

- 1: Sophora menu, new document, tools and support 2: state, preview on/off, personal area on/off, messages & personal menu  
 3: **Search and Navigation:** search, structure, add-on EPG 4: **Editorial Area** with component structure and -details  
 5: **Personal Area:** open and recent opened documents, bookmarks, proposals, lightbox, search agent

## SEARCH

### Search Toolbar



- Show/hide filter
- Show/hide structure
- Show last modified documents
- Display mode
- Sorting
- Search Menu: Further options, such as „Save current search...“,
- „Show search description “

### Search Filter

Activate: left click on icon options  
 Show: Click on the arrow

	Certain document types
	Beneath certain structure nodes
	Documents of certain authors, „*“ = me = „me“
	Find documents from a certain time period
	Special field search within all fields
	Extended categories

	State of document
	Keyword search
	Activate search in fulltext

### Placeholders of Search Terms

- Search all terms with equal beginning or end: Star. Example: *Helm\** or *\*mut*.
- Search compound terms: Quotation marks. Example: „*Helmut Schmidt*“
- Omit certain letters: Question mark. Example: *Helmut Schmi?t*
- Term must be included: Plus. Example: *+Kohl*.
- Term must not be included: Minus. Example: *-Kohl*.

## ADMINISTRATING DOCUMENTS

- New document: Main toolbar: Plus symbol > select suitable document type
- Publish: Editor toolbar > publish
- Depublish: Editor menu (...): Set offline
- Save: Editor toolbar: Save
- Clone: Editor toolbar: Clone document > select structure node

## STATE OF DOCUMENTS

Combination of live state in a rectangle and internal state in a circle downright.

	Document was published before, but is now offline.
	Document is online.
	Document is not and was never published.
	Document is deleted.
	Document is in process.
	Document is ready.
	Publishing of the document is scheduled (publishat).
	Document is republished.
	A comment is attached to the document.
	Document is subject to time scheduling, but the scheduling does not take effect yet (ready for publishing).

## PREVIEW

- Browser preview: Editor toolbar: Preview > select suitable site

# Sophora DeskClient Cheat Sheet



- Browser preview, time-based: Editor toolbar: Preview > set preview date
- Preview internal: Main toolbar: Show/hide via screen symbol
- Insert text link: Mark text > search for the document to be linked > pull on marked text passage via drag & drop
- Insert external link: Copy link (URL in the clipboard) > mark the text to be linked >

on the field „upload image for variant original“

- Create multiple images: Main toolbar: plus icon > image > determine structure node & id stem > select option „Upload image file(s) directly“ > Next > Add multiple images > select option „Show image documents in lightbox after creation“ > give a lightbox name > Next > fill in data > Finish
- Change image section: click on a variant > cut image by pulling on the corner points
- Move image sections: click on a variant > move section
- Change image sharpness: Right click on a variant > context menu: Edit image > sharpen manually
- Change JPEG image size: Right click on a variant > context menu: Edit image > edit JPEG compression ratio manually
- Play in a manually created image for a variant: Right click on a variant > context menu: Upload another image > choose image and upload
- Lock variants: Right click on a variant > context menu: Lock variant
- Unlock variants: Right click on a variant > context menu: Unlock variant

## COMPILE SITES

*Sites are filled with components, which belong to component groups.*


- Index site, home page, image gallery etc. filling: Open document > Tab „Components“ > add, move or delete documents via drag & drop from the search results, the proposals or from the bookmarks
- Time control content of the index site, homepage or image gallery: Open document > Tab „Planner“: View of all integrated documents > manage the time control of components via drag & drop (Ctrl)
- Overwrite integrated content: Select document or group within the component structure > In the component details window: Activate checkbox & overwrite component detail (teaser, title, ...)

## STRUCTURE

*The structure tree defines the building of websites. It consists of the „structure node“.*

- Open structure tree: Personal menu: Views > Structure
- Create structure node: Open structure tree > right click on structure node > context menu: New > Structure node
- Edit structure node: Open structure tree > right click on structure node > context menu: Edit
- Rename structure node: Open structure tree > right click on structure node > context menu: Rename

## TEXT EDITING

- Change paragraph: Click on name of the paragraph or on \*\*\* > context menu: Select desired paragraph
- (Unordered) list: Editor toolbar: Symbol: Ordered list | Unordered list
- Extend list: [Shift + RETURN]
- Activate spell checking: Editor toolbar > 
- Insert table: Right mouse click on paragraph name > Context menu: Table
- Insert table column or -row: Right mouse click on table > insert column or row before or behind
- Distinguish text passage as short cut: Mark text > right mouse click > context menu: Add distinction > short cut
- Distinguish text as a quote: mark text > right mouse button > context menu: Add distinction > quote
- Distinguish text passages in another language: Mark text > right mouse click > context menu: Add Markup > Languages > choose language

### Insert Content

- Insert Image: Search image > pull on paragraph in the copytext via drag & drop

right mouse click > context menu: Create link > insert URL and further information when needed

- Apply paragraph boxes: Right mouse click on text passage > context menu: New subgroup > paragraph box > choose matching box > fill up via drag & drop

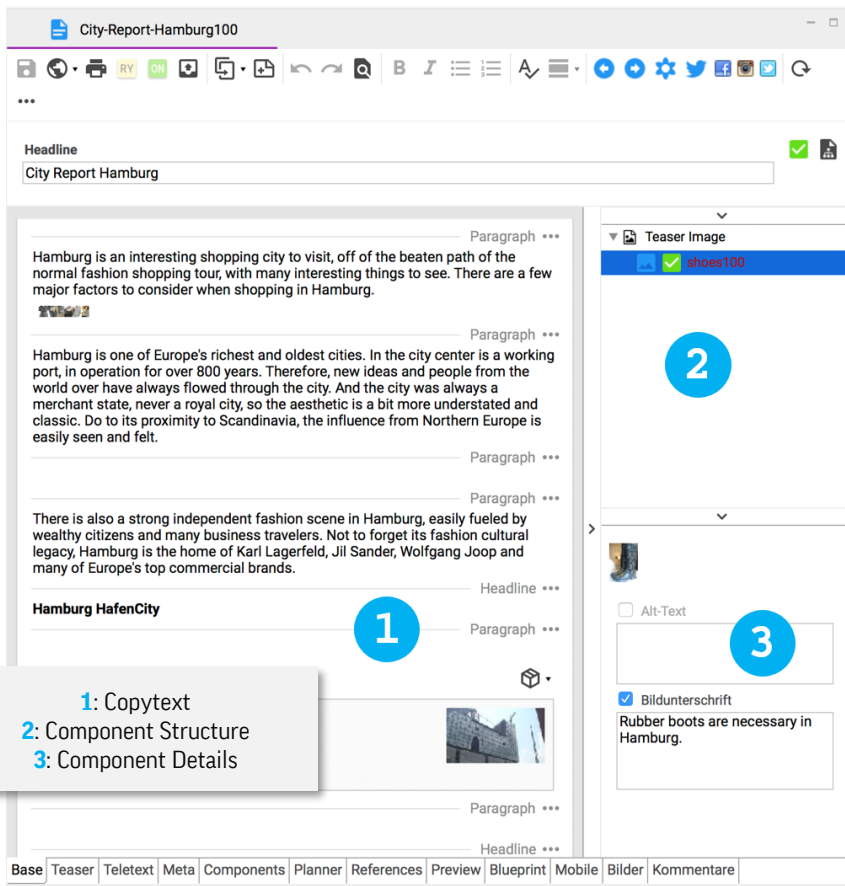
## COMPONENTS

- Add new document or group: Component structure: Right mouse click > new document or group > choose matching document or group
- Add existing document: Search for document in the search field > pull on matching component group via drag & drop
- Overwrite component details: Select document or group in the component structure or in the copytext > in the component details window: Activate checkbox & overwrite component details (teaser, title, ...)

## IMAGE EDITING

*One image document contains of one original image and several automatically generated image variants*

- Create image: Main toolbar: Plus icon > image > determine structure node & id stem > finish > upload an image via click




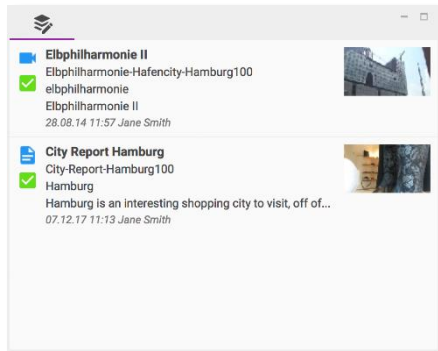
# Sophora DeskClient Cheat Sheet




- Disable structure node: Open structure tree > right click on structure node > context menu: Disable

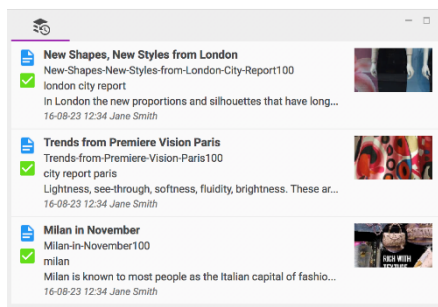
## OPEN

- Show open documents: Personal menu: Views: > Open
-  shows a list of currently open documents.





## RECENT

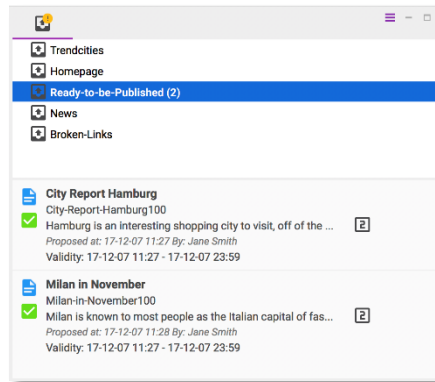
- Show recently opened documents: Personal menu: Views: > Recent
-  shows a list of recently opened documents.



## PROPOSAL SECTION

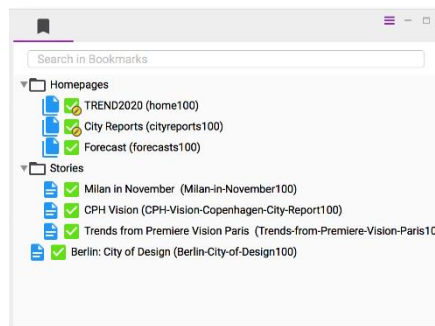
*For the editing of proposed documents.*

- Show proposal window: Personal Menu: Views > Proposals
- Subscribe to proposal section: Open Proposal Section > click on  within the toolbar of the proposal section > select proposal section > ok
- Mark proposals as read/unread: right click on a proposal > context menu: „Mark (un)read“
- Propose: click on  within the editor toolbar | Or: Drag & drop a document into the proposal section | Or: Click on document > right mouse click > “propose document”



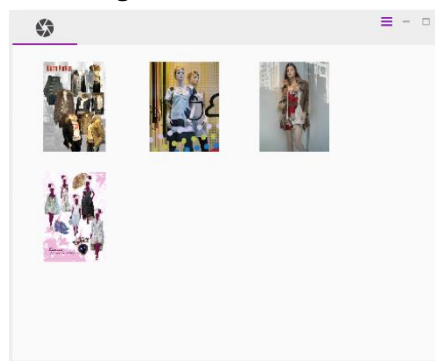
## BOOKMARKS

- Show bookmarks window: Personal menu: Views > bookmarks
- Insert bookmark: drag & drop a document from the search result | Or: Click on document > right click > context menu: „Add bookmark“



## LIGHTBOX

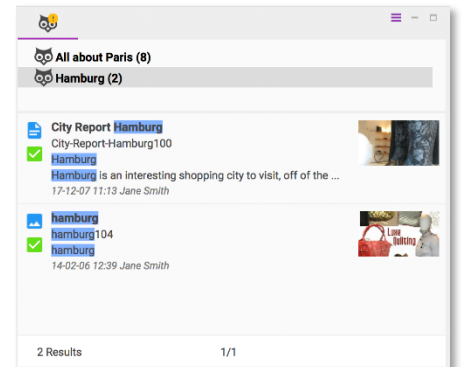
- Show lightbox: Personal Menu: Views > lightbox
- Add images: Open lightbox > drag & drop images onto the lightbox | Or: Click on image document > right click > context menu: „Add to Lightbox“ | Or: Within the image document: Editor toolbar > ... > „Add to Lightbox“
- Create lightbox: Menu of the lightbox: „New lightbox“ > add a name
- Delete lightbox: Menu of the lightbox: „Delete lightbox“



## SEARCH AGENT

- Show search agent-window: Personal Menu: Views > Other ... > Sophora > search agents

- Add search agent: Toolbar of the search agent-window > toolbar „+“
- Rename search agent: Search agent-window > right click on search agent > context menu: Rename
- Delete search agent: Search agent-window > right click on search agent > context menu: Delete



## SHORTCUTS

### Document

Save	Ctrl + S
Publish	F3
Propose	F9
Close	Ctrl + W
Reopen	Ctrl + Shift + R

### Text

Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Delete	Del.
Select All	Ctrl + A

Open shortcut list	Ctrl + Shift + L
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