

Freestyle Terminology & Interface Reference

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Terms are organized alphabetically by topic. Referenced terms are Capitalized. Special comments are denoted with CAUTION.

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Basic Terminology

Alert – E-mail sent by Freestyle to notify Approvers and Maintainers of Content moving among Desks or going to the Web Server. Alerts are currently disabled.

Approver – A user with permission to edit all Content on a subsite and Publish Changes.

Content – Information for the web. Content in Freestyle is divided into two main categories, Media and Stories.

Content Management System – An application that allows the editing and updating of Content for the web, with tools that make it easier to keep track of and work with that Content.

Elements – An Element is a container for all the information at a specific part of a Story. Elements can be as simple as a pull down menu with two choices, or a text field to type into. Elements can be as complex a WYSIWYG editor with multiple embedded links. Elements can be added to a Story and edited in the Story Profile and Element Profile. Some Elements can only be added in certain areas, while others can be added in many places.

Freestyle – A Content Management System based on an open-source application called Bricolage.

Maintainer – A user with permission to edit all stories on a subsite. Does NOT have permission to Publish to the Web Server.

Media – Images, PDF files, Microsoft Word Documents, Flash files, software, etc.

Page – Another word for Story. Used in the Workflow names.

Preview – See what Content looks like before Publishing to the Web Server. Available by clicking on the Red Title in Find Story/Media, Desk, and Workspace Views or the Red URI Link in Profile view.

Publish – Move Content from the CMS to the Web Server.

Story – The actually HTML pages that are browsed on the web. Content is added to Stories by entering information into various Elements.

Subsite – A distinct part of the Denison web site, generally delineated by academic department or administrative office.

Web Server – Final location of Published Content. Browsable at <http://www.denison.edu>.

Freestyle Interface

Actions – The area of the Workflow with links to create a New Story or Media, or Find Stories or Media. Aliases and Active Stories are two links which are not used much.

Advanced Search – Link in Find Stories/Media view that can be used to refine search terms. A popular refinement is to add the department or office category in the URI field.

Active Stories – Link in Workflow which shows all Content in the Workflow, who has the Content Checked Out, Version, Desk, Priority, Title, and View/Edit links.

Check In – Creates a new Version of the Content, and lets others check it out. Can also be used to move Content to a new Desk, the Shelf, or to Publish the Content.

Check Out – Retrieve a Story/Page or Media file from the Shelf or a Desk and places it in your Workspace on the appropriate desk. Checking Out Content means that user is the only person who can edit it. Content can be Checked Out from Desks and the Shelf.

Content Editing Hierarchy – The interface for Checked Out Content. From top to bottom, the hierarchy consists of:

Workspace
 Story/Media Profile
 Element Profile
 Element Profile . . . et cetera

The interface can continue down as far as the elements go.

Desks – Responsibilities and publishing permissions are divided among Desks in a Workflow. For example: Editing, Community Collaboration, and Approval are all common tasks that have Desks in Freestyle.

Element Profile – The lowest level of the Content Editing Hierarchy, an Element Profile is the interface for editing an individual Element in a Story.

Find Story/Media - Locate a Story or Media file that is on the shelf or in a Workflow.

Help – Button that can provide useful information about Freestyle. **CAUTION** – Contains no information on custom Denison Elements such as Embedded Links. Located in top right.

Logout – Button that will end Freestyle session. Located in top right.

New Alias – Links content to more than one site. Not used at Denison.

New Story/Media – Create a new Story or upload a new Media file to Freestyle.

Shelf - The repository that contains all prior and current versions of the Content in Freestyle. Accessed via the Find Stories/Media Search link in the Workflows. When a document is Published to the Web Server, a copy is sent to the Shelf for future retrieval.

Story/Media Profile – The top level of a Story or Media entity. From here it is possible to add the main Elements of a Story, or to Upload or Delete a Media file. At this level you can also Publish, Check-In, Reorder, Cancel Check-Out, Revert or Diff Versions, and change information such as Cover and Expire Dates, slugs, Titles, and Priority.

Version – A save point in the life of Content created by Checking In. Versions can be compared to each other or rolled back.

Workflow –Workflows organize the Content creation and editing process among a series of Desks. Every Workflow has one start Desk where all Content enters the Workflow. A Workflow also has one or more Publish Desks, from where Content can be sent to the Web Server. Content can be moved back and forth between Desks, the Shelf, and the Web Server. Every Subsite at Denison has two Workflows, one for Media and one for Stories (designated as Pages). Workflows have two sections – Actions and Desks. Workflows are the gray drop down boxes on the left side of the screen.

Workspace – The place where the user sees all her Checked Out Content. Represents the top level of the Content Editing Hierarchy. Can be viewed by clicking on “My Workspace” in the upper left corner. Possible to enter the Story and Media Profile using the Edit link for each piece of Content.

Profile Buttons, Check Boxes, & Dropdowns

Apply Changes –Button that saves changes to an Element Profile or Story/Media Profile, and keeps user at same level in the Content Editing Hierarchy. For example, clicking Apply Changes at the Element Profile level will save changes and keep the user editing the Element. Useful when a user wants to save changes and Preview a Story, but keep working on their Content. Located at bottom of Profile view.

Cancel – Button that cancels changes made to a Profile. CAUTION - Does not delete newly created Elements. Located at bottom right of Profile view.

Cancel Check Out – Button that cancels all changes, and also the Check Out of the Story or Media. Available at the Story/Media Profile level. CAUTION – If you have never checked in a piece of Content (Version = 0) the Story or Media will be Deleted forever. This is the only instance in which a Story or Media Element can NEVER be recovered. Located at bottom right of Profile view.

Check In – Button and dropdown used together to Check In Stories and Media, while moving them to another Desk, the Shelf, or Web Server. Very useful for quickly Publishing changes. CAUTION – The tendency is to use the Check In drop down with the Save button. Such a combination does not work. The Check In drop down MUST be used in conjunction with the Check In Button. Located at the bottom left corner of the Story/Media Profile view.

Delete – Check boxes and buttons that work together to remove Elements from a Story. Similar behavior to Delete this Profile. Located on the right side of Profile view.

Delete this Profile – Check box used in combination with the Save or Apply Changes button to remove an Element or Story. Will not work with the Cancel button. When used on a Story Profile, will NOT delete the story from the Web Server. See Expire Date. Located at bottom of Profile view.

Reorder – Button used in conjunction with the Position drop down boxes above it to move Elements up or down the page. Set the Position drop down of the Element you want to move to the appropriate number, and all other Position drop downs adjust for your changes. Higher numbers appear lower on the page. Works best at the Story Profile level. Located on right side of Profile view.

Revert – Button that rolls Content back to a prior version. Choose Versions from drop down immediately to the right of the Revert button, and view prior versions or see differences between them with the View and Diff links respectively. Located at bottom right of Story/Media Profile view.

Save – Button that saves changes to an Element Profile or Story/Media Profile, and moves user up a level in the Content Editing Hierarchy. For example, clicking Save at the Story Profile level will save changes and move the user to the Workspace level. Useful for moving from an Element Profile to a Story Profile when the user wants to Check In or Publish a Story. Located at bottom of Profile view.

Profile Sections

#1 – Information – Information about the Story/Media. Version, Type, Title, Description, etc.

#2 – Content/Element Name – Section where Elements are added and edited.

#3 – Output Channels – Used to create different types of files – html, php, etc. At this time, for Web Services use only.

#4 – Associations – Can be used to change categories, associate keywords, or in special instances, change the contact info at the bottom of a Story by adding a contributor.

Story/Media Properties and Information – Some are set when creating a Story/Media item, and all are viewed in the Information box at the Story/Media Profile level.

Cover Date – By default, set to the date of Content creation. Can be set to a future date if the Content will not be published to the web before that time. When a document is Published, it will only go to the web if the Cover Date is the present time or a time in the past.

Expire Date – To remove Content from the Web Server, set the Expire Date to a time in the past and publish the Content.

Primary Category – The location of the Content on the Web Server. Another word for Category is directory. Content can be associated with more than one Category, but only one can be chosen at creation time.

Media Type – A flag that determines how media can be used in Freestyle. Photographs and Illustrations can be used with Enhanced Paragraph areas, and have thumbnails created for them. PDF, DOC and other files are designated as such.

Priority – A flag for users to mark their Content as a low, medium or high priority. Not used by the CMS itself.

Slug – Newspaper printer terminology meaning “a type line serving to instruct or identify.” In Freestyle, determines the HTML file name. The slug is automatically generated from the Title at Content creation time. May need to be hand edited if the user wants to radically change the subject matter of a Story or create an index page. For the latter, the slug should be set to “index”.

Source – Denotes the Office or Department that created the Content. Also determines who will receive Alert e-mails if Alerts are activated.

Story Type – A template that determines which Elements will be available when editing a Story Profile. Story Types may be highly structured, such as Faculty/Staff Bios, or loosely structured, like a Standard Page. Story Types may provide specialized Elements, like the Photo Gallery or additional functionality, like the Online Form. Choosing the correct story type is vital for creating good looking Content. CAUTION – Story Type CAN NOT be changed once a Story is created.

Title – Title of the Content. Primary property that is searched in the Find Stories or Related Story/Media search fields. Not displayed on the final page. Slug is automatically generated from the Title.

URI/Red URI Link – Full location of the Content. Clicking this link allows the user to preview the Content as it would look on the Web Server.

Workspace Interface Links – Available by clicking on “My Workspace” at the top left.

Check In Drop Down – Drop down on the right that lets user Check In and move the Content to another Desk or the Shelf. Used in conjunction with the Check In Assets button at the bottom of the screen.

Check In to . . . – Link at the top of each piece of Content that Checks In the Content to whatever Desk it is currently on.

Clone – Create a copy of the Content. Useful when the user needs to tweak the information on a Story, but also wants to Publish an old copy as an archive on the Web Server.

Delete – Check box used to delete the Content. Used in conjunction with the Delete Checked button at the bottom of the screen.

Edit – Enter Story/Media Profile to edit the Content.

Log – A log of all Content activity including Saves, Versions, Check Ins, and Publishes. Useful to see who/what went wrong for a bad piece of Content.

Notes – View or add Notes about the current Version of the Content.

Red Story Title – Preview Content.

Select All – Button that checks all Delete check boxes.

Desk Interface Links – Available by clicking on a Desk in a Workflow that has Content on it.

Check In/Check Out – Link to Check In or Check Out a piece of Content. Will be replaced with a name if another user has Content Checked Out.

Delete – Check box used to delete the Content. Used in conjunction with the Delete Checked Button at the bottom of the screen. Only available on non-Publish desks.

Edit/View – Will read View if Content is checked out by another user or if Content is checked in to the Desk. Will read Edit if Content is Checked Out by the viewer. Clicking View will allow user to see last version of the Content. Clicking Edit will allow editing in the Story Profile.

Move – Drop down menu on right side of screen used to select Desk to move Story/Media to. Used in conjunction with Move Assets button at bottom of screen.

Notes – View or add notes about the current Version of the Content. CAUTION – Adding Notes is only possible if you have Content Checked Out.

Publish – Check box visible on right side of screen on Desks where Publishing is possible. Used in conjunction with the Publish Assets button at bottom of page. The user will be asked to confirm before the operation will be completed.

Trail – Log of Content movements among Desks.

Log – A log of all Content activity including Saves, Versions, Check Ins, and Publishes. Useful to see who/what went wrong for a bad piece of Content.

Select All – Button at the bottom of the screen that checks all Delete or Publish checkboxes.

Find Story/Media Interface Links – Available in results of Find Story/Media search results.

Check Out – Check box on right used in conjunction with Check Out button at the bottom of the screen to Check Out Content. Will appear as a name if Content is already Checked Out.

Log – A log of all Content activity including Saves, Versions, Check Ins, and Publishes. Useful to see who/what went wrong for a bad piece of Content.

Reactivate – Appears when “Included Deleted” box is checked in the Advanced Search. Used with the Check Out button at the bottom of the screen to reactivate Deleted Content.

Red Story Title – Preview Content.

Republish – Check box on right used in conjunction with Published Checked button on bottom of the screen to publish Content. A confirmation screen is required. Will appear as a name if Content is already checked out.

View - Allows user to see last version of the Content.

Elements

Coming Soon!