

Oracle® Universal Content Management

Site Studio Administrator and Manager Guide

10g Release 4 (10.1.4)

February 2009

Copyright © 1996, 2009, Oracle. All rights reserved.

Primary Author: Sean Cearley, Ron van de Crommert

Contributor: Brian Cheyne

The Programs (which include both the software and documentation) contain proprietary information; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the Programs, except to the extent required to obtain interoperability with other independently created software or as specified by law, is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If the Programs are delivered to the United States Government or anyone licensing or using the Programs on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the Programs, including documentation and technical data, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement, and, to the extent applicable, the additional rights set forth in FAR 52.227-19, Commercial Computer Software--Restricted Rights (June 1987). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

The Programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be the licensee's responsibility to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of such applications if the Programs are used for such purposes, and we disclaim liability for any damages caused by such use of the Programs.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

The Programs may provide links to Web sites and access to content, products, and services from third parties. Oracle is not responsible for the availability of, or any content provided on, third-party Web sites. You bear all risks associated with the use of such content. If you choose to purchase any products or services from a third party, the relationship is directly between you and the third party. Oracle is not responsible for: (a) the quality of third-party products or services; or (b) fulfilling any of the terms of the agreement with the third party, including delivery of products or services and warranty obligations related to purchased products or services. Oracle is not responsible for any loss or damage of any sort that you may incur from dealing with any third party.

Contents

| | |
|---|------|
| Preface | vii |
| Audience | vii |
| Documentation Accessibility | vii |
| Related Documents | viii |
| Conventions | viii |
| | |
| 1 Introduction | |
| 1.1 Site Studio Software Suite | 1-1 |
| 1.2 Site Studio Users | 1-2 |
| 1.3 Site Studio Publishing Model | 1-2 |
| 1.3.1 Step 1: Create the Site In Designer | 1-3 |
| 1.3.2 Step 2: Manage the Site in Manager | 1-4 |
| 1.3.3 Step 3: Add and Edit Content in Contributor | 1-5 |
| 1.3.4 Step 4: Preview and Distribute the Completed Web Site | 1-5 |
| 1.4 Site Studio Administration | 1-6 |
| | |
| 2 Managing Web Sites | |
| 2.1 About Managing Web Sites | 2-1 |
| 2.2 Viewing a Web Site | 2-1 |
| 2.3 Updating Web Site Navigation | 2-2 |
| 2.4 Viewing Web Site Objects Reports | 2-2 |
| 2.5 Using Site Studio Manager | 2-2 |
| 2.5.1 Launching Site Manager | 2-3 |
| 2.5.2 Adding a Section | 2-3 |
| 2.5.3 Removing a Section | 2-5 |
| 2.5.4 Moving a Section | 2-5 |
| 2.5.5 Editing Section Properties | 2-6 |
| 2.5.6 Renaming a Section | 2-6 |
| 2.5.7 Showing or Hiding a Section on the Web Site | 2-7 |
| 2.5.8 Designating a Section as Contributor-Only | 2-8 |
| 2.5.9 Designating a Section as an Error Handler | 2-8 |
| 2.5.10 Changing the URL Associated With a Section or Page | 2-9 |
| 2.5.11 Changing the Maximum Age of a Section | 2-9 |
| 2.5.12 Changing Custom Properties | 2-10 |
| 2.5.13 Previewing Page Templates | 2-10 |

| | | |
|--------|---|------|
| 2.5.14 | Assigning a Primary Page to a Section | 2-10 |
| 2.5.15 | Assigning an External URL to a Section..... | 2-11 |
| 2.5.16 | Assigning a Secondary Page to a Section | 2-11 |
| 2.5.17 | Removing a Page Template From a Section | 2-12 |
| 2.5.18 | Opening the Content Information Page for a Page Template..... | 2-12 |
| 2.6 | Starting and Stopping the Web Site | 2-12 |
| 2.7 | Reloading Web Sites | 2-13 |

3 Managing Web Site Addresses

| | | |
|-----|---|-----|
| 3.1 | About Web Site Addresses | 3-1 |
| 3.2 | Adding a Web Site Address | 3-1 |
| 3.3 | Selecting and Deselecting Default Web Addresses | 3-2 |
| 3.4 | Removing a Web Site Address..... | 3-3 |

4 Managing Fragment Libraries

| | | |
|-----|--|-----|
| 4.1 | About Fragment Libraries | 4-1 |
| 4.2 | Deploying a Fragment Library on the Server | 4-1 |
| 4.3 | Configuring JSP Fragments on the Server..... | 4-2 |

5 Setting Default Project Document Information

| | | |
|-----|--|-----|
| 5.1 | About Default Project Document Information | 5-1 |
| 5.2 | Setting Default Project Document Information | 5-1 |

6 Managing Site Replication

| | | |
|------|--|-----|
| 6.1 | About Site Replication..... | 6-1 |
| 6.2 | Replication Process | 6-2 |
| 6.3 | What Gets Replicated | 6-3 |
| 6.4 | Revisions Included..... | 6-3 |
| 6.5 | Additional Export Settings | 6-3 |
| 6.6 | Configuring the Target Server for Replication | 6-3 |
| 6.7 | Setting Up an Outgoing Provider on the Source Server | 6-4 |
| 6.8 | Setting Up the Import Archive on the Target Server..... | 6-5 |
| 6.9 | Setting Up the Export Archive on the Source Server..... | 6-6 |
| 6.10 | Starting the Site Replication | 6-8 |

7 Backing Up and Restoring Web Sites

| | | |
|-----|--|-----|
| 7.1 | About Backup and Restore | 7-1 |
| 7.2 | Backing Up Your Site | 7-1 |
| 7.3 | Restoring Your Site | 7-3 |
| 7.4 | Viewing the Server Configuration Details | 7-4 |

8 General Component Information

| | | |
|-----|---|-----|
| 8.1 | About General Component Information | 8-1 |
| 8.2 | Viewing General Component Information | 8-1 |

A User Interface

| | | |
|-------|---|------|
| A.1 | Manage Web Sites Page | A-1 |
| A.2 | Manage Site Page (Site Studio Manager)..... | A-3 |
| A.2.1 | Section Tab..... | A-3 |
| A.2.2 | Page Template Tab | A-5 |
| A.2.3 | Secondary Page Template Tab..... | A-6 |
| A.2.4 | Custom Properties Tab | A-7 |
| A.3 | Web Site Objects Report Page | A-7 |
| A.4 | Web Site Addresses Page..... | A-8 |
| A.5 | Manage Fragment Libraries Page..... | A-9 |
| A.6 | Set Default Project Document Information Page | A-10 |
| A.7 | Manage Site Replication Page | A-11 |
| A.8 | Add Export Archive Page..... | A-13 |
| A.9 | Edit Export Archive Page | A-14 |
| A.10 | Add Import Archive Page | A-16 |
| A.11 | Edit Import Archive Page | A-17 |
| A.12 | General Component Information Page..... | A-19 |
| A.13 | Backup and Restore Page..... | A-20 |
| A.14 | Web Site Backup Archives Page | A-21 |
| A.15 | Backup Archive Information Page | A-22 |
| A.16 | Server Configuration Details Page | A-23 |

Index

Preface

The Site Studio Administrator and Manager Guide contains information about all Site Studio tasks that can be performed from within the Content Server interface. They are administrative tasks (replicating sites, backing up sites, and so on) and tasks related to managing sites, as allowed by the site designer (adding sections, assigning primary and secondary pages, and so on).

Audience

This document is intended for those people identified in the organization who are responsible for the administration and management of Web sites controlled by Site Studio.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Accessibility standards continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For more information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

Accessibility of Code Examples in Documentation

Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

TTY Access to Oracle Support Services

Oracle provides dedicated Text Telephone (TTY) access to Oracle Support Services within the United States of America 24 hours a day, 7 days a week. For TTY support, call 800.446.2398. Outside the United States, call +1.407.458.2479.

Related Documents

For more information, see the following documents in the Site Studio documentation set:

- *Oracle Site Studio Installation Guide*
- *Oracle Site Studio Contributor Guide*
- *Oracle Site Studio Designer Guide*
- *Oracle Site Studio Release Notes*

Conventions

The following text conventions are used in this document:

| Convention | Meaning |
|-------------------|--|
| boldface | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary. |
| <i>italic</i> | Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values. |
| monospace | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter. |

Introduction

Site Studio is a powerful, flexible web development application suite that offers a comprehensive approach to designing, building, and maintaining enterprise-scale Web sites. It goes beyond conventional HTML and script editors by offering Web site creation and content management all in one.

Site Studio brings several concepts to the Web site development and management process including several applications geared to different site roles (designer, contributor, manager, administrator), manageable site hierarchies, reusable site assets and content, fragments, and editable site regions. When used together, you can create enterprise-scale Web sites without the publishing bottlenecks typically associated with such sites.

The following topics describe Site Studio in more detail:

- ["Site Studio Software Suite"](#) on page 1-1
- ["Site Studio Users"](#) on page 1-2
- ["Site Studio Publishing Model"](#) on page 1-2
- ["Site Studio Administration"](#) on page 1-6

1.1 Site Studio Software Suite

Site Studio has many parts to it, some of which operate on the content server and others that operate on client computers. The parts are used so that an organization can create, manage, and distribute a Web site in a timely and seamless fashion. The organization can create and change the roles for each individual responsible for the site.

To accommodate this, Site Studio comprises the following parts:

| Site Studio Product | Description |
|--------------------------|--|
| Content Server component | <p>The component must be installed on the content server before anything else. It is required for Web sites to function. The component provides numerous server-side functions, and it communicates with clients (like Designer) and other parts of the site.</p> <p>The component also provides the Site Studio administration interface, which is used by site administrators to perform several administrative tasks for Web sites. See "Site Studio Administration" on page 1-6.</p> |

| Site Studio Product | Description |
|-------------------------|--|
| Site Studio Designer | A client-side application that provides a development environment in which site designers can create and design Web sites, including defining page templates, setting up editable page regions, and so on. For more information, see the <i>Site Studio Designer Guide</i> . |
| Site Studio Manager | A web-based application that provides an environment in which site managers can make changes to the site hierarchy such as adding and removing sections, changing the page template assigned to a section, and modifying several site properties. For more information, see " Using Site Studio Manager " on page 2-2. |
| Site Studio Contributor | A client-side application that provides an in-context editing environment in which site contributors can add and edit web pages on existing Web sites. For more information, see the <i>Site Studio Contributor Guide</i> . |

While the applications are separate, they are tightly integrated. Tasks performed in Designer affect Manager and Contributor, and tasks performed in Manager affect Contributor. It is assumed that people using Manager also occasionally use Contributor.

1.2 Site Studio Users

Site Studio provides an environment where three types of users can create and maintain Web sites:

- **Designer:** Possibly a webmaster or web developer, this individual is responsible for creating the site, designing page templates, adding and editing fragments, setting up editable or manageable site areas, and so on.
- **Manager:** Possibly the head of a division or department, this individual is responsible for the structure of the site, modifying sections, creating areas, reassigning page templates, and so on.
- **Contributor:** Possibly a member of the marketing or sales team, this individual is responsible for adding and editing the content that appears on the site.

Typically, one designer works with multiple managers, and each manager with one or more contributors. The designer may also choose to initially hand the site over to a manager, who builds the site hierarchy and determine where content should go. The manager could then notify contributors to start updating (or creating) the content of the site pages.

Note: One person may have multiple roles, depending on the organization's size and structure.

In addition to these three Site Studio roles, there may also be separate site **administrators**, who could take on responsibility for assigning web addresses to the site, backing up the site, replicating the site, and so on. All these administrative tasks are performed on the content server.

1.3 Site Studio Publishing Model

Site Studio is designed around a three-user model: designer, manager, and contributor. The designer creates the site, the manager operates the site, and the contributor adds

and edits content on the site. This model helps organizations get a site up and running quickly and efficiently, and it enables the users in the organization to update content quickly without any of the bottlenecks often associated with large Web sites.

Here is a summary of the tasks performed and the applications used to perform each task:

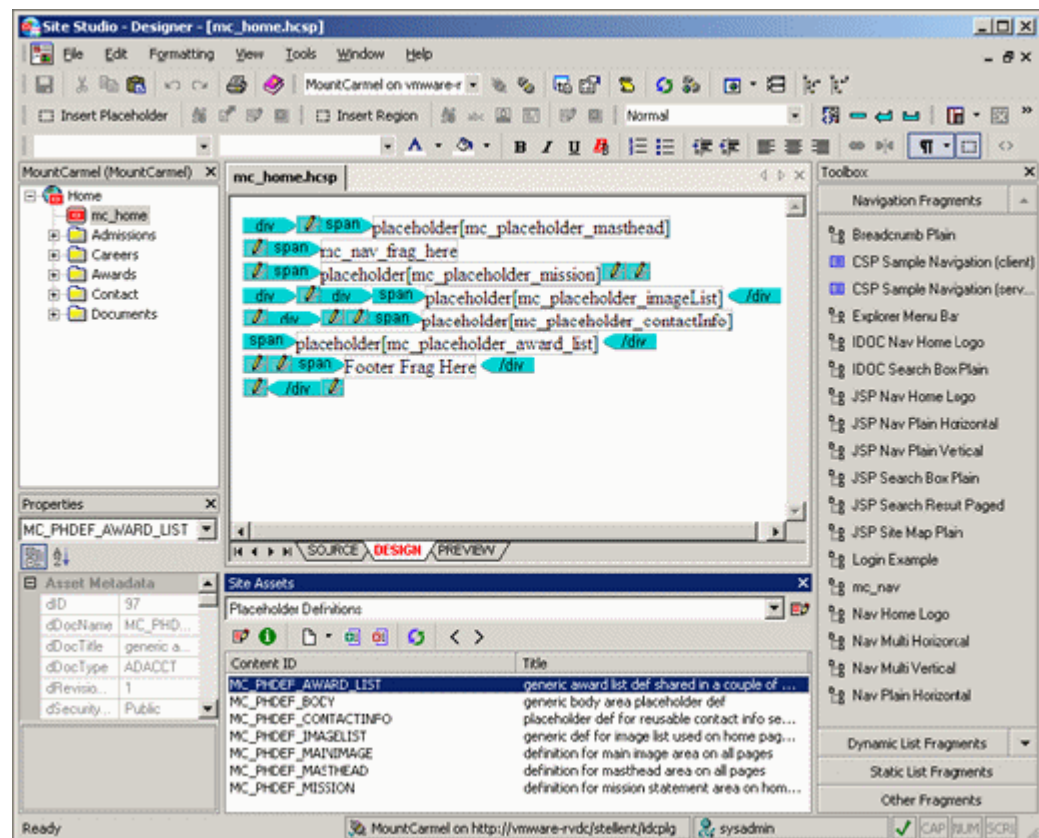
- [Step 1: Create the Site In Designer](#)
- [Step 2: Manage the Site in Manager](#)
- [Step 3: Add and Edit Content in Contributor](#)
- [Step 4: Preview and Distribute the Completed Web Site](#)

Note: Your organization may choose to follow this model or come up with its own publishing model depending on its needs.

1.3.1 Step 1: Create the Site In Designer

The designer of the site starts the process by creating a site connection to the server hosting the site, a site name, and a site address. The designer then defines the site assets (placeholders, page templates, element definitions, and so on) and builds the site based on these assets, including creating the site hierarchy (unless this task is left to the manager). All of these tasks are performed in Site Studio Designer.

Figure 1–1 Designer Application



When finished, the designer notifies the site manager and site contributors that the site has been created and now must be managed and edited. To do this, the designer may

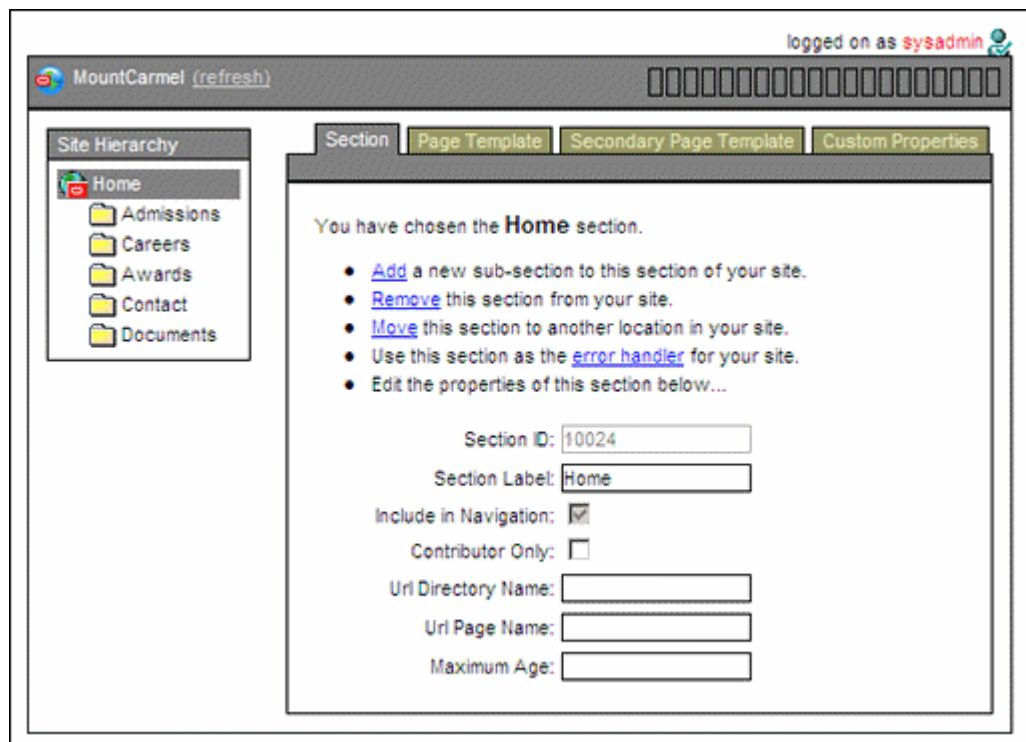
place instructions in a contributor-only section of the site, or implement a more formal process using workflows or a different method in accordance with the organization's standard procedures.

Note: For more information on the Site Studio Designer application, see the *Site Studio Designer Guide*.

1.3.2 Step 2: Manage the Site in Manager

When the manager enters the site, most of the site design should be complete (that is, the look-and-feel of the site pages). The manager can review and modify the defined site hierarchy (if the designer chose to set up a hierarchy), add and modify sections, assign templates to site pages, and set some site properties. All of these tasks are performed in Site Studio Manager.

Figure 1–2 *Manager Application*



Depending on how it was set up by the site designer, the Manager application may be available on every page of the site or only on a dedicated section of the site. It can also be opened from the Site Studio administration pages in the Content Server user interface.

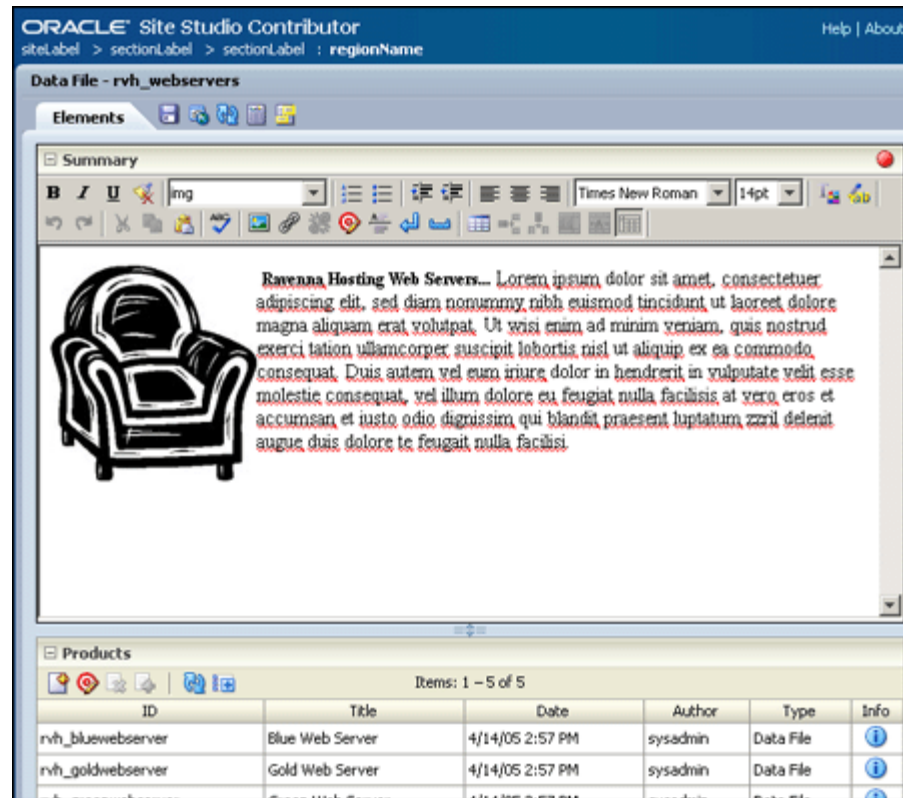
When finished, the manager notifies one or more contributors to start adding and editing the content on the site. The manager may pass these instructions along in a contributor-only section of the site or implement a more formal process using workflows or a different method in accordance with the organization's standard procedures.

Note: For more information on the Site Studio Manager application, see the [Chapter 2, "Managing Web Sites."](#)

1.3.3 Step 3: Add and Edit Content in Contributor

By the time a contributor starts work, the full site hierarchy should be ready for content. Contributors then add and edit the content that appears on each page on the site. This means working with text, graphics, lists, links to pages, and much more. All of these tasks are performed in Site Studio Contributor.

Figure 1–3 Contributor Application



Depending on how the site was set up by the designer and the manager, the contributor's experience varies from page to page and Web site to Web site. The contributors may be working exclusively in the Contributor application (when editing contributor data files) or third-party applications (when editing native documents). Additionally, several options might be enabled or disabled in Site Studio Contributor.

When finished, contributors may notify other contributors or reviewers that the page has been added or edited. They may communicate with one another in contributor-only sections or follow a formal review process using workflows or a different method in accordance with the organization's standard procedures.

Note: For more information on the Site Studio Contributor application, see the *Site Studio Contributor Guide*.

1.3.4 Step 4: Preview and Distribute the Completed Web Site

With everyone's work complete, the final Web site can be made live. In order to distribute the site to the user, it may must be replicated to a server dedicated to site consumption.

Figure 1–4 Live Version of Web Page



1.4 Site Studio Administration

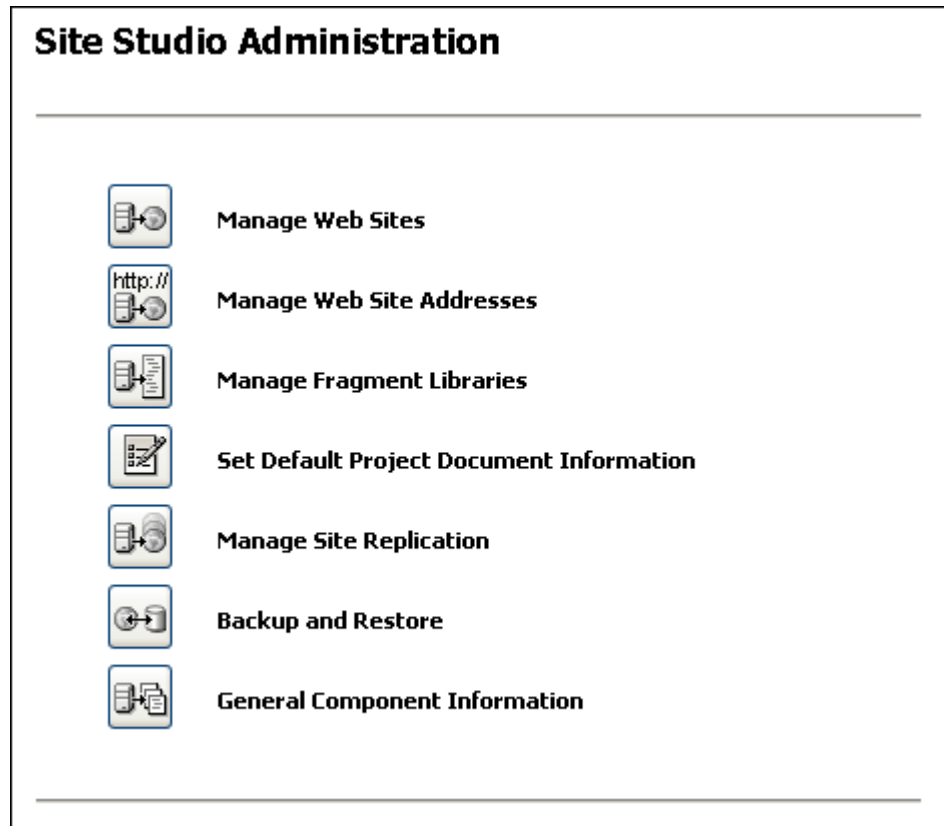
In addition to using the Designer, Manager, and Contributor applications to create and manage a site, you can also perform several administrative tasks from within the Content Server interface, including starting and stopping sites, assigning default metadata to project files, managing fragment libraries, replicating sites, and backing up and restoring sites.

You perform these tasks from the Site Studio Administration page in the Content Server interface. To open this page, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed. If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

Figure 1–5 Site Studio Administration Page



The following options are available on the Site Studio Administration page:

| Element | Description |
|--|--|
| Manage Web Sites | <p>Opens the Manage Web Sites page (see Appendix A.1, "Manage Web Sites Page"), where you can view each site, update navigation, view a site report, stop and start the site, and reload a site.</p> <p>See Chapter 2, "Managing Web Sites" for more information.</p> |
| Manage Web Site Addresses | <p>Opens the Manage Web Site Addresses page (see Appendix A.4, "Web Site Addresses Page"), where you can add domain addresses that point to your Web site.</p> <p>See Chapter 3, "Managing Web Site Addresses" for more information.</p> |
| Manage Fragment Libraries | <p>Opens the Manage Fragment Libraries page (see Appendix A.5, "Manage Fragment Libraries Page"), where you can deploy fragment libraries and configure JSP support, if necessary.</p> <p>See Chapter 4, "Managing Fragment Libraries" for more information.</p> |
| Set Default Project Document Information | <p>Opens the Set Project Default Document Information page (see Appendix A.6, "Set Default Project Document Information Page"), where you can specify the default metadata that is assigned to new project files (created in Designer).</p> <p>See Chapter 5, "Setting Default Project Document Information" for more information.</p> |

| Element | Description |
|-------------------------------|--|
| Manage Site Replication | Opens the Manage Site Replication page (see Appendix A.7, "Manage Site Replication Page"), where you can replicate your site from one content server to another. See Chapter 6, "Managing Site Replication" for more information. |
| Backup and Restore | Opens the Backup and Restore page (see Appendix A.13, "Backup and Restore Page"), where you can create a backup of your Web site and restore from a backup of your Web site. See Chapter 7, "Backing Up and Restoring Web Sites" for more information. |
| General Component Information | Opens the General Component Information page (see "General Component Information Page" on page A-19), where you can view useful information about your site, including the version, Site Studio-specific metadata, directory paths, and so on. See Chapter 8, "General Component Information" for more information. |

You can open the Site Studio Administration page from the Administration section in Content Server or using the preview icon menu ([Figure 1-6](#)) in Designer (Site Studio Admin option).

Figure 1-6 *Preview Icon in Site Studio Designer*



Managing Web Sites

Concepts

- ["About Managing Web Sites"](#) on page 2-1

Tasks

- ["Viewing a Web Site"](#) on page 2-1
- ["Updating Web Site Navigation"](#) on page 2-2
- ["Viewing Web Site Objects Reports"](#) on page 2-2
- ["Using Site Studio Manager"](#) on page 2-2
- ["Starting and Stopping the Web Site"](#) on page 2-12
- ["Reloading Web Sites"](#) on page 2-13

2.1 About Managing Web Sites

The Content Server interface offers several options that help you manage Site Studio Web sites. The management tasks are performed from the Manage Web Sites page on the content server (see ["Manage Web Sites Page"](#) on page A-1). You can control the availability of the defined Web sites, update the navigation of these Web sites, start and stop the Web sites, and generate site reports. In addition, you can launch the Manager application from this page, which enables you to modify the site hierarchy, add and remove sections, assign templates to site pages, and set some site properties.

2.2 Viewing a Web Site

All Web sites listed on the Manage Web Sites page are available for loading and viewing in a web browser. To view a managed Web site, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see ["Site Studio Administration"](#) on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Web Sites**.

The Manage Web Sites page is displayed (see ["Manage Web Sites Page"](#) on page A-1).

4. Select the Web site to view from the list, and click **View Web Site**.

5. The Web site opens in the same browser window or tab.

2.3 Updating Web Site Navigation

As a site manager, you can modify the structure of a Web site, including adding and removing directories and subdirectories, or moving directories into other areas of the Web site. If you alters the site structure, then all site navigation should be updated (rebuilt).

To update a Web site's navigation, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Web Sites**.

The Manage Web Sites page is displayed (see "[Manage Web Sites Page](#)" on page A-1).

4. Select the Web site to update navigation for, and click **Update Navigation**.

The Web site navigation is updated. There is no progress indication, but the page automatically refreshes when the process is done.

2.4 Viewing Web Site Objects Reports

Web site objects reports detail the activity of use of each part of a Web site. When implemented by the designer, Web site reports are available to site managers.

To view the objects reports of a Web site, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Web Sites**.

The Manage Web Sites page is displayed (see "[Manage Web Sites Page](#)" on page A-1).

4. Select the Web site to view reports for, and click **View Web Site Objects Report**.

The Web Site Objects Report page is displayed (see "[Web Site Objects Report Page](#)" on page A-7).

5. Click any of the object categories to see the report specific to that category.

2.5 Using Site Studio Manager

The Site Studio Manager application is available to assigned individuals who can use it to perform several site management tasks:

- ["Adding a Section"](#) on page 2-3
- ["Removing a Section"](#) on page 2-5
- ["Moving a Section"](#) on page 2-5
- ["Editing Section Properties"](#) on page 2-6
- ["Renaming a Section"](#) on page 2-6
- ["Showing or Hiding a Section on the Web Site"](#) on page 2-7
- ["Designating a Section as Contributor-Only"](#) on page 2-8
- ["Designating a Section as an Error Handler"](#) on page 2-8
- ["Changing the URL Associated With a Section or Page"](#) on page 2-9
- ["Changing the Maximum Age of a Section"](#) on page 2-9
- ["Changing Custom Properties"](#) on page 2-10
- ["Previewing Page Templates"](#) on page 2-10
- ["Assigning a Primary Page to a Section"](#) on page 2-10
- ["Assigning an External URL to a Section"](#) on page 2-11
- ["Assigning a Secondary Page to a Section"](#) on page 2-11
- ["Removing a Page Template From a Section"](#) on page 2-12
- ["Opening the Content Information Page for a Page Template"](#) on page 2-12

2.5.1 Launching Site Manager

The Site Studio Manager application is accessible from the Content Server interface, but the site designer may also provide access to the Manager application from a Web site. See the *Site Studio Designer Guide* for details on the latter option. To launch Site Manager from Content Server, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see ["Site Studio Administration"](#) on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Web Sites**.

The Manage Web Sites page is displayed (see ["Manage Web Sites Page"](#) on page A-1).

4. Select the Web site to manage, and click **Manage Site**.

The Manage Site page is displayed (see ["Manage Site Page \(Site Studio Manager\)"](#) on page A-3).

2.5.2 Adding a Section

You can add a section to your Web site from the site hierarchy or on the Section tab. To add a section to a Web site, perform these steps:

1. Launch the Site Manager Application (see ["Launching Site Manager"](#) on page 2-3).

2. Select the section in the site hierarchy where you want to add the section, and do either of the following:
 - With the mouse cursor on the selected section in the site hierarchy, right-click and choose **Add New Section**.
 - On the **Section** tab, click **Add**.

The Add New Section dialog is displayed (Figure 2–1).

Figure 2–1 Add New Section Dialog

3. Provide the information for the section:
 - **Label:** Enter the label for the section. The label is displayed in the site hierarchy and in the navigation menus on the Web site.
 - **URL:** The default URL is the section label minus any spaces. Enter a URL if you want it to be different from the one provided automatically. The URL value should not contain any spaces or special characters. The URL value is what represents this section in the web address (for example, in the address `http://www.mysite.com/product1/index.htm`, the URL value is "product1"). This value is also used in all path-based links to this section.
 - **Section ID:** Choose how the section should be identified by Site Studio:
 - **Auto-generate section ID:** The ID is automatically generated by Site Studio.
 - **Manually enter section ID:** You specify your own ID for the section. (The section ID should be unique in the content server.)

Note: The section ID (also called node ID) is used in all ID-based links that target this section.

4. Click **OK** to close the dialog and add the section to the site hierarchy.

Once you add the section to the site hierarchy, you can make changes to its properties on the Section tab (see "[Editing Section Properties](#)" on page 2-6). The section you added to the site hierarchy does not appear on the Web site until you specifically select it for inclusion in the site navigation (see "[Showing or Hiding a Section on the Web Site](#)" on page 2-7).

2.5.3 Removing a Section

You can remove a section from the site hierarchy so that it no longer appears on the Web site. To remove a section, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy to remove, and do either of the following:
 - With the mouse cursor on the selected section in the site hierarchy, right-click and choose **Remove this section**.
 - On the **Section** tab, click **Remove**.
3. Click **OK** to the confirmation message.

After a short delay, the section is removed from the site hierarchy.

Note: Even though you remove a section, the content associated with that section (page templates, fragments, graphics, and so on) remains in the content server and associated with your Web site.

2.5.4 Moving a Section

You can change the order of the sections in the site hierarchy, which affects how they appear on the Web site. There are two ways to move a section: by dragging and dropping in the site hierarchy, or using the Move command.

Moving Sections By Dragging and Dropping

To move a section by dragging and dropping it in the site hierarchy, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Click the section in the site hierarchy and drag it to the part of the site hierarchy where you want to move it.
3. When you let go of the left mouse button, a context menu appears asking where you want to put the section:
 - **Move Before section** *[name]*
 - **Move After section** *[name]*
 - **Move Into section** *[name]*
4. Select the appropriate relative location. If you choose "Move Into section...", the section becomes a sub-section of the selected section.

After a short delay, the section is shown in the site hierarchy.

Moving Sections Using the Move Command

To move a section using the Move command, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy to move, and do either of the following:
 - With the mouse cursor on the selected section in the site hierarchy, right-click and choose **Move this section**.
 - On the **Section** tab, click **Move**.

The Move Section dialog is displayed.

3. Select the location in the site hierarchy to move the section to, and select the appropriate relative location:
 - **Before**
 - **After**
 - **As child of**

If you choose "As child of," the section becomes a sub-section of the selected section.

4. Click **OK** when you have finished.

After a short delay, the section is shown in the site hierarchy.

2.5.5 Editing Section Properties

You can view and edit the properties of a selected section in the site hierarchy on the Section tab. You can view or modify the following properties:

- **Section ID:** This is the section ID that uniquely identifies the section in the site hierarchy (and the content server). This field is typically disabled because changing it can break links that target this section.
- **Section Label:** This is the name of the section. The name is displayed in the site hierarchy and in the navigation menus on the Web site (but not necessarily in the URL). You can change the section label if you want. See ["Renaming a Section"](#) on page 2-6 for further details.
- **Include in Navigation:** If this check box is selected, the section displays as a link in the navigation menus on the Web site. See ["Showing or Hiding a Section on the Web Site"](#) on page 2-7 for further details.
- **Contributor Only:** If this check box is selected, the section appears only when the site is viewed in contribution mode. This may be useful, for example, to communicate directly with contributors or to preview content before making it publicly available. See ["Designating a Section as Contributor-Only"](#) on page 2-8 for further details.
- **Url Directory Name:** This is the directory name of the section as it appears in the site URLs. For example, in the address `http://www.mysite.com/product1/index.htm`, the URL directory name is "product1." This value is also used in all path-based links to this section. By default, the URL directory name is identical to the section label, but you can use a different value if you want. The name should not contain any spaces or special characters. See ["Changing the URL Associated With a Section or Page"](#) on page 2-9 for further details.
- **Url Page Name:** This is the URL that represents the primary page (associated with this section) in the Web site address. If you do not specify a URL page name, then "index.htm" is used to represent the primary page. See ["Changing the URL Associated With a Section or Page"](#) on page 2-9 for further details.
- **Maximum Age:** This is the maximum amount of time (in seconds) that a Web site page in this section remains in cache. This improves the performance and security of a Site Studio Web site. See ["Changing the Maximum Age of a Section"](#) on page 2-9 for further details.

2.5.6 Renaming a Section

You can rename a section in the site hierarchy by changing its label and other relevant information. These settings can be changed under Section properties.

To rename a section, perform these steps:

1. Launch the Site Manager Application (see ["Launching Site Manager"](#) on page 2-3).
2. Select the section in the site hierarchy whose name and/or URL you want to change.
3. On the **Section** tab, enter a value for **Section Label**. This label is displayed in the site hierarchy and in the navigation menus on the Web site.
4. To change the path used for the section, enter a **Url Directory Name**. The name should not contain any spaces or special characters. See ["Changing the URL Associated With a Section or Page"](#) on page 2-9.
5. Press <Enter> on your keyboard or click elsewhere in Manager.

2.5.7 Showing or Hiding a Section on the Web Site

Each section in the site hierarchy displays as a link in the navigation menus on your Web site, unless you specifically choose not to include it. Here are some reasons why you may not want a section to appear in your site navigation:

- **Introducing new content:** When introducing a section or page template to the Web site, you may want to prevent it from being viewed publicly until it has been edited and tested. One way to do this is to not include it in the site navigation.

Another way to hide content is to make the section viewable only in contribution mode (see ["Designating a Section as Contributor-Only"](#) on page 2-8), or use workflow.

- **Search results page:** When using search functionality on a Site Studio Web site, the designer designates a section where the search results page is displayed. This section, however, is not intended for viewing out of the context of a search and therefore should be hidden from the site navigation.
- **Custom error page:** In order to use a custom error feature in Site Studio, the designer designates a section where the custom error page is displayed. This section, however, is not intended for viewing out of the context of receiving an error message and therefore should be hidden from the site navigation. See ["Designating a Section as an Error Handler"](#) on page 2-8 for further details.

By default, sections that you create are not included in the site navigation, and are therefore not automatically added as links to the Web site. You must specifically mark them for inclusion in the site navigation. The visibility status of a section in the site hierarchy is indicated by its icon ([Figure 2-2](#)).

Figure 2-2 Show and Hide Section Icons



To show or hide a section on the Web site, perform these steps:

1. Launch the Site Manager Application (see ["Launching Site Manager"](#) on page 2-3).
2. Select the section in the site hierarchy to show or hide, and do either of the following:
 - With the mouse cursor on the selected section in the site hierarchy, right-click and select or clear the **Include section in navigation** check box.
 - On the **Section** tab, select or clear the **Include in Navigation** check box.

After a short delay, the section icon in the site hierarchy is updated to reflect its visibility status ([Figure 2–2](#)).

2.5.8 Designating a Section as Contributor-Only

You can designate a section of the site to only appear when the site is viewed in contribution mode. Creating a contributor-only section can be useful, for example, to communicate directly with contributors or to preview content before making it publicly available.

To designate a section as contributor-only, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy to designate as contributor-only.
3. On the **Section** tab, select the **Contributor Only** check box.

You want to be sure to include the section in your site navigation even if it is to appear only in contribution mode (see "[Showing or Hiding a Section on the Web Site](#)" on page 2-7).

2.5.9 Designating a Section as an Error Handler

There are several circumstances in which a visitor or contributor to the site may encounter an error message generated by the content server. Examples of when users usually encounter error messages include situations when a secondary page is missing in the section where a file is being requested, or when a file (contributor data file or native document) has been removed from the site but still has a hyperlink pointing to it. To prevent users from encountering these types of errors, the designer of the site can create a custom error page. The manager (or the designer) can designate a section of the site to serve as an error handler and then assign the error page to that section.

To designate a section as an error handler, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy to designate as an error handler, and do either of the following:
 - With the mouse cursor on the selected section in the site hierarchy, right-click and select the **Set section as error handler** check box.
 - On the Section tab, click the **error handler** link.
3. After a short delay, the section icon in the site hierarchy is updated to reflect its status as the error handler ([Figure 2–3](#)).

Figure 2–3 Error Handler Icon



4. Make sure that the designated error-handler section is selected in the site hierarchy, and open the **Page Template** tab.
5. Beside **Preview page template**, select the page template for the custom error page, and click **Apply**.

When you designate a section as an error handler, do not include that section in your site navigation (see "[Showing or Hiding a Section on the Web Site](#)" on page 2-7).

Caution: It is possible in Manager to set the home page as the error handler page. This is not possible in Designer, and cannot be undone through Designer.

2.5.10 Changing the URL Associated With a Section or Page

The URL associated with a section (or page) is what represents this section in the complete web address. For example, in the address `http://www.mysite.com/product1/index.htm`, the URL associated with the section is "product1" and the URL associated with the page is "index.htm". This value is also used in all path-based links to this section, and should not contain any spaces or special characters.

To change the URL associated with a section or a page, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy whose name and/or URL you want to change.
3. Make sure the **Section** tab is open.

To change the URL that represents this section in the Web site address, enter a **Url Directory Name**. By default, the URL directory name is identical to the section label, but you can use a different value if you want.

To change the URL that represents the primary page (associated with this section) in the Web site address, enter a **Url Page Name**. If you do not specify a URL page name, then "index.htm" is used to represent the primary page.

4. Press <Enter> on your keyboard or click elsewhere in Manager.

Note: The name used for secondary pages is the content ID (dDocName) of the file (contributor data file or native document) appearing there. Contact the site designer for information on changing this value.

2.5.11 Changing the Maximum Age of a Section

One way to improve the performance and security of a Site Studio Web site is to implement a reverse proxy cache on the server. By placing a cache between the server and the user, you reduce the load put on a potentially busy server. If you have such a setup in your organization, you can use Manager to specify the maximum amount of time that a given page remains in cache.

To change the maximum age of a section, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy whose maximum age you want to change.
3. Make sure the **Section** tab is open.

Enter a value (in seconds) for **Maximum Age**. If you do not specify a maximum age, the file remains in cache indefinitely.

4. Press <Enter> on your keyboard or click elsewhere in Manager.

2.5.12 Changing Custom Properties

If your site contains custom properties, you see an additional Custom Properties tab in Manager. These properties are created by the designer of the site and they typically apply to this particular site or related sites on the content server. Section properties cannot be added or removed by a site manager; only their values can be edited.

Using a custom property, you can specify a different value for each section of the site and therefore affect how that section appears or functions on the site (designers can create fragments that read those values and then execute certain commands).

To change a custom property, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy whose custom properties you want to view or change.
3. Open the **Custom Properties** tab.
4. Enter the desired value for each custom property.
5. Press <Enter> on your keyboard or click elsewhere in Manager.

Note: Contact your site designer regarding the proper use of the custom properties.

2.5.13 Previewing Page Templates

As you manage your site, a task you perform frequently is preview page templates. Previewing page templates is useful to determine the best page template for a section, preview your changes to the site hierarchy or section properties, and so on.

To preview page templates, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. To preview a primary page, open the **Page Template** tab.
To preview a secondary page, open the **Secondary Page Template** tab.
3. Beside **Preview page template**, click the menu and select the desired page template.

The page template that you selected is displayed in the preview area.

2.5.14 Assigning a Primary Page to a Section

Each section in the site hierarchy should contain a primary page (or external URL), which serves as the default page (or landing page) for that section. You can assign a unique page template to each section or reuse the same page template in multiple sections.

To assign a primary page to a section, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy to assign a primary page to.
3. Open the **Page Template** tab.
4. Beside **Preview page template**, click the menu and select the desired page template from the list.

5. Click **Apply**.

The page template that you selected is displayed in the preview area.

To add a home page to your site, select the root of the site in the site hierarchy ("Home") and assign a primary page to it. As an alternative to using a primary page, you can specify an external URL to use for the section (see "[Assigning an External URL to a Section](#)" on page 2-11).

2.5.15 Assigning an External URL to a Section

Instead of assigning a primary page to a section, you can also assign an external URL. The section then uses the web page of another Web site instead of a page template. Visitors coming to the section are directed to the web page URL that you specify.

To assign an external URL to a section, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy to assign an external URL to.
3. Open the **Page Template** tab.
4. Beside **Preview page template**, click the menu and select **Choose External URL....**
The Choose External URL dialog is displayed.
5. Specify the web address that you would like to use for this section of the site.
6. Click **OK**.

The web page that you specified is displayed in the preview area.

Using an external URL can be useful for linking to partner sites or department-level sites within the same organization. External URLs can be assigned for primary pages, but not secondary pages.

2.5.16 Assigning a Secondary Page to a Section

Each section in the site hierarchy should have a secondary page if contributors are adding files (contributor data files or native documents) to that part of the Web site. The secondary page acts like a backdrop for these files and ultimately enables contributors to add more pages to the Web site. You can assign a unique page template to each section or reuse the same page template in multiple sections.

To assign a secondary page to a section, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy to assign a secondary page to.
3. Open the **Secondary Page Template** tab.
4. Beside **Preview page template**, click the menu and select the desired page template from the list.
5. Click **Apply**.

The page template that you selected is displayed in the preview area.

Note: You can add a secondary page to the root of the site hierarchy (beside the home page). To do this, select the root of the site in the Site Hierarchy pane ("Home") and assign a secondary page to it.

2.5.17 Removing a Page Template From a Section

You can remove the page templates assigned to a section. Removing the page template removes its assignment to the section, but does not remove it from other sections or from the content server in general.

To remove the page template from a section, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. Select the section in the site hierarchy whose page templates you want to remove.
3. To remove a primary page, open the **Page Template** tab.

To remove a secondary page, open the **Secondary Page Template** tab.

4. Beside the page template, click **clear**.

The page refreshes without the assigned page template.

2.5.18 Opening the Content Information Page for a Page Template

There may be times when you want to view the content information of a primary or secondary page template to see what metadata is assigned to it, who authored it, and so on.

To open the content information page for a page template, perform these steps:

1. Launch the Site Manager Application (see "[Launching Site Manager](#)" on page 2-3).
2. For primary pages, open the **Page Template** tab.

For secondary pages, open the **Secondary Page Template** tab.

3. Click the info icon ([Figure 2-4](#)) next to the page template.

Figure 2-4 Info Icon



You are taken to the standard content information page in the content server, where you can view or update the metadata assigned to the page template.

2.6 Starting and Stopping the Web Site

Site managers may occasionally be required to take a site down, or restore a site to make it available once more. The sites that are currently up and available are listed on the Manage Web Sites page (see "[Manage Web Sites Page](#)" on page A-1), in the **Web Sites** area under the heading "Running Web Sites." The Web sites that have been stopped are listed under "Stopped Web Sites."

To start or stop a Web site, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Web Sites**.

The Manage Web Sites page is displayed (see "[Manage Web Sites Page](#)" on page A-1).

4. Select the site and click either **Start Web Site** or **Stop Web Site**.

2.7 Reloading Web Sites

When sites are started and stopped, occasionally the list of the running and the stopped Web sites must be refreshed to reflect the current status.

To reload all Web sites, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Web Sites**.

The Manage Web Sites page is displayed (see "[Manage Web Sites Page](#)" on page A-1).

4. Click **Reload Web Sites**.

Managing Web Site Addresses

Concepts

- ["About Web Site Addresses"](#) on page 3-1

Tasks

- ["Adding a Web Site Address"](#) on page 3-1
- ["Selecting and Deselecting Default Web Addresses"](#) on page 3-2
- ["Removing a Web Site Address"](#) on page 3-3

3.1 About Web Site Addresses

There are two ways to access your site: using a folder address or a domain address. When you first set up your site, you can use the folder address, like "http://MyComputer/MySite" (where "MyComputer" is the name of the system and "MySite" is the site ID). Sooner or later, however, you may want to use a domain address, like "http://www.mycompany.com" (where "mycompany.com" is your domain name) as a more convenient and public way to access your site.

You can set a Web site address for a Site Studio Web site on the Site Studio Administration page on the content server.

A domain address requires additional DNS configuration that you or a site administrator must perform.

3.2 Adding a Web Site Address

Domain addresses are usually easier to remember for people to remember when accessing a site than folder addresses are. Adding domain addresses can then make your site easier to access.

To add a Web site address, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Web Site Addresses**.

The Web Site Addresses page is displayed (see "[Web Site Addresses Page](#)" on page A-8).

Note: You can also use the Site Address dialog in Site Studio Designer to configure domain addresses.

4. Select a Web site and enter an address. For domain addresses, enter the entire URL.
5. Click **Add**.

The Web site address is displayed at the top of the page.

3.3 Selecting and Deselecting Default Web Addresses

When web addresses for the Web sites have been entered, a default web address for a given Web site can be selected, and an existing default web address can be removed as the default. The default web address is the first address listed when Web sites are listed in Site Studio.

Selecting a Default Web Address

To make a Web site address as the default, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6).

3. Click **Manage Web Site Addresses**.

The Web Site Addresses page is displayed (see "[Web Site Addresses Page](#)" on page A-8). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

4. In the list of Web site addresses, click the actions icon next to the address.
5. From the menu, select **Select as Default Web Address**.

The default web address is displayed in bold.

Deselecting a Default Web Address

To deselect a Web site address as the default, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Web Site Addresses**.

The Web Site Addresses page is displayed (see "[Web Site Addresses Page](#)" on page A-8).

4. In the list of Web site addresses, click the actions icon next to the address.

5. From the menu, select **Deselect as Default Web Address**.

The default web address is no longer displayed in bold.

3.4 Removing a Web Site Address

When a Web site address is no longer useful, it can be removed.

To remove a Web site address, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Web Site Addresses**.

The Web Site Addresses page is displayed (see "[Web Site Addresses Page](#)" on page A-8).

4. In the list of Web site addresses, click the actions icon next to the address to be removed.
5. From the menu, select **Remove Site Address**.

The Web site address is no longer included in the list.

Managing Fragment Libraries

Concepts

- ["About Fragment Libraries"](#) on page 4-1

Tasks

- ["Deploying a Fragment Library on the Server"](#) on page 4-1
- ["Configuring JSP Fragments on the Server"](#) on page 4-2

4.1 About Fragment Libraries

A fragment can be a single line of text (perhaps one that states your company's copyright), or it can be a complex collection of scripts performing client-side and server-side actions (such as a JavaScript-based menu).

Fragments are compiled in libraries which can be made available to multiple Web sites. A fragment library must be located in the `[CS-Dir]\weblayout\fragments` directory to be available to your Web site. They are deployed to this location by default when you install Site Studio. However, if you manually check a fragment library into the content server, you must deploy it to this location.

4.2 Deploying a Fragment Library on the Server

If you have a fragment library that is checked into the content server but not deployed to the appropriate directory where it can be used by your site, then you can deploy your fragments in the Site Studio Administration section on the content server.

To deploy a fragment library on the server, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see ["Site Studio Administration"](#) on page 1-6). If you run Content Server in the Top Menu layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Fragment Libraries**.

The Manage Fragment Libraries page is displayed (see ["Manage Fragment Libraries Page"](#) on page A-9).

4. Select the fragment library to deploy.
5. Click **Deploy Fragment Library**.

The fragments are deployed to the `[CS-Dir]\weblayout\fragments` directory on the content server. After this is done, the page refreshes and the Deploy Fragment Library button is disabled again (until you select another library).

As an alternate to performing these steps, you can use the Upload Fragment Library/Download Fragment Library feature in the Designer application. See the *Site Studio Designer Guide* for more information.

4.3 Configuring JSP Fragments on the Server

If, after installing the Site Studio component, you add a group to the list of JSP-enabled groups in the content server, you must redeploy (extract) the JSP support files that enable Site Studio JSP fragments to work properly.

To configure JSP fragments on the server, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Fragment Libraries**.

The Manage Fragment Libraries page is displayed (see "[Manage Fragment Libraries Page](#)" on page A-9).

4. Click **Configure JSP Support**.

The required support files are extracted to the appropriate location on the content server.

Setting Default Project Document Information

Concepts

- ["About Default Project Document Information"](#) on page 5-1

Tasks

- ["Setting Default Project Document Information"](#) on page 5-1

5.1 About Default Project Document Information

When you create a Web site in Designer, Site Studio generates an XML-based project file and checks it into the content server with certain metadata values. The default document information specifies which fields are automatically filled.

The default project document information is useful to make entering Web site sections easier and grouping them more usefully on the content server.

5.2 Setting Default Project Document Information

To enter the default project document information, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see ["Site Studio Administration"](#) on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Set Default Project Document Information**.

The Set Default Project Document Information page is displayed (see ["Set Default Project Document Information Page"](#) on page A-10).

4. Enter the information for the default values in the applicable fields. All required metadata fields have red-colored field labels. If a field does not need or should not have default information, you can leave it blank.
5. Click **Update** (at the bottom of the page).

Managing Site Replication

Concepts

- ["About Site Replication"](#) on page 6-1
- ["Replication Process"](#) on page 6-2
- ["What Gets Replicated"](#) on page 6-3
- ["Revisions Included"](#) on page 6-3
- ["Additional Export Settings"](#) on page 6-3

Tasks

- ["Configuring the Target Server for Replication"](#) on page 6-3
- ["Setting Up an Outgoing Provider on the Source Server"](#) on page 6-4
- ["Setting Up the Import Archive on the Target Server"](#) on page 6-5
- ["Setting Up the Export Archive on the Source Server"](#) on page 6-6
- ["Starting the Site Replication"](#) on page 6-8

6.1 About Site Replication

To better understand replication, you should be aware of the terminology and processes that are involved. Because Site Studio relies on the content server's Archiver/Replicator tool to replicate the site, you can refer to the content server documentation for more information.

To replicate your site, you must perform several steps to ensure that the site works properly on the server that you are copying it to (the target server). You must prepare that server environment, configure the two servers so that they communicate with one another, set up archives on both servers, and finally, perform the actual replication.

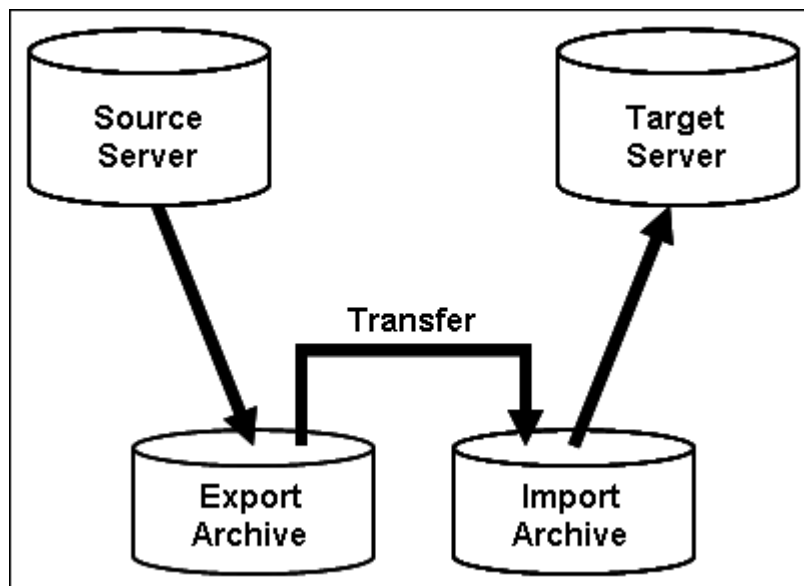
Most of the replication features are on the Manage Site Replication page on the content server, but you can also use the Site Studio Replicator tool to customize the replication even more. Site Studio Replicator is installed with Site Studio Designer, and is a four-part wizard. For more information on the Replicator installed alongside Designer, see the *Site Studio Designer Guide*.

When you replicate a site, you copy the site hierarchy, page templates, fragments, contributor data files, native documents, site assets, and more. The replication feature in Site Studio uses the existing replication framework in the content server (Archiver/Replicator).

6.2 Replication Process

The replication process in Site Studio includes a source server, a target server, an export archive, an import archive, and the transfer.

Figure 6–1 *Replication Process*



- **Export:** Native files, web-viewable files, content types, and user attributes are copied out of the source content server into an export archive.
- **Import:** Files and content server information are copied from an import archive to the target content server.
- **Transfer:** Content is transferred from one content server to another. This function can be used to copy content across a firewall or between two servers that do not have access to the same file system. You can also transfer archives between two content servers that have access to the same file system.
- **Replicate:** Automates the export, import, and transfer steps. You can use replication to automatically export from one content server, transfer the archive to another computer, and then import to another content server.

When you replicate your site from one content server to another, the Site Studio replication feature exports the contents of your site into an export archive. The contents of this export archive is subsequently copied into an import archive which resides on the target server. The import archive is then extracted to that server so that your site can be viewed and used again on the server.

You create the export archive on the source server and an import archive on the target server. You must create the import archive on the target server first, however, so that you can point the export archive to that location when you set one up.

The replication process consists of several steps:

1. ["Configuring the Target Server for Replication"](#) on page 6-3
2. ["Setting Up an Outgoing Provider on the Source Server"](#) on page 6-4
3. ["Setting Up the Import Archive on the Target Server"](#) on page 6-5
4. ["Setting Up the Export Archive on the Source Server"](#) on page 6-6

5. ["Starting the Site Replication"](#) on page 6-8

6.3 What Gets Replicated

When you use the Site Studio replication feature to replicate your site from one content server to another, the following items are included:

- **Project file** (the dDocName of the project file)
- **Web site ID** (where the xWebsites field contains the site ID of the site)
- **Web site sections** (where the xWebsiteSection field contains the site ID of the site)
- **Fragment libraries** (where the xWebsiteObjectType field contains the value "fragment")

It is important that the metadata values for xWebsites, xWebsiteSection, and xWebsiteObjectType be used correctly on your site in order for the contents of the site to be replicated.

6.4 Revisions Included

Revisions with a release date later than the most recent export date are exported. This prevents archives from exporting material that has been exported, which ensures the migration of content only once and prevents the unfettered growth in the size of the archives. Furthermore, all selected revisions of content that match the export query are exported to the archive. This works in tandem with the release date filter to ensure that the required Web site content is replicated.

6.5 Additional Export Settings

The Site Studio replication feature includes several other useful settings to ensure that your site is successfully replicated:

- Configuration information for the content is included for administrators who plan to synchronize metadata models between two content servers. (Site Studio does not use this information.)
- The source archive is identified as the transfer owner (the content server that initiates the transfer from the source archive to the target archive).
- The import archive on the target server is identified as the target archive, which takes responsibility for receiving material exported and transferred from a source server and then imports the material into the target server.

6.6 Configuring the Target Server for Replication

The Site Studio replication feature copies your site from one content server to another. If it does not, however, copy the content server environment from the source server to the target server.

Before you replicate the site, you must make sure the content server environment on the target server is set up the same way as the source server (at least the parts used by your site). If you skip this step, your Web site will experience problems during the replication process.

The steps to reproduce the content server environment vary from one organization to another and from one Web site to another. As such, we offer these general guidelines.

To manually configure the target server environment, perform these steps:

1. Recreate the metadata model used on the source server. This includes all custom metadata fields and file formats. This metadata is required for your site to operate properly. For example, checking in files generally relies on your metadata settings, and certain features on your site rely on custom metadata fields.
2. Reinstall all components used by your site on the source server. This includes Dynamic Converter (for native documents) and Check Out and Open (to check native documents out using the contribution icon). For more information in system requirements, see the *Site Studio Installation Guide*.
3. Recreate unmanaged resources. This includes custom ActiveX controls or JSP objects that are used by your site.
4. Recreate any additional configuration settings that you have introduced to the server. This includes anything that has changed the behavior of the server.

If you run Content Server version 7.5 or later (including 10gR3), you may be able to use Content Server's Configuration Migration Utility to replicate the content server environment. The next step is to set up an outgoing provider (see "[Setting Up an Outgoing Provider on the Source Server](#)" on page 6-4).

6.7 Setting Up an Outgoing Provider on the Source Server

In Content Server, a provider is an API (Application Programming Interface) that establishes a connection between two or more content servers. To replicate a Web site, you must create an outgoing provider on the source server that establishes a connection between it and the target server.

After you configure the target server (see "[Configuring the Target Server for Replication](#)" on page 6-3), you are ready to set up an outgoing provider on the source server.

To set up an outgoing provider on the source server, perform these steps:

1. Log in to the content server as an administrator.
2. Click **Providers**.
The Providers page is displayed.
3. Under **Create a New Provider**, click **Add** beside the "outgoing" provider type.
The Add Outgoing Provider page is displayed
4. Enter the following information:
 - **Provider Name:** A name to identify the provider. The name appears in the providers list on this page (after you add one), and it becomes a subdirectory in the `[CS-Dir]/data/providers` on the source server.
 - **Provider Description:** A friendly description for the provider.
 - **Provider Class:** Enter `intradoc.provider.SocketOutgoingProvider` (the name of the Java class for outgoing providers).
 - **Connection Class:** Enter `intradoc.provider.SocketOutgoingConnection` (the name of the Java class that implements provider connections).
 - **Configuration Class:** May be left empty (this identifies a Java class for additional configuration settings, useful for database providers).

- **Server Host Name:** The name (typically, the system name or IP address) of the target server. A socket connection is made to this host.
 - **HTTP Server Address:** May be left empty (this is the http address of the target server, which is not necessary for this type of connection).
 - **Server Port:** The port (typically, 4444) used to communicate with the target server. You can determine the port by viewing the server output when starting the content server.
 - **Instance Name:** The name (IDC_Name) of the target content server.
 - **Relative Web Root:** The relative web root for the target content server (for example, /root/) You can skip the remaining options as they are not required for this type of connection.
5. Click **Add** to save the provider information and return to the Providers page. (You see your outgoing provider in the providers list.)
 6. Restart the content server.

To test the provider and make sure it was properly set up, return to the **Providers** page and click **Test** beside the outgoing provider.

In addition to setting up the outgoing provider, you may still must configure the server IP address filter on the target system so that the source server is allowed to communicate with the target server (for more information, see the Content Server documentation).

If there is a firewall in place, you must allow connections from the source server to the target server on the port defined in step 4.

The next step is to create an import archive (see ["Setting Up the Import Archive on the Target Server"](#) on page 6-5).

6.8 Setting Up the Import Archive on the Target Server

An import archive resides on the target content server. During replication, content from an export archive (residing on a source server) is copied into the import archive. The import archive then copies the content to the target content server, thus completing the replication process.

After you set up a provider connection (see ["Setting Up an Outgoing Provider on the Source Server"](#) on page 6-4), you are ready to create an import archive. You create (or edit) an import archive on the Manage Site Replication page on the target server.

To set up an import archive, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see ["Site Studio Administration"](#) on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Manage Site Replication**.

The Manage Site Replication page is displayed (see ["Manage Site Replication Page"](#) on page A-11).

4. Click **Add Import Archive...**

The Add Import Archive page is displayed (see ["Add Import Archive Page"](#) on page A-16).

Or, if you are updating an existing import archive, select it in the list of archives and click **Change Settings...**

5. Enter a name for the archive in the **Archive Name** field. This name appears in the list of available archives on the Manage Site Replication page. The archive name should not contain any spaces or special characters.
6. Enter a description of the archive in the **Archive Description** field.
7. To retain content that contributors assign to each region on the target site, select the **Retain switched region content on target server during import** check box.

These are the areas where a contributor has switched the contributor data file or native document originally assigned to a region.

You would typically choose to retain switched region content if you are replicating from a development server (source) to a contribution server (target), because in that scenario you want to preserve the changes made by a contributor.

You would likely disable this option if you are replicating from a contribution server (source) to a consumption server (target), because in that scenario you want to overwrite anything that has changed on the consumption server.

8. To retain content that contributors edit in each region on the target site, select the **Retain region content on target server during import** check box.

This prevents any contributor data files and native documents from being copied from the source server to the target server, which would potentially overwrite files edited by contributors.

You would typically choose to retain region content if you are replicating from a development server (source) to a contribution server (target), because in that scenario you want to preserve the changes made by a contributor.

You would likely disable this option if you are replicating from a contribution server (source) to a consumption server (target), because in that scenario you want to overwrite anything that has changed on the consumption server.

9. Click **Add Archive**.

Or, if you are updating an existing import archive, click **Update**.

The next step is to create an export archive (see ["Setting Up the Export Archive on the Source Server"](#) on page 6-6).

6.9 Setting Up the Export Archive on the Source Server

An export archive resides on the source content server, where it collects information from the Web site. During replication, the export archive is copied to an import archive residing on the target server. (That import archive must be created first so that you can point to it when you create the export archive.)

After you create an import archive (see ["Setting Up the Import Archive on the Target Server"](#) on page 6-5), you are ready to create an export archive. You create (or edit) an export archive using the Manage Site Replication page on the source server.

To set up an export archive, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click [Manage Site Replication](#).

The Manage Site Replication page is displayed (see "[Manage Site Replication Page](#)" on page A-11).

4. Click [Add Export Archive](#).

The Add Export Archive page is displayed (see "[Add Export Archive Page](#)" on page A-13).

Or, if you are updating an existing export archive, select it in the list of archives and click **Change Settings**.

5. Enter a name for the archive in the **Archive Name field. This name appears in the list of available archives on the Manage Site Replication page. The archive name should not contain any spaces or special characters.**

6. Enter a description of the archive in the **Archive Description field.**

7. Choose the Web site to replicate in the **Web Site menu.**

8. Select the **Include project file in export archive check box if you want to replicate your entire site hierarchy.**

If you do not want to replicate the entire site hierarchy and instead want to replicate individual sections, then clear this check box, continue with the steps below, and then use the Site Studio Replicator tool (see the *Site Studio Designer Guide*).

9. For **Transfer to Collection, select the collection on the target content server where this archive is copied to.**

Click **Open Collection...** to browse to the collection on the target server and select it.

10. For **Transfer to Archive, select the archive on the target server where this export archive is copied to (see "[Setting Up the Import Archive on the Target Server](#)" on page 6-5).**

11. Select the **Automatically export new and changed content check box if you want the replication process to be automatic whenever content on the source server changes. (If you do not enable this option, you must manually trigger the replication.)**

12. Click [Add Archive](#).

Or, if you are updating an existing export archive, click **Update**.

When you select a Web site for the export archive, Site Studio archives and replicates everything related to your site (see "[What Gets Replicated](#)" on page 6-3). To customize what gets archived or to add more items to the archive, you can refine the archive query directly using the Archiver applet on the content server.

The next step is to start the replication (see "[Starting the Site Replication](#)" on page 6-8).

If you plan to use Site Studio Replicator to replicate individual sections of your site, then the next step is launch the Site Studio Replicator tool (see the *Site Studio Designer Guide*).

6.10 Starting the Site Replication

Once you have set up an export archive (see "[Setting Up the Export Archive on the Source Server](#)" on page 6-6), you are ready to initiate the replication process on the source server using the Manage Site Replication page.

To replicate your Web site, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6).

3. Click **Manage Site Replication**.

The Manage Site Replication page is displayed (see "[Manage Site Replication Page](#)" on page A-11).

4. Select the desired export archive.
5. Click **Export**.

If you chose to automatically export new and changed content (see "[Setting Up the Export Archive on the Source Server](#)" on page 6-6), then the replication process is automatic after you export the archive.

Depending on the size and complexity of your site, you should allow plenty of time for the target content server to re-index your site after the replication is complete.

Backing Up and Restoring Web Sites

Concepts

- ["About Backup and Restore"](#) on page 7-1

Tasks

- ["Backing Up Your Site"](#) on page 7-1
- ["Restoring Your Site"](#) on page 7-3
- ["Viewing the Server Configuration Details"](#) on page 7-4

7.1 About Backup and Restore

Site Studio offers a backup and restore feature on the Site Studio Administration page on the content server that you can use to create a backup of your site (as a single zip file) and restore the backup at any time. Creating a backup of your site is also a great way to transport the site from one location to another (especially where there is no network access).

The Site Studio backup feature creates a copy of your Web site and stores it in a compressed file that you can then copy from one location to another. In order to recognize the files that belong to your site, it performs a query for the following items and adds them to the import archive:

- **Project file** (the dDocName of the project file)
- **Web site ID** (where the xWebsites field contains the site ID of the site)
- **Web site sections** (where the xWebsiteSection field contains the site ID of the site)
- **Fragment libraries** (where the xWebsiteObjectType field contains the value "fragment")

It is important that the metadata values for xWebsites, xWebsiteSection, and xWebsiteObjectType be used correctly on your site in order for the contents of the site to be backed up and restored.

The backup feature uses the same archiving process that is used in site replication (see [Chapter 6, "Managing Site Replication"](#) for more details).

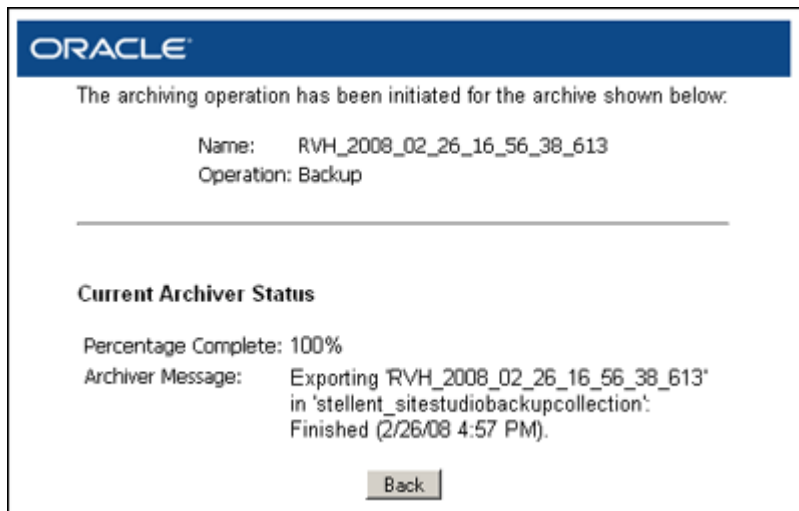
7.2 Backing Up Your Site

You back up your site using the Backup and Restore page, which is accessible from the Site Studio Administration page on the content server.

To back up your site, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.
The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.
3. Click **Backup and Restore**.
The Backup and Restore page is displayed (see "[Backup and Restore Page](#)" on page A-20).
4. Select the Web site to back up, and click **Create Web Site Backup**.
The progress of the backup is shown ([Figure 7-1](#)).

Figure 7-1 Backup Progress



5. Click **Back** when the backup is done (that is, the completion percentage is 100%).
You can go back to the previous page at any time without affecting the current backup.
6. On the Backup and Restore page, click **Manage Web Site Backups**.
The Web Site Backup Archives page is displayed (see "[Web Site Backup Archives Page](#)" on page A-21).
7. This page shows a list of all Web site backups that are currently on the content server. To download the backup that you created, click the actions menu icon ([Figure 7-2](#)) next to it, and choose **Download backup archive as ZIP**.

Figure 7-2 Actions Menu Icon



Depending on the size of your site, you may have to wait several minutes for the zip file to be created.

8. Click **Save** in the file download dialog, choose a location for the zip file, and click **Save** to begin the download.

Note: If your Web site exceeds the maximum file limit of 65,535 in a zip file, then the backup archive file is not created. Instead, you must open the backup archive directly from the file system and download it from there. Backup archives are stored in the `[CS-Dir]\data\sitestudio\backuparchives` directory on the content server.

You can delete a backed-up site at any time by clicking the actions menu or icon and then choosing **Delete backup archive**. You can do this on the Web Site Backup Archives page (see "[Web Site Backup Archives Page](#)" on page A-21) and the Backup Archive Information page (see "[Backup Archive Information Page](#)" on page A-22).

7.3 Restoring Your Site

You restore your site using the Backup and Restore page, which is accessible from the Site Studio Administration page on the content server.

Important: To prevent clashes with existing content in the content server, it is recommended that you restore to a clean content server.

To restore your site, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.
3. Click **Backup and Restore**.

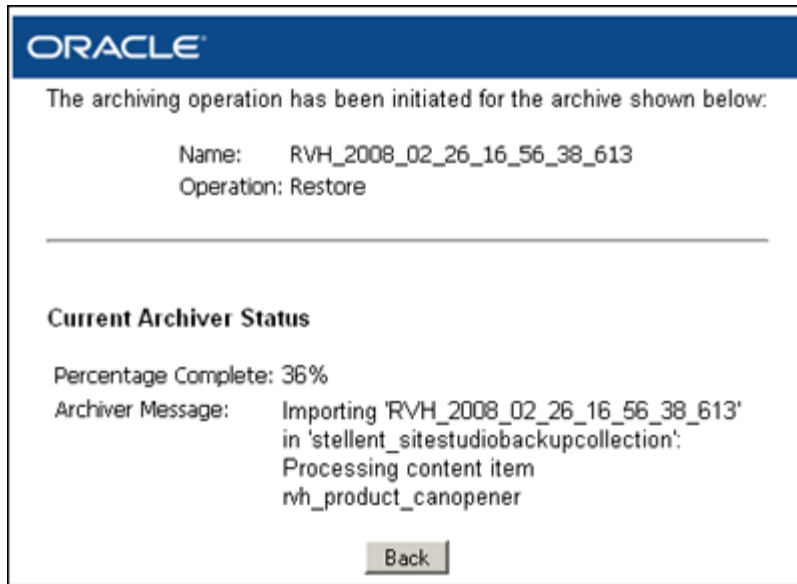
The Backup and Restore page (see "[Backup and Restore Page](#)" on page A-20) is displayed.
4. Click **Browse** (in the Upload Backup Archive area) to locate the backed-up site (zip file).

A file selection dialog is displayed.
5. Select the archive zip file and close the file selection dialog.
6. Click **Upload Backup Archive**.

The Backup Archive Information page is displayed (see "[Backup Archive Information Page](#)" on page A-22), where you see the details of the backup, including the archive name, description, Web site, and date of import.

If you have not configured the content server so that it matches the content server environment where the site originated, click **Actions** and choose **Show server configuration details**. Then re-create the settings that you see on that page (see "[Viewing the Server Configuration Details](#)" on page 7-4).
7. In the **Actions** menu, choose **Restore backup archive contents**.
8. Click **OK** to the confirmation message.

The progress of the restore operation is shown ([Figure 7-3](#)).

Figure 7-3 Restore Progress

Depending on the size of your site, you may have to wait several minutes for the Web site to be restored and then indexed by the content server.

9. Click **Back** when the restore operation is done (that is, the completion percentage is 100%).

You can go back to the previous page at any time without affecting the current restore operation.

You can now use your site on the content server.

You can delete a backed-up site at any time by clicking the actions menu or icon and then choosing **Delete backup archive**. You can do this on the Web Site Backup Archives page (see "[Web Site Backup Archives Page](#)" on page A-21) and the Backup Archive Information page (see "[Backup Archive Information Page](#)" on page A-22).

7.4 Viewing the Server Configuration Details

You can view detailed configuration information for the content server that a backed-up Web site was located on at the time of the backup. This information includes the custom metadata fields, content types, security groups, configuration and environment settings, installed components, defined providers, and so on. This information is especially useful when you must restore a site and want to configure the content server so that it matches the server where the site originated.

To view the server configuration details of a backed-up site, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see "[Site Studio Administration](#)" on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **Backup and Restore**.

The Backup and Restore page (see "[Backup and Restore Page](#)" on page A-20) is displayed.

4. Click **Manage Web Site Backups**.
5. Click the actions menu icon ([Figure 7-4](#)) next to the desired site, and choose **Show server configuration details**.

Figure 7-4 *Actions Menu Icon*



6. The Server Configuration Details page is displayed (see "[Server Configuration Details Page](#)" on page A-23), where you can note the details of the server where the site originated.

Note: You may want to use Content Server's Configuration Migration Utility to replicate the content server environment from one server to another.

General Component Information

Concepts

- ["About General Component Information"](#) on page 8-1

Tasks

- ["Viewing General Component Information"](#) on page 8-1

8.1 About General Component Information

You can find information about the installed Site Studio component, Site Studio-specific metadata, directory paths, versions, and other information on the General Component Information page. This information may be useful for noting the version numbers and relative paths for Web sites and fragments.

8.2 Viewing General Component Information

To view the general component information for Site Studio, perform these steps:

1. Log in to the content server as an administrator.
2. In the Administration section, select **Site Studio Administration**.

The Site Studio Administration page is displayed (see ["Site Studio Administration"](#) on page 1-6). If you run Content Server in the Top Menus layout, you do not see this page. Instead, all administration options are then items in the Site Studio Administration menu.

3. Click **General Component Information**.

The General Component Information page is displayed (see ["General Component Information Page"](#) on page A-19).

User Interface

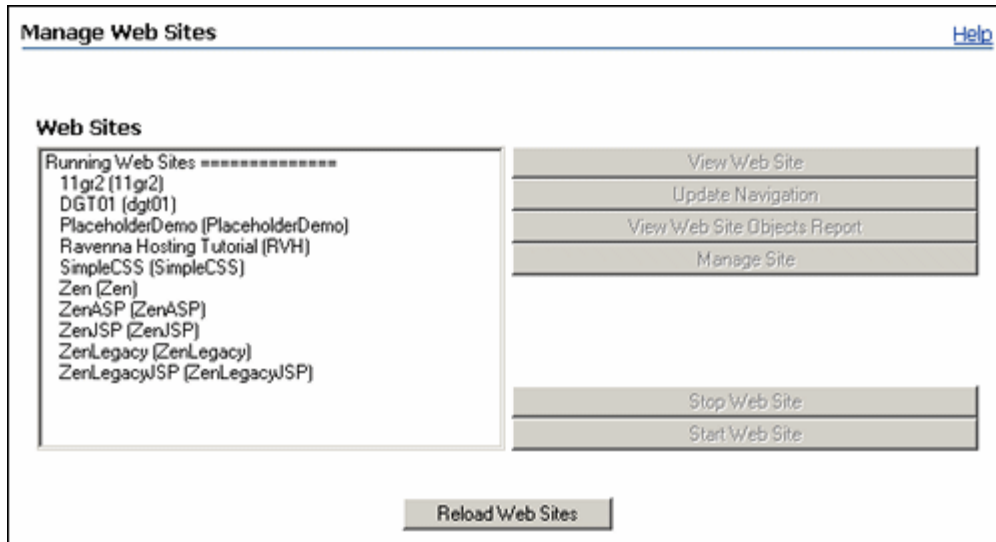
The Content Server interface includes various pages that you can use to administer and manage your Site Studio Web sites:

- ["Manage Web Sites Page"](#) on page A-1
- ["Manage Site Page \(Site Studio Manager\)"](#) on page A-3
- ["Web Site Objects Report Page"](#) on page A-7
- ["Web Site Addresses Page"](#) on page A-8
- ["Manage Fragment Libraries Page"](#) on page A-9
- ["Set Default Project Document Information Page"](#) on page A-10
- ["Manage Site Replication Page"](#) on page A-11
- ["Add Export Archive Page"](#) on page A-13
- ["Edit Export Archive Page"](#) on page A-14
- ["Add Import Archive Page"](#) on page A-16
- ["Edit Import Archive Page"](#) on page A-17
- ["General Component Information Page"](#) on page A-19
- ["Backup and Restore Page"](#) on page A-20
- ["Web Site Backup Archives Page"](#) on page A-21
- ["Server Configuration Details Page"](#) on page A-23
- ["Backup Archive Information Page"](#) on page A-22

A.1 Manage Web Sites Page

The Manage Web Sites page is used to manage all available Web sites on the content server. From here you can view the Web site, view the objects report, start or stop the Web site (make it available or unavailable to view), and control the management of each selected Web site as described in this document.

Figure A-1 Manage Web Sites Page

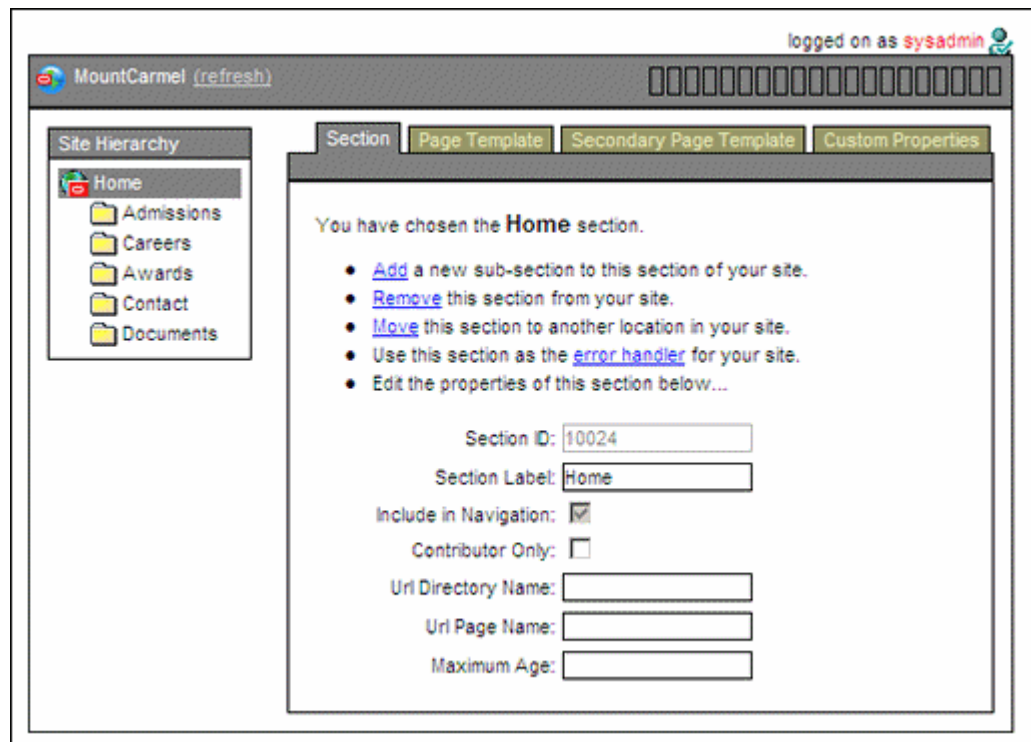


| Element | Description |
|------------------------------|--|
| Web Sites | This area lists all Web sites that are managed by the content server. All sites that are currently up and available are listed under "Running Web Sites," and all sites that are not running are under "Stopped Web Sites." |
| View Web Site | Click this button to view the selected Web site in your web browser. |
| Update Navigation | Click this button to update the navigation of the selected Web site. As a site manager, you can modify the structure of a Web site, including adding and removing directories and subdirectories, or moving directories into other areas of the Web site. If you alter the site structure, then all site navigation should be updated (rebuilt). |
| View Web Site Objects Report | Click this button to view the Web Site Objects Reports page for the selected site (see "Web Site Objects Report Page" on page A-7). This page details the activity of use of each part of a Web site. |
| Manage Site | Click this button to see the Manage Site page for the selected site (see "Manage Site Page (Site Studio Manager)" on page A-3. This page enables you to perform several site management tasks, such as modifying the site hierarchy, assigning page templates, and changing custom properties. |
| Stop Site | Click this button to stop the selected site. The site then moves from the "Running Web Sites" list to the "Stopped Web Sites" list in the Web Sites area. |
| Start Site | Click this button to start the selected site. The site then moves from the "Stopped Web Sites" list to the "Running Web Sites" list in the Web Sites area. |
| Reload Web Sites | Click this button to reload the page. When sites are started and stopped, occasionally the list of the running and the stopped Web sites must be refreshed to reflect the current status. |

A.2 Manage Site Page (Site Studio Manager)

The Manage Site page is used to perform several management tasks for a Web site. This page may be accessible through the content server or Site Studio Contributor (if the designer set it up that way). If the Manager fragment appears on a page in Contributor and the page is in contribution mode, the tools available to the site manager appear within the application. They then appear either minimized (that is, just the top bar) or with the interface fully displayed within the page. To show the full Manager interface, click **manage site** in the bar. When accessed through the content server, the full interface is always shown.

Figure A–2 Manager Interface



The site hierarchy of the current Web site is shown on the left. You can right-click any item and perform several management tasks.

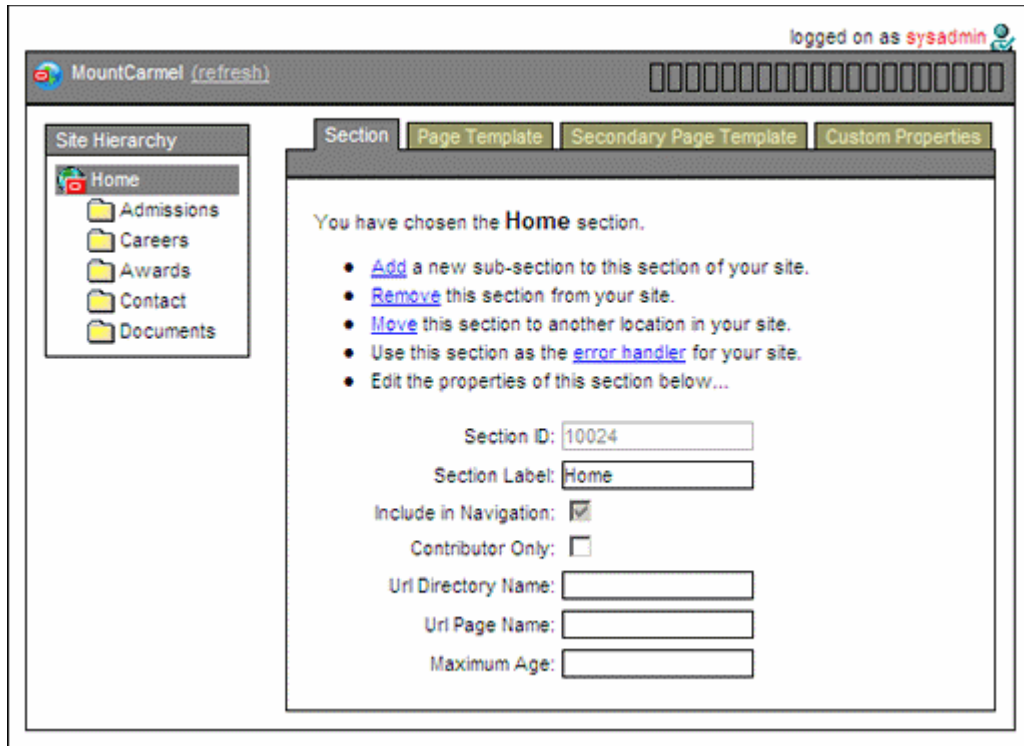
This page may have four tabs, each of which provides specific site management options:

- [Section Tab](#)
- [Page Template Tab](#)
- [Secondary Page Template Tab](#)
- [Custom Properties Tab](#)

A.2.1 Section Tab

The Section tab on the Manage Site page is used to manage the sections within the hierarchy of the Web site, which includes adding and removing sub-sections, moving sections, and mark the error handler section of the Web site.

Figure A-3 Section Tab of Manage Site Page



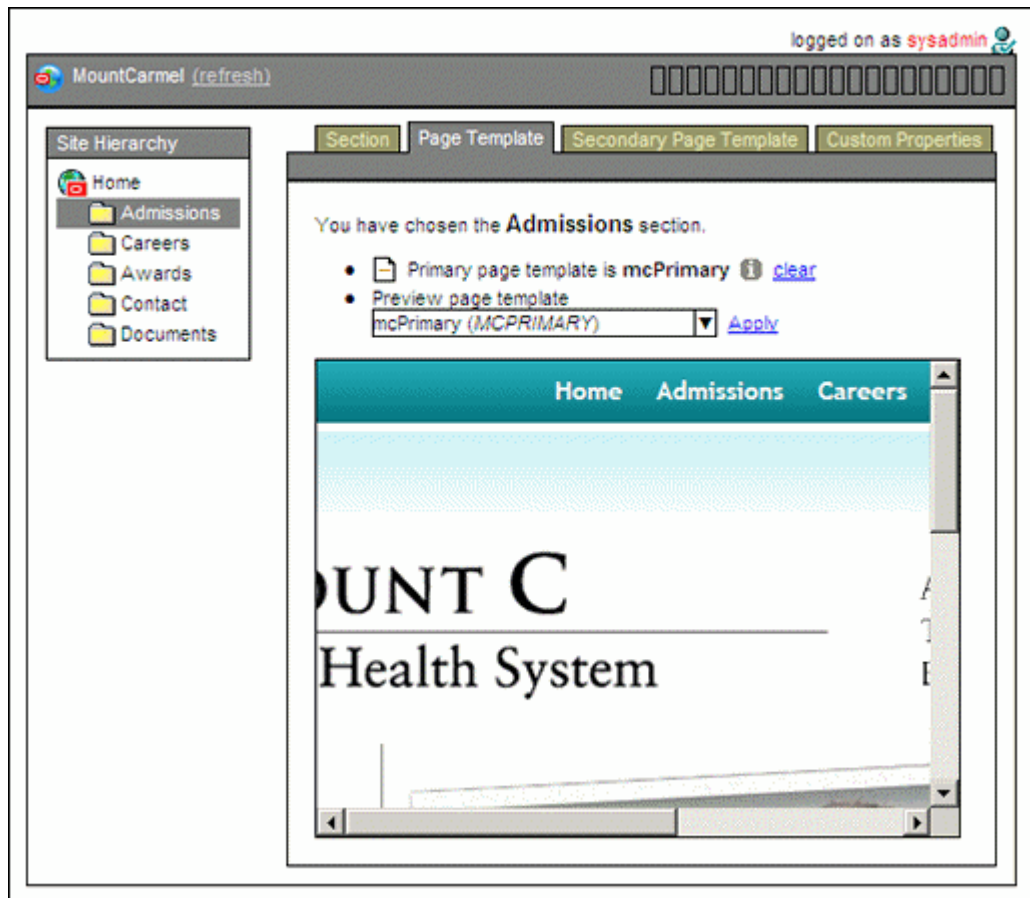
| Element | Description |
|-----------------------|--|
| Add | Click to add a sub-section to the current section. See " Adding a Section " on page 2-3 for more information. |
| Remove | Click to remove the current section from the Web site. See " Removing a Section " on page 2-5 for more information. |
| Move | Click to move the current section to a different area of the site hierarchy. See " Moving a Section " on page 2-5 for more information. |
| error handler | Click to mark the current section as the error handler section. See " Designating a Section as an Error Handler " on page 2-8 for more information. |
| Section ID | This is the section ID that uniquely identifies the current section in the site hierarchy (and the content server). This field is typically disabled because changing it can break links that target this section. |
| Section Label | This is the name of the current section. The name is displayed in the site hierarchy and in the navigation menus on the Web site (but not necessarily in the URL). You can change the section label if you want. See " Renaming a Section " on page 2-6 for more information. |
| Include in Navigation | Select this check box if you want the current section to be displayed as a link in the navigation menus on the Web site. See " Showing or Hiding a Section on the Web Site " on page 2-7 for more information. |
| Contributor Only | Select this check box if you want the current section to appear only when the site is viewed in contribution mode. This may be useful, for example, to communicate directly with contributors or to preview content before making it publicly available. See " Designating a Section as Contributor-Only " on page 2-8 for more information. |


| Element | Description |
|--------------------|---|
| Url Directory Name | This is the directory name of the current section as it appears in the site URLs. For example, in the address <code>http://www.mysite.com/product1/index.htm</code> , the URL directory name is "product1." This value is also used in all path-based links to this section. By default, the URL directory name is identical to the section label, but you can use a different value if you want. The name should not contain any spaces or special characters. |
| Url Page Name | This is the URL that represents the primary page (associated with the current section) in the Web site address. If you do not specify a URL page name, then "index.htm" is used to represent the primary page. |
| Maximum Age | This is the maximum amount of time (in seconds) that a Web site page in the current section remains in cache. This improves the performance and security of a Site Studio Web site. See " Changing the Maximum Age of a Section " on page 2-9 for more information. |

A.2.2 Page Template Tab

The Page Template tab on the Manage Site page is used to view the web page using the current page template. Additional page templates can be applied and previewed against the current section as well.

Figure A-4 Page Template Tab of Manage Site Page

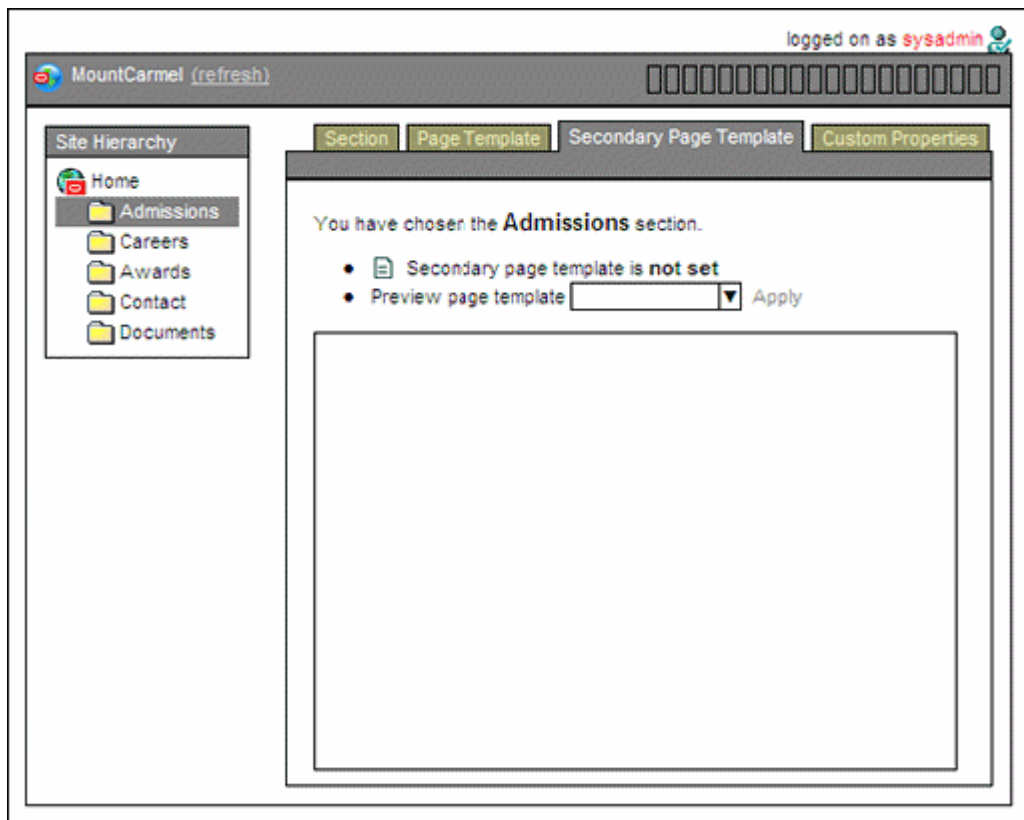



| Element | Description |
|---|--|
|  | Click the icon to open the content information page for the current page template. This does not appear if the page template has not been set. |
| clear | Click to remove the page template from the current section. This does not appear if the page template has not been set. See "Removing a Page Template From a Section" on page 2-12 for more information. |
| Preview page template (menu) | Select a page template from the list to view within the current section. See "Previewing Page Templates" on page 2-10 for more information. |
| Apply | Click to apply the selected page template to the current section. See "Assigning a Primary Page to a Section" on page 2-10 for more information. |

A.2.3 Secondary Page Template Tab

The Secondary Page Template tab on the Manage Site page is used to view the web page using the current secondary page template. Additional page templates can be applied and previewed against the current section as well.

Figure A-5 Secondary Page Template Tab of Manage Site Page (With No Page Selected)



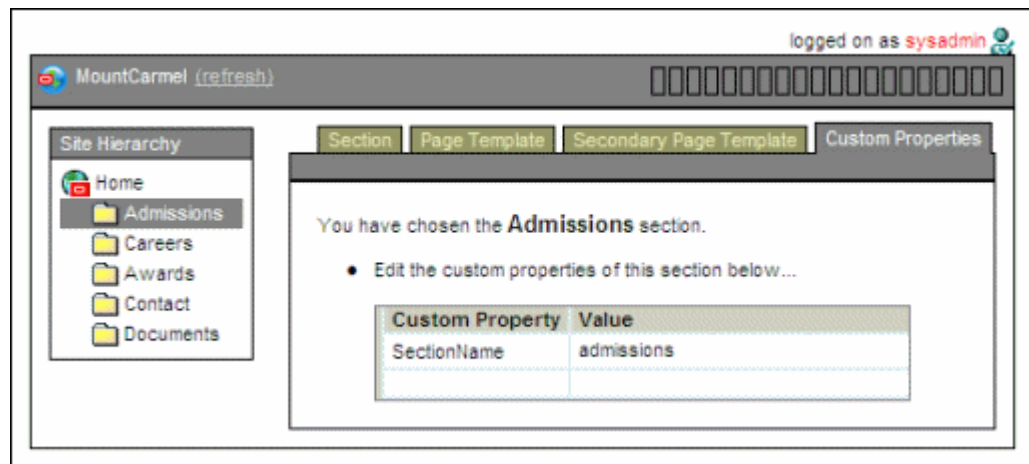
| Element | Description |
|---|--|
|  | Click the icon to open the content information page for the current page template. This does not appear if the secondary page template has not been set. |

| Element | Description |
|------------------------------|--|
| clear | Click to remove the page template from the current section. This does not appear if the secondary page template has not been set. See "Removing a Page Template From a Section" on page 2-12 for more information. |
| Preview page template (menu) | Select a page template from the list to view within the current section. See "Previewing Page Templates" on page 2-10 for more information. |
| Apply | Click to apply the selected page template to the current section. See "Assigning a Secondary Page to a Section" on page 2-11 for more information. |

A.2.4 Custom Properties Tab

The Custom Properties tab on the Manage Site page is used to edit the custom property information for the selected section in the site hierarchy. All custom properties are determined by the site designer. Section properties cannot be added or removed by a manager; only their values can be edited.

Figure A-6 Custom Properties Tab of Manage Site Page



Note: Contact your site designer regarding the proper use of the custom properties.

A.3 Web Site Objects Report Page

The Web Site Objects Report page shows site usage reports for all Web site objects marked for reporting. You can see information about several object categories, including page templates, contributor data files, page template fragments, fragment libraries, Web site assets, and the Web site project.



Figure A-7 Web Site Objects Report Page


Web Site Objects Report for 'MountCarmel'

The following reports list the objects used by the web site 'MountCarmel'.

- [Page Templates](#) Lists page templates referenced by sections of the web site
- [Contributor Data Files](#) Lists data files referenced by sections of the web site
- [Page Template Fragments](#) Lists fragments used by the page templates of the web site
- [Fragment Libraries](#) Lists fragment libraries used by the page templates of the web site
- [Web Site Assets](#) Lists documents declared to belong to the web site
- [Web Site Project](#) Lists the project associated with the web site

Page Templates

| Content ID | Usage Detail | Info |
|------------|---|---|
| mc_home | / |  |
| mcPrimary | /Admissions.xcxc /Careers /Awards /Awards/x /Documents /Documents/Test |  |

| Element | Description |
|---|---|
| Object categories | Click any of the object categories to see the report specific to that category. |
| Content ID | The content ID of the object in the content server. |
| Usage Detail | The specific information on the Web site object and where it was referenced. |
|  | Click this icon to see the content information page for the object. |

A.4 Web Site Addresses Page

The Web Site Addresses page is used to manage the site addresses for all available Web sites on the content server. You can view the defined site addresses, and add addresses or remove existing ones.



There are two ways to access your site: using a folder address or a domain address. When you first set up your site, you can use the folder address, like "http://MyComputer/MySite" (where "MyComputer" is the name of the system and "MySite" is the site ID). Sooner or later, however, you will likely want to use a domain address, like "http://www.mycompany.com" (where "mycompany.com" is your domain name) as a more convenient and public way to access your site.

A domain address requires additional DNS configuration that you or a site administrator must perform.

You can also use the Site Address dialog box in Designer to configure domain addresses.

Figure A-8 Manage Web Site Addresses Page

Web Site Addresses [Help](#)

| Web Site Address | Web Site | Actions |
|------------------|--------------------------------|---|
| MySite | My Site (MySite) |  |
| RVH | Ravenna Hosting Tutorial (RVH) |  |

Add Web Site Address

Web Site: ▼

Address:

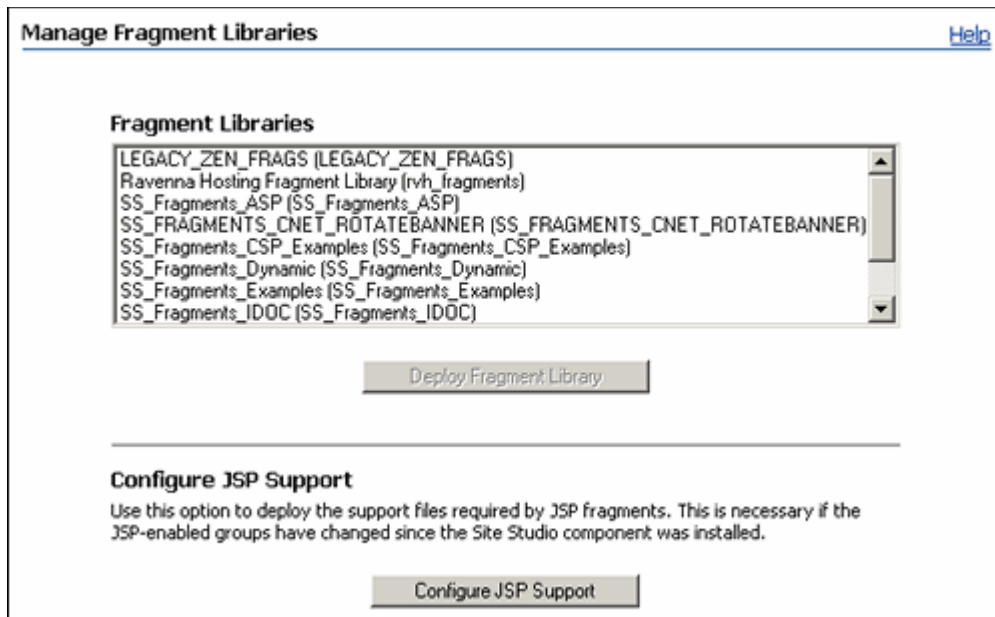
| Element | Description |
|----------------------|---|
| Web Site Addresses | <p>Displays existing site addresses that are configured for the specified site.</p> <p>Click the menu icon in the Action column for more options:</p> <ul style="list-style-type: none"> ■ Select As Default Address: Makes this address the default site address. ■ Remove Site Address: Removes this address from the Web site. |
| Add Web Site Address | <p>Web Site: Use this menu to select a Web site on the content server.</p> <p>Address: Enter the domain name to use. (You can add multiple domain names for your site.)</p> |
| Add | Adds the domain name to your site. |

A.5 Manage Fragment Libraries Page

The Manage Fragment Libraries page is used to deploy fragment libraries to their required location on the content server. The libraries must be in the `[CS-Dir]\weblayout\fragments` directory in order to be available to your Web site. They are deployed to this location by default when you install Site Studio. However, if you manually check a fragment library into the content server, you must deploy it to this location.

The Manage Fragment Libraries page is also used to configure JSP support for JSP-enabled Web sites. If, after installing the Site Studio component, you add a group to the list of JSP-enabled groups in the content server, you must redeploy (extract) the JSP support files that enable Site Studio JSP fragments to work properly.

Figure A–9 Manage Fragment Libraries Page



| Element | Description |
|-------------------------|---|
| Fragment Libraries | Displays all fragment libraries currently checked into the content server. |
| Deploy Fragment Library | Click to copy the selected fragment library to its required location on the content server (<i>[CS-Dir]\weblayout\fragments</i>), where it is available to Site Studio. You must select a fragment library in the list before this button becomes available. As an alternative to this deployment method, you can use the Upload Fragment Library/Download Fragment Library element in Designer. |
| Configure JSP Support | Click to redeploy (extract) JSP support files to the necessary location on the content server so that JSP fragments work properly. |

A.6 Set Default Project Document Information Page

The Set Default Project Document Information page is used to define the default metadata (that is, content information) for Site Studio project files.

When you create a Web site in Designer, Site Studio generates an XML-based project file and checks it into the content server with certain metadata values. The default document information specifies which fields are automatically filled.

The default project document information is useful to make entering Web site sections easier and grouping them more usefully on the content server.

Figure A-10 Set Default Project Document Information Page

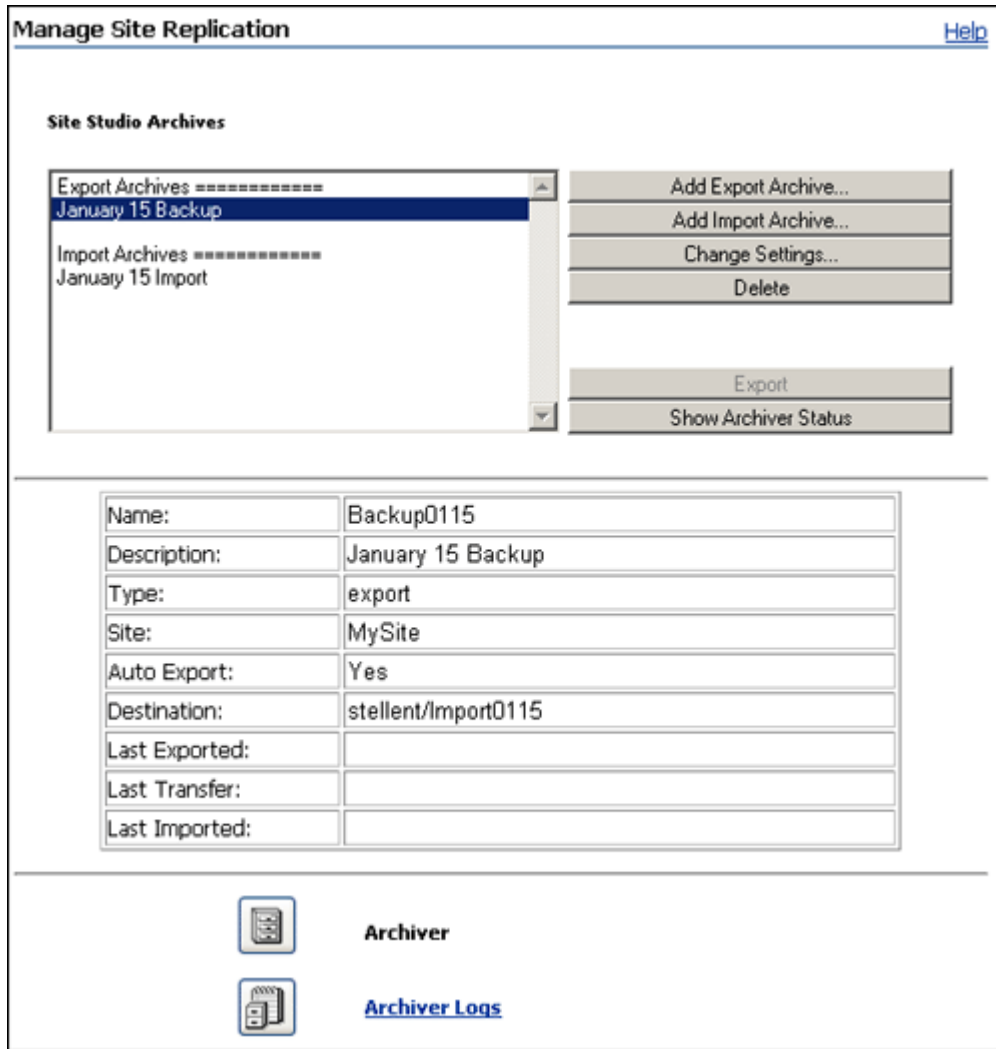
| Element | Description |
|-----------------|---|
| Metadata fields | Display all of the available metadata values in the content server that can be assigned to a Site Studio project file. Enter the information for the default values in the applicable fields. All required metadata fields have red-colored field labels. If a field does not need or should not have default information, you can leave it blank. |
| Update | Click to update the metadata that is assigned to a Site Studio project file automatically. |
| Reset | Resets the page to its initial state when it was launched. |

A.7 Manage Site Replication Page

The Manage Site Replication page is used to manage the replication of Web sites from one content server to another. During this process, you must create an export archive on the source server and an import archive on a target server.

Before you perform these steps, you must configure the content servers so that they communicate with one another.

Figure A-11 Manage Site Replication Page



| Element | Description |
|----------------------|---|
| Site Studio Archives | Displays all export and import archives currently checked into the content server. |
| Add Export Archive | Click to open the Add Export Archive page (see " Add Export Archive Page " on page A-13), where you can create an export archive (on the source server). |
| Add Import Archive | Click to open the Add Import Archive page (see " Add Import Archive Page " on page A-16), where you can create an import archive (on the target server). |
| Change Settings | Click to open the Edit Export Archive page (see " Edit Export Archive Page " on page A-14) or Edit Import Archive page (see " Edit Import Archive Page " on page A-17), where you can edit the properties of an existing archive. |
| Delete | Click to delete the selected archive. |

| Element | Description |
|----------------------|---|
| Export | Click to export the selected archive to the target server and initiate the replication process. Once you export the archive, the replication process is automated. You do not have to import the archive on the target content server, manually transfer the archive, and so on. |
| Show Archiver Status | Click to display the progress of an existing archive (that replicates to a target server). |
| Archiver | Click the icon to launch the Archiver utility on the content server. See the Content Server documentation for more information on Archiver and the archiving process. |
| Archiver Logs | Click the icon or the link to display the list of archive logs available to review. See the Content Server documentation for more information on the Archiver logs and log files in general. |

A.8 Add Export Archive Page

The Add Export Archive page is used to create an export archive file, which is used in the process of replicating a Web site from one content server to another. An export archive resides on the source server, where it collects information from the Web site. During replication, the export archive is copied to an import archive, which resides on the target server.

You must create an import archive on the target server before you create an export archive on the source server.

Figure A-12 Add Export Archive Page

Add Export Archive [Help](#)

Administration --> Site Studio Administration --> Manage Site Replication --> Add Export Archive

Archive Type:

Archive Name:

Archive Description:

Export Options

Web Site: Include project file in export archive

Transfer to Collection:

Transfer to Archive: Automatically export new and changed content

| Element | Description |
|------------------------|--|
| Archive Type | Specifies whether this is an export or import archive (this option is marked for you). |
| Archive Name | Name of the archive. The name appears in the list of available archives on the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). The archive name should not contain any spaces or special characters. |
| Archive Description | Description of the archive. |
| Web Site | Identifies the Web site to create an export archive from and then replicate. Select the Web site from the menu. Include project file in export archive: Select this check box if you want the project file to be included in the archive, which means you replicate the entire site. If you only want to replicate certain sections, clear this check box. |
| Transfer to Collection | Identifies the collection for the import archive on the target server where this export archive is copied to. Open Collection: Click to open a browse dialog where you can select the collection on the target server. |
| Transfer to Archive | Identifies the import archive on the target server where this export archive is copied to. Automatically export new and changed content: Select this check box if you want content that has changed on the source server to be replicated to the target server automatically. If you do not enable this option, you must manually trigger the replication. |
| Add Archive | Adds the export archive and returns you to the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). |
| Cancel | Cancels your settings and returns you to the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). |

A.9 Edit Export Archive Page

The Edit Export Archive page is used to edit the properties of an existing export archive file, which is used in the process of replicating a Web site from one content server to another. An export archive resides on the source server, where it collects information from the Web site. During replication, the export archive is copied to an import archive, which resides on the target server.

Figure A-13 Edit Export Archive Page

| Element | Description |
|------------------------|--|
| Archive Type | Specifies whether this is an export or import archive (this option is marked for you). |
| Archive Name | Name of the archive. The name appears in the list of available archives on the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). The archive name should not contain any spaces or special characters. |
| Archive Description | Description of the archive. |
| Web Site | Identifies the Web site to create an export archive from and then replicate. |
| Transfer to Collection | Identifies the collection for the import archive on the target server where this export archive is copied to. Open Collection: Click to open a browse dialog where you can select the collection on the target server. |
| Transfer to Archive | Identifies the import archive on the target server where this export archive is copied to. Automatically export new and changed content: Select this check box if you want content that has changed on the source server to be replicated to the target server automatically. If you do not enable this option, you must manually trigger the replication. |
| Update | Click to update the export archive and return to the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). |

| Element | Description |
|---------|---|
| Cancel | Click to cancel your settings and return to the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). |

A.10 Add Import Archive Page

The Add Import Archive page is used to create an export archive file, which is used in the process of replicating a Web site from one content server to another. An import archive resides on the target server. During replication, content from the export archive is copied into the import archive. The import archive then copies the content to the target content server.

Figure A–14 Add Import Archive Page

| Element | Description |
|---------------------|---|
| Archive Type | Specifies whether this is an import or export archive (this option is marked for you). |
| Archive Name | Name of the archive. The name appears in the list of available archives on the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). The archive name should not contain any spaces or special characters. |
| Archive Description | Description of the archive. |

| Element | Description |
|---|--|
| Retain switched region content on target server during import | <p>Select this check box you want to retain content that contributors assign to each region on the target Web site. These are the areas where a contributor has switched the contributor data file or native document originally assigned to a region.</p> <p>You would typically choose to retain switched region content if you are replicating from a development server (source) to a contribution server (target), because in that scenario you want to preserve the changes made by a contributor.</p> <p>You would likely disable this option if you are replicating from a contribution server (source) to a consumption server (target), because in that scenario you want to overwrite anything that has changed on the consumption server.</p> |
| Retain region content on target server during import | <p>Select this check box if you want to retain the content that contributors edit in each region on the target Web site.</p> <p>This prevents any contributor data files and native documents from being copied from the source server to the target server, which would potentially overwrite files edited by contributors.</p> <p>You would typically choose to retain region content if you are replicating from a development server (source) to a contribution server (target), because in that scenario you want to preserve the changes made by a contributor.</p> <p>You would likely disable this option if you are replicating from a contribution server (source) to a consumption server (target), because in that scenario you want to overwrite anything that has changed on the consumption server.</p> |
| Add Archive | Click to add the import archive and return to the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). |
| Cancel | Click to cancel your settings and return to the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). |

A.11 Edit Import Archive Page

The Edit Import Archive page is used to edit the properties of an existing import archive file, which is used in the process of replicating a Web site from one content server to another. An import archive resides on the target server. During replication, content from the export archive is copied into the import archive. The import archive then copies the content to the target content server.

Figure A-15 Edit Import Archive Page

| Element | Description |
|---|---|
| Archive Type | Specifies whether this is an import or export archive (this option is marked for you). |
| Archive Name | Name of the archive. The name appears in the list of available archives on the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). The archive name should not contain any spaces or special characters. |
| Archive Description | Description of the archive. |
| Retain switched region content on target server during import | Select this check box you want to retain content that contributors assign to each region on the target Web site. These are the areas where a contributor has switched the contributor data file or native document originally assigned to a region. You would typically choose to retain switched region content if you are replicating from a development server (source) to a contribution server (target), because in that scenario you want to preserve the changes made by a contributor. You would likely disable this option if you are replicating from a contribution server (source) to a consumption server (target), because in that scenario you want to overwrite anything that has changed on the consumption server. |
| Retain region content on target server during import | Select this check box if you want to retain the content that contributors edit in each region on the target Web site. This prevents any contributor data files and native documents from being copied from the source server to the target server, which would potentially overwrite files edited by contributors. You would typically choose to retain region content if you are replicating from a development server (source) to a contribution server (target), because in that scenario you want to preserve the changes made by a contributor. You would likely disable this option if you are replicating from a contribution server (source) to a consumption server (target), because in that scenario you want to overwrite anything that has changed on the consumption server. |

| Element | Description |
|---------|--|
| Update | Click to update the import archive and return to the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). |
| Cancel | Click to cancel your settings and return to the Manage Site Replication page (see " Manage Site Replication Page " on page A-11). |

A.12 General Component Information Page

The General Component Information page is used to provide information about the installed Site Studio component, Site Studio-specific metadata, directory paths, versions, and so on.

Figure A-16 General Component Information Page

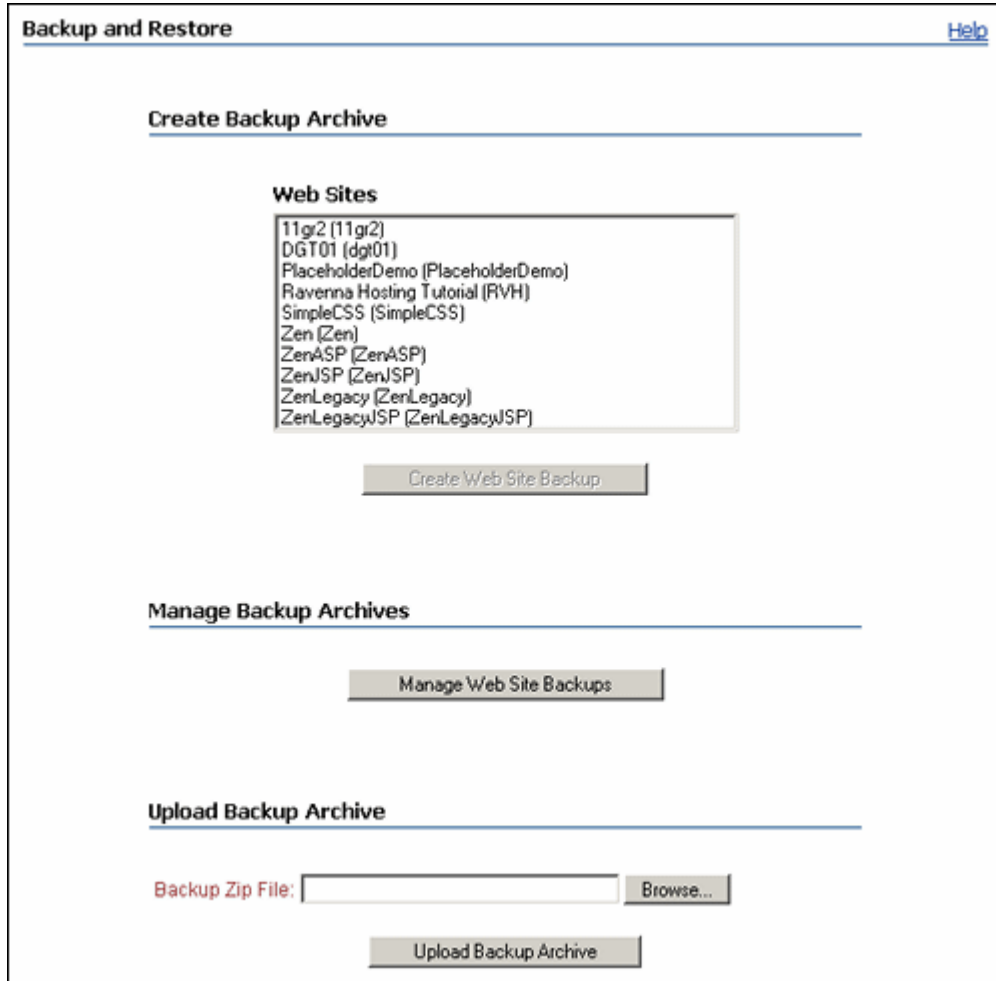
| General Component Information Help | |
|---|-----------------------------|
| Administration --> Site Studio Administration --> General Component Information | |
| Product Version: | 7.7.0.1 |
| Component Build Version: | 9.0.0.319 |
| Disable Contribution: | FALSE |
| Web Site Object Type Field: | xWebsiteObjectType |
| Web Site ID Field: | xWebsiteID |
| Web Sites Field: | xWebsites |
| Web Site Section Field: | xWebsiteSection |
| Do not Show In Lists For Web Sites Field: | xDontShowInListsForWebsites |
| Region Definition Field: | xRegionDefinition |
| Relative Web Sites Root: | /stellent/websites/ |
| Relative Fragments Root: | /stellent/fragments/ |
| Unique Section Counter Value: | 7 |

| Element | Description |
|--|---|
| Product Version | Displays the version of the Site Studio component. |
| Component Build Version | Displays the specific build of the Site Studio component version. |
| Disable Contribution | Indicates whether contribution is disabled (TRUE or FALSE). |
| Web Site Object Type Field | Displays the metadata field used for the Web site object types. |
| Web Site ID Field | Displays the metadata field used for the Web site IDs. |
| Web Sites Field | Displays the metadata field used for the Web site names. |
| Web Site Section Field | Displays the metadata field used for the Web site section names. |
| Do not Show In Lists For Web Sites Field | Displays the metadata field used for withholding from the Web site lists. |
| Region Definition Field | Displays the metadata field used for the region definition names. |
| Relative Web Sites Root | Displays the path to the Web sites. |
| Relative Fragments Root | Displays the path to the fragments. |
| Unique Section Counter Value | Displays the ID that is used for newly created sections in the site hierarchy (unless the designer manually enters a section ID). |

A.13 Backup and Restore Page

The Backup and Restore page is used to create backups of your site, download the backup file to a secure location or portable device, and restore from that backup. The backup feature uses the existing archiving and replicating framework built into Site Studio and Content Server.

Figure A-17 Backup and Restore Page












| Element | Description |
|-------------------------|---|
| Web Sites | Displays all existing Web sites currently available on the content server. |
| Create Web Site Backup | Click to create a backup of the selected Web site. You see a page that shows the progress of the backup and any status information and error messages. |
| Manage Web Site Backups | Click to open the Web Site Backup Archives page (see " Web Site Backup Archives Page " on page A-21), where you can view existing backups and choose to perform various actions on these backups. |
| Backup Zip File | Specifies a previous backup from your file system for upload. |
| Browse | Click to select an existing site backup file for uploading (restoring) to the content server. |



| Element | Description |
|-----------------------|--|
| Upload Backup Archive | Uploads (restores) the backup from your file system to the content server. You see a page that shows the progress of the backup and any status information and error messages. |

A.14 Web Site Backup Archives Page

The Web Site Backup Archives page is used to manage the existing Web site backups. You can view existing backups, download a backup, restore from a backup, and delete a backup.

Figure A-18 Web Site Backup Archives Page

| Web Site Backup Archives Help | | | |
|---|-----------------------------------|--------------------|---|
| Web Site | Archive Name | Backup Export Date | Actions |
| 11gr2 | 11gr2_2007_12_03_13_10_06_255 | 12/3/07 1:10 PM |  |
| Zen | restore_2007_08_22_15_38_10_534 | 8/22/07 3:31 PM |  |
| ZenJSP | restore_2007_08_23_13_37_39_673 | 8/23/07 1:27 PM |  |
| RVH | restore_2007_10_03_13_41_56_559 | 3/21/06 10:04 AM |  |
| SimpleCSS | SimpleCSS_2007_10_02_11_16_44_969 | 10/2/07 11:16 AM |  |
| Zen | Zen_2007_08_23_12_06_51_521 | 8/23/07 12:06 PM |  |
| Zen | Zen_2007_08_27_10_16_55_951 | 8/27/07 10:16 AM |  |
| ZenASP | ZenASP_2007_11_30_15_06_43_690 | 11/30/07 3:06 PM |  |
| ZenJSP | ZenJSP_2007_08_27_08_54_47_155 | 8/27/07 8:54 AM |  |

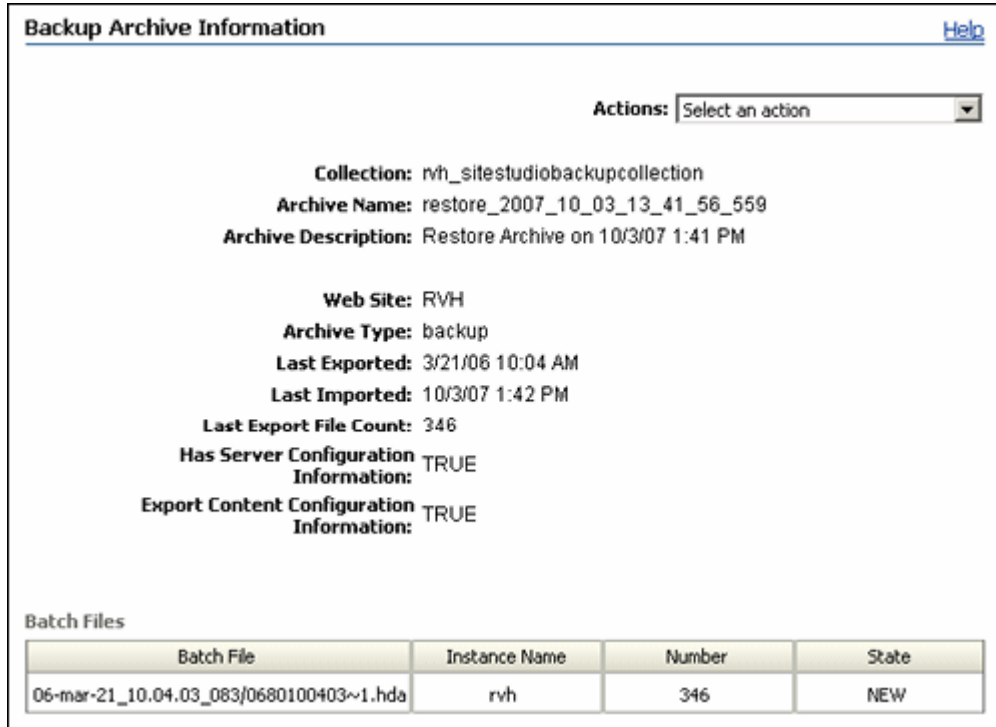
| Element | Description |
|---|---|
| Web Site | Displays the name of the Web site that was backed up. |
| Archive Name | Displays the name of the archive used by the backup. |
| Backup Export Date | Displays the date and time that the backup was created. |
|  | <p>Click this icon to open the actions menu, which shows several options:</p> <ul style="list-style-type: none"> ▪ Download backup archive as ZIP: Creates a zip file of the backup and downloads it to your computer. ▪ Delete backup archive: Deletes the backup from the content server. ▪ Restore backup archive contents: Restores the Web site from the backup to the content server. ▪ Show server configuration details: Opens the Server Configuration Details page (see ""Server Configuration Details Page" on page A-23), where you can view the content server environment for this particular site. |
|  | <p>Click this icon to open the Backup Archive Information page (see ""Backup Archive Information Page" on page A-22), which shows the details of a backup, including the archive name, description, Web site, and creation date</p> |

To resize the columns on this page so that you can read each category, place your mouse over a border until it turns into a double-arrow and then drag your mouse to resize the column.

A.15 Backup Archive Information Page

The Backup Archive Information page shows the details of a backup, including the archive name, description, Web site, creation date, and so on.

Figure A-19 Backup Archive Information Page



| Element | Description |
|---------------------------|--|
| Actions (menu) | <p>Show server configuration details: Opens the Server Configuration Details page (see "Server Configuration Details Page" on page A-23), where you can view the content server environment for this particular site.</p> <p>Download backup archive as ZIP: Creates a zip file of the backup and downloads it to your file system.</p> <p>Restore backup archive contents: Restores the Web site from the backup to the content server.</p> <p>Delete backup archive: Deletes the backup from the content server.</p> |
| Backup information fields | These fields show the details of the site backup, such as the archive name, archive description, Web site, creation date, and so on. |
| Batch Files | Shows the details of the batch files used in the backup. |

To resize the columns on this page so that you can read each category, place your mouse over a border until it turns into a double-arrow and then drag your mouse to resize the column.

A.16 Server Configuration Details Page

The Server Configuration Details page provides detailed configuration information for the content server that a backed-up Web site was located on at the time of the backup. This information includes the custom metadata fields, content types, security groups, configuration and environment settings, installed components, defined providers, and so on. This can be useful when you must know the content server environment for a particular site before you restore it.

Figure A–20 Server Configuration Details Page

| Server Configuration Details Help | | | | | | | | | | |
|---|---------|-------------------|------------|-----------|------------|------------|------------|------------|--------|------------|
| DocMetaDefinition | | | | | | | | | | |
| dName | dType | disRequire | disEnabled | disSearch | dCaption | disOptionL | dOptionLis | dDefaultVa | dOrder | dOptionLis |
| xCommen | Memo | 0 | 1 | 1 | Comments | 0 | | | 1 | |
| xDonkSho | Memo | 0 | 1 | 1 | Exclude Fr | 0 | | | 45 | |
| xTemplate | Text | 0 | 1 | 0 | TemplateT | 1 | TemplateT | | 43 | combo |
| xWebsite | Text | 0 | 1 | 1 | Web Site | 1 | WebsiteOf | | 43 | choice |
| xWebsite: | Memo | 0 | 1 | 1 | Web Sites | 0 | | | 45 | |
| xWebsite: | BigText | 0 | 1 | 1 | Web Site : | 0 | | | 47 | |
| OptionsList | | | | | | | | | | |
| dKey | | dOption | | | | dOrder | | | | |
| TemplateTypeList | | GUI Template | | | | 1 | | | | |
| TemplateTypeList | | Layout Template | | | | 2 | | | | |
| TemplateTypeList | | Script Template | | | | 3 | | | | |
| TemplateTypeList | | Wireless Template | | | | 4 | | | | |
| WebsiteObjectTypeList | | | | | | 1 | | | | |
| WebsiteObjectTypeList | | Data File | | | | 2 | | | | |
| WebsiteObjectTypeList | | Layout File | | | | 3 | | | | |
| WebsiteObjectTypeList | | Native Document | | | | 4 | | | | |

| Element | Description |
|------------------------|--|
| DocMetaDefinition | Displays the document types that were used on the content server. |
| OptionsList | Displays the option lists that were used on the content server. |
| QdocTypes | Displays the default content types that were used on the content server. |
| Qroles | Displays the users that were used on the content server. |
| QsecurityGroups | Displays the security groups that were used on the content server. |
| DocFormats | Displays the content formats that were used on the content server. |
| ConfigCfg | Displays the configuration settings that used on the content server. |
| GeneralConfig | Displays the general configuration settings that were used on the content server. |
| ServerEnvironment | Displays the server environment on the content server. |
| ComponentConfiguration | Displays the installed components that were used on the content server, along with their settings. |

| Element | Description |
|----------------|--|
| Providers | Displays the providers that were used on the content server. |

To expand a particular category and view it on a separate page, click the heading of that category.

To resize the columns on this page so that you can read each category, place your mouse over a border until it turns into a double-arrow and then drag your mouse to resize the column.

Index

A

Add Export Archive page, A-13
Add Import Archive page, A-16
Add New Section dialog, 2-4
adding a Web site address, 3-1
adding sections, 2-3
address of Web site, 3-1, A-8
 adding --, 3-1
 deselecting --, 3-2
 removing --, 3-3
 selecting --, 3-2
administration of Site Studio, 1-6
administrator, 1-6
administrators, 1-2
Archiver status, A-13
archives
 export, 6-6, A-13, A-14
 import, 6-5, A-16, A-17
assigning external URLs to sections, 2-11
assigning primary pages to sections, 2-10
assigning secondary pages to sections, 2-11
automatically exporting new and changed content, 6-7

B

backing up sites, 7-1
Backup and Restore page, A-20
Backup Archive Information page, A-22
backup progress, 7-2
backups, 7-1
 server configuration, 7-4

C

caching, 2-9, A-5
changed content in replication, 6-7
changing maximum age of sections, 2-9
changing URL or site sections, 2-9
component information, 8-1, A-19
component on Content Server, 1-1
configuring JSP fragments, 4-2
configuring target server for replication, 6-3
content information page of page templates, 2-12
Content Server

 component, 1-1
 configuring JSP, 4-2
 location of fragment libraries, 4-1, A-9
Contributor (application), 1-2, 1-5
contributor (user), 1-2, 1-5
contributor data files, 1-5
contributor-only site sections, 2-8
custom properties, 2-10
custom properties (of section), A-7
Custom Properties tab of Manage Site page, A-7

D

data files, see 'contributor data files'
default project document information, 5-1, A-10
 setting --, 5-1
deploying fragment libraries, 4-1
deselecting a Web site address, 3-2
designating sections as contributor-only, 2-8
designating sections as error handler, 2-8
Designer (application), 1-2, 1-3
designer (user), 1-2, 1-3
distributing a site, 1-5
domain site addresses, 3-1, A-8
dragging and dropping sections, 2-5

E

Edit Export Archive page, A-14
Edit Import Archive page, A-17
editing sections, 2-6
error handler site sections, 2-8
export archive, 6-6, A-13, A-14
export settings for replication, 6-3
exporting new and changed content, 6-7
exporting sites, 6-2
external URLs, 2-11

F

files included in replication, 6-3
folder site addresses, 3-1, A-8
fragment libraries, 4-1, A-9
 deploying --, 4-1
fragments, 4-1, A-9

G

general component information, 8-1, A-19
General Component Information page, A-19

H

hiding sections, 2-7
hierarchy, see 'site hierarchy'

I

import archive, 6-5, A-16
import archives, A-17
importing sites, 6-2
including project file in export archive, 6-7
information about versions, 8-1, A-19
interface
 Add Export Archive page, A-13
 Add Import Archive page, A-16
 Add New Section dialog, 2-4
 Backup and Restore page, A-20
 Backup Archive Information page, A-22
 Edit Export Archive, A-14
 Edit Import Archive page, A-17
 General Component Information page, A-19
 Manage Fragment Libraries, A-9
 Manage Site page, A-3
 Manage Site Replication page, A-11
 Manage Web Sites page, A-1
 Server Configuration Details page, A-23
 Set Default Project Document Information page, A-10
 Site Studio Administration page, 1-6
 Web Site Addresses page, A-8
 Web Site Backup Archives page, A-21
 Web Site Objects Report page, A-7

J

JSP fragments, 4-2
JSP support files, 4-2

L

launching Site Studio Manager, 2-3
layout pages, see 'page templates'
libraries of fragments, 4-1, A-9
 deploying --, 4-1
location
 fragment libraries (on content server), 4-1, A-9

M

Manage Fragment Libraries page, A-9
Manage Site page, A-3
 Custom Properties tab, A-7
 Page Template tab, A-5
 Secondary Page Template tab, A-6
 Section tab, A-3
Manage Site Replication page, A-11

Manage Web Sites page, A-1
Manager (application), 1-2, 1-4, A-3
 adding sections, 2-3
 assigning external URLs to sections, 2-11
 assigning primary pages to sections, 2-10
 assigning secondary pages to sections, 2-11
 changing custom properties, 2-10
 changing URL of section or page, 2-9
 Custom Properties tab, A-7
 designating sections as contributor-only, 2-8
 designating sections as error handler, 2-8
 editing sections, 2-6
 hiding sections, 2-7
 launching --, 2-3
 maximum age of sections, 2-9
 moving sections, 2-5
 Page Template tab, A-5
 previewing page templates, 2-10
 removing page templates from sections, 2-12
 removing sections, 2-5
 renaming sections, 2-6
 Secondary Page Template tab, A-6
 Section tab, A-3
 showing sections, 2-7
 using --, 2-2
manager (user), 1-2, 1-4
managing fragment libraries, 4-1
managing site replication, 6-1
managing Web site addresses, 3-1
managing Web sites
 Web sites
 managing --, 2-1
maximum age, 2-9, A-5
metadata for project files, 5-1, A-10
moving sections, 2-5

N

native documents, 1-5
navigation of sites, 2-2
new content in replication, 6-7

O

objects report for sites, 2-2, A-7
outgoing provider for replication, 6-4

P

page template (of section), A-5
Page Template tab of Manage Site page, A-5
page templates, 2-10
 content information page, 2-12
 removing -- from site sections, 2-12
previewing a site, 1-5
previewing page templates, 2-10
process of replication, 6-2
progress of backup, 7-2
progress of restore, 7-3
project document information, 5-1, A-10
project files, 5-1, A-10

- and replication, 6-7
- providers
 - outgoing, 6-4
- publishing a site, 1-5
- publishing model, 1-2
 - adding and editing content in Contributor, 1-5
 - creating site in Designer, 1-3
 - managing site in Manager, 1-4
 - previewing and distributing completed site, 1-5

R

- reloading Web sites, 2-13
- removing a Web site address, 3-3
- removing page templates from sections, 2-12
- removing sections, 2-5
- renaming sections, 2-6
- replication, 6-1, A-11
 - automatically export new and changed content, 6-7
 - configuring target server, 6-3
 - contents of site, 6-3
 - export, 6-2
 - export settings, 6-3
 - import, 6-2
 - including project file in export archive, 6-7
 - process, 6-2
 - retaining region content, 6-6
 - retaining switched region content, 6-6
 - revisions of files, 6-3
 - scope, 6-3
 - setting up export archive on source server, 6-6
 - setting up import archive on target server, 6-5
 - setting up outgoing provider on source server, 6-4
 - starting --, 6-8
 - transfer, 6-2
- reports about Web site objects, 2-2, A-7
- restore progress, 7-3
- restoring sites, 7-3
- retaining region content in replication, 6-6
- retaining switched region content in replication, 6-6
- revisions of files included in replication, 6-3

S

- secondary page template (of section), A-6
- Secondary Page Template tab of Manage Site page, A-6
- Section tab of Manage Site page, A-3
- sections
 - adding --, 2-3
 - assigning external URLs to --, 2-11
 - assigning primary pages to --, 2-10
 - assigning secondary pages to --, 2-11
 - contributor-only, 2-8
 - custom properties, A-7
 - editing --, 2-6
 - error handler, 2-8
 - hiding --, 2-7

- maximum age, 2-9, A-5
- moving --, 2-5
- page template, A-5
- removing --, 2-5
- removing page templates from --, 2-12
- renaming --, 2-6
- secondary page template, A-6
- showing --, 2-7
- URL, 2-9
 - URL directory name, A-5
 - URL page name, A-5
- selecting a Web site address, 3-2
- Server Configuration Details page, A-23
- server configuration of backups, 7-4
- Set Default Project Document Information page, A-10
- setting default project document information, 5-1
- setting up export archive on target server, 6-6
- setting up import archive on target server, 6-5
- setting up outgoing provider on source server, 6-4
- showing sections, 2-7
- site addresses, 3-1, A-8
 - adding --, 3-1
 - deselecting --, 3-2
 - removing --, 3-3
 - selecting --, 3-2
- site contributor, see 'contributor (user)'
- site designer, see 'designer (user)'
- site hierarchy, A-3
 - adding sections, 2-3
 - contributor-only sections, 2-8
 - editing sections, 2-6
 - error handler sections, 2-8
 - external URLs, 2-11
 - hiding sections, 2-7
 - maximum age of sections, 2-9
 - moving sections, 2-5
 - primary pages of sections, 2-10
 - removing page templates, 2-12
 - removing sections, 2-5
 - renaming sections, 2-6
 - secondary pages of sections, 2-11
 - showing sections, 2-7
 - URL of sections, 2-9
- site manager, see 'manager (user)'
- site objects reports, 2-2, A-7
- site replication, see 'replication'
- Site Studio, 1-1
 - administration, 1-6
 - Contributor, 1-2, 1-5
 - Designer, 1-2, 1-3
 - Manager, 1-2, 1-4
 - publishing model, 1-2
 - users, 1-2
 - version information, 8-1, A-19
- Site Studio Administration page, 1-6
- Site Studio Designer, see 'Contributor (application)'
- Site Studio Designer, see 'Designer (application)'
- Site Studio Designer, see 'Manager (application)'
- sites, see 'Web sites'

- source server for replication, 6-4, 6-6
- source server of backup, 7-4
- starting replication, 6-8
- starting Site Studio Manager, 2-3
- starting Web sites, 2-12
- status of Archiver, A-13
- stopping Web sites, 2-12

T

- target server for replication, 6-5
- target server in replication, 6-3
- transferring sites, 6-2
- types of users, 1-2

U

- updating site navigation, 2-2
- URL directory name, 2-9, A-5
- URL of site sections or pages, 2-9
- URL page name, 2-9, A-5
- usage details, 2-2, A-7
- user interface, see 'interface'
- users
 - administrators, 1-2
 - contributors, 1-2, 1-5
 - designers, 1-2, 1-3
 - managers, 1-2, 1-4
- users, types of --, 1-2

V

- version information, 8-1, A-19
- viewing general component information, 8-1
- viewing Web site objects reports, 2-2
- viewing Web sites, 2-1

W

- Web site addresses, 3-1, A-8
 - adding --, 3-1
 - deselecting --, 3-2
 - removing --, 3-3
 - selecting --, 3-2
- Web Site Addresses page, A-8
- Web Site Backup Archives page, A-21
- Web Site Objects Report page, A-7
- Web sites
 - adding sections, 2-3
 - address, 3-1, A-8
 - backing up --, 7-1
 - contributor-only sections, 2-8
 - custom properties, 2-10
 - error handler sections, 2-8
 - external URLs of sections, 2-11
 - hiding sections, 2-7
 - maximum age of sections, 2-9
 - moving sections, 2-5
 - navigation, 2-2
 - primary pages of sections, 2-10
 - reloading --, 2-13

- removing page templates, 2-12
- renaming sections, 2-6
- replicating --, 6-1, A-11
- restoring --, 7-3
- secondary pages of sections, 2-11
- showing sections, 2-7
- starting --, 2-12
- stopping --, 2-12
- URL of sections or pages, 2-9
- viewing --, 2-1