



4275 Village Centre Court, Suite 202
Mississauga, ONT, L4Z 1V3
Phone: (905) 896-1046
Fax (905) 896-9815

Content Wizard User's Guide

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Author: Shtefanescu Tatiana
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1. Glossary of Definitions, Acronyms and Abbreviations

Definition	Description
PCP	Power Central Portal application.
WM	Web Master – the most responsible PCP user with the highest access level
SA	Section Administrator –PCP user which is provided access with most functions that a Web Master does
UN	User Name
PW	Password
PCP User	PCP back-end user

2. Conventions

The following conventional text formats, and symbols are used throughout the printed documentation.

Convention	Meaning
bold	Indicates field and button names, options, menu names and commands
Inverted Commas (" ")	Column headings, dialog box titles, tabs
<i><u>Italic+Underlined</u></i>	Indicates cross-reference links to sections, figures, tables, etc which would be useful to follow in the related context
○	Indicates a list of related information or procedural steps
1. 2. 3.	Indicates a list of procedural steps
Note	Indicates important notes related to contextual information

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3. Accessing the Module

The Content Wizard is accessible by all PCP users in the application's back-end. The Content Wizard is accessed from your MS Internet Explorer browser. Once you have opened your browser you will enter the following URL to get to the backend of the application where you are able to manage the portal content. Bookmark this URL for future access.

Backend URL =

Once you login, the application remembers who you are, your permission level and the specific pages that you have editing rights for. Also, if there are multiple sites that the application runs, you will be provided with the list of sites out of which you will have to select one (see Figure 1. Sites List). Note that you are allowed to access only site(s) you have been assigned with when your user account has been created and you are enabled to switch to another site at any time by clicking **Change Site** link placed on the application's Tool Bar.

Front-end URL =



Figure 1. Sites List

Should you require support in using the application please contact _____ in IT.

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4. Overview

The Content Wizard facilitates the management of portal content, allowing you to build resources: first-level sections, sub-sections and pages, and also add content to these resources. Our system provides the possibility to create resources on the website before activating them for the public to see. Also, certain types of PCP users are allowed to review and approve/reject pages before they are submitted for activation (for detailed information on PCP User Roles, consult the PCP User Guide, "Manage PCP Users" chapter).

The current manual provides a training session designed for all permission levels within our application. Each of the permission levels has assigned responsibilities and access to different areas of the website:

- The Web Master is responsible for the overall look and feel of the website, for creating and managing users and has access to all portal content.
- The Section Administrator is responsible for individual department sections within the website; for creating the subsections within the section and for assigning publishers and authors to create the content.
- Publishers and Authors are assigned to specific subsections and have the ability to create pages and post content on portal.

Each PCP user has a role in the process of building, approving and activating resources on the website.

- First-level sections can only be created by the Web Master. Each first-level section is assigned with a Section Administrator, Publisher and Author. Before a first-level section is displayed on site, it needs to be activated by the Web Master. This feature is meant to protect partially completed resources from showing up on the live web site.
- Sub Sections can be created by the Web Master and Section Administrator. When creating a subsection, the Section Administrator is inherited from the parent section, which is why he is responsible for approving and activating all underlying structures of this sub-section. Each sub-section is assigned with a Publisher and Author. Before a sub-section is displayed on site, it needs to be activated by the Web Master or Section Administrator assigned with parent section.
- Pages can be created by the Web Master, Section Administrator, Publisher and Author. After a page is created, it needs to be submitted for approval. A Publisher, Section Administrator or Web Master assigned with page's parent section can review and approve or reject a page. A page can be displayed on site only after being approved and activated by the Publisher, Section Administrator or Web Master assigned with page's parent section.

Sections and pages are portal main components. They make up the basis of the site's menu

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Clicking the Content Wizard prompts you to select one of the four main options (see Figure 2. Main Content Wizard Menu):

- Remove Folders and Pages – allowing you to remove or archive portal content
- *Reorder or Move Content* – allowing you to reorder portal content
- *Add a File as Content* – allowing you to upload a Word file whose content will be converted to HTML and then placed on portal in a specified location
- *Edit Content Manually* – allowing you to edit portal content



Figure 2. Main Content Wizard Menu

Each option is thoroughly described in the following sections of this document.

5.Edit Content Manually

This option of the Content Wizard allows you to edit content on portal. Clicking this option prompts you to select one of the options related to portal content-editing (see Figure 3. Edit Content Manually Options):

- *Add a New Page* – allowing you to create a new page on portal
- *Edit an Existing Page* - allowing you to edit an existing page on portal
- *Create a New Folder First* - allowing you to create a new section on portal

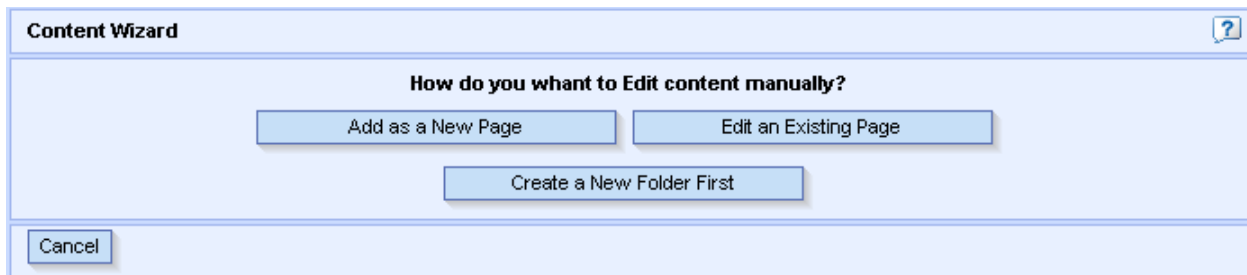


Figure 3. Edit Content Manually Options

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5.1 Add a New Page

This option of the Content Wizard allows you to add a brand new page on portal. Clicking this option takes you to the Portal Sections Tree (see Figure 4. Sections Tree), which displays the whole portal structure: its sections and sub-sections. This form provides a radio button next to each portal section, so that you can select the radio button placed next to the portal section where the new page will be placed.

Figure 4. Sections Tree

Pages can be created by the Web Master and all users assigned with parent section. To add a new page on portal, follow the next steps:

1. Click the **Content Wizard** PCP option, then select the **Edit Content Manually** Content Wizard option. You will be brought to the Edit Content Manually Form (see Figure 3. Edit Content Manually Options)
2. Select **Add a New Page** option from the Edit Content Manually Form. You will be taken to the Portal Sections Tree (see Figure 4. Sections Tree),
3. In the Portal Sections Tree, select the radio button next to the section name where the new page will be placed, then click **Next**. You will be taken to the Form where you have to specify a title for your new page (see Figure 5. Page Title Form).

Figure 5. Page Title Form

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4. Specify a title for your new page, then click **Next**. You will be taken to the form where you have to select whether you wish to type in the content of your new page manually, or upload a file from your hard drive whose content will be placed on portal as a new page (see Figure 6. Update Page Content Actions).

Figure 6. Update Page Content Actions

5. a. Select **with file** option if you wish to upload a file from your hard drive whose content will be placed on portal as a new page, then click **Browse** button in order to browse for this file on your computer.
 - b. Select **manual** option if you wish to type in manually the content of the new page. Selecting this option opens a standard FCK Editor (see Figure 7. FCK Editor Window), whose custom features are described in the PCP User Guide, "FCK Editor Custom Functionality" section.
6. After typing/uploading the content of your new page, click **Finish** button. You will be notified by the Content Wizard if the operation was performed successfully.

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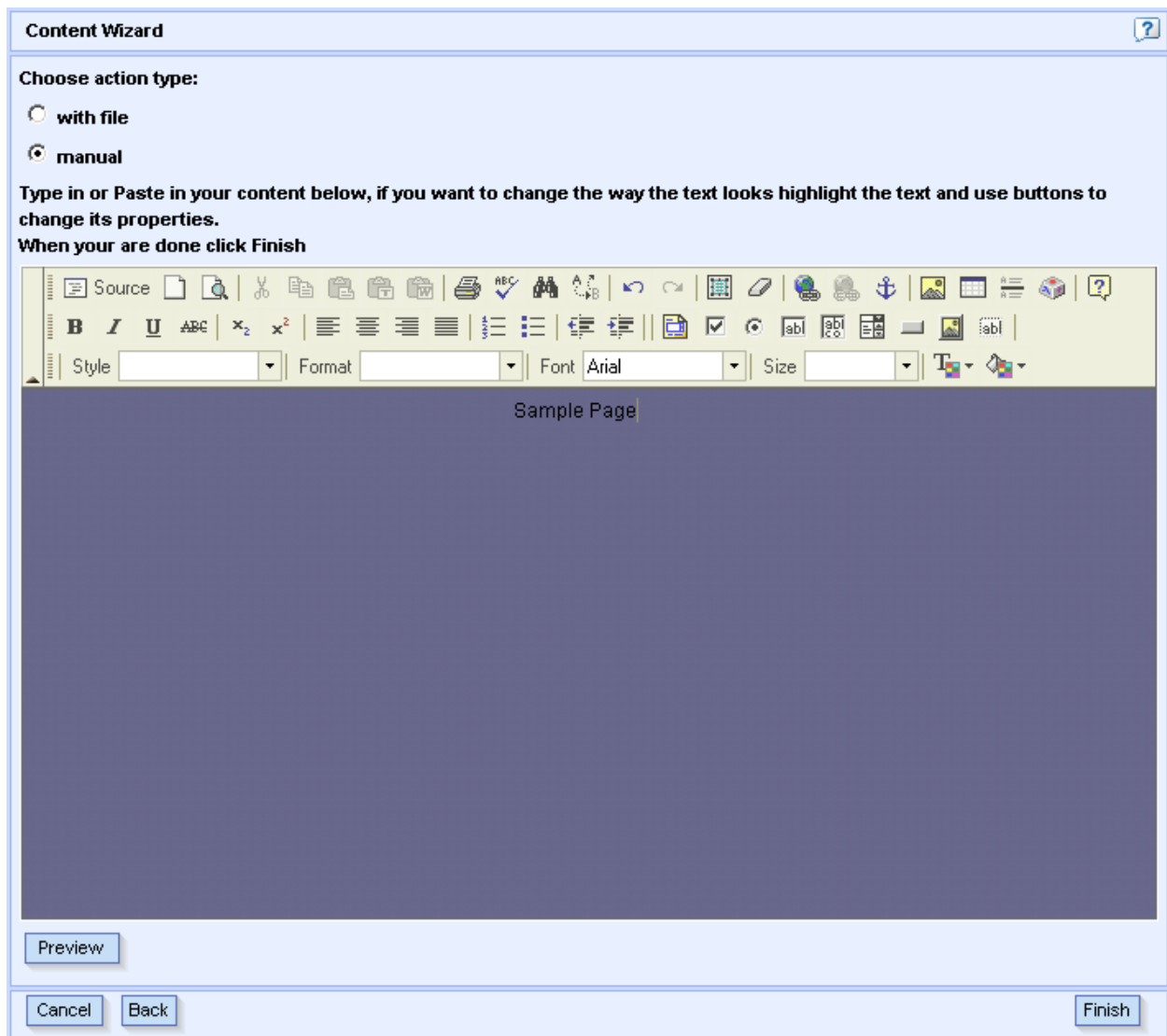


Figure 7. FCK Editor Window

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5.2 Edit an Existing Page

This option of the Content Wizard allows you to edit an existing page on portal. Clicking this option takes you to the Portal Pages Tree (see Figure 8. Pages Tree), which displays the whole portal structure: its sections sub-sections and pages. This form provides a radio button next to each portal page, so that you can select the button placed next to the portal page you wish to edit.

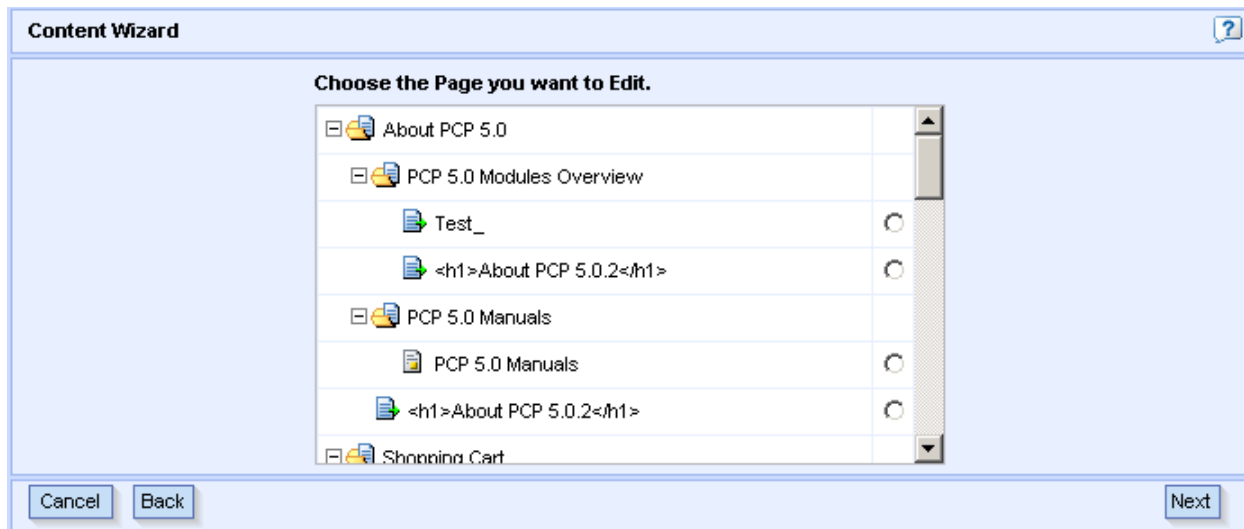


Figure 8. Pages Tree

Pages can be updated by the Web Master and all users assigned with parent section. The only exceptions are Home Pages, which can be modified only by the Web Master and Section Administrator assigned with parent section. As pages are edited, our system keeps track of the last date and time the page was modified.

To update a page, follow the next steps:

1. Click the **Content Wizard** PCP option, then select the **Edit Content Manually** Content Wizard option. You will be brought to the Edit Content Manually Form (see Figure 3. Edit Content Manually Options)
2. Select **Edit an Existing Page** option from the Edit Content Manually Form. You will be taken to the Portal Pages Tree (see Figure 8. Pages Tree).
3. In the Portal Pages Tree, select the radio button next to the page name you wish to edit, then click **Next**. You will be taken to the Form where you have to select the way you wish to edit content in the selected page (see Figure 9. Edit Page Content Options)

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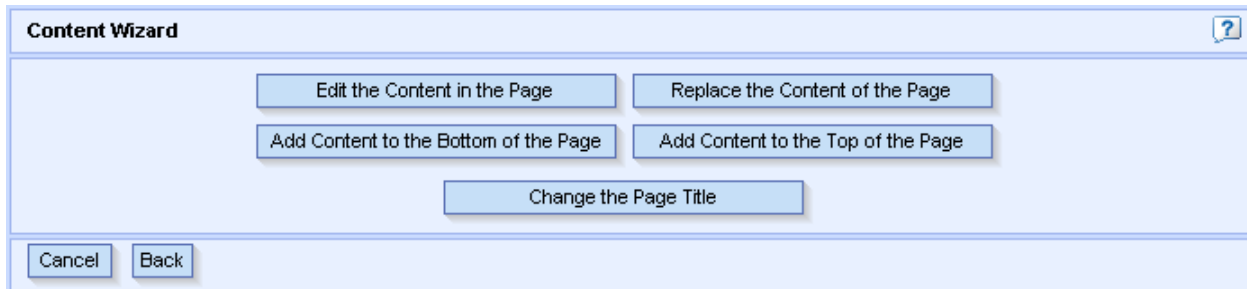


Figure 9. Edit Page Content Options

4. Select one of the available options allowing you to edit content in the selected page:
 - **Edit the Content in the Page** – to edit content in the selected page
 - **Replace the Content of a Page** – to replace the content in the selected page
 - **Add Content to the Bottom of the Page** – to add content to the bottom of the selected page
 - **Add Content to the Top of the Page** – to add content to the top of the selected page
 - **Change the Page Title** – to change the selected page title.

5. Selecting either of the "Edit the Content in the Page", "Replace the Content of a Page", "Add Content to the Bottom of the Page", or "Add Content to the Top of the Page" options takes you to the form where you have to select whether you wish to type in the content of the selected page manually, or upload a file from your hard drive whose content will be placed in the selected page (see Figure 6. Update Page Content Actions). Selecting "Change the Page Title" option takes you to the Page Title Form (see Figure 5. Page Title Form), where you have to type in a new title for the selected page.

6. In the Update Page Content Actions form:
 - a. Select **with file** option if you wish to upload a file from your hard drive whose content will be placed in the selected page, then click **Browse** button in order to browse for this file on your computer.
 - b. Select **manual** option if you wish to type in manually the content of the selected Page. Selecting this option opens a standard FCK Editor (see Figure 7. FCK Editor Window), whose custom features are described in the PCP User Guide, "FCK Editor Custom Functionality" section.

7. After editing the content of the selected page, click **Finish** button. You will be notified by the Content Wizard if the operation was performed successfully.

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5.3 Create a New Folder First

This option of the Content Wizard allows you to add a brand new section on portal. Clicking this option takes you to the Section Title Form (see Figure 10. Section Title Form), where you have to specify the name of the new section.

Figure 10. Section Title Form

To create a new section on portal, follow the next steps:

1. Click the **Content Wizard** PCP option, then select the **Edit Content Manually** Content Wizard option. You will be brought to the Edit Content Manually Form (see Figure 3. Edit Content Manually Options)
2. Select **Create a New Folder First** option from the Edit Content Manually Form. You will be taken to the Section Title Form (see Figure 10. Section Title Form)
3. Specify a title for your new section, then click **Next**. You will be brought to the Portal Sections Tree, similar to the one shown in Figure 4. Sections Tree, which displays the whole portal structure: its sections and sub-sections
4. In the Portal Sections Tree, select the radio button next to the location where you wish to place the new section, then click **Next**. You will be taken to the Visibility Type Options Form (see Figure 11. Visibility Type Options), which allows you to define the section's behavior when clicking on its title in portal main menu.

Figure 11. Visibility Type Options

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5. Select one of the Visibility Type options

- a. Selecting "I want to show the home page of this section" option displays the home page of this section when clicking on its title in portal main menu
- b. Selecting "I want to show the url on it" option displays a new **Content Url** field within Visibility Type Options Form, where you should specify link to page that should be displayed upon click on current section title
- c. Selecting "I want to show the home page and the url in a new browser window" displays home page of this section when clicking on its title and a new browser window showing the page, path to which was specified in **Content Url** field of Visibility Type Options Form (see Figure 11. Visibility Type Options)
- d. Selecting "I want to show the url in a new browser window" displays a new **Content Url** field within Visibility Type Options Form, where you should specify link to page that should be displayed in a new browser window upon click on current section title

Note: It is recommended that you specify relative paths for links to current site and absolute paths for links to external site in **Content Url** field

- e. Selecting "Folding only" option will only expand the current section within main menu when clicking on its title on site
- f. Also, confirm whether you wish to display the home page in the drop-down menu for this section by selecting **Show Home Page In Front End Menu** check box.

After selecting the proper Visibility Type option, click **Next** button. You will be brought to the Form where you have to assign permissions for the new Section (see Figure 12. Assign Section Permissions Form).

First Name	Last Name	Assign this section
Potential section publishers		
aftar	aftar	<input type="checkbox"/>
max	max	<input type="checkbox"/>
Potential section authors		
test_author	test_author	<input type="checkbox"/>

Figure 12. Assign Section Permissions Form

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6. Specify the section's Potential section administrators, Potential section publishers and Potential section authors, by selecting the check box next to corresponding user names and click **Next**.

Note: Assigned Section Administrators will be responsible for managing all underlying content of current section. Assigned Publishers will be responsible for managing (creating, approving/rejecting and activating) pages of current section, and manage content created by Authors. Assigned Authors can only add pages to current section and submit their work to Publishers.

7. You will be notified by the Content Wizard if the operation was performed successfully.

Any section of the web site receives its default Hope Page, which can be viewed in the PCP main menu (Content Manager -> Work with Section -> [Section name]). Only the Web Master and assigned Section Administrator can modify this page. An assigned Publisher can also activate it.

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6.Add a File as Content

This option of the Content Wizard allows you to upload a Word file whose content will be converted to HTML and then placed on portal in a specified location. Clicking this option takes you to the Form where you have to browse for your word file on your hard drive (see Figure 13. Upload Word File Form).

The screenshot shows a dialog box titled "Content Wizard" with a help icon in the top right corner. The main text reads: "Please select the file that you want added as content and click Next. NOTE: You can only add Word Files (.doc)". Below this text is a "File" label followed by an empty text input field and a "Browse..." button. At the bottom of the dialog, there are "Cancel" and "Next" buttons.

Figure 13. Upload Word File Form

To add a file as content on portal, follow the next steps:

1. Click the **Content Wizard** PCP option, then select the **Add a File as Content** option. You will be brought to the Form where you have to browse for your word file on your hard drive (see Figure 13. Upload Word File Form).
2. Click **Browse** button in order to locate the Word file on your hard drive; then click **Next** button. This will take you to the Form where you have to specify how the word file content, converted to HTML, will be placed on portal:
 - **Add as a New Page** - to place the uploaded content in a new page on portal;
 - **Replace the Content of a Page** - to place the uploaded content instead of the content of an existing page on portal;
 - **Add the Content to the Bottom of a Page** - to place the uploaded content at the bottom of an existing page on portal;
 - **Add the Content to the Top of the Page** - to place the uploaded content at the top of an existing page on portal

The screenshot shows a dialog box titled "Content Wizard" with a help icon in the top right corner. The main text reads: "How would you like to add this file to the content?". Below this text are four buttons arranged in a 2x2 grid: "Add as a New Page", "Replace the Content of a Page", "Add the Content to the Bottom of a Page", and "Add the Content to the Top of a Page". At the bottom of the dialog, there are "Cancel" and "Back" buttons.

Figure 14. Add a File as Content Options

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3. a. Selecting "Add a New Page" options opens the Portal Sections Tree, similar to the one shown in Figure 4. Sections Tree, which displays the whole portal structure: its sections and sub-sections. This form provides a radio button next to each portal section, so that you can select the radio button next to the section where the new Page will be placed.
 - b. Selecting one of the "Replace the Content of a Page", "Add the Content to the Bottom of the Page" or "Add the Content to the Top of the Page" options opens the Portal Pages Tree, similar to the one shown in Figure 8. Pages Tree, which displays the whole portal structure: its sections sub-sections and pages. This form provides a radio button next to each portal page, so that you can select the radio button placed next to the page you wish to edit.
4. a. In the Portal Sections Tree, select the radio button next to the Section name where the new page will be placed; then click **Next**. You will be taken to the Form where you have to specify a title for your new page (see Figure 5. Page Title Form).
 - b. In the Portal Pages Tree, select the radio button next to the Page where you wish to place the new content; then click **Next**. You will be taken to the Form where you can edit the title of the selected page (see Figure 5. Page Title Form).
5. Type/edit the title of the selected page, then click **Next**. You will be brought to the Form where you can preview the new page on portal (see Figure 15. Page Preview Form).

Figure 15. Page Preview Form

6. Use **Preview** button to preview the new page on portal, or **Finish** button if you are ready to submit this page. You will be notified by the Content Wizard if the operation was performed successfully.

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7.Reorder or Move Content

This option of the Content Wizard allows the Web Master to change the order of portal sections and web pages as displayed in the portal's front-end menu. Clicking this option prompts you to select one of the options related to portal content-management (see Figure 16. Reorder Content Options):

- *Move Content to Another Folder* - to select portal content that will be moved to another Section
- *Order Content Alphabetically* - to arrange portal content in alphabetical order
- *Move Content Above Other* - to select portal content that will be moved above other (selected) portal content
- *Move Content Below Other* - to select portal content that will be moved below other (selected) portal content

The screenshot shows a dialog box titled "Content Wizard" with a question mark icon in the top right corner. The main area contains the text "Select how you would like to re-order your content" centered above four buttons: "Move Content to Another Folder", "Order Content Alphabetically", "Move Content Above Other", and "Move Content Below Other". A "Cancel" button is located at the bottom left of the dialog box.

Figure 16. Reorder Content Options

The Section Administrator and Publisher can reorder only sections and pages on the web site, while the Author does not have access to this functionality.

7.1 Move Content to Another Folder

This option of the Content Wizard allows you to select portal content that will be moved to another section. Clicking this option takes you to the Sections and Pages Tree (see Figure 17. Sections and Pages Tree). This Form provides a check-box next to each section and page on portal, so that you can select each necessary section and/or page that needs to be moved to another section.

To move portal content to another section, follow the next steps:

1. Click the **Content Wizard** PCP option, then select the **Reorder or Move Content** option. You will be brought to the Form where you have to select one of the options related to portal content-management (see Figure 16. Reorder Content Options).
2. Select **Move Content to Another Folder** option. You will be brought to the sections and Pages Tree (see Figure 17. Sections and Pages Tree), where you can select the Portal content that will be moved to another Section.

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3. Select the check-boxes next to sections and/or pages that will be moved to another portal section, then click **Next**. You will be taken to the Portal Sections Tree, similar to the one shown in Figure 4. Sections Tree.
4. In the Sections Tree, select the radio button placed next to the section where you wish to move the previously selected content; then click **Move**. You will be notified by the Content Wizard if the operation was performed successfully.

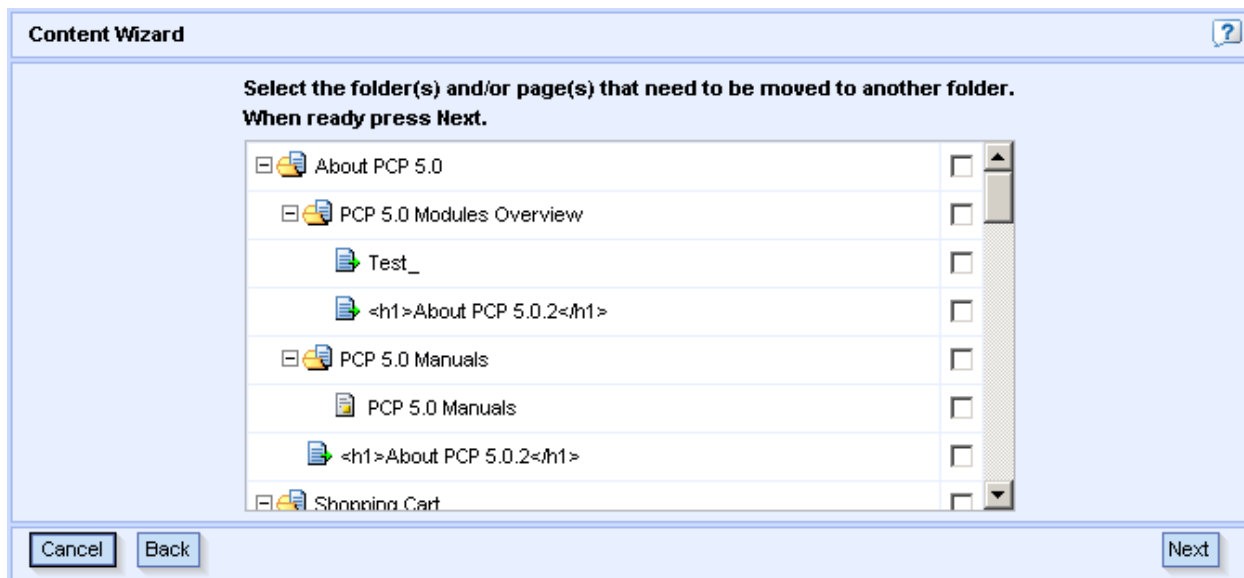


Figure 17. Sections and Pages Tree

7.2 Order Content Alphabetically

This option of the Content Wizard allows you to arrange pages within an individual section, or sections within the portal's front-end menu in alphabetical order. Clicking on this option takes you to the Portal Sections Tree, similar to the one shown in Figure 4. Sections Tree.

The Portal Sections Tree provides a radio button next to each portal section, so that you can select the radio button next to the section where you wish to arrange all content in alphabetical order, and then click **Reorder** button. You will be notified by the Content Wizard if the operation was performed successfully.

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7.3 Move Content Above Other

This option of the Content Wizard allows you to move portal content above other (selected) portal content, as displayed in portal's front-end menu. Clicking this option takes you to the Sections and Pages Tree, similar to the one shown in Figure 17. Sections and Pages Tree. This Form provides a radio button next to each section and page on portal, so that you can select the necessary section or page that needs to be moved above another section or page.

To move portal content above other (selected) portal content, follow the next steps:

1. Click the **Content Wizard** PCP option, then select the **Reorder or Move Content** option. You will be brought to the Form where you have to select one of the options related to portal content-management (see Figure 16. Reorder Content Options).
2. Select **Move Content Above Other** option. You will be brought to the Sections and Pages Tree, similar to the one shown in Figure 17. Sections and Pages Tree.
3. In the Sections and Pages Tree, select the radio button placed next to the section or page that you wish to move above another section or page, which you will select in the next step of the wizard, and click **Next** button.
4. You will be taken to another Sections and Pages Tree, where you will have to select the radio button next to the section or page above which the previously selected content will be moved, then click **Move** button. You will be notified by the Content Wizard if the operation was performed successfully.

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7.4 Move Content Below Other

This option of the Content Wizard allows you to move portal content below other (selected) portal content, as displayed in portal's front-end menu. Clicking this option takes you to the Sections and Pages Tree, similar to the one shown in Figure 17. Sections and Pages Tree. This Form provides a radio button next to each section and page on portal, so that you can select the necessary section or page that needs to be moved below another section or page.

To move portal content below other (selected) portal content, follow the next steps:

1. Click the **Content Wizard** PCP option, then select the **Reorder or Move Content** option. You will be brought to the Form where you have to select one of the options related to portal content-management (see Figure 16. Reorder Content Options).
2. Select **Move Content Below Other** option. You will be brought to the Sections and Pages Tree, similar to the one shown in Figure 17. Sections and Pages Tree.
3. In the Sections and Pages Tree, select the radio button placed next to the section or page that you wish to move above another section or page, which you will select in the next step of the wizard, and click **Next** button.
4. You will be taken to another Sections and Pages Tree, where you will have to select the radio button next to the section or page below which the previously selected content will be moved, then click **Move** button. You will be notified by the Content Wizard if the operation was performed successfully.

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8. Remove Folders and Pages

This option of the Content Wizard allows you remove content from portal. Clicking this option prompts you to select one of the options related to archiving, re-posting, or removing portal content (see Figure 18. Remove Content Options):

- o *Archive/Store Content* – allowing you to archive portal content
- o *Re-Post Archived Content* – allowing you to re-post archived content on portal
- o *Delete Content Permanently* – allowing you to remove portal content

The screenshot shows a dialog box titled "Content Wizard" with a question mark icon in the top right corner. The main text inside the dialog reads: "Select if you want to Archive/Store content for later use, re-post the archived content to the site or Delete the content permanently." Below this text are three buttons: "Archive / Store Content", "Re-Post Archived Content", and "Delete Content Permanently". At the bottom left of the dialog is a "Cancel" button.

Figure 18. Remove Content Options

8.1 Archive/Store Content

This option of the Content Wizard allows you to archive portal content. Clicking this option takes you to the Portal Sections and Pages Tree, similar to the one shown in Figure 17. Sections and Pages Tree. This Form provides a check-box next to each section and page on portal, so that you can select each necessary section and/or page that needs to be archived.

To archive portal content, follow the next steps:

1. Click the **Content Wizard** PCP option, then select the **Remove Folders and Pages** option. You will be brought to the Form where you have to select one of the related options (see Figure 16. Reorder Content Options).
2. Select **Archive/Store Content** option. You will be brought to the Sections and Pages Tree, similar to the one shown in Figure 17. Sections and Pages Tree.
3. In the Sections and Pages Tree, select the check-box next to the resources you wish to archive, then click **Archive** button. You will be notified by the Content Wizard if the operation was performed successfully.

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8.2 Re-Post Archived Content

This option of the Content Wizard allows you to report archived content on portal. Clicking on this option takes you to the Portal Sections and Pages Tree, similar to the one shown in Figure 17. Sections and Pages Tree, which shows all archived resources on portal, and provides a radio button next to each archived section and page.

To re-post archived content on portal, follow the next steps:

1. Click the **Content Wizard** PCP option, then select the **Remove Folders and Pages** option. You will be brought to the Form where you have to select one of the related options (see Figure 16. Reorder Content Options).
2. Select **Re-Post Archived Content** option. You will be brought to the Sections and Pages Tree, similar to the one shown in Figure 17. Sections and Pages Tree, which shows all archived resources on portal, and provides a radio button next to each archived section and page.
3. Select the radio button next to the portal section or page that you wish to re-post, and click **Next**. You will be notified by the Content Wizard if the operation was performed successfully.

8.3 Delete Content Permanently

Before removing portal content, please remember that this is an irreversible process!

This option of the Content Wizard allows you to remove portal content permanently. Clicking on this option takes you to the Form where you have to select whether you want to remove archived portal content, or published portal content (see Figure 19. Remove Archived/Stored Content Options).

The screenshot shows a dialog box titled "Content Wizard" with a help icon in the top right corner. The main text inside the dialog reads "Select the page(s) you would like to Re-Post to the site." Below this text are two buttons: "Archived / Stored Content" and "Posted / Active Content". At the bottom left of the dialog are two buttons: "Cancel" and "Back".

Figure 19. Remove Archived/Stored Content Options

To remove portal content, follow the next steps:

1. Click the **Content Wizard** PCP option, then select the **Remove Folders and Pages** option. You will be brought to the Form where you have to select one of the related options (see Figure 18. Remove Content Options).

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2. Select **Delete Content Permanently** option. You will be brought to the Form where you have to select whether you want to remove archived portal content, or published portal content (see Figure 19. Remove Archived/Stored Content Options).
3.
 - a. If you select to remove **Archived/Stored Content**, you will be taken to the Portal Sections and Pages Tree, similar to the one shown in Figure 17. Sections and Pages Tree. This Form will provide an active check-box next to each archived resource on portal, so that you can select it and click **Next**.
 - b. If you select to remove **Posted/Active Content**, you will be taken to the Portal Sections and Pages Tree, similar to the one shown in Figure 17. Sections and Pages Tree. This Form will provide an active check-box next to each active resource on portal, so that you can select it and click **Next**.
4. After selecting one of the available options click **OK** in the confirmation message if you wish to delete the selected resource, or click **Cancel** if you wish to leave this operation without removing the selected resource. You will be notified by the Content Wizard if the operation was performed successfully.