

ezTaskTitanium Documentation

USER MANUAL

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1.	ezTaskTitanium - The Basics	5
1.1	Login to your website	6
1.2	Page Management	7
1.2.1	Sorting Pages	8
1.2.2	Add & Rename a Page	9
1.2.3	Copy a Page	10
1.2.4	Set Meta Tags for a Page	11
1.3	Page Editing	12
1.3.1	Drag & Drop	13
2.	Layouts	14
2.1	1 Column	16
2.2	2 Column	17
2.3	3 Column	18
2.4	TabStrip	19
2.5	Content Rotator	21
2.6	Toggle	23
3.	Modules	25
3.1	Calendar	27
3.1.1	Options	28
3.1.2	Importing an iCal file	29
3.1.3	Calendar Properties	30
3.1.4	Links to Calendar: Copy RSS Feed	31
3.1.5	Links to Calendar: Copy iCal Link	32
3.1.6	Adding and Modifying Categories	33
3.1.7	Aggregating Calendars	35
3.1.8	Adding/Editing A Single Event	36
3.1.9	Adding/Editing Recurring Events	41
3.2	Communicator - News & Events	45
3.2.1	Settings & Options	46
3.2.2	Add Article	48
3.2.3	Edit and Manage Articles	49
3.3	Directory Module	52
3.3.1	Settings & Options	53
3.3.2	Creating a Spreadsheet	54
3.3.3	Importing Files	55
3.3.4	Editing a Simple Directory	57

3.3.5	Add a Record	60
3.3.6	Delete a record	61
3.3.7	Configuring a Directory	62
3.3.7.1	Secure Email	64
3.3.7.2	Adding Photos	66
3.4	Document Manager	68
3.4.1	Settings & Options	69
3.4.2	Specifying Open or Download a file	70
3.4.3	Document Sorting and Display	71
3.4.4	Uploading Documents	73
3.4.5	Folder Options	76
3.4.6	Securing a File	78
3.4.7	Direct Links to a file	80
3.5	Form Builder	81
3.5.1	Settings & Options	82
3.5.1.1	Setting up form requirements	83
3.5.2	Create a Form	86
3.5.3	Form Reports	91
3.6	Mega Menu	93
3.6.1	Settings & Options	95
3.6.2	Using the Mega Menu Editor	96
3.6.3	Add Edit Delete Mega Menu Items	98
3.6.4	Add Edit Delete Mega Menu Submenu Items	100
3.7	Menus	102
3.7.1	Settings & Options	102
3.7.2	Select Menu Type and Animation	103
3.7.3	Add Edit Delete Menu Items	105
3.7.4	Add Edit Delete Menu Submenu Items	107
3.8	Site Map	109
3.8.1	Settings & Options	110
3.8.2	Creating a Site Map	112
4.	Widgets	114
4.1	Code Object	116
4.1.1	Example Code Objects	118
4.2	Image	119
4.2.1	Settings & Options	120
4.2.2	Example: Editing an Image	121
4.2.3	Example: Linking an Image	124
4.3	Image Gallery	125

4.3.1	Settings & Options	126
4.3.2	Image Settings and Options	130
4.3.3	Example - Stretch and Fill or Use Actual Size	134
4.3.4	Example: Gallery Styles	136
4.4	Media Player	138
4.4.1	Settings & Options	139
4.4.2	Importing a Video and Resizing the Media Player	140
4.5	Text Editor	142
4.5.1	Settings & Options	143
4.5.2	Example: Adding Text, an Image and a Hyperlink	146
4.5.3	Example: Adding a Table	149
4.6	RSS Feed	153
4.6.1	Settings & Options	153
4.6.2	Standard RSS Listing	155
4.6.3	Calendar Text Listing	157
4.6.4	Calendar Object	159
Index		0

ezTaskTitanium - The Basics

1 ezTaskTitanium - The Basics

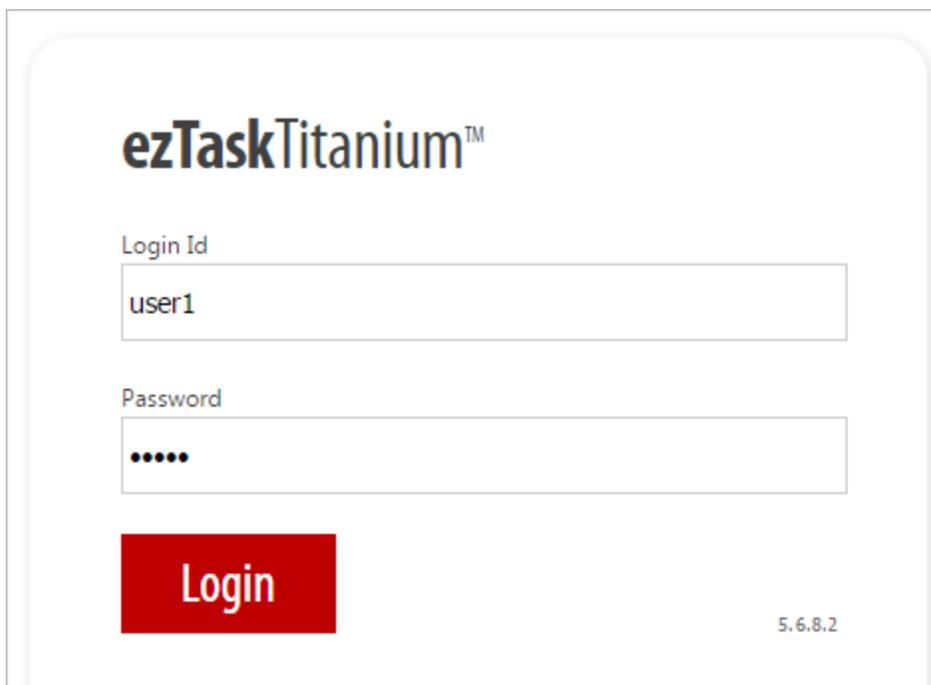
1.1 Login to your website

Login to your account

The login to your account can be found by opening a browser and entering your domain / edit.

Enter your Login ID and Password

Example: <http://www.mydomain.com/edit>



ezTaskTitanium™

Login Id

user1

Password

•••••

Login

5.6.8.2

1.2 Page Management

Project Manager

You will log directly into the Project Manager. The Project Manager is your control center for all of your pages.

The screenshot shows the Project Manager interface. At the top, there is a blue header with the text "Project Manager" and the "EZTASK" logo. Below the header, there is a navigation bar with "Options" circled in red. The main content area features a table of pages. The table has columns for "Page Name", "Actions", "Group", "Status", "Modified", "Published", and "Modified By". The "Page Name" column is circled in red, and an arrow points to the "emergency.alert" row. A red box labeled "Your pages" is also present. The "Actions" dropdown menu for the "emergency.alert" row is open, showing options: "Edit", "Preview", "Add a webpage", "Page Properties", and "Meta tags".

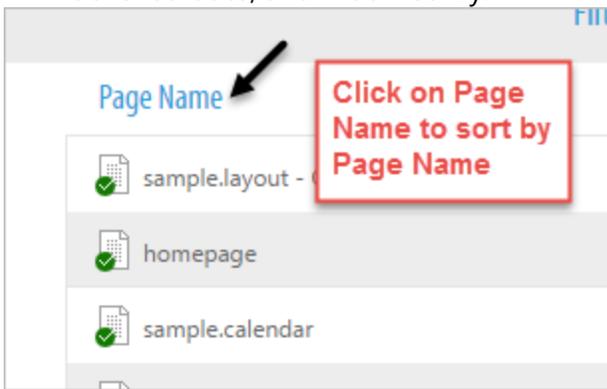
Page Name	Actions	Group	Status	Modified	Published	Modified By
emergency.alert	Actions	EZA	Published	08/02/2016	08/02/2016	ezsuper
homepage			Published	06/27/2016	08/02/2016	ezsuper
sample.calendar			Published	07/29/2016	08/02/2016	ezsuper
sample.document_manager			Published	06/09/2016	08/02/2016	ezsuper
sample.form	Actions	EZA	Published	06/09/2016	08/02/2016	ezsuper
sample.layout	Actions	EZA	Unpublished	08/14/2016	08/02/2016	ezsuper
sample.layout - Copy	Actions	EZA	Unpublished	08/14/2016		ezsuper
sample.layout - Copy	Actions	EZA	New	08/14/2016		ezsuper

1.2.1 Sorting Pages

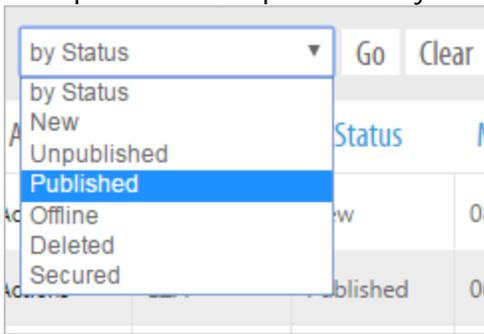
Sorting Pages

There are two options for sorting or grouping your webpages for easy management.

- Click on the Blue column name at the top of each column to sort by that column alphabetically. You can sort or group by Page Name, Group, Status, Modified date, Published date, and Modified By.



- Additionally, you can group your pages by clicking and selecting from the 'by Status' option at the top of the Project Manager.

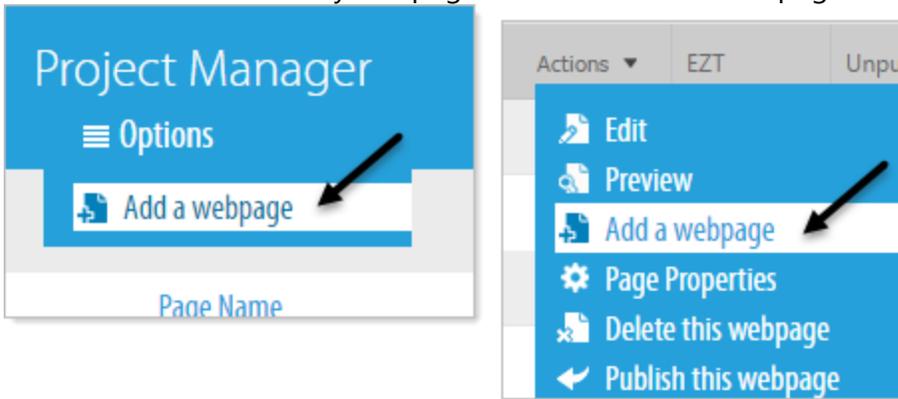


1.2.2 Add & Rename a Page

Add a Page

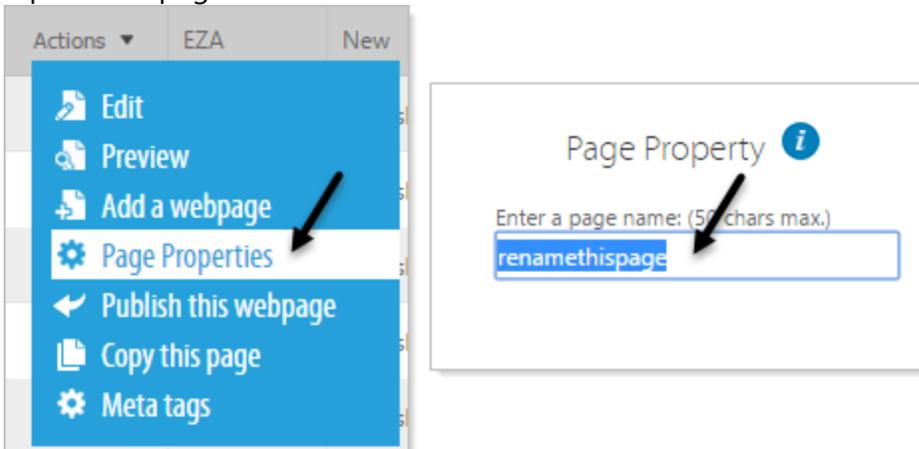
Add a webpage two ways:

- Click on Options under the Project Manager and select 'Add a webpage'
- Select 'Actions' on any webpage and select 'Add a webpage' from the options.



Rename a Page

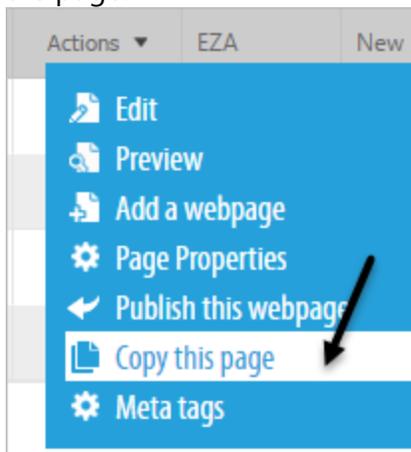
To rename, hover your cursor over Actions for that page and select Page Properties, edit or replace the page name.



1.2.3 Copy a Page

Copy a Page

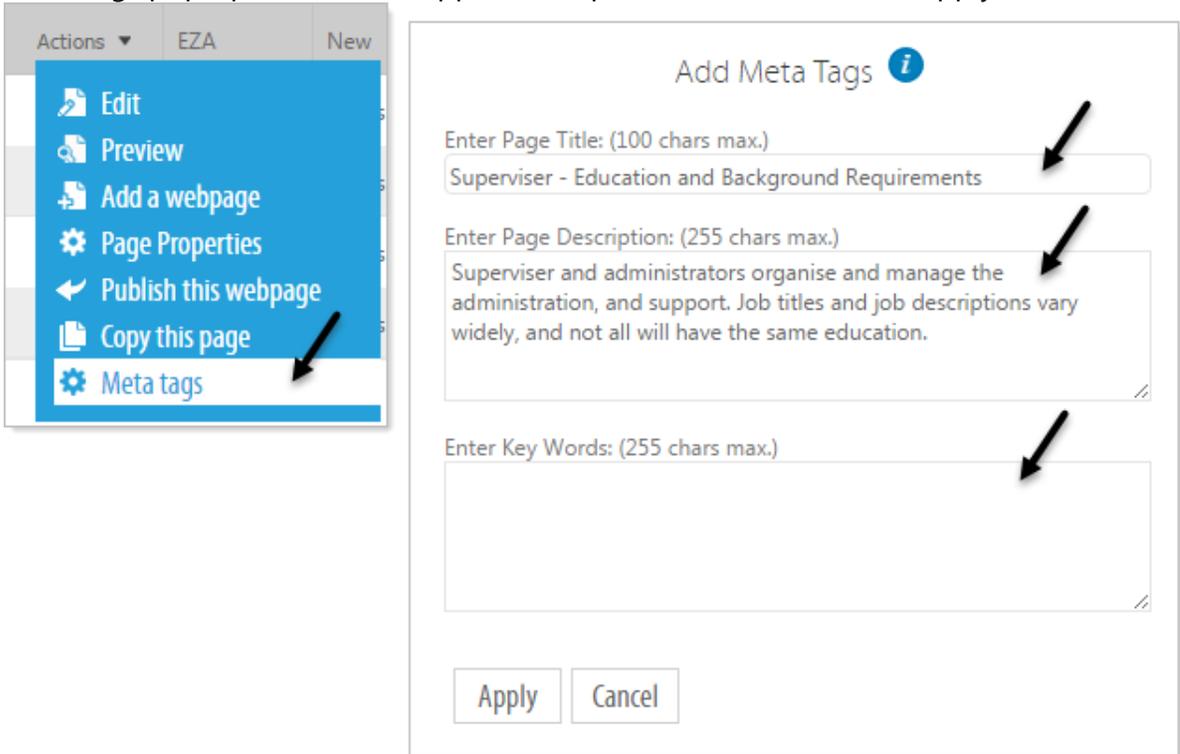
Hover over Actions for the page you wish to copy and select 'Copy this page'. The page will be copied with a '- copy' at the end of the page name. Select Page Properties to rename the page.



1.2.4 Set Meta Tags for a Page

Set Meta tags for a single page

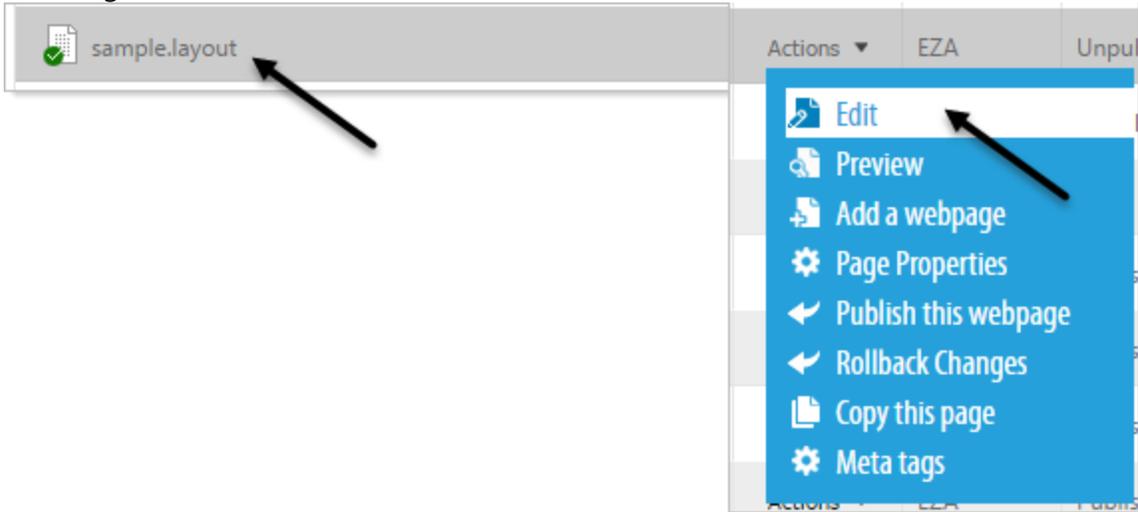
Hover over Actions for the page you wish to set Meta tags and select 'Meta tags'. The Page Meta Tags pop-up window will appear. Complete the form and click 'Apply'



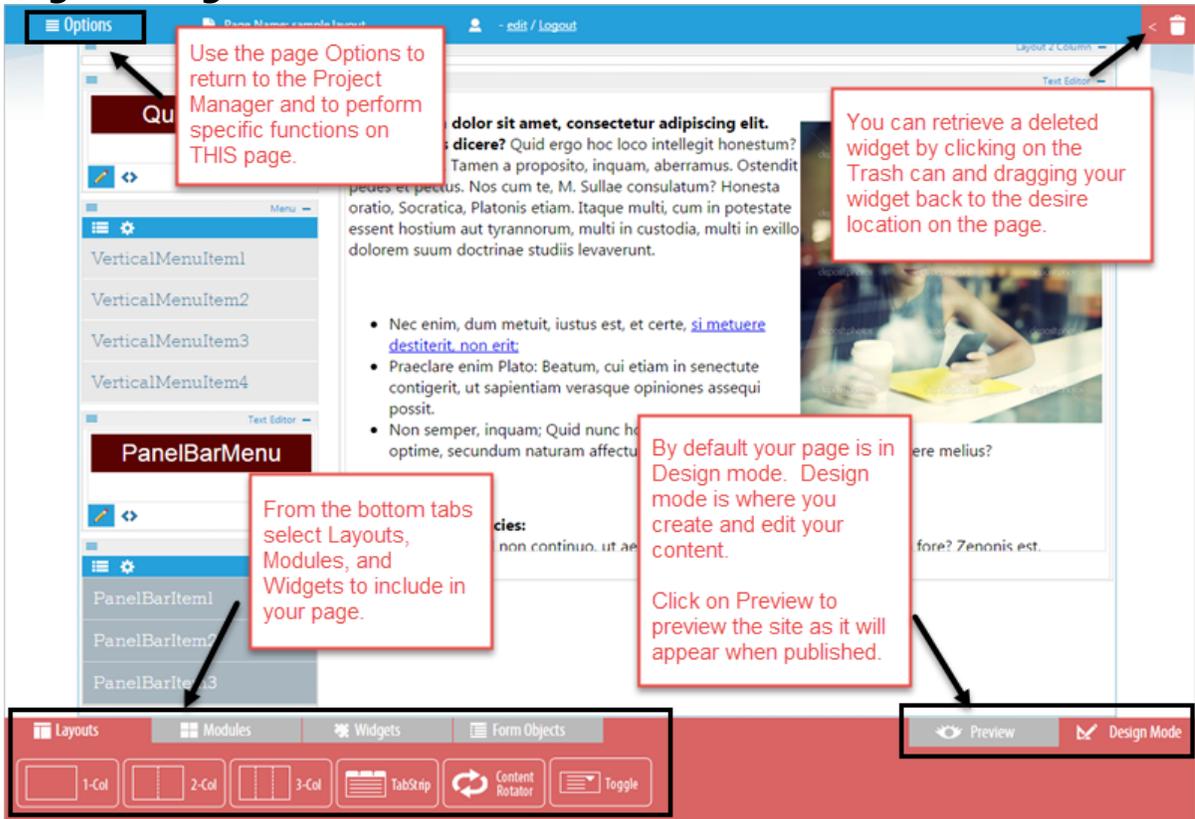
1.3 Page Editing

Edit a Page

Edit a page by clicking on the page name or by hovering over Actions for that page and selecting 'Edit'



Page Manager overview

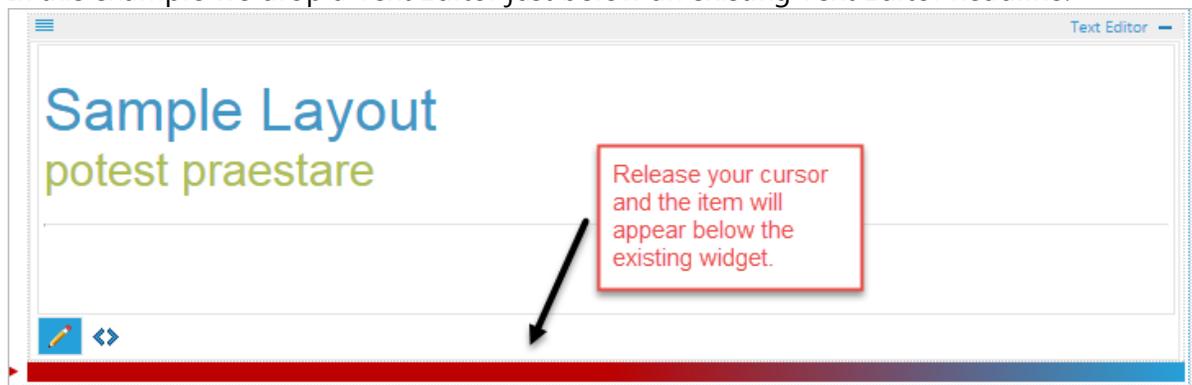


1.3.1 Drag & Drop

Using Titanium drag and drop in designing your page

- In the initial page layout you will see 'Drop here!' text where you can drag your Layouts, Modules, and Widgets. Click on the icon you wish to include in your page and drag your cursor to the 'Drop here!' location and release the cursor.
- Once that drop zone is occupied you can drag additional items by dragging the item icon to above or below the existing item until you see a red line, then release the cursor and your selected item will appear in that area.

In this example we drop a Text Editor just below an existing Text Editor headline.



Layouts

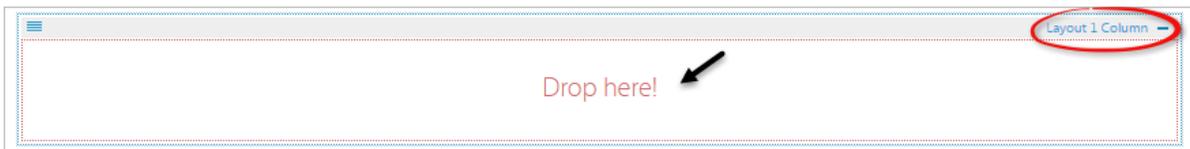
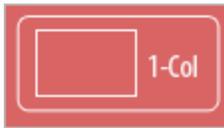
2 Layouts

Layout selection dictates how your content will be arranged on the page. Each layout will create a drop zone on the page where you can then load additional modules and widgets.

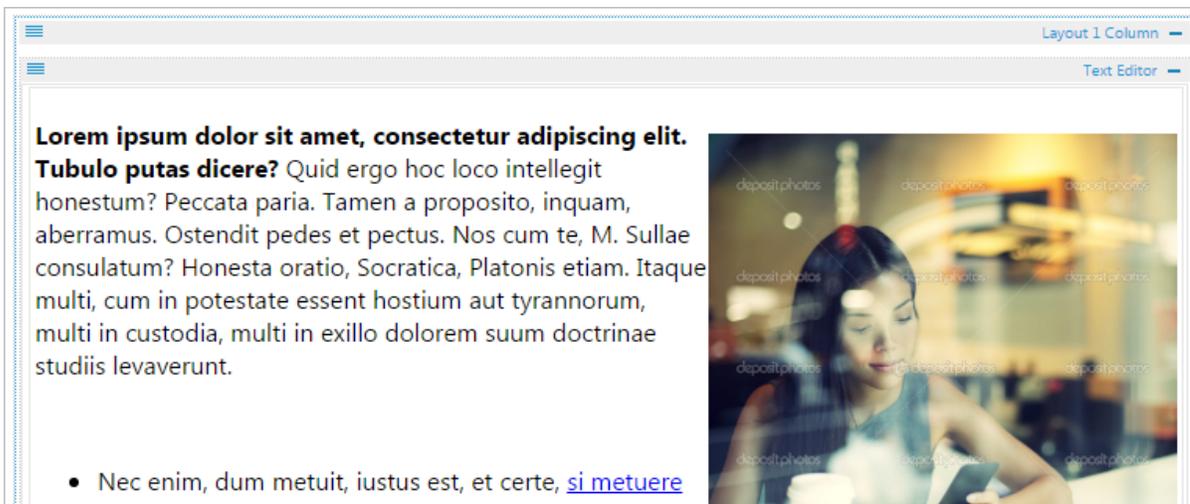


2.1 1 Column

Select a one column layout to display your content in a single block.
Begin by clicking on the 1-Col Layout and dragging it to the desired location.



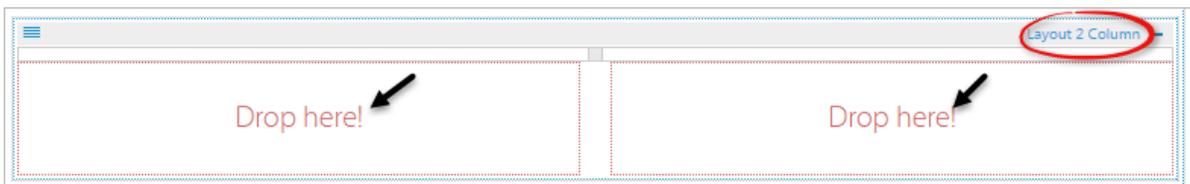
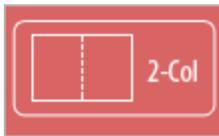
Drop additional modules, widgets, or layouts in your one column layout.
Here is an example of a Text Editor with an image inside a one column layout.



2.2 2 Column

Select a Two Column Layout to divide the outside container into two sections. The width of each section can be customized.

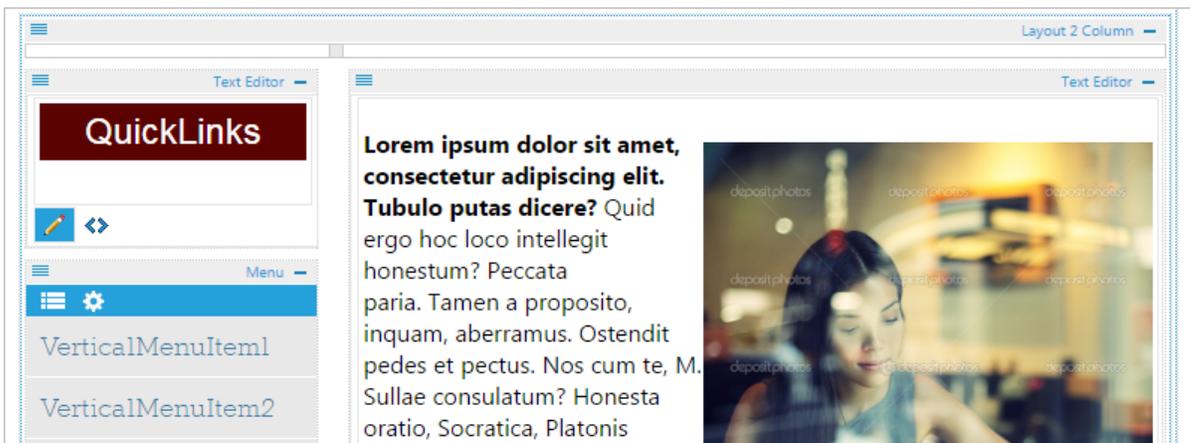
Begin by clicking on the 2-Col Layout and dragging it to the desired location.



Adjust the width of the divisions by clicking on the dividing bar (turning it blue) then dragging it to the desired width. You can adjust the width at anytime.



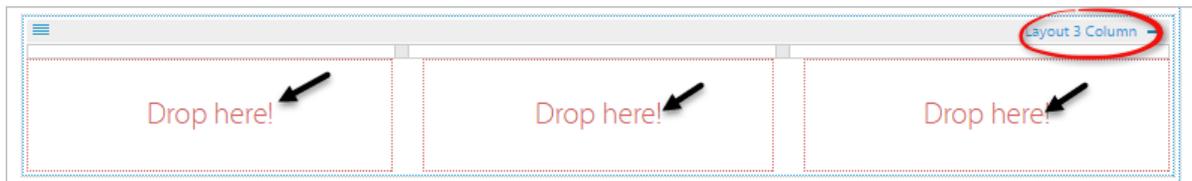
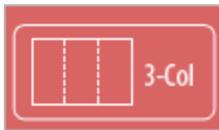
Drop additional modules, widgets, or layouts in each drop zone of your two column layout. Here is an example of a Text Editor with an image inside a two column layout with menus on the left.



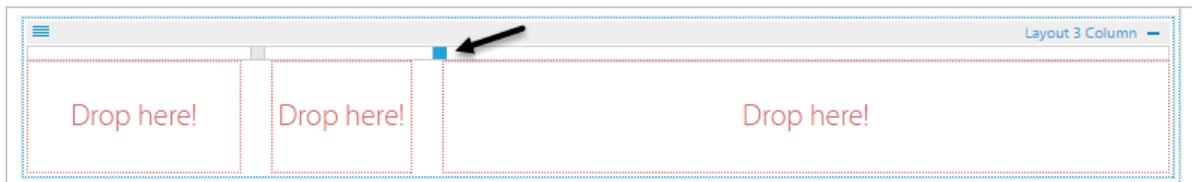
2.3 3 Column

Select a Three Column Layout to divide the outside container into three sections. The width of each section can be customized.

Begin by clicking on the 3-Col Layout and dragging it to the desired location.

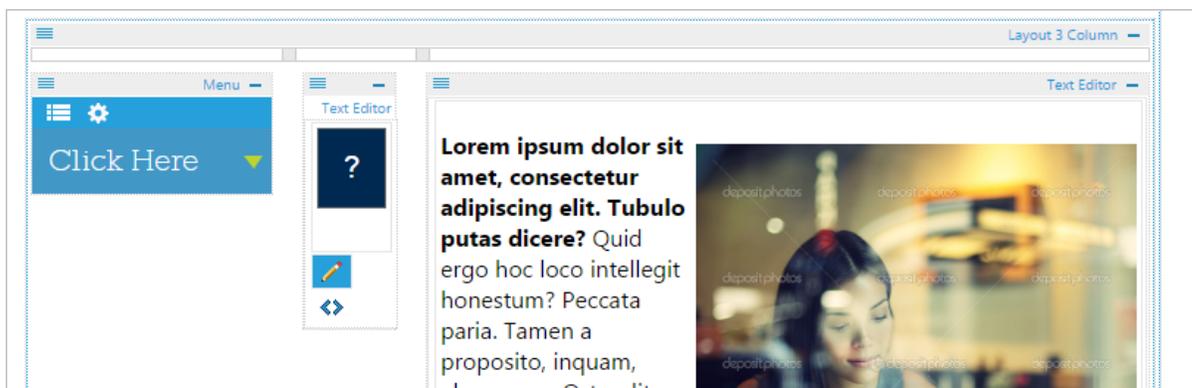


Adjust the width of the divisions by clicking on the dividing bar (turning it blue) then dragging it to the desired width. You can adjust the width at anytime.



Drop additional modules, widgets, or layouts in each drop zone of your three column layout.

Here is an example of a Text Editor with an image and Dropdown list inside a three column layout.



2.4 TabStrip

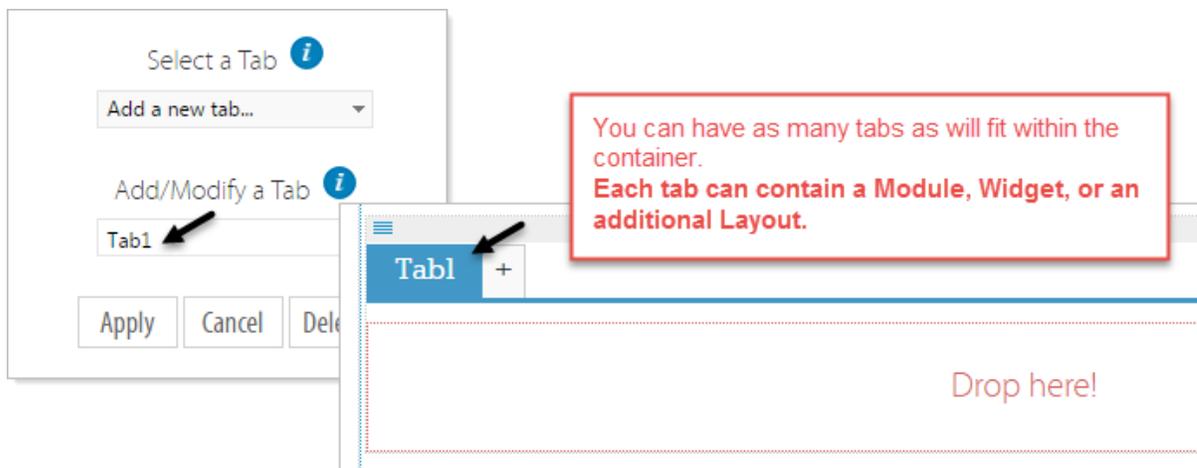
Use the TabStrip for adding layers of content in a limited space on a webpage and adding multiple options within one text area.

Begin by clicking on the TabStrip and dragging it to the desired location.



Options:

- **Add a tab:** Enter a title for your tab and hit "apply". Repeat for more tabs. Click on any tab to "Drag and Drop" "any widget" onto the tab.
- **Add more tabs:** Click the + sign at the end of your tabs list.
- **Modify a tab:** Click the + sign and select your tab from the tab list dropdown and change the tab name or delete the tab.
- **Deleting a tab** will also delete "all content associated with that tab".



Here is an example of a three tab layout in Design and Preview mode.

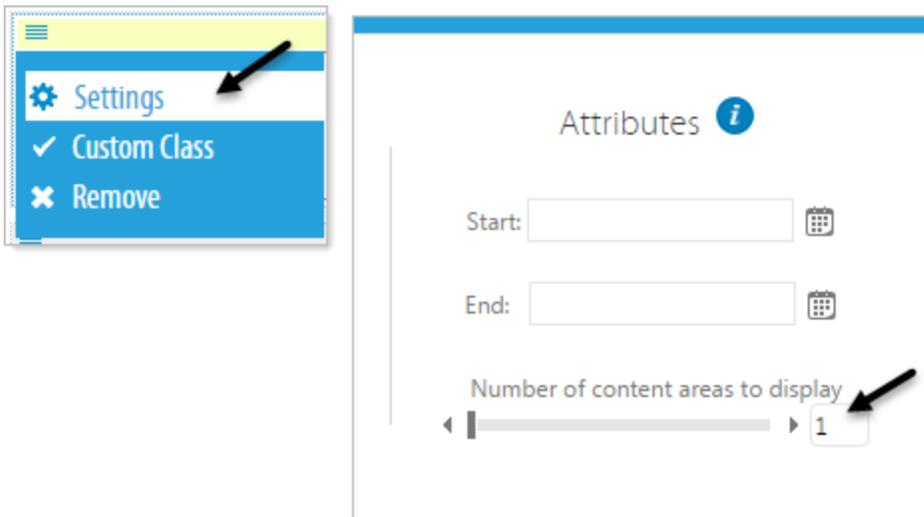
2.5 Content Rotator

The content Rotator layout is used to randomly rotate any content dropped into the widget. Stack content widgets inside the Rotator Layout to randomly rotate content container.

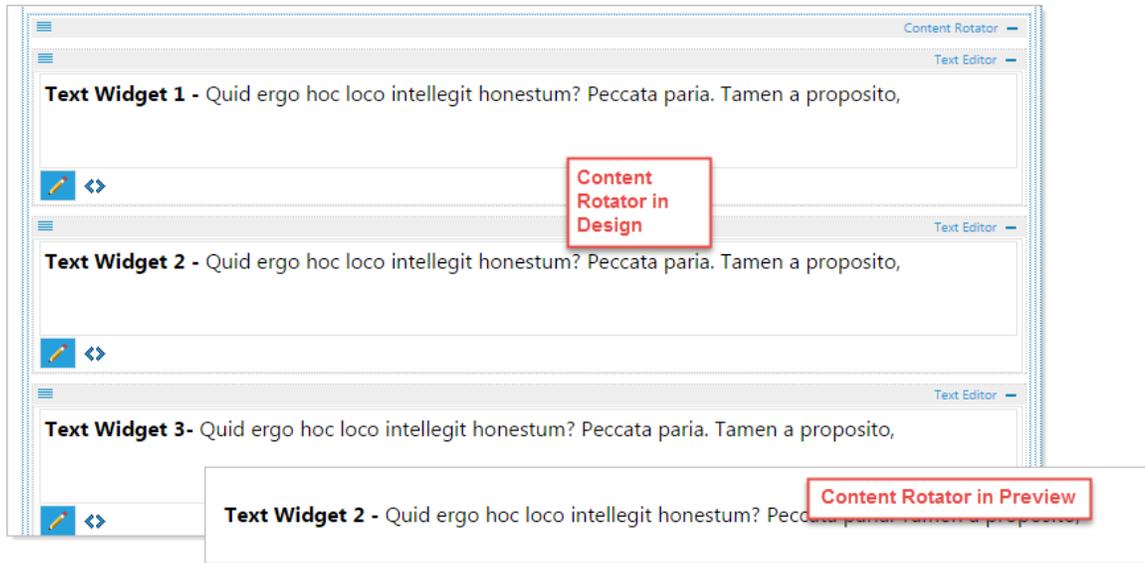
Begin by clicking on the Content Rotator and dragging it to the desired location.



- Click on the top left menu option of the Content Rotator and select Settings.
- Specify the number of areas to view when randomly rotating content in Attributes.



Example: If you have 3 widgets that are rotating, by setting number content areas to display to 1, only 1 widget will show at a time during preview.



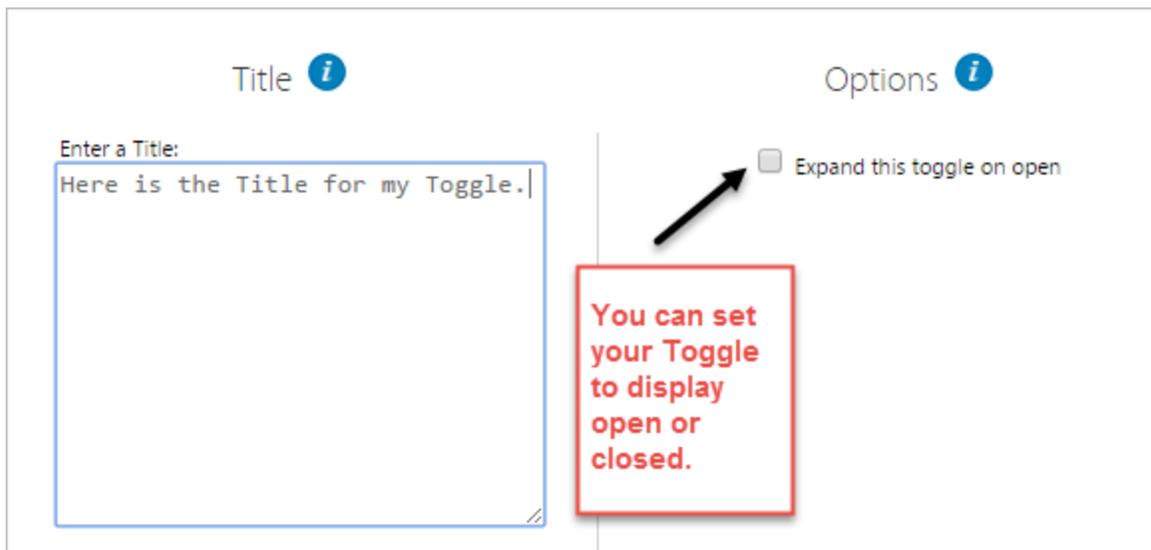
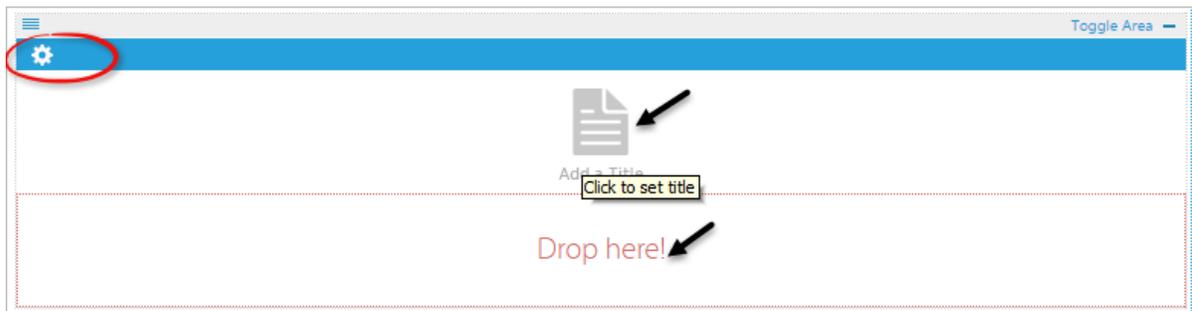
2.6 Toggle

The content Toggle layout is used when you want to toggle between hiding and showing large amounts of content.

Begin by clicking on the Toggle Layout and dragging it to the desired location.



Click on the 'Add a Title' icon to add a title for your Toggle, the Properties pop-up will appear. Enter the Title and select "Expand this toggle on open" if you would like for it to appear open when displaying the webpage.



Example:

Here is the Title for my Toggle. Closed Toggle ▼

Here is the Title for my Toggle. Open Toggle ▲

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Tubulo putas dicere? Quid ergo hoc loco intellegit honestum? Peccata paria. Tamen a proposito, inquam, aberramus. Ostendit pedes et pectus. Nos cum te, M. Sullae consulatum? Honesta oratio, Socratica,

Modules

3 Modules

Modules provide extended functionality to your web page. From Calendars, to Document Managers, to Menus, Modules let you create dynamic functionality for your website.



3.1 Calendar



Aggregated, multi-layered calendaring permits users to manage one or multiple calendars with Google Calendar™, Calendar for Mac OS X, Microsoft Outlook™, or any client that supports standard iCal formatting. Visitors can download, subscribe to, and or print customized calendars with just those events they want to see.

With the Calendar module you can:

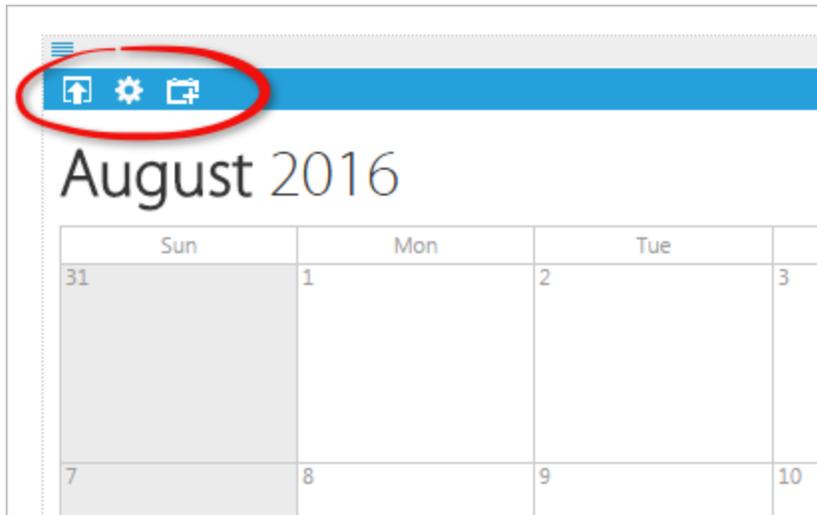
- **Import events:** Import an ICAL file from Qutlook or any other calendar that exports to the ICAL format.
- **Manually add events:** Right click on the desired day and simply choose "New appointment".
- **Group and color code your events:** Choose the calendar settings icon to add a new group. Group examples: Holidays, Closings, upcoming events, etc.
- **Recurring events:** Choose event details to set recurring options.

To begin using the Calendar module click on the Modules tab at the bottom of the page and then click and drag the Calendar Module to the desired location.



3.1.1 Options

There are three Options for the Calendar Module: Import, Properties, Links for iCal



 **Upload iCal:** Upload/Import events from an iCalendar file generated by a Google or Outlook Calendar. Used for importing events.

 **Calendar Properties:** iCal link, RSS Feed Url, Add/modify event types for this Calendar.

 **Add a link** to this Calendar to sync with a dynamic iCalendar.

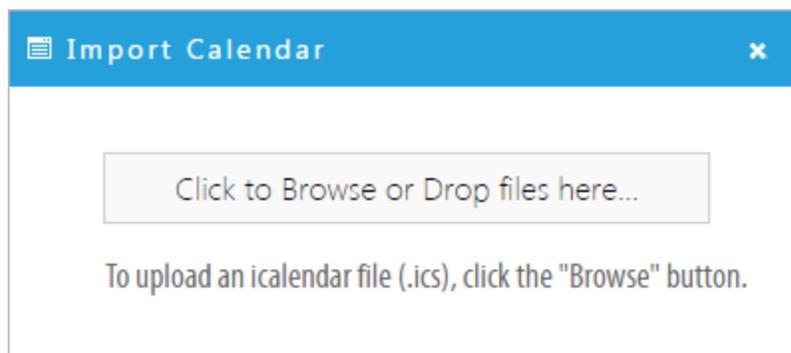
3.1.2 Importing an iCal file

iCal (short for iCalendar) is a computer file format supported by a large number of products, including Google Calendar, Apple Calendar (formerly known as iCal), and Microsoft Outlook. Within ezTask Titanium you can upload an iCal (.ics) file to import calendar data or you can link/sync to another Calendar using the iCal calendar data exchange.

To upload content from another Calendar. Export and save the calendar content to an iCal (.ics) file on your local computer.

Uploading an iCalendar (.ics) file:

- Click the 'Import Calendar Events'  button, then click 'Click to Browse or Drop files here...' and navigate to the location of your local iCal file and select.

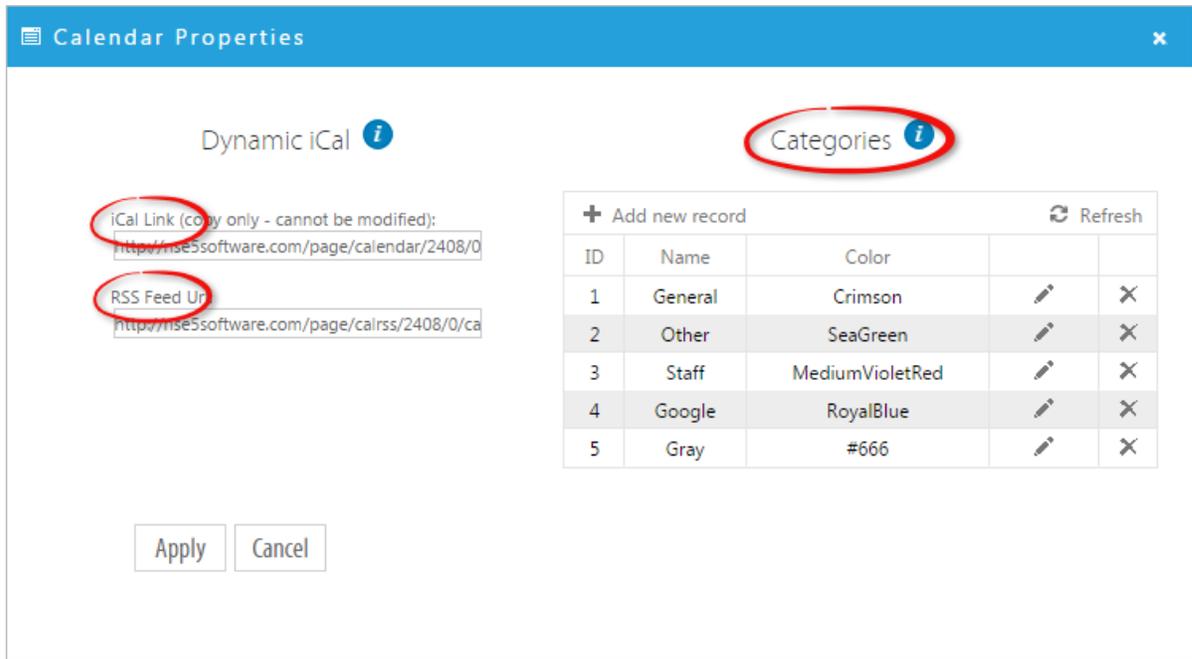


3.1.3 Calendar Properties

Click on the 'Calendar Properties'  icon.

Here you can copy the iCal link or RSS Feed link for THIS calendar to import and link to another Calendar.

You also can customize the event Categories by color and name.



Calendar Properties

Dynamic iCal 

iCal Link (copy only - cannot be modified):

RSS Feed Url

Categories 

+ Add new record Refresh

ID	Name	Color		
1	General	Crimson		
2	Other	SeaGreen		
3	Staff	MediumVioletRed		
4	Google	RoyalBlue		
5	Gray	#666		

Apply Cancel

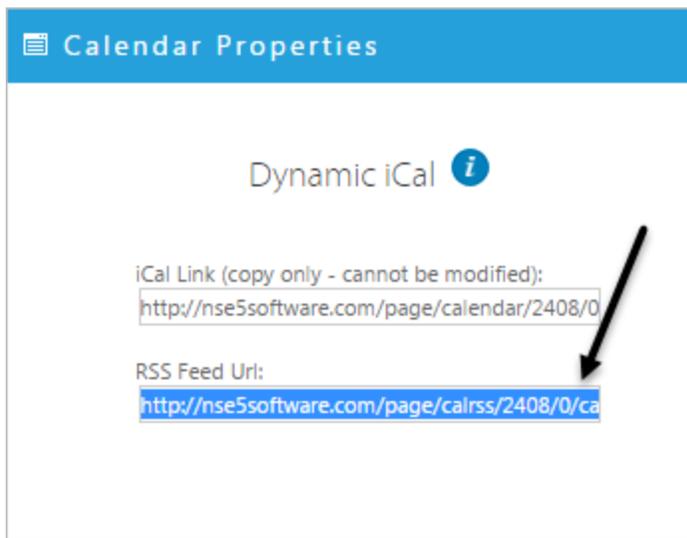
3.1.4 Links to Calendar: Copy RSS Feed

RSS (Rich Site Summary; originally RDF Site Summary; often called Really Simple Syndication) uses a family of standard web feed formats to publish frequently updated information: blog entries, news headlines, audio, video.

Exporting THIS Calendar's RSS Feed URL:

- Click on the 'Calendar Properties'  icon.
- Double-click to highlight then copy (CNTRL C or Apple C) the RSS Feed Url to your clipboard.

This can be used to create Calendar Event Feeds in the 'RSS Feed' widget. It can also be used by 3rd party programs to display events on THIS Calendar.



3.1.5 Links to Calendar: Copy iCal Link

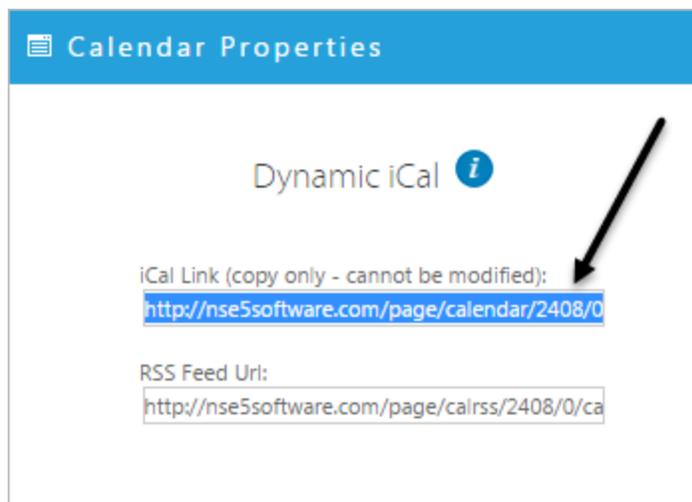
iCal (short for iCalendar) is a computer file format supported by a large number of products, including Google Calendar, Apple Calendar (formerly known as iCal), and Microsoft Outlook. Within ezTask Titanium you can upload an iCal (.ics) file to import calendar data or you can link/sync to another Calendar using the iCal calendar data exchange.

Copy Calendar iCal link to add your events to another calendar.

This link could be used to carry information to another Titanium Calendar or a 3rd party calendar.

- Click on the 'Calendar Properties'  icon.
- Double click to highlight then copy (CNTRL C or Apple C) the iCal Link.

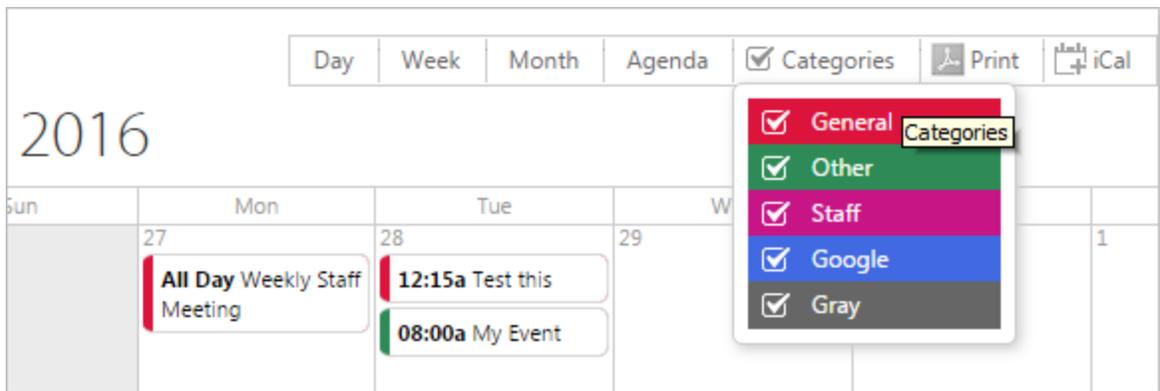
This can be pasted into another calendar that accepts iCal feeds including other Titanium Calendars.



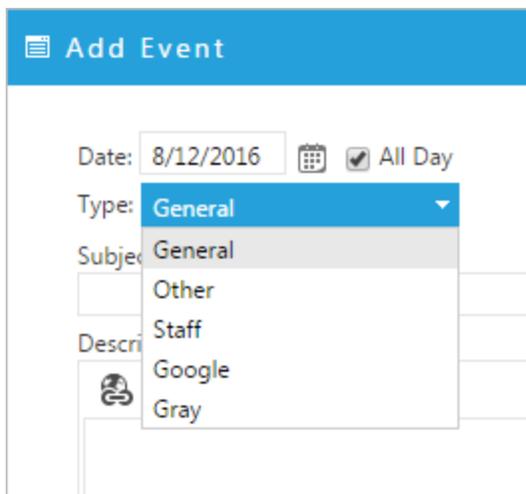
3.1.6 Adding and Modifying Categories

Categories allow you to group event types. There must be a Category for an added (aggregated calendar) or for a regular event on your calendar. For example Education users may have different categories for District events, Campus events, and Athletics events, Local Governments may have separate categories for City Council Meetings, Community Events, and Recycling Schedules. Each Category can be color coded.

The color coding is displayed in the event display on the calendar and in the Category Legend at the top of the Calendar. You audience can turn off Categories in the Category Legend to view only the those that interest them.

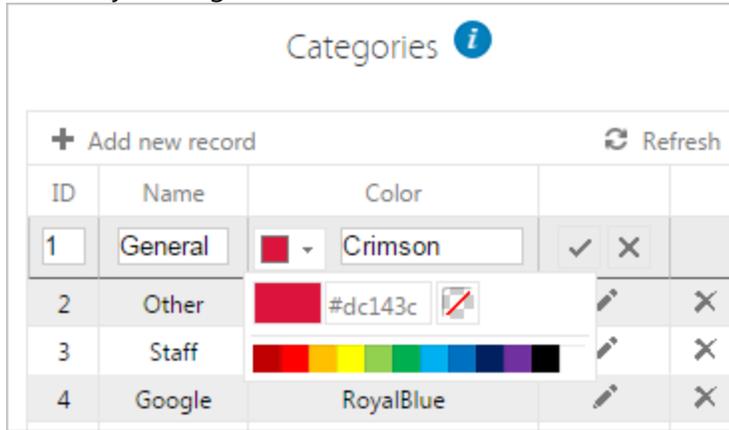


Categories are selected when you add an event, covered in the section Adding Appointments.



Adding and Modifying Categories: Click the Calendar Properties button .

1. In the 'Category' Field, click 'Add new record' to add a new Category type.
2. Fill in the Name and Color field.
The color field offers 12 colors for your Categories. You can utilize additional colors by adding a Hex Value for a color not included in the selection.



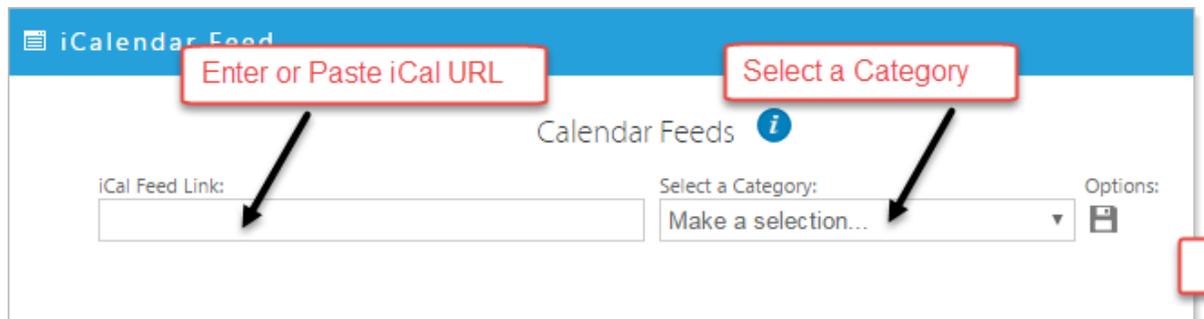
3. Click the check mark ✓ to save changes.
4. Modify an event type, click on the pencil icon ✎ in the row belonging to the specific event Category you'd like to change.
5. Make any alterations, then click the check mark ✓ to save changes.

3.1.7 Aggregating Calendars

There are instances when you may want to include information from another calendar into THIS calendar. A good example of this is in Education where a School District includes events from one or all of the campus websites in a District Master Calendar or in Local Municipalities when a city includes a separate department calendar (like a Police Department calendar) in the City Master Calendar. The department or campus is able to maintain a separate calendar but also include events on a master calendar.

Adding an iCal feed link. This merges another calendar with THIS current calendar.

- Click on the 'Links for iCal' icon .
- Enter/Paste into the 'iCal Feed Link' the iCal URL copied from another application or from another Titanium Calendar.
- Select a Category. (You must first create a Category in the Calendar Properties to select one covered in the previous help section, Adding and Modifying Categories).
- Click on the floppy disk  icon to save changes and add a new record for an additional iCal link.



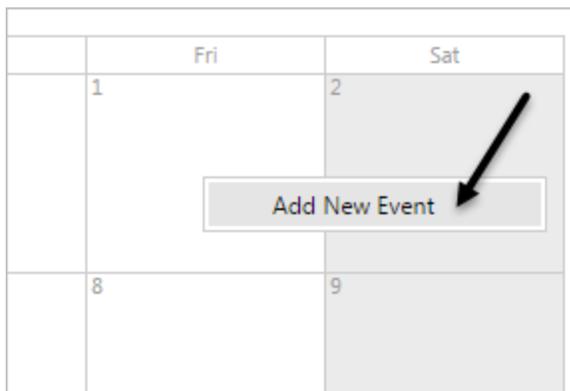
The screenshot shows the 'iCalendar Feed' form. At the top, there is a blue header with the text 'iCalendar Feed'. Below the header, there is a section titled 'Calendar Feeds' with an information icon. The form contains two main input fields: 'iCal Feed Link:' and 'Select a Category:'. The 'iCal Feed Link:' field is a text input box. The 'Select a Category:' field is a dropdown menu with the text 'Make a selection...'. To the right of the dropdown menu is an 'Options:' label and a floppy disk icon. Two red callout boxes with arrows point to the 'iCal Feed Link:' and 'Select a Category:' fields. The first callout box contains the text 'Enter or Paste iCal URL'. The second callout box contains the text 'Select a Category'.

PLEASE NOTE: If your calendar includes too many iCal aggregates it may slow the display response time.

3.1.8 Adding/Editing A Single Event

Adding an Appointment/Event

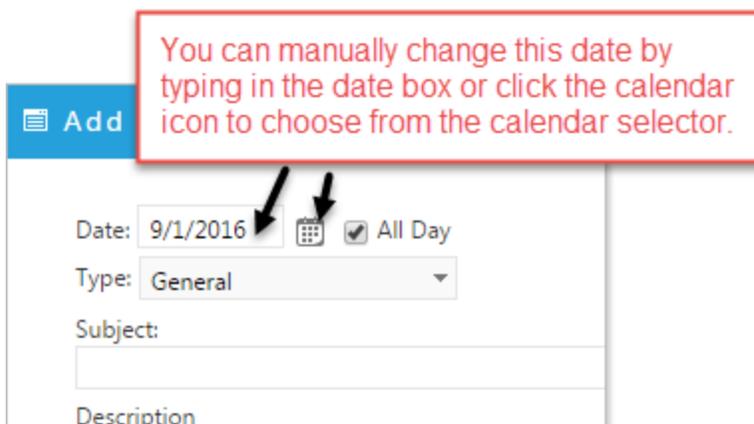
- Click on the date to which you would like to add an Event.
- Click on 'Add New Event' after it appears in the date box. You can change the date in the next Add Event screen if you select the wrong date or have an event well into the future.



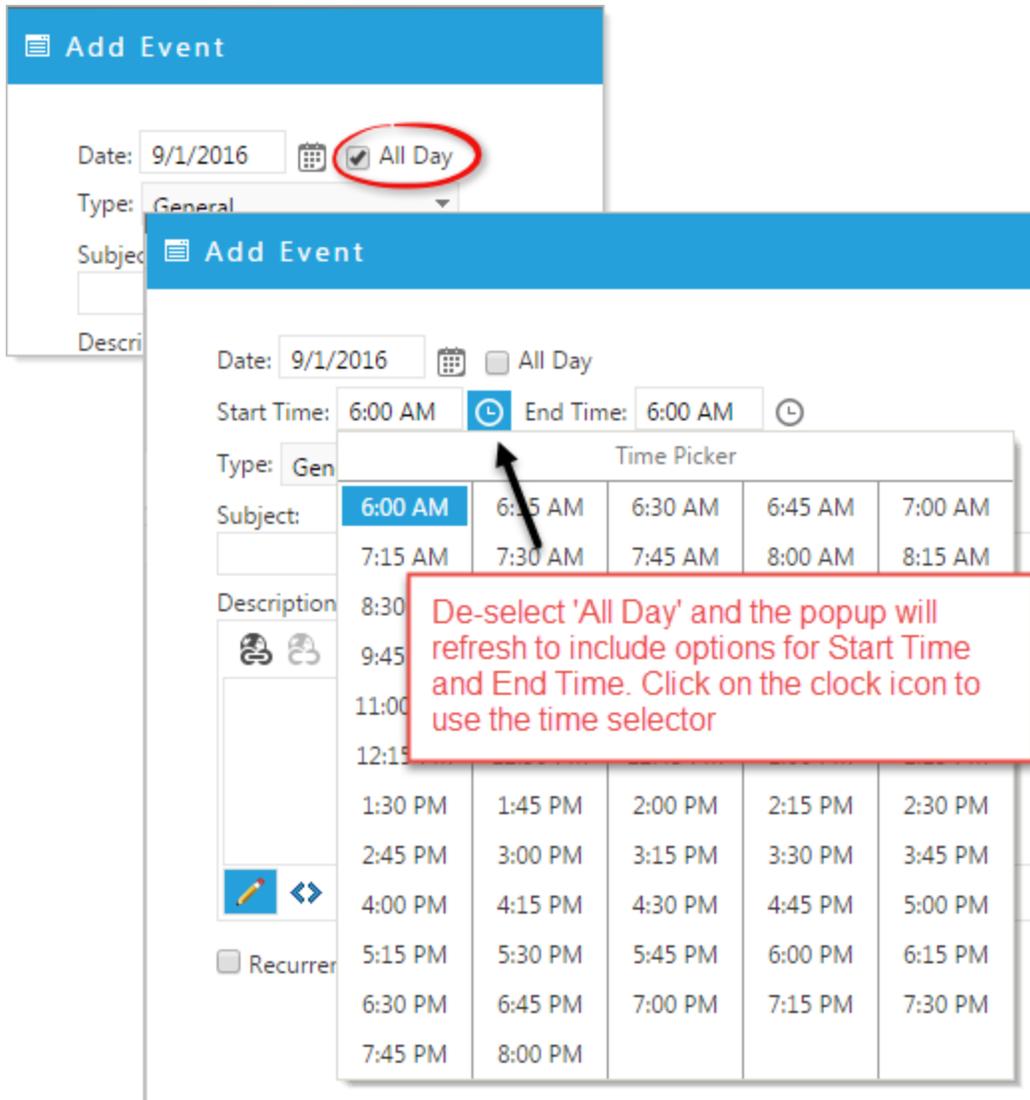
The 'Add Event' pop-up will appear. Use this form to add the details of your event.

Options available on the Calendar Event form

Event Date:



Events Time:



Events Type: (Category)

Select which Category you would like to associate with your event.

Add Event

Date: 9/1/2016 All Day

Start Time: 8:30 AM End Time: 10:15 AM

Type: **General**

Subject: General

Description:

- Other
- Staff
- Google
- Gray

Events Subject and Description:

The Subject is the Event Name and cannot be blank. This is what will appear on the calendar. The Description is optional.

You can include links in your Description. Highlight the text to which you would like to add the link and click on the Hyperlink Manager icon. The Hyperlink Manager pop-up will appear and you can enter a URL or browse to select a webpage with your project.

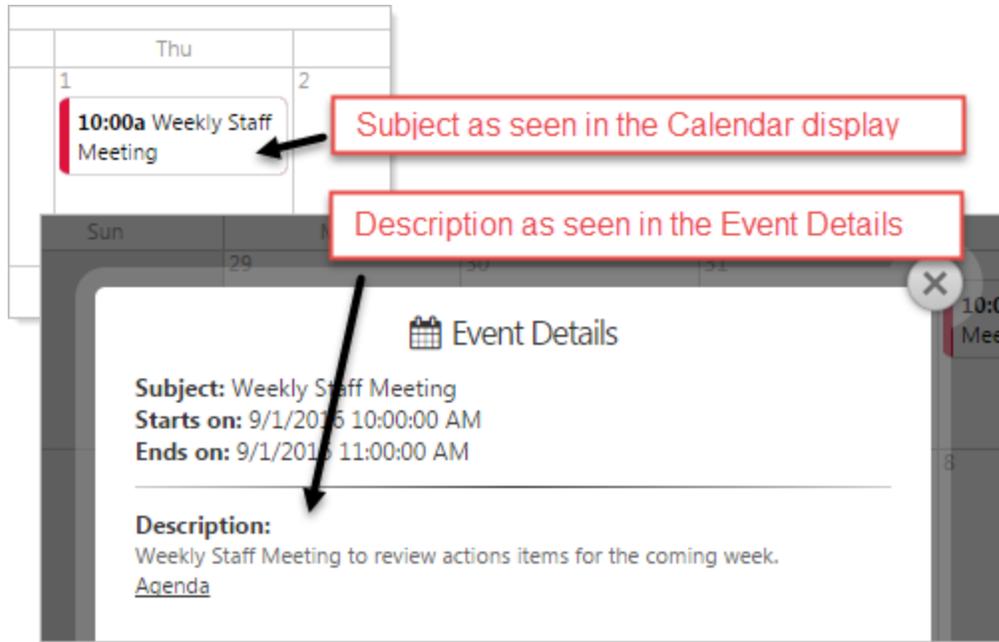
HYPERLINK MANAGER

URI: <http://www.eztask.com/myagenda>

Link Text: Agenda

ID: []

OK Cancel



Edit or Delete an Event

Click on the date event you would like to edit. You must be in the software and in Design mode to edit an event.

The screenshot shows a calendar view on the left with a 'Weekly Staff Meeting' event on Thursday, 9/1/2016, from 10:00 AM to 11:00 AM. An 'Edit Event' pop-up window is open on the right. The pop-up has a blue header and contains the following fields:

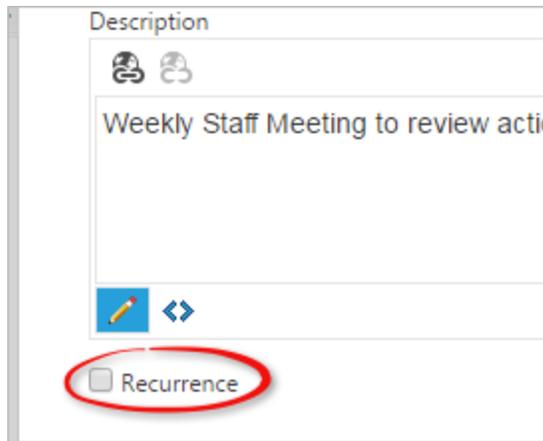
- Date: 9/1/2016 (with a calendar icon) and an 'All Day' checkbox.
- Start Time: 10:00 AM (with a clock icon) and End Time: 11:00 AM (with a clock icon).
- Type: General (dropdown menu).
- Subject: Weekly Staff Meeting
- Description: Weekly Staff Meeting to review actions items for the coming week. [Agenda](#)

A red box contains the following text: "Click the event to edit and the Edit Event pop-up will appear. Edit event as needed and save or delete the event by clicking on the Delete button." Two arrows point from this box to the 'Save', 'Delete', and 'Cancel' buttons at the bottom of the pop-up window.

3.1.9 Adding/Editing Recurring Events

Adding a Recurring Event:

- Click on the date you wish to add an Event. Select 'Add New Event'.
- Complete the Add Event screen as explained in the previous section. Click on the Recurrence option below the Description.



The pop-up will refresh to include a variety of options for Recurring Events. In this example we are creating a recurring event, Weekly Staff Meeting, that occurs every Thursday for remainder of 2016, by selecting then saving:

- Weekly
- Recur every 1 week(s) on Thursday
- End by 12/31/2016

Recurrence

Daily
 Weekly
 Monthly
 Yearly

Recur every week(s) on

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

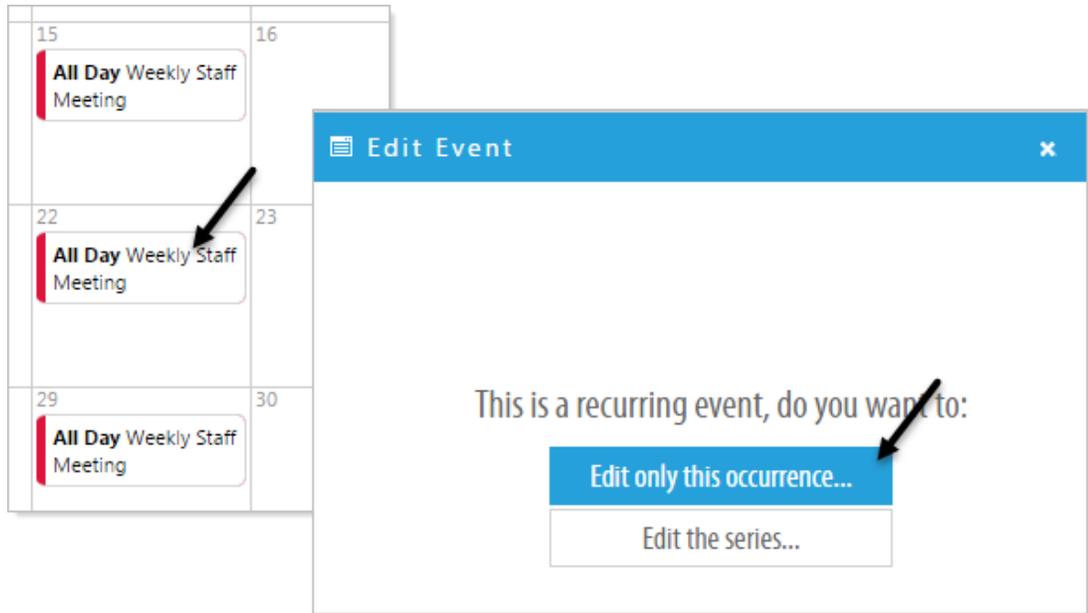
No end date End after occurrences End by

To create an exclusion to your Recurring event:

First create and save the Recurring Event as described above. While in Design Mode click to edit the recurring event you would like to exclude. A pop-up will appear with the options to:

- Edit only this occurrence...
- Edit the series...

Click on 'Edit only this occurrence...' You can then delete that event and it will no longer be a part of the recurring dates for that event.



Changing options for one instance of a recurring event:

You can change any of the details for one instance of an event that is part of a Recurring Event Series but once saved that event event WILL NO LONGER BE A PART OF THE SERIES.

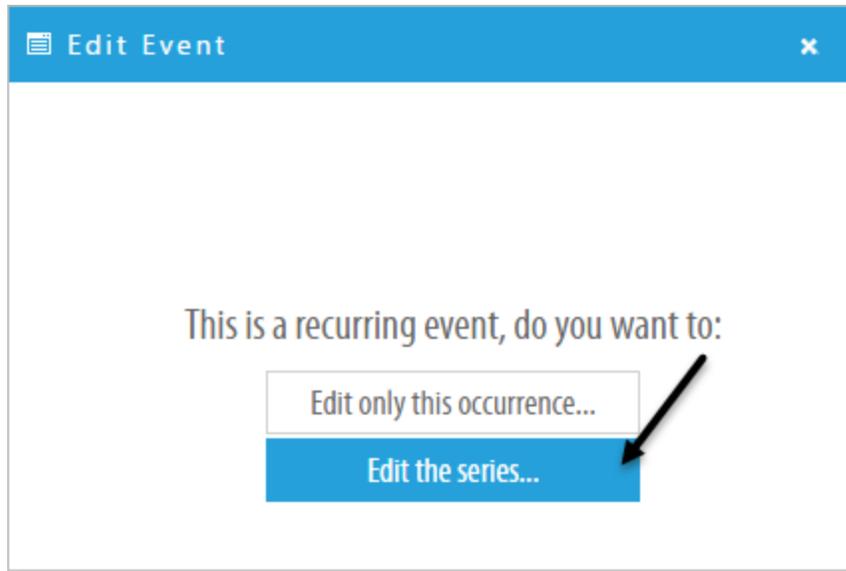
Click on the date of the event (that is part of a series)

Select 'Edit only this occurrence...'

Edit the details of your event as describe above and save.

Changing options for a recurring event:

Select 'Edit the series...'



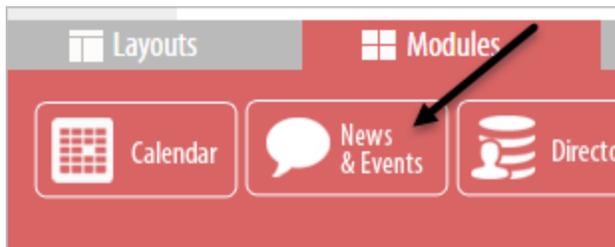
Edit the details of your event as described above and save. **This will save the changes to ALL events in the series.**

3.2 Communicator - News & Events



The Titanium Communicator (News & Events Module) is used to publish articles that include News, Events, and Announcements for your organization. Using the Communicator Module is an excellent way to provide article management for the information you would like to communicate. An RSS Feed is auto-generated for any instance of the module within your website and the module also creates an automatic archive of your entries making it an ideal way to manage and track your announcements, press releases, and articles. Additionally, this module can be configured to post your "Published Articles" to Facebook and Twitter.

To begin using News & Events click on the Modules tab at the bottom of the page and then click and drag the News & Events Module to the desired location.



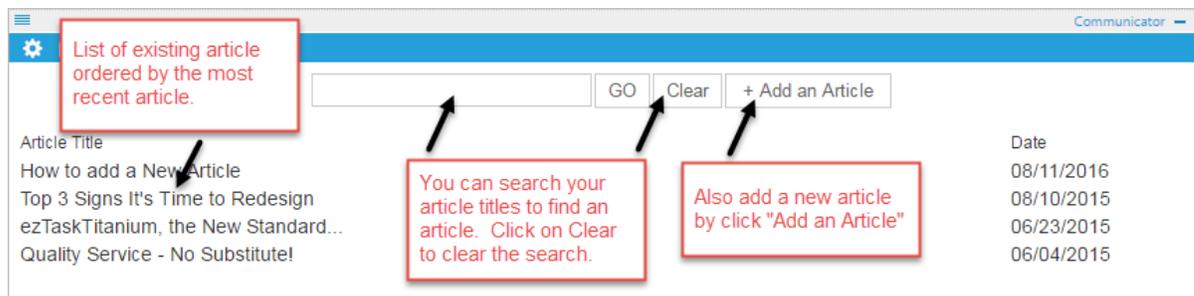
3.2.1 Settings & Options

There are two Options for the Communicator (News & Events)

Module : Properties, Add an Article



When you open a Communicator page you will see a list of existing articles (if any), option to Search the article titles, Clear the search, and Add an Article



-  Properties option includes feed name, description, RSS Feed URL. Auto archiving option by month or year.

The screenshot shows a configuration window for an RSS feed. It contains several fields and a dropdown menu. Two red-bordered callout boxes provide instructions. The first callout points to the 'RSS Feed Name' and 'Description' fields. The second callout points to the 'RSS URL' field. A third callout points to the 'Archiving Options' dropdown menu.

Name the RSS feed for this instance of the Communicator. The RSS feed must have a name. The Description is optional.

Communicator articles are automatically archived. With these options you can specify to not display the archive list and show all articles or to show the archive and group the articles by month or year.

RSS Feed Name:
News and Information

Description (Max characters 200):
News and Information to keep you up-to-date for all ezTask events and updates.

RSS URL: (auto-generated):
http://nse5software.com/page/rss/2445

Archiving Options:
No archiving, show all
No archiving, show all
Archive articles by month
Archive articles by year

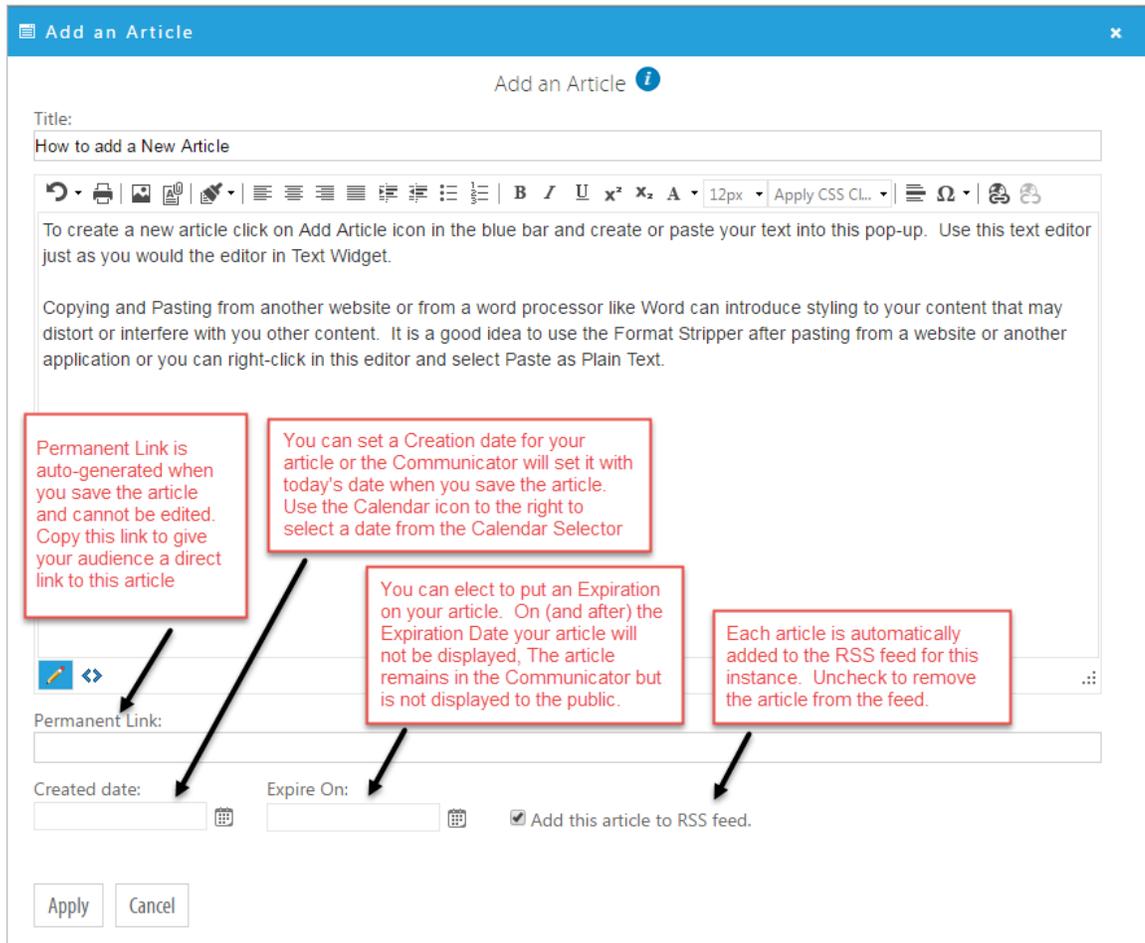
Apply Cancel

This is the RSS URL and path for this instance of your Communicator. This URL is auto-generated and cannot be edited. Copy this URL to use in the RSS Feed Widget.

3.2.2 Add Article

Adding an Article

Click on the Add Article icon  in the blue bar or click on 'Add an Article' from the options at the top of the screen. Create your content in the editor. You can add photos, graphics to your article and format text just as you would when using the Text Widget. The Permanent Link is not editable and will be created when you save the article.



The screenshot shows the 'Add an Article' dialog box. At the top, there is a title field containing 'How to add a New Article'. Below the title is a rich text editor with a toolbar and a text area containing instructions: 'To create a new article click on Add Article icon in the blue bar and create or paste your text into this pop-up. Use this text editor just as you would the editor in Text Widget.' and 'Copying and Pasting from another website or from a word processor like Word can introduce styling to your content that may distort or interfere with you other content. It is a good idea to use the Format Stripper after pasting from a website or another application or you can right-click in this editor and select Paste as Plain Text.'

Below the editor are four callout boxes with arrows pointing to specific fields:

- Permanent Link:** Permanent Link is auto-generated when you save the article and cannot be edited. Copy this link to give your audience a direct link to this article.
- Created date:** You can set a Creation date for your article or the Communicator will set it with today's date when you save the article. Use the Calendar icon to the right to select a date from the Calendar Selector.
- Expire On:** You can elect to put an Expiration on your article. On (and after) the Expiration Date your article will not be displayed, The article remains in the Communicator but is not displayed to the public.
- Add this article to RSS feed:** Each article is automatically added to the RSS feed for this instance. Uncheck to remove the article from the feed.

At the bottom of the dialog are 'Apply' and 'Cancel' buttons.

3.2.3 Edit and Manage Articles

Edit an Article

Click on the title of the article to edit that article. The article will open in the Text Editor, change and edit your article as desired then click on 'Apply' to Save the article.

- You can modify all available fields, including: Title, Article body, Created date, Expire On and Add this article to RSS feed.
- You also have the option to delete the article.

You article will appear in the same order of the original archived article unless you change the Creation Date and apply.



Managing Articles in the Communicator

Permanent Links

A Permanent Link is created when you save an article. This is a direct link to the article and cannot be edited. Use this link to share this particular article with your audience.

You may find a Permanent Link useful when distributing articles like individual Press Releases.

Creation Date

Each article posted has a date-time value, which is called Creation Date. Normally, this is set to the date when you publish the post for the first time. But you can change the Creation Date date for any article, and you can do this either when you first post it or later on.

The Creation Date is important because it controls the order that articles are shown in:

- The post that appears first when a reader visits your articles is the one with the most-recent Creation Date.
- If you have more than one article, then the next-most-recent article is on the screen underneath the first one. And then the second-next-most-recent, etc.

You can modify the creation date by clicking on the calendar icon  to the right of the 'Created date' text and selecting your desired date from the calendar or simply enter a new date in the date box. (The default date is set, at the time of the creation of the article.) Changing the Creation Date will not change the Permanent Link.

It is sometimes useful to edit and recycle certain articles as part of a news feed. For instance, there may be occasions when using your Communicator as a news feed when there is just no news to publish. You could keep certain information articles on hand to post to your feed that informs or reminds your audience of valuable information in place of absent current news articles.

Expiration Date

You can modify the Expiration Date by clicking on the calendar icon  to the right of the 'Expire On' text and selecting your desired date from the calendar or simply enter a new date in the date box.

The primary use of article expiration is to expire time-sensitive content. If the article contains information about an upcoming event or announcement, for example, and the event or announcement has passed you no longer want the article to display.

Please note this does NOT delete the article it simple flags the article to not display. You can edit the article to change or eliminate the expiration date.

Add this article to RSS feed.

By default the 'Add this article to RSS feed' is checked. Uncheck this box to remove this article from inclusion in the RSS Feed for the article.

Unchecking this box does not delete the article but does remove it from the feed for this instance of the Communicator.

You can read more about RSS feed in the help section on Widgets>RSS feed



The screenshot shows a form with the following fields and callouts:

- Permanent Link:** . Callout: "Each article creates a unique PermaLink. Copy this link to provide a direct link to this article."
- Created date:** with a calendar icon. Callout: "Change the Creation date to change the order in which this article appears."
- Expire On:** with a calendar icon. Callout: "Add an Expiration Date to your article that will remove the article from display."
- Add this article to RSS feed:** . Callout: "Uncheck this box to remove this article from the RSS feed for this instance of the Communicator."

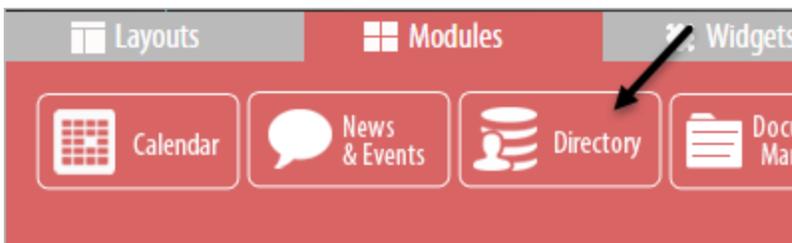
3.3 Directory Module



Directory Module makes it easy to manage listings. Use it to create a simple address book, maintain a staff or member directory, organize certain content such as document, web page archives, or run a link directory. Create a connection with audience by including personal images in your personnel directories.

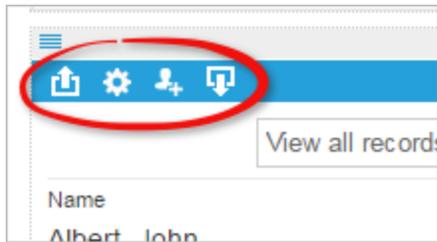
NOTE: In some circumstances, for example, for organizations utilizing Personnel Management software using Active Directory, a staff directory can be set up through LDAP that will automatically update the staff directory. Setting up the LDAP interface is outside the scope of basic web page building. For more details on setting up an LDAP connection contact your ezTask representative.

To begin using the Directory Module click on the Modules tab at the bottom of the page and then click and drag the Directory Module to the desired location.



3.3.1 Settings & Options

There are two Options for the Directory Module : Upload, Properties, Add a new record, Download an Excel file of your existing records.



-  Upload a data file in .csv format.
-  Modify your directory settings.
-  Add a new record
-  Download an Excel file of your existing records.

3.3.2 Creating a Spreadsheet

To use the Directory Module, you must first input your data into a spreadsheet format using a program such as Excel (any spreadsheet application will work). You can include organizing categories such as departments, URLs, email addresses, phone numbers, dates, etc. In the following example we will create a Directory with the fields: Name, Department, Position, Email, Phone, Photo

	A	B	C	D	E	F
1	Name	Department	Position	Email	Phone	Photo
2	Albert, John	Administration	NetCat	demo@eztask.com	281-239-3227x56	man1.jpg
3	Wilson, Amy	Technology	LAN Admin	demo@eztask.com	281-239-3227x54	woman1.jpg
4	Marco, Seth	Technology	Support	demo@eztask.com	281-239-3227x22	man10.jpg
5	Barber, Lee	Technology	Specialist	demo@eztask.com	281-239-3227x19	man3.jpg
6	Awsom, Marvin	Administration	Superintendent	demo@eztask.com	281-239-3227x42	noPhotoMan.jpg
7	Berry, Sue	Administration	Communications	demo@eztask.com	281-239-3227x12	woman9.jpg
8	White, Linda	Administration	Admin Assistant	demo@eztask.com	281-239-3227	woman3.jpg
9	Sammons, John	Administration	Accounting	demo@eztask.com	281-239-3227x18	man7.jpg
10	Avastar, Amy	Curriculum	Math	demo@eztask.com	281-239-3227x09	woman8.jpg
11	Coliner, Linda	Food Services	Director	demo@eztask.com	281-239-3227x23	woman4.jpg
12	Booth, Lindsey	Curriculum	English	demo@eztask.com	281-239-3227x22	woman7.jpg
13						

You should avoid inserting special characters in your spreadsheet including these:

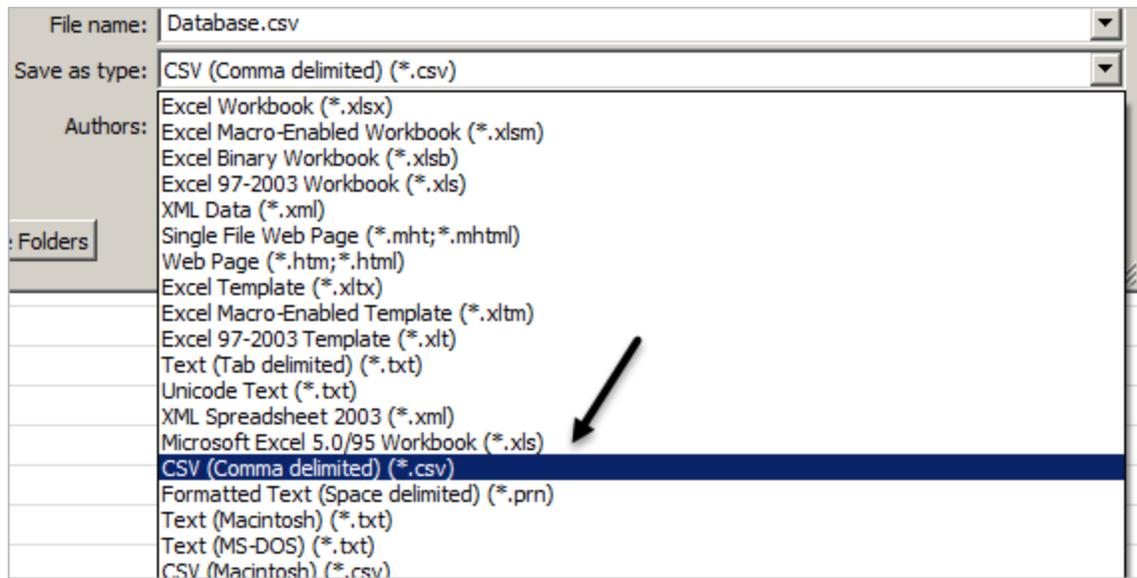
- | | | | |
|-----------------|-----------------------|---------------------|--------------|
| # pound | < left angle bracket | \$ dollar sign | + plus sign |
| % percent | > right angle bracket | ! exclamation point | ` backtick |
| & ampersand | * asterisk | ' single quotes | pipe |
| { left bracket | ? question mark | " double quotes | = equal sign |
| } right bracket | / forward slash | : colon | |
| \ back slash | | | |

3.3.3 Importing Files

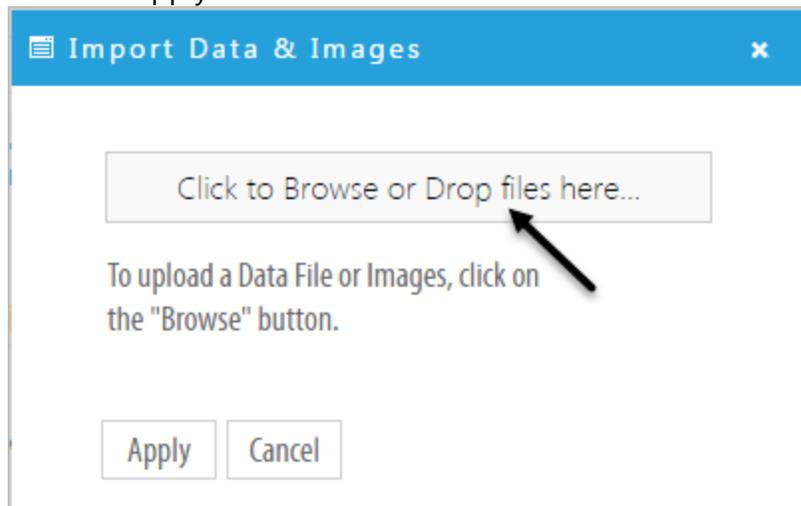
Importing a spreadsheet

Once you have prepared the data spreadsheet export the data to a comma delimited (.csv) file.

Using Excel you would select File>Save As then select CSV from the drop-down Save as type:



- Click the 'Import Data File' icon  in the blue bar.
- Either, click the "Click to Browse or Drop files here..." button, or drag the spreadsheet file from your local computer onto the "Click to Browse or Drop files here..." button, click 'Apply'.

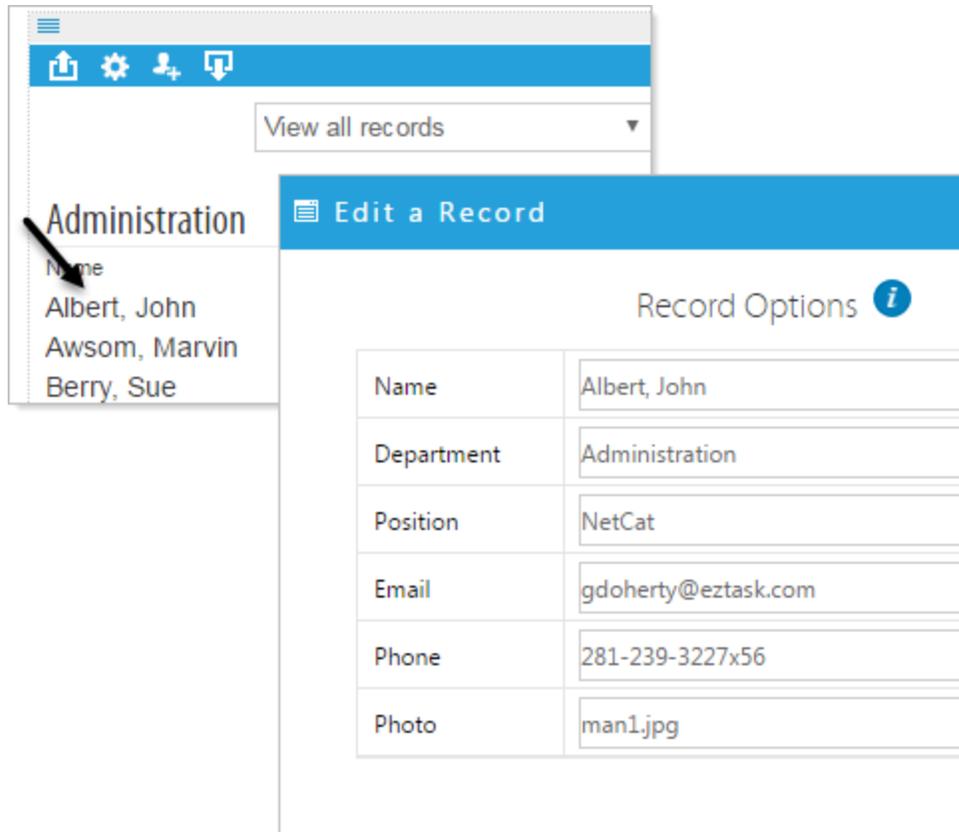


The directory is now viewable in the page builder.

3.3.4 Editing a Simple Directory

Editing a Simple Directory

You can edit/change single entries from the Titanium interface in Design mode. Click on the first entry for the record you would like to edit and an Edit a Record pop-up will appear. Change the record as desired and click on Apply to save the record.



Add a Record to the Directory

Suppose we want to add 'John Smith' to our directory.

- Click on the 'Add a record' icon .
- Fill in the Record Options with the information pertaining to the new record, click 'Apply'

Record Options 

Name	Smith, John
Department	IT
Position	Senior Administrator
Email	jsmith@email.com
Phone	555-555-5555
URL	

The new record will exist in the directory, which is viewable in the page builder.

View all records <input type="text"/>						GO	Clear	+ Add a Record
Name	Department	Position	Email	Phone	URL			
Albert, John	Administration	NetCat	demo@eztask.com	281-239-3227x56	/page/jonesteacher1-Home			
Smith, John	IT	Senior Administrator	jsmith@email.com	555-555-5555				
Wilson, Amy	Technology	LAN Admin	demo@eztask.com	281-239-3227x54				

Edit a Record in the Directory

Suppose we want to change 'John Smith' to 'Jonathan Smith'.

- Click on the first column of the row to be edited. (In this demo, it is the 'Name' column, and we click on 'John Smith').
- Make desired changes to the Record Options, click 'Apply'.

Record Options 

Name	Smith, Jonathan
Department	IT
Position	Senior Administrator
Email	jsmith@email.com
Phone	555-555-5555
URL	

The modified directory is viewable in the page builder.

View all records

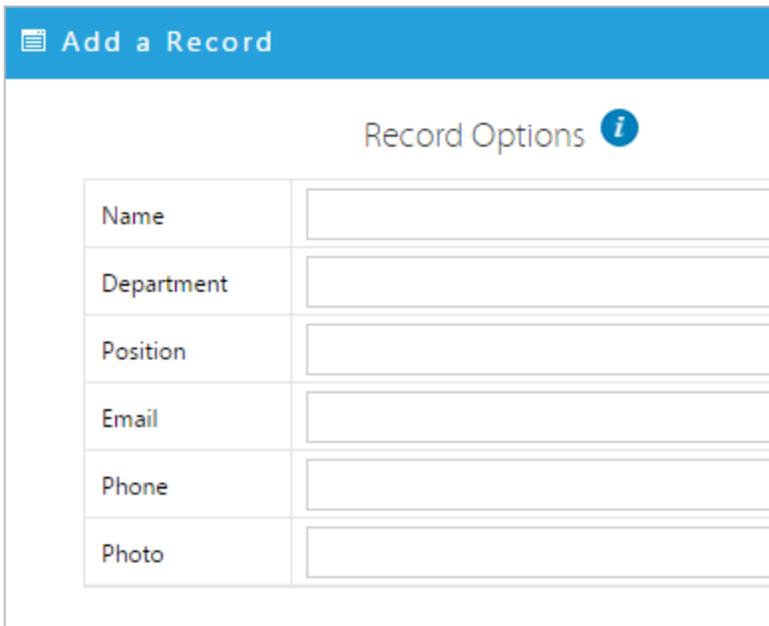
Name	Department	Position	Email	Phone	URL
Albert, John	Administration	NetCat	demo@eztask.com	281-239-3227x56	/page/jonesteacher1-Home
Smith, Jonathan	IT	Senior Administrator	jsmith@email.com	555-555-5555	
Wilson, Amy	Technology	LAN Admin	demo@eztask.com	281-239-3227x54	

3.3.5 Add a Record

Adding a Record to a Directory

You can add a new record to an existing Directory using the Titanium interface in Design mode.

Click on the Add a New Record icon  in the blue bar an Edit a Record pop-up will appear. Fill in the blank fields for this record and click Apply to save the record. *Leaving a blank field in the record may alter the appearance of the Directory.*

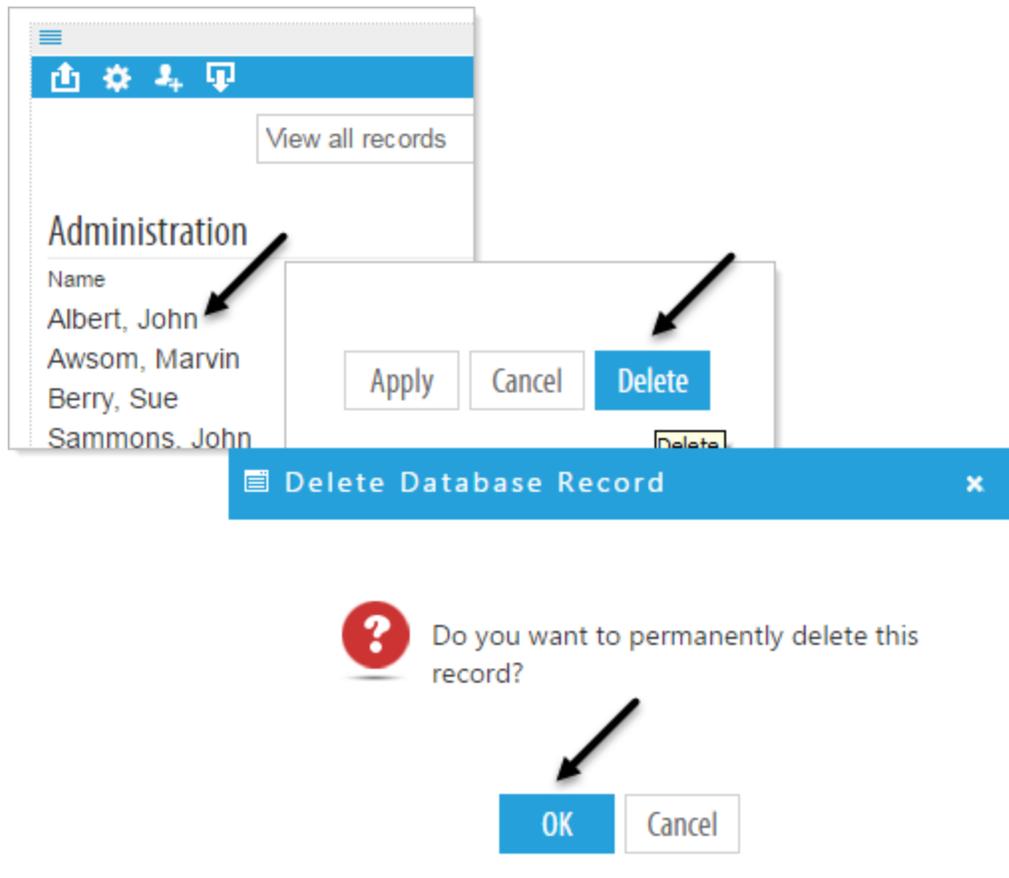


Add a Record	
Record Options 	
Name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Photo	<input type="text"/>

3.3.6 Delete a record

Deleting a Record to a Directory

You can edit/change single entries from the Titanium interface in Design mode. Select the first field of the record you would like to delete and the Edit a Record pop-up window will appear. At the bottom of the window click on Delete, you will then see the Delete Database Record pop-up that specifies , "Do you want to permanently delete this record?" Click OK



3.3.7 Configuring a Directory

Click on the Properties icon  to access the fields and set options for how the Directory will be displayed.

Setting sort fields for a Directory

You can set sort fields, source, displayed width of the field, number of records to display per page, and a search bar option.

In the following example we set a Primary Sort Field to Department and Secondary Sort Field to Name. Doing so our Directory's initial display is grouped by Department and alphabetically sorted by name within each Department.

Column	Name	Sort
1	Name	Secondary Sort Field 
2	Department	Primary Sort Field 

Resulting in this Display:

Administration 

Name

Albert, John

Awsom, Marvin

Berry, Sue

Sammons, John

White, Linda

Curriculum

Name

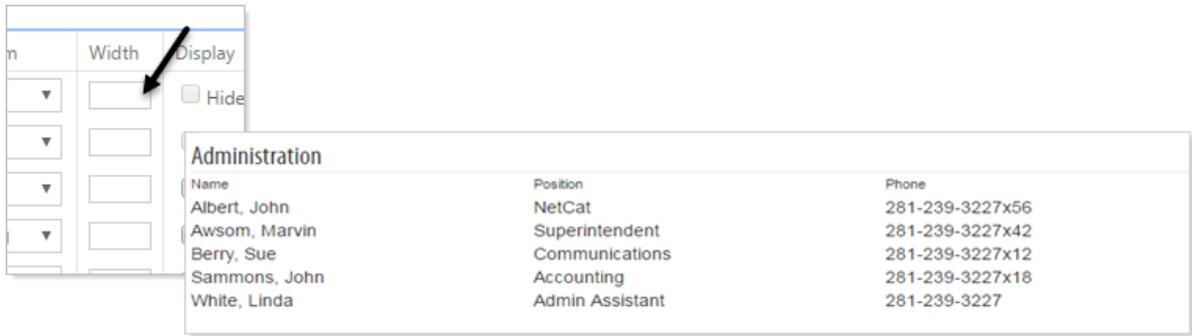
Avastar, Amy

The Directory records are grouped by Department and each record in that Department sorted Alphabetically (ascending)

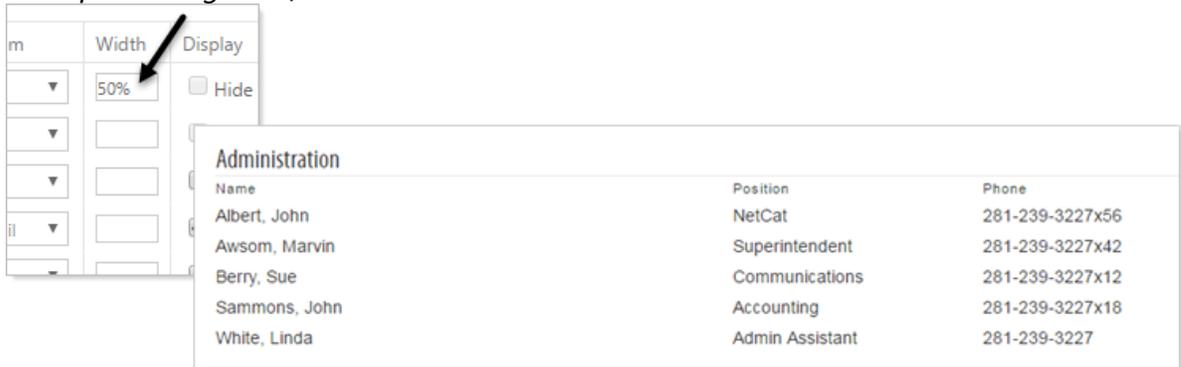
Setting the display width of a field

The Directory defaults to an even spacing and width for each field. If you have field(s) that require more or less width than others you can specify the width for one or all fields by putting a percentage in the width field.

Example with no width values:

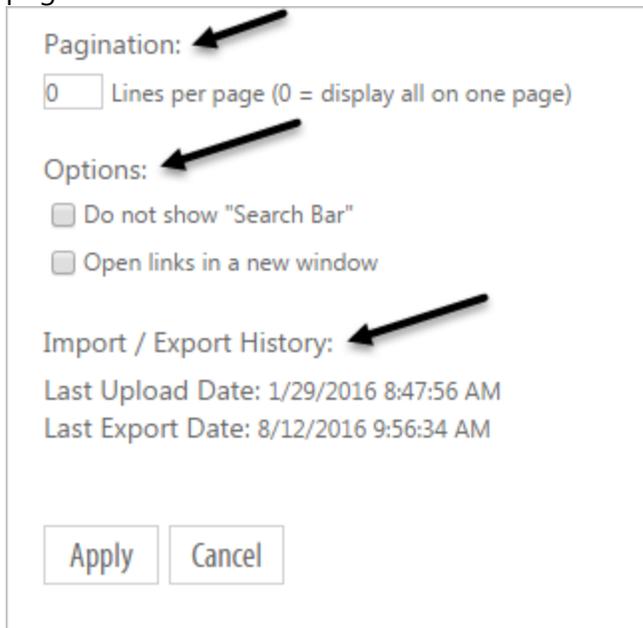


Example setting one field value:



Additional options for Directory display

At the bottom of the Directory Structure there are additional options that include Pagination, Search Bar, and a brief record of the import/export history of the Directory page.



3.3.7.1 Secure Email

Secure email is used to link to an email address without revealing the email address to your audience. A properly configured Directory will provide your audience with a pop-up form to complete and submit as an email without exposing the recipients email address.

How To Configure Secure Email

1. Click on the 'Directory Settings' icon .
2. In the 'Email' column, set the 'Get URL from' field to 'Secure Email' and 'Display' to Select 'Hide This Column'.



3. In the 'Name' column, set 'Get URL from' to 'Column 4' (the location of the email address in the previous step).



4. Click 'Apply' to apply settings.

Now, if you preview the page, you can click on a name in the 'Name' column, and it will bring up a Secure Email form.

@ Send a Message...

To: **Albert, John**

Your First Name:

Your Last Name:

Your Email:

Subject:

Message (300 char. max):

3.3.7.2 Adding Photos

Your Directory can include images for each record. As used in the following example a Staff Directory has an individual image for each staff member. When the user highlights (rollover) a record the image for that individual appears at the end of the record.

Awsom, Marvin	Superintendent	281-239-3227x42	
Berry, Sue	Communications	281-239-3227x1	
Sammons, John	Accounting	281-239-3227x18	
White, Linda	Admin Assistant	281-239-3227	

Prepare the Spreadsheet and images for import.

In this example we return to our previous spreadsheet. The spreadsheet contains a Column for Photo. Each name in the Photo column must correspond and match the file name for the image(s) to be uploaded. Export the Spreadsheet to a comma delimited file (.csv) as previously discussed.

Prepare your images. You should have an image for every record that contains a file name in the Photo Column. For the best results your images should all be the same size, 125 pixels by 125 pixels is a good size.

A	B	C	D	E	F
Name	Department	Position		Phone	Photo
Albert, John	Administration	NetCat		1-239-3227x30	man1.jpg
Wilson, Amy	Technology	LAN Admin		1-239-3227x54	woman1.jpg
Marco, Seth	Technology	Support		1-239-3227x22	man10.jpg
Barber, Lee	Technology	Specialist		1-239-3227x19	man3.jpg
Awsom, Marvin	Administration	Superintendent		1-239-3227x42	noPhotoMan.jpg
Berry, Sue	Administration	Communications		1-239-3227x12	woman9.jpg
White, Linda	Administration	Admin Assistant	demo@eztask.com	281-239-3227	woman3.jpg
Sammons, John	Administration	Accounting	demo@eztask.com	281-239-3227x18	man7.jpg
Avastar, Amy	Curriculum	Math	demo@eztask.com	281-239-3227x09	woman8.jpg
Coliner, Linda	Food Services	Director	demo@eztask.com	281-239-3227x23	woman4.jpg
Booth, Lindsey	Curriculum	English	demo@eztask.com	281-239-3227x22	woman7.jpg

The comma delimited datafile must contain a field for a photo name. The photo name must match EXACTLY the name of image you upload for that record.

Import the datafile (.csv) and images

- Click the 'Import Data File' icon 
- Browse to select the .csv file to upload or drag the file to the Click to Browse or Drop files here... button. , containing references to photo files.
- Next select the photos to upload that match the photo reference in the .csv file and click 'Apply'.

Change the Directory Properties to include the photos.

- Click on the 'Directory Properties icon 

- In the column corresponding to your photos (in this example, it is named 'Photo'), set 'Get URL from' to the column corresponding to your photos.
- Then select 'Hide This Column' and click 'Apply'



3.4 Document Manager



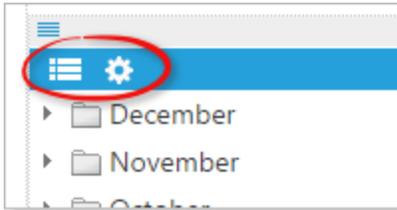
The Document Manager is designed to easily manage large numbers of documents. Documents uploaded are auto-hyperlinked, eliminating the need to create hyperlinks to your documents. Drag-to-upload multiple documents at once and utilize archive documents within folders and tabs. File-type icons are automatically populated according to file extension, and users can add friendly names, create permalinks, and even secure documents behind a password.

To Begin using the Document Manager click on Modules at the bottom of the page and drag the Document Manager to the desired location.



3.4.1 Settings & Options

There are two Options for the Document Manager : Manage Documents and Document Properties



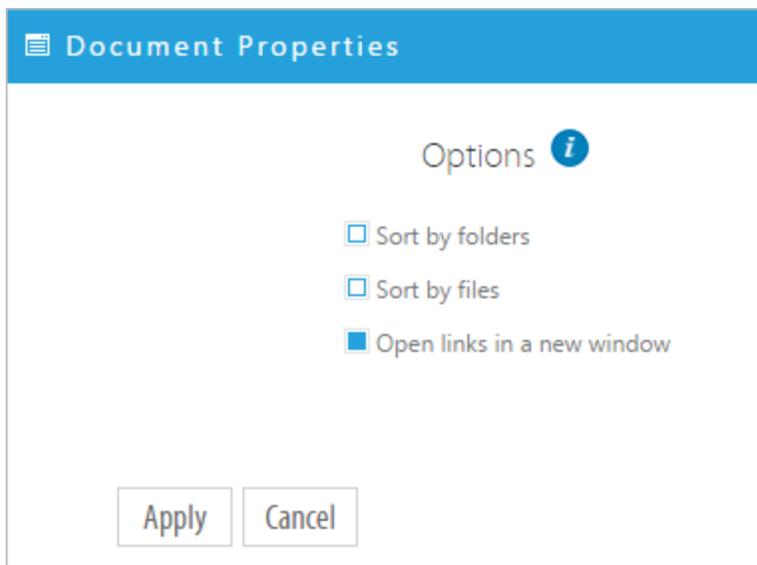
-  **Manage your uploaded documents:** You can add folders and files to your document manager, by right-clicking on an existing file or folder.
-  **Document Properties:** You have the option to Sort files and/or folders and to Open all links in a new window.

3.4.2 Specifying Open or Download a file

Browsers often treat file link access through websites differently. Some browsers require a loaded extension in the browser for the users to open a file as opposed to downloading it. Others will attempt to always open a file.

Generally speaking, if you would like for your audience to attempt to automatically open a document in their browser you should select the Document Properties option: **Open links in a new window**

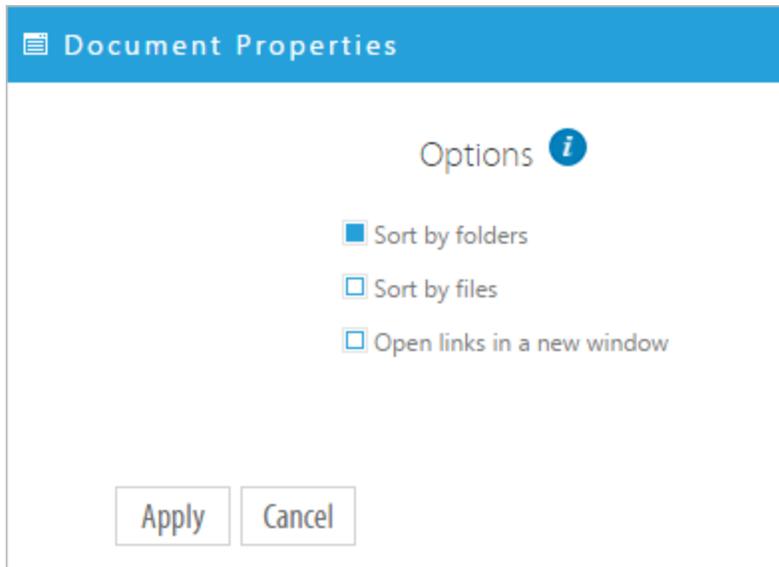
To set this option click on the  Document Properties icon and select 'Open links in a new window' and 'Apply'



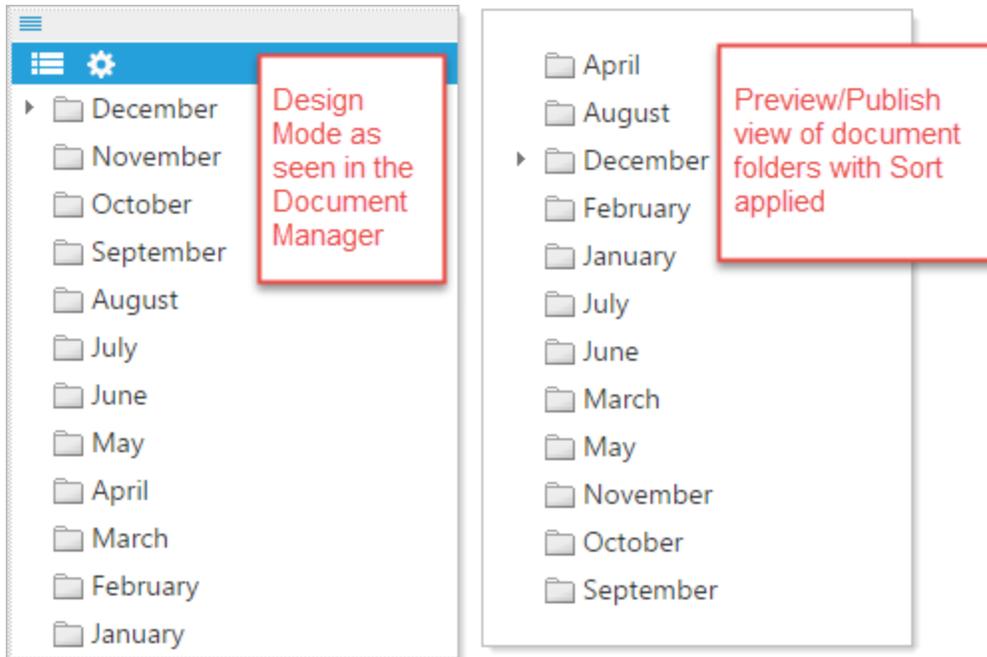
3.4.3 Document Sorting and Display

Folder and Document Sorting

Click on the Document Properties to set the Folders and/or Documents to sort when viewed. Items are sorted alphabetically. If not sorted the files appear in the default view: the order in which they are uploaded. You can manually change the order of documents by clicking on the document icon and dragging it to the desired location in the list.



NOTE: When folders and/or documents are set to sort, the sort is only applied to the preview/publish view and not to the document manager as seen in the following example.



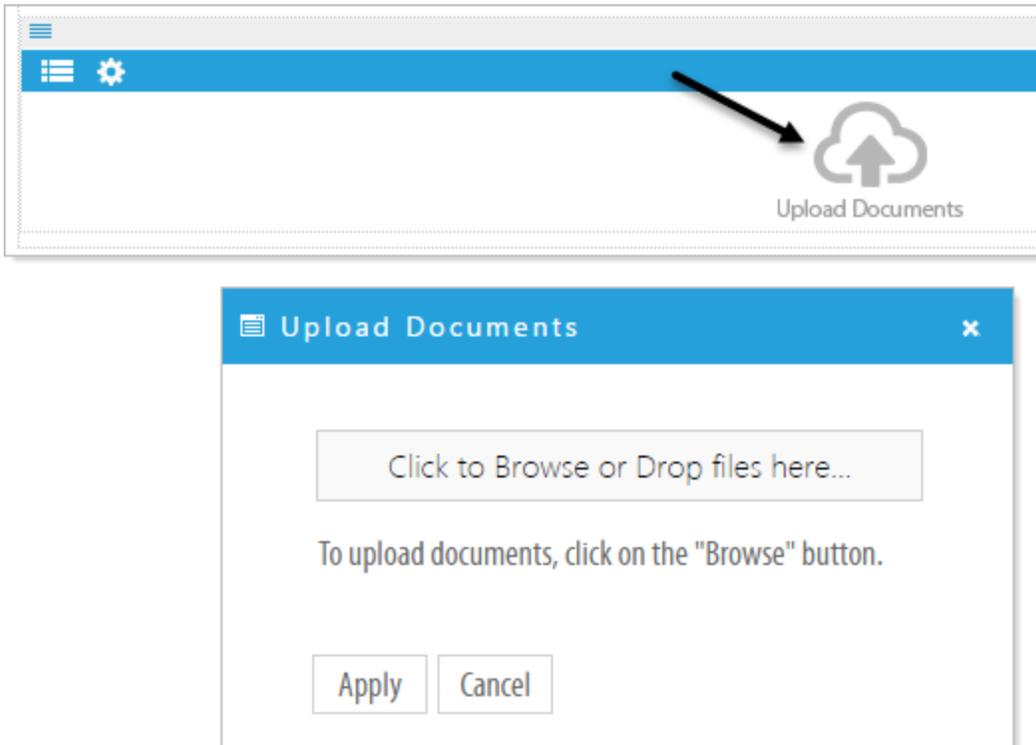
Manually changing the order of documents and folders

As stated you can manually move a document or folder by clicking and dragging the icon to a new location.

3.4.4 Uploading Documents

Uploading documents

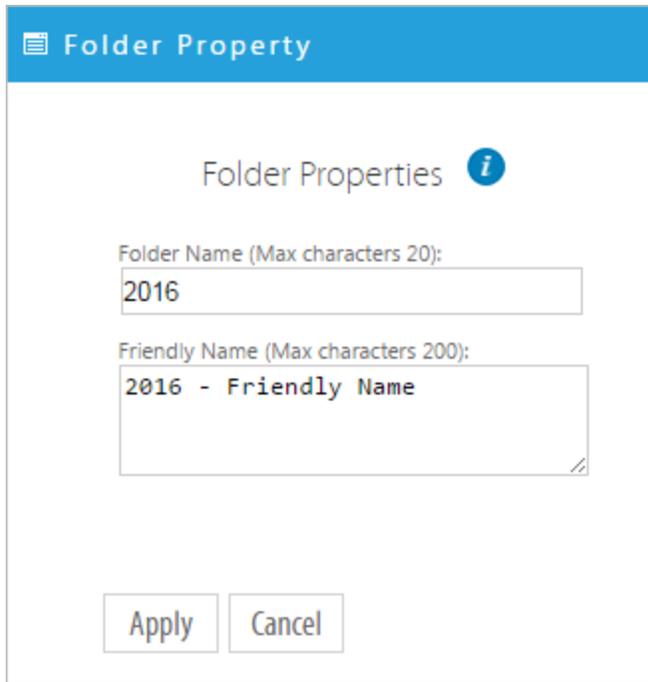
If no documents exist in the document manager, you can click on the 'Upload Documents' icon. Browse or drag file to the 'Click to Browse or Drop file here..' button to upload documents.



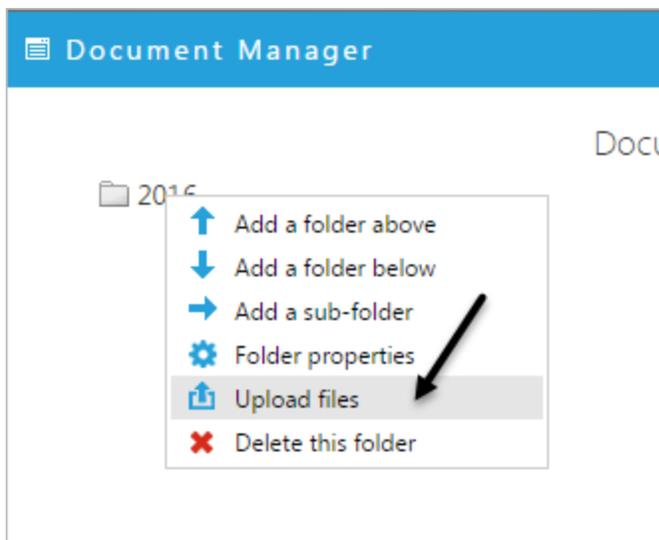
Uploading documents to a Folder

Click on the Manage Documents  icon. The Document Manager pop-up will appear with a New folder you can use to organize your documents.

Click on New folder and complete the Folder Properties pop-up to rename the folder and add an optional Friendly Name. In this example the New Folder is renamed 2016.

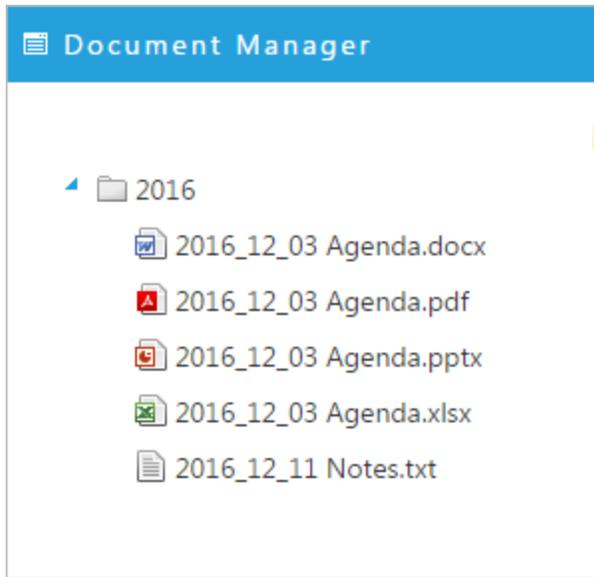


Right click on a the folder in the 'Document Manager' pop-up window, and click on 'Upload Files'.



Browse to upload files or drag files from your computer onto the 'Click to Browse or Drop files here...' button.

Click 'Apply' to upload the files. Your files now reside in the designated folder.

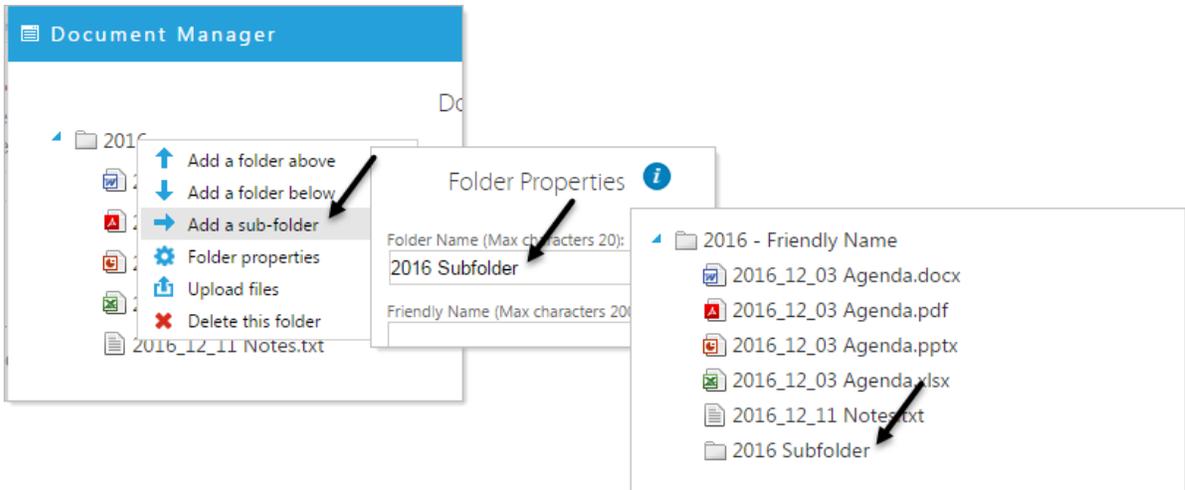


3.4.5 Folder Options

Click on the 'Manage Documents' icon .

Add a Folder

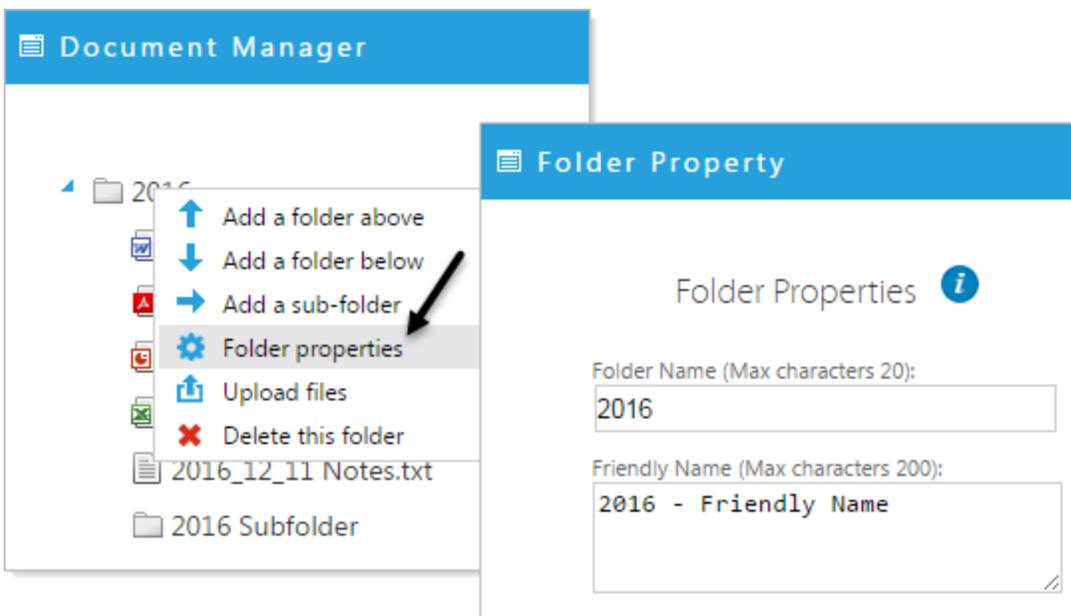
Right click on a folder for options. The first three options allow you to add additional folders by selecting 'Add a folder above', 'Add a folder below', or 'Add a sub-folder'. In this example we add a sub-folder named 2016 Subfolder.



Folder Properties

Right click on a folder for options and select Folder Properties. Here you can edit/change the name of the folder and optionally, add a Friendly Name.

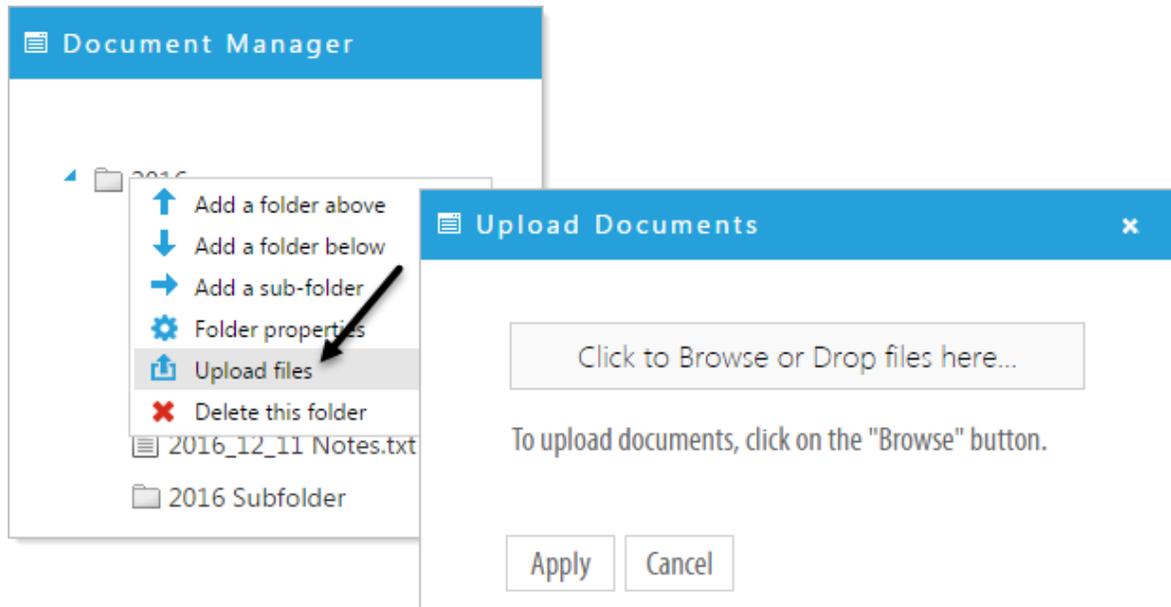
Folder Friendly Names are not displayed when you are IN the document Manager.



Upload files

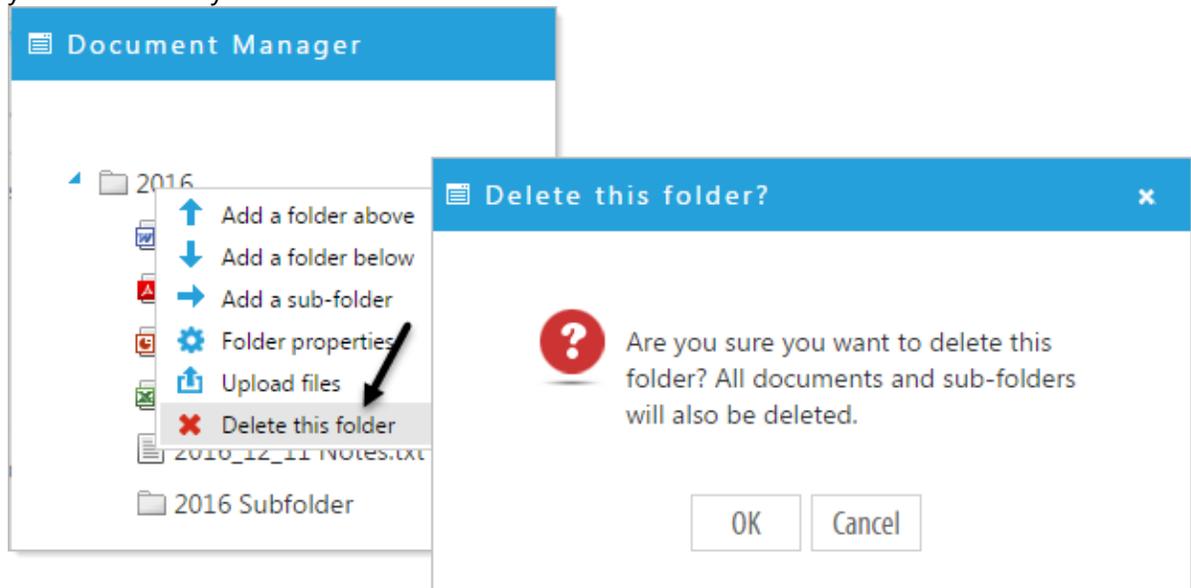
Select Upload files. Browse to upload files or drag files from your computer onto the 'Click to Browse or Drop files here...' button.

Click 'Apply' to upload the files. Your files now reside in the designated folder.



Delete this folder

Select Delete this folder and a pop-up window will ask for confirmation. Click 'Apply' if you are certain you want to delete that folder and it's contents.



3.4.6 Securing a File

You can secure individual files that are in the Document Manager by requiring a Username and Password to access the Document.

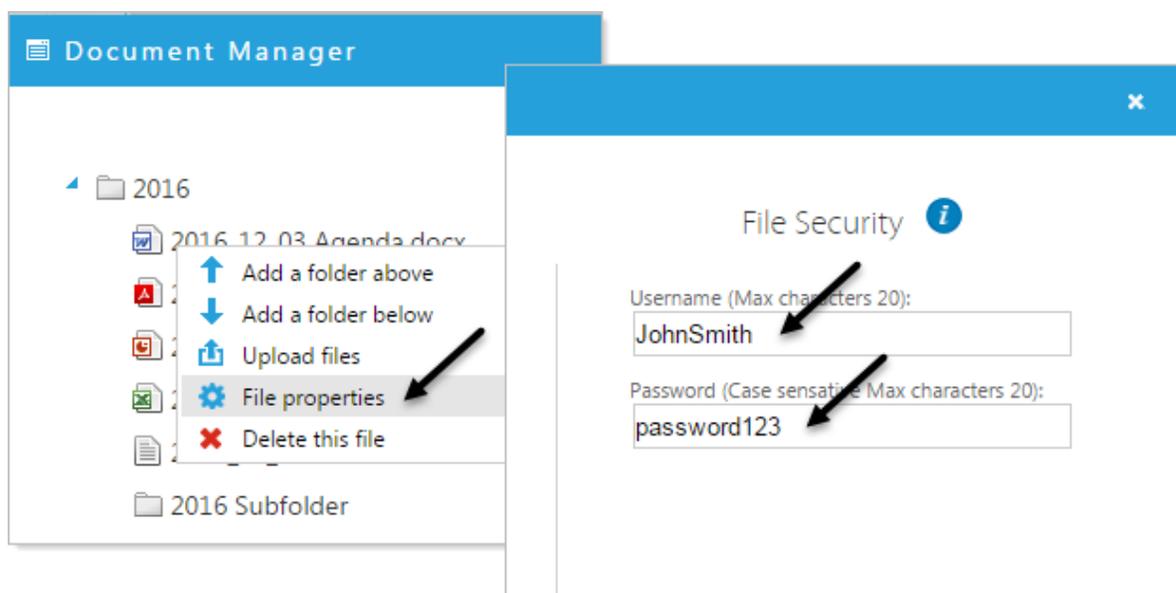
Click on the 'manage documents' icon .

Right click on the file you wish to secure.

Click 'File properties'.

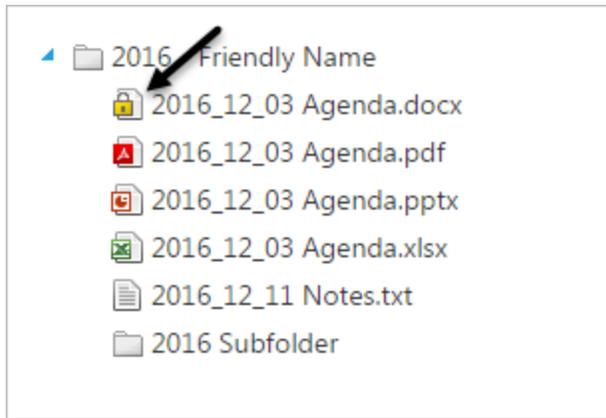
On the right-hand side, under 'File Security', type a username and password (NOTE: Please use a more secure password than 'password123').

Click 'Apply'



Click 'Save' to save your changes in the Document Manager window.

Now when you view the Document in the Document Manager and publicly the file will display with a secure icon.



On the published webpage, when the user clicks on secured file, a window will open, asking you for a username and password.

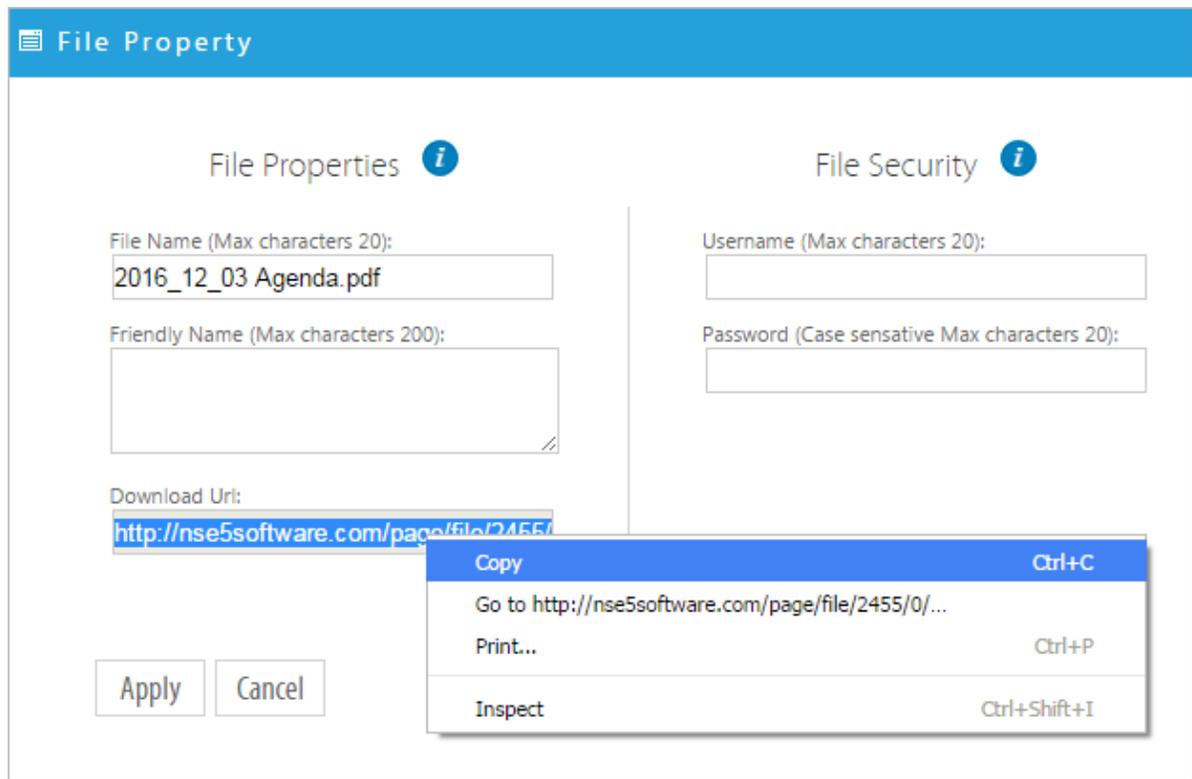
3.4.7 Direct Links to a file

You can provide your audience with a direct link to a file by copying the Permanent Link provided to that file under File Properties.

- Click on the 'Manage Documents' icon .
- Right click on the file for which you would like the Download URL.
- Click 'File properties'.
- On the left-hand side, under 'Download Url', highlight the URL text by double-clicking and copy.

This URL provides a direct link to the file, otherwise individual files in the Document Manager are not accessible to the public. That is, someone who visits your site cannot copy and forward a link to a particular file (if it is uploaded through the Document Manager) unless you provide them with this Download URL.

The Download URL does not apply to secure files.



3.5 Form Builder

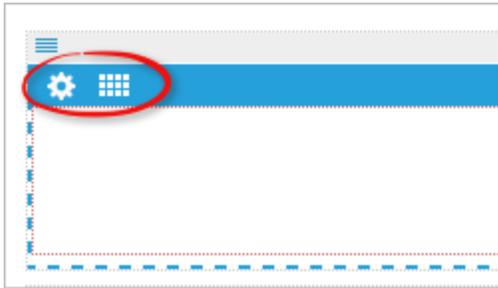


Create and customize paperless forms, polls, and surveys, plus choose to allow file uploads with submission. Receive results in real-time via email or download everything at once in spreadsheet format.



3.5.1 Settings & Options

There are two Options for the Form Objects Module : Form Properties and Form Reports



-  Modify your form properties.
-  Create and generate reports

3.5.1.1 Setting up form requirements

Set the form requirements for sending

There are several options and or requirements in setting up an email form.

All emails contain a 'from', 'subject', and 'to' field. These must be filled in during the setup of your form in order for the form to work.

From - 'Sender'

Enter a Sender email address in the (sender) field. **This field is required.**

This can be you, the creator's address, or a generic address setup for this purpose like, info@yourdomain.com

This field should be a valid email address.

Subject - 'Email Subject'

Enter the overall subject of your form. Utilizing this field can be very useful in managing the responses to your form. If you have multiple forms in your project and each is labeled descriptively in the Subject field you can direct your email client to automatically file the responses in set folders.

To - 'Email results to'

Enter the email address to whom the form response should be sent. You can have multiple addresses separating each by a comma.

The SPAM Protection field is Optional but highly recommended.

Form Properties

Email & Security *i*

Your email address (sender):
youremail@domain.com

Email Subject:
Subject of email

Email results to (separate by a comma):
recipient@domain.com

SPAM Protection: (Optional)
 Add SPAM protection (Captcha Bot)

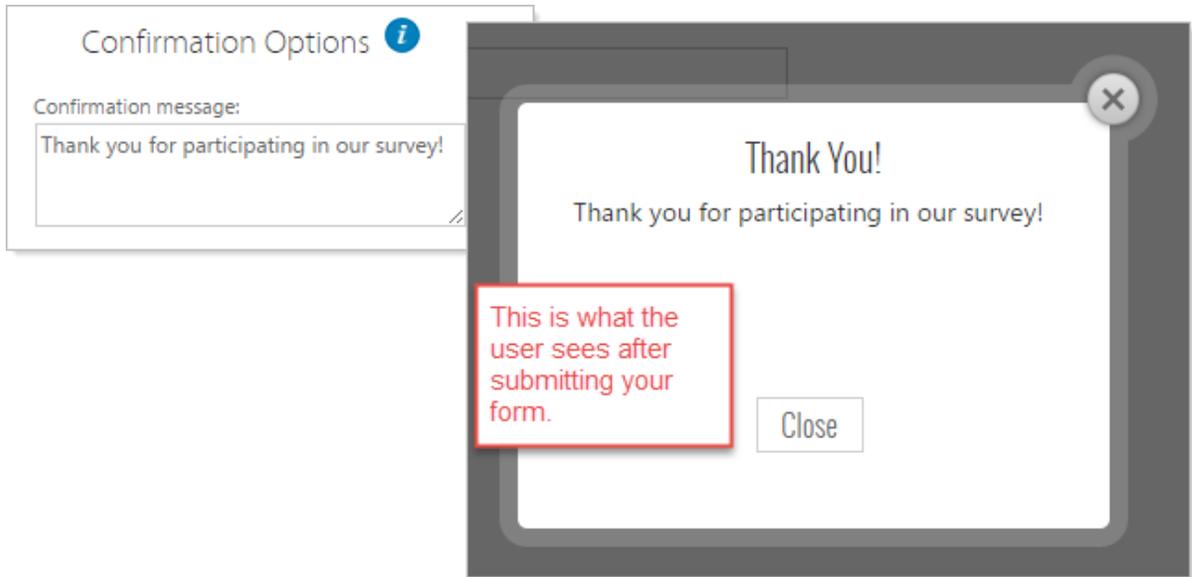
Apply Cancel

Confirmation Options

Show a pop-up window as confirmation, link to another page, or send the user to a download file.

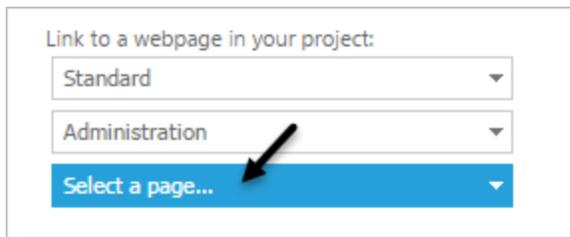
Create a pop-up window with a Message

Enter a Message for the user to see in response to a form submission.



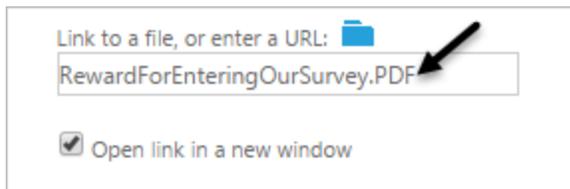
Link to a webpage in your project

Select the webpage from within the project to send the user to.



Link to a file or an external URL

Enter a document for the user to see in response to a form submission.



3.5.2 Create a Form

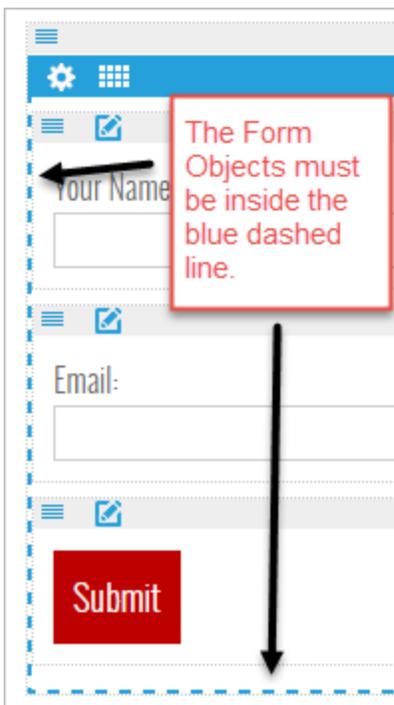
Form Objects

A form is built using form objects. There are eight form objects, located on the Titanium editor tab at the bottom of the page.



To add a form object to the page, drag it from the editor tab to the form area in the web page builder. The form area is outlined with a blue dashed line.

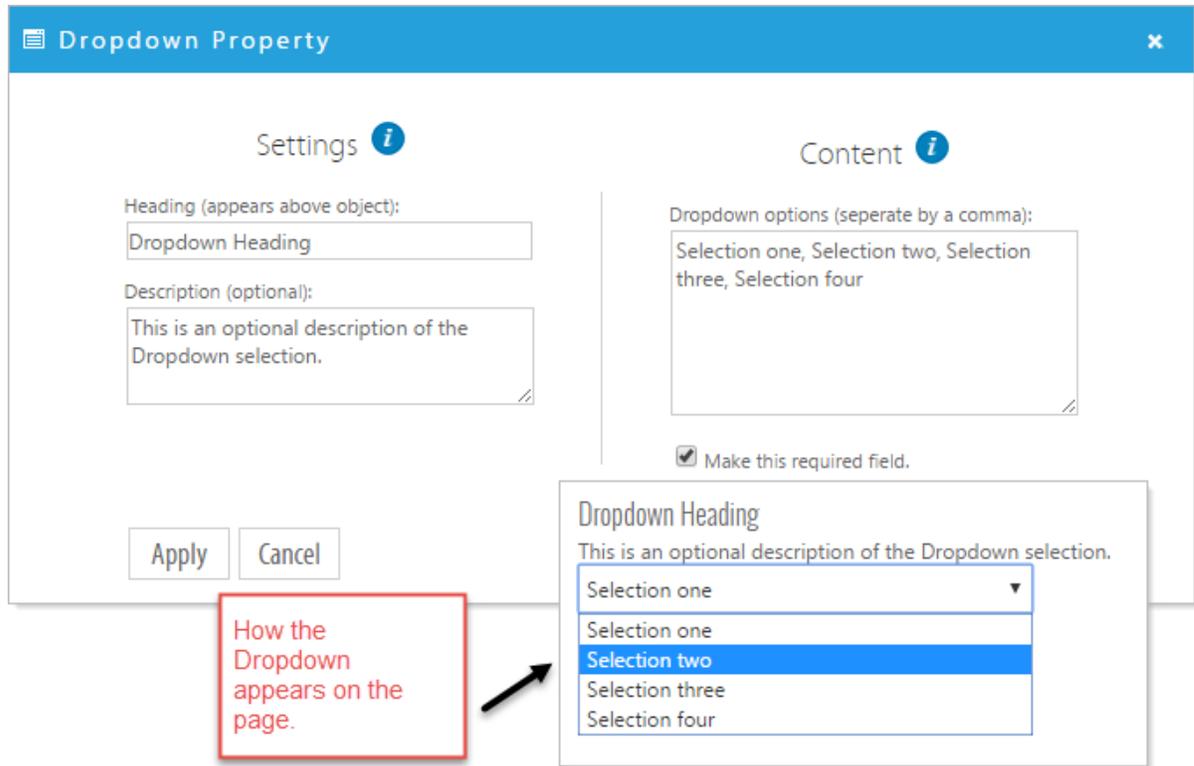
The form objects you drag to include in the form must be inside that line.



Dropdown

A *Dropdown* is list representing a set of choices, only one of which can be selected at any time. The advantage of a drop-down menu, compared to radio buttons or check boxes, is that it takes up less space.

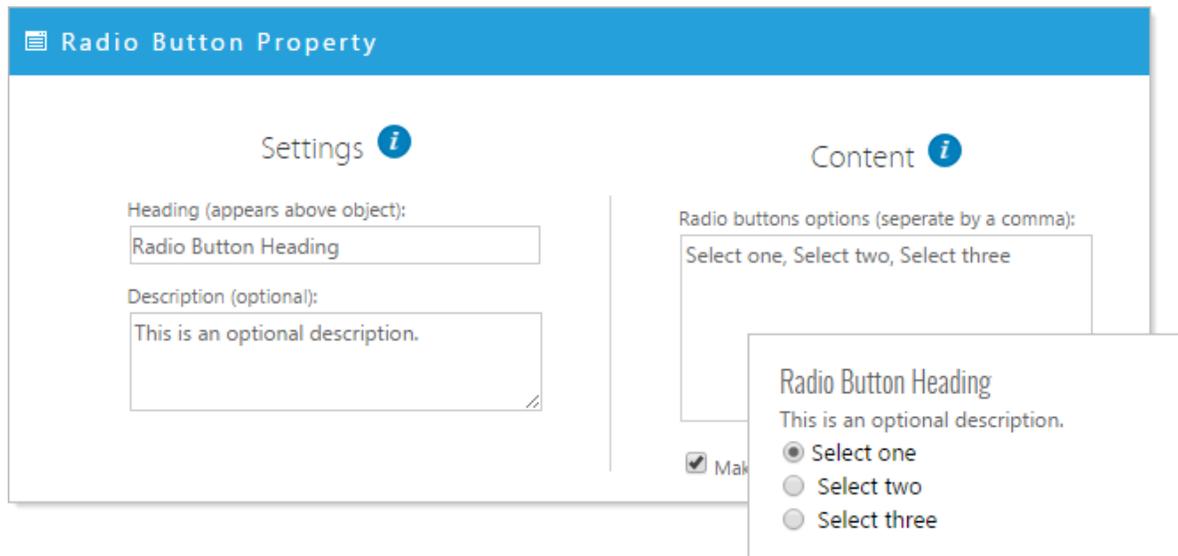
Click the 'Edit Form Object' icon . Fill in the options accordingly. If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.



Radio Buttons

A Radio Button is a labeled icon representing one of a set of options, **only one of which can be selected** at any time.

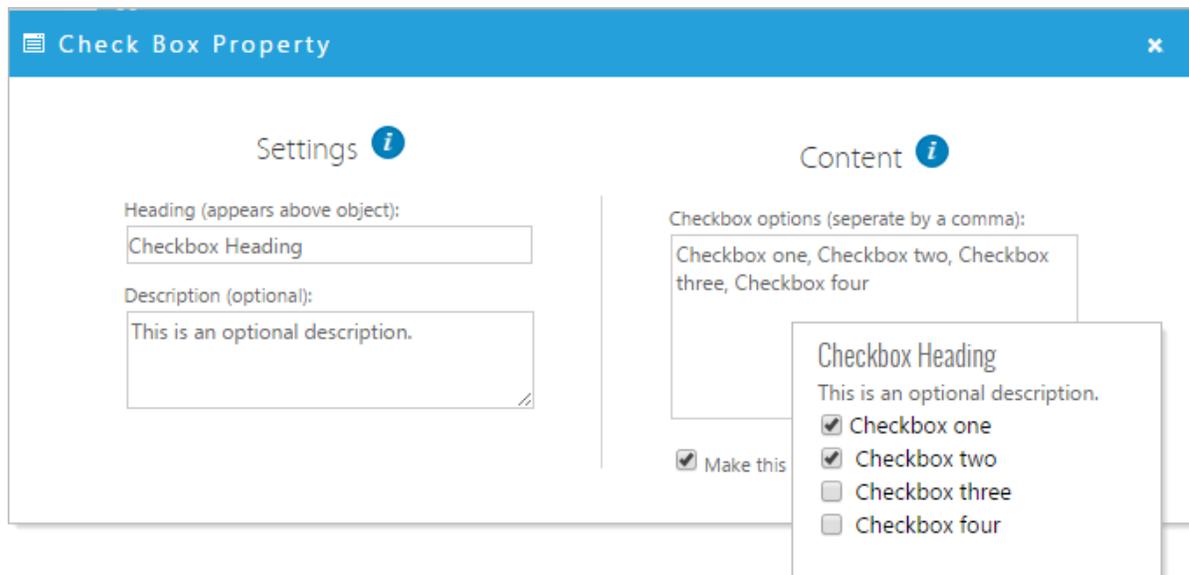
Click the 'Edit Form Object' icon . Fill in the options accordingly. If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.



Checkboxes

A checkbox is a small box into which a check is entered as the response to a question. **Checkboxes can have multiple selections.**

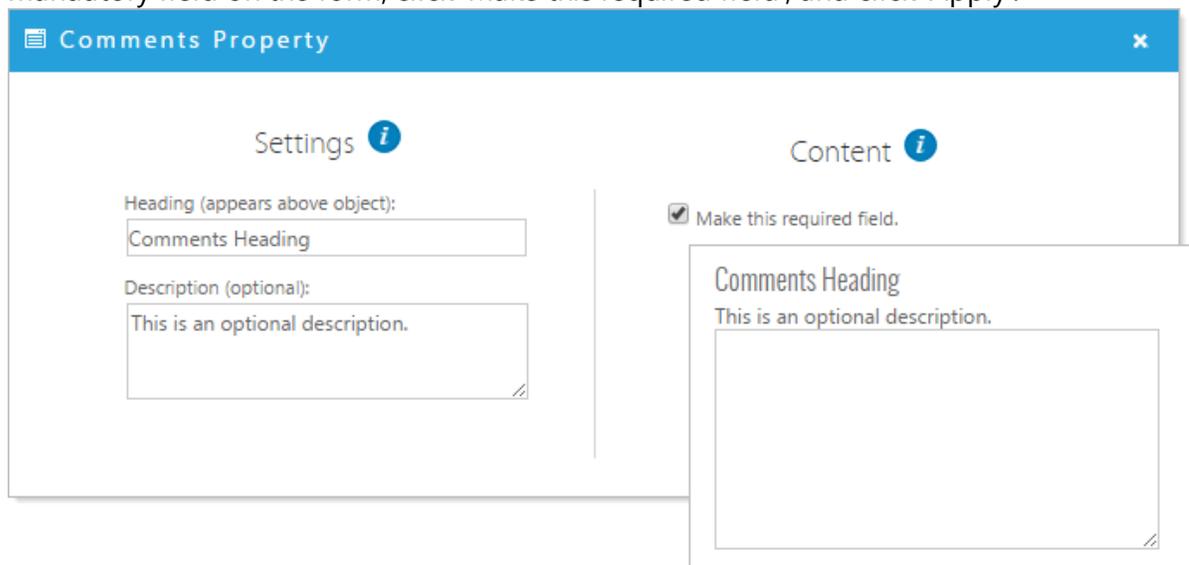
Click the 'Edit Form Object' icon . Fill in the options accordingly. If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.



Comments

The Comments Object give the visitor the opportunity to enter more than just a few characters of text.

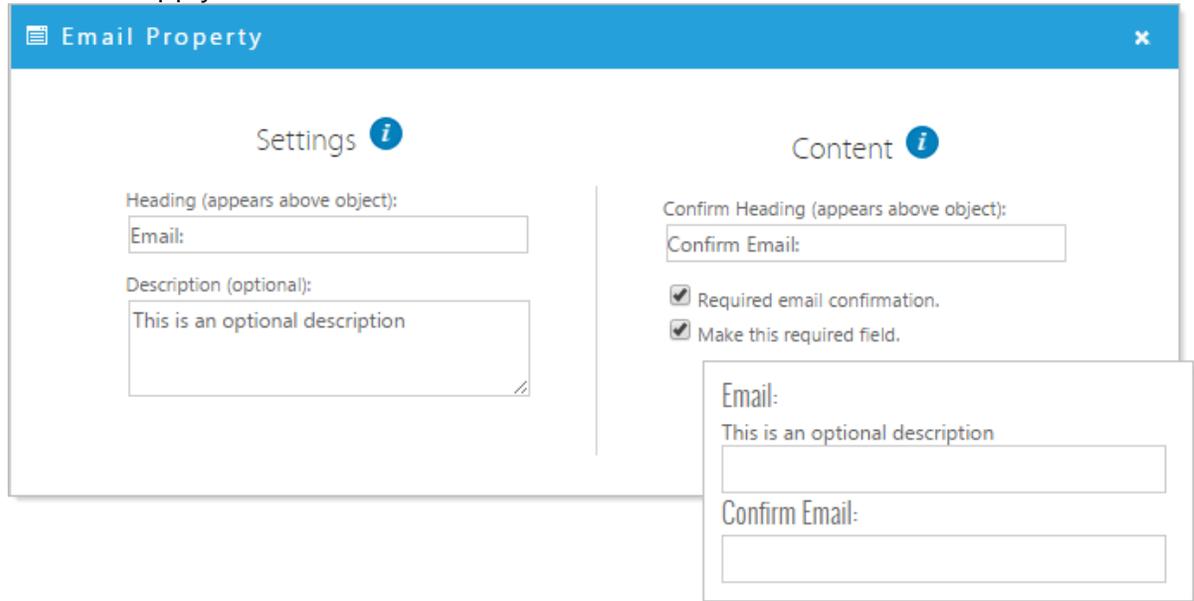
Click the 'Edit Form Object' icon . Fill in the options accordingly. If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.



Email Field

The Email Object is text input that checks for proper email formatting.

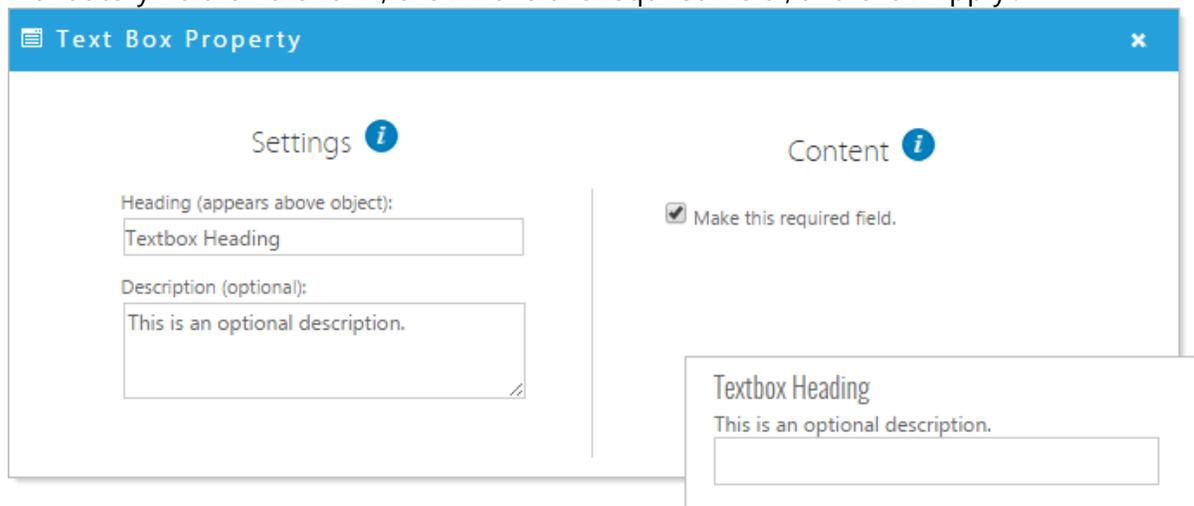
Click the 'Edit Form Object' icon . Fill in the options accordingly. If email confirmation is required, (meaning that the user will enter the email address twice) click 'Required email confirmation.' If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.



Text Field

The Text Filed Object is the most commonly used form object and is for one-line text input.

Click the 'Edit Form Object' icon . Fill in the options accordingly. If this is to be a mandatory field on the form, click 'Make this required field', and click 'Apply'.



Divider

A divider button is used to separate fields on the form. Any fields after the divider button will not display on the page until the divider button is clicked. Conversely, any fields before the divider button will not display once the divider button is clicked.

Click the 'Edit Form Object' icon . Fill in the options accordingly, and click 'Apply'

Submit

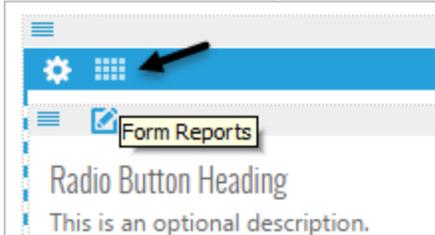
The Submit Object is used at the end of the form for submission.

Click the 'Edit Form Object' icon . Fill in the options accordingly, and click 'Apply'

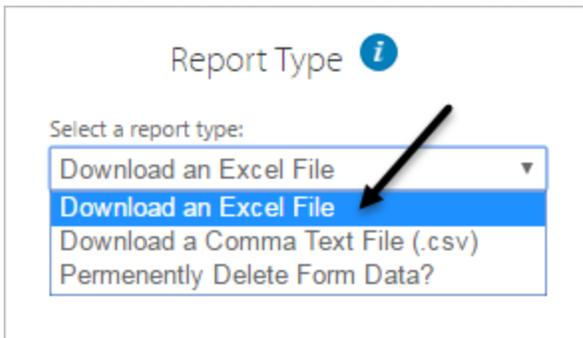
3.5.3 Form Reports

Whether or not the submissions of the form are being emailed to someone, you can click on the Reports button and download a data file of the submission for that report.

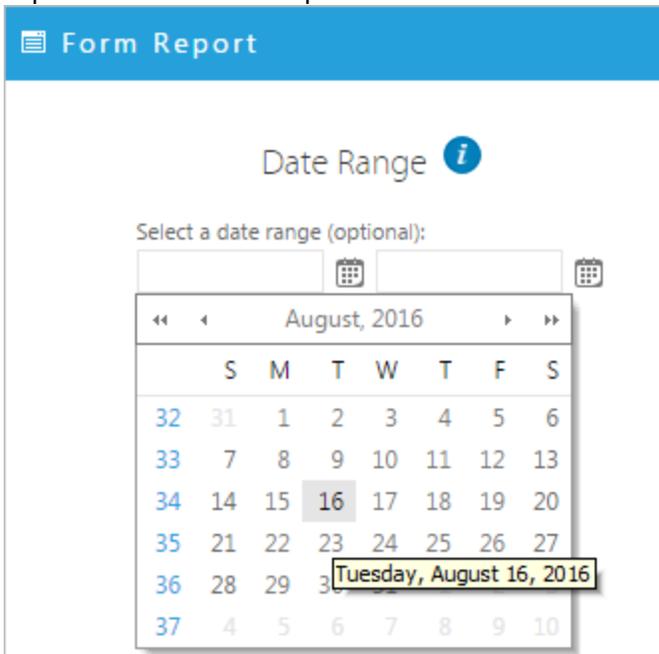
Click on the Form Reports icon in the top blue bar.



The Form Report pop-up will appear and you can select the format of report to download or delete all the data from the form submissions.



You can also specify a date range to report on by selecting the Date Range option at the top left of the Form Report window.



3.6 Mega Menu



Mega menus are designed for large sites with numerous web pages. It is a drop down interface that is triggered by the user hovering over a main navigation tag and shows all options in one main, **mega**-panel and oftentimes groups related topics into categories. (MegaMenus are an optional feature of Titanium)

To begin click and drag the MegaMenu module to the desired area. Note that your MegaMenu may only be styled to function in certain areas of the webpage.



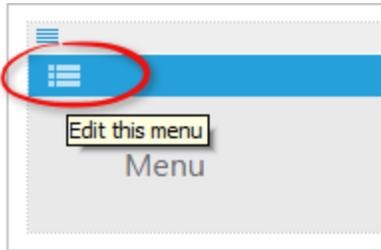
Tips for planning a Mega Menu

- **Group like items together** based on where you think users may look for them. Does a link to your training courses live in the Services category or the Support category? Think about your users' view of the world – or better yet, survey them – to understand how your audience would look for training, before deciding where it goes.
- **Avoid overdoing the mega-menu by grouping too many things together.** If it requires substantial time for a user to read through the options, you've lost all benefit of a mega-menu. Simple is always better.
- **Be succinct in how you label items**, but add short descriptions if needed. Avoid internal terms that new prospects won't understand, so as not to confuse your audience.
- **Don't "kitchen sink" it** – just because something can go in the mega-menu doesn't mean it should. If it's ancillary to the category, it shouldn't be there. So for example,

a “featured case study” promotion should not be in the Support mega-menu. It will be regarded by your task-oriented web visitor as an annoying distraction.

3.6.1 Settings & Options

There is one option for the Mega Menu Module : Edit this Menu



Expect the following options to appear in the "Edit dialog".

- Edit menu items: by default the first menu item is labeled "Menu". Right click on a menu item to add a menu item "above", "below", "submenu item", "edit", or "delete" this menu item. To reorder menu items, click and drag item to the desired location.
- Additional options include: Enter "Menu text" and "alt/title" tags. Link item to a web page and link to a file (not working at this time). Manually enter a URL and choose option to "open the link in a new window/tab"
- Also choose "Column" (1-5) for the parent item.

3.6.2 Using the Mega Menu Editor

The Mega Menu Editor displays the menu in a structured multi-level arrangement of entry items. This allows you to fold and unfold categories of links making your menu easier to manage.

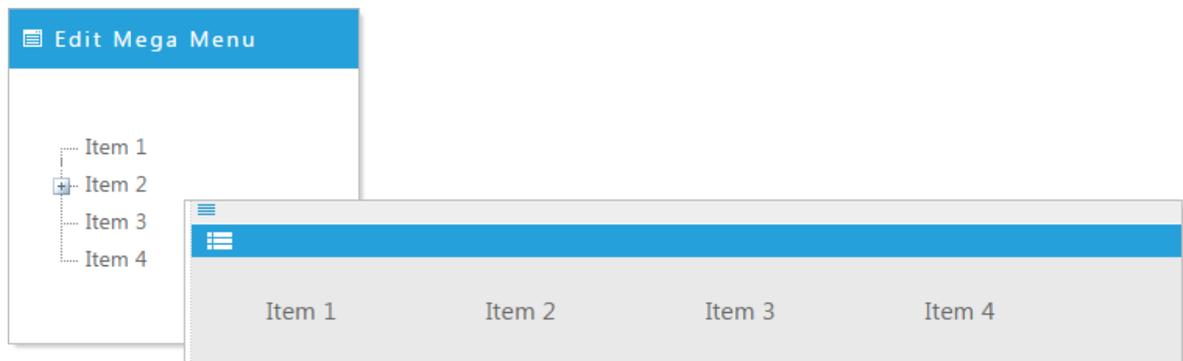
How the Editor corresponds to the displayed Mega Menu.

NOTE: Width of the MegaMenu.

The Mega Menu (like other Titanium Modules and Widgets) is designed to fill it's container. Additionally, the drop-down of the Mega Menu will fill the width of the container. The only exception to this is if you select the upper level submenu to be a Single Column.

Mega Menu example build

In this illustration there are four initial entries that will display as the main navigation tabs of our menu. The multi-column drop-downs will be sub-menus of each/any of these initial items.



Here we have added 4 Categories to Item 2 of our navigation.

The Editor will tell you what column of the drop-down you have assigned to your submenu

Each Category displaying in it's assigned column. You can have up to 5 columns in your drop-down.

Now we add submenus that belong to specific categories. In this example numbered submenus under Category 1 and Category 2.

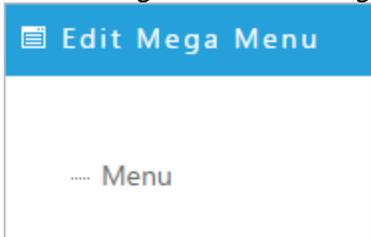
You can continue to nest submenus being mindful that too much nesting maybe overwhelming to your audience and could present issues when displayed on mobile devices.

3.6.3 Add Edit Delete Mega Menu Items

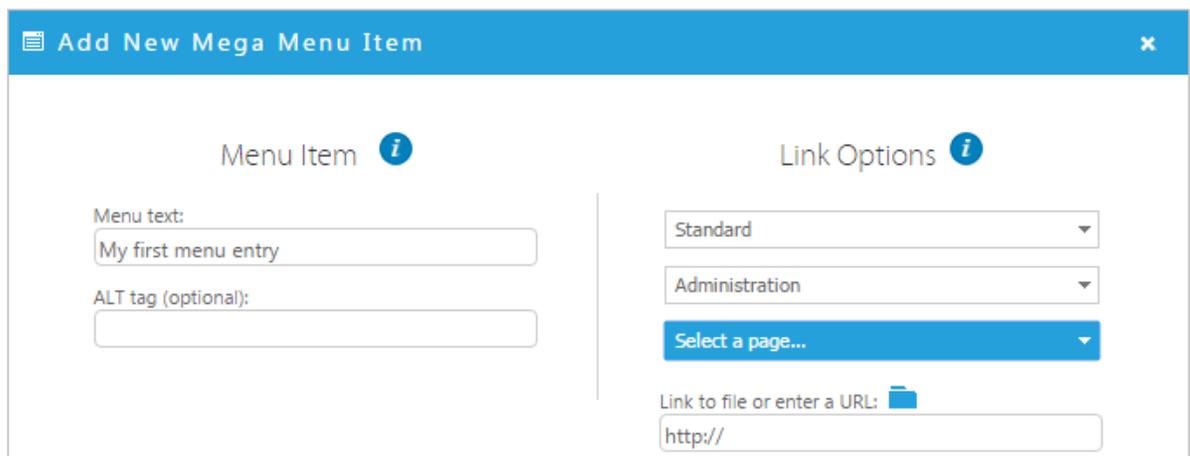
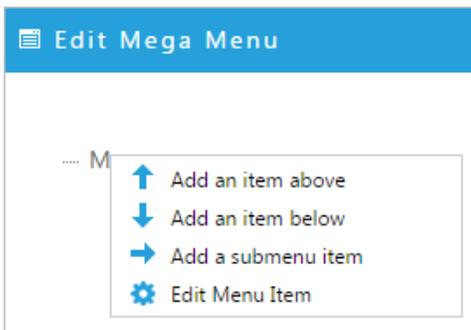
Add a Mega Menu Item

Click on the 'Edit this Menu' icon 

A new Mega Menu will begin with one entry called Menu, as seen here.

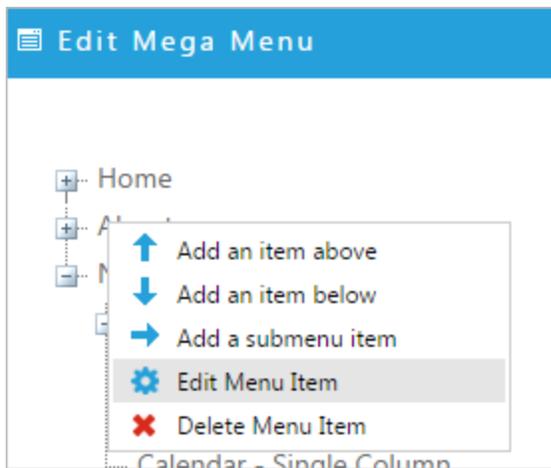


Right click on Menu and you will see the standard options for Adding or Editing a menu. You can add a new menu item above, below, or as submenu. Any of these selections will invoke the Add New Mega Menu Item window. Complete the form selecting a link for that menu item and click 'Apply' to save.



Edit a Mega Menu Item

Right click on the item you would like to edit and select Edit Menu Item. Complete the Edit Mega Menu Item form and click 'Apply' to save the menu item.



Delete Mega Menu Item

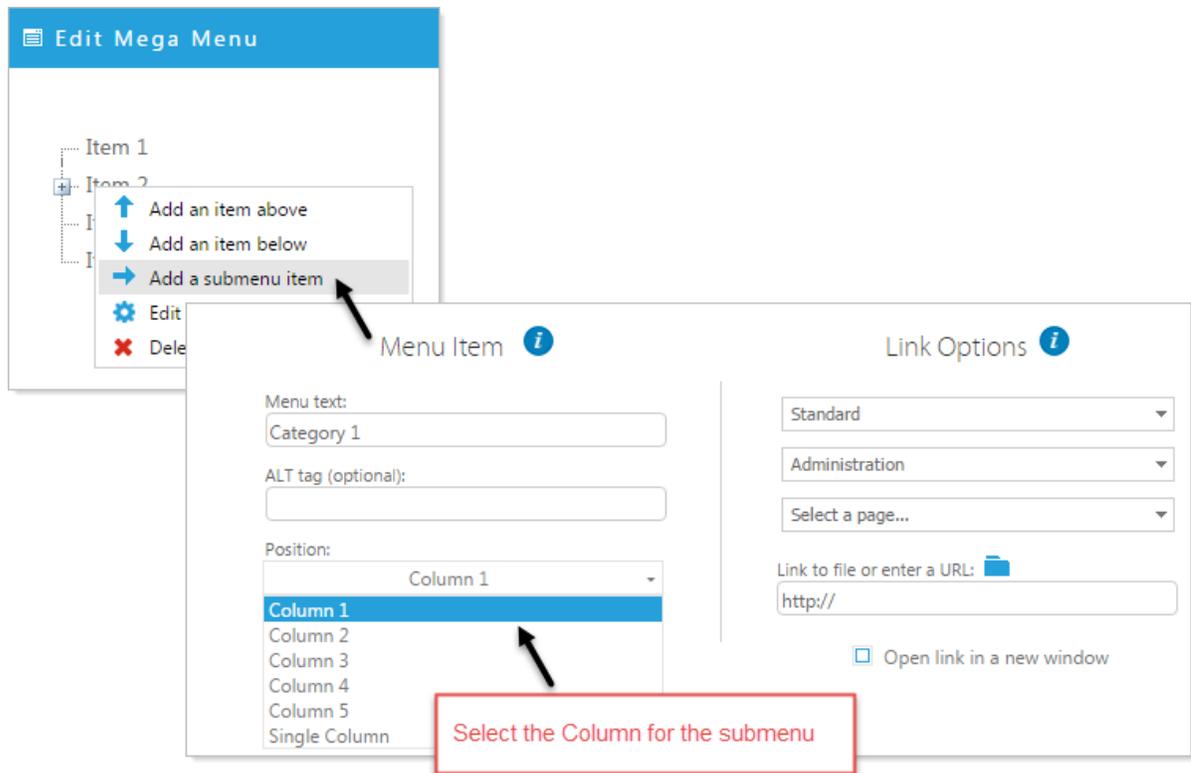
Right click on the item you would like to delete. Select Delete Menu Item and OK the delete confirmation.

3.6.4 Add Edit Delete Mega Menu Submenu Items

Add a Submenu Item

Click on the 'Edit this Menu' icon 

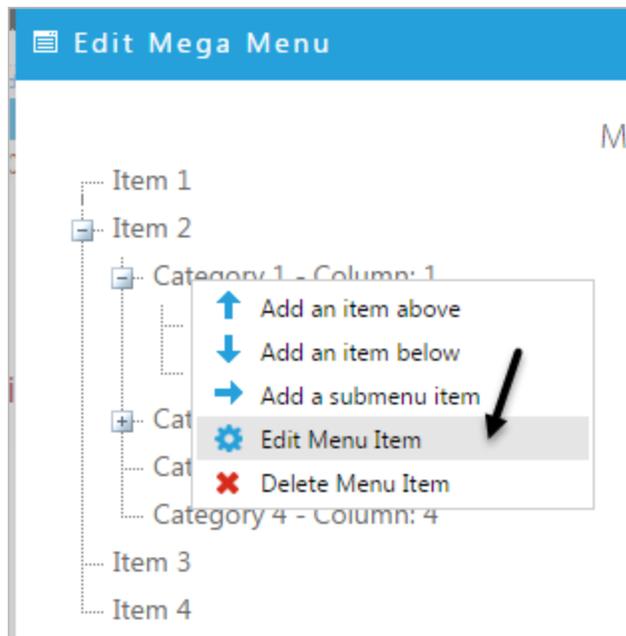
- Right click on a menu to add a submenu under
- Select 'Add a submenu item'.
- Fill in the forms with the desired information.
- Click 'Apply' to save your changes.



Edit a Submenu Item

Click on the 'Edit this Menu' icon 

Right click on the item you would like to edit and select Edit Menu Item. Complete the Edit Mega Menu Item form and click 'Apply' to save the menu item.



Delete Menu Item

Right click on the item you would like to delete. Select Delete Menu Item and OK the delete confirmation.

3.7 Menu



Create horizontal, vertical, panel bar, drop down style menus for your website navigation. Use drag and drop feature to reorder menu items.

3.7.1 Settings & Options

There are two options for the Menu Module : Edit this Menu and Menu Properties



-  **Edit menu items:** by default the first menu item is labeled "Menu". Right click on a menu item to add a menu item "above", "below", "submenu item", "edit", or "delete" this menu item. To reorder menu items, right click and drag item to the desired location. Enter "Menu text" and "alt/title" tags. Link item to a webpage or link to a file. Manually enter a URL and choose option to "open the link in a new window/tab"
-  **Menu Properties:** Choose a menu type: Horizontal, Vertical, Panel bar, or Dropdown lists. For the Panel bar type of menu there is an additional option to allow all panels to expand. If this is not selected only one panel bar option will expand at a time. (By default this option is checked). All menu types have "animation settings for "expand delay" and "collapse delay".

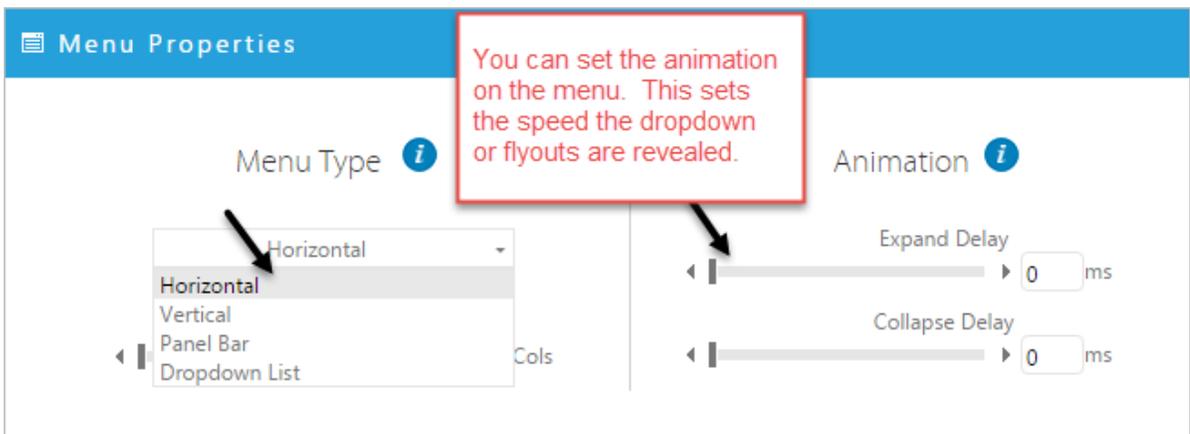
3.7.2 Select Menu Type and Animation

The Menu Module provides four different ways to display your menu navigation:

Horizontal, Vertical, Panel Bar, and Dropdown List

Select the Menu Type

- Click on the 'Menu Properties' icon 
- Click on the down arrow under Menu Type and Select the type of menu you would like to use.

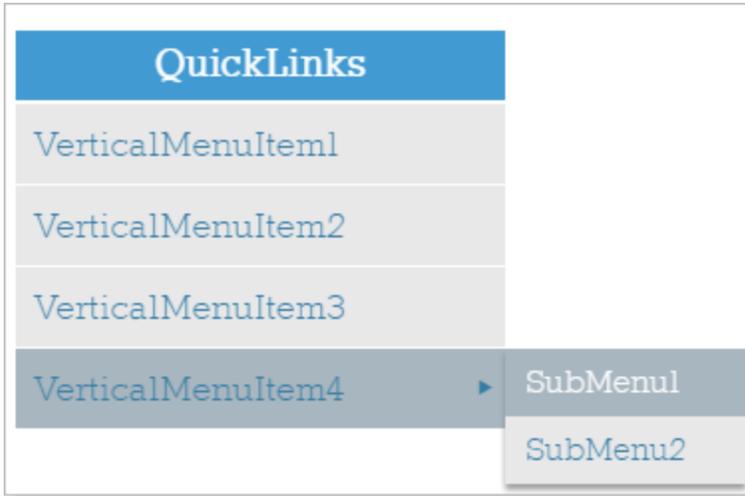


Menu Type Examples

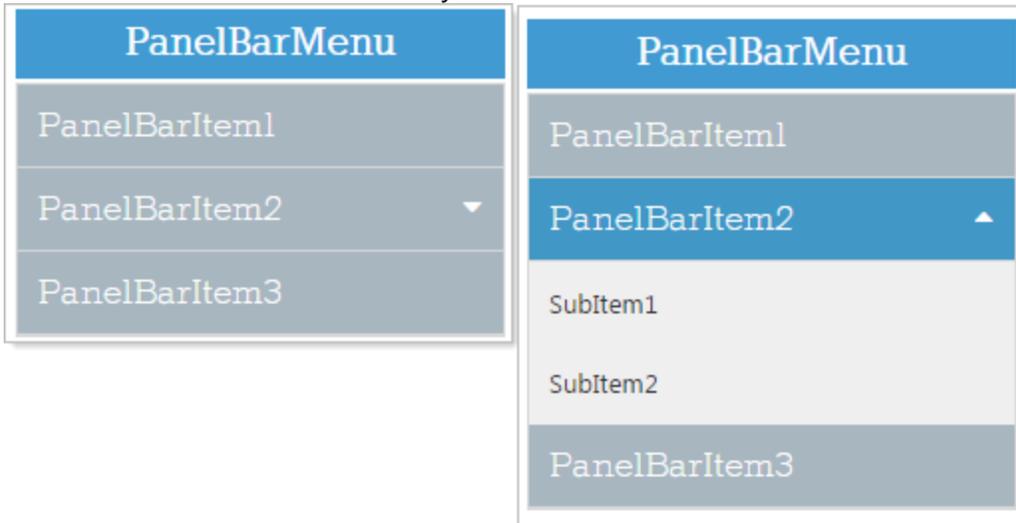
Horizontal Menu - Typically used as the main navigation menu across the top of a website



Vertical Menu - Often used as quicklink navigation in a website sidebar.



Panel Bar Menu - Similar to quicklinks and used in sidebar navigation, the Panel Bar submenu items fold and unfold by user interaction.



Dropdown List - Can be used within the main content of a website and provide the user with a dropdown selection.



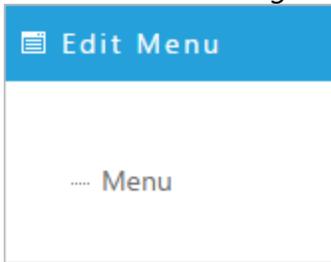
3.7.3 Add Edit Delete Menu Items

The Menu Editor displays the menu in a structured multi-level arrangement of entry items. This allows you to fold and unfold categories of links making your menu easier to manage.

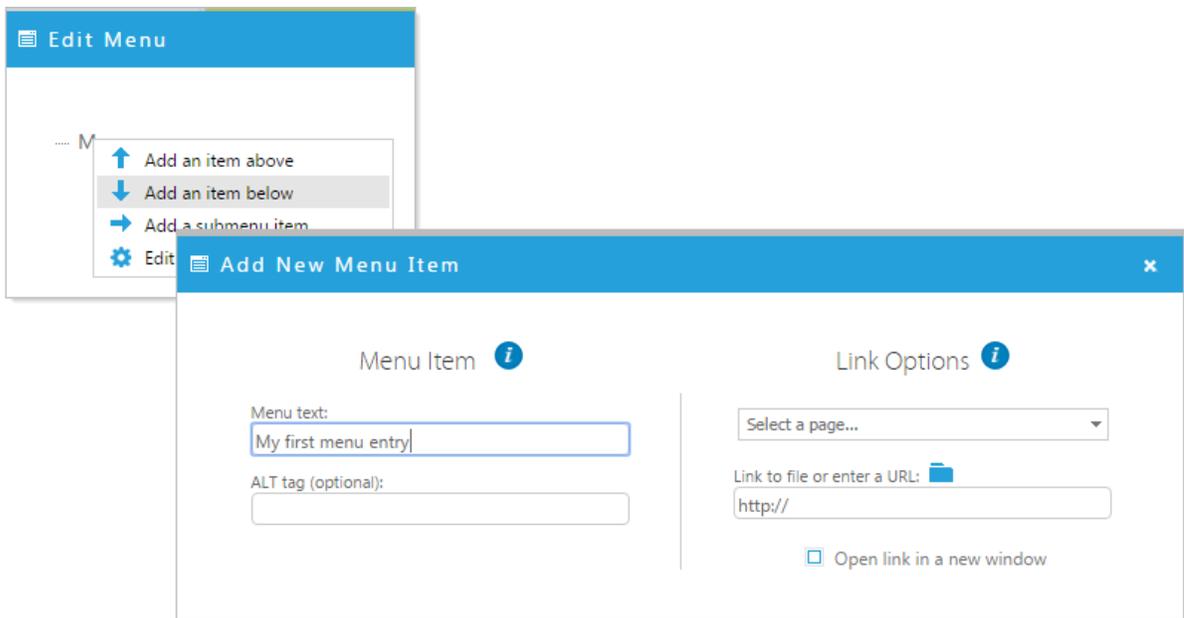
Add a Menu Item

Click on the 'Edit this Menu' icon 

A new Menu will begin with one entry called Menu, as seen here.

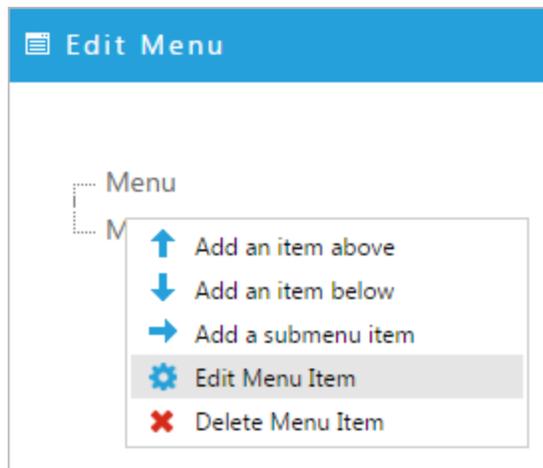


Right click on Menu and you will see the standard options for Adding or Editing a menu. You can add new menu item above, below, or as submenu. Any of these selections will invoke the Add New Menu Item window. Complete the form selecting a link for that menu item and click 'Apply' to save.



Edit a Menu Item

Right click on item you would like to edit and select Edit Menu Item. Complete the Edit Menu Item form and click 'Apply' to save the menu item.



Delete Menu Item

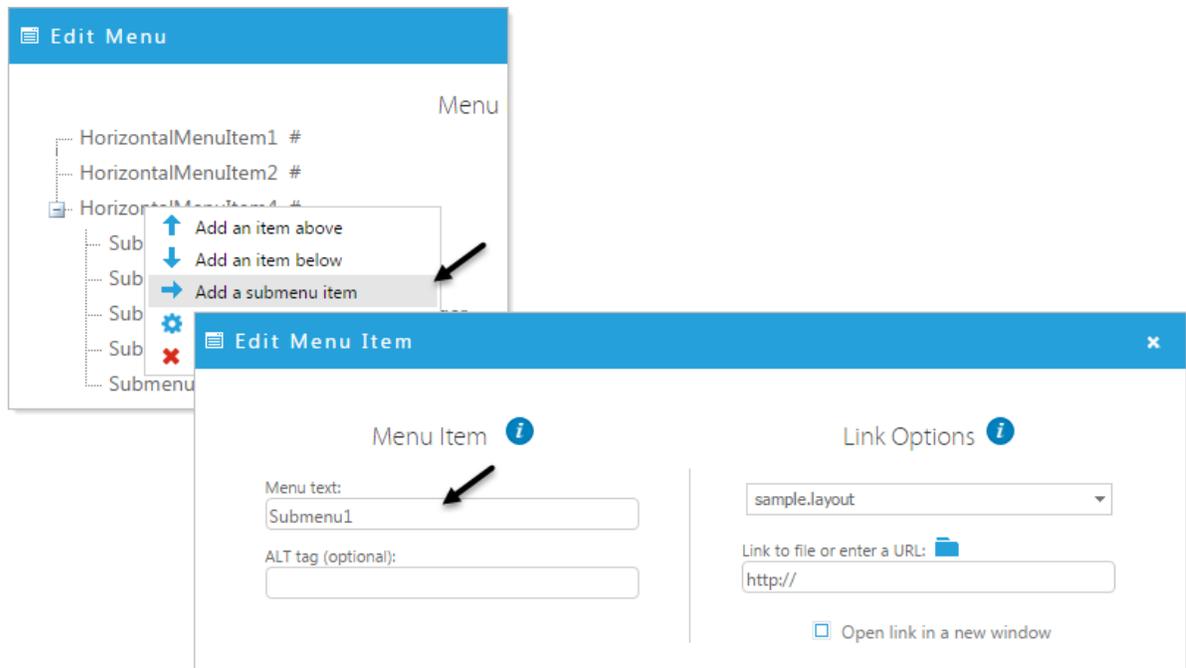
Right click on item you would like to delete. Select Delete Menu Item and OK the delete confirmation.

3.7.4 Add Edit Delete Menu Submenu Items

Add a Submenu Item

Click on the 'Edit this Menu' icon 

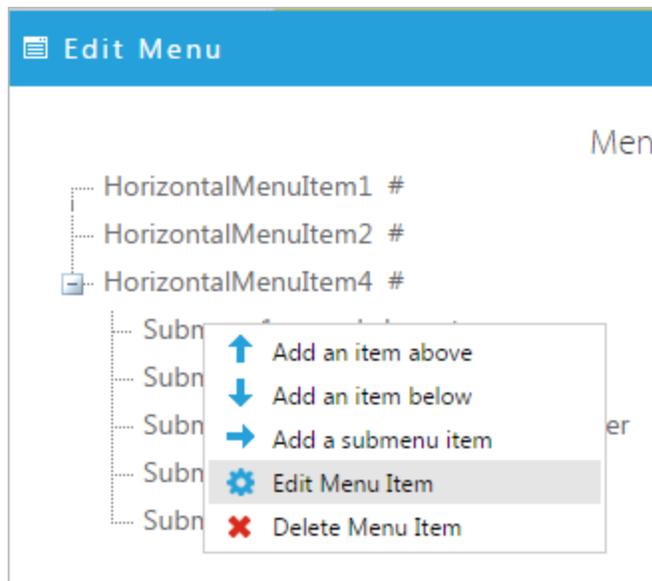
- Right click on a menu to add a submenu under
- Select 'Add a submenu item'.
- Fill in the forms with the desired information.
- Click 'Apply' to apply your changes.



Edit a Submenu Item

Click on the 'Edit this Menu' icon 

Right click on item you would like to edit and select Edit Menu Item. Complete the Edit Mega Menu Item form and click 'Apply' to save the menu item.



Delete Menu Item

Right click on item you would like to delete. Select Delete Menu Item and OK the delete confirmation.

3.8 Site Map



Create a dynamic Sitemap based on one or more "Shared Menu" items.

The Sitemap Module is an automated site map builder that runs from the links you build in your website menus.

To begin click on the SiteMap module at the bottom of the page and drag to the desired location.



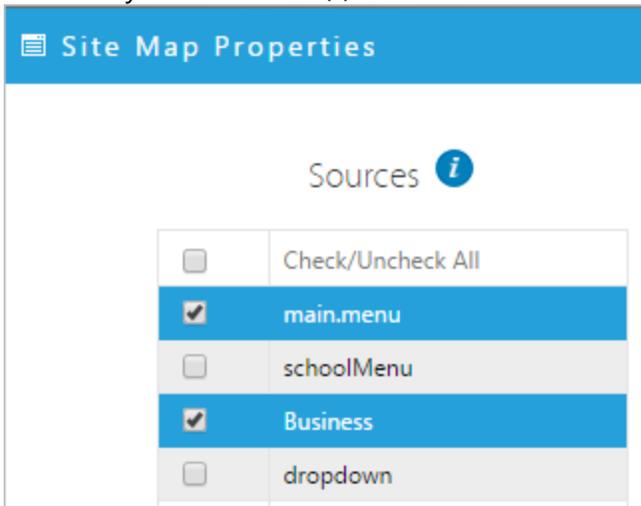
3.8.1 Settings & Options

There is one option for the Sitemap Module : Site Map Properties



Sources

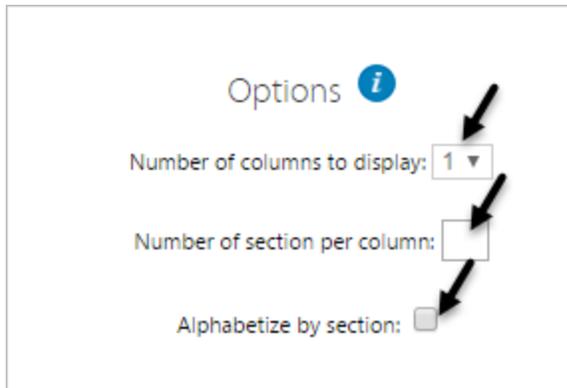
Select which menu(s) you'd like to extract links from to populate the site map. You can selectively choose menu(s) or select all menus.



Options

Set the number of columns to display, the number of sections per column, and alphabetize the section, and click 'Apply'.

This often requires a little trial and error to create an effective display.

**Tips**

- *For long site maps, it is recommended to split them into multiple columns.*
- *Alphabetizing by section improves readability and navigability.*

3.8.2 Creating a Site Map

- Click on 'Site Map Settings'
- Select the Sources, whose links will be used to populate the site map (menus and quicklinks are frequent sources of site navigation links).

<input type="checkbox"/>	Check/Uncheck All
<input checked="" type="checkbox"/>	main.menu
<input type="checkbox"/>	schoolMenu
<input type="checkbox"/>	Business
<input type="checkbox"/>	dropdown
<input type="checkbox"/>	Master.Menu
<input type="checkbox"/>	doMenuBackground
<input type="checkbox"/>	GeorgeMenu
<input checked="" type="checkbox"/>	SingleQuicklinks

3. If you would like to set the number of columns, the number of sections per column, or alphabetize by section, set those options, and 'Apply'.

Options 

Number of columns to display:

Number of section per column:

Alphabetize by section:

The site map will now be viewable in the page editor.

Getting Started

- Media
 - Communicator Module
 - Image Widget
 - Image Galleries
 - Media Player
 - RSS Feed Widget
- Navigation Modules
 - Menu Module
 - Mega Menus Module
 - TabStrip Widget
- Utility Widgets & Modules
 - Calendar/Scheduler
 - Code Object Module
 - Document Manager
 - Text Editor
 - Smart Forms Module
 - Staff Directory

Widgets

4 Widgets

Widgets provide the means to insert commonly used types of information, and display it in a meaningful way.

Currently Titanium offers six widgets.



4.1 Code Object



The code object is designed to accommodate code generated by: Facebook Feed, Twitter Feed, embedding video IFrames from Vimeo, YouTube, School Tube etc. or any widget on the Internet that offers embedded code objects.

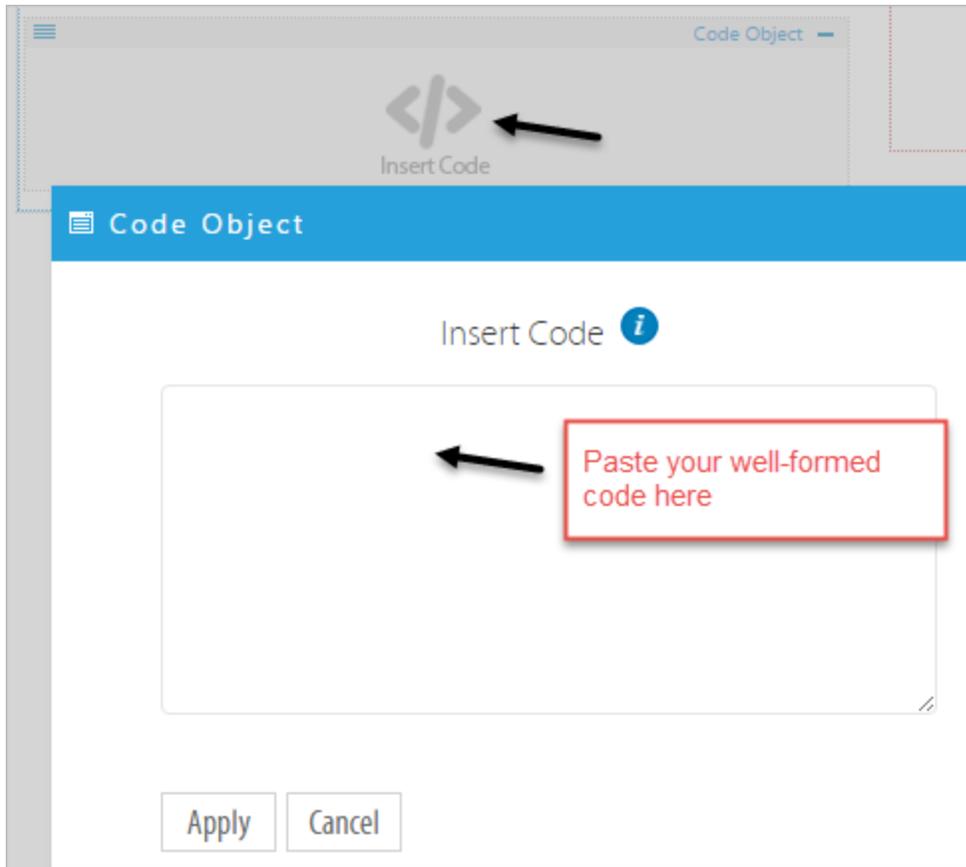
NOTE: Paste only “well-formed” code into the Code Object Widget, and the object will render on the webpage when previewing and in the published page.

Add a Code Object Widget.

Click on the Code Object Widget and drag it to the desired location.



You will see the widget with an Insert Code label in the location. Click on on the Inset Code and Paste your code into the widget and click Apply to save the widget.



4.1.1 Example Code Objects

Here are some example code objects:

- **Embedded YouTube video**

```
<iframe width="100%" height="230" src="https://www.youtube.com/em
```

- **Embedded Facebook feed**

```
<div id="fb-root"></div>
<script>(function(d, s, id) {
  var js, fjs = d.getElementsByTagName(s)[0];
  if (d.getElementById(id)) return;
  js = d.createElement(s); js.id = id;
  js.src = "//connect.facebook.net/en_US/sdk.js#xfbml=1&version=v
  fjs.parentNode.insertBefore(js, fjs);
})(document, 'script', 'facebook-jssdk');
```

```
<div class="fb-like-box" data-href="https://www.facebook.com/Face
data-colorscheme="light" data-show-faces="false" data-header="tru
data-stream="true" data-show-border="true" width="410px" height="
```

- **Embedded Twitter feed**

```
<a class="twitter-timeline" href="https://twitter.com/ezTask" hei
width="428px" data-widget-id="560834435323424769">Tweets by @ezTa
<script>!function(d,s,id){var js,fjs=d.getElementsByTagName(s)
[0],p=/^http/.test(d.location)?'http':'https';if(!d.getElementBy
{js=d.createElement(s);js.id=id;js.src=p+"://platform.twitter.com
fjs.parentNode.insertBefore(js,fjs);}}(document,"script","twitter
```

- Example Twitter feed in code object:

Insert Code 

```
<a class="twitter-timeline" href="https://twitter.com/ezTask"
height="300px"
width="428px" data-widget-id="560834435323424769">Tweets by
@ezTask</a>
<script>!function(d,s,id){var js,fjs=d.getElementsByTagName(s)
[0],p=/^http/.test(d.location)?'http':'https';if(!d.getElementById(id))
{js=d.createElement(s);js.id=id;js.src=p+"://platform.twitter.com/widgets
js";
fjs.parentNode.insertBefore(js,fjs);}}(document,"script","twitter-wjs");
</script>
```

4.2 Image



Add an image to a page that can link to documents, images, and web pages. The image is auto sized based on the container width. Images can be used for button navigation as well. **Using this widget to place an image will improve "Responsive design".**

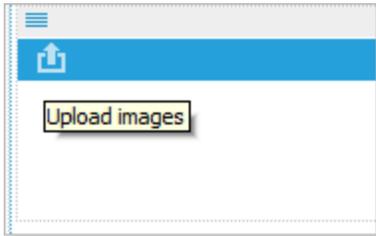
Add an Image Widget.

Click on the Image Widget and drag it to the desired location.



4.2.1 Settings & Options

Initially there is one option : Upload images



Once you have loaded image there are four options : Upload images, Edit this image, Image Properties, and Delete this image

-  **Upload:** Upload one image, either by dragging and dropping, or by browsing your local filesystem. To replace existing image, upload another image.
-  **Image editor:** Resize, color, crop, and/or rotate the image.
-  **Image Properties:** Add Alt/Title tags, Link to a file, link to a URL, Open link in a new window, and or create a rollover.
-  **Delete Image:** Delete the existing image.

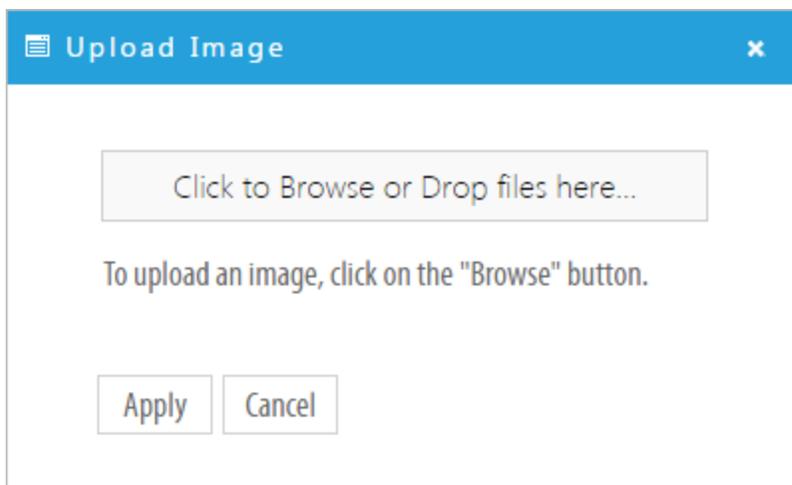
4.2.2 Example: Editing an Image

Upload image for personnel profile.

In this example we are uploading a small image to use next to a personnel bio. Our objective is to have a small image and descriptive text for each individual.

Upload an image

- Click on the 'Upload Images' icon.
- Click on 'Click to Browse or Drop files here...'
- Select the desired image file, either by dragging and dropping, or by browsing your local filesystem.
- Click 'Apply'



The image is now viewable in the page editor. Unfortunately, the resolution of our image doesn't go well with the default column width.

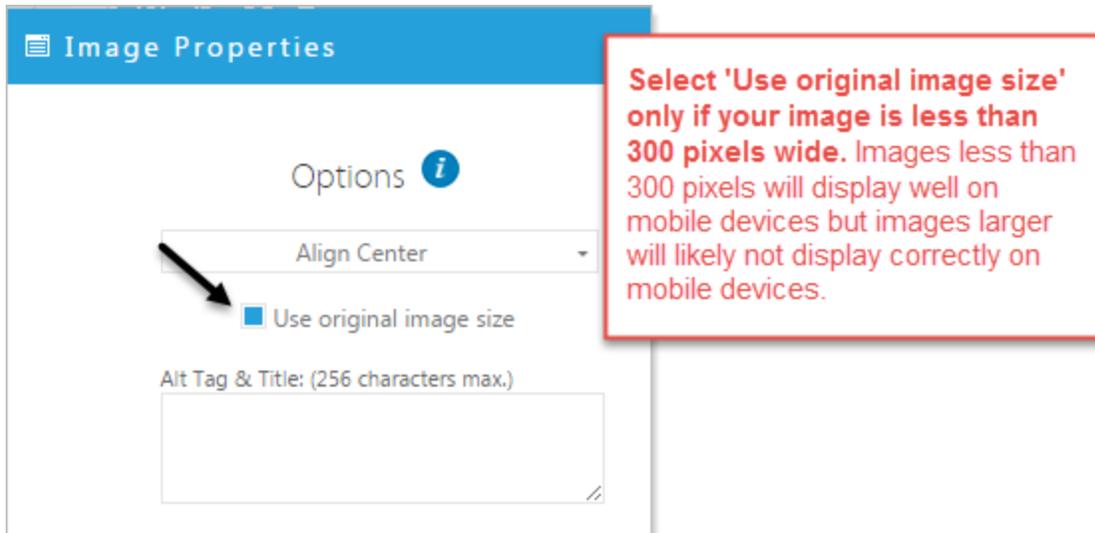
NOTE: Remember that the default behavior of the Image Widget is to fill the width of it's container.

Let's change it!



Image Settings

- Click on the 'Image Properties' icon .
- Select 'Use original image size' and click 'Apply'

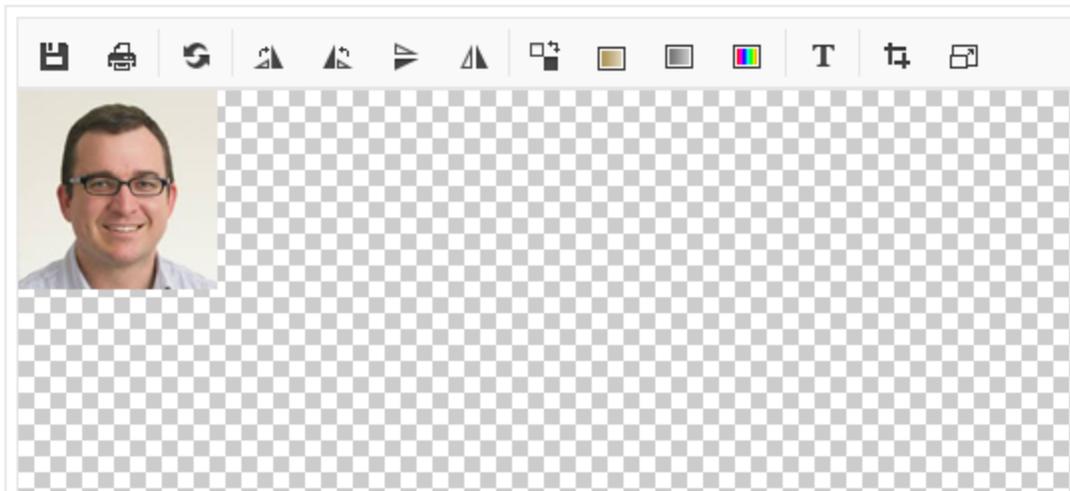


The image is now its default size. This image is a little dull. Let's spice things up by editing the image!



Editing an Image

- Click on the 'Edit this Image' icon .
- The image will open in an editor.



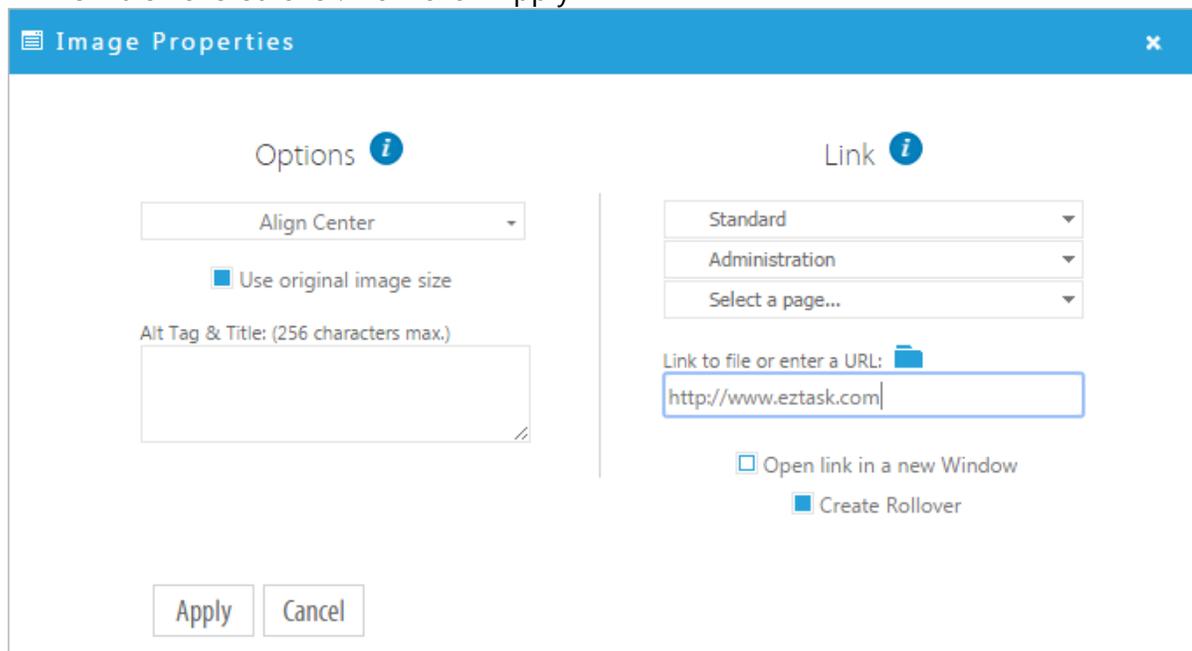
- Click on the 'Hue/Saturation' icon .
- Select from functions at the top of the editor when you are satisfied with the edits click 'Apply'

4.2.3 Example: Linking an Image

We have an image. We want the image to link to a website: <https://www.eztask.com>



- Click on the 'Image Properties' icon .
- Paste or type the link in the 'Link to file or enter a URL' field.
- If you would like there to be a rollover, select 'Create Rollover'. This "zooms" the image when it is hovered over. Now click 'Apply'



Now, when you preview the page, you can click on the image and it will take you to the ezTask website.

4.3 Image Gallery



Upload multiple images to your Image Gallery widget. Browse to select your images or drag and drop images to your upload window. Select a Gallery style.

Add an Image Gallery.

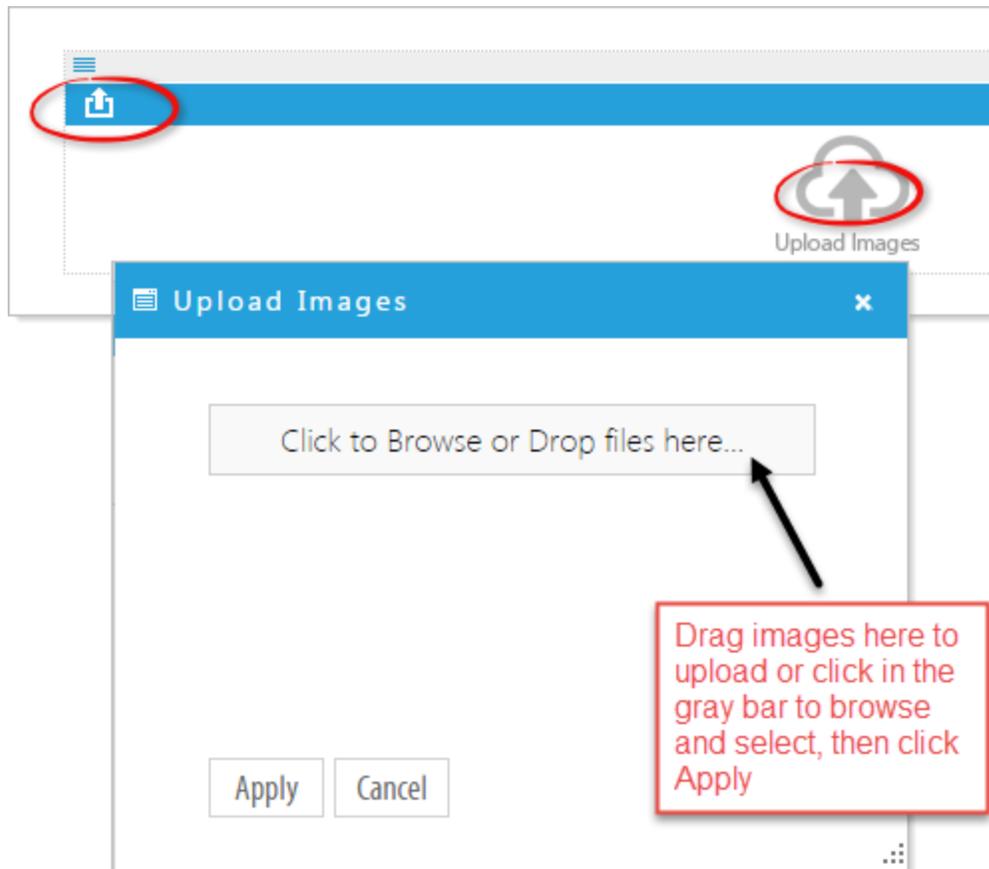
Click on the Image Gallery Widget and drag it to the desired location.



4.3.1 Settings & Options

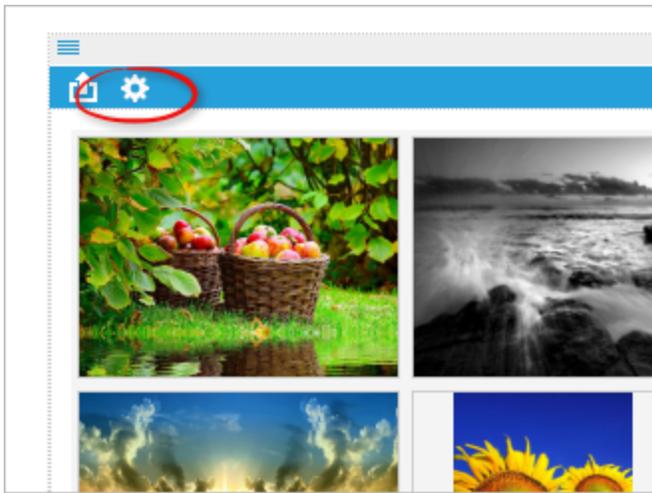
Initially there is one option : Upload images

Highlight and drag images to the gray bar then release to upload or click on the gray bar to browse and select images. Click Apply to finish the upload.



Once you have loaded images there is an additional option for Image Gallery Settings.

The Settings for the Image Gallery offer options to change the look and feel of your slideshow.



Configuring the Settings for the Image Gallery.

Style - “Select a style” offers you 3 options:

- 1) Slideshow – A standard slideshow
- 2) Slideshow with Thumbnails – A standard slideshow that displays a thumbnail preview of the images in the slideshow below the slideshow that allows the user to click and navigate to a particular image.
- 3) Slideshow with Navigation – A Standard slideshow that displays a pager (circular dots) below the slideshow that allows the user to click and navigate to a particular image.

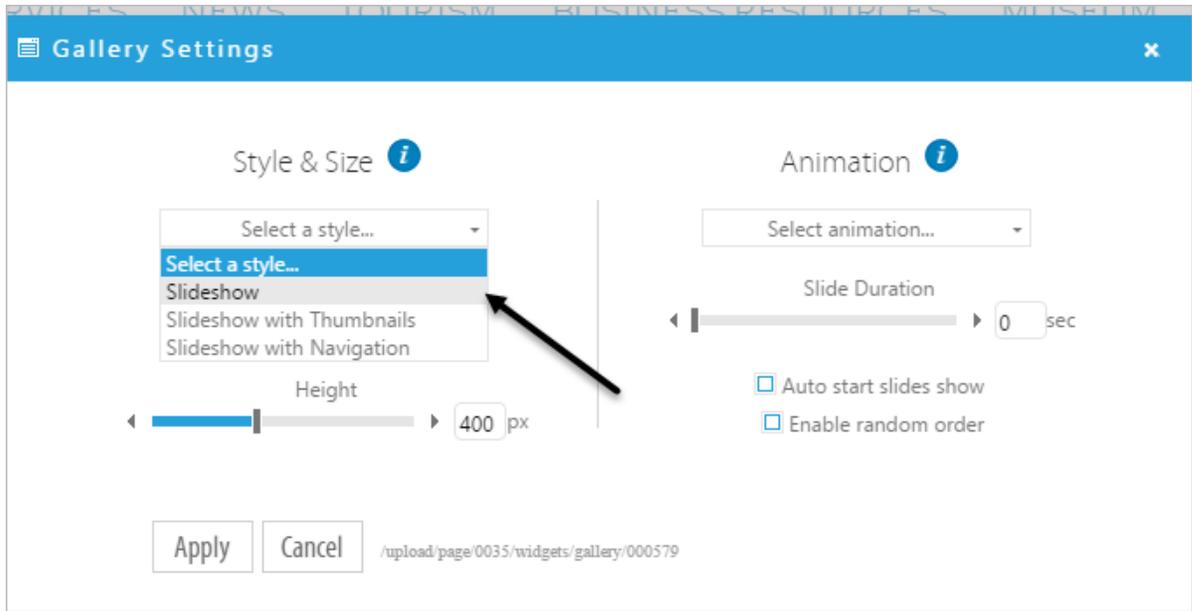
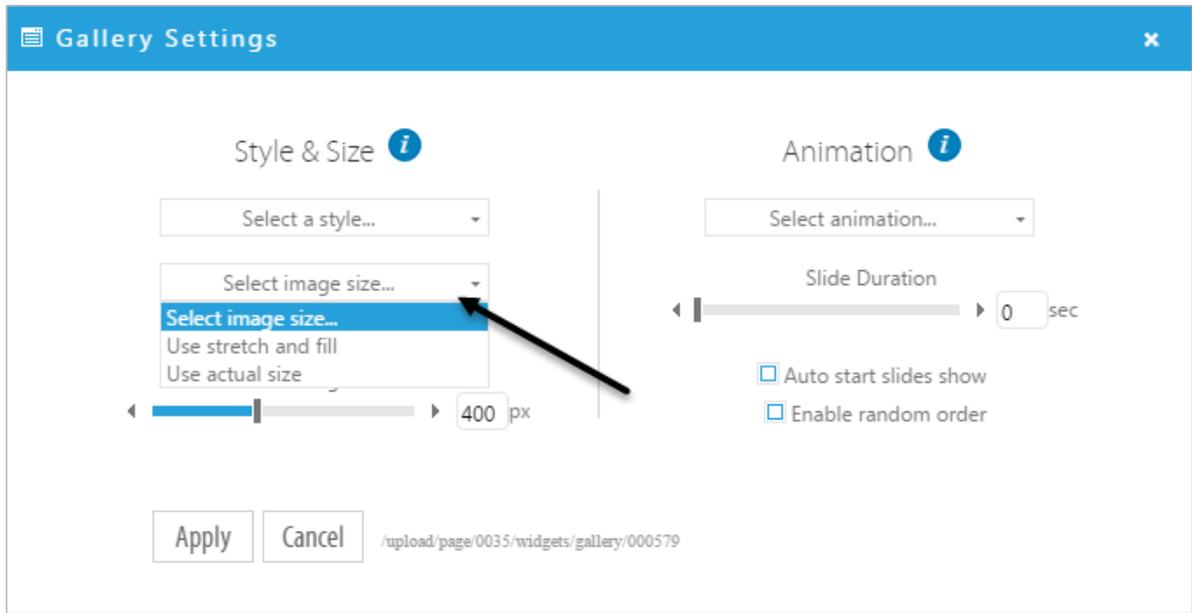


Image Size - “Select image size” offers you 2 options

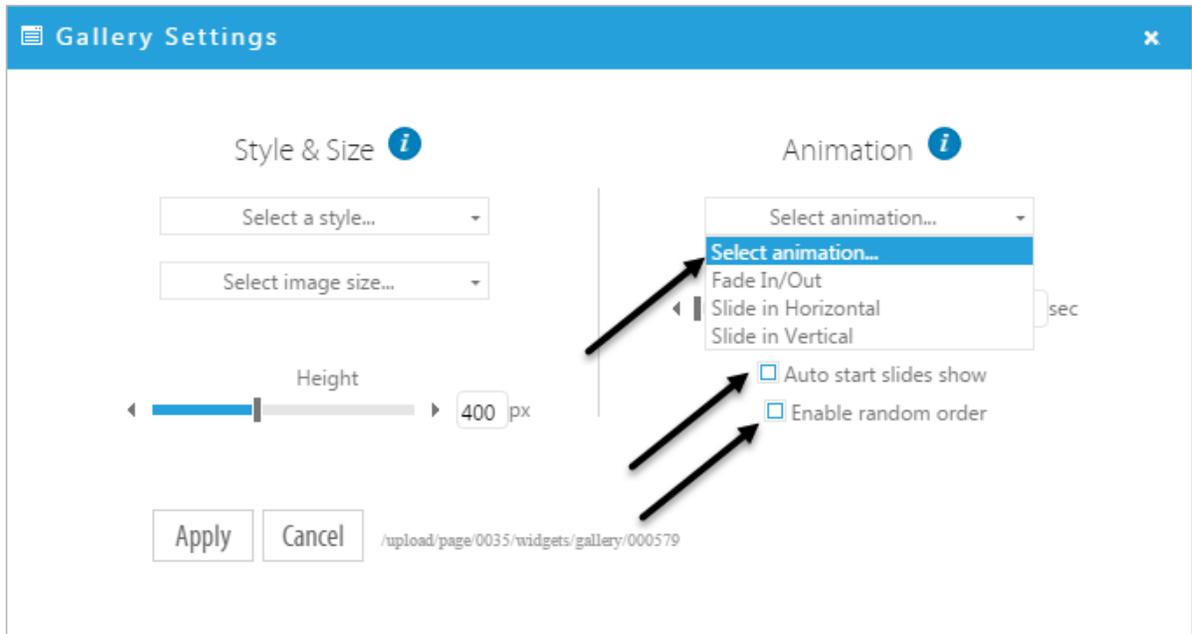
- 1) Use stretch and fill – Takes each image, ensures that it fills the width and height of the slideshow and then centers the image. **The default height for Stretch and Fill is 400 pixels. The height is adjustable.**
- 2) Use actual size – Allows you to display each image at it’s original width without any scaling or stretching. **The default height for Actual Size is 0. To keep your images at their original size always use 0 for the height.**

Note: The best practice for an effective Image Gallery is to edit images to the same size, a size that maximizes the Image Gallery area. However, editing each image is often time consuming and for some challenging. For these reasons, Titanium has the option Stretch and Fill that will fill the Image Gallery area without editing the size of the image.



Animation - The Animation section offers the ability to configure slideshow behavior.

- Animation - “Select animation...” options configure how images transition in and out. Set images to Fade In/Out (default), Slide in Horizontal, Slide in Vertical. The Animation Type is used for all images in the Image Gallery.
- Slide Duration – “Slide Duration” determines how long each slide is displayed before it transitions to the next slide.
- Auto Start – The “Auto start slideshow” button determines whether the slideshow runs by itself or if the user has to click the navigation arrows to see each slide.
- Random Order – The “Enable random order” button will show your slides in a random order.



4.3.2 Image Settings and Options

Overview

In addition to Settings for the overall Image Gallery you can also change the settings for each image. Images loaded into the Image Gallery are displayed as a thumbnail preview allowing you to see all of your images in your gallery with their relative orientation and size. The thumbnail preview provides a simplified view and access to settings and properties for each image.

Place your cursor on the image and options for that image appear. The hover screen provides the:

1. Name of the image
2. The size of the image.
3. Image Settings
4. Image Edit

5. Delete the image.

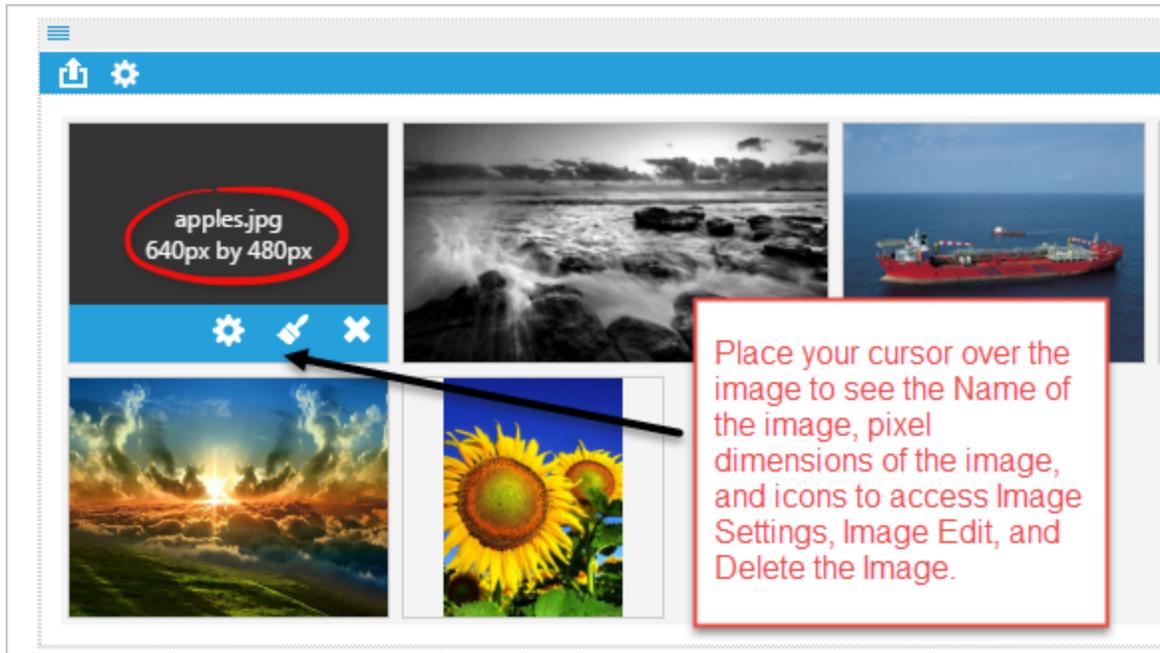


Image Reordering - Drag and Drop

To change the order of the images in your image gallery, click and hold the image to drag and drop it into a new position.

Image Settings

Click on Image Settings to access the Alt Tag, Caption, and/or Description for the image. You can also assign a link to the image.

- **Alt Tag**

Note: *The term "ALT tag" is a common shorthand term used to refer to the ALT attribute within in an IMG tag. Any time you use an image, be sure to include an ALT tag or ALT text. Doing so will provide a clear text alternative of the image for screen reader users.*

Properly formed Alt Tags are required on all images in order for your website to be ADA Compliant.

- **Caption Title**

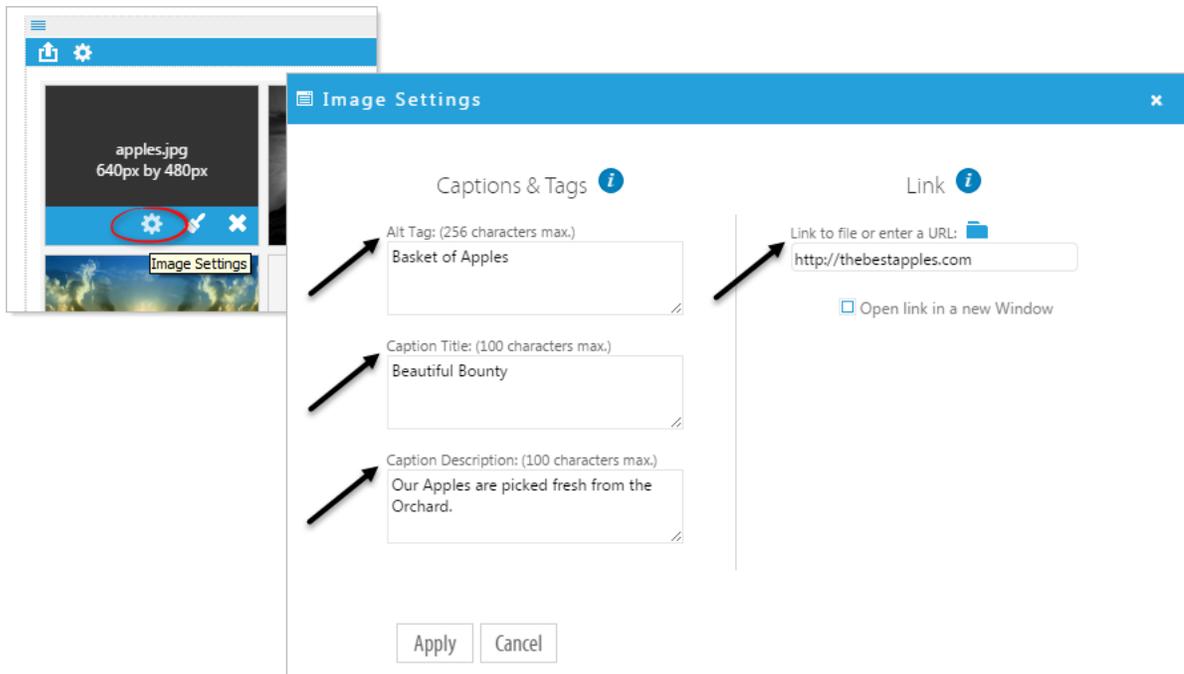
Enter a Caption for your image and it will appear in a bold font when the image is displayed.

- **Caption Description**

The Caption Description will appear along side the Caption Title but in a regular weight font.

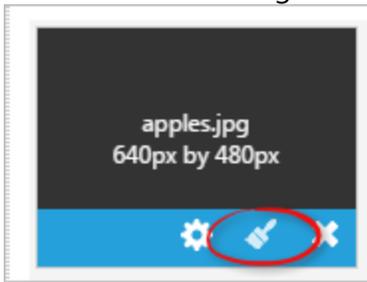
- **Link**

Click on the blue folder to browse and select a webpage image link or enter the URL. You also have the option to have the link "Open in a new Window"



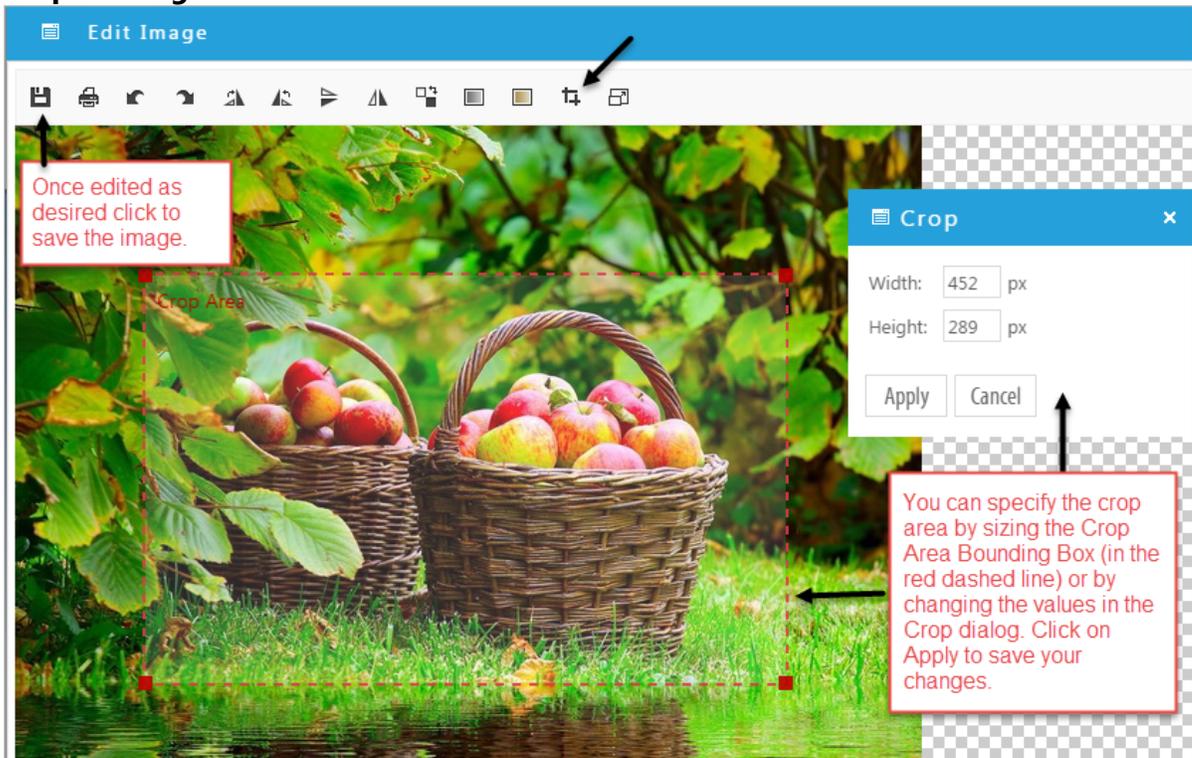
Edit Image

Click on the Edit Image icon to open the image editor.

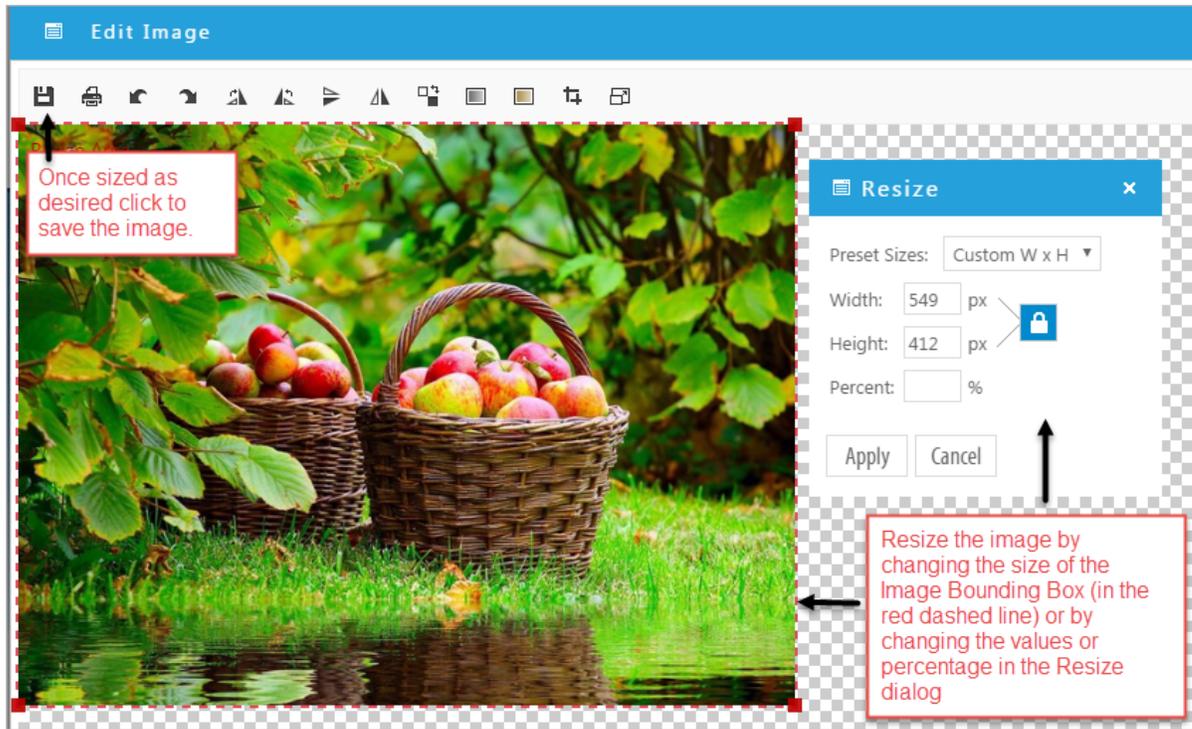


The Image Editor comes with several options for manipulating your image. You can rotate the image, flip the image vertically or horizontally, change the color style of the image to grayscale or sepia, crop, or scale the image. The two most useful options being crop and scale.

Crop an image



Resize an image

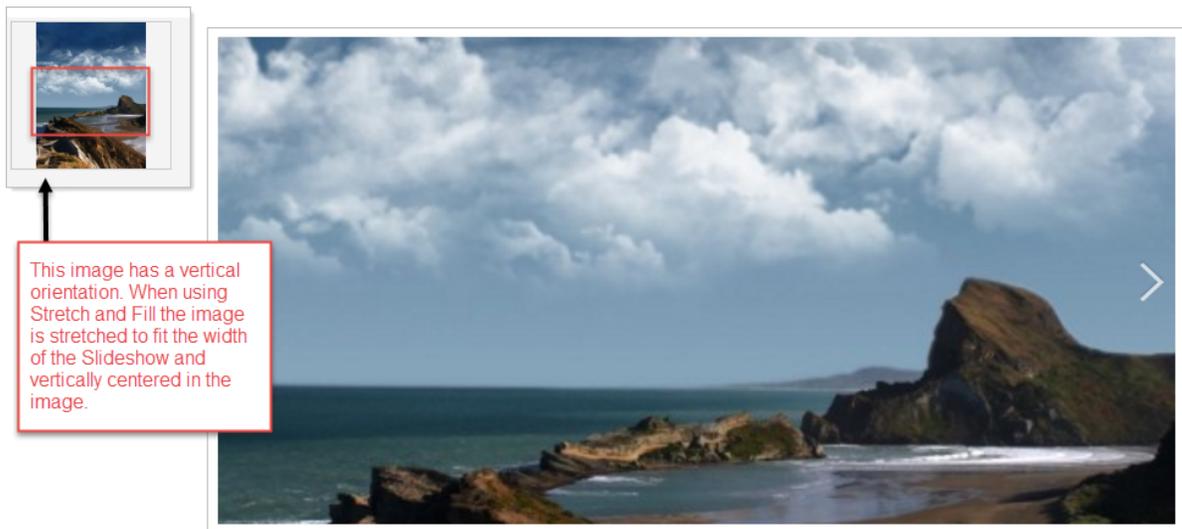


4.3.3 Example - Stretch and Fill or Use Actual Size

Stretch and Fill

Selecting "Stretch and Fill" will take each image and fill the width and height of the slideshow on display.

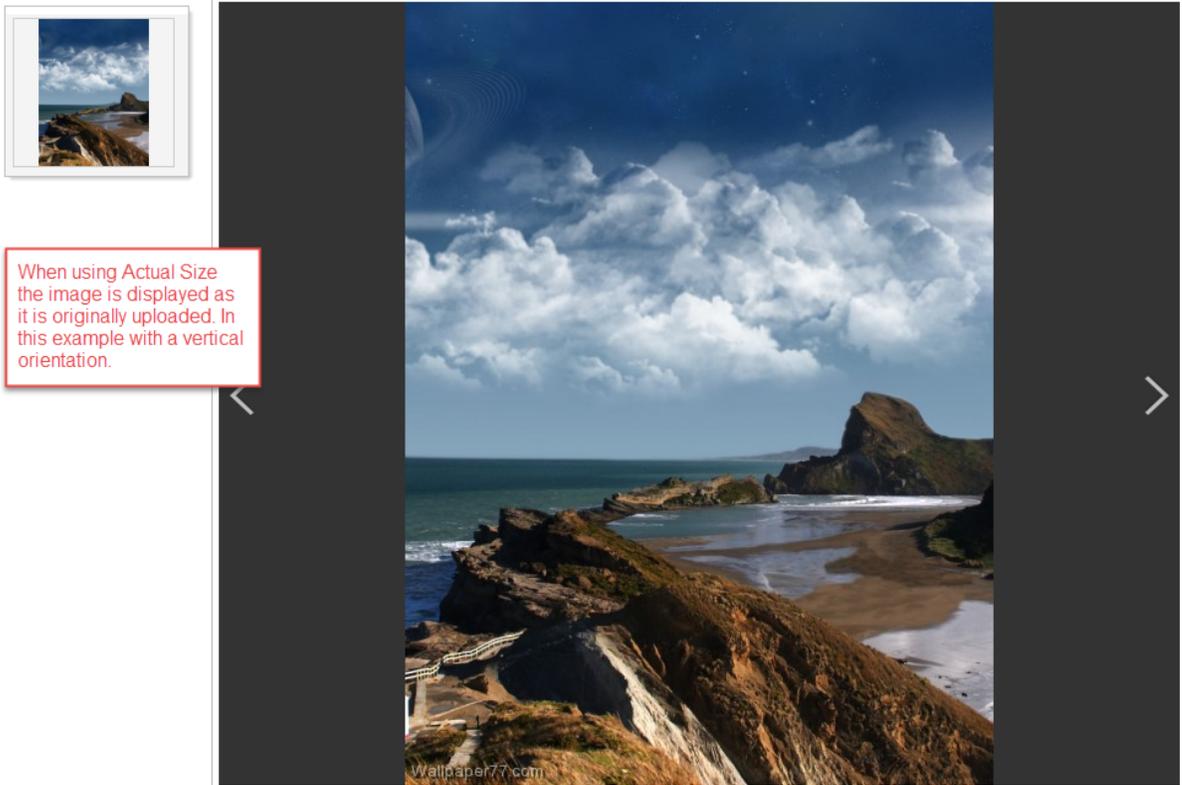
In this example we use an image with a vertical orientation. You see the entire image in the Design Mode thumbnail, but the image in Preview (and Published) Display is cropped and filled to the width of the slideshow, the height of the image is centered vertically.



Note: *Stretch and Fill* is the default behavior for the Image Gallery.

Use Actual Size

Selecting "Use Actual Size " displays the image as it is originally uploaded relative to the width of the slide show



Note: *If the original image is too large it is scaled to fit within the Image Gallery area.*

4.3.4 Example: Gallery Styles

Slideshow Gallery Style displays your images sequentially (unless otherwise selected), using the animation you selected (the default animation is Fade In/Out) , for the duration you selected (the default duration is 3 seconds).

Slideshow



Slideshow with Thumbnails



Slideshow with Navigation



4.4 Media Player



Upload a video or link to an existing video. You can also link to YouTube or playlists.

Add a Media Player.

Click on the Media Player Widget and drag it to the desired location on the page editor.



4.4.1 Settings & Options

There are three options : Upload images, Select Aspect Ratio, and Properties



-  **Upload:** Upload HTML5 compliant video formats - mp4, webm, or ogv.
-  **Set aspect ratio:** Select 4:3, 3:2, or 16:9 (HD). This will set the frame size for your video. You can also manually set the frame size in the Media Player Settings.
-  **Properties:** Choose a style – Media Player, or Media Player with playlist. Or link to an external video.

Choose “Media Player” to view an uploaded video or link to an external video,

Example: <http://youtu.be/GqIEnnSGwIA>¹³⁹ .

Choose “Media Player with playlist” and enter a link to a YouTube playlist.

Example: [PL2HUH5okI73JFq_QDyqVq9GCZ0Dd9L0OH](https://www.youtube.com/playlist?list=PL2HUH5okI73JFq_QDyqVq9GCZ0Dd9L0OH) .

Also choose to 'Auto start media player'.

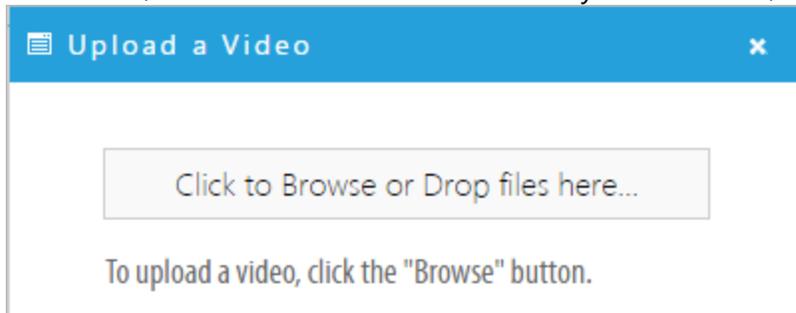
*Note: Linking to an external video or play list will supersede your uploaded video.
Remove the link and the local uploaded video will play.*

4.4.2 Importing a Video and Resizing the Media Player

Importing a Video

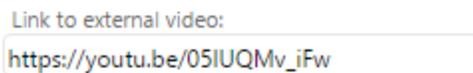
Upload a Video

- Click on the 'Upload a Video' icon , or, if no video has been uploaded in the widget, click the icon in center of the Media Player editor.
- Either drag and drop your video file onto the 'Click to Browse or Drop files here...' button, or click the button to browse to your video file, click 'Apply'



Link to a Video

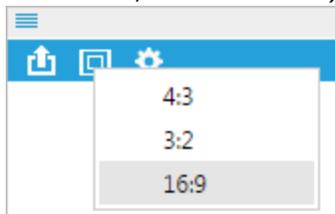
- Click the 'Settings' icon .
- In 'MediaPlayer Settings' paste your YouTube link in the 'Link to external video' form, and click 'Apply'



Resizing the Media Player

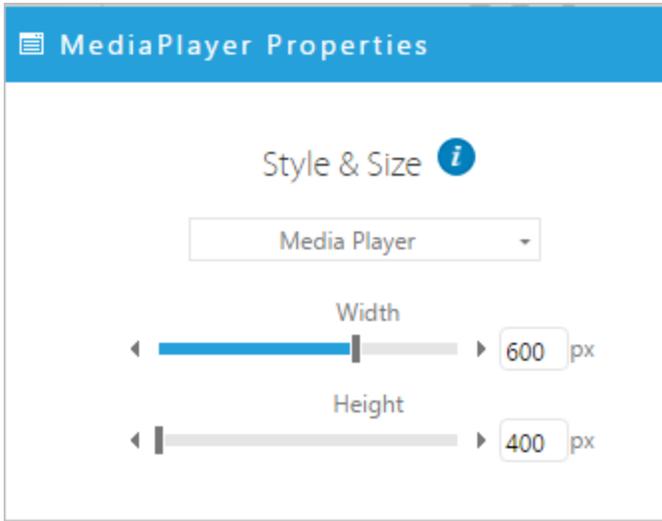
Changing the Aspect Ratio

- Click the 'Set aspect ratio' icon  and select the desired Aspect Ratio.
For default, HD YouTube videos, the default ratio is 16:9 (for default non HD YouTube videos, the ratio is 4:3). (Since our demo video is an HD YouTube video, we select 16:9).



Manually Specifying the Width and Height Parameters

1. Click the 'Media Player Properties' icon .
2. Set the Width and Height parameters to your desired targets, and click 'Apply'



4.5 Text Editor



Cut and paste text from Word or Notepad or simply type in the desired content. Format the content by applying a CSS class from the dropdown. Add a table, create a hyperlink, add an image and more.

Add a Text Editor

Click on the Text Editor Widget and drag it to the desired location.



Here is the Text Editor in a webpage.

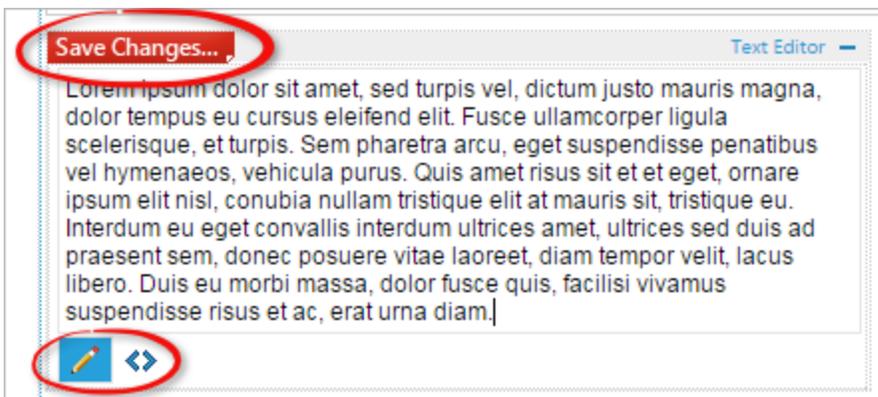
NOTE: There is no blue bar at the top of the widget.

Always Save your Changes, the changes you make in the Text Editor are NOT automatically saved.

At the bottom of the Text Editor are the 'Design'  and 'HTML'  icons.

Use 'Design'  to use the standard functions of the Text Editor.

Use 'HTML'  to edit the content of the Text Editor directly as HTML (for advanced users).

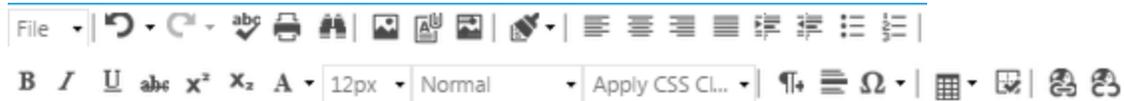


4.5.1 Settings & Options

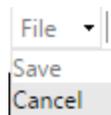
NOTE: You must save changes to the Text Editor before the changes will take effect. The "Save Changes" button will appear on the widget bar when the content of the text editor is modified. (Making changes in "HTML" view will not invoke the "Save Changes" button)



Options - these options appear at the top of the page under the blue page Options



Toolbar: The toolbar rides at the top of the page being edited when you click inside the Text Editor widget.



Save file drop down menu. This can be used to save changes to the Text Editor widget.

 Undo. Clicking this icon will revert changes. You can click the arrow to see a list of changes.

 Redo. Clicking this icon will redo a previously undone change. You can click the arrow to see a list of possible changes.

 Spellchecker. Clicking this icon activates Spell checking mode in the Text Editor.

 Print. Clicking this icon prints the text from the Text Editor.

 Find and Replace. Allows you to search, and replace, the text in the Text Editor.

 Image Manager. Opens the file manager, where you can select uploaded images to display in the Text Editor. Or, you can upload new images from your local file system.

 Document Manager. Opens the file manager, where you can select uploaded documents to display in the Text Editor. Or, you can upload new documents from your local file system.

 Image Map Editor. Select sub-regions of an image to link to various websites (e.g. a world map, in which each continent links to the Wikipedia article for that continent).

 Format Stripper. Remove various formatting. Clicking on the arrow expands the menu.

-  Strip All Formatting
-  Strip Css Formatting
-  Strip Font Elements
-  Strip Span Elements
-  Strip Word Formatting

 Align Left. Align the content in the text editor to the left.

 Align Center. Align the content in the text editor to the center.

 Align Right. Align the content in the text editor to the right.

 Justify. Justify the content in the text editor.

 Indent. Indent the selected line(s).

 Outdent. Outdent the selected line(s).

 Bullet List. Add bullets to the selected line(s).

 Numbered list. Make a numbered list of the selected line(s).

B Bold. Click to type in bold text. Click again to disengage. Highlight text in the Text Editor and then click to bold the selected text.

I Italic. Click to type in italicized text. Click again to disengage. Highlight text in the Text Editor and then click to italicize the selected text.

 Underline. Click to type in underlined text. Click again to disengage. Highlight text in the Text Editor and then click to underline the selected text.

 Strikethrough. Click to strike through your text. Click again to disengage. Highlight text in the Text Editor and then click to strike through the selected text.

 Superscript. Click to type in superscript. Click again to disengage. Highlight text in the Text Editor and then click to convert the selected text to superscript.

 Subscript. Click to type in subscript. Click again to disengage. Highlight text in the Text Editor and then click to convert the selected text to subscript.

 Foreground Color. Click to select a text color. Highlight text in the Text Editor and select a text color to apply to the highlighted text.

 14px Font Size. Click the arrow to select the font size, in pixels.

 Normal Paragraph Style. Click the arrow to select the paragraph style.

 Apply CSS Cla.. Apply CSS Class. Click the arrow to select the CSS class.

 New Paragraph. Create a new paragraph.

 Horizontal Rule. Add a horizontal line to the page.

 Insert Symbol. Click to insert a symbol.

 Insert Table. Click open the Table Wizard, and configure the design and properties of the table.

 Show/Hide Border. Click to toggle border.

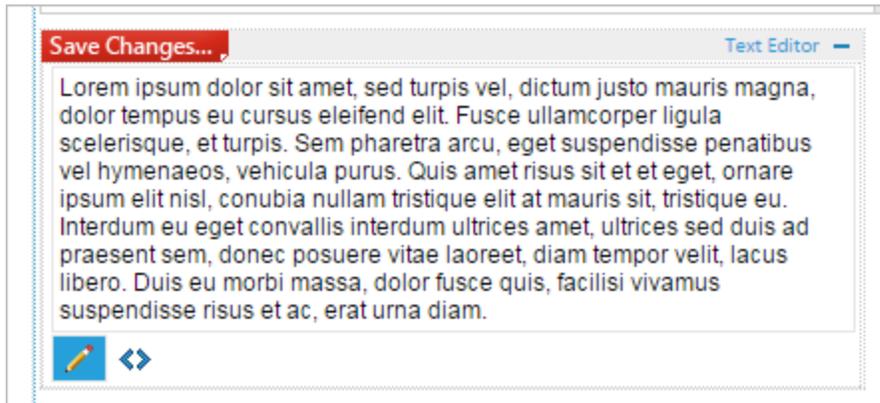
 Hyperlink Manager. Add a hyperlink. Select text, an image, etc. and then click the icon to add a hyperlink to the text, image, etc.

 Remove Link. Highlight a link and click this icon to remove the link.

4.5.2 Example: Adding Text, an Image and a Hyperlink

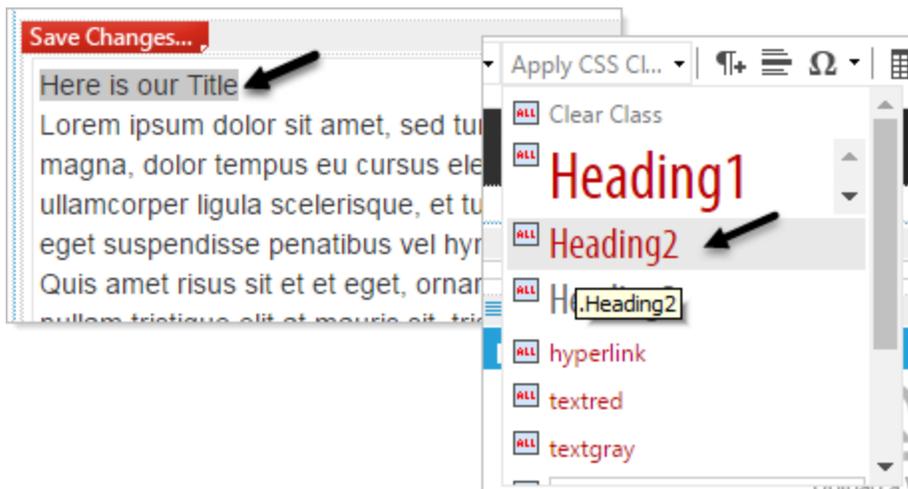
Adding Text

Click inside the Text Editor, and start typing. When you are finished typing click 'Save Changes' at the top left of the Text Editor.



Styling the Text

Text entered into the Text Editor is automatically styled to the body font of your site. You can set the style by highlighting the text you wish to style. Click the 'Apply CSS Class' and select a style from the dropdown and Save Changes (In this example, we will edit the 'Apply CSS Class', and select 'Heading 2')

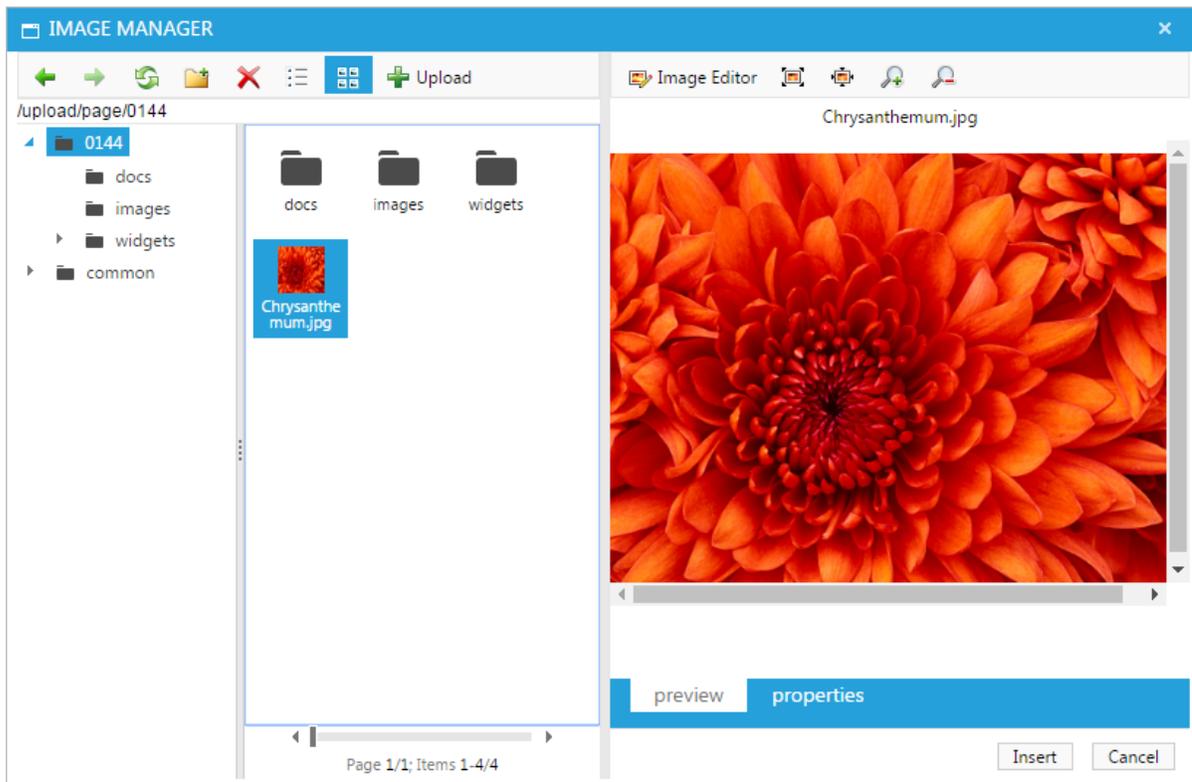


Your new formatting is displayed in the Text Editor widget.



Adding an Image

Click the 'Image Manager' icon  Select the image either from the existing uploads, or click the 'Upload' icon  to browse your local file system. Once you have selected your image, a preview of it will be displayed in the Image Manager.



- You can edit your image before Inserting it.
- When you are ready to add your image to the page, click the 'Insert' button at the bottom right of the Image Manager.
- The image is now viewable in the Text Editor.

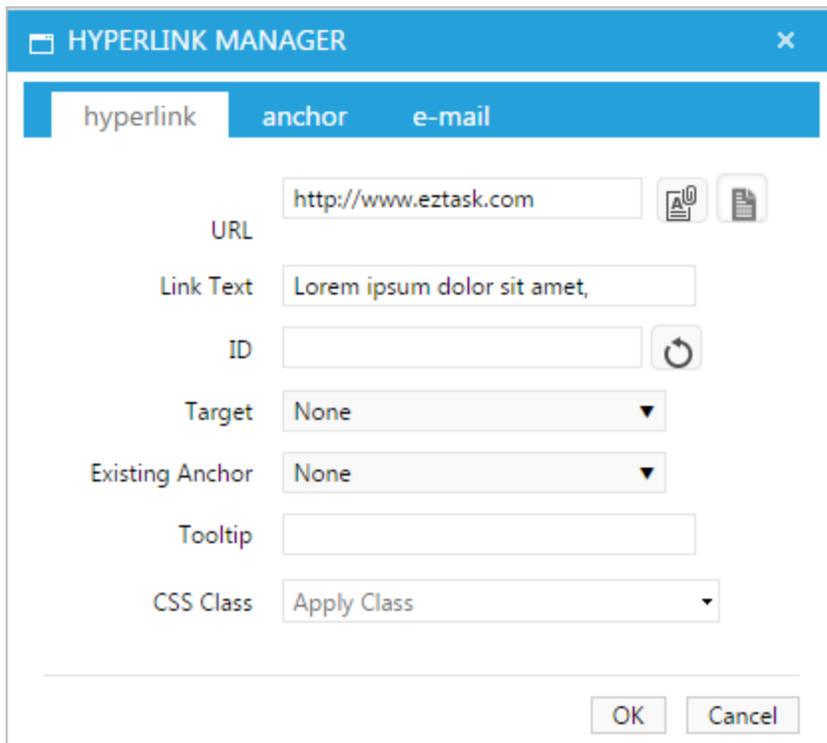
Adding a hyperlink

- Highlight some content in the Text Editor (e.g. some text, or an image).



- Click on the Hyperlink Manager' icon .
- Add a url, or email address. You can also edit the Link Text.
- Click 'OK'.

The selected content is now a functioning link.



4.5.3 Example: Adding a Table

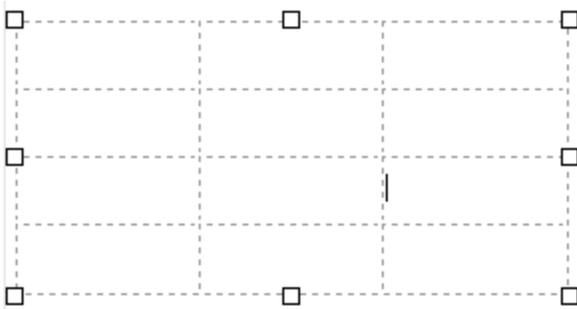
Quick Insert

Click the 'Insert Table' icon .

On the grid, select the number of rows and columns.



Re-size the table by dragging one of the white squares on the perimeter of the table.



- You can type in a cell, add an image, or use other toolbar options.

Name	Email	Telephone
John	john@eztask.com	555-555-5555x21
Mary	mary@eztask.com	555-555-5555x22
Roy	roy@eztask.com	555-555-5555x23

- Right-click on a cell to bring up table options.

-  Insert Row Above
-  Insert Row Below
-  Delete Row
-  Insert Column to the Left
-  Insert Column to the Right
-  Delete Column
-  Merge Cells Horizontally
-  Merge Cells Vertically
-  Split Cell Horizontally
-  Split Cell Vertically
-  Delete Cell
-  Cell Properties
-  Table Properties

- Click the Show/Hide Border icon  to toggle the table border.

Name	Email	Telephone
John	john@eztask.com	555-555-5555x21
Mary	mary@eztask.com	555-555-5555x22
Roy	roy@eztask.com	555-555-5555x23

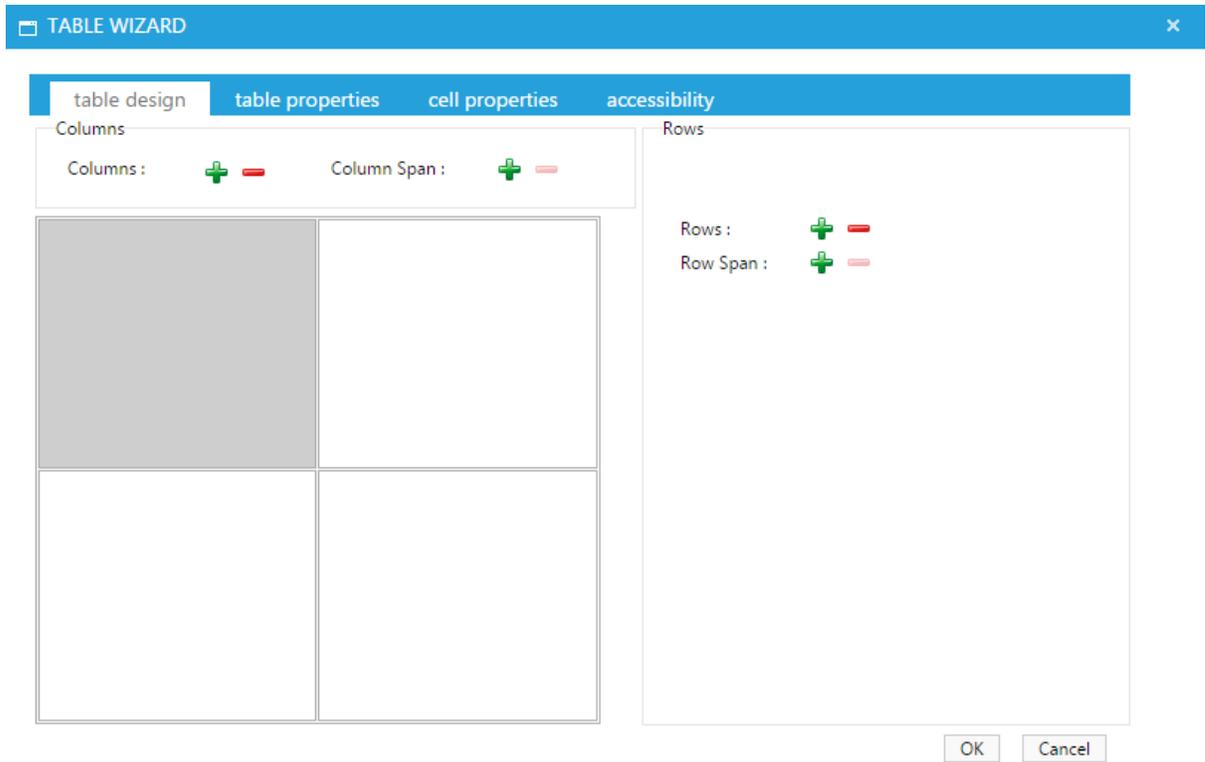
Using the Table Wizard

- Click the 'Insert Table' icon  .
- Click the Table icon to the left of the 'Table Wizard' text.

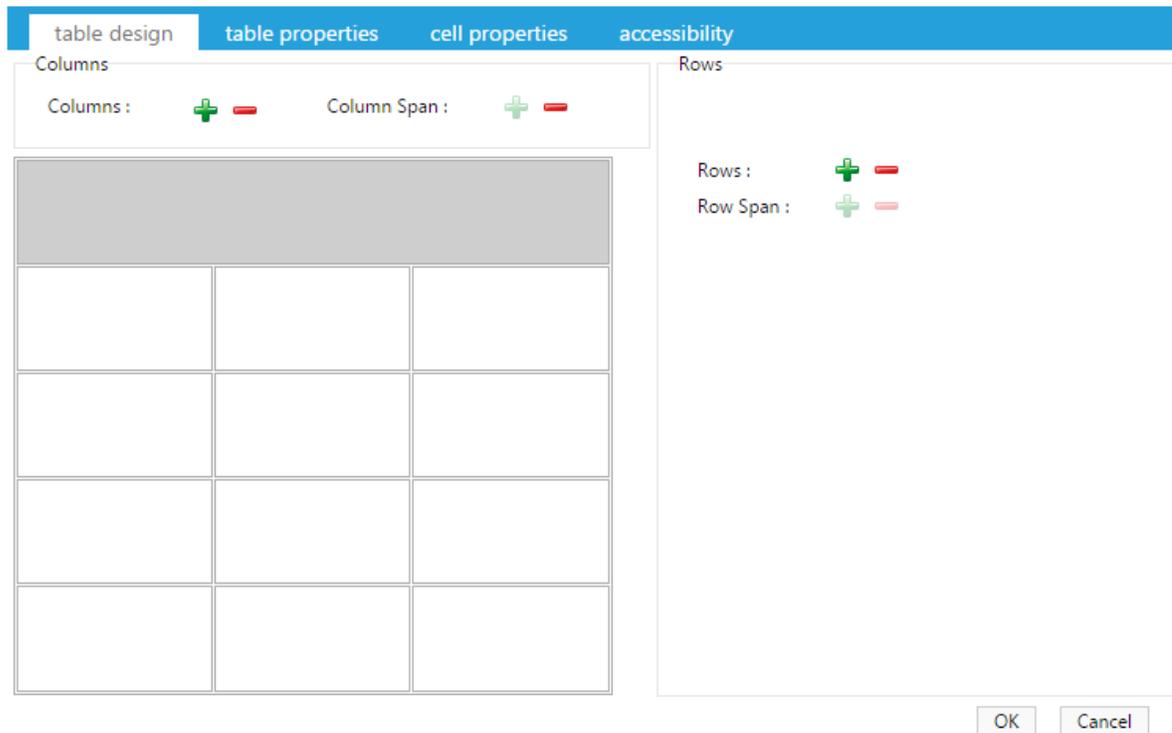
  |  

 Table Wizard

- Configure your table in the table wizard.



- Add three rows, one column and two column spans to the top row.



- In the 'table properties' tab select the 'telerik-reTable-1' CSS Class Layout.

- Select 'OK'.
- Fill in your table accordingly.

Demo Contact Information		
Name	Email	Telephone
John	john@eztask.com	555-555-5555x21
Mary	mary@eztask.com	555-555-5555x22
Roy	roy@eztask.com	555-555-5555x23

4.6 RSS Feed



RSS (Really Simple Syndication) uses a family of standard web feed formats to publish frequently updated information: blog entries, news headlines, audio, video. Enter a URL of any RSS feed to generate a feed list. The RSS feed widget will generate thumbnails for each item in the feed that contains an image.

4.6.1 Settings & Options

There is one option : RSS Properties



Property Options

RSS feed URL: Enter a fully qualified URL to access a feed. This will include internal feeds (like our Communications module or Calendar) or external feeds.

Example: <http://feeds.feedburner.com/makeuseof>¹⁵³

Articles to display: Choose the number of articles to display in your feed.

Characters in the title: Choose the number of characters to display in the title. 200 by default is standard setting.

Characters in description: Choose the number of characters to display in the description. 200 by default is standard setting.

Choose sort descending: Choose the order to display your articles. This is using the date the article was published. This option unchecked will sort ascending, oldest item first.

Thumbnail size: Choose the “width and height” the thumbnails will appear. Default is 50px x 50px.

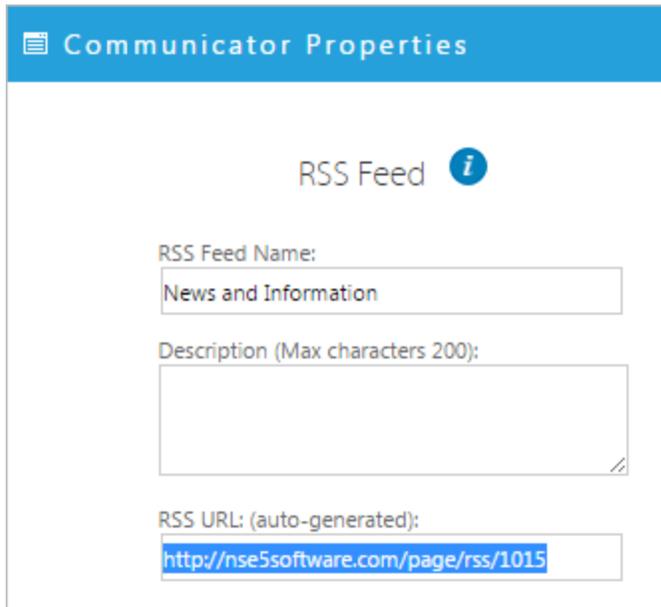
Turn thumbnails off: Use this option to ignore thumbnail images.

Type of feed display: Standard RSS Listing, Calendar Text Listing, or Calendar Object

4.6.2 Standard RSS Listing

Create a Standard RSS Listing

Highlight and Copy the RSS feed from the Communicator instance you would like to source.



The screenshot shows a dialog box titled "Communicator Properties" with a blue header. Below the header, the text "RSS Feed" is displayed next to an information icon (a blue circle with a white 'i'). There are three input fields: "RSS Feed Name:" with the text "News and Information", "Description (Max characters 200):" which is currently empty, and "RSS URL: (auto-generated):" with the URL "http://nse5software.com/page/rss/1015" highlighted in blue.

Return to the page where you have placed the RSS Feed widget

- Click the 'RSS feed properties' icon .
- Paste the link to your feed in the 'Enter RSS Feed URL' form
- Select the Standard RSS Listing options (the default) and configure your options, click 'Apply'

The RSS feed is now viewable in the Page Editor.

The screenshot shows a dialog box titled "RSS Properties" with a blue header bar. It is divided into two main sections: "RSS Feed" and "Options".

RSS Feed section:

- Label: RSS Feed *i*
- Field: Enter RSS Feed URL: (An arrow points to this field.)
- Slider: Number of Articles to display (set to 5)
- Slider: Number of characters in Title (set to 200)
- Slider: Number of characters in Description (set to 200)
- Checkbox: Sort Descending
- Checkbox: Open links in a new window

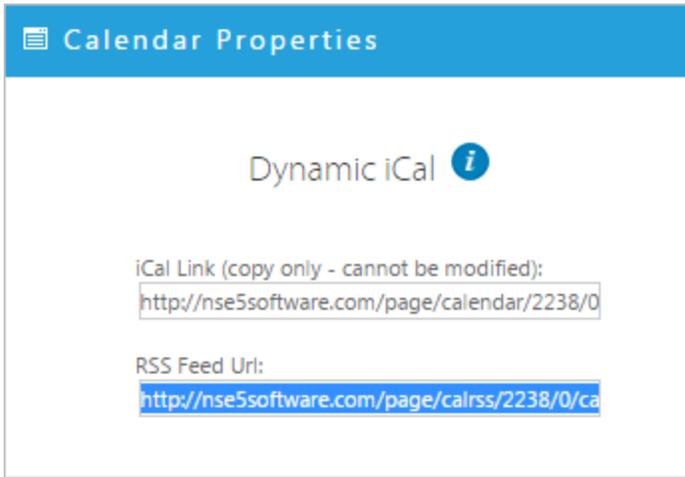
Options section:

- Dropdown: Standard RSS Listing (An arrow points to the dropdown arrow.)
- Slider: Thumbnail width (set to 50 px)
- Slider: Thumbnail height (set to 50 px)
- Checkbox: Turn thumbnails off

4.6.3 Calendar Text Listing

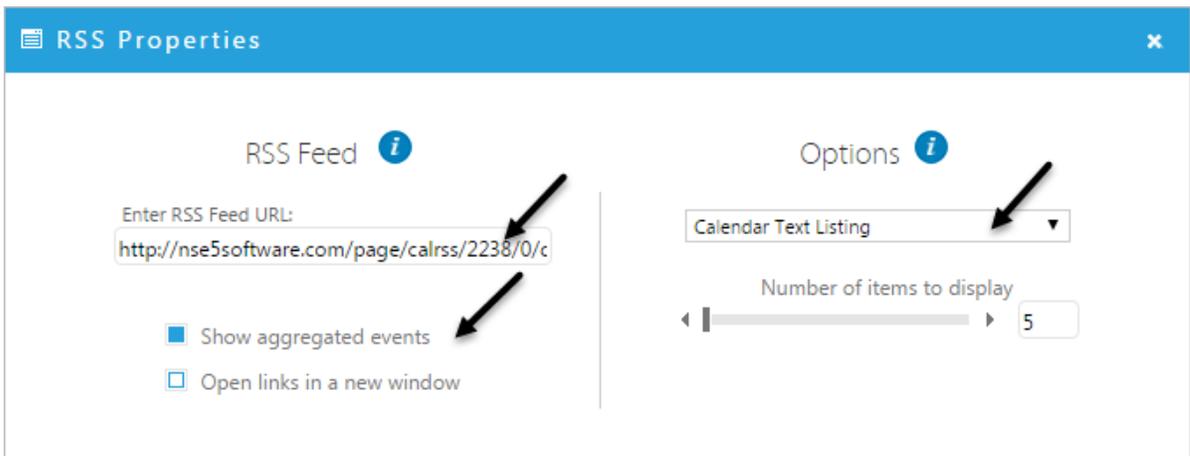
Create a Calendar Text Listing

Highlight and Copy the RSS feed from the Calendar instance you would like to source.



Return to the page where you have place the RSS Feed widget

- Click the 'RSS feed properties' icon .
 - Paste the link to your feed in the 'Enter RSS Feed URL' form
 - Select the Calendar Text Listing option and configure your options, click 'Apply'
- NOTE: if you are using an aggregated calendar, which pulls events from multiple RSS feeds, click the 'Show aggregated events' box to display events from all aggregated calendars.**



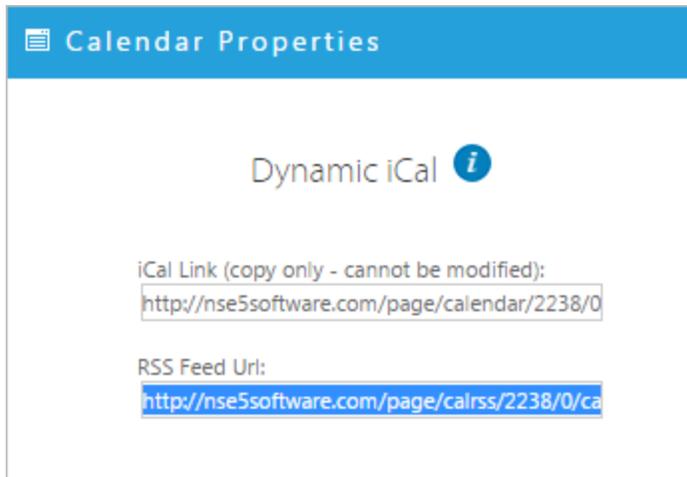
The Calendar RSS feed is now viewable in the Page Editor.

4.6.4 Calendar Object

Create a Calendar Object

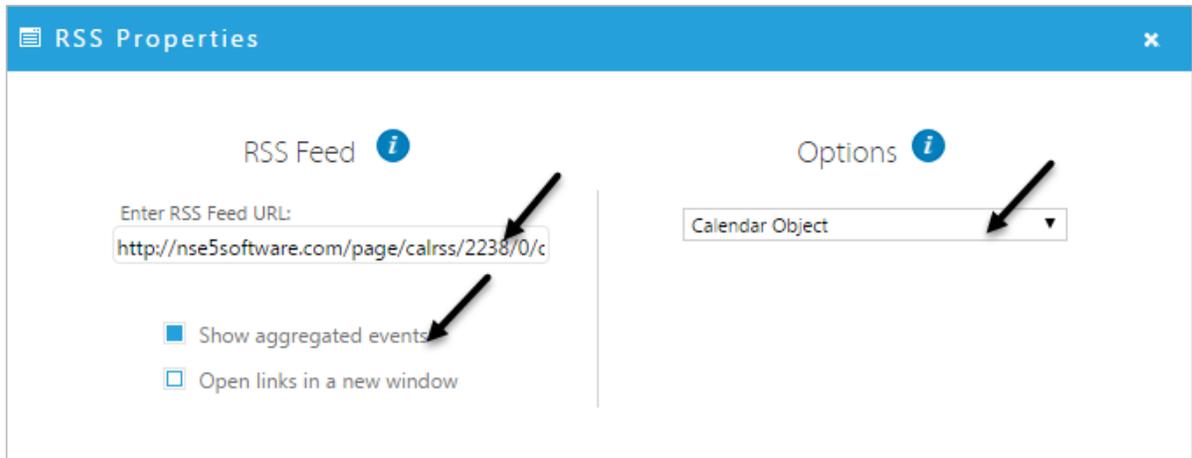
The Calendar Object is a small index calendar. The dates with events are highlighted on the calendar. The user clicks on a date and is taken to information for that day.

Highlight and Copy the RSS feed from the Calendar instance you would like to source.



Return to the page where you have place the RSS Feed widget

- Click the 'RSS feed properties' icon .
- Paste the link to your feed in the 'Enter RSS Feed URL' form
- Select the 'Calendar Object' option and configure your options, click 'Apply'
NOTE: if you are using an aggregated calendar, which pulls events from multiple RSS feeds, click the 'Show aggregated events' box to display events from all aggregated calendars.



The Calendar Object feed is now viewable in the Page Editor.

