

# EPrints Page Editor

## User Guide

November 2011

Version 1.0

Always refer to the [www.eprints.org/software/training](http://www.eprints.org/software/training) for the latest version of this user guide

This user guide applies to the following repository types:



**Important Information**

This guide covers the web-interface of an EPrints based repository available to Repository Administrators. This guide does not refer to the configuration of EPrints using the command line on the server.

This user guide is based upon a 'vanilla' installation of the EPrints software using version 3.2.7, and applies to both EPrints and EdShare repositories. Depending on the particular version you are running and specific customisations you have made, some screens and features may appear slightly differently.

**Disclaimer statement**

Whilst every effort has been made to ensure the accuracy of the information supplied herein, EPrints Services & University of Southampton cannot be held responsible for any errors or omissions.

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## 1. Overview

The Page Editor in EPrints provides Repository Administrators with the ability to edit the content of static pages of the site. Examples of typical static pages on an EPrints repository include:

- Home page
- About page
- Help page(s)
- Terms & Conditions
- Policies pages

This feature can be particularly useful for updating information on these site pages quickly, for example, if your policies require adjusting, or if you need to issue a general notice to your repository visitors.

The Page Editor does not enable you to create new pages, delete existing pages or upload additional assets, such as PDFs or images.

There are some static pages of the repository which cannot be changed using this feature, such as the Browse views, User profile pages (if you have MePrints installed) which are generated by EPrints in a separate process overnight.

### **The Page Editor is only available to logged in Administrators of the repository, with enhanced permissions applied**

If you are an EPrints Services customer, please contact your liaison who will discuss this enhanced permission with you. If you manage your own repository, further information on roles can be found on the EPrints Manual [http://wiki.eprints.org/w/EPrints\\_Manual](http://wiki.eprints.org/w/EPrints_Manual)

## 2. Accessing the Page Editor

Navigate to the page you wish to edit – in this example we will use the ‘About’ page.

### Training Repository - 1



Welcome to Training Repository - 1

Upon the page loading, EPrints recognises that you are on a static page that may be changed and so provides you with the ‘Edit page’ option on the toolbar area.

### Training Repository - 1



#### About the Repository

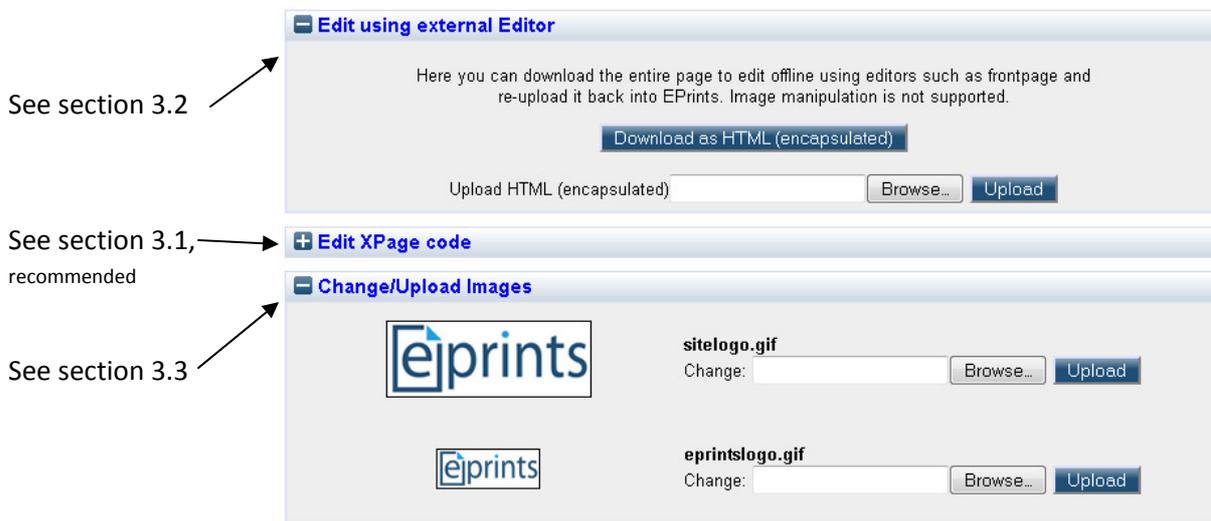
This site is powered by [EPrints 3](#), free software developed by the University of Southampton.

Contact Information

Click on the ‘Edit page’ link to access this feature.

### 3. Edit Page Tools

You will be presented with a number of options to choose from to update the contents of the page, which are described in the following sections.



Pages are written in XHTML, a mark-up language for creating webpages. Upon saving any changes you make, the page will be passed through an XHTML validator to ensure the strict standards of the XHTML language are met. Once passed successfully through the validator, EPrints will save your changes and regenerate the static page automatically so it is immediately live on the site.

You may find that some pages contain code enclosed in curly braces { }, such as `{ $config(adminemail) }`, this is Perl code (that EPrints is written in) and references information stored in your repository configuration that is to be displayed on the page – in this case the Administrators email address. If you are unsure about these elements please do not alter them.

#### 3.1 Edit your page using the XPage Inline Editor (Recommended)

\*This is the quickest tool to use to update your page quickly.\*

The XPage inline editor is the 2<sup>nd</sup> option available on the page and will be collapsed by default.

To expand this tool, click on the + button on the 'Edit XPage code' heading bar



Once opened, you will be presented with the XHTML and contents of the page. You can edit the content of this page directly on the screen using this inline text editor.

Only edit this section →

**Edit XPage code**

```
<?xml version="1.0" standalone="no" ?>
<!DOCTYPE page SYSTEM "entities.dtd" >
<xpage:page xmlns="http://www.w3.org/1999/xhtml" xmlns:xpage="http://eprints.org/ep3/xpage" xmlns:epc="http://eprints.org/ep3/control">
<xpage:title>About the Repository</xpage:title>
<xpage:body>

<p>This site is powered by <a href="{config(base_url)}/eprints/">EPrints 3</a>, free software developed by the University of Southampton.</p>

<h2>Contact Information</h2>
|
<p>Any correspondence concerning this specific repository should be sent to <a href="mailto:{config(adminemail)}">epc:print expr="{config(adminemail)}" /></a>.
</p>

</xpage:body>
</xpage:page>
```

Save changes

Click within the text editor to place the cursor, and you can begin to make your changes. You should only edit text found inside the `<xpage:body></xpage:body>` tags as highlighted above

If you have never written XHTML before there are many resources online which can show you the mark-up tags available or you can simply re-use tags which already exist on the page in the style you require.

For example: We want to add a new paragraph to provide a summary statement of the repository in the same style as the existing paragraph that appears.

1. As we want a new paragraph, we can take a copy of the existing paragraph block starting with "This site is powered by ...", making sure the opening and closing `<p></p>` tags are included

```
<p>This site is powered by <a href="{config(base_url)}/eprints/">EPrints 3</a>, free software developed by the University of Southampton.</p>
```

```
<h2>Contact Information</h2>
```

```
<p>Any correspondence concerning this specific repository should be sent to <a href="mailto:{config(adminemail)}">epc:print expr="{config(adminemail)}" /></a>.</p>
```

2. Paste a copy of the paragraph block in to the position on the page you require

```
<p>This site is powered by <a href="{config(base_url)}/eprints/">EPrints 3</a>, free software developed by the University of Southampton.</p>
```

```
<p>This site is powered by <a href="{config(base_url)}/eprints/">EPrints 3</a>, free software developed by the University of Southampton.</p>
```

```
<h2>Contact Information</h2>
```

```
<p>Any correspondence concerning this specific repository should be sent to <a href="mailto:{config(adminemail)}">epc:print expr="{config(adminemail)}" /></a>.</p>
```

### 3. Edit the content between the tags, <p></p> in this case

```
<p>Our repository was launched in 2011 with the aim of sharing our institutions research outputs with the wider community and to enable academics and schools as a whole to manage their research artefacts.</p>
```

```
<p>This site is powered by <a href="{config{base_url}}/eprints/">EPrints 3</a>, free software developed by the University of Southampton.</p>
```

```
<h2>Contact Information</h2>
```

```
<p>Any correspondence concerning this specific repository should be sent to <a href="mailto:{config{adminemail}}">EPrints 3</a>, free software developed by the University of Southampton.</p>
```

### 4. Save your changes

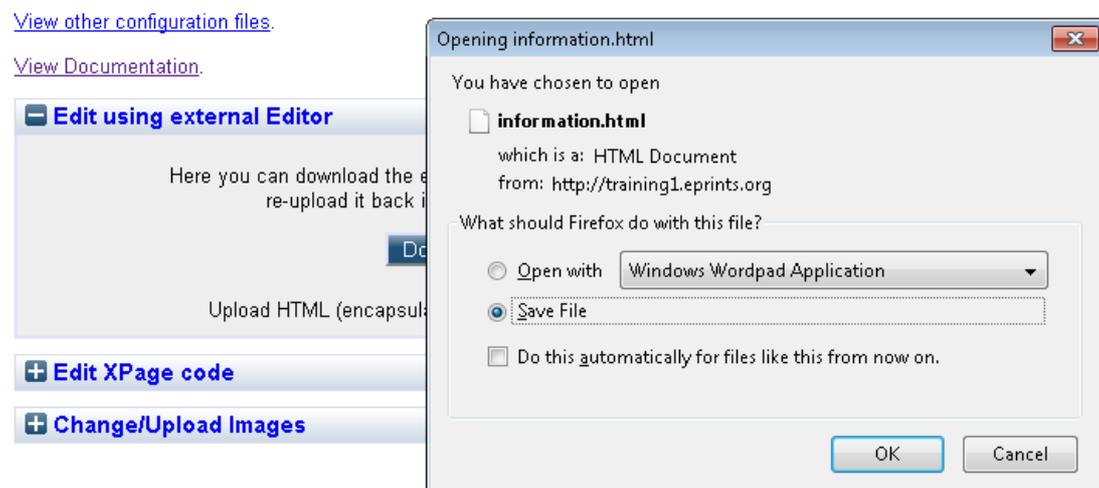
When you are ready to make your changes live, click on the **Save changes** button. At this point the changes you have made will be validated to ensure they meet the strict standards of XHTML, if the test succeeds, EPrints will save the file with your changes and regenerate the static page, so your changes are live on the site immediately.

If this test fails you will be shown information inside an amber warning message box at the top of the page to help you identify the error. At this point you can either try to correct the error or you may revert to the previous saved version of the page by clicking on the **Revert to previous** button.

If you change your mind and no longer wish to edit the contents of the page, simply navigate away from the page – you can always return the page later.

## 3.2 Edit your page using an external Editor

The option at the top of the screen is to edit the page using an external editor. Simply click on the **Download as HTML (encapsulated)** button to save a copy of the page locally on your own computer.



Once the file is saved locally you can use your preferred software on your computer to update the contents of the .html page.

**CAUTION:** You must only edit text found inside the `<!--EPEDIT:START:TEMPLATE:PIN page -->`  
`<!--EPEDIT:END:TEMPLATE:PIN -->` tags.

When you are ready, you can upload the updated \*.html file by clicking on the 'Browse...' button and locating the file on your own computer, then click on  button.



At this point the file you have uploaded will be validated to ensure the contents meets the strict standards of XHTML, if the test succeeds, EPrints will save the file with your changes and regenerate the static page, so your changes are live on the site immediately.

If this test fails you will be shown information inside an amber a warning message box at the top of the page to help you identify the error.

### 3.3 Change/Upload Images

You can also update any images that are already attached to the page using the Page Editor. This option is available at the bottom of the page.

Simply use the 'Browse...' option against the image you wish to change, and select the image you have saved locally, and click on the  button.

Note: you may need to refresh the page to see the new image displayed.

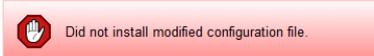
**Use with caution!** The file you upload will overwrite the existing image and take on its filename. If the original image was attached to any other pages, these will also be changed. For example, you will find the site logo attached to the page – if you change this image the effect will be site-wide.



Changes to images will be made live immediately.

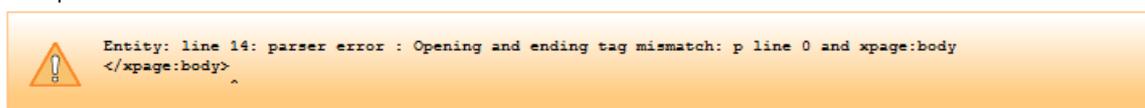
## 4. Frequently Asked Questions



I have just saved my page but I can see the following Red message  telling me the modified configuration file was not installed followed by an Amber message bar telling me there is a parser error. What does this mean and what I do?

When you save the page, the code is passed through a validator to ensure it meets the strict standards of XHTML. The red message box is confirming you that your changes have not been applied, the amber message box is advising on the error that has been encounter. Examples of errors may be similar to the following:

Example 1:



```
Entity: line 14: parser error : Opening and ending tag mismatch: p line 0 and xpage:body
</xpage:body>
```

This means that two opening and closing tags do not match (in this case the 'p' tag). The correct format is `<p>text here</p>`. You must locate the tag pair and correct them.

Example 2:



```
Entity: line 9: parser error : StartTag: invalid element name
<2>Contact Information</h2>
```

This is reporting the starting tag is not a valid XHTML element – in this case this is simply a typo and should be `<h2>Contact Information</h2>`

### So what next ? ...

Using the provided warning message you can try to correct the code. Save it to pass it through the validator again.

If you are unable to correct the error, or wish to disregard your changes click on the  button, which will restore the last working version of the page to the editor.

The live page will not be updated whilst errors remain.



I've replaced the existing image `sitelogo.gif` attached to the policies page, and have now noticed that this has changed on every other page as well?

When you upload a replacement image, the original filename is maintained; therefore any other page referring to that original image will also now show your new image. `Sitelogo.gif` is on the template and so will appear on every page across the site.



I need to attach a new image rather than replace an existing one, can I do this?

No, the page editor tool does not support uploading of new assets to attach to the page.



**I need to delete an existing image entirely rather than replace it, can I do this?**

No, the page editor tool does not support deleting images from the repository.



**I'm trying to edit the help pages but I cannot see the 'Edit page' link on the toolbar**

The Page Editor is only available to repository administrators with enhanced permissions applied. If you do not have these permissions associated with your account, EPrints will not offer this link to you.

If you require these enhanced permissions, and are an EPrints Services customer, please contact your named liaison who will be able to assist you.

If you are hosting/managing your own repository, refer to the [http://wiki.eprints.org/w/EPrints Manual](http://wiki.eprints.org/w/EPrints_Manual) for information on user roles.



**I'm trying to edit the Browse by Year page as I was told this was a static page, but I cannot see the 'Edit page' link on the toolbar**

There are some pages of the site that are static because they are generated by EPrints in overnight processes because they are presenting repository data. They are static to ease demand on the repository server, but are not the same as the type of static pages listed in Section 1. EPrints knows that these pages must not be editable via the web-interface and so does not offer the 'Edit page' link.

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### 5. Version History

|     |                                |               |                                |
|-----|--------------------------------|---------------|--------------------------------|
| 1.0 | First release                  | Kelly Terrell | 28 <sup>th</sup> November 2011 |
| 0.2 | Amendments from initial review | Kelly Terrell | 17 <sup>th</sup> November 2011 |
| 0.1 | Draft Version created          | Kelly Terrell | 28 <sup>th</sup> October 2011  |