

### 10 Ways to Get a Document into AxCMS.net

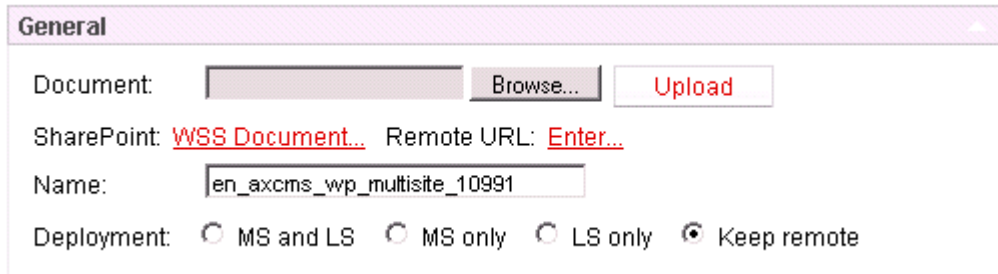
*Where there's a will, there's a way. Leave it to Axinom and there will surely be more than one. Even we can't believe how many ways there are to upload documents into AxCMS.net.*

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## 1. The Classic: Individual Manual Upload

The good old way: you click New > Document and upload a file from your hard drive, add the metadata, click Save (or Apply) and the document is there.



**General**

Document:

SharePoint: [WSS Document...](#) Remote URL: [Enter...](#)

Name:

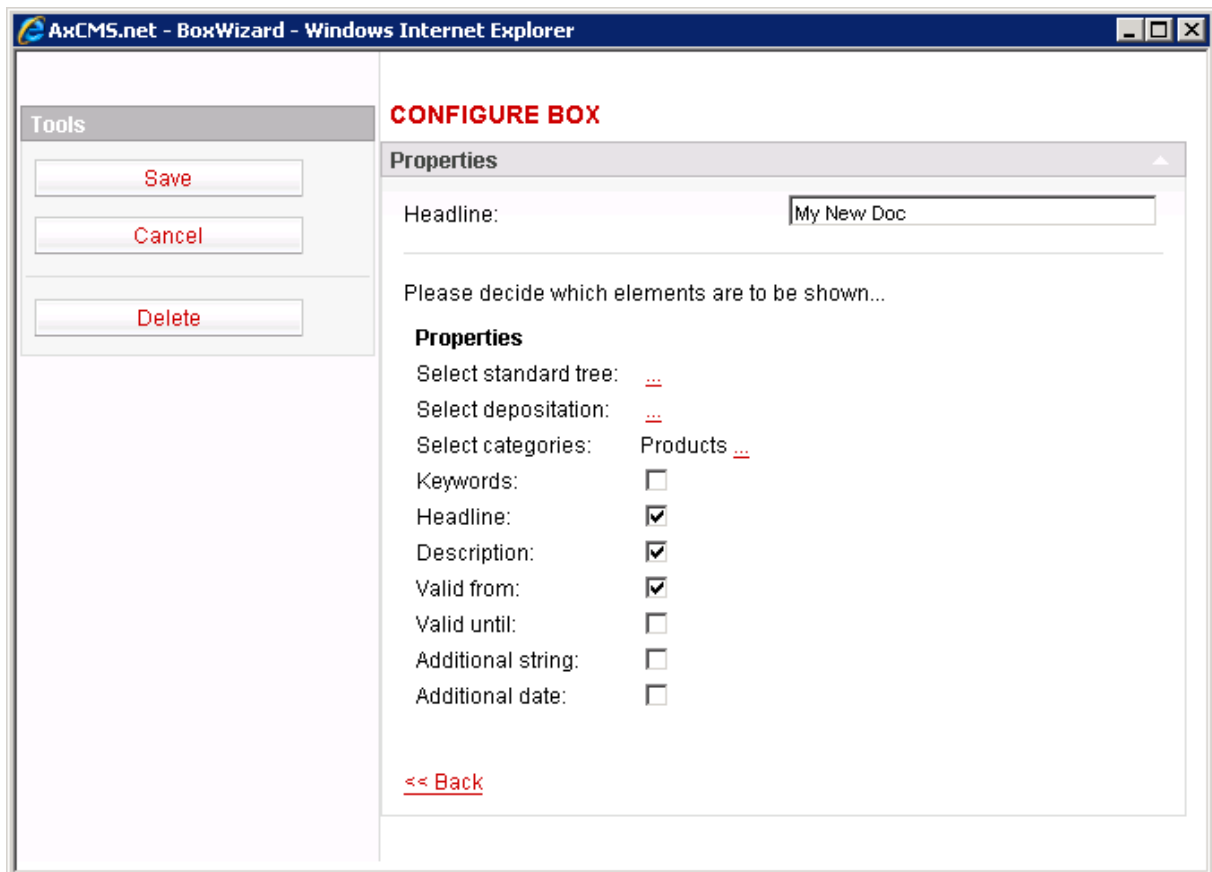
Deployment:  MS and LS  MS only  LS only  Keep remote

Figure 1. "General" panel on the document detail page.

If you want to use a document on a page (e.g. add an image to a placeholder, or link to a document), it is not necessary to upload a document beforehand. You start as if your document were already there, but instead of selecting it from the list you create it via the same popup.

## 2. Document Creation Box

You can skip a few steps by placing a box for document creation right on the AxCMS.net Home page. First, you need to create the document box:



**AxCMS.net - BoxWizard - Windows Internet Explorer**

**Tools**

**CONFIGURE BOX**

**Properties**

Headline:

Please decide which elements are to be shown...

**Properties**

Select standard tree: ...

Select deposition: ...

Select categories: Products ...

Keywords:

Headline:

Description:

Valid from:

Valid until:

Additional string:

Additional date:

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Figure 2. Configuration of a Home page box.

Once placed on the Home page, such a box allows you to create pre-configured documents very fast. Just select the file and define the necessary properties.

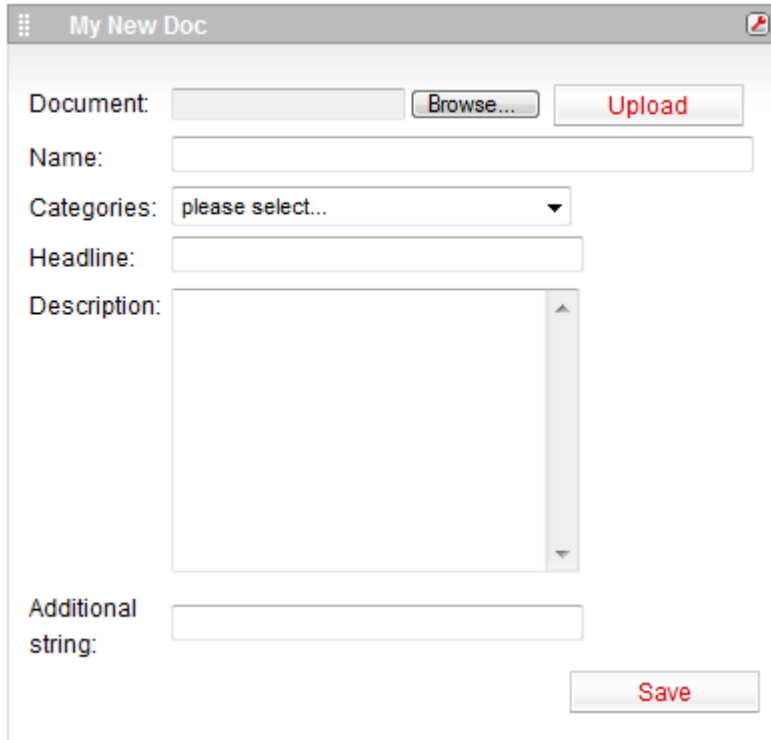


Figure 3. The Home page box with properties configured in Figure 3.

You can also customize the Home page boxes programmatically:  
[http://en.help.axcms.net/en\\_help cms\\_dev\\_devel\\_ext\\_homebox.AxCMS](http://en.help.axcms.net/en_help cms_dev_devel_ext_homebox.AxCMS)

### 3. Upload Multiple Files

With the new Silverlight upload component you can upload multiple files at once and supply the metadata afterwards.

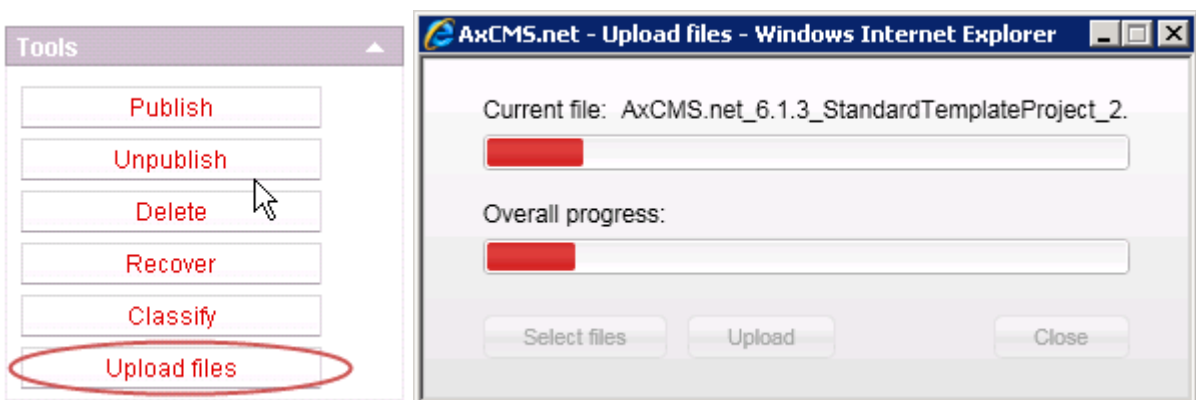


Figure 4. Uploading multiple files: activation button on document overview page (on the left) and the dialog with a progress bar (on the right).

## 4. Files from a Remote URL

If your document is already stored on some server available via an URL, you can let AxCMS.net fetch the file directly, without downloading it to your local drive first.

Open New > Document, click Enter next to Remote URL, and this popup opens:

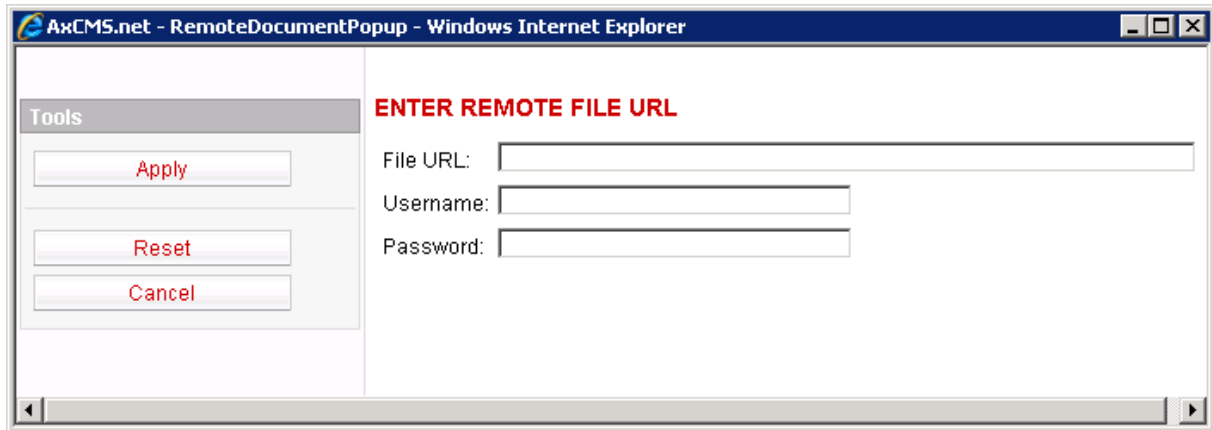


Figure 5. "Enter Remote File URL" dialog.

After you have specified the remote URL, the following additional options are made available for you:

Deployment:  MS and LS  MS only  LS only  Keep remote

Figure 6. Deployment options for documents in AxCMS.net.

Here are the options explained:

- **MS and LS:** the default AxCMS.net behavior. Documents are stored in MS and published later into the LS. Remote documents are first fetched into MS and then handled exactly like any other document.
- **MS only:** same as above, but no publishing in LS is possible. Can be used for documents used internally by editors. Such documents are not needed for the LS-users or even not allowed to be published there.
- **LS only:** in MS such a document does not exist and, if needed, is rendered from its physical location outside AxCMS.net (remote URL) on each request. During publishing, a physical copy is stored in LS and used there as any normal document. To update a version in LS, just publish the document again – so a new snapshot of the document is fetched.
- **Keep remote:** such document is not stored in AxCMS.net at all – neither in MS nor in LS. It is always fetched from its original location as needed.

## 5. Files from Windows SharePoint Services (WSS)

AxCMS.net can connect to WSS 3.0 and use documents from it pretty much the same way as described in section "Files from a remote URL". Same deployment options apply as well.

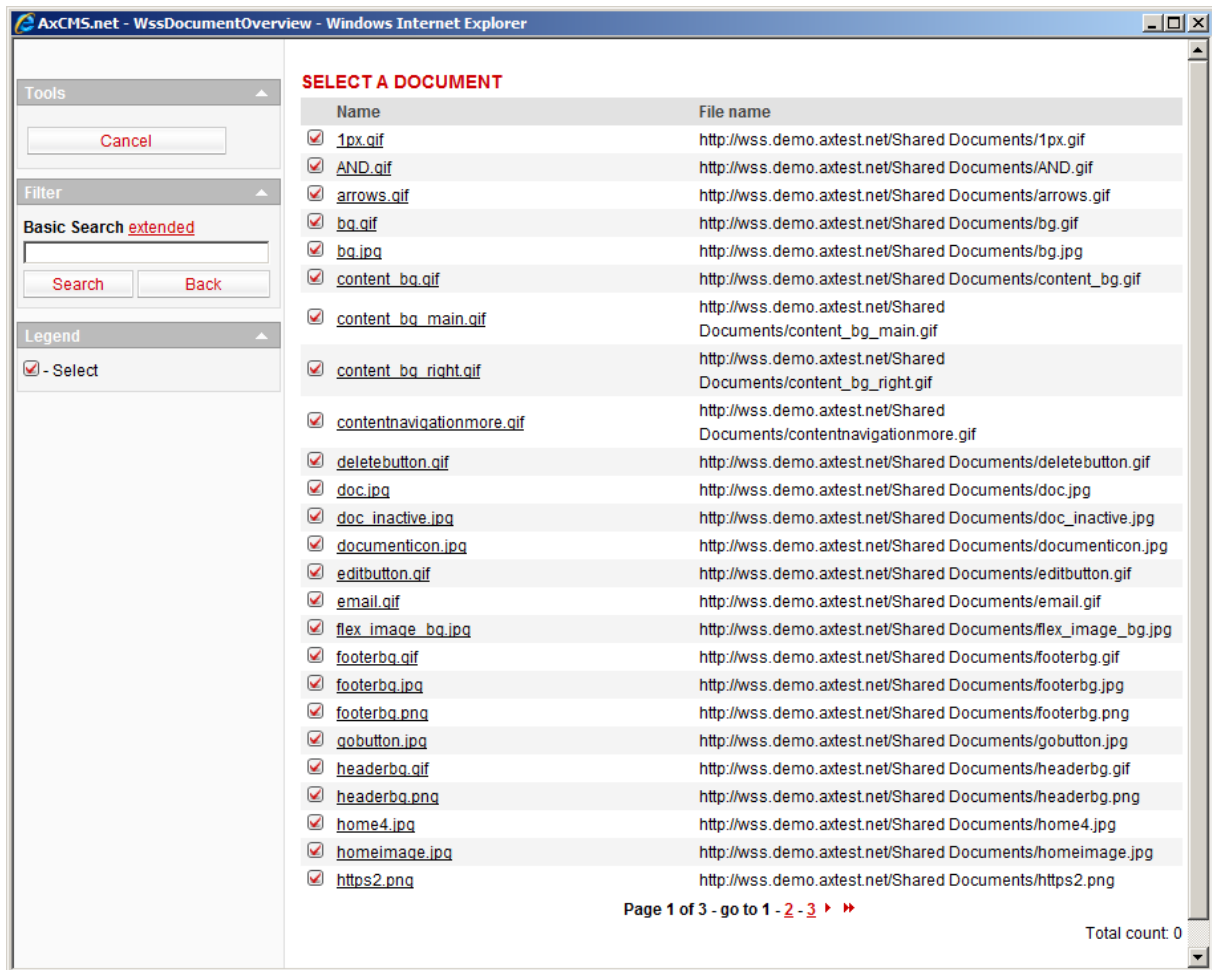


Figure 7. WSS Document selection dialog.

## 6. WebDAV

WebDAV enables simple file exchange between a client and a web server. AxCMS.net comes with its own WebDAV server implementation. This allows editors to use any WebDAV client – the most well-known of them being Windows Explorer – to upload files into AxCMS.net. From the point of view of a WebDAV client, documents are stored in folders. AxCMS.net shows the Categories and Navigation as folders. This means that an editor can upload new documents directly into a specific category, or move documents between folders (meaning: change assigned categories).

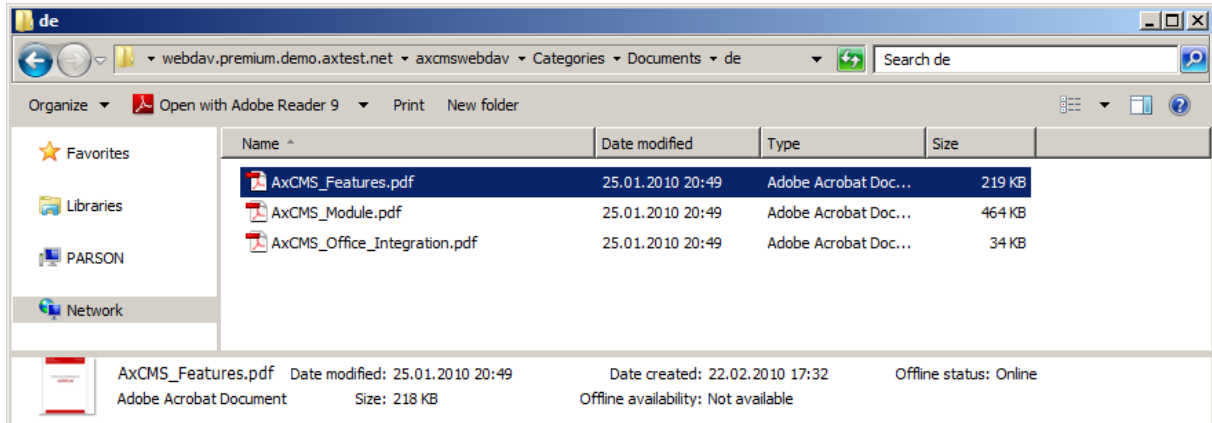


Figure 8. Windows Explorer connected to an AxCMS.net instance via WebDAV.

Read more on configuring WebDAV with AxCMS.net:  
[http://en.help.axcms.net/en\\_help cms webdav inst.AxCMS](http://en.help.axcms.net/en_help cms webdav inst.AxCMS)

## 7. ZIP

If you need to upload multiple files and add the same properties to all of them, you can use Zip-format. Zip the files into a single one and upload it into AxCMS.net, using whichever method suits you best. Add metadata, categories, etc. You will see a decompress option on the document detail page:

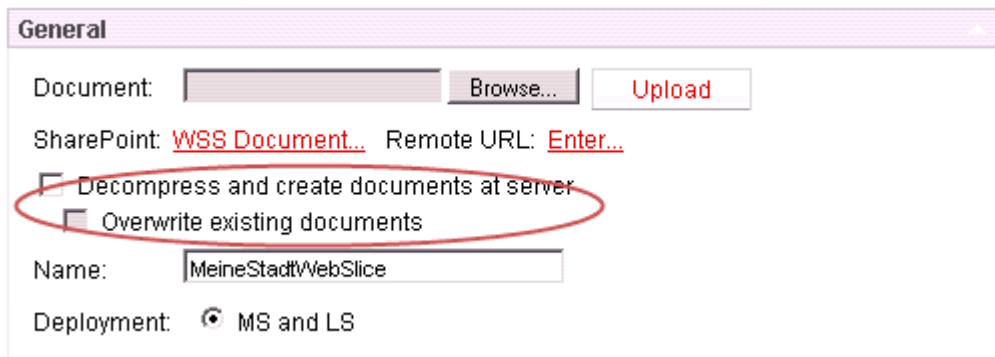


Figure 9. Decompress options on document detail page.

If you click on “Decompress and create documents at server” and save the document, files are extracted from the ZIP-archive and stored individually as documents. They inherit properties of the Zip-document: navigations, categories, and extended properties. With the second checkbox you can control what happens if a file being extracted already exists as a document.

## 8. Create Documents Programmatically

Everything you can do with AxCMS.net GUI you can also do programmatically using the API. In case of documents you need to physically store the file in folder “\upload” and create an instance of an AxDocument. It goes as easy as this:

```
const string file = "C:\\files\\myfile.pdf";  
AxDocumentAdapter adapter = new AxDocumentAdapter();  
AxDocument document = adapter.CreateNewAxDocument(file, AxContext.CurrentUser);  
FileInfo fileInfo = new FileInfo(file);
```

```
document.FileSize = fileInfo.Length;  
File.Copy(file, Path.Combine(CMSConfigurationSettings.UploadRootDir,  
document.FileNameWithExtension), true);  
adapter.Save(document);
```

## Create Multiple Documents Programmatically Using XML

You can put your documents in a special folder and describe the metadata using simple XML format. Then you use DocumentImporter class to do the job importing the documents:

```
DocumentImporter documentImporter = new DocumentImporter(cmsSite,  
categoryTree, new AxUser(defaultUser, "axinom"));  
documentImporter.Import(pathToDocuments, pathToXmlFile);
```

You need to some initialization, that's true. The good news is that you can copy/paste such examples from a Create Application delivered with any Template Project you get from Axinom. The XML-Format used looks like this:

```
<Document name="module_mappoint">  
  <Properties>  
    <Property name="Details" subName="Caption" value="MapPoint is the old  
name, now it is Bing Maps Enterprise" />  
  </Properties>  
  <Categories>  
    <Category path="Categories/Banner/Format/Thumb" direction="Both" />  
    <Category path="Categories/Banner/Campaign/Axinom Module"  
direction="Both" />  
  </Categories>  
  <Relations>  
    <Relation relationType="StraightRelationTypes/Thumbnail"  
elementType="1" elementKey="/ModuleMappoint_en.AxCMS" />  
    <Relation relationType="StraightRelationTypes/Thumbnail"  
elementType="1" elementKey="/ModuleMappoint_de.AxCMS" />  
  </Relations>  
</Document>
```

## 9. Apply Auto-Formatting

If you add an image to a placeholder for which an image format is defined, the image will be automatically formatted to this format. A copy of the image is stored within the document. All document versions are published when the document is published.

In order to use this feature, an image format needs to be is defined for the placeholder. Open your project's CmsSite.XML file and look up or add the necessary format. For example, let's say you have the following format:

```
<ImageFormat axid="myFormat" formats="JPG">  
  <Width minSize="100" maxSize="300" />  
  <Height size="100" />  
</ImageFormat>
```

Now you want to use this format for a placeholder. You simply find the placeholder definition in the CmsSite.XML file and add the format name to it. For instance:

```
<PlaceholderDefinition axid="main" imageFormat="myFormat">...
```

Read more on this topic under:

[http://www.axcms.net/en\\_axcms\\_asset\\_management.AxCMS](http://www.axcms.net/en_axcms_asset_management.AxCMS)

## 10. Send the Documents via Email

Maybe you don't believe it, but you can even send the documents to your AxCMS.net via email! You need to set up a predefined AxDocumentEmailGateway task for the AxCMS.Service. AxCMS.net will "read" the mails you sent to it, extract attachments and create documents out of them. Attachment name will become document name, mail subject will become document caption, and email body will become document description. The user who sent the email will become the author of the document. User email must match the email in AxCMS.net user profile.

More on Email Gateways under:

[http://en.help.axcms.net/en\\_help cms dev axcmservice.AxCMS](http://en.help.axcms.net/en_help cms dev axcmservice.AxCMS)

## Summary

Always choose the most appropriate way to upload your documents into AxCMS.net. Consider size of the documents, how many you have, where to they come from and which other tools you use.



Axinom International Holding is the leading European technology integrator specializing in the Microsoft enterprise platform and Enterprise Content Management solutions. Axinom creates value for its customers by leveraging Microsoft enterprise technology to design, build, and deploy customized, reliable architectures and scalable infrastructures. With AxCMS.net® Axinom provides a completely .NET based Enterprise Content Management System completely free of license costs. AxCMS.net® won the "Microsoft .NET Server Innovation Cup,, is "Certified for Microsoft Windows Server 2003" and is the base for the worldwide AxCMS.net® Solution Provider Program.