OpenCms 8 User Manual

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1 Why choose OpenCms 8?

With the new OpenCms 8 the work of a Content Editor has been made easy as never seen before. Everything you need to create beautiful web pages is within reach on the page itself.

Create or add existing content from the Add Wizard by drag & drop. Edit content directly on the page with the built in editor. Change the used template or the appearance of an element with a mouseclick. Generate lists on the fly and add arbitrary JSPs as Dynamic Functions.

Create favorites lists with the built in clipboard to short cut workflow.

You can build entire website structures in the Sitemap Editor. Design your website structure from scratch in the Sitemap Editor in the most comfortable way.

Add new pages by drag & drop from a set of predefined, reusable model pages. You can edit the model pages directly from within the Sitemap Editor like any other page in ADE and all changes apply to every new page you create afterwards. All the tools a Content Manager needs are accessible with a few mouse clicks.

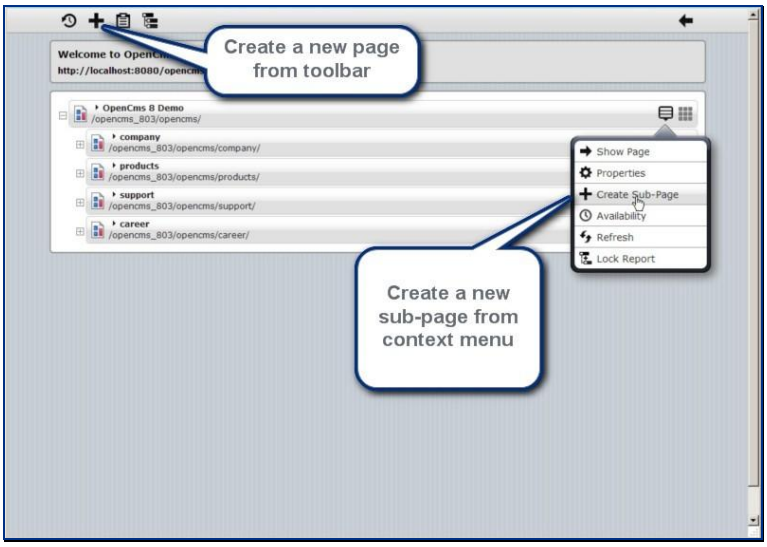
Navigation is built automatically from the website structure you create in the Sitemap Editor so you don't have to bother.

Complex website structures can be segmented into sub-sitemaps if needed. Just choose a container page as a starting point and create a sub-sitemap on the fly from the page's context menu.

1.1 Create an entire website within minutes with OpenCms 8

Starting from scratch you create a new page in the OpenCms 8 Sitemap Editor by drag and drop. Select from a set of predefined model pages and different layout sets. Turn this page into a sub-sitemap with one click in the page's context menu.

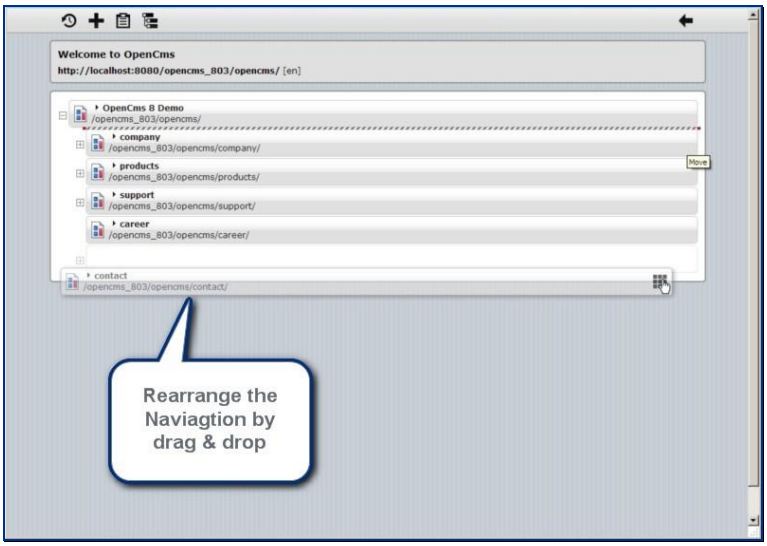
Define the website's structure and navigation by adding some more container pages and give them proper names (e.g. company, products, support, career, contact).



If a different name should be displayed in the website navigation, set this in the page's properties, accessible from the context menu by clicking on the icon.

By default the navigation is sorted the way you see it in the Sitemap Editor and can thus be

rearranged and changed by drag & drop.

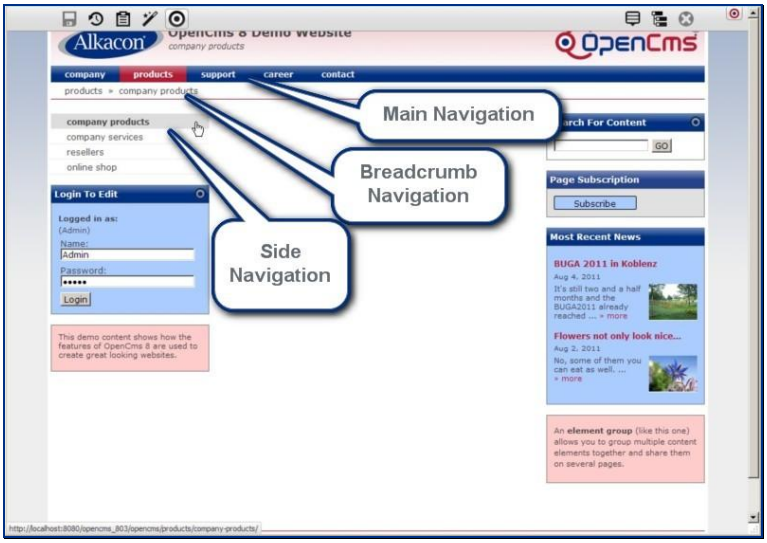


Removing pages from the navigation or even deleting them is easily done from the context menu. Just in case – erroneously deleted pages can be recovered from built-in clipboard function accessible by the icon.

Add subpages to your main navigation pages as necessary from the context menu or make use of so called detail pages for displaying existing content without creating dedicated pages for each content. OpenCms 8 automatically generates URIs from the content's title.

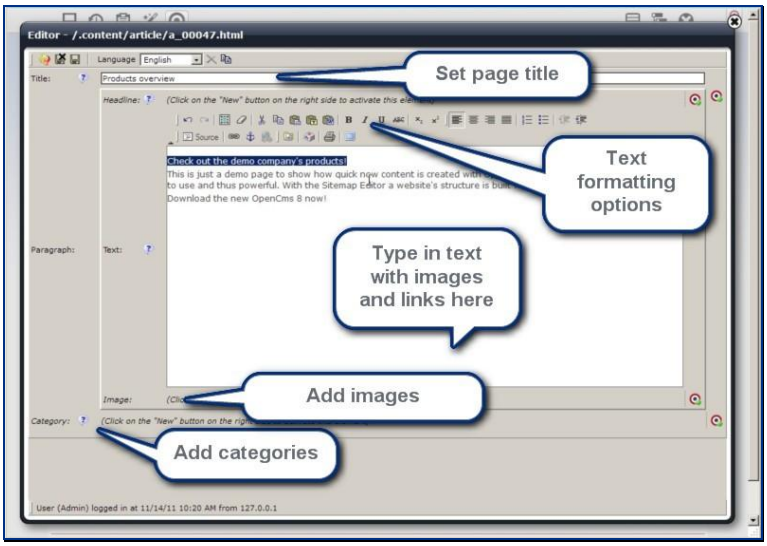
Show the page by clicking the Resource icon or from its context menu.

The Navigation gets built fully automatically.

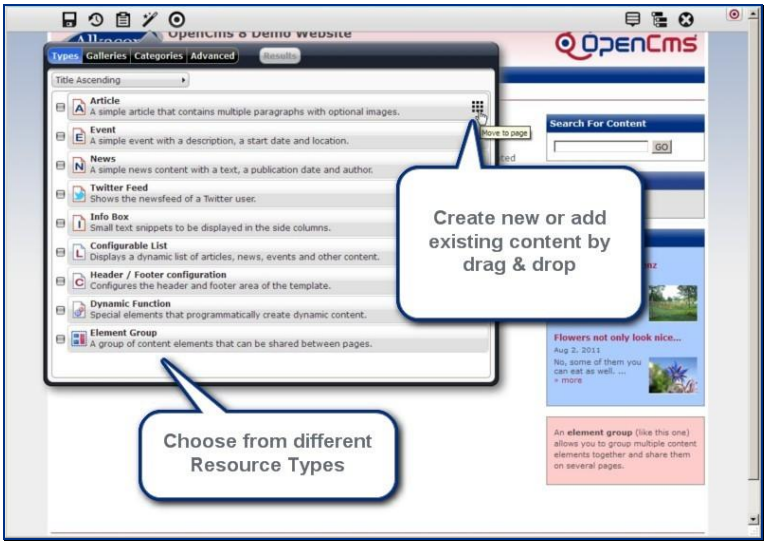


Now your website structure is finished edit content or add it with Advanced Direct Edit.

Starting with a blank page, you can create new content by selecting a resource type from the ADE's Add wizard and drag it to your page. Start the built-in Editor from the elements context menu that opens in an overlay window. All changes are directly visible on the web page.



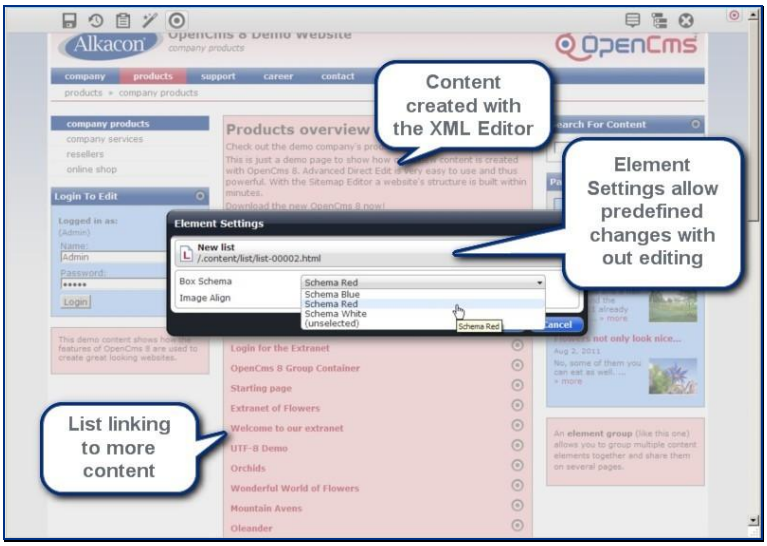
Existing content can be reused easily and added to any other page by drag & drop. Retrieving existing content is easy with the Add Wizard. Search criteria as resource type, galleries or categories ensure efficient work with advanced settings as a fall back solution.



Often needed elements can be added to a user-specific favorites list to ensure quick access.

OpenCms 8 directly renders a preview of the content as it would appear on the designated area while you move it around on the page.

Element settings allow quick changes to color schemas or layout settings.



OpenCms 8 safely handles a multi-user scenario and ensures data consistency stealthy but effectively by a foolproof locking algorithm.

2 Getting Started

Since OpenCms 8 features a totally browser-based GUI first open your preferred browser. To start OpenCms 8 enter the URI of your OpenCms 8 installation in the browser navigation.

This might look like:

http://www.yourdomain.com/opencms/ system/login

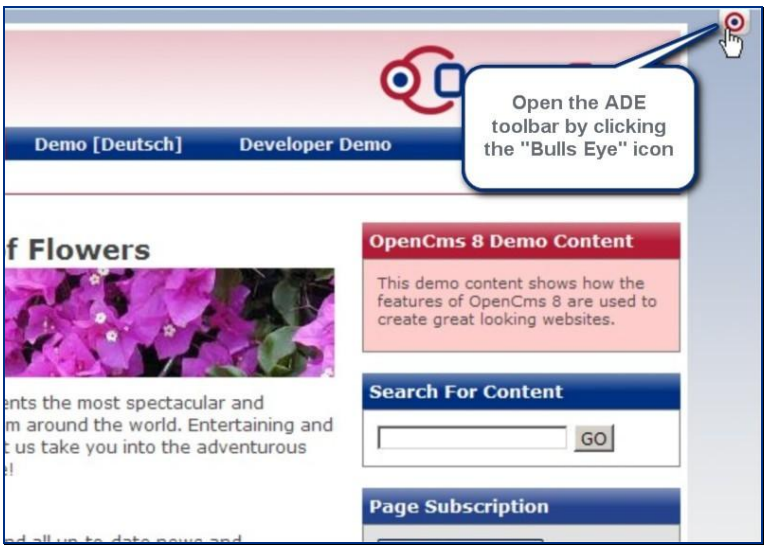
Log in to the OpenCms 8 with the username and password provided by your administrator.

Depending on your preferences OpenCms 8 starts in Direct Edit mode.

3 Advanced Direct Edit

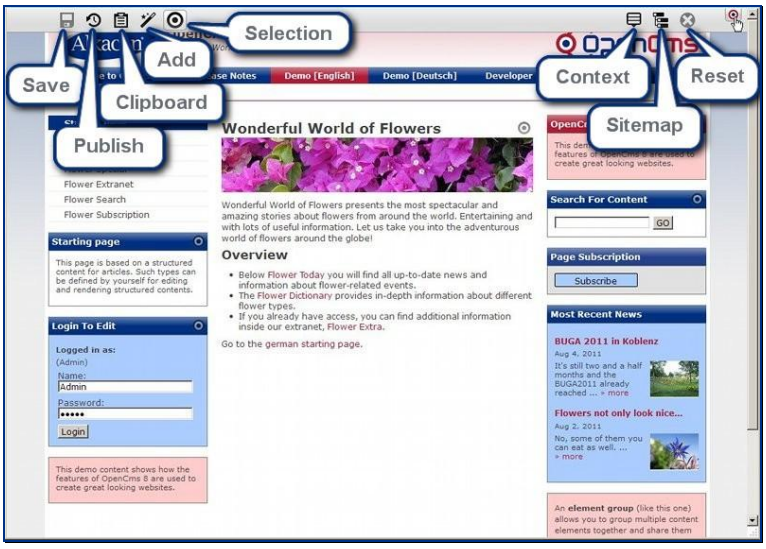
3.1 ADE toolbar

The ADE toolbar is docked on the window top. You can toggle it on or off by clicking the "Bulls Eye" icon in the upper right corner.



3.1.1 Controls

The edit toolbar appears on top of the page and shows the available options



Available options are:

- Save: By clicking on this icon a modified container page gets saved.
- Publish: This icon opens the publish dialog.
- Clipboard: Opens the clipboard, where a content editor can access favorites and recently changed files.
- Add: The "Add wizard" allows to add content to a website by drag & drop.
- Selection: Clicking the "Bulls Eye" icon turns on / off ADE for the editable elements

on the website.

- Context: Opens the website's context menu
- Sitemap: Opens the Sitemap Editor
- Reset: Undo your changes on a container page and return to the latest saved version.

The following section explains all Controls in detail. The order of the described controls differs

3.2 Selection

ADE gets turn on by default every time you use an option from the ADE toolbar.

By using the Selection option from the ADE toolbar, you can turn on / off ADE for all elements on the page if needed.

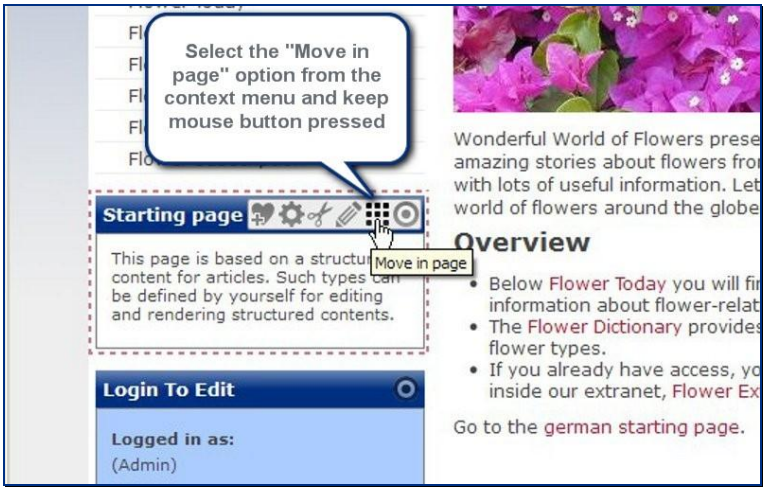
3.2.1 Element Selection

As an additional convenience feature, if the user moves the mouse on the **Selection** button of an element, a menu with all ADE options available for this element appears.

- Add to favorites
- Element Setting (optional)
- Remove
- Edit
- Move in page
- Selection (idle)

3.2.2 Move in page

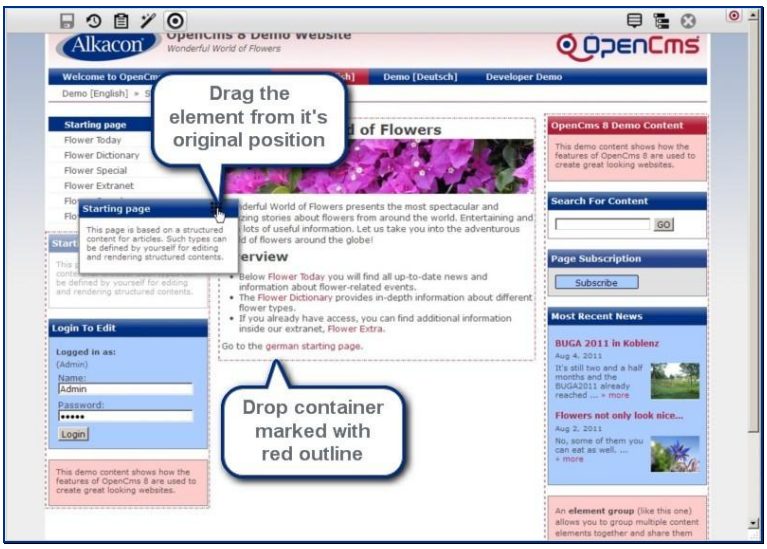
To move an element on the website by drag & drop click on the **Selection** icon in the upper right corner of the element. Moving the mouse over the **Move** icon, the text "Move in page" appears. Selecting the "Move" symbol and keep the mouse button pressed.



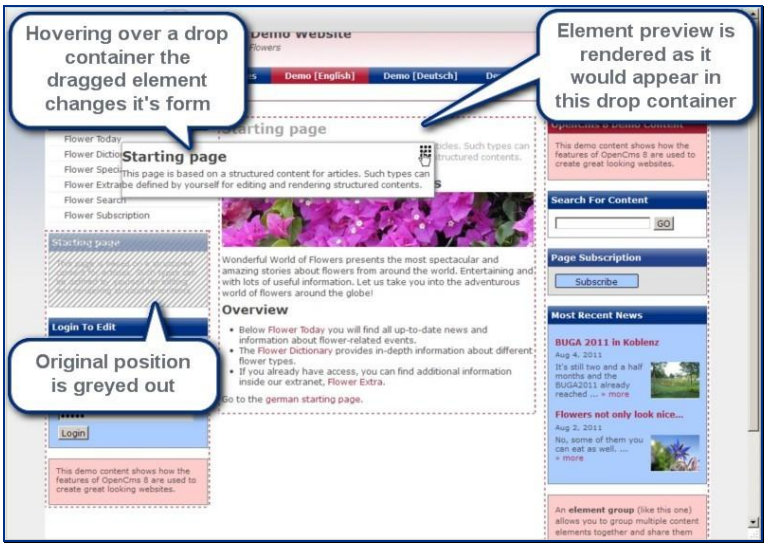
Keep the mouse button pressed and start moving the mouse in the direction of where you want

the element to be moved.

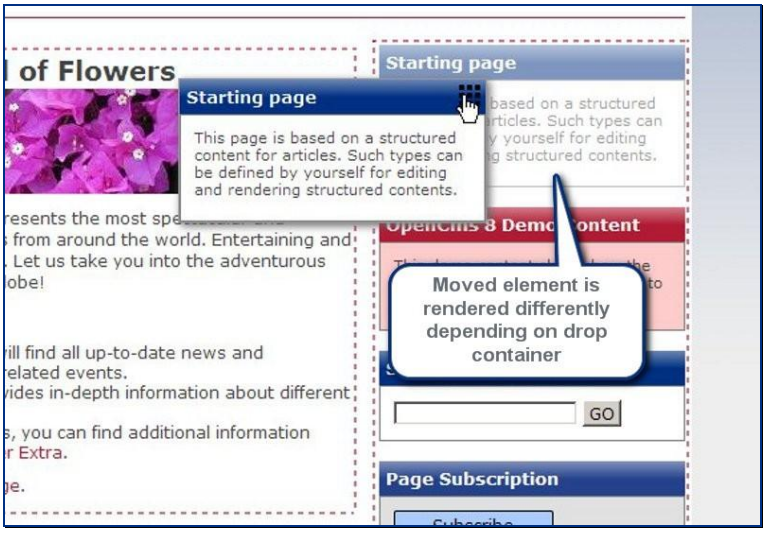
Red lines highlight the containers where the element can be moved to.



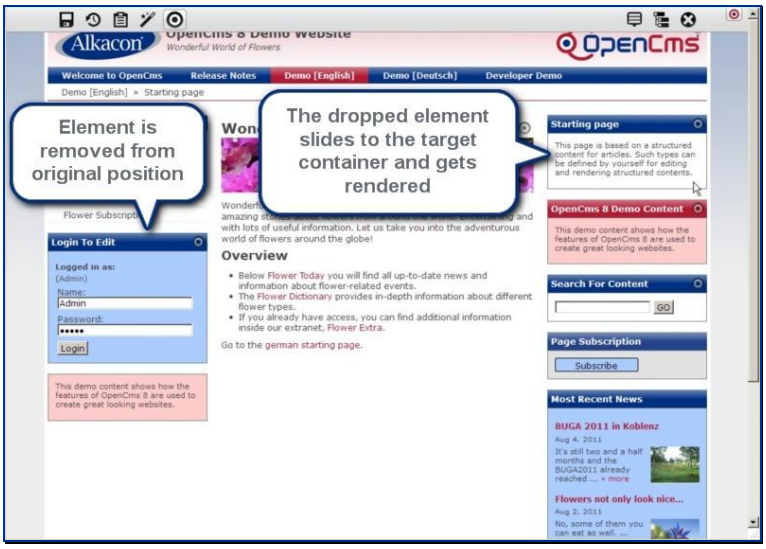
When hovering over a target container, the dragged element changes it's form and shows how it would look in this target area.



The area from where the element has been removed is also highlighted



When the moved element appears in a droppable area it can be dropped there by releasing the mouse button. The moved element will then automatically slide into the target area.



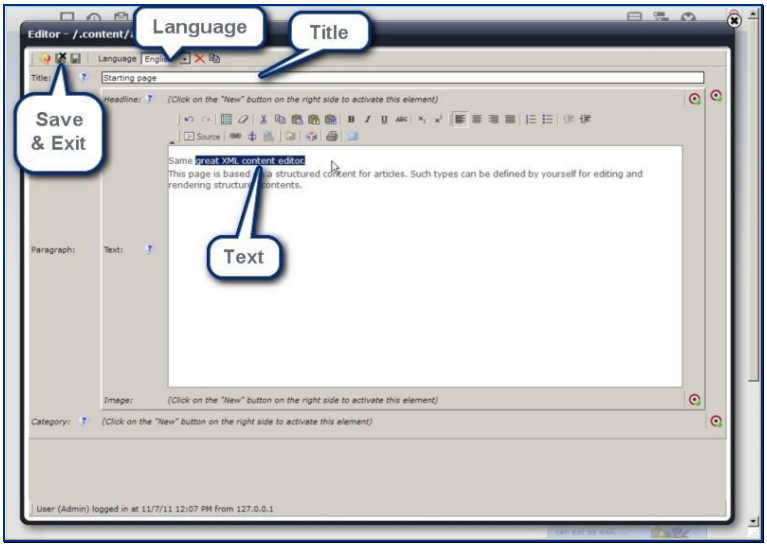
When the element was dropped to a new location it is simultaneously removed from the original location and the red lines disappear.

3.2.3 Edit

To edit an element or an element group click on the elements ADE icon so the available options appear. From the available options select the **Edit** icon.

3.2.3.1 Edit an element with the XML Editor

When you select the Edit option for a single content element, the OpenCms XML Content editor is displayed as an overlay on the currently edited page.



Depending on the edited resource type the edited XML content will look different.

Note: If you change the content of an element itself on one page it will change on every other page the same content gets displayed, too.

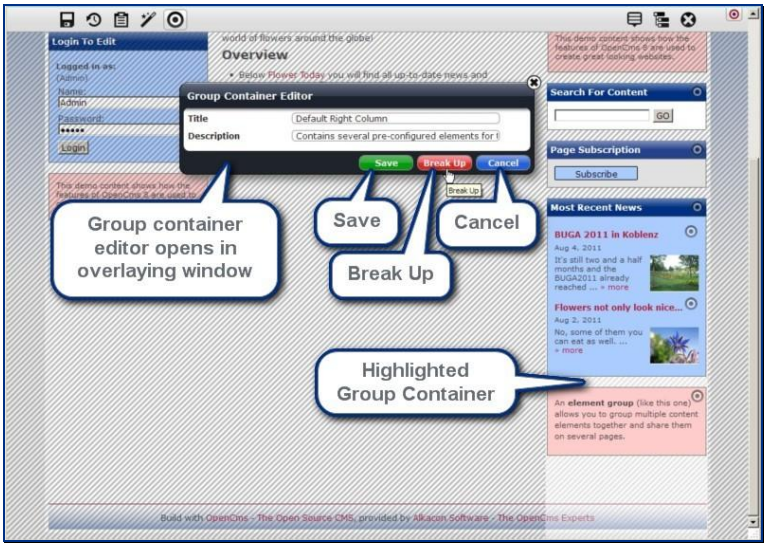
3.2.3.2 Edit Group Containers

Elements of different resource types can be grouped together in so called Group Containers. These **Element Groups** can be shared between different pages and are used if the same set of elements is needed on different pages.

When select the Edit option on a group container a small overlay window opens, displaying the basic information of this resource type like title and description.

This Group Container Editor indicates that you now can add / modify / remove the elements of a Group Container.

The rest of the page is grey shaded and thus marked as inactive.

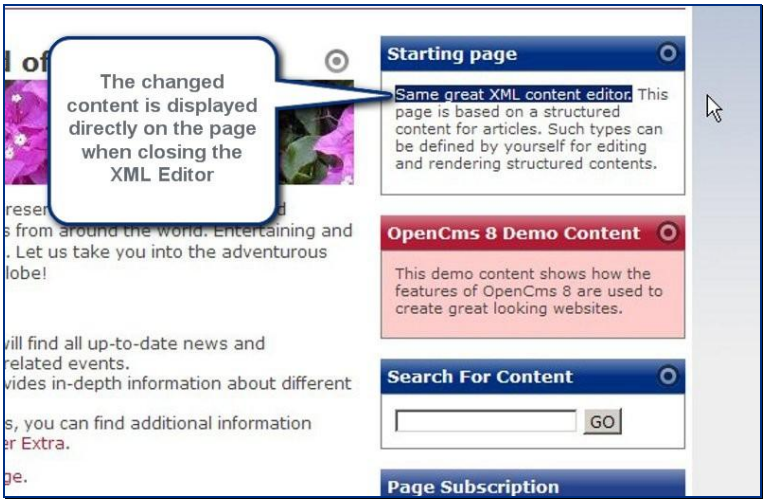


When you are finished editing the single elements of the group container click on **Save** button of the Group Container Editor.

You can also disassemble Group Containers by selecting the Break Up option. Then all the elements formerly grouped together remain at their original position on the page, but the grouping is removed.

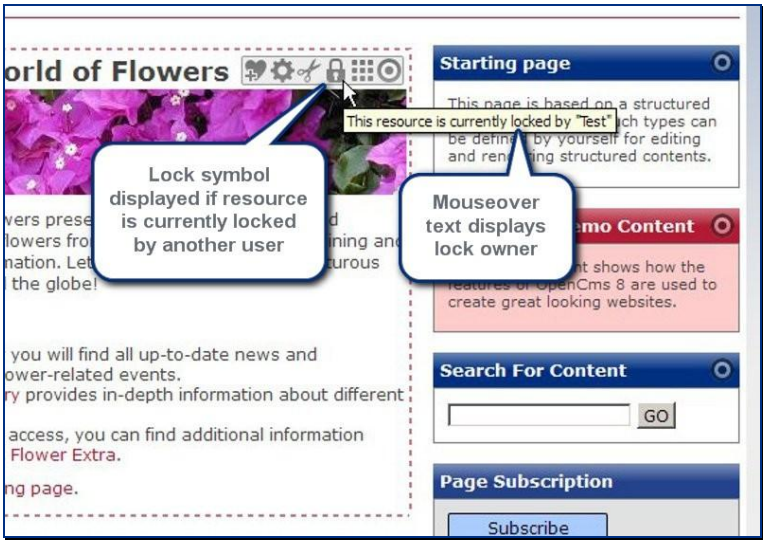
3.2.3.3 Changed content

When you close the XML Editor, changes made in the editor are immediately displayed on the page.



3.2.3.4 Locked Resources

When an element is currently locked by another user, the **Edit** option in the element's context menu is replaced by a **Locked** symbol. Additonally the mouseover text displays the lock owner.



If an element is locked it is not possible to edit it. It is possible to unlock the resource in the Sitemap Editor as described in 5.2.9 Lock Report.

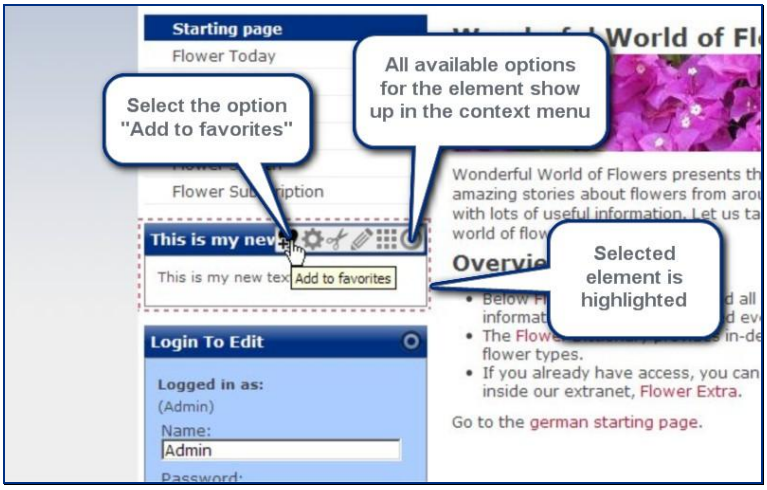
3.2.4 Remove

Unwanted elements can be removed from the page with the **Remove** option.

The removed element disappears from the page but is not deleted from the database. The element can be added again to this or another page.

3.2.5 Add to favorites

Editing your page you can add any element to the OpenCms 8 built in user individual favorites list using the **Add to favorites** option.

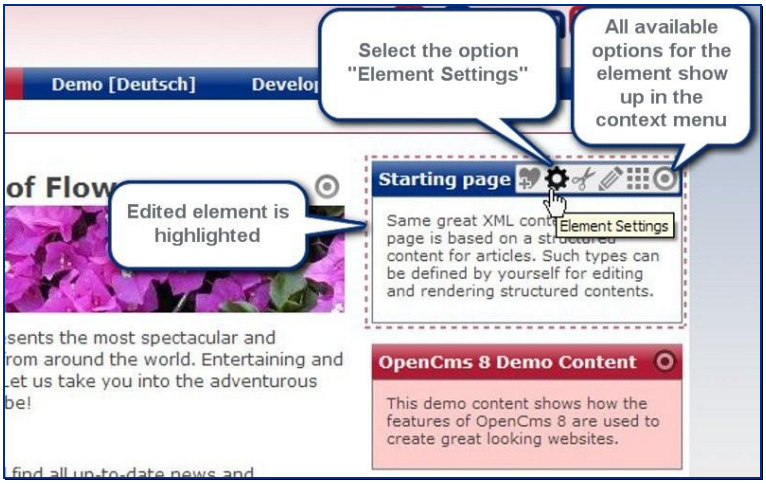


The favorites list is part of the clipboard and can be accessed via the Clipboard option from the ADE toolbar. Use the favourites list for content elements you use very often and on different pages.

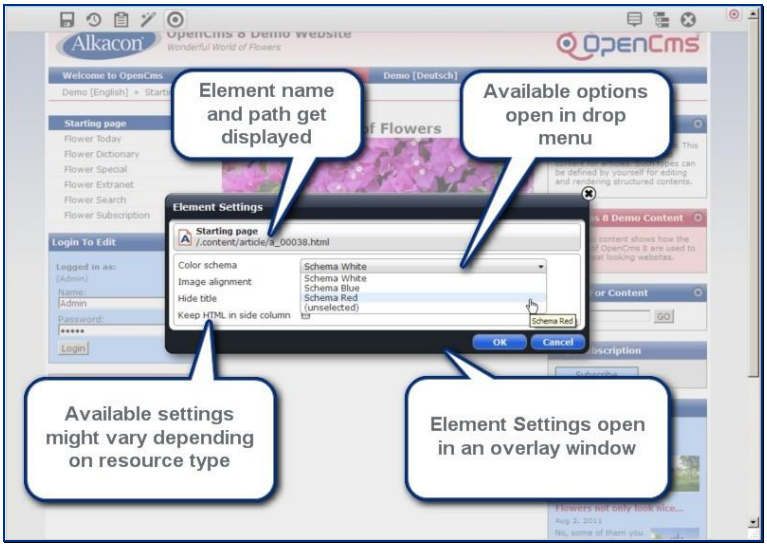
3.2.6 Element Settings

Each element can optionally have specific settings that can modify how the element appears on the page.

To change the Element Settings click the **Element Settings** option.



An overlay window opens displaying the resource type specific Element Settings.



With the element settings it is possible to quickly change the way content gets displayed in a predefined way. The same content might have different settings on different pages..

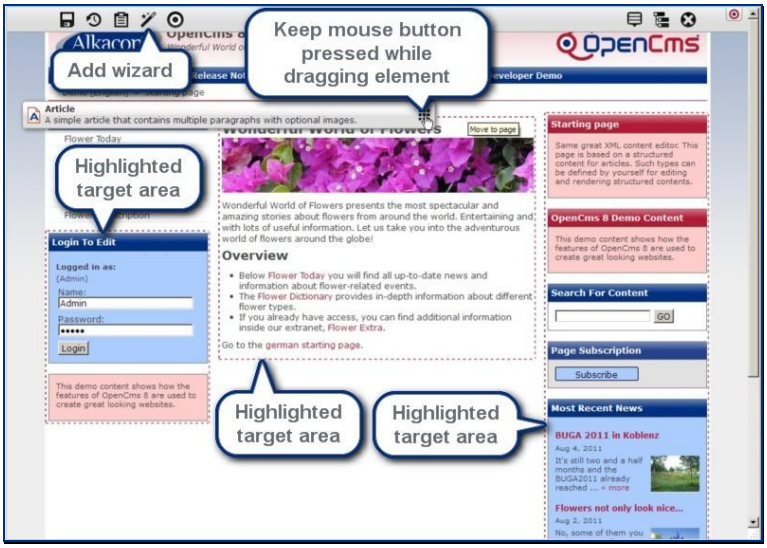
3.3 The Add Wizard

3.3.1 Creating new content

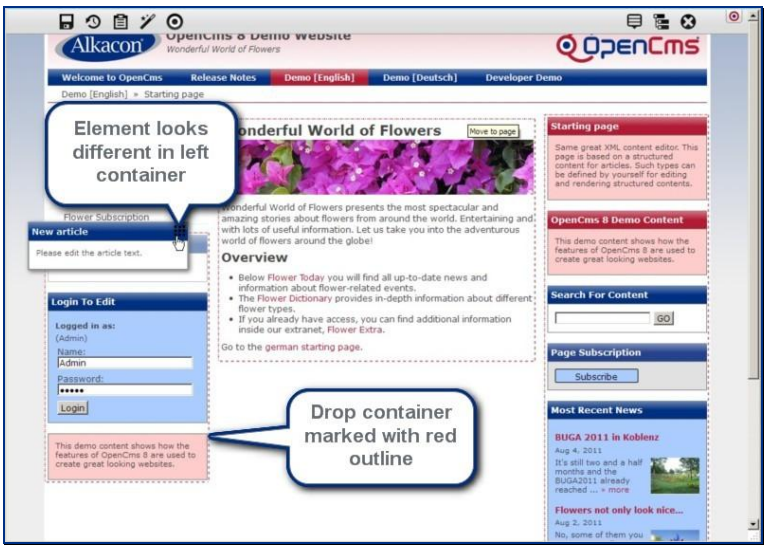
New Content is created by using the **Add** option in the ADE toolbar.

An overlaying window opens and shows a list of all possible Resource Types for content that can be added to the page that is shown.

The Content Editor simply selects the content type needed and drags this on the page.



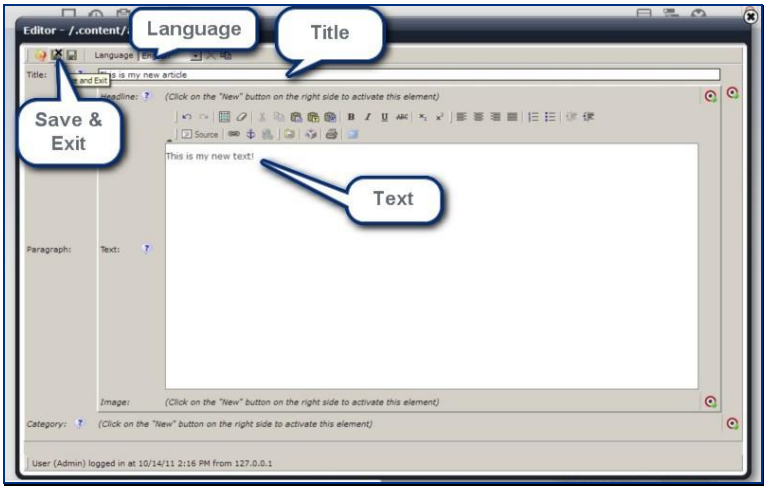
The process is the same as dragging an existing content, possible drop target areas are highlighted.



3.3.1.1 Editing new content

After the new content has been placed, it can be opened in the editor.

The editor is the same as for existing content.

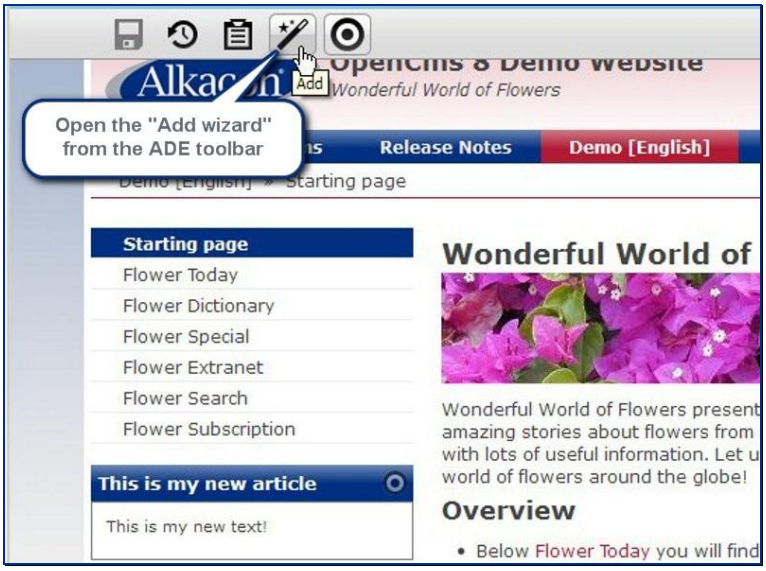


Click on Save & Exit and the overlaying editor window closes and the changed content is shown on your page.

3.3.2 Searching for content

Similar to adding new content you can also add existing content to your page.

To search for existing content click on the **Add wizard** icon in the ADE toolbar.

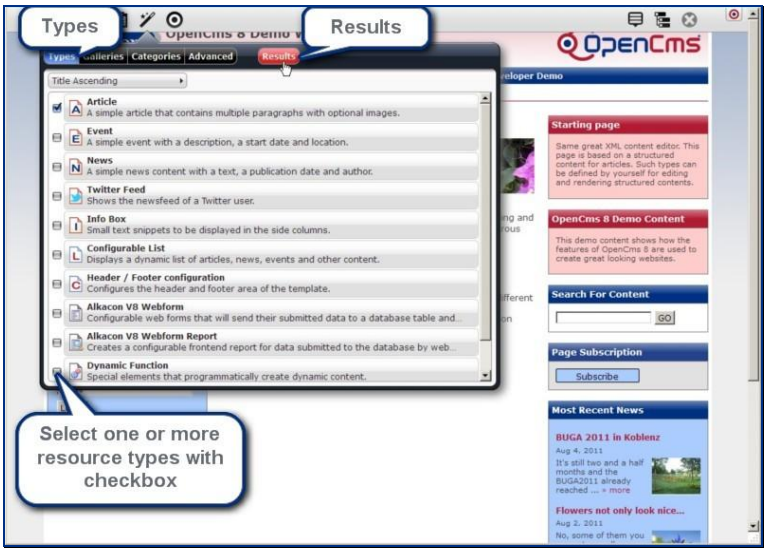


All elements displayed in the Add wizard can be added to a page by drag & drop.

3.3.2.1 Results

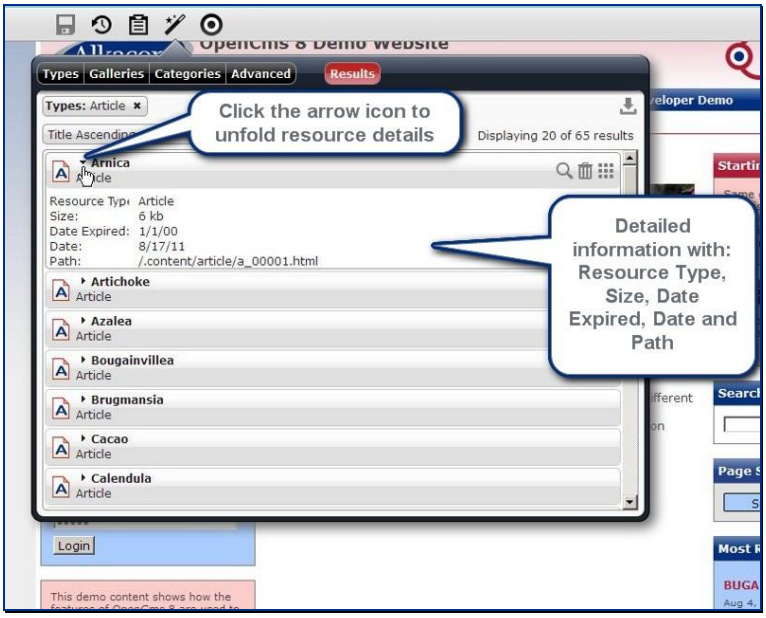
You can combine all of the given search refinements by Types, Galleries, Categories and Advanced if you like. Click the Results button to generate an overview according to your search settings to display content of the given criteria.

Thus it is possible to see a result list of all existing contents of these types in the OpenCms repository.



3.3.2.1.1 Detailed information

More information about the listed results can be found when clicking the **Arrow** icon. The displayed information features Resource Type, Size, Date Expired, Date and Path.



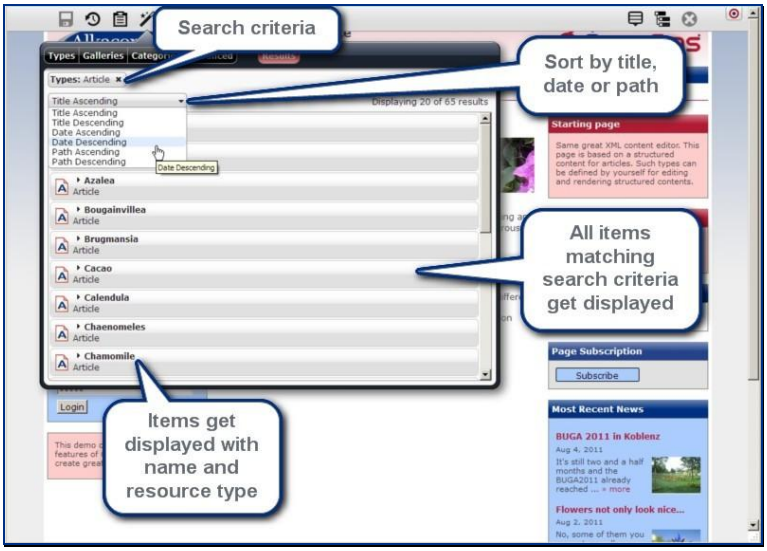
3.3.2.1.2 Sorting Results

The result list displayed can be sorted using various options in order to locate the content searched.

Available options are:

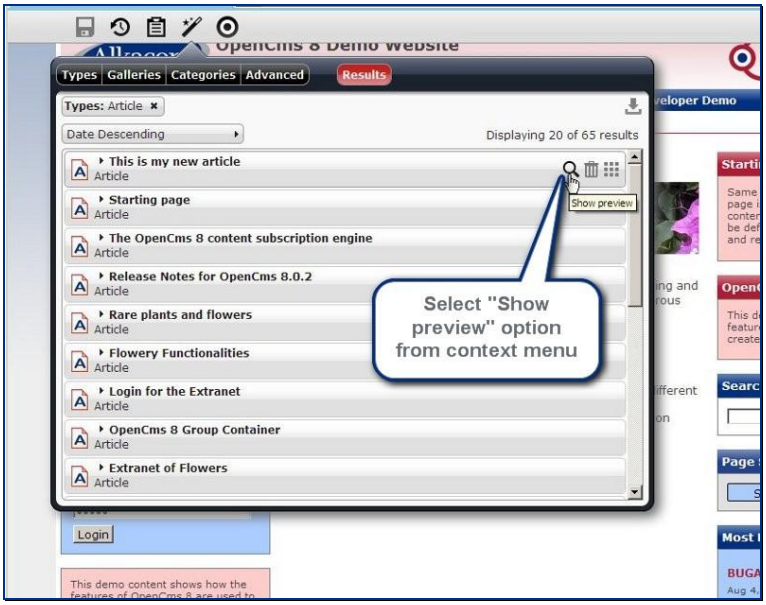
- Sort by Title
- Sort by Date
- Sort by Path

each of them ascending & descending.



3.3.2.1.3 Preview

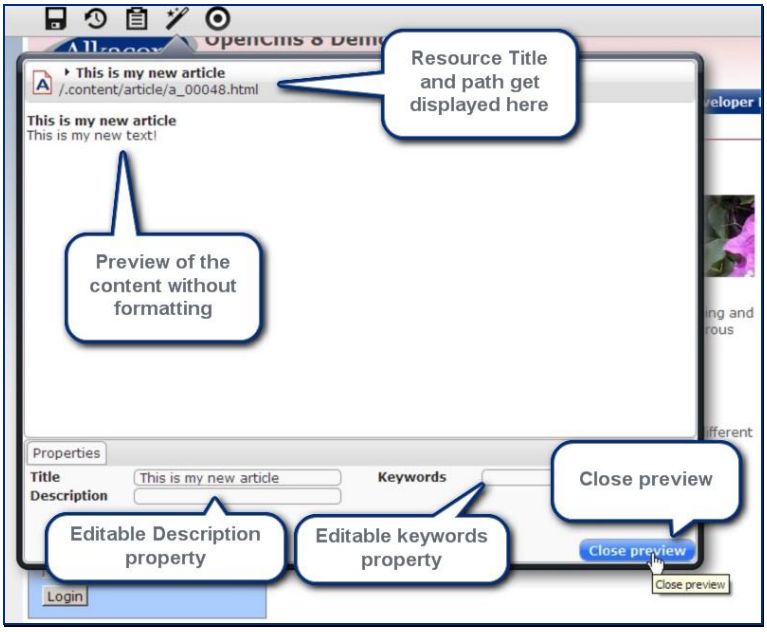
All elements in the result list can be previewed so a content manager is sure the right content was found. Just move the mouse over the content you want to inspect and on the right side of the bar 3 icons appear. Select the left one **Show preview** icon.



The preview window for the content that was just created earlier.

The content gets displayed in the preview window. The preview window displays all information of the content but discards layout and styling of the resource type as it gets displayed on the page.

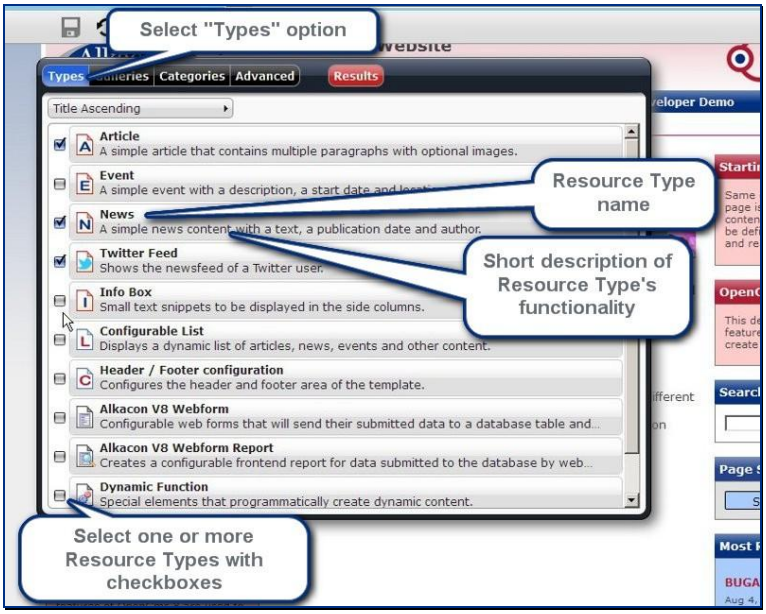
The preview displays also the properties **Title**, **Description** and **Keywords**. You can also add or change these properties directly in the preview and they get saved automatically on closing the preview.



3.3.2.2 Types

If you search for content of a certain resource type it is possible to select this resource type by checking the little box left to the displayed resource types and click on **Results**. Double clicking the displayed resource type would have the same effect.

You can also check multiple resource types.



3.3.2.3 Advanced options

Returning to the **Add wizard** you can also refine your search by clicking **Advanced** in the Add wizard's main menu.

This opens the Advanced search options.

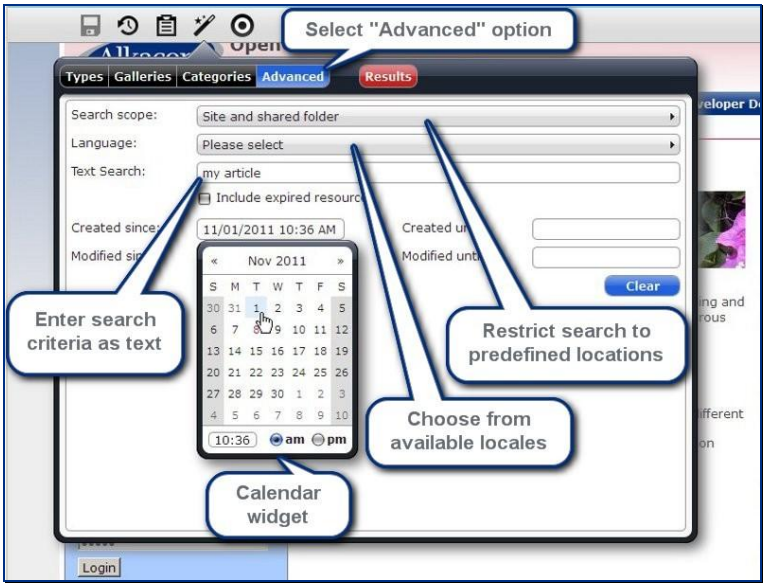
You can restrict your search to a **Language** and enter a search word or phrase in the **Text Search** field.

The Text Search allows the content editor to:

- search for a single word or a search phrase.
- search for an exact phrase by surrounding the query with double quotes ("). Default for search phrases without double quotes is ANY of the given words.
- use Operators like **AND**, **OR**, **+** and **–**

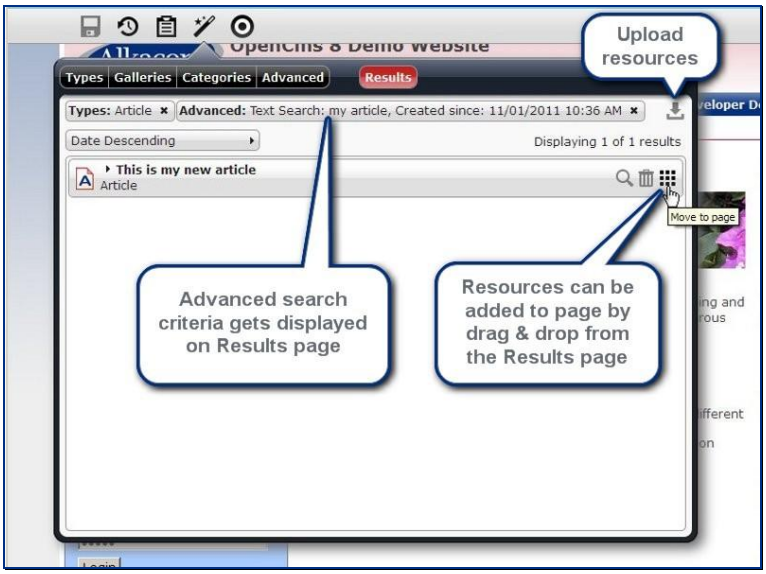
There are also boxes available restricting the search to content **Created since / until** or **Modified since / until** a given date. Selecting the date fields opens a simple calendar tool, but you can also enter a date directly.

To perform the search and display the search results you have to click the **Results** button after entering your search criteria.



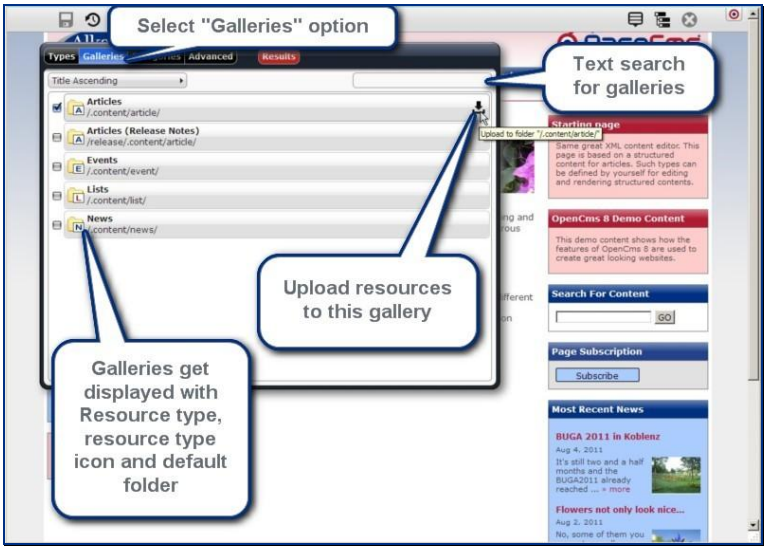
The Advanced search refines the previous search results. Found elements can simply be dragged from the result list and dropped on the page. On top of the results page you can always find the criteria that led to the search result and remove them separately. All searched **Types** get displayed here and the **Advanced** search criteria.

To undo the refinement of the advanced search and restore the previous result list you can remove the Advanced search criteria by clicking the (**x**) symbol.



3.3.2.4 Galleries

With the menu option **Galleries** from the Add Wizard's menu you can also search for content from a single gallery or all checked. From the Galleries overview you can also directly upload files to a certain gallery. Moving the mouse over a gallery on the right side of the bar the **Upload files** icon appears.



Clicking the **Upload files** icon opens the standard upload files dialog of your Operating System. Select one or more files to upload and clicking OK opens the OpenCms 8 **http based multiple file upload**. You can add more files to the list, select / deselect files from the list or even add more files from your Operating System's file browser by drag & drop.

Of course, you can directly add content from the galleries results list to your page by drag & drop.

3.3.2.5 Categories

Another option to refine the search is to search in Categories.

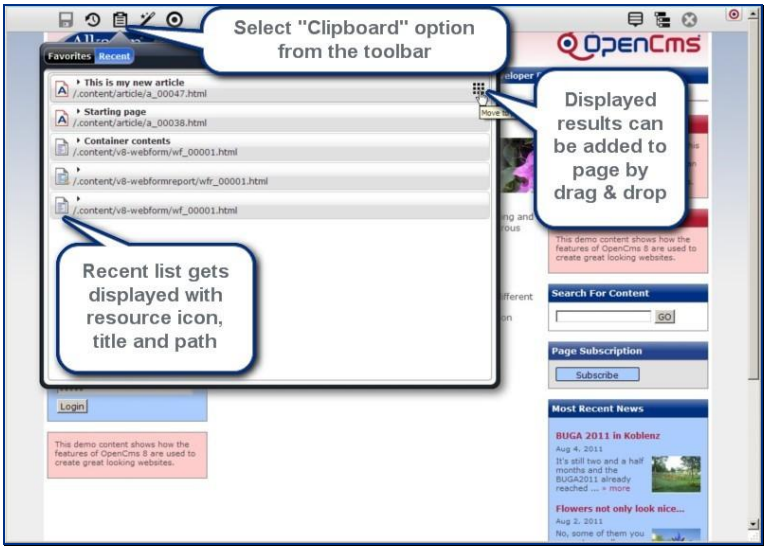
Clicking on the Categories button displays the defined categories so you can select one or more to refine your search results.

3.4 Clipboard

3.4.1 Recent list

You can access the **Clipboard** and **Recent list** from the page you are editing by clicking on the **Clipboard** icon in the ADE toolbar.

The clipboard holds a list of all elements that have recently been edited or modified. You can directly add content from the clipboard to your page by drag & drop.



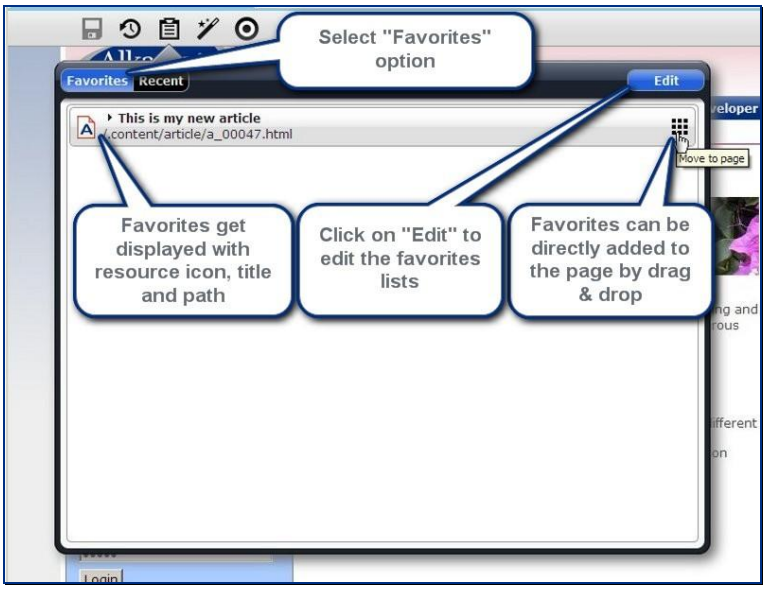
3.4.2 Favorites

3.4.2.1 Add to favorites

Editing your page you can add any element to the OpenCms 8 built in user individual favorites list using the **Add to favorites** option.

3.4.2.2 Favorites list

The favorites list is also part of the clipboard and can be accessed via the Clipboard option from the ADE toolbar. Any element of the favourites list can be added to your page by drag & drop.

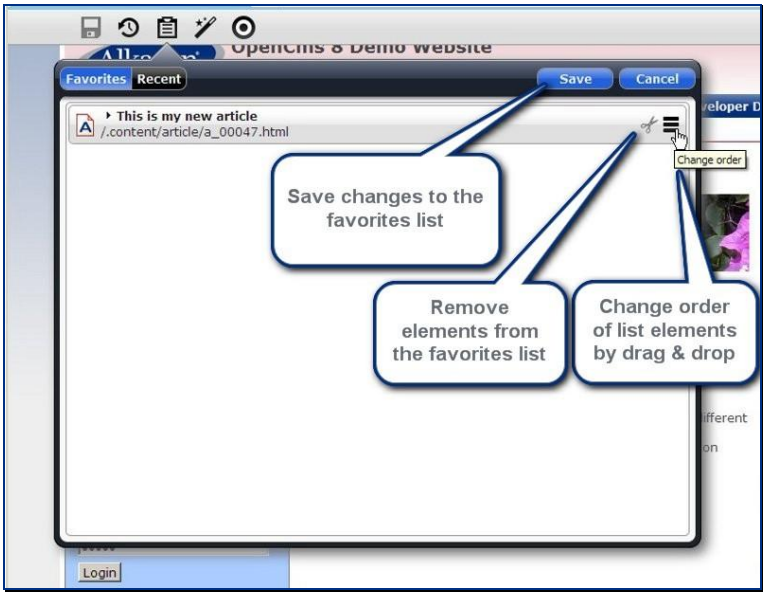


3.4.2.3 Edit the favorites list

To edit the favorites list, click on the Edit button in the upper right of the favorites list. Move the mouse over the element bar you want to edit and 2 options appear to the right side.

You can remove the element from the favorites list by clicking the **Remove** icon.

To change the order of the elements in the favorites list click the **Change order** icon on the right element bar and move the selected element to the new position in the favorites list.



3.5 Context

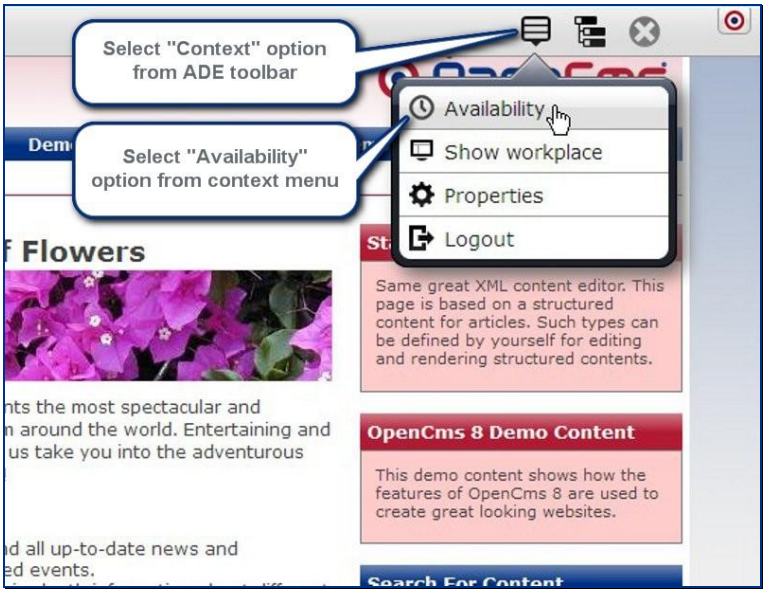
You can access the page's context menu by selecting the **Context option** from the ADE toolbar.

Available options are:

- Availability
- Show workplace
- Properties
- Logout

3.5.1 Availability

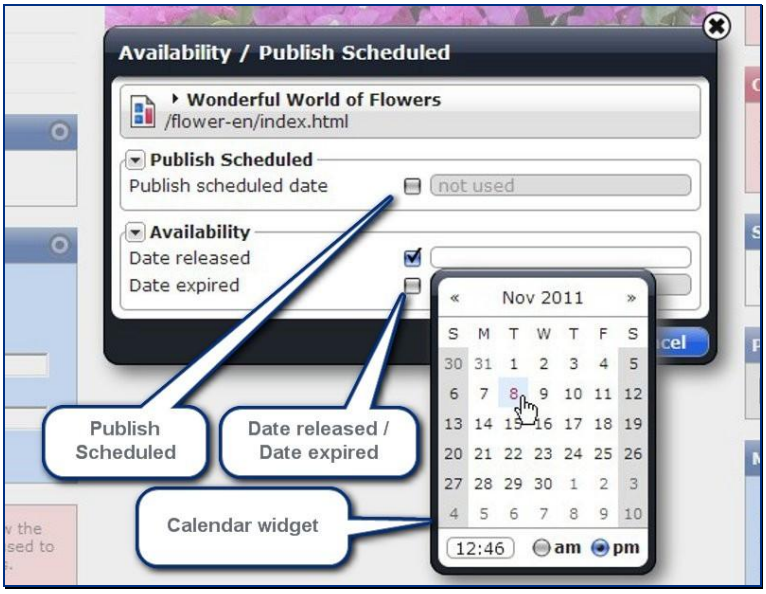
By selecting the Availability option from the page's context menu you can access and set different properties concerning the resource's online visibility.



Available options in the **Availability / Publish Scheduled** dialog are:

- **Publish scheduled**
  - **Publish scheduled date**: Using the Publish scheduled date, this page will be published automatically on the set date / time.
- **Availability**
  - **Date released**: By setting the release date, this page will be visible online from the chosen date / time on (if published).
  - **Date expired**: By setting the expiry date, this page will be online (if published) until this date / time and the will disappear but still remain in the OpenCms VFS

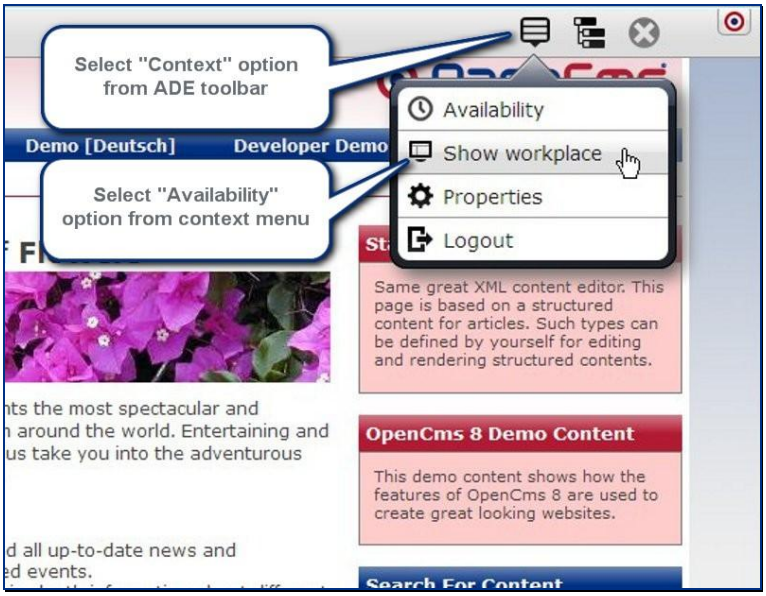
You can set the dates by keyboard input or by using the simple calendar widget that will appear, when the mouse is clicked in the according field.



The Availability / Publish Scheduled dialog can be accessed from the Sitemap Editor as described in 5.2.6 Availability.

3.5.2 Show workplace

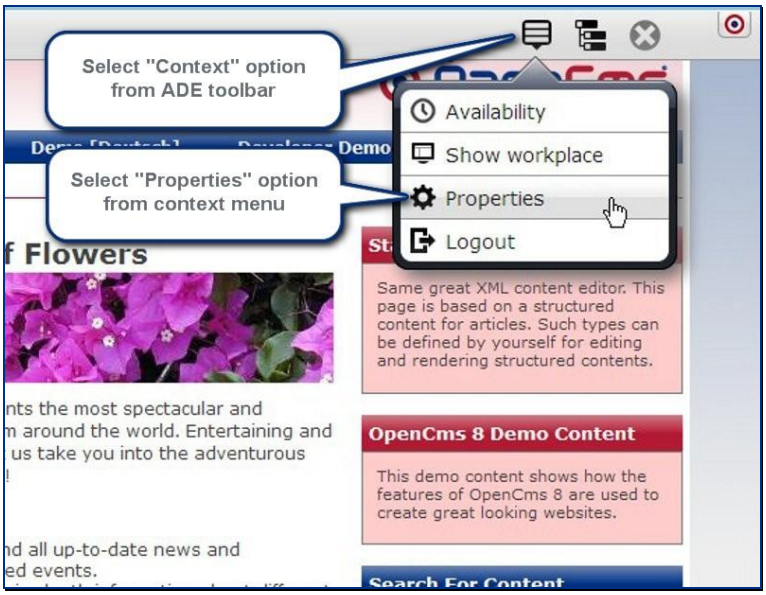
To access the OpenCms workplace, select the **Show workplace** option from the context menu.



The OpenCms workplace opens featuring more advanced options to inspect and modify resources.

3.5.3 Properties

To edit the page properties, select the **Properties** option from the page's context menu.



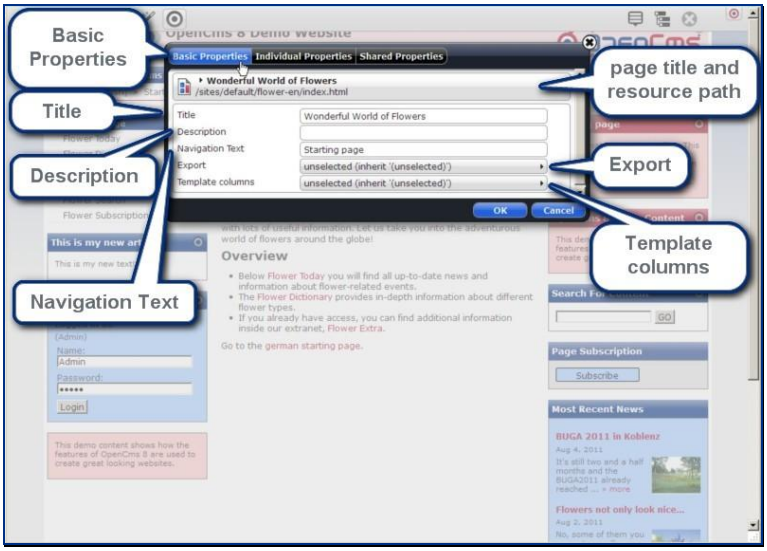
The newly designed property dialog allows changing of all properties of the resource in the OpenCms VFS. In the Properties dialog, there are 3 different subsets of properties available: **Basic**, **Individual** and **Shared Properties**.

3.5.3.1 Basic Properties

The **Basic Properties** option features the most commonly used properties that a Content Editor would have to edit:

- **Title**: The title of the page. Normally set when creating the page.
- **Navigation Text**: The text the navigation link to this page should display. Might differ from title for layout reasons etc.

- **Description**: A short description of the page content. Important for SEO.
- **Template Columns**: Predefined by the Template Developer. The template of the page you edit might feature different basic layouts and a different number of containers, respectively columns.
- **Export**: It is possible to export resources from the OpenCms VFS to the RFS (Real File System). These files can then be served by a webserver without further database queries and processing by OpenCms. This is called Static Export and is used to increase website performance. Should only be used if the page does not change with each request.



The Basic Properties can also be accessed from the Sitemap Editor as described in 5.2.4 Page properties.

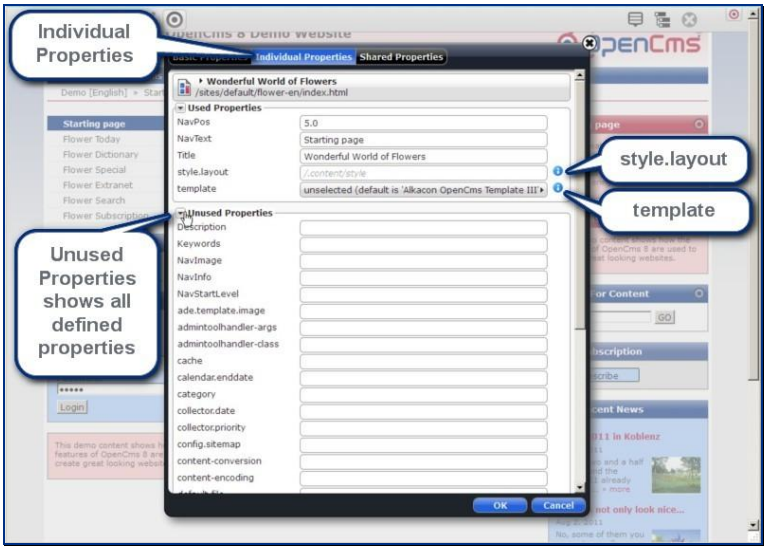
3.5.3.2 Individual Properties

The **Individual Properties** are separated into Used Properties and Unused Properties.

Used properties might differ but you as a Content Editor might appreciate the following properties:

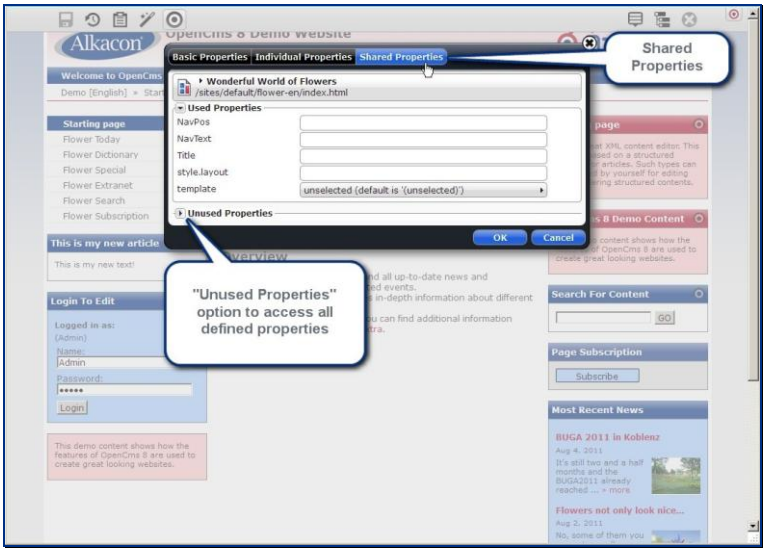
- **style.layout**: Normally inherited from your site's default folder. If necessary, here you can enter a path to a Style configuration, defining used colors and additional CSS file.
- **Template**: Here you can find a drop down menu with available templates for your page layout, supplied by your template developer.

Unused properties list all available properties of this page. If the property you need is not available, you can define it in the workplace.



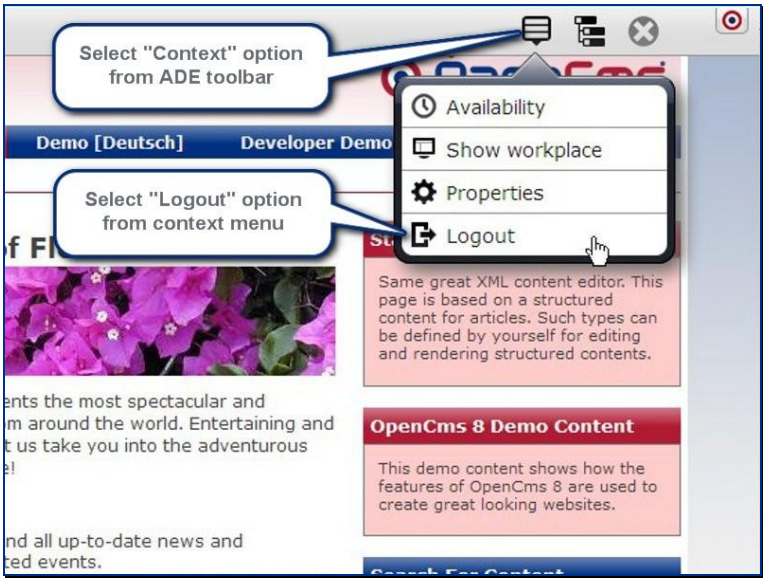
3.5.3.3 Shared Properties

Shared properties are commonly used by all siblings that share the same content.

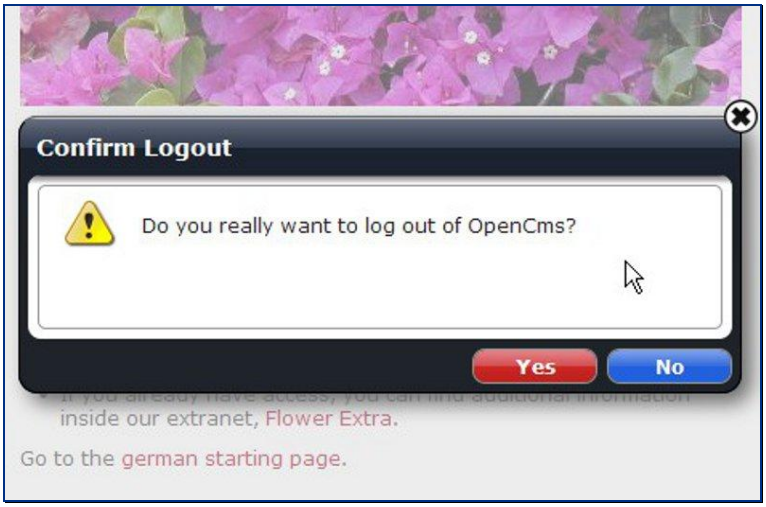


3.5.4 Logout

To logout from OpenCms ADE select the **Logout** option from the context menu.

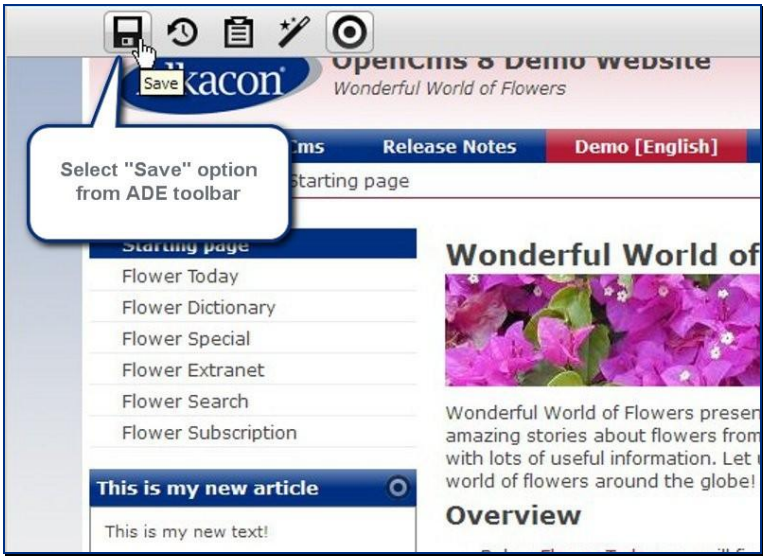


You will get asked to confirm this operation.



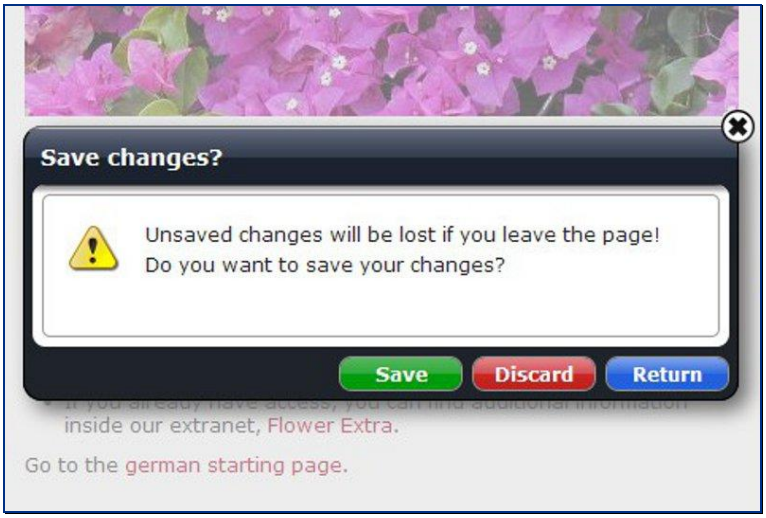
3.6 Save

If a change has been made to a page, the editor must save or discard these changes before another page can be opened. To save a page, click on the "Save" icon in the ADE toolbar.



When switching to another page before the edited page got saved, a popup box will appear reminding you that unsaved changes will be lost and asking for the action to take. Options are **Save**, **Discard** and **Return**.

- **Save** will store the changes to the container page to the database.
- **Discard** will restore the last saved version of this page.
- **Return** will close the dialog box and display and last page "as is" for further editing.

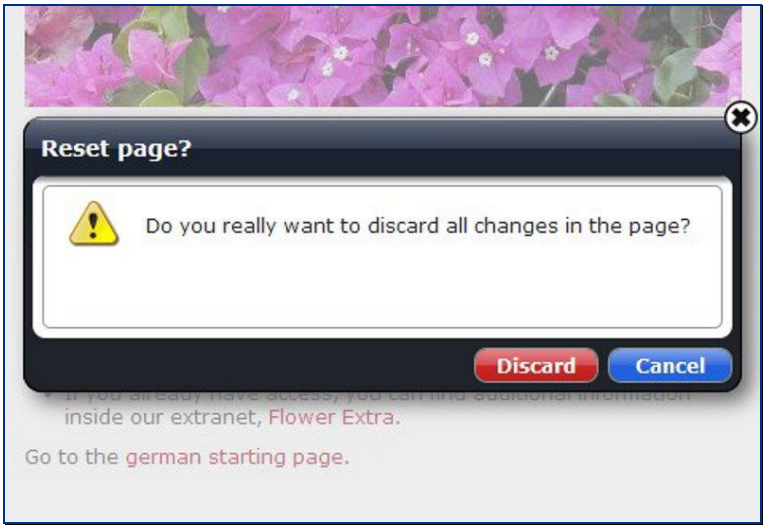


Note: Discard / Save applies only to the page itself, not to the contained elements.

3.7 Discard

If changes have been made to a page but you want to restore the last saved status of this page and discard all of your changes, then select the **Reset** option from the ADE toolbar.

You will be asked to confirm this action since all of your recent changes to this page will be lost.



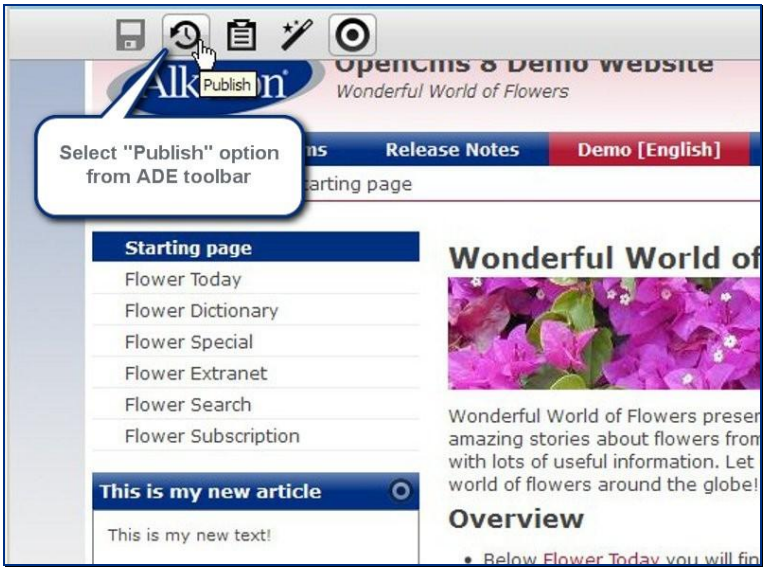
Note: Discard only applies to the page itself, not the contained elements.

3.8 Publish

After you made one or many changes in the ADE mode, you still need to publish those changes to be visible in the OpenCms "Online" project.

The Publish option allows you to publish all changes you recently made directly from the ADE mode.

To publish the edited page and its contents select the Publish option from the ADE toolbar. The publish dialog opens in an overlaying window.



3.8.1 Publish dialog

The publish list contains all unpublished resources that have been added, modified or deleted by the current user. Unchanged resources are never shown in the ADE publish list. If a resource is locked by another user it will not be shown in the publish list.

For a better overview the publish list displays different sessions made by the current user.

It is possible to select single resources with a checkbox, or **select / deselect all** displayed resources or select / deselect all resources of a certain session.

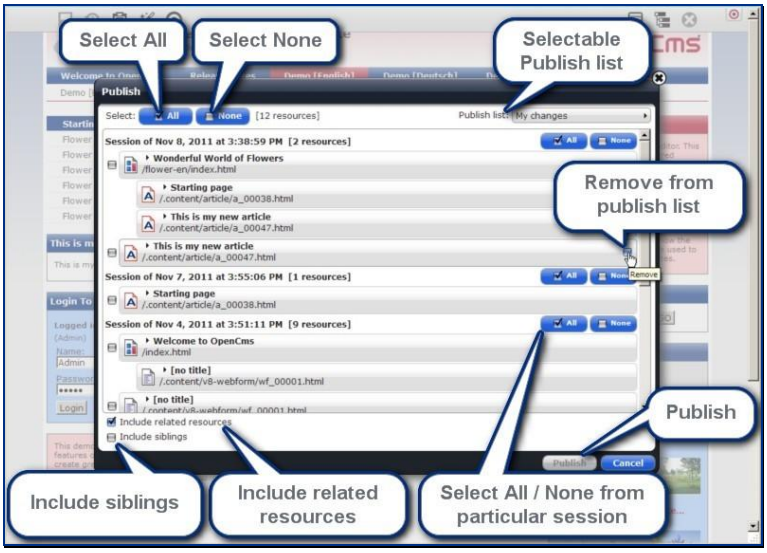
A new option that is available when publishing from ADE is to deselect individual items

from the publish list.

On mouse-over there appears the option to **remove** a single resource from the user's personal publish list.

In case the deselected resource has siblings or related resources, these will also be removed from the list provided these options have been chosen by the user (see below: "Include related resources").

If an item was removed from the publish list, it will re-appear if the dialog is opened again.



With the two checkboxes below the publish list it is possible to extend the publish list.

- **Include related resources** will publish all new / changed resources that are related to the original resource (e.g. images or linked resources).
- **Include siblings** will publish resources that are directly link to the original resource and that get changed when the original resource gets changed.

Resources can also be published from the Sitemap Editor as described in 4.4 Publish.

3.8.2 Locked Resources

If resources have been edited and locked by another user the publish dialog will mark these resources with a warning symbol.

The mouseover text offers a more detailed explanation. Resources can be unlocked as described in 5.2.9 Lock Report.

4 ADE Sitemap Editor

4.1 Introduction

In the previous sections it has been described how to create and arrange content to existing container pages.

This section covers how to create new, "blank" container pages that are inserted in the navigation.

The ADE sitemap editor allows you to create new container pages. Moreover, it is possible to change the navigation information of existing pages.

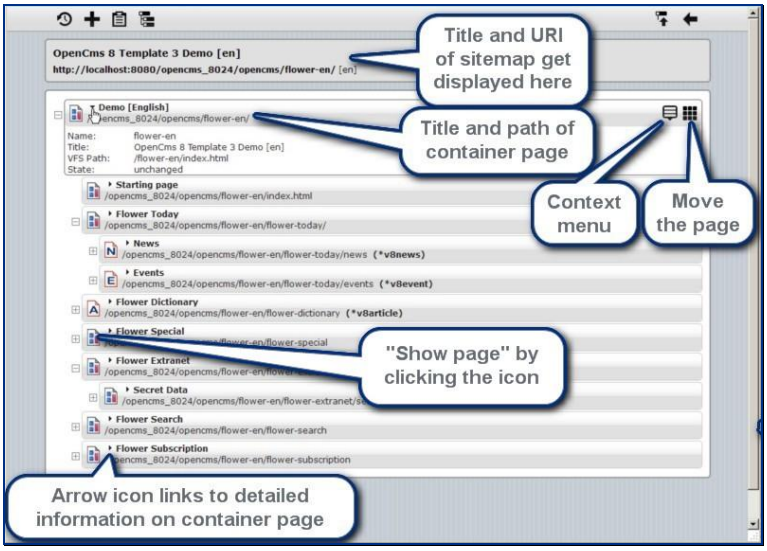
Editing the sitemap is a process completely different from editing the content of an existing container page, at least technically on the OpenCms server side.

Therefore the ADE Sitemap Editor is described in this dedicated chapter.

4.2 Open the Sitemap Editor

The Sitemap Editor is opened from the ADE toolbar by selecting the **Sitemap** icon.

The Sitemap Editor appears in an overlaying window. The sitemap editor displays only pages – not folders – in the order they appear in the navigation.



When moving the mouse over a page in the sitemap editor two options get displayed on the right side of the bar: **Context** and **Move**.

4.3 Sitemap toolbar

Since editing the sitemap is technically very different from editing content, the ADE toolbar changes if you are working in the Sitemap Editor, displaying the proper options needed when editing the sitemap.

4.3.1 Controls

The following options are available:

- Publish
- Create page
- Clipboard
- Display all Resources
- Show Parent-Sitemap
- Show last page

4.4 Publish

The Publish dialog is identical to the process as described in 3.8.1 Publish dialog.

4.5 Create page

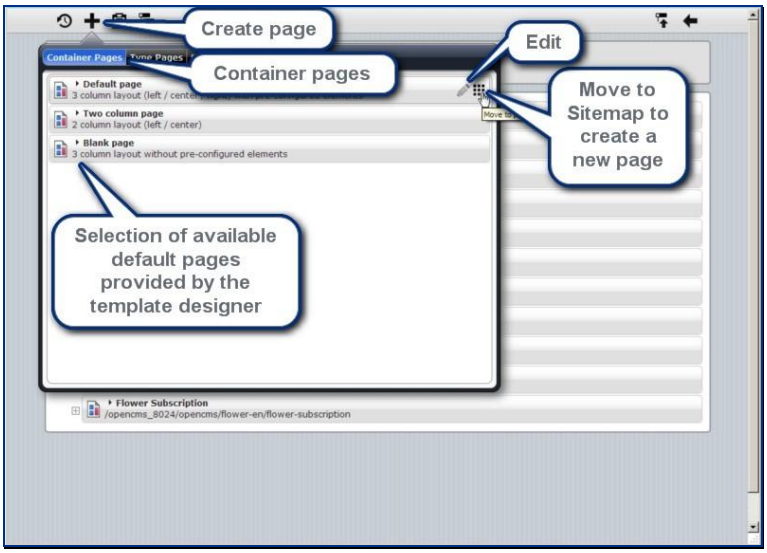
With the Create page option from the Sitemap toolbar you can add a new page to a sitemap by drag & drop.

The opening dialog features two options:

- Container Pages
- Type Pages
- Function Pages

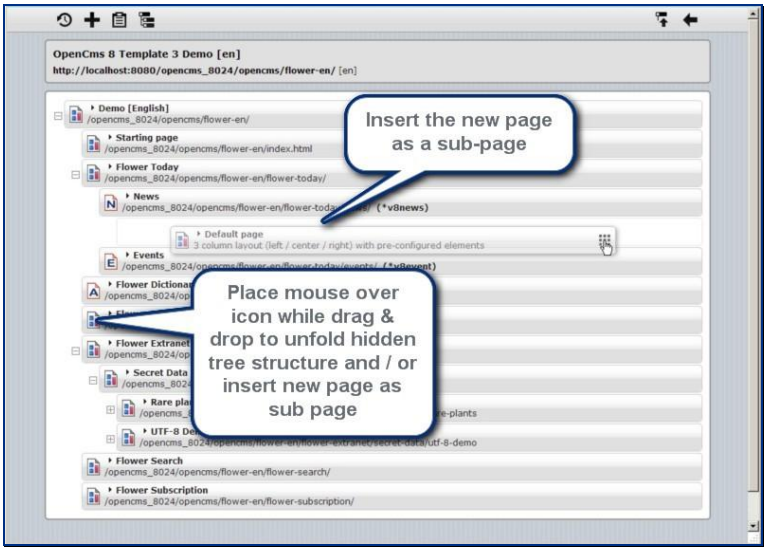
4.5.1 Container Pages

Depending on the preconfigured model pages provided by the template designer you can select from different "blank" pages meeting your requirements.



You can drag a new container page to wherever you need it in your sitemap.

Important: If a displayed page in the sitemap is a leaf in the sitemap tree, you can drag the new container page to that displayed page and it will be inserted as a sub-page.



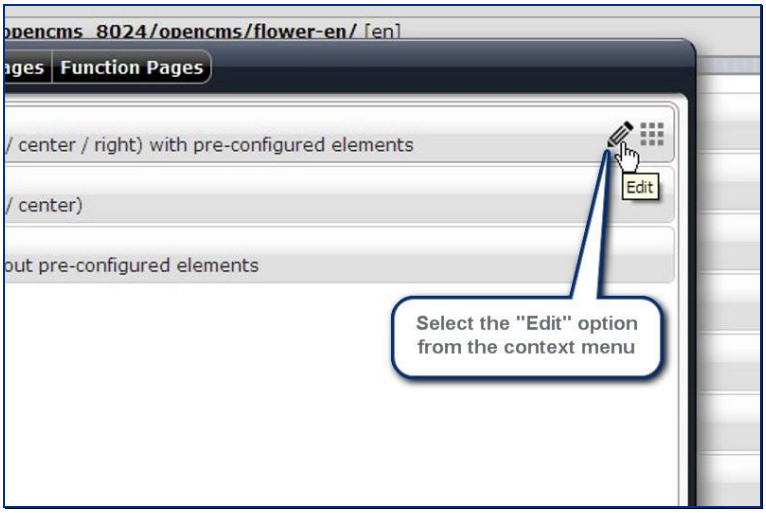
If the displayed page contains sub-pages itself that are currently not displayed (you might want to unfold them by clicking the (+) more symbol) you can insert the new page after the existing page at the same navigation level.

The folder structure can be unfold while drag & drop by moving the mouse over a folder icon.

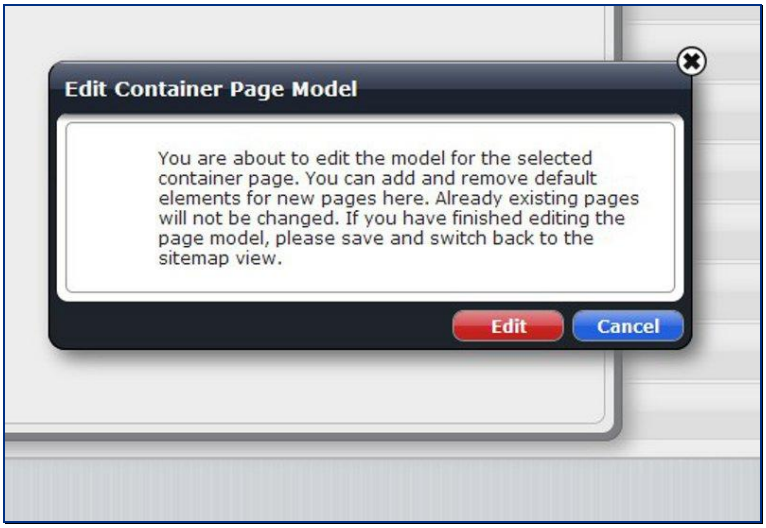
New pages can also be created as described in 5.2.1 Create Sub-Page.

4.5.1.1 Edit Model Page

By selecting the **Edit** option from the context menu of a new container page in the dialog **Create page** > **Container Page**



You have to confirm this operation since you are about to edit the model for new pages. This will not change already existing pages.

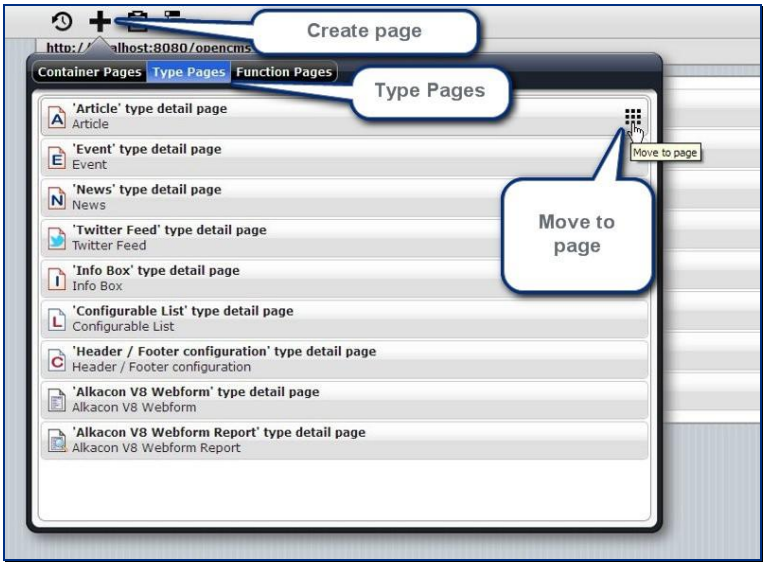


This option will open the model page in ADE so you can add or remove default elements for new pages.

4.5.2 Type pages

Selecting the Type pages option from the Create page dialog offers a selection of detail pages for specific resource types.

Detail pages do not contain content elements themselves.



4.5.2.1 Detail pages

It is not necessary to create a new page in the sitemap for every instance of a resource type holding content.

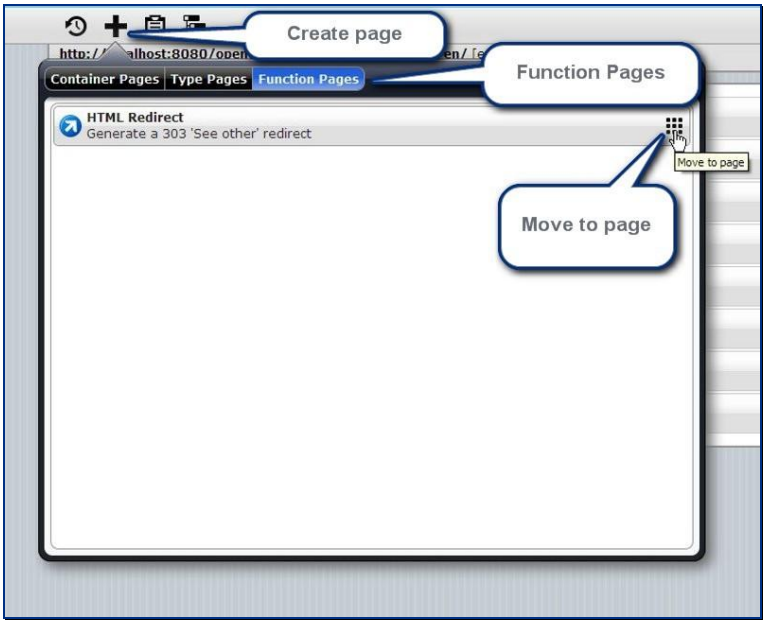
You should maintain a single "Detail Page" to show all contents of a specific Resource Type.

Detail pages are used to link from search results, content collector lists or teaser elements.

The detail content gets displayed in the center column of the detail page (depends on template and columns) and can be accessed by an automatically generated URI, built from the detail content's **Title** property.

4.5.3 Function pages

Selecting the Function pages option from the Create page dialog offers a selection of pages for special purpose.



4.5.3.1 HTML Redirect

A HTML Redirect might be accessible through the page navigation and redirects the browser to another URI within the site or to an external link.

It might also be excluded from navigation but necessary if a page / sub-site has moved to another location and to prevent dead links from users' bookmarks.

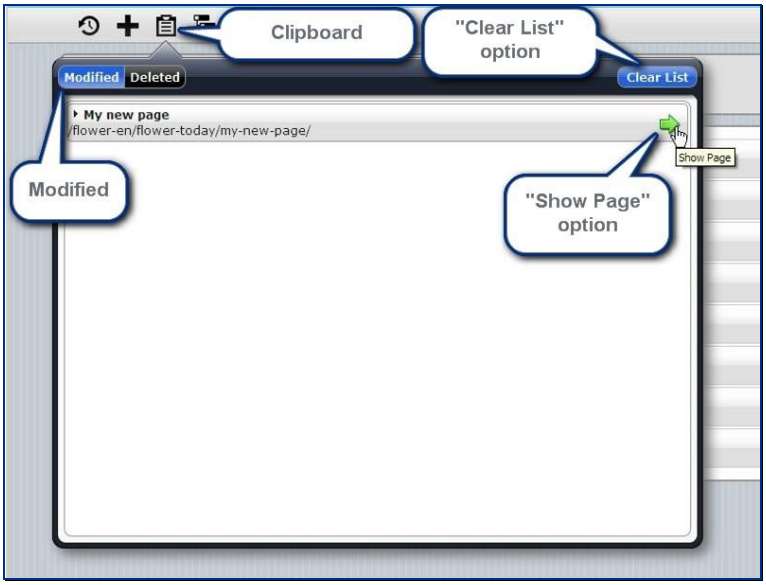
4.6 Clipboard

When selecting the **Clipboard** option from the sitemap toolbar the clipboard opens in an overlay window.

It features two lists of pages recently edited in the sitemap editor.

4.6.1 Modified

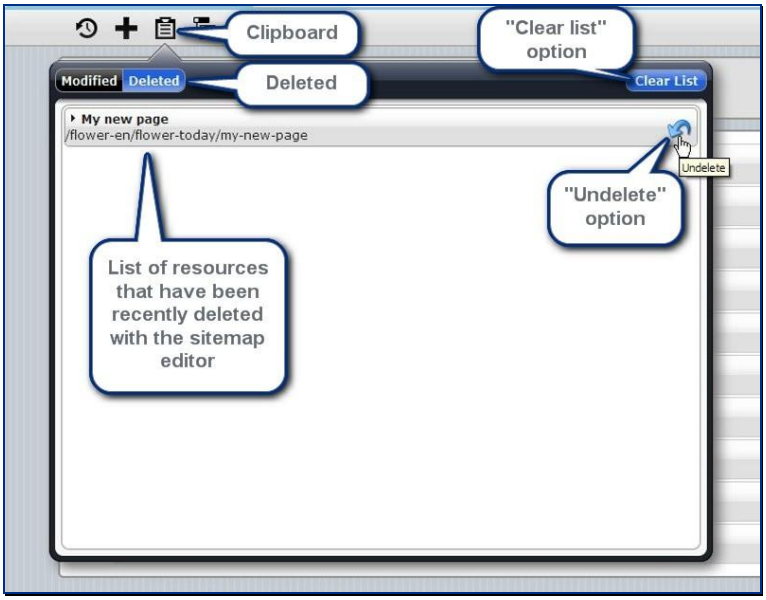
The Modified list will be displayed as default and contains pages that have recently been modified in the Sitemap Editor. When you move the mouse over a list entry, to the right side of the bar there appears an option to show the page in the Sitemap Editor. If clicked the overlay window is closed and the selected page will show up blinking in the Sitemap Editor.



4.6.2 Deleted

This list holds all pages that had been deleted from the sitemap editor without publishing the deletion.

Moving the mouse over a list entry will show up an **Undelete** option to the right side of the bar, restoring the original state of the resource before it was deleted.

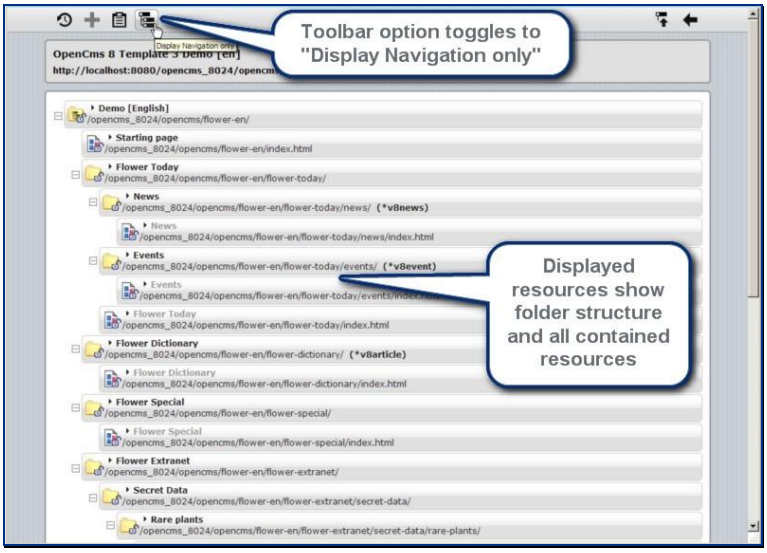


4.7 Display all Resources

The Sitemap Editor by default displays the pages of a sitemap that are navigation elements, too. This means that you edit the sitemap as it is accessible to a user browsing your site or a search engine's robot crawling your site.

If necessary, the **Display all Resources** option will show the site's folder tree and all contained resources.

When this option is selected, the displayed toolbar option will toggle to **Display Navigation only**.



Note: This option might display resources that are not necessarily accessible from the site as a user browses it and thus might be of resource types that could not properly be rendered.

Note: When displaying all resources the available options for each Sitemap element are reduced to **Context menu**. Moving an element is deactivated.

4.8 Show Parent-Sitemap

The Sitemap Editor displays the resource of one sitemap. A Sitemap might contain sub-sitemaps with a different configuration regarding resource types, style or layout. In case the sitemap you are editing is a sub-sitemap of another sitemap, you can open the parent sitemap for editing with the **Show parent sitemap** option in the same window.

4.9 Show last page

Selecting the **Show last page** option from the Sitemap toolbar will close the Sitemap Editor and display the last page from where you entered the Sitemap Editor.

5 Sitemap Element specific options

Moving the mouse over a Sitemap element a set of options appears on the right side of bar.

This varies depending on the displayed resources. Available options are:

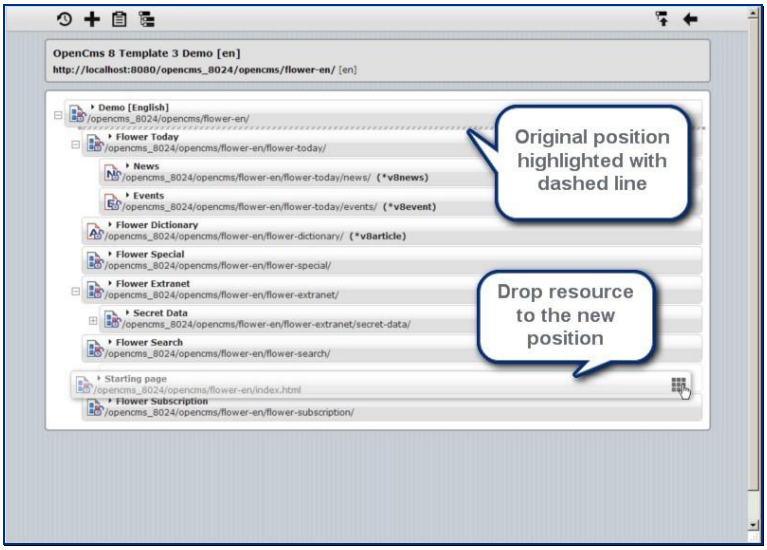
- Context menu
- Move (not available when Displaying all resources)

5.1 Move

5.1.1 Moving a page in sitemap editor

An existing page can simply be moved to another location. The navigation position gets changed the same way when leaving the sitemap editor.

To move the page to another position, select the **Move** option.

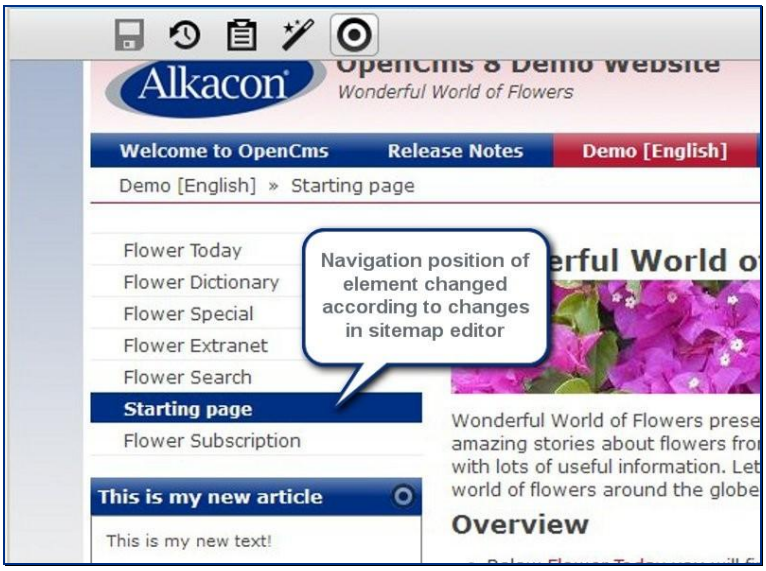


While dragging the page, the original position is marked as a hatched line.

5.1.2 Changed page position

Close the sitemap editor and return to your page by selecting the **Show last page** option from the toolbar.

You can observe how the navigation position has changed accordingly.



5.2 Context menu

A page's context menu can be accessed in the Sitemap Editor by moving the mouse over the existing page. On the right side of the page bar appear two options. Select the **Context** option.

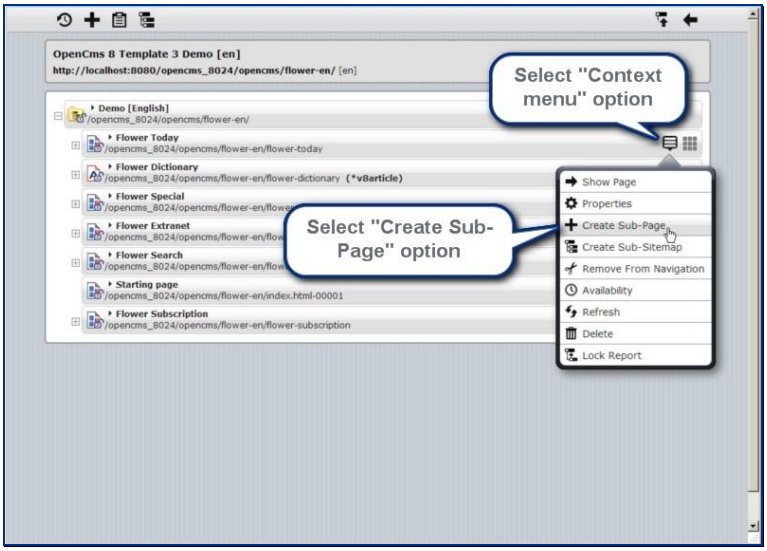
The context menu features the following options:

- Show page
- Properties
- Create Sub-Page
- Create Sub-Sitemap
- Remove From Navigation
- Availability
- Refresh
- Delete
- Lock Report

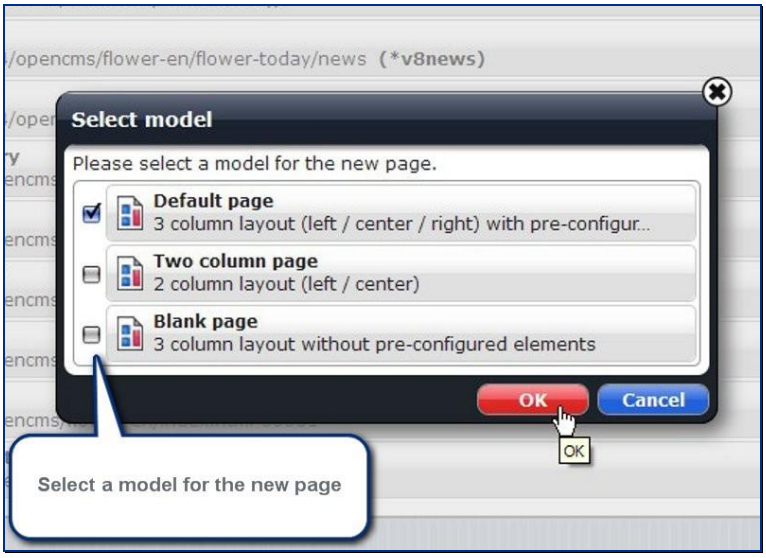
From the opening page dropdown menu select the **Create Sub-Page** option.

5.2.1 Create Sub-Page

To create a new page below an existing page select the **Create Sub-Page** option from the opening page dropdown menu.



A dialog box opens to select a model for the new page to be created.



A new page is generated below the selected existing page and is named "page" by default.

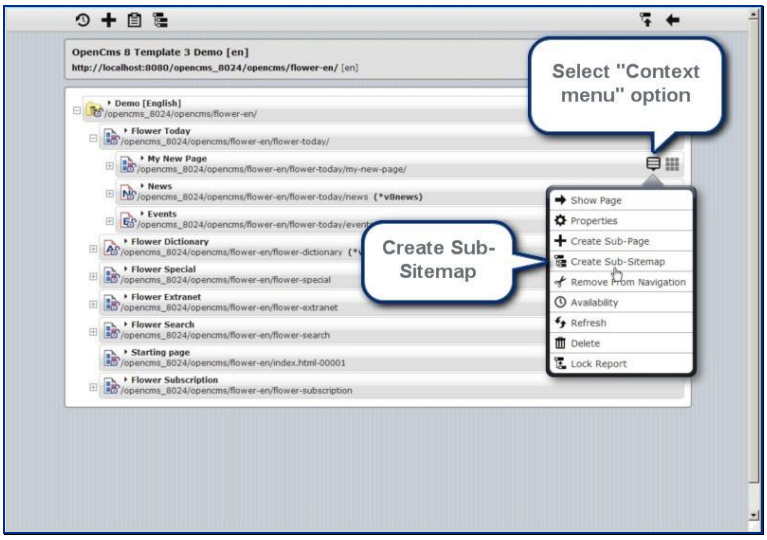
You can also create new pages as described in 4.5 Create page.

5.2.1.1 Set new page name, title

Name and title of a new – or an existing – page can be directly edited in the Sitemap Editor. Just click in the displayed name and the name becomes editable and can be changed by keyboard input.

5.2.2 Create Sub-Sitemap

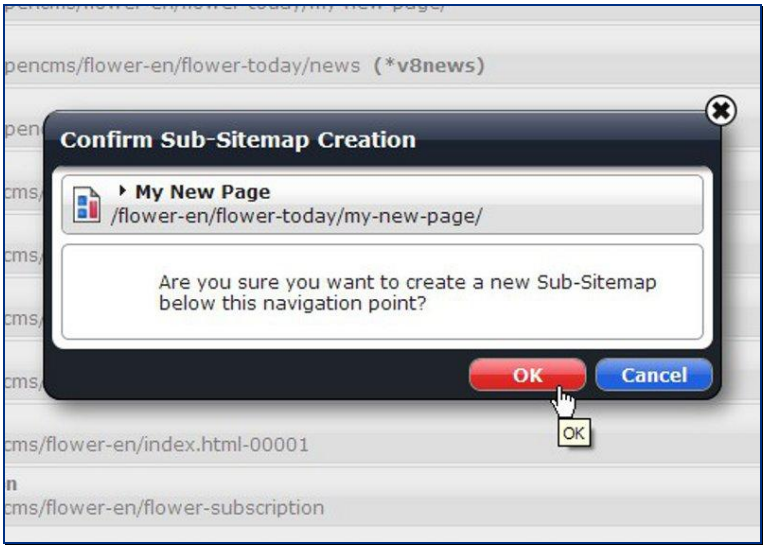
Selecting the **Create Sub-Sitemap** option you can turn an existing page or sub tree into a Sub-Sitemap.



The Sitemap concept allows nesting of (Sub-) Sitemaps of arbitrary depth.

Sub-Sitemaps can be defined to allow easier maintenance of certain parts of a site.

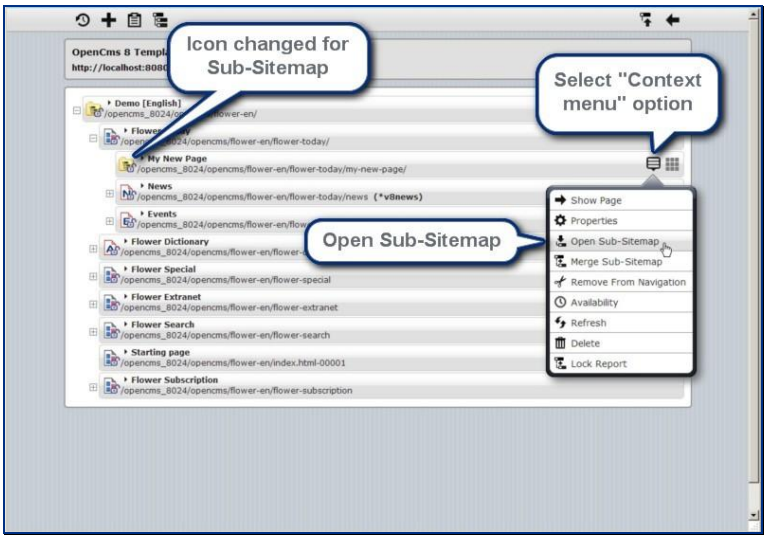
Sub-Sitemaps allow differing configuration for different parts of a site.



5.2.2.1 Open Sub-Sitemap

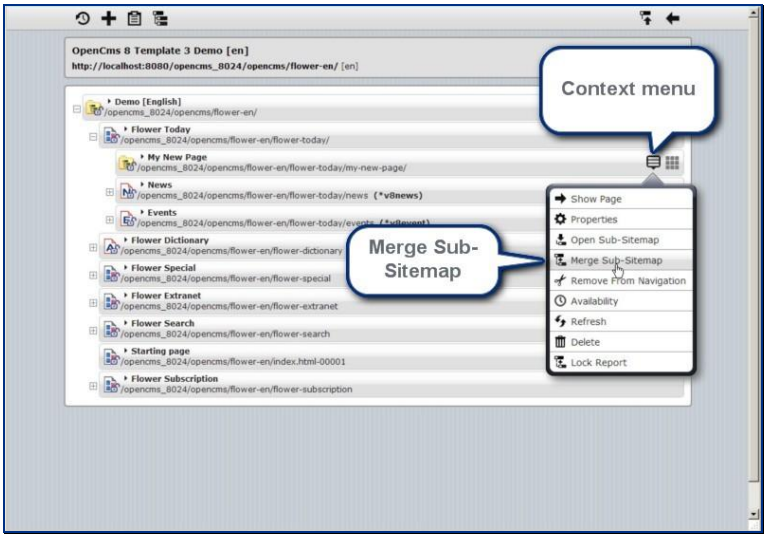
Selecting the Open Sub-Sitemap option will close the current Sitemap and open the Sub-Sitemap in the Sitemap Editor.

The Sitemap Editor displays only one Sitemap at a time. If a Sitemap contains Sub-Sitemaps they will be displayed as a leaf using a dedicated icon. The inner tree structure of Sub-Sitemaps is not displayed.



5.2.2.2 Merge Sub-Sitemap

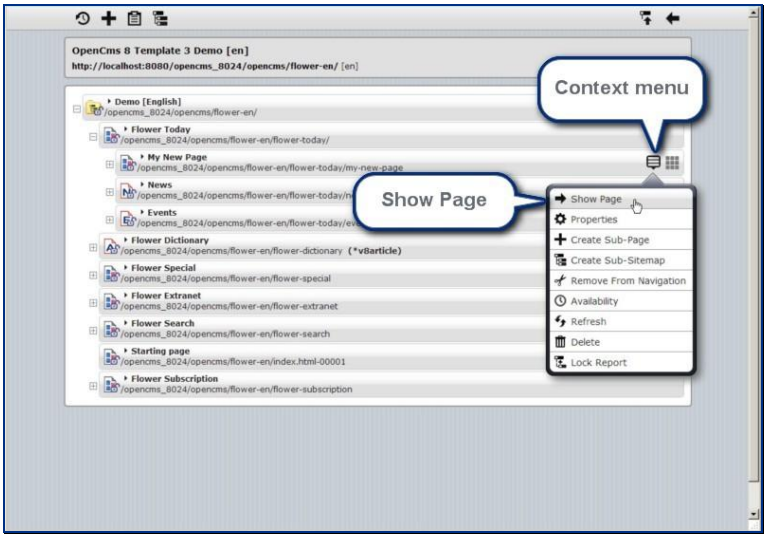
The Merge Sub-Sitemap option turns a Sitemap into a regular page node of the parent sitemap tree. The Sitemap Configuration of the parent Sitemap will be used and the Sub-Sitemap Configuration gets deleted.



Since the information of the Sub-Sitemaps Configuration file will be removed, you will be asked to confirm the Merge operation.

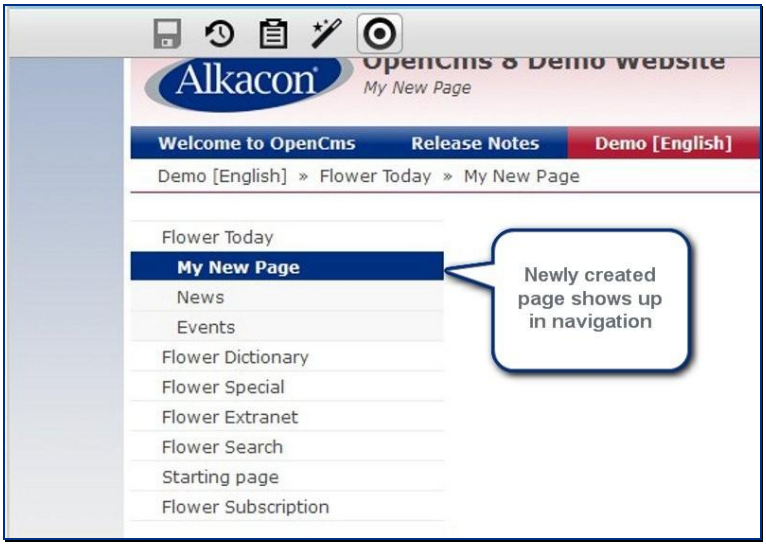
5.2.3 Show page

To show the newly created (or any other) page select the ➔ **Show page** option from the page's context menu.



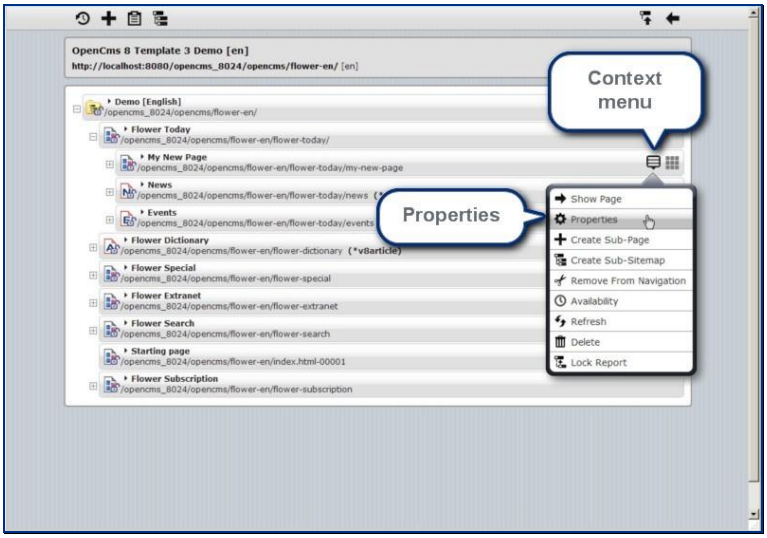
This operation closes the Sitemap Editor and displays the selected page in the same browser window.

The new page contains a set of pre-defined elements left and right which has been provided by the template designer.



5.2.4 Page properties

The OpenCms VFS properties for a page can also be edited directly from the sitemap editor.

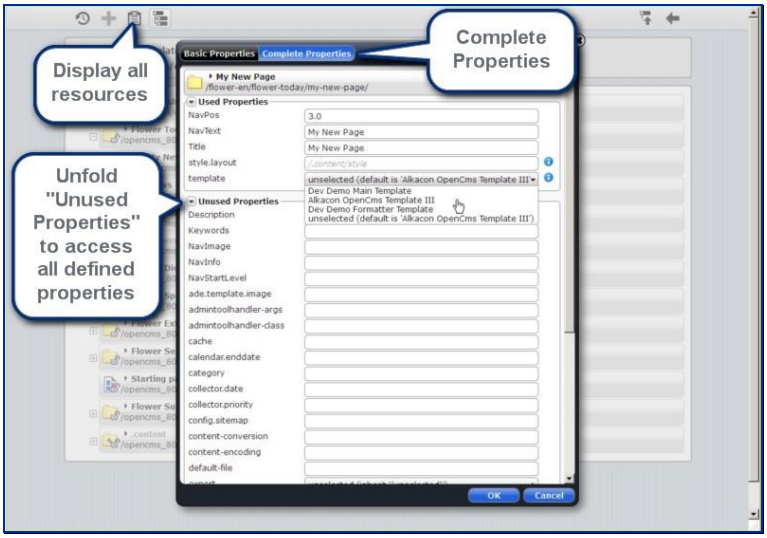


The newly designed property dialog allows changing of all properties of the resource in the OpenCms VFS

By default only the basic properties get displayed.

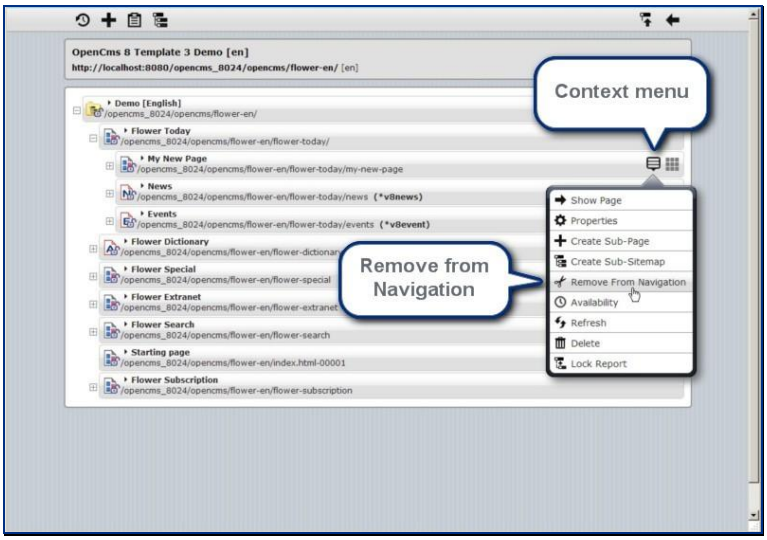
The basic properties can also be edited from ADE as described in 3.5.3.1 Basic Properties.

To access the complete properties of the newly created page you would have to select the **Display all resources** option from the sitemap toolbar first. As the displayed resources in the Sitemap Editor change, the Edit properties dialog will now offer **Complete Properties** with the option to unfold all **Unused Properties**.



5.2.5 Remove from Navigation

Selecting the **Remove from Navigation** option from a page's context menu in the Sitemap Editor will remove this page from the displayed list in the Sitemap Editor and accordingly from the navigation visible on the website. The page remains in the OpenCms 8 VFS and can be added again.



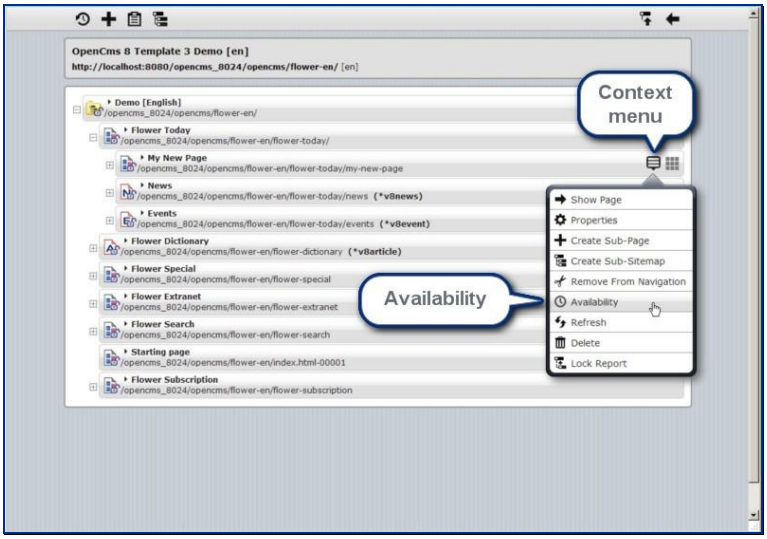
To add a page (and all sub-pages) to the navigation first select the **Display all Resources** option from the Sitemap toolbar.

Resources that are not shown are displayed with a light grey font instead of solid black.

The context menu of such a page differs and features a **Show in Navigation** option.

5.2.6 Availability

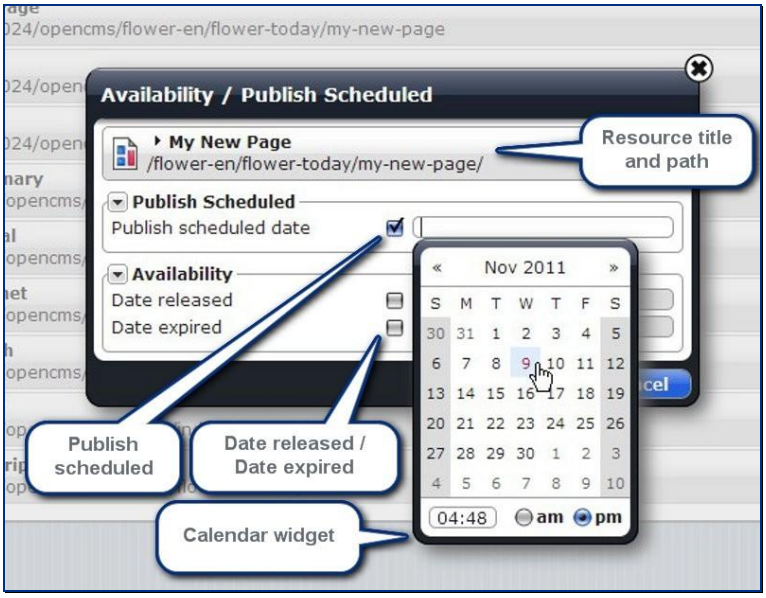
By selecting the Availability option from the page's context menu you can access and set different properties concerning the resources online visibility.



Available options in the **Availability / Publish Scheduled** dialog are:

- **Publish scheduled**
  - **Publish scheduled date**: Using the Publish scheduled date, this page will be published automatically on the set date / time.
- **Availability**
  - **Date released**: By setting the release date, this page will be visible online from the chosen date / time on (if published).
  - **Date expired**: By setting the expiry date, this page will be online (if published) until this date / time and the will disappear but still remain in the OpenCms VFS

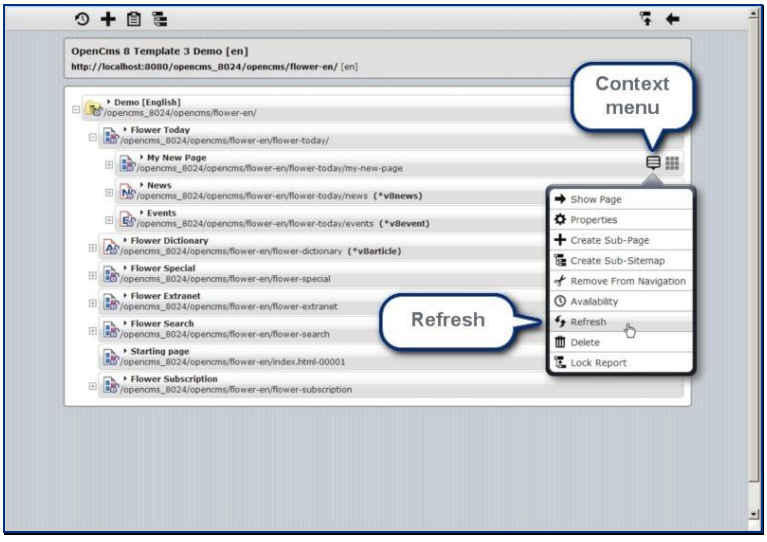
You can set the dates by keyboard input or by using the simple calendar widget that will appear, when the mouse is clicked in the according field.



The Availability / Publish Scheduled dialog can be accessed from ADE as described in 3.5.1 Availability.

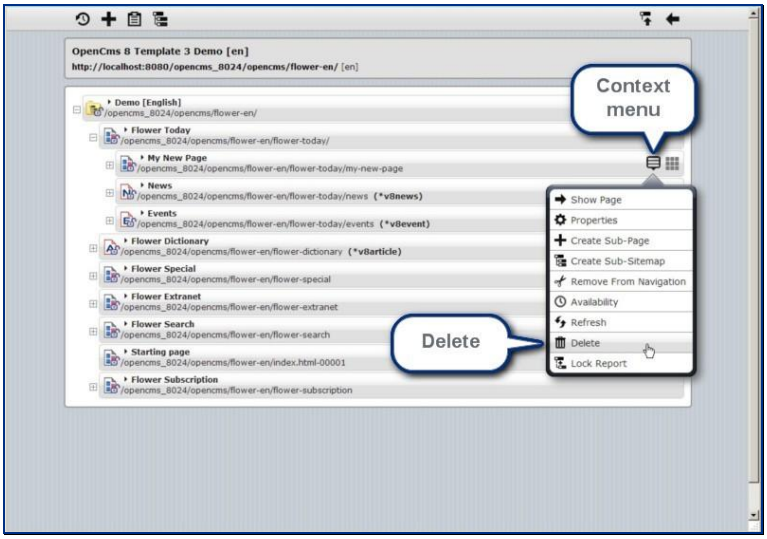
5.2.7 Refresh

By selecting the Refresh option from the page's context menu one can update a page in the Sitemap Editor. Useful in a multi user scenario when another user might have moved / deleted / added resources.

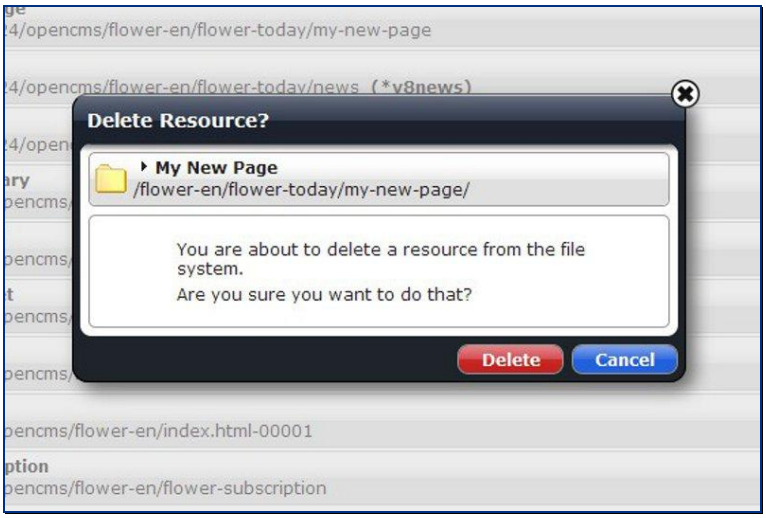


5.2.8 Delete

Clicking Delete in the page's context menu will delete the resource from the OpenCms VFS. Deleting a resource can be undone before the deleted resource is getting published.

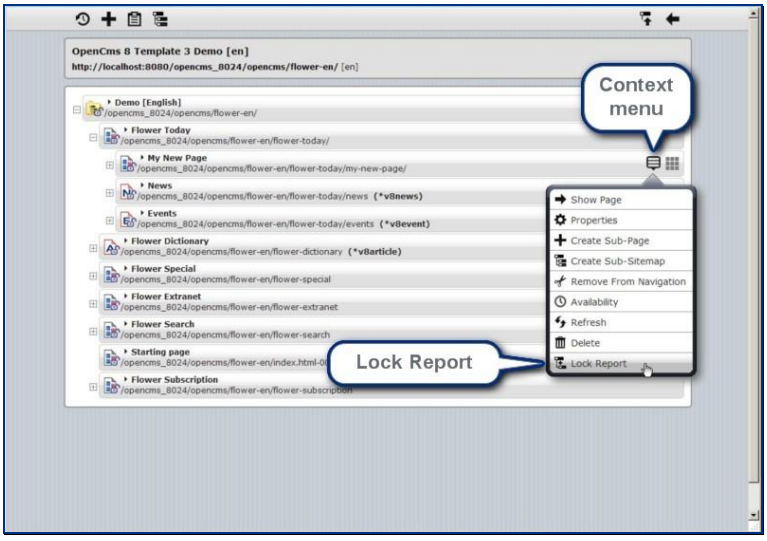


Before the resource is deleted the user is asked to confirm this action.

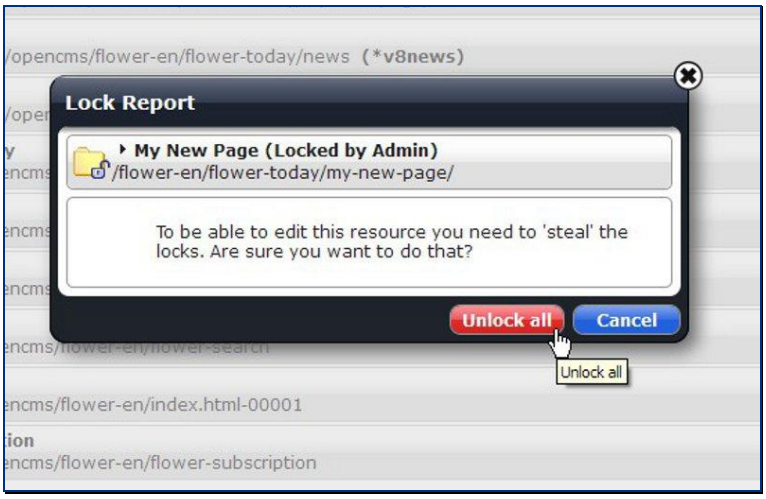


5.2.9 Lock Report

When working in a multi user scenario it might occur that different Content Editors try to modify or move the same resource at the same time.



In this case the lock report displays the lock status of pages and sub-pages with the ability to unlock the resources.



6 Appendix

6.1 Local Installation of OpenCms 8

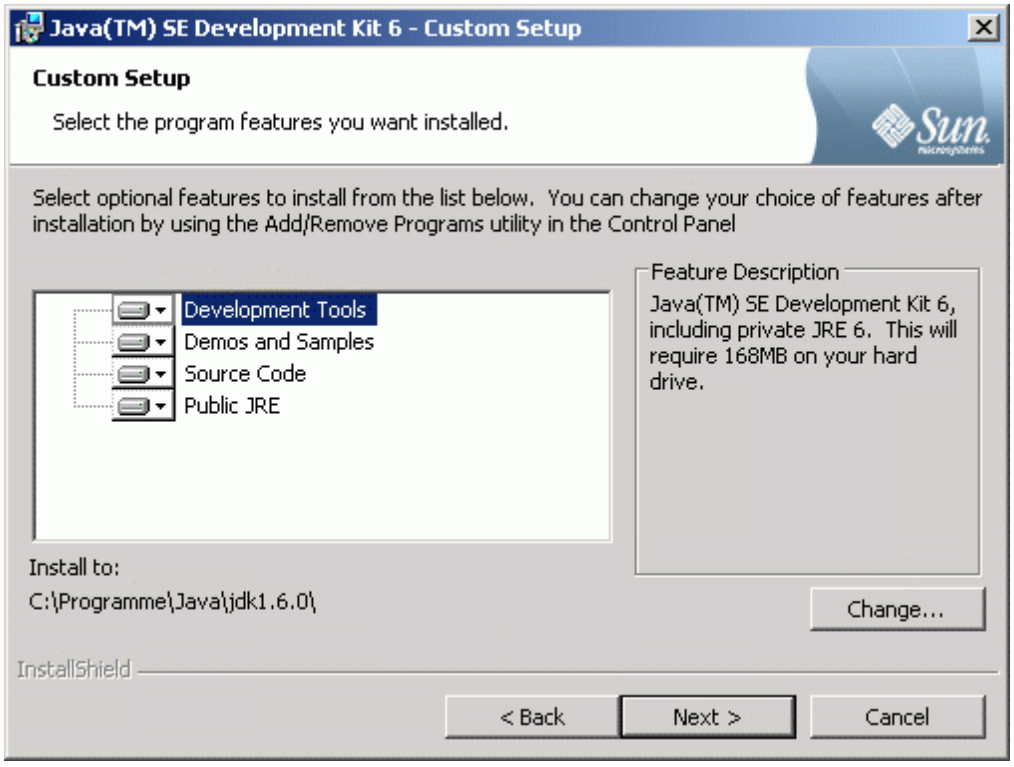
This section features the local installation of OpenCms 8 in a typical scenario on MS Windows using Open Source components.

6.1.1 System Requirements

To install OpenCms 8 locally on your Computer you need a Java Development Kit, a database and a Servlet Container running.

6.1.2 Java Development Kit

Install the Java JDK (to default directory) first. Be sure to install not only the JRE for development purposes.



6.1.3 Database

OpenCms 8 is compatible with all top database vendors: MySQL, Oracle, PostgreSQL, MS SQL

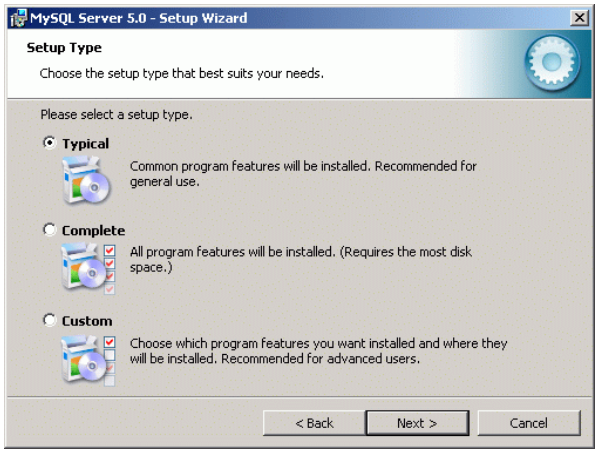
OpenCms 8 has been thoroughly tested under MySQL.

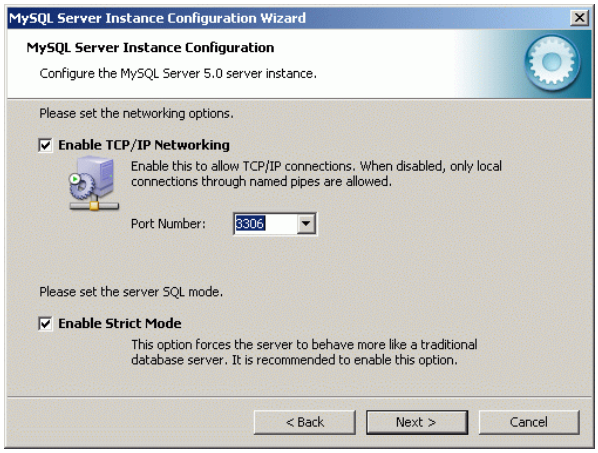
6.1.3.1 Installing MySQL

Install the MySQL database with the "Typical" setup type.

Choose the preselected options on the next screens.

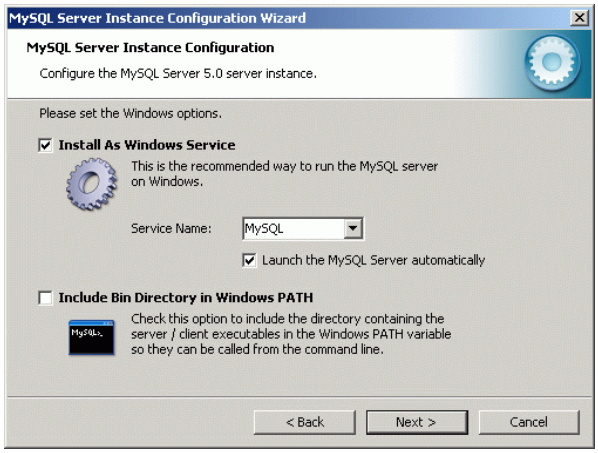
Choose port number 3306 for TCP/IP Networking.

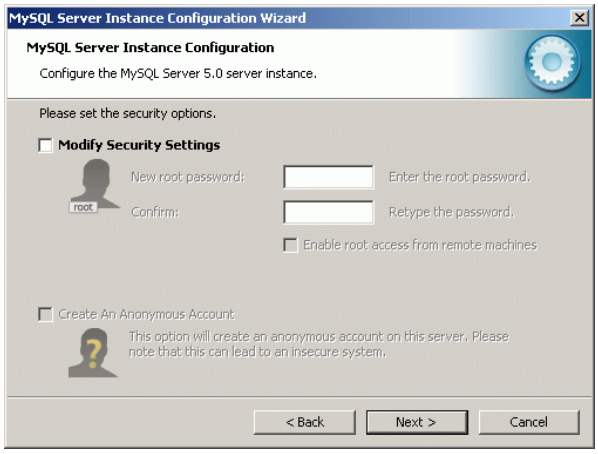




Install MySQL as windows service that is launched automatically.

For your local installation set a password for the root database user by disabling the "Modify Security Settings" option.





In the "my.ini" configuration file, located in the installation folder, below [mysqld], add the line **max_allowed_packet=32M**

```
# SERVER SECTION
# ----------------------------------------------------------------------
#
# The following options will be read by the MySQL Server. Make sure that
# you have installed the server correctly (see above) so it reads this
# file.
#
[mysqld]

max_allowed_packet=32M

# The TCP/IP Port the MySQL Server will listen on
port=3306
```

Restart the MySQL service after changing the configuration file.

6.1.4 Servlet Container / Application Server

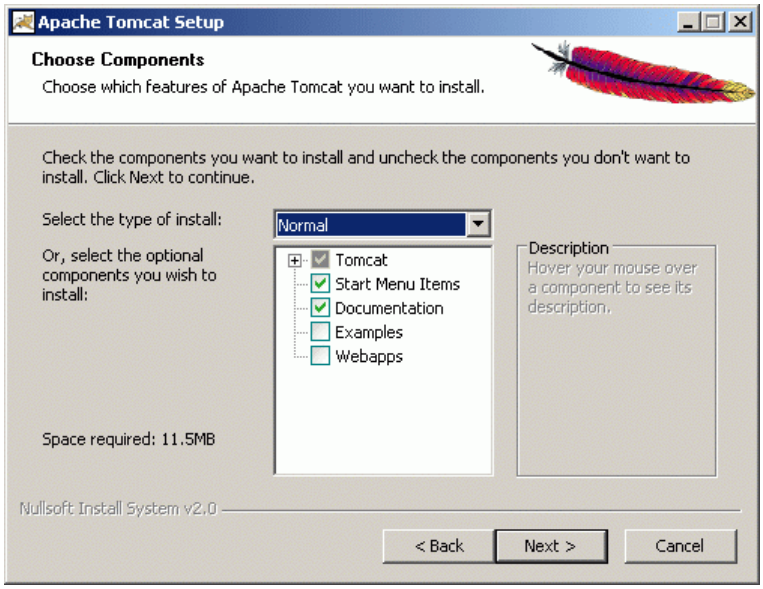
OpenCms 8 works with the most popular Servlet Containers like Tomcat, JBoss, WebLogic, Websphere, Jetty, Geronimo, Glassfish, Resin Professional and any other Servlet Container that support the Standard Java Servlet API.

OpenCms 8 has been thoroughly tested under Tomcat.

6.1.4.1 Tomcat installation

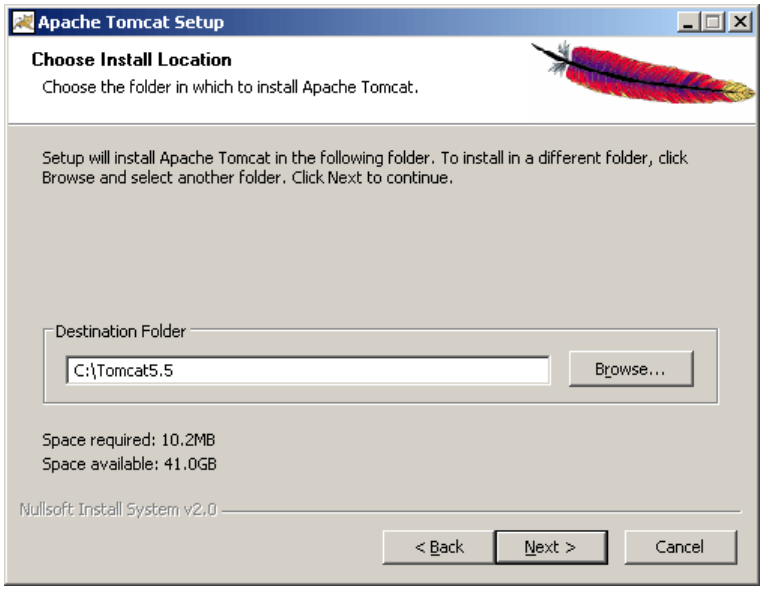
Start the installation of Tomcat to your local System by double clicking the installation file.

As type of install select "Normal".



Choose a destination folder (e.g."C:\Tomcat5.5"), **without blanks**.

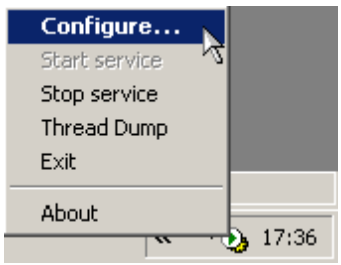
In order to use the service for starting and stopping Tomcat, select the service installation.

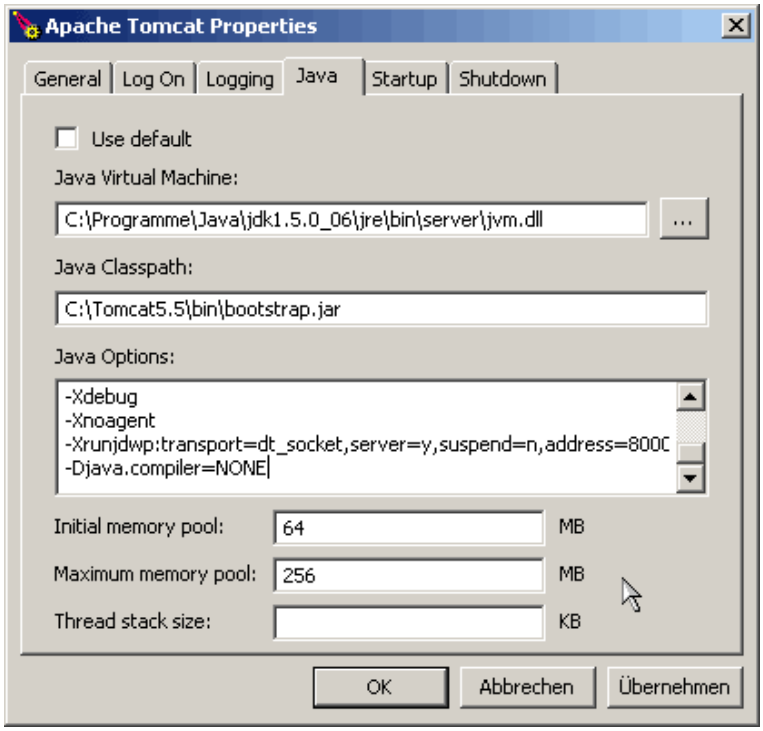


6.1.4.2 Tomcat configuration

To use the Tomcat monitor, place a shortcut to "Monitor Tomcat" in your "Autostart" program group.

To make Tomcat use up to 256 Megabytes of memory, configure start up parameters using the monitor (standard is 64 MB).





6.1.5 Deploy OpenCms 8

Copy the „opencms.war" file (from archive „opencms_x.x.zip") to the tomcat webapps directory („C:\TomcatX.X\webapps\").

Start the Tomcat service.

The web application OpenCms is now deployed automatically by Tomcat.

6.1.6 Setup OpenCms 8

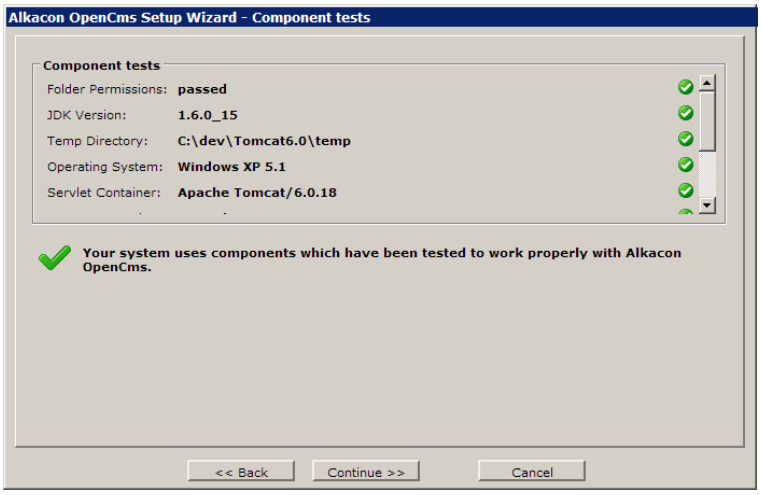
Install OpenCms by using the setup wizard.

Start the setup wizard by pointing your browser to **http://localhost:8080/opencms/setup**

Accept the license agreement, press "Continue".

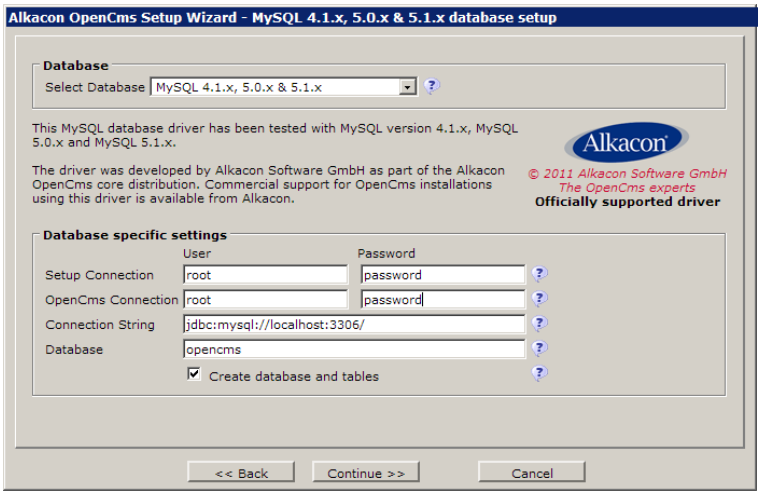
The next screen runs some conformance tests on your system and displays the result.

Ensure to use compatible components only!

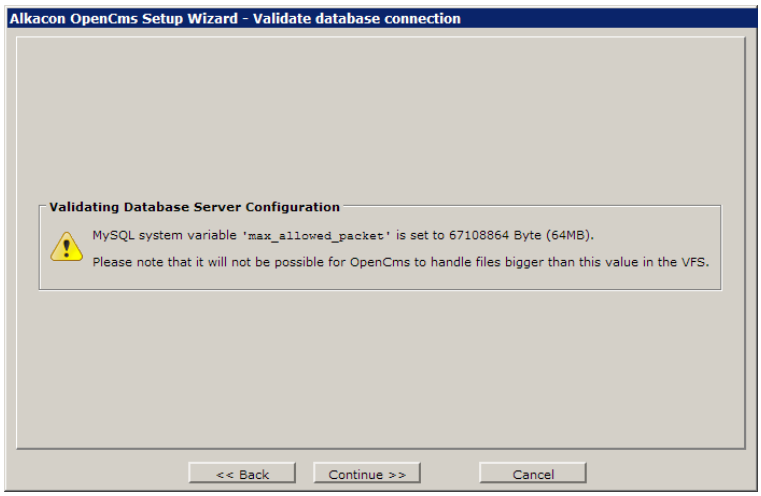


On the next screen, select the database for OpenCms. Choose "MySQL 4.1.x & 5.0.x" with the default connection parameters.

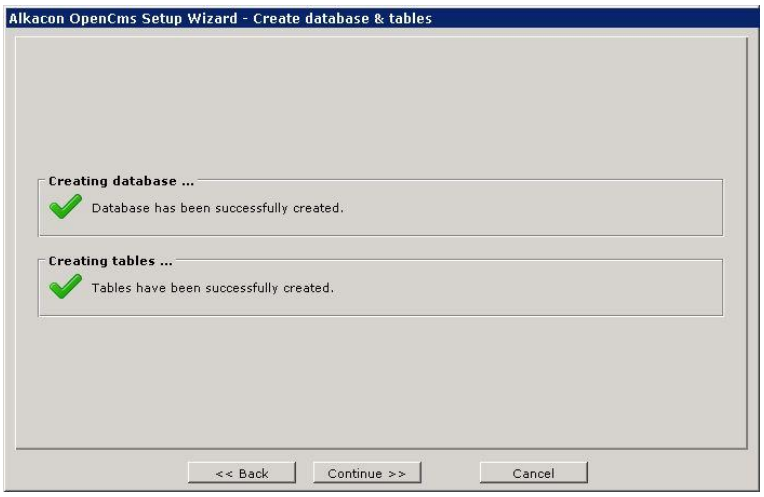
Enter the correct password for the database.



The OpenCms Setup Wizard informs you about MySQL limitations. If necessary, this variable could be changed later on.

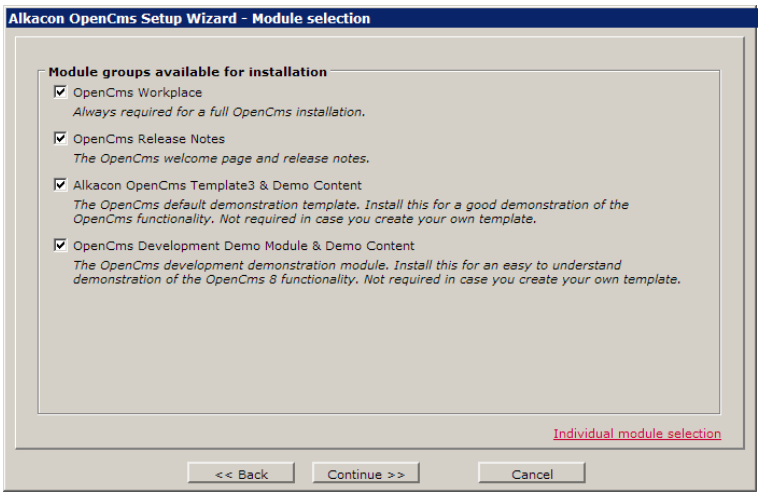


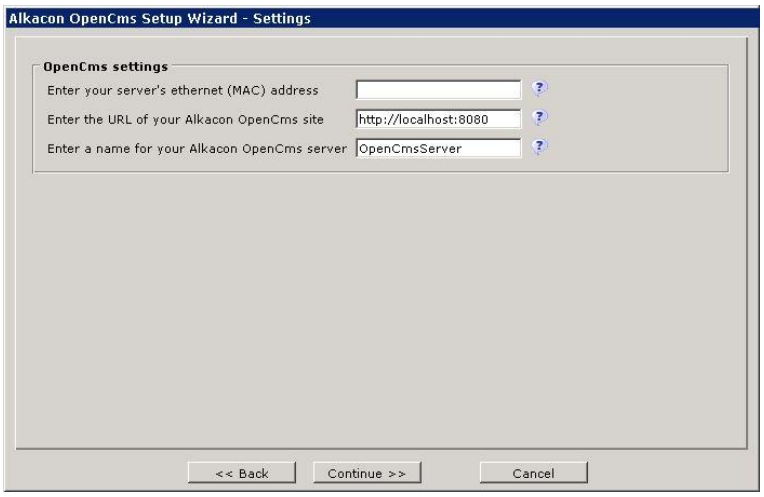
Check the output on the next pages for error messages (database and table creation).



After that, select the modules to install. Choose all modules here.

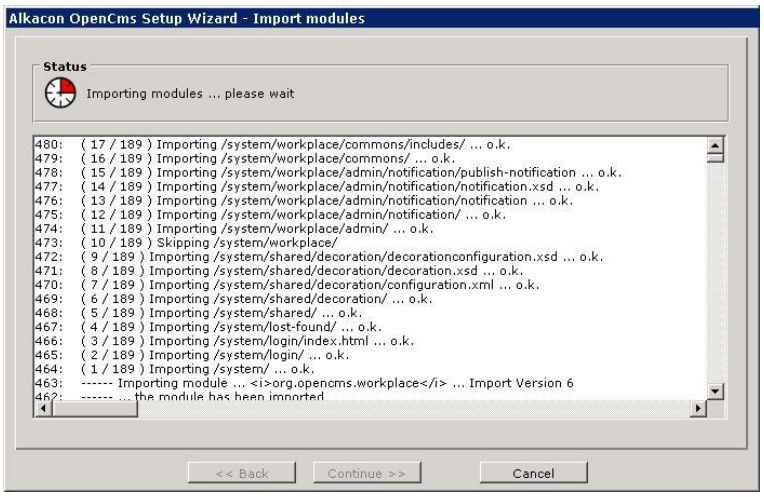
From OpenCms 8.0.2, leave the default selections of the module groups.

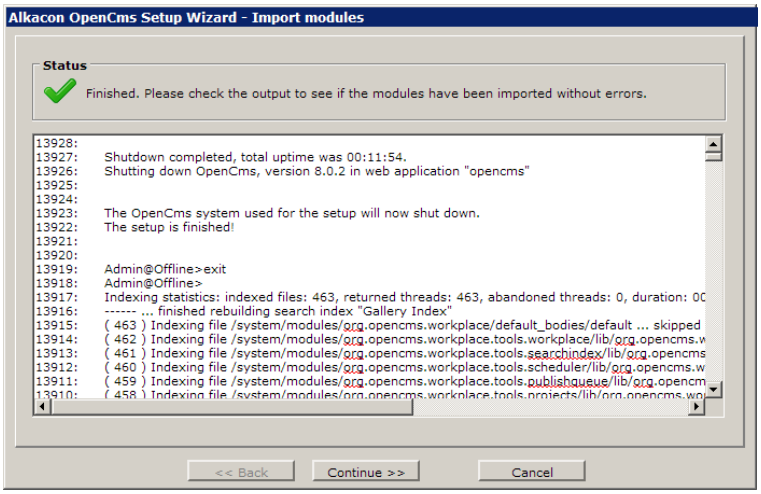




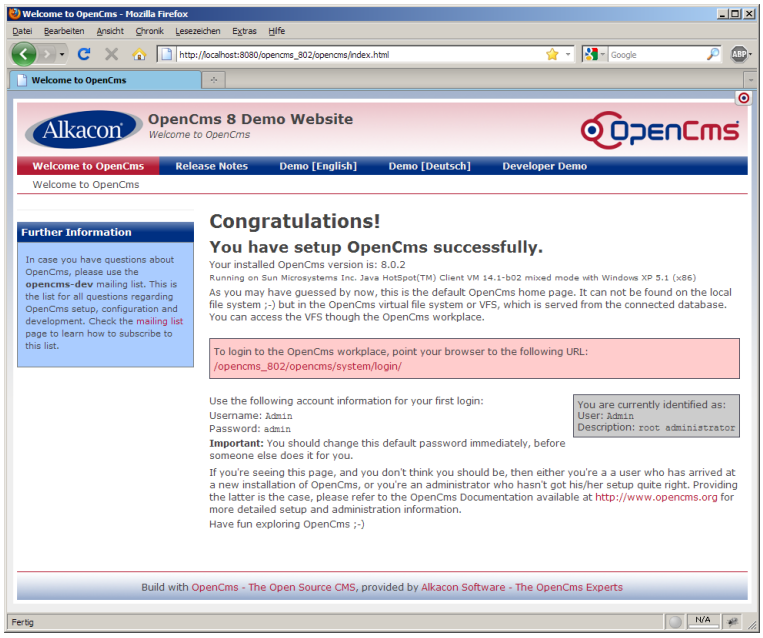
Check the output of the import process for errors before continuing the setup.

Additionally, check ../WEB-INF/logs/setup.log





Finish the setup by confirming the browser configuration and take a look at the start page of OpenCms.



Restart the Tomcat servlet container.

Open your browser with
http://localhost:8080/opencms/opencms/system/login

Log in to the OpenCms workplace with the username "**Admin**", password "**admin**".

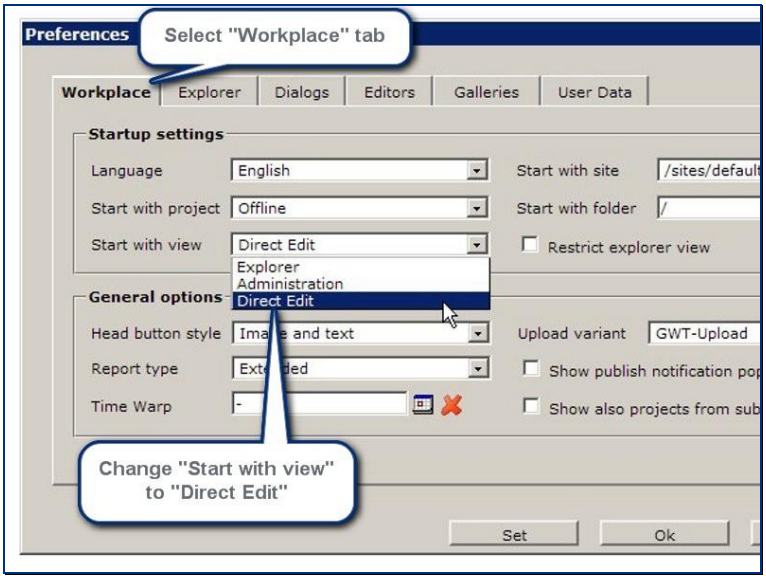
Create a bookmark for the login page.

6.2 Preferences

To change the start view when logging in to OpenCms open the workplace. Select the tab **Workplace** and check group **Startup settings** for **Start with view**. From the Select box you can choose from:

- Explorer
- Administration
- Direct Edit

Default setting is **Explorer**. As a Content Editor prefered Start view would be **Direct Edit**.


Preferences
Select "Workplace" tab
Workplace
Explorer
Dialogs
Editors
Galleries
User Data
Startup settings
Language
English
Start with site
Start with project
Offline
Start with folder
Start with view
Direct Edit
Restrict explorer view
Explorer
Administration
Direct Edit
General options
Head button style
Upload variant
GWT-Upload
Report type
Show publish notification
Time Warp
Show also projects from
Change "Start with view" to "Direct Edit"
Set
Ok