umbraco

Version 7 Editor's Manual

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1 Introduction

Welcome to Umbraco!

Umbraco is an information platform that allows you to quickly and easily publish information onto a website without the need for any prior knowledge of web page editing. It is designed to be simple to use yet powerful and flexible enough to enable users full control of their website content.

No special skills are required in order to create, publish and manage web pages and related content with Umbraco. Any prior web page editing experience you may have will of course prove useful in terms of understanding what you want your website to do. Anything you can do using HTML can also be done in Umbraco – the functionality is not reduced just because Umbraco is easy to use.

The Umbraco platform can be utilised for all types of websites – from public websites to intranets and extranets, whether password protected or not. It can even be used to manage multiple websites from a single Umbraco instance. Regardless of the type, authorisation to edit them can be given to anybody you choose and as editing is done via a web browser, it can be done at any time and in any place.

Umbraco is designed to be intuitive and straight-forward so the aim of this manual is to explain each step in simple terms and get you editing your website with ease.

Happy editing!

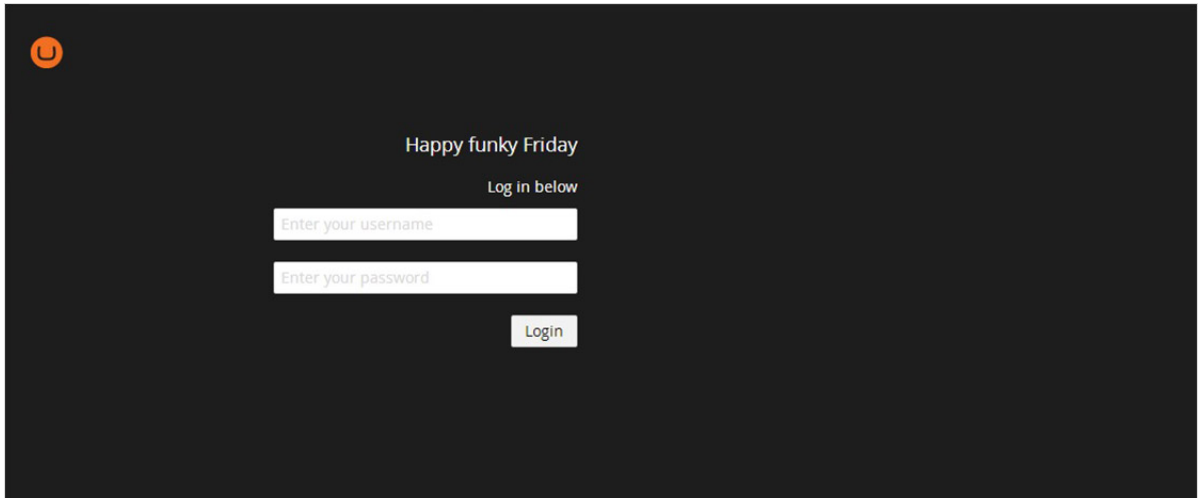
2 Getting started with Umbraco

2.1 Logging In and Out

Logging in

To access Umbraco you simply need to open your web browser and enter your website domain name followed immediately by /umbraco/ (for example: http://www.company.com/umbraco/). You will be presented with the login form into which you need to enter your username or email address and the password provided by your system administrator.

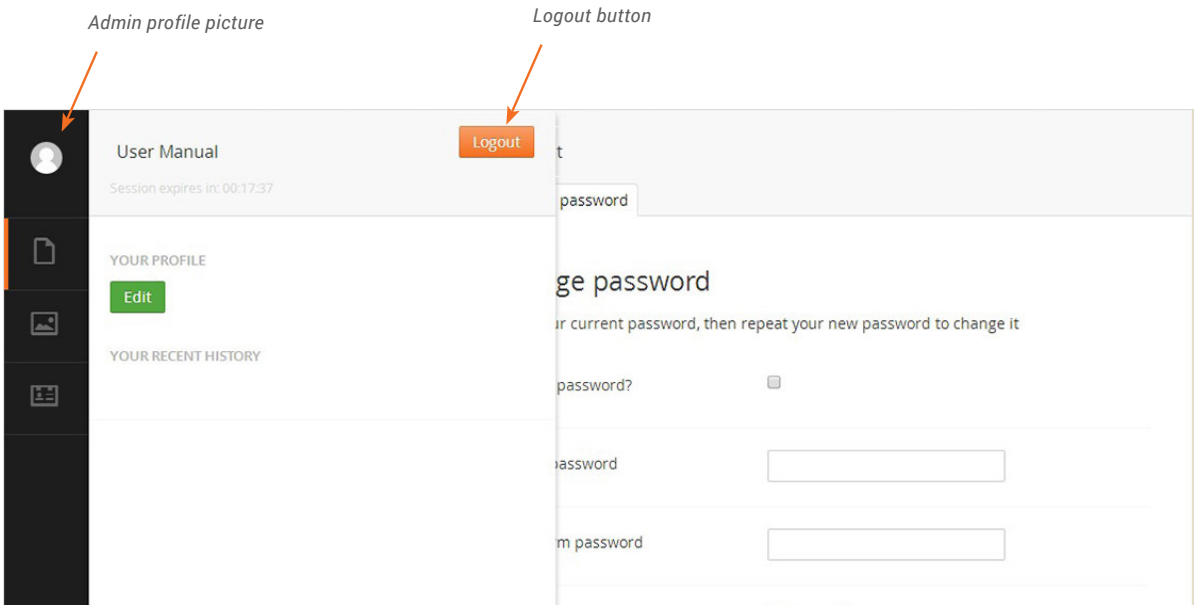
Please note the address at which you access Umbraco may vary so check with your system administrator.



Login Screen

Logging Out

To logout of the admin panel click the admin profile picture in the top left of the screen which will reveal a slide out menu. Then simply click the logout button in the top right of the menu.



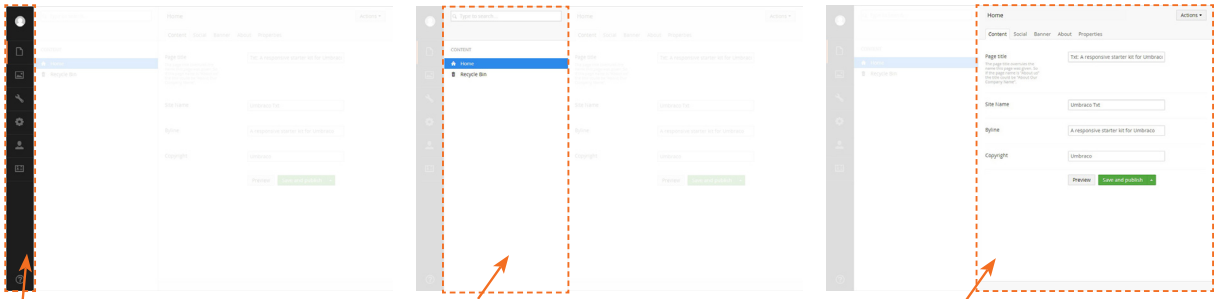
Logout menu

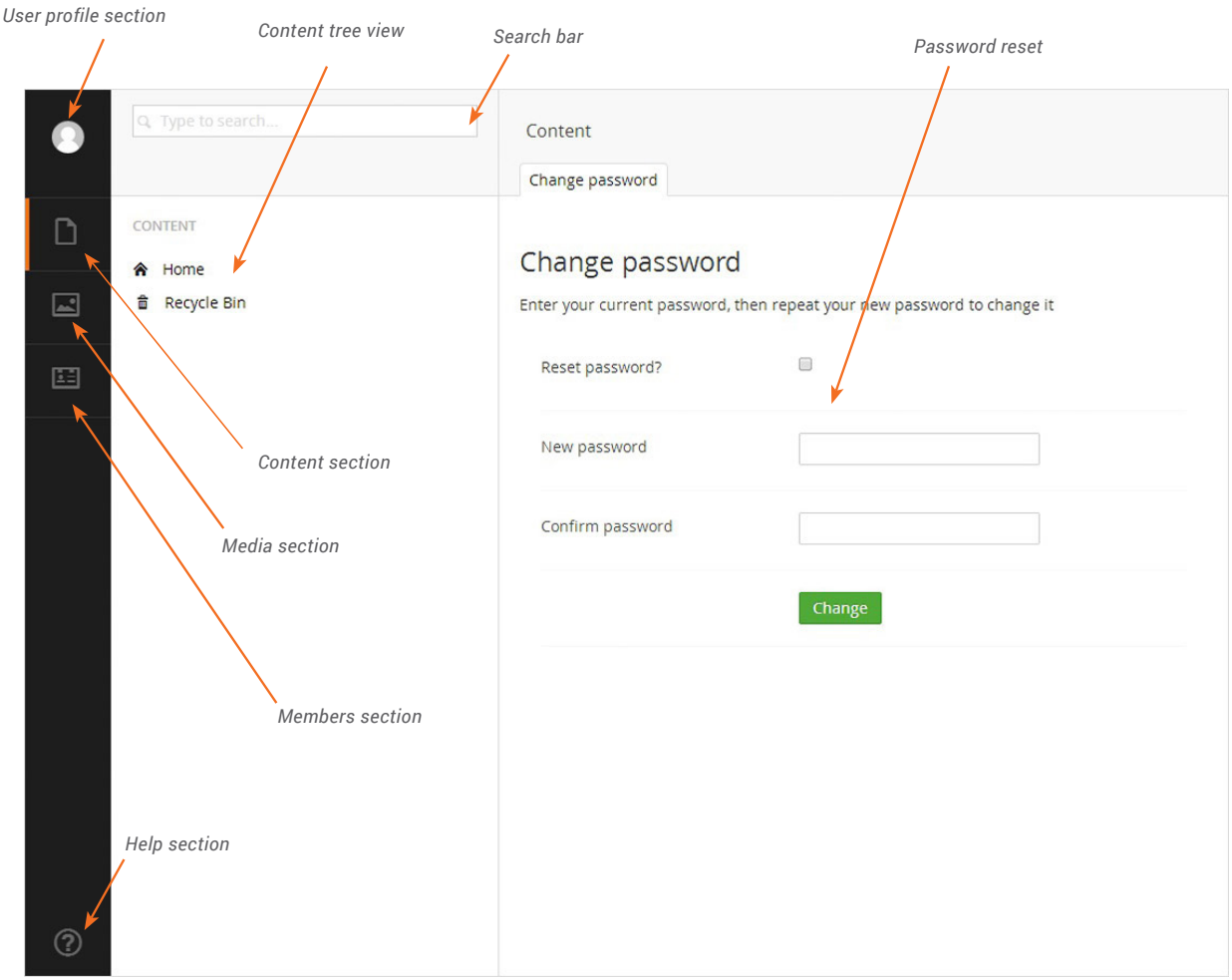
2.2 Umbraco Interface

2.2.1 Initial View

Once you have logged in you will enter the Content section of Umbraco. There are several sections within Umbraco that allow you to manage different aspects of your site. The Content section allows you to manage the web pages of your site. Sections may vary from user to user based upon their role. As an editor or writer for instanace you may only have access to the Content and Media sections. You can navigate between sections using the black section bar on the left-hand side of the screen. As you rollover one of the sections the name of the section will be revealed. Click a section to navigate to it.

To the right of the section bar is the tree view which shows the structure of your website. To navigate the tree you can click on the black arrows to the left of tree items which will reveal any sub-pages. Clicking on the page name will load that page's content into the large content area on the right of the tree view.



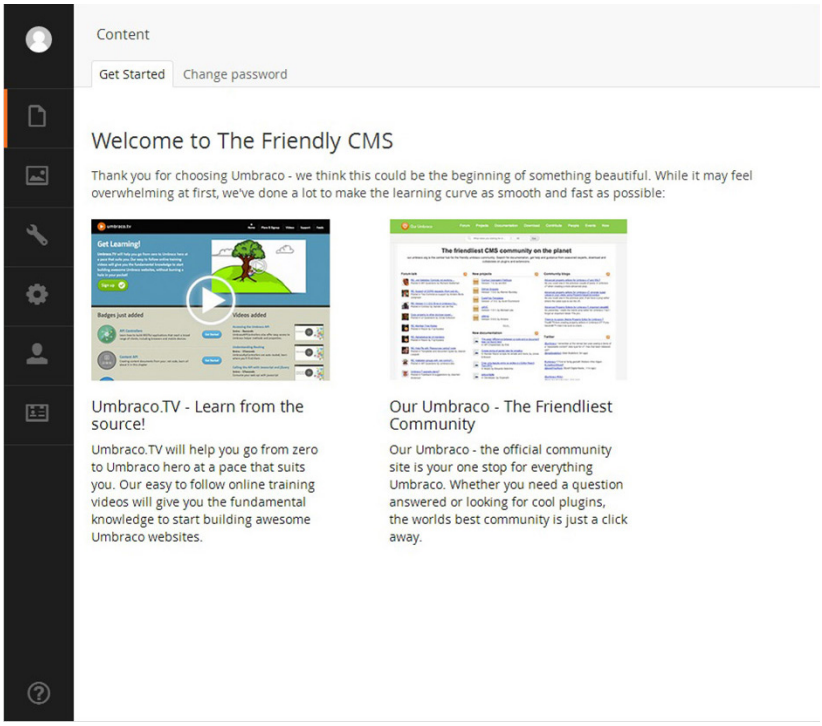


Initial login landing page (your initial landing page may vary due to developer configuration)

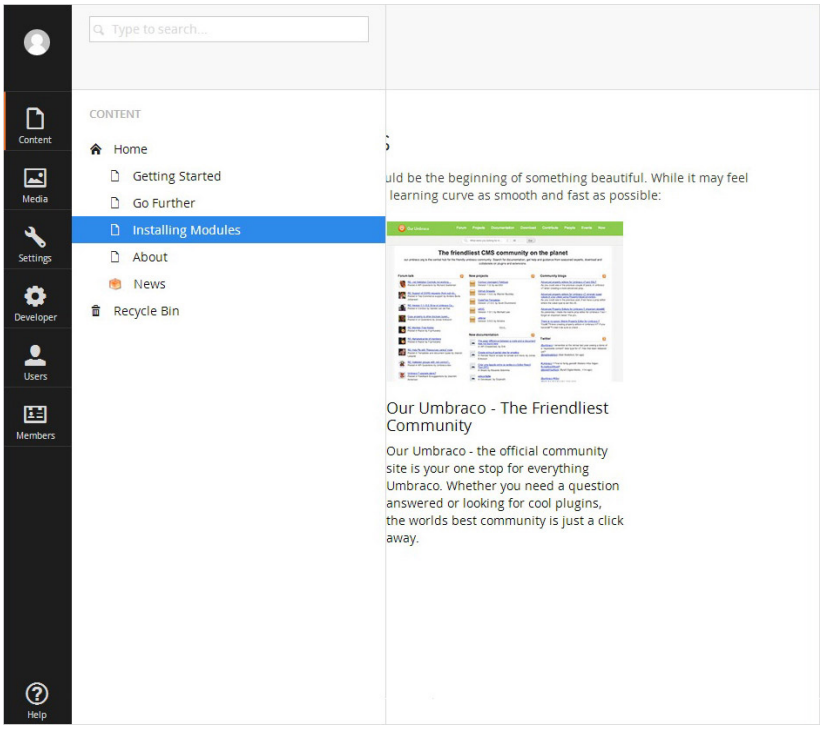
2.2.2 Behaviour at Smaller Screen Sizes

By default, on a desktop with a large screen size, the tree view is always visible giving you quick access to select and navigate website content. On smaller devices such as laptops and tablets, the tree view will be closed and only opens after you click on one of the navigation icons in the section bar on the left of the screen.

After selecting an item within the tree view on a smaller device, it will automatically close to save screen space. If you wish to close the tree view without selecting a page, you can move your mouse out of the tree view, or alternatively on a touch device you can swipe left over the tree view. Below are examples of how the interface will look on a tablet.



Dashboard on a device with a smaller screen size



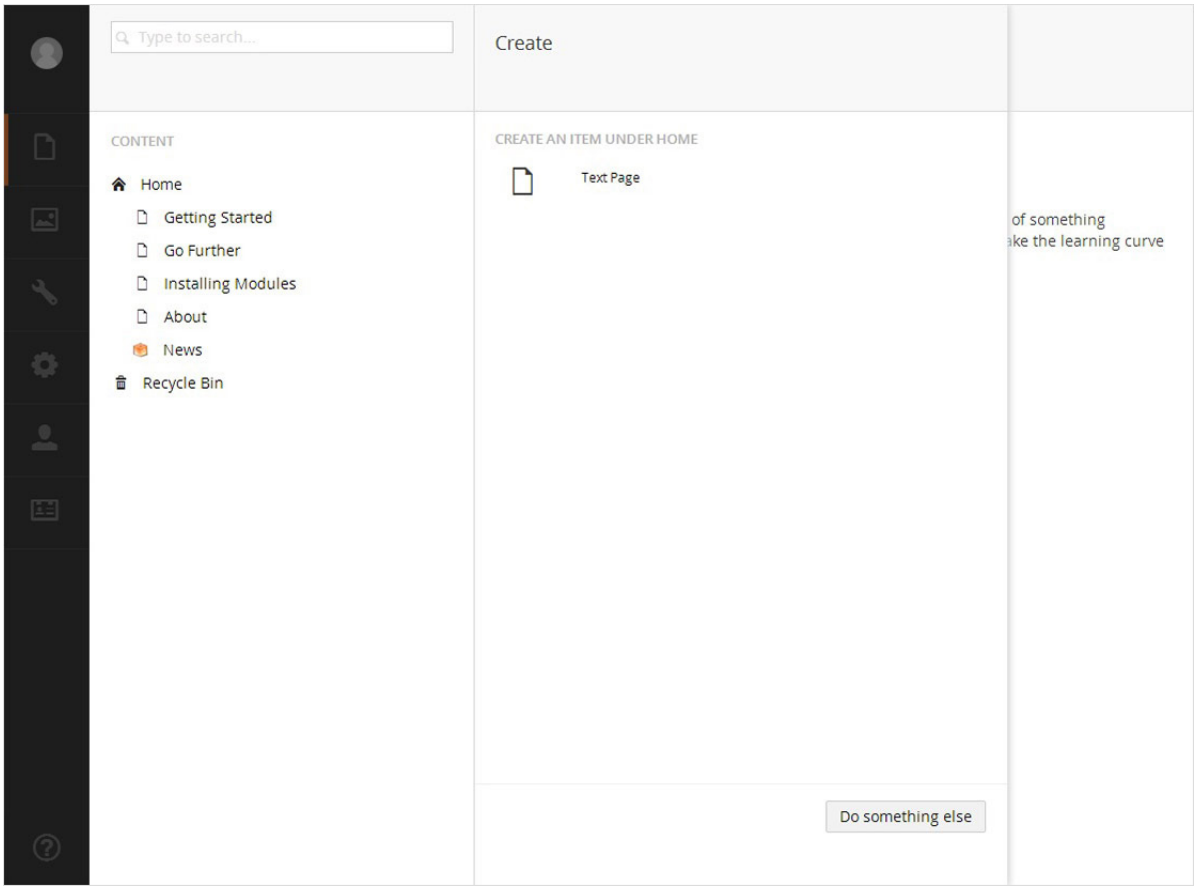
Slide out menu on a device with a smaller screen size

2.3 Creating, Saving and Publishing Content

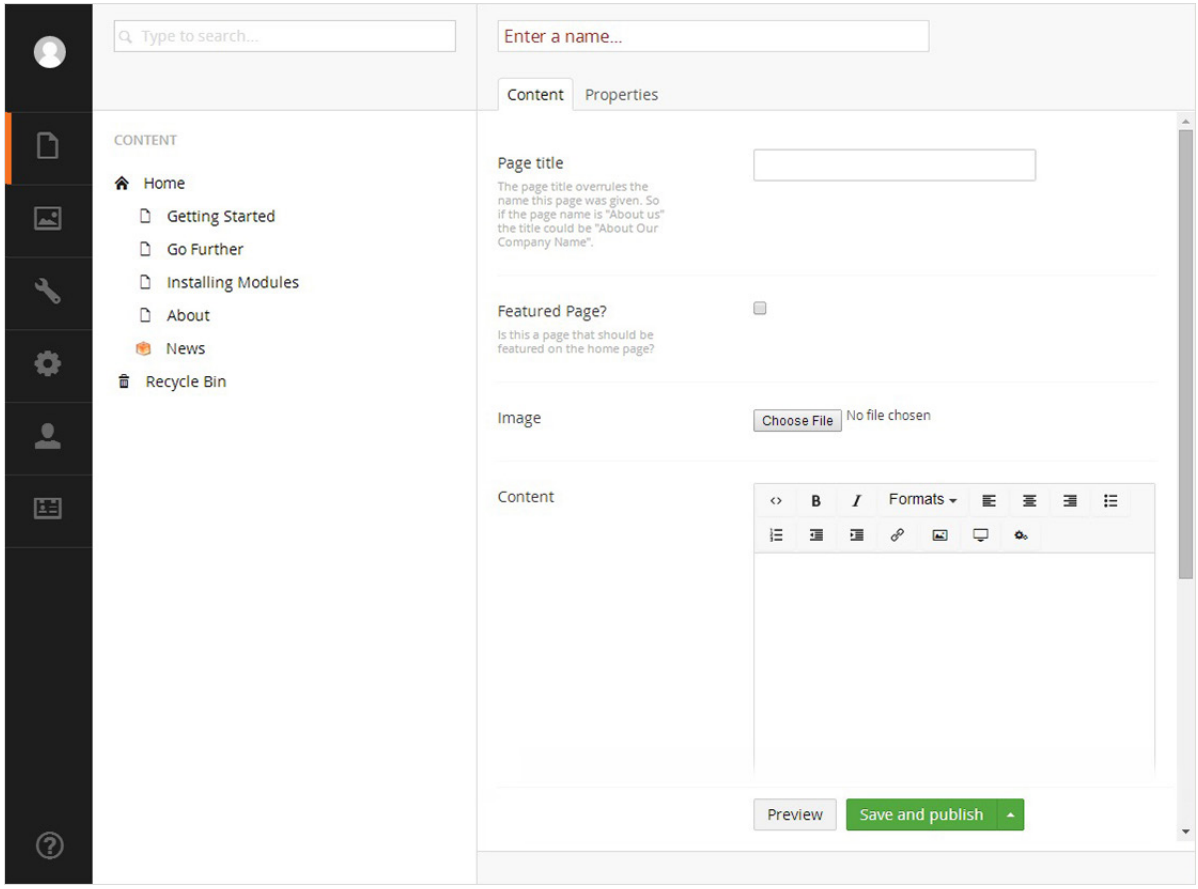
2.3.1 Creating a New Page

Firstly you will need to select the parent page for your new page. This could be the home page or any of the sub-pages of the site. If the parent page allows sub-pages underneath it, the following process can be followed:

1. Hover over the name of the parent page and then click on the options icon **(•••)** to reveal the types of pages you can create.
2. Click on the type of page you wish to create which will then load the new page into the content area on the right-hand side.
3. Enter a name for the page in the text field at the top of the content area. See sections 2.3.2 and 2.5 for more information on saving and editing the new page.



Page creation slide out menu



New blank page

2.3.2 Various Saving and Publishing Options

There are four different options you have for saving and publishing pages. Each have their own benefits for different occasions depending on whether you're still in the process of editing the page or have completed and wish to publish your changes.

Save

The **Save** option (found by clicking the arrow on the **Save and publish** button) is used for saving the page without publishing the changes to the live site. This is especially useful if you are working on changes over a period of time as you can save frequently to prevent losing any data or if you wish to save the current state and return to edit the page at a later date. Using the **Preview** button will show you how the page will look once published.

Save and Publish

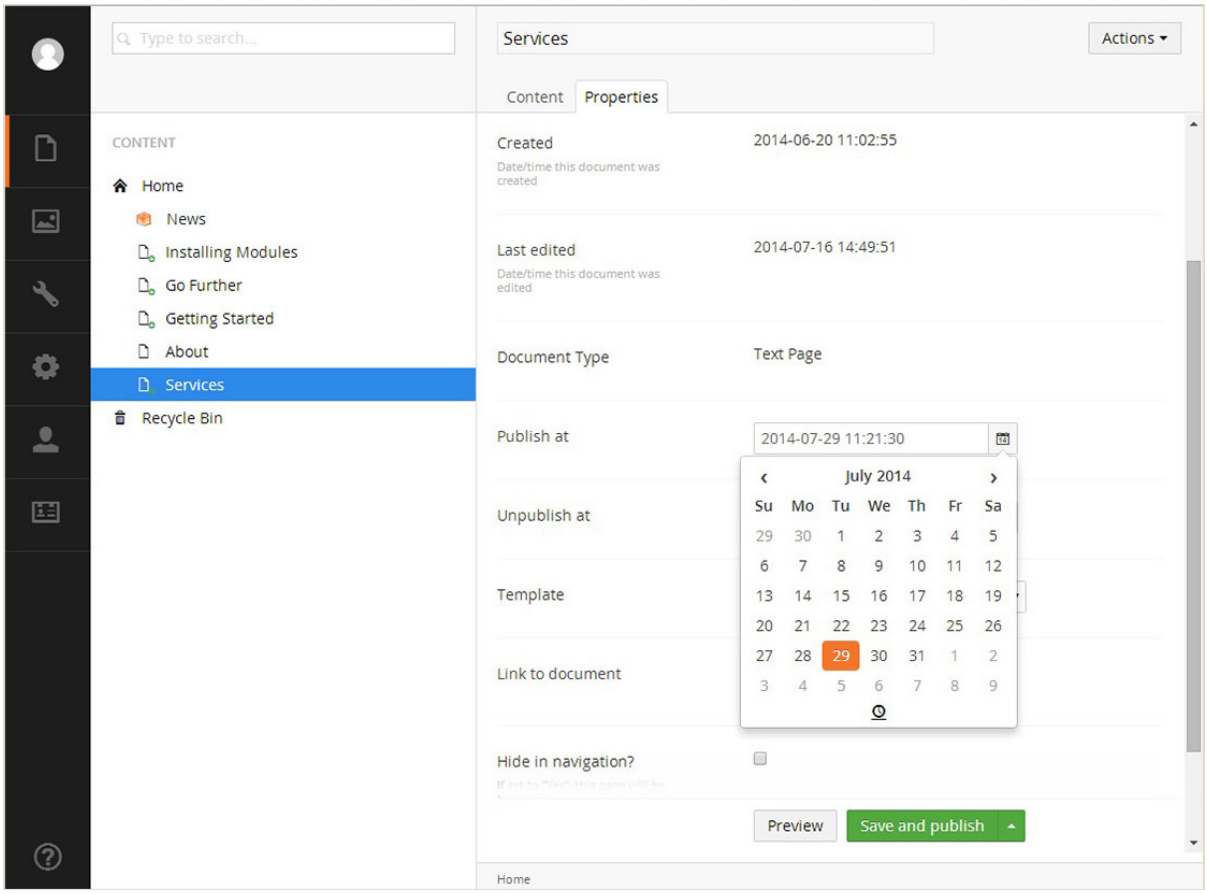
The **Save and publish** button is ideal for when you want to publish a previously saved page to the live website, or to just publish a page without previewing it. This will save and publish the page to your live website.

Publish

Clicking the actions menu in the top right of the page or right clicking on the name of the page you wish to publish from the context menu will reveal the slide out menu. On this menu you will see an option to **Publish**. You can now choose to **Publish** all sub-pages excluding any with unpublished changes. You can also select to include all unpublished sub-pages pages too. This is especially useful if you have many pages you wish to publish at the same time.

Scheduled Publishing

Scheduled publishing is ideal when you need a page to go live at a specific date and time when it is not convenient to do so manually. To schedule publishing you need to navigate to the **Properties** tab and click on the Calendar icon within the Publish at field which will then open up a **Calendar**. Select the date and then click the **Clock** icon at the bottom of the calendar to select the time you wish for the page to be published. After you have done this, click anywhere outside of the date and time picker pop-up to close it. Now all you need to do is save your changes by clicking the arrow on the **Save and publish** button and click **Save**. Umbraco will automatically publish the page at the date the time you chose.



Scheduled publishing option in page properties tab

2.3.3 Unpublishing

Along with the various options for saving and publishing, you also have the ability to unpublish a page. This is useful if you no longer wish for the page to be publicly visible but do not want to delete it.

Manually Unpublish

1. Find the page you wish to unpublish and click on the name to select it.
2. Click the arrow on the **Save and publish** button which is found within the content area.
3. Select **Unpublish.**

Scheduled Unpublishing

Scheduled unpublish is ideal when you require a page to be removed from the website at a specific date and time, but are unable to do so manually, for example at the end of a promotion. To schedule the unpublishing of a page you need to navigate to the **Properties** tab for the desired page and click on the **Calendar** icon within the **Unpublish at** field which will then open up a calendar. Select the date and then click the **Clock** icon at the bottom of the calendar to select the time you wish for the page to be unpublished. After you have done this, click anywhere outside of the date and time picker pop-up to close it. Now all you need to do is save your changes by clicking the **Save and publish** button.

2.4 Finding Content

The Umbraco content tree view allows you to navigate web pages through a logical site hierarchy. You can find a page by navigating through the tree itself if you know where the page is stored. Alternatively a quicker approach might be to perform a search across the entire content tree view. Using the search bar you can enter a search term and Umbraco will search for pages containing the term anywhere in the page name or page content.

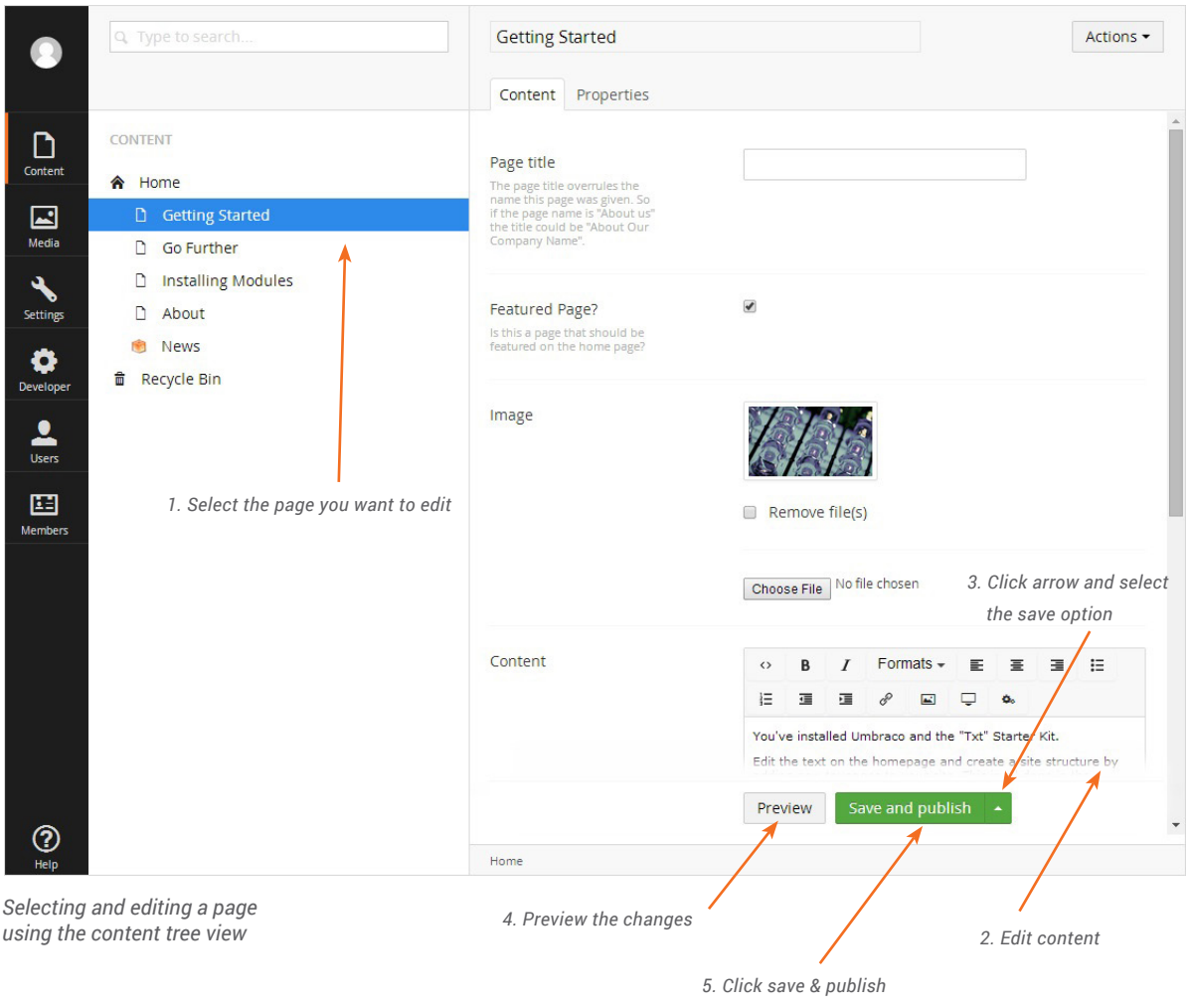
Search bar above the tree view

2.5 Editing Existing Content

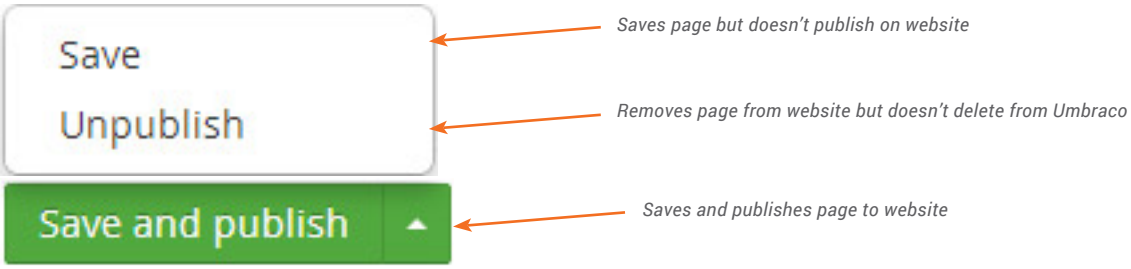
2.5.1 Content Within the Tree View

When you want to edit content on an existing page you can follow this process:

1. Find and select the page you want to edit.
2. Edit the pages content within the content area. Each different type of page will have different content fields for you to populate such as simple text boxes, content and date pickers and rich text editors. See section 3 for more information on working with content.
3. Click the arrow on the **Save and publish** button to reveal more options. Now you can click **Save** in the popup menu.
4. Click the **Preview** button to preview how the page will look once published to the live website.
5. If you are happy with the changes you can now click **Save and publish** which will make the changes live.



Selecting and editing a page using the content tree view

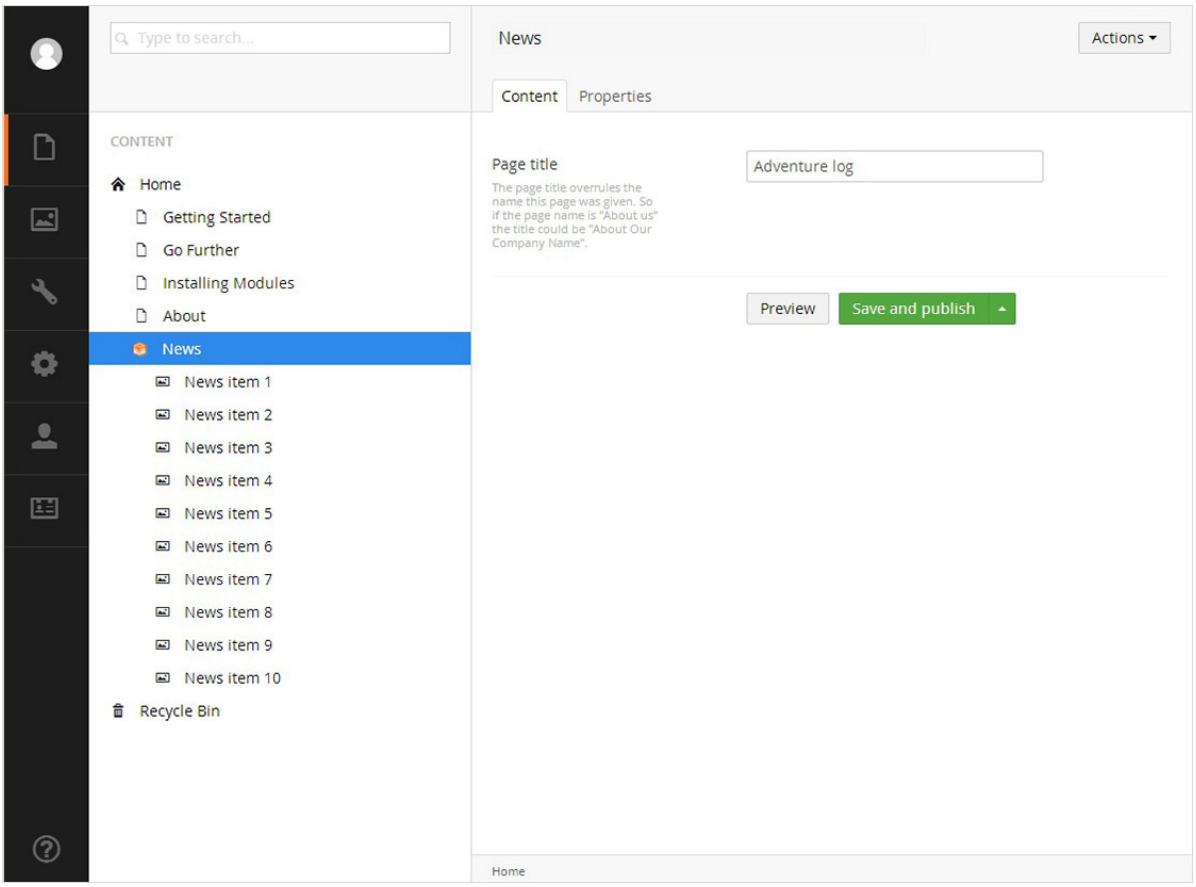


Expanded save button options

2.5.2 List View Pages

Some of the pages in your website may use a list view style which shows child pages in a table format rather than the standard tree view.

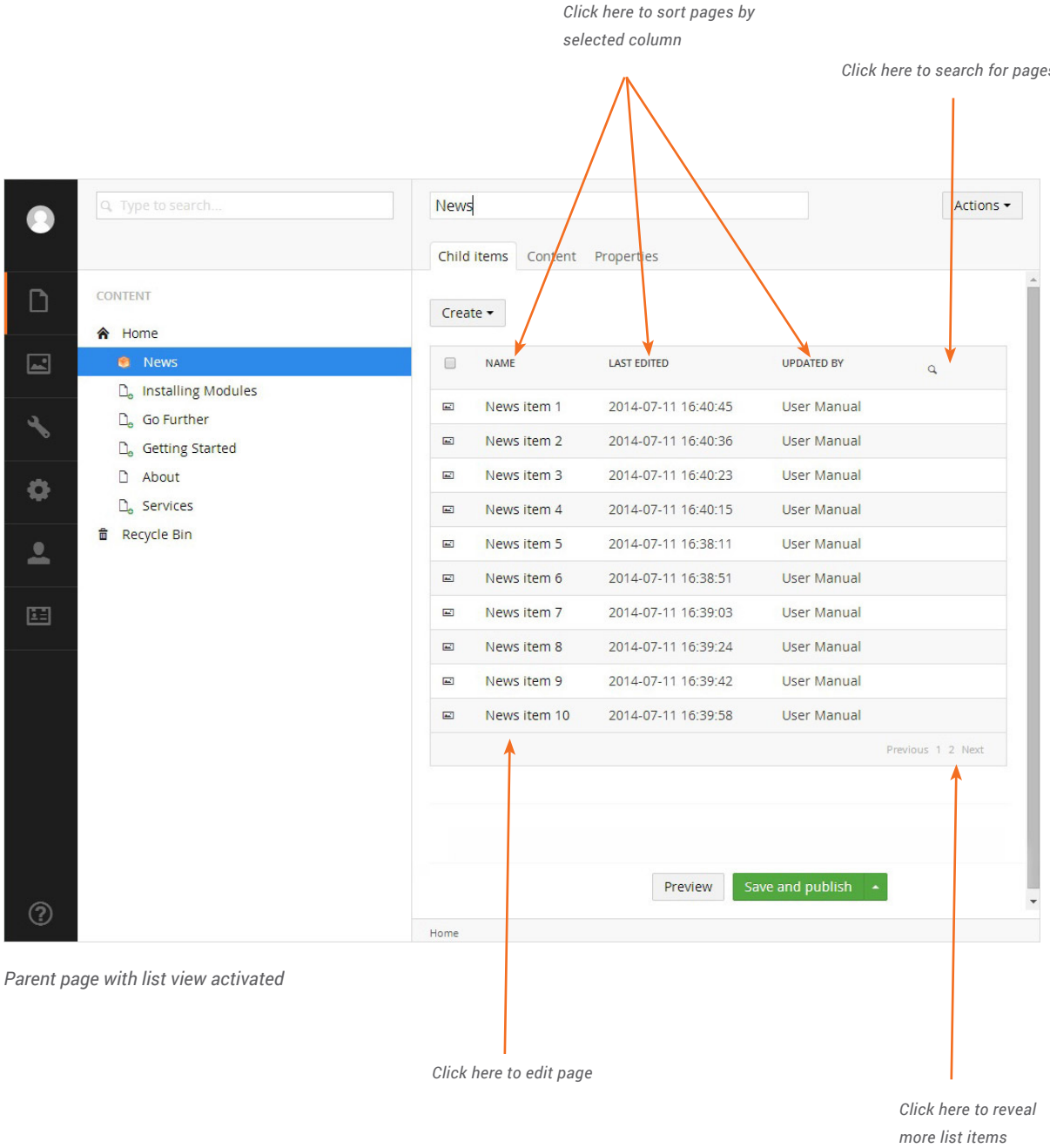
The first screenshot below shows ten child items below the **News** page in the tree view. If the website were to have tens or even hundreds more news pages, the tree view would become very large and unmanageable.



Parent page with child pages underneath

The second screenshot below shows how the list view works. You will notice there are now no child pages for the **News** section within the tree view but pages are instead listed within a table on the right hand side.

The table will show a maximum of ten child pages at any one time. Pagination controls allow you to navigate to additional pages should you have more than ten. In the top right of the table there is a search facility which enables you search for specific pages. This enables you to quicly and easily locate pages without having to use the pagination. You can click the column titles to sort the list items. For example clicking the name column title will sort the list items alphbetically.

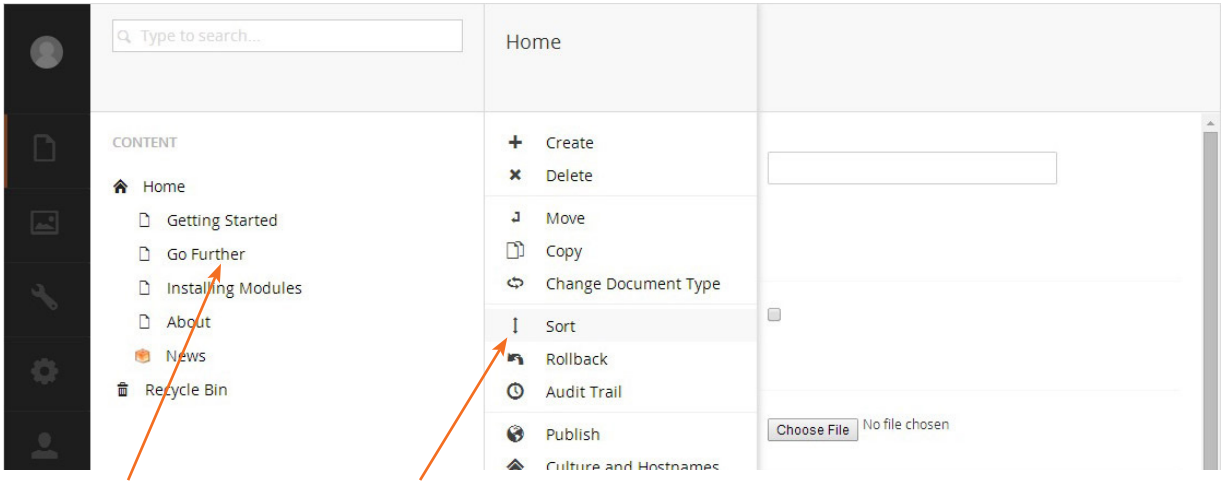


Parent page with list view activated

2.6 Ordering Pages

The pages in Umbraco are sorted in the tree structure according to a predefined sort order. It is most common for the page that has been created most recently to be placed at the bottom of the tree structure, however, you can easily change the sort order of the pages in a section of the website by using the sort function.

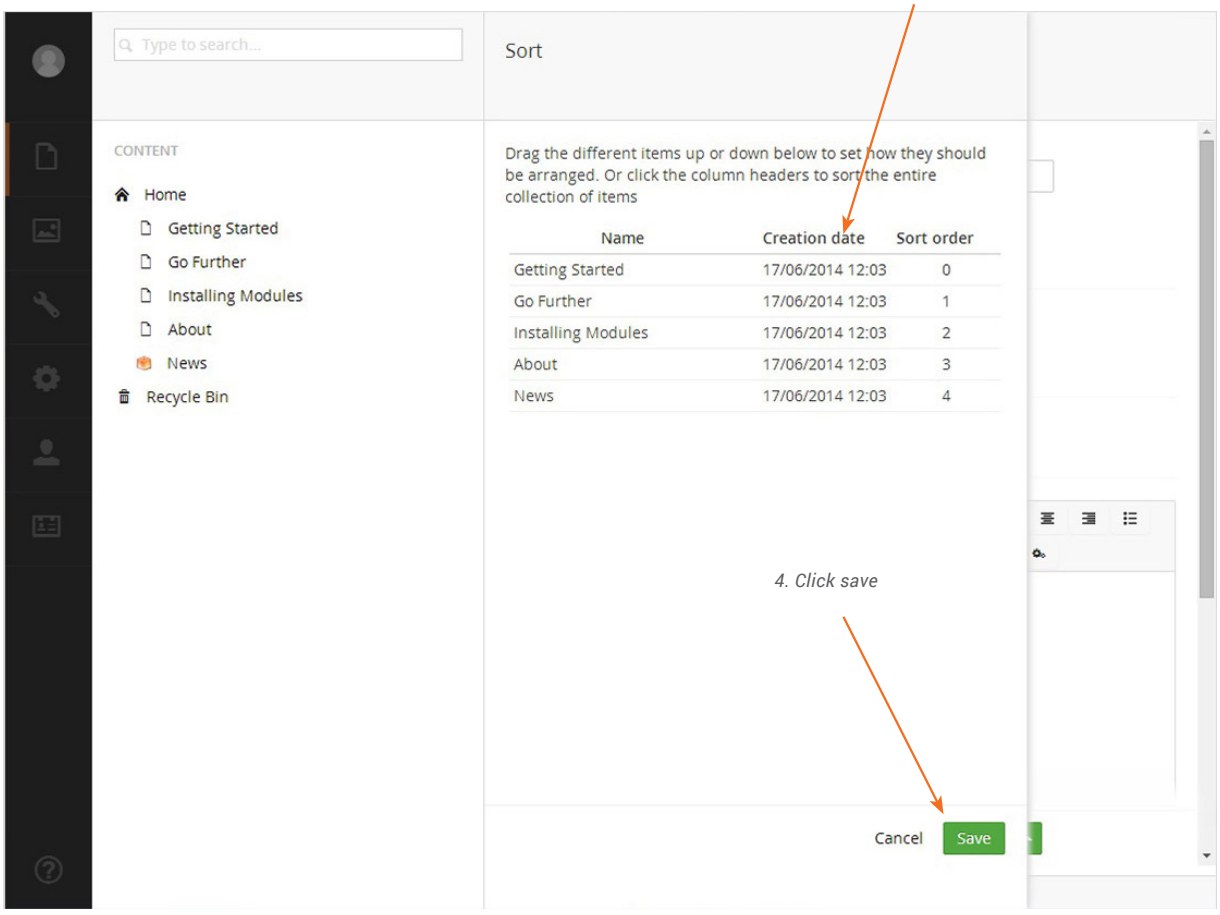
1. Select the parent page of the sub-pages you wish to sort
2. Right click the page click on the actions button in the top right-hand corner. Click **Sort** from the context menu.
3. Click and drag the pages into the required order. Alternatively, click on the Name or Creation Date column header to sort the items automatically by Name or Creation Date. Clicking on a column header again reverses the sort order.
4. Click **Save.**



1. Select parent page

2. Right click the page then click sort from the context

3. Drag pages into the required order



4. Click save

2.7 Moving a Page

Pages can easily be moved between areas of the website by moving them in the tree view. Not all pages will be able to be moved below other pages depending on your specific set up. If you are unsure or need clarification, seek advice from your system administrator. To move a page:

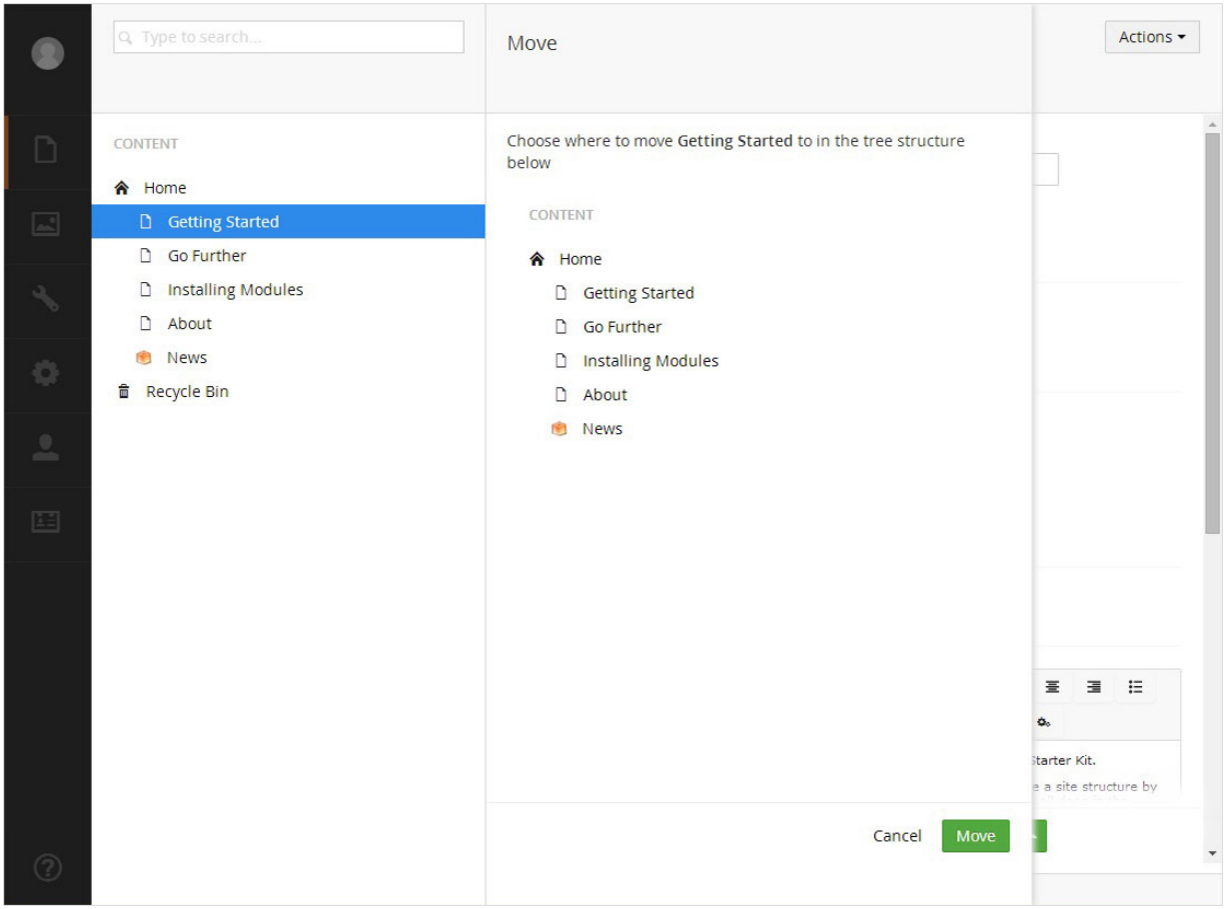
1. Right click the page you want to move to reveal the context menu. Or alternatively you can click the **Actions** button in the top right right-hand corner.
2. Click on **Move** and select the parent page you would like to move this page under.
3. Click on the **Move** button to confirm the move and then you will see a confirmation message.
4. Click **OK** to dismiss the confirmation message

2.8 Copying a Page

If you want to re-use a page or structure you have created previously you can copy the page and its sub-pages to a different place within the site structure. When you copy a page all of its sub-pages will also be copied. You can define whether links should be automatically updated, or keep the linkage with the original pages.

1. You can either select the page you want to copy and click the **Actions** button in the top right, or alternatively you can right click the page title in the menu which will slide out the context menu.
2. Select **Copy** from the Actions menu.
3. Select the parent page which you want to copy the page.
4. Select whether to ***Relate copied items to the original page.****
5. Click **Move**.

**** When you select 'Relate copied items to the original page' every change you make to the copied page will also be made to the original. So if you want the original and duplicated pages to be separate then do not select the 'Relate copied items to the original page' tick box.***



Slide out menu for moving a page

2.9 Deleting and Restoring Pages

2.9.1 Deleting a Page

If you have pages that you no longer want on the website you are able to delete them. Upon deletion, the page is moved to the Recycle Bin as a safety net just in case you change your mind and wish to restore the page.

1. Find the page you wish to delete in the website tree view.
2. Right click on the page name in the tree view or click the actions link in the top right when on the selected page.
3. Click **Delete**.
4. Click **OK** to confirm you wish to delete the page or click **Cancel** if you do not.

2.9.2 Restoring a Deleted Page from the Recycle Bin

The Recycle Bin is a separate tree list which can be found at the bottom of the content tree view. Clicking the arrow to the left of the Recycle Bin icon will reveal any pages that have been deleted from the website. Restoring these pages follows the same process as moving a page between sections.

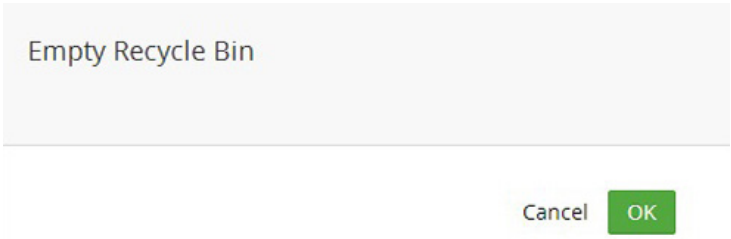
1. Click on the **(•••)** icon for the page you wish to restore from the Recycle Bin to reveal the Actions menu.
2. Click on **Move** and select the page you wish to nest the page under.
3. Click on the **Move** button to confirm the move and then you will see a confirmation message.
4. Click **OK** to confirm.
5. You will now need to go to the page and republish it by clicking the **Save and publish** button in order for it to be visible on the website.

2.9.3 Emptying the Recycle Bin

If you are confident you no longer require any content within the Recycle Bin you can permanently delete it. You can delete pages one by one or as a whole. Please note that after deleting pages from the Recycle Bin you will not be able to retrieve any data associated with that page.

Emptying the Recycle Bin

1. Click on the **(•••)** icon for the Recycle Bin in the website tree structure to reveal the Actions menu.
2. Click **Empty Recycle Bin.**
3. Click **OK** to confirm you wish to empty the Recycle Bin or click **Cancel** if you do not.



Empty recycle bin option

Deleting Individual Items

1. Click on the **(•••)** icon of the page within the Recycle Bin you wish to permanently delete.
2. Click **Delete**.
3. Click **OK** to confirm you wish to permanently delete the page or click **Cancel** if you do not.

3 Working with Content

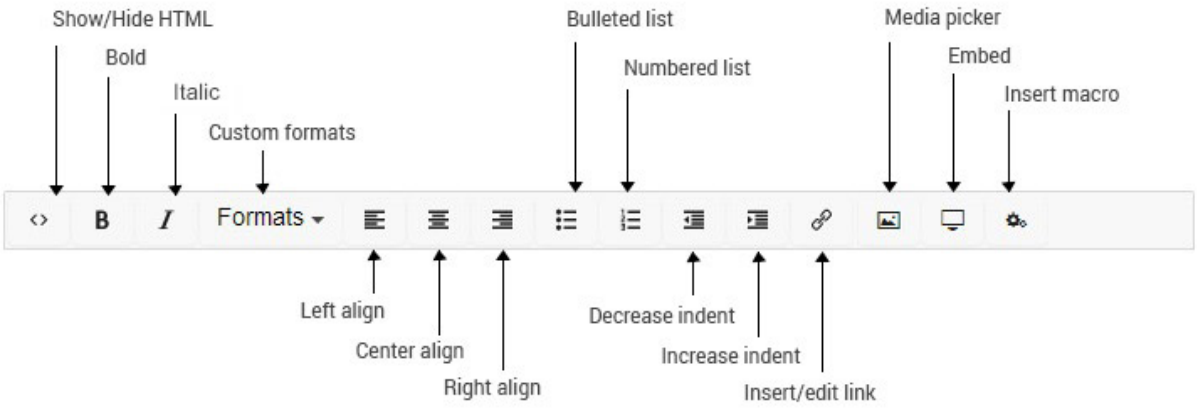
3.1 Rich Text Editor

The Umbraco Rich Text Editor is the field where you, as the editor, can be creative. You select how much you want to do yourself. You can work on text content, format the text, or simply leave it the way it is. If you want to do more, you can insert images, create tables or create links to other pages or documents.

The functionality varies depending on how the editor is set up. Here we describe the default editor with all options enabled. Contact your system administrator for details regarding your editor.

3.1.1 Editor Buttons

Below are all the default editor buttons available. Your system administrator is able to determine which buttons are displayed in different templates. You could therefore have access to more or fewer buttons than those shown here.



The rich text editor toolbar

3.1.2 Paragraph Break/Line Break

The editor is like any other word processing program. You write the text, and the text wraps around when the line reaches the end. When you press ENTER in the editor, you get a paragraph break, which means there is space between the paragraphs. If you do not want a space, you have to make a line break instead. You do this by pressing SHIFT+ENTER.

3.1.3 Shortcut Keys

To make your work easier, there are shortcut keys for certain editor functions. Shortcut keys let you use the keyboard to carry out certain commands.

Shortcut	Action
Ctrl + A	Select all
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo

3.1.4 Text Formatting

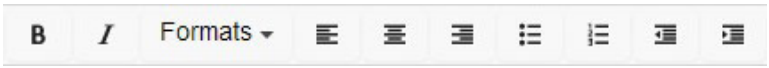
You do not normally need to spend much time formatting text because Umbraco takes care of a lot of the formatting for you. When the default formatting is not enough however, there are a number of options for controlling the formatting of text.

Formatting Buttons

The most basic and probably the most familiar way to control formatting are via the formatting buttons. These work much the same as those found in most word processing applications such as Microsoft Word. With these you can apply simple formatting such as Bold, Italic and underline as well as altering text alignment and creating bulleted and numbered lists.

Regardless of the formatting being applied, the process for applying a format using the formatting buttons is always the same.

1. Select the text you want to apply the formatting to.
2. Click the appropriate format button to apply the formatting you wish to add.



Formats

Another way of applying formatting is via the Formats drop-down list. The Formats drop-down list provides a set of predefined styles that can be applied to text whilst maintaining a consistent look and feel through the site. These styles often incorporate more advanced formatting functionality which can be applied to provide a different look for certain elements such as links, headings and sub heading. For example you can use a format style to change a link into a ***call to action*** button. Whilst the styles available on your site may differ, the process for applying styles is always the same.

1. Select the text you want to apply the style to.
2. Select the style to apply from the Format drop-down list.

Copying Content from Other Programs

It is important to note that when you pre-write content to later be copied into a rich text editor you may encounter style issues on your website. When pasting content, the original text styles will be preserved which can lead to different font faces, sizes and colours from what is expected when the website is viewed. To prevent this from happening it is advisable that you paste the content into a markdown editor first such as notepad, then copy and paste it from there into your rich text editor.

Remove Formatting

If you have formatted a paragraph or selection using the formatting buttons, you can remove a formatting rule by selecting the text, and clicking the relevant formatting button to remove that formatting rule. You may also have a remove format button in your toolbar. If you do not have this button please speak to your system administrator.

Remove format button

3.1.5 Show/Hide HTML Code

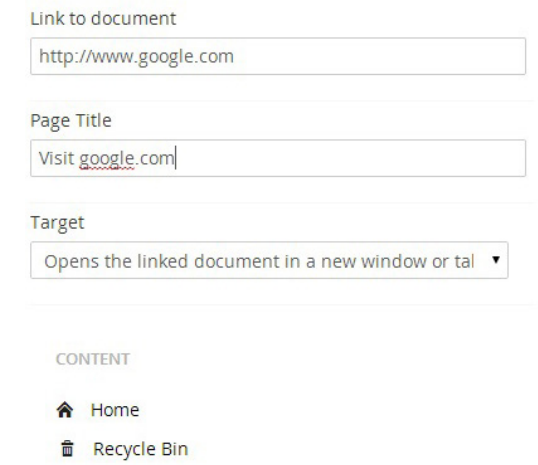
If you are proficient in the use of HTML you can switch to HTML mode and create your page by writing HTML code. You can also check the code and make minor adjustments here to get the page exactly as you want it. Certain elements such as scripts will not be allowed and will be filtered out of code pasted into the rich text editor.

3.1.6 Links

The **Insert Link** button is used to create links to internal and external pages and media files email links and anchors. The process for inserting a hyperlink differs depending on the type of hyperlink you wish to create.

Link to a Page on Another Website

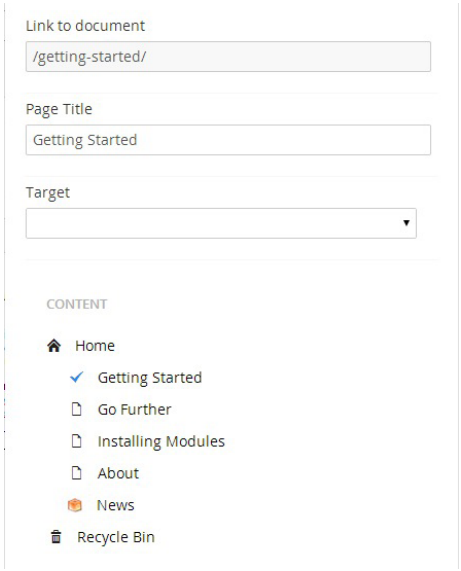
1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button which will reveal the link properties slide out menu.
3. In the URL field, enter the URL of the web page you wish to link to.
4. In the Title field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids.
5. In the Target field, select the target window/frame then select how the should be opened. There are three different ways the link can be opened:
6. i. Open link in a new tab in the same browser window.
7. ii. Open link in a new separate browser window.
8. iii. Open the link in the same browser tab as the user would be viewing your site.
9. Click **Select.** Your text will now contain the link as requested.



Link to external page in the insert/edit link menu

Link to a Page in Umbraco

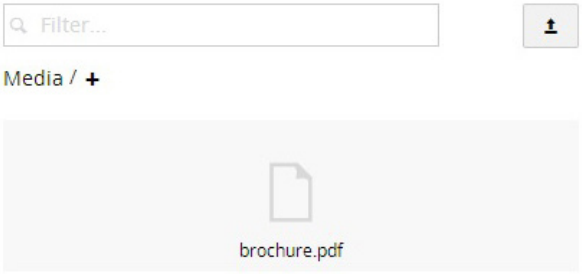
1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button which will reveal the link properties slide out menu.
3. Select a page from the **Content** tab to link to. This will then populate the **link to document** automatically.
4. In the Page Title field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids, (by default the name of the selected page will automatically be entered for your convenience).
5. In the **Target** field, select the target window/frame the link should be opened in.
6. Click **Select**.



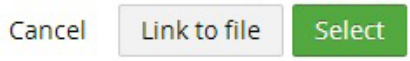
Link to internal page in the insert/edit link menu

Link to a Media File in Umbraco

1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button which will reveal the link properties slide out menu.
3. Select the **link to file** button which is situated at the bottom of the slide out menu.
4. You will then be taken to the media picker, where you can select the media item.
5. When you have selected the media item you will be taken back to the link screen where the link to document and page title fields have been populated with the media item information. By default the page title will be the media file name however this can be edited.
6. In the **Target** field, select the target window/frame the link should be opened in.
7. Click **Select.**



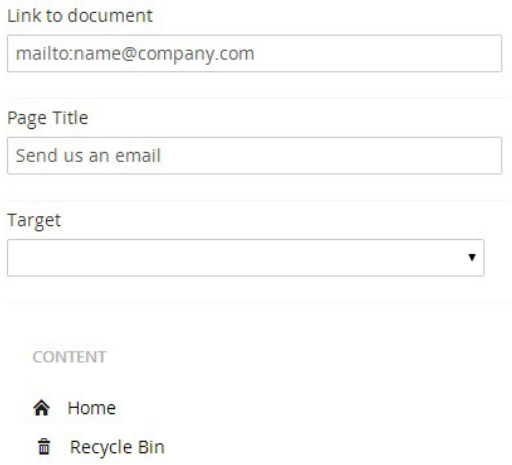
Media selector window



Link to file button

Link to an email address in Umbraco

1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button which will reveal the link properties slide out menu.
3. In the URL field, enter the text mailto: followed by the email address you wish to link to (e.g. mailto:name@company.com).
4. In the Title field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids.
5. In the **Target** field, select the target window/frame the link should be opened in.
6. Click **Select.**



Link to an Anchor on the Same Page

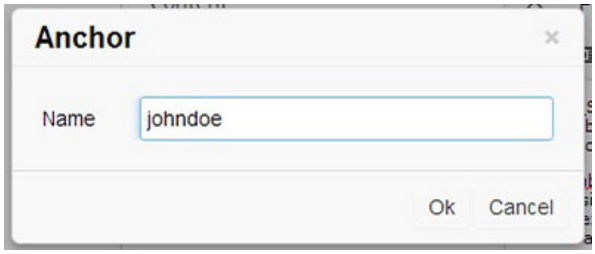
An anchor allows you to create internal page links that enable users to navigate within a page. There are two parts to setting up an anchor; the anchor itself and the link to the anchor.

Creating an anchor

Anchor button

1. Focus the editor cursor where you wish to create the anchor.
2. Click the **Anchor** button which will then launch the Anchor creation dialog.
3. In the name field enter your anchor name. You should avoid special characters and do not use spaces.
4. Click **OK** to finish.
5. You will see a small anchor icon where you previously had the editor cursor.

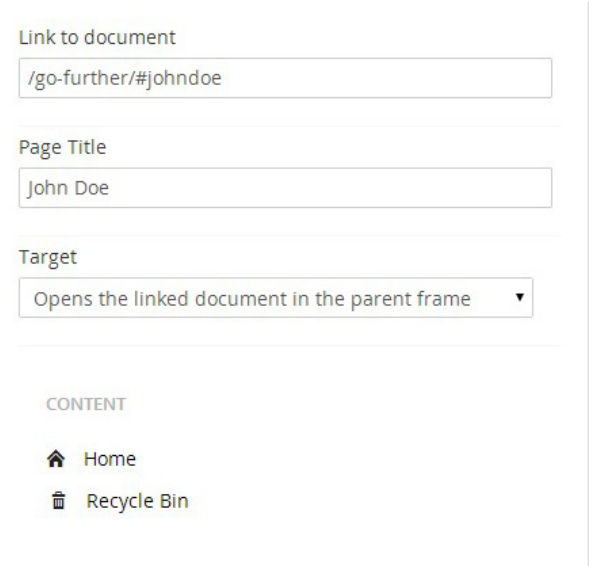
To delete the anchor, simply select it and then press your delete key.



Creating anchor dialog box

Linking to an anchor

1. Highlight the content which you wish to add the anchor link to.
2. Click the **Insert link** button which will reveal the link properties slide out menu.
3. Add a hash symbol followed by the name of your anchor into the **link to document** field.
4. Click **Select.**



Linking to anchor in the insert/edit link menu

Create a Link from an Image

You can make images into clickable links in Umbraco.

1. Insert an image into the editor (see Working with Images for more details).
2. Select the image that will form the hyperlink.
3. From here, follow the same instructions as for inserting a normal hyperlink, starting at step 2.

Removing a link

1. To remove a link you first need to select it in the editor. For text links simply click the cursor anywhere within the link text. For an image just click the image itself.
2. Click the **Remove Link** button which remove the hyperlink. If the remove link button is not in your richtext editor toolbar you will instead need to click the **Insert/Edit Link** button again and manually remove the link from the **link to document** text field.

Unlink button

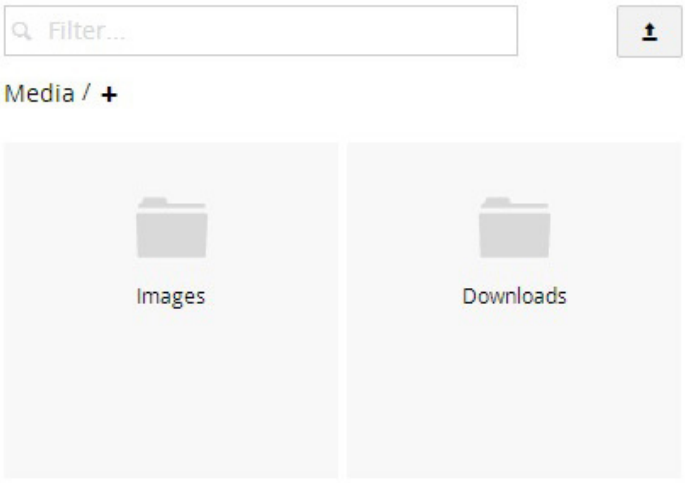
3.1.7 Working with Images

To display images on a page they must be uploaded to your Umbraco media library. Many organisations set up a media library containing images that editors can use on their pages. Others allow their editors free use of their own images. The procedure for uploading an image varies slightly depending on which method your organisation has adopted, so check with your system administrator what is applicable in your organisation.

Inserting an Image from the Media Library

1. Place the cursor in the editor where you want to insert your image.
2. Click the **Media Picker** button from the toolbar to open the media selector menu.
3. Select the folder which the image is in.
4. Click the thumbnail of your chosen image to open the image properties menu.
5. In the Title field, enter a name/description for the image (by default the name of the file will be automatically entered for your convenience). It is important to add descriptive titles to images as these as used to assist visually impaired users.
6. Click **Insert** to add the image.

Media picker button



Media picker slide out menu

Inserting an Image from your Computer

You can upload images directly from the rich text editor on the page you are editing. These images will be stored in the Umbraco media library. Therefore care should be taken to ensure that the image is placed in the correct location within the library. If you click the plus icon underneath the search bar in the media picker slide out menu you can create folders in the media library.

1. Place the cursor in the editor where you want to insert your image.
2. Click the **Media Picker** button from the toolbar to open the media selector.
3. Click the **Upload** button which is located in the top right-hand corner of the menu.
4. Select the chosen image from the pop-up window.
5. In the Title field, enter a name/description for the image. (By default the name of the file will be automatically entered for your convenience).
6. Click **Insert** to add the image.

Upload button to insert media from your computer

Deleting an Image from the Page

If you want to delete an image from the page, simply select the image and press **Delete** button on your keyboard. The image disappears from the page, but is not deleted from the Umbraco media library.

3.1.8 Macros

In Umbraco, macros are small building blocks of functionality that can be dropped into an editor. Each macro encompasses a piece of functionality and provides a simple interface to be able to modify the macro to your requirements. A macro can be anything from a contact form to an embeddable media player. The advantage of macros is that it gives editors the ability to add complex elements to the page in a simple manner.

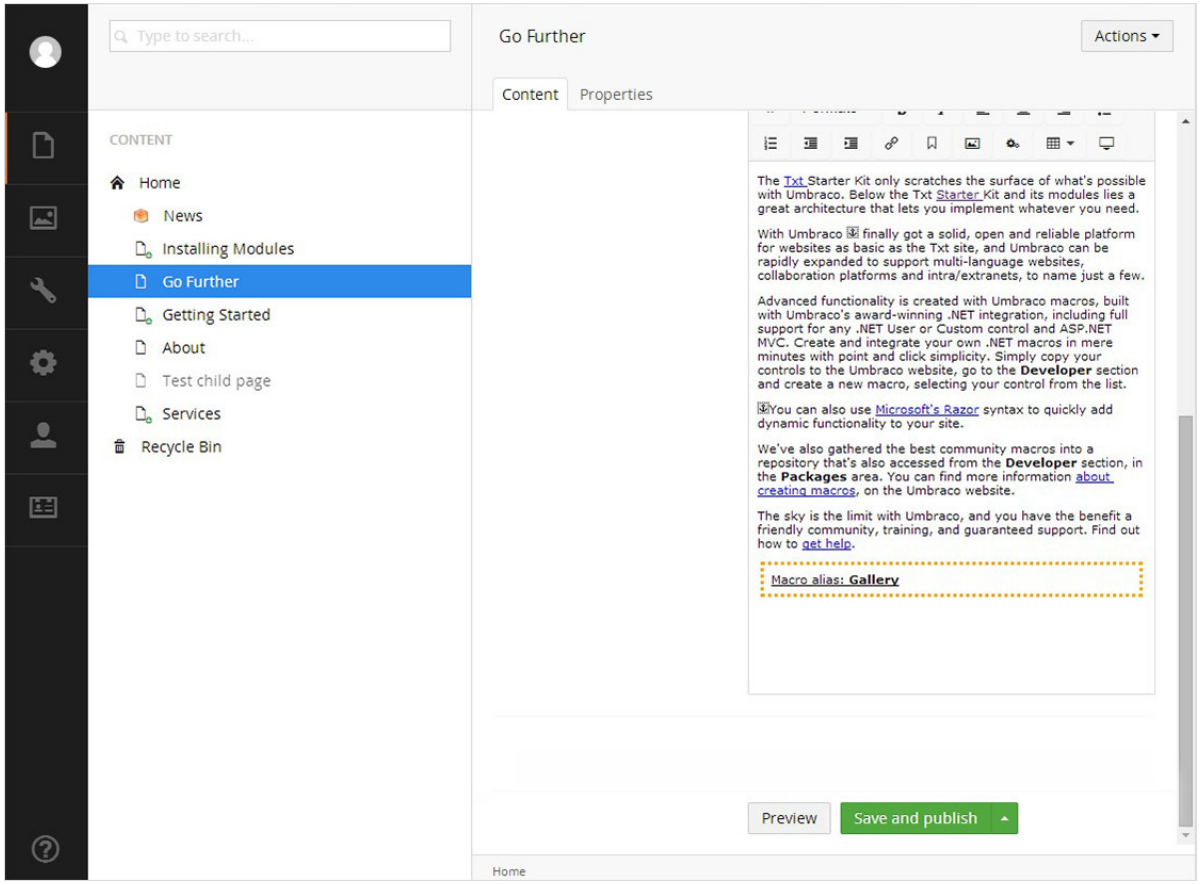
The macros available to you differ from system to system so please see your system administrator to find out which macros are available to you and what they do. The process for adding and updating a macro is always the same.

Adding a Macro to the Page

1. Place the cursor in the editor where you want to insert your macro.
2. Click the **Insert Macro** button from the toolbar to open the macro properties dialog box.
3. Select a macro to insert from the Choose a macro drop-down list.
4. Configure the macro as required.
5. Click **Select** to insert the macro.
6. The macro is displayed in the editor with a yellow dotted border.

Media picker button

Macro selection drop-down



A macro in the rich text editor

Editing macros

You can edit values you have inputted into a macro after it has been added to the rich text editor.

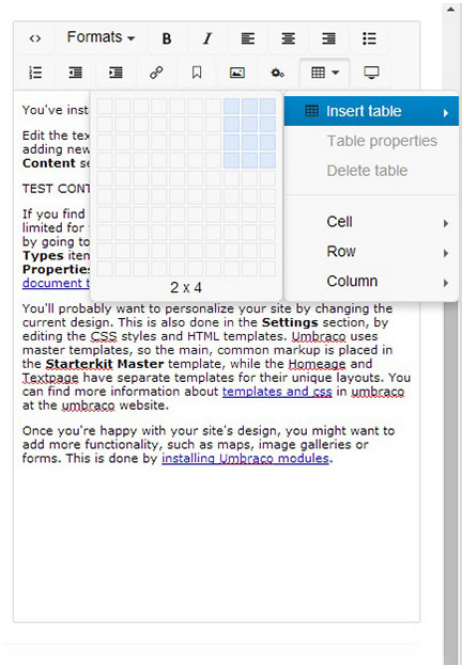
1. Highlight the macro in the rich text editor.
2. Click the **macro** button in the toolbar.
3. This will bring out the configuration slide out menu where you can edit any values previously added.

Removing macros

To remove a macro you simply highlight the macro in the rich text editor and hit the **delete** or **backspace** button on your keyboard.

3.1.9 Tables

Tables are used to format information in a grid based structure. When you insert a table, you select how many rows and columns the table should comprise of, as well as fill in a number of additional optional formatting properties. These values can be altered later, so it is not important to know exactly what your table will look like when you create it.

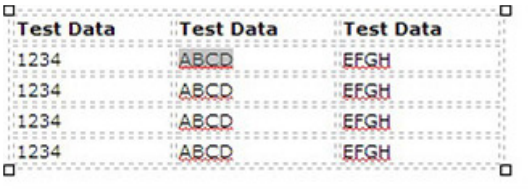


Creating a table in the rich text editor

Editing an Existing Table

To edit the table after you have already created it, you need to click on it so you have a small square box in each of the four corners. Then you need to click on the **Table** button in the rich text editor in order to reveal the options.

Clicking **Table Properties** gives you several options for modifying the table's appearance, however the developer of the website may have already created table styles for you so you may not need to adjust these settings. There are various other options available for modifying cells, rows and columns such as height, alignment, merge, insert and delete.



Editing an existing table in the rich text editor

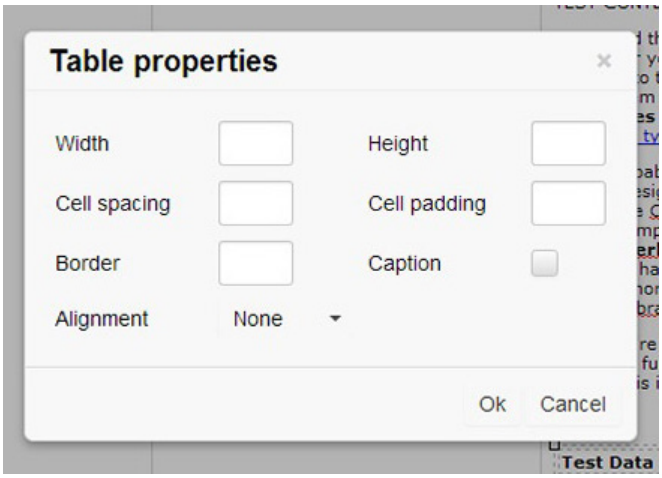


Table properties pop-up window

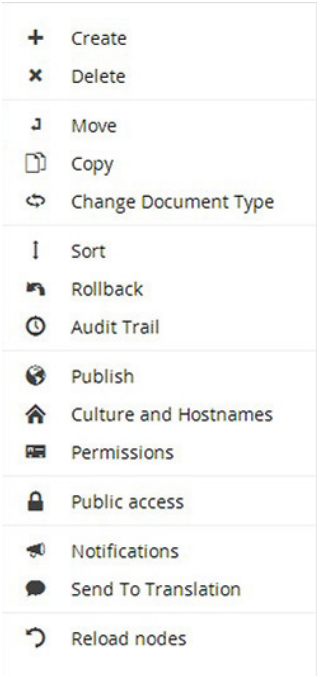
4 Version Management

Umbraco allows you to work with multiple versions of the same page. All previously saved pages are stored in a version history list. This means that you never lose changes to a page because all old versions of the page are saved to the history. You then have the opportunity to access and re-publish older versions if necessary.

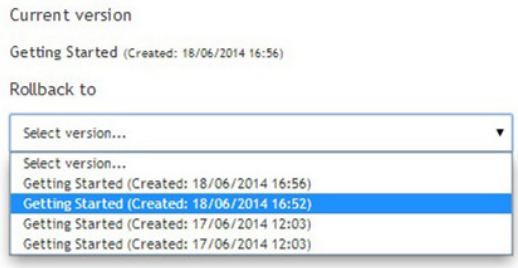
4.1 Comparing Versions

To compare a page on the site with its previous versions:

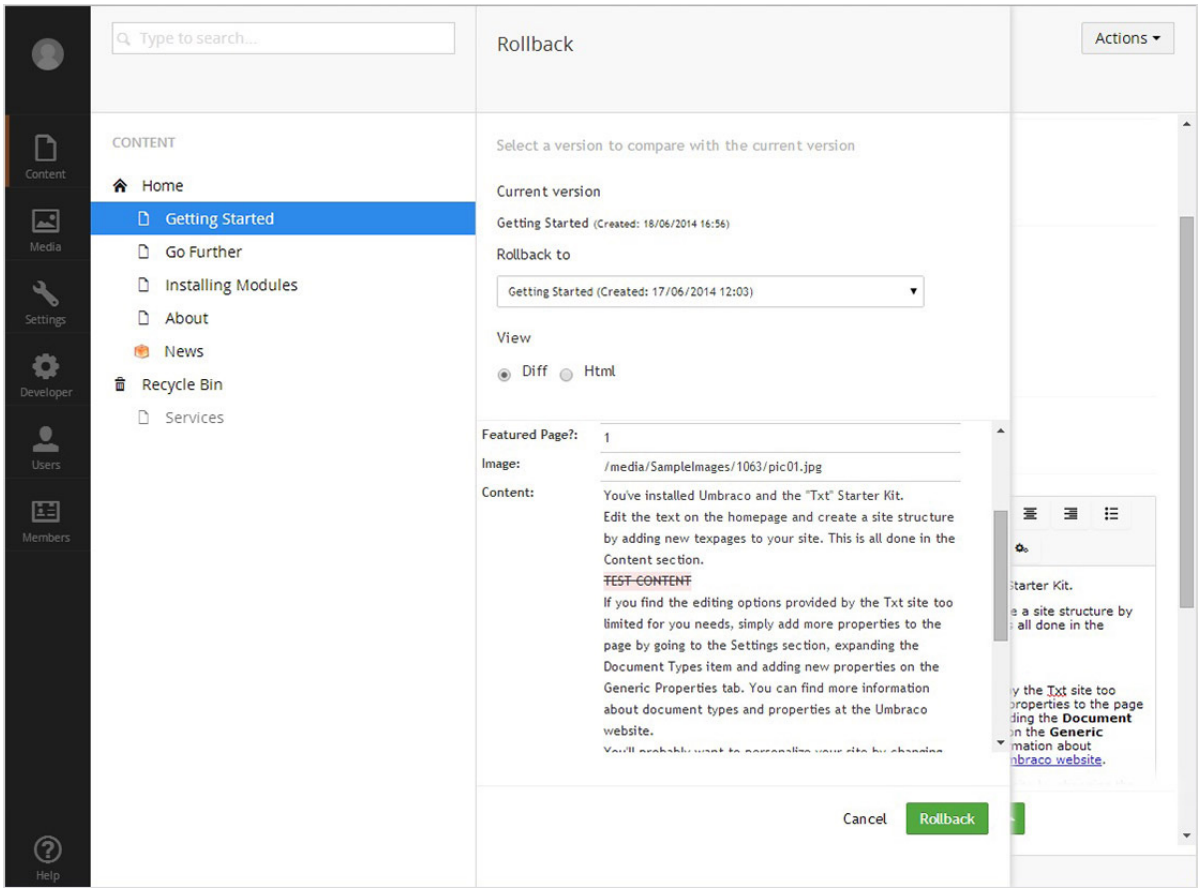
1. Right-click on the page title in the menu or click the **Actions** button.
2. Select the **Rollback** option.
3. In the Rollback dialogue box, select a version from the Rollback To drop-down list.
4. When you select a version from the drop-down list, you are presented with a comparison of the current page with the version you selected. Red, struck-out text is text that will not appear in the selected version and green means text that will be added, should you choose to rollback to that version of the page.
5. If you check the HTML radio button, you will be shown the selected version of the page as HTML. Check the Diff checkbox to see the differences between the versions as a list of fields.



Rollback option in context menu



'Rollback to' drop-down menu in slide out menu



To cancel the page version rollback just click the cancel button to the left of the green 'Rollback' button

4.2 Rollback to a Previous Version

To rollback to a previous version of the page:

1. Follow the steps in Comparing Versions.
2. When you have chosen the version of the page that you wish to rollback to, click the **Rollback** button.
3. Click **OK** to confirm the rollback. Your content has now been rolled back to the selected version of the page.
4. Click anywhere outside of the slide out menu to close it and return to the content window.

5 Media Management

All media within your site first needs to be loaded into the Media section. The Media section is basically a media library for the site. Within the Media section you can create folders and files in a similar manner to that of your desktop computer.

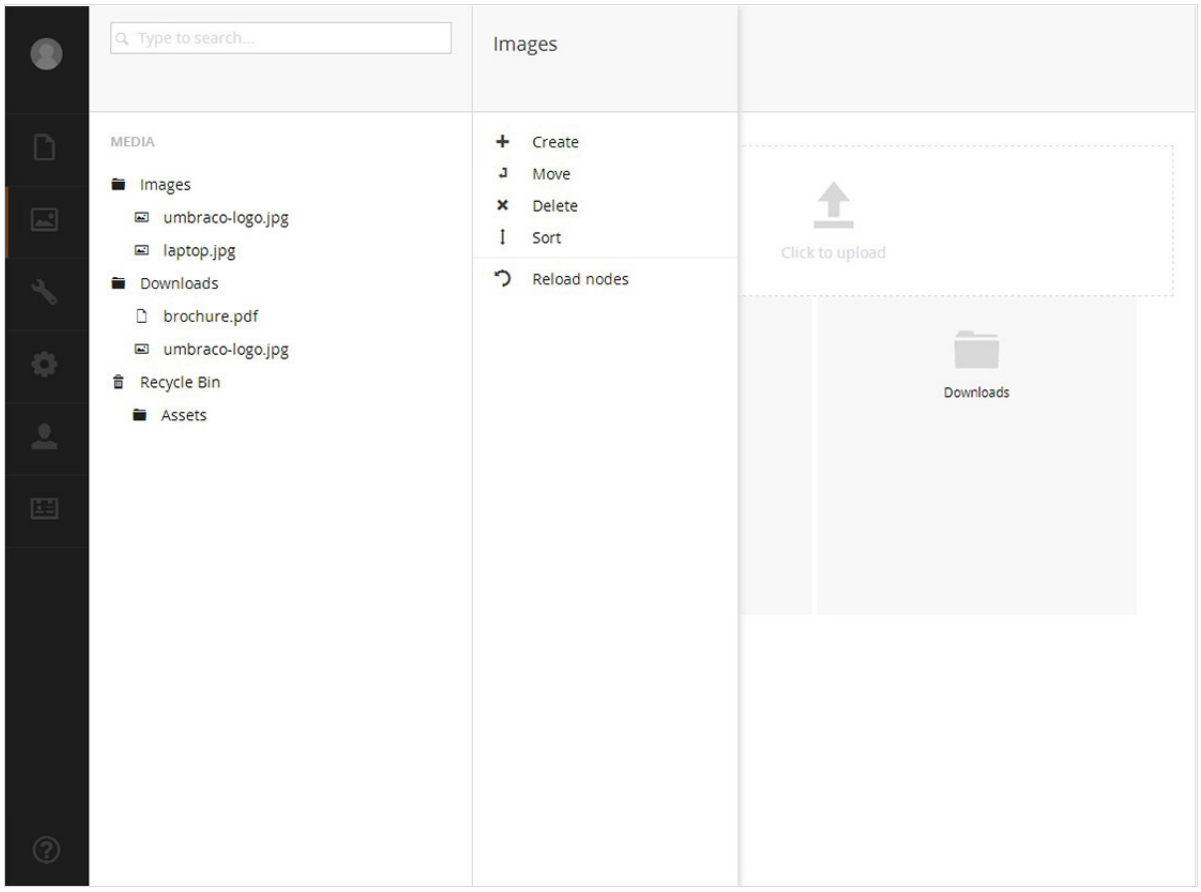
5.1 Working with Folders

Folders can be used to help organise the Media section and to keep similar items in a logical structure. It is highly recommended to ensure you use folders to organise your media. When your media library starts to grow folders become essential in locating media quickly and easily.

Creating a Folder

1. Select the folder to which you would like the new folder to be a sub-folder of (if you want to create a folder at the root of the media section then just hover over the media title).
2. Click on the options icon **(•••)** and click choose the folder from the context menu.
3. Enter a name for your folder and click **Save** to create the folder.

Folders are purely for sorting within the media section. They will not be part of the image URL nor will they create a folder on the server with the given name.



Slide out menu used to create media or folder

Editing a Folder

If you wish to edit an existing folder you can follow this process:

1. Click the folder you wish to edit from the media tree view.
2. You can then click the title at the top of the page which then gives the ability to edit the title.
3. Click **Save** to make the change.

Deleting a Folder

If you wish to tidy up the Media section of your site, you can easily delete existing folders. Once you have deleted a folder, it is sent to the Recycle Bin. If you change your mind, you can restore the deleted folder from the Recycle Bin.

1. Select the folder you want to delete.
2. Right click the folder, and click **Delete** from the context menu.
3. Click **OK** to confirm deletion of the page, or click **Cancel** to cancel deletion.

Note that the contents of the folder are also moved to the Recycle Bin. You can restore items from the Recycle Bin in the same way as you can in the Content section.

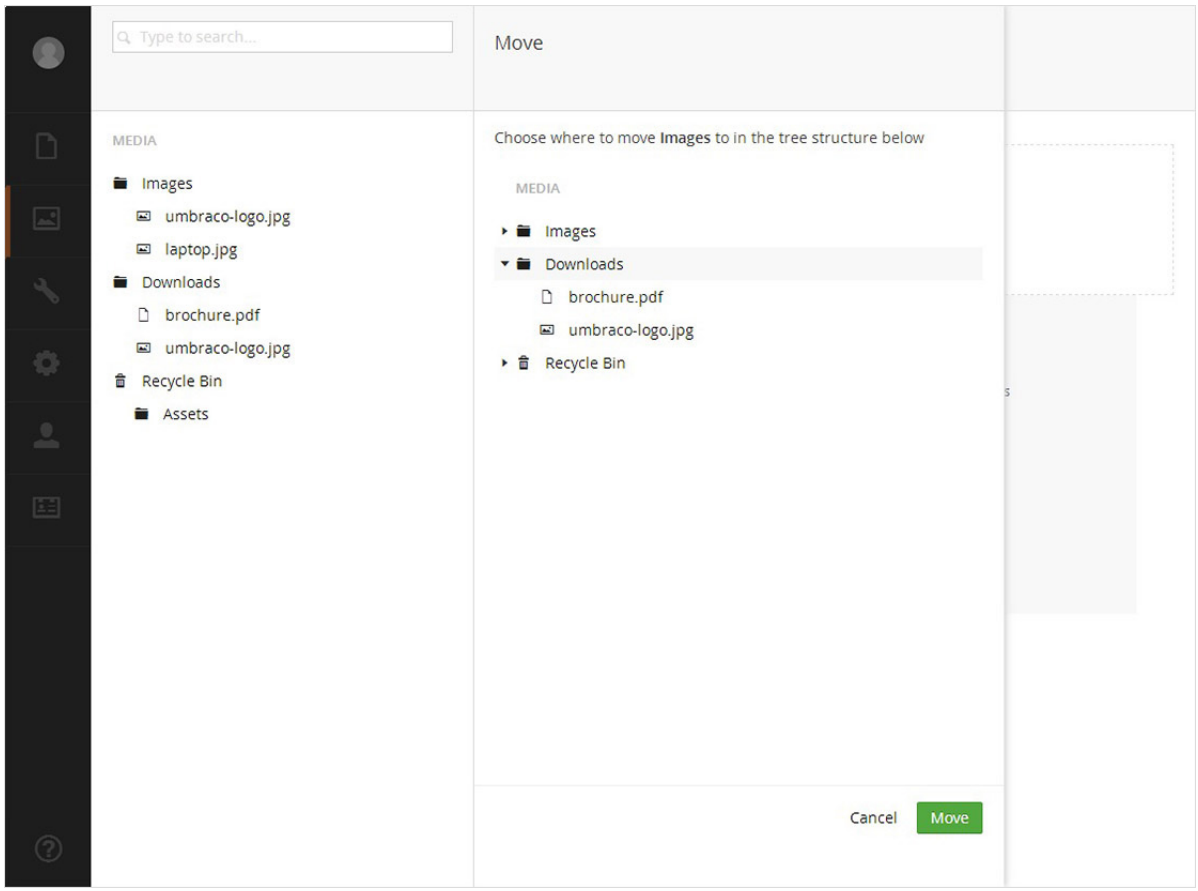
Restoring a Folder from the Recycle Bin

The Recycle Bin is a separate tree structure within the Media panel and you can recognise it by the recycling symbol to the left. If you click the triangle in front of the Recycle Bin, you will see its contents. To restore a folder, move the item to the part of the tree where you want the item to be. Read more about how to do this in the section entitled **Moving a Folder**.

Moving a Folder

You can easily move folders within the Media section using the Move function.

1. Select the folder you want to move.
2. Right click the folder and click **Move** from the context menu.
3. Select the parent folder you want to move the folder below.



Moving an image into a different folder

Sorting the Contents of a Folder

Media items in Umbraco are sorted in the tree view according to a predefined sort order. It is common for the item that has been created most recently to be placed at the bottom of the tree structure. You can easily change the sort order of the items in a folder by using the sort function.

1. Select the folder to sort.
2. Right click the folder, and click **Sort** from the context menu.
3. Drag the folders, images and files into the required order. Alternatively, click on the Name or Creation Date column header to sort the items automatically by Name or Creation Date. Clicking on a column header again reverses the sort order.
4. Click **Save.**

5.2 Working with Images and Files

Uploading an Image or File

1. Select the folder where you would like to create your new image or file.
2. Right click the folder or click the **Actions** button in the top right-hand corner**.** Click **Create** from the context menu and click **Image**. Alternatively you can select the **Click to upload** button above the assets in the folder or drag the file from your computer and drop it onto the upload area.
3. Select the image.
4. You can click the image to view its properties and rename.

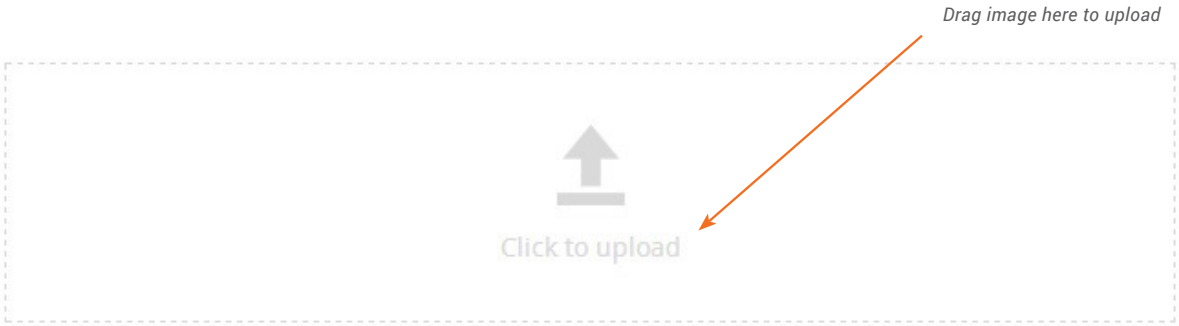
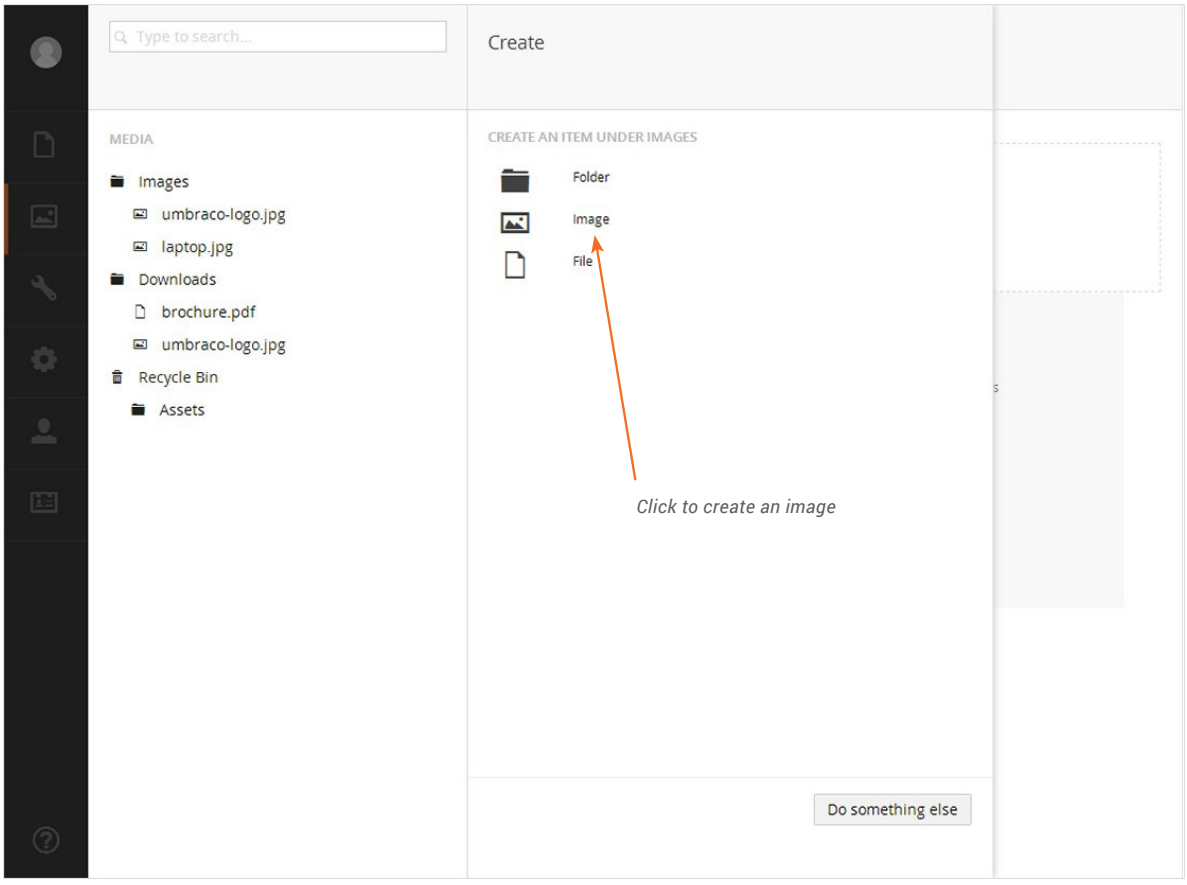


Image upload button



Media creation section

Deleting an Image or File

If you wish to tidy up the Media section of your site, you can easily delete existing media items. Once you have deleted an image, it is sent to the Recycle Bin. If you change your mind, you can restore the deleted image from the Recycle Bin.

1. Select the image you want to delete.
2. Right click the image, and click **Delete** from the context menu.
3. Click **OK** to confirm deletion of the image, or click **Cancel** to cancel deletion.

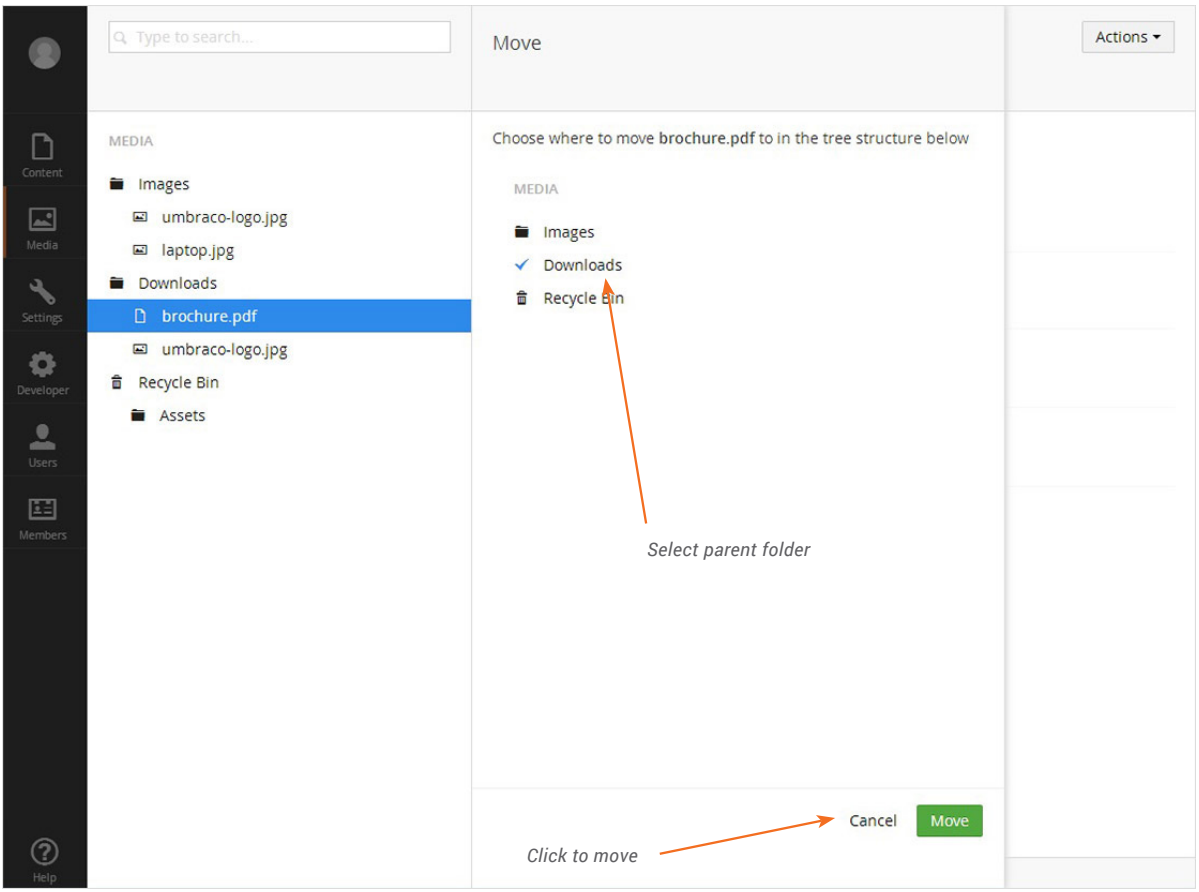
Restoring an Image or File from the Recycle Bin

The Recycle Bin is a separate tree structure within the Media section and you can recognise it by the recycling symbol to the left. If you click the triangle in front of the Recycle Bin you will see its contents. To restore an image or file, move the item to the part of the tree where you want the item.

Moving an Image or File

You can easily move media between folders within the Media section using the Move function.

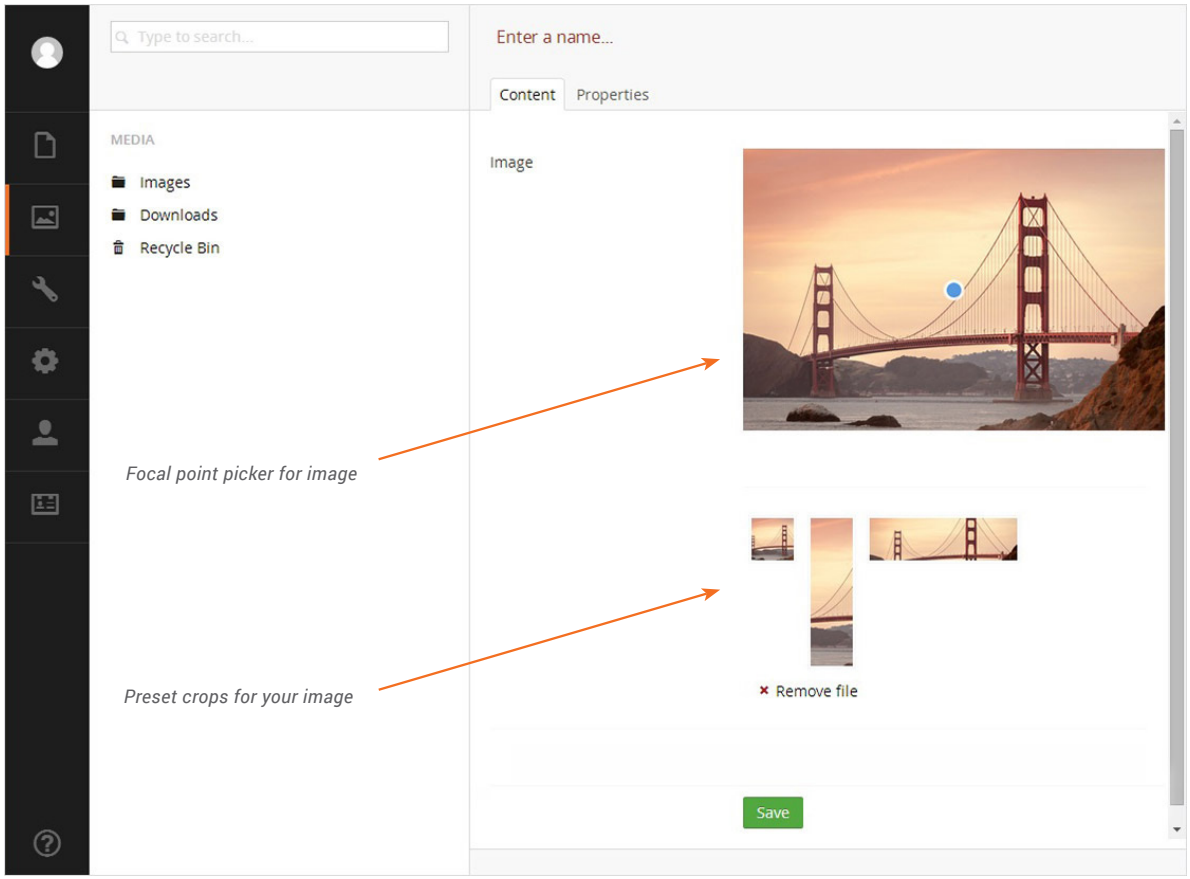
1. Select the image you want to move.
2. Right click the image and click **Move** from the context menu.
3. Select the parent folder you want to move the image to.
4. Click **Move.**



Slide out menu for moving media

5.3 Cropping images

If your system administrator has set up cropping for your images you will see a similar interface within your Media section to the one depicted in the screenshot below. The blue circle in the middle of the image is the default focal point. The focal point defines the primary area or focus of the image which will be the center point of any image re-sizing. You can move the focal point by clicking and dragging it to the desired part of the image. Below the image you may see specific crops of the image depending on your setup. In the example below you can see we have set up three crops.



Crop & focal point selector menu when uploading new image

If you are not happy with one of the crops below the image you can manually alter it. After clicking on one of the crops, you will see an enlarged version of the crop, giving you the ability to drag the image around and zoom in or out until you have the desired result. If you wish to reset the crop to the default you can click **Reset** below the image. Once you are happy with your changes you can click the **X** in the top right corner of the image to close the crop editor. You can now edit other crops using the method above. After you have finished editing the crops you can click the **Save** button.

Zoom crop tool

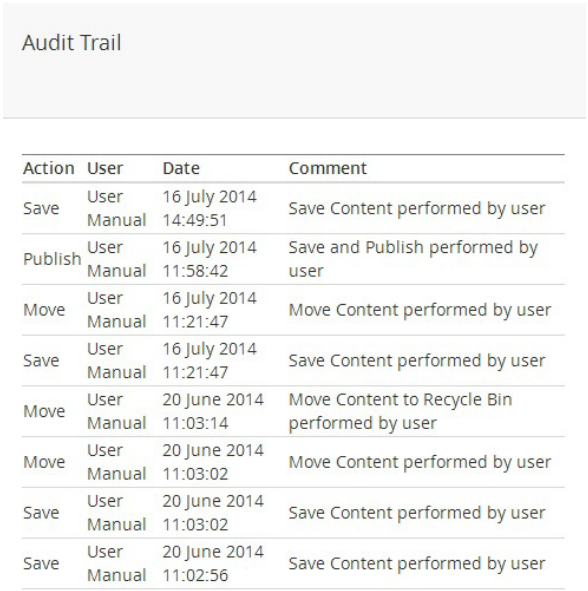
6 Tips & Tricks

6.1 Refreshing the Tree View

When editing content, the content tree will generally refresh itself when content is saved. If the tree doesn't refresh, or if multiple editors are working on the site, and you want to have their changes loaded into your content tree, you can do this by reloading parts of the content tree. To reload a section of the content tree, simply right-click on an item in the tree, and choose the **Reload nodes** option from the context menu. Choosing this option causes the content tree to refresh itself and its child nodes to reflect any new changes.

6.2 Audit Trail

On the context menu for pages, there is an option called **Audit Trail** which gives you a quick overview of the actions performed on that node, by whom, when and any additional comments. This can be useful to find out who made changes on a certain date.



Audit Trail

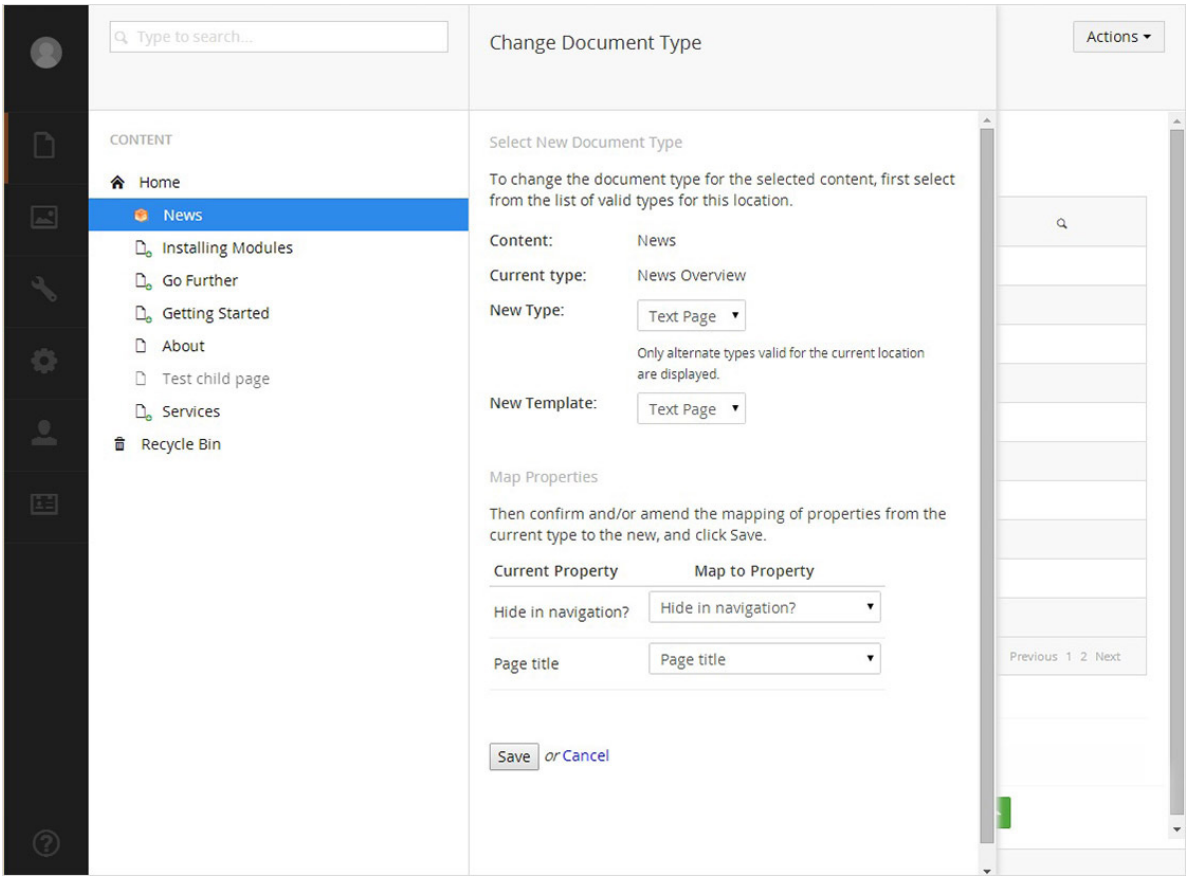
Action	User	Date	Comment
Save	User Manual	16 July 2014 14:49:51	Save Content performed by user
Publish	User Manual	16 July 2014 11:58:42	Save and Publish performed by user
Move	User Manual	16 July 2014 11:21:47	Move Content performed by user
Save	User Manual	16 July 2014 11:21:47	Save Content performed by user
Move	User Manual	20 June 2014 11:03:14	Move Content to Recycle Bin performed by user
Move	User Manual	20 June 2014 11:03:02	Move Content performed by user
Save	User Manual	20 June 2014 11:03:02	Save Content performed by user
Save	User Manual	20 June 2014 11:02:56	Save Content performed by user

Audit trail of changes made to a page

6.3 Changing Document Types

Umbraco 7 provides the ability to change the document type of a node which may be useful for instance, if you have a
standard content page and a special content page styled differently and wish to change between the two types of pages.

Right clicking on the page name and selecting **Change Document Type** on the context menu will open up a new fly out pane. On this pane you will see options to select, the new type and the new template. It is highly important to note that the new document type may not have the same properties as the existing one, so therefore you may lose data if you do not ensure the properties are not mapped correctly. For instance, on one document type the title may be called 'title' and on another it may be called 'mainTitle', so it is important Umbraco knows which existing fields relate to which new ones in order to safely transfer your content to the new document type. Once you have completed the mapping of the properties you can go ahead and click **Save** to make the changes.



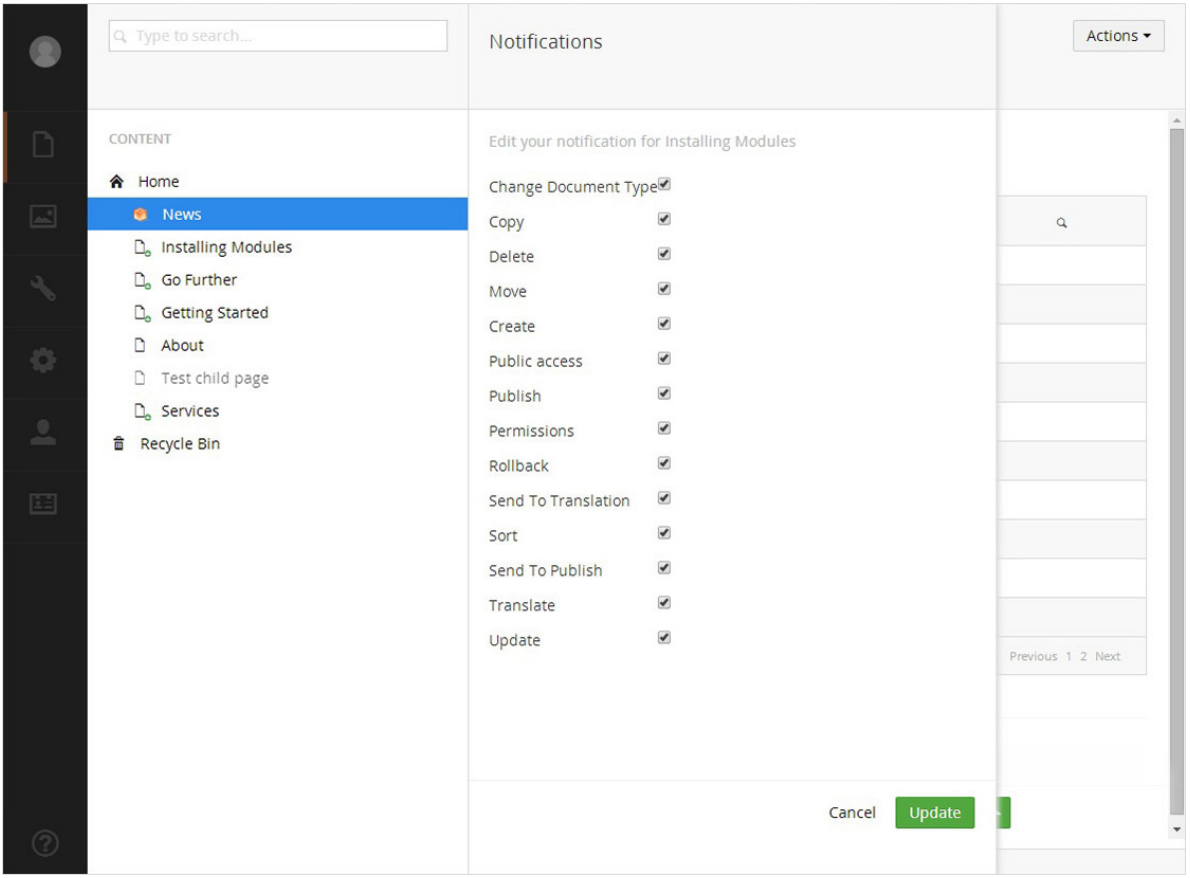
Change document type menu

6.4 Notifications

You can set up notifications so any user can receive an email when an action is performed on a given content item. You will need to have your email address added to your user profile for the notifications to be sent to you.

1. Simply right click the page you wish to be notified about. Alternatively when on the selected page click the **Actions** button in the top right of the admin screen.
2. Choose **notifications** from the context menu.
3. Check the boxes which you are interested in and you will receive notifications each time the given action occurs.

NOTE: The notification settings apply to the chosen content item as well as any child items that appear below the item in the content tree.



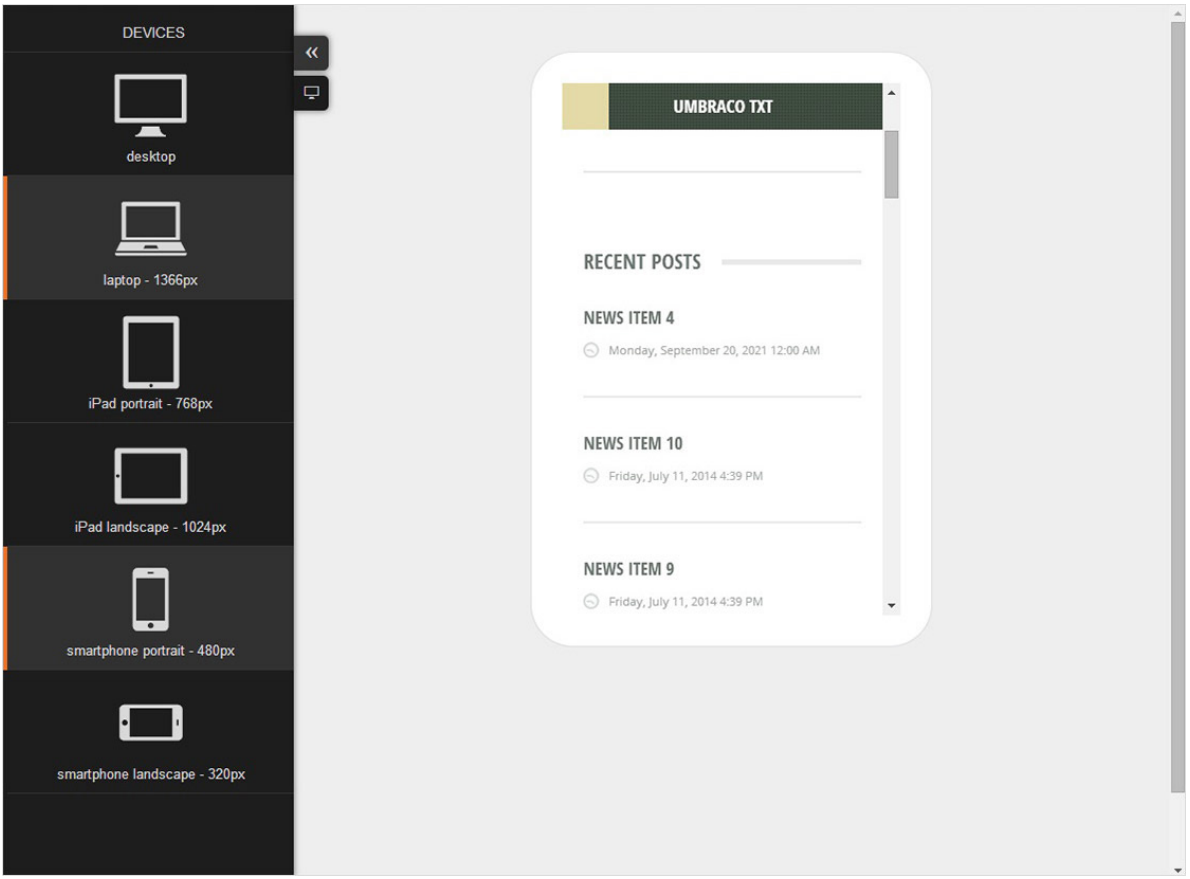
Notifications configuration menu

6.5 Preview Pane Responsive View

When viewing page content in preview mode you have the option to scale the preview window to various device sizes.

1. Once you have finished editing the page content click the **Preview** button.
2. Click the button with two arrows on the far left. This will reveal the device slide out menu.
3. Select which device you would like to scale the preview pane to.

NOTE: The notification settings apply to the chosen content item as well as any child items that appear below the item in the content tree



Device selector in the preview pane

6.6 Session Timeout

Umbraco is set up to automatically log a user out if they have been inactive for over 20 minutes. Dont worry if you are logged out of the umbraco admin screen. Simply log back in using your credentials and you can continue editing.