

**GROUPWISE WEBPUBLISHER
QUICK START CARD**

VERSION

5.5



GroupWise®

Novell®

GROUPWISE WEBPUBLISHER QUICK START CARD

GroupWise® WebPublisher lets you publish documents in GroupWise libraries to the Web and view documents from GroupWise libraries in HTML format with a web browser.

Publish a Document to a Library

You can publish a GroupWise document for web users to view on the Internet with a web browser. You must be the author of a document to publish it, or the creator of the document must grant you rights to modify security for the document.

Your system administrator creates one or more GroupWise WebPublisher users in NetWare® Administrator and grant them rights to specific libraries. These users are not real persons; they are dummy user accounts that represent WebPublisher. You publish documents in those specific libraries by sharing documents with one of the specified GroupWise WebPublisher users and granting that user View rights. You must use your GroupWise Windows® or Macintosh® Client to share documents and specify rights.

To publish a document,

- 1.** If you do not know the name of the GroupWise WebPublisher user on your system, ask your system administrator.

Your system may have more than one GroupWise WebPublisher user. For example, one user might be for publishing documents to your company intranet and another might be for publishing documents for Internet use. Make sure you have the correct GroupWise WebPublisher username for your publishing purposes.

In addition, your system administrator has the option to allow documents shared with General User Access to be published. Talk with your system administrator to find out what the default is on your system.
- 2.** In your GroupWise Windows or Macintosh Mailbox, click the document reference.
- 3.** Click File > Properties.
- 4.** If you are using the Windows Client, click the Sharing tab.

Or

If you are using the Macintosh Client, click the Document pop-up menu > click Sharing.
- 5.** Click Shared With.
- 6.** In the Name box, type the name of the GroupWise WebPublisher user > click Add User.

Notice that View rights were added automatically when you clicked Add User. In addition, you don't have to click Version Level Security because GroupWise WebPublisher defaults to the official version. If you want to show a version other than the official version, you must specify the document and version number in the full path you give to the user, or use the path as a link in a web page.
- 7.** Click OK.

Before anyone can view a document through GroupWise WebPublisher, the document must be indexed. The post office agent indexes documents at intervals specified by the system administrator. You can check whether your document has been indexed by performing a Find in GroupWise. If the document can be found under its library, it has been indexed. If an urgent need for immediate indexing exists, you can ask your system administrator to run the indexer for you.

Unpublish a Document

If you want to stop web users from viewing a document you have published, you can simply delete the document from the library or you can remove the GroupWise WebPublisher user's

View rights. Because GroupWise WebPublisher checks for document updates, even the cached version of the document is quickly removed.

To remove the GroupWise WebPublisher user's View rights,

1. In your GroupWise Windows or Macintosh Mailbox, click the document reference.
2. Click File > Properties.
3. If you are using the Windows Client, click the Sharing tab.

Or, if you are using the Macintosh Client, click the Document pop-up menu > click Sharing.

4. Click the GroupWise WebPublisher user in the Share List.
5. Deselect the View check box.
6. Click OK.

Help Web Users View Your Document

WebPublisher makes it easy for users to view your document on the Internet. There are three ways users can access your document. First, users can access your published document by specifying your network's GroupWise WebPublisher machine name or IP address. Second, users can

open GroupWise WebPublisher and search for the document. Third, users can access the document directly if you give them the full path and document name to enter into the Location box of their browser or if you give them links to the document to click from a web page.

To help users access your document through the WebPublisher machine name or IP address,

1. Obtain the IP address of the GroupWise WebPublisher server from your system administrator.
2. Provide the address, the name of the library to search, and a key word (like the title) to users so they can find the document in a search.

Important: Your system administrator has the option of giving GroupWise libraries meaningful Web Display Names (aliases) in GroupWise WebPublisher. For example, the library you publish to might have the name CHI2-1-LIB7 in your GroupWise system, but might be displayed as "Administration" to users who view published documents with GroupWise WebPublisher. Check library names with your system administrator so that you can provide the correct name to your users.

To provide a full path and document name to users so they can access the document directly,

1. Find out or copy the full path and document name.
2. Find the document in GroupWise WebPublisher.
3. Use the browser to view the frame > copy the URL from the Location box. The full path and name should look something like the

following with actual parameters in place of italicized text:

Machine name or IP address
/CGIBIN/GW5/GWWEB.EXE/ -Domain
name.Post Office.Library ID-Document num-
ber-version (optional)/format name (option-
al)?LANG=language code (US is the default
if no language is specified.)

To embed links to documents in a web page,


1. Obtain the full path and document name as described above.
2. Use a text editor with HTML capabilities to paste the URL into the web page.

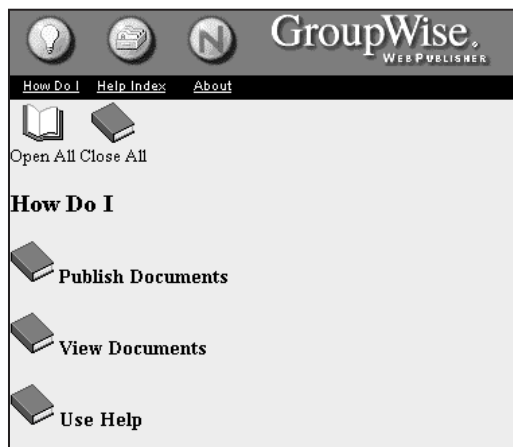
3. Give your web users the web page URL so they can click the links to documents they want to view.

Search for a Document

Search lets you focus on the exact type of information you want. Using Search to find a document is like going directly to the card catalog in your public library to find a book by a specific author or on a specific topic.

To search for a specific document,

1. If the Enter Words to Search box is not displayed, click .
2. Type a word or phrase to search for in the Enter Words to Search For text box.




3. Click Anywhere, Subject, or Author.
Anywhere searches the document and the document properties.
Subject searches the subject in the document properties.
Author searches the document properties for a specific author's name.
If you want to speed up your search, scroll down and click a library to search. If you do not specify a library, Search All Libraries is already selected for you.
4. Click Search to begin searching.
5. Click a document name to view the document.

Browse for a Document

Browse displays the available document libraries on your system. When you click on a library, WebPublisher displays every document contained in that library. In this way, browsing is like going directly to the bookshelves in the public library. You can look at what is available and select what you want.

To browse in a library,

1. Click Browse .
2. Click a library name to see a list of the published documents it contains.
3. Click a document name to view the document.

Download a Document

You may have a wealth of documents that are managed by GroupWise Library on your GroupWise post office. Simply because you are home, at a client's office, or otherwise away, you don't need to be cut off from documents in libraries you have access rights to. GroupWise WebPublisher lets you search for and download copies of those important documents in the formats they were created in.

To download a document,

1. Use Search or Browse to locate a document.
2. Click Save to download the currently displayed document in its native format.
Your browser can display some files automatically. If the browser displays the file by default when you attempt to display documents, you can still save the document by Clicking File > Save As.

View Document Properties

Every document in a GroupWise library has a set of attributes (properties) associated with it, including the subject, author, creation date, the modification date (if applicable), the document number, and the version. This information is used for finding and categorizing documents.

To view a document's properties,


1. Use Search or Browse to locate and open the document.
2. Click Properties to view the document properties.
3. Click your browser's Back button to return to the document.

How You Can Use Online Help


All of the GroupWise Client documentation is available online.



How Do I displays help by task category. It uses a book and page paradigm for the task categories.

1. Click .
2. Click the book next to the category you are interested in.

Index displays keywords to help you find topics, much like an index in a book.

1. Click  > click Help Index.
2. Click a letter > click a topic title.



You can find this Quick Start Card and additional information about GroupWise on the GroupWise Cool Solutions home page at www.gwmag.com.

Copyright © 1998 Novell, Inc. All Rights Reserved.
Novell hereby grants to you the right to use the above documentation and to freely distribute it for non-commercial purposes provided that (a) the documentation is distributed in full with no alterations, (b) that no fees are charged for distribution, and (c) that this copyright notice is included in each distribution.

Novell[®]