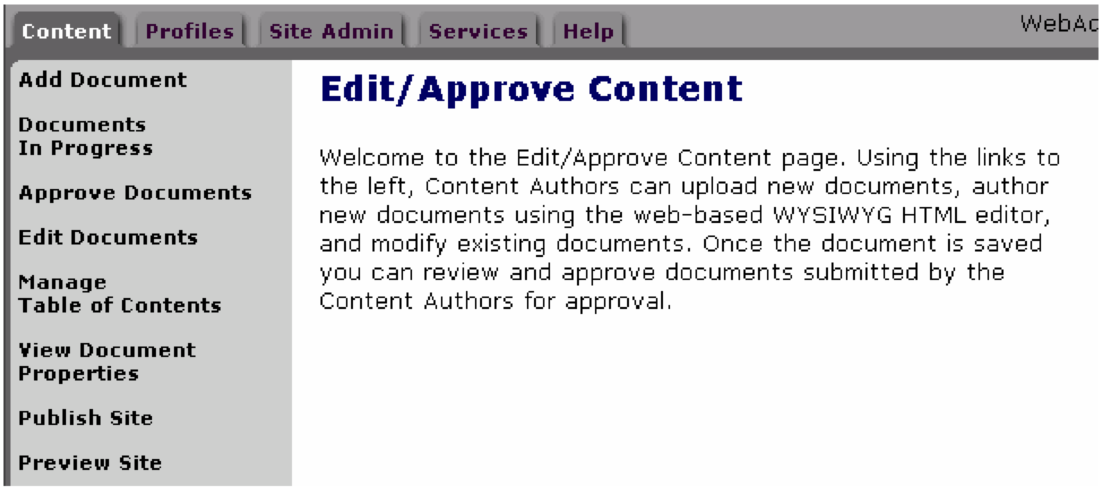
FirmSite Control | Tutorial

THOMSON FINDLAW

Contents

A. **Logging on to the Administrative Control Center:**

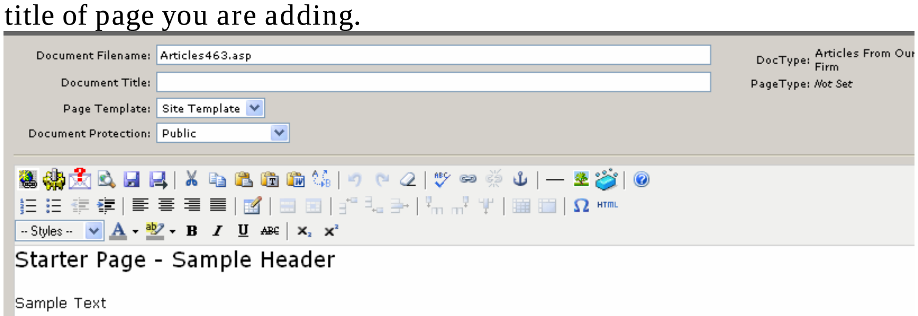
- Log on as FirmAdmin to the Administrative Control Center at *http://admin.firmname.com/admin* (where *firmname.com* is your domain name) using your Account Manager password.
- By default, you begin with the Content tab, where you can add and edit documents, and manage the content of your client's site.



Add/Edit Content

Using the Editor – Overview:

- After adding a new page or choosing to edit an existing page, the editor screen appears, ready for content. Change the Document Title if necessary to reflect the title of page you are adding.



- The default starter page contains a header using font style 5 and bold text, and sample text using font style 2. (Font styles are actually defined in the site's style sheet when the site is created, and are not necessarily reflected in the editor.)

- When copying content from a Word document, be sure to paste the editor using the Paste, Paste as Plain Text or Paste from Word buttons on the toolbar to first remove all "bad" code. Add any formatting in FirmSite Control using the editor toolbars.

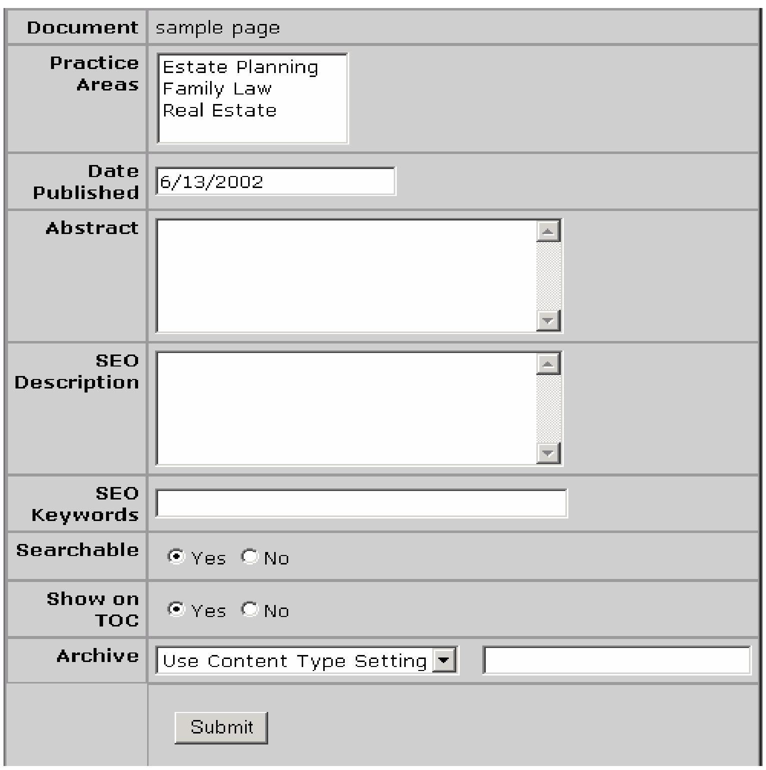
- From the top row of buttons in the editor's toolbar, select Preview page to see an example of what the page will look like. After viewing it, click anywhere in that window and the page will close.

- The toolbar buttons that appear above the editor pane look like and work the same as the toolbar buttons in Microsoft Word. Text can be entered directly in the editor and formatted using these buttons.

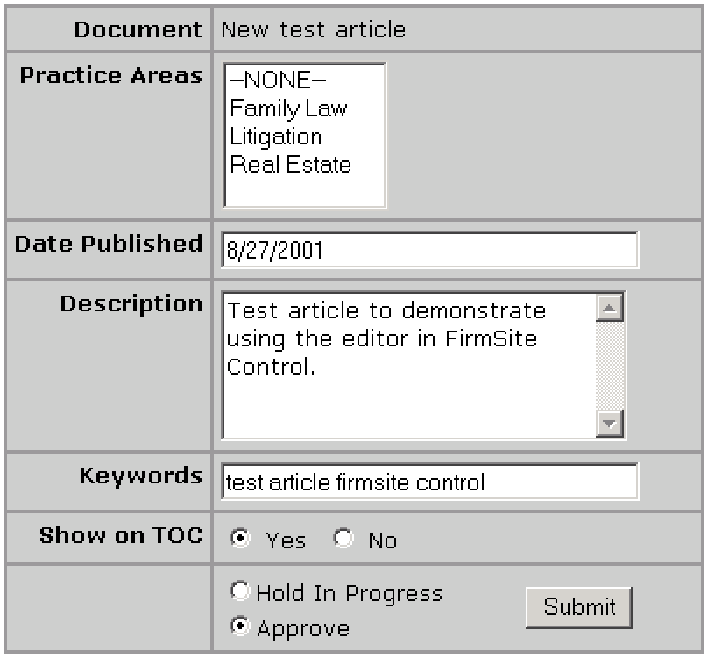
- You can preview or save or submit the page at any time while editing. When finished, click Save, Continue and Edit Attributes to edit the page's tags and submit it for approval.

- Edit the page's attributes on the Page Attributes page, and click Submit at the bottom of the page to submit it for approval.

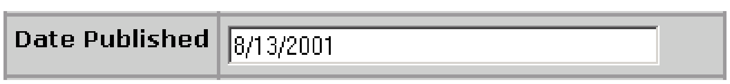
Here is an example of the Page Attributes page from FirmSite Control:



Here is an example of a Page Attributes page from FirmSite Lite (notice the approval radio button near the bottom):



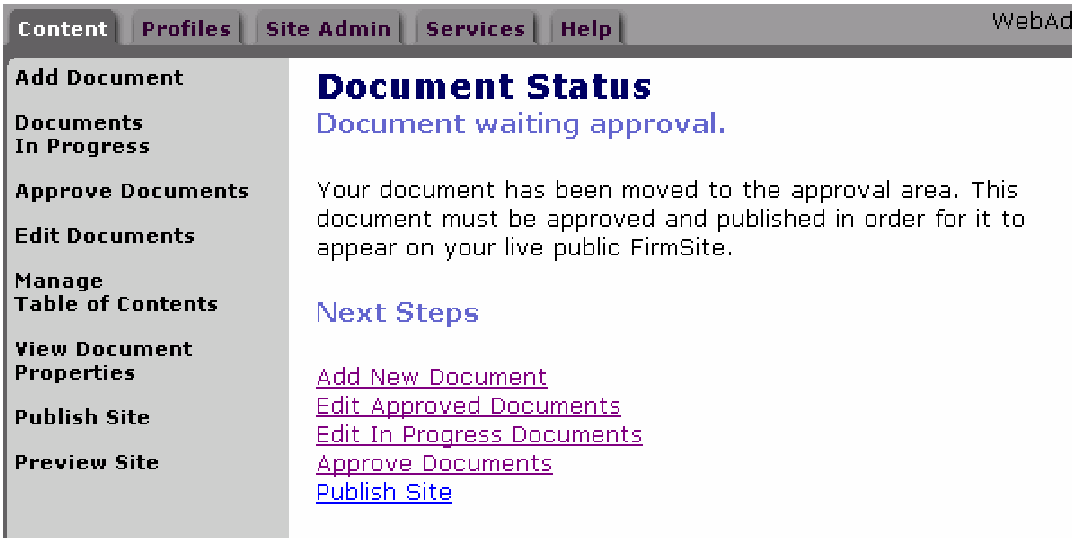
The attributes listed on this page will vary by content type. One item that is extremely relevant to how links will be shown on a dynamic page (such as an Articles or Newsletters page) is the *Date Published*.



- By default, this is the date that a document is added to a site. However, it can be modified to show the actual date that a document, such as a newsletter, was created, and is useful for determining the order in which items are displayed on a dynamic (or table of contents) page.

- For example, when sorting documents by date on a table of contents page, the date that a document was added to a site is used. If a newsletter from a year ago is added, the application will think it is the most current document, and will list it first on a Newsletters table of contents page. The Date Published can be modified to reflect the actual date of publication, and it will then be displayed in its proper place in a chronological listing.

Once you submit this page, you are sent to the **Document Status** page. Choose one of the five links on the page to continue, or select navigation from the left side of the page. (In FirmSite Lite, this step is omitted because it was a part of the Page Attributes page.)



Editor Toolbar Buttons:

FirmSite	Edit
Insert Image	Paragraph Format
Special Characters	Text Format
Linking	Table
HTML View	

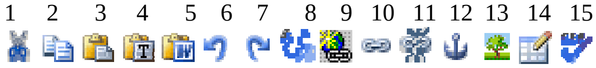
Commonly Used Buttons:

- **Site Link Tool**: Causes a window containing a listing of all approved pages on the site, in hyperlink form, to open. See Toolbar: Insert Hyperlink for more information.
- **Insert/Edit Link:** Provides a dialog window allowing a user to create links from their web page to other web sites or other web pages.

- **Insert/Edit Anchor:** Allows a user to set an anchor/bookmark that can later be linked to, mostly used for creating links at the top of a page that jump a visitor further down the same page when the link is clicked.
- **Insert Image:** Allows you to add an image or photo (properly sized) to your web page.
- **Insert Widget:**
- **Insert Obfuscated E-mail:** Hides the e-mail address with a "Contact Us" link, so SPAMERS can't find it.
- **Preview Page**: Shows what the page will look like when approved.
- **Save**: Saves a copy of the page in the Documents In Progress listing.
- **Save, Continue, Tag**: Saves a copy of the page and opens the Page Attributes page for tagging.

Most of the buttons in the Edit Toolbar function the same as the corresponding buttons in Microsoft Word:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15



1. **Cut** (ctrl+x)
2. **Copy** (ctrl+c)
3. **Paste** (ctrl+v)
4. **Paste as Plain Text**
5. **Paste from Word**
6. **Undo** (ctrl+z)
7. **Redo**
8. **Find & Replace** (ctrl+f)
9. **Site Link Tool** (See above)
10. **Insert/Edit Link** (see above)
11. **Unlink**
12. **Insert/Edit Anchor** (see above)
13. **Insert picture**
14. **Insert table**
15. **Check spelling**

Inserting an Image

To insert an image into a document,

1. Follow the procedures for adding or editing a document.
2. When you reach the page editor, place your cursor where you want the image to appear and click the **Insert/Edit Image** button from the editor toolbars. The Insert/Edit Image dialog box will appear.
3. Click **Browse** button next to the **Image URL** field. The Insert Media Item dialog box will appear.
4. Do one of the following:
   - o To select an image already stored on the server,
     a. Select a picture from the **To Select an Existing File** field at the top left corner.
     b. Click **OK**. The Picture Properties dialog box reappears.

c. If you want to insert the image in its current size, with no border and no special alignment, click **OK**.
d. If you want to adjust the image before inserting it into your web page, proceed to step 5 below.

- To delete an image from the server, select the picture and click **Delete**.

- To select an image already stored on your computer,
  a. Click **Browse** (next to *To Select a Local File*).
  b. Navigate to the image file you want to insert, and click **Open**.
  c. Click in the **Enter a description for the file** field, and type a description.
  d. Click **OK**.
  e. If you want to adjust the image before inserting it into your web page, proceed to step 5 below.

5. You are back at the Insert/Edit Image dialog window and the URL for the image you selected is filled in. The following options will be pre-filled and you may edit them, if you wish:
   Image Description: The description of the picture. It may display in search engines. It does not need to be different text than the Image Title.
   Title: the name of the picture; this title is also the alt text for the image (the alt text appears in place of the image on the web page if the image itself can't display)
6. You may specify additional properties for you image on the **Appearance** tab of the **Insert/Edit Image** dialog window:

   Alignment: the arrangement of the picture in relation to text
   Dimensions: the width and the height of the picture, in pixels
   Vertical Space: the amount of vertical space around the picture (in pixels)
   Horizontal Space: the amount of horizontal space around the picture (in pixels)
   Border: the border thickness in pixels (the larger the number, the thicker the border)

7. Click **Insert** to insert the image into your document.

Inserting Links to page(s) of your web site using the Page Editor

The Site Link Tool allows you to insert approved document links into the page editor.

To insert a link into your page linking to another page of your web site,

1. Follow the procedures for adding or editing a document.
2. When you reach the page editor, place your cursor where you want the document link to appear and click the **Site Link Tool** button. The Document Link Tool page will appear in a separate browser window. This window lists all approved documents on a site. If you have configured Practice Centers or Practice Pages, those links for Practice Centers/Practice Pages will appear under Topical Content (one of the selections in the drop-down list).

Either:

3. Click a document link to view the specific document. Highlight and copy the document link(s) you want.
4. Paste the document link(s) into the page editor.

Or:

5. Simply click the link icon next to the page you want to link to.
6. The Site Link Tool window will close and your link will be placed in the page editor.

Working with Hyperlinks in a Document

Hyperlinks (links) allow visitors to your web site to click a link that takes them to another location on your site or to a page on another web site on the Internet.

When creating a hyperlink, you must specify a source (the text or image the user clicks to move to the destination) and a destination (the place to which the cursor moves when the user clicks the source). For example, West Group Web Site is a source, and the web page available at www.westgroup.com is a destination.

To insert a hyperlink in a document that takes a user to a page within your web site, see the help file for Site Link Tool.   .

To insert a hyperlink in a document that takes a user to a page on the Internet:

1. Follow the procedures for adding or editing a document.
2. When you reach the page editor, place your cursor where you want the hyperlink to appear and click **Insert/Edit Link** button. (Or, highlight the text that you want to appear as a hyperlink and click .)
3. In the Hyperlink dialog box, fill in the following fields:

   Text: Type the text that you want displayed as a hyperlink on your document. (This field fills in automatically if you selected text before clicking in step 2.)

   Link URL: Type the destination address for the hyperlink, for example, . Or, in a separate browser window, navigate to the page you want to link to, copy the link that displays in the Address field at the top of your browser window, and paste that text to the Link field (make sure you are navigating your live/public web site if you are linking to a page on your site this way instead of using the Site Link Tool).

Anchors: If you have previously created a bookmark/anchor, it will appear in this field. You don't need to type the destination bookmark; simply select the bookmark. (Optional)

Target: If you wish, specify a display option for the destination page when the new hyperlink is clicked. If you leave the Target field blank, the new window will replace the current window.

- **This Window (_self):** the document displays in the current browser window (this is the default)
- **New Window (_blank):** the document displays in a new browser window (This is a good selection if linking to a page off of your WebSite or an uploaded PDF document.)
- **Parent Window (_parent):** if your page contains frames, the document displays in the frame that contains the frame with the hyperlink
- **Top Frame (_top):** if your page contains frames, the document displays in the full display area, replacing the frames

Title: The anchor tag of the link. Displays if the user hovers over the link but does not click through on it. Also, may be text read by Blind Reader Software's to navigate a sight impaired visitor.

4. Click **Insert**.

To test a hyperlink you will need to wait until you are finished with the document and either **Save**, **Save Continue & Tag** and then **Preview** the page.

For more information about inserting a bookmark/anchor and a hyperlink to it, click here.

To edit or change a hyperlink's destination web page,

1. Place your cursor on the link you wish to edit.
2. Click the **Insert/Edit Link** icon on the editor toolbars . The Insert/Edit Link dialog box will display.
3. Edit the Link or Target Frame fields.
4. Click **Update.**

To remove a hyperlink, select the text and click the **Unlink** button from the editor toolbars .

Inserting Anchors (Bookmarks)

Bookmarks (or anchor names) are useful in large web pages because you can create hyperlinks that jump directly to the place on the page where you have named the bookmark.

When creating a bookmark, you must specify a source (the text or image that the user clicks to move to the bookmark) and a bookmark (the place to which the cursor jumps when the user clicks the source).

To insert a bookmark/anchor in a document,

1. Follow the procedures for adding or editing a document.
2. When you reach the page editor, click next to the text or image you want to name with a bookmark/anchor.
3. Click the **Insert/Edit Anchor** button in the editor toolbars. The Insert/Edit Anchor dialog box displays.
4. In the dialog box, enter a name in the **Anchor Name** field.
5. Click **Insert.** The page editor displays (a small anchor icon will display in the editing window but not on the finished preview or live site).
6. Highlight with your cursor text or image in the editing window from where you want to create the link that will link to the location of the Anchor you just created.
7. Click the Insert/Edit Link button ( ). The Insert/Edit Link dialog box displays.
8. Click the **Quick Link** drop-down list and select the bookmark you just created.
9. If you wish, use the **Target Frame** field to change the window in which the destination page appears. If you leave the **Target Frame** field blank, the new window will replace the current window.
10. Click **Insert**.

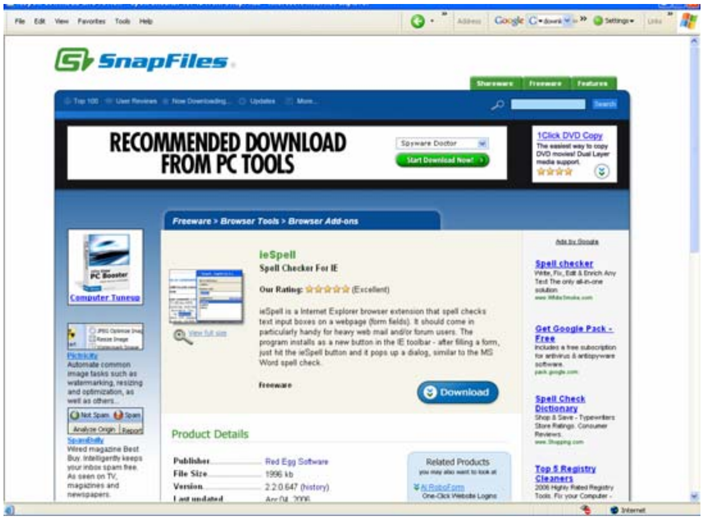
Checking Spelling in a Document

If you have Internet Explorer 5.0 or a later version installed on your computer, you can check spelling on a document.

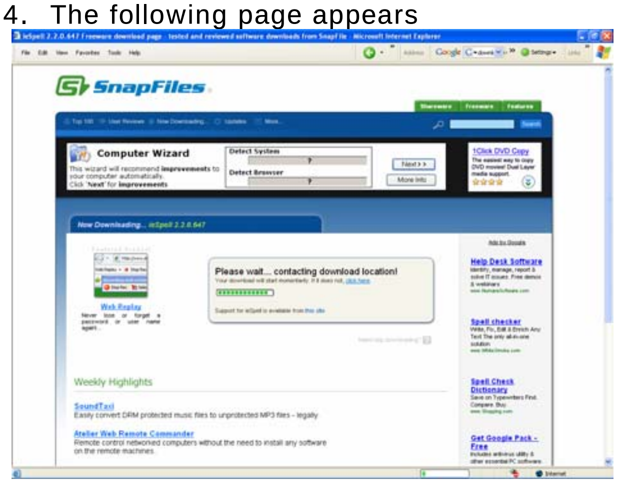
You must download the spell checking software, one time only. You only need to download the first time you run the spellchecker. Afterwards, you may spell check as many documents as you need to without downloading again, session after session.

To download the IESpell, spell check software, plug-in:

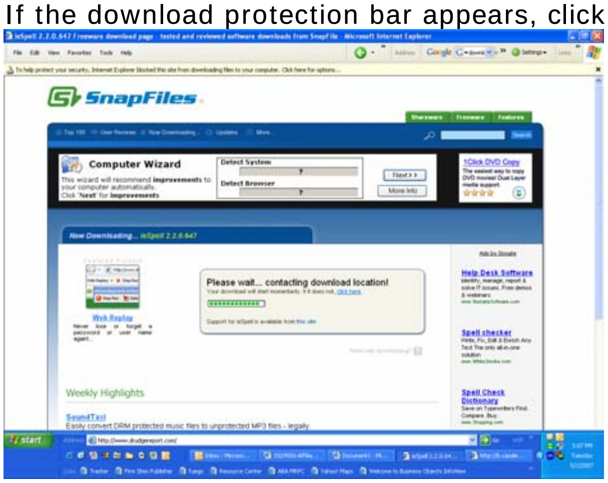
1. Open Internet Explorer
2. Go to
3. Click on the button that says download



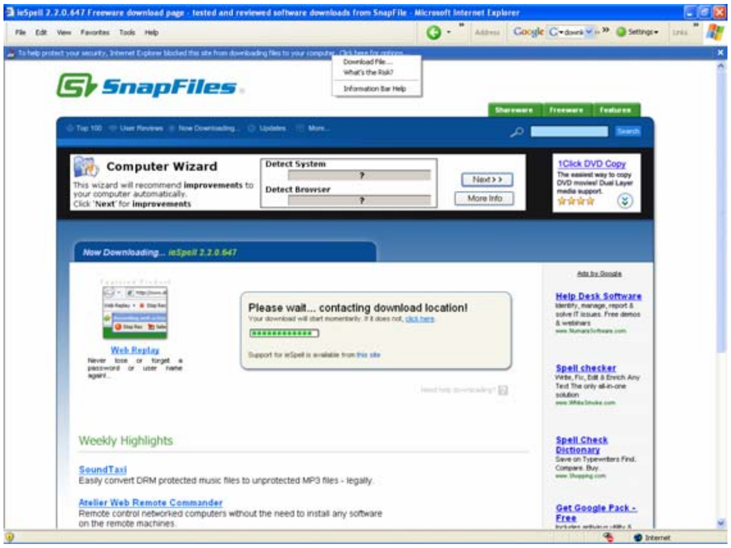
4. The following page appears



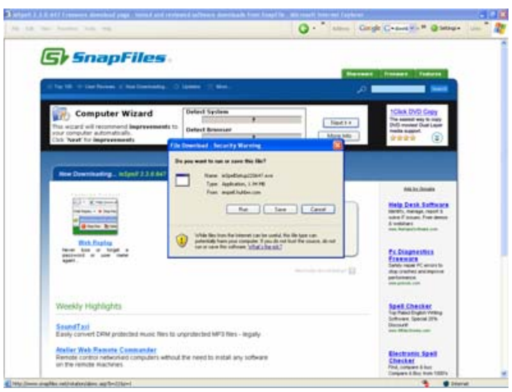
5. If the download protection bar appears, click on the security bar.

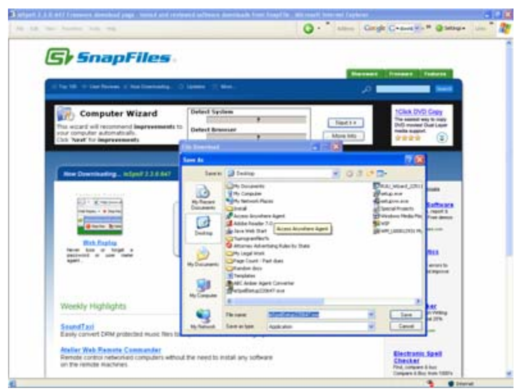


6. Click On Download File

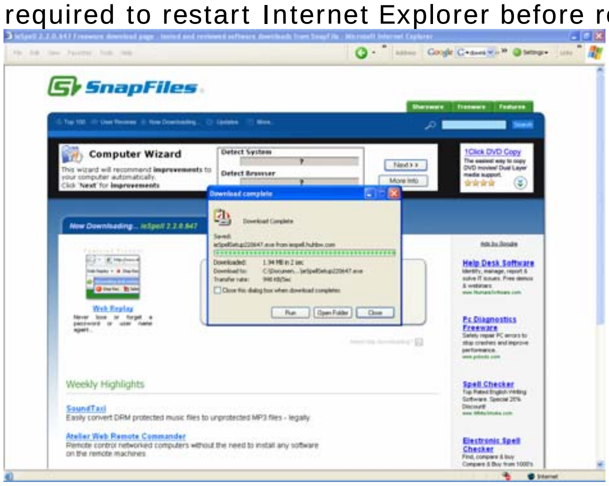


7. When the download box appears, save the file to your desktop.

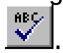




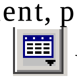
8. When download is finished, click run. Follow the steps to install. You may be required to restart Internet Explorer before returning to FS Control.



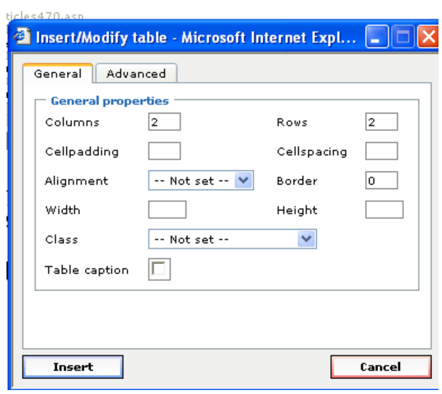
To check spelling upon demand,

1. Follow the procedures for adding or editing a document.
2. When you reach the page editor, click .
3. Each word that's not in the spell-checker dictionary will appear in the Spelling dialog box with any suggestions for replacing it. The most probable suggestion is highlighted at the top of the list.
    - o To accept the suggested correction, click **Change** (or **Change All** to replace every occurrence of the word).
    - o To ignore the suggested correction, click **Ignore** (or **Ignore All** to ignore all other occurrences of the word).
    - o To stop spell checking, click **Cancel**.

Insert Table

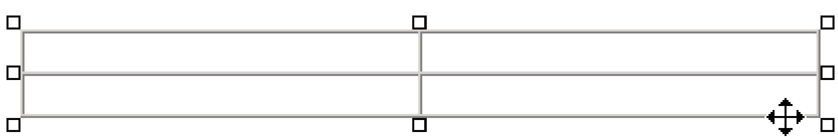
- To add a table to a document, position the cursor where the table should appear, and click the *Insert Table*  button, select *Insert Table* from the drop down.

- Change any relevant information: the number of rows, number of columns, width of the table in percent or pixels, the horizontal alignment, borders information, and custom background. Click *OK* when finished.



- Once the table is added, it can be further modified by clicking on it and selecting *Table Properties* to modify the table, or *Cell Properties* to modify a specific cell of the table. You can also insert rows or columns, and delete rows and columns.

    A table that has been selected looks like this:



- Note that the cursor has four arrows on it, and there are small squares placed at the corners of the table and at the middle of each side. When the cursor looks like this, the entire table can be moved to a new location on the page. Then, the small squares can be dragged to re-size the table.

- When the cursor is placed inside a table, that row or column can be deleted, a row or column can be deleted from that location, the cell can be split, or the table or cell properties can be displayed or changed by clicking on the appropriate Table Toolbar Icon:

Editing Cells in a Table

1. Follow the procedures for adding or editing a document.
2. When you reach the page editor, click inside the table. You may click to edit the existing properties of the entire table. Or, click the Table Row Properties or Table Cell Properties buttons to edit settings specific to cells or rows. You may highlight a cell, cells, row or rows of your table to select the cells/rows that the properties should be changed.
3. Adjust any of the following properties:

On the **General Tab**:

Horizontal Alignment: sets the horizontal position of the text within the cell (i.e., left, center, right, justify).
Vertical Alignment: sets the vertical position of the text within the cell (i.e., top, middle, bottom, baseline).
Rows Spanned: specifies how many rows of the table the cell should stretch across; the default is 1.
Columns Spanned: specifies how many columns of the table the cell should stretch across; the default is 1.
Width/Height: sets the width/height of the cell within the table in terms of a percentage or by a fixed number of pixels.
Note: When you set a cell width/height, there is no guarantee that the cell will occupy that width when displayed in a browser. Because the cell is part of a column, changes to other cells in the column can affect the cell whose width you set. Setting cell width only guarantees that the cell will not be *less than* the width you specify. If you want to ensure that a cell's size doesn't change, set all cells in a column to that width.
Word Wrap: check to have text within the cell wrap to multiple lines; uncheck to keep the text on a single line (excess text will not be visible); the default, the Word Wrap feature is turned on.

On the **Advanced Tab:**

Language Direction: sets the direction that the text typed in the cell should display.
Background Image: allows you to browse and load a background image to display behind the table/cell.
Background Color: allows you select a color background for the table/cell.
Border Color: sets the color of the line that separates cells; either check Use

Default Color (matches the color of the table border) or click a color from the palette to set the cell border color individually.
Note: To make a cell's border disappear, set it to the same color as the table's background color.

4. Click **Update**.

To divide a cell into two equal cells,

1. Place the cursor in the cell you want to split.
2. Right-click and click **Split Cell**.

To merge two cells into one cell,

1. Select the cells you want to merge.
2. Click **Merge Table Cells** button from the editing toolbars. (It will only be active to click if you have highlighted cell(s) in your table.) The new cell contains all of the information from both cells, and its width equals the sum of the two cells that were merged.

To set cell padding and cell spacing,

1. Place the cursor in the cell that you want to assign cell padding (the space between a cell's data and its border) or cell spacing (the amount of space between a cell and surrounding cells).
2. Click the **Inserts a new Table** button
3. In the **Cell Padding** field, enter the number of pixels.
4. In the **Cell Spacing** field, enter the number of pixels.
5. Click **OK**.

Finding Text in a Document

To find text in a document,

1. Follow the procedures for adding or editing a document.
2. When you reach the page editor, click **Find/Replace** button from editing toolbars or press Ctrl + F.
   Note: Ctrl + F will bring up the dialog box to the **Find** tab, if you click the button it brings you to the **Replace** tab. You may only use the **Find** tab if replacing text is not desired.
3. In the **Find** dialog box, enter the text you want to find in the **Find what** field.
4. If you wish, enhance your search by clicking the following:

   Match case: specifies that lower and uppercase letters must match (e.g., if you enter "case" in the **Find what** field, the search finds "case" and not "Case")
   Direction: specifies whether you wish to search Up (from the cursor location to the top of the page) or Down (from the cursor location to the end of the page); the search begins where the cursor is when you click **Find Next**; place your cursor at

the beginning of the document to ensure that you locate every occurrence of a term

5. Click **Find Next** to begin searching your document.
6. If you wish to Find and Replace a word(s) in your document, then use the Replace tab of the **Find/Replace** dialog window.
7. In addition to the **Find What**, **Match Case**, and **Direction** that you fill out with **Find**, you also will add text to the text box next to Replace With.
8. You may:
   - **Find Next & Replace** – Find each instance and decide whether you want to replace it. Click Replace each time you wish to replace.
   - **Replace All** – Does not allow you to review every instance and will find all instances and replace them all with the text designated in Replace With

Inserting, Editing, or Viewing HTML in a Document

When adding or editing a document, you can add and edit text in a WYSIWYG view or you can work directly with HTML coding.

To add/edit HTML coding to a document,

1. Follow the procedures for adding or editing a document.
2. When you reach the page editor, place your cursor where you want to insert HTML code.
3. Click **Edit HTML Source** button on the editor toolbars.
4. In the HTML Source dialog box, type the HTML code you would like to insert/edit.
5. Click **Update**.
6. The Edit HTML Source window will close and bring you back to the editing window.

To view HTML coding in a document,

1. Click **Edit HTML Source** button on the editor toolbars.
2. While viewing the HTML code, you can edit it or simply close the window if you only wanted to view and have no changes.

Inserting/Editing Text in a Document

To insert text in a document,

1. Follow the procedures for adding or editing a document.
2. When you reach the page editor, you can insert text in the following ways:
   - Click in the document where you'd like to insert text and type your insertion. For information about shortcut commands when inserting text, click here.
   - Copy text from another application (e.g., Word, Excel) using the application's copy command, and then paste it into the WYSIWYG page

editor by clicking Paste, Paste as Plain Text, or Paste from Word. Most of the formatting will be retained. For more information about cutting and pasting in the page editor, click [here](#).

The following buttons on the toolbar allow you to enter symbols or special characters:

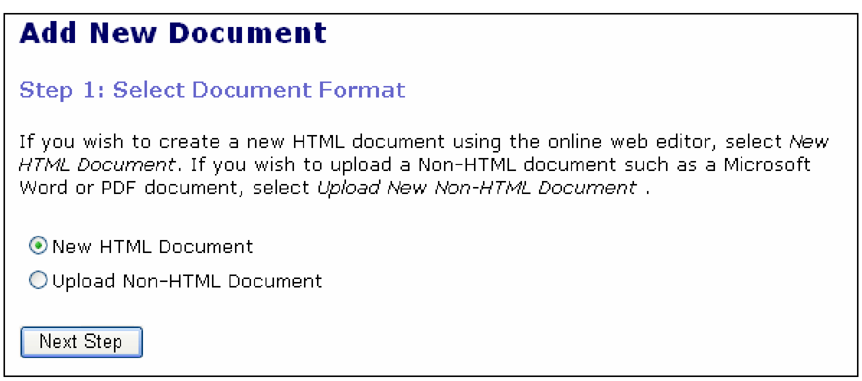
Button	Function
—	insert a horizontal line
Ω	insert custom characters (·, –, —, TM, Copyright, etc.)
x^2	make the text superscript
x_2	make the text subscript

Save, Continue and Apply Attributes:

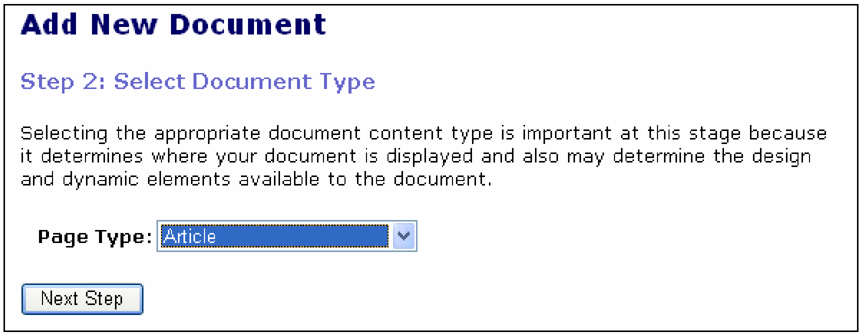
- Once editing of a document is complete, select the *Save, Continue and Apply Attributes* button (fourth button in the Firmsite toolbar). The code will be cleaned up and you will be taken to the Page Attributes page.

Adding a Web page:

Adding a New HTML Document:



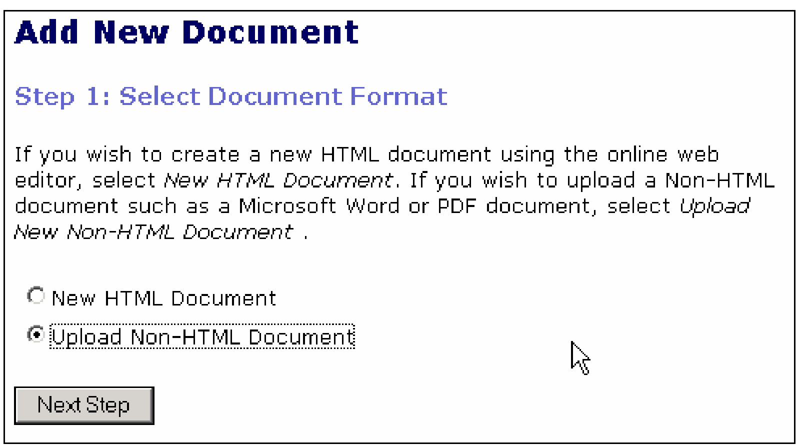
- If you add a new HTML document, from the drop-down, select the page type. Use Custom for a page that does not use one of the defined page types. Select Next Step.



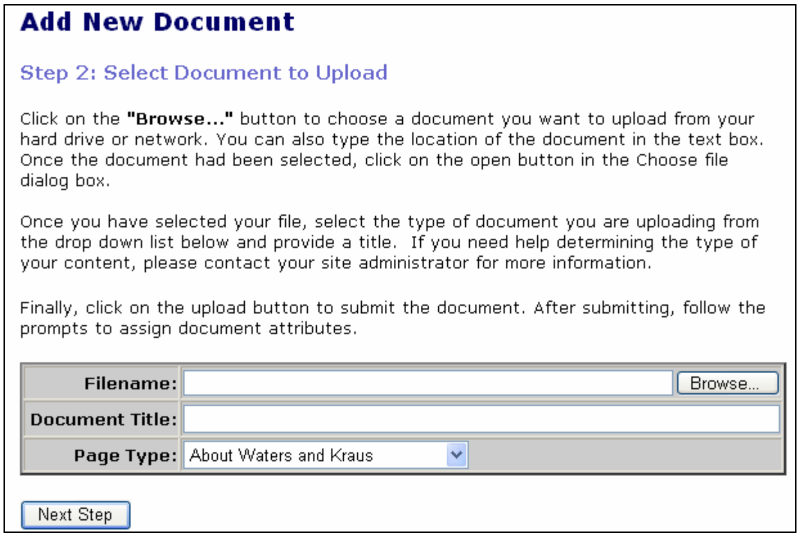
- The default editor screen appears, ready for content. See Using the Editor -- Overview for additional information. Then select Next Step again.

Adding a non-HTML document (WordPerfect, Word, PDF):

- If you add a non-HTML document, you will be prompted to browse for the file, and after locating it, you will be able to upload it to the site, title and tag it, and move it on for approval. Select Next Step.



- On the **Add New Document** page, select Upload Non-HTML Document and select Next Step. On the next screen, browse to locate the file on your local PC or network. Then select Next Step again.



Add New Document

Step 2: Select Document to Upload

Click on the **"Browse..."** button to choose a document you want to upload from your hard drive or network. You can also type the location of the document in the text box. Once the document had been selected, click on the open button in the Choose file dialog box.

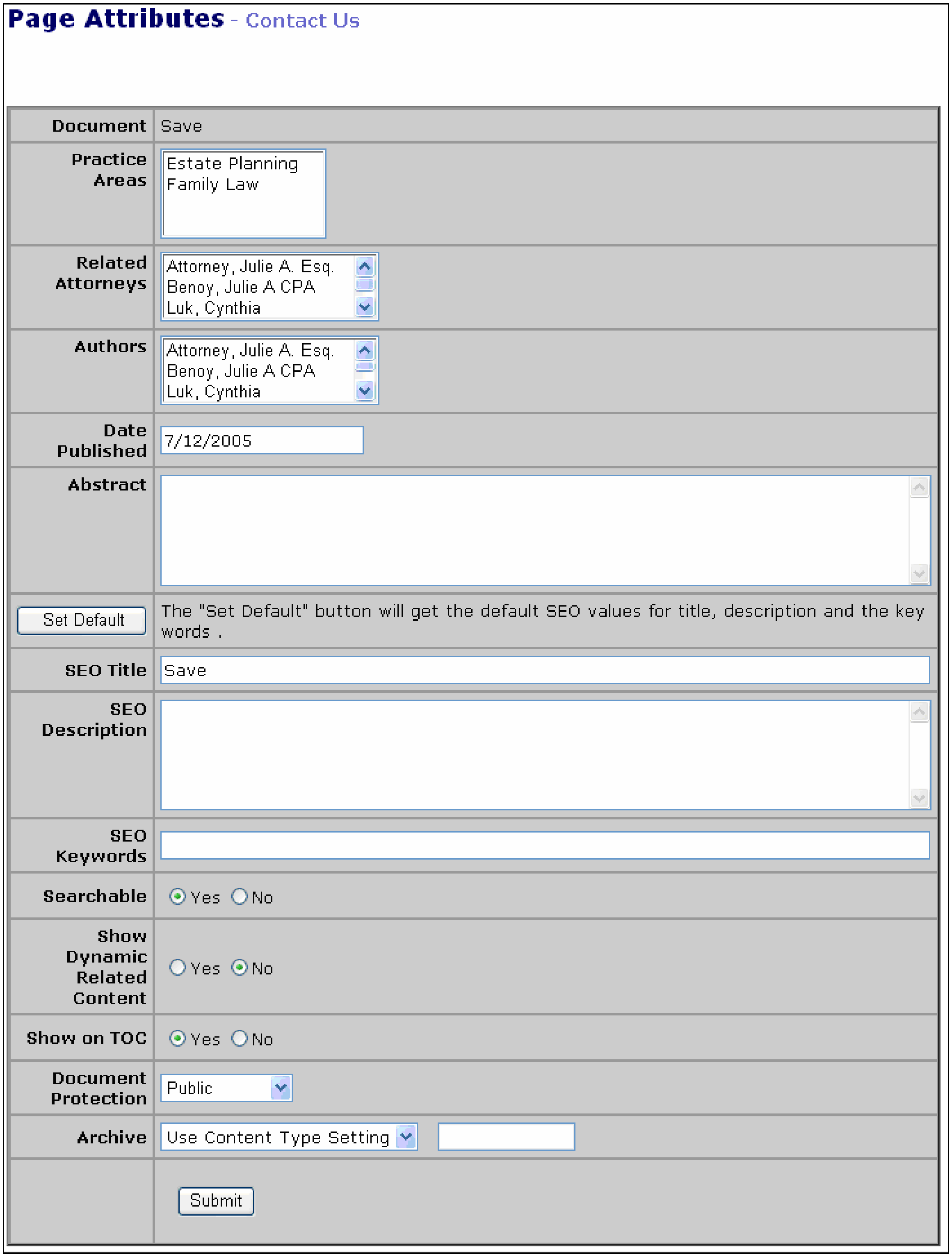
Once you have selected your file, select the type of document you are uploading from the drop down list below and provide a title. If you need help determining the type of your content, please contact your site administrator for more information.

Finally, click on the upload button to submit the document. After submitting, follow the prompts to assign document attributes.

Filename:	Browse...
Document Title:	
Page Type:	About Waters and Kraus

Next Step

- On the next page, **Page Attributes**, make selections as necessary and select Submit.



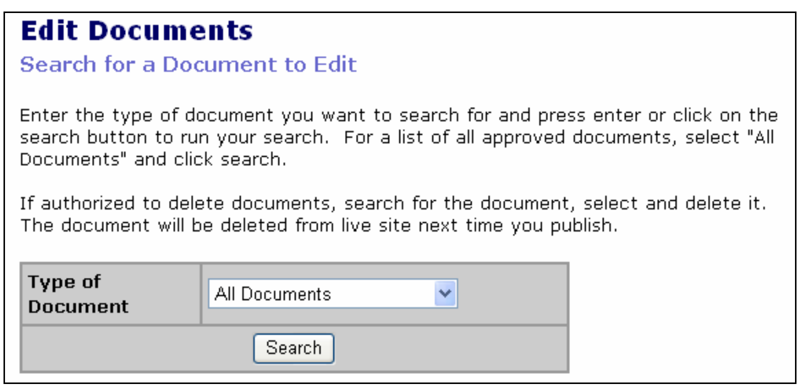
- The page attributes are part of the code of each Web page, not visible by someone who is viewing the website. Attributes (tags) are used for page searches on your website as well as to help find your site when using a Web search engine.

Document: the document title is pre-filled

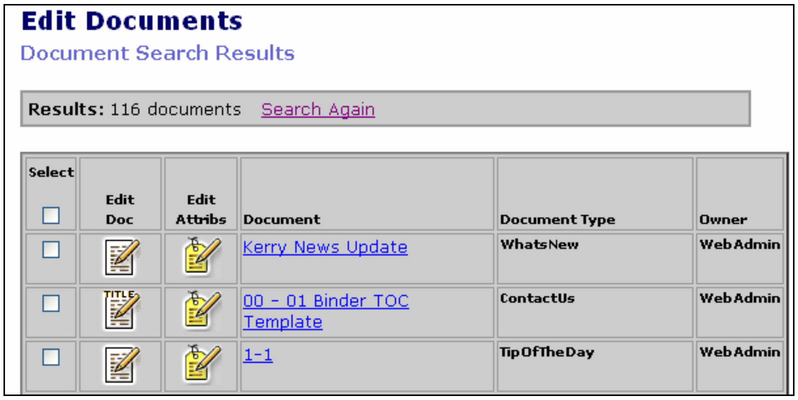
Practice Areas: select those that pertain to your document
Date Published: enter the date documents publish date
Related Staff Member(s): select the name(s) of people associated with the practice area(s)
Editor(s): select the name(s) of people who are editors
Author(s): select the name(s) of people who are authors
News Type: select the type of news
News Source: select the source of the news article
Related Attorney(s): select the name(s) of attorneys who are associated with the practice area(s)
Plaintiff: type the name of the paintiff
Defendant: type the name of the defendant
Docket Number: type the docket number
Office(s): select the appropriate office location(s)
Relevant State(s): select the appropriate state(s)
Abstract: enter a description of your document; if your FirmSite Administrator chooses to utilize this functionality for the web site, the description will show on the website as a link
SEO Description: description of the page used for web search engines
SEO Keywords: enter words describing the content of your document that can be used in search functionality for web search engines
Searchable: select whether or not you want the document to show in a site search
Show on TOC: select whether or not you want your document to appear on the web site's table of contents

Editing an Existing Page:

- Select **Edit Document.** On this screen, you can narrow down the search for a page by making selections from the Type of Document drop-down, or by entering keywords. Leaving these options set to the default settings will display a listing of all pages on the site. Click *Search*.



- On the resulting screen, search results are displayed.



- A page's content can be edited by clicking its *Edit* icon. 
- Its attributes (tags) can be modified by clicking on the *Tagging* icon. 
- If editing the document, it will open in the editor; if tagging, the Page Attributes screen appears.

Approving Documents: **This option isn't available for all sites.*

- The final step in the process is to review and approve the documents you have added. This is done on the *Editorial Approval* page.
- This page contains a listing of any documents that are waiting for approval to be included on the site. Click on the icon under *Edit Doc* to edit the document; *Edit Attribs*, to tag the document; or *View Attribs*, to view the document's attributes. If a document is new and has just been added, -New Document- will appear in the *Original Document* column. Otherwise, clicking the hyperlink in the *Original Document* column will show what the document looked like before changes were made; those changes will be shown by clicking the link in the *Requested Change* column. Finally, there are columns for the *Document Type* and the *Owner* (creator) of the article.

- By selecting a checkbox, you can approve a document (making it available to be previewed and published live, appearing in the *Edit Documents* listing); reject a document (sending it back to be edited in the *Documents In Progress* listing); or delete a document.

Editorial Approval Page

The items listed below are pieces of content that have been submitted and require approval. You may select a modified document and delete it if the requested change should not be implemented. You may return the modified document to the Content Author's in progress work area by rejecting the document and then informing the author of the required changes. Or, you may approve the document. View the document by clicking on the Requested Change link, view the assigned attributes by clicking on the View Attribs icon. You may also make any edits yourself by clicking on either the Edit Doc or Edit Attribs icon.

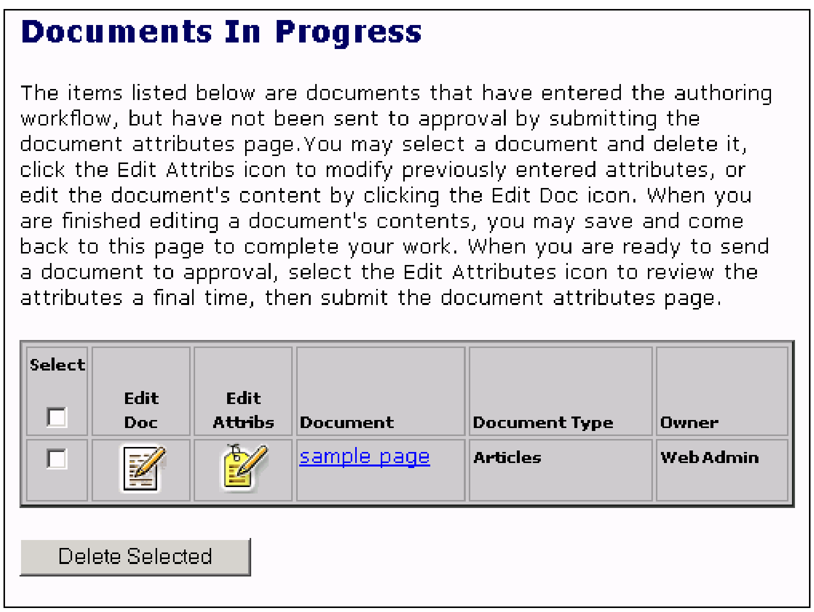
1 document waiting for approval...

Select	Edit Doc	Edit Attribs	View Attribs	Requested Document	Original Document	Document Type	Owner
				Email SPAM Laws	- New Document -	Articles	WebAdmin

Approve Selected | Reject Selected | Delete Selected

Documents in Progress:

- While adding or editing a document, saving it will send the article to the *Documents in Progress* listing. You can return to this listing at any time to continue editing a page, editing its attributes, or deleting a page.



Documents In Progress

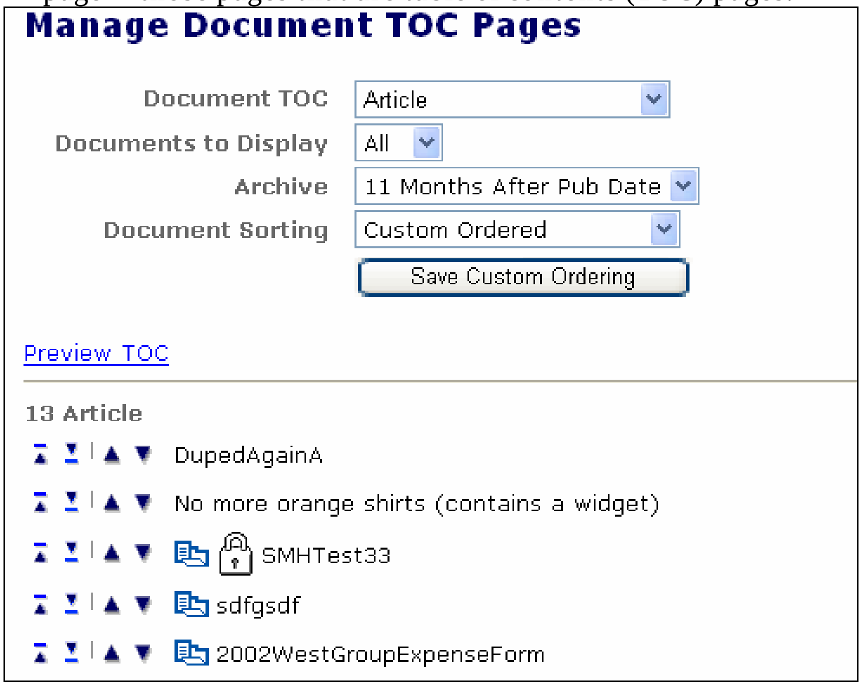
The items listed below are documents that have entered the authoring workflow, but have not been sent to approval by submitting the document attributes page.You may select a document and delete it, click the Edit Attribs icon to modify previously entered attributes, or edit the document's content by clicking the Edit Doc icon. When you are finished editing a document's contents, you may save and come back to this page to complete your work. When you are ready to send a document to approval, select the Edit Attributes icon to review the attributes a final time, then submit the document attributes page.

Select	Edit Doc	Edit Attribs	Document	Document Type	Owner
			sample page	Articles	WebAdmin

Delete Selected

Managing Table of Contents:

- This page allows you to choose how items are sorted and displayed on a dynamic page -- those pages that are table of contents (TOC) pages.

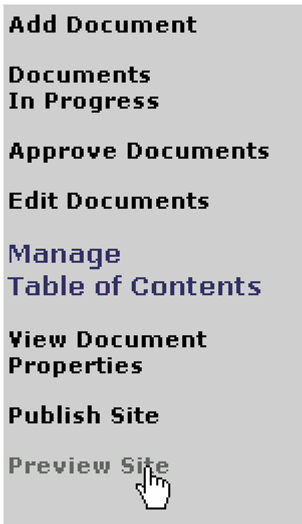


- When you add a document based upon a content type, that content type has a Table of Contents page. The document you add will show up on its Table of Contents page if you select Show on TOC: Yes when you tag the article.
- For example, Articles is a content type. If you add a document as an Articles content type and select Show on TOC: Yes when you tag the document, its title will automatically show up on the Articles TOC page. The Manage Table of Contents option allows you to control how these links appear on the TOC page.
- From the Document TOC list, choose the document type whose TOC you wish to manage.
- From the *Documents to Display* listing, choose all, or a number of articles that you wish to show on the page.
- *Document sorting* allows you to choose the order of the links on the page: Newest documents first, by title, or Custom ordered.

Newest documents first: Documents that have been added to the site most recently will be shown first. This is based on the date the article was added, not the time period that the article covers. Example: You add an article each month to the site and each is dated according to the month it covers. If you add an article from a year ago, it will show up as the most recent article, even though it pertains to a month from a year ago.
By title: Documents are linked on the page alphabetically according to their titles.
Custom ordered: Place the links in a specific order you specify. Click the up arrow with a line (first button on the left) to move a link to the top of the link, or down arrow with a line (second button from the left) to move it to the end of the list. Click an up arrow (third button) to move a link up one line, or down arrow (fourth button) to move it down one line. Click the Save Custom Ordering button to save these changes when you are finished.

Previewing Site:

- After selecting **Preview Site**, another browser window opens, showing what the website will look like when it is published. You can navigate around this preview to check the site's graphics and links before it is published to the Web.



Publishing Site:

- Select **Publish Site** to make new or edited content available to website visitors.

- Select *Publish Site* from the left navigation.
- If you do not publish a document, there are two ways to edit and republish it.
- The document can be edited from "Edit Documents" and then approved.
- The document can be edited and approved from "Approve Documents."

Preview Site: Press this button to generate a preview of the site in a separate browser window.
Publish: This will move all content to the production server, allowing it to be viewed by visitors to your site. In the listing, a checkbox appears next to each document, and by default is not checked, signifying that the document will not be published. If you wish to publish a document, click in a box to add a checkmark.
View Public: Allows you to see the "live" site on the Web.