GEF International Waters
Learning Exchange and Resource Network
(IW:LEARN)

Introduction to IW:LEARN Website Toolkit (Part 1)

Regional IW:LEARN IT (LAC) Workshop,
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Outline (Part 1)

◆ What is a Content Management Systems (CMS)?

◆ Overview of Plone

- ◆ Introduction/Accessibility

- ◆ Organisations using Plone

- ◆ "Web 2.0"

- ◆ Showcase of tools/functionality

◆ The IW:LEARN Website Toolkit

- ◆ What is it?

- ◆ Key features

- ◆ Sources of help

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Outline (Part 1) *continued*

- **Introducing the Toolkit**
  - Installation
  - Logging in
  - Setting preferences

- Adding/updating content
  - Adding a folder
  - Adding a page
  - Editing a page
  - Changing the folder view/setting content *display*
  - Adding an image

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Exchange and Resource Network**

Outline (Part 1) *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
- ◆ Undo action
- ◆ Creating a multilingual site

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Key outcomes of three day workshop

◆ Participants to gain hands-on knowledge in creating and managing one or the most popular content management systems

◆ Syndication (sharing) of information across the GEF IW community – projects and partner organisations

◆ IW:LEARN to learn more about your project/partner organisation needs - to improve our services/tools

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What is a Content Management System (CMS)?

- ◆ A CMS:
  - ◆ is software that allows users (rather than traditional webmaster) 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;
  - ◆ allow users to modify content through their web browser;
  - ◆ organisations are increasingly moving to adopting CMS.
- ◆ Many types of CMS
  - ◆ Free and open source software, commercial (several thousand USD)

  http://en.wikipedia.org/wiki/List_of_content_management_systems

  http://www.cmsmatrix.org/

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Overview of Plone: introduction/accessibility

◆ **Why Plone?**

- ◆ 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

  - ◆ addresses US Section 508 and *W3C's WAI-AA standards

  - ◆ Valid XHTML and CSS to enable viewing in different browsers and enhance search engine visibility

    http://plone.org/documentation/faq/browsersupport (Browser support)

    *http://www.w3.org/Consortium/mission (World Wide Web Consortium)

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Overview of Plone: organisations implementing

◆ **Examples of usage (gallery at http://plone.net/sites)**

International:

- ◆ http://www.iwlearn.net/ (UNEP adopted Plone)
- ◆ http://www.apdip.net (UNDP Asia-Pacific Development Information Programme, Thailand)
- ◆ http://www.oxfam.org/ (Oxfam International)

USA:

- ◆ https://www.cia.gov (Central Intelligence Agency, USA)
- ◆ http://discovermagazine.com (Science Discover, USA)

LAC region:

- ◆ http://www.brasil.gov.br (Brazilian Federal Government)
- ◆ http://www.manuelzao.ufmg.br (The Manuelzão Project)
- ◆ http://www.clacso.org.ar (El Consejo Latinoamericano de Ciencias Sociales, Argentina)
- ◆ http://www.jornada.unam.mx/ultimas (La Jornada, Mexico)

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"Web 2.0"

- What is it?

- Marketing hype? Buzzword?

- **No clear definition**, but the term can be used to indicate that the use of the internet has and is changing.

- Changing in the sense that it has become more interactive as seen though use of message boards, social-networking sites, wikis, blogs.

- More participatory tools have further encouraged user participation (e.g., Google Earth)

- Web 2.0 represents a change in how the Web is used

- There is greater online participation

- IW:LEARN Toolkit offers platform with cutting edge tools for encouraging greater participation between stakeholders.

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The IW:LEARN Website Toolkit: what is it?

- ◆ What is the IW:LEARN Website Toolkit?
- ◆ The Toolkit is an add-on product for the Plone CMS created by IW:LEARN
  - ◆ 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)

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http://rtc.iwlearn.org/

Site Map | Accessibility | Contact

Your Banner

you are here: home

Translate English To:
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

In The Spotlight

BLACK

all
Search

Log In

...me To Project Website

This area can be used to add a ...ssage, short project ...nd key project ...ding images to t... ...s 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... ...ol Panel:
Prefere... ...Content
Editor. Y... ...can be
modifie... ...the lower
left column of the Plone Control Panel.

Edit this content by clicking... ...to... 'Welcome to Project...

Project Area Map

Map | Sat | Ter

POWERED BY
google
Map data ©2008 Europa Technologies - Terms of Use
...k to view in Google Maps google_earth_iconClick &
...n Google Earth

RSS Events   RSS News

Upcoming Events

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

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

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

Contact details

Accessibility

Site map

Banner/logo

Login link

'Breadcrumb trail'

Search tool:
◆ live seach
◆ advanced search

Navigation portlet/box

News & Events portlets

IW:LEARN Website Toolkit: key features

◆ Banner

◆ Site map

◆ Accessibility

  ◆ Plone is designed according to Web Content Accessibility Guidelines (WCAG v1.0) to be useable and accessible.

  http://www.w3.org/WAI/gettingstarted/Overview.html

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IW:LEARN Website Toolkit: key features

- ◆ 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

  - ◆ 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.

  - ◆ portlet – box on right or left of plone website (e.g., navigation, our partners, calendar)

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IW:LEARN Website Toolkit: 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!)

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Sources of help

- IW:LEARN Skype community
  - richtcooper, sean_khan, tinecustodio888, searlc_bovorn
  - Can you use Skype in your office?
  - 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
    - being updated at present
    - including Spanish and Portuguese resources
  - Feedback form http://www.iwlearn.net/contact

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Sources of help

- ◆ Official Plone site:
  - ◆ http://plone.org/documentation
    - ◆ books/manuals
      - ◆ http://plone.org/documentation/manual/plone-2.5-user-manual
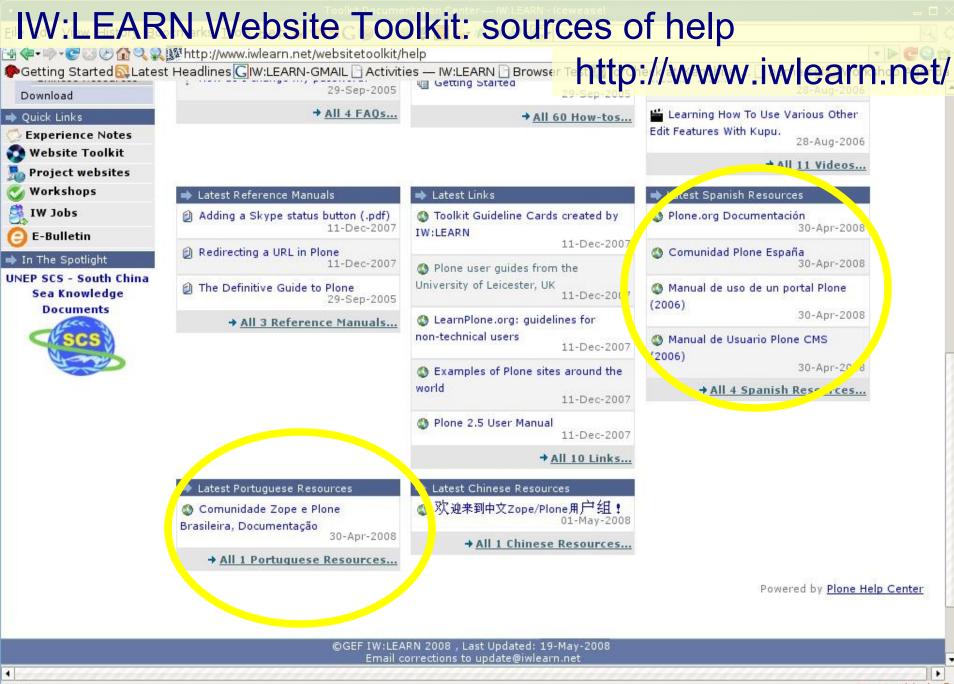   - THIS IS VERY GOOD RESOURCE

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IW:LEARN Website Toolkit: sources of help

http://www.iwlearn.net/

Download

Quick Links
- Experience Notes
- Website Toolkit
- Project websites
- Workshops
- IW Jobs
- E-Bulletin

In The Spotlight

UNEP SCS - South China Sea Knowledge Documents

SCS

29-Sep-2005 → All 4 FAQs...

Getting Started 29-Sep-2005 → All 60 How-tos...

Learning How To Use Various Other Edit Features With Kupu. 28-Aug-2006

→ All 11 Videos...

Latest Reference Manuals
- Adding a Skype status button (.pdf) 11-Dec-2007
- Redirecting a URL in Plone 11-Dec-2007
- The Definitive Guide to Plone 29-Sep-2005

→ All 3 Reference Manuals...

Latest Links
- Toolkit Guideline Cards created by IW:LEARN 11-Dec-2007
- Plone user guides from the University of Leicester, UK 11-Dec-2007
- LearnPlone.org: guidelines for non-technical users 11-Dec-2007
- Examples of Plone sites around the world 11-Dec-2007
- Plone 2.5 User Manual 11-Dec-2007

→ All 10 Links...

Latest Spanish Resources
- Plone.org Documentación 30-Apr-2008
- Comunidad Plone España 30-Apr-2008
- Manual de uso de un portal Plone (2006) 30-Apr-2008
- Manual de Usuario Plone CMS (2006) 30-Apr-2008

→ All 4 Spanish Resources...

Latest Portuguese Resources
- Comunidade Zope e Plone Brasileira, Documentação 30-Apr-2008

→ All 1 Portuguese Resources...

Latest Chinese Resources
- 欢迎来到中文Zope/Plone用户组！ 01-May-2008

→ All 1 Chinese Resources...

Powered by Plone Help Center

©GEF IW:LEARN 2008 , Last Updated: 19-May-2008
Email corrections to update@iwlearn.net

Done

Tor Disabled

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

accessibility   site map

home   about   documentation   products   development   events   foundation   support

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
    1. 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
    9. Establishing Relationships
    10. Setting Basic Properties
3. Managing Content
    1. Editing Content

Introducing the Toolkit: installation

- Installation – mock-ups already installed on IW:LEARN server.
  - Hosting is free
  - For workshop can work online or on your PC
- Installation on Windows XP, 2000, 2003
  - Download Plone-2.5.4
    - Plone version used in online mock-ups
      http://plone.org/products/plone/releases/2.5.4
    - RC has copy on PC/memory stick

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Introducing the Toolkit: installation

Introducing the Toolkit: installation

Introducing the Toolkit: installation

Introducing the Toolkit: installation

Open browser and click 'View Plone'

Introducing the Toolkit: installation

♦ Copy selected add-on products to
C:\Program Files\Plone 2\Data\Products

Introducing the Toolkit: installation

http://localhost/prefs_install_products_form

Google

Getting Started   Latest Headlines

Mozilla Firefox Start Page   Portal   **Portal**

you are here: home

site setup

Plone Configuration

🔖 Add/Remove Products

🔴 Error Log

🇺🇸 Language Settings

✉ Mail Settings

🗐 Navigation Settings

🔗 Placeful Workflow

🌐 Portal Settings

🔍 Search Settings

🔒 Skins

🗐 Smart Folder Settings

👥 Users and Gr... Administration

🅩 Zope Management Interface

Add-on Product Configuration

▷ Cache

Add/Remove Products

▲ Up to Site Setup

This is the Add-on Products install section, you can add and remove products in the lists below.

To make new products show up here, put them in the directory **C:\Program Files\Plone2b\Data/Products** on the file system, and restart the server process.

┌─ Products available for install ─┐
│ 🔹 install   │
└──────────────────────────────────┘

┌─ Installed products ─────────────────────────────
│ ☐ 🔖 **ATGoogleVideo 0.5 (Release Candidate)**
│   📄 Product Description 📄 Install log
│
│ ☐ 🔖 **ATPhoto 1.0-alpha1 build 53**
│   📄 Product Description 📄 Install log
│
│ ☐ 🔖 **Archetypes 1.4.5-final**
│   📄 Product Description 📄 Install log
│
│ ☐ 🔖 **CMFContentPanels 2.4**
│   📄 Product Description 📄 Install log
│
│ ☐ 🔖 **CMFPlacefulWorkflow 1.0.6**
│   📄 Product Description 📄 Install log
│
│ ☐ 🔖 **CMFSquidTool 1.3.2**
│   📄 Product Description 📄 Install log
│
│ ☐ 🔖 **CacheSetup 1.0.3**
│   📄 Product Description 📄 Install log
│
│ ☐ 🔖 **CalendarX 0.6.6(stable) 2006-01-03**
│   📄 Product Description 📄 Install log

Install add-on products

Done

Introducing the Toolkit: installation

http://localhost/prefs_portalskin_form

Google

Getting Started Latest Headlines

Mozilla Firefox Start Page | Portal | **Portal**

Site Map | Accessibility | Contact | Site Setup

Your Banner

all ▾

Search

admin | My Folder | Preferences | Undo | Log Out

you are here: home

Site Setup

Plone Configuration

Add/Remove Products

Error Log

Language Settings

Mail Settings

Navigation Settings

Placeful Workflow

Portal Settings

Search Settings

Skins

Smart Folder Settings

Users and Groups Administration

Zope Management Interface

Add-on Product

Skin Setup

▲ Up to Site Setup

Settings that affect the portal's look and template us...

Site Skin Details

Default skin
Select the default skin for the Plone site.

toolkit ▾

☐ **Allow users to select skins**
If checked, each user can select a skin from his preferences panel.

☐ **Make skin cookie persist indefinitely**
If checked, the skin cookie will never expire.

save

> Select skin (design) – e.g. 'toolkit' skin

Done

Introducing the Toolkit: online mock-ups

◆ Can also create online mock-up for participants

◆ Would recommend working on local installation first to see how it works and then we can set up online instance.

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Introducing the Toolkit: logging in

Your Banner

all

Search

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

you are here: home

Navigation

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

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

Home
About the project
Information and Publications
Maps & GIS
News & Events
Welcome to Project website
Links
Feedback / Contact us
Project Area Map

Welcome To Project Website

A short project description / a new ... lgiht etc.

This area sho... e used to
add a welco... ssage,
website fun... ity
description... roject
introducti... any
major hi... lding

good images

Project Area Map

click the ma... w to view the project area

Username visible

Green header strip with tabs

Our Partners

UNEP   UNDP

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

Upcoming events...

News

🗞 Sample News 3
2006-11-03

🗞 Sample News 2
2006-11-03

🗞 Sample News 1
2006-11-03

More news...

Recent Additions

Sample Event 1
2007-10-30

Sample Event 2
2007-10-30

Recent Changes

📄 Welcome to Project website
2007-11-06

📑 Project website
2007-11-06

📑 index_html-en
2007-11-06

📄 Workgroup Tool

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 becomes visible

  ◆ Types of user accounts – *manager, member, reviewer, owner*

    ◆ *Manager* – permissions to modify anything

    ◆ *Member* – permissions to modify *My Folder* section

    ◆ Note differences between *Preferences* options for Manager and Member ... *(next slide)*

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Your Banner

all ▼

Search

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

you are here: home

Site Setup

Plone Configuration

🔧 Add/Remove Products

🔴 Error Log

📄 Keyword Manager

🏴 Language Settings

✉ Mail Settings

📋 Navigation Settings

🔧 Placeful Workflow

⊘ Portal Settings

🔍 Search Settings

🔒 Skins

📑 Smart Folder Settings

👥 Users and Groups Administration

🅩 Zope Management Interface

Add-on Product Configuration

📊 Analytics for Plone

🔧 EcoMundus Settings

External Site Catalog

FCKeditor configuration

My Preferences

This area allows you to set your preferences.

Member Preferences

🔒 Change Password

Fck FCKeditor preferences

🔍 Link monitoring settings

👤 Personal Preferences

> Click *Preferences* to access *Plone control panel*

> Many site setup options available to manager

Manager logged into *Plone control panel*

Introducing the Toolkit: logging in

Your Banner

all ▼

[Search]

👤 rcooper_member | My Folder | Preferences | Undo | My Links | Log Out

you are here: Home

Site Setup

Plone Configuration

No Preference Panels available.

Add-on Product Configuration

No Preference Panels available.

My Preferences

This area allows you to set your preferences.

Member Preferences

🔒 Change Password

Fck FCKeditor preferences

🔍 Link monitoring settings

👤 Personal Preferences

Physical address, City, Country
:+countrycode citycode faxnumber, E-mail:pcu@projectsite.org

Member logged into Plone control panel

Limited site setup options available to member

Introducing the Toolkit: settings

◆ **Portal Settings**

  ◆ Preferences > Portal Settings > modify 'site title'

  > modify 'site from address'

◆ **Your personal member settings**

  ◆ Preferences > Change Password

  > Personal Preferences > check name and other details are correct

  > select preferred editor (FCKeditor has user interface similar to MS Word)

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Introducing the Toolkit: personal preferences

Language Settings

Mail Settings

Navigation Settings

Placeful Workflow

Portal Settings

Search Settings

Skins

Smart Folder Settings

Users and Groups Administration

Zope Management Interface

Add-on Product Configuration

Analytics for Plone

External Site Catalog

FCK FCKeditor configuration

Google Google Coop

Kupu visual editor

Link management

PloneArticle preferences

PlonePopoll configuration

Schema editor

TextIndexNG3

Workgroup Tool

Configuration of

Personal Details

Full Name

rcooper

E-mail ■

iwsea@yahoo.com

Location

Your location - either city and country - or in a company setting, where your office is located.

Thailand

Language

Your preferred language.

Language neutral (site default) ▼

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.

Home page

The URL for your external home page, if you have one.

Content editor

Select the content editor that you would like to use. Note that content editors often have specific browser requirements.

FCKeditor ▼

Basic HTML textarea editor (works in all browsers)

Kupu

FCKeditor

which allows you to edit content with your favorite editor instead of using

on alled ExternalEditor installed client-side. Ask your administrator for more

information if needed.

☑ **Listed in searches**

Determines if your user name is listed in user searches done on this site.

☐ **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 generated automatically.

Adding/updating content: folder

♦ Adding a folder – content in site organised with folders

upload files	contents	view	edit	sharing	links

display | add item ▼

- 🖼 article
- 🛡 bookmark folder
- 📁 calendarx
- ⏩ content importer
- 📑 contentpanels
- 🎵 dynamicpage
- 📅 event
- 📅 event
- 📶 feed folder
- 📄 file
- 📁 **folder**
- @ form mailer

A folder which can contain other

- ℹ help center
- 📁 iwproject
- 🖼 image
- 🌐 in the spotlight
- 🌐 link
- 📇 mailing list

⊘ Portal

Click *add item* and select *folder*

				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	▲ ▼
☐ @ Feedback / Contact us	2.1 kB	2007-10-30 10:03	anonymous send	▲ ▼
☐ 📑 **Project website**	2.1 kB	2007-11-07 08:24	Public Draft	▲ ▼
☐ 📄 Welcome to Project website	1 kB	2007-11-06 10:31	Published	▲ ▼
☐ 📄 Hello	19.8 kB	2006-08-28 15:36	Public Draft	▲ ▼
☐ 📁 EventItems Folders	1 kB	2006-11-03 10:06	Public Draft	▲ ▼
☐ 📁 Images	1 kB	2006-11-03 10:44	Public Draft	▲ ▼
☐ 📁 NewsItem Folder	1 kB	2006-11-03 10:03	Public Draft	▲ ▼
☐ 🖼 Photos	1 kB	2006-11-23 32:00	Public Draft	▲ ▼

Adding/updating content: folder

- Add *title* and *description, save*
- *Publish* to enable display item to anonymous visitors

RTC's Demo Logo

all

Search

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

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

translate into ▼ | actions ▼ | display ▼ | add item ▼ | state: public draft ▼

Navigation

Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
Welcome to Project website
Project Area Map

Our Partners

UNEP

UNDP

In The Spotlight

ⓘ **Folder has been created.**

Edit Folder

by rcooper — last modified 2007-11-09 08:12

A folder which can contain other items.

Title ■

RTC folder

Description
A short summary of the content

test folder

item ▼ | state: public draft ▼

make private
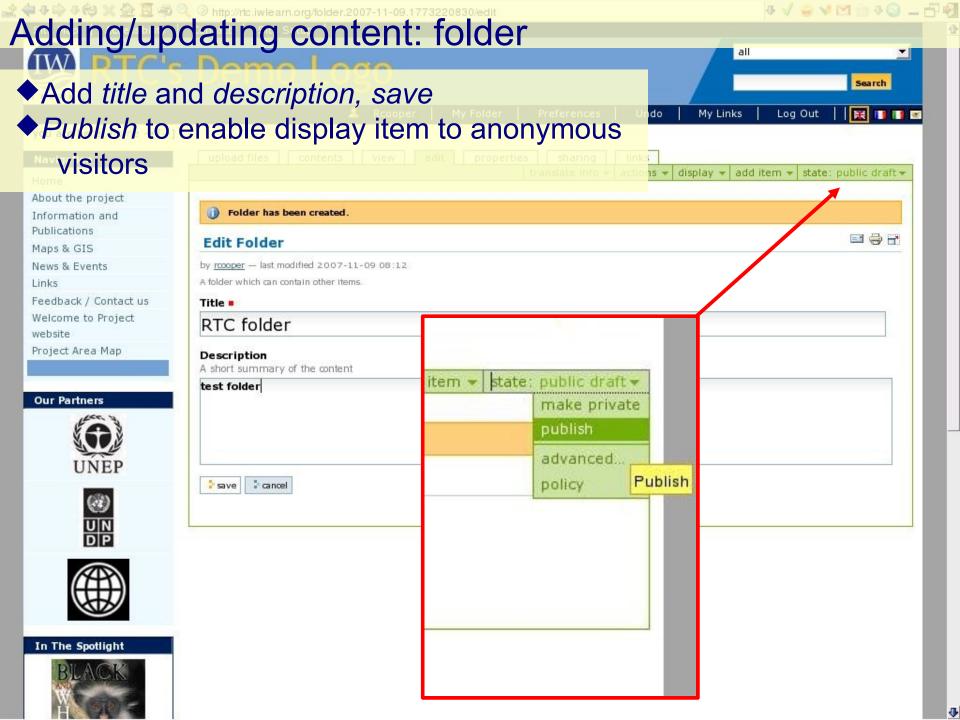
publish

advanced...

policy

Publish

save | cancel

Adding/updating content: page

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

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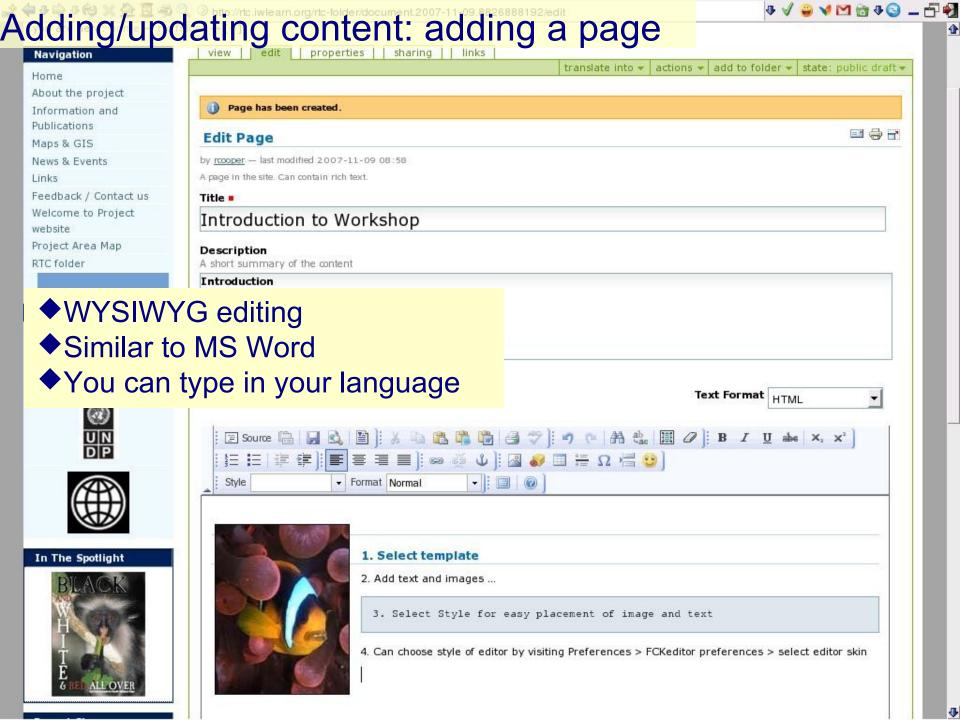 - FCKeditor allows modification of toolbar options

sharing   links

anslate into ▾   actions ▾   display ▾   add item ▾   state: published ▾

- 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
- mailing list
- map
- member exporter
- member importer
- multipage article
- news item
- news item
- newslettertheme
- organization
- page
- partner profile
- person
- photo

Adding/updating content: adding a page

Navigation

Home
About the project
Information and Publications
Maps & GIS
News & Events
Links
Feedback / Contact us
Welcome to Project website
Project Area Map
RTC folder

view | edit | properties | sharing | links

translate into ▾ | actions ▾ | add to folder ▾ | state: public draft ▾

ℹ **Page has been created.**

Edit Page

by rcooper — last modified 2007-11-09 08:58
A page in the site. Can contain rich text.

Title ▪

Introduction to Workshop

Description
A short summary of the content

Introduction

◆WYSIWYG editing
◆Similar to MS Word
◆You can type in your language

Text Format HTML

Source | Style | Format Normal

1. Select template

2. Add text and images ...

3. Select Style for easy placement of image and text

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

In The Spotlight

BLACK WHITE & RED ALL OVER

Adding/updating content: editing a page

◆ Modify FCKeditor toolbar options

To add these options

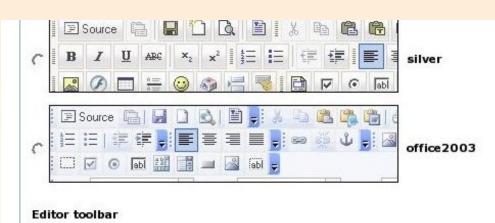**International Waters Learning Exchange and Resource Network**

Adding/updating content: FCKeditor toolbar

◆ Go to Preferences > FCKeditor configuration (left column)

◆ Select toolbar option

   ◆ Customise option available

Add-on Product Configuration

- Analytics for Plone
- External Site Catalog
- **Fck** FCKeditor configuration
- Google Coop
- Kupu visual editor

Editor toolbar

Choose the editor toolbars. Some menus need portal_transforms safe html modifications to be viewed in a Plone Standard document. Some changes can impact XHTML validation (example : font buttons generate a font tag with MSIE, which is not XHTML strict)

- ○ **Plone default toolbar**
- ◉ **Full toolbar with all functions**
- ○ **Basic toolbar, with the fewest functions**
- ○ **Customized toolbar (a new field will be available below)**