

PureCMS 3 User's Guide

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Using PureCMS

Working with Pages

Opening a Web page

To open a Web page from the Start Page

1. [Open PureCMS](#).
2. In the Start Page, click **Edit pages directly from your web site**.
3. Click links to open the page you want.
4. Scroll down to the bottom of the page and click the Direct Edit link. The default Direct Edit link is **GS**.
5. The page opens in the **Edit Region View**.
6. Click on an **Edit** button, or from the menu, choose **Page > Edit Page**.
7. The area or page you are modifying opens in the **Editor**.

To open a Web page from the Site Manager

1. From the Start Page menu bar, click **View > Go to > Site Manager**.
2. In the right panel, click on a page.
3. In the menu bar click **File > Open Page**.
4. The page opens in the **Edit Region View**.
5. Click on an **Edit** button, or from the menu, choose **Page > Edit Page**.
6. The area or page you are modifying opens in the **Editor**.

To open a Web page with Direct Edit

1. In your Web browser, navigate to the page on the Staging Server.
2. Scroll down to the bottom of the page and click the Direct Edit link. The default Direct Edit link is **GS**.
3. Enter your **Username** and **Password**.
4. Click **Log In**.
5. The page opens in the **Edit Region View**.
6. Click on an **Edit** button, or from the menu, choose **Page > Edit Page**.
7. The area or page you are modifying opens in the **Editor**.

Related topics

[Creating a new Web page](#)

[Editing a Web page](#)

[Saving a Web page](#)

Creating a new Web page

To create a new Web page based on an existing page

1. Login to PureCMS.
2. On the menu bar, choose **View > Go to > Site Manager**. The **Site Manager** window opens.
3. In the left pane, select the folder where you want the new page.
4. On the menu bar, click **File > New Page**. The **New Page** window appears.
5. In the right panel, choose **Make a copy of an existing page**.
6. In the left panel, highlight the page you want to use as a guide. You can click folders to display the pages within them.
7. Type in a **New page name**. You do not need to type an extension (i.e. ".html").
8. Click **Ok**. A message appears telling you the new page has been created.
9. Click **Ok** again. The new page opens in the **Edit Region View**.

To create a new Web page based on a template

1. Login to PureCMS.
2. On the menu bar, choose **View > Go to > Site Manager**. The **Site Manager** window opens.
3. In the left pane, select the folder where you want the new page.
4. In the right panel, choose **Use a pre-made Template**.
5. Highlight a template in the **Select a template from your site** list.
6. Type in a **New page name**. You do not need to type an extension (i.e. ".html").
7. Click **Ok**. A message appears telling you the new page has been created.
8. Click **Ok** again. The new page opens in the **Edit Region View**.

Note

To create a page in a subfolder, you must go to the Site Manager and click the destination folder before clicking **File > New Page**.

Related topics

[Editing a Web page](#)

[Saving changes](#)

[Getting approval for a page](#)

[Publishing a page](#)

Opening a Web page

To open a Web page from the Start Page

1. [Open PureCMS](#).
2. In the Start Page, click **Edit pages directly from your web site**.
3. Click links to open the page you want.

4. Scroll down to the bottom of the page and click the Direct Edit link. The default Direct Edit link is **GS**.
5. The page opens in the **Edit Region View**.
6. Click on an **Edit** button, or from the menu, choose **Page > Edit Page**.
7. The area or page you are modifying opens in the **Editor**.

To open a Web page from the Site Manager

1. From the Start Page menu bar, click **View > Go to > Site Manager**.
2. In the right panel, click on a page.
3. In the menu bar click **File > Open Page**.
4. The page opens in the **Edit Region View**.
5. Click on an **Edit** button, or from the menu, choose **Page > Edit Page**.
6. The area or page you are modifying opens in the **Editor**.

To open a Web page with Direct Edit

1. In your Web browser, navigate to the page on the Staging Server.
2. Scroll down to the bottom of the page and click the Direct Edit link. The default Direct Edit link is **GS**.
3. Enter your **Username** and **Password**.
4. Click **Log In**.
5. The page opens in the **Edit Region View**.
6. Click on an **Edit** button, or from the menu, choose **Page > Edit Page**.
7. The area or page you are modifying opens in the **Editor**.

Related topics

[Creating a new Web page](#)

[Editing a Web page](#)

[Saving a Web page](#)

Editing a Web page

To edit a Web page

1. [Open PureCMS](#).
2. On the Start Page, click **Edit pages directly from your web site**.
3. Browse to the page you want to edit.
4. Scroll to the bottom of the page and click the Direct Edit link. On the sample site, the Direct Edit links are **GS**. The page opens in the Edit Region View.
5. Click on an **Edit** button to edit a specific region of the page.

OR

- On the menu bar click **Page > Edit Page**, to edit the entire page.
6. Make desired changes.

7. Click **Save** to keep changes, click **Cancel** to discard changes.
8. If you click **Save** or **Request Approval**, the **Enter Notes** window opens.
9. You can type up to 256 characters to explain your changes in the **Explain the changes...** field.
10. Click **Ok**.
11. Changes will not appear on the Web until they are approved and the site is [published](#).

To edit the HTML of a Web page

1. On the start page, click **Edit pages directly from your web site**.
2. Browse to the page you want to edit.
3. Scroll to the bottom of the page and click the Direct Edit link. On the sample site, the Direct Edit links are **GS**.
4. Click on an **Edit** button to edit a specific region of the page.
OR
 - On the menu bar click **Page > Edit Page**, to edit the entire page.
5. On the menu bar click **View > HTML**.
6. Make desired changes.
7. Click **Save** or **Request Approval** and the **Enter Notes** window opens.
8. You can type up to 256 characters to explain your changes in the **Explain the changes...** field.
9. Click **Ok**.
10. Changes will not appear on the Web until they are approved and the site is [published](#).

Notes

- Depending on your permissions, you may not see the **Edit Page** option listed on the **Page** menu, and you may not have an **HTML** option on the **View** menu.
- The HTML code you view through the **Editor** is not an exact copy of the HTML for the page you are editing. PureCMS takes out extra white space like tabs, leading spaces, and trailing spaces so you can see more code. PureCMS also shows full URL paths ("http://www.myserver.com/images/nice.jpg") to links and other objects, even if they are entered as relative links ("images/nice.jpg").

Related topics

[Creating a new Web page](#)

[Opening a Web page](#)

[Adding text](#)

[Adding images](#)

[Adding hyperlinks](#)

Previewing a Web page

To preview a Web page from the Site Manager

1. From the Start Page menu bar, click **View > Go to > Site Manager**.

2. Click on the page you want to preview.
3. On the menu bar, choose **File > Open**. The page opens in the **Edit Region View**.
4. On the menu bar, choose **Page > Preview This Page**.
5. Click the **X** button in the upper right corner to close the preview window.

To preview a Web page from the Editor

1. If you do not have changes to save, on the menu bar, click **File > Cancel** and skip to step six.
2. If you have changes to save, on the menu bar, click **File > Save**.
3. If your changes must be approved, the **Enter Notes** screen appears, continue with step four.

OR

- If you do not need approval, skip to step six.
4. In **Explain the changes to...**, type any information you want to keep about your changes.
 5. Click **Ok**. The page will be displayed in the **Edit Region View**.
 6. On the menu bar, click **Page > Preview this page**.
 7. Click the **X** button in the upper right corner to close the preview window.

Note

You will not be able to see pending changes other users have made unless you are a group leader or Webmaster.

Viewing HTML code

To view pages as HTML

1. Open a page in the **Editor**.
2. On the menu bar, click **View > HTML**.

To switch back to the WYSIWIG view

- On the menu bar, click **View > Normal**.

Related topics

[Editing a Web page](#)

Saving changes

Saving changes to a Web page

1. With a page or region open in the **Editor**, go to the menu bar and click **File > Save**.
2. If your changes require approval, the **Enter Notes** page appears. Type any notes about your changes in **Explain the changes made to...** You can type up to 256 characters.
3. Click **OK**.

Notes

- If you have **Restricted** group rights (your work must be approved before publishing), other users will not see your changes on the Staging Server until they have been approved.
- If your changes do not require approval, you will be returned to the Edit Region View immediately after clicking **Save**. You can still request approval while in the Editor by clicking **File > Request Approval** and following steps two and three.
- If you have **Full** group rights (your work does not have to be approved before publishing), your changes will be available on the Staging Server immediately.

Related topics

[Editing a Web page](#)

[Changing page notes](#)

Sending notifications about a page

Every time you make changes or modifications, PureCMS will automatically send notification of the changes to the appropriate group leader and administrators. If you need to send extra notes or questions about a page or other file, you can use the **Send Notification** tool.

To send extra notifications

1. Login to PureCMS.
2. On the menu bar, choose **View > Go to > Site Manager**.
3. Select a page or other file you want to discuss via email.
4. On the menu bar, choose **File > Send Notification**. The **Send Notification** window appears.
5. In **Choose Recipient**, select a user to receive the note.
6. Click **To** or **CC**. The user appears in the **To** or **CC** box.
7. If you want to send the note to several users, repeat steps five and six for each user.
8. In **Message**, type your note concerning the page or file.
9. Select **Send a copy to myself** if you want the message sent to your email box.
10. Select **Include Hyperlink in message** and your message will have a link to the page or file discussed in the note.
11. Click **Send**. The note will be sent to all the recipients you chose. The note will include details about the page or file, and will be marked from the email address designated for the account you used to log in to PureCMS.

Note

You must have access to the **Site Manager** to use **Send Notification**. Your Webmaster can give you access to the **Site Manager**.

Changing page notes

When you submit page changes for approval you are required to include notes before your changes are saved. You can alter the notes after the changes are saved.

To change page notes

1. Log in to PureCMS.
2. On the menu bar, choose **Tools > Set Page Notes**. The **Set Page Notes** window opens listing notes for all changes you have submitted that are pending.
3. Click in the **Notes** field for any page listed, and make any modifications. In the **Notes** field you can edit, delete, cut, copy, and paste text.
4. Click **Update**. A message appears saying your notes were successfully updated.
5. Click **Ok**.

Related topics

[Saving changes](#)[Submitting changes for approval](#)

Adding hyperlinks

To add a hyperlink to a page

1. Open a page or region in the **Editor**.
2. Click where you want the link.
3. On the menu bar, click **Insert > Create or Modify link**. The **Link** window appears.
4. In **Web Address**, type the address of the destination page. To link to another page on your site, select the page in the left pane. You can double-click folders to list their pages.
5. In **Text to Link**, type the text you want as the hyperlink.
6. If you know the name of a style you want for the link, type the name in **CSS Stylesheet Class**. You can leave **Class** blank.
7. If the page has anchors, you can choose a specific anchor as the destination in the **Anchor** list.
8. Choose where you want the destination page to appear from the **Load in Window (target attribute)** list.
 - **Same Frame/Window** - the destination page will appear in the same frame or browser window replacing the current page.
 - **New Window** - another browser window will open and display the destination page, while the current page stays open in the original window.
 - **Parent Frame** - the destination page will appear in the frame that referenced the original linking frame.
 - **Whole Page** - The destination page will appear in the same browser window, but it will fill the whole window and get rid of any previous frames.
9. Click **Update**.

To turn existing text into a hyperlink

1. Open a page or edit region in the **Editor**.
2. Select the text you want as a link.
3. On the menu bar, click **Insert > Create or Modify link**. The **Link** window appears.

4. Type the address of the destination page in **Web Address**. To link to another page on your site, select the page in the left pane. You can double-click folders to list their pages.
5. The text you selected will already appear in **Text to Link**.
6. If you know the name of a style you want for the link, type the name in **CSS Stylesheet Class**. You can leave **Class** blank.
7. If the destination page has anchors, you can choose a specific anchor as the destination in the **Anchor** list.
8. Choose where you want the destination page to appear from the **Load in Window** list.
 - **Same Frame/Window** - the destination page will appear in the same frame or browser window replacing the current page.
 - **New Window** - another browser window will open and display the destination page, while the current page stays open in the original window.
 - **Parent Frame** - the destination page will appear in the frame that referenced the original linking frame.
 - **Whole Page** - The destination page will appear in the same browser window, but it will fill the whole window and get rid of any previous frames.
9. Click **Update**.

Submitting changes for approval

If you have **Full** group rights, you can save changes without submitting them. You can also submit changes for approval. If you have **Restricted** group rights, all your changes will be automatically submitted for approval.

To have changes approved

1. Open a page in the **Editor**.
2. Make any changes.
3. Click the **Request Approval** button in the lower right. The **Enter Notes** page opens.
4. Type any information the group leader needs in **Explain the changes made to....** You can enter up to 256 characters.
5. Click **Ok**. Your notes and changes are submitted to the group leader or Webmaster, who will receive an email announcing your changes.

Notes

- You will be able to see your changes in the **Edit Region View** even if the changes have not been approved. Other users will not see the changes until they are approved.
- Group leaders and webmasters decide which users have **Restricted** group rights and which have **Full** group rights.

To approve changes

1. Log in to PureCMS as a Webmaster or another administrator.
2. On the menu bar, click **View > Pending Changes**.
3. In **Pending Changes**, click **Approve** next to the file name of the changed page.

Note

To approve changes, you must be the webmaster or leader for the group that owns the changed page.

Related topics

[Editing a Web page](#)

[Publishing changes](#)

[Publishing a Web page](#)

[Viewing and approving changes](#)

[Changing page notes](#)

Finding files and text

To find a file or folder by name

1. Click **Edit > Search** in the Site Manager menu or the Start Page menu.
2. In **Search for files and folders named**, type the text you want to find.
3. Click the folder where you want to search.
4. Click the **Search Now** button. All files and folders with the name will be listed in the right pane.

To find specific text

1. In the Site Manager menu or the Start Page menu, click **Edit > Search**.
2. In **Search for this text in all files**, type the text you want to find.
3. Click the folder where you want to search.
4. Click the **Search Now** button. All files with the text will be listed in the right pane.

Notes

- Search results will include all word forms, and words that include your search text. For example if you search for "bar", the search will return files with "Bar", "bartender", "bars", and "rebar".
- We suggest you use the two search methods independently. If you enter text in both **Search for files and folders named** and **Search for this text in all files** at the same time, the Search will look for files with both the name AND the text you designated.

Related topics

[Finding and replacing text](#)

Working with Text

Check spelling

To check spelling in a Web page

1. Open a page or edit region in the **Editor**.

2. On the menu bar, click **Edit > Check Spelling**. The **Check Spelling** box opens and the spelling check begins automatically. Misspelled words appear in the **Not in Dictionary** box. Possible correct spellings appear in the **Suggestions** list.
3. Highlight a suggested replacement or type the correct spelling in **Replace with**.
4. Click **Replace**.
5. Click **Ignore** to pass over a word.
6. Click **Done** or **Cancel** to close the **Check Spelling** box.

Finding and replacing text

To search for text and then replace it

1. Click **Edit > Replace** in the Site Manager menu or the Start Page menu. The **Search and Replace** window opens.
2. In the left pane, select the page or pages you want to search. Click folders to see the pages they contain.
3. Type the text you want to find in **Search For**.
4. Type the new text in **Replace With**.
5. Clear the **Match Case** text box to search for all occurrences of the text. Select the **Match Case** box to search only for occurrences that have the same letters in upper or lower case.
6. Choose **Entire File** to look for your target text in the page's regular text and the page's HTML tags. Choose **Text Only** and the search will ignore the HTML tags.
7. Choose **For the selected page(s) only...**, and the search will only look in the files you highlighted. Choose **For entire site** and the search will look through every file for the target text.
8. Click **Ok**, and your replacement text will be substituted for the target text in every file selected.

Warning: You will not have the option to approve or deny individual changes. Every instance of the text will be replaced, even if the text occurs within a larger word. For example, if you Search for 'bar' and replace it with 'pipe', every instance of 'bar' would become 'pipe', 'bartender' would also become 'pipetender', and 'rebar' would be changed to 'repipe'.

Related topics

[Finding files and text](#)

Finding and replacing text in a single page

To find and replace text

1. Open a page or edit region in the **Editor**.
2. On the menu bar, choose **Edit > Find/Replace**. The **Find/Replace** window appears.
3. In **Find what**, type the text you want to find.
4. In **Replace with**, type the text you want in its place.
5. Click **Find Next**. The Editor selects the first occurrence of the word.

6. Click **Replace** to change the word that was found. Click **Replace All** to change every occurrence of the word in the page.
7. When you have finished your search, click the close button in the upper right corner of the **Find/Replace** window.

Notes

- Select **Match case**, to search only for occurrences of the word that have the same capitalization as the word you typed in **Find what**.
- Select **Match whole word only** to search for stand-alone occurrences of the word. For example, if you want to find the word 'bar', but do not want to find 'bartender', 'rebar', or 'hyperbaric' select this check box.

Adding text

To add Web page text

1. Open a page or edit region in the **Editor**.
2. Click where you want to add text.
3. Begin typing.
4. Click **Save** to keep changes, click **Cancel** to discard changes.

To edit Web page text

1. Open a page or edit region in the **Editor**.
2. Select the text you want to change.
3. Type the new text.
4. Click **Save** to keep changes, click **Cancel** to discard changes.

Notes

- You can reject small changes before cancelling or saving by clicking **Edit > Undo** on the menu bar. You can reverse Undo's by clicking **Edit > Redo**.
- Unless you have Webmaster, or publishing privileges, when you click **Save** your changes will be submitted for approval. The changes will only be visible to you and the approving administrator until they are approved.

Working with Tables

Working with tables

To change an existing table

1. Open a page or region in the **Editor**.
2. Click in the table.
3. On the tool bar, click the Table button.
 - Choose **Insert Table** to embed a new table.
 - Choose **Modify Table Properties** to modify the current table.

- Choose **Modify Cell Properties** to modify the current cell.
- Choose to insert rows or columns.
- Choose to delete rows or columns.
- Choose to increase or decrease column span.

To delete a table

1. Open a page or region in the **Editor**.
2. Click on the edge of the table you want to delete.
3. Press the **Delete** key on your keyboard.

To insert a table

1. Open a page or region in the **Editor**.
2. Click where you want the table.
3. On the tool bar, click the Table button.
4. Choose **Insert Table**. The **Insert Table** window appears.
5. Choose from the following settings.
 - **Rows** - Enter any number of rows for your table. The more rows you add, the longer your table will be. Rows will also become taller if you hit the **Enter** key while the mouse cursor is in a row.
 - **Columns** - Enter any number of columns for your table. The more columns you add the wider your table will be. The columns will also widen as you type in text or add graphics.
 - **Cell Padding** - Enter a number that will set a margin inside the cells. For example, if you enter 5, then any text within cells will stay at least five pixels from all cell borders.
 - **Cell Spacing** - Enter a number that will set the space between cells. For example, if you put cell spacing at 5, then you would see a five pixel gap between cells.
 - **Width** - Enter a number to set a width that applies to the whole table.
 - Enter just a number and the table width will stay the same, regardless of the width of a viewer's browser window.
 - Enter a number followed by a percent sign and the table width will adjust to remain a set percentage of the entire browser window width.
 - **Height** - Enter a number to set a height that applies to the whole table.
 - Enter just a number and the table height will stay the same, regardless of the height of a viewer's browser window.
 - Enter a number followed by a percent sign and the table height will adjust to remain a set percentage of the entire browser window height.
 - **Background Color** - If you want the table to have a background color different from the page background, choose a color from this list.
 - **Border** - Enter a number for how wide you want the table's borders. The size is in pixels.
6. Click **Insert Table**.

To modify a table

1. Open a page or region in the **Editor**.

2. Click in the table.
3. On the tool bar, click the Table button.
4. Choose **Modify Table Properties**. The **Modify Table Properties** window appears.
5. Choose from the following settings.
 - **Background Color** - If you want the table to have a background color different from the page background, select a color from this list.
 - **Border** - Enter a number for how wide you want the tables borders. The size is in pixels.
 - **Cell Padding** - Enter a number that will set a margin inside the cells. If you enter 5, then any text within cells will stay at least five pixels from all cell borders.
 - **Cell Spacing** - Enter a number that will set the space between cells. If you have a colored border and cell spacing is 5, then you would see a five pixel gap between cells.
 - **Width** - Enter a number to set a width that applies to the whole table.
 - Enter just a number and the table width will stay the same, regardless of the width of a viewer's browser window.
 - Enter a number followed by a percent sign and the table width will adjust to remain a set percentage of the entire browser window width.
 - **Height** - Enter a number to set a height that applies to the whole table.
 - Enter a just number and the table height will stay the same, regardless of the height of a viewer's browser window.
 - Enter a number followed by a percent sign and the table height will adjust to remain a set percentage of the entire browser window height.
6. Click **Modify Table Properties**.

To edit cell properties

1. Open a page or region in the **Editor**.
2. Click in the cell.
3. On the tool bar, click the Table button.
4. Choose **Modify Cell Properties**. The **Modify Cell Properties** window appears.
5. Choose from the following settings.
 - **Cell Background Color** - If you want the cell to have its own background color, choose a color from this list.
 - **Cell Width** - Enter a number to set the cell's width. Every cell in the same column will be that width.
 - **Cell Height** - Enter a number to set the cells's height. Every cell in the same row will be the same height.
 - **Horizontal Align** - Choose to display text on the **Left** side, in the **Center**, or on the **Right** side of the cell.
 - **Vertical Align** - Choose to display text at the **Top**, in the **Middle**, or on the **Bottom** of the cell.
 - **Insert Row**
 - **Above** - Create one new row above the current row.
 - **Below** - Create one new row below the current row.
 - **Insert Column**
 - **to the Left** - Create one new column to the left of the current column.

- **to the Right** - Create one new column to the right of the current column.
 - **Delete**
 - **Delete Row** - Remove the current row and all its text and graphics.
 - **Delete Column** - Remove the current column and all its text and graphics.
 - **Delete Cell** - Erase the current cell and all its text and graphics.
 - **Span**
 - **Columns Span** - Merge the current cell with the cell to its right. So you have one cell spanning two columns.
 - **Rows Span** - Merge the current cell with the cell beneath it. So you have one cell spanning two rows.
- Tips** - If creating a span adds an extra cell to your table, simply click in the extra cell, choose **Table > Edit Cell**, and click the **Delete Cell** button. If you want to span more than two cells, you will have to [edit the table in HTML view](#), and you will have to delete more cells.
6. Click **Modify Cell Properties**.

Editing a table

To edit a table

1. Open a page or region in the **Editor**.
2. Click anywhere inside the table.
3. On the tool bar, click the **Table Functions** button.
4. Choose **Modify Table Properties**. The **Modify Table Properties** window appears.
5. Make any desired changes. For more information see [Working with tables](#).
6. Click **Ok**.

Related topics

[Changing table background color](#)

[Changing table borders](#)

[Hiding table borders](#)

[Changing table size](#)

[Changing margins in cells](#)

[Changing border size between cells](#)

Editing a table cell

To edit a cell

1. Open a page or region in the **Editor**.
2. Click inside the cell you want to edit.
3. On the tool bar, click the **Table Functions** button.
4. Choose **Modify Cell Properties**. The **Modify Cell Properties** window appears.
5. Make any desired changes. For more information see [Working with tables](#).
6. Click **Ok**.

Related topics

[Changing a cell's background color](#)

[Changing the position of cell contents](#)

[Controlling column width](#)

[Controlling row height](#)

[Combining table cells](#)

[Splitting table cells](#)

Deleting a table

To delete a table from a page

1. Open a page or region in the **Editor**.
2. Move the mouse cursor over the edge of the table until it becomes a black, four-headed arrow.
3. Click the edge of the table. White squares will appear at each corner and on each side of the table.
4. Press the **Delete** key on your keyboard.


Changing a table background color

To change a table's background color

1. Open a page or region in the **Editor**.
2. Click in a table.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Modify Table Properties**, The **Modify Table Properties** window appears.
5. In the **Background Color** list, choose the color you want.
6. Click **Modify Table Properties**.


Changing a table border

To change a table's border

1. Open a page or region in the **Editor**.
2. Click in a table.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Modify Table Properties**, The **Modify Table Properties** window appears.
5. In the **Border** box, enter the border width you want. The number represents the width in pixels. You can enter any whole number between 0 and 99. If you enter 0, the outside border and all cell borders will be invisible when the page is published or previewed.
6. Click **Modify Table Properties**.


Hiding table borders

To hide table borders

1. Open a page or region in the **Editor**.
2. Click in a table.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Modify Table Properties**, The **Modify Table Properties** window appears.
5. In the **Border** box, type 0.
6. Click **Modify Table Properties**. The outside border and all cell borders will be invisible when the page is published or previewed.


Changing table size

To change a table's size

1. Open a page or region in the **Editor**.
2. Click in a table.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Modify Table Properties**, The **Modify Table Properties** window appears.
5. In the **Width** box, type a number. If you leave the percent sign, the width will be a percentage of the page width (relative width). If you delete the percent sign, the width will be measured in pixels (absolute width).
6. In the **Height** box, type a number. If you leave the percent sign, the height will be a percentage of the page height (relative height). If you delete the percent sign, the height will be measured in pixels (absolute height). The height will automatically adjust to make room for additional text.
7. Click **Modify Table Properties**.


Changing margins in table cells

To change margins in table cells

1. Open a page or region in the **Editor**.
2. Click in a table.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Modify Table Properties**, The **Modify Table Properties** window appears.
5. In the **Cell Padding** box, enter a number. The number represents the space, in pixels between the cell edges and anything inside the cell. You can enter any whole number between 0 and 99.
6. Click **Modify Table Properties**.

Changing border size between table cells


To change margins in table cells

1. Open a page or region in the **Editor**.
2. Click in a table.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Modify Table Properties**, The **Modify Table Properties** window appears.
5. In the **Cell Spacing** box, enter a number. The number represents the width, in pixels, between cells. You can enter any whole number between 0 and 99.

6. Click **Modify Table Properties**.


Changing a table cell's background color

To change a table cell's background color

1. Open a page or region in the **Editor**.
2. Click in a table cell.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Modify Cell Properties**, The **Modify Cell Properties** window appears.
5. In the **Background Color** list, choose the color you want.
6. Click **Modify Cell Properties**.


Changing the position of cell contents

To change the position of cell contents

1. Open a page or region in the **Editor**.
2. Click in a cell.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Modify Cell Properties**, The **Modify Cell Properties** window appears.
5. In the **Horizontal Align** list, choose **None**, **Left**, **Center** or **Right**. Choosing **None** or **Left** will both align the cell contents to the Left cell border.
6. In the **Vertical Align** list, choose **None**, **Top**, **Middle** or **Bottom**. Choosing **None** or **Middle** will both align the cell contents halfway between the top and the bottom.
7. Click **Modify Cell Properties**.


Controlling table column width

To set column width

1. Open a page or region in the **Editor**.
2. Click in a cell.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Modify Cell Properties**, The **Modify Cell Properties** window appears.
5. In **Cell Width**, enter a number, the number signifies the width in pixels.
6. Click **Modify Cell Properties**. All cells in the same column will adjust to the width you chose.

Controlling table row height

To set row height


1. Open a page or region in the **Editor**.
2. Click in a cell.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Modify Cell Properties**, The **Modify Cell Properties** window appears.
5. In **Cell Height**, enter a number, the number signifies the height in pixels.
6. Click **Modify Cell Properties**. All cells in the same row will adjust to the same height.

Note


If you add content that requires more room in the cell, the row will automatically grow taller to fit the content, even beyond the height you chose.

Adding table columns and rows

To add a column to a table


1. Open a page or region in the **Editor**.
2. Click in a cell.
3. On the tool bar, click the **Table** button .
4. Choose **Insert Column to the Right**, or choose **Insert Column to the Left**. A new column appears in your table to the left or right of the cell where you clicked.

To add a row to a table


1. Open a page or region in the **Editor**.
2. Click in a cell.
3. On the tool bar, click the **Table** button .
4. Choose **Insert Row Above**, or choose **Insert Row Below**. A new row appears in your table above or below the cell where you clicked.

Removing table columns and rows

To remove a column from a table


1. Open a page or region in the **Editor**.
2. Click in a cell.
3. On the tool bar, click the **Table Functions** button .
4. Choose **Delete Column**. The column where you clicked is removed.

To remove a row from a table

1. Open a page or region in the **Editor**.
2. Click in a cell.
3. On the tool bar, click the **Table Functions** button .
4. Choose **Delete Row**. The row where you clicked is removed.


Combining table cells

To merge two cells

1. Open a page or region in the **Editor**.
2. Click in a table cell.
3. On the tool bar, click the **Table Functions** button .
4. Choose **Increase Column Span**. The cell you clicked and the cell to its right are joined together.

Splitting table cells

To split one cell into two


1. Open a page or region in the **Editor**.
2. Click in a table cell that spans more than one column.
3. On the tool bar, click the **Table Functions** button  .
4. Choose **Decrease Column Span**. The cell you clicked will be split into two separate cells.

Note

You can only split a cell if it is wider than a single column.

Adding a table

To add a table to a page

1. Open a page or region in the **Editor**.
2. Click where you want your table to start.
3. On the tool bar, click the **Table** button  .
4. Choose **Insert Table**.
5. The **Insert Table** window appears.
6. Type in the number of **Rows**.
7. Enter a number for **Cell Padding**. This is the size, in pixels, of the internal margins of all cells in the table.
8. Type in the number of **Columns**.
9. Enter a number for **Cell Spacing**. This is the amount of space, in pixels, between table cells.
10. Type in a **Width**. If you leave the percent sign, the width will be a percentage of the page width (relative width). If you delete the percent sign, the width will be measured in pixels (absolute width).
11. Leave **Height** blank, and the table will adjust it's height to as you add contents. You can enter defined values for **Height** in the same way as you would for **Width**.
12. In the **Background Color** list, choose a color for the table background. If you leave this at **None**, the page background will "show through" the table.
13. In **Border**, type a number for the width, in pixels, of the table's outside border.
14. Click **OK**.

To delete a table from a page

1. Open a page or region in the **Editor**.
2. Move the mouse cursor over the edge of the table until it becomes a black, four-headed arrow.
3. Click the edge of the table. White squares will appear at each corner and on each side of the table.
4. Press the **Delete** key on your keyboard.

To edit a table

1. Open a page or region in the **Editor**.

2. Click anywhere inside the table.
3. On the tool bar, click the **Table** button.
4. Choose **Modify Table Properties**. The **Modify Table Properties** window appears.
5. Make any desired changes. For more information see [Working with tables](#).
6. Click **Ok**.

To edit a cell

1. Open a page or region in the [Editor](#).
2. Click inside the cell you want to edit.
3. On the tool bar, click the **Table** button.
4. Choose **Modify Cell Properties**. The **Modify Cell Properties** window appears.
5. Make any desired changes. For more information see [Working with tables](#).
6. Click **Ok**.


Related topics

[Working with tables](#)

Working with Forms

Working with forms

To add a form to a page

1. Open a page in the [Editor](#).
2. On the tool bar, click the Form button. 
3. Choose **Insert Form**. The **Insert Form** window appears.
4. Enter a **Name** for your form.
5. In the **Action** box, enter the command or script that will process the information in the form when a page visitor submits the form.
6. In the **Method** list, choose a **Post** or a **Get** method.
7. Click **Insert Form**. A red broken-line box appears in your page where you can add form boxes, buttons, and fields.

To edit a form

1. Open a page in the [Editor](#).
2. Click in the form
3. On the tool bar, click the **Form** button.
4. Choose **Modify Form Properties**. The **Modify Form Properties** window appears.
5. Make your desired changes.
6. Click **Modify Form Properties**.


To remove a form

1. Open a page in the [Editor](#).
2. Select the form and all of its contents.

3. Press **Delete** on your keyboard.


Adding an input field to a form

To place an input field on a Web page

1. Open a page or region in the **Editor**.
2. Insert a **Form**.
3. Click in the form.
4. On the menu bar, click the **Form** button. 
5. Choose **Insert/Modify Text field**. The **Insert Text Field** window opens.
6. In **Name**, type a name for the field, this name will not be visible to page visitors.
7. In **Initial Value**, type any text you want in the field when the visitor first opens the page.
8. In **Character Width**, enter a number. This represents how many characters will fit in the visible part of the field. If page visitors type more characters, this number may limit what they see in the field.
9. In **Maximum Characters**, enter the largest number of characters a visitor will be able to type into the field. If this number is larger than Character Width, page visitors may not be able to see everything that they typed. This number will truncate any entries that exceed the maximum.
10. In **Type**, choose **Text** or **Password**. If you choose **Password**, when a visitor enters information, all the information will display as asterisks.
11. Click **Insert Text Field**.

Changing an input field

To change a text input box

1. Open a page or region in the **Editor**.
2. Click the field you want to modify. Eight small white squares should surround the field.
3. On the menu bar, click the **Form** button. 
4. Choose **Insert/Modify Text field**. The **Modify Text Field** window opens.
5. Make any of the following changes;
 - **Name**: The name for the field. This name will not be visible to page visitors.
 - **Initial Value**: the text you want the visitor to see in the field when the page first opens.
 - **Character Width**: This number represents how long the field will be on the page, and the maximum number of characters that can be seen in the field.
 - **Maximum Characters**: The largest number of characters a visitor will be able to type into the field.
 - **Type**: Choose **Text** or **Password**. If you choose **Password**, when a visitor enters information, all the information will display as asterisks. If you choose **Text**, all characters will appear normally.
6. Click **Modify Text Field**.


To remove text input box from a form

1. Open a page or region in the **Editor**.
2. Click the input box you want to remove. Eight small white squares should surround it.

3. On your keyboard, press **Delete**.


Adding a large input field

To place a large text input field on a Web page

1. Open a page or region in the **Editor**.
2. Insert a **Form**.
3. Click in the form.
4. On the menu bar, click the Form button. 
5. Choose **Insert/Modify Text Area**. The **Insert Text Area** window opens.
6. In **Name**, type a name for the field, this name will not be visible to page visitors.
7. In **Initial Value**, type any text you want in the field when the visitor first opens the page.
8. In **Character Width**, enter a number. This number represents how many characters you can fit across the input box.
9. In **Lines**, enter a number. This represents the number of lines you can fit from top to bottom in the input box.
10. Click **Insert Text Area**.

Changing a large input field

To change a large text input box

1. Open a page or region in the **Editor**.
2. Click the input box. Eight small white squares should surround the box.
3. On the menu bar, click the Form button. 
4. Choose **Insert/Modify Text Area**. The **Modify Text Area** window opens.
5. Make any of the following changes
 - **Name**: The name for the field, this name will not be visible to page visitors.
 - **Initial Value**: Text you want in the field when the visitor first opens the page.
 - **Character Width**: This number represents how wide the field will be on the Web page.
 - **Lines**: The height of the input box in text lines.
6. Click **Modify Text Area**.


To remove a large text input box from a form

1. Open a page or region in the **Editor**.
2. Click the input box you want to remove. Eight small white squares should surround it.
3. On your keyboard, press **Delete**.

Placing a hidden field on a Web page


To place a hidden field on a Web page

1. Open a page or region in the **Editor**.
2. Insert a **Form**.
3. Click in the form.

4. On the menu bar, click the Form button. 
5. Choose **Insert/Modify Hidden Field**. The **Insert Hidden Field** window opens.
6. In **Name**, type a name for the field.
7. In **Initial Value**, type any characters you want in the field.
8. Click **Insert Hidden Field**.

Changing a hidden field

To edit a hidden field


1. Open a page or region in the **Editor**.
2. Click the hidden field you want to modify. Eight small white squares should surround the hidden field.
3. On the menu bar, click the Form button. 
4. Choose **Insert/Modify Hidden Field**. The **Modify Hidden Field** window opens.
5. In **Name**, make any change to the field name.
6. In **Initial Value**, make any changes you want.
7. Click **Modify Hidden Field**.

To remove a hidden field from a form

1. Open a page or region in the **Editor**.
2. Click the field you want to remove. Eight small white squares should surround the field.
3. On your keyboard, press **Delete**.

Adding a button


To place a button on a form

1. Open a page or region in the **Editor**.
2. Insert a **Form**.
3. Click in the form.
4. On the menu bar, click the Form button. 
5. Choose **Insert/Modify Button**. The **Insert Button** window opens.
6. In **Name**, type a name for the button. This name will not be visible to visitors.
7. In **Initial Value**, type the text you want on the button.
8. In the **Type** list, choose **Submit**, **Reset**, or **Button**.
 - **Submit** starts the action you chose for the form.
 - **Reset** clears the form.
 - **Button** puts a button in the form whose on-click action can be defined.
9. Click **Insert Button**.

Changing a button

To modify a form button

1. Open a page or region in the **Editor**.


2. Click the button you want to change. Eight small white squares should surround the button.
3. On the menu bar, click the Form button. 
4. Choose **Insert/Modify Button**. The **Modify Button** window opens.
5. In **Name**, change the name for the button. This name will not be visible to visitors.
6. In **Initial Value**, change the text you want to appear on the button.
7. In the **Type** list, choose **Submit**, **Reset**, or **Button**.
 - **Submit** starts the action you chose for the form.
 - **Reset** clears the form.
 - **Button** puts a button in the form whose on-click action can be defined.
8. Click **Modify Button**.

To remove a button from a form

1. Open a page or region in the **Editor**.
2. Click the button you want to remove. Eight small white squares should surround the button.
3. On your keyboard, press **Delete**.


Adding checkboxes

To place a check box on a Web page

1. Open a page or region in the **Editor**.
2. Insert a **Form**.
3. Click in the form.
4. On the menu bar, click the **Form** button. 
5. Choose **Insert/Modify Checkbox**. The **Insert Checkbox** window opens.
6. In **Name**, type a name for the field, this name will not be visible to page visitors.
7. In **Initial Value**, type any information you want.
8. In **Initial State**, choose **Unchecked** or **Checked**. This determines if the box is checked when the visitor first opens the page.
9. Click **Insert Checkbox**.

Modifying checkbox properties

To modify a check box

1. Open a page or region in the **Editor**.
2. Click the checkbox.
3. On the menu bar, click the Form button. 
4. Choose **Insert/Modify Checkbox**. The **Modify Checkbox** window opens.
5. Make any changes to the following:
 - **Name**: The name for the field, this name will not be visible to page visitors.
 - **Initial Value**: Type any information you want.


- **Initial State:** Choose **Unchecked** and the box will be clear when a visitor opens the page. Choose **Checked** and the box will already be checked when the visitor first opens the page.
6. Click **Modify Checkbox**.

To remove a checkbox from a form

1. Open a page or region in the **Editor**.
2. Click the checkbox you want to remove. Eight small white squares should surround it.
3. On your keyboard, press **Delete**.

Adding radio buttons

To place a radio button on a Web page


1. Open a page or region in the **Editor**.
2. Insert a **Form**.
3. Click in the form.
4. On the menu bar, click the **Form** button. 
5. Choose **Insert/Modify Radio Button**. The **Insert Radio Button** window opens.
6. In **Name**, type a name for the button, this name will not be visible to page visitors.
7. In **Initial Value**, type any information you want.
8. In **Initial State**, choose **Unchecked** or **Checked**. This determines if the radio button is checked when the visitor first opens the page.
9. Click **Insert Radio Button**.

Note

If you want a series of radio buttons to be mutually exclusive, each radio button in the series must have the same name, but they can all have different initial values.

Changing a radio button

To modify a radio button

1. Open a page or region in the **Editor**.
2. Click the radio button you want to modify. Eight small white squares should surround the radio button.
3. On the menu bar, click the **Form** button. 
4. Choose **Insert/Modify Radio Button**. The **Modify Radio Button** window opens.
5. Make changes to any of the following:
 - **Name:** The name for the button, this name will not be visible to page visitors.
 - **Initial Value:** type any information you want.
 - **Initial State:** Choose **Unchecked** and the radio button will be empty when the visitor first opens the page. Choose **Checked** and the radio button will already be checked when the visitor first opens the page.
6. Click **Modify Radio Button**.

Note


If you want a series of radio buttons to be mutually exclusive, each radio button in the series must have the same name, but they can all have different initial values.

To remove a checkbox from a form

1. Open a page or region in the **Editor**.
2. Click the radio button you want to remove. Eight small white squares should surround it.
3. On your keyboard, press **Delete**.

Adding a form

To add a form to a page

1. Open a page in the **Editor**.
2. On the tool bar, click the Form button. 
3. Choose **Insert Form**. The **Insert Form** window appears.
4. Enter a **Name** for your form.
5. In the **Action** box, enter the command or script that will process the information in the form when a page visitor submits the form.
6. In the **Method** list, choose a **Post** or a **Get** method.
7. Click **Insert Form**. A red broken-line box appears in your page where you can add form boxes, buttons, and fields.

To edit a form

1. Open a page in the **Editor**.
2. Click in the form
3. On the tool bar, click the **Form** button.
4. Choose **Modify Form Properties**. The **Modify Form Properties** window appears.
5. Make your desired changes.
6. Click **Modify Form Properties**.

To remove a form

1. Open a page in the **Editor**.
2. Select the form and all of its contents.
3. Press **Delete** on your keyboard.

Working with Images

Adding images

To add an image to a Web page

1. Open a page or region in the **Editor**.

2. Click where you want to add a graphic.
3. On the menu bar click **Insert > Image**. The **Image** window appears.
4. In the left pane, click on file name of the image you want. You can click a folder to see images within a folder. A preview of the image will appear in the top of the right pane.
5. In **Alt**, type a text name for the image.
6. In the **Align** list, choose how you want to align text with the image.
7. If you want to change the size of the image, choose a new **width** and **height** for the graphic (measured in pixels).
8. Choose a border width from the **Border** list.
9. Enter the number of pixels of space you want on the sides of the image in **Horizontal Spacing**.
10. Enter the number of pixels of space you want above and below the image in **Vertical Spacing**.
11. Click **Insert** to add the image to the page.

To add an image from your computer

1. Open a page or region in the **Editor**.
2. Click where you want to add a graphic.
3. On the menu bar click **Insert > Image**. The **Image** window appears.
4. In the left pane click **On My Computer**. The **Image Upload** window appears.
5. In the left pane, click the directory where you want to save the image.
6. In the right pane click **Browse**. The **Choose File** window opens.
7. Navigate to the folder of the image you want.
8. Click on the image and click **Open**. The **Image Upload** window reappears. With a preview of your image.
9. Click **Upload** to move the image to your Web folders. The **Image** window reappears with your new image listed in the left pane.
10. Select the image from the list in the left pane.
11. In **Alt**, type a text name for the image.
12. In the **Align** list, choose how you want to align text with the image.
13. If you want to change the size of the image, choose a new **width** and **height** in pixels for the graphic. You will have to find the values that keep the image in proper proportion.
14. Choose a border width from the **Border** list.
15. Enter the number of pixels of space you want on the sides of the image in **Horizontal Spacing**.
16. Enter the number of pixels of space you want above and below the image in **Vertical Spacing**.
17. Click **Insert** to add the image to your page.

Related topics

[Removing an image](#)

Removing an image

To remove a graphic or image

1. Open a page or region in the **Editor**.
2. Click on the graphic or image. Six little white squares will appear around the graphic.
3. Hit the **Delete** key on your keyboard.

Related topics

[Adding images](#)

Changing Page Properties

Changing page titles

1. Open a page in the **Edit Region View**.
2. On the menu bar, click **Page > Page Properties**. The **Page Properties** window opens.
3. Type a new title in **Page Title**.
4. Click **Update**.

Note


This will change the HTML title, which may or may not be visible on the Web page itself.

Changing page backgrounds

To use or change an image as a page background

1. Open a page in the **Edit Region View**.
2. On the menu bar, click **Page > Page Properties**. The **Page Properties** window opens.
3. Click in the **Background Image** field. The **Image** window opens.
4. In the left pane click a file, or click a folder, then a file in the folder. The image is previewed in the right pane.
5. Click **Insert** in the **Image** window.
6. Click **Update** in the **Page Properties** window.

To change the color of a page background


1. Open a page in the **Edit Region View**.
2. On the menu bar, click **Page > Page Properties**. The **Page Properties** window opens.
3. Click the Color button  in the **Background Color** row. A color palette opens.
4. Click the color you want.
5. Click **Update** in the **Page Properties** window.

To remove an image from a page background

1. Open a page in the **Edit Region View**.
2. On the menu bar, click **Page > Page Properties**. The **Page Properties** window opens.
3. Click in the **Background Image** field. The **Image** window opens.

4. In the **Source** box, delete all the text.
5. Click **Insert** in the **Image** window.
6. Click **Update** in the **Page Properties** window.

Changing text colors


1. Open a page in the **Edit Region View**.
2. On the menu bar, click **Page > Properties**. The **Page Properties** window opens.
3. Click the Color button  in the **Text Color** row. A color palette opens.
4. Click the color you want.
5. Click **Update** in the **Page Properties** window.

Related topics


[Changing link colors](#)

Changing link colors


To change link colors

1. Open a page in the **Edit Region View**.
2. On the menu bar, click **Page > Page Properties**. The **Page Properties** window opens.
3. Click the Color button  in the **Link Color** row. A color palette opens.
4. Click the color you want.
5. Click **Update** in the **Page Properties** window.

To change active link colors

1. Open a page in the **Edit Region View**.
2. On the menu bar, click **Page > Page Properties**. The **Page Properties** window opens.
3. Click the Color button  in the **Active Links** row. A color palette opens.
4. Click the color you want.
5. Click **Update** in the **Page Properties** window.

To change visited link colors

1. Open a page in the **Edit Region View**.
2. On the menu bar, click **Page > Page Properties**. The **Page Properties** window opens.
3. Click the Color button  in the **Visited Links** row. A color palette opens.
4. Click the color you want.
5. Click **Update** in the **Page Properties** window.

Related topics

Changing text colors

Changing margins

You can set the distance between the left and top borders of the browser and your pages' elements.

To change a page's left margin

1. Open a page in the **Edit Region View**.
2. On the menu bar, click **Page > Page Properties**. The **Page Properties** window opens.
3. In **Left Margin** enter the margin size you want in pixels.
4. Enter the same value in **Margin Width**.
5. Click **Update**.

To change a page's top margin

1. Open a page in the **Edit Region View**.
2. On the menu bar, click **Page > Page Properties**. The **Page Properties** window opens.
3. In **Top Margin** enter the margin size you want in pixels.
4. Enter the same value in **Margin Height**.
5. Click **Update**.

Note

The **Left Margin** property and the **Margin Width** property create the same effect on your Web pages. **Left Margin** inserts the proper HTML tag for some browsers, and **Margin Width** inserts the proper HTML tag for other browsers. No browser will add the two values together. The **Top Margin** and **Margin Height** properties work the same way.

Adding meta tags

If your Webmaster has given you permission to change page properties, you can add and edit meta tags for any page on your site. PureCMS provides an interface where you can add data to Author, Description, Keyword, and Robots meta tags. You can also create your own meta tags.

To add data to standard meta tags

1. Log in to PureCMS.
2. Open a page in the Edit Region view.
3. On the menu bar, choose **Page > Page Properties**. The **Page Properties** window appears.
4. Click **Meta Tags**. The **Meta Tags** window appears. Enter the data you want in the appropriate box.
5. Click **Ok** when you have finished adding data. The **Meta Tags** window disappears.
6. In the **Page Properties** window, click **Update**. The **Page Properties** window disappears.
7. Close the page in the Edit Region view, or log out. The meta tag data will be published the next time the page is published.

To add custom meta tags

1. Log in to PureCMS.
2. Open a page in the Edit Region view.
3. On the menu bar, choose **Page > Page Properties**. The **Page Properties** window appears.
4. Click **Meta Tags**. The **Meta Tags** window appears.
5. In the **Name** box type a name for the meta tag.
6. In **Value** type any data you want as the meta tag's content.
7. Click **Add**. Your tag appears in the **Custom** box.
8. Repeat steps five through seven to create more custom meta tags.
9. Click **Ok** when you have finished adding data. The **Meta Tags** window disappears.
10. In the **Page Properties** window, click **Update**. The **Page Properties** window disappears.
11. Close the page in the Edit Region view, or log out. The meta tag data will be published the next time the page is published.

Related topic

[Editing meta tags](#)

Editing meta tags

You can edit meta tags for any page on your site.

To edit data in standard meta tags

1. Log in to PureCMS.
2. Open a page in the Edit Region view.
3. On the menu bar, choose **Page > Page Properties**. The **Page Properties** window appears.
4. Click **Meta Tags**. The **Meta Tags** window appears. Change or delete any data in the **Author**, **Description**, **Keywords**, or **Robots** box.
5. Click **Ok** when you have finished changing data. The **Meta Tags** window disappears.
6. In the **Page Properties** window, click **Update**. The **Page Properties** window disappears.
7. Close the page in the Edit Region view, or log out. The meta tag data will be changed on your Web site the next time the page is published.

To edit custom meta tags

1. Log in to PureCMS.
2. Open a page in the Edit Region view.
3. On the menu bar, choose **Page > Page Properties**. The **Page Properties** window appears.
4. Click **Meta Tags**. The **Meta Tags** window appears.
5. In the **Custom** box, select the meta tag you want to change.
6. In the **Name** box type any changes to the meta tag name.
7. In **Value** type any changes to the data you want as the meta tag's content.
8. Click **Edit**. Your changes appear in the **Custom** box.
9. Repeat steps five through seven to change more custom meta tags.
10. Click **Ok** when you have finished changing data. The **Meta Tags** window disappears.

11. In the **Page Properties** window, click **Update**. The **Page Properties** window disappears.
12. Close the page in the Edit Region view, or log out. The meta tag data will be published the next time the page is published.

To delete data in standard meta tags

1. Log in to PureCMS.
2. Open a page in the Edit Region view.
3. On the menu bar, choose **Page > Page Properties**. The **Page Properties** window appears.
4. Click **Meta Tags**. The **Meta Tags** window appears. Delete any data in the **Author**, **Description**, **Keywords**, or **Robots** box.
5. Click **Ok** when you have finished changing data. The **Meta Tags** window disappears.
6. In the **Page Properties** window, click **Update**. The **Page Properties** window disappears.
7. Close the page in the Edit Region view, or log out. The meta tag data will be changed on your Web site the next time the page is published.

To delete custom meta tags

1. Log in to PureCMS.
2. Open a page in the Edit Region view.
3. On the menu bar, choose **Page > Page Properties**. The **Page Properties** window appears.
4. Click **Meta Tags**. The **Meta Tags** window appears.
5. In the **Custom** box, select the meta tag you want to delete.
6. Click **Delete**. A message appears asking if you are sure you want to delete the meta tag.
7. Click **Yes**. The meta tag disappears from the **Custom** box.
8. Repeat steps five through seven to delete more custom meta tags.
9. Click **Ok** when you have finished deleting tags. The **Meta Tags** window disappears.
10. In the **Page Properties** window, click **Update**. The **Page Properties** window disappears.
11. Close the page in the Edit Region view, or log out. The meta tags will be removed from the Web page the next time the page is published.

Related topic

[Adding meta tags](#)

Administering PureCMS

Opening PureCMS

To open PureCMS on the Staging Server

1. Click the Windows **Start** menu.
2. Click **Programs > GlobalSCAPE > PureCMS > PureCMS Login**.
3. Enter your **Username** and **Password**.
4. Click **Log in**.

To open PureCMS from a Web browser

1. Open your Web browser.
2. Type the address for your PureCMS Staging Server in the Web browser **Address** field.
3. Enter your **Username**, and **Password**.
4. Click **Log In**.

Managing Groups

Creating a group

Use groups to control who has access to specific Web pages in PureCMS

To create a group

1. Log in to PureCMS with your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Create a New Group**. The **New Group** window opens.
3. In **Group Name**, type any name you want for the group.
4. In **Group Leader**, choose your user name, or choose another administrator if you want someone else to be in charge of the group.
5. Choose a **Default access level for group users**.
 - **Full Access** - Users in the group can create new pages, edit pages, and publish pages without approval.
 - **Restricted Access** - Users must submit pages and modifications for approval before publishing. This setting is recommended.
6. **Select Group Members** by clicking users in the list. You can select several users at once by holding down the **Ctrl** key on your keyboard while you click.
7. Click **OK**. The group is created and the **Modify Group File Ownership** page opens.
8. Choose **Give the group ownership of selected files**, to assign only some of the site pages and folders to the group. Continue with step two.

Or

- Choose **Give the group ownership of all files on the site (CAREFUL)**, to assign all files and folders to the group. Skip to step four.

9. Click folders to see the files within them. All files already assigned to the group will be highlighted.
10. Click once on files you want to add. Click again to de-select a file.
11. Click **Finished** to assign all selected files to the group. A message appears giving the number of files with changed ownership.
12. Click **OK**.

Related topics

[Deleting a group](#)

Modifying a group

To modify a group

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**.
3. Choose the group you want to modify from **Select Group**.
4. Make changes to your group.
5. Click **Ok** to complete your changes, or click **Cancel** to erase your changes.

Notes

From the manage groups view you can:

- [Rename the group](#)
- [Change the administrator of the group](#)
- [Assign files and folders to the group](#)
- [Remove users from the group](#)
- [Change permissions for users](#)
- [Require users to submit all changes for approval](#)
- [Allow users to make changes without approval](#)
- [View users recent activity](#)

Renaming a group

To rename a group

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**.
3. Choose the group you want to rename from the **Select Group** list.
4. Type the new name in the **Rename Current Group to** box.
5. Click **OK** to apply the new name, or click **Cancel** to revert to the old name.

Related topics

[Creating a group](#)

[Removing a group](#)

Changing a group's leader

To change the leader for a group

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar click **Tools > Admin Options > Manage Groups**.
3. Choose the group you want to modify from the **Select Group** list.
4. Choose a user or administrator from the **Change Group Leader to** box.
5. Click **Ok** to complete the change, or click **Cancel** to revert to the old leader.

Note

- Every group leader can see all pending changes for your Web site.
- Group leaders can only approve pending changes for their respective groups. For example, the leader of Group1 can only approve changes to files owned by Group1.

Assigning files and folders to a group

To assign files and folders to a group

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar click **Tools > Admin Options > Manage Groups**.
3. Choose the group you want to modify from the **Select Group** list.
4. Under **Group File Ownerships**, click the **Modify** link. The **Modify Group File Ownership** window opens.
5. Choose **Give the group ownership of selected files**, to assign only some of the site pages and folders to the group. Continue with step six.

Or

- Choose **Give the group ownership of all files on the site (CAREFUL)**, to assign all files and folders to the group. Skip to step eight.
6. Click folders to see the files within them. Names of files already assigned to the group will appear in bold text.
 7. Click once on files you want to add. Click again to deselect a file.
 8. Click **Finished** to assign all selected files to the group.
 9. Click **OK**.

To remove a file or folder from a group

1. Log in to PureCMS using an administrator or Webmaster account.
2. On the menu bar click **Tools > Admin Options > Manage Groups**.
3. Follow steps 3 through 9 above to assign the files to a different group.

Note

If you give a group ownership of all files on a site, any users who are not members of that group will no longer have access to any files on the site.

Related topics

Receiving notification of changes

Receiving notification of changes

PureCMS automatically sends an email to a group leader whenever a file owned by the group is changed. Most changes will result in one email per file changed.

Changes where one change is made to several files at once, like Search and Replace, enabling Direct Edit, and changes to a template or library item, will result in only one email being sent to the group leader. The single email will list all the files owned by the group that were changed.

To receive notification of changes to a page

1. Make yourself a [group leader](#) of a group.
2. [Assign](#) the page to any group where you are the group leader.

Related topics

[Changing a group's leader](#)

[Assigning files and folders to a group](#)

[Creating a group](#)

Adding an existing user to a group

To add an existing user to a group

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**. The **Manage Groups** window appears.
3. In the **Select Group** list, select the group where you want to add the user.
4. In the **Add Member** list, select the user.
5. Click **Add**. The user appears in the groups member list. PureCMS gives the user the access level you chose as the [default access level](#) when you created the group.
6. Click **OK** to close the **Manage Groups** window.

Related topics

[Creating a user](#)

[Removing a user from a group](#)

[Creating a group](#)

Removing a user from a group

To remove a user from a group

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**. The **Manage Groups** window opens.

3. Choose the group you want to change in the **Select Group** list.
4. Select the **Remove** box next to the user you want to delete.
5. Click **OK**. Click **Cancel** to keep the user in the group.

Note

Removing the user from a group will not remove the user from the system.

Related topics

[Adding an existing user to a group](#)

[Removing a user from the system](#)

Requiring a user to submit all changes for approval

To require a user to submit all changes for approval

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**.
3. Choose the group with the user you want to modify in the **Select Group** list.
4. In the user's row, go to the **Access Level** column and click the **Modify** link.
5. Click **Restricted** next to the user's name.
6. Click **Update**. A message appears saying the access levels have been successfully updated.
7. Click **Ok**.

Related topics

[Allowing a user to make changes without approval](#)

Allowing a user to make changes without approval

If users have **Restricted** access to group files, when they make changes to one of the groups owned files they have to submit the changes for approval. Giving users **Full** access means they can make changes without submitting them for approval.

To allow a user to make changes without approval

1. Log in to PureCMS using an account with Webmaster permissions.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**. The **Manage Groups** window appears.
3. In the **Select Group** list, choose the group with the user you want to modify.
4. In the user's row, go to the **Access Level** column and click the **Modify** link. A list of group users and their access levels appears.
5. Click **Full** next to the user's name.
6. Click **Update**. A message pops up telling you access has been updated.
7. Click **Ok**. You are returned to the group's administration page.

Related topics

[Requiring a user to submit changes for approval](#)

[Allowing a user to publish a group's pages](#)

Publishing a group's pages

To publish all the pages assigned to a group

1. Login to PureCMS.
2. On the menu bar, choose **Tools > Publish > Group Publishing**. The **Group Publish** window appears.
3. Select the group with the pages you want to publish.
4. Click **Ok**. A message appears saying the publication task is in progress.
5. Click **Ok** again. The pages assigned to the group are published.

Note

If you see a message that says **No Rights** after step two, the Webmaster has not given you group publishing permissions.

Related topic

[Allowing a user to publish group pages](#)

Changing a group's leader

To change the leader for a group

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar click **Tools > Admin Options > Manage Groups**.
3. In the **Select Group** list, choose the group you want to modify.
4. In the **Change Group Leader to** list, select a user or administrator.
5. Click **Ok** to complete the change, or click **Cancel** to revert to the old leader.

Note

- Every group leader can see all pending changes for your Web site.
- Group leaders can only approve pending changes for their respective groups. For example, the leader of Group1 can only approve changes to files owned by Group1.

Related topics

[Receiving notification of changes](#)

Deleting a group

To delete a group

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**.
3. Choose the group you want to delete from the **Select Group** list.
4. Click **Delete Group**.
5. Click **Yes** to delete the group, or click **No** to keep the group.

Note

Deleting a group will not delete any users.

Related topics

[Creating a group](#)

[Deleting a user from the system](#)

Managing Users

Creating a user

To add a user

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Create a New User**.
3. In **New Username**, enter a name for the user.
4. In **User E-mail**, enter the email address where the user should receive updates and information from PureCMS.
5. Enter the same password in **Password** and **Confirm Password**.
6. Choose a **Preferred Language**.
7. Clear the **Descriptive Message Popups** checkbox only if you do not want the user to receive them.
8. Choose the user's main group in **Default Member of Group**.
9. Select other groups for this user in **Select Groups** or make the user a member of the same groups as an existing user by choosing **Inherit same memberships as following user** and choosing the existing user from the list.
10. Select [permissions](#) for the user.
11. Click **OK**. By default, new users have **Restricted** rights to all of their group's files.

Notes

- **Descriptive Message Popups** appear in the **Edit Region** view when the mouse pointer is placed over **Edit** buttons or disabled links.
- **Restricted** rights to a file means if users change the file they must submit all changes for approval.
- A user must have [webmaster privileges](#) to modify or create user accounts, or enable **Direct Edit** on Web pages.

Removing a user from a site

To remove a user

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Users**.
3. Choose the user you want to remove from the **Select User** list.
4. Click the **Delete User** button located below all the permissions.

5. Click **Yes** to permanently remove the user, or click **No** to keep the user.

Note

- Removing a user from the site will remove the user from all groups.
- Only the server administrator can remove a user from all sites.

Related topics

[Creating a user](#)

[Removing a user from a group](#)

Changing user permissions

To change a user's permissions

1. Log in to PureCMS with your Webmaster or another administrator account.
2. On the menu bar click **Tools > Admin Options > Manage Users**.
3. In **Select User**, choose the user account you wish to modify.
4. Scroll down to view the **Permissions** check boxes.
 - **Allow image uploading**
 - Select this box and the user will be able to add images to the Staging Server.
 - Clear this box and the user will not be able to add images to the Staging Server.
 - **Allow creation of new pages using the new page creator**
 - Select this box and the user will be able to create new pages in PureCMS.
 - Clear this box and the user will not be able to create new pages in PureCMS.
 - **Allow access to change properties (title, background color, etc.)**
 - Select this box and the user will be able to access **Page Properties** in the **Edit Region View**, allowing changes to page properties like link colors, text colors, background images and background colors.
 - Clear this box and the user will not be able to change page properties from the **Edit Region View**.
 - **Allow access to the Site Manager**
 - Select this box to allow the user access to the **Site Manager** and allow the user to open pages from a list of files.
 - Clear this box to hide the **Site Manager** from the user and only allow access to pages through **Direct Edit**.
 - **Allow file deleting**
 - Select this box to allow the user to delete files from the **Site Manager**.
 - Clear this box to prohibit the user from deleting files from the **Site Manager**.
 - **Allow cut, copy, paste and rename for files**
 - Select this box to allow the user to cut, copy, paste, and rename files in the **Site Manager**.
 - Clear this box to prohibit the user from cutting, copying, pasting, and renaming files in the **Site Manager**.
 - **Allow new directories**
 - Select this box to allow the user to create new folders in the **Site Manager**.
 - Clear this box to prohibit the user from creating new folders in the **Site Manager**.

- **Allow plain HTML editing**
 - Select this box and the user will be able to view and modify the HTML code of an edit region or page from the **Editor**.
 - Clear this box and the user will not be able to view and modify the HTML code of an edit region or page from the **Editor**.
- **Allow file uploading**
 - Select this box and the user will be able to upload files to the Staging Server.
 - Clear this box and the user will not be able to upload files to the Staging Server.
- **Allow searching files or text**
 - Select this box and the user will have access to the **Edit > Find** feature for finding text or files.
 - Clear this box and the user will not have access to the **Edit > Find** feature for finding text or files.
- **Allow file modifications (Direct Edit, Statistics, Replace)**
 - Select this box and the user can enable Direct Edit, statistics, and can use the search and replace function.
 - Clear this box and the user cannot enable Direct Edit, statistics, and cannot use the search and replace function.
- **Change font colors in editor**
 - Select this box and the user will be able to change text colors for a page or region in the **Editor**.
 - Clear this box and the user will not be able to change text colors for a page or region in the **Editor**.
- **Allow text formatting in editor**
 - Select this box and the user will be able to change font style and size for a page or region in the **Editor**. The user will have menu items and toolbar buttons for Font Name, Font Size, Alignment, Indent, Outdent and other formatting tools.
 - Clear this box and the user will not be able to change font style and size for a page or region in the **Editor**. The user will not have Menu items and toolbar buttons for Font Name, Size, Alignment, Indent, Outdent, and other formatting tools available when he's logged in to PureCMS.
- **Allow inserting of images in editor**
 - Select this box and the user will be able to add images for a page or region in the **Editor**.
 - Clear this box and the user will not be able to add images for a page or region in the **Editor**.
- **Allow inserting tables in editor**
 - Select this box and the user will be able add and modify tables in a page or region in the **Editor**.
 - Clear this box and the user will not be able add and modify tables in a page or region in the **Editor**.
- **Allow webmaster privileges**
 - Select this box and the user can create, modify, and delete other user accounts. The user will also be able to publish the entire site, publish any group of files, schedule publications, access Web statistics, and enable Direct Editing on pages.
 - Clear this box and the user will not be able to change, create, or delete any user accounts. The user will NOT be able to access Web statistics, or enable Direct Editing on pages.

- **Allow Web site publishing**
 - Select this box and the user will be able to publish the whole Web site or run a task to publish all updated pages on the site.
 - Clear this box and the user will not be able to publish the whole Web site or run a 'publish changed pages' task (unless the user has webmaster privileges).
5. Click **Ok** to complete your changes, or click **Cancel** to erase any changes you have made.

Note

These permissions are completely independent of each other. For example, if you give a user permission to edit in HTML, but take away permission to insert tables, the user will not be able to add a table from the **Editor**, but will be able to add a table while in the HTML view.

Allowing users to publish

You can allow users to publish pages to the Production server at three different levels:

- **Webmaster** - All users with Webmaster permissions can publish the entire site, updated files, group files, selected files, and can schedule any publication task.
- **Site publishing** - All users with site publishing permissions can publish the entire site, or updated files.
- **Group publishing** - All users with group publishing permissions can publish every file owned by the group, selected files owned by the group, and can schedule publication tasks for any and all group files.

You can combine these levels for any user. Note that Site Publishing permission does not automatically allow group publishing privileges.

To allow a user to publish a group's pages

1. Login to PureCMS as a Webmaster.
2. On the menu bar, choose **Tools > Admin Options > Manage Groups**. The **Manage Groups** window appears.
3. In the **Select Group** list, select the group where you will allow the user to publish.
4. In the list of users, find the user that will get publishing permission.
5. Under **Access Level**, click **Modify** in the appropriate user's row. An **Access Level** window appears.
6. In the appropriate user's row, select the **Allow Group Publishing** check box.
7. Click **Update**. A message appears saying the update was successful.
8. Click **Ok**. The user will now be able to publish all the pages in the group. The user will be able to publish group pages separately, or all together.

Note

User's with group publishing permission will not be able to publish the entire site unless you give the user that permission separately in the **Manage Users window**.

Related topic

[Publishing group pages](#)

[Changing user permissions](#)

Viewing a users recent activity

To view a users recent activity

1. Log in to PureCMS using your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > View User Activity**.
3. In the **Select User** list, choose the user whose activity you want to view.
4. In **Time Range**, choose which recent actions to list based on how long ago the actions took place.
5. Use the **Sort By** box to list actions by date **Modified**, **File** name, **Status** of the changes or description of the change **Action**.
6. Click **Update**, to apply the listing options you chose in steps three, four, and five.

Related topics

[View recent Site activity](#)

[View a page's history](#)

Setting how long an account can be idle

By default, PureCMS will automatically log out users who are inactive for 30 minutes. You can change the amount of time PureCMS waits before logging out idle users.

To set the time a logged in account can be idle

1. On the Staging Server, open **Windows Explorer**.
2. Navigate to **C:/ Program Files/GlobalSCAPE/PureCMS**. If you installed to a location other than the default, open the PureCMS/main folder in the location where you chose to install.
3. Open the **Main** folder for PureCMS.
4. Open the file named **PHP.ini** in **Notepad** or another text editor.
5. On the menu bar, click **Edit > Find**.
6. In **Find What**, type **session.cookie_lifetime**.
7. Click **Find Next**. **session.cookie_lifetime** will be highlighted.
8. Replace the number after the equal sign (default is **1800**) with the number of seconds you want PureCMS to wait before logging out an idle user.
9. On the Notepad menu bar, click **File > Save**, and then **File > Close**.
10. The time you have chosen will apply to all users and administrators the next time they log in to PureCMS.

Notes

- You can open **Windows Explorer** by right-clicking on **My Computer** and choosing **Explore**.
- If the client computer and the Staging Server are not on the same time, either the timeout feature will not work, or the user will not be able to log in.
- If users or administrators are logged in while you make the change, the change will not apply to their current session.

Controlling access to files and folders

As an administrator, you can control access to files and folders by hiding them from users. You hide files from users by assigning the files to groups where the users are not members. If you want to hide a group of files from one user, simply remove the user from the group or groups that have ownership of the files. You hide folders through **Site Options**.

To hide a file from users

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, choose **Tools > Admin Options > Manage Groups**. The **Manage Groups** window opens.
3. In the **Select Group** list, select **Master**. Only administrators (the Webmaster and users granted webmaster privileges) can see files assigned to this group. If you want to hide files from some users but not others, [create a group](#) for the users who should see the file, and select that group from the **Select Group** list.
4. Under **Group File Ownerships**, click **Modify**. The **Modify Group File Ownership** window opens.
5. Under **Select the pages to be configured**, choose **Give the group ownership of selected files**.
6. In the pane on the left, select the files you want to hide from users. Click folders to see and select the files within them. Files listed in Bold Italics already belong to the group.
7. When you have selected all the files you want to hide, click **Ok**. A Permissions box opens telling you how many files have changed ownership.
8. Click **Ok** again.

To hide a folder from users

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, choose **Tools > Admin Options > Site Options**. The **Site Options** window opens.
3. In the **Directories to exclude from the Site Manager**, type the names of any folders you do not want displayed. You only need to type the name, do not type any slashes. Type a semicolon to separate folder names. Match the case of the names as they appear in the Site Manager.
4. Click **Update**. A **Preferences** box appears telling you your preferences have been updated.
5. Click **OK**. The folder will no longer appear in the Site Manager, even for those who log on as administrators.

Note

You cannot leave a folder showing and hide folders within it.

To reveal a hidden folder

1. Log in to PureCMS as Webmaster or another administrator.

2. On the menu bar, choose **Tools > Admin Options > Site Options**. The **Site Options** window opens.
3. In the **Directories to exclude from the Site Manager**, delete the names of any folders you want to display.
4. Click **Update**. A **Preferences** box appears telling you your preferences have been updated.
5. Click **OK**. The folder will appear in the Site Manager for all users and administrators.

Managing Pages

Creating templates

To create a template

1. From the Start Page menu bar, click **View > Go to > Site Manager**.
2. Click on the page you want as a template.
3. On the menu bar, click **Edit > Copy**.
4. Click the **Templates** folder.
5. On the menu bar, click **Edit > Paste**.
6. Click on the file you pasted.
7. On the menu bar, click **Edit > Rename**. The Rename File window appears.
8. In the **Enter the new name for the file** box, type a name for the template file, making sure it ends with a `.dwt` extension.
9. Click **Ok**. A message appears telling you the file has been renamed successfully.
10. Click **Ok** again.

Note

When you want to use a template to make a new page in a specific folder, the template must reside in a subfolder named "templates". For example, if you wanted to create a new page in a folder called "Products", and the template was called "example.dwt", the template file would have to reside in the following path `../Products/templates/example.dwt`.

Related topics

[Creating a new Web page from template](#)

Uploading pages to the Staging Server

To upload a page to the PureCMS Staging Server

1. Log in to PureCMS.
2. On the menu bar, click **File > Upload Files**.
3. In the left pane, click the destination folder for the file.
4. Click the **Browse** button. The **Choose file** window appears.
5. Browse to the file you want to upload and select it.
6. Click **Open**.
7. The file will be listed under **Files to be uploaded**.

8. To upload more files to the same directory, repeat steps five through seven.
9. Click **Upload**. Click **Clear** to remove files from the upload list. Click **Cancel** to abort the upload operation.

Notes

- If you do not see the **Upload Files** option on the **File** menu, an administrator or Webmaster will need to assign the upload permission to your PureCMS user account.
- If you do not see the files you have uploaded, the Webmaster needs to [approve the files](#) and assign them to your group.
- The PureCMS System supports uploading files up to 8 Megabytes in size. Your configuration of Microsoft IIS may further limit the size of uploaded files.
- You can select options to change all file names to lower case, change .htm extensions, and overwrite existing files.
- If you upload a large number of files, or upload to a slow server, your upload connection may timeout. It is recommended that you only upload a few files at a time.

Approving uploaded files

When users upload files to the Staging Server they will not be able to see or edit the files until the files are approved and assigned to a group.

To approve uploaded files

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, choose **View > Pending Changes**.
3. Find the newly uploaded file.
4. Click **Approve**. A message appears asking if you are sure you want to approve.
5. Click **Yes**. Another message appears telling you your changes have been successfully completed.
6. Click **Ok**. Now you must assign the file to a group.
7. On the menu bar, choose **Tools > Admin Options > Manage Groups**.
8. Choose the group that will own the file in the **Select Group** list.
9. Under **Group File Ownerships**, click **Modify**. The **Modify Group File Ownership** window opens.
10. Under **Select the pages to be configured**, choose **Give the group ownership of selected files**.
11. Select the new file. If the file is in a subfolder, click the subfolder to see the file.
12. Click **Ok**. A **Permissions** box opens telling you the file or files have been modified.
13. Click **Ok** again.

Note

When administrators upload files, approval is not required, but the files still need to be assigned to a group.

Create a new folder on the Staging Server

1. Log in to PureCMS.
2. On the menu bar, choose **File > New Folder**. The **New Folder** box opens.
3. Type a name for the folder and click **Ok**.
4. The folder is created in the main folder.

To create a new folder in a subfolder

1. Log in to PureCMS
2. On the menu bar, choose **View > Go to > Site Manager**. The **Site Manager** window opens.
3. In the left pane, select the folder where you want the new folder.
4. On the menu bar, choose **File > New Folder**. The **New Folder** box opens.
5. Type a name for the folder and click **Ok**.
6. The folder is created in the subfolder.

Defining editable areas

To define an editable area by region

This is the recommended method for defining regions.

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, click **View > Go to > Site Manager**.
3. Click on a Web page.
4. On the menu bar, click **Edit > Define Regions**. The **Define Regions** window opens.
5. Choose **By Region** to see the page in Web format. If a region is already defined, a gray highlight will appear around it when you move your mouse over it. If a region is not defined, a blue highlight will appear around it when you move your mouse over it.
6. Click an area of the page you want to define as editable for users. A **Content Name** window appears.
7. In the **Enter a name for the Region Content** box, type a name for the region.
8. Click **Ok**.
9. To choose more regions repeat steps six through eight.
10. When you have finished choosing regions, click **Done**.

To define an editable region by selection

This method can be difficult and may result in overlapping regions or other problems that could result in serious errors.

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, click **View > Go to > Site Manager**.
3. Click on a Web page.
4. On the menu bar, click **Edit > Define Regions**. The **Define Regions** window opens.
5. Choose **By Selection** to see the page in HTML.
6. Click and drag the mouse cursor over the area you want to define as editable for users.
7. Click the **Select** button.
8. Type a name for the region.
9. Click **OK**.
10. To choose more regions repeat steps five through eight.
11. When you have finished choosing regions, click **Done**.

Notes

- It is highly recommended that you do not create editable regions within editable regions (nested regions).
- If you do not select any regions as editable within a page, the whole page will be editable.

Related topics

[Deleting editable areas](#)

[Enabling Direct Edit](#)

Deleting editable areas

To un-define a page region as editable

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, click **View > Go to > Site Manager**.
3. Click the page you want to change.
4. On the menu bar, click **File > Open Page**.
5. On the menu bar, click **Page > Edit Page**.
6. Click the **Source** tab at the bottom left of the window.
7. Look for comment tags like this; `<!-- #BeginEditable -->` and this `<!-- #EndEditable -->`.
4. Remove the **BeginEditable** and **EndEditable** tags that surround the region you want to delete or un-define as editable.

*Warning: You must delete both the **BeginEditable** and **EndEditable** tags when un-defining an edit region.*

5. Click **Save**.

Notes

- The **BeginEditable** and **EndEditable** tags are only comment tags and will not in any way affect the display of pages when they are published to the Web.
- Leaving a **BeginEditable** tag without an **EndEditable** tag, or an **EndEditable** tag without a **BeginEditable** tag will adversely affect your ability to edit any regions on a page in PureCMS.

Related topics

[Defining and changing editable areas](#)

Enabling Direct Edit

With Direct Edit, users can browse your Web site on the Staging Server, and immediately open a page for editing by clicking a link on the page.

To enable Direct Edit

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, click **Tools > Direct Edit Options**. All Web pages and folders will appear in the left pane. Files that already have Direct Edit enabled will appear in bold.

3. Click any file or folder in the left pane. You may need to double-click a folder to see files you want.
4. Choose **Enable Direct Edit**.
5. Choose **Direct Edit Link Text**, and in the box, type the text that users will click to edit the page or pages. You can also [use an image as your Direct Edit link](#).
6. in the **Direct Edit Link Prefix** list, choose the means of separating the Direct edit link from the web content.
7. Choose **For the selected pages only**, or
 - Choose **For Entire Site**.
8. Click **Ok**. A message appears saying your changes are in progress.
9. Click **Ok** again.

To disable Direct Edit

1. Log on to PureCMS as Webmaster or another administrator.
2. On the menu bar, click **Tools > Direct Edit Options**. All Web pages and folders will appear in the left pane. If a page has Direct Edit enabled it will appear in bold.
3. Click any file or folder in the left pane. You may need to double-click a folder to see files you want.
4. Choose **Disable Direct Edit**.
5. Choose **For the selected pages only**, or
 - Choose **For Entire Site**.
8. Click **Ok**. A message appears saying your changes are in progress.
9. Click **Ok** again.

To use an image as the Direct Edit link

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, click **Tools > Direct Edit Options**. All Web pages and folders will appear in the left pane. Files that already have Direct Edit enabled will appear in bold.
3. Click any file or folder in the left pane. You may need to double-click a folder to see files you want.
4. Choose **Enable Direct Edit**.
5. Choose **Direct Edit Link Image**. You can also [use text as your Direct Edit Link](#).
6. Click **Select** to choose the image users will click to edit a page. The **Image** window appears.
7. In the left pane select the image file that you want as the link, a preview of the image will appear in the right pane.
8. Click **Insert**. The Image window disappears.
9. in the **Direct Edit Link Prefix** list, choose the means of separating the Direct edit link from the web content.
10. Choose **For the selected pages only**, or
 - Choose **For Entire Site**.
8. Click **Ok**. A message appears saying your changes are in progress.
9. Click **Ok** again.

Updating several pages at once

If you create pages based on a template, and then change your template, you can update all the pages based on the template without opening and editing each page. If you have pages with a library item and change the library item, you can update each page with the library item without have to open and edit each page.

To update all pages based on a template

1. Log in to PureCMS with a webmaster account.
2. On the menu bar, choose **Tools > Update Pages > Template Changed**.
3. In the **Select a Template** list, highlight the template.
4. Click **Ok**. A message appears telling you the update process has started.
5. Click **Ok** again..

To update a library item on all pages

1. Log in to PureCMS with a webmaster account.
2. On the menu bar, choose **Tools > Update Pages > Library Item Changed**.
3. In the **Select a Library Item** list, highlight the library item.
4. Click **Ok**. A message appears telling you the update process has started.
5. Click **Ok** again.

Note

In order for updating of templates to work, PureCMS must index those pages that are derived from a template. To do so, select **Tools > Update Pages > Template Changed** from the menu, select the template in question, and check **build an index of the selected**. This puts information into the PureCMS database tables that cross references templates and the pages that use them, so that future updates of templates happens much more quickly.

Related topics

[Building an index for library items or templates](#)

Publish a single file

1. On the menu bar, choose **View > Go to > Site Manager**.
2. If the file is not in the main folder, click the folder that contains the file.
3. Select the page you want to publish.
4. On the menu bar, choose **Tools > Publish > Publish Selected File**. A message appears telling you the selected file will be published.
5. Click **Ok**.

Note

The publication task may take up to five minutes to start after you click **Ok**.

Backing up individual pages

By default, PureCMS will keep the 5 previous versions of every page on your site. You can change how many previous versions PureCMS will keep.

To set the number of previous page versions PureCMS will save

1. Log in to PureCMS with a Webmaster account.
2. On the menu bar, click **Tools > Admin Options > Site Options**. The **Site Options** window appears.
3. In **Backup the previous 5 changes to each file on this website**, replace the **5** with the number of backups you want for each page.
4. Click **Update**. If you decreased the number of backups, a message appears warning you that your change may take a long time. If you increase the number of backups, a message appears confirming that your preferences have been updated.
5. Click **Ok**.

Note

The number of versions you keep determines which past versions you can compare. For example, if you keep 7 versions of a page, when you go to the [Page Change History](#), you will not be able to compare your current version with the page as it looked before the last eight changes.

Related topics

[Viewing a single page's history](#)

Publishing a group's pages

To publish all the pages assigned to a group

1. Login to PureCMS.
2. On the menu bar, choose **Tools > Publish > Group Publishing**. The **Group Publish** window appears.
3. Select the group with the pages you want to publish.
4. Click **Ok**. A message appears saying the publication task is in progress.
5. Click **Ok** again. The pages assigned to the group are published.

Note

If you see a message that says **No Rights** after step two, the Webmaster has not given you group publishing permissions.

Related topic

[Allowing a user to publish group pages](#)

Receiving notification of changes

PureCMS automatically sends an email to a group leader whenever a file owned by the group is changed. Most changes will result in one email per file changed.

Changes where one change is made to several files at once, like Search and Replace, enabling Direct Edit, and changes to a template or library item, will result in only one email being sent to the group leader. The single email will list all the files owned by the group that were changed.

To receive notification of changes to a page

1. Make yourself a [group leader](#) of a group.
2. [Assign](#) the page to any group where you are the group leader.

Related topics

[Changing a group's leader](#)

[Assigning files and folders to a group](#)

[Creating a group](#)

Viewing proposed changes to a page

To view changes

1. Log in to PureCMS as Webmaster or a group leader.
2. On the menu bar, click **View > Pending Changes**.
3. In **Pending Changes**, find the file name for the changed page.
4. To view the page:
 - click **Current** to see currently published page in a browser window.
 - click **Proposed** to see the new, unpublished version in a browser window.
 - click **Compare** to see the new page and the published page side-by-side in the [Compare Versions](#) window.
5. Close the Web browser to return to PureCMS.
6. Click **Close** to return to the **Site Manager**.

Comparing pages

In the **Compare Versions** window:

- To see the changes highlighted, select the **Show Changes** check box.
 - Inserted text shows green.
 - Replaced text shows blue with a strikethrough.
 - Replacement text shows blue.
 - Deleted text shows red with a strikethrough.
 - Moved text shows brown.
- To see the current page above the new page, clear the **Show Changes** check box and choose **Horizontal Layout**.
- To see the current page to the left of the new page, clear the **Show Changes** check box and choose **Vertical Layout**.

- Select **Scroll Lock** and the new page will move with the current page when you move the scroll bars for the current page.
- Clear **Scroll Lock** and only the current page will move when you move its scroll bars.

Note

All group leaders can see all pending changes, but only the group leader who has responsibility for a file will be able to approve changes to the file.

Related topics

[Accepting or denying proposed changes to a page](#)

Approving or denying proposed changes to a page

To approve changes

1. Log in to PureCMS with your Webmaster or group leader account.
2. On the menu bar, click **View > Pending Changes**.
3. In **Pending Changes**, find the file name for the changed page.
4. To [view](#) the changes, click **Proposed** or **Compare**.
5. Close either the browser with the proposed changes or the **Compare Versions** window.
6. Click **Approve**. A message appears asking if you are sure you want to approve the changes.
7. Click **Yes**. Another message appears telling you the changes have been completed.
8. Click **Ok**.

To deny changes

1. Log in to PureCMS with your Webmaster or group leader account.
2. On the menu bar, click **View > Pending Changes**.
3. In **Pending Changes**, find the file name for the changed page.
4. To [view](#) the changes, click **Proposed** or **Compare**.
5. Close either the browser with the proposed changes or the **Compare Versions** window.
6. Click **Deny**. A message appears asking if you are sure you want to deny the changes.
7. Click **Yes**. Another message appears telling you the changes have been cancelled.
8. Click **Ok**.

To approve or deny changes with conditions

1. Log in to PureCMS with your Webmaster or group leader account.
2. On the menu bar, click **View > Pending Changes**. The **Pending Changes** window opens.
3. In **Pending Changes**, find the file name for the changed page.
4. Click **More**. The **Approve Changes** window opens.
5. Click **Current Version**, **Proposed Version**, or **Compare** to see the page and changes.
6. Close either the browser with the proposed changes or the **Compare Versions** window.

7. Choose:

- **Approve: Update the web page to the proposed version.** This accepts all changes with no conditions. Click **Ok**, and click **Ok** again to finish.
- **Approve: Update the web page to the proposed version and schedule for publishing.** This accepts all changes and takes you to the screen where you can [set a publishing time and date](#). Click **Ok**, and the **Scheduled Publishing** dialog opens.
- **Deny: Retain the current version and delete the proposed changes.** This rejects all changes with no conditions. Click **Ok**, and click **Ok** again to finish.
- **Approve and edit. The page will be updated after additional editing.** Select this, click **Ok** and the page will be opened in the **Editor**. Make your edits and click **Save**. This allows you to make additional changes to the page before it is approved.
- **Request additional changes: The page will remain locked by the current user.** This allows you to send directions to the user who made the changes. Type instructions in the box. Click **Ok**, and click **Ok** again. An email will be sent to the user with the instructions you typed, and the user will have to resubmit for approval.

Notes

- If you log in with a group leader account, though you will be able to see a list of all pending changes, you will only be able approve or deny changes to files that belong to your group.
- If you click **Request additional changes**, the page will be locked by the user who submitted the changes, until the user submits changes for approval again.

Related topics

[Viewing proposed changes to a page](#)

[Staging and Publishing sites](#)

Publishing changes to a page

To publish one page to your Production Server

1. Log in to PureCMS as an administrator.
2. On the menu bar, choose **View > Go to > Site Manager**.
3. Select a page.
4. On the menu bar, choose **Tools > Publish > Publish Selected File**. A message appears saying the file will be published to the Production Server.
5. Click **Ok**.

Note

After you click **Ok**, it may take up to five minutes for the page to publish. If you need to re-publish a page, wait at least five minutes before repeating the **Publish Selected File** process.

To publish just pages that have been changed

1. Log in to PureCMS using your Webmaster account.
2. On the menu bar, choose **Tools > Publish > Publish Web Site**. The **Publish Web Site** window opens. PureCMS will first backup your current site.
3. Enter a name for the site backup in **Archive Label**. The name can be up to 50 characters long.

4. Enter any **Comments** you choose. Comments can be up to 255 characters long.
5. Select the **Publish only changed files** check box, and PureCMS will not publish the whole site, just those pages that have changed since the last time you published.
6. Click **Publish**. A box titled **Publishing site is in progress** appears.
7. Click **Ok**.

To schedule a page to be published later

1. With a page open in the **Editor**, make any changes to the page.
2. In the lower right, click **Save & Schedule**. The **Scheduled Publishing** window opens.
3. Choose the **Hour, Minutes, Month, Day** and **Year** for the publication. You must pick a time at least fifteen minutes after the current time.
4. Select **Does not expire** to keep the page on the Web indefinitely.
5. Click **Ok**. A message appears to confirm the scheduling was successful.
6. Click **Ok** again.

To schedule a page to expire

1. With the page open in the **Editor**, make any changes to the page.
2. In the lower right, click **Save & Schedule**. The **Scheduled Publishing** window opens.
3. Choose the **Hour, Minutes, Month, Day** and **Year** for the publication. You must pick a time at least one hour in the future.
4. Select the **Expires at the following time** check box.
5. Choose the **Hour, Minute, Month, Day** and **Year** for expiration. The expiration must be at least 15 minutes after the scheduled publish time.
6. Choose **Remove** to delete the page when it expires, or choose **Replace with original file**, to publish the old page in its place when the scheduled page expires.
7. Click **Ok**. A message appears to confirm the scheduling was successful.
8. Click **Ok** again.

Notes

- Only Webmasters and others with publishing privileges can schedule publication of a page.
- You can also schedule publication from the **Pending Changes** window. Click on **More** and then **Approve and Schedule Publishing**.
- When scheduling publication times you can only choose times at quarter hour intervals.
- If you schedule publication for a time in the past or less than fifteen minutes in the future, PureCMS will return an error that says **The start time is before the current time**, and ignore the scheduled time.
- If you schedule an expiration that is not at least 15 minutes after publication, PureCMS displays a message that says **The end time is before the start time**, and it will reset the schedule.
- If you change a Production Server Web page outside PureCMS, the change will not appear in PureCMS or be recognized by PureCMS.
- If you set a page to expire, it will be deleted or replaced on both the production and staging server.

Related topics

[Scheduling page publication](#)

Undoing published changes

If you have accepted changes on your staging server, and decide you do not want them, you can rollback the changes. Even if you have published your site, and want to return to an earlier version of the site, you can easily revert to a previous version of the site.

To undo accepted changes to a page

1. Log in to PureCMS with an account that has access to the Site Manager.
2. On the menu bar, choose **View > Go to > Site Manager**.
3. Select the page with the changes you want to undo.
4. On the menu bar, choose **Tools > Version Control**. The page opens in the **Version Control** window.
5. Click **Back** or **Next** until you find the version of the page you want.
6. Click **Revert** to change the page. The version you choose will open in the Edit Region view. It becomes the active version on your Staging Server, and you can publish it to your Production Server.

To undo a site publication

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, choose **Tools > Publish > View Backup History**.
3. Choose the publication task dated just before the publication you want to undo.
4. Click **Restore**. A message appears asking if you are sure you want to restore the Staging Server to the selected version.
5. Click **Yes**. Another message appears to tell the restore is in process.
6. Click **Ok**. The version you chose will be posted to your Staging Server, and you can publish it to your Production Server.
7. Wait at least ten minutes before continuing.
8. On the menu bar, choose **Tools > Publish > Publish Web Site**.
9. In **Archive Label** type a name for the backup that will be saved during the publish process.
10. In **Comments**, type any remarks or notes you want to save with the backup.
11. Click **Publish**. A message appears telling you the publication will begin soon.
12. Click **Ok**. The older version of your site will be published to your Production Server.

Scheduling page publication

If you want to schedule publication tasks, you must have the Windows Task Scheduler installed on the Staging Server, and it must be accessible to the PureCMS program.

To publish a changed page

1. Log on to PureCMS as a Webmaster or another account with publication privileges.
2. On the menu bar click, **Tools > Publish > Select Files to Schedule**.

3. Select the file or folder you want to publish in the left pane. Click folders to see the files they contain. Files listed in **Bold** are currently scheduled for publication.
4. Choose the **Hour, Minutes, Month, Day** and **Year** for the publication. You must pick a time at least 15 minutes after the current time.
5. Select **Does not expire** to keep the page on the Web indefinitely.
6. Click **Ok**. A message pops up announcing the scheduling task was successful.
7. Click **Ok** again.

To publish a change with an expiration

1. Log on to PureCMS as a Webmaster.
2. On the menu bar click, **Tools > Publish > Scheduled Publishing**.
3. Click the file or folder you want to publish in the left pane. Click folders to see the files they contain.
4. Choose the **Hour, Minutes, Month, Day** and **Year** for the publication. You must pick a time at least 15 minutes after the current time.
5. Select **Expires at the following time**.
6. Choose the **Hour, Minute, Month, Day** and **Year** for expiration. The expiration must be at least 15 minutes after the scheduled publish time.
7. Choose **Remove** to delete the page when it expires, or choose **Replace with original file**, to publish the old page in its place when the scheduled page expires.
8. Click **Ok**. A message pops up announcing the scheduling task was successful.
9. Click **Ok** again.

Notes

- Only Webmasters and others with publication rights can schedule publication tasks.
- If you publish a page with graphics or other files that are not currently on the Production Server, those files must be published or uploaded to the Production Server as well.
- When scheduling publication times, you can only choose times at quarter hour intervals.
- If you schedule publication for a time in the past or less than 15 minutes in the future, PureCMS will return an error that says **The start time is before the current time**, and ignore the scheduled time.
- If you schedule an expiration that is not at least 15 minutes after publication, PureCMS displays a message saying **The end time is before the start time**, and it will reset the schedule window.
- You can also schedule by opening a page in the **Editor**, and then clicking the **Save & Schedule** button.
- If you schedule a page to expire, it will be removed or deleted from both the Staging Server and the Production Server.

Related topics

[Publishing changes to a page](#)

Deleting a folder

To delete a folder

1. Log in to PureCMS
2. On the menu bar, choose **View > Go to > Site Manager**. The **Site Manager** window opens.
3. In the left pane, select the folder you want to delete.
4. On the menu bar, choose **Edit > Delete**. A message appears asking if you are sure you want to delete the folder.
5. Click **Yes**.
6. The folder is removed.

WARNING: Deleting a folder will also delete all of its contents without warning or prompt.

Canceling a scheduled publication

To cancel a scheduled publication

1. Log in to PureCMS with your Webmaster or another account with publication privileges.
2. On menu bar, click **Tools > Publish > Currently Scheduled Files**.
3. Find the publication task you want to cancel.
4. In the **Username** column for the task, click the circle.
5. Click **Delete**. PureCMS asks if you are sure you want to cancel the scheduled publication.
6. Click **Yes**. A notification appears telling you the cancellation was successful.
7. Click **Ok**.

Related topics

[Scheduling automatic publication](#)

Viewing a single page's history

To see the history of changes to a page

1. From the Start Page menu bar, click **View > Go to > Site Manager**.
2. Click on a page.
3. On the menu bar, click **View > Page Change History**.
4. Select any two versions' check boxes and click **Compare** to see the two pages side-by-side.

Note

You can only compare versions of the page that have been backed up. By default PureCMS keeps the 5 previous versions of all pages. You can change how many versions PureCMS keeps in the [Site Options](#) page.

Related topics

[Viewing a user's recent activity](#)

[View recent activity for the site](#)

[Backing up individual pages](#)

Controlling access to files and folders

As an administrator, you can control access to files and folders by hiding them from users. You hide files from users by assigning the files to groups where the users are not members. If you want to hide a group of files from one user, simply remove the user from the group or groups that have ownership of the files. You hide folders through **Site Options**.

To hide a file from users

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, choose **Tools > Admin Options > Manage Groups**. The **Manage Groups** window opens.
3. In the **Select Group** list, select **Master**. Only administrators (the Webmaster and users granted webmaster privileges) can see files assigned to this group. If you want to hide files from some users but not others, [create a group](#) for the users who should see the file, and select that group from the **Select Group** list.
4. Under **Group File Ownerships**, click **Modify**. The **Modify Group File Ownership** window opens.
5. Under **Select the pages to be configured**, choose **Give the group ownership of selected files**.
6. In the pane on the left, select the files you want to hide from users. Click folders to see and select the files within them. Files listed in Bold Italics already belong to the group.
7. When you have selected all the files you want to hide, click **Ok**. A Permissions box opens telling you how many files have changed ownership.
8. Click **Ok** again.

To hide a folder from users

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, choose **Tools > Admin Options > Site Options**. The **Site Options** window opens.
3. In the **Directories to exclude from the Site Manager**, type the names of any folders you do not want displayed. You only need to type the name, do not type any slashes. Type a semicolon to separate folder names. Match the case of the names as they appear in the Site Manager.
4. Click **Update**. A **Preferences** box appears telling you your preferences have been updated.
5. Click **OK**. The folder will no longer appear in the Site Manager, even for those who log on as administrators.

Note

You cannot leave a folder showing and hide folders within it.

To reveal a hidden folder

1. Log in to PureCMS as Webmaster or another administrator.

2. On the menu bar, choose **Tools > Admin Options > Site Options**. The **Site Options** window opens.
3. In the **Directories to exclude from the Site Manager**, delete the names of any folders you want to display.
4. Click **Update**. A **Preferences** box appears telling you your preferences have been updated.
5. Click **OK**. The folder will appear in the Site Manager for all users and administrators.

Validating links

Type topic text here.

Managing a Single Site

Staging and Publishing sites

Any changes you make to pages or sites will not be available on the Web until you publish the Web site. It is recommended that you give very few users the authority to publish.

Publishing a site simply moves all changes from the Staging Server to a Web (Production) server. When you publish, PureCMS reviews all the pages on the Web and moves all approved changes from the Staging Server to the Web server.



Without permission to publish, users cannot make any changes to the Web site that the public will see. When a user makes changes, those changes take place on the Staging Server. Only the user can see the changes when he opens the page. The user's group leader can see the

changes from the **Pending Changes** view. If the group leader approves the changes, then all users can see the changes.

Once the changes are approved, they will show up for all users, but will not exist on the Web Server until the Webmaster or someone with publishing permission publishes the changes.

Related topics

[Publishing a Web site](#)

[Publishing changes](#)

Designating the Staging site folder as the Web site root folder

When importing your site, it will be placed in a virtual directory inside the Web site root folder, this will create problems if you use absolute paths in your HTML code. Set the Staging site folder as the IIS Web site root folder so that absolute paths will work properly.

To designate the staging site folder as the Web site root


1. On your Staging computer, open Microsoft IIS.
2. Select the Staging Web site.
3. On the menu bar, choose **Action > Properties**.
4. Click the **Home Directory** tab.
5. In **Local Path**, type the path to the Staging site's folder. Including the hard drive and all parent folders. For example: c:\program files\globalscape\puresmssample.
6. Click **OK**.

Note

When using absolute paths, only type the path to the root directory, do not type a path to a URL. For example, the correct path for a graphic in an "images" folder called menu.gif would be: ``. If you were to use a path like this `` then the image wouldn't show up on your Staging site. If you were to reference the URL for the Staging site, then the image wouldn't show up on your Production site.

To view a record of recent activity

To see a record of recent changes to your Web site

1. Log in to PureCMS.
2. Click **History** so that the arrow button is pointing down .
3. In **Time Range**, choose how far back you want the history to display.
4. In **Sort By**, choose to list changes in order by the date of the change (**Modified**), the **User** who made the changes, or the type of change (**Action**).
5. Click **Update**, and the history items will be re-sorted.

To see a record of recent changes to an individual page

1. Log in to PureCMS as a Webmaster or group leader
2. On the menu bar, click **View > Go to > Site Manager**.

3. Select a page and then choose **File > Open Page** from the menu bar.
4. On the menu bar, click **Versions > Page Change History**. From here you can compare non-contiguous versions of the page.

Note

You cannot compare versions that are older than your oldest backup of the page. To set how many backups you keep, see [Backing up individual pages](#).

Related topics

[Viewing a user's recent activity](#)

[Backing up individual pages](#)

Preparing a Web site for publication

Before publishing your site, you must provide PureCMS with the information necessary to transfer files from your Staging Server to your Production Server.

To configure a site for publishing on a local network

1. Log in to PureCMS with your Webmaster account.
2. On the menu bar, click **Tools > Admin Options > Publishing Options**.
3. Choose **Local** from the **Server Type** list.
4. Type the **Path** to the Web site directory on the Production Server.
5. Click **OK**.
6. A message appears telling you the configuration has been saved. Click **OK** again.

To configure a site for publishing at a remote location

1. Log in to PureCMS with your Webmaster account.
2. On the menu bar, click **Tools > Admin Options > Publishing Options**.
3. Choose **FTP** from the **Server Type** list.
4. Type the **Path** to the Web site directory on the Production Server. If you connect directly to the Web site directory, type */*.
5. In **FTP Host Address**, type the domain or IP address for the Production Server. Do NOT include ftp:// in the domain name.
6. If the Production Server uses a port other than 21 for FTP transfers, type the correct port number in **FTP Port**.
7. Enter your **FTP Username** and **FTP User Password** for the Production Server account.
8. Click **OK**.
9. A message appears telling you the configuration has been saved. Click **OK** again.

Notes

Publication requires a stable connection between the Staging Server and the Production Server, especially if you are publishing a large site, or a site with many large files.

Publishing on a network using UNC path names

If you want to publish to a network or other local drive using UNC path names, there are several tasks you will need to do before publishing.

1. Temporarily change the [anonymous user account](#) for the PureCMS virtual directory to an account that has access to the UNC path of your Production Server.
2. Set your [publishing options in PureCMS](#).
3. Change the [anonymous user account back to the default](#) (for security reasons).
4. [Change the account](#) under which the Cron service runs,
5. You will need to publish to a folder on any shared drive (you cannot publish to the root of a shared drive if you are using UNC path names).

To temporarily change the anonymous user account

1. Log on to the Staging Server.
2. Right-click the **My Computer** icon and choose **Manage**. The **Computer Management** window opens.
3. In the left pane expand **Services and Applications**.
4. Expand **Internet Information Services**.
5. Expand **Default Web Site** (or if you chose a different site during installation expand the site you chose).
6. Select **PureCMS** (or if during install, you gave the virtual folder a different name, select the folder with that name).
7. On the menu bar, choose **Action > Properties**. The **PureCMS (or other virtual folder name) Properties** window opens.
8. Click the **Directory Security** tab.
9. Under **Anonymous access and authentication control**, click **Edit**. The **Authentication Methods** window opens.
10. Make sure the **Anonymous Access** box is checked and click **Edit** again. The **Anonymous User Account** window opens.
11. Make sure you know the User name and password for the account that is currently entered.
12. In **Username**, type the name for an account that has access to the UNC path you will use for publication.
13. Clear the **Allow IIS to control password** check box.
14. Enter the password for the user you entered in step twelve. A message appears asking you to re-enter the password.
15. Re-enter the password and click **OK**.
16. Click **OK** to close the **Anonymous User Account** window.
17. Click **OK** again to close the **Authentication Methods** window.
18. Click **OK** again to close the **PureCMS Properties** window.
19. On the Windows task bar, click **Start** and choose **Run**. The Run window opens.
20. In the **Open** box, type "cmd", and then click **OK**. The command prompt window opens.
21. Type "IISRESET" and press the **Enter** key on your keyboard, this will stop and restart IIS so that it recognizes the new anonymous user.
22. When the **C://** or command prompt reappears type "Exit" and press the **Enter** key on your keyboard.
23. Open PureCMS and set your publishing options.

To set publishing options with a UNC path in PureCMS

1. Log in to PureCMS with your Webmaster account.
2. On the menu bar, click **Tools > Admin Options > Publishing Options**.
3. Choose **Local** from the **Server Type** list.
4. Using FORWARD SLASHES, type the UNC **Path** to the Web site directory on the Production Server.
5. Click **Ok**.
6. A message appears telling you the configuration has been saved. Click **Ok** again.
7. Log out and close PureCMS.

To change the Virtual Directory back to standard anonymous user for security

1. Right-click the **My Computer** icon and choose **Manage**. The **Computer Management** window opens.
2. In the left pane expand **Services and Applications**.
3. Expand **Internet Information Services**.
4. Expand **Default Web Site** (or if you chose a different site during installation expand the site you chose).
5. Select **PureCMS** (or if during install, you gave the virtual folder a different name, select the folder with that name).
6. On the menu bar, choose **Action > Properties**. The **PureCMS (or other virtual folder name) Properties** window opens.
7. Click the **Directory Security** tab.
8. Under **Anonymous access and authentication control**, click **Edit**. The **Authentication Methods** window opens.
9. Make sure the **Anonymous Access** box is checked and click **Edit** again. The **Anonymous User Account** window opens.
10. Click **Browse**. The **Select User** window opens.
11. Select the default anonymous user and click **OK**. The default anonymous user is usually **IUSR_COMPUTERNAME**. For example, if the Staging Server computer name was OurStageServ, the default anonymous user would be **IUSR_OURSTAGESERV**.
12. Select the **Allow IIS to control password** check box.
13. Click **OK**. A message appears warning about password synchronization with non-local user accounts, since the default anonymous user is a local account you can disregard this message and simply click **Yes**.
14. Click **OK** again to close the **Authentication Methods** window.
15. Click **OK** again to close the **PureCMS Properties** window.
16. Close the **Computer Management** window.
17. On the Windows task bar, click **Start** and choose **Run**. The Run window opens.
18. In the **Open** box, type "cmd", and then click **OK**. The command prompt window opens.
19. Type "IISRESET" and press the **Enter** key on your keyboard, this will stop and restart IIS so that it recognizes the new anonymous user.
20. When the **C://** or command prompt reappears type "Exit" and press the **Enter** key on your keyboard.

To set the account under which the Cron service runs

1. Right-click the **My Computer** icon and choose **Manage**. The **Computer Management** window opens.
2. In the left pane expand **Services and Applications**, and select **Services**.
3. In the right pane select **Cron service**.
4. On the menu bar, choose **Actions > Properties**. The **Cron service Properties** window opens.
5. Click the **Log On** tab.
6. Under **Log on as**, select **This Account** and type in the user name for the account with access to the UNC path for the Production Server.
7. Type in the account password in **Password** and **Confirm Password**.
8. Click **OK**. A message will appear telling you the new name will not take effect until you stop and restart the service.
9. Click **OK** again.
10. On the **Computer Management** menu bar, choose **Action > Stop**. The **Service Control** window appears while the service stops. Wait for the **Service Control** window to disappear.
11. On the menu bar choose **Action > Start**. The **Service Control** window appears while the service starts. When the **Service Control** window disappears, the Cron service runs under the new account that has access to the Production Server.

Note

When you use UNC path names, the publishing process will not create new folders on your Production Server. You will need to create any Production Server sub-folders outside PureCMS before publishing.

Publishing a Web site

To publish a Web site

1. Log in to PureCMS using your Webmaster account.
2. On the menu bar, click **Tools > Publish > Publish Web Site**. The **Publish Web Site** window opens. PureCMS will first backup your current site.
3. Enter a name for the site backup in **Archive Label**. The name can be up to 50 characters long.
4. Enter any **Comments** you choose. Comments can be up to 255 characters long.
5. (Optional) Select the **Publish only changed files** check box, and PureCMS will not publish the whole site, just those pages that have changed since the last time you published. Leave the box clear, and the whole site will be published.
6. Click **Publish**. A message appears telling you the publication task will begin shortly.
7. Click **Ok**.

Notes

- The computer will start the publication task within five minutes of step seven.
- Unless you select **Publish only changed files**, the whole site is published and archived.
- The archive files are compressed in .CAB format and stored on the Staging Server in the **Data** folder of the PureCMS program directory.

- You can view the publication task while it is running from **Tools > Publish > View Publishing History**.

Related topics

[Preparing a Web site for publication](#)

[Publishing changes to a page](#)

Using the publishing hook

When you start any publication task, PureCMS processes the files targeted for publication in a temporary folder for backup, then transfers the files to the Production server. You can automatically run a batch file just before the transfer, to perform specific actions related to your site files. You can generate a simple log, or send a confirmation email, or you can save all the Web-ready files to a second location for alternate backups and other purposes.

To run a batch file at publication

1. Log on to your Staging server.
2. Navigate to the PureCMS program folder. The default location is **C:\Program Files\GlobalISCAPE\PureCMS**.
3. In the **App** folder, create a new folder and name it **Localscripts**.
4. In the **Localscripts** folder, create a batch file and name it **publish.bat**. **Localscripts** becomes the default working directory for the batch file.
5. Every time you publish your web site or any part of the web site, the **publish.bat** file will run just before files are transferred to the Production server.

Notes

- In the batch file, you can use the parameter **%1%** to reference the temporary directory where PureCMS places the Web-ready files. You can use the parameter **%2%** to reference the directory where the Web-ready files are published. If you publish to a network drive, **%2%** will reference the complete directory path. If you publish to an FTP site, **%2%** will only reference the directories in the path within your ftp root folder.
- If your publication task fails due to connection problems or network errors, your **publish.bat** file will still run successfully.

Backing up a Web site

PureCMS backs up your site every time you publish. The backup files are compressed in .CAB format and stored on the Staging Server in the **Data** folder of the PureCMS program directory.

To backup a Web site

1. Log in to PureCMS using your Webmaster account.
2. On the menu bar, click **Tools > Publish > Publish Web Site**. The **Publish Web Site** window opens.

3. Enter a name for the site backup in **Archive Label**. The name can be up to 50 characters long.
4. Enter any **Comments** you choose. Comments can be up to 255 characters long.
5. Click **Publish**. A box appears saying the site is queued to be published.
6. Click **Ok**. Your site is published and backed up.

Related topics

[Restoring a Web site from a backup](#)

Restoring a Web site from a backup

To restore a Web site from a backup

1. Log in to PureCMS using your Webmaster account.
2. On the menu bar, click **Tools > Publish > View Backup History**.
3. Select the radio button at the left end of the backup listing you want.
4. Click **Restore**. A prompt appears asking if you are sure you want to restore the site.
5. Click **Yes**. Another message appears stating the restore is in process.
6. Click **Ok**.

Note

Restoring a backup restores the site on the Staging Server and automatically publishes the restored site to your Production Server.

Related topics

[Backing up a Web site](#)

[Publishing a Web site](#)

Publishing a single page

To publish one page to your Production Server

1. Log in to PureCMS as an administrator.
2. On the menu bar, choose **View > Go to > Site Manager**.
3. Select a page.
4. On the menu bar, choose **Tools > Publish > Publish Selected File**. A message appears saying the file will be published to the Production Server.
5. Click **Ok**.

Note

After you click **Ok**, it may take up to five minutes for the page to publish. If you need to re-publish a page, wait at least five minutes before repeating the **Publish Selected File** process.

Undoing published changes

If you have accepted changes on your staging server, and decide you do not want them, you can rollback the changes. Even if you have published your site, and want to return to an earlier version of the site, you can easily revert to a previous version of the site.

To undo accepted changes to a page

1. Log in to PureCMS with an account that has access to the Site Manager.
2. On the menu bar, choose **View > Go to > Site Manager**.
3. Select the page with the changes you want to undo.
4. On the menu bar, choose **Tools > Version Control**. The page opens in the **Version Control** window.
5. Click **Back** or **Next** until you find the version of the page you want.
6. Click **Revert** to change the page. The version you choose will open in the Edit Region view. It becomes the active version on your Staging Server, and you can publish it to your Production Server.

To undo a site publication

1. Log in to PureCMS as Webmaster or another administrator.
2. On the menu bar, choose **Tools > Publish > View Backup History**.
3. Choose the publication task dated just before the publication you want to undo.
4. Click **Restore**. A message appears asking if you are sure you want to restore the Staging Server to the selected version.
5. Click **Yes**. Another message appears to tell the restore is in process.
6. Click **Ok**. The version you chose will be posted to your Staging Server, and you can publish it to your Production Server.
7. Wait at least ten minutes before continuing.
8. On the menu bar, choose **Tools > Publish > Publish Web Site**.
9. In **Archive Label** type a name for the backup that will be saved during the publish process.
10. In **Comments**, type any remarks or notes you want to save with the backup.
11. Click **Publish**. A message appears telling you the publication will begin soon.
12. Click **Ok**. The older version of your site will be published to your Production Server.

Generating site statistics

To generate visitor and hit statistics for your Web site with PureCMS, your Production Server must be using Microsoft Internet Information Server 5.x.

You must first configure your Production Server to log site activity and generate the information in W3C Extended Log File Format with specific settings. This topic discusses how to configure a Production Server with [Microsoft Internet Information Server](#) to generate the log.

After configuring the Production Server, you need to [configure PureCMS](#) to save statistics for your Web site.

Finally you can generate [reports for the site](#) and [reports for specific Web pages](#).

To configure Web logs on MS IIS 5.x

1. Log on to the Production Server.
2. Right click the **My Computer** icon.
3. Click **Manage**.
4. Expand **Service & Applications**.
5. Expand **Internet Information Server**.
6. Right-click your production Web site.
7. Click **Properties**.
8. Click the **Web Site** tab.
9. Choose **Enable Logging**.
10. From the **Active log format list**, choose **W3C Extended Log file Format**.
11. Click **Properties**.
12. Click the **General Properties** tab.
13. From the log rotation options you can choose only one of the following **Hourly**, **Daily**, **Weekly**, or **Monthly**.
14. Clear the **Use local time for file naming & rollover** check box.
15. Browse or type a path to the location where you want to save your logs in the **Log file directory** field. If you connect to the production server via FTP. This directory must be available to your FTP user account.
16. Click the **Extended Properties** tab.
17. Select all of the following options, but no others: **Date**, **Time**, **Client IP Address**, **URI stem**, **User Agent**, and **Referrer**.
18. Click **OK**.
19. Click **OK** again.
20. Close the **Computer Management** window.

Now configure PureCMS to record site statistics.

To save site statistics with PureCMS

1. Log in to PureCMS as a Webmaster.
2. On the menu bar, click **Tools > Statistics > Statistics Options**.
3. Select the **Enable Statistics** check box. If you have not set up your [publishing options](#), you will be prompted to set them up now.
4. In **Site Base URL**, type in the full URL to the Production server, including the virtual directory.
5. Type the path where you will save the logs in **Log File's Directory**. This will be the same location as the **Log file directory** you chose in step 15 if configuring IIS.
6. In **Time Zone**, choose the correct time zone for your Production Server.
7. In **Log Format**, choose **W3C Extended Log file Format**.
8. In **Log Time Period**, choose **Hourly**, **Daily**, **Weekly**, or **Monthly**, making sure it is the same as the log rotation option you chose for the Production Server (step 13 for IIS).
9. Click **Ok**. A message appears telling you the configuration has been saved.
10. Click **Ok** again.

To generate site activity reports

1. Log in to PureCMS as a Webmaster.
2. On the menu bar, click **Tools > Statistics > Enable Statistics**.
3. Under **Select the operation to be performed**, choose **Enable Statistics**.
4. Under **Select the pages to be configured**, choose **For entire site**.
5. Click **Ok**. A message appears stating that enabling or disabling statistics is in progress.
6. Click **Ok** again.

To generate page activity reports


1. Log in to PureCMS as a Webmaster.
2. On the menu bar, click **Tools > Statistics > Enable Statistics**.
3. Under **Select the operation to be performed**, choose **Enable Statistics**.
4. Select a page or pages from the left pane. Pages with statistics already enabled will appear in bold text. Click folders to see the pages within them.
5. Under **Select the pages to be configured**, choose **For the selected pages only**.
6. Click **Ok**. A message appears explaining the statistics for only the pages selected will show in PureCMS, but the log file will still collect statistics for the entire site.
7. Click **Ok** again.

Notes


- Your statistics will be saved in the **Log File directory** you chose while configuring IIS.
- The W3C format logs all times in GMT (Greenwich Mean Time)
- Pages marked in bold text already have statistics enabled.
- If you publish to your Production Server via FTP, that FTP User account must have access to the log folder.

Viewing hit and other statistics for your site

To see site statistics for the current day

1. Log in to PureCMS.
2. On the Start Page, click **History** so that the double arrow button points down .
3. Scroll down past the **recent changes** list.
4. Click the **Web Site Traffic** link or the **Most Visited Pages** link.
5. On the menu bar, click **View > Go to > Start Page** to return to the **Start Page**.

To see site statistics for a different day

1. Log in to PureCMS.
2. On the Start Page, click **History** so that the double arrow button points down .
3. Scroll down past the **recent changes** list.
4. Click the **Web Site Traffic** link or the **Most Visited Pages** link.
5. Move the mouse cursor over **Reports Selection Calendar**.

6. Click a date on the calendar to see statistics for that day.
7. On the menu bar, click **View > Go to > Start Page** to return to the **Start Page**.

Related topics

[Generating site statistics](#)

Modifying or uploading files outside PureCMS

Once you have installed PureCMS, it is strongly recommended that all your work on the Web site take place from within the PureCMS system to maintain valid backups and a valid change history for all your pages.

If you do make changes outside PureCMS, keep the following issues in mind.

1. You can copy files into the Staging Server's local path using an FTP client or Windows Explorer. For example, if you installed PureCMS with the default site, then the staging server's local path may be: C:\ProgramFiles\GlobalSCAPE\PureCMS\SampleSite\
2. If you copy files into the Staging Server's local path from outside PureCMS, the files will have no version/compare history, they will not have statistics enabled, they will not have Direct Edit enabled, and they will be part of Everybody group by default. Once you edit an added file for the first time, that will begin its version/compare history.
3. When a file is uploaded through PureCMS, that creates the first history entry, which will show **Edited content**. You can then open and save the file in the PureCMS Editor to register the uploaded page as the original version of the page.
4. If you delete or rename a file outside of PureCMS, then the file loses all ties to its group ownership, statistics are no longer enabled or counted, Direct Edit is disabled for the file, and you won't be able to access the version history. If a folder is renamed or deleted outside PureCMS, then all of the files within that folder will be affected in the same way.
5. If a file (or folder) is deleted or renamed outside of PureCMS, and a new file with the same name as the old file is uploaded through PureCMS or copied to the same path outside of PureCMS, the new file (though its contents differ) will inherit the attributes of the removed/renamed file.

Though you can change or move your Web files from outside PureCMS, it is most advisable to make changes to the files from within PureCMS whenever possible.

Building an index for library items or templates

You can speed up the process of updating template-based pages and pages with library items by creating indexes of those pages.

To build an index for a library item

1. Log in to PureCMS with a webmaster account.
2. On the menu bar, choose **Tools > Update Pages > Library Item Changed**.
3. Highlight the library item in the **Select a Library Item** list.

4. Select the **Index All Web Pages** check box.
5. Click **Ok**. A message appears saying **Updating library items in web page is in progress**.
6. Click **Ok** again.

To build an index for a template

1. Log in to PureCMS with a webmaster account.
2. On the menu bar, choose **Tools > Update Pages > Template Changed**.
3. Highlight the template in the **Select a Template** list.
4. Select the **Index All Web Pages** check box.
5. Click **Ok**. A message appears saying **Updating templates in web page is in progress**.
6. Click **Ok** again.

Note

Every time you create a new page based on a template or create a new page with a library item, you should rebuild your indexes.

Related topics

[Updating several pages at once](#)

Viewing the status of background processes

Several PureCMS tasks will run in the background after you start them, including publishing, indexing templates, indexing library items, updating templates, updating library items, and gathering statistics from the Web server. You can see the processes that are running in the background.

To see which process is currently running in the background

1. Log in to PureCMS as a Webmaster or other administrator.
2. On the menu bar, choose **Tools > Admin Options > Status of Background Processes**. A small window appears with details about the current background process.

Note

- You will not see a background process immediately, there is a delay of a few minutes before processes display or change in the Background Process window.
- If you have started several background processes, they will run one at a time. If you choose to open the Background Process window, when one process ends, the next will appear in the window.

Adding commands to the menu

You can add commands to the menu that will run scripts or services on the Staging server.

To add a command to the menu

1. Login to PureCMS as a Webmaster or other administrator.

2. On the menu bar, choose **Tools > Admin Options > Manage Custom Commands**. The **Custom Commands Manager** window opens.
3. Click **Add**.
4. Type a name for the command. This will be the name that appears on the menu.
5. In **Command**, type the actual command, just as you would enter in the Windows **Run** box.
6. In **Parameters**, type any parameters for the command. This would be anything you would type after the command and a space in the Windows **Run** box.
7. Click **Save**. The new command appears in the **Commands** box.
8. If you want to add more commands, repeat steps three through seven.
9. When you have entered all your commands, click **Ok**. A message appears telling you the custom commands have been updated.
10. Click **Ok** again.

Notes

- In the **Name** box you can type up to 50 characters, but the menu has space for only twenty or thirty characters.
- The combined text you type into the **Command** and **Parameters** boxes can be no more than 255 characters long.
- You cannot create commands that open any GUI interface.
- Every user on your site will have access to every custom command you add.
- The custom commands appear in PureCMS on the menu bar at **Tools > Custom Commands**.

Related topic

[Changing custom commands](#)

Changing custom commands

To edit a custom command

1. Login to PureCMS as a Webmaster or other administrator.
2. On the menu bar, choose **Tools > Admin Options > Manage Custom Commands**. The **Custom Commands Manager** opens.
3. In the **Commands** box, select the command you want to change.
4. Click **Edit**.
5. Make any changes in **Name**, **Command** or **Parameters**.
6. Click **Save**.
7. If you want to change more commands, repeat steps three through six.
8. When you have made all your changes, click **Ok**. A message appears telling you the custom commands have been updated.
9. Click **Ok** again.

Notes

- In the **Name** box you can type up to 50 characters, but the menu has space for only twenty or thirty characters.
- The combined text you type into the **Command** and **Parameters** boxes can be no more than 255 characters long.

- You cannot create commands that open any GUI interface.

To remove a custom command

1. Login to PureCMS as a Webmaster or other administrator.
2. On the menu bar, choose **Tools > Admin Options > Manage Custom Commands**. The **Custom Commands Manager** opens.
3. In the **Commands** box, select the command you want to remove.
4. Click **Delete**. A message appears asking if you are sure you want to delete the command.
5. Click **Yes**.
6. Click **Ok** to close the **Custom Commands Manager**. A message appears telling you the custom commands have been updated.
7. Click **Ok** again.

Related topic

[Adding custom commands](#)

Managing Multiple Sites

Log in as Server Administrator

To log in for the first time as Server Administrator

1. Open PureCMS.
2. In **Username**, type **PureAdmin**.
3. In **Password**, type the administrator password you chose during installation.
4. Click **Log in**. PureCMS opens to the **Server Administration/Web Sites** window, where you can change the [user name](#) and [password](#) for the Server Administrator.

Adding a new site

To add a new site

1. Obtain a license for the additional site.
2. Login as the Server Administrator.
3. If you cannot see **Add a Site**, click **Server Administration**.
4. In the **Add a New Site to Staging Server** box, click **Add**. A Windows **Enter Network Password** window appears.
5. In **User Name**, type in the user name for an account that has administrator rights on the Staging Server.
6. In **Password**, type the password for the same account that has administrator rights on the Staging Server.
7. In **Domain**, type the Staging Server's domain only if it is on a different domain from the one where you are working.
8. Click **OK**. The **Add a Web Site** window opens.
9. In **Web Site URL**, type the complete Web address of the new site, using the IP address, rather than a domain name. For example type **http://127.0.0.1/MySite**.

10. In **Web Site Home Folder**, type the site's physical path on the server.

Warning: If your site already exists in IIS make sure you type in the correct existing physical path for the site.

11. In **Serial No**, type the number you obtained from GlobalSCAPE.
12. Clear the **Create New Site Webmaster** check box. A **Select Site Webmaster** list appears.
13. In the **Select Site Webmaster** list, select the user you want as the site's Webmaster.
14. Click **Ok**. After a few moments a message appears telling you a web site has been created.
15. Click **Ok** again.

To add a new site with a new Webmaster

1. Obtain a license for the additional site.
2. Login as the Server Administrator.
3. If you cannot see **Add a Site**, click **Server Administration**.
4. In the **Add a Site** box, click **Add**. A Windows **Enter Network Password** window appears.
5. In **User Name**, type in the user name for an account that has administrator rights on the Staging Server.
6. In **Password**, type the password for the same account that has administrator rights on the Staging Server.
7. In **Domain**, type the Staging Server's domain, only if it is on a different domain from the one where you are working.
8. Click **OK**. The **Add a Web Site** window opens.
9. In **Web Site URL**, type the complete Web address of the new site, using the IP address, rather than a domain name. For example type **http://127.0.0.1/MySite**.
10. In **Web Site Home Folder**, type the new site's physical path on the server.

Warning: If your site already exists in IIS make sure you type in the correct existing physical path for the site.

11. In **Serial No**, type the number you obtained from GlobalSCAPE.
12. Leave the **Create New Site Webmaster** check box selected.
13. In the **Web Master User Name**, type a name for the new site's administration account.
14. In **User E-mail**, type the email address where the new Webmaster should receive notifications.
15. Type the same password in **Password** and **Confirm Password**. This will be the new Webmaster's password for logging in to the new site.
16. Click **Ok**. After a few moments a message appears telling you a web site has been created.
17. Click **Ok** again.

Notes

If you login to a remote machine with a Windows account that has Administrator permissions for the Staging Server, you can leave all the fields blank and click **OK** when the Windows **Enter Network Password** window appears.

Changing the Server Administrator user name

To change the Server Administrator's user name

1. Login as the Server Administrator.
2. If you cannot see **Modify the Server Administrator Account**, click **Server Administration**.
3. Under **Modify the Server Administrator Account**, click **Modify**. The **Modify the Server Administrator Account** window opens.
4. In **Username**, type a new user name.
5. Click **Ok**. A message appears telling you the change to the account was successful.
6. Click **Ok** again.

Note

PureCMS user names are not case sensitive.

Changing the Server Administrator's email address

To change the Server Administrator's email address

1. Login as the Server Administrator.
2. If you cannot see **Modify the Server Administrator Account**, click **Server Administration**.
3. Under **Modify the Server Administrator Account**, click **Modify**. The **Modify Server Administrator Account** window opens.
4. In **User E-mail**, type the new address.
5. Click **Ok**. A message appears telling you the change to the account was successful.
6. Click **Ok** again.

Changing the Server Administrator's password

To change the Server Administrator's password

1. Login as the Server Administrator.
2. If you cannot see **Modify the Server Administrator Account**, click **Server Administration**.
3. Under **Modify the Server Administrator Account**, click **Modify**. The **Modify Server Administrator Account** window opens.
4. In **Password**, type the new password.
5. In **Confirm Password**, type the new password again exactly the same as before.
6. Click **Ok**. A message appears telling you the change to the account was successful.
7. Click **Ok** again.

Note

All passwords in PureCMS are case sensitive.

Changing the PureCMS IP address

There are two suggested methods for changing the IP address for a PureCMS staging server. The first requires that you change the IP address in PureCMS, before it changes on your server, but you may see a "Page Not Found" error in the process.

With the second method, you can avoid seeing the error, but you will need to make some changes in IIS, before and after changing the IP address in PureCMS.

To change the IP address in PureCMS first

1. Login as the Server Administrator.
2. If you do not see **Modify PureCMS IP Address**, click **Server Administration**.
3. Under **Modify PureCMS IP Address**, click **Modify**. The **Modify PureCMS IP Address** window opens.
4. In **New IP Address for PureCMS**, type the address you want for the site.
5. Click **Ok**. A message appears telling you the change was successful and will begin shortly.
6. Click **Ok** again.
7. Click **Log Out**. If you try to log in before changing the IP address on the server you may see a page not found error.
8. Change the IP address on the server.

To change the IP address on the server first

1. Log on to the Staging server.
2. On the My Computer icon, right-click and choose **Manage**. The **Computer Management** window appears.
3. Expand **Services and Applications**.
4. Expand **Internet Information Services**.
5. Select the PureCMS Web site.
6. On the menu bar, choose **Action > Properties**. The web site's Properties window appears.
7. Click the **Web Site** tab.
8. In **IP address** list, select **(All Unassigned)**.
9. Click **OK**.
10. Open PureCMS.
11. Login as the Server Administrator.
12. If you cannot see **Update PureCMS IP Address**, click **Server Administrator**.
13. Under **Modify PureCMS IP Address**, click **Modify**. The **Modify PureCMS IP Address** window opens.
14. In **New IP Address for PureCMS**, type the address you want for the site.
15. Click **Ok**. A message appears telling you the change was successful and will begin shortly.
16. Click **Ok** again. Check to make sure the process is complete, it may take a long time.
17. Close PureCMS.
18. In the Computer Management window, open the PureCMS Web site Properties window again.
19. Click the **Web Site** tab.
20. In **IP address** list, select the IP address you chose in PureCMS.
21. Click **OK**.

22. Close the **Computer Management** window.

Choosing file types displayed in the Site Manager

As Site Administrator, you can define what file types appear in the Site Manager, and you can define if the Site Manager recognizes them as text, Web pages, scripts, images, default pages, or link target files.

To include or exclude specific files from showing in the Site Manager

1. Login as the Server Administrator.
2. If you cannot see **Modify the Supported File Types**, click **Server Administration**.
3. In the **Modify the Supported File Types** box, click **Modify**. A file type list opens in the PureCMS Editor.
4. Add any extensions for file types you need, making sure to follow the format from the existing entries.
5. Delete any extensions for files that you do not want to appear in the Site Manager.
6. On the menu bar, choose **File > Save**. A message appears telling you the changes were successful.
7. Click **Ok**.

Note

If you have more than one site, any changes you make to the file type list will affect every site.

Changing PureCMS email messages

To edit the text of PureCMS email messages

1. Login as the Server Administrator.
2. If you cannot see **Edit System Notification Messages**, click **Server Administration**.
3. Under **Edit System Notification Messages**, click **Edit**. The **Edit Email** window opens.
4. In the **Select Email Template** list, select the message type you want to change.
5. Click **Ok**. The PureCMS Editor opens with the standard message.
6. Make changes to any text in blue.
7. On the menu bar, choose **File > Save**. A message appears telling you the change to the message was successful.
8. Click **Ok**.

Notes

- You cannot change the text in gray. Gray text represents information that PureCMS will add to the message automatically.
- If you have more than one site, the changes you make to email notifications will affect every site.

Changing the PureCMS mail server

To change the server PureCMS uses to send email messages

1. Login as the Server Administrator.
2. If you cannot see **Modify the SMTP Server**, click **Server Administration**.
3. Under **Modify the SMTP Server**, click **Modify**. The **Modify the SMTP Server** window opens.
4. In **SMTP Server**, type the IP address or the host name of the new mail server.
5. Click **Ok**. A message appears telling you the change was successful.
6. Click **Ok** again.

Note

If you have several sites, the server you choose will be the mail server for every site.

Log in to a site as server administrator

To login to a specific site with the server administrator account

1. Login to PureCMS as the server administrator.
2. If you cannot see **Site URL**, click **Web Sites**.
3. Under **Site URL**, choose the site where you want to log in.
4. Under **Log In to Selected Site**, click **Log In**. The Start Page of the selected site will open.

Allowing users to log in to more than one site

If you have multiple sites and multiple URL's you can restrict users to one site, or allow them to login to several sites.

To allow a user to log in to a second site

1. Login to PureCMS as the Server Administrator.
2. If you do not see **Site URL**, click **Web Sites**.
3. Under **Site URL**, choose the site you want as an additional site where an existing user can log in.
4. In the **Add Existing Users to Selected Site** box, click the **Add** button. The **Add Existing User** window appears.
5. In the **Select User** list, choose the user you want to allow to log in to the site.
6. Choose the default and other groups for the user, and choose the [appropriate permissions](#).
7. Click **Ok**. The **Add Existing User** window disappears and the number of users listed for the site increases by one.
8. Repeat steps three through seven to allow more users to access another site.

Deleting a site

To remove a site from PureCMS

1. Login to PureCMS as the server administrator.
2. If you cannot see **Site URL**, click **Web Sites**.
3. Under **Site URL**, choose the site you want to delete.

4. Under **Delete Selected Site from Staging Server**, click **Delete**. A message appears asking if you are sure you want to delete the site.
5. Click **Yes**. Another message appears telling you the site has been deleted.
6. Click **Ok**.

Note

- When you delete a site, any users exclusive to that site will be deleted as well.
- Deleting the site only deletes the site from PureCMS, all the html, image and other files for the site will still exist in their physical location.

Registering PureCMS

Registration takes place when you install PureCMS, whether you have a trial serial number or a purchased serial number. If you install with a trial serial number, you will have to change the license for your site when you purchase the software.

To change from a trial license to a purchased license

1. Make sure your Internet connection is active.
2. Login as the Server Administrator.
3. If you cannot see **Site URL**, click **Web Sites**.
4. Under **Site URL**, choose the site you want to change.
5. Under **Modify the Serial Number of Selected Site**, click **Modify**. The **Modify Serial Number** window opens.
6. In **Serial No**, type the serial number you received when you purchased a full license.
7. Click **Ok**. A message appears telling you registration was successful.
8. Click **Ok** again.

Changing a site's webmaster

To choose a new webmaster from existing users

1. Login as the Server Administrator.
2. If you cannot see **Site URL**, click **Web Sites**.
3. Under **Site URL**, choose the site you want to change.
4. In **Modify Webmaster of Selected Site**, click **Modify**. The **Modify Webmaster** window appears.
5. Clear the **Create New Site Webmaster** check box. The **Select Site Webmaster** list appears.
6. In the **Select Site Webmaster** list, select the user you want as the new site's administrator.
7. Click **Ok**. A message appears telling you the change has been successful. If the old Webmaster account is not listed as a user or Webmaster of another site the message will also warn you that the old Webmaster account will be completely deleted.
8. Click **Ok** again.

To create a new webmaster for a site

1. Login as the Server Administrator.
2. If you cannot see **Site URL**, click **Web Sites**.
3. Under **Site URL**, choose the site you want to change.
4. In **Modify Webmaster of Selected Site**, click **Update**. The **Modify Webmaster** window appears.
5. Select the **Create New Site Webmaster** check box.
6. In the **Webmaster User Name**, type a name for the new site's administration account.
7. In **User E-mail**, type the email address where the new Webmaster should receive notifications.
8. Type the same password in **Password** and **Confirm Password**. This will be the new Webmaster's password for logging in to the new site.
9. Click **Ok**. A message appears saying the change has been successful. If the old Webmaster account is not listed as a user or Webmaster of another site the message will also warn you that the old Webmaster account will be completely deleted.
10. Click **Ok** again.

To avoid deleting an old Webmaster account

Before you change from an old Webmaster to a new one, use the [Add Existing Users to Selected Site](#) tool to assign the old Webmaster to another site, then change Webmasters, and then you can add back the old Webmaster as a user without having to recreate the entire account.

Changing a site's IP address

1. Login as the Server Administrator. Make sure all other users are logged out before making the change.
2. If you cannot see **Site URL**, click **Web Sites**.
3. Under **Site URL**, choose the site you want to change.
4. In **Modify the IP Address of Selected Site**, click **Modify**. The **Modify the IP Address of Selected Site** window appears.
5. In **New IP Address** check box. Type the new IP address for the site.
6. Click **Ok**. A message appears telling you that the IP address is being updated. This may take several minutes.

Note

Do not let users log in to the site until PureCMS finishes updating the IP address.

Viewing the status of background processes

Several PureCMS tasks will run in the background after you start them, including publishing, indexing templates, indexing library items, updating templates, updating library items, and gathering statistics from the Web server. You can see the processes that are running in the background.

To see which process is currently running in the background

1. Log in to PureCMS as a Webmaster or other administrator.

2. On the menu bar, choose **Tools > Admin Options > Status of Background Processes**. A small window appears with details about the current background process.

Note

- You will not see a background process immediately, there is a delay of a few minutes before processes display or change in the Background Process window.
- If you have started several background processes, they will run one at a time. If you choose to open the Background Process window, when one process ends, the next will appear in the window.

Managing Workflows

Add workflow levels to a group

1. Log in to PureCMS with your administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**. The **Manage Groups** window opens. At the bottom of this window is the **Workflow Manager**.
3. In **Select Group**, choose the group you want to add a workflow hierarchy
4. Click the **Add Workflow** button. This will open the **Create Activity** Window.
5. In **Activity Name**, type a name for the activity. For example: Mrktg Director
The length of the Activity Name field is 16 characters. The **Descriptions** field allows you to add notes describing the activity name in greater detail.
6. Select the approvers from the **Approvers** list. Hold down the **Ctrl** key to select more than one approver from this list.
7. Click **OK**.
8. The newly created workflow level will now be added to the Workflow list appearing under Workflow along with the list of approvers in that level.

Delete a workflow level

1. Log in to PureCMS with your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**. The **Manage Groups** window opens. At the bottom of this window is the Workflow Manager.
3. In **Select Group**, choose the group you want to add a workflow hierarchy
4. Select the **Workflow** level from the list under Workflow. Click the Delete button.
5. A Workflow Activity Dialog box will pop up. Clicking Yes will remove the selected level from the Workflow list. Clicking No will cancel any changes.

Create a multi-level workflow for a group

You may want to have more than one individual approve or reviews changes made to a web page content. PureCMS allows you to create multi-level approval “workflow pipelines”. Designated members in the workflow have the ability to review changes, make corrections or comments, and then pass the files to the next level in the workflow pipeline.

Each approval level can have one or more users in that group who are able to **approve** or **deny** the changes made by a lower level.

Groups members have either FULL or PARTIAL access. FULL access will mean that the user can self-approve, which means that the user can bypass the entire workflow for that group. Partial access means that any content changes will enter the workflow pipeline.

Higher-ranking levels may always approve changes made by any lower level. However, any given level can send approved files up the pipeline only to the next higher level. Files do not move to the staging server for publication until they are approved by the workflow's highest level.



To Create a Multi-Level Workflow for a Group:

1. Log in to PureCMS with your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**. The **Manage Groups** window opens. At the bottom of this window is the **Workflow Manager**.
3. In **Select Group**, choose the group you want to add a workflow hierarchy
4. Click the **Add Workflow** button. This will open the **Create Activity Window**.
5. In **Activity Name**, type a name for the activity. For example: Mrktg Director
 The length of the Activity Name field is 16 characters. The **Descriptions** field allows you to add notes describing the activity name in greater detail.
6. Select the approvers from the **Approvers** list. Hold down the **Ctrl** key to select more than one approver from this list.
7. Click **OK**. The newly created workflow level will now appear under Workflow along with the list of approvers in that level.

Modify a workflow level

1. Log in to PureCMS with your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**. The **Manage Groups** window opens. At the bottom of this window is the **Workflow Manager**.
3. In **Select Group**, choose the group you want to add a workflow hierarchy
4. Select the **Workflow** level from the list under **Workflow**. Click the **Modify** button. This will open the **Modify Activity** window. You may modify the name, description or members of the workflow level.
 - To add approvers from the **Approvers** list. Hold down the Ctrl key to select more than one approver from this list.
 - To remove approvers from the **Approvers** list, Hold down the Ctrl key and deselect the approvers by clicking on their name
5. Click **OK**. The modifications to the workflow level will now be displayed on the Workflow list appearing under Workflow.

Change the approval order of a workflow

1. Log in to PureCMS with your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Manage Groups**. The **Manage Groups** window opens. At the bottom of this window is the **Workflow Manager**.
3. In the **Select Group** drop down, choose the group you want to change the order of the workflow hierarchy.
4. Select the workflow level from the list under **Workflow**. Click either the **Up**  or **Down**  button change approval order buttons. This will move the selected group of approvers either up or down in your workflow structure. **Important:** The highest approver in workflow hierarchy is located at the bottom of the workflow list.

Working with Breadcrumbs

About breadcrumbs

Breadcrumbs on Websites are form of navigation where the current location within the Website is indicated by a list of pages above this page up to the main page. The term "breadcrumbs" is a reference to the Hansel and Gretel tale where they leave breadcrumbs as they wander the forest so they can find their way home. The metaphor is imperfect because the breadcrumbs do not represent the actual path the user took, but instead the optimal path from the home page to the current page. If you were browsing the products at a department store Website, you might see the following hierarchy when you're on the Shoes page:

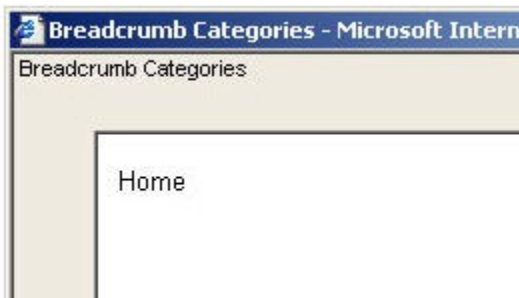
[Home](#) > [Products](#) > [Clothes](#) > [Shoes](#)

There are four tasks that must be performed before your site will display breadcrumbs generated by PureCMS:

1. [Create your navigation using the breadcrumb navigation tool.](#)
2. [Associate your pages to the breadcrumb navigation.](#)
3. [Define the location of the breadcrumbs on your pages.](#)
4. [Turn breadcrumbs on.](#)

Create your navigation using the breadcrumb navigation tool

Open the breadcrumb navigation tool



1. Log in to PureCMS with your administrator account.
2. Access the breadcrumb navigation tool by opening any page in the Site Manager and then selecting **Page > Page Properties > Add Category button.**

Add your first category

1. Enter the name of your first category in the **Breadcrumb Category** box. This is typically a top level navigation page such as "Products" or "Company".
2. Enter a text you want to display in the breadcrumbs on your Web pages in the **Breadcrumb Description** box.

Add additional breadcrumb categories

Breadcrumb Categories - Microsoft Internet Explorer

Breadcrumb Categories

Home

- Company
- Products
 - Home and Garden
 - Furniture

Breadcrumb Category:

Breadcrumb Description:

1. Once you enter your first breadcrumb category subsequent categories will have a checkbox next to them.
2. Select the breadcrumb category that you want your new breadcrumb category to be a subcategory or don't select any breadcrumb categories if you want the new breadcrumb category to be a top level category.
3. When finished, click **Add** and then **Ok**.

Notes

- You can return and add categories at any time.
- The breadcrumbs generated by the example above are:

[Home](#) > [Company](#)

and

[Home](#) > [Products](#) > [Furniture](#) > [Bedroom](#)

Associate your pages to the breadcrumb navigation.

1. Log in to PureCMS with your administrator account and open the Site Manager.
2. Open the page you want to add breadcrumbs to.
3. Select **Page > Page Properties**.
4. Select the breadcrumb category from the Breadcrumb Category drop down box that you want to associate the page to. If you are working with a page that needs a new category you can click **Add Category** to create a new breadcrumb category.

Place a Javascript on your pages to define the location of the breadcrumbs

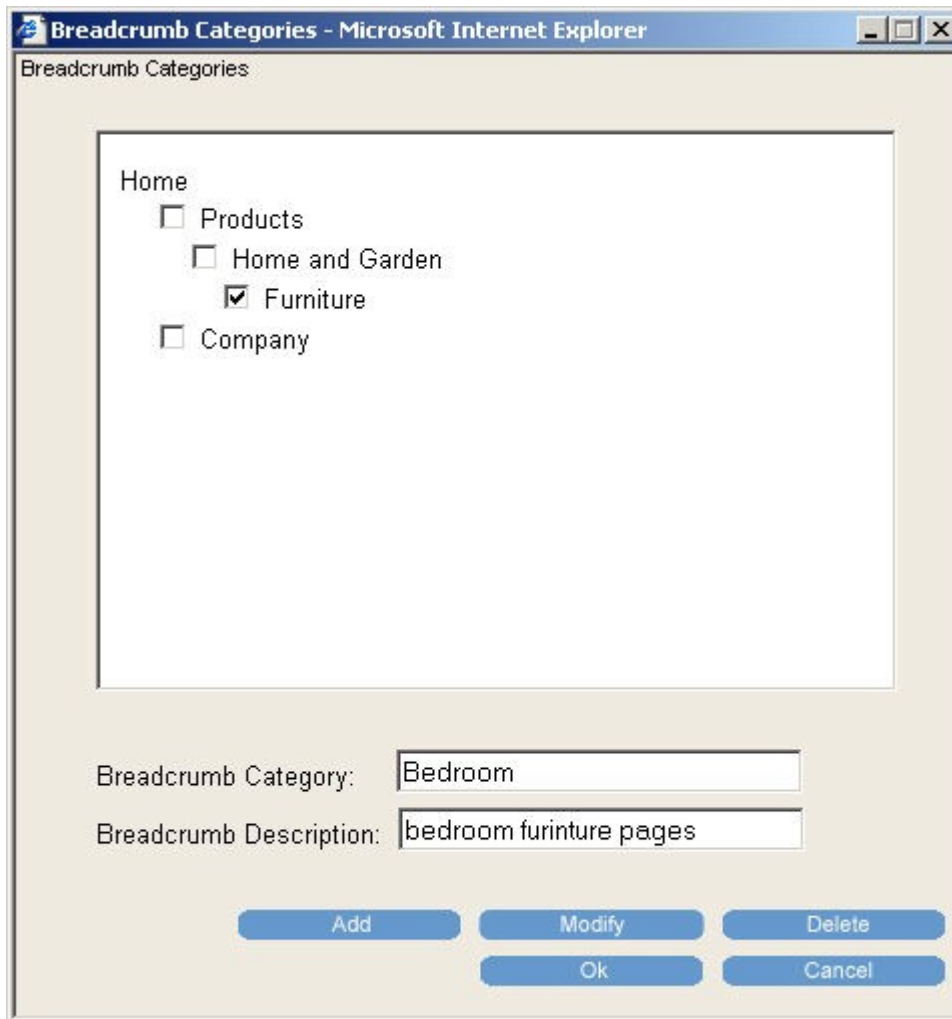
You need to tell PureCMS where to place the breadcrumbs on the page by placing a Javascript in the desired location.

Add breadcrumbs to your HTML

Place the following Javascript in your HTML where you want the breadcrumbs to appear:

```
<!-- PureCMS_Breadcrumb -->  
<script language='javascript'  
document.write('<'+ 'scr' + 'ipt  
src='+purecms_breadcrumb_src_path+'><'+purecms_tmp+'script'+ '>');  
</script>  
<!-- /PureCMS_Breadcrumb -->
```

Use breadcrumbs to generate top level navigation



The example above creates two sets of navigation, **Breadcrumbs** and **Site Navigation**. **Breadcrumbs** are a hierarchy of pages. In this example they are:

[Home](#) > [Products](#) > [Furniture](#) > [Bedroom](#)

and

[Home](#) > [Company](#)

Site Navigation is the top level of the breadcrumbs:

[Home](#)

[Products](#)

[Company](#)

You can use **Site Navigation** in your Web site by placing the following Javascript in your HTML:

```
<!-- PureCMS_Navigation -->
<script language='javascript'>
```

```
document.write('<'+ 'scr' + 'ipt  
src='+purecms_navigation_src_path+'><'+purecms_tmp+'script'+ '>');  
</script>  
<!-- /PureCMS_Navigation -->
```

Turn breadcrumbs on

To Enable / Disable Breadcrumbs

1. Log in to PureCMS with your Webmaster or another administrator account.
2. On the menu bar, click **Tools > Admin Options > Site Options**. The **Site Options** window opens. At the bottom of this window is the **Generate Breadcrumbs** check box.
3. Breadcrumbs are enabled or disabled on the basis of the **Generate Breadcrumbs** check box being checked or empty.
4. Click the **Update** to update your choices.

Change the appearance of breadcrumbs

Modify the breadcrumb stylesheet

The breadcrumb stylesheet is named purecms_style.css and located in the root directory of the PureCMS staging server.

Change the top level site navigation to a horizontal or vertical layout

1. Log in to PureCMS with your administrator account.
2. On the menu bar, click **Tools > Admin Options > Site Options**. The **Site Options** window opens. At the bottom of this window is the **Breadcrumb Separator** box.
3. Type the desired breadcrumb separator in the **Breadcrumb Separator** box. For example: >, ::, / or |. You may choose any character(s), symbol(s) or number(s) available on your keyboard to become your breadcrumb separator.
4. Click the **Update** to update your choices

Choose the breadcrumb separator

1. Log in to PureCMS with your administrator account.
2. On the menu bar, click **Tools > Admin Options > Site Options**. The **Site Options** window opens. At the bottom of this window is the **Breadcrumb Separator** box.
3. Type the desired breadcrumb separator in the **Breadcrumb Separator** box. For example: >, ::, / or |. You may choose any character(s), symbol(s) or number(s) available on your keyboard to become your breadcrumb separator.
4. Click the **Update** to update your choices

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