



Content User Guide

Last Updated: August 2022

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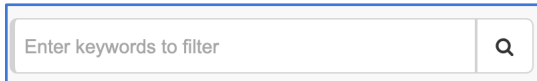
Revision History

Author	Date	Description
Vidhya Ananthanarayanan	8/22/2022	Section : Add a new Website User Password Requirements updated.

Bridgeline Unbound Product Suite General Overview

Bridgeline Unbound is web-based, internet-connected, with no need to download software.

- All Unbound modules use the same dashboard setup for navigation and general functionality. Knowing one tool helps you to understand how to use them all. For example, all Unbound Commerce product pages and information are fully integrated into Unbound Content.
- In most sections of Bridgeline Unbound you can find your way easily by using the Filter bar.



Unbound Content Overview

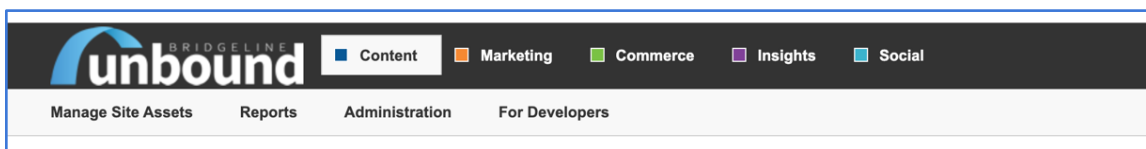
Unbound Content helps you to create and manage multiple websites, content and website users. Content creators can use page templates and include text, images, video and links to external files.

Unbound Content also lets you gather information from online forms, or to add coupons. Your content is stored in libraries, nicely organized into folders.

Many content creators can work on the same pages at different times. As administrator, you can control this function by means of workflows and user permissions and roles.

Navigating the Content Dashboard

- On the Unbound products menu at the top of the screen, select **Content**.

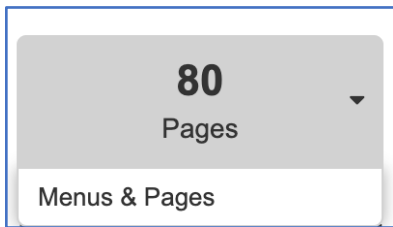


- In the sub-menu under the Unbound banner, you have the option of selecting the categories **Manage Site Assets**, **Reports**, **Administration**, or **For Developers**, with further sub-menus in each.

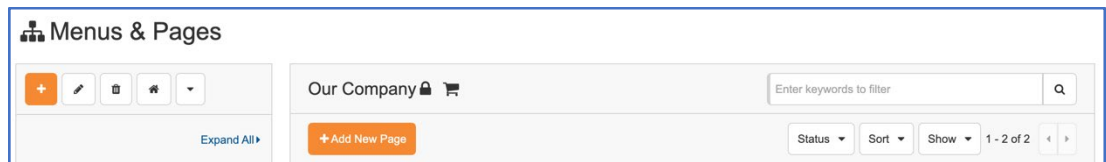
One of the first things you might see when you click **Content**, along with Recently Updated Pages and Comments Awaiting Moderation, is a menu of information that you can quickly access.



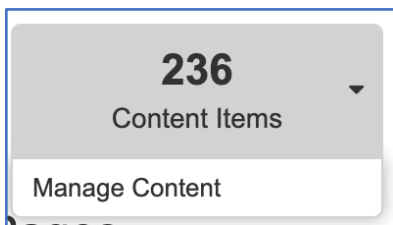
- Click the arrow beside each feature in order to manage it.
- When you click the arrow beside Pages, and then **Menu & Pages**,



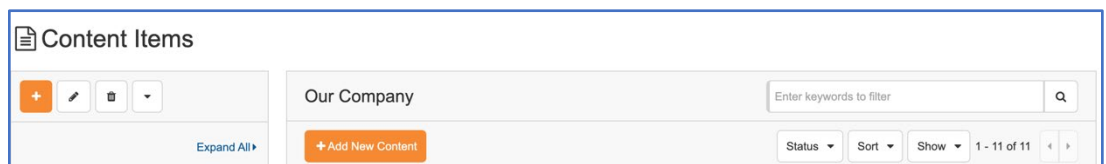
- the Menu & Pages page appears.



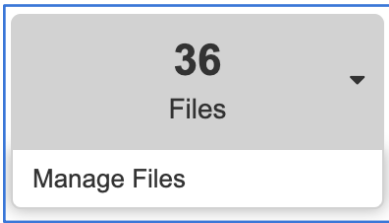
- When you click the arrow beside Content Items, and then **Manage Content**,



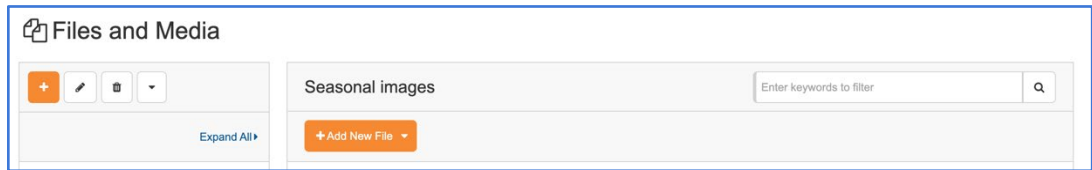
- the Content Items page appears.



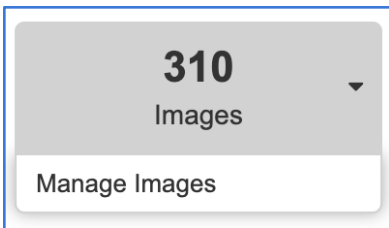
- When you click the arrow beside Files, and then **Manage files**,



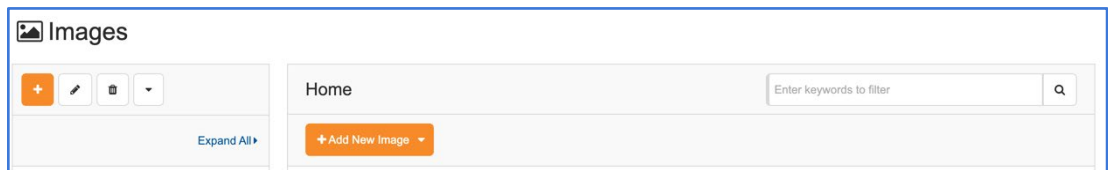
- the Files and Media page appears.



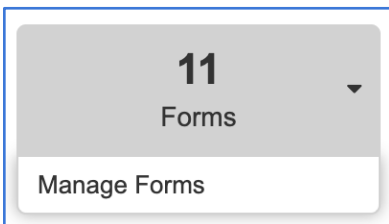
- When you click the arrow beside images, and then **Manage Images**,



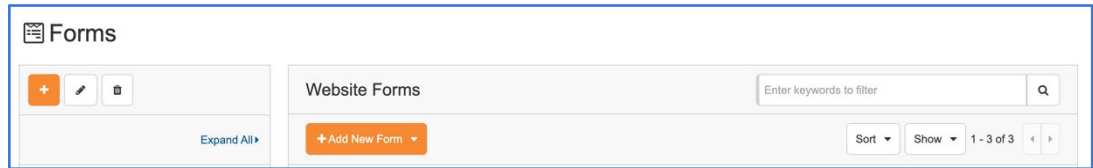
- the Images page appears.



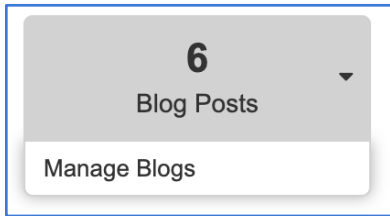
- When you click the arrow beside Forms, and then **Manage Forms**,



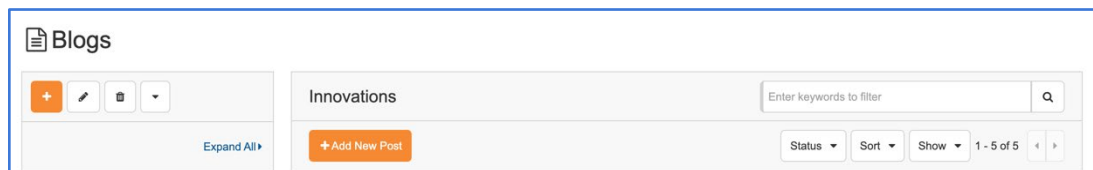
- the Forms page appears.



- When you click the arrow beside Blog Posts, and then **Manage Blogs**,



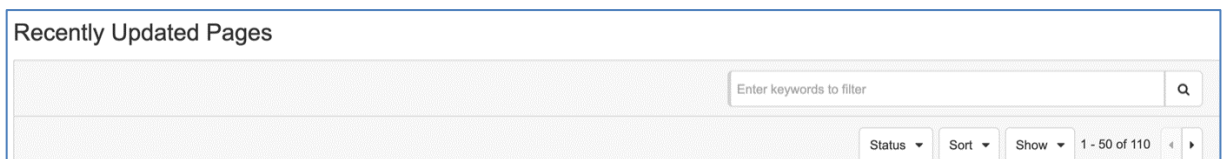
- the Blogs page appears.



Under this row of information menus is a section called **Recently Updated Pages**.

Manage Recently Updated Pages

- A search area helps you to find your Recently Updated Pages by Keyword or Status, Sort, and Show menus.

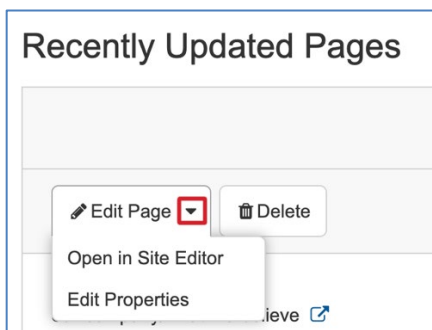


- Use the dropdown arrow for options.

Status ▾	Sort ▾	Show ▾
All Statuses	Title	10
Draft	Published On	20
Published		50
In Workflow		100

Edit a page

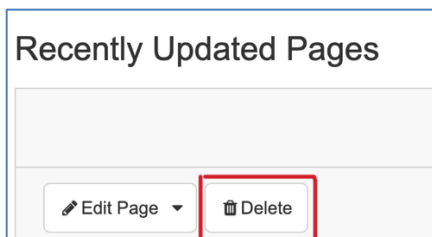
- In the Recently Updated Pages section, select the page from the list.
- Click the arrow beside **Edit Page** to select Open in Site Editor or Edit Properties.



- On the Edit Page Details page, revise or add information in the fields under SEO Properties, Security & Settings, Search, or Attributes.
- Click **Save Page & View in Editor** or **Save Page**.

Delete a page

- In the Recently Updated Pages section, select the page. Click **Delete**.



- In the Confirm dialog, click **Confirm** or **Cancel** to return to Recently Updated Pages.

Confirm

Are you sure you want to delete the page - 'Summer Specials'?

The page is connected to the menu, deleting this page may result in broken navigation links.

Cancel
Confirm

Comments Awaiting Moderation

Under Recently Updated Pages is a section for Administrators called **Comments Awaiting Moderation**.

Manage Comments Awaiting Moderation

- Use the Sort and Show menus to help you locate comments.

Sort ▾

Show ▾

1 - 5 of 5

◀ ▶

Post Date

Approve or modify a comment

- In the Comments Awaiting Moderation section, select the comment.
- Select Approve, Edit Comment, Delete; or use the More arrow to select Add Reply.

Comments Awaiting Moderation	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid red; padding: 2px;"> ✓ Approve ✎ Edit Comment 🗑 Delete ⋮ More ▾ </div> <div style="text-align: right;"> Sort ▾ Show ▾ 1 - 6 of 6 ◀ ▶ </div> </div>	
<p>Commented on Blog Post: Percy Blog Post 0325 percy blog comment 0325</p>	<p>Posted: 3/25/19, 2:17 PM by Markc Mac Test Status: UnApproved</p>
<p>Commented on Product: Flower Vase Terrific little vase. It brightens up any room. I bought three!</p>	<p>Posted: 11/19/19, 10:30 AM by Pamela Pear Status: UnApproved</p>
<p>Commented on Blog Post: Renovating for your dog Good ideas here, but especially if you have a badly-behaved dog, I suggest building into a room a large easily-cleanable kennel. Oh, and easy access to outside, through a small mud-room with a shower, sink, and slip-proof floor. You will be grateful for it in early spring when there seems to be nothing but mud.</p>	<p>Posted: 11/26/19, 12:06 PM by FHealy@bridgeline.com Status: UnApproved</p>
<p>Commented on Blog Post: Renovating for your dog Are you kidding? There's no way I'm spending \$\$\$ on a dog. I'll put that money into my kitchen. Better still, get rid of the dog!</p>	<p>Posted: 11/26/19, 12:07 PM by FHealy@bridgeline.com Status: UnApproved</p>
<p>Commented on Blog Post: Renovating for your dog Terrific tips and advice. Thank you.</p>	<p>Posted: 12/3/19, 2:08 PM by Sidney Snorkle Status: UnApproved</p>
<p>Commented on Blog Post: The making of a newspaper Thank you for this interesting look at the way newspapers used to be created.</p>	<p>Posted: 12/6/19, 10:02 AM by FHealy@bridgeline.com Status: UnApproved</p>

- If you choose Edit Comment, in the Comments dialog, make any revisions.
- Click **Save**.

- Click **Save**.
- If you choose Delete, in the Confirm dialog, click **Confirm**.

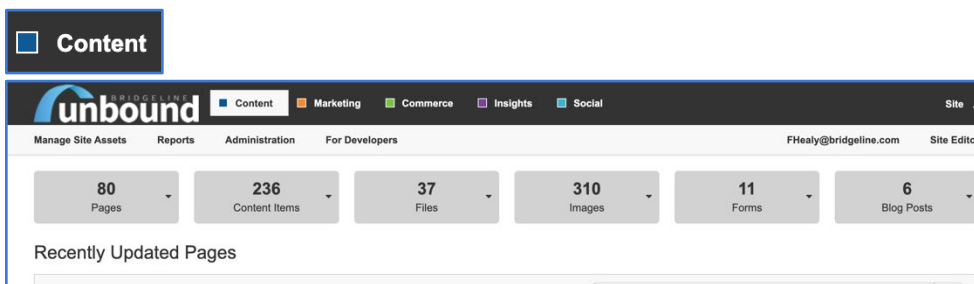
- If you want to reply to a comment, select the comment. Use the arrow beside the **More** option to select **Add Reply**.

- In the Comments dialog, enter information in the Posted By, Email, and Comments fields.

- Click **Save**.

Navigating Content

- Click **Content** in the Bridgeline Unbound products menu.



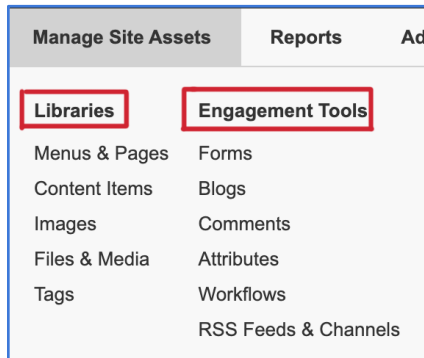
Note: Depending on your privileges, you might be able to view the pages but not edit them.

- In the sub-menu of sections below the Unbound products menu, select one of the following:
 - Manage Site Assets
 - Reports
 - Administration
 - For Developers

Manage Site Assets

When you're creating or looking for content, Manage Site Assets is the place to begin. From here, you can access your content libraries (menus, pages, content, images, files; and, with the proper permissions, forms, blogs, and comments).

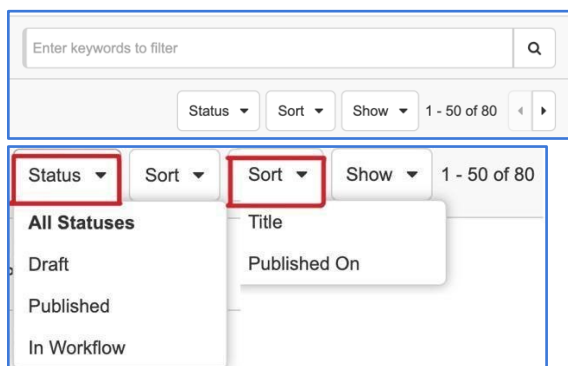
- Under **Manage Site Assets**, there are two sections. Choose an item from **Libraries** or **Engagement Tools**.



Manage Site Assets – Libraries

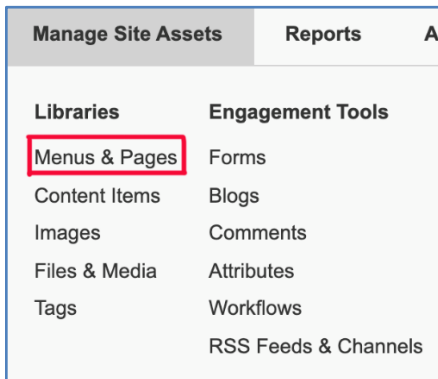
Menus & Pages

- A search panel helps you to find your content items by Keyword or by using the Status, Sort, and Show menus.



Add or revise a menu

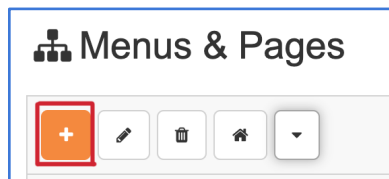
- Under Manage Site Assets – Libraries, select **Menus & Pages**.



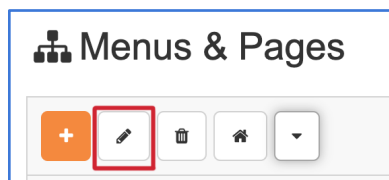
- In the panel on the left, use the icons to select an action.



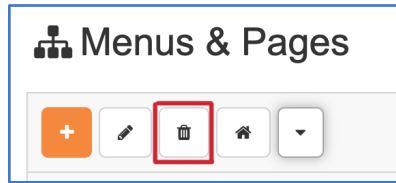
- Click the **Add** icon to add a Menu.



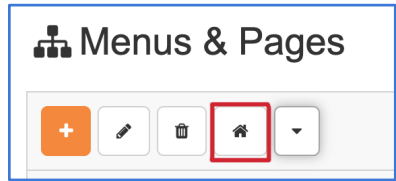
- Click the **Edit** icon to edit a Menu.



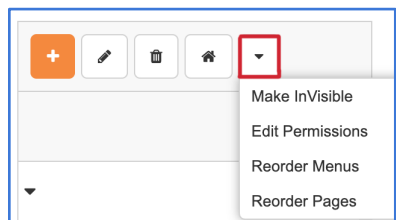
- Click the **Delete** icon to delete a Menu.



- Click the **Home** icon for the Go to Home Menu.



- Click the dropdown **arrow** to
 - Make Visible/Invisible (so you can edit a menu item, but keep it invisible to website users)



- Edit Permissions
- Reorder Menu
- Reorder Pages
- Submit for Distribution
- View Translation Status

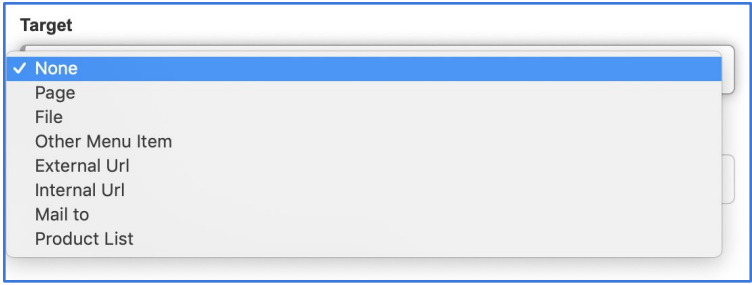
Add a menu

- On the Add New Menu page, enter the Menu Name. This automatically populates a URL Friendly Name.

- Optionally, enter a CSS Class, a Description, a Target, Security Levels and Workflows.
- Optionally, select the check boxes for
 - Set Menu as home
 - Menu is live [so it is active in the menu panel]
 - Menu is hidden from navigation and can only be accessed directly by URL
 - Exclude from search engines, robots.txt and sitemap.xml
 - Allow access in children sites
 - Propagate Workflow to all sub-menu items

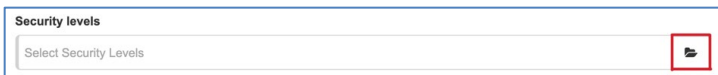
Target

- In the Target field, you can use the dropdown arrow to select:
 - Page
 - File
 - Other Menu Item
 - External URL
 - Internal URL
 - Mail to
 - Product List

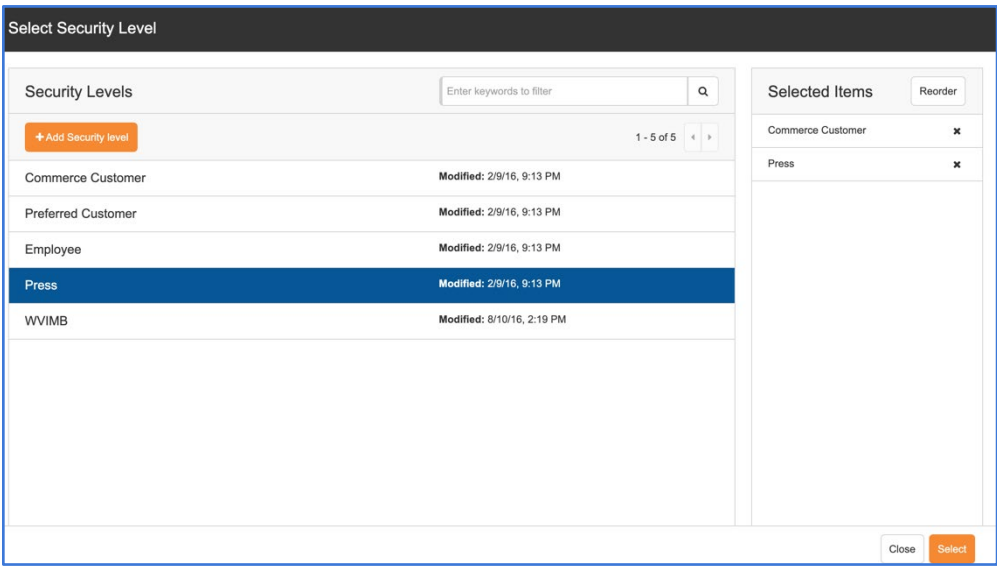


Security Levels

- In the Security Levels field, click the folder icon.



- On the Security Levels page, under Security Levels, select a Security Level from your list or click Add Security level.



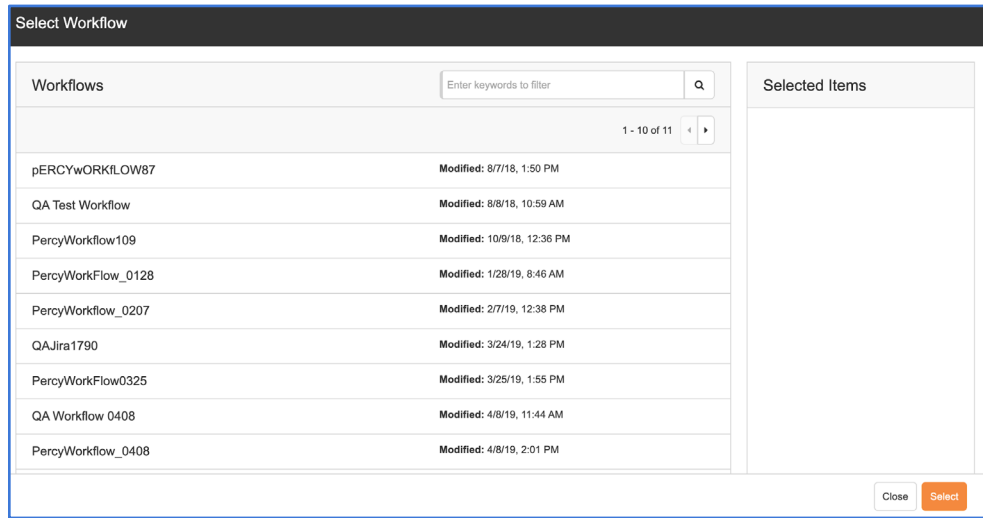
- In the Selected Items panel, click **Select**; or **Close** to return to **Add New Menu**.

Workflows

- In the Workflows field, click the folder icon.



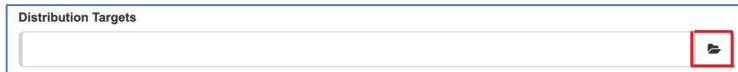
- On the Select Workflow page, select a Workflow.



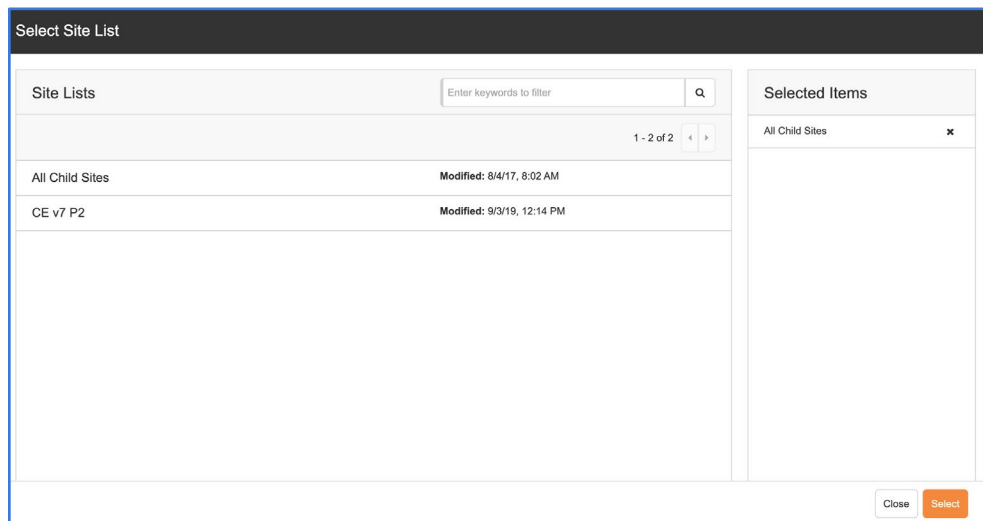
- In the Selected Items panel, click **Select**; or **Close** to return to Add New Menu.

Distribution Targets

- In the Distribution Targets field, click the folder icon.

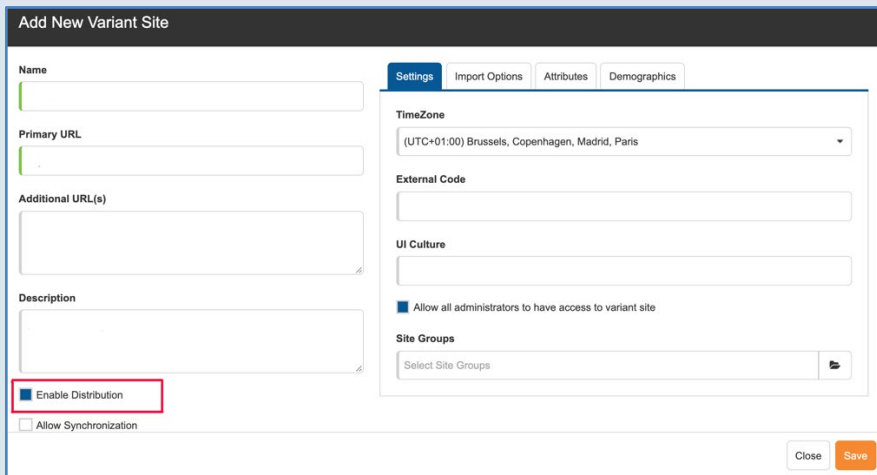


- On the Select Site List, select a Site or Sites. In the Selected Items panel, click **Select**; or **Close** to return to Add New Menu.



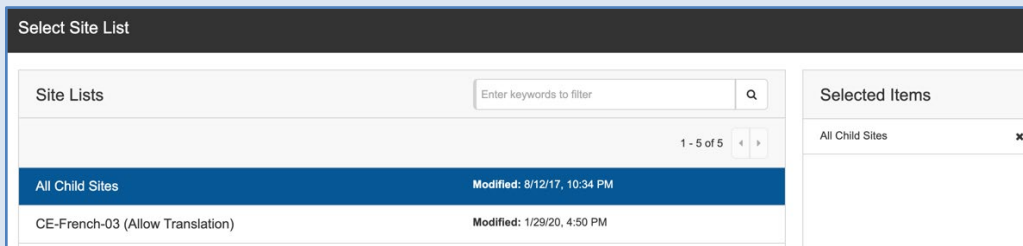
Note: Distribution targets are available when the current site has “Enabled Distribution” selected on the Add New Variant Site page under Manage Sites (Administration).

- When “Enabled Distribution” is selected, a Cache reset is required.



The screenshot shows the 'Add New Variant Site' form. The 'Enable Distribution' checkbox is checked and highlighted with a red box. Other fields include Name, Primary URL, Additional URL(s), Description, Time Zone, External Code, UI Culture, and Site Groups.

- Alternately, in the Select Site list, you can simply choose to distribute to All Child Sites.

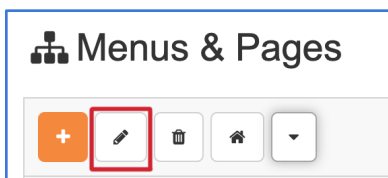


The screenshot shows the 'Select Site List' interface. The 'All Child Sites' option is selected in the 'Selected Items' column.

- When you have finished entering all your information on the Add New Menu page, click **Save Menu**.

Edit a Menu

- In the Menus & Pages panel on the left, select a Menu.
- Click the Edit icon.



- On the Edit Menu Details page, make revisions or additions.

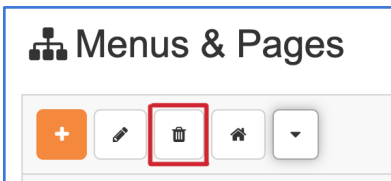
Edit Menu Details

<p>Menu Name <input type="text" value="Our Company "/></p> <p>URL Friendly Name <input type="text" value="our-company"/></p> <p>CSS Class <input type="text"/></p> <p>Description <input type="text" value="Our Company"/></p> <p><input type="checkbox"/> Set Menu as home <input checked="" type="checkbox"/> Menu is live <input type="checkbox"/> Menu is hidden from navigation and can only be accessed directly by URL <input type="checkbox"/> Exclude from search engines, robots.txt and sitemap.xml <input type="checkbox"/> Allow access in children sites</p>	<p>Target <input type="text" value="Product List"/></p> <p>Template <input type="text" value="Home"/></p> <p>Security levels <input type="text" value="1 item selected"/> </p> <p><input type="checkbox"/> Propagate Security Level to all sub-menu items.</p> <p>Workflows <input type="text" value="Select Workflows"/> </p> <p><input type="checkbox"/> Propagate Workflow to all sub-menu items.</p>
---	--

- Click **Save Menu**; or **Close** to return to Menus & Pages.

Delete a Menu

- In the Menus & Pages panel on the left, select a Menu.
- Click the Delete icon.



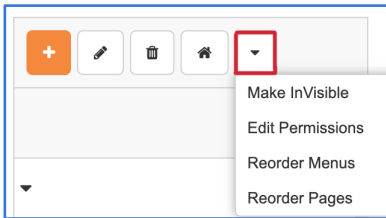
- In the Confirm dialog, click **Confirm**; or **Close** to return to Menus & Pages.

Confirm

Are you sure you want to delete the menu - 'Our Company'?

Other options

- Use the dropdown arrow for options.

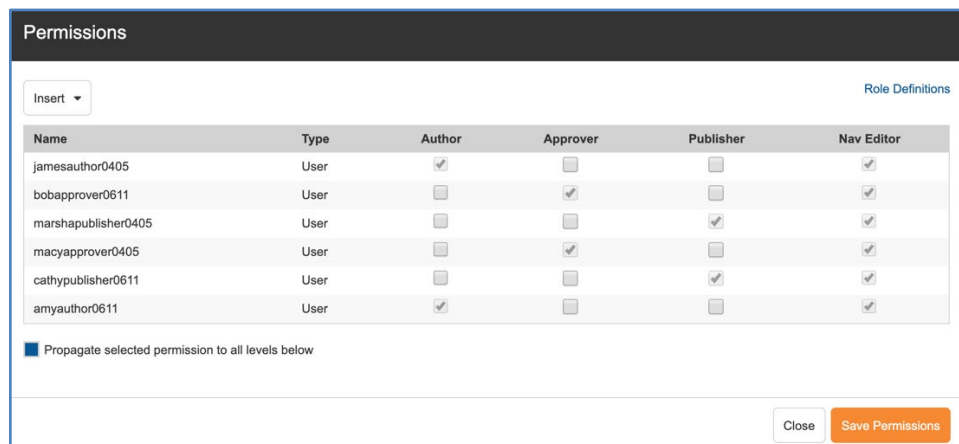


Visible/not visible

- Optionally, select Make Visible/Make Invisible.

Edit Permissions

- Optionally, using the dropdown arrow, select **Edit Permissions**.
- On the Permissions page, select check boxes under
 - Author
 - Approver
 - Publisher
 - Nav Editor

A screenshot of the 'Permissions' page. It features a table with columns for Name, Type, Author, Approver, Publisher, and Nav Editor. There are checkboxes for each of these roles for each user. A 'Propagate selected permission to all levels below' checkbox is checked. There are 'Close' and 'Save Permissions' buttons at the bottom right.

Name	Type	Author	Approver	Publisher	Nav Editor
jamesauthor0405	User	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
bobapprover0611	User	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
marshapublisher0405	User	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
macyapprover0405	User	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
cathypublisher0611	User	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
amyauthor0611	User	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- For a description of roles, click **Role Definitions**.

Role Definitions

Role Definitions

- Author

An Author has the ability to create or edit contents and push them into workflow. Authors are Menu-Item-based and/or Global. When Authors are Menu-Item-Based, they are allowed to create content on certain menu items only. Global Authors can create/edit content for all the pages under all the menu items.

- Approver

An Approver checks an author's content and approves it. Approvers have the ability of Authors and can be a step in the publishing workflow chain. Approvers can also create content which can be put in workflow for the approval from a different approver. There are two types of approvers: Menu-based and Global. Menu-based approvers can only approve contents on Menus assigned to them. A Global Approver has an approver role for all menus.

- Publisher

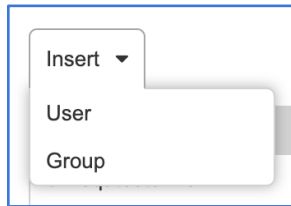
A Publisher has the permissions of Authors and Approvers. They can create content items and place them in workflow. Publishers have permissions to approve content which is assigned to them. They can publish content on the site and can also archive content. Publishers are Menu based and / or Global. Menu based Publishers can only publish contents related to the pages assigned to them but Global Publishers have the Publisher role for all menus without needing to be specified explicitly.

- Nav Editor

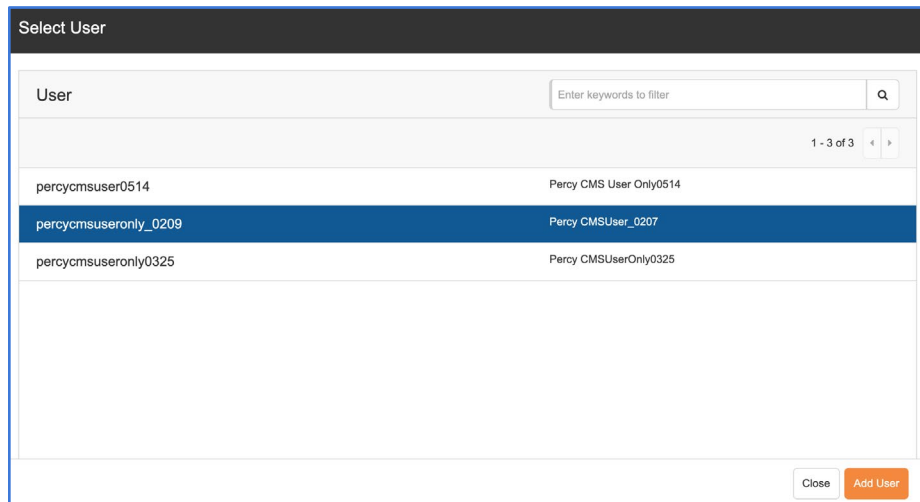
A Nav Editor can edit the navigational and menu structure of the entire site (global) or just a particular menu node. Note: Nav Editor is not a stand-alone permission but should be combined with other permissions such as Author or Approver.

Close

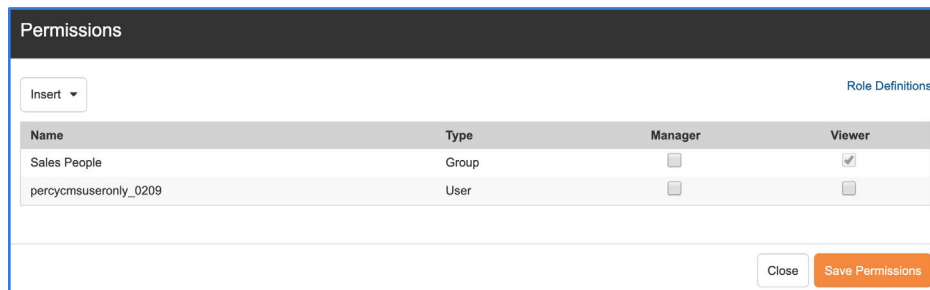
- Optionally on the Permissions page, use the **Insert** arrow to select Users or Groups.



- On the Select User page/Select Group page, select a User/ Group; or click **Add User (Add Group)**.



- On the Permissions page, click **Save Permissions**; or **Close** to return to Menus & Pages.



Reorder Menus or Pages

- Optionally, using the dropdown arrow, select Reorder Menus.
- Alternately, select Reorder Pages.
- On the Menu Sequence page, select an item. Click the up or down arrows to change the sequence of the item.

Menu Sequence

Reorder items to change the order of menus.

Title	#Pages	#
Mission	1	1
Locations	1	2
Innovation Blog	0	3
Contact Us	2	4
Little-known facts	2	5

Close Update Sequence

- Alternately, on the [Page Sequence](#) page, select an item and use the up or down arrows.
- Click **Update Sequence**.

Submit for Distribution

- Optionally, using the dropdown arrow, select Submit for Distribution.
- On the Submit for Distribution page, in the Distribution Targets field, click the folder icon.
- On the Select Site List page, under Site Lists, select a Site.
- In the Selected Items panel on the right, click **Select**.
- In the Submit for Distribution dialog, click **Submit**.
- Optionally, in the Success dialog, to see the status of distribution, click Distribution Activity.

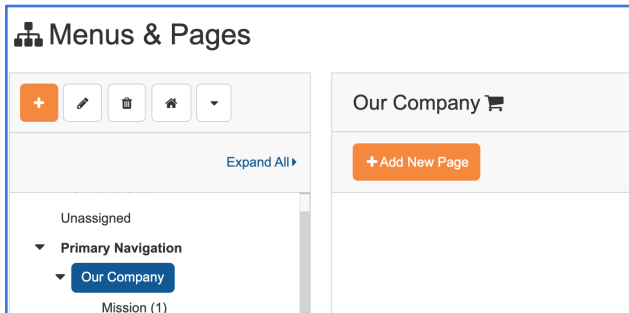
Success

Submitted for distribution successfully.

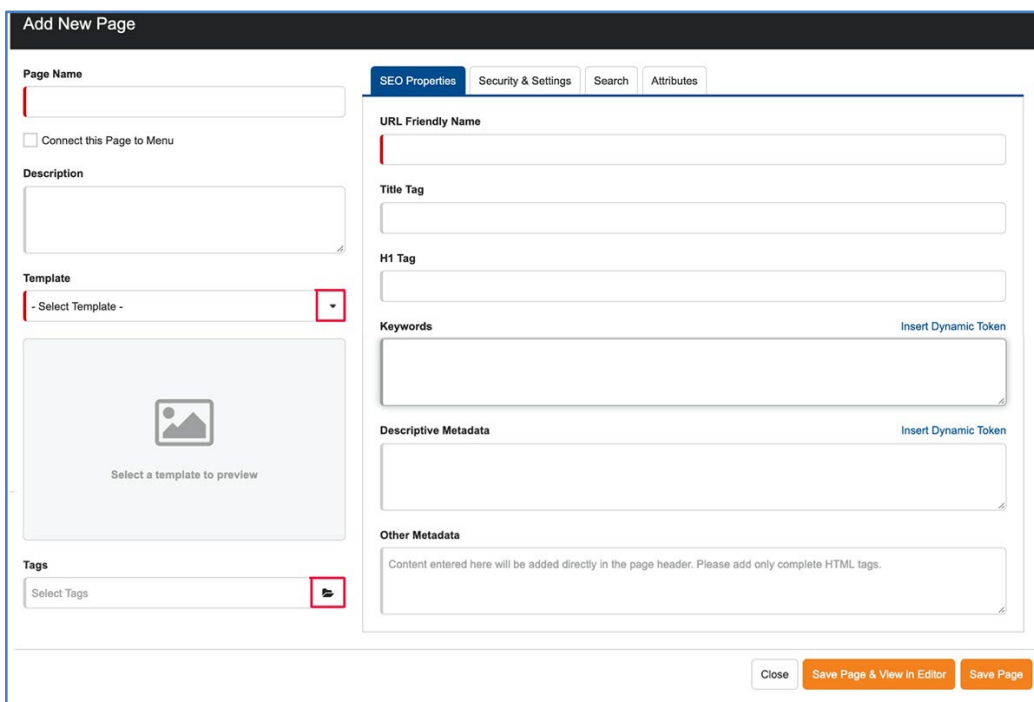
Close Distribution Activity

Add a Page to a Menu

- From the Menu panel, select a category or menu name.



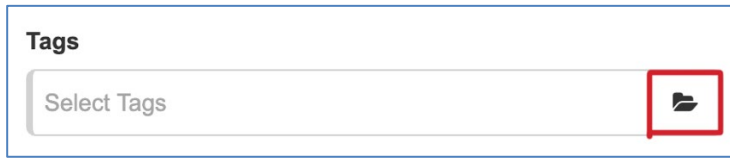
- In the Page panel, click **Add New Page**.
- On Add New Page, in panel on the left, the Page Name field, enter a name.

The screenshot shows the 'Add New Page' form. The left panel has fields for 'Page Name', a checkbox for 'Connect this Page to Menu', 'Description', 'Template' (dropdown menu), and 'Tags' (with a folder icon). The right panel has tabs for 'SEO Properties', 'Security & Settings', 'Search', and 'Attributes'. Below the tabs are fields for 'URL Friendly Name', 'Title Tag', 'H1 Tag', 'Keywords', 'Descriptive Metadata', and 'Other Metadata'. At the bottom right are buttons for 'Close', 'Save Page & View in Editor', and 'Save Page'.

- Optionally, select the check box beside **Connect this Page to Menu**.
- Optionally, in the Description field, add a description.
- In the Template field, use the dropdown menu to select a Template.

Tags

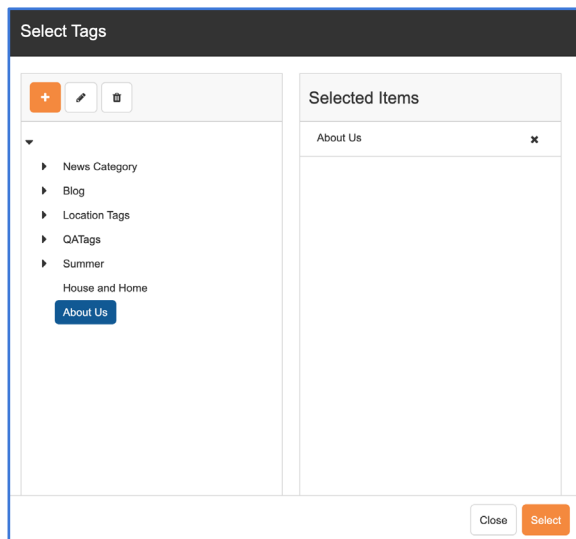
- Optionally, in the Tags field, click the folder icon.



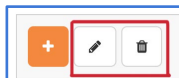
- On the Select Tags, page, click the **Add** icon to add a tag, or select one from the list.



- In the Selected Items panel, click **Select**.



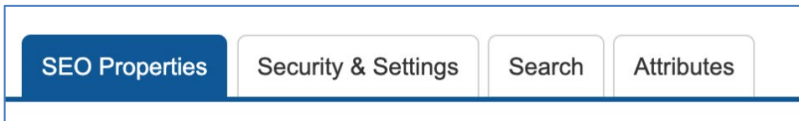
- Optionally, use the edit or delete icons to edit or delete tags in the list.



Other Page options

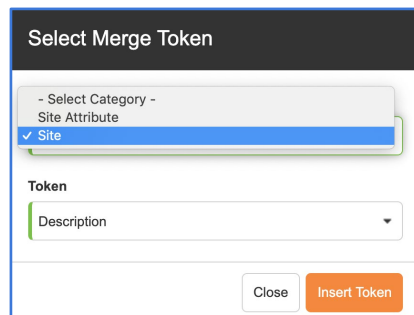
There are four tabs on a page:

- SEO Properties
- Security & Settings
- Search
- Attributes



SEO Properties

- Under the SEO Properties tab, the URL-Friendly Name is automatically populated.
- Optionally, enter:
 - Title Tag
 - H1 Tag
 - Keywords
 - Descriptive Metadata
 - Other Metadata
- Optionally, click **Insert Dynamic Token**.
 - In the Select Merge Token dialog, use the dropdown arrows for Category and Site to make your selections.

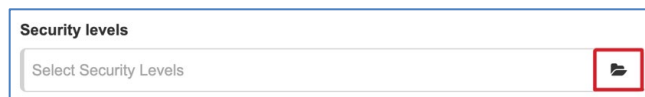


- Click **Insert Token**.

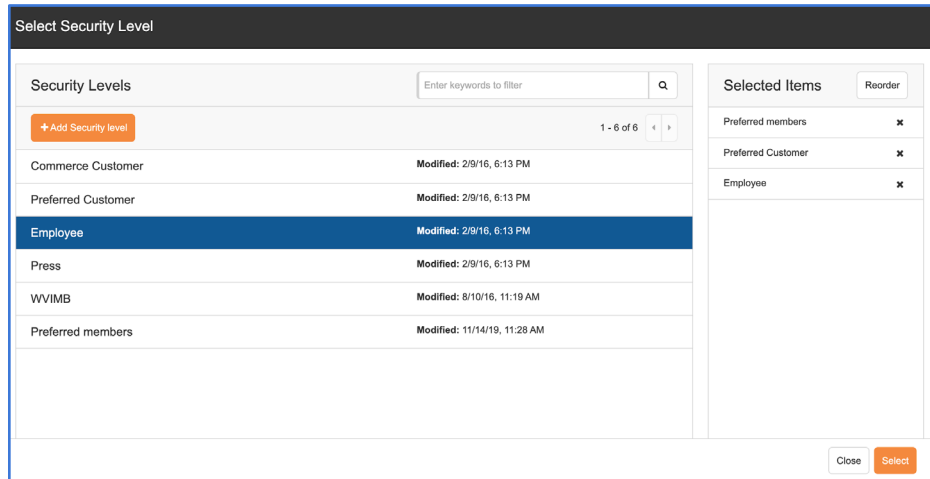
Security & Settings

Security Levels

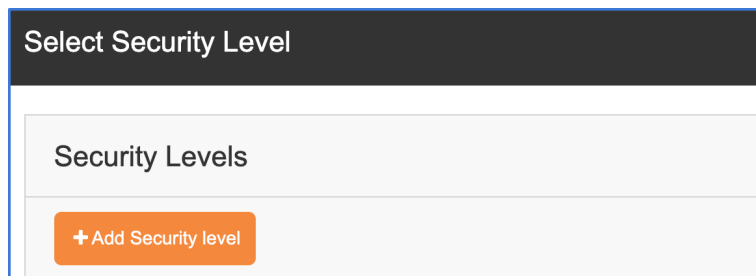
- Optionally, under the Security & Settings tab, in the Security Levels field, click the folder icon.



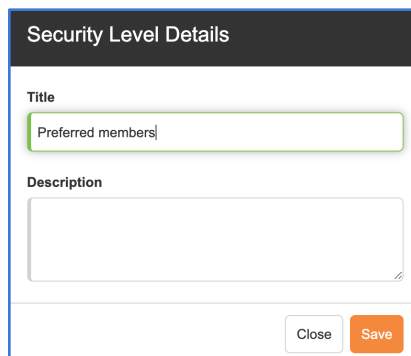
- On the Select Security Level page, select a Security Level.



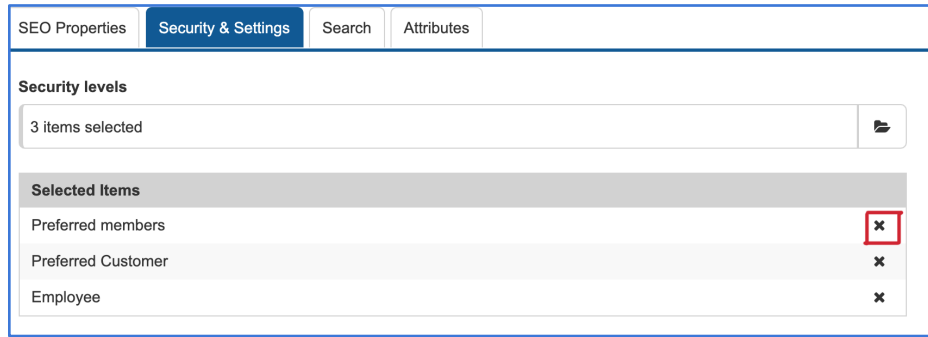
- In the Selected Items panel, click **Select**; or **Close** to return to Add New Page.
- Optionally, click Add Security level.



- In the Security Level Details dialog, enter a Title. Optionally, enter a Description.



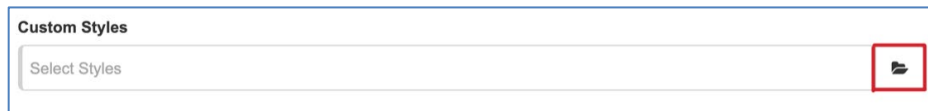
- Click **Save**.
- When you return to the new page, you have the option of deleting a selected item or items under the Security & Settings tab.



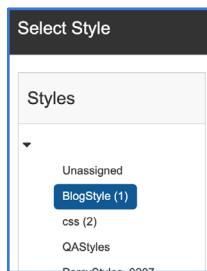
- Optionally, enter Custom Styles, Custom Scripts and Distribution Targets.

Custom Styles

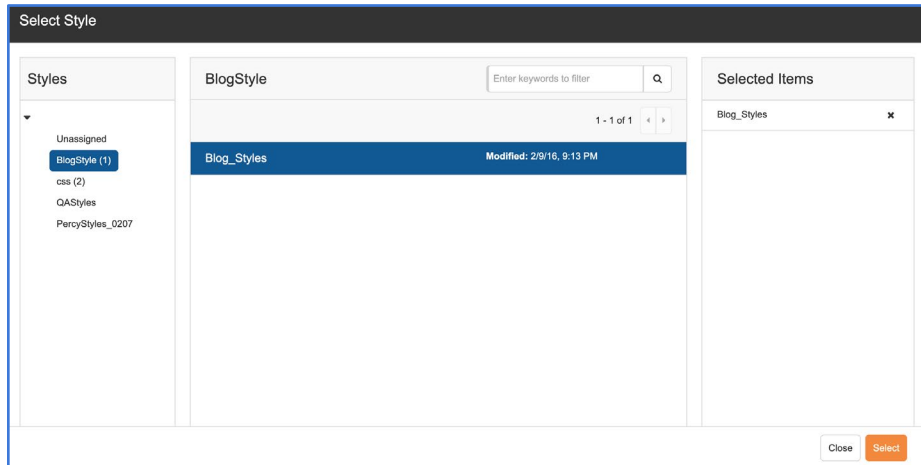
- In the Custom Styles field, click the folder icon.



- On the Select Style page, in the Styles panel, select a style.



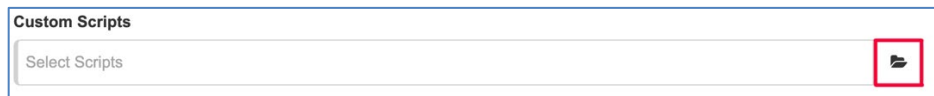
- In the Style list, make a selection.



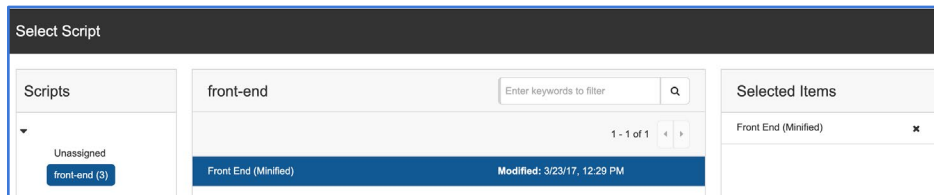
- In the Selected Items panel, click **Select**.

Custom Scripts

- In the Custom Scripts field, click the folder icon.

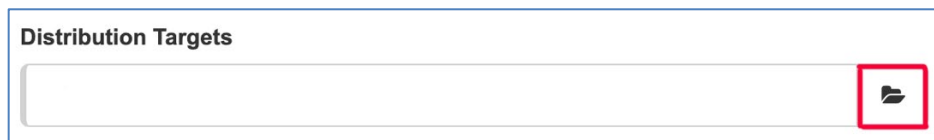


- On the Select Script page, in the Scripts panels, select a script.
- In the Selected Items panel, click **Select**.



Distribution Targets

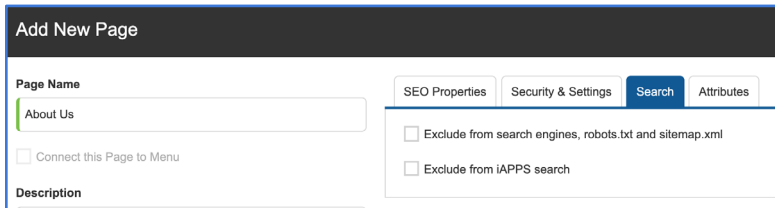
- In the Distribution Targets field, click the folder icon.



- On the Select Site List, select a site or sites.
- In the Selected Items panel, click **Select**.

Search

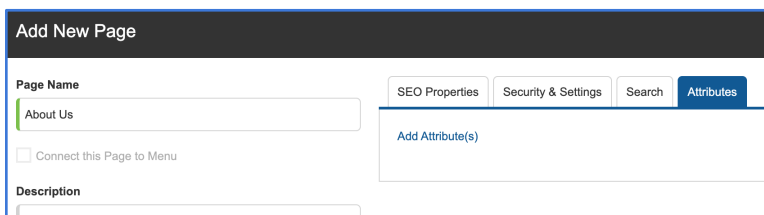
- In the panel under the Search tab, select or clear the check boxes beside:
 - Exclude from search engines, robots.txt and sitemap.xml
 - Exclude from iAPPS search



The screenshot shows the 'Add New Page' form with the 'Search' tab selected. The 'Page Name' field contains 'About Us'. Below the page name, there is a checkbox for 'Connect this Page to Menu'. The 'Description' field is empty. On the right side, there are two checkboxes: 'Exclude from search engines, robots.txt and sitemap.xml' and 'Exclude from iAPPS search', both of which are currently unchecked.

Attributes tab

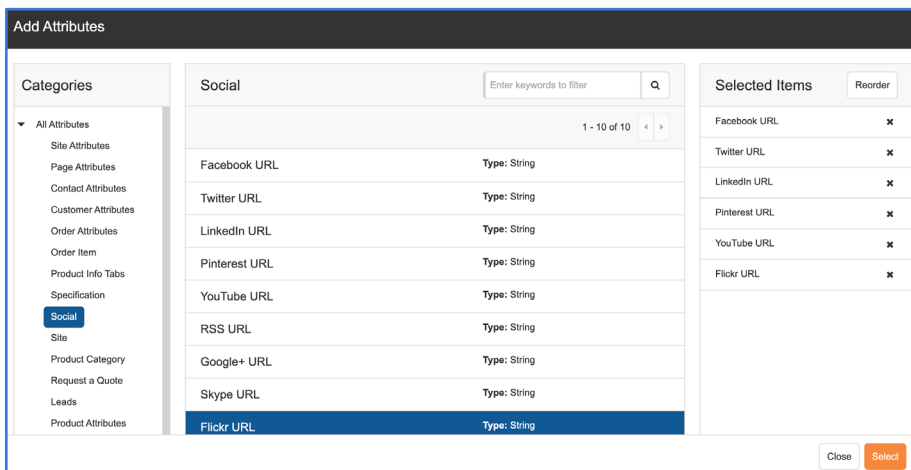
- To add Attributes to your page, under the Attributes tab, click **Add Attribute(s)**.



The screenshot shows the 'Add New Page' form with the 'Attributes' tab selected. The 'Page Name' field contains 'About Us'. Below the page name, there is a checkbox for 'Connect this Page to Menu'. The 'Description' field is empty. In the center of the form, there is a button labeled 'Add Attribute(s)'.

[Add Attribute\(s\)](#)

- On the Add Attributes page, in the Categories panel, select a category of Attributes.
- In the Attributes panel, make further selections.



The screenshot shows the 'Add Attributes' page. On the left, there is a 'Categories' panel with a tree view. The 'Social' category is selected. The main area shows a list of attributes under the 'Social' category. The list includes: Facebook URL, Twitter URL, LinkedIn URL, Pinterest URL, YouTube URL, RSS URL, Google+ URL, Skype URL, and Flickr URL. Each attribute has a 'Type: String' label. On the right, there is a 'Selected Items' panel with a 'Reorder' button. The selected items are: Facebook URL, Twitter URL, LinkedIn URL, Pinterest URL, YouTube URL, and Flickr URL. At the bottom right, there are 'Close' and 'Select' buttons.

- In the Selected Items panel, click **Select**.
 - Optionally, on the new page, certain Attributes can then be further defined to be propagated or editable depending on the check boxes you select.

The screenshot shows a panel with four tabs: 'SEO Properties', 'Security & Settings', 'Search', and 'Attributes'. The 'Attributes' tab is active. Below the tabs are three sections, each for a social media URL: 'Facebook URL', 'Twitter URL', and 'LinkedIn URL'. Each section includes a text input field, a 'Remove' link, a 'Propagate?' checkbox, and an 'Editable?' checkbox.

- When you have entered all your information to the New Page, click **Save Page & View in Editor**; or **Save Page**.

More options

- You can revise and delete your new page.

The screenshot shows a toolbar for a page titled 'Our Company'. It features four buttons: an orange '+ Add New Page' button, a grey 'Edit Page' button with a dropdown arrow, a grey 'Delete' button with a trash icon, and a grey 'More' button with a dropdown arrow.

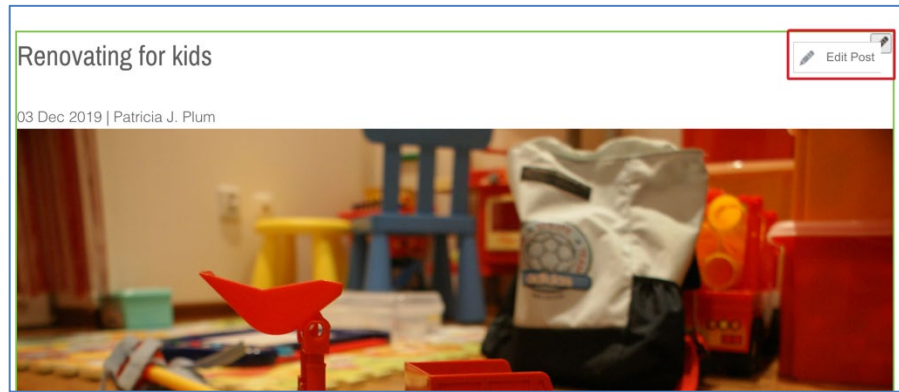
- You can also take other steps (below).

Edit a page

- To edit or view your page, select your page from its category in the panel on the left; and from the page list in the panel on the right.
- Click **Edit Page**.
- Use the dropdown arrow to Open in Site Editor or to Edit Properties.

The screenshot shows a dropdown menu for the 'Edit Page' button. The menu is open, displaying two options: 'Open in Site Editor' and 'Edit Properties'.

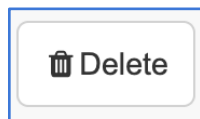
- If you choose Open in Site Editor, click the pencil icon to edit the content or blog post.



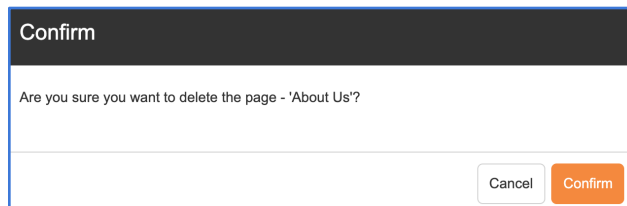
- On the Edit Details page, make any revisions or additions.

Delete a page

- To remove the page, click **Delete**.



- In the Confirm dialog, click **Confirm**.

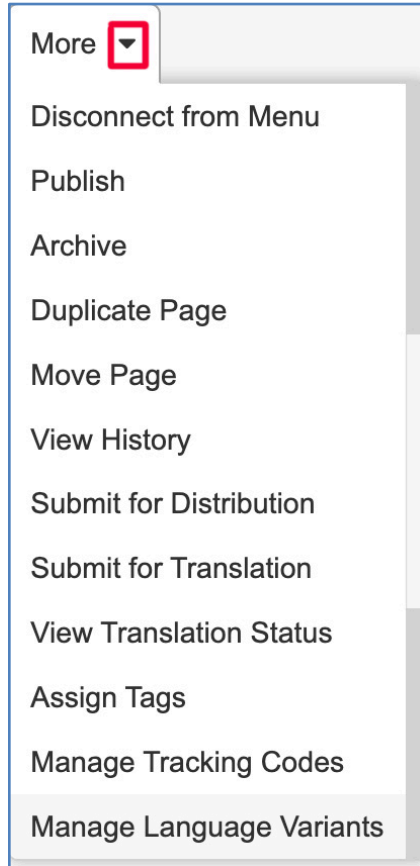


The More menu

Use the "More" dropdown arrow (use the scroll bar at the right) to:

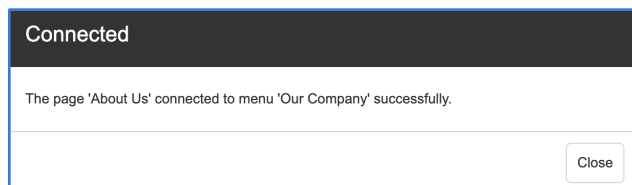
- Connect to Menu/Disconnect from Menu
- Publish
- Archive
- Duplicate Page
- Move Page
- View History
- Submit for Distribution
- Submit for Translation
- View Translation

- Assign Tags
- Manage Tracking Codes
- Manage Language Variants



Connect to Menu

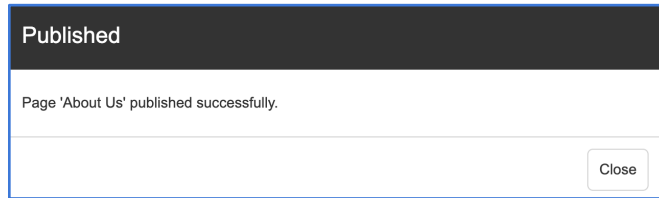
- To connect or disconnect a page from a menu, select **Connect to Menu/Disconnect from Menu**.
- A dialog confirms this.



Publish

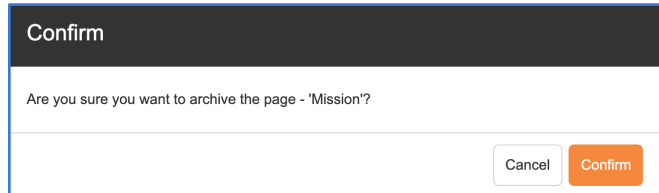
- To Publish your page, in the More dropdown menu, select Publish.

- A dialog confirms this.



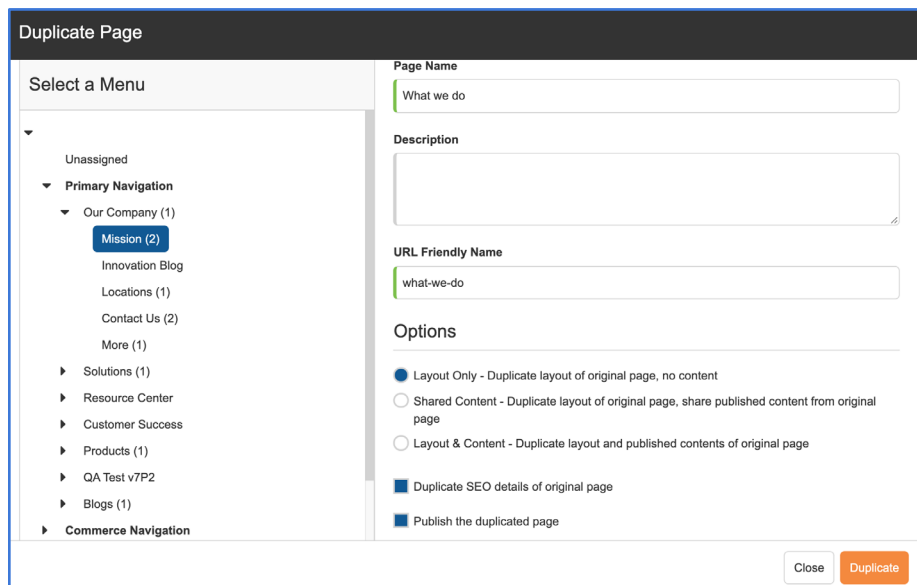
Archive

- To archive a page, in the More dropdown menu, select **Archive**.
- A dialog confirms this.



Duplicate Page

- To duplicate the page, in the More dropdown menu, select **Duplicate Page**.
- On Duplicate Page, in the Page Name field, enter a name. (This automatically populates the URL Friendly Name field.)

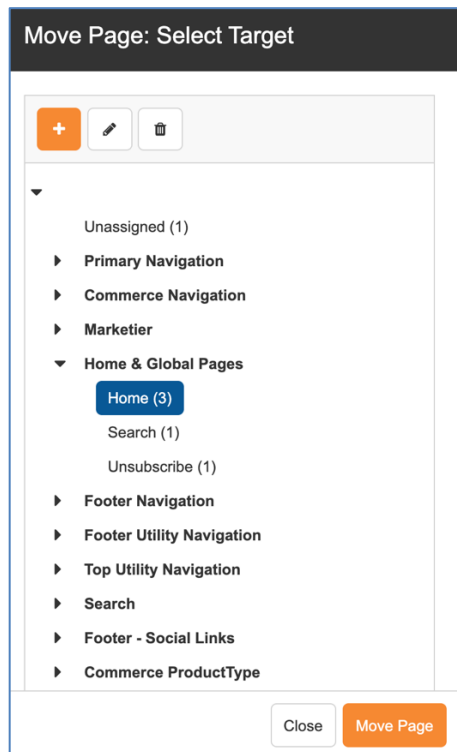


- Optionally, select:

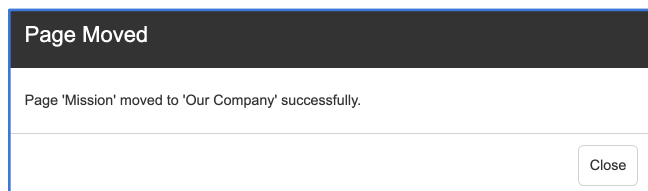
- Layout Only – Duplicate layout of original page, no content
 - Shared Content – Duplicate layout of original page, share published content from original page
 - Layout & Content – Duplicate layout and published contents of original page
 - Duplicate SEO details of original page
 - Publish the duplicated page
- Click **Duplicate**.

Move Page

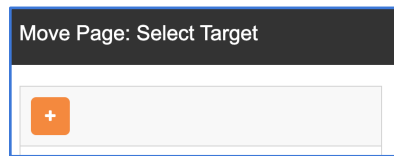
- To move a page, in the More dropdown menu, select **Move Page**.
- In the Move Page: Select Target dialog, select a category.



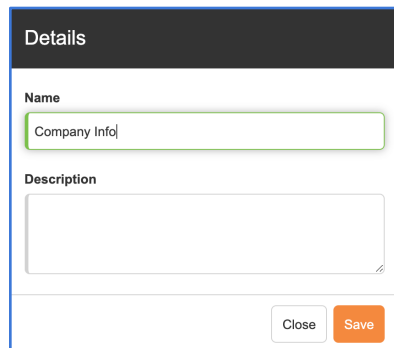
- Click **Move Page**.
- A dialog confirms this.



- Alternately, click the Add icon to add a targeted category.



- In the Details dialog, enter the new information.
- Click **Save**.

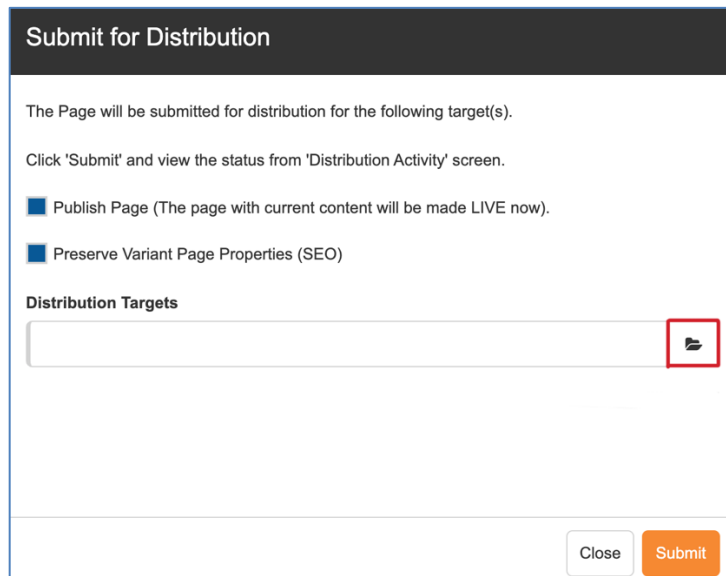


[View History](#)

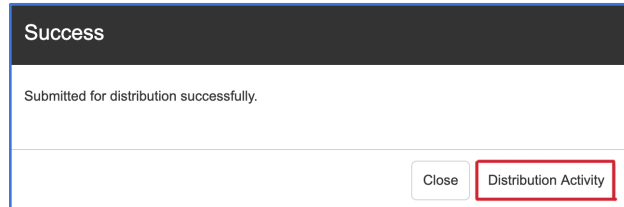
- To see a history of actions taken on this page, in the More dropdown menu, select **View History**. A Page History list shows you versions of the page and actions taken.

[Submit for Distribution](#)

- To submit a page for distribution, in the More dropdown menu, select **Submit for Distribution**.
- In the Submit for Distribution dialog, in the Distribution Targets field, select the folder icon.



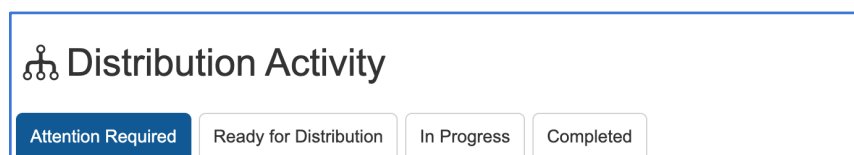
- On the Select Site List page, select a site. In the Selected Items panel, click **Select**.
 - Optionally, select the check boxes beside Publish Page and/or Preserve Variant Page Properties (SEO).
 - In the Submit for Distribution dialog, click **Submit**. A dialog confirms this.



- Click **Close**.

More Distribution Activity options

- Alternately, in the Success dialog, click Distribution Activity.
- On the Distribution Activity page, there are more options under these tabs:
 - Attention Required
 - Ready for Distribution
 - In Progress
 - Completed



Attention Required

- Under the Attention Required tab, select an item in the list.
- Optionally, click either Submit for Distribution or Ignore Distribution.

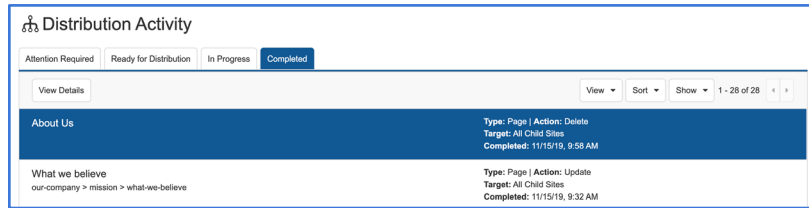


Ready for Distribution

- Under the Ready for Distribution tab, you can view the items that are ready.

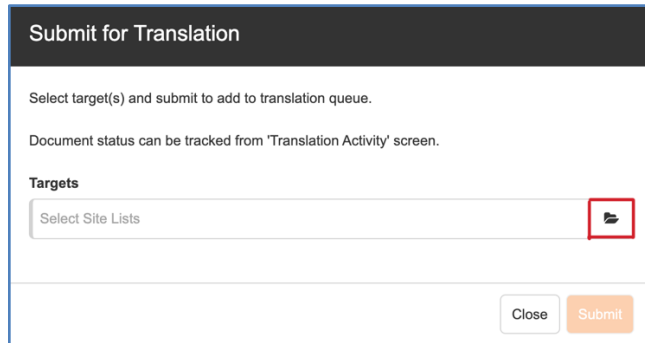
In Progress & Completed

- Under the In Progress and Completed tabs, you can also see the status of a page or pages.

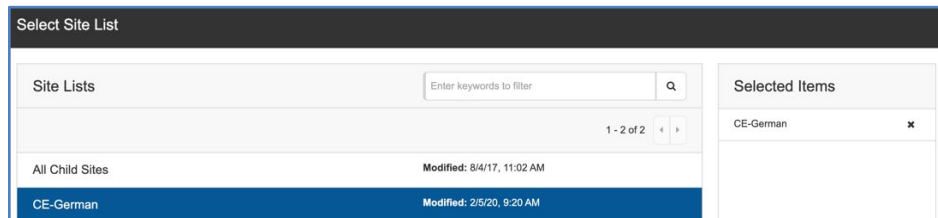


Submit for Translation

- Optionally, using the More dropdown menu, select **Submit for Translation**.
- In the Submit for Translation dialog, in the Targets field, click the folder icon.



- On the Select Site List page, select a site.
- In the Selected items panel on the right, click **Select**.



- In the Submit for Translation dialog, click **Submit**.

Submit for Translation

Select target(s) and submit to add to translation queue.

Document status can be tracked from 'Translation Activity' screen.

Targets

1 item selected
✖

Selected Items

CE-German
✖

Close
Submit

View Translation Status

- Optionally, using the More dropdown menu, select **View Translation Status**.

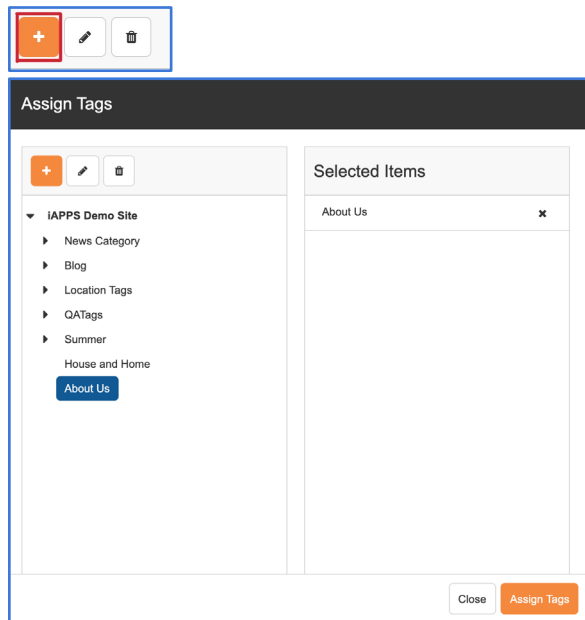
Translation Status

1 - 2 of 2 ◀ ▶

Site	Locale	Status	Submitted	Updated
CE-German	de-DE	Ready for translation	2/21/20, 9:53 PM	
France	fr-FR	Not translated		

Assign Tags

- To assign tags to the page, in the More dropdown menu, select **Assign Tags**.
- On the Assign Tags page, click the **Add** icon to add a tag, or select one from the list.

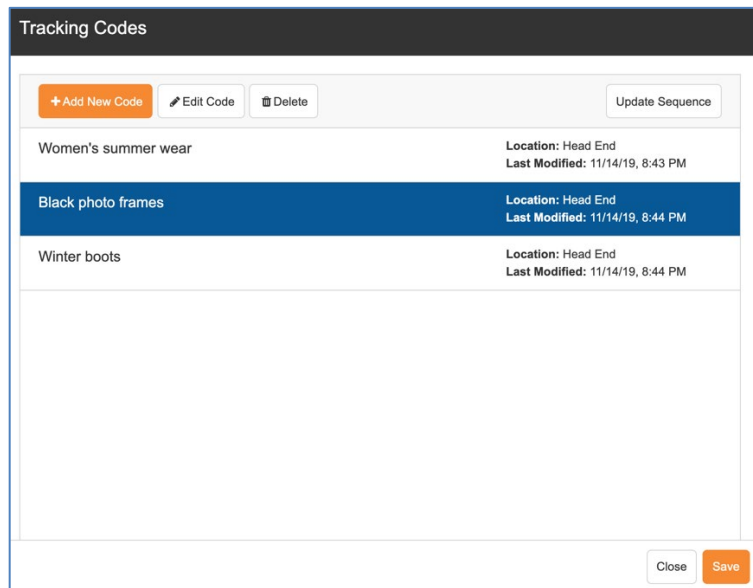


- In the Selected Items panel, click **Assign Tags**.
- Optionally, use the edit or delete icons to edit or delete tags in the list.

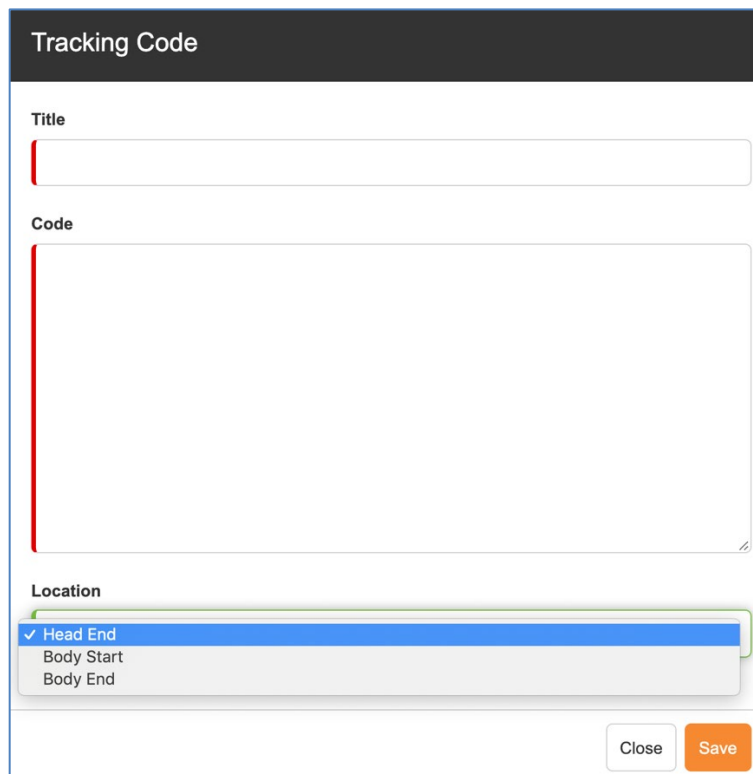


Manage Tracking Codes

- To view or update tracking codes, in the More dropdown menu, select **Manage Tracking Codes**.
- On the Tracking Codes page, select a code.
- Click **Add New Code** or **Edit Code**.

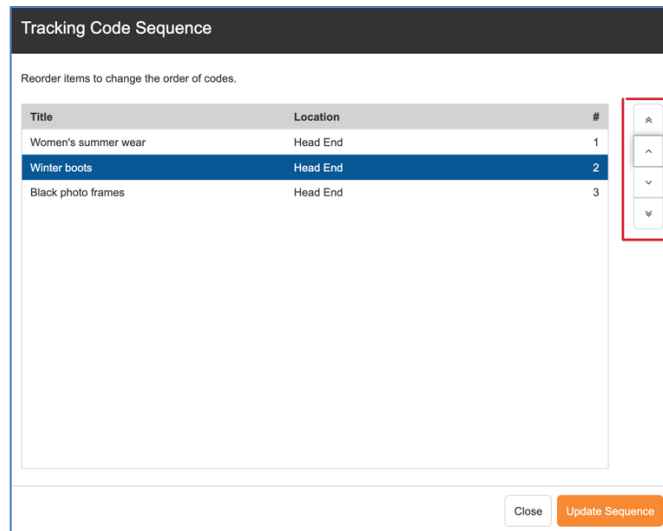


- In the Tracking Code dialog, enter a Title, Code, and Location.



- Click **Save**.
- Alternately, to change the sequence of codes, select a code from the list.
 - In the Tracking Code Sequence dialog, select a code.

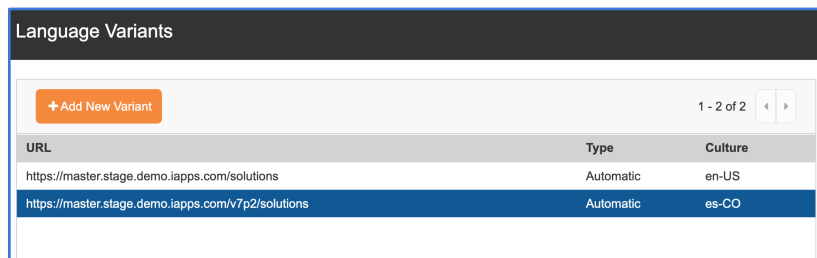
- Use the arrows at the right to move it up or down in the list.



- Click **Update Sequence**, or **Close**.
- On the Tracking Codes page, click **Save**.
 - Optionally, to remove a code, click **Delete**.

Manage Language Variants

- To view or update Language Variants, in the More dropdown menu, select **Language Variants**.
- Optionally, on the Language Variants page, click **Add New Variant**.



- In the Language Variant dialog, enter Variant Type, URL, and Culture.

- Click **Save**.
- On the Language Variants page, click **Close**.

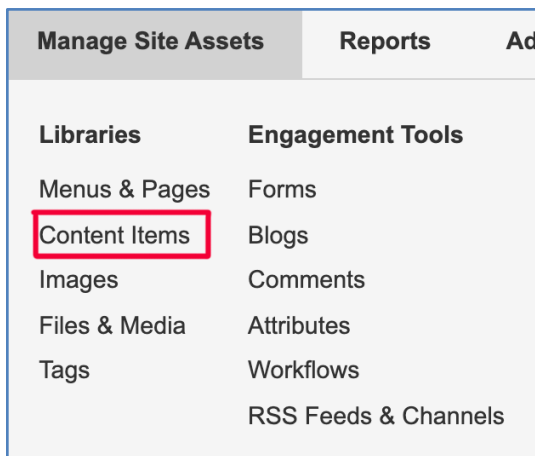
Manage Site Assets – Libraries

Content Items

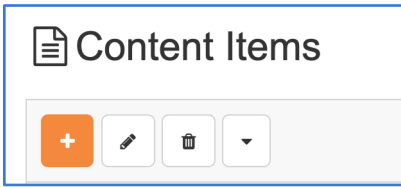
Your ability to create, and edit content begins here. It is the axis of robust content management.

Navigating content

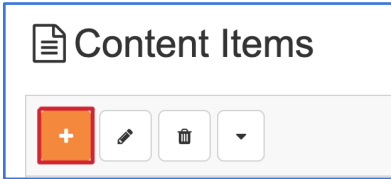
Under Manage Site Assets – Libraries, select Content Items.



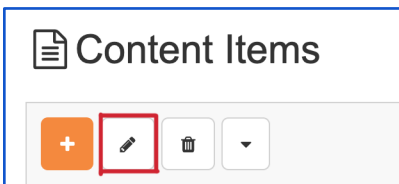
- In the panel on the left, use the icons to select an action.



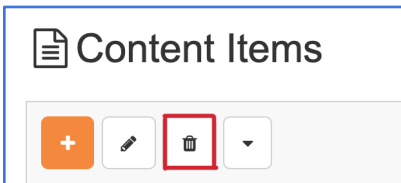
- Click the **Add** icon to add a Menu.



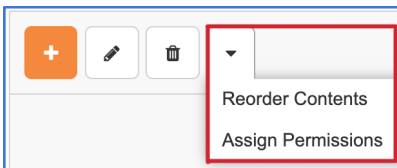
- Click the **Edit** icon to edit a Menu.



- Click the **Delete** icon to delete a Menu.

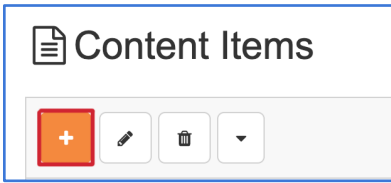


- Click the dropdown **arrow** to
 - Reorder Contents
 - Assign Permissions



Add a menu

- To add a menu, click the Add icon.



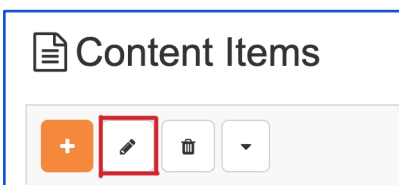
- in the Details dialog, enter a name.
 - Optionally, enter a Description.
 - Optionally, select the checkbox beside Allow access in children sites.

The image shows a 'Details' dialog box. It has a dark header with the word 'Details' in white. Below the header, there are three main sections: 'Name' with a text input field, 'Description' with a larger text area, and a checkbox labeled 'Allow access in children sites'. At the bottom right of the dialog, there are two buttons: 'Close' and 'Save'.

- Click **Save**.

Edit a menu

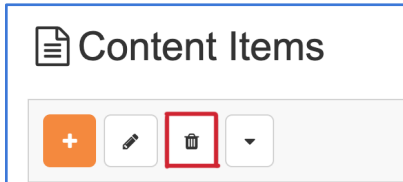
- To edit a menu, in the panel on the left, select the menu.
- Click the edit icon.



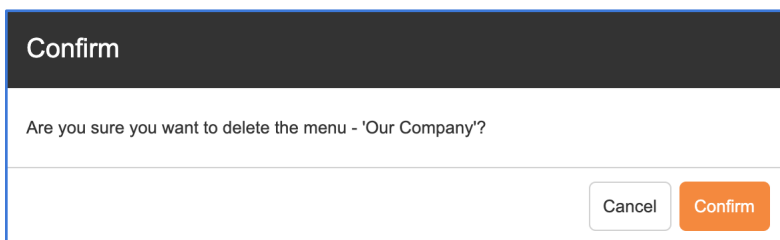
- in the Details dialog, revise or add the information.

Delete a menu

- To delete a menu, in the panel on the left, select the menu.
- Click the Delete icon.

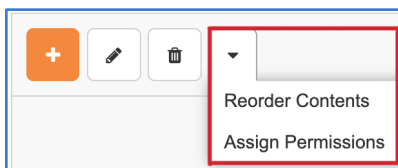


- In the Confirm dialog, click **Confirm**; or **Close** to return to Content Items.



Other options

- Use the dropdown arrow for other options.



Reorder Contents

- Optionally, using the dropdown arrow, select **Reorder Contents**.
- On the Content Sequence page, select an item. Click the up or down arrows to change the sequence of the item.

Content Sequence

Reorder items to change the order of contents.

Title	Type	#
Body - Mission	Free Form	1
Body - Locations	Free Form	2
Location - Corporate	Location	3
Banner - Webinar	Banner	4
Banner - Our Mission	Banner	5
Banner - Webinar January	Banner	6
location - NY	Location	7
location - Denver	Location	8
location - chicago	Location	9
location - tampa	Location	10
Thank You	Free Form	11
Banner - Our Mission - Duplicated for Duplicate	Banner	12
HD-Mission-Florida	Banner	13

Close Update Sequence

- Click **Update Sequence**.

Assign Permissions

- Optionally, using the dropdown arrow, select **Assign Permissions**.
- On the Permissions page, select check boxes under **Manager** or **Viewer**.

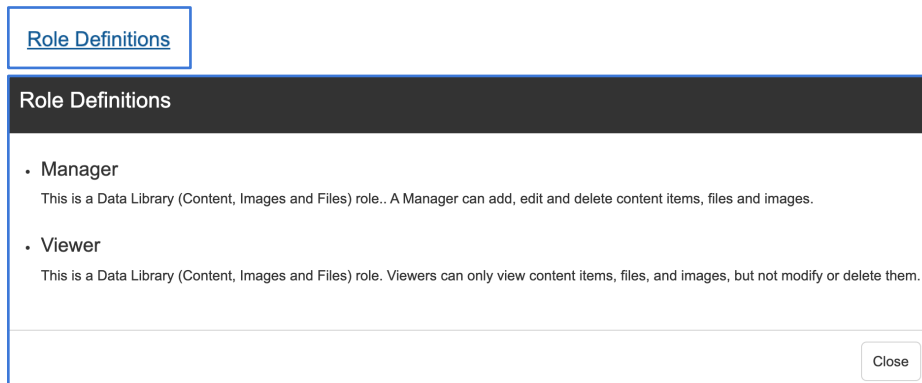
Permissions

Insert Role Definitions

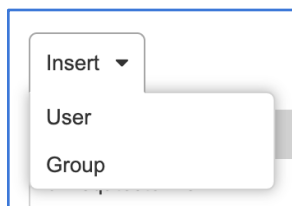
Name	Type	Manager	Viewer
Sales People	Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Content authors	Group	<input type="checkbox"/>	<input type="checkbox"/>

Close Save Permissions

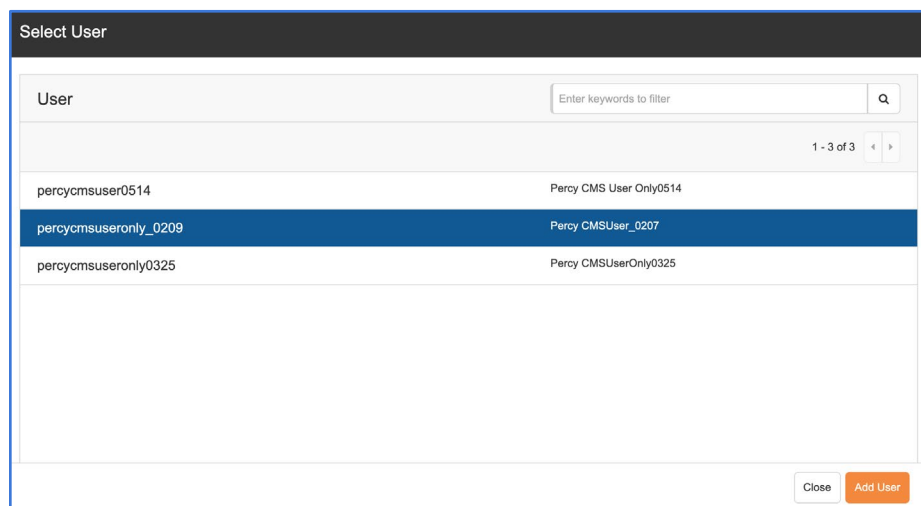
- For a description of Manager or Viewer roles, click **Role Definitions**.



- Optionally on the Permissions page, use the **Insert** arrow to select Users or Groups.



- On the Select User page/Select Group page, select a User/ Group; or click **Add User (Add Group)**.



- On the Permissions page, click **Save Permissions**; or **Close** to return to Menus & Pages.

Permissions			
Name	Type	Manager	Viewer
Sales People	Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>
percycmsuseronly_0209	User	<input type="checkbox"/>	<input type="checkbox"/>

Close Save Permissions

Add New Content Item

- From the Menu panel, select a category or menu name.

Content Items

+
✎
🗑
▼

[Expand All ▶](#)

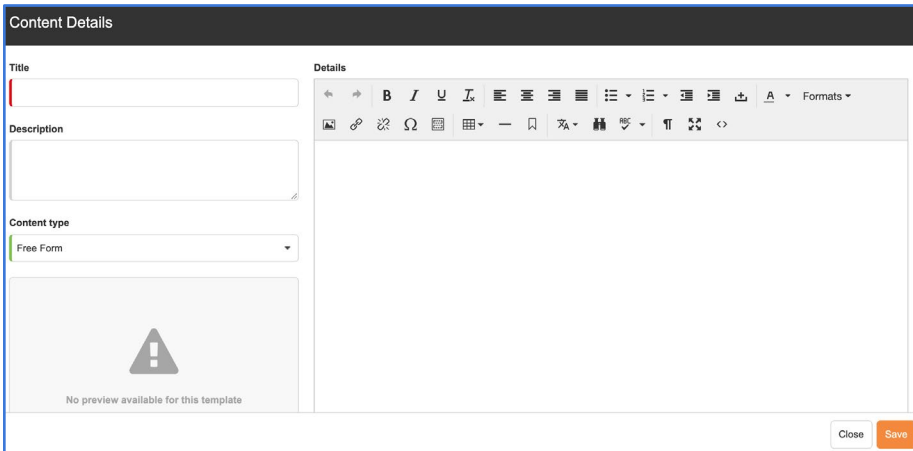
- Targeted Rotators
- Personalized Case Studies (2)
- Accordions and Tabs (4)
- Solutions (13)
 - ▶ Customer Success (5)
 - Our Company (13)**
 - ▶ Resource Center

- In the Content panel, click **Add New Content**.

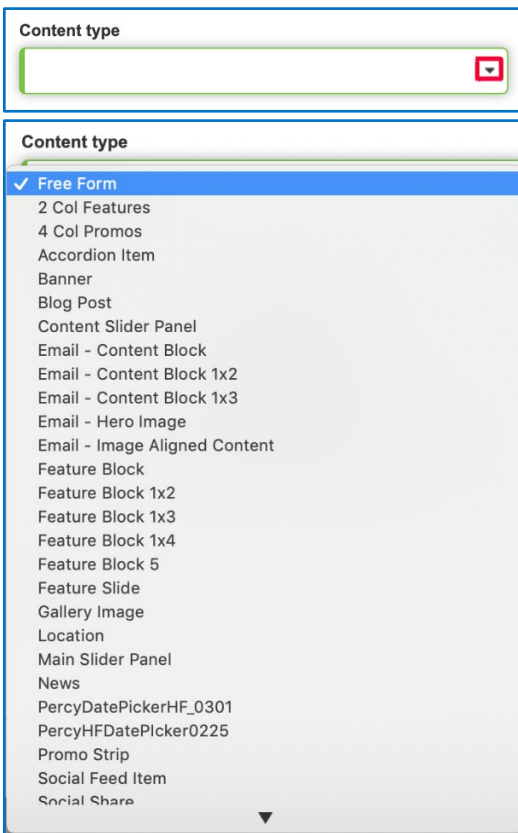
Our Company

[+ Add New Content](#)

- On the Content Details page, enter a Title.



- Optionally, enter a Description.
- In the Content type field, use the dropdown arrow for a menu of a variety of content types.



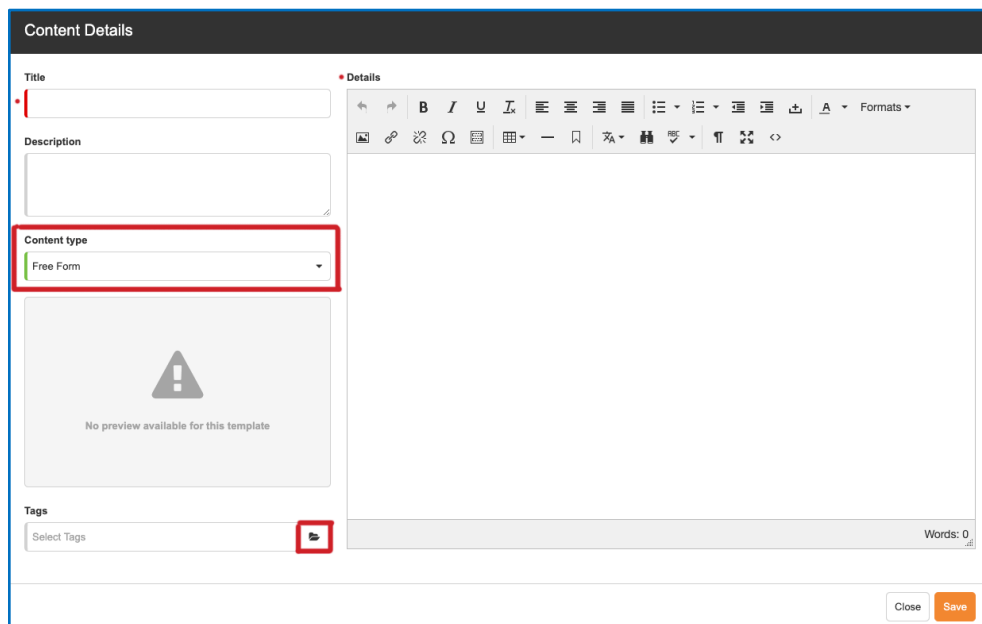
Content Type options

The type of content (content template) you choose to create will impact your next steps and the further actions you can take. Each piece of content belongs to a content type. These templates determine how the content appears and behaves on your site.

Freeform Content Type

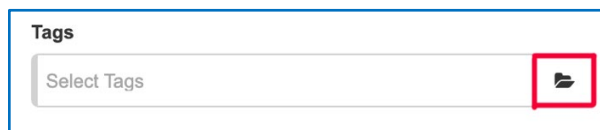
Freeform is the default content type. When you choose this type, you have few limitations and can easily use the Rich Text Editor; at this point you can't select the page where it will reside.

- On the Content Details page, enter a Title.



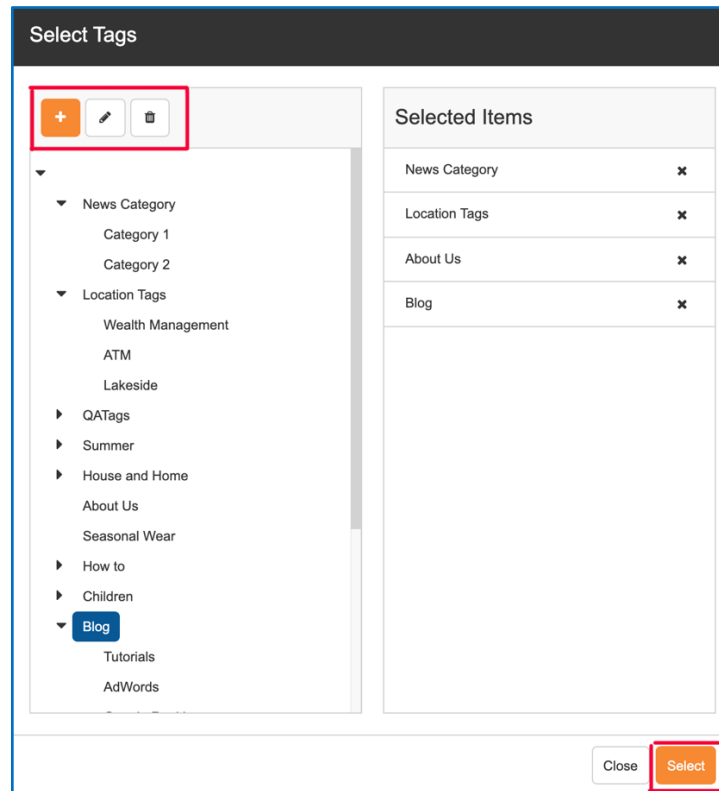
The screenshot shows the 'Content Details' form. The 'Title' field is empty. The 'Description' field is empty. The 'Content type' dropdown menu is set to 'Free Form' and is highlighted with a red box. Below the dropdown is a warning icon and the text 'No preview available for this template'. The 'Tags' field is empty and has a folder icon highlighted with a red box. The 'Details' panel on the right shows a rich text editor with a toolbar. At the bottom right, there are 'Close' and 'Save' buttons.

- Optionally, in the left panel, enter a Description.
- The Content Type default is Freeform.
- Optionally, in the Tags field, click the folder icon.



The close-up shows the 'Tags' field with the text 'Select Tags' and a folder icon highlighted with a red box.

- On the Select Tags page, select a category.
- Optionally, use the icons to Add, Edit or Delete a Tag.



- In the Selected Items panel, click **Select**.
- Under Details (on the Content Details page), enter your content using the Rich Text Editor. (See [Using the Rich Text Editor](#).)
- Click **Save**.

2 Col Features Content type

If you select **2 Col Features** in the Content Type menu, you will see many more fields that require your input.

- On the Content Details page, enter a Title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **2 Col Features**.

- Optionally, in the Tags field, click the folder icon.
- On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- Under Title 1, enter a Title.
- Under Description 1, enter your text.
- In the Image 1 field, click the folder icon.
 - On the Select Image page choose an Image category.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Once you have chosen your image, click **Select**.
- In the Page URL 1 field, click the folder icon.
- On Select Page, choose the category where your intended page resides.
- In the panel on the right, select the page.

- Under Title 2, enter a Title.

- Under Description 2, enter your text.
- In the Image 2 field, click the folder icon.
 - On the select Image page, choose an Image category.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Once you have chosen your image, click **Select**.
- In the Page URL2 field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page.
- On the Content Details page, click **Save**.

4 Col Promos Content type

If you select **4 Col Promos** in the Content Type menu, you will see still more fields that require your input.

- On the Content Details page, enter a Title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **4 Col Promos**.

- Optionally, in the Tags field, click the folder icon.
- On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- Under Title 1, enter a Title.
- In the Image 1 field, click the folder icon.
 - On the Select Image page choose an Image category.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Once you have chosen your image, click **Select**.
- In the Link Text 1 field, enter your text.
- In the Page URL 1 field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.

- In the panel on the right, select the page.
- In the Title 2 field, enter a Title.
- In the Image 2 field, click the folder icon.
 - On the Select Image page choose an Image category.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- In the Link Text 2 field, enter your text.
- In the Page URL 2 field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page.
- In the Title 3 field, enter a Title.
- In the Image 3 field, click the folder icon.
 - On the Select Image page choose an Image category.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- In the Link Text 3 field, enter your text.
- In the Page URL 3 field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page.
- In the Title 4 field, enter a Title.
- In the Image 4 field, click the folder icon.
 - On the Select Image page choose an Image category.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- In the Link Text 4 field, enter your text.
- In the Page URL 4 field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page.
- On the Content Details page, click **Save**.

Accordion Item Content Type

You can use this Content Type to list and format content in an accordion style listing that expands and contracts inline.

- If you select Accordion Item in the Content type menu, on the Content Details page, in the Title field, enter a Title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **Accordion Item**.

The screenshot shows the 'Content Details' form with the following elements:

- Left Column:**
 - Title: [Empty text box]
 - Description: [Empty text box]
 - Content type: [Dropdown menu showing 'Accordion Item']
 - Tags: [Text box with 'Select Tags' and a folder icon]
- Right Column:**
 - Title: [Empty text box]
 - Description: [Empty text box]
 - Icon: [Empty text box]
 - Content: [Rich Text Editor with a toolbar and a 'Words: 0' counter]
- Preview Area:** A box with a warning icon and the text 'No preview available for this template'.
- Bottom:** 'Close' and 'Save' buttons.

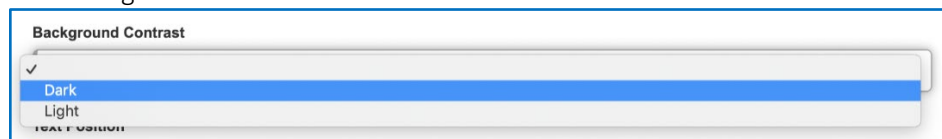
- Optionally, in the Tags field, click the folder icon.
- On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- Under Details, enter your content using the Rich Text Editor. (See [Using the Rich Text Editor](#).)

Banner Content Type

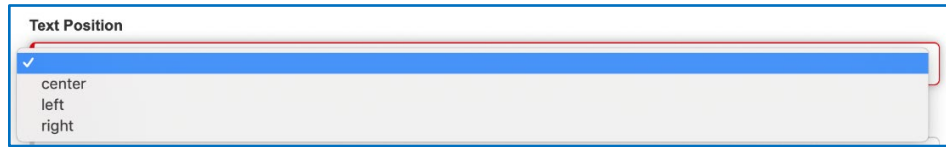
Use this Content Type to feature a banner and headline for interior content pages with options for left, right and center alignment as well dark and light copy.

- If you select Accordion Item in the Content type menu, in the panel on the left, in the Title field, enter a Title.
- Optionally, enter a Description.
- In the Content type field, use the dropdown arrow to select **Banner** from the menu.

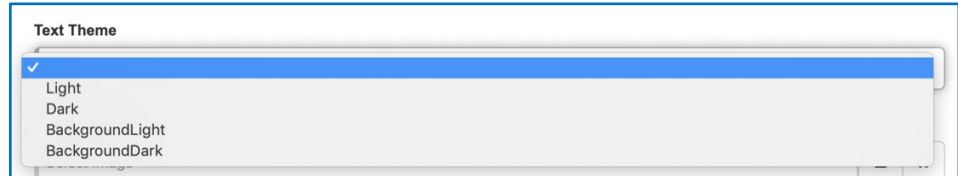
- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- Optionally, in the panel on the right, enter a Title.
- Optionally, enter a Description.
- Optionally, enter a Subtitle.
- Optionally, in the Background Contrast field, use the dropdown arrow to select Dark or Light.



- In the Text Position field, use the dropdown arrow to select center, left, or right.



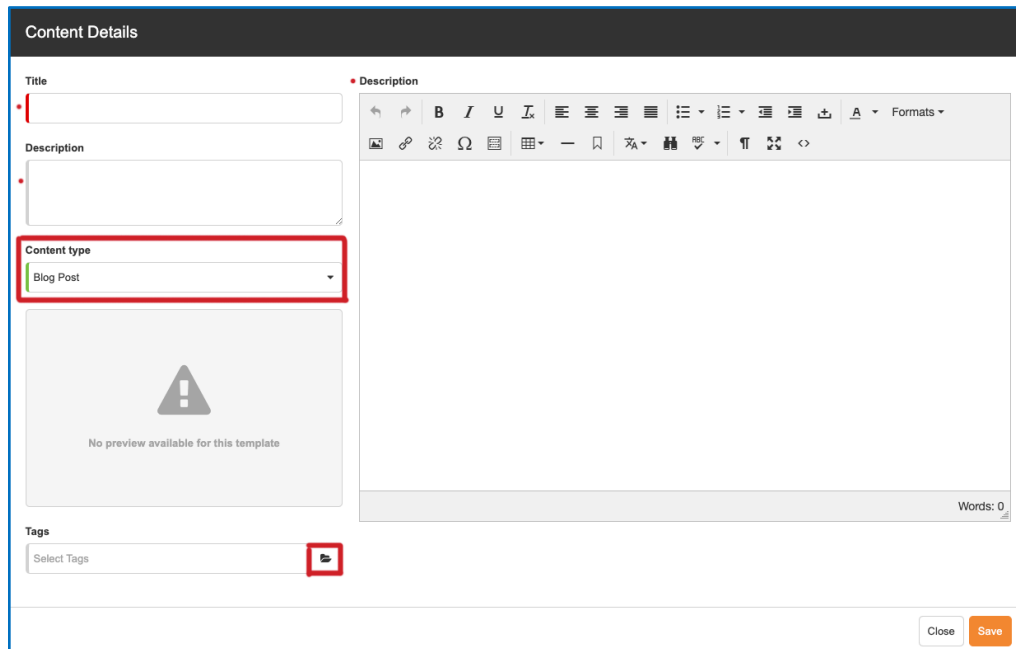
- Optionally, in the Text Theme field, use the dropdown arrow to select Light, Dark, BackgroundLight, or BackgroundDark.



- Optionally, in the Background Image field, click the folder icon.
 - On the Select Image page choose an Image category.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Optionally, select the check box beside Fixed Background.
- Optionally, in the Callout Button Text field, enter your text.
- Optionally, in the Callout CSS Class, enter the information.
- Optionally, in the Target Page field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page.
- Optionally, in the Target File field, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.
 - Alternately, click **Add New File** to add a Single File or Multiple Files.
 - When you have chosen your targeted file, click **Select**.
- Optionally, in the Target External URL field, enter the targeted URL.
- Click **Save**.

Blog Post Content Type

- If you select Blog Post as your content type, it will be similar to the Freeform Content Type.
- On the Content Details page, enter a Title.
- Optionally, in the Description field, add a description.



- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the Description section on the right, enter your text and/or images using the Rich Text Editor. (See [Using the Rich Text Editor](#).)
- Click **Save**.

Content Slider Panel Content Type

Use this Content Type to present a rotating carousel of textual content messages. Up to five messages will be supported. Options for left and center aligned marketing messages will be made available.

- If you choose Content Slider Panel Content Type, on the Content Details page, in the Title field, enter a Title.
- Optionally, in the Description field, enter a Description.
- In the Content Type field, use the dropdown arrow to select **Content Slider Panel**.

The screenshot shows the 'Content Details' form for a 'Content Slider Panel'. The form is divided into several sections:

- Title:** 'Quote from Antoine de Saint-Exupery (Slider)'
- Background Contrast:** 'Light' (dropdown menu)
- Description:** (empty text area)
- Content:** 'It is only with one's heart that one can see clearly.'
- Content type:** 'Content Slider Panel' (dropdown menu, highlighted with a red box)
- By Line:** 'Antoine de Saint-Exupéry, The Little Prince'
- Tags:** '2 items selected' (with a folder icon, highlighted with a red box)

A warning message in the center reads: 'No preview available for this template'. At the bottom right, there are 'Close' and 'Save' buttons.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the Background Contrast field, use the dropdown arrow to select Dark or Light.
- In the Content field, enter the text for your slider.
- In the Byline field, enter the author of the slider text.
- Click **Save**.

Email Content Types

These content types will be useful when you are using Unbound **Marketing** and email campaigns. They are editable in Properties or in the Email Site Editor (found in Marketing).

Email – Content Block Content Type

- If you choose Email-Content Block content type, on the Content Details page in the Title field, enter a Title.
 - Optionally, in the Description field, enter a Description.
- In the Content Type field, using the dropdown arrow, select **Email – Content Block**.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the Content field, enter your text.
- Optionally, in the Button Text field, enter button text.
- Optionally in the Button Target Page field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page.
 - Click **Select**.
- Optionally, in the Button Target File field, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.
 - Alternately, click **Add New File** to add a Single File or Multiple Files.
 - When you have chosen your targeted file, click **Select**.
 - Optionally, in the Button Target External URL field, enter a URL.
- On the Content Details page, click **Save**.

Email – Content Block 1x2 Type

- If you choose Email – Content Block 1x2 Type, you can create your content so it appears in a Left and Right block of text. You can also include images.
- On the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **Email – Content Block 1x2**.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the panel on the right, under Left Content Block, in the Image field, click the folder icon.
- On the Select Image page choose an Image category.
- In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Optionally, in the Image Alt Text field, enter your text.
- In the Content field, enter your content.
- Under Right Content Block, in the image field, click the folder icon.
- On the Select Image page choose an Image category.
- In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Optionally, in the Image Alt Text field, enter your text.
- In the Content field, enter your Content.
- Click **Save**.

Email – Content Block 1x3 Type

- If you choose Email – Content Block 1x3 Type, it will be similar to Email – Content Block 1x2 Type, except that you can create your content, including images, so it appears in three places – a Left, Middle and Right block of text.
- On the Content Details page, in the Title field, enter a title.
- Optionally, enter a Description.
- In the Content type field, select **Email – Content Block 1x3**.

The screenshot shows the 'Content Details' form with the following sections and fields:

- Title:** A text input field.
- Description:** A text input field.
- Content type:** A dropdown menu currently showing 'Email - Content Block 1x3'.
- Tags:** A 'Select Tags' button with a folder icon.
- Left Content Block:**
 - Image:** A 'Select Image' button with a folder icon.
 - Image Alt Text:** A text input field.
 - Content:** A large text area.
- Middle Content Block:**
 - Image:** A 'Select Image' button with a folder icon.
 - Image Alt Text:** A text input field.
 - Content:** A large text area.
- Right Content Block:**
 - Image:** A 'Select Image' button with a folder icon.
 - Image Alt Text:** A text input field.
 - Content:** A large text area.

At the bottom right of the form, there are 'Close' and 'Save' buttons.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the panel on the right, under **Left Content Block**, in the Image field, click the folder icon.
- On the Select Image page, choose an image category.
- In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Optionally, in the Image Alt Text field, enter your text.
- In the Content field, enter your Content.
- Under **Middle Content Block**, in the image field, click the folder icon.
- On the Select Image page choose an Image category.
- In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Optionally, in the Image Alt Text field, enter your text.
- In the Content field, enter your Content.
- Under **Right Content Block**, in the image field, click the folder icon.
- On the Select Image page choose an Image category.

- In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Optionally, in the Image Alt Text field, enter your text.
- In the Content field, enter your Content.
- Click **Save**.

Email – Hero Image Content Type

- If you choose Email – Hero Image Type, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Content Type field, select **Email – Hero Image**.

The screenshot shows the 'Content Details' form with the following fields and actions:

- Title:** Two text input fields.
- Description:** A text area.
- Alt Text:** A text input field.
- Image:** A 'Select Image' button with a folder icon and an 'x' icon.
- Content type:** A dropdown menu with 'Email - Hero image' selected. This field is highlighted with a red box.
- Tags:** A 'Select Tags' button with a folder icon. This button is also highlighted with a red box.
- Preview:** A placeholder area with a warning icon and the text 'No preview available for this template'.
- Buttons:** 'Close' and 'Save' buttons at the bottom right.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- Optionally in the panel on the right, enter a Title.
- Optionally, in the Alt Text field, enter your text.
- Alternately, in the Image field, click the folder icon.
- On the Select Image page choose an Image category.
- In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Click **Save**.

Email – Image Aligned Content Type

- If you choose the Email – Image Aligned Content type, in the Content Details page, you can opt to enter a Description.
- In the Content type field, select **Email – Image Aligned Content**.

- Optionally, in the Tags field, click the folder icon.
- On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**
- Optionally, in the panel on the right, enter a Title.
- In the Content field, enter your content.
- Optionally, in the Image field, click the folder icon.
- On the Select Image page choose an Image category.
- In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Optionally, in the Image Alt Text, enter your text.
- Optionally, in the Image Alignment field, use the dropdown arrow to select Left or Right.

- Optionally, in the Button Text field, enter your text.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page.
 - Click **Select**.
- Optionally, in the Button Target File field, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.

- Alternately, click **Add New File** to add a Single File or Multiple Files.
 - When you have chosen your targeted file, click **Select**.
 - Optionally, in the Button Target External URL field, enter a URL.
- Click **Save**.

Feature Block Type

Use this content type for a supporting image, title and, in some cases, summary content. With this type, a user can link through to underlying content pages for more information. It has a series of content modules.

- If you choose the Feature Block type, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Content Type field, select Feature Block.

The screenshot shows the 'Content Details' form with the following fields and components:

- Title:** Two text input fields.
- Description:** Two text input fields.
- Content type:** A dropdown menu with 'Feature Block' selected, highlighted by a red box.
- Image:** A 'Select Image' button with a folder icon and a close 'x' button, highlighted by a red box.
- Target Page:** A 'Select Page' button with a folder icon and a close 'x' button, highlighted by a red box.
- Target File:** A 'Select File' button with a folder icon and a close 'x' button, highlighted by a red box.
- Target External Uri:** A text input field.
- Callout Target Page:** A 'Select Page' button with a folder icon and a close 'x' button, highlighted by a red box.
- Callout Target File:** A 'Select File' button with a folder icon and a close 'x' button, highlighted by a red box.
- Callout Target External Uri:** A text input field.
- Callout Button Text:** A text input field.
- Tags:** A 'Select Tags' button with a folder icon, highlighted by a red box.
- Preview:** A large grey area with a warning icon and the text 'No preview available for this template'.
- Buttons:** 'Close' and 'Save' buttons at the bottom right.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- Optionally, in the panel on the right, enter a Title.
- Optionally, in the Description field, enter a description.
- In the Image field, click the folder icon.
- On the Select Image page choose an Image category.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).

- Optionally, in the Target Page field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page.
- Optionally, in the Target File field, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.
 - Alternately, click **Add New File** to add a Single File or Multiple Files.
- When you have chosen your targeted file(s), click **Select**.
- Optionally, in the Target External URL field, enter the targeted URL.
- Optionally, in the Callout Target Page field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page.
- Optionally, in the Callout Target File field, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.
 - Alternately, click **Add New File** to add a Single File or Multiple Files.
- When you have chosen your targeted file(s), click **Select**.
- Optionally, in the Callout Target External URL field, enter the targeted URL.
- Optionally, in the Callout Button Text field, enter the text.
- Click **Save**.

Feature Block 1x2, 1x3, 1x4 and Feature Block 5 Types

Use these content types for a supporting image, title and, in some cases, summary content. With this type, a user can link through to underlying content pages for more information. It has a series of content modules with content blocks.

If you choose any of these content types, you'll see they are similar. Their differences have to do with how many blocks of content you want to have on a page.

- For each of these features, on the Content Details page, in the title field, enter a title.
- Optionally, in the Description field, enter a description.

- In the Content Type field, use the dropdown arrow to select **Feature Block 1x2**, **Feature Block 1x3**, **Feature Block 1x4**, or **Feature Block 5**.

- Optionally, in the Tags field, click the folder icon.
On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- Optionally, in the panel on the right, in the Background Contrast field, use the dropdown arrow to choose Dark or Light.
- Optionally, in the Optional Heading field, enter an optional heading.


For each Feature Block (1x2, 1x3, 1x4 and 5)


- In the Title field for the block, enter a title.


Left Feature Block

Title 1
•


Description 1
•


Image 1
•  x

Target Page 1
•  x

Target File 1
•  x

Target External Uri 1
•

Callout Target Page 1
•  x

Callout Target File 1
•  x

Callout Target External Uri 1
•

Callout Button Text 1
•

Callout CSS Class 1
•

- Optionally, in the Description field for the block, enter a description.
- In the Image field for the block, click the folder icon.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Optionally, in the Target Page field for the block, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page. Click **Select**.
- Optionally, in the Target File field for the block, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.
 - Alternately, click **Add New File** to add a Single File or Multiple Files.
- When you have chosen your targeted file(s), click **Select**.

- Optionally, in the Target External URL field for the block, enter the targeted URL.
- Optionally, in the Callout Target Page field for the block, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page.
- Optionally, in the Callout Target File field for the block, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.
 - Alternately, click **Add New File** to add a Single File or Multiple Files.
- When you have chosen your targeted file(s), click **Select**.
- Optionally, in the Callout Target External URL field for the block, enter the targeted URL.
- Optionally, in the Callout Button Text field for the block, enter the text.
- Optionally, in the Callout CSS Class field for the block, enter the information.
- When you have entered all the information you want in each Block section, click **Save**.

Feature Slide Type

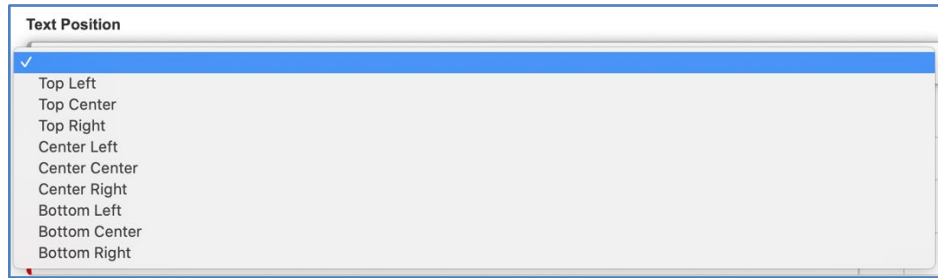
- If you choose Feature Slide, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description box, enter a description.
- In the Content Type field, select **Feature Slide**.
-

The screenshot shows the 'Content Details' form with the following fields and values:

- Title:** Two empty text input fields.
- Description:** Two empty text area fields.
- Content type:** A dropdown menu with 'Feature Slide' selected and highlighted by a red box.
- Text Position:** A dropdown menu with a red box around the selection arrow.
- Color Theme:** A dropdown menu with a red box around the selection arrow.
- Image (Small):** A field with a 'Select Image' button and a red box around it.
- Image (Large):** A field with a 'Select Image' button and a red box around it.
- Page URL:** A field with a 'Select Page' button and a red box around it.
- Tags:** A field with a 'Select Tags' button and a red box around it.

At the bottom right of the form are 'Close' and 'Save' buttons.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the panel on the right, in the Title field, enter a title.
- In the Description field, enter a description.
- Optionally in the Text Position field, use the dropdown arrow to select the position of your text.



- Optionally, in the Color Theme field, use the dropdown arrow to select None, Dark, or Light.
- In the Image (Small) field, click the folder icon.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- In the Image (Large) field, click the folder icon.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- In the Page URL field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page. Click **Select**.
- Click **Save**.

Gallery Image Type

- If you choose Gallery Image, on the Content Details page, in the Title field, enter a Title.
- Optionally, in the Description field, enter a description.
- In the Content Type field, select **Gallery Image**.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the panel on the right, in the Caption field, enter your text for a caption.
- In the Image (Small) field, click the folder icon.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- In the Image (Large) field, click the folder icon.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Click **Save**.

Location type

Use this content type to allow the placement of location name, address, phone and other details for multiple locations on a template. This module includes Google maps integration.

- If you choose Location, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **Location**.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the panel on the right, in the Background Contrast field, use the dropdown arrow to select Dark or Light.
- In the Location Name field, enter the information.
- Optionally, in the Description field, enter a description.
- In the Address Line 1 field, enter the address.
- Optionally, in the Address Line 2, enter further address details.
- In the City field, enter the city name.
- In the State field, enter the state name.
- In the Zip Code field, enter the zip code.
- Optionally, in the Phone1 field, enter a phone number.
- Optionally, in the Phone2 field, enter an additional phone number.
- Optionally, in the Direction Link field, enter a link.

- Optionally, in the Embedded Map URL field, enter a URL.
- In the Embedded Map Position field, use the dropdown arrow to select Left or Right.
- Optionally, in the Website URL field, enter the URL.

Main Slider Panel

Use this content type for presenting a rotating carousel of large billboard banners and marketing text with a call-to-action.

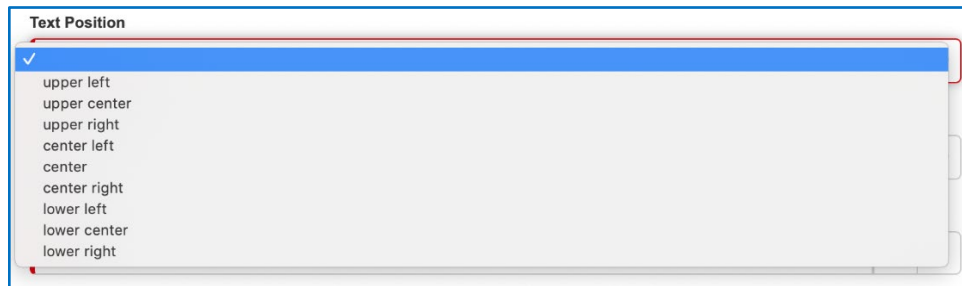
- If you choose Main Slider Panel, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **Main Slider Panel**.

The screenshot shows the 'Content Details' form with the following fields and components:

- Title:** Two text input fields.
- Description:** Two text input fields.
- Content type:** A dropdown menu with 'Main Slider Panel' selected. This field is highlighted with a red box.
- Text Position:** A dropdown menu with a red box around the arrow.
- Text Background:** A dropdown menu with a red box around the arrow.
- Main image:** A 'Select Image' button with a folder icon and a red box around it.
- Mobile Image:** A 'Select Image' button with a folder icon and a red box around it.
- Target Page:** A 'Select Page' button with a folder icon and a red box around it.
- Tags:** A 'Select Tags' button with a folder icon and a red box around it.
- Target File:** A 'Select File' button with a folder icon and a red box around it.
- Target External Url:** A text input field.

At the bottom right, there are 'Close' and 'Save' buttons. A central warning icon with the text 'No preview available for this template' is also visible.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- Optionally, in the panel on the right, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Text Position field, use the dropdown arrow to select a position.



- In the Text Background field, use the dropdown arrow to select none, dark, or light.
- In the Main Image field, click the folder icon.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- In the Mobile Image field, click the folder icon.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- In the Target Page field, click the folder icon.
- Optionally, in the Target Page field for the block, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page. Click **Select**.
- Optionally, in the Target File field for the block, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.
 - Alternately, click **Add New File** to add a Single File or Multiple Files.
- When you have chosen your targeted file(s), click **Select**.
- Optionally, in the Target External URL field for the block, enter the targeted URL.
- Click **Save**.

News Type

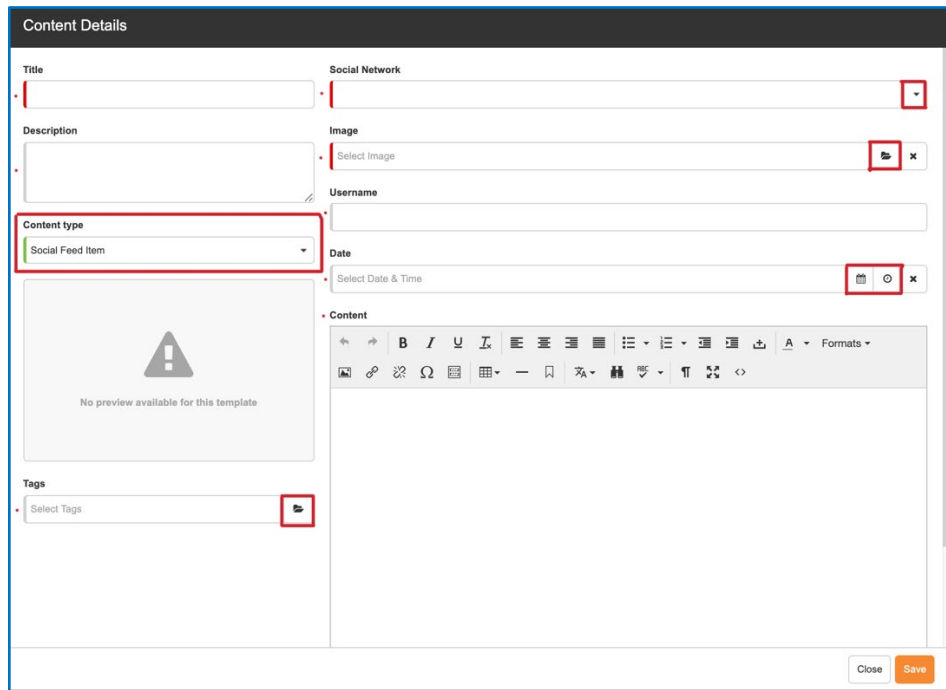
- If you choose News, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **News**.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the panel on the right, in the Headline field, enter a headline.
- Optionally, in the Author Name field, enter the name of the author.
- Optionally, in the Post Date, click the calendar icon to select a date.
- Optionally, in the Full Copy field, using the Rich Text Editor, enter your news copy (text).
- Click **Save**.

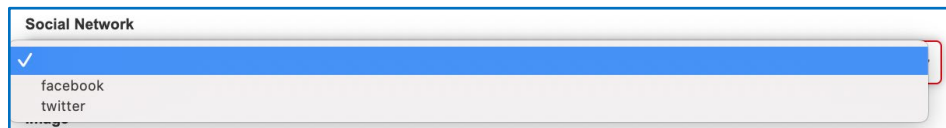
Social Feed Item Type

Use this content type to display Facebook and Twitter feeds.

- If you choose Social Feed Item type, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **Social Feed Item**.



- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the panel on the right, in the Social Network field, use the dropdown arrow to select the social network.



- In the Image field, click the folder icon.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- Optionally, in the Username field, enter the username.
- Optionally, in the Date field, click the calendar and clock icons to select the date and time.
- Under Content, use the Rich Text editor to enter your content.
- Click **Save**.

Social Share Type

Use this content type to display social sharing on a template with a “ShareThis” account plugin.

- If you choose Social Share, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.

- In the Content type field, select **Social Share**.

The screenshot shows the 'Content Details' form with the following elements:

- Title:** A text input field.
- Description:** A text area.
- Content type:** A dropdown menu currently showing 'Social Share', highlighted with a red box.
- Background Contrast:** A dropdown menu with a red box around the arrow.
- Tags:** A text input field with a folder icon, also highlighted with a red box.
- Share options:** A list of checkboxes for Twitter, Facebook, Email, Print, and ShareThis.
- Preview:** A placeholder area with a warning icon and the text 'No preview available for this template'.
- Buttons:** 'Close' and 'Save' buttons at the bottom right.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- Optionally, in the panel on the right, in the Background Contrast field, use the dropdown arrow to select Dark or Light.
- Optionally in the Title field, enter a title.
- Optionally, select the check boxes beside
 - Twitter
 - Facebook
 - Email
 - Print
 - Share This
- Click **Save**.

Spotlight Type

Use this content type to display a high profile image and content with text and background, and for including an image and hyperlink on a template.

- If you chose Spotlight, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **Spotlight**.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- Optionally, in the panel on the right, in the Background Contrast field, use the dropdown arrow to select Dark or Light.
- In the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Main Image field, click the folder icon.
 - In the image list on the right, select an image or click Add New Image (see **Add and insert a new image**).
- In the Image Position field, use the dropdown arrow to select left or right.
- Optionally, in the Target Page field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page. Click **Select**.
- Optionally, in the Target File field, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.
 - Alternately, click **Add New File** to add a Single File or Multiple Files.
- When you have chosen your targeted file(s), click **Select**.

- Optionally, in the Target External URL field, enter the targeted URL.
- Optionally, in the Callout Button Text field, enter the text.
- Optionally, in the Callout CSS Class field, enter the information.
- Optionally, in the Callout Target Page field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page. Click **Select**.
- Optionally, in the Callout Target External URL field, enter the URL.
- Click **Save**.

Tab Item Type

Use this content type to display content in a tabular format on a template; as each tab's information is populated, it dynamically generates within the page where the module is placed.

- If you choose Tab Item, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **Tab Item**.

The screenshot shows the 'Content Details' form. The 'Content type' dropdown menu is highlighted with a red box and shows 'Tab Item' selected. The 'Tags' field has a folder icon highlighted with a red box. The 'Content' field is a rich text editor with a toolbar. The 'Description' field is empty. The 'Title' and 'Tab Name' fields are also empty. A warning icon and the text 'No preview available for this template' are visible in the preview area. The 'Close' and 'Save' buttons are at the bottom right.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the panel on the right, in the Tab Name field, enter the tab name.
- Under Content, use the Rich Text Editor to enter your content.

Video Type

Use this content type to allow easy inclusion of videos. Video content can be stored on third-party platforms or included natively on the Bridgeline platform and then inserted into a video content definition.

- If you choose Video, on the Content Details page, in the Title field, enter a title.
- Optionally, in the Description field, enter a description.
- In the Content type field, select **Video**.

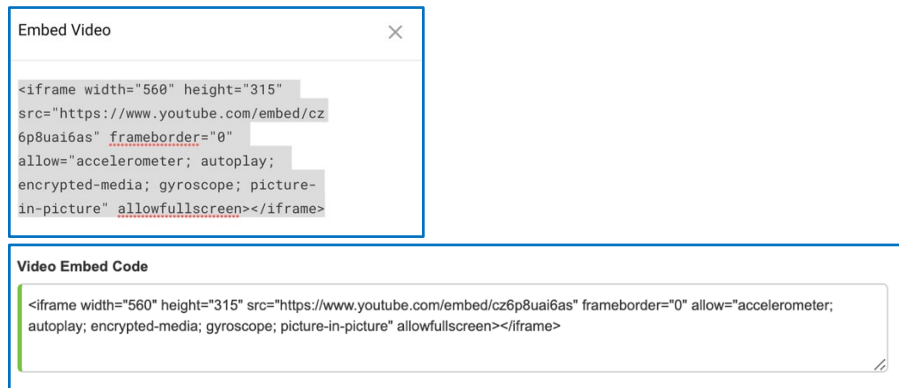
The screenshot shows the 'Content Details' form with the following fields and elements:

- Title:** A text input field.
- Background Contrast:** A dropdown menu with a red box around its arrow.
- Description:** A text input field.
- Content type:** A dropdown menu with 'Video' selected, highlighted with a red box.
- Content:** A rich text editor with a toolbar and a 'Words: 0' counter.
- Tags:** A 'Select Tags' field with a folder icon highlighted by a red box.
- Video Embed Code:** A text input field.
- Video Position:** A dropdown menu with a red box around its arrow.
- Target Page:** A dropdown menu with a folder icon and a red box around its arrow.
- Target File:** A dropdown menu with a folder icon and a red box around its arrow.
- Target External Uri:** A text input field.
- Callout Button Text:** A text input field.
- Callout Target Page:** A dropdown menu with a folder icon and a red box around its arrow.
- Callout Target File:** A dropdown menu with a folder icon and a red box around its arrow.
- Callout Target External Uri:** A text input field.

At the bottom right, there are 'Close' and 'Save' buttons.

- Optionally, in the Tags field, click the folder icon.
 - On the Select Tags page, select a tag or tags. In the Selected Items panel, click **Select**.
- In the panel on the right, in the Background Contrast, use the dropdown arrow to select Dark or Light.
- Optionally, in the Title field, enter a title.
- Optionally, under Content, use the Rich Text Editor to create your text.

- In the Video Embed Code field, enter the embed code for your video.

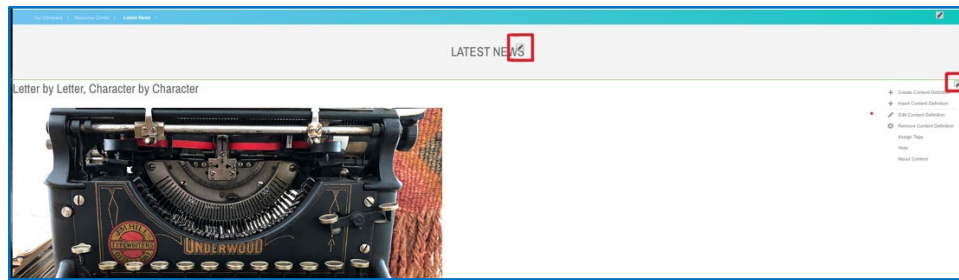


- In the Video Position field, use the dropdown arrow to select left or right.
- Optionally, in the Target Page field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page. Click **Select**.
- Optionally, in the Target File field, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.
 - Alternately, click **Add New File** to add a Single File or Multiple Files.
- When you have chosen your targeted file(s), click **Select**.
- Optionally, in the Target External URL field, enter the targeted URL.
- Optionally, in the Callout Button Text field, enter the text.
- Optionally, in the Callout CSS Class field, enter the information.
- Optionally, in the Callout Target Page field, click the folder icon.
 - On Select Page, choose the category where your intended page resides.
 - In the panel on the right, select the page. Click **Select**.
- Optionally, in the Callout Target File, click the folder icon.
 - On the Select File page, in choose the category where your file resides.
 - In the panel on the right, select the file.
 - Alternately, click **Add New File** to add a Single File or Multiple Files.
- When you have chosen your targeted file(s), click **Select**.
- Optionally, in the Callout Target External URL field, enter the URL.
- Click **Save**.

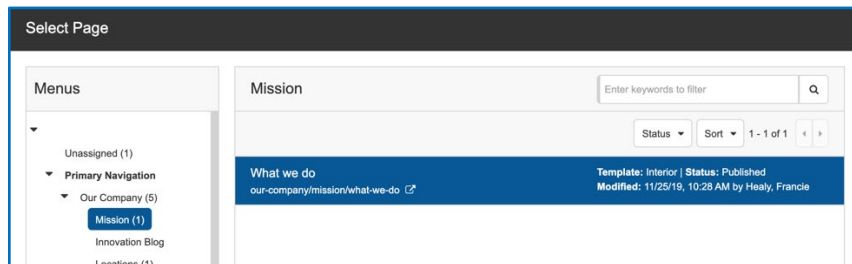
Insert content in Site Editor

- In Menus & Pages, select the page you have chosen for your content. Click **Edit Page – Open in Site Editor**.
- Click the **Edit** icon for the options that will include, depending on the template:
 - Insert Content Definition
 - Select Content Library Folder
 - Insert Text from Library

- Select Image Library Folder

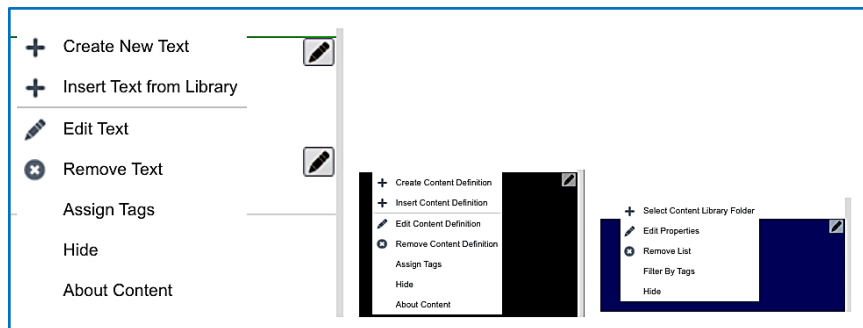


- Select the relevant option.
- On the Select Content page, choose the category where the content resides.
- In the panel on the right, select the content or the directory.
- Click **Select**.



Edit or create content in Site Editor

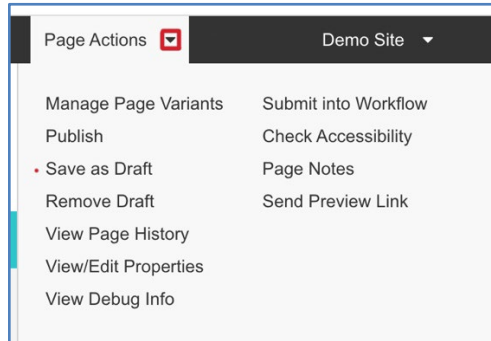
- Use the **Edit** icons to make any changes or to see more about the content.



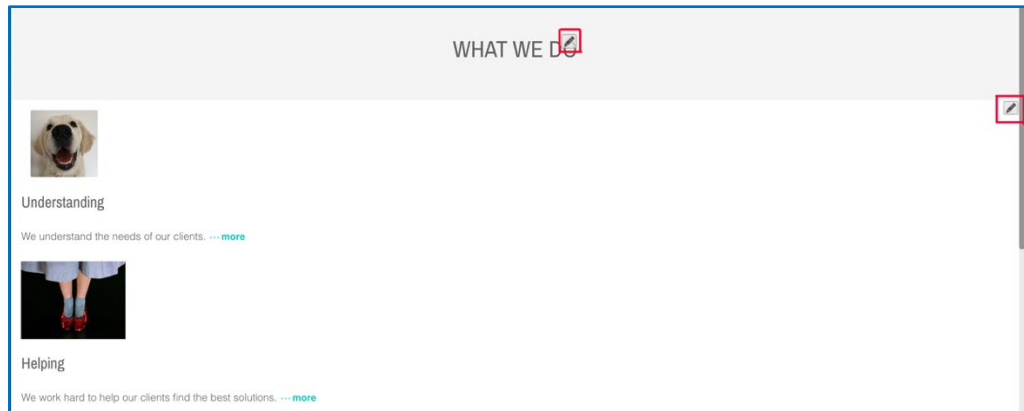
Depending on the template, these could include:

- Create New Text
- Edit Text
- Remove Text
- Edit Content Definition
- Remove Content Definition
- Assign Tags

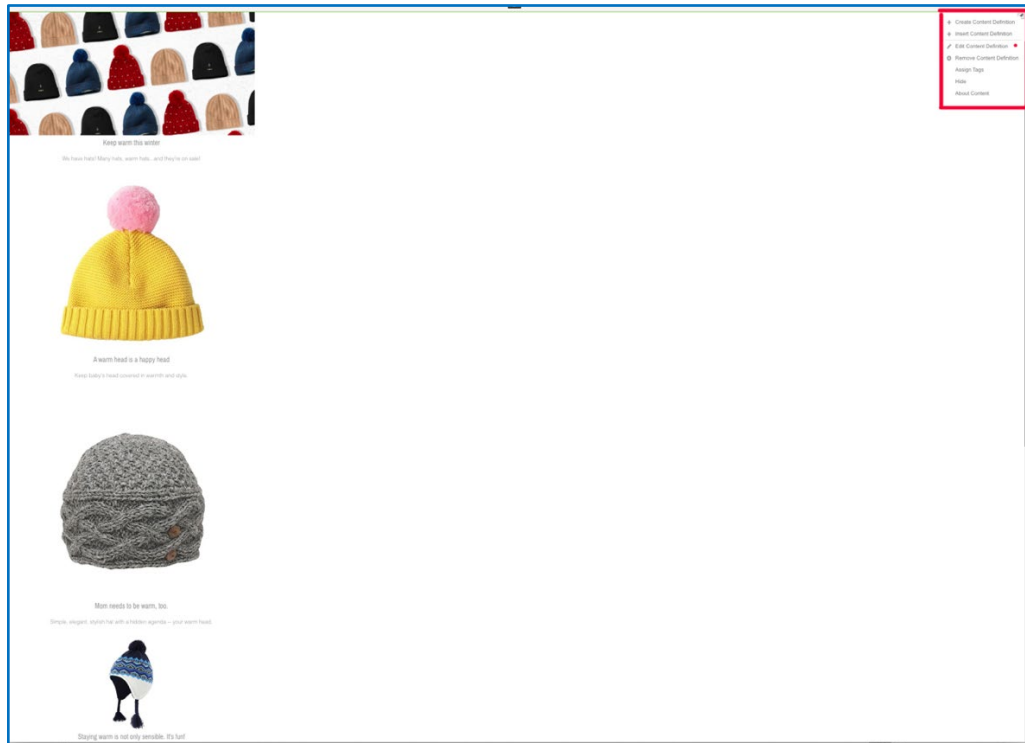
- Hide
- About Content
- Edit Properties
- Remove List
- Filter by Tags
- At the top of the Site Editor page, beside Page Actions, use the dropdown arrow to make any other selection from the menu.
- Before leaving Site Editor, to save your page, in the Page Actions menu, select **Save as Draft** or **Publish**.



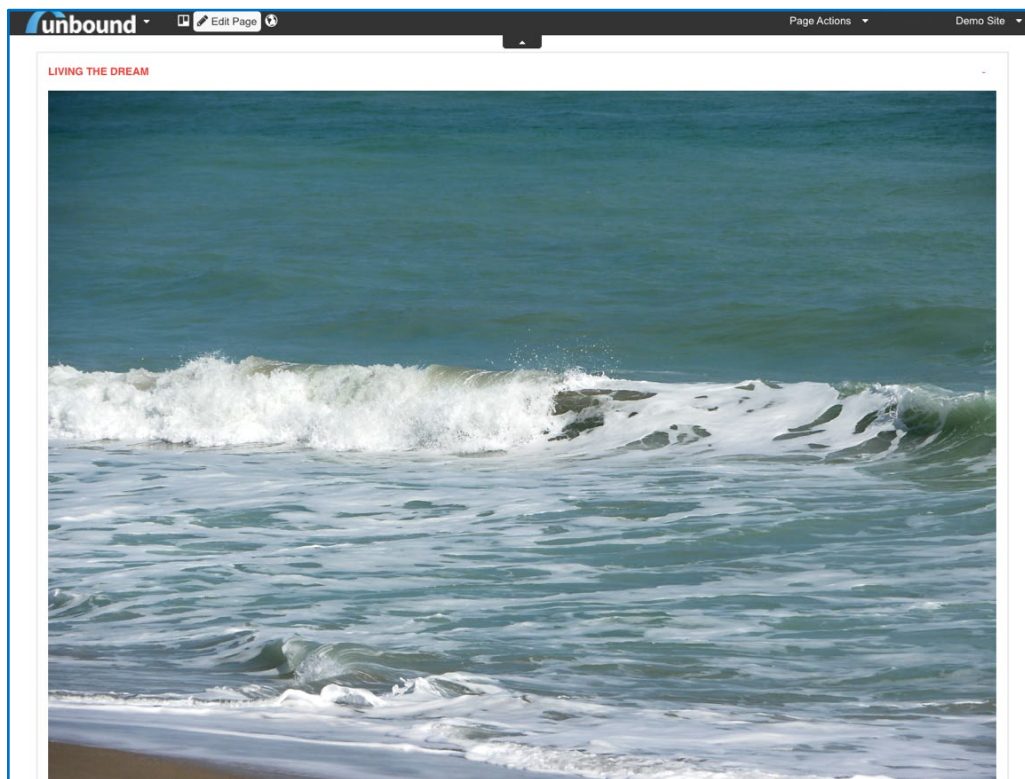
Sample content types in Site Editor



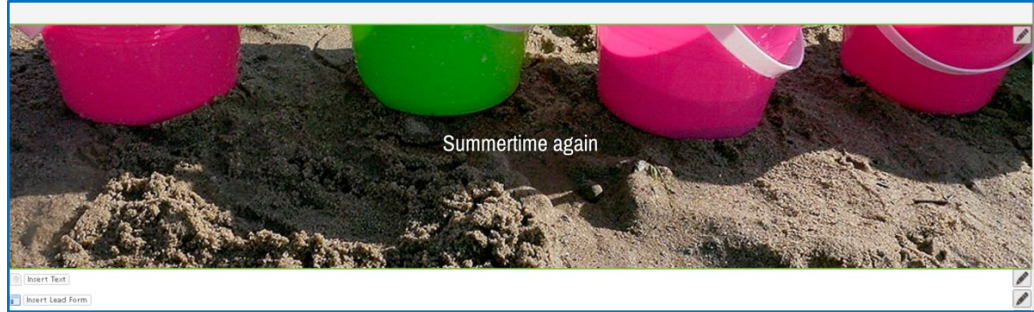
2 Col Features Content Type



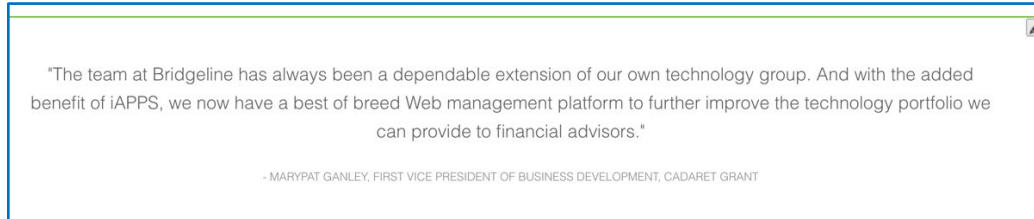
4 Col Promos Content Type



Accordion Item Content Type



Banner Content Type



Content Slider Panel Content Type



Email – Content Block 1x2 Type



View matters

Feature Block Type



When you're renovating, don't forget your best friend.

[... Learn more](#)



Kids can be another challenge when you're renovating.

[... Learn more](#)

Feature Block 1x2 Type

Land of sunshine



Australia has extraordinarily beautiful beaches

[... Learn more](#)



...magnificent flowers

[... Learn more](#)




and unusual birds.

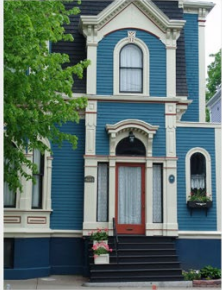
[... Learn more](#)

Feature Block 1x3 Type


Internet anywhere you are




Downtown
In major centers worldwide... [... Learn more](#)



at home...
[... Learn more](#)




in rural areas...
[... Learn more](#)




and in quiet places.
[... Learn more](#)

Feature Block 1x4 Type


How to make your back yard sensational




What's happier than daisies?
[... Learn more](#)




Nothing says summer more than bright orange.
[... Learn more](#)



Make your garden interesting with the unusual
[... Learn more](#)

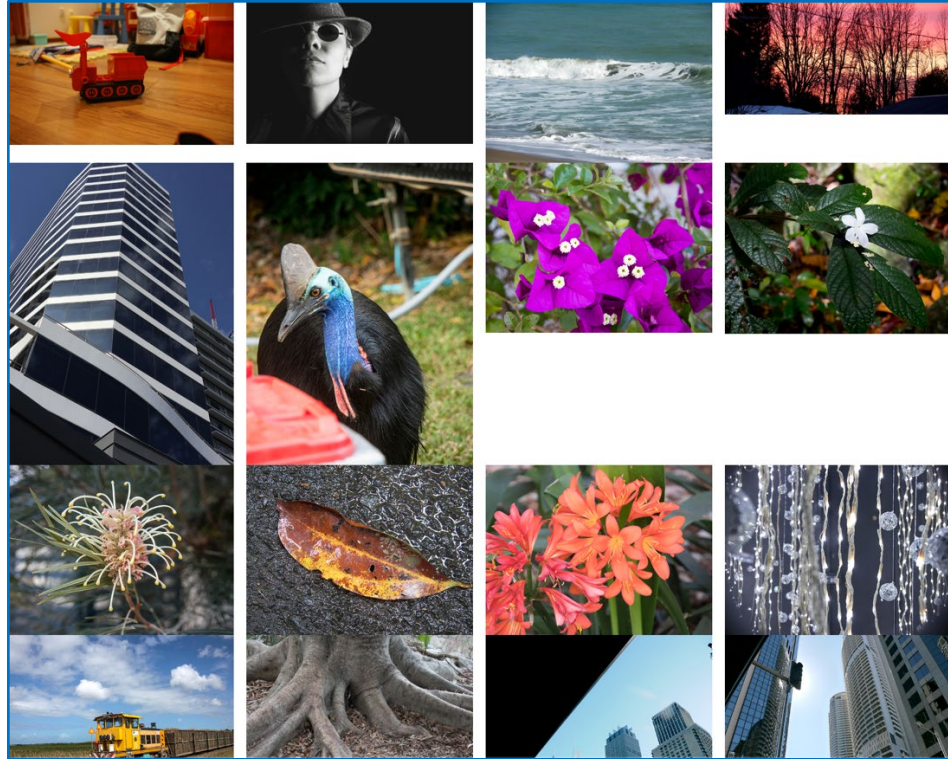


Contrast in a garden is always stunning
[... Learn more](#)

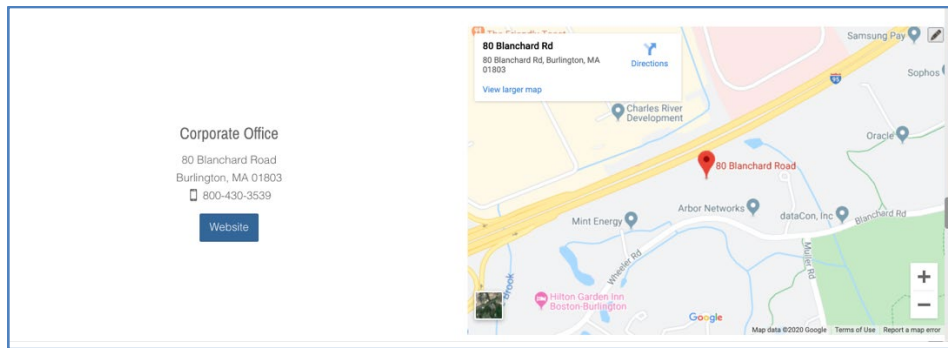


A water fountain makes a garden seem timeless
[... Learn more](#)

Feature Block 5 Type




Gallery Image Type



Location Type

LATEST NEWS

Letter by Letter, Character by Character




Before the turn of the 20th century, and well beyond, newspapers were created in a slow and labour-intensive way. Reporters would use loud, clunky typewriters. Their stories, on cheap newspaper paper, would go first to the copy editor and then to the typesetters. The typesetters would create the type using hot lead... letter by letter, character by character, font by font, using a typesetting machine. The lead letters created for each story would then go to the next stage... making a galley. A galley was like a big cookie sheet. A skilled typographer would rapidly arrange the letters into sentences and paragraphs on the galley. These had to be placed backwards, like a mirror image. The typographer had the reporter's story on newspaper at hand, and was faithful to the arrangement of sentences, etc. This was done almost faster than the eye could see. Typographers at big cities had vast skills and experience.

When the galley was completed, it was sent for rough printing on better newspaper. This was called a galley proof. It went to the proofreaders. It sometimes needed revision, so it would go back to the typographer. Once it was proofread, it was ready for placement (using scissors and paste) on a layout page in the editorial/layout department. The layout editor would create the headlines and send them to the typographers in the same way as they had sent the stories.

With all this work, it was still a remarkably fast process – in time to get at least one edition of a paper out every night for the next morning. But it was nowhere near the speed and agility of a digitally-produced newspaper that was to come at the end of the 20th century.

Bob the Builder - 2020-01-07T14:56:00-05:00

Don't Fall for Renovation Scam Artists



His name was Charlie. He had dark curls and a smile that would light up a room. He was charming and cheerful, a cool dude. He also had a shiny black truck with a nifty sign on it that said "Charlie's Creations".

He charged significantly less than the going rate for renovation, as long as you paid him cash. He had printed references and a book of photos showing some of his impressive work.

A homeowner in a well-established neighbourhood in Ottawa hired him to put in a new kitchen. A neighbour, seeing his truck parked next door, inquired and ended up hiring Charlie to add a new deck to the back of her house. Both homeowners paid him half down, with half promised when the job was done. It all looked great.

Two weeks later, when he hadn't shown up to start the work, and when phone calls to him went unanswered, one of the neighbours decided to investigate. She found there was no such person, Charlie. If that was his real name, had vanished with about \$60,000 in his pocket. The police said he was probably working his way through another region of the city under another name, with a new sign on his truck.

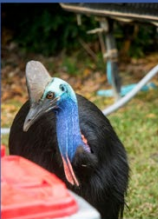
There are dozens of Charlies. They're everywhere. Sometimes they just vanish after you give them a down payment. Sometimes they rip up a room and then don't come back to finish the work. Sometimes they do the work but with shoddy materials, and when things go wrong, they're nowhere to be found. This is the renovation underground, and people still fall for it. Customers pay cash, so there's no paper trail. If they supply phone numbers, they go unanswered, or they're invented. These scam artists are criminals, but they're hard to catch and convict.

They're the extreme, to be sure, but they exist. Unless you hire a [professional renovator](#) who carries the Renomark™ logo, you can't be certain of who you're getting. The only safe, sure renovation is one that comes with verifiable references, insurance, at least a two-year warranty, and confirmation that all the safety codes, licenses and permits are respected.

Don't fall for the Fly-by-Nights, no matter how charming they are. Be safe and be sure. Hire a [professional](#).

He was charming and cheerful and cool, but he was no good.

News Type




f
0001-01-01T00:00:00-05:00

If you're visiting northeastern Australia around South Mission Beach, watch out for this bird. It's dangerous, but it's fascinating. Like their cousins the emus, these large, flightless birds with bristly feathers are raptors. The claw on the inner toe is particularly formidable, reaching lengths of 12 cm (5 in)! If a cassowary feels threatened, it will leap up and strike out with these dagger-like weapons, inflicting potentially lethal wounds to internal organs and causing severe bleeding.

While cassowaries are certainly equipped to kill, they do not seek out trouble. Quite the contrary: like most animals, these birds would much rather avoid conflict, only choosing fight over "flight" as a last resort if they feel their lives – or those of their young – are endangered.

Male cassowaries raise the chicks, teaching them what to eat. **Cassowary** eggs are several times larger than chicken eggs. The **male** sits on them for more than 40 days... To eat, the **bird** picks one up with the tip of its bill, then tosses its head and opens its bill wide, throwing the whole 'rut down its throat.



f
0001-01-01T00:00:00-05:00

Suppose your dog can talk.

And suppose you've scheduled a renovation of your main floor, maybe going as far as also landscaping the backyard.

Imagine yourself asking your dog if she or he has any ideas about the way things should go.

Such a conversation could be the germ of a really great environment not only for your dog, but for people, too. (Happy dog, happy you and all that.)

"Build me a piece of heaven outdoors," your dog might say, "and while you're at it, indoors, too."

Your [neighbor](#) might not normally be in the business of canine renovations, but [the best renovators](#), being creative and innovative types, will probably have lots of ideas that will also enhance and complement your property once you put forth what you (and your dog) want.

Here are some ideas:

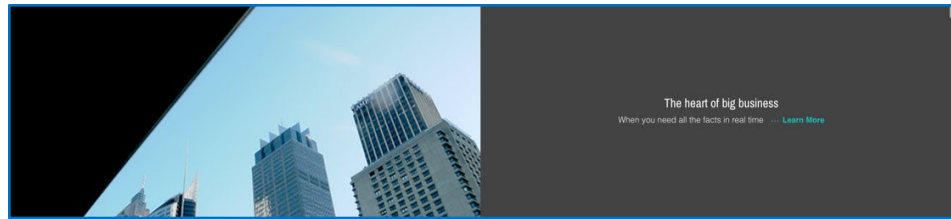
Social Feed Item Type

Spread the word!

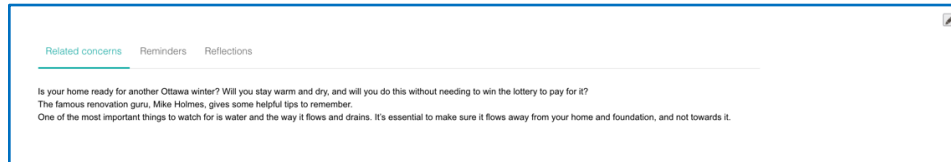




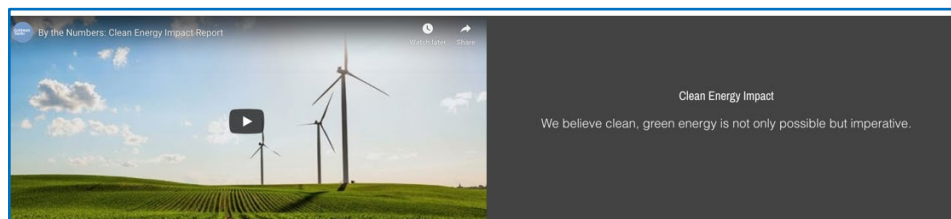

Social Share Type



Spotlight Type



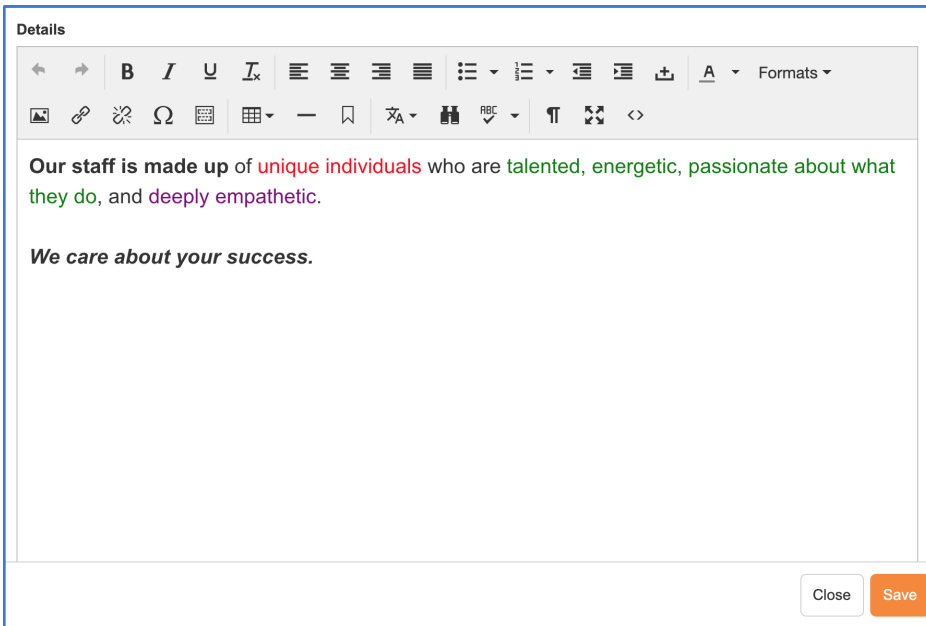
Tab Item Type



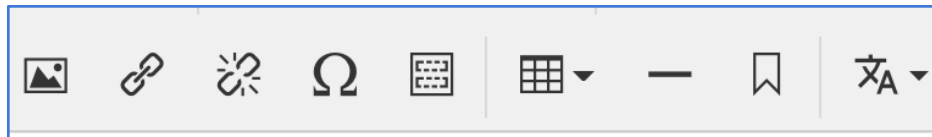
Video Type

Using the Rich Text Editor

- In certain content types, for example, Freeform, Accordion, Blog Post, News, Social Feed Item, Tab Item and Video, you will have the option of creating content using the Rich Text Editor.
- On the Content Details page for these content types, under Details, enter your text in the large text area provided, and use the text editor to format it.



- You can also insert several useful items.

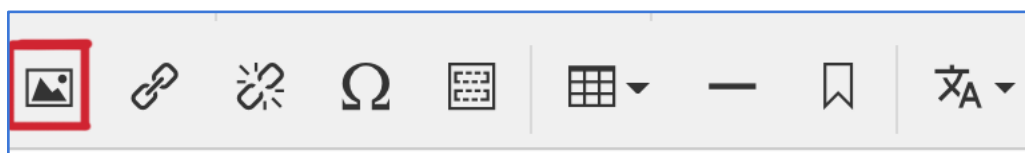


These items include:

- an image
- a link (or remove a link)
- a MergeToken
- a Snippet
- a Table
- a Horizontal line
- an anchor
- a language

Select and insert an image

- To insert an image, click the image icon.



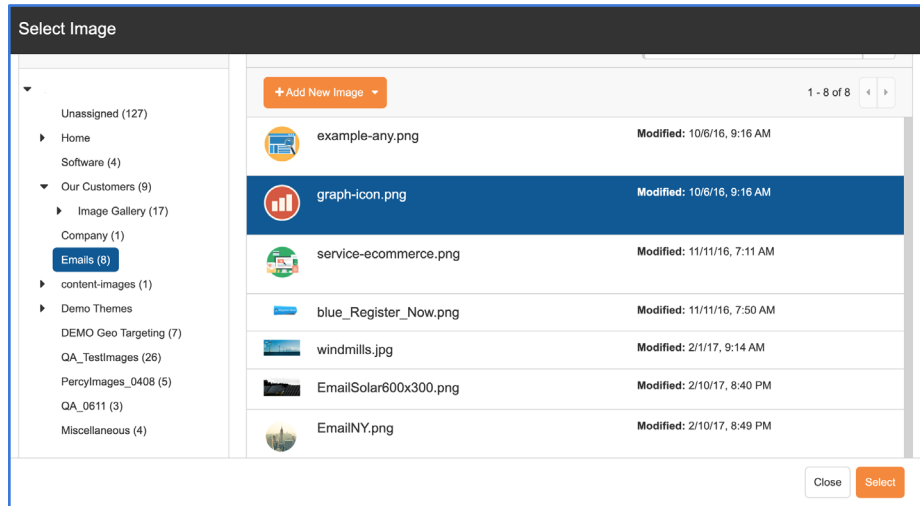
- In the Select Image dialog, in the Type field, use the dropdown arrow to select Image Library, Product Image, or External Image.

The screenshot shows the 'Select Image' dialog box. The 'Type' dropdown menu is open, with 'Image Library' selected. Below the dropdown is the 'Image Url' field, which contains the text 'Select Image' and a folder icon. Below the 'Image Url' field are the 'Alt Text' and 'CSS Class' fields. Below these are the 'Dimensions' section with 'width' and 'height' input fields, and the 'Margin (px)' section with 'top', 'right', 'bottom', and 'left' input fields. At the bottom of the dialog are 'Close' and 'Insert Image' buttons.

- For Image Library and Product Image, in the Image URL field, click the folder icon.

This is a close-up of the 'Image Url' field. The field contains the text 'Select Image' and a folder icon. The folder icon is highlighted with a red box.

- On the Select Image or Select Product Image page, in the menu panel, select a category.
- In the panel on the right, select an image. Click Select.

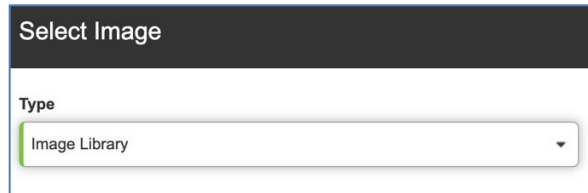


- Optionally, in the Select Image dialog, enter:
 - Alt Text
 - CSS Class
 - Dimensions and Margins (in pixels).

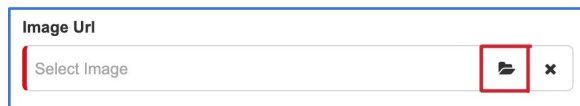
- Click **Insert Image**.

Add and insert a new image

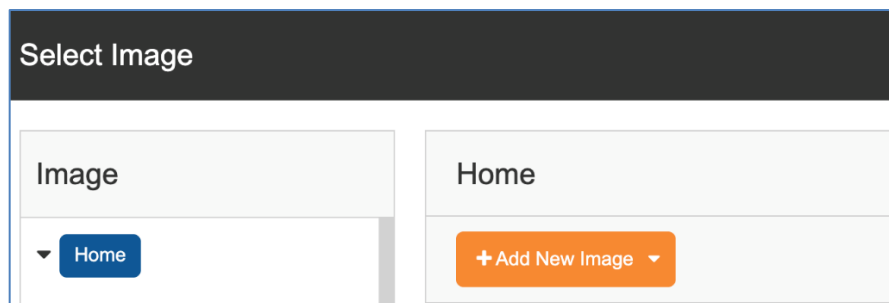
- Alternately, you can choose to add a new image to your image library and then select that new image.
- Click the image icon in the Rich Text Editor.
- In the Select Image dialog, in the Type field, use the dropdown arrow to select **Image Library**.



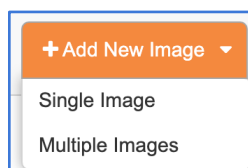
- In the Image URL field, click the folder icon.



- On the Select Image page, in the Image panel, select a category.
- In the panel on the right, click **Add New Image**.

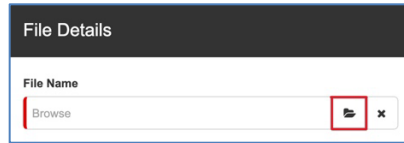


- Use the dropdown arrow to select Single Image or Multiple Images.

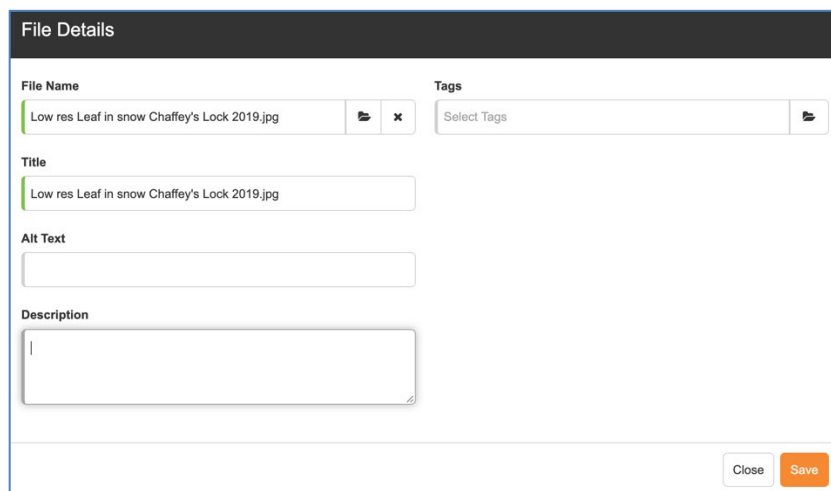


Single Image

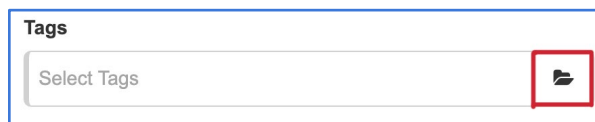
- If you choose Single Image, on the File Details page, in the File Name field, click the folder icon to browse for an image on your computer or device.



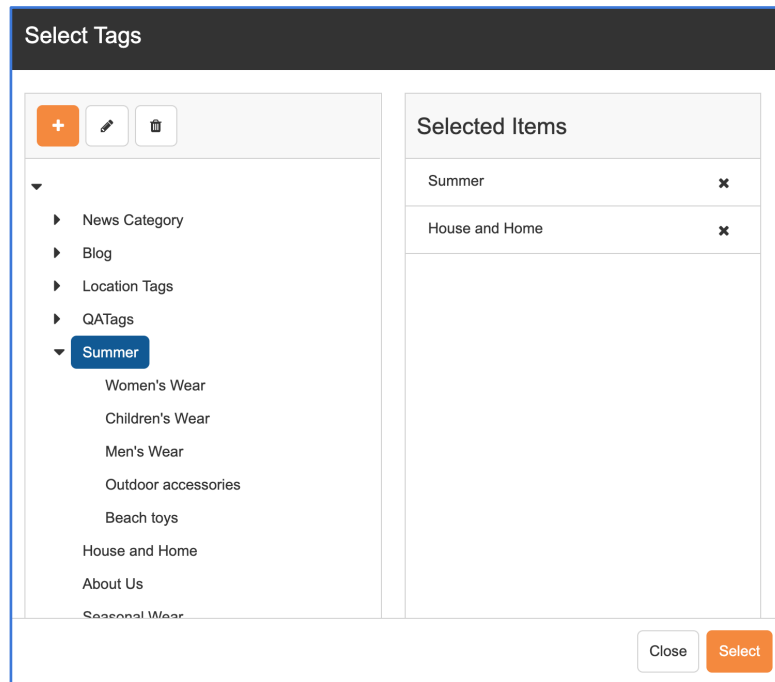
- The name of the file is automatically populated as the Title of the photo.



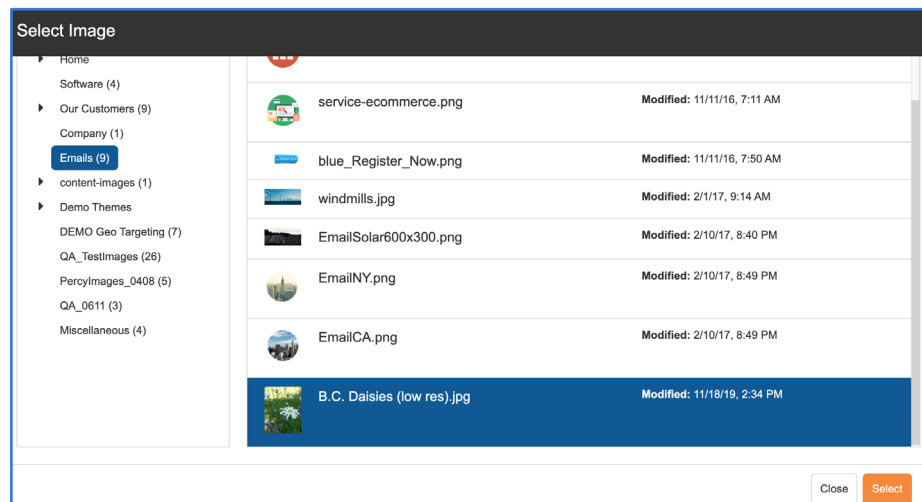
- Optionally, enter:
 - Alt Text
 - Description
- Optionally, in the Tags field, click the folder icon.



- On the Select Tags page, select an item.
- In the Selected Items panel, click **Select**.



- On the File Details page, click **Save**.
- On the Select Image page, select the new image from the list.
- Click **Select**.



- Optionally in the Select Image dialog, enter:
 - Alt Text
 - CSS Class

- Dimensions and Margins (in pixels).

Select Image

Type
Image Library

Image Url
/Image Library/Emails/B.C.-Daisies--low-res-.jpg

Alt Text

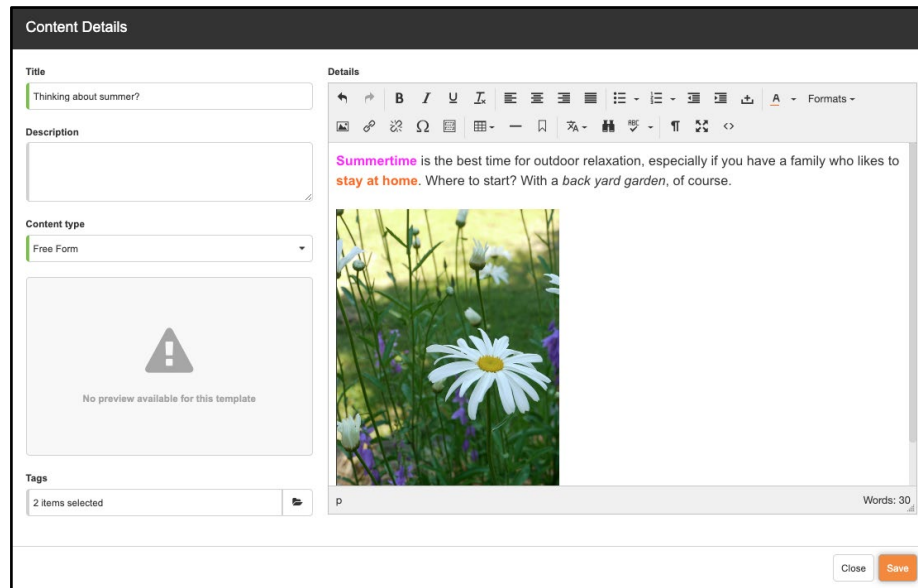
CSS Class

Dimensions
width height
Original dimensions: 600x750

Margin (px)
top right bottom left

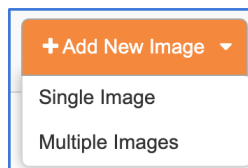
Close Insert Image

- Click **Insert Image**.

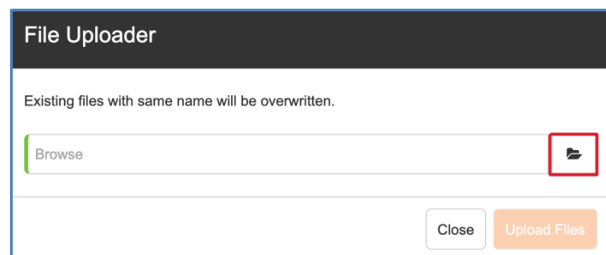


Multiple Images

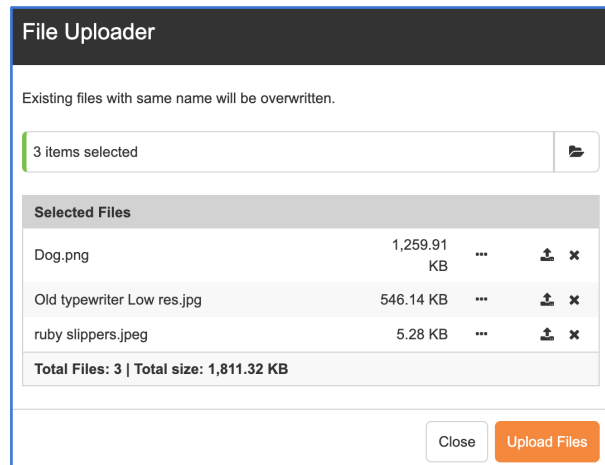
- If you want to upload Multiple Images, on the Select Image page, use the dropdown arrow beside Add New Image.



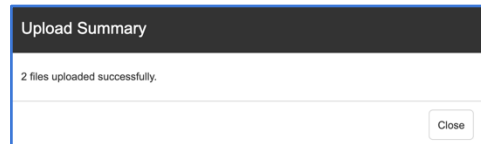
- Select Multiple Images.
- In the File Uploader dialog, click the folder icon to Browse for images in your files on your computer or device.



- In the File Uploader dialog, click **Upload Files**.

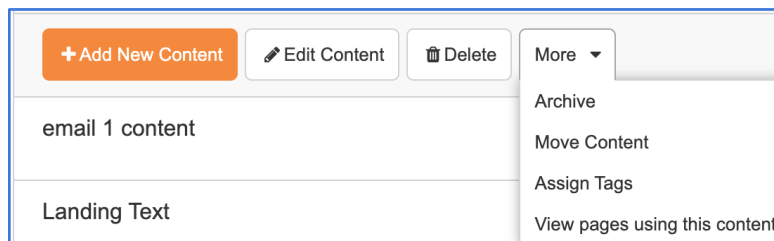


- Once the files have been uploaded, in the Upload Summary dialog, click **Close**.



Options

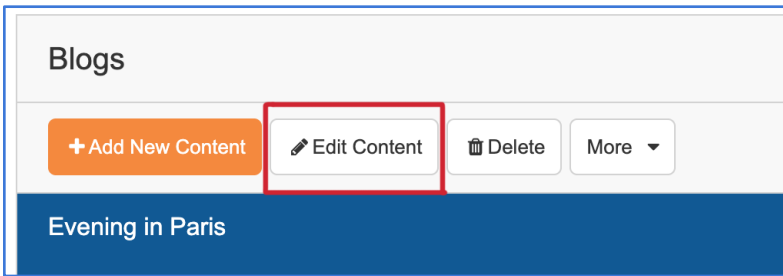
- Once your content is created, you can edit or delete it.
- You can also:
 - Archive
 - Move Content
 - Assign Tags
 - View pages using this content



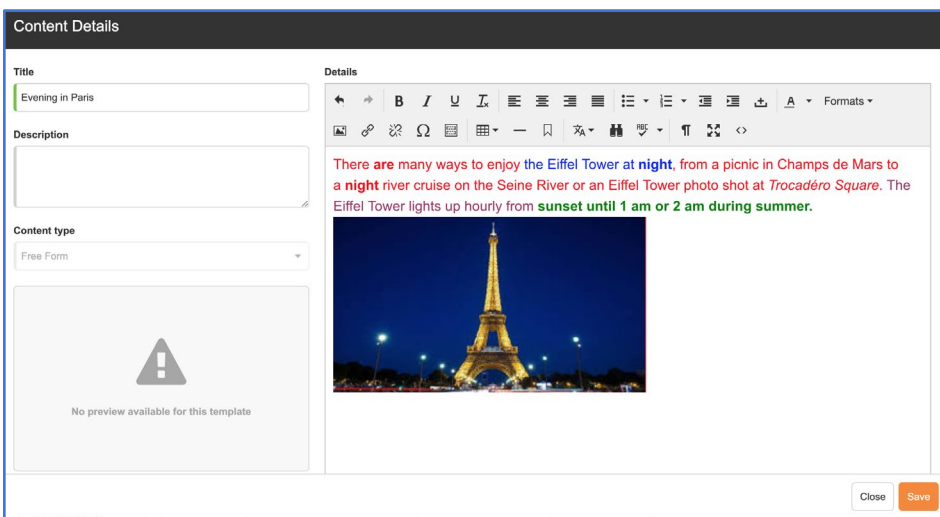
Edit Content

- On the Content Items page, in the panel on the left, select a category. Select a content item from the list in the panel on the right.

- Click **Edit Content**.



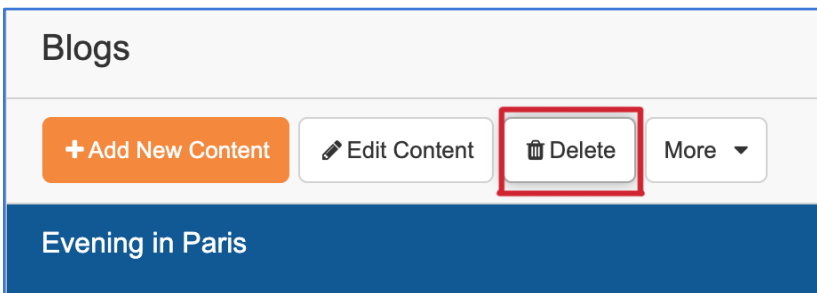
- On the Content Details page, make revisions or additions.



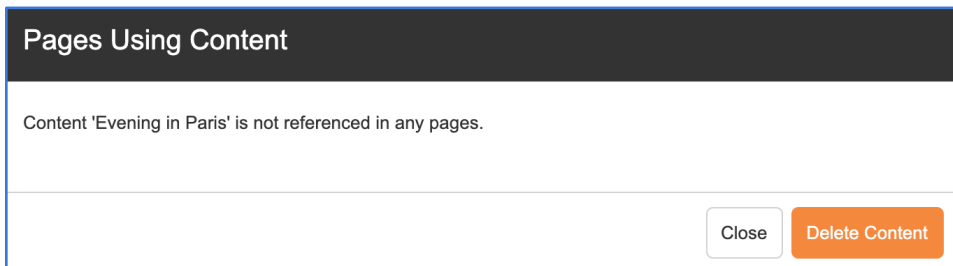
- Click **Save**.

Delete Content

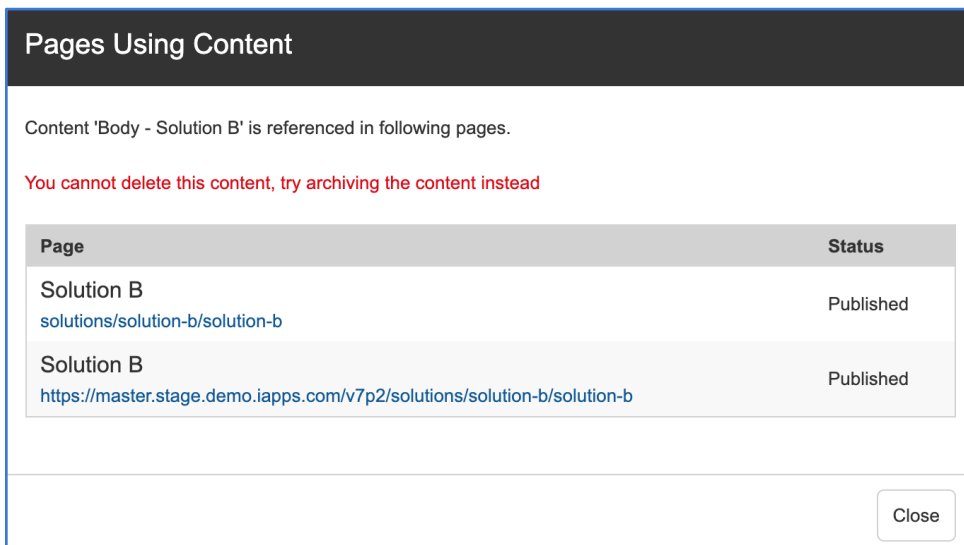
- On the Content Items page, in the panel on the left, select a category. Select a content item from the list in the panel on the right.
- Click **Delete**.



- If the page has not been referenced on a page or pages, in the Pages Using Content dialog, click **Delete Content**.

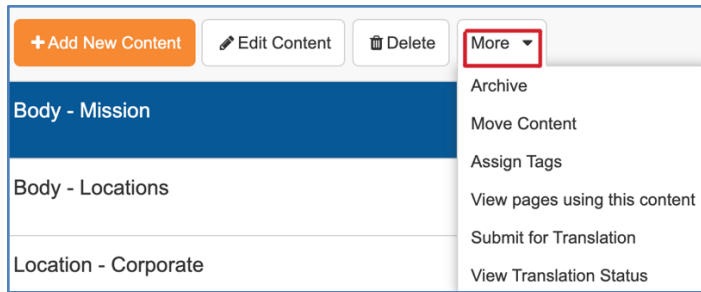


- If the page has been referenced on a page or pages, in the Pages Using Content dialog, see the notice about archiving content instead. Click **Close**.



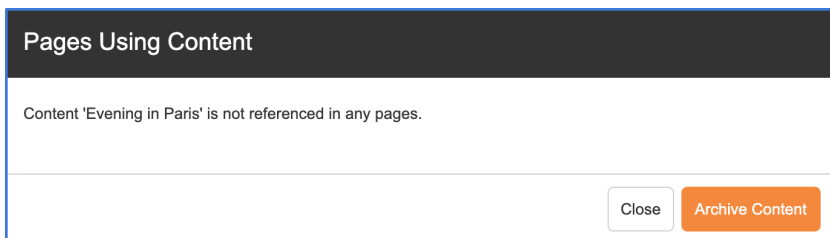
More

- Using the More menu, you can:
 - Archive
 - Move Content
 - Assign Tags
 - View pages using this content
 - Submit for Translation
 - View Translation Status

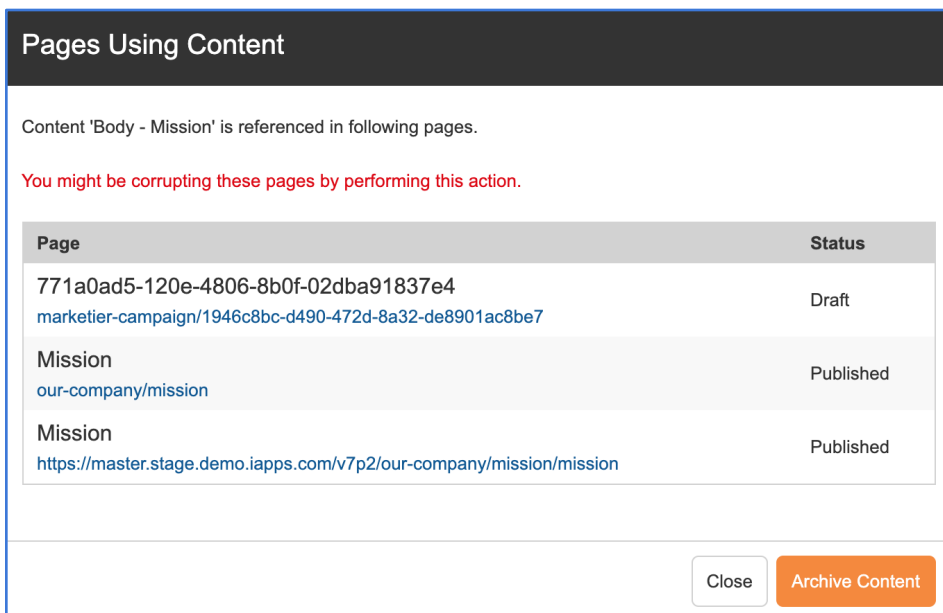


Archive

- On the Content Items page, in the panel on the left, select a category. Select a content item from the list in the panel on the right.
- Using the More dropdown menu, select **Archive**.
- If the page has not been referenced on a page or pages, in the Pages Using Content dialog, click **Archive Content**.



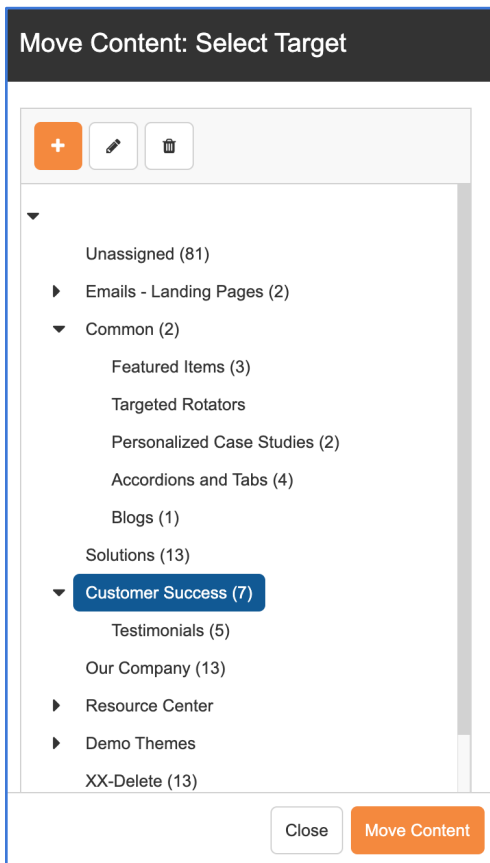
- If the page has been referenced on a page or pages, in the Pages Using Content dialog, see the warning about the possibility of corrupting the pages.



- Click **Archive Content** or **Close**.

Move Content

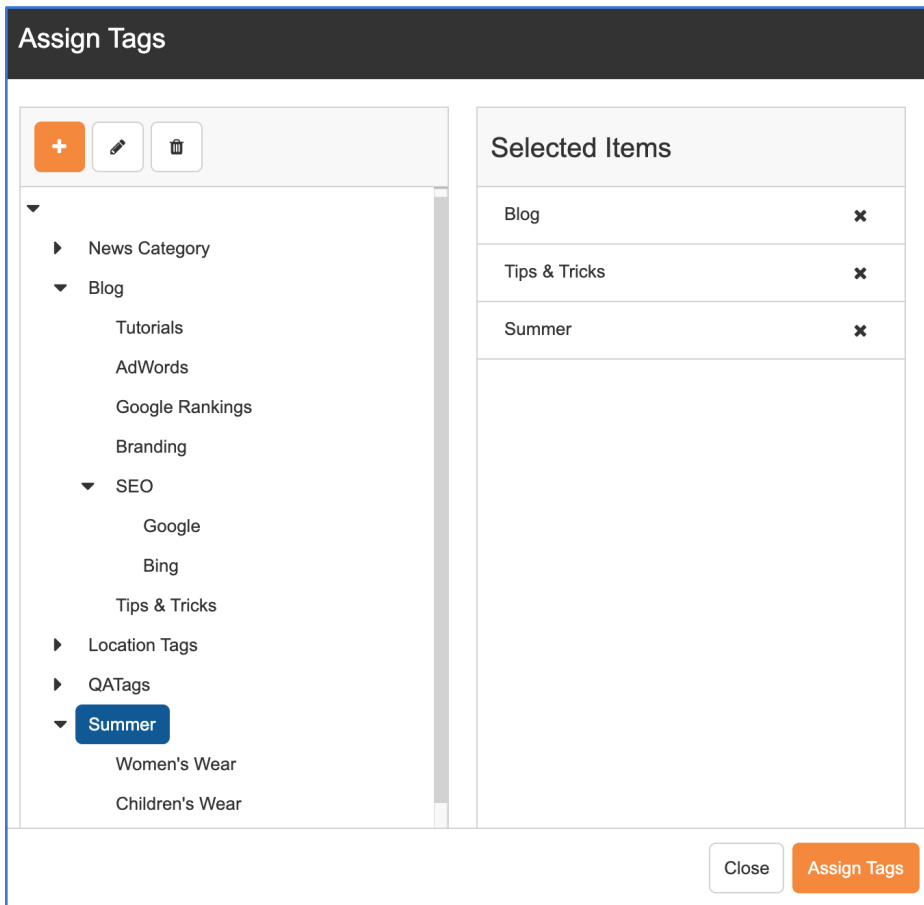
- On the Content Items page, in the panel on the left, select a category. Select a content item from the list in the panel on the right.
- Using the More dropdown menu, select **Move Content**.
- In the Move Content: Select Target panel, select the category where you would like to move the content.



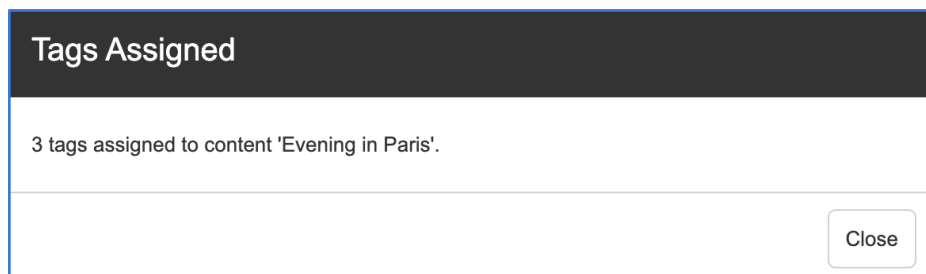
- Click **Move Content**.

Assign Tags

- On the Content Items page, in the panel on the left, select a category. Select a content item from the list in the panel on the right.
- Using the More dropdown menu, select **Assign Tags**.
- On the Assign Tags page, select a category from the panel on the left.



- In the Selected Items panel, click **Assign Tags**.
 - A dialog confirms this.



[View pages using this content](#)

- On the Content Items page, in the panel on the left, select a category. Select a content item from the list in the panel on the right.
- Using the More dropdown menu, select **View pages using this content**.
- In the Pages Using Content dialog, click **Close**.

Pages Using Content

Content 'Evening in Paris' is not referenced in any pages.

Close

Pages Using Content

Content 'Body - Solution B' is referenced in following pages.

Page	Status
Solution B solutions/solution-b/solution-b	Published
Solution B https://master.stage.demo.iapps.com/v7p2/solutions/solution-b/solution-b	Published

Close

Submit for Translation


- Optionally, using the More dropdown menu, select **Submit for Translation**.
- In the Submit for Translation dialog, in the Targets field, click the folder icon.

Submit for Translation

Select target(s) and submit to add to translation queue.

Document status can be tracked from 'Translation Activity' screen.

Targets

Select Site Lists 

Close Submit

- On the Select Site List page, select a site.
- In the Selected items panel on the right, click **Select**.

Select Site List

Site Lists

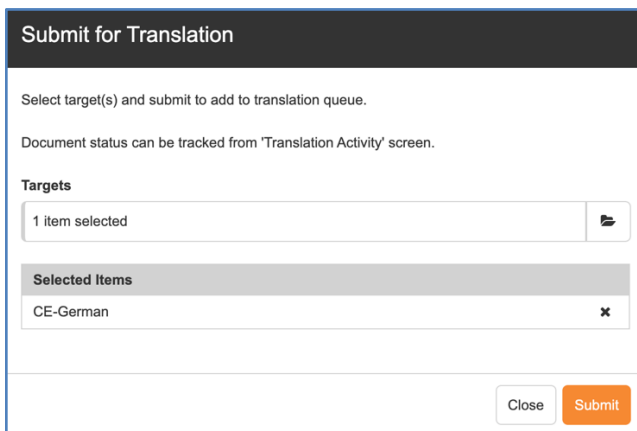
1 - 2 of 2

All Child Sites	Modified: 8/4/17, 11:02 AM
CE-German	Modified: 2/5/20, 9:20 AM

Selected Items

CE-German

- In the Submit for Translation dialog, click **Submit**.



View Translation Status

- Optionally, using the More dropdown menu, select View Translation Status.

Translation Status

1 - 2 of 2

Site	Locale	Status	Submitted	Updated
CE-German	de-DE	Ready for translation	2/21/20, 9:53 PM	
France	fr-FR	Not translated		

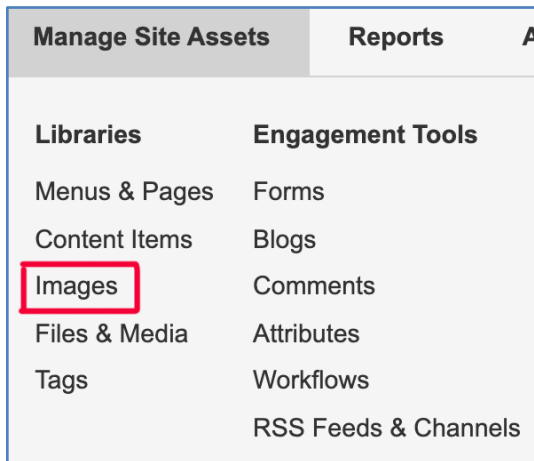
Manage Site Assets

Images

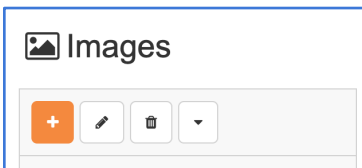
Words are important in content creation, but images can often be more powerful and fast, especially in such a visual age. This section shows you how to manage all your photos, illustrations, and videos so you can have them at your fingertips when you need them.

Navigating images

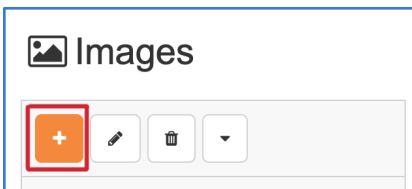
Under Manage Site Assets – Libraries, select **Images**.



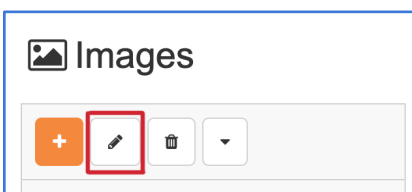
- In the panel on the left, use the icons to select an action.



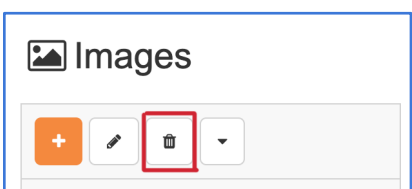
- Click the **Add** icon to add an image menu item.



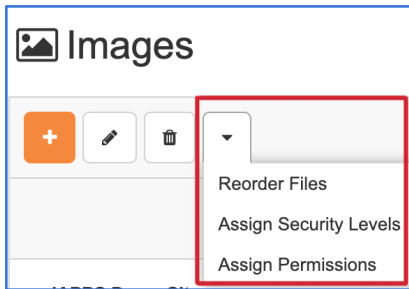
- Click the **Edit** icon to edit an image menu item.



- Click the **Delete** icon to delete an image menu item.

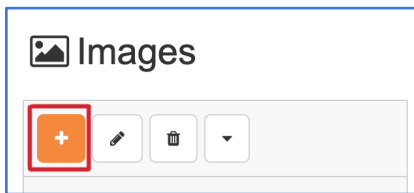


- Click the dropdown **arrow** for options to:
 - Reorder Files
 - Assign Security Levels
 - Assign Permissions



Add an Image menu

- On the Images page, in the panel on the left, select an image category.
- Click the **Add** icon.

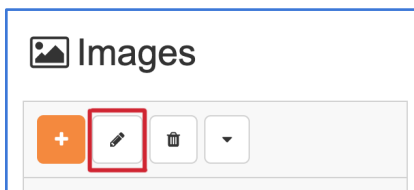


- In the Details dialog, enter a name.

- Optionally, add a description.
- Optionally, select the box beside Allow access in children sites.
- Click **Save**.

Edit an Image menu

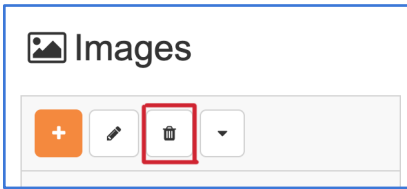
- On the Images page, in the panel on the left, select an image category.
- Click the **Edit** icon.



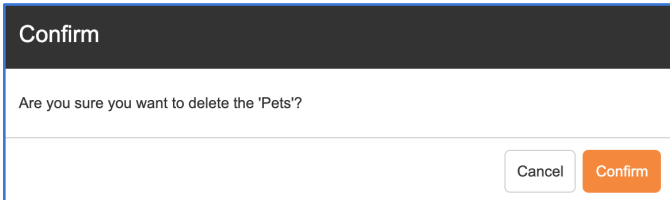
- In the Details dialog, revise your information.

Delete an Image menu

- On the Images page, in the panel on the left, select an image category.
- Click the **Delete** icon.

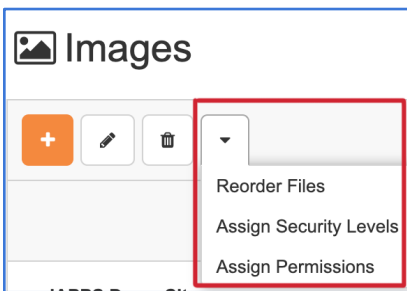


- In the Confirm dialog, click **Confirm**.



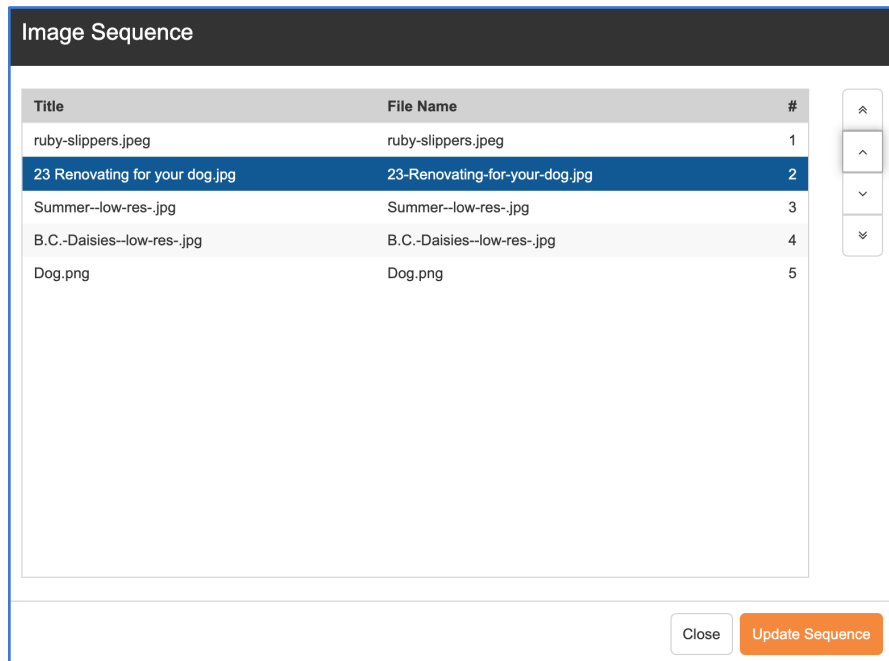
Other options

- On the Images page, in the panel on the left, select an image category.
- Using the dropdown arrow, select Reorder Files, Assign Security Levels or Assign Permissions.

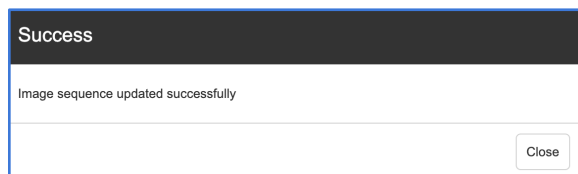


Reorder Files

- Optionally, select an Image category and, using the dropdown arrow, select **Reorder Files**.
- On the Image Sequence page, use the arrows at the right to change the order of your image files.
- Click **Update Sequence**.

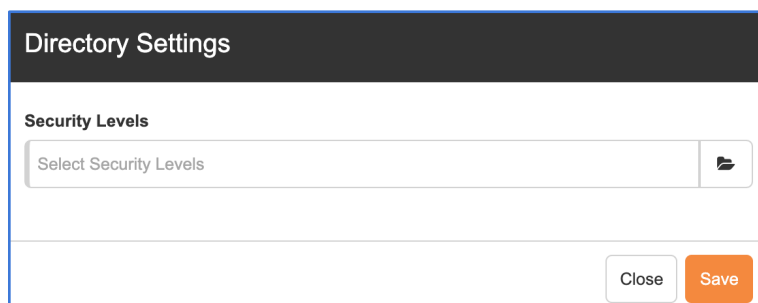


- This is confirmed by a Success dialog. Click **Close**.



Assign Security Levels

- Optionally, select an Image category and, using the dropdown arrow, select **Assign Security Levels**.
- In the Directory Settings dialog, in the Security Levels field, click the folder icon.



- On the Select Security Level page, choose a level from the Security Levels list.
 - Alternately, click **Add Security Level**.
 - In the Security Level Details dialog, provide a Title for the new Security Level.

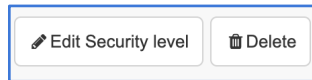
Security Level Details

Title
International customers

Description

Close Save

- Click **Save**.
 - Optionally, you can edit or delete a Security Level.



- On the Select Security Level page, select a level or levels, including any level you have added.
- In the Selected Items panel, click **Select**.

Select Security Level

Security Levels

1 - 8 of 8

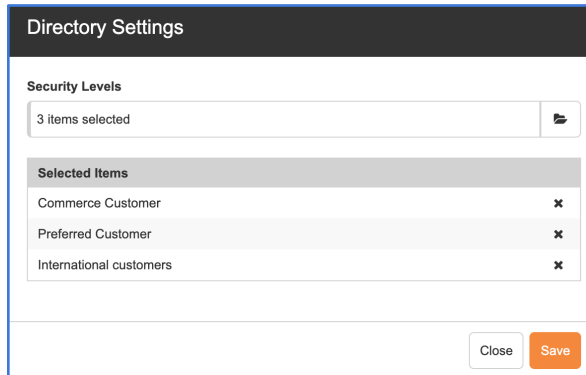
Commerce Customer	Modified: 2/9/16, 6:13 PM
Preferred Customer	Modified: 2/9/16, 6:13 PM
Employee	Modified: 2/9/16, 6:13 PM
Press	Modified: 2/9/16, 6:13 PM
WVIMB	Modified: 8/10/16, 11:10 AM
Preferred members	Modified: 11/14/19, 11:28 AM
Teens	Modified: 11/22/19, 9:26 AM
International customers	Modified: 11/20/19, 5:10 PM

Selected Items

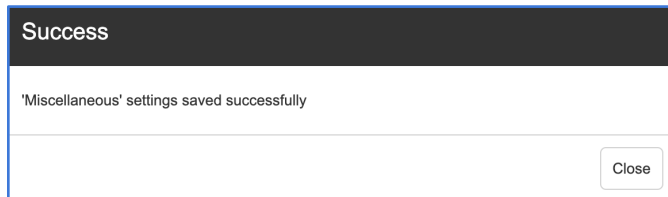
- Commerce Customer x
- Preferred Customer x
- International customers x

Close

- On the Directory Settings page, you can choose to remove selected levels or add more.
- Click **Save**.

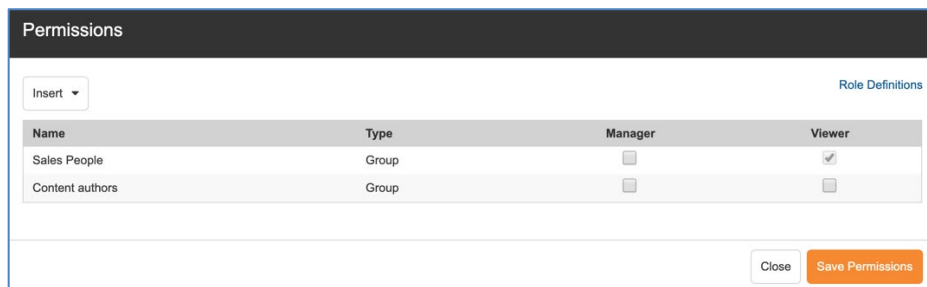


- Your settings are confirmed with a Success dialog. Click **Close**.

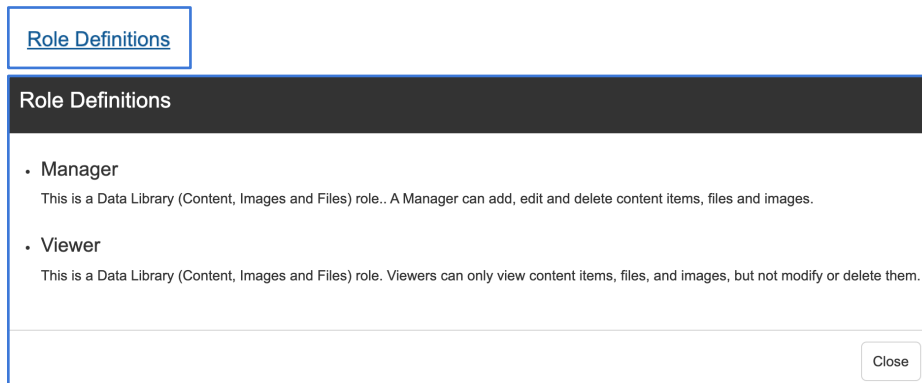


Assign Permissions

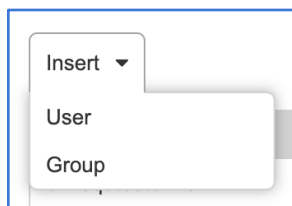
- Optionally, using the dropdown arrow, select **Assign Permissions**.
- On the Permissions page, select check boxes under **Manager** or **Viewer**.



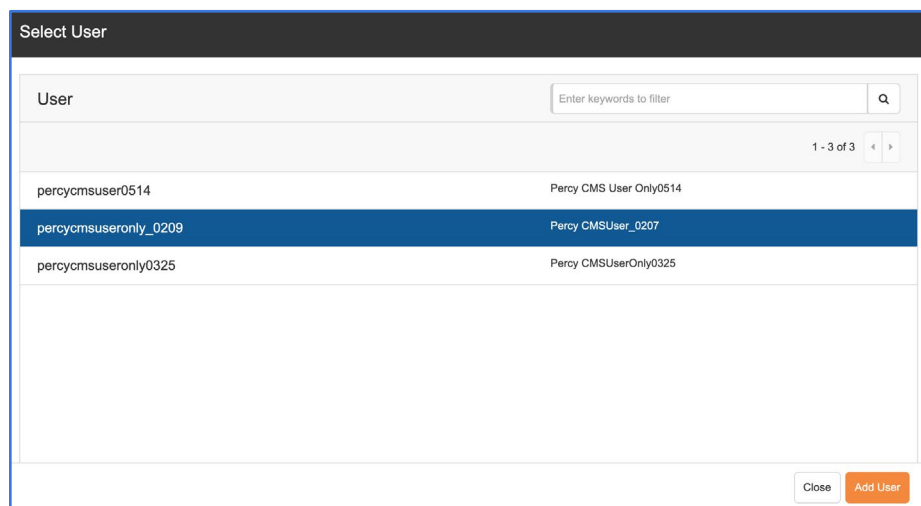
- For a description of Manager or Viewer roles, click **Role Definitions**.



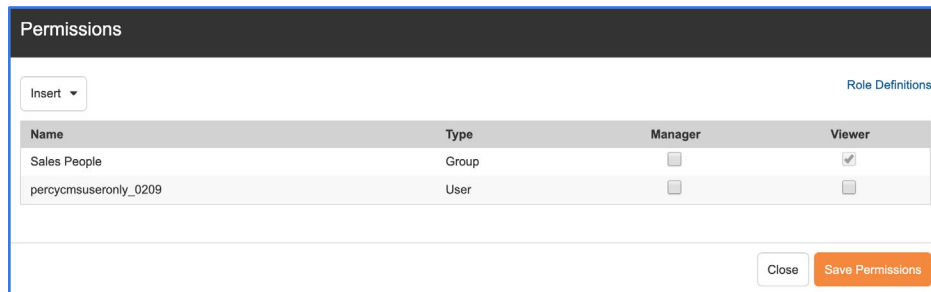
- Optionally on the Permissions page, use the **Insert** arrow to select Users or Groups.



- On the Select User page/Select Group page, select a User/ Group; or click **Add User (Add Group)**.

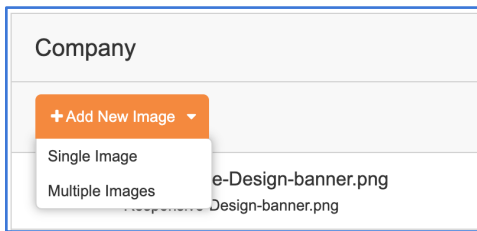


- On the Permissions page, click **Save Permissions**; or **Close** to return to Menus & Pages.



Add Images

- On the Images page, in the panel on the left, select a category.
- In the panel on the right, use the dropdown arrow beside **Add New Image** to select Single Image or Multiple Images.



Single Image

- If you choose Single Image, on the File Details page, in the File Name field, click the folder icon to browse for an image on your computer or device.



- The name of the file is automatically populated as the Title of the photo.

File Details

File Name
Low res Leaf in snow Chaffey's Lock 2019.jpg

Tags
Select Tags

Title
Low res Leaf in snow Chaffey's Lock 2019.jpg

Alt Text

Description

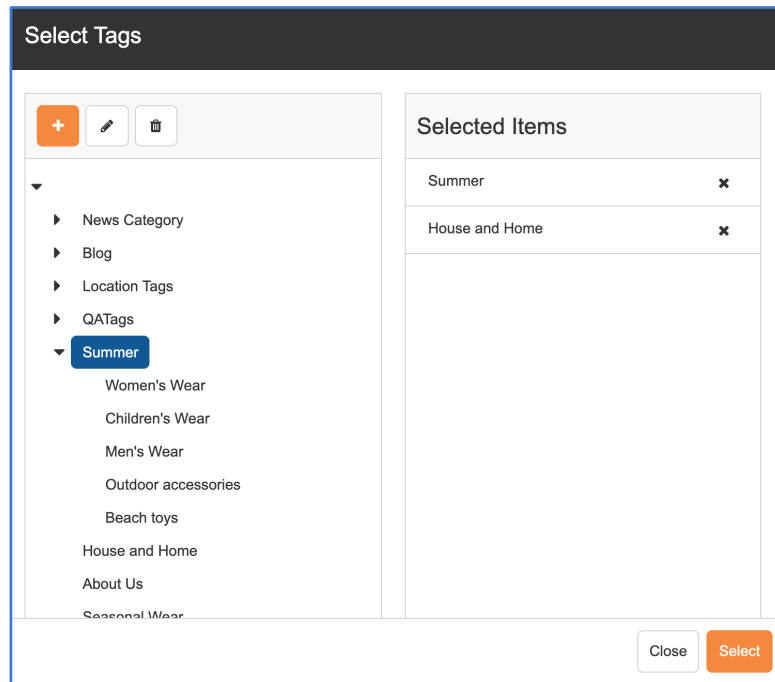
Close Save

- Optionally, enter:
 - Alt Text
 - Description
- Optionally, in the Tags field, click the folder icon.

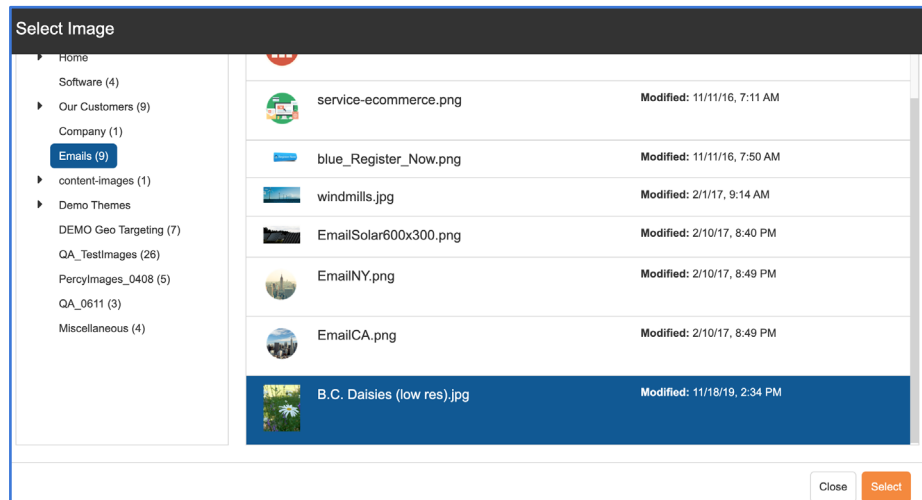
Tags

Select Tags

- On the Select Tags page, select an item.
- In the Selected Items panel, click **Select**.



- On the File Details page, click **Save**.
- On the Select Image page, select the new image from the list.
- Click **Select**.



- Optionally in the Select Image dialog, enter:
 - Alt Text
 - CSS Class

- Dimensions and Margins (in pixels).

Select Image

Type
Image Library

Image Url
/Image Library/Emails/B.C.-Daisies--low-res-.jpg

Alt Text

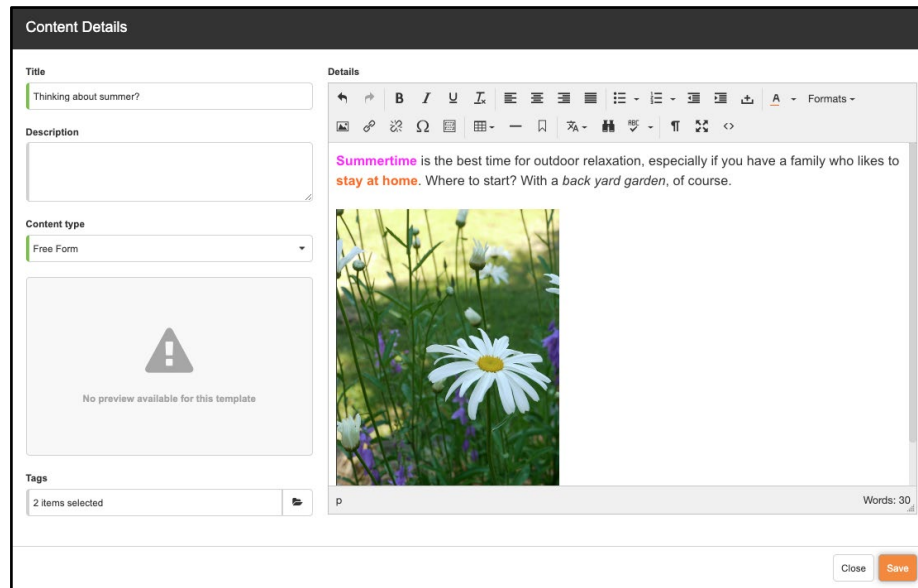
CSS Class

Dimensions
width height
Original dimensions: 600x750

Margin (px)
top right bottom left

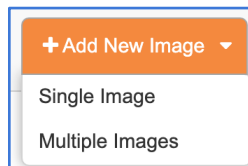
Close Insert Image

- Click **Insert Image**.



Multiple Images

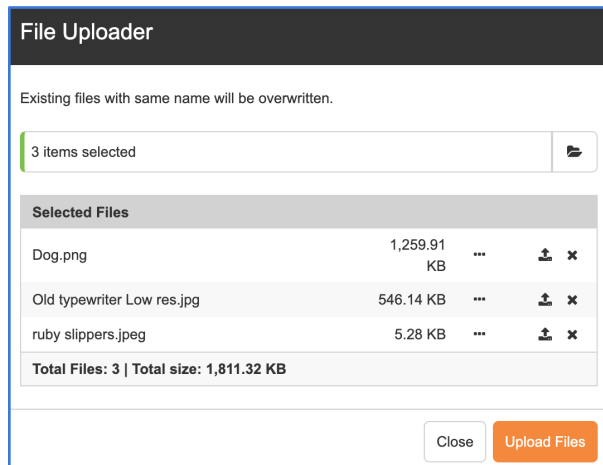
- If you want to upload Multiple Images, on the Select Image page, use the dropdown arrow beside **Add New Image**.



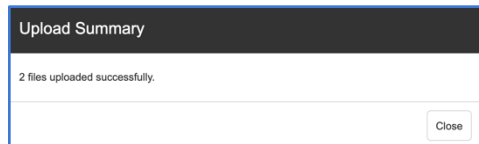
- Select **Multiple Images**.
- In the File Uploader dialog, click the folder icon to Browse for images in your files on your computer or device.



- In the File Uploader dialog, click **Upload Files**.

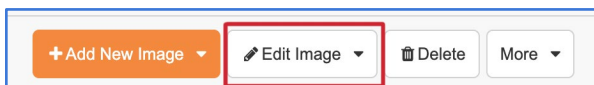


- Once the files have been uploaded, in the Upload Summary dialog, click **Close**.

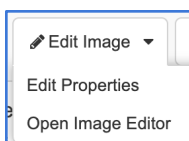


Edit an Image

- In the panel on the left, select a category.
- In the panel on the right, select the image you would like to edit.
- Click **Edit Image**.

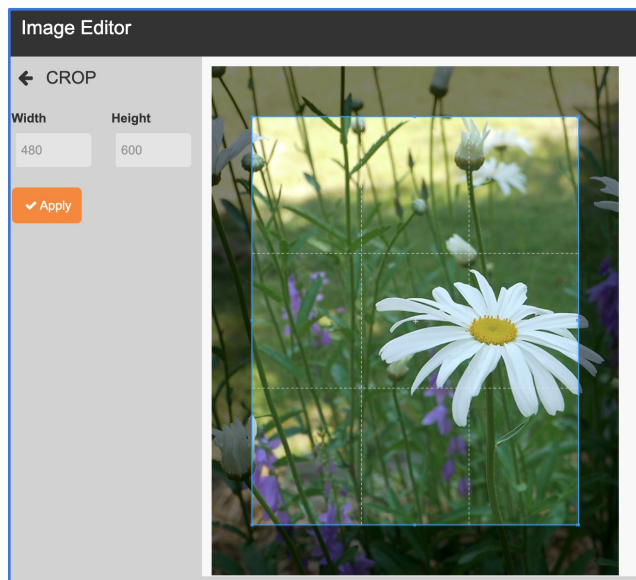
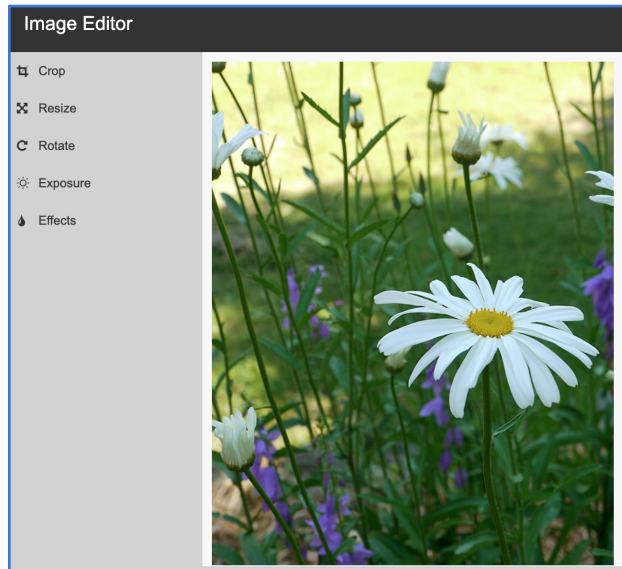


- Using the dropdown arrow beside Edit Image, select Edit Properties or Open Image Editor.



- If you select Edit Properties, on the File Details page, make any revisions.
- Click **Save**.
- If you select Open Image Editor, on the Image Editor page, use the image-editing features:
 - Crop
 - Resize

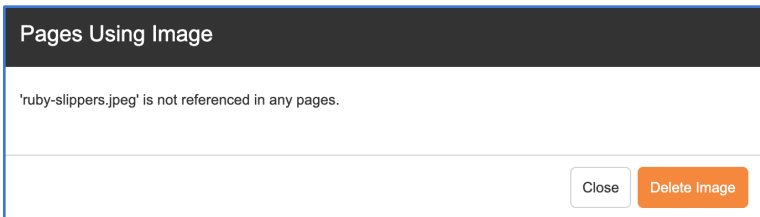
- Rotate
- Exposure
- Effects



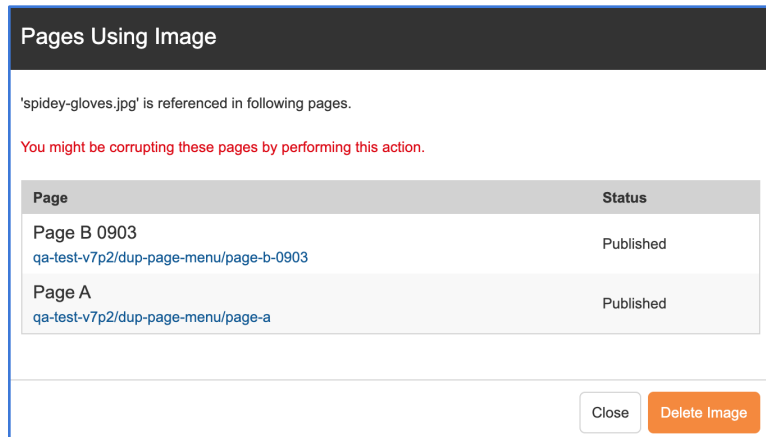
- When you have made your edits, click **Save As** or **Save**.
 - Optionally, you can click **Undo** or **Redo** for any edit.

Delete an image

- On the Images page, in the panel on the left, select a category.
- In the panel on the right, select the image you would like to delete.
- Click Delete.
- If your image is not referenced on any pages, click **Delete Image**.

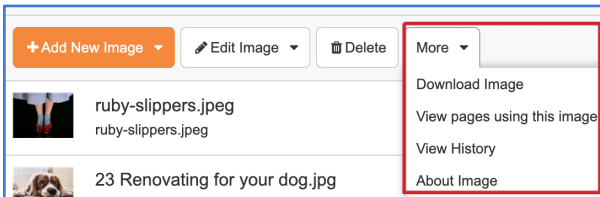


- If your image is referenced on pages, you will see this warning.



Using the More menu

- Use the More dropdown menu to select further actions.



Download Image

- To download an image to your device, select **Download Image**.

View pages using this image

- Select **View pages using this image** to see where the image is being referenced.

Pages Using Image

'experience-banner.gif' is referenced in following pages.

Page	Status
Sample Modules resource-center/sample-modules/sample-modules	Published

Close

View History

- Select an image. Select **View History**.

	Summer--low-res-.jpg Summer--low-res-.jpg
	B.C.-Daisies--low-res-.jpg B.C.-Daisies--low-res-.jpg

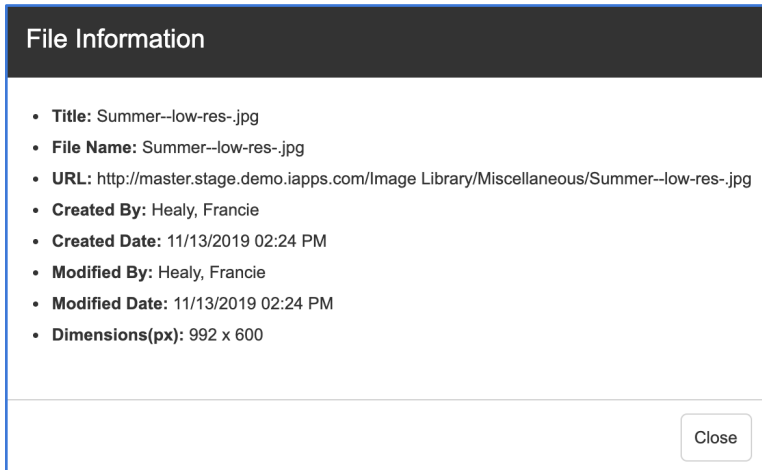
Image History

1 - 1 of 1 ◀ ▶

Version: 1.0	Updated: 11/13/19, 2:24 PM by Healy, Francie File Size: 288.66 KB
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About Image

- To view data in regard to an image, choose the image and select **About Image**.



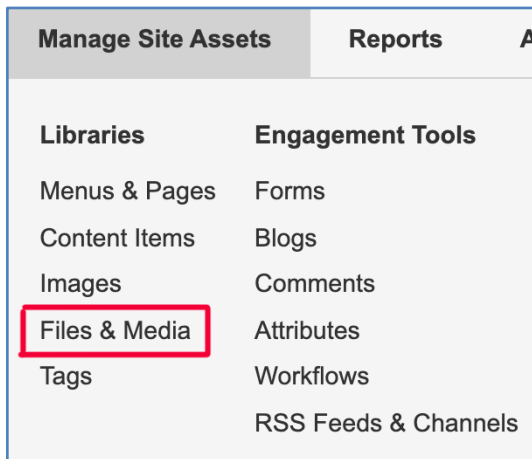
Manage Site Assets

Files and Media

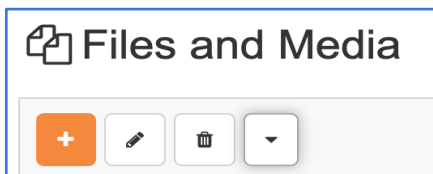
Files are easiest to find when they are organized in a way that allows you clear, quick, and simple access. The Unbound Files and Media system is designed for that purpose.

Add a category

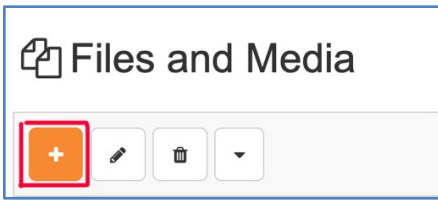
Under Manage Site Assets – Libraries, select Files and Media.



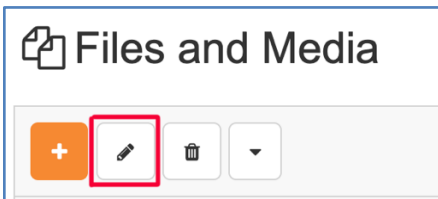
- In the panel on the left, use the icons to select an action.



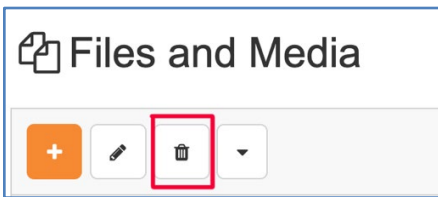
- Click the **Add** icon to add a Files and Media menu item.



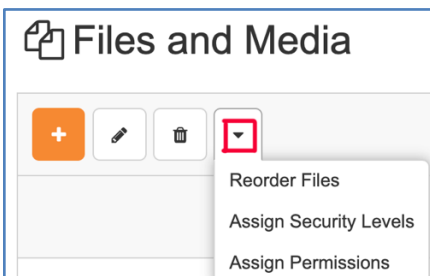
- Click the **Edit** icon to edit a Files and Media menu item.



- Click the **Delete** icon to edit an image menu item.

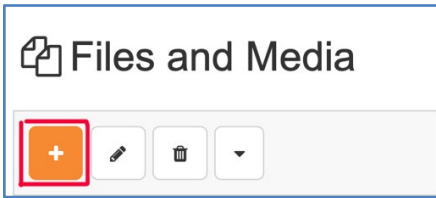


- Click the dropdown **arrow** for options to:
 - Reorder Files
 - Assign Security Levels
 - Assign Permissions



Add a Files and Media menu

- On the Files and Media page, in the panel on the left, select a category.
- Click the **Add** icon.



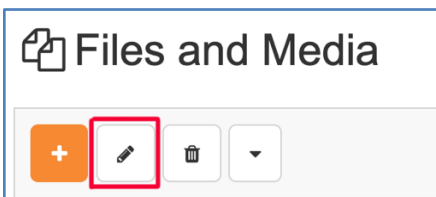
- In the Details dialog, enter a name.

The image shows a 'Details' dialog box. It has a dark header with the word 'Details' in white. Below the header, there are two sections: 'Name' and 'Description'. The 'Name' section has a text input field containing the word 'Summaries'. The 'Description' section has a larger text area that is currently empty. At the bottom left of the dialog, there is a checkbox labeled 'Allow access in children sites' which is checked. At the bottom right, there are two buttons: 'Close' and 'Save'.

- Optionally, add a description.
- Optionally, select the box beside Allow access in children sites.
- Click **Save**.

Edit a Files and Media menu

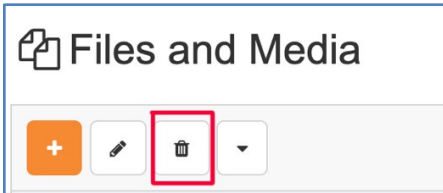
- On the Files and Media page, in the panel on the left, select a category.
- Click the **Edit** icon.



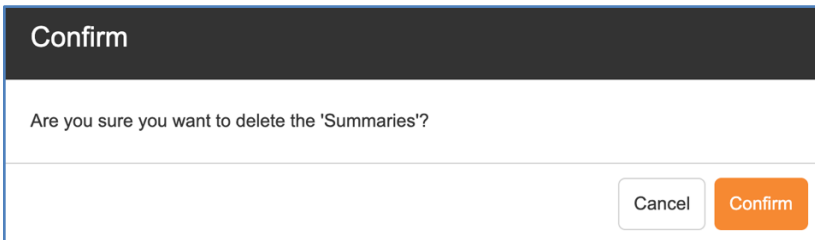
- In the Details dialog, revise your information.

Delete a Files and Media menu

- On the Files and Media page, in the panel on the left, select a category.
- Click the **Delete** icon.

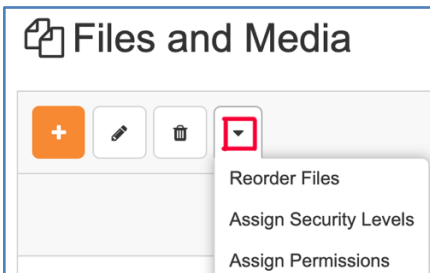


- In the Confirm dialog, click **Confirm**.



Other options

- On the Files and Media page, in the panel on the left, select a category.
- Using the dropdown arrow, select Reorder Files, Assign Security Levels or Assign Permissions.

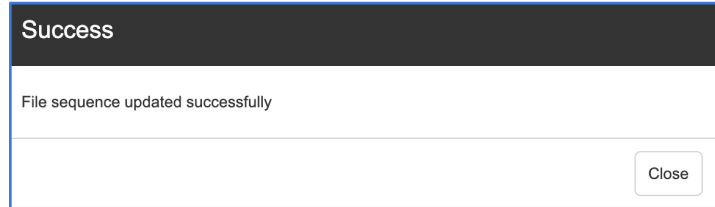


Reorder Files

- Optionally, select a category and, using the dropdown arrow, select **Reorder Files**.
- On the Image Sequence page, use the arrows at the right to change the order of your files.

File Sequence		
Title	File Name	#
The Witch Elm review.png	The-Witch-Elm-review.png	1
Ali-s-paintings--July-aug-low-res.jpg	Ali-s-paintings--July-aug-low-res.jpg	2
description-2.docx	description-2.docx	3
description.docx	description.docx	4
smashwords-style-guide.pdf	smashwords-style-guide.pdf	5

- Click **Update Sequence**.
 - This is confirmed by a Success dialog. Click **Close**.



Assign Security Levels

- Optionally, select an Image category and, using the dropdown arrow, select **Assign Security Levels**.
- In the Directory Settings dialog, in the Security Levels field, click the folder icon.

Directory Settings

Security Levels

Select Security Levels
📁

- On the Select Security Level page, choose a level from the Security Levels list.
 - Alternately, click **Add Security Level**.
 - In the Security Level Details dialog, provide a Title for the new Security Level.

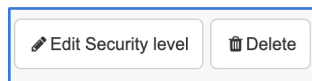
Security Level Details

Title
International customers

Description

Close Save

- Click **Save**.
 - Optionally, you can edit or delete a Security Level.



- On the Select Security Level page, select a level or levels, including any level you have added.
- In the Selected Items panel, click **Select**.

Select Security Level

Security Levels Q

+ Add Security level Edit Security level Delete 1 - 8 of 8

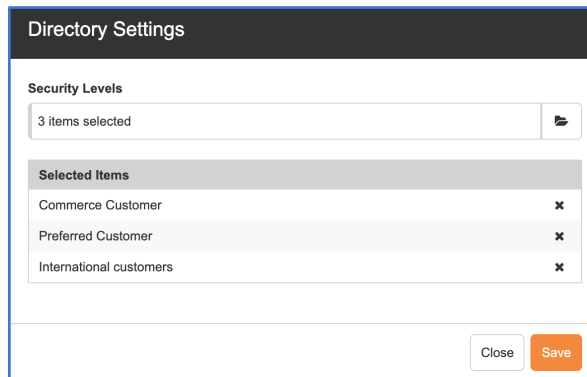
Commerce Customer	Modified: 2/9/16, 6:13 PM
Preferred Customer	Modified: 2/9/16, 6:13 PM
Employee	Modified: 2/9/16, 6:13 PM
Press	Modified: 2/9/16, 6:13 PM
WVIMB	Modified: 8/10/16, 11:10 AM
Preferred members	Modified: 11/14/19, 11:28 AM
Teens	Modified: 11/22/19, 9:26 AM
International customers	Modified: 11/29/19, 5:10 PM

Selected Items Reorder

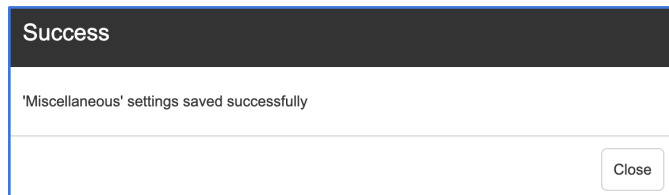
- Commerce Customer ✕
- Preferred Customer ✕
- International customers ✕

Close Select

- On the Directory Settings page, you can choose to remove selected levels or add more.
- Click **Save**.

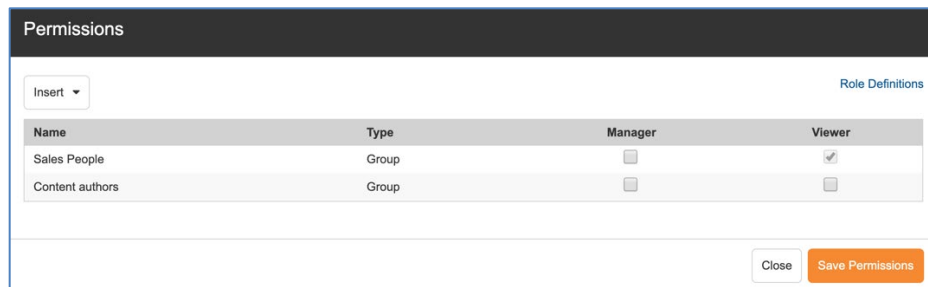


- Your settings are confirmed with a Success dialog. Click **Close**.

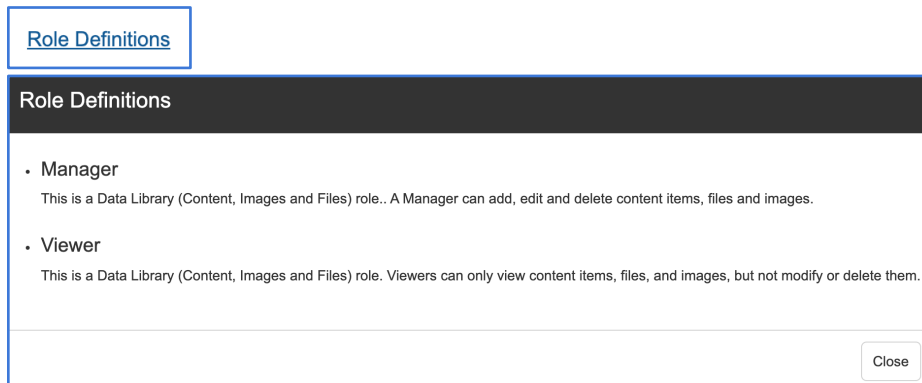


Assign Permissions

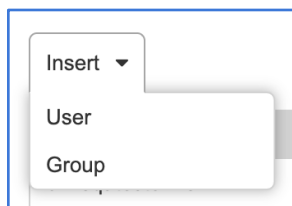
- Optionally, using the dropdown arrow, select **Assign Permissions**.
- On the Permissions page, select check boxes under **Manager** or **Viewer**.



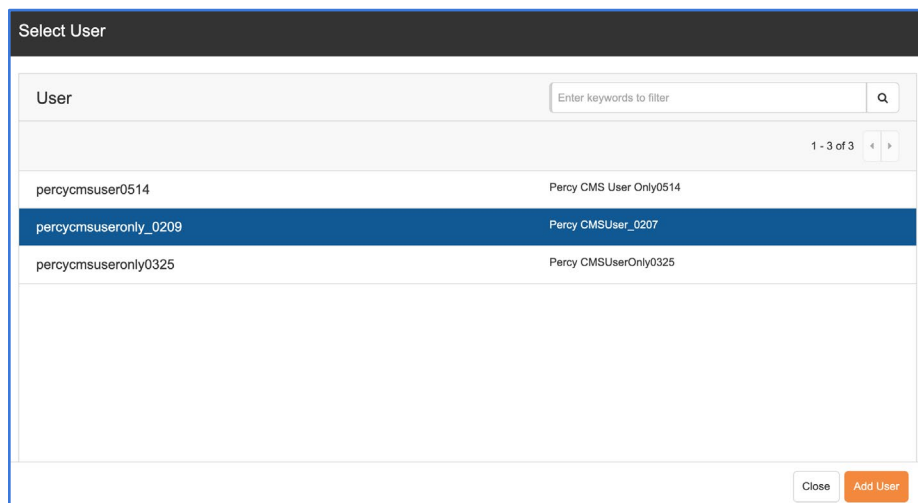
- For a description of Manager or Viewer roles, click **Role Definitions**.



- Optionally on the Permissions page, use the **Insert** arrow to select Users or Groups.



- On the Select User page/Select Group page, select a User/ Group.



- Click **Add User (Add Group)**.

- On the Permissions page, click **Save Permissions**; or **Close** to return to Files and Media.

Name	Type	Manager	Viewer
Sales People	Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Content authors	Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add a file

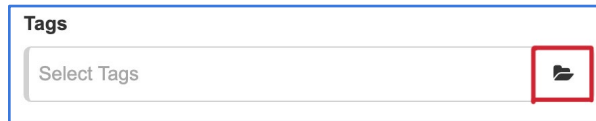
- On the Files and Media page, in the panel on the left, select a category.
- In the panel on the right, click **Add New File**. Use the dropdown menu to choose Single File or Multiple Files.

Single file

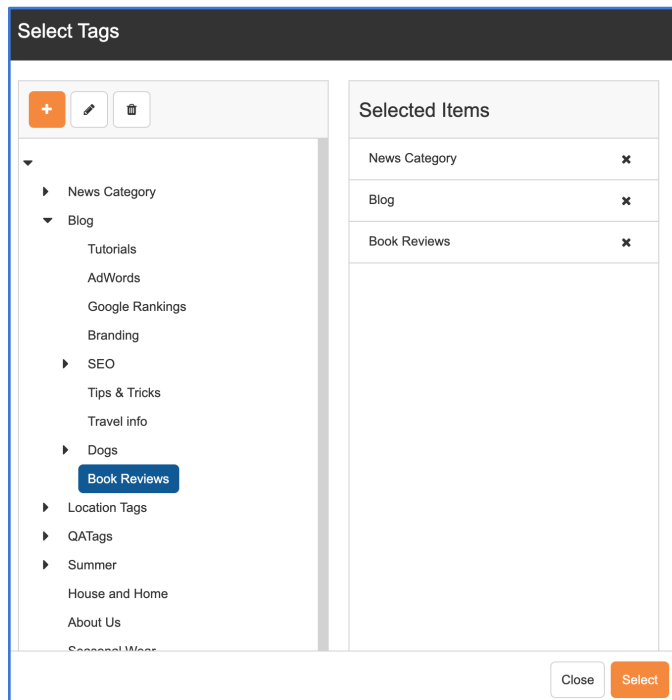
- If you choose **Single File**, on the File Details page, in the File Name field, click the folder icon to browse for a file on your computer or device.

- The name of the file is automatically populated as the Title.

- Optionally, enter Alt Text.
- Optionally, enter a description.
- Optionally, in the Tags field, click the folder icon.



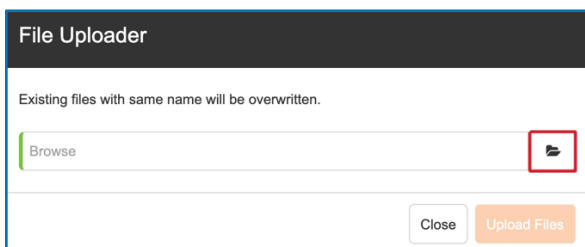
- On the Select Tags page, select a category in the menu panel.
- In the Selected Items panel, click **Select**.



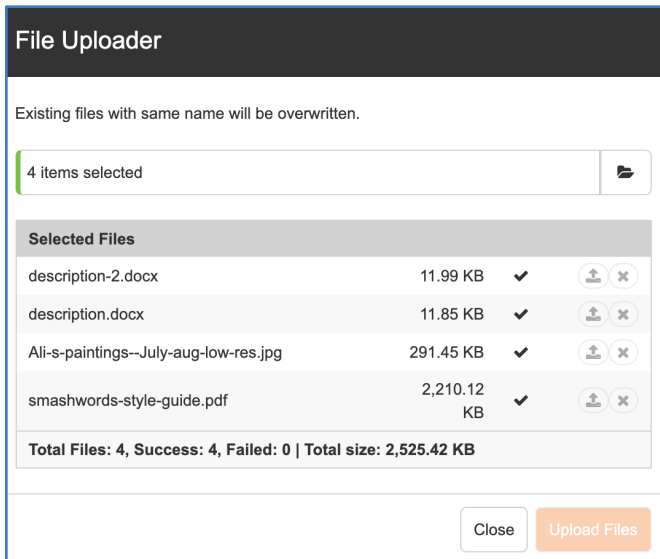
- On the File Details page, click **Save**.

Multiple files

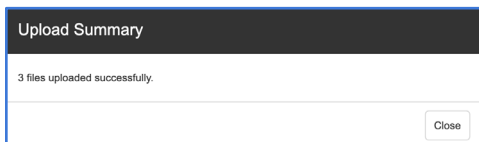
- If you choose **Multiple** files, in the File Uploader dialog, click the folder icon to Browse for your files.



- Click **Upload Files**.



- Once the files have been uploaded, in the Upload Summary dialog, click **Close**.



- Optionally in the File Uploader dialog, use the folder icon to choose more images.

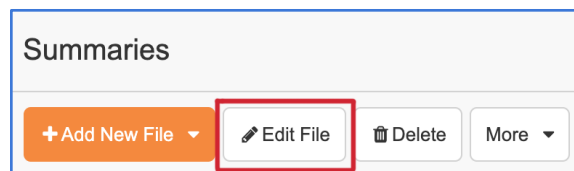
- Click **Close**.

File options

- On the Files and Media page, in the panel on the left, select a category. Select a file from the list in the panel on the right.

Edit a file

- Optionally, from the icons at the top of the list, click **Edit File**.



- On the File Details page, make any revisions. Click **Save**.

File Details

File Name

Tags

Title

Description

exclusion of this file from Robots.txt

Delete a file

- Optionally, from the icons at the top of the list, click **Delete**.

Summaries

- In the Pages Using File dialog, click **Delete File**.

Pages Using File

'smashwords-style-guide.pdf' is not referenced in any pages.

- If the file you want to delete is referenced in a page or pages, you will see a warning.

Pages Using File

'esl-casestudy-2016.pdf' is referenced in following pages.

You might be corrupting these pages by performing this action.

Page	Status
Case Studies customer-success/case-studies/case-studies	Published

Close Delete File

More Options

- Optionally, from the icons at the top of the list, use the More dropdown menu to make a further selection.

Summaries

+ Add New File Edit File Delete More

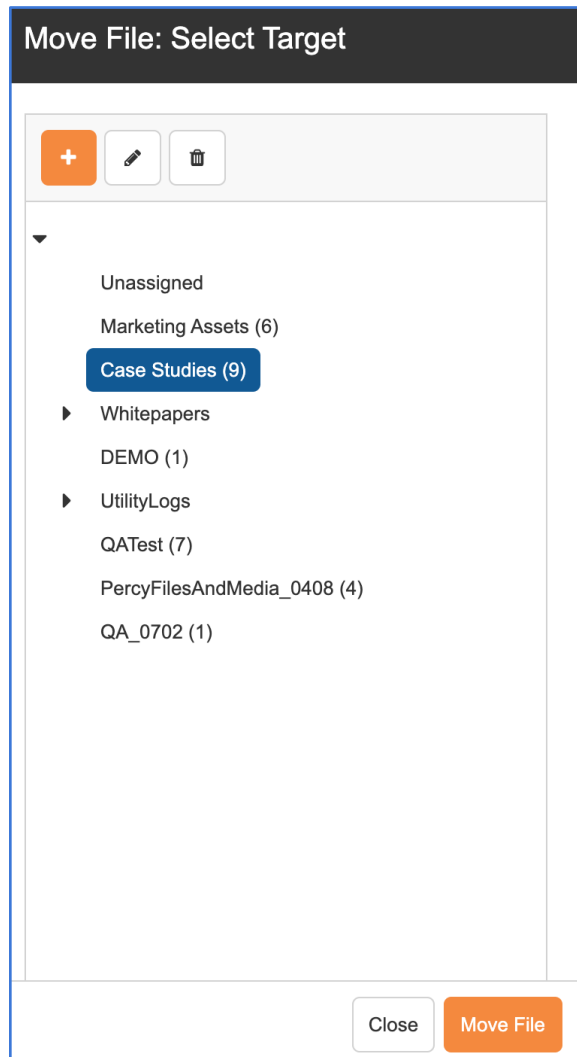
The Witch Elm review.png
The-Witch-Elm-review.png

Ali-s-paintings--July-aug-low-res.jpg
Ali-s-paintings--July-aug-low-res.jpg

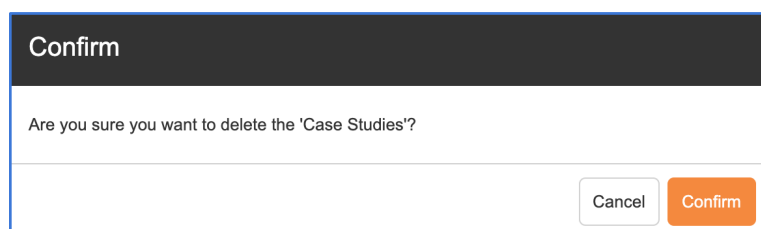
More dropdown menu options:
Move File
Download File
View pages using this file
View History
About File

Move File

- To move a selected file, select **Move File**.
- In the Move File: Select Target dialog, choose where you would like to move the file.



- Click **Move File**.
 - Optionally, in the Move File: Select Target dialog, you can use the icons at the top to **add**, **edit** or **delete** a category (target).
 - If you want to add or edit a target, in the Details dialog, name the new target or make a revision.
 - If you want to delete a target, in the Confirm dialog, click **Confirm**.

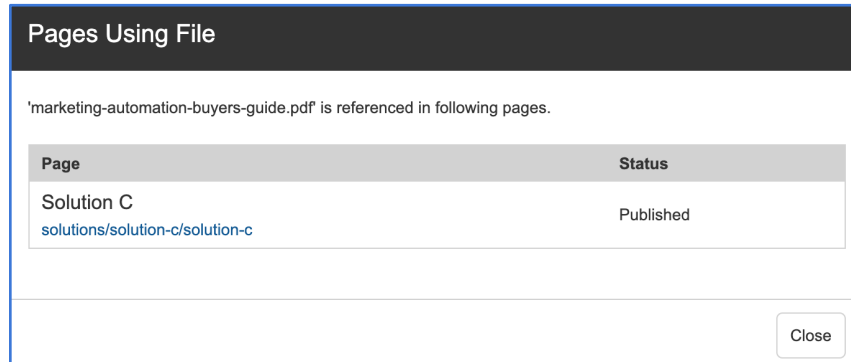


Download file

- To download a file, select **Download File**.
- Choose the location on your device.

View pages using this file

- To see the pages where your file is referenced, select **View pages using this file**.



The screenshot shows a dialog box titled "Pages Using File". It contains the text: "'marketing-automation-buyers-guide.pdf' is referenced in following pages." Below this is a table with two columns: "Page" and "Status".

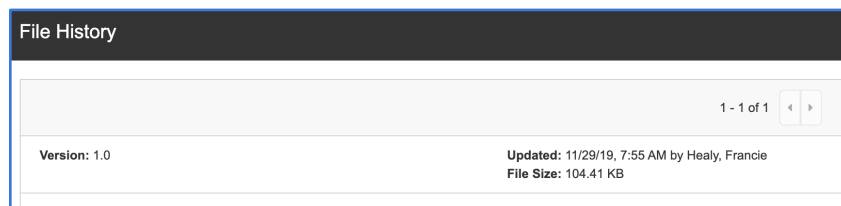
Page	Status
Solution C solutions/solution-c/solution-c	Published

At the bottom right of the dialog box is a "Close" button.

- Click **Close**.

View History

- To see the version history of your file, select **View History**.



The screenshot shows a dialog box titled "File History". It displays the following information:

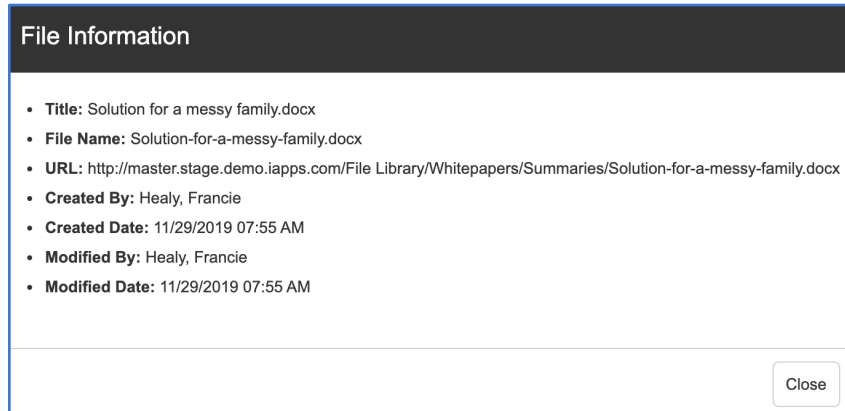
1 - 1 of 1

Version: 1.0	Updated: 11/29/19, 7:55 AM by Healy, Francie File Size: 104.41 KB
--------------	--

- Click **Close**.

About File

- To see information about your file, select **About File**.



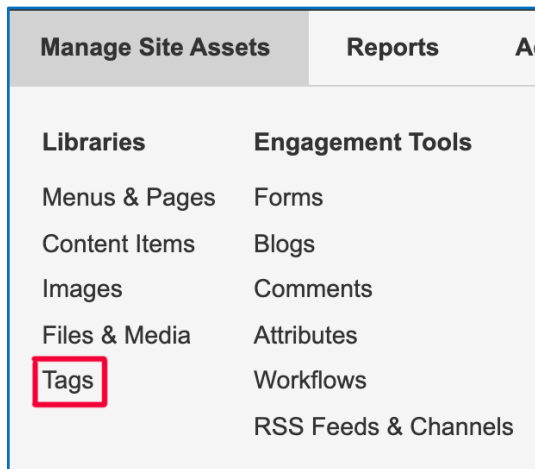
- Click **Close**.

Tags

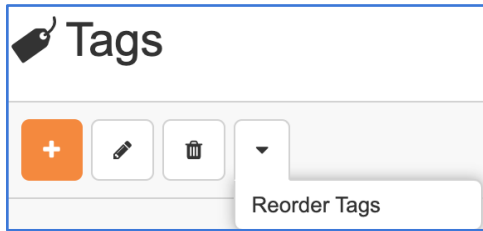
When you're creating content, organizing it, filtering it, making it relevant as well as faster and easier to find, a simple process of tagging is a powerful tool, but how do you organize and manage the tags themselves? This section shows you.

Navigating tags

- Under Manage Site Assets – Libraries, select **Tags**.

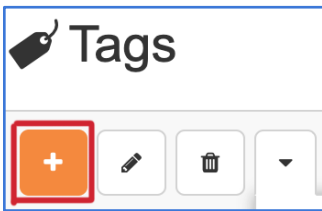


- On the Tags page, in the panel on the left, use the icons to Add, Edit, Delete or Reorder.



Add a category

- In the panel on the left, select a category.
- Click the **Add** icon.



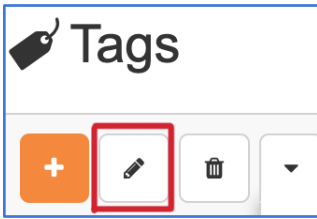
- In the Details dialog, enter a name.

A screenshot of a 'Details' dialog box. The title bar is dark grey with the text 'Details' in white. Below the title bar, there are two sections: 'Name' and 'Description'. The 'Name' section has a text input field containing the word 'Travel'. The 'Description' section has a larger, empty text area. At the bottom right of the dialog, there are two buttons: 'Close' and 'Save'.

- Optionally, enter a description.
- Click **Save**.

Edit a category

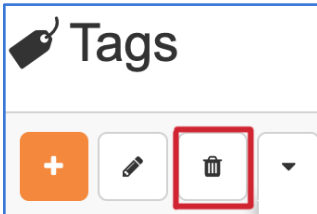
- In the panel on the left, select a category.
- Click the **Edit** icon.



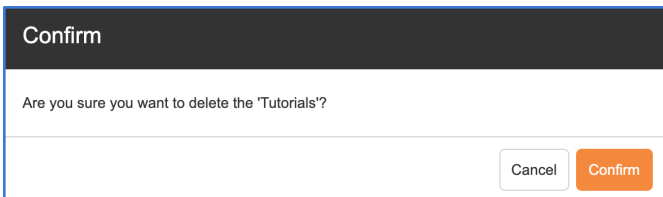
- In the Details dialog, make your revision.
- Click **Save**.

Delete a category

- In the panel on the left, select a category.
- Click the **Delete** icon.

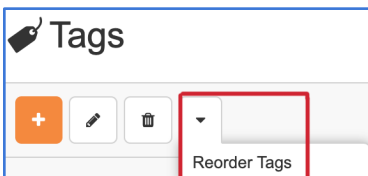


- In the Confirm dialog, click **Confirm**.

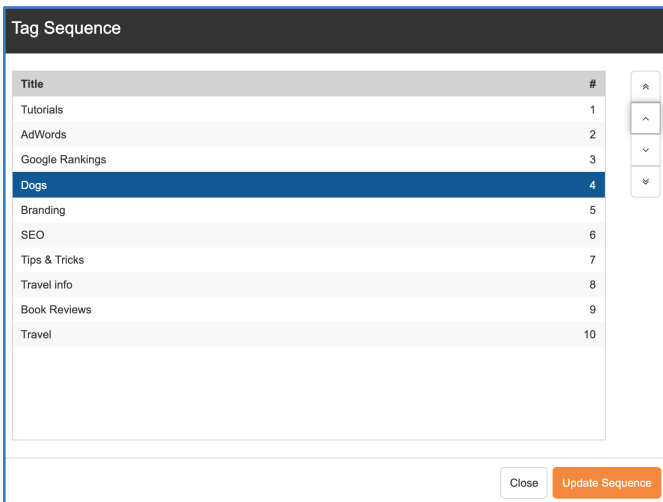


Reorder categories

- In the panel on the left, select a category.
- Click the arrow and Reorder Tags.



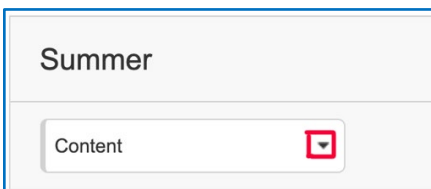
- In the Tag Sequence dialog, use the arrows at the right to change the order of the tag category list.



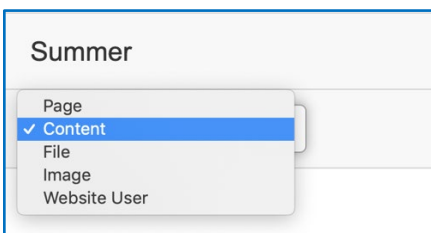
- Click **Update Sequence**.

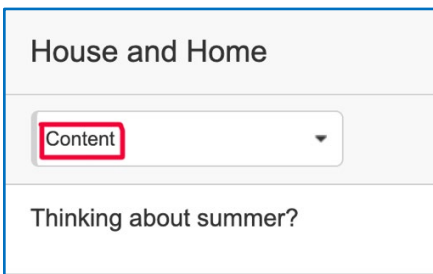
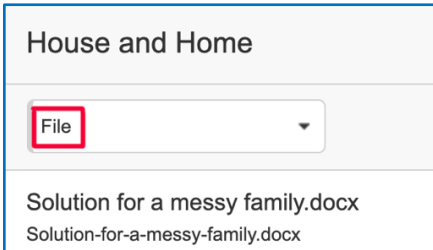
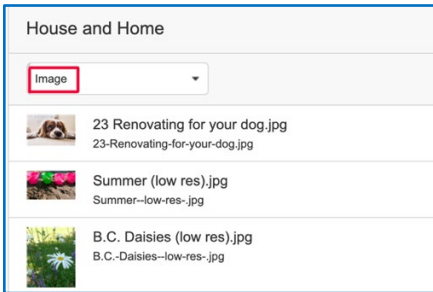
Determine where tags are referenced

- In the panel on the left, select a tag category.
- In the panel on the right, use the dropdown arrow to choose a reference.



- Select any of the following:
 - Page
 - Content
 - File
 - Image
 - Website User



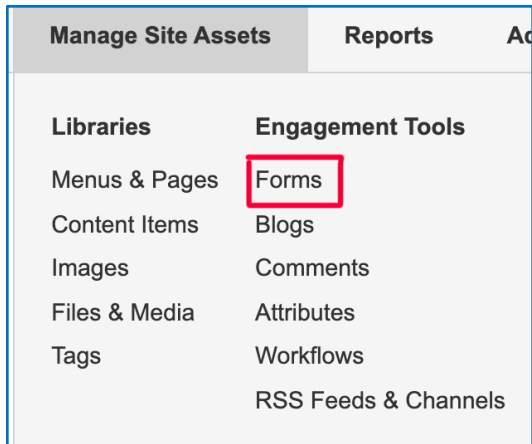


Manage Site Assets

Forms

Forms allow your users to interact with your site, but they need to be simple to manage – and to make. As a content creator using Bridgeline Unbound Content, you can build, revise, manage and maintain forms with a simple drag-and-drop process.

Under Manage Site Assets – Engagement Tools, select **Forms**.



Add a Forms category

- In the Form panel on the left, click the **Add** icon.



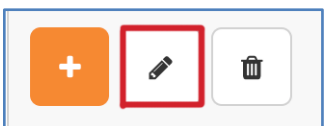
- In the Details dialog, in the Name field, enter a name.

A screenshot of a 'Details' dialog box. It has a dark header with the title 'Details'. Below the header, there are two input fields: 'Name' and 'Description'. The 'Name' field is a single-line text input, and the 'Description' field is a multi-line text area. At the bottom right of the dialog, there are two buttons: 'Close' and 'Save'.

- Optionally, in the Description field, enter a description.
- Click **Save**, or **Close** to return to the Forms page.

Edit a Forms category

- In the Forms panel on the left, click the **Edit** icon.



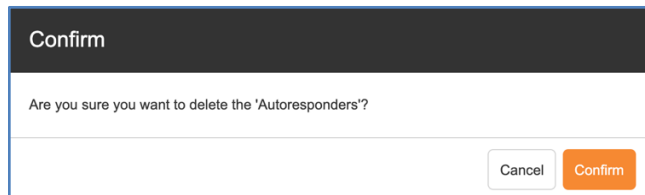
- In the Details dialog, make any revisions.

Delete a Forms category

- In the Forms panel on the left, click the **Delete** icon.

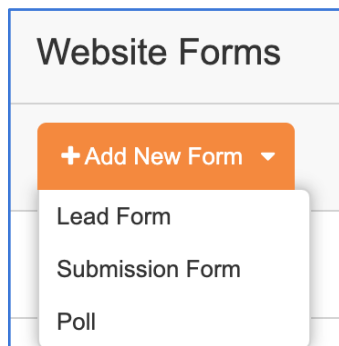


- In the Confirm dialog, click **Confirm**, or **Cancel** to return to the Forms page.



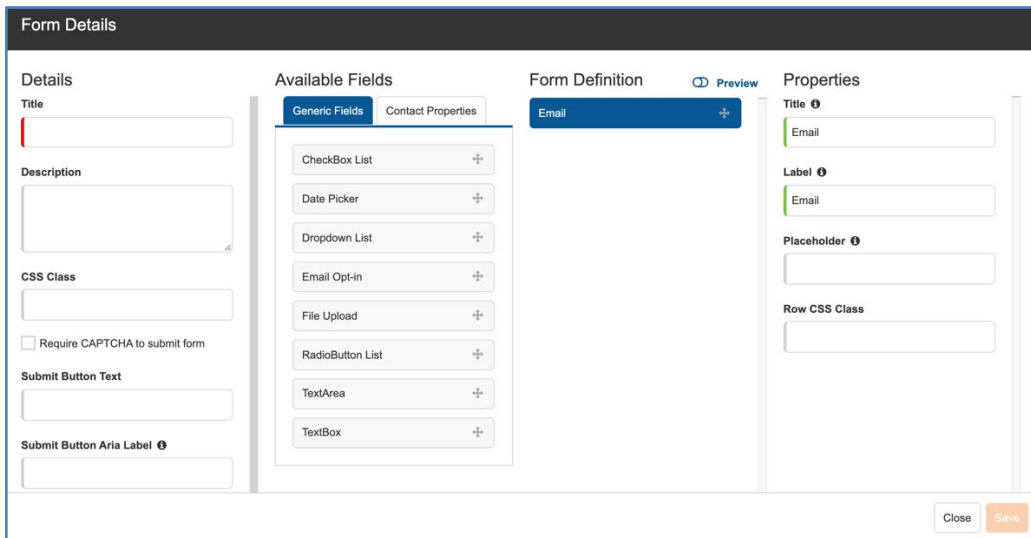
Add a new form

- In the panel on the left, select a category.
- In the panel on the right, click Add New Form. Use the arrow for a dropdown menu of choices:
 - Lead Form
 - Submission Form
 - Poll



Lead form

- On the Form Details page for a Lead form, there are four panels. Each has a different function.



Details

- In the Details panel, in the Title field, enter a title.
- Optionally, enter:
 - Description
 - CSS Class
 - Submit Button Text
 - Submit Button Aria Label (for users using screenreaders)
 - Thank you Redirect URL
 - Thank You Message
- Optionally, select the check boxes beside:
 - Require CAPTCHA to submit form
 - Send an email for each Submission

Available Fields

- In the Available Fields panel, there are two tabs: Generic Fields and Contact Properties.

Generic Fields

- Under the Generic Fields tab, select the fields you would like to have on your form and drag them to the Form Definition panel to the right.
- These are the Generic Fields:
 - CheckBox List
 - Date Picker
 - Dropdown List
 - Email Opt-in

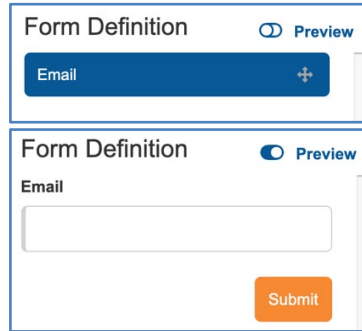
- File Upload
- RadioButton List
- TextArea
- TextBox

Contact Properties

- Under the Contact Properties tab, select the fields you would like to have on your form and drag them to the Form Definition panel to the right.
- These are the Contact Properties:
 - Company
 - Contact-Boolean
 - Contact – Decimal
 - Contact – Integer
 - Customer – Date Type
 - Customer – Enumerated
 - Customer – String
 - Downloaded Experience Manager File
 - Favorite Book (eum type)
 - Favorite Book (string type)
 - First Name
 - Gender
 - Hair Color
 - Home Phone
 - Last Name
 - Lead Source
 - Mobile Phone
 - Office Phone
 - Other Phone
 - Phone
 - Title
 - What car do you drive?
 - What industry are you in?
 - Which product are you interested in?
- Optionally, at the bottom of the Available Fields panel, click **Manage Contact Attributes**.
 - On the Manage Attributes page, select a category.
 - In the list of attributes for that category, add a new attribute.
 - On the Attribute Details page, enter the information.
 - Click **Save**.

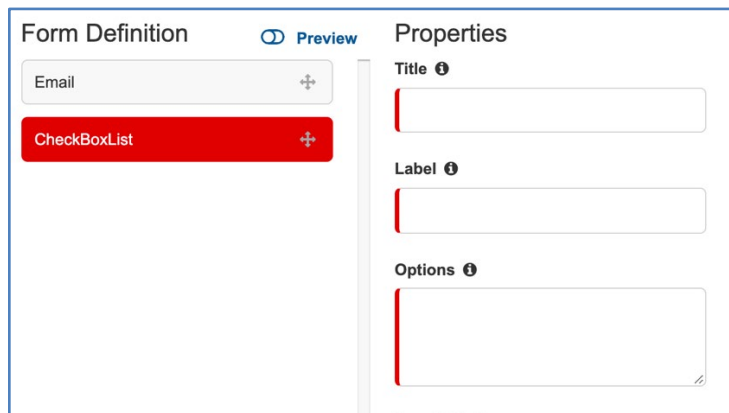
Form Definition

- At the top of the Form Definition panel, where you have dragged your Available Fields, there is a toggle button beside Preview. Use this to see how your fields will appear on your form.



Properties

- In the Properties panel on the far right, enter the properties for each field in the Form Definition panel.



- Toggle the Preview button to see how each field will appear.

- To change the name of the “Submit” button in Form Definition, in the Details Panel, enter **Submit Button Text**.

Submission Form

- On the Form Details page for a Submission form, there are four panels. Each has a different function.

Details

- In the Details panel, in the Title field, enter a title.
- Optionally, enter:
 - Description
 - Custom XSLT File
 - CSS Class
 - Submit Button Text
 - Submit Button Aria Label (for users using screenreaders)
 - Thank you Redirect URL
- Optionally, select the check boxes beside:
 - Send an email for each Submission
 - Add Submitter as Marketing Contact

Available Fields

- In the Available Fields panel, select the fields you would like to have on your form and drag them to the Form Definition panel to the right.
- These are the Available Fields:
 - Anchor
 - CheckBox List
 - Date Picker
 - Dropdown List
 - File Upload
 - Heading
 - Hidden Field
 - Image
 - Password
 - RadioButton List
 - reCAPTCHA
 - Text
 - TextArea
 - TextBox

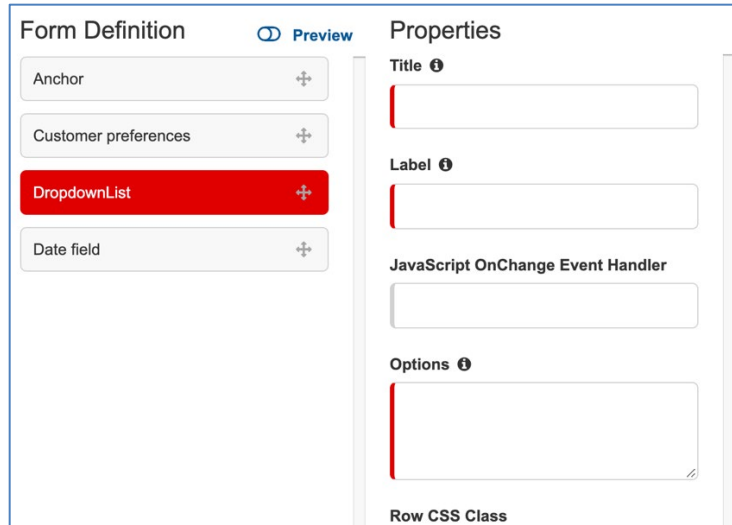
Form Definition

- At the top of the Form Definition panel, where you have dragged your Available Fields, there is a toggle button beside Preview. Use this to see how your fields will appear on your form.

The image shows two screenshots of the 'Form Definition' panel. The top screenshot shows a list of available fields: 'Anchor', 'Customer preferences', and 'Date field'. Each field has a plus sign icon to its right. The 'Customer preferences' field is highlighted in blue. A 'Preview' button with a toggle icon is visible at the top right of the panel. The bottom screenshot shows the same panel with the 'Preview' button toggled on. Below the field list, there is a 'Learn more here' link, a 'Your preferences' section with three unchecked checkboxes for 'Summary', 'Chapter', and 'Prologue', and a 'Year-Month-Day' section with a text input field containing the placeholder 'yyyy-mm-dd'.

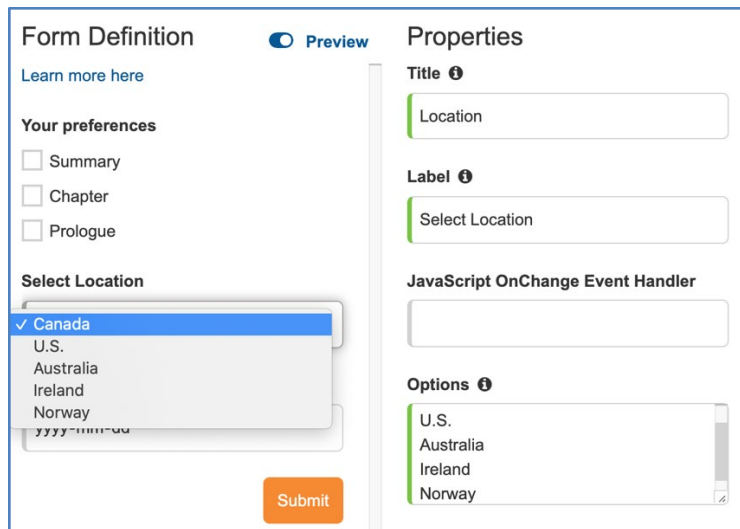
Properties

- In the Properties panel on the far right, enter the properties for each field in the Form Definition panel.



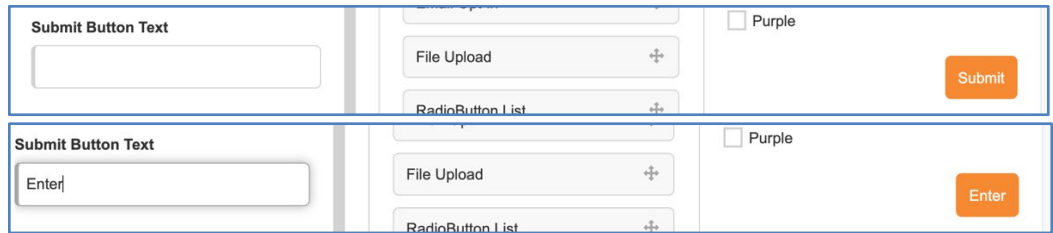
The screenshot shows the 'Form Definition' and 'Properties' panels. In the 'Form Definition' panel, there is a list of fields: 'Anchor', 'Customer preferences', 'DropDownList' (highlighted in red), and 'Date field'. Each field has a plus sign icon to its right. The 'Preview' button is visible between the two panels. The 'Properties' panel on the right has several sections: 'Title' with an information icon and an empty text input; 'Label' with an information icon and an empty text input; 'JavaScript OnChange Event Handler' with an empty text input; 'Options' with an information icon and a multi-line text input; and 'Row CSS Class' at the bottom.

- Toggle the Preview button to see how each field will appear.



The screenshot shows the 'Form Definition' and 'Properties' panels in 'Preview' mode. The 'Form Definition' panel has a 'Learn more here' link, 'Your preferences' section with checkboxes for 'Summary', 'Chapter', and 'Prologue', and a 'Select Location' dropdown menu. The dropdown menu is open, showing options: 'Canada' (checked), 'U.S.', 'Australia', 'Ireland', and 'Norway'. A 'Submit' button is at the bottom. The 'Properties' panel shows: 'Title' set to 'Location'; 'Label' set to 'Select Location'; 'JavaScript OnChange Event Handler' is empty; and 'Options' is a list containing 'U.S.', 'Australia', 'Ireland', and 'Norway'.

- To change the name of the “Submit” button in Form Definition, in the Details Panel, enter **Submit Button Text**.

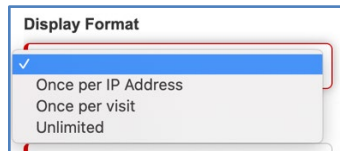


Poll

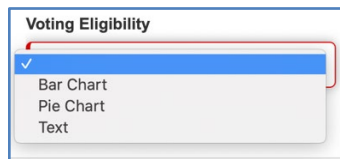
On the Form Details page for a Poll, there are four panels. Each has a different function.

Details

- In the Details panel, in the Title field, enter a title.
- Optionally, enter:
 - Description
 - Custom XSLT File
 - Submit Button Text
- In the Display Format field, use the dropdown arrow to make a selection.



- In the Voting Eligibility field, use the dropdown arrow to make a selection.



Available Fields

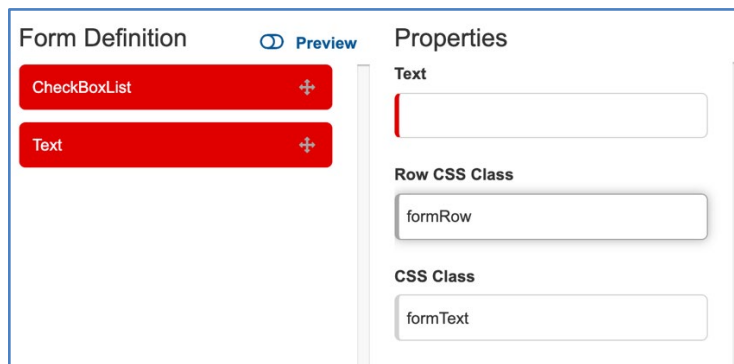
- In the Available Fields panel, select the fields you would like to have on your form and drag them to the Form Definition panel to the right.
- These are the Available Fields:
 - CheckBox List
 - Image
 - RadioButton List
 - Text

Form Definition

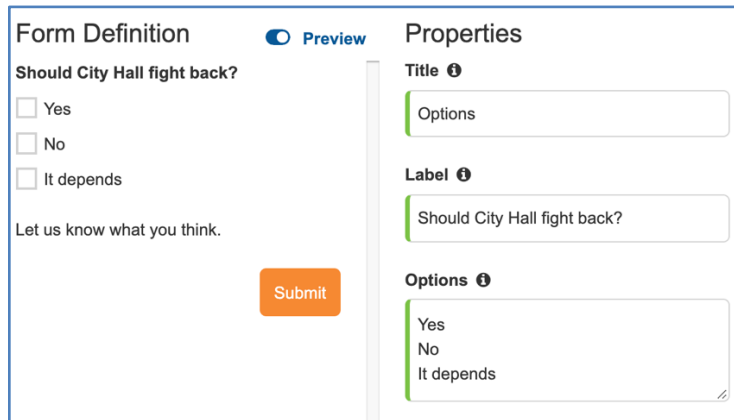
- At the top of the Form Definition, where you have dragged your Available Fields, there is a toggle button beside Preview. Use this to see how your fields will appear on your form.

Properties

- Click on each field in the Form Definition panel to enter the properties for each in the Properties panel.

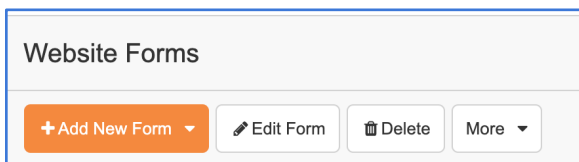


- Use the Preview button to see how each field will appear.



Form Options

- Using the icons at the top of the Forms list panel on the right, there are several things you can do depending on the type of form you have created.



- On the Forms page, in the panel on the left, choose a category.
- In the panel on the right, select a form and use the icons to **Edit Form** or **Delete**.
 - If you choose to edit the form, on the Form Details page, make your revisions.
 - Click **Save**.
 - If you choose to delete a form, in the Confirm dialog, click **Confirm**.

A dialog box with a dark header containing the word "Confirm". The main text asks, "Are you sure you want to delete the form - 'Lead form 1'?" and includes a sub-note: "Deleting will remove this form from all pages that utilize this form." At the bottom right, there are two buttons: "Cancel" and "Confirm".

More form options

- For more options, use the More dropdown arrow to choose one of these actions from the menu:
 - Duplicate Form
 - Move Form
 - Download Attachments
 - Submit for Distribution
 - Submit for Translation
 - View Translation Status
 - Form Embed Code

The screenshot shows a "Website Forms" management interface. At the top, there are buttons for "+ Add New Form", "Edit Form", and "Delete". A "More" dropdown menu is open, showing a list of actions: Duplicate Form, Move Form, Download Attachments, Submit for Distribution, Submit for Translation, View Translation Status, and Form Embed Code. Below the buttons is a table of forms. The first three rows are "Form 1A", "Form 2A", and "Identification form". The last row, "Lead form 1", is highlighted with a blue background.

Duplicate Form

- Optionally, using the More dropdown menu, select **Duplicate Form**.

- In the Duplicate Form: Select Target dialog, enter a title.

Duplicate Form: Select Target

Enter a Title

Request for interview

+ ✎ 🗑

Website Forms (7)

- Survey form (1)
- Landing Pages - Lead Forms (1)
- Demo Forms (2)

Close Duplicate Form

- In the list of targets, choose a category.
 - Alternately, use the icons to add a new category or edit or delete a category.
- When you have made your revisions, click **Duplicate Form**.

Move Form

- Optionally, using the More dropdown menu, select **Move Form**.
- In the Move Form: Select Target dialog, select a category.

Move Form: Select Target

+ ✎ 🗑

Website Forms (7)

- Survey form (1)
- Inventory south unit (1)
- Landing Pages - Lead Forms (1)
- Demo Forms (2)

Close Move Form

- Alternately, use the icons to add a new category or edit or delete a category.
- When you have made your selection, click **Move Form**.

Download Attachments

- Optionally, using the More dropdown menu, select **Download Attachments**.
- In the Move Form: Select Target dialog, select a category.
- Choose the location on your computer or device and save the form there.

Submit for Distribution

- Optionally, using the More dropdown menu, select **Submit for Distribution**.
- In the Submit for Distribution dialog, in the Distribution Targets field, click the folder icon.

The screenshot shows a dialog box titled "Submit for Distribution". Under the "Distribution Targets" section, there is a text input field containing "Select Site Lists" and a folder icon to its right. A red rectangular box highlights the folder icon.

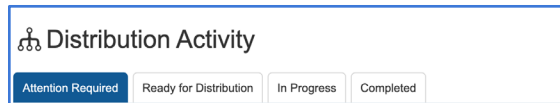
- On the Select Site List page, in the panel on the left, choose a site or sites. In the Selected Items panel on the right, click **Select**.
- In the Submit for Distribution dialog, click **Submit**.

The screenshot shows the "Submit for Distribution" dialog box after selection. The "Distribution Targets" field now displays "1 item selected" and a folder icon. Below this is a "Selected Items" list containing "All Child Sites" with a close icon (x). At the bottom of the dialog, there are two buttons: "Close" and "Submit".

- Optionally, removed a selected item by clicking on the x.
- Optionally, in the Success dialog, click **Distribution Activity**.

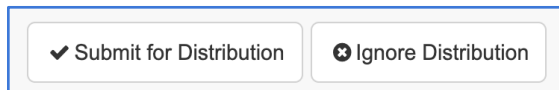
The screenshot shows a "Success" dialog box with the message "Submitted for distribution successfully." At the bottom, there are two buttons: "Close" and "Distribution Activity". A red rectangular box highlights the "Distribution Activity" button.

- On the Distribution Activity page, there are options under these tabs:
 - Attention Required
 - Ready for Distribution
 - In Progress
 - Completed



Attention Required

- Under the Attention Required tab, select an item in the list.
- Optionally, click either Submit for Distribution or Ignore Distribution.



Ready for Distribution

- Under the Ready for Distribution tab, you can view the items that are ready.

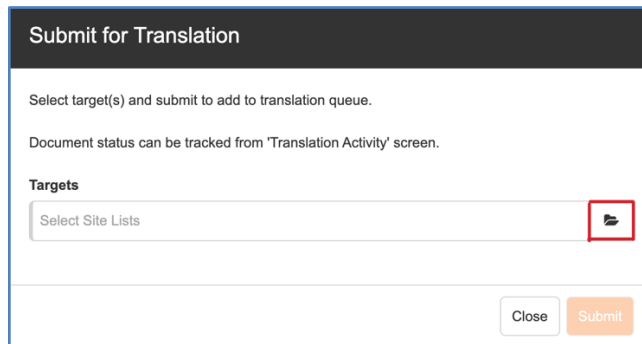
In Progress & Completed

- Under the In Progress and Completed tabs, you can also see the status of a page or pages.

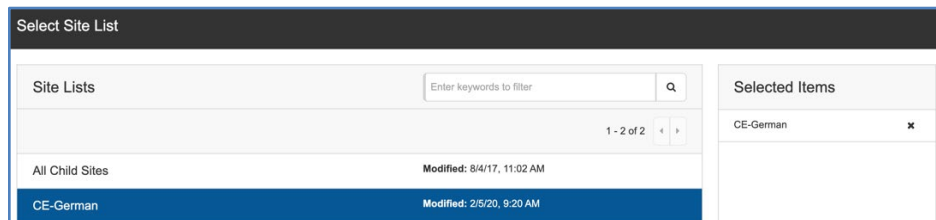


Submit for Translation

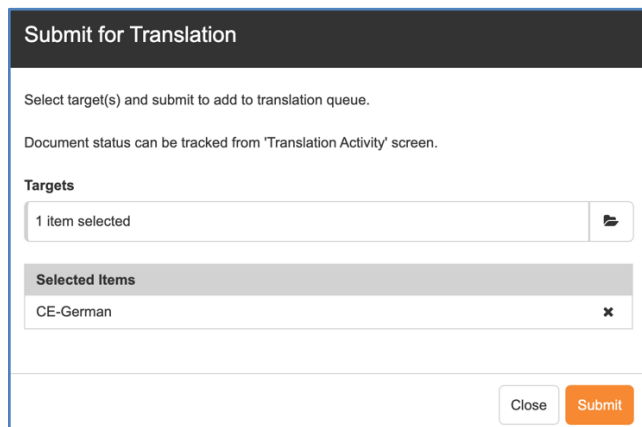
- Optionally, using the More dropdown menu, select Submit for Translation.
- In the Submit for Translation dialog, in the Targets field, click the folder icon.



- On the Select Site List page, select a site.
- In the Selected items panel on the right, click **Select**.



- In the Submit for Translation dialog, click **Submit**.



[View Translation Status](#)

- Optionally, using the More dropdown menu, select View Translation Status.

Translation Status				
Site	Locale	Status	Submitted	Updated
CE-German	de-DE	Ready for translation	2/21/20, 9:53 PM	
France	fr-FR	Not translated		

Form Embed Code

- Optionally, using the More dropdown menu, select Form Embed Code.
- On the Form Embed Code page, copy the code to embed it on third party sites.

Form Embed Code

Distribute the below code to embed this form on third party sites.

```

<form id="leadForm-A2LG91VdOXH"></form>
<script type="text/javascript">
var __leadFormWQL5rzByFN = { FormId: '037c0e89-5365-418e-930f-2affbcc784f4', SiteUrl:
'master.stage.demo.iapps.com', api: 'api', id: 'leadForm-A2LG91VdOXH' };
(function ($) {
var protocol = 'https:' == document.location.protocol ? 'https://' : 'http://';
var validationUri = protocol + 'cdn.jsdelivr.net/jquery.validation/1.15.0/jquery.validate.min.js';
additionValidationUri = protocol + 'cdn.jsdelivr.net/jquery.validation/1.15.0/additional-methods.min.js';
var leadFormJsUri = protocol + 'master.stage.demo.iapps.com' + '/jsfile/LeadForm.js';
var options = {dataType: 'script', cache: true, url: validationUri};
$.ajax(options)
.done(function () {
options.url = additionValidationUri;
$.ajax(options)
.done(function () {
//Load leadform js
options.url = leadFormJsUri;
$.ajax(options)
.done(function () {
//Load the html

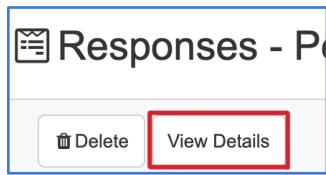
```

Copy

Close

View Responses

- Optionally, using the More dropdown menu, select **View Responses**.
- On the Responses page, select one of the responses.
- Click **View Details**.



Form Response Details

Response Date
3/25/19, 3:01 PM

Response By
Test0325, Percy

IP Address
108.183.241.113

Email
percytest@mailinator.com

Enter Text
Percy form submission

Gender
Male

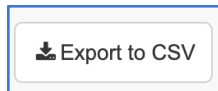
Marital Status
Married

Housing
Rent

First Name
Percy

Last Name

- Optionally, Click **Export to CSV** and choose the location on your computer or device.



View Leads

- Optionally, using the More dropdown menu, select **View Leads**.
- Optionally, filter the leads using the Contact Type, Sort, and Show menus.



Contact Type ▾

- All Users
- Contacts
- Customers
- Website Users

Sort ▾

- Email
- Last Name
- Last Modified
- Created

Show ▾

- 10
- 20
- 50
- 100

- On the Form Leads page, select a contact.

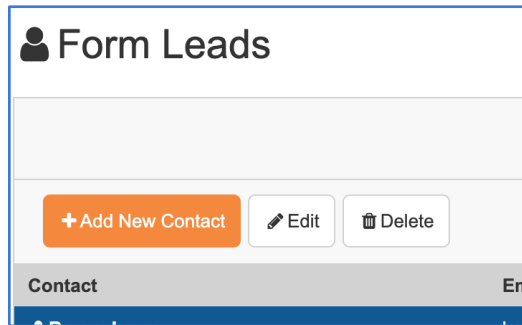
Form Leads Manage Forms

Enter keywords to filter

[+ Add New Contact](#) Contact Type ▾ Sort ▾ Show ▾ 1 - 6 of 6

Contact	Email	Created Date	Status
Bryan Jones	bryanj@mailinator.com	02/01/2017	Active
Joe Demo	jdemo@mailinator.com	02/10/2017	Active
Mary Demo	mdemo@mailinator.com	02/10/2017	Active
John Demo	johndemo@mailinator.com	02/10/2017	Active

- Optionally, click Add New Contact, Edit, or Delete.



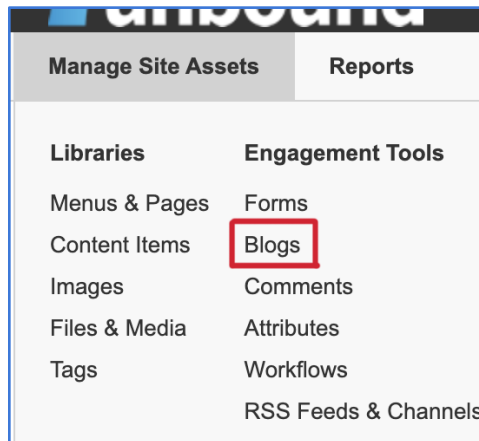
Download Lead Report

- Optionally, select a Form. Using the More dropdown menu, select **Download Lead Report**.
- Save the form as a .csv file to your computer or device.

Blogs

Creating blogs can be an effective marketing tool for building, maintaining and growing your audience.

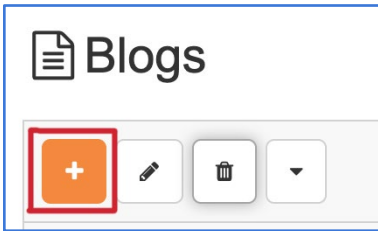
- Under Manage Site Assets – Engagement Tools, select Blogs.



- On the Blogs page, use the icons at the top of the panel to Add, Edit, Delete or to see and manage your blogs in the Site Editor.

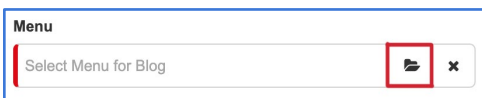
Add a Blog to a category/menu

- In the panel on the left, select a Blog category.
- Click the **Add** icon.

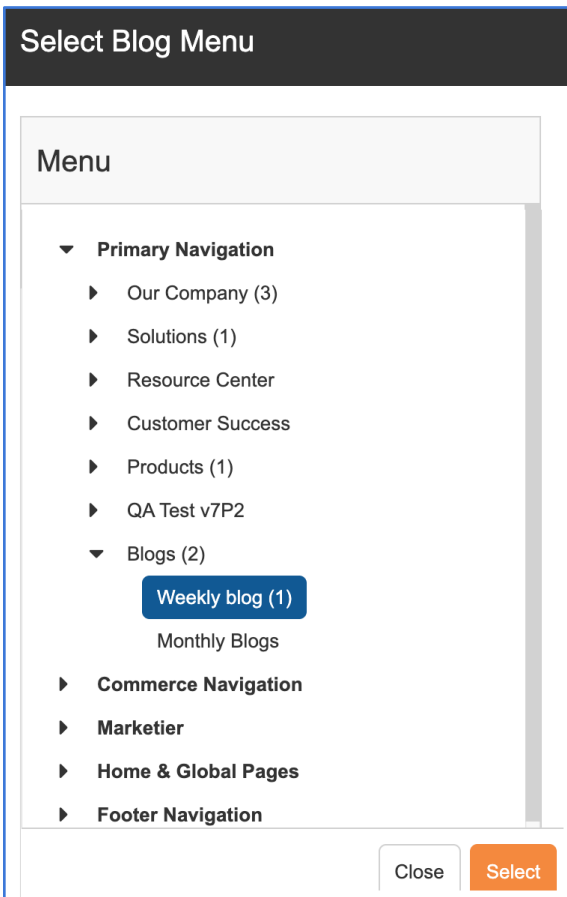


- On the Blog Details page, in the Title field, enter a title.

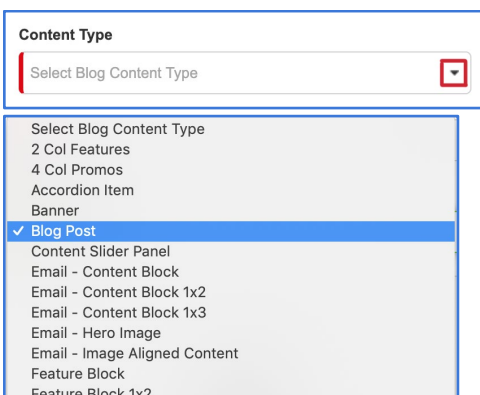
- In the Menu field, click the folder icon.



- In the Select Blog Menu page, select a category.



- Click **Select**.
- In the Content Type field, use the dropdown arrow to choose **Blog Post** from the menu.



- In the panel on the right, in the List Page Template field, use the arrow to select a page template from the dropdown menu.

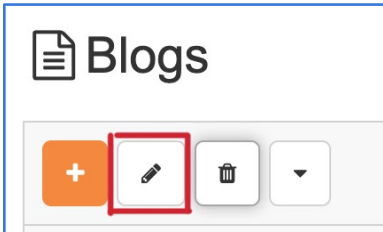
- In the Detail Page Template, use the arrow to select a detail page template from the dropdown menu.

- Optionally, select check boxes beside
 - Show Post Date
 - Display Author Name
 - Unauthenticated users must fill out name, email and security fields (CAPTCHA Service)
 - Email Blog owner whenever anyone posts a comment
 - An administrator must always approve new comments before they appear on the site

- Click **Save**.

Edit a Blog menu

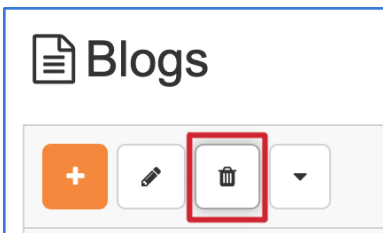
- In the panel on the left, select a menu item and click the **Edit** icon.



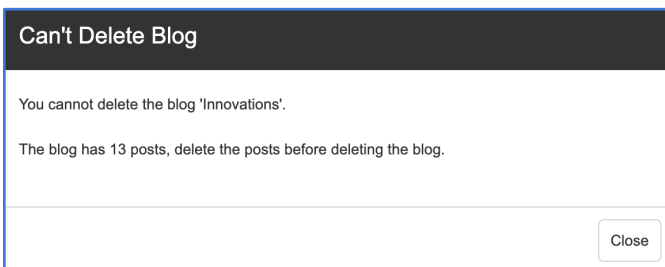
- On the Blog Details page, make any revisions.
- Click **Save**.

Delete a Blog menu

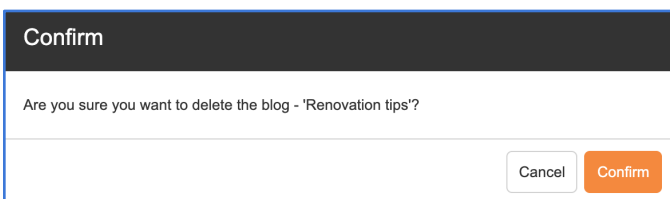
- In the panel on the left, select a menu item and click the **Delete** icon.



- If your menu has posts attached to it, a dialog will remind you.

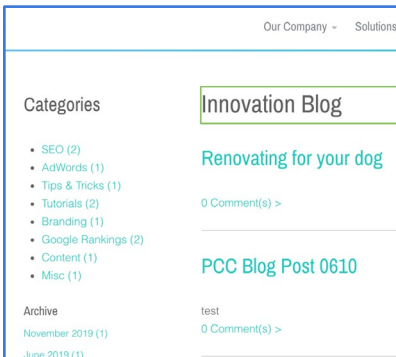
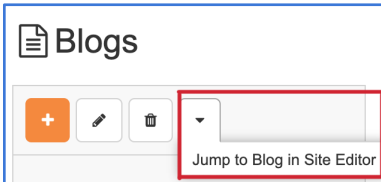


- If your menu does not have posts attached to it, in the Confirm dialog, click **Confirm**.



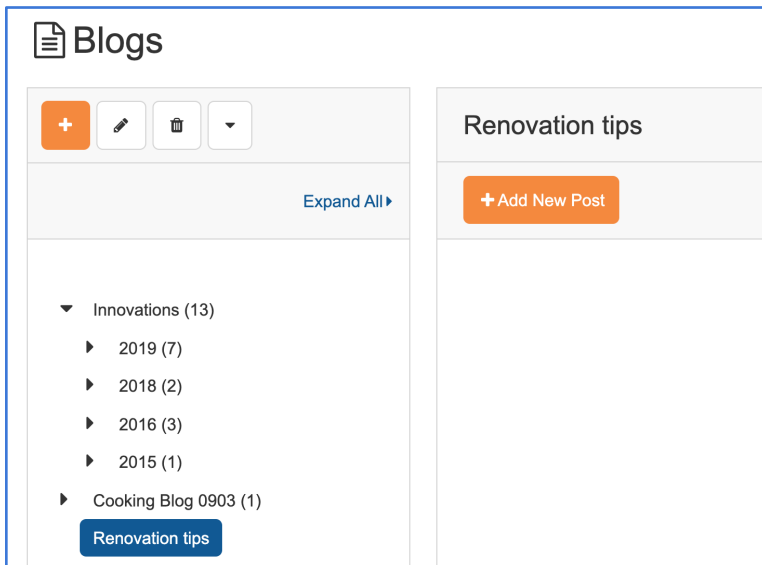
View a Blog

- In the panel on the left, select a menu item and use the arrow to select **Jump to Blog in Site Editor**.



Add a Blog post

- On the Blogs page, in the panel on the left, select a category from the Blogs menu.
- In the panel on the right, click **Add New Post**.



- On the Post Details page, in the Title field, enter a title. (The title automatically populates in the URL-Friendly Name field.)

Optionally, in the Description field, enter a description.

In the Date field, use the calendar icon to select a start date.

In the Author field, enter the name of the author.

In the Author email field, enter the email address of the author.

Optionally, select the check box beside Allow Comments.

- In the panel on the right, there are other options under these tabs:
 - Post Details
 - SEO Properties
 - Additional Properties.

Post Details

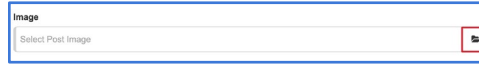
- Under the Post Details tab, in the Description field, use the Rich Text Editor to enter your post.

SEO Properties

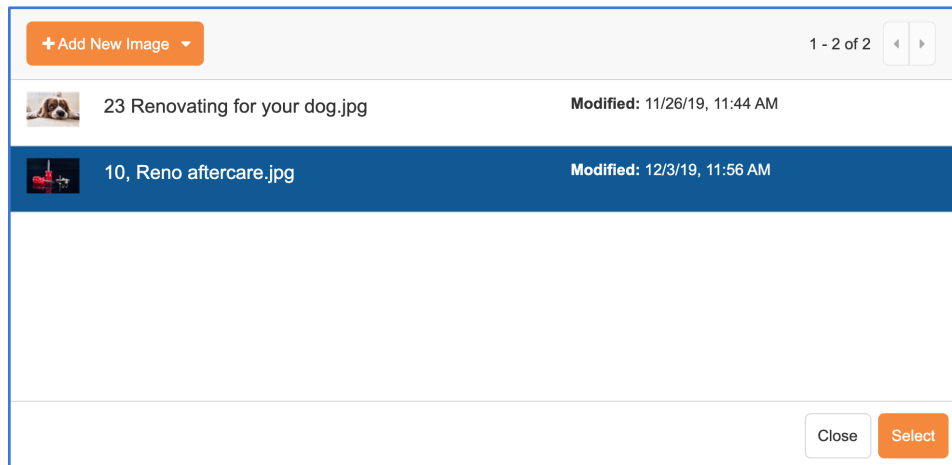
- Optionally, under the SEO Properties tab, enter
 - Title Tag
 - H1 Tag
 - Keywords
 - Descriptive Metadata
 - Other Metadata

Additional Properties

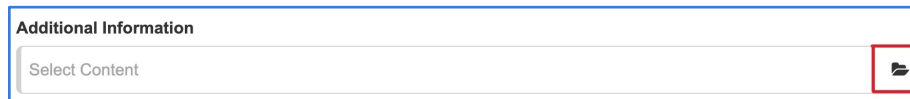
- Optionally, under the Additional Properties tab, enter Location.
- Optionally, in the Image field, click the folder icon.



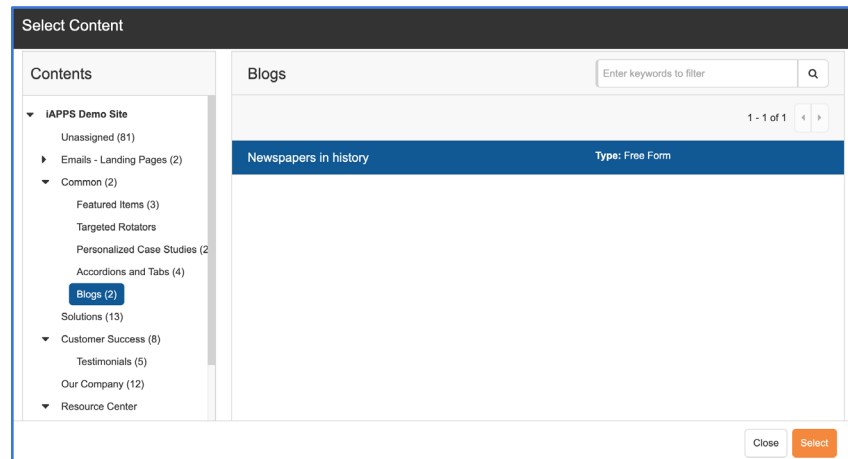
- On the Select Image page, Add a New Image or select an image from the list.



- Click **Select**.
- Optionally, in the Labels field, add label information.
- Optionally, in the Additional Information field, click the folder icon.



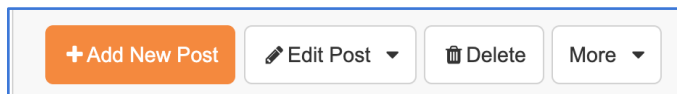
- On the Select Content page, in the panel on the left, choose a content category.



- In the panel on the right, select an item.
 - Click Select.
- When you have entered all your information, on the Post Details page, click **Save As Draft** or **Publish**.

Other Blog options

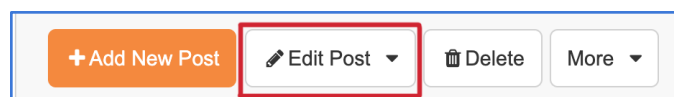
- You can revise and delete your new Blog post. You can also take other steps.



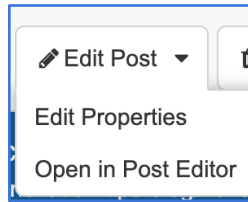
- On the Blogs page, in the panel on the left, select a category from the Blogs menu.
- In the panel on the right, select a post.

Edit Post

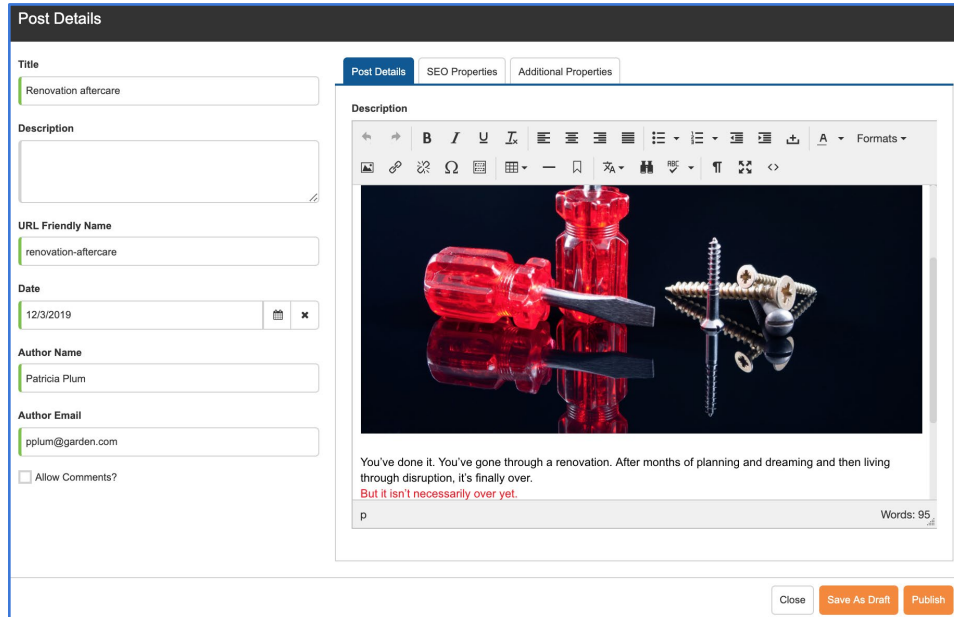
- To edit a post, click **Edit Post**.



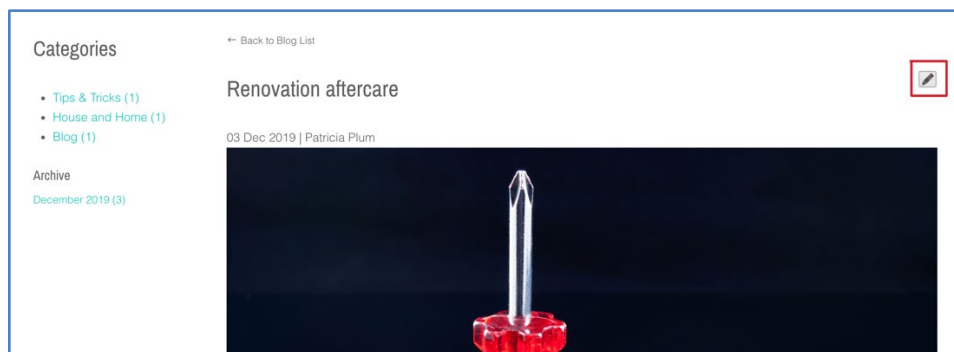
- Using the dropdown arrow, select Edit Properties or Open in Post Editor.



- If you choose Edit Properties, on the Post Details page, make your revisions or additions.



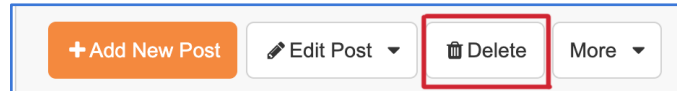
- Click either **Save As Draft** or **Publish**.
- If you choose Open in Post Editor, click the **Edit** icon in the upper right hand corner of the Site Editor page.



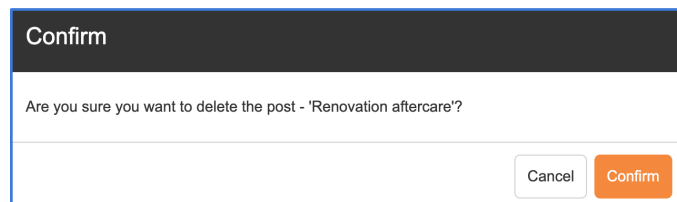
- On the Post Details page, make any revisions. Click **Save as Draft** or **Publish**.

Delete Post

- To delete a post, click Delete.

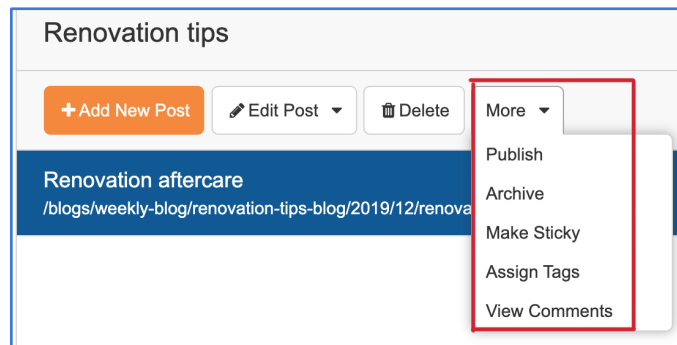


In the Confirm dialog, click **Confirm**.



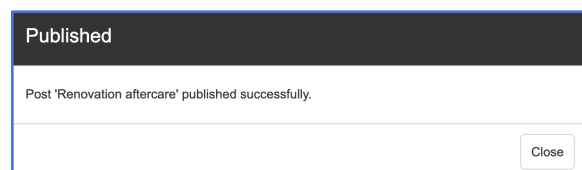
Use the More menu

- Using the arrow beside More, select an option from the dropdown menu.

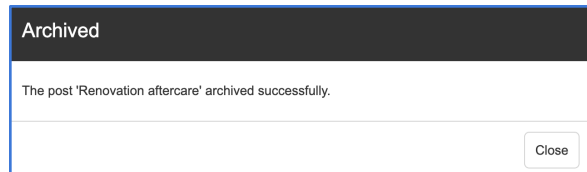


Publish

- To Publish your blog post, in the More dropdown menu, select **Publish**.
- A dialog confirms this.



- To Archive your blog post, in the More dropdown menu, select **Archive**.
- A dialog confirms this.

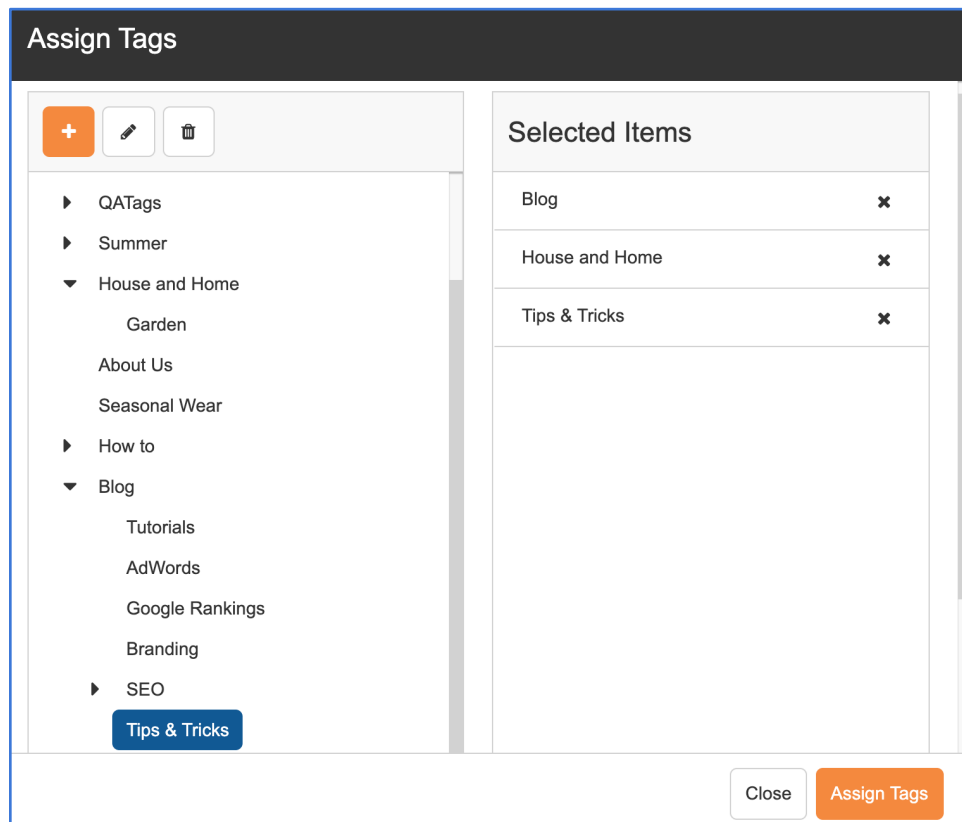


Make Sticky/Make Non-Sticky

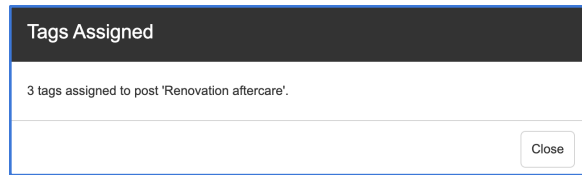
- Optionally, you can make the post Sticky (a post that, by design, encourages visitors to remain on your site) or Non-Sticky.
- In the More dropdown menu, select **Make Sticky/Make Non-Sticky**.

Assign Tags

- In the More dropdown menu, select **Assign Tags**.
 - On the Assign Tags page, in the panel on the left, select a category.
 - Alternately, click the **Add** icon to add a category.
 - Alternately, use the icons to edit or delete a category.
- In the Selected Items panel on the right, click **Assign Tags**.

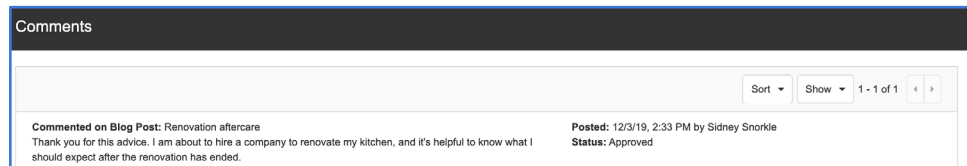


- A dialog confirms this.



View Comments

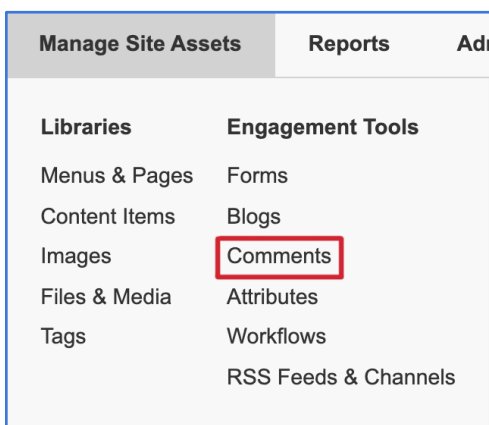
- In the More dropdown menu, select **View Comments**.
- On the Comments page, any comments on your post are displayed.



Comments

What do your users and readers think? Their comments can tell you a great deal. Unbound Content makes it easy to sort, filter, and take action on comments on all kinds of content – blog posts, images and products, for example.

- Under Manage Site Assets – Engagement Tools, select **Comments**.



Filter Comments

- On the Comments page, use the panel on the left to filter comments by Keyword, Type, Date Range, and/or Status.

The screenshot shows a 'Comments' panel with the following filters: Keyword 'dog', Type 'Blog Post', Date Range 'Year to Date', and Status 'All'. The panel displays two comments:

Comment	Posted	Status
Commented on Blog Post: Renovating for your dog Good ideas here, but especially if you have a badly-behaved dog, I suggest building into a room a large easily-cleanable kennel. Oh, and easy access to outside, through a small mud-room with a shower, sink, and slip-proof floor. You will be grateful for it in early spring when there seems to be nothing but mud.	11/26/19, 12:06 PM by FHealy@bridgeline.com	UnApproved
Commented on Blog Post: Renovating for your dog Are you kidding? There's no way I'm spending \$\$\$ on a dog. I'll put that money into my kitchen. Better still, get rid of the dog!	11/26/19, 12:07 PM by FHealy@bridgeline.com	UnApproved

The screenshot shows a 'Comments' panel with the following filters: Keyword 'reno', Type 'Blog Post', Date Range 'Year to Date', and Status 'All'. The panel displays two comments:

Comment	Posted	Status
Commented on Blog Post: Renovation aftercare Thank you for this advice. I am about to hire a company to renovate my kitchen, and it's helpful to know what I should expect after the renovation has ended.	12/3/19, 2:33 PM by Sidney Snorkle	Approved
Commented on Blog Post: Renovating for kids I'm not sure renovating for kids at this stage in my life is a good idea. Sure, a new playroom would look great, but first they need to learn to put away their stuff, don't you think? What do others think about this?	12/3/19, 2:48 PM by Sidney Snorkle	Approved

Note: The Comments panel changes according to Comment **Type**.

Comments

Keyword

Type

- ✓ Blog Post
- Page
- Content
- File
- Image
- Product

Status

All

Reset Filter

If you choose **Product** as a Type, for example, there are more options.

- In the Product Type field and the Products field, use the folder icon to select from the Select Product Type and Select Products pages.

Comments

Keyword

Type

Product

Date Range

Year to Date

Status

All

Product Type

Select Product Type

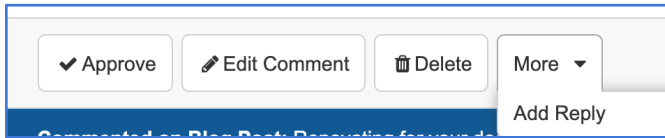
Products

Select Products

Reset Filter

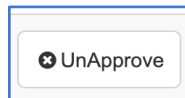
Manage Comments

- On the Comments page, in the list of comments in the panel on the right, there are several options.



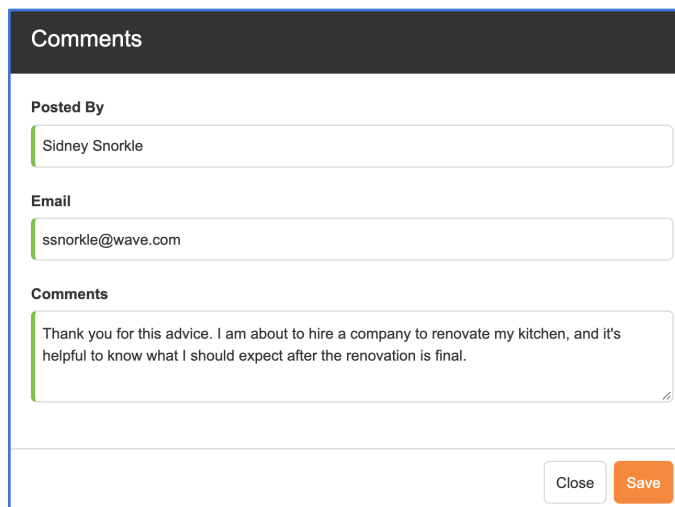
Approve a Comment

- Select a comment in the comments list.
- If an administrator clicks **Approve**, the comment is automatically approved; there is then the option to “UnApprove”.



Edit Comment

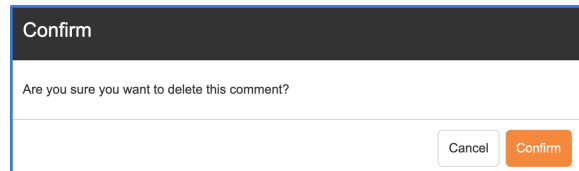
- Select a comment in the Comments list.
- Click **Edit Comment**.
- In the Comments dialog, make any revision.

A screenshot of a 'Comments' dialog box. The title bar is dark gray with the word 'Comments' in white. Below the title bar, there are three input fields: 'Posted By' with the text 'Sidney Snorkle', 'Email' with the text 'ssnorkle@wave.com', and 'Comments' with the text 'Thank you for this advice. I am about to hire a company to renovate my kitchen, and it's helpful to know what I should expect after the renovation is final.' At the bottom right of the dialog, there are two buttons: 'Close' and 'Save'.

- Click **Save**.

Delete a comment

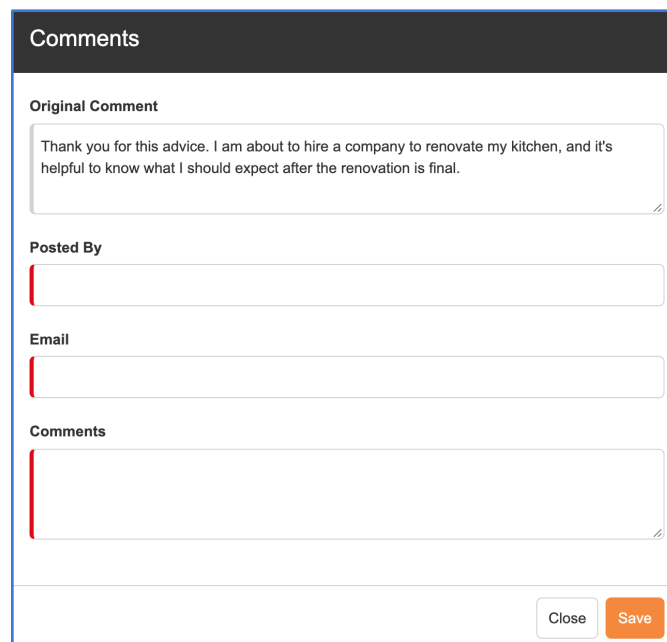
- Select a comment in the Comments list.
- Click **Delete**.
- In the Confirm dialog, click **Confirm**.



A dialog box titled "Confirm" with a dark header. The main content area contains the text "Are you sure you want to delete this comment?". At the bottom right, there are two buttons: "Cancel" (white with grey border) and "Confirm" (orange).

Add a reply

- Select a comment in the Comments list.
- Click **More**. Click **Add Reply**.
- In the Comments dialog, enter:
 - Posted By
 - Email
 - Comments



A dialog box titled "Comments" with a dark header. The main content area is divided into sections: "Original Comment" (a text box containing "Thank you for this advice. I am about to hire a company to renovate my kitchen, and it's helpful to know what I should expect after the renovation is final."), "Posted By" (a text input field), "Email" (a text input field), and "Comments" (a larger text input field). At the bottom right, there are two buttons: "Close" (white with grey border) and "Save" (orange).

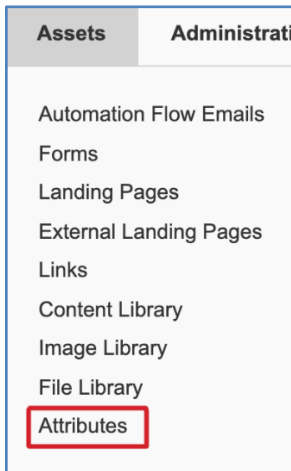
- Click Save or Close to return to the Comments page.

Attributes

Attributes and characteristics are essential to your users' ease-of-use as well as to design and performance of your site. Create, edit, organize and store all your attributes for every part of your online presence and activity.

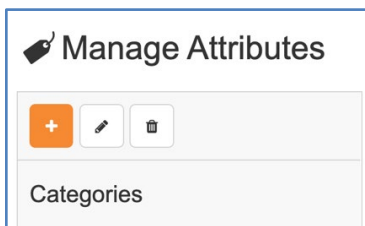
Navigating Attributes

- Under Assets, select Attributes.

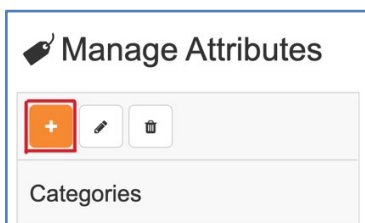


Manage Attribute categories

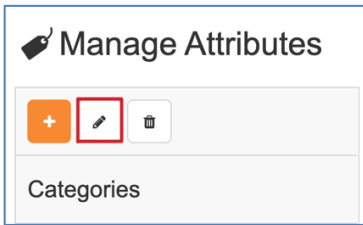
- On the Manage Attributes page, in the panel on the left, use the icons to select an Attribute category.



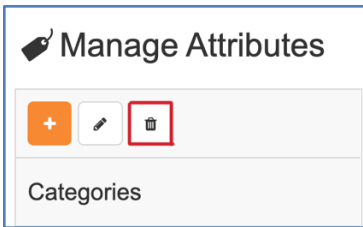
- Click the **Add** icon to add an Attribute category.



- Click the **Edit** icon to edit an Attribute category.

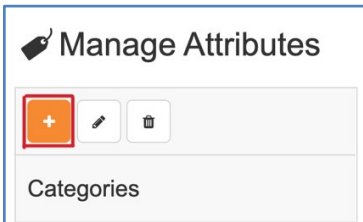


- Click the **Delete** icon to delete an Attribute category.



[Add an Attribute category](#)

- On the Manage Attributes page, in the panel on the left, select an Attribute category.
- Click the **Add** icon.

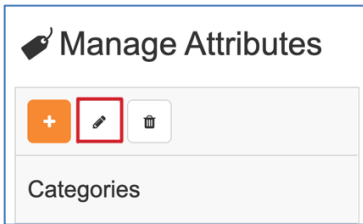


- In the Details dialog, enter a name.

- Optionally, enter a description.

[Edit an Attribute category](#)

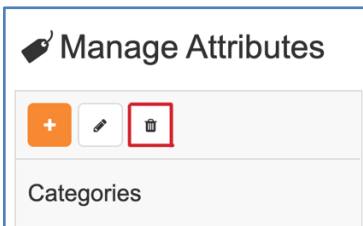
- On the Manage Attributes page, in the panel on the left, select an Attribute category.
- Click the **Edit** icon.



- In the Details dialog, revise your information.

[Delete an Attribute category](#)

- On the Manage Attributes page, in the panel on the left, select an Attribute category.
- Click the **Delete** icon.



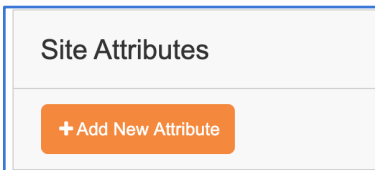
- In the Confirm dialog, click **Confirm**.

Manage Attributes

On the Manage Attributes page, in the panel on the left, select a category.

[Add an Attribute](#)

- In the panel on the right, click **Add New Attribute**.



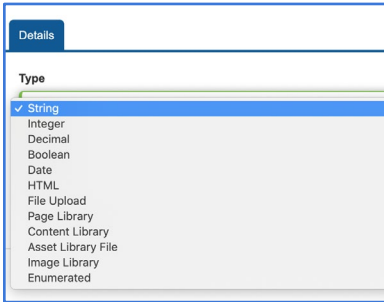
- On the Attribute Details page, in the Key field, enter the information.
- In the Title field, enter a title.

- Optionally, in the Description field, enter a description.
- Optionally, in the Code field, enter the information.
- Optionally, in the Categories field, click the folder icon.
 - On the Select Categories page, under Attribute Categories, select an Attribute category or categories.
 - In the Selected Items panel on the right, click **Select**.

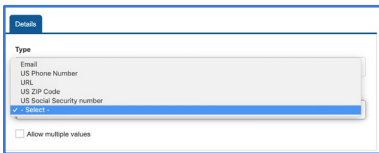
Attribute Categories	Modified
Site Attributes	Modified: 1/25/19, 1:44 PM
Page Attributes	Modified: 1/25/19, 1:44 PM
Contact Attributes	Modified: 1/25/19, 1:44 PM
Customer Attributes	Modified: 2/9/16, 6:14 PM
Order Attributes	Modified: 2/9/16, 6:14 PM
Order Item	Modified: 1/25/19, 1:44 PM
Product Info Tabs	Modified: 2/19/16, 11:11 AM
Specification	Modified: 2/19/16, 11:14 AM

- Optionally, under Options, select check boxes beside:
 - Faceted

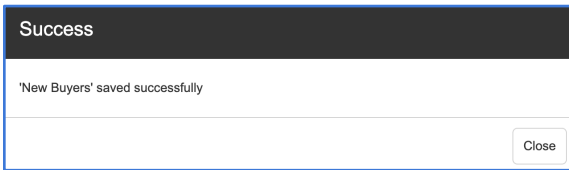
- Searchable
 - Personalizable
 - Enable value translation
- Under the Details tab, in the Type field, use the arrow to select from the dropdown menu.



- Optionally, in the Validation field, use the arrow to select from the dropdown menu.

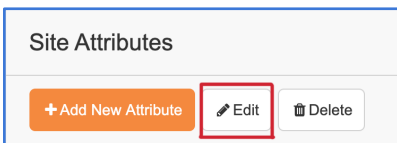


- Optionally, select the check box beside Allow multiple values.
- On the Attribute Details page, click **Save**.



Edit an Attribute

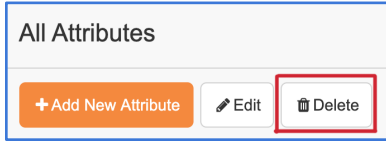
- On the Manage Attributes page, in the panel on the left, select a category.
- In the panel on the right, click **Edit**.



- On the Attribute Details page, make any revisions.
- Click **Save**.

Delete an Attribute

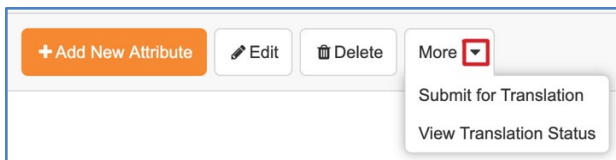
- On the Manage Attributes page, in the panel on the left, select a category.
- In the panel on the right, click **Delete**.



- In the Confirm dialog, click **Confirm**.

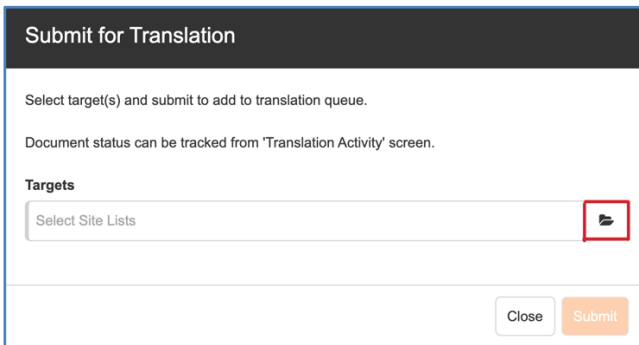
More Attribute options

- On the Manage Attributes page, in the panel on the left, select a category.
- In the panel on the right, click the More dropdown menu to select Submit for Translation or View Translation Status.

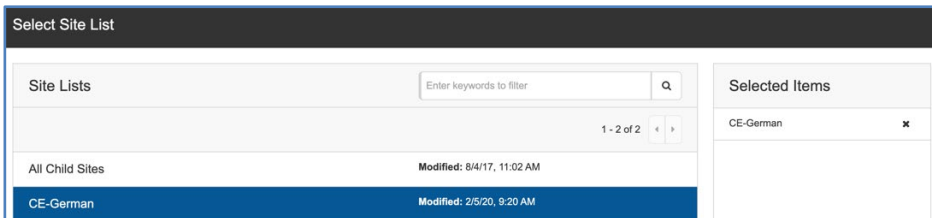


Submit for Translation

- In the Submit for Translation dialog, in the Targets field, click the folder icon.



- On the Select Site List page, select a site.
- In the Selected items panel on the right, click **Select**.



- In the Submit for Translation dialog, click **Submit**.

Submit for Translation

Select target(s) and submit to add to translation queue.

Document status can be tracked from 'Translation Activity' screen.

Targets

1 item selected

Selected Items

CE-German

Close Submit

View Translation Status

- To see the status of your translation(s), using the More dropdown menu, select View Translation Status.

Translation Status

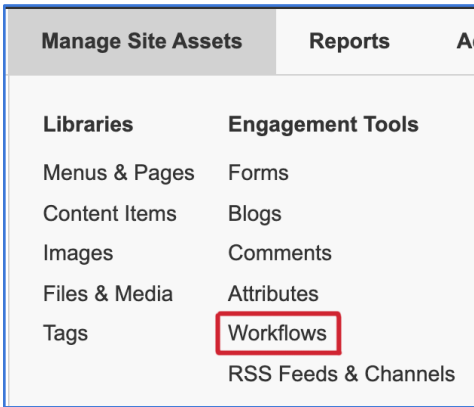
1 - 2 of 2

Site	Locale	Status	Submitted	Updated
CE-German	de-DE	Ready for translation	2/21/20, 9:53 PM	
France	fr-FR	Not translated		

Workflows

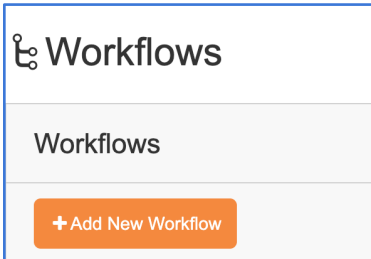
Any good site management needs efficient workflows. Unbound Content helps you organize your important workflow details and sequence.

- Under Manage Site Assets – Engagement Tools, select Workflows.



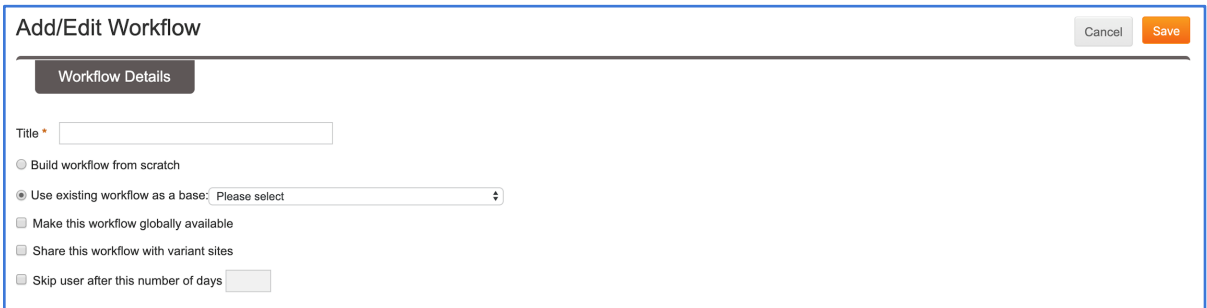
Manage Workflows

- On the Workflows page, click **Add New Workflow**.

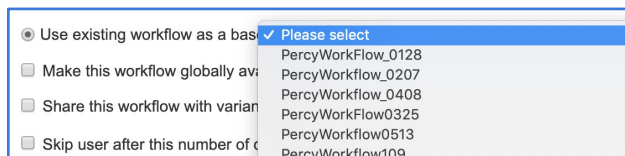


Workflow Details

- On the Add/Edit Workflow page, under Workflow Details, in the Title field, enter a title.



- Optionally, select the button beside Use existing workflow as a base, and use the dropdown arrow to select an existing workflow from the menu.



- Optionally, select the check boxes beside
 - Make this workflow globally available
 - Share this workflow with variant sites
 - Share this workflow with variant sites
- Optionally, select the check box beside Skip user after this number of days, and enter a number in the text box.

Skip user after this number of days

Workflow Sequence

- On the Add/Edit Workflow page, under Workflow Sequence, All Users/Groups, use the dropdown menu to filter the relevant user or group: Author, Approver, or Publisher.
- Optionally, use the filter bar to filter results in the list.

Workflow Sequence

All Users/Groups

- ✓ Author
- Approver
- Publisher

Type here to filter results

Name

- Select users or groups from the list. Use the left-right arrows to add them to or remove them from the Workflow Sequence Grid.

Workflow Sequence

All Users/Groups

Approver Type here to filter results

User/Group Name
abaker@bridgeline.com
alaw@bridgeline.com
anadhir@bridgeline.com
cespinal@bridgeline.com
COAdmin
Content Administrator
...

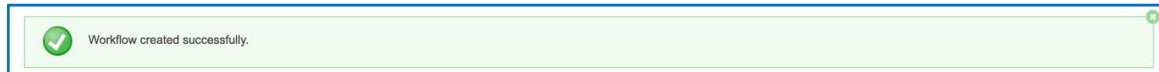
Use the left/right arrows to add or remove Users or Groups to the Workflow Sequence Grid. To reorder the sequence, use the up/down arrows on the right side of the grid.

Actor Name	Role
alaw@bridgeline.com	ContentAdministrator
COAdmin	ContentAdministrator
Content Administrator	ContentAdministrator
...	...

- Optionally, reorder the grid list with the up-down arrows to the right of the grid.
- At the top of the Add/Edit Workflow page, click **Save**.

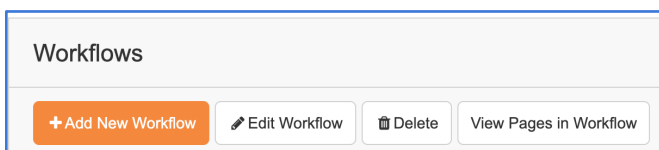


- A Success dialog confirms this.



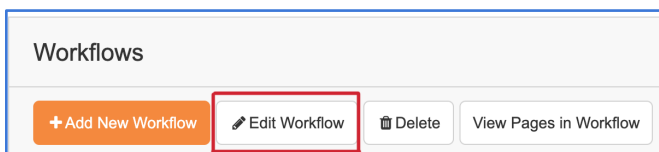
Workflow options

In addition to adding a new Workflow, there are other actions you can take.



Edit a workflow

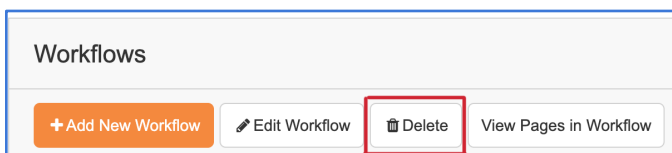
- On the Workflows page, select a workflow from the list.
- Click **Edit Workflow**.



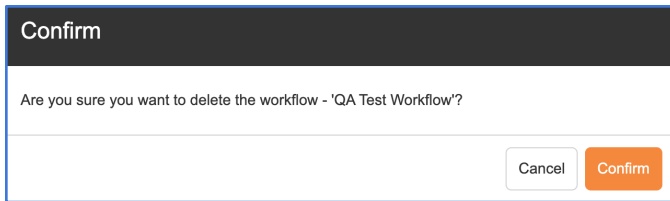
- On the Add/Edit Workflow page, make any revisions.
- Click **Save**.

Delete a workflow

- On the Workflows page, select a workflow from the list.
- Click **Delete**.

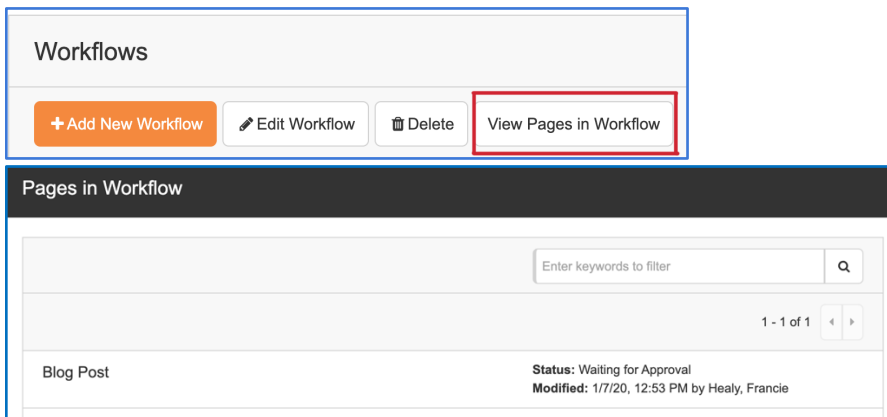


- In the Confirm dialog, click **Confirm**.



View Pages in Workflow

- On the Workflows page, select a workflow from the list.
- Click **View Pages in Workflow**.

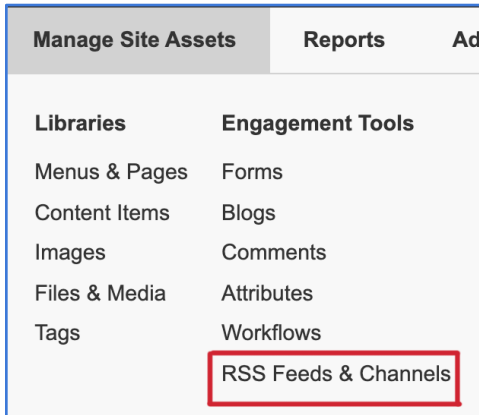


RSS Feeds

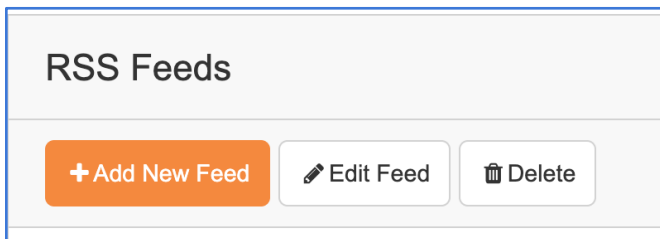
Add a Feed

Allow your users to subscribe to your blog or blogs with ease.

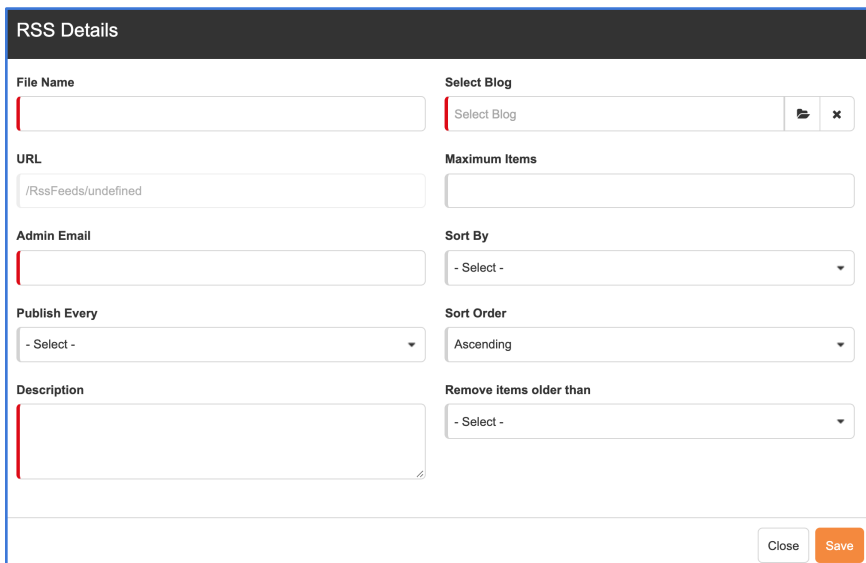
- Under Manage Site Assets, select RSS Feeds & Channels.



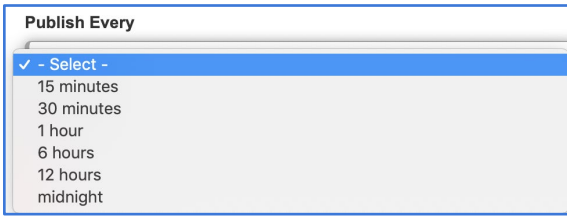
- On the RSS Feeds page, click Add New Feed.



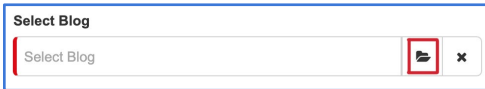
- On the RSS Details page, enter a Title, File Name, Admin Email, and Description.



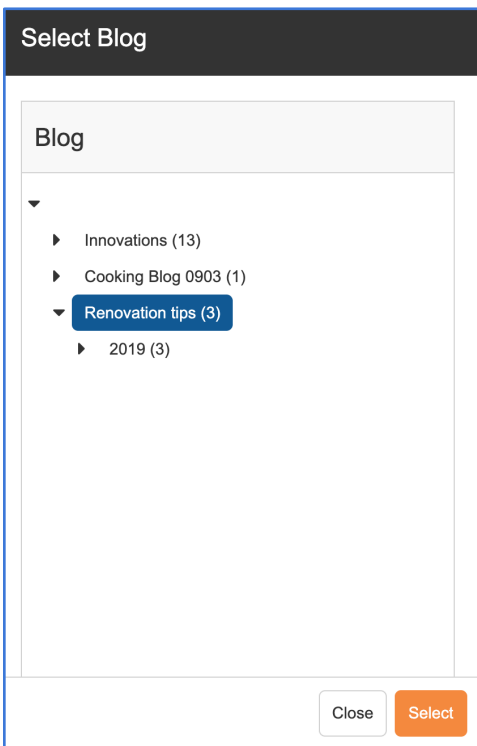
- Optionally, in the Publish Every field, use the arrow to select a time frame from the dropdown menu.



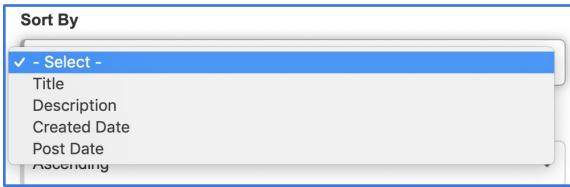
- In the Select Blog field, click the folder icon.



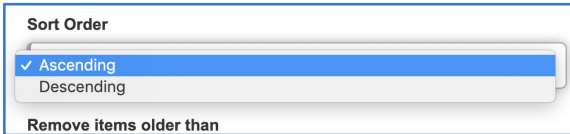
- On the Select Blog page, choose a Blog from the list. Click **Select**.



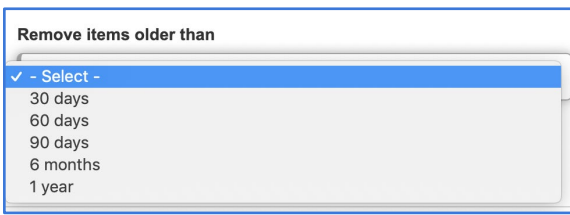
- Optionally, enter Maximum Items.
- Optionally, in the Sort By field, use the arrow to select an item from the dropdown menu.



- Optionally, in the Sort Order field, use the arrow to select an order from the dropdown menu.



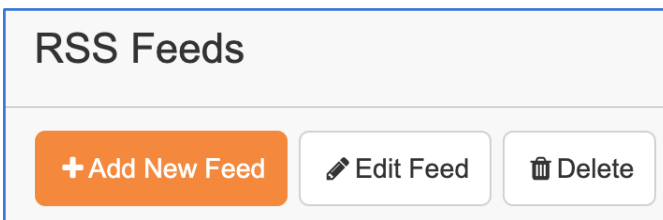
- Optionally, in the Remove items older than field, use the arrow to select a timeframe from the dropdown menu.



- On the RSS Details page, click **Save**.

Edit or Delete a Feed

- Optionally, Edit or Delete a Feed using the Edit Feed and Delete icons.



Edit a Feed

- Select a Feed from the list.
- Click **Edit**.
- On the RSS Details page, make any revisions.
- Click **Save**.

Delete a Feed

- Select a Feed from the list.
- Click **Delete**.
- In the Confirm dialog, click **Confirm**.

Reports

In the sub-menu of sections below the Unbound products menu, click **Reports**.



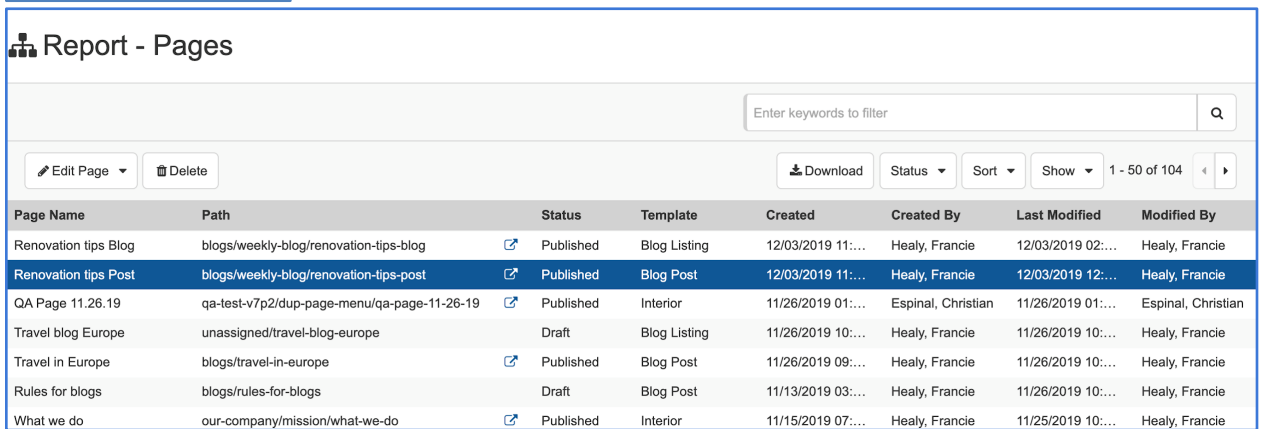
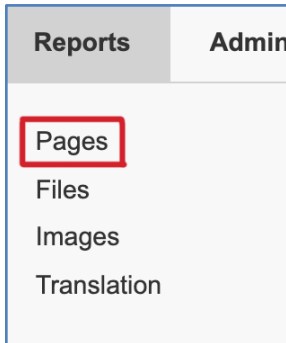
You can see the elements of your site (your pages, images and files) all at once in a list or download them as a CSV file. They are listed under several columns:

- Page Name
- Path
- Status
- Template
- Created
- Created By
- Last Modified
- Modified By

From here, you can edit or delete your pages.

Pages

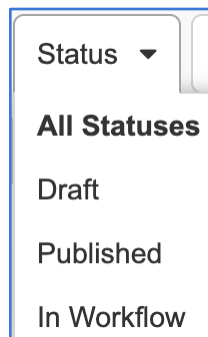
- Under Reports, select pages.



A screenshot of the 'Report - Pages' interface. At the top, there is a search bar with the placeholder text 'Enter keywords to filter' and a magnifying glass icon. Below the search bar are several action buttons: 'Edit Page' (with a pencil icon), 'Delete' (with a trash icon), 'Download' (with a download icon), 'Status' (with a dropdown arrow), 'Sort' (with a dropdown arrow), and 'Show' (with a dropdown arrow). To the right of these buttons, it says '1 - 50 of 104' with left and right navigation arrows. Below the buttons is a table with the following columns: 'Page Name', 'Path', 'Status', 'Template', 'Created', 'Created By', 'Last Modified', and 'Modified By'. The table contains several rows of data, including 'Renovation tips Blog', 'Renovation tips Post', 'QA Page 11.26.19', 'Travel blog Europe', 'Travel in Europe', 'Rules for blogs', and 'What we do'.

Page Name	Path	Status	Template	Created	Created By	Last Modified	Modified By
Renovation tips Blog	blogs/weekly-blog/renovation-tips-blog	Published	Blog Listing	12/03/2019 11:...	Healy, Francie	12/03/2019 02:...	Healy, Francie
Renovation tips Post	blogs/weekly-blog/renovation-tips-post	Published	Blog Post	12/03/2019 11:...	Healy, Francie	12/03/2019 12:...	Healy, Francie
QA Page 11.26.19	qa-test-v7p2/dup-page-menu/qa-page-11-26-19	Published	Interior	11/26/2019 01:...	Espinal, Christian	11/26/2019 01:...	Espinal, Christian
Travel blog Europe	unassigned/travel-blog-europe	Draft	Blog Listing	11/26/2019 10:...	Healy, Francie	11/26/2019 10:...	Healy, Francie
Travel in Europe	blogs/travel-in-europe	Published	Blog Post	11/26/2019 09:...	Healy, Francie	11/26/2019 10:...	Healy, Francie
Rules for blogs	blogs/rules-for-blogs	Draft	Blog Post	11/13/2019 03:...	Healy, Francie	11/26/2019 10:...	Healy, Francie
What we do	our-company/mission/what-we-do	Published	Interior	11/15/2019 07:...	Healy, Francie	11/25/2019 10:...	Healy, Francie

- On Report – Pages, you can filter your pages using several options.
 - Use the search bar at the top of the page.
 - Use the arrow beside **Status** for the menu to filter by All Statuses or by
 - Draft
 - Published
 - In Workflow.

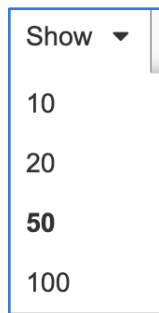


- Use the arrow beside **Sort** for the menu to filter by
 - Path

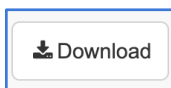
- Page Name
- Status
- Template
- Created
- Created By
- Last Modified
- Modified By



- Use the arrow beside **Show** to decide how many pages you'd like to see in the list at one time.



- If you would like to have a report of your pages in a CSV file, click **Download**.



- Choose the location on your computer or Device.

- Use the Edit Page or Delete icons for further options.

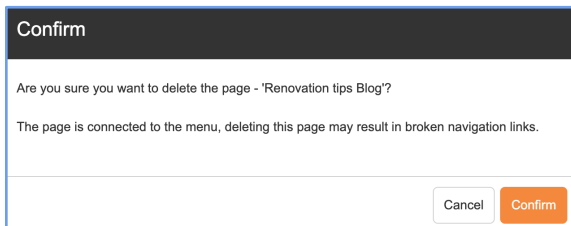


Edit a page

- Select a page from the list.
- Click Edit Page and choose Open in Site Editor or Edit Properties.

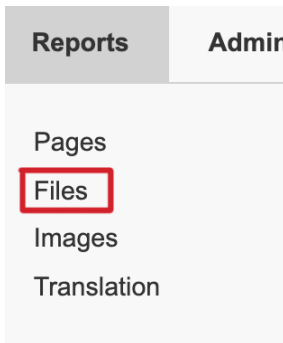
Delete a page

- Select a page from the list.
- The Confirm dialog might give you a warning.
- Click **Confirm**; or **Cancel** to return to Report – Pages.
-



Files

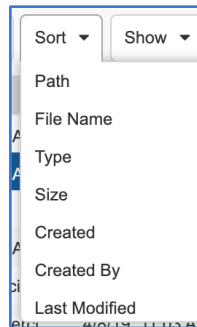
- Under Reports, select Files.



The screenshot shows the "Report - Files" interface. At the top, there is a search bar with the placeholder text "Enter keywords to filter" and a magnifying glass icon. Below the search bar are two buttons: "Edit File" and "Delete". To the right of these buttons are "Download", "Sort", and "Show" dropdown menus, followed by a pagination indicator "1 - 35 of 35" and navigation arrows. The main content is a table with the following columns: File Name, Path, Type, Size, Created, Created By, Last Modified, and Modified By. The table contains several rows of file information, with the second row highlighted in blue.

File Name	Path	Type	Size	Created	Created By	Last Modified	Modified By
bridgeline-digital_aap_cas...	/File Library/Case Studies/bridgeline-digital_aap_ca...	PDF	240.09 KB	10/4/16, 10:37 ...	iAppsUser, iAp...	10/4/16, 10:37 ...	iAppsUser, iAp...
marketing-automation-buy...	/File Library/Marketing Assets/marketing-automation...	PDF	377.51 KB	9/30/16, 6:51 AM	iAppsUser, iAp...	2/7/17, 11:44 AM	iAppsUser, iAp...
iAPPSMarketier-FactShee...	/File Library/DEMO/iAPPSMarketier-FactSheet.pdf	PDF	581.78 KB	2/10/17, 6:21 AM	Prizzi, Carl	2/10/17, 6:21 AM	Prizzi, Carl
BackOrderFulFillmentLog.txt	/File Library/UtilityLogs/BackOrderLog/BackOrderFu...	TXT	0.00 KB	6/8/18, 12:11 PM	iAppsUser, iAp...	6/13/19, 6:25 AM	I, iAppsSystem...
The-Witch-Elm-review.png	/File Library/Whitepapers/Summaries/The-Witch-El...	PNG	409.86 KB	11/27/19, 1:25 ...	Healy, Francie	11/27/19, 1:25 ...	Healy, Francie
NNA-Perf.pdf	/File Library/PercyFilesAndMedia_0408/NNA-Perf.pdf	PDF	28.39 KB	4/8/19, 11:03 AM	Cunanan, Perci...	4/8/19, 11:03 AM	Cunanan, Perci...
Software-Testing-is-Cool-...	/File Library/QATest/Software-Testing-is-Cool-Newlet...	DOCX	187.18 KB	8/6/18, 8:16 AM	Espinal, Christian	8/6/18, 9:38 AM	Espinal, Christian

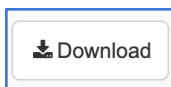
- On Report – Files, you can filter your files using several options.
 - Use the search bar at the top of the page.
 - Use the arrow beside **Sort** for the menu to filter by
 - Path
 - File Name
 - Type
 - Size
 - Created
 - Created By
 - Last Modified
 - Modified By



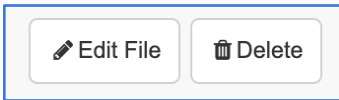
- Use the arrow beside **Show** to decide how many files you'd like to see in the list at one time.



- If you would like to have a report of your pages in a CSV file, click **Download**.



- Choose the location on your computer or Device.
- Use the Edit Page or Delete icons for further options.



Edit a file

- Select a file from the list.
- Click **Edit File**. On the File Details page, make revisions.

A dialog box titled "File Details" with a dark header. It contains several input fields and a list of tags. The "File Name" field contains "The-Witch-Elm-review.png". The "Title" field contains "The Witch Elm review.png". The "Description" field is empty. The "Tags" section shows "3 items selected" and a list of tags: "Blog", "Book Reviews", and "News Category", each with a close button (x). At the bottom right, there are "Close" and "Save" buttons.

Selected Items	
Blog	x
Book Reviews	x
News Category	x

- Click **Save**.

Delete a file

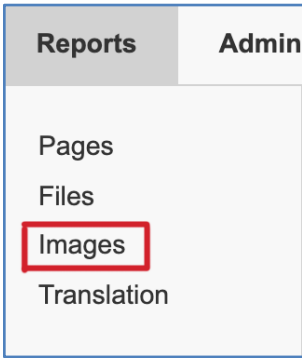
- Select a file from the list.
- Click Delete.
- In the Confirm dialog, click Delete File.

A dialog box titled "Pages Using File" with a dark header. The main content area contains the text: "'The-Witch-Elm-review.png' is not referenced in any pages." At the bottom right, there are "Close" and "Delete File" buttons.

'The-Witch-Elm-review.png' is not referenced in any pages.

Images

- Under Reports, select Images.



Report - Images

Enter keywords to filter

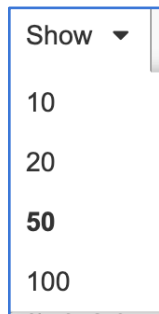
301 - 339 of 339

File Name	Path	Type	Size	Created	Created By	Last Modified	Modified By
Telegram.jpg	/Image Library/content-images/Sample modules/Tel...	JPG	29.33 KB	10/25/16, 12:2...	iAppsUser, iAp...	10/25/16, 12:2...	iAppsUser, iAp...
TEST.jpg	/Image Library/Unassigned/TEST.jpg	JPG	54.45 KB	9/30/16, 7:15 AM	iAppsUser, iAp...	9/30/16, 7:15 AM	iAppsUser, iAp...
thumb_bundle.jpg	/Image Library/Unassigned/thumb_bundle.jpg	JPG	8.22 KB	2/24/16, 10:42 ...	I, IAppsSystem...	10/13/16, 7:41 ...	iAppsUser, iAp...
thumb_bundle.jpg	/Image Library/Unassigned/thumb_bundle.jpg	JPG	8.22 KB	3/9/16, 12:01 PM	I, IAppsSystem...	10/13/16, 7:44 ...	iAppsUser, iAp...
thumb_product01.jpg	/Image Library/Unassigned/thumb_product01.jpg	JPG	4.07 KB	3/9/16, 12:01 PM	I, IAppsSystem...	10/13/16, 7:44 ...	iAppsUser, iAp...
thumb_product01.jpg	/Image Library/Unassigned/thumb_product01.jpg	JPG	4.07 KB	2/24/16, 10:42 ...	I, IAppsSystem...	10/13/16, 7:41 ...	iAppsUser, iAp...
thumb_product02.jpg	/Image Library/Unassigned/thumb_product02.jpg	JPG	4.04 KB	2/24/16, 10:42 ...	I, IAppsSystem...	10/13/16, 7:41 ...	iAppsUser, iAp...

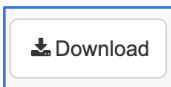
- On Report – Images, you can filter your images using several options.
 - Use the search bar at the top of the page.
 - Use the arrow beside **Sort** for the menu to filter by
 - Path
 - Image Name
 - Type
 - Size
 - Created
 - Created By
 - Last Modified
 - Modified By



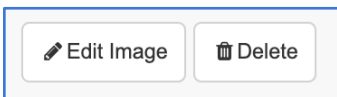
- Use the arrow beside **Show** to decide how many images you'd like to see in the list at one time.



- If you would like to have a report of your pages in a CSV file, click **Download**.



- Choose the location on your computer or Device.
- Use the Edit Page or Delete icons for further options.



Edit an image

- Select an image from the list.
- Click **Edit image**. On the File Details page, make revisions.

File Details

File Name: thumb_product01.jpg

Tags: Select Tags

Title: thumb_product01.jpg

Alt Text:

Description: thumb_product01.jpg

Close Save

- Click **Save**.

Delete an image

- Select an image from the list.
- Click Delete.
- In the Confirm dialog, click **Delete Image**.

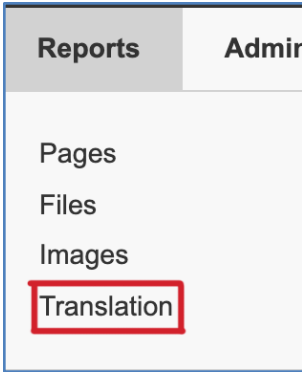
Pages Using Image

'thumb_product01.jpg' is not referenced in any pages.

Close Delete Image

Translation

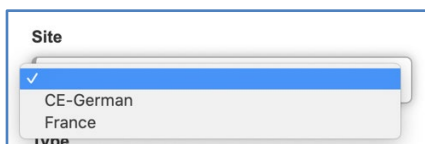
- Under Reports, select **Translation**.



- On the Translation Report Page, at the top of the page, is a quick-access view of statistics – related to the type of item – regarding:
 - Not Translated
 - Out of Sync
 - In Progress
 - Completed
 - Errored

Title	Site	Locale	Status	Translation Date
Women's T-Shirt	CE-German	de-DE	Completed	3/3/20, 2:44 PM
Women's T-Shirt	France	fr-FR	Not translated	
Tanktop	CE-German	de-DE	Not translated	
Tanktop	France	fr-FR	Not translated	
Soccer Ball	CE-German	de-DE	Not translated	
Soccer Ball	France	fr-FR	Not translated	
IAPPS Watch	CE-German	de-DE	Not translated	
IAPPS Watch	France	fr-FR	Not translated	
DressSocks	CE-German	de-DE	Not translated	
DressSocks	France	fr-FR	Not translated	

- Use the panel on the left to filter your items.
- In the Site field, use the dropdown arrow to select a site.



- In the Type field, use the dropdown arrow to make a selection.

The image shows a 'Type' dropdown menu with 'Pages' selected. Below it, a list of site types is visible, including Attributes, Content Items, Email Templates, Forms, Menus, Pages (highlighted with a blue bar and a checkmark), Product Types, and Products.

- In the Status field, use the dropdown arrow to make a selection.

The image shows a 'Status' dropdown menu with 'Not Translated' selected. Other options in the list include Out of Sync, In Progress, Completed, and Error.

- In the Keyword field, enter the information.
- Click **Filter**.

The image shows two buttons: a white 'Reset' button and an orange 'Filter' button.

- In the panel on the right, your items are displayed giving Translation information (according to your filters) under
 - Title
 - Site
 - Locale
 - Status
 - Translation Date

Translation Report

Site: CE-German 1 - 50 of 109

Type: Menus

Status: Not Translated

Keyword:

Title	Site	Locale	Status	Translation Date
Solution C	CE-German	de-DE	Not translated	
Review	CE-German	de-DE	Not translated	
History blog	CE-German	de-DE	Not translated	
Landing Pages	CE-German	de-DE	Not translated	
Kids	CE-German	de-DE	Not translated	
House and Home	CE-German	de-DE	Not translated	
Women's Summer Wear	CE-German	de-DE	Not translated	
Media Library	CE-German	de-DE	Not translated	
Best Sellers	CE-German	de-DE	Not translated	
Commerce Navigation	CE-German	de-DE	Not translated	
Privacy Policy	CE-German	de-DE	Not translated	
Annual Conference	CE-German	de-DE	Not translated	
Checkout	CE-German	de-DE	Not translated	
On Sale	CE-German	de-DE	Not translated	

Administration

Good administration means having good tools you can rely on, simple access, and superb organization. The Unbound product suite helps Administrators keep your site or sites secure, manageable and functional at all times.

- Under **Administration**, there are two sections. Choose an item from **Users & Groups** or **Site Functions**.

Administration	For Developers
Users & Groups	Site Functions
Content Groups	Manage Sites
Content Users	Manage Site Lists
Website Groups	301 URL Redirects
Website Users	Distribution Activity
	Search Management

Administration – Users & Groups

Content Groups

Manage your content groups or add new groups.

- Under Administration - Users & Groups, select Content Groups.

Administration	For Developers
Users & Groups	Site Functions
Content Groups	Manage Sites
Content Users	Manage Site Lists
Website Groups	301 URL Redirects
Website Users	Distribution Activity
	Search Management

- On the Content Groups page, use the search bar to filter groups, or use the Status, Sort or Show menus.

Status ▾
Sort ▾
Show ▾
1 - 50 of 80
◀ ▶

Status ▾	Sort ▾	Show ▾
All Statuses	Group Name	10
Active	Created Date	20
InActive	Modified Date	50

Add a new Content Group

- On the Content Groups page, click **Add New Group**.

Content Groups

+ Add New Group
✎ Edit Group
🗑 Delete
More ▾

- On the Group Details page, enter a title of the new Content Group.

Group Details

Title

Description

Users

Select Users

- Optionally, enter a Description.
- In the Users field, click the folder icon.

Users

Select Users

- On the Select User page, select the users for your group.
- In the Selected Items panel, click **Select**.

Select User

User

1 - 10 of 23

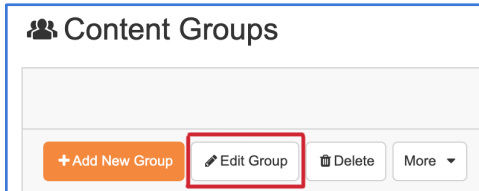
amyauthor0611	Amy Author0611
amymaster782	Amy Master782
bobapprover0611	Bob Approver0611
cathypublisher0611	Cathy Publisher0611
COAdmin	ContentAdministrator C
iAppsUser	iAppsUser iAppsUser
InsAdmin	InstallAdministrator I
ISG	isg isg
jamesauthor0405	James Author0405
macyapprover0405	Macy QATest0405

Selected Items

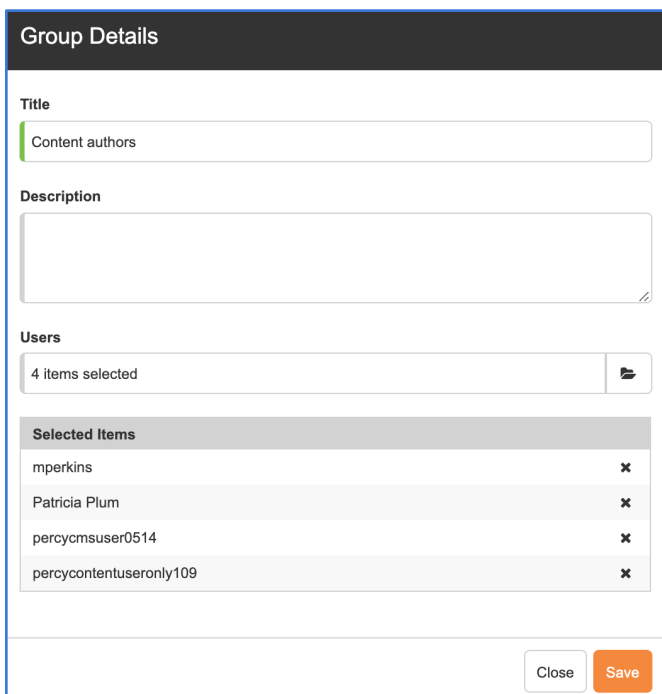
Patricia Plum	✕
SalesStaff	✕
amyauthor0611	✕

Edit a Content Group

- On the Content Groups page, select a group from the list.
- Click **Edit Group**.



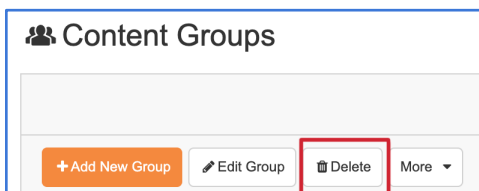
- On the Group Details page, make any revisions.

A screenshot of the 'Group Details' page. The page has a dark header with the text 'Group Details'. Below the header, there are three main sections: 'Title' with a text input field containing 'Content authors'; 'Description' with a large text area; and 'Users' with a selection interface. The 'Users' section shows '4 items selected' and a list of four users: 'mperkins', 'Patricia Plum', 'percycmsuser0514', and 'percycmsuseronly109', each with a small 'x' icon to its right. At the bottom right of the page, there are two buttons: 'Close' and 'Save' (orange).

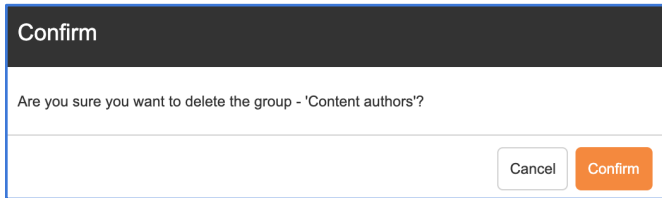
- Click **Save**.

Delete a Content Group

- On the Content Groups page, select a group from the list.
- Click **Delete**.

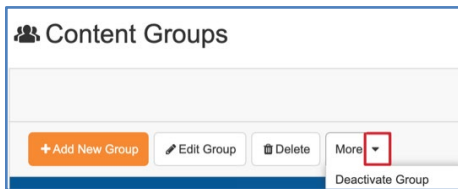


- In the Confirm dialog, click **Confirm**.



Activate/Deactivate Content Group

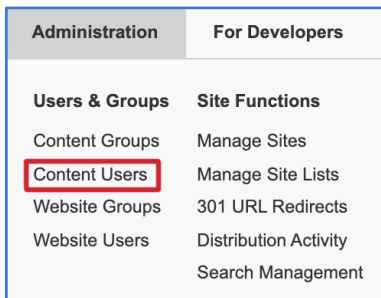
- On the Content Group page, select a user from the list.
- Using the More dropdown arrow, choose Deactivate Group. (Alternately, choose Activate Group.)



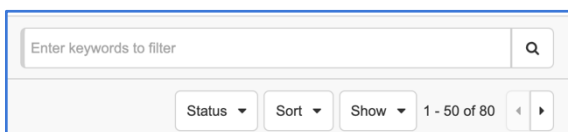
Content Users

Manage your content users or add new users.

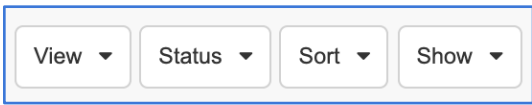
- Under Administration - Users & Groups, select Content Users.



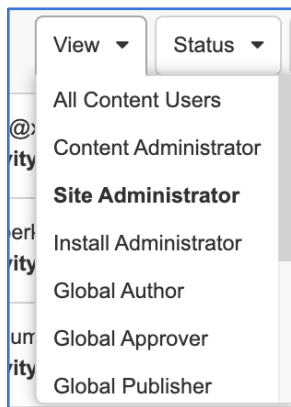
- Optionally, on the Content Users page, use the search bar to filter groups, or use the Status, Sort or Show menus.



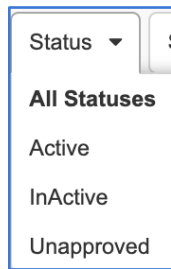
- Optionally, use other menus to filter users.



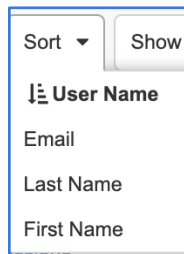
- Using the View dropdown menu, filter by
- All Content Users
 - Content Administrator
 - Site Administrator
 - Install Administrator
 - Global Author
 - Global Approver
 - Global Publisher
 - Nav Editor
 - Custom Permission
 - Blog Administrator
 - Previewer
 - All iAPPS User



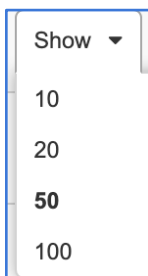
- Using the Status dropdown menu, filter by
- All Statuses
 - Active
 - InActive
 - Unapproved



- Using the Sort dropdown menu, filter by
 - User Name
 - Email
 - Last Name
 - First Name

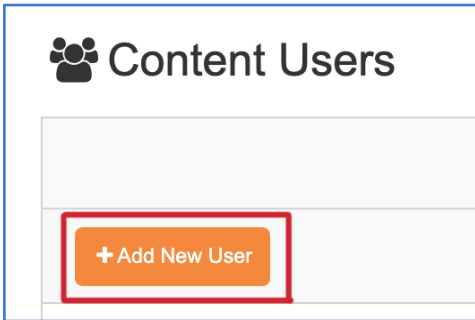


- Use the Show menu to determine how many users you would like to see at once.



Add a new Content User

- On the Content Users page, click **Add New User**.



- On the New User page, under User Details, enter:
 - Username
 - Password (and Confirm Password)
 - First Name
 - Last Name
 - Email

A screenshot of a "New User" form. The form has a title "New User" and "Cancel" and "Save" buttons. Under "User Details", there are several input fields: "Username" (with value "Content Author"), "First Name" (with value "Patricia"), "Expiration Date" (with value "4/12/2021" and a calendar icon), "Password" (masked with dots), "Last Name" (with value "Plum"), "Lead Score" (empty), "Confirm Password" (masked with dots), "Email" (with value "pplum@garden.com"), and "Email Notifications" (with a checked checkbox and label "Enable email notifications"). At the bottom, there is a "Permissions" dropdown menu.

- Optionally, in the Permissions field, use the arrow to select a Site.

A close-up of the "Permissions" field. It is a text input field with a small red square containing a white downward-pointing arrow on the right side, indicating a dropdown menu.

- Optionally, in the Expiration Date field, click the calendar icon to select a date.

A close-up of the "Expiration Date" field. It is a text input field with the placeholder text "Select Date" and a small red square containing a white calendar icon on the right side.

- Optionally, in the Lead Score field, enter the information.
- Optionally, select the check box to enable email notifications.
- On the bottom half of the page, select check boxes in the Content column.

Content <input type="checkbox"/> Blog Administrator <input type="checkbox"/> CEGroup_0324 <input type="checkbox"/> Content Administrator <input type="checkbox"/> Content authors <input type="checkbox"/> Custom Permission <input type="checkbox"/> Form Administrator <input type="checkbox"/> Global Approver <input type="checkbox"/> Global Author <input type="checkbox"/> Global Navigational Editor <input type="checkbox"/> Global Publisher <input type="checkbox"/> Installation Administrator <input type="checkbox"/> NavEditor <input type="checkbox"/> PercyGroup0325 <input type="checkbox"/> PercyGroup0409 <input type="checkbox"/> Previewer <input type="checkbox"/> QAPercyGroup109 <input type="checkbox"/> QAPercyGroup68 <input type="checkbox"/> Site Administrator <input type="checkbox"/> Template Admin <input type="checkbox"/> WebApi Administrator	Marketing <input type="checkbox"/> Custom Permission <input type="checkbox"/> Global Campaign Approver <input type="checkbox"/> Global Campaign Author <input type="checkbox"/> Global Campaign Publisher <input type="checkbox"/> Installation Administrator <input type="checkbox"/> Library Admin <input type="checkbox"/> Marketer <input type="checkbox"/> Marketer Admin <input type="checkbox"/> PercyGroup_0211 <input type="checkbox"/> QAPercyGroup <input type="checkbox"/> QATest0324 <input type="checkbox"/> Sales People <input type="checkbox"/> Site Administrator	Commerce <input type="checkbox"/> Analyst <input type="checkbox"/> CSR <input type="checkbox"/> CSR Manager <input type="checkbox"/> Fulfillment <input type="checkbox"/> Installation Administrator <input type="checkbox"/> Marketing <input type="checkbox"/> Merchandising <input type="checkbox"/> Site Administrator <input type="checkbox"/> WH Manager	Insights <input type="checkbox"/> Administrator <input type="checkbox"/> Analyst <input type="checkbox"/> AnalystCustomPermission Social <input type="checkbox"/> Social Admin <input type="checkbox"/> Social User Translate <input type="checkbox"/> Translation Administrator	<input type="button" value="Add All Admin Permissions"/> <input type="button" value="Remove Site Permissions"/> <input type="button" value="Remove All Permissions"/>
--	---	--	---	---

- Alternately, click **Add All Admin Permissions**
- Optionally, click **Remove Site Permissions** or **Remove All Permissions**.
 - At the top of the New User page, click **Save**.
 - In the Success dialog, click **Manage Users** or **Close**.


Success


User saved successfully.

User Name: Content Author
Name: Patricia Plum

Edit Content User

- On the Content Users page, select a user from the list.
- Click **Edit User**.

 **Content Users**

 **Content Author**

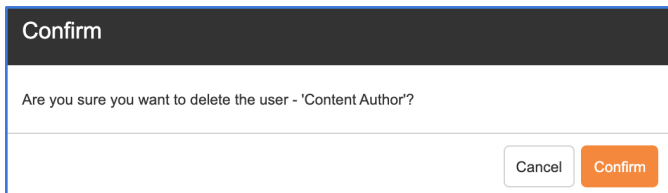
User Details

Username	First Name
----------	------------

- On that Content User's page, make any revisions or additions.
- Click **Save**.

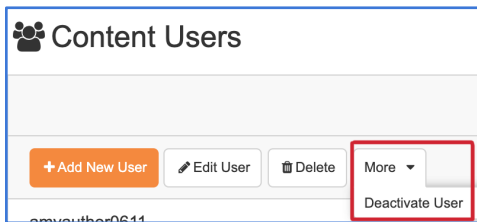
Delete Content User

- On the Content Users page, select a user from the list.
- Click Delete.
- In the Confirm dialog, click **Confirm**.



Activate/Deactivate Content User

- On the Content Users page, select a user from the list.
- Using the More dropdown arrow, choose Deactivate User. (Alternately, choose Activate User.)



Website Groups

Manage your website groups or add new groups.

- Under Administration - Users & Groups, select Website Groups

Administration	For Developers
Users & Groups	Site Functions
Content Groups	Manage Sites
Content Users	Manage Site Lists
Website Groups	301 URL Redirects
Website Users	Distribution Activity
	Search Management

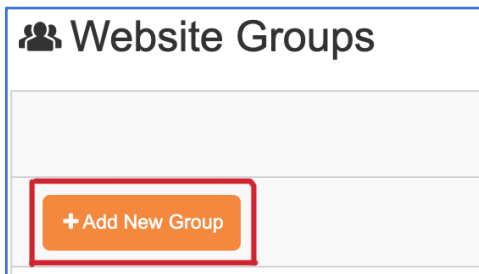
- On the Website Groups page, use the search bar to filter groups, or use the Status, Sort or Show menus.

The screenshot shows the top section of the Website Groups page. It features a search bar with the placeholder text "Enter keywords to filter" and a magnifying glass icon. Below the search bar are three dropdown menus labeled "Status", "Sort", and "Show". To the right of these menus is a pagination indicator showing "1 - 50 of 80" and navigation arrows. Below the search bar and filters is a table with three columns: "Status", "Sort", and "Show".

Status ▾	Sort ▾	Show ▾
All Statuses	Group Name	10
Active	Created Date	20
InActive	Modified Date	50

Add a new Website Group

- On the Website Groups page, click **Add New Group**.



- On the Group Details page, enter a Title for the group.

- Optionally, enter a Description.
- Optionally, on the Group Details page, in the Security Levels field, click the folder icon.

- On the Select Security Level page, in the Security Levels panel, select a level or levels.
- Optionally, click **Add Security Level**.

- In the Security Level Details dialog, give the level a Title.
- Optionally, enter a Description.
- Click **Save**.

Security Level Details

Title

Description

Close Save

- In the Selected Items panel, click **Select**.

Select Security Level

Security Levels

+ Add Security level Edit Security level Delete 1 - 9 of 9

Commerce Customer	Modified: 2/9/16, 6:13 PM
Preferred Customer	Modified: 2/9/16, 6:13 PM
Employee	Modified: 2/9/16, 6:13 PM
Press	Modified: 2/9/16, 6:13 PM
WVIMB	Modified: 8/10/16, 11:19 AM
Preferred members	Modified: 11/14/19, 11:28 AM
Teens	Modified: 11/22/19, 9:26 AM
International customers	Modified: 11/26/19, 5:10 PM
New customer	Modified: 11/28/19, 11:00 AM


Selected Items Reorder

Employee x
Press x
Preferred members x

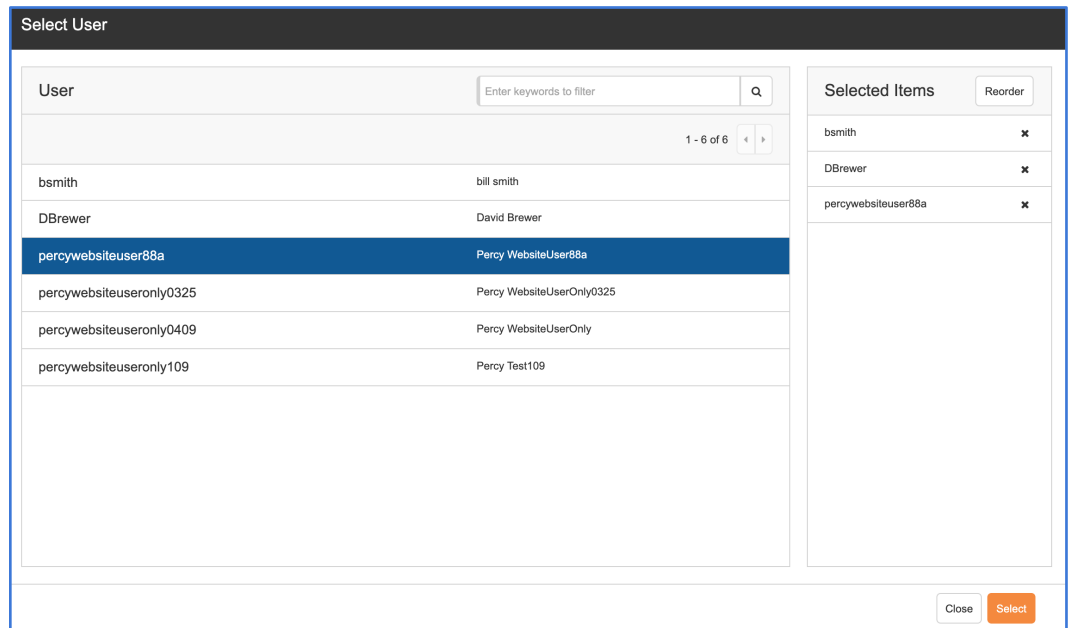
Close Select

- Optionally, on the Group Details page, in the Users field, click the folder icon.

Users

Select Users 

- On the Select User page, in the User panel, select a user or users from the list.

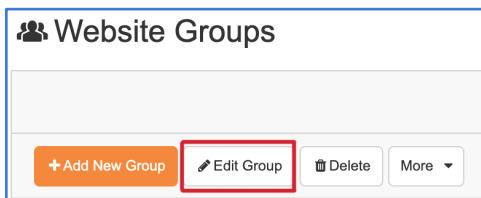


- In the Selected Items panel, click **Select**.

- On the Group Details page, click **Save**.

Edit a website group

- On the Website Groups page, select a group from the list.
- Click **Edit Group**.



- On the Group Details page, make any revisions.

Group Details

Title
reading-group

Description
[Empty text area]

Security Levels
Select Security Levels

Users
2 items selected

Selected Items

bsmith	✕
DBrewer	✕

Close Save

- Click **Save**.

Delete a Website Group

- On the Website Groups page, select a group from the list.
- Click **Delete**.

Website Groups

+ Add New Group Edit Group Delete More

- In the Confirm dialog, click **Confirm**.

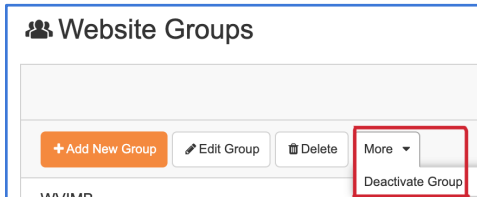
Confirm

Are you sure you want to delete the group - 'reading-group'?

Cancel Confirm

Activate/Deactivate Website Group

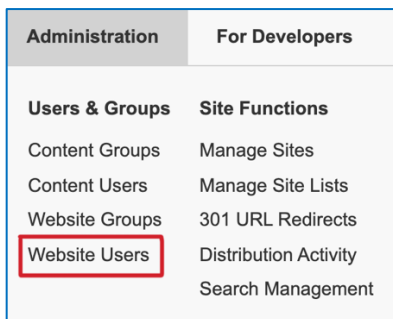
- On the Website Groups page, select a group from the list.
- Using the More dropdown arrow, choose Deactivate Group. (Alternately, choose Activate Group.)



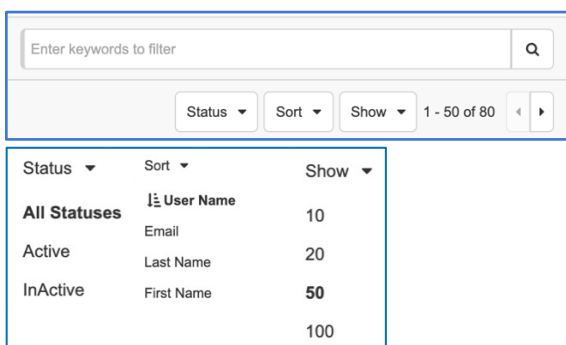
Website Users

Manage your website users or add new users.

- Under Administration - Users & Groups, select Website Users

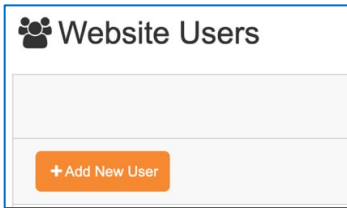


- On the Website Users page, use the search bar to filter groups, or use the Status, Sort or Show menus.



Add a new Website User

- On the Website Groups page, click **Add New User**.

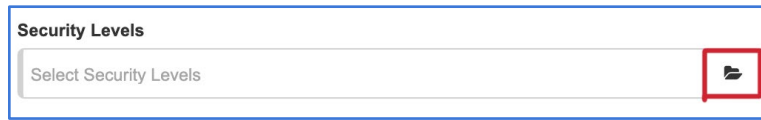


- On the New User page, in the User Details section, enter a Username, Password, Confirm Password, First Name, Last Name and Email.

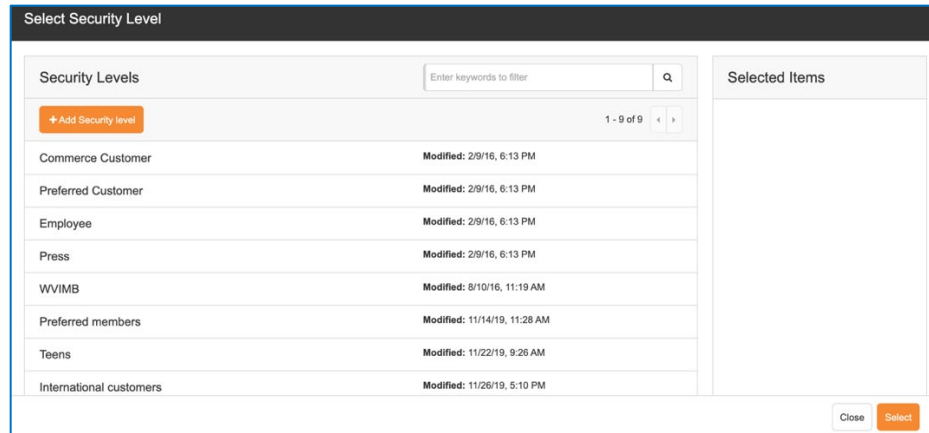
Note - Enter a password for user to access site. Unbound default requires at least seven characters, and one special character and User accounts are temporarily locked-out after more than six invalid access attempts by default. Individual website setups may have additional Password requirements such as:

- Passwords should contain both numeric and alphabetic characters.
- The number of allowed invalid access attempts before the user accounts gets temporarily locked out may vary depending on website requirements.
- Passwords should be changed every 90 days.
- Passwords may be required to change in the event of a data breach, fraud, theft or if it has been found that it has been sent via an insecure channel.
- Passwords cannot be the same as 4 previously used passwords.

- Optionally, in the Security Levels field, click the folder icon.



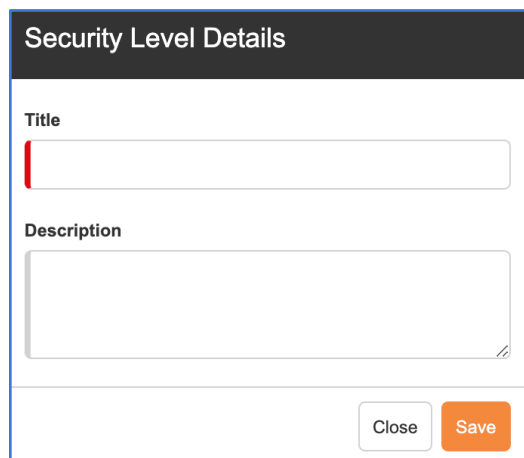
- On the Select Security Level page, in the Security Levels panel, select a level or levels.



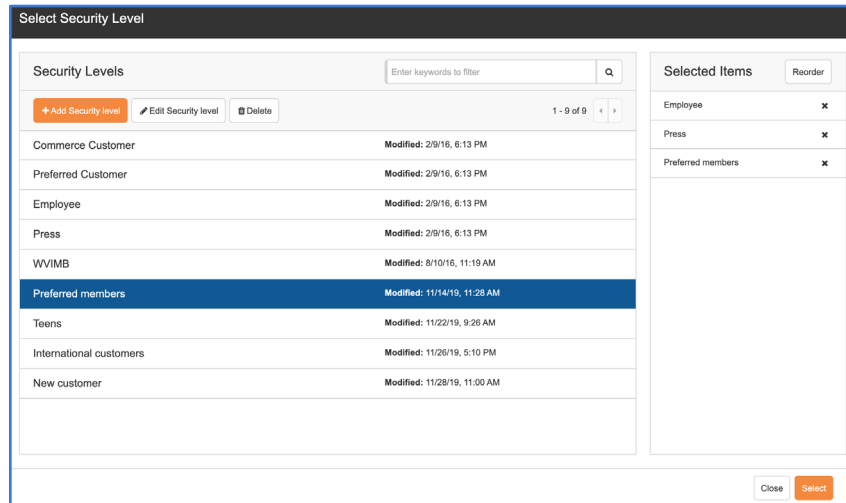
- Optionally, click **Add Security Level**.



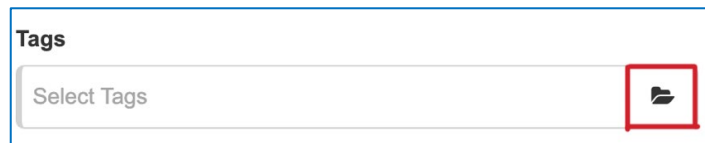
- In the Security Level Details dialog, enter a Title.



- Optionally, enter a Description.
- Click **Save**.
- On the Security Levels page, in the Selected Items panel, click **Select**.



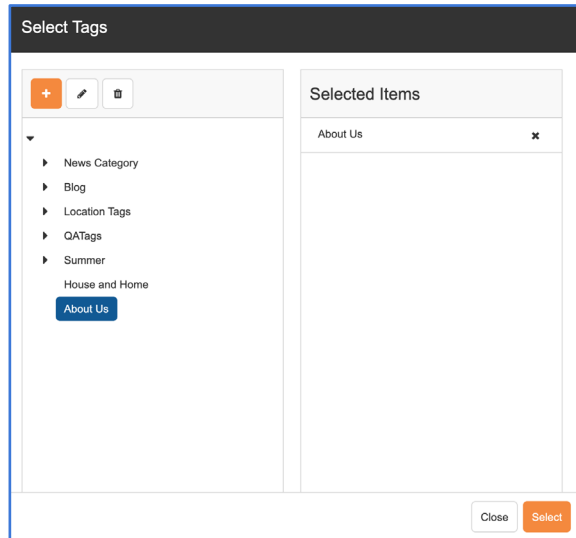
- Optionally, in the Tags field, click the folder icon.



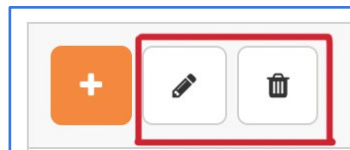
- On the Select Tags page, On the Select Tags, page, click the Add icon to add a tag, or select one from the list.



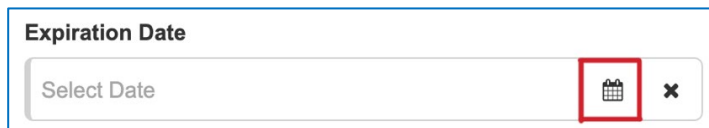
- In the Selected Items panel, click **Select**.



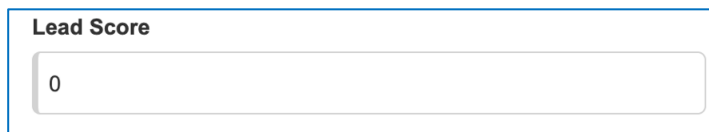
- Optionally, use the edit or delete icons to edit or delete tags in the list.



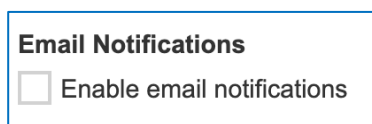
- Optionally, in the Expiration Date field, use the calendar icon to select an expiration date.



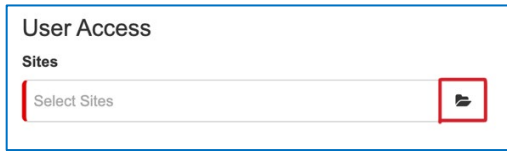
- Optionally, in the Lead Score field, enter the score.



- Optionally, select the check box beside Enable email notifications.



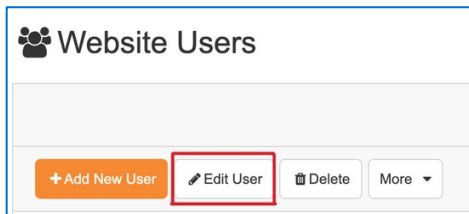
- On the New User page, in the User Access section, Sites field, click the folder icon.



- On the Select Site page, choose a site or sites.
 - In the Selected Items panel, click **Select**.
- On the New User page, click **Save**.

Edit a Website user

- On the Website Users page, select a user from the list.
- Click **Edit User**.



- On the User's page, make any revisions.

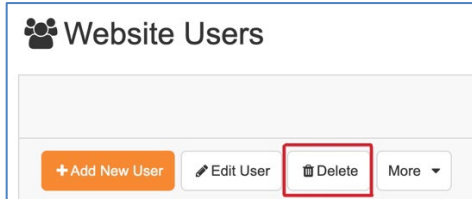
 A screenshot of the 'DBrewer' user edit page. The page has a title 'DBrewer' and 'Cancel' and 'Save' buttons in the top right. The form is organized into several sections:

- User Details:** Includes fields for Username (DBrewer), First Name (David), Expiration Date (2/12/2020), Password, Last Name (Brewer), Lead Score (0), Confirm Password, Email (dbrewer@kanata.com), and Email Notifications (checkbox for 'Enable email notifications').
- Security Levels:** A field showing '4 items selected' with a folder icon.
- Tags:** A field showing '3 items selected' with a folder icon.
- Selected Items:** Two panels at the bottom. The left panel shows 'Preferred Customer' and 'Employee' with 'x' icons. The right panel shows 'Blog' and 'Tips & Tricks' with 'x' icons.

- Click **Save**.

Delete a Website User

- On the Website Users page, select a user from the list.
- Click **Delete**.

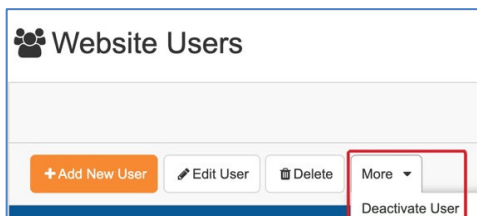


- In the Confirm dialog, click **Confirm**.



Activate/Deactivate a Website User

- On the Website Users page, select a user from the list.
- Using the More dropdown arrow, choose Deactivate User. (Alternately, choose Activate User.)



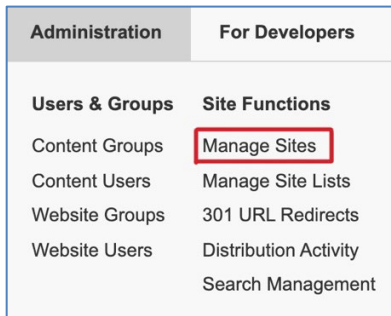
Administration – Site Functions

Manage Sites

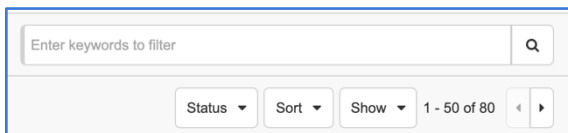
Bridgeline Unbound makes it easy for an Administrator to create and manage variants of the existing site. Each variant is based on the Master site.

You can use a sub-domain or path for each. If, for example, you want to add a French-language site to an existing site, your URL can be www.fr.company.com or www.company.com/fr.

- Under Administration – Site Functions, select **Manage Sites**.

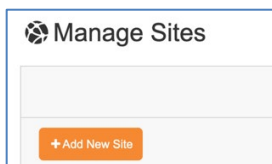


- On the Manage Sites page, use the search bar to filter groups, or use the Status, Sort or Show menus.



Add a new site

- On the Manage Sites page, click **Add New Site**.



- On the Add New Variant Site page, Enter a Name and Primary URL.
- Optionally, add Additional URL(s) and a Description.
- Optionally, select the check boxes beside:
 - Enable Distribution
 - Allow Synchronization
 - Enable Translation
 - Allow Translation
 - Exclude from sharing
 - Force HTTP to HTTPS redirect

Options for a new Variant Site

- On the Add New Variant Site page, use the tabs for:
 - Settings

- Import Options
- Attributes
- Demographics.

Settings

- Under the Settings tab, in the TimeZone field, use the arrow to select a Time Zone.

The screenshot shows the 'Add New Variant Site' form with the 'Settings' tab selected. The form contains the following fields and options:

- Name:** Sweden
- Primary URL:** https://master.stage.demo.iapps.com/sweden
- Additional URL(s):** (Empty text area)
- Description:** Swedish language site
- Enable Distribution:**
- Allow Synchronization:**
- TimeZone:** (UTC+01:00) Brussels, Copenhagen, Madrid, Paris
- External Code:** (Empty text area)
- UI Culture:** (Empty text area)
- Allow all administrators to have access to variant site:**
- Site Groups:** Select Site Groups (with folder icon)

- Optionally, enter an External Code.
- Optionally, enter UI Culture.
- Optionally, select the check box beside “Allow all administrators to have access to variant site”.
- Optionally, in the Site Groups field, click the folder icon.
 - On the Select Site Group page, select a Site Group.
 - In the Selected Items panel, click **Select**.

Import Options

- Under the Import Options tab, in the Menus & Pages field, use the arrow to select:
 - Don't import Menus or Pages
 - Import Menu Only
 - Import Pages as Draft
 - Import Pages with same status as Master site

The screenshot shows the 'Import Options' tab with the 'Menus & Pages' dropdown menu open. The options are:

- Don't Import Menus or Pages
- Import Menu Only
- Import Pages as Draft
- Import Pages with same status as Master site
- Import Directories

- Select the check box beside Import Directories in the Content Library, File Library, Image Library and/or Form Library categories.

Content Library <input type="checkbox"/> Import Directories
File Library <input type="checkbox"/> Import Directories
Image Library <input type="checkbox"/> Import Directories
Form Library <input type="checkbox"/> Import Directories

Attributes

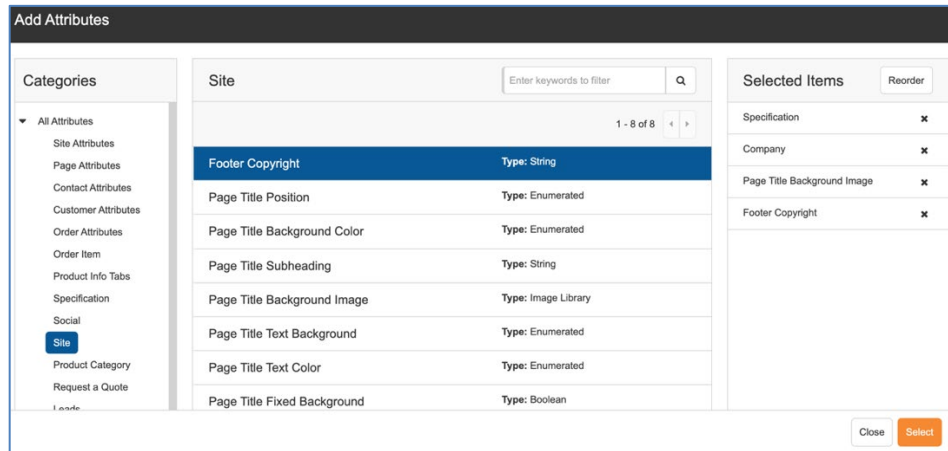
- Enter the information in the various URLs as well as Footer Copyright, New Buyers, and Variant Site Name fields.
- Optionally, select check boxes beside Propagate? and/or Editable?

<input type="checkbox"/> Propagate?	<input type="checkbox"/> Editable?
-------------------------------------	------------------------------------

- Optionally, click **Add Attribute(s)**.

Add Attribute(s)

- On the Add Attributes page, in the Categories panel, make a selection.



- On the Add Attributes page, make a selection or selections from the middle panel.
- On the Add Attributes page, in the Selected Items panel, click **Select**.

Demographics

- Under the Demographics tab, in the search location field, start typing an address for a selection.
- In the Address Type field, use the arrow to select the address type.
- In the Country field, use the arrow to select a country.
- In the Address Line fields, enter the information.

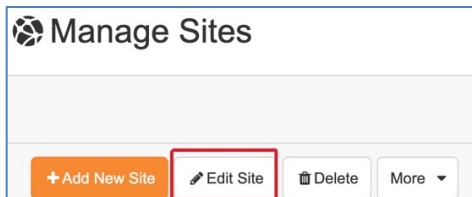
- In the City field, enter the name of the city.

The image shows a form for editing site details. It contains four input fields: 'City' with the value 'Paris', 'State' with a dropdown menu showing 'Paris', 'Postal Code' with the value '75008', and 'Phone Number' with the value '+33 1 09 75 83 51'. At the bottom right of the form are two buttons: 'Close' and 'Save'.

- In the State field, use the arrow to select a State.
- In the Postal Code field, enter the postal code.
- In the Phone Number field, enter a phone number.
- Click **Save**.

Edit a site

- On the Manage Sites page, select a site.
- Click **Edit Site**.

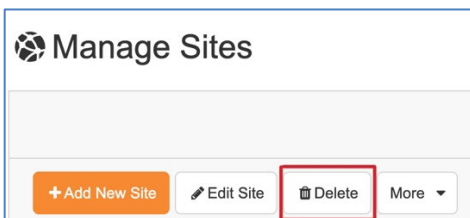


- On the Edit Variant Site Details page, make any revisions.

- Click **Save**.

Delete a site

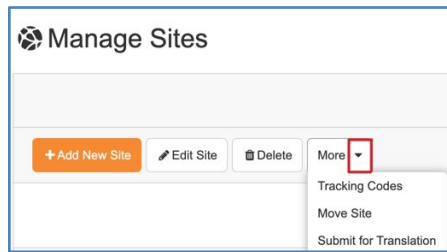
- On the Manage Sites page, select a site.
- Click **Delete**.



- In the Confirm dialog, click **Confirm** or **Cancel**.

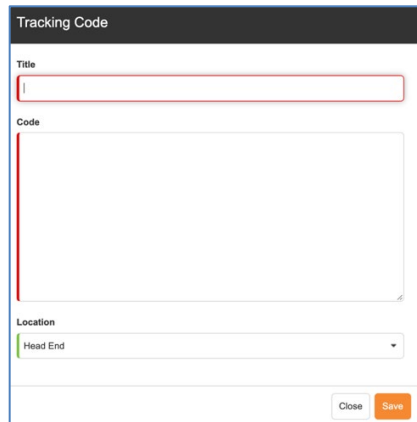
More options

- Use the More dropdown arrow for
 - Tracking Codes
 - Move Site
 - Submit for Translation



Tracking Codes

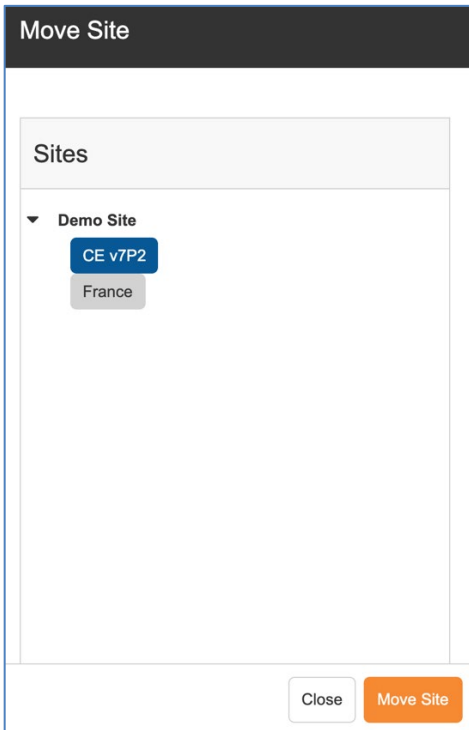
- On the Tracking Codes page, click **Add New Code**.
- In the Tracking Code dialog, enter a Title and Code.
- In the Location field, use the arrow to select
 - Head End
 - Body Start
 - Body End



- Click Save.

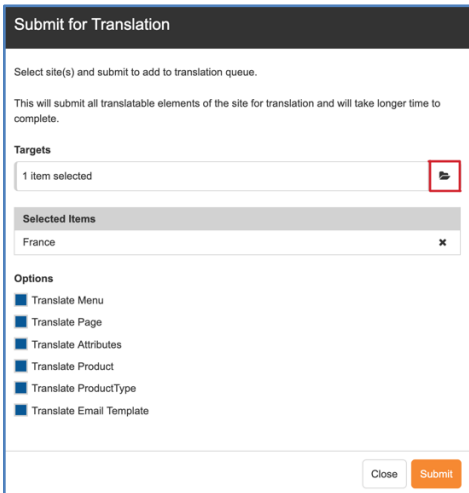
Move Site

- In the Move Site dialog, select where you will move your site.
- Click **Move Site**.

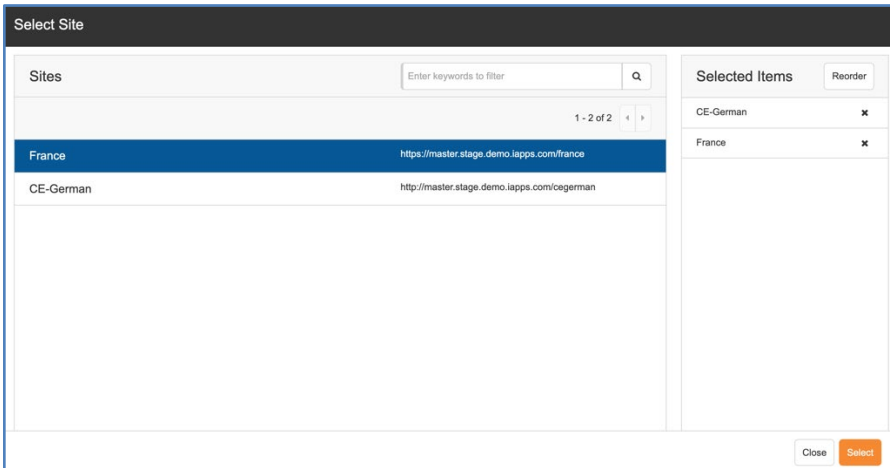


Submit for Translation

- In the Submit for Translation dialog, in the Targets field, click the folder icon.



- On the Select Site page, choose a site or sites.

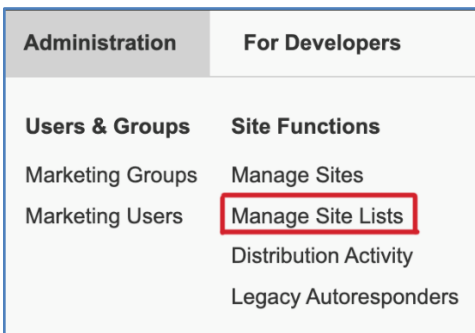


- In the Selected Items panel, click Select.
- On the Submit for Translation dialog, use the check boxes to select options.
- Click **Submit**.

Manage Site Lists

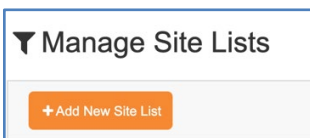
Manage your site lists or add new lists and filter them to suit your requirements.

- Under Administration – Site Functions, select **Manage Site lists**.



Add a Site list

- On the Manage Site Lists page, click Add New Site List.



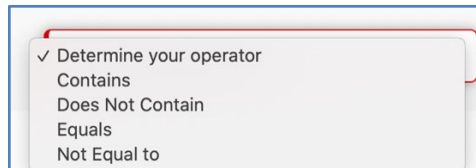
- On the Create Site List page, under Details, in the Name field, enter a name.

- Optionally, in the Description field, enter a description.
On the right side of the page, at the top, select one of these options:
 - Available only for this site
 - Available for all sites
 - Available for all child sites.

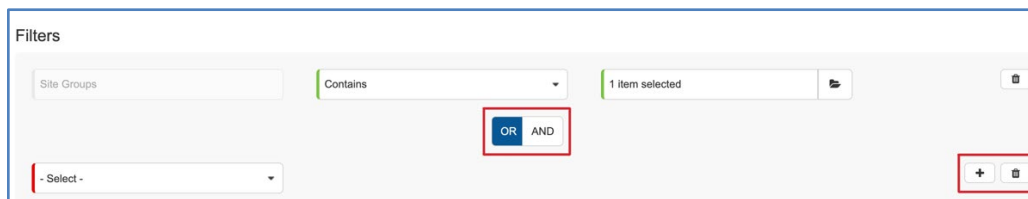
- Under Filters, in the Select field, use the dropdown arrow to select one of these from the menu:
 - Site Attributes
 - Site Groups
 - Site Hierarchy
 - Site Properties

- When you select a filter, follow the sequence of actions now displayed.
- For example, if you select Site Attributes, in the Select your attribute field, use the dropdown arrow for a menu of attributes.

- In the following field, in the Determine your operator field, use the dropdown arrow to choose one of these options:
 - Contains
 - Does Not Contain
 - Equals
 - Not Equal to



- In the next field, enter the information.
- To keep adding filters, use the plus sign at the right of the filter fields. Conversely, to erase one, use the delete icon. Click **Or** or **And**.



- In the next row of fields, in the Select field, choose another category of attributes and follow the same sequence.
- As another example, if you first choose Site Groups in the Filters menu, in the following field (Determine your operator), use the dropdown arrow to select from the menu. If you select “Contains”, in the next field, click the folder icon to navigate to the item you want it to contain.

Filters

Site Groups Contains 1 item selected

Child Equals France

Title Equals Site of your Life

Country Equals Brazil

Title Equals Regio

Site Groups Contains 1 item selected

- Under Preview, the URL you select in Filters is displayed here.

Preview Displaying 2 of 2 sites

Name	Url
CE-German	http://master.stage.demo.iapps.com/cegerman
iAPPS Demo Site (Master)	https://master.stage.demo.iapps.com

- When you have entered all your information, at the top of the Create Site List page, click **Save**.

▼ Create Site List

Cancel Save

Details

Name

 Available only for this site
 Available for all sites
 Available for all child sites

Description

Filters

Site Groups Contains 1 item selected

OR AND

Child Equals France

OR AND

Title Equals Site of your Life

OR AND

Country Equals Brazil

OR AND

Title Equals Regio

OR AND

Site Groups Contains 1 item selected

Preview Displaying 2 of 2 sites

Name	Url
CE-German	http://master.stage.demo.iapps.com/cegerman
IAPPS Demo Site (Master)	https://master.stage.demo.iapps.com

Edit a Site list

- On the Manage Site Lists page, click **Edit Site List**.

▼ Manage Site Lists

+ Add New Site List **Edit Site List** Delete

- On the Edit Site List page, make any revisions.
- Click **Save**.

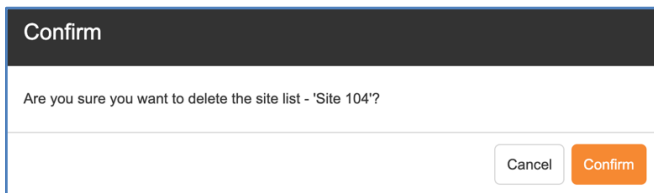
Delete a Site list

- On the Manage Site Lists page, click Delete.

▼ Manage Site Lists

+ Add New Site List Edit Site List **Delete**

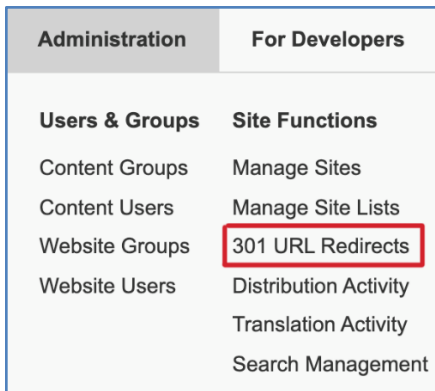
- In the Confirm dialog, click Confirm.



301 URL Redirects

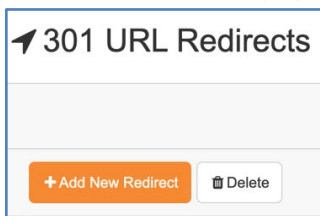
This section allows you to keep track of permanent URL redirects, or to delete them as needed.

- Under Administration – Site Functions, select 301 URL.

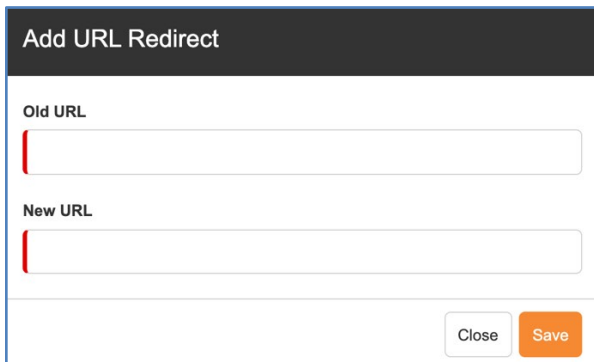


Add a new Redirect

- On the URL Redirects page, click Add New Redirect.



- In the Add URL Redirect dialog, enter the Old URL and the New URL.

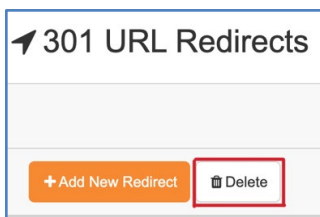


The dialog box is titled "Add URL Redirect" in a dark header. It contains two text input fields: "Old URL" and "New URL". At the bottom right, there are two buttons: "Close" and "Save".

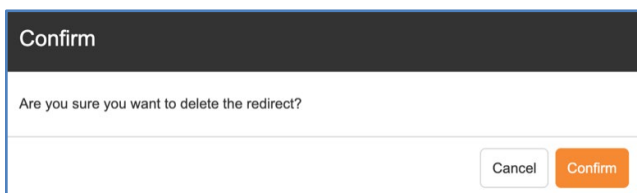
- Click **Save**.

Delete a Redirect

- On the URL Redirects page, click Delete.



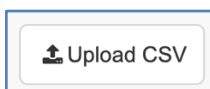
- In the Confirm dialog, click **Confirm**.



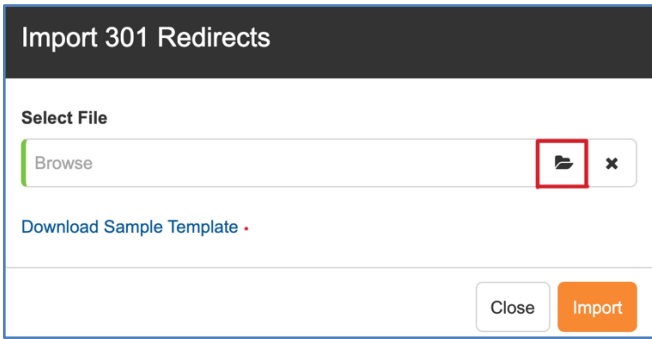
The dialog box is titled "Confirm" in a dark header. It contains the text "Are you sure you want to delete the redirect?". At the bottom right, there are two buttons: "Cancel" and "Confirm".

Upload Redirects

- To upload your 301 URL Redirects as a CSV file, at the top of the URL Redirects list, click Upload CSV.



- In the Import 301 Redirects dialog, in the Browse field, click the folder icon.
- Select the location on your computer that contains the file you would like to import.



- Click **Import**.
- Alternately, in the Import 301 Redirects dialog, click **Download Sample Template**.
- Save the Redirect template to your files.

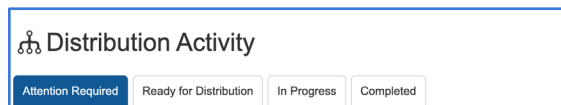
Distribution Activity

This section allows you to keep track of your distribution in four sections.

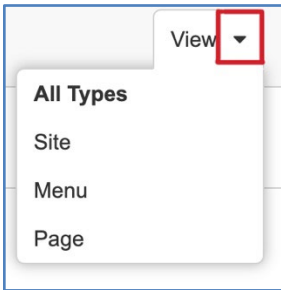
- Under Administration – Site Functions, select **Distribution Activity**.

Administration	For Developers
Users & Groups	Site Functions
Content Groups	Manage Sites
Content Users	Manage Site Lists
Website Groups	301 URL Redirects
Website Users	Distribution Activity
	Translation Activity
	Search Management

- On the Distribution Activity page, there are options under these tabs:
 - Attention Required
 - Ready for Distribution
 - In Progress
 - Completed

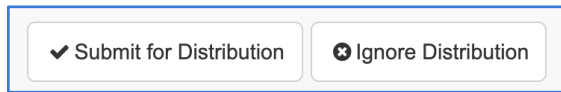


- In each section, or tab, use the View dropdown arrow and menu to filter the type of activity you would like to see.



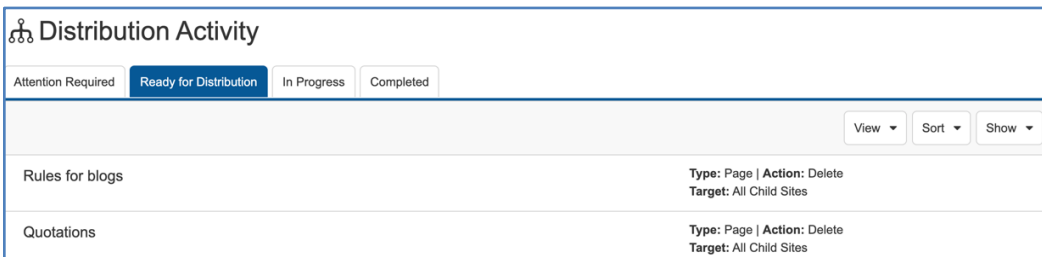
Attention Required

- Under the Attention Required tab, select an item in the list.
 - Optionally, click either Submit for Distribution or Ignore Distribution.



Ready for Distribution

- Under the Ready for Distribution tab, you can view the items that are ready for distribution.



In Progress & Completed

- Under the In Progress and Completed tabs, you can also see the status of a page or pages.



- At the top of the list, click **View Details**.
- A Distribution Items dialog appears. Click **Close**.

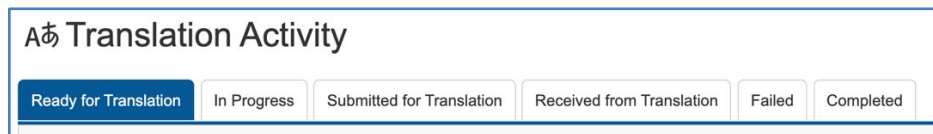
Translation Activity

This section allows you to keep track of your translated items in six different ways.

- Under Administration – Site Functions, select **Translation Activity**.

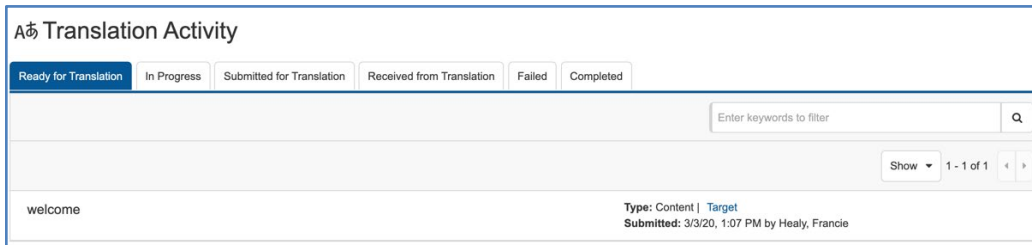
Administration	For Developers
Users & Groups	Site Functions
Content Groups	Manage Sites
Content Users	Manage Site Lists
Website Groups	301 URL Redirects
Website Users	Distribution Activity
	Translation Activity
	Search Management

- On the Translation Activity page, there are options under these tabs:
 - Ready for Translation
 - In Progress
 - Submitted for Translation
 - Received from Translation
 - Failed
 - Completed

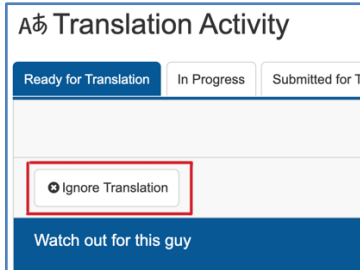


Ready for Translation

- When you submit a content item for translation, Under the Attention Required tab, the item awaiting translation appears.

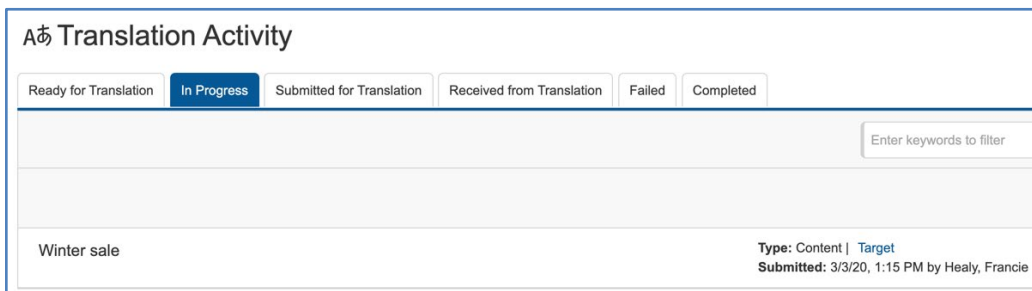


- You have the option of deleting an item for translation.
- Select the item.
- Click **Ignore Translation**.



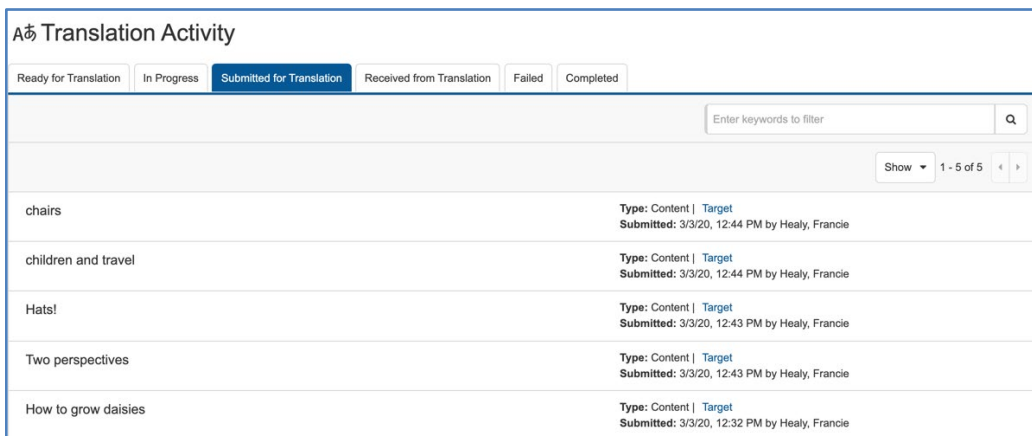
In Progress

- Under the In Progress tab, you can see the items that are in the process of being translated.



Submitted for Translation

- Under the Submitted for Translation tab, you can see a list of your submissions.



Received from Translation

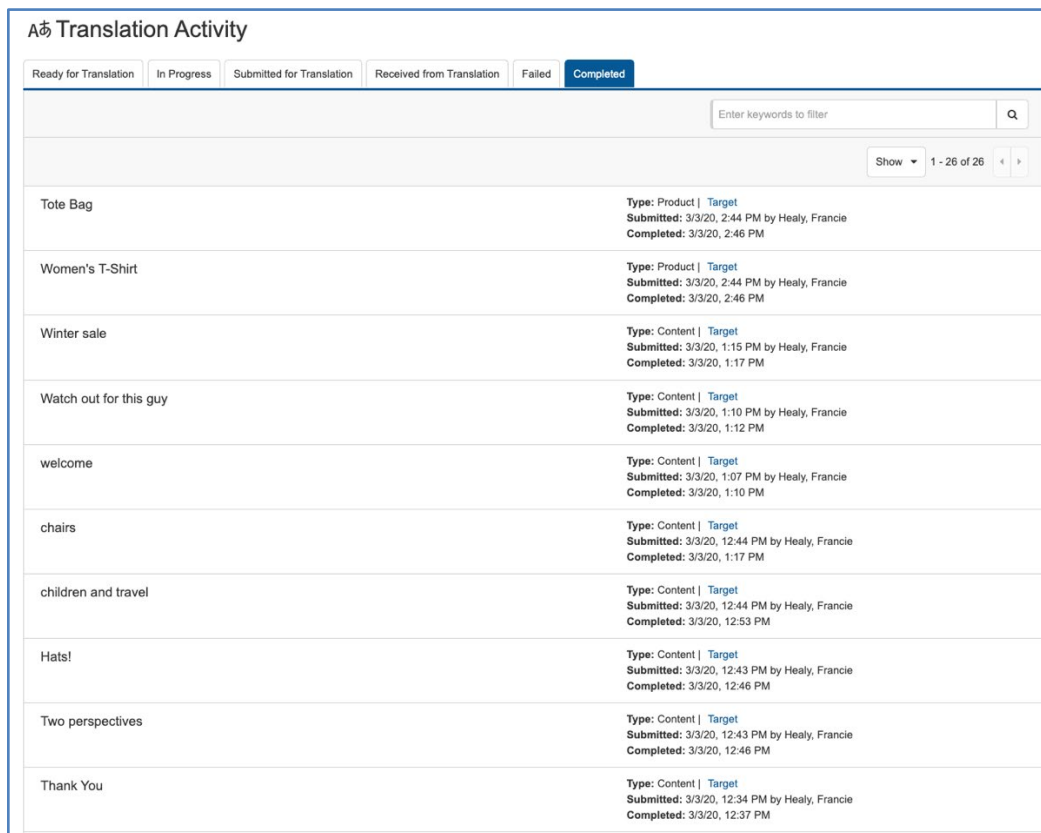
- Under the Received from Translation, you can see the items that have been translated.

Failed

- Under the Failed tab, you can see Translations that were rejected or failed.

Completed

- Under the Completed tab, you can see a list of all your completed translations.



The screenshot displays the 'Translation Activity' interface. At the top, there are tabs for 'Ready for Translation', 'In Progress', 'Submitted for Translation', 'Received from Translation', 'Failed', and 'Completed'. The 'Completed' tab is selected. Below the tabs is a search bar with the placeholder text 'Enter keywords to filter' and a magnifying glass icon. To the right of the search bar is a 'Show' dropdown menu and a pagination indicator '1 - 26 of 26'. The main content area is a table with two columns: the first column lists the translation items, and the second column provides details for each item.

Item Name	Details
Tote Bag	Type: Product Target Submitted: 3/3/20, 2:44 PM by Healy, Francie Completed: 3/3/20, 2:46 PM
Women's T-Shirt	Type: Product Target Submitted: 3/3/20, 2:44 PM by Healy, Francie Completed: 3/3/20, 2:46 PM
Winter sale	Type: Content Target Submitted: 3/3/20, 1:15 PM by Healy, Francie Completed: 3/3/20, 1:17 PM
Watch out for this guy	Type: Content Target Submitted: 3/3/20, 1:10 PM by Healy, Francie Completed: 3/3/20, 1:12 PM
welcome	Type: Content Target Submitted: 3/3/20, 1:07 PM by Healy, Francie Completed: 3/3/20, 1:10 PM
chairs	Type: Content Target Submitted: 3/3/20, 12:44 PM by Healy, Francie Completed: 3/3/20, 1:17 PM
children and travel	Type: Content Target Submitted: 3/3/20, 12:44 PM by Healy, Francie Completed: 3/3/20, 12:53 PM
Hats!	Type: Content Target Submitted: 3/3/20, 12:43 PM by Healy, Francie Completed: 3/3/20, 12:46 PM
Two perspectives	Type: Content Target Submitted: 3/3/20, 12:43 PM by Healy, Francie Completed: 3/3/20, 12:46 PM
Thank You	Type: Content Target Submitted: 3/3/20, 12:34 PM by Healy, Francie Completed: 3/3/20, 12:37 PM

Search Management

See statistics about indexes, and manage your settings.

- Under Administration – Site Functions, select **Search Management**.

Administration	For Developers
Users & Groups	Site Functions
Content Groups	Manage Sites
Content Users	Manage Site Lists
Website Groups	301 URL Redirects
Website Users	Distribution Activity
	Translation Activity
	Search Management

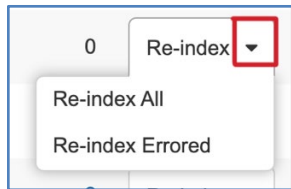
- Optionally, on the Search Management page, under Statistics, click **Refresh**.

Q Search Management

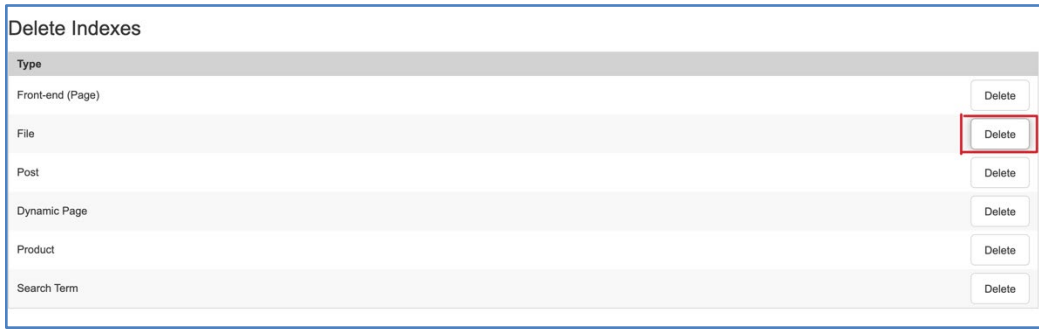
Statistics

Type (Index Name)	Indexed	Pending	Error	Refresh
Page (iapps-bridgeline_demo_master-front-dev)	84	0	10	Re-index ▼
File (iapps-bridgeline_demo_master-file-dev)	65	0	0	Re-index ▼
Product (iapps-bridgeline_demo_master-product-dev)	72	0	0	Re-index ▼
Post (iapps-bridgeline_demo_master-post-dev)	20	0	2	Re-index ▼
DynamicPage (iapps-bridgeline_demo_master-dynamicpage-dev)	0	0	0	Re-index ▼

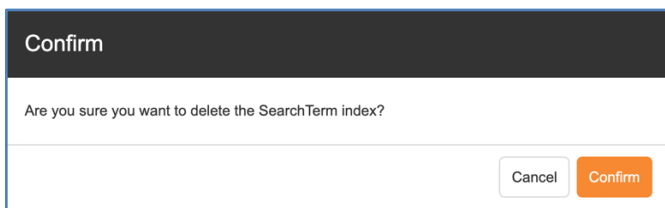
- Optionally, select an Index name and use the dropdown arrow beside Re-index to:
 - Re-index All;
 - Re-index Errored.



- Optionally, under Settings, select a search item and click **Update**.
- Optionally, click **Apply Settings to Index**.
- Optionally, under Delete Indexes, select a Search type.
- Click **Delete**.

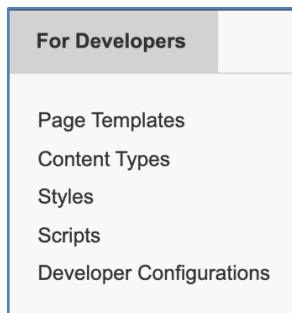


- In the Confirm dialog, click **Confirm**.



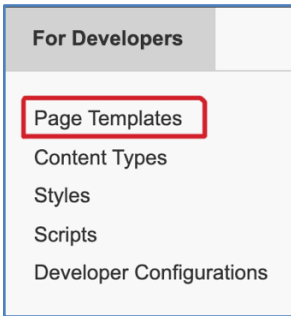
For Developers

This is the place for you, as developers, to create, customize and manage your templates, content types, styles, scripts, and configurations.

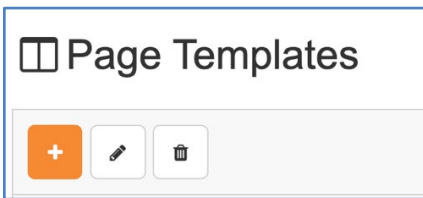


Page Templates

- Under For Developers, select **Page Templates**.

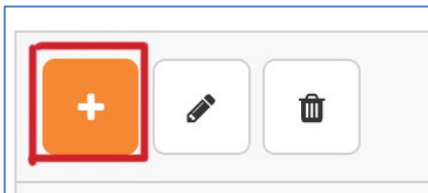


- On the Page Templates page, in the panel on the left, use the icons to add, edit or delete a template category.



Add a page template category

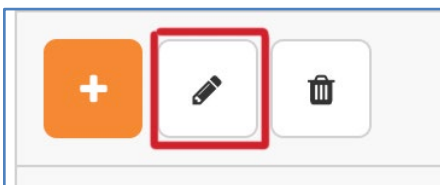
- On the Page Template page, in the panel on the left, click the **Add** icon.



- In the Details dialog, in the Name field, enter a name.
- Optionally, in the Description field, enter a description.
- Click **Save**.

Edit a page template category

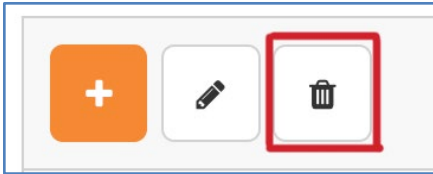
- On the Page Templates page, in the panel on the left, select a category.
- Click the **Edit** icon.



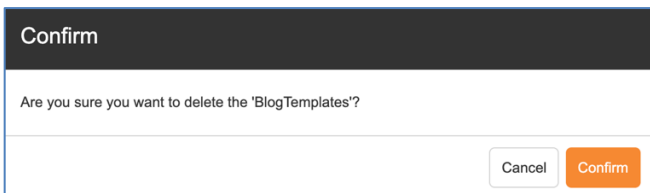
- In the Details dialog, make any revisions.
- Click **Save**.

Delete a page template category

- On the Page Templates page, in the panel on the left, select a category.
- Click the **Delete** icon.

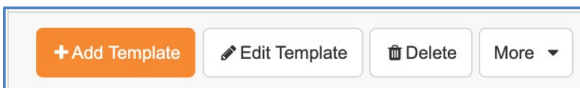


- In the Confirm dialog, click **Confirm**.

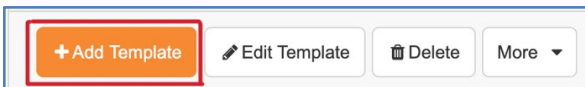


Add a page template

- On the Page Templates page, in the Templates section on the right, use the icons to manage your templates.



- In the Page Templates categories panel on the left, select a category.
- In the panel on the right, click **Add Template**.

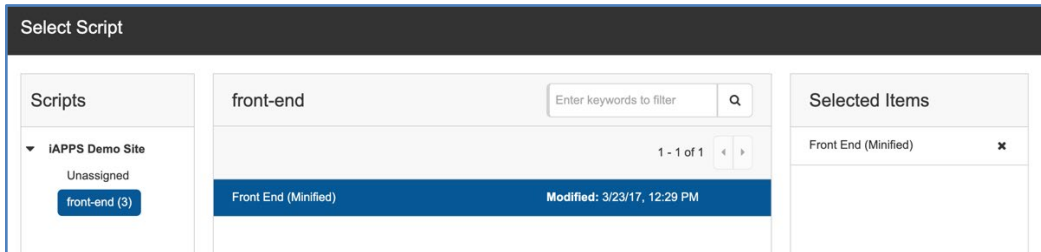


- On the Template Details page, in the Title field, enter a title.

- Optionally, in the Description field, enter a description.
- In the Template field, click the folder icon.
- Select a template from your files.
- Optionally, in the Code File field, click the folder icon.
- Select a Code File from your files.
- Optionally, select the check box beside Page Part?
- Optionally, select the check box beside Allow access in child sites.
- Under the Preview tab, in the Preview Image field, click the folder icon.

- Select the image from your files.
- Optionally, under the Settings tab, in the Template Styles field, click the folder icon.
 - On the Select Style page, in the Styles panel, select a style category.

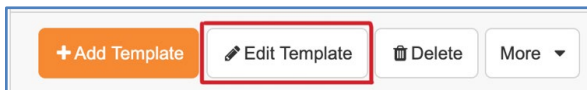
- In the list of styles panel in the center, select the style.
 - In the Selected Items panel on the right, click **Select**.
- Optionally, under the Settings tab, in the Template Scripts field, click the folder icon.
 - On the Select Script page, in the Scripts panel, select the Script category.



- In the list of scripts panel in the center, select the script.
 - In the Selected Items panel on the right, click **Select**.
- Click **Save**.

Edit a Page Template

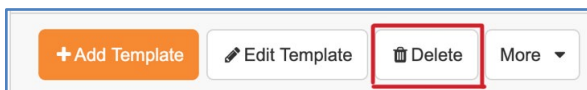
- On the Page Templates page, in the panel on the left, select a category.
- Choose a template from the templates list. Click **Edit**.



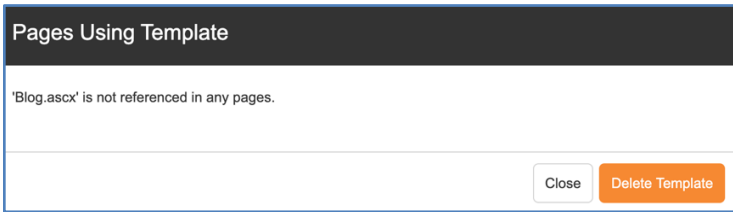
- On the Template Details page, make any revisions.
- Click **Save**.

Delete a Page Template

- On the Page Templates page, in the panel on the left, select a category.
- Choose a template from the templates list. Click **Delete**.

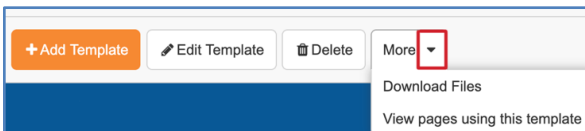


- Click **Save**.
- On the Pages Using Template dialog, if there are pages referenced in the template, you will receive a warning.
- Otherwise, click **Delete Template**.



Page Template More Menu

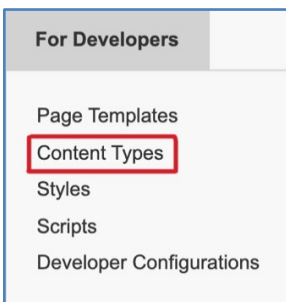
- On the Page Templates page, in the panel on the left, select a category.
- Choose a template from the templates list.
- Select the dropdown arrow beside More for options.



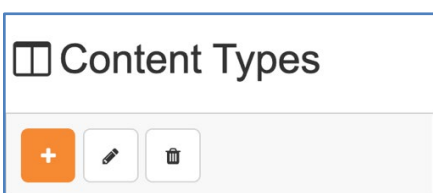
- If you choose Download Files, select a file or files on your computer or device.
- Click **Save**.
- If you choose View pages using this template, the Pages Using Template dialog appears.

Content Types

- Under For Developers, select **Content Types**.

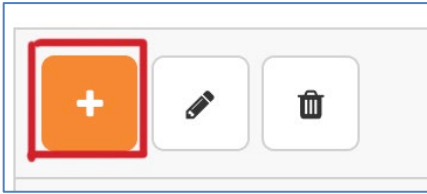


- On the Content Types page, in the panel on the left, use the icons to add, edit or delete a Content Type category.



Add a content type category

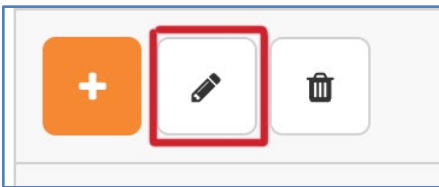
- On the Content Types page, in the panel on the left, click the **Add** icon.



- In the Details dialog, in the Name field, enter a name.
- Optionally, in the Description field, enter a description.
- Click **Save**.

Edit a content type category

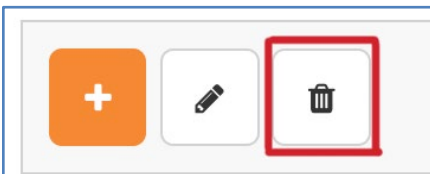
- On the Content Types page, in the panel on the left, select a category.
- Click the **Edit** icon.



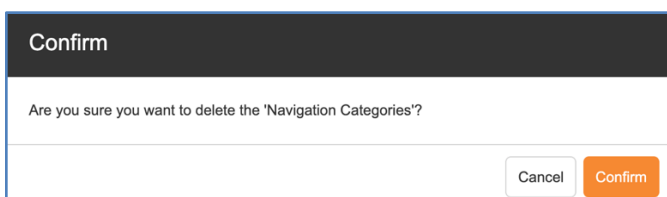
- In the Details dialog, make any revisions.
- Click **Save**.

Delete a content type category

- On the Content Types page, in the panel on the left, select a category.
- Click the **Delete** icon.

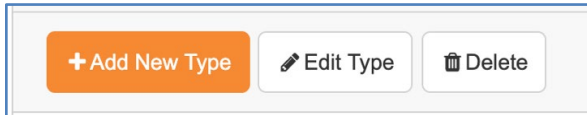


- In the Confirm dialog, click **Confirm**.

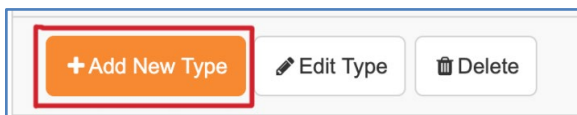


Add a content type

- On the Content Types page, in the Content Type section on the right, use the icons to manage your templates.



- In the Content Types categories panel on the left, select a category.
- In the panel on the right, click **Add New Type**.



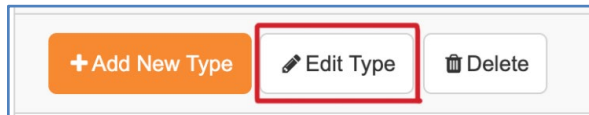
- On the Content Type Details page, in the Title field, enter a title.

A form titled 'Content Type Details' with several fields. The 'Title' field is a text input. The 'Preview Image' field is a file browser with a folder icon and a close button, highlighted with a red box; it includes the text 'Browse' and 'Recommended dimensions: 380x240'. The 'Description' field is a large text area. The 'XML File' field is a file browser with a folder icon and a close button, highlighted with a red box; it includes the text 'Browse'. The 'XSLT File' field is a file browser with a folder icon and a close button, highlighted with a red box; it includes the text 'Browse'. There is a checkbox labeled 'Allow access in child sites' which is checked. At the bottom right, there are 'Close' and 'Save' buttons.

- Optionally, in the Description field, enter a description.
- In the XML file field, click the folder icon.
- Select an XML file from your computer.
- In the XSLT File field, click the folder icon.
- Select an XSLT file from your computer.
- In the Preview Image field, click the folder icon.
- Select the image from your files.

Edit a Content Type

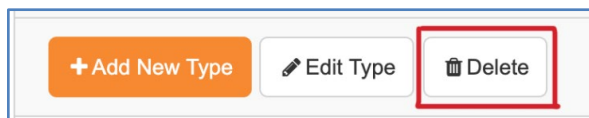
- On the Content Types page, in the panel on the left, select a category.
- Choose a template from the templates list. Click **Edit**.



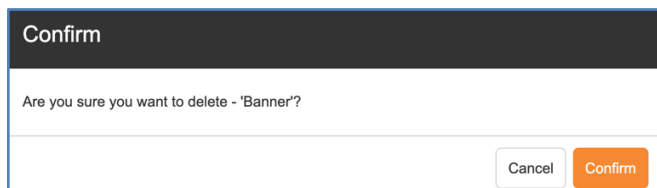
- On the Content Type Details page, make any revisions.
- Click **Save**.

Delete a Content Type

- On the Content Types page, in the panel on the left, select a category.
- Choose a Content Type from the content types list.
- Click **Delete**.

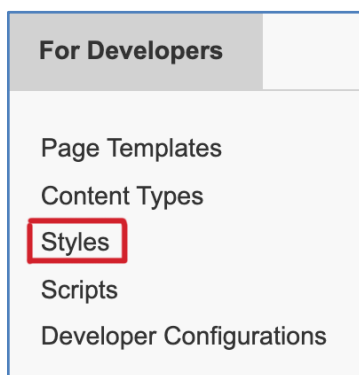


- In the Confirm dialog, click **Confirm**.

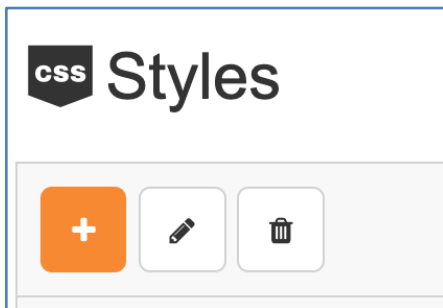


Styles

- Under For Developers, select **Styles**.

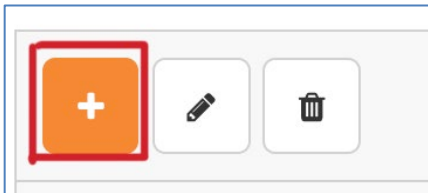


- On the Styles page, in the panel on the left, use the icons to add, edit or delete a Style category.



Add a styles category

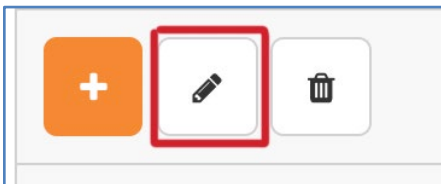
- On the Styles page, in the panel on the left, click the **Add** icon.



- In the Details dialog, in the Name field, enter a name.
- Optionally, in the Description field, enter a description.
- Click **Save**.

Edit a styles category

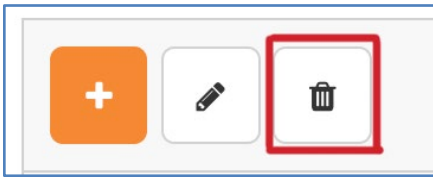
- On the Styles page, in the panel on the left, select a category.
- Click the **Edit** icon.



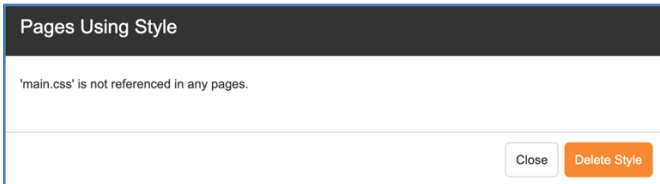
- In the Details dialog, make any revisions.
- Click **Save**.

Delete a styles category

- On the Styles page, in the panel on the left, select a category.
- Click the **Delete** icon.

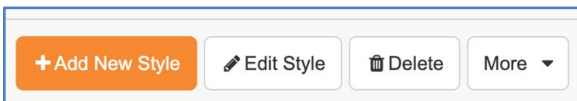


- In the Confirm dialog, click **Confirm**.

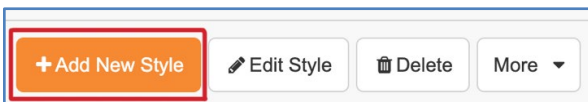


Add a style

- On the Styles page, in the list of styles in the panel on the right, use the icons to manage your templates.



- In the Styles categories panel on the left, select a category.
- In the panel on the right, click **Add New Style**.

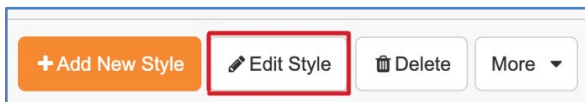


- On the Style Details page, in the File Name field, click the folder icon.
- Select a Style from your files.
- In the Title field, enter a title.

- Optionally, in the Description field, enter a description.
- Optionally, select the check box beside Select if this style is Global.
- Optionally, in the Conditional CSS field, enter the information.
- Optionally, select the following check boxes:
 - All
 - Screen
 - Projection
 - Handheld
 - Print
- Click **Save**.

Edit a style

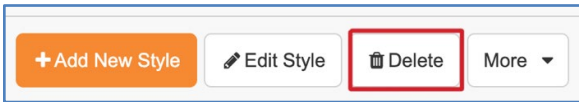
- On the Styles page, in the panel on the left, select a category.
- In the panel on the right, choose a style from the list.
- Click **Edit Style**.



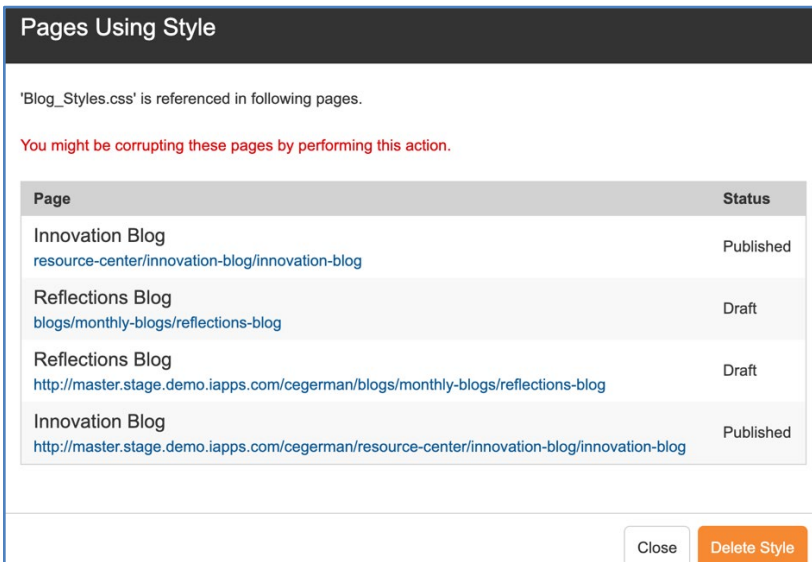
- On the Style Details page, make any revisions.
- Click **Save**.

Delete a style

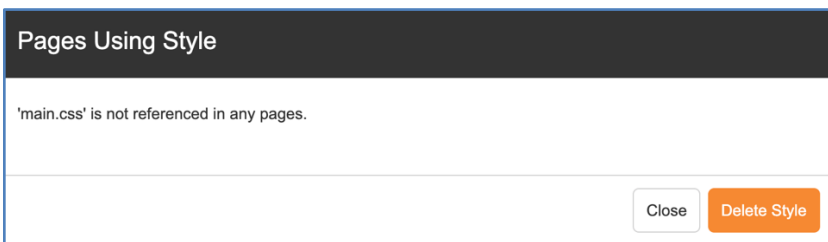
- On the Styles page, in the panel on the left, select a category.
- In the panel on the right, select a style.
- Click **Delete**.



- If your style is referenced in a page or pages, in the Pages Using Style dialog, you will see a warning.

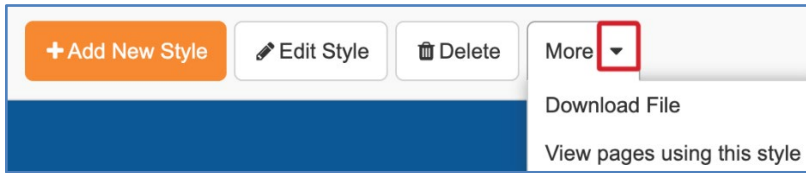


- If you choose to go ahead, click **Delete Style**.
- If your style is not referenced, in the Pages Using Style dialog, click **Delete Style**.



Styles More Menu

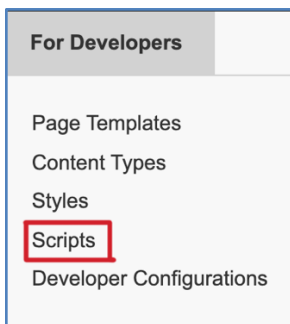
- On the Styles page, in the panel on the left, select a category.
- In the panel on the right, select a style from the list.
- Select the dropdown arrow beside More for options.



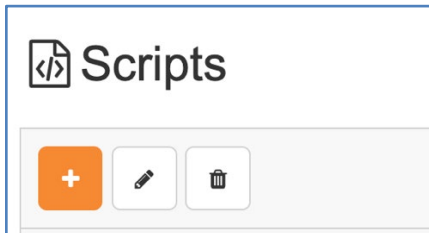
- If you choose Download File, select a file or files on your computer or device.
- Click **Save**.
- If you choose View pages using this style, the Pages Using Style dialog appears.

Scripts

- Under For Developers, select **Scripts**.

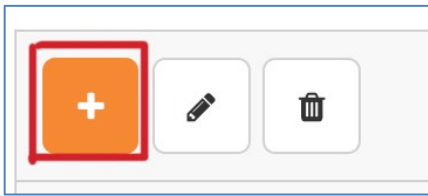


- On the Scripts page, in the panel on the left, use the icons to add, edit or delete a Scripts category.



Add a Scripts category

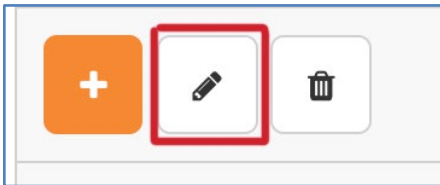
- On the Scripts page, in the panel on the left, click the **Add** icon.



- In the Details dialog, in the Name field, enter a name.
- Optionally, in the Description field, enter a description.
- Click **Save**.

Edit a scripts category

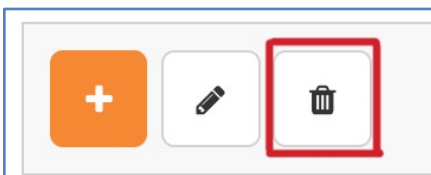
- On the Scripts page, in the panel on the left, select a category.
- Click the **Edit** icon.



- In the Details dialog, make any revisions.
- Click **Save**.

Delete a scripts category

- On the scripts page, in the panel on the left, select a category.
- Click the **Delete** icon.

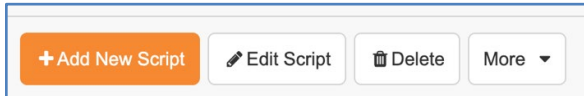


- In the Confirm dialog, click **Confirm**.

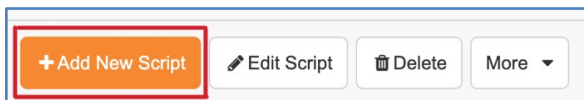


Add a script

- On the Scripts page, in the script section on the right, use the icons to manage your templates.





- In the Scripts categories panel on the left, select a category.
- In the panel on the right, click **Add New Script**.



- On the Script Details page, in the File Name field, click the folder icon.
- Select a file from your computer.
- In the Title field, enter a title.

Script Details

File Name

Browse  

Title

Description

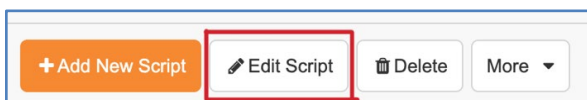
Select if this script is Global

Select if this script is Defer Loaded

- Optionally, in the Description field, enter a description.
- Optionally, select the check boxes beside
 - Select if this script is Global
 - Select if this script is Defer Loaded
- Click **Save**.

Edit a Script

- On the Script page, in the panel on the left, select a category.
- In the panel on the right, choose a script from the list.
- Click **Edit**.

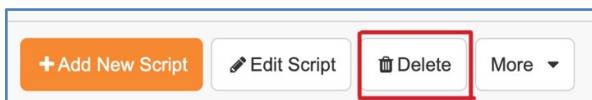


On the Script Details page, make any revisions.

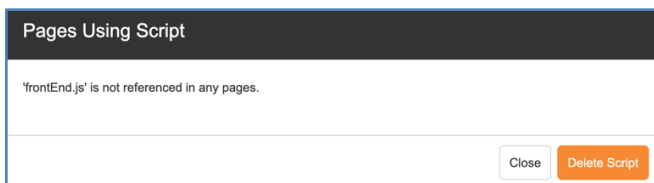
- Click **Save**.

Delete a Script

- On the Scripts page, in the panel on the left, select a category.
- In the panel on the right, choose a script from the list.
- Click **Delete**.

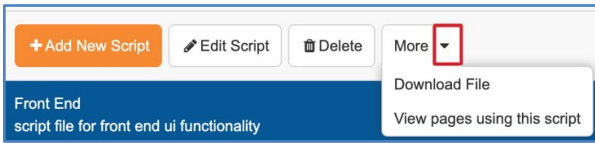


- In the Pages Using Script page, if the script is not referenced in any pages, click **Delete Script**.



The More Menu

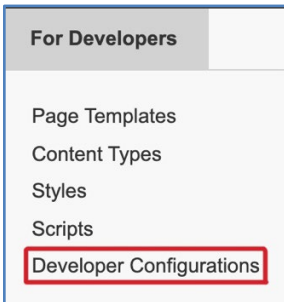
- On the Scripts page, in the panel on the left, select a category.
- In the panel on the right, select a script from the list.
- Select the dropdown arrow beside More for options.



- If you choose Download File, select a file or files on your computer or device.
- Click **Save**.
- If you choose View pages using this style, the Pages Using Script dialog appears.

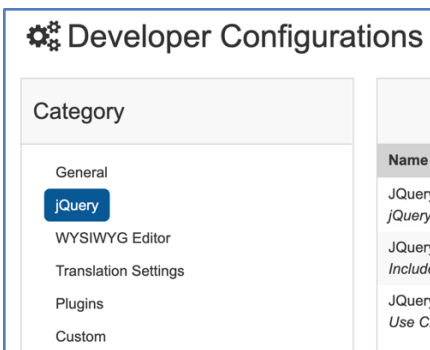
Developer Configurations

- Under For Developers, select **Developer Configurations**.

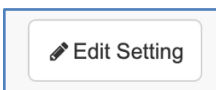


Edit a Developer Configuration

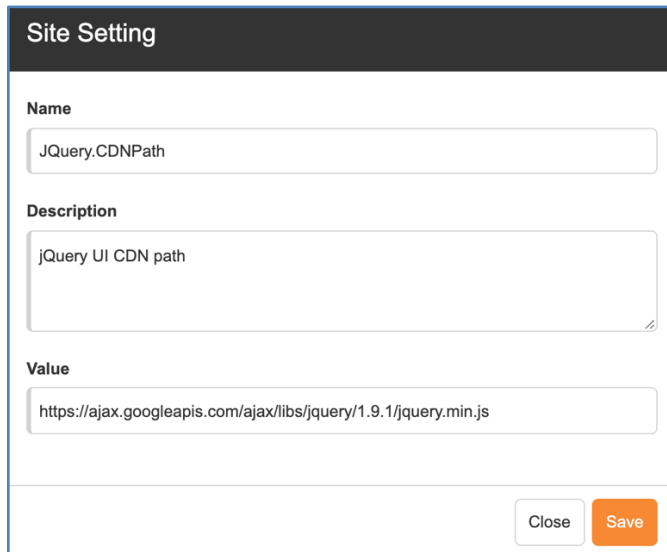
- On the Developer Configurations page, in the panel on the left, select a category.



- In the panel on the right, choose a configuration from the list.
- Click **Edit Setting**.



- In the Site Setting dialog, make any revisions.



The image shows a 'Site Setting' dialog box with a dark header. It contains three sections: 'Name' with a text input field containing 'jQuery.CDNPath'; 'Description' with a text area containing 'jQuery UI CDN path'; and 'Value' with a text input field containing 'https://ajax.googleapis.com/ajax/libs/jquery/1.9.1/jquery.min.js'. At the bottom right, there are two buttons: 'Close' and 'Save'.

- Click **Save**.