



C1 CMS User Guide

2017-02-13

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1 Introduction

There are two different types of CMS systems – page-based and item-based. C1 CMS is a page-based system, which visually gives you a 1:1 relation between pages in the administrative console and the pages on your website. This means that when you create a page in C1 CMS, you create a new page on your website. In addition, C1 CMS allows you to work with structured data and thereby reusing content, which is the main advantage in the item-based systems.

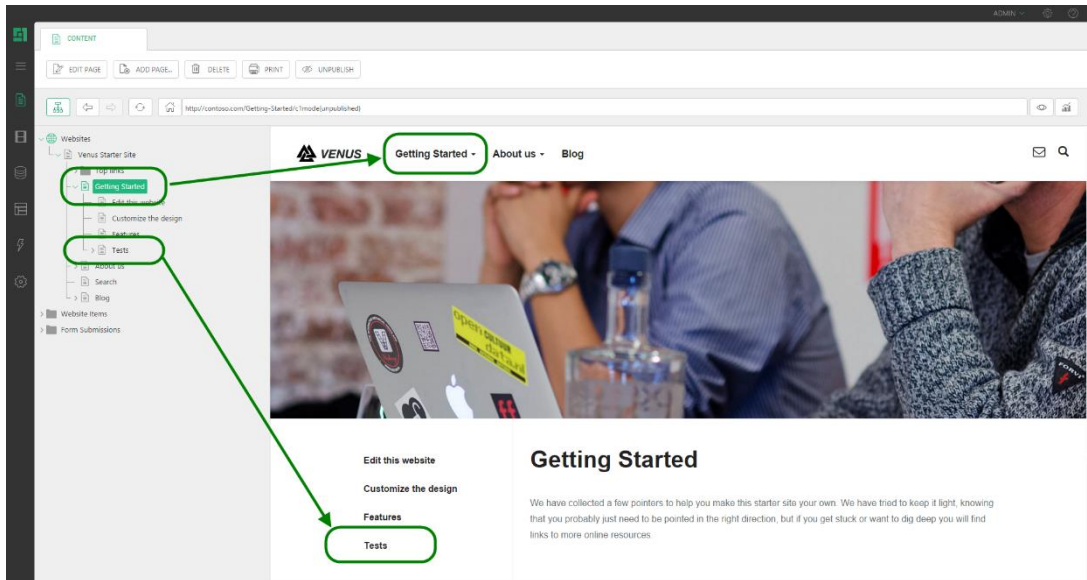


Figure 1: Each page in the administrative console is a page on the website.

Data, function and presentation are separated in the system. This means that the design can be changed without affecting the content on the website. Editors therefore only have to focus on the actual content on the website.

1.1 Page-based systems versus item-based systems

The advantages of a page-based system are:

- Easy and intuitive to use (1:1 rendering)
- Easier and faster to implement
- Generic (automatic) rendering model

The advantages of an item-based system are:

- "True" data structure – acting like an "old-fashioned" DB application
- No limitations – in layout, data or functionality
- Re-use of content

In C1 CMS you are able to work with real structured data in a page-based system, giving you the advantages from both types of systems.

1.2 Browser support

C1 CMS supports the latest versions of widely used web browsers:

- Google Chrome (recommended)
- Mozilla Firefox
- Internet Explorer (version 9 or later)
- Apple Safari

2 C1 CMS user interface

C1 CMS is 100% web-based and is accessed through Chrome, Internet Explorer, Firefox or Safari. You open your browser, log on with your username and password and you will then be able to insert content on your website.

2.1 Log on to C1 CMS

Log on to C1 CMS by typing the address of your website followed by /Composite. For example: www.contoso.com/Composite

How to log on to C1 CMS:

1. Open a browser and type in the website address (<URL>)/Composite.
2. Now the Start page will be shown.

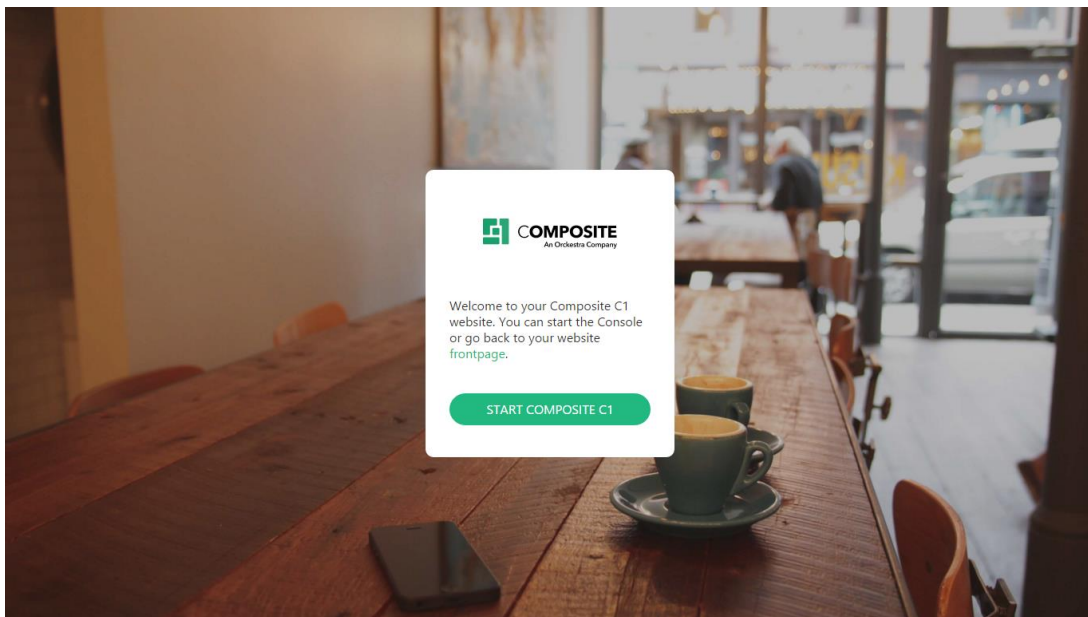


Figure 2: C1 CMS's Start page

3. Click the "Start..." button.

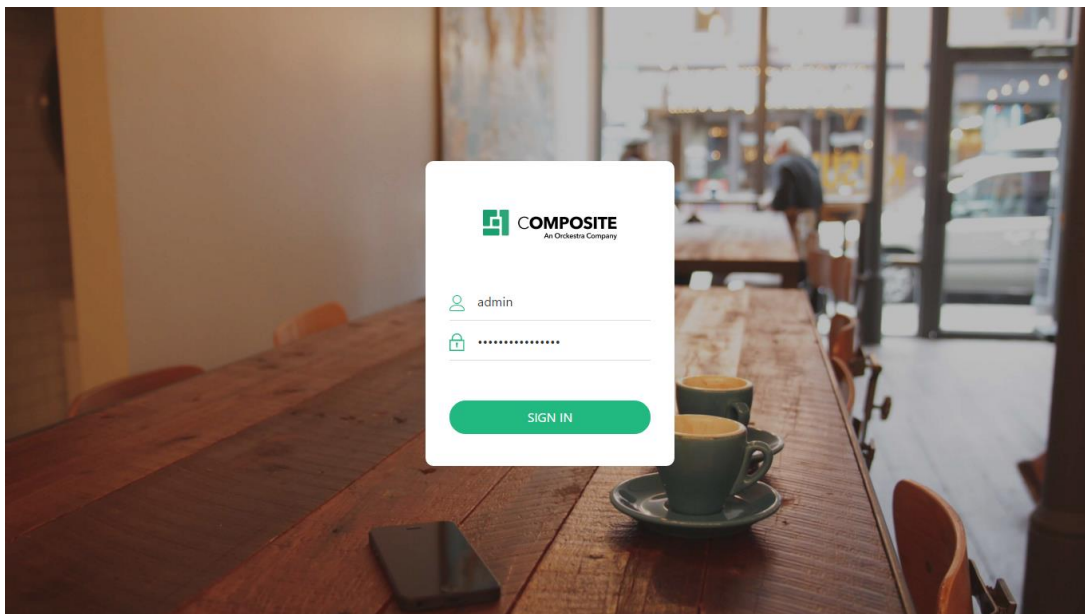


Figure 3: Login page

4. Now you can log on with your username and password and you will access the administrative console.

2.2 The CMS Console

The CMS Console consists of the perspectives each featuring the tree view the browser view.

The tree view (on the left) and the browser view (on the right) are located on the navigation tab always first in the tab row. This tab cannot be closed.

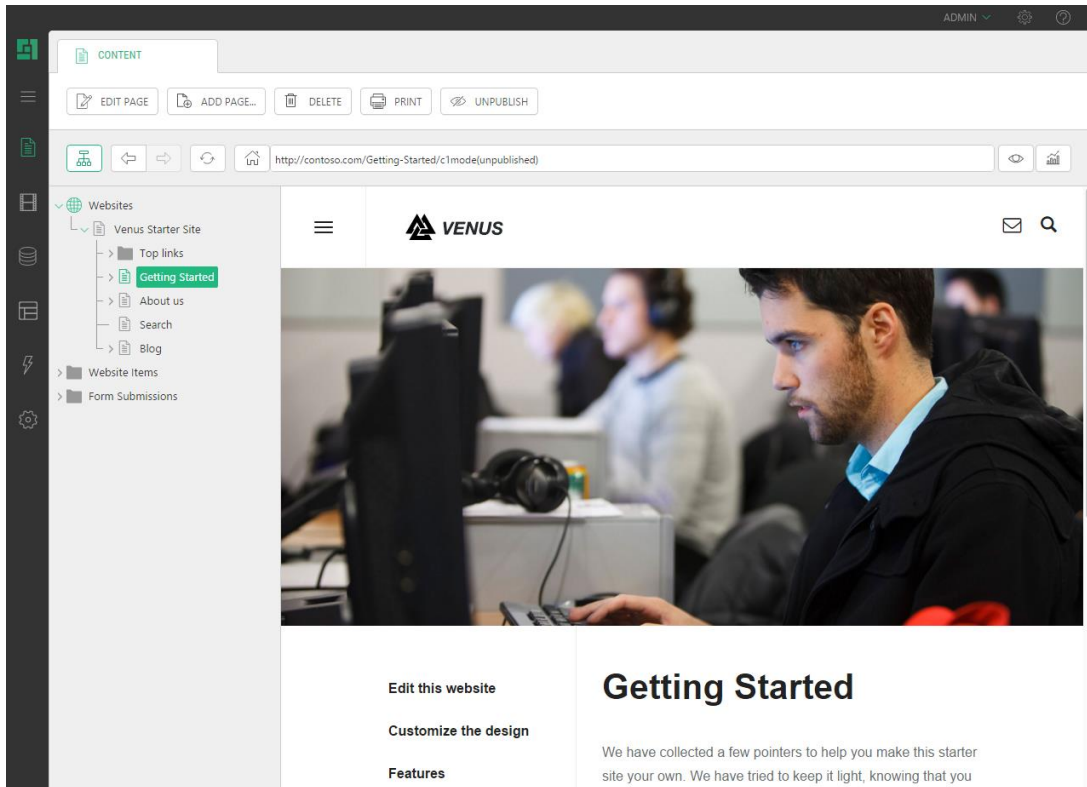


Figure 4: The two main views in the CMS Console

2.2.1 Perspectives

On the left vertical panel, different perspectives are presented by their corresponding icons.

A website is both built and maintained through the same administrative console - the CMS Console, but the various tasks are organized within separate perspectives. For example, all pages are placed in the Content perspective and all tasks concerning user administration and permissions are placed in the Users perspective.

It is possible to select which perspectives users should have access to.

You can also expand the perspective pane by clicking the "sandwich" button in the top left corner. This will give you a better overview of the perspectives.

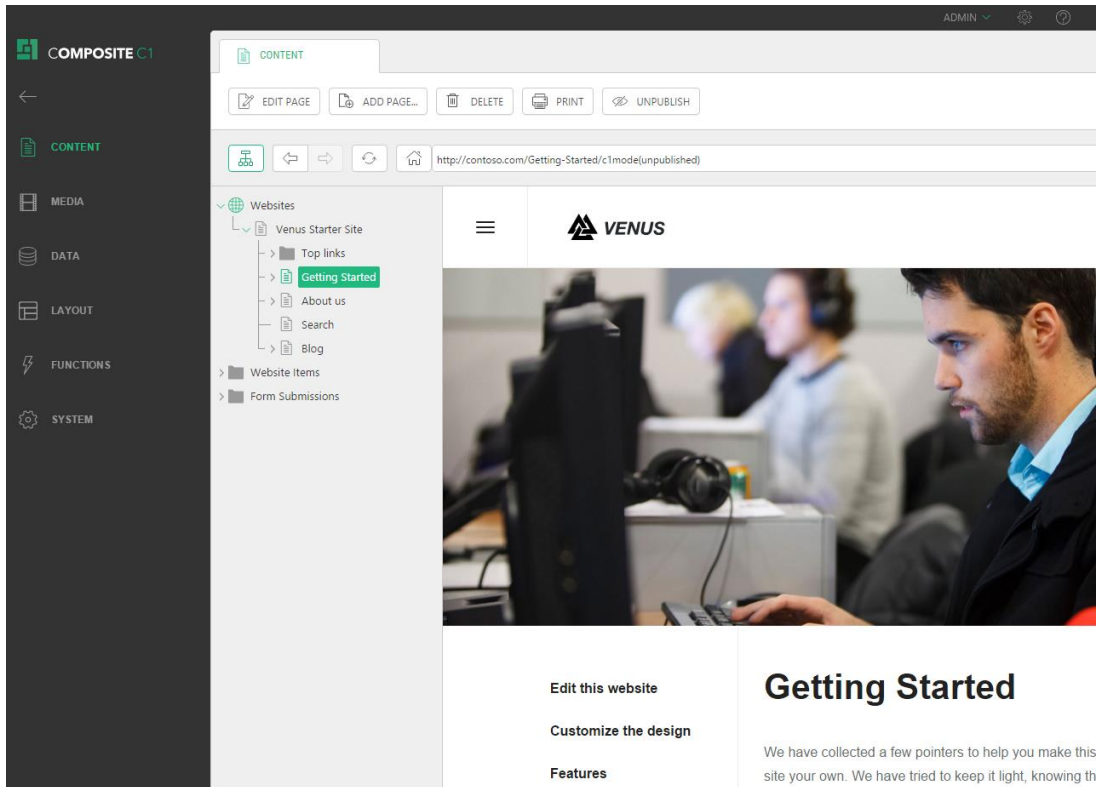


Figure 5: The Perspectives pane expanded

2.2.2 The tree view

On the left pane of the navigation tab, there is the tree view that allows you to navigate, and work with, the elements of the current perspectives. For example, on the Content perspective, you can navigate and manage websites, web pages and website-related items.

2.2.3 The browser view

The browser view on the right pane allows you to preview the content of the element currently selected in the tree.

For example, if you select a page in the tree, its content will appear in the browser view.

2.2.4 The tabs

When you edit an element in the tree, it opens in its editor on a separate tab, which takes up almost the entire area of the CMS Console.

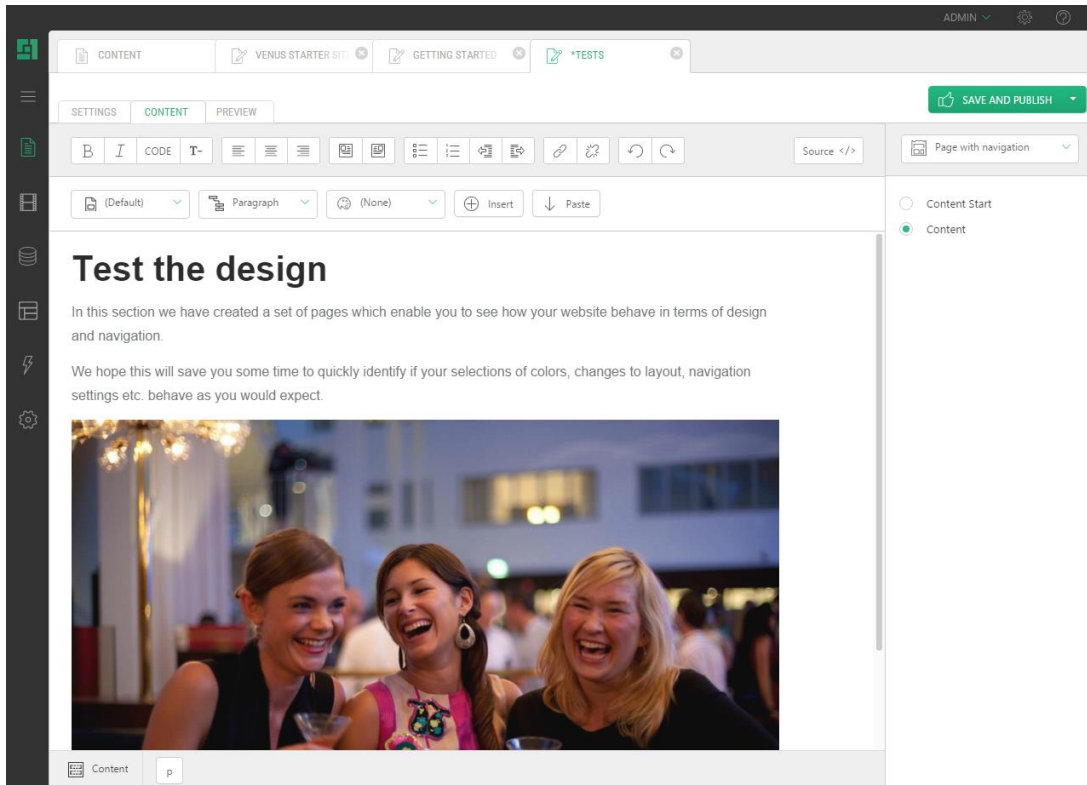


Figure 6: Pages opened in the editor each on its own tab

You can click the navigation tab to switch back to the tree / browser view, or click any other tab of the currently opened element.

The toolbar buttons are always relevant to the current element selected in the tree or opened in the editor on its own tab.

2.3 Toolbars and menus

In each perspective, there are context sensitive toolbars and menus.

When you select an item, the toolbar will only show the menu commands associated with the selected item.

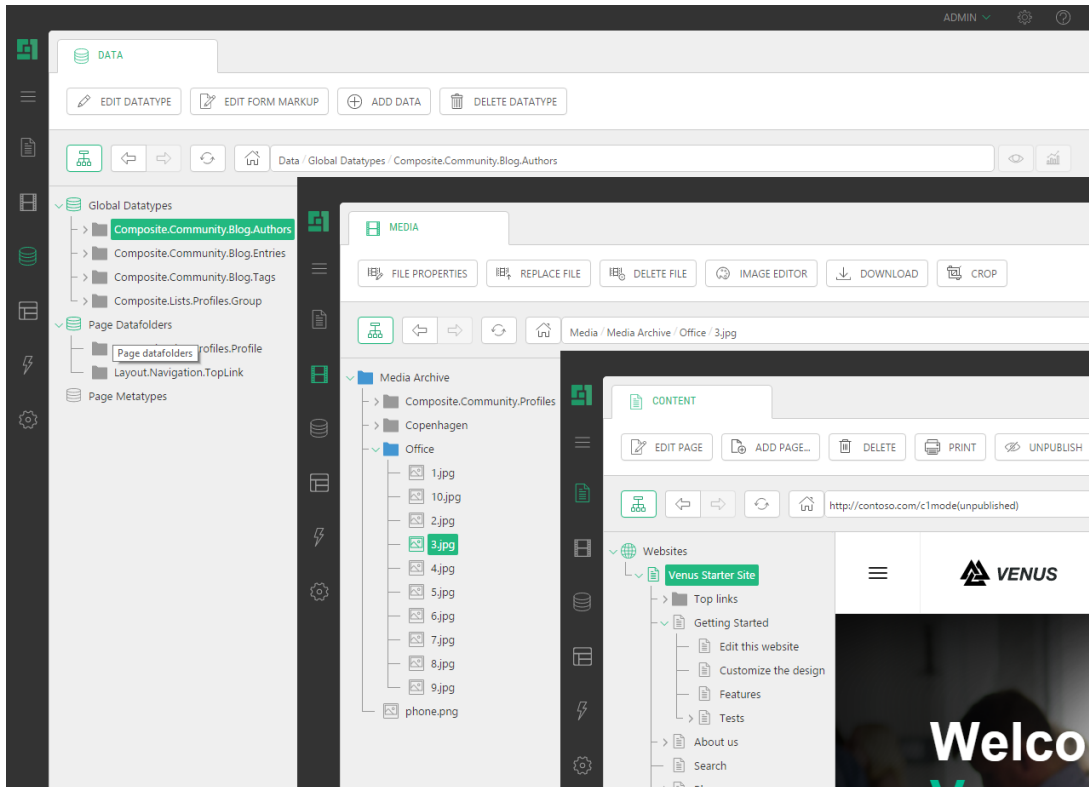


Figure 7: Context sensitive toolbars

When you select an item, and right click, a menu will appear. These menus will typically contain more menu commands than the context-sensitive toolbar.

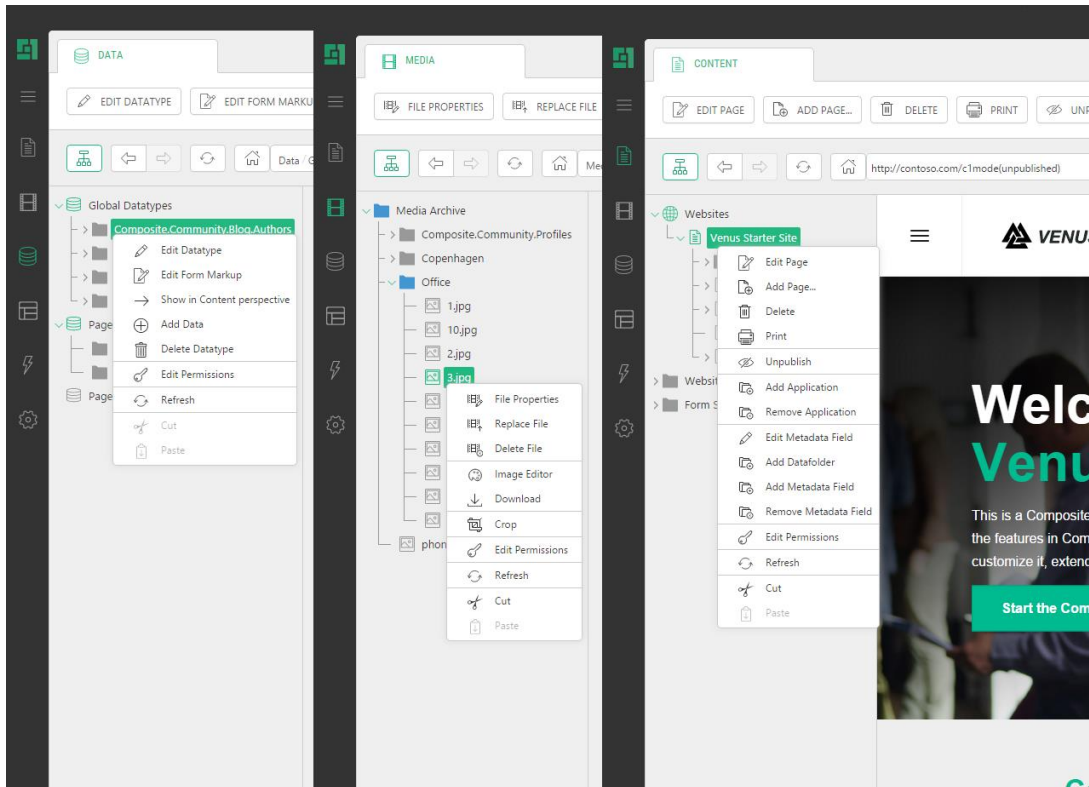


Figure 8: Context-sensitive menus

The menu commands that are shown are also dependent on the single user's permissions.

2.4 The navigation perspectives

The Content Perspective is the most used perspective for editors.

The Content perspective contains the pages of one or more websites arranged in a tree structure that reflects the structure of actual websites. The Content perspective is examined closer in the Pages section.

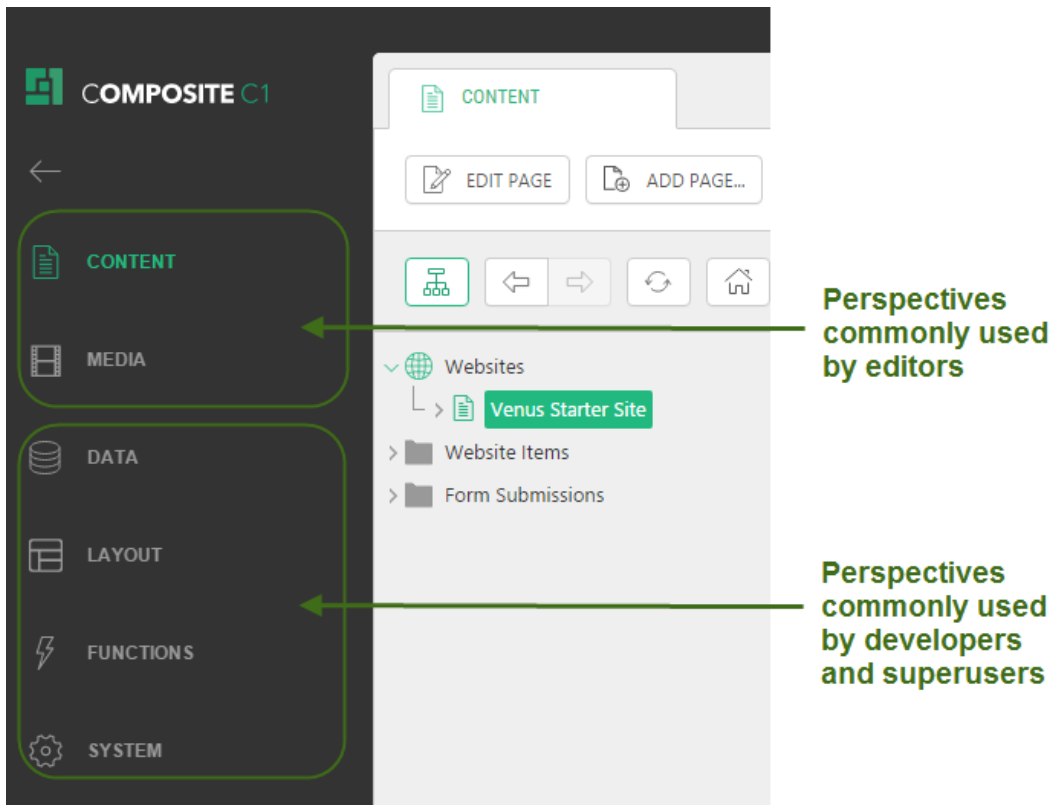


Figure 9: Navigation perspectives

Navigation perspectives	
Content	The pages of the website arranged in a tree structure
Media	In order to insert a media on a webpage, the media has to be uploaded to the system first. The Media perspective consists of the Media archive, which displays all the uploaded medias that can be used, when you are editing pages from the content editor. It is possible to upload single, as well as multiple media files, from within the Media perspective.
Data	From within the Data perspective you can create different kind of datatypes. A datatype is a preconfigured structure for data. A datatype can be either global or local (Page data folders) or can be used for meta data.
Layout	Page types, page layout templates and page template features are placed in the Layout perspective. All pages are based on a page type, which may limit what templates are available, define page type specific meta data and influence what type of subpages you can create.
Functions	The Functions perspective gives developers the possibility to create different kinds of functions. They could be Razor, User Control, C#, XSLT, SQL, or Visual functions.

System	This perspective features the overview of available and installed packages, language administration which allows you to add new languages to the solution, user administration with all users assigned to user groups, full access to all the website files, showed in the same structure as on the web server, and the server log viewer.
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2.5 Content perspective

Because the Content perspective is most commonly used by end users, we will take a brief look at its structure.

All pages are placed in the Content perspective. Pages are arranged in a tree structure that reflects the logic design of the website. Pages at Level 1 in the tree structure are typically shown in the top navigation on the front-end. Pages at Level 2 in the tree structure will typically be shown as the sub-navigation on the front-end. Depending on the actual design there is an infinite amount of possibilities for sub-navigation structures.

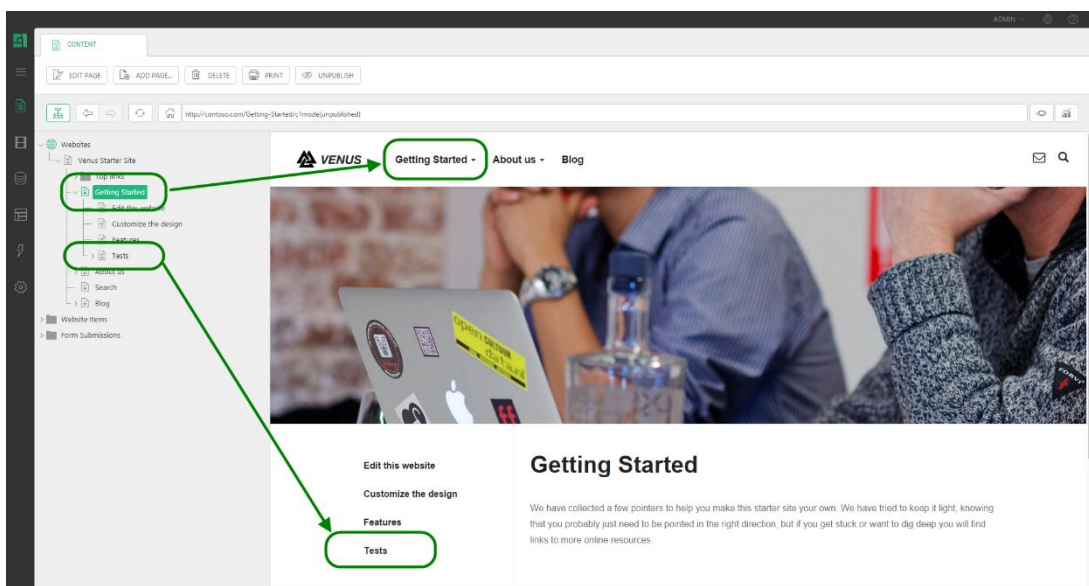


Figure 10: The page tree structure in the CMS Console matches the structure on the front-end.

2.5.1 Editing pages

When you want to edit a page, simply select the page in the tree structure and click “Edit Page” on the toolbar. You will now see the page tabs that belong to this page.

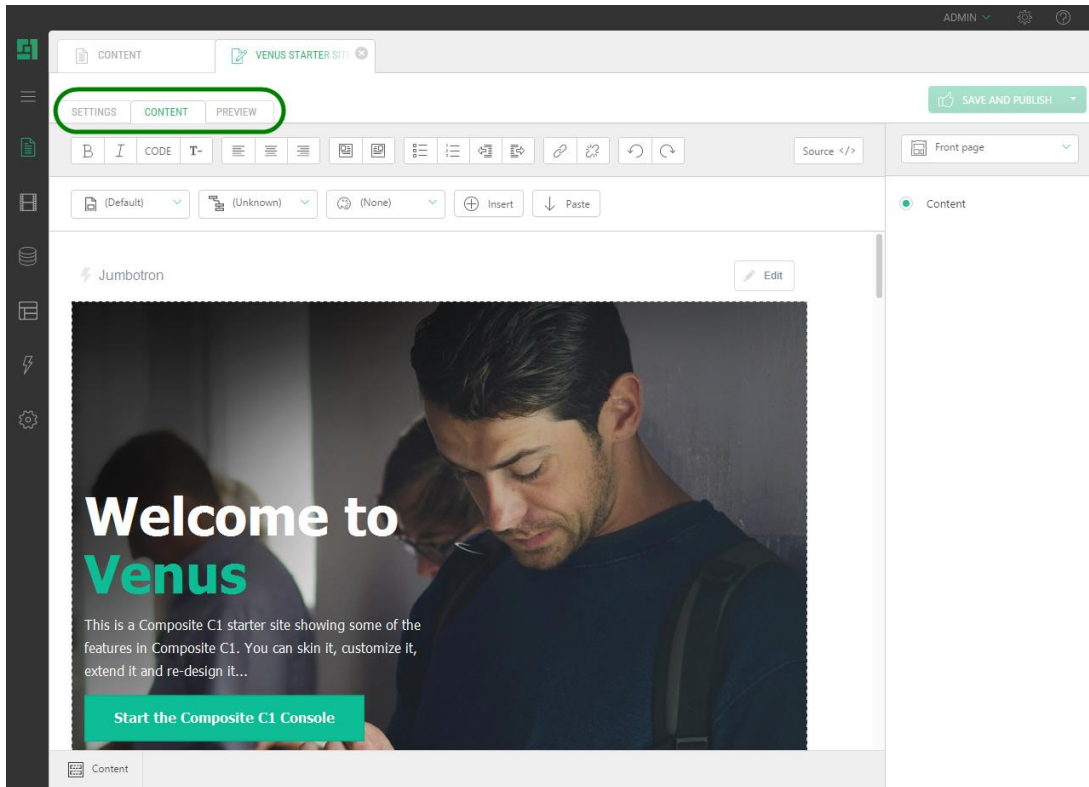


Figure 11: Each page has tabs with various editorial possibilities

2.5.2 Page tabs

Page tabs in the working area hold different information about the single pages. A standard page has three tabs which offer you editing options of various page settings, editing of content and the possibility to see a preview of the selected page. The options under the different page tabs will be examined in the following sections.

Each page has 3 or 4 page tabs and each of these tabs has various editing possibilities. The fields and possibilities under each tab will be examined in the following sections.

Page tabs	
Settings tab	Information about the page type, publication date, friendly URL and other general settings.
Content tab	HTML editor – allows you to insert and edit content. A page can have several content areas which all can contain diverse content.
Preview tab	Displays a preview of the selected page.
Meta data	Custom specific fields. The options under this field will vary from each implemented solution.

2.5.3 Multiple pages can be open at the same time

The user interface allows you to have several pages open at the same time. You can also navigate between the different navigation perspectives without having to close the pages or other elements you might be working on.

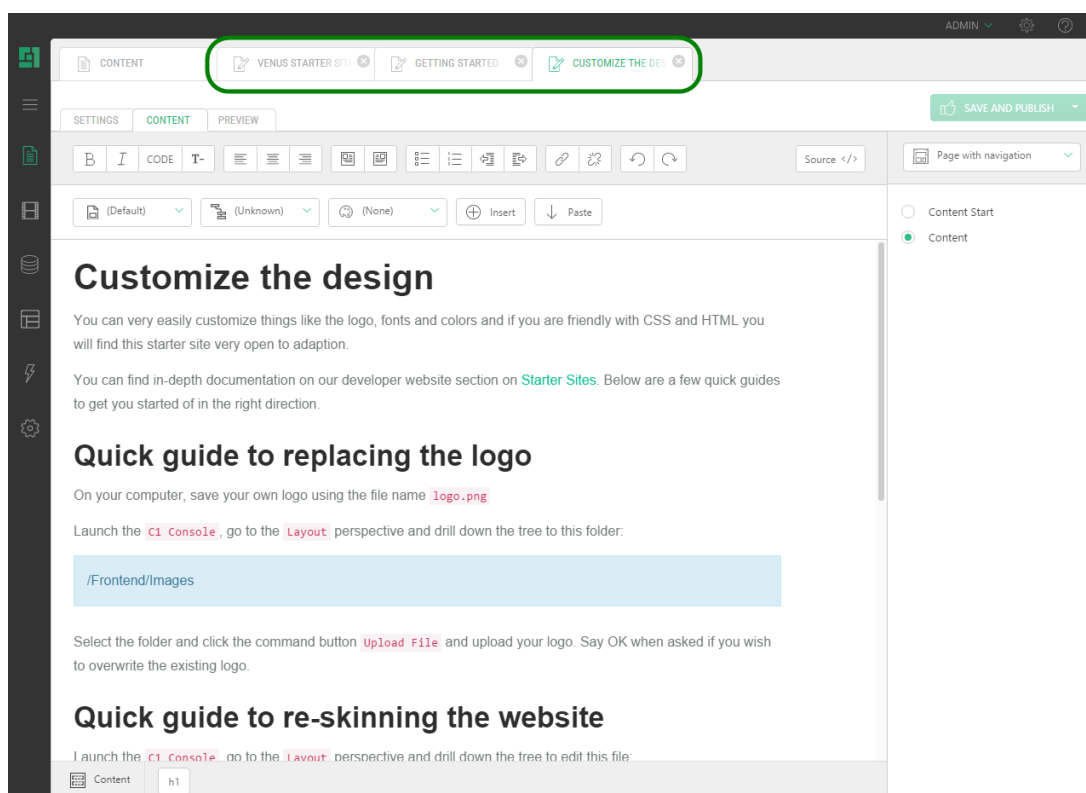


Figure 12: Several pages can be open at the same time

2.5.4 Linking pages to editor tabs

If you select a page in the tree, its content shows up in the browser view.

With multiple pages opened in the editor, if the page is selected in the tree, its tab gets focused given the page is opened in the editor.

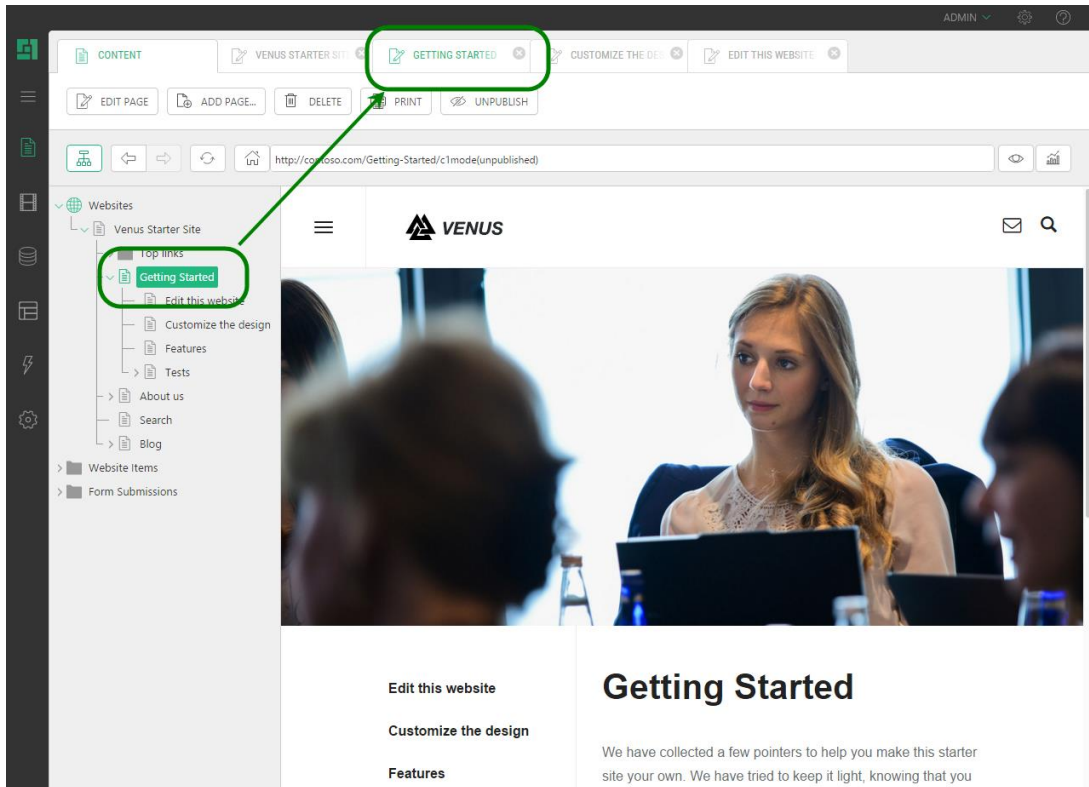


Figure 13: The page linked to the editor tab and relevant buttons on the toolbar

This works the other way round, too. When a tab with a page is selected in the CMS Console, the corresponding page is automatically selected in the tree (although not seen). You can see it when you switch back to the Content tab.

The main toolbar always shows buttons (for example, Publish) relevant to the current element selected in the tree.

3 How to use C1 CMS

In this section we will examine how to create new pages, insert content on the pages and how to publish them.

3.1 Creating a new page

How to create a new page:

1. Select a page in the page structure.
2. Click **Add Page** on the toolbar.
3. Fill out the requested fields and click **Finish**.

The screenshot shows a modal dialog titled "ADD NEW PAGE" with a close button (X) in the top right corner. The dialog contains the following fields:

- Page title:** A text input field containing "Apple".
- Description:** A text area containing "The apple tree is a deciduous tree in the rose family best known for its sweet, pomaceous fruit, the apple.".
- Page type:** A dropdown menu showing "Page".
- Position:** A dropdown menu showing "Insert at the bottom".

Each field has a small question mark icon to its right. At the bottom of the dialog are three buttons: "NEXT" (with a right arrow icon), "FINISH" (with a checkmark icon), and "CANCEL" (with an X icon).

Figure 14: Creating a page

The new page is now created and content can be inserted.

The new page can have 3 or 4 page tabs and a variable number of content areas. The structure on the page depends on the template it is based on.

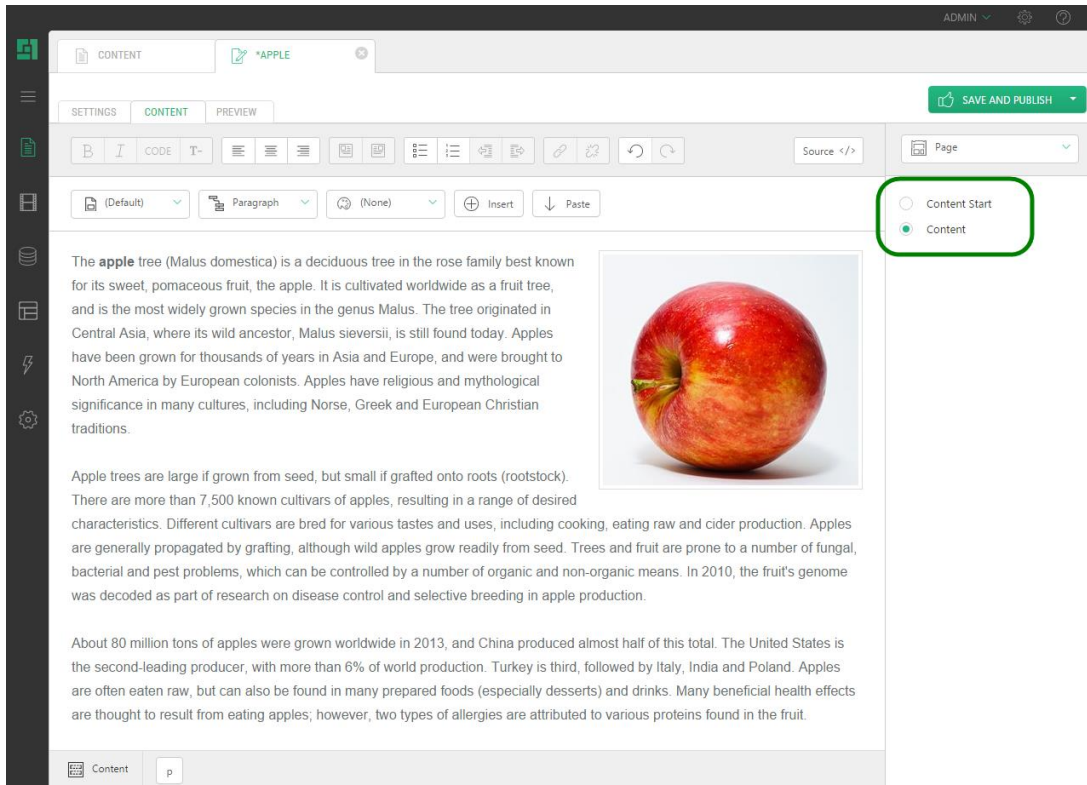


Figure 15: Selecting a template and a content area

If a page has more than one content area, users can switch between these areas from the selector on the right side under the Content tab. It is easy to switch between the different areas, and each content area has the same editorial possibilities.

3.2 Inserting content on a page (Editing a page)

Content on pages is inserted on the Content tab. The Content tab contains an HTML editor which offers you many editorial possibilities and can be viewed upon as a small text processing tool. There are a number of opportunities for text editing, insertion of images, links, tables and so on. To edit content on a page follow these steps.

How to insert content on a page:

1. Select a page in the page structure.
2. Click Edit Page on the toolbar.
3. On the Content tab, use the HTML editor to insert or edit your content.

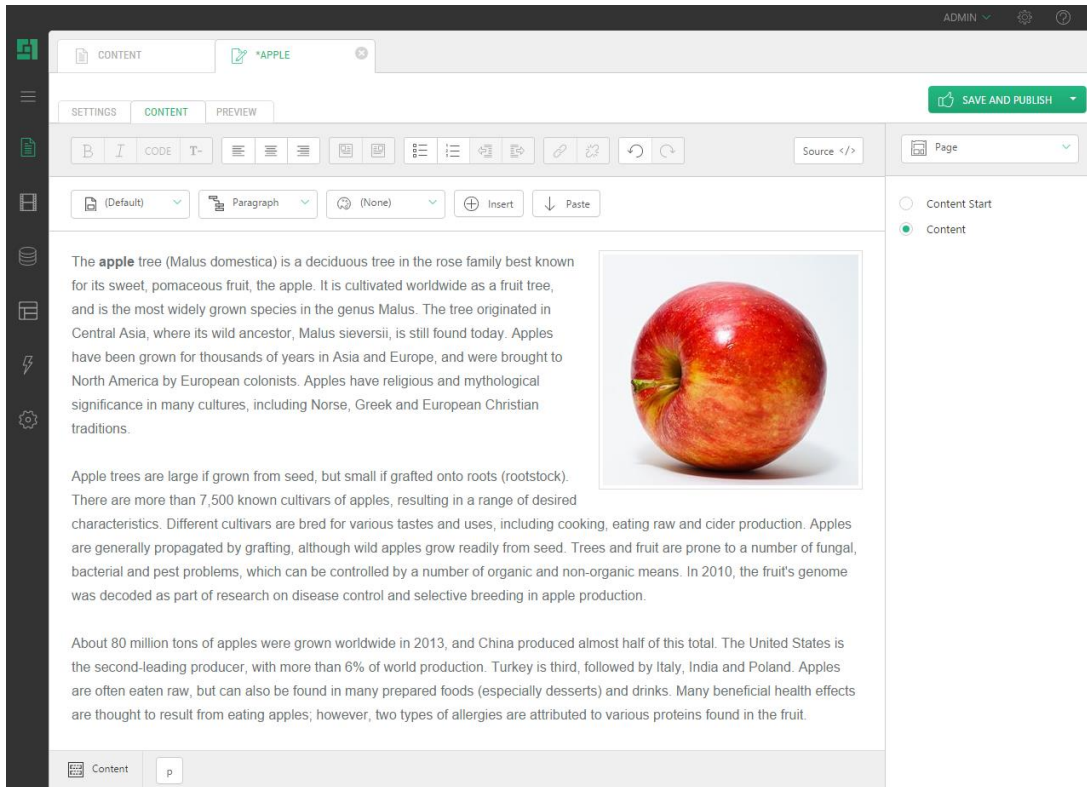


Figure 16: Editing a page

NOTE: If the template the page is based on has multiple content areas, you can switch between the content areas on the right.

3.3 Spell checking

Starting from version 3.1, C1 CMS makes use of automatic spell-checking in content editors and most data fields in the CMS Console.

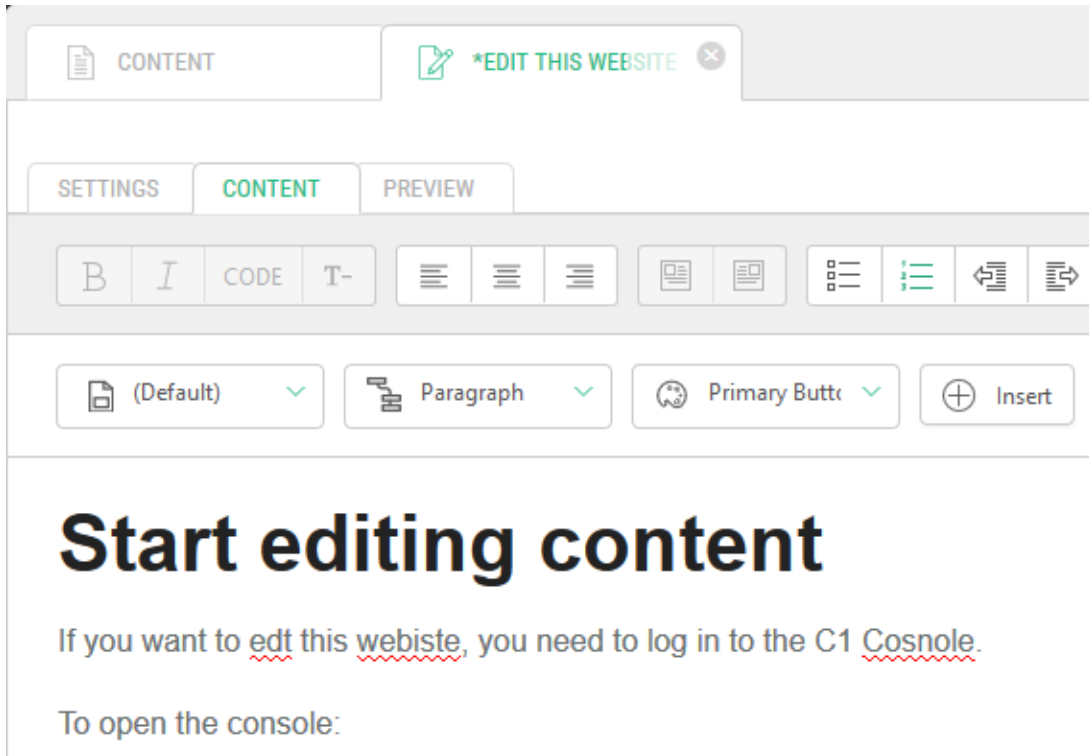


Figure 17: Misspelled words are underlined

This feature is only available in Firefox. (C1 CMS version 4.0 or later can also use the built-in spell-checker in Internet Explorer 10.)

As to Firefox, you should make sure to [have a dictionary installed in Firefox](#) to match the language of your CMS Console. For example, for English US you need an English / United States dictionary.

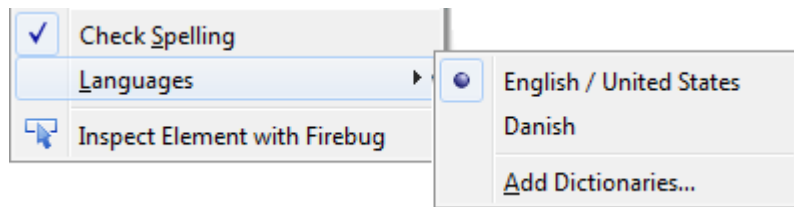


Figure 18: A matching dictionary is pre-selected

When you [switch to another language](#) on your website, the dictionary is automatically switched, too, provided it has been already installed.

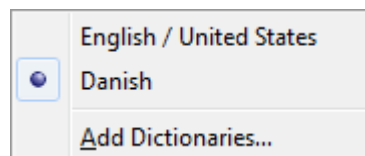


Figure 19: The dictionary switched to match the website's language

If the word is highlighted as misspelled, you can right click it to see spelling suggestions in the context menu.

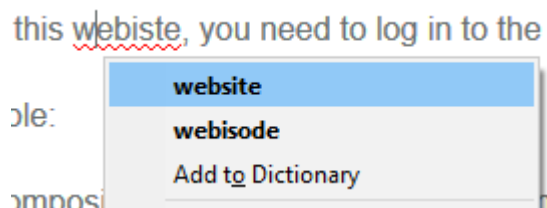


Figure 20: Spelling suggestions

NOTE: In Visual Editor, you should press SHIFT when right-clicking (SHIFT + right-click) to get spelling suggestions in the Firefox's menu. Otherwise, the editor's context menu will pop up.

Spell checking is enabled on most data fields where it makes sense. Spell-checking on fields like a type name / namespace or an URL title is disabled.

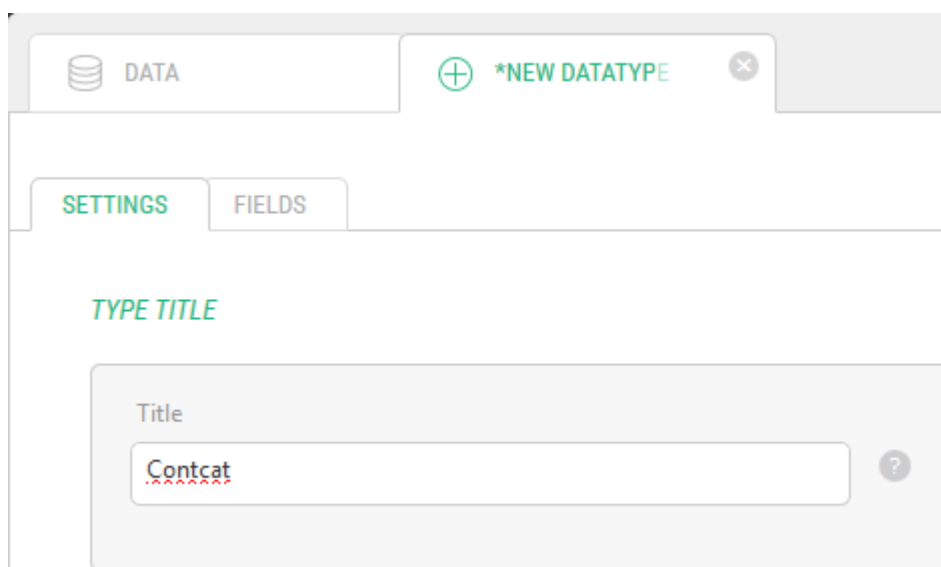


Figure 21: Spell-checked only where it makes sense

3.4 How to insert text from Word or as plain text

Text from Microsoft Word can be inserted on a page keeping basic formatting such as headings, lists etc. However, text from Word should always be "cleaned" first. C1 CMS does it automatically when you simply paste it on a page.

How to insert text from word:

1. In your Word document, copy the excerpt you want to insert on a page (Ctrl+C).
2. On a page opened in the editor, select where you want the excerpt to appear.
3. Press Ctrl+V.

If you want the text to be cleaned completely, you should paste it as simple text instead. When text is inserted in this way, all formatting is removed completely.

How to insert as simple text

1. On the page's menu, click Paste | As Simple Text.

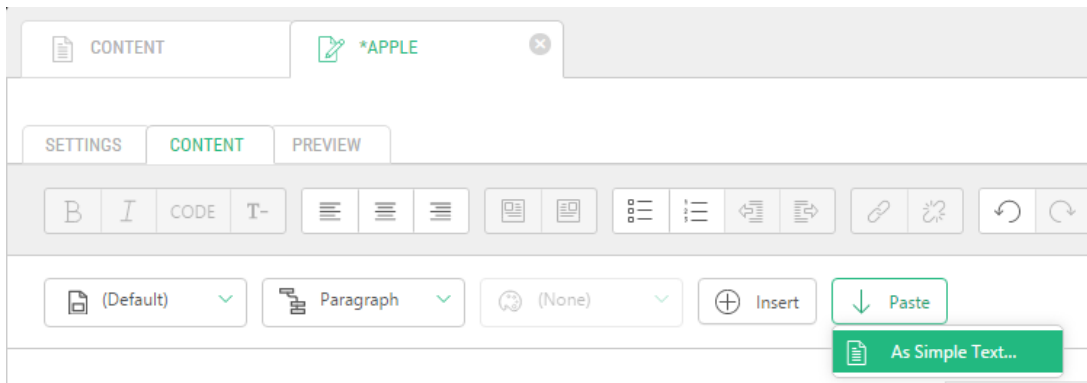


Figure 22: Pasting as simple text

2. In the window that appears, paste the copied text.

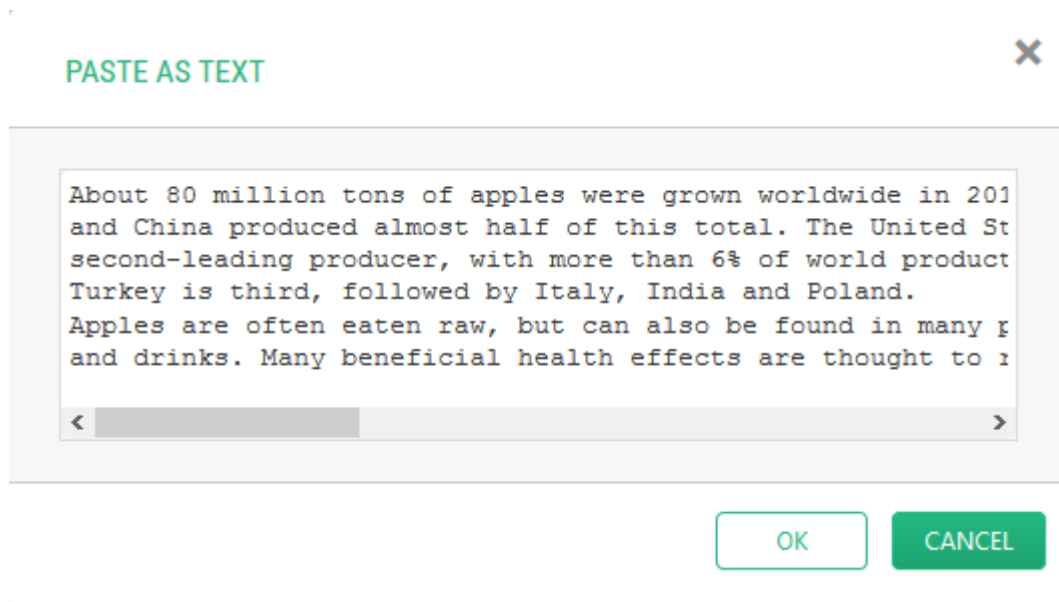


Figure 23: Past As Text window

3. Click OK.

3.5 Block selector

In C1 CMS v.4.0 or later, along with the Style selector and Class selector, you can also use the Block selector to format the content of a page.

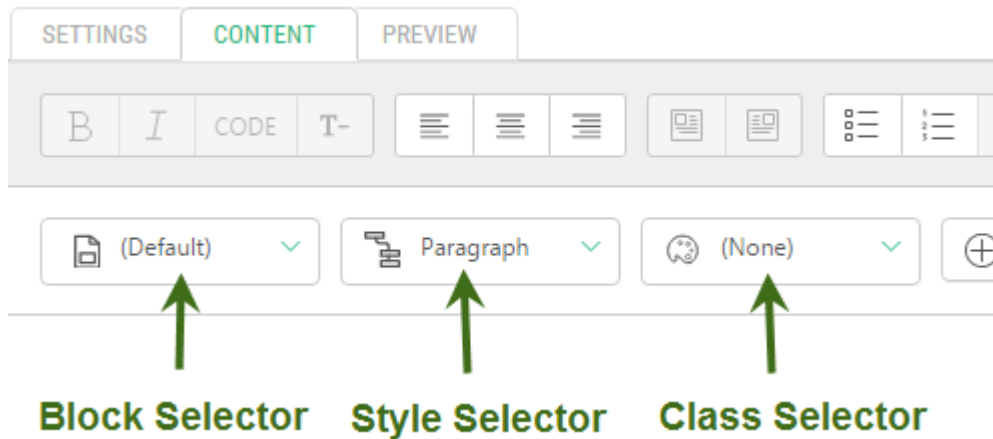


Figure 24: Selectors in Content Editor

The Block selector allows you to apply one formatting style to a few block elements.

For example, if you want to split the content in a few paragraphs into 2 or more columns, you can apply the 2 column:

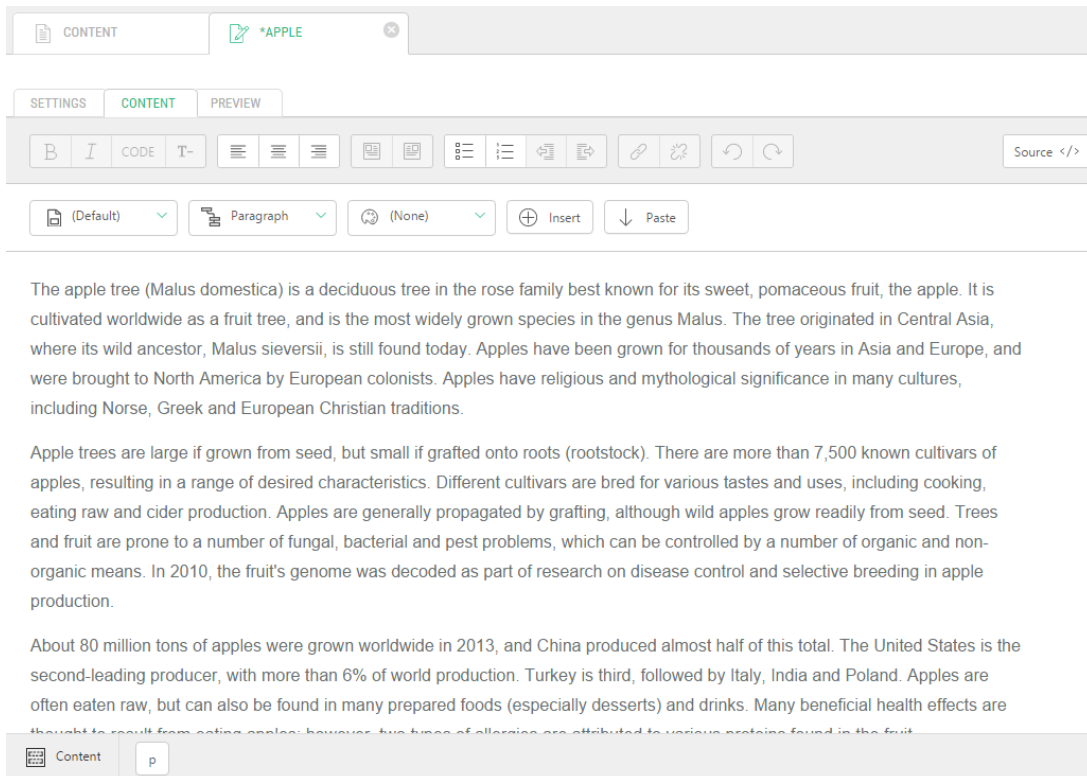


Figure 25: Content before applying a block style

1. Select the paragraphs you want to format via the Block selector.
2. From the Block selector, select "2 columns".

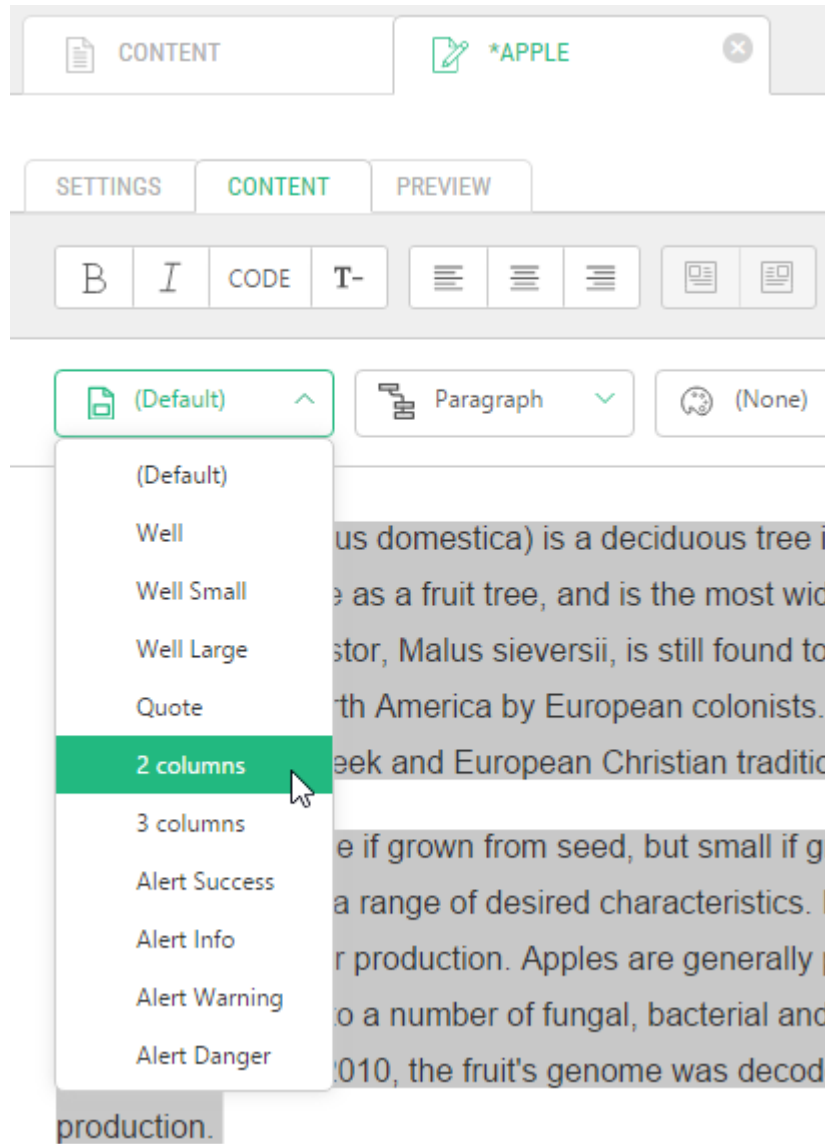


Figure 26: Applying the 2 columns style

The selected text will now be placed in two columns.

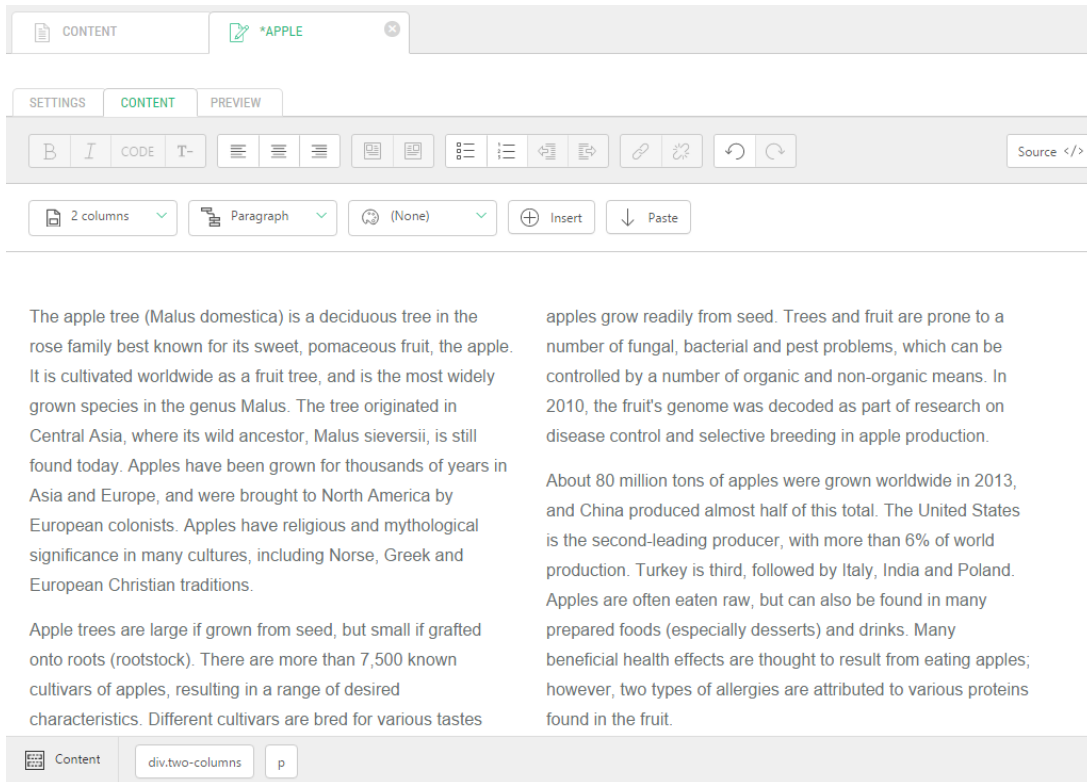


Figure 27: Content after applying a block style

3.6 Style selector

The Style selector allows you to do the basic formatting on content by changing its HTML element type.

For example, you can easily turn a paragraph into a heading of the 1st, 2nd or 3rd level.

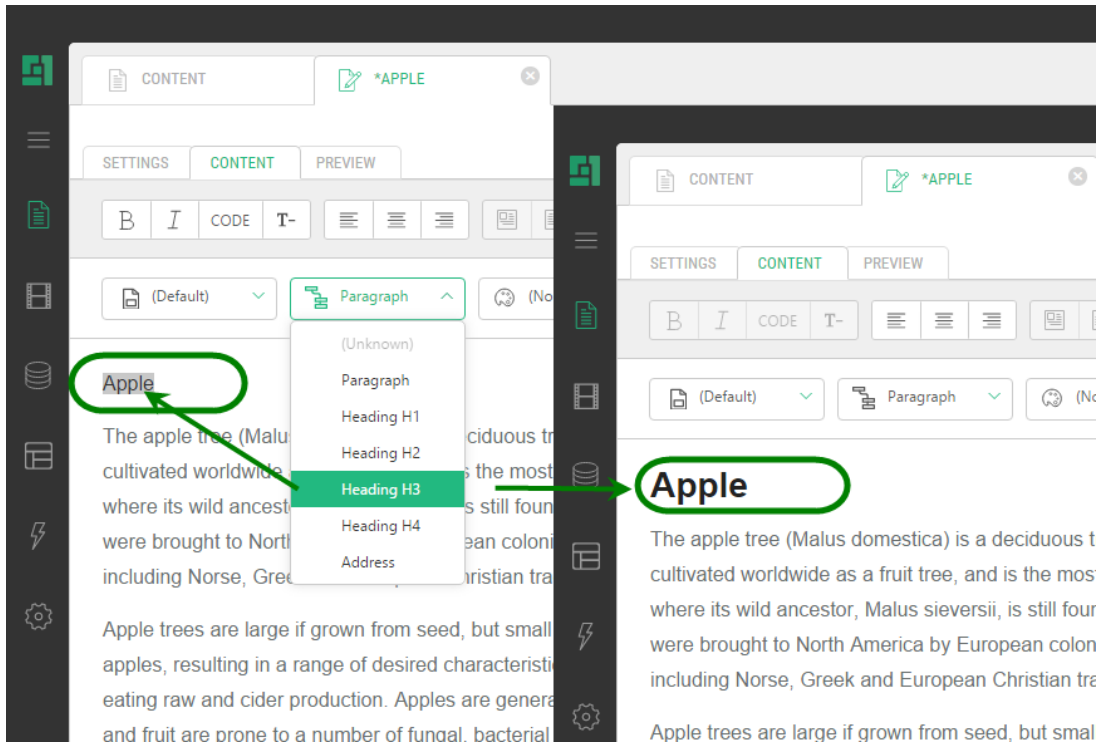


Figure 28: Turning a paragraph into a Level 2 heading

3.7 Class selector

The HTML editor has a class selector which is a very useful and user-friendly feature for the end user. All paragraphs in a content area can be easily formatted with predefined CSS classes. A CSS class can control font attributes, links, images and many other attributes of a web page, reducing a page's file size. A consistent use of CSS can make it easier for you to build accessible sites, secure flexibility and helps you to ensure that the graphical design is consistent across the website.

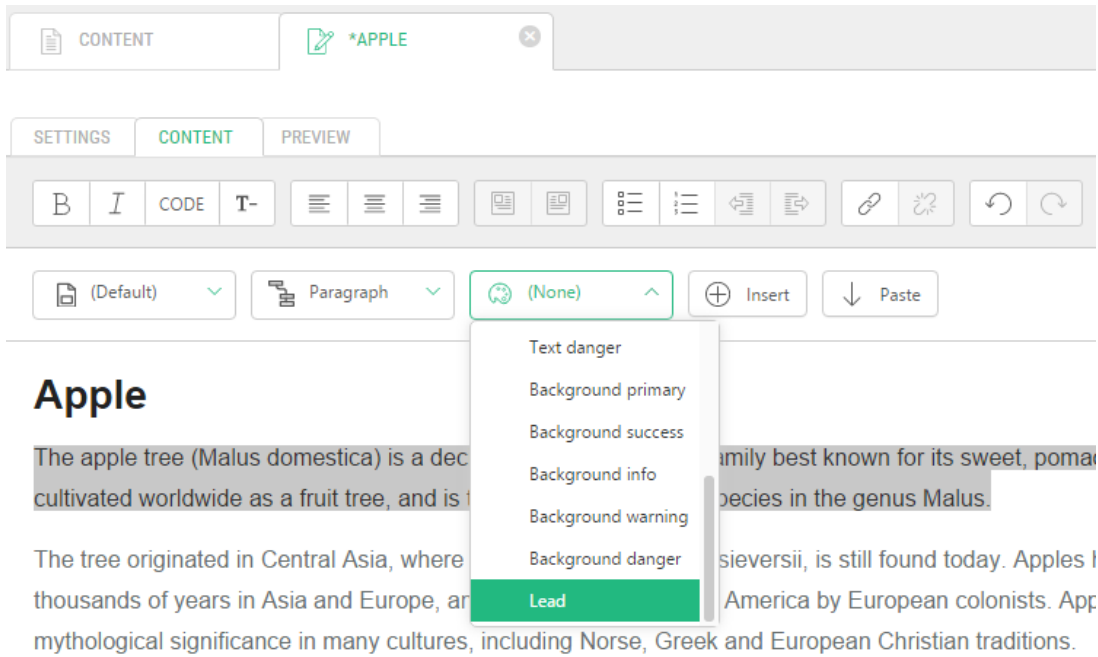


Figure 29: Selecting a style class

3.7.1 Example of different CSS styles

Example showing the same paragraph formatted with different CSS styles

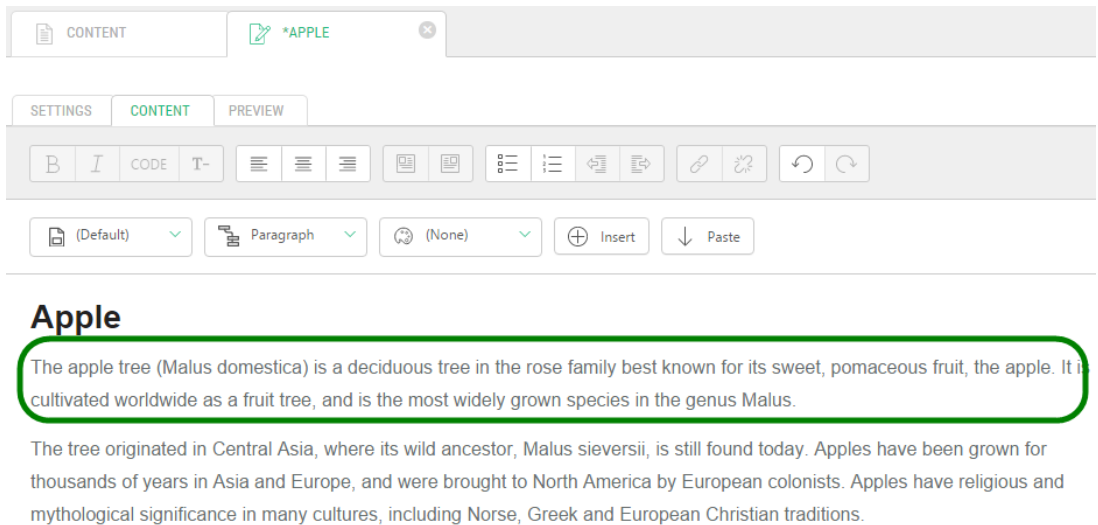
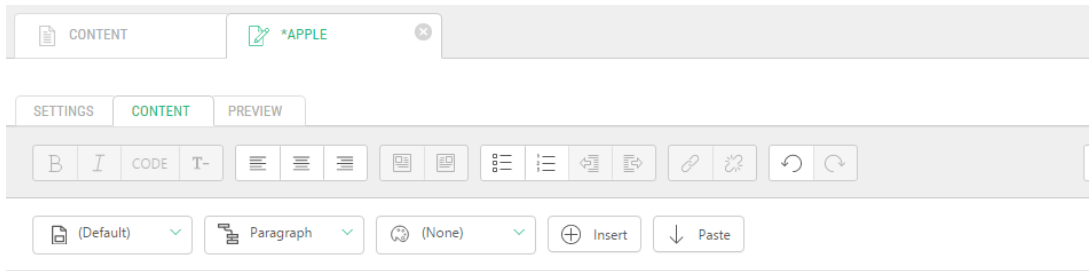


Figure 30: A paragraph with default formatting

The visual look of a paragraph can be changed completely depending on the used class.



Apple

The apple tree (*Malus domestica*) is a deciduous tree in the rose family best known for its sweet, pomaceous fruit, the apple. It is cultivated worldwide as a fruit tree, and is the most widely grown species in the genus *Malus*.

The tree originated in Central Asia, where its wild ancestor, *Malus sieversii*, is still found today. Apples have been grown for thousands of years in Asia and Europe, and were brought to North America by European colonists. Apples have religious and mythological significance in many cultures, including Norse, Greek and European Christian traditions.

Figure 31: A paragraph formatted with a different class

3.8 Previewing a page

When you have inserted content on a page, you can open to the Preview tab and view how the page will look on the website. This can be done even though the page has not yet been published to the website.

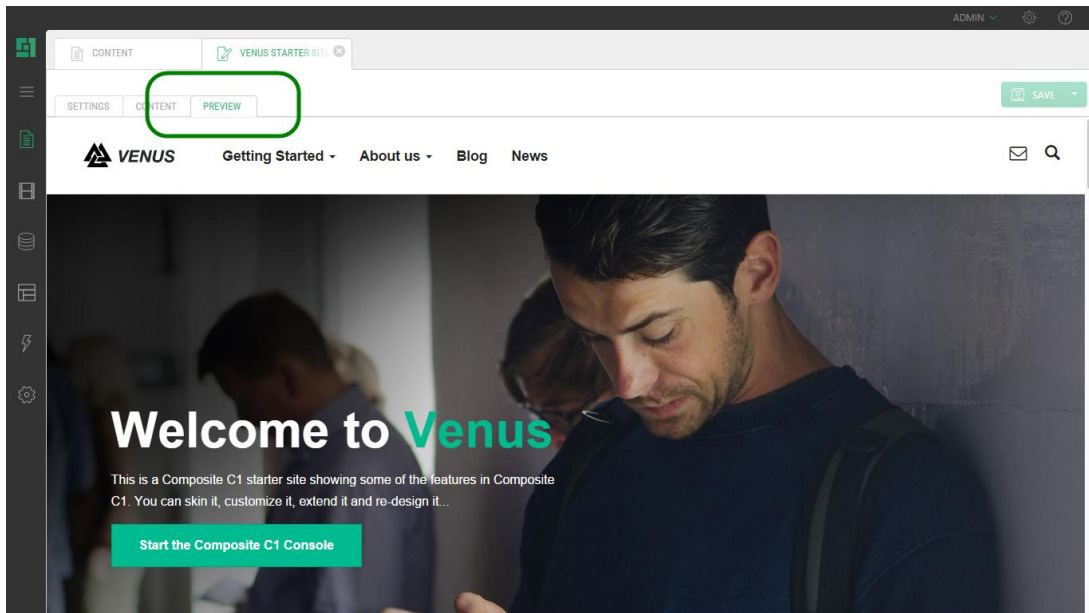


Figure 32: Preview tab

3.9 Publishing a page

When you have created a page and feel satisfied with its content, you can publish the page to the website.

How to publish a page:

1. Select the page you want to publish in the tree structure.
2. Click Publish on the toolbar.

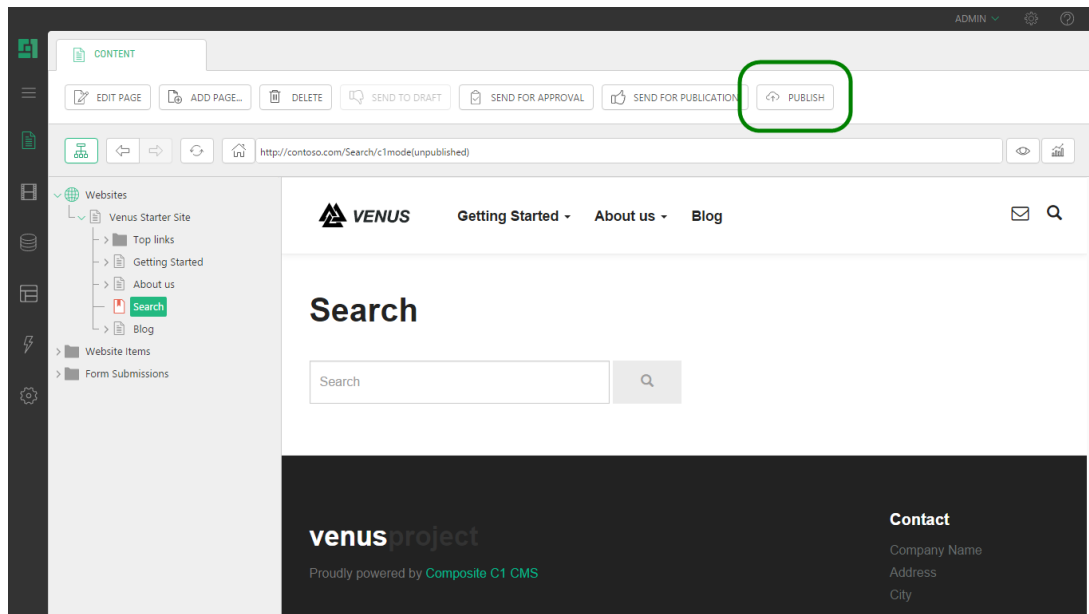


Figure 33: Publishing a page

Note: If you click Send For Publication, the page will be published after it is approved by the user with this permission.

3.10 How to unpublish a page

How to unpublish a page

1. Select the page you want to unpublish in the tree structure. The toolbar will now display a new menu command called Unpublish.
2. Click Unpublish and the page will no longer be displayed on the website.

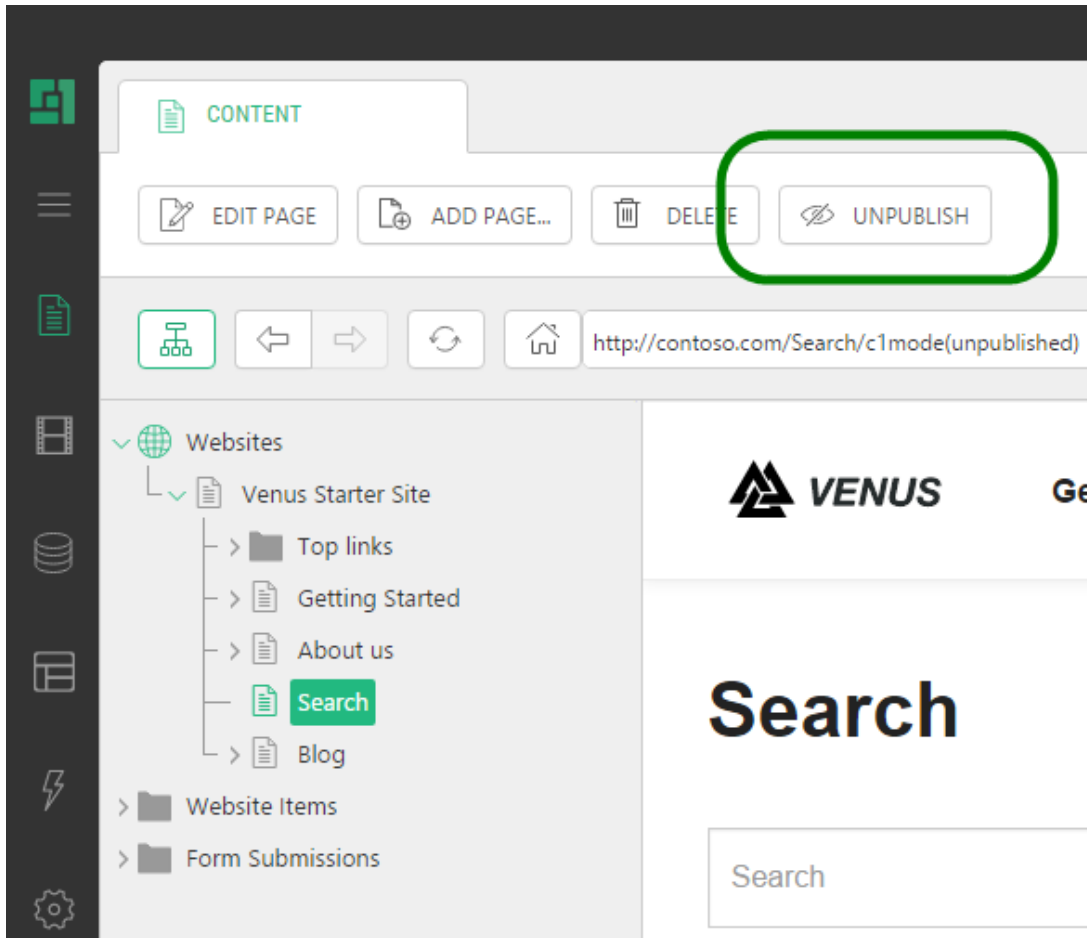


Figure 34: Unpublishing a page

3.11 How to move pages

If you have already created a page, you can easily move it. You can also move whole sections of pages.

How to move a page:

1. Right click the page you want to move in the tree structure.
2. Click Cut in the context menu.

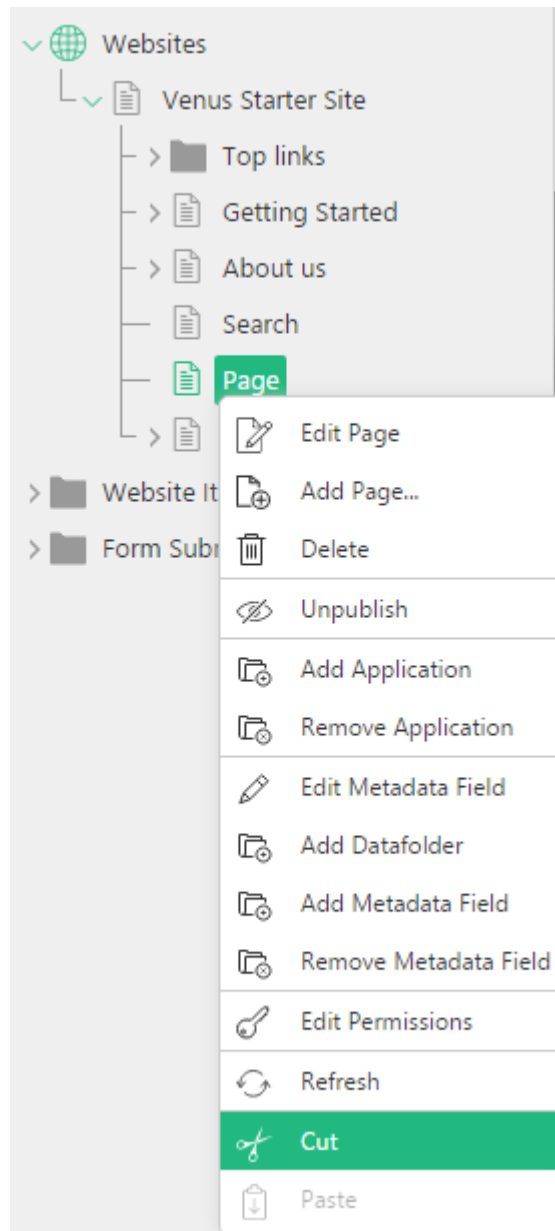


Figure 35: Cutting a page

3. Afterwards you should right click the page under which you want to move the page
4. Click Paste in the context menu and click OK in the window that appears.

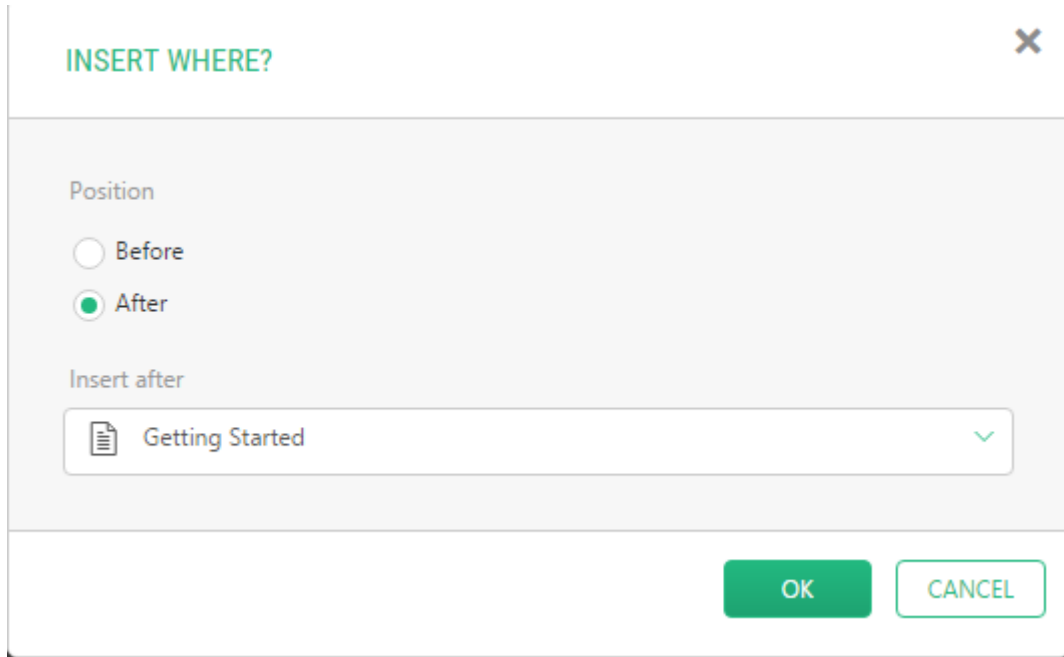


Figure 36: Pasting a page

You have now moved the page.

3.12 How to delete pages

Both published and unpublished pages can be deleted. If a page has any subpages, a new dialog will appear. In this dialog you should confirm if you want to delete all subpages. Note that when you delete a page, it is not possible to restore the deleted page again.

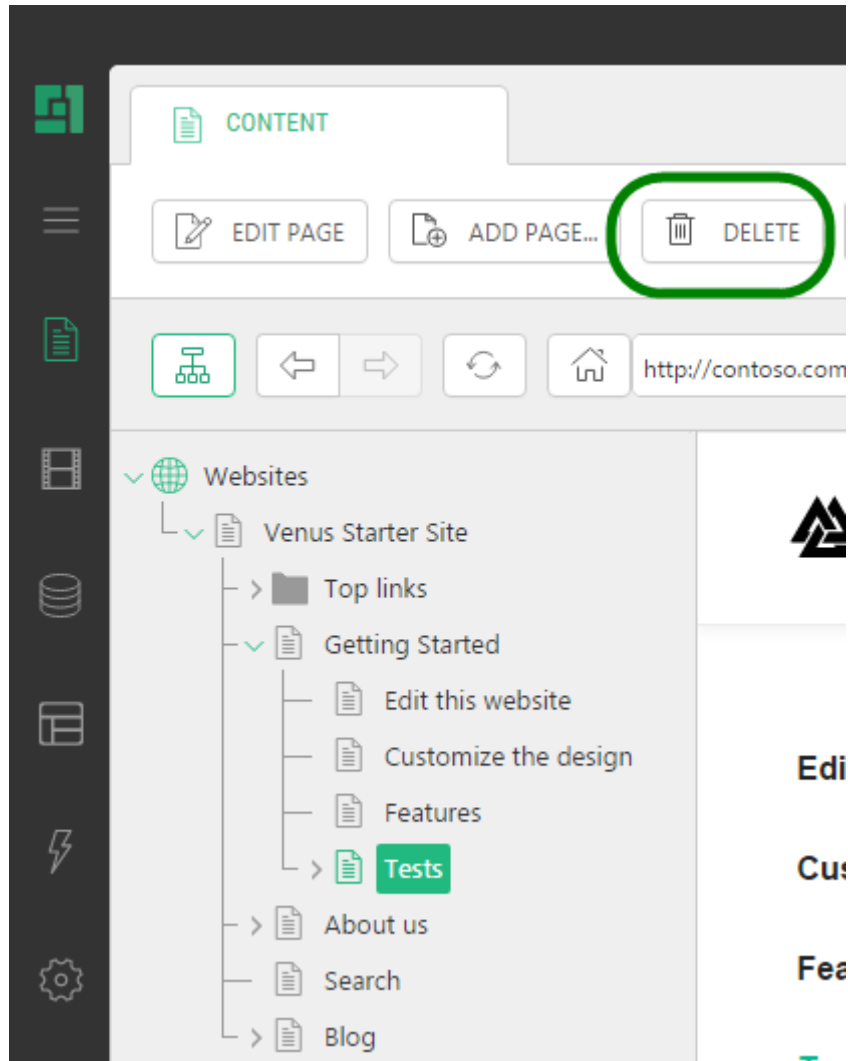


Figure 37: Deleting a page

3.13 Tasks: “How to use C1 CMS”

3.13.1 TASK 1

1. Log on to the administrative console with the username and password you have been handed out from your instructor.
2. Select a page.
3. Choose to edit the page and insert some text in the content area.
4. Save the page.

3.13.2 TASK 2

1. Create a page and call it "My page".
2. Insert the text “Text on my page” in the Content perspective.
3. Save and publish the page.

3.13.3 TASK 3

1. Edit the text and give the text the style "Heading 1".
2. Save and preview the page.

4 How to insert tables on a page

Tables can be inserted in the Content perspective of a page. Click Insert and then click Table.

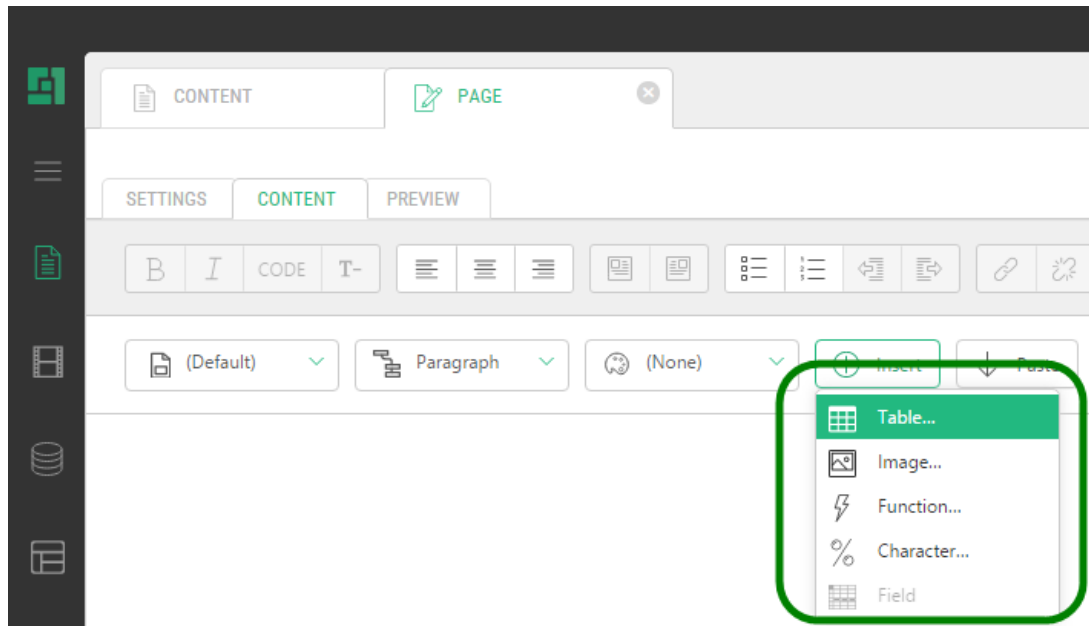


Figure 38: Inserting a table

How to insert a table on a page:

1. Click Insert from the menu and click Table.
2. Specify how many columns and rows you want the table to have.

INSERT TABLE ✕

BASIC **ADVANCED**

TABLE LAYOUT

Columns

Rows

TABLE DESCRIPTION

Summary

Class

OK **CANCEL**

Figure 39: Specifying the number of columns and rows in a table

3. Click OK.

The table is now inserted on the page.

To edit the table further, use its context menu:

1. Place the cursor in the table and point to Manage Table in the context menu.

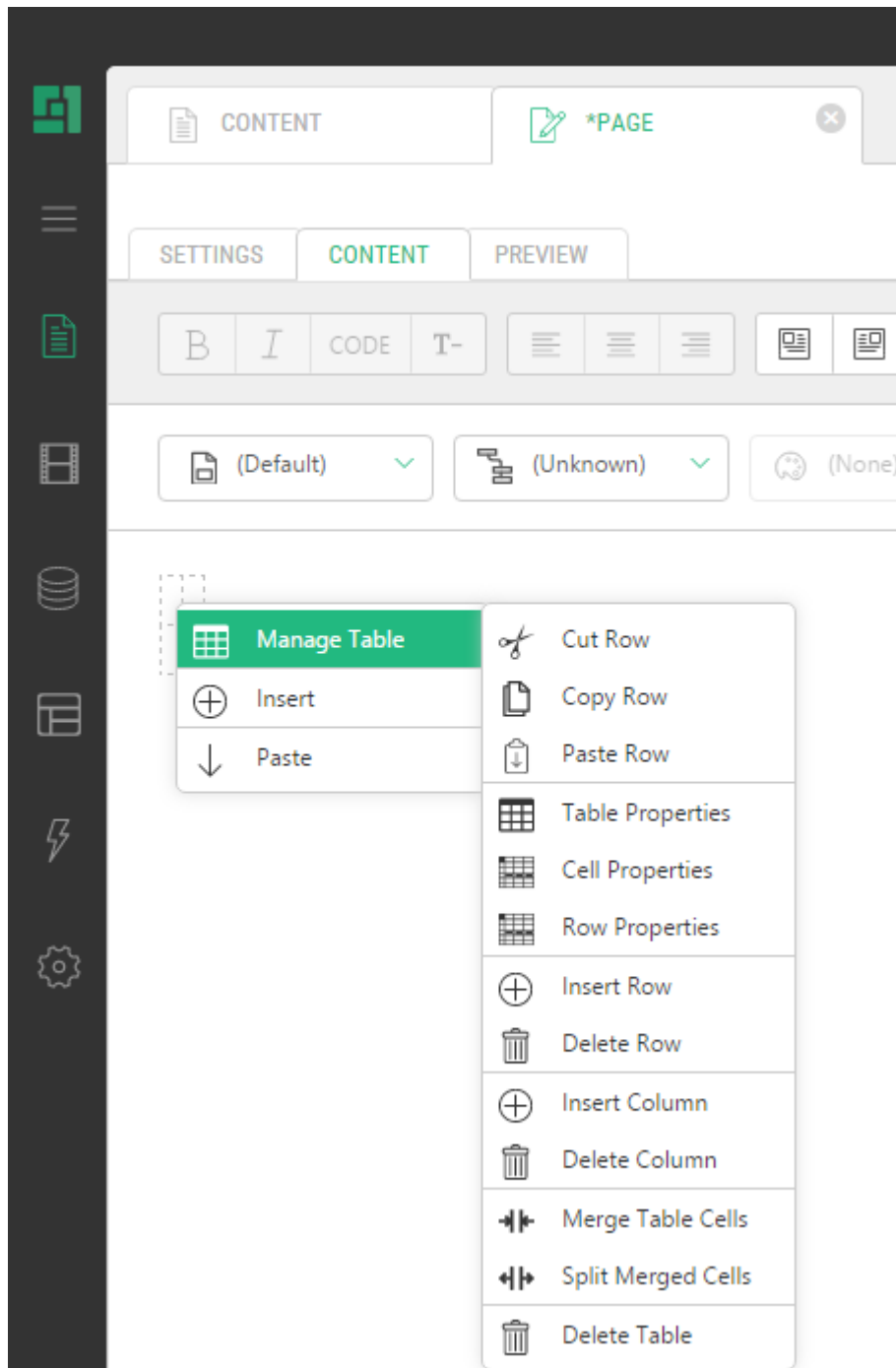


Figure 40: Managing a table

2. Using this menu you can insert new columns, rows, split and merge cells and so on.

Note: If you want styling on your table, for example, the background color, borders, padding or background images, you should use table classes. See the next section for more information.

4.1 Table classes

Tables can also be formatted with predefined CSS classes. Depending on the design, a solution can have various table classes. Table classes are used to secure a consistent design on tables throughout the entire website. If you want to use table classes on a table you have to mark the table and select a table class from the dropdown list. It will be only possible to select from the dropdown list, if table classes have been implemented in your solution.

How to use table classes on your tables:

1. Mark the table by placing the cursor in the table and then click the “table” element at the bottom of the editor.
2. Select the table class you want to use from the dropdown list.

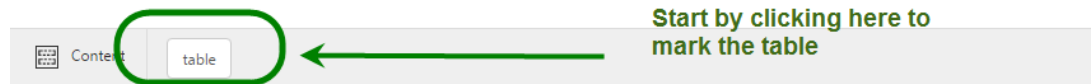
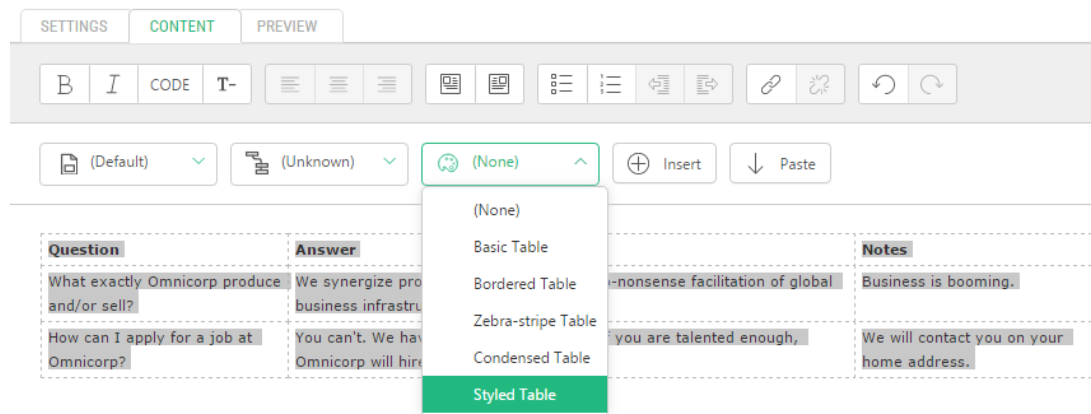


Figure 41: Formatting tables with style classes

3. The selected table will hereafter be styled according to the selected class.
4. Save and use the Preview tab to see the changes.

5 How to insert images

When you want to insert an image or a PDF file on your website, you may first need to upload the file to the system. You can do it in the Media perspective of C1 CMS. You can create the folders you need to organize your images and other files.

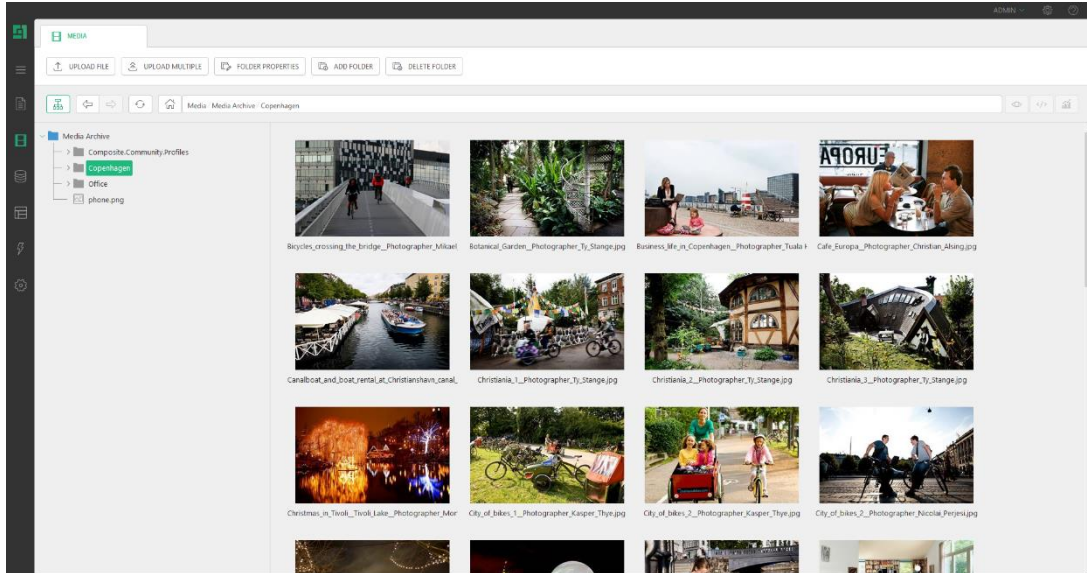


Figure 42: Media perspective

Apart from uploading images and other media files to the Media perspective, you can also download them. For example, if you want to edit a media file locally, on your PC, you could download it, edit it and then replace the older version of the file in the Media perspective with your modified version on your PC.

5.1 How to upload images to the Media archive

How to upload files to the media archive:

1. Select the folder where you want to upload a new file to.
2. Click Upload File on the toolbar.

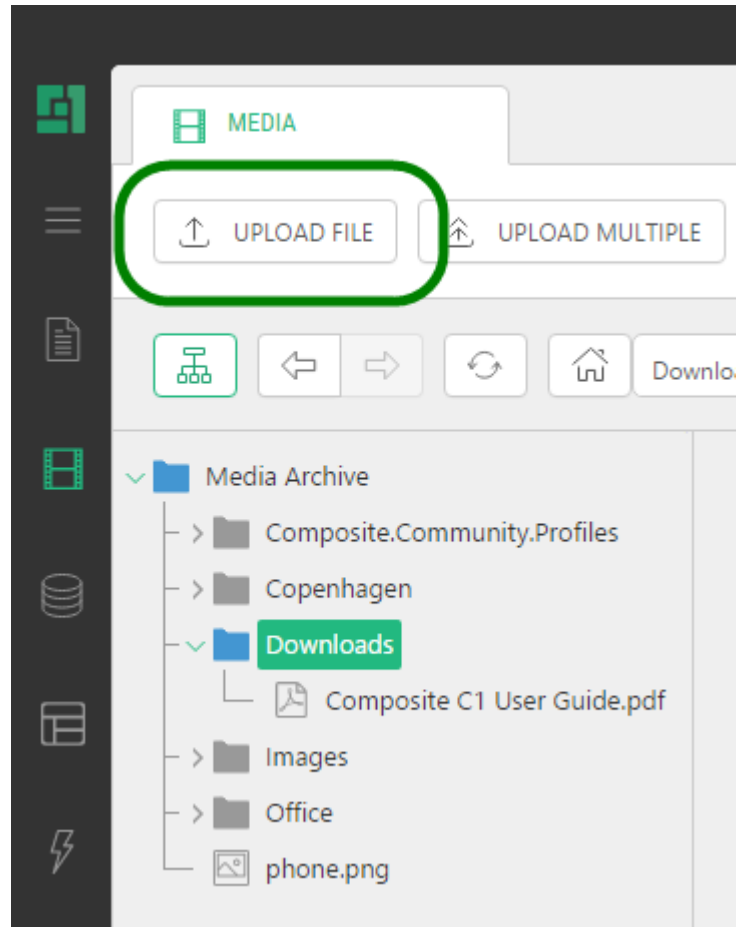


Figure 43: Uploading a media file

3. Select the file you want to upload.

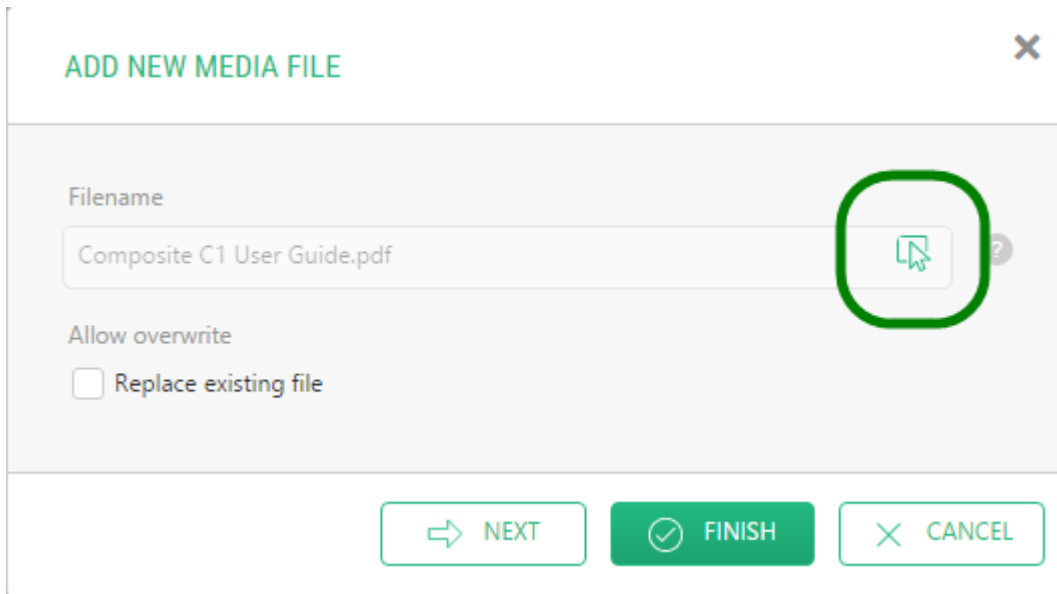


Figure 44: Selecting a file to upload

4. Click Finish.

The file is now uploaded to the Media archive.

Please note that as to images, you can also upload them while [inserting them on a page](#).

5.2 How to insert images on a page

Images can be inserted on the Content tab of a page. Click Insert and then click Image.

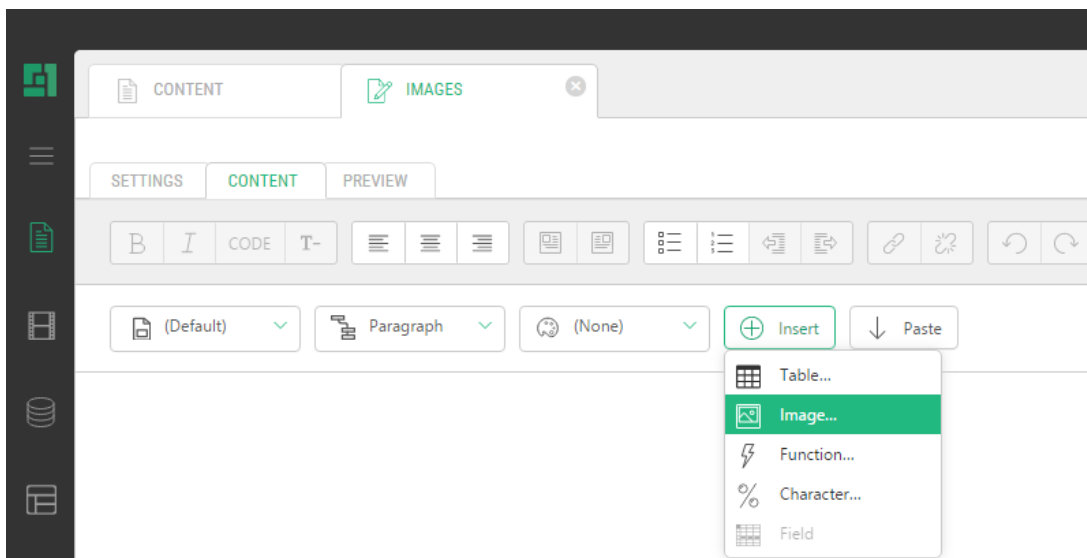


Figure 45: Inserting an image

How to insert images on a page:

1. Click Insert | Image on the menu. This will open the Insert Image window, and automatically, the Select Image window.
2. In the Select Image window, do one of the following.
 - (a) Select a folder and click Upload File if you want to insert an image from your local drive. The image will be auto-selected once done uploading.

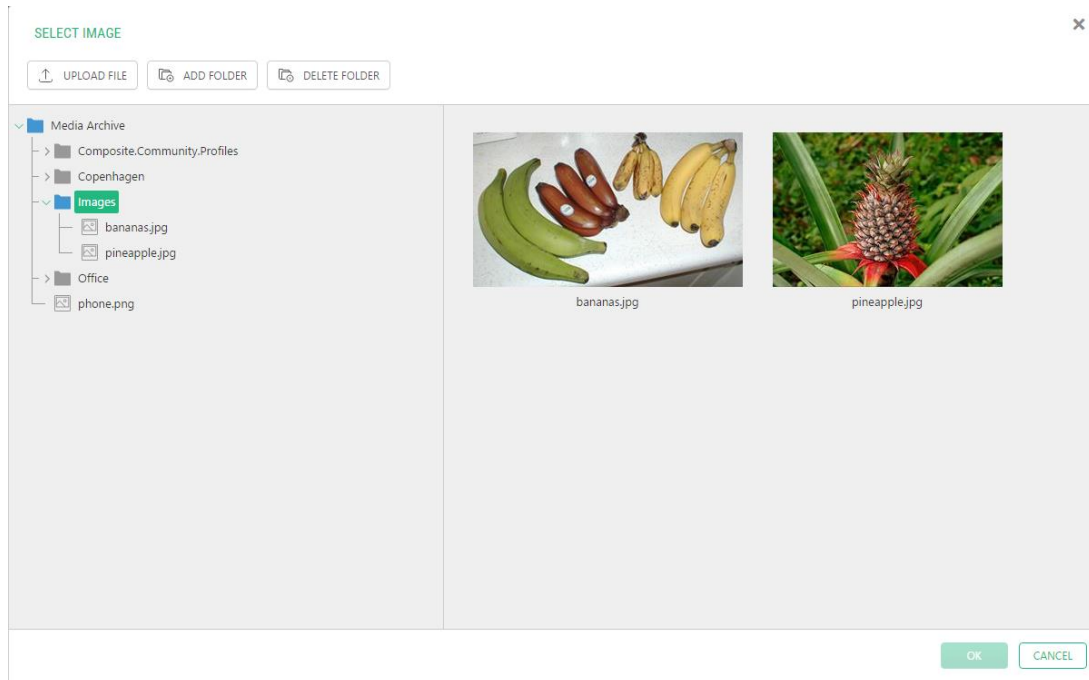


Figure 46: Uploading an image while inserting it

- (b) Select the existing image.

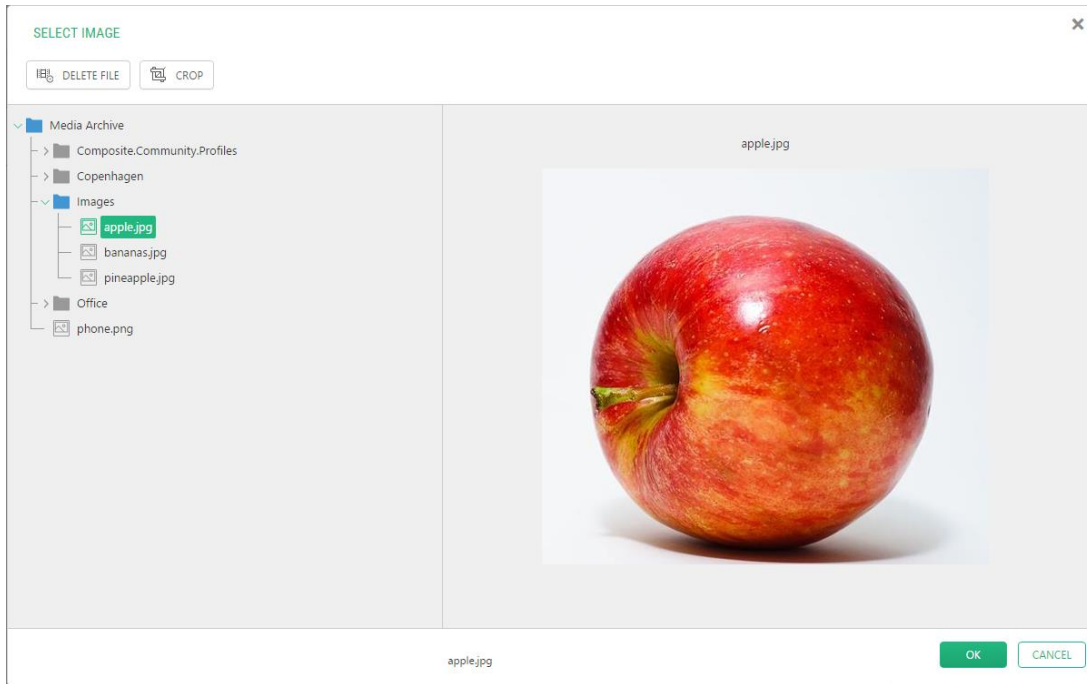


Figure 47: Inserting an existing image

3. Click OK in the Select Image window. The path to the image file in the Media Archive will appear in the Insert Image window.
4. Write text for the alt and title attributes of the image in the Alternate text and Title text fields respectively.
5. Click OK in the Insert Image window. The image will appear on the page.

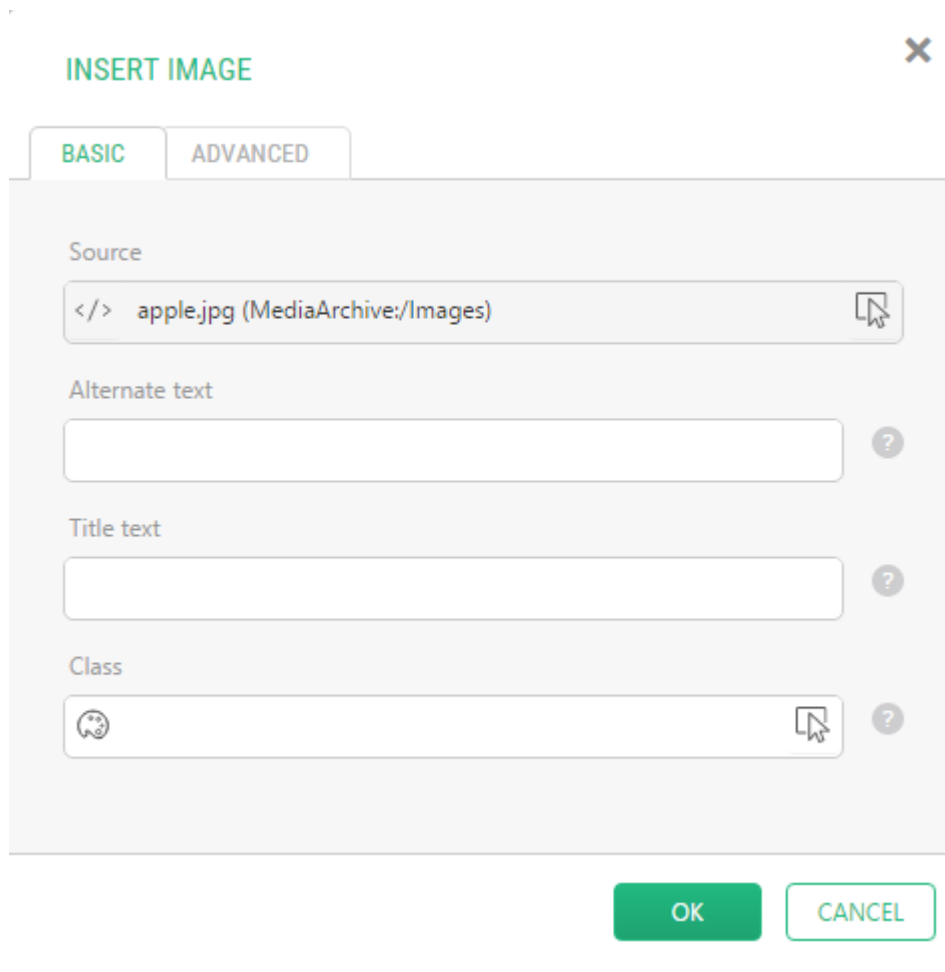


Figure 48: The image selected

You can also provide an external URL to an image ("<http://www.contoso.com/image.png>") in the Insert Image window.

On the Advanced tab, you can specify other parameters on the inserted image such as "maximum width" and "maximum height".

5.2.1 How to set the image's Alt and Title text

A single image on a page

When inserting an image on a page, you can control the image Title and Alt text in the Alternate text and Title text fields in the Image Properties window.

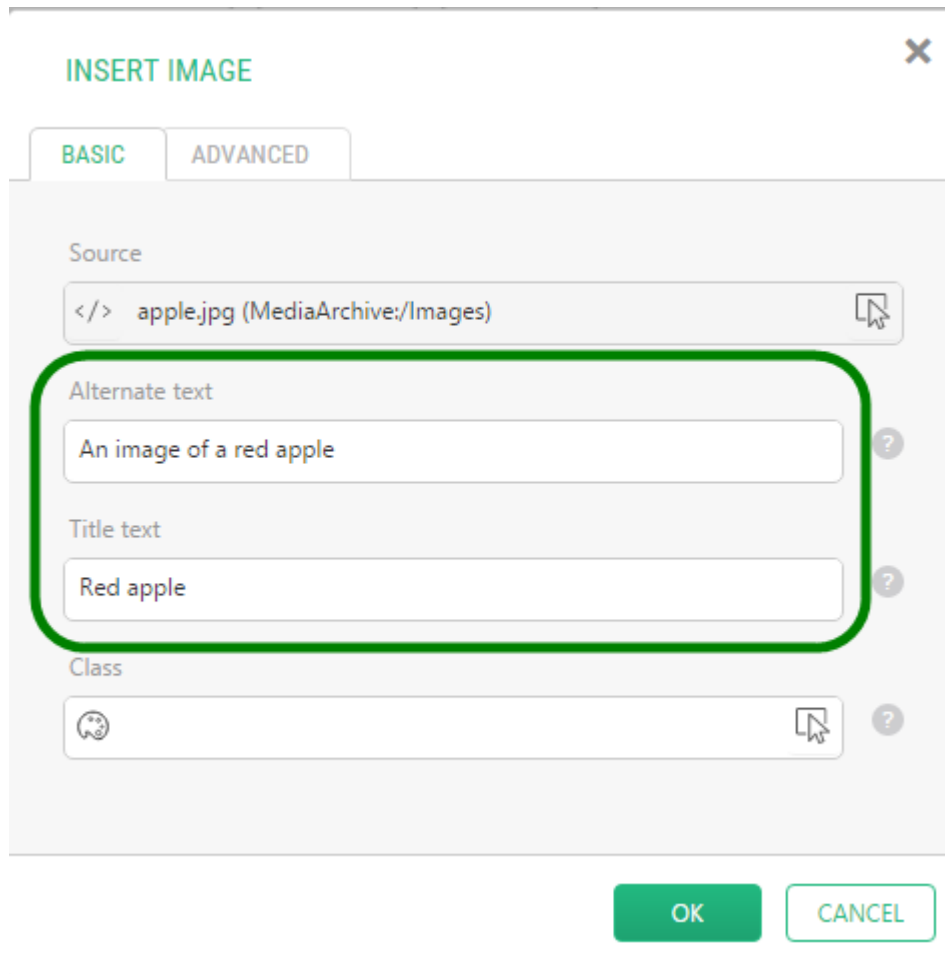


Figure 49: Alt and Title text of an image

Images in a gallery

If the images on a page are displayed in a gallery with one of the Image Gallery packages, their titles and descriptions are normally used for the Alt and Title text.

You can set or change these titles and descriptions in the Media Archive.

1. From the "Media" perspective, select an image and click "File Properties" on the tool bar.
2. In the "Title" and "Description" fields, specify the title's text and the image's description.
3. Click "Save".

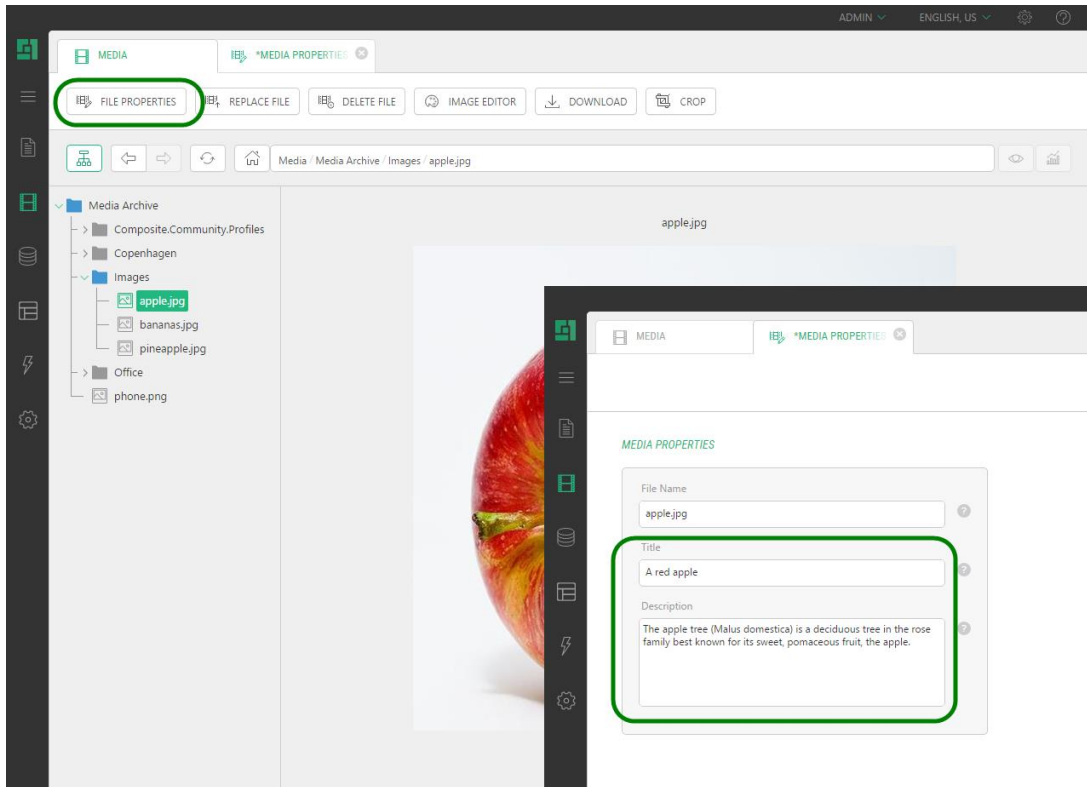


Figure 50: Title and description of an image

Changing these properties from the "Media" perspective will update automatically generated image views.

5.3 How to download images from the Media archive

You can download images and other types of files from the Media perspective, for example, for editing them locally on your PC and upload them back replacing their outdated versions.

How to download files from the media archive:

1. In the Media perspective, select the file you want to download.
2. Click Download in the toolbar.

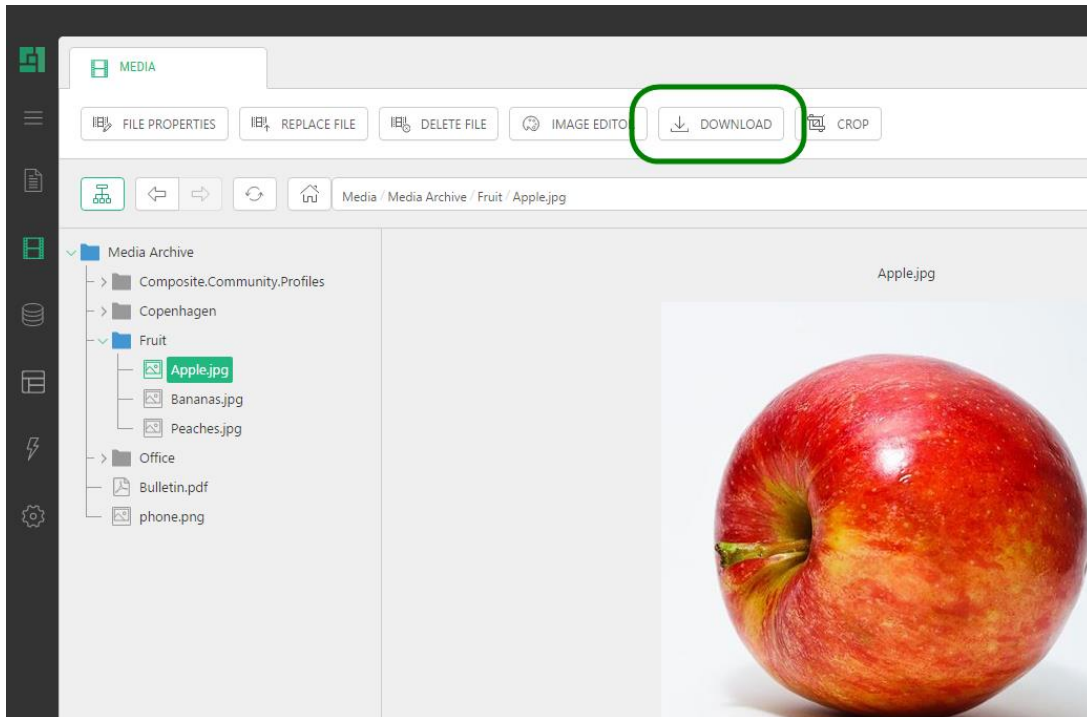


Figure 51: Downloading a media file

3. In the dialogs that appear select the Save option (if needed) and browse to the folder on your PC where you want to download the file.
4. Click OK.

Now you can work with the downloaded file on your PC.

See the next section to learn how to replace files in the media archive.

5.4 How to replace images in the Media archive

Once you have finished editing a media file, for example, an image, upload it back to the Media perspective replacing its outdated version there.

How to replace files in the media archive:

1. In the Media perspective, select the file you want to replace.
2. Click Replace File in the toolbar.

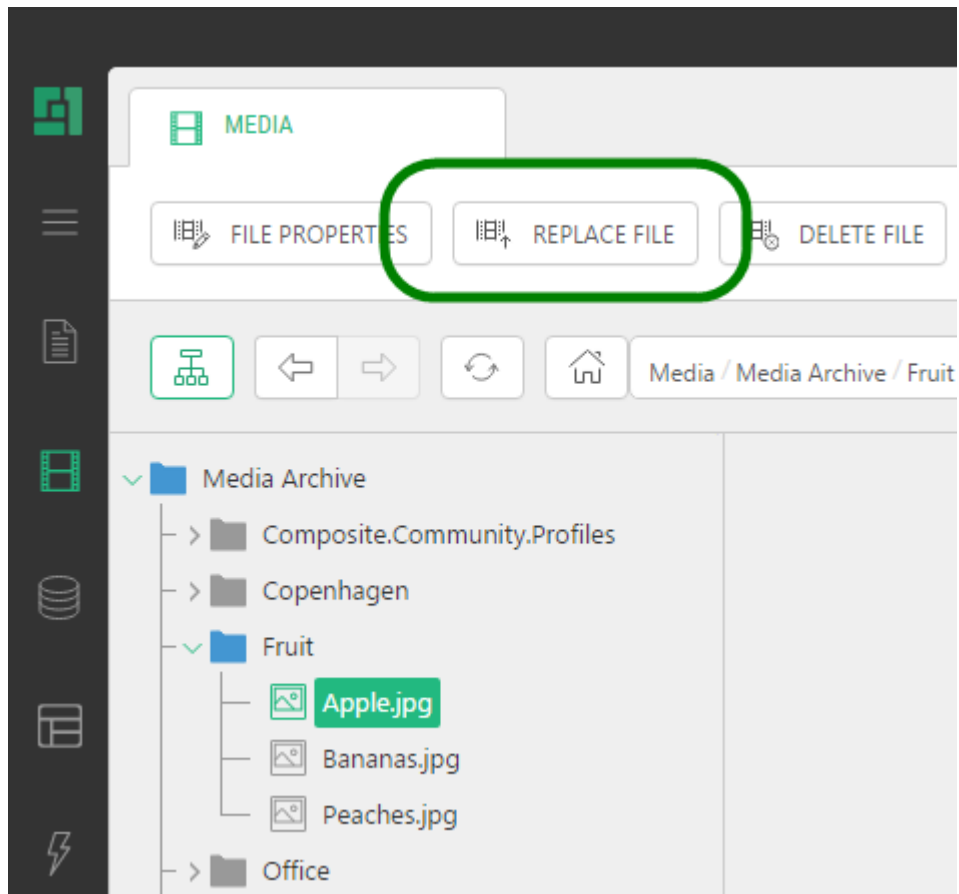


Figure 52: Replacing a media file

3. In the dialog that appears, select the file you want to replace the existing file in the Media perspective.
4. Click OK.

Now the file has been replaced with its latest version.

6 SEO

Search engine optimization (SEO) is the process of improving the volume or quality of traffic to a web site from search engines via "natural" ("organic" or "algorithmic") search results.

When you insert content on your website, it is important to make sure that the pages are optimized for search engines. This is to ensure that your visitors and customers will be able to easily find your website using a search engine, for example, Google.

C1 CMS has the SEO Assistant tool that can give you some guidelines about how well the individual pages are optimized for search engines.

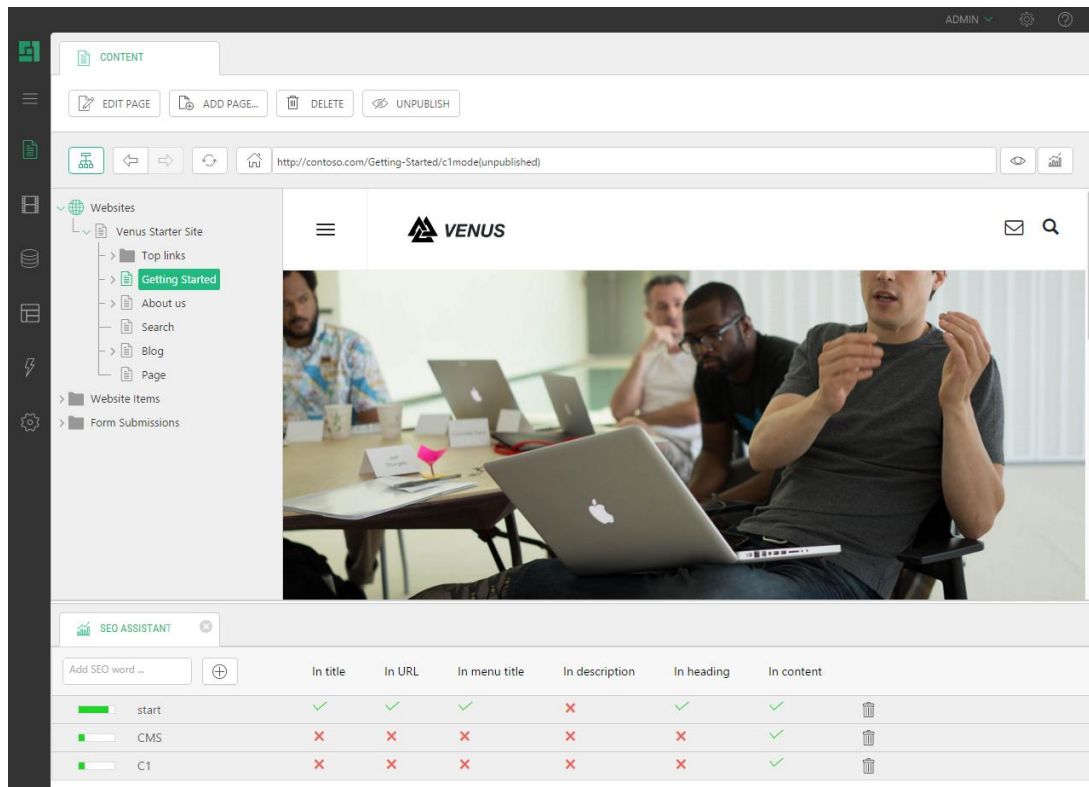


Figure 53: SEO Assistant

The SEO Assistant includes:

- A field to add keywords
- And a view to display the list of added keywords and SEO results

The keyword list is global. The words that you add to it should be those you would like to enhance on your website.

How to add words to the keyword list:

1. Click the SEO Assistant button ("Search engine optimization") to the right of the address bar.



Figure 54: The SEO Assistant button

- The SEO Assistant pane will open at the bottom of the CMS Console.
2. Add a keyword in the field and click the "+" button.

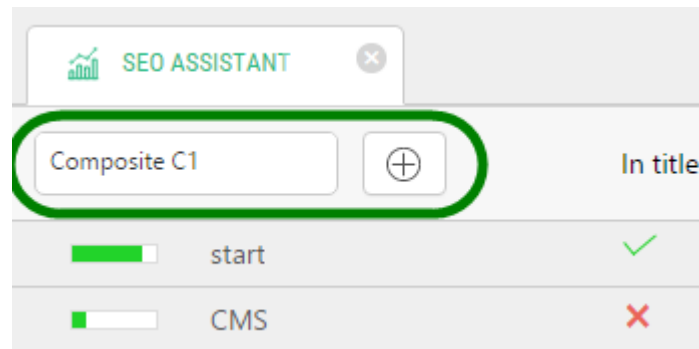


Figure 55: Adding keywords

3. Repeat Step 2 for as many keywords as you like.

The keyword will appear in the results view showing how well the page is optimized for these keywords.

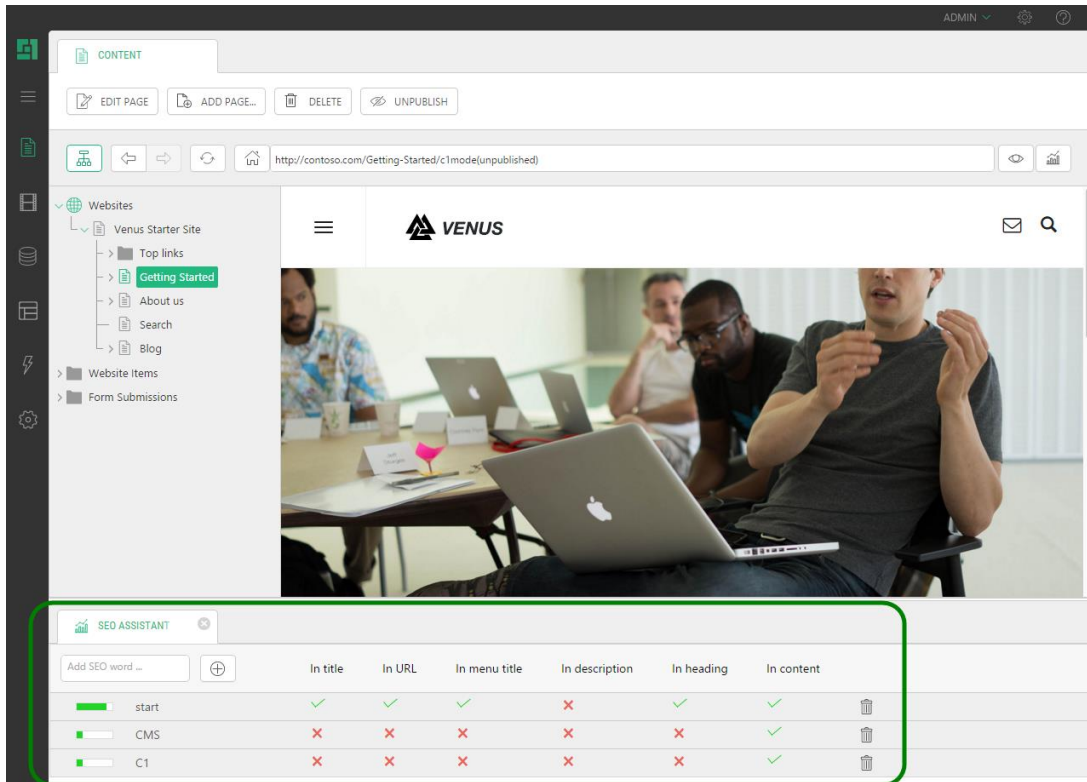


Figure 56: Viewing the SEO for keywords on a page

The best way to optimize your website is to make sure that there is a single page fully optimized for each of the words in the keyword list.

The SEO Assistant tests if keywords are present in 6 different areas:

- Title
- URL
- Menu title
- Description
- Heading
- Content

With SEO Assistant you can test one page at a time.

7 View modes

When viewing pages in the browser view, you can now also see them in different view modes.

You can choose to view pages as they will render within the browser, or you can select between different device sizes to see how your pages adapt on devices like phones and tablets.

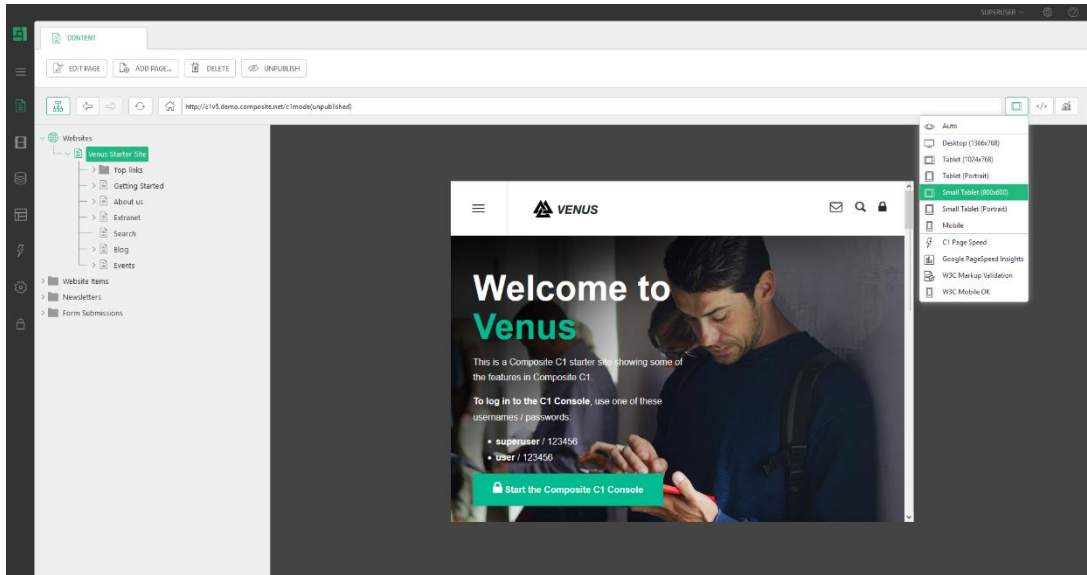


Figure 57: Tablet View Mode

A view can also be an external service like Google PageSpeed Insights and the W3C markup validator,

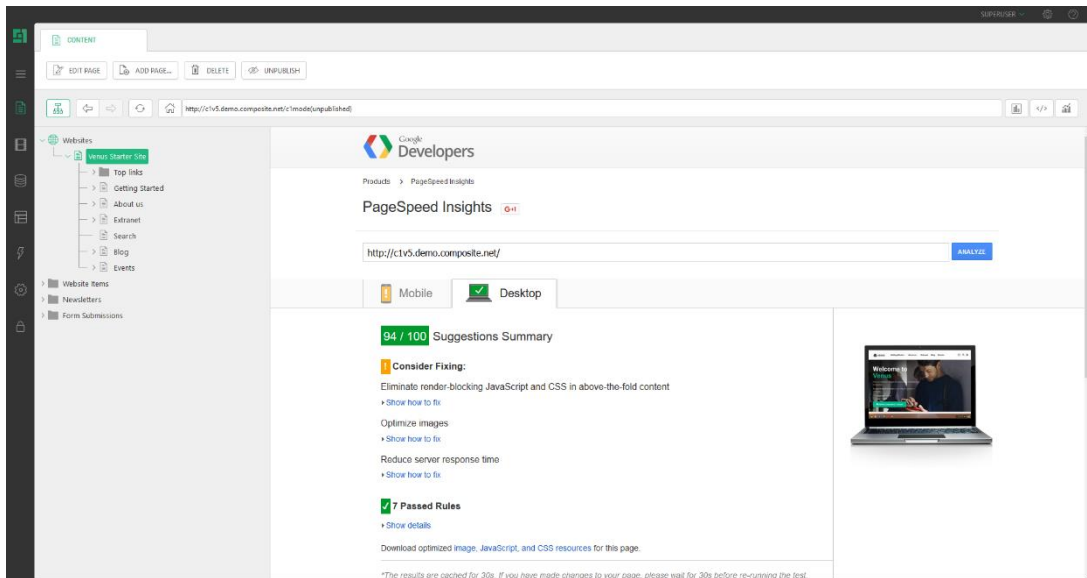


Figure 58: Google Page Insights View

or the built-in CMS Page Speed report that will give you a performance report on a page, making it easy to identify which CMS Functions take the most time to render on any given page.

The screenshot displays the CMS Performance Report View. On the left, a tree view shows the site structure under 'Websites', with 'vms Starter Site' selected. The main area shows a table of function calls. The table has three columns: 'Own time, ms', 'Function calls, ms', and 'Memory usage, kb'. The data is sorted by 'Execution Order'.

Own time, ms	Function calls, ms	Memory usage, kb
9.6	@@79.0 (100%) C1 Page	5101
2.1	@@63.5 (79%) ASP.NET controls : OnInit	4510
0.5	@@39.2 (49%) Evaluating placeholders	1125
0.5	@@38.7 (48%) Evaluating placeholder 'content'	973
9.6	9.6 (12%) PageLocks.Jumbotron	148
0.5	0.5 (5%) PageLocks.Statement	44
0.4	0.4 (5%) PageLocks.Statement	44
8.3	8.3 (10%) PageLocks.ImageAndText	132
0.7	0.7 (7%) PageLocks.IconfidStatements	40
0.3	0.3 (3%) PageLocks.IconfidStatements	32
0.3	0.3 (3%) PageLocks.IconfidStatements	32
0.5	@@13.0 (14%) PageLocks.Statement	308
8.2	8.2 (10%) PageLocks.IconfidStatements	104
4.2	4.2 (5%) PageLocks.IconfidStatements	104
4.3	4.3 (5%) PageLocks.Statement	44
0.4	0.4 (5%) PageLocks.Statement	44
0.6	@@1.0 (1%) Executing Razor page template	478
0.9	0.9 (1%) Layout.Helpers.InjectContainerElements	189
5.3	@@20.4 (23%) Composite.Web.Mvc.Template.Minification	1018
0.2	0.2 (2%) Composite.Web.Mvc.Template.CommonMetaTags	
0.4	0.4 (5%) Layout.Common#htmlHead	40
0.6	0.6 (7%) Composite.Navigation.LanguageSwitcher	16
8.0	8.0 (10%) Layout.Navigation.TopLinks	96
0.6	0.6 (7%) Composite.Search.SimplePageSearch.NarrowSearchForm	48
0.5	0.5 (5%) Composite.Community.Extranet.LoginStatus	40
1.6	1.6 (2%) Layout.Navigation.MegaMenu	216
2.7	2.7 (3%) Composite.Community.Newsletter.SubjectBased.SubscribeForm	112

Figure 59: CMS Performance Report View

8 Multiple languages

Many websites have multiple languages. In C1 CMS each single page can contain multiple languages. This means that a single page can have several “dimensions or layers” depending on the number of languages in the actual solution. In the administrative console you will see only one language at a time. In the lower right corner of the CMS Console, you can switch between different languages.

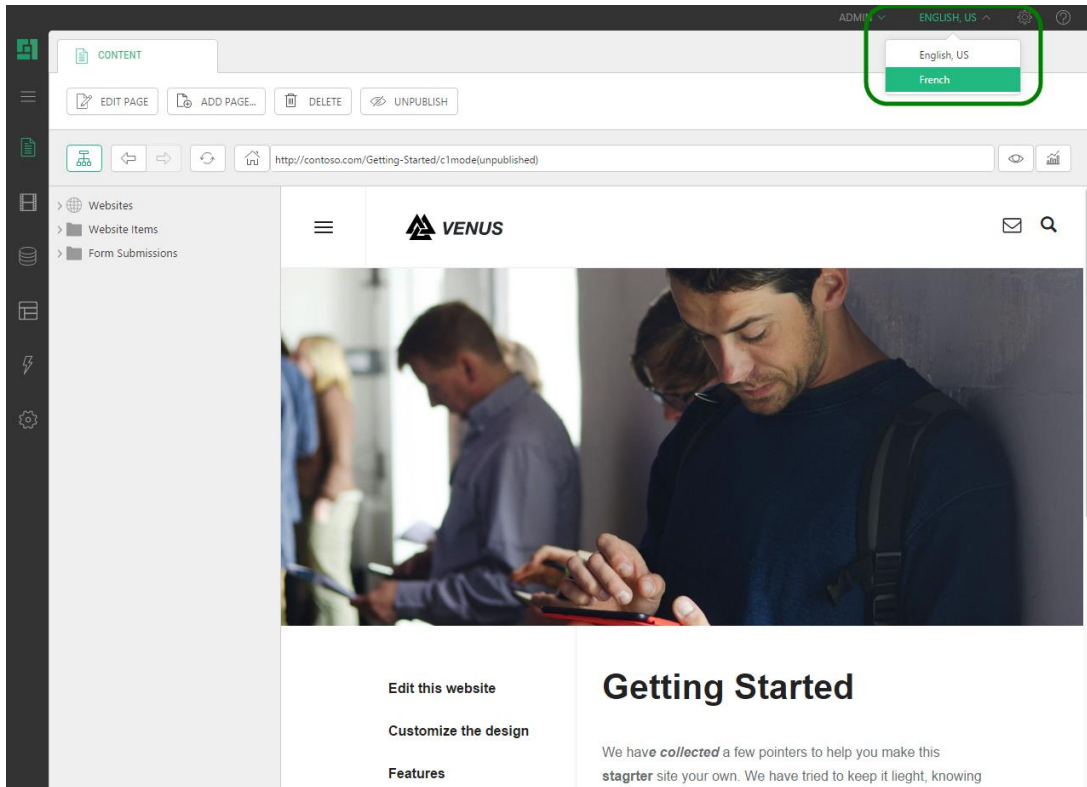


Figure 60: If your website is localized, you can switch between the localized languages

Editors can localize back and forth between different languages, and it is of no importance from within which language the page originally was created. There is no need for a master language and as an editor (depending on your security permissions) you can decide exactly where you want to translate content, and which language you want to translate the content from.

8.1 Add languages to the website

By default, C1 CMS comes with one website language only - English. Hence, there is no language switching menu for the website in the CMS Console. It only appears if there are at least two languages added to the website.

To add another language:

1. From the **System** perspective, select **Languages**.
2. Click **Add Language** on the toolbar.

3. In the **Add Language** window, select a language in the **Languages** list. (**Hint:** Start typing the first few letters of the language and the list will be reduced to the names of languages containing these letters.)
4. If necessary, overwrite the URL mapping name and / or disable access to the language to all users. (By default, the system provides the name for you and enables the access.)
5. Click OK.

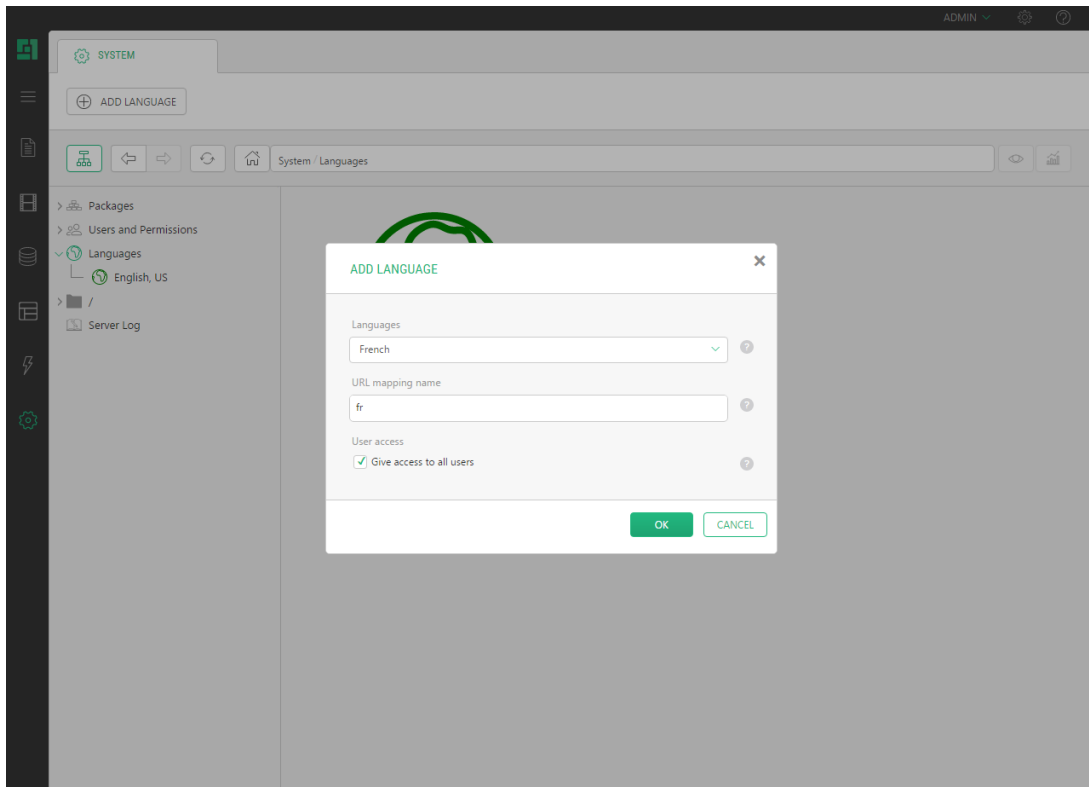


Figure 61: Adding languages

The language will appear below the Languages.

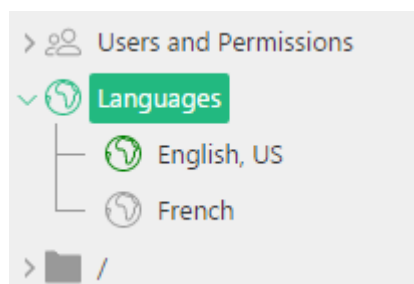


Figure 62: The languages added

You can add as many languages as you like.

8.2 Switch between languages

The tree structures will be identical in different localized versions to start with. You can always decide to add new pages to single localizations and this way the tree structures will differentiate between the different localizations. The content of the pages has to be translated manually and, until a page has been translated, the pages will be marked with another type of an icon. How to translate pages will be described in the following sections.

How to switch between languages:

1. Select the language you want to see from the menu in the top right corner.

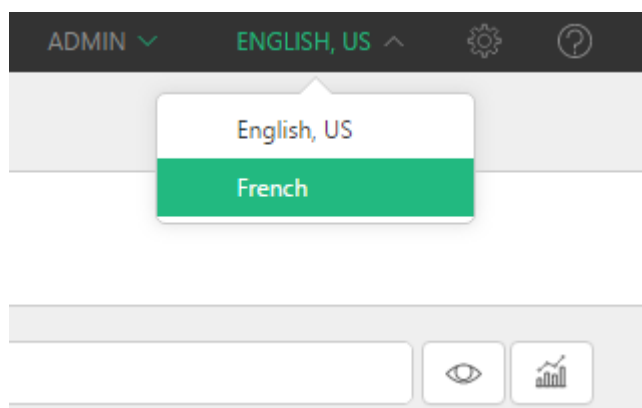


Figure 63: Selecting the language of the website

2. In the popup window, click the “OK” button. All unsaved content will be saved and you will be forwarded to the language you have selected.

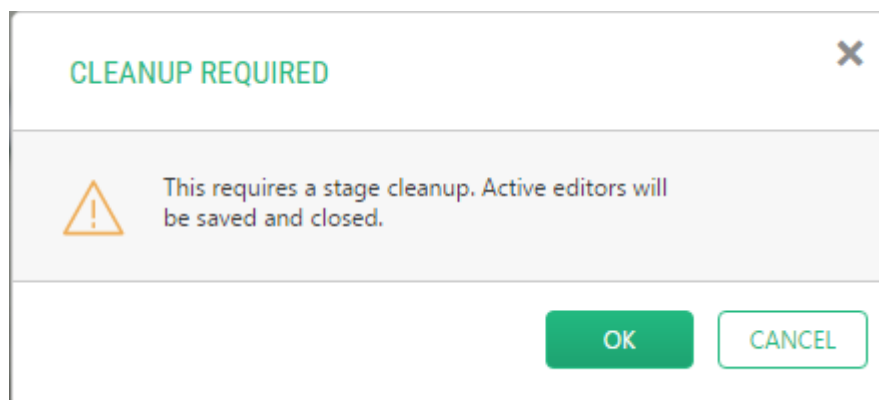


Figure 64: A warning when changing the language

3. All pages are now showed with another type of an icon. This icon indicates that the pages have not been translated yet.

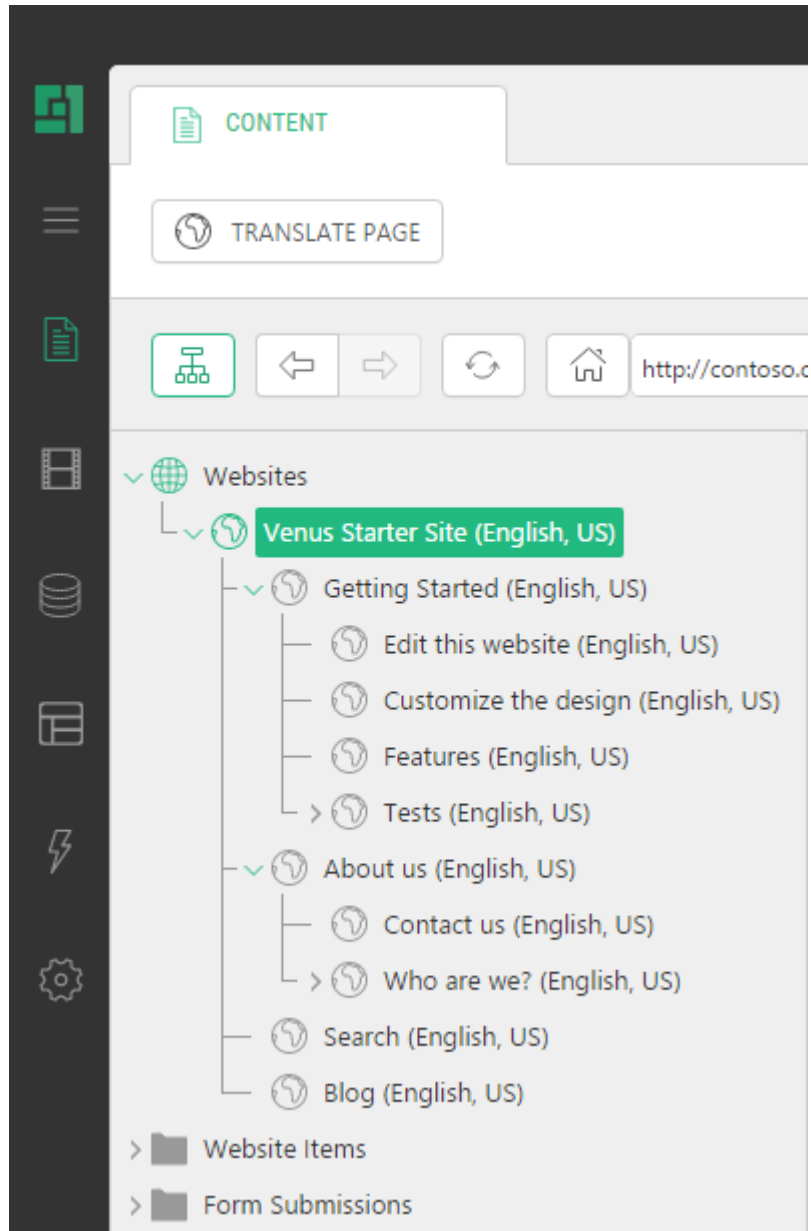


Figure 65: A website not translated yet

8.3 Translate a page

A page will first exist on the localized website after the page has been translated.

How to translate a page:

1. Select the page you want to translate.

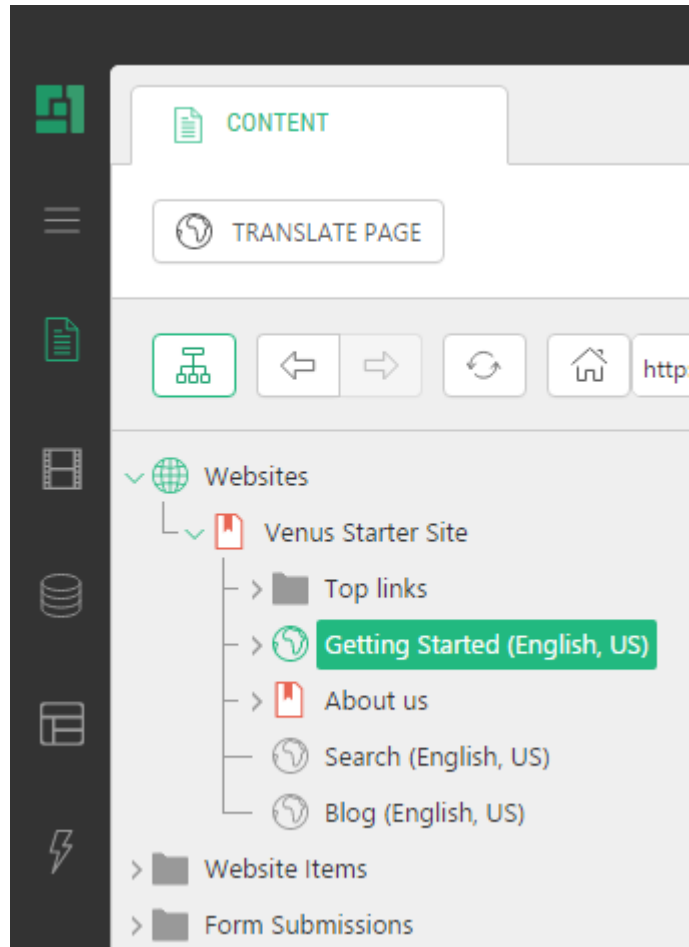


Figure 66: Translating pages

2. The Translate button will now appear in the toolbar.
3. Click on the Translate button and the page will be translated. After this you can translate the content on the page manually.

After the page has been translated, the icons will change back to their normal appearance.

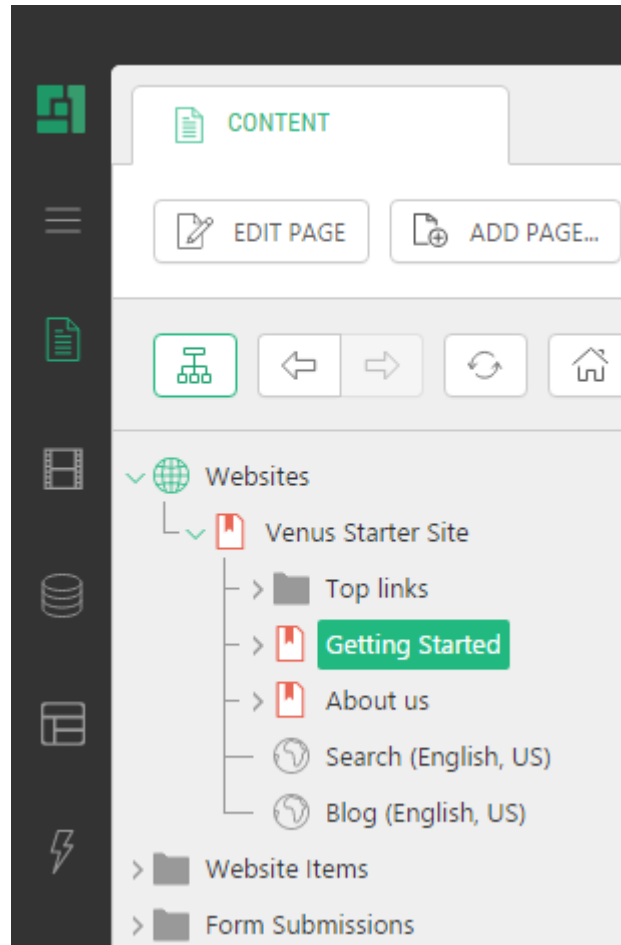


Figure 67: The page has been translated

Note: Translation should always start from the top of the tree structures. If you mark a child page whose parent page has not yet been translated, the Translate button will not be available in the toolbar.

8.4 Settings for translation

You can select which language should be the language to translate from. This means that all localized pages will be translated from this language version. If English is selected as the language to translate from, then all other localized languages will give you the English pages when you choose to translate to a new language. You can change this setting whenever you like to translate from another language or does not want to see other localizations at all. The setting is user-based, so your personal setting does not affect that of others.

Select which language to translate from:

1. The translation settings are placed under View in the top menu.
2. Select “Translation...” and a popup box will appear.

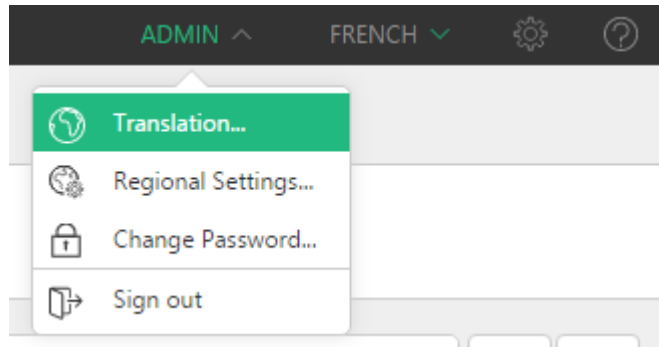


Figure 68: Selecting the language to translate from (1)

3. Select the language to translate from, from the dropdown list. Click the OK button and the selected language will now function as the language all other localized versions will be translated from.

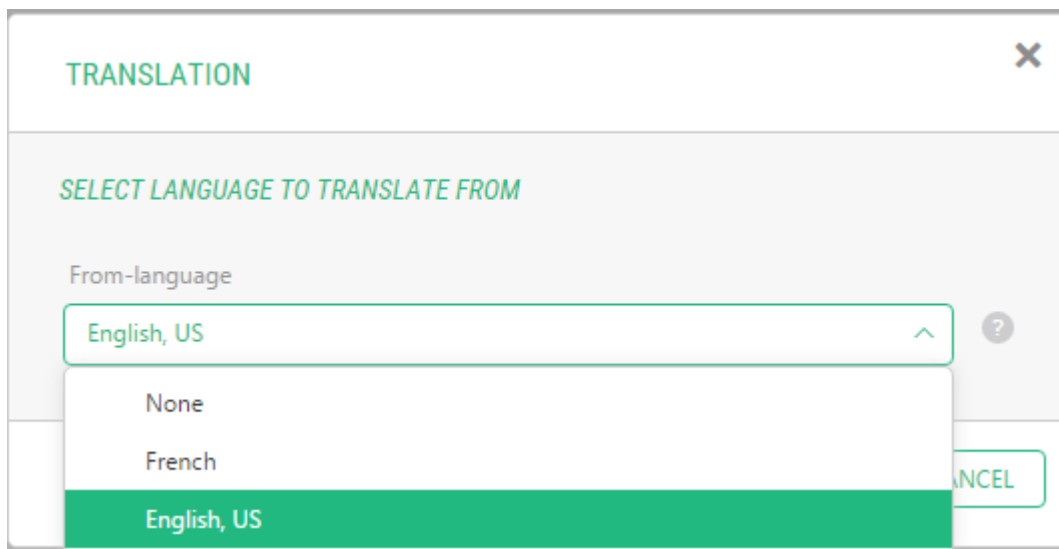


Figure 69: Selecting the language to translate from (2)

4. You can always change which language you want to translate from or you can choose not to use translation by selecting "None" from the dropdown list.

8.5 How to delete localizations

When you delete a page that has been translated you will only delete its localized version. This means that if you delete a page that has been translated from another language, the localized page will be deleted and the Globe icon will be now shown next to the page in the Content perspective. After this, you can always choose to translate the page again if needed. The original page will remain until you delete its last localization.

It will never affect pages on other languages if you choose to delete a page on any localization.

9 What is a datatype?

Data in C1 CMS can be stored in a structure called “datatype”. Data is only information that can be displayed in various ways and datatypes gives you the opportunity to reuse data on various pages across the website. There are three different kinds of datatypes in C1 CMS.

- Global datatypes
- Page datatypes
- Meta datatypes

Datatypes can be created with the number and types of field as required. Datatypes are created in the Data navigation perspective, but the single data items that are created based on the type, can be edited from the Content perspective. This means that editors only need to have access to the Content perspective to be able to edit the content of a data item.

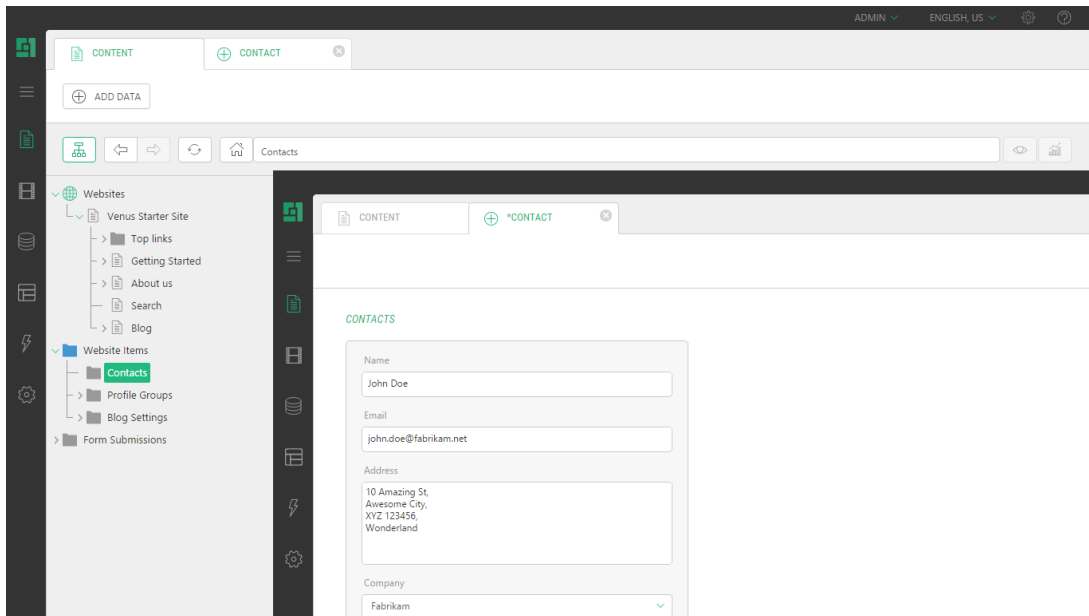


Figure 70: The content of a data item can be edited from the Content perspective

Datatypes are created in the Data perspective. Developers can define datatypes to meet a solution’s requirement by creating exactly the fields needed. In the field editor they can create new fields and define both field and presentation type on each field.

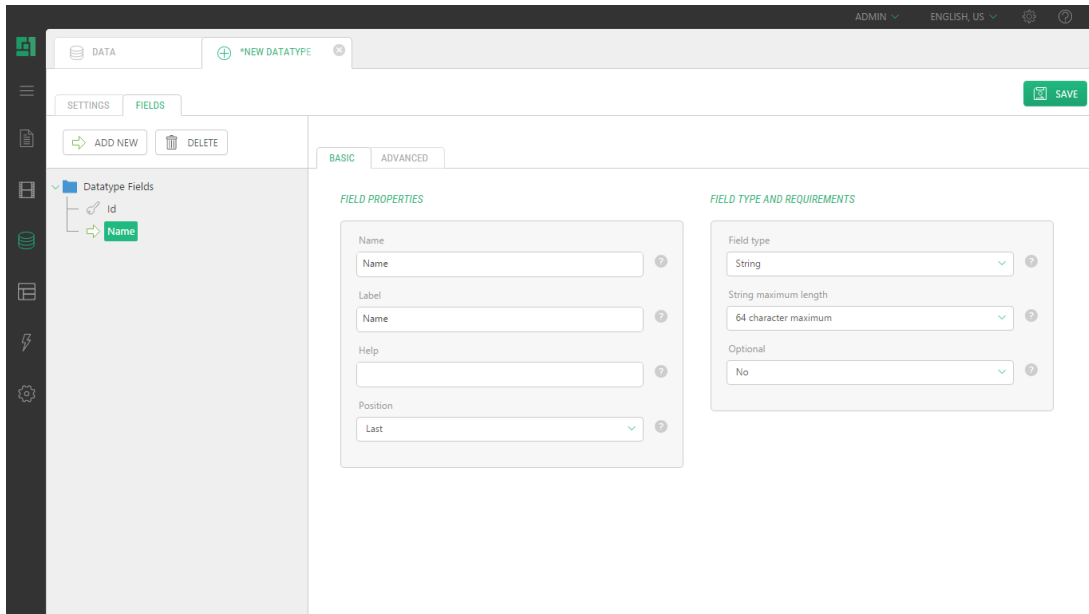


Figure 71: Developers can create the types and number of fields required for the datatypes needed on the solution

Meta datatypes and page datatypes can be added to pages from the Content perspective. This is done by right clicking the page where you want to add the datatype and selecting **Add datafolder** or **Add metadata field**.

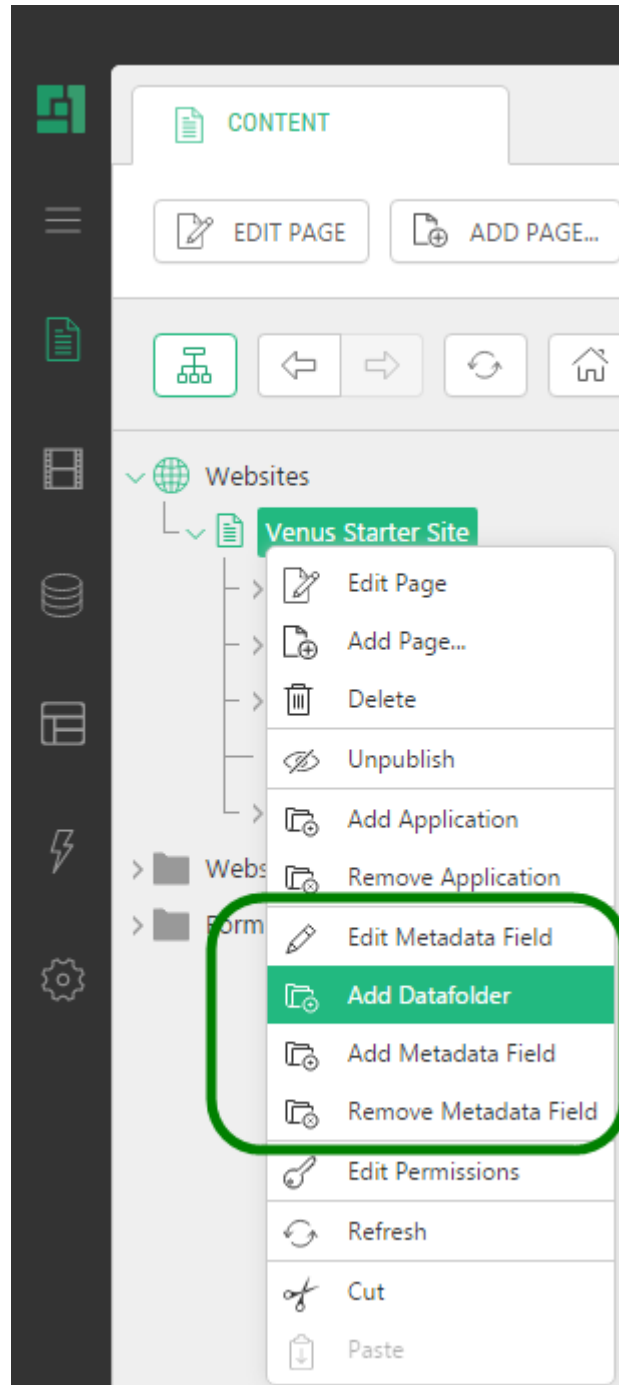


Figure 72: Adding page data folders and meta fields

The global datatypes are used when you have data that you want to be able to use on several pages across the website.

10 Permission and user administration

Users in C1 CMS can have diverse permissions. The administrator can, for example, choose that only some users should be granted the permission to approve and publish content to the website.

The administrator grants permissions to users via user groups.

There are both global and local permission in the system. Global permissions are assigned on the user and user group settings in the System perspective under “Users and Permissions”. A global permission is an assigned permission valid in all the navigation perspectives that the user has been given access to individually or via a user group. Local permissions are granted in the Content and other perspectives and cover only permissions to single pages and other elements respectively.

10.1 User administration

User administration is placed in the System perspective under “Users and Permissions”.

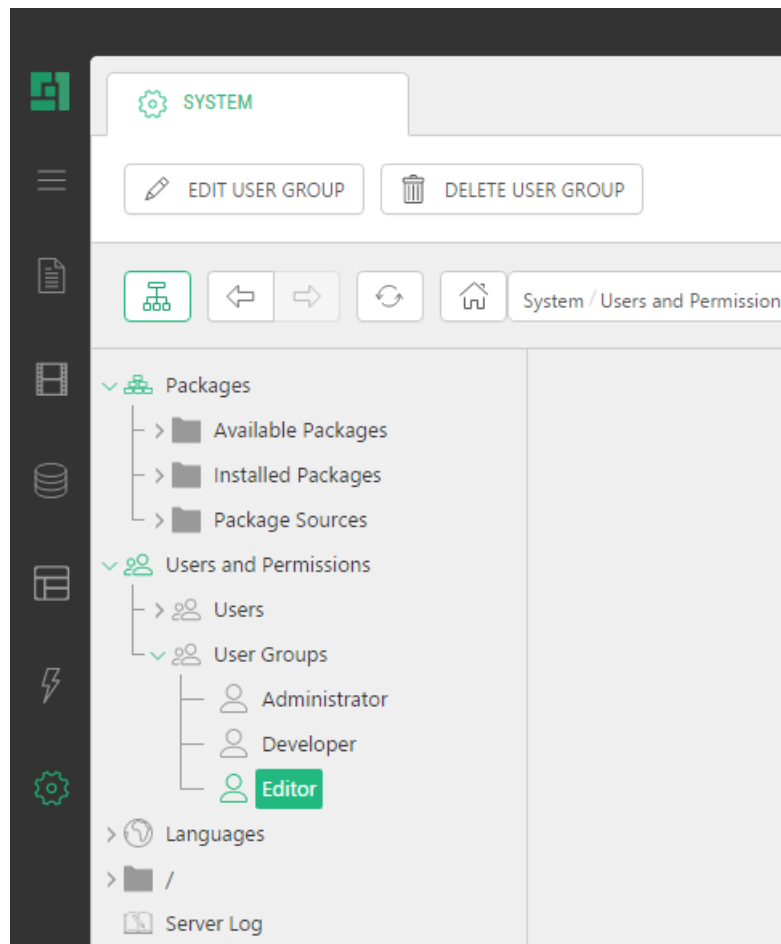


Figure 73: Users and Permissions in the System perspective

Here, new users and user groups can be created and permissions assigned. This can only be performed by users with the “Administrate” permission.

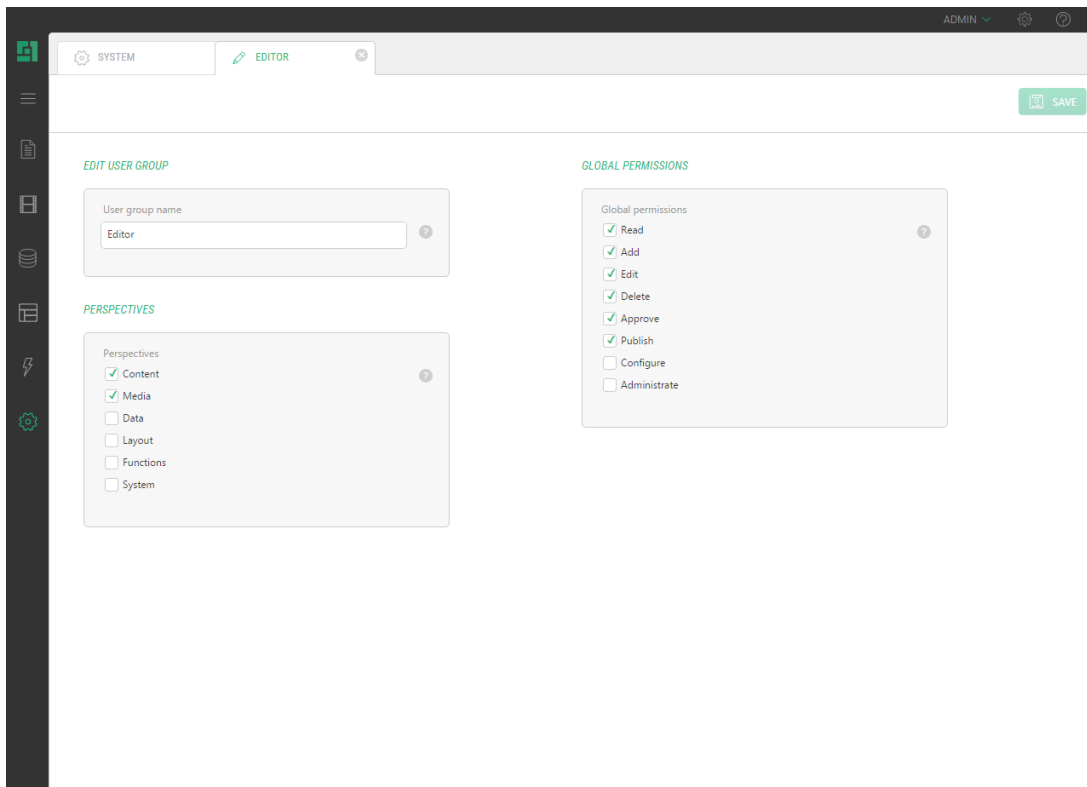


Figure 74: Editing a user group

It is important that you distinguish between the *perspectives* the user has access to and the *permissions* the user has in those perspectives, that is, what actions the user is allowed to perform.

The permissions for actions are assigned only in user groups. That is why the user must be a member of at least one user group.

Access to the perspectives can be assigned both at a single-user level and a user-group level. Hence, the access to the perspectives is a combination of the accesses granted both to the user and to the groups the user belongs to.

For example, if the user group has been granted access to the Content perspective and assigned the Add permissions, all the users who belong to this group will have access to the Content perspective and be able to add pages in this perspective. Besides, if one of the users in this group has been individually assigned access to the Layout perspective, this user will additionally be able to add templates in the Layout perspective.

If the user has not been assigned to any user group, he or she will not be able to view the content of the perspectives this user has been individually assigned.

We recommend that you take the steps in user administration in the following order:

1. Create user groups.
2. Grant these groups access to the navigation perspectives (if necessary) and assign global permissions.
3. Create users.
4. Grant these users access to the navigation perspectives (if necessary).

5. Assign these users to user groups with required permissions and access.

If necessary, you can also assign local permissions for users and groups in corresponding perspectives.

10.2 Create a new user group

The “administrate” permission is required to create and administrate user groups in the system.

How to create a new user group:

1. In the System perspective under “Users and Permissions”, select User Groups.
2. Click Add User Group on the toolbar. A dialog box will appear.




Figure 75: Adding a user group

3. Specify the name for the user group and click OK.

The new user group has been created and can now be assigned the necessary permissions.

10.3 Assign global permissions to the user group

When you have created a user group, you will be able to assign the necessary permissions to the user group. These permissions can be changed later by selecting the user group in the tree structure and clicking Edit User Group.

How to assign global permissions:

1. Under Perspectives, choose which navigation perspectives all the users in this group should have access to.
2. Under Global permissions, choose which global permissions the users in this group should have.
3. Save the changes.

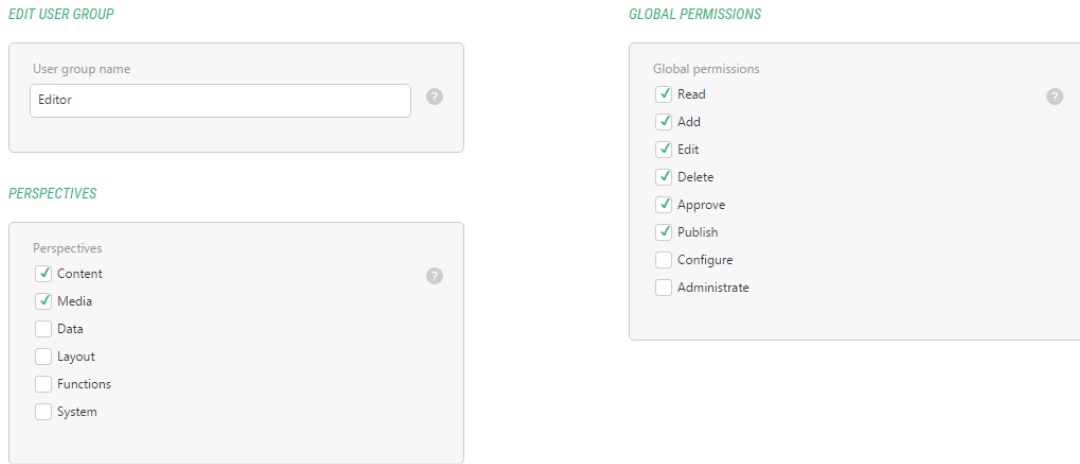


Figure 76: Setting global permissions on a user group

Note: Selecting navigation perspectives for user groups can be optional if you intend to grant users access to specific perspectives individually. However, selecting the perspectives in user groups is preferable if you manage many users who would share access to the same perspectives with the same permissions.

Global permissions	
Add	Grants the user the permission to add new elements.
Edit	Grants the user the permission to edit elements.
Delete	Grants the user the permission to delete elements.
Read	Grants the user the permission to view elements.
Approve	Grants the user the permission to approve pages or data.
Publish	Grants the user the permission to publish pages or data.
Configure	Grants the user the permissions to add websites, add, edit, delete meta fields and data folders to pages, install and uninstall packages.
Administrate	Grants the user the permission to add and administrate users and user groups in C1 CMS as well as all the "Configure" permissions.

10.4 Create a new user

The "Administrate" permission is required to create and administrate users in the system.

How to create a new user:

1. In the System perspective under "Users and Permissions", click Add User on the toolbar. A dialog box will appear.
2. Fill out the fields and click OK.

ADD NEW USER
✕

User name

Password

Name

Email address

Folder

Regional settings

C1 Console Language

Figure 77: Adding a user

The new user has been created.

Field description	
User name	Enter the name to be used for login.
Password	Enter the desired password. (The password must be at least 6 characters long.)
Name	Enter the name of the person to use this account.

Email address	Enter the email address of this user.
Folder	Enter the name of the folder you wish the user should belong to. If you type in a folder name that does not exist, a new folder will be created
Regional settings	Choose a regional setting. The user will be shown numbers, times and dates in the format commonly used in the selected country.
CMS Console Language	Choose the language of the CMS Console. The user will be shown the CMS Console in this language.

10.5 Assign global permissions to the user

When you have created a user, you will be able to grant the user access to the perspectives, website's data language, regional settings and CMS Console language individually. These permissions can be changed later by selecting the user in the tree structure and clicking Edit User.

How to assign global permissions to the user:

1. On the General tab under CMS Console Localization, select the regional settings (the way numbers, dates etc are formatted in data fields) and the language of the CMS Console (if other languages are installed).

Figure 78: CMS Console Localization settings

2. On the Permissions tab:

- a. under User Groups, choose what user group(s) the user should be assigned to (see "[Assigning Users to Groups](#)" for more information),

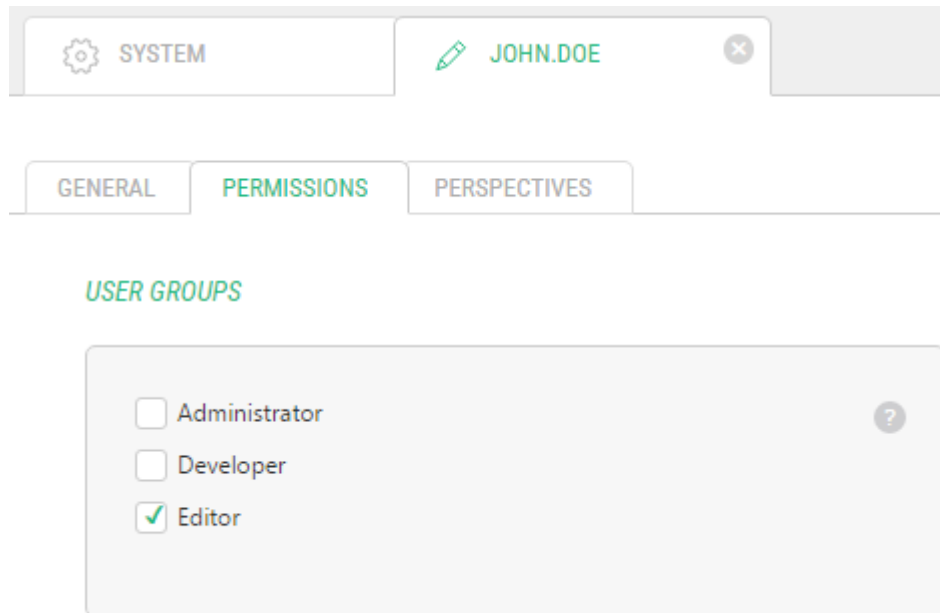


Figure 79: Assigning a user to user groups

- b. and under Data language access, choose which languages the user should have access to on the website in.

DATA LANGUAGE ACCESS

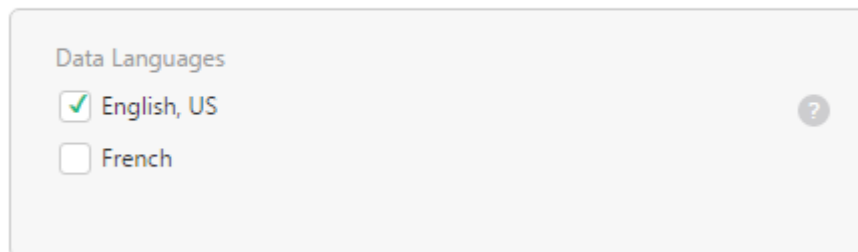


Figure 80: Data language access settings

3. On the Perspectives tab, choose which perspectives should be visible to the user.

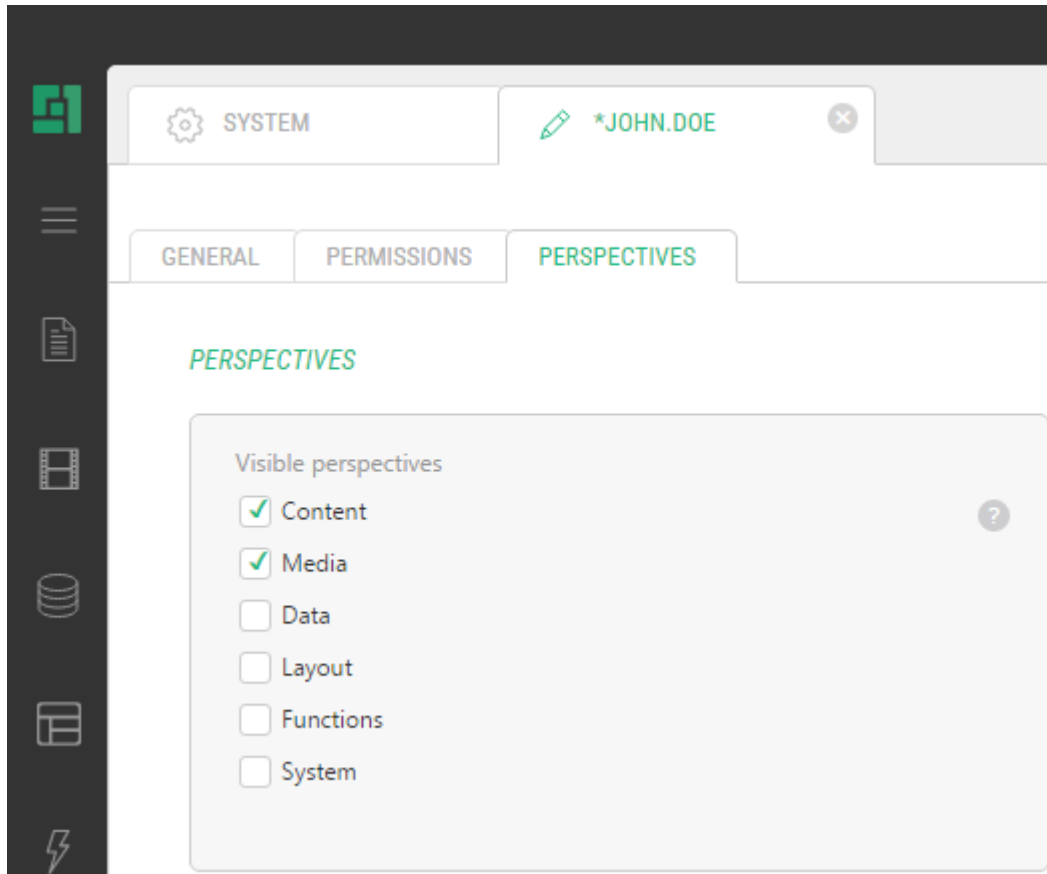


Figure 81: Granting a user access to perspectives

4. Save the changes.

Note: Access to the navigation perspectives is a combination of the accesses granted to the user and the user groups this user belongs to.

10.6 Assign users to user groups

To allow users to work within navigation perspectives, you need to assign the users to the user groups that have the proper permissions.

For example, if you want a user to be able to add, edit and delete pages in the Content perspective, you should assign this user to the user group that has Add, Edit and Delete permissions within the Content perspective.

Alternatively, you can grant this user access to the Content perspective individually and then assign the user to the group that has Add, Edit and Delete permissions without any specific perspective assigned.

How to assign users to user groups:

1. In the System perspective under “Users and Permissions”, click the user you want to assign to user groups and click Edit User on the toolbar. The user settings form will open.
2. On the Permissions tab under User Groups, select the user groups.

3. Save the settings.

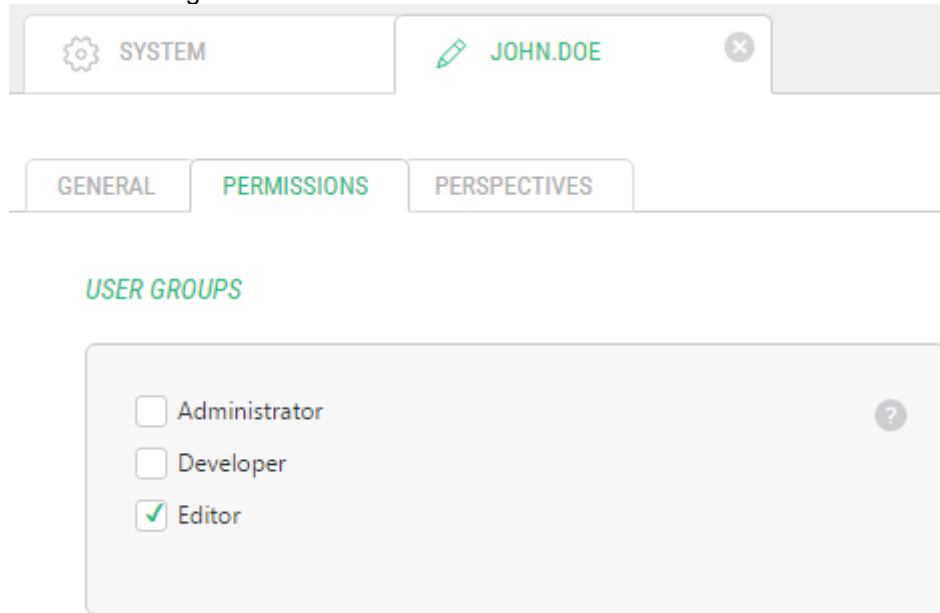


Figure 82: Assigning a user to a user group

The user group permissions and access settings are now applied to this specific user.

10.7 Assign local permissions

Permissions can be also assigned on elements within the navigation perspectives locally. For example, you can assign local permissions on pages in the Content perspective. Local permissions can be assigned for both users and user groups.

How to assign local permissions:

1. In the Content perspective, right click the page you want to assign permissions to and click Edit Permissions on the toolbar. A list of all users and a list of use groups will appear on two tabs.

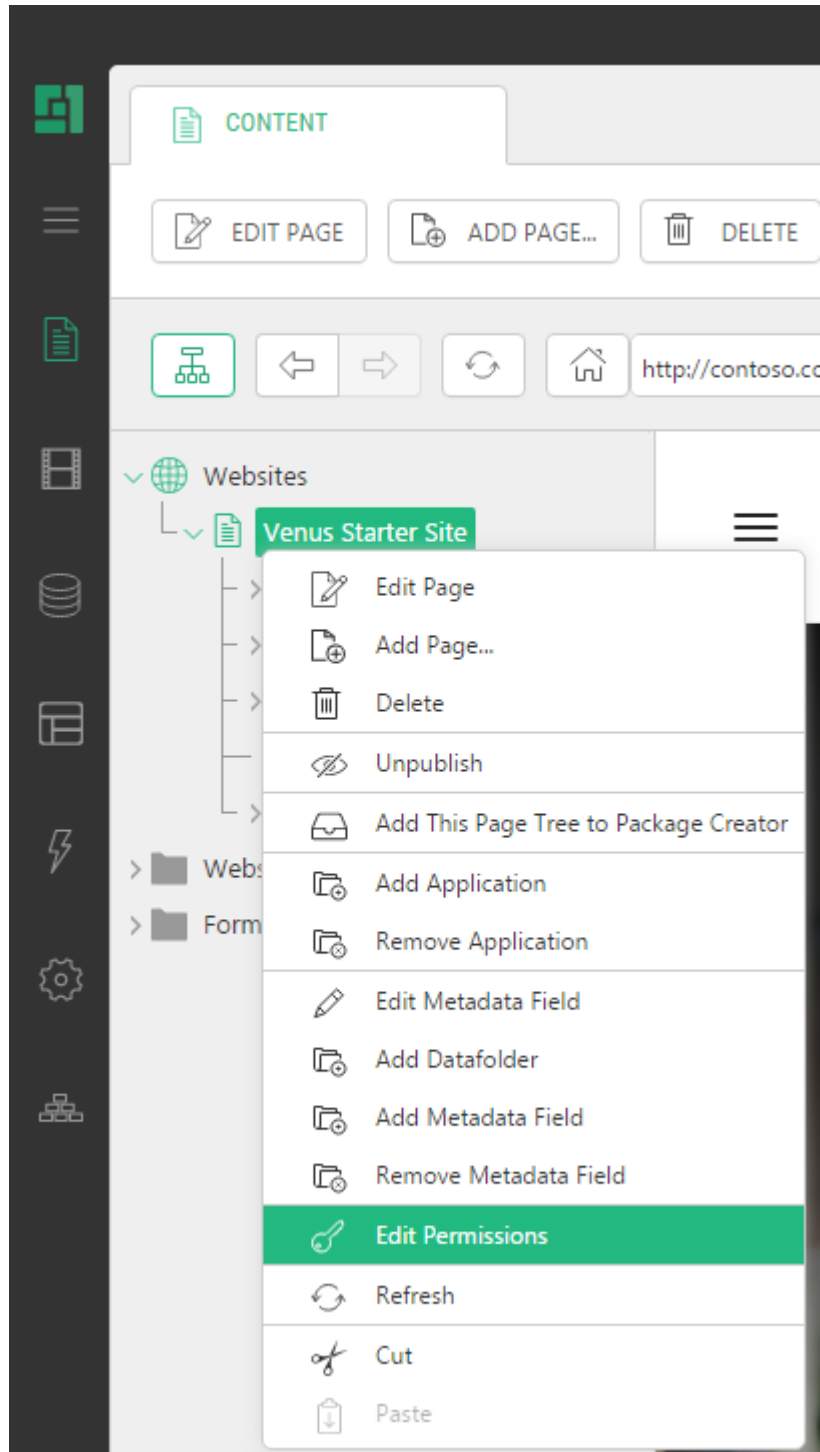
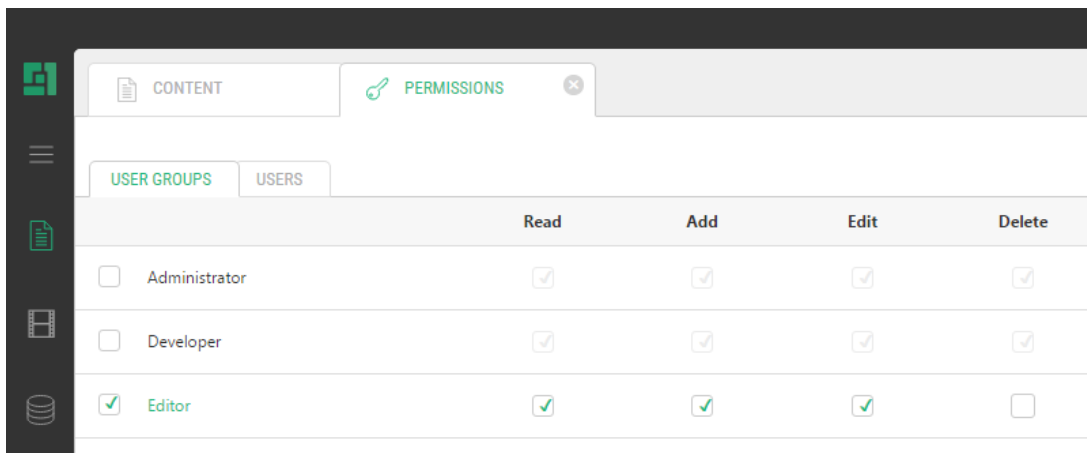


Figure 83: Editing local permissions

2. On the User Groups tab, select the user groups you want to assign permissions to by selecting the checkbox next to the user group name.
3. Apply or remove permissions by clicking the green check marks.
4. If necessary, click the User tab, and repeat Steps 2 and 3 for users.

5. Save the settings.



		Read	Add	Edit	Delete
<input type="checkbox"/>	Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Developer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Editor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 84: Setting local permissions on a user

The permissions are now applied to this specific page and all subpages.

10.8 Tasks: “Permission and user administration”

10.8.1 TASK 1

1. Create a user group “Readers”.
2. Grant the user group access to the Content and Media perspectives.
3. Assign the user group the permission to view.

10.8.2 TASK 2

1. Create a user with the username “user” and password “123456”.
2. Assign the user to the “Readers” user group.
3. Close the administrative console and log on with the new user’s credentials.
4. Make sure that the new user cannot edit pages.

10.8.3 TASK 3

1. Log on as the administrator again.
2. Assign the “Readers” user group the permissions to edit, add and delete.
3. Close the administrative console and log on with the new user’s credentials.
4. Make sure that the new user can edit and add new pages.