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

(Introduction: Part II)

19-20 March 2009

Sean Khan
(Project Manager)
sean.khan@unep.org

Khristine Custodio
(Communications/Web Developer)
khristine@iwlearn.org

Dr. Richard Cooper
(Regional Coordinator)
richard@iwlearn.org

GEF/UNEP International Waters Learning Exchange and Resource Network

Southeast Asia START Regional Center

Adding/updating content: displaying folder content

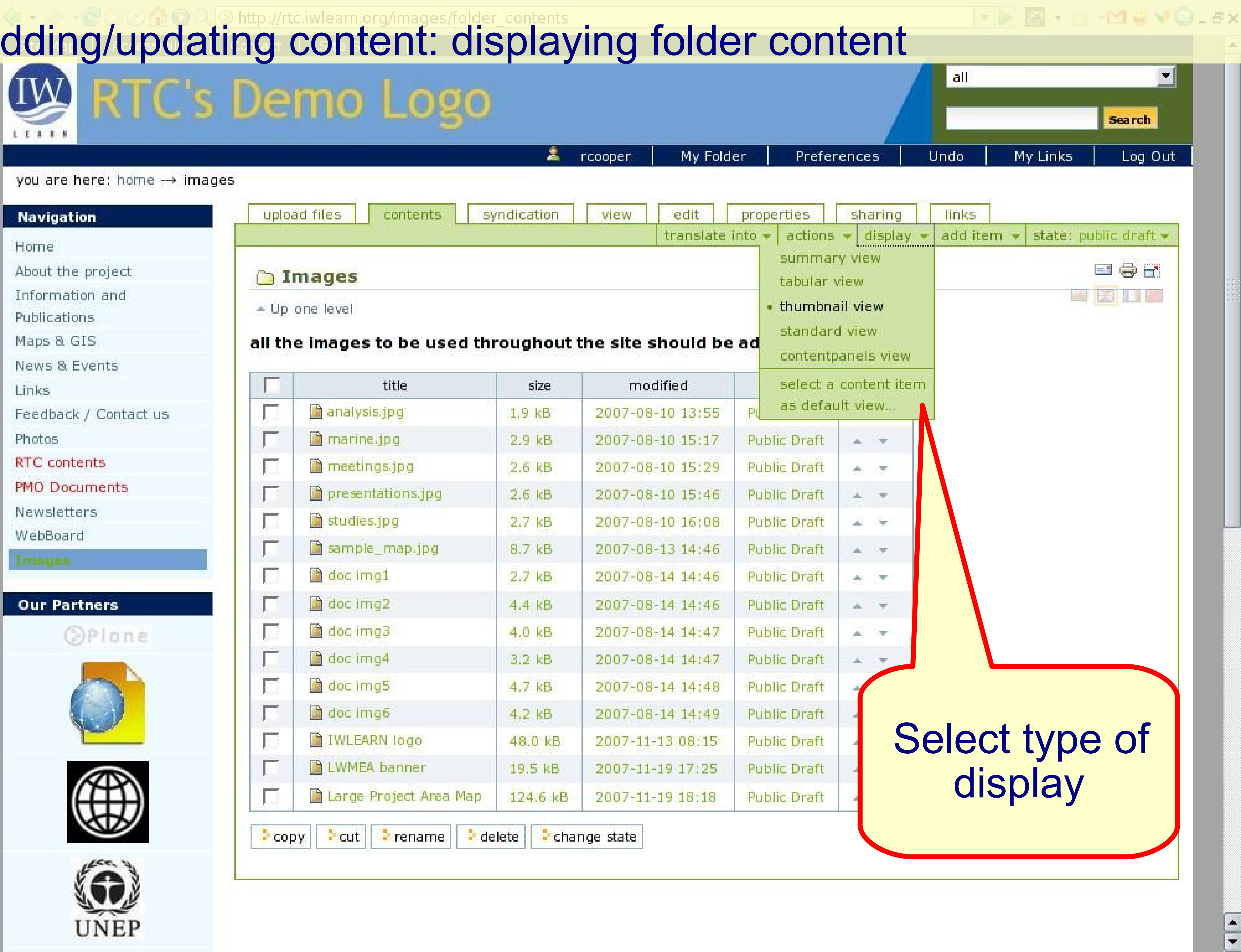
The content of folders can be displayed in different ways, including:

- standard view
- summary view
- tabular view
- thumbnail view

or

- can select an item within the folder as the default view (e.g. page, content panel, smart folder)

Adding/updating content: displaying folder content


http://rtc.iwlearn.org/images/folder_contents
RTC's Demo Logo
all
Search
rcooper
My Folder
Preferences
Undo
My Links
Log Out
Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
Photos
RTC contents
PMO Documents
Newsletters
WebBoard
Images
Our Partners
Plone
UNEP
upload files
contents
syndication
view
edit
properties
sharing
links
translate into
actions
display
add item
state: public draft
summary view
tabular view
thumbnail view
standard view
contentpanels view
select a content item as default view...
copy
cut
rename
delete
change state

you are here: home → images

Images

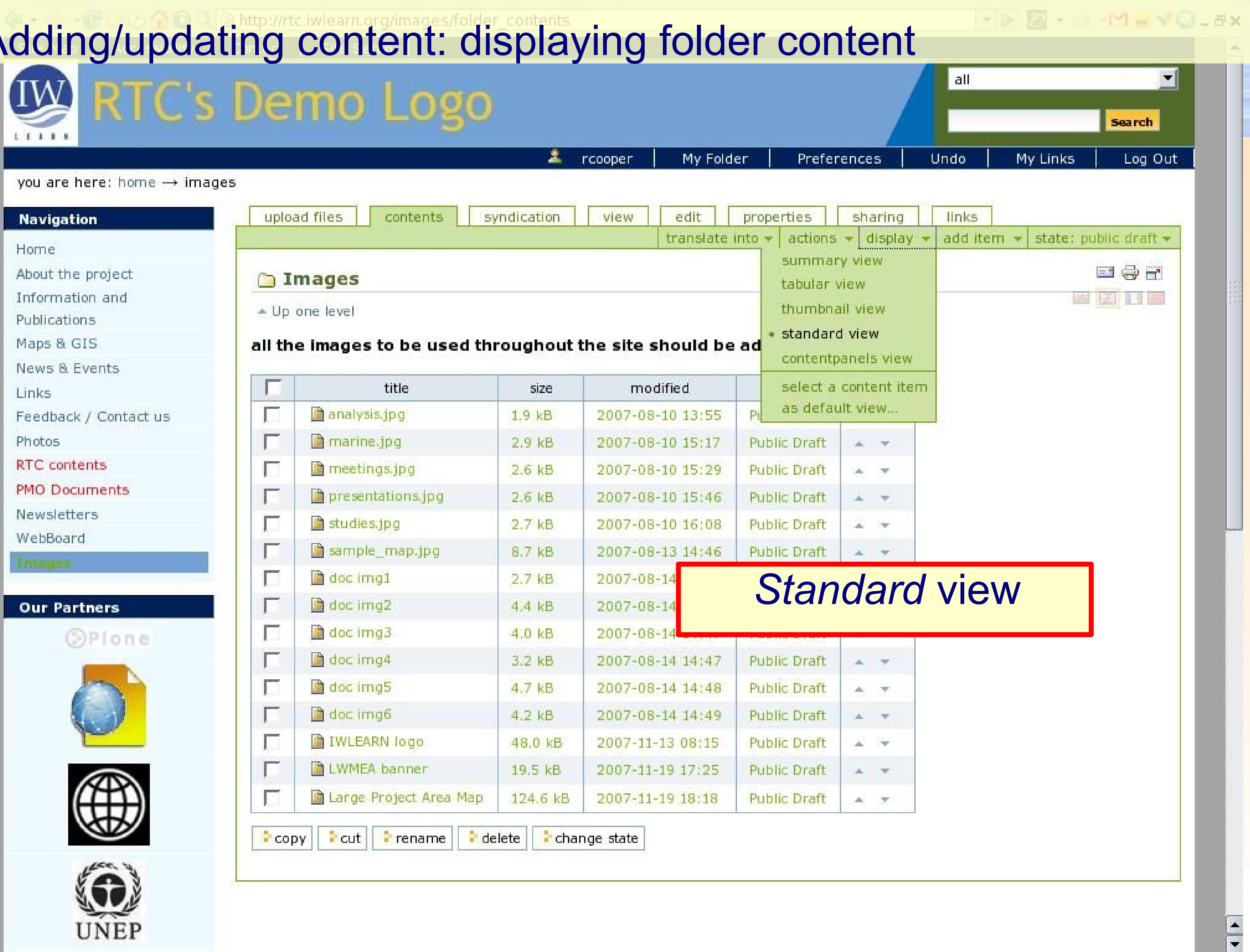
Up one level

all the images to be used throughout the site should be ad

☐	title	size	modified	
☐	analysis.jpg	1.9 kB	2007-08-10 13:55	Pu
☐	marine.jpg	2.9 kB	2007-08-10 15:17	Public Draft
☐	meetings.jpg	2.6 kB	2007-08-10 15:29	Public Draft
☐	presentations.jpg	2.6 kB	2007-08-10 15:46	Public Draft
☐	studies.jpg	2.7 kB	2007-08-10 16:08	Public Draft
☐	sample_map.jpg	8.7 kB	2007-08-13 14:46	Public Draft
☐	doc img1	2.7 kB	2007-08-14 14:46	Public Draft
☐	doc img2	4.4 kB	2007-08-14 14:46	Public Draft
☐	doc img3	4.0 kB	2007-08-14 14:47	Public Draft
☐	doc img4	3.2 kB	2007-08-14 14:47	Public Draft
☐	doc img5	4.7 kB	2007-08-14 14:48	Public Draft
☐	doc img6	4.2 kB	2007-08-14 14:49	Public Draft
☐	IWLEARN logo	48.0 kB	2007-11-13 08:15	Public Draft
☐	LWMEA banner	19.5 kB	2007-11-19 17:25	Public Draft
☐	Large Project Area Map	124.6 kB	2007-11-19 18:18	Public Draft

Select type of display

Adding/updating content: displaying folder content


http://rtc.iwlearn.org/images/folder_contents
RTC's Demo Logo
all
Search
rcooper
My Folder
Preferences
Undo
My Links
Log Out
Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
Photos
RTC contents
PMO Documents
Newsletters
WebBoard
Images
Our Partners
Plone
UNEP
upload files
contents
syndication
view
edit
properties
sharing
links
translate into
actions
display
add item
state: public draft
summary view
tabular view
thumbnail view
• standard view
contentpanels view
select a content item as default view...
Up one level
copy
cut
rename
delete
change state

you are here: home → images

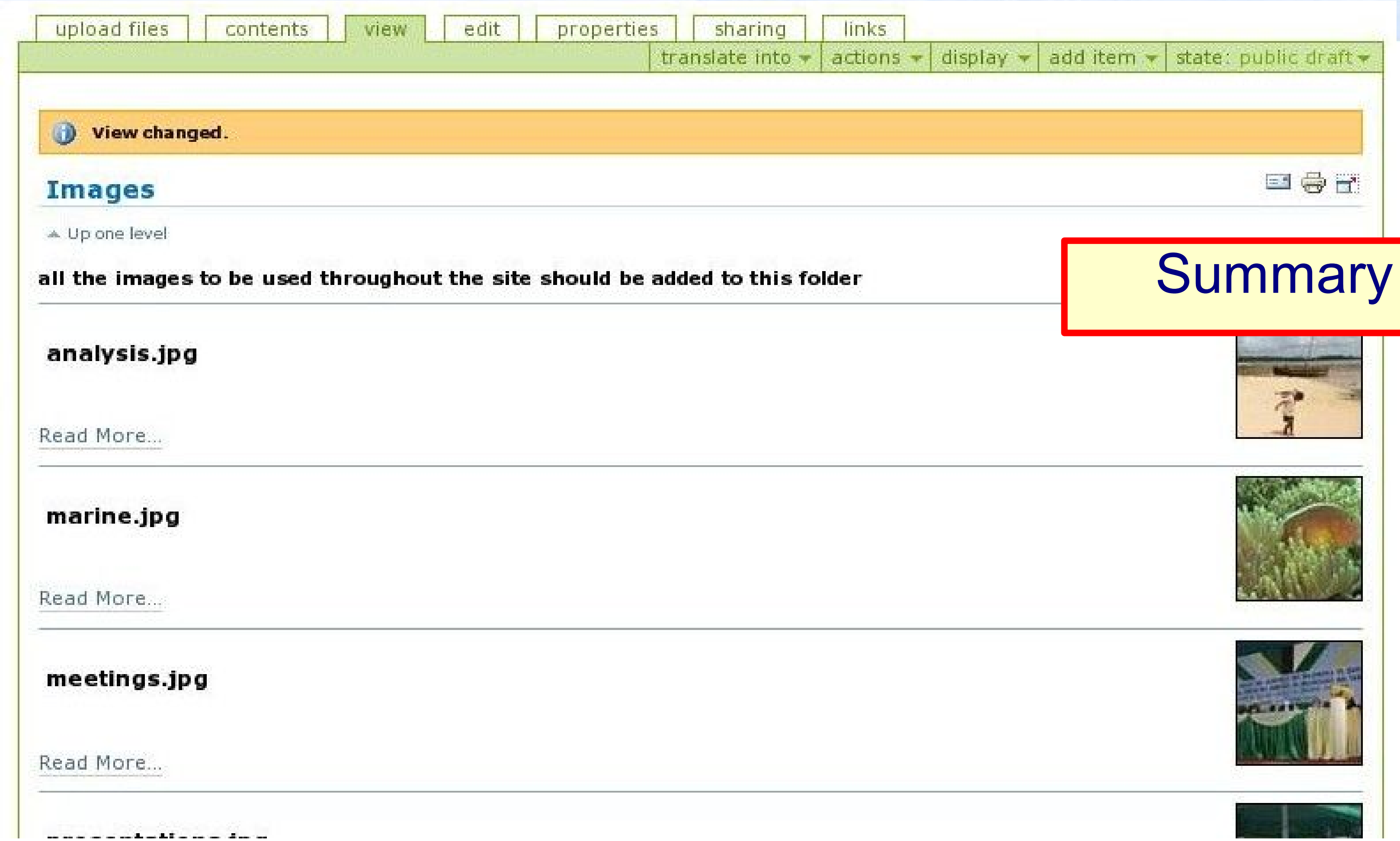
Images

all the images to be used throughout the site should be ad

☐	title	size	modified		
☐	analysis.jpg	1.9 kB	2007-08-10 13:55	Pu	
☐	marine.jpg	2.9 kB	2007-08-10 15:17	Public Draft	▲ ▼
☐	meetings.jpg	2.6 kB	2007-08-10 15:29	Public Draft	▲ ▼
☐	presentations.jpg	2.6 kB	2007-08-10 15:46	Public Draft	▲ ▼
☐	studies.jpg	2.7 kB	2007-08-10 16:08	Public Draft	▲ ▼
☐	sample_map.jpg	8.7 kB	2007-08-13 14:46	Public Draft	▲ ▼
☐	doc img1	2.7 kB	2007-08-14		
☐	doc img2	4.4 kB	2007-08-14		
☐	doc img3	4.0 kB	2007-08-14		
☐	doc img4	3.2 kB	2007-08-14 14:47	Public Draft	▲ ▼
☐	doc img5	4.7 kB	2007-08-14 14:48	Public Draft	▲ ▼
☐	doc img6	4.2 kB	2007-08-14 14:49	Public Draft	▲ ▼
☐	IWLEARN logo	48.0 kB	2007-11-13 08:15	Public Draft	▲ ▼
☐	LWMEA banner	19.5 kB	2007-11-19 17:25	Public Draft	▲ ▼
☐	Large Project Area Map	124.6 kB	2007-11-19 18:18	Public Draft	▲ ▼

Standard view

Adding/updating content: displaying folder content


upload files
contents
view
edit
properties
sharing
links
translate into
actions
display
add item
state: public draft

View changed.

Images

Up one level

all the images to be used throughout the site should be added to this folder

analysis.jpg

Read More...

marine.jpg

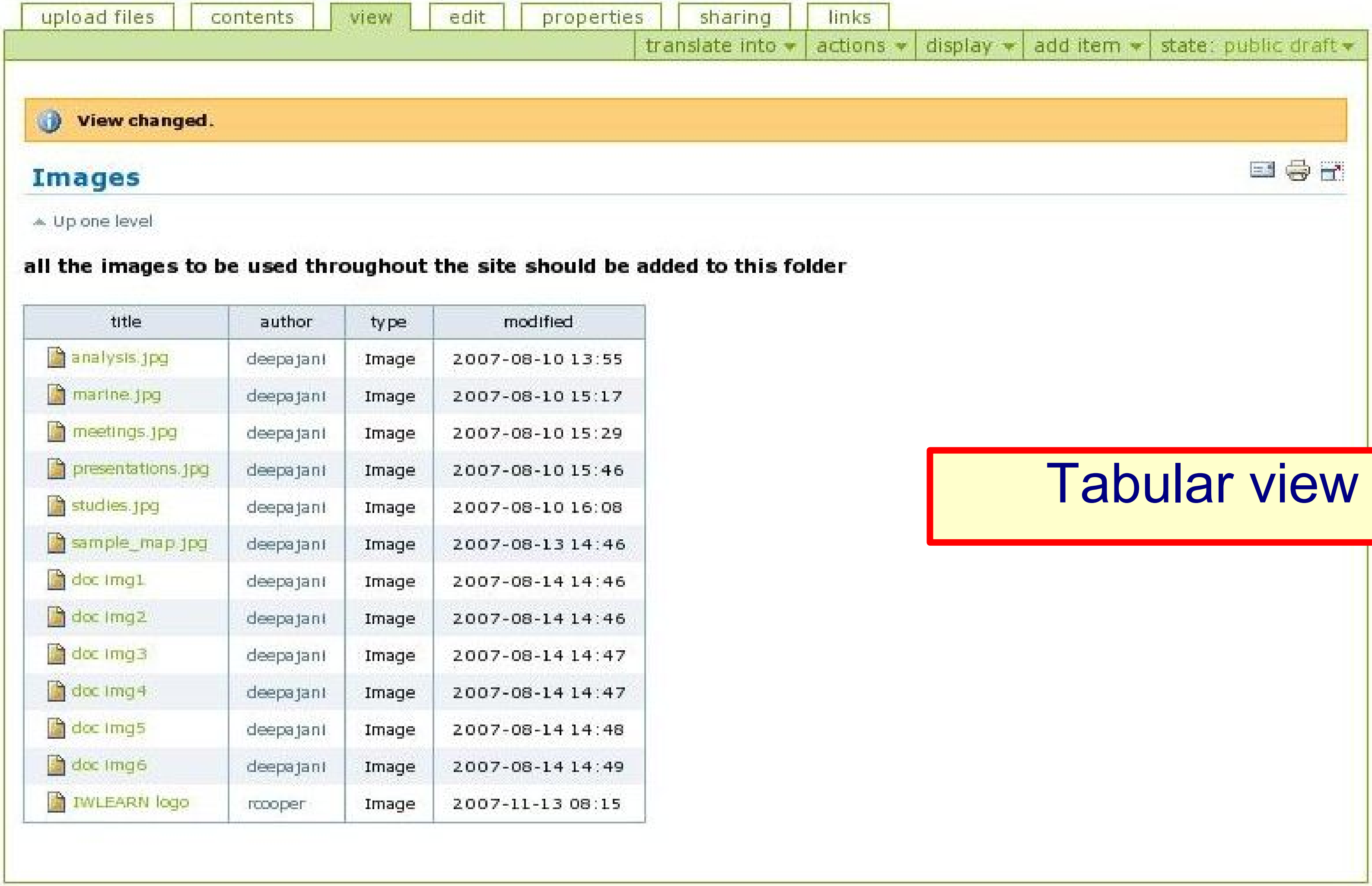
Read More...

meetings.jpg

Read More...

Summary view

Adding/updating content: displaying folder content


upload files
contents
view
edit
properties
sharing
links
translate into
actions
display
add item
state: public draft

View changed.

Images

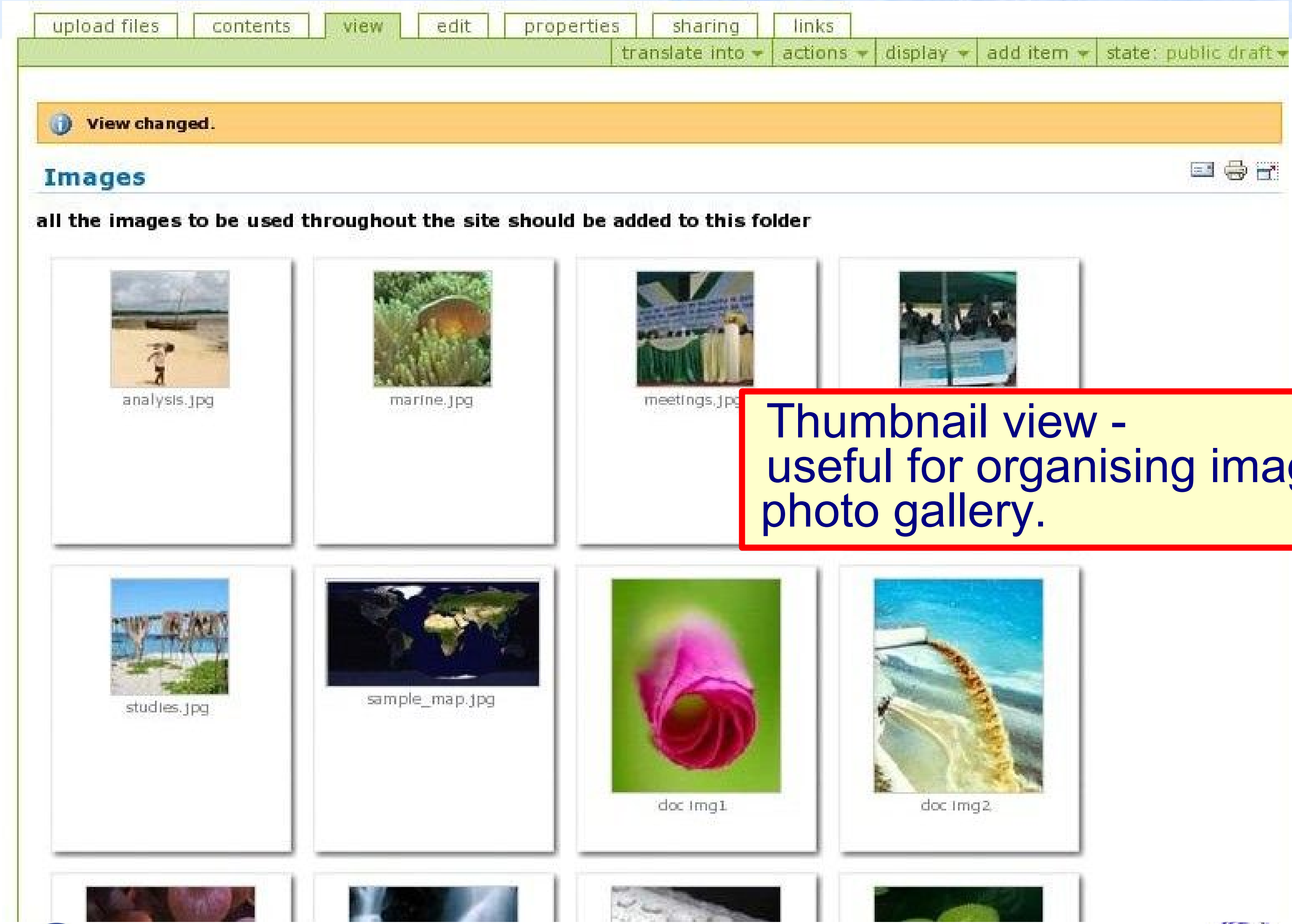
Up one level

all the images to be used throughout the site should be added to this folder

title	author	type	modified
analysis.jpg	deepajani	Image	2007-08-10 13:55
marine.jpg	deepajani	Image	2007-08-10 15:17
meetings.jpg	deepajani	Image	2007-08-10 15:29
presentations.jpg	deepajani	Image	2007-08-10 15:46
studies.jpg	deepajani	Image	2007-08-10 16:08
sample_map.jpg	deepajani	Image	2007-08-13 14:46
doc img1	deepajani	Image	2007-08-14 14:46
doc img2	deepajani	Image	2007-08-14 14:46
doc img3	deepajani	Image	2007-08-14 14:47
doc img4	deepajani	Image	2007-08-14 14:47
doc img5	deepajani	Image	2007-08-14 14:48
doc img6	deepajani	Image	2007-08-14 14:49
IWLEARN logo	rcooper	Image	2007-11-13 08:15

Tabular view

Adding/updating content: displaying folder content


upload files
contents
view
edit
properties
sharing
links
translate into
actions
display
add item
state: public draft
analysis.jpg
marine.jpg
meetings.jpg
studies.jpg
sample_map.jpg
doc img1
doc img2

View changed.

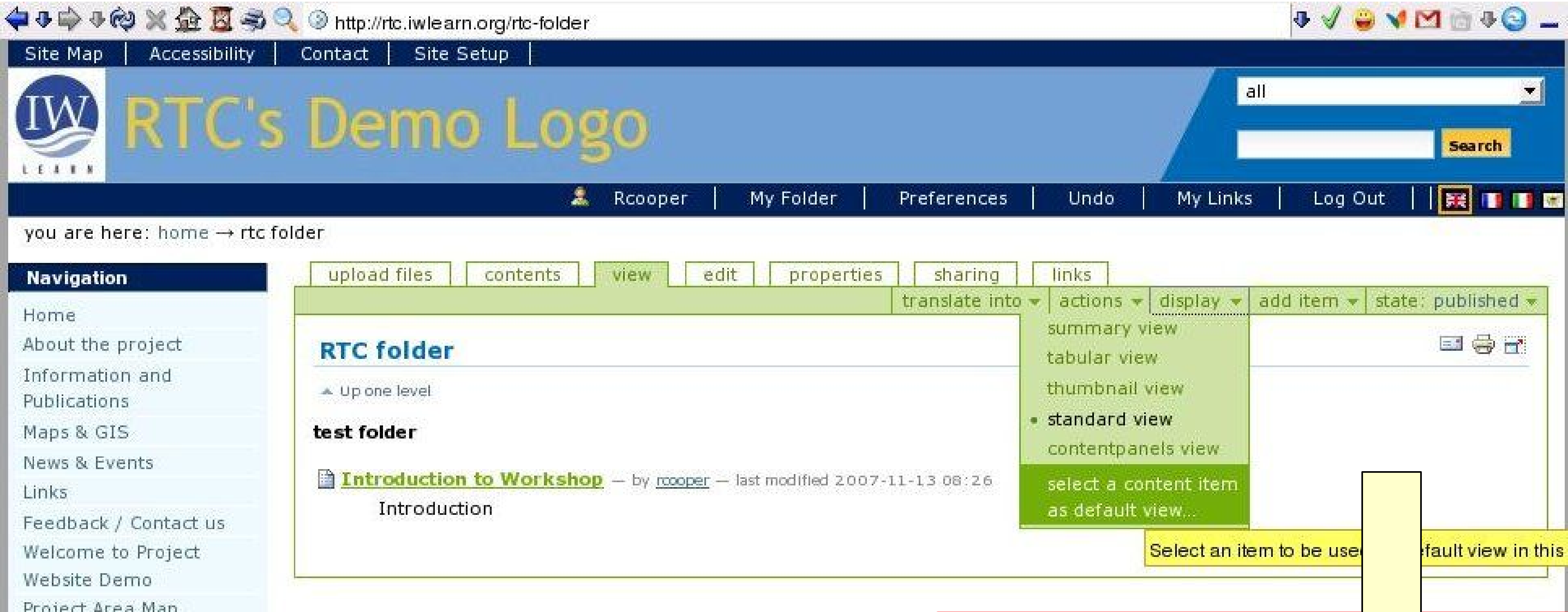
Images

all the images to be used throughout the site should be added to this folder

Thumbnail view -
useful for organising images into a photo gallery.

Adding/updating content: displaying folder content

- Changing folder view (selecting content item)


http://rtc.iwlearn.org/rtc-folder
Site Map | Accessibility | Contact | Site Setup |
IW LEARN
RTC's Demo Logo
all
Search
Rcooper | My Folder | Preferences | Undo | My Links | Log Out |
Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
Welcome to Project
Website Demo
Project Area Map
upload files
contents
view
edit
properties
sharing
links
translate into
actions
display
add item
state: published
summary view
tabular view
thumbnail view
standard view
contentpanels view
select a content item as default view...

you are here: home → rtc folder

RTC folder

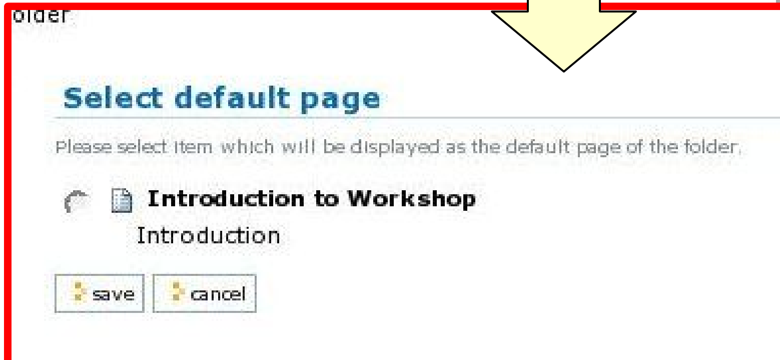
Up one level

test folder

Introduction to Workshop — by rcooper — last modified 2007-11-13 08:26

Introduction

Select an item to be use… …fault view in this …older



Select default page

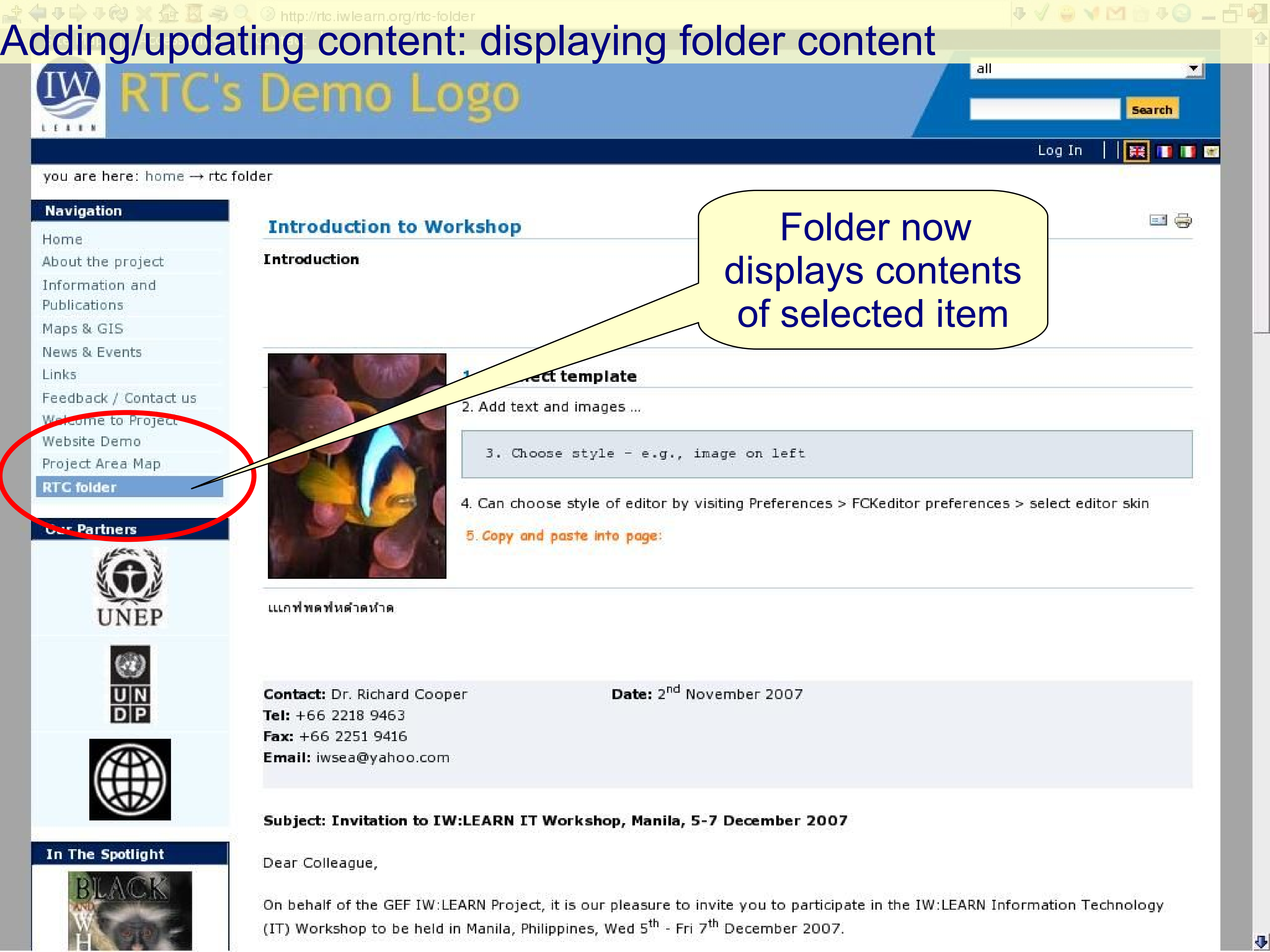
Please select item which will be displayed as the default page of the folder.

○ **Introduction to Workshop**

Introduction

save
cancel

Adding/updating content: displaying folder content



Folder now displays contents of selected item

http://rtc.iwlearn.org/rtc-folder
IW LEARN
RTC's Demo Logo
all
Search
Log In

you are here: home → rtc folder

Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
Welcome to Project
Website Demo
Project Area Map
RTC folder
Our Partners
UNEP
UNDP
In The Spotlight

Introduction to Workshop

Introduction

ect template

2. Add text and images ...

```
3. Choose style - e.g., image on left
```

4. Can choose style of editor by visiting Preferences > FCKeditor preferences > select editor skin

5. Copy and paste into page:

แแกฟพดฟหด่าดห่าด

Contact: Dr. Richard Cooper
Tel: +66 2218 9463
Fax: +66 2251 9416
Email: iwsea@yahoo.com

Date: 2nd November 2007

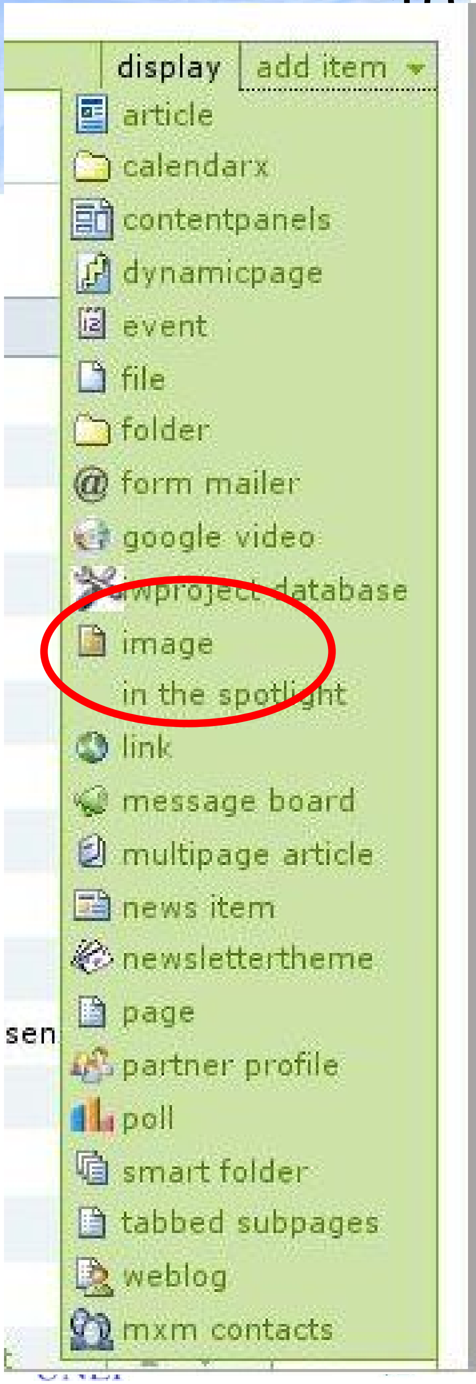
Subject: Invitation to IW:LEARN IT Workshop, Manila, 5-7 December 2007

Dear Colleague,

On behalf of the GEF IW:LEARN Project, it is our pleasure to invite you to participate in the IW:LEARN Information Technology (IT) Workshop to be held in Manila, Philippines, Wed 5th - Fri 7th December 2007.

Adding/updating content: image

- Adding an image
  - Prepare image in favourite graphics program (e.g., Gimp) as jpg, gif, png
    - rescale size for displaying
    - check size of file/minimise if necessary
  - Upload image to website
    - Best to keep all images in one location
    - 'Images' directory already created at root of your instance in Toolkit
    - Select *image* from add *item menu*


display
add item
article
calendarx
contentpanels
dynamicpage
event
file
folder
form mailer
google video
iwproject database
image
in the spotlight
link
message board
multipage article
news item
newslettertheme
page
partner profile
poll
smart folder
tabbed subpages
weblog
mxm contacts

Adding/updating content: image

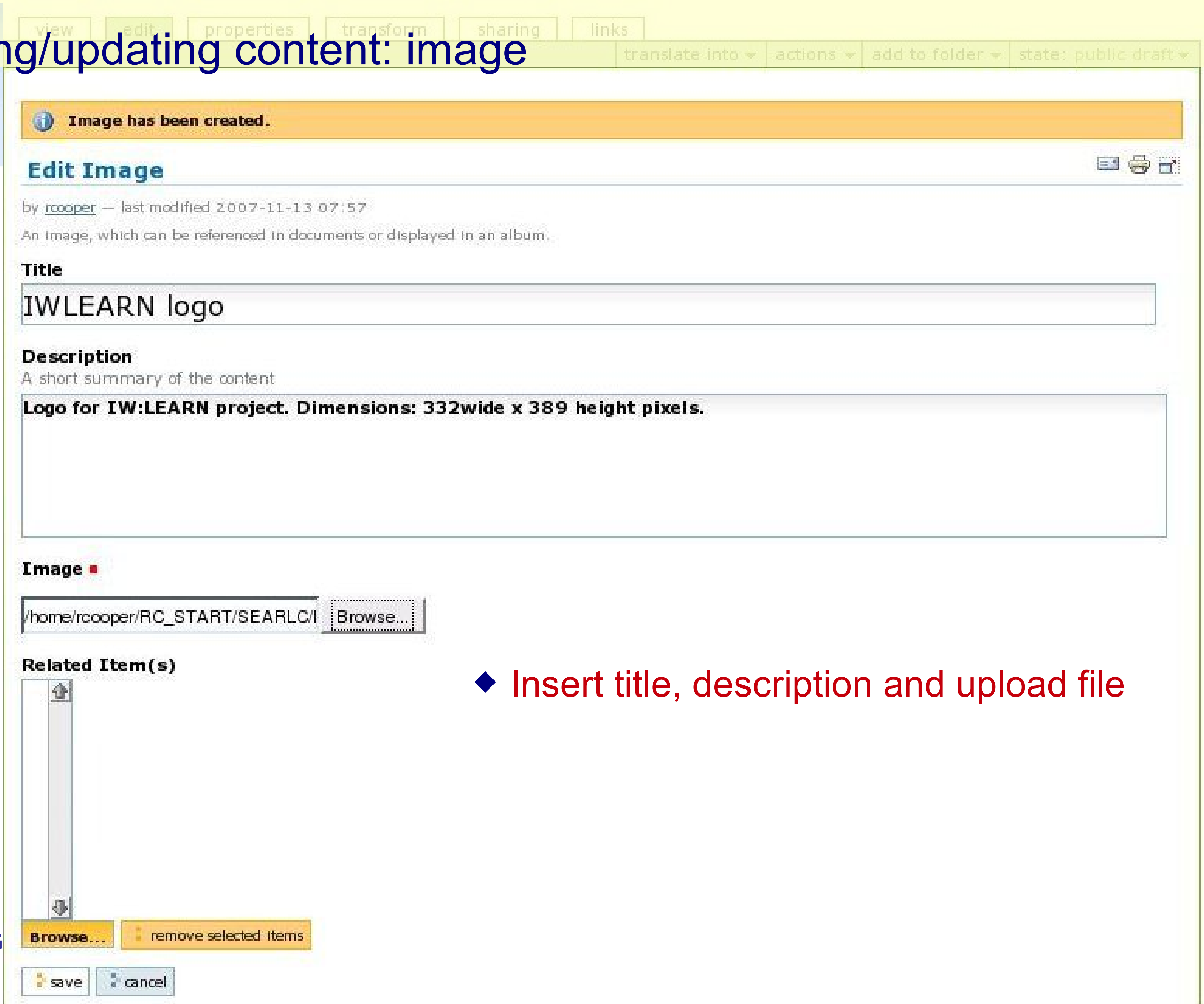

view
edit
properties
transform
sharing
links
translate into
actions
add to folder
state: public draft

Image has been created.

Edit Image

by rcooper — last modified 2007-11-13 07:57

An image, which can be referenced in documents or displayed in an album.

Title

IWLEARN logo

Description

A short summary of the content

Logo for IW:LEARN project. Dimensions: 332wide x 389 height pixels.

Image ■

/home/rcooper/RC_START/SEARLC/I

Browse...

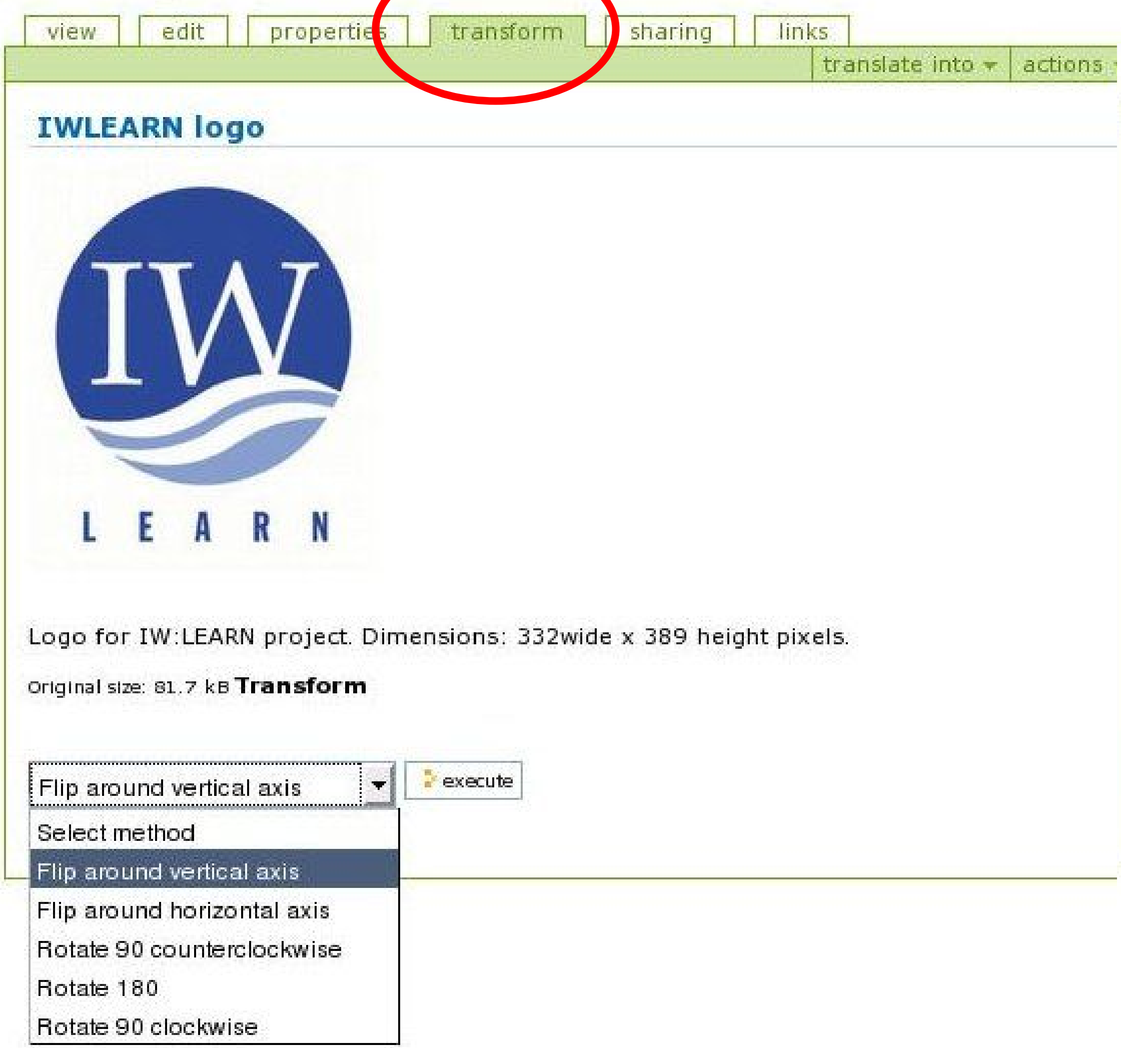
Related Item(s)

Browse...
remove selected items
save
cancel

- Insert title, description and upload file

Adding/updating content: image

- Transform image – rotate, flip (clear browser cache – Ctrl + f5)


view
edit
properties
transform
sharing
links
translate into
actions

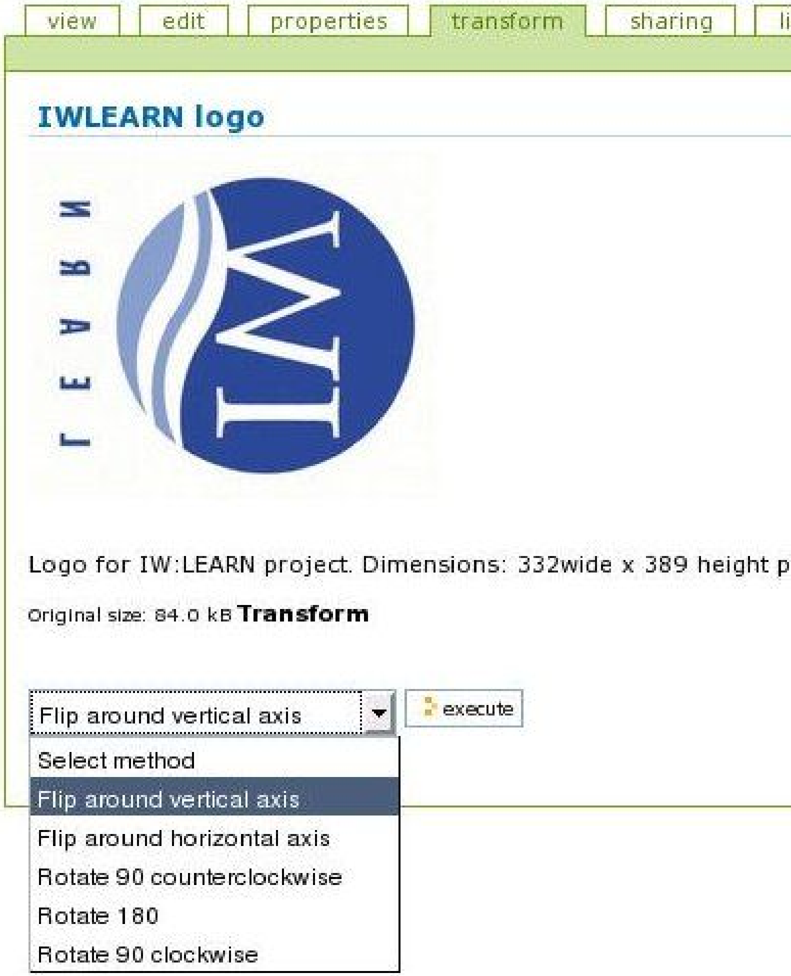
IWLEARN logo

Logo for IW:LEARN project. Dimensions: 332wide x 389 height pixels.

Original size: 81.7 kB **Transform**

Flip around vertical axis

execute
Select method
Flip around vertical axis
Flip around horizontal axis
Rotate 90 counterclockwise
Rotate 180
Rotate 90 clockwise


view
edit
properties
transform
sharing
li

IWLEARN logo

Logo for IW:LEARN project. Dimensions: 332wide x 389 height p

Original size: 84.0 kB **Transform**

Flip around vertical axis

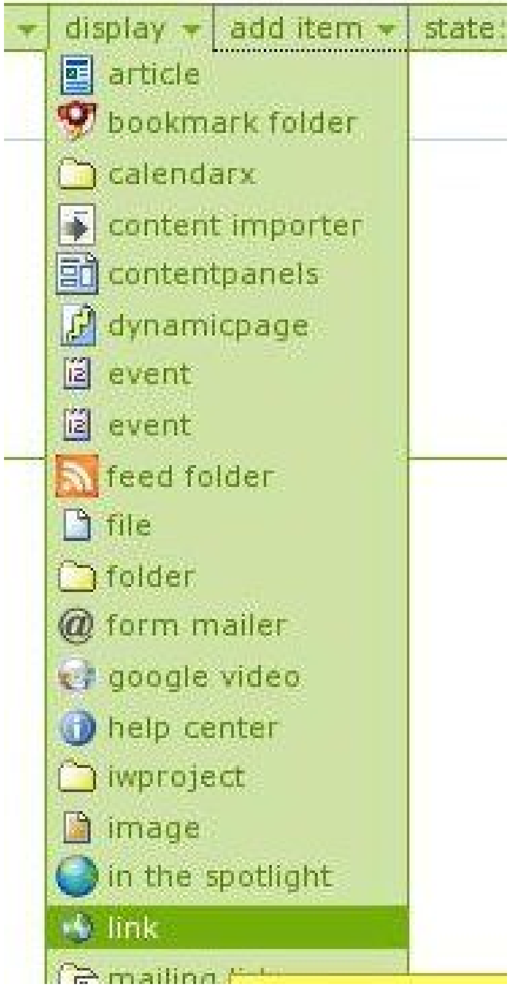
execute
Select method
Flip around vertical axis
Flip around horizontal axis
Rotate 90 counterclockwise
Rotate 180
Rotate 90 clockwise

Adding/updating content: link

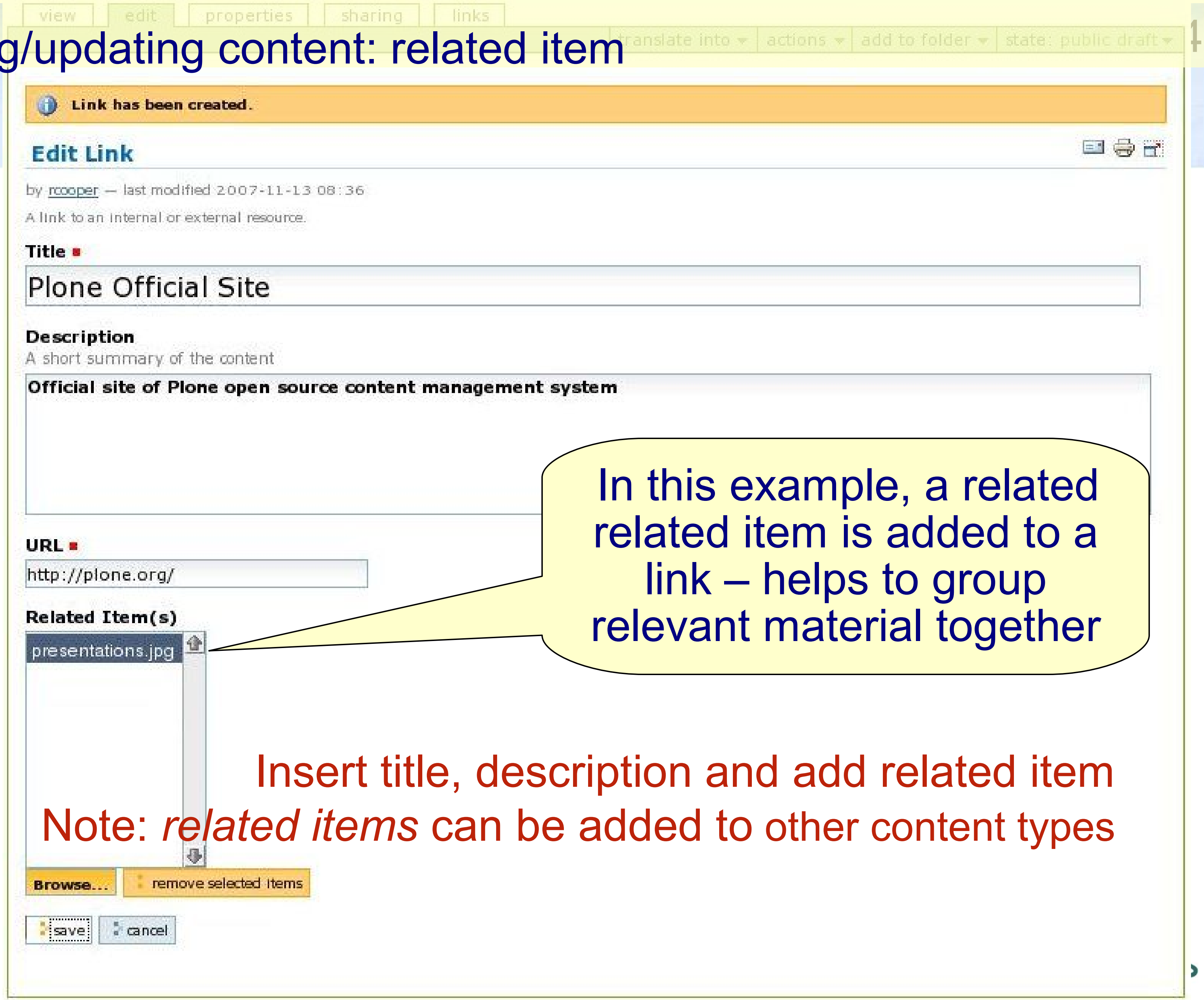
- Adding link as separate content item
  - Select *link* from *Add item* menu
  - Can add external or internal link in a page (FCKeditor)
    - External link appearance with globe-like icon

1. Select template

    - Internal link without icon


display
add item
state
article
bookmark folder
calendarx
content importer
contentpanels
dynamicpage
event
event
feed folder
file
folder
form mailer
google video
help center
iwproject
image
in the spotlight
link

Adding/updating content: related item


view
edit
properties
sharing
links
translate into
actions
add to folder
state: public draft
Browse...
remove selected items
save
cancel

Link has been created.

Edit Link

by rcooper — last modified 2007-11-13 08:36

A link to an internal or external resource.

Title

Plone Official Site

Description

A short summary of the content

Official site of Plone open source content management system

URL

http://plone.org/

Related Item(s)

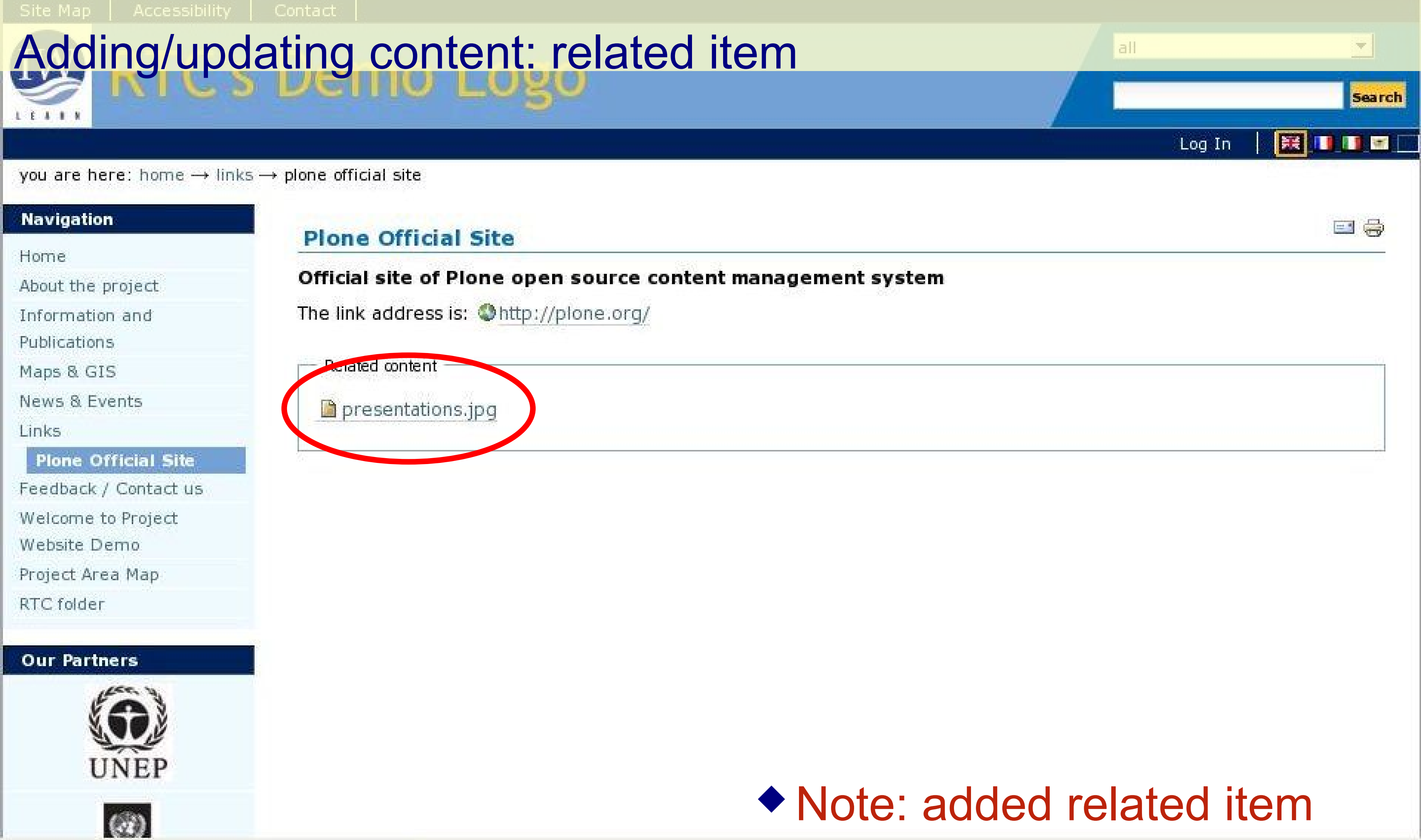
presentations.jpg

In this example, a related related item is added to a link – helps to group relevant material together

Insert title, description and add related item

Note: *related items* can be added to other content types

Adding/updating content: related item


Site Map
Accessibility
Contact
all
RTC's Demo Logo
Search
Log In
Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Plone Official Site
Feedback / Contact us
Welcome to Project Website Demo
Project Area Map
RTC folder
Our Partners
UNEP

you are here: home → links → plone official site

Plone Official Site

Official site of Plone open source content management system

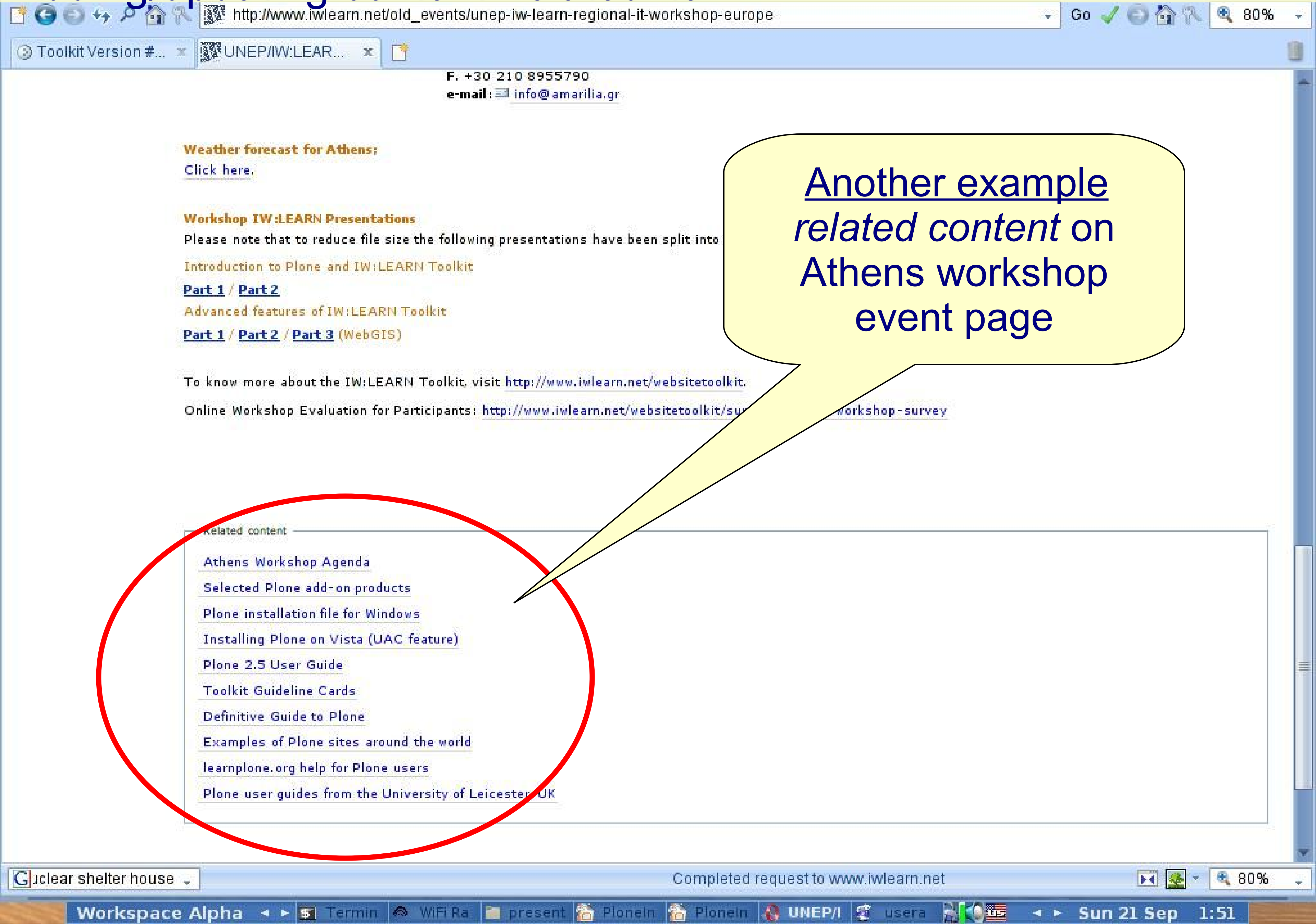
The link address is: http://plone.org/

Related content

presentations.jpg

◆ Note: added related item

Adding/updating content: related item



UNEP/IW:LEARN Regional IT Workshop (Athens) — IW:LEARN - Opera
http://www.iwlearn.net/old_events/unep-iw-learn-regional-it-workshop-europe
Go
80%
Toolkit Version #...
UNEP/IW:LEAR...
Completed request to www.iwlearn.net
Workspace Alpha
Termin
WiFi Ra
present
PloneIn
PloneIn
UNEP/I
usera
Sun 21 Sep
1:51

F. +30 210 8955790
e-mail: info@amarilia.gr

Weather forecast for Athens:
Click here.

Workshop IW:LEARN Presentations

Please note that to reduce file size the following presentations have been split into

Introduction to Plone and IW:LEARN Toolkit
Part 1 / Part 2

Advanced features of IW:LEARN Toolkit
Part 1 / Part 2 / Part 3 (WebGIS)

To know more about the IW:LEARN Toolkit, visit http://www.iwlearn.net/websitetoolkit.

Online Workshop Evaluation for Participants: http://www.iwlearn.net/websitetoolkit/su orkshop-survey

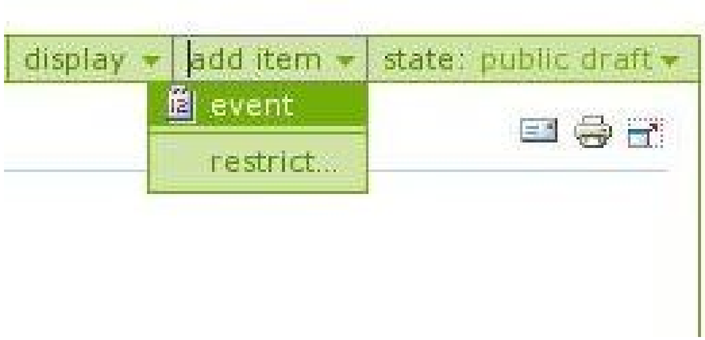
Related content

- Athens Workshop Agenda
- Selected Plone add-on products
- Plone installation file for Windows
- Installing Plone on Vista (UAC feature)
- Plone 2.5 User Guide
- Toolkit Guideline Cards
- Definitive Guide to Plone
- Examples of Plone sites around the world
- learnplone.org help for Plone users
- Plone user guides from the University of Leicester UK

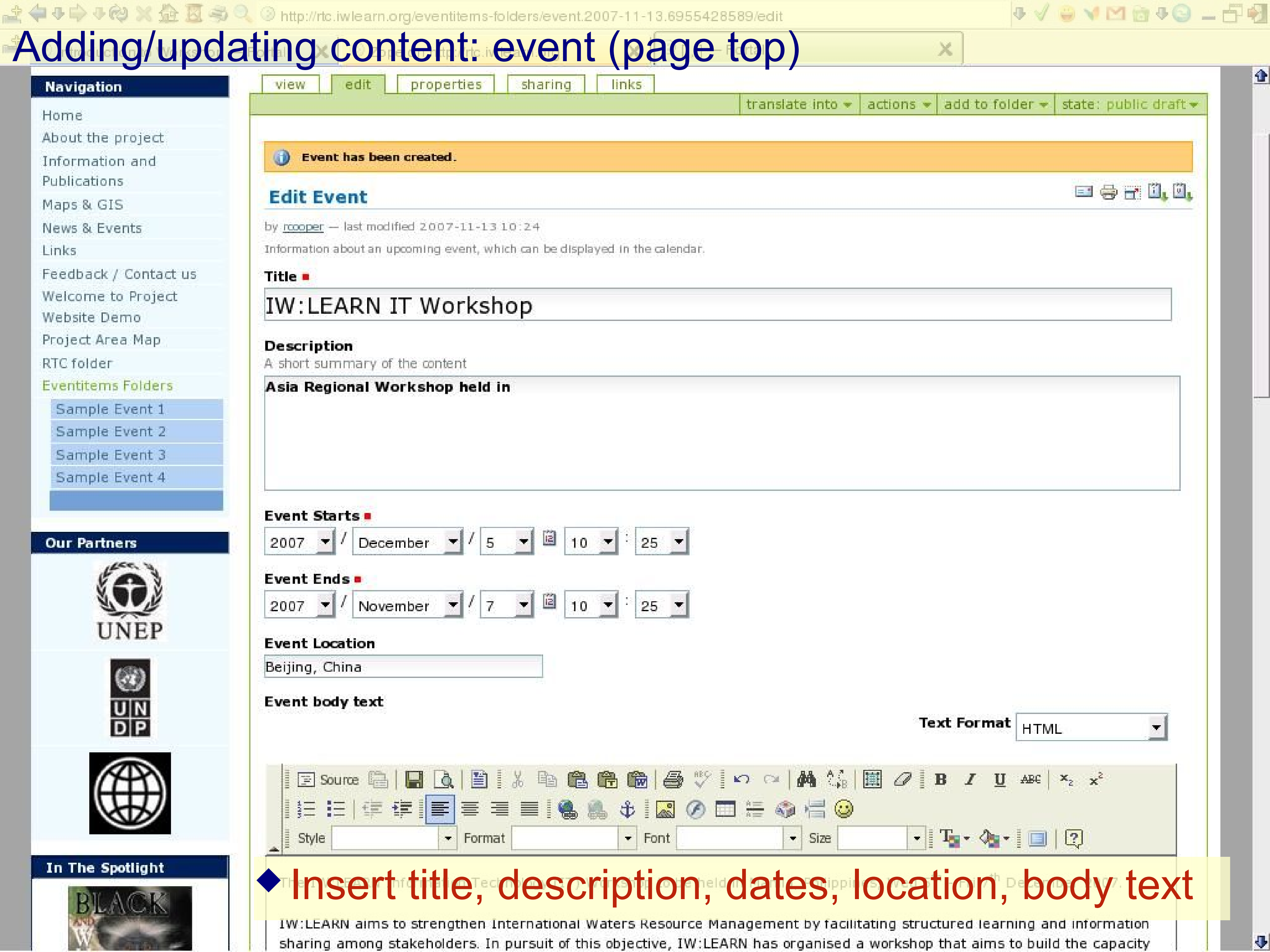
Another example *related content* on Athens workshop event page

Adding/updating content: event

- Adding Upcoming Events
  - Best to keep all events items in one location
    - *Event Item Folder* already created at root of Toolkit instance
    - Select *event* from *add item* menu


display
add item
state: public draft
event
restrict...

Adding/updating content: event (page top)


http://rtc.iwlearn.org/eventitems-folders/event.2007-11-13.6955428589/edit
Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
Welcome to Project Website Demo
Project Area Map
RTC folder
Eventitems Folders
Sample Event 1
Sample Event 2
Sample Event 3
Sample Event 4
Our Partners
UNEP
UNDP
In The Spotlight
view
edit
properties
sharing
links
translate into
actions
add to folder
state: public draft
Source
B
I
U
ABC
Style
Format
Font
Size

Event has been created.

Edit Event

by rcooper — last modified 2007-11-13 10:24

Information about an upcoming event, which can be displayed in the calendar.

Title ■

IW:LEARN IT Workshop

Description

A short summary of the content

Asia Regional Workshop held in

Event Starts ■

2007 / December / 5 10 : 25

Event Ends ■

2007 / November / 7 10 : 25

Event Location

Beijing, China

Event body text

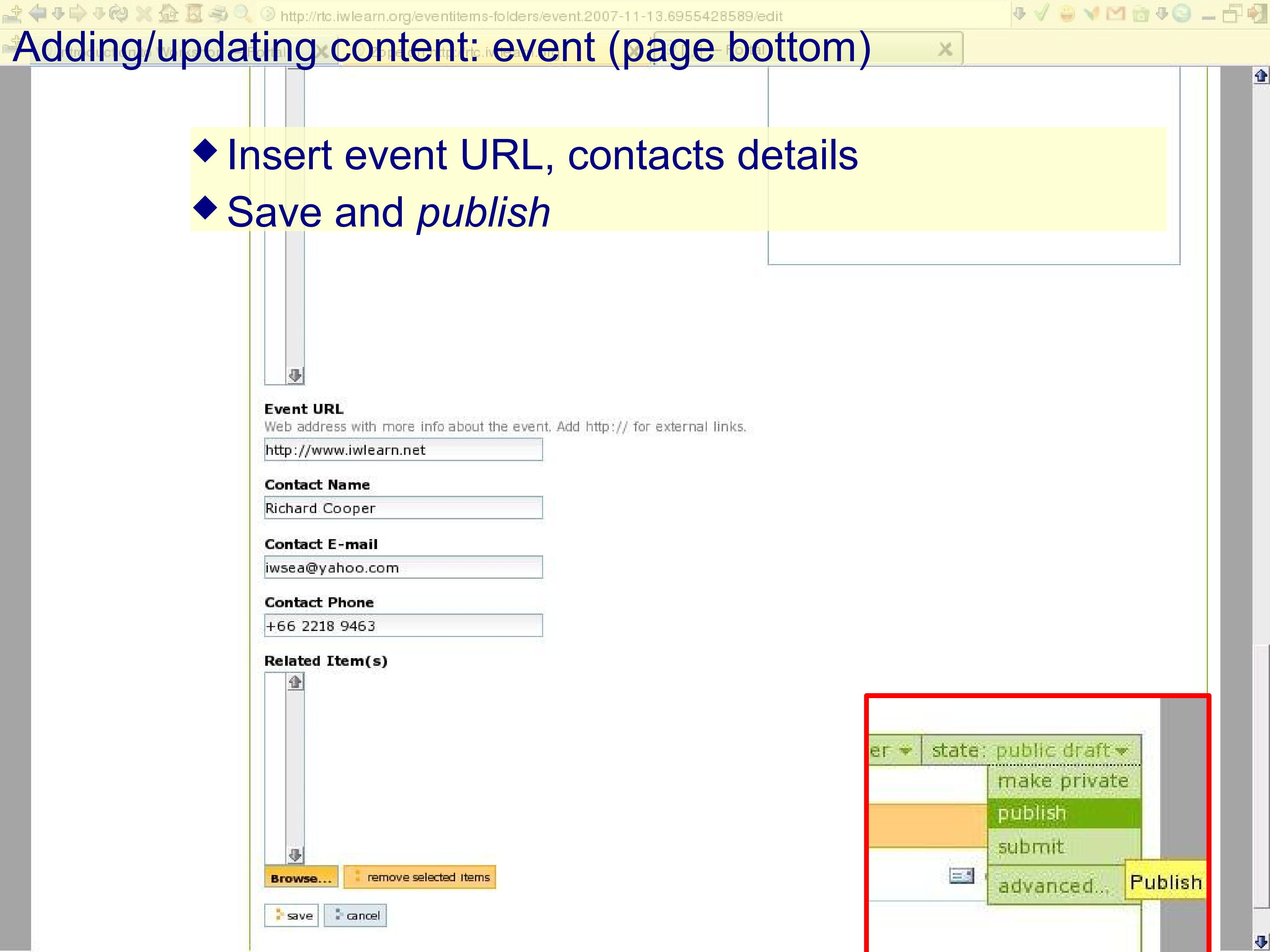
Text Format HTML

IW:LEARN aims to strengthen International Waters Resource Management by facilitating structured learning and information sharing among stakeholders. In pursuit of this objective, IW:LEARN has organised a workshop that aims to build the capacity

- Insert title, description, dates, location, body text

Adding/updating content: event (page bottom)

- Insert event URL, contacts details
- Save and *publish*


http://rtc.iwlearn.org/eventitems-folders/event.2007-11-13.6955428589/edit
Browse...
remove selected items
save
cancel
state: public draft
make private
publish
submit
advanced...
Publish

Event URL
Web address with more info about the event. Add http:// for external links.
http://www.iwlearn.net

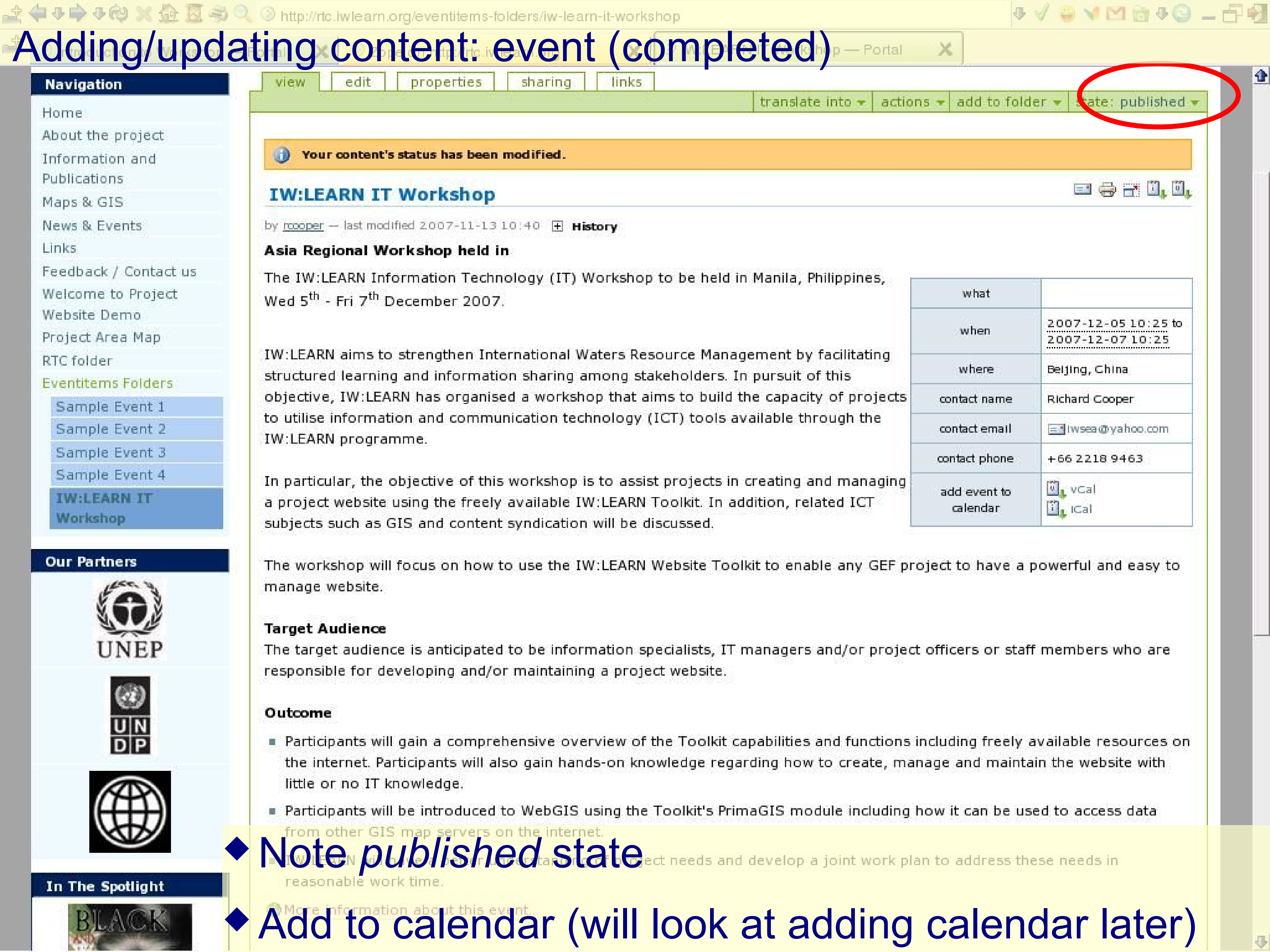
Contact Name
Richard Cooper

Contact E-mail
iwsea@yahoo.com

Contact Phone
+66 2218 9463

Related Item(s)

Adding/updating content: event (completed)


http://rtc.iwlearn.org/eventitems-folders/iw-learn-it-workshop
Portal
Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
Welcome to Project Website Demo
Project Area Map
RTC folder
Eventitems Folders
Sample Event 1
Sample Event 2
Sample Event 3
Sample Event 4
IW:LEARN IT Workshop
Our Partners
UNEP
UNDP
In The Spotlight
view
edit
properties
sharing
links
translate into
actions
add to folder
state: published
History

Your content's status has been modified.

IW:LEARN IT Workshop

by rcooper — last modified 2007-11-13 10:40

Asia Regional Workshop held in

The IW:LEARN Information Technology (IT) Workshop to be held in Manila, Philippines, Wed 5th - Fri 7th December 2007.

what	
when	2007-12-05 10:25 to 2007-12-07 10:25
where	Beijing, China
contact name	Richard Cooper
contact email	iwsea@yahoo.com
contact phone	+66 2218 9463
add event to calendar	vCal iCal

IW:LEARN aims to strengthen International Waters Resource Management by facilitating structured learning and information sharing among stakeholders. In pursuit of this objective, IW:LEARN has organised a workshop that aims to build the capacity of projects to utilise information and communication technology (ICT) tools available through the IW:LEARN programme.

In particular, the objective of this workshop is to assist projects in creating and managing a project website using the freely available IW:LEARN Toolkit. In addition, related ICT subjects such as GIS and content syndication will be discussed.

The workshop will focus on how to use the IW:LEARN Website Toolkit to enable any GEF project to have a powerful and easy to manage website.

Target Audience

The target audience is anticipated to be information specialists, IT managers and/or project officers or staff members who are responsible for developing and/or maintaining a project website.

Outcome

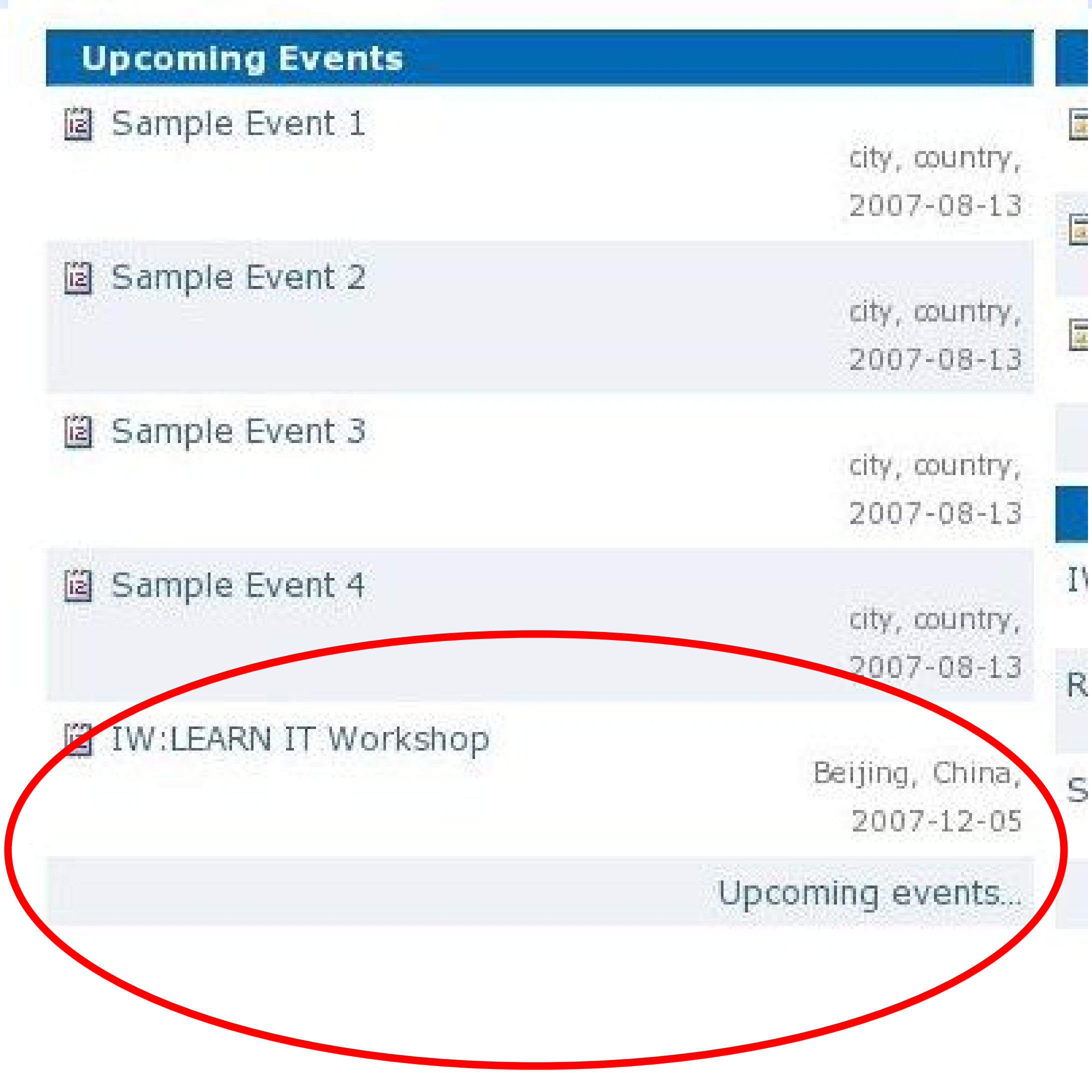
- Participants will gain a comprehensive overview of the Toolkit capabilities and functions including freely available resources on the internet. Participants will also gain hands-on knowledge regarding how to create, manage and maintain the website with little or no IT knowledge.
- Participants will be introduced to WebGIS using the Toolkit's PrimaGIS module including how it can be used to access data from other GIS map servers on the internet.
- IW:LEARN [illegible] ect needs and develop a joint work plan to address these needs in reasonable work time.

More information about this event…

- Note *published* state
- Add to calendar (will look at adding calendar later)

Adding/updating content: event

- Events can be displayed in:
- **Events content panel**
  - Note *Upcoming Events* viewlet on Toolkit home page (five displayed by default). This uses content panels product (described in 'Advanced features section)
- **Calendar**



Upcoming Events

Sample Event 1
city, country,
2007-08-13

Sample Event 2
city, country,
2007-08-13

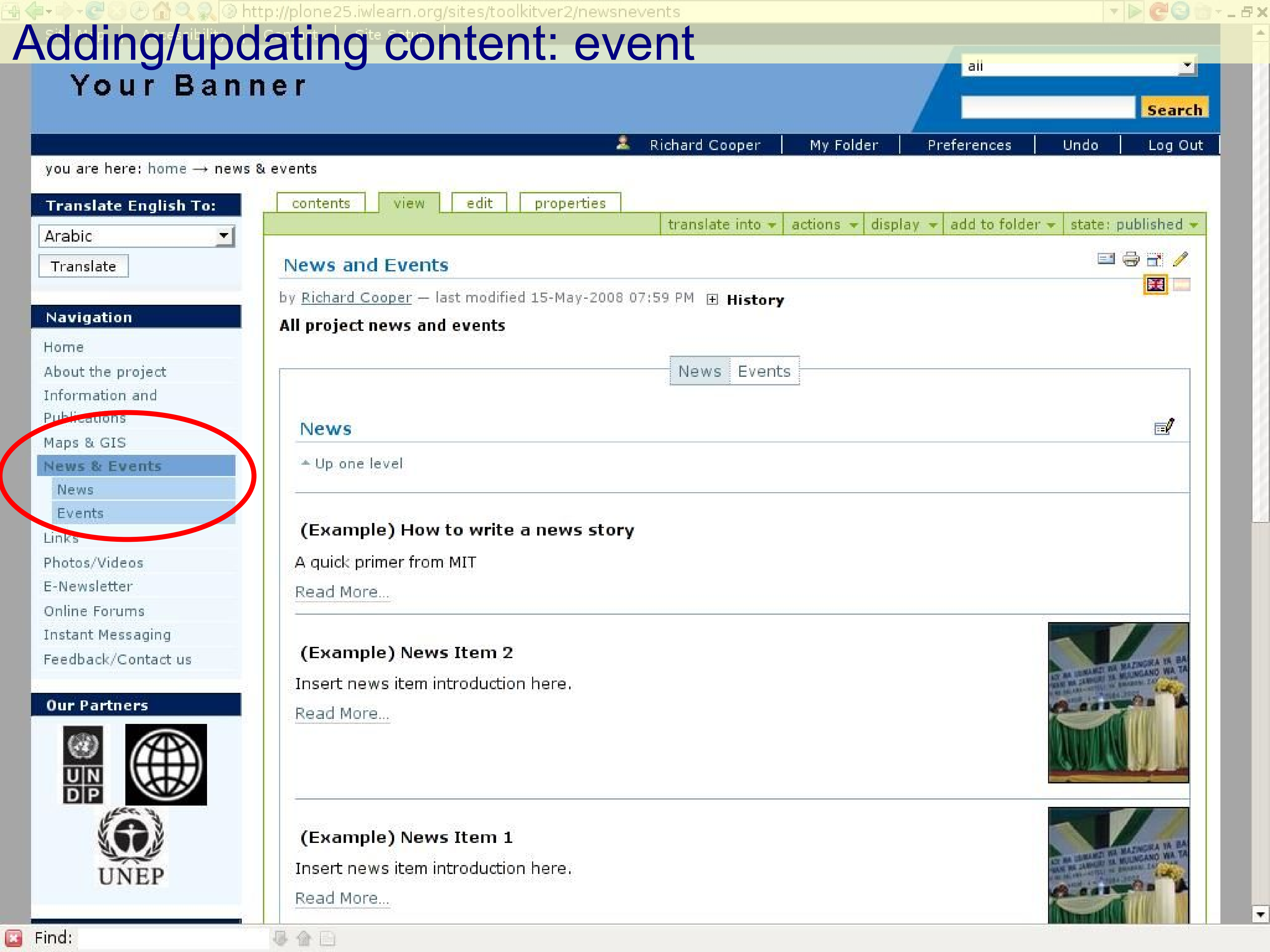
Sample Event 3
city, country,
2007-08-13

Sample Event 4
city, country,
2007-08-13

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

Upcoming events...

Adding/updating content: event



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

Your Banner

all

Search

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

you are here: home → news & events

Translate English To:

Arabic

Translate

Navigation

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

Our Partners

UNDP

UNEP

contents | view | edit | properties

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

News and Events

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

All project news and events

News | Events

News

Up one level

(Example) How to write a news story

A quick primer from MIT

Read More...

(Example) News Item 2

Insert news item introduction here.

Read More...

(Example) News Item 1

Insert news item introduction here.

Read More...

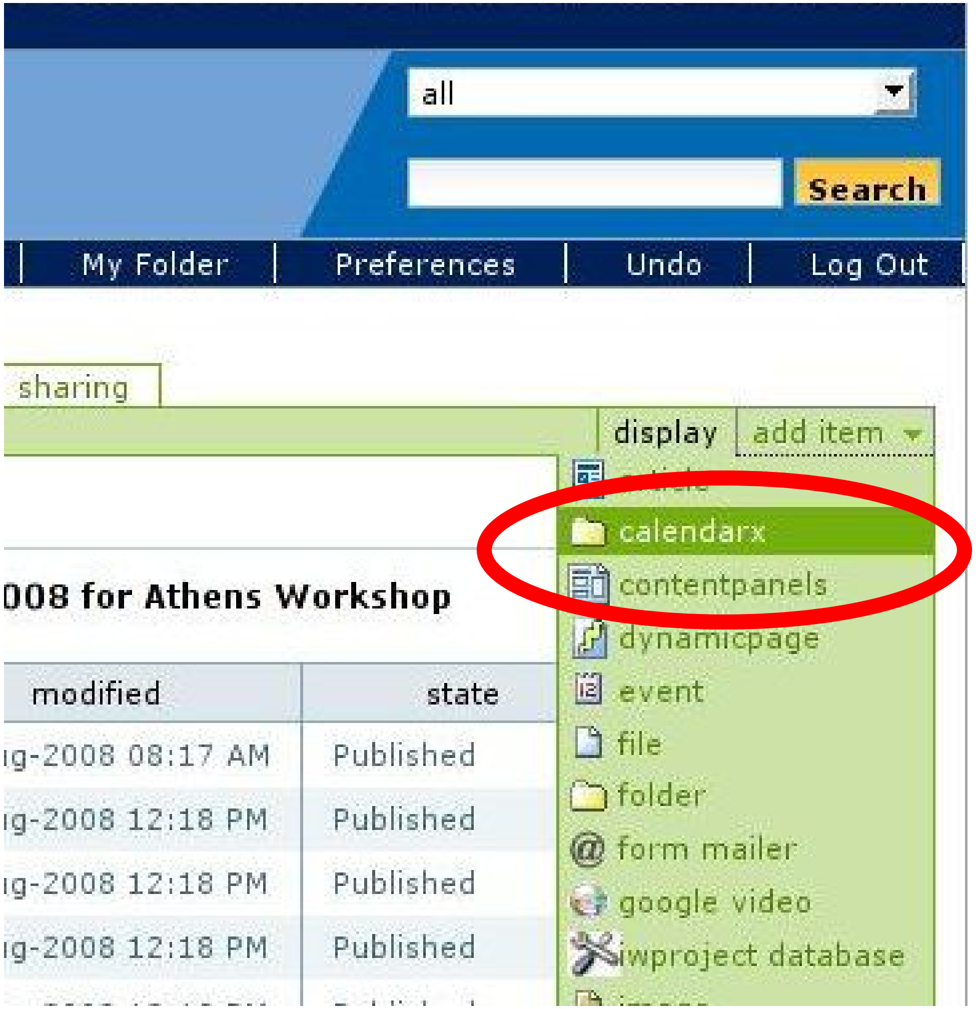
Find:

Adding/updating content: calendar

To display event items in a calendar:

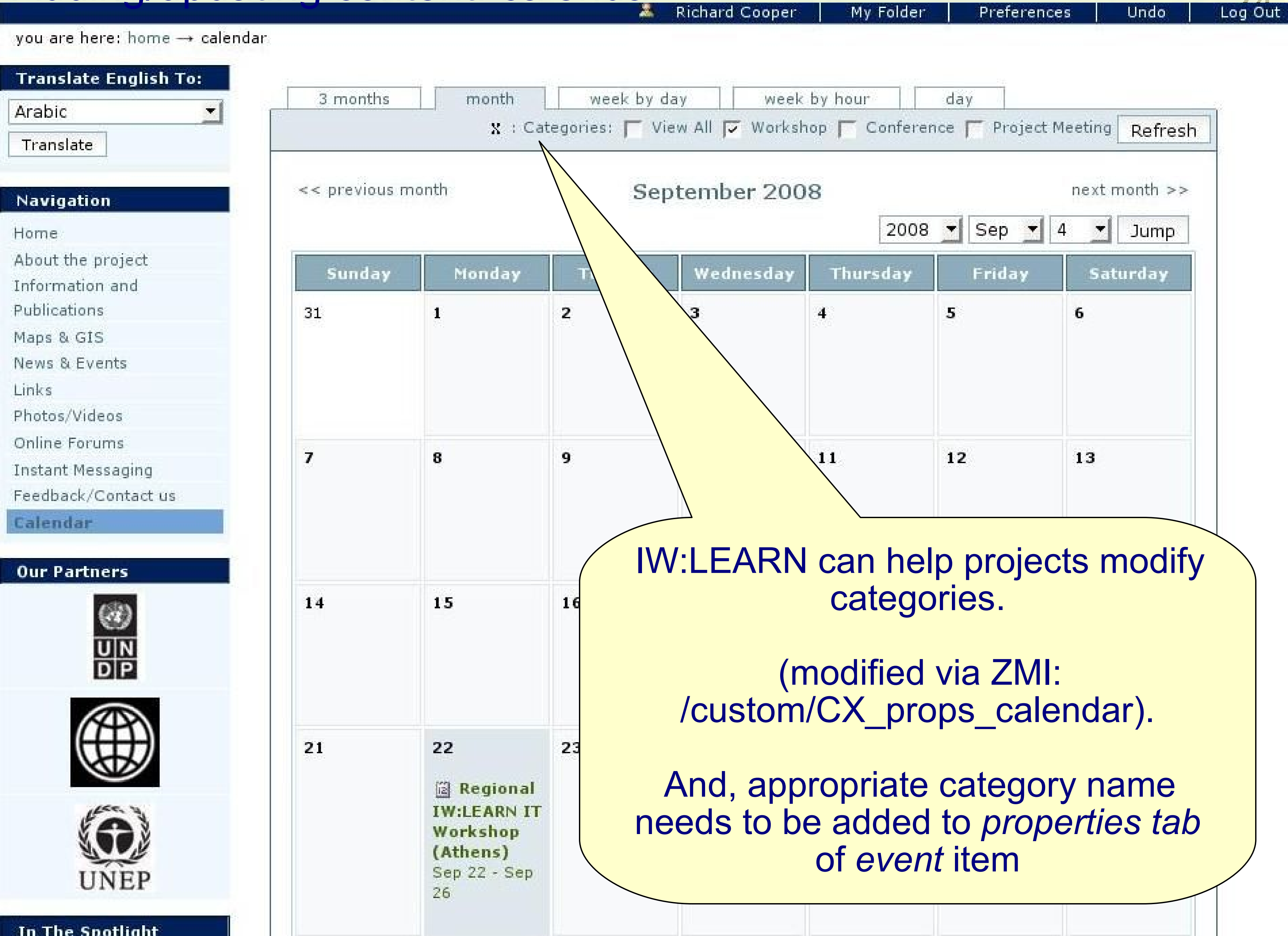
- Add *calendarx* content item from *add item* menu
- Add title, description and save
- *Publish* calendarx item to display calendar in navigation tree

(Go to *Home* > *contents* tab > tick *calendar* item > *change state* > select *publish* option > *save*)


all
Search
My Folder
Preferences
Undo
Log Out
sharing
display
add item
calendarx
contentpanels
dynamicpage
event
file
folder
form mailer
google video
iwproject database
008 for Athens Workshop

modified	state
ıg-2008 08:17 AM	Published
ıg-2008 12:18 PM	Published
ıg-2008 12:18 PM	Published
ıg-2008 12:18 PM	Published

Adding/updating content: calendar


Richard Cooper
My Folder
Preferences
Undo
Log Out
you are here: home → calendar
Translate English To:
Arabic
Translate
Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Photos/Videos
Online Forums
Instant Messaging
Feedback/Contact us
Calendar
Our Partners
UN DP
UNEP
In The Spotlight
3 months
month
week by day
week by hour
day
Refresh
<< previous month
next month >>
Jump

Categories: ☐ View All ☑ Workshop ☐ Conference ☐ Project Meeting

September 2008

2008 Sep 4

Sunday	Monday	T	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9		11	12	13
14	15	16				
21	22 **Regional IW:LEARN IT Workshop (Athens)** Sep 22 - Sep 26	23				

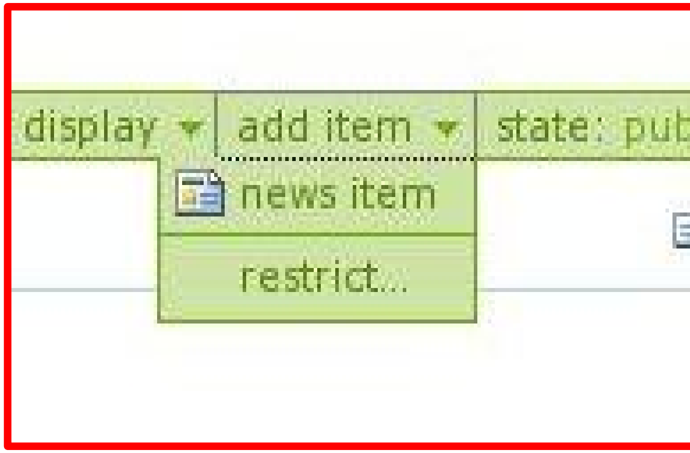
IW:LEARN can help projects modify categories.

(modified via ZMI: /custom/CX_props_calendar).

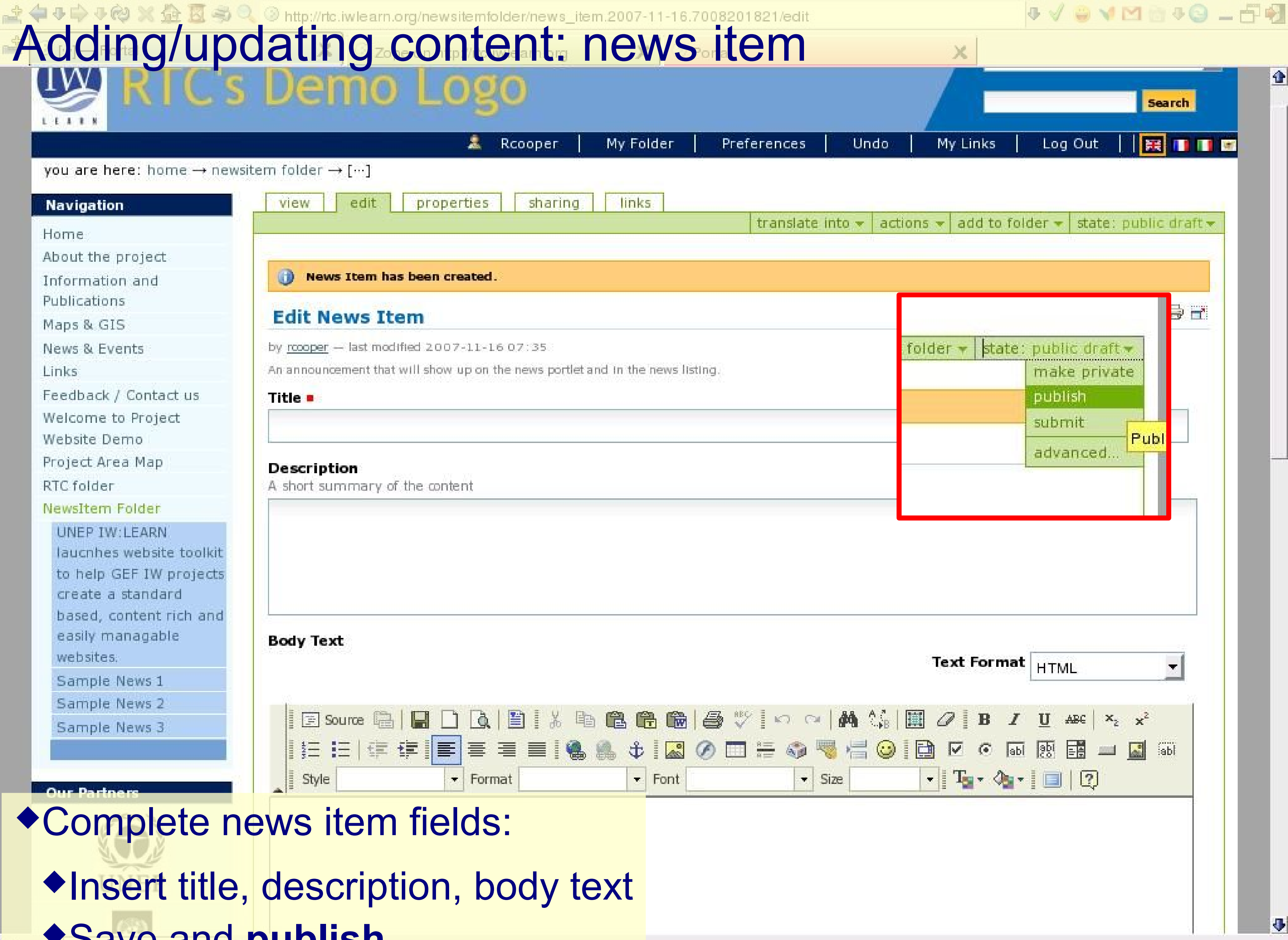
And, appropriate category name needs to be added to *properties tab* of *event* item

Adding/updating content: news item

- Adding *News* item
  - Best to keep all news items in one location
    - *News Item Folder* already created at root of Toolkit instance
    - Select *news item* from add item menu


display
add item
state: pub
news item
restrict...

Adding/updating content: news item


http://rtc.iwlearn.org/newsitemfolder/news_item.2007-11-16.7008201821/edit
RTC's Demo Logo
Search
Rcooper | My Folder | Preferences | Undo | My Links | Log Out
you are here: home → newsitem folder → [...]
Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
Welcome to Project Website Demo
Project Area Map
RTC folder
NewsItem Folder
UNEP IW:LEARN laucnhes website toolkit to help GEF IW projects create a standard based, content rich and easily managable websites.
Sample News 1
Sample News 2
Sample News 3
Our Partners
view
edit
properties
sharing
links
translate into
actions
add to folder
state: public draft
folder
state: public draft
make private
publish
submit
advanced...
Publ
Source
Style
Format
Font
Size
Find: 15
Match case

News Item has been created.

Edit News Item

by rcooper — last modified 2007-11-16 07:35

An announcement that will show up on the news portlet and in the news listing.

Title

Description
A short summary of the content

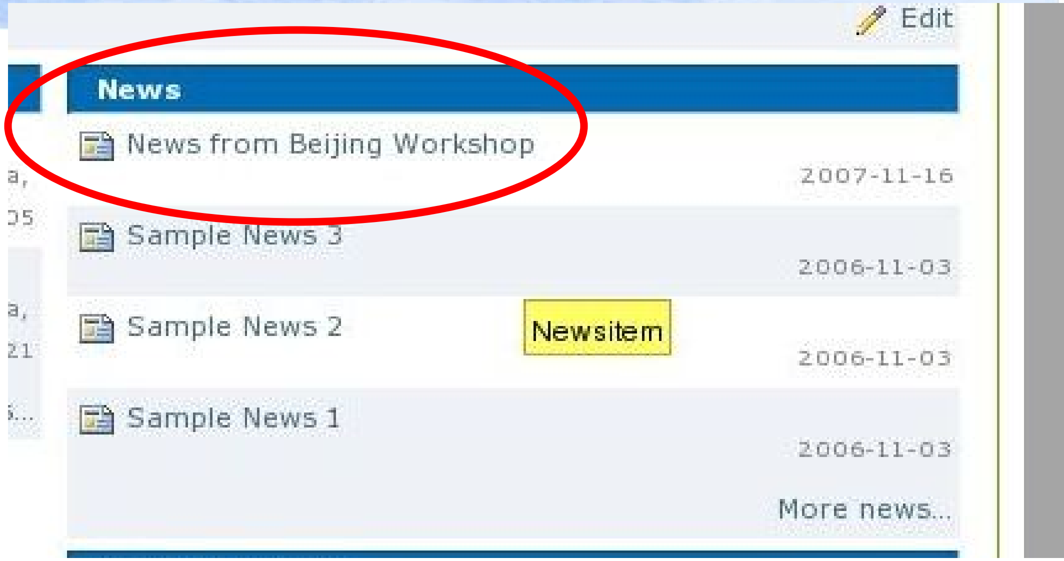
Body Text

Text Format HTML

- Complete news item fields:
  - Insert title, description, body text
  - Save and **publish**

Adding/updating content: news item

- *News can be displayed in* **News content panel**
- See Toolkit homepage



News

News from Beijing Workshop 2007-11-16

Sample News 3 2006-11-03

Sample News 2 2006-11-03

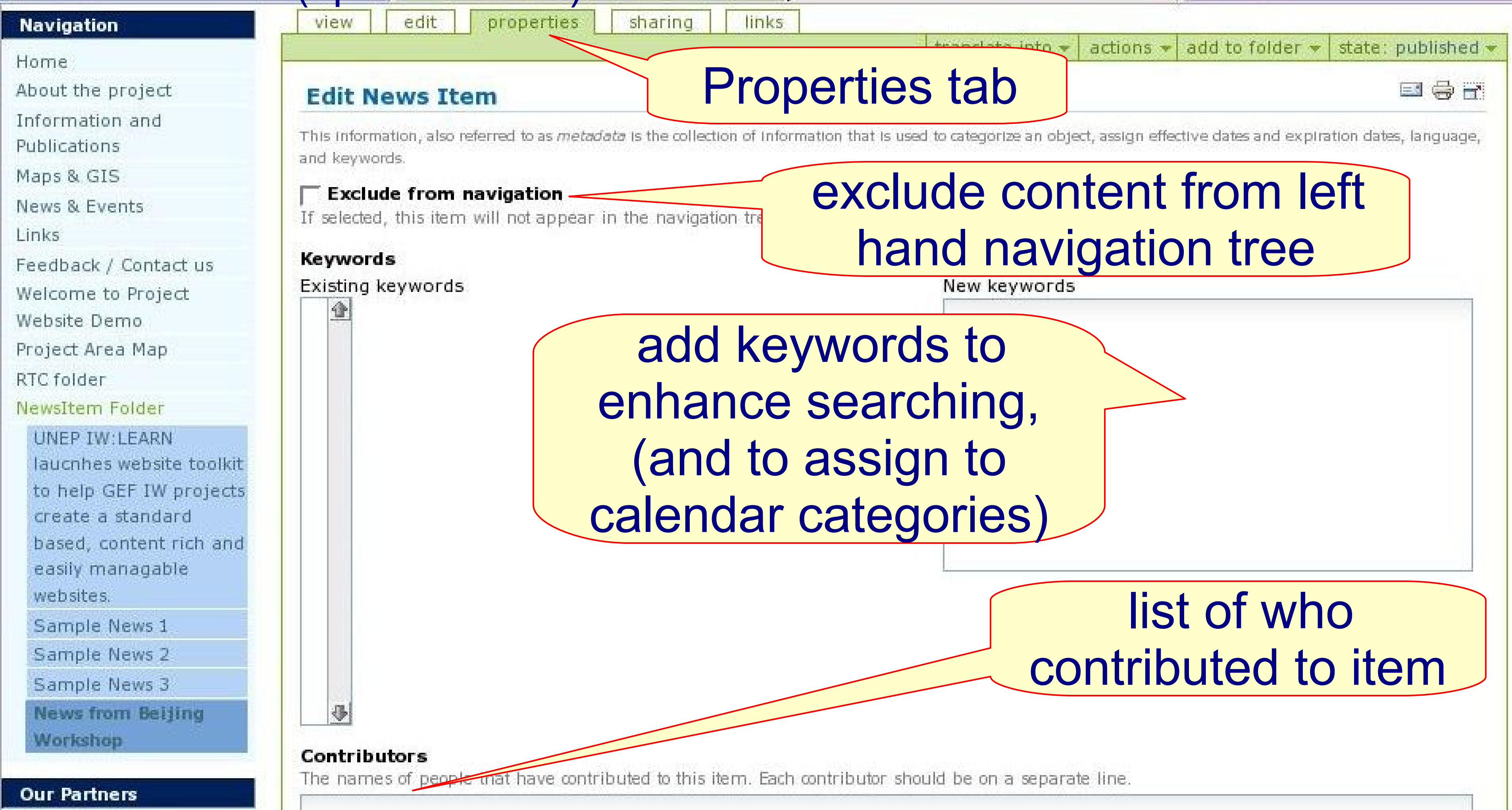
Newsitem

Sample News 1 2006-11-03

More news...

Adding/updating content: *properties* tab panel

- The *properties tab* of content items
  - Set basic properties and metadata (data about data) for the content item (optional fields)


Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
Welcome to Project
Website Demo
Project Area Map
RTC folder
NewsItem Folder
UNEP IW:LEARN laucnhes website toolkit to help GEF IW projects create a standard based, content rich and easily managable websites.
Sample News 1
Sample News 2
Sample News 3
News from Beijing Workshop
Our Partners
view
edit
properties
sharing
links
translate into
actions
add to folder
state: published

Edit News Item

This information, also referred to as *metadata* is the collection of information that is used to categorize an object, assign effective dates and expiration dates, language, and keywords.

☐ **Exclude from navigation**

If selected, this item will not appear in the navigation tre

Keywords

Existing keywords

New keywords

Contributors

The names of people that have contributed to this item. Each contributor should be on a separate line.

Properties tab

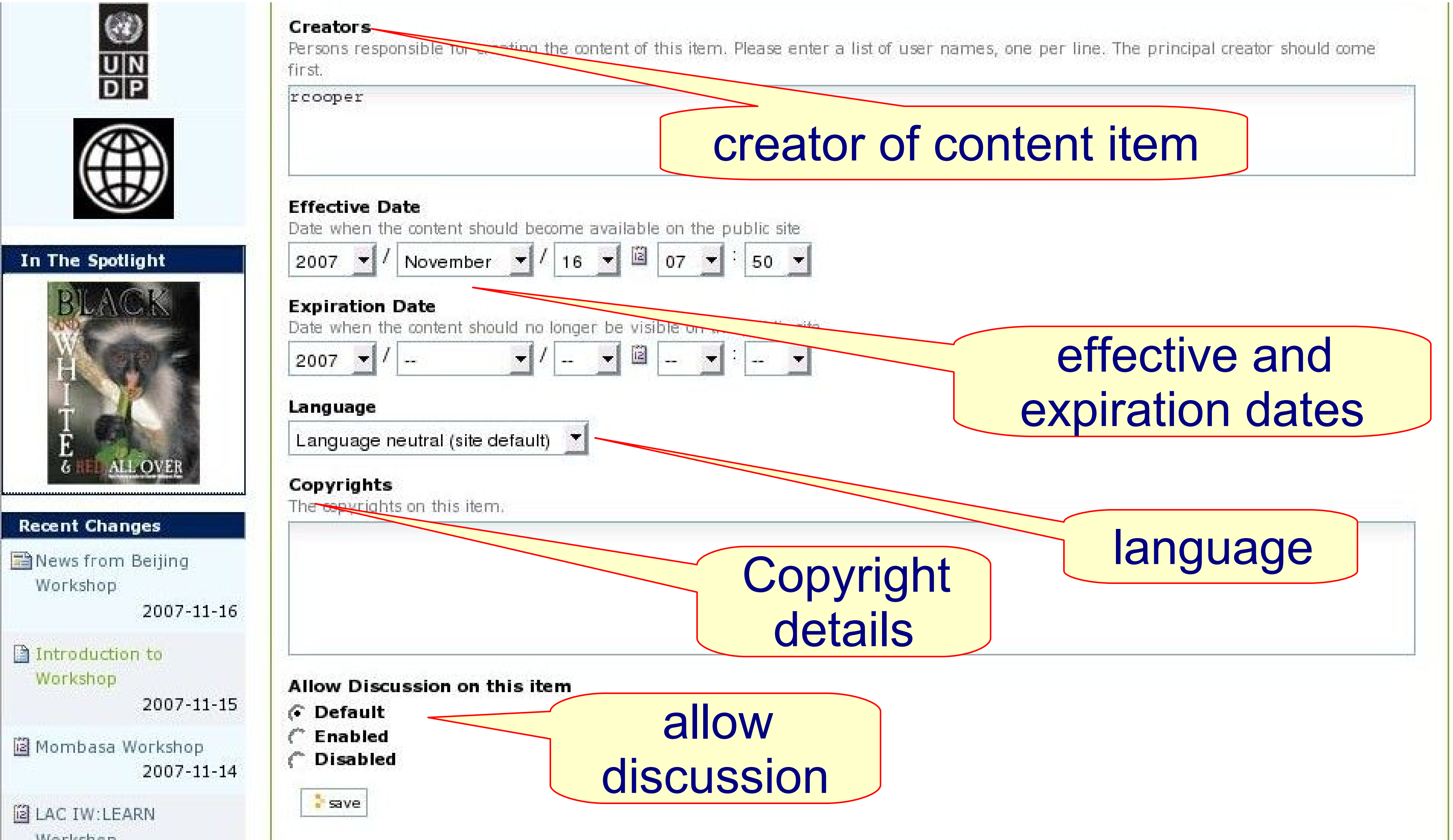
exclude content from left hand navigation tree

add keywords to enhance searching, (and to assign to calendar categories)

list of who contributed to item

Adding/updating content: *properties* tab panel

- The properties tab (continued)


UN
DP
In The Spotlight
BLACK AND WHITE & RED ALL OVER
Recent Changes
News from Beijing Workshop
2007-11-16
Introduction to Workshop
2007-11-15
Mombasa Workshop
2007-11-14
LAC IW:LEARN Workshop

Creators

Persons responsible for creating the content of this item. Please enter a list of user names, one per line. The principal creator should come first.

rcooper

Effective Date

Date when the content should become available on the public site

2007 / November / 16 07 : 50

Expiration Date

Date when the content should no longer be visible on the public site

2007 / -- / -- -- : --

Language

Language neutral (site default)

Copyrights

The copyrights on this item.

Allow Discussion on this item

● Default
○ Enabled
○ Disabled

save

creator of content item

effective and expiration dates

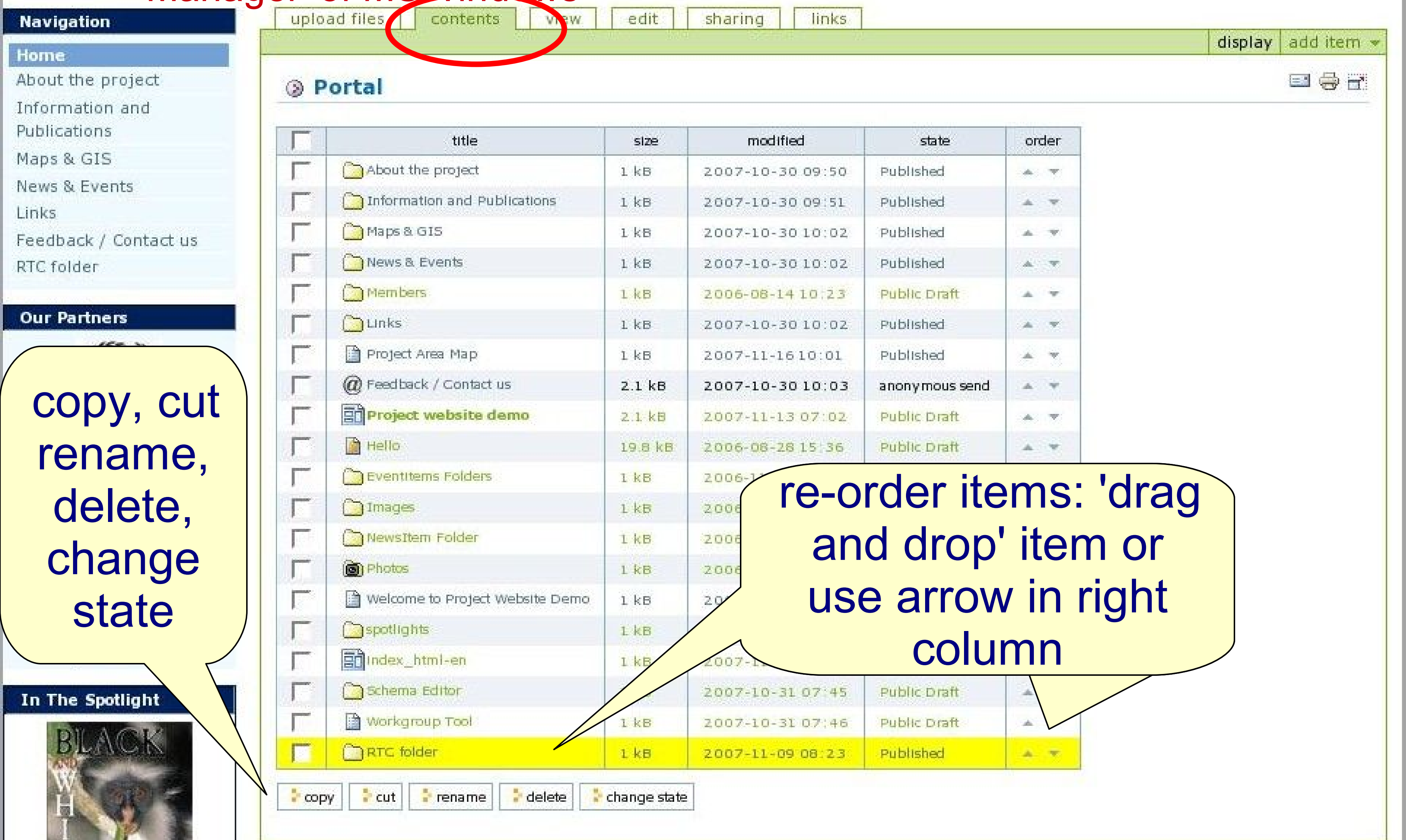
language

Copyright details

allow discussion

Adding/updating content: *folder contents* tab panel

- Similar to hierarchical directory structure and functions in the 'File Manager' of MSWindows


Navigation
Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
RTC folder
Our Partners
In The Spotlight
upload files
contents
view
edit
sharing
links
display
add item
copy
cut
rename
delete
change state

Portal

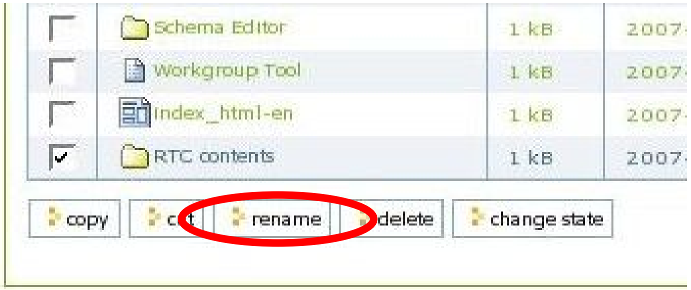
☐	title	size	modified	state	order
☐	About the project	1 kB	2007-10-30 09:50	Published	▲ ▼
☐	Information and Publications	1 kB	2007-10-30 09:51	Published	▲ ▼
☐	Maps & GIS	1 kB	2007-10-30 10:02	Published	▲ ▼
☐	News & Events	1 kB	2007-10-30 10:02	Published	▲ ▼
☐	Members	1 kB	2006-08-14 10:23	Public Draft	▲ ▼
☐	Links	1 kB	2007-10-30 10:02	Published	▲ ▼
☐	Project Area Map	1 kB	2007-11-16 10:01	Published	▲ ▼
☐	Feedback / Contact us	2.1 kB	2007-10-30 10:03	anonymous send	▲ ▼
☐	**Project website demo**	2.1 kB	2007-11-13 07:02	Public Draft	▲ ▼
☐	Hello	19.8 kB	2006-08-28 15:36	Public Draft	▲ ▼
☐	EventItems Folders	1 kB	2006-1		
☐	Images	1 kB	2006		
☐	NewsItem Folder	1 kB	2006		
☐	Photos	1 kB	2006		
☐	Welcome to Project Website Demo	1 kB	20		
☐	spotlights	1 kB			
☐	index_html-en	1 kB	2007-1		
☐	Schema Editor		2007-10-31 07:45	Public Draft	▲
☐	Workgroup Tool	1 kB	2007-10-31 07:46	Public Draft	▲
☐	RTC folder	1 kB	2007-11-09 08:23	Published	▲ ▼

copy, cut rename, delete, change state

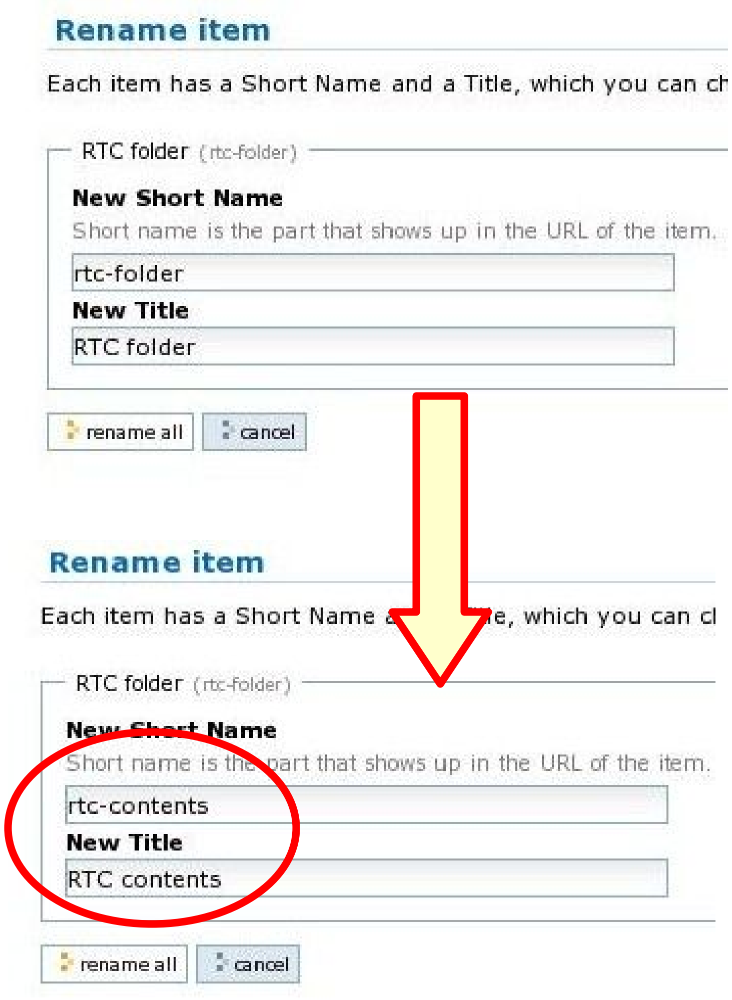
re-order items: 'drag and drop' item or use arrow in right column

Adding/updating content: *folder contents* tab panel

- Renaming content
  - Tick box and click *rename*
  - E.g., renaming *RTC folder*
  - Re-type title and enter short name (in small case letters with **no** blanks, use dash)



☐	Schema Editor	1 kB	2007-
☐	Workgroup Tool	1 kB	2007-
☐	Index_html-en	1 kB	2007-
☑	RTC contents	1 kB	2007-



Rename item

Each item has a Short Name and a Title, which you can ch

RTC folder (rtc-folder)

New Short Name

Short name is the part that shows up in the URL of the item.

rtc-folder

New Title

RTC folder

Rename item

Each item has a Short Name a… e, which you can cl

RTC folder (rtc-folder)

New Short Name

Short name is the part that shows up in the URL of the item.

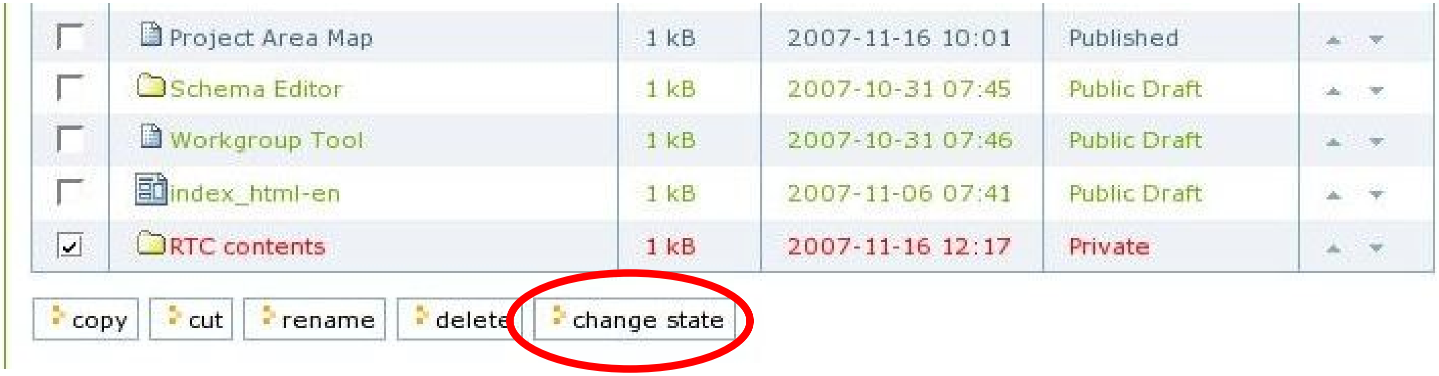
rtc-contents

New Title

RTC contents

Adding and updating content: changing state

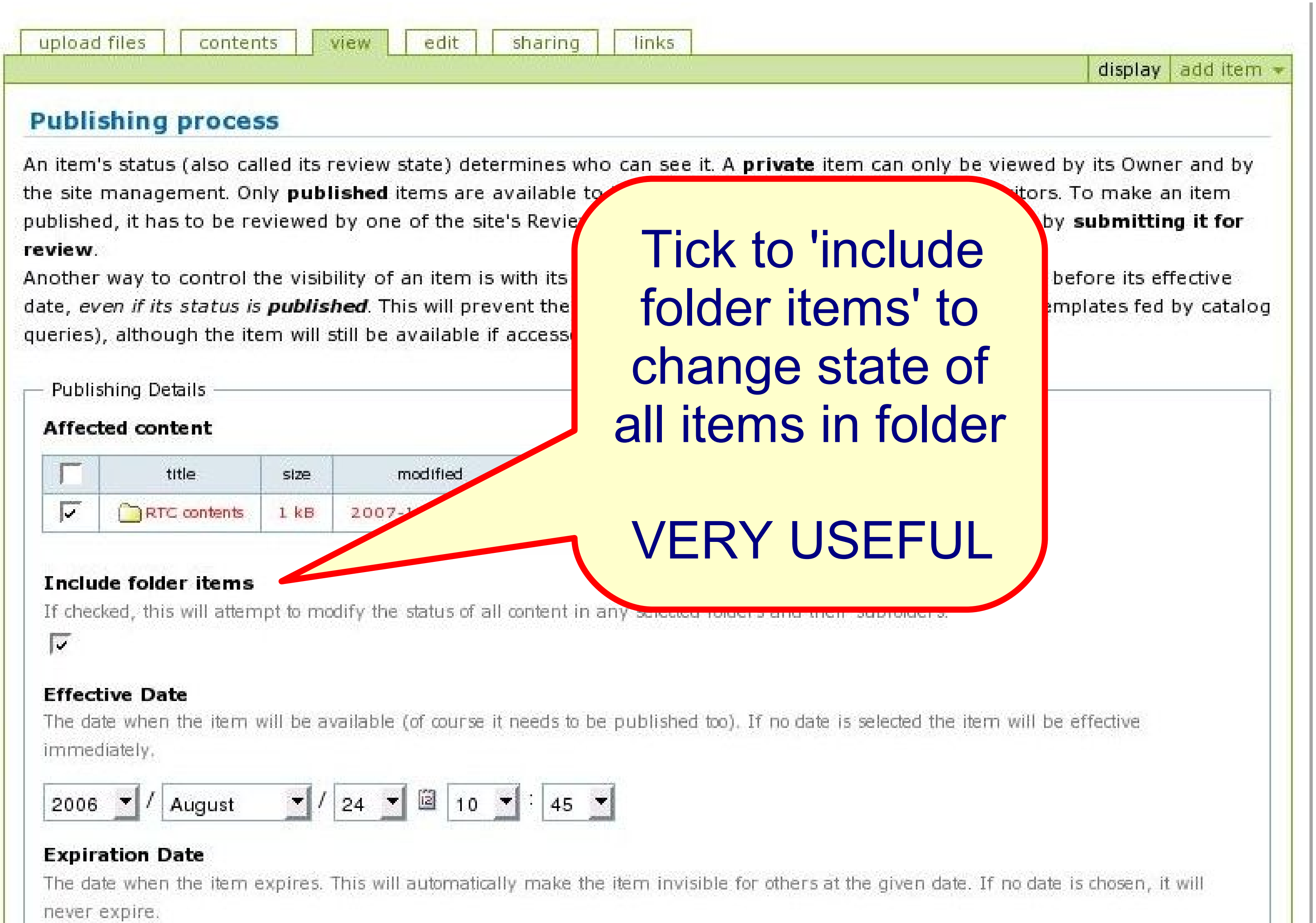
- Changing state
  - Ensure your content is EITHER *private* or *published* (best not to leave as public draft)
  - in one action to change the state of a folder and all of its contents; no need to individually change state of content in folder.



☐	Project Area Map	1 kB	2007-11-16 10:01	Published	▲ ▼
☐	Schema Editor	1 kB	2007-10-31 07:45	Public Draft	▲ ▼
☐	Workgroup Tool	1 kB	2007-10-31 07:46	Public Draft	▲ ▼
☐	index_html-en	1 kB	2007-11-06 07:41	Public Draft	▲ ▼
☑	RTC contents	1 kB	2007-11-16 12:17	Private	▲ ▼

Adding/updating content: folder contents

- Changing state (continued)



Publishing process

An item's status (also called its review state) determines who can see it. A **private** item can only be viewed by its Owner and by
the site management. Only **published** items are available to
itors. To make an item
published, it has to be reviewed by one of the site's Revie
by **submitting it for**
review.

Another way to control the visibility of an item is with its
before its effective
date, *even if its status is* ***published***. This will prevent the
emplates fed by catalog
queries), although the item will still be available if access

Publishing Details

Affected content

☐	title	size	modified
☑	RTC contents	1 kB	2007-1

Include folder items

If checked, this will attempt to modify the status of all content in any

☑

Effective Date

The date when the item will be available (of course it needs to be published too). If no date is selected the item will be effective immediately.

2006 / August / 24 10 : 45

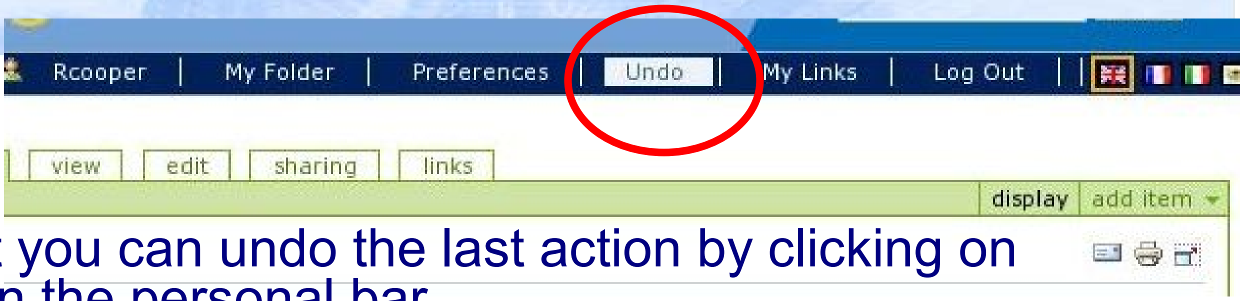
Expiration Date

The date when the item expires. This will automatically make the item invisible for others at the given date. If no date is chosen, it will never expire.

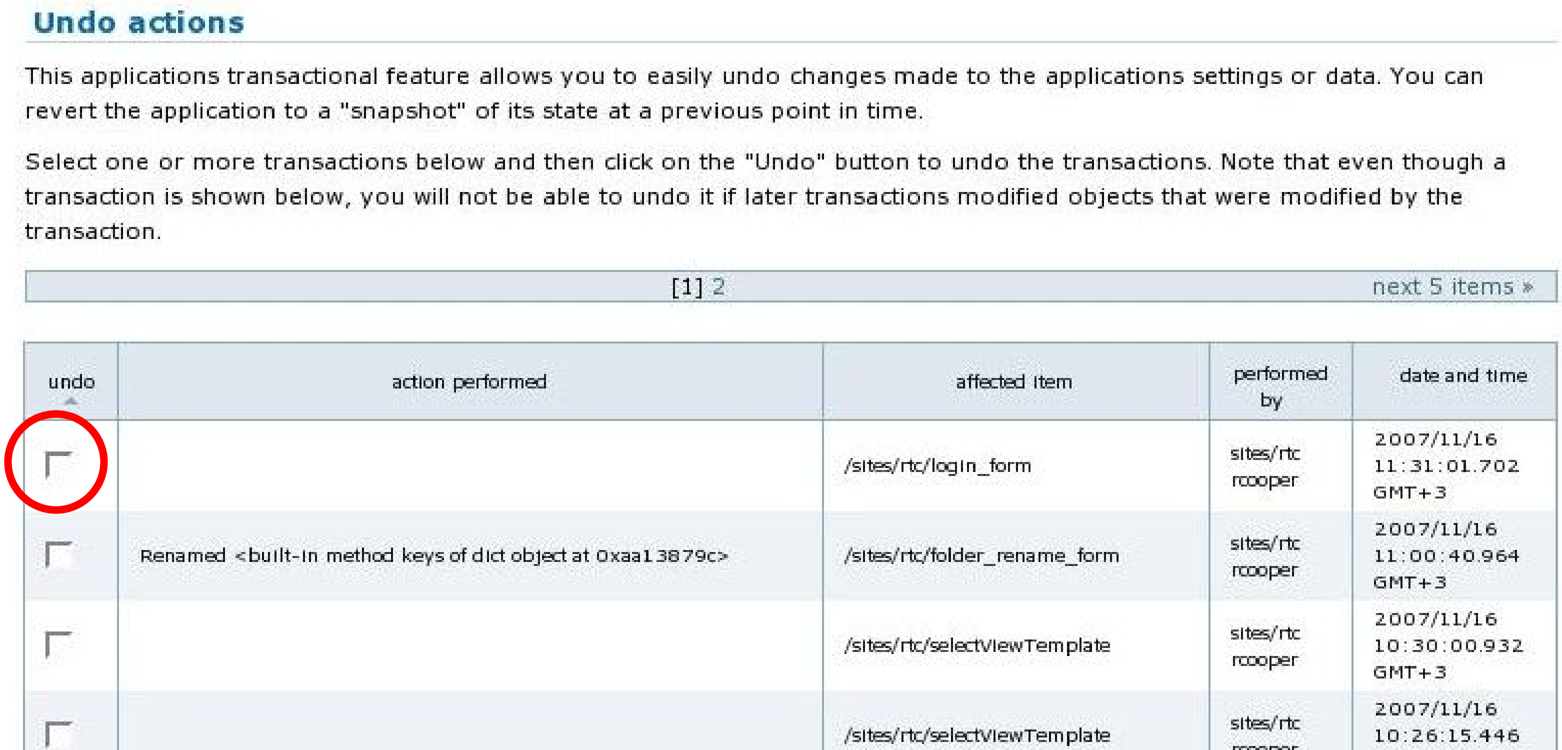
Tick to 'include folder items' to change state of all items in folder

VERY USEFUL

Adding/updating content: how to 'undo' last action



- As a last resort you can undo the last action by clicking on *undo* located on the personal bar
- Tick box of action to be undone and click *undo* button
- Undo *one action* at a time if multiple *undo actions* give error



Undo actions

This applications transactional feature allows you to easily undo changes made to the applications settings or data. You can revert the application to a "snapshot" of its state at a previous point in time.

Select one or more transactions below and then click on the "Undo" button to undo the transactions. Note that even though a transaction is shown below, you will not be able to undo it if later transactions modified objects that were modified by the transaction.

[1] 2 next 5 items »

undo	action performed	affected item	performed by	date and time
☐		/sites/rtc/login_form	sites/rtc rcooper	2007/11/16 11:31:01.702 GMT+3
☐	Renamed <built-in method keys of dict object at 0xaa13879c>	/sites/rtc/folder_rename_form	sites/rtc rcooper	2007/11/16 11:00:40.964 GMT+3
☐		/sites/rtc/selectViewTemplate	sites/rtc rcooper	2007/11/16 10:30:00.932 GMT+3
☐		/sites/rtc/selectViewTemplate	sites/rtc	2007/11/16 10:26:15.446

Thank you