BRIDGING DIVIDES FOR WATER

at the

5th WORLD WATER FORUM
ISTANBUL2009

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

(Advanced: Part I)

19-20 March 2009

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Aim

To learn about more advanced features of the Toolkit

- to demonstrate how the Toolkit can be readily customised to meet project needs.
- useful products will be demonstrated and participants will have opportunity for further practice.

Outline

PART I

- Content panels (provides multi-panel page layout)
  - Project introduction
  - Project area map (simple image and Google Map)
- Tabbed subpages
- Smart folders
- Adding partner logos (left column)
- Adding a 'spotlight' (left column)
- Photo and video galleries
  - Adding an image and Google video
- Restricting access (intranet)

Outline

PART II

- Syndicating (disseminating) content
- Feedback/Contact Us form
- Web Design (logo/banner, colour, font)
- Changing footer details
- Additional Plone add-on products
  - Simple Poll / Plone Survey
  - Message board/forum
  - Newsletter
  - Creating a multilingual site
- Website statistics – AWSTATS and Google Analytics

PART III: WebGIS – based on GeoNetwork Opensource

http://plone25.iwlearn.org/sites/toolkitver2

Site Map | Accessibility | Contact

Your Banner

Banner/ logo

all

Search

Log In

you are here: home

Project introduction

Translate

Arabic

Translate

Navigation

- Home
- About the project
- Information and Publications
- Maps & GIS
- News & Events
- Links
- Photos/Videos
- E-Newsletter
- Online Forums
- Instant Messaging
- Feedback/Contact us

Our Partners

UNDP

UNEP

Partner logos

In The Spotlight

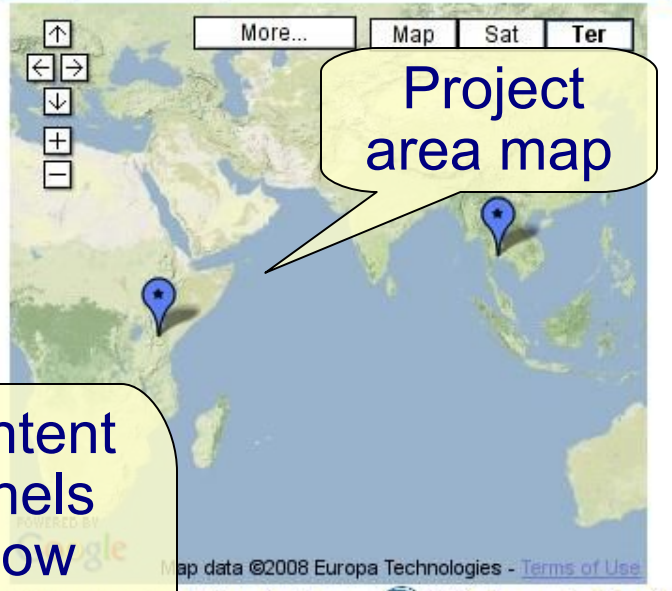
Welcome To Project Website

This area can be used to add a welcome message, short project introduction and key project objectives. Adding images to the page improves the look of the content and is recommended.

You have a choice of **two rich text editors** to add content to pages - Kupu and FCKeditor - which can be selected from the Plone Control Panel: Preferences > Personal Preferences > Select Content Editor. Your preferred settings for FCKeditor can be modified through 'FCKEditor Configuration' in the left column of the Plone Control Panel.

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

Project Area Map



Content panels allow complex layout of boxes/ panels in page

Events panel

Upcoming Events

(Example) UNEP/IW:LEARN Regional IT Workshop (LAC)
Miami, USA
02-Jun-2008

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

News panel

News

(Example) How to write a news story
24-Aug-2006

(Example) News Item 2
24-Aug-2006

(Example) News Item 1
24-Aug-2006

http://plone25.iwlearn.org/sites/toolkitver2

- Home
- About the project
- Information and Publications
- Maps & GIS
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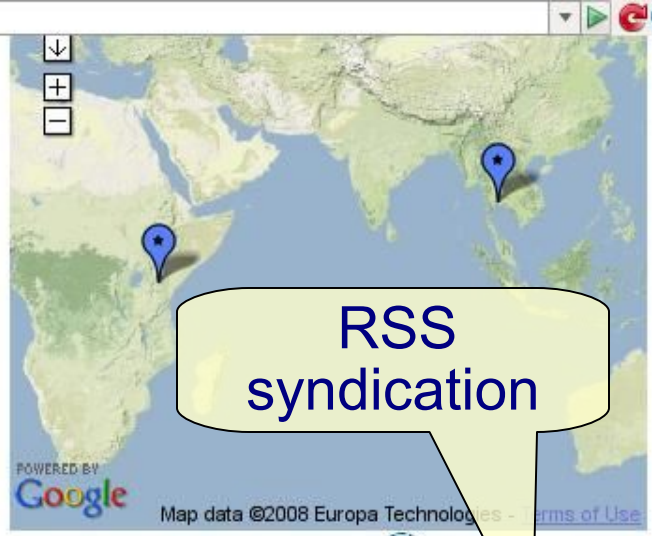
Edit this content by clicking on 'contents' tab > 'Welcome to Project Website' page.

Photo/Video Galleries



RSS syndication

Click to view in Google Maps Click to open in Google Earth

RSS Events RSS News

Our Partners

UNDP UNEP

User access

Design (colours and font)

In The Spotlight

'In the spotlight' feature

Upcoming Events

(Example) UNEP/IW:LEARN Regional IT Workshop (LAC)
Miami, USA, 02-Jun-2008

(Example) UNEP/IW:LEARN Regional IT Workshop (Africa)
Nairobi, Kenya, 13-Nov-2010

(Example) UNEP/IW:LEARN Regional IT Workshop (Asia)
Beijing, China, 05-Dec-2010

Upcoming events...

News

(Example) How to write a news story 24-Aug-2006

(Example) News Item 2 24-Aug-2006

(Example) News Item 1 24-Aug-2006

(Example) UNEP/IW:LEARN Launches Website Toolkit 24-Aug-2006

More news...

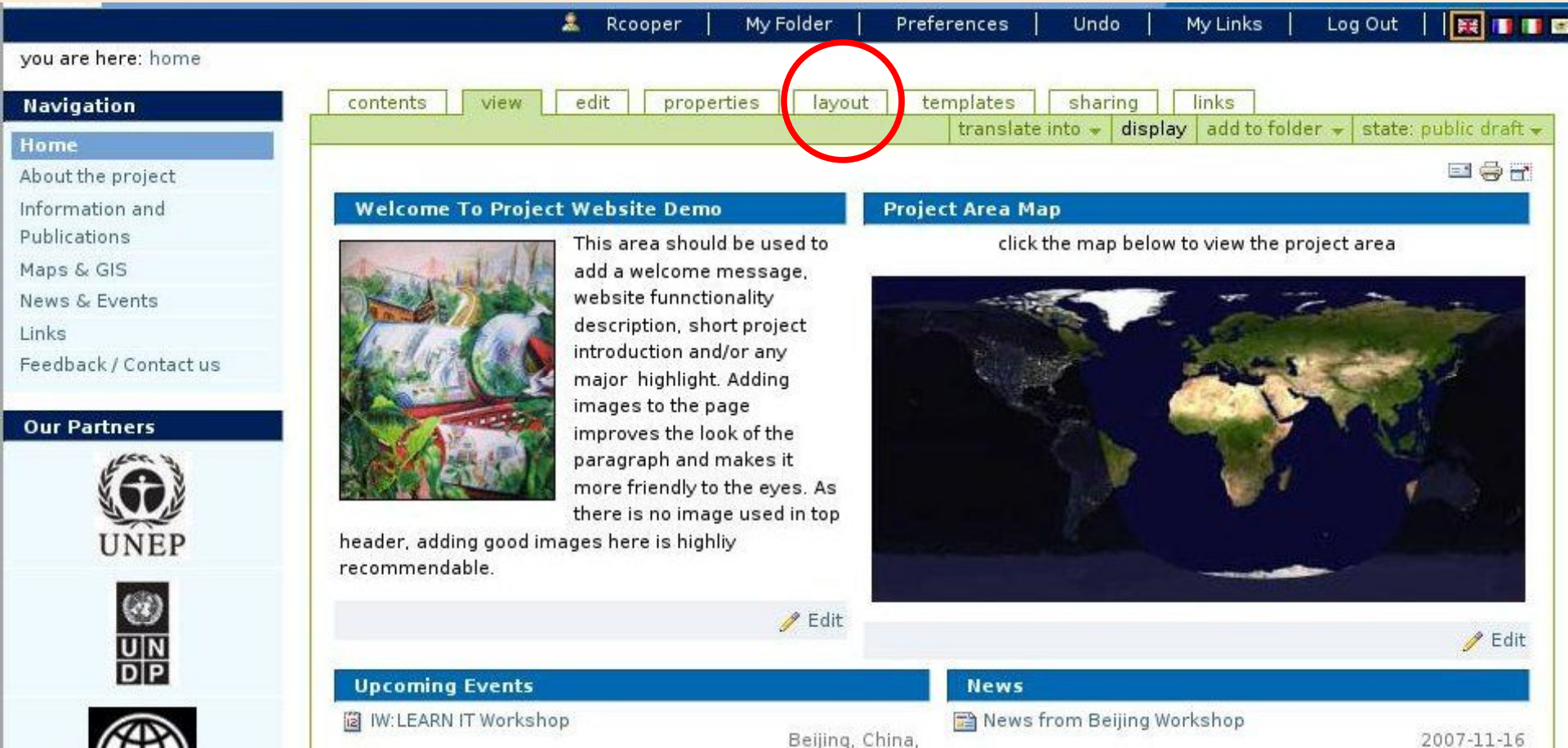
Footer = project contact details

Project PCU, Physical address, City, Country
Tel:+countrycode citycode phonenumber, Fax:+countrycode citycode faxnumber, E-mail:pcu@projectsite.org

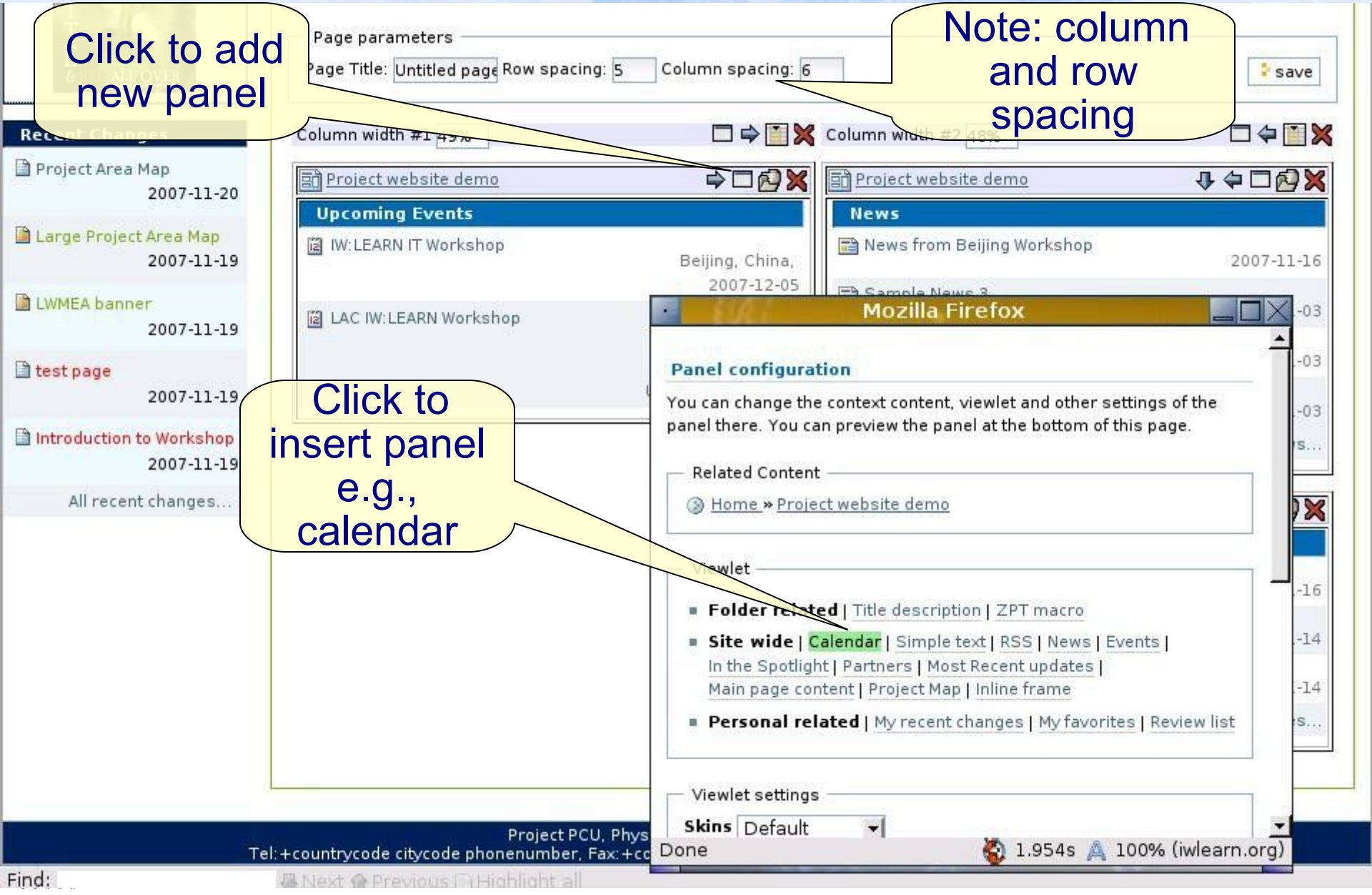
Supported by GEF IW:LEARN

Content panels

- Content panels allows development of complex web pages
- Adding a panel
  - Click on *layout tab*



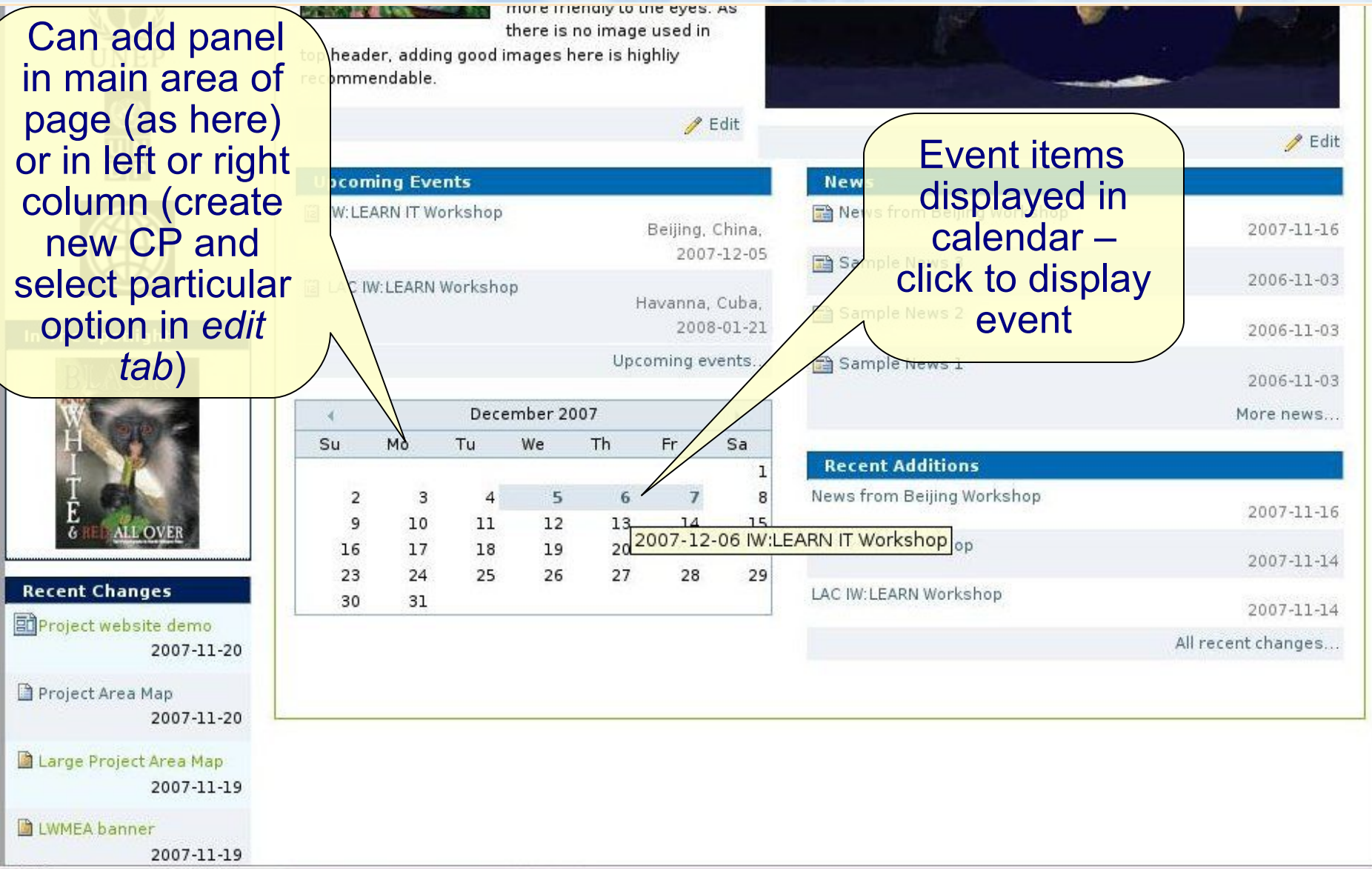
Advanced features: content panels



Content panels

Can add panel in main area of page (as here) or in left or right column (create new CP and select particular option in *edit tab*)

Event items displayed in calendar – click to display event



Content panels

- Event item displayed after clicking calendar data

Content panels (project introduction panel)

RTC's Demo Logo

Search

Rcooper | My Folder | Preferences | Undo | My Links | Log Out

you are here: home

Navigation

- Home
- About the project
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- News & Events
- Links
- Feedback / Contact us

Our Partners

UNEP

UNDP

In The Spotlight

contents | view | edit | properties | layout | templates | sharing | links

translate into | display | add to folder | state: public draft

Welcome To Project Website Demo

This area should be used to add a welcome message, website funnctionality description, short project introduction and/or any major highlight. Adding images to the page improves the look of the paragraph and makes it more friendly to the eyes. As there is no image used in top header, adding good images here is highliy recommendable.

Edit

Project Area Map

click the map below to view the project area

Click *edit* link (beneath text)

Edit

Upcoming Events

IW:LEARN IT Workshop — Beijing, China, 2007-12-05

LAC IW:LEARN Workshop — Havanna, Cuba, 2008-01-21

Upcoming events...

November 2007

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10

News

News from Beijing Workshop — 2007-11-16

Sample News 3 — 2006-11-03

Sample News 2 — 2006-11-03

Sample News 1 — 2006-11-03

More news...

Recent Additions

News from Beijing Workshop

Find:

Content panels (project introduction panel)

Undo | My Links | Log Out

you are here: home -- welcome to project website demo

Navigation

- Home
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- Welcome to Project Website Demo

Our Partners

UNEP

UNDP

In The Spotlight

view | edit | properties | sharing | links

manage translations | actions | add to folder | state: published

Edit Page

by admin — last modified 2007-11-16 10:00 **History**

A page in the site. Can contain rich text.

Title ■

Welcome to Project Website Demo

Description

A short summary of the content

A short project description / a new highlight etc.

Body Text ■

Text Format: HTML

Source | Style: Image on Left | Format: Normal | Font | Size

This area should be used to add a welcome message, website funnctionality description, short project introduction and/or any major highlight. Adding images to the page improves the look of the paragraph and makes it more friendly to the eyes. As there is no image used in top header, adding good images here is highliy recommendable.

Edit content using editor (e.g. FCKeditor)

Find:

Content panels (inserting project area map)

- Insert **image file into existing page**
  - create map image of project area, for example using screencapture at http://gis.iwlearn.org, Google Maps, Google Earth (e.g., LWMEA banner)
  - Create map with dimensions needed
    - e.g., 300 x 300 pixels
    - Minimise size of file
  - Go to home > project area map > edit tab
  - Delete current map and insert new map image

- Insert interactive **Google Map**

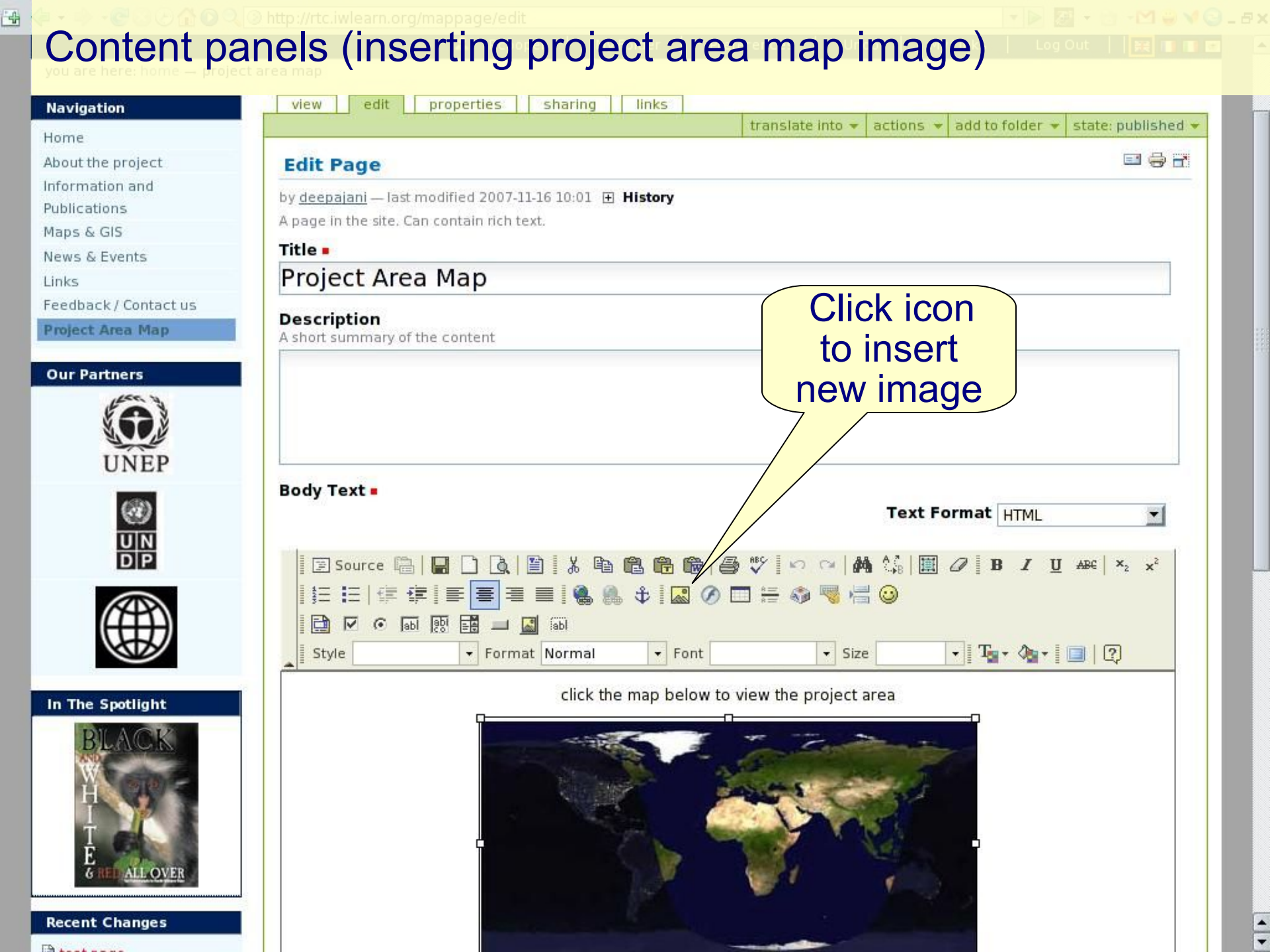
Content panels (inserting project area map image)

- Examples of inserting map image (jpg, gif)
  - Click on layout tab
  - Insert new panel
    - Add existing 'Project Map'

      OR

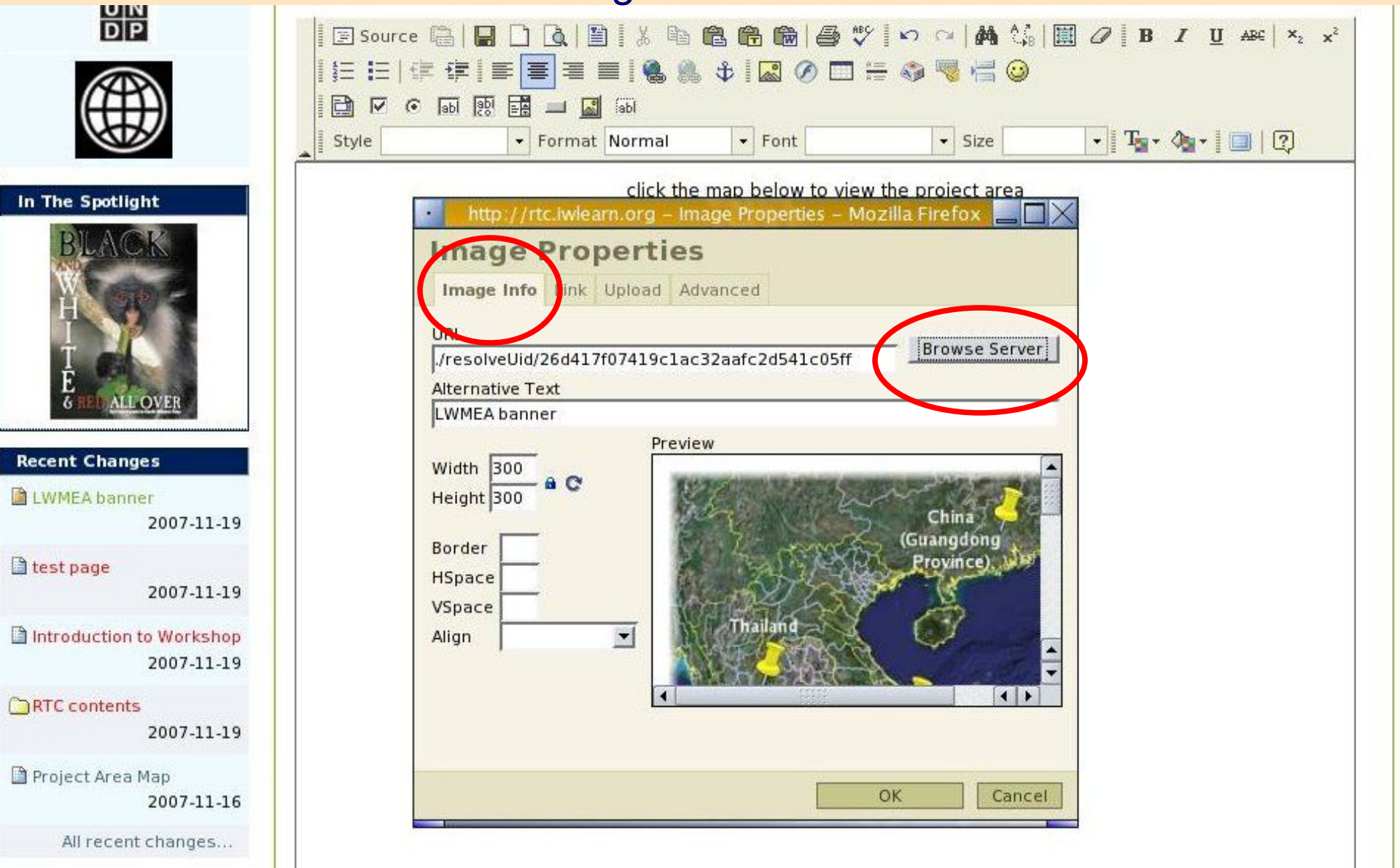
    - Click on 'Home' (related content section)
    - Select 'Images' folder > select 'sample_map.jpg'
    - Select 'image' (content related section)
    - 'select this panel'

Content panels (inserting project area map image)



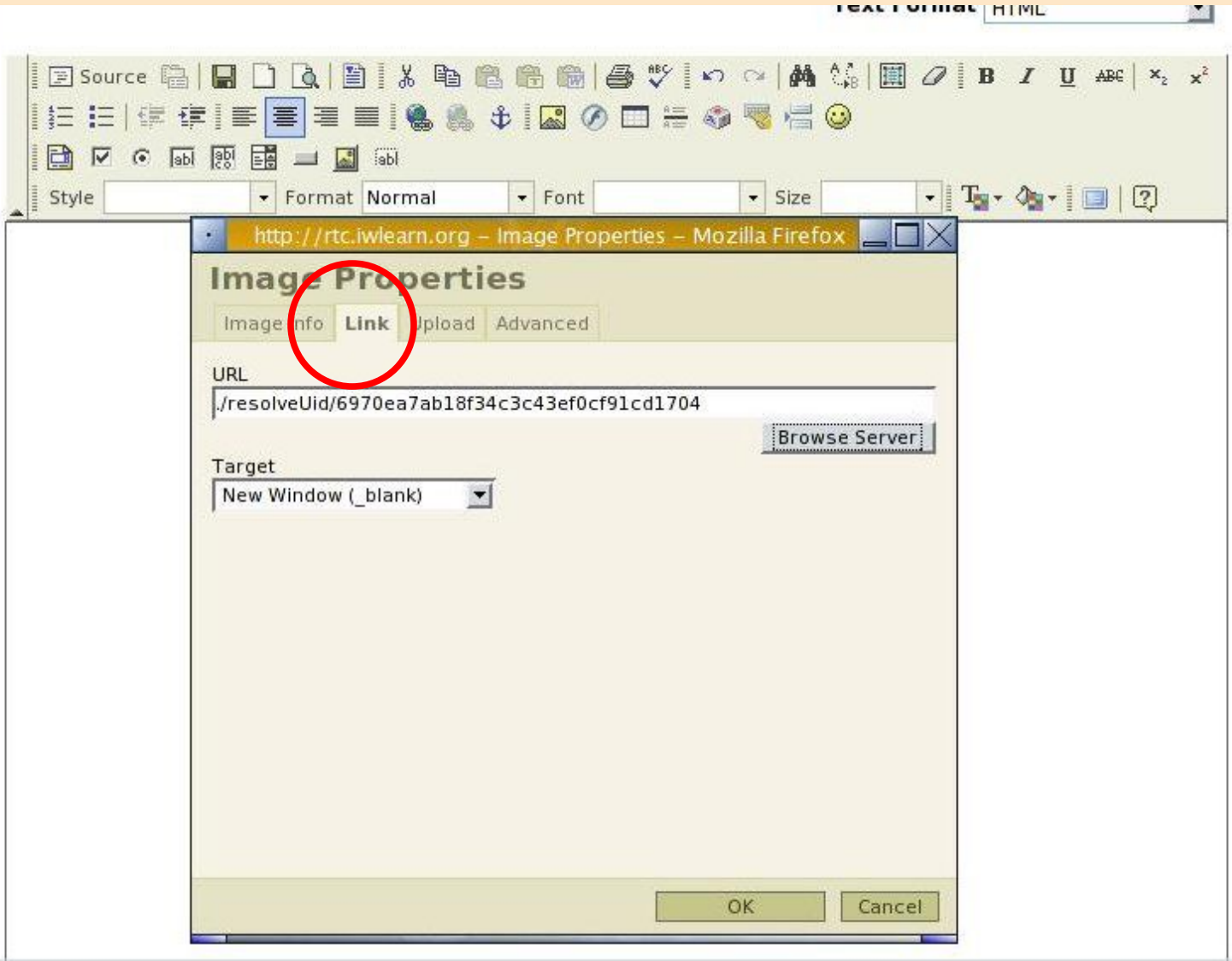
Content panels (inserting project area map image)

- Browse and select image



Content panels (inserting project area map image)

- Add link to image



Click on home page map to display larger map of project area

templates | sharing | links

translate into | display | add to folder

Project Area Map

click the map below to view the pr

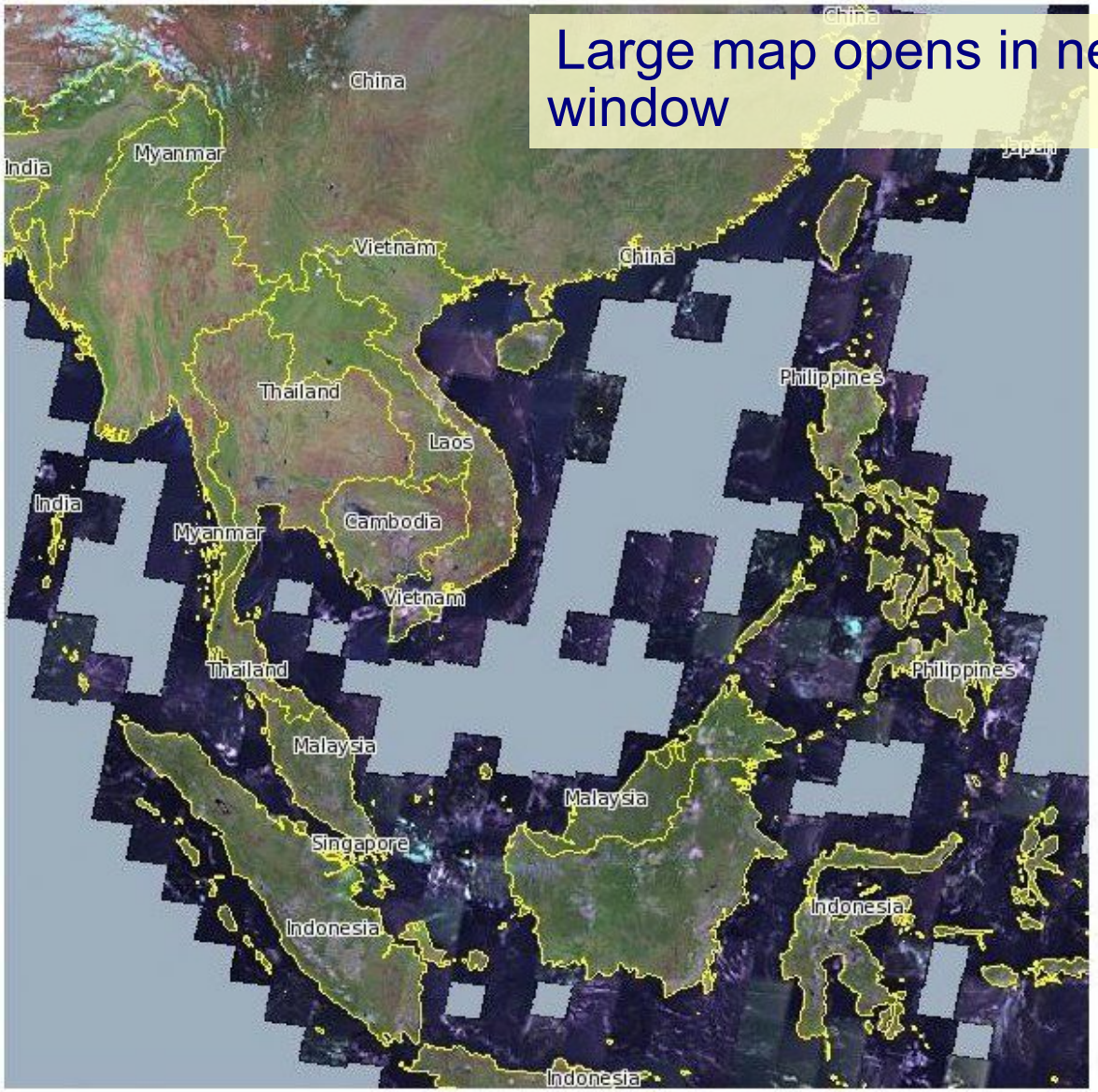
large-project-area-map

File Edit View History Bookmarks Tools Help

http://rtc.iwlearn.org/images/large-project-area-map

RC_HOME | RC_START | Search Engines | Linux | RTC | MEPIS | GeoNetwork- The po... | Can I invest in

Large map opens in new window



Done

Content panels (inserting project area Google map)

- Create KML file with markers.
  - Open Google Earth, add markers and save as kml file
- Upload kml file to your Plone site (e.g., see Toolkit)
- In your browser append the path of the KML file to http://maps.google.com/maps?q=

  E.g.,(all one line): http://maps.google.com/maps?q=http://toolkitver2.iwlearn.org/unep-iw-learn-project-offices.kml
- Click on 'Link to this page'
- Click on 'Customize and preview embedded map'
- Customise map as required (e.g., size, view)
- Copy html code and paste html code into 'simple text' content panel on home page.

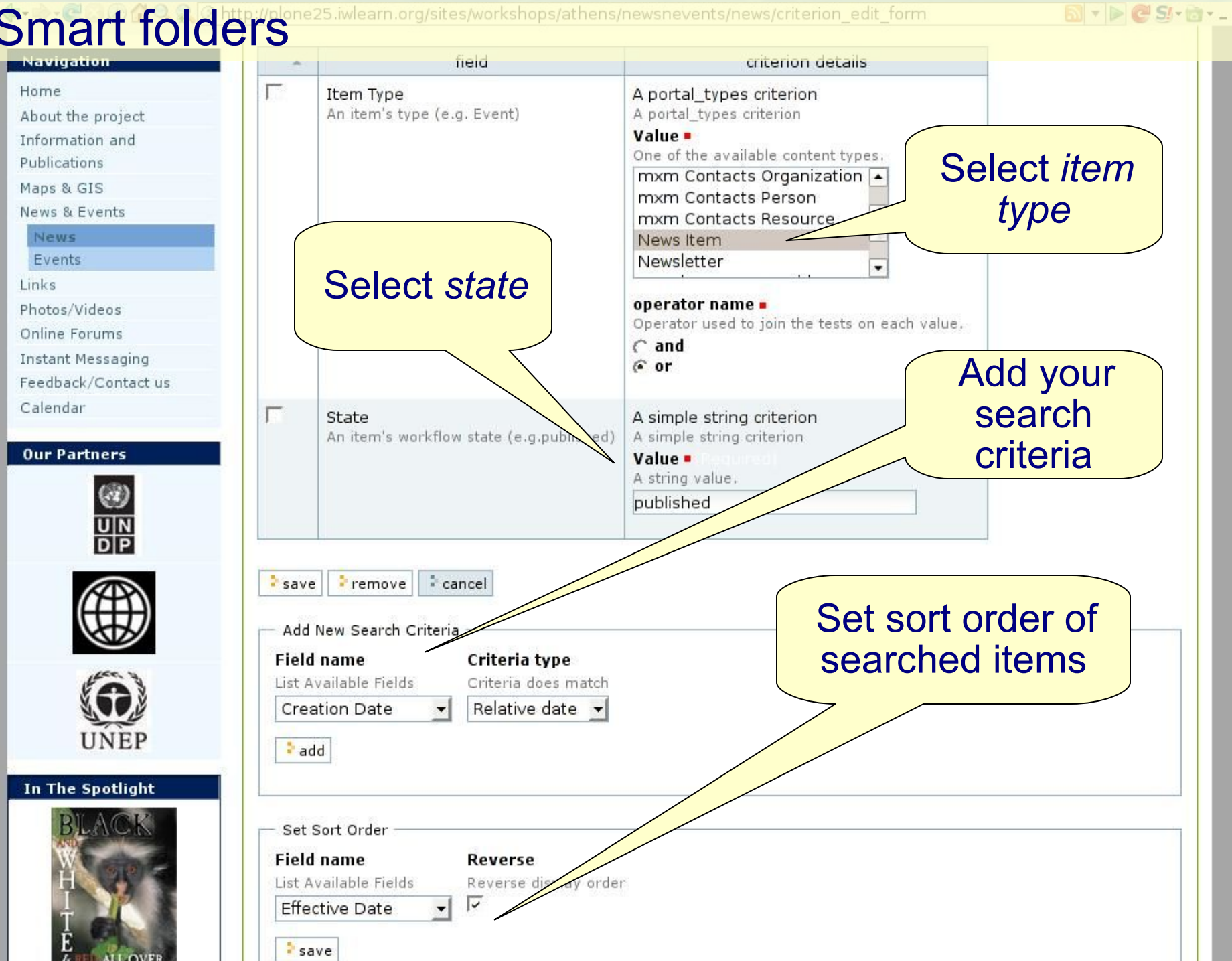
Tabbed subpages

- Example of usage in Toolkit:
  - 'Photos/Videos'
  - 'News & Events'
  - Two pages added to tabbed subpage
- To insert a tabbed subpage:
  - *add item* > select *tabbed subpages* > insert *title* > browse to add sub-pages > save
  - Note that pages, smart folders and other types of content can be added as sub-pages, but NOT ALL content types will work (you need to experiment).

Smart folders

- A 'smart folder' is not a normal folder!
- You **do not add items** to a smart folder – you add **search criteria** and the smart folder automatically updates and displays the results. Useful for grouping information by keyword, type of content, etc
- Example of usage in Toolkit:
  - 'News' and 'Events'
- Creating a smart folder
  - *add item* > select *smart folder* > insert title > *save* > select *criteria* tab > *add* search criteria > *save*
- More guidelines: http://learnplone.org/documentation/tutorial/smart-folders/tutorial-all-pages

Smart folders



Partner logos

- *Add item* > select *partner profile*
- Complete *edit tab* fields
  - Browse and upload logo (check dimensions, e.g., 70 x 70 pixels)
- *Publish* item
- You can rearrange order of logos by dragging and dropping under 'contents' tab

- NOTE: as a site 'member' you will only see your partner logos when logged in – they will not be publically visible in left column.

Customising Toolkit content: partner logos

Add *partner profile*

Advanced features: partner logos

- Key fields: title, description and link, and upload logo

Adding a *spotlight*

- Create image (e.g. image dimensions – 100x133px)
- *add item* > select *in the spotlight*
- *Add title* > *browse* for image > add image's *URL* > *save* > *publish*
- To display one spotlight - set status of one spotlight to 'published' and make the others 'private'

NOTE: as a site 'member' you will only see your spotlight when logged in – they will not be publically visible in left column.

Photo/video galleries

Your Banner

all | Search

Richard Cooper | My Folder | Preferences | Undo | Log Out

you are here: home → photos/videos

Translate English To:

Arabic | Translate

Navigation

- Home
- About the project
- Information and Publications
- Maps & GIS
- News & Events
- Links
- Photos/Videos
  - Photo Gallery
  - Video Gallery
- E-Newsletter
- Online Forums
- Instant Messaging
- Feedback/Contact us

Our Partners

UNEP | UNDP

In The Spotlight

contents | view | edit | properties

translate into | actions | display | add to folder | state: published

Photos/Videos

by Richard Cooper — last modified 15-May-2008 07:59 PM ⊞ **History**

Photo Gallery | Video Gallery

Photo Gallery

Upload photographs from your project (select 'add item' > select 'image') and display as small images (select 'display' > 'thumbnail view')

analysis.jpg

marine.jpg

meetings.jpg

presentations.jpg

studies.jpg

sample_map.jpg

doc img1

doc img2

Photo/video galleries

- Adding a photo
  - Click on Photo Gallery in navigation tree
  - *Add item > image*
- Adding Google video
  - Click on Video Gallery in navigation tree
  - *Add item > google video*
  - Add video 'docId' number (this is the video id number from http://video.google.com/)

Restricting site access

- You want to restrict access to certain parts of your site
- Need to undertand three key publication states of content (of page/folder/object):
  - published (visible to everyone)
    - can retract (i.e., unpublish) a published item to public draft state
  - private (only visible to users with permission)
  - public draft (may or may not be visible to everyone)
    - initial state of all newly added content
    - events and news items **must** be published
    - other items may be visible to all
  - **give it private status if you want to limit access!**

Restricting site access

- Users can have different *roles* which means they have certain permissions
- Four standard permissions:
  - Manager - can publish content, change anything in site
  - Member – cannot publish content, can only add content to own 'my folder' area
  - Reviewer – defined on a per-folder basis (local role), can edit/publish content
  - Owner – defined on a per-folder basis (local role), owner is creator of folder/page/object, cannot publish content

Restricting site access

Example: to restrict access to '*PMO Documents' folder*

STEPS

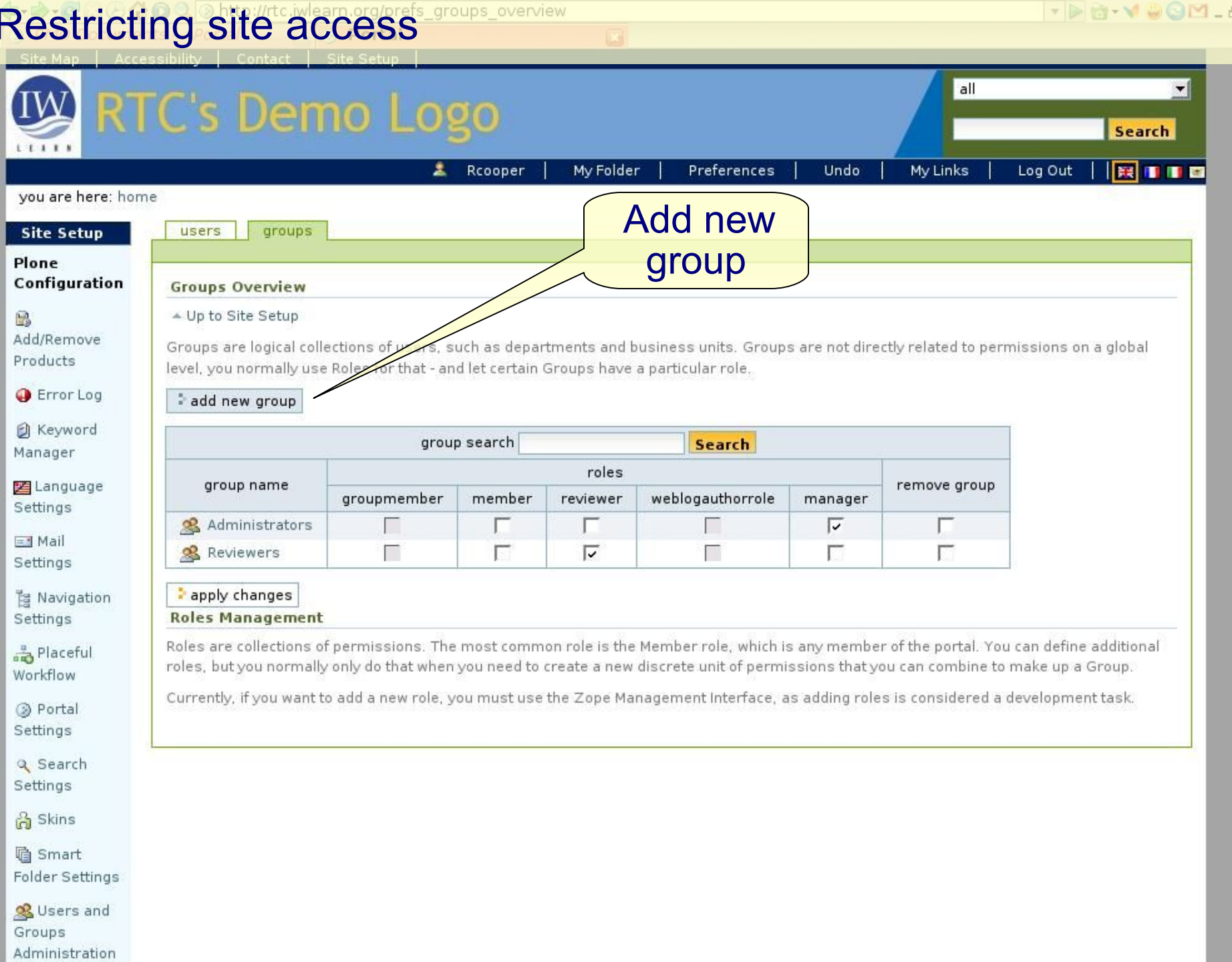
1. Create new group
2. Add users to group (add new users if not already members)
3. Make 'PMO Documents' folder *private*
4. Change sharing permission of 'PMO Documents' folder by assigning *manager* status to new group

Restricting site access

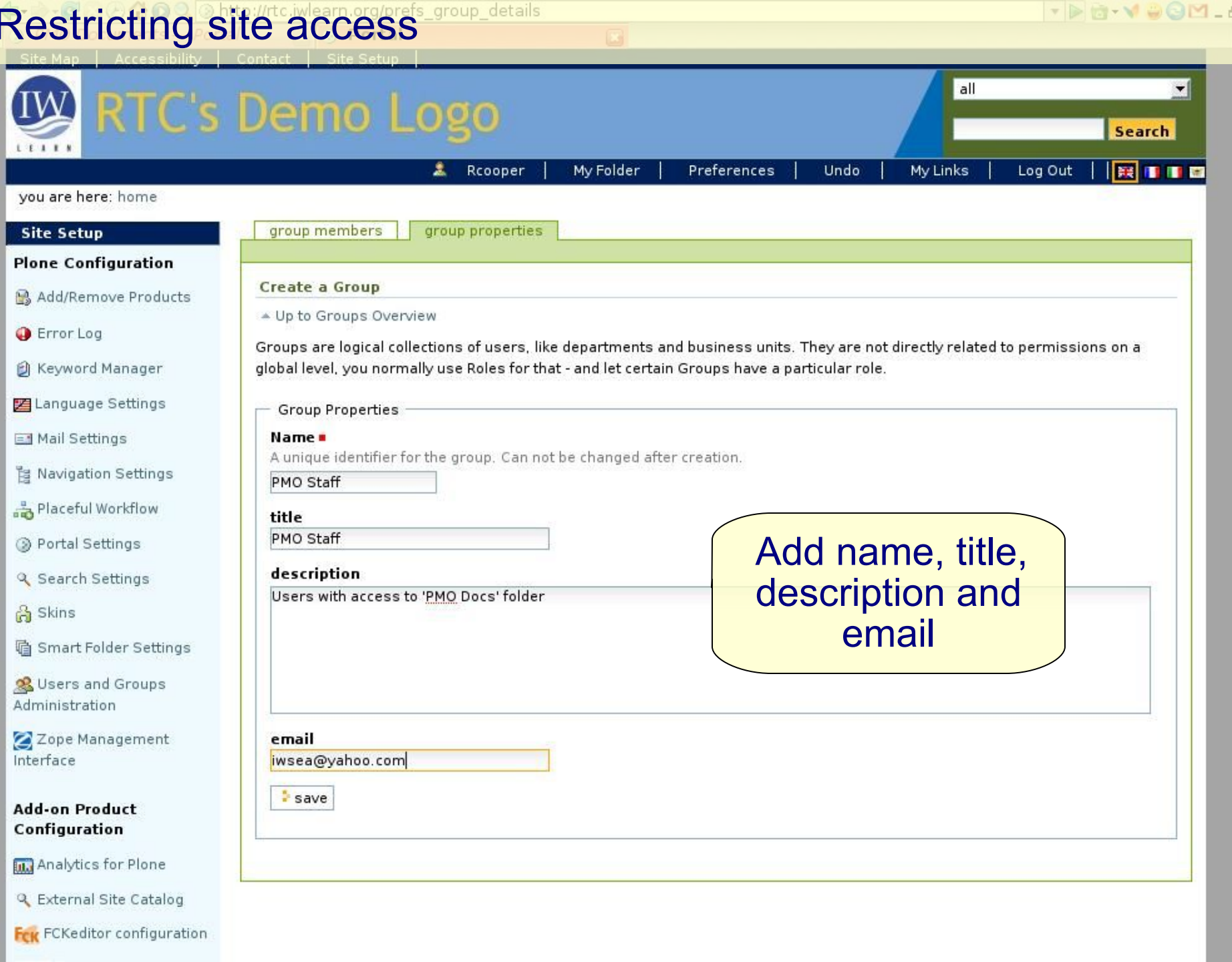
1. Create new group

- Go to Plone control panel > click on *Users and groups administration*
  - Select *groups* tab and add *new group*
  - Give new group name, e.g., 'PMO staff'
  - Assign *member* role to group

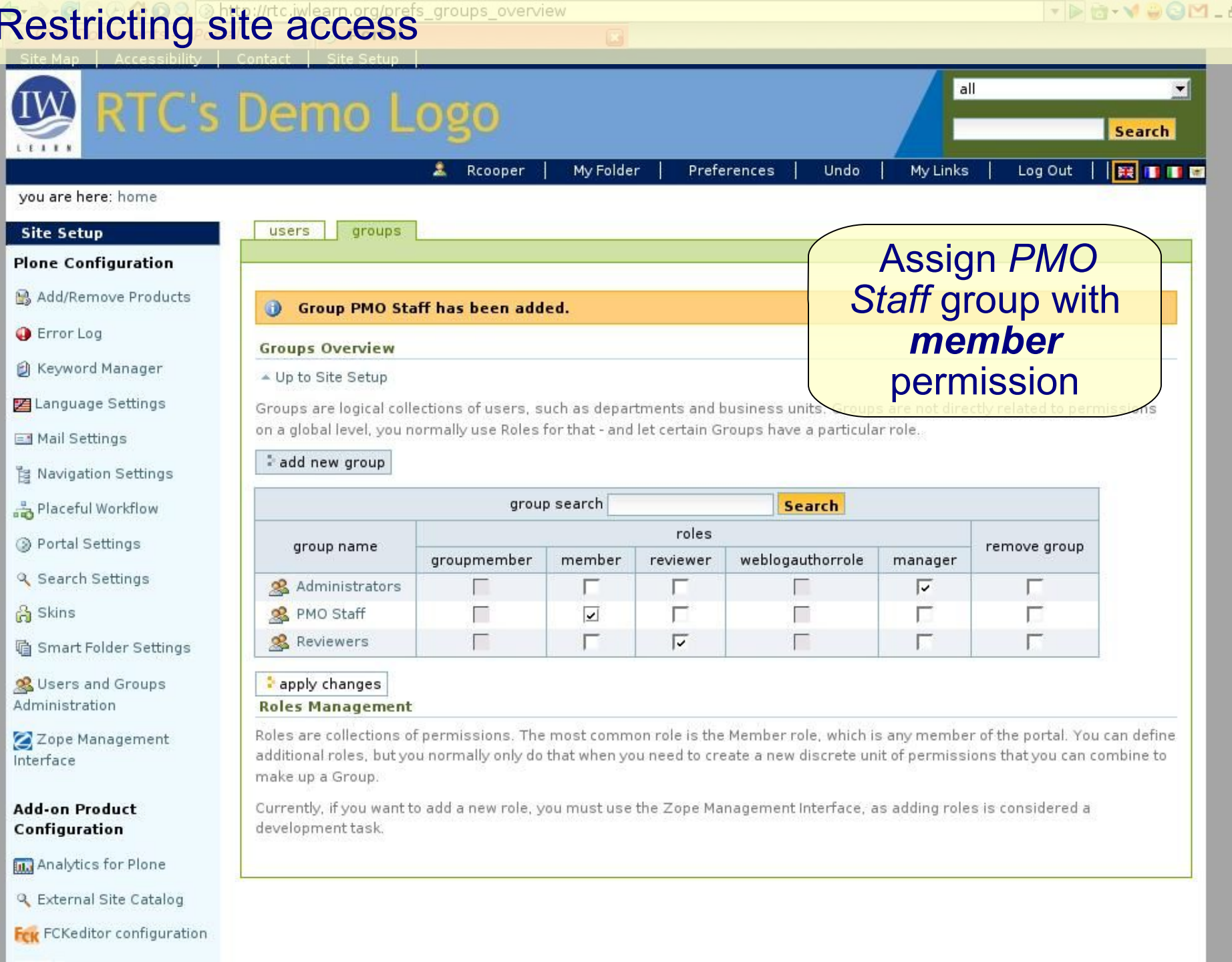
Restricting site access



Restricting site access



Restricting site access

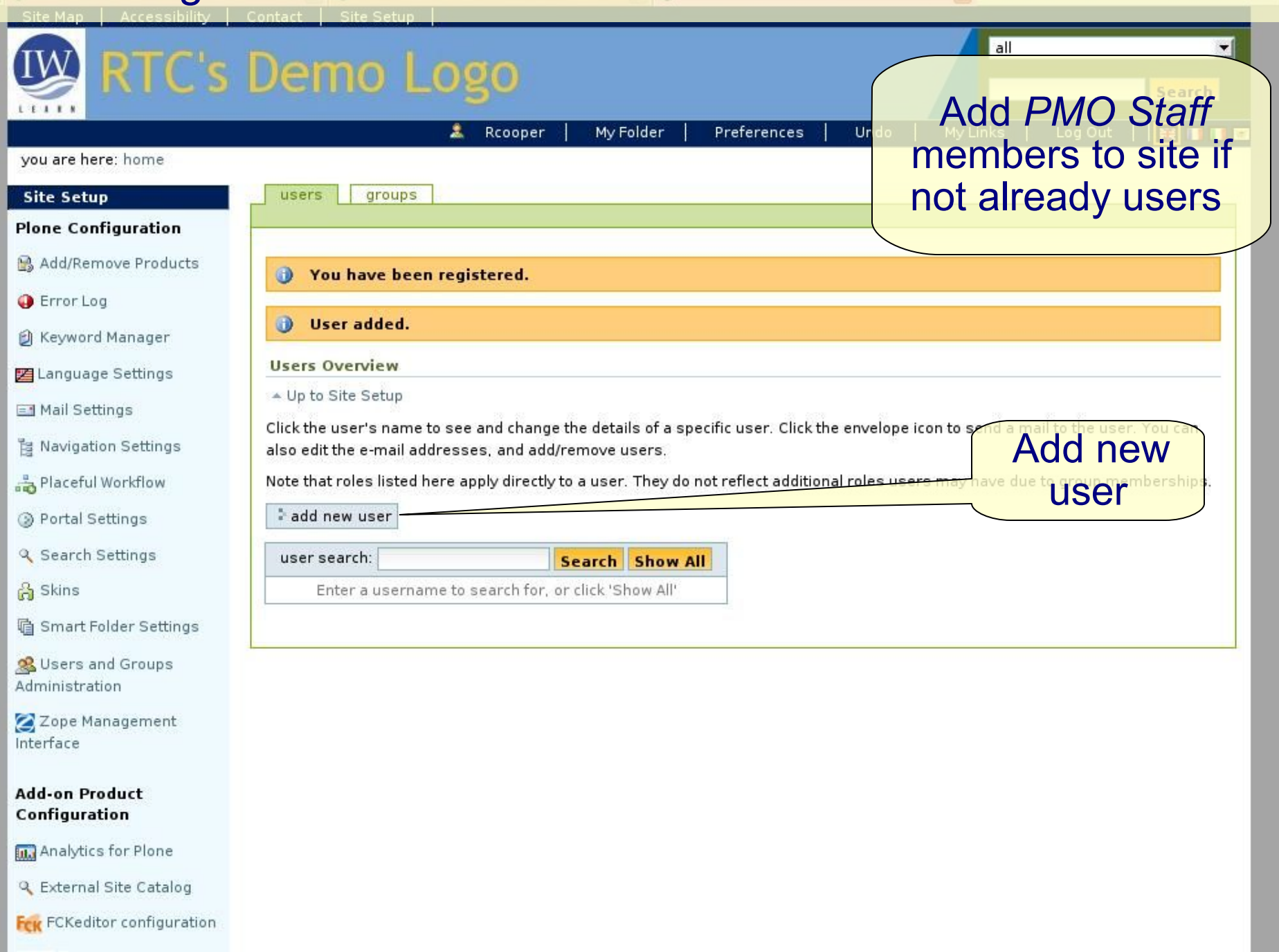


Assign *PMO Staff* group with ***member*** permission

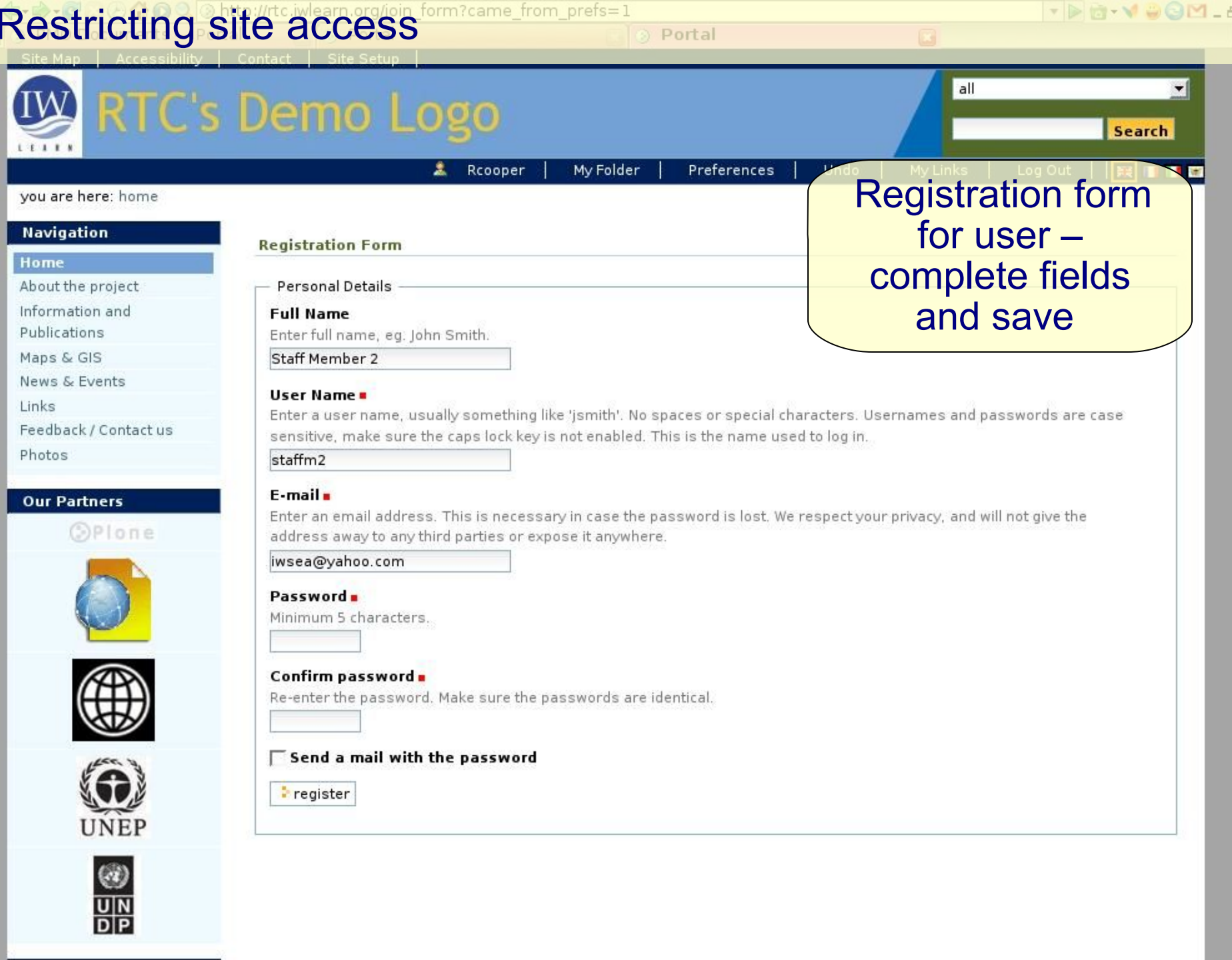
Restricting site access

2. Add users to group (add new users if not already members)

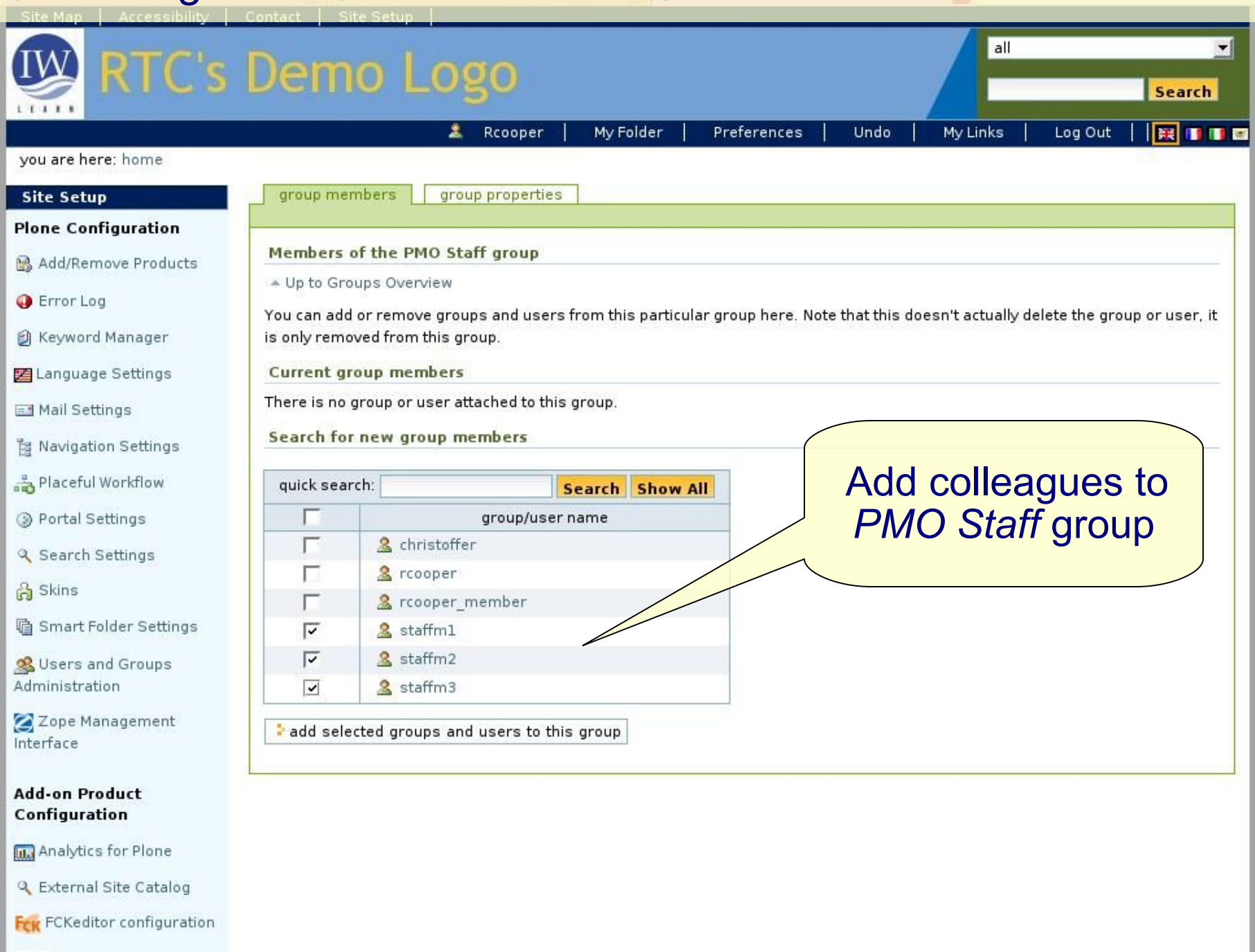
Restricting site access



Restricting site access



Restricting site access



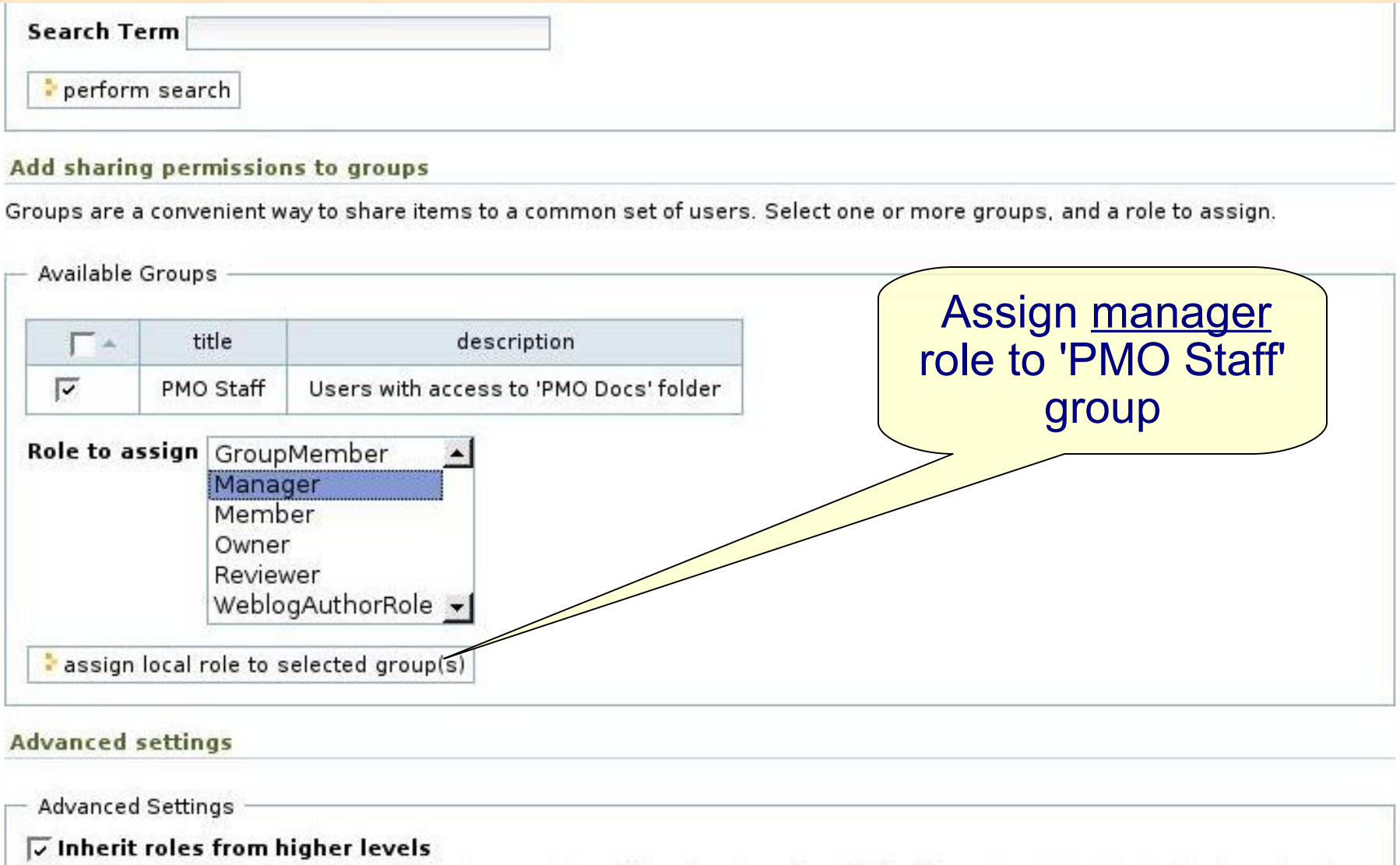
Restricting site access

3. Ensure 'PMO Documents' folder has ***private*** status

4. Change sharing permission of 'PMO Documents' folder by assigning *manager* status to new group

Restricting site access

- Go to folder 'PMO Documents' directory > *sharing* tab



Restricting site access

upload files | contents | view | edit | properties | sharing | links

translate into | actions | display | add item | state: private

Local roles changed.

Current sharing permissions for PMO Documents

You can share the rights for both entire folders and single items. These users have privileges here:

Assigned Roles for PMO Documents

	name	type	inherited role(s)	local role(s)
☐	rcooper (rcooper)	User	Manager , Owner	Owner
☐	PMO Staff	Group		☐ Manager
☐	bovorn	User	Owner	

Roles to assign to selected user(s)/group(s)

☐ GroupMember ☐ Manager ☐ Member

☐ Reviewer ☐ WeblogAuthorRole

assign selected role(s) to selected user(s)/group(s) | delete selected role(s) and user(s)/group(s)

Confimation of 'PMO Staff' group assigned manager role

Add sharing permissions to users

Sharing is an easy way to allow others access to collaborate with you on your content. To share this item, search for the person's name or email address in the form below, and assign them an appropriate role. The most common use is to give people Manager permissions, which means they have full control of this item and its contents (if any).

Restricting site access

- Check folder is restricted to PMO staff
  - Log out and check 'PMO Documents' folder is not visible to anonymous visitors
  - Log in PMO Staff member and check contents of 'PMO Documents' folder is accessible...

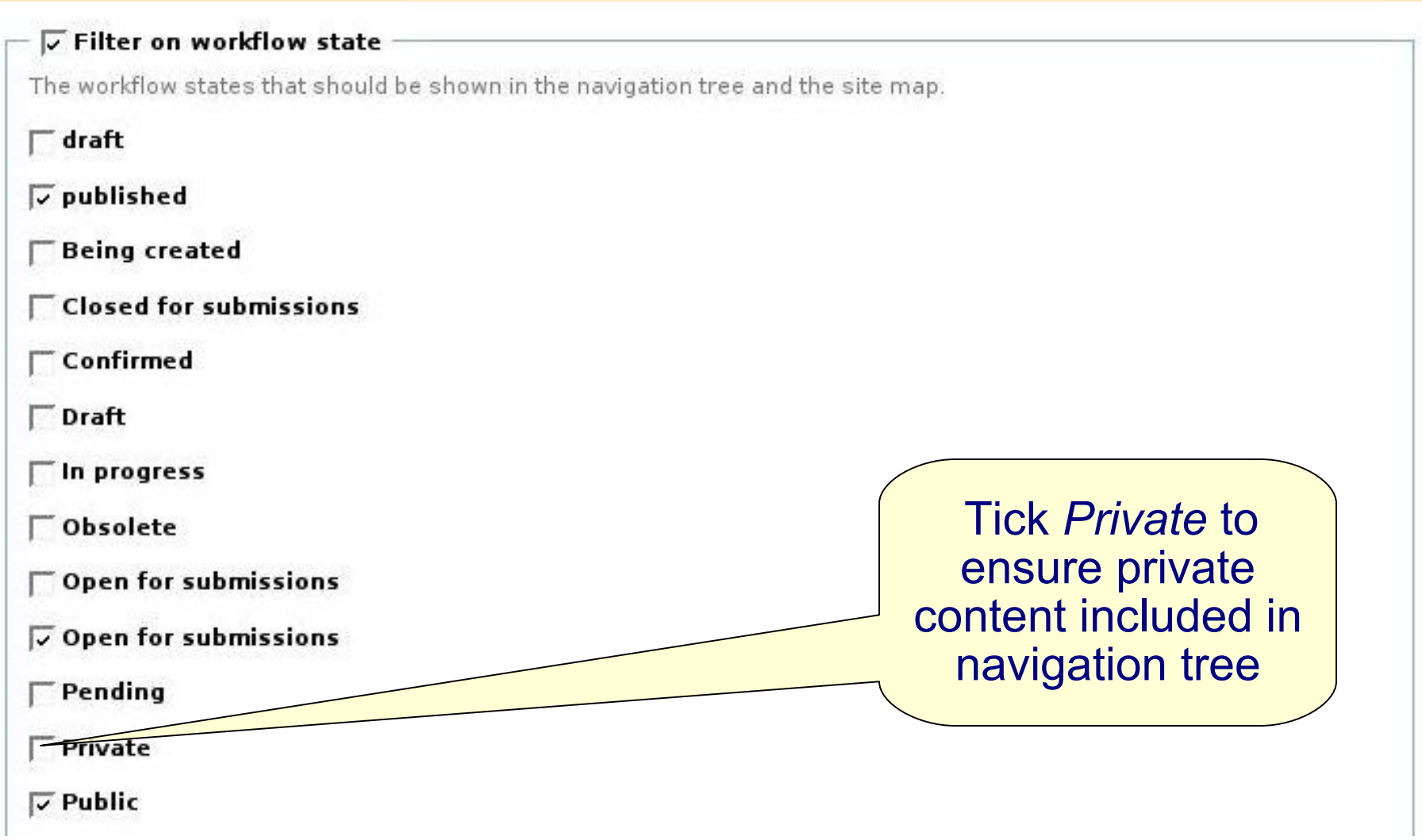
Restricting site access

- The following is **optional** but may make navigation easier for logged in users (this is already done for workshop site).
- Make private content visible in navigation tree (i.e., visible to logged in users)
  - By default only published items are visible in the navigation tree

Restricting site access

- Make private content visible in navigation tree (i.e., visible to users with permissions) [optional – but makes it easier to navigate when logged in]
  - Go to Plone control panel > Preferences > Navigation Settings
  - Scroll down and tick *private* box in F*ilter on workflow state*
    - *See next slide*

Restricting site access



Restricting site access

- More information on restricting access to content:

http://learnplone.org/documentation/tutorial/creating-a-private-board-section/tutorial-all-pages

http://www2.le.ac.uk/plonedocs/userguide/part1-basic/permissions