

**Oracle® WebDB**  
**Creating and Managing Sites -**  
**Reference Manual**

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Oracle WebDB Creating and Managing Sites - Reference Manual

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Release 2.0

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# Home, folder, category, and perspective pages

**Description** The home page and folder, category and perspective pages each display buttons in the page banner. The buttons described below provide access to the tools for managing your site. In Browse Mode, three buttons (explained below) are displayed at the far right of the page banner. In edit mode, the dashboard is displayed directly below the page banner, and a toolbar is displayed beside each item. You use the tools in the dashboard to manage the page, and the tools in the toolbar to edit, delete, and organize items.



These buttons are only displayed when you are logged on with the appropriate site or folder privilege, and viewing the page in edit mode.

## Page Banner



Click to enter edit mode.

Displays the dashboard, which provides one-click access to the most-often used administration managers for managing your site.

**Note:** This button is displayed only in browse mode.



Click to add this folder to your personal interest list.

When you add a folder to your personal interest list, it is displayed as a link under the Interests banner on your personalized home page so you have convenient access to it.

**Note:** This button is displayed only on the home page and folder pages.



Click to remove this folder from your personal interest list, which is displayed on your personalized home page.

**Note:** This button is displayed only on folder pages you have previously added to your Interests list.



Click to display context-sensitive help.

## Dashboard



Click to add an item to this folder.

Displays the Item Wizard: Add an Item page, which you use to create new items.



Click to create a new folder inside this folder.

Displays the Folder Manager: Create and Find page, which you use to create new folders.

**Note:** Displayed only on home and folder pages.



Click to edit the folder properties.

Displays the Folder Manager: Main page, which you use to edit the folder properties.

**Note:** Displayed only on home and folder pages.



Click to edit the navigation bar settings in the style assigned to this folder.

Displays the Folder Manager: Navigation Bar page.

**Note:** Displayed only on home and folder pages.



Click to edit the style assigned to this folder.

Displays the Style Editor page, which you use to edit the navigation bar, banners and content area of this style.

**Note:** Displayed only on home and folder pages.



Click to create a new category.

Displays the Category Manager: Create and Find page,



which you use to create new categories, and edit existing categories.

**Note:** Displayed only on category pages.

Click to edit the properties of this category.

Displays the Category Manager: Features and Values page, which you use to edit existing categories.

**Note:** Displayed only on category pages.

Click to create a new perspective.

Displays the Perspective Manager: Create and Find page, which you use to create new perspectives, and edit existing perspectives.

**Note:** Displayed only on perspective pages.

Click to edit the properties of this perspective.

Displays the Perspective Manager: Features and Values page, which you use to edit existing perspectives.

**Note:** Displayed only on perspective pages.

Click to display the Administration page.

Displays the Administration page, which you use to access each of the Administration managers.



Click to return to browse mode when you are done editing the folder, or its items.

#### Item Toolbar

Use these tools to manage the items on your WebDB site.

**Note:** This toolbar is displayed only in edit mode.

Click to add an item.

Displays the Item Wizard which you use to create new items.

Click to edit this item.

Displays the Item Manager which you use to view and change information about this item and update it.

**Note:** If this item is currently checked out, the advisory message 'Checked out by: <username>' is displayed and the Edit tool is not available.

Click to delete this item from the folder.



Click to add an item under this item.

Displays the Item Wizard, which you use to create an item. The item is displayed directly under the item, as a subordinate item.



Click to move this item to another folder.

Displays the Move Item page. Click the Move To button next to the folder where you want this item moved.

**Note:** Only those folders that you own, or have the Manage Items privilege are displayed.

Click to move this item up in the list of items.



Click to move this item down in the list of items.



Click to check an item out.

When an item is checked out, no other user can edit the item. The message 'Checked out by: <username>' is displayed with the checked-out item, and the Edit tool is not available.

**Note:** This button is displayed only when the check-out option has been established for this item. You establish the check-out option when you add or edit an item.

Click to check an item in that is currently checked out.

Displayed only when the check-in, check-out option has been implemented.



Click to display all of the versions of this item.



All versions of the item are displayed by title, with the oldest version at the top and the newest version at the bottom of the list. By default, the newest version is always displayed on your WebDB site. Choose any version you want displayed, and click **Set as Current Version**. You can also edit or delete any version on this page.

If this item is currently checked out, the advisory message 'Checked out by: <username>' is displayed and the Version tool is not available.

**Note:** This button is displayed only when the version control feature is enabled, using the Site Manager: Items page.



Click to set the expiration date to zero.

Displays 'expired' in red text (when you are logged on) to indicate this item has expired.

To reset the expiration period, click the Edit Item button and choose a new expiration period.

**Note:** This button is displayed only when an expiration period is set, other than Permanent. You set the expiration date when you add or edit an item.

If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.



Click to approve this item for display.

**Note:** This button is displayed with items which have been added by public users (who can submit only news, and only on the home page), and users who are logged on with the 'Create With Approval' privilege for a folder. These items are displayed to site administrators and news administrators and folder owners, who can approve the item, edit it or delete it.

Items (of any type) created by logged on users who have the 'Create with Approval' privilege will appear under the 'Items Awaiting Approval' banner in the folder where they created the item.



Click to display missing files parsed from an uploaded HTML file.

When you create a file item and upload an HTML file, the file is parsed by WebDB. This process identifies each separate file (.gif and .jpg files, and other HTML files) that is needed to resolve this group of web pages and display each link and image file. Each of these files is displayed by name on a Multiple File page with browse buttons so you can upload them to complete the process.

You can use this feature to upload small, custom web sites such as a sales presentation to a nationally distributed sales team.



Click to display the files parsed from an uploaded HTML file.



You can use this page to upload modified image files.



Click to recover an item that has been deleted, but not purged.

## Personalized home page

**Description** Each authorized database user has additional sections added to the home page, which is displayed when they log on. At the bottom of the home page, the user sees several banners, containing items personal to that user. Each banner is displayed only when items are in that section, and the sections can be displayed or hidden by clicking the open/close buttons at the left of each banner.

Owned Folders	The items under this banner are folder links of each folder which you own or have created. Each time you create a new folder, the title of the folder is placed here for convenient access.
Interests	The items under this banner are folder links of pages in the WebDB site which you have marked with the  Add to User Interests button. To remove an item from this list, click the link to display the page, and click the  button.
Saved Searches	The items under this banner are links to advanced searches that have been executed and saved.
Items Awaiting Approval	The items under this banner are items that have been submitted to a folder you own by logged on users who have the 'Create with Approval' privilege. You click the item to review each item and approve it.

## Site Map page

**Description** Use the Site Map page to view all the folders in your site. The Site Map displays the hierarchical organization of your WebDB site by displaying the folder titles in outline format. Each folder title is a link, which provides quick navigation to any folder for viewing, and folder management if you are logged on.



Click to open this folder and display the folders inside.

Indicates that there are folders inside which are not currently displayed.



Click to close the folder.

Indicates that the folders inside this folder are currently displayed.



Indicates that there are no folders inside this folder.

# Administration page

**Description** Use the Administration page to access each of the Administration managers. Use specific Administration managers to establish site-wide features such as searching and statistical reports, design style and navigation bar, determine how to display links and items, and control access to the site.

**Notes**

- The Administration button is displayed only when a user has logged on, and has the site administrator privilege. These users can click the **Administration button** to display the Administration page.
- Users who are logged on as site administrator can use all administration managers.
- Users who are logged on but do not have the site administrator privilege can only use the Style, Group, Site Statistics and Personal Information Managers.

**Title Bar Icons**



Click to display your WebDB site's home page, or root folder.



Click to display the task-oriented help system.



Click to display context-sensitive help for the page you are currently viewing.

**Web Site Managers**



Click to display the Site Manager, which is used to establish or change site-wide settings.

These settings include content modification requirements, site log retention, version control, content deletion, choices about news, database access descriptors and basic naming conventions.



Click to display the Style Manager, which is used to create, view and edit styles.

Page styles include features and settings, button dimensions, navigation bar options, banner specifications, text characteristics, page element colors, and images.

**Content Managers**



Click to display the Folder Manager, which is used to establish the organization and structure of your site and control access by user and group.

The Folder Manager displays a site map. You can use the site map to create new folders and view or edit them, delete and reorganize them.

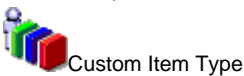
**Note:** The top folder is the home page, sometimes referred to as the 'root' folder.



Click to display the Category Manager, which is used to create and edit categories, and display an optional graphic image.



Click to display the Perspective Manager, which is used to create and edit perspectives.



Click to display the Custom Item Type Manager, which is used to create and edit custom item types.

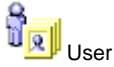
Each custom item type is based on one of the seven WebDB item types provided, which you can customize for use on your site by assigning optional settings and attributes, including PL/SQL and HTTP procedures.

**Access Managers**

Group

Click to display the Group Manager, which is used to create groups and organize users by group.

When you organize users by group, you can apply common privileges more easily.



User

Click to display the User Manager, which is used to create and manage individual users.

You can set privileges, passwords, and record user details. You can also determine which groups a user belongs to, and assign a user to a group.



Privilege

Click to display the Privilege Manager, which is used to assign site, news and style administration privileges to individual users.



Personal Information

Click to display the Personal Information Manager, which is used to change your password, create a personal corner, and record your user details.

**Toolbox**

Site Statistics

Click to display the Site Statistics Manager, which is used to execute a variety of statistical reports and view the results.



Search



Click to display the Search Manager, which is used to establish search features and settings.

# Site Manager

## Site Manager: Main page

**Description** Use the Main page to view and establish site-wide settings including language, site owner, and set preferences for folder owners, interest lists, statistics, site log details, and site logo. You also use the Main page provide Database Access Descriptors for users who are viewing the site as a public user without logging on, and private users who log on to view the site. The Listener uses the Database Access Descriptor to connect the HTTP session to the appropriate schema owner.

### Features and Values

Default Language	Displays the language in which the site text is displayed. This value is set when the site is created using the Site Creation Wizard in WebDB. It cannot be changed.
Site Owner	Displays the name of the database schema that owns this site. This value is set when the site is created using the Site Creation Wizard in WebDB. It cannot be changed.
Enable Folder Owners To Control Folder Style	Check to allow the folder owner to control the style and attributes of all web pages in their folder.
Enable User Interest Lists	Check to implement the Interests section on each logged on user's personalized home page .  When this option is enabled, the  button is displayed on the right side of the main banner on each folder page on your WebDB site.  Logged on users can click the  button to select folders they want to view frequently, to display them as links under the Interests banner on their personalized home page.
Enable Public Users To View Site Statistics	Check to enable users who are not logged on to view site statistics.
Site Contact	Type the e-mail address of the person (or generic job title) who is designated as the primary site contact webmaster; for example: <code>webmaster@travelsite.com</code> . This e-mail address is displayed in the lower left corner of each page. Users can click on the link to send e-mail to the webmaster. If the site contact text box is empty, no email address is displayed.
Site Logs Retention Period	Type the number of days that site logs are retained, before they are purged automatically. The default value is 7.
Update Logs Retention Period	Type the number of days that update logs are retained before they are purged automatically. The default value is 31.
Site Logo	Type the fully-qualified directory path and name of the graphic image to upload and display as the site logo at the top of the navigation bar; for example: <code>C:\travelsite\webart\canada.gif</code> . Users can click the site logo to return to the site's home page. Ideally, the image should not be wider than the width of the navigation bar specified in the style (see Style Manager (Navigation Bar): Main page) for this page. If the image is wider than the navigation bar, users will have to

Browse

scroll to view the entire image.

Or, click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

**Note:** In some browsers, the file selection dialog box only displays certain file types. You may have to choose \*.gif, \*.jpg, or \*.\* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.

Click to delete the site logo file from the site.

The image will no longer be displayed in the navigation bar. The Delete button is displayed only when an image is displayed on this page.



### Database Access Descriptor Name

Logged On User DAD

Type the Database Access Descriptor(DAD) for users who log on to the product.

Public User DAD

Type the Database Access Descriptor for users who do not log on to the product.

WebDB Component DAD

Type the Database Access Descriptor for the database where the WebDB components are stored.

For example, if you move your site from the database where WebDB is installed to a new database, all pointers to WebDB components will point to the DAD for the new database. Use this field to point to the correct DAD for these items.

### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

### Note

- Use the Style Manager (Navigation Bar): Main page to choose whether to display the navigation bar in a frame or non-frame browser window, and select other navigation bar options including navigation bar width, resizable navigation bar and icon locations.



## Site Manager: Items page

**Description** Use the Items page to enable features and control settings including version control, item deletion, keyword searches and which items to delete during a system purge.

### Settings and Values

Enable Item Version Control	<p>Check to implement item-level version control.</p> <p>If version control is not enabled, only one copy of an item exists in the database, stored by reference name. Changes made to item attributes or content merely update the existing item record in the database.</p> <p>If version control is enabled, users can edit the item directly, or create a new version.</p>
Retain Deleted Items Until System Purge	<p>Check to continue to store items in the database that are marked as deleted until a system purge is performed.</p> <p>Otherwise, items that are deleted by a user are deleted immediately and they cannot be retrieved.</p>
Enable Keyword Searches	<p>Check to allow users adding items to the site to associate keywords with their items.</p> <p>For example, a travel site may display a map of Botswana. Keywords for the map of Botswana might include 'Maun Desert', 'Victoria Falls', and 'map'. When an end user performs a search on 'Victoria Falls', the Botswana map item will be included in the search results.</p> <p><b>Note:</b> In addition to keywords, Basic Search operates on the title and description fields of each item. The keywords for each item are added when the item is created.</p>
<b>NEW</b> Icon Display Period	<p>Type the number of days the New icon is displayed with the item title on the folder page.</p> <p>The default value is 7.</p>

### System Purge

Purge Deleted Items	<p>Check to remove all items marked for deletion from the database during a system purge.</p> <p>When you click <b>Purge</b>, all items with the delete flag set are removed from the database.</p> <p style="text-align: center;"></p> <p><b>Note:</b> To mark an item for deletion, click  in the item toolbar (displayed only in edit mode). When you mark an item for deletion, it is no longer displayed. If you checked the Retain Deleted Items Until System Purge, the items are retained in the database until a system purge is performed (see above).</p>
Purge Expired Items	<p>Check to removed all expired items (including multiple versions, if they exist) from the database during a system purge.</p> <p>When you click <b>Purge</b>, all items with the expired flag set are removed from the database.</p>
Purge	<p>Click to perform a system purge. When a system purge is performed, all items marked as deleted or expired are erased from the database.</p> <p><b>Note:</b> This action permanently deletes the marked items from the database.</p>

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working.
	<b>Note:</b> When you click another tab or click <b>Finish</b> , your



Reset

changes are automatically saved. If you take any other action, the changes will be lost.

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

---

## Site Manager: News page

**Description** Use the News page to display items identified as news under a special News banner, control how news is created and displayed, and control news archive periods. News can be any type of item. For example, on a travel site you may add a URL item as news which links to a web page temporarily advising against traveling to the Caribbean because of hurricane warnings in the region.

### Features and Settings

Enable News

Check to implement the News feature.

When you implement news, items identified as news when created using the Item Wizard are listed by title under the news banner. Items classified as news are usually time-sensitive. The number of news titles displayed is controlled in the Style Manager (Content Area): Main page.

Enable Public Users to Contribute News

Check to allow users who are not logged on to submit news to the home page.

Displays an 'Add News' button at the top of the home page inviting users who are not logged on to submit news. When users click the button, they use the Item Wizard to add news items.

**Note:** Items submitted by public users must be approved by a site or news administrator before it is displayed. When a site or news administrator logs on, they can approve, edit or delete 'News Waiting Approval', listed at the bottom of their home page.

Move News items to archive after NN days

Type the number of days that a news item is displayed under the news banner.

The default value is 7. When the display period expires, the item is moved to the archive.

Delete News Items From Archive After NN Days

Type the number of days that a news item remains in the archive.

The default value is 21. When the display period expires, the item's archive flag is set automatically, and the item is marked as deleted.

### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

## Site Manager: Custom Text page

**Description** Use the Custom Text page to change the default display text for each of the elements displayed in navigation bars to better suit your audience. Each element in the navigation bar is displayed as a link, using the values established in the Custom Text page. These values are site wide: they affect every navigation bar.

### Note

- To determine which elements to display in the navigation bar, use the Folder Manager: Navigation Bar page.

Category Link	Type the text to display as the label for the popup of categories displayed in the navigation bar. The default value is 'Category'. You can choose whether or not to display the category popup using the Folder Manager: Navigation Bar page.
Log On Link	Type the text to display as the link users click to log on to the site. The default value is 'Log On'. When a user views the site without logging on, they are viewing only those folders that are public. No site management or administrative functions are accessible without logging on. When a user logs on, the first page displayed is their personalized home page.
Log Off Link	Type the text to display as the link users will click to log off of the site. The default value is 'Log Off'.
News Link	Type the text to display as the news link, and as the title of the news banner. Users click the News link to display the news page for this folder. The default value is 'News'. For example, on a travel site you might display 'Travel News' as the news link text.
Perspective Link	Type the text to display as the label for the popup of perspectives displayed in the navigation bar. The default value is 'Perspective'. You can choose whether or not to display the perspective popup using the Folder Manager: Navigation Bar page.
Folder Banner	Type the text to display as the Folder banner title. The default value is ' Folder '. When you enable the display of folders inside this folder, they are displayed under this banner.

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

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## Graphic images on the web

Web browsers can only display GIF (Graphic Image Format) and JPEG (Joint Photographic Experts Group) images. To display correctly, the suffix of the image file must be either .gif or .jpg to notify the browser of the file format. Whenever you are preparing graphic images for display via the Internet in a browser, be certain to follow guidelines for image size and color depth.

Your choices greatly affect the size of the image and the download time to the browser. GIF files are commonly used for line art and cartoon-style images that contain large areas of solid color. JPEG files are the more complex of the two, so they are often larger than a GIF file of the same pixel dimension and are slower to download. While GIF images are limited to 256 colors, JPEG images use a 24-bit color scheme and can display thousands of colors. They are used primarily for images of digitized photography, or complex rendered and shaded graphic art. JPEG images use variable compression schemes to control quality and file size. Both file types can be created and manipulated using professional and consumer graphic art programs.

# Style Manager

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## Style Manager: Create and Find page

**Description** Use the Create panel to create a new style for the entire WebDB site, or for a specific folder. Use the Find panel to edit the new style you have just created, or to edit an existing style. You create a style by choosing navigation bar options, text display choices, color schemes, and custom formats for your content items. After you have defined a style, you can apply the style to your folder using the Folder Manager. Styles are used by WebDB to automatically render folder pages based on the choices you have made.

### Create Style

Name	Type the name of the new style. The name of the new style must be unique within the site. The name is limited to 30 characters.
Based on Style	Click to display a list of styles. Select the style you want to copy into the style you are creating, which you can later edit.
Private	Click to make this style viewable and usable only by the style owner. The style owner is the user who created the style.
Public	Click to allow any logged on user to view this style, or use it as a base style when creating a new style.
Create	Click to create the new style. <b>Note:</b> You can use the Create Style panel to make several new styles at once. Once you have created a new style, use the Find panel to select the style and edit it.

### Find Style

Name	Click to display a list of styles you can view, modify or delete.
Edit	Click to view and modify the selected style. Displays the Style Editor page where you can make changes to the style.
Delete	Click to remove the style from the site. Displays a confirmation dialog verifying that you want to remove the style. <b>Note:</b> Folders assigned to the style you have just deleted will now use the default WebDB style.

---

## Style Editor page

**Description** Use the Style Editor page to choose the area of the page you want to edit.

**Edit Style**

Navigation Bar

Click to edit the navigation bar settings in this style.

Banner

Click to edit the banner settings in this style.

Content Area

Click to edit the settings for the content area in this style.

**Buttons**

Finish

Click to save your changes and return to the page you are working on.

# Navigation Bar

## Style Manager (Navigation Bar): Main page

**Description** Use the Style Manager Main page to edit the navigation bar options for this style.

### Features and Values

Access:

Private

Click to make this style available only to the style owner.

Public

Click to make this style available to the style creator, and to the Site and Style Administrators.

Only the style creator, Site and Style Administrators can assign this style to their folder, and they can copy this style when they create styles of their own.



Navigation Bar Width

Click to choose a frame-based browser window and display the navigation bar in the left frame.

**Note:** Some older browser versions do not support frames.

Type the width of the navigation bar in pixels.

The default value is 130. If you display a navigation bar image, you should coordinate the width of the image with the width of your navigation bar.

Resizable Navigation Bar

Click to allow the user to resize the width of the navigation bar frame in the browser.



Click to display a navigation bar in a non-framed browser window.

The navigation bar is integrated in the page body at the top center of each page.

Login Prompt Location

Click to choose where in the navigation bar to place the log on prompt from the dropdown menu.

**Note:** Applies only when you have chosen to display the navigation bar in a non-framed browser window.

Administration Icon Location

Click to choose where in the navigation bar to place the administration button from the dropdown menu.

**Note:** Applies only when you have chosen to display the navigation bar in a non-framed browser window.

Search Field Location

Click to choose where in the navigation bar to place the search field from the dropdown menu.

**Note:** Applies only when you have chosen to display the navigation bar in a non-framed browser window.

### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

## Style Manager (Navigation Bar): Text page

**Description** Use the Text page to choose the font, size and style for text displayed in the navigation bar in this style. First, choose the font, size and style from the dropdown menus. Then, click the check box to the left of each text element you want to update.

Font	Click to display the list of available fonts. Choose the font of your choice for the text.
Size	Click to display the available font sizes. Choose the font size of the text. <b>Note:</b> The font sizes listed are HTML font sizes 1 through 7, not point sizes.
Style	Click to display the font styles. Select the style to use to display the text.
<b>Navigation Bar</b>	
Link	Check to apply the font, size and style choices to any text in the navigation bar displayed as a link.
Text	Check to apply the font, size and style choices to ordinary text displayed in the navigation bar.
Contact	Check to apply the font, size and style choices to the text of the contact displayed in the navigation bar. <b>Note:</b> the term 'Webmaster: <contact>' will not be displayed unless a value is entered in the Site Manager: Main page, and the contact link is displayed in the navigation bar using Folder Manager: Navigation Bar page.
<b>Buttons</b>	
Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.



## Style Manager (Navigation Bar): Color page

**Description** Use the Color page to view and edit the colors currently assigned to various elements of the navigation bar in this style.

### Using the Color Palette

Click a color in the palette to display the hex value of the color in the color field. Then, click the check box to the left of each element you want to update.

### Note

- Hex values are used to specify the red, green and blue (RGB) color values in HTML.

Color	Displays the RGB value (in hexadecimal notation) of the color you selected in the color palette.
Copy Colors From Style	Choose the folder style from which to copy navigation bar colors.
Background	Click to apply the color identified in the Color field to background of the navigation bar (if you are using a framed navigation bar).  Note: The color is visible only if there is no background image in the navigation bar, established in the Image page.
Link	Click to apply the color identified in the Color field to this text element.  Text which an end user can click on to navigate to another URL. The link is displayed in the specified color before the link is clicked.
Visited Link	Click to apply the color identified in the Color field to any items displayed in the navigation bar as links, including Site Map, Administration, Log Off and others.  A link which has already been clicked by the end user. Displayed in the color specified for Visited Link to indicate the page has already been visited.
Text	Click to apply the color identified in the Color field to any element shown as ordinary text.
Contact	Click to apply the color identified in the Color field to the text specified in site contact, established using the Site Manager: Main page.
<b>Buttons</b>	
Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working.  <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> .  <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

## Style Manager (Navigation Bar): Image page

**Description** Use the Image page to display background images on your site's navigation bar if you have chosen a framed navigation bar.

### Values and Images

Background

Type the fully-qualified directory path and name of the graphic image to display; for example:

`C:\travelsite\webart\canada.gif.`

Browse

Or, click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

**Note:** In some browsers, the file selection dialog box only displays certain file types. You may have to choose \*.gif, \*.jpg, or \*.\* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.

Click to delete the image file from the site.

The image will no longer be displayed. The Delete button is displayed only when an image is displayed on this page.



### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

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# Banner

## Style Manager (Banner): Main page

**Description** Use the Main page to edit the banner features and values for this style.

### Features and Values

Access:

Private

Click to make this style available only to the style owner.

Public

Click to make this style available to the style creator, and to the Site and Style Administrators.

Only the style creator, Site and Style Administrators can assign this style to their folder, and they can copy this style when they create styles of their own.

Main Banner Height

Type the height of the top banner on the page in pixels.

The default is 25.

Typically, you should set the banner height approximately 20-25% greater than the text size you have chosen.

Main Banner Text Alignment

Click to choose the horizontal alignment of the text that is displayed in this banner.

Sub-banner Height

Type the height of the sub-banner in pixels.

The sub-banner is displayed directly under the main banner, and is used as a backdrop to display the folder description.

The default is 15.

Sub-banner Text Alignment

Click to choose the horizontal alignment of the text that is displayed in this banner.

Header Banner Height

Type the height of the banner in pixels.

The header banner is used to divide each folder page into news, categories and perspectives sections. The header banner is also used divide each logged on user's personalized home page into sections as well, which you access by clicking the home link in the navigation bar.

The default is 15.

Header Banner Text Alignment

Click to choose the horizontal alignment of the text that is displayed in this banner.

### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

## Style Manager (Banner): Text page

**Description** Use the Text page to choose the font, size and style for text displayed in the banners in this style. First, choose the font, size and style from the dropdown menus. Then, click the check box to the left of each text element you want to update.

Font	Click to display the list of available font faces. Choose the font of your choice for the text.
Size	Click to display the available font sizes. Choose the font size of the text. <b>Note:</b> The font sizes listed are HTML font sizes 1(smallest) through 7(largest), not point sizes.
Style	Click to display the font styles. Select the style to use to display the text.
<b>Banner Text</b>	
Main Banner Text	The text displayed in the main banner at the top of each page. This text is the title of the folder.
Sub Banner Text	Text displayed under the primary banner text in a banner. This text is the description of the folder.
Header Banner Text	For News banners, the word 'News'. For category and perspective banners, the respective categories and perspectives.
Header Banner Link Text	Text displayed in header banners as links.
<b>Buttons</b>	
Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

## Style Manager (Banner): Color page

**Description** Use the Color page to view and edit the colors currently assigned to various elements of the banners in this style.

### Using the Color Palette

Click a color in the palette to display the hex value of the color in the color field. Then, click the check box to the left of each element you want to update.

### Note

- Hex values are used to specify the red, green and blue (RGB) color values in HTML.

Color	Text box which displays the RGB value (in hexadecimal notation) of the color you selected in the color palette.
Copy Colors From Style	Choose the folder style from which to copy banner element colors.
Main Banner Background	Click to apply the color identified in the Color field to this graphic element. The main banner background is the rectangle spanning the top of each page, used as a backdrop for the main banner text.
Main Banner Text	Click to apply the color identified in the Color field to this text element. Main banner text is the title of the folder.
Sub Banner Background	Click to apply the color identified in the Color field to this graphic element. The sub banner background is the rectangle spanning each page, directly beneath the main banner. It is used as a backdrop for the sub banner text.
Sub Banner Text	Click to apply the color identified in the Color field to this text element. Sub banner text is the text in the folder description.
Header Banner Background	Click to apply the color identified in the Color field to this graphic element. The header banner background is the rectangle used to visually divide the folder page into sections including News, categories and perspectives.
Header Banner Text	Click to apply the color identified in the Color field to this text element. Header banner text is the text displayed in the header banner, including 'News', and specific category and perspective titles.
Header Banner Link Text	Click to apply the color identified in the Color field to this text element. Header banner text is the text displayed in the header banner, including 'News', and specific category and perspective titles.

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your

changes are automatically saved. If you take any other action, the changes will be lost.

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# Content Area

## Style Manager (Content Area): Main page

**Description** Use the Style Manager Main page to edit the features and values for the content area in this style.

### Features and Values

Access:

Private

Click to make this style available only to the style owner.

Public

Click to make this style available to the style creator, and to the Site and Style Administrators.

Only the style creator, Site and Style Administrators can assign this style to their folder, and they can copy this style when they create styles of their own.

Folder Image Alignment

Click to display the folder image to the left, right or center near the top of the page.

**Note:** To specify a folder image, use the Folder Manager: Image page.

Display Folder Path

Click to display the folder path as a series of links after all of the items in a folder.

Users can click the separate links in the folder path to navigate up the folder hierarchy.

Display Document Sizes

Click to display the document size in conjunction with the document name.

This helps a user to know how large it is before downloading it, particularly if they are using a modem connection.

News Columns

Type the number of news columns to display.

This attribute is used in conjunction with the news rows used to calculate the number of cells in the news table.

The default value is 1. Normally, you should not display news in more than 2 or 3 columns unless the news titles are one-word entries.

News Rows

Type the number of news rows to display.

This attribute is used in conjunction with the news columns used to calculate the number of cells in the news table.

The default value is 10. Multiply the number of columns and rows together to determine the maximum news items displayed.

**Note:** If there are more news items in the database than there are cells in the news table, the items will be randomly selected for display each time the page is generated.

Icon Height

Type the height of the icon in pixels.

**Note:** The item icon is assigned using the Item Wizard when an item is created. It can also be assigned to existing items using the Item Manager.

Icon Width

Type the width of the icon in pixels.

### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other

Reset

action, the changes will be lost.

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



## Style Manager (Content Area): Text page

**Description** Use the Text page to choose the font, size and style for text displayed in the of this style. First, choose the font, size and style from the dropdown menus. Then, click the check box to the left of each text element you want to update.

Font	Click to display the list of available font faces. Choose the font of your choice for the text.
Size	Click to display the available font sizes. Choose the font size of the text. <b>Note:</b> The font sizes listed are HTML font sizes 1 (the smallest) through 7 (the largest), not point sizes.
Style	Click to display the font styles. Select the style to use to display the text.
Link	Check to apply the font, size and style choices to any text displayed as a link.
Item Attribute	Check to apply the font, size and style choices to any text displayed as an item attribute.
Description	Check to apply the font, size and style choices to the item description. The complete item, including the item description is displayed when users click on any text item link on folder page.
Text Item	Check to apply the font, size and style choices to text in the Text field of a text item.
Folder Path	Check to apply the font, size and style choices to the folder path, which is displayed at the bottom of each folder page if this feature is enabled, using the Style Manager (Content Area): Main page.
Contact	Check to apply the font, size and style choices to the text of the contact displayed at the bottom of each folder page.
<b>Buttons</b>	
Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

## Style Manager (Content Area): Color page

**Description** Use the Color page to view and edit the colors currently assigned to various elements displayed in the content area for this style.

### Using the Color Palette

Click a color in the palette to display the hex value of the color in the color field. Then, click the check box to the left of each element you want to update.

### Note

- Hex values are used to specify the red, green and blue (RGB) color values in HTML.

Color	Text box which displays the RGB value (in hexadecimal notation) of the color you selected in the color palette.
Copy Colors From Style	Choose the folder style from which to copy page element colors.
Background	Click to apply the color identified in the Color field to background of the content area (the right frame, if using a framed navigation bar).
Link	Click to apply the color identified in the Color field to any items on this page displayed as links. A link is any text which an end user can click on to navigate to another URL. The link is displayed in the specified color before the link is clicked.
Visited Link	Click to apply the color identified in the Color field to items on this page displayed as links which have been visited. A visited link is one which has already been clicked by the end user. Displayed in the color specified for Visited Link to indicate the page has already been visited.
Item Attribute	Click to apply the color identified in the Color field to item attributes which are displayed.
Description	Click to apply the color identified in the Color field to text from the Description field which is displayed.
Text Item	Click to apply the color identified in the Color field to text displayed from the Text field in a text item.
Folder Path	Click to apply the color identified in the Color field to text displayed at the bottom of each page identifying the folder path. You enable folder paths using the Style Manager (Content Area): Main page.
Contact	Click to apply the color identified in the Color field to the contact. The contact is the text at the bottom of each page specified in site contact, established using the Site Manager: Main page.
<b>Buttons</b>	
Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.



## Style Manager (Content Area): Image page

**Description** Use the Image page to display background images on pages using this style.

### Values and Images

Background

Type the fully-qualified directory path and name of the graphic image to display; for example:

`C:\travelsite\webart\canada.gif.`

Browse

Or, click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

**Note:** In some browsers, the file selection dialog box only displays certain file types. You may have to choose \*.gif, \*.jpg, or \*.\* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.

Click to delete the image file from the site.

The image will no longer be displayed. The Delete button is displayed only when an image is displayed on this page.



### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

# Folder Manager

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## Folder Manager Site Map page

**Description** Use the Folder Manager Site Map page to manage folders and make changes to folder details. The Folder Manager Site Map page displays the hierarchical organization of your WebDB site in outline format. In this view, all folders are links, so you can click a link to display the folder. You can use the toolbar to edit a folder, create folders, and delete or reorganize folders.



Click to open this folder and display the folders inside.  
Indicates that there are folders inside which are not currently displayed.



Click to close the folder.

Indicates that the folders inside this folder are currently displayed.



Indicates that there are no folders inside this folder.



Click to make changes to this folder.

Displays the Folder Manager tabs where you can view and make changes to the folder details.



Click to add a new folder under this folder.

Displays the Create and Find Folder page so you can create a new folder.



Click to delete the selected folder.

Displays a confirmation dialog to verify that you are sure you want to delete the selected folder.

**Note:** This action permanently erases the folder and all its contents (including other folders) from the database. Therefore, it is recommended that regular database backups be made, and a backup be performed prior to deleting folders.



Click to move the selected folder to another folder.

Displays the site map. Click the new parent folder to assign it as the new parent.

---

## Folder Manager: Create and Find page

**Description** Use the Create panel to add new folders to your site. Use the Find panel to select a folder to view and edit details about the folder.

### Reference Names and File Items

The use of names is important to users who want to display URLs to files in a WebDB site. For example, if a user wants a link from the New York folder (at the same level as the Paris folder) to point to a file item called triprpt.doc located in the Paris folder, the URL would be ../Paris/triprpt.doc. These URLs are generated automatically by WebDB, but you can create them yourself as well, by combining folder names.

#### Create Folder

Name	Type the name of the new folder. The name must be unique within the site and limited to 30 alphanumeric characters. Do not use spaces or special characters. <b>Note:</b> This name is used to uniquely identify each folder in a WebDB site. WebDB uses these folder names to automatically form a fully qualified URL to navigate to each folder in the site.
Title	Type the name of the folder to display. The folder title is used each time the folder is displayed or referenced, including the folder page, the site map, and folder links.
Create	Click to add the new folder to this site.

#### Find Folder

Reference Name	Click to choose a folder to edit or delete.
Edit	Click to display the Folder Manager, which you use to view and edit the selected folder's details.
Delete	Click to delete the corner. Displays a dialog confirming that you want to delete this folder, including any folders and all items in the folders. This action permanently removes the folder, its folders and all content in the folders from the database. Click <b>Yes</b> to delete the selected folder, or <b>No</b> to cancel the action and leave the folder unchanged.

## Folder Manager: Main page

**Description** Use the Main page to establish basic folder information, publish the folder, and enable it to be viewed by public users or only by users who are logged on.





### Note

- You can create folders inside other folders to create a hierarchy of folders, just like folders are organized on your personal computer. For example, on a travel site you might have a folder for each country in the world. In the Scotland folder, you can create a folder called Music of Scotland. To organize your items, you might create folders titled Celtic Groups, Bagpipe Bands, Violinists as folders inside the Music of Scotland folder.

### Features and Values

Reference Name	Displays the reference name of the folder you are currently viewing. The reference name must be unique on the web site. It is established when the folder is created using the Folder Manager: Create and Find page and cannot be changed.  The reference name is the unique directory name without spaces or special characters that are reserved in HTML. It is used to construct the URL for the folder items. Users can use folder and items reference names to create URL's in documents that point to a particular folder, or even specific items within a folder.
Title	Type the text to use as the title of this folder.  The title may be different from the reference name. The title of is displayed in the banner of the folder page, and serves to name the page for end users.
Description	Type text to produce more information about this folder for the folder owner or the site administrator.  The information in this field is displayed in the page sub-banner.
Display This Folder To Public Users	Check to make this folder and its contents viewable by public users (end users who are not logged on).  <b>Note:</b> If this option is not checked, only the site administrator, folder owners and users you have explicitly granted access privileges will be able to view this folder.

### Folders Inside This Folder

Display These Folders	Click to display these folders by title, directly under the main banner on the enclosing folder's page, under Quickpicks and Announcements.  End users can click on the folders to navigate to them.
	Click to move the selected folder to the top of the list.
	Click to move the selected folder up one position.
	Click to move the selected folder down one position.
	Click to move the selected folder to the bottom of the list.

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working.  <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or

when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



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## Folder Manager: Style page

**Description** Use the Style page to assign a predefined style to the folder, or to edit attributes of the currently assigned style, provided you have the proper privileges, such as site administrator, style administrator, or folder owner. Styles are created and edited in the Style Manager.

### Note

- If you have selected a style that you own, you can edit it using the Style Manager. If you do not own the selected style, the Style Manager will create a new copy to edit, which you own.

### Values and Images

Current Style	Displays the style assigned to this folder.
Style	Click to display a list of the styles you can assign to this folder. Select the style you want to assign to this folder.

### Edit Style

Navigation Bar	Click to display the Style Manager (Navigation Bar): Main page, so you can edit the navigation bar in the selected style.
Banner	Click to display the Style Manager (Banner): Main page, so you can edit the banners in the selected style.
Content Area	Click to display the Style Manager (Content Area): Main page, so you can edit the content area in the selected style.

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

## Folder Manager: Image page

**Description** Use the Image page to choose images to display on the folder page in the navigation bar and in the banner of the folder page.

### Note

- Use the Style Manager (Navigation Bar): Main page to choose whether to display the navigation bar in a frame or non-frame browser window, and select other navigation bar options including navigation bar width, resizable navigation bar and icon locations.

### Title Image

Image

Type the fully-qualified directory path and name of the graphic image to display; for example:

`C:\travelsite\webart\floraicon.gif.`

The image is displayed on the navigation bar, replacing the folder title.

**Note:** To display this image, you must use the Folder Manager: Navigation Bar page to include folder links included in the Displayed Elements list, and include your folder name in the Displayed Folder Links list.

Rollover Image

Type the fully-qualified directory path and name of the graphic image to display; for example:

`C:\travelsite\webart\florarollover.gif.`

The rollover image replaces the image in real time whenever the end user rolls the mouse over it.

**Note:** The rollover image should have the same pixel dimensions as the image. If the dimensions are not the same, the browser will distort it, because it displays the rollover image in the same rectangle as the image.

Browse

Click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

**Note:** In some browsers, the file selection dialog box only displays certain file types. You may have to choose \*.gif, \*.jpg, or \*.\* (all file types) to display image file names. Only upload GIF or JPEG files with the proper suffixes.

Click to delete the image file from the WebDB site.

The **Delete** button is displayed only when an image is displayed on this page.



### Banner Image

Image

Type the fully-qualified directory path and name of the graphic image to display; for example:

`C:\travelsite\webart\nwfauna.jpg.`

The banner image is displayed in lieu of the page banner. If a banner image has been provided, the banner is only displayed in edit mode.

Browse

Click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

**Note:** In some browsers, the file selection dialog box only displays certain file types. You may have to choose \*.gif, \*.jpg, or \*.\* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to delete the navigation bar, rollover or page title image file from the site.

The **Delete** button is displayed only when an image is displayed on this page.

#### Button

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to upload the new image files to the site.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

## Folder Manager: Navigation Bar page

**Description** Use the Navigation Bar page to choose a default, inherited or custom navigation bar for this folder. If you choose a custom navigation bar, you can choose which elements and features (such as search, or a category popup) to display in the navigation bar.



Depending on the browser you are using and the options you have chosen, you may have to click the **Reload** button in your browser to view the changes you have made to the navigation bar.

### Notes

- When you use the Folder Manager to create a new folder, the navigation bar is inherited from the parent folder's style (or the site style, if you created a folder at the top level)
- Use the Style Manager (Navigation Bar): Main page to choose whether to display the navigation bar in a frame or non-frame browser window, and select other navigation bar options including navigation bar width, resizable navigation bar and icon locations.

Use Default

Click to use the default navigation bar on this folder.

The default navigation bar is the bar that has been defined for the parent folder. You cannot customize these settings unless you own the parent folder.

Inherit From Parent Folder

Click to use the navigation bar currently in use by the folder in which this folder is stored.

If you are the owner of the folder whose navigation bar you are using, you can click **Edit** to modify it.

**Note:** If there is no navigation bar defined in the immediate parent's folder, the search will continue up the inheritance chain until one is found, or the site navigation bar is reached.

Customize

Click to create a specific navigation bar for this folder.

### Navigation Bar Choices

Elements

Use this list box to choose which elements and features to display in the navigation bar, and to organize their display order according to its importance on your site.

Folder Links

Use this list box to choose which folder titles on your site to display in the navigation bar, and to organize their display order.

Category Links

Use this list box to choose which categories to display in the navigation bar and to order their display order.

**Note:** To display selected categories, you must move the Category Links to the Displayed Elements list box.

Perspective Links

Use this list box to choose which perspectives to display in the navigation bar, and to organize their display order.

**Note:** To display selected perspectives, you must move the Perspective Links to the Displayed Elements list box.

Only the name of the perspective is displayed in the navigation bar, even if a graphic image is associated with it. The graphic image is displayed only with the items.

**Elements, Folders, Categories and Perspectives Boxes**

Use these Available/Displayed boxes to choose which items to display.

**Include/Exclude Buttons**



Click to move all items in the Displayed list box to the Available list box.



Click to move the selected item in the Available list box to the Displayed list box.



Click to move the selected item in the Displayed list box to the Available list box.



Click to move all items in the Available list box to the Displayed list box.

#### Order Buttons



Click to move the selected item to the top of the list.



Click to move the selected item up one position in the list.



Click to move the selected item down one position in the list.



Click to move the selected item to the bottom of the list.

#### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

## Folder Manager: Users page

**Description** Use the Users page to manage the folder access list, and grant folder privileges to individual users. Folder privileges establish a user's authority to view, create, modify and delete items in a specific folder.


To allow a user to view this folder, select them and add them to the access list. The folder access list displays the current users and privileges, so you can grant or revoke privileges to each user on the access list. You can make several changes at once and then click **Apply** to update the privileges.



You cannot create users in the Users page. If you want to grant folder privileges to a new user, you must first create the user with the User Manager. To add a user to a group, use the User Manager: Groups page.

### User Privileges

User Name

Type the user name of the user you want to add to the Folder Access List. If you do not know the user name, click  to display the search dialog box.



Click to display the search dialog box. Type one or more characters to the left of the % (wildcard character) to find user names beginning with these characters.

Click **Find** to display all names matching the search criteria. Click a name to enter it automatically in the User Name text field.

Add to Access List

Click to add the user to the access list for this folder. The user is automatically granted View access to the folder.

### User Access List

This table lists each user who has access to this folder, and displays the current folder privileges they have.

### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

## Folder Manager: Groups page



**Description** Use the Groups page to establish a group's authority to control, view and modify the contents of the folder. Using the Groups page, you can add a group to the folder access list, and view or change the privileges for any group. When you set a privilege in the group page, you are setting the privilege for each user in the group list.

To establish or revoke privileges of an existing group, scroll through the access list to the group whose privileges you are modifying. When a user is added to a group already on the access list, the user inherits all of the privileges assigned to the group.

To create a group, manage its membership and other details, use the Group Manager.

The group access list displays the current groups and privileges, and allows you to grant or revoke privileges. You can make several changes at once and then click **Apply** to update the privileges.

### Group

Name	Type the name of the group you want to add to the group access list. If you do not know the group name, click  to display the search dialog box.
	Click to display the search dialog box. Type one or more characters to the left of the % (wildcard character) to find group names beginning with these characters. Click <b>Find</b> to display all names matching the search criteria. Click a name to enter it automatically in the Group Name text field.
Add to Access List	Click to add the group access list for this folder.

### Group Access List

This table lists each group who has access to this folder, and displays the current folder privileges  
**Note:** For a complete description of each folder privilege, see Folder Privileges.

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

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## Move Folder page

**Description** Use the Move Folder page to move a folder into another folder. The site map displays the hierarchical organization of all the folders in your WebDB site in outline format.



Click to open this folder and display the folders inside.  
Indicates that there are folders inside which are not currently displayed.



Click to close the folder.  
Indicates that the folders inside this folder are currently displayed.



Indicates that there are no folders inside this folder.



Click to place the folder you are moving inside this folder.



## Navigation bar elements


**Description** You can choose which features and elements to display in the navigation bar. You can display images, implement popup menus with Go buttons, and display specific categories and perspectives, as well as news.

Many of these elements are links; some expose functionality for end users. Use the Folder Manager: Navigation Bar page to determine which elements to display. Use the Site Manager: Custom Text page to make choices about text values for elements which are links.



Folders always use the site's default navigation bar unless you choose to create a custom navigation bar for a folder. When you choose a custom navigation bar for a folder using the Folder Manager: Navigation Bar page, you can customize it specifically for the organization and content of the folder.

BLANK SPACE	<p>Creates vertical space between elements in the navigation bar.</p> <p><b>Note:</b> You can use this element as many time as you want, to add vertical space between elements in the navigation bar.</p> <p>Each BLANK SPACE element corresponds to a Break HTML tag.</p>
Administration Link	<p>Displays the Administration logo and the word Administration as a link.</p> <p>Users click the administration link to display the Administration page.</p>
Advanced Search	<p>Displays the Advanced Search Link which end users can click to display the Advanced Search page.</p>
Basic Search	<p>Displays the basic search box.</p> <p>End users type words to search for; the results are item hits. Each item is displayed by its title as a link which you can click to display the item itself.</p> <p><b>Note:</b> In addition to keywords, Basic Search operates on the title and description fields of each item. The keywords for each item are added when the item is created.</p>
Categories Popup	<p>Displays a menu of categories.</p> <p>End users click this popup to choose a specific category page and click <b>Go</b>. Category pages are automatically generated by WebDB. Each item assigned a specific category is listed on that page by title. The title is displayed as a link, which you click to display the item itself.</p>
Category Links	<p>Displays the categories in the Displayed Categories list below. End users click individual categories to display that category page.</p> <p><b>Note:</b> If you have categories in the Displayed Categories list but do not display Category links, they will not be displayed.</p> <p>If an image has been selected with a category, it is displayed in place of the actual category.</p>
Folder Links	<p>Displays folders in the Displayed Folders list below. End users click individual folders to display that folder page.</p> <p><b>Note:</b> If you have folders in the Displayed Folders list but do not display Selected Folders, they will not be displayed.</p>
Log on/Log off Link	<p>Displays a text link which users may use to log on to the site. The default values 'log on' and 'log off' can be changed in the Site Manager: Custom Text page.</p> <p>To log on, a user must have a user name and password. All database users are automatically WebDB users.</p>

	<p>Users log on to go 'behind the scene' to view all folders they are authorized to view. Users also log on to perform site management and administrative functions as authorized.</p> <p>Any user who views the site without logging on is considered a 'public' user.</p>
News Link	<p>Displays a text link which end users can click to display the news page.</p> <p>The news page contains all items of type news by title, organized in reverse chronological order. You click on a news title to display the news item.</p> <p>You control news settings using the Site Manager: News page.</p>
Perspectives Popup	<p>Displays a menu of perspectives.</p> <p>End users click this popup to choose a specific perspectives page and click <b>Go</b>. Perspective pages are automatically generated by WebDB. Each item assigned a specific perspective is listed on that page by title. The title is displayed as a link, which you click to display the item itself.</p>
Perspective Links	<p>Displays the perspectives in the Displayed Perspectives list below. End users click individual perspectives to display that perspective page.</p> <p><b>Note:</b> If you have categories in the Displayed Perspectives list but do not display Perspective links, they will not be displayed.</p>
Site Contact	<p>Displays the site contact, as "Webmaster: &lt;user name&gt;".</p> <p>Users click the site contact to display an email form they can use to communicate with the webmaster via email.</p>
Site Logo	<p>Displays the site logo.</p> <p>Public users click the site logo to display the home page. Users who are logged on will also see the home page, which is personalized for them.</p>
 Site Map	<p>Displays the Site Map page.</p> <p>Users click this button to display the WebDB site in outline, or hierarchical form. They can use the site map to navigate to and display other folders.</p>
Site Name	<p>Displays the site name as a link.</p> <p>Public users click the site logo to display the home page. Users who are logged on can click the site logo to display their personalized home page.</p>

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## Folder and administrator privileges and task authority

Privileges are divided into two categories: site and folder. There are five folder privileges. These privileges are controlled by site managers and folder owners. Users who have folder privileges can manage specific folders as their privileges permit.

### Folder Privileges

Own	<p>Click to grant the Own privilege.</p> <p>The user is has authority to manage this folder. A user with the Own privilege has the authority to grant privileges to others for this folder.</p>
View	<p>Click to grant the View privilege.</p> <p>The user may view any item in the folder, except those items which are deleted or expired. This is the lowest level user privilege.</p>
Style	<p>Click to grant the Style privilege.</p> <p>Permits a user to make changes to the style assigned to this folder.</p>
Manage Items	<p>Click to grant the Manage Items privilege.</p> <p>Permits a user to make changes to items that already exist in the folder. To use this privilege, the user must have the View privilege, because the user must be able to view the folder to create items in the folder.</p>
Create with Approval	<p>Click to grant the Create with Approval privilege.</p> <p>Permits a user who is not the folder owner to add new items to this folder. Items that are created using this privilege must be approved to be displayed. To use this privilege, the user must have the View privilege, because the user must be able to view the folder to create items in the folder.</p>

There are three administrator privileges. Administrator privileges can only be granted by a site administrator. There can be more than one site administrator, but the first site administrator is established when the site is created. Site administrators can grant both administrator privileges and folder privileges.

### Administrator Privileges

Site Administrator	<p>Check to grant the site administrator privilege.</p> <p>This is the highest level privilege on a WebDB site. As site administrator, the user may implement and use all of the features on the site. In addition, the user inherits all folder privileges. Site administrators may view every item, modify anything on the site, and create, modify and delete any folder or items on the site.</p> <p>A site administrator can also create users, groups, and control user access. In addition, they can also perform Style and News Administrator functions.</p>
Style Administrator	<p>Check to grant the Style Administrator privilege.</p> <p>The Style Administrator establishes the look and feel of the site. As Style Administrator, you have control over color schemes, text, fonts and images used on your site. A style administrator can also design new styles using the Style Manager.</p>
News Administrator	<p>Check to grant the News Administrator privilege.</p> <p>A News Administrator has authority to approve news submitted on the home page by users who are not logged on, and logged on users with the Create with Approval privilege.</p>

Each privilege grants the user the ability to perform certain tasks.

Privileges Tasks	Folder Privileges					Administrator privileges		
	Own	View	Style	Manage Items	Create with Approva l	Site	New s	Style
View folder	Yes	Yes	Yes	Yes	Yes	Yes		
Add items	Yes			Yes		Yes		
Add items with approval					Yes	Yes		
Change styles	Yes		Yes			Yes		Yes
Approve items	Yes					Yes		
Approve News	Yes					Yes	Yes	
Modify items	Yes			Yes		Yes		
Delete items	Yes			Yes		Yes		
Undelete Items	Yes			Yes		Yes		
Reset item versions						Yes		

# Category Manager

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## Category Manager: Create and Find page

**Description** Use the Create panel to create a new category, by providing a category name and clicking **Create**. Use the Find panel to view and make changes to existing category settings and attributes.

Categories are an important part of each WebDB site, because they help categorize the content (known individually as items) in each folder. Each item must be assigned a category when the item is added to a folder, using the Item Wizard.

You can display the category popup, or specific categories directly in the navigation bar using the Folder Manager: Navigation Bar page so end users can go directly to categories of interest to them.



Because you must assign a category to each item when it is created, a default category is provided by WebDB, called 'General'. End users may want to add items before creating categories, and they can use the General category to complete the addition of an item.

### Create Category

Name	Type the name of the new category. It must be unique, and limited to 30 characters.
Create	Click to create the new category.

### Find Category


Name	Choose the category to view or edit.
Edit	Click to display the selected category settings, which you can view and modify.
Delete	Click to delete the selected category. <b>Caution:</b> When you delete a category, you are warned that WebDB automatically deletes all items associated with a category when it is deleted. Click <b>Yes</b> to proceed or <b>Cancel</b> to cancel.

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## Category Manager: Features and Values page

**Description** Use the Features and Values page to change the category name, or associate a graphic image with the category. An image can be used to replace the category title when displayed in the navigation bar. Unlike perspective images, category images are not displayed with the item title.

### Features and Values

Name	Displays the name of the selected category, which you can modify.
Icon	Type the fully-qualified directory path and name of the graphic image to display; for example: C:\travelsite\categoryart\flowers.jpg
Browse	You can display the category icon in the navigation bar using the Folder Manager: Navigation Bar page. Click to locate the file on your local or network drives and select it. When you click <b>Apply</b> or <b>Finish</b> , the file is uploaded to the site. <b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG files with the proper suffixes.
	Click to delete the image file from the site. The image will no longer be available for display in the navigation bar; the title will be used instead. The Delete button is displayed only when an image is displayed on this page.

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

# Perspective Manager

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## Perspective Manager: Create and Find page

**Description** Use the Create panel to create a new perspective, by typing the name and clicking the Create button. Use the Find panel to view and edit existing perspectives.

You can display the perspectives popup, or specific perspectives directly in the navigation bar using the Folder Manager: Navigation Bar page, so end users can view all items associated with each perspective.

### Create a New Perspective

Name	Type the name of the new perspective. It must be unique, and limited to 30 characters.
Create	Click to create the new perspective.


### Find Perspective

Name	Choose the perspective you want to edit or delete.
Edit	Click to display the selected perspective settings, which you can view and modify.
Delete	Click to delete this perspective. When you delete a perspective, you do not delete items associated with that perspective. <b>Note:</b> When you delete a perspective that is displayed in the navigation bar, you may have to refresh the frame or window in your browser for the change to take effect immediately.

## Perspective Manager: Features and Values page

**Description** Use the Features and Values page to edit a perspective, or associate an icon or graphic image with a perspective. To display perspectives in the navigation bar, use the Folder Manager: Navigation Bar page.

### Features and Values

Name	Displays the name of the selected perspective, which you can modify.
Icon	Type the fully-qualified directory path and name of the graphic image to be displayed with items associated with this perspective; for example: C:\travelsite\perspectives\nyc.gif.
Browse	Click to locate the file on your local or network drives and select it.  When you click <b>Apply</b> or <b>Finish</b> , the file is uploaded to the site.  <b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG files with the proper suffixes.
	Click to delete the image file from the site.  The image will no longer be displayed with the perspective. The <b>Delete</b> button is displayed only when an image is displayed on this page.
Display with Items	Click to display the icon with items associated with this perspective. The icon is displayed to the right of the item title. End users can click this icon to display the perspective page which displays each item associated with this perspective.

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working.  <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> .  <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.



# Custom Item Type Manager

## Custom Item Type Manager: Create and Find page

**Description** Use the Create panel to create a custom item type. Use the Find panel to edit or delete a custom item type you previously created. You can make changes to the properties, attributes and procedures of a custom item type.



When you create a custom item type, you are not adding a new item to your site. You are simply creating a new *type* of item, in addition to the item types already defined. When you use the Item Wizard to add new items to your site, you can define the item you are adding based the custom item types you've created.

### Create Custom Item Type

Name	Type the name of the custom item type. The name must be unique, and limited to 30 characters. The name is displayed in the Item Wizard Item Type dropdown menu, along with the WebDB item types, so shorter names are better.
WebDB Item Type	Choose the item type this custom item type is based on. By selecting a WebDB item type, you are providing content providers with a template to describe items they are adding to the site.
Create	Click to create a custom item type and make it available for content providers to use when they add an item.

### Find Custom Item Type

Name	Choose the name of the custom item type that you want to edit or delete.
Edit	Click to edit the properties, attributes and procedures of the selected item type.
Delete	Click to delete the selected custom item type. <b>Note:</b> When you click <b>Delete</b> , a dialog box warns that when you delete a custom item type, the items which are based on the type you are deleting will be permanently erased from the site. Click <b>Yes</b> to confirm, or <b>Cancel</b> to leave the custom item type unchanged.

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## Custom Item Type Manager: Main page

**Description** Use the Main page to view and edit the custom item type name and description.

### Settings

Name	Displays the name of the custom item type, which you can modify. The name must be unique, and limited to 30 characters.
Description	Type information about this custom item type to document its arguments, functionality or usage that may be useful to the site administrator. The information in this field is displayed only on this page.


### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

## Custom Item Type Manager: Attribute List page

**Description** Use the Attribute List page to create and make changes to attributes. You can use attributes to pass information to procedures, or use them to display custom information in text fields along with the item. You can make an attribute required, so that users who add items must provide specific information. For example, on a travel site when users add travel reviews, you might create attributes which are required such as a Contributor field, or a Reply field.

### Settings

Name	<p>Displays the name of the attribute (or argument), which you can modify.</p> <p>Argument names are specific to the procedure definition.</p> <p><b>Note:</b> When you enter a new attribute or argument and click <b>Apply</b> or <b>Finish</b>, a new set of entry fields is displayed for the next argument.</p>
Default Value	<p>Type the default value you want to display with the item, or pass to the procedure. This value may be overridden by the end user.</p> <p><b>Note:</b> Do not enter a value if the initial value is null.</p>
Display	<p>Check to display this attribute or argument in small text directly with the item in browse mode.</p> <p>This is useful for custom item types which are not procedure calls, to display additional information with the item.</p>
Pass to Procedure	<p>Check to pass the value of this argument to the procedure when it is called.</p>
Required	<p>Check to indicate that this attribute or argument is required and a value must be entered for this attribute when the user creates an item based on this type.</p>
	<p>Click to delete the attribute or argument from the list.</p> <p>The <b>Delete</b> button is displayed only when an attribute is displayed on this page.</p>

### Buttons

Finish	<p>Click to save your changes and return to the page you are working on.</p>
Apply	<p>Click to save your changes and continue working.</p> <p><b>Note:</b> When you click another tab or click <b>Finish</b>, your changes are automatically saved. If you take any other action, the changes will be lost.</p>
Reset	<p>Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b>.</p> <p><b>Note:</b> When you click another tab or click <b>Finish</b>, your changes are automatically saved. If you take any other action, the changes will be lost.</p>

## Custom Item Type Manager: Procedure page

**Description** Use the Procedure page to specify the type of procedure and the link displayed to execute the procedure.

### Procedure Type

PL/SQL

Check to indicate that this custom item type executes a PL/SQL stored procedure.

The procedure call and parameters will be constructed to execute a local PL/SQL call.

In order for this call to execute, you must write the procedure and store it in the database, for example:

```
create or replace procedure
sayHello(p_message varchar2 default
null) as
begin
    http.p('Hello World' ||
p_message);
end;
```

HTTP

Check to indicate that this custom item type executes an external, or remote procedure whose prototype is known, but is accessible only through a browser (HTML) interface.

A URL is constructed using the web address and procedure name in the Procedure Call field, along with the parameter values (in this case, '?botswana', which is a search argument) and executing an HTTP procedure, for example:

```
http://travel.com/search.html=?botswana
```

Link Text

Type the text to display to the right of the item title as a link to the procedure.

End users click this link text to execute the procedure. They can still click on the item title itself to view the item.

Procedure Call

For PL/SQL procedures, type the name of the local procedure. For HTTP procedures, type the web address and procedure name; for example:

```
www.travel.com/search
```

The web address is concatenated with the http:// prefix and the parameters to construct the complete URL.

**Note:** Custom item types which are not procedure calls should NOT have this option checked.

Display Procedure Results With Item

Check to display the results of the procedure execution directly with the custom item in browse mode.

If this check box is not checked, a link is provided which when clicked, displays the results on another page. This is useful for procedures which generate graphic results, such as bar charts, or result tables.

Pass Item ID to Procedure

Check (for PL/SQL procedures only) to pass the unique, local database reference of the contents of this item to the procedure.

The procedure uses the Item ID to access the contents of the custom item.

**Note:** For external procedures to access the contents of a custom item, you must pass it as an argument.

Pass Folder ID to Procedure

For PL/SQL procedures only, check to pass the unique, local database reference of the folder reference name to the procedure.

**Buttons**

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

# Group Manager

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## Group Manager: Create and Find page

**Description** Use the Create panel to create new groups. Use the Find panel to locate a specific group and manage group details, control membership and membership privileges.


A group is a collection of users who share a common interest or responsibility and therefore have common privileges. Establishing groups makes the job of system administration easier because you can grant and revoke the privileges of many users at one time.


### Create Group

**Name** Type the name of the group.  
It must be unique, and limited to 30 characters.

**Create** Click to create the group.

### Find Group

**Name** Type the name of the group you want to edit or delete.  
If you do not know the name of the group, click  to display the search box.

 Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find group names beginning with these characters.

Click **Find** to search for names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the Name field.

**Edit** Click to view the group, or make changes to information about the group.



**Delete** Click to delete the selected group.

**Note:** When you delete a group, users are no longer associated by virtue of their group membership. However, users are not deleted.

## Group Manager: Details page

**Description** Use the Details page to change the group name, owner, or group privacy settings.

### Features and Values

Name	Displays the name of the group, which you can modify. If you do not know the name of the group, click  to display the search box.
Owner	Displays the user name of the user who created this group. A group owner does not have to be a member of a group.
	Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find group names beginning with these characters. Click <b>Find</b> to display names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the Name field.

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.


---

## Group Manager: Users page

**Description** Use the Users page to add users to the selected group, and to view members of the group. You can also delete members, and establish members as group administrator. Only group administrators can add and delete members from their group.

### User

Name

Type the user name to add to the group, or click the **Search** button. If you do not know the name of the user, click  to display the search box.



Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find group names beginning with these characters.

Click **Find** to search for names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the User Name field.

Add to Access List

Click to add the user to the group.

### User Access List



Click to remove the user name from the group.

Members

Displays the user names of members of the group.

Group Administrator

Check to establish this user as group administrator.

**Note:** There can be more than one Group Administrator.

### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



# User Manager

## User Manager: Create and Find page

**Description** Use the Create panel to create new users, so they can be added to the site's access list in the Folder Manager: Users page. When you create a new user, the home page is personalized, and a personal folder is created. If a user already exists in the database, use the User Manager: Details page to create a personal folder.

You can also establish a password, enter personal information about each user, grant them administrator privileges, and add them to groups.

To create a new user, enter the information in the fields below and click **Create**. After a new user has been created, use the Find panel to locate and edit personal information about the user.



Only a user with the site administrator privilege can use the User Manager to create users and view information about users.


### Create User

Name	Type the user name to use when logging on to the WebDB site. The user name must be 30 characters or less and be unique within the site. <b>Note:</b> Authorized database users automatically have access to your site using their user name and password. Also, anyone can access your site as a public user if they know the URL.
Password	Type the password used to authenticate the user name during log on.
Confirm Password	Type the password again to verify that you have entered the password correctly.
Default Tablespace	Choose the default tablespace that will be used to store any database objects or components created by the user. <b>Note:</b> The drop-down list contains all tablespaces that have been created in the Oracle database. Refer to the Oracle documentation for more information about creating tablespaces in your database.
Temporary Tablespace	Click to choose tablespace for the creation of temporary table segments for operations such as sorting table rows. Refer to the Oracle documentation for more information about creating tablespaces in your database.
Profile	Click to choose the system and database resources that are available to the user. If you do not select a profile, the DEFAULT profile is assigned to the user. For more information, contact your DBA or refer to your Oracle Server documentation.
Create	Click to establish this user as a person who can log on to your WebDB site.

### Find User

Name	Type the name of the user you want to edit. If you do not
------	---



know the user name, click  to display the search box.  
Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find user names beginning with these characters.

Click **Find** to search for names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the Name field.

Edit

Click to view or make changes to information about the selected user.

## User Manager: Details page

**Description** Use the Details page to view or change information about an existing user, including how to contact the user, along with other personal information. You can also establish administrator privileges for users. Administrator privileges give a user authority to manage the entire WebDB site and make site-wide changes. Personal information that is recorded here is not used anywhere on the WebDB site.

### Administrator Privileges


Site, Style and News Administrator	<p>Check to grant the site administrator privilege.</p> <p>This is the highest level privilege on your site. As site administrator, you may implement and use all of the features on the site. In addition, you inherit all folder privileges. You may view every item, modify anything on the site, and create, modify and delete any folder or items on the site.</p> <p>As site administrator you can also create users, groups, and control user access. In addition, you can also perform Style and News Administrator functions.</p>
Style Administrator	<p>Check to grant the Style Administrator privilege.</p> <p>The Style Administrator establishes the look and feel of the site. As Style Administrator, you have control over color schemes, text, fonts and images used on your site. You design new styles using the Style Manager.</p>
News Administrator	<p>Check to grant the News Administrator privilege.</p> <p>As News Administrator, you have authority to approve news submitted on the home page by users who are not logged on (via the Add News button), and logged on users with the Create with Approval privilege.</p>

### Settings

Password	<p>Type the password used to authenticate the user name during login.</p> <p>This field is used to change the password that is currently in effect. The password is initially established when a user is created using the User Manager: Create and Find page.</p> <p><b>Note:</b> The new password takes effect immediately after you click <b>Apply</b> or <b>Finish</b>, and must be used the next time the user logs on.</p>
Confirm Password	<p>Type a copy of the new password to verify that the password has been entered correctly.</p>
Create Personal Folder	<p>Check to create a personal folder.</p> <p>Displayed only when a database user is being edited, or when a user has deleted their personal folder.</p> <p>A personal folder is a folder you can create and use in any manner you choose. Each user's personal folder is named using the owner's user name, and is listed alphabetically under personal folders on the site map.</p> <p>A personal folder is an ideal place to add links of your favorite web sites and pages, along with miscellaneous items you use every day - text, graphics, etc. You can organize your personal folder any way you choose, and add any items you choose. Only you can see your personal folder unless you grant authority to other users.</p> <p><b>Note:</b> To delete a personal folder, use the Folder Manager.</p>

### Personal Information

First Name	Type the user's first name.
Last Name	Type the user's last name.
Nickname	Type the user's nickname.

E-mail	Type the user's e-mail address.
Telephone	Type the user's telephone number.
FAX	Type the user's FAX number.
City	Type the user's city.
State	Type the user's state.
Postal Code	Type the user's postal code.
Country	Type the user's country.
Manager	Type the user's manager.
Office	Type the user's office.
Photograph	Type the fully-qualified directory path and name of the graphic image to display; for example: C:\employees\photos\scott.jpg. Click to locate the file on your local or network drives and select it. When you click <b>Finish</b> or <b>Apply</b> , the file is uploaded to the site. <b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes. Click to delete the image file from the site. The user's photograph will no longer be displayed. The <b>Delete</b> button is displayed only when a site logo is being used and displayed on this page.
Browse	
	

**Buttons**

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

## User Manager: Groups page

**Description** Use the Groups page to add users to a group, and to view each of the groups of which the user is a member. You can also remove the user from a group, or establish them as group administrator.

### Group

Name



Type the name of the group. If you do not know the name of the group, click to display the search box.

Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find group names beginning with these characters.

Click **Find** to search for names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the Group Name field.

Add to Access List

**Group Access List**



Click to add the user name to the group.

Click to remove the user from the group.

Group Administrator

Check to establish this user as group administrator.

Group administrators and group owners can add and delete users from the group.

### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

# Privilege Manager


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## Privilege Manager page

**Description** Use the Privilege Manager to establish specific users as site, news and style administrators.

### User Privileges

User Name

Type the users name to whom you want to assign administrator privileges, or click  to display the search box.



Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find user names beginning with these characters.

Click **Find** to search for names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the User Name field.

Update Privilege List

Click to update the user's privileges.

### Site, News and Style Administrators

This table displays each user on this site who is either a site, news or style administrator.

Site

Check to grant the site administrator privilege to this user.

News

Check to grant the news privilege to this user.

Style

Check to grant the style privilege to this user.

### Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

# Personal Information Manager

## Personal Information Manager page

**Description** Use the Personal Information Manager page to change your password, create a personal folder, and view or change personal information recorded with your user name.

### Settings

Password	Type the password to authenticate the user name during log on.
Confirm Password	Type the password again to verify that you have entered the password correctly.
Create Personal Folder	<p>Check to create your own personal folder. You can use your personal folder to create a private web site within this site. You manage everything inside your personal folder the way you manage the WebDB site.</p> <p><b>Note:</b> To delete a personal folder, use the Folder Manager.</p>

### Personal Information

First Name	Type your first name.
Last Name	Type your last name.
Nickname	Type your nickname.
E-mail	Type your e-mail address.
Telephone	Type your telephone number.
FAX	Type your FAX number.
City	Type your city.
State	Type your state.
Postal Code	Type your zip code or postal code.
Country	Type the name of your country.
Manager	Type your manager's name.
Office	Type your office name or number.
Photograph	Type the fully-qualified directory path and name of the graphic image to display; for example: C:\employees\photos\scott.jpg.
Browse	<p>Or, click to locate the file on your local or network drives and select it.</p> <p>When you click <b>Apply</b> or <b>Finish</b>, the file is uploaded to the site.</p> <p><b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.</p> <p>Click to delete the image file from the site.</p> <p>The Delete button is displayed only when an image is displayed on this page.</p>



### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	<p>Click to save your changes and continue working.</p> <p><b>Note:</b> When you click another tab or click <b>Finish</b>, your changes are automatically saved. If you take any other</p>

Reset

action, the changes will be lost.

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



# Site Statistics Manager

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## Site Statistics Manager: Page Requests page

**Description** Use the Page Requests page to make report choices and select date ranges. Click **Execute** to run the page requests report and display the results.

The page requests report shows the number of requests for each folder page, sorted by the following criteria:

- Folders - Summary report by folder with a 'Page Requests' bar and percentage value.
- Date - Summary report by date with a 'Page Requests' bar and percentage value.
- Time - Summary report by hour with a 'Page Requests' bar and percentage value.
- IP Address - Summary report by IP address with a 'Page Requests' bar and percentage value.
- Browser - Summary report by browser with a 'Page Requests' bar and percentage value.
- Language - Summary report by language with a 'Page Requests' bar and percentage value.

When the report is displayed, use the arrows to sort the Criteria and Page Requests columns in ascending or descending order. The green bar is the lowest reported value, and the red bar is the highest reported value. Percentages are shown in the column on the far right.

### Report Selection and Execution

Report by:	Choose criteria to report on from the popup list.
All Dates	Click to include all log entries, regardless of date.
Date range	Click to produce statistics only for log entries dated within the date range. Type the beginning and ending date range in the format DD-MON-YYYY; for example: 12-SEP-1998 .
Execute	Click to execute the report and display the results.

---

## Site Statistics Manager: Searches page

**Description** Use the Searches page to view reports detailing searches performed on the site. You can report hits by:

- Date - Detail report listing the number of searches by date
- Searches with no hits - Detail report listing the number of searches with no results
- Searches with too many hits - Detail report listing the number of searches with greater than 20 results
- Popular search terms - Detail report listing the most searched for keywords
- Saved searches - Detail report listing the saved searches

Use the arrows to sort the columns in ascending or descending order. The green bar is the lowest reported value, and the red bar is the highest reported value. Percentages are shown in the column on the far right.

### Report Selection and Execution

Report by:	Choose criteria to report on from the popup list.
All Dates	Click to report all searches, regardless of date.
Date range	Check to produce statistics only for searches dated within the date range. Enter the beginning and ending date range in the format DD-MON-YYYY; for example: 12-SEP-1998 .
Execute	Click to execute the report and display the results below. <b>Note:</b> Use the arrows in the column headings to order the entries in ascending or descending order.

---

## Site Statistics Manager: Folders page

**Description** Use the Folders page to view reports detailing page requests on your site.

You can report page requests by:

- Creation Date - Detail report by folder listing the creation date and user name of folder creator.
- Updates - Detail report by folder listing the date the folder was last modified.
- Items - Detail report by item, ordered by folder listing creation date and creator.
- Page Requests - Summary report by folder showing bar charts of activity and percentages, plus highs and lows.
- Owners - Summary report by browser showing bar charts of browser type and percentages, plus highs and lows.

Use the arrows to sort the columns in ascending or descending order. Detail rows have folder links which you can click on to display the folder.

### Report Selection and Execution

Report by:	Select criteria to report on from the popup list.
All Dates	Check to include all log entries, regardless of date.
Date range	Check to produce statistics only for log entries dated within the date range. Enter the beginning and ending date range in the format DD-MON-YYYY; for example: 12-SEP-1998 .
Execute	Click to execute the report and display the results below. <b>Note:</b> Use the arrows in the column headings to order the entries in ascending or descending order.

---

## Site Statistics Manager: Items page

**Description** Use the Items page to view reports about items on the site. The Items report is a detail report which lists each item and related information that matches the report criteria. Summary information is provided where appropriate. Click **Execute** to run the report and display the results.

You can report hits by the following criteria:

- Creation Date - Detail report by item ordered by the date the item was added to the site.
- Updates - Detail report by date the item was last modified.
- Types - Detail and summary report by item types including text, file, URL, etc.
- Checkable - Detail report of all items: those that can be checked out by one user for safe editing, and those that cannot.
- Expiration date - Detail report listing the date the item expires and is no longer displayed.
- Marked for delete - Detail report listing items that have been deleted, but not yet purged from the system.

When the report is displayed, you can use the arrows to sort the columns in ascending or descending order.

### Report Selection and Execution

Report by:	Choose criteria to report on from the popup list.
All Dates	Click to include all log entries, regardless of date.
Date range	Click to produce statistics only for log entries dated within the date range. Type the beginning and ending date range in the format DD-MON-YYYY; for example: 12-SEP-1998 .
Execute	Click to execute the report and display the results below. <b>Note:</b> Use the arrows in the column headings to order the entries in ascending or descending order.

---

## Site Statistics Manager: Access page

**Description** Use the Access page to view reports on group membership and folder access privileges. Click **Execute** to run the report and display the results.

You can report hits by:

- Group Members by Roles - Detail report by group, listing user names and roles.
- Folder access - Detail report by folder showing volume of items added, modified, etc. by user.

### Report Selection and Execution

Report by:	Choose criteria to report on from the popup list.
Execute	Check to execute the report and display the results below.

# Search Manager

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## Search Manager: Basic page

**Description** Use the Basic page to set the search field width, and specify an alternate Internet search engine and establishing other basic search attributes.

### Features and Values

Search Box Width                      Type the display width (in characters) of the search box.  
The basic search box is displayed in the navigation bar.  
End users will use this to enter search criteria.

### Alternate Internet Search Engine

Link Text                                      Type the text which appears as the title of the search box.  
URL    Type the full URL for the Internet search engine; for example:  
`http://globalsearch.us.oracle.com/search?o=1&d=y&za=default&h=c&g=0&n=20&p=`  
**Note:** The URL must be fully formed, and include any associated parameters along with the final equal sign (=) for passing search values.

### Buttons

Finish    Click to save your changes and return to the page you are working on.  
Apply    Click to save your changes and continue working.  
**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.  
Reset    Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.  
**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

---

## Search Manager: Advanced page

**Description** Use the Advanced page to establish the number and size of advanced search text entry fields, along with the maximum number of characters end users can enter in each text entry box. These settings affect the display and functionality of Advanced Search, which users display by clicking **Advanced Search** in the navigation bar.

### Features and Values

Number of Text Entry Fields	Type the number of text entry fields to display.
Text Entry Field Display Width	Type the display width (in characters) of each text entry field.
Maximum Allowable Characters	Type the maximum number of characters the user can type in each text entry field.
Date Field Length	Type the maximum number of characters the user can type in the date field.

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

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## Search Manager: InterMedia Text page

**Description** Use the *interMedia* Text page to manage *interMedia* Text for use in your WebDB site.

Create Basic Index	Click to create the basic index. Displayed only when an index does not exist. <b>Note:</b> This action should be performed after the InterMedia Text Index Settings have been established in the section below.
Drop Basic Index	Click to delete the current index.

### Values and Images

Enable InterMedia Text Features	Check to enable users to perform word searches using InterMedia Text.
Enable Themes and Gists	Check to create a theme and gist for each item returned by the search. A theme shows the most commonly located nouns and verbs in the item. A gist is an overview of the item, derived by InterMedia from these nouns and verbs.
Search Highlight Text Color	Choose a color from this popup list. This color is used to highlight the search term in the HTML renditions of the item.
Search Highlight Text Style	Choose a font style from this popup list. This style is used to highlight the search term in the HTML renditions of the item
Hits per Page	Type a value to represent the number of results displayed on each results page. The default value is 20.

### InterMedia Text Index Settings

URL Connection Time-out	Type the maximum time (in seconds) that an end user must wait to retrieve a URL.
HTTP Proxy	Type the name of your organization's proxy server, used to filter URL accesses for pages beyond your firewall. For more information, contact your network administrator.
No Proxy Servers for Domains Beginning with:	Type the domains on the local network in your organization, so that local pages will be located without attempting to go through the firewall.

### Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.



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## Search tips

**Description** Use Search pages to more easily locate the items you're looking for on this site.

### General search tips

- Type multiple keywords (to find items with all of the keywords) separated by a space or a comma, for example:  
skin-diving, snorkeling
- Use quotes around words that are phrases, for example:  
'Great Barrier Reef'

### Advanced search tips

- Use 'And' and 'Or' in the popup menus to create Boolean searches requiring each word or phrase.
- Limit your search to specific folders, categories and perspectives. Just use the popup menus to select a specific area of the site to search. You can also use the popup menus to search by item author and title, or to find only the items created within a certain time period.

# Item Wizard and Item Manager

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## Item types

There are seven predefined item types for use in a WebDB site. Each item type has certain display and functional attributes. When you add an item to your WebDB site, you should choose the item type which is appropriate for its use or display on the site.

In addition to these seven predefined item types, you can also create custom item types using the Custom Item Type Manager.

### Item Types

URL	<p>Choose this item type when you want to add a URL to a folder.</p> <p>The title of each URL item is displayed as a link, which users click to view another web site or web page.</p>
File	<p>Choose this item type to upload a file and store it in your WebDB site.</p> <p>Each file item title is displayed as a link. Users can click the link to download the file to their computer, or display the file directly in their browser. Files that are displayed directly in the browser include .gif and .jpeg files, and HTML files.</p> <p><b>Note:</b> When you create a file item and upload an HTML file, the file is parsed by WebDB. This process identifies each separate file (.gif and .jpg files, and other HTML files) that is needed to resolve this group of web pages and display each link and image file. Each of these files is displayed by name on a Multiple File page with browse buttons so you can upload them to complete the process.</p> <p>You can use this feature to upload small, custom web sites such as a sales presentation to a nationally distributed sales team.</p>
Text Item	<p>Choose this item type to place text (up to 32KB) on your site.</p> <p>When you add a text item to a folder, the title of the item is displayed on the folders page as a link, which users click to display the text.</p>
Image Map	<p>Choose this item type to upload an image and its associated image map HTML tag.</p> <p>Users can click specific regions of the image map to display pages whose URL's you have assigned to each region.</p>
Folder Link	<p>Choose this item type to display folder titles as a link.</p> <p>Use folder items to expose the structure of your site to your users, which they can click to navigate around your WebDB site.</p>
WebDB Component	<p>Choose this item type when you want to provide WebDB Components on your WebDB site.</p> <p>The title of each WebDB components is displayed as a link, which users click to execute. WebDB Components are usually PL/SQL applications which produce graphic images or tables dynamically, for viewing by end users. For more information, see your WebDB documentation.</p>
PL/SQL Call	<p>Choose this item type when you want to provide PL/SQL calls you have defined.</p> <p>The title of each PL/SQL call is displayed as a link, which</p>

**Multiple File**

users click to execute.

Choose to upload up to ten files as file items at one time.

The title of each file item is displayed as a link, which users click to view the files or download them to their computer.

**Note:** 'Multiple File' is not a WebDB item type. It is a feature designed to make it easy to create several file items at one time.

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## Item Wizard: Add an Item page

**Description** Use the Item Wizard to create items in your folder. This first page of the Item Wizard is used to make display choices for your new item, and to select the type of item are adding. These attributes are required.

Item Type	<p>Select the type of item from the popup list.</p> <p>When you add an item, you establish its display and behavior options by selecting an item type. In addition to the seven WebDB item types, any custom item types you have created are listed as well.</p> <p>For example, a web page item is identified by the type URL, and a paragraph of text is identified as 'text'. Identifying an item by type assists the browser to correctly display the item, and allows end users to interact with it appropriately.</p>
Regular Item	<p>Click to display the item by title on the folder page.</p> <p>'Regular' is the default display choice for an item. Items displayed as "regular" receive no special display treatment to set them apart from other items on a folder page.</p>
Quickpick	<p>Click to display the item in the Quickpick section of the page.</p> <p>Quickpicks are displayed centered across the top of the home or folder page to draw attention to them. A technique that is effective is to display images with each Quickpick to distinguish them from other items. Quickpicks are often designated for key items that are very popular on a site, or are date sensitive.</p>
News	<p>Click to display the title of this item under the news banner.</p> <p>Each item designated as news is displayed by title on the home or folder page under the news banner. News items are displayed by title in a columnar format to facilitate easy browsing and selection.</p>
Announcement	<p>Click to display the title of this item centered directly below any Quickpicks.</p> <p>The title of items designated as announcements are displayed centered on the home or folder page by title. Announcements are stacked vertically on the page.</p>
Next>	<p>Click to display the next panel.</p>

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# URL

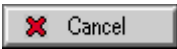
## Item Wizard and Item Manager (URL): Required page

**Description** Use the URL Required page to specify the name and URL of the web site (or page), and the category and expiration period.

### Required Attributes

URL	Type the URL of the web site to which you are linking, in standard http format; for example: <code>http://www.travelsite.com.</code> You can also type a specific page of the web site to which you are linking.; for example: <code>http://www.travelsite.com/nyc/museum s.html</code>
Title	Type a descriptive name for the item. The title is displayed on the folder page and is visually identified to end users as a link.
Category	Regular items only: choose the category to which the item belongs. Categories are mandatory for regular items. You must assign one category to each regular item in the WebDB site. <b>Note:</b> Create and manage categories using the Category Manager.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select <b>Permanent</b> if the item is to be deleted manually. When an item has expired, it will be viewable only by the item's owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired will be deleted during a system purge. <b>Note:</b> If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.
Add as New Version	Click to add this item as a new version. <b>Note:</b> Displayed only when you are editing an existing item, and version control is enabled, using the Site Manager: Items page.

### Buttons




Next>	Item Wizard only: click to display the next panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on. Item Manager: Click to save your changes and return to the page you are working on.
Apply	Item Manager only: Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your

changes are automatically saved. If you take any other action, the changes will be lost.

## Item Wizard and Item Manager (URL): Optional page

**Description** Use the URL Optional page to specify the optional settings and values listed below.

### Settings and Values

Perspectives	Regular items only: choose the perspective to associate with this item. Perspectives are optional; you can assign one or more perspectives. To create and manage perspectives, use the Perspective Manager.
Image	Type the fully-qualified directory path and name of the graphic image or icon to display in association with this item; for example: C:\travelsite\webart\canada.gif.
Browse	Or, click to locate the file on your local or network drives and select it. When you click <b>Apply</b> or <b>Finish</b> , the file is uploaded to the site. <b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.
	Click to delete the image file from the site, and display only the text link. <b>Note:</b> This button is displayed only when an image is loaded on the site and displayed on this page.
Keywords	Type descriptive, or key words that describe this item. When an end user performs a basic search using these words, this item will be selected. In addition to keywords, Basic Search operates on the title and description fields of each item. <b>Note:</b> This field is only displayed when keyword searches (Basic Search) is enabled, using the Site Manager: Items page.
Author	Type the name of the person who is responsible for maintaining this item. End users can perform searches on this field.
Display in full browser window	Check to display this item in your current browser window without frames. When this option is checked, the item is displayed in the full browser window, and the WebDB navigation bar (if framed navigation bar is chosen) is temporarily hidden from view.
Enable Item Check-out	Check to enable users with item management authority to check out an item for extended periods of time, which prevents others from deleting, editing or moving the item while it is checked out. When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.
<b>Buttons</b>	
<Previous	Item Wizard only: click to display the previous panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on. Item Manager: Click to save your changes and return to the page you are working on.
Apply	Item Manager only: Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your



changes are automatically saved. If you take any other action, the changes will be lost.

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



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# File

## Item Wizard and Item Manager (File): Required page

**Description** Use the File Required page to specify the name of the file and its title, category and expiration period.

### Required Attributes

File Name	Type the fully-qualified directory path and name of the file to upload; for example: C:\travelsite\reviews\amazon.pdf.
Browse	Click to locate the file on your local or network drives and select it.  When you click <b>Apply</b> , <b>Finish</b> , or the <b>Finish</b> flag, the file is uploaded to the site.  <b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG files with the proper suffixes.
Title	Type a descriptive name for the item.  The title is displayed on the folder page and is visually identified to end users as a link.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Category	Regular items only: choose the category to which the item belongs.  Categories are mandatory for regular items. You must assign one category to each regular item in the WebDB site.  <b>Note:</b> Create and manage categories using the Category Manager.
Expiration Period	Choose the number of days before the item expires, or select <b>Permanent</b> if the item is to be deleted manually.  When an item has expired, it will only be viewable by the item's owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired will be deleted during a system purge.  <b>Note:</b> If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.
Add as New Version	Click to add this item as a new version.  <b>Note:</b> Displayed only when you are editing an existing item, and version control is enabled, using the Site Manager: Items page.

### Buttons

Next>	Item Wizard only: click to display the next panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on.  Item Manager: Click to save your changes and return to the page you are working on.
Apply	Item Manager only: Click to save your changes and continue working.  <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.






Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

## Item Wizard and Item Manager (File): Optional page

**Description** Use the File Optional page to specify optional attributes listed below.

Name	Displays the name of the file you selected. The name is parsed from the fully-qualified path name specified in the previous page.
Perspectives	Regular items only: choose the perspective to associate with this item.  Perspectives are optional; you can assign one or more perspectives. To create and manage perspectives, use the Perspective Manager.
Image	Type the fully-qualified directory path and name of the graphic image or icon to display in association with this item; for example:  C:\travelsite\webart\canada.gif.
Browse	Or, click to locate the file on your local or network drives and select it.  When you click <b>Apply</b> or <b>Finish</b> , the file is uploaded to the site.  <b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.
	Click to delete the image file from the site, and display only the text link. The Delete button is displayed only when an image is displayed on this page.
Keywords	Type descriptive, or key words that describe this item. When an end user performs a basic search using these words, this item will be selected.  In addition to keywords, Basic Search operates on the title and description fields of each item.  <b>Note:</b> This field is only displayed when keyword searches (Basic Search) is enabled, using the Site Manager: Items page.
Author	Type the person who is responsible for maintaining this item. End users can perform searches on this field.
Display in full browser window	Check to display this item in your current browser window without frames.  When this option is checked, the item is displayed in the full browser window, and the WebDB navigation bar (if framed navigation bar is chosen) is temporarily hidden from view.
Enable Item Check-out	Check to enable users with item management authority to check out an item for extended periods of time, which prevents others from deleting, editing or moving the item while it is checked out. When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.
<b>Buttons</b>	
<Previous	Item Wizard only: click to display the previous panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on.  Item Manager: Click to save your changes and return to the page you are working on.
Apply	Item Manager only: Click to save your changes and continue working.



**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

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# Text


## Item Wizard and Item Manager (Text): Required page

**Description** Use the Text Required page to select the text and title, category and expiration period.

### Required Attributes

Text	Type the text which is the content of this item. <b>Note:</b> The text size is limited to 32kb. If the text is larger than 32kb, create another text item or use the File item type instead.
Title	Type a descriptive name for the item. The title is displayed on the folder page in and is visually identified to end users as a link.
Category	Regular items only: choose the category to which the item belongs. Categories are mandatory for regular items. You must assign one category to each regular item in the WebDB site. <b>Note:</b> Create and manage categories using the Category Manager.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select <b>Permanent</b> if the item is to be deleted manually. When an item has expired, it will be viewable only by the item's owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired will be deleted during a system purge. <b>Note:</b> If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.
Add as New Version	Click to add this item as a new version. <b>Note:</b> Displayed only when you are editing an existing item, and version control is enabled, using the Site Manager: Items page.




### Buttons

Next>	Item Wizard only: click to display the next panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on. Item Manager: Click to save your changes and return to the page you are working on.
Apply	Item Manager only: Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

## Item Wizard and Item Manager (Text): Optional page

**Description** Use the Text Optional page to enter optional attributes listed below.

### Optional Attributes

Perspectives	<p>Regular items only: choose the perspective to associate with this item.</p> <p>Perspectives are optional; you can assign one or more perspectives. To create and manage perspectives, use the Perspective Manager.</p>
Image	<p>Type the fully-qualified directory path and name of the graphic image or icon to display in association with this item; for example:</p> <p>C:\travelsite\webart\canada.gif.</p>
Browse	<p>Or, click to locate the file on your local or network drives and select it.</p> <p>When you click <b>Apply</b> or <b>Finish</b>, the file is uploaded to the site.</p> <p><b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.</p>
	<p>Click to delete the image file from the site, and display only the text link. The Delete button is displayed only when an image is displayed on this page.</p>
Keywords	<p>Type descriptive, or key words that describe this item. When an end user performs a basic search using these words, this item will be selected.</p> <p>In addition to keywords, Basic Search operates on the title and description fields of each item.</p> <p><b>Note:</b> This field is only displayed when keyword searches (Basic Search) is enabled, using the Site Manager: Items page.</p>
Author	<p>Type the name of the person who is responsible for maintaining this item. End users can perform searches on this field.</p>
Display in Frame	<p>Check to display the title of this item as a link (the usual manner of displaying items on a page).</p> <p>When a user clicks the item, the contents of the Text field are displayed on a new page in the right frame of the browser window.</p>
Display In Place	<p>Check to display the contents of the Text field directly on the page where the title and description would normally be displayed, rather than displaying the title as a link.</p>
Display in full browser window	<p>Check to display this item in your current browser window without frames.</p> <p>When this option is checked, the contents of the Text field are displayed in the full browser window, and the WebDB navigation bar (if framed navigation bar is chosen) is temporarily hidden from view.</p>
Enable Item Check-out	<p>Check to enable users with item management authority to check out an item for extended periods of time, which prevents others from deleting, editing or moving the item while it is checked out. When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.</p>

### Buttons

<Previous Item Wizard only: click to display the previous panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

# Imagemap

## Item Wizard and Item Manager (Imagemap): Required page

**Description** Use the Imagemap Required page to specify the information needed to create a working imagemap in this folder.

### Required Attributes

Image

Type the fully-qualified directory path and name of the graphic image or icon to display as an imagemap; for example:

`C:\travelsite\webart\canada.gif.`

Browse

Or, click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

**Note:** In some browsers, the file selection dialog box only displays certain file types. You may have to choose \*.gif, \*.jpg, or \*.\* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.

Click to delete the image file from the site, and display only the text link.



**Note:** This button is displayed only when an image is loaded on the site and displayed on this page.

Image Map

Type (or copy and paste) the entire MAP tag in standard http format.

Image Map Name

Type the name of the map referred to in the MAP tag above.

Category

Regular items only: choose the category to which the item belongs.

Categories are mandatory for regular items. You must assign one category to each regular item in the WebDB site.

**Note:** Create and manage categories using the Category Manager.

Description

Type information that further describes this item. This text is displayed directly under the title.

Expiration Period

Choose the number of days before the item expires, or select **Permanent** if the item is to be deleted manually.

When an item has expired, it will be viewable only by the item's owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired will be deleted during a system purge.

**Note:** If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.

Add as New Version

Click to add this item as a new version.

**Note:** Displayed only when you are editing an existing item, and Version control is enabled, using the Site Manager: Items page.

### Buttons

Next>

Item Wizard only: click to display the next panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.



Apply



Item Manager only: Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.


## Item Wizard and Item Manager (Imagemap): Optional page

**Description** Use the Imagemap Optional page to specify the optional settings and values listed below.

### Optional Settings and Values

Perspectives	<p>Regular items only: choose the perspective to associate with this item.</p> <p>Perspectives are optional; you can assign one or more perspectives. To create and manage perspectives, use the Perspective Manager .</p>
Basic Search Keywords	<p>Type descriptive, or key words that describe this item. When an end user performs a basic search using these words, this item will be selected.</p> <p>In addition to keywords, Basic Search operates on the title and description fields of each item.</p> <p><b>Note:</b> This field is only displayed when keyword searches (Basic Search) is enabled, using the Site Manager: Items page.</p>
Author	<p>Type the name of the person who is responsible for maintaining this item. End users can perform searches on this field.</p>
Enable Item Check-out	<p>Check to enable users with item management authority to check out an item for extended periods of time, which prevents others from deleting, editing or moving the item while it is checked out. When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.</p>


### Buttons

<Previous	Item Wizard only: click to display the previous panel.
Finish	<p>Item Wizard: Click to create the item and return to the page you are working on.</p> <p>Item Manager: Click to save your changes and return to the page you are working on.</p>
Apply	<p>Item Manager only: Click to save your changes and continue working.</p> <p><b>Note:</b> When you click another tab or click <b>Finish</b>, your changes are automatically saved. If you take any other action, the changes will be lost.</p>
	<p>Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b>.</p> <p><b>Note:</b> When you click another tab or click <b>Finish</b>, your changes are automatically saved. If you take any other action, the changes will be lost.</p>

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# Folder Link

## Add Folder Link page

**Description** Use the Add Folder Link page to choose the folder for which you want to create a folder link item. Navigate through the site by opening folders, and select the folder for which you are creating the link by clicking the  icon.



Indicates that there are folders or pages in this folder which are not currently displayed.

Click to expand this folder to display its folders.



Indicates that all folders and pages in this folder are currently displayed.

Click to collapse the folder.



Indicates that there are no folders under this folder.



Click to make this folder a folder item on your page.


## Item Wizard and Item Manager (Folder Link): Required page

**Description** Use the Folder Link Required page to specify the title, category and expiration period.

### Required Attributes




Title	Type a descriptive name for the item. The title is displayed on the folder page and is visually identified to end users as a link.
Category	Regular items only: choose the category to which the item belongs. Categories are mandatory for regular items. You must assign one category to each regular item in the WebDB site. <b>Note:</b> Create and manage categories using the Category Manager.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select <b>Permanent</b> if the item is to be deleted manually. When an item has expired, it will only be viewable by the item's owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired will be deleted during a system purge. <b>Note:</b> If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.
Add as New Version	Click to add this item as a new version. <b>Note:</b> Displayed only when you are editing an existing item, and version control is enabled, using the Site Manager: Items page.

### Buttons

Next>	Item Wizard only: click to display the next panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on. Item Manager: Click to save your changes and return to the page you are working on.
Apply	Item Manager only: Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

## Item Wizard and Item Manager (Folder Link): Optional page

**Description** Use the Folder Link Optional page to specify optional attributes listed below.

Perspectives	<p>Regular items only: choose the perspective to associate with this item.</p> <p>Perspectives are optional; you can assign one or more perspectives. To create and manage perspectives, use the Perspective Manager.</p>
Image	<p>Type the fully-qualified directory path and name of the graphic image or icon to display in association with this item; for example:</p> <p>C:\travelsite\webart\canada.gif.</p>
Browse	<p>Click to locate the file on your local or network drives and select it.</p> <p>When you click <b>Apply</b> or <b>Finish</b>, the file is uploaded to the site.</p> <p><b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.</p>
	<p>Click to delete the image file from the site, and display only the text link. The Delete button is displayed only when an image is displayed on this page.</p>
Keywords	<p>Type descriptive, or key words that describe this item. When an end user performs a basic search using these words, this item will be selected.</p> <p>In addition to keywords, Basic Search operates on the title and description fields of each item.</p> <p><b>Note:</b> This field is only displayed when keyword searches (Basic Search) is enabled, using the Site Manager: Items page.</p>
Author	<p>Type the person who is responsible for maintaining this item. End users can perform searches on this field.</p>
Display in full browser window	<p>Check to display this item in your current browser window without frames.</p> <p>The default value for this option is checked. When this option is checked, the item is displayed in the full browser window, and the WebDB navigation bar (if framed navigation bar is chosen) is temporarily hidden from view.</p>
Enable Item Check-out	<p>Check to enable users with item management authority to check out an item for extended periods of time, which prevents others from deleting, editing or moving the item while it is checked out. When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.</p>
<b>Buttons</b>	
<Previous	Item Wizard only: click to display the previous panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on.
	Item Manager: Click to save your changes and return to the page you are working on.
Apply	<p>Item Manager only: Click to save your changes and continue working.</p> <p><b>Note:</b> When you click another tab or click <b>Finish</b>, your changes are automatically saved. If you take any other action, the changes will be lost.</p>



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

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## WebDB Component


### Item Wizard and Item Manager (WebDB Component): Required page

**Description** Use the WebDB Component Required page to specify the title, category and expiration period.

#### Required Attributes

WebDB Component	Choose the WebDB Component that you want to add to the site. WebDB Components are only available if WebDB is installed on your database.
Title	Type a descriptive name for the item. The title is displayed on the folder page and is visually identified to end users as a link.
Category	Regular items only: choose the category to which the item belongs. Categories are mandatory for regular items. You must assign one category to each regular item in the WebDB site. <b>Note:</b> Create and manage categories using the Category Manager.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select <b>Permanent</b> if the item is to be deleted manually. When an item has expired, it will be viewable only by the item's owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired will be deleted during a system purge. <b>Note:</b> If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.
Add as New Version	Click to add this item as a new version. <b>Note:</b> Displayed only when you are editing an existing item, and version control is enabled, using the Site Manager: Items page.

#### Buttons

Next>	Item Wizard only: click to display the next panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on. Item Manager: Click to save your changes and return to the page you are working on.
Apply	Item Manager only: Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other




action, the changes will be lost.



## Item Wizard and Item Manager (WebDB Component): Optional page

**Description** Use the WebDB Component Optional page to specify optional attributes listed below.

### Optional Attributes

Perspectives	<p>Regular items only: choose the perspective to associate with this item.</p> <p>Perspectives are optional; you can assign one or more perspectives. To choose more than one perspective, press the control key and click additional perspectives.</p> <p>To create and manage perspectives, use the Perspective Manager.</p>
Image	<p>Type the fully-qualified directory path and name of the graphic image or icon to display in association with this item; for example:</p>
Browse	<p><code>C:\travelsite\webart\canada.gif.</code></p> <p>Click to locate the file on your local or network drives and select it.</p> <p>When you click <b>Apply</b> or <b>Finish</b>, the file is uploaded to the site.</p> <p><b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.</p>
	<p>Click to delete the image file from the site, and display only the text link. The Delete button is displayed only when an image is displayed on this page.</p>
Keywords	<p>Type descriptive, or key words that describe this item. When an end user performs a basic search using these words, this item will be selected.</p> <p>In addition to keywords, Basic Search operates on the title and description fields of each item.</p> <p><b>Note:</b> This field is only displayed when keyword searches (Basic Search) is enabled, using the Site Manager: Items page.</p>
Author	<p>Type the person who is responsible for maintaining this item. End users can perform searches on this field.</p>
Display in full browser window	<p>Check to display this item in your current browser window without frames.</p> <p>When this option is checked, the item is displayed in the full browser window, and the WebDB navigation bar (if framed navigation bar is chosen) is temporarily hidden from view.</p>
Enable Item Check-out	<p>Check to enable users with item management authority to check out an item for extended periods of time, which prevents others from deleting, editing or moving the item while it is checked out. When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.</p>
<b>Buttons</b>	
<Previous	Item Wizard only: click to display the previous panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on. Item Manager: Click to save your changes and return to the page you are working on.
Apply	Item Manager only: Click to save your changes and



continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

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## PL/SQL Call


### Item Wizard and Item Manager (PL/SQL Call): Required page

**Description** Use the PL/SQL Call Required page to specify the title, PL/SQL code block, category and expiration period.

#### Required Attributes

PL/SQL Code	Type (or copy and paste) the PL/SQL code block. <b>Note:</b> This code must be a proper code block, including begin and end statements.
Title	Type a descriptive name for the item. The title is displayed on the folder page and is visually identified to end users as a link.
Category	Regular items only: choose the category to which the item belongs. Categories are mandatory for regular items. You must assign one category to each regular item in the WebDB site. <b>Note:</b> Create and manage categories using the Category Manager.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select Permanent if the item is to be deleted manually. When an item has expired, it will be viewable only by the item's owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired will be deleted during a system purge. <b>Note:</b> If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.
Add as New Version	Click to add this item as a new version. <b>Note:</b> Displayed only when you are editing an existing item, and Version control is enabled, using the Site Manager: Items page.




#### Buttons

Next>	Item Wizard only: click to display the next panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on. Item Manager: Click to save your changes and return to the page you are working on.
Apply	Item Manager only: Click to save your changes and continue working. <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.
	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked <b>Apply</b> . <b>Note:</b> When you click another tab or click <b>Finish</b> , your changes are automatically saved. If you take any other action, the changes will be lost.

## Item Wizard and Item Manager (PL/SQL Call): Optional page

**Description** Use the PL/SQL Call Optional page to specify optional attributes listed below.

### Optional Attributes

Perspectives	Regular items only: choose the perspective to associate with this item. Perspectives are optional; you can assign one or more perspectives. To create and manage perspectives, use the Perspective Manager.
Image	Type the fully-qualified directory path and name of the graphic image or icon to display in association with this item; for example: C:\travelsite\webart\canada.gif.
Browse	Click to locate the file on your local or network drives and select it. When you click <b>Apply</b> or <b>Finish</b> , the file is uploaded to the site. <b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.
	Click to delete the image file from the site, and display only the text link. The Delete button is displayed only when an image is displayed on this page.
Keywords	Type descriptive, or key words that describe this item. When an end user performs a basic search using these words, this item will be selected. In addition to keywords, Basic Search operates on the title and description fields of each item. <b>Note:</b> This field is only displayed when keyword searches (Basic Search) is enabled, using the Site Manager: Items page.
Author	Type the person who is responsible for maintaining this item. End users can perform searches on this field.
Display in Frame	Check to display the title of this item as a link (the usual manner of displaying items on a page). When a user clicks the item, the PL/SQL code is executed, and the results are displayed in the right frame of the browser window.
Display In Place	Check to display the result of the PL/SQL code execution directly on the page below the title and description, rather than displaying the title as a link. <b>Note:</b> When a PL/SQL item is displayed in place, it is executed automatically prior to the page being displayed. The user does NOT execute the item manually by clicking it.
Display in full browser window	Check to display this item in your current browser window without frames. When a user clicks the item, the PL/SQL code is executed, and the results are displayed in the full browser window, and the WebDB navigation bar (if framed navigation bar is chosen) is temporarily hidden from view.
Enable Item Check-out	Check to enable users with item management authority to check out an item for extended periods of time, which prevents others from deleting, editing or moving the item while it is checked out. When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.

**Buttons**

&lt;Previous

Item Wizard only: click to display the previous panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

## Multiple Files

### Add Multiple Files page

**Description** Use the Add Multiple Files page to upload several files (up to ten) at one time. Each file is created as a file item, and the title is displayed as a link, which users can click to download.

#### Note

- The title of each item is the file name, and the description is left blank. Edit the items individually if you want to change the name of the file, or add a description.

Category	<p>Regular items only: choose the category to which the item belongs.</p> <p>Categories are mandatory for regular items. You must assign one category to each regular item in the WebDB site.</p> <p><b>Note:</b> Create and manage categories using the Category Manager.</p>
File Name	<p>Type the fully-qualified directory path and name of each file to upload; for example:</p> <p>C:\travelsite\reviews\amazon.pdf</p> <p>.</p> <p><b>Note:</b> You can upload a maximum of ten files at a time.</p>
Browse	<p>Click to locate the file on your local or network drives and select it.</p> <p>When you click <b>Apply</b> or <b>Finish</b>, the file is uploaded to the site.</p> <p><b>Note:</b> In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.</p>
Expiration Period	<p>Type the item expiration date, or leave it blank if the item is to be displayed permanently.</p> <p>When an item has expired, it will only be viewable by the user who is the folder owner.</p> <p><b>Note:</b> If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.</p>
Author	<p>Type the person who is responsible for maintaining this item's content, if applicable.</p>

#### Buttons

Apply



Click to save your changes and continue working.

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

## Multiple File Item Files page

**Description** Use the Multiple File Item Files page to upload HTML, .gif, and .jpg files referenced in the initial uploaded files after locating them on your local drives. This page is generated from WebDB as a result of parsing HTML files which were uploaded using the Item Wizard or Item Manager: Add Multiple Files .

<file name>

Type the fully-qualified directory path and name of each file to upload; for example:

C:\travelsite\preso\gif1.gif.

Browse

Click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

**Note:** In some browsers, the file selection dialog box only displays certain file types. You may have to choose \*.gif, \*.jpg, or \*.\* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.

### Buttons

Apply

Item Manager only: Click to save your changes and continue working.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

**Note:** When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



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## Move Item page

**Description** Use the Move Item page to move the selected item to a different folder. The Move Item page displays the hierarchical organization of your WebDB site in outline format.



Click to open this folder and display the folders inside.  
Indicates that there are folders inside which are not currently displayed.



Click to close the folder.  
Indicates that the folders inside this folder are currently displayed.



Indicates that there are no folders inside this folder.



Click to move the selected item to this folder.

Cancel

Click to cancel the move item operation and return to the folder page.



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