

SiteExecutive

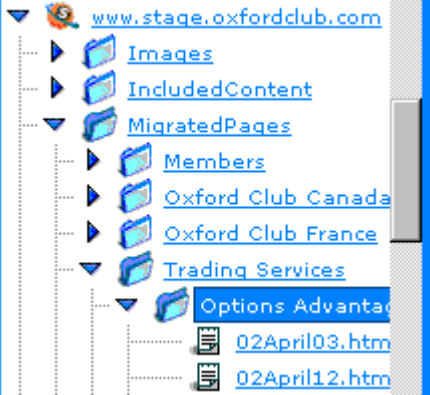
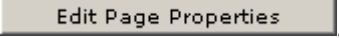
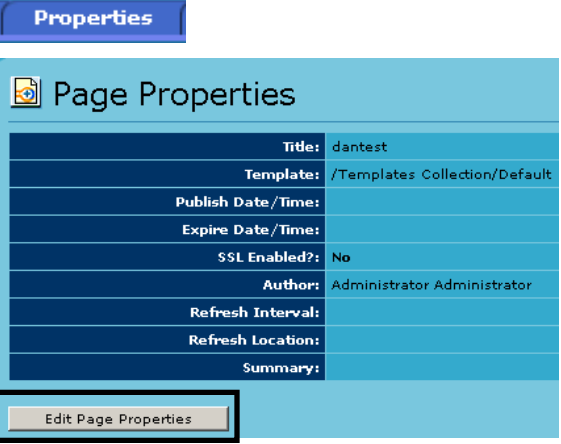
Content Archive Module User Guide

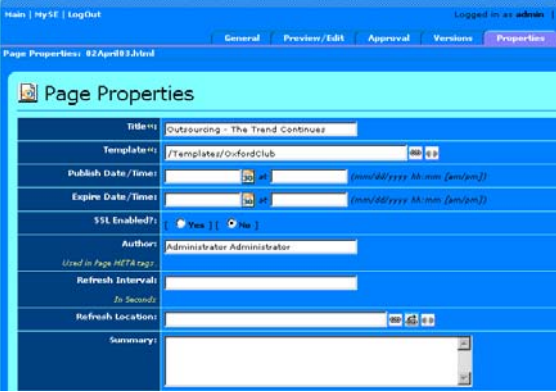
Document/Version: Content Archive Module User Guide
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1 Overview:



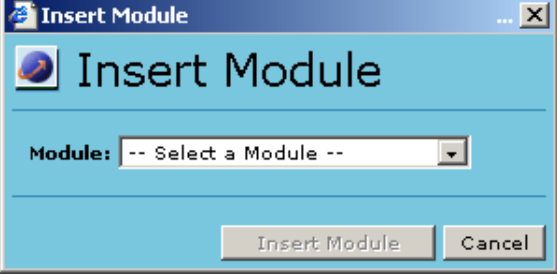

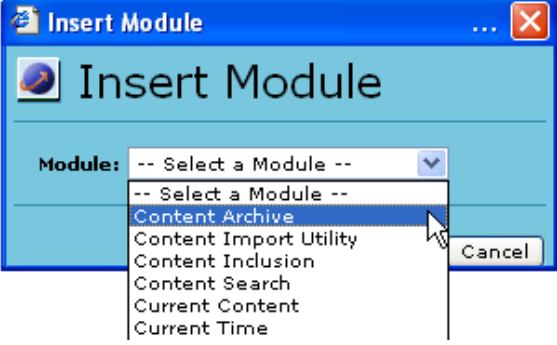
The Content Archive Module is a page module that will allow the user to select a folder and display a listing of all the published pages within it. In order for this module to display the information correctly, the page attributes must be set up prior to inserting the module on a page.

2 Configuring the Content Folder for the Archive Module

Step	Instructions	Image/Result
Content Archive Module		
1.	Navigate to the folder that contains the content you wish to archive.	
2.	Select a page that needs that attribute information added (when creating new pages this information can be populated at the time of page creation). With the page highlighted go to the Properties tab and click on  .	

Step	Instructions	Image/Result
3.	<p>Three main pieces of information are used for the Archive module. They are:</p> <ul style="list-style-type: none"> • Title: The headline of what will be displayed upon rendering of the archive module as a link to the actual page. • Publish Date/Time: This can be displayed along with the Title and is used for both the Sort ordering and the max days old attribute on the module. • Summary: This is used as the teaser section of the rendered content and is displayed under the headline. The length of the summary is limited to 255 characters. <p>This would have to be repeated for each page the content owner wished to have in the archive.</p>	 <p>The screenshot shows the 'Page Properties' configuration window. The title is 'Outsourcing - The Trend Continues'. The template is 'Templates/OxfordClub'. The publish date is set to '30' at '00:00:00' on '1/1/2010'. The expire date is also set to '30' at '00:00:00' on '1/1/2010'. The SSL enabled checkbox is checked. The author is 'Administrator Administrator'. The refresh interval is set to 'In Seconds'. The refresh location is set to 'All'. The summary field is empty.</p>

3 Inserting the Content Archive Module

Step	Instructions	Image/Result
Content Archive Module		
1.	The module can be added to any page in Site Executive. Preferably, the module should be applied to a page that exists outside the archive folder set up previously. Currently only one Archive Module is allowed per page.	
2.	Place the cursor where you would like to insert the module and click the  icon.	
3.	Select the "Content Archive" module from the dropdown menu and click  .	

Step	Instructions	Image/Result
4.	<p>The Content Archive module properties will automatically be displayed upon inserting the module.</p> <p>Definition of fields:</p> <ul style="list-style-type: none"> • Issue Folder: Folder in the Site Executive tree where you want the published pages taken from. • Link Style: If navigation links are displayed, which style should be used. • Include Current Issue: Should the most recent published page in the folder be displayed? • Include Displaying Issue: Should the “Displaying 1-N records of N” be displayed? • Displaying Style: The style that is used for the displaying information. • Title Style: Which style should be chosen for the page title. • Title Align: Justification for the title and publish date line: left, center or right. • Include Publish Date: Whether or not to display the publish date with the listing. • Publish Date Style: If the publish date is going to be displayed which style should be used. • Include Summary: Do you want to display the summary with the listing? • Summary Style: If the summary is going to be displayed which style should be used. • Summary Align: Justification for the title and publish date line: left, center or right. • Results per Page: How many results do you want to show per page. Must be greater than zero. • Max Results: Is there a limit to the number of pages you want to display. Leaving the field empty will equal no limit. • Max Days Old: Maximum number of days old you want the pages to be. Leaving the field empty will mean no limit. 	