



Escenic Content Studio
User Guide

5.2.7.2







Copyright © 2008-2011 Vizrt. All rights reserved.

No part of this software, documentation or publication may be reproduced, transcribed, stored in a retrieval system, translated into any language, computer language, or transmitted in any form or by any means, electronically, mechanically, magnetically, optically, chemically, photocopied, manually, or otherwise, without prior written permission from Vizrt.

Vizrt specifically retains title to all Vizrt software. This software is supplied under a license agreement and may only be installed, used or copied in accordance to that agreement.

Disclaimer

Vizrt provides this publication “as is” without warranty of any kind, either expressed or implied.

This publication may contain technical inaccuracies or typographical errors. While every precaution has been taken in the preparation of this document to ensure that it contains accurate and up-to-date information, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained in this document.

Vizrt’s policy is one of continual development, so the content of this document is periodically subject to be modified without notice. These changes will be incorporated in new editions of the publication. Vizrt may make improvements and/or changes in the product(s) and/or the program(s) described in this publication at any time.

Vizrt may have patents or pending patent applications covering subject matters in this document. The furnishing of this document does not give you any license to these patents.

Technical Support

For technical support and the latest news of upgrades, documentation, and related products, visit the Vizrt web site at www.vizrt.com.

Last Updated

21.12.2011





Table of Contents

1 Introduction	7
1.1 The Escenic Content Engine	7
1.2 The Escenic Publication Model	7
1.2.1 Your Publication	9
1.3 Content And Layout	10
1.4 Web Publication Characteristics	10
1.5 Workflow, Permissions and Locking	11
1.6 System Requirements	12
1.6.1 Hardware	12
1.6.2 Software	12
2 Using Content Studio	13
2.1 Starting and Ending Work Sessions	13
2.1.1 Starting	13
2.1.2 Ending	14
2.2 The Application Window	14
2.2.1 The Menu Bar	14
2.2.2 The Navigation Area	17
2.2.3 The Work Area	25
2.2.4 The Live Panel	26
3 Using A Section Editor	29
4 Using A Section Page Editor	31
4.1 Section Page Header	32
4.2 Section Page Content	32
4.2.1 Section Page Locking	33
4.2.2 Section Page Structure	34
4.3 Summary Details	35
4.4 Options and Controls	35
5 Using A Content Editor	37
5.1 Attribute Ribbons	38
5.1.1 Field Options	38
5.1.2 Options	38
5.1.3 Tags	39
5.1.4 Properties	41
5.2 Field Panel Tabs	41



<u>5.2.1 Section Bars</u>	41
<u>5.2.2 Relations</u>	44
<u>5.2.3 Field Locking</u>	46
<u>5.3 Save/Preview/State Controls</u>	47
<u>5.4 Editing XHTML Text</u>	47
<u>6 Using A List Editor</u>	49
<u>7 Editing Images</u>	51
<u>7.1 Using The Display Controls</u>	52
<u>7.2 Using The Edit Controls</u>	53
<u>7.2.1 Rotation</u>	53
<u>7.2.2 Cropping</u>	54
<u>7.2.3 Image Enhancement</u>	54
<u>7.3 Alternative Image Versions</u>	54
<u>8 Keyboard Shortcuts</u>	57



1 Introduction

Escenic Content Studio is the content creation, editing and management application of the Escenic content management system. It is the system's "front end", the most visible part of the system, and is intended to be used on a daily basis by the writers and editors responsible for the content of an Escenic-managed web site.

If you are reading this manual then you are probably an author, journalist or editor who will be using Content Studio for one or more of the following tasks:

- Writing web content
- Editing web content
- Publishing web content (that is, making content actually visible on your web site)

Vizrt has tried hard to make Content Studio as easy to use as possible, with a modern, tabbed user interface, widespread use of drag-and-drop and lots of keyboard shortcuts for experienced users. Nevertheless, it is probably not a good idea to just start using it without knowing something about the underlying system Content Studio depends on: the Escenic Content Engine. If you spend half an hour now reading this chapter, you should find Content Studio a lot easier to understand.

1.1 The Escenic Content Engine

The Escenic Content Engine is a system for managing and maintaining large web sites such as newspaper web sites. The Escenic name for such a web site is **publication**. When you see the word "publication" in this manual, it means "web site managed by the Escenic Content Engine".

All access to the content of an Escenic publication is managed by the Escenic Content Engine, which does not run on your computer, but on a server in the network. Most of the content is stored by the Content Engine in a database system, which also runs on a server in the network. This means that:

- You cannot use Content Studio unless your computer is connected to the network.
- When you work with Content Studio, nothing important is stored on your computer.

1.2 The Escenic Publication Model

The Content Engine has its own idea of how a web site or publication is structured, called the **publication model**. All Escenic publications are based on this publication model and therefore have the same basic structure, which is reflected in Content Studio.

An Escenic publication is made up of **content** and **sections**. Content is the actual information that makes up your publication: news articles, images, multimedia objects (audio and video files) and so on. The individual articles, images and so on are collectively referred to as **content items**. Sections are the subdivisions of the publication in which the articles appear and correspond approximately to the sections of a print newspaper or magazine. The menu system displayed in an Escenic publication is usually based directly on the publication's section structure.

A publication must have one top section that corresponds to the whole publication, and each section may contain 0 or more subsections. The sections therefore form a tree structure like the folders in a computer file system.

A content item can belong to one and only one section, which is called its **home section**. However, a content item may **appear** in many sections. A news article concerning a football transfer, for example, might **belong** to the sports section of a newspaper, but **appear** in both the sports and business sections. A content item's home section determines its published appearance: this article will look like a sports article even for users who arrive from the newspaper's business section.

A section has one or more **section pages** which contain links to some of the content items in the section. One of these section pages is the section's **active page**, and is displayed whenever a reader of the publication clicks on a link to the section. The active page is, in other words, a kind of "front page" for the section. Although a section may have many section pages, only one of them can be active at any particular time. This enables editors to have alternative section pages ready for activation and switch between them instantaneously. It can be a useful means of preparing for alternative outcomes to upcoming events such as elections and sporting competitions.

The links on a section page are called **teasers**. A teaser is a summary, and usually rather more than a link. A typical teaser might consist of an article headline, some summary text describing the content of the article, a thumbnail image and a "read more.." link. A publication will normally have a number of different teaser types ("large", "medium" and "small", for example).

The teasers are laid out on a section page in a **grid layout**. A grid layout is a set rectangular **areas**, each of which has a predefined location and size and can contain a predefined number of teasers. The areas in a grid layout have names which usually describe their location on the page or their intended content ("top stories", "left" "center" and "right", for example).

Teasers can be organized in **groups**. Teaser groups can then be placed in areas in the same way as single teasers.

Content items can be interrelated in various ways. An image or video clip, for example, can be made to appear in a news article by **relating** it to the article. Lists of "related article" links can be generated in the same way.



1.2.1 Your Publication

Escenic publications can be very different from one another, in order to meet the particular requirements of different publishers, audiences and subject matter. Each publication has its own particular structure and types of content that have been defined by the publisher's designers and programmers, often with assistance from Escenic consultants. The following things are publication-specific:

sections

Each publication has its own section structure.

content types

A content item is composed of **fields**, and different content item types have different fields. A news article content item, for example, might consist of the fields "headline", "teaser-text" and "body" (the main story), while a "review" content item might have the fields "headline", "body", "subject" "verdict" and "rating". Each publication defines its own article types along with rules specifying the sections in which they can be used.

relation types

All relations between content items have a type which determines the purpose of the relation. An image that is linked to a news article using a "thumbnail" relation, for example, might be displayed as a thumbnail image in summaries for the article, while an image that is linked using a "top" relation might be displayed at the top of the article itself. Each publication defines its own relation types and their meaning (i.e, what they are used for).

layout types

Grid layout types determine the possible content of section pages - how many areas the page contains, how many summaries of what type each group can contain and so on. Each publication defines its grid layout types and also defines which grid layout types can be used in each section.

summary types

A summary type defines the content item fields from which a content summary is composed. Summaries are used for teasers, relations, in lists, search results etc.

Because all publications are different, so are many aspects of Content Studio. The examples and screenshots you see in this manual will often not exactly match what you see on your screen, because they are based on Vizrt's internal test and demo publications, not your publication.

1.3 Content And Layout

If you have previously mostly worked with a print document editor such as Microsoft Word or even an HTML editor like FrontPage or Dreamweaver, then one of the first things you will notice when you start Content Studio is that there is no **Format** menu. Content Studio is a pure content editor. It allows you to create, modify and publish content, but provides almost no direct control over the final appearance of the content.

This is a deliberate choice, based on the belief that the layout of web pages is the responsibility of web designers, not writers. For the same reason, Content Studio provides you with a very simple editing environment in which you can concentrate on content, and is definitely not a "What You See Is What You Get" (WYSIWYG) editor. A preview function lets you see the article as it will appear when published, but you cannot write in this view (previews are in fact displayed in your browser). The preview function can sometimes be useful to get an impression of what your finished article will look like. You might, for example, want to know whether a heading you have written is "too long" or not. It's worth remembering, though, that the web is not like a printed newspaper or magazine and you cannot guarantee what your readers will actually see. Someone using a different browser, a computer with a smaller screen or perhaps a mobile phone will not see what you see.

Your publication designers may grant you some indirect control over certain aspects of the final layout. You might, for example, be able to choose the summary type used to display a particular article on a section page. In other cases, however, the publication may not allow such choices. You may also have some control over minor aspects of layout when editing articles: you will probably have options for highlighting text (bold/italic/underline) and creating lists of various types. You may also be able to insert headings within your articles. Exactly what those headings will look like on the published web pages, however, is outside your control.

1.4 Web Publication Characteristics

A web site, unlike a print publication, does not have a fixed number of pages, and disk storage is so cheap that there is no practical limit to content. An Escenic publication, like most large, active web sites will therefore usually have far more content than is immediately visible, like an iceberg that is mostly hidden below the surface of the water. If you are used to web publishing then this is probably obvious; if you come from a print publishing background then it may not be. It is useful to keep this aspect of web publishing in mind when learning to use Content Studio.

Nothing you add to the publication using Content Studio is ever deleted. Content Studio has a kind of delete function, but all it does is mark a content item as deleted, so that it will no longer be returned by searches. It is still there, and can be restored at any time. Normally, however, articles are not deleted, with the result that the publication grows in size year by year. In this sense, a web publication is like a print publication **plus its archives**. What



readers see on the section pages of the publication corresponds approximately to the "current issue" of a paper publication, but all the articles they can't see there are still accessible in a variety of ways:

- Through links to related articles
- Through the publication's search function
- Through external search engines such as Google

When you work with the section pages in Content Studio, all you are doing is determining how much exposure various articles will get. If you remove an article summary from a section page, you haven't deleted the article from the publication, just made it harder for readers to find.

The other aspect of this is that **you** have access to the whole publication when working in Content Studio. When writing an article on a particular subject you can use Content Studio's search function to find all previous articles on the same subject and make use of them: read them as background, copy text from them or include links to them in your article.

1.5 Workflow, Permissions and Locking

The maintenance of a large, dynamic website is a collective endeavor involving many people with different skills and responsibilities. Therefore most web site publishers have internal routines and procedures that formalize this division of labor. The Escenic Content Engine can be configured to reflect the varying internal procedures used by different website publishers.

In order to use Content Studio to work on a publication, you must have been registered as a user by the publication's administrator and given a login user name and password. When the administrator registers you as a user, he will assign you to **group** which has an associated set of rights. You might, for example, be assigned to the group "Sports Journalist", which gives you the right to do lots of things in the sports section of the publication, but rather more limited access elsewhere.

Permissions

The Content Engine's permissions system is very flexible, and is configured in very different ways by different publishers, with completely different roles and permissions that reflect their internal organization and corporate culture. However, as a Content Studio user you will most probably have been assigned to a group that is not allowed to do everything. That means that some of the contents of this manual may not apply to you.

It is probably a good idea to find out what permissions you have **before** you read any further or start using Content Studio, so that you don't waste time learning about things that are not relevant for you, or wondering why a particular function always seems to be disabled.

Locking

When many people work together on a publication, conflicts where two or more people need to work on the same content at the same time will inevitably arise. The Content Engine resolves such conflicts by means of a locking system, whereby the first person to start modifying some content "locks" it so that other people cannot modify it until they have finished. These locks are not applied to whole content items, but to the individual fields of which a content item is composed. This means, for example, that it is possible for an editor to add images to a news article while a journalist is still working on the article's body text. Section pages are also locked in the same way. In this case, a change to any part of a section page locks the whole page.

1.6 System Requirements

In order to run Content Studio you need a Windows-compatible PC or Apple Mac with the hardware and software listed in the following sections.

1.6.1 Hardware

Content Studio requires the following minimum hardware configuration:

- 1024*768 display resolution (higher recommended)
- 1GB RAM (2GB recommended)
- 1.6GHz single-core processor (2GHz recommended)

1.6.2 Software

Content Studio is supported for use on computers running the following operating systems/Java run-time environments:

- Microsoft Windows XP with Sun Java 6
- Microsoft Windows Vista with Sun Java 6
- Microsoft Windows 7 with Sun Java 6
- Mac OS X 10.5 (Leopard) with Apple Java 6
- Mac OS X 10.6 (Snow Leopard) with Apple Java 6



2 Using Content Studio

Content Studio is a **Java WebStart** application. That means you do not need to install it on your computer in the usual way - you just visit a web site with your browser and click on a link there. Clicking on the link downloads and installs the application to your computer, starts the application and leaves behind an icon on your desktop which you can use to start the application in future. You will notice that subsequently the application starts more quickly because it is already downloaded.

Occasionally a new version of the application may be installed on your company's servers. The new version will then be automatically downloaded to your computer the next time you start the application.

In order to start using Content Studio you need the following items from your publication/system administrator:

- The URL of the web page containing the WebStart link for Content Studio.
- A user name and password for the publication you are going to work on.

Content Studio will often let you do the same thing in many different ways: selecting menu options, pressing keyboard shortcuts, clicking on buttons or "dragging and dropping". This User Guide does not attempt to describe every possible method. The menu option method is usually described for most operations. The keyboard alternatives for all menu options are displayed on the menu items themselves, so you can quickly find out how to perform the operation using the keyboard.

Many operations can be carried out by dragging and dropping, and this method is often described in the User Guide. The best way to find out **all** the things you can do in this way, however, is trial and error.

Buttons that have icons rather than text labels can sometimes be ambiguous, so they are described here. However, it's often enough to hold your mouse pointer over the button for a few seconds: a short text describing the button's purpose is then displayed.

2.1 Starting and Ending Work Sessions

2.1.1 Starting

To start a Content Studio session:

1. If you are starting Content Studio for the first time, start your browser and navigate to the URL given to you by your publication/system administrator and click on the Content Studio link or button you see there.

If you have already used it before, click on the Content Studio icon on your desktop.

You might see a warning, asking if you want to trust Escenic AS and run Escenic Content Studio. The easiest way to get rid of this warning, is to check "Always trust content from this publisher" and press "Run". If you have additional plug-ins installed, you might have to accept each plug-in individually.



2. Type your user name and password and press **Enter**.

2.1.2 Ending

To end a Content Studio session, select **File > Exit**.

Content Studio remembers what you were doing between work sessions. The next time you start the application, all the items that were open when you finished will still be there, the same tabs will be visible and so on.

2.2 The Application Window

The Content Studio window is divided into the following main areas:

- The **menu bar** at the top of the window.
- A **navigation area** on the left, containing three panels, **Search**, **Sections**, and **Clipboard**.
- A **work area** on the right that is empty the first time you start Content Studio, but will be used to display the content items and sections you open.
- The **live panel** at the bottom of window. This panel is hidden by default. You can display it by selecting **View > 5 Show boxes** or by clicking on the expand button  at the center-bottom of the window.

2.2.1 The Menu Bar

The menu bar contains five menus: **File**, **Edit**, **View**, **Tools** and **Help**.

2.2.1.1 The File Menu

The **File** menu contains the following options:

**New**

Creates a new item. A sub menu is displayed from which you can select the type of item you want to create.

Upload local file(s)...

Uploads one or more files from your computer to the Content Engine on the server. An **Open File** dialog is displayed, which you can use to find the file you want to upload.

Open selected

Opens the currently selected item in an appropriate editor.

Close editor

Closes the active editor.

Save

Saves any changes you have made in the active editor.

Save as...

Saves any changes you have made in the active editor under a new name. Enter the new name in the displayed dialog.

Duplicate active editor

Copies the content in the active editor, and opens a new editor with the same content.

Delete

Deletes the currently selected item.

Rename

Lets you rename the currently selected item.

Refresh

Refreshes the contents of the Content Studio window. It may occasionally be necessary to use this to ensure that you are viewing the most recent version of an article rather than a locally-cached copy.

Sign out and restart

Signs you out from the Content Engine without stopping Content Studio, and displays the login window so that you can log in again. This function is useful if you have more than one login and switch between them frequently, as it is much faster than stopping and restarting Content Engine.

Log out and exit

Logs you out and terminates Content Studio. The next time you start Content Studio you will be asked for a user name and password, even if you checked **Log me in automatically on this machine** in the login window.

Exit

Terminates Content Studio.

2.2.1.2 The Edit Menu

The **Edit** menu contains the following options:

Undo

Reverses the last change you made.

Redo

Redoes a change you just reversed with **Undo**.

Cut

Cuts the selected item and stores it ready for pasting. This could be some selected text in an editor, but it could also be a whole content item.

Copy

Copies the selected item ready for pasting. This could be some selected text in an editor, but it could also be a whole content item.

Paste

Pastes a previously cut or copied item to the currently selected location. This option is only enabled if:

- The system clipboard contains something to paste.
- The system clipboard contents are suitable for pasting into the currently selected location.

Remove/Delete selected item

Removes or deletes the selected item. The text of this menu item varies according to the item selected. **Delete selected item** means that the selected item will be completely deleted. **Remove** means that the selected item will only be removed from the current context: it will still be present in the publication.

2.2.1.3 The View Menu

The **View** menu contains the following options:

Reload

Reloads all content. It may occasionally be necessary to use this function to correct display errors.

1 Search

Displays/hides the **Search** panel in the navigation area. See [section 2.2.2.1](#) for further information.

2 Sections

Displays/hides the **Sections** panel in the navigation area. See [section 2.2.2.2](#) for further information.

3 Clipboard

Displays/hides the **Clipboard** panel in the navigation area. See [section 2.2.2.4](#) for further information.



5 Show boxes

Displays/hides the live panel at the bottom of the screen. See [section 2.2.4](#) for further information.

6 Show relations

Displays/hides the relations area in content editors. See [section 5.2.2](#) for further information.

Resize section editor

Reduces the width of the section content area in a section page editor to 50% of the available width, leaving the other 50% for displaying teaser content.

Hide all panels/Restore panels

Displays/Hides both the navigation panels on the left of the window and the live panel at the bottom of the window.

Configure panels...

Displays the **Configure panels** dialog. See [section 2.2.4.1](#) for further information.

View keyboard shortcuts...

Displays a dialog containing a list of all keyboard shortcuts.

2.2.1.4 The Tools Menu

The **Tools** menu contains the following options:

Enable spell checking

Enables/disables spell checking.

Spell checker language

Displays a sub-menu from which you can select the required language.

2.2.1.5 The Help Menu

The **Help** menu contains the following options:

Help

Displays help on using Content Studio.

About

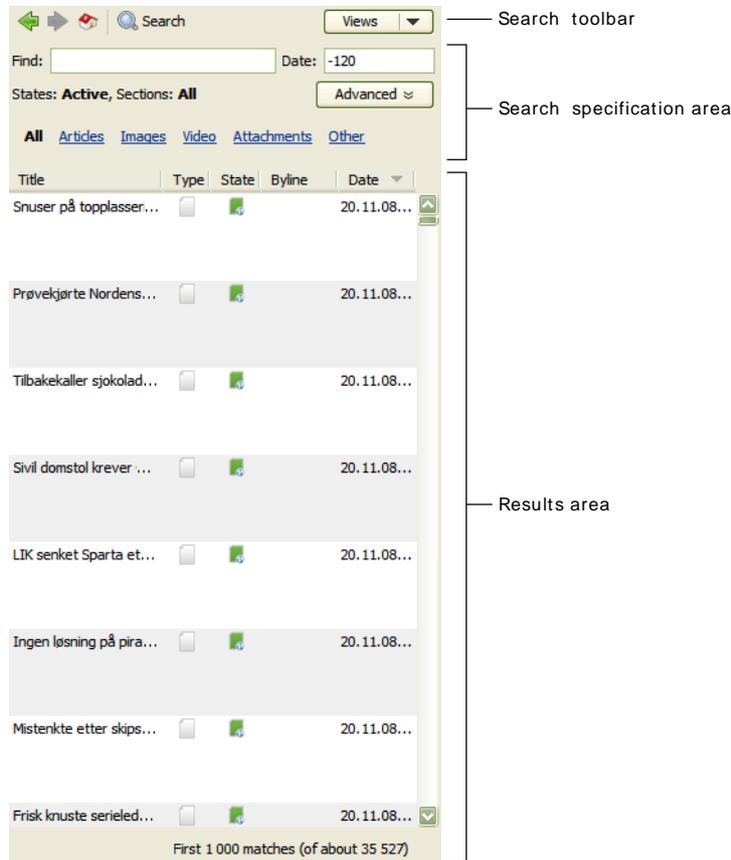
Displays version, copyright and legal information about Content Studio.

2.2.2 The Navigation Area

The navigation area contains four panels you can use to find and keep track of the sections and articles you want to work with. You can switch between the panels by clicking on the vertical tabs lined up down the left side of the window.

2.2.2.1 Search Panel

You can use the **Search** panel to search the publication for content. It searches the entire publication database. At the very top of the panel is a **search tool bar**. Below that is the **search specification area**, and below that the **results area** used for displaying search results.



To search for articles:

1. Enter your search criteria in the search specification area.
2. Press **Enter** or click on the **Search** button in the tool bar.

Search Specification Area

Use the controls in the search specification area as follows:

Find

Enter words you think will appear in the content items you are interested in. The search function will list all content items that contain **all** of the words you enter. Entering **Barack Obama**, for example, will find all articles containing both "Barack" and "Obama" (even if the words do not appear together). It will not, however return articles that only contain "Barack" or only contain "Obama".

You can search for any words in any content items fields and/or properties: you can enter an author's name, for example, in order to



search for content items created by a particular person, or if you know the ID of the content item you are looking for, you can enter that.

You can search for images, video clips and other multimedia objects by entering words or strings of characters that you think may appear in the **metadata** stored with the object: the name of the file, for example. Metadata is "data about data", and exactly what metadata is stored with the multimedia objects in your system depends on how the system has been set up. Typical items of metadata that might be stored with an image include the name of the image file, its resolution, the date on which it was taken, the name of the photographer, technical details such as the focus and aperture settings used, comments and so on.

You can use the * character as a wild card in your search terms.

Date

You can restrict your search to content published during a particular period by entering a date specification in this field.

A date specification consists of a **date**, a **duration** or a **date** followed by a **duration**. Content Studio accepts dates in a wide range of formats. A duration is a number preceded by a plus or minus sign: $-n$ means a period of n days prior to a date and $+n$ means a period of n days following a date. If you specify a duration on its own, then the date in question is today's date; otherwise the date you specify is used. If you specify both a date and a duration, then you must specify the date first and leave a space between the date and the duration.

Here are some example date specifications:

- 05 or 5 - the 5th of this month.
- 0510 or 510 - in Europe, October 5th this year; in the US, May 10th this year
- 05102007 - in Europe, October 5th 2007; in the US, May 10th 2007
- -31 - today and the preceding 30 days
- +7 - today and the following 6 days
- -5h - from 19:00 this evening until midnight
- +5h - from midnight last night until 05:00 this morning
- 0510 -31 - October 5th/May 10th this year and the preceding 30 days
- 0510 +7 - October 5th/May 10th this year and the following 6 days

You can include a variety of punctuation marks in dates: 05102007, 05.10.2007, 05/10/2007 and 05-10/2007 will all be accepted and interpreted as the same date.

If you leave the field empty, then the whole publication history is searched.

Advanced

Displays further controls that you can use to "fine tune" your search:

States

You can use this field to restrict your search to content items that are in a particular state: only **published** documents, for example. Select the state you are interested in. Hold down the **ctrl** key and click again to deselect it.

Sections

You can use this field to restrict your search to content items that appear in a particular section of the publication. Select the section you are interested in. Hold down the **ctrl** key and click again to deselect it.

Search in all dates

If you have specified something in the **Date** field, then usually only articles **published** in the specified period will be returned. If you check this option, however, then **all** dates stored with an article are used, and you will also get articles that changed in other ways during the specified period (articles that were created, activated, expired or last modified during the period, for example).

At the bottom of the search specification area are the following buttons: you can use them to limit the types of content items returned by the search:

All

The search will return all kinds of content items.

Articles

The search will return content items with mainly textual content.

Images

The search will return content items containing images.

Video

The search will return content items containing video clips.

Attachments

The search will return content items containing multimedia attachments such as video, sound, documents (PDFs, for example).

Other

The search will return content items with content that does not fall into any of the other categories (personal profiles, for example).

Results Area

The results of your search are listed in this area. If many articles are found, you can use the scroll bar on the right of the list to view the whole list. If more than 1000 articles are found, only the first 1000 are listed: the approximate number found is displayed at the bottom of the list.

You can change the layout of the results list by clicking on the **View** button above the list. Click on the main part of the button to cycle through the

different layouts, or click on the button's menu icon to select the layout you want from a list.

Tool Bar

The Search tool bar contains the following tools:



Show previous search.



Show next search.



Reset all search specifications to their default values, and execute a new search.



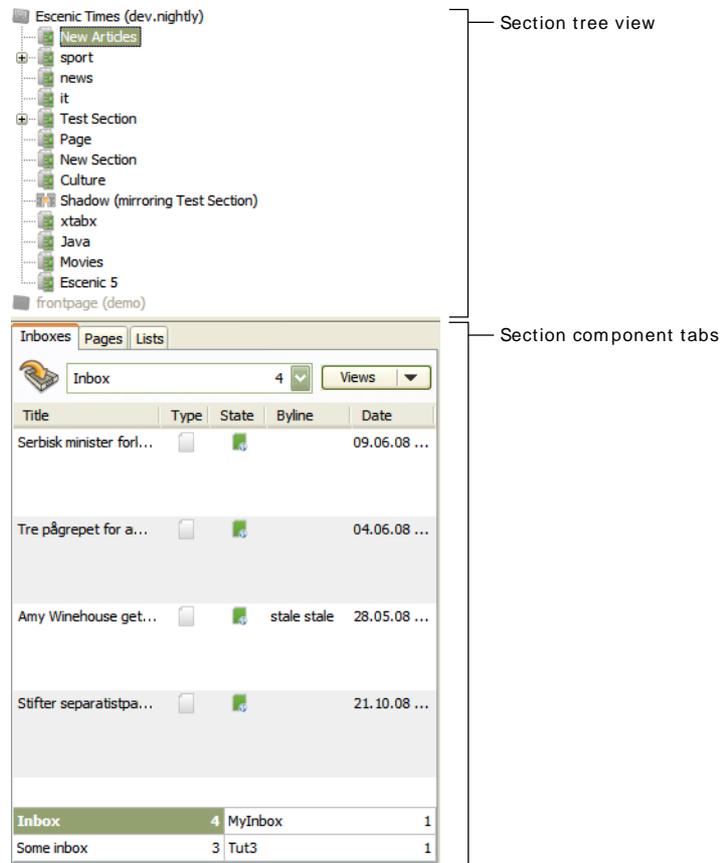
Search

Execute a new search. Note that the search is automatically executed whenever you press enter, or change a search specification.

2.2.2.2 Sections Panel

The **Sections** panel gives you access to the sections of a publication and to the components of each section (**inboxes**, **section pages** and **lists**).

At the top of the **Sections** panel is the section tree view. This contains all the sections of the publication in an expandable tree view. Below this are the section component tabs: **Inboxes**, **Pages** and **Lists**.



To select a section, click on its name in the section tree view. To display that section's section pages, click on **Pages**. To display its lists, click on **Lists**. To display its inboxes, click on **Inboxes**.

To open a section for editing, right-click on it and select **Open Section** from the displayed menu. For information about editing sections, see [chapter 3](#).

Section Pages Tab

This tab lists all the section pages for the currently selected section. The section page at the top of the list is the **active page** (the one that is actually displayed in the publication at present).

To open a section page for editing, double-click on it, or select it and press **Enter**. The section page will then be displayed in an editor tab in the work area. For information about editing section pages, see [chapter 4](#).

To rename a section page, open it for editing (see above), modify the **Name** field and save your changes.

To create a new section page:

1. Right-click anywhere in the section pages list.



2. Select **Create New Section Page...** from the displayed menu.
3. Enter a name for the new section page and click **OK** in the displayed dialog.

To set the active section page, open the section page you want to activate (see above) and click on the section page editor's **Publish** button.

To delete a section page, select it and then select **Edit > Delete selected item** or press **Delete**.

Lists Tab

This tab contains the names of all the **lists** in the currently selected section.

A list is an ordered list of content items that are related in some way (a list of articles related to an ongoing news issue, for example). They can be used to create a collection of summaries that can be appear in several locations but be maintained in one place. You can, for example set up a section page in which item 1 from a particular list appears in one location, item 1 and 2 in a second location and items 1 to 5 in a third location. You can then subsequently update all these locations in a single operation by replacing list item 1 with a new story.

To open a list for editing, double-click on it, or select it and press **Enter**. The list will then be displayed in an editor tab in the work area. For information about editing lists, see [chapter 6](#).

To rename a list, open it for editing (see above), modify the **Name** field and save your changes.

To create a new list:

1. Right-click anywhere in the list of lists.
2. Select **Create New List...** from the displayed menu.
3. Enter a name for the new list and click **OK** in the displayed dialog.

To delete a list, select it and then select **Edit > Delete selected item** or press **Delete**.

Inboxes Tab

This tab contains the names of all the inboxes in the currently selected section. For more information about inboxes, see [section 2.2.2.3](#).

To delete an inbox, select it and then select **File > Delete** from the displayed menu.

To rename an inbox, select it, select **File > Rename** and enter a new name.

To create a new inbox:

1. Right-click anywhere in the inbox list.
2. Select **Create New Inbox...** from the displayed menu.
3. Enter a name for the new inbox and click **OK** in the displayed dialog.

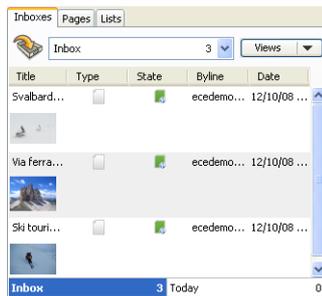
You cannot delete or rename the default inbox **Inbox**.

2.2.2.3 Inboxes Panel

An inbox is a list of content items. Each section of a publication can have any number of inboxes, which can be used for any purpose. An inbox always belongs to a single section. A content item can be moved between inboxes, but cannot appear in two inboxes simultaneously.

Inboxes are generally used by section editors to organize publication workflow. The editor might, for example, create an inbox for each person that works on the section, and then assign jobs by adding content items to the inboxes. Another editor might create inboxes that represent different stages in a workflow, so that journalists can move content items between the inboxes as a means of marking progress.

Most of the **Inboxes** panel is taken up by a display area for the currently selected inbox. Above this is a pull-down list for switching between the inboxes in the section and a **View** button for changing the layout of the inbox display. Below the display area are push buttons that you can also use to switch between the inboxes in the section. The currently selected button is highlighted.



The **View** button lets you switch between three different views of the content items in the inbox: **Detail**, **List** and **Thumbnail**. In the **Detail** and **List** views there are column heading buttons at the top of the inbox that you can use to sort the content items in various ways: clicking on **Title**, for example, sorts the content items by their titles, and clicking a second time reverses the sort order.

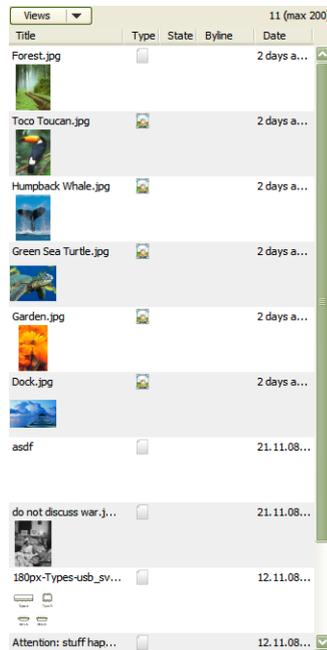
To edit one of the content items in an inbox, either double-click on it, or select it and press **Enter**. It will then open in an editor in the work area.

To move content items between inboxes:

1. Select the content items you want to move.
2. Drag them down to the push buttons at the bottom of the inbox and hold them over the button for the inbox you want to move them to. After a moment or two, the new inbox will open.
3. Drag the content items up into the new inbox and drop them.

2.2.2.4 Clipboard Panel

The clipboard is your personal content list. You can use it to hold content items you are working on or want to use for reference. Clipboard contents are saved between sessions: any items you leave on the clipboard when you log out from the Content Studio will still be there the next time you log in.



The clipboard looks very similar to an inbox, and works in the same way. The **View** button lets you switch between three different views of the content items in the clipboard: **Detail**, **List** and **Thumbnail**. In the **Detail** and **List** views there are column heading buttons at the top of the clipboard that you can use to sort the items in various ways: clicking on **Title**, for example, sorts the items by their titles, and clicking a second time reverses the sort order.

To edit one of the items on the clipboard, either double-click on it, or select it and press **Enter**. It will then open in an editor in the work area.

2.2.3 The Work Area

When you open an item to work on it, it is displayed in the work area in a tabbed panel called an **editor**. Each item you open is displayed in its own custom editor: the controls in an editor vary according to the type of item it contains. If you open more than one item, then the editors are stacked on top of each other in the work area.

Each editor has a tab at the bottom, and you can:

- Switch between editors by clicking on the tabs.
- Close editors by clicking on the tab close buttons ().

There are four different types of editors:

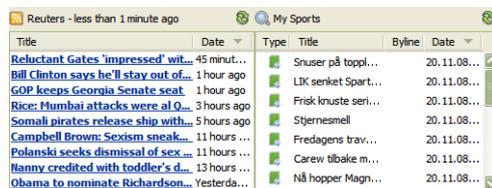
- Section editors (see [chapter 3](#))

- Section page editors (see [chapter 4](#))
- Content editors (see [chapter 5](#))
- List editors (see [chapter 6](#))

2.2.4 The Live Panel

The **live panel** is a panel at the bottom of the Content Studio window that can be used to hold **boxes**. The live panel is hidden the first time you start Content Studio. You can display it by selecting **View > 5 Show boxes** or by clicking on the expand button () at the center-bottom of the window.

Boxes are small plug-in applications that can be created by third parties to add functionality to Content Studio:



Reuters - less than 1 minute ago		My Sports	
Title	Date	Type	Title
Reluctant Gates 'impressed' wit...	45 minut...		Snuser på topp...
Bill Clinton says he'll stay out of...	1 hour ago		LTK senket Spart...
GOP keeps Georgia Senate seat	1 hour ago		Frisk knuste seri...
Rice: Mumbai attacks were al Q...	3 hours ago		Stjernesnell
Somali pirates release ship with...	5 hours ago		Fredagens trav...
Campbell Brown: Sexism sneak...	11 hours ...		Carew tilbake m...
Polanski seeks dismissal of sex...	11 hours ...		Nå hopper Magn...
Nanny credited with toddler's d...	13 hours ...		
Obama to nominate Richardson...	Yesterda...		

Three general-purpose plug-ins are delivered as a standard part of Content Studio:

RSS Feed

An RSS feed panel is a box containing links delivered via RSS. You can add any number of RSS feed panels to your live panel area, each displaying regularly updated links from a different RSS feed. Clicking one of the links will open it in your browser.

Search

A search panel is a box containing the results of an Escenic search - it's rather like a mini version of the **Search** panel. You can add any number of search panels to your live panel area, each displaying the results of a different search. The search results can be selected and dragged in exactly the same way as ordinary **Search** panel results.

Related Content Finder

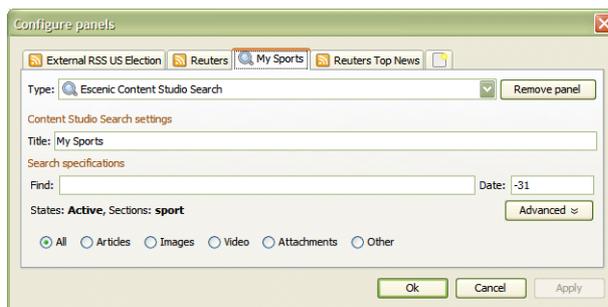
The related content finder searches for content that is **similar** to the current content item - that is, content that appears to be about the same subject. You can use it as a research tool to find more information related to an article you are working on, or to turn up a set of candidate articles for linking to. You can set up a related content finder box to search using either Escenic Related Search (which searches your Escenic database) or Google News Search (which searches news articles on the web). You can, of course, add two related content finders to your live panel area, one set up to search internally and the other set up to search the web.

All boxes have a refresh button at the right end of their title bars:



Clicking on this button refreshes the content of the box (refreshes the feed/repeats the search in the case of the standard boxes). Note, however, that you can configure boxes to refresh automatically at specified intervals (see [section 2.2.4.1](#)).

2.2.4.1 The Configure Panels Dialog



You can display the **Configure panels** dialog by selecting **View > Configure panels...** from the menu. The dialog contains a tab for each currently displayed panel plus one tab marked  that you can use to create a new panel.

To add a new box:

1. Select the  tab.
2. Select the required box type in the **Type** field.
3. Fill in the remaining fields.
4. Click on **OK** (to close the dialog) or **Apply** (to keep it open).

To modify an existing box, select the required tab, make your changes and click on **OK** or **Apply**.

To delete an existing box, select the required tab and click on **Remove panel**.

The rest of the controls on the box configuration tabs vary according to the type of the box, and are not described here.



3 Using A Section Editor

A section editor is a tabbed window displayed in Content Studio's work area that shows the content and properties of a section. Despite its name, it cannot be used to edit anything. To open a section editor, right-click on a section in the tree view at the top of the search panel (see [section 2.2.2.1](#)) or sections pane (see [section 2.2.2.2](#)) and select **Open Section**.



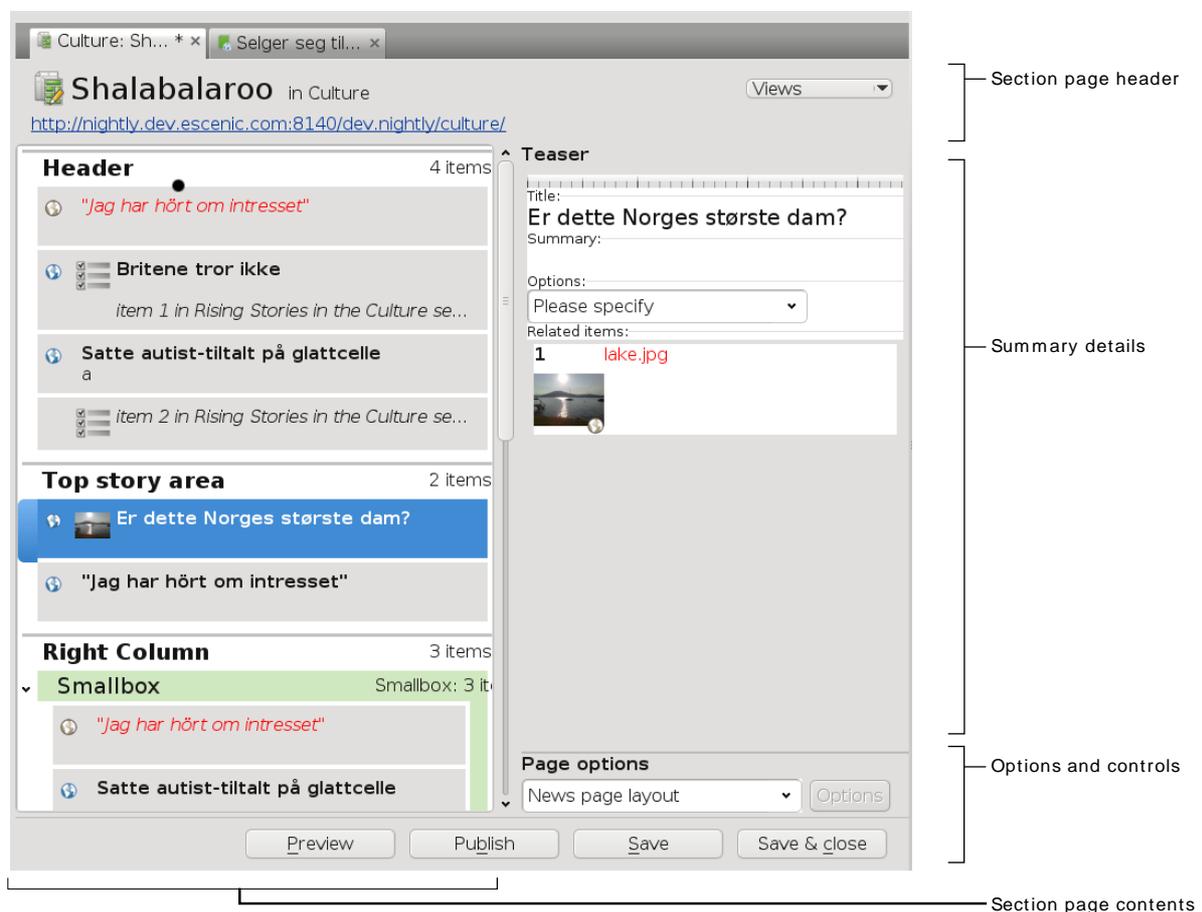
All you can do with a section editor is preview the section's current section page in a browser by clicking on the URL in the **Properties** tab at the top of the window. The **Active page** link in the main part of the page is not of interest to ordinary users of Content Studio.



4 Using A Section Page Editor

A section page editor is a tabbed window displayed in Content Studio's work area that you can use to edit a section page. You can open a section page editor in the following ways:

- Double-click on a section in the tree view at the top of the search panel (see [section 2.2.2.1](#)) or sections panel (see [section 2.2.2.2](#)). This will open the section's active section page in an editor.
- Select a section in the tree view at the top of the search panel (see [section 2.2.2.1](#)) and then double click on one of the section pages displayed in the section pages tab. This method allows you to edit section pages other than the one which is currently active.



A section page editor contains the following main areas:

- Section page header (at the top of the window)
- Section page contents (on the left)
- Summary details (on the right)
- Section page options and controls (at the bottom right)

This description covers the basic section page editor functionality delivered by Vizrt. Your Content Studio installation may include additions that are not described here.

4.1 Section Page Header

At the top of the section page editor window are the following items:

- The section page and section name.
- The URL of the section. Clicking on this link opens the published section page in your browser. Note that the page displayed in the browser is the section's **active** section page, which may not be the page you are editing.
- A **View** button that you can use to switch between a **Rich View** and a **Plain View** of the section page content (see [section 4.2](#)).

4.2 Section Page Content

The left hand side of the section page editor shows the structure of the section page as a tree view. You can change the appearance of this tree view using the **View** button in the header: it lets you switch the tree between a **Rich View** and a **Plain View**.

Both options display the names of the areas defined by the section page's grid layout, and show which content items have been placed in each area. Neither view shows the exact layout of the section page, although the names of the areas are usually descriptive ("top", "left column" and "right column" are typical examples). The rich view shows more of each teaser's content (and therefore uses more space) than the plain view, which only shows the title of each teaser. You can expand and collapse parts of the tree by clicking on the **>** and **<** buttons on the left.

The instructions below describe how to edit the section page content. In order to save any changes you make you must click on the **Save Content** button at the bottom of the editor window.

Adding Content Items

To add a content item to the section page:

1. Select the content item you want to add (in the search results list, one of the section's inboxes/lists or your clipboard).
2. Hold down the left mouse button and drag the content item to the required area in the section page area. The color of the area's title bar changes to indicate that it is now a drop target.
3. Drop the content item by releasing the mouse button.

If the target area already contains content items, you can drop the new content item between existing items - a short black line appears between the

existing content items to show where the content item will be inserted if you drop it.

Removing Content Items

To remove a content item from the section page:

1. Select the content item to remove.
2. Select **Edit > Remove** or press the **Delete** key.

Note that when you remove a content item from a section page, all you are doing is removing the content item's summary from the section page. You are not deleting the item, nor are you removing it from the section - readers will still be able to find it via other links (should there be any) and via search functions.

Moving Content Items

To move a content item to a new location on the section page:

1. Select the content item you want to move.
2. Hold down the left mouse button and drag the content item to the required area in the section page area. The color of the area's title bar changes to indicate that it is now a drop target.
3. Drop the content item by releasing the mouse button.

4.2.1 Section Page Locking

As soon as you make any change to a section page, the section page is locked, so that nobody else can work on it while you are making your changes. You will see that a lock icon like this appears to the left of the title:



The whole section is now locked until you save or publish the changes you have made. When you do so, you will see that the pencil disappears from the icon, indicating that you are no longer editing the section page, and it is therefore not locked:



You can **release** your lock on the section page by right-clicking on the lock icon and selecting **Release lock** from the displayed menu. Note, however, that doing this will revert all your unsaved changes. If you want to keep your changes you should save them instead; this will also release the lock.

If you see this icon next to the section page title:

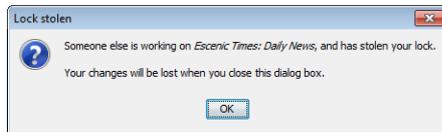


it means that one of your colleagues is currently working on the section page and it is therefore locked. You will not be able to make any changes. If you hold your mouse pointer over the lock icon, the name of the person who has locked the section page will be displayed. Once the person finishes their editing, the lock icon will disappear and you can start editing.

Occasionally, situations can arise where locks are not released properly - even though a person has finished editing a section page, their lock is not released, meaning that you cannot get on with your work. This usually occurs as a result of network problems. If this situation arises, you can get around it by "stealing" the lock. To do this, right-click on the lock icon and select **Steal lock** from the displayed menu.

You should only use the **Steal lock** function to escape from situations where a lock has not been properly released. If you steal a lock from somebody who is actually working on a section page, all their unsaved changes to the page will be lost. If a section page you need to work on is locked, first contact the person who has locked the page and agree with them how to resolve the situation. It may simply be that they have moved on to something else and forgotten to save their changes.

If somebody steals your lock while you are working on a section page you will see the following message:



If this happens, there is nothing you can do to recover your lost changes.

4.2.2 Section Page Structure

Depending on how the section page's grid layout is defined, you may be able to change the structure of the section page by inserting groups of sub-areas into areas on the section page, or removing existing groups. To find out whether an area can be subdivided in this way, place the cursor somewhere inside it and click the right mouse button. If either of the options **Insert** or **Group** in the right-click menu is enabled, then the area can be subdivided. If you select one of the enabled options, then a sub menu is displayed containing the names of the groups you can use to subdivide the area.

Clicking on the **Insert** option, for example, might display a sub menu containing the options **Insert new Two-col group** and **Insert new Three-col group**. Selecting **Insert new Two-col group** would insert a group called **Two-col** into the area, which would own two areas (presumably) onto which you could then drop content items. You can insert any number of groups in this way, in any combination (although it may not be sensible to do so - you need to have some idea of what the structures you add look like in the publication, how much space is available and so on). In some cases, the areas



in an inserted group may themselves offer the option of inserting further groups, allowing you to build very complex page structures.

The **Group** option can only be selected when you right-click on existing content items and/or groups in an area. Its sub menu contains options like **Group to Two-col** and **Group to Three-col**. Selecting one of these options inserts a group and moves all the selected items into the new group's first area.

The **Ungroup** option is only enabled in an area that contains groups. Selecting it removes all groups from the area and moves all their child content items to the area.

4.3 Summary Details

Whenever you select one of the content items in the section page content area, the content item's summary fields are displayed in the summary details area on the right of the editor window, where you can edit them. The particular fields that make up a summary vary from publication to publication.

.....

Any changes you make to the summary fields here only affect this section. The same article can appear with different summary headlines in different sections.

.....

In order to save any changes you make you must click on either the **Save** or the **Save & close** button at the bottom of the editor window.

4.4 Options and Controls

At the bottom of the editor window is a **Page options** area and a set of control buttons.

The **Page options** area contains a pull-down list and an **Options** button.

You can use the pull-down list to switch between different grid layouts. The options available in this list are publication-specific. Some grid layouts may have options. If you select a grid layout with options, then the **Options** button is enabled; if you select a grid layout without options, then the **Options** button is disabled.

Clicking on the **Options** button (if it is enabled) displays a dialog containing the current layout's options. These options are part of the layout definition, and are therefore publication-specific.

The following control buttons are displayed:

Preview

Displays a preview of the current state of the section page in your browser (including all changes you have made, even ones you haven't saved).

Publish

Saves any changes you have made, and makes this section page the **active** page (the one displayed in the publication). If you haven't made any changes then the button is disabled.

Save

Saves any changes you have made. If you haven't made any changes then the button is disabled.

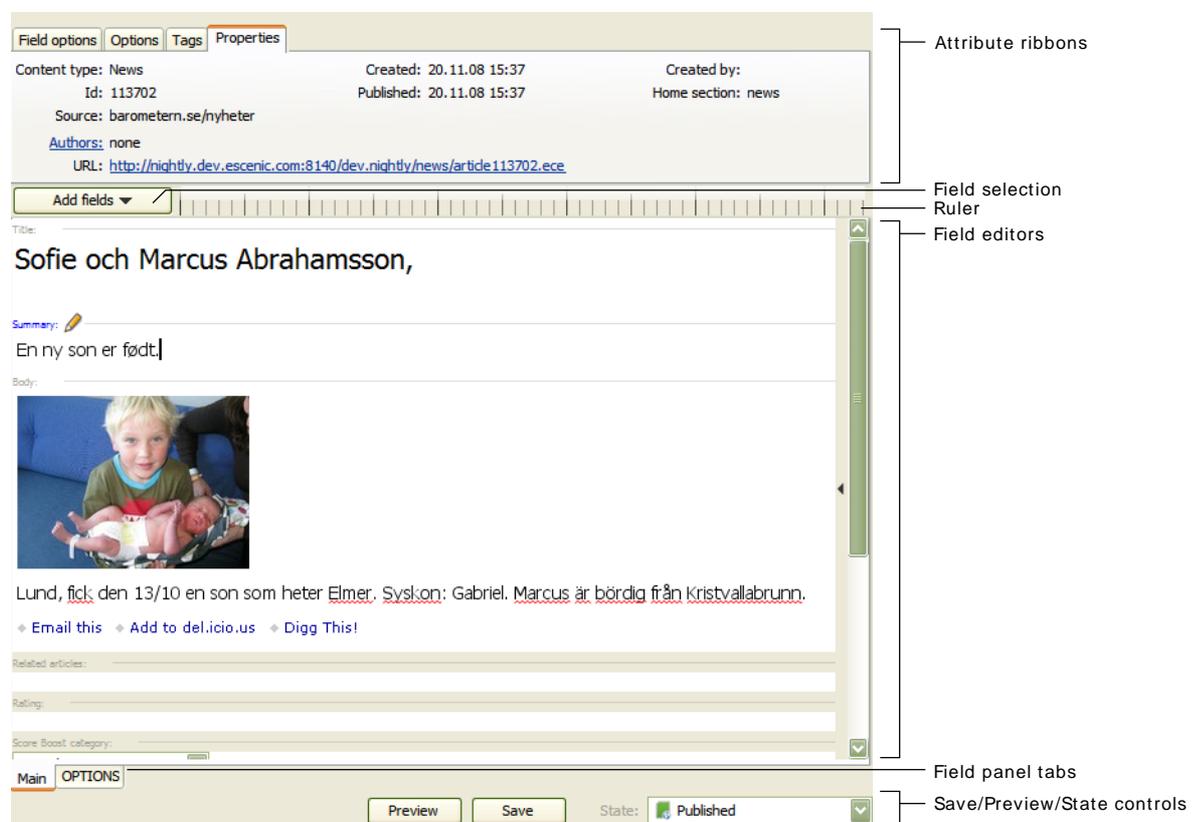
Save & close

Saves any changes you have made and closes the section page editor.

5 Using A Content Editor

A content editor is a tabbed window displayed in Content Studio's work area that you can use to edit a content item. To open a content editor:

- Double-click on a content item or select one and press **Enter**. It doesn't matter where you select the content item. You can select it in the search results list in the search panel, in a section inbox/list, in your clipboard or in a section page editor.
- Select **File > New**, and then select the type of content item you want to create from the displayed sub menu. The options available in this sub menu vary from publication to publication.



A content editor contains three main areas:

- Attribute ribbons (at the top of the window)
- Field tabs (the main part of the window)
- Save/preview/state controls (at the bottom of the window)

 This description covers the basic content editor functionality delivered by Vizrt. Your Content Studio installation may include additions that are not described here.

5.1 Attribute Ribbons

At the top of the editor window are a number of tabs, each of which displays an attribute ribbon:

- Field Options (see [section 5.1.1](#))
- Options (see [section 5.1.2](#))
- Tags (see [section 5.1.3](#))
- Properties (see [section 5.1.4](#))

For content items that contain images you will also see an **Image edit controls** ribbon. For information about this ribbon see [chapter 7](#).

5.1.1 Field Options

This ribbon displays options that affect the currently selected field, so the contents of the ribbon may change each time you select a different field in the field tabs (see [section 5.2](#)).

Field options are mostly publication-specific and are therefore not described here. In most publications, however, a **formatting bar** is displayed at the bottom of the **Field Options** ribbon.



The formatting bar contains a set of formatting tools that allow you to format the contents of fields in various ways. The kinds of formatting usually allowed include:

- Character formats such as bold and italic for emphasis
- Inserting headings of various types (**Heading 1**, **Heading 2** and so on)
- Inserting bulleted and numbered lists
- Inserting tables
- Inserting images and media objects

The tools available in the formatting bar may vary from publication to publication.

Not all fields can contain formatted text. The tools in the formatting bar are only enabled if formatting is allowed in the currently selected field.

5.1.2 Options

This ribbon displays various options that affect the content item. The specific options displayed can vary between publications and depend upon the type of the content item. A **Time Control** option is always displayed however.

The **Time Control** option lets you set time controls on a content item: dates and times on which the content item is to be **activated** and/or **deactivated**. If you do this, then before it is activated and after it is deactivated, it is neither

visible in the publication nor accessible to readers via searching, even if it has been published.

The **Time Control** option has four settings:

None

No time controls are set.

Activation date only

Only an activation date/time is set. Once the activation date/time has passed, the content item is permanently activated. Controls for setting the activation date/time are displayed.

Expiry date only

Only an expiry date/time is set. The content item is activated until the expiry date/time is reached. Controls for setting the expiry date/time are displayed.

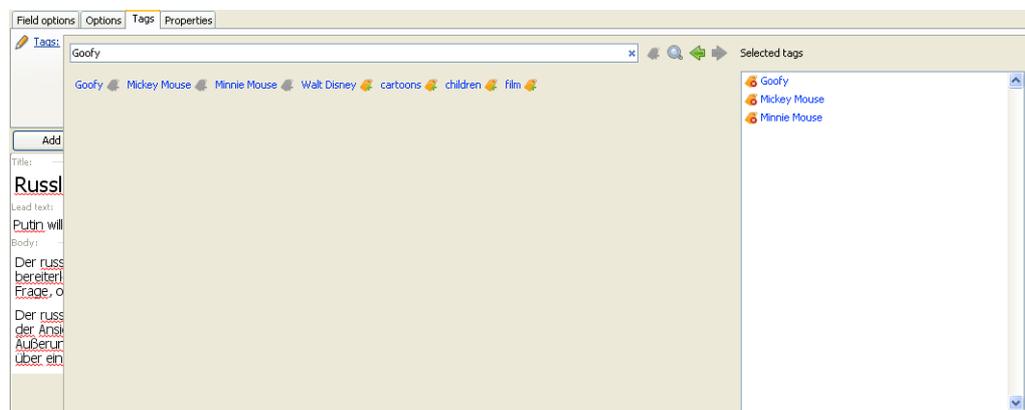
Activation and expiry dates

Both an activation date and an expiry date is set. The content item is only activated between the specified dates/times. The specified expiry date/time must be after the specified activation date/time. Controls for setting both the activation date/time and the expiry date/time are displayed.

5.1.3 Tags

This ribbon lists all the **tags** attached to the content item and lets you add and remove tags. Tags are keywords that you can attach to content items. They provide a simple and flexible way of categorizing and grouping content items. You can use any word or sequence of words as a tag, and you can assign any number of tags to a content item. You might, for example attach the tags **Barack Obama**, **Copenhagen**, **global warming** and **environment** to a news item about President Obama visiting the 2009 global warming conference in Copenhagen. These tags let the story be automatically grouped with other stories on related subjects, and can also be used by search engines.

To add or remove tags from a content item, click on the **Tags** link that precedes the current list of tags. The tag editor panel is then displayed.



Most of the pane is an **existing tags** area, used to list existing tags. Above the existing tags area is a **tag search/creation** field and a row of buttons. On the right is the **Selected tags** list, containing a list of the content item's current tags.

Adding tags to content items

To add a tag to a content item either:

- Enter a tag in the tag search/creation field and click on the  button, or
- Click on the  button to the right of one of the tags in the existing tags area.

The tag will immediately be added to the **Selected tags** list.

Removing tags from content items

To remove a tag from a content item, click on the  button to the left of the tag in the **Selected tags** list.

Searching for tags

A useful way of ensuring you add all relevant tags to a content item is to search for tags that have already been used in other content items.

To search for tags

- Enter a term in the search/creation field and press **Enter**/click on the  button, or
- Click on one of the tags in the existing tags area: it will then be copied into the search/creation field and used as a search term

The content item then searches for the specified term, and lists all the tags attached to the content items containing the term. The tags it finds are listed in the existing tags area, allowing you to easily add them to your content item. The tags are listed in order of popularity (how frequently they have been used).

You can search for several terms at once by entering them in the search/creation field separated by commas, and then clicking on the  button.

Viewing previous tag searches

You can view previous tag searches by clicking on the  button. To move back towards your most recent search, click on the  button.

Closing the tag editor panel

To close the tag editor panel, simply click outside it.

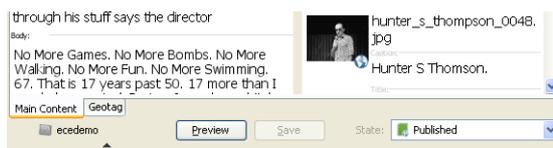
5.1.4 Properties

This ribbon displays various properties of the content item. None of the displayed properties are editable. Among the displayed properties is the content item's published URL, displayed as a clickable link. If the content item is published, then clicking on this link will display the content item in your browser.

5.2 Field Panel Tabs

A set of one or more tab cards contains the fields that make up the content item. The fields that make up a content item vary widely from publication to publication. A publication will also usually contain a number of different types of content item, each of which has different fields.

The fields may all be displayed on a single tab card, or may be divided among several. This also varies between publications (and within publications according to content type). The following illustration shows a typical set of field tabs (**Main Content** and **Geotag**). The field tabs in your publication may, however, look quite different.



At least one of the fields in a content item will often be a large text field (often called **body**) that is used to hold the main body of the content item. Otherwise, fields can vary widely. Some allow any kind of text to be entered, others are more restrictive: they have a maximum length, or only allow you to enter numbers, or only allow numbers within a particular range. Other fields may only allow you to select an option from a pull-down menu, or switch an option on by checking a box. One special type of field (called a **gallery** field) looks and behaves like a **relation** (see [section 5.2.2](#)), in that you can drop items on to it. This kind of field is intended to simplify the editing of picture gallery content items.

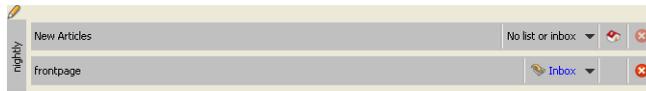
The content item's **section bars** (see [section 5.2.1](#)) are displayed at the bottom of the **first** field tab card.

The content item's **relations** (see [section 5.2.2](#)) are displayed to the right of the fields in the first field tab card, but only if relation display is switched on. To switch relation display on and off, select **View > Show Content Relations** or press **ctrl+F7**.

5.2.1 Section Bars

Section bars show the sections a content item belongs to, and allow you to control various aspects of its section membership. One bar is displayed for each section in which the content item appears, at the bottom of the **first**

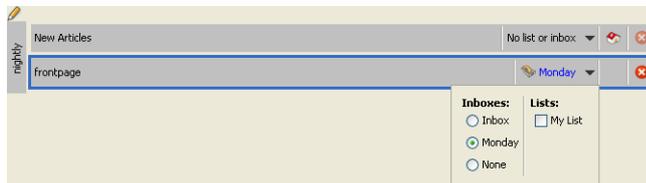
field tab card. The bars are grouped together by a vertically aligned bar at the left containing the name of the publication the sections belong to.



If the content item has not yet been added to any sections, then a **drop zone** for sections is displayed at the bottom of the tab card:



A section bar represents one of the sections in which the content item appears.



The name of the section is displayed at the left hand end of the bar. At the right hand end of the bar are:

- The inbox/list menu button
- The home section button ()
- The remove button ()

You can use the section bars for a variety of purposes, described below.

To add the content item to a section:

1. Make sure the section bars or section bar drop zone is visible
2. Display the **Sections** panel in the navigation area.
3. Select the required section from the section tree in the **Sections** panel.
4. Either:
 - Drag it into the content editor and drop it in the drop zone or on top of an existing section bar, **or**
 - Press **Alt + right**.

A new section bar representing the section appears.

To remove the content item from a section:

Click on the  button of the appropriate section bar. The content item is removed from the section and the section bar disappears.

.....

You cannot remove a content item from its home section. If the  button on a section bar is selected, then the  button is always

disabled. (This is, however, not true for local home sections, see [section 5.2.1.1](#)).

To change a content item's home section:

Click on the  button of the section you want the content item to belong to.

To place a content item in a section inbox:

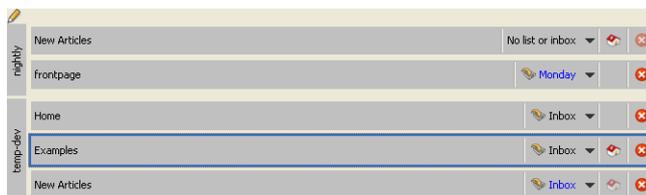
1. Click on the inbox/list of the appropriate section bar.
2. Select the inbox you want from the displayed list. Note that a content item can only belong to one of a section's inboxes: if it was in a different inbox, then it is moved to the one you select.

To add a content item to a section list:

1. Click on the inbox/list menu of the appropriate section bar.
2. Select the list you want from the displayed list. The content item is added to the end of the selected list. If you want it in a different position, then you will need to open the list and edit it (see [chapter 6](#)).

5.2.1.1 Cross-publishing and Local Home Sections

The Escenic Content Engine can be used to manage a family of related publications, and may be set up to allow **cross-publishing**. A cross-published content item is a content item that belongs to one publication (its **home publication**), but appears in other publications. If a content item is cross-published, then the section bar area will contain several blocks of section bars, one for each publication in which the item appears, with the home publication section block at the top:



Foreign publication section blocks behave slightly differently to the home publication's section block. The main difference is that, while the home publication section block **must** contain a home section, foreign publication section blocks are not required to. However, if a content item appears in more than one section of a foreign publication, you are recommended to ensure that one of them is the **local home section**. The content item will then take its published appearance from this section.

If you do not pick a local home section, then it is uncertain which section will be used to determine the appearance of the cross-published content item.

You can always see section blocks and bars for all the publications and sections in which a content item appears, but you can only modify them if you have sufficient access rights.

5.2.2 Relations

A content item can have **related** content items. Related items can be used for many different purposes. They can, for example, be:

- Other articles on the same subject, presented as links in the published article
- Images used in the article
- Media objects used in the article
- Profiles of persons associated with the article (authors, editors etc.)
- Links to external resources used in the article

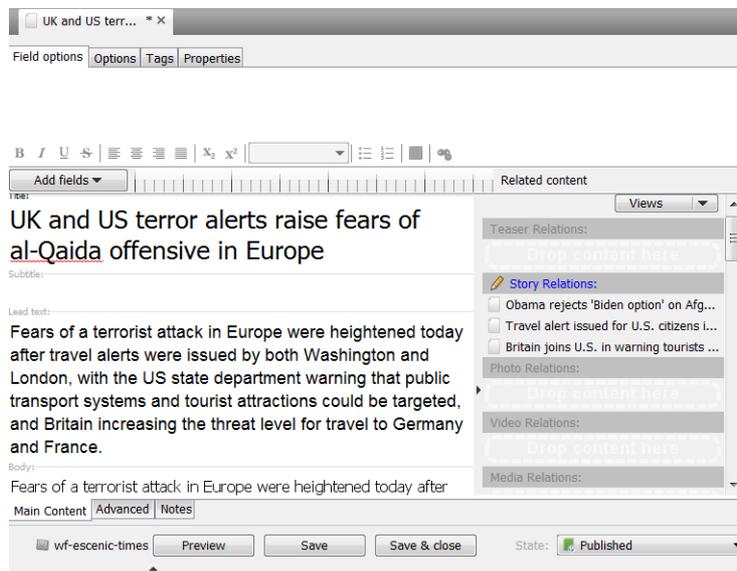
A content item's type determines what kinds of related content items it may have, and how they are used. The related content items are referred to as the content item's **relations**.

A content item's relations are displayed on the right of the **first** field tab card. They can, however, be hidden. To hide/show the relations, select **View > Show Content Relations** or press **Ctrl+F7**.

The organization of the relations area varies between publications and content types. It is usually divided up into several groups, each with a heading describing the group's purpose. For example:

- A group with the heading "More on this issue" might be intended to contain other articles on the same subject, which are then presented as a list of links in the published article.
- A group called "Front page image" might be intended to contain the image that will be used if the article is included in the publication's top level section page.

Each group either already contains one or more related content items or else contains a **drop zone** for relations.



In order to use relations successfully, you need to know their purpose in your publication.

To add a relation to a content item:

1. Make sure the content item's relations/relation drop zones are visible.
2. Find the content item you want to add as a relation (in the **Search** panel's results list, an inbox/list or on your clipboard).
3. Either:
 - Drag it to the required relation group and drop it, **or**
 - Press **Alt + right** and pick the required relation type from the displayed pop-up dialog

To remove a relation from a content item:

1. Select the relation you want to remove.
2. Select **Edit > Remove** or press **Delete**.

You can control how much of the related content items are displayed in the Relations area with the **Views** button, displayed at the top of the area. Clicking on this button switches between the following views:

All fields

All relation fields are displayed.

Short

Only the title is displayed.

5.2.3 Field Locking

As soon as you make any change to a the contents of a field or relation, it is locked, so that nobody else can work on it while you are making your changes. You will see that a  appears next to the field/relation title. The field is now locked until you save your changes. A similar icon will appear in every field/relation you modify. When you save the content item, you will see that all these icons disappear, indicating that you are no longer editing any of the content item's fields or relations, and they are therefore not locked.

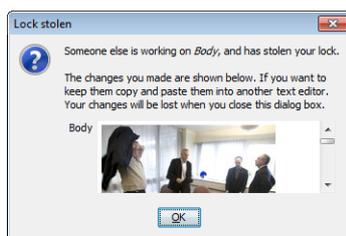
You can **release** your lock on on a field or relation by right-clicking on the  icon and selecting **Release lock** from the displayed menu. Note, however, that doing this will revert the changes you made to the field. If you want to keep your changes you should save them instead; this will also release the lock.

If you see a  icon next to a field or relation title, it means that one of your colleagues is currently working it, and it is therefore locked. You will not be able to make any changes. If you hold your mouse pointer over the lock icon, the name of the person who has locked the field will be displayed. Once the person finishes their editing, the lock icon will disappear and you can start editing.

Occasionally, situations can arise where locks are not released properly - even though a person has finished editing a field, their lock is not released, meaning that you cannot get on with your work. This usually occurs as a result of network problems. If this situation arises, you can get around it by "stealing" the lock. To do this, right-click on the lock icon and select **Steal lock** from the displayed menu.

You should only use the **Steal lock** function to escape from situations where a lock has not been properly released. Stealing a lock from somebody who is actually working on a field or relation is very disruptive. If a field you need to work on is locked, first contact the person who has locked it and agree with them how to resolve the situation. It may simply be that they have moved on to something else and forgotten to save their changes.

If somebody steals your lock while you are working on a field or relation you will see a dialog something like this:



If this happens and you want to save the changes you have made, copy the content of the field from the dialog, paste it into another editor and save it

there. When you recover access to the field, you can copy your saved content back into the field. Note, however, that the user who stole your lock has presumably also made changes to the field. If you simply paste your content back into the field it will overwrite his/her changes. You may therefore need to find out what changes the other user made and carefully merge the two sets of changes.

5.3 Save/Preview/State Controls

At the bottom of the editor window are the following controls:

Preview

Displays the content item in your browser, showing any changes you have made, even if you have not saved them yet.

Save

Saves any changes you have made. If you haven't made any changes then the button is disabled.

Save & close

Saves any changes you have made and closes the content editor editor.

State

Lets you change the state of the content item. The following states can be selected:

- **Draft**
- **Approved**
- **Submitted**
- **Published**

A content item page that is in any of the first three states is not visible in the web publication even if it has been added to an active section page and cannot be found by searching; a content item in the **Published** state is visible and can at least be found by searching. The first three states can be used to represent various stages in your organization's work flow, but have no effect on how a content item is handled by the Content Engine or Content Studio.

5.4 Editing XHTML Text

Some of the fields in a content item may contain formatted text. A typical textual content item has one such field (often called `body`) that holds the main content. When you put the cursor in a field that contains formatted text, the formatting bar displayed at the bottom of the **Field Options** tab (see [section 5.1.1](#)) is enabled:



You can then use the buttons in this bar to format the text you enter. The tools available in the formatting bar may vary from publication to publication.

Internally, the formatted text is stored as XHTML. You can, if you wish, view the source XHTML and/or edit it. To do so:

1. Right-click somewhere in the formatted field.
2. Select **Edit Source** from the displayed menu. The source XHTML is then displayed. An **OK** and a **Cancel** button is also displayed at the bottom of the field.
3. Examine/edit the displayed XHTML.
4. To save your changes, click on **OK**, or click on **Cancel** to cancel any changes you may have made.

You can use this function to:

- Insert or modify XHTML code in ways that the formatting bar does not allow.
- Paste in blocks of XHTML code copied from other programs or web sites.

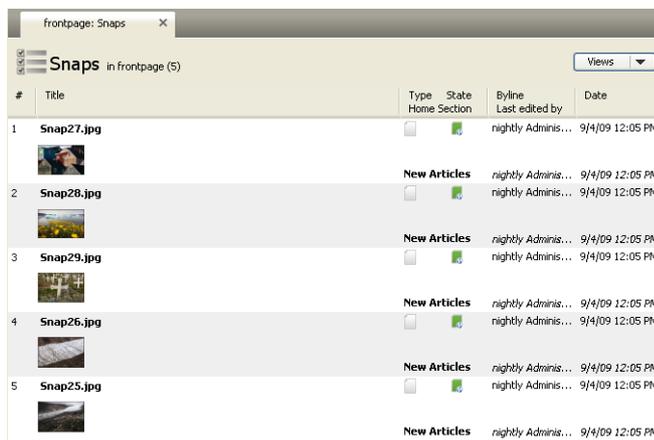
It is particularly useful for pasting in predefined video links copied from web sites such as YouTube, Flash animations and so on.

You should be careful using this function unless you are comfortable editing XHTML code. Error messages are displayed at the top of the field if the content is invalid, which provides some guidance. When you save your edits, any mistakes you make will be corrected to ensure that the field contains valid XHTML, but the corrections may give unexpected results.

6 Using A List Editor

A list editor is a tabbed window displayed in Content Studio's work area that you can use to edit a list. To open a list editor:

1. Open the **Sections** panel.
2. Select a section.
3. Click on the **Lists** tab.
4. Either:
 - Select a list and then select **File > Open Selected** to open it, or
 - Right-click in the **Lists** tab card and select **Create New List...** from the displayed menu; then enter a name for your new list in the displayed dialog.



#	Title	Type	State	Home Section	Byline	Last edited by	Date
1	Snap27.jpg					nightly Adminis...	9/4/09 12:05 PM
2	Snap28.jpg	New Articles				nightly Adminis...	9/4/09 12:05 PM
3	Snap29.jpg	New Articles				nightly Adminis...	9/4/09 12:05 PM
4	Snap26.jpg	New Articles				nightly Adminis...	9/4/09 12:05 PM
5	Snap25.jpg	New Articles				nightly Adminis...	9/4/09 12:05 PM

A list editor is very simple: all you can do with it is:

- Add content items to the list and remove them.
- Reorder the list.

To add a content item to the list:

1. Select the content item you want to add (in the search results list, one of the section's inboxes/ other lists or your clipboard).
2. Hold down the left mouse button and drag the content item to the required position in the list.
3. Drop the content item by releasing the mouse button.

To remove a content item from the list:

1. Select the content item you want to remove.
2. Select **Edit > Remove** or press **Delete**.

To reorder the list:

Select one or more content items in the list, drag them to a new position and drop them.

You can use the **Views** button in the top right corner of the editor to change the layout of the list in the editor. There are three layouts available:

Detail

The default view.

List

A simplified view with no images.

Thumbnail

Image thumbnails only.

The **Views** button only affects how you see the list in the editor. It has no real effect on the list or its contents.

7 Editing Images

If you open an image content item, you will notice that the content editor in which it is displayed looks quite different from a "standard" text-only content editor. The main differences fall into three categories:

The field containing the image

This field is different in several ways from a standard text-based field:

- It always comes first, before all other fields.
- It has no label.
- Since it contains the image, it is usually quite a bit larger than most other fields.
- It occupies the full width of the content editor tab - any relation drop zones in the content item are shown below the image field alongside any other fields in the content item.
- There is a ribbon of display controls below the image.

For further information about image fields, see [section 7.1](#).

The **Image edit controls ribbon**

An image content editor always has an extra ribbon at the top of the editor, called **Image edit controls**. This ribbon, as its name suggests, contains various controls that you can use to edit the image.

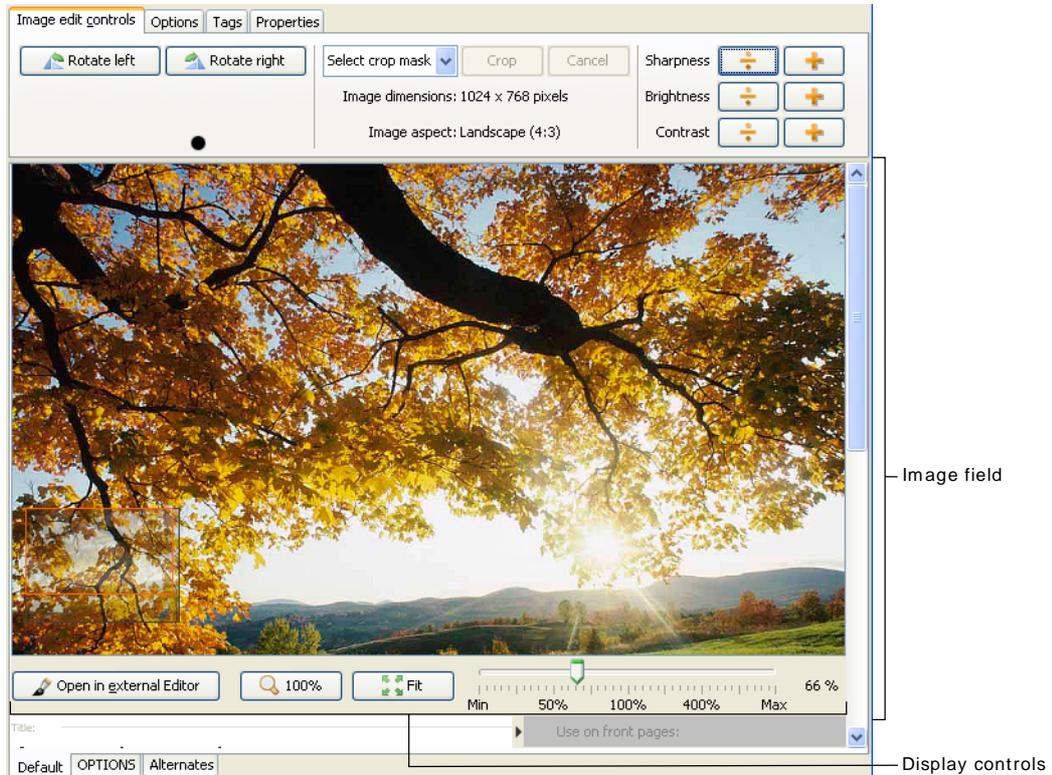
For further information about the image edit controls, see [section 7.2](#).

An "image versions" field panel

Depending on how your publication is structured, image content items may have a field panel called something like "versions", "image versions" or "alternatives" that contains alternative, cropped versions of the main image. If your image content item has such a panel, you can use it to modify the alternative images shown there.

For further information about image version field panels, see [section 7.3](#).

7.1 Using The Display Controls



The above illustration shows an image field, with a ribbon of display controls at the bottom. You can use these controls to modify how the image is displayed in Content Studio or to examine it more closely in an external editor, but nothing you do with them will affect the stored image in any way. The display controls are:

Open in external editor

Downloads the image to your computer and opens it in an external image editor. By default this will be **Paint** on a Windows PC or **Preview** on a Mac, but your computer may be set up to use other image editors by default. You can do whatever you like to the image in the external editor, but any changes you make will have no effect on the original image in the field. If you save any changes, they will be saved locally in a file on your computer. If you want to edit the image in the field, you must use the image edit controls (see [section 7.2](#)).

100%

Resizes the image to its proper size.

Fit

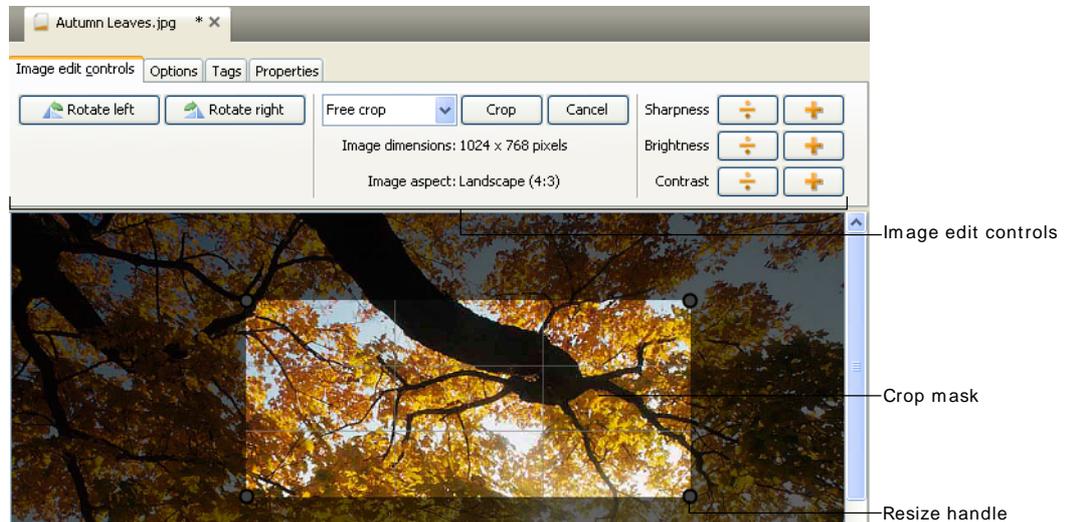
Resizes the image to fit the available space in the field.

Zoom slider

Lets you resize the image interactively by moving the slider along the scale.

7.2 Using The Edit Controls

You can edit an image using the edit controls in the **Image edit controls** ribbon displayed above the field:



There are three groups of editing controls which you can use for rotation, cropping and enhancement. Any changes you make using these functions are not finally applied to the image in the Escenic database until you save the content item by clicking on the **Save** button at the bottom of the content editor tab.

If the **Image dimensions** in the **Image edit controls** tab are displayed in red and followed by the warning (**too large**), you will not be able to edit the displayed image, as it is too large to be loaded into memory. Should this happen, report the problem to your system administrator. The problem can be fixed by modifying a setting in the `StudioConfig.properties` file on the Content Engine host. For details see **Escenic Content Engine Server Administration Guide, section 14.3**.

7.2.1 Rotation

There are two rotation controls:

Rotate left

Rotates the image 90° counter-clockwise.

Rotate right

Rotates the image 90° clockwise.

It is not possible to rotate the image in anything other than 90° increments.

7.2.2 Cropping

To crop the image:

1. Select a crop mask from the **Select a crop mask** list.
2. If you want to resize or reshape the crop mask that is superimposed on the image, you can do so by dragging the yellow handles displayed at the corners of the mask. If you want to move it, you can do so by placing the mouse pointer inside the mask and dragging.
3. When you are satisfied with the crop location, click on **Crop** to crop the image. Alternatively, click on **Cancel** to cancel the operation.

Most of the crop masks in the **Select a crop mask** list have a fixed aspect ratio: that is, you can change the size of the crop mask by dragging on its corner handles, but you cannot change its shape. The **Free crop** mask, however, can be reshaped as well as resized. The sides of this mask are draggable as well as the corners.

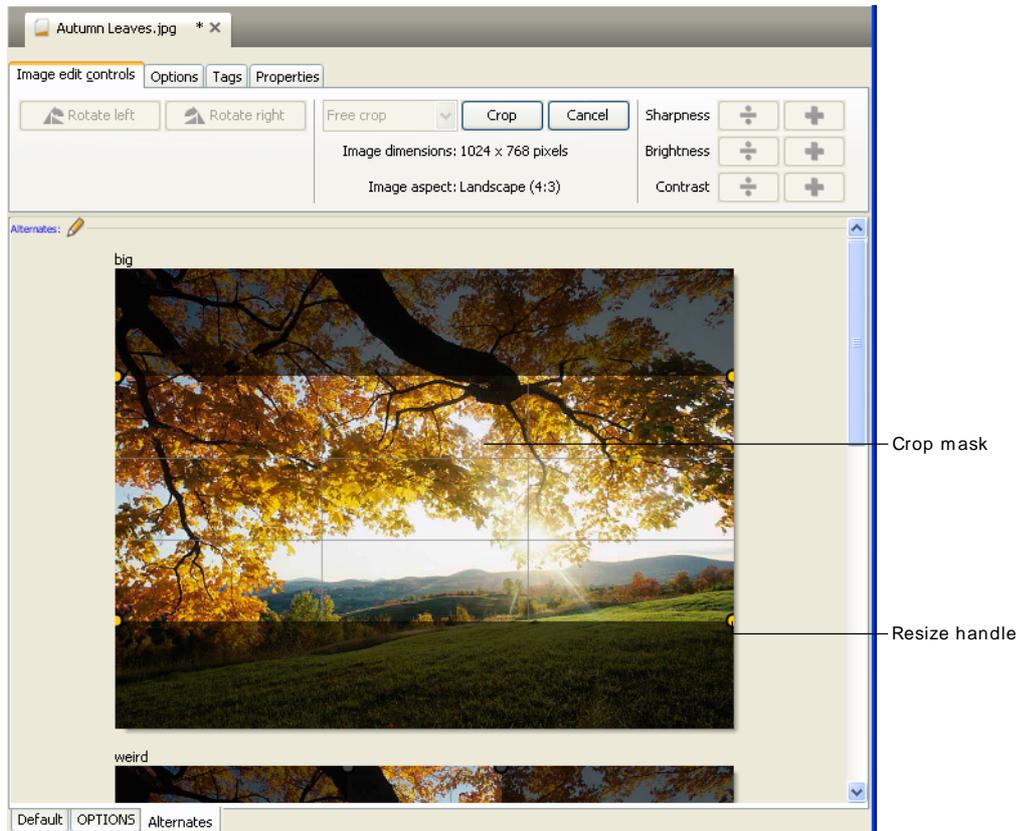
7.2.3 Image Enhancement

There are three image enhancement functions: **Sharpness**, **Brightness** and **Contrast**. For each of these functions there is an **Increase** button and a **Decrease** button. Clicking one of the **Increase** buttons increases the sharpness, brightness or contrast of the image by a small increment. Clicking one of the **Decrease** buttons decreases the sharpness, brightness or contrast of the image by a small increment. You can increase the effect of any of these functions by clicking a button repeatedly.

7.3 Alternative Image Versions

Most publications are set up to support multiple versions of images in different shapes and sizes for use in different contexts. You might want, for example, a large version for displaying in articles, a small version for displaying in headline teasers and a thumbnail version for displaying in other teasers; or landscape and portrait versions for displaying in wide column and narrow column layouts. Each version has a predefined width, height or width and height, specified in pixels. A "landscape" version might be defined as 500 pixels wide and 400 pixels high, for example, a "portrait" version defined as 400 pixels wide and 500 pixels high, and a "narrow" version defined as 300 pixels wide but with no fixed height.

Usually these alternative versions will be displayed on a separate tab in the content editor, for example:



The alternative images tab contains one copy of the image for each version that has been defined. Superimposed over each image is a crop mask.

If an alternative version defines both width and height, then its crop mask has a fixed aspect ratio, which means that you can resize it and move it, but not change its shape. If it only defines one dimension (height or width), then you can also change the shape of the crop mask.

The crop mask is initially set to include as much of the base image as possible, and is centered.

If you click inside one of the crop masks then it is highlighted, and yellow handles appear at each corner. You can then:

- Resize/reshape the crop mask by dragging on the handles
- Move the crop mask by placing the mouse pointer inside it and dragging

In this way you can select which part of an image is to appear in each of the versions.

When you change the size of a fixed-aspect ratio crop mask, you do not affect the size of the image version in the publication, you simply select what is to appear in it. Whatever you select is scaled up or down to fill the image version's predefined area. Similarly, whatever selection you make

for a fixed width/height version is scaled up or down to fit the predefined width or height.

8 Keyboard Shortcuts

Content Studio supports a number of keyboard shortcuts for experienced users. These shortcuts are listed below. In some cases, the meaning of a shortcut is changes slightly with the current context (the **Delete** key, for example). Similarly, some shortcuts only work in certain contexts: the **Ctrl+B** shortcut, for example, only works when editing text in an HTML field.

You can display a list of shortcuts at any time by selecting **View > View keyboard shortcuts...**

Note that on Macs, some of the shortcuts may clash with OS X shortcuts. If this is the case, then the operating system wins, and the shortcut executes the OS X function, not the function listed below. For example, if you have enabled the OS X **Spaces** feature and use the default shortcuts, then the shortcuts **Command+1** to **Command+n** will not affect Content Studio at all, but will switch screens as defined in your Spaces configuration.

Function	Windows	Mac
Open selected item(s)	Enter	Command+O (letter O)
Close active editor	Ctrl+F4	Command+W
Delete	Ctrl+D	Command+D
Delete text in active editor field	Delete	Delete
Remove item(s) from list/inbox/clipboard		
Save	Ctrl+S	Command+S
Reload search results	F5	Command+R
Reset search parameters to their default setting	Ctrl+Home	Command+Home
Undo	Ctrl+Z	Command+Z
Redo	Ctrl+Y	Shift+Command+Z
Cut	Ctrl+X	Command+X
Copy	Ctrl+C	Command+C
Paste	Ctrl+V	Command+V
Rename	F2	Enter Or Return
Resize section editor	Ctrl+F8	Command+8
Select all text in active editor field	Ctrl+A	Command+A
Select all items in list/inbox/clipboard		
Show/hide all panels	Ctrl+F11	Command+9
Log out and exit	Ctrl+Shift+Q	Shift+Command+Q
Exit	Alt-F4	Command+Q
Show/hide relations	Ctrl+F7	Command+6
Show help	F1	F1
Show "about" information	F8	
Show search panel	Ctrl+F1	Command+1

Function	Windows	Mac
Upload local files	Ctrl+O (letter O)	Shift+Command+O (letter O)
Bold	Ctrl+B	Command+B
Italic	Ctrl+I	Command+I
Underline	Ctrl+U	Command+U
Preview	Ctrl+P	Command+P
Show/hide boxes	Ctrl+F6	Command+5
Open panel configuration dialog	Ctrl+F12	Command+0 (digit 0)
Edit Source	Ctrl+Shift+V	Shift+Command+V
Publish current content item and save (if possible)	Ctrl+Shift+P	Shift+Command+P