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Asbru Website Manager

User Guide

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



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Asbru Website Manager

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

Introduction

This document is the user guide for the Asbru Website Manager system. The user guide describes how you, the website administrator, install, configure and use the Asbru Website Manager system to create, publish and manage your websites.

The Asbru Website Manager 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. By default it is configured with standard settings that should work for most websites, and the settings can easily be changed to meet special requirements.

This user guide is divided into three main parts:

Part 1 describes how to install and configure the Asbru Website Manager system to run on your website.

Part 2 describes how to use the basic Asbru Website Manager system to create and maintain your website.

Part 3 describes how to enable, configure and use the more advanced, optional features of the Asbru Website Manager system.



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1 Installation and Configuration

Installing and configuring the Asbru Website Manager system is easy and should take no more than a few minutes if you are familiar with web servers.

Section 1.1 describes the system requirements and what you need to do and know before you install the Asbru Website Manager system.

Section 1.2 describes how to download and install the Asbru Website Manager system program files.

Section 1.3 describes the initial minimal configuration of the Asbru Website Manager system to get it running on your website.

Section 1.4 describes how to proceed when the Asbru Website Manager system has been installed and configured.

Section 1.5 describes how to upgrade the Asbru Website Manager system program files to a newer version.

Section 1.6 describes how to translate the Asbru Website Manager system to other languages than the included default languages and how to use alternative languages.

1.1 System Requirements

The Asbru Website Manager system is very flexible and unparalleled in that it runs on most major website platforms: operating systems, web servers, and programming/scripting languages. No matter which platform your website runs on it is likely to be supported.

If you need to switch from one platform - such as the combination of Microsoft Windows, Internet Information Server and Active Server Pages - to another platform - such as the combination of Unix, Apache and PHP – you can simply move everything and continue to use the Asbru Website Manager system without purchasing a new website manager system, redeveloping your website and retraining your website administrators.

The Asbru Website Manager system runs on the following website platforms:

Website Platform Component	Supported Products
Operating System	Microsoft Windows Macintosh (OS X) Unix/Linux
Web Server	Microsoft Internet Information Server Apache Any other standards compliant web server
Programming / Scripting Language	ASP PHP
Web Browser (website administrators)	Microsoft Windows Internet Explorer (v4.0 or newer) Mozilla (v1.3 or newer) Mozilla Firefox (v0.7 or newer) Netscape (v7.1 or newer) Safari (v2.0.1 or newer) (+ any standard compliant web browser for standard HTML form textarea content editing)



Web Browser (website users/visitors)	Any standards compliant web browser
---	-------------------------------------

Before installing the Asbru Website Manager system you should make sure that:

- Your operating system, web server, programming/scripting language and web browser are installed and working correctly.
- You have access and permissions to copy files to your web server and your website directory/folder through FTP (File Transfer Protocol) or Microsoft Networking or similar.
- The Asbru Website Manager system web server process/user has file create and write permissions for all your website files and folders.

1.2 Download and Installation

The Asbru Website Manager system is available for download from the Asbru website (www.asbrusoft.com). The software is available in a variety of packages and formats. Please check the website for details.

The downloaded package is a compressed file archive, which you must uncompress and extract. The package includes a large number of folders and files all located under the “webmanager” and “WEB-INF” folders. Depending on the downloaded package some of the sub-folders and files could be:

/webmanager/ Sub-folders and Files Example			
config/	browseedit.asp	Content.asp	index.asp
content/	browseedit.php	Content.php	index.asp.html
dtree/	Common.asp	Default.asp	index.config.asp
password/	Common.php	Default.htm	index.config.asp.html
upload/	config.asp	dtree.css	index.config.php
users/	config.php	dtree.js	index.config.php.html
webeditor/	Configuration.asp	Fileupload.asp	index.php
	Configuration.php	Fileupload.php	index.php.html

Please note that some of the Asbru Website Manager system files may be named identically to some of your existing website files in which case your existing files will be overwritten. Please make sure to backup all your existing website files before installing the Asbru Website Manager system.

To install the Asbru Website Manager system you must copy the “webmanager” and “WEB-INF” folders and all their files and sub-folders including all their files and sub-folders etc. to your website root/home folder on your web server. Your website root/home folder is where your main homepage file is located.

IMPORTANT: You cannot install the Asbru Website Manager system in a sub-folder of your website – the “webmanager” and “WEB-INF” folders must be located in your website root/home folder. After installation the web address to access the Asbru Website Manager must be something like “<http://127.0.0.1/webmanager/>” or “<http://www.yourwebsite.com/webmanager/>” – not



“<http://127.0.0.1/something/webmanager/>” or
“<http://www.yourwebsite.com/something/webmanager/>”.

IMPORTANT: File create/write permissions required. The Asbru Website Manager system web server process/user MUST have file create and write permissions for your website files and folders, or it cannot create and update your website files. You must grant “write” permissions on your website root/home folder and its sub-folders and files. On Linux/Unix operating systems, use the “chown” and “chmod” commands to set “write” permissions etc. for the web server process. On Microsoft Windows operating systems, use “Properties / Security” to set “write” permissions etc. for the web server process (that is the “IUSR_XXXXX” user where “XXXXX” is the name of your computer).

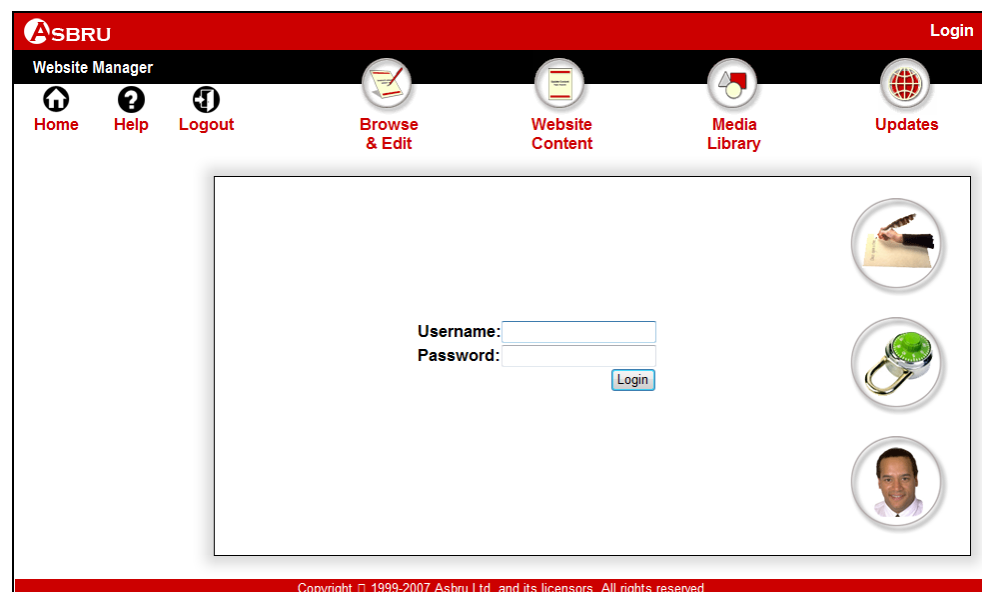
1.3 Quickstart Configuration

After installing the Asbru Website Manager system files to your website root/home directory, access your website using your usual website domain name or IP number followed by “/webmanager/” – for example “<http://127.0.0.1/webmanager/>”. If your web server and programming/scripting language is working correctly, you should now get access to the Asbru Website Manager system’s login web page.

The default Asbru Website Manager system superadmin website administrator username and password is “admin” and “admin”. Please enter “admin” as both the username and password to login to the Asbru Website Manager for the first time.

When you login to the Asbru Website Manager system you will be asked to configure your Asbru Website Manager license key if you have not already done so.

After configuring your Asbru Website Manager license key, you should change the default superadmin website administrator username and password to something else than “admin” and “admin”. Otherwise, unauthorized persons may easily get access to the Asbru Website Manager and modify or delete the content of your website.





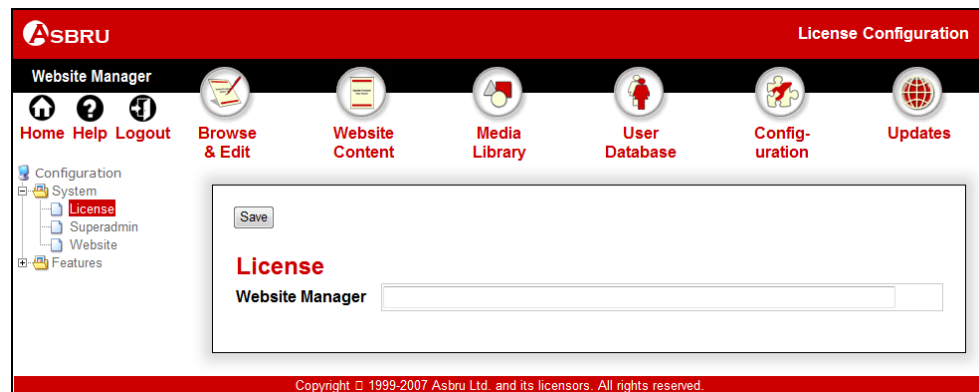
1.3.1 License

To use the Asbru Website Manager system you must obtain a license from Asbru (www.asbrusoft.com) and configure your license. The license may also be provided by your web hosting provider, if they have provided you with the Asbru Website Manager system.

To configure your Asbru Website Manager system licenses please copy the license code provided by Asbru into the appropriate field and select Save.

If you get an invalid license key error when you select Save please check the license code and try again. Your license key should be the full license key provided to you by Asbru – including your website/email address – and without any leading/trailing blanks etc.

If you get a configuration file create/write error then your web server and thus the Asbru Website Manager system does not have permissions to create/write files on your website. The Asbru Website Manager **MUST** have permissions to create/write files on your website, or it can of course not update your website content. Please see 1.2 Download and Installation for details.



1.3.2 Superadmin

The Asbru Website Manager superadmin is your main website administrator with special permissions and access to configure your system.

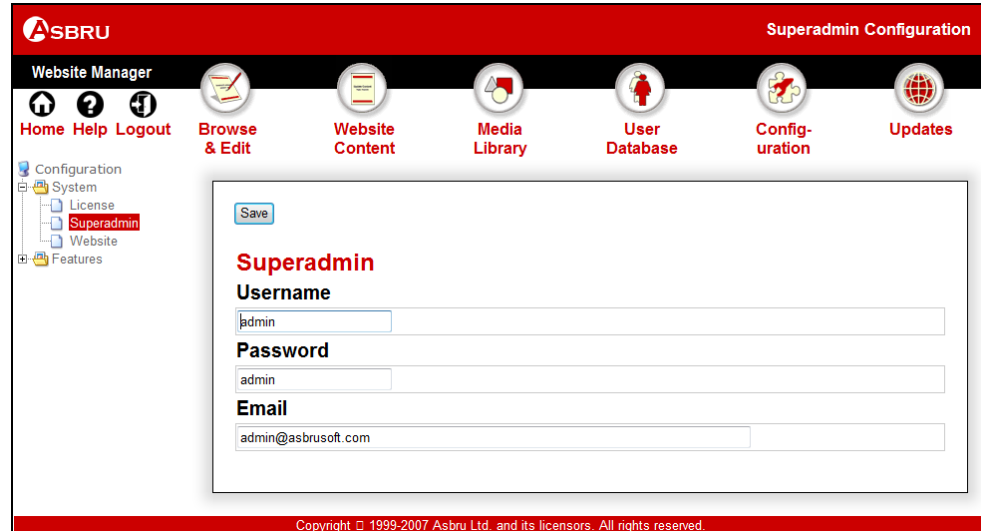
A username and password as well as an e-mail address must be configured for your superadmin website administrator. As default the superadmin username and password is configured to “admin” and “admin”. You should change the password to something else or anyone can easily get unauthorised access to manage your website.

It is important that you remember your superadmin username and password or you may not be able to get access to the Asbru Website Manager system and to manage your website.

As a safeguard you should also configure a working e-mail address for your superadmin website administrator and remember to update it if it changes. If you loose your superadmin username and password the only easy way to retrieve them is to have them e-mailed to the configured superadmin e-mail address. Otherwise, you will have to access your configuration file directly and manually to reset or retrieve the superadmin username and password.



To configure your Asbru Website Manager system superadmin please enter your preferred username, password and e-mail address and select Save.



1.4 Installed and Configured

Once you have copied the Asbru Website Manager system folders and files to your website and configured it as described in the previous sections, you are ready to start using the Asbru Website Manager system.

There are a number of configuration options to customise the Asbru Website Manager system and to enable additional features to suit your requirements. You can reconfigure the Asbru Website Manager system and enable or disable features at any time – even after using the system extensively, so there is no need to enable features until you actually need them. Please see 3 Advanced Website Management for details.

Initially, we recommend you to use the basic website manager features to get familiar with the basics, which are described in the next chapter.

1.5 Upgrades

The Asbru Website Manager system is improved and extended, continuously, and new releases may be made available for download from the Asbru website (www.asbrusoft.com).

This section describes the general procedure for upgrading the Asbru Website Manager system. However, the upgrade procedure may vary for some releases. Please make sure to read and follow any special upgrade instructions on the Asbru website.

Upgrading the Asbru Website Manager should usually never cause any of your website content and other data to be modified or deleted. However, before upgrading the Asbru Website Manager you should always make a backup copy of your existing program files and data files, which you can restore if anything goes wrong with the upgrade.

To download and install a new release of the Asbru Website Manager system, simply download a package in an appropriate format, unpack it and copy it to your website folder in a



similar way to your initial installation. The program files in the new release should replace your existing program files – except for a few files. When upgrading you should not replace but keep your existing files of the following (located in the “/webmanager/” folder of your website):

ini.asp and/or ini.php
user.ini.asp and/or user.ini.php

These files contain settings for your website. If you accidentally replace these files, your website will use the Asbru Website Manager default settings and you may behave reconfigure your website settings and website administrator user accounts.

1.6 Internationalisation

The Asbru Website Manager system supports internationalisation with translations of all text to other languages than the default (English) and automatic detection of each website administrator’s language preferences.

1.6.1 Asbru Website Manager system texts

All texts in the Asbru Website Manager system are located in the “/WEB-INF/classes/webmanager.properties” file. This file contains the default texts used if no specific language is selected and available.

Additional language files can be created with translations of all texts to other languages. As default a Danish language translation file is included. The “/WEB-INF/classes/webmanager_da.properties” file contains all texts in the Asbru Website Manager system translated to Danish.

To add support for other languages, simply copy the “/WEB-INF/classes/webmanager.properties” file and translate its contents. The copied file must be named “/WEB-INF/classes/webmanager_xx.properties” where “xx” is the ISO 639 language code such as:

- ar – Arabic
- de – German
- en – English
- es – Spanish
- fr – French
- ja – Japanese
- zh – Chinese

Additional language files for language variations can be created with translations for individual countries. To add support for language variations, simply copy the “/WEB-INF/classes/webmanager.properties” file or another language file and translate its contents. The copied file must be named “/WEB-INF/classes/webmanager_xx_YY.properties” where “xx” is the ISO 639 language code as described above and where “YY” is the ISO 3166 country code such as:

- AU – Australia
- CA – Canada
- GB – United Kingdom



- US – United States

To change the default language, simply replace the default English “/WEB-INF/classes/webmanager.properties” file with a copy of another language file.

1.6.2 Asbru Web Content Editor texts

All texts in the Asbru Web Content Editor are located in the “/webmanager/webeditor/properties.js” file. This file contains the default texts used if no specific language is selected and available.

Additional language files can be created with translations of all texts to other languages. As default a Danish language translation file is included. The “/webmanager/webeditor/properties_da.js” file contains all texts in the Asbru Web Content Editor translated to Danish.

To add support for other languages, simply copy the “/webmanager/webeditor/properties.js” file and translate its contents (and add the language to the “/webmanager/webeditor/webeditor.properties.js” as described below). The copied file must be named “/webmanager/webeditor/properties_xx.js” where “xx” is the ISO 639 language code such as:

- ar – Arabic
- de – German
- en – English
- es – Spanish
- fr – French
- ja – Japanese
- zh - Chinese

Additional language files for language variations can be created with translations for individual countries. To add support for language variations, simply copy the “/webmanager/webeditor/properties.js” file or another language file and translate its contents. The copied file must be named “/webmanager/webeditor/properties_xx_YY.js” where “xx” is the ISO 639 language code as described above and where “YY” is the ISO 3166 country code such as:

- AU – Australia
- CA – Canada
- GB – United Kingdom
- US – United States

To change the default language, simply replace the default English “/webmanager/webeditor/properties.js” file with a copy of another language file.

To add support for new language files, the “/webmanager/webeditor/webeditor.properties.js” file must be modified. Add the language/country code to the following line at the top of the file:

```
var webeditor_languages = "|da|en|";
```



To add support for a new language file name “/webmanager/webeditor/properties_xx.js”
modify the line to:

```
var webeditor_languages = "|da|en|xx|";
```

To add support for a new language file name “/webmanager/webeditor/properties_xx_YY.js”
modify the line to:

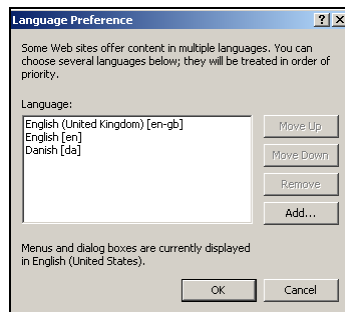
```
var webeditor_languages = "|da|en|xx_YY|";
```

The language/country codes must be separated and enclosed by | characters.

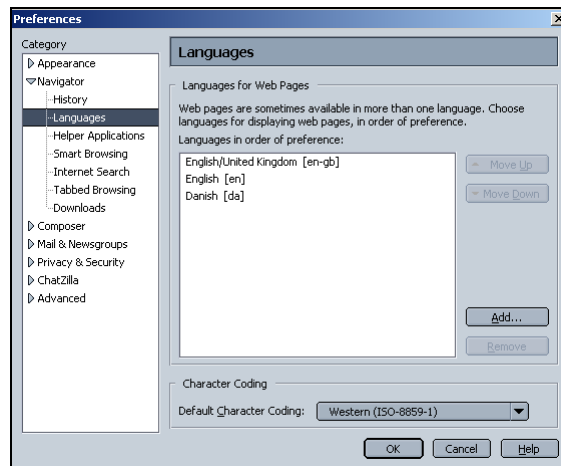
1.6.3 Website Administrator Language Preferences

The language used by the Asbru Website Manager is selected by each individual website administrator through his/her web browser’s language preferences settings.

In Microsoft Internet Explorer language preferences can be selected through the Tools – Internet Options – General – Languages menu/window. Please see the Microsoft Internet Explorer documentation for details.



In Mozilla language preferences can be selected through the Edit – Preferences – Navigator – Languages menu/window. Please see the Mozilla documentation for details.





The Asbru Website Manager system will detect the selected web browser language preferences and use one of the selected languages if available. If none of the selected languages are available the default language will be used.



2 Basic Website Management

2.1 Login

To access the Asbru Website Manager system to manage your website you must open your usual website address followed by “/webmanager/”. 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/webmanager/” to access the Asbru Website Manager system.

When accessing the Asbru Website Manager 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 etc.

2.1.1 Logout

After a successful login you have access to the Asbru Website Manager 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 Website Manager 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 Website Manager system, please select the “Logout” link in the top-left hand corner of the Asbru Website Manager administration 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.

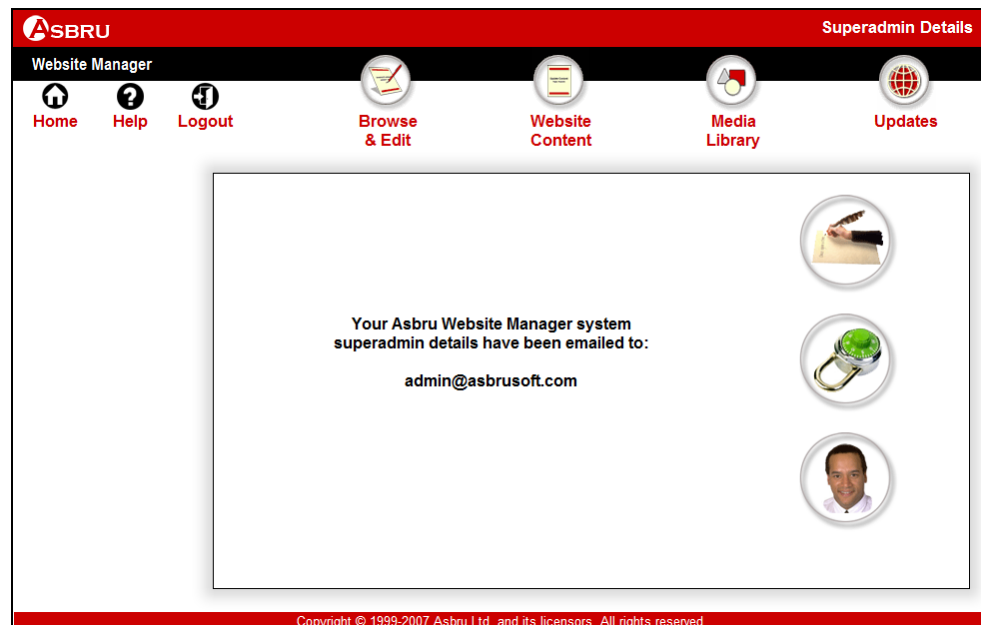
Please note that you will need to login again if your web server session variables and thus your login expire while you are using the Asbru Website Manager system. E.g. if you are using a long time to edit the content of one of your web pages and your login expires before you save, your changes will 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.

2.1.2 Retrieve superadmin username and password

You should make sure not to forget and lose your superadmin username and password, which are essential to get full access to the Asbru Website Manager system for your website.

However, if you do forget and lose your superadmin username and password you will be able to retrieve it if you have configured a working superadmin e-mail address.

To retrieve a forgotten and lost superadmin username and password you must open your usual website address followed by “/webmanager/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/webmanager/password/” to have your superadmin username and password e-mailed to your configured superadmin e-mail address.



If you have forgotten and lost your superadmin username and password and your configured superadmin e-mail address is not configured or is not working, there is no other easy way to retrieve your superadmin username and password.



Alternatively, you must access your Asbru Website Manager configuration file manually and retrieve or change the superadmin username and password. The superadmin username and password is located in the “/webmanager/ini.xxx” file where “xxx” is “asp” or “php” depending on which programming language and version of the Asbru Website Manager system you are using:

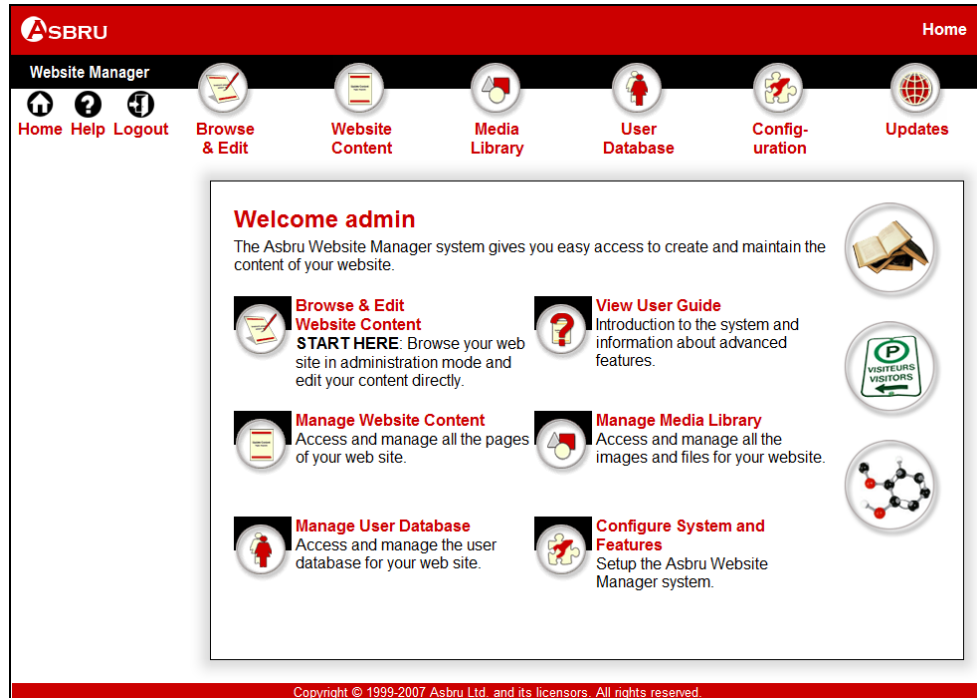
```
[config]superadmin_username=admin  
[config]superadmin_password=admin
```

2.2 Home

After a successful login to the Asbru Website Manager 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 Website Manager system:

- Home – return to the main administration page.
- Help – opens this user guide in a separate web browser window for easy online access.
- Logout – exit the Asbru Website Manager system and return to your website homepage as an ordinary website visitor.
- Browse & Edit - an easy way to manage the content of your website simply by browsing your website in administration mode and editing the Pages of your website.
- Website Content – full access to manage the Pages of your website through the content administration pages.
- Media Library – full access to manage the Images and downloadable Files of your website through the library administration pages.
- User Database – manage the website administrators of your website through the user administration pages.
- Configuration – re-configure your Asbru Website Manager and website settings and enable/disable advanced website manager features.
- Updates – displays Asbru Website Manager system software updates and support services from the Asbru Ltd website.

Please see the following sections for details on the administration pages.

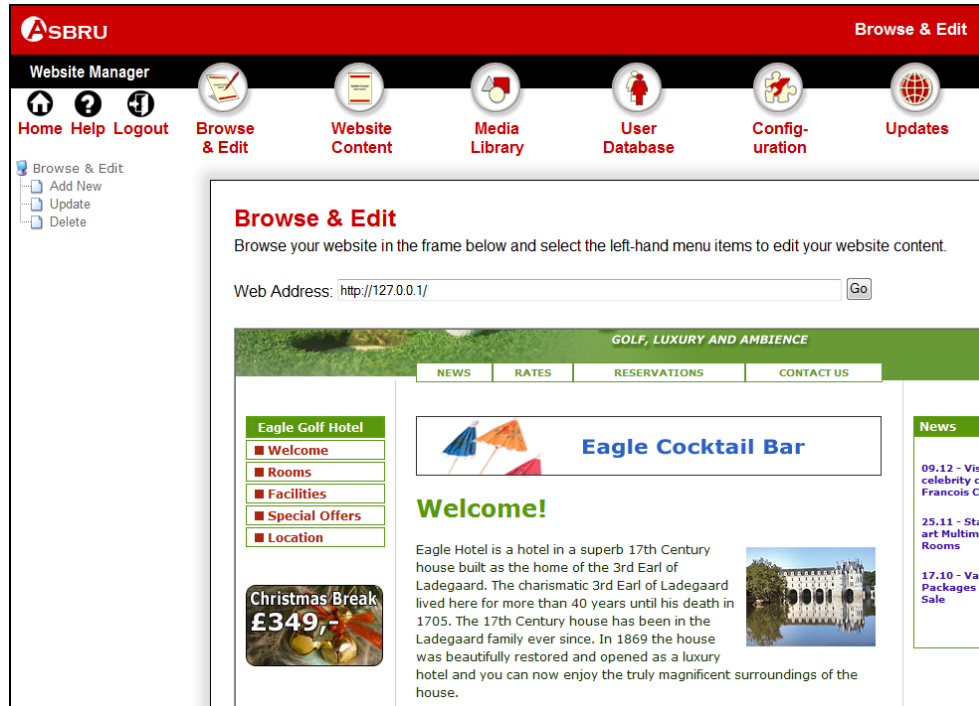


2.3 Browse & Edit

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.

When you access your website in Browse & Edit mode your website is displayed in a separate frame inside the Asbru Website Manager, where you can browse your website.

Additionally, a number of left-hand menu items give you access to copy (Add New), update and delete your currently displayed web page in the Browse & Edit frame.



2.4 Content Editor

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

2.4.1 Primary Content

With the default configuration of the Asbru Website Manager system, the Content Editor includes a Primary Content block with a Title input field and an actual Content input field depending on whether you are creating/editing a Page, Image or File. 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.

The Content Editor's Primary Content block may include a URL display field. This displays the content items URL website address for linking to the content item.

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.

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

If you are creating or updating a Page 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. Please see 2.4 Content Editor for details.



If you are editing a Page, an Image, or a File its web address URL is displayed below the content. This web address URL is not needed for anything within the Asbru Website Manager system, but you can use this web address URL to link directly to the Page, Image or File from other websites.

2.4.2 Meta Information

If the Meta Information feature is enabled, meta information data can be specified for Pages. Please see 3.5 Meta Information for Search Engines for details.

2.4.3 Advanced Scripting

If the Advanced Scripting feature is enabled, Javascript and HTML header data can be specified for Pages. Please see 3.6 Advanced Scripting for Dynamic HTML for details.



2.4.4 Asbru Web Content Editor

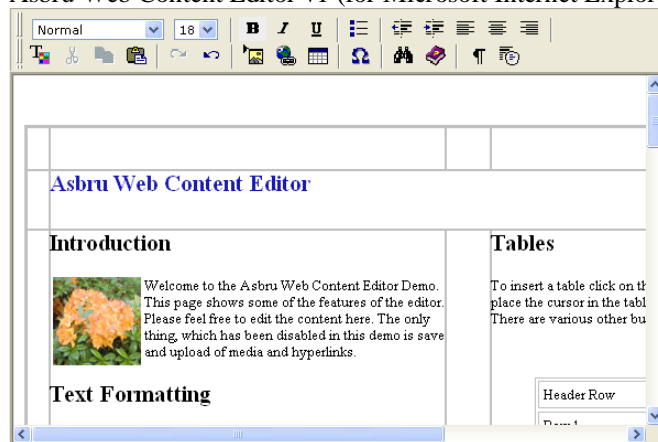
The Asbru Website Manager system will use the built-in Asbru Web Content Editor to edit your Pages. The built-in Asbru Web Content Editor is described in the following sections.

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 Website Manager system auto-detects the web browser you are using and automatically selects the best Asbru Web Editor version for your web browser. However, you can also configure the Asbru Website Manager system to use a specific version of the Asbru Web Content Editor only. Please see 3.4 Content Editor Configuration for details.

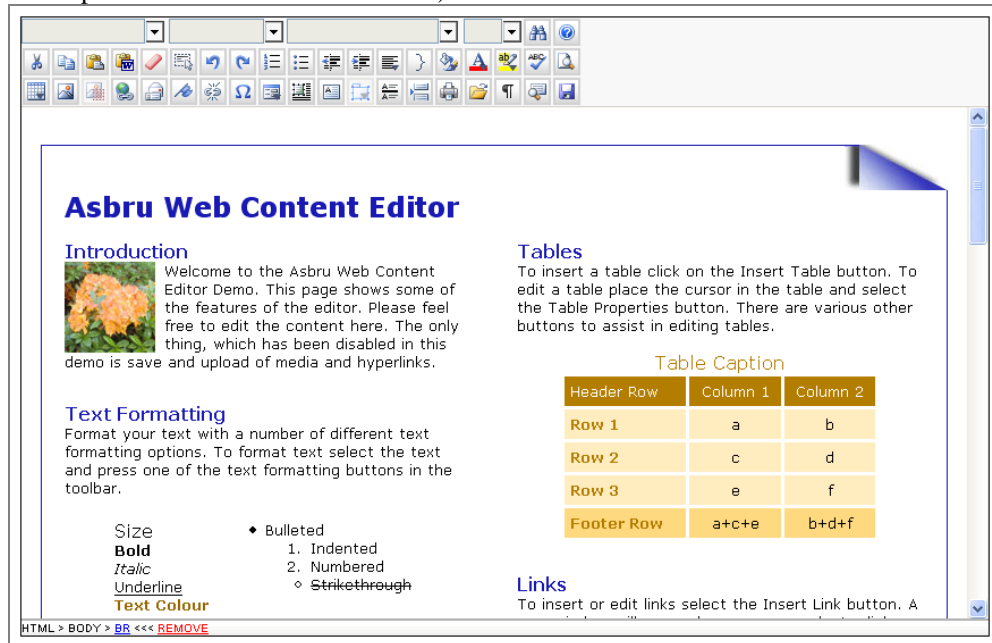
The Asbru Web Content Editor can be used for adding text, images, hyperlinks or HTML code to the primary content of Pages. The Asbru Web Content Editor screens are displayed below.

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





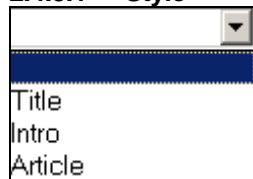
Asbru Web Content Editor v2+ (for Microsoft Internet Explorer v5.5 and newer as well as Netscape 7.1 and Mozilla 1.3 and newer):



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.

2.4.5 Text Formatting and Style

2.4.5.1 Style



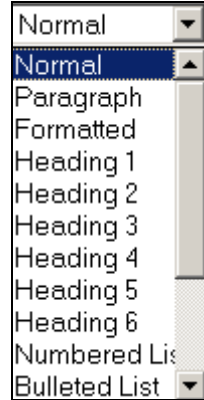
Asbru Web Content Editor v2+ only.

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.



2.4.5.2 Format



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

- 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 style select the text you want to change and then select the style from the Style list in the toolbar. The formatting of the styles can be defined in the Style Sheet assigned to the content.

2.4.5.3 Font Name

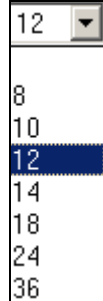


Asbru Web Content Editor v2 only. See Font Formatting for Asbru Web Content Editor v1.



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.

2.4.5.4 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.

2.4.5.5 Bold



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

2.4.5.6 Italic



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

2.4.5.7 Underline



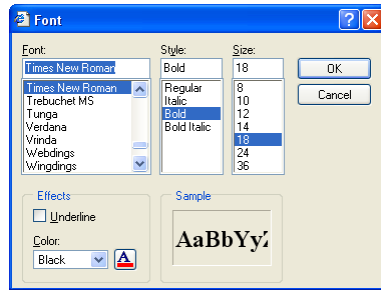
Apply underline formatting to text by selecting the text you want to change and then select the Underline toolbar button.

2.4.5.8 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.

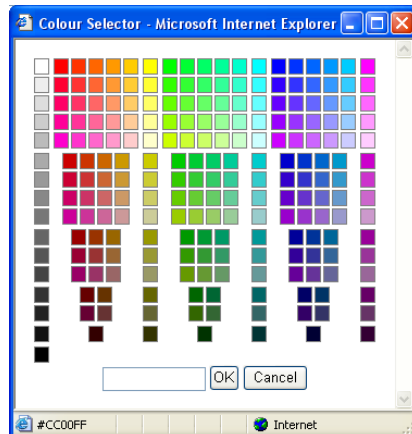
Select OK when the Sample box displays the formatting you want to apply to the selected text or select Cancel.

2.4.5.9 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.

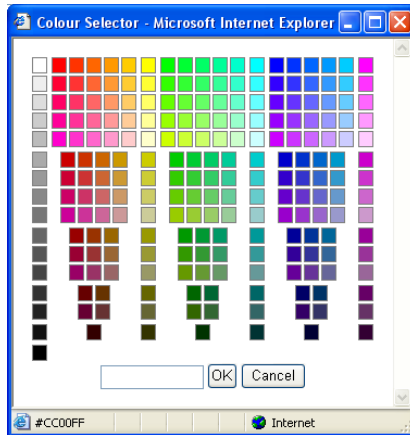


2.4.5.10 Background Colour



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.

2.4.5.11 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.

2.4.5.12 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.

2.4.5.13 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.

2.4.5.14 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.

2.4.6 Indentation and Alignment

2.4.6.1 Decrease Indent



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

2.4.6.2 Indent



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

2.4.6.3 Align Left



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

2.4.6.4 Align Center



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

2.4.6.5 Align Right



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

2.4.6.6 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.

2.4.6.7 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.

2.4.6.8 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.

2.4.6.9 Bullet List



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

2.4.7 Editing

2.4.7.1 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.



2.4.7.2 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.



2.4.7.3 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.

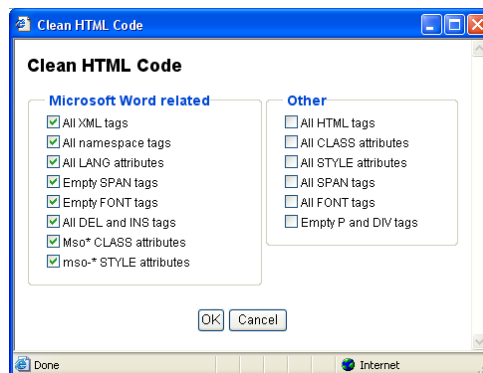


2.4.7.4 Clean HTML Code



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.

2.4.7.5 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.



2.4.7.6 Select All



Asbru Web Content Editor v2 only.

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

2.4.7.7 Redo



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

2.4.7.8 Undo



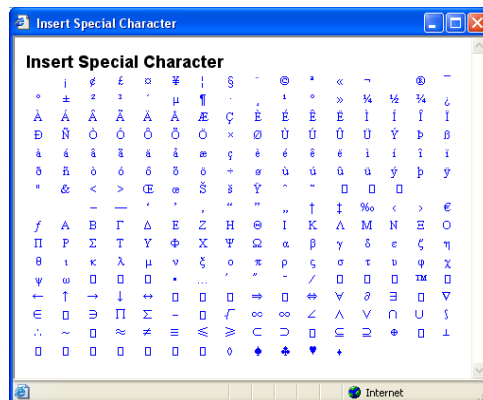
Select the Undo toolbar button to reverse the last command or delete the last entry you typed.

2.4.8 Web Content

2.4.8.1 Insert Special Characters



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:

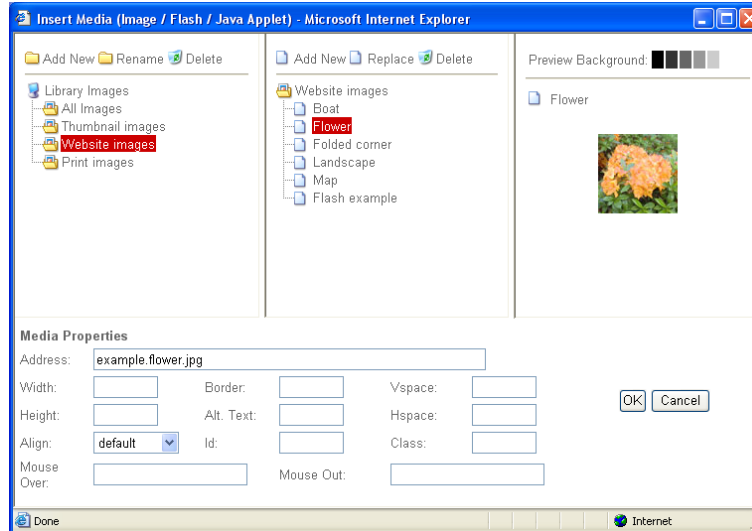


Select the special character you want to insert and the special character will be inserted into the web editor work area.

2.4.8.2 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.

2.4.8.2.1 Library Images

Your image folders from the web server library are listed in the left hand side of the window. Select an image folder to list all your web server library images in that folder 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

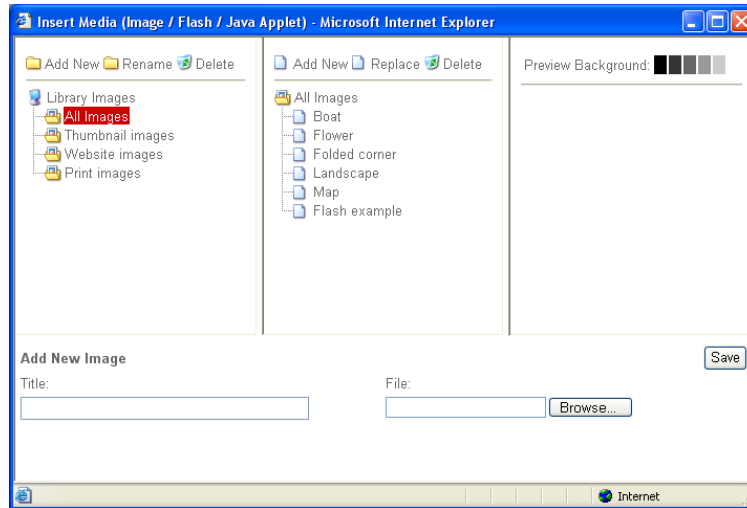


- Top
- Bottom
- Middle
- Absmiddle
- Vertical spacing / Vspace
Number of blank pixels to be displayed above and below the image.
- Horizontal spacing / Hspace
Number of blank pixels to be displayed to the left and right of the image.
- Alt. Text
Alternative text description to be displayed instead of 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.

2.4.8.2.2 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.

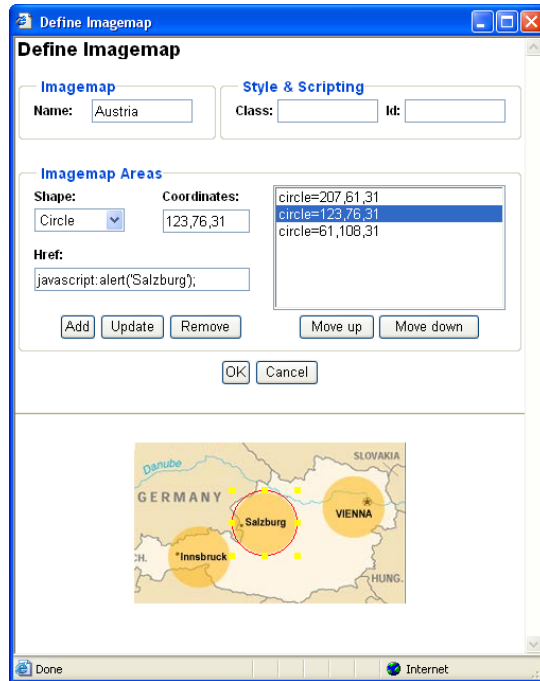
Select Browse to find the image file on your computer. When you have selected the image file on your computer it will be displayed in the right hand side of the screen.

Select Save to add the image to the image library.

2.4.8.3 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.



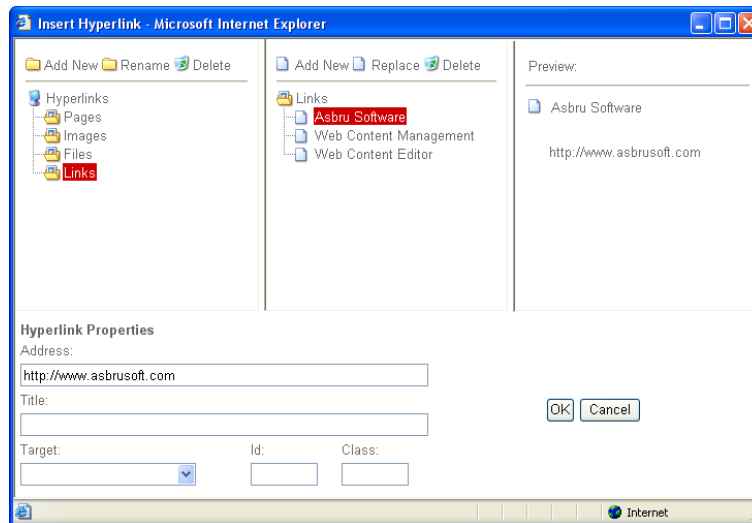
- Update
Change selected imagemap area to entered Shape, Coordinates and Href.
- Delete
Delete selected imagemap area.
- Move Up
Move selected imagemap area up.
- Move Down
Move selected imagemap down.

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

2.4.8.4 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 or File in the Asbru Website Manager system or to any other website address on the Internet. You can also add a new Page, Image or File.

2.4.8.4.1 Insert Hyperlink

Your content folders are listed in the left hand side of the window.

Select a content folder to list your web server content of that folder in the center of the window.

- Pages
Your website manager system website pages.



- Images
Your website manager system library images.
- Files
Your website manager system library files.

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

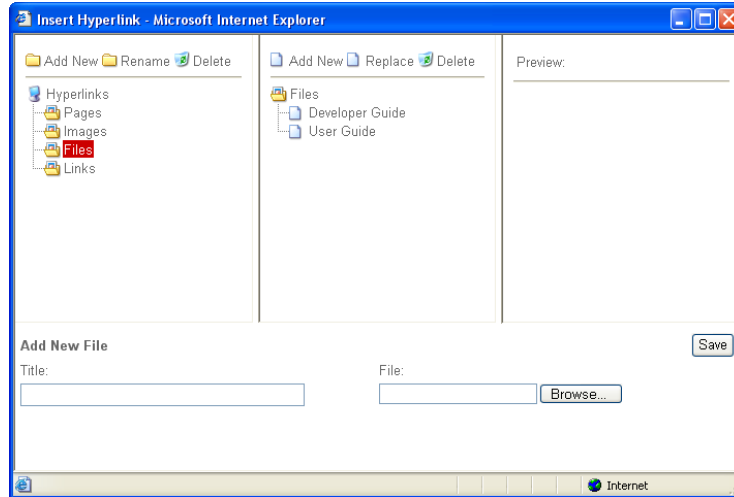
When a content item is selected its website address details are displayed at the bottom part of the window along with other optional content properties:

- 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.

2.4.8.4.2 Add New Page, Image or File

If you want to add a new Page, Image or File select Pages, Images or 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 page, image or file in the Title field.

Select Browse to find a file on your computer. When you have selected a file on your computer it will be displayed in the right hand side of the screen.

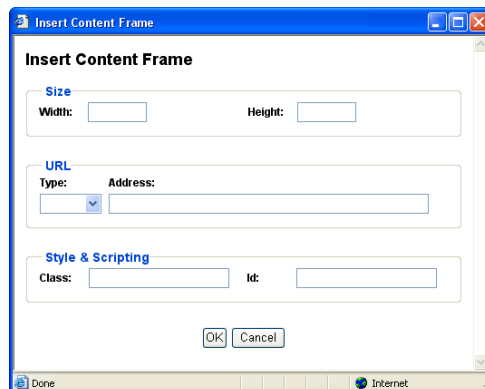
When you select Save the new page, image or file will be upload to the website.

2.4.8.5 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.

2.4.8.6 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.

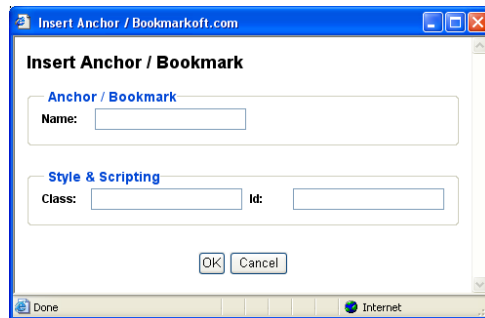
When you are done, select OK to insert the link into your web editor.

2.4.8.7 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.

2.4.8.8 Unlink



Asbru Web Content Editor v2 only.

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

2.4.8.9 Insert Horizontal Rule



Asbru Web Content Editor v2 only.

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

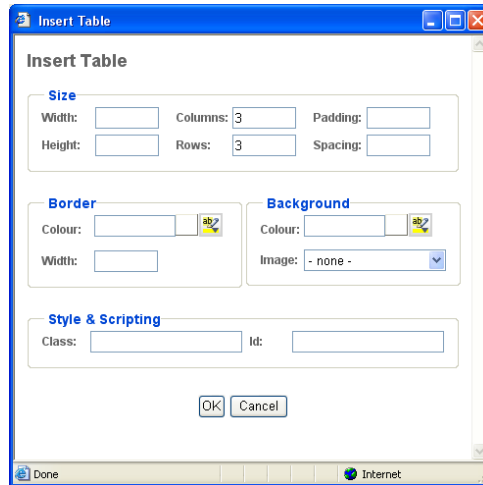


2.4.9 Table Editing

2.4.9.1 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.

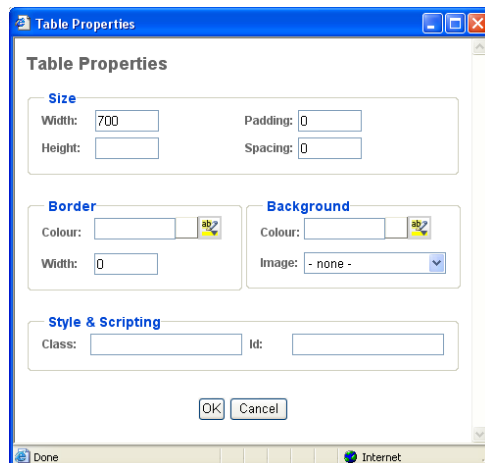
When all the details for the table have been entered, select OK to insert the table into the content editor.

2.4.9.2 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.

2.4.9.3 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.

2.4.9.4 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.

2.4.9.5 Insert Footer Row



Asbru Web Content Editor v2+ only.

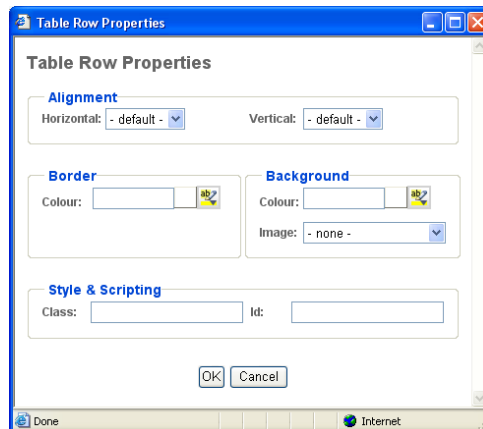
Select or position the claret/cursor inside a table and select the Insert Footer Row toolbar button to insert a new table footer row at the bottom of the table.

2.4.9.6 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.

2.4.9.7 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.

2.4.9.8 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.

2.4.9.9 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.



2.4.9.10 Split Cell Rows



Asbru Web Content Editor v2 only.

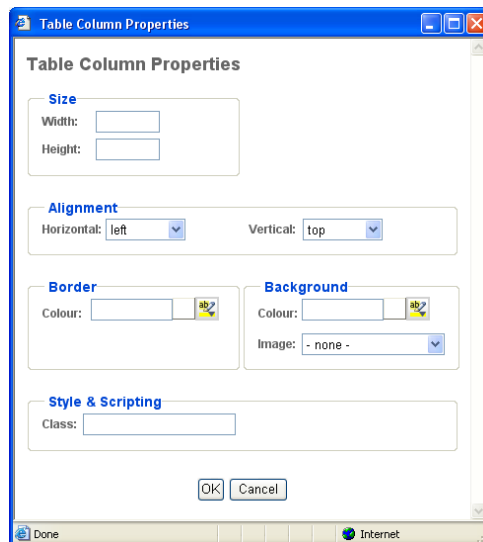
Position the claret/cursor inside a merged table cell and select the Split Cell Rows toolbar button to split the cell back into rows again.

2.4.9.11 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.

2.4.9.12 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.

2.4.9.13 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.

2.4.9.14 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.



2.4.9.15 Split Cell Columns



Asbru Web Content Editor v2 only.

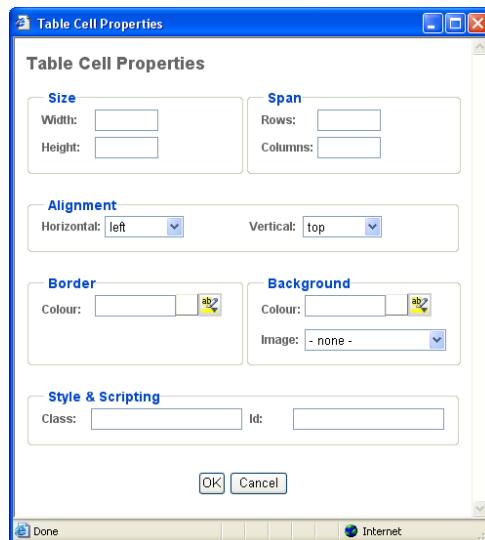
Position the claret/cursor inside a merged table cell and select the Split Cell Columns toolbar button to split the cell back into columns again.

2.4.9.16 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.

2.4.9.17 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.

2.4.9.18 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.

2.4.9.19 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.

2.4.9.20 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.

2.4.9.21 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.

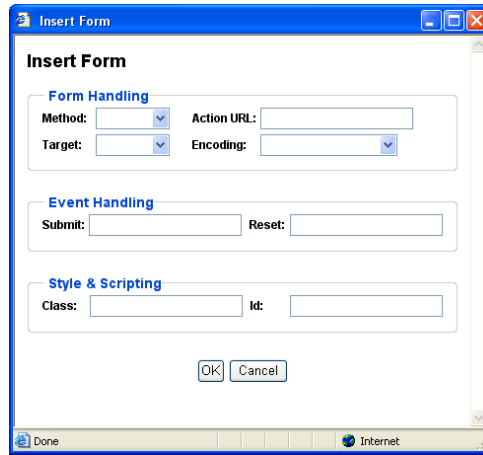
2.4.10 Form Editing

2.4.10.1 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.

2.4.10.2 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.

2.4.10.3 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:

The screenshot shows a dialog box titled "Insert File Input". It contains three sections of input fields:

- Parameter:** A single text input field labeled "Name".
- Event Handling:** Four text input fields labeled "Click", "Change", "Focus", and "Blur".
- Style & Scripting:** Two text input fields labeled "Class" and "Id".

At the bottom of the dialog are "OK" and "Cancel" buttons. The dialog is set against a light gray background with a blue border.

- 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.

2.4.10.4 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:

The screenshot shows a dialog box titled "Insert Text Input" with the following fields:

- Parameter:** Name: Value:
- Size:** Size: Max Length:
- Event Handling:** Click: Change:
Focus: Blur:
- Style & Scripting:** Class: Id:

Buttons:

- **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.

2.4.10.5 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.



2.4.10.6 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.

2.4.10.7 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.

2.4.10.8 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:

- **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.

2.4.10.9 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.

2.4.10.10 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.



2.4.11 Positioning

2.4.11.1 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).

2.4.11.2 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.

2.4.11.3 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.

2.4.11.4 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.

2.4.11.5 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.

2.4.11.6 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.

2.4.11.7 Send Below Text



Asbru Web Content Editor v2+ only.

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

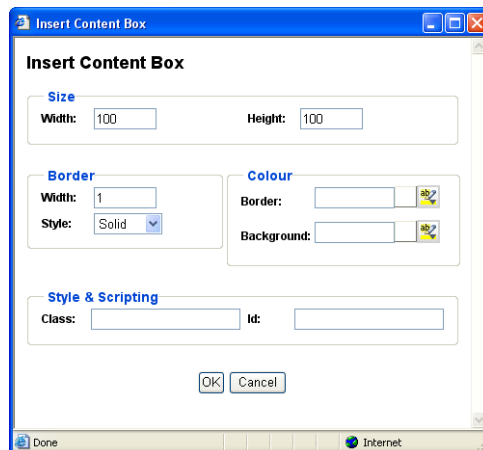
Microsoft Internet Explorer for Windows only. Mozilla/Netscape content is always above text or invisible.

2.4.11.8 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.

2.4.12 Special

2.4.12.1 Help



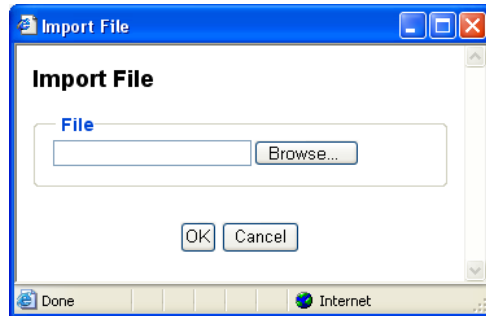
Select the Help toolbar button when you need help and a help screen will open.

2.4.12.2 Import File



Asbru Web Content Editor v2 only.

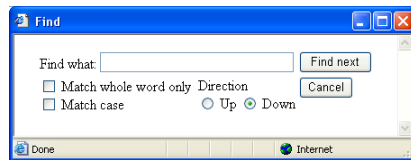
Select the Import File toolbar button to upload and import a text or HTML format file from your local computer to the web editor work area. The imported file will replace the current content in the web editor work area.



2.4.12.3 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.



2.4.12.4 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.

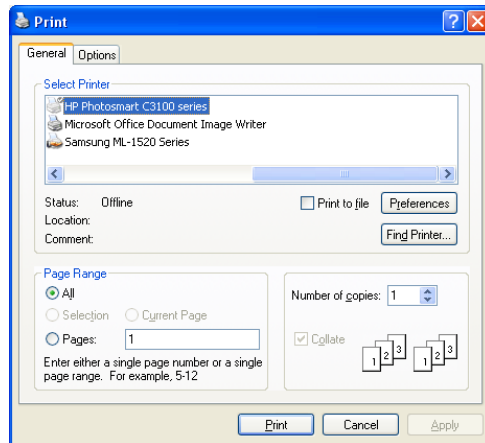
2.4.12.5 Print



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.



2.4.12.6 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.



2.4.12.7 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.

2.4.12.8 Show Details



Asbru Web Content Editor v1 only.

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

2.4.12.9 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.

2.4.12.10 Show HTML



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

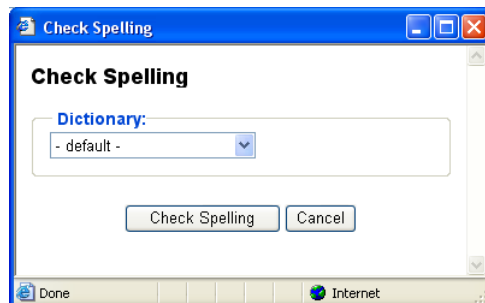
2.4.12.11 Check Spelling



Asbru Web Content Editor v2 only.

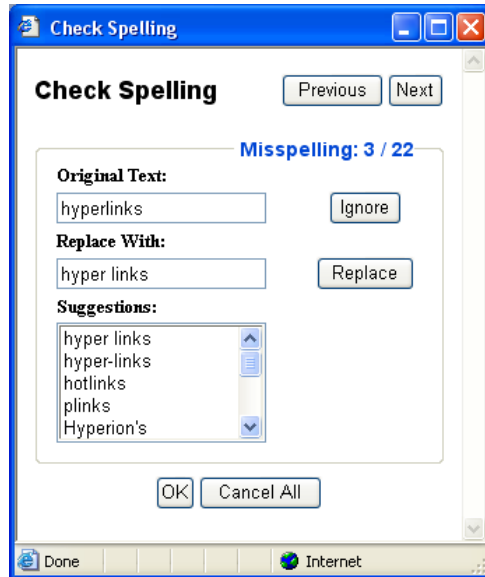
Select the Check Spelling toolbar button to check the spelling of the content in the currently selected web content editor input field. This will open a new web browser window.

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.

2.4.13 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.

2.5 Content Administration

For full access to manage your website content pages you should use the Content Administration section of the Asbru Website Manager system. You can access the Content Administration section through the Website Content link in the toolbar on any of the Asbru Website Manager administration web pages.

The main page of the Content Administration section gives you access to manage the Pages through the left-hand menu, where your website folders are listed as menu items.



The screenshot shows the Asbru Website Manager interface. At the top, there is a red header with the Asbru logo and the word "Content". Below the header is a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Content, Media Library, User Database, Configuration, and Updates. On the left, there is a tree view showing the Content structure: Content > Pages (/) > icon, images, photo. The main content area is titled "Content Administration" and contains the following text: "The content administration section gives you easy access to create and maintain the content of your web site. Please use the left-hand menu to access the content administration pages: Pages Access and maintain all the primary content pages of your website." To the right of the text are three circular icons: a stack of books, a red toolbox, and a hand writing on a notepad. At the bottom, there is a copyright notice: "Copyright © 1999-2007 Asbru Ltd. and its licensors. All rights reserved."

2.5.1 Folders

When you select Pages or one of the sub-folders in the main page of the Content Administration section you will see the Content Administration section web page for your selected folder and content type (pages). As default the Pages menu item will display your website root folder (“/”).

The screenshot shows the Asbru Website Manager interface with the "Pages" section selected. The navigation bar is the same as in the previous screenshot. The tree view on the left shows "Content > Pages (/)" selected. The main content area displays a table of pages with columns for checkboxes, page names, and actions (View, Update, Delete). At the top right of the table is a dropdown menu set to "- blank -" and an "Add New" button. At the bottom of the table are buttons for "Select All", "Deselect All", and "Delete Selected". The copyright notice at the bottom reads: "Copyright © 1999-2007 Asbru Ltd. and its licensors. All rights reserved."

<input type="checkbox"/>	Page	View	Update	Delete
<input type="checkbox"/>	contactus.html	View	Update	Delete
<input type="checkbox"/>	facilities.html	View	Update	Delete
<input type="checkbox"/>	index.html	View	Update	Delete
<input type="checkbox"/>	location.html	View	Update	Delete
<input type="checkbox"/>	news.html	View	Update	Delete
<input type="checkbox"/>	offers.html	View	Update	Delete
<input type="checkbox"/>	rates.html	View	Update	Delete
<input type="checkbox"/>	reservations.html	View	Update	Delete
<input type="checkbox"/>	rooms.html	View	Update	Delete
<input type="checkbox"/>	template.html	View	Update	Delete

2.5.2 Index

The main page for each sub-section is an index listing all the accessible content ordered by title with links for each content item as described in the following sections.



2.5.3 View

The View link opens a new web browser window where the content item is displayed as it looks on the public website when it is published. Please close the new web browser window to return to the Content Administration web page.

2.5.4 Update

The Update link opens the content item in the content editor with access to update it.

2.5.5 Delete

The Delete link displays the content item and gives access to confirm to delete the content item.

2.5.6 Delete Selected

The Delete Selected button deletes all content items selected by checking the box to the left of each content item.

2.5.7 Add New

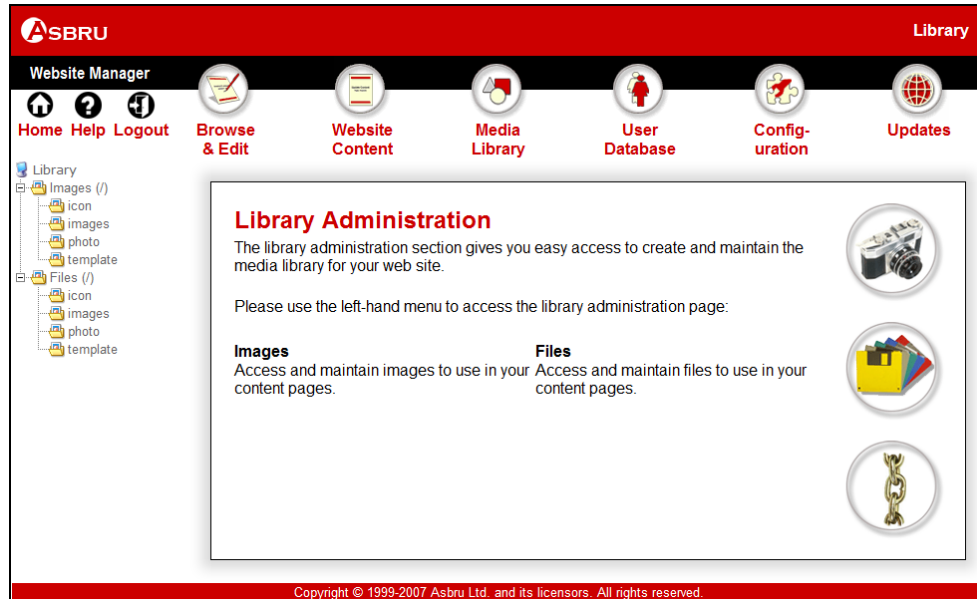
Finally, the index listing includes access to create new content items.

To the right above the content listing items a content list and an Add New button may be displayed. These give access to select an existing content item and create a new content item as a copy of the selected existing content item. Usually, you would always use this method to add new content items to quickly set the correct attributes and settings for your new content item.

2.6 Library Administration

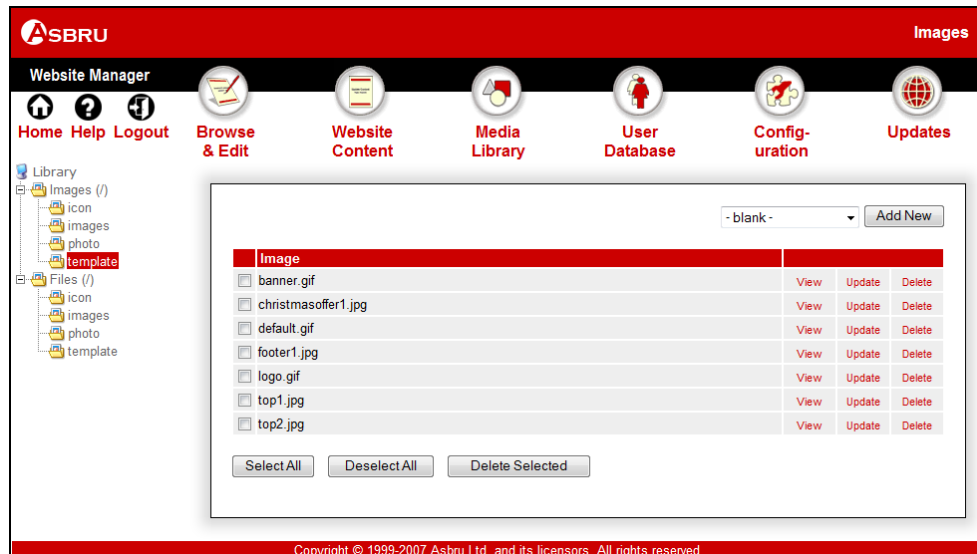
For full access to manage your website content images and files you should use the Library Administration section of the Asbru Website Manager system. You can access the Library Administration section through the Media Library link in the toolbar on any of the administration web pages.

The main page of the Library Administration section gives you access to manage the Images and Files through the left-hand menu, where your website are listed as menu items.



2.6.1 Folders

When you select Images or Files or one of the sub-folders in the main page of the Content Administration section you will see the Library Administration section web page for your selected folder and content type (images or files). As default the Images and Files menu items will display your website root folder (“/”).



2.6.2 Index

The main page for each sub-section is an index listing all the accessible content ordered by title with links for each content item as described in the following sections.



2.6.3 View

The View link opens a new web browser window where the content item is displayed as it looks on the public website if it is published. Please close the new web browser window to return to the Library Administration web page.

2.6.4 Update

The Update link opens the content item in the content editor with access to update it.

2.6.5 Delete

The Delete link displays the content item and gives access to confirm to delete the content item.

2.6.6 Delete Selected

The Delete Selected button deletes all content items selected by checking the box to the left of each content item.

2.6.7 Add New

Finally, the index listing includes access to create new content items.

To the right above the content listing items a content list and an Add New button may be displayed. These give access to select an existing content item and create a new content item as a copy of the selected existing content item.

2.6.8 Images

Images are used on your pages as illustrations and general graphic design.

You use the content editor to create and update Image content (Please see 2.4 Content Editor for details). You will need to add the image file to the content input field. Select Browse to select a file from your local computer. Below the content input field there is a preview of the previously selected image. This preview will not be updated with your new image until you have saved your changes. Select Save to store the changes.

Please note that you cannot create and update the actual images directly through the Asbru Website Manager system. You must use a separate image editor application to create and update the actual images before copying them to the Asbru Website Manager system.

2.6.9 Files

Files are used for downloadable files and special types of content, which can be viewed using web browser plug-ins or external applications such as executable program files and Adobe Acrobat PDF and Microsoft Office documents etc.

You use the content editor to create and update File content (Please see 2.4 Content Editor for details). You will need to add the File to the content input field. Select Browse to select a file from your local computer. Select Save to store the changes.

Please note that you cannot create and update the actual files directly through the Asbru Website Manager system (except for simple text files including CSS style sheets and Javascript files). You must use a separate suitable application to create and update the actual files before copying them to the Asbru Website Manager system.



2.7 User Administration

As default the Asbru Website Manager system is configured for a single website administrator. However, you may want multiple website administrators to manage your web content via the Asbru Website Manager system. This is possible by creating additional website administrator user accounts in the built-in Asbru Website Manager user database.

You can access the User Administration section through the User Database link in the toolbar on any of the administration web pages.

The main page of the User Administration section gives you access to manage the Administrators through the left-hand menu item.

User Administration

The user administration section gives you easy access to create and maintain the users of your web site.

Please use the left-hand menu to access the user administration pages:

Administrators
Access and maintain Asbru Website Manager system administrators for your website.

Username	View	Update	Delete
<input type="checkbox"/> janedoe	View	Update	Delete
<input type="checkbox"/> johndoe	View	Update	Delete

2.7.1 Index

The main page is an index listing all the current users with links for each user as described in the following sections.



2.7.2 View

The View link displays the user and its attributes and settings in the Asbru Website Manager system.

2.7.3 Update

The Update link opens the user in the user editor page with access to update the user attributes.

2.7.4 Delete

The Delete link displays the user and gives access to confirm to delete the user.

2.7.5 Add New

Finally, the index listing includes access to create new users.

To the right above the user listing an Add New link is displayed. These give access to select an existing user and create a new user as a copy of the selected existing user.

2.7.6 Editing Users

The user editor web page gives you access to create and edit website administrators of your website. The user editor page is accessible from the user administration pages through the Add New and Update links.

The user editor web page includes a User Details block with Name and Email Address input field as well as a User Login block with Username and Password input fields. Simply edit the text in the Name, Email, Username and Password input fields to create/update the user attributes and select Save to store the changes. 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 the user.



ASBRU Update User

Website Manager

Home Help Logout Browse & Edit Website Content Media Library User Database Configuration Updates

Users
Administrators

Save

User Details **User Login**

User Login

Username

Password

About User Login
Required username and password to be used as authentication to access the Asbru Website Manager system:

- Username: Unique id used to identify the user.
- Password: Secret code/phrase used to authenticate the user's identity.

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ASBRU Update User

Website Manager

Home Help Logout Browse & Edit Website Content Media Library User Database Configuration Updates

Users
Administrators

Save

User Details User Login

User Details

Name

Email

About User Details
Optional general user identification and contact details:

- **Name:**
Name or other description used in the Website Manager system for administrative purposes.
- **Email:**
Email address to be used to contact the user.

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3 Advanced Website Management

The Asbru Website Manager system includes a number of optional system configuration options and features for advanced website management. Some of these features may be disabled to keep the Asbru Website Manager as simple as possible for website administrators who do not need the more advanced features. The optional advanced features can be enabled and disabled at any time as and if you need them.

The default configuration options should work with most websites, but you may need to customise some of the Asbru Website Manager system configuration options to suit your requirements.

You can reconfigure the Asbru Website Manager system and enable or disable features at any time – even after using the system extensively, so there is no need to enable features until you actually need them.

For full access to configure your website and the Asbru Website Manager system you should use the Configuration section of the Asbru Website Manager system. You can access the Configuration section through the Configuration link in the toolbar on all the Asbru Website Manager administration web pages.

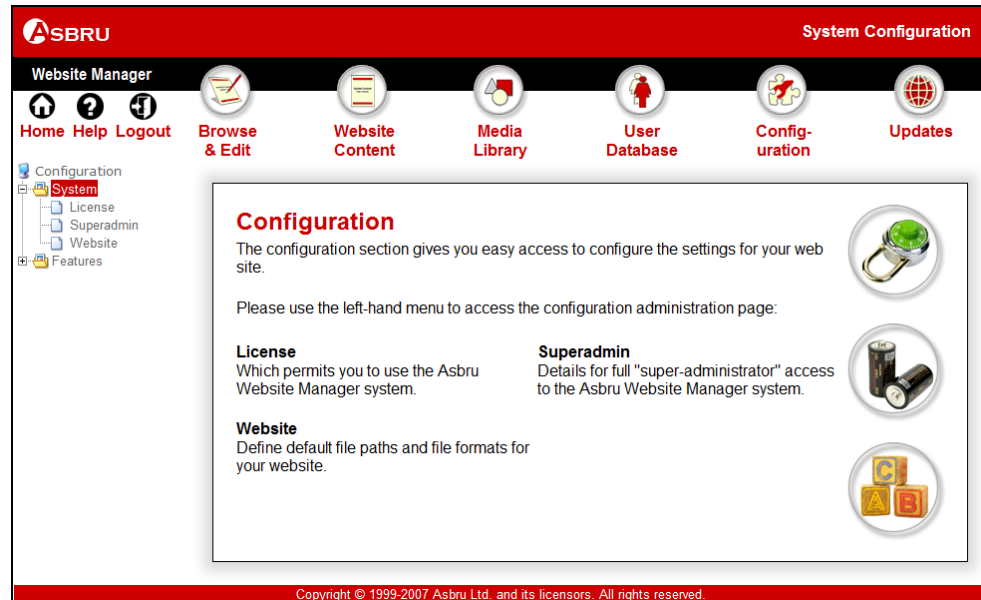
The main page of the Configuration section gives you access to manage the System and Features configuration options through the left-hand menu.

3.1 System Configuration

The System Configuration gives you access to configure various basic settings for your website and the Asbru Website Manager system.



Select the Configuration link in the toolbar on any of the administration web pages and then the System menu item link to access the System Configuration administration web pages.



3.1.1 License

Please see 1.3 Quickstart Configuration and 1.3.1 License for details.

3.1.2 Superadmin

Please see 1.3 Quickstart Configuration and 1.3.2 Superadmin for details.

3.1.3 Website

As default the Asbru Website Manager is configured to handle the typical page, image and file formats located anywhere on your website. However, you may want to add or remove some page, image and file formats and restrict pages, images and files to specific folders. You can also restrict website administrators to only have access to update a specific part of your pages. Your website configurations can be changed at any time.

Your website configuration options are:

- **Website Charset Encoding**
This configuration option should be set to the charset encoding used by your web pages before editing/updating your website content. If your website pages contain international characters they may be encoded in different ways. As default the recommended international “UTF-8” charset encoding is used. If your web pages use another charset encoding such as “iso-8859-1” then international characters may be displayed incorrectly in the web content editor and on your website after the content has been edited.
- **Website Root Path**
The website root folder where the home page and the “/webmanager/” folder etc. is



located. Usually, this should be detected automatically and this input field should be left blank to use the default website root path.

Please note that the website root path must end without a “/” or a “\”.

- **File Upload Path**
The folder where uploaded files are stored temporarily before eventually being moved to their proper location. As default this is set to the “/webmanager/upload/” folder under your website root folder, but you may want to change this to another folder. Ideally, this should be a folder outside the website root folder.
Please note that the file upload path must end with a “/”.
- **Exclude Paths**
Folders which should be hidden from the website administrators. As default the “/webmanager” and “/WEB-INF” folders should be excluded.
Please note that the exclude paths must start with a “/” and that exclude paths must end without a “/”. Folders must be separated by a comma.
- **Pages Path**
The folder relative to the website root path under which all Pages are located.
Please note that the pages path must start and end with a “/”.
- **Images Path**
The folder relative to the website root path under which all Images are located.
Please note that the images path must start and end with a “/”.
- **Files Path**
The folder relative to the website root path under which all Files are located.
Please note that the files path must start and end with a “/”.
- **Page Formats**
Defines which filename extensions the Asbru Website Manager should use to identify and handle files as Pages.
Please note that filename extensions must be separated by a comma.
- **Image Formats**
Defines which filename extensions the Asbru Website Manager should use to identify and handle files as Images.
Please note that filename extensions must be separated by a comma.
- **File Formats**
Defines which filename extensions the Asbru Website Manager should use to identify and handle files as Files.
Please note that filename extensions must be separated by a comma.
- **Text Formats**
Defines which filename extensions the Asbru Website Manager should use to identify and handle files as simple text Pages and Files.
Please note that filename extensions must be separated by a comma.



- **Default Pages**
Your web server is programmed/configured to use specific filenames as default pages when a website address only specifies a folder name. For Browse & Edit mode to work fully and correctly your web server's default page filenames should be configured here. Default page filenames should be listed in the same order as your web server uses them. *Please note that filenames must be separated by a comma.*
- **Add New Pages**
As default a completely blank page is added when a new “- blank -” page is added. Alternatively, you can configure an existing page/file to be copied when a new “- blank -” page is added. For example: “/templates/blank.html”. *Please note that the page path/file name must start and end with a “/”.*
- **Editable Content**
As default website administrator edits the full content of web pages. Alternatively, you can configure codes/texts to define which part of your web pages your website administrators should have access to update. The “superadmin” website administrator will always have access to update the full web page content.

Website Configuration

Website Charset Encoding

UTF-8 iso-8859-1

UTF-8

Website Root Path

D:\HardCore\Website Manager

File Upload Path

D:\HardCore\Website Manager\webmanager/upload/

Exclude Paths

/hardcore,/webadmin,/webmanager,/WEB-INF,/_notes,/templates

Pages Path

/

Images Path

/

Files Path



Page Formats

File Formats

Image Formats

Text Formats

Default Pages

Add New Pages
Add new "- blank -" pages as a copy of the web page/file:

Editable Content
Website administrators can only edit the content:
between:
and:
For example between "<!-- #BeginEditable "MAIN" -->" and "<!-- #EndEditable -->" for an editable region on a website created with the Dreamweaver web design tool; or leave both input fields empty to make the full web pages editable.

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3.2 Features Configuration

The Features Configuration gives you access to enable and disable various optional features of the Asbru Website Manager system.

Select the Configuration link in the toolbar on any of the administration pages and then the Features menu item link to access the Features Configuration administration web pages.

ASBRU Features Configuration

Website Manager

Home Help Logout Browse & Edit Website Content Media Library User Database Configuration Updates

Configuration

- System
- Features
 - Advanced Scripting
 - Browse & Edit
 - Content Editor
 - Meta Information

Configuration

The configuration section gives you easy access to configure the settings for your web site.

Please use the left-hand menu to access the configuration administration page:

Advanced Scripting
Enable/disable input of "raw HTML header code" for your content pages (to enable Dynamic HTML and Javascript content and functionality on your web pages).

Browse & Edit
Define the screen size for browsing your website in the Browse & Edit mode.

Content Editor
Define which content editor features to use for creating and updating your content pages.

Meta Information
Enable/disable input of "author", "copyright", "description" and "keywords" meta information for each of your content pages (to support search engine registration and searching).

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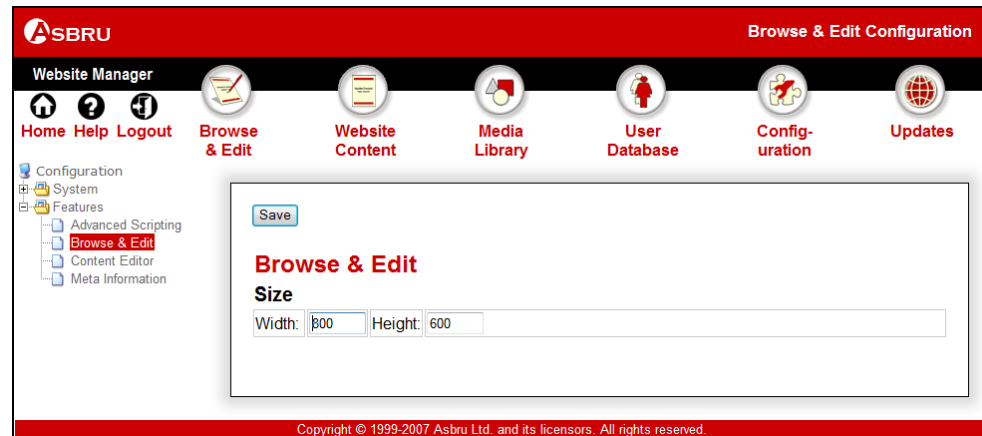


3.3 Browse & Edit Configuration

As default the Browse & Edit mode is configured to use a frame size of 800 * 600 pixels for web pages. This is the typical screen resolution for which web pages are designed. However, you may prefer to use a smaller or larger screen resolution.

Size:

- **Width**
The size in pixels of the Browse & Edit mode frame where your web pages are displayed.
- **Height**
The size in pixels of the Browse & Edit mode frame where your web pages are displayed.



3.4 Content Editor Configuration

As default the Asbru Website Manager system uses the Asbru Web Content Editor to edit your content pages. Due to differences in supported web browser technologies, there are different versions of the Asbru Web Content Editor. As default the best version of the Asbru Web Content Editor is selected for your web browser automatically. However, you can also configure the Asbru Website Manager system to use a specific version of the Asbru Web Content Editor, only.

Select the Configuration – Features – Content Editor menu item to access the Content Editor configuration. Select your preferred Content Editor and File Upload options and Save to configure the Content Editor feature.

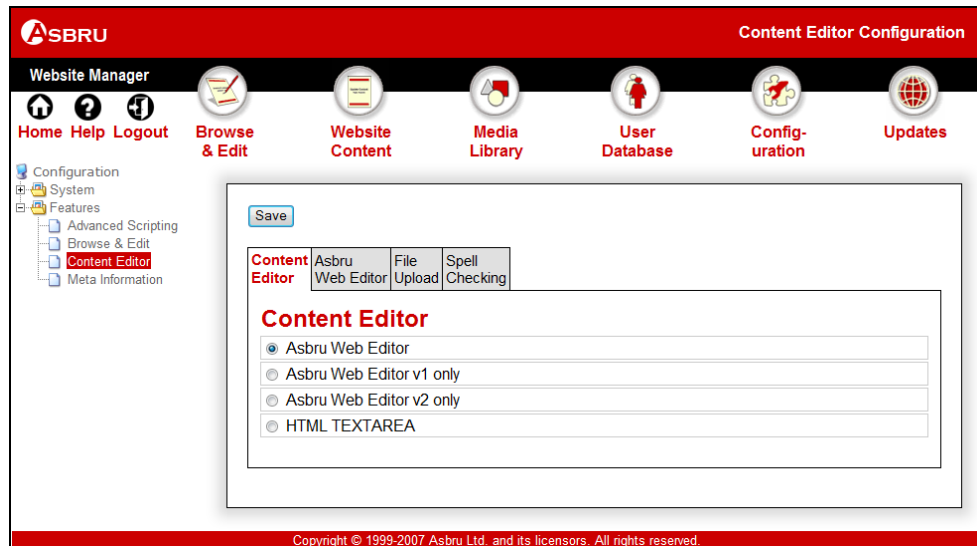
3.4.1 Content Editor

The primary Content Editor configuration options are which content editor to use:

- **Asbru Web Content Editor**
Use the built-in visual What-You-See-Is-What-You-Get Asbru Web Content Editor and automatically detect and select the best Asbru Web Content Editor version for your web browser. This requires website administrators to use recent versions of Microsoft Windows Internet Explorer (4.0 or newer) or the Netscape/AOL Mozilla and Mozilla-based web browsers (Mozilla version 1.3 or newer). For other web browsers the simple HTML TEXTAREA text editor is used.



- **Asbru Web Content Editor v1 only**
Use the built-in visual What-You-See-Is-What-You-Get Asbru Web Content Editor v1 only. This requires website administrators to use recent versions of Microsoft Windows Internet Explorer (4.0 or newer). For other web browsers the simple HTML TEXTAREA text editor is used.
- **Asbru Web Content Editor v2 only**
Use the built-in visual What-You-See-Is-What-You-Get Asbru Web Content Editor. This requires website administrators to use recent versions of Microsoft Windows Internet Explorer (5.5 or newer) or the Netscape/AOL Mozilla and Mozilla-based web browsers (Mozilla version 1.3 or newer). For other web browsers the simple HTML TEXTAREA text editor is used.
- **HTML TEXTAREA**
Use the standard web browser simple text editor. This requires website administrators to limit content to simple unformatted text or edit raw HTML code which requires specialist knowledge.



3.4.2 Asbru Web Editor

The Asbru Web Content Editor supports CSS style sheets for formatting content. To use style sheet formatting in the web content editor you must configure which CSS style sheet to use:

- **Style Sheet**
Website address URL for your CSS style sheet.

Website administrators may be allowed to upload new images directly from the content editor pages or be restricted to only upload new images through the library administration:

- **Enable Image Upload**
Allow upload of new images and other files as well as management of folders and files directly from the content editor through the Insert Hyperlink and Insert Media dialog



windows.

- **Disable Image Upload**
Disable upload of new images and other files as well as management of folders and files directly from the content editor through the Insert Hyperlink and Insert Media dialog windows. Upload of new images and other files can only be done through the website content and media library administration.

A number of additional configuration options are available for the Asbru Web Content Editor:

- **HTML Format**
As default the output from the web content editor is the HTML code generated by the web browser. Different web browsers format the generated HTML code in different ways. Alternatively, the web content editor may be configured to reformat the HTML code generated by the web browser in HTML or XHTML format when/before the content is saved and submitted to the web server.
 - **Default**
Use the default HTML code generated by the web browser.
 - **HTML**
Reformat the web browser generated HTML code to a more HTML standards compliant format with quoted HTML tag attribute values etc.
 - **XHTML**
Reformat the web browser generated HTML code to a more XHTML standards compliant format with quoted HTML tag attribute values etc.
- **Input field size**
As default the web content editor input field size is 100% of the available width in the web browser window and 450 pixels high. To use the default input field size, leave the width and height configuration options blank, or enter the width and/or height to be used for the web content editor input field.
- **Output On Enter Key**
As default the web content editor use the web browsers' default output when the Enter key is pressed. Different web browsers may generate different output. Some web browsers may insert a paragraph on Enter and a line break on Shift+Enter, and other web browsers may insert a line break on Enter and a paragraph on Shift+Enter. To use the default web browser output, leave the configuration options blank. To override the web browser defaults you can configure the HTML code that the web content editor should insert when the Enter key is pressed. The output can be any HTML code or plain text.
- **Toolbar**
As default the web content editor toolbar is configured to give access to all available built-in functionality. However, you may want to disable access to some toolbar functions (for example direct text formatting functions to enforce use of CSS style sheet formatting). To use the default web content editor toolbar leave all toolbar input fields blank. To customise the web content editor toolbar you can configure which toolbar buttons should be displayed and in which order on which toolbar line. Toolbar button names must be separated by blanks.

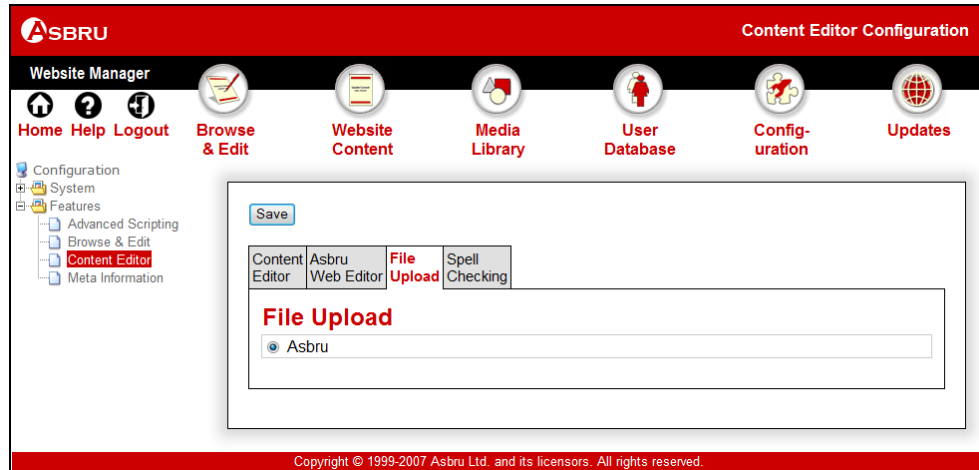


3.4.3 File Upload

The file upload component to be used for image and file upload can be configured:

- Asbru
Use the built-in Asbru Website Manager system file upload feature.

Currently, only the Asbru file upload component is supported.



3.4.4 Spell Checking

The Asbru Web Content Editor supports integrated spell checking of web content through the Aspell (<http://aspell.net>) spell checking application.

To enable the spell checking functionality you must download and install the Aspell application and dictionaries on your web server. Aspell is free and can be downloaded from <http://aspell.net>. Please see the Aspell documentation for details on how to install Aspell.

When Aspell has been installed on your web server you must configure the Asbru Web Content Editor and specify where Aspell is installed on your web server and which dictionaries to use.

- **Command**
The full path and file name of your installed copy of Aspell to use for spell checking. Set this to blank to disable access to spell checking.
- **Parameters**
The Aspell command line parameters to use for spell checking. As default this should be "-a -H". Set this to blank to disable access to spell checking.
- **Default Dictionary**
Aspell command line parameter to use to specify which dictionary to use for spell checking. As default this should be "-d".
- **Dictionary Options**
The dictionaries to be made available to users for spell checking. These must be specified as HTML SELECT OPTION tags. The OPTION values should be Aspell dictionary names such as "en", "en_GB" and "en_US" language/country codes or "english", "british" and "american" language names. Please see the Aspell dictionaries documentation for details.



3.5 Meta Information for Search Engines

The basic content in the Asbru Website Manager system consists of a title and the actual content. In addition to these additional meta information attributes can be enabled for Pages. The additional meta information attributes consist of Keywords, Description, Copyright and Author input fields. Typically, these meta information attributes are used by websites for search engine profiling and optimisation as well as for other cataloguing and automated agent systems.

3.5.1 Meta Information Configuration

Select the Configuration – Features – Meta Information menu item to access the Meta Information configuration. Select Enable or Disable and Save to enable/disable the Meta Information feature.



3.5.2 Editing Meta Information Content

If the Meta Information feature is enabled, additional Meta Information attributes are added to your content editor pages. Use these additional input fields to create and update the meta information for the pages and other content of your website.

The meta information will be included on your web pages as hidden codes, automatically, for search engines and other meta information compliant systems to use.

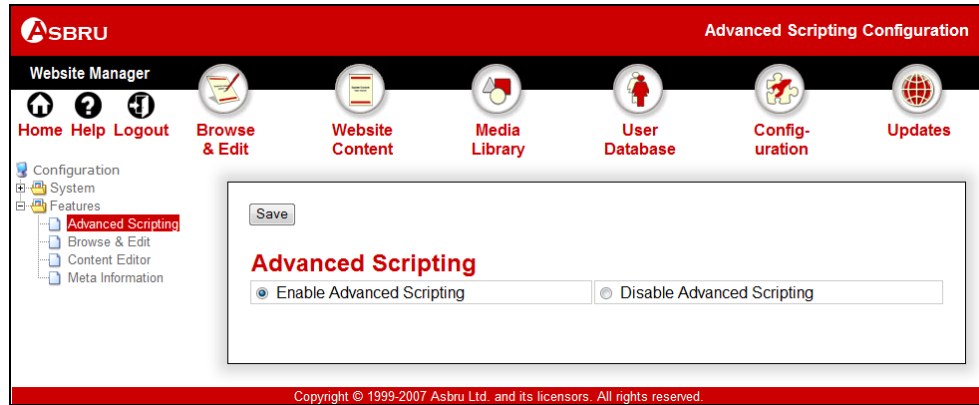
The screenshot shows the Asbru Website Manager interface. At the top is a red header with the 'ASBRU' logo and an 'Update' button. Below the header is a navigation bar with icons and labels for 'Home', 'Help', 'Logout', 'Browse & Edit', 'Website Content', 'Media Library', 'User Database', 'Configuration', and 'Updates'. The main content area is a form titled 'Meta Information' with a 'Save' and 'Preview' button at the top left. The form has three tabs: 'Primary Content', 'Meta Information' (which is selected), and 'Advanced Scripting'. The 'Meta Information' section includes a sub-header 'Meta Information' and a description: 'Summary content information for use by search engines etc.'. Below this are several input fields: 'Author' (containing 'Annabel'), 'Copyright' (containing 'Eagle Golf Hotel Inc.'), 'Description' (containing 'Eagle Golf Hotel's homepage'), and 'Keywords' (containing 'accommodation, hotel, guesthouse, b&b'). At the bottom of the form is an 'About Meta Information' section with explanatory text. The footer of the page contains the copyright notice: 'Copyright © 1999-2007 Asbru Ltd. and its licensors. All rights reserved.'

3.6 Advanced Scripting for Dynamic HTML

The basic content in the Asbru Website Manager system consists of rich content, which is formatted text, images etc. You may also want to add so-called Dynamic HTML to your web pages to create advanced navigation menus, roll-over images and animations etc. To support this you can enable the Advanced Scripting feature, which adds HTML HEAD Code and HTML BODY ONLOAD Code attributes to your content administration pages.

3.6.1 Advanced Scripting Configuration

Select the Configuration – Features – Advanced Scripting menu item to access the Advanced Scripting configuration. Select Enable or Disable and Save to enable/disable the Advanced Scripting feature.



3.6.2 Editing Advanced Scripting Content

If the Advanced Scripting feature is enabled, additional Advanced Scripting attributes are added to your content editor pages. Use these additional input fields to create and update the advanced scripting for the pages of your website.

Any data entered as HTML HEAD Code will be included on your web pages as raw HTML code inside the HTML HEAD tag. Any data you enter as HTML HEAD Code must be a full and valid HTML block or your web page may not be displayed correctly or at all. Javascript code must be enclosed by `<SCRIPT>` and `</SCRIPT>` tags and Cascading Style Sheets code must be enclosed by `<STYLE TYPE="text/css">` and `</STYLE>` tags etc.

Any data entered as HTML BODY ONLOAD Code will be included on your web page as raw HTML/Javascript code inside the HTML BODY tag ONLOAD attribute and will be executed automatically when the web page has finished loading. Please note that any Javascript code should be terminated with a semi-colon (;) character. Otherwise, your Javascript code may not work if both your template and page contain HTML BODY ONLOAD Code.

Creating and updating Advanced Scripting attributes require some specialist knowledge. Please see the HTML, Javascript, CSS and Dynamic HTML standards and other literature for details.



ASBRU Update

Website Manager

Home Help Logout Browse & Edit Website Content Media Library User Database Configuration Updates

Save Preview

Primary Content Meta Information **Advanced Scripting**

Advanced Scripting

Raw HTML and JavaScript for Dynamic HTML scripting.

HTML HEAD code

```
<link rel="stylesheet" type="text/css" href="/default.css">
```

HTML BODY ONLOAD code

About Advanced Scripting

The basic content consists of rich content, which is formatted text, images etc. You may also want to add so-called Dynamic HTML to your web pages to create advanced navigation menus, roll-over images and animations etc. To support this the Advanced Scripting feature adds HTML HEAD Code and HTML BODY ONLOAD Code attributes.

Use these additional input fields to create and update the advanced scripting for the pages of your website.

- HTML Head Code**
Any data entered as HTML HEAD Code will be included on your web pages as raw HTML code inside the HTML HEAD tag. Any data you enter as HTML HEAD Code must be a full and valid HTML block or your web page may not displayed correctly or at all. Javascript code must be enclosed by <SCRIPT> and </SCRIPT> tags and Cascading Style Sheets code must be enclosed by <STYLE TYPE="text/css"> and </STYLE> tags etc.
- HTML BODY ONLOAD Code**
Any data entered as HTML BODY ONLOAD Code will be included on your web page as raw HTML/Javascript code inside the HTML BODY tag ONLOAD attribute and will be executed automatically when the web page has finished loading. Please note that any Javascript code should be terminated with a semi-colon (;) character. Otherwise, your Javascript code may not work if both your template and page contain HTML BODY ONLOAD Code.

Creating and updating Advanced Scripting attributes require some specialist knowledge. Please see the HTML, Javascript, CSS and Dynamic HTML standards and other literature for details.

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