



Plone

Self Service Training Manual

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Plone is a web based Content Management System. Plone allows users to easily create, edit, and publish web pages, documents, news, calendar events, photos, and much more to their department website. The following will explain the Plone user interface and methods for using the program through the self service option.

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What is Plone?

Plone is a Web-based Content Management System used by UW Oshkosh. Plone allows users to easily create, edit and publish Web pages, documents, news, calendar events, photos, audio, video, and much more to their department Web site.

What is the Self-Service Option?

The self-service option is a system created to allow units to migrate to an updated Web site using the Web content management system on their own after they have participated in the Web development workshop conducted by Information Technology and Integrated Marketing and Communications.

Background Regarding the University's Web Site Migration

A summary of the University-wide project to rollout an online brand and CMS can be found here: www.uwosh.edu/imc/web-design-development/university-website-project. The University has 400 Web sites at last count and that number continues to grow. The resources available for Web development on campus are unable to give detailed attention to each Web site. Sites in later phases of the University Web site project are no less important but did not meet the following criteria:

Phases 1-3 include sites that:

- Receive the majority of traffic from external visitors (prospective students, alumni, community members)
- Provide services that affect the majority of campus, and/or
- Have not been recently updated or redesigned

What Do I Need to Do to Pursue the Self-Service Option?

If affected units wish to migrate sooner to the new design and begin using the Plone content management system, there is an alternative self-service option for which a unit will need to do the following:

1. Dedicate someone (the "Web manager") to populate the Web site and manage the content.
2. Make a request using the form at www.uwosh.edu/web.
3. Have the Web manager receive Web site structure and Plone training.

What Happens After the Training?

Already submitted a Web site request prior to Plone workshop?

If you have submitted the Web request form prior to the Plone workshop, you will be contacted within two to three days after the workshop. The e-mail will include a link to your Plone development site that will grant you access to the Plone template, along with basic instructions on how to log in and make changes.

What if I have not submitted a Web request form?

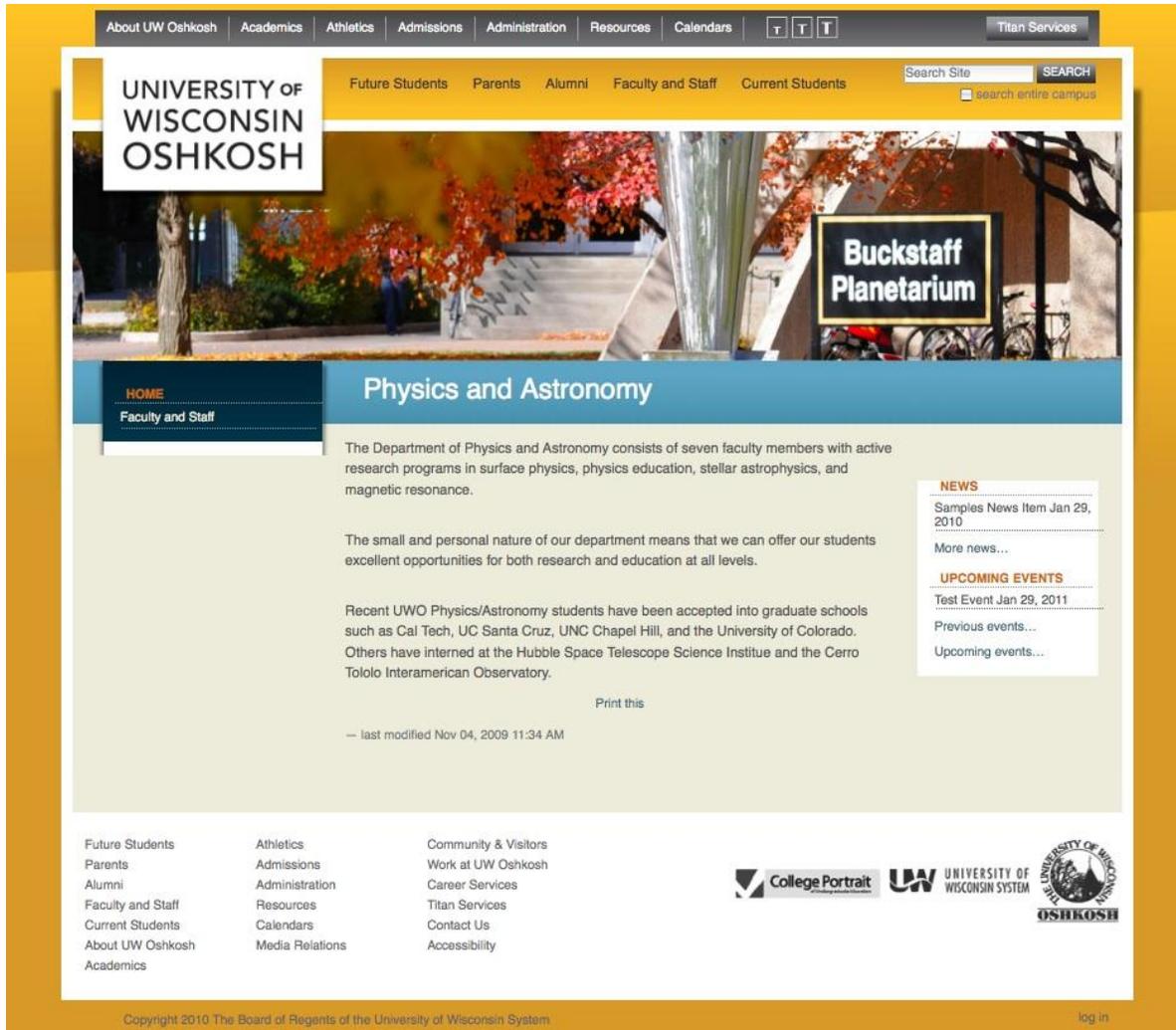
If you have not submitted a Web request form, please do the following:

1. Fill out the following form www.uwosh.edu/web

You will be contacted within two to three days after the form submission. The e-mail will include a link to your Plone development site that will grant you access to the Plone template, along with basic instructions on how to log in and make changes.

Plone Environment/Template

When you receive the link to your Plone template from the e-mail; the template will look very similar to the image below.



Steps to Take Before Migrating Your Web Site

Preliminary process

As discussed in the ongoing workshops provided by Information Technology and Integrated Marketing and Communications, it's best to have the full Web site structure defined prior to beginning the

technical process of building the site using Plone. Defining your Web site structure is as easy as making an outline. To start this process, use the following guidelines to help you determine what content will need to be added (folders, pages, images, files, etc.)

1. Define goals

In order to establish an effective Web site that serves the needs of the visitors, it requires a clear definition of the goals of the site. For example, Admissions has a goal of student recruitment, therefore a tangible action a visitor should take on the Admissions Web site is “Apply Online.” Defining the site goals first allows you to structure navigation and content around accomplishing those goals for each audience visiting the site.

2. Do research

Another valuable step in establishing an “outline” for a Web site is to look at the structure of Web sites from peer institutions, other institutions that are comparable to UW Oshkosh within our region and also top ranked national schools. Finding trends on the Web sites of other institutions gives insight into what visitors expect to see when visiting a UW Oshkosh site.

3. Study the data

Finally, if available, it’s valuable to look at what is and isn’t working on the existing Web site. If any form of Web analytics, such as Google Analytics, is available on the existing site, that data can show what visitors are looking at today and what information is causing issues.

4. Create an outline

When all these factors are considered, a navigational outline can be developed. This can be as simple as a bulleted list of what the navigation should be on a Web site, including what “sub-navigation” will be within each main category. This outline will become the tool used when physically creating the site in Plone.

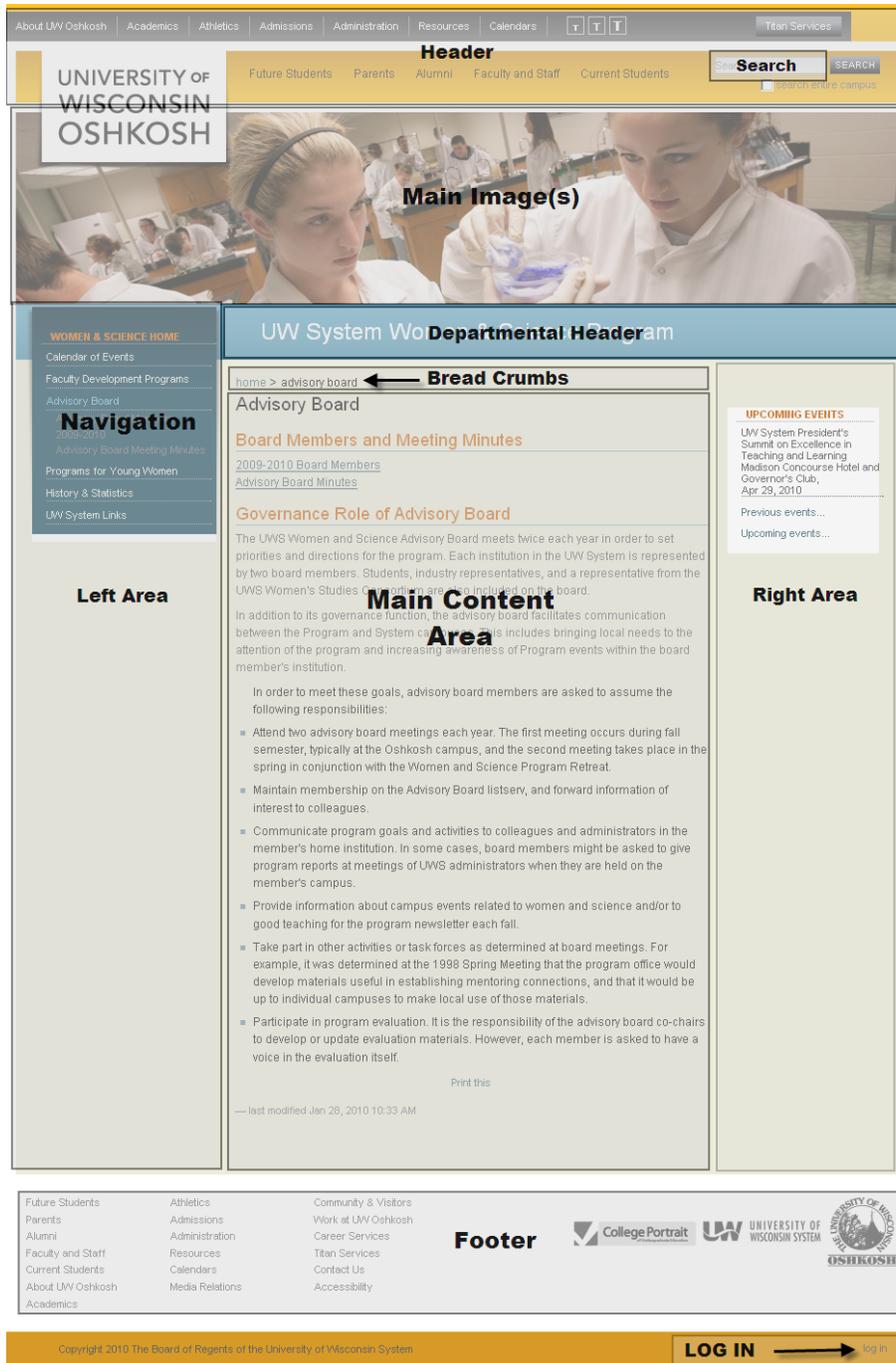
5. Evaluate, edit and create content

Upon completion of the outline or navigational structure for your site, you can evaluate the needed content for each navigation choice. In some cases you’ll identify content needs that may not exist on your current site, or areas on your current site that no longer need to exist on your new site. While migrating content over from the old site to the new site, this is an opportunity to enhance the content. Also consider writing or rewriting the content in a way that each audience will respond to. For example, prospective students are different than alumni so you can write content differently for them. Also consider incorporating search engine optimization (embedding keywords into your copy) to help raise visibility in search engines such as Google.

Migrating and Adding Content to the Plone Web Site Template

Navigation

By default a Plone Web site is set up with the following areas: header, main image, departmental header, left area (includes navigation), main content area, right area, footer, and log in as shown in the picture below. The additional item (upcoming events) shown in the picture are called portlets. Instructions to add portlets are included under the manage portlets section of the manual.



Header: Will include the UW Oshkosh logo, search box, and other related links.

- **Search:** Any content can be searched as long as it is public. If you are signed in and have additional permissions within the site, you can also search private items.

Main Image: The main image area will be populated with any images saved in the main images folder. The **main images** folder is provided with the template, and is hidden from navigation.

Departmental Header: Will display the department heading.

Bread Crumb Trail: This shows the location of where you are in the site. Bread crumbs should be referenced when adding content to the site, so that content is being added to the correct area of the site.

Navigation: The navigation is dynamic so all items will automatically appear. Sites are set up to only show folders and pages in the navigation. The navigation can be located on the left or right area of the site.

Portlets: Portlets are items that show on the left or right side of the page such as calendars, news, events, call to action items, static text portlets, etc. These items will show if you have currently entered and published information. You can also customize these portlets to only show on certain pages of the site. Instructions to add portlets are included under the manage portlets section of the manual.

Footer: Appears at the bottom of the Web site.

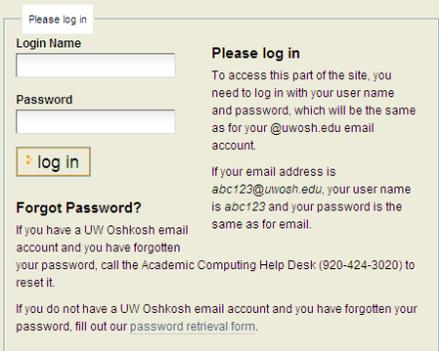
Log in: The login will be at the bottom of the screen to the right of the copyright information. If the log in is not in the bottom right corner you can type /login after your web address in the address bar (for example www.uwosh.edu/training/login). Once you have the login screen you can use your UW Oshkosh e-mail user name and password to edit a site or to view certain content based on permissions.

Log In

If you have privileges to edit all or part of the site those permissions will be apparent after log in.

How to Log in

1. Navigate to the Plone development site URL; this is the link that was provided in the e-mail
2. At the very bottom right corner of the page select 
3. Log in with your e-mail login and password (**do not** include @uwosh.edu in the login name)
4. Click 

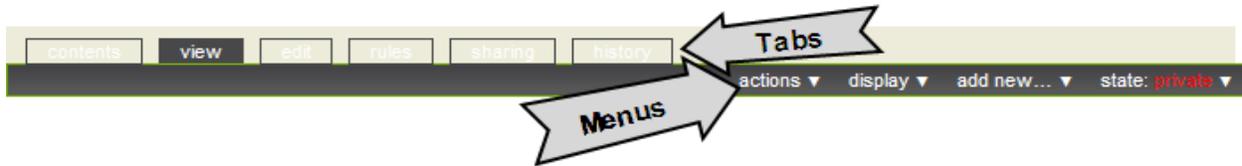


The screenshot shows a login form with the following elements:

- A header "Please log in" in a light green box.
- Two input fields: "Login Name" and "Password".
- A "log in" button with a magnifying glass icon.
- A "Forgot Password?" section with instructions: "If you have a UW Oshkosh email account and you have forgotten your password, call the Academic Computing Help Desk (920-424-3020) to reset it."
- A note: "If you do not have a UW Oshkosh email account and you have forgotten your password, fill out our password retrieval form."
- Additional instructions on the right: "Please log in. To access this part of the site, you need to log in with your user name and password, which will be the same as for your @uwosh.edu email account. If your email address is abc123@uwosh.edu, your user name is abc123 and your password is the same as for email."

Once logged in, there will be tabs and menus that appear toward the top of the main content area of the site if you have permissions to edit that area of the site.

Example of tabs and menus after logging in



Tabs

Tabs are used to manage the content on the site. Tabs will vary depending on what type of permissions you have on the site. Tabs will also vary depending on what type of content item you have selected. For example you will see different tabs when you are working with a folder vs. a page. The tabs will be discussed in more detail below.

Menus

Menus are used to take an action, change the display, change the state, or add different types of content (for example: pages, folder, images, news, and events). Menus will vary depending on what type of permissions you have on the site. Menus will also vary depending on what type of content item you have selected. For example you will see different menu options when you are working with a folder vs. a page. Menus will be discussed in more detail below.***The **add new** menu will be used to add content items (i.e. folder, pages, files, images, news, events, etc.).

Navigating to Web Site Content

Method 1 (Shown in Navigation)

If your item is in the navigation; simply click on it. For example you will most likely see **home** located in the navigation. **Note: Home** is the very top level of the site. All content items will be built off of the **Home (root folder)**.

Method 2 (Excluded from Navigation)

There may be times that you hide items from navigation. To navigate to an item that is hidden from the navigation, use the **contents** tab. **Note:** The contents tab will only appear if a folder is selected.

To view an item in your website that is not in the navigation

1. In the navigation, click on **home** or the folder that contains the item you are looking for (it is usually easiest to start at the root (**home**) and drill down from there)
2. Click on the **Contents Tab**
3. All Content in your website will show as a list
4. Click on the title of a folder to open it
5. Click on an item title (i.e. page, file, image, etc.) to view it

Navigation Example

Example of a portion of the COLS navigation structure:



Home (Folder) – This is the Root (top level) of the site

***The Home folder is created by default and will be provided with the template**



1. **COLS Home (Page)** (Default Page for Home Folder)



Internal Images (Folder) – Folder to Organize all Images for the site

This folder will be used to store images and will be hidden from navigation



1. **Undergraduate (Image)** – This image will be used on the COLS Programs Page



2. **Graduate (Image)** – The image will be used on the COLS Programs Page



About Us (Folder) – Folder for About Us & Contact Page



1. **COLS About Us (Page)** (Default Page for About Us folder)



2. **COLS Contact Us (Page)**



Programs (Folder) – Folder Explaining Academic Programs

(Undergraduate & Graduate)



1. **COLS Programs (Page)** (Default Page for Programs Folder)



2. **COLS Majors pdf (File)**



Undergraduate (Folder) – Sub Folder with/in Programs Folder)



1. **COLS Undergraduate (Page)** (Default Page for Undergraduate Folder)



2. **Majors/Minors/Emphasis (Page)**



3. **Requirements (Page)**



Graduate (Folder) – (Sub Folder with/in Programs Folder)



1. **COLS Graduate (Page)** (Default Page for Graduate Folder)

Adding Folders

The first content item that should be created is a folder to store Web site images. Before an image can be used on the site, the image must be uploaded and saved to a folder within the site.

The images folder will be built off of the top level of the site, which is the **home** folder.

1. Make sure you are at the top level of the site (home). If you are not sure where you are in the site click on **home** in the navigation. The home page of your site should be showing.
2. Click the **add new** menu
3. Select **folder**
4. The **Add Folder** window will open (shown at the right)

Bread crumbs are displayed at the very top of the **Add Folder** window. Bread crumbs can be used to navigate through the site and are a good reference point to tell exactly where you are currently in the site.

In the example to the right, the breadcrumbs show **home**, which is the root of the site. The new folder created will be saved within the **home** folder. All

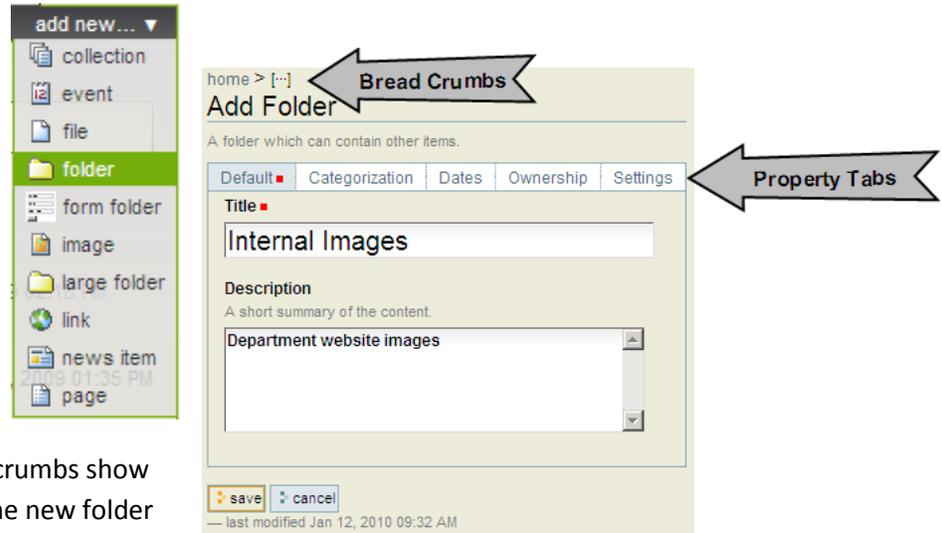
main folders should be built off the **home** folder. It is very important to check the breadcrumbs when creating new content items because that is how the navigation is structured.

The title of all content items are required. The title is searchable and will appear in the URL at the top of the site

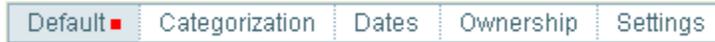
5. In the **Title** box, type a name for the images folder (i.e. **Internal Images**)

The description of the item is optional, but it is recommended. The description of an item is also searchable, so it gives users coming to the site another means of finding what they are searching for.

6. In the **Description** box type a description for the images folder (i.e. **Departmental Web site Images**). In this case you may not want to type a description because this folder will be used only for internal purposes to organize the images that will be used thought the site.
7. For all content items there will be additional **property tabs** above the title. These additional tabs vary depending on the type of content item being added.



Folder Property Tabs



For a folder, the following tabs are available:

Default	Used to add a title, and description for the folder
Categorization	Used to add keywords that will help categorize your content
Dates	Set the publish date or expiration date of a folder
Ownership	Contains the creator, contributor and copyright information
Settings	<ul style="list-style-type: none"> • Comments - If checked, users can add comments to this item. • Exclude from Navigation - If checked, this item will not appear in the navigation • Enable next previous navigation – If checked, this enables next/previous widget on content items contained in this folder. This adds a back and forward button to the content item within the folder. This is similar to the back and forward button on a browser window.

By default, all pages and folders created will show in the navigation.

Exclude Folder from Navigation

1. Select the **Settings Tab**
2. Check the box in front of **Exclude from Navigation**
Note: This can be excluded from navigation because it will be used only to organize/store internal images used throughout the site.
3. Click 



The folder has been created



Once the item is created, there will be tabs and menus to work with the item.

Folder Management Tabs

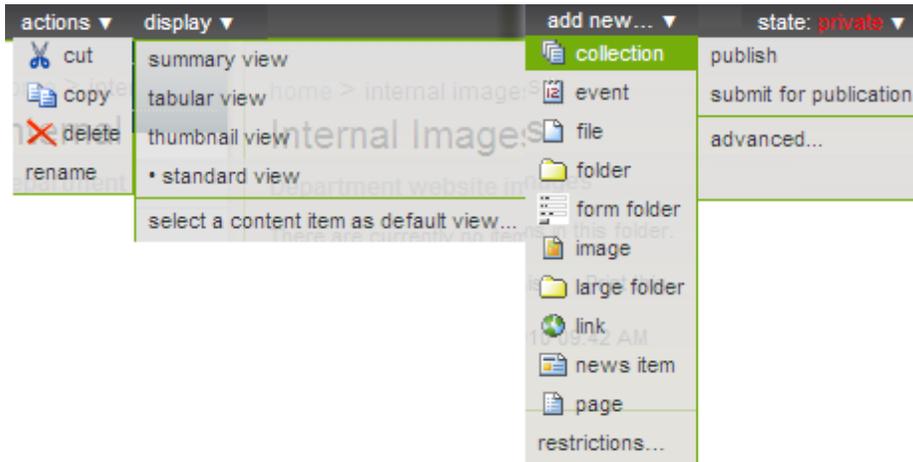


The folder management tabs seen may vary depending on what privileges you have on the site.

<p>Contents</p>		<p>The contents tab will ONLY show for a folder item. By selecting the contents tab, it will open up the folder item that is currently selected (you can tell what folder is currently selected by looking at the bread crumbs). In the example at the left, it is showing the contents within the home folder. At this point you should likely see at least the following items shown in the picture to the left. To open any of the items, simply click on the title of the item. NOTE: There is a main images folder showing. The main images folder is used to populate the main image shown in the template. This is a folder that is excluded from navigation. The main images folder is explained in more detail below.</p>
<p>View</p>		<p>When the view tab is selected it will show the items within the folder by displaying them in one of four views (depending on which has been selected): standard view (is selected by default), summary view, tabular view, and thumbnail view or you can choose to display a default page within the folder. Choosing the display of a folder is done by using the display menu which is described in more detail below.</p>
<p>Edit</p>		<p>The edit tab can be used to edit the folder item. The edit folder window opens which allows changes to any of the folder property tabs (Default, Categorization, Dates, Ownership, and Settings). These property tabs were described earlier.</p>
<p>Rules</p>		<p>Rules define actions that apply to the item. With the default template, rules are automatically applied to the site for the news and event content types. The rule defines that if an event item is created it will be moved to the event folder, and if a news item is created it will be moved to the news folder.</p>
<p>Sharing</p>		<p>The sharing tab allows those that have permissions to set the following privileges on specific content items throughout the site: add, edit, view, and review. Inherit permissions from higher levels (by default is checked) – This will by default, inherit the permission from the parent folder. Permissions for items within the folder are also inherited from the folder level. If you would like to set permissions otherwise, inherit permissions and the specific permissions checked, will need to be unchecked. Instructions to share are included under the Sharing section of the manual.</p>

Folder Menus

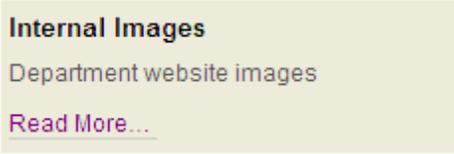
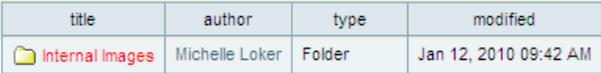
Folder menus seen may vary depending on what privileges you have on the site.



Actions	Actions are used to cut, copy, delete or rename a folder. These actions can also be performed by selecting the contents tab and using the appropriate buttons within that window.
Display	Display is used to change the way a user views the items within the folder. Explanations of the display options for a folder are described below. Standard view is the default view applied when a folder is created.

Display Options for a Folder

The examples below are focused on changing the display of the **home** folder. The examples only show how one of the items within the home folder would be displayed.

Summary View		Shows the title, description , and provides a read more link to the item(s) within the folder.
Tabular View		Shows the title, author, type of item (folder) , and modified date .
Thumbnail View		Shows a thumbnail of pictures. This view is most useful when pictures are stored in a folder.
Standard View		This is the default view when a folder is created. This view shows the title, created by, last modified and description of items within a folder.

<p>Select a content item as default view...</p>		<p>By choosing a content item as default view, when the folder is selected, a default page will be displayed. For example, when a visitor of the site clicks on home (folder), you wouldn't want them to see a list of items that are in that folder (which any of the options above would do). Instead, you would want them to see a default page, your home page. Instructions to set a default page are included under, the Setting a Default Page for a Folder section of the manual below.</p>
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<p>Add New</p>	<p>The add new menu is the menu used to add content to the site (i.e. folders, pages, files, images, news, events, etc.). The items in this menu may vary depending on what privileges you have on the site as well as what products are installed on the site.</p>
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Add New Menu Options

<p>Collection</p>	<p>A collection is used to search your Web site for certain content without using the search mechanism. It allows you to create a customized smart search folder for visitors of the site so they can find all types of content (pages, images, files, event, etc.) related to a certain topic by clicking one folder.</p>
<p>Event</p>	<p>Adds an event to the calendar</p>
<p>File</p>	<p>Adds files to the website (i.e. MS Word PDF, MS Excel, etc.)</p>
<p>Folder</p>	<p>Used to organize your site content</p>
<p>Form Folder</p>	<p>Adds forms to the Web site</p>
<p>Image</p>	<p>Adds pictures to your Web site</p>
<p>Link</p>	<p>Adds an external link to your Web site navigation. Test this when logged out. (Note: When logged in, this will not go to the external link directly).</p>
<p>News Item</p>	<p>Adds a news item to your Web site (pictures can also be added within a news item)</p>
<p>Page</p>	<p>Creates a new page in your Web site</p>

<p>State</p>	<p>The two main state types for an object are private and published. The state of an item determines who will be able to view the item. By default, items are created in a private state. Unless you have privileges on the site, you will not be able to see the item until it is published. Folders need to be published in order to see the pages within them (unless the page is being linked to from another published page). The advanced option can be used to publish multiple content items at once.</p>
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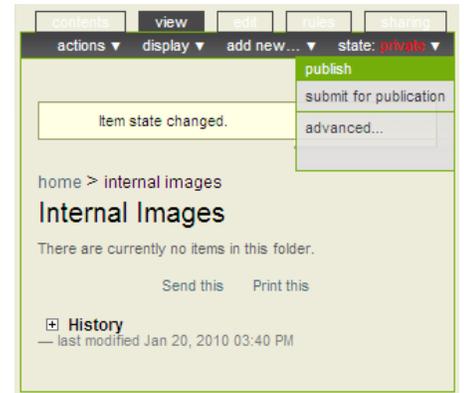
State Options

Publish	The item will be published and can be viewed by visitors of the site
Submit for publication	Sends the item through a workflow state for approval before the item is published
Advanced	Allows for publishing multiple items within a folder

Publishing an Individual folder (i.e. Internal Images)

1. Make sure the Internal Images folder is selected by refereeing to the bread crumbs
2. Click the **state** drop-down menu
3. Select **publish**

Note: This folder needs to be published for the images to be viewable within the site.



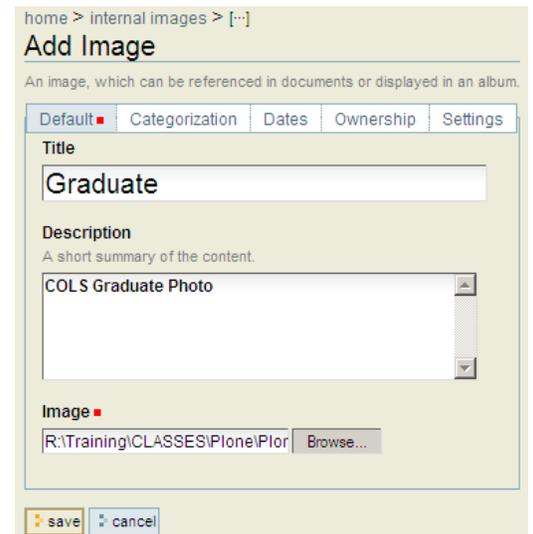
Adding Images to a Folder

Images that you know you would like to use on pages or just viewed through a folder can be directly uploaded to a folder.

1. Select the folder where the image will be stored (i.e. **Internal Images**)
2. Select the **add new** menu
3. Select **Image**
4. Add a title to the image (i.e. **Graduate**)
5. Add a description to the image (i.e. **COLS Graduate Photo**)

NOTE: The description is very important for an image because it will let individuals with disabilities know what the item is by the description.

6. Click the **Browse** button and navigate to the image
7. Click 



The image is uploaded to the chosen folder and can be used in other areas of the site.

Adding Images to the Main Images Folder

The **main images** folder is a folder that automatically comes with the Plone template. Images uploaded to the main images folder are used for populating the main image area at the top of the Plone site. **Only upload images to this folder if you would like them to appear in the main image area at the top of the site.** If there are multiple images uploaded to the main images folder, the different images will cycle through as users are navigating throughout the site.



Editing the Home Page

The next step is to edit the Home Page that was provided with the template. This will be the default page that visitors of the site see when they click on **Home** (folder) in the navigation.

1. Make sure the **home** folder is selected. If not, click on **home** in the navigation
2. The **view Tab** is activated
3. Select the **edit Tab**
4. If needed, edit the title and description of the page
5. If needed, edit the body text of the page by using the directions below

Body Text of a Page

This is the area that will be used to add text, links, images, and tables to a page. Visitors of the site will view the information within the body text area.

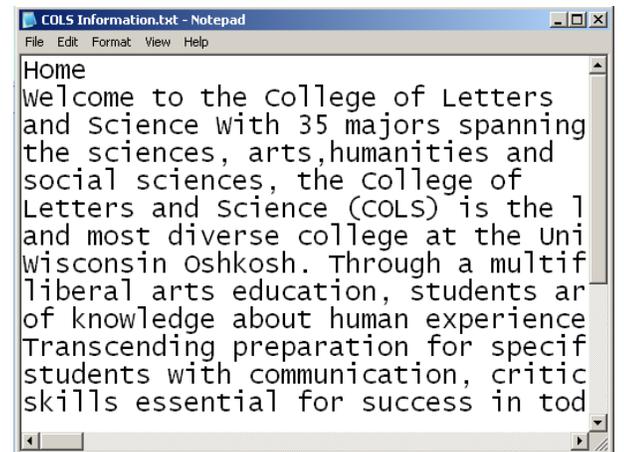
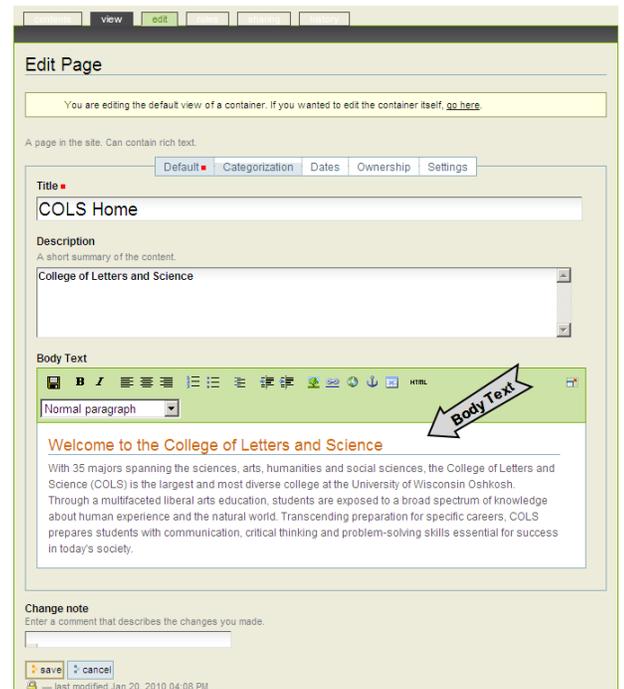
1. To add text, simply type in the white area

Copy & Paste

If you already have text in another source that is **current** using copy and paste is a great timesaver.

Before you copy and paste from the other source directly into Plone, you will need to copy the information from the original source into a text editor such as Notepad. By taking this step, it will help to prevent formatting problems. Pasting the text into Notepad will strip the formatting. For example, if you copy and paste from a Word document directly into Plone it will bring a lot of hidden code with the formatting which can sometimes cause problems in a web coding environment.

1. Copy the information from the original source (highlight, right click, copy)
2. Open Notepad by clicking on the **Start** menu in the very bottom left corner of your screen
3. Select **Programs**
4. Select **Accessories**
5. Select **Notepad**
6. Click in the white area of notepad, right click, and select **paste**
7. Select the text in Notepad, right click and select **copy**
8. Go back to the Plone window
9. Right click in the white area of the Plone body text and select **paste**



After the text is either typed or pasted into Plone, it will need to be formatted. This is a very important part of creating a site. The text will be formatted by using the styles drop-down in the editor toolbar.

Formatting Text

Editor Toolbar

This toolbar is used to edit the formatting of your text as well as add pictures, internal/external links, anchors, tables and text styles.



	Saves the current page you are working on
	Bolds the text that you select
	Italicizes the text you select
	Aligns your text/paragraph to the left
	Aligns your text/paragraph to the center
	Aligns your text/paragraph to the right
	Creates a numbered list
	Creates a bulleted list
	Definition list (Works well for listing categories and then words with definitions).
	Decreases the indent for a paragraph
	Increases the indent for a paragraph
	Insert image
	Insert internal link
	Insert external link
	Insert anchors
	Insert table
	HTML view (web code view)
	Style of text
	Zoom – Maximizes only the body text area of the page

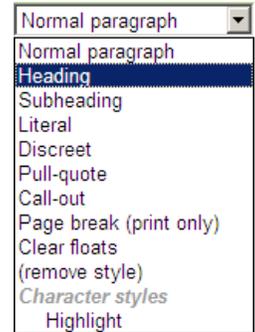
Styles

Styles are used to format text in the body text area of a page. The three most commonly used styles are **Heading**, **Subheading** and **Normal Paragraph**. A style is a pre-programmed set of formats that have multiple formatting options embedded into one style (Heading, Subheading and Normal Paragraph). When text is typed or pasted from Notepad into Plone, by default it is formatted as normal paragraph.

By formatting the text on the page it will be easier for the user to navigate to the area they want to view quickly. Formatting the text will also allow you to use the table of contents and anchor feature which can build a link directly to a certain area of the site.

For example, in the example pasted text above, “Welcome to the College of Letters and Science” should be formatted as a **Heading**.

1. Select the text to be formatted (i.e. Welcome to the College of Letters and Science)
2. Click the **Style drop-down**
3. Select **Heading** (There are many other styles to choose from. Explore the other formatting style options that are available.)
4. Notice how the text formatting changes. The text below represents the styles for the example site.



Example of Normal Paragraph Style

Welcome to the College of Letters and Science

Example of Heading Style

Welcome to the College of Letters and Science

5. Click **Save** when done adding text to the page
6. After a page is saved the **view** tab is activated

Note: By default, a page displays the **Title, Description, and Body Text**

In most cases, you will not want the title and description to show. This can be changed by using the **display menu** to only show the body text. This will be explained below.



Page Management Tabs



The page management tabs seen may vary depending on what privileges you have on the site.

NOTE: Since the page has been set to be the default of the **home** folder, you will also see the tabs related to the folder, depending on what privileges you have on the site (i.e. the **Contents** tab will be showing).

View	This will show the page. Be aware that this is showing the page as permissions granted to the logged in user. A good way to test it for general users coming to the site is to open it up in a different browser than the browser of the logged in site. Note: The page will need to be published for a general user to see it.
Edit	This tab is used to edit the page

Sharing	This tab can be used to set specific permissions for the page (Can Add, Can Edit, Can View, and Can Review). Pages will inherit permissions from the folder level unless otherwise specified.
History	Shows a history of change for an item and allows you to see and revert to previous versions

view | edit | sharing | **history**

home > cols home

Revisions of "COLS Home"

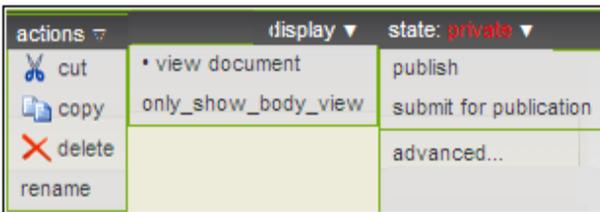
Last modified Jan 13, 2010 01:12 PM

revision*	performed by	date and time	comment	actions
Working Copy	loker	Jan 13, 2010 01:12 PM		<ul style="list-style-type: none"> Compare to previous revision
0 (preview)	loker	Jan 13, 2010 11:49 AM		<ul style="list-style-type: none"> Compare to current revision Revert to this revision

— last modified Jan 13, 2010 01:12 PM

Page Menus

The page menus seen may vary depending on what privileges you have on the site.



Actions	Actions are used to cut, copy, delete or rename a page. These actions can also be performed within the contents tab. Note: To view the contents tab you must have a folder selected. Then you would have to navigate to the page.
Display	Display is used to change the way a user views the page. By default, the display is set to view document . <ul style="list-style-type: none"> view document – If this view is chosen the user will see the page title, description, and body text of the page. only_show_body_view – If this view is chosen the user will only see the body text of the page. It is usually not necessary to show the title and description, so this is the view that will likely be used most often.
State	The two main state types for a page are private and published. The state of an item determines who will be able to view the item. By default, items are created in a private state. Unless you have privileges on the site, you will not be able to see the item until it is published.

Adding Additional Folders

Additional folders will need to be added throughout the site to organize the site navigation.

1. Add all folders that are needed to build the site structure (it is much easier if this is done right away so that the content items can be directly added to the proper folder and won't need to be moved later).

For example, to complete the COLS site navigation example, I will build the following folders:

- About Us
- Programs
 - Undergraduate
 - Graduate

Adding Pages

Additional pages should be added to the appropriate folders.

For example, to complete the COLS site navigation example, the following pages need to be created:

1. About Us (Folder)

Pages to Create:

- COLS About Us (Default Page for About Us Folder)
- COLS Contact

2. Programs (Folder)

Page to Create:

- COLS Programs (Default Page for Programs Folder)

3. Undergraduate (Folder)

Pages to Create:

- COLS Undergraduate (Default Page for Undergraduate Folder)
- Majors/Minors/Emphasis
- Requirements

4. Graduate (Folder)

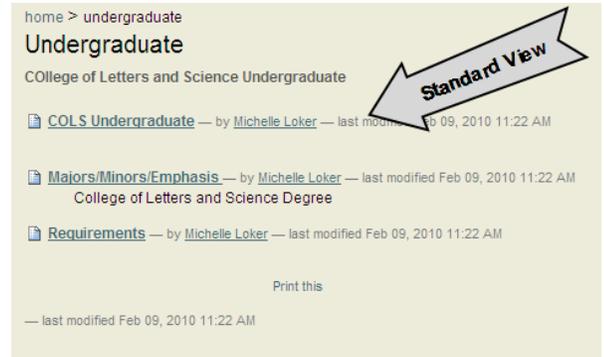
Page to Create:

- COLS Graduate (Default Page for Graduate Folder)

1. Select the **folder** where the page should be stored (I will be creating the COLS Programs **page** that will be added to the Programs **folder**)
2. Select the **add new** menu
3. Select **Page**
4. Type in the page **title** (i.e. COLS Programs)
5. Type in the page **description** (i.e. College of Letters and Science Programs)
6. Click in the **body text** area
7. Type or copy and paste the text
8. Format the text as needed
9. Save the Page

Setting a Default Page for a Folder

By default, a folder is set to display in **standard view**. The different view options for a folder are discussed above, in the **Display Options for a Folder** section of the manual. It is very **important** to set the display of a folder. If the display of a folder is left in **standard view**, when the folder is selected it will open the folder and display a list of items within the folder, in the main content area of the site as shown below.



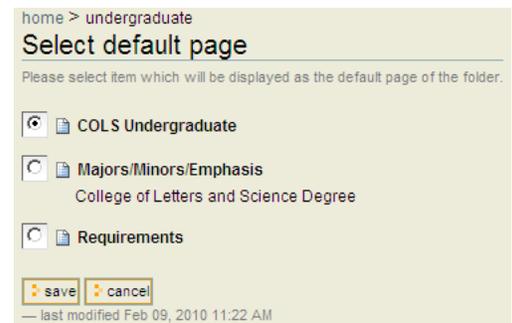
In most cases, the display option for a folder should be set to, “**select a content item as default view...**” By selecting a content item as default view, a page can be chosen from the selected folder. After a page has been chosen, when a visitor of the site clicks on the folder in the navigation, it will display the default page you have chosen. Any subsequent pages or sub-folders within the main folder will be expanded, below the main folder.



For example, according to the example COLS Navigation, the Undergraduate folder should have the COLS Undergraduate page as the default view when the Undergraduate folder is selected. The COLS Undergraduate page needs to be set as the default view.

Select content item as default view

1. Click on the folder that you would like to change the display (i.e. Undergraduate)
2. Click on the display menu
3. Click on **select a content item as default view...**, a list of items within the selected folder will be displayed
4. Click on the button in front of the default page the default page
5. Select **save**



Adding Other Toolbar Elements to a Page

Other elements can be easily added to a page by using the editor toolbar.

Important Note: You will need to be in edit mode in order to add or change a page, so make sure the edit tab is selected.

Tables

Tables can be added to a page to show text in a tabular view or to line up pictures within a page.

1. If the page is not currently selected, select the page you would like to edit in the navigation. Remember, you can tell where you are by following the bread crumbs (i.e. I am still editing the **COLS Programs** page).
2. If not currently editing the page, select the **Edit** tab. At the top of the window, it will show the bread crumbs and below it will show Edit Page.
3. Click in the body text area where you would like to insert the table
4. Select the  button on the editor toolbar

home > programs > cols programs
Edit Page

Table Class

The table class is the way the table is formatted.

For example, the **subdued grid** table class is formatted to have thin black lines between all rows and columns of the table.

The **invisible grid** table class is formatted not to show the lines between the rows and columns (they are invisible). The **invisible grid** table class is good for lining up pictures and text without showing the table lines.

1. Select the table class you prefer (it is easiest to see what the table will look like after the page is saved, published, and you are logged out).
2. In the example to the right, the **Invisible grid** table class is selected
3. Select the number of rows and columns needed (i.e. 2 rows , 2 columns)
4. **Create Headings** is automatically checked. If left checked, this will create another row with default headings that can be changed simply by selecting the text and typing over the top. Uncheck the box if prefer not to have headings added.
5. Select **Add Table**

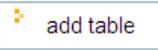
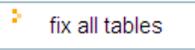
Table

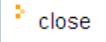
Table Class Invisible grid ▾

Rows 2

Columns 2

Create Headings



6. The table is inserted
7. If no headings are added, the table cells will be very tiny
8. Click in the cell where you want to add the content and type or add an image
9. Notice how the gridlines for the table show even though I selected invisible grid. They are only showing because I am logged in (this allows me to position the text or picture in the right area). As soon as I log out and view the page, the lines will be invisible.



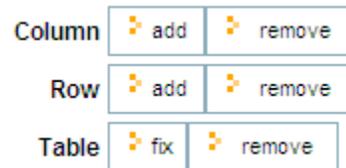
Editing a table

If you need to add or delete rows and columns after the table is already added, it can be done by editing the table.

Some browsers will show the following marks between the cells  . Use the arrows to add rows or columns and use the  to delete columns or rows. These options are not available if using Internet Explorer.

To edit a table if using Internet explorer:

1. Click where needed in the table
 - Rows are added below where the cursor is in the table
 - Columns are added to the right of where the cursor is in the table
 - Rows and columns will be deleted based on where the cursor is in the table
2. Select the  button
3. Choose the appropriate action on the column or row
4. Click 



The changes should be made to the table

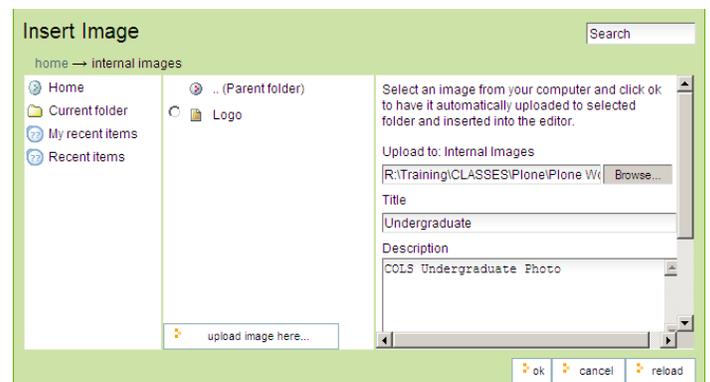
Adding Images

The way images are added may depend on what the purpose of the image will be used for. Regardless of the use, an image must be uploaded and stored in a folder to be viewed or used within the site.

For example, if I want to add an image to a page I may choose to do so directly from that page. When I upload the image, I will have to choose where I want the actual image file saved. It is a good idea to have that folder created before uploading the image.

Adding Images to a Page (that are currently not uploaded to the Plone site)

1. Click within the body text area of the page where the image should be inserted
 2. Select the  button on the toolbar
- Note: Since the image has not been**



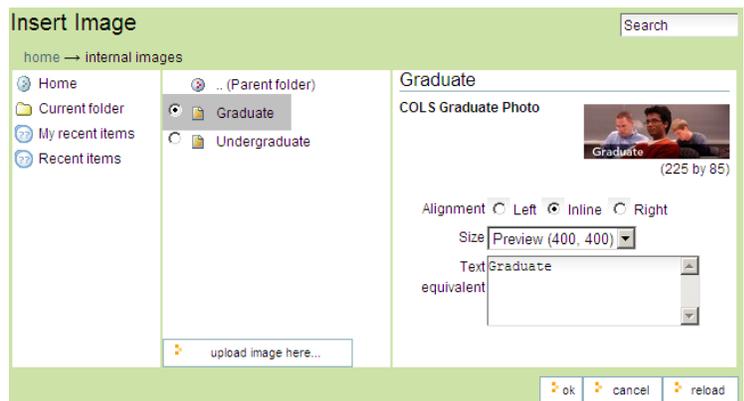
uploaded to the site you must use the navigation to choose where you would like the image saved. The image will appear on the page, but the image file has to be uploaded to a location within the site.

3. Navigate to the folder where you will be organizing this particular image. Start by using the navigation options in the very left column (it may be easiest to start by selecting **Home** in the left column)
4. Click at the bottom of the second column
5. Click in the third column to choose the image
6. Title the image (i.e. Undergraduate)
7. Add a description for the image (i.e. COLS Undergraduate Photo). **NOTE: The description is very important for an image because it will let individuals with disabilities know what the item is by the description.**
8. Scroll down to view or change options for aligning and resizing the image
9. Click **OK**

The image is added to the page and saved within the chosen folder (i.e. Internal Images).

Adding Images to a page (that have already been uploaded)

1. Click within the body text area of the page where the image should be inserted
2. Select the  button on the toolbar
3. Navigate to the folder where the image is saved (i.e. Home, Internal Images)
4. Select the button in front of image to be inserted (i.e. Graduate)
5. Click **OK**



Editing an Image

If the image is not sized correctly it can be edited easily.

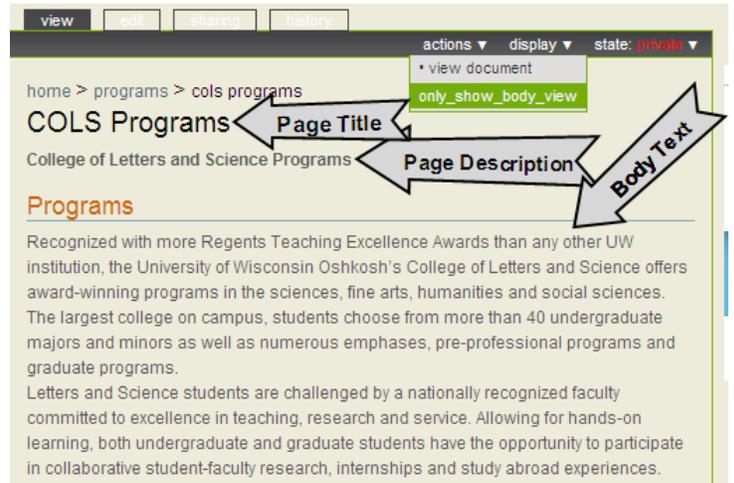
1. Click on the image to select it
2. Sizing handles will appear on the outside of the image
3. Click and drag the handles to resize the image, or click on the  button to open the same window used to upload the image
4. Sizing and alignment options will be available towards the bottom of the third column
5. Select the size preferred
6. Click **OK**
7. **Save** the Page



Changing the display of a page

By default the display of a page is set to **view document**.

- **view Document** – If this view is chosen, the user will see the **page title, description** and **body text** of the page.
 - **only_show_body_view** – If this view is chosen, the user will **only** see the **body text** of the page. It is usually not necessary to show the title and description, so this is the view that will likely be used most often.
1. If the page is not selected, select the page
 2. Make sure the **View** tab is selected
 3. Click the **Display** drop-down menu
 4. Select **only_show_body_view**
 5. By selecting this option, it will get rid of the title and description of the page and will only show the information that is in the body text area.

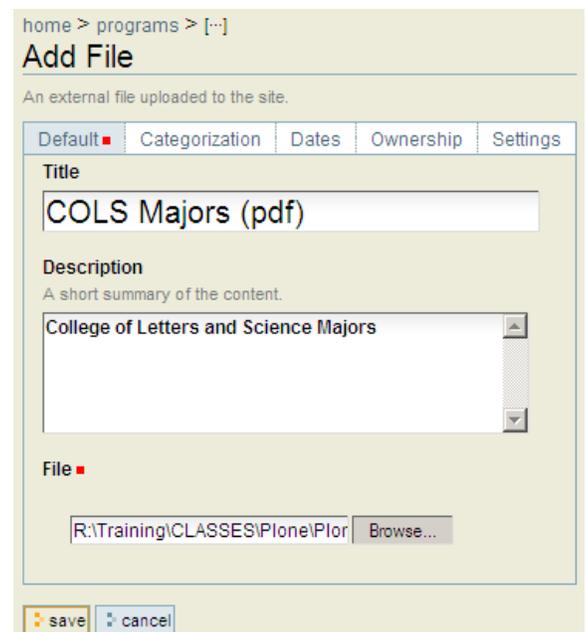


Adding Files to a folder

Files can be added easily through the **Add New** menu. Before the file is uploaded a folder should be created to store the file.

1. Select the folder that you would like to upload the file to (i.e. Programs Folder)
2. Click the **add new** menu
3. Select **File**
4. Add a **title** for the file
5. Add a **description** for the file
6. Click **Browse...**
7. Navigate to where the file is stored and select it (i.e. COLS Majors.pdf)
8. Click **Save**

The file is saved to the designated folder and can be linked to from a page.



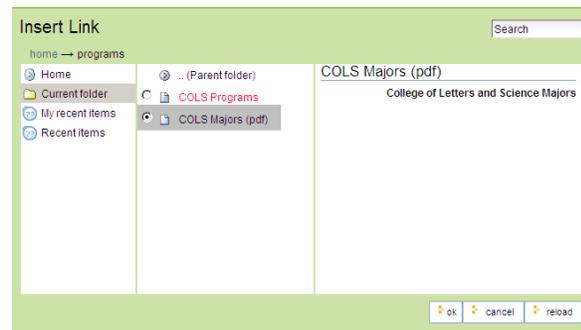
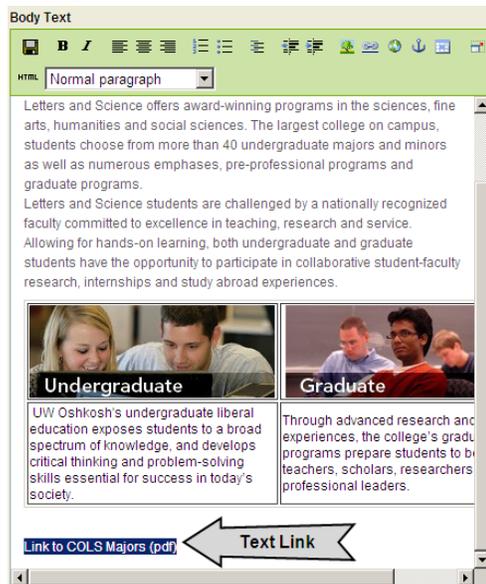
Links

There are two different types of links that can be added within a page.

- External Link – Use to link somewhere outside of your site
- Internal Link – Use to link to a content item (i.e. file, page) within the site

Create an Internal Link

1. Navigate to the page where you would like to create the link (or create a new page if it doesn't exist) (i.e. **cols programs** page)
2. Select the item text or image that will be the link (i.e. Link to COLS Majors pdf.)
3. Select the  button on the toolbar
4. Start navigating to the linked location by using the bread crumbs or start by clicking on the folder name in the navigation at the left. It may be easiest to start by clicking the home folder at the left. Then click on the folder name in the second column until the desired linked item (i.e. page, file) shows
5. Select the radio button in front of the item (page, image) to be linked (i.e. COLS Majors pdf.)
6. Click **OK**
7. **Save** the page
8. The view tab should be selected
9. Test the link. **Note: The link can only be tested from the view tab; it cannot be tested when editing a page.**



Create an External Link

External links can be used to create links outside your site and links to e-mail addresses.

Creating links to other sites

1. Navigate to the page where you would like to create the link (or create a new page if it doesn't exist)
2. Select the item that will be the link (i.e. text or image)
3. Select the  button on the toolbar
4. Type or copy and paste the URL in the box at the top
5. Click 
6. If the link is correct a preview of the site will show below



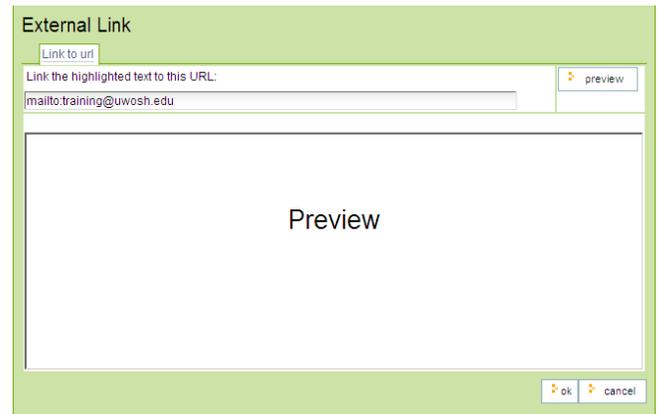
7. Click **OK**
8. **Save** the page
9. The view tab should be selected
10. Test the link. **Note: The link can only be tested from the view tab; it cannot be tested when editing a page.**

Creating links to e-mail addresses

If using Internet Explorer and the whole e-mail address is typed, the e-mail link will automatically be created as soon as the space bar is selected. If not using the whole e-mail address and/or Internet Explorer, the e-mail link will need to be created manually.

To create an e-mail link manually:

1. Select the item (text, picture that will be used for the e-mail link).
2. Select the  button on the toolbar
3. Type in the white box at the top <mailto:TypeFullEmailAddressHere> (i.e. <mailto:training@uwosh.edu>)
4. Select **OK**
5. **Save** the page
6. Test the link. **Note: The link can only be tested from the view tab; it cannot be tested when editing a page.**



Creating an Anchor

Anchors can be attached to items so that when a link is created it will jump directly to the anchor item. By default, when a page is linked it will jump to the top of the page. There may be times when you want to link to a specific area on the page (possibly towards the bottom). Anchors can only be attached to text that use styles (i.e. headings or subheadings). In order to link to a specific area on the page, an anchor must be created first.

1. Make sure the destination text you want to make an anchor has a built in style (i.e. headings or subheadings). To check if there is a style, click anywhere in the destination text and look at the style box on your toolbar as shown below:



2. Select the destination text
3. Select the anchor button
4. Choose the type of style of the selected text
5. Select the radio button in front of the text that you would like to attach the anchor
6. **Save** the page
7. Navigate to the page that will be linking to the anchor
8. Select the text

9. Create an **internal link** as indicated in the above directions
10. Once the internal link location is selected the anchor options will be showing in the third column
11. Select the radio button in front of the anchor that should be linked
12. Click **OK**

Broken Links

If a linked item is being deleted, a warning message will show that the current item to be deleted will have a potential link breakage. Within the warning message it will show where the link is coming from, and gives the option of deleting or canceling the action.

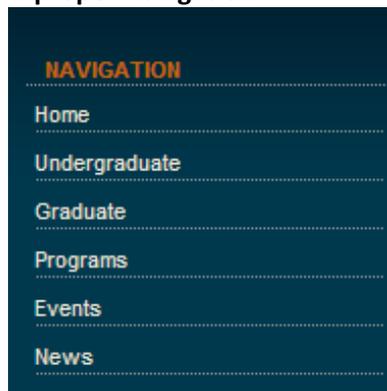


Moving Content Items

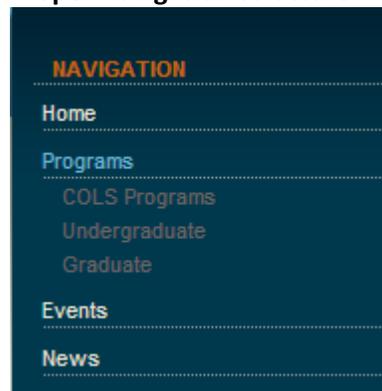
There may come a time when you have added a folder, page or other content item to the wrong area of the site. Moving content can be done easily through the contents tab (this is the better method if moving multiple items to the same location. If moving an individual item it can also be done by using the **actions** drop-down menu of the item (folder, page, file, etc.).

Say I created the **Undergraduate and Graduate** folders (pages are within those folders) under the root (**home folder**). According to the example navigation those folders should have been created inside the Programs folder. I don't have to recreate the folders and pages; I can simply move (cut and paste) the items into the appropriate area (i.e. **Programs** folder).

Improper Navigation



Proper Navigation Structure



1. Click on the **home** folder
2. Select the **contents** tab
3. Click the checkbox in front of the content item(s) that need to be moved (i.e. Undergraduate and Graduate folder).
4. Select the **Cut** button

select: all					
	title	size	modified	state	order
<input checked="" type="checkbox"/>	Undergraduate	1 kB	Jan 21, 2010 04:05 PM	Private	::
<input checked="" type="checkbox"/>	Graduate	1 kB	Jan 21, 2010 04:05 PM	Private	::
<input type="checkbox"/>	Programs	1 kB	Jan 21, 2010 02:10 PM	Private	::
<input type="checkbox"/>	Events	1 kB	Oct 29, 2009 02:18 PM	Published	::
<input type="checkbox"/>	main images	1 kB	Mar 06, 2009 01:35 PM	Published	::
<input type="checkbox"/>	News	1 kB	Jan 06, 2010 04:15 PM	Published	::
<input type="checkbox"/>	Internal Images	1 kB	Jan 20, 2010 04:01 PM	Published	::
<input type="checkbox"/>	COLS Home	1 kB	Jan 20, 2010 04:08 PM	Private	::

— last modified Aug 05, 2008 04:13 PM

- Click on the title of the folder where the item(s) should be moved (i.e. Programs folder)
- Select the **Paste** button
- The item(s) have been moved to the proper area of the site

Publishing Multiple Items within a Folder

It is much faster to publish multiple items within a site by publishing whole folders and all items within the folder. Be careful when using this method because this will publish all items within the selected folder (i.e. subfolder, pages, etc.). Publishing multiple Items can be done one of two ways, depending on what needs to be published.

For example, if you want to publish only one folder and all contained items within just that folder, it can be done through the **state** drop-down menu from the folder.

If multiple folders on the same level need to be published, the easiest way to do so would be to use the **contents** tab.

Publishing an individual folder (using the actions drop-down menu)

- Select the folder to publish (i.e. **Programs** folder)
- Select the **state** drop-down menu
- Select **advanced**
- Notice the folder selected is showing. Below the folder there is a check box to **Include contained items**
- Check the box in front of include contained items to publish **all** content within the selected folder (i.e. in the example this will publish the following items:
 - **Programs (folder)**
 - COLS Programs (default page)
 - **Undergraduate (folder)**
 - COLS Undergraduate (default page)
 - Majors/Minors/Emphasis (page)
 - Requirements (page)
 - **Graduate (folder)**
 - COLS Graduate (default page)
- Select **Publish** at the bottom of the page
- Select 
- 
- The selected folder (i.e. Programs) and all items within the folder have been published



home > programs

Publishing process

An item's status (also called its review state) determines who can see it. Another way to control the visibility of an item is with its **Publishing Date**. An item is not publicly searchable before its publishing date. This will prevent the item from showing in portlets and folder listings, although the item will still be available if accessed directly via its URL.

Affected content

<input type="checkbox"/>	title	size	modified	state
<input checked="" type="checkbox"/>	Programs	1 kB	Jan 21, 2010 02:10 PM	Private

Include contained items
If checked, this will attempt to modify the status of all content in any selected folders and their subfolders.

Publishing Date
The date when the item will be published. If no date is selected the item will be published immediately.

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.

Comments
Will be added to the publishing history. If multiple items are selected, this comment will be attached to all of them.

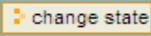
Change State
Select the new state for the selected items.

No change
 Submit for publication
 Publish

— last modified Jan 21, 2010 02:10 PM

Publishing multiple folders within the same level (using the contents tab)

Publishing multiple folders within the same level can be done by using the **contents tab**.

1. Select the **home** folder
2. Select the **contents tab**
3. **Check** the boxes in front of the **items** to be published
4. Select 
5. Notice all of the **folders** selected are showing. Below the folders, there is a check box to **Include contained items**
6. Check the box in front of **Include Contained Items** to publish **all** content within the selected folders (make sure all items in the folder should be published before choosing this option)

In the example this will publish the following items:

- **About Us (folder)**
 - COLS About Us (default page)
 - COLS Contact Us (Page)
- **Programs (folder)**
 - COLS Programs (default page)
- **Undergraduate (folder)**
 - COLS Undergraduate (default page)
 - Majors/Minors/Emphasis (page)
 - Requirements (page)
- **Graduate (folder)**
 - COLS Graduate (default page)

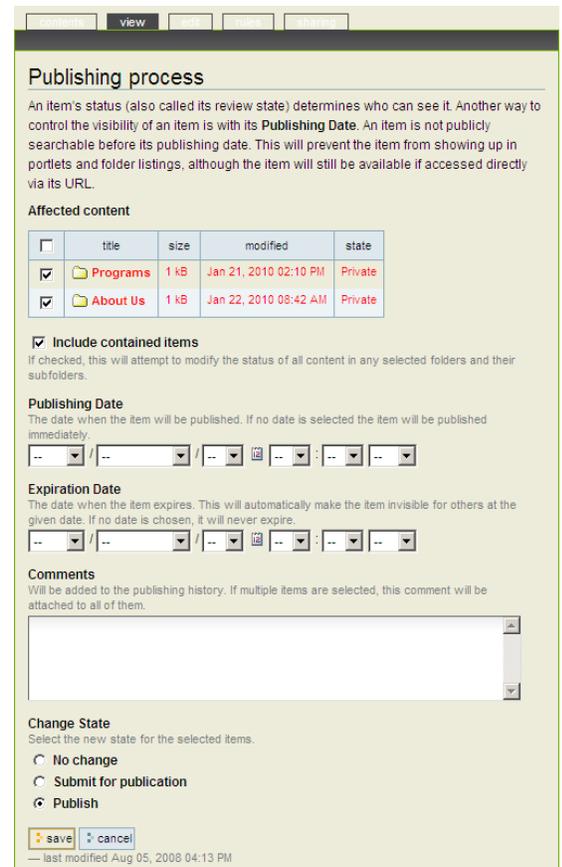
7. Select **Publish** at the bottom of the page
8. Select 
9. 

The selected folders and all items within the folder have been published

Retracting Items

There may be a time where an item(s) need to be changed back to a private state. This can be done by retracting individual or multiple items just as discussed with publishing items.

1. Choose the way you would like to retract the item depending upon what item(s) need to be retracted (one item , whole folder and/or contained items, multiple folder and/or contained items)
2. If selecting multiple items on the same level then the **contents tab** will need to be used



3. Select **Include Contained Items** if you would like to retract all items within the selected folder(s)
4. Select **Retract** or **Send Back** depending on the privileges you have on the site.

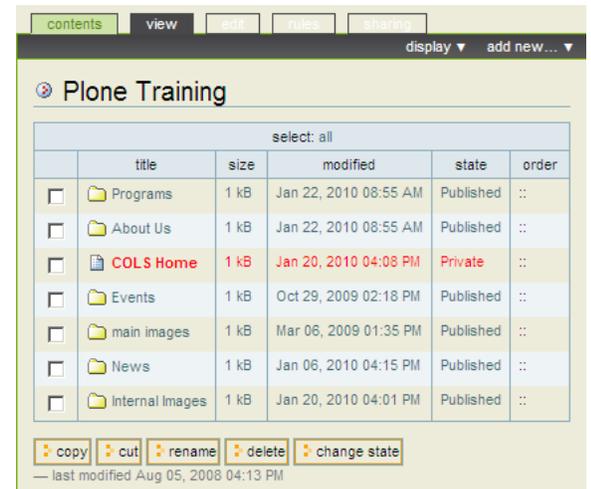
Managing Content

Managing content can be done easily through the contents tab. The contents tab allows you to copy, cut (move), rename, delete, change state and reorder items.

Copy, Cut, Rename, Delete, Change State

To use the copy, cut, rename, delete and change state:

1. Select the check box in front of the item(s) that you would like to take the action on
2. Choose the appropriate action (copy, cut, rename, delete or change state)



Copy or Cut

If using the copy or cut action, navigate to the appropriate area where the items should be pasted (by clicking on the title of the folder to open the item). Then select the **paste** button.

Rename

If using the rename action, type in the new title for the selected item(s)

Change State

If using the change state action, choose the appropriate change state option at the bottom of the window.

Reordering Items

Reordering Items will change the sequence they show in the navigation. Reordering items can be done using the **order** column on the right side of the **contents tab** window.

1. Make sure the **contents tab** is selected for the appropriate folder (i.e. home)
Note: It is easiest to start at the home folder and then drill down from there if needed.
2. In the order column click on the  button in the row of the item to be reordered
3. Drag and drop the item straight up or down to the chosen location
4. The navigation will be reordered

Adding other Content Items

Adding Events

Events can be added to show upcoming events in your area. If a calendar portlet is displayed event dates will be bolded.

1. Select the **Events** folder
Note: There is a collection in the events folder called **Past Events**. The collection is used to manage how the events appear in the portlet. The collection should not be deleted.
2. Select the **add new** menu
3. Select **event**
4. Title the event
5. Add a description for the event
6. Type or copy and paste the body text
7. Format the body text as needed using the toolbar
8. Fill in any other information necessary
9. Select the **save** button



The image shows a screenshot of a web application's 'Add Event' form. The form is titled 'Add Event' and has a breadcrumb trail 'home > events > [-]'. Below the title is a sub-header 'Information about an upcoming event, which can be displayed in the calendar.' and a toolbar with buttons for 'Default', 'Categorization', 'Dates', 'Ownership', and 'Settings'. The form fields include: 'Title' (with the text 'The Chamber Arts Series announces its 42nd season.'), 'Description' (with the text 'We offer you the best in chamber music.'), 'Event Location', 'Event Starts' (with date and time pickers for January 22, 2010, 05:00 PM), 'Event Ends' (with date and time pickers for January 22, 2010, 05:00 PM), 'Event body text' (with a rich text editor toolbar and the text 'TICKET AND PARKING INFORMATION...'), 'Attendees', 'Event Type(s)', 'Event URL', 'Contact Name', 'Contact E-mail', 'Contact Phone', and 'Change note'. At the bottom, there are 'save' and 'cancel' buttons and a timestamp 'last modified Jan 22, 2010 01:01 PM'.

Just like any other content item on the site; events need to be published for visitors of the site to see them.

1. Select the **state** drop-down menu
2. Select **publish**
3. The event will show in the events folder as well as the events portlet on the right or left side of the site. **Note: The events folder does not need to be published for the events to show in the events portlet (only the event itself needs to be published).**

If an event is past and you would not like it to show in the previous events portlet it can simply be retracted.

Adding News

News can be added to inform users what is happening in your area.

1. Select the **news** folder
Note: There is a collection in the news folder called **News**. The collection is used to manage how the news items appear in the portlet. The collection should not be deleted.
2. Select the **add new** menu
3. Select **news**



4. Title the news item
5. Add a description for the news item
6. Type or copy and paste in the body text
7. Format the body text as needed using the toolbar
8. Image: Select the browse button to add an image to the news article
9. Image Caption: Add a caption to the image
10. Click the **save** button

Just like any other content item on the site, news items need to be published for visitors of the site to see them.

1. Select the **state** drop-down menu
2. Select **publish**
3. The news item will show in the news folder as well as the news portlet on the right or left side of the site.



If a news item is old, it can simply be retracted or deleted and will not show in the news portlet.

Manage Portlets

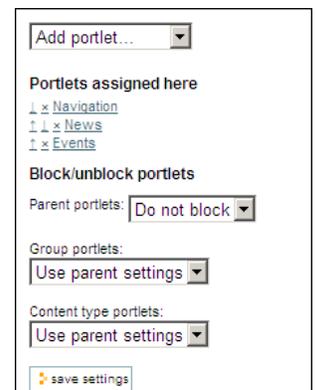
Managing portlets can be done depending on the privileges set on the site. Manage Portlets can be used to add, edit, delete, or move items to the left or right side of the site (such as Navigation, Calendar, News, Events, Static Text, and Call to Action items).

Most Commonly Used Portlets:

- **Navigation:** Used for site navigation
- **Calendar:** Show a calendar month with bold/highlight dates and linked dates for events.
- **Event:** Shows upcoming events based on publish state.
- **News:** Show news items based on publish state
- **Recent Items:** Displays a specific number of recent items by date modified
- **Static Text:** Displays text that doesn't change or a list of links

Add Portlets

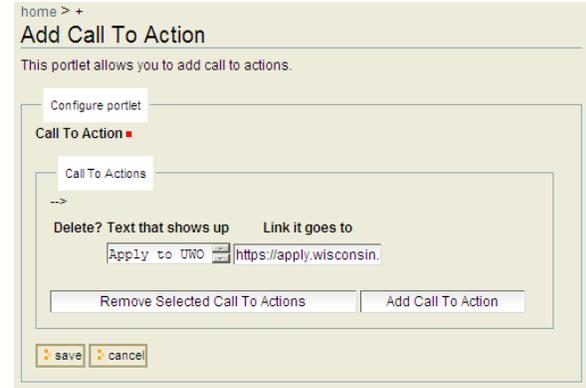
1. If privileges to manage portlets have been set, you will see **Manage portlets** on the left or right side of the main content area below the last portlet item (i.e. Navigation, Call to Action, etc.)
2. Click **Manage Portlets**
3. You can add items to either the left or right side of the main content area



Call to Action Portlet

Call to action portlets are an easy way to display a tangible action that you would like a visitor of the site to take. For example, a tangible action for a UWO Web site may be to have a visitor apply to UW Oshkosh online. This would allow the user to click a button and apply online through a form submission.

1. Select **Add portlet...** on either the left or right side of the window (depending on what side you want the portlet added)
2. Select **Add Call To Action**
3. Text that shows up: Type the text the visitor of the site should click on (i.e. Apply to UW Oshkosh)
4. Link it goes to: Type or copy and paste the link you would like the visitor to see (i.e. <https://apply.wisconsin.edu/>)
5. Click Save

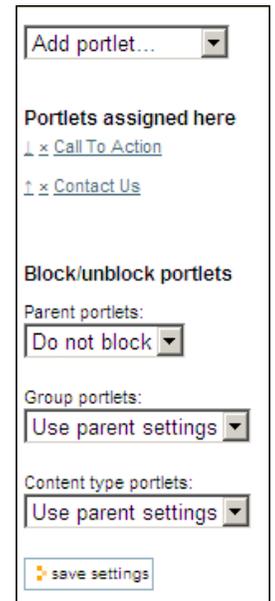


The portlet will be added to the area of the site specified.

Static Text Portlet

Static text portlets can be used to display information that doesn't change often. For example you may want to use a static text portlet to display contact information

1. If privileges to manage portlets have been set, you will see **Manage portlets** on the left or right side of the main content area below the last portlet item (i.e. Navigation, Call to Action, etc.)
2. Click Manage Portlets
3. Select **Add portlet...** in the left or right area of the window depending on where you would like the portlet to be added
4. Select **Static Text Portlet**
5. Type in a portlet header (i.e. Contact Us)
6. Type in the text area (i.e. Contact Department, Address, Phone, Email)
7. Select **save**



The saved portlets show under the portlets assigned here

Delete Portlet

1. Click on the X next to the portlet you would like to delete (there is no warning or undo; it will just be deleted).

Move Portlet

Items in your portlet can be reorganized easily by using the up and down arrows to the left of the portlet name.

1. Click the arrow up or down to reorganize the items in the portlet

Edit Portlet

1. Click on the name of the portlet you would like to edit
2. Depending upon the item you click you will have different options for editing that specific portlet
3. Make the changes
4. Click **Save**

Sharing

Sharing certain parts of the site can be done though using the sharing tab on specific items throughout the site. Be very careful when sharing because by default sharing privileges set will be inherited from higher levels unless specified otherwise.

For example, if you share the root of the site, any other items added or currently within the **home** folder will inherit those permissions, unless otherwise specified. Items within a folder also automatically take on the permissions that have been set for the folder.

Setting permission for the whole site

1. Click on **Home**
2. Select the **sharing tab** (note: this will only be seen if specific privileges have been given)
3. You will see the following IMPORTANT message at the top of the window

You are adjusting the sharing privileges for a default view in a container. To adjust them for the entire container, [go here](#).

4. It is very important to select the [go here](#) link if you would like to share the whole site. If you do not click this link before sharing it will only set the specified privileges on the home **page**

user/group*	can add	can edit	can view	can review
Logged-in users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inherit permissions from higher levels
By default, permissions from the container of this item are inherited. If you disable this, only the explicitly defined sharing permissions will be valid. In the overview, the symbol indicates an inherited value. Similarly, the symbol indicates a global role, which is managed by the site administrator.

— last modified Aug 05, 2008 04:13 PM

5. Click [go here](#).
6. Type in the box to search for a user or group
7. Select **search**
8. Assign the appropriate privileges to the specific user or group
 - Add – Add content the site
 - Edit – Edit items in the site
 - View – View private items in the site
 - Review – Publish items in the site
9. Select **save**

Removing permissions to specific areas of the site

If the whole site has been shared and there is a part of the site that should not be shared, the inherit permissions from higher levels will need to be unchecked.

1. Navigate to the items that should not have extra sharing permissions
2. Select the **sharing tab**
3. Change the permission for the appropriate user or group by removing the check box(s) for the specific permissions (can add, can edit, can view, can review)
4. Uncheck **inherit permissions from higher levels**
5. Select **save**

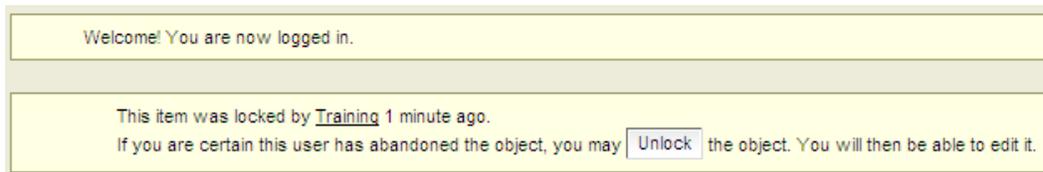
Adding permissions to only specific areas of the site

Specific areas of the site can be shared without sharing the whole site.

1. Select the item that should be shared
2. Select the **sharing tab**
3. Type in the box to search for a user or group
4. Select **search**
5. Assign the appropriate privileges to the specific user or group
Important: If permissions are being set for a folder, the items within the folder automatically take on the same privileges that are set on the parent folder, unless otherwise specified.
6. Select **Save**

Locking and Unlocking

You may find it necessary for more than one person to have access to edit your Web site. With the automatic lock and unlock feature, if there is a user editing a page it will automatically be locked. Notice that it says who locked the item and how long ago it was locked. If you know that the user who has it locked isn't making any changes (i.e. it has been a long time since they locked it), you can go ahead and select the **unlock** button so that you can make your edits.



Once the person editing the content selects the save button, the content is unlocked for others who have permissions to edit.

What do I need to do before requesting the site go-live?

Going-live means replacing your existing site with the new site Web address ("URL"), or if you did not have a site, this will make the new site available to the public.

Before requesting the Web site goes live, the following steps are recommended:

1. Verify all needed content from the existing site has been transferred to the new site.
2. Check that all folders, pages, files and images are in the correct "state" (published vs. private).

3. Check that any content that should be private is indeed private (not publicly visible).
4. Read and edit all the content and verify grammar and spelling, ideally including search engine keywords where possible.
5. Have the necessary people within your unit review and approve the site, as well as test for broken images and links.
6. If needed, inform your user community of the site go-live date. They may need to update bookmarks and links to the new site.
7. When ready, let IMC know by either e-mailing Jamie Ceman (cemanj@uwosh.edu) or calling (424-0821). You can choose a specific date, or you can tell us to proceed as soon as possible. You can also request Web analytics be installed on your site at that time.