

1st task – Include facts

The internet offers the possibility to link separate boiler plates to so called hypertexts. This form complies with the character of the internet (the network of computers), which distinguishes from known straight-line text forms of printed products.

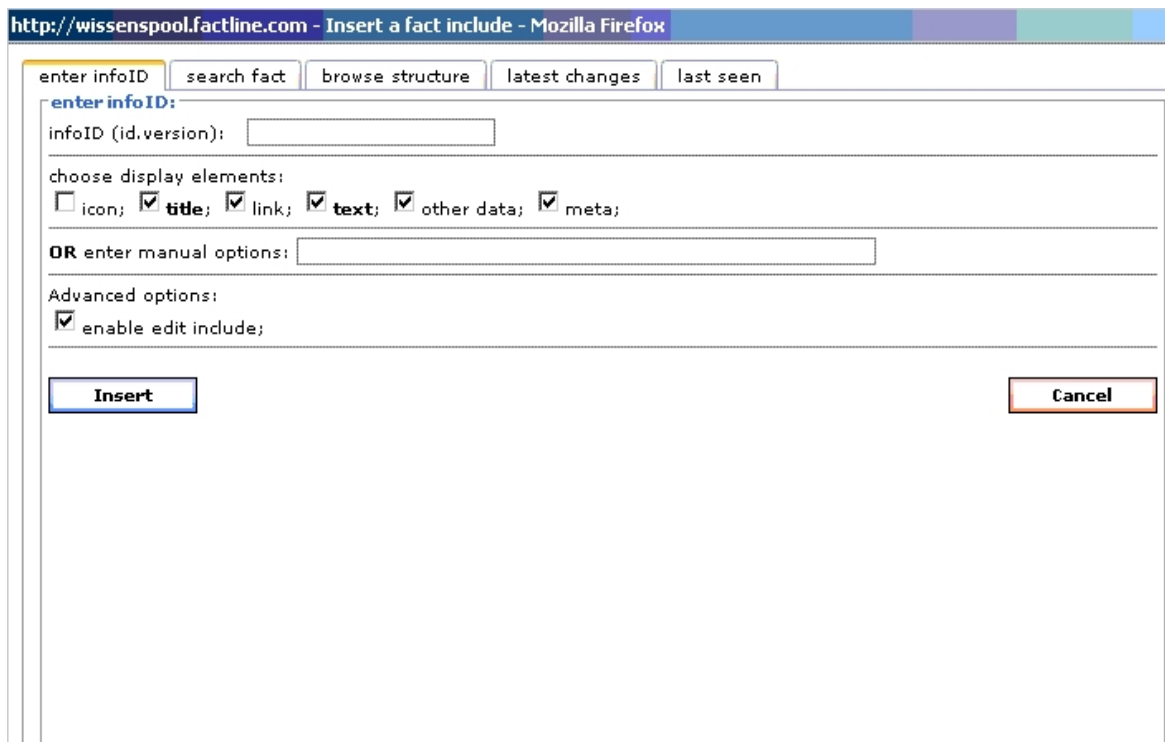
The factline Community Server (FCS) offers, besides fixing hyperlinks, also special possibilities including the content of texts or folders as full text. Dynamic changing content can so be linked among avoiding redundancies and be tied to a whole. This function is names “factinclude“ and can be used with text-facts, file-facts and folder-facts.

Steps:

There are two alternatives to create a factinclude:

A) In “TinyMCE“ - editor

- (1) Click the ^{fact}_{incl.} Button in the menu bar.
A new window opens.



- (3) Key in the infoID in the text field [infoID (id.version):] and specify which fact elements (title, link, text, meta data, other data) should be included.
Alternatively you could search with “search fact“, “browse structure“, “latest changes or “last seen” after the fact you want to include.
- (4) Click onto “Insert“.
- (5) A grey box will be shown in the input mask now. (The preview shows you the real text.)

Hier entsteht ein Text. Darunter wird ein anderer Text mittels "factinclude" inkludiert.

```
<factinclude 285842.0 editinclude="1"/>
"Fact test"
```

B) In text- or HTML-mode

You have to type in the code as follows:

```
<factinclude 102073.0 />
```

Displays complete facts, meta data inclusive.

```
<factinclude folder.id  
display="icon,title,infoID" />
```

Displays content of a folder with title, icon and infoID of the fact.

```
<factinclude text.id  
display="title,text,metainfo" />
```

Displays text with title, text and meta information.

```
<factinclude file.id  
display="title,description,file" />
```

Displays file-fact with title, description and filelink.

2nd task – Move folders to the top

Please use the checkbox on the right side.

- (1) Mark the folder.
- (2) Click on the arrow of those folder, which is at the top.

title	infoID	publisher	published	
Text	1123413.2	factline2	21 Sep. 2007	<input type="checkbox"/>
File	1123416.1	factline2	21 Sep. 2007	<input type="checkbox"/>
Folder	1123418.1	factline2	21 Sep. 2007	<input checked="" type="checkbox"/>
Link	1123419.1	factline2	21 Sep. 2007	<input type="checkbox"/>
Image	1123421.1	factline2	21 Sep. 2007	<input type="checkbox"/>

3rd task – Edit content

You can update facts very easy. The refreshed content will be saved in a new version and gets a higher version number.

e.g.: infoID="102095.2" instead of infoID="102095.1" before.

The old version will be hidden and not be displayed in the structure any longer.

Steps:

- (1) Log in.
- (2) Now choose:
 - a – Navigate in Structure to the folder where the fact which you want to edit is positioned. Mark the fact with a click into the checkbox on the right side or

b – Open the fact with a click.

↑

 **Title of folder**  [anlegen](#)  [bearbeiten](#)  [löschen](#) 



 Titel	infoID	BearbeiterIn	publiziert	
 Text	1123413.2	factline2	21 Sep. 2007	<input checked="" type="checkbox"/> 
 File	1123416.1	factline2	21 Sep. 2007	<input type="checkbox"/> 
 Folder	1123418.1	factline2	21 Sep. 2007	<input type="checkbox"/>  
 Link	1123419.1	factline2	21 Sep. 2007	<input type="checkbox"/> 
 Image	1123421.1	factline2	21 Sep. 2007	<input type="checkbox"/> 

(3) As the case may be, how you decided in step 2, continue as follows:

a – Click “edit” on the end of the list or

b – Click “edit” next to the title of the fact. Alternatively you can click onto “Edit t
this text in the box “Edit functions” in the left frame.

Text  [edit](#)  [delete](#)

This is a text

Metainfo: Author: [factline Webservices GmbH](#)
Published by: [factline Webservices GmbH](#)
InfoID: 1123413.3 ([...history](#)) published on 21 Sep. 2007; 15:49

Shortcuts: Structure > [foldertitle](#)
[add shortcut](#)

(4) Edit your changes in the input mask and check your input with “Preview” and

(5) „Publish“ the fact.