-time password code in addition to your configured website administrator password then you must first login using your configured website administrator username and password; and then you must complete the login with your one-time password code.

Depending on how the web content management system has been configured, the one-time password codes may be sent to you by email (or alternative method) or may require use of a time-based one-time password app or device.



The “Send/Resend” link will (re)send a one-time password code to you by email (or alternative method).

The “Cancel” link will return to the username and password login page.



## 1.1 Logout

After a successful login you have access to the Asbru Web Content Management system for your website – and so has anybody else with access to your computer. Before leaving your computer for a longer or shorter period of time you should logout from the Asbru Web Content Management system to prevent others from using it to make changes to your website. This is especially important if you use a computer which other people have access to.

To logout from the Asbru Web Content Management system, please select the “Logout” link in the top-right hand corner of the Asbru Web Content Management administration and Browse & Edit pages. After logging out you will see your website homepage.

You will also be logged out automatically after some time depending on the configuration of your web server. Technically, your login/logout is controlled through so-called “session variables” on your web server. Your web server may be configured to automatically expire session variables after anything from a few minutes to a few days.

Please note that you will need to login again if your web server session variables and thus your login expire while you are using the Asbru Web Content Management system. E.g. if you are using a long time to edit the content of one of your web pages and your login expires before you save, your changes will be lost. If you experience this problem you should make sure to save your work regularly. Alternatively you can ask your web hosting provider to “increase the web server session variable expiration time”. Usually your web server configuration should be fine, but occasionally it may have been configured to expire session variables after just a few minutes.



## 1.2 Retrieve Username and Password

You should make sure not to forget and lose your website administrator username and password, which are required to get access to the Asbru Web Content Management system for your website.

However, if you do forget and lose your website administrator username and password you will be able to retrieve it if you have configured a working website administrator e-mail address and Retrieve Password Special Pages have been configured for your website.

To retrieve a forgotten and lost website administrator username and password you must open your usual website address followed by “/password/”. For example, if you usually access your website using the address “http://127.0.0.1”, you must use the address “http://127.0.0.1/password/” to have your website administrator username and password e-mailed to your configured website administrator e-mail address.

If you have forgotten and lost your website administrator username and password and your configured website administrator e-mail address is not configured or is not working; or if Retrieve Password Special Pages have not been configured for your website, you cannot retrieve your website administrator username and password.

Alternatively, a users database website administrator or the superadmin website administrator must retrieve or reset your website administrator password for you.



## 2 Home

After a successful login to the Asbru Web Content Management system you will see the main administration page. At the top of the main administration page there is a toolbar, which gives you access to the different sections of the Asbru Web Content Management system:

- Home – return to the main administration page.
- Browse & Edit - an easy way to manage the content of your website simply by browsing your website in administration mode and editing the Pages and Elements of your website.
- Logged in as ..... – access for website administrators to update their personal details and web content management system administration preferences.
- Logout – exit the Asbru Web Content Management system and return to your website homepage as an ordinary website visitor.
- Help – opens a separate web browser window with access to the Asbru Web Content Management Getting Started tutorial and this website editor guide as well as other guides.
- Workspace – easy access to manage the Pages, Elements, Templates and Style Sheets assigned to and checked out by you through the content administration pages as well as your web content management system Projects and Comments.
- Structure – organise your website pages hierarchically for dynamic menu and breadcrumbs etc. functionality and for easier administration of your website content.
- Content – full access to manage the Pages, Elements, Templates and Style Sheets of your website through the content administration pages.
- Media – full access to manage the Images, downloadable Files and frequently used Links of your website through the library administration pages.
- Ecommerce – full access to manage the Products of your website as well as your orders through the content administration pages.
- Databases – manage the data in your custom content databases through the content databases administration pages.
- Experience – manage website user segments and personalised content, and experimental content variants, and analyse how your web pages are used.
- Users – manage the website administrators and registered users of your website through the user administration pages.
- Analytics – access detailed, integrated, real-time usage analytics for your website content and visitors through the usage analytics administration pages.





- Configuration – re-configure your Asbru Web Content Management and website settings and enable/disable advanced web content management features.
- Search For - finds all content items in the content administration and library administration, which contain the entered search words. (Or if the user database administration is selected, Search For finds users instead of content items).
- Advanced Search - finds all content items in the content administration and library administration of the given content categories, which contain the entered search words.
- Search And Replace - finds all content items in the content administration and media administration, which contain the entered search words, and gives access to advanced search functionality as well as search and replace functionality.

Please note that all of these sections may not be available to you if some features have been disabled completely on your website or if you do not have permissions to access them.

Please see the following sections for details on the Browse & Edit functionality and general administration pages. Please see the Website Administrator guide for details on the other sections.



### 3 Browse & Edit

Browse & Edit is an easy way to create and update the content of your website simply by browsing your website in administration mode and editing the page content and elements.

When you access your website in Browse & Edit mode each content item, which your website pages are composed of, is (optionally) displayed in a box to separate the different content items and to give access to edit each of them.

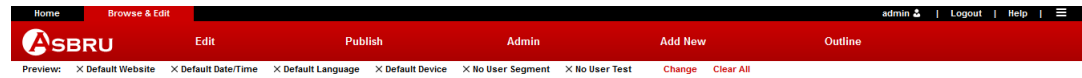
To update the different web pages on your website, simply use your regular website navigation menus and links to go to the web page you want to update.

The screenshot displays the Asbru Web Content Management System interface in 'Browse & Edit' mode. The top navigation bar is red and contains the 'ASBRU' logo, 'Edit', 'Publish', 'Admin', 'Add New', and 'Outline' buttons. Below this, a secondary bar shows various filters like 'Preview', 'Default Website', 'Default Date/Time', etc. The main content area shows a preview of a website for 'My Business'. The website has a blue header with the 'My Business' logo and a search bar. A navigation menu includes 'About Us', 'Products & Services', 'News & Media', 'Careers', and 'Investor Relations'. The main content area features a large banner for 'My Business Launches New Products' with a 'Learn More' link. Below this, there are sections for 'Discover My Business' with sub-sections for 'Products & Services', 'About Us', and 'Careers'. Each sub-section includes a placeholder image and a brief description. To the right, there is a 'Latest News' section with two news items and an 'Online Shop' section with a product listing. At the bottom, there is a 'Quick Links' section with links to 'Store Locator', 'Product Support', 'Job Search', and 'Annual Reports'. The footer contains copyright information and a note about the system being an example website.



### 3.1 Toolbar

At the very top of the web page, the toolbar gives you access to basic functionality. Just below, the toolbar gives you access to the Browse & Edit functionality.



#### 3.1.1 Home

Returns to the main administration page.

#### 3.1.2 Logged in as .....

Opens the administration page for website administrators to update their personal details and web content management system administration preferences.

#### 3.1.3 Logout

Exits the Asbru Web Content Management system and returns to your website homepage as an ordinary website visitor.

#### 3.1.4 Help

Opens a separate web browser window with access to the Asbru Web Content Management Getting Started tutorial and this website editor guide as well as other guides.

#### 3.1.5 Edit

Lists “-all/inline-“ as well as the title, content class, id and status for each editable content item on the current web page. Select “-all/inline-“ to edit all editable content “inline” directly on the web page. Select one of the listed content item titles to edit that content item’s title and primary content.



Home Browse & Edit Publish Admin Add New Outline

Logged in as: admin Logout Help

Preview: X Default X No User Segment X No User Test Change Clear All

**Edit**

- all / inline -
- Company News Article 1 (page) (82)  
Published: 2013-09-02 16:37:07
- Financial News Article 1 (page) (90)  
Published: 2013-09-02 16:37:07
- Logout Link (page) (264)  
Published: 2013-09-01 12:45:02
- My Business (page) (32)  
Updated: 2010-04-11 11:10:21  
Published: 2013-08-08 13:42:37
- default - banner (banner) (161)  
Published: 2010-05-13 08:43:17
- Latest News (featurebox1) (45)  
Published: 2010-03-09 11:39:46
- Online Shop (featurebox1) (47)  
Published: 2013-03-28 10:22:43
- Quick Links (featurebox1) (46)  
Published: 2013-03-28 10:24:28
- default - footer list (footer) (193)  
Published: 2013-08-26 14:46:46
- logo (logo) (38)  
Published: 2010-05-13 07:56:07
- default - toolbar - children under "My Business" (toolbar) (33)  
Published: 2010-05-13 08:47:17
- default - utilities list (utilities) (166)  
Published: 2010-06-21 10:30:52
- feature page - 2 column - centre, right (template) (34)  
Updated: 2010-04-11 11:10:43  
Published: 2013-09-05 14:21:53
- default (stylesheet) (1)  
Updated: 2010-04-11 11:10:09  
Published: 2013-09-05 14:24:54

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search

Logged in as: admin | My Account | Logout

Media | Careers | Investor Relations

More

Latest News

02 Sep, 2013  
Company News Article 1  
02 Sep, 2013  
Financial News Article 1  
More News

Online Shop

Product 1  
Lorem ipsum dolor sit amet, consectetur adipiscing elit.  
Only £100.00  
More Products

Quick Links

- Store Locator
- Product Support
- Job Search
- Annual Reports

Skip to top

© 2020 My Business. All rights reserved.

Mobile Site | Terms & Conditions | Privacy Policy | RSS | Email Alerts | Accessibility

This is an example website, which shows the features of the Asbru Web Content Management system.  
Login to manage your website: LOGIN.  
Login to special intranet functionality: LOGIN.

### 3.1.6 Publish

Lists the title, content class, id and status for each editable content item on the current web page that is new or updated and has not been published, yet. Select one of the listed content item titles to publish that content item.



### 3.1.7 Admin

Lists the title, content class, id and status for each editable content item on the current web page. Select one of the listed content item titles to access the the full website content management system administration page for that content item. (When the content item is saved, you will return to the Browse & Edit mode).



Home Browse & Edit Edit Publish Admin Add New Outline

Logged in as: admin | Logout | Help

Preview: X Default Website X Default Date/Time X Default Language X Default Device

Company News Article 1 (page) (82)  
Published: 2013-09-02 16:37:07

Financial News Article 1 (page) (90)  
Published: 2013-09-02 16:37:07

Logout Link (page) (264)  
Published: 2013-08-01 12:45:02

My Business (page) (32)  
Updated: 2016-04-11 11:18:21  
Published: 2013-08-08 13:42:37

default - banner (banner) (161)  
Published: 2010-05-13 08:43:17

Latest News (featurebox1) (45)  
Published: 2010-03-09 11:39:48

Online Shop (featurebox1) (47)  
Published: 2013-03-28 10:22:43

Quick Links (featurebox1) (46)  
Published: 2013-03-28 10:24:28

default - footer list (footer) (193)  
Published: 2013-08-26 14:46:46

logo (logo) (38)  
Published: 2010-05-13 07:58:07

default - toolbar - children under "My Business" (toolbar) (33)  
Published: 2010-05-13 08:47:17

default - utilities list (utilities) (166)  
Published: 2010-06-21 10:30:52

feature page - 2 column - centre, right (template) (34)  
Updated: 2016-04-11 11:18:43  
Published: 2013-09-05 14:21:53

default (stylesheet) (1)  
Updated: 2016-04-11 11:18:09  
Published: 2013-09-05 14:24:54

My Business

About Us Products & Services News

My Business Launches New Products > Learn More

Discover My Business

Products & Services  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Products & Services  
> Products & Services

About Us  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Company Profile  
> Key Facts & Figures

Careers  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Why Us

Financial News Article 1

> More News

Online Shop

Product 1  
Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Only £100.00

> More Products

Quick Links

> Store Locator  
> Product Support  
> Job Search  
> Annual Reports

Mobile Site | Terms & Conditions | Privacy Policy | RSS | Email Alerts | Accessibility

© 2020 My Business. All rights reserved.

This is an example website, which shows the features of the Asbru Web Content Management system.  
Login to manage your website: LOGIN.  
Login to special intranet functionality: LOGIN.

### 3.1.8 Add New

Lists the title, content class, id and status for each editable content item on the current web page. Select one of the listed content item titles to add a new copy of that content item in the web content management system.



Home Browse & Edit Edit Publish Admin Add New Outline

Preview: X Default Website X Default Date/Time X Default Language X Default Device X No User Segment X No User Test

Company News Article 1 (page) (82)  
Published: 2015-09-02 16:37:07

Financial News Article 1 (page) (90)  
Published: 2015-09-02 16:37:07

Logout Link (page) (264)  
Published: 2015-08-01 12:45:02

My Business (page) (32)  
Updated: 2016-04-11 11:18:21  
Published: 2015-08-08 13:42:37

default - banner (banner) (161)  
Published: 2010-05-13 08:43:17

Latest News (featurebox1) (45)  
Published: 2010-05-09 11:39:46

Online Shop (featurebox1) (47)  
Published: 2015-03-28 10:22:43

Quick Links (featurebox1) (46)  
Published: 2015-03-28 10:24:28

default - footer list (footer) (193)  
Published: 2013-08-26 14:45:46

logo (logo) (38)  
Published: 2010-05-13 07:56:07

default - toolbar - children under "My Business" (toolbar) (33)  
Published: 2010-05-13 08:47:17

default - utilities list (utilities) (166)  
Published: 2010-06-21 10:30:52

feature page - 2 column - centre, right (template) (34)  
Updated: 2016-04-11 11:18:21  
Published: 2015-09-05 14:21:53

default (stylesheet) (1)  
Updated: 2016-04-11 11:18:21  
Published: 2015-09-05 14:24:54

02 Sep 2013

Financial News Article 1  
> More News

Online Shop  
Product 1  
Lorem ipsum dolor sit amet, consectetur adipisicing elit.  
Only £100.00  
> More Products

Quick Links  
> Store Locator  
> Product Support  
> Job Search  
> Annual Reports

Mobile Site | Terms & Conditions | Privacy Policy | RSS | Email Alerts | Accessibility

© 2020 My Business. All rights reserved.

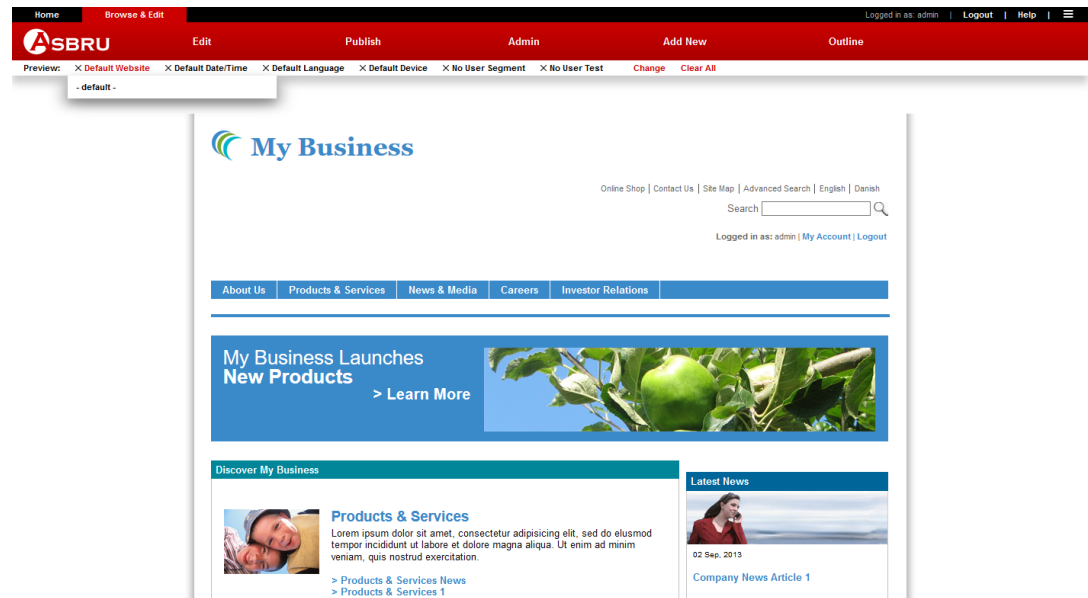
This is an example website, which shows the features of the Asbru Web Content Management system.  
Login to manage your website: LOGIN.  
Login to special intranet functionality: LOGIN.

### 3.1.9 Preview

Just below the red toolbar, the white toolbar gives you access to the Preview functionality with options for eventual alternate versions and revisions of the content items to be displayed and edited in the Browse & Edit mode.

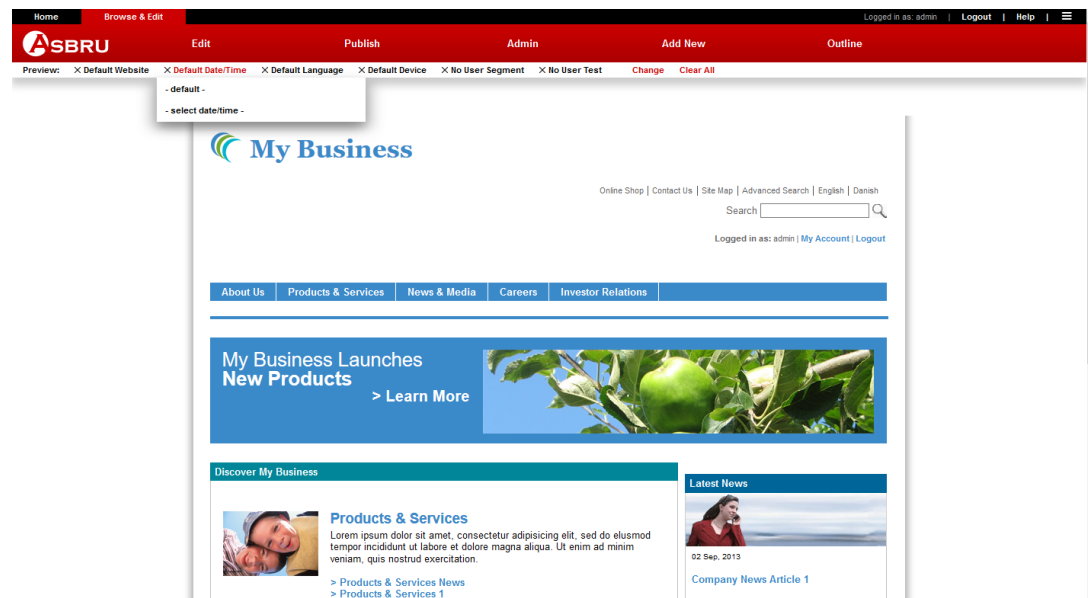
#### 3.1.9.1 Website

Lists the micro-website domain names configured for your website (if any). Select one of the listed micro-website domain names to change the Browse & Edit mode to display the default web page for that micro-website domain name. Please note that this may require you to login in again using your website administrator username and password (for security reasons, login details are not shared between different website domain names).



### 3.1.9.2 Date/Time

Lists the dates/times for which any of your content items have been scheduled to be published. Select one of the listed dates/times to change the Browse & Edit mode to display how your website content is scheduled to look at the selected date/time. Alternatively, select the “-select-” option to enter any date/time to change the Browse & Edit mode to display how your website content is scheduled to look at the entered date/time. Select the “-default-” option to change the Browse & Edit mode back to the default to display your current updated/published website content.

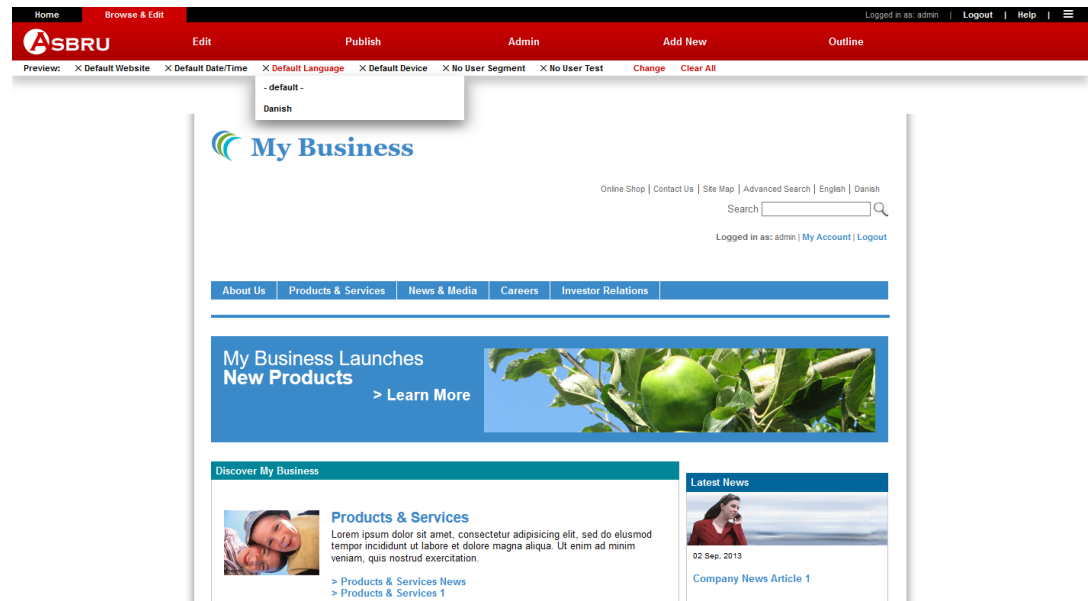






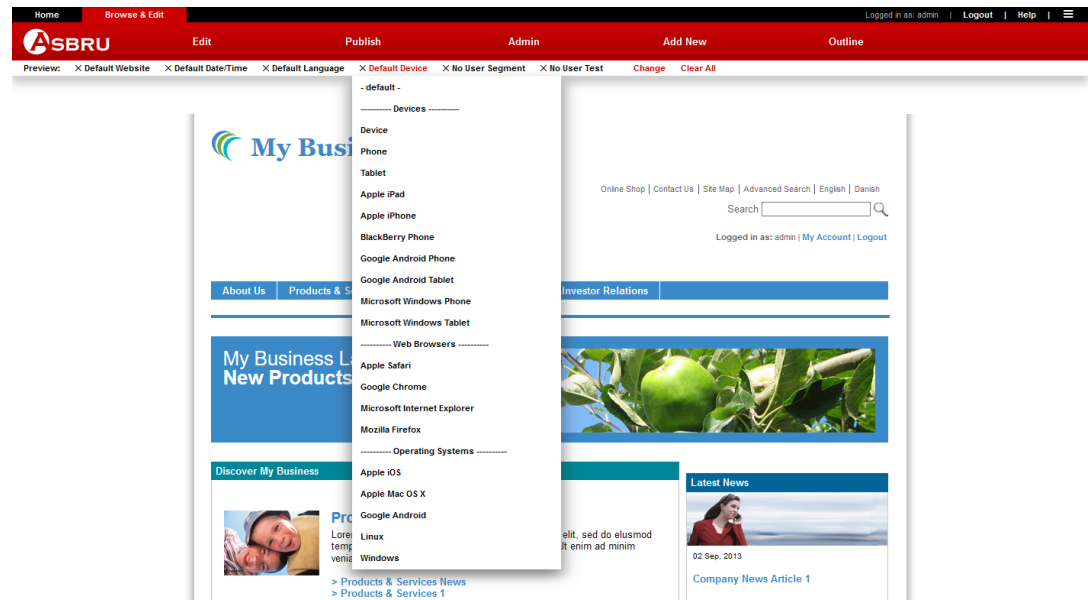
### 3.1.9.3 Language

Lists the alternative content versions such as language versions configured for your website. Select one of the listed content versions to change the Browse & Edit to display that version of content items where available.



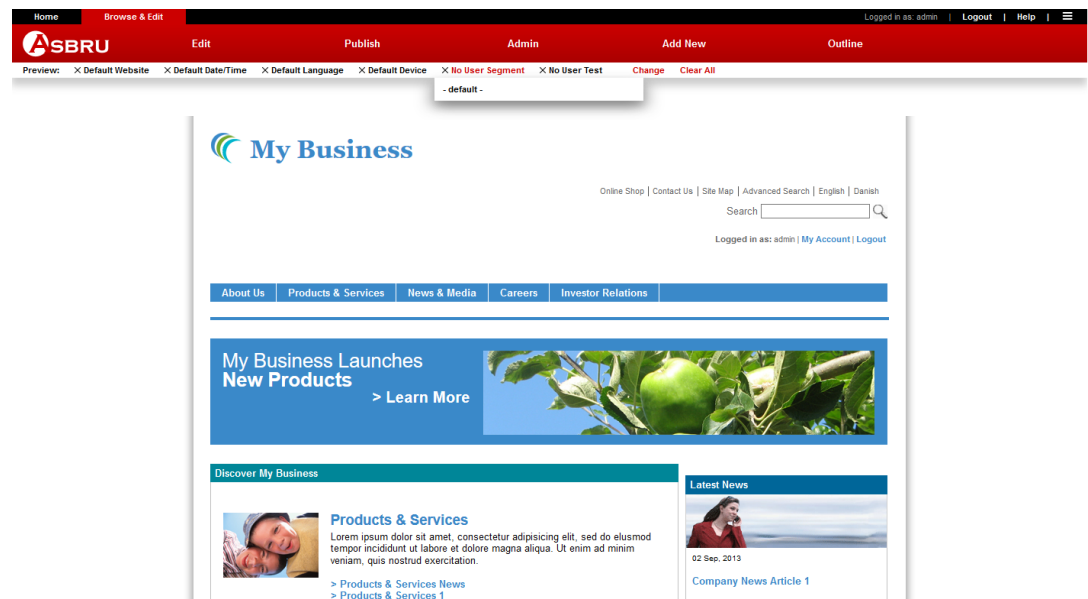
### 3.1.9.4 Device

Lists the alternative web browser/device versions used by the web content management system. Select one of the listed web browser/device versions to change the Browse & Edit to display that web browser/device version of content items where available. Please note that this displays the content for that web browser/device version, but not necessarily exactly how it will look in that web browser/device.



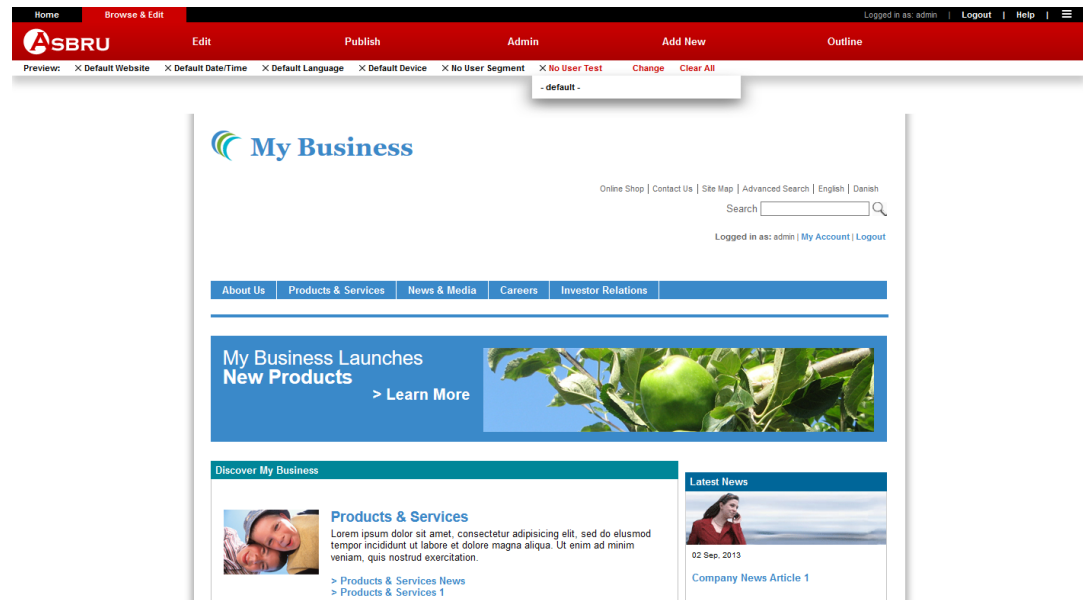
### 3.1.9.5 User Segment

Lists the Experience Management user segments configured for your website. Select one of the listed user segments to change the Browse & Edit to display that user segment version of content items where available.



### 3.1.9.6 User Test

Lists the Experience Management user tests variants configured for your website. Select one of the listed user tests variants to change the Browse & Edit to display that user tests variant version of content items where available.



### 3.1.10 Outline

Changes how the Browse & Edit mode looks and works. Selecting the Outline link toggles between the following options which can also be selected directly from the Outline drop-down menu.



Home Browse & Edit Edit Publish Admin Add New Outline

Preview: X Default Website X Default Date/Time X Default Language X Default Device X No User Segment X No User Test Change Clear All

None Black White

My Business

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search

Logged in as: admin | My Account | Logout

About Us Products & Services News & Media Careers Investor Relations

My Business Launches New Products > Learn More

Discover My Business

Products & Services  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.  
> Products & Services News  
> Products & Services 1

About Us  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.  
> Company Profile  
> Key Facts & Figures

Careers  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.  
> Why Us

Latest News  
02 Sep, 2013  
Company News Article 1  
02 Sep, 2013  
Financial News Article 1  
> More News

Online Shop  
Product 1  
Lorem ipsum dolor sit amet, consectetur adipiscing elit.  
Only £100.00  
> More Products

Quick Links  
> Store Locator  
> Product Support  
> Job Search  
> Annual Reports

Mobile Site | Terms & Conditions | Privacy Policy | RSS | Email Alerts | Accessibility

© 2020 My Business. All rights reserved.

This is an example website, which shows the features of the Asbru Web Content Management system.  
Login to manage your website: LOGIN.  
Login to special intranet functionality: LOGIN.

### 3.1.10.1 None (default)

The website pages are displayed (almost) as they look to your website visitors on your website. The editable content items are not outlined, but they can be edited and published etc. through the other black toolbar menus.



Home Browse & Edit SBRU Edit Publish Admin Add New Outline

Preview: X Default Website X Default Date/Time X Default Language X Default Device X No User Segment X No User Test Change Clear All

Logged in as: admin Logout Help

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search [ ]

Logged in as: admin | My Account | Logout

About Us Products & Services News & Media Careers Investor Relations

**My Business Launches New Products** > Learn More

**Discover My Business**

**Products & Services**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.  
> Products & Services News  
> Products & Services 1

**About Us**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.  
> Company Profile  
> Key Facts & Figures

**Careers**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.  
> Why Us

**Latest News**  
02 Sep, 2013  
Company News Article 1  
02 Sep, 2013  
Financial News Article 1  
> More News

**Online Shop**  
Product 1  
Lorem ipsum dolor sit amet, consectetur adipiscing elit.  
Only £100.00  
> More Products

**Quick Links**  
> Store Locator  
> Product Support  
> Job Search  
> Annual Reports

Skip to top  
© 2020 My Business. All rights reserved.  
Mobile Site | Terms & Conditions | Privacy Policy | RSS | Email Alerts | Accessibility

This is an example website, which shows the features of the Asbru Web Content Management system.  
Login to manage your website: LOGIN.  
Login to special intranet functionality: LOGIN.

### 3.1.10.2 Black

Each editable content item on the current web page is outlined with black boxes with links to edit and publish etc. that content item.



The screenshot displays the Asbru Web Content Management System interface. At the top, there is a navigation bar with tabs: Home, Browse & Edit, Edit, Publish, Admin, Add New, and Outline. Below this is a sub-navigation bar with links: Preview, X Default Website, X Default Date/Time, X Default Language, X Default Device, X No User Segment, X No User Test, Change, and Clear All. The main content area shows a list of content items, each with a title, a date/time stamp, and a status (Add New, Admin, Edit, Publish). The items are: "default" stylesheet, "feature page - 2 column - centre, right" template, logo content, utilities content, page content, toolbar content, banner content, and featurebox1 content. Each item is outlined in a white box, and the content area is divided into sections: "My Business", "Discover My Business", and "Latest News".

### 3.1.10.3 White

Each editable content item on the current web page is outlined with white boxes with links to edit and publish etc. that content item.



HomeBrowse & Edit

ASBRU

EditPublishAdminAdd NewOutline

Preview: X Default Website X Default Date/Time X Default Language X Default Device X No User Segment X No User TestChangeClear All

Updated: 2010-04-11 11:19:09  
Published: 2013-09-05 14:24:54

"default" stylesheet

Add New  
Admin  
Edit  
Publish

Updated: 2010-04-11 11:18:43  
Published: 2013-09-05 14:21:53

"feature page - 2 column - centre, right" template

Add New  
Admin  
Edit  
Publish

Published: 2010-05-13 07:56:07

logo content

Add New  
Admin  
Edit

Published: 2010-05-13 08:47:17

toolbar content

Add New  
Admin  
Edit

Published: 2010-05-13 08:43:17

banner content

Add New  
Admin  
Edit

Updated: 2010-04-11 11:18:21  
Published: 2013-09-05 13:42:37

page content

Add New  
Admin  
Edit  
Publish

Published: 2010-03-09 11:38:46

featurebox1 content

Add New  
Admin  
Edit

Published: 2013-09-02 16:37:07

page title

Add New  
Admin  
Edit

Published: 2013-09-02 16:37:07

page title

Add New  
Admin  
Edit

### 3.2 Style Sheet

Under the red toolbar, you may see a black or white “stylesheet” box if you have permission to edit the style sheet used by the web page. The style sheet can be used to control how your website content is displayed – for example, that your website content headings are displayed in bold and in a larger text size, and that your website links to other web pages and website are displayed in blue etc. Creating and editing style sheets require some specialist technical knowledge of HTML and CSS coding. Please see general documentation and literature for details on HTML and CSS.

Updated: 2010-03-05 12:54:26  
Published: 2013-09-05 14:24:54

"default" stylesheet

Add New  
Admin  
Edit  
Publish

Updated: 2010-03-05 12:54:26  
Published: 2013-09-05 14:24:54

"default" stylesheet

Add New  
Admin  
Edit  
Publish



### 3.3 Template

Next, you may see a black or white “template” box if you have permission to edit the template used by the web page. The template defines the overall web page layout and contains the common content that is used on all your website pages or at least all your websites pages of a section of your website or a type of your website pages.

For example, the template may define that all your website pages have a horizontal toolbar menu at the top of the web page; a left-hand navigation menu; a right-hand news block; and the primary page content in the middle.

The template does not define exactly what these parts should be, but simply reserves blank space where these parts can be filled in. Each such part of the website page is called a “content item” in the Asbru Web Content Management system – the primary content item is called a “page”, and the secondary content items such as for example the toolbar menu, navigation menu and news block are called “elements”.

Updated: 2015-03-26 12:24:00 Published: 2015-03-26 14:21:53	"feature page - 2 column - centre, right" template	Add New Admin Edit Publish
Updated: 2015-03-26 12:24:00 Published: 2015-03-26 14:21:53	"feature page - 2 column - centre, right" template	Add New Admin Edit Publish

### 3.4 `Content Items

Under the red and black toolbars, black/white “stylesheet” box (if any) and black/white “template” box (if any), you will see your website page content. Depending on how your web page is composed of different content items and if you have permissions to update any of the content items, you may see a number of black or white “content” boxes above and around different parts of the web page.





Published: 2010-05-19 07:59:07

logo content

Add New Admin Edit

My Business

Published: 2010-05-21 10:50:52

utilities content

Add New Admin Edit

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search

Published: 2010-05-01 13:45:02

page content

Add New Admin Edit

Logged in as: admin | My Account | Logout

Published: 2010-05-19 08:47:17

toolbar content

Add New Admin Edit

About Us | Products & Services | News & Media | Careers | Investor Relations

Published: 2010-05-19 08:43:17

banner content

Add New Admin Edit

My Business Launches New Products

> Learn More

Discover My Business

Updated: 2010-03-26 12:52:08

Published: 2010-08-08 13:42:27

page content

Add New Admin Edit Publish

### Products & Services

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Products & Services News

> Products & Services 1

### About Us

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Company Profile

> Key Facts & Figures

### Careers

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Why Us

Published: 2010-03-09 11:39:48

featurebox1 content

Add New Admin Edit

Latest News

02 Sep, 2013

Published: 2012-08-02 16:37:47

page title

Add New Admin Edit

Company News Article 1

02 Sep, 2013

Published: 2012-08-02 16:37:37

page title

Add New Admin Edit

Financial News Article 1

> More News

Published: 2010-03-26 10:22:43

featurebox1 content

Add New Admin Edit

Online Shop

Product 1

Lorem ipsum dolor sit amet, consectetur adipisicing elit.

Only £100.00

> More Products

Published: 2010-03-26 10:24:28

featurebox1 content

Add New Admin Edit

Quick Links

> Store Locator

> Product Support

> Job Search

> Annual Reports

Published: 2010-05-26 15:46:46

footer content

Add New Admin Edit

Mobile Site | Terms & Conditions | Privacy Policy | RSS | Email Alerts | Accessibility

⏏ Skip to top

© 2020 My Business. All rights reserved.

This is an example website, which shows the features of the Asbru Web Content Management system.  
Login to manage your website: LOGIN.  
Login to special intranet functionality: LOGIN.



Published:  
2010-05-13  
07:56:07

logo content

Add New  
Admin  
Edit

Published:  
2010-06-21  
10:38:52

utilities content

Add New  
Admin  
Edit

Online Shop | Contact Us | Site Map | Advanced Search | English | Danish

Search

Published:  
2013-08-01  
12:45:02

page content

Add New  
Admin  
Edit

Logged in as: admin | [My Account](#) | [Logout](#)

Published:  
2010-05-13  
08:47:17

toolbar content

Add New  
Admin  
Edit

[About Us](#) | [Products & Services](#) | [News & Media](#) | [Careers](#) | [Investor Relations](#)

Published:  
2010-05-13  
08:43:17

banner content

Add New  
Admin  
Edit

My Business Launches  
New Products

> Learn More

Discover My Business

Updated:  
2010-01-20  
12:53:08

Published:  
2013-09-08  
13:42:37

page content

Add New  
Admin  
Edit  
Publish

Products & Services

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Products & Services News

> Products & Services 1

About Us

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Company Profile

> Key Facts & Figures

Careers

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Why Us

Published:  
2010-03-09  
11:39:46

featurebox1 content

Add New  
Admin  
Edit

Latest News

02 Sep, 2013

Published:  
2013-09-02  
16:37:07

page title

Add New  
Admin  
Edit

Company News Article 1

02 Sep, 2013

Published:  
2013-09-02  
16:37:07

page title

Add New  
Admin  
Edit

Financial News Article 1

> More News

Published:  
2013-03-28  
10:24:28

featurebox1 content

Add New  
Admin  
Edit

Online Shop

Product 1

Lorem ipsum dolor sit amet, consectetur adipisicing elit.

Only £100.00

> More Products

Published:  
2013-03-28  
10:24:28

featurebox1 content

Add New  
Admin  
Edit

Quick Links

> Store Locator

> Product Support

> Job Search

> Annual Reports

Published:  
2013-08-26  
14:46:46

footer content

Add New  
Admin  
Edit

Mobile Site | [Terms & Conditions](#) | [Privacy Policy](#) | [RSS](#) | [Email Alerts](#) | [Accessibility](#)

This is an example website, which shows the features of the Asbru Web Content Management system.  
Login to manage your website: [LOGIN](#).  
Login to special intranet functionality: [LOGIN](#).

⏮ Skip to top

© 2020 My Business. All rights reserved.

Page 30 of 104



### 3.5 Content Block Heading

The content block heading displayed at the top of each content item of the web page is used for displaying summary information and allowing you to have quick access to editing the item.

Published: 2010-05-13 08:47:17	toolbar content					Add New Admin Edit
About Us	Products & Services	News & Media	Careers	Investor Relations		

Published: 2010-05-13 08:47:17	toolbar content					Add New Admin Edit
About Us	Products & Services	News & Media	Careers	Investor Relations		

#### 3.5.1 Status

Each content item's publication status is displayed to the left in the administration heading. The publication status will always be "Published" unless one of the more advanced Publish features has been enabled for your website. Please see the Website Administrator for details on the Publish features. If the more advanced Publish features are enabled, the status of the content item can be one of the following:

- **New**  
The content is a new page/element that has not been published yet.
- **Updated**  
The content has been updated and the updated content has not been published yet. (The new updated content is displayed in Edit & Browse administration mode, but the old published content is still displayed on the public website.)
- **Publish: date/time**  
The new/updated content is scheduled to be published at the displayed date/time.
- **Published**  
The content has been published on your web site.
- **Unpublished**  
The content has been unpublished from your web site.
- **Expire: date/time**  
The published content is scheduled to expire at the displayed date/time.
- **Expired**  
The content has expired.
- **Checked Out**  
The content is currently inaccessible for editing because it is checked out for editing by another website administrator.

Published: 2010-05-13 08:47:17	toolbar content					Add New Admin Edit
About Us	Products & Services	News & Media	Careers	Investor Relations		



Published: 2010-05-13 08:47:17	toolbar content					Add New Admin Edit
About Us	Products & Services	News & Media	Careers	Investor Relations		

### 3.5.2 Content Class

Each content item's class is displayed centred in the administration heading. The content class will be either "page title", "page content" or one of the Element classes such as "menu", "toolbar", "news" or "banner" etc. as configured for your website. The "page content" item is the primary content of the page.

Published: 2010-05-13 08:47:17	toolbar content					Add New Admin Edit
About Us	Products & Services	News & Media	Careers	Investor Relations		

Published: 2010-05-13 08:47:17	toolbar content					Add New Admin Edit
About Us	Products & Services	News & Media	Careers	Investor Relations		

### 3.5.3 Add New

If you have permission to add new copies of a content item, an Add New link will be displayed to the right in the administration heading. Selecting the Add New link opens the full Content Editor administration web page with access to edit and add a new copy of the content and all the content item's other data. Please see the Website Administrator Guide for details.

Published: 2010-05-13 08:47:17	toolbar content					Add New Admin Edit
About Us	Products & Services	News & Media	Careers	Investor Relations		

Published: 2010-05-13 08:47:17	toolbar content					Add New Admin Edit
About Us	Products & Services	News & Media	Careers	Investor Relations		

### 3.5.4 Admin

If you have permission to update a content item, an Admin link will be displayed to the right in the administration heading. Selecting the Admin link opens the full Content Editor administration web page with access to update the content and all the content item's other data. Please see the Website Administrator Guide for details.

(Please note that if you have been using an older release of the Asbru Web Content Management the new "Admin" link is equivalent to the old "Edit" link).

Published: 2010-05-13 08:47:17	toolbar content					Add New Admin Edit
About Us	Products & Services	News & Media	Careers	Investor Relations		

Published: 2010-05-13 08:47:17	toolbar content					Add New Admin Edit
About Us	Products & Services	News & Media	Careers	Investor Relations		

### 3.5.5 Edit

If you have permission to update a content item, an Edit link will be displayed to the right in the administration heading. Selecting the Edit link opens a simplified Content Editor with access to update the content directly in the Browse & Edit mode. Only the content item's title and content can be edited. For access to update the content item's other data the "Admin" link should be used instead.




Discover My Business

Updated:  
2015-03-26  
12:52:08  
Published:  
2013-08-08  
13:42:37

page content


Add New  
Admin  
Edit  
Publish



### Products & Services

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.


> [Products & Services News](#)  
> [Products & Services 1](#)



### About Us

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> [Company Profile](#)  
> [Key Facts & Figures](#)



### Careers

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.


> [Why Us](#)

Discover My Business

Updated:  
2015-03-26  
12:52:08  
Published:  
2013-08-08  
13:42:37

page content


Add New  
Admin  
Edit  
Publish



### Products & Services

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.


> [Products & Services News](#)  
> [Products & Services 1](#)



### About Us

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

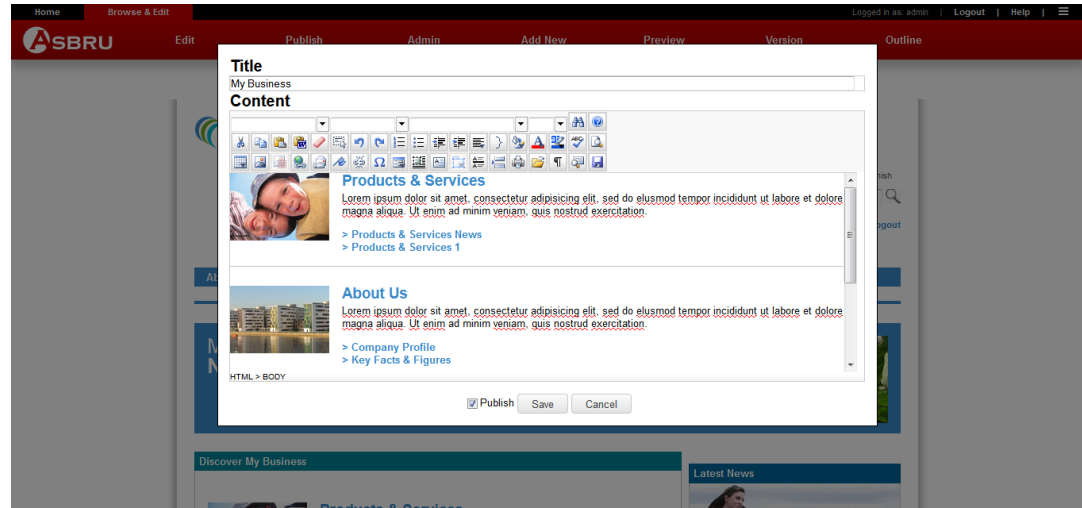
> [Company Profile](#)  
> [Key Facts & Figures](#)



### Careers

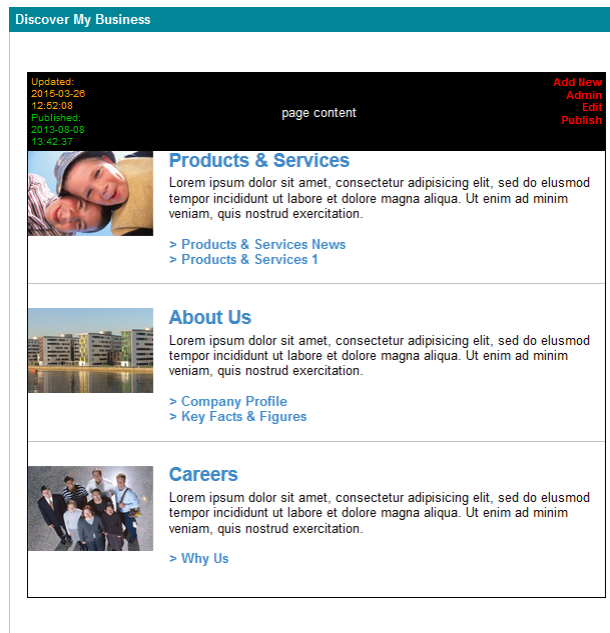
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> [Why Us](#)



### 3.5.6 Publish

If you have permission to publish a content item, a Publish link will be displayed to the right in the administration heading. Selecting the Publish link publishes the content item.






Discover My Business

Updated:  
2013-03-20  
12:52:08  
Published:  
2013-08-08  
13:42:37

page content


Add New  
Admin  
Edit  
Publish



### Products & Services

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.


> Products & Services News  
> Products & Services 1



### About Us

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Company Profile  
> Key Facts & Figures



### Careers

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

> Why Us

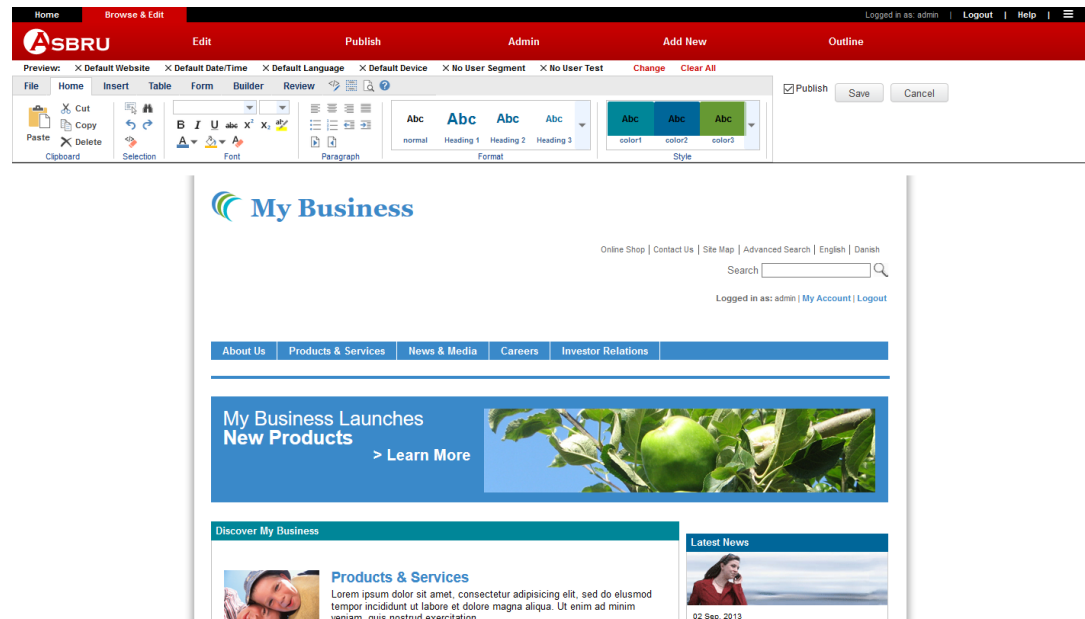
### 3.6 Edit All / Inline

Select the Edit “-all/inline-“ option on the toolbar to edit all editable content “inline” directly on the web page. The web content editor toolbar will be displayed at the top of the web page below the Browse & Edit toolbar along with a Publish checkbox and Save and Cancel buttons.

*Please note that content items which contain any special codes (“@@@.....@@@” and “###.....###”) used by the web content management system cannot be edited through the Edit All/Inline mode, but only through the Browse & Edit toolbar Edit links for each of the content items.*

When the caret/cursor is moved over any editable content on the web page, the editable content will be highlighted by a dashed red border. Click the content to place the caret/cursor and to edit the content. You can move the caret/cursor to other editable content to also edit that.

Select Save to save all edited content on the web page and to exit the Edit All/Inline mode. Select Cancel to discard all content changes and to exit the Edit All/Inline mode.



### 3.7 Exit Browse & Edit

When you are done browsing and editing your website content you can exit the Browse & Edit mode in two different ways:

- Select Home in the top-right corner of the Browse & Edit page to go back to the main administration page of the Asbru Web Content Management System.
- Select Logout in the top-right hand corner of the Browse & Edit page to logout from the Asbru Web Content Management system and return to your public website as a regular user.





## 4 Content Editor

The Content Editor gives you access to actually create and update the content of your web pages. The Content Editor is accessible from the Browse & Edit administration mode (as well as from the Website Content and Media Library administration sections).

The Content Editor includes a Title input field and an actual Content input field. The actual Content input field will differ depending on whether you are creating/editing a Page, Element, Template, Style Sheet, File, Image or Link.

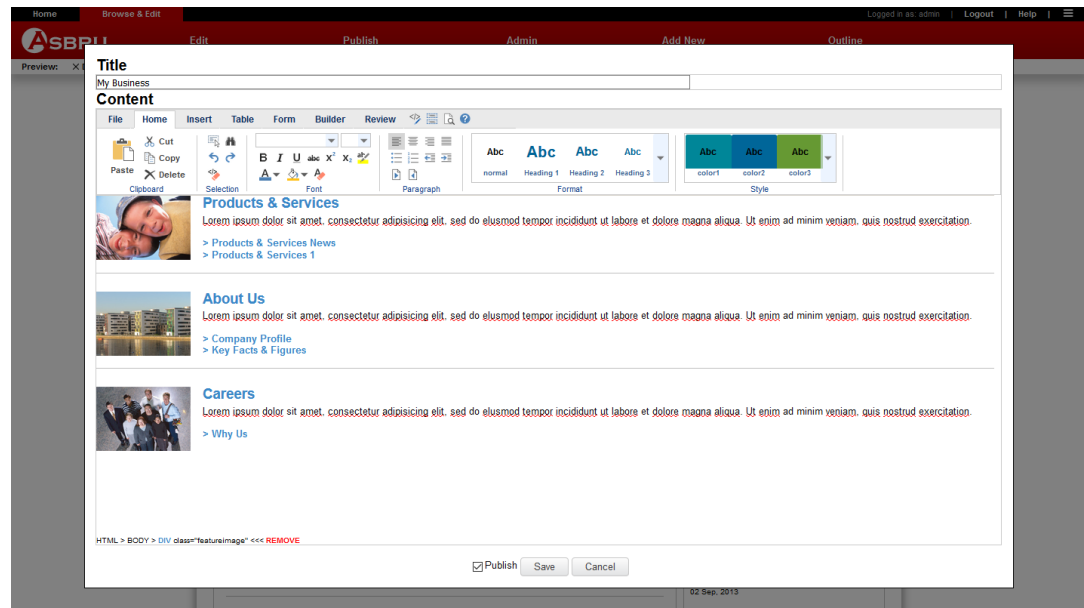
Simply edit the text in the Title field and update the details in the Content input field to create/update the content of your website and select Save to store the changes.

If you are creating or updating a Page, Element or Template you will have access to a web editor in the Content input field, which allows you to format your text and insert images, files and links. As default, Pages, Elements and Templates use HTML format for the Content input field and these are edited in Asbru Web Content Editor WYSIWYG input fields. Please see section 4.1 Asbru Web Content Editor for details on using this to edit your content.

To view your Page, Element, Template and Style Sheet changes before saving and publishing them, you can select the Preview toolbar button to open a new web browser window with the currently edited content.

When you Save your content eventual links to other content and websites will be checked. If any of the links are unavailable you will be warned about this in a pop-up window. You can select “OK” in the warning pop-up window to ignore the warning and save the content anyway, or you can select “Cancel” in the warning pop-up window to go back to the content editor to edit the content before saving it again.

Please note that if you select another link or close your web browser without first selecting Save, any changes you have made will be ignored and no changes will be made to your website content.



#### 4.1 Asbru Web Content Editor

As default the Asbru Web Content Management system will use the built-in Asbru Web Content Editor to edit your Pages, Elements and Templates. The built-in Asbru Web Content Editor is described in the following sections.

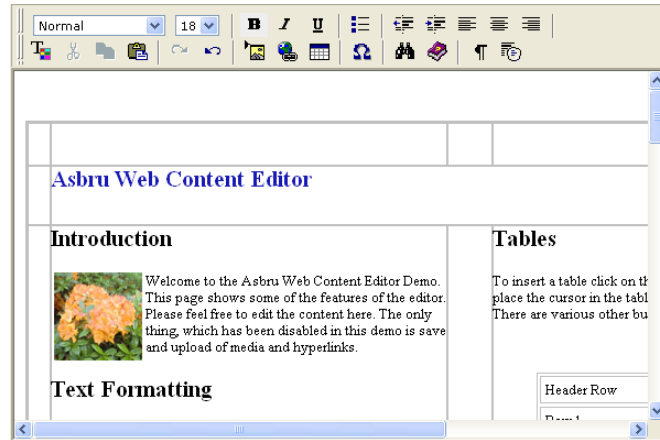
Due to differences in supported web browser technologies, there are different versions of the Asbru Web Content Editor for different web browsers. Some web editor functionality varies between the different Asbru Web Content Editor versions and some web editor functionality is not available in all Asbru Web Content Editor versions. See the following sections for details.

As default the Asbru Web Content Management system auto-detects the web browser you are using and automatically selects the best Asbru Web Editor version for your web browser.

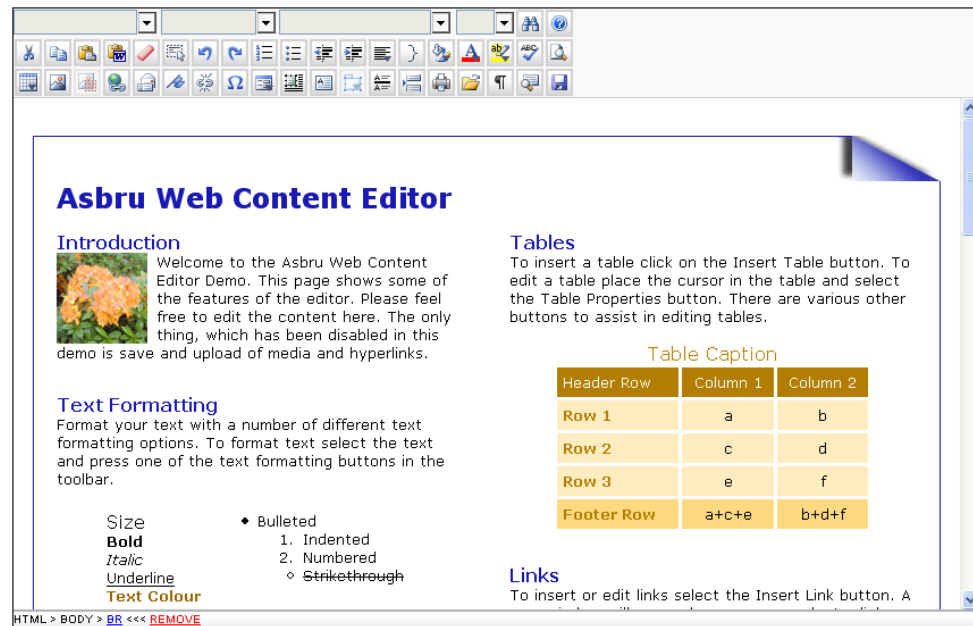
The Asbru Web Content Management system can also be configured to use other content editor products. If your website is configured to use such another content editor product, please see the documentation for that product for details on how to use it.

The Asbru Web Content Editor can be used for adding text, images, hyperlinks or HTML code to the primary content of Pages, Elements and Templates. The Asbru Web Content Editor screens are displayed below.

Asbru Web Content Editor v1 (for Microsoft Internet Explorer 4.0-5.0):

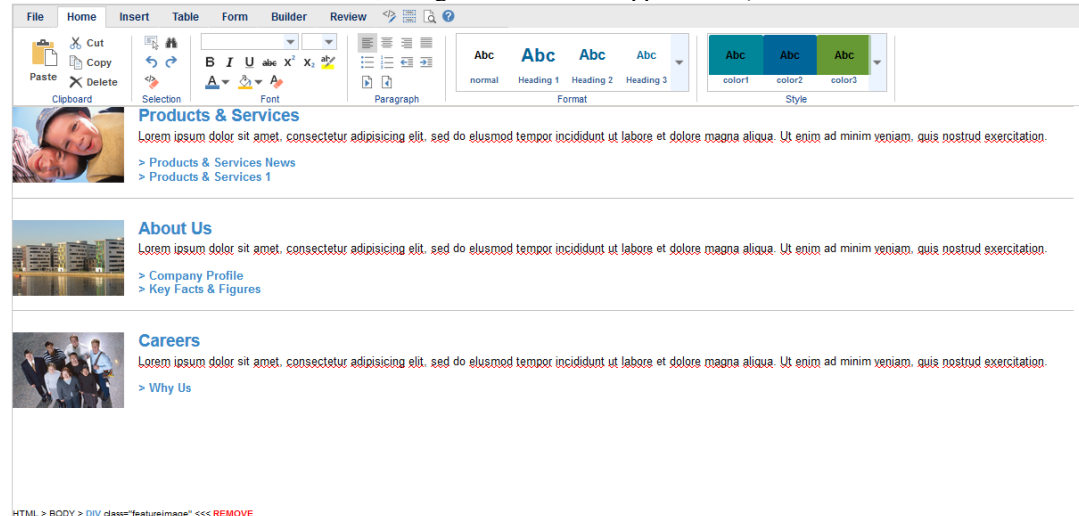


Asbru Web Content Editor v2+ (for Microsoft Internet Explorer v5.5 and newer; Netscape 7.1 and newer; Mozilla 1.3 and newer; as well as Mozilla Firefox, Google Chrome and Apple Safari):





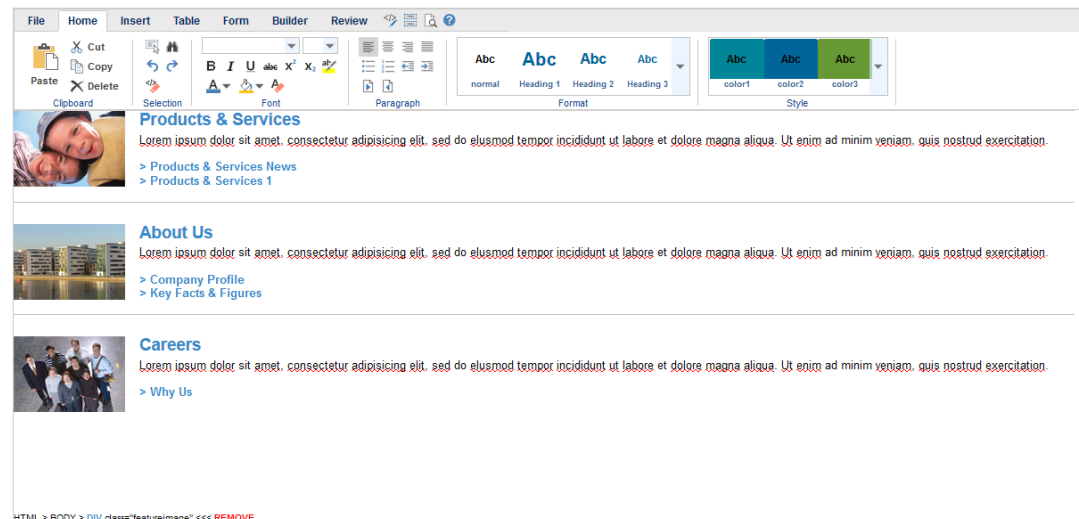
Asbru Web Content Editor v10+ (for Microsoft Internet Explorer v9 and newer; as well as recent versions of Mozilla Firefox, Google Chrome and Apple Safari):



Write text in the work area in the middle and select the toolbar buttons to format the text and insert images, hyperlinks and HTML code. Additionally, the HTML DOM Inspector located below the editable content displays details about the currently selected content. The toolbar buttons and the HTML DOM Inspector are described in the following sections.

## 4.2 Toolbar

The Asbru Web Content Editor can be configured to use either a ribbon-style toolbar or a classic-style toolbar. As default the ribbon-style toolbar is used. Both types of toolbar give access to the same functionality.

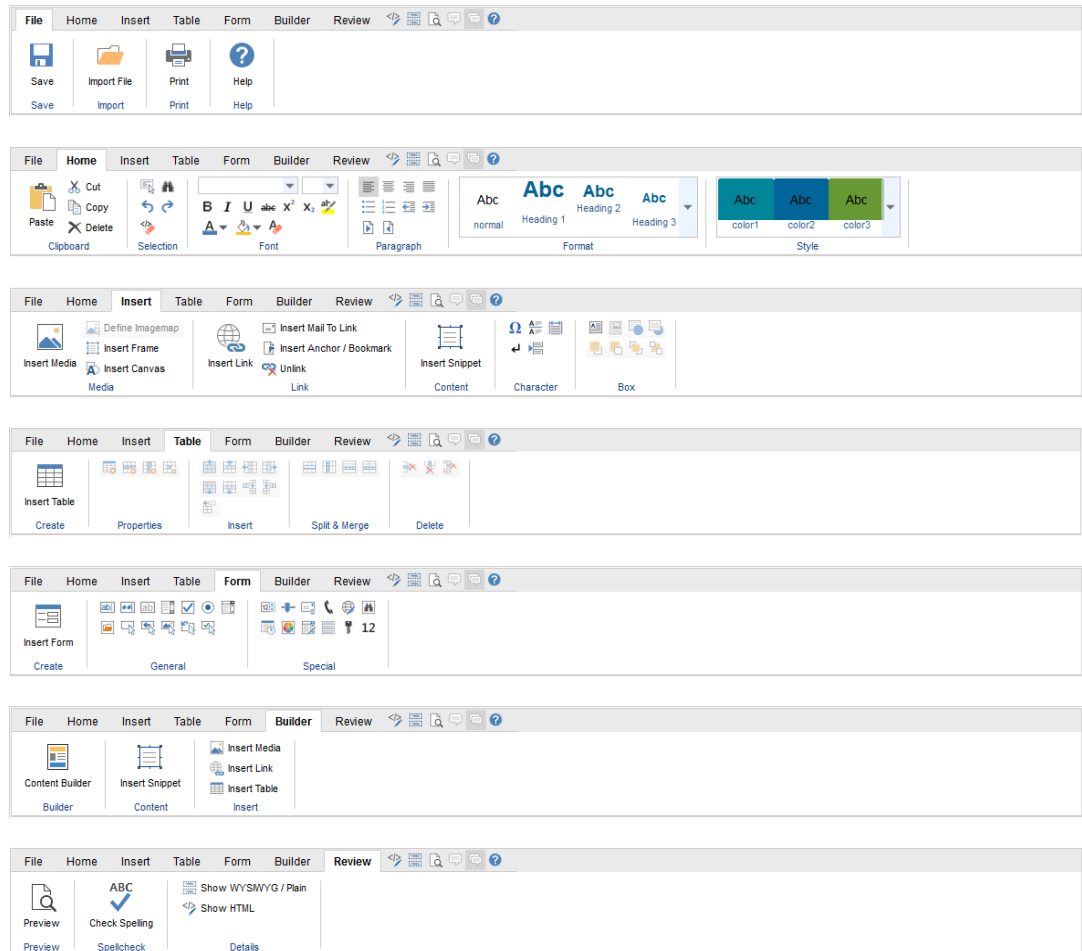


### 4.2.1 Ribbon-Style Toolbar

The ribbon-style toolbar displays a number of toolbar tabs at the top and a toolbar ribbon for the currently selected toolbar tab. Each toolbar ribbon displays a number of different select-

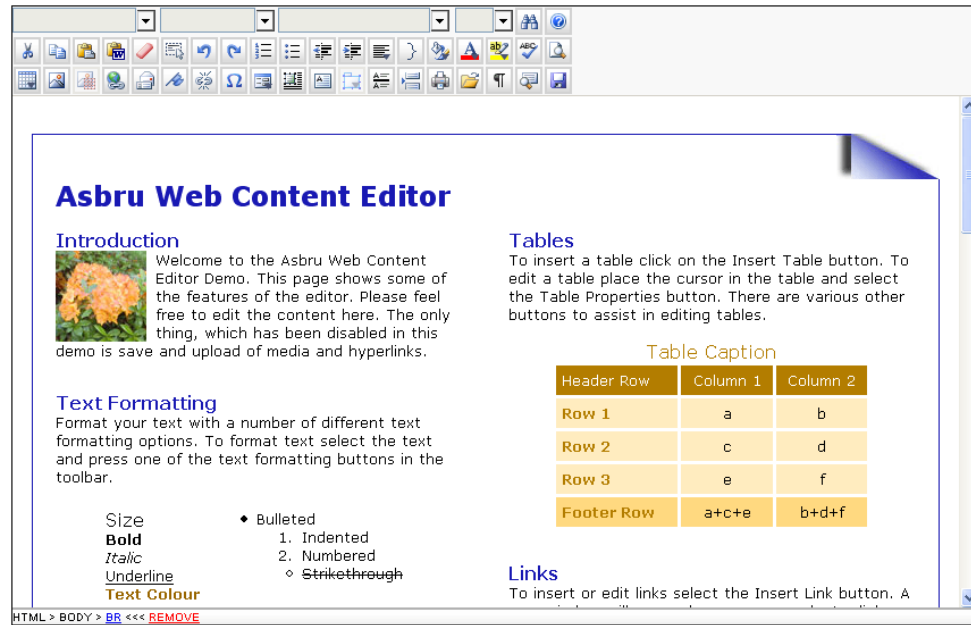


options and icons. Select the different toolbar tabs to switch between the different toolbar ribbons with access to different functionality. A number of icons may also be display next to the toolbar tabs at the top for easy access to some web content editor functionality.



#### 4.2.2 Classic-Style Toolbar

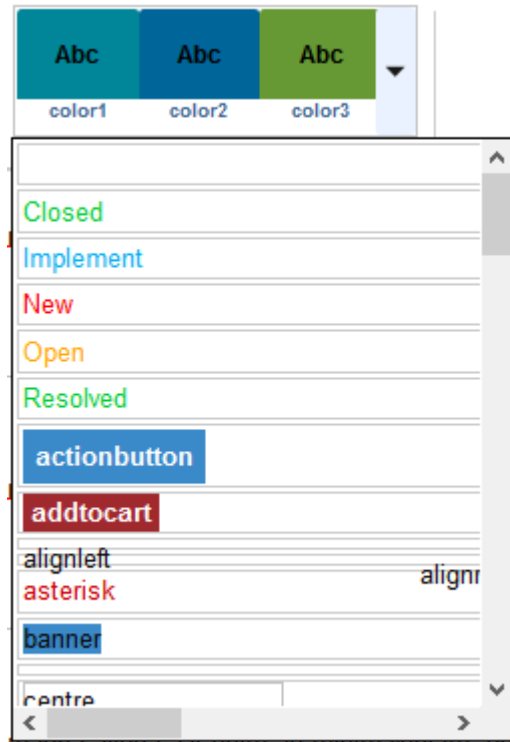
The classic-style toolbar displays a number of toolbar lines each with a number of icons and select-options. Some icons and select-options give access to drop-down menus with further options.



## 4.3 Text Formatting and Style

### 4.3.1 Style Ribbon

*Asbru Web Content Editor v10+ ribbon only:*





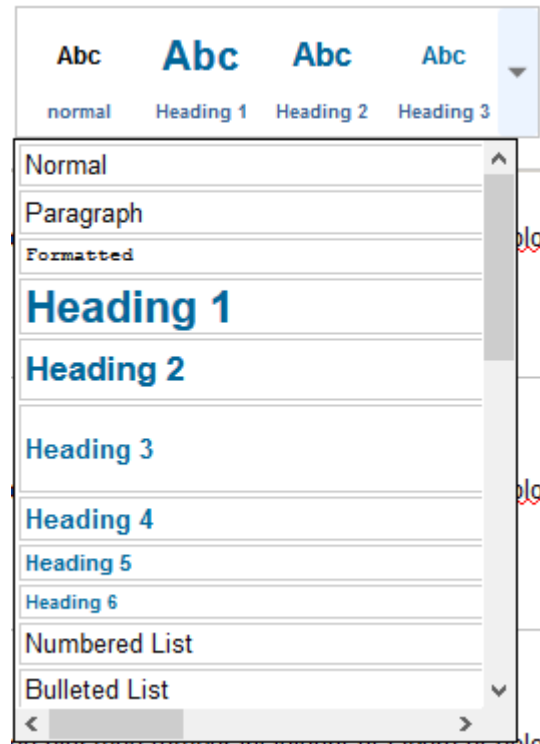
The Asbru Web Content Editor offers support for Cascading Style Sheets. Defined styles/classes are extracted automatically from any Style Sheet assigned to the content.

To apply a style select the text you want to change and then select the style from the Style list in the toolbar. The actual formatting for the styles can be defined in the Style Sheet assigned to the content.

A number of styles can be configured to be displayed directly in the ribbon toolbar for easy access. Other styles are available through the Style drop-down list options.

#### 4.3.2 Format Ribbon

*Asbru Web Content Editor v10+ ribbon only:*



The Asbru Web Content Editor offers standard predefined HTML text formats.

- Normal
- Paragraph
- Formatted
- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Heading 6



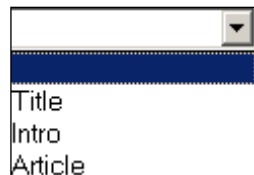
- Numbered List
- Bulleted List
- Directory List
- Menu List
- Definition Term
- Definition
- Address
- Main
- Section
- Article
- Header
- Footer
- Navigation
- Aside
- Figure
- Figure Caption
- Details
- Summary

To apply a format select the text you want to change and then select the format from the Format list in the toolbar. The formatting of the formats can be defined in the Style Sheet assigned to the content.

A number of formats can be configured to be displayed directly in the ribbon toolbar for easy access. Other formats are available through the Format drop-down list options.

#### 4.3.3 Style

*Asbru Web Content Editor v2+ only.*



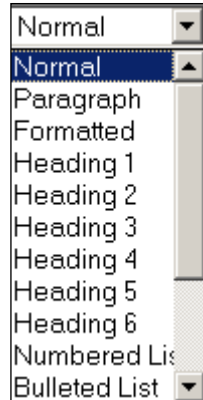
The Asbru Web Content Editor offers support for Cascading Style Sheets. Defined styles/classes are extracted automatically from any Style Sheet assigned to the content.

To apply a style select the text you want to change and then select the style from the Style list in the toolbar. The actual formatting for the styles can be defined in the Style Sheet assigned to the content.





#### 4.3.4 Format



The Asbru Web Content Editor offers standard predefined HTML text formats.

- Normal
- Formatted
- Address
- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Heading 6
- Numbered List
- Bulleted List
- Directory List
- Menu List
- Definition Term
- Definition
- Paragraph

To apply a format select the text you want to change and then select the format from the Format list in the toolbar. The formatting of the formats can be defined in the Style Sheet assigned to the content.

#### 4.3.5 Font Name

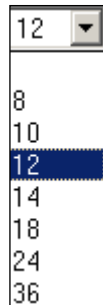


*Asbru Web Content Editor v2 only. See Font Formatting for Asbru Web Content Editor v1.*



To change the Font Name select the text you want to change and then select a Font Name from the Font Name list in the toolbar.

#### 4.3.6 Font Size



To change the Font Size select the text you want to change and then select a Font Size from the Font Size list in the toolbar.

#### 4.3.7 Bold



To apply bold formatting to text select the text you want to change and then select the Bold toolbar button.

#### 4.3.8 Italic



Apply italic formatting to text by selecting the text you want to change and then select the Italic toolbar button.

#### 4.3.9 Underline



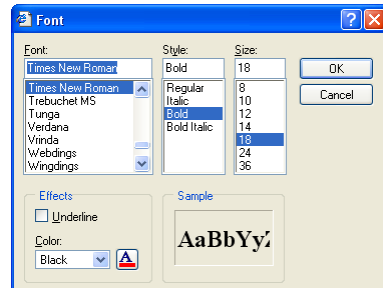
Apply underline formatting to text by selecting the text you want to change and then select the Underline toolbar button.

#### 4.3.10 Font Formatting



*Asbru Web Content Editor v1 only. See Text Colour for Asbru Web Content Editor v2.*

The Font toolbar button provides several formatting options that will override the formatting styles defined by your Style and Style Sheet selection. To format text select the text you want to change and then select the Font toolbar button. The following screen will appear:



- Font - Select the font you want to apply to the selected text.
- Style - Select the style you want to apply to the selected text.
- Size - Select the Font Size you want to apply to the selected text.
- Underline - If you want to underline the selected text check the Underline checkbox.
- Color - Select the Font Color from the color list or select the button and select the Font Color.

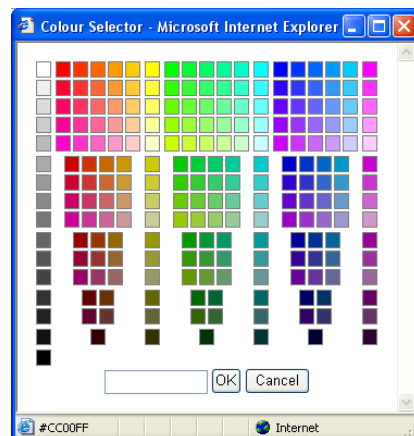
Select OK when the Sample box displays the formatting you want to apply to the selected text or select Cancel.

#### 4.3.11 Text Colour



*Asbru Web Content Editor v2 only.*

Apply text colour formatting to text by selecting the text you want to change and then select the Text Colour toolbar button. The following screen will appear:



Select a colour from the palette or enter a HTML colour code. Select OK to apply to the selected text or select Cancel.

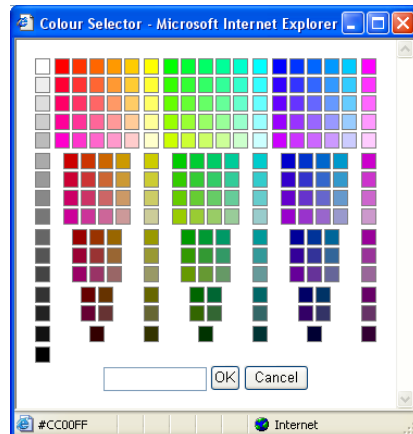
#### 4.3.12 Background Colour





*Asbru Web Content Editor v2 only.*

Apply background colour formatting to text by selecting the text you want to change and then select the Background Colour toolbar button. The following screen will appear:



Select a colour from the palette or enter a HTML colour code. Select OK to apply to the selected text or select Cancel.

#### 4.3.13 Superscript



*Asbru Web Content Editor v2 only.*

Apply superscript formatting to text by selecting the text you want to change and then select the Superscript toolbar button.

#### 4.3.14 Subscript



*Asbru Web Content Editor v2 only.*

Apply subscript formatting to text by selecting the text you want to change and then select the Subscript toolbar button.

#### 4.3.15 Strikethrough



*Asbru Web Content Editor v2 only.*

Apply strikethrough formatting to text by selecting the text you want to change and then select the Strikethrough toolbar button.



#### 4.3.16 Remove Format



*Asbru Web Content Editor v2 only.*

Remove formatting from text by selecting the text you want to change and then select the Remove Format toolbar button.

### 4.4 Indentation and Alignment

#### 4.4.1 Decrease Indent



To decrease the indent of a paragraph select the text you want to change and then select the Decrease Indent toolbar button.

#### 4.4.2 Indent



To apply indent to a paragraph select the text you want to change and then select the Indent toolbar button.

#### 4.4.3 Align Left



To align left select the text you want to align left and then select the Align Left toolbar button.

#### 4.4.4 Align Center



To center text select the text you want to center and then select the Align Center toolbar button.

#### 4.4.5 Align Right



To align right select the text you want to align and then select the Align Right toolbar button.

#### 4.4.6 Align Full



*Asbru Web Content Editor v2 only.*

To align left and right select the text you want to align and then select the Align Full toolbar button.



#### 4.4.7 Do Not Break



*Asbru Web Content Editor v2+ only.*

To prevent text from being broken by automatic line breaks select the text you want to keep together and then select the Do Not Break toolbar button.

#### 4.4.8 Numbered List



*Asbru Web Content Editor v2 only.*

To apply numbers select the items you want to add numbers to. Then select the Numbered List toolbar button.

#### 4.4.9 Bullet List



To apply bullets select the items you want to add bullets to. Then select the Bullet List toolbar button.

### 4.5 Editing

#### 4.5.1 Cut



To remove selected content from the Asbru Web Content Editor and place it on the clipboard select the Cut toolbar button.

*Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.*



#### 4.5.2 Copy



To copy selected content from the Asbru Web Content Editor and place it on the clipboard select the Copy toolbar button.

*Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.*



#### 4.5.3 Paste



To paste content from the clipboard into the Asbru Web Content Editor select the Paste toolbar button.

*Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.*

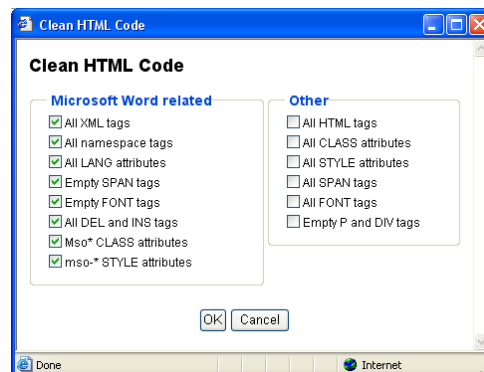


#### 4.5.4 Clean HTML Code



*Asbru Web Content Editor v2 only.*

Content pasted from other applications such as Microsoft Word may contain unneeded/unwanted HTML codes. Select the Clean HTML Code toolbar button to clean the content for such unneeded/unwanted HTML codes. The following screen will appear:



- Microsoft Word related (selected by default and “safe” to clean):
  - All XML tags  
Delete all XML tags from content.



- All namespace tags  
Delete all XML namespace tags from content.
  - All LANG attributes  
Delete all LANG attributes from content.
  - Empty SPAN tags  
Delete empty and double SPAN tags.
  - Empty FONT tags  
Delete empty and double FONT tags.
  - All DEL and INS tags  
Delete all DEL and INS tags.
  - Mso\* CLASS attributes  
Delete all CLASS attributes named Mso\* from content.
  - mso- STYLE attributes  
Delete all STYLE attributes named mso-\* from content.
- Other (only select these if you are sure you want to delete these HTML tags and attributes or your content may be altered significantly):
  - All HTML tags  
Delete all HTML tags from content.
  - All CLASS attributes  
Delete all CLASS attributes from content.
  - All STYLE attributes  
Delete all STYLE attributes from content.
  - All SPAN tags  
Delete all SPAN tags.
  - All FONT tags  
Delete all FONT tags.
  - Empty P and DIV  
Delete all empty P and DIV tags.

Select OK to clean the content in the web editor work area.

#### 4.5.5 Delete



*Asbru Web Content Editor v2 only.*

To delete content from the Asbru Web Content Editor select the content to be deleted and select the Delete toolbar button.





#### 4.5.6 Select All



*Asbru Web Content Editor v2 only.*

To select all content in the Asbru Web Content Editor select the Select All toolbar button.

#### 4.5.7 Redo



Select the Redo toolbar button to reverse an action of the Undo command.

#### 4.5.8 Undo



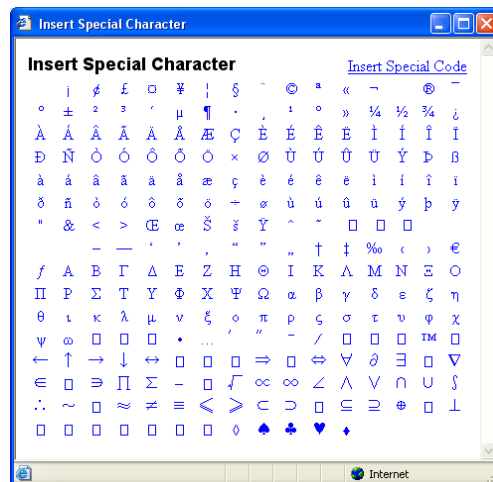
Select the Undo toolbar button to reverse the last command or delete the last entry you typed.

### 4.6 Web Content

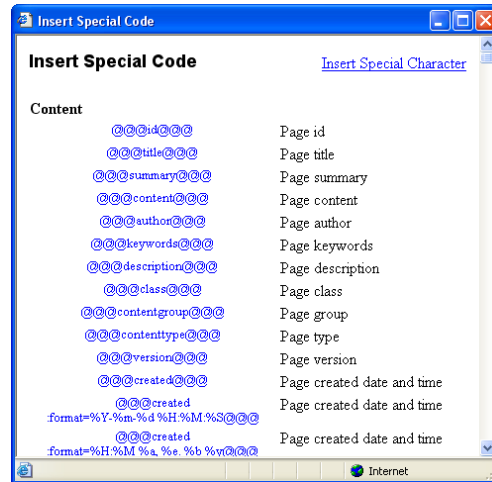
#### 4.6.1 Insert Special Characters & Codes



To insert special characters and codes into the web editor work area select the Insert Special Characters & Codes toolbar button. The following screen will appear:



Select the special character you want to insert and the special character will be inserted into the web editor work area, or select the “Insert special code” link for access to the special codes screen:

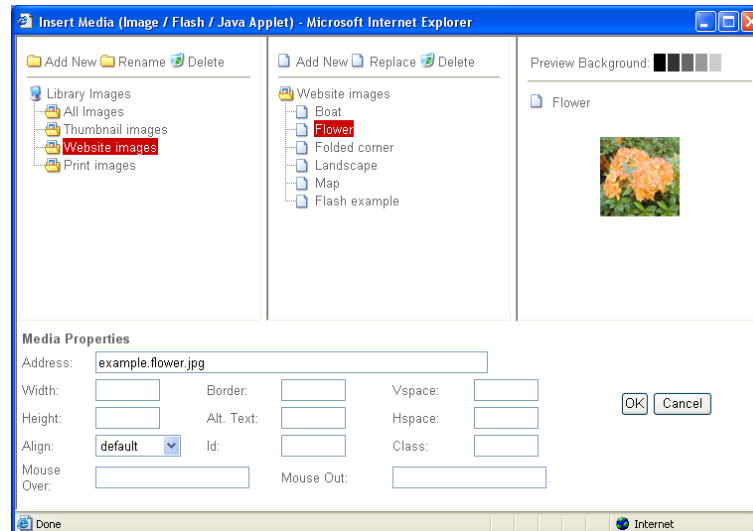


Select the special code you want to insert and the special code will be inserted into the web editor work area, or select the “Insert special character” link to return to the special characters screen.

#### 4.6.2 Insert Media (Image / Flash / Java Applet)



To insert an image into the Asbru Web Content Editor select the Insert Image toolbar button. The following window will appear:



You can insert an image either from your library of images or from your local computer.

##### 4.6.2.1 Library Images

Your image categories from the web server library are listed in the left hand side of the window, if you have enabled the Content Categories - Image Groups or Types features



(Please see Configuration Guide for details). Select All Images or an image category to list all your web server library images of that category in the center of the window.

Select an image to preview it in the right hand side of the window. Select one of the preview background colour boxes to preview the image with different background colour contrasts.

When an image is selected its website address details are displayed at the bottom part of the window along with other optional image properties:

- Address  
Full web address including Type and URL domain, path and file name.
- Width  
Number of pixels or percentage for how the image is to be displayed.
- Height  
Number of pixels or percentage for how the image is to be displayed.
- Border  
Number of pixels for border to be displayed around the image.
- Alignment / Align  
Defines the image alignment in relation to surrounding text.
  - Left
  - Right
  - Top
  - Bottom
  - Middle
  - Absmiddle
- Vertical spacing / Vspace  
Number of blank pixels to be displayed above and below the image.
- Horizontal spacing / Hspace  
Number of blank pixels to be displayed to the left and right of the image.
- Alt. Text  
Alternative text description to be displayed instead of the image.
- Id  
Unique id to be used for Advanced Scripting etc.

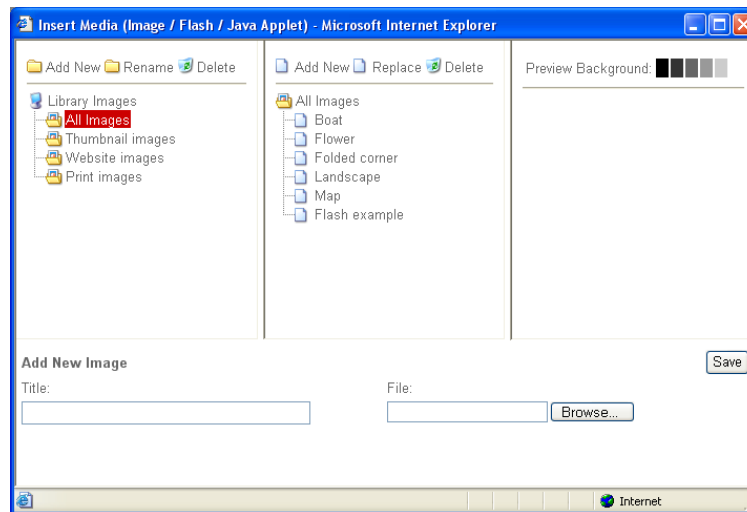


- **Class**  
Name to be used for Style Sheets etc.
- **Mouse Over**  
Javascript event handler triggered when the caret/cursor is moved over the image.
- **Mouse Out**  
Javascript event handler triggered when the caret/cursor is moved away from image.

Select OK to insert the image into the Content Editor or select Cancel to return to the Content Editor without inserting the Image into the Content Editor.

#### 4.6.2.2 Add New Image

You can also add an image from your local computer. Select the Add New link at the top center of the window. The following window will appear:



Enter a title for the new image in the Add New Image section at the bottom of the window.

Select Browse to find the image file on your computer. When you have selected the image file on your computer it will be displayed in the right hand side of the screen. If you have a web browser which supports upload of multiple files, you can select multiple files to be uploaded at the same time. Alternatively, if you have a recent version of the Flash pluing installed in your web browser you should have an additional “Choose Multiple Files” button next to the “Browse” button. Use this to select multiple files to be uploaded and added at the same time.

Select an existing image to copy other attributes for the new image from. If you select “- blank -“, all other image attributes for the new image will be set to the default (blank) value.

Select Save to add the image to the image library.

If you have enabled the more advanced publishing features (Please see the Configuration Guide for details.) you will see a Publish checkbox that you check if you want to publish the image when it is saved.



If you have enabled the Content Categories - Image Groups or Types features (Please see the Configuration Guide for details.) you will also be able to select the Image Type and Image Group for the new image.

#### 4.6.3 Define Imagemap



To define an imagemap for an image select the image and then the Define Imagemap toolbar button. The following window will appear:

- **Name**  
Name of the imagemap used internally to link the image and the imagemap (required).
- **Class**  
HTML class name for use with CSS style sheet.
- **Id**  
Unique HTML code id for use with Javascript.
- **Imagemap Areas**  
Define the imagemap areas which users can select:
  - **Shape**  
The supported imagemap shapes are circle and rectangle.
  - **Coordinates**  
The coordinates which define the imagemap area position and size (Circle:



centerX, centerY, radius) (Rectangle: left, top, right, bottom).

Enter the coordinates manually, or Drag & Drop the imagemap area outline and handles displayed on the image at the bottom of the imagemap window.

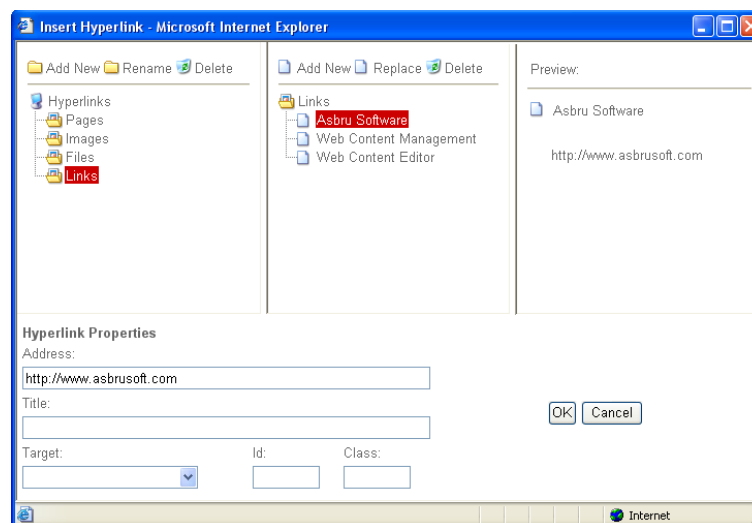
- Href  
The web address URL to which the image map area links.
- Add  
Add entered Shape, Coordinates and Href as imagemap area.
- Update  
Change selected imagemap area to entered Shape, Coordinates and Href.
- Delete  
Delete selected imagemap area.
- Move Up  
Move selected imagemap area up.
- Move Down  
Move selected imagemap area down.

Select OK to define the imagemap for the selected image in the web editor work area.

#### 4.6.4 Insert Hyperlink



Select the Insert Hyperlink toolbar button to insert a link into the work area. The following window appears:





You can insert a link to an existing Page, Image, File or Link in the Asbru Web Content Management system or to any other website address on the Internet. You can also add a new Page, Image, File or Link.

#### 4.6.4.1 Insert Hyperlink

Your content categories are listed in the left hand side of the window, if you have enabled the Content Categories features (Please see the Configuration Guide for details).

Select a content class/category to list your web server content of that class/category in the center of the window.

- Pages  
Your web content management system website pages.
- Images  
Your web content management system library images.
- Files  
Your web content management system library files.
- Links  
Your web content management system library links.
- Special  
Special links to web content management system functionality.
  - View This Item  
Use for search results entries and the E-Commerce Add-On functionality to link to an item's full page.
  - Login  
Use for a "manual" login link to login as a registered user of the website. (Login is also automatically requested when required for accessed content).
  - Logout  
Use for a "manual" logout link to logout as a registered user of the website. (Logout is also automatically done when the web browser is closed and when the user "session" expires as configured for your web server).
- Versions  
Link for your website visitors to select their preferred version of your website content. (Only available, if the Content Versions feature is enabled. Please see the Configuration Guide for details).
- Micro-Websites  
Link to your configured "micro-websites" Internet address domain names. (Please see the Configuration Guide for details).
- Page Relations  
Link to a related content as defined for the currently viewed content. (Only available, if



the Content Relations feature is enabled. Please see the Configuration Guide for details).

- Page Top  
Link to the Page Top web page specified in the Content Relations section in the content editor.
- Page Up  
Link to the Page Up web page specified in the Content Relations section in the content editor.
- First Page  
Link to the First Page web page specified in the Content Relations section in the content editor.
- Last Page  
Link to the Last Page web page specified in the Content Relations section in the content editor.
- Previous Page  
Link to the Previous Page web page specified in the Content Relations section in the content editor.
- Next Page  
Link to the Next Page web page specified in the Content Relations section of in the content editor.

Select a content item to preview it in the right hand side of the window.

When a content item is selected its website address details are displayed at the bottom part of the window along with other optional content properties:

- Address  
The web address of the selected page etc. Usually, this should not be changed, but you can add additional parameters etc. if needed. You can also enter an address such as “#mybookmark” to link to an anchor/bookmark you have inserted on your web page.
- Target  
Defines how the hyperlink is to be opened.
  - Same Window (\_self)  
The link will be opened in the current window.
  - Parent Window (\_parent)  
The link will be opened in the parent window.
  - Browser Window (\_top)  
The link will be opened on the top level of the window.



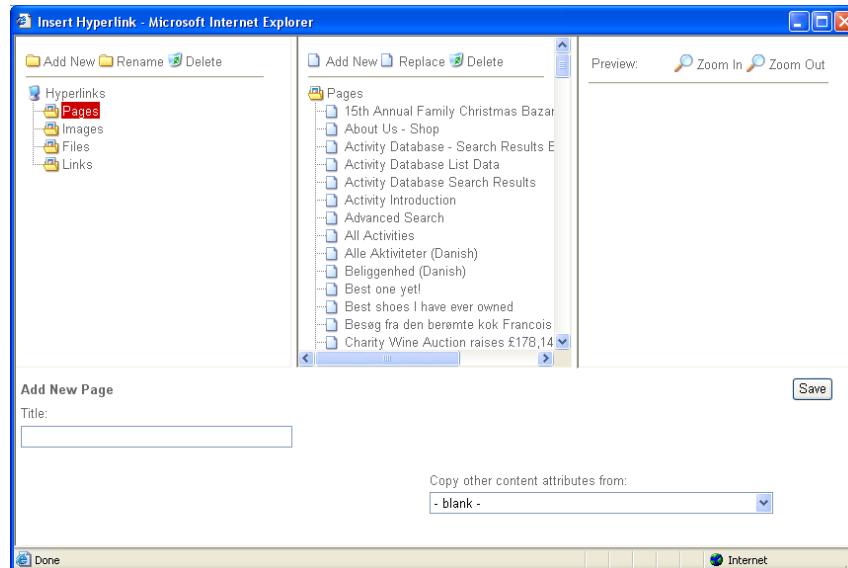


- New Window (\_blank)  
The link will be opened in a new window.
- Id  
Unique id to be used for Advanced Scripting etc.
- Class  
Name to be used for Style Sheets etc.

When you are done, select OK to insert the link into your web editor.

#### 4.6.4.2 Add New Page

If you want to add a new Page select Pages at the left hand of the window and then the Add New link at the top center of the window. The following window will appear:



Enter the name of the new page in the Title field. If you are adding a new File select it from your local computer by selecting Browse. Alternatively, if you have a recent version of the Flash pluing installed in your web browser you should have an additional “Choose Multiple Files” button next to the “Browse” button. Use this to select multiple files to be uploaded and added at the same time. When uploading and adding multiple files at the same time, the actual file names will be appended to the entered Title.

If you have enabled the Content Categories – Page/Element Groups or Types features (Please see the Configuration Guide for details), you will also be able to select the Page Type and Group.

Select an existing Page to copy other attributes for the new page from. If you select “- blank -”, all other page attributes for the new page will be set to the default (blank) value.

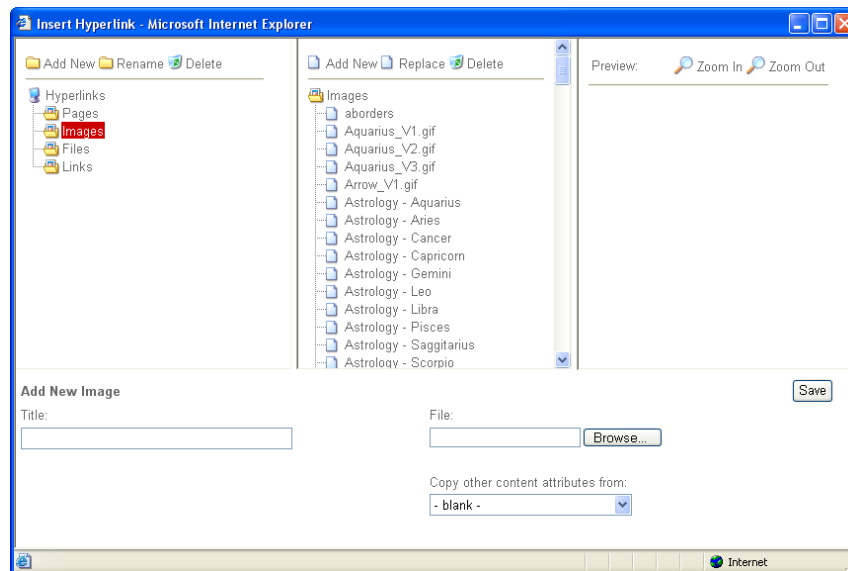


If you have enabled the more advanced publishing features (Please see the Configuration Guide for details), you will see a Publish checkbox. Check this Publish checkbox to publish the new Page/File immediately when it is saved.

When you select Save the new page or file will be created.

#### 4.6.4.3 Add New Image

If you want to add a new Image select Images at the left hand of the window and then the Add New link at the top center of the window. The following window will appear:



Enter the name of the new image in the Title field and select Browse to select the actual image file from your local computer. Alternatively, if you have a recent version of the Flash pluing installed in your web browser you should have an additional “Choose Multiple Files” button next to the “Browse” button. Use this to select multiple files to be uploaded and added at the same time. When uploading and adding multiple files at the same time, the actual file names will be appended to the entered Title.

Select an existing Image to copy other attributes for the new image from. If you select “- blank -”, all other image attributes for the new image will be set to the default (blank) value.

If you have enabled the Content Categories – Image Groups or Types features (Please see the Configuration Guide for details), you will also be able to select the Image Type and Group.

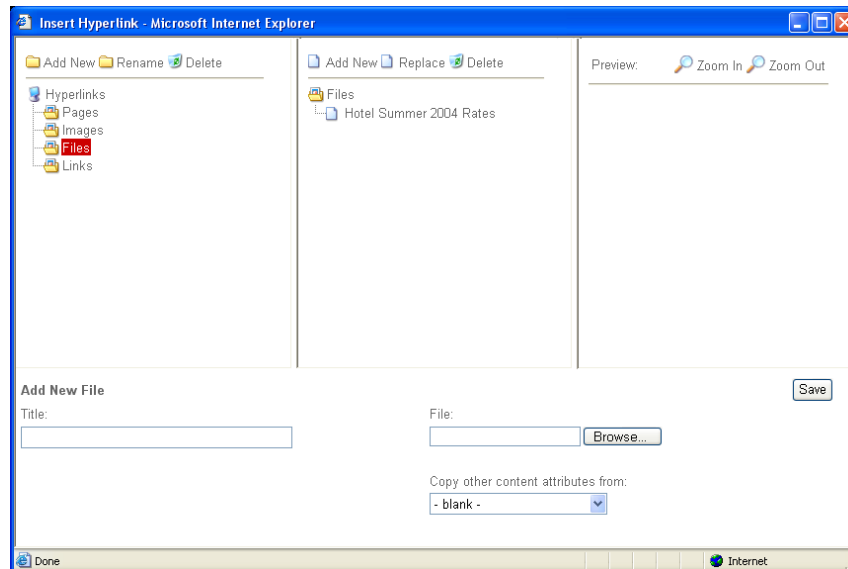
If you have enabled the more advanced publishing features (Please see the Configuration Guide for details), you will see a Publish checkbox. Check this Publish checkbox to publish the new Image immediately when it is saved.

When you select Save the new image will be created.



#### 4.6.4.4 Add New File

If you want to add a new File select Files at the left hand of the window and then the Add New link at the top center of the window. The following window will appear:



Enter the name of the new file in the Title field and select Browse to select the actual file from your local computer. If you have a web browser which supports upload of multiple files, you can select multiple files to be uploaded at the same time. Alternatively, if you have a recent version of the Flash pluing installed in your web browser you should have an additional “Choose Multiple Files” button next to the “Browse” button. Use this to select multiple files to be uploaded and added at the same time. When uploading and adding multiple files at the same time, the actual file names will be appended to the entered Title.

Select an existing File to copy other attributes for the new file from. If you select “- blank -”, all other file attributes for the new file will be set to the default (blank) value.

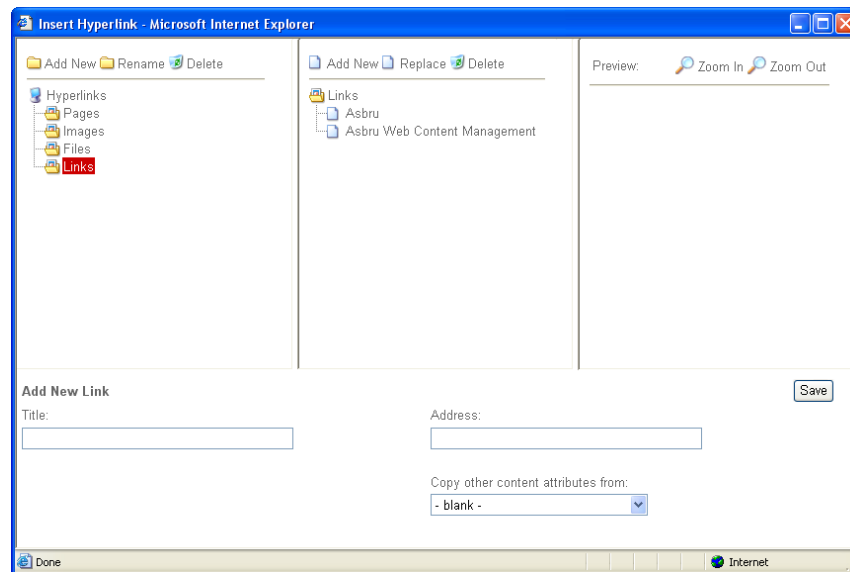
If you have enabled the Content Categories – File Groups or Types features (Please see the Configuration Guide for details), you will also be able to select the File Type and Group.

If you have enabled the more advanced publishing features (Please see the Configuration Guide for details), you will see a Publish checkbox. Check this Publish checkbox to publish the new File immediately when it is saved.

When you select Save the new file will be created.

#### 4.6.4.5 Add New Link

If you want to add a new Link select Links at the left hand of the window and then the Add New link at the top center of the window. The following window will appear:



Enter the name of the new link in the Title field and its full website address (for example: <http://www.asbrusoft.com/>).

Select an existing Link to copy other attributes for the new link from. If you select “- blank -”, all other link attributes for the new link will be set to the default (blank) value.

If you have enabled the Content Categories – Link Groups or Types features (Please see the Configuration Guide for details), you will also be able to select the Link Type and Group.

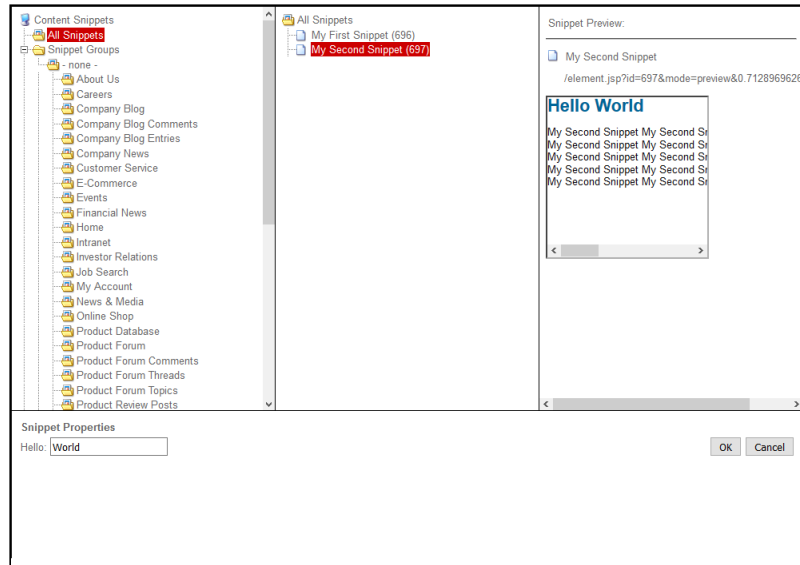
If you have enabled the more advanced publishing features (Please see the Configuration Guide for details), you will see a Publish checkbox. Check this Publish checkbox to publish the new Link immediately when it is saved.

When you select Save the new link will be created.

#### 4.6.5 Insert Snippet



To insert a Snippet into the Asbru Web Content Editor select the Insert Snippet toolbar button. The following window will appear:



Your snippet categories for your website content are listed in the left hand side of the window, if you have enabled the Content Categories – Page/Element Groups or Types features (Please see Configuration Guide for details). Select All Snippets or a snippet category to list all your website content snippets of that category in the center of the window.

Select a snippet to preview it in the right hand side of the window.

When a snippet is selected its details (if any) are displayed at the bottom part of the window along with other optional snippet properties (if any). If any snippet properties are displayed, they can be edited to modify the snippet content before it is inserted into the Content Editor.

Select OK to insert the snippet into the Content Editor or select Cancel to return to the Content Editor without inserting the snippet into the Content Editor.

#### 4.6.6 Insert Frame



*Asbru Web Content Editor v2+ only.*

Select the Insert Frame toolbar button to insert a content frame containing another web page in the work area. The following screen will appear:



- **Width**  
Enter the width of the box as a percentage (for example “100%”) or in pixels (for example “100” pixels).
- **Height**  
Enter the height of the box as a percentage (for example “100%”) or in pixels (for example “100” pixels).
- **URL Type**  
Type of URL address (“http://”, “https://”).
- **URL Address**  
Web address domain, path and page name.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

Select OK to insert the content frame into the web editor work area.

#### 4.6.7 Insert Mail To Link



*Asbru Web Content Editor v2+ only.*

Select the Insert Mail To Link toolbar button to insert a link into the work area. The following screen will appear:



- To Email Address  
Default email address to which the email should be sent.
- Subject  
Default subject for the email to be sent.
- Id  
Unique HTML code id for use with Javascript.
- Class  
HTML class name for use with CSS style sheet.

When you are done, select OK to insert the link into your web editor.

#### 4.6.8 Insert Anchor/ Bookmark



*Asbru Web Content Editor v2+ only.*

Select the Insert Anchor / Bookmark toolbar button to insert an anchor/bookmark into the work area. The following screen will appear:

- Name  
Name of the anchor/bookmark.



- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

When you are done, select OK to insert the anchor/bookmark into your web editor.

To link to the anchor/bookmark you can use the Insert Hyperlink toolbar button and enter a web address such as “#mybookmark” in the “Address” input field.

#### 4.6.9 Unlink



*Asbru Web Content Editor v2 only.*

To remove a link (without deleting the content) select the link and select the Unlink toolbar button.

#### 4.6.10 Insert Horizontal Rule



*Asbru Web Content Editor v2 only.*

To insert a horizontal rule select the Insert Horizontal Rule toolbar button.

### 4.7 Table Editing

#### 4.7.1 Insert Table



Select the Insert Table toolbar button to insert a table in the work area. The following screen will appear:





- **Width**  
Enter the width of the table as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the browser will determine the width.
- **Height**  
Enter the height of the table as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the browser will determine the height.
- **Columns**  
Enter the number of columns in the table.
- **Rows**  
Enter the number of rows in the table.
- **Cell padding**  
Enter the distance between the border and content of the table in pixels (for example “2” pixels). You can leave the field blank and the browser will determine the cell padding.
- **Cell spacing**  
Enter the distance between the cells in pixels (for example “2” pixels). You can leave the field blank and the browser will determine the cell spacing.
- **Border Width**  
Select the border width of the table in pixels from the list. If you select 0 there will be no border. If you select “- default -” the browser will determine the border width.
- **Border Colour**  
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.



- **Background Colour**  
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Image**  
In the Background image section of the screen select “- none -” if no background image is required or select a background image from the list of background images.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

When all the details for the table have been entered, select OK to insert the table into the content editor.

#### 4.7.2 Table Properties



*Asbru Web Content Editor v2 only.*

Select or position the claret/cursor inside a table and select the Table Properties toolbar button to edit the table's properties. The following screen will appear:

- **Width**  
Enter the width of the table as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine the width.
- **Height**  
Enter the height of the table as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine



the height.

- **Cell padding**  
Enter the distance between the border and content of the table in pixels (for example “2” pixels). You can leave the field blank and the browser will determine the cell padding.
- **Cell spacing**  
Enter the distance between the cells in pixels (for example “2” pixels). You can leave the field blank and the browser will determine the cell spacing.
- **Border Width**  
Enter the border width of the table in pixels. If you enter 0 there will be no border. If you leave it blank the browser will determine the border width.
- **Border Colour**  
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Colour**  
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Image**  
In the Background image section of the screen select “- none -” if no background image is required or select a background image from the list of background images.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

When all the details for the table have been entered, select OK to update the table in the content editor.

#### 4.7.3 Insert Caption



*Asbru Web Content Editor v2+ only.*

Select or position the claret/cursor inside a table and select the Insert Caption toolbar button to insert a caption for the table. As default the caption is displayed above the table.

#### 4.7.4 Insert Header Row



*Asbru Web Content Editor v2+ only.*



Select or position the claret/cursor inside a table and select the Insert Header Row toolbar button to insert a new table header row at the top of the table.

#### 4.7.5 Insert Footer Row



*Asbru Web Content Editor v2+ only.*

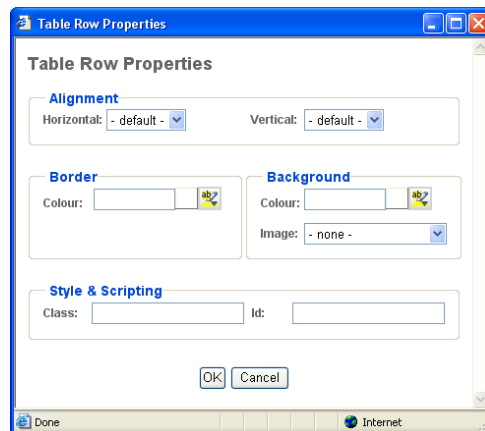
Select or position the claret/cursor inside a table and select the Insert Footer Row toolbar button to insert a new table footer row at the bottom of the table.

#### 4.7.6 Row Properties



*Asbru Web Content Editor v2 only.*

Select or position the claret/cursor inside a table row and select the Row Properties toolbar button to edit the row's properties. The following screen will appear:



- **Horizontal Alignment**  
Select default, left, center or right to horizontally align the row's cell's contents. This row alignment is overruled by any defined column and cell horizontal alignment.
- **Vertical Alignment**  
Select default, top, middle, baseline or bottom to vertically align the row's cell's contents. This row alignment is overruled by any defined column and cell vertical alignment.
- **Border Colour**  
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.



- **Background Colour**  
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Image**  
In the Background image section of the screen select “- none -” if no background image is required or select a background image from the list of background images.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

When all the details for the table row have been entered, select OK to update the table row in the content editor.

#### 4.7.7 Insert Row Above



*Asbru Web Content Editor v2 only.*

Select or position the claret/cursor inside a table row and select the Insert Row Above toolbar button to insert a new row above the selected row.

#### 4.7.8 Insert Row Below



*Asbru Web Content Editor v2 only.*

Select or position the claret/cursor inside a table row and select the Insert Row Below toolbar button to insert a new row below the selected row.

#### 4.7.9 Delete Row



*Asbru Web Content Editor v2 only.*

Select or position the claret/cursor inside a table row and select the Delete Row toolbar button to delete the selected row.

#### 4.7.10 Split Cell Rows



*Asbru Web Content Editor v2 only.*



Position the claret/cursor inside a merged table cell and select the Split Cell Rows toolbar button to split the cell back into rows again.

#### 4.7.11 Column Properties



*Asbru Web Content Editor v2 only.*

Position the claret/cursor inside a table cell and select the Column Properties toolbar button to edit the column's properties. The following screen will appear:

- **Width**  
Enter the width of the column as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine the width.
- **Height**  
Enter the height of the column as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine the height.
- **Horizontal Alignment**  
Select default, left, center or right to horizontally align the column's cell's contents. This column alignment overrules/overwrites any defined row/cell horizontal alignment.
- **Vertical Alignment**  
Select default, top, middle, baseline or bottom to vertically align the column's cell's contents. This column alignment overrules/overwrites any defined row/cell vertical alignment.



- **Border Colour**  
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Colour**  
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Image**  
In the Background image section of the screen select “- none -” if no background image is required or select a background image from the list of background images.
- **Class**  
HTML class name for use with CSS style sheet.

When all the details for the table column have been entered, select OK to update the table column in the content editor.

#### 4.7.12 Insert Column Left



*Asbru Web Content Editor v2 only.*

Position the claret/cursor inside a table cell and select the Insert Column Left toolbar button to insert a new column to the left of the selected column.

#### 4.7.13 Insert Column Right



*Asbru Web Content Editor v2 only.*

Position the claret/cursor inside a table cell and select the Insert Column Right toolbar button to insert a new column to the right of the selected column.

#### 4.7.14 Delete Column



*Asbru Web Content Editor v2 only.*

Position the claret/cursor inside a table cell and select the Delete Column toolbar button to delete the selected column.

#### 4.7.15 Split Cell Columns



*Asbru Web Content Editor v2 only.*



Position the claret/cursor inside a merged table cell and select the Split Cell Columns toolbar button to split the cell back into columns again.

#### 4.7.16 Cell Properties



*Asbru Web Content Editor v2 only.*

Position the claret/cursor inside a table cell and select the Cell Properties toolbar button to edit the cell's properties. The following screen will appear:

- **Width**  
Enter the width of the cell as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine the width.
- **Height**  
Enter the height of the cell as a percentage (for example “100%”) or in pixels (for example “100” pixels). You can leave the field blank and the web browser will determine the height.
- **Span Rows**  
Enter the number of rows the (merged) cell spans. Changing this row span will not actually merge/split the cell, but only change how it is displayed.
- **Span Columns**  
Enter the number of columns the (merged) cell spans. Changing this column span will not actually merge/split the cell, but only change how it is displayed.
- **Horizontal Alignment**  
Select default, left, center or right to horizontally align the cell's contents. This cell





alignment overrules/overwrites any defined row/column horizontal alignment.

- **Vertical Alignment**  
Select default, top, middle, baseline or bottom to vertically align the cell's contents. This cell alignment overrules/overwrites any defined row/column vertical alignment.
- **Border Colour**  
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Colour**  
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Image**  
In the Background image section of the screen select "- none -" if no background image is required or select a background image from the list of background images.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

When all the details for the table cell have been entered, select OK to update the table cell in the content editor.

#### 4.7.17 Insert Cell Left



*Asbru Web Content Editor v2 only.*

Position the claret/cursor inside a table cell and select the Insert Cell Left toolbar button to insert a new cell to the left of the selected cell.

#### 4.7.18 Insert Cell Right



*Asbru Web Content Editor v2 only.*

Position the claret/cursor inside a table cell and select the Insert Cell Right toolbar button to insert a new cell to the right of the selected cell.

#### 4.7.19 Delete Cell



*Asbru Web Content Editor v2 only.*



Position the claret/cursor inside a table cell and select the Delete Cell toolbar button to delete the selected cell.

#### 4.7.20 Split Cell



*Asbru Web Content Editor v2 only.*

Position the claret/cursor inside a merged table cell and select the Split Cell toolbar button to split the cell back into rows and columns again.

#### 4.7.21 Merge Cells



*Asbru Web Content Editor v2 only.*

Select a number of table cells across rows and/or columns and select the Merge Cells toolbar button to merge the cells into a single cell.

*Your web browser may not support selection of cells across rows properly as a square of selected cells. Some additional cells to the left and right of the intended square of cells selection may be selected as well. The Asbru Web Content Editor adjusts this non-square cell selection by ignoring any selected cells outside the square of selected cells defined by the top-left and the bottom-right selected cells.*

### 4.8 Form Editing

#### 4.8.1 Insert Form



*Asbru Web Content Editor v2+ only.*

Select the Insert Form toolbar button to insert a form in the work area. The following screen will appear:



- **Method**  
Method used to submit form data to the web server. GET (default) submits data as part of the URL web address. POST submits data as attachments and is required for file upload and larger amounts of data.
- **Action URL**  
Website address to which the form data is submitted.
- **Encoding**  
Encoding format for form data when submitted to the web server. The default encoding is “URL encoded”. “Multi-part form-data” encoding is required for file upload.
- **Target**  
Defines how the submitted form is to be opened.
  - Same Window (`_self`)  
The form will be opened in the current window.
  - Parent Window (`_parent`)  
The form will be opened in the parent window.
  - Browser Window (`_top`)  
The form will be opened on the top level of the window.
  - New Window (`_blank`)  
The form will be opened in a new window.
- **Submit**  
Javascript event handler triggered when the form is submitted.
- **Reset**  
Javascript event handler triggered when the form is reset.



- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

Select OK to insert the form into the web editor work area.

#### 4.8.2 Insert Button



*Asbru Web Content Editor v2+ only.*

Select one of the Insert Button toolbar buttons to insert a button of that type in the work area.  
The following screen will appear:

- **Name**  
Name of parameter submitted to the web server.
- **Value**  
Value of parameter submitted to the web server.
- **Type**  
Type of button to be inserted:
  - **Submit**  
Submits the form to the web server.
  - **Button**  
Does not do anything unless used with Javascript event handler.
  - **Reset**  
Resets the form to the default values.



- Image  
Submits the form to the web server.
- Click  
Javascript event handler triggered when the button is clicked.
- Image URL  
Website address for image to be used for image button.
- Image Align  
Alignment of image in relation to surrounding text.
- Id  
Unique HTML code id for use with Javascript.
- Class  
HTML class name for use with CSS style sheet.

Select OK to insert the button into the web editor work area.

#### 4.8.3 Insert File Input



*Asbru Web Content Editor v2+ only.*

Select the Insert File Input toolbar button to insert a file selector button for file upload to the web server in the work area. The following screen will appear:

- Name  
Name of parameter submitted to the web server.
- Value  
Default value of parameter submitted to the web server.



- Click  
Javascript event handler triggered when the file input field/button is clicked.
- Change  
Javascript event handler triggered when the file input is changed.
- Focus  
Javascript event handler triggered when the file input is focused.
- Blur  
Javascript event handler triggered when focus is removed from the file input.
- Id  
Unique HTML code id for use with Javascript.
- Class  
HTML class name for use with CSS style sheet.

Select OK to insert the file input field/button into the web editor work area.

#### 4.8.4 Insert Text Input



*Asbru Web Content Editor v2+ only.*

Select the Insert Text Input toolbar button to insert a text input field in the work area. The following screen will appear:

- Name  
Name of parameter submitted to the web server.



- **Value**  
Default value of parameter submitted to the web server.
- **Size**  
Display size of input field.
- **Max Length**  
Maximum number of characters to be entered into the input field.
- **Click**  
Javascript event handler triggered when the input field is clicked.
- **Change**  
Javascript event handler triggered when the input field is changed.
- **Focus**  
Javascript event handler triggered when the input field is focused.
- **Blur**  
Javascript event handler triggered when focus is removed from the input field.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

#### 4.8.5 Insert Password Input



*Asbru Web Content Editor v2+ only.*

Select the Insert Password Input toolbar button to insert a password input field in the work area. The following screen will appear:



- **Name**  
Name of parameter submitted to the web server.
- **Value**  
Default value of parameter submitted to the web server.
- **Size**  
Display size of input field.
- **Max Length**  
Maximum number of characters to be entered into the input field.
- **Click**  
Javascript event handler triggered when the input field is clicked.
- **Change**  
Javascript event handler triggered when the input field is changed.
- **Focus**  
Javascript event handler triggered when the input field is focused.
- **Blur**  
Javascript event handler triggered when focus is removed from the input field.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.





#### 4.8.6 Insert Hidden Input



*Asbru Web Content Editor v2+ only.*

Select the Insert Hidden Input toolbar button to insert a hidden input field in the work area. The following screen will appear:

- **Name**  
Name of parameter submitted to the web server.
- **Value**  
Default value of parameter submitted to the web server.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

#### 4.8.7 Insert Text Area Input



*Asbru Web Content Editor v2+ only.*

Select the Insert Text Area Input toolbar button to insert a text area input field in the work area. The following screen will appear:



- **Name**  
Name of parameter submitted to the web server.
- **Wrap**  
Defines if and how content entered into the text area input should be word wrapped with automatic insertion of line breaks:
  - **Off**  
Do not wrap.
  - **Soft / Virtual**  
Display automatic word wrapping but do not submit automatic word wrapping to the web server.
  - **Hard / Physical**  
Display and submit automatic word wrapping to the web server.
- **Columns**  
Width of the input field.
- **Rows**  
Height the input field.
- **Click**  
Javascript event handler triggered when the input field is clicked.
- **Change**  
Javascript event handler triggered when the input field is changed.
- **Focus**  
Javascript event handler triggered when the input field is focused.



- **Blur**  
Javascript event handler triggered when focus is removed from the input field.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

#### 4.8.8 Insert Checkbox



*Asbru Web Content Editor v2+ only.*

Select the Insert Checkbox toolbar button to insert a checkbox input field in the work area.  
The following screen will appear:

**Insert Checkbox Input**

**Parameter**

Name:  Value:

Checked:

**Event Handling**

Click:  Change:

Focus:  Blur:

**Style & Scripting**

Class:  Id:

- **Name**  
Name of parameter submitted to the web server.
- **Value**  
Default value of parameter submitted to the web server.
- **Checked**  
Default state of input field.
- **Click**  
Javascript event handler triggered when the input field is clicked.
- **Change**  
Javascript event handler triggered when the input field is changed.



- **Focus**  
Javascript event handler triggered when the input field is focused.
- **Blur**  
Javascript event handler triggered when focus is removed from the input field.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

#### 4.8.9 Insert Radio Button



*Asbru Web Content Editor v2+ only.*

Select the Insert Radio Button toolbar button to insert a radio button input field in the work area. The following screen will appear:

- **Name**  
Name of parameter submitted to the web server.
- **Value**  
Default value of parameter submitted to the web server.
- **Checked**  
Default state of input field.
- **Click**  
Javascript event handler triggered when the input field is clicked.



- **Change**  
Javascript event handler triggered when the input field is changed.
- **Focus**  
Javascript event handler triggered when the input field is focused.
- **Blur**  
Javascript event handler triggered when focus is removed from the input field.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.

#### 4.8.10 Insert Select List



*Asbru Web Content Editor v2+ only.*

Select the Insert Select List toolbar button to insert a select list input field in the work area.  
The following screen will appear:

- **Name**  
Name of parameter submitted to the web server.
- **Multiple**  
Define if users can select multiple options or only a single option.



- **Display**  
Number of options to be displayed (default 1).
- **Options**  
Define the options which users can select from:
  - **Text**  
Label to be displayed for option.
  - **Value**  
Value submitted to the web server if selected.
  - **Selected**  
Define if option should be selected as default.
  - **Add**  
Add entered Text and Value as option.
  - **Update**  
Change selected option to entered Text and Value
  - **Delete**  
Delete selected option.
  - **Move Up**  
Move selected option up.
  - **Move Down**  
Move selected option down.
- **Click**  
Javascript event handler triggered when the input field is clicked.
- **Change**  
Javascript event handler triggered when the input field is changed.
- **Focus**  
Javascript event handler triggered when the input field is focused.
- **Blur**  
Javascript event handler triggered when focus is removed from the input field.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

Select OK to insert the input field into the web editor work area.



## 4.9 Positioning

### 4.9.1 Absolute Positioning



*Asbru Web Content Editor v2+ only.*

Select a positionable content element or place the caret/cursor inside a positionable content element and select the Absolute Positioning toolbar button to toggle absolute positioning for the selected content element.

Positionable content elements include images, tables, P and DIV tags, IFRAMEs, form input fields and OBJECTs (Flash and Java applets).

### 4.9.2 Bring Forwards



*Asbru Web Content Editor v2+ only.*

Bring the currently selected absolute positioning enabled content element further forwards in front of other absolute positioning content elements.

### 4.9.3 Send Backwards



*Asbru Web Content Editor v2+ only.*

Send the currently selected absolute positioning enabled content element further backwards behind of other absolute positioning content elements.

### 4.9.4 Bring To Front



*Asbru Web Content Editor v2+ only.*

Bring the currently selected absolute positioning enabled content element in front of all other absolute positioning content elements.

### 4.9.5 Send To Back



*Asbru Web Content Editor v2+ only.*

Send the currently selected absolute positioning enabled content element behind of all other absolute positioning content elements.



#### 4.9.6 Bring Above Text



*Asbru Web Content Editor v2+ only.*

Bring the currently selected absolute positioning enabled content element in front of the general page content.

*Microsoft Internet Explorer for Windows only. Mozilla/Netscape content is always above text or invisible.*

#### 4.9.7 Send Below Text



*Asbru Web Content Editor v2+ only.*

Send the currently selected absolute positioning enabled content element behind of the general page content.

*Microsoft Internet Explorer for Windows only. Mozilla/Netscape content is always above text or invisible.*

#### 4.9.8 Insert Box



*Asbru Web Content Editor v2+ only.*

Select the Insert Box toolbar button to insert an absolute positioning content box in the work area. The following screen will appear:

- **Width**  
Enter the width of the box as a percentage (for example “100%”) or in pixels (for example “100” pixels).





- **Height**  
Enter the height of the box as a percentage (for example “100%”) or in pixels (for example “100” pixels).
- **Border Width**  
Enter the border width in pixels. If you enter 0 there will be no border. If you leave it blank the browser will determine the border width.
- **Border Style**  
Select the border style to be used for the box.
- **Border Colour**  
Enter the border colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Background Colour**  
Enter the background colour as an html colour name or as an html colour code. The actual colour is displayed in the square next to the input field. Select the colour square for access to the colour selector.
- **Id**  
Unique HTML code id for use with Javascript.
- **Class**  
HTML class name for use with CSS style sheet.

Select OK to insert the content box into the web editor work area.

## 4.10 Special

### 4.10.1 Help



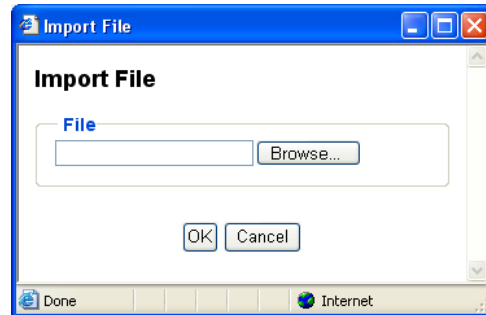
Select the Help toolbar button when you need help and a help screen will open.

### 4.10.2 Import File



*Asbru Web Content Editor v2 only.*

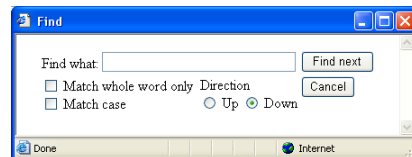
Select the Import File toolbar button to upload and import a text or HTML format file from your local computer to the web editor work area. The imported file will replace the current content in the web editor work area.



#### 4.10.3 Find



To search for characters in the work area select the Find toolbar button. The following sub-session will appear. Type the characters in the Find what field and select additional search criteria.



Select the Find Next button to search the work area or select Cancel.

*Your web browser may not support this functionality, in which case you will be prompted to use your web browser's menu/keyboard functionality for this instead.*



#### 4.10.4 Insert Print Page Break



*Asbru Web Content Editor v2+ only.*

Position the claret/cursor where you want to define a page break (when the content is printed) and select the Insert Print Page Break button to insert a (hidden) print page break code into the web editor work area.

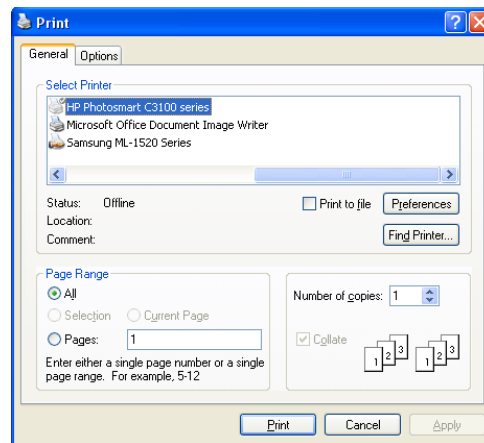
#### 4.10.5 Print



*Asbru Web Content Editor v2 only.*



To print the content in the work area select the Print toolbar button. This will open your web browser's Print dialog window. Please see your web browser and operating system documentation for details on the Print dialog window.



#### 4.10.6 Preview



*Asbru Web Content Editor v2 only.*

To preview the content in the work area select the Preview toolbar button. This will open a new web browser window with the content from the web editor work area.



#### 4.10.7 Save / Submit



*Asbru Web Content Editor v2 only.*

To save the content in the work area, select the Save toolbar button. This will submit the web page form, which the web editor work area is part of, to the web server.

#### 4.10.8 Show Details



*Asbru Web Content Editor v1 only.*

Select the Show Details toolbar button to see formatting marks and hidden text.

#### 4.10.9 Show Hidden Details





*Asbru Web Content Editor v2+ only.*

Select the Show WYSIWYG / Plain toolbar button to see toggle between displaying the content in WYSIWYG (What-You-See-Is-What-You-Get) and Plain modes.

- WYSIWYG mode - displays content (approximately) as it will be displayed on your websites including application of Style Sheet formatting.
- Plain mode – displays content with table border, image and form outlines and without application of Style Sheet formatting.

#### 4.10.10 Show HTML



Select the Show HTML toolbar button to see and edit the primary content as HTML code in the work area.

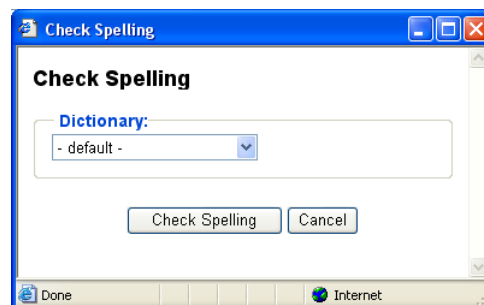
#### 4.10.11 Check Spelling



*Asbru Web Content Editor v2 only.*

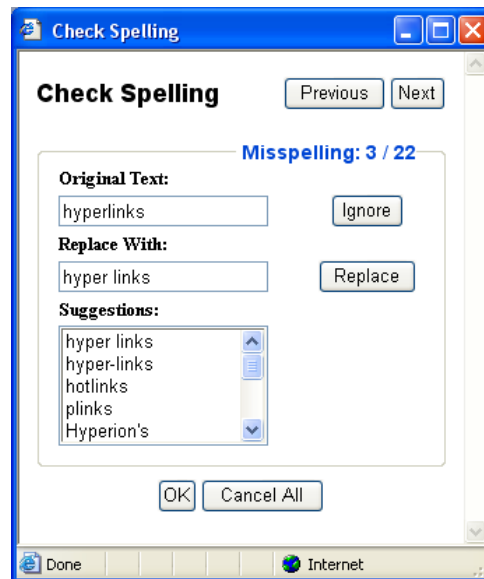
Select the Check Spelling toolbar button to check the spelling of the content in the currently selected web content editor input field. This will open a new web browser window.

Depending on how your system has been configured, you may have access to select which dictionary to use for the spell checking. Alternatively, your system may have been configured to always use a specific dictionary.



Spell checking your web content may take a little while depending on the size of your content and the size of the dictionary used for the spell checking.

When you web content has been spell checked any identified misspellings would be displayed with a number of suggestions for corrections. Please note that any identified misspellings and suggestions may be wrong. You should never simply accept all spell checking suggestions.



The total number of identified misspellings and details of the currently select misspelling are displayed.

- **Previous**  
Displays the details of the previous identified misspelling.
- **Next**  
Displays the details of the next identified misspelling.

The misspelling is also highlighted and focused in the web content editor input field if possible – i.e. if the misspelling is not in hidden text in the web content.

A number of suggestions for replacements of the original text may be listed. As default the best suggestion is selected automatically or you can select any of the other listed suggestions or enter your own correction manually.

- **Ignore**  
Skips the current misspelling without making any changes to your web content and displays the next misspelling.
- **Replace**  
Replaces the identified misspelling in your web content with the selected/entered correction and displays the next misspelling.

When done with the spell checking please select “OK” or “Cancel” to return to the web content editor input field.

- **OK**  
Applies your spell checking corrections to your web content.



- Cancel All  
Undo all your spell checking corrections.

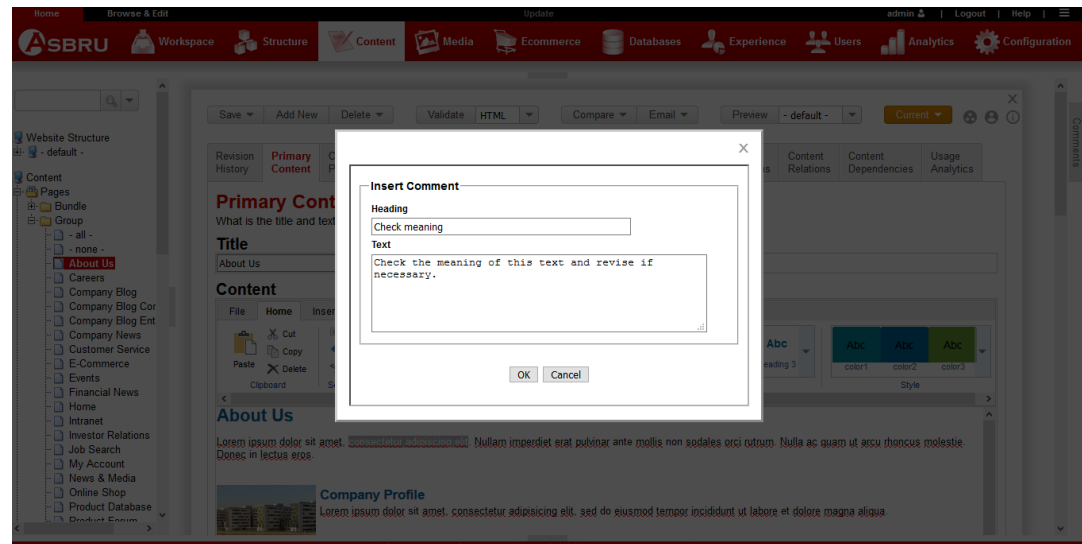
Please note that you should not simply close the spell checking window as this may leave some of your web content highlighted.

#### 4.10.12 Insert Comment

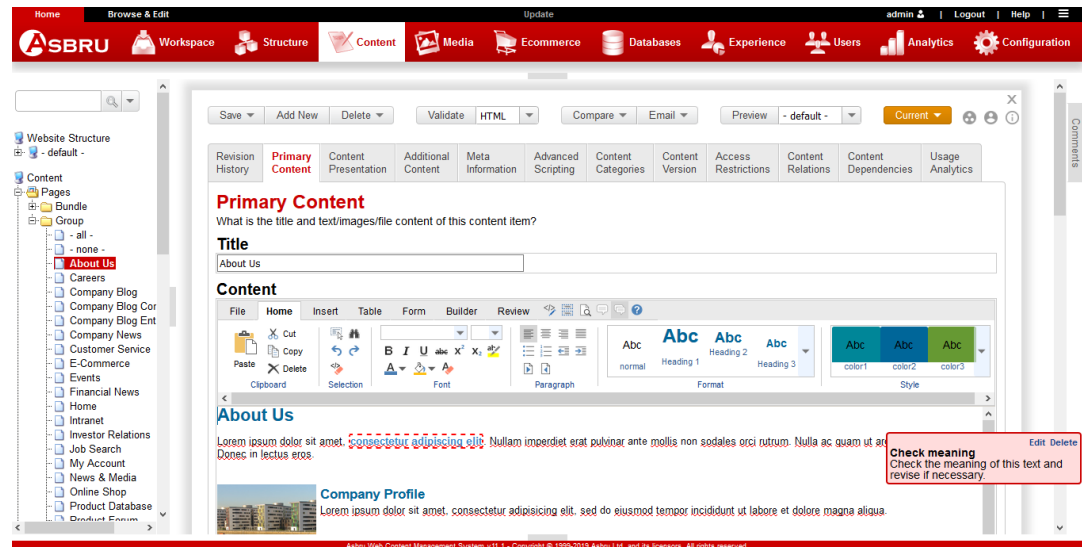


Comments for administrative purposes can be inserted into the actual content - for example to mark some content that needs to be changed with a description of what needs to be done.

Position the claret/cursor where, or select the content for which, you want to insert a comment and select the Insert Comment button to insert a comment code into the web editor work area.



The selected content will then be highlighted with a dashed red border around the content, and the comment will be displayed on the right-hand side of the web editor work area.



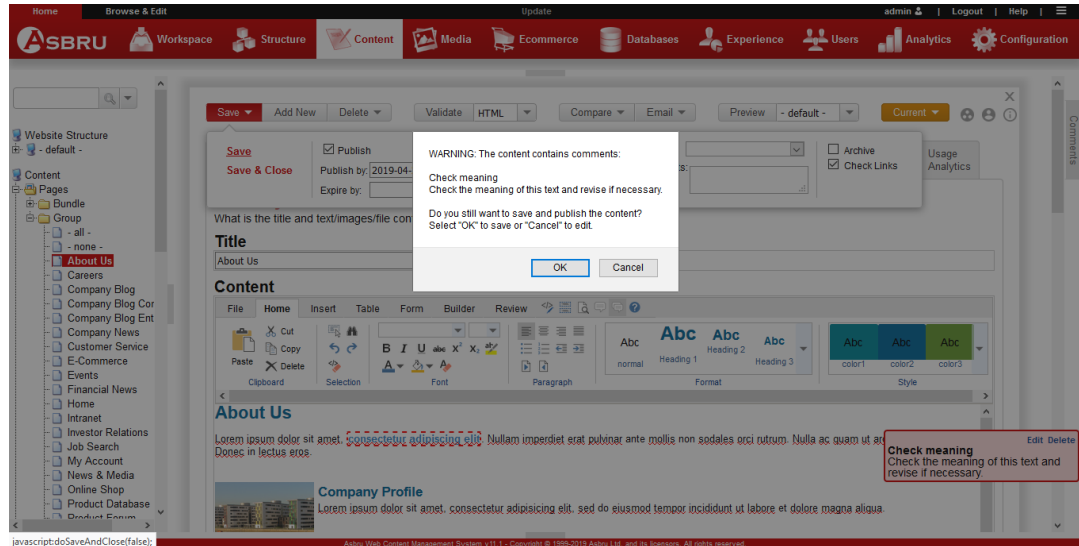
From the comment displayed on the right-hand side of the web editor work area, the Edit and Delete links can be used to edit and delete the comment.

If there are multiple comments for different parts of the content, the comments may be stacked and may partially overlap each other. To bring a specific comment into the foreground, you can click on a visible part of the comment, or you can click somewhere on the highlighted content in the web editor work area.

When the edited content is Saved and Published, you will be warned that the content contains administrative comments, and you will be asked to confirm if you want to Publish the content with the administrative comments.

**WARNING: Although any administrative comments left in published content may not be visible on the published website page, they will still be included as hidden comments in the content and any website user will have access to see the by viewing the HTML code for your website page. Typically, all administrative comments should be deleted from the content before it is Published.**





#### 4.10.13 Show / Hide Comments



Administrative comments displayed on the right-hand side of the web editor work area may partially overlap content in the web editor work area (and administration page comments in the Comments panel). Select the Show / Hide Comments button to show/hide the comments on the right-hand side of the web editor work area.

#### 4.11 HTML DOM Inspector

HTML > BODY > DIV > TABLE > TBODY > TR > TD > DIV > FONT color="#9191ff" <<< REMOVE

*Asbru Web Content Editor v2 only.*

Additionally, a HTML DOM Inspector may be displayed below your editable web content.

The HTML DOM Inspector displays the hierarchy of HTML codes the currently selected content is located within. The HTML attributes of the innermost surrounding HTML code are also displayed. In the example graphic above, the currently selected content is enclosed by a FONT code with the attribute “size=4”, which in turn is enclosed by a STRONG code etc.

Each of the displayed surrounding HTML codes may be clicked to make that content block the currently selected content in the web content editor. In the example graphic above, the TABLE link may be clicked to make the entire table the currently selected content.

The HTML DOM Inspector may also display a “REMOVE” link, which deletes the innermost HTML code surrounding the currently selected content. In the example graphic above, “REMOVE” will delete the FONT code, which encloses the currently selected content.



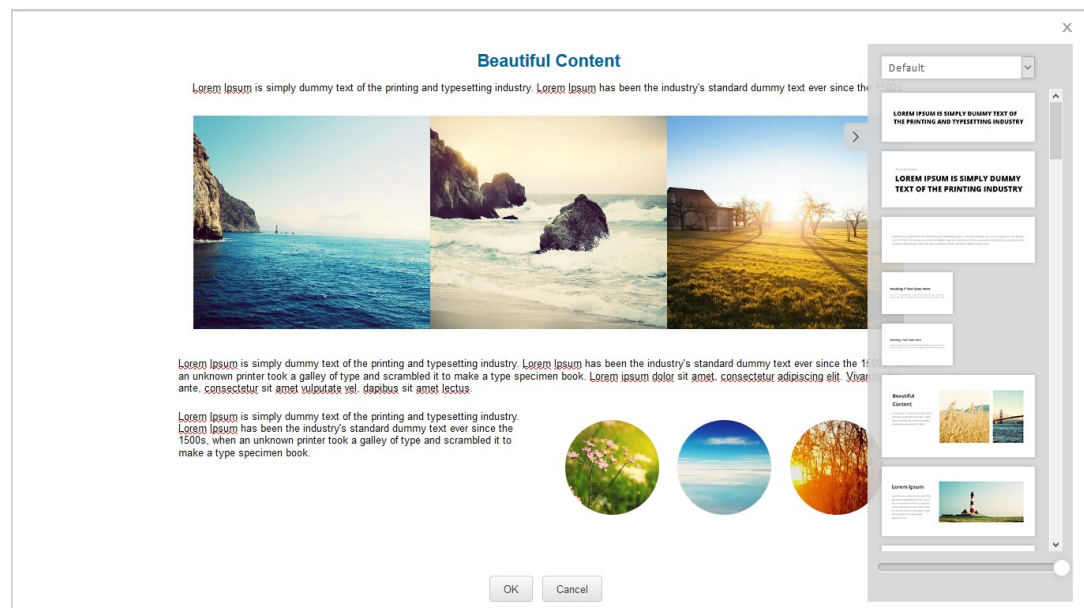
## 5 Content Builder

Asbru Web Content Editor v10+ only.

The Asbru Web Content Editor gives you free-form access to create and edit any website content. Optionally, the included content builder functionality can be used for easy access to create and edit website page layouts assembled from a number of pre-defined content building blocks.

The content builder is accessed through the Content Builder toolbar icon and opens the special content builder editor in a new window.

The content builder editor consists of the left-hand editor area with the edited website content and the right-hand content builder menu with the available content building blocks.



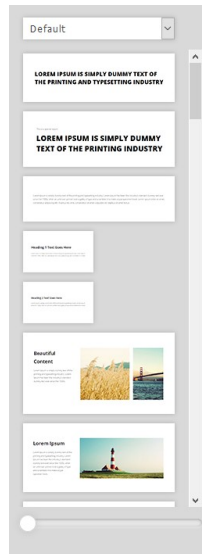
### 5.1 Content Building Blocks

The right-hand side of the content builder contains a select-list used to select between different categories of content building blocks which are then listed below as thumbnail screenshots.

To use one of the listed content building blocks simply click it and drag it into the website content area to where it should be inserted. A horizontal bar will display where the content building block will be inserted. Please note that the content building blocks are organised from top to bottom – content building blocks cannot be inserted into other content building blocks.



Below the listed content building blocks a zoom-slider can be used to zoom the website content in the editor area in and out. Please note that this does not affect the actual size of the website content, but only how it is displayed in the editor area.



## 5.2 Editor Area

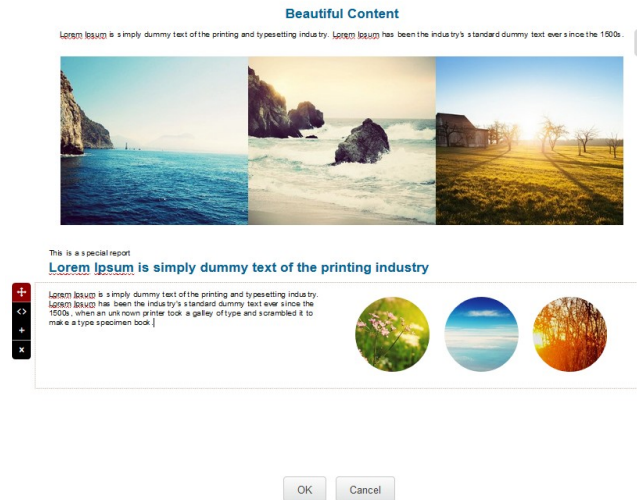
The left-hand side of the content builder contains the edited website content. Select any of the website content to outline the content building block it is part of.

Basic editing is available for the content building block's text, but editing is best done later in the actual web content editor with full access to advanced formatting etc.

A small vertical toolbar menu to the left of the outlined content building block gives access to:

- Move the content building block up and down above and below other content building blocks.
- View and edit the HTML code for the content building block.
- Copy another copy of the content building block into the website content.
- Delete the content building block from the website content.

At the bottom of the edited website content the OK and Cancel buttons will use or discard the edited website content and return to the actual web content editor where the website content can be edited further and save to the web content management system.



Selecting the camera icon on images in the website content gives access to replace the default images with other images from the web content management system's Media Library. This can also be done later in the actual web content editor.

