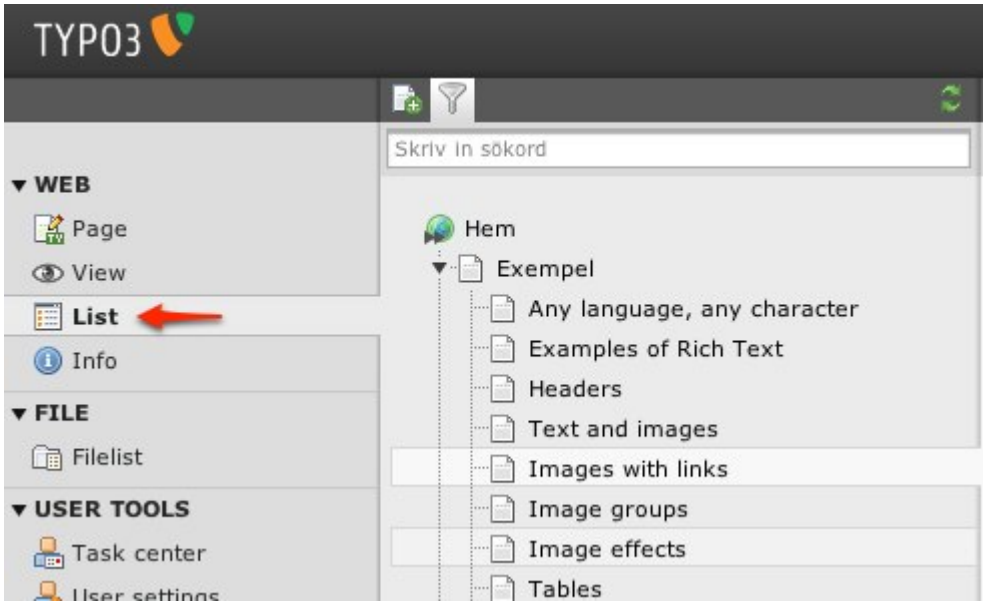
6.1 List view

List view ables you to perform actions like search, move, and edit multiple elements on a page but also for editing page settings of subpages. The list view can be used for folders in the pagetree as-well as regular pages. Select List in the lefthand menu and the page you wish to edit. (img. 6.1.1)

6.1.1 Sorting and editing

6.1.2 Clipboard in List view

6.1.3 Search in list view

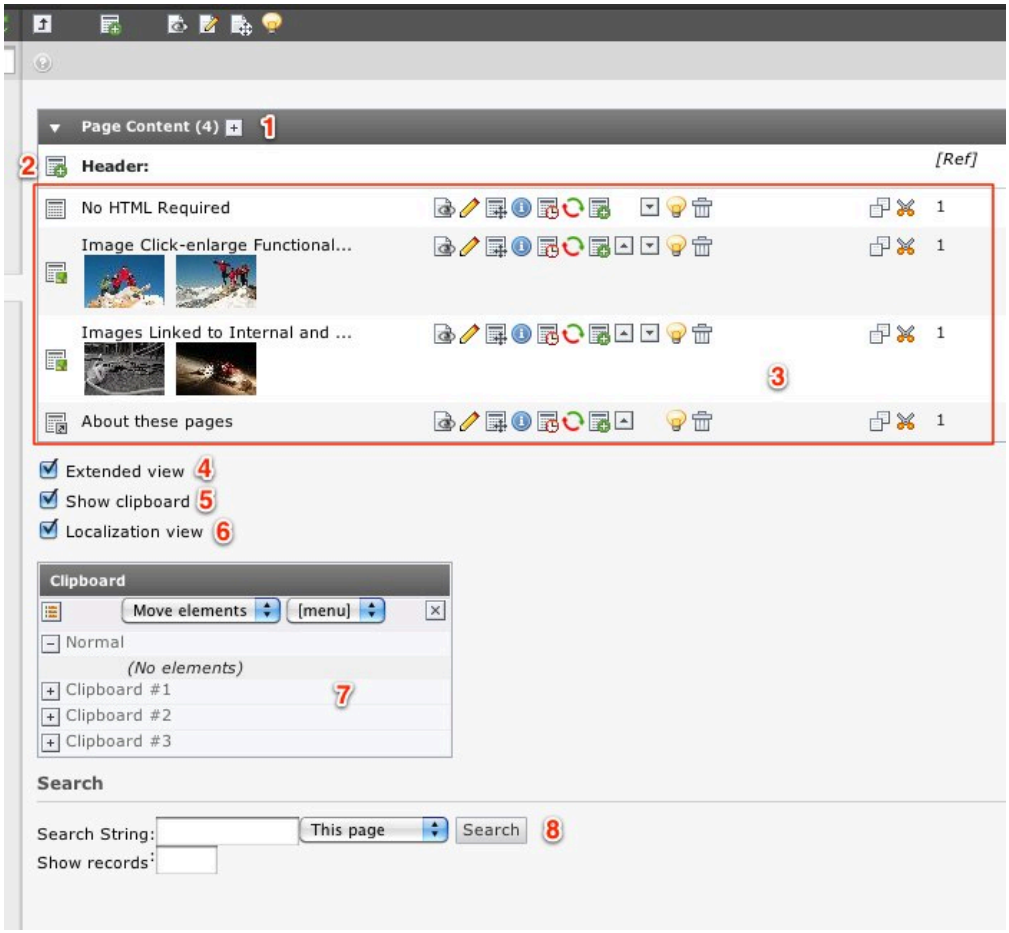


6.1.1

6.1.1 Sorting and editing

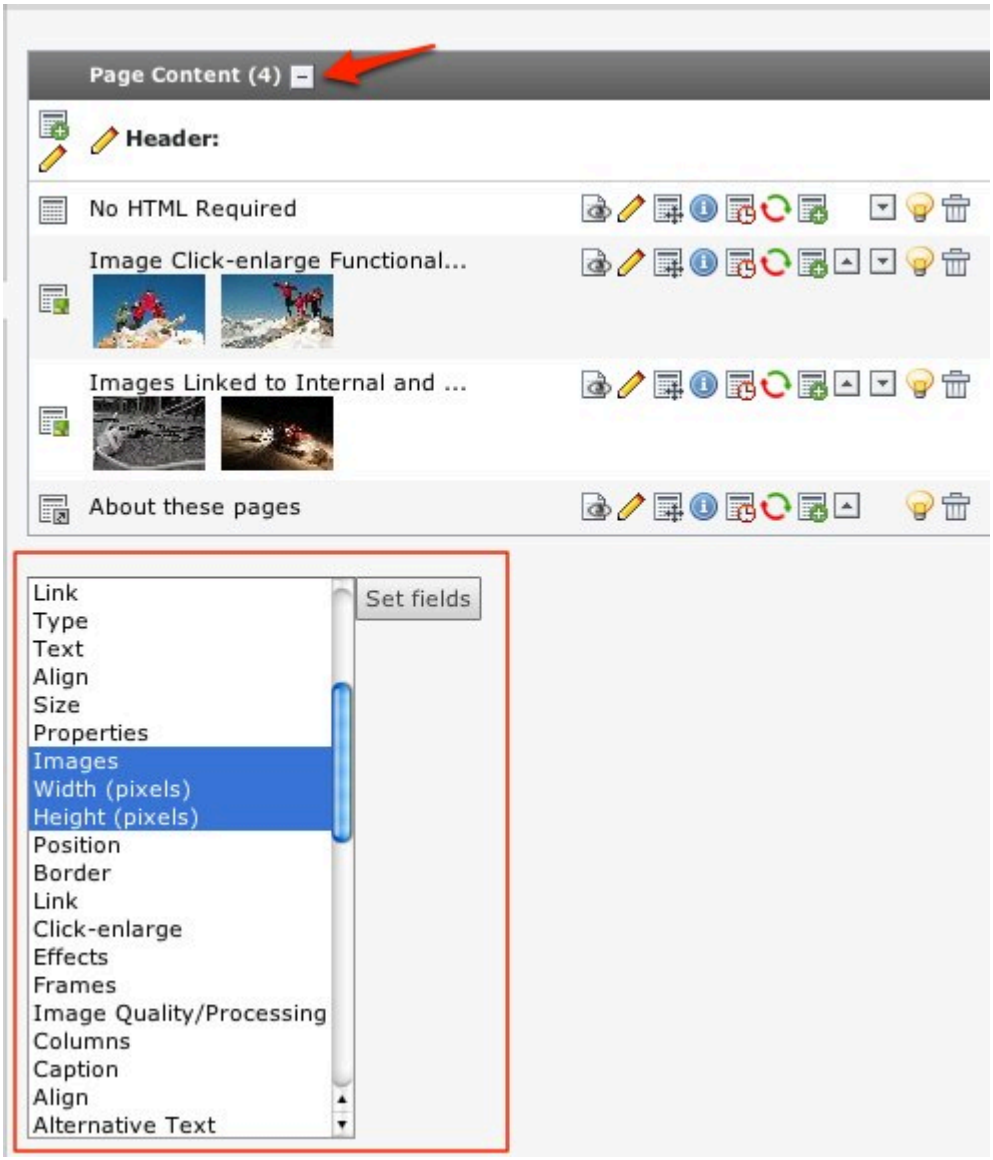
In list view you are able to view all different elements and also subpages of the selected page. At the top of each section there is a header to let you know what type of content it is (1). Create new objects of the given type by clicking the Create new record icon (2). All objects of the specific type are listed in their section (3). There are three check-boxes below the object sections;

Extended view (4), Show clipboard (5) and Localization view (6). Extended view gives you access to editing icons etc. Show clipboard presents the clipboard features. Finally there is a Localization view check-box, to view translations for the objects, if any exist. The clipboard (7) has three different clipboards to store copied or cut objects. The search function (8) allows you to search by title or content. (img. 6.1.2)



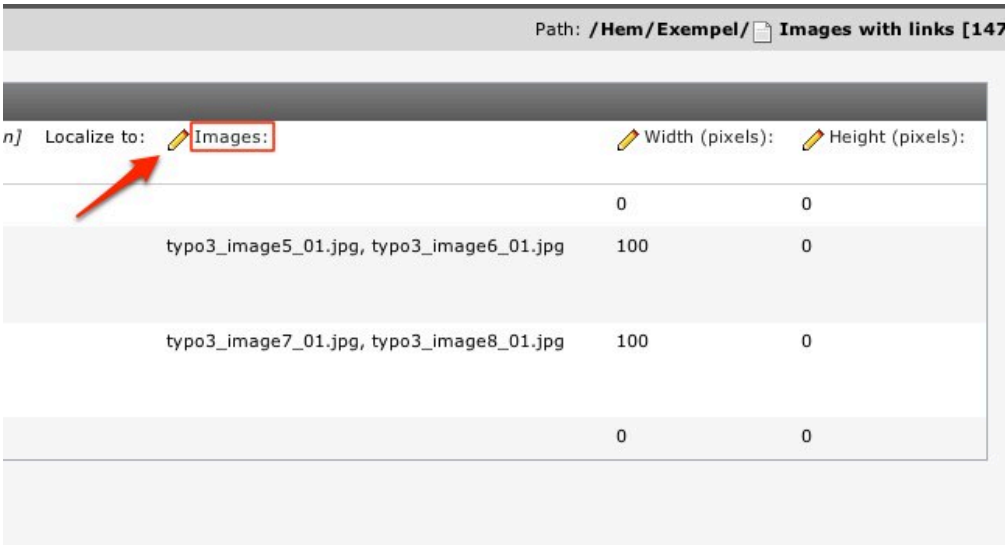
6.1.2

Clicking the section title, or the plus sign to the right, enables the selection of fields. Mark one or more (holding down Ctrl) and then click set fields. The selected fields will now be available for editing, sorting and exporting. (img. 6.1.3)



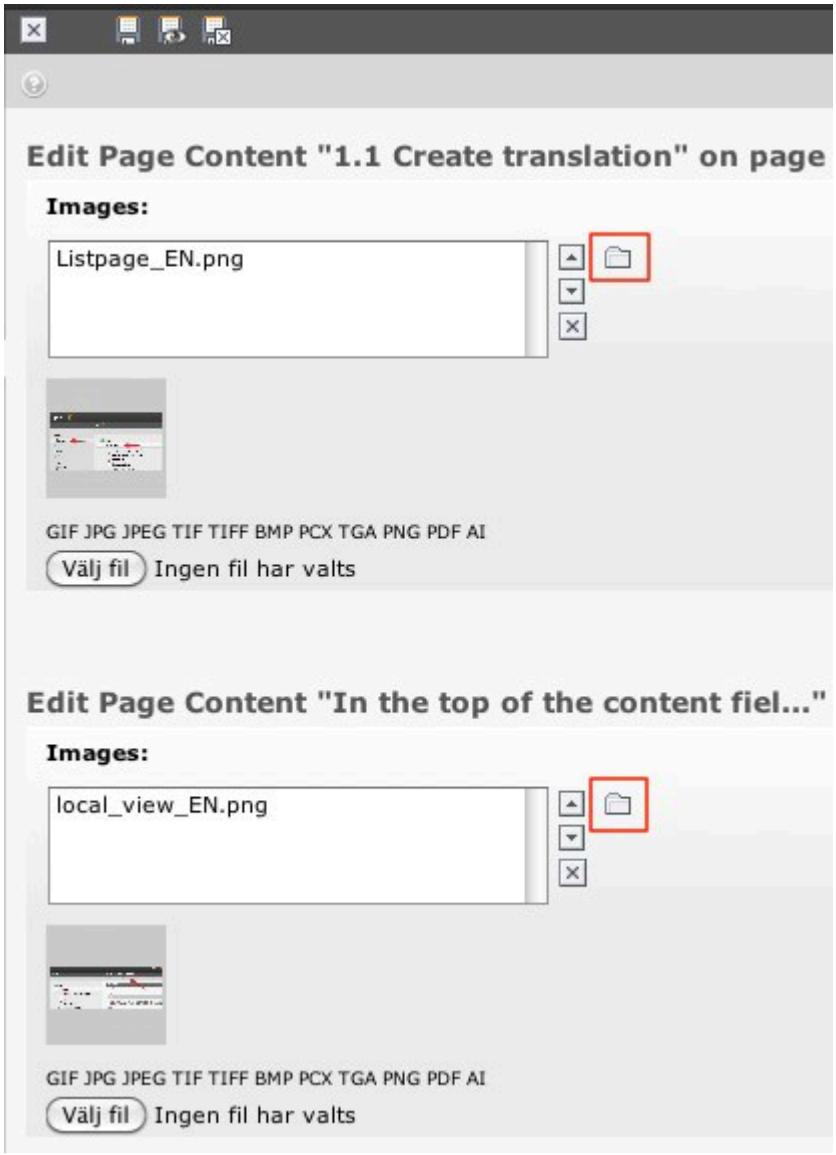
6.1.3

The pen icon infront of the column title allows you to edit that particular field for all elements on that page. Useful for editing visibility or image sizes etc. Sort the elements by clicking the column title. (img. 6.1.4)



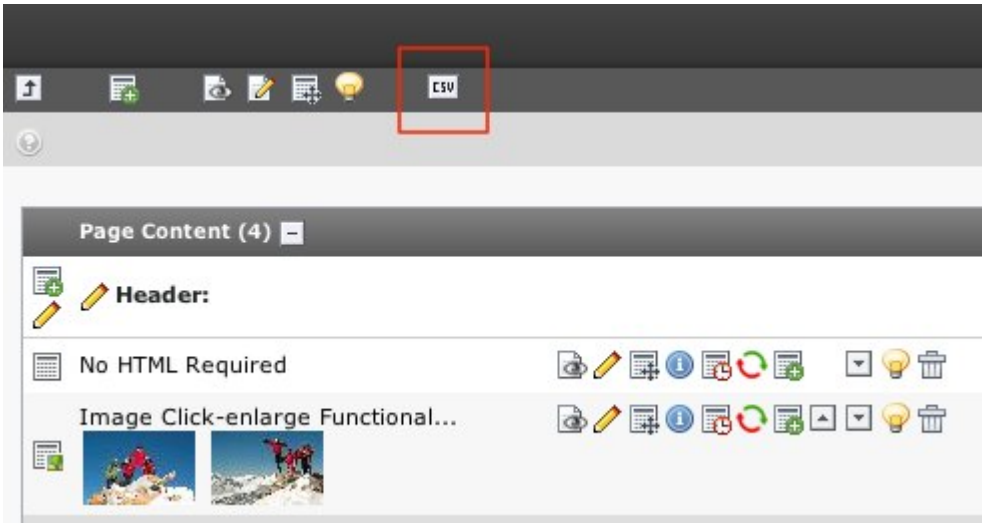
6.1.4

The example below shows how you can edit all element images on a page. Exchange the images and save with the save icons at the top. (img. 6.1.5)



6.1.5

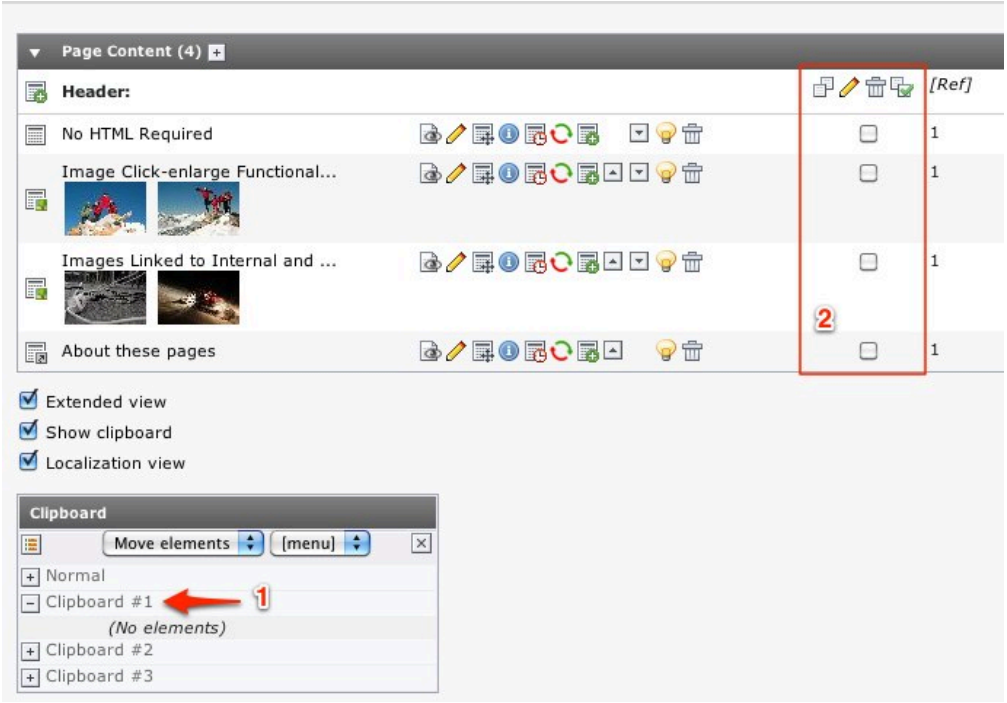
You are able to export the selected fields to a CSV-file, that then can be opened in for example Excel. (img. 6.1.6)



6.1.6

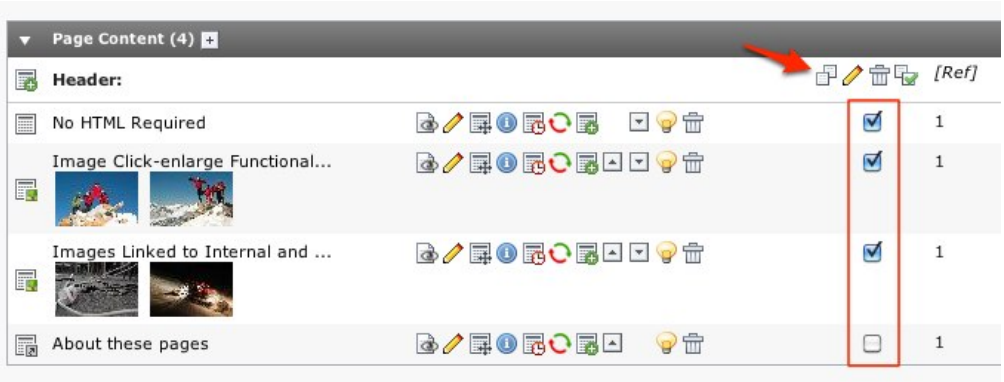
6.1.2 Clipboard in List view

The clipboard allows you to move, copy or delete several elements at the same time. To activate the clipboard select one of the clipboards available (1), by clicking it. A menu will appear in the list view (2). (img. 6.1.7)



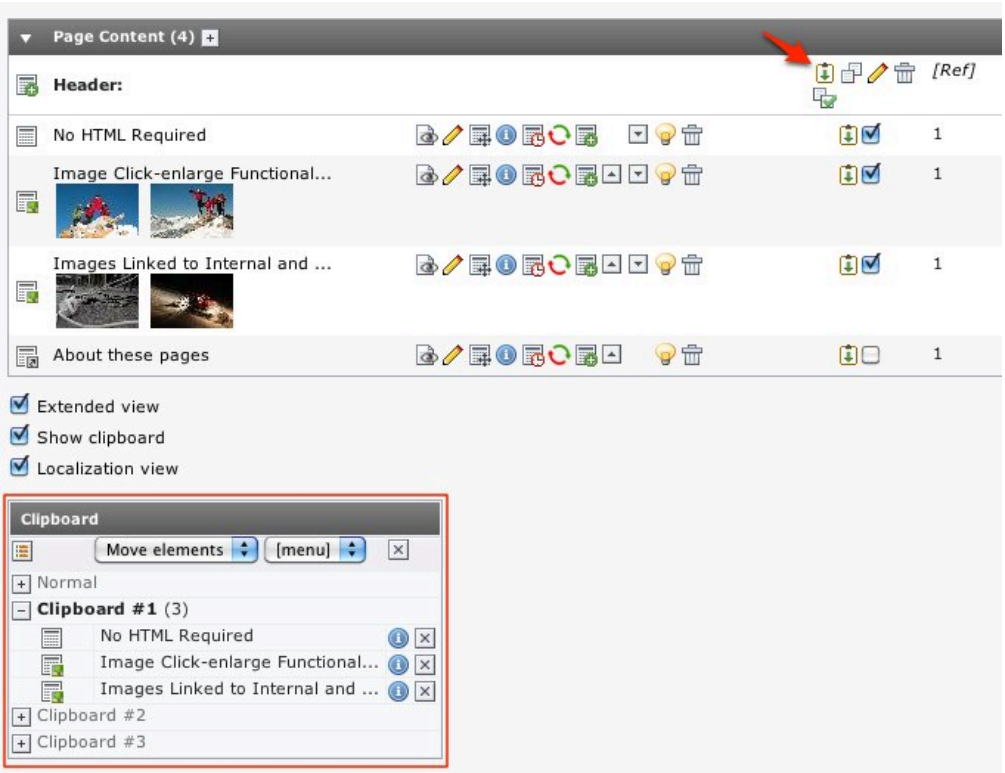
6.1.7

Select objects with the check boxes and select an action with the icons above. Moving objects vill able you to paste on another page/folder and deleting till render a question if you wish to remove the objects. (img. 6.1.8)



6.1.8

If you click another page or folder the clipboard and its content will be available for pasting. Click the icon marked in the image to paste the content of the clipboard. (img. 6.1.9)



6.1.9

6.1.3 Search in list view

In list view you are also able to search content on that page you are on, or extend it to several levels. Just type your word and select Search. A list of results will be presented. (img. 6.1.10)



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