

Kavi Edit Help
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Kavi Edit Help

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Chapter 1. Core Concepts

Overview

Kavi Edit was created to provide clients with an easy and convenient way to manage the content of their sites. With this application, users can edit contents of a page using a WYSIWYG editor, or by altering the source code that generates the page. In addition, images and documents can be uploaded or removed and new pages can be created. Kavi Edit automatically handles the creation of navigation nodes for new pages or allows you to create them independently.

This application is not intended to replace your website development tool, but to provide a simple way to manage site content and perform spot edits.

Accessing Kavi Edit

Kavi Edit allows you to quickly access and edit your website content. Pages that contain application code or are connected to a database are not usually editable through Kavi Edit, but most website pages are editable. All you have to do to access Kavi Edit is appending the URI for the page you want to edit with '/kedit', as illustrated in the following example.

If you wanted to edit this page:

`http://www.example.org/sample_page`

You would simply place your cursor at the end of the URL that appears at the top of your browser and type /kedit, so the URL would look like this:

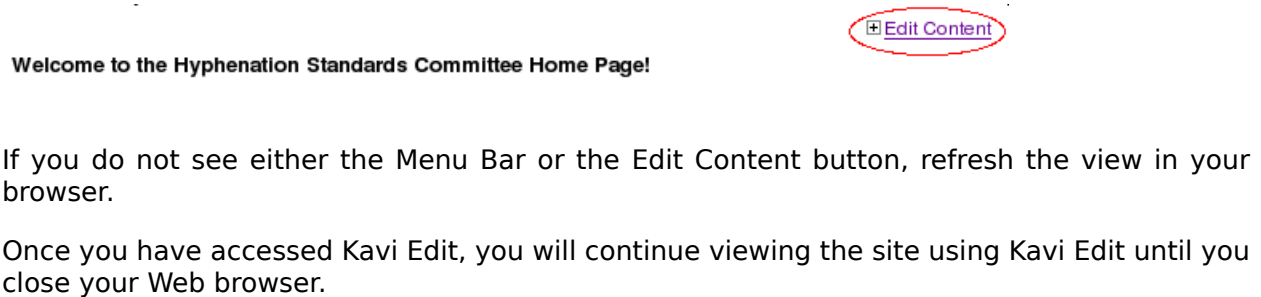
`http://www.example.org/sample_page/kedit`

Click 'Go' or press the 'Enter' button on your keyboard and you will be prompted to enter your username and password. After successfully entering your username and password, the page you chose to edit is displayed. Notice that the page has been subtly modified, and that the Kavi Edit Menu Bar or the Edit button is displayed near the top of the page:

Figure 1.1. Kavi Edit Menu Bar



Figure 1.2. Edit button



If you do not see either the Menu Bar or the Edit Content button, refresh the view in your browser.

Once you have accessed Kavi Edit, you will continue viewing the site using Kavi Edit until you close your Web browser.

View Mode and Edit Mode

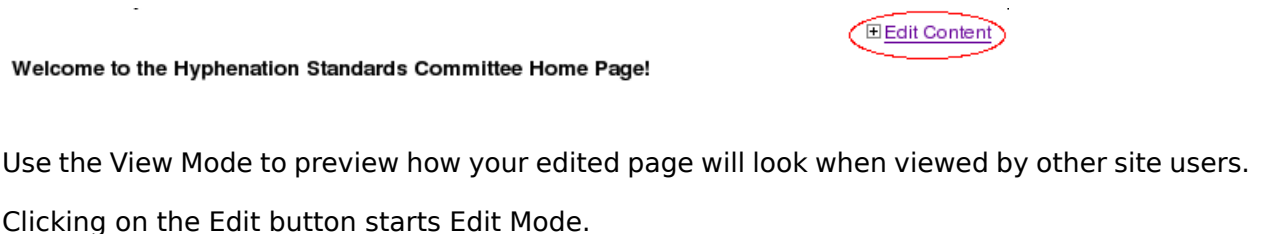
Once you have accessed Kavi Edit, you will view the website through one of two modes.

View Mode

While you are in the View Mode, the web page looks exactly the same as it would if you were not using Kavi Edit, except that a small Edit Content button is displayed at the upper right hand of the page.

If your page has multiple content areas, the View Mode displays all the content areas simultaneously, with Edit Content buttons displayed for each area.

Figure 1.3. View Mode with Edit Content button circled



Use the View Mode to preview how your edited page will look when viewed by other site users.

Clicking on the Edit button starts Edit Mode.

Edit Mode

You will spend the majority of your time using Kavi Edit in Edit Mode. The Edit Mode provides all of the tools you need to edit your Web site. When you are in the Edit Mode, you will see the Kavi Edit Menu Bar.

Figure 1.4. Edit Mode with View button circled



To return to the View Mode, click on the View button.

Sessions

All work performed in Kavi Edit occurs within a "session". A session is initiated when you begin editing a page (or nested set of pages) and persists until you accept or discard your changes through the Finish Session Tab.

The software applies a session lock to the pages you are editing and keeps your edits separate from the current pages so that anyone else who views the site will see the old pages, rather than your work in progress. This allows you to work on content without having web site users see your revised pages before you are ready to display them to the world. The session also locks the old pages which prevents anyone else from working on them so you and other editors do not work at cross-purposes.

Session Locking

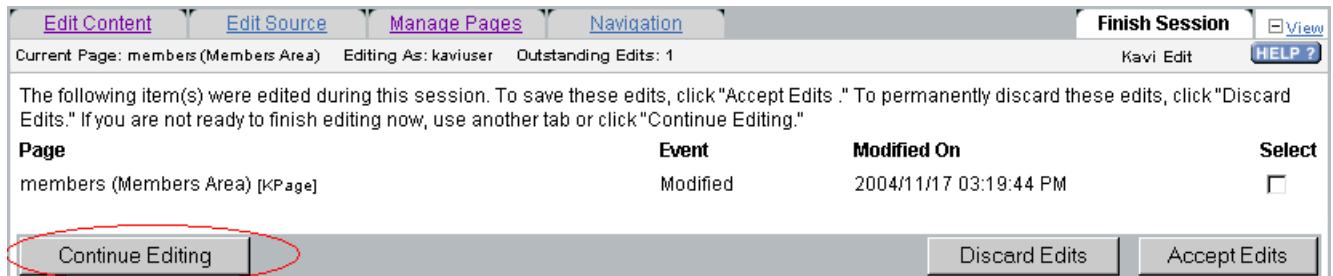
Sessions do not end when you close your browser because of the session locking feature. When you begin editing a page, the page you are editing and any child pages will be "Locked in Version." While this session lock is on, others will not be able to view your edits or edit the pages. The lock will remain in force until you end your session by accepting or discarding your edits.

The session locking feature has many benefits, but it can cause problems for others who need to access the locked pages when you are out of the office or otherwise unavailable to release the lock. You may want to make a habit of ending your session at the end of every workday to save your changes and release the lock.

Continuing a Session

When you first enter Kavi Edit and you have a session containing edits already started, you will be presented with a screen very similar to the following figure. All of the pages that have been edited during the session will be listed as well as the date and time that they were edited.

Figure 1.5. Entering a session that already contains edits

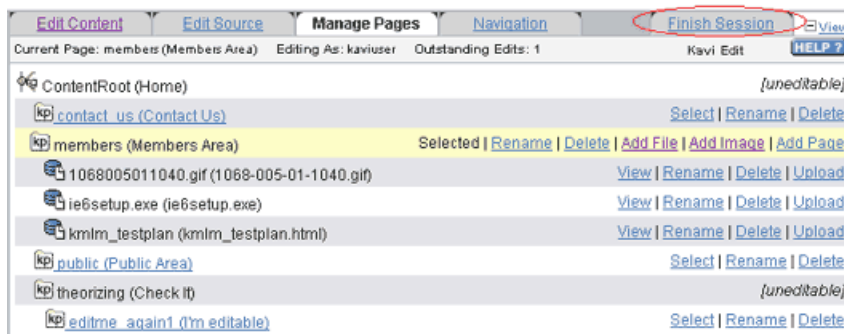


At this point, you can choose to continue editing in the current session, accept the edits that were made in this prior session, and start a new session, or discard the edit and start a new session. If you are unsure which you want to do, click the Continue Editing button. You can always accept or discard the edits later, after you have had a chance to review the changes.

Finish Session

When you are done editing, you will need to finish your session for your changes to be made permanent. To finish your session, click on the Finish Session tab.

Figure 1.6. Finish Session tab circled



The Finish Session tab will list all of the edits that you have made during the current session and when the edits were made. You have the option of continuing your session, discarding edits, or accepting edits. You can elect to accept or discard only certain edits, leaving the remainder hidden in your session until a later time.

If you click on the Accept Edits button, the changes that you have accepted will be visible by anyone who visits your web site. If you choose the Discard Edits button, you will be asked to confirm your decision. If you confirm your decision, all of the edits that you have performed so far in the session are deleted. The Continue Editing button allows you to continue your work.

If you do accept only certain edits, remember to check for dependencies to be sure all necessary pages and files are included. Since you are viewing the complete version in the session, you won't necessarily see that the version released to the outside world when you accepted the

partial edits is missing a required file. If a page containing a link to a file is accepted and the link's target file isn't, the link would be broken. The target file needs to be accepted as well to fix the publicly displayed version of the page.

For instance, if an editor added an image 'chicken.jpg' during a session, then edited a page 'road_crossing' by adding a link to the image '', the page would look fine to the editor while working in the session. If the editor then accepted the page, but not the image 'chicken.jpg', the page would still look fine to the editor, but the page displayed to the outside world would have a broken link. To fix the problem, the editor would have to accept the image file as well.

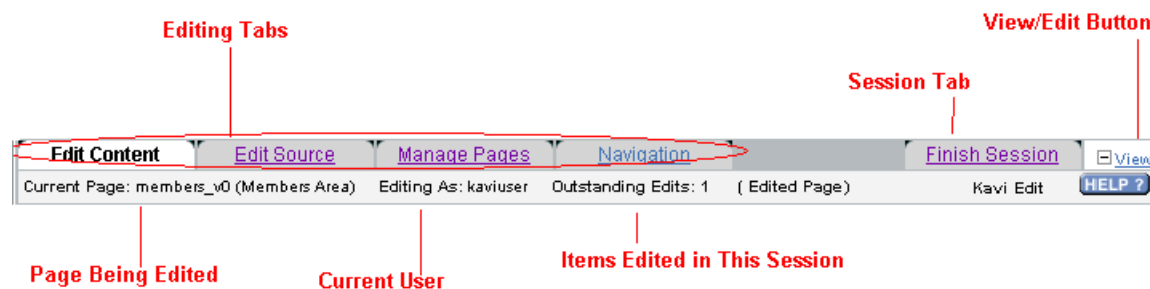
Kavi Edit interface

When you are in the Edit Mode, Kavi Edit will provide you with a consistent interface with which you will quickly become familiar. The interface is comprised of three parts: the Tab Bar, the Editing Section, and the Action button Bar.

Tab Bar

The Tab Bar provides access to the major sections of Kavi Edit. It also provides you with indicators of what page you are editing, what user you are logged in as, and the number of items you have edited in the current session.

Figure 1.7. Tab Bar with the Edit Content tab selected



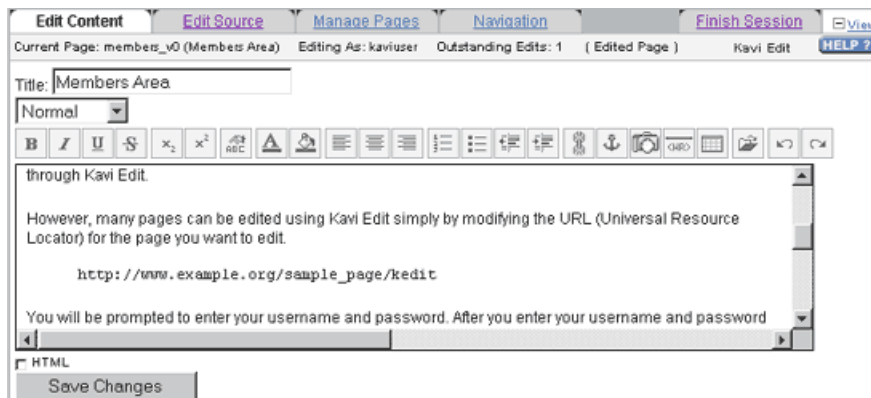
The Tab Bar also indicates which tab is active by displaying that tab in a different color and the tab label in bold. In Figure 1.7, the Edit Content tab is active.

Finally, the Tab Bar provides the Session tab that you can use to finish your session and the button you can click to toggle between the Edit Mode and View Mode.

Editing Section

Immediately below the Tab Bar is the Editing Section. This area changes depending on what tab is selected.

Figure 1.8. Editing Section when Edit Content tab is active



Action Button Bar

Located at the bottom of the Kavi Edit Interface is the Action Button Bar. The buttons in this bar change depending on which tab is active.

Figure 1.9. Action Button Bar when Edit Content tab is active



It is usually necessary to complete your current action on the Action Button Bar before selecting another tab on the Tab Bar if you want to save any changes you have made. For example, if you make changes to a page using the Edit Content tab and fail to click on the Save Changes button before selecting a different tab, your changes won't be saved.

Chapter 2. Edit Content Tab

The Edit Content Tab

The Edit Content tab provides a simple interface for editing your Web site. The Edit Content tab features "What You See Is What You Get" (WYSIWYG) editing.

If you have ever used a word processor (e.g., OpenOffice.org Writer, Microsoft Word, etc.) you will find the Edit Content tab familiar and easy to learn.

System Requirements

To use the Edit Content tab's WYSIWYG editor, your computer must meet the following requirements:

Operating Systems: Windows 95 or later; Mac; Linux.

Browsers: Firefox 1.0 or later, Internet Explorer (IE) 5.5 and 6.0 with JavaScript enabled (Windows only), Mozilla 1.7.3 or later, Netscape 7.2 or later.

These are the minimum requirements to use the editor. However, the speed at which you are able to work will also be impacted by the speed of your computer's processor and the speed of your Internet connection.

Saving Your Changes

Before you switch to a different tab or change from the Edit to the View mode, you need to save your changes. To save your changes, click on the Save Changes button on the bottom of the WYSIWYG editor window.

Important

Save your changes before you switch to another tab or mode or you will lose your work.

While you are editing, the page you are editing and all child pages under this page are protected by a session lock. The session lock persists until you accept the changes and finish your session, even if you close your browser or shut down your computer. None of your changes (even ones that you have saved) are visible to anyone else until you end your session and no one else can edit any of the locked pages. Go to the Finish Session Tab to release the lock, which will make your changes visible to others and allow others to edit these pages.

Important

Only you can release the session lock on the pages you've been editing, so its better to make sure you end your session before stopping work for the night to avoid inconveniencing other editors who may need access to these pages. If someone has left a session lock in place, support can give you the name of the person who owns the lock. Having to login to release some session lock at 0300 hours surely provides incentive to develop a habit of finishing sessions in a timely manner.

Editing Multiple Content areas

If you are editing a page with multiple content areas, the WYSIWYG editor allows you to edit each content area separately. Click the Edit Content button for the area you wish to edit. The Page Sections bar displays buttons you can click when you want to edit other sections.

Note

When multiple content areas are defined for a page, you will not be able to edit the page as a whole, even in the Edit Source tab.

Using the WYSIWYG Editor

The Kavi editorials WYSIWYG Editor is simple to use. Move your mouse cursor into the Editing Section and click in the editing window. Once you see a cursor blinking, you can begin typing whatever you would like.

You can also highlight text by selecting a point in the document and holding down the mouse button while you move the cursor over the text you want to highlight. After you highlight text, you can change the format of the text, delete the text, add links and many other options.

Note

This tool is designed to provide a simple and convenient way to perform light edits. The WYSIWYG editor does not support complex formatting options, particularly for tables. If you require features not available in this tool, you may have to use software designed specifically for architecting web sites. More information is included in the following sections.

Text Formatting

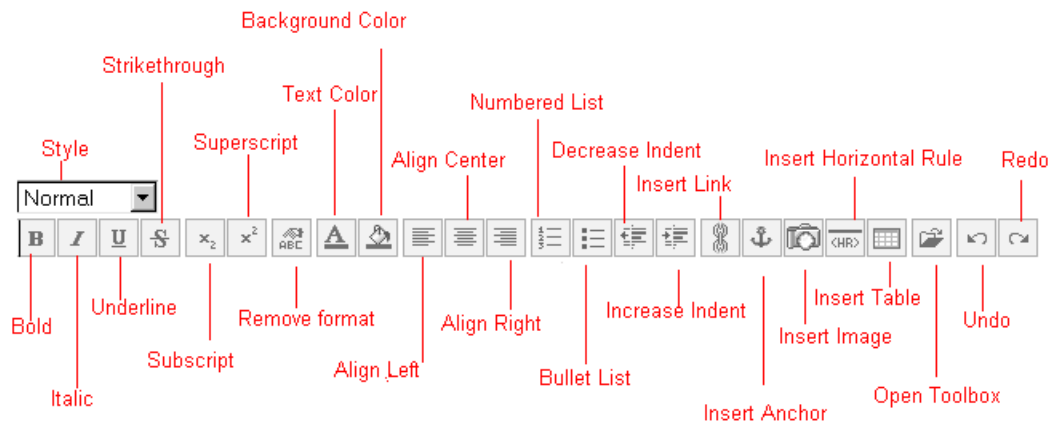
Once you have become accustomed to using the editor for basic editing, you can begin to experiment with the text formatting options that Kavi Edit provides.

All of the text formatting options are available via buttons located at the top of the Editing Section.

Note

When you press 'Enter' (or 'Return') the editor inserts a paragraph mark that will create white space between the current line of text and the following line. If you want start a new line without this white space, perform a soft return by pressing the shift and enter (i.e., return) keys at the same time.

Figure 2.1. Text formatting options



The table below shows all of the buttons and labels. Below is a list of the options and a description for each:

Table 2.1. Text formatting options and their descriptions

Option	Description
Style	Predefined styles including several different sizes of headings. This is the preferred way to change the size of text because it retains the font and style settings that were created for the site. All of the styles that the editor uses are paragraph styles, meaning that they are applied to entire paragraphs. This means that you don't have to select all of the text that you want to format—you simply click within the paragraph that you want to format and then choose your style from the options available.
Bold	Bold or turn off bold on the selected text. (Keyboard shortcut: Ctrl-B)
Italic	Italicize or turn off italics on the selected text.
Underline	Underline or turn off underlining on the selected text.
Strike through	Strike across or turns off the strike on the selected text.
Subscript	Turn the selected text into a subscript.
Superscript	Turn the selected text into a superscript.
Remove Format	Remove the most recent formatting.
Text Color	Change the color of the text. A new window will open with a palette of colors from which to choose.
Background Color	Change the background under the highlighted text (not the background of the entire page). A new window will open with a palette of colors from which to choose.
Align Left	Align the text to the left in the editing area.
Align Center	Center the text in the editing area.
Align Right	Align the text to the right in the editing area.
Numbered List	Begin a numbered list.
Bulleted List	Begin a bulleted list.
Decrease Indent	Decreases the indentation of the text. Can also be used to remove bulleted or numbered lists.
Increase Indent	Increase the indentation of the text.
Insert Link	Creates a hyperlink to a separate page.
Insert Anchor	Creates an anchor on the page that allows links to the anchor to be inserted in another part of the page or a different page.
Insert Image	Inserts an image in the selected part of the page.
Insert Horizontal Rule	Create a horizontal line in the selected part of the page.
Insert Table	Create an empty table structure in the selected part of the page with the number of rows and columns of your choice.
Open Toolbox	Open the toolbox window to access the various links and images that can be inserted into this page.

Option	Description
Undo	Undo the most recent edit.
Redo	Redo the most recent edit that you undid.

Text Formatting Tool Motto: Less Is More

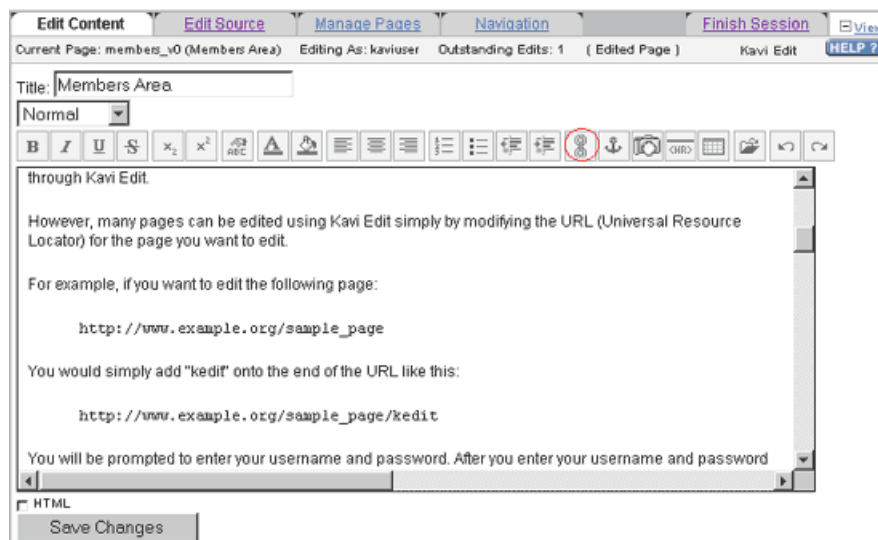
Kavi Edit text formatting tools give you the ability to make the page look almost any way you choose, but it is best to use some restraint because any text formatting you do through these tools other than selecting one of the predefined "Style" options is actually a local, manual override of the styles set in your website's cascading style sheet (CSS). Your site's default style sheet defines the way that text should be displayed on webpages to maintain a consistent look and feel throughout your website. When localized formatting overrides one of these predefined styles or other aspect of the site design, it detracts from the uniform look of your site.

Local formatting tends to create maintenance issues and too many different fonts or text formats on a page can distract the reader and lessen the impact of the message.

Creating Hyperlinks

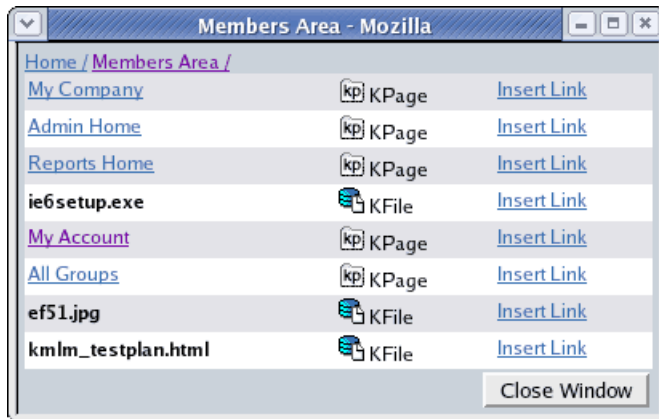
Kavi Edit makes it simple to add hyperlinks to pages on your website or to pages on other websites. Before you can link to a file or image, you will need to add that file or image to your website using the Upload an image or file section at the bottom of the toolbox, or by using the Manage Pages tab. To create a hyperlink, you need to highlight text or select an image on the page using your cursor. Next, click on the Insert Link button.

Figure 2.2. Insert Link button circled



Clicking on the button will open the insert link window. This window will provide you with a list of the KPages visible to the editor to help you create links.

Figure 2.3. Insert Link window

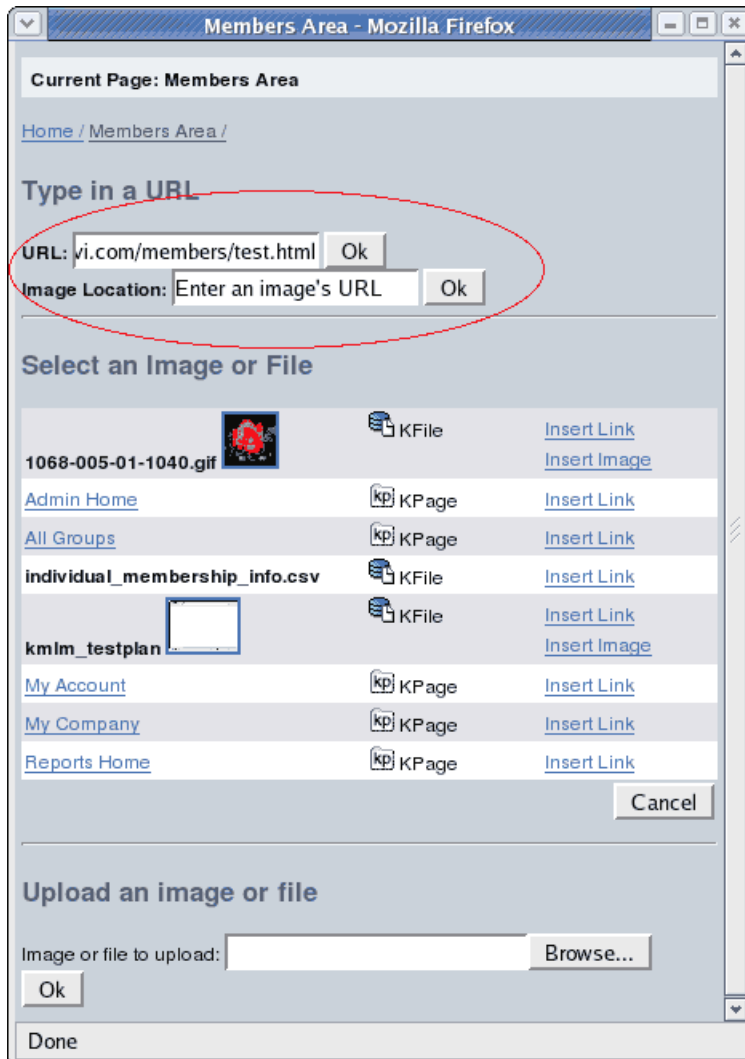


A list of pages available for the section you are editing will be displayed. When you find the page or file that you want to link to, click on the Insert link next to the item. The link will be inserted on the text or image that you highlighted.

Use the breadcrumbs at the top of the Insert Link window to navigate to another area of the site to choose a page to link to.

You can also choose to enter the path to the file or image to which you wish to link. Enter the URL to the file or image in the URL field in the Type in a URL section at the top of the toolbox. Enter the complete URL including the preceding <http://> as shown in the following figure.

Figure 2.4. Enter URL window



To create a link to an anchor, type in the complete path to the anchor or simply enter '#anchor-name'.

To edit the href attribute of an anchor or link, highlight the link text, click the Link button and enter the new URL. You will not be able to see the URL. In Firefox 1.0.3 and Mozilla 1.7.3, you can edit the anchor name by double clicking on the anchor, then clicking the anchor button on the toolbar and type in a new anchor name. If you want to edit other attributes of a link or anchor, you will have to delete the existing link or anchor and create a new one. You may have to fool the browser by moving up or down a row before adding the new link, since most have a tendency to helpfully recreate your old link. Move your cursor to a new row, then enter the text for your new link.

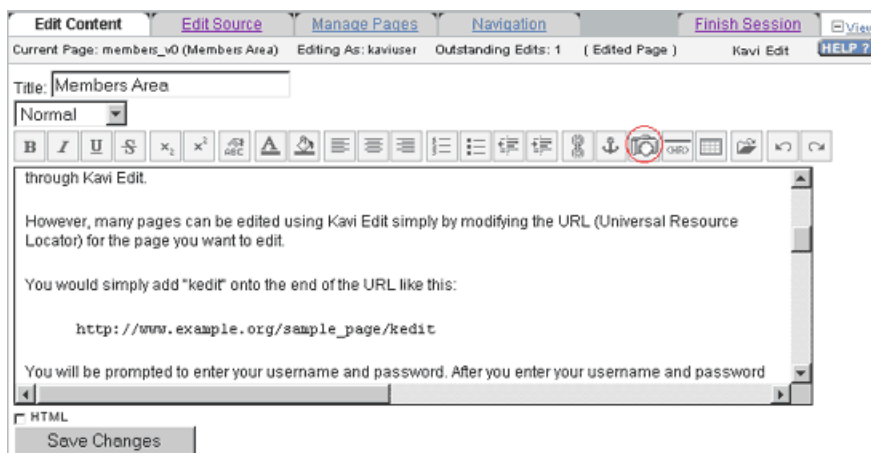
To remove a link or anchor, select the entire link and press Delete. Since browser support for this feature varies, you may have to use the Edit Source tool for this purpose. Always save your work before switching to a different tab or you will lose any unsaved edits.

Inserting an image

Before you can insert an image into a page, you will need to add an image to your web site using the Upload an image or file section at the bottom of the toolbox, or by using the Manage Pages tab.

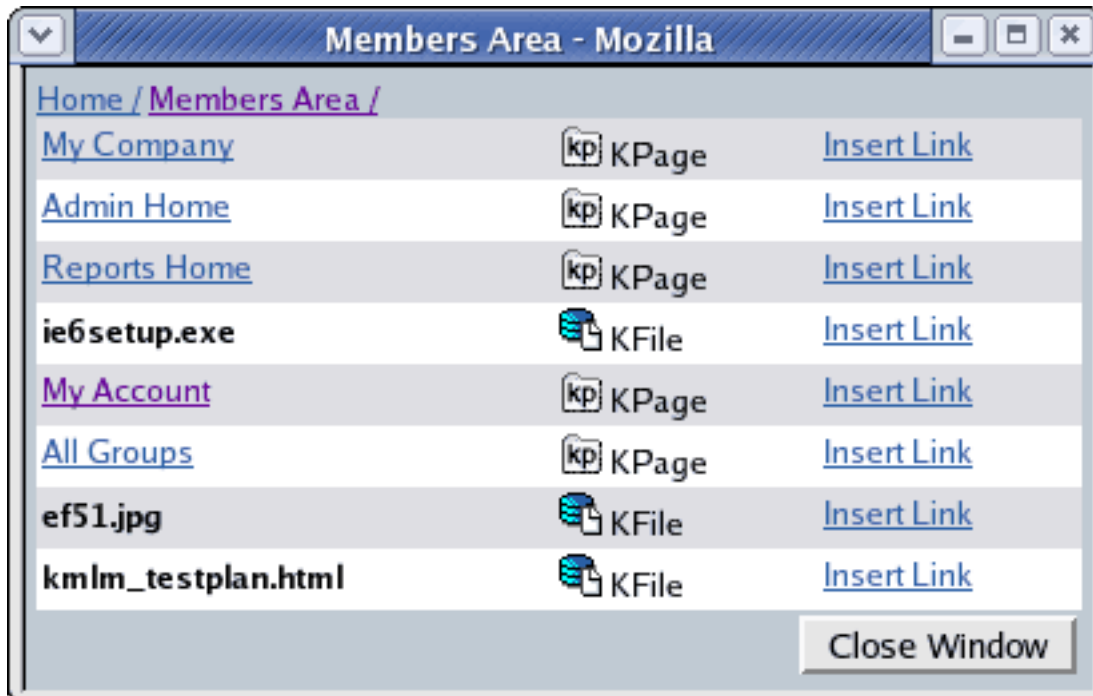
To insert an image into the page, place your cursor where you would like to insert the image. Click on the Insert Image button.

Figure 2.5. Insert Picture button circled



After you click on the picture button, the insert picture window will open. This window is the same as the insert link window. It lists the pages, files, and images on the server and other options for the insertion of the image.

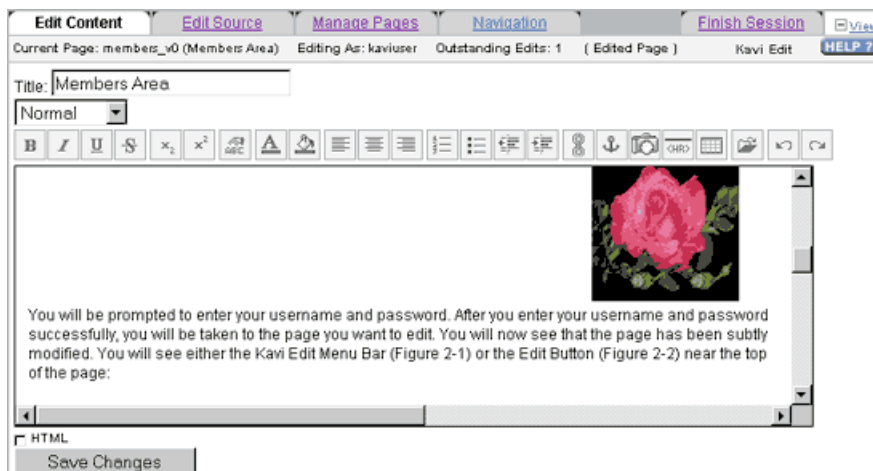
Figure 2.6. Insert Picture window



When you find the image that you want to insert, click on the Insert Image link next to the item. The image will be inserted in the place that you selected.

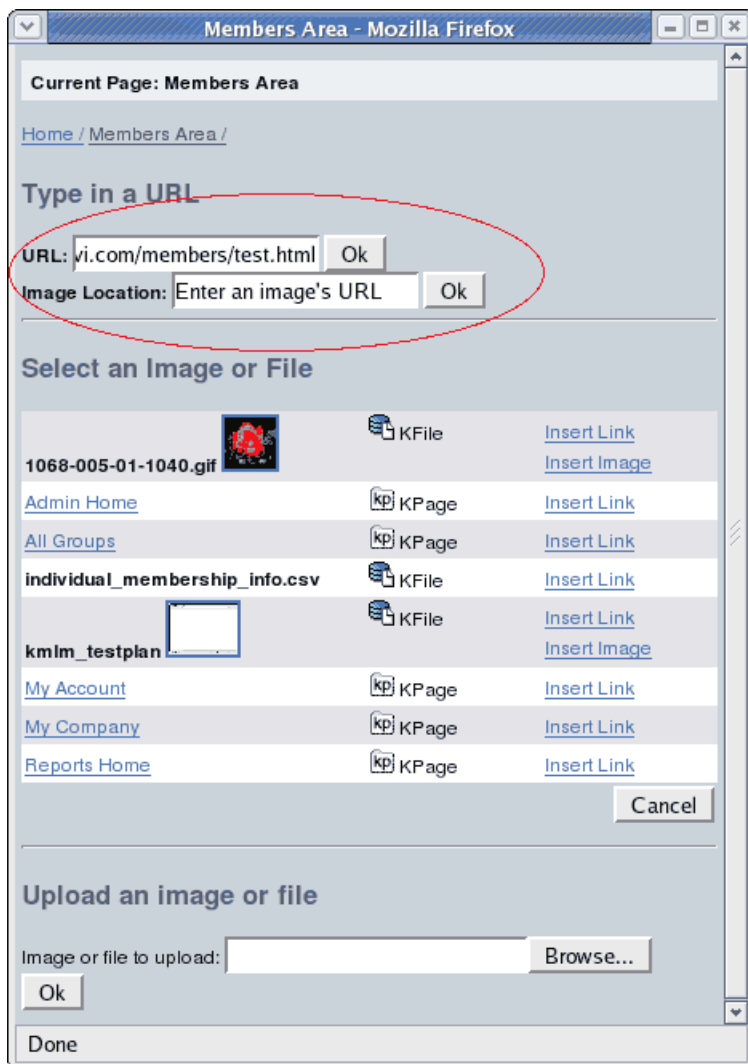
Use the breadcrumbs at the top of the Insert window to navigate to another area of the site.

Figure 2.7. Example of image added to page



You can also choose to enter the path to the image that you wish to link. Enter the URL to the image in the Image Location field in the Type in a URL section at the top of the toolbox. Enter the complete URL including the preceding http:// as shown in the following figure.

Figure 2.8. Enter image location window



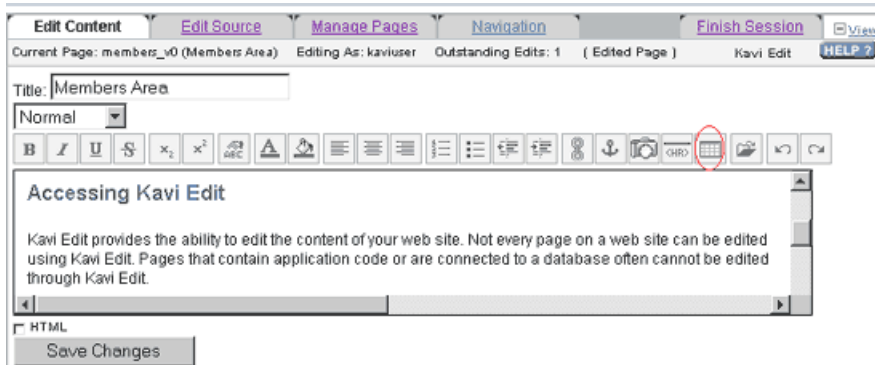
Inserting tables

The Kavi Edit WYSIWYG editor also allows you to create and manipulate tables. Before you create a table, you should make some decisions about the size of the table that you will need, specifically the number of rows and columns.

If you plan to create complex tables or to use tables for HTML formatting purposes, it is probably worth your while to learn how to create tables by writing HTML source code. You can use the Edit Source tab to edit these tables. The Kavi Edit WYSIWYG editor's table creation tools are designed to be used for simple tables only.

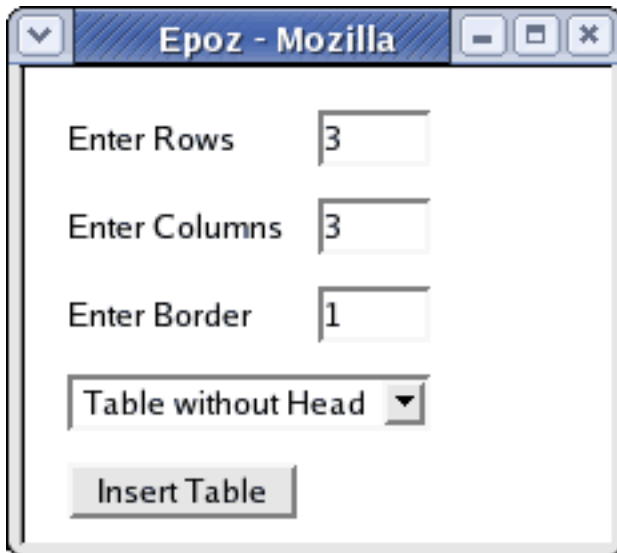
To begin creating a table, place your cursor where you want to insert the table and click on the Insert Table button.

Figure 2.9. Insert Table button circled



Once you have clicked on the button, the Enter Table Information window will open.

Figure 2.10. Enter Table Information window



From this window, you can change the number of rows and columns that the table will contain. You can also change the thickness of the table border. The 'table with head' or 'table without head' option controls the column heading tag. Choosing the 'table with head' option will create a different tag for column headings which can be used to display styles for the headers.

After you have modified the Enter Table Information window to match your needs, click the Insert Table button to insert the table into your page.

Now you can enter your information in the table.

Note

Table editing is problematic due to the inherently complex structure of tables and varying degrees of browser support. Firefox and Mozilla 1.7.3 will allow you to add rows and columns. With these exceptions, you will have to delete the table add a new table configured the way you'd like, or edit the source. Browser support for table deletion also varies, so if you are unable to select and delete the table from the Edit Content tab, try to select and delete each column individually. If this doesn't work, you will have to go to the Edit Source tab to delete the table. Remember to save any edits you want to keep before switching tabs.

Changing the page title

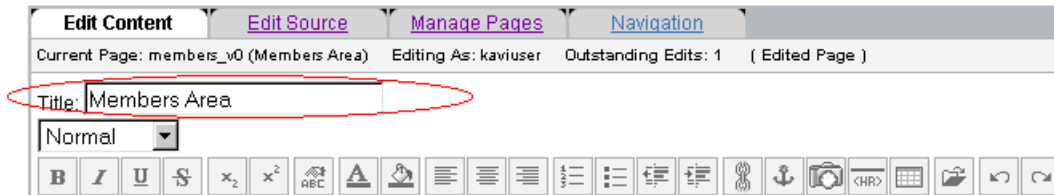
Often people confuse the headlines that they create with the title of the webpage that they have created. The title for a webpage shows up at the very top of the browser window.

Figure 2.11. Page title in browser window



To edit the title of a page, simply change the Title field in menu bar of the WYSIWYG Editor.

Figure 2.12. Changing the page title



Remember, your change will not show up until you save your changes.

Cutting, copying and pasting

After you highlight text, you can cut the text or copy the text. You can then paste the text that you cut or copied into another place in your document.

These functions can be performed by their standard keyboard shortcuts (Cut: Ctrl-X; Copy: Ctrl-C; Paste: Ctrl-V;).

Undo and redo

If you want to undo something that you have done using the WYSIWYG editor and you have not yet saved your changes or done something else, you can use the Undo or Redo buttons.

The Undo button will undo the last edit that you made. The Redo button will redo the last thing that you undid.

Application code `[[CODE]]`

Occasionally when you are editing a page, you will see a page that has `[[CODE]]` on it when you view it in Edit Mode, but does not have `[[CODE]]` when you view it in View Mode.

`[[CODE]]` represents application code that Kavi has created. This application code cannot be modified using Kavi Edit. Therefore, the application code has been replaced with `[[CODE]]` so that you can see where the application code will display on the page.

Do not delete or change `[[CODE]]` or you will break the application.

On pages where `[[CODE]]` is present, you may modify the areas surrounding the application code to make the page appear the way you would like. To see the page as it will appear with all of the application code in place, save your changed, then switch from Edit to View mode.

Remember to Save Your Changes

Remember to save before you switch to a different tab or change from the Edit to the View mode by clicking the Save Changes button at the bottom of the WYSIWYG editor window.

If you are finished editing for the day, this may be the right time to accept your changes and finish your session. While you are editing, the pages you've been editing are locked to prevent others from editing the same pages and to keep half-edited pages from being displayed on your web site. any pages that live under these pages. none of your changes (even those that are saved) will be visible to anyone else until you accept your changes and finish your session. Finishing your session also releases the lock on the pages you've been editing, and any pages

that live under these pages. , which will make your changes visible to others and allow others to edit these pages.

Chapter 3. Edit Source Tab

The Edit Source Tab

You can edit the source code of your web page by clicking on the Edit Source tab. Editing the source code of a page is an advanced option and should only be used by people familiar with HTML coding.

Editing multiple content areas

If you have a single page with multiple content areas, the WYSIWYG editor allows you to edit each content area separately. The View Mode will display all the content areas simultaneously, providing you have permission to edit these areas. Click the Edit Content button for the area you wish to edit. The Page Sections bar displays buttons you can click when you want to edit other sections.

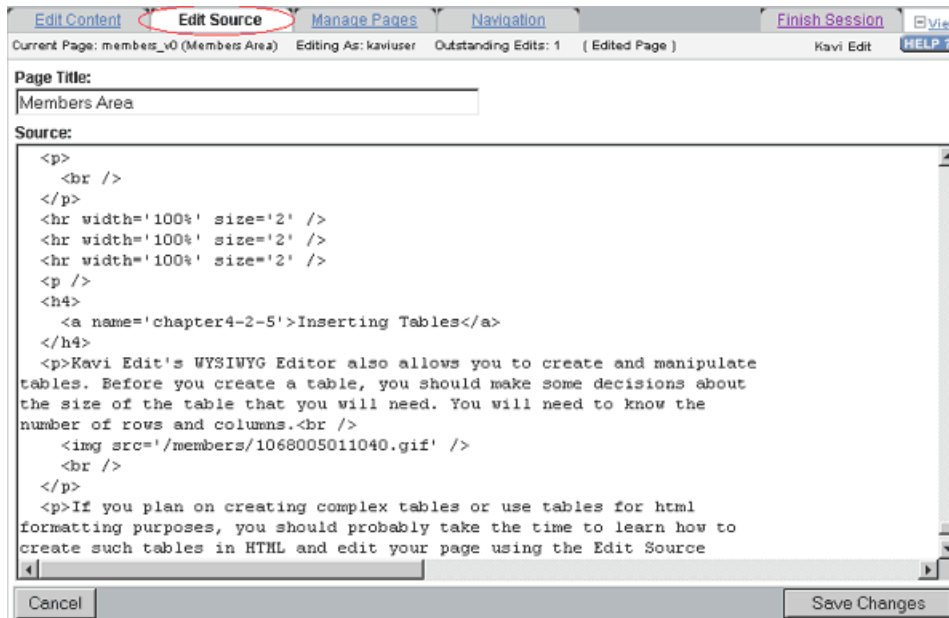
Note

When multiple content areas are defined for a page, you will not be able to edit the page as a whole.

Editing source code

When the Edit Source Tab is active, the source code of the page will be displayed in an editable field.

Figure 3.1. Edit Source Tab active



You can then edit the source directly through this window. Remember the source code is only for the content area of the page and does not include any of the navigation, header, or footer information.

Before you switch to a different tab or change from the Edit to the View mode, you need to save your changes. To save your changes, click on the Save Changes button on the bottom of the editor window.

Chapter 4. Manage Pages Tab

The Manage Pages Tab

Use the Manage Pages tab to add or delete pages, images and files, or rename existing pages on your web site. This tool also reveals the username of anyone who has a session lock on a web page.

When you click on the Manage Pages tab, you will see a list of custom pages with the active page highlighted in yellow. A document tree (i.e., a schematic representing the document structure) will be displayed for the selected page, showing any subpages or files that exist under the active page, with editing options for the active page displayed to the right. If you need to modify a different page or file, click the Select link to make that page or file active.

Figure 4.1. Manage Pages tab



Rename a page, file or image


To rename a page, file or image, click on the Rename link to the right of the item you wish to rename. After you click on the Rename link, you will see a screen.

Figure 4.2. Renaming a page, file or image

[Home](#) > [F-Hyph Members Area](#) > [F-Hyph Standards Committee](#)

Welcome, Kavi Staff

[Edit Content](#) | [Edit Source](#) | **Manage Pages** | [Navigation](#) | [Finish Session](#) | [View](#)

Current Page: hsc_home (F-Hyph Standards Committee) Editing As: kavi.staff Outstanding Edits: 0 Kavi Edit 

New ID: (*required)
The ID will be used to form this page's URL. Use all lowercase and no spaces for best results.
e.g., december_meeting

New Title:
The title is shown on the browser, when bookmarking the page, and in the navigation.
e.g., December Meeting

Enter the new ID for the page in the New ID field and click the Change Name button to complete the change.

Note

Avoid using IDs that contain spaces.

Deleting a page, file or image

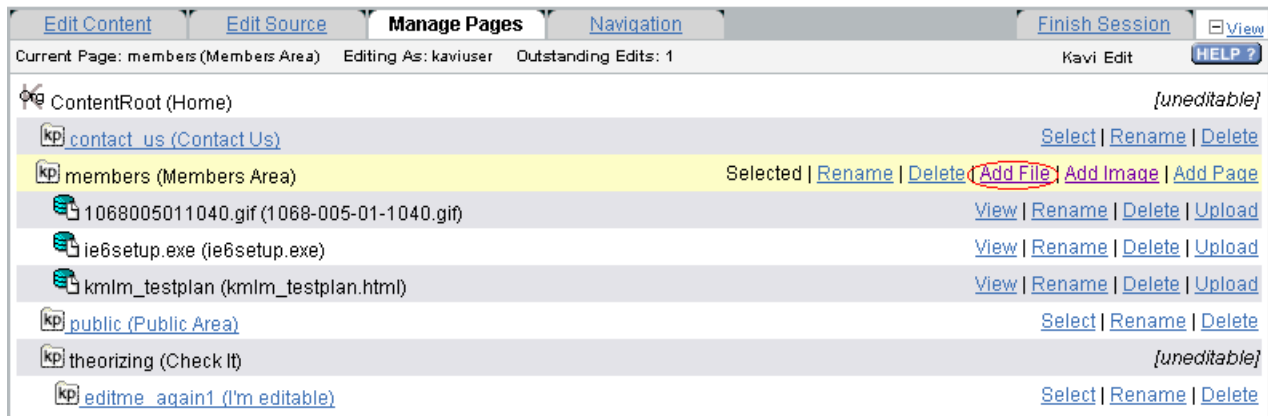
To delete an item, click the Delete link to the right of the item you wish to delete. You will be asked to confirm the deletion before the change is completed.

Adding a page

To add a page, click on the Add Page link to the right of the page.

The next screen you will see will ask you for the page's ID and title.

Figure 4.3. Adding a page



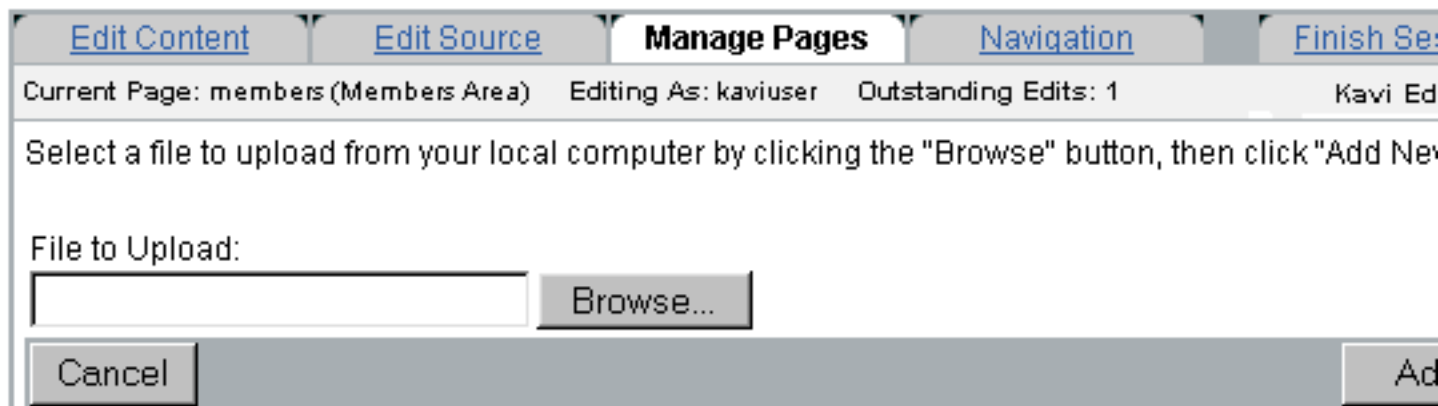
The page's ID is the name that shows up in the page URL. Do not use spaces in the page ID. The page title appears at the top of the browser window.

After you have entered values into both fields, click the Add New Page link. You will see the new page listed in the document tree.

Adding a file

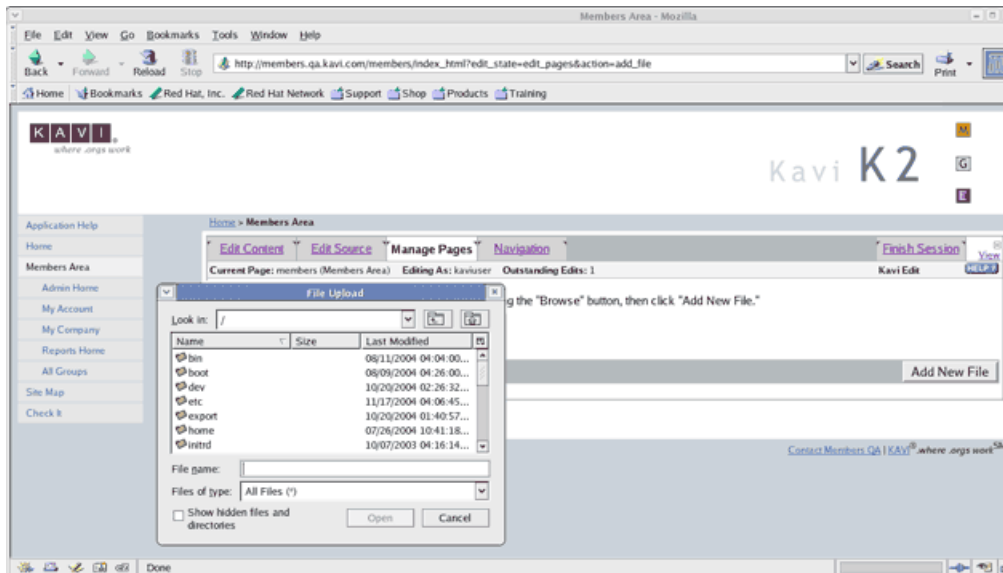
You can only add files under the page that you are currently editing. To add a file, click on the Add File link to the right of the page that is highlighted in yellow.

Figure 4.4. Adding a file



When the new screen appears, click on the Browse button. This will open your computer's file system browse. Find the file that you want to add and select it. Then click the Add New File button.

Figure 4.5. Sample of file system browsing—your computer

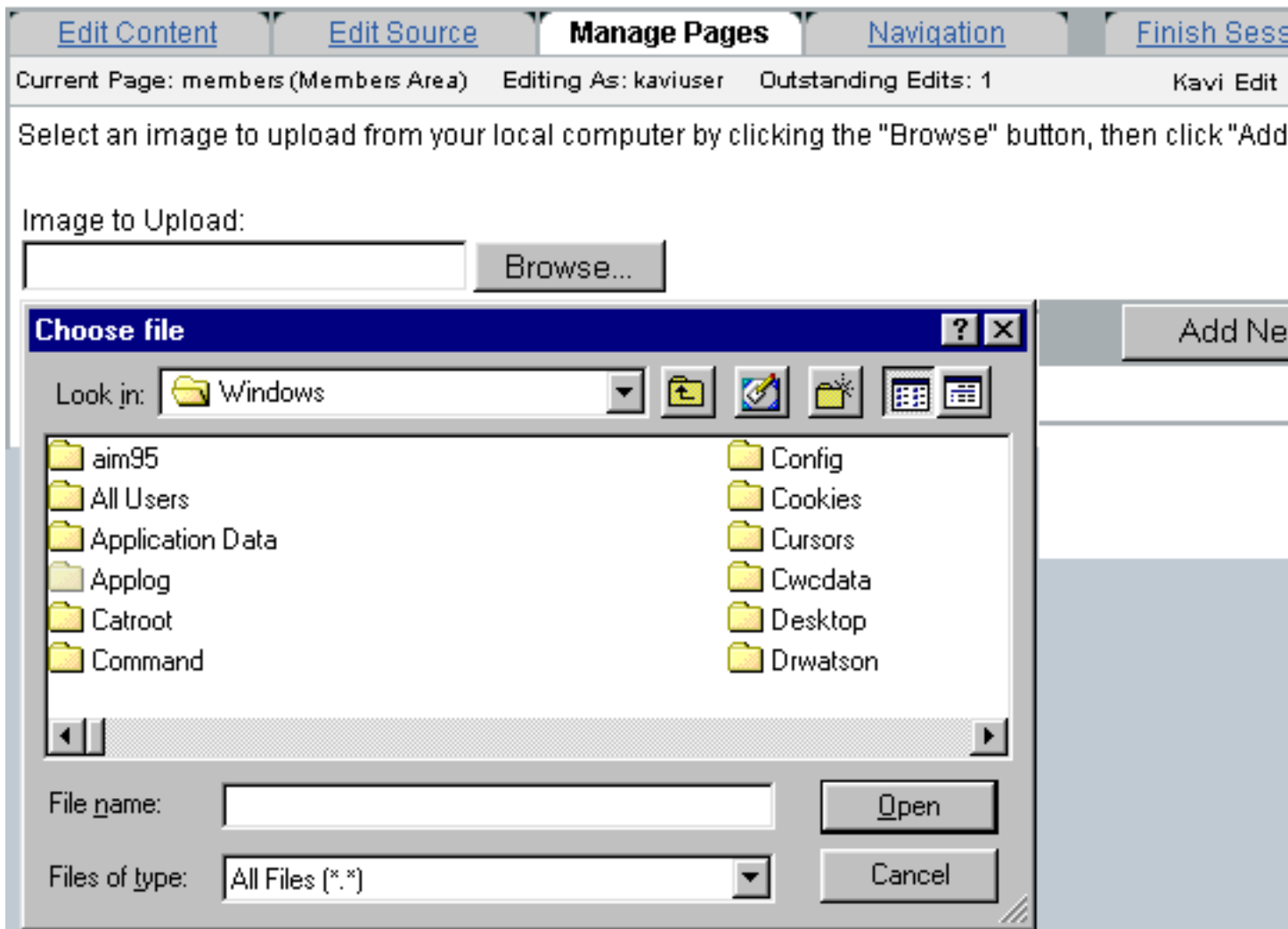


When you are done, the file will show up in the document tree.

Adding an image

Adding an image is similar to adding a file. Click on the Add Image link to the right of the page you are editing.

Figure 4.6. Adding an image



A new screen will appear. Click on the Browse button and find the image you want to add. Select the image. Then click on the Add New Image button.

The image will now appear in the document tree.

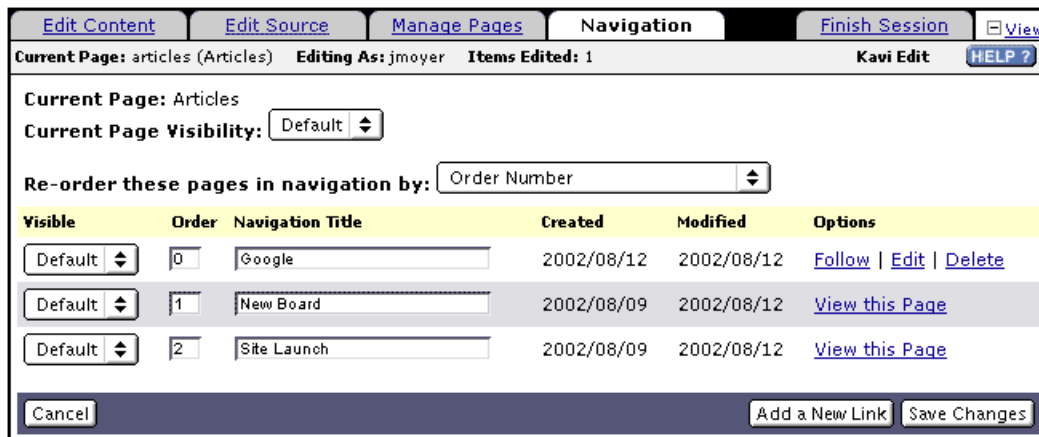
Chapter 5. Navigation Tab

Overview

Using Kavi Edit's Navigation Tab, you can control the navigation elements of your site by setting which pages are displayed, the link title, and by adding links to external sites.

When you click on the Navigation Tab, you will see a list of pages, files, and links in the current page. The page that you are currently editing is listed at the top of the page.

Figure 5.1. Editing Site Navigation



Types of Navigation

Kavi Edit can be used to generate and manage four types of navigation. The design and setup of your site determine which types of navigation you have available.

- Top Navigation** A single row of navigation links, usually restricted only to top-level pages, such as Press, Home and Events. Top navigation is generally set up and configured by Kavi staff.
- Left Navigation** A column of navigation links showing pages both above and below the current page as well as all pages on the same level.
- Breadcrumbs** A single-line trail of visited pages, starting at the site home. Breadcrumbs provide the user a quick way to get back to pages they have visited.

Site Map A tree of all visible pages on the site, where pages can be hidden and re-vealed by clicking on the plus and minus icons.

Page Visibility

You can control which pages show up in your site navigation by setting the page visibility. The three kinds of visibility are Default, Always, and Never.

Default The page shows up in the left navigation when it is in the line of visited pages. The default setting shows pages when they are on the same level as the current page, just above the current page, or just inside the current page. In other words, the default setting shows parents, children and siblings of the current page.

Always The page always shows up in the left navigation, no matter where you are on the site.

Note

The 'Always' option is only available for pages that are at the top level or inside a parent page whose visibility is set to 'Always'.

Never The page (and all pages inside this page) are never shown in the navigation.

Exceptions:

- Breadcrumbs show all pages visited, regardless of their visibility.
- Site Maps only show top level pages always.
- Top Navigation only shows one level of navigation. Sub-pages do not appear in top navigation.

Link Text and Order

You can change the text for each link by changing the navigation title. By default, the navigation title is the same as the page title. However, if you change the navigation title here, it does not change the page title. When you are finished editing page titles, click 'Save Changes'.

To change the order of the links in the left navigation, you can enter in a specific order number for each page, or use the 'Reorder these pages in navigation' pulldown list. Once you have entered order numbers or chosen from one of the order types in the pulldown, click the 'Save Changes' button. All pages are reordered according to the option you chose, and the order numbers are updated to show the new order number.

Adding External Links

You can add links to other sites or parts of your site that are not in Kavi Edit by clicking the 'Add a New Link' button. Fill in a title and URL for the new link and click 'Add Link'. For an external link, you need to enter a complete URL for example <http://www.kavi.com>. The new link now shows up in the list of pages. You can change the link title and reorder links just as you do for all other pages.

Chapter 6. Finish Session Tab

The Finish Session Tab

Use the Finish Session tab to complete your editing session and commit or discard any edits you have made. During your session, the pages you are editing are protected from editing or viewing by other users by a session lock that persists for the duration of the editing session. You can selectively publish changes to the live site mid-session by clicking the select box next to the changes you want displayed, then clicking Accept Edits. You can also roll back unpublished changes by selecting and discarding edits at any time during a session. The session lock remains in place until you explicitly accept or discard all your edits, even if you log out or close your browser.

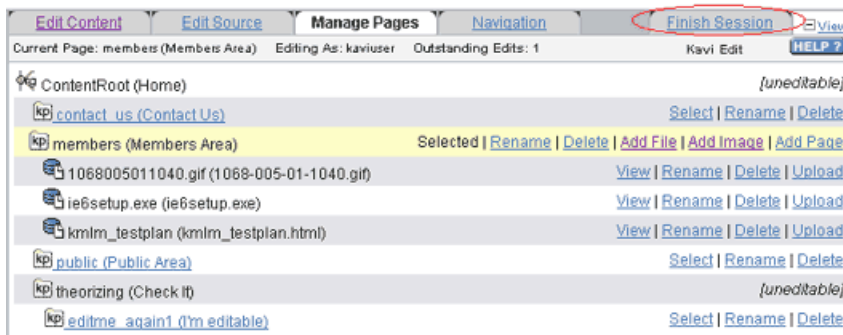
Important

The pages you have edited will remain locked until you end your session by accepting or discarding all edits to release the session lock. Although the session locking functionality is great when you have to make extensive edits or are interrupted mid-edit, it can have you gnashing your teeth when someone forgets and leaves a session lock on indefinitely. It's best to make a practice of ending your editing session by resolving all outstanding edits at the end of the workday whenever possible to avoid having others blocked by your session lock when you are out of the office.

Note

If you want to find out who has a session lock on a webpage, the Manage Pages tab displays the username of the individual with the session lock.

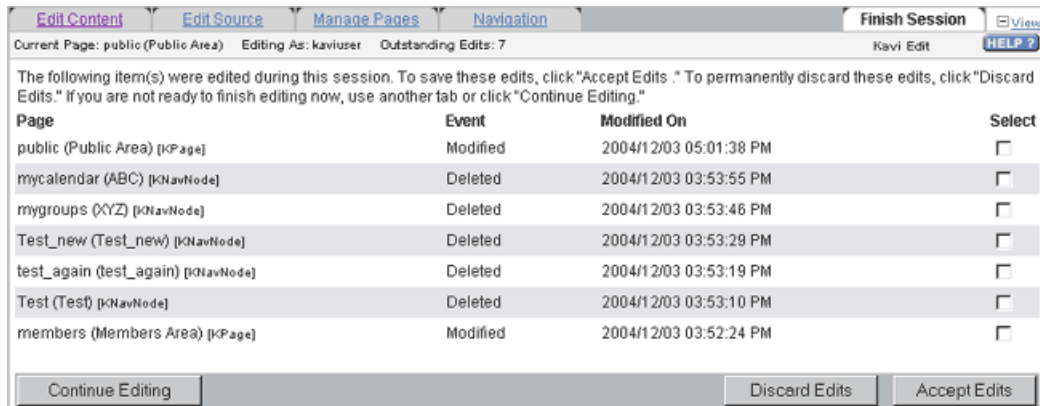
Figure 6.1. Finish Session tab circled



The Finish Session tab lists all the files you have edited during the current session and when the edits were made. You have the option of accepting or discarding edits selectively. Once

you have resolved all outstanding edits, the session lock will be automatically released unless you opt to continue your session.

Figure 6.2. Finishing a session



Select some edits and click the Accept Edits button to make these changes visible to anyone who visits your web site. If you select some edits then click the Discard Edits button, you will be asked to confirm your decision. If you confirm your decision, all of the selected edits are deleted. You do not have to accept or discard all your edits at one time. You can leave some changes hidden in your session to be worked on later. The Continue Session button allows you to continue your work with the session lock enabled.

Important

If you do accept only certain edits, remember to check for dependencies to be sure all necessary pages and files are included. Since you are viewing the complete version in the session, you won't necessarily see that the version released to the outside world when you accepted the partial edits is missing a required file. If a page containing a link to a file is accepted and the link's target file isn't, the link would be broken. The target file needs to be accepted as well to fix the publicly displayed version of the page.

For instance, if an image 'chicken.jpg' is added during a Kavi Edit session, then the page 'road_crossing' is edited by adding a link to the image '', the editor viewing the page in session will see the image of a chicken displayed on the page. If the editor then accepts the page but forgets to accept the image 'chicken.jpg', the page displayed to the outside world will have a broken link. To fix the problem, the editor has to accept the image file as well.

Chapter 7. Access

Overview

Kavi Edit allows the Organization Editor (i.e., an individual responsible for maintaining the organization's Web site) to edit all editable pages of the site and to exercise fine-grained control over other individuals who need to edit the Web site. The Organization Editor can restrict access to a page and its sub-pages, then grant permission to edit these pages as appropriate.

Access to the Admin menu is as easy as appending '/keditor' after the site's URL in your browser window, or add '/keditor' after a page URL to access tools to edit that page.

Roles and access privileges

Roles are rather like keys that can be used to access different areas of the website. Editor roles grant permission to access Kavi Edit tools and to edit Web content for a specific area of the site. The top-level role, 'Editor', is automatically installed by default and grants access to all Kavi Edit tools and permission to edit all parts of the organization's website.

A custom role is automatically created whenever the Organization Editor designates a restricted area, as you wouldn't want to set a lock if you didn't have a key.

Kavi® Members manages all roles in the system. For more information on how roles work, see Kavi Members Concepts: Roles. To see all installed roles, both default and custom, use the Manage Roles Tool [../../../../kmlm/admin/super/manage_roles].

How Editor User Types Work

To edit Web pages with Kavi Edit tools, a user must have a role that grants editing privileges for those pages in their role cache. Users acquire these roles by being assigned Editor Types by the Organization Editor through Kavi Edit tools, or being assigned a User Type from the Editor Types category in Kavi Members. Types are explained in detail in the Kavi Members help, but here is a quick explanation. An Editor Type or User Type represents a position in the organization, such as Organization Editor. A role is somewhat like a key that provides access to tools or areas of the site needed to by someone in that position in order to fulfill their responsibilities. The role associated with Organization Editor is 'Editor', which provides access to all Kavi Edit tools and permission to edit all areas of the Web site.

A user is designated as organization editor by being assigned the 'Organization Editor' User Type, which adds the 'Editor' role to the user's role cache.

Organization Editor

There is only one Kavi Edit default type: 'Organization Editor'. This type conveys the 'Editor' role, which grants permission to edit all editable areas of the organization's Web site.

The Organization Editor can create any number of subordinate editor types. Each of these custom types is assigned to a specific area of the site and conveys a role that grants permission to edit that area only.

Custom Editor Types

For each Editor Type you define, Kavi Edit automatically creates a matching role that grants access to the areas controlled by your Editor Type.

Example 7.1. Working with Editor Types

Imagine you have a site with an events area, a press area and a members area. You will have different people editing each of these areas, so you add three Editor Types: 'Events Editor', 'News Editor' and 'Members Editor'. Three corresponding roles are created automatically: 'events_editor', 'news_editor' and 'members_editor'.

You assign the events home page and sub-pages to the 'Events Editor' type, so that editorial access to these pages can be granted through the 'events_editor' role. When you assign the 'Events Editor' type to a user, the 'events_editor' role is automatically added to the user's role cache. Now the user you just designated as Events Editor has permission to edit the pages in the events area.

You repeat this process for the press area and members area and assign the 'News Editor' type to one individual and the 'Events Editor' type to another.

Perhaps you have someone in the Marketing Department who needs to be able to edit both the news and events areas. You assign the 'News Editor' and 'Events Editor' types to this user, who now has permission to edit these two areas, but not the member areas. Of course, as the Organization Editor, you have permission to edit all three of these areas as well as any other areas of the site.

Managing Editor Types

To add an editor type, use the Manage Editor Types tool. Once added, editor types can be assigned to users via the Assign Editors tool in Kavi Edit, or by administrators using the tools available in Kavi® Members.

Assigning Editors

Each user can be assigned one or many editor types via the Assign Editors tool. The user will then be able to edit any pages associated with that editor type. An editor type can be assigned to one or many different users.

Select a user from the list. Only users who have an account in the Kavi Members database will show up on this list. Once you have selected a user, select the editor types you want to assign to this user, then click 'Assign'. The user will be able to begin editing pages the next time they log in to the site.

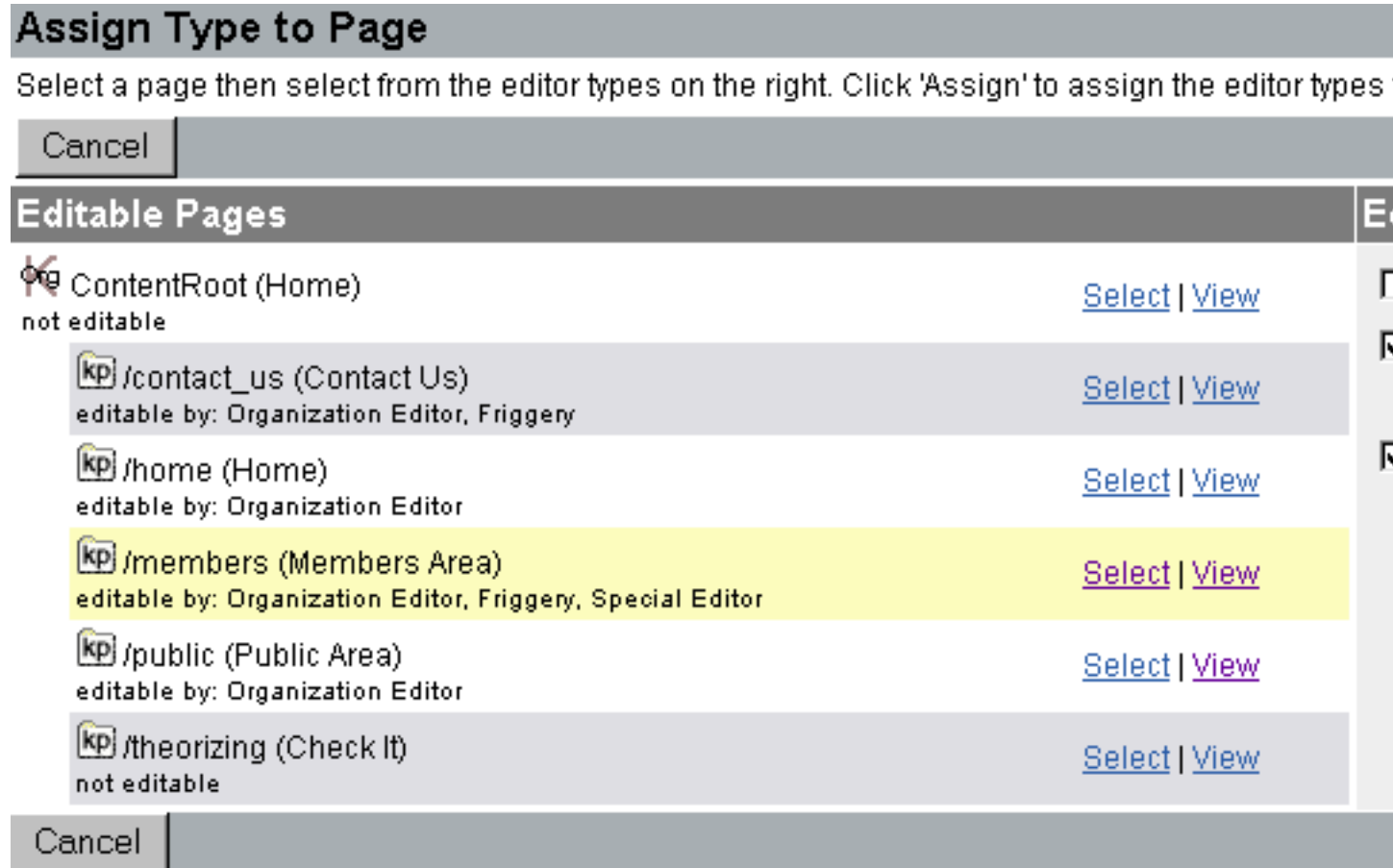
Example 7.2. Assigning Editors

Your site employs a public relations firm to keep the news area up-to-date. You assign employees of this firm the 'News Editor' type.

Assigning Editor Types to Pages

Select an editable page using the Assign Editor Types to Pages tool. Then select the editor types who should be able to edit this page from the list of editor types, and click 'Assign'. Web pages that contain application code or are connected to a database may not be editable through Kavi Edit.

Figure 7.1. Assigning editor types to pages



Editing privileges are hierarchical, so an editor type assigned to a top-level page is inherited by all the pages beneath it. Organization Editor is the archetypal example, inherited by all pages on the site. Inherited editor types for the current page are listed with the word '(inherited)' printed after them. You cannot remove a type inherited from upper-level pages, but you can assign additional types to nested pages.

Example 7.3. Example of Assigning an Editor Type to Pages

You assign the editor type of 'News Editor' to the top-level news page so that all other news pages below this page will inherit this editor type. When you assign the 'News Editor' to a user, the user will be able to edit the main news page and all the other pages in that section, including individual press release and articles. The site has a couple of news areas dedicated to geographically specific news: an Eastern Division and a Western Division. Each of these has it's own reporter. You add 'Eastern Editor' and 'Western Editor' editor types, and assign the 'Eastern Editor' type to the user responsible for reporting Eastern news and the 'Western Editor' type to the user responsible for Western news. These editors will be unable to edit pages in each other's areas, nor will they be able to edit news pages in levels above their own sections. 'News Editors' will be able to edit pages in both of these sections.

Chapter 8. Editor Admin Tools

Overview

The Editor Tools page provides access to tools used by organization editors to set permissions for different types of site editors to control who can edit the site content using Kavi® Edit tools. You must have been assigned the 'Organization Editor' user type in Kavi Members to access these tools.

Organization Editors can access this tool by appending '/keditor' to the site URL.

How to Use the Editor Admin Tools page

This page provides access to the following tools:

Manage Editor Types	This tool is used to manage existing editor types and create new editor types. When an editor type is assigned to a web page, the page can only be edited by users who have been assigned the same editor type. For instance, a 'Special Project Editor' editor type could be created, then assigned to the Special Project pages. The person responsible for editing the Special Project pages would then be assigned the 'Special Project Editor' editor type, at which point this person would be able to edit these pages.
Assign Editors	This tool is used to assign editor types to users to grant them editing privileges for pages that are controlled by this editor type.
Assign Editor Types to Pages	This tool is used to control access to pages based on editor types.

Related Topics

- Controlling Access
- Manage Editor Types
- Assign Editors

- Assign Editor Types to Pages

Chapter 9. Assign Editors

Overview

The Assign Editors tool is used by organization editors to assign editor types to users so they can acquire the permissions needed to edit web site pages with Kavi Edit tools. The ability to edit a page is governed by the editor type assigned to the page. Each editor type is associated with an automatically generated role that controls page access. To edit a page controlled by a role, the user must have that role in their role cache. The user acquires the role when assigned an editor type associated with that role. In Kavi Edit, this means that the editor type assigned to the user must be the same as the editor type assigned to the page.

Assigning the default editor type 'Organization Editor' to a user grants that user permission to edit all editable pages of the site.

How to Use the Assign Editors Tool

Select a user. Only users who have an account in the Kavi Members database will show up on this list. Once you have selected a user, select the editor types you want to assign to this user, then click 'Assign'. The user will be able to begin editing pages the next time they log in to the site. Click Done when you are finished assigning editor types.

Select User

Select the user from the list, then click Select.

Assign Editor Types

Information for the user you have selected is displayed. If this is the user to whom you wish to grant editor privileges, click the checkbox for any editor types you wish to assign to this user, then click Assign. The user will be able to edit pages controlled by any assigned editor types the next time they login.

User's Name	The name of the user you selected.
User's Email	The primary email address of this user.
Company	The name of the company to which this user belongs.
Editor Types	The available editor types are displayed. Click the checkboxes for any types you wish to assign to this user.

Related Topics

- Controlling Access
- Manage Editor Types
- Assign Editor Types to Pages

Chapter 10. Assign Editor Types to Pages

Overview

The Assign Editor Types to Pages Tool is used by organization editors to control access to website pages. Once editor types have been assigned to a page, only users who have been assigned a matching editor type can use the Kavi Edit tools to edit this page. If this page has any subpages, the subpages inherit this editor type.

Every page automatically inherits the default editor type 'Organization Editor', so any user designated as 'Organization Editor' is automatically granted permission to edit all editable pages of a site.

How to Assign Editor Types to Pages

Select a page, then assign one or more editor types. You may view the page to be sure you are assigning the correct types. Click Done when you are finished assigning editor types to pages.

Select the Page

Find the page for which you wish to assign editor types in the 'Editable Pages' section and click Select. You may click View so you can review the page before assigning editor types. If this page has any subpages, they will be assigned the same editor type.

page type icon	An icon representing the type of page (e.g., 'kp' for KPage).
page in URL	The name of the page as it will be displayed in the URL (e.g., '/contact_us').
page name	The name of the page displayed on the page (e.g., 'Contact Us').
editable by	A list of editor types currently assigned to this page.

Select Editor Types

In the 'Editor Types' section, click the checkbox for any editor types you wish to assign to this page.

Assign

Click Assign to assign the selected editor types to the selected page. Once these editor types have been assigned to this page, only users assigned the editor types listed on this page will be able to edit this page.

Related Topics

- Controlling Access
- Manage Editor Types
- Assign Editors

Chapter 11. Manage Editor Types

Overview

The Manage Editor Types tool is used by organization editors to manage the editor types that are assigned to web pages to control who can edit web page content. Once a type has been assigned to a web page, only users who have also been assigned that editor type will be able to use Kavi® Edit tools to edit that page.

The default editor type 'Organization Editor' has permission to edit all editable pages of a site. This type cannot be deleted, but it can be edited.

How to Use the Manage Editor Types tool

Select an existing type to manage or click Add to define a new type. Click Done when you are finished managing editor types.

You may click the arrow for the Results per page option to reduce the number of editor types displayed, then click Change.

Type options:

Name	The name of this editor type.
Description	A description of this editor type.
Roles	Roles to be granted to users who are assigned this editor type.
Select	Click this option if you wish to edit or delete an existing type.

Add

Click the Add button at the bottom of the page. The Add Editor Type subform is displayed. Add a name and description for your new editor type, then click the Add button on the Add Editor Type subform. Your new editor type is displayed. A role granting access privileges for the pages controlled by this editor type has been automatically defined, as you can see in the 'Roles' field.

Edit

Select the editor type you wish to edit, then click Edit at the bottom of the page. The Add Editor Type subform is displayed. Edit the name or description, then click the Edit button on the Edit Editor Type subform to commit your changes.

Delete

Select the editor type you wish to delete, then click Delete at the bottom of the page. The Delete Editor Type subform is displayed. Click the Confirm Delete button on the Delete Editor Type subform to commit your changes.

Related Topics

- Controlling Access
- Assign Editors
- Assign Editor Types to Pages

Chapter 12. Editor Activity History

Overview

The Organization Editor can use the Editor Activity History tool to create customized views and reports of editor-related activity for troubleshooting or reporting purposes, including the time that the action occurred, who initiated the action and the type of activity (e.g., adding a page, saving pages to the live site, and locking or unlocking pages).

Use the Editor Activity History tool to:

- Create a real-time overview of recent activity in Kavi Edit.
- See who has a lock on a certain page or set of pages or check whether the lock was released.
- Get useful information for troubleshooting.
- Download editor activity information.

How to Use the Editor Activity History

Search

Set any of the optional fields to refine your search criteria, then click the Display Report button. If you set multiple criteria, the search will return results that match all your search criteria. For faster searches, set the criteria to return the narrowest set of results that give you the information you need. To see all possible information, you may leave the fields set to the defaults, but the search will take longer.

Options

After This Time	Use this field to set a point in time. The Editor Activity History will include only those changes logged after the time specified.
Before This Time	Use this field to set a point in time. The Editor Activity History will include only those changes logged before the time specified.

Note

The time fields can be used together to specify a bounded time range beginning at the time set in the After This Time field and ending at the time set in the Before This Time field.

Who Initiated Action	Use this field to search for changes initiated by a particular user, identified by username.
Activity Type	Set this value to search for changes with a specific Activity Type. A simple operation such as adding a new page could use all four activities: locking the parent page, adding the new page, unlocking the parent page, then saving as live. For this reason, you may want to leave this search field set to the default 'All Activity Types'.

Options

Adding file	Set this if you only want to see what new files have been added.
Adding KPage	Set this if you only want to see what new pages have been added.
Adding NavNode	Set this if you only want to see what new NavNodes have been added.
Deleting Object	Set this if you only want to see objects (e.g., kpage, file or image) that have been deleted.
Discarding Change	Set this if you only want to see what changes have been discarded. This happens when an editor selects 'Discard Changes' when saving on the Finish Session tab.
Editing Content	Set this if you only want to see content edits.
Locking Page	Set this if you only want to see which pages have been locked and who locked them. For example, if an editor wants to edit pages that have been locked by another user, use this in conjunction with the 'After This Time' date field to find out which editor currently has a session lock on these pages.

Renaming Object	Set this if you only want to see objects (e.g., kpage, file or image) that have been renamed.
Saving as Live	Set this if you want to see what pages have gone live. You could use this in conjunction with the date fields to find out which pages went live in a specific time period.
Unlocking Page	Set this if you only want to see which pages have been unlocked. For example, if you wanted to be sure that a specific set of page locks had been removed before an editor went on holiday, you could set this value then add the editor's username to the 'Who Initiated Action' field to find out whether this user's locks had been released. However, if you wanted to see all this user's locks and check whether they had all been released, you'd have to leave this field set to the default 'All Activity Types', and set just the date and username.
Versioning a NavNode	Set this if you only want to see which NavNodes have been versioned. A new version of a NavNode is created whenever the display order changes during an editing session.
Versioning a Page	Set this if you only want to see which pages have been versioned. A new version of a page is created whenever a page that has gone live is edited. The edited version remains in existence until the end of the editing session. When the session ends this page goes live if the edits are accepted, or is deleted if the edits are rejected.

Done

Your Editor Activity History is displayed according to the search criteria you provided. You may view the report online or download it as a CSV file that can be viewed through any spreadsheet application.

The report displays the following columns:

Number Symbol	The number symbol represents the order in which the activity occurred.
Time	The date and time that the activity occurred. By default, activities are displayed in reverse chronological order with the most recent entry at the top of the list. You can reverse this order by clicking the column heading.
Who Initiated Action	The username of the editor who initiated the change.
Activity Type	As described in the previous section on the Activity Types search option.
What	The path to the pages affected by the action. If a new page was added, this is the new page. If this is a page lock, this is the top-level locked page.
Note	This contains notes about the change, such as the new name of a renamed object.

Related Topics

- [Finish Session Tab](#)
- [Frequently Asked Questions](#)

Chapter 13. Kavi® Edit Frequently Asked Questions

FAQ

1. Session locked

Q: Who has a session lock on this page?

A: Go to the 'Manage Pages' tab to view the username of the user who has the page locked.

1. Replaced image redisplayed

Q: Why am I still seeing the image I deleted?

A: You probably uploaded a new image to replace an existing image, then decided to go back to the original, so you deleted the new image. The problem is that your browser is displaying the image in its cache, rather than the image on the server.

Your web browser caches images to speed up the loading of web pages. When it displays a new image, it stores that image locally (known as caching) along with the time the image was last modified on the server (known as the timestamp) and the URL of the image. Each time the browser redisplay the image, it asks the web server for the image's timestamp, and if the timestamp of the image stored on the web server is the same or older than the timestamp the browser has stored, the browser will redisplay the image it has stored in its cache.

When you replace image A with image B, the new image (B) will have the same URL as the image being replaced (A), even if it has a different name on your local filesystem. As always, the browser will store the timestamp for image B when it first displays this image. When you later replace image B with image A, the original image, the browser will ask the server for the timestamp for the image stored at the URL of the image. The server will return the timestamp for image A. When the browser checks to see the timestamp it has stored for the image at that URL, it sees that the timestamp for the image in its cache (image B) is newer than the timestamp for the image on the server (image A), so it will display the image with the most recent timestamp: the one from its cache (image B).

Most web browsers can be forced to reload the current webpage from the source files rather than the cache. This functionality is usually bound to the key-combo Control-Shift-R. You can also try clearing your browser's cache (the local storage of the images). This is usually available in the preferences setting of your browser where you can set other cache preferences such as the amount of disk space the browser uses for caching images, etc.

1. Missing image

Q: Why isn't my image displayed in the WYSIWYG editor?

A: You may have entered an incorrect URL. Check to be sure the URL you are attempting to use is correct, then reenter the URL.

1. Can't drag image or table

Q: Why can't I move this table or image by dragging it?

A: In Mozilla, Firefox and Netscape, you cannot select and move tables and images across the Edit Content tab's WYSIWYG editor with a mouse. Save your work, then click the Edit Source tab to reposition tables or images in the source.

1. Editing links

Q: How do I edit link attributes?

A: Link targets (i.e., the HTML href) can be edited in WYSIWYG mode by highlighting the link text and clicking the 'link' button.

Chapter 14. Browser and Known Issues

About Kavi Edit

The following table contains browser-related issues and other known issues that you may encounter when working in Kavi Edit, the conditions under which each issue may occur and any known workarounds. Remember that Kavi Edit is designed to provide you with a convenient spot editor. It is not intended to replace web page authoring tools.

Minimum platform requirements

- Operating Systems: Windows 95 or later; Mac; Linux.
- Browsers: Firefox 1.0 or later, Internet Explorer (IE) 5.5 and 6.0 with JavaScript enabled (Windows only), Mozilla 1.7.3 or later, Netscape 7.2 or later.

Browser Issues

Table 14.1. Browser Issues

Issue	Description	Fire-fox 1.0	Inter-net Explorer 6.0, 5.5	Moz-illa 1.7.3	Nets-cape 7.2
Table row justification off, cell content outside table	In IE 6.0, tables with headers may appear with the top row (the 'th' cells) center justified, and subsequent rows left justified. If you attempt to fix the justification by selecting all the cells and clicking the center justify icon, some of the cells' content may move outside the table.		X		
Header tag cell content not formatted	In IE, formatting changes applied to table body cells are automatically applied to the table header (i.e., 'th') cells as well. This does not happen in browsers that adhere to web-coding standards for table header formatting.		X		
The toolbox didn't open right	The toolbox opened as a new tab in the browser window in Netscape 8.0. Workaround: Save your work, then click the toolbox tab to access all the usual tools.				X
Unable to drag table or image	Cannot select and move tables and images across the Edit Content tab's WYSIWYG editor with a mouse. Workaround: In some browsers, you can add tabs to reposition tables and images. Otherwise, you will have to save any edits and switch to the Edit Source tab.	X		X	X
Deleted link re-appears	Delete a link. When you begin to add a new link by typing the link text, the browser recreates the link you just deleted. Workaround: Go up or down a row, then retype the link text.	X		X	X
Unable to delete a table	While on the Edit Content tab in the WYSIWYG editor, you cannot always delete a table by selecting the table and clicking 'Delete'. Workaround: Select and delete each column individually. Repeat until all columns have been deleted.	X		X	X

Issue	Description	Fire-fox 1.0	Inter-net Explorer 6.0, 5.5	Moz-illa 1.7.3	Nets-cape 7.2
Setting table text color changes border color	In Mozilla, Firefox and Netscape, changing the text color for table cell content changes the table border color, rather than the color of the text. This occurs only when the color change overrides styles defined in the CSS. In IE, you can override the color of table content style set in the CSS. The optimal solution is to change the color of the table text in the CSS, since locally overriding the CSS is a generally deprecated practice.	X		X	X
Unable to delete anchor	In IE 6.0, the anchor name is not visible so you cannot delete the anchor in the Edit Content tab. Workaround: Save your work, then click the Edit Source tab to view the source code and edit the anchor.		X		
Unable to clear multiple table cells	Select multiple table cells and press delete. The content of the cells is not deleted. Workaround: Select the contents of an individual cell, then press delete to clear that cell.		X		
Image not displayed	If an incorrect image URL is entered, the image does not display at all. IE displays a box with an X.	X		X	X

Known Issues

Table 14.2. Known Issues

Issue	Description	Ticket number
The WYSIWYG editor isn't displayed on the Edit Content tab	The WYSIWYG editor may not display on Mac OS X with Mozilla and Firefox when you click the Edit Content tab. It does not display well at any time when using the Safari browser.	Unable to reproduce consistently.
Unable to apply Normal style	Cannot change text style to normal by clicking Normal in the pulldown list or by clicking the remove format icon.	Known issue for the Edit Content WYSIWYG editor on all platforms. Try selecting the Body style, then use soft returns (shift + enter) to prevent white space between paragraphs.
Unable to remove background color	Cannot remove background color by clicking the Remove Format icon.	Known issue for the Edit Content WYSIWYG editor on all platforms. Select text and set the background color to white.
I can't get to the WYSIWYG editor	The HTML source is displayed on the Edit Content tab instead of the WYSIWYG editor and the HTML checkbox that would switch you to the WYSIWYG mode is missing.	Occurs erratically. Try reloading the page.
Save Changes box won't go away	Save changes and attempt to switch tabs or quit the session, but the box reappears. The application added an HTML tag after the save, so now it wants to save again. Occurs on Netscape 7.2 on Linux OS.	Occurs erratically. Workaround: Since you already saved your work once, go ahead and discard the edits when the Save Changes box reappears. All you will lose are the inserted tags.

Chapter 15. Default Types and Roles

Kavi Editor has only one default type, Organization Editor, which is managed and assigned through Kavi® Members. The Organization Editor User Type is assigned to the person in charge of keeping the Web site content up to date.

User Types

User Types are used to classify users according to their relationship to the organization. They commonly confer roles that grant access privileges. For more information, see Types, User Types.

Table 15.1. Default User Types

Name	Default roles	Cat-egory	Description
Organization Editor	Editor	editor	<p>The Organization Editor User Type is assigned to the person responsible for maintaining the organization's web site content. Organization Editors can use Kavi Edit Admin tools to create and assign subordinate Editor types, designating which editor type a user needs to be able to edit a particular area of the Web site. For more information, see Access.</p> <p>By default, this type confers the 'Editor' role, which confers Kavi Edit access to all areas of the Web site. It does NOT confer the 'member' role by default, so users who are assigned this type do not necessarily have access to Member pages or tools.</p> <p>This type cannot be deleted.</p>

Default Roles

Roles confer access privileges to a specific set of webpages and tools. A user acquires a role and the access privileges it confers by being assigned a type associated with that role. For more information, see Roles.

Table 15.2. Default Roles

Name	Description
Editor	<p>The Editor role confers Kavi Edit access to all areas of the Web site. It provides access to Kavi Edit Admin tools and the ability to create subordinate Editor types that have Kavi Edit access for a specific set of pages, and then assign a type to another user to give the user the ability to edit that area of the Web site. For more information, see Access.</p> <p>This role cannot be deleted.</p>