

PubPoint Version 2.5 (HoustonDowntown.com)

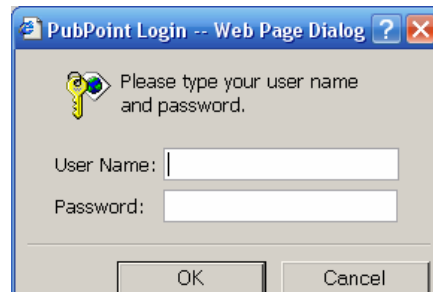
This document contains three sections, written for a content publisher, and focused as an introductory, yet comprehensive, overview of PubPoint and its functional usage. The sections are Common Tasks and Steps, Interface Overview and Reference, and Icon Legend.

Common Tasks and Steps

The steps outlined in this section cover the most often performed tasks in PubPoint. For more complex tasks, you may need to combine or modify these tasks per you intent. For reference, please see the Interface Overview and Icon Legend sections.


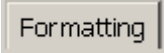

➤ Login to PubPoint

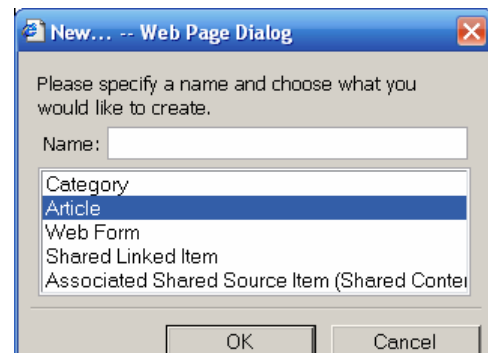
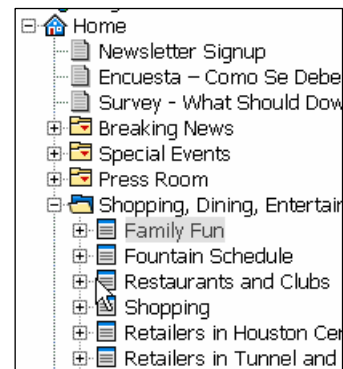
1. Open Web Browser on your workstation
2. Go to your site's admin section.
(www.houstondowntown.com/admin)
3. Enter User name and Password
4. Click "OK"



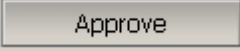
➤ Adding Content by Adding a NEW article, category or section

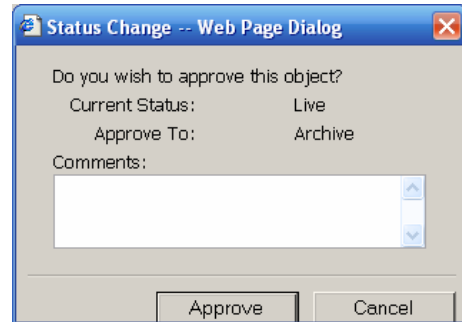
(NOTE: When you create new items, they are created in draft mode, which are not published live on the site.)

1. Select a category from the content tree from the left hand side of the screen. The category you select will contain the new page.
2. Click the "new" button 
3. Type name in name field, select object type, click "OK". This creates a new object (Category or Article)
4. Select formatting Tab 
5. Type or Paste in text into the blank area.
6. Click the "Save Changes" button 



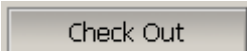

➤ **Publishing Content "live" on the web site**

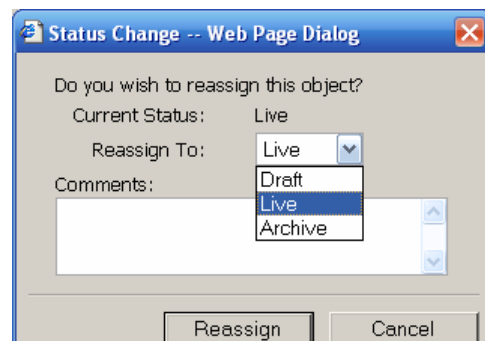
1. Select the Article or Category you want to publish from the left hand tree view.
2. Click "Approve" Button from the button bar. 
3. View the "Current Status" and "Approve To" status in the "Status Change" dialog, verify your intent, and click "Approve".



➤ **Reassigning the status of a page**

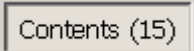
(Note: Go from Draft to Live, Live to Draft, Archive to Draft, etc)

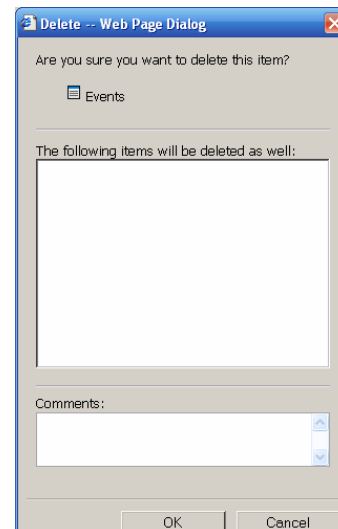
1. Select the object (article, page, category, section) 
2. Select "Check Out"
3. Click the "Reassign" button, this opens the reassign dialog box. 
4. Select the status you wish to Reassign to, and click "Reassign"














➤ **Deleting Content Objects (Category, Article, Page, Form) from the site.**

(Note: Items deleted from PubPoint are not permanently deleted and can be recovered by an MNT support person, or a trained PubPoint administrator.)

1. Select category you wish to remove or the category that "holds" the content article or page.
2. If wanting to delete an article or page within a category, click the contents tab  , and click the item's text title from the list. This will open up that specific Page or Article.




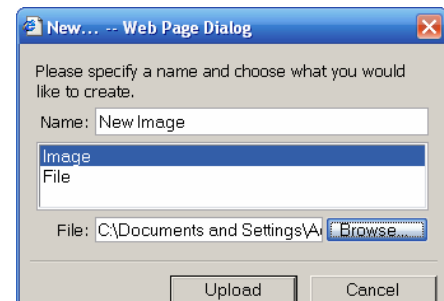
	Title	Date Created	Date Modified	Checked Out By	Language	Status
	 Family Fun	6/30/2004 5:04:43 PM	3/31/2005 5:07:03 PM			Live
	 Fountain Schedule	6/30/2004 4:55:27 PM	3/31/2005 5:06:10 PM			Live
	 Restaurants and Clubs	6/30/2004 5:05:22 PM	4/19/2005 10:17:05 AM			Live
	 Shopping	8/23/2004 11:27:40 AM	3/1/2005 4:06:53 PM			Live
	 Retailers in Houston Center	6/30/2004 5:09:21 PM	3/7/2005 1:13:02 PM			Live


Delete


3. Click the Delete Button.
4. View the Delete dialog box, verify you are actually deleting the content you intended, and click "Ok"

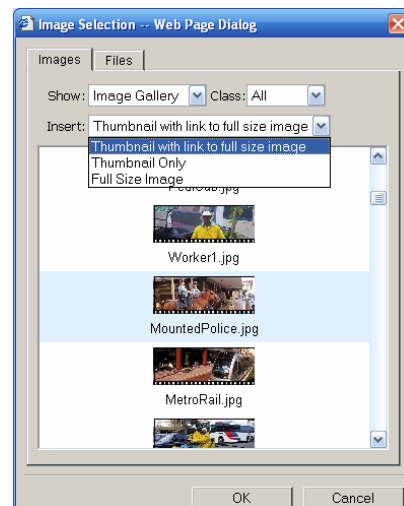
➤ **Uploading a new Image or File to your site**

1. Go to the "Images and Files" Category in the left hand tree view.
2. Click "New Image/File" button on the button bar.
 
3. On the New dialog box type in:
 - Name
 - Select either Image or File
 - Use the "Browse" button to locate the file or image from your desktop.
4. Click "Upload"



➤ **Adding an uploaded Image or File to content. (Linking is a separate process, but very similar. To link use the "Hyper-Link" toolbar button. )**

1. Select and Check out the object (Page, Category, Section, Form) you wish to edit.
2. Go to the formatting tab, and select the location in your content's text where you want to add the image or file.
3. Click Insert Image/File button on Toolbar 
4. On the "Image Selection" dialog, select the Images or File tab.
5. Locate the image or file from Image Gallery, or from wherever you placed it in the content structure.
6. Select insert format type.
7. Click "Ok"



➤ **Editing text content of an existing page, section, or category.**

1. Locate and select the object you wish to edit in the left hand Tree View.

2. Select “Check Out” 

3. Click on formatting tab. 

4. Make your changes. (Title and publishing dates on the “Properties Tab”, Formatting and content body on the “Formatting” tab.)

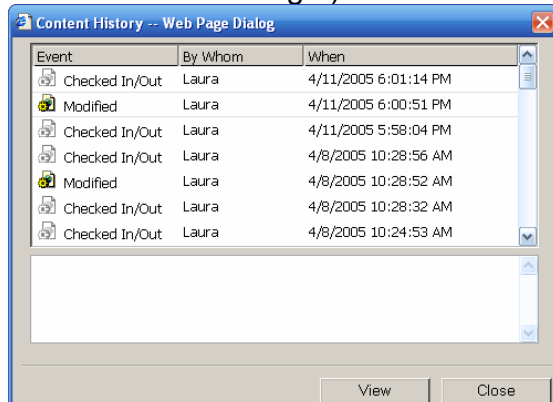
5. Click “Save Changes” 

➤ **View the Edit History of an Object (Page, Category, Form, Section) and compare to current version.**

1. Locate and select the object you wish to inspect in the left hand Tree View.

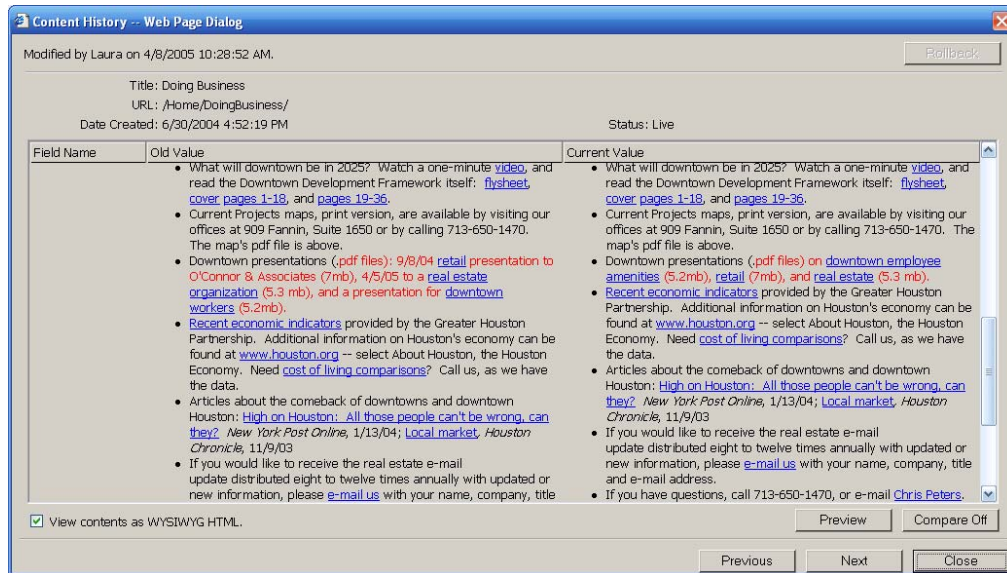
2. Click the “History” button on the button bar, this opens the “Content History” dialog box. From here you will see a list of all actions performed to a content object.

(Note: Some items in this list will have a colored icon, others will not. The ones with colored icons contain a version of the content which existed at that change.)




3. Select a list item with a colored icon and click “View”; this will open a detailed object history dialog.

4. To see the updates made, click the “Compare On” button, resizing the dialog as necessary to view the comparison. The changed property and text will show in red.



5. Click "Close" to close this window.

➤ **Logout of PubPoint**

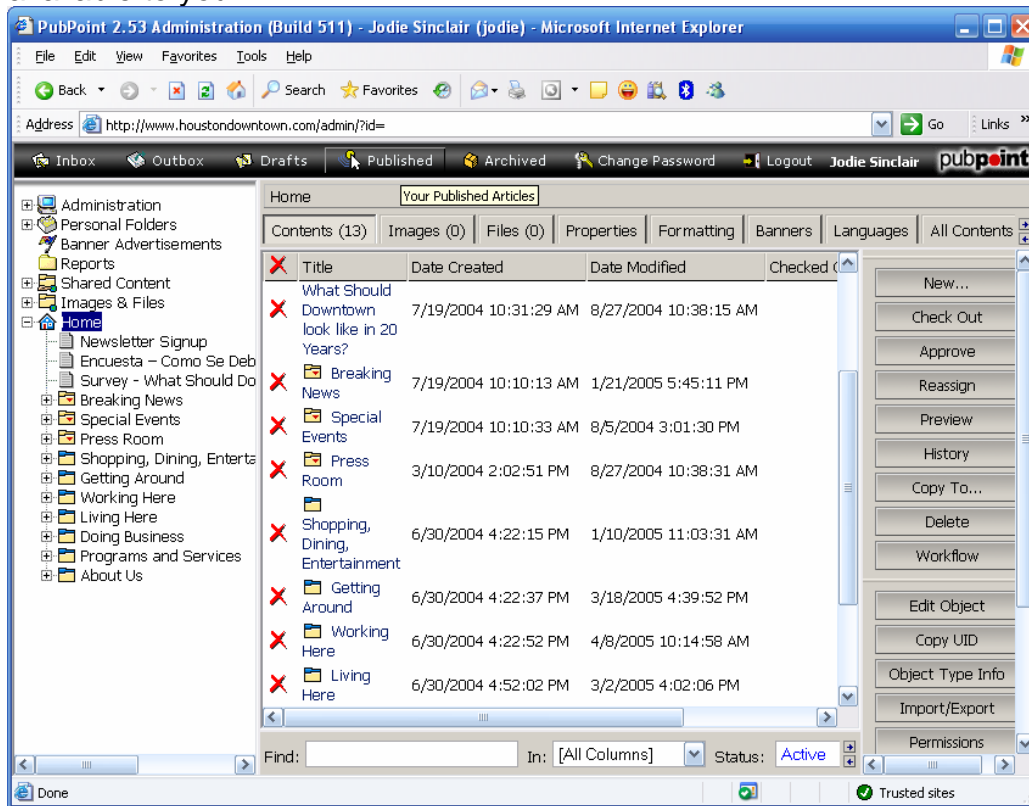
1. Click the "Logout" button on the top toolbar 
2. Click "Ok" to check in all objects



Interface Overview and Reference

This section covers basic layout and purpose the PubPoint interface, broken down by functional area.

Main Interface Console – The main interface is a multi-paned window that reacts together as you work within the console. The main sections are Bread Crumbs, Tree view, Tab Bar, Button Bar and Main button bar. These sections will dynamically change depending on where you are, what you are looking at, and the functionally available to you.



Main Button Bar - This bar provides quick access to common areas used in a Workflow configured site (Inbox, Outbox, Drafts, Published, Archived), as well as a logout button, the logged in user's name, and PubPoint Logo.

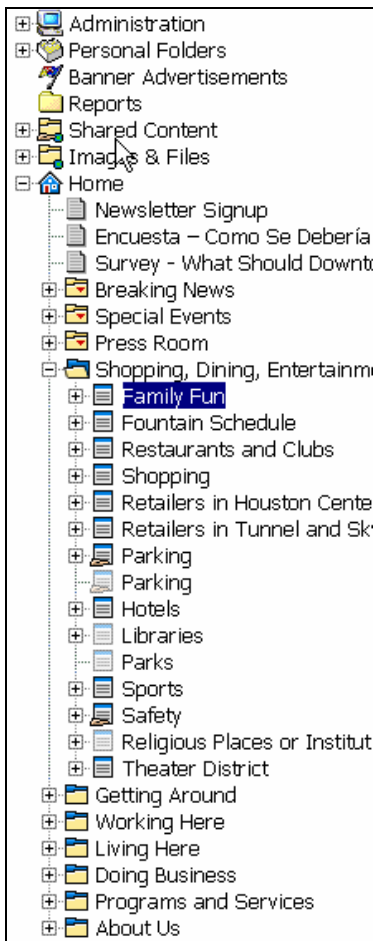


Bread Crumbs – Shows you where you are in the content structure. It will always list the name and path to the current selected object as it exits in the content structure.

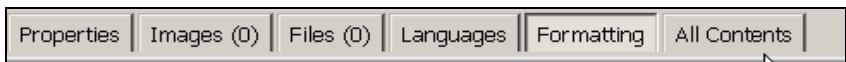
The current object name is displayed on the far right, in black. The “Parent” container categories are to the left of the current object and are blue.



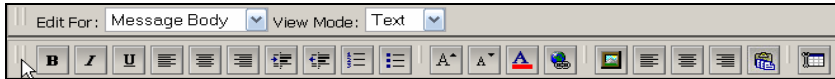
Tree View – Displays all the places in the content structure, as well as global content, and administrative sections. With it you can immediately navigate to any area by expanding the + and clicking on the text for any item.



Tab Bar – Allows you see different types of information for of the same object. (NOTE: Different objects will have differing amount of tabs.)



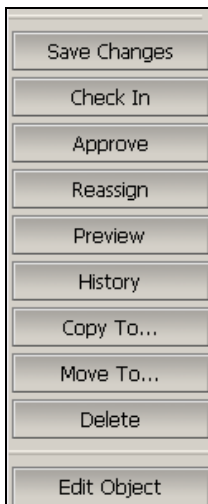
Formatting Toolbar – Only shows when the Formatting tab is selected. Provides an editing area and allows you to mark up your page content just as if you were in a word processor.



Contents List View - Only displays when the “Contents” tab of a container object (Category) is selected -- An object such as a category or sub category. This view will list all items within the selected container.

X	Title	Date Created	Date Modified	Checked Out By	Language	Status
X	Family Fun	6/30/2004 5:04:43 PM	3/31/2005 5:07:03 PM			Live
X	Fountain Schedule	6/30/2004 4:55:27 PM	3/31/2005 5:06:10 PM			Live
X	Restaurants and Clubs	6/30/2004 5:05:22 PM	4/19/2005 10:17:05 AM			Live
X	Shopping	8/23/2004 11:27:40 AM	3/1/2005 4:06:53 PM			Live
X	Retailers in Houston Center	6/30/2004 5:09:21 PM	3/7/2005 1:13:02 PM			Live

Button Bar - Shows the allowed actions you can take on the selected object. (Note: The selected object is displayed in the breadcrumbs. – It is **not** the highlighted item in a list view.)





Properties Tab – Shows general information about the selected object, such as description, html body, publishing dates, times, and basic object properties – such as Checked Out To, “Current Status”, “Created On”, “Modified on”, and URL.

General

Name:

Short Description:

Body:

<P>Families have lots to do downtown! The following are just a few of the many opportunities:</P>

City Hall Visitors Center. Open Monday through Friday, 8 am - 4 pm., it offers interactive sites about the Houston area, a brief film about

Publishing

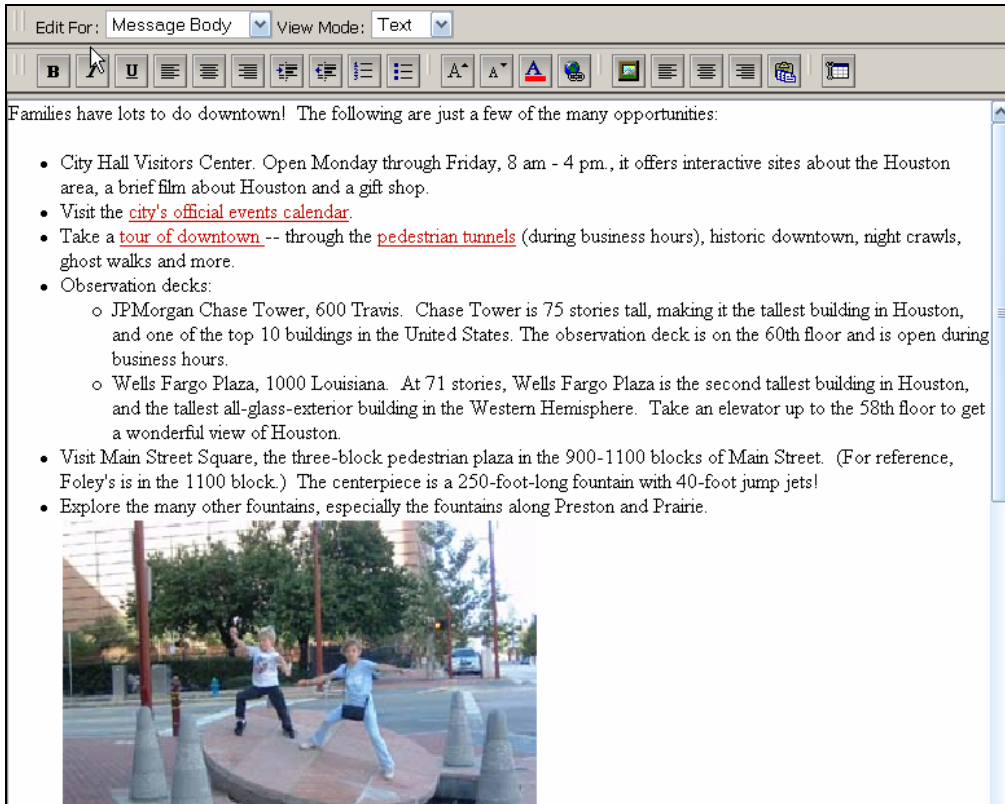
Always Live: Is this content always going to show on the web site?

Date To Post:

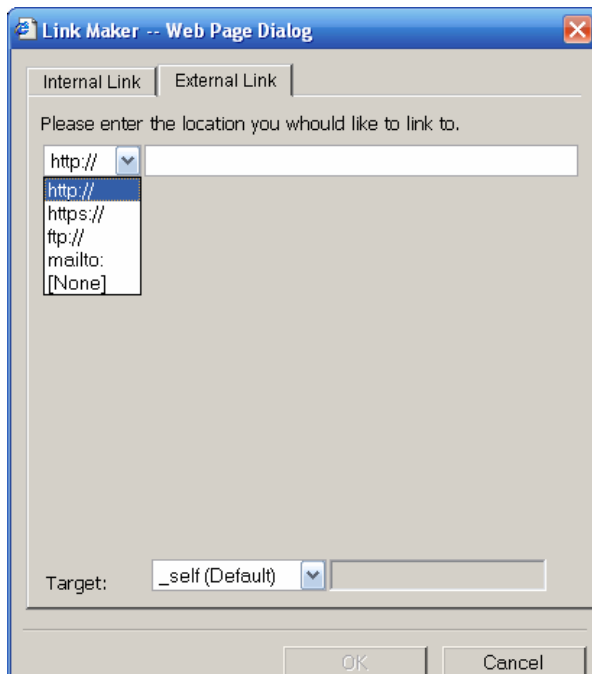
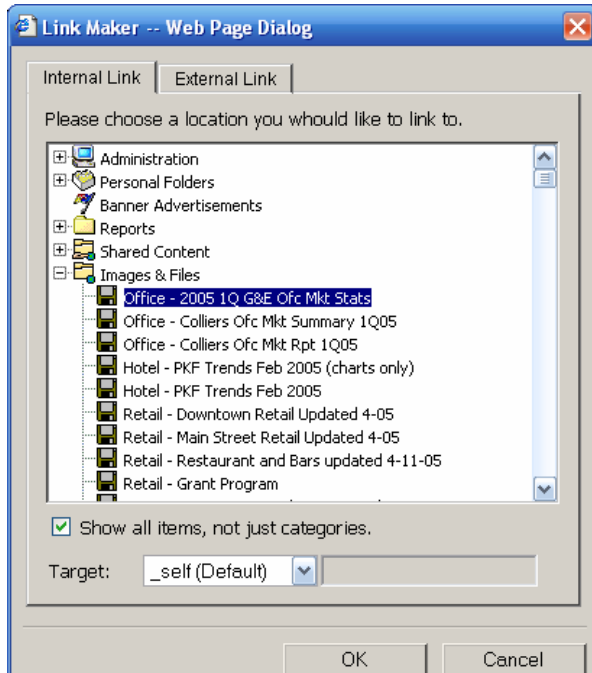
Date To Archive:

Checked Out To: Jodie
Current Status: Live
Created By: Built-in
Created on: 6/30/2004 5:04:43 PM
Modified on: 4/29/2005 11:25:43 PM
URL: /Home/ShoppingandGoingOut/FamilyFun/

Formatting Tab – Shows a WYSIWYG view of the object content. This view provides a toolbar and much of the same editing functionality (style, align, font size, copy (Ctrl-C), paste (ctrl-V), undo (ctrl-Z), and automatic hyperlinks) which you are familiar with from Microsoft Word and many common Email editing software packages.















Link Maker Dialog - Used from the “Formatting” tab’s tool bar to create links to internal objects (files, images, sections and pages) and links to external sites.



Icon Legend

There are many different icons used in the PubPoint tree view. They are listed in the following table, with type, description and specific examples. (Note: PubPoint is a very dynamic platform, and new icons can easily be added and programmed with new functionality.)

Icon	Type and Description	Specific Example
	Home This represents the Home of a web site.	Home of www.houstondowntown.com
	Nav Category This is a container object, which could hold other categories, articles, or forms. The Category Title is the name of the section in the site's navigation.	Getting Around, Working Here.
	Global Category This is a container object, whose content is available for use throughout the content structure	Images and Files
	List Category This is a container object, whose content is specifically coded to list automatically from this section.	Breaking News, Special Events, Press Room
	Nav Article This is a single Page in the site -- The page title appears in the site's main navigation, and links to the content body for this object.	Family Fun, Fountain Schedule, Shopping
	Form This is a single web form object, used to collect data from the web users.	Newsletter signup, Survey
	Administration The main administration section. This is used by trained PubPoint administrators to configure the site.	Administration
	Personal folders The main personal folders section. It contains subsections for use with a workflow enabled site	Personal Folders
	Shared Global Folder Items in this Folder are shared and can be linked throughout the site.	Shared Content
	Shared Article An article which is linked to a another article and either get's its content from it, or shares it's content to it.	Parking, Safety, Education and Safety
	Email Newsletter Job(s) A category which contains newsletter drafted, ready to send, or already sent.	Newsletters, May 2005 Newsletter
	Newsletter Distribution List An object containing all the recipients on a particular email distribution list.	Customers, Employees, Texas Retailers, Event XYZ participants.