

TeamSite 6.5 common terms

There are number of terminology changes in TeamSite 6.5. Table 1 below summarizes the terms as they were in TeamSite 5.5 and what they are now known as in TeamSite 6.5. Table 2 lists the unchanged terms and their definitions.

* applicable to administrators

Version 5.5	Version 6.5	Definition
Directories	Folders*	
History	Versions*	A copy of the file is made each time a change is approved.
Metadata	Tag*	Descriptive information about the file.
Data capture template	Form	A template to guide the creation and control of content.
Data content record	Form entry file	Name given once the data entered has been saved.
Content file	Output file	The file generated by combining a form entry file with a presentation template.
WebDesk	ContentCenter Standard	TeamSite interface used by Monash web authors.
WebDesk Pro*	ContentCentre Professional*	TeamSite interface used by Monash web masters (administrators).
SmartContext Editor	VisualPreview	Allows you to view and edit web pages in context with other files from a workarea.
Launch Pad	Local File Manager	TeamSite Java applet that assists in the process of editing files.
Front-Office	ContentCenter Desktop	Provides access to the functionality of TeamSite directly from applications such as Microsoft Word, Excel PowerPoint and also Windows Explorer.

Table 1



Common Terms

Version 6.5	Definition
Publish	To transfer finished content to environments other than the environment it was created in
Preview	View your content prior to submitting or publishing.
Workarea	The area where ContentCenter stores your files, documents, images. Access is controlled by your web master.
Submit	Submitting your file for approval.
Workflow	A series of tasks initiated when a file is submitted.

Table 2