

Liferay Portal 4 - Content Management System Guide

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1.1

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Preface

Intended audience. This document will give an in depth tutorial of the CMS (Content Management System) within Liferay portal. The intended audience of this document is for users who determine the content that is displayed and published on their portal. Distinct roles for specific users are provided in the introduction.

Liferay version. This guide has been written for Liferay 4. Some details might be different for previous versions. Do not expect it to be accurate for older versions. It is assumed that Liferay has been installed and accessible through the web interface.

Related documents. If this is not what you are looking for consider the following related documents

- Liferay Portal 4 - Installation Guide
- Liferay Portal 4 - Customization Guide
- Liferay Portal 4 - Portal Administration Guide

More information and support. If you are looking for help for a specific issue we invite you to use our community forums: <http://www.liferay.com/web/guest/devzone/forums> [<http://forums.liferay.com>] to ask your questions. We also offer professional support services (support@liferay.com [<mailto:support@liferay.com>]) where your company will be assigned a Liferay developer ensuring your questions are answered promptly so that your project is never compromised. Purchased support always gets first priority. This business model allows us to build a company that can contribute a great portal to the open source community. If your company uses Liferay, please consider purchasing support. Liferay has an extremely liberal license model (MIT, very similar to Apache and BSD), which means you can rebundle Liferay, rename it, and sell it under your name. We believe free means you can do whatever you want with it.

Chapter 1. Introduction

Liferay Portal provides out-of-the-box CMS functionality in two major areas: document management (repositories for documents and images) and publishing.

1. Document Management

Document management is provided through Liferay's Document Library and Image Gallery portlets. These portlets provide intuitive management of Microsoft Office documents, PDFs, text files, and images.

2. Publishing

Publishing in Liferay Portal is accomplished through Liferay's Journal portlet. It features a clean separation between content (data entry) and presentation (layout design). This allows the content to conform to a consistent "look and feel." Additionally, the Journal portlet provides a content versioning and approval paradigm (workflow). This system allows for users involved in publishing to fall naturally into three different roles:

- Writers create, edit, and enter content comprised of text and images
- Designers create layouts that display content
- Editors edit and approve final output and release it for publication to the portal

As an example, consider our website [<http://www.liferay.com>]. All of the static content is managed and published by the Journal portlet. We can authorize other members of the Liferay community to write documentation, but we retain final editorial authority and security. This also allows for a mixture of portlets and Journal articles to coexist, enabling the designer to be more creative with what is displayed. Designers can integrate static content using the Journal Content portlet with a number of other function-rich portlets (e.g. Navigation and Breadcrumb). All of this shows how useful and flexible publishing can be with the Journal portlet.

Chapter 2. Document Management Portlets

1. Document Library

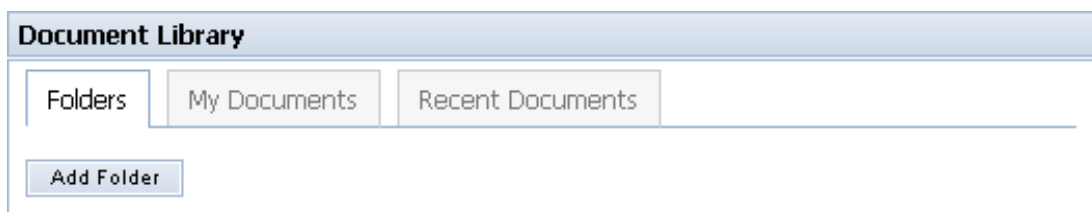
The Document Library provides a centralized repository for various document types (e.g., .PDF, .DOC, .XLS, etc.) to be stored and assigns a unique URL to each of them. A company's intranet running Liferay Portal can then be able to post internal documentation (e.g., reimbursement forms, charitable donations policies, etc.) for access by its employees. Alternatively, since each document has its own URL, a portlet on your company's public website may display a list of PDF files of quarterly newsletters and their download links:



The Document Library supports multiple repositories that can be set with different access roles. Also, the documents in the repository are version-controlled, allowing a user to retrieve any particular revision that has been stored on the system.

1.1. Adding a Document

1. To add a document to an empty Document Library portlet, you must first add a folder. Click the **Add Folder** button.



2. Give a name and description to the folder. The permissions for the folder determine what users can do. This is further explained in *Liferay Portal 4 - Portal Administration Guide*. Click **Save**. The Document Library screen will appear.

Document Library

Folder

Name: Home Page

Description: Documents that are linked to our home page.

Permissions [Configure »](#)

- The new folder will appear in the Document Library. To add a document to that folder, click on the folder name.

Document Library

Folders | My Documents | Recent Documents

Folder	# of Folders	# of Documents
Home Page Documents that are linked to our home page.	0	0

- You can either add more folders to further divide your documents into more specific categories or you can add a document to the current folder. The breadcrumb (see section 5.1.) at the top of the portlet shows that you would be adding a document to the Home Page folder. In this use case, we will add a document. Click **Add Document**.

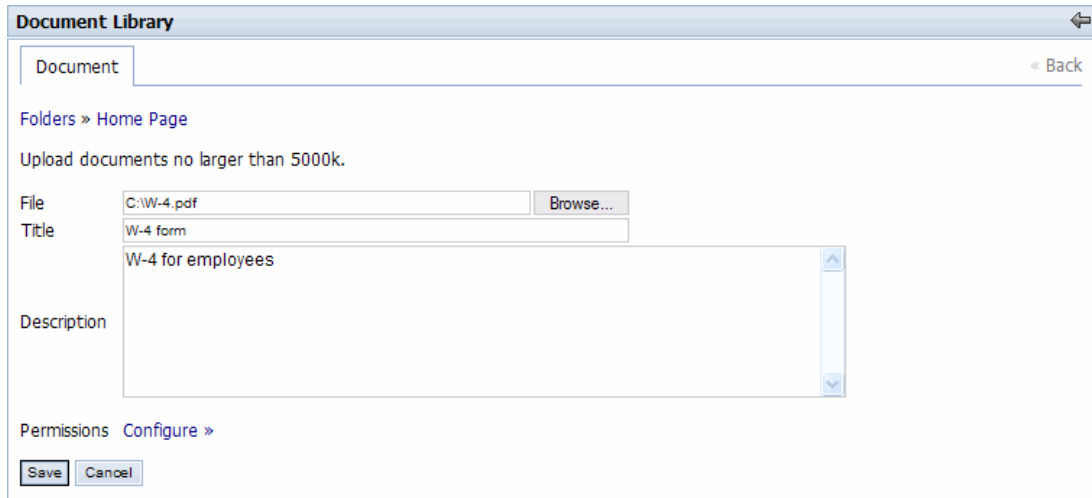
Document Library


Folders | My Documents | Recent Documents

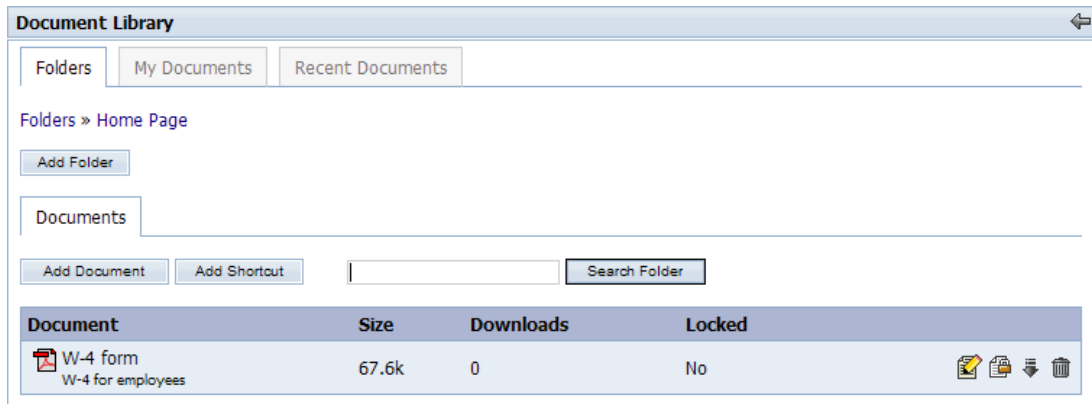
Folders » Home Page

Documents

- Use the **Browse** button to find the document you want to upload to the Document Library. There is a cap of 300k on uploaded documents. After uploading the document, enter a title and description for the document. Click **Save** when finished. After saving, you can choose to lock the document to prevent anyone from editing this document. The default lock time is one day.

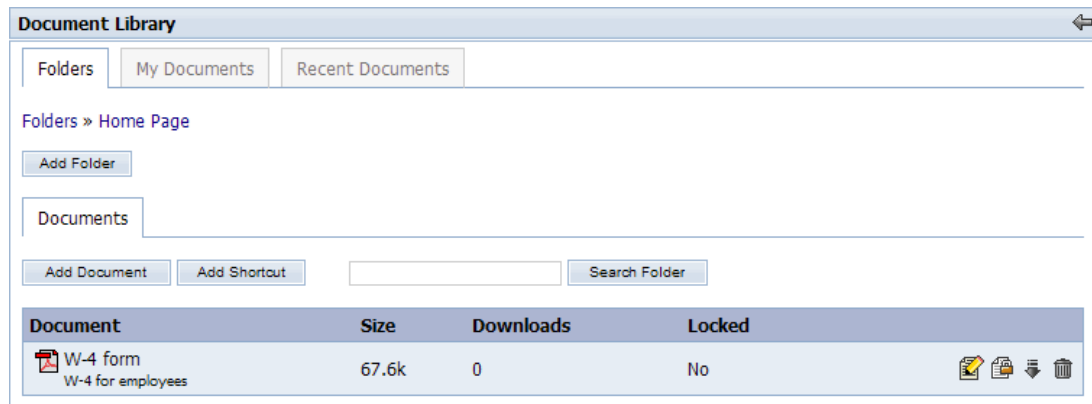


- Use the breadcrumb to return to the Home Page folder (for this use case) where you will see the document you have just added. Clicking on the document will allow you to open or save it. If you have the proper permissions, you can delete the document from the Document Library by clicking the **Delete** icon ().

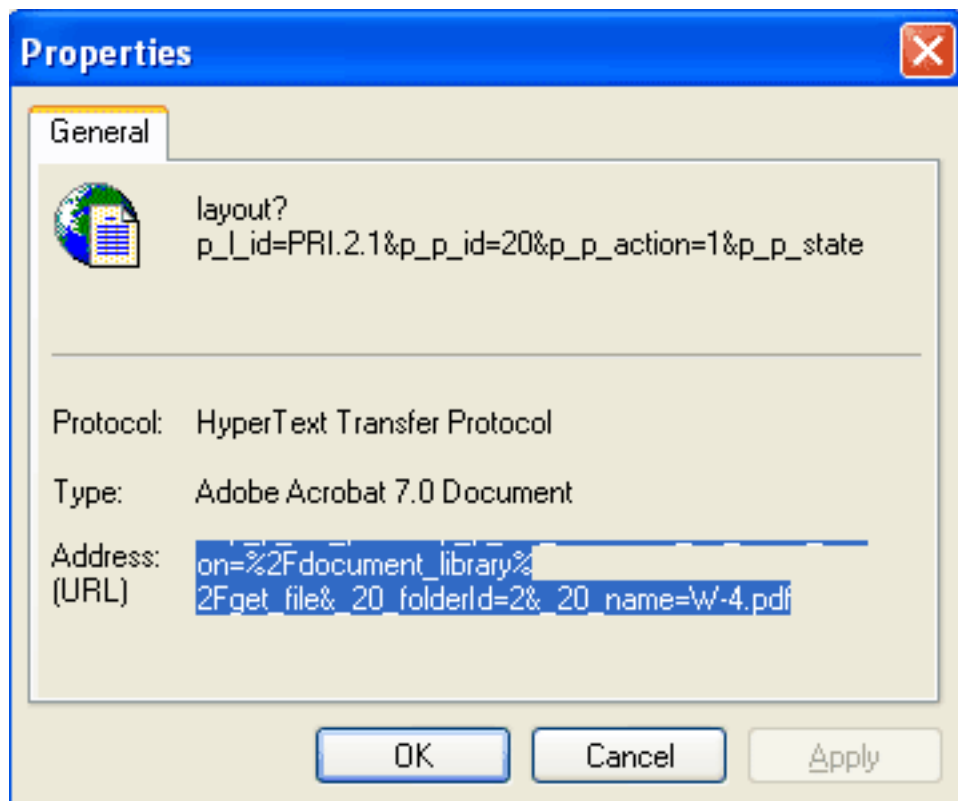


1.2. Referencing a Document

- To reference a document in the Document Library, you must first find which folder the document is contained in. Using the same use case as in 2.1.1, we see that the W-4.pdf document is located in the Home Page folder, as shown by the breadcrumb.



2. Right click on the document name, then select **Properties** to view its Address (URL). You can then either highlight the entire URL or click anywhere over the URL area and press Ctrl+A to select the entire link. Keep in mind that the URL is long. If you use the highlight method, you must highlight the entire URL. You can then copy this link and reference it anywhere within the portal. You can even reference this document outside of the portal as long as your portal is running and the document is still in the repository. Refer to figure below.

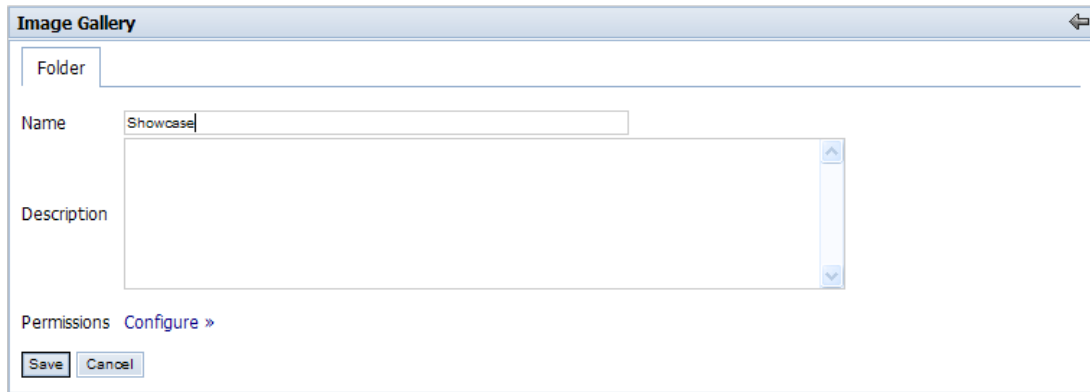


2. Image Gallery

Like the Document Library, the Image Gallery provides a centralized repository for images used throughout the Liferay Portal and assigns a unique URL to each image.

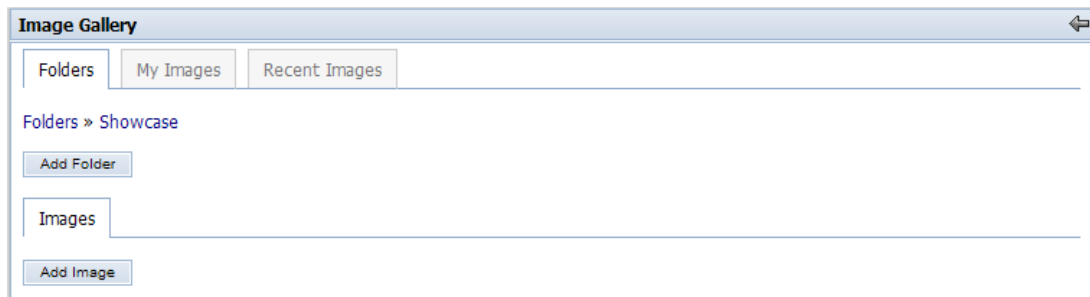
2.1. Adding an Image

1. To add an image to the Image Gallery portlet, first add a folder by clicking the **Add Folder** button. This is similar to adding a folder to the Document Library, described in Section 1.1 in this chapter. This use case will show an Image Gallery with a folder called Showcase.



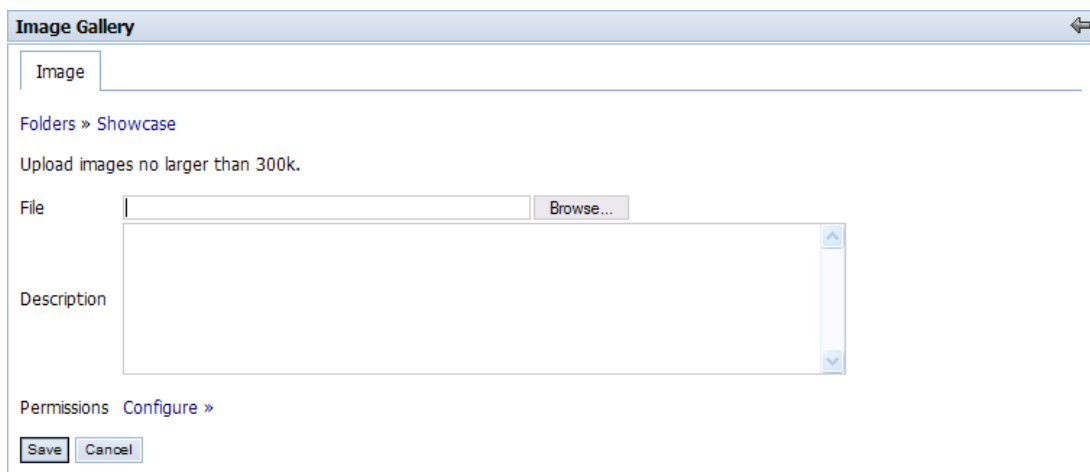
The screenshot shows the 'Image Gallery' portlet with a dialog for adding a folder. The dialog has a title bar 'Image Gallery' and a close button. It contains a 'Folder' tab, a 'Name' text field with 'Showcase' entered, and a 'Description' text area. At the bottom, there are 'Permissions' and 'Configure >' links, and 'Save' and 'Cancel' buttons.

2. We will now add an image to the Showcase folder. Click on the Showcase folder and click on **Add Image** to add a new image.



The screenshot shows the 'Image Gallery' portlet with a dialog for adding an image. The dialog has a title bar 'Image Gallery' and a close button. It contains 'Folders' and 'Recent Images' tabs, with 'My Images' selected. Below the tabs, it shows 'Folders > Showcase' and an 'Add Folder' button. There is an 'Images' section with an 'Add Image' button.

3. Here we add the image by pressing the **Browse** button and selecting the image to upload. Keep in mind that image size can be no larger than 300k. Give an easily identifiable description for the image, and then click **Save**.



The screenshot shows the 'Image Gallery' portlet with a dialog for adding an image. The dialog has a title bar 'Image Gallery' and a close button. It contains an 'Image' tab, 'Folders > Showcase', and a note 'Upload images no larger than 300k.'. There is a 'File' text field with a 'Browse...' button next to it. Below the file field is a 'Description' text area. At the bottom, there are 'Permissions' and 'Configure >' links, and 'Save' and 'Cancel' buttons.

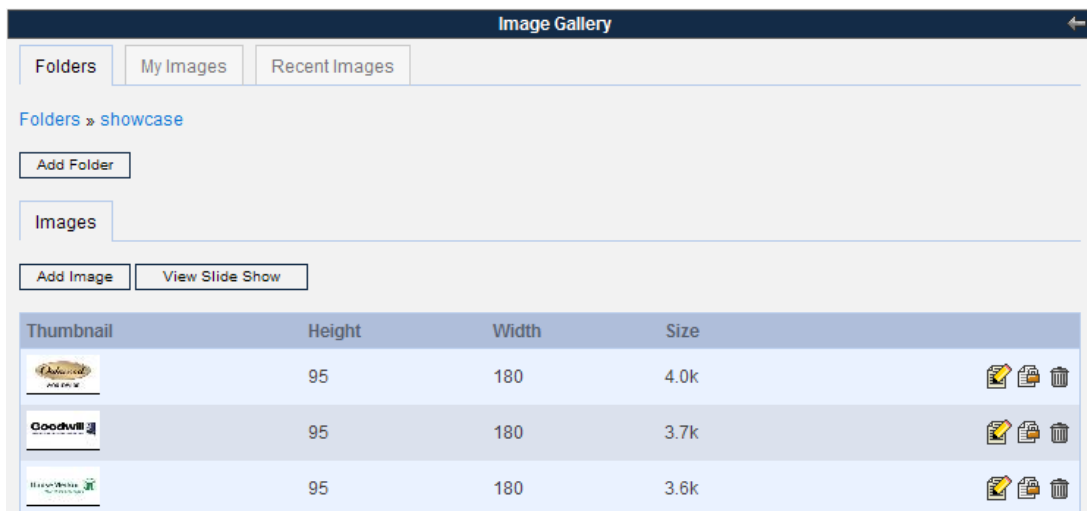
4. After saving, you are returned to the folder in which you saved it in. As can be seen by the


breadcrumb, the Showcase folder is displayed in the figure below. You can position your cursor over the image for a description, and click on the image for a full-size view.

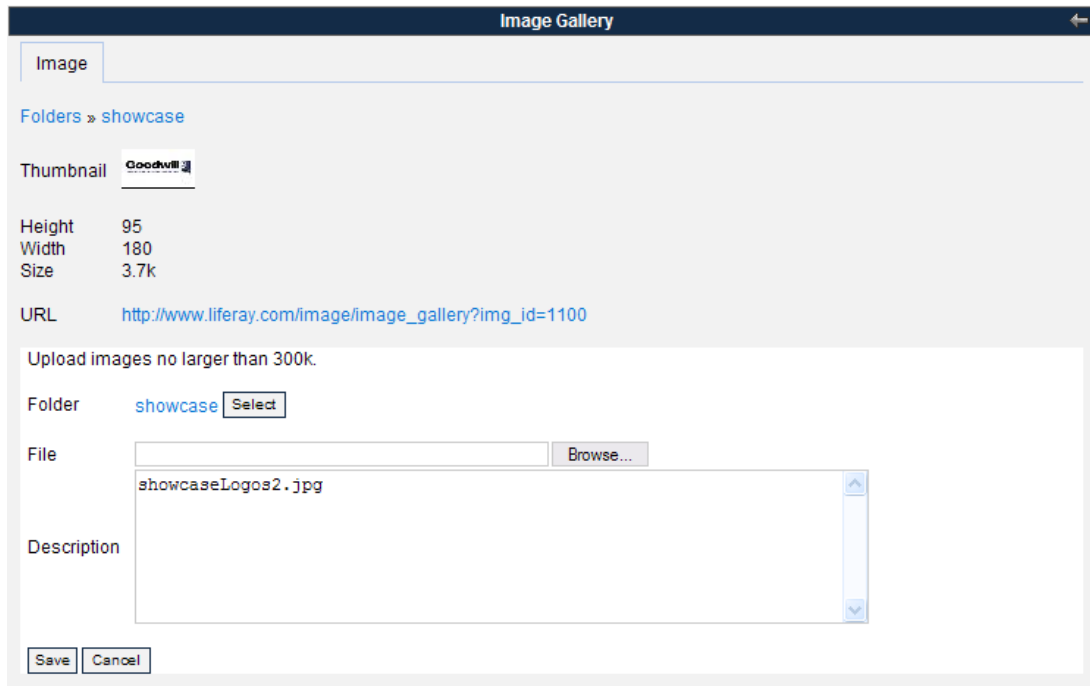


2.2. Referencing an Image

1. To reference an image in the Image Gallery, you must first find which folder the image is contained in. Using the same use case as in 2.2.1, we see that our image is located in the Showcase folder as shown by the breadcrumb.

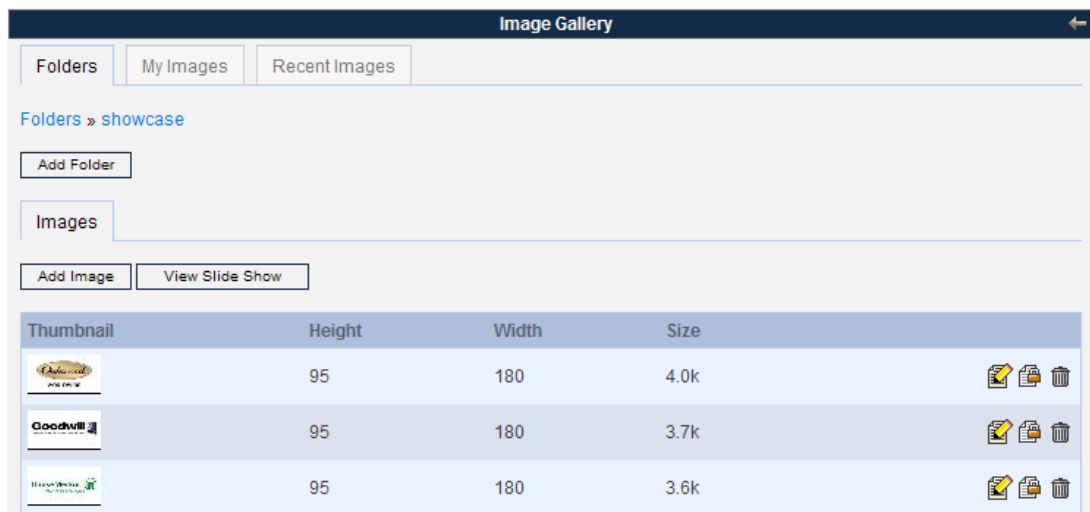


2. Click on the **Edit** icon () to view the properties of the image. The URL is highlighted in the picture below. To reference this image in Journal Templates in this use case, you would type in @root_path@/image/image_gallery?img_id=1100. Templates are described more completely in section 3.2.



2.3. Viewing Image Slideshow

1. You can view all the images from a folder in a slideshow. To view the slideshow, click on the **View Slide Show** button in the folder you want to view.



2. A new window will appear showing a full-size image and a set of commands. It will repeatedly scroll through the images inside the folder chosen. To view images at your own pace, press **Pause** and press the **Next** or **Previous** buttons to change images. There is also a speed setting from 1 through 10, with 1 being the fastest and 10 the slowest. Press **Play** to resume the slideshow at the chosen speed.

Chapter 3. Journal Portlets

The Journal application is composed of four portlets:

Journal	Is an administration portlet that allows the creating, updating searching and managing contents
Journal Articles	Allows displaying of a set of contents that satisfy a set of conditions configured through the portlet preferences such as content type and community.
Journal Content	Allows displaying one or more contents manually selected from the list of available portlets. If more than one content is selected only one at a time will be shown and links will be added to allow the user to navigate to the rest of the contents.
Journal Content Search	Allows users to search for Journal content.

the *Journal* portlet is used to create all CMS content and the Journal Articles and Journal Content portlets are used to display those contents. This portlet allows writers to easily edit content displayed on web pages without having to sort through complex code.

1. Definitions

Before getting into the details of how to use the Journal portlet, it is useful to understand structures, templates, and articles; they are the backbone of the Journal portlet's functionality.

- **Structures** define the type and number of content pieces (e.g. text, text area, images, selection lists, etc.)
- **Templates** determine how content pieces will be arranged or laid out
- **Articles** are where each content piece is populated with actual text and images

The point of a structure is to unify journal articles with the same numbers and types of items. For example, a Management Bio section of a website might have ten biographies, each requiring an image for the executive headshot, a text for the headline, and a text area for the main biography. A structure would be created with one image, one text, and one text area, each named accordingly. This allows writers to create the individual bios and other texts without needing to recreate the page structure for each biography.

Designers can create several templates for one structure to allow for a variety of presentations or they can give writers discretion in deciding the best layout.

All specific text and images are entered when a user adds or edits an article. This is also where a user chooses the layout based on the templates affiliated with a structure. Since multiple templates can be associated to a structure, the user can select the template that formats their article the way they want. Though articles normally have an associated structure and template (see SAMPLE-XSL-ARTICLE), it can also be a simple article without any associations (see SAMPLE-SIMPLE-ARTICLE).

Below is an example clarifying the definitions given above:

1 TV Football Influences Children

2 Football should only be shown on TV after 9pm because of the bad example it sets to children, a leading head teacher has said.



4 Verbal abuse, cheating and violence among players are commonplace, Martin Ward, deputy leader of the Secondary Heads Association, said.



6 He said *copycat behaviour* by pupils made teaching "infinitely more difficult".

The structure in this case lists out the six content pieces:

- One text element named "headline" (1)
- Three text area elements named "body-text" (4), "caption-1" (2), and "caption-2" (6)
- Two image elements named "image-1" (3) and "image-2" (5)

The XSL template for this example would specify where the headline, text areas, and images should go. It places the captions to the sides of the images. Another template can be made for the same structure that has the captions below the images.

The article is the actual content that uses the template and structure. This particular article is about the alleged effects of professional football broadcasts on the behavior of the children who watch them. Two photos are uploaded and body text and headline are filled in. Another article may be generated using the same template and structure discussing the equipments used for fly fishing.

It should be noted that the proper order for creating an article from start to finish is:

1. Create the structure to set the fields that content will be entered.




2. Create the template to associate with the structure to define the layout of the content in question.
3. Create the article with the hard-coded content that will be displayed on the page, choosing the proper structure and template to be used for the article.

2. Structures

2.1. Structure Creation

1. To add a structure, first click on the **Structures** tab in the Journal Portlet, and then click on the **Add** button. The structure creation page will be displayed.

The screenshot shows the 'Structures' tab in the Journal Portlet. At the top, there are tabs for 'Articles', 'Structures', 'Templates', and 'Recent'. Below the tabs are input fields for 'ID', 'Name', and 'Description', along with an 'And' dropdown menu and a 'Search' button. A filter is applied: 'Filter by Structure: ABOUTUS-NEWS'. Below the filter are 'Add' and 'Delete' buttons. The main content is a table with columns for 'ID', 'Description', and a set of icons for each row.

<input type="checkbox"/>	ID	Description	
<input type="checkbox"/>	ABOUTUS-ALL-ARTICLES	About Us - All Articles Display articles from all categories	    
<input type="checkbox"/>	ABOUTUS-ANNOUNCEMENTS	About Us - Announcements Displays announcements RSS	    
<input type="checkbox"/>	ABOUTUS-BLOGS	About Us - Blogs Displays Blogs RSS	    
<input type="checkbox"/>	ABOUTUS-NEWS	About Us News Custom template for News.	    

2. Give your structure an ID or have it auto-generate one. It is recommended that you choose your own ID so that the structure will be easier to identify when associating it with templates and articles. Please note that the ID must be unique. The convention is to separate words in the ID with a hyphen, e.g., "BASIC-STRUCTURE-NAME." The structure ID can not be changed once your structure has been saved, so be sure that the ID is exactly how you would want it to appear.

Journal

Structure

ID: BASIC-LIFECAST Autogenerate ID

Name: Basic Lifecast

Description: Basic Lifecast

Permissions [Configure »](#)

XML Schema Definition

3. Give your structure a clear name and description because these fields are also used for identification of the structure.
4. To start adding fields to the structure, click the **Add Row** button. This will show a new field where you can enter a name and a content type for this field (image, text, boolean flag, etc.). Those comfortable with XML or HTML can edit the XSL directly by clicking **Launch Editor**. Both methods of adding/editing elements will work, and both can be used in the same session. One simple approach is to add a few elements using the GUI and then to edit the XML directly (which will contain the syntax for the already added elements and can be copy-pasted).

Journal

Structure

ID: BASIC-LIFECAST

Name: Basic Lifecast




Description: Basic lifecast

XML Schema Definition




title	Text	+	-	▲	▼
size	Text	+	-	▲	▼
url	Text	+	-	▲	▼
description	Text Area (HTML)	+	-	▲	▼

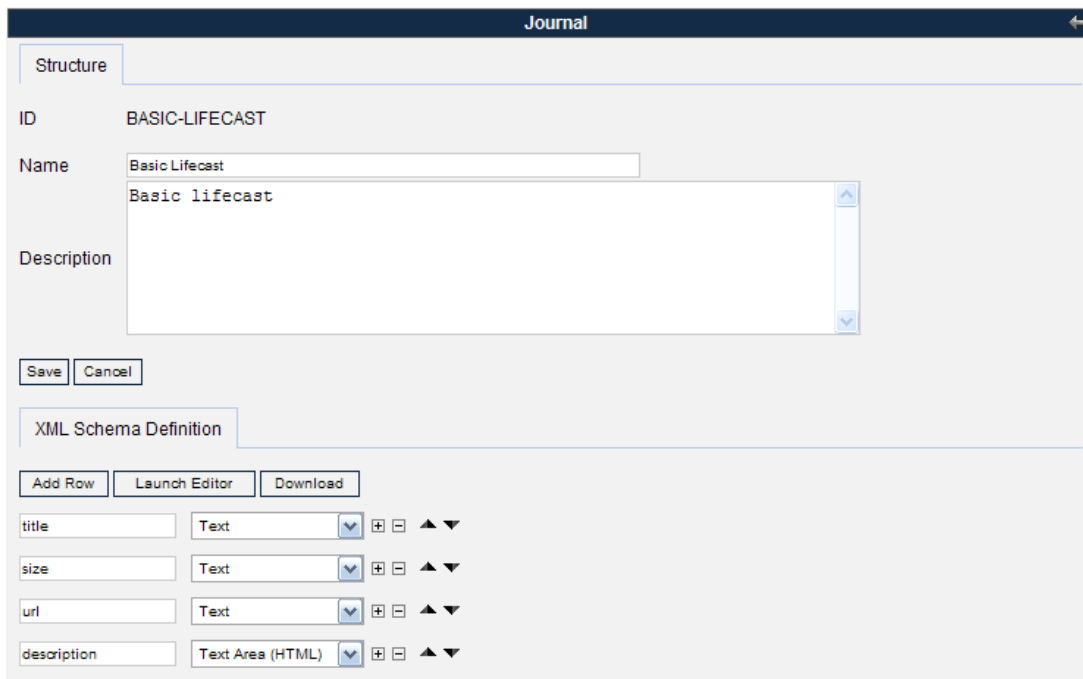
Keep in mind that all names of fields must be one word—a description such as “Content Title” would not be allowed. To name a field using multiple words, put a dash in between words to prevent

confusion, such as “content-title.”

- From the Selection List and Multi-Selection List, press the  button to add extra options to the lists, and use the  and  buttons to move the options up and down on the display for the article.
- Once all the fields have been added to the structure, click the **Save** button, located above the XML Schema Definition tab. If no error messages appear, the structure has now been created and can be associated to templates.

2.2. Editing Structures

- To edit an existing structure, go to the Structures tab. There you will see a list of existing structures with pagination and an area to search for structures by ID, name, and/or description. You can use either method to locate the structure you wish to edit. Before editing the actual structure, it is advisable to view the associated articles and templates because they can potentially be affected by any changes made to your structure. You can view associated articles () and templates () by clicking on their respective icons. When you are done viewing associated articles and templates, find the structure again using either method above. Click on the Structure ID, description, or the **Edit** icon () to display the editing screen, shown below.



The screenshot shows the 'Journal' portlet interface. The 'Structure' tab is selected, displaying the following fields:

- ID:** BASIC-LIFECAST
- Name:** Basic Lifecast (with a list of suggestions including 'Basic lifecast')
- Description:** (empty text area)

Below the form are 'Save' and 'Cancel' buttons. The 'XML Schema Definition' tab is also visible, showing a table with columns for field name, type, and actions. The table has four rows:

Field Name	Type	Actions
title	Text	+ □ ▲ ▼
size	Text	+ □ ▲ ▼
url	Text	+ □ ▲ ▼
description	Text Area (HTML)	+ □ ▲ ▼

In the edit screen, you can edit anything in the structure except for the structure ID, which can not be changed once the structure has been created.

- Editing the name and description will not affect other features of the Journal portlet, but adding, deleting, and modifying fields will affect the templates and articles that are associated with the structure. It is advisable to backup the current XML file first by clicking the **Download** button so that it will be easy to revert to your old structure if necessary.

If you add fields, the articles associated will have extra fields for additional content. If you delete fields, associated content and articles will be deleted. For example, notice that the structure above has a title field. Now look at the article below that uses a structure that has something in that field.

ID	<input type="text" value="TEST-ARTICLE"/>	<input type="checkbox"/> Autogenerate ID
Status	New	
Name	<input type="text" value="Test Article"/>	
Description	<div style="border: 1px solid #ccc; height: 60px;"></div>	
Type	Announcements	
Language	English (United States)	Default Language English (United States)
Display Date	January 10 2007 12:00 AM	
Expiration Date	January 10 2008 12:01 AM	<input checked="" type="checkbox"/> Never Auto Expire
Review Date	October 10 2007 12:01 AM	<input checked="" type="checkbox"/> Never Review
Permissions	Configure »	
<input type="button" value="Save"/> <input type="button" value="Save and Approve"/> <input type="button" value="Preview"/> <input type="button" value="Download"/> <input type="button" value="Cancel"/>		
Design		
Structure	Basic Lifecast <input type="button" value="Select"/> <input type="button" value="Remove"/>	
Template	<input checked="" type="radio"/> Basic Lifecast <input type="radio"/> Basic Lifecast XSL <input type="radio"/> Basic Training Presentation <input type="radio"/> Basic Training Presentation XSL	
Content		
<div style="border: 1px dashed #ccc; padding: 5px;"><input type="text"/></div>		
Title	<input type="checkbox"/> Localized	


When you delete the field from the structure (title in this case), either by deleting the row or deleting it through the editor, the associated article will not show the field.

So when you delete fields, be certain that associated articles no longer need those fields. This also applies if you rename a field; there will be a new field inside the article with that name and field type, but the content that was in the old field will be gone. For an article to display properly, the template layout must also be changed when fields are added or modified.



- When all changes have been made, click the **Save** button to save your changes.

2.3. Structure Deletion






1. To delete a structure, you must first delete all articles and disassociate or delete all templates associated with that structure. First search for the structure you wish to delete, such as ABOUTUS-NEWS, using the same method as step 1 of section 3.2.2. To delete all articles, first click the **View Articles** icon () , which takes you to a view of all associated articles, shown below.



2. The screen above shows what filter was used to find the articles. Edit or delete all of these articles. To delete, click the **Delete** icon () next to the article you wish to delete.
3. Once all articles have been edited or deleted, go back to the Structures tab and find the structure you wish to delete. Click on the **View Templates** icon () to take you to a view of all associated


templates.



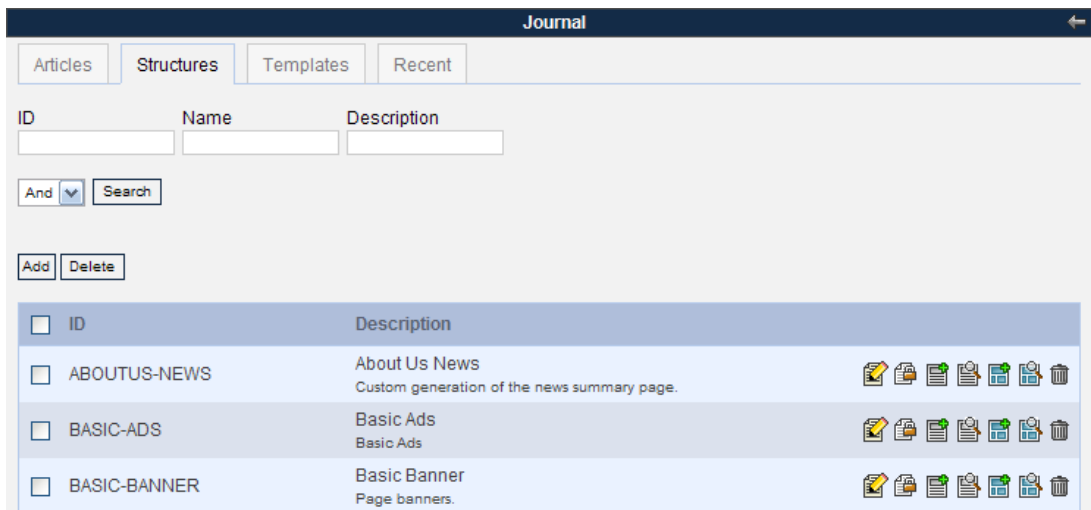
- Edit or delete all of these templates. To delete, click the **Delete** icon () next to the template you wish to delete. To edit, begin by clicking the **Edit** icon () next to each template. Inside the edit template screen, change the structure by clicking the **Select** button next to the Structure field so that it no longer uses the structure you wish to delete. Click the **Save** button when you have selected a new structure for the template to be associated with.
- Once all articles and templates have been disassociated from the structure, search for the structure once again in the **Structures** tab, then click the **Delete** icon () next to that structure.

3. Templates

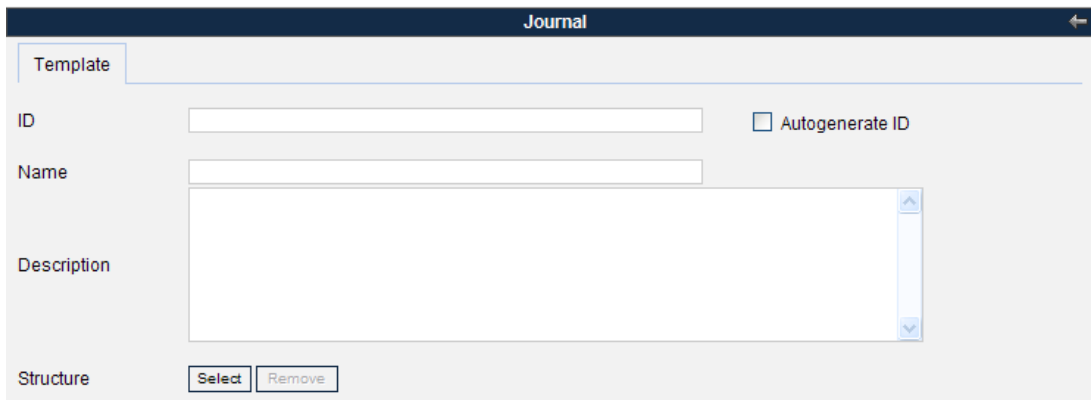
3.1. Template Creation

- To add a template, first click on the **Templates** tab, and then click the **Add** button. If you already know which structure this template is associated with, you can create the template by clicking the **Structures** tab, finding the associated structure, and then clicking the **Add Template** icon ()

Both examples are shown below.



2. The template creation page appears. Give your template an ID or have it auto-generate one. Refer to step 2 of section 3.2.1 for template ID recommendations. Template IDs must be unique.



Give your template a clear name and description because these fields are also used for identification of the template.

3. Since articles have to select a structure before choosing a template (further described in section 3.4.1.), all created templates have to be associated with a structure. If you have already associated this template to a structure, the structure name will appear in the Structure field. Otherwise, click the **Select** button to find the structure that this template will be associated with. This will open up a screen with all the structures. Click on a structure to associate with the template.

Structures

ID	Name	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

And

ID	Description
ABOUTUS-NEWS	About Us News Custom generation of the news summary page.
BASIC-ADS	Basic Ads Basic Ads
BASIC-BANNER	Basic Banner Page banners.

4. To edit the actual template layout content, you can use one of two methods. To start a completely new template, click the **Launch Editor** button to open up the editor shown below.

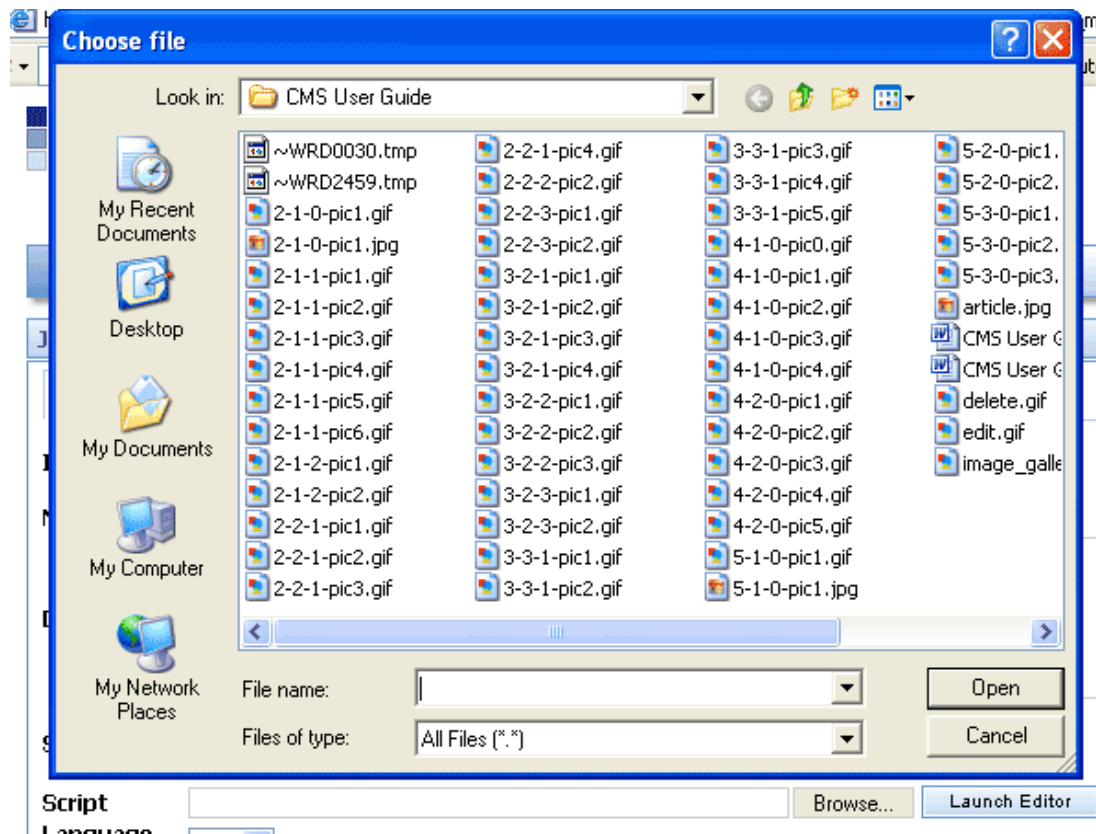
Editor Type

```
<?xml version="1.0"?>

<xsl:stylesheet xmlns:xsl="http://www.w3.org/1999/XSL/Transform" version="1.0">
  <xsl:output method="html" omit-xml-declaration="yes"/>
  <xsl:template match="/">

    </xsl:template>
</xsl:stylesheet>
```



If you have an existing template on your local machine, click the **Browse** button to search for the file, and load that file as the code for this template.



Note that you can choose the template to be in either XSL or VM format, so a working knowledge of one of these is required for creating templates. One way to make simple templates is to look at the existing templates that Liferay provides out-of-the-box and follow the syntax. If the template is loaded from your local machine, make sure you choose the correct language type in the menu.

5. If you want a small image to represent the template in the description field, you can link the image URL or upload it from your local machine. Be sure to select **Yes** in the menu in the "Use Small Image" field.
6. Click **Update** when you are finished creating your template. If no error messages appear, the template has been created and can be used as layouts for articles.


3.2. Editing Templates

1. To edit an existing template, go to the **Templates** tab. You will see a list of existing templates with pagination and an area to search for templates by ID, name, and/or description. You can use either method to locate the template you want to edit. Before editing the actual template, it is advisable to view the associated articles because their layout will be affected by any changes made to your structure. After editing the template, you can view these articles with the new template layout. You can click on the **View Articles** icon () to view associated articles. When you are done viewing associated articles, find the template again using either method above, and then click on the Template ID, description, or the **Edit** icon () to enter the editing screen, shown below.



- In the edit screen, you can edit anything in the template except for the template ID, which can not be changed once the template has been created.

- Editing the name and description will not affect any other features of the Journal portlet but modifying the script will affect the articles that are associated with the template. It is advisable to backup the current XSL or VM file by clicking the **Download** button so that it will be easy to revert to your old template script if necessary. To prevent unexpected behavior in the design, it is advised that only users with good working knowledge of XSL or VM modify these scripts.
- When all changes to the template have been made, click the **Save** button to save your changes.


3.3. Template Deletion

- To delete a template, you must first disassociate or delete all articles associated with that template. First search for the template you wish to delete using the same instructions from step 1 of section 3.3.2. To disassociate/delete all the articles, click the **View Articles** icon (). A view of all associated articles will be displayed.

<input type="checkbox"/>	ID	Version	Name	Modified Date	Display Date	Author	
<input type="checkbox"/>	TEST-ARTICLE	1.0	Test-Article	1/10/07	1/10/07	Joe Bloggs	

- To delete an article, click the **Delete** icon () next to the article you wish to delete. To edit an article, begin by clicking the **Edit** icon () next to each article. Inside the edit article screen, change the template by using radio buttons. If there are no other templates associated with the

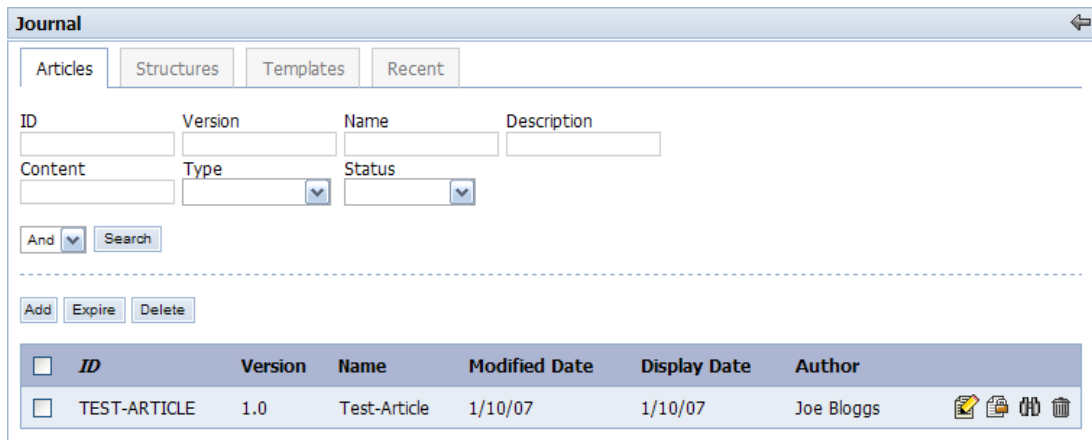
structure used, you must either create a new template for that structure or delete this article. Click the **Save** button when you have selected a new template for the associating article.

- Once all articles have been disassociated from the template, search for the template again in the Templates tab, then click the **Delete** icon () next to that template.





4. Articles


4.1. Article Creation

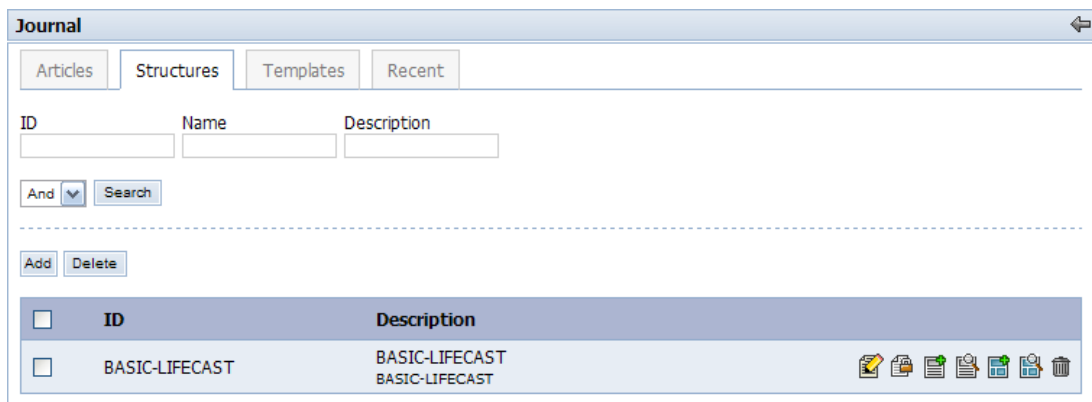
- To add an article, click on the **Articles** tab, and then click the **Add** button.







The screenshot shows the 'Journal' interface with the 'Articles' tab selected. The form includes fields for ID, Version, Name, Description, Content, Type, and Status. Below the form are 'Add', 'Expire', and 'Delete' buttons. A table lists existing articles with columns for ID, Version, Name, Modified Date, Display Date, and Author. The table contains one entry: TEST-ARTICLE, 1.0, Test-Article, 1/10/07, 1/10/07, Joe Bloggs. Action icons for edit, print, refresh, and delete are shown for each row.

<input type="checkbox"/>	ID	Version	Name	Modified Date	Display Date	Author	
<input type="checkbox"/>	TEST-ARTICLE	1.0	Test-Article	1/10/07	1/10/07	Joe Bloggs	   

- If you already know which structure or template this article is associated with, you can create the article by going to the Structures or Templates tab. Find the corresponding structure or template, and click the **Add Article** icon ()



The screenshot shows the 'Journal' interface with the 'Structures' tab selected. The form includes fields for ID, Name, and Description. Below the form are 'Add' and 'Delete' buttons. A table lists existing articles with columns for ID and Description. The table contains one entry: BASIC-LIFECAST, BASIC-LIFECAST. Action icons for edit, print, refresh, and delete are shown for each row.

<input type="checkbox"/>	ID	Description	
<input type="checkbox"/>	BASIC-LIFECAST	BASIC-LIFECAST	   

- The article creation page appears as shown below. Give your article an ID or have it auto-generate one. Refer to step 2 of section 3.2.1. for article ID recommendations. Article IDs must be unique.

Article

ID Autogenerate ID

Status

Name

Description

Type

Display Date

Expiration Date Never Auto Expire

Review Date Never Review

Permissions [Configure »](#)


4. Give your article a title. This field is also used for easier identification of the article, so a clear, concise explanation is recommended.
5. In the article tab screen shown above, choose the **Type** category that the article will reside in. This will help make it easier for users to make manual searches of articles and organize articles.
6. Next, pick a display and expiration date. The default setting does not set an expiration date.
7. Next, choose the structure and template that this article will be associated with. If none are selected, the article will be a simple article by default, and the display will be what is written in the content box. If you added the article through the structure or template tab, there will already be a structure and template choices, which you can further edit if you choose. To choose the structure, click the **Select** button next to the Structure field. If you have a pop-up blocker installed, you may need to turn it off because it can prevent the Structure list from appearing.

Structures

ID	Name	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

And

ID	Description
ABOUTUS-NEWS	About Us News Custom generation of the news summary page.
BASIC-ADS	Basic Ads Basic Ads
BASIC-BANNER	Basic Banner Page banners.
BASIC-DOCUMENTS	Basic Documents Documentation Documents Chart w/ View - Download - Contribute
BASIC-IMAGE-TEXT	Basic Image Text Basic structure with one image and one text area.

8. Once the structure and template has been chosen (if at all) the content fields will show up, and you can fill in the content in the fields given. Once all the content has been filled out, click the **Save** button to create the article.
9. Once you save the article, it will return you to the main Articles tab. To approve the article and allow the Journal Content article to display it, search for the article you just created. Click the **Edit** icon () for that article, and then click the **Approve** button.

Article

ID TEST-ARTICLE-2
 Status Not Approved

Version 1.0 Increment Version

Name

Description

Type


Language Default Language

Display Date

Expiration Date Never Auto Expire

Review Date Never Review

4.2. Editing Articles


1. To edit an existing article, go to the **Articles** tab. You will see a list of all existing articles with pagination and an area to search for articles by ID, Version, Name, Description, Content, Type, and/or Status. You can use any of these methods to locate the article you want to edit. When you find the article, you can either click on the article ID or click on the fields to view a preview of the article.
2. Click on the **Edit** icon () to enter the editing screen. In this screen you can edit anything in the article except for the article ID, which can not be changed once the article has been created. You can choose to increment the version every time you edit the article to help all users see how often an article has been changed. If you feel that the changes you are making are very minor, you can choose not to increment it. Note that if you change the expiration date before the current date, you will no longer be able to select that article for use in the Journal Content portlet.

The screenshot shows a web form titled "Journal" with a tab labeled "Article". The form contains the following fields and controls:

- ID:** TEST-ARTICLE-2
- Status:** Not Approved
- Version:** 1.0, with an unchecked checkbox for "Increment Version".
- Name:** A text input field containing "Test Article 2" and a dropdown menu also showing "Test Article 2".
- Description:** A large empty text area.
- Type:** A dropdown menu set to "Announcements".
- Language:** A dropdown menu set to "English (United States)".
- Default Language:** A dropdown menu set to "English (United States)".
- Display Date:** Three date pickers for month (January), day (10), and year (2007), followed by time pickers for hour (10), minute (:27), and period (PM).
- Expiration Date:** Three date pickers for month (January), day (10), and year (2008), followed by time pickers for hour (10), minute (:36), and period (PM). A checked checkbox "Never Auto Expire" is to the right.
- Review Date:** Three date pickers for month (October), day (10), and year (2007), followed by time pickers for hour (10), minute (:36), and period (PM). A checked checkbox "Never Review" is to the right.
- Buttons:** A row of buttons: Save, Save and Approve, Approve, Preview, Download, Expire, Delete, and Cancel.

3. When you are done editing the changes, click the **Save** button to finalize any changes you have made. To preview your changes, search for the article again and click on the article, or go to the article edit screen and click the **Preview** button, shown in the picture above.

4.3. Article Deletion

1. To delete an article, search for the article as instructed in step 1 of section 3.4.2. Once you have found the article, click the **Delete** icon () .
2. If you do not wish to delete the article but do not want the article to be available for display through the Journal Content portlet, you can edit the expiration date of the article so that it is set to before today's date. Refer to section 3.4.2. to edit the expiration date of an article.

Chapter 4. Journal Display Portlets

The Journal Articles portlet and the Journal Content portlet are used to display content created through the Journal portlet. While the Journal portlet creates all content used in CMS, it is the Journal Articles and Journal Content portlet that actually display content to portal users and guests.


1. Journal Articles Portlet

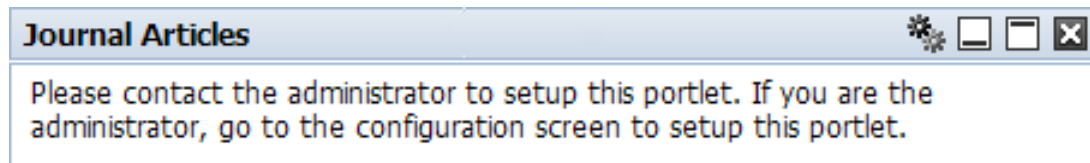
The Journal Articles portlet allows a user to be shown articles that have been published within a particular Article Type. This may be Press Releases, Financial Reports, or a Software Version History. As long as there are published articles that can be read, a user can easily access them through the Journal Article portlet. Refer to the following example:


Journal Articles		
Name	Display Date	Author
About Us - News	12/11/06 7:07 AM	Joe Bloggs
About Us - News - Anouncements	12/11/06 7:07 AM	Joe Bloggs
About Us - Contact Us	12/11/06 7:07 AM	Joe Bloggs
About Us - Leadership	12/11/06 7:07 AM	Joe Bloggs
About Liferay	12/11/06 7:07 AM	Joe Bloggs

Anytime a new Press Release comes out, the Journal Articles portlet will dynamically show the article in the list. The user can simply click on the title to load the article in a new window.

To use this portlet (assuming it has been added to the current layout):

1. Click the **Configuration** link () to modify the properties of the portlet. (If portlet borders are not showing, there will be a **Configuration** link at the top of the portlet).



2. To choose a list of articles to display, choose the Community, Article, Display URL, Display per Page, Order by Column, and Order by Type. Click **Save** when finished. Leave () the Setup screen to view the portlet.

Journal Articles

Setup Look and Feel Permissions

Community [dropdown]
 Article Type [dropdown]
 Display URL Maximized [dropdown]
 Display per Page 5 [dropdown]
 Order By Column Display Date [dropdown]
 Order By Type Ascending [dropdown]

Save

3. The **Look and Feel** tab allows you to Show Portlet Borders or enter an optional Portlet Title. Note that the title will only show up if the borders are displayed. Save when you are satisfied with the configurations.

Journal Articles

Setup Look and Feel Permissions

Journal Articles
 Please contact the administrator to setup this portlet. If you are the administrator, go to the configuration screen to setup this portlet.

Title [text field] English (United States) [dropdown] Use Custom Title

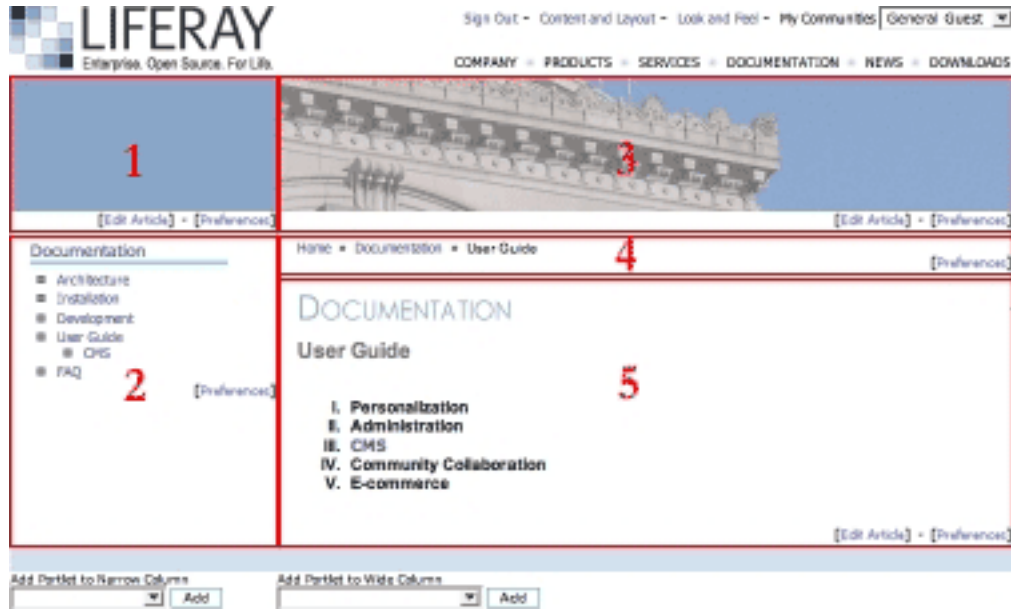
Show Borders

Save Reset

2. Journal Content Portlet


The Journal Content portlet enables a Journal article to be requested and displayed on the portal page. You can easily build and lay out an entire public website with portlets. In fact, Liferay's own website [<http://www.liferay.com>] has been built leveraging this new technology.

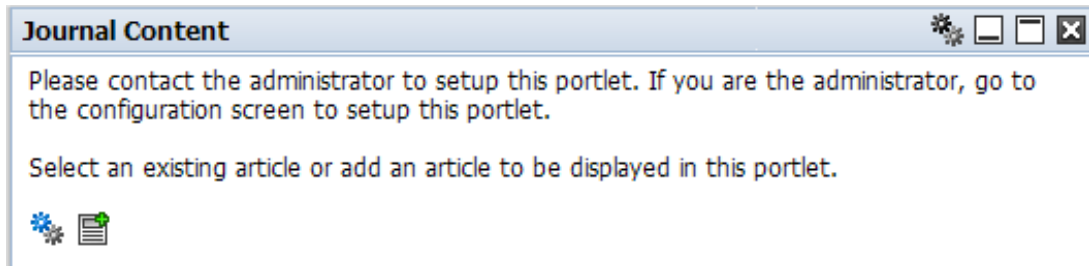
Shown below are five portlets highlighted in red. Portlet 2 is a Navigation portlet and portlet 4 is a Breadcrumb portlet. Both of those portlets are explained in more detail in Chapter 5. Portlets 1, 3, and 5 are Journal Content portlets that contain static Journal articles.



You can integrate the power of function-rich portlets with the more static information of a Journal article. A company may have an "Investors" page on their website. In one column you may see the Stocks portlet and in another column a Journal Content portlet. The Stocks portlet can display the company's ticker symbol with stock price and the Journal Content portlet can display static content of the latest financial reports. A mortgage company may want to have a Loan Calculator portlet right next to a Journal Content portlet showing an article with current rates and plans.

To use a Journal Content portlet:

1. Click the **Configuration** icon () to modify the properties of the portlet. Position cursor over the portlet border to access the **Configuration** icon.



2. To display a list of articles to select from, select the **Setup** tab.

Journal Content

Setup Look and Feel Permissions

Displaying Article Pages:

ID Version Name Description

Content Type Community

General Guest

And Search

ID	Version	Name	Display Date	Author
ABOUT-LIFERAY	1.0	About Liferay	12/11/06 7:07 AM	Joe Bloggs
ABOUTUS	1.0	About Us	12/11/06 7:07 AM	Joe Bloggs
ABOUTUS-CONTACTUS	1.0	About Us - Contact Us	12/11/06 7:07 AM	Joe Bloggs
ABOUTUS-LEADERSHIP	1.0	About Us - Leadership	12/11/06 7:07 AM	Joe Bloggs

3. Select from the **Type** and **Community** drop down menu.
4. Click on the article you want to display.

Journal Content

Setup Look and Feel Permissions

Displaying Article Pages:

ABOUT-LIFERAY [Remove]

ID Version Name Description

Content Type Community

General Guest

And Search

ID	Version	Name	Display Date	Author
ABOUT-LIFERAY	1.0	About Liferay	12/11/06 7:07 AM	Joe Bloggs
ABOUTUS	1.0	About Us	12/11/06 7:07 AM	Joe Bloggs
ABOUTUS-CONTACTUS	1.0	About Us - Contact Us	12/11/06 7:07 AM	Joe Bloggs
ABOUTUS-LEADERSHIP	1.0	About Us - Leadership	12/11/06 7:07 AM	Joe Bloggs

5. With the **Look and Feel** tab selected, you can select whether to Show Portlet Borders or enter an optional Portlet Title. Note that the title will only show up if the borders are displayed. Click **Save** when finished.

Journal Content

Setup Look and Feel Permissions

Journal Content

Liferay is the world's leading open source portal platform. Now in its sixth year of development, Liferay Portal is backed by a comprehensive professional services network offering custom development, training, and support across four continents.

⚙️ ✎️ 📄

Title English (United States) Use Custom Title

Show Borders

Save Reset

6. Exit the setup section by clicking on the return arrow (↩️). This will return you to the page that the Journal Content portlet was added with the new Journal Article displayed. Refer to figure below.

Journal Content

Liferay is the world's leading open source portal platform. Now in its sixth year of development, Liferay Portal is backed by a comprehensive professional services network offering custom development, training, and support across four continents.

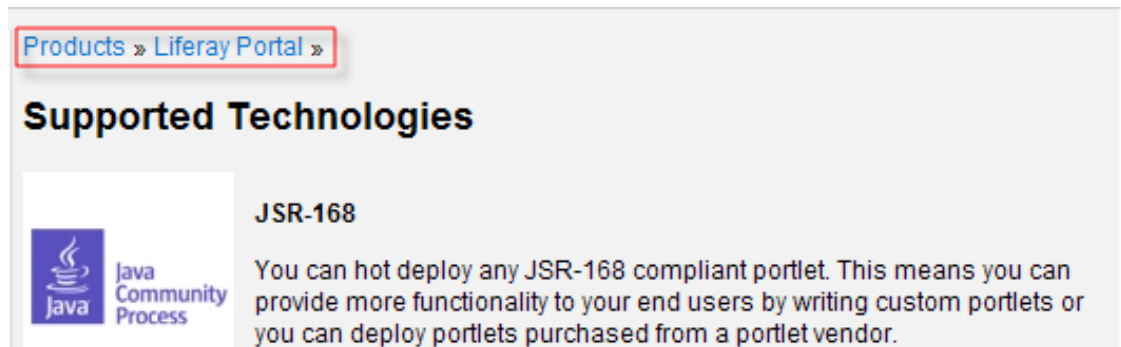
⚙️ ✎️ 📄

Chapter 5. Other CMS Features

There are other portlets that utilize CMS features. These portlets work together with CMS to add extra functionality to your portal.

1. Breadcrumb Portlet

The Breadcrumb navigation portlet shows the location of the current page in context of the site. This form of navigation helps the user visualize the structure of the site and quickly move from a page that is very specific to a broader grouping of information.



Simply add the Breadcrumb portlet to each page you want it on. The portlet will determine its place in the structure of the website and dynamically build its proper path.

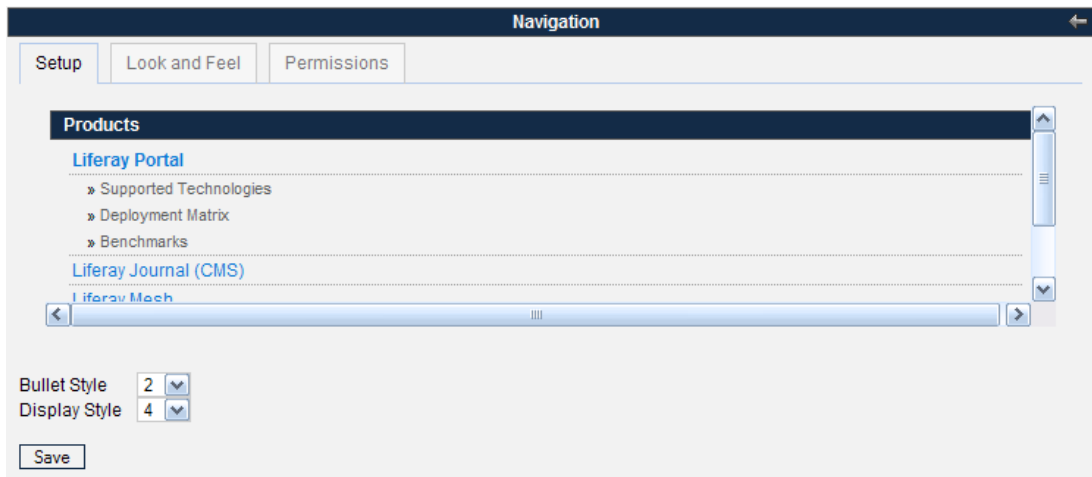
2. Navigation Portlet

The Navigation portlet is similar to the Breadcrumb portlet in that it helps the user visualize the structure of the site and provides hyperlinks to quickly move from page to page. The advantage of the Navigation portlet is that it displays more information about the current page.

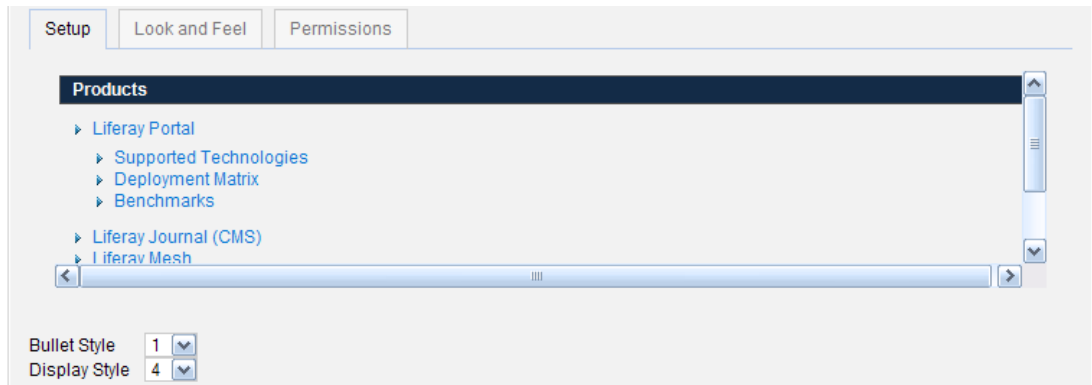
1. To configure the Navigation portlet, click on the **Configuration** icon (⚙️).



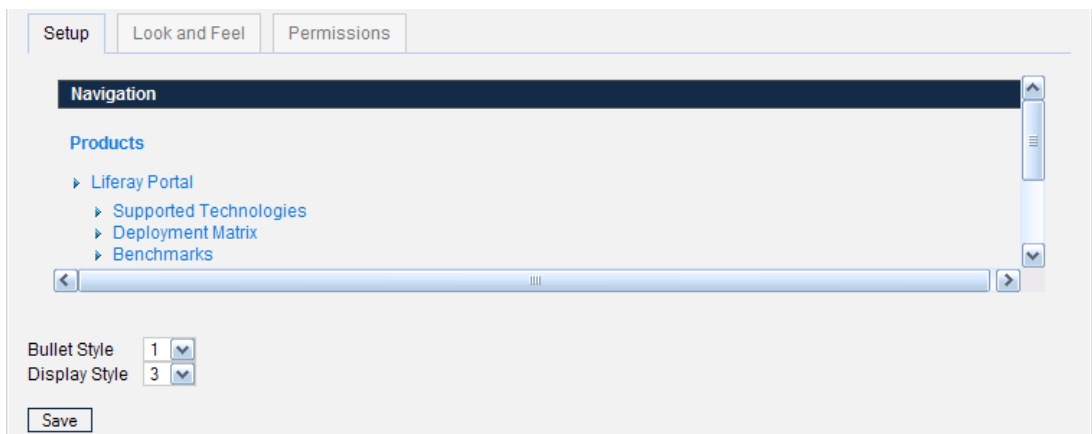
2. With the **Setup** tab selected, you can select a Bullet Style and a Display Style.



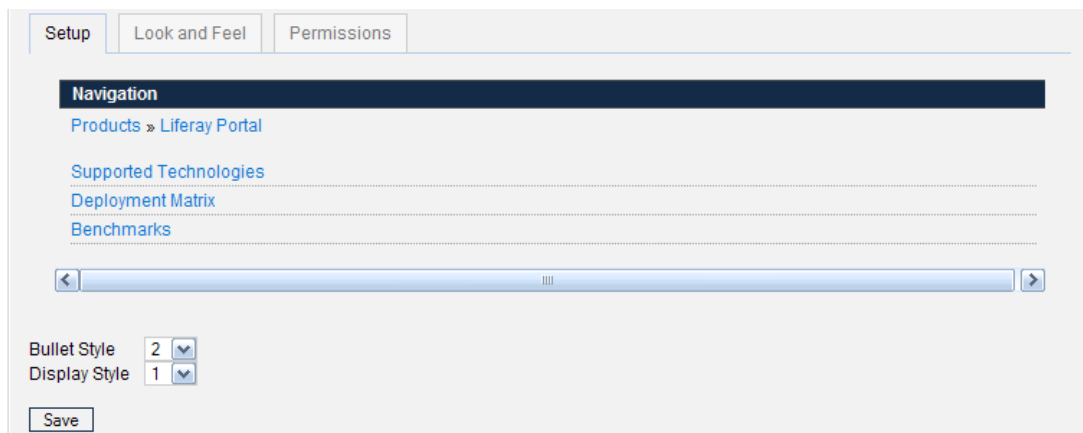
3. Below are several examples showing different bullet and display styles:



Example 1

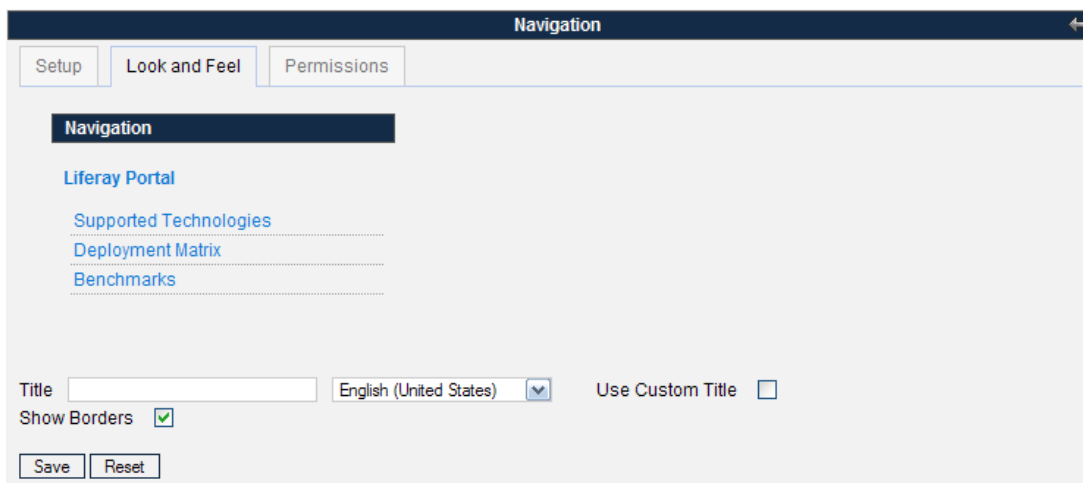


Example 2



Example 3

4. With the **Look and Feel** tab selected, you can select whether to Show Portlet Borders or enter an optional Portlet Title. Note that the title will only show up if the borders are displayed. Click **Save** when finished.



5. Exit the setup section by clicking on the return arrow (↩).

3. Associating Navigation Links

3.1. Associating with an Article Link

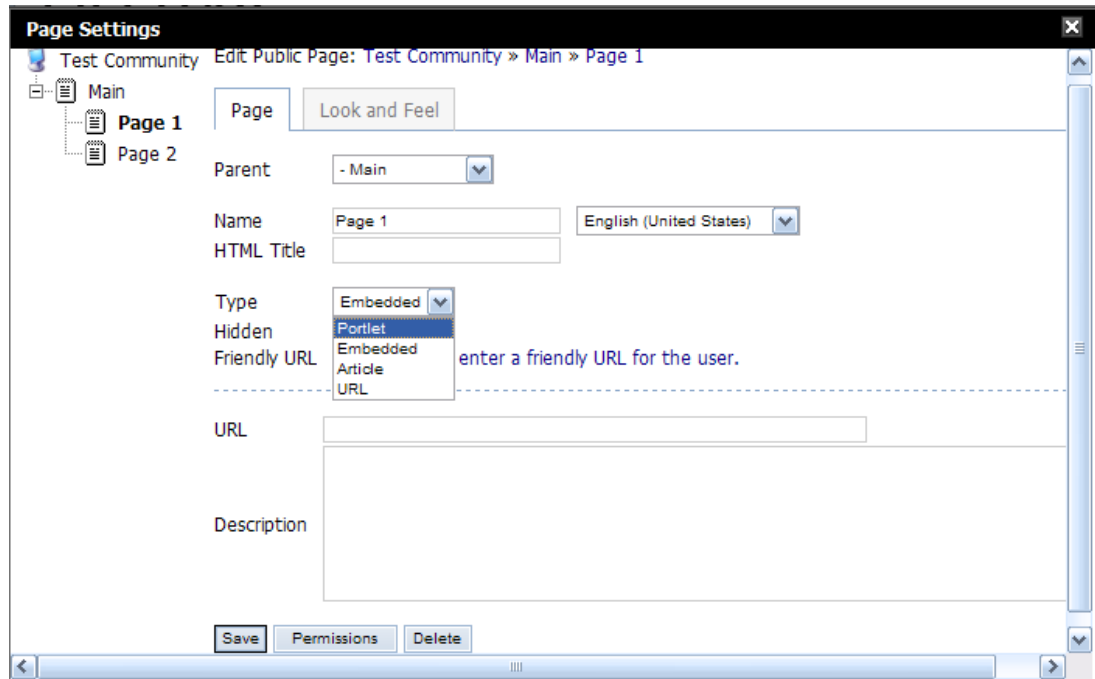
1. To associate navigation links with an article, click on **Page Settings**.
2. Select a page.
3. Click **Type**.

4. To associate a page with an article, select **Article**>**Save**>enter article ID>**Save**.

The screenshot shows the 'Page Settings' dialog box for 'Test Community'. The title bar reads 'Page Settings' with a close button. The main title is 'Edit Public Page: Test Community » Main'. On the left, a tree view shows 'Test Community' with a sub-page 'Main' containing 'Page 1' and 'Page 2'. The main area has three tabs: 'Page' (selected), 'Children', and 'Look and Feel'. The 'Parent' dropdown is set to 'Test Community'. The 'Name' field contains 'Main' and the language is set to 'English (United States)'. The 'HTML Title' field is empty. The 'Type' dropdown is open, showing options: 'Portlet', 'Portlet', 'Embedded', 'Article' (highlighted), and 'URL'. A note next to the dropdown says 'enter a friendly URL for the user.'. The 'Hidden' checkbox is unchecked. The 'Friendly URL' field is empty. The 'Copy Page' dropdown is empty. At the bottom, there are sections for 'Meta Tags:' and 'JavaScript:', each with a '[Show]' link. At the very bottom are 'Save', 'Permissions', and 'Delete' buttons.

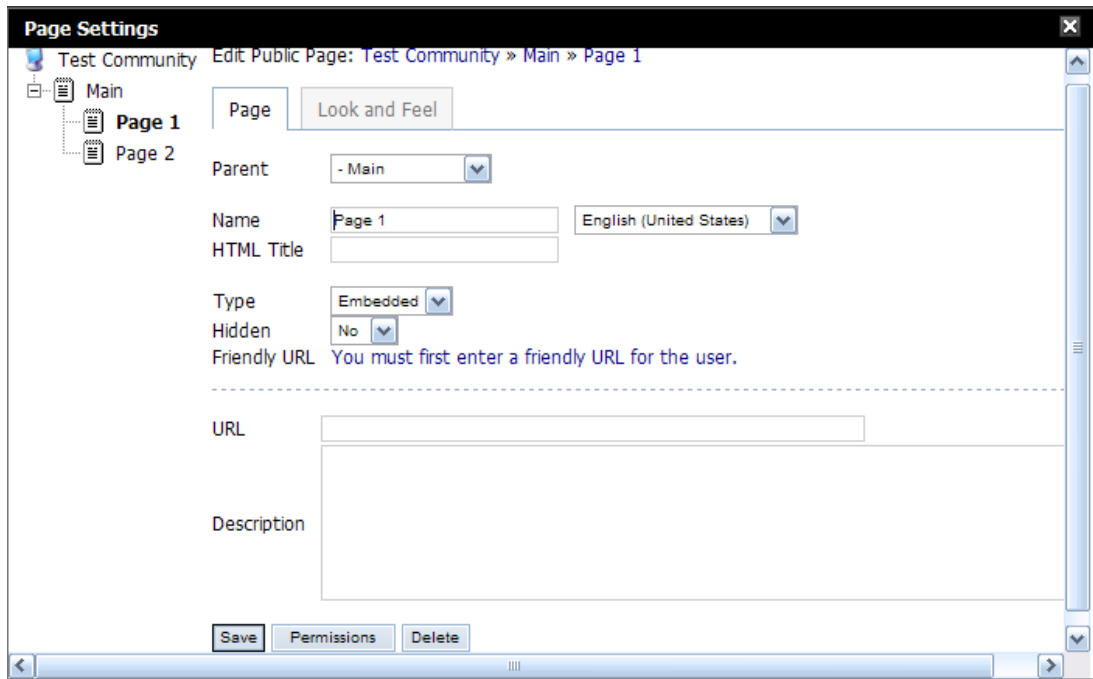
3.2. Associating with a Portlet Link

1. To associate navigation links with a portlet and URLs, click on **Page Settings**.
2. Select a page.
3. Click **Type**.
4. To associate a page with an article, select **Portlet** and click **Save**.



3.3. Associating with an Embedded URL

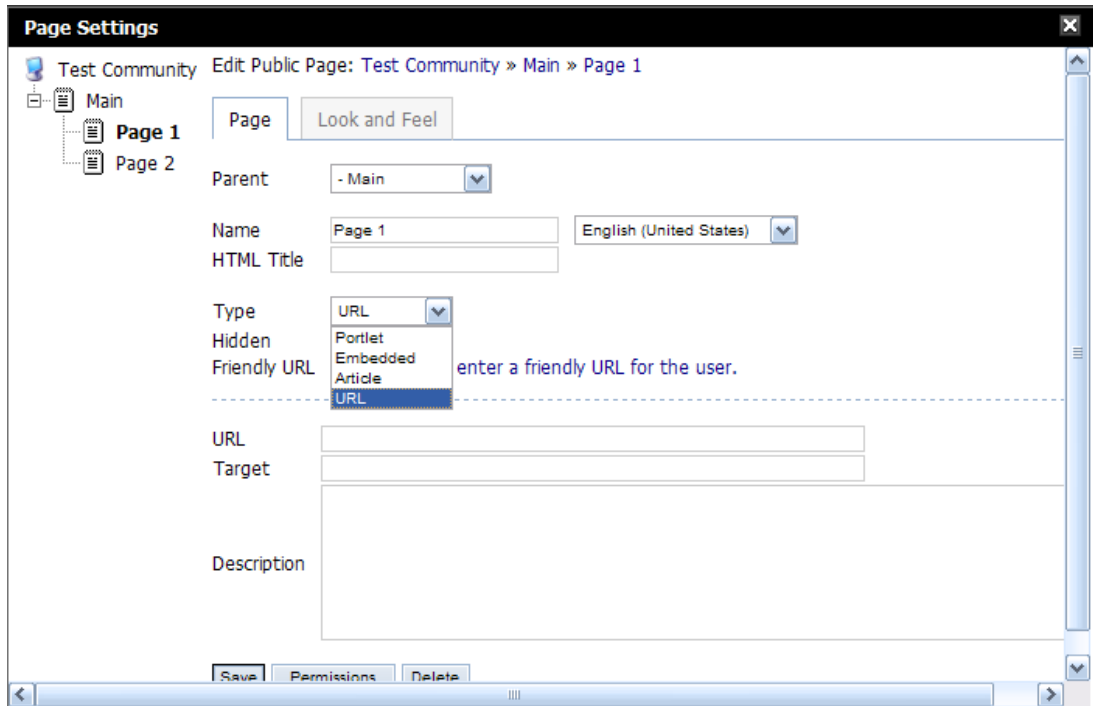
1. To associate navigation links with an embedded URL, click on **Page Settings**.
2. Select a page.
3. Click **Type**.
4. To associate a page with an embedded URL, select **Embedded**.
5. **Save**.



6. Enter a URL.

3.4. Associating with a URL that Opens in a New Window

1. To associate navigation links with a URL that will open in a new window, click on **Page Settings**.
2. Select a page.
3. Click **Type**.
4. To associate a page with a URL that will open in a new window, click **URL**.
5. **Save**.



6. Enter a URL.
7. Enter `_blank` in the **Target** field.
8. **Save**.

4. Layout Design Templates

Our new layout design templates provide incredible flexibility for laying out portlets. Instead of being constrained to placing portlets under one, two, or three columns, you can now mix and match. Look at this example below:

Message Boards
 Categories | My Posts | Recent Posts | Statistics
 Add Category

Blogs
 Entries | Categories
 Add Entry

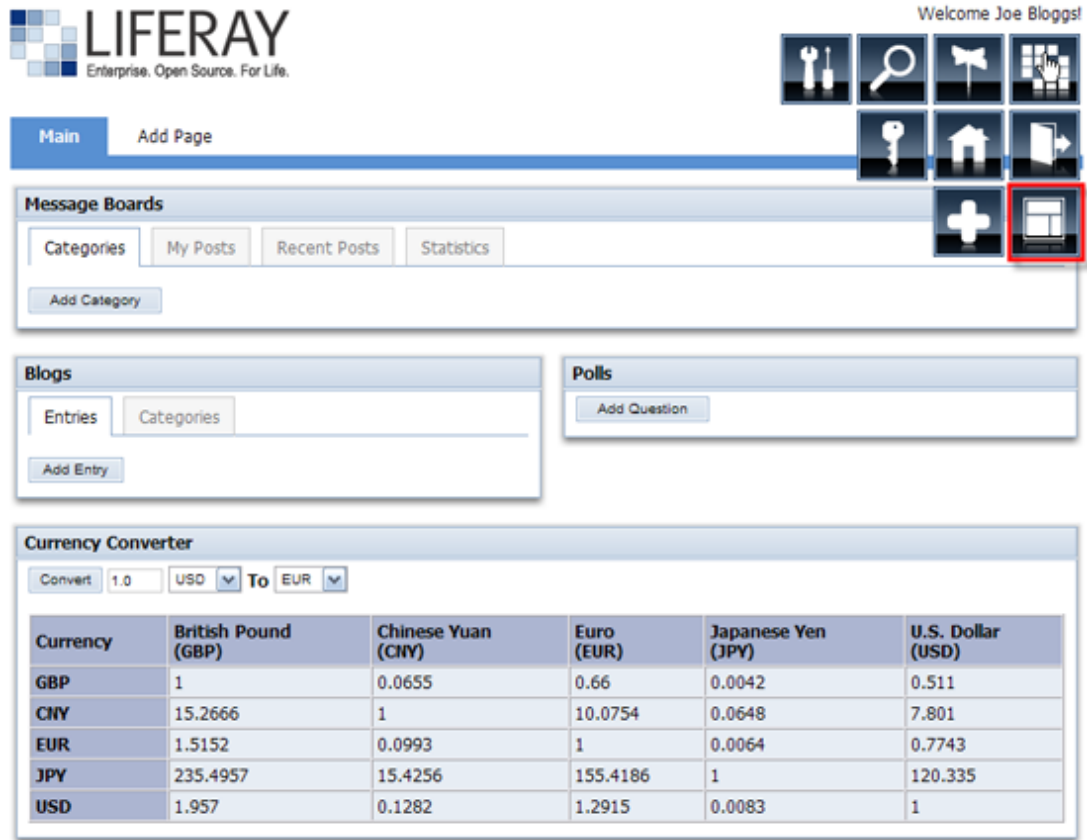
Polls
 Add Question

Currency Converter
 Convert 1.0 USD To EUR

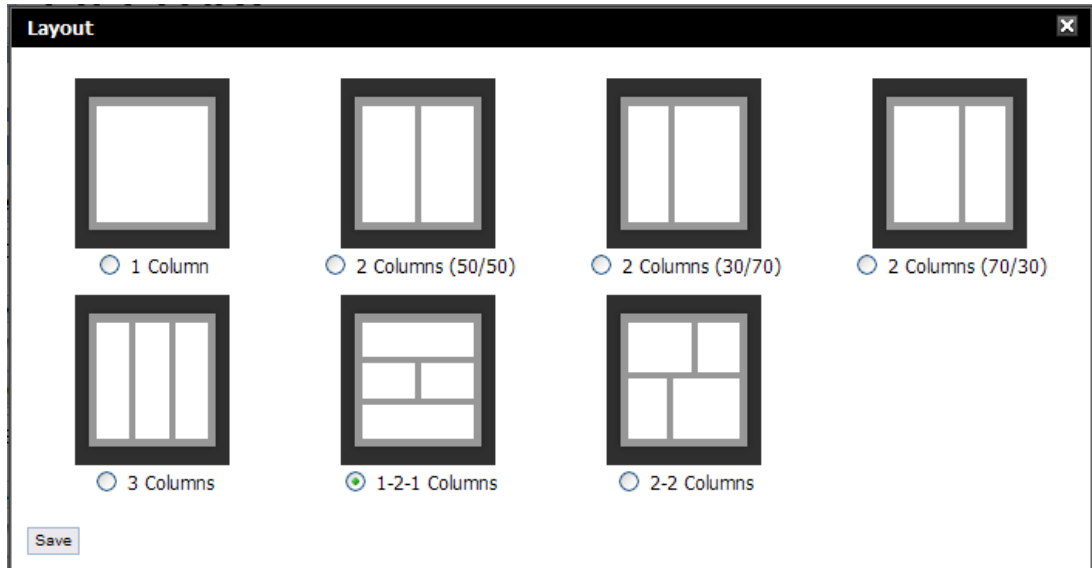
Currency	British Pound (GBP)	Chinese Yuan (CNY)	Euro (EUR)	Japanese Yen (JPY)	U.S. Dollar (USD)
GBP	1	0.0655	0.6603	0.0042	0.511
CNY	15.2619	1	10.0767	0.0648	7.7984
EUR	1.5146	0.0992	1	0.0064	0.7739
JPY	235.58	15.4359	155.5425	1	120.375
USD	1.9571	0.1282	1.2921	0.0083	1

Highlighted in red are four different portlets arranged in a 1-2-1 layout design template. The Message Boards portlet is laid across the entire width of the page, the Blogs and Polls portlets are distributed across the middle columns, and the stretch of the bottom column contains the Currency Converter.

1. To select a layout, click on the **Layout** button.



2. Select a layout and click **Save**.



3. Drag the portlets to a desired location.

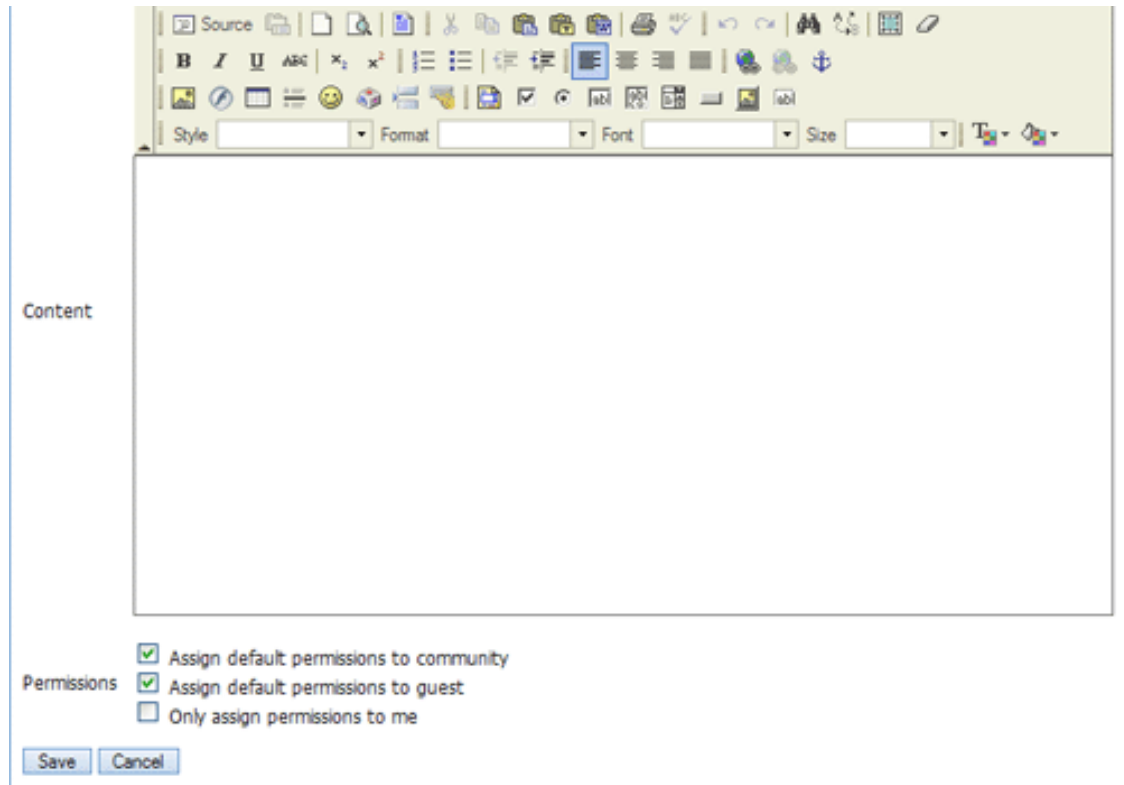
Note

If the preloaded templates are insufficient for your needs, you can create your own deployable layouts, use a sample layout template, or use a community-submitted one.

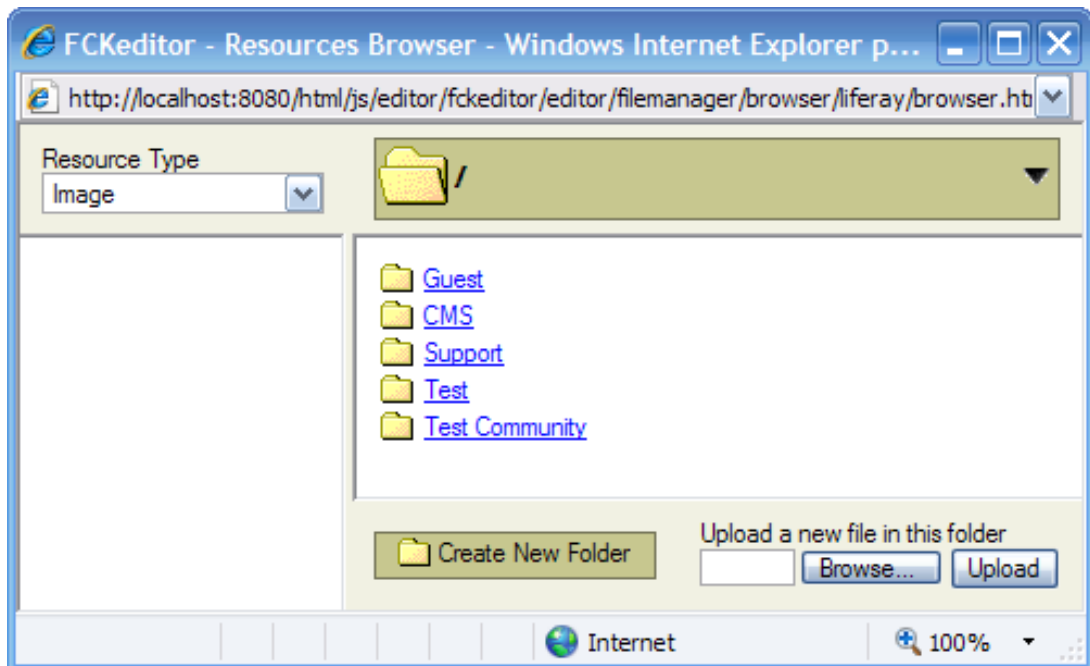
Chapter 6. Tools

1. WYSIWYG

1.1. Inserting Images

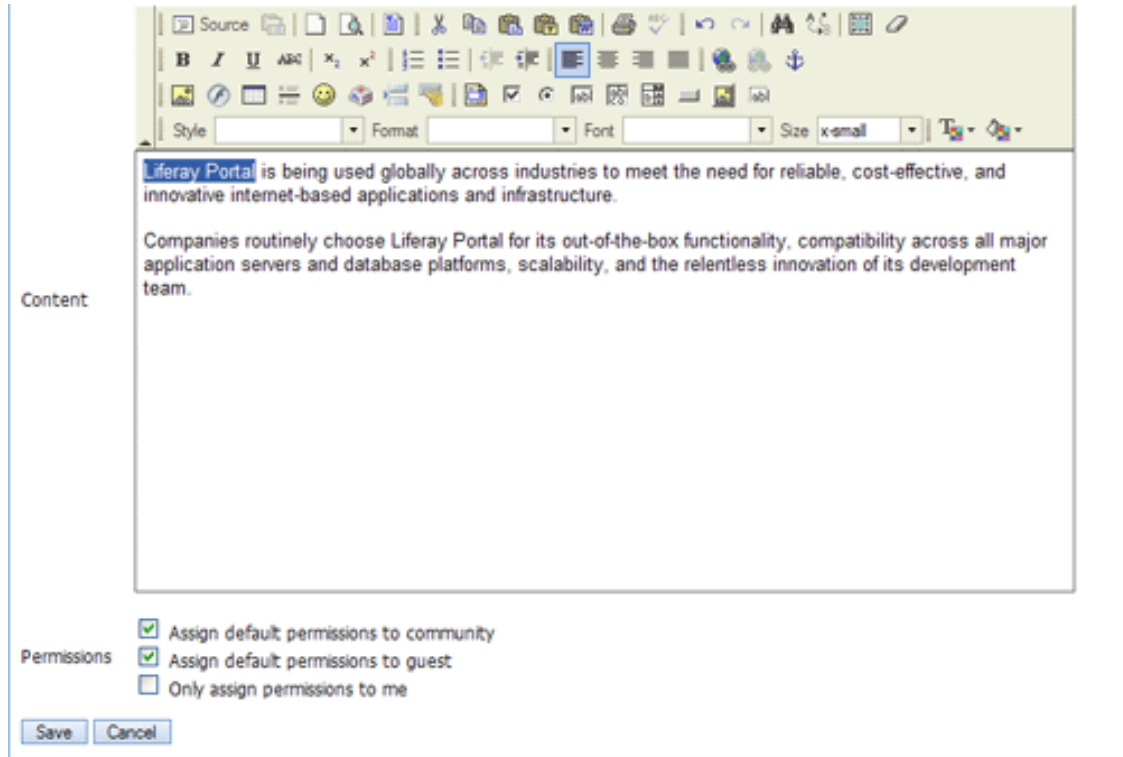



1. Click **Insert/Edit Image** ().
2. Enter a URL or click **Browse Server**.

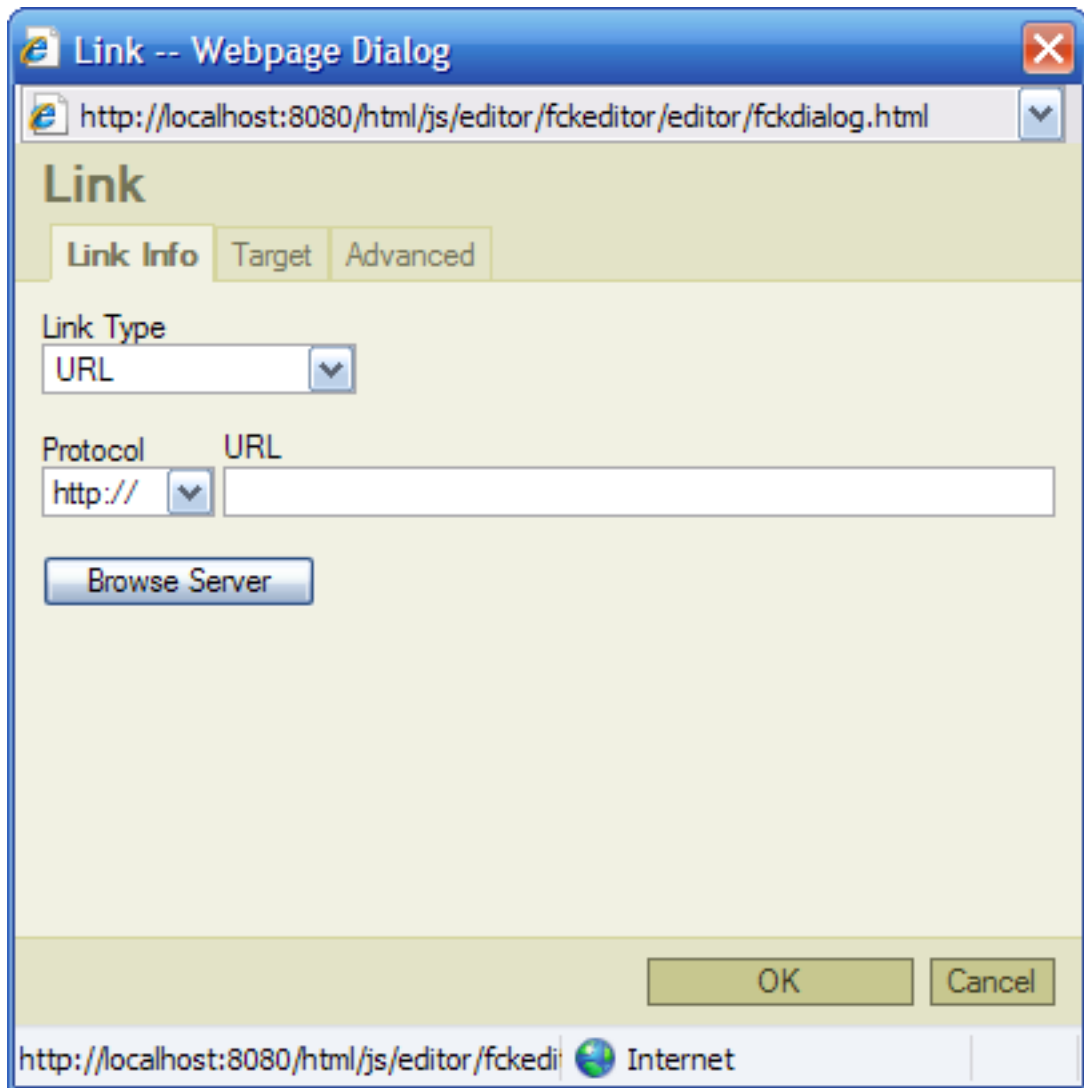


3. If **Browse Server** is selected, choose a community where the image will be stored in.
4. Click **Create New Folder** to add images to. Any folders and images that are added here will be placed in the Image Gallery. The Image Gallery provides a centralized repository for images to be stored and given a unique URL.
5. Type the name of the new folder and click **OK**.
6. Click on the newly created folder to add an image to it.
7. Click **Browse** and select an image.
8. Click **Upload** to add the image to the folder.
9. Click on the image and click **OK** to add the image to the document.
10. Click **Save** to save the updates.

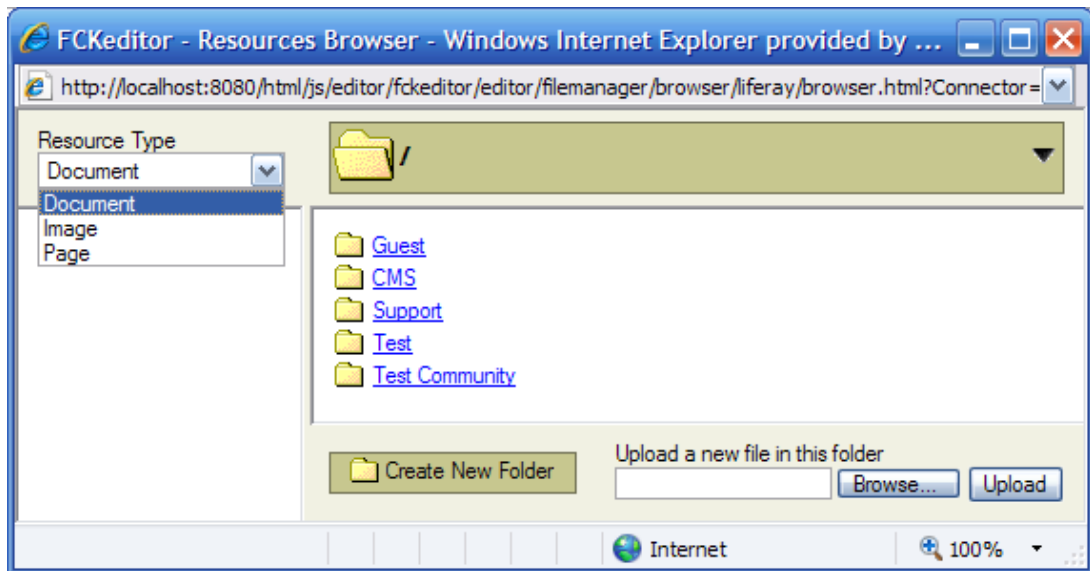
1.2. Inserting Links



1. Select text to link.
2. Click **Insert/Edit link** .
3. You can add an URL directly or you can click **Browse Server**.

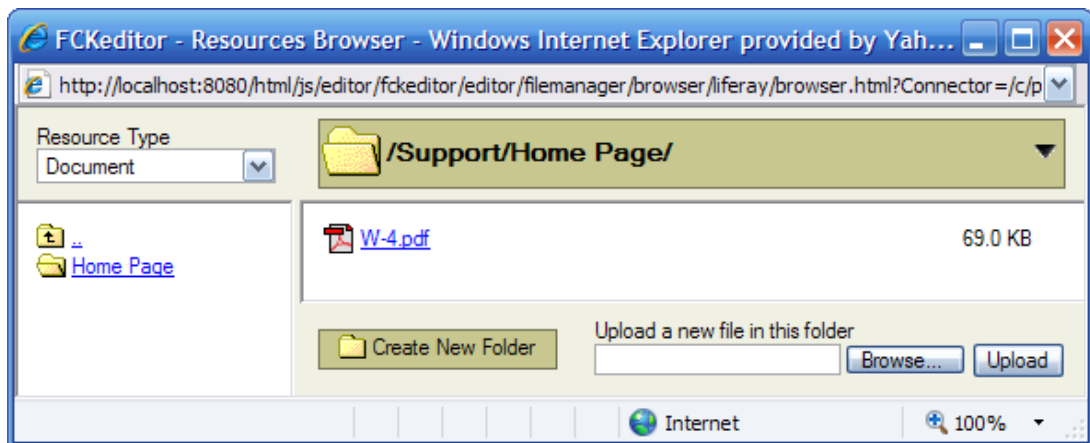


4. If **Browse Server** is selected, in the **Resource Type** menu you have the option to link it with a document, image, or page.



Linking to a Document

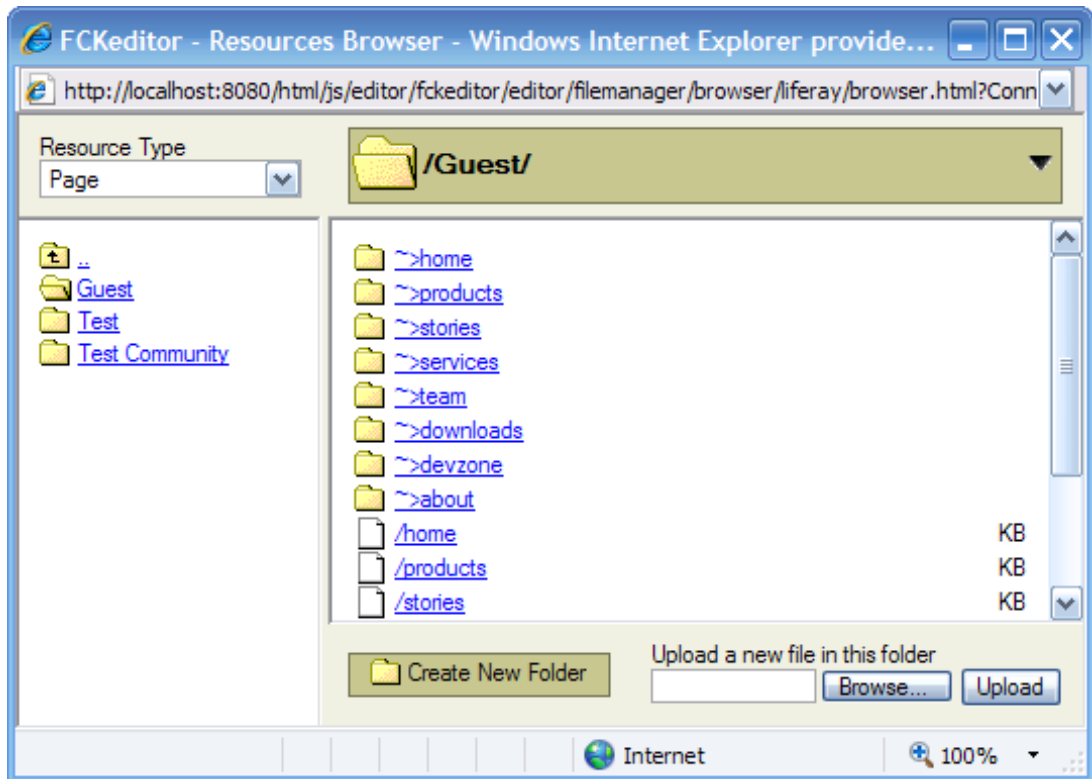
1. In the **Resource Type** menu select **Document**.
2. To link to a new document, select a community where document will be stored in.
3. Click **Create New Folder**. Any documents added here will be placed in the Document Library.
4. Enter the name of the new folder.
5. Click on the newly created folder to add a document to it.
6. Click **Browse** and locate document.
7. Click **Upload** to add the document to the folder.



8. Click on the document and click **OK** to link the document with the selected text.

Linking to a Page

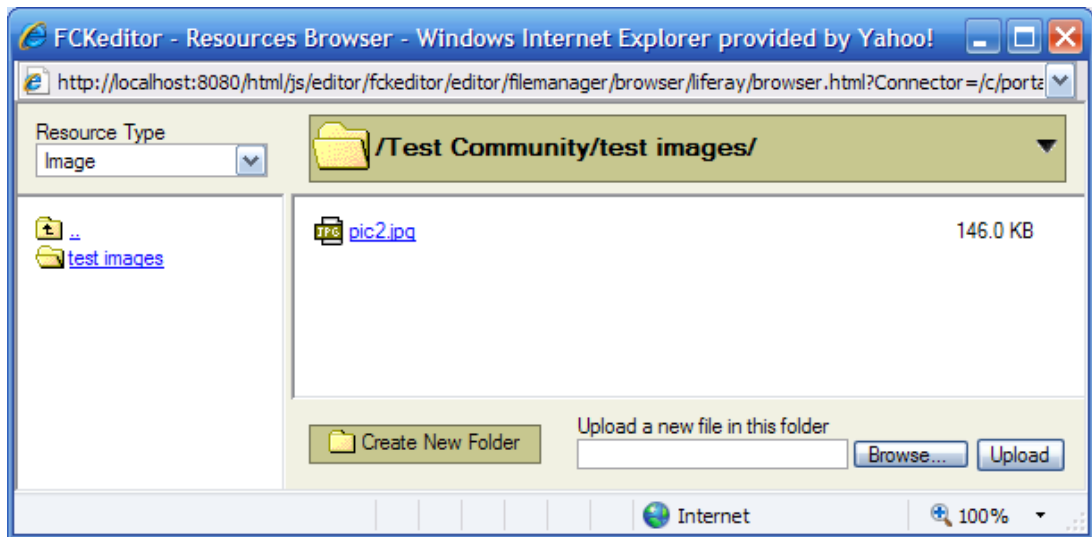
1. In the **Resource Type** menu select **Page**.
2. Select the community where the page is located in.
3. The FCKeditor will show a site structure. Click on the page that you want to link the selected text to.



4. Click **OK**.

Linking to an Image

1. In the **Resource Type** menu select **Image**.
2. Select the community where the image is located in or will be stored in.
3. If the image is stored in the system, click on the image to link with the selected text and click **OK**.



4. To link to a new image, select a folder to upload the image to or click **Create New Folder** to add a new folder to place the image in. Any images added here will be placed in the Document Library. If using an existing folder, skip to Step 8.
5. Enter the name of the new folder.
6. Click on the newly created folder to add an image to it.
7. Click **Browse** and locate the image.
8. Click **Upload** to add the image to the folder.
9. Click on the image and click **OK** to link the image with the selected text.