

Creating new pages is easy with Bizyweb

Use an existing article as a template with the 'SAVE AS' feature.

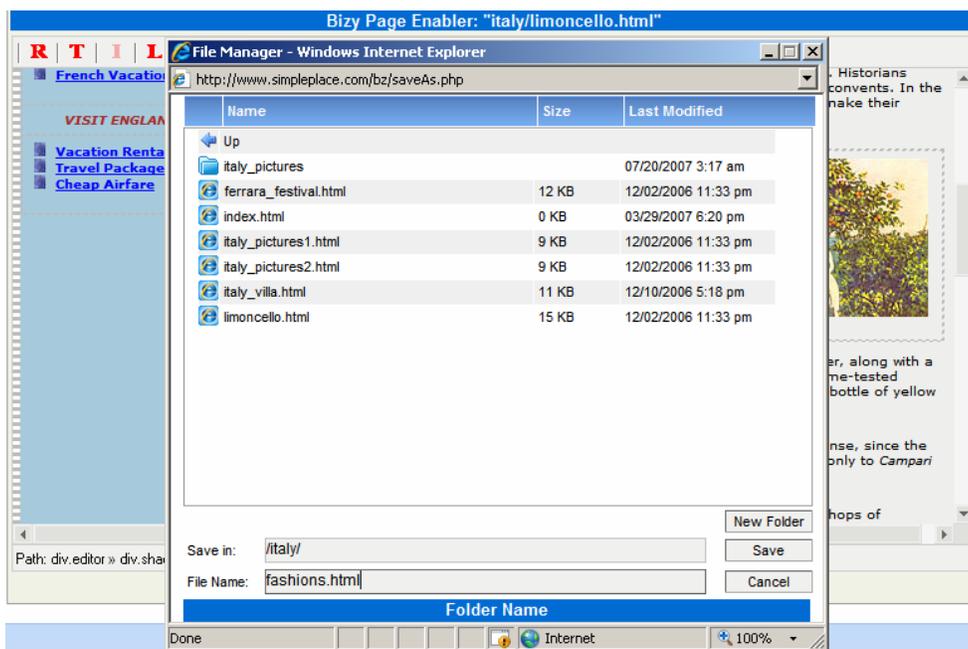
### Introduction

In many websites, the unit of work is the article or story. You can create a new article in a few simple steps with Bizyweb, using an existing article as a template. The steps are straightforward.

You will be using the 'Save As' feature of the Enabler to create a copy of a page which will be used as a template for the new article. Then you will define places on the new page in the Enabler. Jumping to the Editor, you will add content to the defined places and publish the article, at which point, you may link to this new article from any existing page. Let's follow the steps in detail

### Step. 1 'Save As'

In the Enabler, select an existing article by using the file system browser to peruse your web folders. We will select 'limoncello.html' and save it as 'fashions.html' as shown in the following screenshot.



After the 'save as' is complete, you will see your web folders displayed again. Peruse the folder named 'italy' and find the new page called 'fashions.html' where we will be adding editable places in the Enabler.

Create places in the cloned-page for the new content

The blue background is a Text Place and the tan background is a Rich Text Place

Now add content in the Editor

## Step 2. Creating Editable Places

Next you will create two places: a Text Place for the heading and a byline and a Rich Text Place for the body of the article, which will include pictures and links.

Highlight the article heading and click 'T' and then highlight the body of the article and click 'R'. In the picture below you will see the two places by their different colored backgrounds.



## Step 3. Editing the New Article

Click 'Save' to save these two new places. You will see a message confirming the successful save. To leave the Enabler, simply click on the Editor. Peruse the web folders in the Editor locating the file 'fashions.html' in the folder 'italy'.

Path: /italy/

Name	Size	Last Modified
Up		
italy_pictures		07/20/2007 3:38 am
fashions.html	11 KB	07/20/2007 3:24 am
ferrara_festival.html	12 KB	12/02/2006 11:33 pm
index.html	0 KB	03/29/2007 6:20 pm
italy_pictures1.html	9 KB	12/02/2006 11:33 pm
italy_pictures2.html	9 KB	12/02/2006 11:33 pm
italy_villa.html	11 KB	12/10/2006 5:18 pm
limoncello.html	15 KB	12/02/2006 11:33 pm

First click on the Text Place and change the title and add a by-line. You will see the arrow indicating the presence of an editable place when you move the cursor over the Text Place. In this example, the new title is made 18 point (size 4) and the by-line is made 10 point (size 2). The color and the italics were not changed from the original article used as a template.

**Add the content in the Place Managers.**



**Retrieve contents from a previously archived document in the Content Store**

#### Step 4. Retrieve Content from the Content Store for the Article Body

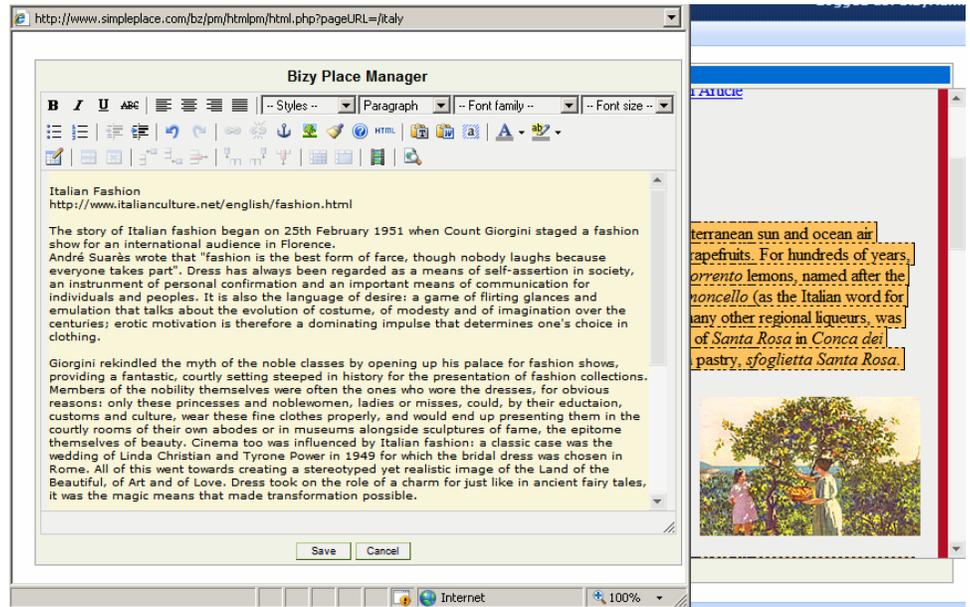
You have previously uploaded a Word document into the Content Store. Click on the Content Manager and peruse the file system. Find the file called 'Italian Fashions.doc' and open the file. Highlight the text to select and copy the contents of the story into your clipboard using the keyboard shortcut ctrl-c. Now your clipboard will be loaded with text that you will copy into the Rich Text place with just a single click.

Return to the Editor and select the article fashions.html in the folder named 'italy'. Click on the Rich Text place. The Place Manager will show all existing content in the place. Simply highlight this text and use the 'Delete' key on your keyboard to remove the old article from the place.

Now, remember that your clipboard contains the new article. Find the icon with the 'W' which means copy from Word and click this icon. You will get a message asking to be allowed to read your clipboard. Say 'Yes' and watch the text flow into the place. Click 'Save' and Preview the article. All of the HTML conversion was done for you automatically by the Place Manager.

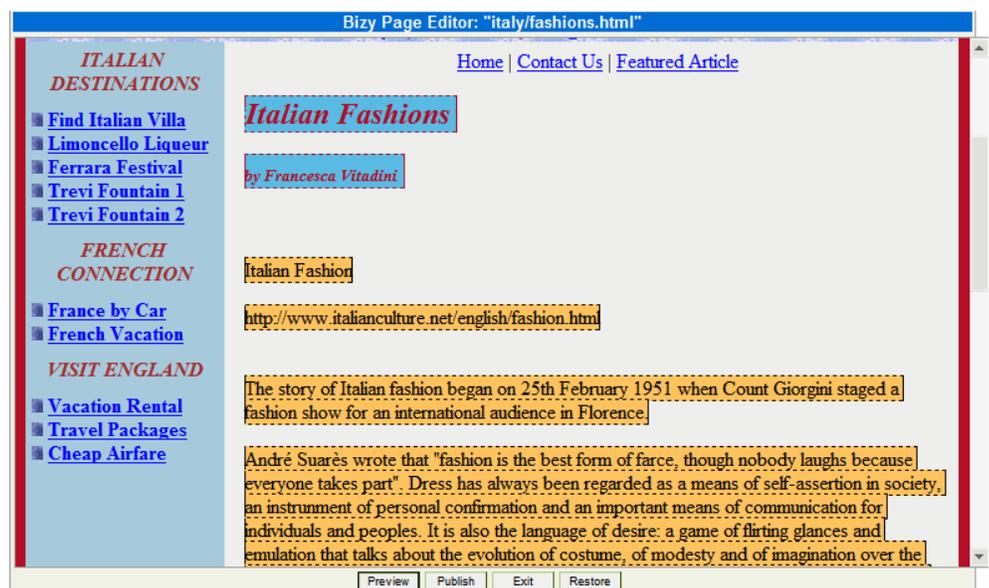
Flow the text from a Word document into a Rich Text Place

This screenshot shows the new article after having been copied into the Rich Text Place using the 'Word' clipboard interface. Note the old article still in the place. After clicking 'Save' in the Place Manager, the place will be updated as the second screenshot shows.



Here is the Editor workspace after saving in the Place Manager. Note the place has been updated with the new article.

View the place with the new content replacing the previous article



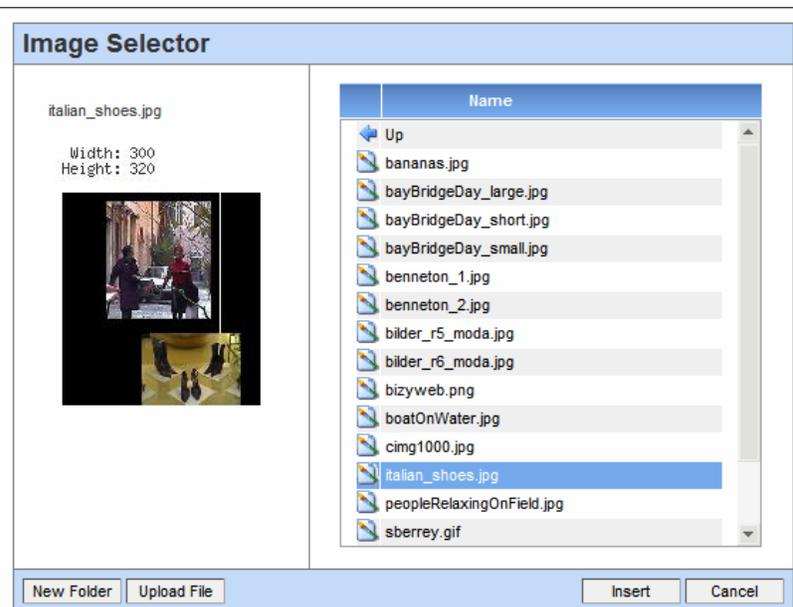
## Add Images to your article chosen from the Content Store

## Preview the image in the Im- age Selector

### Step 5: Add images to the new article

To make the article more interesting, you will select several pictures from the Content Store related to your article. The pictures had been previously uploaded to the Content Store for use in a future article about Italy.

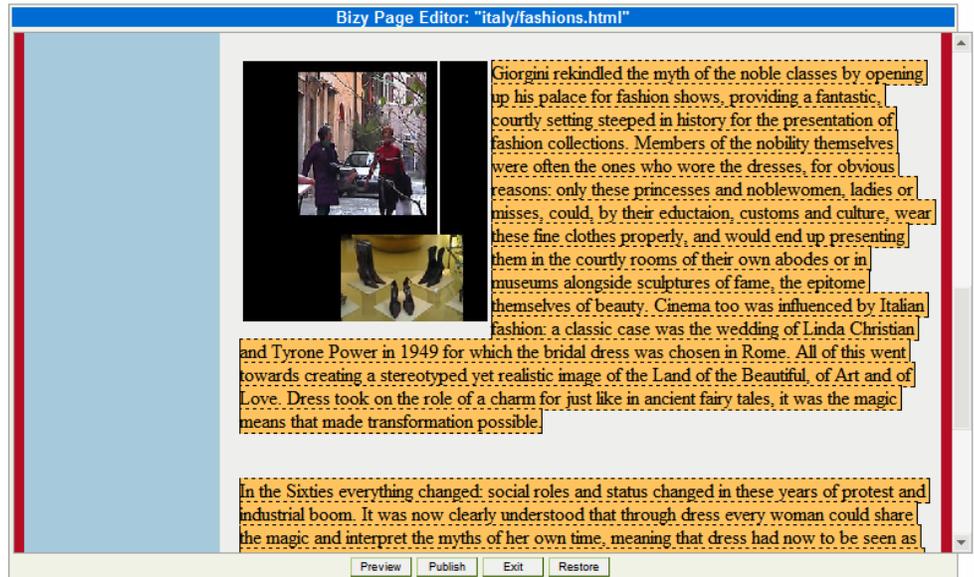
Return to the page and click on the Rich Text Place Manager. You will see the text of the article. Click on a location with the article where you would like to insert the image and then click on the Image icon (looks like a tree). Note that if you need to upload a new image at this time, you do so.



Clicking 'Insert' will bring up the attributes section of the image. Add a description, change the size to 200 (constrain proportions), set borders to 0 and align left so the text will flow around the image. Click 'Save' to close the Place Manager.

In the next screenshot you will see the inserted picture with the text flowing around it. You may repeat this process and align other pictures to the right of the left.

## Flowing text around an image is a simple click

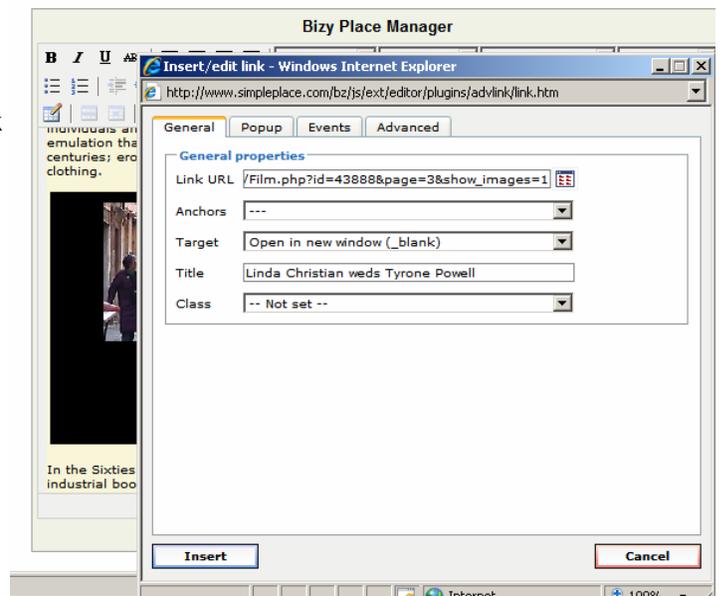


## Step 6: Add links inside the article

### Create links inside the new article to other pages in your website or to external websites

Because we have defined a Rich Text Place, we can also add links to the text. Note that in the Simple Text Place, you can only add text. Also in the Image Place, you can only add an image. In the Link Place, you can only create a link. There are times when it is important to create extremely fine-grained places, rather than using the Rich Text Place which incorporates more features.

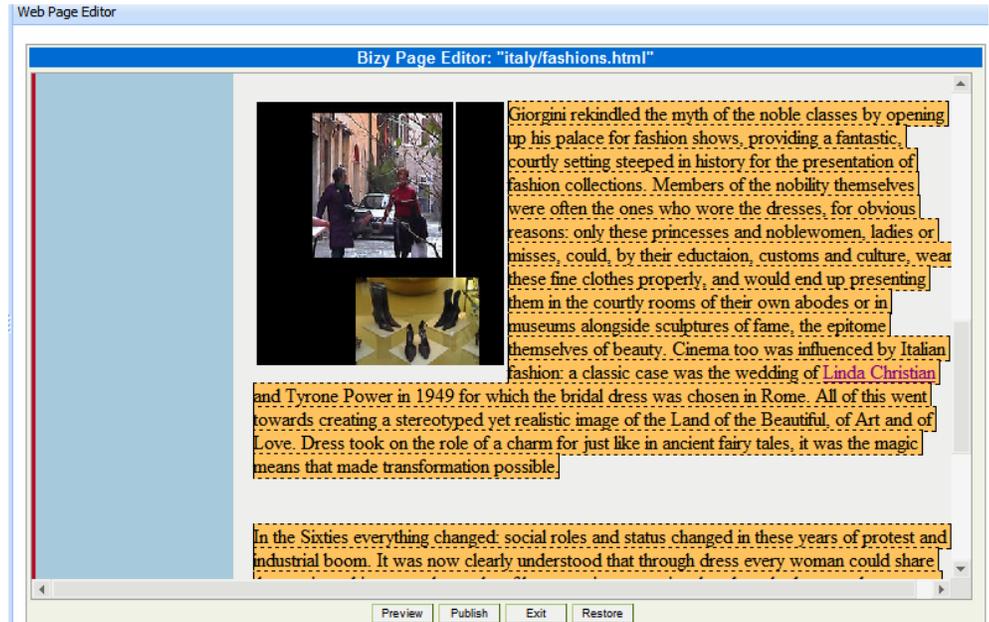
Open the Rich Text Place again and select a text. Highlight the text and click on the link icon. This will invoke the Link Place Manager. In this example, we will highlight the text 'Linda Christian' and insert an external link to the famous Roman wedding between her and Tyrone Power. Click 'Insert' to complete the link and then click 'Save' to close the Place Manager.



The link is activated in the page

You will now see the link activated on the page. Preview the Page and test the link. We specified that the link should open in a new window, so you can observe this behavior when you preview the page.

Preview and test the link



At this point, you can publish the page and link it to other pages in your website.

This entire process should take no more than ten minutes after learning the technique and using a high speed communications line.

Note that all previous formatting about the look and feel of the page have been preserved because we have used places to isolate the areas we wish to update.

**Why Place Management?****Why Place Management?**

Using a Place Management application, a web site page may be seen as a composite of many Places editable by different users. Pages may be cloned and assigned to users, which spreads the work of managing the content or design elements across the organization.

Instead of the unproductive many-to-one model, where the webmaster is the bottleneck, the organization takes advantage of the many-to-many model. Place Management is a logical way to change the workflow of a business or organization and improve its productivity.

**About the Author**

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Sheryl Hamlin, President  
*Bizy, Inc.*

About the author. The author held positions in technology at Motorola, Tandem and 2Bridge, when each company was producing seminal contributions toward the progress of technology and is now the President of Bizy, Inc., the developers of Bizyweb™, a Place Management Application™.

For more information about the company Bizy, Inc., please visit the corporate website: [www.bizyinc.com](http://www.bizyinc.com)

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