



WCM Quick Start Guide

Liferay Portal 6.1 EE

Table of Contents

INTRODUCTION	1
Liferay WCM Overview	1
Create Once, Use Many Times	2
One Tool Among Many	3
CREATING WEB CONTENT	4
Create a Basic Web Content Article	4
Add an Image	6
Versioning	7
PUBLISHING AND PUSHING OUT WEB CONTENT	8
Publishing vs. Placing Web Content on a Page	8
How to Put Web Content on a Page	8
WCM IN ACTION	15
SOME COOL WCM PORTLETS	16
Asset Publisher	16
Other WCM Tools	17
OTHER RESOURCES	19
SUMMARY	19
Disclaimer	19
MOVING FORWARD	20
Liferay Enterprise Edition Support	20
Liferay Professional Services	20

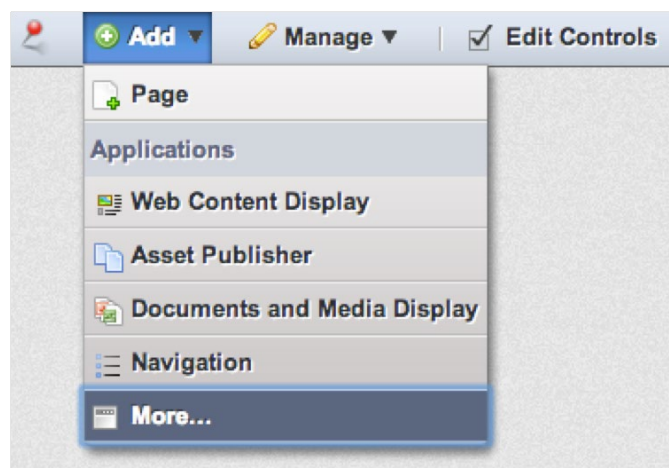
Introduction

New to Liferay Web Content Management (WCM)? This is a guide to get you started quickly with the most basic and common ways to create and publish content.

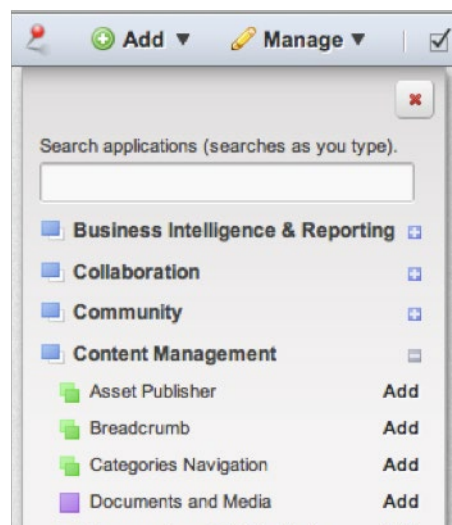
LIFERAY WCM OVERVIEW

Web Content Management is a system that allows non-technical users to publish content to the web without having advanced knowledge of web technology or programming of any sort. There are many tools within the Liferay WCM, and these are all seamlessly integrated with other tools within Liferay Portal.

The easiest way to see a list of portlets that are a part of the Liferay WCM is to login as the admin user and use the “Add” menu near the top-left.



Click “More...” to show the full portlet menu, and expand the Content Management category section.



In this quick start guide, we will not cover all of these tools, but the most basic to get you started.

CREATE ONCE, USE MANY TIMES

Liferay web content implements a model in which you can create a piece of web content once, and publish it out in multiple places, simultaneously, and any changes you make to the web content is propagated out.

You can see here that we have accessed the Liferay WCM via the Liferay Control Panel. You can access it by logging in as the admin user and using the “Go To” menu near the top-right. Once you expand the section for your portal site, you can click on Web Content and add or edit a WCM article:

This view is an admin view of the web content article itself, and not within the context of the page where it will be deployed-to and housed. You can use several portlets to display the web content, but the most basic one is the Liferay Web Content Display portlet. Its function is to display Liferay WCM articles. You can use this portlet to house published articles as many times as you want throughout the pages of a site, or even on the same page (although this latter scenario is unlikely).

The screenshot shows a Liferay portal page with the following content:

- Header:** LIFERAY logo and navigation menu (Welcome, Liferay 6.1 Feature Summary, Blog, Forums, Wiki, Social Activity, Activity Feed, Workflow).
- Breadcrumbs:** Liferay > Welcome
- Main Content Area:**
 - Text Article:** "The **Patterson-Gimlin film** (also referred to as simply the **Patterson film**) is a famous short motion picture of an unidentified subject the film makers purported to be a "Bigfoot", that was supposedly filmed on October 20, 1967, by **Roger Patterson**(February 14, 1926 – January 15, 1972) and **Robert Gimlin** (October 18, 1931) on the Klamath River outside of Orleans, California. The film has been subjected to many attempts both to debunk and authenticate it. Skeptics have judged the film a hoax with a man in an ape suit, but theorists contend the film depicts a cryptid, a creature unknown to science.^[citation needed] Both Patterson and Gimlin have consistently dismissed allegations that they had hoaxed the footage by filming a man wearing a costume. Patterson died of cancer in 1972. Patterson's friend and business associate, Gimlin, has always denied being involved in any part of a possible hoax with Patterson and claims that he and his partner had encountered a real Bigfoot. Gimlin avoided publicly discussing the subject from at least the early 1970s until about the year 2000 when he began giving interviews and making appearances at Bigfoot conferences.
 - Image:** A still from the film showing a dark, bipedal creature walking on a rocky path. Caption: "Frame 352 from the film, alleged to depict a female^[1] 'Bigfoot' mid-stride."
- Portlets:** Three "Web Content Display" portlets are visible. The top-right and bottom-right portlets contain the same image of the "Bigfoot" creature. The bottom-left portlet is empty, showing a prompt to "Select existing web content or add some web content to be displayed in this portlet."

ONE TOOL AMONG MANY

Not only does Liferay Portal come out-of-the-box with a full suite of WCM portlets, but Liferay WCM works seamlessly with other Liferay portlets, including collaboration, social networking, and much much more.

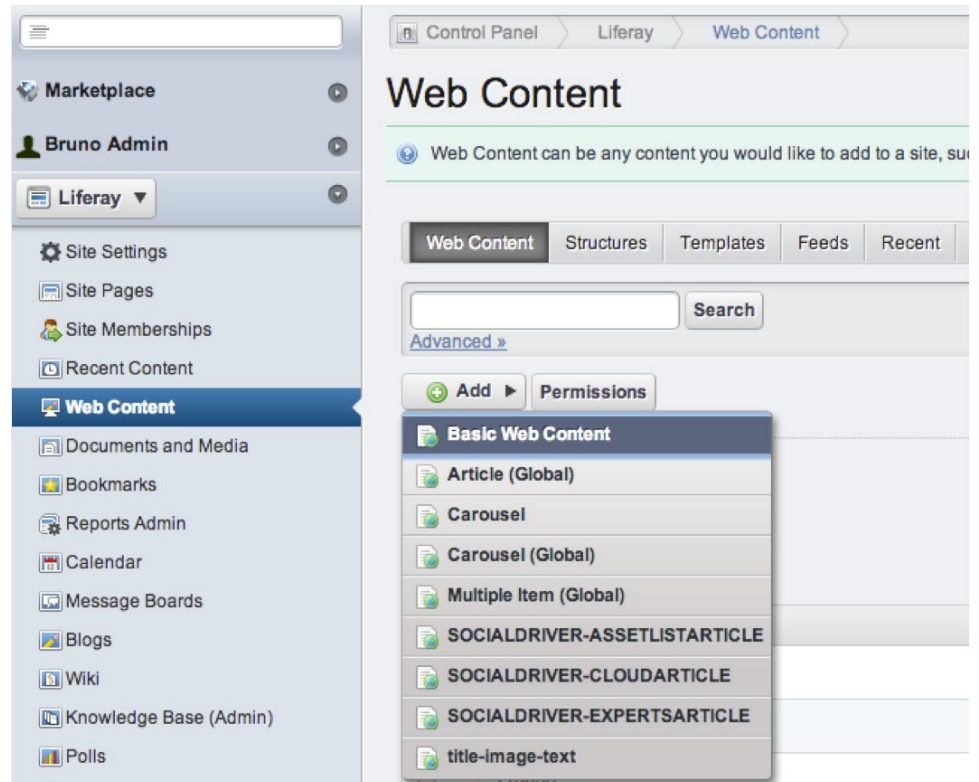
Creating Web Content

Let's begin with some hands-on work and create some very simple web content.

CREATE A BASIC WEB CONTENT ARTICLE

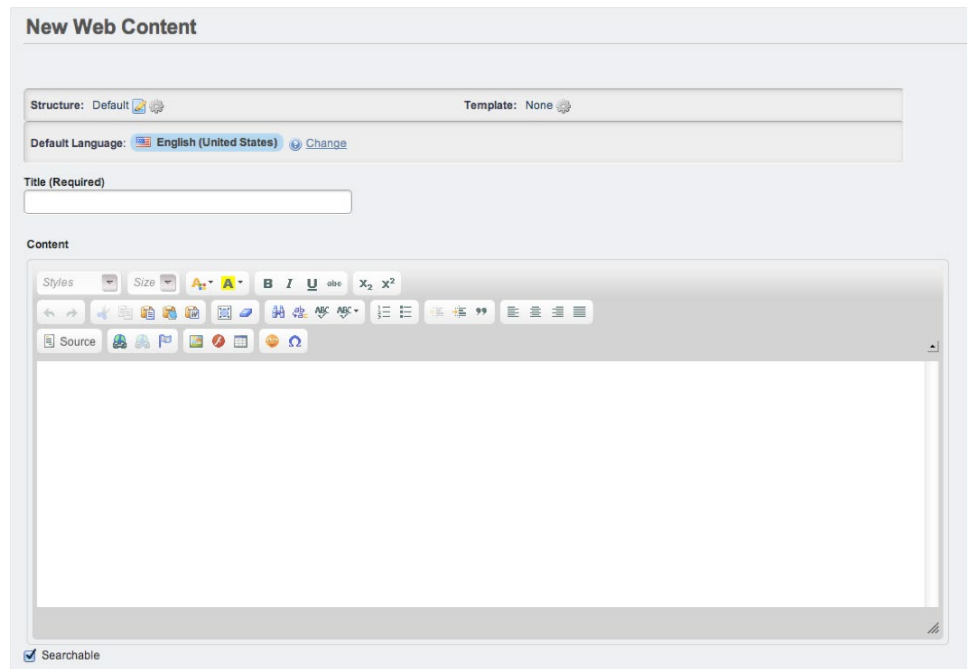
Step 1

Go to: Go To => Control Panel => [site] section => Web Content and use the Add menu to add a new piece of Basic Web Content.

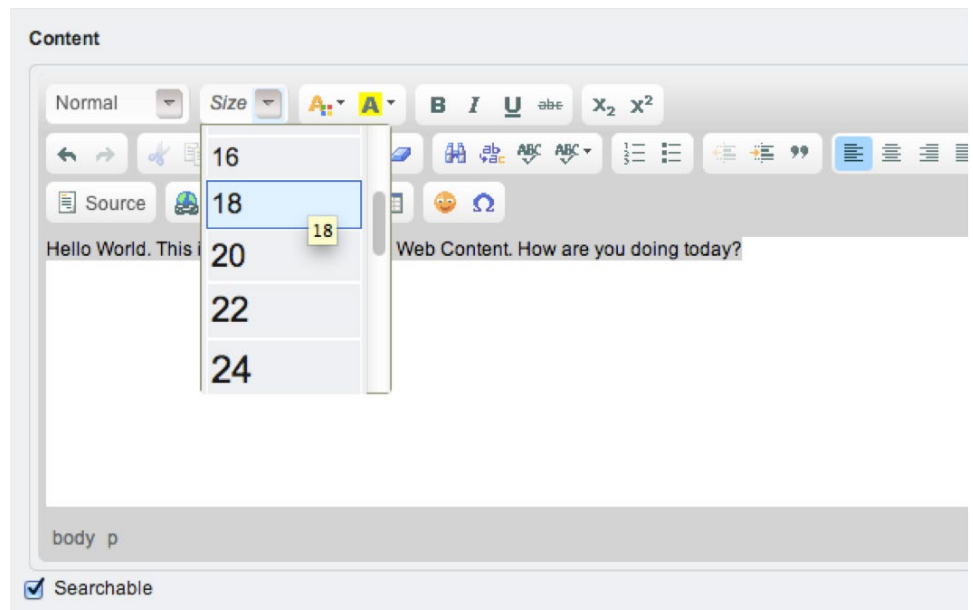


Step 2

After choosing Basic Web Content, you will see a new screen and a blank WYSISYG editor:

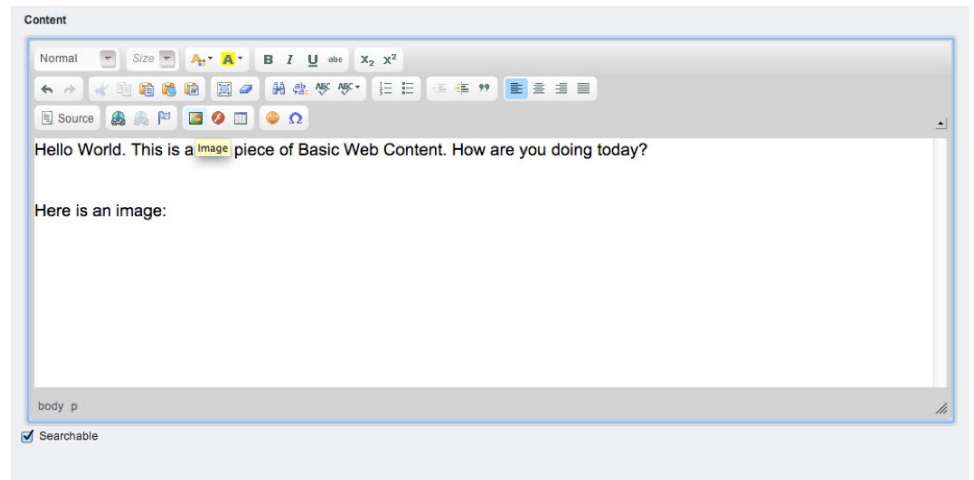


From here you can use the WYSIWYG editor to create your content. You can even copy & paste from another source. For this example, we will add some text, an image, and format these using the editor.

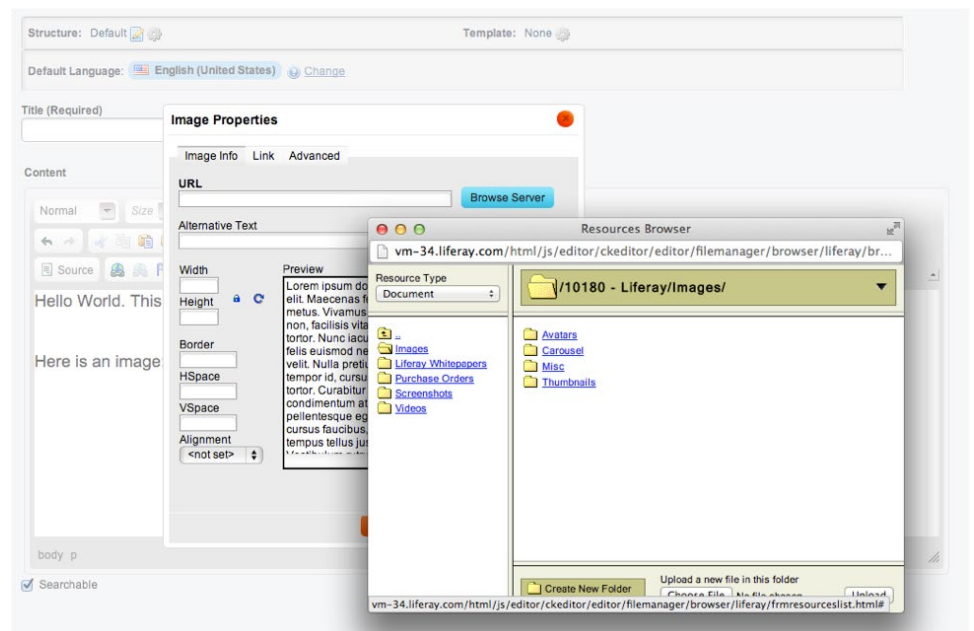


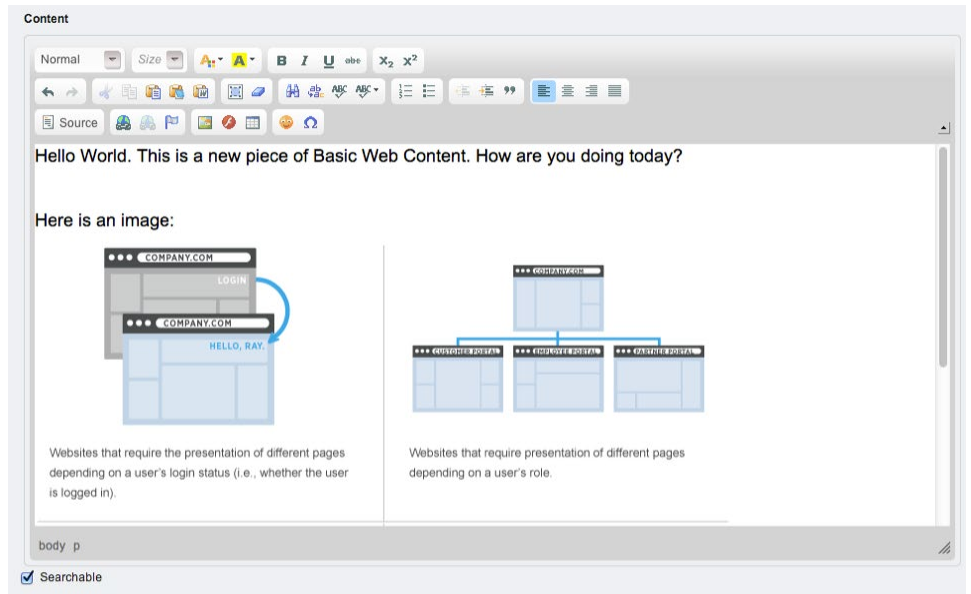
ADD AN IMAGE

Let's add an image using the WYSIWYG editor's image button in the toolbar:



You can use the Browse Server button in the image dialogue pop-up to browser the Liferay Portal server's Document and Media Library for images to use in the Basic Web Content.





Be sure to title your web content article in the Title field and click the Publish button on the right side. This action does not place the web content on any portal page yet, but will make the article available to be placed using one of the WCM portlets.

<input type="checkbox"/>	ID ▲	Title	Status	Modified Date	Display Date	Author	Actions
<input type="checkbox"/>	168048	basic-example	Approved	11/14/12 10:24 AM	11/14/12 10:20 AM	Test Test	

VERSIONING

When you click on the article, you can edit the content, and also see the versions, and revert to previous versions if you wish.

basic-example

ID: 168048
 Version: 1.0
 Status: **Approved**

Permissions
 View History

View history:

basic-example « Back

Expire
Delete

<input type="checkbox"/>	ID	Title	Version ▲	Status	Modified Date	Display Date	Author	Actions
<input type="checkbox"/>	168048	basic-example	1.0	Approved	11/14/12 10:24 AM	11/14/12 10:20 AM	Test Test	
<input type="checkbox"/>	168048	basic-example	1.1	Approved	11/14/12 10:30 AM	11/14/12 10:20 AM	Test Test	

Showing 2 results.

Publishing and Pushing Out Web Content

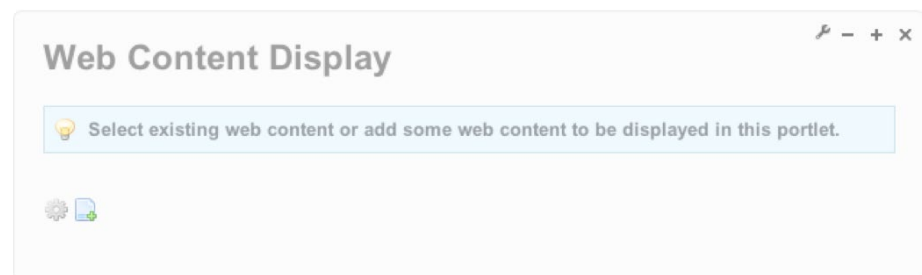
Now that we have created web content in the form of a Basic Web Content article, we can now place that content on a page.

Publishing vs. Placing Web Content on a Page

In the previous section, we ended with publishing the web content. In the Liferay WCM, to “publish” something does not necessarily mean it will be seen on a page. When web content is “published” it has been “approved” and ready to be consumed by portal users. A “published” piece of web content is merely ready to be viewed and/or placed on a portal page. When the web content has already been published and placed on a page, if you edit it, approve/publish it, and the version is incremented, the newest, approved/published version of that piece of web content will be the one shown on the page it has been configured to be placed. This latest published version will also be shown in search results (to users with the appropriate privileges).

How to Put Web Content on a Page

The most basic way that web content is housed on a page is to use the Web Content Display portlet. The job of the Web Content Display portlet is to display a piece of web content. When you place the Web Content Display portlet on a page, it will be grayed out because it has not yet been configured to display a particular piece of web content.



You can use the gear icon to configure the portlet to show a piece of web content that you have already configured, or you can use the icon with the plus sign to add new content on-the-fly right from the page you are on. Let's use the gear icon to add the web content that we created earlier. You can use the search function to find the basic web content we created earlier, and use the title of the article that was created.

The screenshot shows the 'Web Content Display - Configuration' portlet. At the top, there are tabs for 'Setup', 'Supported Clients', 'Permissions', 'Sharing', and 'Scope'. Below these is an 'Archive/Restore Setup' link. A message box says 'Please select a web content from the list below.' Below this is a search input field containing 'basic-example' and a 'Search' button. There is also an 'Advanced »' link. A table displays search results with columns for ID, Title, Modified Date, Display Date, and Author. Below the table, there are several toggle options: 'Show Available Locales', 'Enable Conversion To' (with sub-options for DOC, ODT, PDF, RTF, SXW, and TXT), 'Enable Print', 'Enable Related Assets', 'Enable Ratings', 'Enable Comments', 'Enable Comment Ratings', and 'Enable View Count Increment'. A 'Save' button is at the bottom.

Web Content Display - Configuration

Setup Supported Clients Permissions Sharing Scope

Archive/Restore Setup

Please select a web content from the list below.

basic-example Search

Advanced »

ID	Title	Modified Date	Display Date	Author
168048	basic-example	11/14/12	11/14/12	Test Test

Showing 1 result.

Show Available Locales

Enable Conversion To

DOC ODT PDF RTF SXW TXT

Enable Print

Enable Related Assets

Enable Ratings

Enable Comments

Enable Comment Ratings

Enable View Count Increment

Save

As you can see there are many options you can toggle. To configure the Web Content Display Portlet to display an article, click on the article from the results from your search or from the list that is displayed.

 **Displaying Content: basic-example (Modified)**

[Advanced »](#)

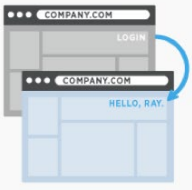
ID	Title	Modified Date	Display Date	Author
168048	basic-example	11/14/12	11/14/12	Test Test

After selecting the web content article, you will see green text that indicates that this Web Content Display portlet has been configured to show that article. Click save and close this configuration window. You will see the Web Content Display portlet no longer grayed out and showing the article housed within the portlet on the page.


Web Content Display ✎ - + x

Hello World. This is a new piece of Basic Web Content. How are you doing today?

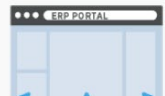
Here is an image:

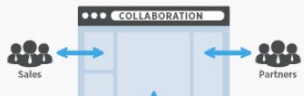


Websites that require the presentation of different pages depending on a user's login status (i.e., whether the user is logged in).

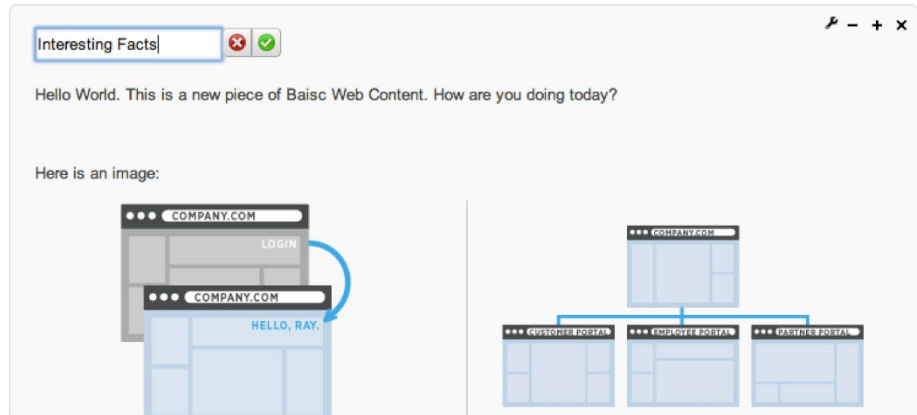


Websites that require presentation of different pages depending on a user's role.

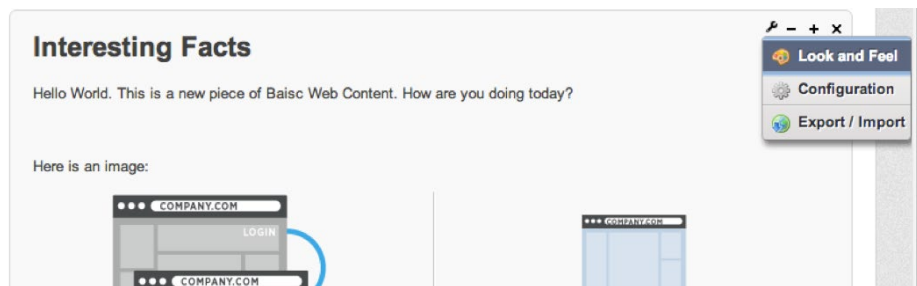




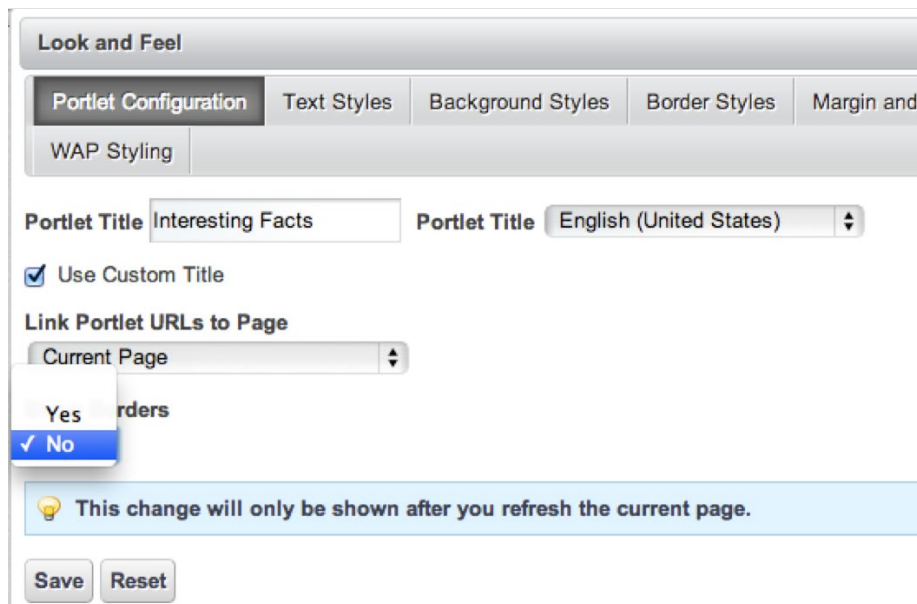
Additionally, you can configure the Web Content Display portlet to show a different portlet title, remove the portlet border decoration (remember to toggle the edit controls or login as a non-admin user to see how the portlet will actually show to regular users), and you can change the page's column layout to achieve the look and feel that you need.

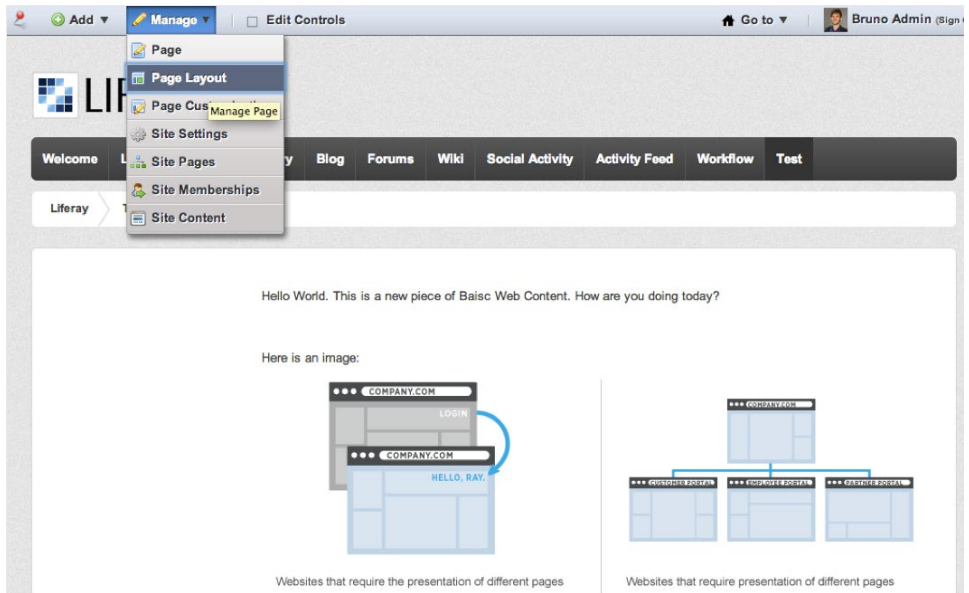
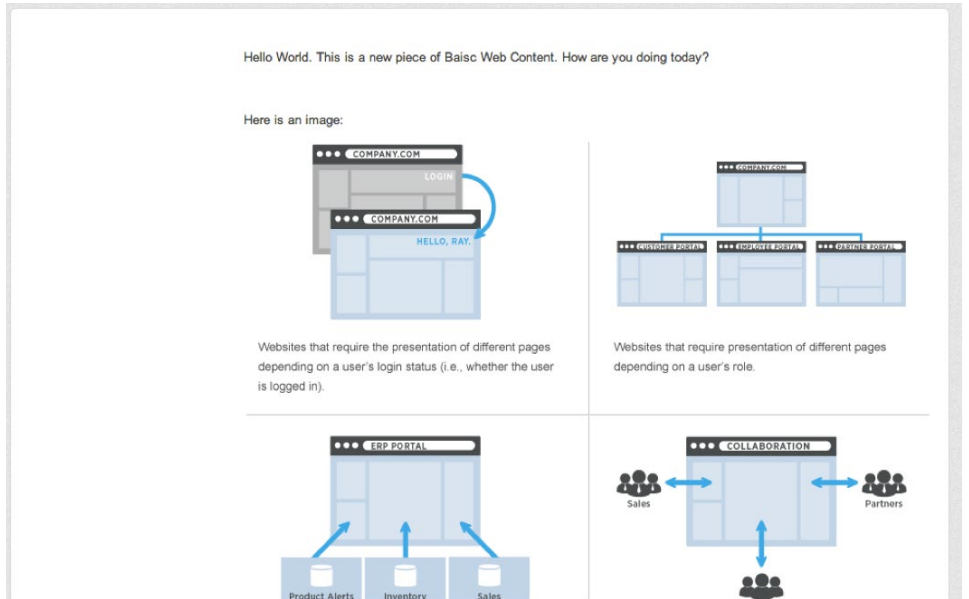


Use the wrench icon in the upper right to configure look and feel options.



Click Borders and choose No.













Choose between the following layouts.

[+ Add Child Page](#) [Permissions](#) [Delete](#) [Export](#) [Copy Portlets from Page](#)

Page

[Details](#)
[SEO](#)
[Look and Feel](#)
Page (Modified)
[JavaScript](#)
[Custom Fields](#)
[Advanced](#)
[Mobile Rule Groups](#)
[Customization Settings](#)

[Save](#) [Cancel](#)

 <input type="radio"/> Freeform	 <input type="radio"/> 1-2 Columns (70/30)
 <input checked="" type="radio"/> 1 Column	 <input type="radio"/> 1-2-1 Columns
 <input type="radio"/> 2 Columns (50/50)	 <input type="radio"/> 2-2 Columns
 <input type="radio"/> 2 Columns (30/70)	 <input type="radio"/> Twenty-Sixty-Twenty

Hello World. This is a new piece of Basic Web Content. How are you doing today?

Here is an image:

Websites that require the presentation of different pages depending on a user's login status (i.e., whether the user is logged in).

Websites that require presentation of different pages depending on a user's role.

ERP PORTAL

COLLABORATION

Sales Partners

As you can see, the Basic Web Content that we created, has now been created, published/approved, and placed on a portal page using the Web Content Display portlet. Additionally, we have configured the Web Content Display portlet to be borderless, and this particular portal page has been configured to be a one-column layout. If you were to turn the portlet borders back on, the custom title that was configured would show.

WCM In Action

As you gain expertise in the Liferay WCM, you may choose to take advantage of features such as versioning, scheduling the publication of content, expiring content, configuring Web Content to go through Workflow, and display web content using other portlets other than the basic Web Content Display portlet.

The screenshot shows the 'Web Content' configuration page in Liferay. The breadcrumb trail is 'Control Panel > Liferay > Web Content'. The page title is 'Web Content'. Below the title is a help message: 'Web Content can be any content you would like to add to a site, such as articles, a FAQ, or a news item. Administrators can manage content, as well as assign user roles and permissions. Users may add, edit, approve, or view content depending on their role.'

The main content area is for 'basic-example' (ID: 168048, Version: 1.1, Status: Approved). It includes buttons for 'Permissions' and 'View History'. The 'Schedule' section contains:

- Display Date:** November 14, 2012, 10:20 AM
- Expiration Date:** November 14, 2013, 1:13 PM, with a checked 'Never Auto Expire' option.
- Review Date:** August 14, 2013, 1:13 PM, with a checked 'Never Review' option.

 A right-hand sidebar shows a navigation menu with 'Schedule' selected. A message box states: 'A new version will be created automatically if this content is modified.' At the bottom are 'Save as Draft', 'Publish', and 'Cancel' buttons.

The screenshot shows the 'Workflow Configuration' page in Liferay. The breadcrumb trail is 'Control Panel > Liferay > Workflow Configuration'. The page title is 'Workflow Configuration'. It features a table with two columns: 'Resource' and 'Workflow'.

Resource	Workflow
Knowledge Base Article	Default: No workflow
Page Revision	Default: No workflow
Blogs Entry	Default: No workflow
Web Content	<input checked="" type="checkbox"/> Default: No workflow <input type="checkbox"/> Single Approver (Version 1) <input type="checkbox"/> Ticket Process (Version 2) <input type="checkbox"/> Ticket Process (Version 3) <input type="checkbox"/> Default: No workflow
Comments	
Message Boards Message	Default: No workflow
Wiki Page	Default: No workflow

 Below the table, it says 'Showing 7 results.' and includes pagination controls: 'Items per Page: 20', 'Page: 1 of 1', and navigation buttons for 'First', 'Previous', 'Next', and 'Last'. A 'Save' button is present. A message box states: 'The workflows for the following resources can be configured within their respective portlets.' Below this is a list of resources: 'Kaleo Process', 'Documents and Media Document', and 'Dynamic Data Lists Record'. It concludes with 'Showing 3 results.'

Some Cool WCM Portlets

We have shown how to use the basic Web Content Display portlet to publish and display web content. There are many other portlets that can be used to display web content in different and dynamic ways.

Asset Publisher

The Asset Publisher portlet has often been called the “Swiss Army Knife of portlets” and can be used to display many different types of portal content that can be ordered and sorted in a dynamic way. Let’s say that you wanted to use the Liferay WCM to write news articles and have these shown dynamically to users as they are published. Once you place the Asset Publisher portlet on a page, you can click on the portlet’s configuration icon (the gear under the wrench) and do that. Remember to toggle the “Edit Controls” on the top dock bar to see the admin controls.

Asset Selection

Dynamic ▾

Source

Scope

Liferay ▾

Asset Type

Web Content ▾

Web Content Subtype

Any ▾

Filter

Displayed assets must match these rules.

Contains ▾ Any ▾ of the following Tags ▾

Show only assets with Test as its display page.

Include tags specified in the URL?

Include tags set by other applications? ⓘ

Custom User Attributes

Displayed assets must match these custom user profile attributes ⓘ

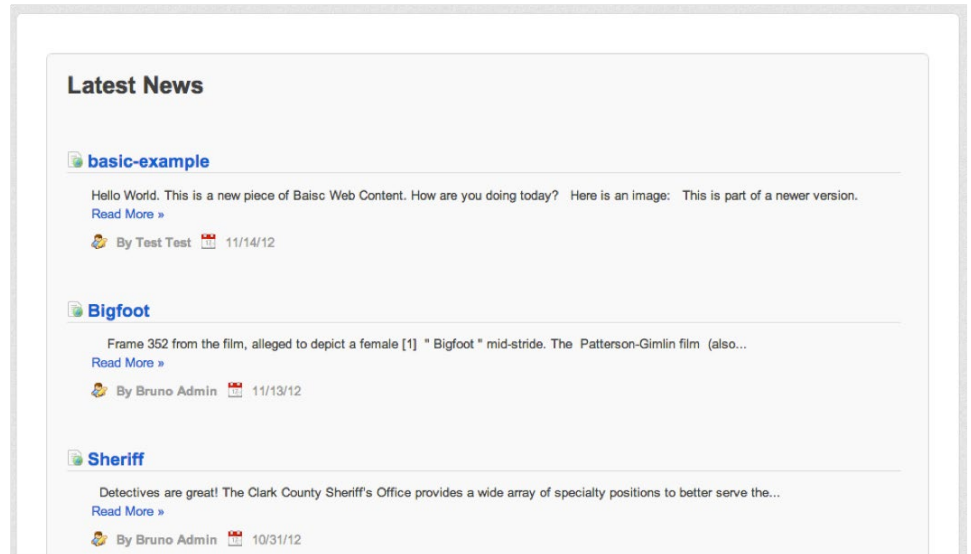
Ordering and Grouping

Order by Create Date ▾ Descending ▾

And Then By Title ▾ Ascending ▾

Group by ▾

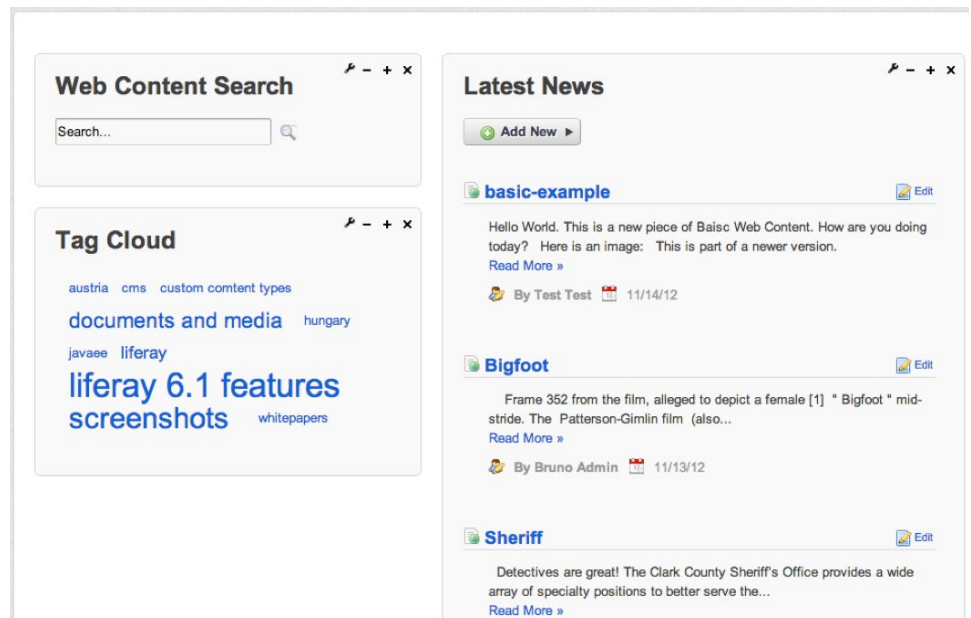
Remember to rename the portlet or remove the borders, depending on your requirement or style.



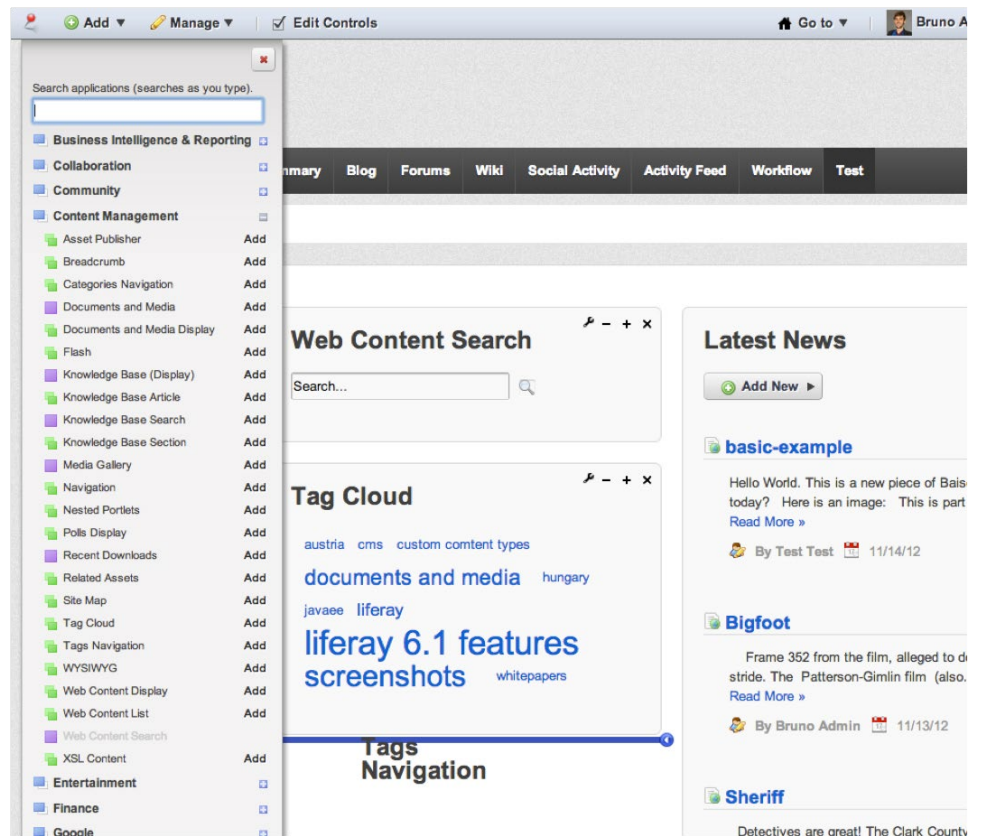
You can also enable RSS feeds, filter by tag, change link behavior, and much more.

Other WCM Tools

There are other WCM portlets that can be very useful. Let's add a Web Content Search portlet and a Tag Cloud portlet so that users can find specific content more easily.



Use the add menu and try out the other content management portlets to make your page more useful and attractive to use. Remember that you can use Liferay's drag-and-drop feature to add portlets to a page, as well as the "add" link.



Other Resources

The definitive resources on Liferay Portal, including the features discussed in this guide, are:

Liferay Portal Administrator's Guide (PDF):

<http://www.liferay.com/documentation/liferay-portal/6.1/community-resources>

Liferay Portal User Guide (online):

<http://www.liferay.com/documentation/liferay-portal/6.1/user-guide>

Liferay Portal Administrator Training (course):

<http://www.liferay.com/services/training/topics/portal-administrator-training>

Liferay System Administrator Training (course):

<http://www.liferay.com/services/training/topics/system-administrator-training>

Liferay WCM User Guide (online):

<http://www.liferay.com/documentation/liferay-portal/6.1/user-guide/-/ai/using-liferay-web-content-manageme-1>

Summary

In this guide, we outlined five best practices that you can put in place after downloading a Liferay Portal bundle. This is by no means a complete guide, but the best practices presented here can help you start out with Liferay on the right foot, and avoid some common pitfalls.

Disclaimer

Liferay can only give you initial recommendations based on best practices and the experience of professionals working with Liferay customers. Ultimately, it is your responsibility as system architects and business analysts to come up with the scenarios that your system will need to address and to run the appropriate tests on your system before production deployment, so that you can identify significant circumstances and other unforeseen system and network issues. Please use these settings at your own risk.

Moving Forward

LIFERAY ENTERPRISE EDITION SUPPORT

Liferay Enterprise Edition ensures stability and reliable technical support for your Liferay Portal installation and your organization's team, including a customer portal, product bulletins, security alerts, and support from Liferay partners worldwide.

LIFERAY PROFESSIONAL SERVICES

Liferay Global Services can help you in the design, planning, and implementation of your system. Top-notch architecture and performance tuning consultation is also available.

Please contact sales@liferay.com for more information.



Liferay makes software that helps companies create digital experiences on web, mobile and connected devices. The Liferay platform is open source, which makes it more reliable, innovative and secure. Companies such as Carrefour, Coach, Danone, Fujitsu, Lufthansa Aviation Training, Siemens, Société Générale, VMware and the United Nations use Liferay. Learn more at liferay.com.

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