

ZeppOSTM

Version 1.0

User Guide and Product Walkthrough

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Welcome to ZeppOS

Before You Begin

Welcome to ZeppOS™! Whether you're a novice web site designer or an advanced student of the Internet with programming skills, this Guide will help you to quickly start using our user-friendly software to create and manage the web-based work you will be doing. We have included a brief Internet Glossary as Appendix A, so if you have any questions about the terms in this Guide, you can check there for an easy to understand definition.

Logging Into ZeppOS

- To log into a ZeppOS session and get started working on your web site, follow these steps:
 1. On the main ZeppOS page, select the "Click to Login" link.



2. Enter your assigned user name in the Username box.

Username:

Password:

Autofill username on computer?

3. Enter your password in the Password box.

➤ **NOTE:** Because passwords are case sensitive, be sure to type your password exactly as it was assigned. Do not use CAPS LOCK if all characters are not capitalized.

4. If you want the computer you're using to automatically fill in your user name during future login sessions, click the "Autofill username on computer" check box.
5. If you're satisfied that you have entered all information correctly, click the Submit button.

-
- **NOTE:** If you have forgotten your password, click the “Forgot your password” link. After the subordinate page loads, enter your e-mail address in the provided box, then click the Get Password button. Your password will be e-mailed to you shortly. You will not be able to use ZeppOS until you have been authenticated.
-

Setting Up Your ZeppOS Site


You can access your web site in two ways:


1. Log in to ZeppOS, as described above. Then browse to the page you want to edit and click the Edit Main link.
2. OR: Type your web site address in the address bar of your browser, then type **/_admin/** after your domain name. Next, browse to the page you want to edit and click the Edit Main link.

✓ **EXAMPLE** http://YourSiteName.com/_admin/

If your site has not yet been configured, click the “Setup ZeppOS” link and follow the instructions for the Wizard that will walk you through the setup process. To begin, follow these steps:

1. Enter your Product ID in the text box for Product Configuration:

 **WebOS™ Product Configuration**
This wizard will walk you through the activation and configuration of your new website! Estimated time until completion, **5 minutes**. Your LicenseID and Product Key will be required for this setup. If you do not have this information, please contact your account executive.

 **Site Already Configured**
It appears that the site has already been configured. By proceeding with this setup you may loose data!

Product ID:

-
- **NOTE:** If the above message appears, your site has already been configured. Continuing with the configuration process can cause data to be lost.
-

2. If you want to continue, click the Next button, and then follow the directions that appear.

If You Need Help Getting Started...

For additional information on how to get started using WEBOS, visit the official ZeppOS website.

ZeppOS Official Website <http://ZeppOS.ws/>

Logging Out of ZeppOS

To log out of your current ZeppOS session, click the Log Out link:



► **NOTE:** If you are inactive for 20 minutes, ZeppOS will automatically log you out.

About This *User Guide*

The *ZeppOS User Guide* has been designed and written with you, the end user of this revolutionary web-based program, fully in mind. Whether you're new to web site design and development or are an experienced user of HTML, FrontPage™, DreamWeaver™, or another program that allows you to create and modify web sites, we are certain that you will never want to go back to your previous tools after you experience the ease of use and immediate results that ZeppOS gives you—at the click of your mouse!

Things to Watch For

We have used several conventions to get your attention throughout this manual. Notes, Hints, Shortcuts, Examples, Cautions and Warnings have all been designed to make your job easier and to spare you from additional work and possibly destructive actions.

➤ **NOTE:** This cues you to important information that you'll need to complete an operation.

! **HINT:** A Hint lets you know about “tricks of the trade” that you can use to make data entry and other tasks easier.

⌚ **SHORTCUT** A Shortcut includes helpful information that will make your job quicker and easier.

✓ **EXAMPLE** An Example illustrates how to perform a task or operation.

✘ **CAUTION** A Caution alerts you to important information that you should read before performing an operation.

✘ **WARNING** A Warning lets you know about possible destructive action, such as accidentally deleting your data.

➤ Beginning of instruction icon cues you to a task or instruction on how to perform important operations.

Summary of Contents

This Guide includes instructions, notes, hints, shortcuts, examples, cautions, and warnings that will help you create and manage your web site with ZeppOS. It contains 10 Chapters and one Appendix, as follows:

- Welcome to ZeppOS: Gives instructions for logging into ZeppOS and setting up your site.
- About This User Guide: The current chapter. Includes information that will help you to understand the structure and contents of this Guide.
- Chapter 1: Using the Member Desktop. Gives a quick overview of the Member Desktop and the tasks that you can perform through it, such as setting up affiliations,

configuring interactions between your affiliations, logging out of ZeppOS and other member related tasks.

- Chapter 2: Introduction to the **Control Panel**. Gives a brief overview of the nine tools that comprise Chapters 3 through 10.
- Chapter 3: Managing Your Site Structure and Content. Gives instructions for using the **Content Manager** tool to perform the following tasks:
 - Creating new content for your page
 - Configuring the Content Editor
 - Restoring content to an earlier date
 - Searching for a string in the content and replacing it
- Chapter 4: Managing the Appearance, Look and Feel of Your Web Site. Gives instructions for using the **Appearance** tool, which enables you to manage the look and feel of your site through templates and style sheets. It enables you to manage the following aspects of your site:
 - Template skins
 - Colors and style sheet
 - Template groups
 - Formatted menu settings
- Chapter 5: Managing and Uploading Images, Media, Documents and Templates. Gives instructions for using the **Library** tool to manage and upload images, media files, documents and template files.
- Chapter 6: Managing and Installing Components. Gives instructions for using the **Components** tool to manage such items as your calendar and install additional functionality to your site.
- Chapter 7: Configuring Access for Your Site Administrators and Members. Gives instructions for using the **Access** tool to perform the following tasks:
 - Managing your web site administrators
 - Managing grouped members
 - Searching for member profiles
 - Managing website visitor subscriptions
 - Managing member access preferences
 - Running member reports and access tools
- Chapter 8: Personalizing Your Web Identity. Gives instructions for using the **Identity** tool to personalize and manage the following elements of your site:
 - Your Timezone
 - Names and titles you want to display in the title bar and footer bar of your web site

- Site map settings, such as legal notes, language, disclaimers, privacy policies, and customized terms of use
- Category type and content ratings
- Metadata
- Chapter 9: Setting Up ZeppOS With Global Variables. Gives instructions for using the **Settings** tool to set up and manage mail, search functions, licenses, word filters, global variables and IP restrictions.
- Chapter 10: Maintaining Your Website. Gives instructions for using the **Maintenance** tool to perform reporting and backup operations.
- Appendix A: Internet Glossary, which includes general Internet terms as well as terms that are specific to ZeppOS.
- Index: A reference tool to the contents of this User Guide.

Chapter 1: Using the Member Desktop

The Member Desktop Is Your Primary ZeppOS Tool

The Member Desktop pages allow you to perform a multitude of tasks and functions, including:

- Setting up your affiliations with the ZeppOS tasks
- Configuring interactions between your affiliations
- Managing communications and subscriptions
- Interacting with the ZeppOS Control Panel
- Updating member preferences
- Logging out of ZeppOS

This Chapter discusses all of the details you'll need to know in order to effectively manage the above tasks.

➤ To begin, click the My Desktop link. Then select one of the links that appears:



Affiliation

No Active Affiliations



Member Preferences

Update profile, password and preferences

Interaction

No Active Affiliations



Communication

Manage communications and subscriptions



Logout

Logout of WebOS



Control Panel

WebOS Control Panel

Setting Up Affiliations



Affiliation

No Active Affiliations

Use this page to set up affiliations. Affiliations are subscriptions to feeds pertinent to your login. This tool is under construction but will be coming soon.

Interaction

Interactions are access to related ZeppOS tasks to which your user has been assigned. These tasks can include actions such as authoring and approving and publishing content. Use this page to configure interactions between your affiliations.

This tool is under construction but will be coming soon.

Managing Communications and Subscriptions



Communication

Manage communications and subscriptions

Use this page to manage communications and subscriptions. You may request access or notification and correspondence by opting into the appropriate subscriber groups. There are both public and private subscriber groups. If you attempt to opt into a private group, the designated group administrator will be notified of your request and prompted for approval.

Updating Member Preferences

The Member Preferences link allows you to update your preferences, profile, password and other details.



Member Preferences

Update Profile, Password, and Preferences

It also enables you to perform these tasks:

- Update your member preferences
- Update member profile information
- Manage your communication preferences
- View details about user usage
- Change your password
- Link members to ZeppOS sites
- Remove your profile

➤ To begin, click the Member Preferences icon. Then select one of the links that appears:



Update Preferences

Update member preferences



View Details

View your details



Update Profile

Update member profile information



Update Password

Change your WebOS login password



Communication Preferences

Manage communication preferences



Link Member

Link member to WebOS sites



Remove Profile

Remove your profile from this site

Updating Your Preferences



[Update Preferences](#)

Update member preferences

Use this page to update your user preferences, such as your timezone, language dialect, and the currency used in your country.

Timezone	<input type="text"/>
Dialect	<input type="text" value="None"/>
Currency	<input type="text" value="US dollar"/>
<input type="button" value="Update Preferences"/>	

It contains drop-down choices for the following:

- Timezone: Allows you to specify your Timezone.
- Dialect: Choose the language you wish to use.
- Currency: Select the currency you want to use (for example, US dollars or British pounds).

After you change any of these preferences, click the Update Preferences button to save and store your edits.

Updating Your Profile



[Update Profile](#)

Update member profile information

Use this page to update your profile. It is important to keep your information updated to ensure you maximize available interactivity.

✓ EXAMPLE

Prefix:	<input type="text" value="Ms."/>
First Name:	<input type="text" value="Joyce"/>
Middle Name:	<input type="text" value="J"/>
Last Name:	<input type="text" value="Jones"/>
Suffix:	<input type="text"/>
Gender:	<input type="text" value="Female"/>

Continue entering user data in the remaining fields (Address, phone number, etc.). When you are finished entering your information, click the Update Information button to save your changes.

Viewing Your Details



[View Details](#)
View your details

The View Details page allows you to quickly see details about your account and activity, such as the following:

- The name of the currently logged in user
- The number of times this user has logged in
- The date and time this user logged into the current session
- The most recent Internet IP address used
- The browser that the specified user is using
- Data about the operating system
- The language this user is using
- Whether this user is a member of any active affiliations
- Any assigned user groups

Use this page to view details about your account and your activity.

✓ EXAMPLE:



Barbara Fahs

Times Logged 51

Last Logged on 08/10/2006 at 9:51 am

Last IP: [72.234.226.234](#)

Browser: Unknown

OS Data: Mozilla/5.0 (Macintosh; U; Intel Mac OS X; en-US;

Language: en-us,en;q=0.5

Member of: No Active Affiliations



Changing Your Password



[Update Password](#)
Change your WebOS login password

Good practice dictates that computer users change their passwords periodically for security's sake.

- To change your ZeppOS login password, follow these steps:
 1. Click the Update Password link on the Tools and Preferences main page.
 2. Enter your current password in the Current Password box.
 3. Enter your new password in the New Password box.
 4. Re-type your new password in the Confirm New Password box.
 5. Click the Change Password button to complete this change.

Linking a Member to ZeppOS Sites



[Link Member](#)

Link member to WebOS sites

Use this page to link a member to ZeppOS sites. This tool is under construction but will be coming soon.

Removing Your Profile



[Remove Profile](#)

Remove your profile from this site

The Remove Member Account page enables you to remove a member's profile.

- ✘ **CAUTION** After you click the Remove Profile button, this action cannot be undone. Be careful that you do not accidentally remove any profiles or accounts. If you do, you must re-enter all user data for that person or account.

- To remove a member profile, follow these steps:
 1. If you are certain you want to remove this account, click the check box, "Yes, please permanently remove my ZeppOS member account for this site."
 2. Click the Remove Profile button.

Interacting With the ZeppOS Control Panel



[Control Panel](#)

WebOS Control Panel

The control panel is your tool to manage the ZeppOS platform. We'll summarize it here and give an introduction to it in chapter 2, but Chapters 3 through 10 tell you everything you'll need to know about using the Control Panel.

The Control Panel enables you to easily perform the following management functions:

- Manage your site structure and content (Chapter 3)
- Manage the appearance, look and feel of your site (Chapter 4)
- Manage and upload documents, images and media (Chapter 5)
- Manage and install additional functionality (Chapter 6)
- Manage site administrators and members (Chapter 7)
- Personalize your web identity (Chapter 8)
- Set up ZeppOS settings (Chapter 9)
- Perform maintenance on your site, such as reporting and backup (Chapter 10)

Logging Out of ZeppOS

You can log out of your current ZeppOS session in two ways:

- On the ZeppOS home page, click the Log Out link, as shown below.



OR:

- If you are on the main page of the Member Desktop tool, click the Log Out link, as shown below.

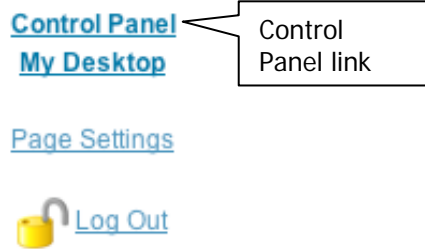


If you are inactive for 20 minutes, ZeppOS will automatically log you out.

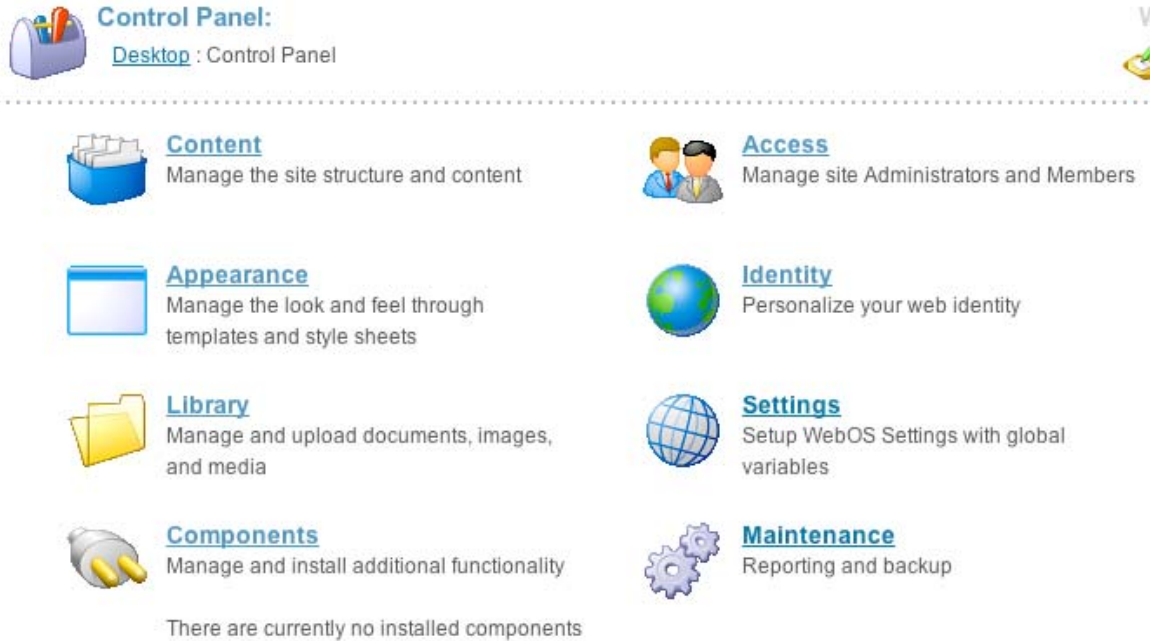
Chapter 2: Introduction to the ZeppOS Control Panel

The Control Panel is your tool to manage your web-related tasks and to interface with the ZeppOS platform and the tools that are included for your use. This chapter introduces the Control Panel tools and options that you use to set up, manage, personalize and maintain your web site.

➤ To begin, click the Control Panel link on the ZeppOS home page:



Following is the Control Panel home page:



The Control Panel tools and their functions are as follows:

- The **Content** tool enables you to manage your site structure and content and to perform the following tasks:
 - Create new page content
 - Configure the Content Editor
 - Restore content to an earlier date
 - Search for a string in the content and replace it

Chapter 3 includes instructions for using the Content Manager tool.

- The **Appearance** tool enables you to manage the look and feel of your site through templates and style sheets. It enables you to manage the following aspects of your site:
 - Template skins
 - Colors and style sheet
 - Skins (web site template variations) and template groups
 - Formatted menu settings

Chapter 4 includes instructions for using the Appearance tool.

- The **Library** tool enables you to manage and upload images, media files, documents and template files.

Chapter 5 includes instructions for using the Library tool.

- The **Components** tool enables you to manage such items as your calendar and install additional functionality to your site.

Chapter 6 includes instructions for using the Components tool.

- The **Access** tool enables you to perform the following tasks:
 - Manage your web site administrators and member groups
 - Search member profiles
 - Manage website visitor subscriptions and member access preferences
 - Run member reports and access tools

Chapter 7 includes instructions for using the Access tool.

- The **Identity** tool enables you to personalize your time zone, names and titles, site map settings, legal notes and language, and also to manage category and content rating and metadata.

Chapter 8 includes instructions for using the Identity tool.

- The **Settings** tool enables you to set up and manage mail, search functions, licenses, word filters, global variables and IP restrictions.

Chapter 9 includes instructions for using the Settings tool.

- The **Maintenance** tool enables you to perform reporting and backup operations.

Chapter 10 includes instructions for using the Maintenance tool.

Chapter 3: Managing Your Site's Content and Structure

The Content tool is the first Control Panel tool you will see when you open the Control Panel link. It enables you to manage your site structure and content. This chapter will walk you through all of the tasks the Content tool includes.



Content

Manage the site structure and content

The Content Manager tool enables you to perform the following tasks related to the management of your site's structure and content:

- Create new pages
- Manage your site's structure and page content
- Configure the Content Editor
- Restore content to an earlier date
- Find and replace text throughout your web site

➤ To begin, click the Content icon. Then select one of the tools that appears:



Site Structure

Manage Site Workflow and Page Content



Content History

Restore content to an earlier date



Setup Editor

Configure the Content Editor



Find and Replace

Search for string in content and replace it

Creating a New Page



Site Structure

Manage Site Workflow and Page Content

The site structure tool enables you to create a new page and define your navigation structure.

- To create a new page, follow these steps:
 1. Click the Create New Page link on the Site Structure main page:



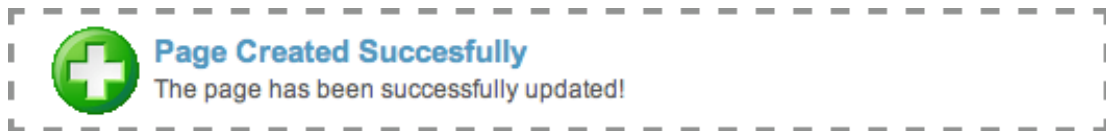
2. On the next page, choose the Parent URL you want to use and enter a title for your page.

Parent URL:

Page Title:

Your choices for the Parent URL are ZeppOS (Root) and Home.

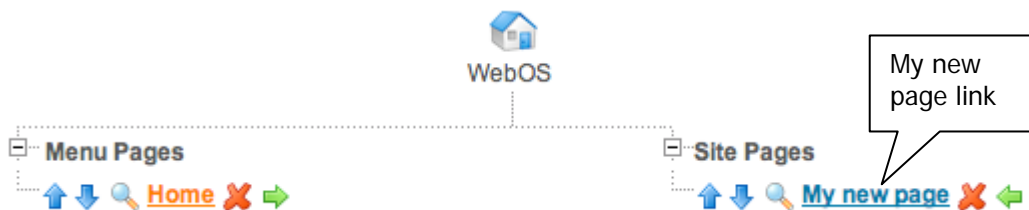
3. Name your page something that describes its contents. The title must not exceed 50 characters.
4. Select "Submit" after you have made your choices. The following message appears:



Now you're ready to begin adding content and functionality to your page.




Adding Content to Your Page

- To add content, follow these steps:
 1. Click the name of your new page in the ZeppOS tree:



2. To add content to the main content area, click the Content Area link:

[My new page](#) 🔍 ✖



3. Choose a language and enter a Text Box name in the fields that appear:

Language:

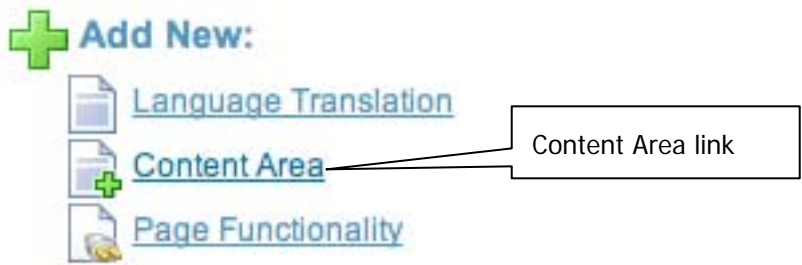
Text Box Name:

Target: [Select Location](#)

4. In the Target box, choose Auto if you want ZeppOS to automatically select the location of your content (recommended). If you want to specify a different location for this text box, click Select Location. A subordinate window opens, which allows you to place your text box where you want it to appear.
5. Click the Create Content button when you are finished.

Adding Sub Content to Your Page

- To add sub content, follow these steps:
 1. Click the Content Area link under Add New on the Site Structure page that appears for your newly added page.



2. Choose a language and enter a Text Box name in the fields that appear:

Language:

Text Box Name:

Target: [Select Location](#)

3. In the Target box, choose Auto if you want ZeppOS to automatically select the location of your content (recommended). If you want to specify a different location for this text box, click Select Location. A subordinate window opens, which allows you to place your text box where you want it to appear.
4. Click the Create Content button when you are finished.

Adding Functionality to Your Page

- To add page functionality, follow these steps:

1. Click the Page Functionality link under Add New on the Site Structure page that appears for your newly added page.



2. Choose a language and functionality in the areas that appear:

Language:

Functionality:

Query Include:

Target: [Select Location](#)

The functionality choices are as follows:

- Generic contact form
- Admin Login
- Search Form
- Image Gallery
- File Browser

➤ **NOTE:** The Query Include box will appear only if you are managing your site in advanced mode. This allows you to specify specific values for each query. If you are in doubt, leave this area blank and ZeppOS will add the default values.

3. In the Target box, choose Auto if you want ZeppOS to automatically select the location of your content (recommended). If you want to specify a different location for this text box, click Select Location. A subordinate window opens, which allows you to place your text box elsewhere.
4. Click the Create Content button when you are finished.

Managing Your Site's Workflow

When you manage your site's workflow, you can control the following:

- Menu order

- Creating new pages
- Page settings
- Site navigational structure
- Individual page settings

Creating Menu Pages

- To create menu pages, follow these steps:
1. Click the Home link on the Site Structure page:



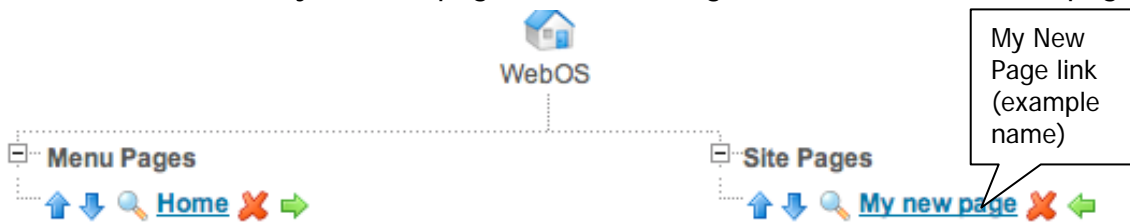
After you select Home, the following page appears:

The screenshot shows the 'Home' page settings form. It includes a title field with 'Home', a segment field with '2' and 'New Segment 2', and an 'Update Information' button. To the right, there are two sections: 'Add New:' with options for 'Language Translation', 'Content Area', and 'Page Functionality'; and 'Change to:' with options for 'Page Redirect' and 'Change Parent Location'.

2. You may edit page titles, main and additional content, along with functionality here.
3. Click the Update Information button when you are finished.






Creating Site Pages






- To create site pages, follow these steps:
1. Click the name of your new page under Site Pages on the Site Structure page:



The following page appears:

My new page  

	My new page		
1	Major content		
Update Information			

- + Add New:**
-  [Language Translation](#)
 -  [Content Area](#)
 -  [Page Functionality](#)
- ↻ Change to:**
-  [Page Redirect](#)
 -  [Change Parent Location](#)

-
- **NOTE:** The Language Translation and Content Area links are used only if your site will be translated into more than one language.
-

When you select the Page Functionality link, it enables you to choose component functionality, such as a generic contact form.

2. Click the Update Information button when you are finished.

Configuring the Content Editor



Setup Editor
Configure the Content Editor

The Setup Editor enables you to define numerous settings for your site.

- To define settings for your site, select the following options:
 - Default Editor Settings are initially assigned to your member account. When you first access this area you will be assigned a unique profile, which you may customize for optimal content editing. These settings are shown only upon your first use of this tool.
 - Content Archival: Select ON if you want to enable the archival function or OFF if you want to disable it. This feature allows you to save and later revert to previous edits.
 - Archive level: Choose a number from 1 to 5 to define the number of versions of the same segment you want to archive.
 - Show Edit Outline: Select ON if you want to see edit boundaries or OFF if you prefer that this option is not shown. When enabled, ZeppOS will clearly outline the target content segments with a border.
 - Show Admin Info: Select ON if you want to see the latest modified information or OFF if you prefer that this option is not shown. When this feature is enabled it displays the last administrator to make modifications to content.
 - Formatting: Click to place a checkmark in the boxes next to the formatting options that you want to use.

- **Insert Object/Media:** Click to place a checkmark in the boxes next to the Insert Object/Media options that you want to use.

Click the Update Editor button when you are finished defining your settings.

Restoring Content to an Earlier Date



Content History

Restore content to an earlier date

The Content History tool enables you to restore your site's content to an earlier date. This tool comes in handy should you accidentally make a change.

- **NOTE:** You must first activate Content Archive in the Setup Editor to use this feature. Refer to the previous section for more information.

- To restore your content to an earlier date, select the appropriate page and content snapshot to revert.

Name	Location	Date Archived	Actions
Home	/default.asp		

Temporary Listed below *Approval ds pending approval.*

Click Home if it is the page you want

Click Approve this Version if this is the choice you want to make:

Pending:

Created by: **test test**

 [Approve this Version](#)

Searching For and Replacing Text



Find and Replace

Search for string in content and replace it

The Find and Replace tool enables you to search for text in your content and replace it with other text that you specify.

➤ To find and replace content, follow these steps:

1. Click the Find and Replace link on the Content Manager main page. The following text boxes will appear:

Find:

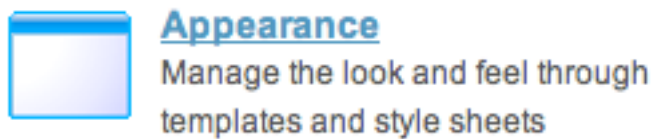
Replace:

Find Matches

2. Enter the word or words you want to search for.
3. Enter the word or words you want to use as a replacement.
4. Click the Find Matches button.

Chapter 4: Managing the Appearance, Look and Feel of Your Web Site

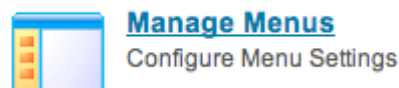
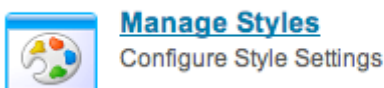
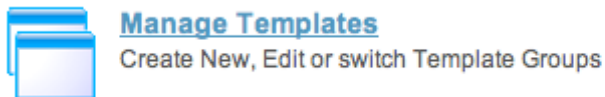
The Appearance tool is the second Control Panel tool you will see when you open the Control Panel link. It enables you to manage the look and feel of your site through templates and style sheets. This chapter will walk you through all of the tasks the Appearance tool includes.



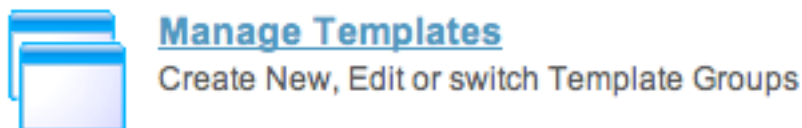
The Appearance tool enables you to manage the following aspects of your site:

- Templates
- Styles
- Skins
- Menus

➤ To begin, click the Appearance icon. Then select one of the links that appears:



Managing Templates



The Manage Templates tool enables you to create new groups, and edit or switch template groups. Template groups contain the overall look and feel of your website to include multiple design variations (or “Skins”), Stylesheets and Menu types.

Several different templates normally come standard with your ZeppOS license: they are available for your immediate use. Alternately, you may install a template from the ZeppOS template library.

- To edit templates, skins and style sheets, refer to the *ZepOS Designer Manual*.

Managing Styles



Manage Styles

Configure Style Settings

The Manage Styles tool enables you to configure style settings on your web site.

- To configure style settings, enter appropriate information in the Manage Style Sheets text boxes:

CSS File Path:

Template Base Directory:

Admin Content Width:

Highlight Primary:

Highlight Secondary:

Highlight Contrast:

Highlight Action:

Highlight Disabled:

Action Text:

Disabled Text:

Minimum Template:

Click the Update Information button after you have entered your choices.

Managing Template Skins



Manage Skins

Manage Website Template Variations















The Manage Skins tool enables you to manage the following areas of your site's template skins:

- Display the names of existing skins and how they are applied
- Create a new template skin

Displaying the Names of Existing Skins







After you select the Manage Skins tool, a page similar to the following appears:

There are 2 skins in this template group

Name of Skin	Applied To	Actions
 WebOS Include	Set as Admin Include Skin	     
 WebOS Admin	Admin Skin Set as Include	     

- The Set as Admin link sets the skin that appears when you use the Control Panel.
- The Set as Include link includes the skin used as a background image for your site map and site policies. It is also used as a background for components that are included on your site. When you select this option, it automatically sets this skin as the default skin for these areas.

The Actions icons are as follows:

-  Sets the default skin
-  Shows a preview of the skin
-  Allows you to manage the skin in WYSIWYG format
-  Allows you to manage the skin with a text editor
-  Allows you to duplicate the skin
-  Allows you to delete the skin

Creating a New Template Skin



You use the Create Template Skin tool when you are creating new skins for your template. Refer to the *ZeppOS Designer Manual* for instructions on performing this task.

Managing Menus

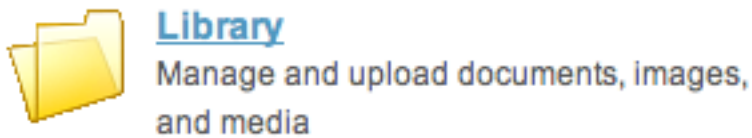


Manage Menu
Configure Menu Settings

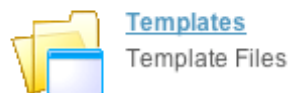
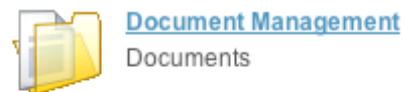
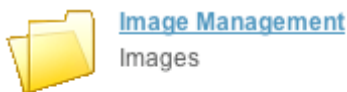
The Manage Menus tool enables you to configure formatted menu settings. It is used primarily by designers and enables them to create and stylize dynamic menus. Refer to the *ZeppOS Designer Manual* for instructions on performing this task.

Chapter 5: Managing and Uploading Documents, Images and Media

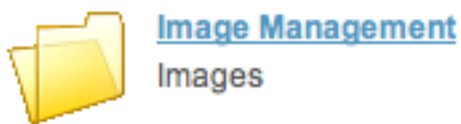
The Library tool is the third Control Panel tool you will see when you open the Control Panel link. It enables you to manage and upload your documents, images and media. This chapter will walk you through all of the tasks the Library tool includes.



➤ To begin, click the Library icon. Then select one of the links that appears:

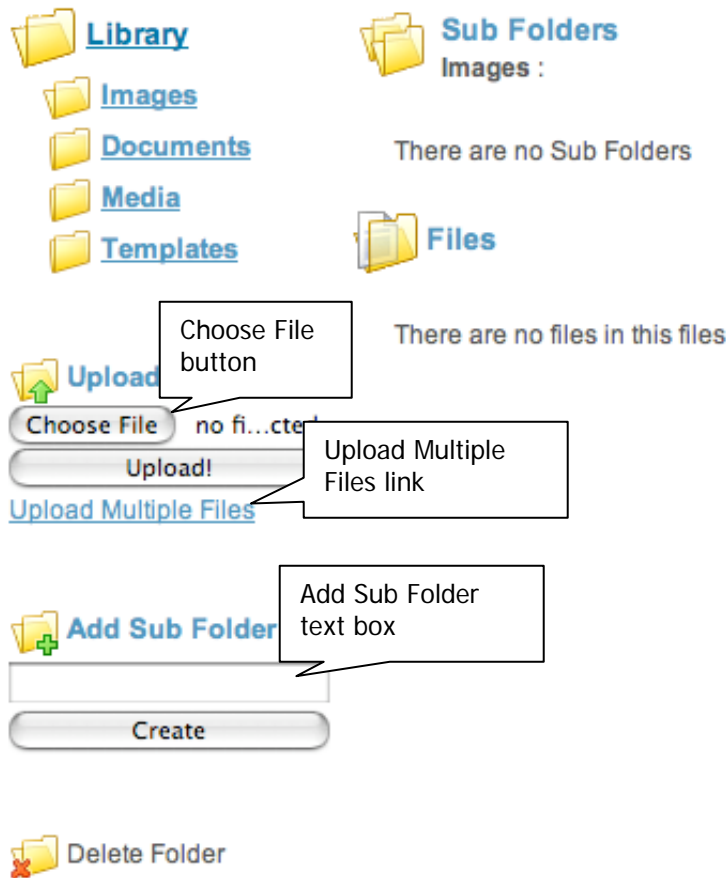


Managing Images



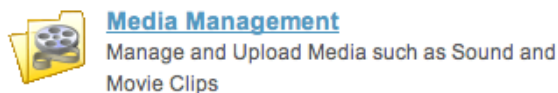
The Image Management tool enables you to manage pictures and other media.

- To manage images, follow these steps:
 1. Click the Image Management link on the Manage Library page. The following page appears:



- To upload an image file, click Choose File under the Upload Files icon. A selection dialog box appears. Navigate to the image file that you want to upload to your site and then click the Upload button.
- To upload multiple files, click the Upload Multiple files link.
- If you want to add a sub folder, enter a name for it in the Add Sub Folder text box and then click the Create button.
- If you want to delete a folder, click the Delete Folder icon.

Managing Media



The Media tool enables you to manage media.

- To manage media files, follow these steps:
 1. Click the Media Management link on the Manage Library page.
 2. A page similar to the Image Management page appears.
 3. Refer to the instructions for Image Management, above, to upload and manage your media files.

Managing Documents



Document Management

Manage and Upload Documents such as Word and PDF Documents

The Document Management tool enables you to manage your documents.

- To manage documents, follow these steps:
 1. Click the Documents link on the Manage Library page.
 2. A page similar to the Image Management page appears. Refer to the instructions for Image Management, above, to upload and manage your document files.

Managing Templates



Template Management

Manage and Upload files pertaining to the Templates

The Template Management tool enables you to manage templates.

- To manage templates, follow these steps:
 1. Click the Template Management link on the Manage Library page. A page similar to the Image Management page appears. Refer to the instructions for Image Management, above, to upload and manage your template files.

Four subfolders are built in: click the skin you want to use from the following selections:

 **Sub Folders**
Templates :



[Skin_eis](#)



[Skin_webos](#)



[Skin_zepponet](#)



[Skin_zistandard](#)

A list of images and other files opens on the next page. You can click to insert a check mark next to each file if you want to include it or delete it. This modifies the existing template to your specifications.

Chapter 6: Managing and Installing Components

The Components tool is the fourth Control Panel tool you will see when you open the Control Panel link. It enables you to manage and install additional components for your web site, such as your calendar of events. This chapter will walk you through all of the tasks the Components tool includes.



Components

Manage and install additional functionality

- To begin, click the Components icon. Then select one of the links that appears:



Component Configuration

Configure General Component Variables



Install Elite Component

Install Elite Component



[cmx.communicate.title]

[cmx.communicate.description]

Configuring Components



Component Configuration

Configure General Component Variables

The Component Configuration tool enables you to configure general component variables, such as the number of comments you want to be shown on each page of your entry log.

When you choose the Component Configuration tool, the following page appears:

No of Comments Per Page	<input type="text" value="75"/>
How many comments you want to be shown on each page of the Entry Log	
Maximum Number of Characters per Comment	<input type="text" value="150"/>
This is the maximum allowed amount of comments allowed in comments posted in the Entry Log	
Anti-Spam Cookies	On <input type="checkbox"/> Off <input checked="" type="checkbox"/>
This will mean a cookie is set on the users machine to limit visitors posting multiple entries	
IP Address Blocker	On <input checked="" type="checkbox"/> Off <input type="checkbox"/>
Ability to block specific IP Addresses from website	
<input type="button" value="Update Preferences"/>	

- **No of Comments Per Page:** Enables you to configure the number of comments you want to be shown on each page of your site's entry log. The choices are from 5 to 75.
- **Maximum Number of Characters per Comment:** Enables you to configure the maximum allowed number of comments in comments posted in the entry log. The choices are from 150 to 5000.
- **Anti-Spam Cookies:** Sets a cookie on users' computers, which serves to limit visitors posting multiple entries. You can turn this feature ON or OFF.
- **IP Address Blocker:** Enables you to block specific IP addresses from your web site. You can turn this feature ON or OFF. To specify IP addresses that you want to block, go to the Control Panel Settings tool and click IP Restrictions. Here, you may grant or deny all computers access or specify addresses for the computers you want to block. Refer to Chapter 9 for complete instructions.

Click the Update Preferences button when you are finished.

Installing an Elite Component



You can enable or disable installed components for your web site through the Install Elite Component link on the Component Overview main page. Elite components are optional components that you may purchase; they make it possible for you to manage real estate listings, events, and other activities such as your hosting environment.

- To view the components that are installed for your web site, and to see a list of available elite components that you can purchase, click the Install Elite Component link on the Component Overview main page:

Installed components are as follows:

- Generic Contact form
- Admin login
- Search form
- Image gallery
- File browser

If you want to disable any of these installed components, select its name. Next, click the Delete Integration link:

 **Delete Integration**

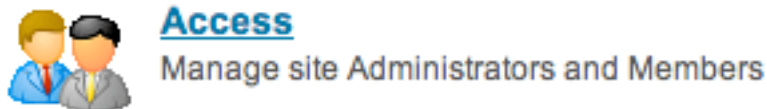
Finally, click the Submit button.

The Elite Components that are available for you to purchase are as follows:

- Real estate manager: helps you to manage property listings.
- Event manager: enables you to manage events.
- Frequently asked questions: enables you to customize your dynamic FAQs
- Survey: allows you to create custom surveys.
- Property management: provides you with a scalable property management system.
- Entry manager: allows you to manage visitor entries.
- Image gallery: gives you a tool with which you can view images.
- Project manager: allows you to manage projects.
- Banner management: enables you to manage the rotation of banners.
- Hosting manager: allows you to manage your hosting environment.
- Online store: This component may operate in eCommerce or Catalog only mode.

Chapter 7: Configuring Access for Your Site Administrators and Members

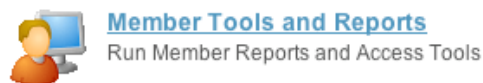
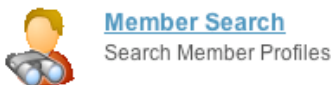
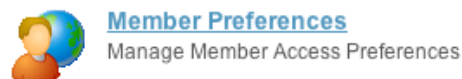
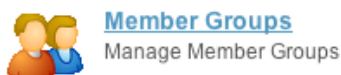
The Access tool is the fifth Control Panel tool you will see when you open the Control Panel link. It enables you to manage the look and feel of your site through templates and style sheets. This chapter will walk you through all of the tasks the Access tool includes.



The Access tool enables you to perform the following tasks:

- Manage your web site administrators
- Manage member groups
- Search member profiles
- Manage website visitor subscriptions
- Manage member access preferences
- Run member reports and access tools

➤ To begin, click the Access icon. Then select one of the links that appears:



Managing Your Website Administrators

The Admin Manager tool enables you to see which of your website administrators are currently logged in, and whether each is a primary or secondary manager. It also allows you to create new administrators.

➤ To see which administrators are currently logged in and view their status, click the Admin Manager tool link:



Admin Manager

Manage Website Admins

Then click the Account Access link. A list of the currently logged in administrators is displayed along with their status as either a Primary or Standard Admin.



Primary Admin

The Primary Admin is assigned various additional tasks and authority.



Standard Admin

The Secondary Admin is allowed to complete various assigned tasks.

- To create a new administrator, click the Create New Administrator link on the Admin Manager page:



Create New Administrator

2. Fill in the following fields on the Create Admin Account page:

First Name:

Last Name:

Email Address:

Primary Admin:

active:

WebOS™ Mode: Advanced

Simple

Tutorials On:

Login Name:

Password:

Send Notification: Email will be generated if checked

3. Click Save when you are finished filling in this form.

Managing Member Groups







Member Groups

Manage Member Groups

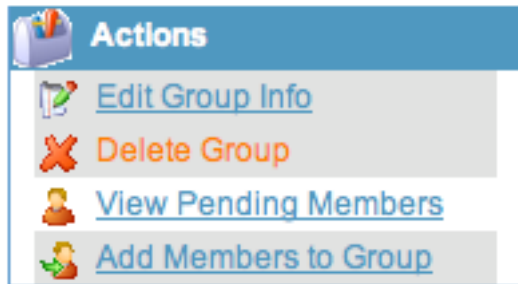
The Member Groups tool enables you to manage your existing groups and add new groups.

- To view and manage existing groups, follow these steps:
 1. Click the Member Groups icon on the Access tool main page.
 2. A list of all existing groups appears next, similar to the following:

There is currently 1 record

Group Name	Description	# of Members	Status	Actions
 Web Opt-In		0	None	  

3. To see a list of members, click the Group name link. The following page allows you to perform the following actions relating to the group:



If you want to Export your members to an Excel spreadsheet, click the Export All Members to Excel button. You can also perform this function by using the Member Tools and Reports tool. Instructions for using this tool are included later in this chapter.

- The Edit Group Info link allows you to change the name of the group, the group manager, and create or change the group's description and type (public, private or none).
 - Delete Group allows you to remove the selected group.
 - View Pending Members displays a list of members who have not yet been added, if any exist.
 - The Add Members to Group link allows you to add one member at a time or add multiple members.
4. When you are finished with each task, click the appropriate button, such as the Edit Group Info button or the Submit button.
- To add a new group, follow these steps:
 1. Click the Add New Group link on the Member Groups main page:



2. On the page that opens next, enter a name for your new group and complete the other requested information:

Group Name:

Group Manager:  Click this icon to view all current members

Description:

Group Type: None Public Private

3. Click the Create Group button when you are finished.

Searching Member Profiles



Member Search
Search Member Profiles

The Member Search tool enables you to search for information about members and their profiles.

- To search for a member, follow these steps:
1. Click the Member Search link on the Configure Access page. The following page appears:

You can lookup and manage all end user accounts from here. To search for particular users, you can enter as many criteria as you want. If you only know the partial value for a text field, such as name or email, you can enter the partial text.

First Name:

Last Name:


Email Address:


City:


State:


Postal Code:

Phone:

Registered Since: 

Registered Before: 

Most Recent Login After: 

Most Recent Login Before: 

Only Show Members Never Logged In

2. Fill in the fields you want to search, and then click the Search Members button.

Managing Website Visitor Subscriptions



Member Manager

Manage Website Visitor subscriptions

The Member Manager tool enables you to view information about your website visitors and create new members.

Viewing Member Information

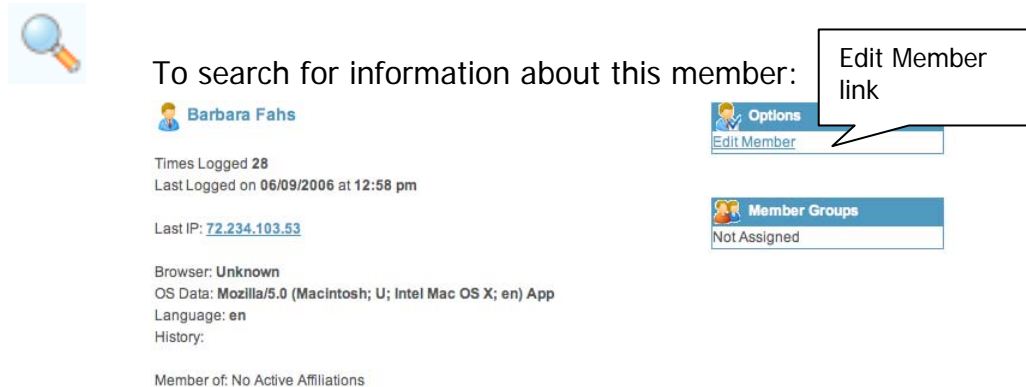
- To view member information, follow these steps:
 1. Click the Member Manager link on the Access tool main page.

The following information is displayed in table format:

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z																						
	Member Name												Email Address												Last Logged												Actions											

If you know the last name of a member you want to search, click the appropriate letter of the alphabet.

Actions are as follows:



To search for information about this member:

Barbara Fahs

Times Logged 28
Last Logged on 06/09/2006 at 12:58 pm

Last IP: [72.234.103.53](#)

Browser: Unknown
OS Data: Mozilla/5.0 (Macintosh; U; Intel Mac OS X; en) App
Language: en
History:

Member of: No Active Affiliations

Options
Edit Member

Member Groups
Not Assigned

Edit Member link

2. To make changes for this member, click the magnifying glass icon or the Member's name, and then click the Edit Member link.



To make a notation about this member



To delete the ZeppOS Member

Fill in all appropriate fields.

3. Click the Update Information button after you have finished making your changes.

Creating a New Member

- To create a new member, follow these steps:
 1. Click the Create New Member link on the Member Manager main page:



2. Complete the fields required on the Create Member page.
3. Click the Create New Member button when you have completed all required fields.

Managing Member Access Preferences



Member Preferences
Manage Member Access Preferences

The Member Preferences tool enables you to manage your members' access preferences.

➤ To configure a member's preferences, follow these steps:

1. Click the Member Preferences link on the Access tool main page. The following page appears:

Require Admin Process: On Off

Selecting this will send the user an email after they signup to your newsletter with a link that they must click to confirm their subscription. This is recommended to prevent unauthorized signups from occurring. See options below to customize this email

Require Member Authentication: On Off

Redirect after registration to: Specify Custom

Redirect after login to: Specify Custom

Update Preferences

The fields on this page are as follows:

- **Require Admin Process:** Select ON if you want to send the member an e-mail message after they sign up for a newsletter that you distribute. It requires the member to send a link that confirms their subscription. Select OFF if you do not require that the user reply.
 - **Require Member Authentication:** Select ON if you want ZeppOS to require the members to authenticate themselves by logging in before completing any interactions. Select OFF if you do not want to control this behavior.
 - **Redirect after registration to:** Select one of these options:
 - Specify Custom: If you want to specify a custom page or location to redirect the member upon registration (Recommended).
 - Show Login Message: If you want to display a message upon registration.
 - Homepage: If you want redirect the member back to the homepage upon registration.
 - Member Desktop: If you want to redirect the member to the Member Desktop upon registration.
 - **Redirect after login to:** Select one of these options:
 - Specify Custom: If you want to specify a custom page or location to redirect the member upon login.
 - Show Login Message: If you want to display a message upon login.
 - Homepage: If you want redirect the member back to the homepage upon login.
 - Member Desktop: If you want to redirect the member to the Member Desktop upon login (Recommended).
2. Select the options on the Member Preferences page that you want to assign to this Member.

3. Click the Update Preferences button after you have finished defining your preferences for each member.

If you have configured Member Status Assignments, they appear at the bottom of the Member Preferences page.

Creating a Member Status Assignment

- To create a member status assignment, click the Member Status Assignment link at the bottom of the Member Preferences page. When the following page appears, enter information about the member in the included fields:

Status Name	<input type="text"/>
Open Field 1:	<input type="text"/>
Open Field 2:	<input type="text"/>
Open Field 3:	<input type="text"/>
Open Field 4:	<input type="text"/>
Open Field 5:	<input type="text"/>
Open Field 6:	<input type="text"/>
Open Field 7:	<input type="text"/>
Open Field 8:	<input type="text"/>
Open Field 9:	<input type="text"/>
<input type="button" value="Update"/>	

Click the Update button when you are finished.

Running Member Reports and Access Tools



[Member Tools and Reports](#)

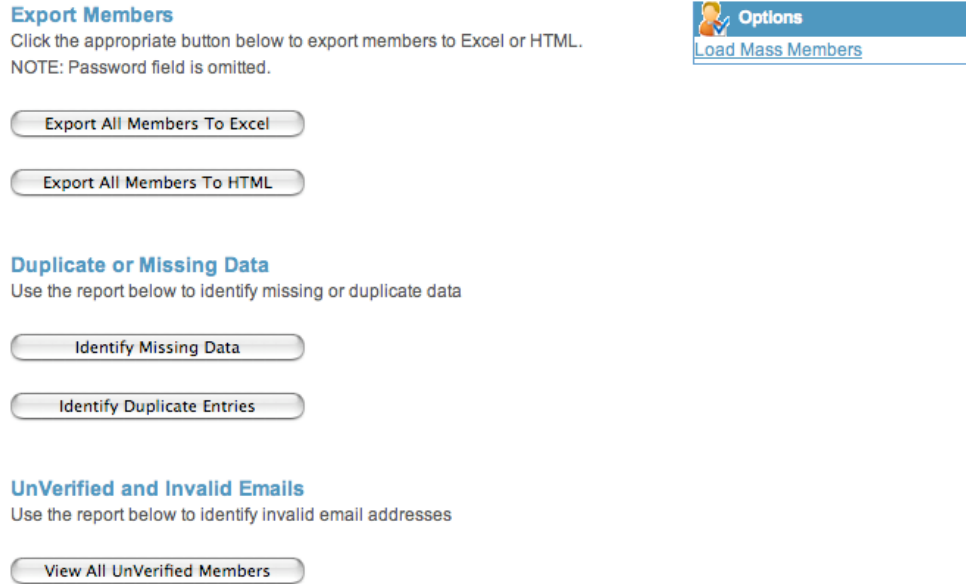
Run Member Reports and Access Tools

The Member Tools and Reports tool enables you to run member reports and perform the following functions:

- Export all members to Excel
- Export all members to HTML
- Identify missing or duplicate data
- Identify invalid e-mail addresses

Exporting Members to Excel or HTML

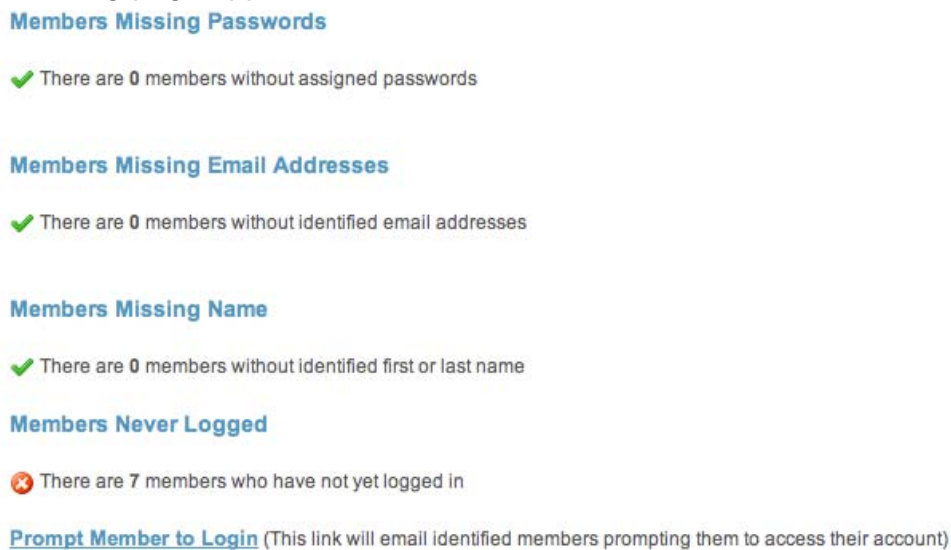
- To export members to Excel or HTML, follow these steps:
 1. Click Member Tools and Reports on the Account Access page. The following page appears:



2. Click the appropriate button (Excel or HTML) to perform the function you want to accomplish.

Identifying Missing Data

- To identify missing data, such as missing passwords or e-mail addresses, click the Identify Missing Data button on the Member Tools and Reports main page. The following page appears:



Identifying Unverified and Invalid E-Mails

- To identify unverified and invalid e-mails, click the View All Unverified Members button on the Member Tools and Reports main page. The following page appears:

Identify Bounced Email Addresses

Enter email addresses (one per line) to identify as unverified

Identify

Unverified Members

There are **0** members with unverified email addresses

No unverified emails found

If you want to check a specific e-mail address, enter it in the text box and then click the Identify button.

- To load mass members at the same time, click the Load Mass Members link in the Options box.

Chapter 8: Personalizing Your Web Identity

The Identity tool is the sixth Control Panel tool you will see when you open the Control Panel link. It enables you to personalize your web identity. This chapter will walk you through all of the tasks the Identity tool includes.



Identity

Personalize your web identity

The Identity tool enables you to personalize your timezone, names and titles, site map settings, legal notes and language, and also to manage category and content rating and metadata.

- To begin, click the Identity icon. Then select one of the links that appears:



Location and Formatting

Update Timezone, Date and Time settings



Language Selection

Configure international language settings



Personalize

Personalize your WebOS site



Category and Content Rating

Update Timezone, Date and Time settings



Site Map and Legal

Manage Site Map Settings, Legal Notes, Disclaimers, Privacy Policies,



MetaData

Manage MetaData information

Updating Your Timezone, Date and Time Settings



Location and Formatting

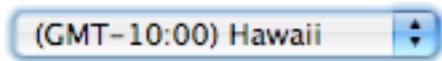
Update Timezone, Date and Time settings

The Location and Formatting tool enables you to update your Timezone, date and time settings.

➤ To update your Timezone, date and time format, follow these steps:

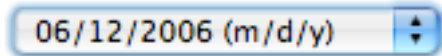
- Timezone: Select the correct Timezone from the drop box:

✓ **EXAMPLE:**



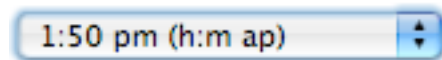
- Date format: Select the date format that you prefer.

✓ **EXAMPLE:**



- Time format: Select the time format that you prefer:

✓ **EXAMPLE:**



Click the Update Preferences button after you have finished defining your preferences for each format.

Personalizing Names and Titles




Personalize

Personalize your WebOS site

The Personalize tool enables you to manage the names and titles you want to display in the title bar and footer bar of your web site.

➤ To update names and titles, click the Personalize link. When the following page appears, enter the information you want to appear on your site:

<p>Site Title Enter the text you wish to appear in the title bar. Note: We recommend that you limit this to between 6 and 12 words</p>	<input type="text" value="WebOS"/>  Turn Dynamic Title Building On
<p>Title Addition</p>	<input type="text"/>
<p>General Name: List a general name, could be personal, company or organization</p>	<input type="text" value="WebOS"/>
<p>Footer Text Enter the text you wish to appear in the footer bar</p>	<input type="text" value="Copyright © WebOS. All Rights Reserved"/>
<input type="button" value="Update Preferences"/>	

- Site title: Enter the text you want to appear in your site's title bar. Enter between 6 and 12 words. If you want to turn Dynamic Title Building on, click the Dynamic Title

Building link. This feature generates titles dynamically and can be helpful when you create bookmarks for your pages.

- Title addition: Enter any text that you want to follow your title.
- General name: List a general name, such as a personal name or the name of your company or organization.
- Footer text: Enter the text you want to appear in the footer bar of your site. Typical information includes copyright and/or address.

Managing Site Map Settings, Legal Notes, Disclaimers and More



Site Map and Legal

Manage Site Map Settings, Legal Notes, Disclaimers, Privacy Policies, etc

The Site Map and Legal tool enables you to manage your site map settings, legal notes, language, disclaimers, privacy policies, and customized terms of use.

- To update site map settings, click the Site Map and Legal link. When the following page appears, follow the steps below to configure your settings.

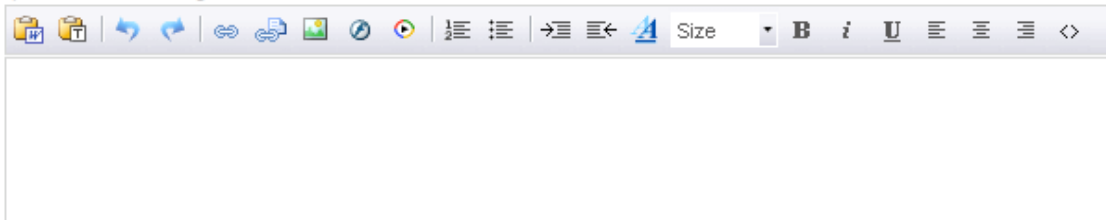
Site Pages in Site Map	Show Site Pages <input type="radio"/>	Hide Site Pages <input checked="" type="radio"/>
Search Form in Site Map	Show Search <input type="radio"/>	Hide Search <input checked="" type="radio"/>
Legal Information in Site Map	Show Legal <input type="radio"/>	Hide Legal <input checked="" type="radio"/>

[Privacy Policy](#) - Draft or Generate your custom Privacy Policy
[Terms of Use](#) - Draft or Generate your custom Terms of Use

- Site Pages In Site Map: select either Show Site Pages or Hide Site Pages to display or conceal the site pages in your Site Map.
- Search Form In Site Map: select either Show Search or Hide Search to display or conceal the Search Form in your Site Map.
- Legal Information In Site Map: select either Show Legal or Hide Legal to display or conceal the legal information in your Site Map.


Click the Update Preferences button after you have finished defining your preferences for each format.

- Privacy policy link: choose this link if you want to draft or generate a custom privacy policy. The following text box allows you to write and format your policy:



The icons at the top of this text box are similar to those used in web browsers and word processing programs. To learn their functions, simply roll your mouse over each icon to see a quick explanation.

✓ **EXAMPLE:**

The  icon allows you to paste text from a Microsoft Word file.

- Terms of use link: choose this link if you want to draft or generate a custom Terms of Use statement. Refer to the instructions for creating a Privacy Policy, above, to learn how to use the text box that opens.

Click the Update Preferences button after you have finished writing your privacy policy or terms of use.

Selecting a Language



Language Selection

Configure international language settings

The Language Selection tool enables you to configure international language settings.

- To update your language, select the Language Selection link on the Identity tool's main page, and then follow the steps below to configure your choice of language.

Select the primary language for your site

Use the drop down menu to select the default language for the site.

Update Preferences

Supported Translations:

Select the check box from the list of support countries to activate additional translations. Click the corresponding country name to edit a translation.

[Modify list of supported countries](#)

Update Preferences

1. Select the primary language for your site from the drop down menu.
2. Click the Update Preferences button after you are finished.

- To activate additional translations, follow these steps:

1. Click the Modify List of Supported Countries link.
2. On the Supported Countries page, click the checkbox next to the country for which you want to include additional languages. The list is lengthy, so you can click a letter of the alphabet ([V](#) [B](#) [C](#) [D](#) [E](#) [E](#) [G](#) [H](#)) to quickly find the country you want to include.
3. Click the Update List button after you are finished.

Managing Category Type and Content Rating



Category and Content Rating

Update Timezone, Date and Time settings

The Category and Content Rating tool enables you to manage the category type and content rating of your site.

- To update your category and content ratings, select the Category and Content Rating link on the Identity tool's main page, then click all checkboxes that you want to apply:

- Context: Click all checkboxes that you want to apply:

Context

- This material appears in an artistic context
- This material appears in an educational context
- This material appears in a medical context
- This material appears in a sports context
- This material appears in a news context

- Nudity: Click all checkboxes that you want to apply:

Nudity

- Exposed breasts
- Bare buttocks
- Visible genitals
- None of the above

- Sexual material: Click all checkboxes that you want to apply:

Sexual material

- Passionate kissing
- Obscured or implied sexual acts
- Visible sexual touching
- Explicit sexual language
- Erections/explicit sexual acts
- Erotica
- None of the above

- Violence: Click all checkboxes that you want to apply:

Violence

- Assault/rape
- Injury to human beings
- Injury to animals
- Injury to fantasy characters (including animation)
- Blood and dismemberment, human beings
- Blood and dismemberment, animals
- Blood and dismemberment, fantasy characters (including animation)
- Torture or killing of human beings
- Torture or killing of animals
- Torture or killing of fantasy characters (including animation)
- None of the above

- Language: Click all checkboxes that you want to apply:

Language

- Abusive or vulgar terms
- Profanity or swearing
- Mild expletives
- None of the above

- Potentially harmful activities: Click all checkboxes that you want to apply:

Potentially harmful activities

- Depiction of tobacco use
- Depiction of alcohol use
- Depiction of drug use
- Depiction of the use of weapons
- Gambling
- Content that sets a bad example for young children: that teaches or encourages children to perform harmful acts or imitate dangerous behaviour
- Content that creates feelings of fear, intimidation, horror, or psychological terror
- Incitement or depiction of discrimination or harm against any individual or group based on gender, sexual orientation, ethnic, religious or national identity
- None of the above

- User generated content: Click all checkboxes that you want to apply:

User generated content

- User-generated content such as chat rooms and message boards (moderated)
- User-generated content such as chat rooms and message boards (unmoderated)
- None of the above

- ICRA terms and conditions: If you want to require users to read and agree to ICRA terms and conditions, click the checkbox next to this link.

Click the Update Information button after you are finished making your selections.

Managing MetaData



MetaData

Manage MetaData information

The Metadata tool enables you to manage your metadata. When you specify certain data, such as author and copyright information, it can help search engines find appropriate keywords that are hidden in the code of your web page.

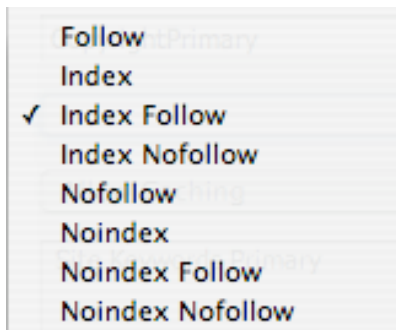
- To manage your metadata configuration, select the MetaData link on the Identity tool's main page. The following page appears:

Some search engines look at keywords and descriptions that can be hidden in the code for a web page

Author	<input type="text" value="AuthorPrimary"/>
Copyright	<input type="text" value="CopyrightPrimary"/>
Robots	<input type="button" value="Index Follow"/>
Caching	<input type="button" value="Allow Caching"/>
Site Keywords	<input type="text" value="Site Keywords Primary"/>
Site Description	<input type="text" value="Site Description Primary"/>

The keyword density of a Web page is now considered the most important part of search engine optimization.

- Next, enter or choose the appropriate data for the following fields:
 - Author: Enter the name of the primary author in this text box.
 - Copyright: Enter the primary copyright data in this text box.
 - Robots: Choose one of the eight options in this selection box:



- Caching: Select either "Allow Caching" or "No Caching."
- Site keywords: Enter all keywords that will assist search engines in finding information on your site.
- Site description: Write a brief description of your site in this text box.

When you are finished updating your metadata, click the Update Information button.

Chapter 9: Setting Up ZeppOS With Global Variables

The Settings tool is the seventh Control Panel tool you will see when you open the Control Panel link. This chapter will walk you through all of the tasks the Settings tool includes.



Settings

Setup WebOS Settings with global variables

The Settings tool enables you to set up and manage mail, search functions, licenses, word filters, global variables and IP restrictions.

➤ To begin, click the Settings icon. Then select one of the links that appears:



Mail Setup

Configure and test mail settings



Word Filter

Configure settings and filtered words



Search Setup

Configure site search options



Global Management

Manage Global Variables



License Manager

Manage WebOS licenses and upgrades



IP Restrictions

Configure site restrictions

Setting Up Your Mail



Mail Setup

Configure and test mail settings

The Mail Setup tool allows you to configure and test your mail settings.

- To select the mail component that best suits your needs, choose or enter the desired information on the following page:

Signature Block:

Type signature block for outgoing mail

E-mail Address

Without a valid e-mail address receive e-mail notification of comments posted

Admin E-mail Notify

Turn this function on if you wish to receive e-mail notification if one of your web site visitors enters a comment in the Site

On Off

Update Preferences

- To create a Signature Block: Enter the signature you want to use for outgoing mail in the following text box:

✓ **EXAMPLE:**

Joyce Jones
Empowered Internet Solutions
711 Kapiolani Blvd., Suite 950
Honolulu, HI 96813
joyce@empoweredinternet.com
www.empoweredinternet.com

- Use the E-mail address option to receive e-mail notification of comments posted.
- Use the Admin E-mail notify option if you want to receive e-mail notification when a web site visitor enters a comment in your site. Click the ON or OFF button to select the option you prefer.

When you have finished configuring your mail settings, click the Update Preferences button to save and update your changes.

Setting Up Your Search Parameters



Search Setup

Configure site search options

The Search Setup tool enables you to specify the following parameters for searches that take place on your web site:

- Ignore words shorter than: select from 1 to 5 in the drop box.
- Sort results: select from 150 to 5000 characters in the drop box.
- Limit search to Menu pages: select ON or OFF to allow or disallow search results in pages other than those found in the menu.
- Anti-Spam cookies: select ON or OFF to set a cookie on the user's machine, in order to limit the posting of multiple entries.
- IP Address Blocker: select ON or OFF to block specific IP addresses from your web site.

► **NOTE:** To specify IP addresses you want to block or allow, use the IP Restrictions tool on the Settings main page. Complete instructions for using this tool are included later in this chapter.

When you have finished configuring your Search Setup items, click the Update Preferences button to save and update your changes.

Managing Your Site License Criteria



[License Manager](#)

Manage WebOS licenses and upgrades



The License Manager tool allows you to manage the following areas that relate to your site license:

- Application Site ID: this is a unique global identification number that you enter into the text box. It will be provided to you when you register.
- Registered Server: Enter the authorized server that is used for your application in the text box.
- Registered Expiration: Enter the date your site license will expire in the text box.
- Product Code: This is an encrypted code that contains your license information. This code will be provided upon registration.
- Application Version: Enter the version information of your latest build in the text box.
- Base Path: Root directory for the ZeppOS profile.
- Site Status: In the Site Status drop box, make one of the following choices in order to define a status that determines visibility and status:
 - Active
 - Down for maintenance
 - Not yet configured

Site deactivated

! HINT: It is good practice to select an option other than “Active” when your site will be down for even a short time.

✓ **EXAMPLE:**

Application Site ID Unique global identification number	<input type="text" value="ZIEISHNL010010"/>
Registered Server Authorized server for application	<input type="text" value="http://zi-sync.com;http://v3techweb1.cc"/>
Registration Expiration Date site license will expire	<input type="text" value="1/1/2099"/> 
Product Code Encrypted code containing license information	<input type="text" value="ProductCode"/>
Application Version Version information of last build	<input type="text" value="v3.B.083"/>
Base Path Root directory in app	<input type="text" value="/"/>
Site Status Status will determine visibility	<input type="button" value="Active"/> 

When you have finished configuring your License Manager items, click the Update Preferences button to save and update your changes.

Managing the Word Filter



Word Filter

Configure settings and filtered words

The Word Filter tool enables you to manage word filters by entering words that you want to filter and their replacements in the provided boxes.

➤ **NOTE:** You can add up to three filters at the same time.

Word to Filter	Replace With
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Remove Filtered Words From List

➤ To add a word that you want to filter, follow these steps:

1. Enter the word in the Word to Filter box.
2. Enter the replacement word in the Replace With box.
3. Repeat the process up to three times.
4. Click the Add to Word Filter List button to save and update your changes.

-
- **NOTE:** If you want to know which words are in an existing list, click the Show Master Filtered Word List link:



If you have previously configured any words to filter, they appear below this link. After you choose this option, you can delete one or more words from the list.

- To remove a word from your existing list, follow these steps:
 1. Click the checkbox next to your previously configured word.
 2. Click the Remove Word Filters button.
- To remove all word filters, click the Remove Word Filters from List button.
- If you want to disable the Word Filter, click the following link:



- ✘ **CAUTION:** We do not recommend that you disable your word filter if you have any unmoderated content such as a discussion board or guestbook.

Managing Global Variables



[Global Management](#)
Manage Global Variables

The Global Management tool enables you to manage the following variables:

- Admin Login Visible: To show or hide the “Click to Login” link, Click ON. To disable this function, click OFF.
- Counter Visible: To place a counter on your pages, click ON. To disable a counter, click OFF.

When you have finished configuring your Global Variables, click the Update Preferences button to save and update your changes.

Managing IP Restrictions



IP Restrictions

Configure site restrictions

The IP Restrictions tool allows you to grant or deny access to computers that you specify.

➤ To begin, click the IP Restrictions link. The following page appears:

Restriction Rule: Grant all computers access
 Deny all computers access

Update Settings

Except the following computers:

Remove Restricted IP

Add IP Restriction:

Add Restricted IP

The meanings of this page's contents are as follows:

- **Restriction Rule:** Allows you to grant or deny access to all computers. Click the option you prefer (Grant all computers access or Deny all computers access).
- **Update Settings button:** choose this button after you have selected one of the access permission radio buttons, as above.
- **Except the following computers text box:** allows you to enter the IP addresses of computers to which you want to allow or deny access.
- **Remove Restricted IP button:** Select this button to remove restrictions you entered in the previous step.
- **Add IP Restriction text box:** Enter the IP address of any computer(s) you want to restrict.
- **Add Restricted IP button:** Select this button after you have added the IP address in the previous step to add the IP address that you want to restrict.

Chapter 10: Maintaining Your Website

The Maintenance tool is the final Control Panel tool you will see when you open the Control Panel link. This chapter will walk you through all of the tasks the Maintenance tool includes.



Maintenance

Reporting and backup

The Maintenance tool enables you to view usage reports, verify the structure of your site's database, check outgoing links and back up your site.

➤ To begin, click the Maintenance icon. Then select one of the links that appears:



Usage Report

View Usage Report and Tracking Options



Link Checker

Validate outgoing links



Verify Database Structure

Ensure WebOS has the most up to date data structure



Website Backup

Export Website to HTML

Viewing a Usage Report



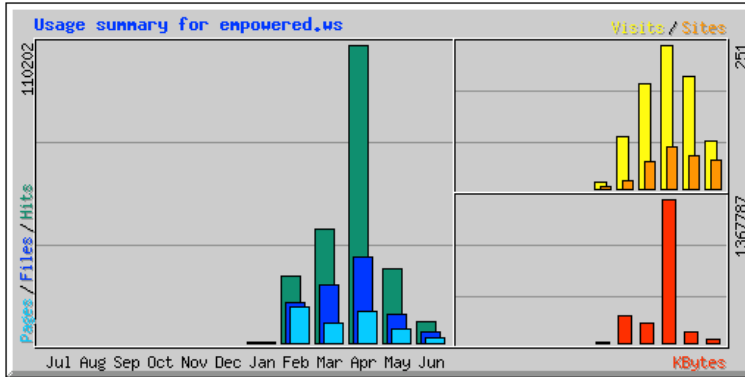
Usage Report

View Usage Report

The Usage Report tool enables you to view a summary report that details your site's usage statistics.

- To view your usage report, click the Usage Report link on the Maintenance main page.

✓ **EXAMPLE:**



- To display a Summary by Month, click the Click Here for Details link. A separate window opens that displays graphical data about your site's usage, including daily average hits, files, pages and visits, as well as Monthly Totals that list Kbytes, visits, pages, files and hits.

✓ **EXAMPLE:**

Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Jun 2006	603	333	134	6	50	39027	82	1743	4341	7845
May 2006	877	344	173	6	57	101228	197	5376	10691	27201
Apr 2006	3800	1094	405	8	74	1367787	251	11753	31727	110202
Mar 2006	1357	689	238	5	47	190822	184	7386	21385	42073
Feb 2006	914	558	493	3	14	261780	91	13333	15070	24693
Jan 2006	61	50	6	1	3	3512	12	54	407	493
Totals						1964156	817	39645	83621	212507

Verifying Your Database Structure



Verify Database Structure

Ensure WebOS has the most up to date data structure

The Verify Database Structure tool displays the current software version and enables you to make sure that ZeppOS has the most current data structure for your site.

This tool allows you to check the primary and secondary ZeppOS databases, for example:

Current Build: v3.0.85

Check for updates

[Main Database](#) - Check the primary WebOS Database

[Secondary Database](#) - Check the secondary WebOS Database

- To check the main database, click the Main database link. Information such as the following is returned:

No errors were found!

If any errors are found, you will be notified.

- To check the secondary database, click the secondary database link. Information regarding errors or lack of errors is returned, as shown above.

Checking Your Links



[Link Checker](#)

Validate outgoing links

The Link Checker tool enables you to validate outgoing links.

- To validate outgoing links, follow these steps:
 1. Click the Link Checker link on the Maintenance main page.
 2. A list of all pages containing outgoing links appears next. Links marked with "OK" have successfully passed the test, as illustrated below:
[Home](http://yournewsite01.com/_admin/) - http://yournewsite01.com/_admin/ **ok**
 3. Investigate any links flagged as broken.

Backing Up Your Website



[Website Backup](#)

Export Website to HTML

The Website Backup tool enables you to create a backup copy of your website by exporting it to HTML.

- To back up your site, follow these steps:
 1. Click the Website Backup link on the Maintenance main page.
 2. Select whether you want to include your site map and/or privacy policy and terms to be included with your website. Specify this using the following check boxes:

Include in Export: Site Map
 Privacy Policy & Terms of Use

After you make your choice, click the Export Website button. Next, a dialog box opens prompting you to save the file to your computer.

Appendix A: Internet Glossary

Application: A software program that runs on your computer. Web browsers, e-mail programs, word processors, games, and utilities are all applications. The word “application” is used because each program has a specific application for the user.

Bandwidth: The amount of data you can send through a network or modem connection. It is usually measured in bits per second, or “bps.” You can think of bandwidth as a highway with cars traveling on it. The highway is the network connection and the cars are the data. The wider the highway, the more cars can travel on it at one time. Therefore, more cars can get to their destinations faster. It's the same principle with computer data—the more bandwidth, the more information can be transferred at one time.

Binary: Binary is a two-digit (Base-2) numerical system, which computers use to store data and compute functions. The reason computers use the binary system is because digital switches inside the computer can only be set to either on or off, which are represented by 1 or 0. Though the binary system consists of only ones and zeros, the two digits can be used to represent any number.

Bitmap: A map of dots, or bits), which looks like a picture. Most images you see on your computer are composed of bitmaps. Common bitmap filetypes include BMP (the raw bitmap a bunch of dots, if you zoom in on a bitmap, it appears to be very blocky).

Blog: Short for “Web Log,” it is a list of journal entries posted on a Web page. Anyone who knows how to create and publish a Web page can publish a blog. Some Web hosts have made it possible for users to publish their blogs.

Bookmark: Similar to a real-life bookmark, an Internet bookmark acts as a marker for a Web site. (In Internet Explorer, they're called “Favorites.”) When using a Web browser, you can select a bookmark from the browser's Bookmarks menu to go to a certain site. This way, you needn't type the Internet address each time you visit one of your favorite sites.

Boolean: This is the logic that computers use to determine if a statement is true or false. There are four main Boolean operators: AND, NOT, OR, and XOR. Below are some examples of how the four operators work:

x AND y return True if both x and y are true. Otherwise the expression returns False.

NOT x returns True if x is false (or null) and False if x is true.

x OR y returns True if either x or y or both are true; only if they are both false will it return False.

x XOR y returns True if either x or y are true, but not both. If x and y are both true or false, the statement will return False.

Cable modem: Used for connecting to the Internet at faster speed than a dial-up modem. While a 56K modem can receive data at about 53 Kbps, cable modems support data transfer rates of up to 30 Mbps. That's over 500 times faster.

CD-ROM: "Compact Disc Read-Only Memory." A CD-ROM is a CD that can be read by a computer with an optical drive. The "ROM" part of the term means the data on the disc is "read-only," which cannot be altered or erased. Because of this feature and their large capacity, CD-ROMs are a great media format for retail software. CD-ROMs share the same technology as audio CDs, but they are formatted differently, allowing them to store many types of data.

Client: In the real world, businesses have clients. In the computer world, servers have clients. The "client-server" architecture is common in both local and wide area networks. For example, if an office has a server that stores the company's database on it, other computers in the office can access the database: they are "clients" of the server. (See also Server)

Clip art: A collection of pictures or images that can be imported into a document or another program. Clip art galleries can contain a few images or hundreds of thousands of images. Much Clip art is available at no cost.

Clipboard: A section of RAM where your computer stores copied data. This can be a selection of text, an image, a file, or other type of data. It is placed in the clipboard whenever you use commands such as "Copy" or "Paste," in the Edit menu of most programs. (See also RAM)

Component:

Cookie: Data sent to your computer by a Web server that records your actions on a certain Web site. It's similar to a preference file for computer programs. When you visit the site after being sent the cookie, the site will load certain pages according to the information stored in the cookie.

Data: Information processed or stored by a computer. This information can be in the form of text documents, images, audio clips, software programs, or other types of data.

Database: A data structure used to store organized information. A database is typically made up of many linked tables of rows and columns. For example, a company might use a database to store information about their products, their employees, and financial information. Databases are now also used in nearly all e-commerce sites to store product inventory and customer information. Database software, such as Microsoft Access, FileMaker Pro, and MySQL is designed to help companies and individuals organize large amounts of information in a way where the data can be easily searched, sorted, and updated.

Debug: Computer programs sometimes have small errors, called "bugs." Bugs can be minor, such as not recognizing user input, or more serious, such as a memory leak that crashes the program. Before releasing their software to the public, programmers "debug" their programs, to eliminate as many errors as possible.

Debugger: Programs that help software developers find and eliminate errors, or bugs, while they are writing programs. A debugger tells the programmer what types of errors it finds and often marks the exact lines of code where the bugs are found.

Default: A preset value for an option in a computer program. It is the value used when the user has not specified a setting. For example, the default font setting in Netscape Communicator is "Times." If you don't go to the Netscape preferences and change it to

something else, the “Times” font will be used—by default. Typically, default settings are set to what most people would choose anyway, so there's often no reason to change them.

Delete: Remove or erase. You can delete text from a document or delete entire files or folders from your hard drive.

Desktop: Your computer's desktop is much like a physical desktop. You probably keep a number of commonly used items on your desk such as pens, papers, folders, and other items. Your computer's desktop serves the same purpose—to give you easy access to items on your hard drive.

Dialog box: Initiates a dialog with the user. It is a window that pops up on the screen with options that the user can select. It is common for menu options that include an ellipsis at the end, such as “Preferences...” or “Save As... ,” to open a dialog box when selected.

Directory: Another name for folder. Files on your hard disk are organized into various folders, or directories, so that it is easier to keep track of them. For example, you may keep your pictures in one folder and your music files in another folder. Folders can also contain other folders, allowing for more specific organization. (See also Folder)

Domain name: The name that identifies a Web site. For example, “empoweredinternet.com” is the domain name of Empowered Internet Solutions' Web site.

Download: The process in which data is sent to your computer. Whenever you receive information from the Internet, you are downloading it to your computer. The opposite of this process, sending information to another computer, is called uploading. (See also Upload)

E-commerce: Refers to business over the Internet. Web sites such as Amazon.com, Buy.com, and eBay are all e-commerce sites. The two major forms of e-commerce are Business-to-Consumer (B2C) and Business-to-Business (B2B). While companies like Amazon.com cater mostly to consumers, other companies provide goods and services exclusively to other businesses. The terms “e-business” and “e-tailing” are often used synonymously with e-commerce.

End user: The person that a software program or hardware device is designed for. The term is based on the idea that the “end goal” of a software or hardware product is to be useful to the consumer.

File system: All hard drives use a file system, which organizes all the files on the disk. The file system is created when you initialize or format your hard disk. It sets up the root directory and subsequent directories beneath it. The file system enables you to add new files and folders, which are added to different parts of the “file tree” on your hard disk.

Folder: Just like paper folders, folders on your hard drive store files. These files can be documents, programs, scripts, libraries, and any other kind of computer file. Folders can also store other folders, which may store more files or other folders, and so on. Folders allow people to organize their files in a way that makes sense to them. Typically, folders is a term used for Macintosh computers, while directory is used for Windows. (See also Directory)

Frame: A frame can be several different things, such as the following:

1. Some Web sites use HTML frames, where the pages are broken up into various areas. Frames allow the multiple Web pages to all show up in the same page.
2. Graphics and desktop publishing programs also use frames. In these programs, frames are rectangular areas meant for inserting graphics and text.
3. In video and animation, frames are individual pictures in a sequence of images. For example, a Flash movie you see on the Web may play 12 frames per second, creating the appearance of motion.

FTP: "File Transfer Protocol." It is a common method of transferring files from one computer to another using the Internet. Some common FTP programs are "Fetch" for the Mac, and "WS_FTP" for Windows. However, you can also use a Web browser like Netscape or Internet Explorer to access FTP servers.

GIF: "Graphics Interchange Format." A GIF is a compressed image file format. GIFs are based on indexed colors, which is a palette of at most 256 colors. This helps greatly reduce their file size. These compressed image files can be quickly transmitted over a network or the Internet, which is why you often see them on Web pages. GIF files are great for small icons and animated images, but they lack the color range needed for high-quality photos. (See also JPG)

Gigabyte: A gigabyte (or GB) is 2 to the 30th power, or 1,073,741,824 bytes or 1,024 megabytes. Hard drive sizes are typically measured in gigabytes. The term gigabyte is often abbreviated as simply "gig" in speech. For example, if you have a 250 GB hard drive, you could say, "I have 250 gigs of disk space." The prefix "giga" comes from the Greek word "gigas," meaning giant.

Google: Google is the world's most popular search engine. It began as a search project in 1996 by Larry Page and Sergey Brin, who were two Ph.D. students at Stanford University. They developed a search engine algorithm that ranked Web pages not just by content and keywords, but by how many other Web pages linked to each page. This strategy produced more useful results than other search engines, and led to a rapid increase in Google's Web search market share. The company's mission is to "organize the world's information and make it universally accessible and useful."

GUI: "Graphical User Interface;" pronounced "gooey." It refers to the graphical interface of a computer that allows users to click and drag objects with a mouse instead of entering text at a command line. Most modern operating systems are GUI-based. The graphical user interface was first introduced to the public by Apple with the Macintosh in 1984.

Home page: The starting point or front page of a Web site. This page usually has a table of contents and often describes the purpose of the site. When you type in a basic URL, you are typically directed to the home page of the Web site. Many people have a "personal home page," which is another way the term "home page" can be used.

Host: A computer that acts as a server for other computers on a network. It can be a Web server, an e-mail server, an FTP server, etc.

HTML: "Hypertext Markup Language;" the language in which Web pages are written. Also known as hypertext documents, Web pages must conform to the rules of HTML in order to be displayed correctly.

HTTP: "HyperText Transfer Protocol;" the protocol used to transfer data over the World Wide Web. That's why all Web site addresses begin with "http://". Whenever you type a URL into your browser and hit Enter, your computer sends an HTTP request to the appropriate Web server. The Web server, which is designed to handle HTTP requests, then sends you to the requested HTML page.

Hyperlink: A word, phrase, or image that you can click on to jump to a new document or a new section within the current document. Hyperlinks are found in nearly all Web pages, allowing users to click their way from page to page. Text hyperlinks are often blue and underlined. When you move the cursor over a hyperlink, whether it is text or an image, the arrow normally changes to a small hand pointing at the link. When you click it, a new page or place in the current page opens.

Hypertext: Text that links to other information. By clicking on a link in a hypertext document, a user can quickly jump to different content. Though hypertext is usually associated with Web pages, the technology has been around since the 1960s. Software programs that include dictionaries and encyclopedias have long used hypertext in their definitions so that readers can quickly find out more about specific words or topics.

Icon: A visual representation of something on your computer. For example, a blue "e" on your screen most likely represents the Internet Explorer program. Ever since the Macintosh computer was introduced in 1984, icons have been the way we view files on computers. An icon on your computer screen represents an object or a program on your hard drive. For example, the trashcan on the Macintosh and the recycle bin on Windows are icons.

Illegal operation: When a program on your computer has an error, you might see a message on the screen saying "Illegal Operation." It could also be caused by a fault with the operating system. A bug in the program causes most errors. (See also Bug)

IM: "Instant Message." Instant messaging, or "IMing," as frequent users call it, has become a popular way to communicate over the Internet. Two people with the same IM client software can type messages back in forth in a private "chat room."

Installer: A program used to install new software on your computer. This program unpacks compressed data included with the installer and writes new information to your hard drive. An installer can either install a new program on your computer or can update an existing program. Installers do all the work for you, decompressing and writing the data on the hard drive.

Internet: The Internet was created in 1969 by the United States military. Today, the Internet spreads across the globe and consists of countless networks and computers, allowing millions of people to share information. Many people think the Internet and the World Wide Web are the same thing: the World Wide Web is where you browse for and read web sites. It is one of the many features of the Internet. Others include E-mail, FTP, and Instant Messaging.

Intranet: "Intra" means "internal" or "within," so an Intranet is an internal or private network that can only be accessed within the confines of a company, university, or organization. "Inter" means "between or among," hence the difference between the Internet and an Intranet.

IP address: A code made up of numbers separated by three dots that identifies a particular computer on the Internet. Also known as an "IP number" or simply "IP." Every computer, whether it is a Web server or your home computer, requires an IP address to connect to the Internet. IP addresses consist of four sets of numbers from 0 to 255, separated by three dots. For example "66.72.98.236." Your Internet Service Provider (ISP) will assign you either a static IP address (which is always the same) or a dynamic IP address, (which changes every time you log on).

ISP: "Internet Service Provider." In order to connect to the Internet, you need an ISP. ISP companies charge a monthly fee to use the Internet.

JPEG: "Joint Photographic Experts Group." A JPEG is a compressed image file format. JPEG images are not limited to a certain amount of color, unlike GIF images. Therefore, the JPEG format is best for compressing photographic images. If you see a large, colorful image on the Web, it is probably a JPEG file. (See also GIF)

Link: When you are browsing the Web and see a highlighted and underlined word or phrase on a page, it is likely a link. When you click on a link, you can "jump" to a new Web page or a completely different Web site. Images can also serve as links to other Web pages. When you move the cursor over a link, the arrow turns into a little hand, letting you know that it is a link.

Login: A combination of information that authenticates your identity. When you are asked to enter your username and password, this is your login information. This could be a name and password or an ID number and security code. Many secure Web sites use login information to authenticate visitors before allowing them access to certain areas of the site.

Megabyte: 2 to the 20th power, or 1,048,576 bytes. A megabyte is 1,024 kilobytes and precedes the gigabyte unit of measurement. Computer files are usually measured in megabytes. (See also Gigabyte)

Megahertz: Or MHz. One megahertz equals one million cycles per second and is used to measure transmission speeds of electronic devices. The most common area you'll see Megahertz used is in measuring processor clock speed.

Memory: Can refer to any medium of data storage, but usually refers to RAM, or random access memory. Memory is a vital part of the way computers and many electronic devices function. Just like humans, computers rely a lot on memory. They need to process and store data, just as we do. However, computers store data in digital format, which means the information can always be called up exactly the way it was stored. (See also RAM)

Menu bar: A horizontal strip that contains lists of available menus for a certain program. In Windows programs, the menu bar resides at the top of each open window, while on the Macintosh, the menu bar is always fixed on the top of the screen. Despite this difference, the menu bar serves the same purpose on each platform.

Network: When two or more computers are connected to each other, they form a network. Networks enable the sharing of files and information between multiple computer systems. The Internet could be described as a global network of networks. Computer networks can be connected through cables, such as Ethernet cables or phone lines, or wirelessly, using wireless networking cards that send and receive data through the air.

Null: When a variable has no value, it is considered to be null. Having a null value is different than having a value of 0, since 0 is an actual value. However, when used in a Boolean test, both null and zero result in a FALSE value. Programmers often use Boolean tests to determine whether a variable has been given a value or not.

Offline: When a computer or other device is not turned on or connected to other devices, it is said to be "offline." This is the opposite of being "online," when a device can communicate with other devices. For example, if you try to print to your printer and you get an error message saying, "The specified printer could not be found," the printer is probably offline. You should check to see if the printer is connected properly and turned on. Offline can also mean not being connected to the Internet.

Online: In general, when a machine is "online," it is turned on and connected to other devices. For example, when a network printer is online, computers connected to that network can print to it. Other devices, such as scanners, video cameras, audio interfaces, and others are said to be online when they are running and connected to a computer system. "Online" often means being connected to the Internet.

Operating System: Also known as an "OS," this is the software that communicates with computer hardware on the most basic level. Without an operating system, no software programs can run. The OS is what allocates memory, processes tasks, accesses disks and peripherals, and serves as the user interface.

Parse: To parse text is to break it up into smaller parts. The term is commonly used in computer science to refer to reading programming code. For example, after a program is written, the code needs to be parsed by the compiler in order to be compiled.

Password: A string of characters used for authenticating a user on a computer system. For example, you may have an account on your computer that requires you to log in. In order to successfully access your account, you must provide a valid username and password. This combination is often referred to as a login. While usernames are generally public information, passwords are private to each user. (See also Login and Username)

PDA: "Personal Digital Assistant." Small electronic devices that store names, addresses and other information.

PDF: "Portable Document Format." PDF is a multi-platform file format developed by Adobe Systems. A PDF file captures document text, fonts, images, and even formatting of documents from a variety of applications. Since PDFs contain color-accurate information, they print the same way they look on the screen.

Pixel: "Picture Element." Small dots are what make up the images on computer displays. The screen is divided into a matrix of thousands or even millions of pixels. You cannot see the individual pixels, because they are so small.

POP: "Post Office Protocol." POP3, sometimes referred to as just "POP," is a simple, standardized method of delivering e-mail messages. A POP3 mail server receives e-mails and filters them into the appropriate user folders. When a user connects to the mail server to retrieve his mail, the messages are downloaded from the mail server to the user's hard disk.

Portal: A Web site that acts as a starting point for browsing the Web. Portals typically include search engines and large directories of websites. Some popular portals are Yahoo, Excite, Lycos, Netscape, AltaVista, MSN, and AOL. There are also many smaller portals, known as “niche portals,” for specific interests. These sites include C|net (for computers and technology), Fool.com (for investors), and Garden.com (for gardeners).

Posting:

Protocol: A specific set of communication rules. When computers communicate with each other, there needs to be a common set of rules and instructions that each computer follows. Because of the many ways computers can communicate with each other, there are many different protocols—examples include PPP, TCP/IP, SLIP, HTTP, and FTP.

Proxy server: A server that all computers on the local network have to go through before accessing information on the Internet. Most large businesses, organizations, and universities use a proxy server. By using a proxy server, an organization can improve its network performance and filter what users can access.

Queue: Pronounced “Q,” this is a list of jobs that are waiting to be processed. When a job is sent to a queue, it is simply added to the list of jobs. Computer programs often work with queues as a way to order tasks. For example, when the CPU finishes one computation, it will process the next one in the queue. Often used when referring to printers: each print job is placed in a queue, and the first job to be sent to the queue is the first job to be printed.

RAM: “Random Access Memory.” RAM is made up of small memory chips that are connected to the motherboard of your computer. Every time you open a program, it gets loaded from the hard drive into RAM, because reading data from RAM is much faster than reading data from the hard drive.

Raw data: Unprocessed computer data. This information can be stored in a file, or can be a collection of numbers and characters stored on the computer's hard disk. For example, information entered into a database is often called raw data. The data can either be entered by a user or generated by the computer itself. Because it has not been processed by the computer in any way, it is considered to be “raw data.” Data that has been processed by the computer is sometimes called “cooked data.”

Raw file: A collection of unprocessed data. This means the file has not been altered, compressed, or manipulated in any way by the computer. Raw files are often used as data files by software programs that load and process the data. A popular type of raw file is “Camera RAW,” which is generated by a digital camera. Instead of processing the image captured by the camera, the data is left unprocessed and uncompressed until it is opened with a computer program.

Readme: A readme file, often named “READ ME” to get the user's attention, is a text file containing useful information about a software program. It often accompanies the program's installer or is installed with the program. A typical readme file contains instructions on how to install the program, how to use the basic functions of the program, and what the program does. It may also include a list of recent updates made to the program. Sometimes the readme file will include warnings and other important notices regarding the operation of the program.

Recursion: A process in which a function calls itself as a subroutine. This allows the function to be repeated several times, since it calls itself during its execution. Functions that incorporate recursion are called recursive functions. Recursion is often seen as an efficient method of programming since it requires the least amount of code to perform the necessary functions.

Search engine: Google, Excite, Lycos, AltaVista, Infoseek, and Yahoo! are all search engines. They index millions of sites on the Web, so that Web surfers can easily find Web sites they want. By creating indexes, or large databases of Web sites (based on titles, keywords, and the text in the pages), search engines can locate relevant Web sites when users enter search terms or phrases.

Server: A computer that serves information to computers that connect to it. When users connect to a server, they can access programs, files, and other information from the server. Common servers are Web servers, mail servers, and LAN servers.

SMTP: "Simple Mail Transfer Protocol." This is the protocol used for sending e-mail over the Internet. Your e-mail client (such as Outlook Express, Eudora, or Macintosh Mail) uses SMTP to send a message to the mail server, and the mail server uses SMTP to relay that message to the correct receiving mail server. SMTP is a set of commands that authenticate and direct the transfer of electronic mail. When configuring the settings for your e-mail program, you usually need to set the SMTP server to your local Internet Service Provider's SMTP settings (i.e. "smtp.yourisp.com"). However, the incoming mail server (IMAP or POP3) should be set to your mail account's server (i.e. hotmail.com), which may be different than the SMTP server.

Spam: Originating from the name of Hormel's canned meat, "Spam" this term also refers to junk e-mail or irrelevant postings to a newsgroup or bulletin board. The unsolicited e-mail messages you receive about refinancing your home, reversing aging, and losing those extra pounds are all considered to be spam. Spamming is one of the most notorious violations of Internet etiquette (or "netiquette").

Spider: A software program that travels the Web, locating and indexing websites for search engines. All the major search engines, such as Google and Yahoo!, use spiders to build and update their indexes. These programs constantly browse the Web, traveling from one hyperlink to another.

SQL: "Structured Query Language." It can be pronounced "sequel" or "S-Q-L." It is a query language used for accessing and modifying information in a database. The language was first created by IBM in 1975 and was called SEQUEL for "Structured English Query Language." Since then, it has undergone a number of changes, many coming from Oracle products. Today, SQL is commonly used for Web database development and management.

Template: A file that serves as a starting point for a new document. When you open a template, it is pre-formatted in some way. For example, you might use a template in Microsoft Word that is formatted as a business letter.

Text editor: Any word processing program that you can use to type and edit text. Word Pad and NotePad for Windows and SimpleText and TextEdit for the Mac are common text

editors. Larger programs such as Microsoft Word and Word Perfect are also text editors, but they have many more features.

Toolbar: A set of icons or buttons that are part of a software program's interface or an open window. When it is part of a program's interface, the toolbar typically sits directly under the menu bar. For example, Microsoft Word has a toolbar with icons that allow you to open, save, and print documents. Like many programs, the Word toolbar can be customized by adding or deleting options. (See also Icon and Menu bar)

Upload: Sending a file from your computer to another system. Downloading is the opposite. Because most files are located on Internet servers, people generally do a lot more downloading than uploading. (See also "Download")

URL: "Uniform Resource Locator." It is the address of a specific Web site or file on the Internet. A URL cannot have spaces or certain other characters and uses forward slashes to denote different directories. Some examples of URLs are <http://www.empoweredinternet.com>, <http://www.wheaton.edu/>, and <ftp://info.apple.com/>. Not all URLs begin with "http:" the first part of a URL indicates what kind of resource it is addressing. (See also FTP and HTTP)

Username: A name that uniquely identifies someone on a computer system. For example, a computer may be set up with multiple accounts, with different usernames for each account. Many websites allow users to choose a username so they can customize their settings or set up an online account. For example, E-mail services, such as Hotmail, require users to choose a username in order to use the service. A username is almost always paired with a password. This username/password combination is referred to as a login, and is often required for users to log in to websites. (See also Login and Password)

Utility: Utility programs, commonly referred to as "utilities," are software programs that add functionality to your computer or help your computer perform better. These include antivirus, backup, disk repair, file management, security, and networking programs. Utilities can also be applications such as screensavers, font and icon tools, and desktop enhancements. Some utility programs help keep your computer free from unwanted software such as viruses or spyware, while others add functionality that enables you to customize your desktop and user interface. In general, programs that help make your computer better are considered utilities.

Web host: In order to publish a website online, you need a Web host computer. The Web host stores all the pages of your website and makes them available to computers connected to the Internet. The domain name, such as "sony.com," is actually linked to an IP address that points to a specific computer. When somebody enters your domain name into their browser's address field, the IP address is located and Web site is loaded from your Web host. A Web host can have anywhere from one to several thousand computers that run Web hosting software. If you want to publish your own website, you must sign up for a "Web hosting service." Empowered Internet Solutions provides web hosting services to its clients.

Webmaster: The person in charge of maintaining a Web site. The jobs of a webmaster include writing HTML for Web pages, organizing the Web site's structure, responding to e-mails about the Web site, and keeping the site up-to-date.

Website: A website, or Web site, is not the same thing as a Web page. Though the two terms are often used interchangeably, they are different: a Web site is a collection of Web pages. For example, Amazon.com is a Web site, but there are millions of Web pages that make up the site.

Widget: A small program run by the Mac OS X Dashboard or the Yahoo! Widget Engine. Dashboard and Yahoo! Widgets are not compatible with each other, so similar widgets must be created separately for each widget engine. Some common widgets include weather guides, stock lists, flight trackers, calendars, and search boxes for various websites. Widgets are convenient tools because they are always only one click or keystroke away. When widgets are active, they jump to the front of the screen.

Wizard: A wizard acts as a guide for creating a new document in a software program. It can also be part of a program that guides you through certain steps. For example, a wizard in Microsoft Word would help you create and format a new document according to your needs. This is helpful when creating a résumé, outline, invoice, etc. A “wizard” is different from a “template”: a template is a pre-formatted document that has already been created, whereas a wizard is a step-by-step guide that helps you create your own document. (See also “Template”)

Zip: A zip file (.zip) is a “zipped” or compressed file. For example, when you download a file, if the filename looks like this: “filename.zip,” you are downloading a zipped file. “Zipping” a file involves compressing one or more items into a smaller archive. A zipped file takes up less hard drive space and takes less time to transfer to another computer: this is why most Windows files that you find on the Internet are compressed. To use a zipped file, you must unzip it first. WinZip for Windows and Stuffit Expander for Macintosh are popular programs that can unzip or “unstuff” files for you.

ZeppOS Glossary

Admin Login Link - The link used to access the authentication page to access secured areas.

Authenticate

Username

Password

Site Map - The page

Navigation - Horizontal, Vertical, Vertical Combined, Sub Menu

Auto fill - Automatically filling in predefined value

Submit - Action of posting data

Member - Any user created in the ZeppOS platform

Administrator - A ZeppOS member identified as having access to the management area

ZeppOS Desktop - The area of ZeppOS which involves Member interaction

ZeppOS Control Panel - The part of ZeppOS which allows administrators access to modify information and settings

Backend - Typically refers to the ZeppOS control panel

Cookie Crumbs - Refers to the multi tiered navigational structure