BRIDGING DIVIDES FOR WATER

at the



How to create and manage a project website using the freely available IW:LEARN Toolkit

(Introduction: Part I)

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Outline



PART I

- Overview of IW:LEARN Website Toolkit
- Why open source software?
- Why a content management system (CMS)?
- Overview of Plone
 - Introduction
 - Examples of Plone-based sites around the world
 - "Web 2.0"
- The IW:LEARN Website Toolkit
 - What is it?
 - Key features
 - Sources of help









Outline (continued)

- Introducing the Toolkit
 - Your practice sites
 - Notebook installation
 - Logging in
 - Setting preferences
- Adding/updating content
 - Adding a folder
 - Adding a page
 - Editing a page

PART II

- Displaying folder content
- Adding an image









Outline (continued)

- Adding/updating content
 - Adding a link
 - Adding a related item
 - Adding an event
 - Adding a news item
 - Properties tab panel
 - Folder contents tab panel
 - Copy, cut, paste, delete
 - Renaming
 - Changing state
 - How to 'undo' previous action







Overview

Aim: to learn how to develop and maintain an IW:LEARN Toolkit-based website.

What is the Website Toolkit:

 a template that offers GEF IW projects a fully functional readymade website that is customisable and easy to use

Key features of Toolkit-based website:

- open source
- content management system
- based on Plone software
- design and functionality based on stakeholder feedback
- includes integrated WebGIS based on GeoNetwork open source









Overview of GEF/UNEP IW:LEARN

Services

- Overall objective: to help the GEF IW community make more effective use of the internet for sharing data and knowledge to improve management of international waters.
 - capacity building workshops (face-to-face and online training)
 - provision of internet-based GIS and metadata tools
 - Document Centre TDA, SAP, Experience Notes...
 - Project Database up-to-date information on projects
 - preservation of project legacy through archiving services
 - single point of access to data and information resources
 - website development and hosting









Overview of GEF/UNEP IW:LEARN

Project history

- GEF/IW:LEARN Operational Phase started in Dec 2004
 - UNDP-led components ended in Sept 2008
 - UNEP-led components (IT services) run to end of Oct 2009
- **2010 +**
 - ◆UNEP to lead IW:LEARN IT services







Why open source software?

- Why open source software?
 - cost (free to download and install)
 - avoids dependence on vendors (vendor lock-in) for support and services
 - avoid costly upgrades and dropping of support of older software versions
 - adoption of open standards (avoid non-standard formats and compatibility issues in proprietary software)
 - software can be readily customised (source code can be viewed and edited by anyone)
 - distribution to stakeholders not restricted
 - any translation possible investment may be too great for proprietary software developer.









Why a content management system (CMS)?

- A CMS is software that allows users to manage content on their own website;
 - content refers to any online material including text, images, files, folders etc.
 - allows non-technical staff to create, edit and manage content;
 - enables the design to be automatically applied throughout (i.e., pages have uniform design);
 - allow users to modify content through their web browser;
 - organisations are increasingly moving to adopting CMS.









Why a content management system (CMS)

- Many types of CMS
 - Free and open source software, commercial (can cost up to several thousand USD)
 - http://en.wikipedia.org/wiki/List_of_content_management_systems
 - free/open source
 - proprietary software
 - http://www.cmsmatrix.org/
 - allows comparison of various CMS









Overview of Plone: introduction



- Why Plone CMS for the IW:LEARN Toolkit?
 - open source software free to use, modify and distribute
 - security better than alternatives (esp. PHP-based CMS)
 - widely used active community of developers and users
 - considerable functionality with modular structure where new products can be readily installed;
 - Plone is standards compliant
 - XHTML and CSS compliant to enable viewing in different browsers and enhance search engine visibility
 - Accessibility compliant for visual and motor impaired users







Overview of Plone: examples of Plone-based sites

- Examples of usage (gallery at http://plone.net/sites)
- International:
 - http://www.iwlearn.net/ (UNEP adopted Plone)
 - http://www.watercentre.org/ (International Water Centre)
 - http://www.oxfam.org/ (Oxfam International)
 - http://www.asiapacificforum.net/ (Asia Pacific Forum)
- Europe:
 - http://www.eea.europa.eu/ (European Environment Agency)
 - http://www.milieudefensie.nl/ (Friends of the Earth, Netherlands)
 - http://www.r-e-a.net/ (Renewable Energy Association, UK)
- **USA**:
 - https://www.cia.gov (Central Intelligence Agency, USA)
 - http://www.novell.com/ (Novell, USA)









Overview of Plone: examples of Plone-based sites

- IW:LEARN user community:
 - http://www.iwlearn.net/websitetoolkit/users/userscommunity







- What is it?
- Marketing hype? Buzzword?
- No clear definition, but the term can be used to indicate that the use of the internet is changing.
- Changing in the sense that it has become more interactive as seen through proliferation of message boards, social-networking sites, wikis, blogs, Google Earth...
 - Greater participation has been encouraged by development of such tools
- Web 2.0 represents a change in how the Web is used resulting from improved software AND user creativity
- The Web is developing!
- IW:LEARN Toolkit offers platform with tools for encouraging collaboration between stakeholders.









The IW:LEARN Website Toolkit: what is it?

- What is the IW:LEARN Website Toolkit?
- The Toolkit is essentially an add-on product that integrates into the default Plone CMS.
 - Toolkit designed to make it easier for projects to develop a site to promote online sharing of information and collaboration.

Add on Products (Toolkit, WebGIS, etc)

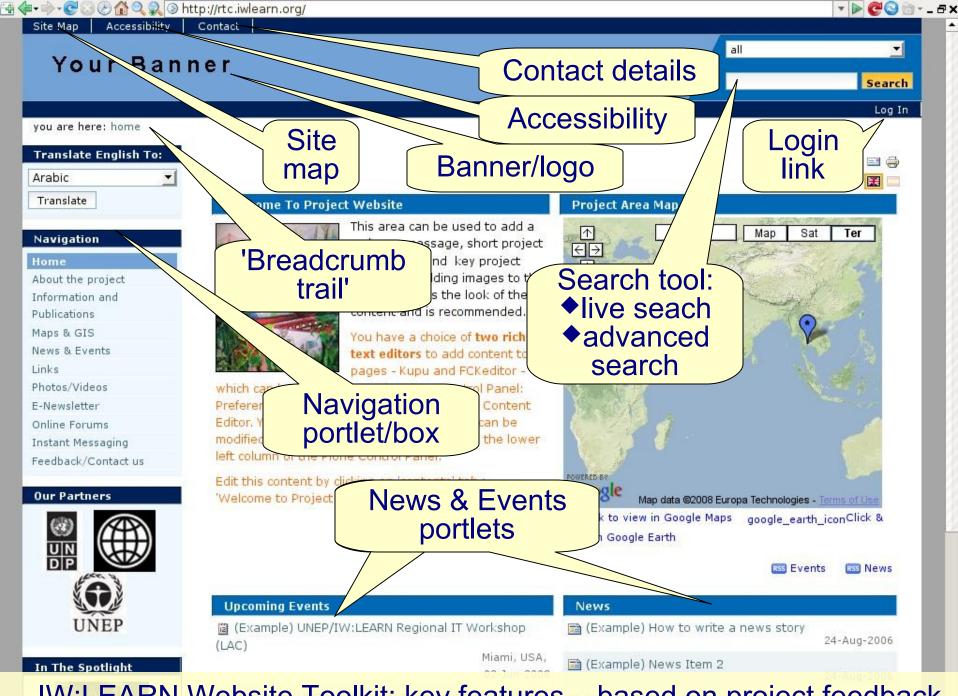
Plone CMS

Zope software (accessed via Zope Management Interface)









IW:LEARN Website Toolkit: key features – based on project feedback

🗝 🕝 🕑 🚮 🔍 🔊 http://plone25.iwlearn.org/sites/to<mark>olkitve</mark> W:LEARN Website Toolkit: key features About the project page improves the look of the Information and

Publications

Maps & GIS

News & Events

Links

Photos/Videos

E-Newsletter

Online Forums Instant Messaging

Feedback/Contact us

Our Partners





In The Spotlight



content and is recommended.

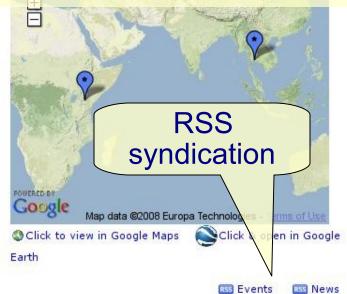
e a choice of two rich Photo/Video o add content to

Galleries

and FCKeditor e Control Panel:

Editor. Your preferred settings for FCKeditor can be modified through 'FCKEditor Configuration' in the lower left column of the Plone Control Panel.

Edit this content by clicking on 'contents' tab > 'Welcome to Project Website' page > edit tab.



Upcoming Events

(Example) UNEP/IW:LEARN Regional IT Workshop (LAC)

Miami, USA, 02-Jun-2008

'In the spotlight' feature

RN Regional IT Workshop

Nairobi, Kenya, 13-Nov-2010

N Regional IT Workshop

Beijing, China, 05-Dec-2010

Upcoming events...

News

(Example) How to write a news story

details

24-Aug-2006

(Example) News Item 2

24-Aug-2006

(Example) News Item 1

24-Aug-2006

nches Website

Footer =

project contact

24-Aug-2006

More news...

IW:LEARN Website Toolkit: summary key features



- Banner
- Site map
- Contact feedback form and contact details
- Log in link
- Search tool
 - Live search to simplify and quicken searching
 - http://plone.org/products/plone/features/2.1/livesearch
 - feature of project toolkit sites
 - Advanced search specify more search terms
- Breadcrumb navigation
 - Can see current location in site relative to root/home & can easily move up directory levels
- Navigation portlet box with directory tree on left side.









IW:LEARN Website Toolkit: summary key features

- Jargon:
 - left/right columns = left/right slot;
 - defined box/area = viewlet; portlet; etc
- Main area including:
 - Welcome to Project Website
 - Project Area Map
 - Upcoming Events
 - News
 - Recent Additions
- Footer
 - Address/contact details of project (shows authorship of site)
- Visual design of Plone web sites (see user manual following slide for introduction!)









Sources of help

- IW:LEARN presentation material is split into two main parts:
 - PART 1: Introduction
 - ◆Introduce content management systems (CMS), the open source Plone CMS, and key features of IW:LEARN's Website Toolkit.
 - PART 2. Advanced features
 - Participants to gain further practical experience including building complex pages, syndicating content, building an intranet, inserting videos, newsletter, surveys etc
 - Download materials from the workshop events page –
 see http://www.iwlearn.net/abt_iwlearn/events









Sources of help

- Official Plone site:
 - http://plone.org/documentation
 - books/manuals
 - http://plone.org/documentation/manual/plone-2.5-user-manual VERY GOOD!







IW:LEARN Website Toolkit: sources of help



http://plone.org/documentation/manual/plone-2.5-user-manual

home

about

documentation

products development

events

foundation

support

log in join

you are here: home → documentation → manuals → plone 2.5 user manual

Find Documentation by Topic

For Content Editors and Authors

Basic Use for Content Editors

Installation and Setup

Installation

Configuration and Set-Up

Upgrading and Moving

Customizing Plone

Visual Design

Navigation

Managing Content

Users, Authentication, and Permissions

Internationalization and Localization

Extending Plone

Developing for Plone

Contributing to Plone.Org

Adding a Software Project to plone.org

Writing Documentation for plone.org

support

Plone

Get Help

Join our chat rooms or support forums if you have more specific questions.

Plone 2.5 User Manual

This Reference Manual applies to: Plone 2.5.x
This Reference Manual is intended for: End Users

A User Manual for Plone content creators and managers.

- All content on one page (useful for printing, presentation mode etc.)
- 1. Introduction
 - 1. Conceptual Overview
 - 2. Visual Design of Plone Web Sites
 - 3. Plone User Accounts and Roles
 - 4. Logging In
 - 5. Setting Your Preferences
- 2. Adding Content
 - Adding Folders
 - 2. What's in a Web Name?
 - 3. Adding Images
 - 4. Adding Pages
 - 5. Adding Files
 - 6. Adding Links
 - 7. Adding Events
 - 8. Adding News Items
 - 10. Setting Basic Properties

9. Establishing Relationships

- 3. Managing Content
 - 1. Editing Content

Sources of help

- IW:LEARN Skype community
 - richtcooper, sean_khan, tinecustodio888, jeanjordaan searlc bovorn
 - Other instant messengers try multi-protocol Pidgin
 - http://www.pidgin.im/
 - multi-protocol websites (see Toolkit folder)
- IWLEARN.NET website:
 - Toolkit Documentation Center http://www.iwlearn.net/websitetoolkit/help
 - to be updated in new release of iwlearn.net
 - includes some non-English resources
 - Feedback form http://www.iwlearn.net/contact









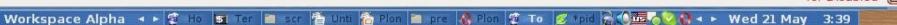
IW:LEARN Website Toolkit: sources of help



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Done Tor Disabled 🙆

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Integrated internet-based GIS: GeoNetwork

Sharing geographic data online...









Introducing the Toolkit: your practice site

Online workshop site is available at:

http://wwf5.iwlearn.org/sites/toolkit

- RC has login names/passwords
- You have 'member' accounts with full access to the 'My Folder' directory (next to 'log in' link).

This will permit you to add, edit and modify any content in your 'My Folder' directory.

- Can also install CMS onto your notebook so you can work offline (click to download installation guide - available from workshop event page on iwlearn.net)
- Set your personal member settings
 - Preferences > Personal Preferences > modify name and email address
 - > select preferred editor (FCKeditor has user interface similar to MS Word)

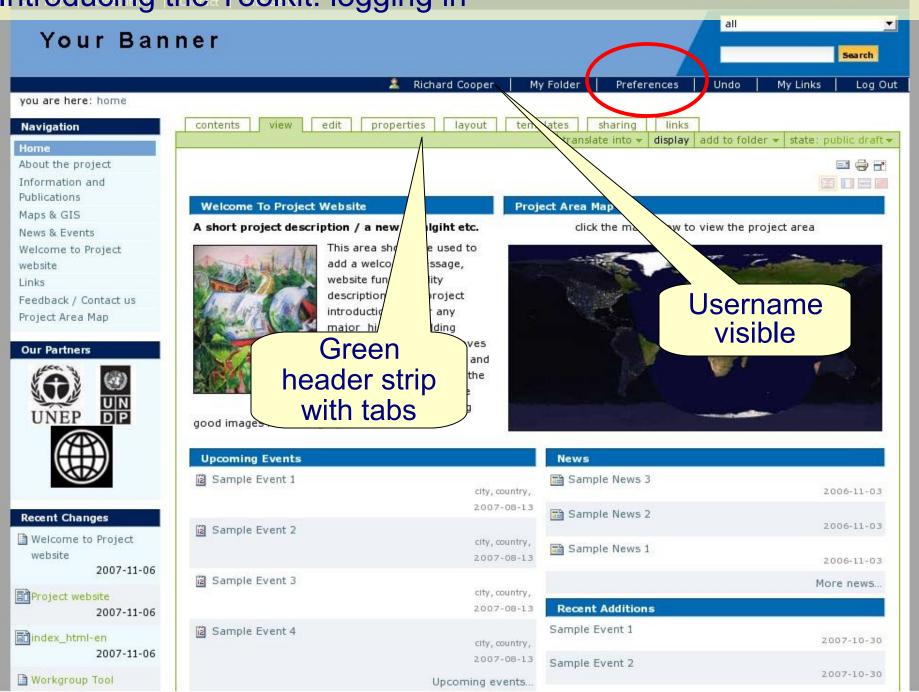








Introducing the Toolkit: logging in



Introducing the Toolkit: logging in

- After logging in
 - You know when you are logged in as:
 - your username now appears beneath banner and
 - green header strip with tabs become visible
 - Types of user accounts manager, member, reviewer, owner
 - Manager permissions to modify anything in entire site
 - ◆ Member permissions to modify My Folder section
 - Note differences between Preferences options for Manager and Member ... (next slide)







₹ √ 👙 ∨ 🖂 🝵 **₹** 🗐 🐠 **₹** 🗕 🗗 🗐 Introducing the Toolkit: logging in Your Banner Search. Richard Cooper My Folder Preferences Log Out you a e here, home Si e Setup My Preferences Pone Configuration This area allows you to set your preferences. Add/Remove Products Click Preferences to **Member Preferences** Error Log access Plone Change Password (A) Keyword Manager FCK FCKeditor preferences Language Settings control panel Mail Settings Link monitoring settings Navigation Settings Personal Preferences Rlaceful Workflow Portal Settings Search Settings A Skins Manager logged into *Plone* Smart Folder Settings control panel Users and Groups Many site Administration Zope Management setup options Interface available to Add-on Product Configuration

manager

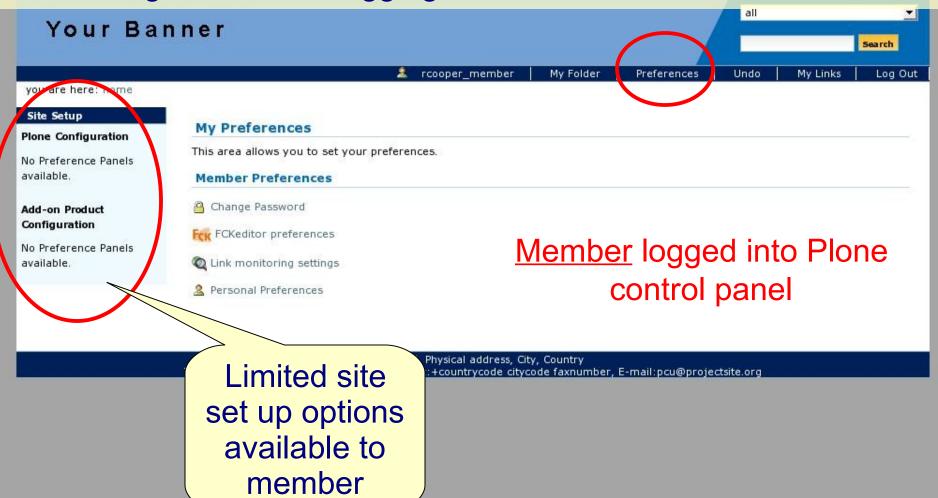
FCF FCKeditor configuration

Analytics for Plone
 EcoMundus Settings

External Site Catalog

4

Introducing the Toolkit: logging in



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Introducing the Toolkit: setting preferences

- Your personal member settings (available to member)
 - Preferences > Personal Preferences > modify name and email address
 - > select preferred editor (FCKeditor has user interface similar to MS Word)
- Portal Settings (only available to manager)
 - Preferences > Portal Settings > modify 'site title'
 - > modify 'site from address'















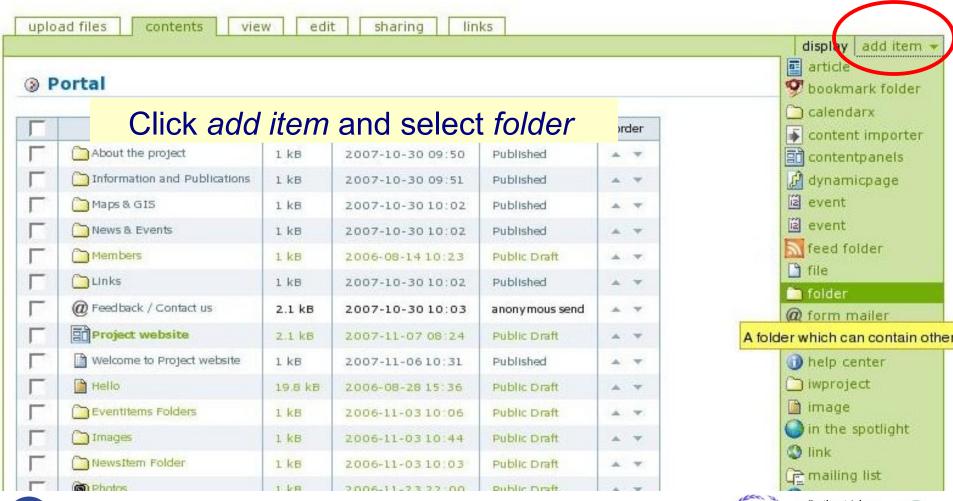
4 √ □ √ M □ 4 □ □ 4 □ ↑ ↑ Introducing the Toolkit: setting preferences Personal Details Language Settings **Full Name** Mail Settings Personal preferences rcooper Navigation Settings E-mail • (available to Placeful Workflow iwsea@yahoo.com Portal Settings members) Location Your location - either city and country - or in a company setting, v Q Search Settings Thailand & Skins file Smart Folder Settings Language Your preferred language. 🕵 Users and Groups Language neutral (site default) Administration Zope Management Biography A short overview of who you are and what you do. Will be displayed on the your author page, linked from the items you create. Interface Add-on Product Configuration Analytics for Plone Q External Site Catalog Home page FCK FCKeditor The URL for your external home page, if you have one. configuration Google Google Coop ontent editor Select the content editor that you would like to use. Note that con ent editors often have specific browser requirements. Kupu visual editor **FCKeditor** Link management Basic HTML textarea editor (works in all browsers) → PloneArticle Kupu which allows you to edit content with your favorite editor instead of using preferences **FCKeditor** alled ExternalEditor installed client-side. Ask your administrator for more 🔥 PionePopoli ormation if needed. configuration Listed in searches # Schema editor Determines if your a user searches done on this site. TextIndexNG3 Allow editing of Short Names Determines if Short Names (also known as IDs) are changable when editing items. If Short Names are not displayed, they will be Workgroup Tool

generated automatically.

Configuration of

Adding/updating content: folder

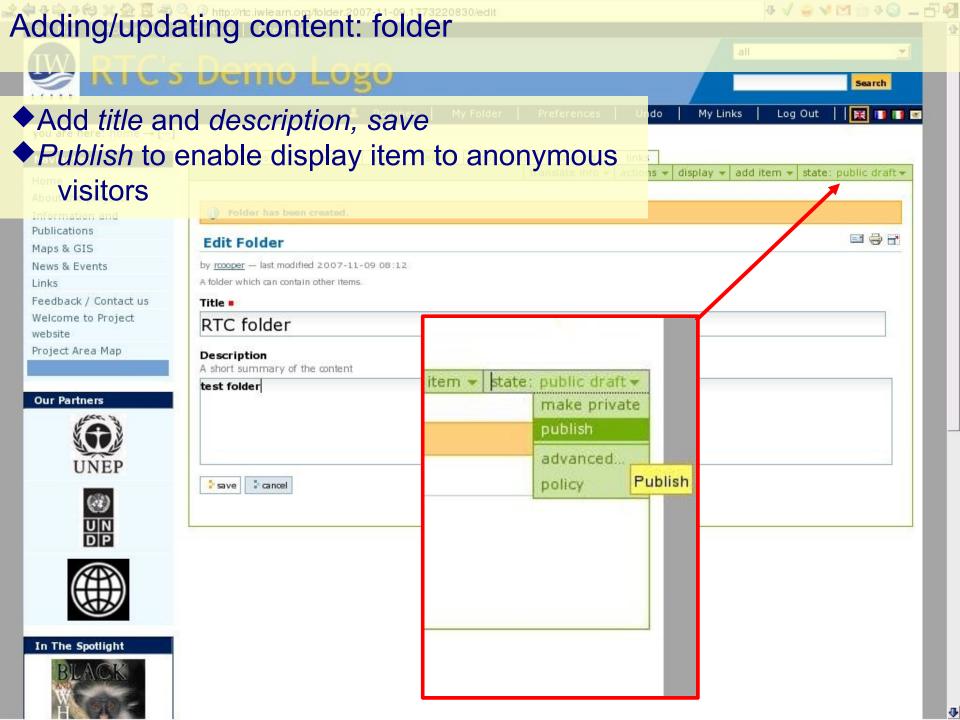
Adding a folder – content in site organised with folders











Adding/updating content: page

- Adding a page and editing with FCKeditor
 - Similar to MS Word or other editors

sharing

links

- FCKeditor demo: http://www.fckeditor.net/demo
- FCKeditor allows modification of toolbar options

